DCS D&N Hearings

Court Docket

Menu | Court | Court Docket
Select the court (judicial officer) and the date.
  Unclick names and cases only
  Click Details and Notes
Click the <u>Submit</u> button in the middle of the page.

Preparing for Court

Documents that may be needed can be prepared and left incomplete.
Click on the incomplete document, click <u>Edit Text</u> button to modify or finish document.

- Look at docket and make sure all DCS, Appointed Attorneys and GALs have been added to the case. Add if necessary.
- Add judicial officer to the case, if appropriate

<u>Adding a Name Assigned to the Case</u>

In the Case Detail screen, click the <u>Add</u> link on the right-hand side of the of **Names Currently Assigned to the Case** line.

<u>Adding a DCS Attorney</u>

In the User ID line, type in the user ID of the person you wish to add. CLA.ROB for example, then click the <u>Update</u> button to save.

<u>Adding an Appointed Attorney or GAL</u>

Most don't have a User ID, so you must search for their name.
Click the <u>Get Name</u> button in the middle of the page, this takes you to name search.
Search for the person's name, click <u>Submit</u>
If not found, click the <u>Add a new agency person</u> link located below the Submit button on the left-hand side of the page.
Add the Attorney's name and any identifying information
Scroll down a bit to Employer Information section

- ID number should be their attorney number or first 3 digits of first name dot first 3 digits of last name.
- Person Type = Attorney
- Agency = Attorney

Click the <u>Update</u> button at the bottom of screen to save.

Add the Attorney's address

Scroll down page to Addresses line,
Click the Add link on the right-hand side of the Address line

- Address type=work (**very important it will not mail to their home address**)
- Address Line 1, city, state, zip code (if you start typing it will provide possible addresses, just click on the correct address.)
- Click the Update button to save

Add the Attorney's contact information

Click the Add link on the right-hand side of the Contact Information line
Add whatever information you know, cell, email, work, fax

- Type numbers like this: 865-876-5467
- Phone number notes could be used to store numbers they don't want provided to clients.
- Click the Update button to save

Click the Cancel button to return to adding the Attorney as a name assigned to the case.
On the Case Assignment Detail screen, select their Role – Appointed Attorney, Attorney, or GAL
Click who they represent.
Click the Update button to save

Correcting Names on Docket

If there are names missing on the docket, such as the child is listed but the Respondents are not.

- Click on time of hearing to get into Event Detail screen.
- Scroll down under the Notes section to the line reading **Event names/cases**
    - This lists all the names attached to the docket.
    - To add, click on the existing name, takes you to Event Name Detail screen.
    - Click the New button at bottom of the screen.
    - Select every name that should appear on docket (**pay attention to docket numbers, there may be several different cases listed**)
- Click the Update button to save
- Click the Cancel button to return to the docket.

If you need to remove a name, on the Event Detail screen, under Event names/cases, click on the name you wish to remove, Click the Delete button, Click the Delete button again.

Hearing

Click on the time link to get into the event detail screen.
Change the type of hearing if applicable.

Change the Court if a different judicial officer is hearing the Case.
Update to save changes.

Click the Make In Session button when the hearing starts.

Hearing Notes

Hearing notes will be added as a "docket entry".
On the Event Detail screen, scroll to the bottom right and click the Add docket entry link.

- Docket Code = type in note, press the TAB key on the keyboard.
- Notes = type the hearing notes.

Update to save.
Cancel to return to the Event Detail screen.

Type Court Order

In the Event detail screen, in the bottom right corner, click Add document link.
Type partial word such as D&N, press TAB on keyboard, select the appropriate order
Update to continue
Answer all the questions

- Update to move forward
- Backward to move backward through the questions
- Cancel to get out of the document (Edit Text to get back in)
- Finish when completed

When an order is finished, while viewing, click the Assign button to assign the order to the appropriate judicial officer. (if not assigned, it will appear on every judicial officer list to approve)

- User ID = id of judicial officer
- Note = type a note, if necessary
- Update to save.

Documents Assigned/ Documents to be Approved

Judicial Officers can approve documents from either screen.
Menu | Miscellaneous | Document Options | Documents Assigned
Menu | Miscellaneous | Document Options | Documents to be Approved

Document must be Finished before it can be approved.
At some point Petitions/Motions may be assigned to a judicial officer or designee.

Click on the (View) link before the name of the document to review.

To Approve an Order

If correct, click the Approve button at the bottom of the screen.
This will send the document to the Clerk's officer to be file stamped.

To Reject an Order

Click on the Reject button at the bottom of the screen.
This will take you to the Document Detail screen.

- You can add a note explaining why it was rejected.
- You can assign it to a person so they see why it was rejected.

To Edit an Order

On the Document Detail screen, it you have an Edit text button you can modify the order.
Finish and Approve. (finished orders get locked down at midnight and can't be modified. You could click the NEW button to copy it, make changes, then delete the original proposed order)

File Stamp Order

Menu | Miscellaneous | Document Options | Documents to File Stamp
The File Stamp button is also on the Document Detail screen.
View the document, Click the File Stamp button. File stamp is on top of the document.
Click the View as PDF link located below the file stamp.
This opens a new window tab. Print the document.
Close the document window by clicking the X on that window tab.
When you return to the document in Quest, click the Cancel button to get out of preview

Orders that are approved and file stamped that are marked as pending to be sent by email or U.S. mail are automatically sent periodically throughout the day. The clerk is sent a report that lists the emails sent as well as a report with the documents to be mailed.

Certify Order

While viewing an Order, click the Certify button to place the certification seal on document.
Print or Email.

New Hearing Date

From the event detail screen, click the NEW button at the bottom of the screen.

- Date/time Add your new hearing date/time. Click the blue calendar or the FIND button.
- Type – type of hearing
- Court - Judicial officer.

Update to save changes.

Dispose of Hearing

Once the hearing is completed, on the Event Detail screen, add a disposition.

- **Hearing Heard by Judge/Magistrate** – A hearing was held.
- Agreed Order – Agreed Order was signed without a hearing.
- Cancelled – Hearing was cancelled.
- Rescheduled by Court/Party – before the hearing date, the hearing was rescheduled.
- No show – parties did not appear for hearing.
- Completed (non-court) – used for probation appointments or other appointments that are not hearings.

Update to save.

Return from Court

The courtroom clerk will add a document called RFC for each hearing, updating the case.
If there is a scanned order, scan it under

- Filed statute disposition
- Case status
- Relative custody status
- Permanency Goals Ratified or Achieved
- Placement with DCS, Trial Home Visit, Relatives
- Next Court Date