

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.

	★ Test, Juvenile	PO Assigned: No Primary PO Assigned PO Unit: No Assigned Unit Case History
	Race: White Sex: Male DOB: 11/01/1998 Age: 19yrs 9mos Brazos JCMS: 0210055430 PID: 0210014768 SID: TSDS: Status : Closed File Location: Add Alert	

- If the Status is Active, select to Edit the Juvenile container.
- In the Flags section, change the Status to Closed and save the screen.

Flags

Committed to TJJD: <input type="checkbox"/>	Discharged TJJD Parolee: <input type="checkbox"/>
CPS Custody: <input type="checkbox"/>	Interstate Compact: <input type="checkbox"/>
Crisis Intervention Youth: <input type="checkbox"/>	JJAEP Student: <input type="checkbox"/>
Current TJJD Parolee: <input type="checkbox"/>	Prevention Intervention Youth: <input type="checkbox"/>
	Prior JJAEP: <input type="checkbox"/>

Deceased:

Comments:

➔
 Status: Closed ▼
 File Location: ▼

Sealing Records in JCMS

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

Maintenance

<ul style="list-style-type: none"> Actions and Dispositions Archive Juveniles Behavioral Health Providers Child Lives With Chronological Note Types County Supervision Conditions CSR Agencies Defense Attorneys Fee Types 	<ul style="list-style-type: none"> Funding Sources Gangs Hearing Types Holidays Identification Types Maintain Courts Maintain Divisions and Units Non-Residential Service Providers 	<ul style="list-style-type: none"> Non-Residential Services Notifications Placement Facilities Program/Service Providers Programs <li style="border: 2px solid red;">Seal Juvenile Record Supervision Levels/Phases User Defined Fields
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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.



No
Photo
Available

★ Test, Juvenile

Race: White Sex: Male DOB: 11/01/1998 Age: 19yrs 9mos
 Brazos JCMS: 0210055430 PID: 0210014768 SID: TSDS:
 Status : Closed File Location:
[Add Alert](#)

PO Assigned: No Primary PO Assigned
 PO Unit: No Assigned Unit
[Case History](#)

- 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.



Referral 0010010583

[Edit](#) [Delete](#) [Seal](#) [Move](#) [Copy](#)

Referral		Juvenile	
Type: Formal	Original Referral Date:	Juvenile's age at time of referral:	Intake Officer:
Date and Time: 09/06/2012 11:00	Original Referral Number:	16yrs 1mos	User, TJJD
Referral Source: Police Agency	Original Referral Primary Offense:	Resident status: County Resident	Referral Disposition: Adjudicated to Probation with Placement
Referring County, State, or Agency: Anderson		School Status: Home School	
Paper Complaint Date:		Education Standing: Passing And In Appropriate Grade	
Paper Complaint Time:		Last grade completed: 9	
Originating Jurisdiction PID:		School at time of Referral:	
		In need of substance abuse services? Yes, being treated	

Offense(s)				
Agency	Offense Date	Complaint Received Date	Offenses	Indicator
PALESTINE POLICE DEPT	09/01/2012	09/01/2012	BURGLARY OF HABITATION Statute Citation: PC 30.02(c)(2) Level/Degree: F2 UCR: Offense #: 0010010583-01	IOI: Primary DOI: Primary

- 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.