

Guidelines, practices, and document categories outlined in this document are subject to change as Utah juvenile court transitions to electronic records and CARE enhancements become available.

GENERAL GUIDELINES

- All documents received or filed after **May 21, 2012** shall be an electronic record. Uploading documents prior to May 21, 2012 (“back scanning”) on open cases should be completed according to district practices. An open case is defined as one that has a hearing set, has a new referral/petition or an open incident. All open cases shall be electronic.
- Validation (e.g. file audits) shall take place in each district.
- In accordance with district validation procedures, the paper document can be destroyed once uploaded.
- Retention of paper files that are not uploaded should be in accordance with the Utah State retention policy. Retention practices of electronic files will be determined.
- Scanned images saved in the computer files (e.g. I:Drive) should be regularly deleted once it is verified that the document was uploaded correctly in CARE.
- Filed date on documents received via email should be entered in the “filed date” field as the date that the Court received the document by email, including Saturday and Sunday dates. Uploaded date should be entered in the “uploaded date” field as the date that the user uploaded the document, regardless of the date it was received. CARE captures both “filed” and “uploaded” dates.
- An amended document should be uploaded as a stand-alone document independent of the original document. The document title should indicate that it is an amended version of a prior document.
- The Ewarrants tab is for Child Welfare Warrants for Removal and not for warrants or Orders for Detention in delinquency matters.
- A critical message should be entered on every case with uploaded documents. User should indicate the amount of the file that is electronic, such as: social only; 50%; 100%; only documents filed after mm-dd-yyyy, etc. The critical message should be updated as the amount of uploaded documents changes.
- If a petition for expungement is filed on a case that is inactive, the file should not be uploaded. Only the expungement related documents should be uploaded and the user should make a note on the critical message.
- Document types and document titles are intended to help the user quickly enter information about a document AND to make it simple for other users to find the document they need. The document title field is a free-text field. Users should follow the Creating the Electronic Legal and Social File Guidelines when entering document titles in the title field.

GUIDELINES FOR CREATING THE ELECTRONIC LEGAL FILE

- A document title is required on all legal documents except the Non-Judicial Agreements (document title is optional).
- The exact title of the document should be entered in the title field. Additional information can be added in parentheses if further description is needed. For Example: *Motion and Order (convert hours to fines-granted)*. If the document pertains to someone other than the child, that person’s name should be noted in the title.
- Abbreviations or acronyms can only be used for the following: DCFS, DHS, JJS, PO, GAL, AG, and O&A.
- The electronic document is considered the legal, original document and the paper document can be destroyed once uploaded and in accordance with district validation procedures.
- A motion and an order should ideally be filed as separate documents and uploaded as separate documents. If a motion and order are filed together as one document, it should be uploaded under the *Motion* tab. The signed order is then uploaded in *Orders* as of the date it was signed/denied. The title should include details as to whether the order is granted or denied.
- The process to upload the Status Reports, Recommendation & Order document is the same as the process for uploading motions (see above).
- Proposed orders should be uploaded in *Other Legal*, on the day they are received with the notation in parentheses “proposed.” The signed order should be uploaded in *Orders* on the date it was signed. The proposed order should remain in *Other Legal* and not be changed.
- Probation order should be uploaded in *Orders* once it is signed by the judge. After the Probation order is signed by the parent and the juvenile, it should be uploaded in *Orders* as an attachment to the original order signed by the judge.
- Ex Parte Protective Orders are not calendared and should be uploaded in the protective order system if granted. A denied Ex Parte Protective Order should be uploaded under the *Petition* and *Orders* categories.
- If a warrant is ordered for an adult in a juvenile case, a case for the adult should be created and the warrant issued. The juvenile case minutes and order should be uploaded to the adult case, as a legal document, under the appropriate tab(s). The warrant should be manually closed and the Order for Custody uploaded under the *Warrant* category. It is important to add the children’s relationships to the parent in the case profile so that the cases can be linked.

DOCUMENT TYPE	DOCUMENTS TO BE FILED
Affidavit	<u>EXAMPLES:</u> Affidavit for Order to Show Cause, Affidavit to Lift Stayed Order, etc.
Appeals	<u>EXAMPLES:</u> Notice of Appeal, Designation of Case Number by Court of Appeals, Remand (anything pertaining to the appeal only).
Driver’s License	<u>EXAMPLES:</u> Abstracts, suspensions, reinstatement (anything pertaining to the Division of Motor Vehicles).

<p>Motions</p>	<p>EXAMPLES: Motion to Compel, Motion to Continue, Motion to Convert, Status Report & Recommendation.</p> <p>NOTE: Motions are not calendared unless an actual hearing is scheduled.</p>
<p>Non-Judicials</p>	<p>Signed non-judicial agreements.</p> <p>NOTE: This is the only legal document that does not require a title. If users choose to enter a title, it should contain descriptive information such as <i>Signed Non-Judicial Agreement on incident 002</i>.</p>
<p>Orders</p>	<p>Any Order signed/denied by the Court not prepared in CARE. If an order is associated with a hearing, it should be uploaded through Minutes upload. If an order is not associated with a hearing, it should be uploaded in this legal upload category.</p> <p>EXAMPLES: Motion/Order, Custody, Decree, Findings of Fact Conclusions of Law, Probation Order, Treatment Plan, Protective Supervision Services, Review Order, Stipulations, etc.</p> <p>NOTE: If the title of the document is "Order," users should include in parenthesis what the order pertains to. For example: <i>Order (to continue review hearing)</i>.</p>
<p>Other Legal</p>	<p>EXAMPLES: Proposed orders, Undertaking of Bail, Notice of Appearance, Request for Hearing, Records Request, Miscellaneous correspondence to the court, Signed authorization to release from a program (e.g. Genesis).</p> <p>NOTE: Only documents that do not fit into any other legal document type are uploaded here.</p>
<p>Petitions</p>	<p>Petitions not created in CARE.</p> <p>EXAMPLES: Private Petitions, Information, Child Welfare petitions, Petitions for Emancipation, Expungement Petitions, Abortion Petitions, etc.</p>
<p>Service</p>	<p>EXAMPLES: Certificate of Service, Return of Service, Attempted Service Un-served, Promise to Appear, Notice of Shelter Hearing, Subpoena for a witness and Return of Service on the subpoena</p> <p>NOTE: Enter the following way:</p> <ul style="list-style-type: none"> • Return on <i>(title of document)</i>-Personal Service on John Doe on 3-1-12 • Return on <i>(title of document)</i>-Substitute Service on Jane Doe for John Doe on 3-1-12 • Failure of service on <i>(title of document)</i> for <i>(name of person)</i>
<p>Warrant</p>	<p>EXAMPLES: Adult Warrants, Juvenile Warrants, Recalled/Rescind Order</p>

GUIDELINES FOR CREATING THE ELECTRONIC SOCIAL FILE

- A document title is required on all social documents except Police Reports / Citations (document title is optional).
- The exact title of the document should be entered in the title field. For example, if the document is “Permanency Review Report,” that title should be entered in the document title field. Additional information can be added in parentheses if further description is needed. For example: Letter from youth’s Aunt (Matilda Jones).
- Abbreviations or acronyms can only be used for the following: DCFS, DHS, JJS, PO, GAL, AG, and O&A.
- The document title should be meaningful to judges, attorneys, clerks, probation and staff in other districts, and outside agencies.
- If the document pertains to someone other than the child, that person’s name should be noted in the title.
- The process to upload the Status Reports, Recommendation & Order document is the same as the process for uploading motions (see *Guidelines for Creating Electronic Legal File*).
- Observation and Assessment reports should be uploaded along with the Observation and Assessment psychological evaluation under the evaluation category because the report references the evaluation and, as such, it is considered a sensitive document.

DOCUMENT TYPE	DOCUMENTS TO BE FILED
<p>Case plans/Safety plans/Treatment plans</p>	<p>EXAMPLES: Probation and Juvenile Justice Services signed case plans, DCFS Service plans, sex offender safety plans, all treatment plans.</p> <p>NOTE: The name of the plan and the agency name should be entered in the title field (e.g. JJS case plan).</p>
<p>Community Service Documentation</p>	<p>EXAMPLES: Work crew contracts, community service sheets, Work crew time sheets.</p> <p>NOTE: The name of the document and/or the name of the work site should be entered in the title field.</p>
<p>Court Reports</p>	<p>EXAMPLES: Social summary reports, pre dispositional reports, review reports, paper reviews, permanency reviews, and other court reports submitted to court by JJS, DCFS, and juvenile probation.</p> <p>NOTE: The name of the agency/party submitting the report and the type of report should be entered in the title field (e.g. Intake pre dispositional report or DCFS review report).</p>
<p>Family Evaluations</p>	<p>EXAMPLES: Home & Family Risk Assessment, Family Preservation Assessment, family counseling reports or home/family/parent studies.</p> <p>NOTE: The name of the evaluation and agency name should be entered in the title field (e.g. DCFS Family Preservation Assessment).</p>

<p>Intervention/Program Report</p>	<p>EXAMPLES: Reports from therapy, treatment, or, intervention providers such as Genesis, Early Intervention, Utah Youth Village, etc.</p> <p>NOTE: Substance abuse evaluations/reports should not be uploaded to this category. The name of the provider should be entered in the document title field.</p>
<p>Interstate Compact (ICJ) Documents</p>	<p>EXAMPLES: All documents received in the ICJ packet.</p>
<p>O&A/Medical/Sexual Psych/Competency Evaluation</p>	<p>EXAMPLES: All psychological, mental health, psychiatric, psycho sexual, sexual behavior (SBRA), Observation & Assessment (O&A) reports and psychological evaluations.</p> <p>NOTE: O&A report must be uploaded with the psychological evaluation in this category.</p> <p>Substance abuse evaluations/reports should not be uploaded to this category.</p> <p>The name of the evaluation should be entered in the title field. If the evaluation is for someone other than the juvenile, that person’s name should be noted in the title field.</p>
<p>Other Sensitive Documents</p>	<p>EXAMPLES: Other medical, treatment or similar reports and letters that are determined by the Court to be “sensitive” documents.</p> <p>NOTE: Access to these documents is restricted by Court Rules on the same level as access to the evaluations category.</p>
<p>Other Social Record</p>	<p>EXAMPLES: Miscellaneous correspondence to probation officer, apology letter, acknowledgment of rights, miscellaneous assignments.</p> <p>NOTE: Only documents that are not appropriate for any other category are uploaded here.</p> <p>The name of the document and sender’s name (if applicable) should be entered in the title field.</p>
<p>Police Referral Citation</p>	<p>EXAMPLES: All referrals, citations, detention booking sheets and probable cause statements.</p> <p>NOTE: Document title is optional for this category per district policy.</p>
<p>Program Referral/Staffing Forms</p>	<p>EXAMPLES: Referrals to programs and interventions, 5-Day notices, multi-agency staffing forms, etc.</p> <p>NOTE: The name of the document and the program/agency name should be entered in the title field.</p>
<p>School Reports</p>	<p>EXAMPLES: Grades, attendance, behavior contract, Individual Education Plan, report cards, transcripts.</p> <p>NOTE: The name of the document should be entered in the title field.</p>

<p>Substance Abuse Evaluation/Reports*</p>	<p>EXAMPLES: Drug testing acknowledgement forms, positive drug testing statements, and other drug testing documents. Substance abuse assessment results, recommendations, progress reports, certificate of completion and all other documentation from drug treatment providers.</p> <p>NOTE: The document name and provider should be entered in the title field.</p>
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**By June 2014, the category title will change to Substance Abuse Evaluation/Reports/UA tests*

SPECIAL SAFEGUARDED DOCUMENTS

Documents that are not classified as juvenile court social or legal documents should be uploaded under *Safeguarded Docs* tab in CARE.

DOCUMENT TYPE	DOCUMENTS TO BE FILED
<p>Victim Records</p>	<p>EXAMPLES: Completed victim impact and restitution letters, victim information, mediation reports.</p> <p>NOTE: The name of the document should be entered in the title field.</p>