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I. Authorization

Article III (F) of the Interstate Compact for Juveniles (ICJ), in relevant part, provides: “The executive committee shall oversee the day-to-day activities of the administration of the compact managed by an executive director and Interstate Commission staff; administers enforcement and compliance with the provisions of the compact, its by-laws and rules, and performs such other duties as directed by the Interstate Commission or set forth in the by-laws.”

ICJ Rule 3-101 provides: “States shall use the electronic information system approved by the Commission to facilitate the supervision, travel notices, and return of juveniles pursuant to the Interstate Compact for Juveniles.”

II. Policy

Development and maintenance of standardized forms for conducting ICJ business promotes the purposes of the compact. This policy applies to all paper and electronic forms used by the Commission that will not be produced by the electronic information system. Development and modification of forms that may be produced by the electronic information system is governed by ICJ Policy 02-2020: Information System Modifications.


III. Responsibility

A. Information Technology Committee:

1. Provides oversight of the Commission’s forms.
2. Reviews and maintains consistency between paper and electronic forms.
3. The Chair of the Information Technology Committee may direct revisions to an existing form for purposes of correcting typographical errors, errors in format, modifications, errors in consistency, or grammatical errors.

B. Executive Committee Members:

1. Review proposals to create new forms and make revisions to existing forms that will not be produced by the electronic information system.


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C. Rules Committee Members:

1. Review proposals to create new forms and make revisions to existing forms that will not be produced by the electronic information system.
2. Ensure all forms used by the Commission comply with and are based on ICJ Rules.

IV. Procedures

- A. The Information Technology Committee will conduct a thorough review of all proposed new forms and modifications to determine whether the form is consistent with the ICJ Rules and other ICJ forms.
- B. Notice of any proposal to create a new form or revise an existing form that will not be produced by the electronic information system shall be furnished to the Executive Committee and Rules Committee for a review and comment period of thirty (30) days.
- C. Any member of the Executive Committee or Rules Committee may object to the proposal to create a new form or revise an existing form only on the grounds that the creation or revision is inconsistent or does not comply with the ICJ Rules.
- D. An objection shall be made in writing and delivered to the Executive Director of the Commission, or his or her designee, prior to the end of the thirty (30) day review and comment period.
 1. If an objection is made, the Information Technology Committee will consider comments and determine if any further edits are required to ensure the proposed new form or revision to an existing form complies with ICJ Rules. If further edits are required, the form will be subject to a new review and comment period of fifteen (15) days.
 2. If no objection is made, the revision will take effect without further action according to a timeframe established by the Information Technology Committee.

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- E. Notice of new forms or revisions to existing forms will be made to the Commission no later than thirty (30) days in advance of the implementation of the new or revised form.

- F. The procedures in Section IV of this policy do not apply when the Information Technology Committee Chair directs a form revision for purposes of correcting typographical errors, errors in format, modifications, errors in consistency, or grammatical errors.