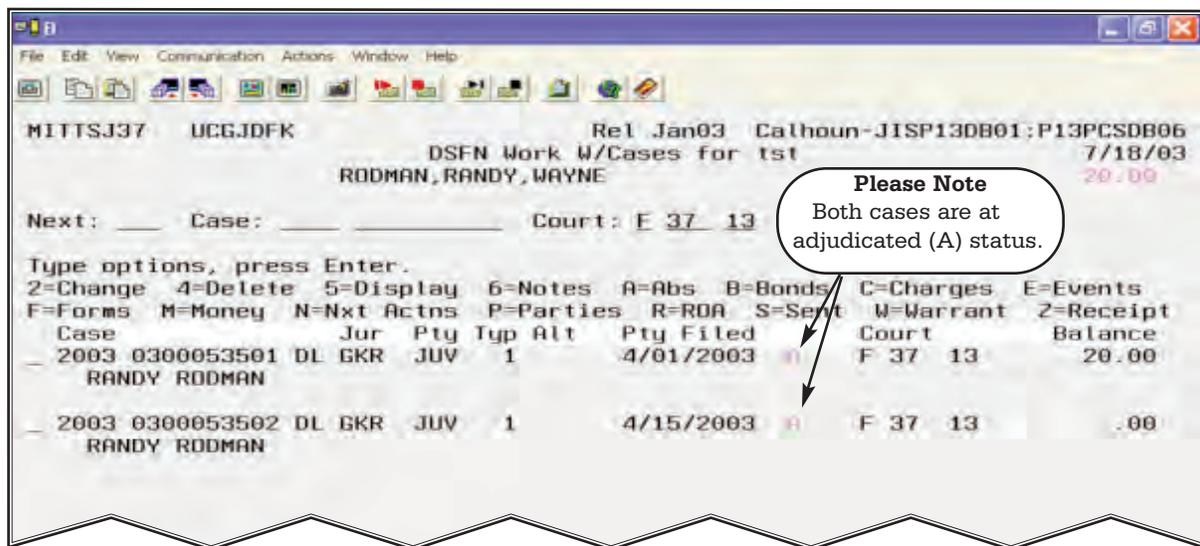


## Closing a Case ~ Delinquency Proceedings

### Juvenile File is Open

TCS allows courts to close a juvenile case (petition), even though the file status for the juvenile is open. An instance where this procedure should occur is when there are multiple cases (petitions) for a juvenile, and one or more of those cases has been dismissed, therefore not requiring any further action by the court.

The cases that were adjudicated regarding Randy Rodman are an example of this situation. Case #2003 0300053501 DL was adjudicated with a disposition of Admitted Allegations (AAL), and it turned the case status from open (O) to adjudicated (A). However, case # 2003 0300053502 DL was adjudicated with a disposition of Dismissed, and it turned the case status from open (O) to adjudicated (A).

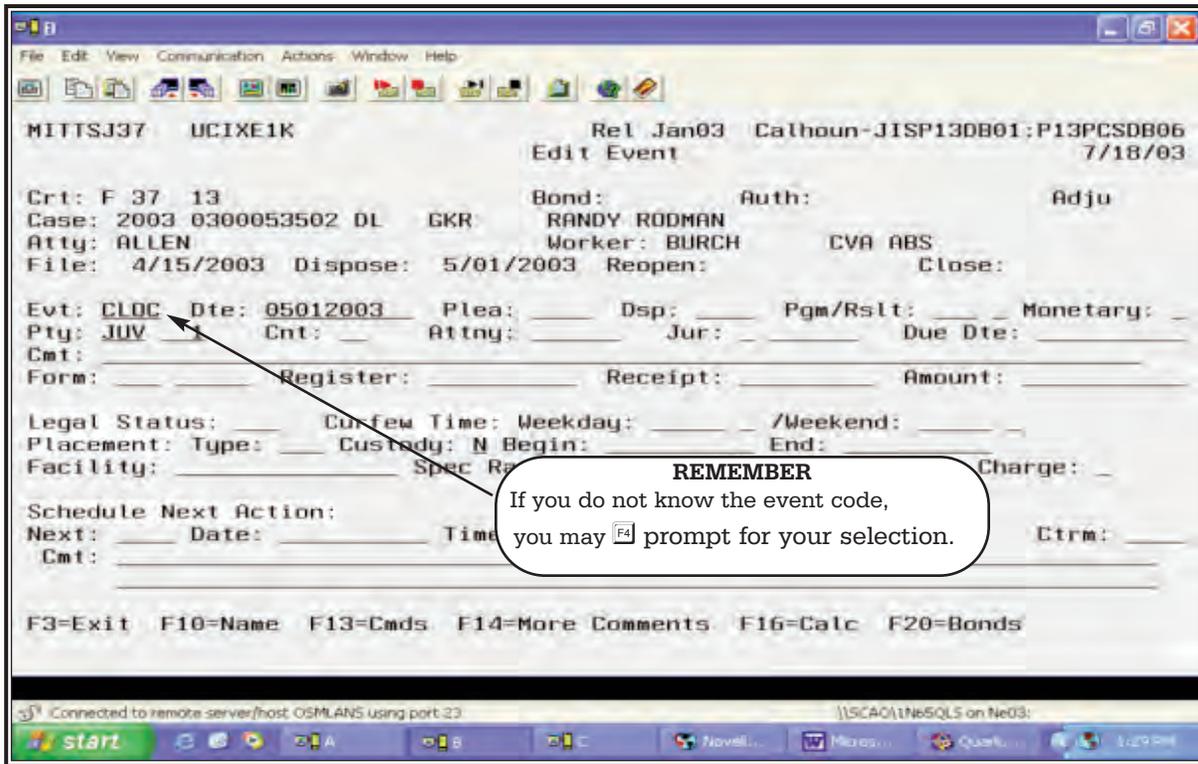


The following steps will demonstrate how to change the case status from adjudicated (A) to closed (C).

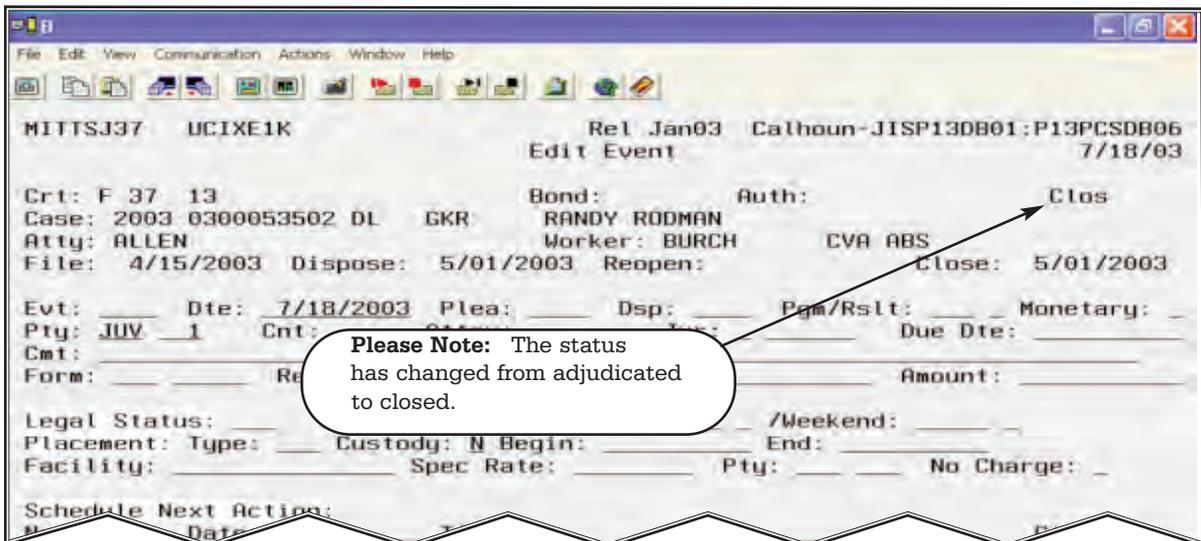
## Closing a Case ~ Delinquency Proceedings, continued

After creating the event to dismiss this case (please refer to **Chapter 5, Case Disposition for Delinquency Proceedings, Pages 1-7** of the manual), you will need to create an event that will close the case.

From the **Edit Event** screen, enter the event with the category attached that will close this case. The current event is CLOC. Enter the date the case is closed and type any other information on the event screen.

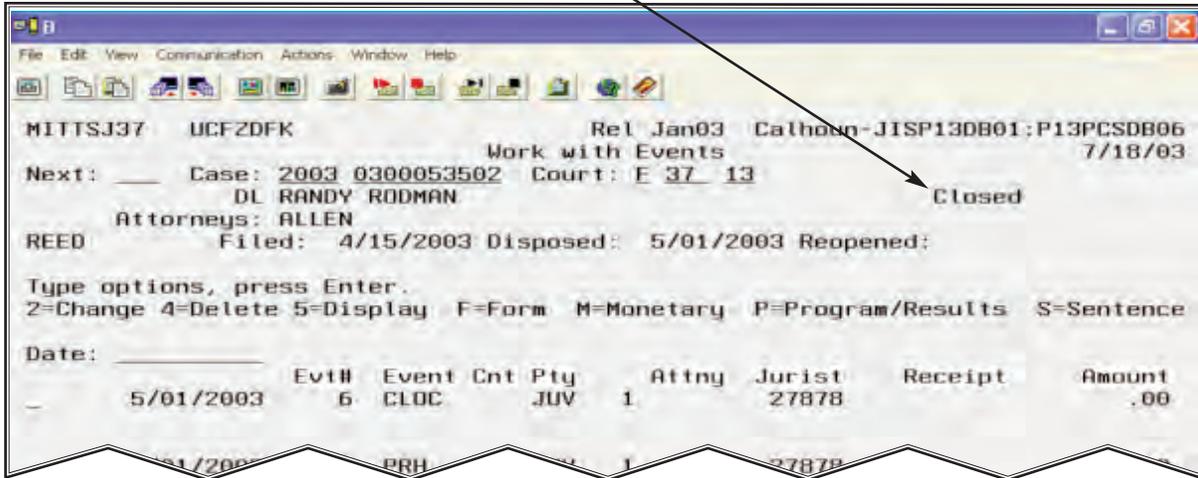


Once you have entered the required information, press .

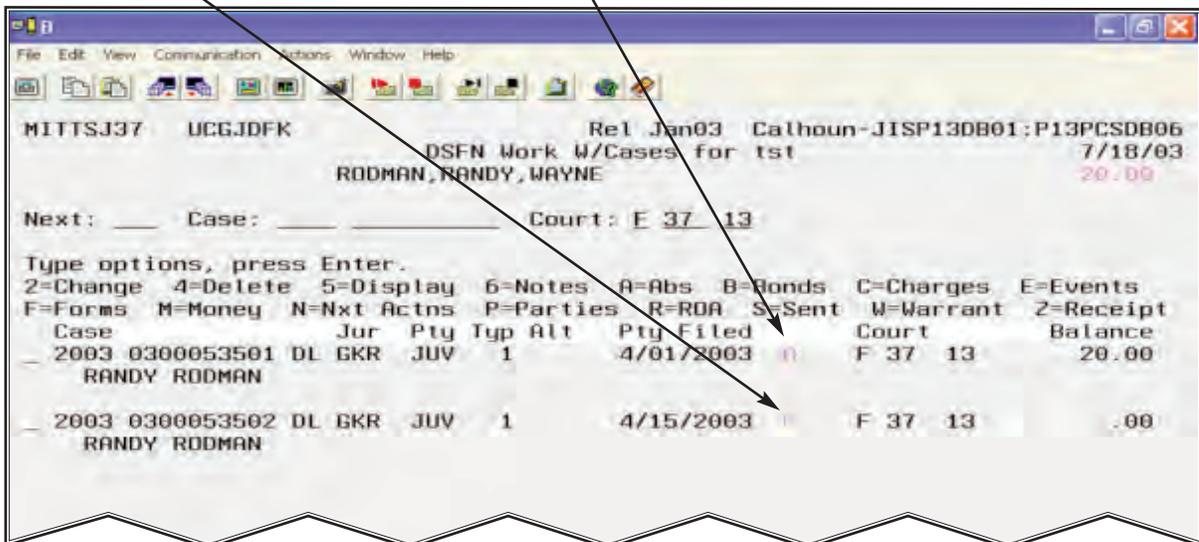


## Closing a Case ~ Delinquency Proceedings, continued

Next, **F3** to exit this screen and return to the **Work with Events** screen. The event has been added and the case status is **"Closed"**.



**F3** again to exit this screen and return to the **Work with Cases for** screen. The case status for the first case is **"Adjudicated" (A)** and the case status for the second case is **"Closed" (C)**.



## Closing a Case ~ Delinquency Proceedings, continued

Let's create another event for the first case using one of the event add processes described in the manual. Type an E on Work w/Cases for Name Screen.

```

MICHELE      UCGJDFK                      UCSGEN - TEST                      HOJ
                                           Work W/Cases for Name              3/27/14
                                           SPACHMAN, CHRISTOPHER, A          245.00
Next:  ___  Case:  ___  Court: P 13  13

Type options, press Enter.
2=Change  4=Delete  5=Display  6=Notes  A=Abs  B=Bonds  C=Charges  D=DocSum
E=Event   F=Form   G=Age     H=Acct Hist  J=Jur Hist  L=Related  M=Money  N=Nxt Act
P=Party   R=ROA   S=Sentence T=Title   V=Program/Results  W=Warrant
X=Case Transfer  Z=Receipt

Case      Jur Pty Typ Alt  Pty Filed  Sts      Court      Balance
E 2001 0100012101 DL WTE JUV  1      7/03/2001 ADJUD     P 13  13      245.00
CHRISTOPHER SPACHMAN

_ 2001 0100012102 DL WTE JUV  1      8/13/2001 CLOSE    P 13  13        .00
CHRISTOPHER SPACHMAN

F3=Exit  F6=Create  F10=Name  F13=Cmde  F16=Calc  F17=Top  F18=Bottom  F21=Prt
    
```

Begin entering the CLOC event information; at the **Pty** field select F4 to prompt.

```

MICHELE      UCIXE1K                      UCSGEN - TEST                      HOJ
                                           Edit Event                          3/27/14
Case: 2001 0100012101 DL              CHRISTOPHER SPACHMAN              ADJU Pub
Atty: O'NEIL                          Worker: ALDEN                     CHR CVA
File: 7/03/2001  Dispose: 9/19/2001  Reopen:                          Close:

Evt: CLOC  Dte: 3/27/2014  Plea:  ___  Dsp:  ___  Pgm/Rslt:  ___  Monetary:  ___
Pty: JUV  1  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=Cmde  F14=Cmt  F16=Calc  F19=PCN  F20=Bonds  F23=Scan
    
```

## Closing a Case ~ Delinquency Proceedings, continued

Enter "C" for cases and press the  key.

```

MICHELE      UCW2DFK
                Select Parties for Event
Case: 2001 0100012101 DL CHRISTOPHER SPACHMAN

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

Party:  ___  ___

   Pty      Name                               Disp Attorney   Anniv Dt
C JUV      1      SPACHMAN, CHRISTOPHER, A                 O'NEIL, DAN R
   _ NF      1      SPACHMAN, DONALD, EDWARD
   _ NM      1      SPACHMAN, SHELLY, LYNN

F3=Exit  F6=Create  F17=Top  F18=Bottom
    
```

The status of the first case is adjudicated (A), and the status of the second case is closed (C).

```

MICHELE      UCPSDFK
                Select Cases for Event

Selected Crt: P 13  13
Selected Prty: JUV  1 SPACHMAN, CHRISTOPHER, A

Type options, press Enter.
1=Select  C=Select Case and Select Charge

   Case      Sts                               Prty
   _ 2001 0100012101 DL  A  CHRISTOPHER SPACHMAN  JUV  1
     CHR CVA
   _ 2001 0100012102 DL  C  CHRISTOPHER SPACHMAN  JUV  1
     CHR CVA

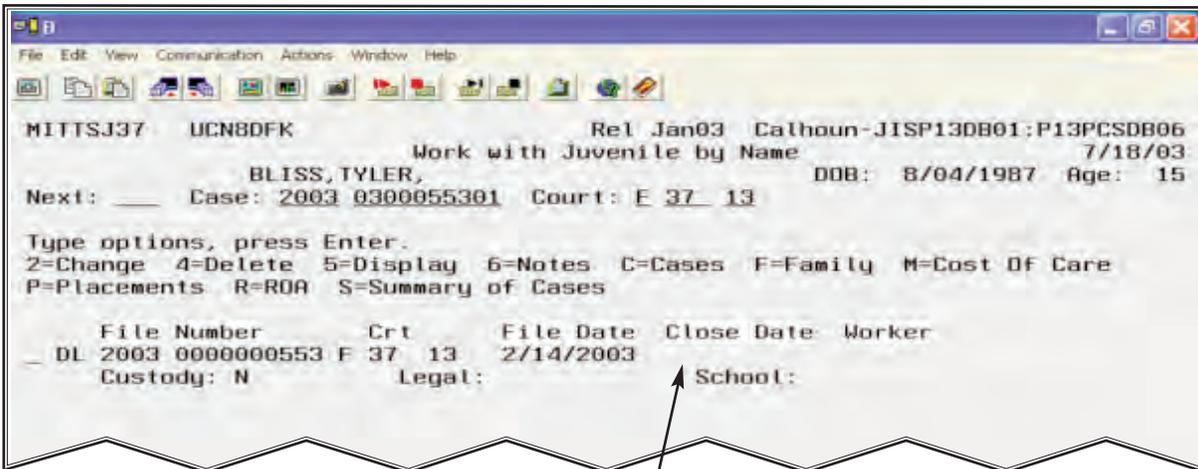
F3=Exit
    
```

## Closing a Juvenile File ~ Delinquency

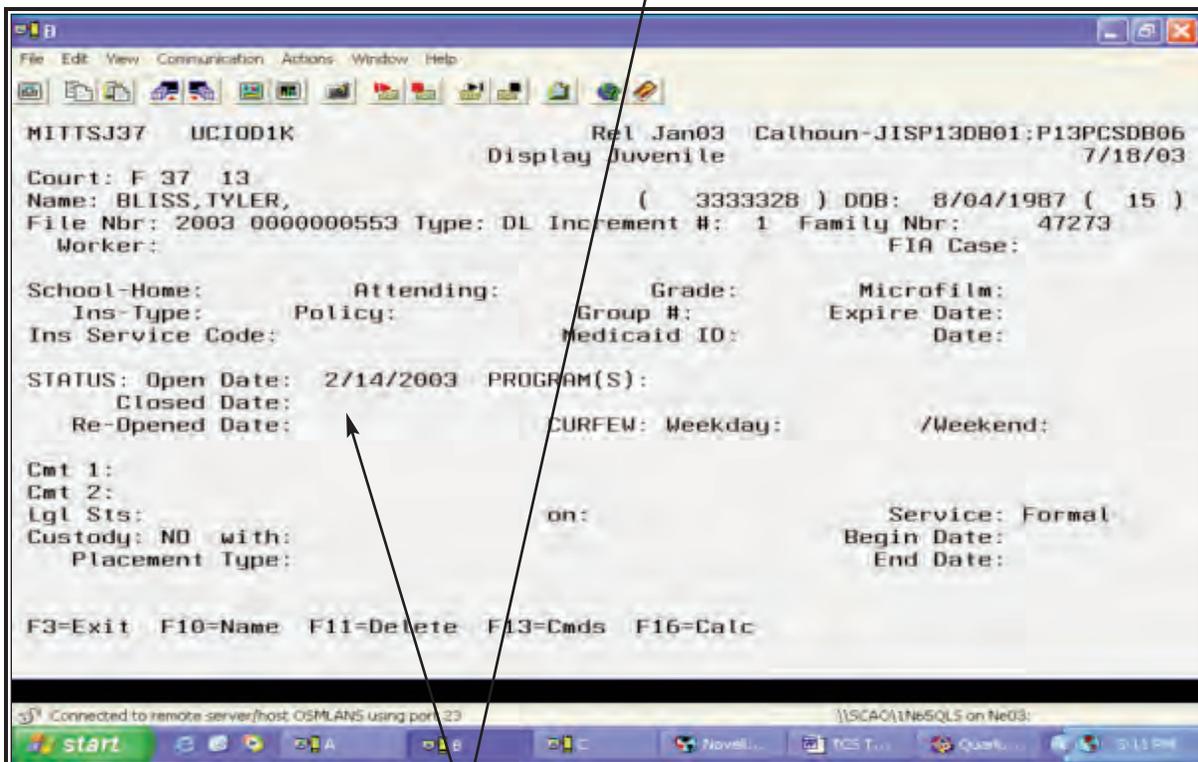
There are two different scenarios for closing a juvenile's file.

The first involves a juvenile case when jurisdiction was not taken by the court, the petition was dismissed and juvenile will not be under court supervision.

If you look at the **Work with Juvenile by Name** screen ("**J**" next to name at **Work with Names**), or



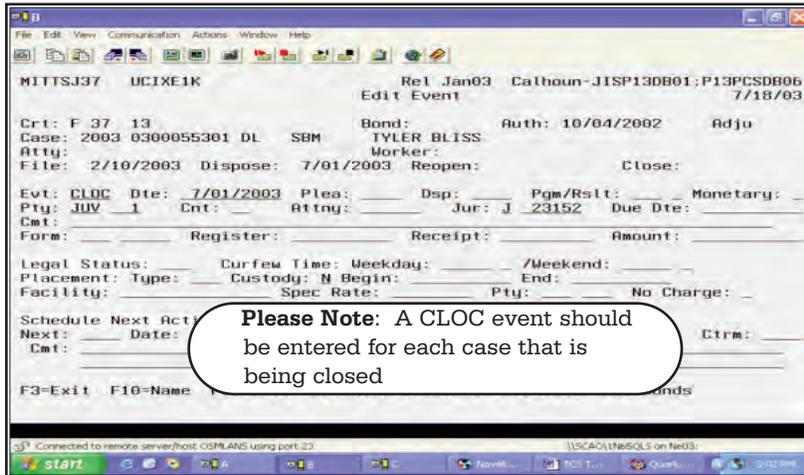
the **Display Juvenile** screen (**JUV at Next line, then enter juvenile's name**)



you will notice that the **"Closed Date"** fields are blank.

## Closing a Juvenile File ~ Delinquency, continued

Follow these steps to close the juvenile's file.

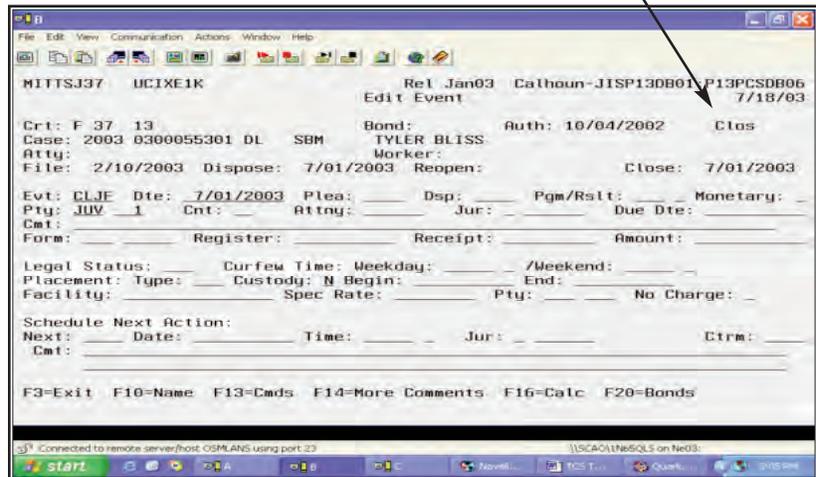


### STEP 1

From the **Edit Event** screen, enter the event of **CLOC (Close Case)** and press the **Enter** key. The case status will change from adjudicated to closed.

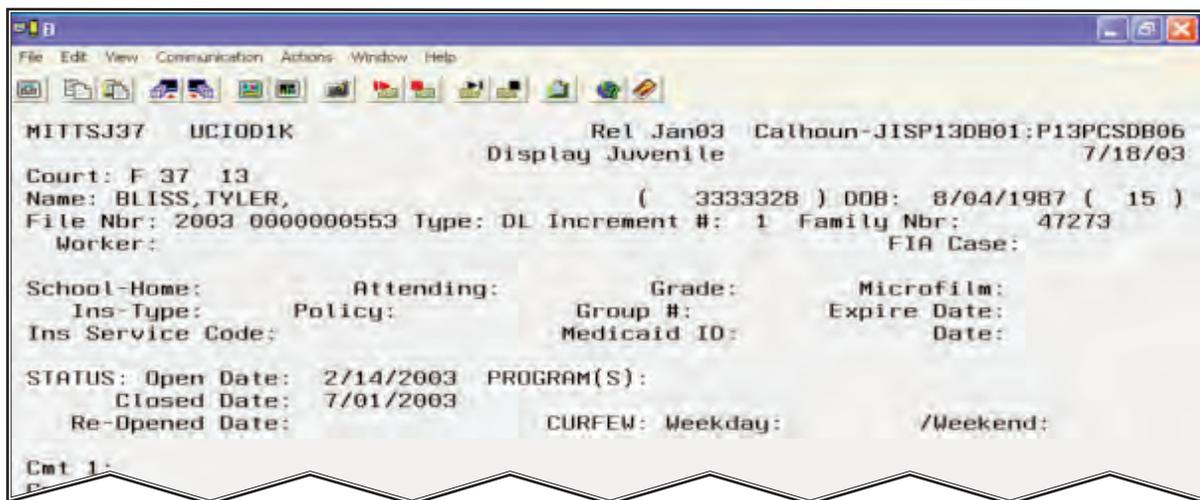
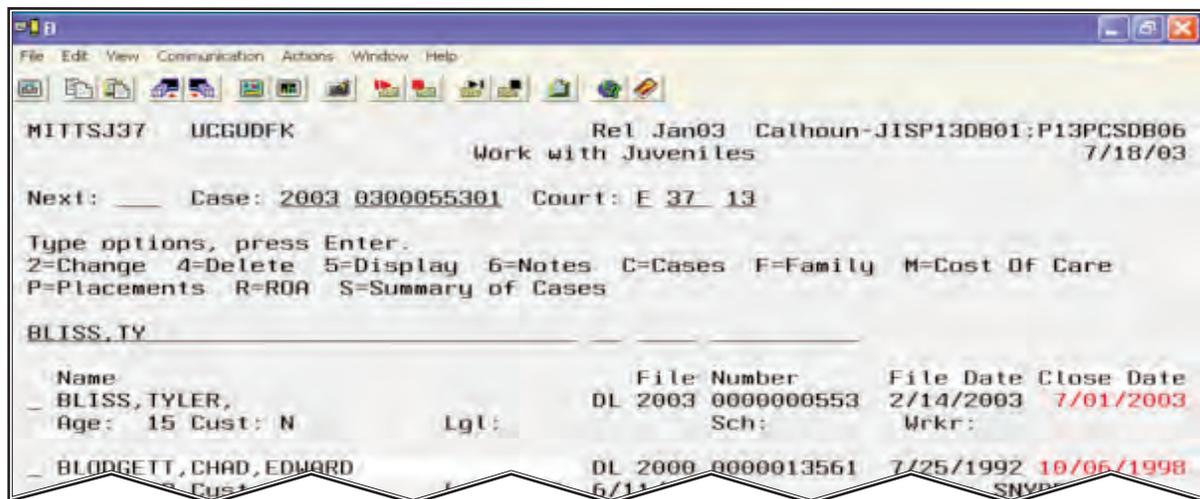
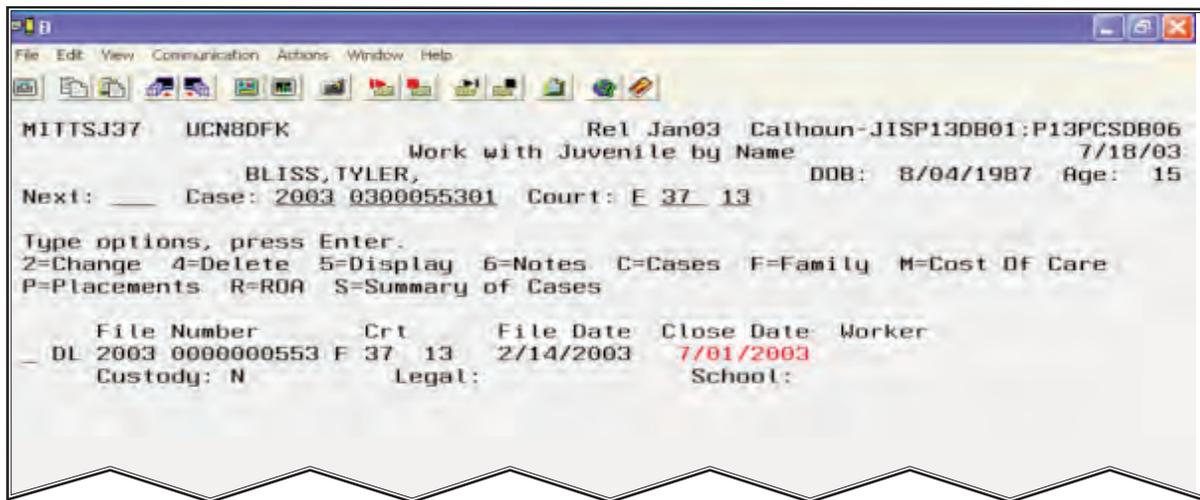
### STEP 2

From the **Edit Event** screen, enter the event of **CLJF (Close Juvenile File)** and press the **Enter** key.



## Closing a Juvenile File ~ Delinquency, continued

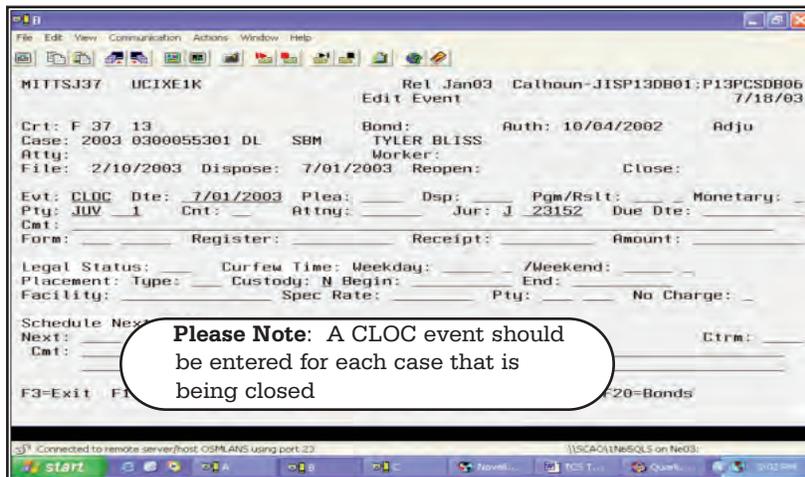
Now all **Closed Date** fields displays the date the juvenile's file was closed



## Closing a Juvenile File ~ Delinquency, continued

The second scenario involves a juvenile case when jurisdiction was taken by the court and the juvenile is under court supervision and an Order Terminating Court Jurisdiction has been signed by the Judge.

Follow these steps to close the juvenile's file.

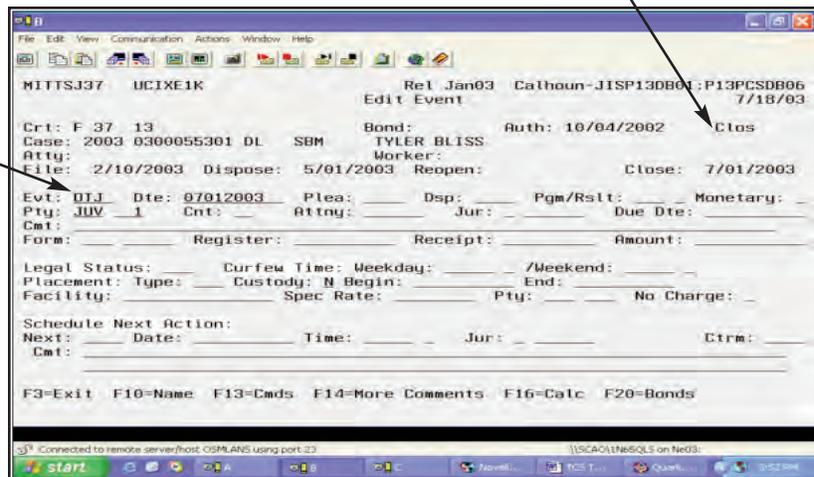


**STEP 1**

From the **Edit Event** screen, enter the event of **CLOC (Close Case)** and press the **Enter** key. The case status will change from adjudicated to closed.

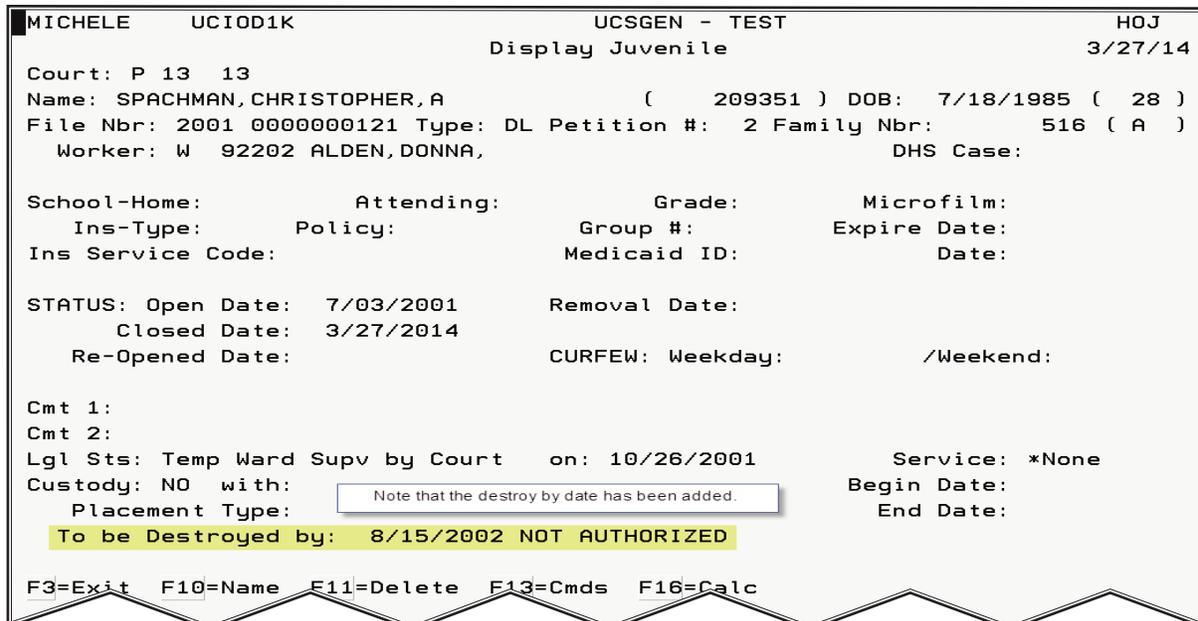
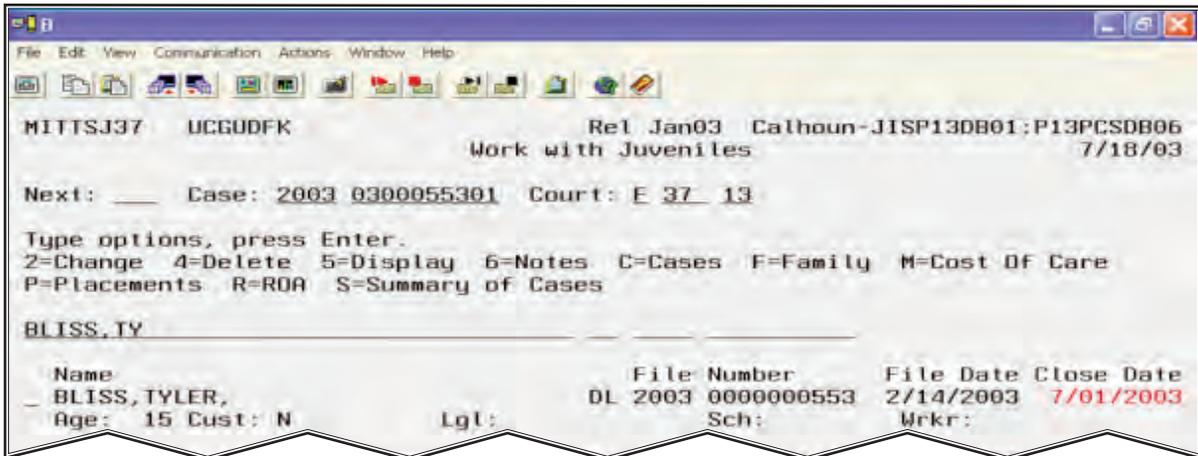
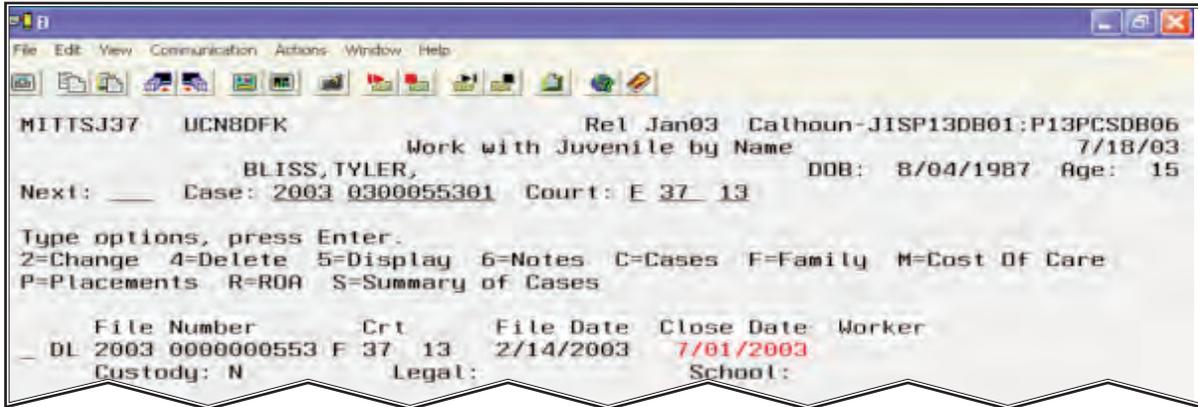
**STEP 2**

From the **Edit Event** screen, enter the event of **OTJ (Order Terminating Court Jurisdiction)** and press the **Enter** key.



## Closing a Juvenile File ~ Delinquency, continued

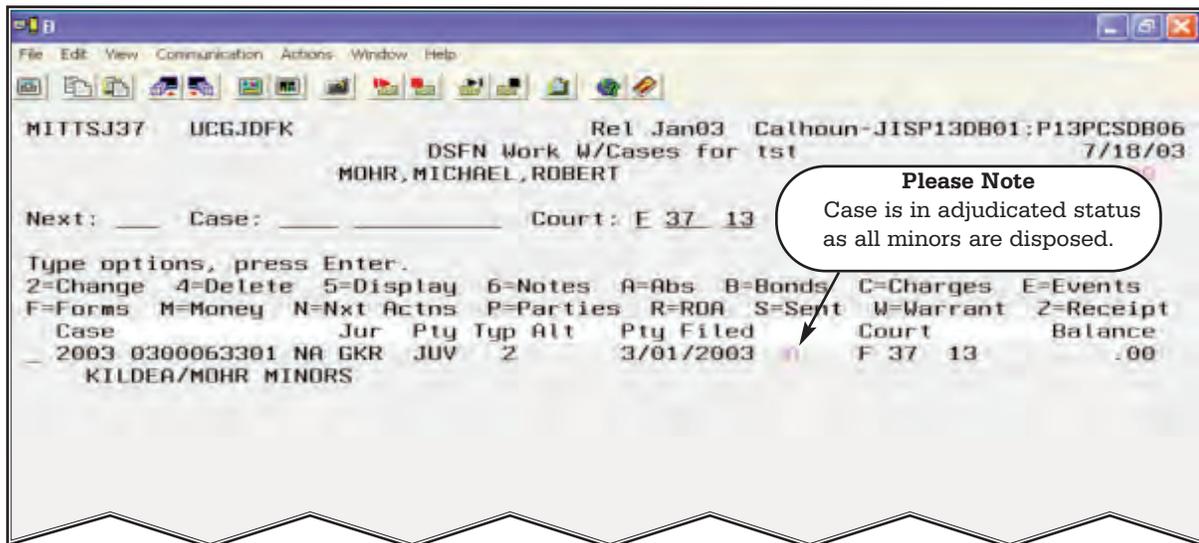
Again, all **Closed Date** fields displays the date the juvenile's file was closed



## Closing a Case ~ Neglect/Abuse

TCS allows courts to close a juvenile case (petition), even though the file status for the minor is open. An instance where this procedure should occur is when there are multiple children on a case (petitions), and one or more of those children has been dismissed, therefore not requiring any further action by the court.

The case that was adjudicated regarding the Kildea/Mohr minors is an example of this situation. Case #2003 0300063301 NA was adjudicated with a disposition of Found Within the Provisions of the Code (FPC), for minor #1, and changed the case status from open (O) to adjudicated (A). However, minor #2 was adjudicated with a disposition of Dismissed (DIS), and it also changed the case status from open (O) to adjudicated (A).

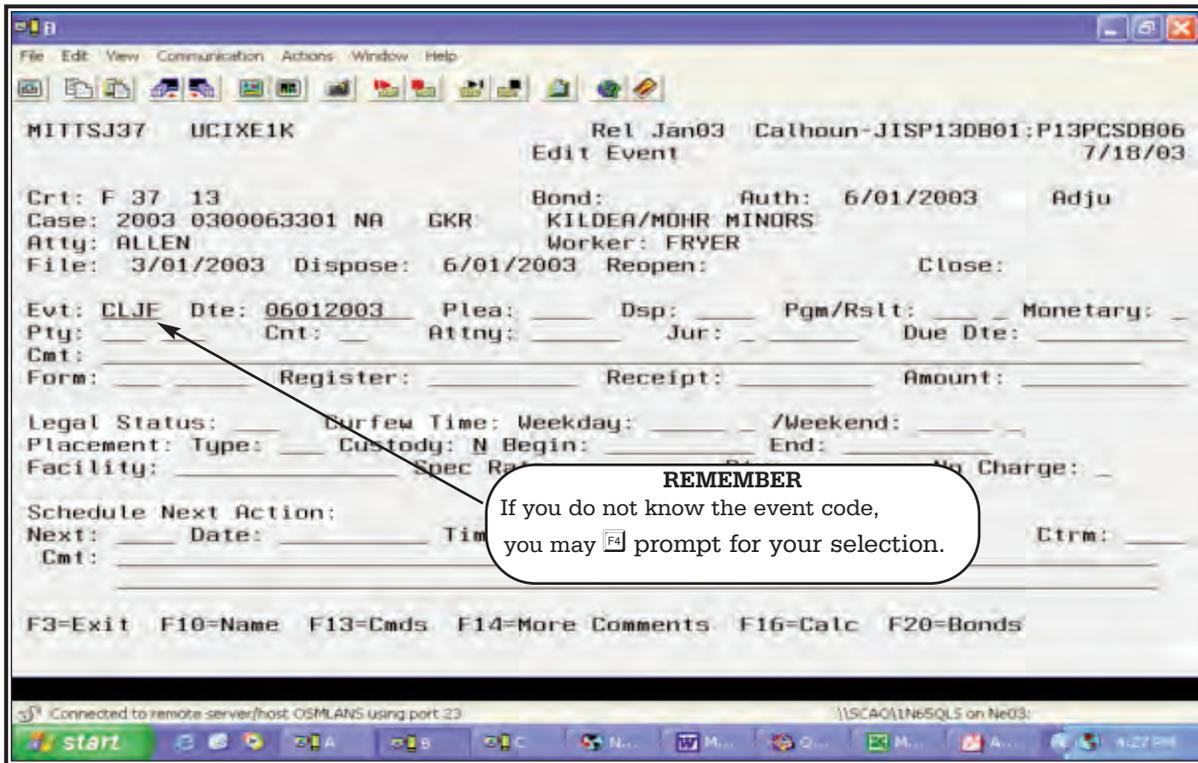


The following steps will demonstrate how to change the case status from adjudicated (A) to closed (C).

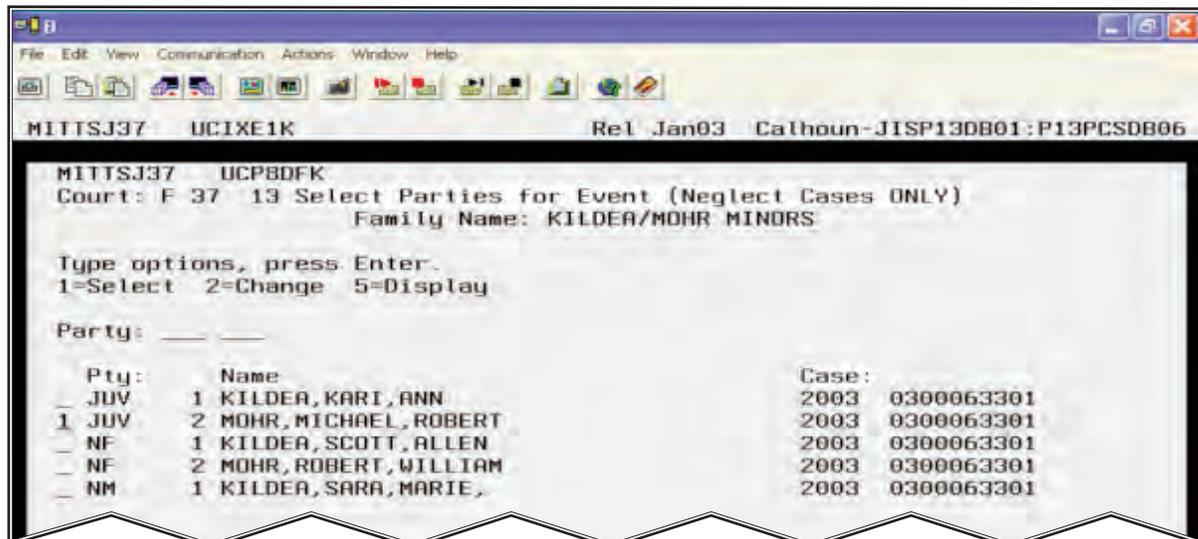
## Closing a Case ~ Neglect/Abuse, continued

After creating the event to dismiss this case (please refer to **Chapter 6, Case Disposition for Neglect/Abuse Proceedings Pages 1-8** of the manual), you will need to create an event that will close the second juvenile's file.

From the **Edit Event** screen, enter the event with the category attached that will close this case. The current event is CLOC. Enter the date the case is closed and type any other information on the event screen.



Next, [F4] prompt at the **Pty** field and select **JUV 2** and press [Enter].



## Closing a Case ~ Neglect/Abuse continued

Note on **Work with Events** screen, that the case (petition) status is **CLOSED**.

```

MICHELE   UCFZDFK           UCSGEN - TEST           HOJ
                        Work with Events           3/27/14
Next: ___ Case: 2012 1000238801 Court: P 13 13
                NA LEVINE                               CLOSED
Attorneys:
AACH      Filed: 1/27/2010 Disposed: 4/01/2010 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
_  3/27/2014   10 CLOC   JUV   1  CLOSE CASE
    
```

Now that the case (petition) is closed, the file will need to be closed. From the **Edit Event** screen, enter the event with the category attached that will close the file. The current event is CLJF. Enter the date the file is closed and type any other information on the event screen.

```

MICHELE   UCIXE1K           UCSGEN - TEST           HOJ
                        Edit Event           3/27/14
Crt: P 13 13 Jurist: AACH      Bond:           Auth: 01/27/2010   CLOS Pub
Case: 2012 1000238801 NA      LEVINE
Atty:                               Worker:
File: 1/27/2010 Dispose: 4/01/2010 Reopen:           Close: 3/27/2014

Evt: CLJF Dte: 3/27/2014 Plea: ___ Dsp: ___ Pgm/Rslt: ___ Monetary: ___
Pty: JUV 1 Cnt: ___ Atty: ___ Jur: ___ Due Dte: ___
Additional Party: ___ Suppress: Case: ___ Party: ___ Mic#: ___
Cmt:
Form: ___ Register: ___ Receipt: ___ Amount: ___
    
```

Note on **Work with Juveniles** screen, that the file has a closed date.

```

MICHELE   UCGUDFK           UCSGEN - TEST           HOJ
                        Work with Juveniles           3/27/14

Next: ___ Case: 2012 Court: P 13 13

Type options, press Enter.
2=Change 4=Delete 5=Display 6=Notes C=Cases D=DocSum F=Family G=PIR/Age
I=CSI M=Monetary N=Next Actions P=Placements R=ROA S=Summary of Cases

LEVINE
_____
Name           File Number           Filed           Closed
_  LEVINE, ADAM, 2010 0000002388 NA AKA 1/27/10 3/27/14
Age: 5 DOB: 5/01/08 Cust: N           Lgl: TWC 4/01/10 Wrk:
    
```

## Closing a Case ~ Neglect/Abuse continued

Note on **Display Juvenile** screen, that the file has a closed date and a destroy by date.

MICHELE	UCIODIK	UCSGEN - TEST	H0J
Court: P 13 13		Display Juvenile	3/27/14
Name: LEVINE, ADAM,	( 210731 )	DOB: 5/01/2008	( 5 )
File Nbr: 2010 0000002388	Type: NA	Petition #: 1	Family Nbr: 901 ( A )
Worker:		DHS Case:	
School-Home:	Attending:	Grade:	Microfilm:
Ins-Type:	Policy:	Group #:	Expire Date:
Ins Service Code:		Medicaid ID:	Date:
STATUS: Open Date: 1/27/2010		Removal Date:	
	Closed Date: 3/27/2014		
Re-Opened Date:		CURFEW: Weekday:	/Weekend:
Cmt 1:			
Cmt 2:			
Lgl Sts: Temp Ward Supv by Court	on: 4/01/2010	Service: *None	
Custody: NO with:		Begin Date:	
Placement Type:		End Date:	
	To be Destroyed by: 3/27/2039	AUTHORIZED	
F3=Exit	F10=Name	F11=Delete	F13=Cmnds F16=Calc