



MONTANA YOUTH COURTS

Informal Intake Process

[MCA 41-5-1301](#)

WHAT TO EXPECT PRIOR TO INTAKE :

Youth Court Services receives the information/citation and reviews law enforcement report to determine legal sufficiency and ensure charges meet criteria under 41-5-1301 to be handled informally. (Matter is referred to County Attorney's office for review if legal sufficiency is in question.)

Juvenile Probation Officer assigned to the case schedules an intake and will send out a "Notice to Appear."

WHAT TO EXPECT AT INTAKE:

Both the juvenile and parent/guardian attend intake at the Youth Court Services office or otherwise stated location. Parent attendance is required to complete intake appointments.

A Notification of Rights will be completed, and all parties will sign the form. If all parties are not in agreeance with signing, the matter cannot be handled informally and will instead be referred to the County Attorney's Office for further review.

An informal discussion between juvenile, parents/guardians, and Juvenile Probation Officer will take place regarding the juvenile's information and the offense(s) the youth is cited with.

- The Juvenile Probation Officer has a copy of the law enforcement report to reference throughout the discussion. (Youth Court Service cannot provide copies of law enforcement report.)
- Youth will discuss what occurred that resulted in a citation and is able to present evidence on their own behalf.

Youth will enter a plea of either "admit" or "deny" for the charge being addressed.

- If deny there will be further conversation, and the charge may be referred to the County Attorney's Office.
- If admit a disposition will be determined appropriate for the youth's offense. In certain cases, the disposition will be determined at a subsequent meeting.