

CARE TRAINING

Attorney General Reference Training

Attorney- Can view case demographics, incidents, case dispositions, case and courtroom calendar, relationships, custody/probation, order account summary, timepay, view orders, case items.

View AG- adds access to case/party attorney (under relationship), all social and legal documents **EXCEPT** CW protective orders, CW warrants, minutes, access to CARE/SAFE interface and CW timeline (view and print)

Firm Case Creation- ability to create a new case in CARE

Petition Role- ability to create incidents, delinquency petitions, and affidavits in CARE

Upload Attorney- ability to upload social and legal documents **EXCEPT** service documents, CW protective orders and CW warrants, and OSC affidavits.

FIND CASE- Enter a minimum of first two letters of the first name and a minimum of the first two letters of the last name, or date of birth, or case number if known. Less information yields more results, more information narrows prospects. It can be helpful if spelling is questionable (i.e. Peterson vs. Petersen). select the find key. Select the case name to access case profile.

Home FindCase Case Party Incident Petition Calendar Upload Acctg Profile Help Logout

Find Case Case Info. Relationships Federal Benefit Assignments Dispositions Cust. & Prob. Calendar

Documents Assessments Checklists CW Timeline Safe Info

Find

Case Number → First Name Alias

Gender Middle Name Date of Birth - Start

Last Name Date of Birth - End

Name	Case #	Alias	Gender	Address	Relationships	DOB	Age
BROWN, CHARICE	906784		Female	210 SOUTH RIO GRANDE, SALT LAKE CITY UT	Display	04-19-1992	20
Brown, Charity Y	1064904		Female	2639 W 1425 N, Layton UT	Display	11-24-1998	14
BROWN, CHARLES	956106		Male	1234 EUREKA DR, SALT LAKE CITY UT	Display	01-01-1985	28

CARE UPDATES Current Release

Case Profile- View case information such as address, phone number and parties information

Home FindCase Case Party Incident Petition Calendar Upload Acctg Profile Help Logout

Cancel



Last Update Information: 03-13-2013 rsayyaparaju Youth's Age 15

Party ID 758460

Case Creation Information: Unknown

[See Relationships Below](#)

Reports: [Case History - Long](#) [Case History - Speedy](#) [Sentencing Guidelines](#) [Victim List](#) [Case History/Incident Specific](#)

All fields with (*) are required.

Case	775582	*** Youth's Mailing Address	Protected Address Reason
First Name *	Chuck	Address Line 1 *	12 North 34 South
Middle Name	Cheeze	Address Line 2	
Last Name *	Brown	City *	Lindon
Suffix		State *	UT
Gender *	Male	Zip *	84042
Date of Birth * (MM-DD-YYYY)	06-11-1997	Country *	USA
Race *	White 06-22-2012 01:37:48 PM	Home District Office *	Salt Lake City
Ethnicity *		County *	

- CARE UPDATES
- Current Release
- Prev. Release
- Email HelpDesk
- Order Account Summary

INCIDENTS - A history of all allegations relating to the minor. Incidents are listed by incident

number (arbitrary number assigned upon entry of the referral). This screen indicates district office, incident description, whether the incident is adjudicated or closed, the most recent or next court date as applicable, judge for the hearing, disposition for that incident and a link to the most current order for that incident. Select the incident tab and highlight all incidents.

Home FindCase Case Party **Incident** Petition Calendar Upload Acctg Profile Help Logout

All Incidents CW Incidents Delq. Incidents All Incidents Int / Disp Co-Defendants Related Inc.

Inc. Hearings Documents Histor

CARE

Find Create New C.W. Create

Case

Name Chuck Brown

Child Delin Histor

Display Deleted No

ID	District Office	Incident Description	Offense Date	Intake / P.O.	Intake / CW Decision	Adjudicated / Closed	Hearing Date	Judge	Disp	View Order	Amended
2	Juvenile Justice Services	PAROLE REVOKED	10-30-2007	No active							
1	Provo	SHOPLIFT \$299 OR LESS	01-10-2006	No active	Petition						

CARE UPDATES
Current Release
Prev. Release

DISPOSITIONS

Disposition are listed in order by date and include the incident description, the disposition date and type, judge, hearing date and hearing type if applicable and a link to that particular court order.

Select the case tab and highlight dispositions.

The screenshot shows a web application interface for case management. At the top, there is a navigation bar with tabs: Home, FindCase, Case (highlighted), Party, Incident, Petition, Calendar, Upload, Acctg, Profile, Help, and Logout. Below this, there are sub-tabs: Find Case, Case Info., Documents, CW Timeline, Federal Benefit, Dispositions (highlighted), Cust. & Prob., and Calendar. A sidebar on the left contains a user icon and the text 'CARE'. The main content area displays case details for Case 303648, named 'STRIPE TED ZEBRA'. A dropdown menu is open over the 'Case' tab, listing options: Find Case, Case, Relationships, Federal Benefits, Dispositions (highlighted), Custody & Probation, Calendar, Documents, SAFE Interface, Child Welfare Timeline, Item Tracking, and Case Reports. Below the dropdown is a table with columns: Id, Incident Description, Disposition Date, Disposition Type, Judge, Hearing Date, Hearing Type, and Court Order. The table contains several rows of case data.

Id	Incident Description	Disposition Date	Disposition Type	Judge	Hearing Date	Hearing Type	Court Order
101	BURGLARY	12-11-2007	Judicial				
59	SKATEBRD TRAFFIC CODE VIOLATION	09-20-2005	Judicial				
67	STATE DEBT COLLECTION	12-18-2001	Judicial				
58	REVIEW	08-10-2000	Non-Judicial				
56	REVIEW	05-20-2000	Non-Judicial				
55	REVIEW	05-19-2000	Judicial				
56	REVIEW	05-20-2000	Non-Judicial				

On the left side of the interface, there are links for 'CARE UPDATES', 'Current Release', 'Prev. Release', and 'Email HelpDesk Current Release'.

CASE CALENDAR-

A list of all court hearings for the specific case. Includes date, time, judge and location of hearing. Select the case tab and highlight calendar.

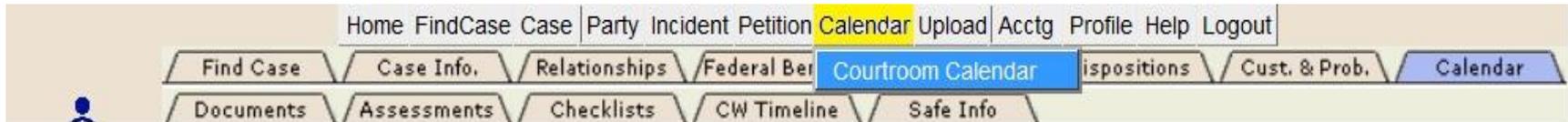
The screenshot displays a web application interface for a case management system. The top navigation bar includes tabs for Home, FindCase, Case (highlighted), Party, Incident, Petition, Calendar, Upload, Acctg, Profile, Help, and Logout. Below this, a secondary set of tabs includes Find Case, Case Info., Documents, Assessments, Federal Benefits, Assignments, Dispositions, Cust. & Prob., and Calendar (highlighted). A search form is present with a 'Find' button and input fields for Case Number (303648) and Begin Date. A dropdown menu is open under the 'Case' tab, listing options like Case, Relationships, Federal Benefits, Dispositions, Custody & Probation, and Calendar (highlighted). The main content area features a table with the following data:

Date	Start - End Time	Hearing	Hearing Location	Hearing Detail
12-11-2007	11:00 AM -- 12:00 PM		Third District Juvenile Court - Salt Lake	
09-20-2005	01:00 PM -- 05:30 PM		Third District Juvenile Court - Salt Lake	
12-18-2001	08:00 AM -- 08:15 AM			
09-21-2000	08:01 AM -- 08:02 AM		Third District Juvenile Court - West Jordan	
08-10-2000	08:01 AM -- 08:02 AM	Hearing	Third District Juvenile Court - Salt Lake	FODDONE
05-20-2000	08:00 AM -- 08:00 AM	Hearing	Third District Juvenile Court - Salt Lake	SMCCULLY
05-19-2000	08:00 AM -- 08:00 AM	Hearing	Third District Juvenile Court - Salt Lake	SMCCULLY
05-17-2000	08:01 AM -- 08:02 AM	Hearing	Third District Juvenile Court - Salt Lake	SMCCULLY

On the left side, there is a 'CARE UPDATES' sidebar with a 'Current Release' status. The 'CARE' logo is also visible in the top left corner.

COURTROOM CALENDAR-

This is the daily docket for the judge. It lists the time of the hearing, hearing description, judge's name, case number and case name. Select the calendar tab and highlight courtroom calendar.



Enter the hearing officer (judge- LAS) and date. The default location for that judge will be populated. Select find.

Find

Hearing Location* Salt Lake (SL2) Third District Juvenile Court - Salt Lake

Date* 12-11-2007

Time Range [] [] AM To [] [] AM

Hearing Officer smccully

Short Docket Formatted Docket

Formatted Public

Open Hearings

Start-End Time	Hearing Desc.	Judge	Case Number	Youth Name	Notes
07:00 AM-07:15 AM	Protective Order - Exparte	smccully	541387	Jamie Kunz	
07:00 AM-07:15 AM	Protective Order - Exparte	smccully	541388	John Kunz	
08:00 AM-08:00 AM	Review	smccully	523337	Francisco Javier Garcia	
08:00 AM-08:00 AM	Review	smccully	523717	Jacob Drake Vigil	
09:30 AM-09:45 AM	Review	smccully	515571	Adam Marcus Pinto	
09:45 AM-10:00 AM	Disposition	smccully	507232	Amanda Marian Littleford	
10:00 AM-10:15 AM	Arraignment / Pretrial	smccully	526949	Nereyda Rodriguez	

Select the Document Format you would like to print.

CUSTODY & PROBATION-

A list of all the current and past custody of the minor including DJJS, DCFS or probation as well as the beginning and ending date of the custody. Select the case tab and highlight custody and probation.

Home FindCase **Case** Party Incident Petition Calendar Upload Acctg Profile Help Logout

Find Case Case Info. Find Case al Benefit Assignments Dispositions Cust. & Prob.

Calendar Documents Case Case Relationships Federal Benefits Dispositions Custody & Probation Calendar Documents SAFE Interface Child Welfare Timeline Item Tracking Case Reports

Find Custody And P

Start Date Range (MM-DD-YYYY)

Start Disposition

Case 849484 Name STRIPE ZEBRA

End Date Range (MM-DD-YYYY) to

End Disposition

Current Probation Officer: Johnson, Greg

CARE UPDATES
Current Release

Prev. Release	Start Date	Start Disposition	Start Court Order #	End Date	End Disposition	End Court Order #	Probation Letter
Email HelpDesk	03-08-2006	Custody to DCFS					
	05-26-2005						
	05-10-2009	Probation		05-10-2009	Term Probation		

ORDER ACCOUNT SUMMARY- This is a case summary of all fines, restitution, community service hours and items owed or owing to the court. Select Acctg tab and highlight general accounting and order account summary.

Home FindCase Case Party Incident Petition Calendar Upload **Acctg** Profile Help Logout

Order Acct Sum Order Acct Det Edit Order Act Extend Date

General Accounting Order Account Summary
Collections Time Pay Listing

Find

Case

Name STRIPE ZEBRA

	Total Due	Total Overdue		
Dollars \$	0.00	0.00	Total in Holding	0.00
Hours H	0.00	0.00	Total Tax Intercept	0.00
Items I	0.00	0.00	Total Case Bail	0.00
Misc Fees Due	0.00		Total Cash Bond	0.00

	Order Acct Type	Amount Ordered	Received to Date	Adjustments to Date	Balance Due
CARE UPDATES Current Release Prev. Release	Fine	\$ 554.05	0.00	-554.05	0.00
	NJ Fine	\$ 20.00	0.00	-20.00	0.00
	Restitution	\$ 2,200.00	0.00	-2,200.00	0.00
	Surcharge - 85%	\$ 45.95	0.00	-45.95	0.00

TIME PAY - A listing of all fines that have been placed on a monthly payment schedule.

Schedule is listed along with payment amount for each month.

Select the Acctg tab and highlight general accounting and time pay listing.

Home FindCase Case Party Incident Petition Calendar Upload **Acctg** Profile Help Logout

Timepay
Listing Details Schedule

Find

Case ->

Name Chuck Cheeze Brown

Time Pay ID	Time Pay Type	Order Account Numbers	Frequency	Current Balance	Last Payment	Last Payment Date	Next Payment	Next Payment Date	Final Due Date	Inactive
1359	H	1024852	Monthly	0.00	134.00	02-11-2007		03-04-2007	03-04-2007	Modifications
1385	H	1026185	Monthly	0.00	100.00	01-07-2007		01-15-2007	03-15-2007	Modifications

CARE

Here you can view the timepay type (\$-Money, H-Hours), frequency of the time pay, the current balance, next payment amount, next payment date and the final due date of the time pay.

VIEW ORDERS - View all court orders in the case.

Select the case tab and highlight documents and view orders.

Home FindCase **Case** Party Incident Petition Calendar Upload Acctg Profile Help Logout

Find Case Case Info. Find Case Benefit Assignments Dispositions Cust. & Prob. Calendar

Documents Assessments Case Delineline Safe Info

All Documents Legal Documents Social Relationships Warrant Petition Documents Minutes **Orders** Transcripts Docket

Federal Benefits Dispositions Custody & Probation Calendar

Minutes Orders

Find

Case Number 775582

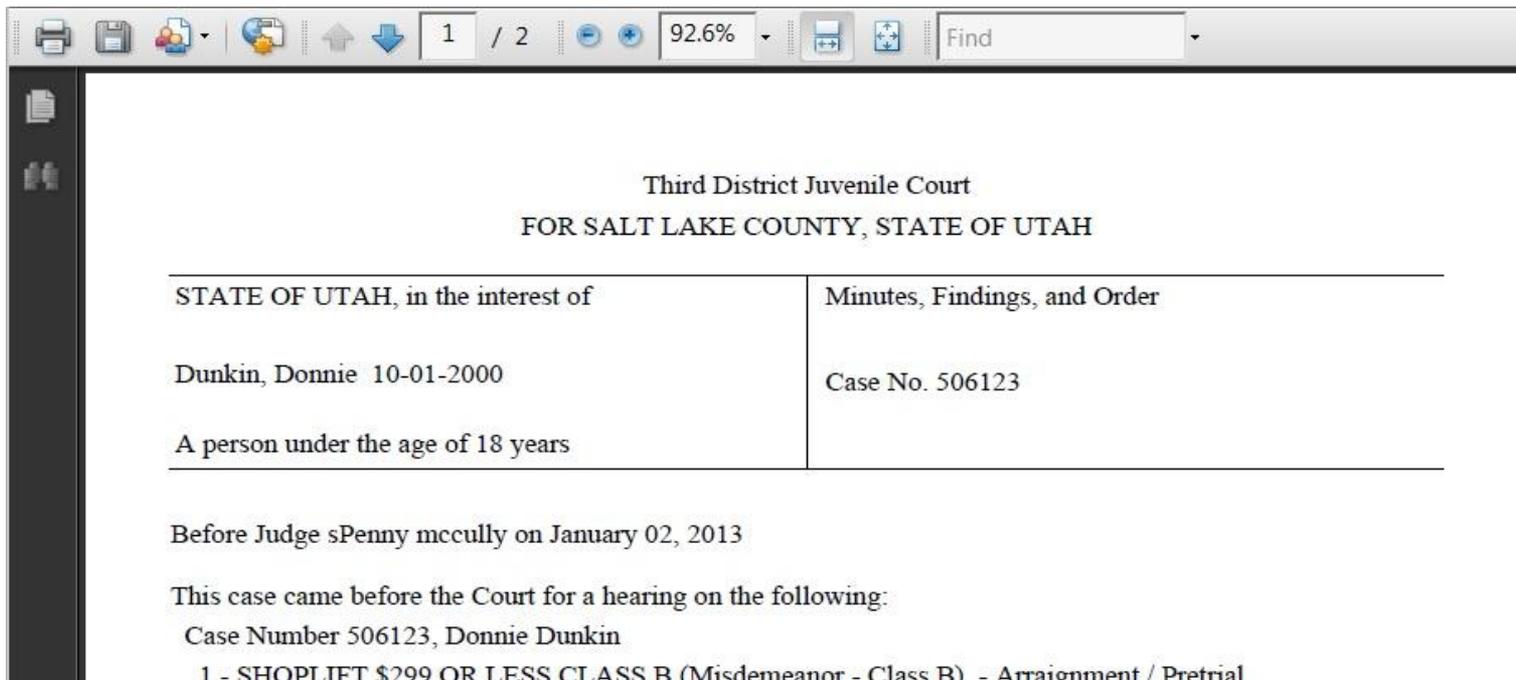
Youth Name Chuck Che

Amended?	Hearing Date	Tem	Item Tracking	Approval Date	Dig. Sig. Date	Sig. Date
View NO	*12-11-2011		Case Reports	07:00:00	02-25-2013	02-25-2013
View NO	12-17-2010	Delinquency	tcowley	07:00:00	12-17-2010	12-17-2010
View NO	07-29-2010	Other	lbachman	05:00:00	07-29-2010	07-29-2010
View NO	02-26-2010	Delinquency	tcowley	tcowley 02-26-2010 09:00:00 AM	03-15-2010	12-17-2010
View NO	*12-30-2009		tcowley	tcowley 12-30-2009 08:00:00 AM	12-14-2009	12-14-2009

CARE UPDATES Current Release Prev. Release Email HelpDesk

A list of all court orders is shown. Verify the order that you would like to view by the hearing date. Double Click on blue View.

VIEW ORDERS - continued



The screenshot shows a web browser window with a toolbar at the top containing icons for print, save, home, back, forward, and search. The address bar shows page 1 of 2 and a zoom level of 92.6%. The main content area displays a court order from the Third District Juvenile Court for Salt Lake County, State of Utah. The order is for the State of Utah, in the interest of Donnie Dunkin, a person under the age of 18 years, dated 10-01-2000. The case number is 506123. The order was issued before Judge sPenny mcCully on January 02, 2013. The case came before the court for a hearing on the following: Case Number 506123, Donnie Dunkin, 1 - SHOPLIFT \$299 OR LESS. CLASS B (Misdemeanor - Class B) - Arraignment / Pretrial.

Third District Juvenile Court
FOR SALT LAKE COUNTY, STATE OF UTAH

STATE OF UTAH, in the interest of	Minutes, Findings, and Order
Dunkin, Donnie 10-01-2000	Case No. 506123
A person under the age of 18 years	

Before Judge sPenny mcCully on January 02, 2013

This case came before the Court for a hearing on the following:
Case Number 506123, Donnie Dunkin
1 - SHOPLIFT \$299 OR LESS. CLASS B (Misdemeanor - Class B) - Arraignment / Pretrial

A new screen will open with the court order. Here you can view or print the court order.

CASE ITEMS-

This is a list of all items owing to the court such as counseling classes, evaluations, tobacco classes, etc.
 Select the Acctg tab highlight general accounting and order account summary. Click on Items.

Home FindCase Case Party Incident Petition Calendar Upload **Acctg** Profile Help Logout

Order Acct Sum Order Acct Det Edit Order Act Extend Date

General Accounting Order Account Summary
 Collections Time Pay Listing

Find
 Case 775582 

Name Chuck Cheeze Brown

Tax Intercept

		Total Due	Total Overdue		
Dollars	\$	1,158.68	1,070.17	Total in Holding	0.00
Hours	H	0.00	0.00	Total Tax Intercept	0.00
Items	I	13.00	8.00	Total Case Bail	0.00
Misc Fees Due		1,216.25		Total Cash Bond	0.00

Home FindCase Case Party Incident Petition Calendar Upload Acctg Profile Help Logout

List Case Item

Find
 Case 775582 

Name Chuck Cheeze Brown

Order Id	Inc #s	Item Description	Qty	Start Date	Due Date	Status	Last Updated	Updated By
2784906	175	Non-Judicial Bear		05-16-2012	05-18-2012	Overdue	05-16-2012 06:08:58 PM	dhayward
2152081	133	Non-Judicial Other		05-16-2010	06-28-2010	Overdue	06-02-2010 02:00:16 PM	BARishita
2149556	205	Tobacco Class		05-12-2010	05-14-2010	Fulfilled	05-12-2010 10:05:30 AM	BARishita
2095790	138 183 200	Non-Judicial Other		03-11-2010	03-31-2010	Overdue	03-11-2010 10:45:01 AM	Iwiseman
1889302	6	Sex Specific Counseling	1	07-09-2009		Open	07-09-2009 02:09:57 PM	Minutes
1889301	6	Sex Specific Counseling 2	1	07-09-2009		Fulfilled	05-06-2010 10:10:40 AM	BARishita
1731489	134 135 137	Non-Judicial Bear		01-18-2009	01-22-2009	Overdue	01-18-2009 07:51:46 PM	BARishita

Here you can view the incident #, item description, start date (date ordered), due date and the status of the item (open, completed, successful or unsuccessful)

View Social and Legal Documents-

The ability to view social and legal documents. Select the case tab and highlight documents and either social or legal documents. A list of all documents will be shown. Select the blue pdf link to view that document.

The screenshot shows the CARE system interface. At the top, there is a navigation bar with tabs: Home, FindCase, Case (highlighted), Party, Incident, Petition, Calendar, Upload, Acctg, Profile, Help, and Logout. Below this, there are sub-tabs for Find Case, Case Info., Find Case, Benefit, Dispositions, Cust. & Prob., Calendar, and Documents. A dropdown menu is open under 'Case', listing options like Case, Relationships, Federal Benefits, Dispositions, Custody & Probation, Calendar, Documents (highlighted), SAFE Interface, Child Welfare Timeline, Item Tracking, and Case Reports. The 'Documents' option is further expanded to show sub-categories: All Documents, Social Documents (highlighted), Legal Documents, E-Warrant Documents, Protective Order, Petition Documents, View Orders, Transcripts, and Associated to Docket.

On the left side, there is a 'Social Documents' section with a 'Find' button. Below it, there are input fields for 'Case Number' (7755) and 'Youth Name' (Chuc). A table of documents is displayed with columns: Date, Document, Incident, View, and Sealed. A red arrow points to the 'View' link for the document '23276.pdf'.

Date	Document	Incident	View	Sealed
04-22-2013	Case/Safety/Treatment	239	23276.pdf	
11-15-2012	Case/Safety/Treatment Plan TEST	171	20367.pdf	Yes
05-14-2012	Family Evaluation This is a test to would look like. 170 characters test to see what 170 characters would lo	1	18385.pdf	Yes
05-10-2012	Family Evaluation	1	14651.pdf	Yes
05-04-2012	Medical/Psych Evaluation	1	18701.pdf	Yes
04-30-	School Report	1	15006.pdf	Yes

On the left side of the interface, there is a 'CARE UPDATES' section with 'Current Release' and 'Prev. Release' links, and an 'Email HelpDesk' link.

Case Creation

- Ability to create a case in CARE. Select the find case tab. Enter the first and last name you want to create. (double check to see that the case does not exist.) After a search is completed and no results are found click on create new. Fill in all identifying information.

Home FindCase Case Party Incident Petition Calendar Acctg Profile Help Logout

Find Case Case Info. Relationships Federal Benefit Dispositions Cust. & Prob. Calendar Documents

CW Timeline Safe Info

Find Create New

Case Number → First Name Alias

Gender Middle Name Date of Birth - Start

Last Name Date of Birth - End

Name	Case #	Alias	Gender	Address	Relationships	DOB	Age
No results found.							

Home FindCase Case Party Incident Petition Calendar Acctg Profile Help Logout

Save Cancel

Last Update Information: Youth's Age 10 Party ID

Case Creation Information: Unknown

All fields with (*) are required.

Case	*** Youth's Mailing Address ***	Protected Address Reason
First Name * <input type="text" value="Tinker"/>	Address Line 1 * <input type="text" value="123 Fairy Ave"/>	<input type="text"/>
Middle Name <input type="text"/>	Address Line 2 <input type="text"/>	
Last Name * <input type="text" value="Bell"/>	City * <input type="text" value="Pixie Dust"/>	
Suffix <input type="text"/>	State * <input type="text" value="Utah"/>	
Gender * <input type="text" value="Female"/>	Zip * <input type="text" value="3333"/>	
Date of Birth * (MM-DD-YYYY) <input type="text" value="03-03-2003"/>	Country * <input type="text" value="United States of America"/>	
Race * <input type="text" value="Native Hawaii/Pacific Islander"/>	Home District Office * <input type="text" value="Vernal"/>	

CARE UPDATES
Current Release

CARE UPDATES
Current Release
Prev. Release
Email HelpDesk
Order Account Summary

Create Child Welfare Incident-

Ability to create child welfare incidents. Select incident and highlight all incidents. Select the create new CW tab. Complete all fields with an asterisk with correct information.

Home FindCase Case Party Incident Petition Calendar Upload Acctg Profile Help Logout

All Incidents CW Incidents Delq. Incidents All Incidents Incident / Disp Co-Defendants Related Inc.

Inc. Hearings Documents History

Find Create New C.W. Create

Case 1068486

Child Delin

Display Deleted No

Home FindCase Case Party Incident Petition Calendar Upload Acctg Profile Help Logout

All Incidents CW Incidents Delq. Incidents Edit Incident Incident / Disp Co-Defendants Related Inc.

Inc. Hearings Documents History Related People

Save Create New C.W. Create New Del. Delete Create C.W. Timeline Child Welfare

Incident Id 4 District Office* Vernal

Agency* Juvenile Court Incident Description* CHILD WELFARE PROCEEDING

Petitioner DCFS County of Offense* UINTAH

Child Removal Date 04-25-2013

Child Welfare Decision Child Welfare

Amended

Petition Filed/Shelter Intake Date* 04-25-2013

Child Welfare Decision Date 04-25-2013

PSS? Check if Yes

See next page

Creating Child Welfare Incident (con't).

Statute lookup -Enter either the offense code or short description. Select the appropriate offense code
Intake Decision Lookup- type in CW% in the intake decision box and select find. CW Only will appear. Always select CW only.

ONLY CHILD WELFARE OFFENSES WILL DISPLAY FOR SELECTION

Find Statute Lookup

Statute/Offense Code	<input type="text"/>	Severity	<input type="text"/>
Short Description	<input type="text" value="child%"/>	Category	<input type="text"/>
Drug Related	<input type="text"/>	Firearm	<input type="text"/>
State Statute Code	<input type="text"/>	Statute Description	<input type="text"/>

Statute Offense Code	State Statute Code	Severity	Short Description	Statute Description
CHILD WELFARE PROCEEDING		CW Proceeding	CHILD WELFARE PROCEEDING	CHILD WELFARE PROCEEDING

Find Intake Decision Lookup

Intake Decision	<input type="text" value="CW%"/>	Short Description	<input type="text"/>
-----------------	----------------------------------	-------------------	----------------------

Type CW% and select find.

Intake Decision	Short Description
CW ONLY	Child Welfare

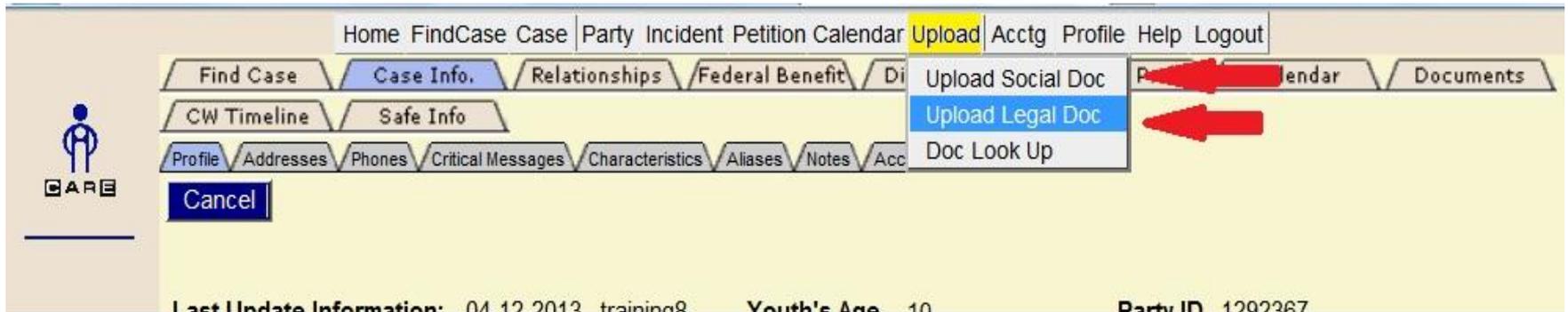
The intake Decision will always be CW only. Select the blue CW only.

Creating Petitions- Ability to create petitions. NOT AVAILABLE AT THIS TIME.

Creating Affidavits- The ability to create affidavits. NOT AVAILABLE AT THIS TIME.

Uploading Social & Legal Documents- (must have

upload attorney rights) Ability to upload social and legal documents in a case. Select the upload tab and highlight the correct file you would like to upload in. Select the correct incident or incidents you would like the document attached to. Select ok.



Home FindCase Case Party Incident Petition Calendar Upload Acctg Profile Help Logout

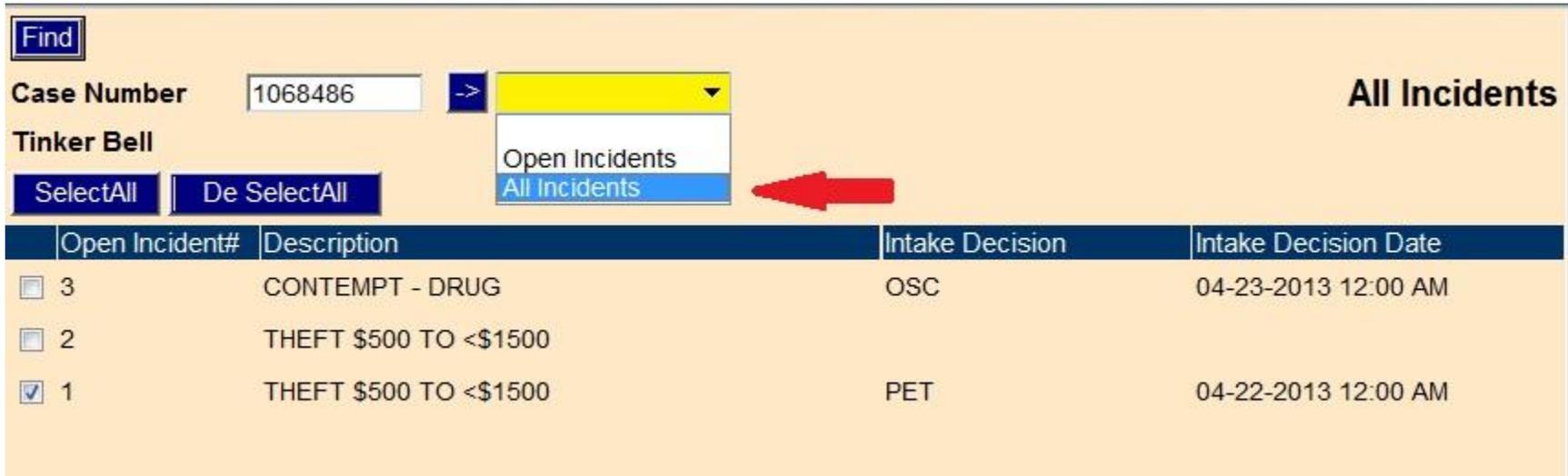
Find Case Case Info. Relationships Federal Benefit Di Upload Social Doc Pendar Documents

CW Timeline Safe Info Upload Legal Doc

Profile Addresses Phones Critical Messages Characteristics Aliases Notes Acc Doc Look Up

Cancel

Last Update Information: 04-12-2013 training8 Youth's Age 10 Party ID 1202367



Find

Case Number 1068486 -> All Incidents

Tinker Bell

SelectAll De SelectAll

Open Incident#	Description	Intake Decision	Intake Decision Date
<input type="checkbox"/> 3	CONTEMPT - DRUG	OSC	04-23-2013 12:00 AM
<input type="checkbox"/> 2	THEFT \$500 TO <\$1500		
<input checked="" type="checkbox"/> 1	THEFT \$500 TO <\$1500	PET	04-22-2013 12:00 AM

Uploading (con't)-

Select the document type using the drop down box. Select the most appropriate type. Fill in the document title with the document heading just as it appears on the document. Select the document date, this is the date it is being filed with the court. Select the browse button to find the document you wish to upload. Select upload.

Document Upload

Document must be PDF
Maximum Document Upload Size 5 MB

Protected Legal Juvenile

Case Number 1068486
Youth Name Bell, Tinker

Incidents

Open Incident#	Description	Intake Decision	Intake Decision Date
3	CONTEMPT - DRUG	OSC	04-23-2013 12:00 AM

Document Category Protected Legal Juvenile

Document Type * Affidavits 

Document Title Affidavit for Order to Show Cause, Affidavit to Lift Stayed Order, etc.
Affidavit for Order to Show Cause 

Document Date * 04-23-2013   

Doc Sealed No

File * C:\Scanning\Scanned_Documents\2013_04_23_16_ 



Uploading (con't)- A document can be uploaded into many cases. To upload the document in another case, select the add case tab. Enter the case number that you want the same document uploaded to. If the correct incident does not appear select all incidents from the drop down box. Select the correct incident. Select OK.

Document Upload

Document must be PDF
Maximum Document Upload Size 5 MB

Protected Legal Juvenile

Case Number 1068486  **Add Case**

Youth Name Bell, Tinker

Incidents **Add Incident**

Open Incident#	Description	Intake Decision	Intake Decision Date
3	CONTEMPT - DRUG	OSC	04-23-2013 12:00 AM

Document Category **Protected Legal Juvenile**

Document Type * Affidavits

Document Title Affidavit for Order to Show Cause

Document Date * 04-24-2013  

Doc Sealed No

File **Find** **Cancel**

Case Number 775582 **->** ▼

Chuck Cheeze Brown

SelectAll **De SelectAll** Open Incidents All Incidents

Open Incident#	Description	Intake Decision	Intake Decision Date
<input checked="" type="checkbox"/> 240	INTER. COMPACT PROBATION SENT		
<input type="checkbox"/> 239	SELLING TOBACCO TO A MINOR		
<input type="checkbox"/> 238	REQUEST CUSTODY CHANGE		

All Incidents

Uploading (con't)

- Here you can see the case or cases you have uploaded the same document in. Select save.

Youth Name Bell, Tinker

Incidents [Remove Case](#) [Add Incident](#)

Open Incident#	Description	Intake Decision	Intake Decision Date
3	CONTEMPT - DRUG	OSC	04-23-2013 12:00 AM

Case Number 775582
Youth Name Brown, Chuck Cheeze 

Incidents [Remove Case](#) [Add Incident](#)

Open Incident#	Description	Intake Decision	Intake Decision Date
240	INTER. COMPACT PROBATION SENT		

Document Category Protected Legal Juvenile

Document Type * Affidavits

Document Title Affidavit for Order to Show Cause

Document Date * 04-24-2013  

Doc Sealed No

File 23279.pdf

 [Save](#) [Cancel](#)

Child Welfare Timeline-

Select the case tab and highlight Child Welfare Timeline.
 Select the timeline you want to view.

Instructions: Track hearings related to the first adjudicated party only.

Child Welfare Timeline

Chuck Cheeze Brown

Close CW Timeline

Cancel

Print

775582

Permanency Deadline

02-22-2011

No Reunification
Decision Date:

Add No Reunification

Incident Description	Petition Filed Date / Intake Date	Incident #	Removal Date
----------------------	-----------------------------------	------------	--------------

Shelter	02-22-2010	191	02-22-2010
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Motion for Expedited Placement

Add Incident

CW PROCEEDING

04-21-2009 199

Termination

Add Incident

Voluntary Relinquishment

Add Incident

Timeline Activities	Required Date	Hearing Held	Compliance
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Shelter Hearing	02-25-2010	02-20-2010	Yes
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Shelter Hearing Cont	02-26-2010	03-01-2010	Case or Party Request
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Expedited Shelter

Pretrial	03-16-2010	03-15-2010	Yes
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Pretrial Continued

Not Required Add Hearing

Trial

Not Required Add Hearing

Adjudication

04-30-2010 05-01-2010 Case or Party Request

Disposition

06-01-2010 05-01-2010 Yes

Permanency

02-22-2011 Add Hearing

Permanency Cont. 90 Days

2nd Permanency Cont. 90 Days

Home FindCase **Case** Party Incident Petition Calendar U

Find Case

Case Info.

Find Case

Benefit

Ass

Documents

Assessments

Case

Timeline

St

Relationships

Federal Benefits

Dispositions

Custody & Probation

Calendar

Documents

SAFE Interface

Child Welfare Timeline

Item Tracking

Case Reports



CARE

Case Number

Name

Timeline

Active

02-22-2010

View

07-28-2008

11-14-2012

Child

View

11-16-2010

11-14-2012

Child

returned from shelter

11-16-2010

CW - Adju

CW - Disp

CW - Shel



CARE UPDATES

SAFE Interface- The ability to access the SAFE interface through CARE. Select the case tab and highlight SAFE Interface. Click on the blue DCFS Case Search button. Fill in any identifying information and select search. All names matching the search criteria will appear. Select the blue case name.

The screenshot shows the CARE system interface. At the top, there is a navigation bar with tabs: Home, FindCase, Case, Party, Incident, Petition, Calendar, Upload, Acctg, Profile, Help, and Logout. Below this is a secondary menu with tabs: Find Case, Case Info., Find Case, Benefit, Dispositions, Cust. & Prob., Calendar, and Documents. A dropdown menu is open under 'Find Case', listing options: Case, Relationships, Federal Benefits, Dispositions, Custody & Probation, Calendar, Documents, SAFE Interface (highlighted in blue), and Child Welfare Timeline. A red arrow points from the 'SAFE Interface' option to a blue 'DCFS Case Search' button on the right.

The 'DCFS Case Search' form contains the following fields:

- SSN:
- First:
- Gender: Male Female Both
- HLCI:
- Middle:
- DOB: (MM-DD-YYYY)
- Last:

Buttons for 'Search', 'Clear', and 'Close' are located to the right of the form. A red arrow points to the 'Search' button. A 'CAR UPDATE' button is visible on the left side of the form.

Below the form is a table with the following data:

Name	HLCI	Gender	SSN	Case #	DOB	Address
Chuck Bronks		Male			04-10-1928	11943 SO 2240 W RIVERTON

A red arrow points to the name 'Chuck Bronks' in the table.