

CARE TRAINING

DEFENSE COUNSEL TRAINING REFERENCE

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

Firm Access- access to all social and legal documents (**EXCEPT** Psychological/medical/SBRA evaluations, competency evaluations, CW protective orders and CW warrants).

Upload Attorney- Adds 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.

The screenshot shows the CARE system interface. At the top, there is a navigation bar with links: Home, FindCase, Case, Party, Incident, Petition, Calendar, Upload, Acctg, Profile, Help, Logout. Below this is a secondary navigation bar with tabs: Find Case, Case Info., Relationships, Federal Benefit, Assignments, Dispositions, Cust. & Prob., Calendar. A third bar contains: Documents, Assessments, Checklists, CW Timeline, Safe Info. On the left side, there is a CARE logo and a 'Find' button. The main search area contains the following fields:

- Case Number:
- Gender:
- First Name: Alias:
- Middle Name:
- Date of Birth - Start:
- Last Name: Date of Birth - End:

Below the search form is a table with the following data:

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

On the left side of the table, there is a vertical label: 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, Dispositions (highlighted), Cust. & Prob., and Calendar. A user profile icon is visible on the left.

The main content area displays a case summary for Case 303648, named STRIPE TED ZEBRA. A dropdown menu is open over the 'Case' tab, listing various 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, a table lists case records with columns: Id, Incident Description, Disposition Date, Disposition Type, Judge, Hearing Date, Hearing Type, and Court Order.

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, there are links for CARE (Current Release, Prev. Release, Email HelpDesk, Current Release) and CARE UPDATES.

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.

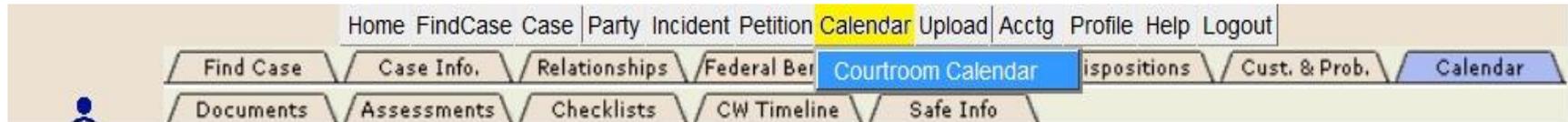
The screenshot shows a web application interface. At the top, there is a navigation bar with tabs: Home, FindCase, Case (highlighted), Party, Incident, Petition, Calendar, Upload, Acctg, Profile, Help, and Logout. Below this, there are several sub-tabs: Find Case, Case Info., Documents, Assessments, Federal Benefits, Assignments, Dispositions, Cust. & Prob., Calendar (highlighted), and Safe Info. A search form is visible with 'Case Number 303648' and a 'Find' button. A dropdown menu is open under 'Calendar', listing options like 'Case', 'Relationships', 'Federal Benefits', 'Dispositions', 'Custody & Probation', 'Calendar' (highlighted), 'Documents', 'SAFE Interface', 'Child Welfare Timeline', 'Item Tracking', and 'Case Reports'. Below the navigation, there is a table with columns: Date, Start - End Time, Hearing, and Hearing Location. The table contains several rows of hearing 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

CARE UPDATES
 Current Release

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.

RELATIONSHIPS- View parties to the case, case attorneys, case/party attorneys.

Selectt the case tab, highlight relationships and the relationship you would like to view.

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 Case/Party Timeline Safe Info

Case Parties Case Attorneys Case/Part Relationships Relationship List Case Attorney List Case/Party Attorney List

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

Case 303648
Name STRIPE TED ZEBRA

Party Name	Party ID	Rela	Added	Legal Guardian	Terminated Parental Rights	Date of Termination	Deceased
CHECK ZEBRA	109820	Step	2005 19:56:33				
PLAID ZEBRA	109818	Fath	2005 19:56:33				
WHITE ZEBRA	109819	Moth	2005 19:56:33				

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 Relationships Federal Benefits Dispositions Custody & Probation

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

Start Date	Start Disposition	Start Court Order #	End Date	End Disposition	End Court Order #	Probation Letter
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.

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, Logout. Below this, there are several sub-tabs: Find Case, Case Info., Documents (highlighted), Assessments, Relationships, Federal Benefits, Dispositions, Cust. & Prob., Calendar, Benefit, Assignments, Safe Info, Warrant, Petition Documents, Minutes, Orders (highlighted), Transcripts, Docket. A sidebar on the left contains a 'CARE' logo and a 'Minutes Orders' section with a 'Find' button and input fields for 'Case Number' (775582) and 'Youth Name' (Chuck Che...).

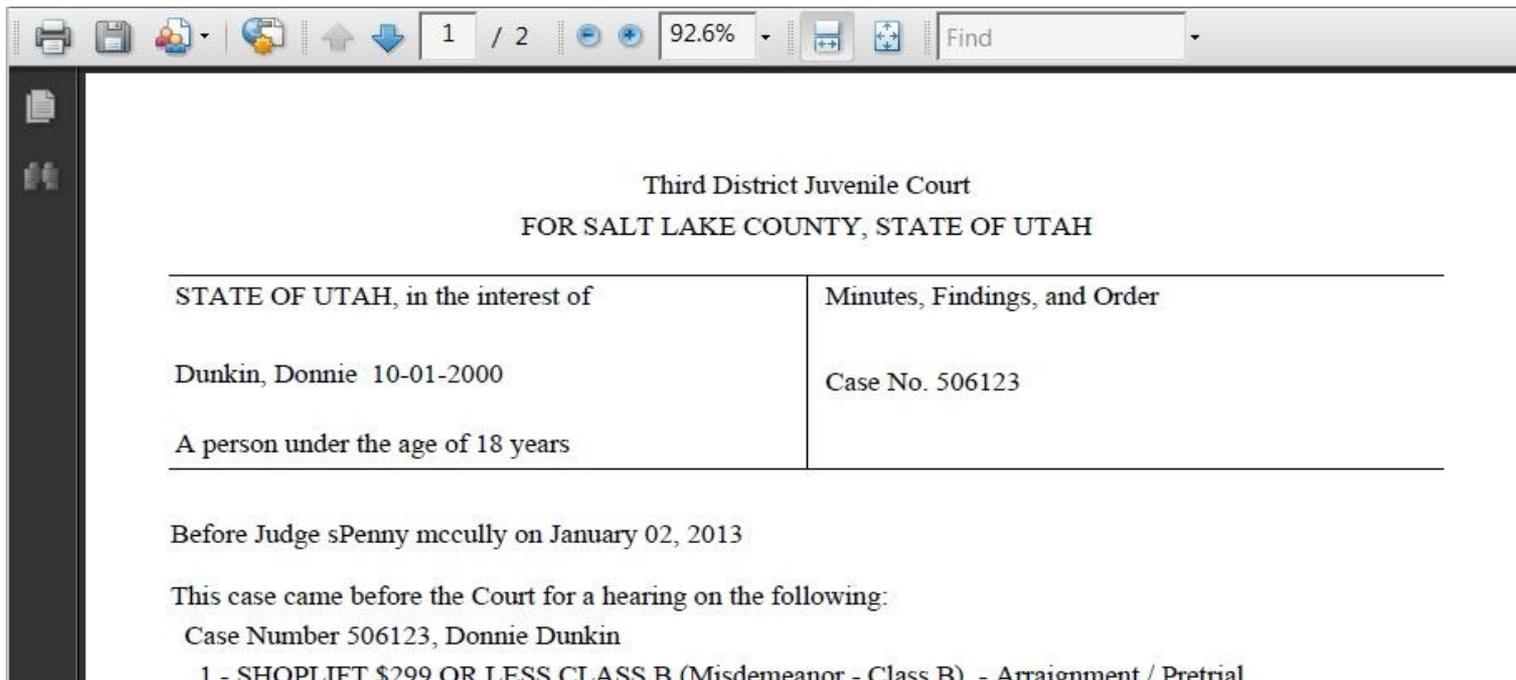
A dropdown menu is open under 'Documents', listing options: All Documents, Social Documents, Legal Documents, E-Warrant Documents, Protective Order, Petition Documents, View Orders (highlighted), Transcripts, and Associated to Docket.

Below the menu, a table displays court orders with columns: Amended?, Hearing Date, Tem..., and others. A red arrow points to the 'View' link in the first row of the table.

Amended?	Hearing Date	Tem...	Approval Date	Dig. Sig. Date	Sig. Date
View NO	*12-11-2011				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

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 the following text:

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)

Legal Documents- (must have firm access to view) View all legal documents that have been uploaded in the case. Select the case tab and highlight documents and legal documents. To view a document that has been uploaded click on the blue PDF link.

The screenshot shows a web application interface for legal case management. At the top, there are navigation tabs: Home, FindCase, Case (highlighted), Party, Incident, Petition, Calendar, Upload, Acctg, Profile, Help, and Logout. Below these are sub-tabs for Find Case, Case Info., Documents, and Assessments. The 'Documents' sub-tab is active, showing a list of document categories: All Documents, Legal Documents (highlighted), and Social. A 'Find' button is present. The main content area displays a table of legal documents for Case Number 7755 and Youth Name Chuc. A dropdown menu is open under the 'Case' tab, listing various document types, with 'Legal Documents' highlighted. The table below has columns for Date, Document, and a PDF link. A red arrow points to the PDF link '22456.pdf'.

Date	Document	PDF Link	View	Sealed	Amended
03-04-2013	Motion				
03-01-2013	Other Legal	Preliminary Inquiry Letter	22456.pdf		
03-01-2013	Other Legal	Preliminary Inquiry Letter	22455.pdf		
03-01-2013	Other Legal	Preliminary Inquiry Letter	22454.pdf		
02-27-2013	Other Legal	Violent Crime Letter(no victim)	1		
02-27-2013	Other Legal	Victim Violent Crime Letter	1		

Social Documents- (must have firm access to view) View all social documents that have been uploaded in the case. Select the case tab and highlight documents and social documents. To view a document that has been uploaded click on the blue PDF link.

The screenshot shows a web application interface for case management. 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 navigation bar with tabs: Find Case, Case Info., Find Case, Benefit, Assignments, Dispositions, Cust. & Prob., and Calendar. A third navigation bar includes: Documents, Assessments, Case, Timeline, and Safe Info. A fourth navigation bar contains: All Documents, Legal Documents, Social, Warrant, Petition Documents, Minutes, Orders, Transcripts, and Docket.

The main content area is titled 'Social Documents' and includes a 'Find' button. Below this are search fields for 'Case Number' (7755) and 'Youth Name' (Chuc). A dropdown menu is open over the 'Documents' link, listing various document types, with 'Social Documents' highlighted in blue. Below the menu is a table of documents.

Date	Document	View	Sealed	Amend
11-15-2012	Case/Safety/Treatment Pl	20367.pdf		
05-14-2012	Family Evaluation	18385.pdf	Yes	
05-10-2012	Family Evaluation	14651.pdf		
05-04-2012	Medical/Psych Evaluation	18701.pdf		
04-30-2012	School Report	15006.pdf 15006_1.pdf		

A red arrow points to the '14651.pdf' link in the table.

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

Find

Case Number 1068486 -> [Dropdown]

Tinker Bell

SelectAll De SelectAll [Dropdown]

All Incidents

	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

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

Document Title

Afidavit for Order to Show Cause

Document Date *

04-23-2013

Doc Sealed

No

File *

C:\Scanning\Scanned_Documents\2013_04_23_16_

Browse...

Upload

Cancel

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 *

Document Title

Docu Date *

Doc S Case Number **All Incidents**

File **Chuck Cheeze Brown**

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		

Uploading (con't)

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

Case Number: 700700

Youth Name: Bell, Tinker

[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 

[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](#)