

## 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 an offense, 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.



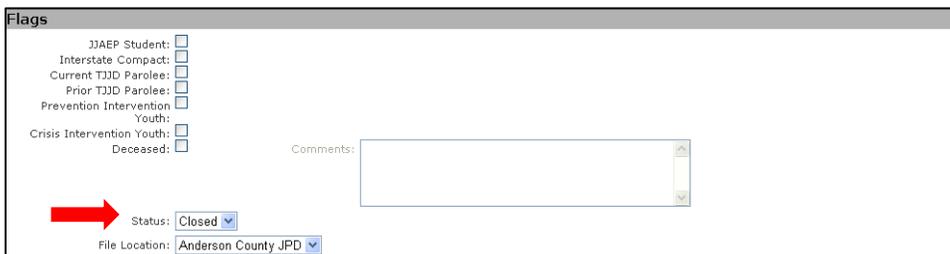
**Test, Juvenile** Restricted

Race: White Sex: Female DOB: 06/05/1988 Age: 27yrs 5mos  
 Anderson JCMS: 0010001293 PID: 0010003664 SID: TSDS:  
 Status: Closed File Location: Anderson County JPD

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

[ADD ALIAS](#)

- 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**

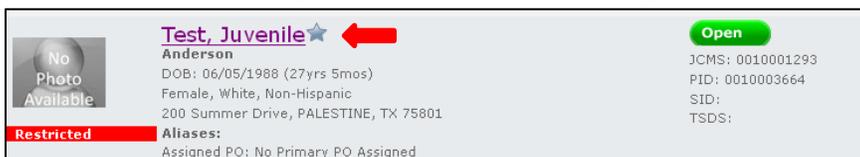
JJAEP Student:   
 Interstate Compact:   
 Current TJJD Parolee:   
 Prior TJJD Parolee:   
 Prevention Intervention Youth:   
 Crisis Intervention Youth:   
 Deceased:

Comments:

Status: Closed

File Location: Anderson County JPD

- From the Home Screen, select Maintenance.
- From Maintenance, select Seal Juvenile Record.
- Use the Select function to find the juvenile's folder.
- Click the star next to the juvenile's name to select this juvenile.



**Test, Juvenile** ★ ←

Anderson  
 DOB: 06/05/1988 (27yrs 5mos)  
 Female, White, Non-Hispanic  
 200 Summer Drive, PALESTINE, TX 75801

Restricted Aliases:  
 Assigned PO: No Primary PO Assigned

JCMS: 0010001293  
 PID: 0010003664  
 SID:  
 TSDS:

Open

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

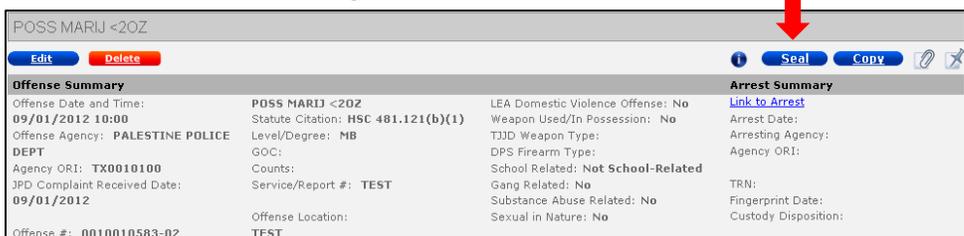
Offense(s)				
Agency	Offense Date	Complaint Received Date	Offenses	Indicator
PALESTINE POLICE DEPT	09/01/2012	09/01/2012	<b>BURGLARY OF HABITATION</b> Statute Citation: <b>PC 30.02(c)(2)</b> Level/Degree: <b>F2</b> UCR: Offense #: <b>0010010583-01</b>	IOI: <b>Primary</b> DOI: <b>Primary</b>

- 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.

### Sealing an Offense

To seal an offense, do the following:

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



POSS MARIJ <20Z

Edit Delete Seal Copy

Offense Summary		Arrest Summary	
Offense Date and Time: <b>09/01/2012 10:00</b>	POSS MARIJ <20Z	LEA Domestic Violence Offense: <b>No</b>	<a href="#">Link to Arrest</a>
Offense Agency: <b>PALESTINE POLICE DEPT</b>	Statute Citation: <b>HSC 481.121(b)(1)</b>	Weapon Used/In Possession: <b>No</b>	Arrest Date:
Agency ORI: <b>TX0010100</b>	Level/Degree: <b>MB</b>	TJJD Weapon Type:	Arresting Agency:
JPD Complaint Received Date: <b>09/01/2012</b>	GOC:	DPS Firearm Type:	Agency ORI:
	Counts:	School Related: <b>Not School-Related</b>	TRN:
	Service/Report #: <b>TEST</b>	Gang Related: <b>No</b>	Fingerprint Date:
	Offense Location:	Substance Abuse Related: <b>No</b>	Custody Disposition:
Offense #: <b>0010010583-02</b>	<b>TEST</b>	Sexual in Nature: <b>No</b>	

- A confirmation box will display. Check the box next to the verification statement.
- Click Seal to seal the Offense.
- JCMS will verify that this is not the Primary Offense associated to a Referral. If this offense is Primary, you must designate a new Primary Offense for the associated referral prior to sealing.
- If this is the only offense in a Referral, seal the Referral.