Sealing Records in JCMS

Records should be sealed in JCMS when the juvenile probation department receives a court order to seal. Sealing orders may require a referral or an entire juvenile’s folder to be sealed. Sealing a folder removes any identifying information and prohibits the record(s) from being accessed in JCMS, but maintains information for statistical purposes. For example, if an Assault referral is sealed in JCMS, there is no way for the department to access this referral or any associated records; however, both TJJD and JCMS will include this referral and any associated records for reporting purposes. Do not delete records that are ordered to be sealed. Deleted records are deleted from both JCMS and from the TJJD database and are therefore excluded from statistical reports.

Sealing a Juvenile’s Folder

To seal a juvenile’s entire JCMS folder, to do the following:

- Access the juvenile’s folder.
- Under Juvenile ID, verify that the folder has a Closed Status.
- If the Status is Active, select to Edit the Juvenile container.
- In the Flags section, change the Status to Closed and save the screen.
Sealing Records in JCMS

- From the Home Screen, select Maintenance.
- From Maintenance, select Seal Juvenile Record.

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- Use the Select function to find the juvenile’s folder.
- Click the star next to the juvenile’s name to select this juvenile.

- Click Continue.
- A confirmation box will display. Check the box next to the verification statement.
- Click Seal to seal the folder.
Sealing Records in JCMS

Sealing a Referral

To seal a single referral without sealing the juvenile’s folder, do the following:

- Access the juvenile’s folder.
- Open the Referral Section.
- Click View to open the Referral to be sealed.
- Click the Seal button to the right of the screen.

- A confirmation box will display. Check the box next to the verification statement. If this is the only referral for the juvenile, and the juvenile does not have a JJAEP entry, the entire juvenile record will be sealed.
- Click Seal to seal the Referral.
- JCMS will verify that there are no open records associated to this referral. If open records are found, an error will notify the user of the screens that must be closed prior to sealing.