

## **XVII. JUDICIAL DUTIES OFF THE BENCH**

Below is a sample list of duties juvenile court judges have when not on the bench. This list is by no means exhaustive and each item may not apply to every juvenile court in the state.

1. Review and co-sign associate judge orders.
2. Hear and decide appeals from cases initially heard by associate judges.
3. Dictate orders in all cases personally heard, review, and sign. Findings of fact and conclusions of law must be prepared in all deprivation and designated felony cases.
4. Have law clerk conduct legal research on issues that come up in court.
5. On 24-hour call to hear requests from police departments for emergency orders to photograph or fingerprint a delinquent child.
6. On 24-hour call to hear requests from doctors for orders in medical emergencies involving child patients whose parents will not consent to necessary medical treatment.
7. Review probation and DFCS reports on each child before a dispositional hearing.
8. Review and sign all informal adjustment agreements.
9. Review affidavit of reasonable efforts and sign all holding orders (emergency order to temporarily place a deprived child in DFCS custody until the 72-hour hearing is conducted).
10. Review financial forms and approve/disapprove requests for appointed counsel.
11. Review and sign all warrants.
12. Review and sign all dismissals (no probable cause, after mediation, after hold open).
13. Review and sign all advertisement affidavits.
14. Sign bring-back orders.
15. Handle superior court referrals; sign initial paperwork; and review and sign reports prepared by probation officer.
16. Review subpoenas from superior court for juvenile court records.
17. Keep abreast of current case law and issues affecting children.