
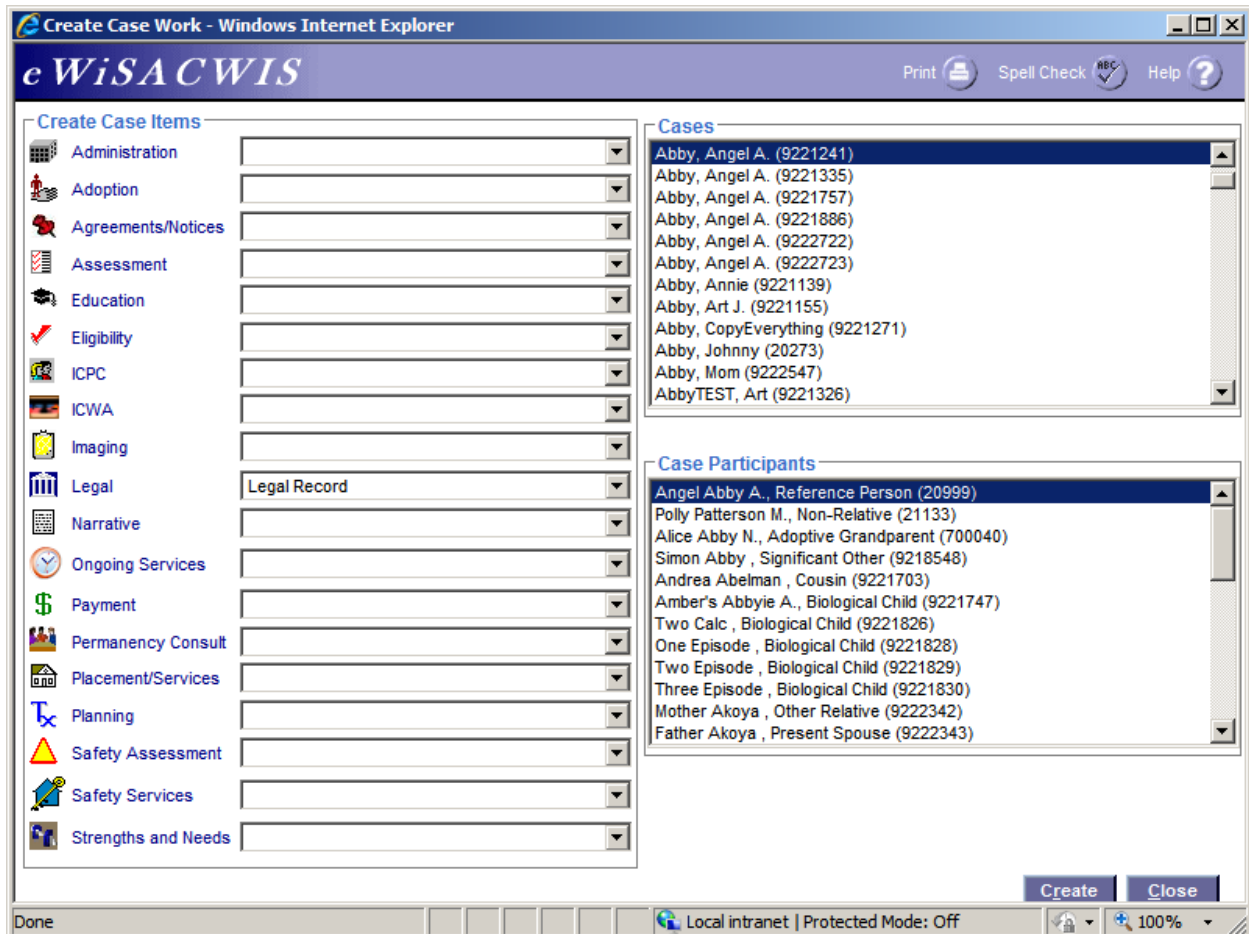


# Legal Record

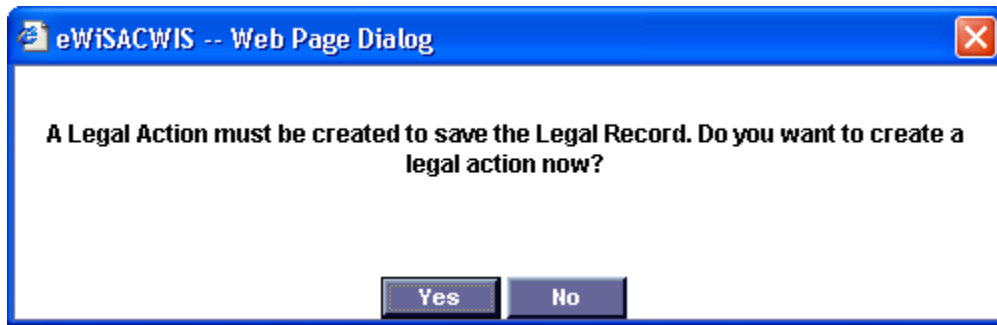
**Note:** In order to create or update a Legal Record, an assignment to the case is needed.

The Legal Record page is used to create and record Legal Actions and Legal Statuses. In addition, the Legal Record groups Legal Statuses to any corresponding Legal Action.

1. From the desktop, go up to Create > Case Work or click the Case Work hot button . This will open the Create Case Work page.
2. On the Create Case Work page, select Legal Record from the Legal drop-down. Select the appropriate Case and the Case Participant. Click Create.



3. A pop-up message will appear stating 'A Legal Action must be created to save the Legal Record. Do you want to create a legal action now?' Click Yes.



If a Legal Record has already been created a pop-up message will appear saying, 'A Legal Record already exists for this child. Please access the child's Legal Record via the outliner.' Click the Close button and access the case from the desktop.



- If this is a new Legal Record, the Legal Action page will open. The General Information group box will pre-fill with the Case Participant and Worker name.

The Legal Action Details group box is user entered. The Legal Action, Court and Court 2 boxes are mandatory fields. The Judge, Commissioner, Branch, and Tribal Contact are not mandatory fields but are user enterable.

The Court Number(s) box will be blank until the Insert button is selected. Multiple court numbers can be entered for a participant. Once inserted, the year, code, and court number are user entered and editable until the case is closed. Once closed, the Legal page will be frozen. The Delete hyperlink will delete the corresponding row.

In the Legal Action Dates group box, only the Legal Action Request/Referred to DA or Corp. Counsel is a mandatory field. The remaining fields are optional.

The Additional Information group box is for user entered narrative.

In the Options drop-down, a Legal Checklist is available to reference for case workers. Click Save. This will create the Legal Record page.

**Legal Action -- Web Page Dialog**

*eWISACWIS* Print Spell Check Help

**General Information**  
Case Participant: Abby, Angel A. Worker: Cake, Caitlin

**Legal Action Details**  
Legal Action Initiated: CHIPS Petition Court: Circuit  
Judge: Court 2: Milwaukee County Circuit Courts, Milwaukee County  
Commissioner: Branch:  
Tribal Contact:

**Court Number(s)**

Year	Code	Court Number	
09	FA	222	Delete

Insert

**Legal Action Dates**  
Legal Action Request / Referred to DA or Corp. Counsel: 06/12/2009  
Consult Occurred: 00/00/0000  Decision Made Not to File  
Follow-up Information Submitted: 00/00/0000  
Filed: 00/00/0000

**Additional Information**

Options: Go Save Close

- The Legal Record page is accessible through the Legal icon on the desktop. The General Information group box will pre-fill with the Participant's Name, Person ID, Participant's DOB, Case Name, and Case ID.

The Legal Record group box will pre-fill with historical and current Legal Actions and Legal Status Results. The Legal Action will display the type of Legal Action and the date it was created. The 'Edit' hyperlink will allow you to edit the Legal Action and the 'Create Legal Status' will allow you to link a new Legal Status to the Legal Action.

The screenshot shows a web browser window titled "Legal Record" with the "eWISACWIS" logo. The page is divided into three main sections:

- General Information:** A table with the following data:
 

Participant Name:	Abby, Angel A.	Person ID:	20997	Participant DOB:	03/26/1999
Case Name:	Smith, Mandy, M.	Case ID:	9221246		
- Legal Record:** A table with one row:
 

Legal Action:	CHIPS Petition	Date:	06/12/2009	<a href="#">Edit</a>	<a href="#">Create Legal Status</a>
---------------	----------------	-------	------------	----------------------	-------------------------------------

 Below this is a table with headers: "Legal Status Result", "New Legal Status", and "Hearing Date".
- Legal Documents:** A table with headers: "Legal Document Name", "Role in the Document", "Created", and "Approved".

At the bottom of the page, there are four buttons: "Create Legal Action", "Print Record", "Save", and "Close". The browser's status bar at the bottom shows "Done", "Trusted sites", and "100%" zoom.

7. Create a Legal Status by clicking on the 'Create Legal Status' hyperlink. If a current Legal Status already exists within the case when the Create Legal Status hyperlink is selected, the Legal Status Copy page will appear. This page will allow an existing Legal Status to be copied over as a new modifiable Legal Action. If this is a new or different Legal Status (not a copy over), select Create on the Legal Status Copy page. The new Legal Status page appears.

Legal Status Copy -- Webpage Dialog

*eWiSACWIS* Print Spell Check Help

**Case Information**  
 Case Participant: Oconomowoc, Newborn O., III Person ID: 9225622

**Legal Status Selection**

Legal Action Initiated	Result	New Legal Status	Hearing Date	Participant	
CHIPS Petition	Petition Granted	Agncy Cstdy/Supv - Plcmnt w/Lic Provider	10/29/2008	Oconomowoc, PawTaw, S.	<a href="#">Copy</a>
Temporary Physical Custody Hearing	Ct. Ord. Temp. Phys. Custody and Plcmt.	Temporary Physical Custody with Agency	10/28/2008	Oconomowoc, PawTaw, S.	<a href="#">Copy</a>
Temporary Physical Custody Hearing	Ct. Ord. Temp. Phys. Custody and Plcmt.	Temporary Physical Custody with Agency	10/02/2008	Oconomowoc, Newborn, O.	<a href="#">Copy</a>
CHIPS Petition	Petition Granted	Agncy Cstdy/Supv - Plcmnt w/Lic Provider	10/02/2008	Oconomowoc, Newborn, O.	<a href="#">Copy</a>
CHIPS Petition	Petition Expired	None	10/01/2008	Oconomowoc, Newborn, O.	<a href="#">Copy</a>
CHIPS Petition	Petition Expired	None	10/01/2008	Oconomowoc, Son, Z.	<a href="#">Copy</a>
CHIPS Petition	Petition Granted	Agncy Cstdy/Supv - Plcmnt w/Lic Provider	04/09/2008	Oconomowoc, Son, Z.	<a href="#">Copy</a>

Create Close

- The participant's Name and Previous Legal Status will pre-fill in the Case Participant group box. In the Court Outcome group box, the Legal Action, Judge, Commissioner, Court, Court 2, and Branch pre-fill from the Legal Action previously created and will remain editable until case closure. If a case is reopened, only newly entered Legal Statuses will be available for copy over and/or editing.

The Applies To, Result, and New Legal Status fields are user selected. The 'Protective Custody' check box will automatically check depending on the child's Legal Status.

- The Initial Removal Court Findings group box contains CTW and REPR findings language. This box is checked at the time of the first removal in an episode. Check the appropriate finding(s).
- The Court Number(s) group box will pre-fill from the Legal Action page.
- Finally, the Legal Status Dates group box is user enterable. The Hearing/Legal Status Date field is a mandatory and AFCARS required field. The Verified check boxes indicate that the dates have been verified and are correct. It also activates the ticklers associated with those dates.
- Click Save and Close. This will return you to the Legal Record page.

**Legal Status -- Webpage Dialog**

**e WisACWIS** Print Spell Check Help

**Case Participant**  
 Name: Abby, Angel A. Previous Legal Status: None

**Court Outcome**  
 Legal Action: CHIPS Petition Result: Petition Granted  
 Applies To: Child Court: Circuit  
 Judge: Court 2: Milwaukee County Circuit Courts, Milwaukee County  
 Commissioner: Branch:  
 Tribal Contact:  
 New Legal Status: Agency Cstdy/Supv - Plcmt w/Lic Provider  Protective Custody  Under Appeal

**Initial Removal Court Findings**  
 CTW finding made (Continued placement of the child in his or her home would be contrary to the welfare of the child.)  
 REPR finding made (Reasonable efforts finding to prevent the removal of the child from the home were made.)

**Court Numbers**  
 09FA222

**Legal Status Dates**

	Verified?		Verified?
Hearing/Legal Status Date:	<input checked="" type="checkbox"/>	Next Court Date:	<input type="checkbox"/>
Date Filed/Served:	<input type="checkbox"/>	Court Report Due:	<input type="checkbox"/>
Order Expiration Date:	<input type="checkbox"/>	Court Report Submitted:	<input type="checkbox"/>

Save Close

- In the Legal Record group box, the new Legal Status Result has pre-filled from the Legal Status page. There is an 'Edit' hyperlink that will allow the Legal Status to be updated.

**Legal Record**

*eWiSACWIS* Print Spell Check Help

**General Information**

Participant Name: Abby, Angel A. Person ID: 20997 Participant DOB: 03/26/1999  
Case Name: Smith, Mandy, M. Case ID: 9221264

**Legal Record**

Legal Action: CHIPS Petition Date: 06/12/2009 [Edit](#) [Create Legal Status](#)

Legal Status Result	New Legal Status	Hearing Date	
Petition Granted	Agncy Cstdy/Supv - Plcmnt w/Lic Provider	06/12/2009	<a href="#">Edit</a>

**Legal Documents**

Legal Document Name	Role in the Document	Created	Approved
<a href="#">Court Report</a>	Child	06/14/2009	

[Create Legal Action](#) [Print Record](#) [Save](#) [Close](#)

Done Trusted sites 100%

- The next group box is Legal Documents. This group box will display all Legal Documents for the participant when the participant has a role other than N/A. The document name is a hyperlink, which launches the corresponding Legal Document page.
- The 'Historical Legal Status' group box expando will display a list of historical legal statuses that are not tied to a specific Legal Action. If no rows are found, the user can still open the expando, however no rows will be returned.
- On the lower right of the Legal Record page, the Print Record button will allow the screen to be printed. Save and Close will allow the record to be saved and closed returning to the desktop.

17. From the Maintain Case page, you can access the Legal Record by clicking the hyperlink in the Legal column.

**Maintain Case - ID: 9221241 - Windows Internet Explorer**

**eWISACWIS** Print Spell Check Help

Case: 9221241

Name: Abby, Angel A. Case Type: CPS Family - Ongoing Status: Open 10/25/2004

County: Milwaukee Site/Region: Milwaukee-Admin W-2 Region:

CARES Case #: County Case #:  Restricted

Participants Address Collaterals Closing/Merge History

**Active Participants**

Name	Hshld	DOB	Gender	Relationship	Legal	Prg		
<a href="#">Abby, Alice N. (700040)</a>	Y	01/01/1870	Female	Adoptive Grandparent	<a href="#">Guard. to Relative/(48.977)</a>	Y	<a href="#">DeActivate</a>	<a href="#">Remove</a>
<a href="#">Abby, Amy (9224555)</a>	Y	01/01/2000		Biological Child	None	<a href="#">Click to View Legal Record</a>	<a href="#">move</a>	
<a href="#">Abby, Andy (9224770)</a>	Y	01/02/1992	Male	Biological Child	N/A	N	<a href="#">DeActivate</a>	<a href="#">Remove</a>
<a href="#">Abby, Angel A. (20999)</a>	N	01/01/2011	Female	Reference Person	None	N	<a href="#">DeActivate</a>	<a href="#">Remove</a>
<a href="#">Abby, Annie (9225444)</a>	N	01/01/2001	Female	Biological Child	None	N	<a href="#">DeActivate</a>	<a href="#">Remove</a>
<a href="#">Abby, hahv (9224536)</a>	N			Birth Sibling	N/A	N	<a href="#">DeActivate</a>	<a href="#">Remove</a>

Number of Household Members: 4 [Insert](#)

**Inactive Participants**

Options:  [Go](#) [Save](#) [Close](#)

Done Local intranet | Protected Mode: Off 100%