

# JEFFERSON COUNTY SHERIFF'S OFFICE

## Intake Sheet: Writ of Habeas Corpus

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### PLEASE NOTE:

No Action will be taken by the JCSO Civil Office until after the Writ has been reviewed by our Prosecuting Attorney's Office, to assure that enforcement is appropriate.

Writs of Habeas Corpus will generally NOT be considered when the children involved are between age sixteen and age eighteen.

JCSO Investigative Personnel will handle enforcement of the Writ of Habeas Corpus. The Civil Office will handle intake ONLY; thereafter, the case will be turned over to JCSO Detectives.

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\_\_\_\_\_ **Six Court Certified Copies of the "Writ of Habeas Corpus"**

Each copy must be certified with the Court's seal

\_\_\_\_\_ **Copy of the Order issuing the Writ**

Must have the Judge's signature

\_\_\_\_\_ **Warrant in Aid, signed by the Judge**

\_\_\_\_\_ **Break and Enter Order**

Must have Judge's signature on whatever document includes the "break and enter" language

\_\_\_\_\_ **Copy of the Parenting Plan, if one exists**

\_\_\_\_\_ **Detailed Letter of Instruction, including all relevant information:**

- *As many details about the current situation as possible, including what lead to the need for a Writ of Habeas Corpus*
- *As much information about possible locations of the child, or places the child may be taken*
- *Contact information for the petitioning parent, and any other involved parties*
- *Names and contact information for any social workers (such as CPS workers or Guardians-ad-Litem). FAILURE TO DISCLOSE THIS INFORMATION MAY RESULT IN TERMINATION OF THE CASE BY JCSO*
- *Any information that may be important for the safety of the child, or for the safety of Law Enforcement personnel*

\_\_\_\_\_ **Photograph(s) of the Child**

More than one photograph is preferred; current photographs are best

\_\_\_\_\_ **Deposit on Sheriff's Fees**

\$100.00 Deposit (cash, cashier's check, or money order)