

## Preparing the Apprehension Order

The Child Protection Worker must prepare the Apprehension Order based on the Territorial Court Judge's decision and include any terms and conditions made by the court.

### REFERENCE

*NWT Child and Family Services Act, section 12.4 (3)*

### PURPOSE

- To ensure the documentation reflects the judge's decision.

### PROCEDURE

1. Document the Judge's decision as well as any terms and conditions while at the Apprehension Hearing.
2. Complete the draft Apprehension Order as per the Judge's instructions and the *Completing Documents for Court* and *Information for Court Order* tools.
3. Submit the draft Apprehension Order to the Supervisor for review and approval.
4. Provide the draft Apprehension Order to all legal counsel involved in the matter for review and approval.
5. Submit the Apprehension Order for the Judge's signature. If the Apprehension Order is returned due to errors, contact the Clerk at the Territorial Court for a copy of the court transcript so as to clarify the Judge's decision. Once the appropriate changes are made, follow the same procedures as indicated above.
6. Place a copy of the signed Order on the child's file and the provide a copy to the parent(s), guardian(s), person(s) having actual care of the child at the time of the apprehension and the child over 12 years of age.

### FORMS

- None

### TOOLS

- Completing Documents for Court
- Information for Court Order

**COURT DOCUMENTS**

- Apprehension Order

Effective Date:  
June 1, 2015

Director of Child and Family Services

