AGENCY INSTRUCTIONS FOR COMPLETING PANR FORM: PAGE 3, SECTION A

PANR forms are sent to victims pursuant to A.R.S. § 8-392(B)

Post-Adjudication Notification Request (PANR) forms differ according to a juvenile's disposition: one form corresponds to a disposition of juvenile corrections, the other to probation. Be sure to complete the correct PANR.

All information in Section A should be completed by the **agency** providing the form to the victim or lawful representative. **Do not include more than one victim and/or one juvenile per form.**

1. **JUVENILE NAME:** Enter complete name, using the format "Last, First, Middle", of the juvenile adjudicated of the offense

2. **SEX:** Please Enter Male or Female for juvenile

3. **DOB:** Enter the juvenile's date of birth as indicated on the disposition minute entry

4. **CAUSE #:** Enter the Superior Court Case #

5. **LEA:** Enter the law enforcement agency responsible for investigating/initiating the case

6. **DR#:** Enter the LEA's Department Report (DR) number.

7. **COUNTY** This is pre-filled for your county, denoting what county this case was prosecuted in.

8. **DISPOSITION DATE:** Enter the disposition date.

9. **PETITION DATE:** Enter the petition date.

10. **COUNTS / TYPE(S) / DATE(S) OF OFFENSE(S):** Enter the actual count(s), count number(s) and date(s) of offense(s) listed in the disposition minute entry related to the juvenile's adjudication and disposition.
    Example: "Count 1: Burglary, C6 Felony, 4/5/09"
    a. If there are a large number of charges in the case, you may include only the counts that apply to the victim whose name you will write on the "Victim/Lawful Representative Name" line below.
    b. ***If there is a victim in the case of a count that was dismissed as part of a plea, type "count dismissed" next to the count relating to the victim.***

11. **COURT-ORDERED MINIMUM CONFINEMENT (*JUVENILE CORRECTIONS FORM*):** Enter the length of the disposition.

12. **MINIMUM LENGTH OF PROBATION (*PROBATION FORM*)**: Enter the length of probation.

13. **ADDITIONAL INFORMATION (IF NEEDED):** This field can be used if necessary to enter items such as:
    a. Victim speaks another language besides English
    b. Conflict case handled by another county
    c. Any other information not specified in other fields that is necessary

14. **VICTIM/LAWFUL REPRESENTATIVE NAME:** Enter the name of the person **to whom the form is being sent**.
    a. If the case involves a deceased victim,enter that person's name, the word *deceased*, and the name of the person (legal victim) to notify.
    Example: *John Doe (deceased); Jane Doe (lawful representative*).
    b. If the case involves a minor victim, provide the minor's name, the word *minor,* the name of the minor's lawful representative and that person's relationship to the minor victim.
    Example: *Marge Simpson (mother) for Lisa Simpson (minor).*