

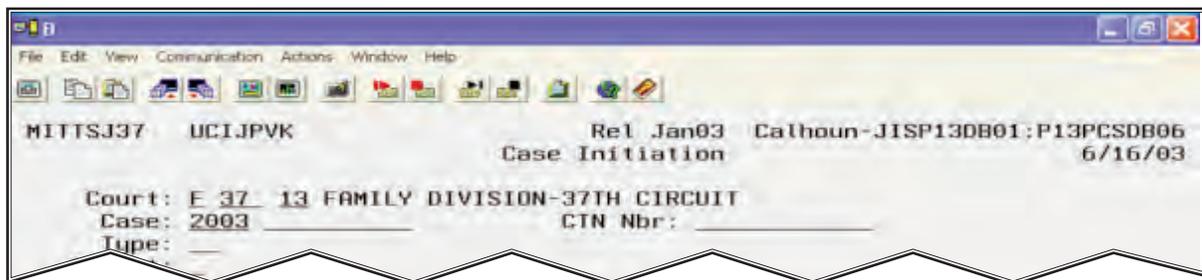
Case Initiation Existing Juvenile File and Case

Additional cases (petitions) for a juvenile/case type are entered much the same way as the initial case.

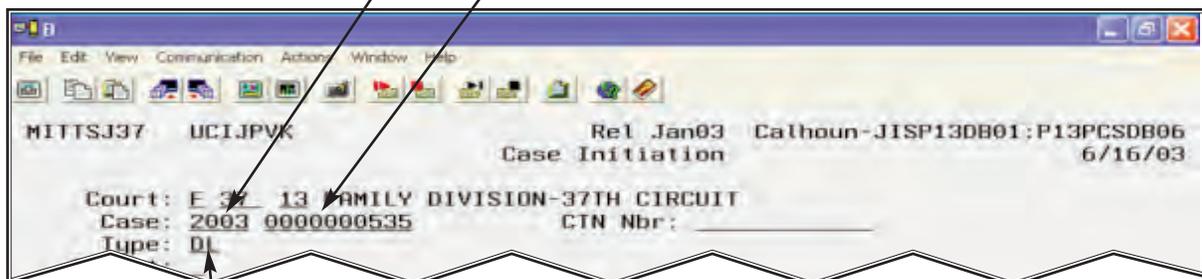
To begin entry of another case, enter CSI (Case Initiation) at any **Next** line and press



The Case Initiation screen will be returned for processing.



Enter the juvenile's file year and number.



And the case type

Press and the **Edit Criminal/Juvenile Case** screen will be returned.

Edit Criminal/Juvenile Case

MICHELE	UCH5E1K	UCSGEN - TEST	HOJ
Edit Criminal/Juvenile Case			3/18/14
Crt: P 13 13 Case: 2014 1400254202 DL Jurist: <u>J 92138</u>			
Filed: <u>3/18/2014</u> Disposed:		Reopened:	Closed:
Prosecutor: <u>A</u>	CTN: _____	TCN: _____	
Complaint/Issue Date: _____	NOTE: The Case/Petition number has been automatically incremented to the next number		Jail/Prison/Prob: <u> </u> CDL License: <u>N</u> Caseload Omit: <u>N</u>
Public: <u>S</u>	X-Reference: _____		
Microfilm No: _____	Jury Demand: <u> </u>		
Vehicle Information:			
Type: <u> </u> Yr/VPN: _____	VIN: _____	Make: <u> </u>	Repeat Ofnd: <u> </u>
Officer/Agency: _____			
Officer/Agency: _____			
F3=Exit F10=Name F13=Cmnds F16=Calc			

Enter all information as it applies to this case.

MICHELE	UCH5E1K	UCSGEN - TEST	HOJ
Edit Criminal/Juvenile Case			3/18/14
Crt: P 13 13 Case: 2014 1400254202 DL Jurist: <u>J 92138</u>			
Filed: <u>3/18/2014</u> Disposed:		Reopened:	Closed:
Prosecutor: <u>A</u>	CTN: _____	TCN: _____	
Complaint/Issue Date: <u>3/17/2014</u>	Police Incident#: <u>14-0987</u>	Jail/Prison/Prob: <u> </u> CDL License: <u>N</u> Caseload Omit: <u>N</u>	
	Location: _____	X-Reference: _____	
Public: <u>S</u>	Jury Demand: <u> </u>		
Microfilm No: _____			
Vehicle Information:			
Type: <u> </u> Yr/VPN: _____	VIN: _____	Make: <u> </u>	Repeat Ofnd: <u> </u>
Officer/Agency: <u>44</u>	TROOPER MICHAEL SMITH	MICHIGAN STATE POLICE	
Officer/Agency: _____			
F3=Exit F10=Name F13=Cmnds F16=Calc			

When you have completed the entry of all case information press and the **Edit PARTY** screen will be returned.

Data Entry for Select Juvenile Screen

Step #1

Make any necessary modifications to the **Edit Party** screen.

If you want this party to be added to the Juvenile's Family File, change the Family Field to "Y". Press . The Select Party screen will be returned.

```

MICHELE   UCIKE1K           UCSGEN - TEST           HOJ
                        Edit Party                          3/18/14
Crt: P 13  13
Case: 2014 1400254202 DL PENNY PRINCESS           OPEN
ANTOSKIEWICZ Attorneys:                          BLoc:  3
Filed: 3/18/2014 Disposed:           Reopened:           Closed:

Name Nbr: 211176 PRINCESS, PENNY,           Filed Date: 3/18/2014
Party: JUV  1  Family: Y Offense Date:
Public: S  Service Type: -
Petitioner:           Auth Jurist:           /Date:
Current Address: 925 W OTTAWA ST           Address Code: 271229
                        Suppress Addr:
City: LANSING           St: MI Zip: 48909
Phone:           Ext:           Gender: F DOB: 12/25/1967 Age: 46
SSN:           DLN:           St:

Assoc Type:  _ _ _ _ _ More: N
Attny:  _ _ _ _ _ Appt/Ret:  _ Notices: Y
Cmt:  _ _ _ _ _

OR Mult Alt Names:  _

F3=Exit F10=Name F13=Cmnds F15=Alt Names F16=Calc F19=Addr@File
    
```

Step #2

When you have completed entry of the information pertaining to this case, press and the **Edit Juvenile** screen will be returned.

```

MICHELE   UCIKE1K           UCSGEN - TEST           HOJ
                        Edit Party                          3/18/14
Crt: P 13  13
Case: 2014 1400254202 DL PENNY PRINCESS           OPEN
ANTOSKIEWICZ Attorneys:                          BLoc:  3
Filed: 3/18/2014 Disposed:           Reopened:           Closed:

Name Nbr: 211176 PRINCESS, PENNY,           Filed Date: 3/18/2014
Party: JUV  1  Family: Y Offense Date: 3/17/2014
Public: S  Service Type: -
Petitioner: CCS           Auth Jurist:           /Date:
Current Address: 925 W OTTAWA ST           Address Code: 271229
                        Suppress Addr:
City: LANSING           St: MI Zip: 48909
Phone:           Ext:           Gender: F DOB: 12/25/1967 Age: 46
SSN:           DLN:           St:

Assoc Type:  _ _ _ _ _ More: N
Attny:  _ _ _ _ _ Appt/Ret:  _ Notices: Y
Cmt:  _ _ _ _ _

OR Mult Alt Names:  _

F3=Exit F10=Name F13=Cmnds F15=Alt Names F16=Calc F19=Addr@File
    
```

Edit Juvenile Screen

MITTSJ37 UCIUE1K Rel Jan03 Calhoun-J1SP13DB01:P13PCSD06
Edit Juvenile 6/16/03

Name: RODMAN, RANDY, WAYNE DOB 5/23/1989 Age: 14 Crt: F 37 13
File Nbr: 2003 0000000535 Type: DL Petition #: 2 Family Nbr: 39153
Worker: W 97099 BURCH, BEVERLY FIA Case: _____

School-Home: BCC Attending: BCC Grade: 9 Microfilm: _____
Ins Type: _____ Policy: _____ Group No: _____ Expire Date: _____
Ins Service Code: _____ Medicaid ID: _____ Date: _____

STATUS: Open: 4/01/2003
Close:
Re-Opened:

CURFEW: Weekday: _____ /Weekend: _____

Lgl Sts: _____ Service Type: *None
Custody: NO with: _____ Begin Date: _____
Placement Type: _____ End Date: _____

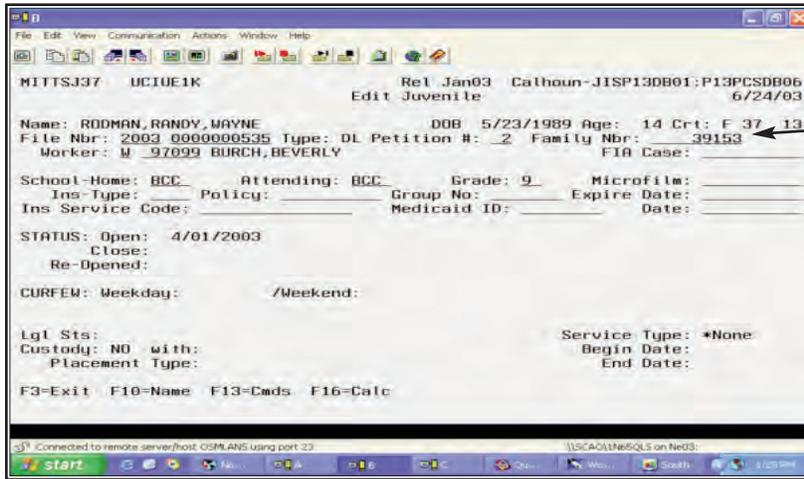
F3=Exit F10=Name F13=Cmnds F16=Calc

Connected to remote server/host: OSMLANS using port 22
\\SCAO\11N65QL5 on Ne03: 10:16 AM

You may make any additions or changes to this screen.

Please Note: The family number has already been added as a result of creating the family file when the first case (petition) was created. Any parties that have a "Y" at family on the **Edit Party** screen have already been added to this case (petition). Do not add them to this case (petition). To determine who has been added to the family file, follow the following steps.

Edit Juvenile ~ Family File

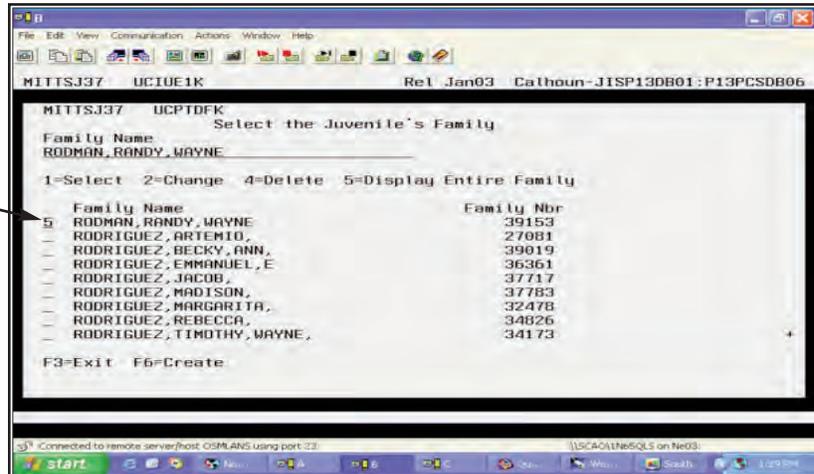


Step #1

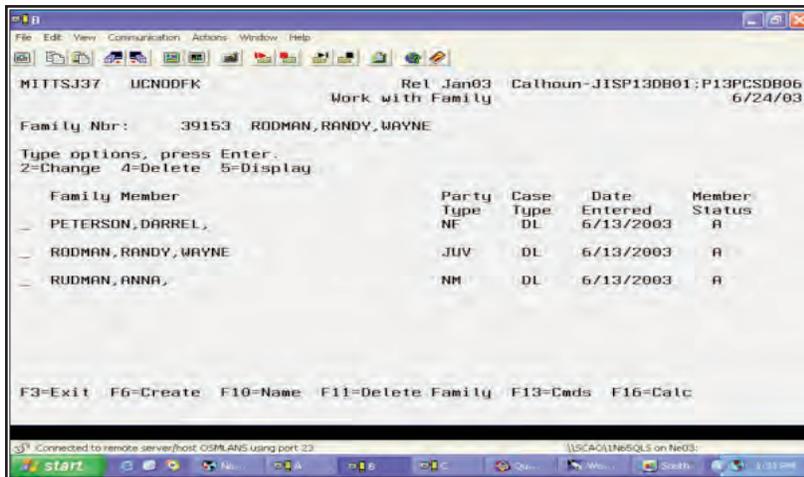
F4 prompt at **Family Nbr** field

Step #2

Place a "5" next to the minor's name and press **Enter**. The **Work with Family** screen will be returned.



Step #3



These individuals will not need to be added to this case. Press **F3** two times to return to the **Edit Juvenile** screen.

Data Entry for Edit Juvenile, continued

```

MITTSJ37 UC1UE1K                               Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
                                                Edit Juvenile                               6/24/03

Name: RODMAN,RANDY,WAYNE                       DOB 5/23/1989 Age: 14 Cr: F 37 13
File Nbr: 2003 0000000535 Type: DL Petition #: 2 Family Nbr: 39153
Worker: M 97099 BURCH,BEVERLY                   FIA Case: _____

School-Home: BCC_   Attending: BCC_   Grade: 9_   Microfilm: _____
Ins-Type: _____ Policy: _____ Group No: _____ Expire Date: _____
Ins Service Code: _____ Medicaid ID: _____ Date: _____

STATUS: Open: 4/01/2003
        Close:
        Re-Opened:

CURFEW: Weekday: _____ /Weekend: _____

Lgl Sts:
Custody: NO with:
Placement Type:

Service Type: *None
Begin Date:
End Date:

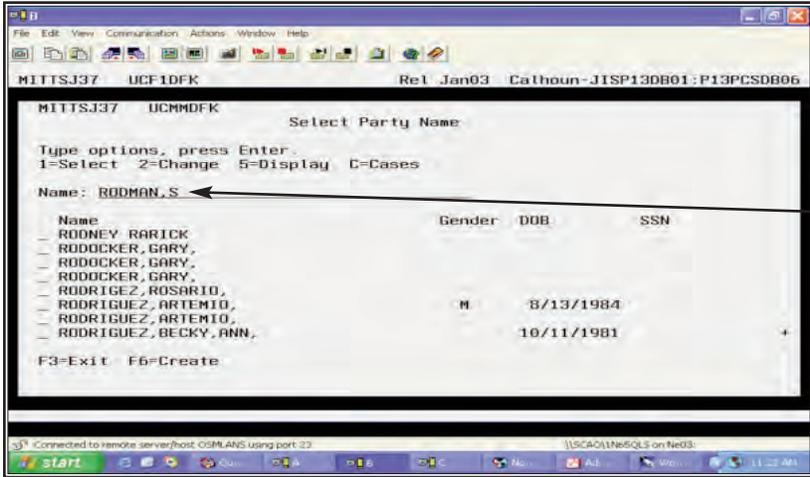
F3=Exit F10=Name F13=Cmnds F16=Calc
  
```

After entering all pertinent information, press and the **Select Party Name** screen will be returned for processing.

Data Entry for Select Party Name Screen

NAME DOES NOT EXIST

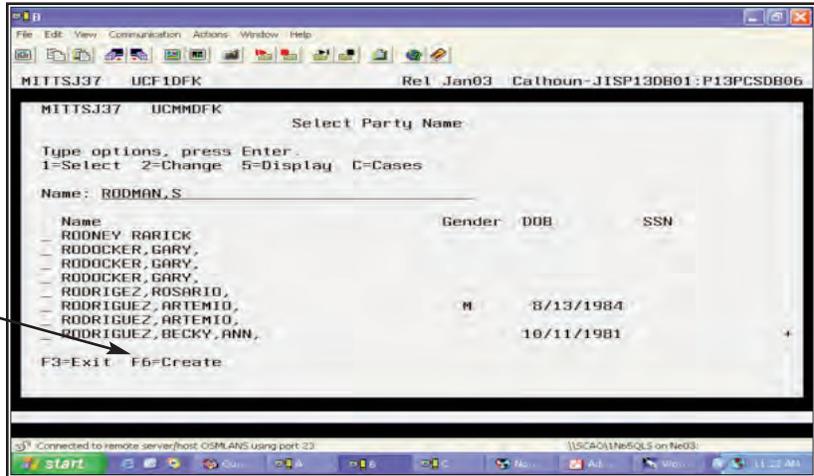
Step #1



Search for name by entering LASTNAME/FIRSTINITIAL and press **Enter**

Step #2

If name is not on the name index, then **F6** to create name. **Edit Name** screen will be returned.



Step #3

Enter all known information for this person, then press **Enter**. The **Edit Party** screen will be returned

MICHELE UCF4E1K UCSDEN - TEST HOJ
Edit Name 3/13/14

Name: RADIO, DISNEY Company: N

Address: _____

City: _____ St: _____ Zip: _____ Suppress Address: _____

Phone: _____ Ext: _____ Cell Phone: _____ Fax: _____

E-Mail: _____ Work Phone: _____ Ext: _____

DOB: _____ Date of Death: _____ SSN: _____

Gender: _____ Race: _____

DLN: _____ St: _____ SID# : _____ NCIC# : _____

Security Risk: _____ Desc: _____

F3=Exit F10=Name F13=Cmnds F16=Calc

Data Entry for Select Party Name Screen

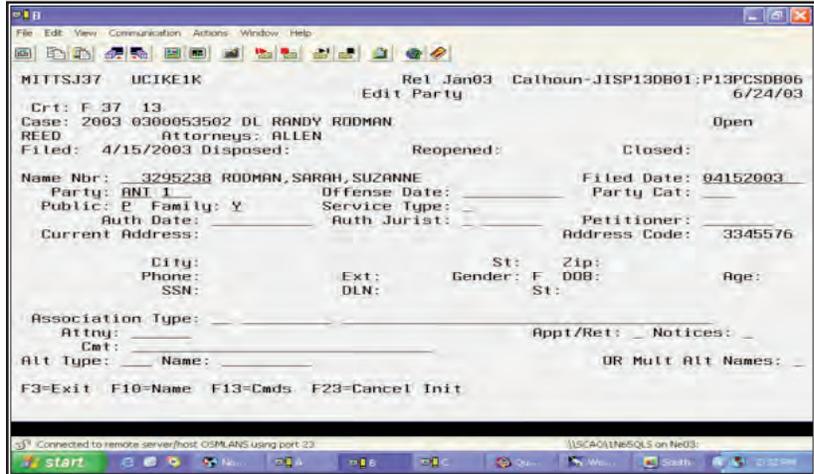
Step #4

Make any necessary modifications to the screen.

If you want this party to be added to the Juvenile's Family File, change the Family Field to "Y".

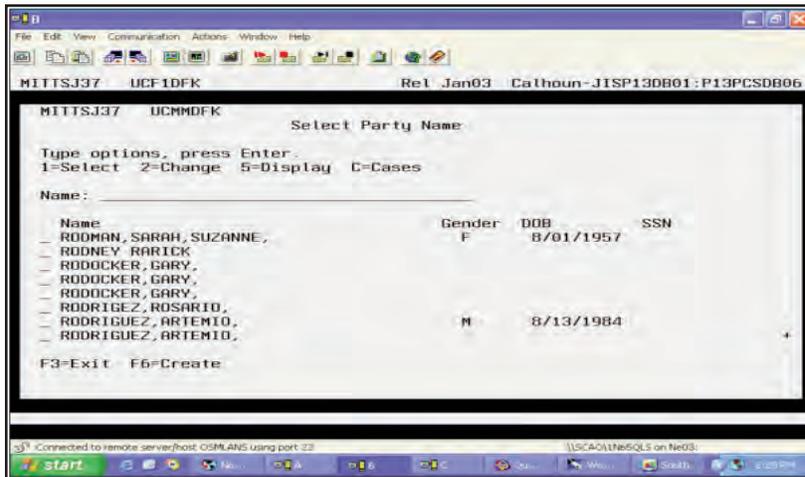
Press **Enter**. The **Select Party** screen will be returned.

REMEMBER
You can **F4** prompt on certain fields to make your selections



Step #5

This party has successfully been added to the juvenile's case (petition)



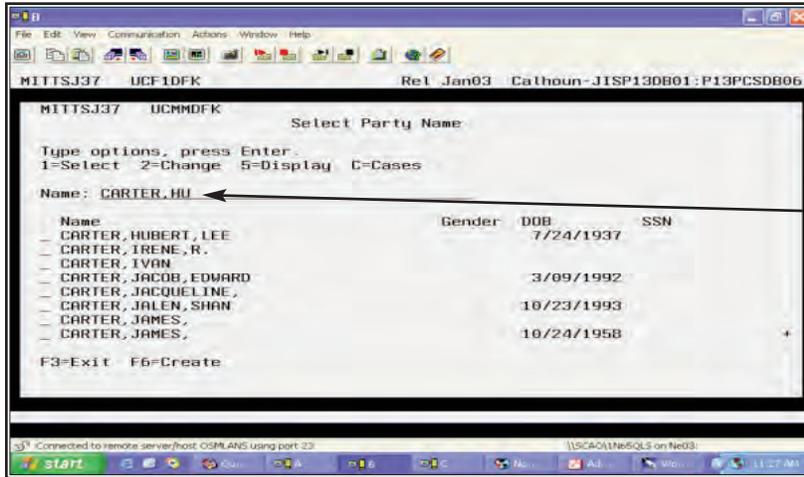
REMEMBER - Parties created at the **Edit Party** screen with a "Y" for Family (e.g. natural mother (NM), natural father (NF)), are **automatically** added to this case. You **DO NOT** need to select them for any other cases (petitions) on this file.

Data Entry for Select Party Name Screen

NAME EXISTS

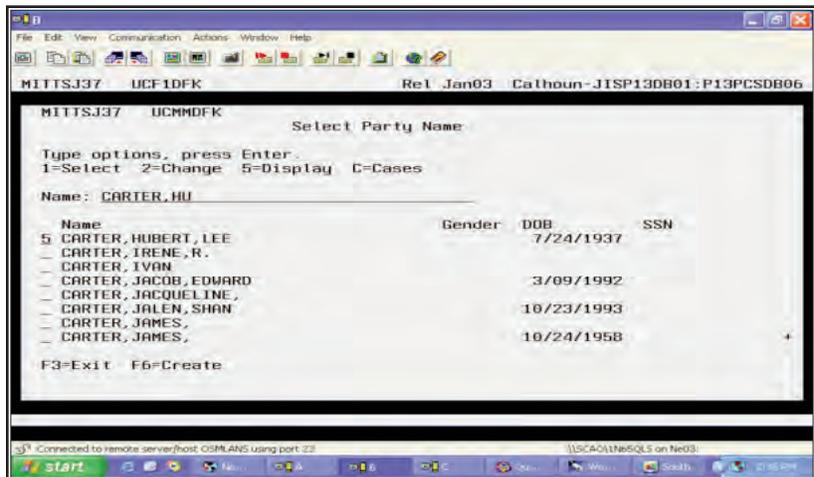
Step #1

Search for name by entering LASTNAME/FIRSTINITIAL and press **Enter**. The name is already on the Name Index.



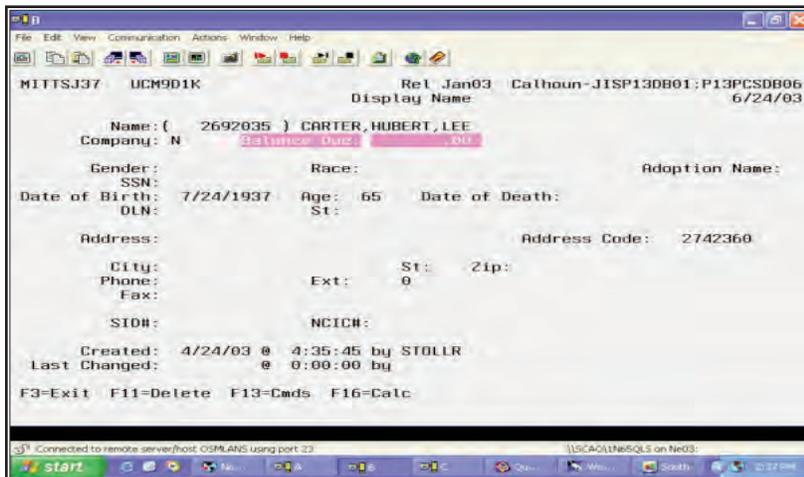
Step #2

Verify the name and address information by entering a "5" and **Enter** to display the name and address information. You may also do a "C" for cases to view the cases associated with this name.



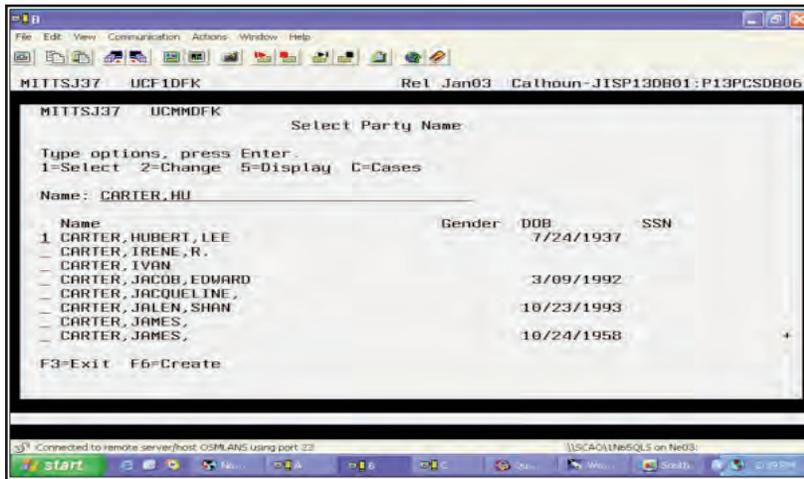
Step #3

If the information is correct, **F3** to exit. If you need to change any information relating to this individual **F3** from this screen, then "2" and **Enter**, make necessary changes, press **Enter**, then **F3**. You will return to the **Select Party Name** screen.



continued →

Data Entry for Select Party Name Screen



Step #4

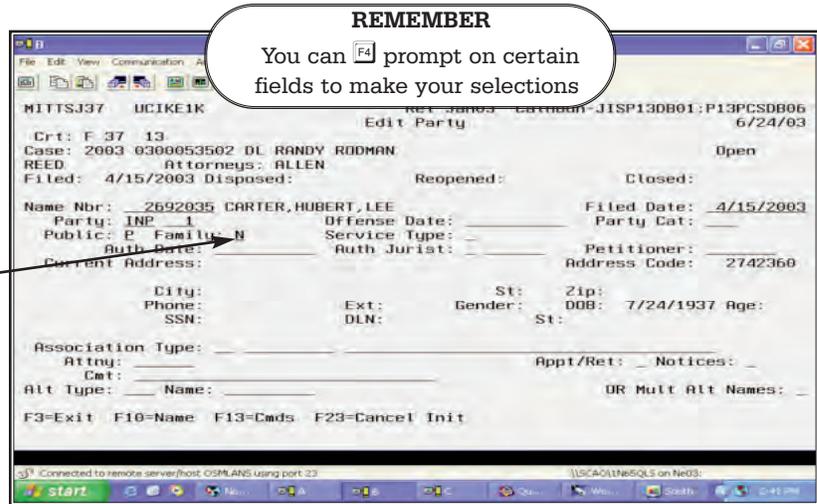
Select the party to be added to the case by placing a "1" next to the name and press **Enter**. The **EDIT PARTY** screen will be returned.

Step #5

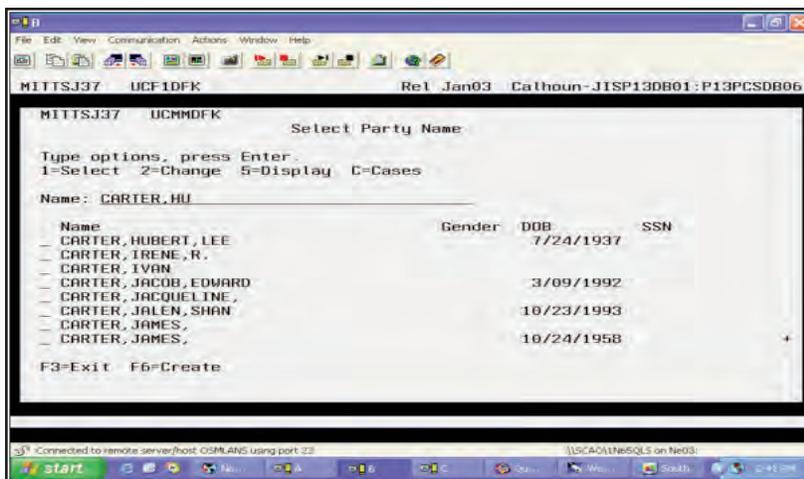
Make any necessary modifications to the **Edit Party** screen.

If you want this party to be added to the Juvenile's Family File, change the Family Field to "Y".

Press **Enter**. The Select Party screen will be returned.



Step #6



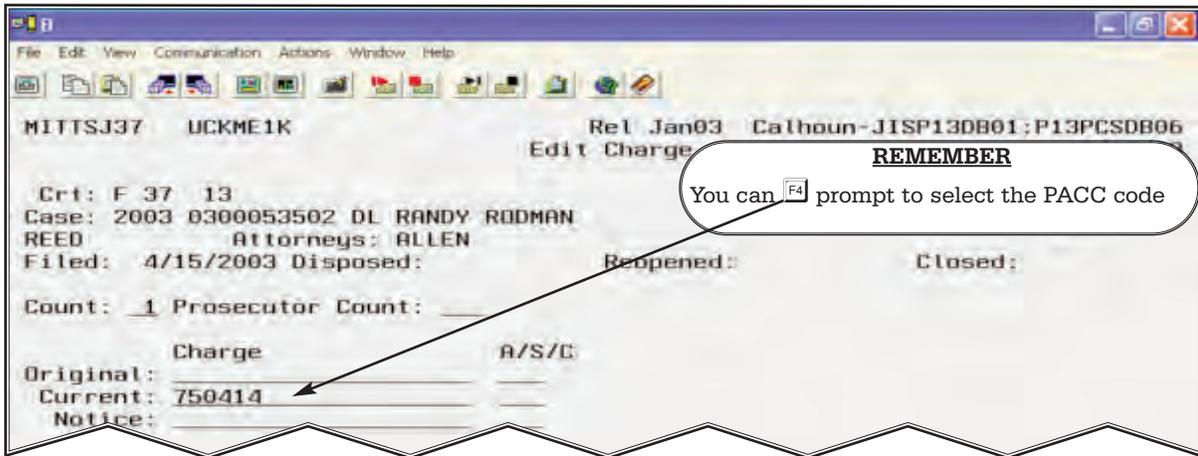
This party has successfully been added to the juvenile's case (petition)

Continue adding parties to the petition by following the previous steps. When you have completed the data entry for all parties for this case, press **F3** from the **Select Party** screen. The **Edit Charge** screen will be returned.

Data Entry for Edit Charge

MICHELE	UCKME1K	UCSGEN - TEST	HOJ
		Edit Charge	3/18/14
Crt: P 13	13		
Case: 2014 1400254201	DL PENNY PRINCESS		OPEN
ANTOSKIEWIC	Attorneys:		
Filed: 3/01/2014	Disposed:	Reopened:	Closed:
Count: <u>1</u>	Prosecutor Count: <u> </u>	Offense Date: 3/01/2014	
	Charge	A/S/C	Effect Dt
Original:	_____	___	
Current:	_____	___	
Notice:	_____	___	
Speed: <u> </u>	Allowed: <u> </u>	SOS Code: <u> </u>	Effective Date:
Cmt:	_____		
F3=Exit F10=Name F13=Cmnds F16=Calc F23=Cancel Init			

Enter the charges as they pertain to this case (petition).



Press **[Enter]** after entry of each charge. When you have completed the entry of all charges pertaining to this case (petition), press **[F3]** and the Edit Event screen will be returned.

Data Entry for Edit Event Screen

MICHELE	UCIXE1K	UCSGEN - TEST	HOJ
Edit Event			3/18/14
Crt: P 13	13 Jurist: ANTOSKIEWICZ	Bond: _____	Auth: _____
Case: 2014 1400254203	DL PENNY PRINCESS	OPEN Sup	
Atty: _____	Worker: _____	DNA CVA ABS HIV	
File: 3/18/2014	Dispose: _____	Reopen: _____	Close: _____
Evt: ____ Dte: <u>3/18/2014</u> Plea: ____ Dsp: ____ Pgm/Rslt: ____ Monetary: _			
Pty: <u>JUV</u> <u>1</u>	Cnt: ____	Atty: _____	Jur: _ _____ Due Dte: _____
Additional Party: ____	Suppress: Case: _	Party: _	Mic#: _____
Cmt: _____			
Form: ____	Register: _____	Receipt: _____	Amount: _____
Legal Status: ____ Curfew Time: Weekday: ____ /Weekend: ____			
Placement: Type: ____ Custody Status: _ Begin: _____ End: _____			
Facility: _____ Spec Rate: _____ Pty: ____ No Charge: _			
Schedule Next Action:			
Next: ____	Date: _____	Time: ____	Jur: _ _____ Ctrm: ____
Cmt: _____			
F3=Exit F9=View F10=Name F13=Cmnds F14=Cmt F16=Calc F19=PCN F20=Bonds F23=Scan			

Enter each event as it pertains to this case (petition). When you have completed the entry of events press **F3** and the **Work with Events** screen will be displayed.

MICHELE	UCFZDFK	UCSGEN - TEST	HOJ
Work with Events			3/18/14
Next: ____	Case: <u>2014 1400254203</u>	Court: <u>P 13 13</u>	
	DL PENNY PRINCESS	OPEN	
Attorneys:			
ANTOSKIEWICZ	Filed: 3/18/2014	Disposed: _____	Reopened: _____
Type options, press Enter.			
2=Change 4=Delete 5=Display F=Form M=Monetary P=Prog/Rslts S=Sentence C=Cmnts			

	Evt# Evt Ct Pty	Event Description	
_	3/18/2014	2 NOH	JUV 1 NOTICE OF HEARING
Nxt: PRH 3/19/2014 9:00 A Rm#: CCC 92138			
_	3/18/2014	1 PET	JUV 1 PETITION FILED
F3=Ext F6=Crt F9=Vw F10=Nme F13=Cmnds F16=Calc F17=Top F18=Bot F21=Prt F23=Scan			
Record added. +			