



2026 REPORT ON THE DETENTION OF MINORS IN COURT HOLDING FACILITIES REPORT INSTRUCTIONS

SECTION I. Court Holding Facility Information:

Reporting Agency Name: Enter the name of the Agency submitting the report.

Facility Name: Enter the name of the Court Holding Facility.

County: Enter the name of the County where the Court Holding Facility is located.

SECTION II. Minor's Information:

Minor's Name: Enter name of detained minor. The Office of Youth and Community Restoration does not share this information.

Gender: Check appropriate box (male/female).

County ID#: Enter the county identifier that could be used for case tracking purposes.

TIME IN SECURE DETENTION

- **Court / Incident Date:** Enter the date (mm/dd/yy).
- **Arrival Time:** Enter time, indicate AM or PM.
- **Departure Time:** Enter time, indicate AM or PM.
- **Total Time in SECURE Detention:** Enter the total amount of time that the minor was in the Court Holding Facility, minus the amount of time spent in the courtroom.
- **Reason for SECURELY detaining minor for OVER six (6) hours:** A brief explanation or reason must be provided for detaining a minor over six (6) hours in a Court Holding Facility.

SECTION III. Offense Information:

Please check **ONLY ONE** box indicating Pre- or Post-Disposition of detention:

- If minor is a **Non Offender** (indicate which type of detention applies):
 - WIC §300 Dependent, or
 - Material Witness
- If minor is **Status Offender**
- If minor is **Delinquent Offender**
- **Other:** please provide an explanation when checking “other”

SECTION IV. Contact Information:

This section requires the name and title of BOTH reporting person and the facility manager. Additionally, please provide the date that the report was submitted and all contact information for both the reporting person and the facility manager.