

Electronic Juvenile After-Hours Take-Into-Custody Procedures and Technical Standards

I. General Provisions

A. Scope/Authority

These Electronic Juvenile After-Hours Take-Into-Custody Procedures and Technical Standards have been issued by the Honorable Patrick L. Carroll III, Chief Court Administrator under the authority of Section 51-193c of the Connecticut General Statutes and Section 4-4 of the Connecticut Practice Book, to become effective 06/29/2020. They apply to all Juvenile Take Into Custody Orders (JV TICs) applied for or issued electronically through the eTIC system.

B. Limitations

Electronic applications for JV TICs may only be submitted to a judicial authority through CMIS to the eTIC system by authorized on-call Juvenile Probation Officers (JPOs) outside of normal working hours. Electronic orders for JV TICs may only be issued by an on-call judicial authority through the eTIC system outside of normal working hours. JV TICs required during normal working hours shall continue to be processed according to existing business processes.

C. Administration of Oaths

Any on-call judicial authority considering applications for JV-TICs outside of normal working hours is authorized to administer oaths remotely. Prior to administering the oath, the judicial authority shall verify the identity of the JPO submitting the application. Remote oaths shall be administered verbally by communication technology, including, but not limited to, telephone.

Any judicial authority administering an oath may refuse to administer the oath remotely, and require the affiant to appear in person if the judicial authority deems it necessary in order to satisfy his or her obligations with respect to administering an oath.

D. Signatures

1. Any application for a JV TIC submitted electronically through CMIS to the eTIC system and any accompanying affidavit must be signed and verified by a JPO as follows:
 - The JPO's selection of the town in which the JPO is located when signing (from a dropdown list);
 - The electronic entry of the JPO's Employee Number into CMIS;

- The system verifying that the Employee Number entered matches the currently logged-in employee (employee ID in CMIS); and
- The system populating the name of the JPO logged in to the computer from which the JPO is signing, which cannot be changed by the user of the computer, and must be the name of the signer of the document

NOTE: No transactions can be processed by a user under another person's name.

2. The Signature of the JPO will be displayed on the signature line of the forms as the JPO's name - as recorded in CMIS in the fields for first name, middle initial, and last name – followed by, in parenthesis, "E-Signature" [ex. Fred J. Smith (E-Signature)].
3. The judicial authority's jurat for the JPO's application and affidavit, and orders for JV TICs may be signed or verified through the eTIC system by the judicial authority as follows:
 - The judicial authority's selection of the town in which the judicial authority is located when signing (from a dropdown list)
 - The judicial authority clicking the "sign" button on the applicable forms; and
 - The system populating the name of the judicial authority logged in to the computer from which the judicial authority is signing, which cannot be changed by the user of the computer, and must be the name of the signer of the document

NOTE: No transactions can be processed by a user under another person's name.

4. The Signature of the judicial authority will be displayed on the signature line of the forms as the judicial authority's name – as recorded in Active Directory in the fields for first name, middle initial, last name – followed by, the judicial authority's juris number in parenthesis, [ex. Judge John A. Doe (123456)].

E. Validity and Status

Any document signed or verified electronically through CMIS or the eTIC system for the purpose of applying for or issuing a JV TIC, and returned to CMIS from the eTIC system in accordance with these Procedures and Technical Standards shall be deemed the original of the document.

Any document signed or verified in accordance with these Procedures and Technical Standards shall have the same validity and status as a paper document that was physically (pen-to-paper) signed or verified by a JPO or judicial authority.

F. Document Retention and Destruction

The eTIC system processes information and signatures and returns the completed data and document to the CMIS system for retention and processing. No electronic documents are retained in the eTIC system.

The provisions of Practice Book Section 7-11, concerning the retention and destruction of court files, are applicable to electronic documents created and signed or verified pursuant to these Procedures and Technical Standards.

These Electronic Juvenile After-Hours Take-Into-Custody Procedures and Technical Standards are approved and are effective June 29,2020.

A handwritten signature in blue ink, reading "Patrick L. Carroll III". The signature is written in a cursive style with a distinct loop at the end.

The Honorable Patrick L. Carroll III
Chief Court Administrator