
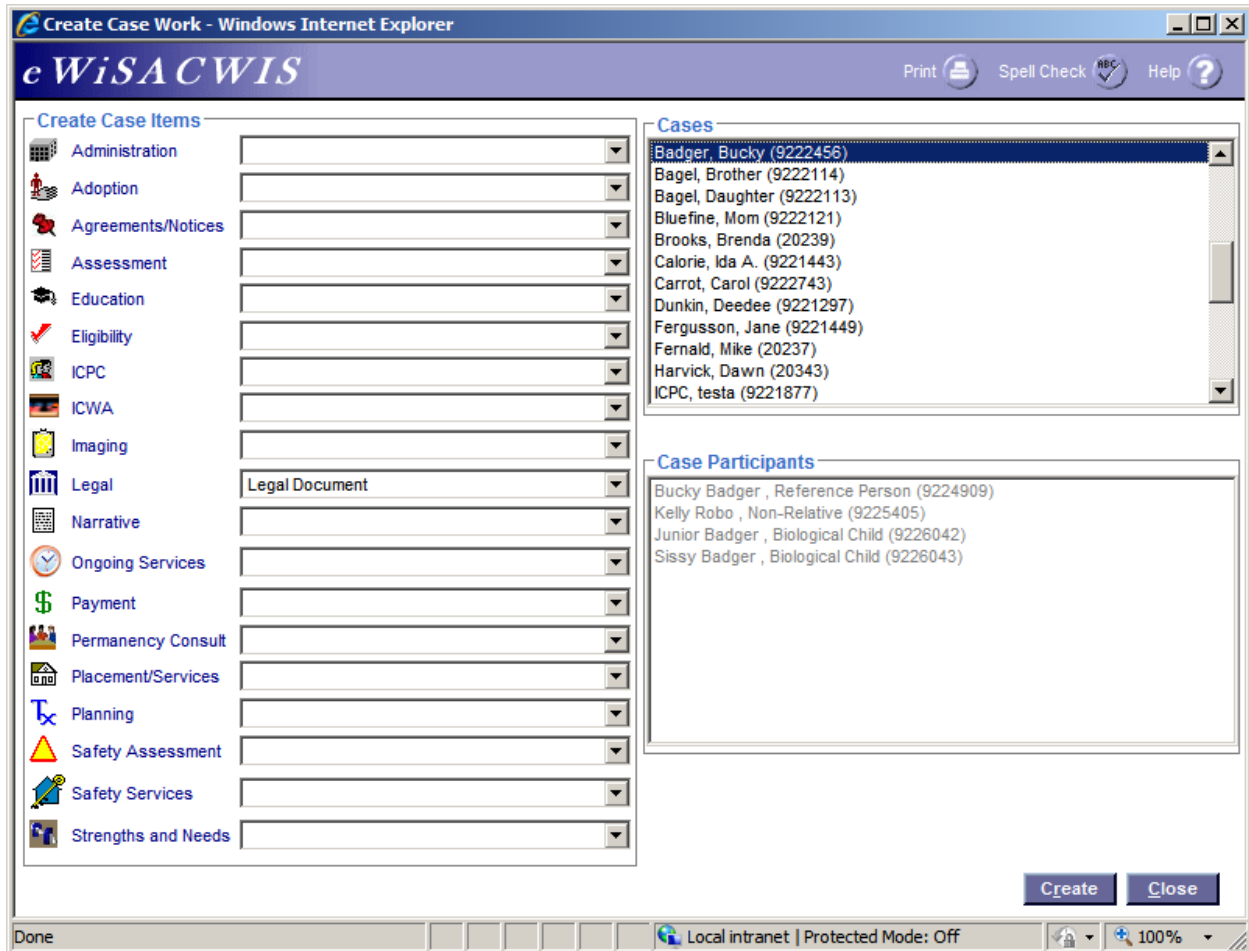


Creating a Legal Document

Note: In order to create a Legal Document, an assignment to the case is needed.

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 Document from the Legal drop-down. Select the appropriate Case and click Create. This will open the Legal Documentation page.



3. On the Legal Documentation page, the Case Name and Worker name will pre-fill at the top of the page. Select the appropriate value for the document that you want to create from the Document drop-down and the Legal Action drop-down.
4. Court refers to the type of court this case will be heard at. Court 2 refers to the county of jurisdiction. The Court Number in most cases (unless the court number was not entered on Legal Action) is a drop-down value. Select the Court Number that coincides with the action you are taking. By selecting the Court Number from the drop-down list, the Tribal Contact, Judge, Commissioner, and Branch will pre-fill with the information that was entered on Legal Action. The Tribal Contact, Judge, Commissioner, and Branch can be updated at anytime.
5. In the Case Participant and Collaterals group box, it is important to identify the Legal Guardians of the child and the Child whom this document pertains to. The Role in the Document section has drop-down values from which to select. Roles will determine how the system will pre-fill items in the text document.
6. The Text hyperlink next to the Document drop-down will open the text document.
7. When the Legal Document is finished, click on Options, select Approval, and click Go. You need to approve all Legal Documents and submit them for supervisory approval.

The screenshot shows the 'eWiSACWIS' web application in a Windows Internet Explorer browser. The page title is 'Legal Documentation - Windows Internet Explorer'. The application header includes the 'eWiSACWIS' logo and navigation links for 'TM', 'Print', 'Spell Check', and 'Help'.

The main content area is divided into two sections:

General Information

Case: Bucky B. Badger Worker: Weber, Jenny
 Document: Relative Caregiver Licensing Decision [Text](#)
 Legal Action: CHIPS Petition
 Court: Circuit
 Court 2: Dane County Circuit Court, Dane County
 Court Number:
 Tribal Contact:
 Judge:
 Commissioner:
 Branch:

Case Participant and Collaterals

Name	Role in the Document
Badger, Bucky	N/A
Badger, Lacey	N/A
Badger, BabyBoy B., Jr.	Child
Badger, BabyGirl B.	N/A
Badger, Girl	N/A

Options:
 Save Close

The browser status bar at the bottom shows 'Done', 'Trusted sites', and a zoom level of 100%.