



# **CWS/CMS Documenting Indian Ancestry/Status/ICWA-030**

Create an ICWA - 030 Document

## **Process Map**

### OPEN CLIENT SERVICES

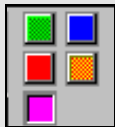


1. Click the **Client Services** application.



2. Click the **Open Existing Referral or Case Folder** button.
3. Use the **Open Folder** dialog box to select the Referral or Case you want to open.
4. Click **OK**.
5. Click **Yes**.

### OPEN EXISTING HEARING



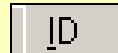
6. Click the **Court Management Section** (**pink** button).



7. Click the **Open Existing Hearing** notebook.

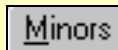
8. Click the **Load** (if hearing is not in cache) button and click **OK**.
9. Select the hearing in the **Open this Hearing** grid.

10. Click **OK**.



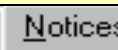
11. Click on the **ID** page tab.

12. Verify the information recorded.



13. Click on the **Minors** page tab.

14. Verify the information recorded.



15. Click the **Notices** page tab.

16. Click the “+” in the **Notices** grid.

17. Click the **Notice Type** drop-down list.

18. Select the **Notice Type – ICWA - Indian Child Proceeding**.

*A separate document will need to be generated for children who do not have the same birth parents. Repeat the following steps for each child, including an adopted child.*

19. Click the “+” in the **Document Data Based On** grid.

### Select Children Type Dialog box

20. Click the appropriate child(ren) type button.

*Selection of the Adopted Child(ren) button will bypass the next dialog box and go directly to the Select Document Children dialog box.*

### Select Document Parents dialog box

21. Select the mother and father.

22. Click **OK**.

### Select Document Children dialog box

23. Select the child(ren) and tribes.

24. Click **OK**.

25. Click the “+” in the **Recipient** grid box to choose the recipients to receive the notice.

### Notice Select Individuals dialog box

26. Select the recipient(s).

27. Click on the **Service Method** drop-down list and select a service method.

28. Enter the **Date of Service**.

29. Click **OK**.

30. Click the “+” **Create Document**.

*If more than four Tribes are selected to receive a Notice Of Hearing then the ICWA–030(A) will be automatically generated following the ICWA-030.*

**Select Petitioner or Attorney dialog box**

31. Select the CWS Agency/Dept, Primary Case Carrying Worker, CWS Attorney, Client Attorney, or Client without Attorney.

32. Click **OK**.

**Select Parent Former Address(es) dialog box**

33. Select the former address(es) for the Father or Mother.

34. Click **OK**.

**ICWA - Indian Child Proceeding  
Information dialog box**

35. Enter the appropriate information in this dialog screen.

36. Click **OK**.

*If ‘yes’ is selected for any of three questions in the ‘Have any of your family members’ frame of the **ICWA - Indian Child Proceeding Information** dialog box, the **ICWA – Indian Child Proceeding Additional Information** dialog box will display. If ‘no’ or ‘unknown’ is selected, the next dialog box will not display.*

**ICWA - Indian Child Proceeding  
Additional Information dialog box**

37. Enter the appropriate information in this dialog screen.

*If there are multiple choices for Paternal and Maternal Grandparents/Great Grandparents, the **ICWA – Indian Child Proceeding Select Grandparents/Great Grandparents** dialog box will display, and the user will need to select the applicable relatives.*

**ICWA – Indian Child Proceeding Select  
Grandparents/Great Grandparents dialog  
box.**

38. If applicable, select the Maternal Grandparents/Great Grandparents.

39. Click **OK**.

40. If applicable, select the Paternal **Grandparents/Great Grandparents**.

41. Click **OK**.

**Select Recipient Address dialog box**

42. Select the address for each recipient.

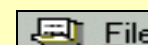
43. Click **OK**.

44. Click **Print**.

*Microsoft Word will automatically print one copy of the document for each notice recipient listed in the Recipients grid*

45. Click **Close** and **Minimize MS Word**.

**SAVE TO DATABASE**



46. Click on the **File** drop-down menu.

47. Click on **Save to Database**.