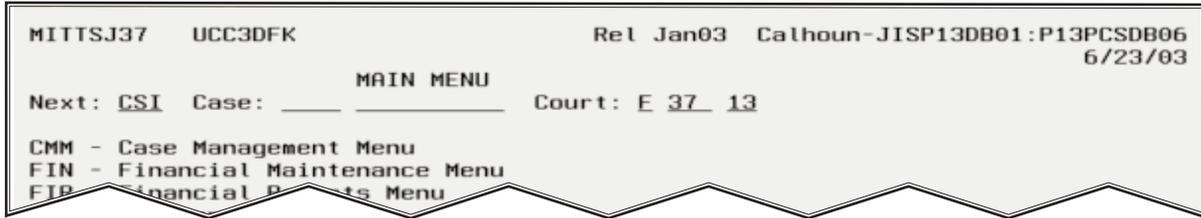


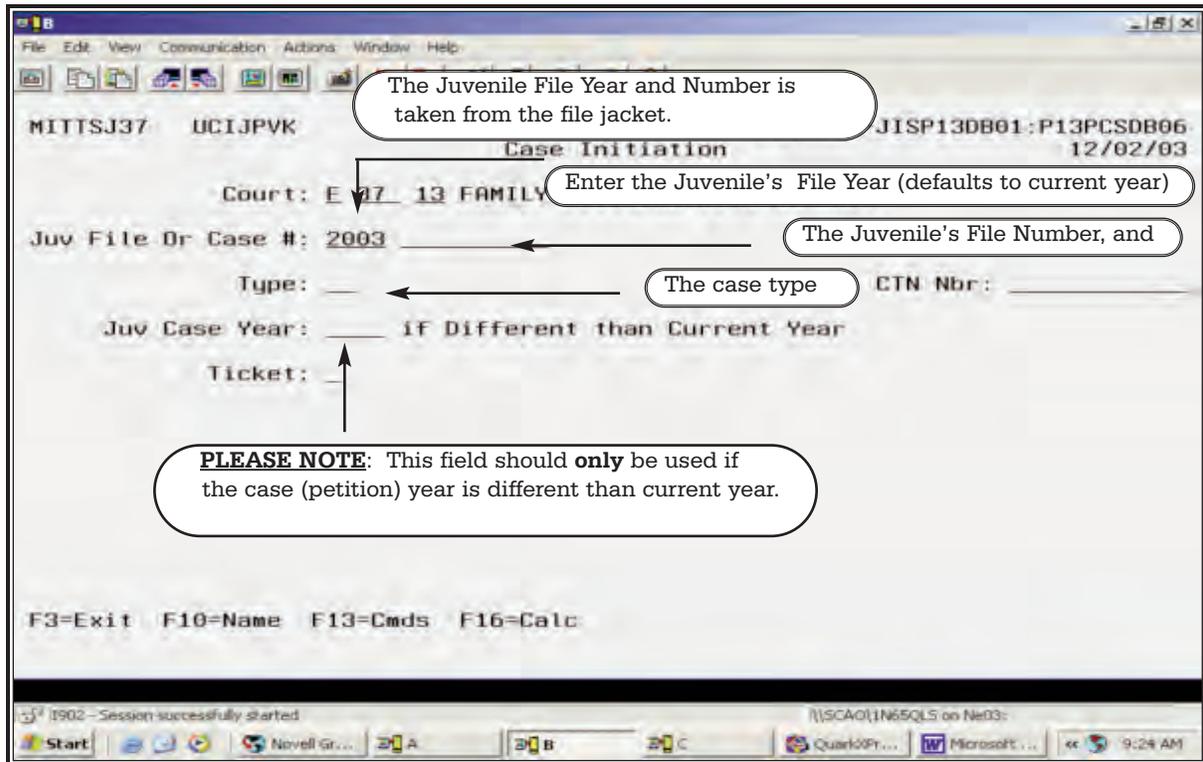
CASE INITIATION NEGLECT/ABUSE PROCEEDINGS

From any screen, type **CSI** (Case Initiation) at the **Next** line and press .



The **Case Initiation** screen will be returned

Case Initiation Screen



Once you have entered the file year, number and case type, press .

The **Edit Criminal/Juvenile Case** screen will be returned for processing

Field Definitions for Edit Criminal/Juvenile Case Screen

MICHELE	UCH5E1K	UCSGEN - TEST	HOJ
		Edit Criminal/Juvenile Case	3/13/14
Crt: P 13 13 Case: 2014 1400254001 NA Jurist: <u>J</u> _____ Referee: <u>R</u> _____ Filed: <u>3/13/2014</u> Disposed: _____ Reopened: _____ Closed: _____ Prosecutor: <u>A</u> _____ CTN: _____ TCN: _____ Complaint/Issue Date: _____ Police Incident#: _____ Location: _____ Jail/Prison/Prob: <u> </u> CDL License: <u>N</u> Caseload Omit: <u>N</u> X-Reference: _____ Public: <u>S</u> 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			

- | | |
|--------------------------|--|
| Jurist | Judge assigned to the case. |
| Referee | Referee assigned to the case |
| Filed Date | Date the court received the petition (defaults to today's date). |
| Prosecutor | P-number of the prosecutor assigned to handle the petition. <F4> prompt for options. |
| CTN | Criminal Tracking Number (obtained from petition or complaint) |
| TCN | Transaction Control Number (obtained when fingerprinted) |
| Complaint Date | Date of the complaint. |
| Police Incident # | Police Report Number (obtained from petition or complaint) |
| Location | Place where the offense occurred. <F4> prompt for options. |
| Jail/Prison/Prob | Flag where the juvenile or defendant is in regards to sentencing (circuit cases and DJ juvenile cases). |
| CDL License | Indication of whether the juvenile or defendant has a CDL License |
| Caseload Omit | Omits the case from being counted on caseload reports. |
| X-Reference | Field can be used for a ticket number, DHS case number, or any other number that may assist in cross referencing the petition. |
| Public | Field to determine if case may be viewed by public or personnel not having authority to Non-Public cases. System defaults to "P". and valid options are P (PUBLIC), S (SUPPRESSED) E (EXPUNGED). |
| Microfilm No. | Microfilm number. |
| Jury Demand | Field is used only if a jury demand is requested. |
| Vehicle Info. | Include this information if the petition involves a paper plate offense. |
| Officer/Agency | The officer and/or police agency that filed the complaint. <F4>prompt for options. |

Data Entry for Edit Criminal/Juvenile Case

MICHELE	UCH5E1K	UCSGEN - TEST	HOJ
Edit Criminal/Juvenile Case			3/13/14
Crt: P 13 13 Case: 2014 1400254001 NA Jurist: <u>J</u> _____ Referee: <u>R</u> _____ Filed: <u>3/13/2014</u> Disposed: _____ Reopened: _____ Closed: _____			
Prosecutor: <u>A</u> _____ Complaint/Issue Date: _____		CTN: _____ TCN: _____ Police Incident#: _____ Location: _____ Jail/Prison/Prob: <u>_</u> CDL License: <u>N</u> Caseload Omit: <u>N</u>	
Public: <u>S</u> Microfilm No: _____		X-Reference: _____ Jury Demand: <u>_</u>	
Vehicle Information: Type: <u>_</u> Yr/VPN: _____ VIN: _____ Make: _____ Repeat Ofnd: <u>_</u>			
Officer/Agency: _____ Officer/Agency: _____			
F3=Exit F10=Name F13=Cmnds F16=Calc			

Filed date field defaults to today's date.

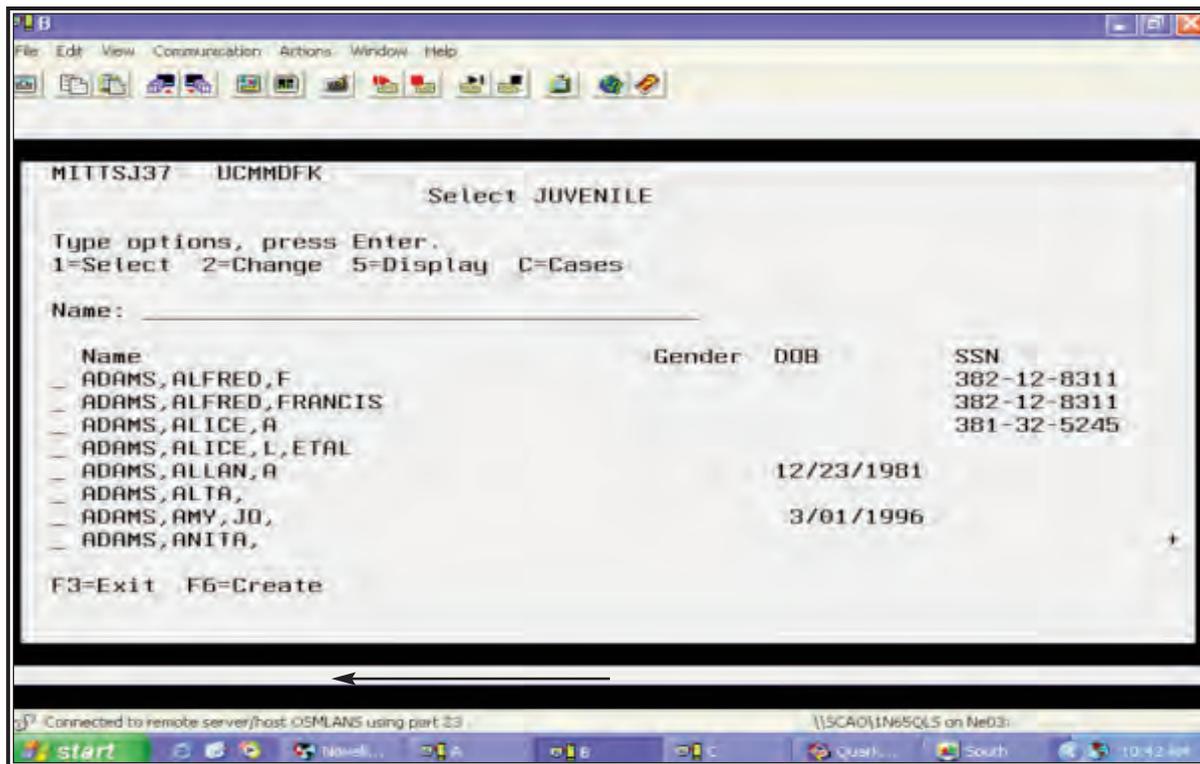
Please note: The case (petition) number has been automatically created based on the juvenile's file number.

Continue filling in all pertinent fields such as jurist, case filed date (required field), police incident number, etc.

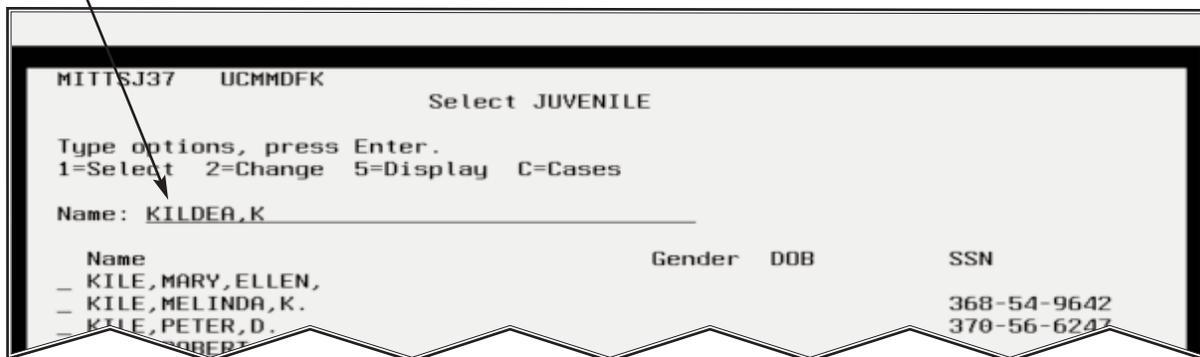
If you are unsure of what to enter in a certain field, you may prompt by doing an F4.

When you have completed the entry of the case (petition) information, press Enter and the **Select Juvenile** screen will be returned.

Select JUVENILE Screen

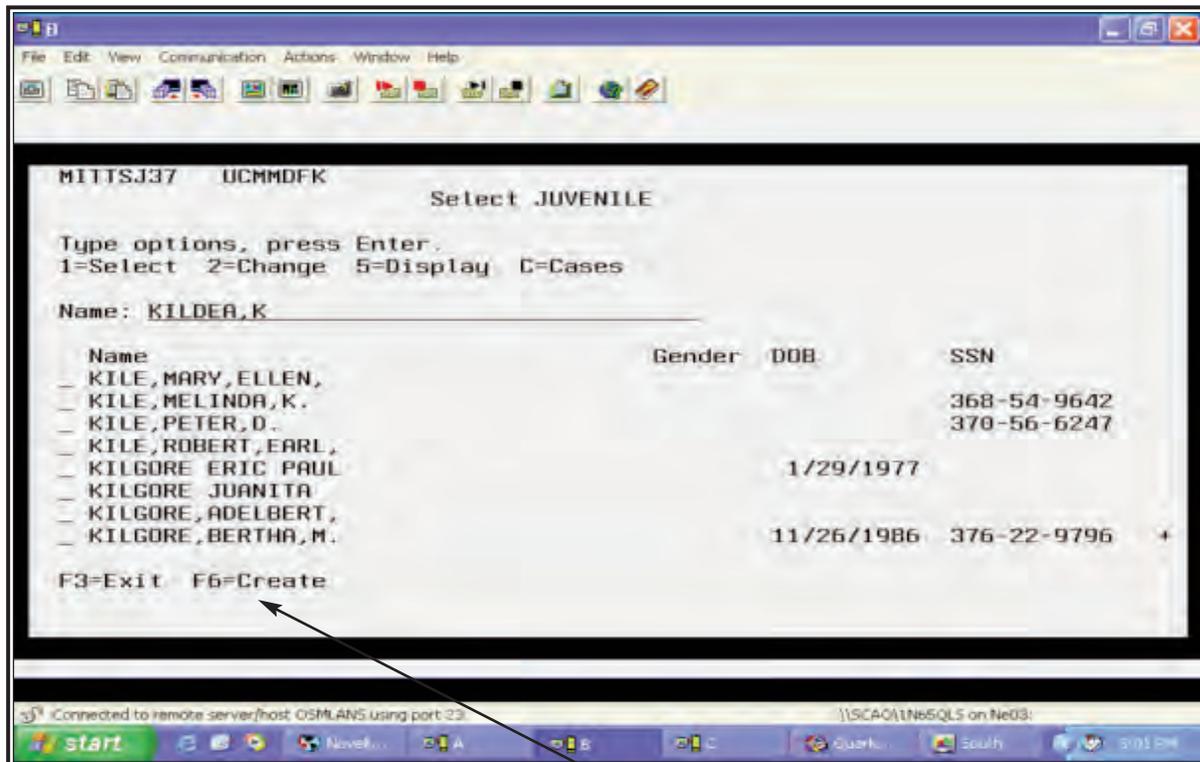


Check to make sure that the name is not currently on the name index by entering LASTNAME, FIRSTINITIAL and pressing .



The name is not on the name index.

Select JUVENILE Screen, continued



Since the name is not on the name index, do an  to create.

Edit Name screen will be returned.

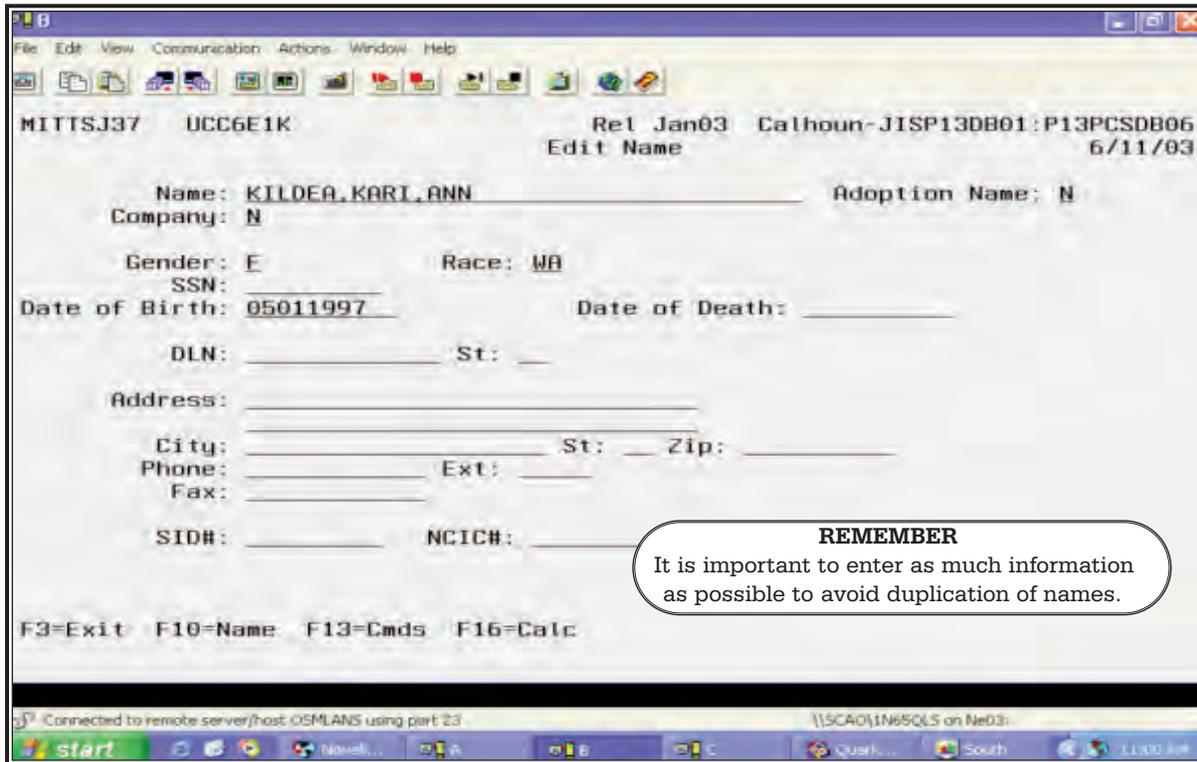
Field Definitions for Edit Name Screen

MICHELE	UCF4E1K	UCSGEN - 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			

Name	Name of the person you are entering, LASTNAME,FIRSTNAME, MIDDLENAME.
Company	Mark "Y" if this is a company and do not put commas for the name, i.e. SMITH INSURANCE COMPANY.
Address	Mailing address.
City	City of residence.
State	State of residence.
Zip	Postal code for this address.
Suppress Address	If suppress address is Y, the address will not display on the ROA.
Phone	Area code and number. Do not use commas or slashes.
Ext	Extension, if applicable.
Cell Phone	Area code and number. Do not use commas or slashes
Fax	Area code and number. Do not use commas or slashes.
Email	Email address
Work Phone	Area code and number. Do not use commas or slashes
Ext	Extension, if applicable
Date of Birth	Enter MMDDCCYY date format. Do not use commas or slashes.
Date of Death	Enter MMDDCCYY date format. Do not use commas or slashes.
SSN	Social Security Number for the individual.
Gender	Gender of the person. <F4>prompt for options.
Race	The race of the person, if known. <F4> prompt for options.
DLN	Drivers License Number.
SID	State identification number assigned for fingerprints.
NCIC	Federal identification number.
Security Risk	Character with corresponding description

Data Entry for Edit Name

Enter all known information and press 



MITTSJ37 UCC6E1K Rel Jan03 Calhoun-JISP13DB01:P13PCSDB06
Edit Name 6/11/03

Name: KILDEA, KARI, ANN Adoption Name: N
Company: N

Gender: E Race: WA
SSN: _____
Date of Birth: 05011997 Date of Death: _____

DLN: _____ St: _____
Address: _____
City: _____ St: _____ Zip: _____
Phone: _____ Ext: _____
Fax: _____

SIDH: _____ NCICH: _____

REMEMBER
It is important to enter as much information
as possible to avoid duplication of names.

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

Connected to remote server/host: OSMLANS using port 23 \\SCAO\IN65065 on Ne03

Press  and the **Edit Party** screen will be returned.

Field Definitions for Edit Party Screen

```

MICHELE      UCIKE1K                UCSGEN - TEST                HOJ
                                Edit Party                        3/13/14

  Crt: P 13 13
  Case: 2014 1425400101 NA RADIO                OPEN
  ANTOSKIEWICZ Attorneys:                      BLoc: 1
  Filed: 3/13/2014 Disposed:                    Reopened:                    Closed:

  Name Nbr: 211171 DISNEY, DONALD,              Filed Date: 3/13/2014
  Party:    Family: Y Offense Date:
  Public: S Service Type: -
  Petitioner: Auth Jurist: /Date:
  Current Address:                               Address Code: 271224
                                         Suppress Addr:
  City:                               St: Zip:
  Phone:                               Ext: Gender: DOB: Age:
  SSN:                                DLN: St:

  Assoc Type:                               More:
  Attny:
  Cmt:
  Alt Type: Name:

  REMEMBER
  You can <F4> prompt on various fields to
  make your selections.

  F3=Exit F10=Name F13=Cmnds F23=Cancel Init
  Record added.
    
```

Name Nbr	A unique number identifier associated to that party's name assigned by the system. <F4> prompt on this field will allow you to select or create a name.
Filed Date	Date this party is being added to this case.
Party	Type of party (i.e. Juvenile (JUV), Natural Father, NF, etc.) and the number of that party (i.e. the first juvenile added=1, the second juvenile added=2). <F4> to allow the system to assign the appropriate number
Family	"Y" at this field will include this party in the minor's family file. This allows the user to enter a name only one time. The system will add the name to all subsequent petitions that are filed for the juvenile.
Offense Date	Date the offense was committed.
Public	Field to determine if the party may be viewed by the public or personnel not having authority to Non-Public cases. <F4> prompt for options.
Service Type	Court designated, formal, informal, permanent, or prosecutor designated are valid options. <F4> prompt for options.
Petitioner	The agency, officer or individual who signed the petition requesting the Court to take jurisdiction. <F4>prompt for options
Authorizing Jurist	The Judge or Referee number who authorized the petition.
Authorization Date	The date the petition was authorized by the Judge or Referee.

Field Definitions for Edit Party, continued

```

MICHELE      UCIKE1K                UCSGEN - TEST                HOJ
                                Edit Party                        3/13/14

  Crt: P 13  13
  Case: 2014 1425400101 NA RADIO                OPEN
  ANTOSKIEWICZ Attorneys:                      BLoc:  1
  Filed:  3/13/2014 Disposed:                   Reopened:                   Closed:

  Name Nbr:  ___ 211171 DISNEY, DONALD,        Filed Date:  3/13/2014
    Party:  ___  ___ Family:  Y Offense Date:  _____
    Public:  S Service Type:  _
                Petitioner:  _____ Auth Jurist:  _____ /Date:
  Current Att:  _____ Address Code:  271224
                Suppress Addr:
                St:  Zip:
                Gender:  DOB:  Age:
                SSN:  DLN:  St:

  Assoc Type:  _____ More:
    Attny:  _____ Appt/Ret:  _ Notices:  _
    Cmt:  _____
  Alt Type:  ___ Name:  _____ OR Mult Alt Names:  _

  F3=Exit F10=Name F13=Cmnds F23=Cancel Init
  Record added.
    
```

You may prompt to make your selections for the association type and number as well as the attorney

SSN/

DLN/

- Association Type Valid options are Guardian ad Litem (GA), Lawyer Guardian Ad litem (LG), Surety (SU), Other (OT), Parents (PA), Conservator (CO). <F4> prompt for options.
- Association Number <F4> prompt to select the associated name. If name is not on the Select Name do an <F6> to create.
- Attorney Enter the attorney's bar number. <F4> prompt for options.
- Appt/Ret A if the attorney is court appointed, R if the attorney is retained.
- Notices "Y" if this person is to receive notices on this case, "N" if this name has been entered for informational purposes, and no notices are required.
- Comment Enter any comments regarding this party.
- Alternate Type The alternate name type, i.e. also known as (aka), doing business as (dba), etc. <F4> prompt for options.
- Name The name number of the party's alternate name. <F4> prompt to select the alternate name. If name is not on The Select Alternate Name screen, do an <F6> to create.
- OR Mult Alt Names "Y" on this field will allow you to add numerous multiple names for this person.

Data Entry for Edit Party

MICHELE	UCIKE1K	UCSGEN - TEST	HOJ
	Edit Party		3/13/14
Crt: P 13 13			
Case: 2014 1425400101 NA RADIO			OPEN
ANTOSKIEWICZ Attorneys:			BLoc: 1
Filed: 3/13/2014	Disposed:	Reopened:	Closed:
Name Nbr: <u>211171</u>	DISNEY, DONALD,		Filed Date: <u>3/13/2014</u>
Party: <u> </u>	Family: <u>Y</u>	Offense Date: <u> </u>	
Public: <u>S</u>	Service Type: <u> </u>		
	Petitioner: <u> </u>	Auth Jurist: <u> </u>	/Date: <u> </u>
Current Address:		Address Code: 271224	
		Suppress Addr:	
City:		St:	Zip:
Phone:	Ext:	Gender:	DOB:
SSN:	DLN:	St:	Age:
Assoc Type: <u> </u>		More:	
Attny: <u> </u>		Appt/Ret: <u> </u>	Notices: <u> </u>
Cmt: <u> </u>			
Alt Type: <u> </u>	Name: <u> </u>		OR Mult Alt Names: <u> </u>
F3=Exit F10=Name F13=Cmnds F23=Cancel Init			
Record added.			

Enter specific information regarding the petition, i.e. offense date (*required field*), service type and petitioner, if applicable. You may F4 prompt on various fields to make your selections.

After you have entered all of the information regarding this party, press Enter and the **Edit Juvenile** screen will be returned.

Field Definitions for Edit Juvenile Screen

```

MICHELE      UCIUE1K      UCSGEN - TEST      HOJ
                  Edit Juvenile      3/13/14

  Crt: P 13  13
  Name: RADIO,DISNEY,      ( 211170 ) DOB      Age:
  File Nbr: 2014 0000002540 Type: NA Petition #:      Family Nbr: 1033
  Worker:  _      DHS Case: _____

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

  STATUS: Open: 3/13/2014      Removal Date: _____
           Close: 3/13/2014
           Re-Opened:      CURFEW: Weekday:      /Weekend:

  Lgl Sts:      Service Type: *None
  Custody: NO with:      Begin Date:
  Placement Type:      End Date:
  File may be Destroyed: 3/13/2039 AUTHORIZED      Date Destroyed: _____

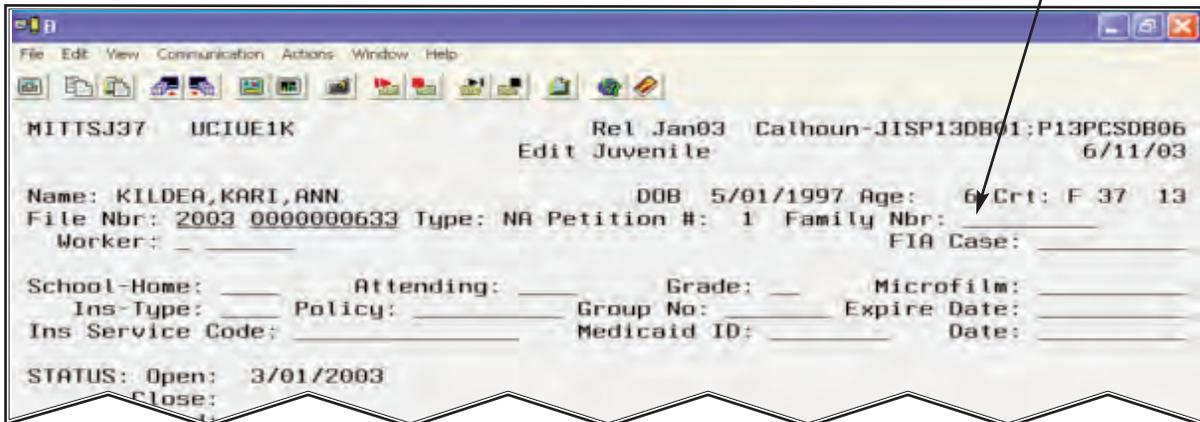
  F3=Exit  F10=Name  F13=Cmnds  F16=Calc
    
```

File Number	Number assigned to the juvenile for that case type. This number is displayed on the tab of the file jacket.
Type	Juvenile's case type entered at case initiation.
Petition #	Increment number for that case (petition)
Family Number	Unique number that links the family members to this file. This is a required field. You may <F4> to create and/or select, or if you know the family number, you may enter it.
Worker	Type and number of the caseworker assigned to the file. <F4> prompt for options.
DHS Case	Department of Human Services case number, if any.
School -Home	School that the juvenile should attend, when placed at home.
Attending	School that the juvenile is attending, based on placement.
Grade	Current grade of the minor.
Insurance Info	Type of insurance, policy number, group number and expiration date of the minor's primary medical insurance coverage.
STATUS: Open	The date the juvenile's file was opened
Closed	The date the juvenile's file was closed
Reopen	The date the juvenile's file was reopened
CURFEW Weekday	Curfew time for the juvenile during the week
Weekend	Curfew time for the juvenile on weekends
Lgl Sts	Supervision level of the juvenile/minor
Custody: Y/N with:	In court ordered placement and who placed with
Service type	Level of service for the juvenile by the court
Placement type	Type of place (e.g. with parent, out of home)
Begin & End Date	Date the placement began and ended
File may be Destroyed	File can be destroyed based on case type and disposition
Date Destroyed	Date the physical file has been destroyed

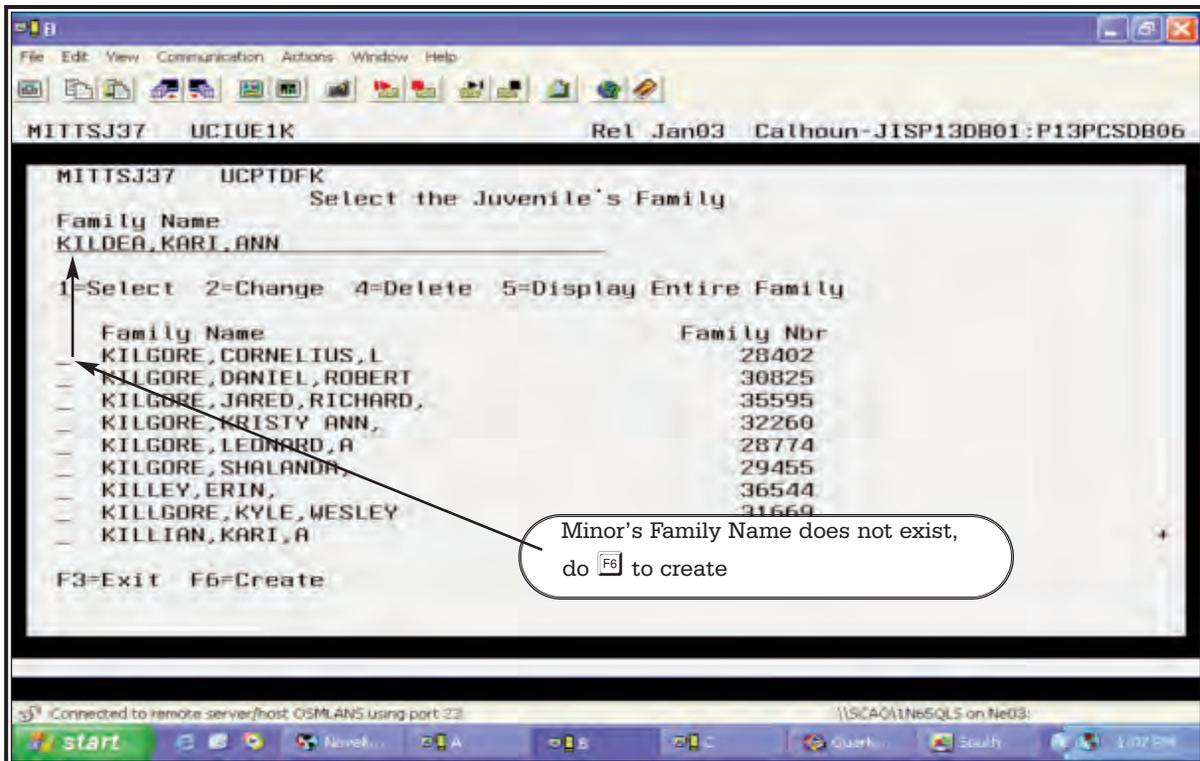
These fields are for informational purposes only. Any changes must come from the **Edit Event** screen.

Data Entry for Edit Juvenile & Family Number

Each child must be associated with a family number. This eliminates the need for rekeying of party information and it links a family together to allow you to create events with multiple cases/petitions. To create and/or select the family number, do an **F4** prompt at the Family Number field

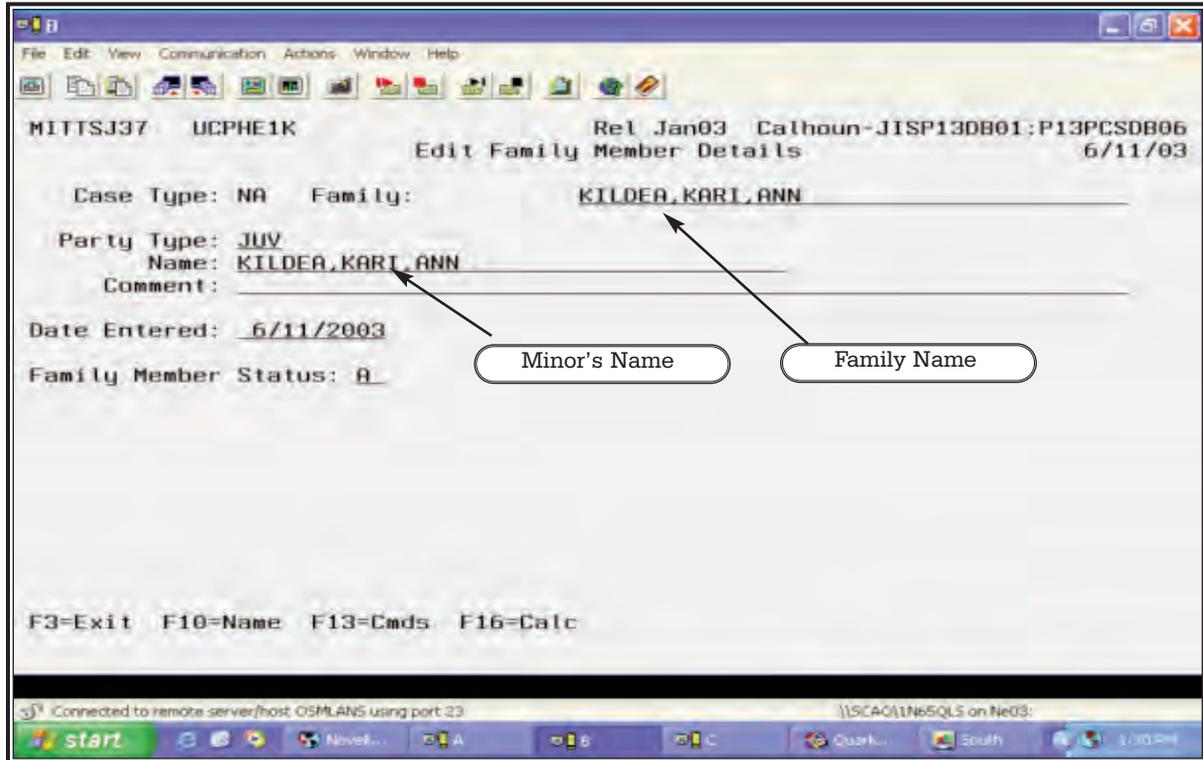


Once you prompt, the **Select the Juvenile's Family** screen will be displayed.

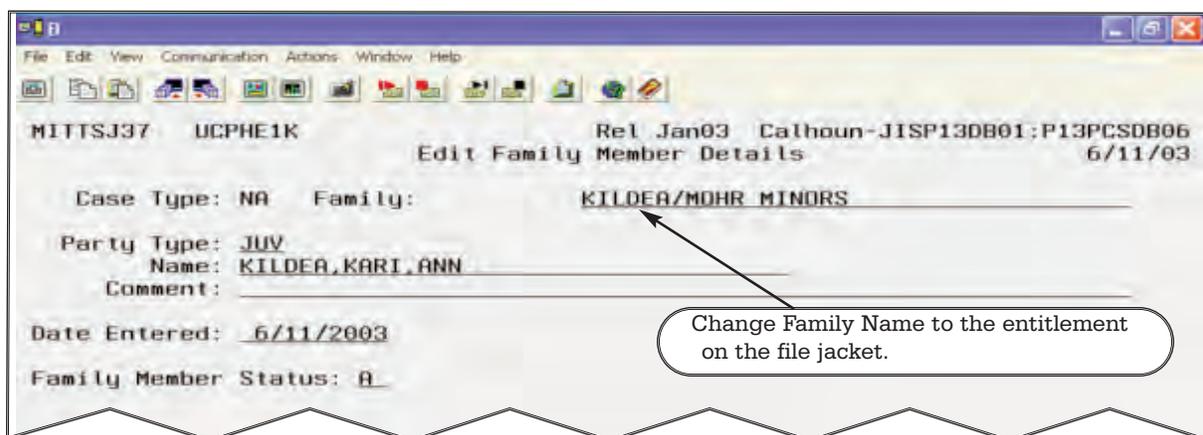


Data Entry for Edit Juvenile & Family Number, continued

F6 to create will display the **Edit Family Member Details** screen

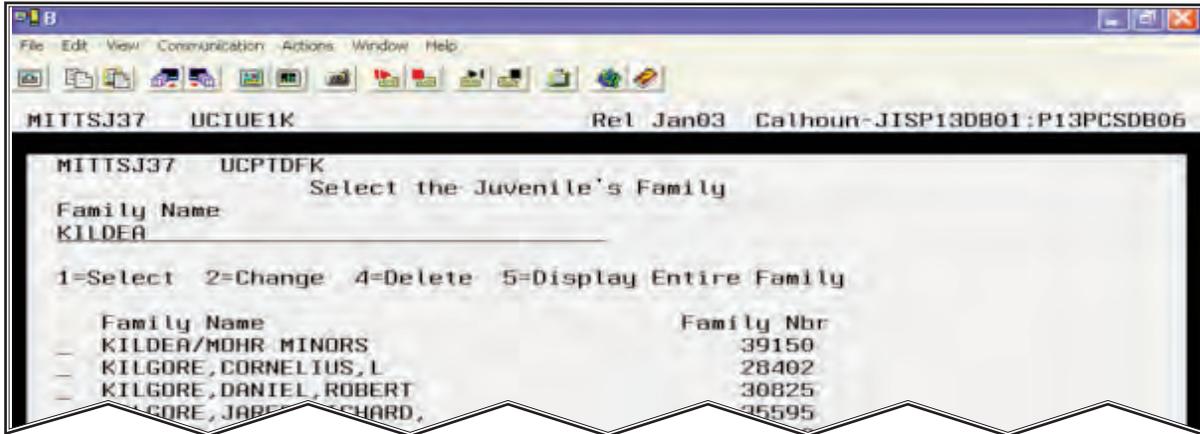


If the family name is acceptable as displayed, press **Enter** or you may make modifications to the family name and then press **Enter**.

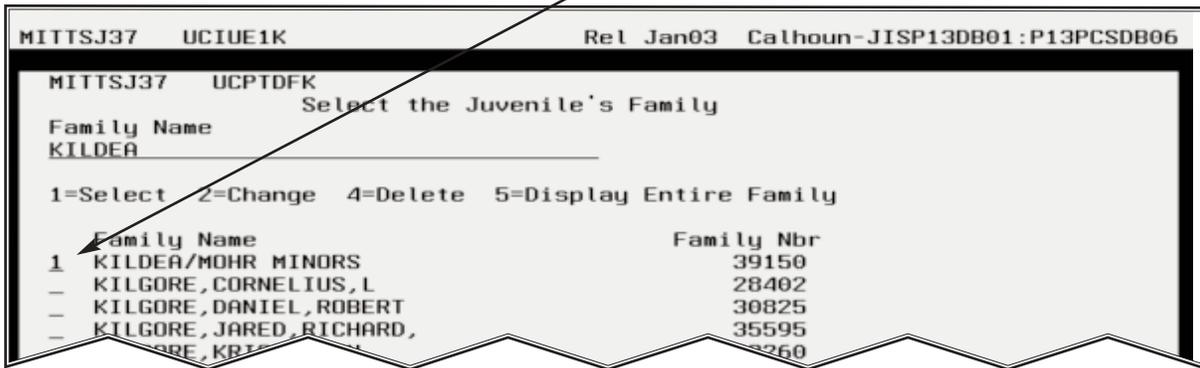


The **Select the Juvenile's Family** screen will again be displayed.

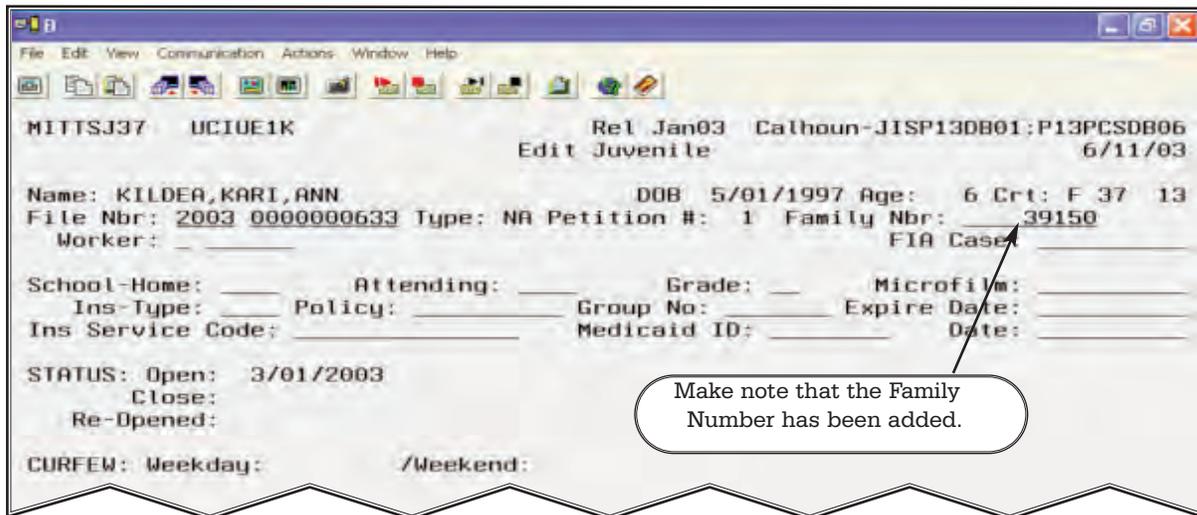
Data Entry for Edit Juvenile & Family Number, continued



Select the minor's family by placing a "1" next to the name

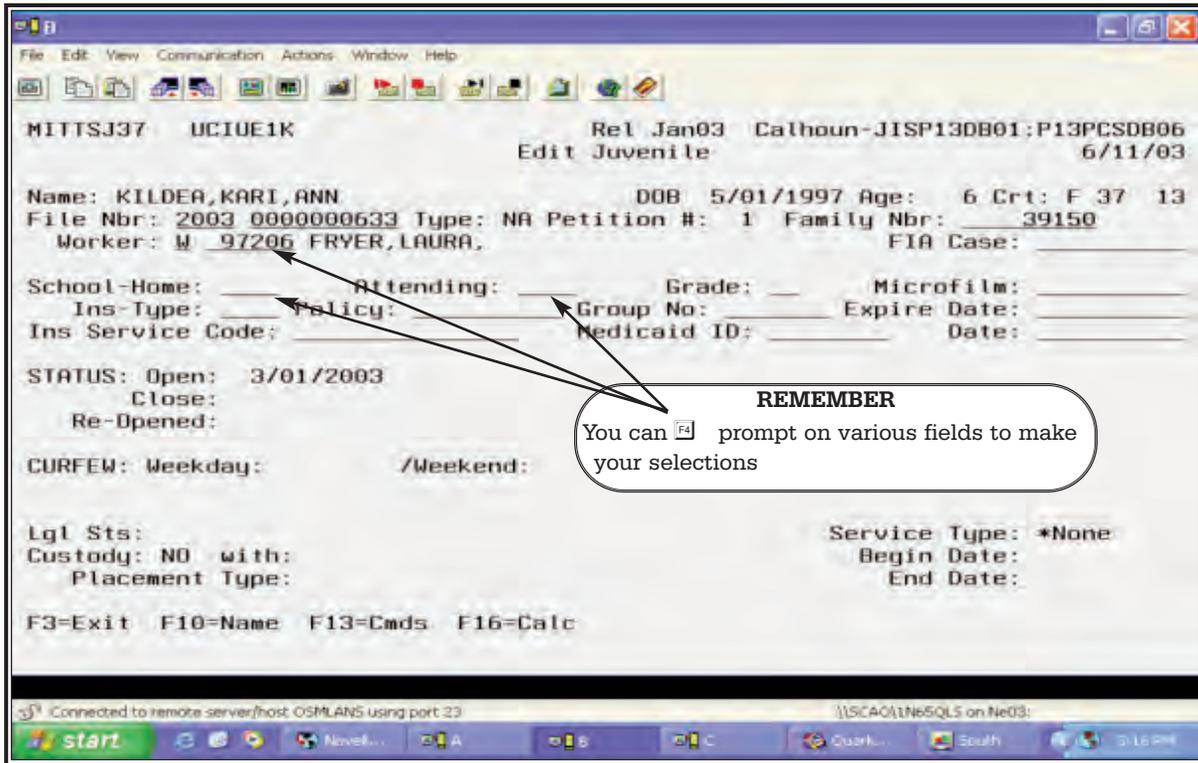


Once you have selected the family name, press again and you will be returned to the **Edit Juvenile** screen.



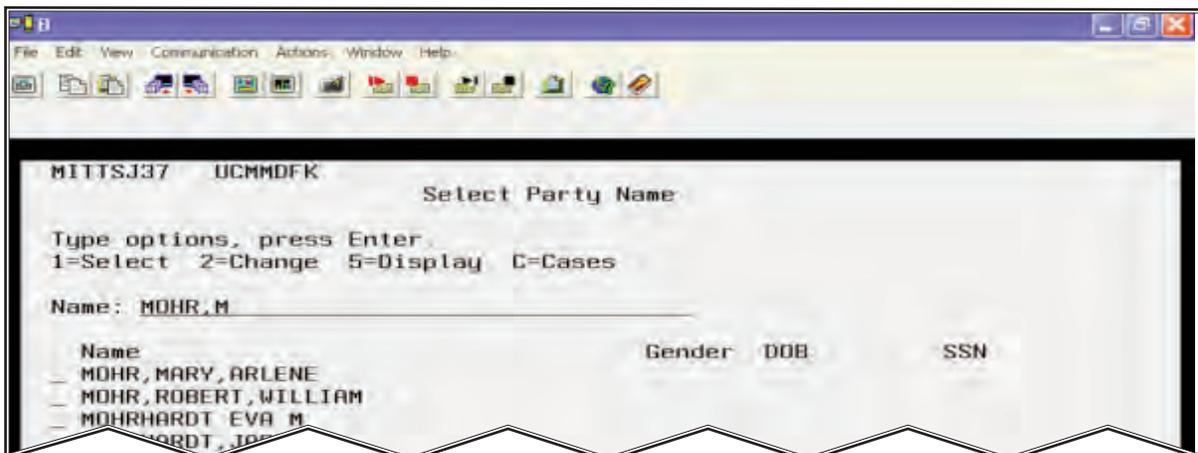
Make note that the Family Number has been added.

Data Entry for Edit Juvenile, continued



Once you have entered all pertinent information, press .

The **Select Party Name** screen will once again be returned. Type the name of the next minor on the case/petition. If the name is already added to the system, do a "1" to select and press enter. If the name is not on the system, do an to create.



Select Party Name, continued

Enter the known information for the second minor on the case/petition.

MITTSJ37 UCC6E1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Edit Name 6/11/03

Name: MOHR, MICHAEL, ROBERT Adoption Name: N
Company: N
Gender: M Race: WA
SSN: _____
Date of Birth: 08/01/1999 Date of Death: _____
DLN: _____ St: _____
Address: _____
City: _____ St: _____

Once you have entered the information regarding the second minor, press and the **Select Party Name** screen will again be returned.

MITTSJ37 UCMMDFK Select Party Name

Type options, press Enter.
1=Select 2=Change 5=Display C=Cases

Name: MOHR, MICHAEL, ROBERT

Name	Gender	DOB	SSN
MOHR, MICHAEL, ROBERT	M	8/01/1999	
MOHR, ROBERT, WILLIAM			
MOHRHARDT EVA M			
MOHRHARDT, JANE			

Do a "1" to select.

MITTSJ37 UCF1DFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

MITTSJ37 UCMMDFK Select Party Name

Type options, press Enter.
1=Select 2=Change 5=Display C=Cases

Name: MOHR, M

Name	Gender	DOB	SSN
1 MOHR, MICHAEL, ROBERT	M	8/01/1999	
MOHR, ROBERT, WILLIAM			
MOHRHARDT EVA M			
MOHRHARDT, JANE			

Press . The **Edit Party** screen will be displayed.

Data Entry for Edit Party Screen ~ Additional Minor Children

MITTSJ37 UC1KE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Edit Party 6/11/03
Crt: F 37 13
Case: 2003 0300063301 NA KILDEA Open
REED Attorneys:
Filed: 3/01/2003 Disposed: Reopened: Closed:
Name Nbr: 3295221 MOHR, MICHAEL, ROBERT Filed Date: 3/01/2003
Party: Offense Date: Party Cat:
Public: P Family: N Service Type:
Auth Date: Auth Jurist: Petitioner:
Current Address: Address Code: 3345550
City: St: Zip:
Phone: M DOB: 8/01/1999

Enter the party type of JUV for the second minor child on this petition.

MITTSJ37 UC1KE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Edit Party 6/11/03
Crt: F 37 13
Case: 2003 0300063301 NA KILDEA Open
REED Attorneys:
Filed: 3/01/2003 Disposed: Reopened: Closed:
Name Nbr: 3295221 MOHR, MICHAEL, ROBERT Filed Date: 3/01/2003
Party: JUV 2 Offense Date: 2/28/2003 Party Cat:
Public: P Family: Y Service Type:
Auth Date: Auth Jurist: Petitioner: FIA
Current Address: Address Code: 3345550
City: St: Zip:
Phone: Ext: Gender: M DOB: 8/01/1999 Age:
SSN: DLN: St:
Association Type: LG 10119 ALLEN, JOHN M.,
Attny:
Cmt:
Alt Type: Name:
F3=Exit F10=Name

F4 prompt on this field will automatically increment the party number to the "next" number, as well as populate the offense date, petitioner and Lawyer/Guardian Ad litem fields taken from Party JUV 1

If all information is correct, press the **Enter** key and the **Edit Juvenile** screen will be returned for the second minor child on this case/petition.

Edit Juvenile Screen Additional Minor Children

MITTSJ37 UC1UE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD006
Edit Juvenile 6/11/03

Name: MOHR, MICHAEL, ROBERT DOB 8/01/1999 Age: 3 Crt: F 37 13
File Nbr: 2003 0000000633 Type: NA Petition #: 1 Family Nbr: 39150
Worker: _____ FIA Case: _____

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

STATUS: Open: 3/01/2003
Close:
Re-Opened:

PLEASE NOTE: The family number for this minor has been linked to the same family as the first minor entered for this file.

MITTSJ37 UC1UE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD006
Edit Juvenile 6/11/03

Name: MOHR, MICHAEL, ROBERT DOB 8/01/1999 Age: 3 Crt: F 37 13
File Nbr: 2003 0000000633 Type: NA Petition #: 1 Family Nbr: 39150
Worker: W 97206 FRYER, LAURA, FIA Case: _____

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

STATUS: Open: 3/01/2003
Close:
Re-Opened:

CURFEM: Weekday: _____ /Weekend: _____

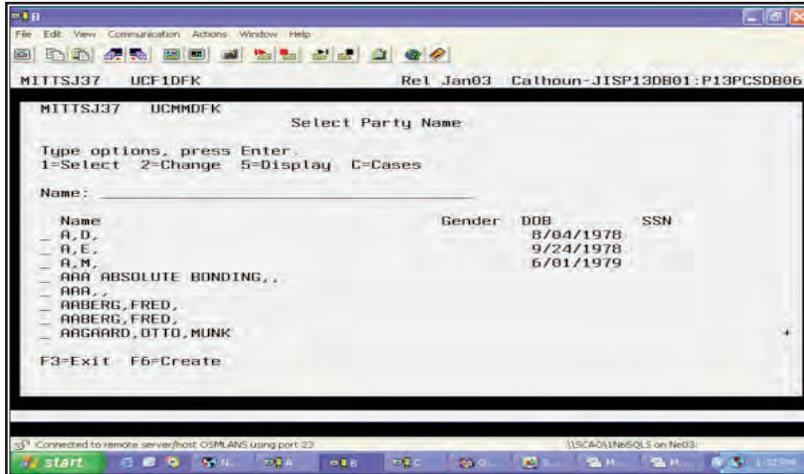
Lgl Sts: _____ Service Type: *None
Custody: NO with: _____ Begin Date: _____
Placement Type: _____ End Date: _____

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

Continue entering information regarding this child. When completed, press the  key. The **Select Party Name** screen will again be returned. If there are additional minor children associated with this petition, continue to enter them using the above data entry methods. If all of the children have been added for this petition, begin creating additional parties as follows.

Create Additional Parties for Select Party Name

NAME DOES NOT EXIST

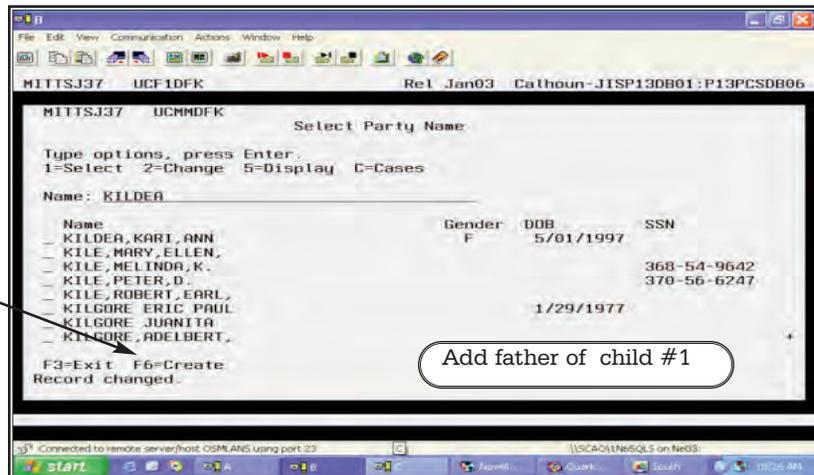


Step #1

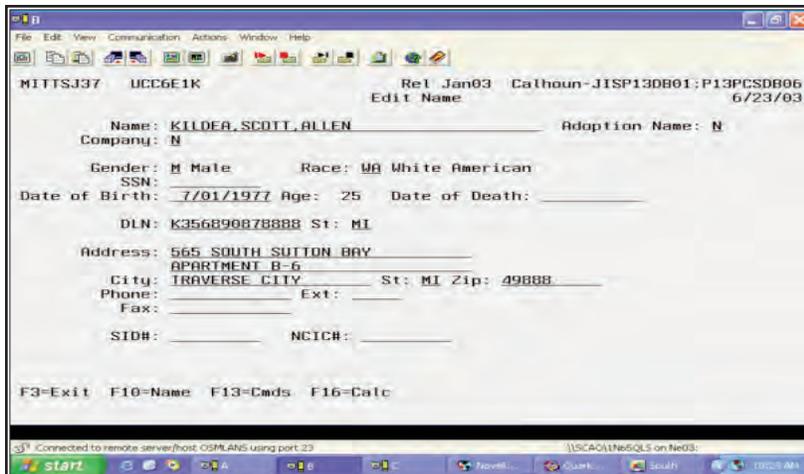
Search for name by entering LASTNAME/FIRSTINITIAL and press **Enter**.

Step #2

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



Add father of child #1



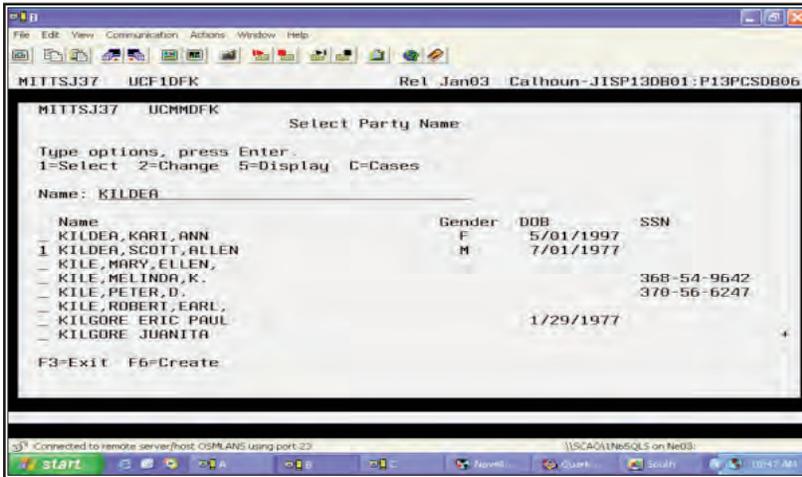
Step #3

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

continued ➔

Create Additional Parties for Select Party Name

Step #4



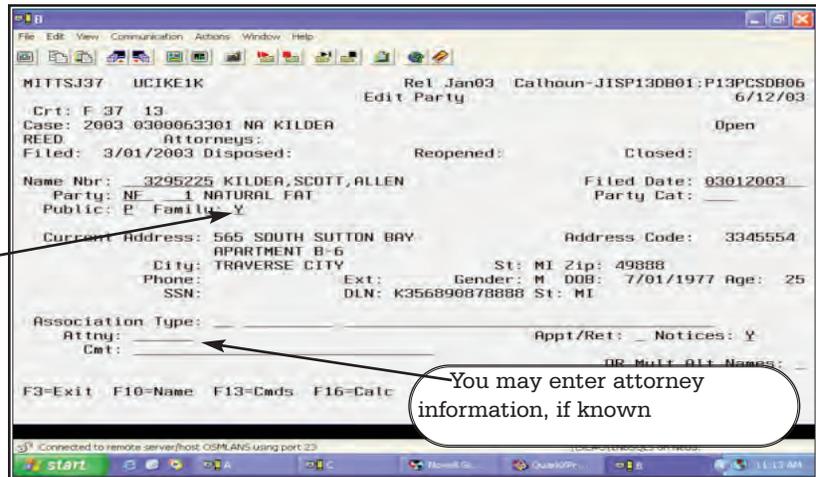
Select the name by placing a "1" next to the party's name and press **Enter**. The **EDIT PARTY** screen will be returned

Step #5

Make any necessary modifications to the screen.

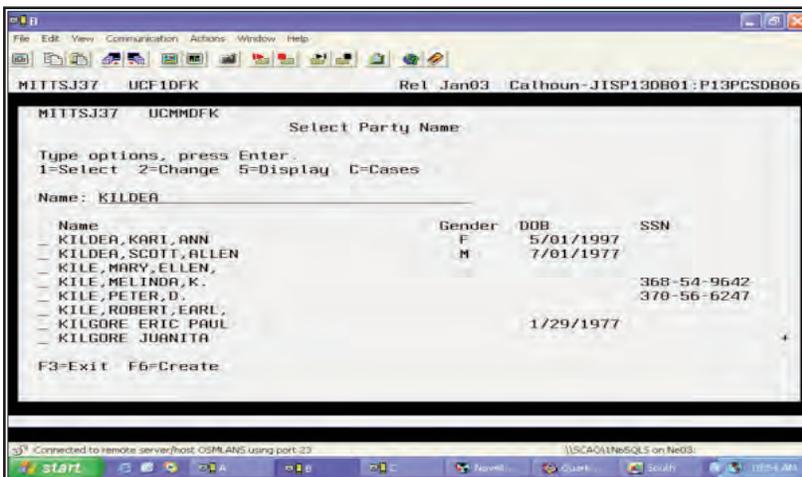
If you want this party to be added to the Juvenile's Family File, change the Family Field to "Y".

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



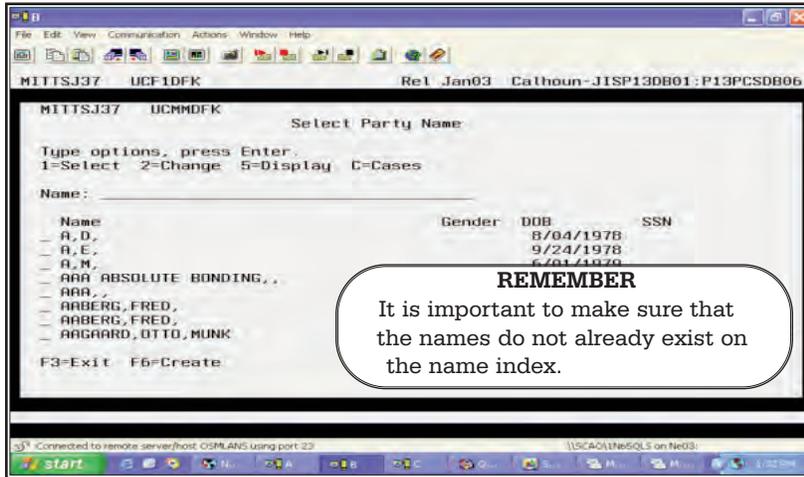
You may enter attorney information, if known

Step #6



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

Create Additional Parties for Select Party Name

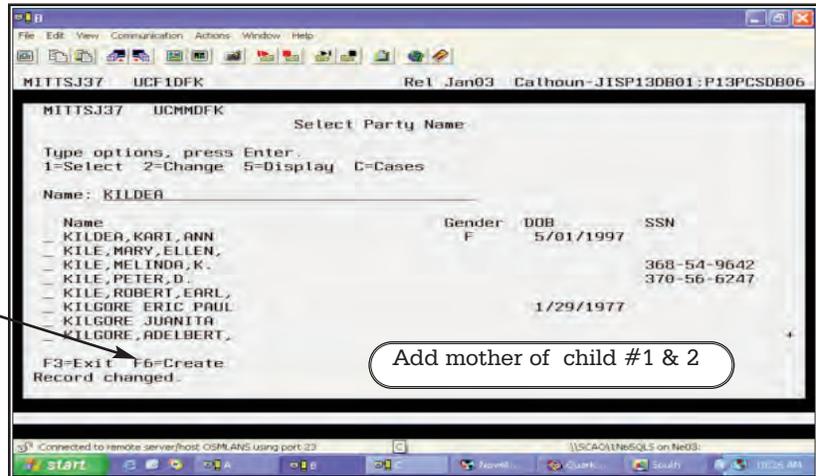


Step #1

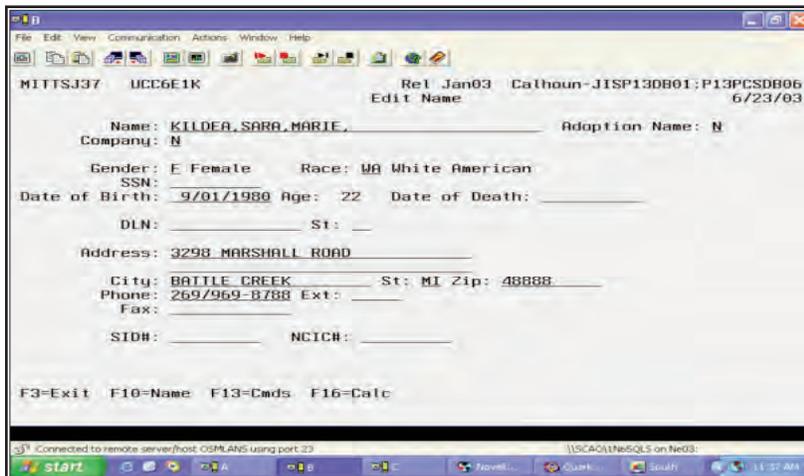
Search for name by entering LASTNAME/FIRSTINITIAL and press Enter.

Step #2

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



Step #3

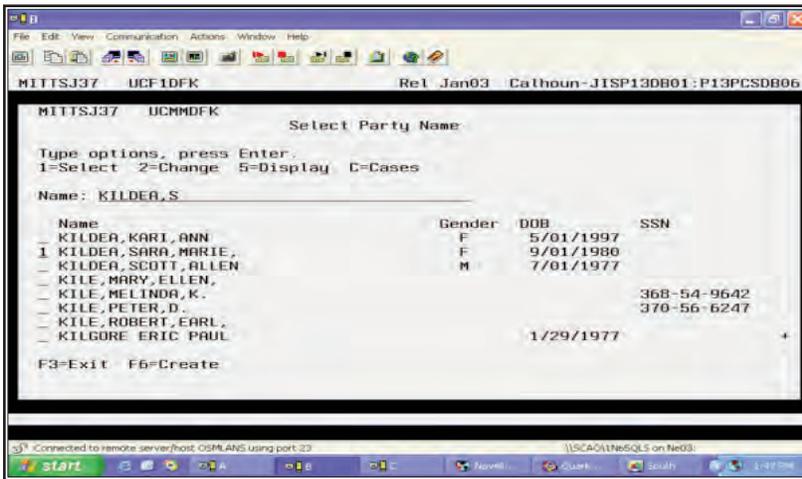


Enter all known information for this person, then press Enter. The **Select Party** screen will be returned.

continued ➔

Create Additional Parties for Select Party Name

Step #4



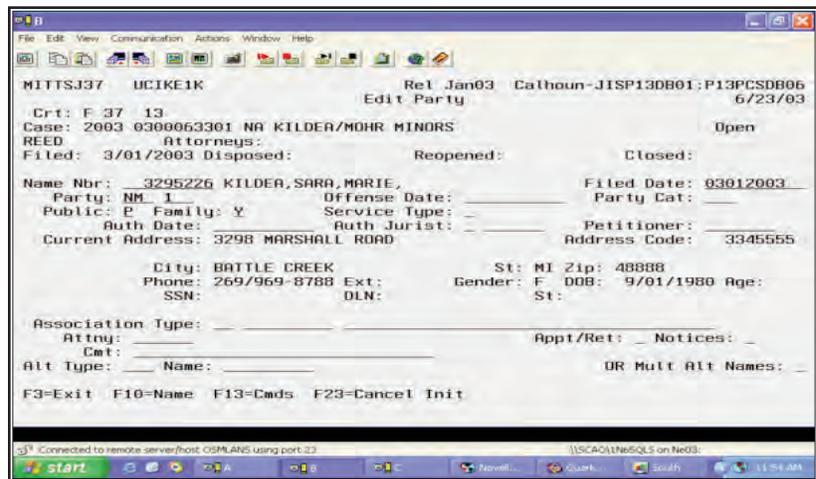
Select the name by placing a "1" next to the party's name and press . The **EDIT PARTY** screen will be returned

Step #5

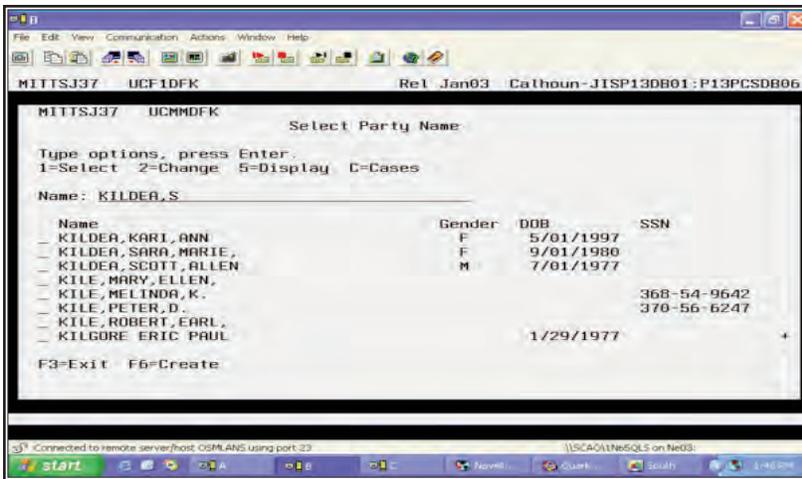
Make any necessary modifications to the screen.

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

Press . The Select Party screen will be returned.



Step #6

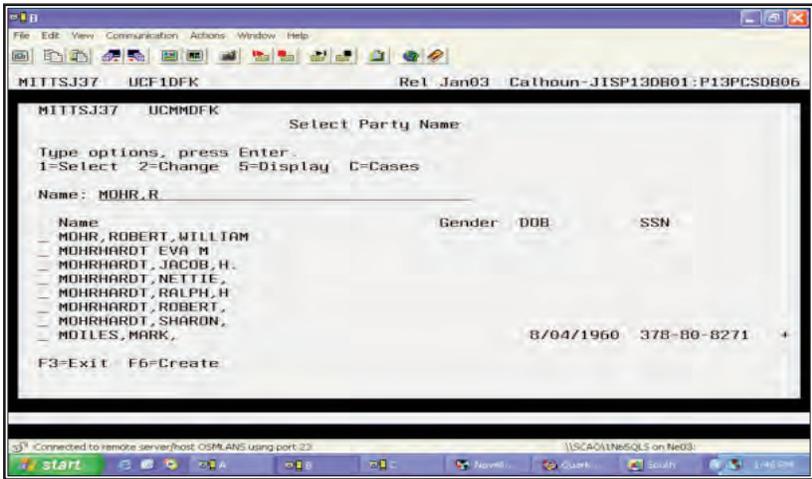


This party has successfully been added to the juvenile's case (petition).

Create Additional Parties for Select Party Name

NAME EXISTS

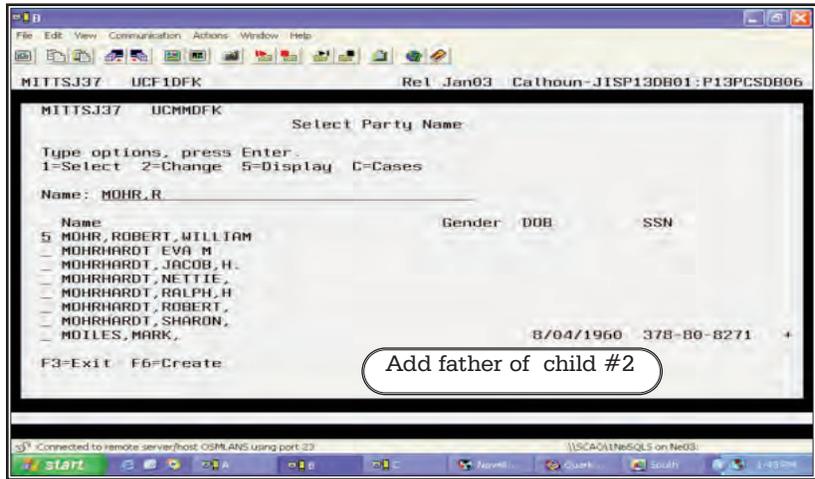
Step #1



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

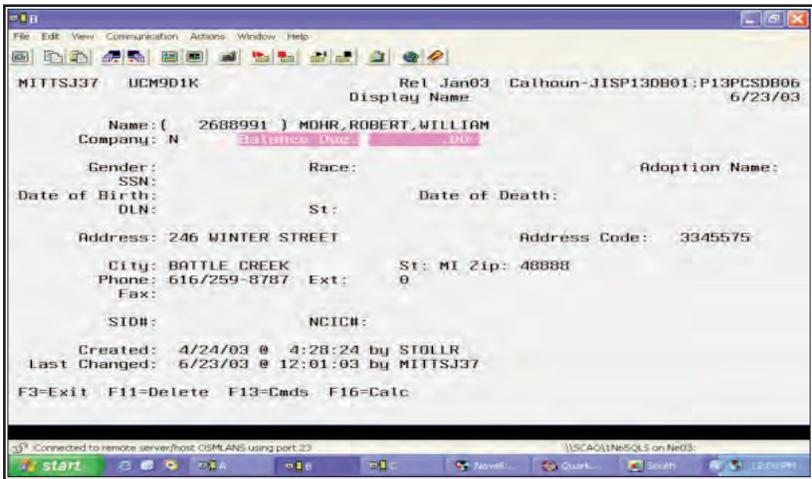
Step #2

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.



Add father of child #2

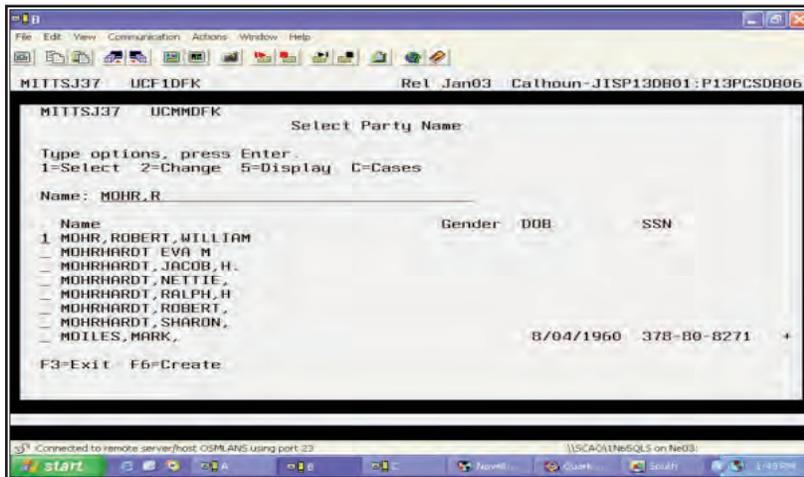
Step #3



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 →

Create Additional Parties for Select Party Name



Step #4

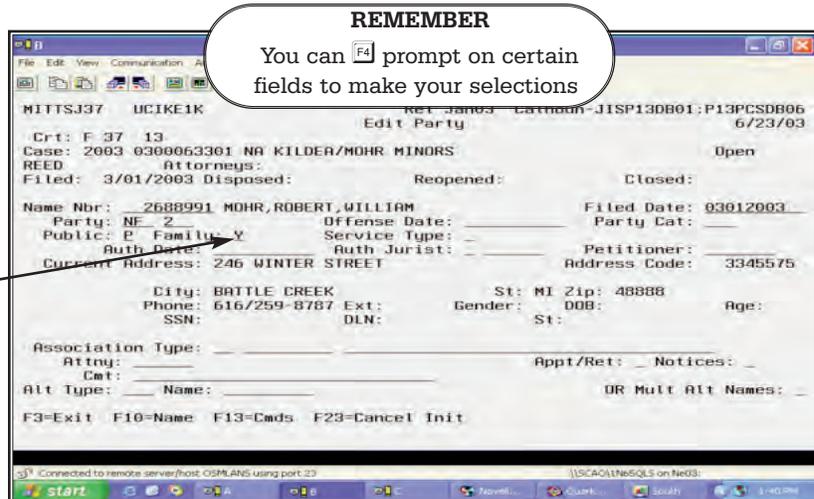
Select the party to be added to the case by placing a “1” next to the name and press Enter. The **EDIT PARTY** screen will be returned.

Step #5

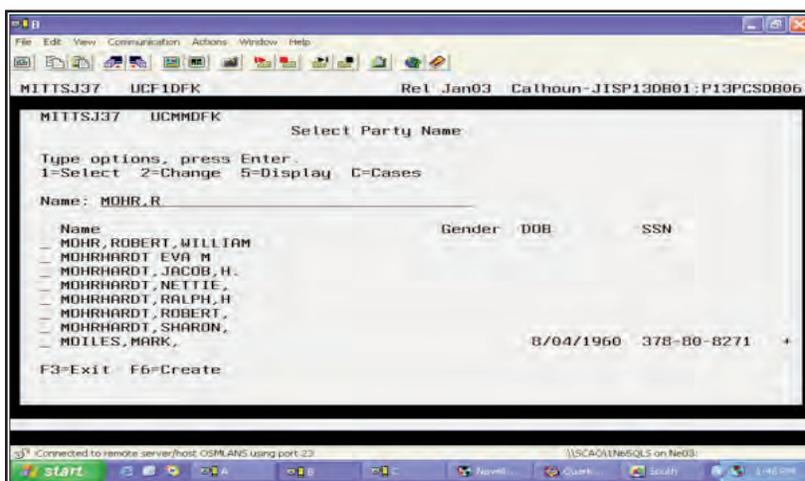
Make any necessary modifications to the **Edit Party** screen.

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 minor’s case (petition).

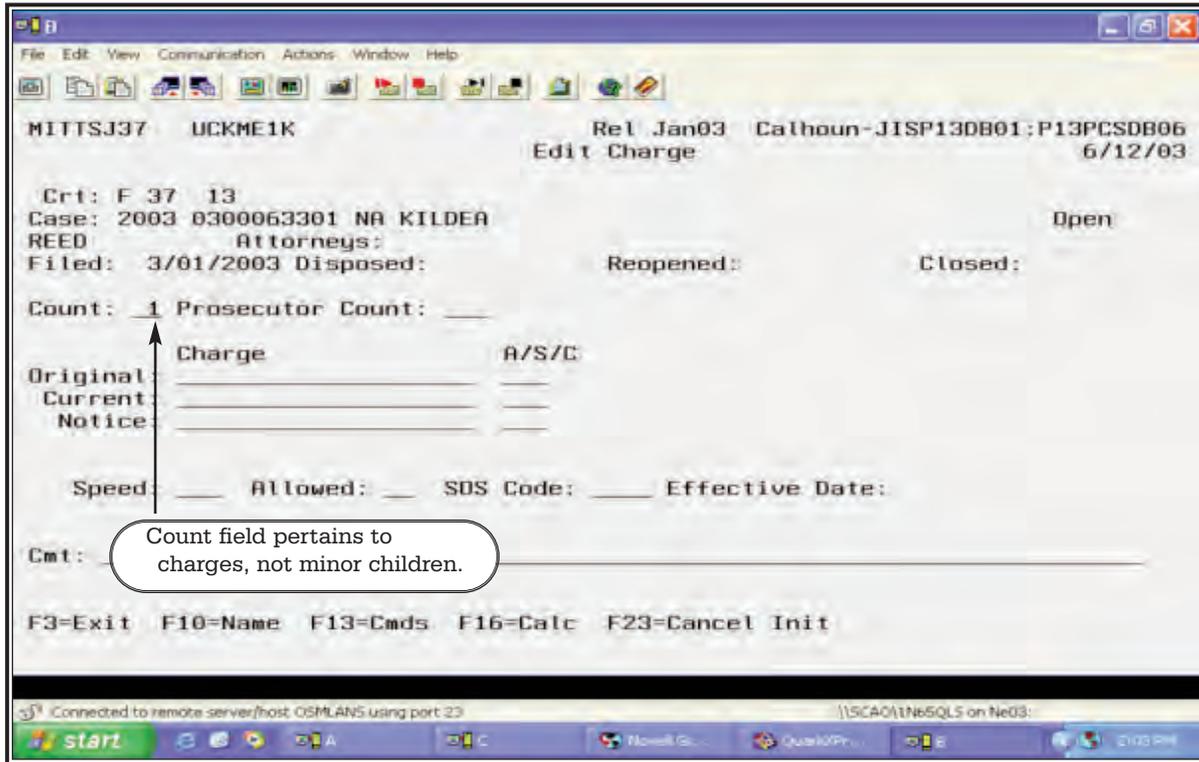
When you have entered all necessary parties for this case (petition), do an F3 and the **Edit Charge** screen will be returned

Field Definitions for Edit Charge Screen

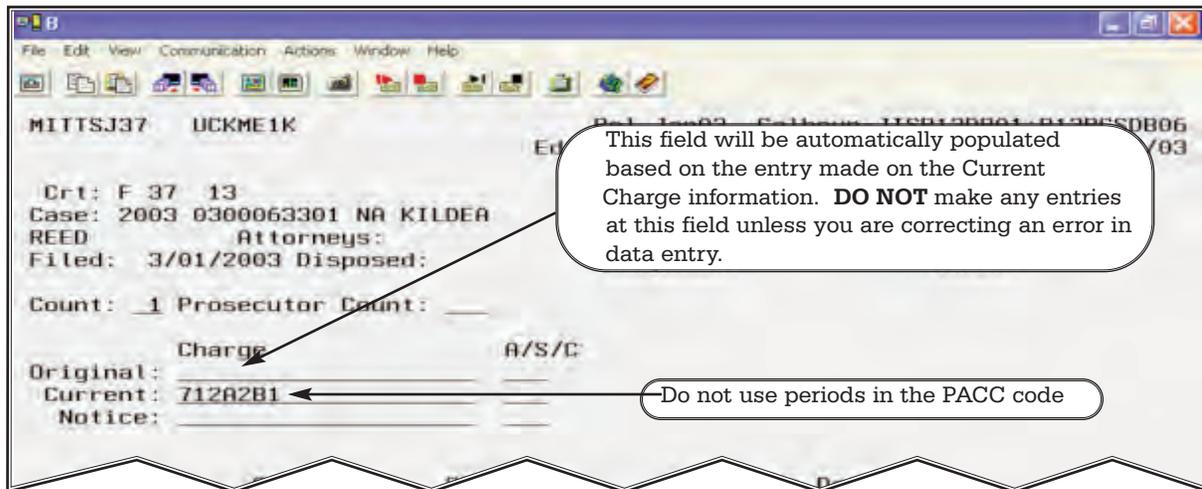
MICHELE	UCKME1K	UCSGEN - TEST	HOJ
		Edit Charge	3/14/14
Crt: P 13 13 Case: 2014 1400254101 NA LOTTERY OPEN ANTOSKIEWIC Attorneys: Filed: 3/01/2014 Disposed: Reopened: Closed:			
Count: <u> 1 </u> Prosecutor Count: <u> </u> Offense Date: 3/01/2014			
	Charge	A/S/C	Effect Dt
Original:	_____	___	
Current:	_____	___	
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			

- | | |
|-------------------------|--|
| Case | Case number associated with this count |
| Filed | Date the case was filed |
| Disposed | Date the charge was disposed |
| Reopened | Date the case was reopened |
| Closed | Date the case was closed |
| Count | Charge number for this offense (system assigned) |
| Prosecutor Count | Taken from Prosecutor Interface (when available) |
| Offense Date | Taken from the Edit Case screen (required field) |
| Original | Original PACC code for this charge (do not make an entry here unless you have made a mistake entering the charge). |
| Current | The current charge for this case. May be modified if the count is modified |
| Notice | State charge code for offense notices (obtained from PACC Warrant File) |
| A/S/C | A=Attempted; S=Solicited; C=Conspiracy |
| Speed | Rate of speed listed on the ticket/charge |
| Allowed | The speed allowed (e.g. posted speed limit is 35, therefore the ticket will read 55/35 - 35 would be entered in the allowed field) |
| SOS Code | The Secretary of State Offense Code used for abstracts (system assigned) |
| Effective Date | The effective date of the SOS code (system assigned) |
| Cmt | Any comments you want to make regarding this count |

Data Entry for Edit Charge



Enter the charge(s) as it pertains to this case (petition). Do not enter a charge for each minor.



Enter the charge on the case (petition), press **Enter**. Continue entering the charges for the case (petition). When you have entered the last charge, press **Enter** then **F3**. You will be returned to the **Edit Event** screen.

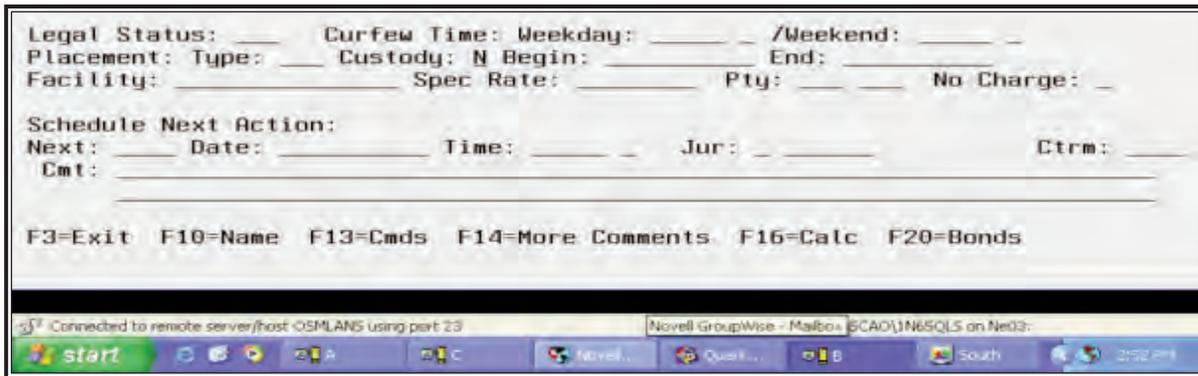
Field Definitions for Edit Event Screen

MICHELE	UCIXE1K	UCSGEN - TEST	HOJ
Edit Event			3/14/14
Crt: P 13	13 Jurist: ANTOSKIEWICZ	Bond: Auth:	OPEN Sup
Case: 2014 1400254101 NA	LOTTERY		
Atty:	Worker:		
File: 3/01/2014	Dispose:	Reopen:	Close:
Evt: ____	Dte: <u>3/14/2014</u>	Plea: ____	Dsp: ____ Pgm/Rslt: ____ Monetary: _
Pty: ____	Cnt: ____	Atty: ____	Jur: _ Due Dte: ____
Additional Party: ____	Suppress: Case: _	Party: _	Mic#: ____
Cmt: _____			
Form: ____	Register: ____	Receipt: ____	Amount: ____

 **prompt is available for all fields unless indicated otherwise**

- Evt Specific event code that is being entered into the system
- Dte Date of this event. System defaults to today's date. (Cannot <F4> on this field)
- Plea Used to indicate the plea, if any, on each charge
- Dsp Code to determine how the case (petition) was adjudicated. This information will be counted on caseload under "Method of Disposition"
- Pgm/Rslt Codes created to indicate results of a hearing regarding a case, or to indicate a specific program. Placing a "Y" next to this field will allow you to enter up to 999 programs and/or results
- Monetary "Y" will take you to the **Edit Monetary Orders** screen to create financial orders.
- Pty The party that this event relates to
- Cnt Specific count that this event relates to. This field is often used for pleas or when disposing cases, as it allows you to be count specific when entering dispositions
- Attny Attorney who was at the court hearing or who is filing a document.
- Jur Jurist who handled the hearing or who signed the order. This field will default to the jurist assigned to the case
- Due Dte Date that the next filing is due. Primarily used in Probate and Circuit Court.
- Add'l Party Field that allows the user to add a party other than a juvenile to the event (i.e. NM)
- Suppress Case: "Y" will suppress the case
Party: "Y" will suppress the party
- Cmt Field that allows the user to type any comments. These comments will display on the Register of Actions. <F14> will allow entry of up to 999 lines of text
- Form Form type (e.g., CC, JC, PC, MC, etc.,) and form number that you are creating. This will automatically take you to form processing when you press <ENTER>
- Register Used for financial
- Receipt Used for financial
- Amount Used for financial receipts and Probate Inventory

Field Definitions for Edit Event Screen, continued



F4 prompt is available for all fields unless indicated otherwise

Legal Status	Indicates the supervision level for the child. This field will be counted in caseload under "Juveniles in the System" or "Children in the System".
Curfew Time	Weekday: Time the juvenile must be home (normally Sunday night through Thursday night are considered weekdays). Weekend: Time the juvenile must be home (normally Friday night and Saturday night are considered weekends). (Cannot <F4> on this field)
Placement	Type: Description of the type of placement the child has been placed at. (e.g., PHP = Place in Home of Parent; PFF = Placed in Foster Care, DHS Supervision). Custody: Flag to indicate if the child is in court ordered out-of-home placement. "Y" indicates that the minor is in placement, "N" indicates the minor is placed with a parent. Begin: Date (actual date placed) the placement began. End: Date (actual date removed) the placement ended.
Facility	Facility Number for that juvenile/minor's placement, if in out-of-home placement. This number is often assigned by the state.
Spec Rate	The rate, if different from the normal facility rate. (i.e., if the normal facility rate is \$150.00 per day, but due to difficulty of care, the rate is \$160.00 per day, then enter \$160.00 in this field).
Pty	Party type of the placement if the juvenile/minor is not being placed in a facility e.g. NM to indicate natural mother.
No Charge	Flag that indicates if the court is not responsible for paying for this out-of-home placement (i.e. DHS is paying for the placement).
Schedule Next Action:	Next: Hearing type being scheduled. Date: Date the hearing is scheduled for. Time: Time the hearing is scheduled for, followed by A (a.m.) or P (p.m.). Jur: Judge/referee/clerk scheduled to hold the hearing. This field will default to the jurist assigned to the case, but you may override this field with a different jurist. Ctrm: Courtroom location for this hearing. System will default to the assigned jurist/referee courtroom, but you may override this field with a different courtroom location.
Cmt	Allows the user to type any comments regarding the next scheduled action.

Field Definitions for Edit Event Screen, continued

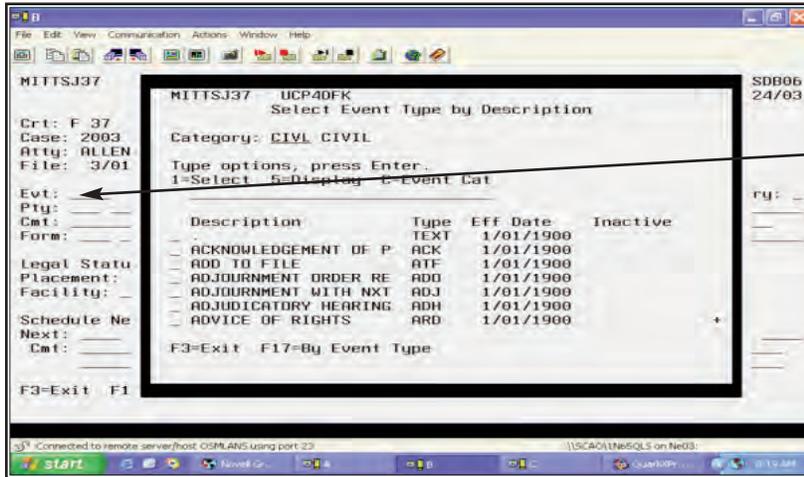
There are several fields on this screen that are automatically filled in based on data entry from other screens and/or that are pertinent to event data entry



Edit Event ~ Header Field Definitions

Bond	Code that indicates the type of bond that has been set and the last action taken on the bond. Entered at Work with Bonds and Bond Actions screen.
Auth	Date that the case/petition was authorized for filing. Entered at the Edit Party screen or Edit Event screen with a result of AUT .
Open	This field will change based on the status of the case (petition) as entered on the Edit Event screen. If the case has not been adjudicated, it will display as Open . When the case has been adjudicated with a disposition, it will display as Adju . When the case is closed it will display as Clos .
Case Initials	Case number that this event is being entered for. Initials of the jurist assigned to this case. The jurist is entered on the Edit Criminal/Juvenile Case screen.
Name	Case entitlement. Entered on the Edit Party screen during <i>Case Initiation</i> or Edit Party when making a modification, or from the Edit Event screen.
Atty	Name of the attorney appointed or retained. Entered on the Edit Party screen during <i>Case Initiation</i> or Edit Party when making a modification, or from the Edit Event screen.
Worker	Name of the worker who has been assigned this case. Entered on the Edit Juvenile screen.
CVA, etc.	Used to assist users so they are aware when a case/charge is Crime Victim Assessable (CVA), Abstractable (ABS), requires Sex Offenders Registration (SOR), requires HIV Testing (HIV), requires DNA testing (DNA), and/or requires that fingerprints need to be sent for Criminal History Reporting (CHR)
File	The date the case/petition was filed with the court. Entered on Edit Criminal/Juvenile Case screen (filed date).
Dispose	Date the case/petition was adjudicated/disposed. This date is based on the event date entered with a disposing code used at the DSP field on the Edit Event screen.
Reopen	Date the case/petition was reopened. This date is based on the event date with the reopening event type (reopen event category) entered on the Edit Event screen.
Close	Date the case/petition was closed. This date is based on the event date with the closing event type (closing event category) entered on the Edit Event screen.

Data Entry for Edit Event

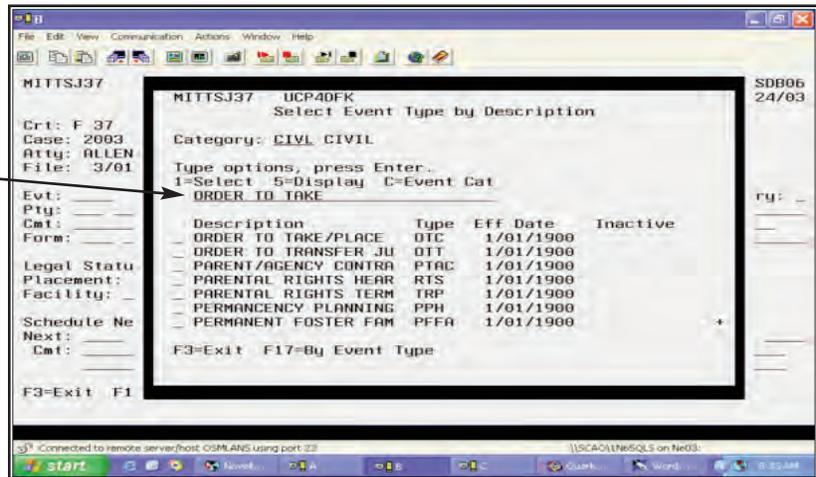


STEP #1

F4 Prompt on the event field. This will display the **Select Event Type by Description** pop-up window

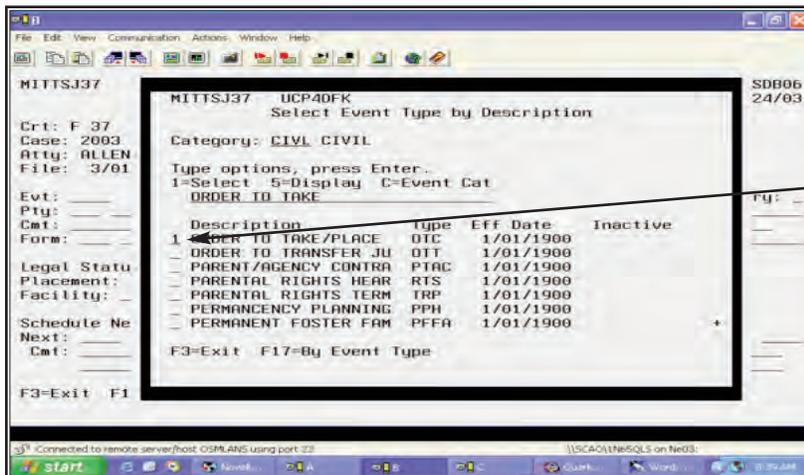
STEP #2

Type the description of the event you are searching for and press **Enter**.



STEP #3

Next, select the event by entering a "1" next to the event description and press **Enter**. The **Edit Event** screen will be returned.



Data Entry for Edit Event, continued

STEP #4

The event code is automatically filled in based on the selection from the **Select Event** screen. Enter the date of the event. The date is defaulted to the current date.

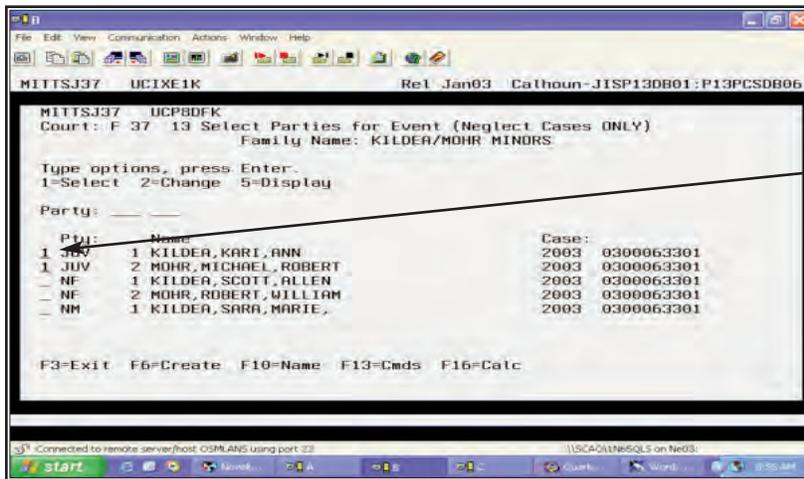
STEP #5

F4 prompt at the PTY field.

STEP #6

The **Select Parties for Event** screen is displayed.

Data Entry for Edit Event, continued

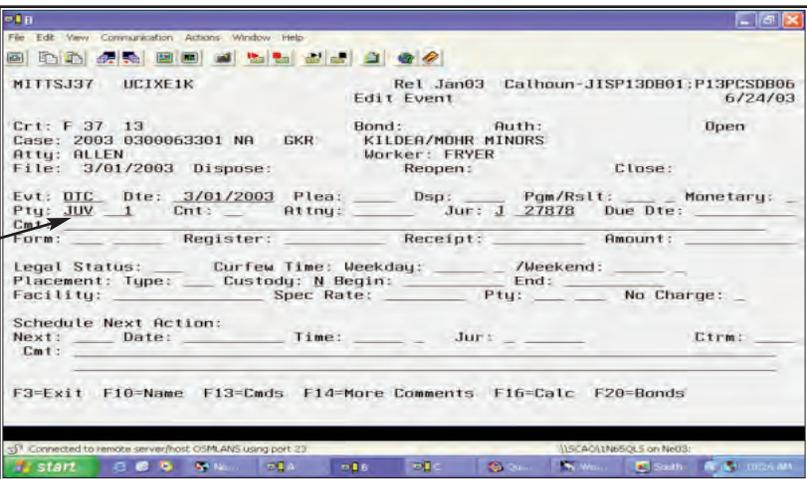


STEP #7

Select the parties that this event pertains to by entering a "1" next to their names and press **Enter**.

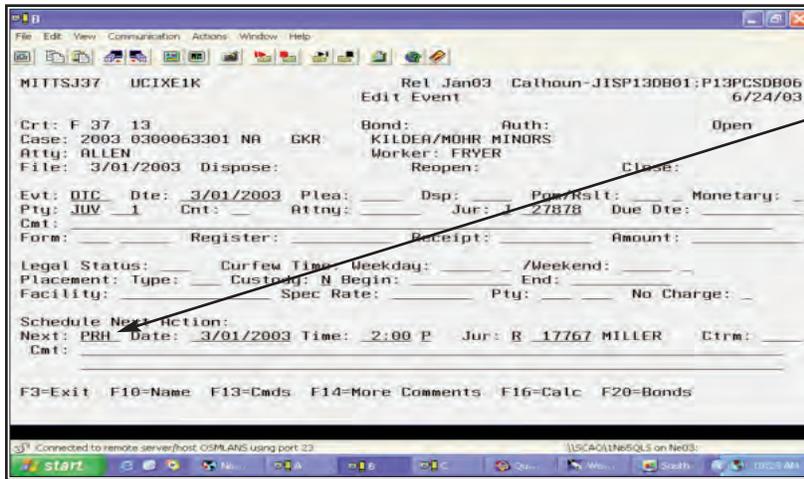
STEP #8

The **Edit Event** screen is returned indicating that this event will be entered for the first minor.



STEP #9

Continue entering information, such as next action information, regarding the first minor, and then press **Enter**.



Data Entry for Edit Event, continued

MITTJS37 UCIXE1K Rel Jan03 Calhoun-JISP130B01:P13PCSD006
Edit Event 6/24/03

Crt: F 37 13 Bond: KILDEA/MOHR MINORS Auth: Open
Case: 2003 0300063301 NA GKR
Atty: ALLEN Worker: FRYER
File: 3/01/2003 Dispose: Reopen: Close:

Evt: DTC Dte: 3/01/2003 Plea: Dsp: Pgm/Rslt: Monetary:
Pty: JUV 1 Cnt: Attny: Jur: J 27878 Due Dte:

Form: Register: Receipt: Amount:

Legal Status: Curfew Time: Weekday: /Weekend:
Placement: Type: Custody: N Begin: End:
Facility: Spec Rate: Pty: No Charge:

Schedule Next Action:
Next: PRH Date: 3/01/2003 Time: 2:00 P Jur: R 17767 MILLER Ctrm:
Cmt:

F3=Exit F

Please Note: The next action information was automatically populated based on the data entry for the first minor.

STEP #10

The **Edit Event** screen is again returned indicating that this event will be entered for the second minor. Continue entering event information regarding the second child. Make any necessary changes, and then press Enter.

STEP #11

The **Edit Event** screen is again returned for additional event entry.

MITTJS37 UCIXE1K Rel Jan03 Calhoun-JISP130B01:P13PCSD006
Edit Event 6/24/03

Crt: F 37 13 Bond: KILDEA/MOHR MINORS Auth: Open
Case: 2003 0300063301 NA GKR
Atty: ALLEN Worker: FRYER
File: 3/01/2003 Dispose: Reopen: Close:

Evt: Dte: 03/01/2003 Plea: Dsp: Pgm/Rslt: Monetary:
Pty: Cnt: Attny: Jur: Due Dte:

Form: Register: Receipt: Amount:

Legal Status: Curfew Time: Weekday: /Weekend:
Placement: Type: Custody: N Begin: End:
Facility: Spec Rate: Pty: No Charge:

Schedule Next Action:
Next: Date: Time: Jur: Ctrm:
Cmt:

F3=Exit F10=Name F13=Cmnds F14=More Comments F16=Calc F20=Bonds

STEP #12

Continue entering events using the above process until all events have been entered.

MITTJS37 UCIXE1K Rel Jan03 Calhoun-JISP130B01:P13PCSD006
Edit Event 6/24/03

Crt: F 37 13 Bond: KILDEA/MOHR MINORS Auth: Open
Case: 2003 0300063301 NA GKR
Atty: ALLEN Worker: FRYER
File: 3/01/2003 Dispose: Reopen: Close:

Evt: PET Dte: 03012003 Plea: Dsp: Pgm/Rslt: Monetary:
Pty: JUV 1 Cnt: Attny: Jur: Due Dte:

Form: Register: Receipt: Amount:

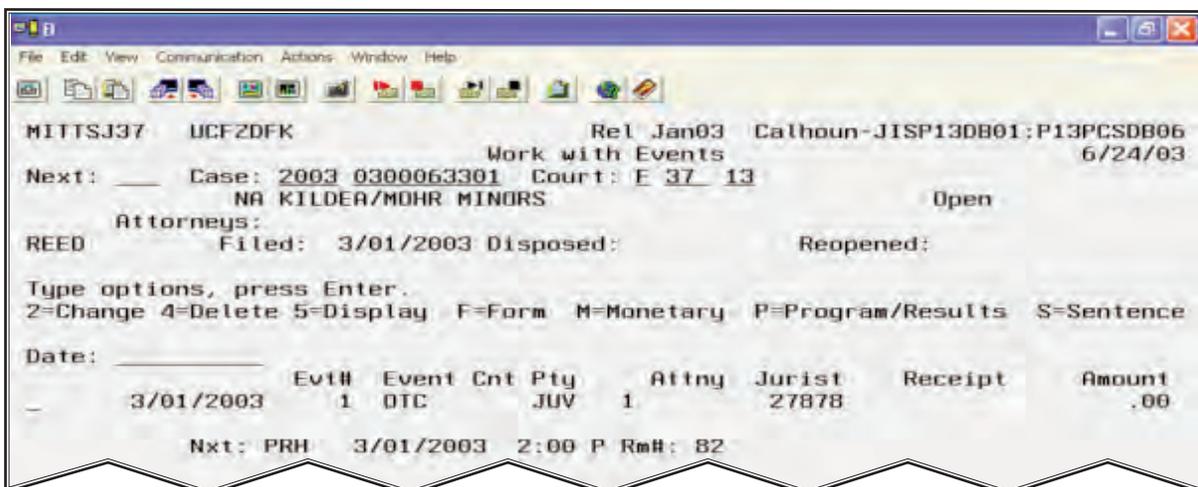
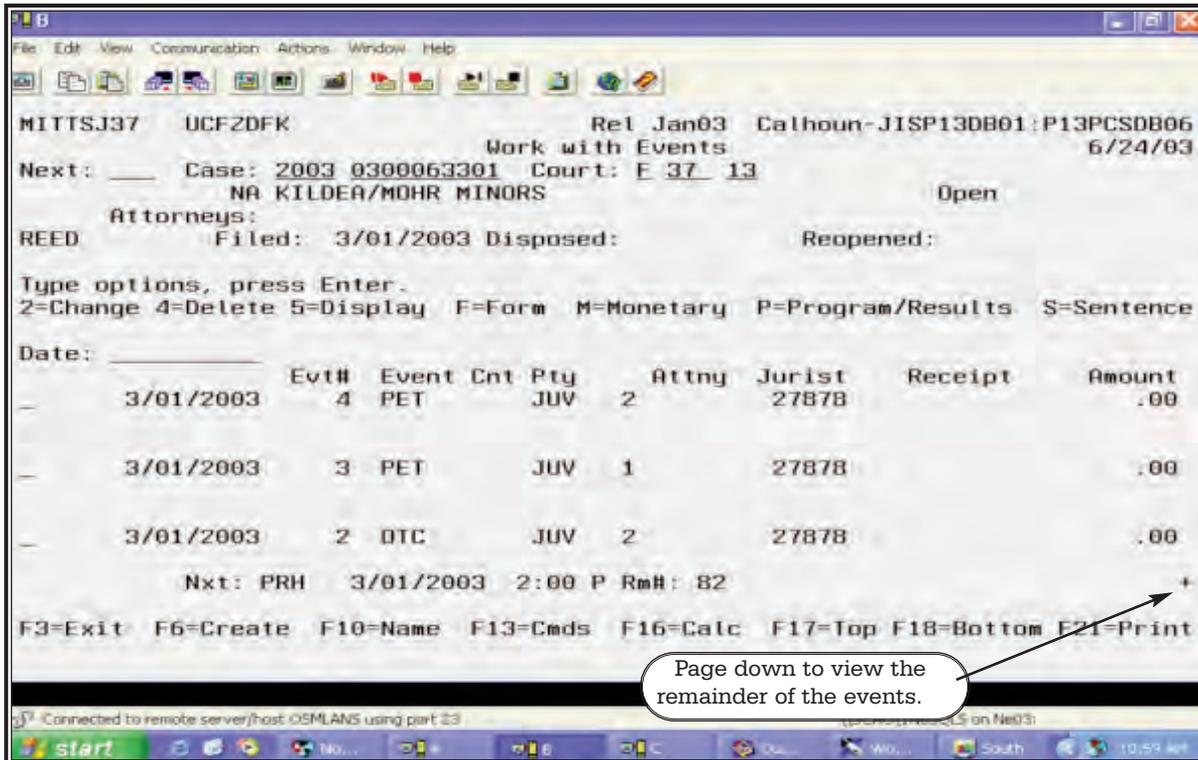
Legal Status: Curfew Time: Weekday: /Weekend:
Placement: Type: Custody: N Begin: End:
Facility: Spec Rate: Pty: No Charge:

Schedule Next Action:
Next: Date: Time: Jur: Ctrm:
Cmt:

F3=Exit F10=Name F13=Cmnds F14=More Comments F16=Calc F20=Bonds

Data Entry for Edit Event, continued

Once you have entered all of the events for this case, press **Enter**, and then **F3**. The **Work with Events** screen will be returned.



You have successfully entered all of the case (petition) information for this neglect petition.