

# Laser Fax

Modification 5  
Modification 5.56  
September 17, 2007

## **WARRANT FROM WRITTEN ALLEGATION**

Pursuant to Rule 210 of the Rules of Juvenile Court Procedure, the President Judge of a judicial district may designate an issuing authority to accept arrest warrant applications by means of filing a written allegation and issue arrest warrants for cases governed by the Juvenile Act, 42 Pa.C.S. § 6301, et seq. Therefore, the MDJS will allow the filing of a written allegation and issuance of an arrest warrant when the Court of Common Pleas is not available.

The changes described in the following paragraphs will be effective in the MDJS on September 19<sup>th</sup>.

### ***Issue Juvenile Arrest Warrant***

To record a Written Allegation and issue a Juvenile Arrest Warrant, select option 11 (Warrant from Written Allegation) from the Miscellaneous Docket Menu. A pop-up window displays listing any juvenile warrants issued by your court; press ENTER to create a new warrant and a new JW (Juvenile Warrant) case. Using the Written Allegation form (AOPC 2274) submitted to your court, complete all the fields for which you have information. You will notice that the case entry, charge entry, and IP entry screens have been combined into one screen when you enter a JW case. This allows you to quickly enter only the information which prints on the two-page Juvenile Warrant (AOPC 420A-07). Additionally, you will notice the F5 (Alias) and F10 (Additional Charges) function keys available on this screen.

After the Magisterial District Judge issues an arrest warrant for a juvenile pursuant to Rule 210 (A), the Magisterial District Judge shall forward the juvenile case file to the Clerk of Courts immediately and no later than the next business day.

Please note that the Written Allegation form (AOPC 2274) will be accessible on the AOPC web page or the MDJS Portal under the Forms link by September 19<sup>th</sup>.

### ***Return or Maintain Juvenile Arrest Warrant***

Once the arrest warrant has been executed, it shall be returned to the juvenile probation office. The warrant does not get returned to the MDJ court from which it issued. The juvenile probation office shall, immediately and no later than the next business day, notify the Magisterial District Judge that the warrant has been executed.

To mark the warrant served or access other warrant action codes, go back into option 11 (Warrant from Written Allegation). In the pop-up window, select the warrant you want to access. Press F4 on the Warrant Action Code field to choose the following codes.

- |        |                           |
|--------|---------------------------|
| ? CNCL | Cancel Warrant            |
| ? RPRT | Reprint Warrant           |
| ? RCLD | Warrant Recall for Cancel |
| ? SRVD | Warrant Returned Served   |

Marking a warrant SRVD (served) or CNCL (cancel) will remove it from the pop-up window the next time you access option 11 (Warrant from Written Allegation) from the Miscellaneous Docket Menu.