Transfer to Adult Court

Petition to Transfer

The state will file a Petition to Transfer.
This document can be created in Quest or scanned into Quest.

Add Document

Scroll to the bottom right-hand corner of the **Case Detail** screen
Click the Add Document link.
List templates containing: type Transfer
Press the TAB key on the keyboard
Select the appropriate document. (**ADA-TRASF**) or (**S-PTAC**)
Click the Update button to continue
Answer all the questions

- Update to move forward
- Backward to move backward through the questions
- Cancel to get out of the document (Edit Text to get back in)
- Finish when completed

Cancel to get out of the document preview.
Cancel to get out of Document Detail screen.

Case Status

Both documents will add a case status of: **Petition to Transfer to Adult Court Filed**
This is used for statistics to determine how many petitions have been filed.

Add Event

In the Case Detail screen,
On the right side of the Events line, click the Add link.
Enter the Date/Time of the hearing or click the Find Date button.
Enter the type of hearing – Select **Transfer Hearing**. (also used in statistics)
Select the judicial officer who will hear the case.
Make sure all cases that should appear on the docket have a check mark.
Click the Update button to save.
Click the Cancel button to return to the Case Detail screen.

Transfer Hearing

Add Document

Scroll to the bottom right-hand corner of the **Case Detail** or the **Event Detail** screen

Click the Add Document link.

List templates containing: type Transfer

Press the TAB key on the keyboard

Select the appropriate document. (**JDO-TRASF**) or (**S-OTAC**)

Click the Update button to continue

Answer all the questions

- Update to move forward
- Backward to move backward through the questions
- Cancel to get out of the document (Edit Text to get back in)
- Finish when completed

Cancel to get out of the document preview.

Cancel to get out of Document Detail screen.

Petition Granted

Filed Statutes have a disposition of "Transferred to Adult Court"

A Case Status of "Transferred to Adult Court" is added

A Person Attribute of ** TRANSFERRED TO ADULT COURT ** is added

Petition Denied

A case status of Petition to Transfer Denied is added

Case is scheduled for Adjudicatory Hearing.