

**School Attendance Review Board
Court Petition Process**

Upon SARB Panel Directing Court Petition:

1. Call **Juvenile Court Clerk** at 925-608-2612 to receive "**J#**"
 - a. Court Clerk issues "**J#**" after 10:00 a.m.

2. Prepare Court Petition for **Superior Court of California, County of Contra Costa** (640 Ygnacio Valley Road, Walnut Creek, CA 94596):
 - a. JV-600 Juvenile Wardship Petition § 601(b)
 - b. JV-611 Child Habitually Truant Welfare and Institutions Code, § 601(b)
 - c. JV-625 Notice of Hearing – Juvenile Delinquency Proceeding
 - i. Notice to: Student
 - ii. Notice to: Parent/Guardian
 - iii. Notice to: Parent/Guardian (if split custody/household)
 - d. Complete JV-625 Extra Page
 - i. List notice of hearing for the case issued to the following Attorneys/Firms or Parties.
 - e. Complete Demographics Description of Student and include picture of student, if available.
 - f. Complete MC-300es Interpreter Request if interpreter is required for hearing.

3. Make copies of all forms completed in preparation for filing:
 - a. **1 full set for Court/Judge**
 - i. Include JV-600, JV-611, JV-625 (student), JV-625 (parent/guardian), JV-625 (parent/guardian if split custody/household), and JV-625 Extra Page. Include MC-300es (interpreter request, if needed).
 - b. **1 set Notice of Hearing Student**
 - i. Include JV-625 (student), JV-600, JV-611, and JV-625 Extra Page.
 - c. **1 set Notice of Hearing Parent/Guardian**
 - i. Include JV-625 (parent/guardian), JV-600, JV-611, and JV-625 Extra Page.
 - d. **1 set Notice of Hearing Parent/Guardian if split custody/household**
 - i. Include JV-625 (parent/guardian if split custody/household), JV-600, JV-611, and JV-625 Extra Page.
 - e. **1 set for District file**
 - i. Include JV-600, JV-611, JV-625 (student), JV-625 (parent/guardian), JV-625 (parent/guardian if split custody/household), and JV-625 Extra Page. Include Mc-300es (interpreter request, if needed).

4. File Petitions at Court
 - a. Juvenile Court Clerk, 640 Ygnacio Valley Road, Walnut Creek, CA 94596
 - i. Public Window open **8:00 a.m. – 4:00 p.m.**
 - ii. Be sure to ask to have District copies stamped as "**Filed.**"