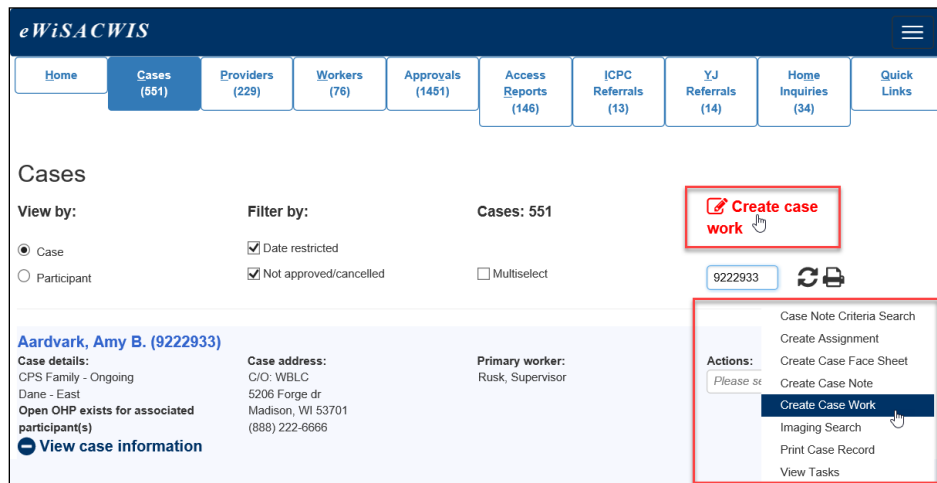


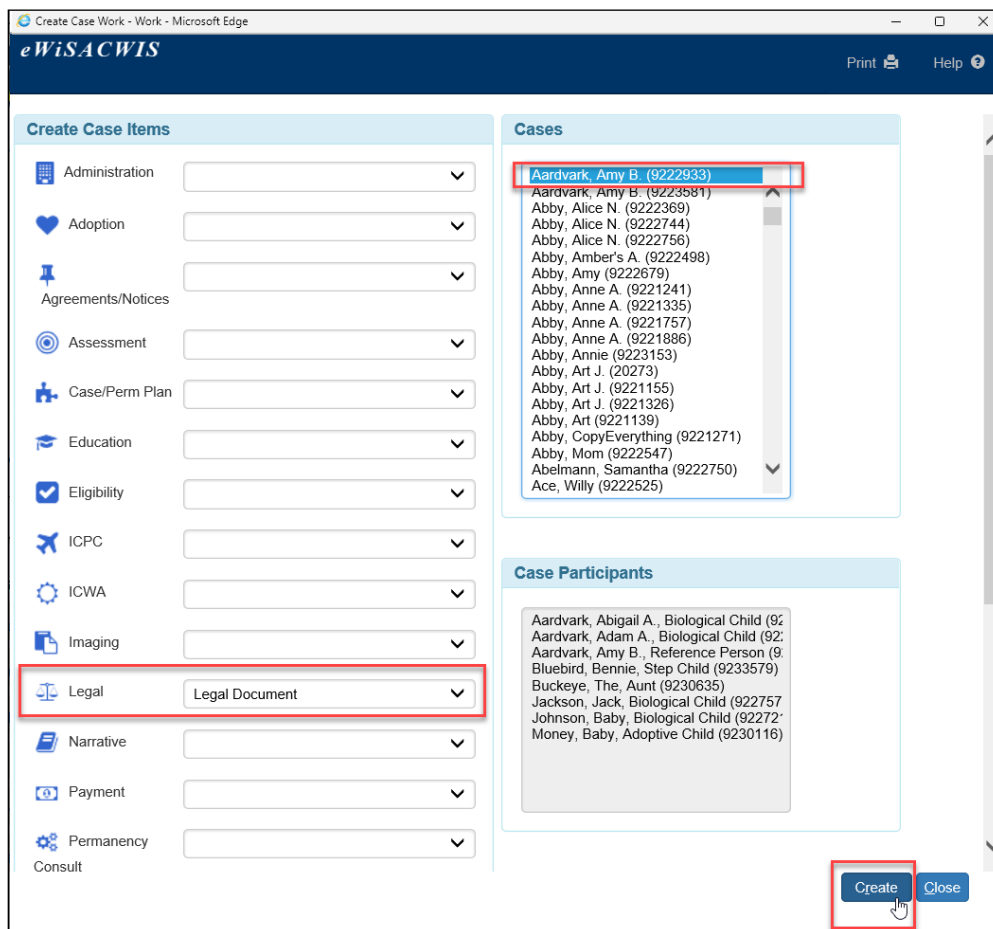
# Creating a Legal Document

The Legal Documentation page is used to produce a legal document on behalf of a case or case participant(s). An assignment to the case and legal security is needed to create a Legal Document.

1. From the desktop, go to the Cases tab and click the Create Case Work icon or select Create Case Work from the Actions dropdown next to the specific case to open the Create Case Work page.



2. On the Create Case Work page, select Legal Document from the Legal dropdown. 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 prefill at the top of the page.
4. Select the appropriate value from the Document dropdown and the Legal Action dropdown.
5. Select a value from the Court dropdown. Court refers to the type of court this case will be heard at. Court 2 refers to the county of jurisdiction.
6. Select the Court Number. The Court Number in most cases (unless the court number was not entered on Legal Action) is a dropdown value. Select the Court Number that coincides with the action. By selecting the Court Number from the dropdown list, the Tribal Contact, Judge, Commissioner, and Branch will prefill with the information that was entered on Legal Action. The Tribal Contact, Judge, Commissioner, and Branch can be updated at anytime.
7. In the Case Participant and Collaterals section, 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 dropdown values from which to select. Roles will determine how the system will prefill items in the text document. The Document selected determines the Role values.

**General Information**

Case: Amy B. Aardvark Worker: Cake, Caitlin, C.

Document : DMCPS Request for Temporary Physical Custody or Pick-Up Order [Text](#) [TPC Guidelines](#)

Legal Action: JIPS Petition

Court: Circuit

Court 2: Milwaukee County Circuit Courts, Milwaukee County

Court Number:

Tribal Contact:

Judge:

Commissioner:

Branch:

**Case Participant and Collaterals**

Name	Role in the Document
Aardvark, Amy B.	Child (non-TPC)
Aardvark, Abigail A., Jr.	N/A
Jones, Tommy	N/A
Jones-Blahnik, Maryanne A.	N/A
Jones, Robert	N/A

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

8. The [Text](#) hyperlink next to the Document dropdown will save the page and open the editable document selected. Fill in all the appropriate information to complete the document and click Save or Save and Generate PDF. Click Close to exit.
  - a. After the PDF is generated, click Edit Document to make changes and launch again if needed.
9. The [TPC Guidelines](#) hyperlink will only display when the Document selected is the BMCW Request for Temporary Physical Custody or Pick-Up Request.
10. When the Legal Document page and document is finished and saved, click on Options, select Approval, and click Go. All Legal documents must be approved and submitted for Supervisory approval.
11. Once the page is saved and a legal document has been saved, the work will be available on the desktop, on the Cases tab. Click on the Legal Top and expand images to view the document and click the Legal Documentation hyperlink to launch the saved Legal Documentation page.

