
GLENN A. GRANT, J.A.D.
Acting Administrative Director of the Courts


www.njcourts.gov • Phone: 609-376-3000 • Fax: 609-376-3002

DIRECTIVE #13-17

[Supersedes Directive #05-07]

[Questions or comments may be directed to
(609) 815-2900, ext. 55350]

TO: Assignment Judges
Family Presiding Judges
Trial Court Administrators

FROM: Glenn A. Grant, J.A.D. 

SUBJECT: Family - Juvenile - Functional Equivalent to Juvenile Pre-Disposition Report (PDR) - Standardized Form

DATE: June 23, 2017

This Directive promulgates for immediate use, the standardized *Functional Equivalent to PDR* (Pre-Disposition Report) form, as had been approved by the Supreme Court. This standardized form is in furtherance of implementation of the Court's 2004 amendment to R. 5:24-4(b), *Order of Probation or Commitment*, authorizing the use of PDR functional equivalents.

Preparation of a pre-disposition report (PDR) is required in cases where a juvenile is committed to a correctional facility. A PDR is a formal and comprehensive document that sets out information gathered by court staff about the offenses with which the juvenile is charged, the juvenile's family, health and schooling, prior record and other information useful to a judge in entering a disposition for the juvenile's case. In some cases, however, there already is a wealth of pre-existing information that could serve as a functional equivalent to the PDR about a juvenile who has been adjudicated delinquent and is pending disposition. Such pre-existing information might include previous PDRs; psychological, psycho-social, substance abuse, psychiatric, or child study team evaluations; needs assessments; Department of Children and Families reports from either the Division of Child Protection and Permanency (DCP&P) or the Division of Children's System of Care (DCSOC); violation of probation summaries of juvenile intensive supervision reports. Often those pre-existing documents contain the same, or even more, information than does the PDR.

In view of the foregoing and to achieve greater efficiency in the disposition process, the Supreme Court in 2004 adopted an amendment to R. 5:24-4(b) that allowed functional equivalents to a PDR to be used in lieu of the formal PDR. Rule 5:24-4(b) thus now provides as follows:

Order of Probation or Commitment. If a juvenile is placed on probation or is committed, the order of the court shall have attached thereto a memorandum containing such information as may assist the receiving agency or institution in the treatment of the juvenile. Before a juvenile is committed to a correctional institution a pre-disposition investigation and report or other functional equivalent (such as a Juvenile Intensive Supervision Program (JISP) report or a Violation of Probation Summary shall be made and considered by the court. . . . [Emphasis supplied.]

It is in the judge's discretion as to whether to order a formal PDR or instead to use a functional equivalent. If the judge opts for the latter, the attached *Functional Equivalent to PDR* form must be completed by Family Division staff. The form requires the entry of certain information elements regarding the juvenile, such as personal identifiers and current charges, and provides for the existing report(s) – the functional equivalents – to be attached. Use of the form thus will provide judges with the information needed to enter the appropriate disposition in juvenile cases without unnecessarily duplicating the information gathering process. Additionally, the form, designed in consultation with the Juvenile Justice Commission (JJC), will be used by the JJC in their assessment and planning for the treatment of a committed juvenile.

EDITOR'S NOTE

*2017 Update - The reference to the Division of Youth and Family Services was changed to reflect the reorganization of the Department of Children and Families effective July 2, 2012. The Division of Youth and Family Services is now the Division of Child Protection and Permanency. The reference to Youth Case Management (YCM) under Miscellaneous Information of the Functional Equivalent to the PDR form was removed because YCM no longer exists. Those YCM cases are now handled by the Care Management Organization. Acronyms also are now spelled out on the Functional Equivalent to the PDR form.

7/3/2007 - Directive #05-07 -- Originally issued by Philip S. Carchman, J.A.D., Acting Administrative Director.

Attachment: Form - "Functional Equivalent to PDR"

cc: Steven D. Bonville, Chief of Staff
AOC Directors and Assistant Directors
Ann Marie Fleury, Special Assistant
Melaney S. Payne, Special Assistant
David Tang, Chief, Family Practice Division
Family Division Managers
Vicinage Chief Probation Officers



New Jersey Judiciary
Superior Court - Chancery Division - Family Part
County

Functional Equivalent to Pre-Disposition Report (PDR)

Party ID Number

Juvenile ID Number

Party Information

Juvenile's Name: Last		First	Middle		
Alias (Also Known As)		Date of Birth	Age		
Most Current Address: Street		Race	Sex		
City	State	Zip Code	Telephone Number		
Current Caretaker and Relationship		Cell Phone Number			
Mother's Name (Last, First, Middle Initial)		Father's Name (Last, First, Middle Initial)			
Address: Street		Address: Street			
City	State	Zip Code	City	State	Zip Code
Telephone Number		Telephone Number			

Current Offense / Adjudication / Dispositional Information

Docket Number	Initial Charge(s)	Final Charge(s)	Adjudication or Plea		Disposition
			<input type="checkbox"/> Adjud.	<input type="checkbox"/> Plea	
			<input type="checkbox"/> Adjud.	<input type="checkbox"/> Plea	
			<input type="checkbox"/> Adjud.	<input type="checkbox"/> Plea	
			<input type="checkbox"/> Adjud.	<input type="checkbox"/> Plea	
			<input type="checkbox"/> Adjud.	<input type="checkbox"/> Plea	
Date of Plea or Adjudication		Date of Disposition	Total Credit Days at Date of Disposition:		

Report Attachments

Required Attachments:

- ☐ Current Complaint OR ☐ Violation of Probation (VOP) Statement of Charges with VOP Summary including original Order of Disposition and original Complaint on which juvenile was placed on probation
- ☐ Order of Disposition / Commitment Order ☐ Current FACTS Printout ☐ Previous PDR(s) ☐ Previous Juvenile Intensive Supervision Program (JISP) Report

Functional Equivalent (one or more of the following, check all attached):

- ☐ Psychological Evaluation ☐ Psychiatric Evaluation ☐ JISP Updates
- ☐ Offense Specific Evaluation ☐ Fire Setter Evaluation ☐ Psycho Social Evaluation
- ☐ Needs Assessment ☐ Discovery ☐ Substance Abuse Evaluation
- ☐ Discharge Report ☐ Child Study Team Evaluation ☐ Department of Children and Families (DCF) Reports
- ☐ Other

Miscellaneous Information

Juvenile's Last School Attended	District	Juvenile's Probation Officer: Name	Telephone Number
DCF Information:	<input type="checkbox"/> Division of Child Protection and Permanency (DCP&P)	<input type="checkbox"/> Care Management Organization (CMO)	<input type="checkbox"/> Contracted Systems Administrator (CSA) <input type="checkbox"/> None/Unknown
Significant Health/Mental Health Information:			
Additional Comments:			
Report Prepared by (Sign and Print Name)			Date