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 to the Cases tab and click the Create Case Work hyperlink ⊙ Create case work or select Create Case Work from the Actions drop-down next to the specific case to 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 Case Participant. Click the Create button.

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

Confirmation
A Legal Action must be created to save the Legal Record. Do you want to create a legal action now?
Yes   No

4. If legal actions exist for the case, the Legal Action Copy page opens to allow copy over of an existing legal action. To create a new or different Legal Action without copying over details, click the Create button. To copy information from an existing legal action into a new modifiable Legal Action page, click the Copy hyperlink in the Legal Action Selection section. The Legal Action page opens.

Legal Record - Internet Explorer

Legal Action Copy   Print 🖶   Help ❓

Case Information

Case Participant: Jackson, Jack   Person ID: 9227579

Legal Action Selection

Legal Action Initiated	Participant	Date	
JIPS Petition	Aardvark, Adam, A.	07/13/2020	Copy
Petition to Order Judgement on Unpaid Restitution	Aardvark, Abigail, A.	08/09/2018	Copy
CHIPS Petition	Aardvark, Adam, A.	06/21/2018	Copy
TPR Petition Involuntary	Aardvark, Adam, A.	01/25/2018	Copy

Create   Close

5. On the Legal Action page, the General Information section pre-fills with the Case Participant and Worker name.

    In the Legal Action Details section, select values for the Legal Action Initiated, Court, and Court 2 fields. Document the Judge, Commissioner, Branch, and Tribal Contact, if applicable.

    In the Court Number(s) section, click the Insert button. Enter the Year, Code, and Court Number. Multiple court numbers can be entered for a participant.

    In the Legal Action Dates section, enter the Legal Action Request/Referred to DA or Corp. Counsel date. The remaining fields are optional.

    In the Additional Information section, enter information if applicable.

    Click the Save button to create the Legal Record. Click the Close button to go to the Legal Record page.

Legal Action

Print 🖨   Help ❓

General Information

Case Participant: Jackson, Jack   Worker: Cake, Caitlin, C.   ICWA qualified experts

Legal Action Details

Legal Action Initiated:	[▼]	Court: [▼]
Judge:	[ ]	Court 2: [▼]
Commissioner:	[ ]	Branch: [ ]
Tribal Contact:	[▼]	

Court Number(s)

Year	Code	Court Number	

Insert

Legal Action Dates

Legal Action Request / Referred to DA or Corp. Counsel: 02/15/2021

Consult Occurred: 00/00/0000   ☐ Decision Made Not to File

Follow-up Information Submitted: 00/00/0000

Filed: 00/00/0000

Additional Information

[ ]

Save   Close

6. On the Legal Record page, the Legal Record section pre-fills with historical and current Legal Actions and Legal Status Results. The Legal Action displays the type of Legal Action and the date it was created. The Edit hyperlink allows the Legal Action to be edited.

Legal Record - Internet Explorer		— □ ✕

eWiSACWIS

Print 🖨   Help ❓

General Information

Participant Name: Jackson, Jack	Person ID: 9227579	Participant DOB: 04/01/2016
Case Name: Aardvark, Amy, B.	Case ID: 9222933	

Legal Record

Legal Action: Waiver Petition	Date: 02/15/2021	Edit	Create Legal Status

Legal Status Result	New Legal Status	Hearing Date		

Legal Documents

Legal Document Name	Role in the Document	Created	Approved

Historical Legal Status
▶

Create Legal Action   Print Record   Save   Close

7. Create a Legal Status for the Legal Action by clicking the Create Legal Status hyperlink. This opens the Legal Status Copy page (if applicable) or the Legal Status page.

8. If a current Legal Status already exists within the case, the Legal Status Copy page opens to allow copy over of an existing legal status. To create a new or different Legal Status without copying over details, click the Create button on the Legal Status Copy page. To copy over information from an existing legal status into a new modifiable Legal Status page, click the Copy hyperlink in the Legal Record section. The new Legal Status page opens.

Legal Status Copy

Print 🖨   Help ❓

Case Information

Case Participant: Jackson, Jack
Person ID: 9227579

Legal Status Selection

Legal Action Initiated	Result	New Legal Status	Hearing Date	Participant	
Petition to Order Judgement on Unpaid Restitution	Petition Granted	None	10/27/2020	Aardvark, Abigail, A.	Copy
Petition to Order Judgement on Unpaid Restitution	Continuance/Adjournment	Other/see Case Notes	08/09/2018	Aardvark, Abigail, A.	Copy
TPR Petition Involuntary	Petition Dismissed	Guardianship to Agency	01/10/2018	Aardvark, Adam, A.	Copy

Create   Close

9. On the Legal Status page, the participant's Name and Previous Legal Status will pre-fill in the Case Participant section.

   In the Court Outcome section, the Legal Action, Judge, Commissioner, Court, Court 2, and Branch pre-fill from the Legal Action previously created and remain editable until case closure. If a case is reopened, only newly entered legal statuses are available for copy over and/or editing.

   The Applies To, Result, and New Legal Status fields are user selected. The Protective Custody checkbox is automatically checked depending on the child's Legal Status.

   The Initial Removal Court Findings section contains Contrary to the Welfare (CTW) and Reasonable Efforts to Prevent Removal (REPR) findings language. These boxes are checked at the time of the first removal in an episode. Check the appropriate finding(s).

   The Court Numbers section will pre-fill from the Legal Action page.

   Finally, the Legal Status Dates section is user enterable. The Hearing/Legal Status Date field is a required and AFCARS field. The Verified checkboxes indicate that the dates have been verified and are correct. It also activates the ticklers associated with those dates.

   Click the Save and then Close buttons to return to the Legal Record page.

10. On the Legal Record page, the new Legal Status Result pre-fills into the Legal Record section from the Legal Status page. The Edit hyperlink allows the Legal Status to be updated.

11. The next section, Legal Documents, displays 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.

12. The Historical Legal Status section is expanded using the plus arrow icon ▷ and displays a list of historical legal statuses that are not tied to a specific Legal Action. The section can be expanded even if no historical legal statuses are found and will show no rows as a result.

13. On the bottom of the Legal Record page, the Print Record button allows the screen to be printed. The Save and Close buttons allow the record to be saved and closed in order to return to the desktop.

14. The Legal Record can be viewed and accessed via the outliner for the case. Click View case information, Legal, and the approproiate hyperlink to open the record.

15. On the desktop, select the Case hyperlink to open the Maintain Case page and access the Legal Record by clicking the hyperlink in the Legal column of the Active Participants section.