



**STATE OF FLORIDA  
DEPARTMENT OF JUVENILE JUSTICE**

**JUVENILE JUSTICE INFORMATION SYSTEM  
BUSINESS RULE**

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**SUBJECT:** CONSOLIDATION OF CASES

**PROCEDURE NUMBER:** 13-001

**EFFECTIVE DATE:** January 25, 2013

**REVISED DATE:** June 2015

**PROGRAM AREA(S):** PROBATION

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**POLICY/PROCEDURE:**

This rule establishes uniform procedures for recording case consolidation when a youth has multiple cases and the State Attorney's Office consolidates those cases into one single case.

When youth is presented on multiple police reports/affidavits, they are entered as individual referrals. Each police report and associated referral is typically assigned its own court docket number. If the State Attorney's Office merges cases, multiple court docket numbers will be combined into one case.

1. Do not delete referrals or charges if they were on police report/affidavit. All charges will remain on the referrals as originally created.
2. Edit court docket numbers to accurately reflect the new single number.
3. Enter a Youth Note to explain the consolidation.
4. If any charges were reduced, upgraded and/or non-filed as a result of the consolidation, dispose and close accordingly.