

Chapter 3 - Adoption Party - ADP

Adoption Party Screen

The party screen is used to add information about the interested parties of the case. Users must have security to be able to update party information.

Accessing the Party Screen:

```

NXT TRAN   ADP  TYPE ADD   CASE NBR  20025555  ___ PET 00000000 EVT  ___  PTY  ___
    
```

From the Next Tran Line, enter ADP in the Next Tran field and the option that you want to perform (ADD, INQ, MOD, DEL) along with the case number and suffix number. Press <Enter> and the system will display the case screen.

```

Party      ADD Case# 02002777  Type AC  Opened 701 2002
Jurist 25275 HULL      Attny      Worker
Name ADOPTION, BIRTH, DOB 615 2002 Gen  Race
SSN 000000000
Nbr Type Name          DOB          Attny Typ
 1 BIR ADOPTION, BIRTH, 615 2002
   Address INGHAM
   City LANSING ST MI ZIP Phone
   Soc Sec # DLN Public S
   Cmmnt Chg by on
 2 ADN ADOPTION NAME,, 615 2002
   Address
   City ST ZIP Phone
   Soc Sec # DLN Public S
   Cmmnt Chg by on +

Nxt Tran ADP Type ADD Case# 02002777 Petn# 55555555 Event# Pty
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
F8=Probate F9=Name Inq F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal

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```

Following are the field descriptions for the Party Screen.

~Party~

This area displays the screen that you are in along with the transaction type you are performing.

~Case #~

This area displays the case number .

~Type~

This area displays the case type.

~Opened~

This field displays the filed date as entered on the case screen.

~Jurist~

This field displays the jurist that is handling this case as entered on the case screen.

~Attorney~

This field displays the attorney that is representing the adoptee as entered on the case screen.

~Worker~

This field displays the worker that is assigned to this case as entered on the case screen.

~Name~

This field displays the adoptee's name as entered on the case screen.

~DOB~

This field displays the adoptee's date of birth as entered on the case screen.

~Gender~

This field displays the gender of the adoptee as entered on the case screen.

~Race~

This field displays the race of the adoptee as entered on the case screen.

~SSN~

This field displays the social security number of the adoptee as entered on the case screen.

~NBR~

This field displays the number assigned to the party once you have entered them.

~Description~

Enter the description of the party. The system will automatically create a party for the birth name, adopted name, and the agency. Press <F4> for a list of valid codes. Do not entry F01, M01 on each child of a multiple children file. Enter F01 for the first child, F02 for the second child, etc.

~Name~

Enter the name of the party using the name entry rules explained in Chapter one.

~DOB~

Enter the parties date of birth.

~Attorney~

Enter the parties attorney. Press <F4> for a list of valid attorneys.

~Type~

Enter if the attorney was A = appointed or R = retained.

~Address, City, State, Zip & Phone~

Enter the parties address information.

~Soc Sec #~

Enter the parties social security number.

~DLN~

Enter the parties drivers license number.

~Public~

Enter the public status of this party. The default is "S - Suppressed".

~Comment~

Enter comments regarding this party.

~Changed By~

The system will display information regarding the user that last changed this party and the date it was changed.

Adding a Party to the Party Screen

From the Next Tran Line, enter the following:

Adding:

```
NXT TRAN  ADC  TYPE ADD  CASE NBR  20025555  PET 00000000  EVT  ___  PTY  ___
```

Modifying:

```
NXT TRAN  ADC  TYPE MOD  CASE NBR  20025555  PET 00000000  EVT  ___  PTY  ___
```

When all information has been added, press <Enter> and the system will display the screen you requested.

```

Party  ADD Case# 02002777  Type AC  Opened 701 2002
Jurist 25275 HULL  Attny  Worker
Name  ADOPTION, BIRTH,  DOB 615 2002  Gen  Race
SSN 000000000
Nbr Type Name  DOB  Attny Typ
3 CSS CATHOLIC SOCIAL SERVICES,,
Address
City  ST  ZIP  Phone
Soc Sec #  DLN  Public S
Cmmnt  Chg by ANGIE  on 716 2002
Address
City  ST  ZIP  Phone
Soc Sec #  DLN  Public
Cmmnt  Chg by  on  +

Nxt Tran  ADP Type ADD Case# 02002777  Petn# 55555555  Event#  Pty
F1=Help F2=Nxt Tran F3=Exit F4=Prompt  F6=System
F8=Probate F9=Name Inq F10=Attny Inq F13=Notes F14=Dkt. Inq F16=Inv. Cal

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```

Enter all information regarding the parties and press <Enter>. The system will save the information.

The following rules apply when adding a party:

1. All parties will automatically be set at suppressed.
2. B##, C##, F##, G##, M##, P##, V## or W## party types can't be added with the same party number to the same case twice.
3. You can't modify a party from the ADP/ADD screen.

Modifying a Party on the Party Screen

From the Next Tran Line, enter the following:

Modifying:

NXT TRAN	ADP	TYPE MOD	CASE NBR	00895019	PET	00000000	EVT	PTY
----------	-----	----------	----------	----------	-----	----------	-----	-----

When all information has been added, press <Enter> and the system will display the screen you requested.

```

Party      ADD Case# 02002777      Type AC  Opened 701 2002
Jurist 25275 HULL      Attny      Worker
Name ADOPTION, BIRTH,      DOB 615 2002  Gen  Race
SSN 00000000
Nbr Type Name      DOB      Attny Typ
3 CSS CATHOLIC SOCIAL SERVICES,
Address
City      ST      ZIP      Phone
Soc Sec #      DLN      Public $
Cmmnt      Chg by ANGIE      on 716 2002
Address
City      ST      ZIP      Phone
Soc Sec #      DLN      Public
Cmmnt      Chg by      on      +

Nxt Tran  ADP Type ADD Case# 02002777  Petn# 55555555  Event#  Pty
F1=Help F2=Nxt Tran F3=Exit F4=Prompt      F6=System
F8=Probate F9=Name Inq F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal

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```

Modify the information regarding the parties and press <Enter>. The system will save the information.

The following rules apply when modifying a party:

1. All parties will automatically be set at suppressed.
2. B##, C##, F##, G##, M##, P##, V## or W## party types can't be added with the same party number to the same case twice.
3. You can't add a new party from the ADP/MOD screen.

Inquiring on the Party Screen

From the Next Tran Line enter the following information:

NXT TRAN	ADP	TYPE	INQ	CASE NBR	925892	PET	00000000	EVT		PTY	
----------	-----	------	-----	----------	--------	-----	----------	-----	--	-----	--

When all information has been added, press <Enter> and the system will display the screen you requested.

```

Party      INQ Case# 02002777      Type AC   Opened 701 2002
Jurist 25275 HULL      Attny      Worker
Name ADOPTION, BIRTH,      DOB 615 2002 Gen  Race
SSN 000000000
Nbr Type Name      DOB      Attny Typ
1 BIR ADOPTION, BIRTH,      615 2002
Address      INGHAM
City LANSING      ST MI ZIP      Phone
Soc Sec #      DLN      Public S
Cmmnt      Chg by      on
2 ADN ADOPTION NAME,,      615 2002
Address
City      ST ZIP      Phone
Soc Sec #      DLN      Public S
Cmmnt      Chg by      on      +

Nxt Tran ADP Type INQ Case# 02002777 Petn# 55555555 Event# Pty
F1=Help F2=Nxt Tran F3=Exit F4=Prompt      F6=System
F8=Probate F9=Name Inq F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal

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```

The system will return the party inquiry screen for you.

Deleting a party from the Party Screen

From the Next Tran Line enter the following information:

NXT TRAN	ADP	TYPE MOD	CASE NBR	895019	PET	00000000	EVT	PTY
----------	-----	----------	----------	--------	-----	----------	-----	-----

When all information has been added, press <Enter> and the system will display the screen you requested.

Party MOD Case# 02002777 Type AC Opened 701 2002
 Jurist 25275 HULL Attny Worker
 Name ADOPTION,BIRTH, DOB 615 2002 Gen Race
 SSN 000000000

Nbr	Type	Name	DOB	Attny	Typ
3	CSS	CATHOLIC SOCIAL SERVICES,,			
4	DEL	MOTHER NAME,,			

Address 111 ANY STREET
 City LANSING ST MI ZIP 48912 Phone
 Soc Sec # DLN Public S
 Cmmnt Chg by ANGIE on 716 2002

Nxt Tran ADP Type MOD Case# 02002777 Petn# 55555555 Event# Pty
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
 F8=Probate F9=Name Inq F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal

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Enter "DEL" over the party description and press <Enter>. The system will delete the party.