

## **Juvenile Clerk**

- **Initiate all new Juvenile cases (JC, JD, JT, JM, CM-Juvenile Court) in Odyssey.**
- **Process filings in E-File.**
- **Finalize all Juvenile signed orders in Odyssey.**
- **Issue/recall Warrants.**
- **Daily check of arrest reports to update Odyssey.**
- **Assess fees in Odyssey.**
- **Process service returns.**
- **Process requests from general public and attorneys-example: certify dockets and files.**
- **Work with Juvenile court staff and Juvenile Prosecutor on any issues concerning a case.**
- **Deliver/Pick up mail to Juvenile Court.**
- **Primary backup to Child Support-must be able to perform all Child Support duties.**
- **Backup to Mental Health.**

**Please contact Marc Toone, Chief Deputy Clerk, at [mtoone@vanderburghgov.org](mailto:mtoone@vanderburghgov.org) or 812-435-5163 for additional information.**