



COURT HOLDING - SECURE JUVENILE LOG

Name of Facility: _____ Address of Facility: _____

Reporting Period: _____ Contact Person and Email: _____

INSTRUCTIONS:

A court holding facility is a secure facility, located near or in the same building as the courthouse that:

- is used strictly and only for individuals appearing in court,
- is not to be used as overflow for the jail or police lockup,
- is never used for punishment,
- is operational only during normal court hours (never used overnight), and
- must keep juveniles and incarcerated adults or adult inmates sight and sound separated at all times

In completing this log, please:

- Include the name of your facility,
- Include the dates this report covers, and
- Complete all information on each hold (examples of Purpose of Hold might be “hold for court”, “return for court”, “remanded in court and awaiting transport”, etc)

This is a fillable document; please complete online if possible. If hand-written, please print legibly.

Date	Name	Age	Sex	Race	Purpose of Hold	Was the juvenile sight and sound separated from Adult Inmates? Yes or No