

NOTE: The instructions, required forms, training materials and other juvenile court eFiling information are available on the Court's web site at www.utcourts.gov/eFiling/juvenile.

STEP 1 AGENCY/FIRM ACCESS REQUEST

Attorneys and/or agency/firm representatives must fully complete and submit the Agency/Firm Access Request form to the Trial Court Executive (TCE) or eFiling specialist/C.A.R.E. trainer in their local district. If the attorney/agency/firm practices in multiple districts, they will only need to request access in their primary district of practice. All requests must identify the name and job title of each employee who requires access to C.A.R.E. Everyone associated with the same firm has access to all cases assigned to an attorney within that firm, providing they have their own C.A.R.E. login and password.

STEP 2 E-FILING SPECIALIST/C.A.R.E. TRAINER CONTACTS THE AGENCY/FIRM

The district eFiling specialist/C.A.R.E. trainer works with the TCE to review the Agency/Firm Access Request. If the FIRM does not already exist in C.A.R.E., the specialist/trainer will notify the Court's IT department so the FIRM can be created in C.A.R.E.. Once the FIRM has been verified/created in C.A.R.E., the eFiling specialist/C.A.R.E. trainer will contact the agency/firm representative to explain the C.A.R.E. training process, provide eFiling web site information and provide them with a copy of the C.A.R.E. Computer Set-up Instructions.

STEP 3 ATTORNEY/AGENCY/FIRM MAKES ARRANGEMENTS FOR TRAINING

Once the attorney/agency/firm has reviewed the C.A.R.E. Computer Set-up Instructions and has verified they can comply with the required technology, they should contact the eFiling specialist/C.A.R.E. trainer to schedule a training session for their user(s) per local district policy.

STEP 4 USER COMPLETES THE C.A.R.E. USER AGREEMENT FORM AT THE TRAINING SESSION

The eFiling specialist/C.A.R.E. trainer will review and discuss the available roles for the Users. The eFiling specialist/C.A.R.E. trainer confirms the appropriate roles for the User are selected on the C.A.R.E. Individual User Agreement form. Each User must fully complete, initial and sign the C.A.R.E. Individual User Agreement form.

STEP 5 E-FILING SPECIALIST/C.A.R.E. TRAINER PROVIDES BASIC C.A.R.E. TRAINING

The eFiling specialist/C.A.R.E. trainer provides basic C.A.R.E. training as outlined in the Certificate of Training. In addition to a basic C.A.R.E. overview, Users' will be trained on access and functionality specific to their C.A.R.E. roles. Upon successful completion of the training, each User and the eFiling specialist/C.A.R.E. trainer should sign the Certificate of Training. The eFiling specialist/C.A.R.E. trainer will provide the User with information on the Online Training Program (OTP) modules that are available for partners and any additional training materials/information that may be available, as well as the link to the Court's website (www.utcourts.gov/eFiling/juvenile).

NOTE: Local court practices determine if eFiling specialist/C.A.R.E. trainers provide training for all Users or if the court will train a designated agency/firm representative who is then responsible to train other agency/firm staff.

STEP 6 USER REQUESTS ACCESS IN C.A.R.E. ON THE C.A.R.E. HOME PAGE

The eFiling specialist/C.A.R.E. trainer will assist the user in requesting access from the C.A.R.E. home page. In addition to entering the identifying information, the user should select the *Primary and Secondary*

court districts/offices where they practice. Based on the selected districts, C.A.R.E. will populate the district's TCE under the *System Access Supervisor*, which the user should select from the drop down list.

Users other than JJS staff should leave the *Primary JJS Office* field blank. All attorneys will need to select FIRM access in C.A.R.E.. If the user's firm is not listed, the eFiling specialist/C.A.R.E. trainer will notify the Court's IT department to create the firm. The attorney's Bar number field is required for attorneys ONLY. If you are not an attorney, leave this field blank.

STEP 7 REVIEWS OF C.A.R.E. ACCESS REQUEST AND USER AGREEMENT FORMS

The e-filing specialist/C.A.R.E. trainer submits copies of the signed C.A.R.E. Agency/Firm Access Request, C.A.R.E. Individual User Agreement and Certificate of Training to the TCE for approval. Once approved, the user will be notified by two separate emails using the email they provided in the request access in C.A.R.E. process from the C.A.R.E. home page. The user will receive one email with their login and a separate email with their password information.

NOTE: The attorney is responsible to submit a Notice of Appearance, or other initiating documentation as appropriate, when access to a case is required.

STEP 8 QUESTIONS, TRAINING AND TECHNICAL DIFFICULTIES

Additional training materials, Q&A information and forms are available on the Court's web site at www.utcourts.gov/eFiling/juvenile. If you still have questions or technical difficulties, you can contact your district's e-filing specialist/C.A.R.E. trainer.

PLEASE REMEMBER: The agency/firm representative is responsible to contact the TCE to inform them when a user with access to C.A.R.E. leaves the agency/firm so their access can be deactivated as soon as possible.

Trial Court Executives

District	TCE	Email Address	District	Contact Name	Email Address
1st	Corrie Keller	corriek@utcourts.gov	5th	Rick Davis	rickd@utcourts.gov
2nd	Travis Erickson	travise@utcourts.gov	6th	Wendell Roberts	wendellr@utcourts.gov
3rd	Neira Siaperas	neiras@utcourts.gov	7th	Terri Yelonek	terriy@utcourts.gov
4th	Jim Peters	Jamesp@utcourts.gov	8th	Russell Pearson	russellp@utcourts.gov

Primary eFiling/C.A.R.E. Specialists Contact Information

District	Name	Email Address	District	Name	Email Address
1st	Terie Purser	teriep@utcourts.gov	5th	Rebecca Albrecht	rebecca@utcourts.gov
2nd	Vanessa Tracy	vanessat@utcourts.gov	5th	Ashley Palmer	ashleylp@utcourts.gov
3rd	Pat Tingey	patt@utcourts.gov	6th	Kyle Parry	kylep@utcourts.gov
4th	Lynnette Eyre	lynnette@utcourts.gov	7th	Christina Bishop	christinab@utcourts.gov
4th	Wendy Matheney	wendym@utcourts.gov	7th	KyLeigh Thompson	kyleight@utcourts.gov
			8th	Amber Buist	amberb@utcourts.gov