



**Cuyahoga County Court of Common Pleas Juvenile Court Division
Legal Division
Intake & Diversion Unit**

INSTRUCTIONS FOR COMPLETING FACT SHEET

Subject's Information

This section pertains to the child. The child's full **legal name, address, date of birth, gender and race are mandatory fields that must be completed without exception.**

Please make every attempt to gather as much information as possible to complete all fields, including providing a detailed physical description including eye and hair color, height, weight and any distinguishing marks observed. (I.e. piercings, scars, tattoos etc...) This information is vital in the event that a warrant is to be issued. A simple photograph will not meet this requirement.

In the "In Custody Of" field, please provide the specific relationship of the person with whom the child resides, i.e. parents, mother, father, grandmother, aunt, foster parents etc...

Mother's Information & Alleged Father's/Father's Information

The parent information sections are for the biological mother and father as defined through legal marriage and/or paternity testing only. Adoptive parents are named in this section as well but are not required to be listed specifically as such. If you have knowledge that the parents were never legally married or that paternity has NOT been established, check the box in front of "Alleged Father's Information".

"Unknown" or "N/A" can **never** be entered in the field for mother.

Please make every attempt to at least get a father's/alleged father's name, even if the address is unknown.

If a parent is deceased, we still need the name of the deceased parent(s) and enter "DECEASED" in the address line.

Please make every attempt to complete as many fields as possible in these two sections. The parent sections cannot be left completely blank.

If CCDCFS is involved and has PERMANENT CARE AND CUSTODY OF THE CHILD, YOU ARE NOT REQUIRED TO ENTER THE MOTHER'S OR THE FATHER'S INFORMATION. Instead "CCDCFS - PCC" is entered in the mother and father line. This is the only occasion the parent sections can be left blank.

RACE, GENDER and DATE OF BIRTH are mandatory requirements.

Other Person's Information

This section pertains to individuals other than the biological or adoptive parents with whom the child is legally residing, or in whose care the child has been placed, or is a party involved, such as legal custodian, guardian, government agency, stepparents, partners etc.

In the "Relationship" field, please provide the specific relationship of the person with whom the child resides, i.e. grandmother, aunt, sibling, stepparent, foster parent etc...

RACE, GENDER and DATE OF BIRTH are mandatory requirements.

Complainant's Information

Juvenile Rule 10 states that "any person having knowledge of a child who appears to be a juvenile traffic offender, delinquent, unruly, neglected, dependent, or abused may file a complaint with respect to the child in the juvenile court of the county in which the child has a residence or legal settlement, or in which the traffic offense, delinquency, unruliness, neglect, dependency, or abuse occurred". Examples of the types of complaint sources appropriate for this section include law enforcement officers, schools, store security officers, probation officers, community agencies, social workers, parents and citizens.

Victim's Information

The legal name, address, date of birth, race and gender for ALL victims are mandatory requirements. If a victim is under the age of 15, his or her parents' or legal guardian's name, address, date of birth, race and gender are required.

If you do not type the Fact Sheet, PLEASE write legibly.

A completed Fact Sheet is a mandatory requirement.