

# New Petition

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## ADD A PERSON

### Add the Child's name and Identifying information

Name			
First: Laura	Middle: 	Last/Business: * Ingalls	Generation: -- Select --
File number: 2	Emancipated: <input type="radio"/> Yes <input checked="" type="radio"/> No	Status: OK - Alive	
Identifying information			
Race: W - White	Sex: F - Female	Date of birth: 3/23/2006	Age: 13 Date of death:
Ethnicity: NH - Non-Hispanic	Citizenship: -- Select --	Language: -- Select --	
Marital status: -- Select --	Religion: -- Select --		
Height (feet/inches): /	Weight: 0	Hair color: -- Select --	Eye color: -- Select --
Place of birth:		SSN/Business ID:	

### Add the Relatives

- Relatives		Top	Get from another Add
Name	Type	Address	Contact number
Caroline Ingalls (Legal Custody)	Mother	Home Address: 126 Crook Avenue Henderson, TN 38340	HOME: 615-452-1313
	No financial info		
Charles Ingalls (Non-custodial Parent)	Father	Home Address: 126 Crook Avenue Henderson, TN 38340	CELL: 615-471-9652
	No financial info		
Harriet Oleson	M Aunt	Home Address: 982 Elm Street Henderson, TN 38340	CELL: 931-657-8521
	No financial info		

If this is a non-DCS case, make sure the petitioner has been added as a relative. If the petitioner is not in the system, you must add them as a person first. Make sure you get their race, sex, dob, ethnicity.

Make sure you have current addresses on everyone.

[Read more about Adding a Person](#)

## ADD A CASE

Before you add a case, you must decide what case type you are adding.

- If anyone other than a parent wants to file a custody petition for a child that is currently in a parent's custody, it is considered a D&N case and a D&N Petition must be filed.
- If a parent wants to file a custody petition to get custody from the other parent, it is a custody case and a custody petition.
- If anyone other than a parent wants to file a custody petition for a child and there is an open D&N case, that person would be added as an Intervening Petitioner in the D&N case and would file a Motion to Intervene along with the Petition for Custody.
- If DCS is filing a D&N Petition, it is a D&N case.

To add a new case, click the **Add** link at the end of the line.



- Cases [Top](#)

[Add](#)

### Case Detail

**Case type** – Select the appropriate case type.

**Referring Agency** – Select the best description of the petitioner.

**Start date** – Today or the date you received the petition.

Case type:\*

Access:\*  Normal  Confidential  Sealed Expunged:\*  Yes  No

Assigned/home court:

Name: **Laura Ingalls**

Role:\*

Referring agency:\*

Start date:

Click the **Update** button to save your work.

[Read more about Adding Cases](#)

## Add a Case (docket) Number

To add a new case number, click the **Add** link at the end of the line.



- Case number history [Top](#) [Add](#)  
None

Click the **Generate** button to generate the next available case number.

**Case Number Detail**  
Case number: Unassigned; Dependency/Neglect  
Laura Ingalls (File# 1) - Child (Case# 2)

This is a new entry.

Case number:\*

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Update  Cancel  Refresh



- Case number history [Top](#)  
**2019DN000001**

This is an abbreviated version of the full case number. If someone is filing a completed petition with you, write the full case number on the petition. You can find it at the top of your Case Detail screen.

**Case Detail**  
Case number: 12JC1-2019-DN-1

## Add an Event (hearing)

Add an event for the hearing on this petition. If the child has been removed from the home, you must schedule a Preliminary/Probable Cause Hearing (72 Hour) within 72 hours of removal.

If the child has not been removed, you can schedule a Preliminary Hearing.

Event date/time  
Event Type  
Court  
Case – Select the child only

Click the **Update** button to save your work.

**Event Detail**

new entry.

Event date/time: \* 8/23/2019 8:30 am  Choice:

Event type: \* PREM - Preliminary/Probable Cause Hearing (72 Hour) ▾

Court: LFM - Judge Larry F. McKenzie's Courtroom ▾

Estimated length, minutes: \* 1

Location:

Schedule for: **Laura Ingalls**

Case(s):  Laura Ingalls: Case 2 - Child - 12JC1-2019-DN-1 (Active; Case Filed)

Include this user:

Disposition: -- Select -- ▾

Disposition date/time:

Actual start date/time:  Actual end date/time:

Notes:

## Add a Document

If you are going to type the Petition in Quest, you can add a document called “Petition for Dependency & Neglect (D&N) Custody” or “Petition for Custody (parent)” or a “Petition for Educational Neglect (D&N)”

If you are going to scan the Petition choose the document called “Scanned Petition - D&N”

As with any document, you will answer the questions, moving forward through the document by clicking **UPDATE** and backward through the document by clicking **BACKWARD**.

When you create or scan a petition the document will ask you questions necessary for the state statistical report. If you are having someone come in to sign the Petition, best practice would be to leave it incomplete until they have reviewed it, then FINISH it, and have them sign it.

[Read more about Documents](#)