

Chapter

5

Initial Court

C 5, Page 1

*Nyal Homsher
Northern California Training Academy
Child Welfare and CWS/CMS –Chapter 5 Initial Court Process*

Sections

Before beginning the initial Court process, a brief discussion of what “Sections” are available in which “Folders” is necessary. The folders used in the first four chapters are the “Create New Referral” folder and the “Existing Referral” folder. There are five sections available for use. These sections are



“Referral Management”



“Client Management”



“Placement Management”



“Service Management”



“Court Management”

The notebook “Referral Management” (Green Button) is only available in the “Referral Folders.” In the “Referral Folders,” the “Court Management Notebook” is limited to only one hearing. In many counties, once a referral has been investigated and a decision to provide services to the family has been reached, the referral is disposed of by opening a new case. Chapter Two documents the process for “disposing of a referral.”

The “Open Existing Case” Folder also has five sections.



Case Management Section



Client Management Section



Placement Management Section



Services Management Section



Court Management Section

The user will notice that one section, the “Referral Management” section, has been replaced with the “Case Management” section. Both sections use the same button.  The “Client Management Section,” “Placement Management Section” and “Services Management Section” are identical, just moved to “Case.” Any data entered in these three sections in referral is carried forward into the case or cases.  The “Court Management “ Section is identical except that now all hearing pertaining to a specific child client may be documented and any “Next Hearings” may be scheduled.

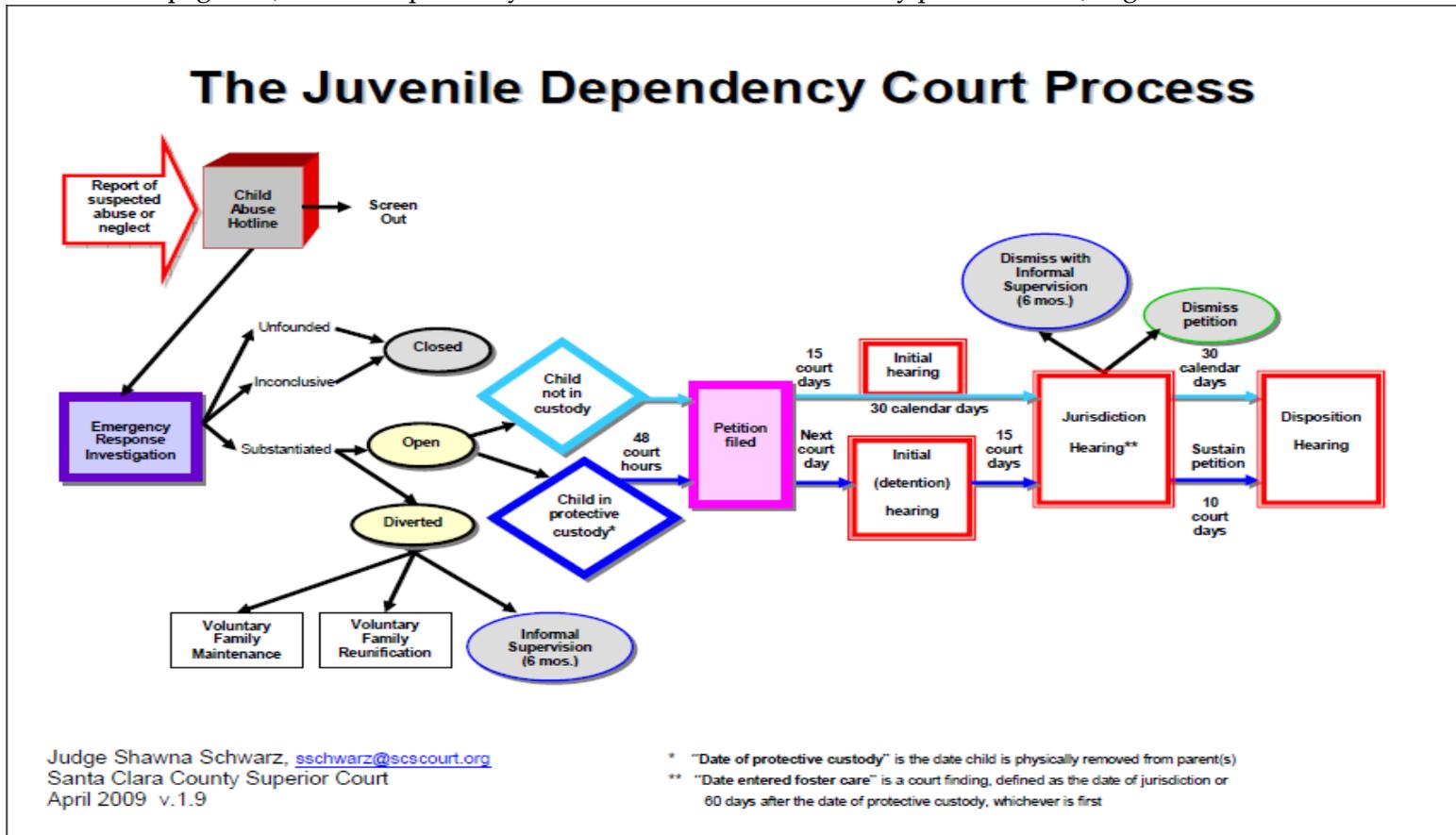
One last difference between the “Referral Folders” and the “Case Folders”—Referral is based on the family. That is, for each referral, there may be multiple child victims. Case is based on a specific child. That means that for each child in a family, a case is opened.

Therefore, a referral that had four siblings could result in four separate cases—one case for each child victim that had an allegation substantiated. All children whose cases were created from a single referral will maintain a “connection” in their specific cases.

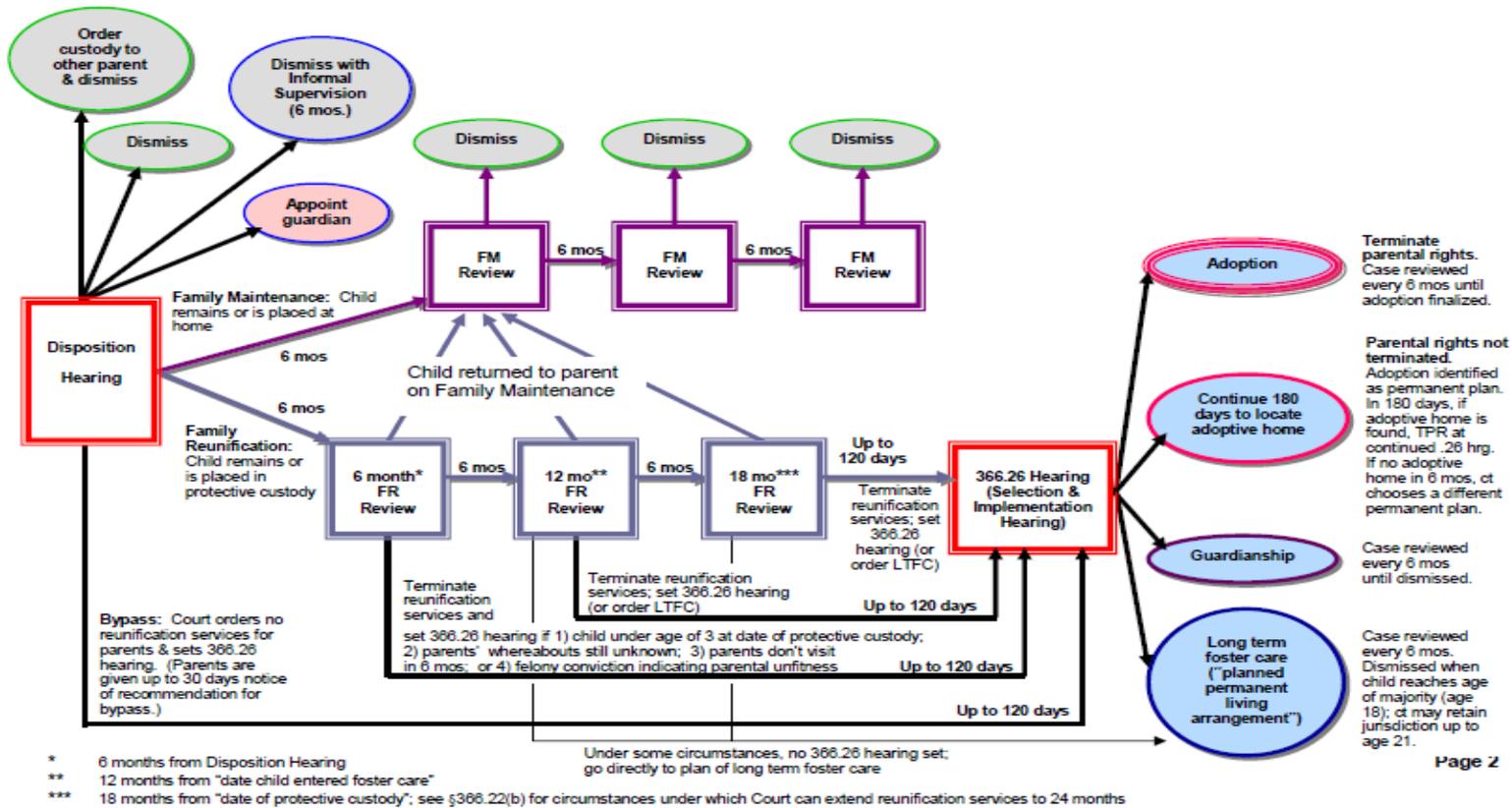
With the above understanding and remembering that in Chapter 2, the referral was disposed of by opening a new case, the next step is the Court process.

Juvenile Dependency Court Process

Before beginning the CWS/CMS Court process, it might be helpful to have a basic overview of the Juvenile Dependency Court Process. Below and on the next page is a Juvenile Dependency Court Process flowchart, used by permission of Judge Shawna Schwarz.



Dependency Court Process



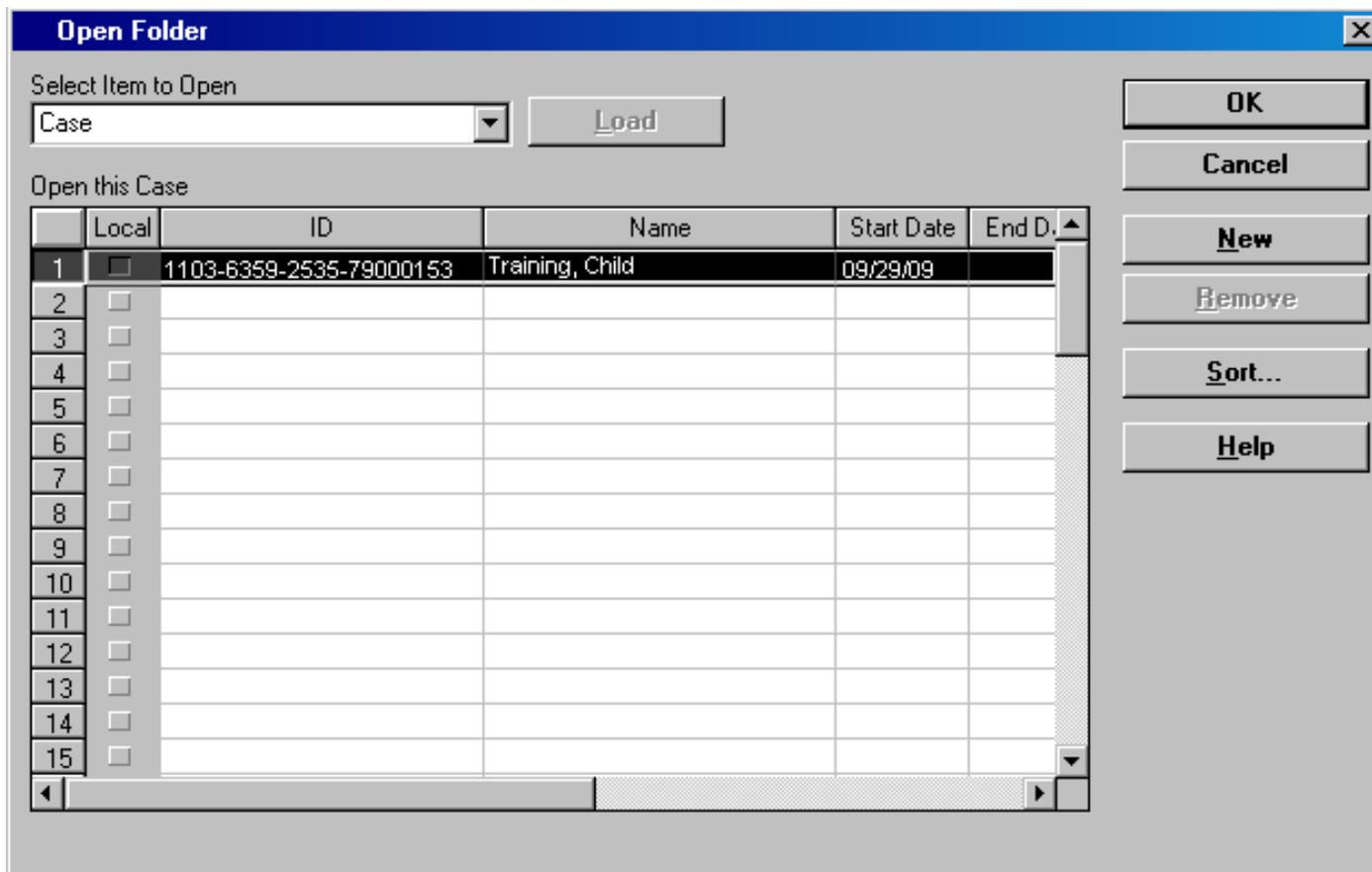
Court in CWS/CMS has five notebooks. Note that only one notebook, "Hearing" has a "+" under it. As a business practice it is a good idea to NEVER click on the "+"." Always go to "open existing hearing." This allows for confirming that the hearing that is needed has not already been created and helps to avoid creating duplicate hearing.

Open the referral or case of the child or children. Chapter Two demonstrated how to open an existing referral. To open an existing case or cases, the process is almost identical. The difference is that instead of clicking on the "Open Existing Referral"



folder, click on the "Open Existing Case" folder.

Clicking on the "Open Existing Case" folder as instructed above will result in a dialogue box similar to the one shown on the next page. That dialogue box will show all "CASES" that are assigned to that worker. The assignment may be either primary or secondary. The cases will be by child's name, last name first. In the example shown on the next page, all identifying information for other cases has been removed.



The CWS/CMS application will highlight the first name in the list. In this example, the first name is the correct client. If it were not, simply scroll down the list until the correct child is found; click on that child's line, and then click on the "OK" button on the top right of the dialogue box. That will result in the child's case "ID" page opening. An example is shown below. Note that the "Active Safety Alert" is carried over from the referral.

The screenshot shows the 'Client Services - [Case [Training, Child]]' window. The menu bar includes File, Edit, Search, Action, Associated, Attach/Detach, Window, Help, and Toolz. The toolbar contains various icons for file operations. Below the toolbar is a tabbed interface with tabs for ID, Sys Comp, Assignment, Trans Req, ICPC-100A, ICPC-100B, Doc Tracking, Spec Proj, and Closure Summary. The main content area is titled 'Identification' and features a red warning message: '**Active Safety Alert Exists - See Client Notebooks**'. The 'Case Info' section includes fields for Case Name (Training, Child), Case Number (0129-6010-9604-5000018), Start Date (09/29/2009), End Date, Projected End Date, County (Sacramento), State (California), and Country (United States). The 'Case Status' section has radio buttons for 'Court Involvement' and 'Voluntary', along with Effective Date and End Date fields. The 'Intervention' section has a table with a 'Reason' column. The 'Case Alerts' section is currently empty.

Case Status			
+	Status	Effective Date	End Date

Status <input type="radio"/> Court Involvement <input type="radio"/> Voluntary	Effective Date <input type="text"/>
	End Date <input type="text"/>

The "Case Status" information box is completed by clicking on the "+" sign in the left top corner of the grid. The default is "Court Involvement," and the effective date will default to the current date. Change either the "Effective Date" or the "Status" to accurately reflect the status of the case. The "Projected End Date" is to be completed unless specific county policy is that it is

not completed. The "Projected End Date" represents a best guess as to when services to this child will end. There is no wrong answer. Select six months, 12 months, or the child's eighteenth birthday. This is not the date that the case plan ends but the date that the department will no longer be providing services to the child or family. This is required information for the Court. This field can be changed at any time.

Create New Hearing

Next, click on the “Court Management Section.”



The next five notebooks will be shown.



Open “Existing” or “New Court Hearing.” Use one of these two notebooks to open an “Existing Court Hearing” or to create a “New Court Hearing.” (Remember the “+” icon is a separate notebook from the large icon above it.)



“Open Existing Petition.” Use this notebook to edit or review an existing petition.



“Open Existing Court Report.” Use this notebook to edit or review an existing Court Report.



“Open Existing Document – Court.” Use this notebook to open any Court document created for this hearing. Documents include petitions and reports.

As stated before, it is a good practice to never click on the “+”; instead, always click the “Open Existing Hearing” icon. That action will result in the following page.



Open Notebook: Information Available: Current [X]

Select Item to Open
 Hearing [v] [Load]

For this Case

	Local	ID	Name	Start Date	End Date
1	<input checked="" type="checkbox"/>	1103-6359-2535-7000153	Training, Child	09/29/2009	

Open this Hearing

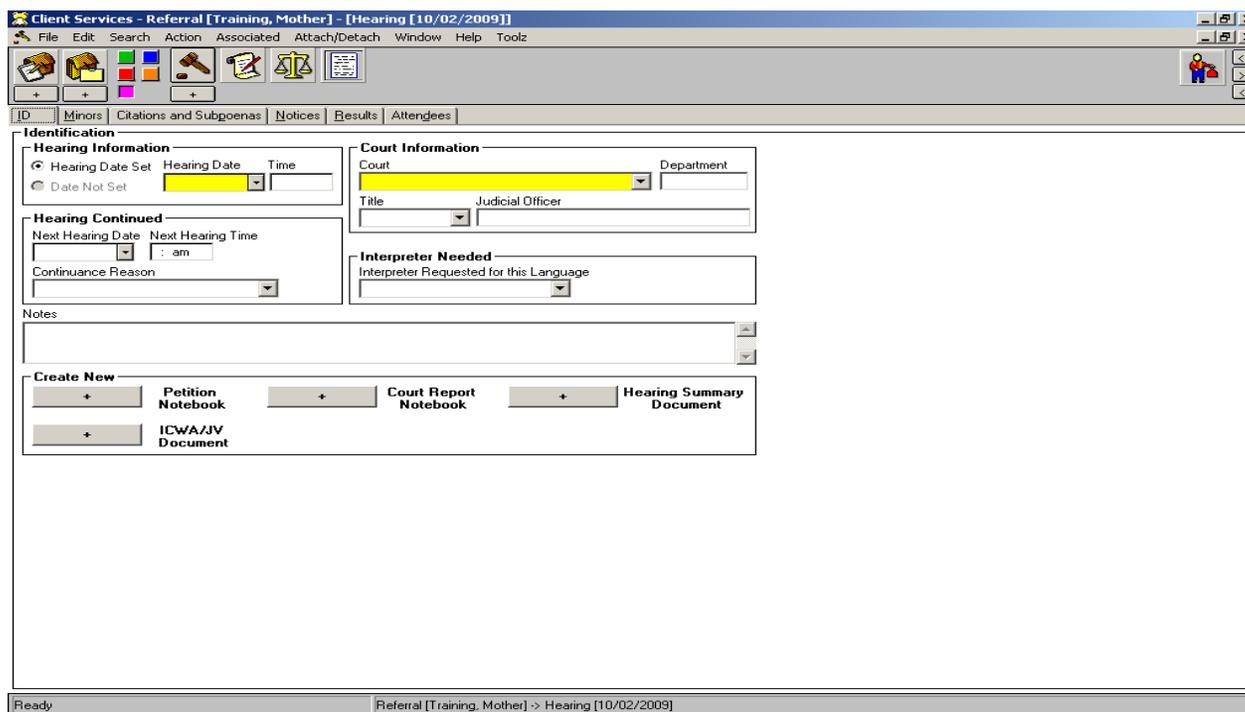
	Date	Minors Calendared	Hearing Type	Subtypes
1	10/02/2009	Training, Child	Detention	300

Buttons: OK, Cancel, New, Remove, Sort..., History..., Help

A hearing has already been created. If the “+” has been clicked without first checking to be sure that the hearing had not already been created, there would be a duplicate detention hearing on the same date. By opening an existing hearing, creating a duplicate hearing is avoided.

If the hearing page is blank with no hearing scheduled, click on the “New” button to the right of the case information.

 In this example, the hearing is already set, so simply select the hearing and then click.  Next, fill out the field on this page, and proceed through the other appropriate pages in the notebook.



The screenshot shows a software window titled "Client Services - Referral [Training, Mother] - [Hearing [10/02/2009]]". The window contains a form with several sections:

- Identification**: Includes "Hearing Information" with radio buttons for "Hearing Date Set" (selected) and "Date Not Set". The "Hearing Date" is set to 10/02/2009 and "Time" is 10:00. There is also a "Hearing Continued" section with "Next Hearing Date" and "Next Hearing Time" fields, and a "Continuance Reason" dropdown.
- Court Information**: Includes "Court" (set to Department), "Title" (set to Judicial Officer), and a "Department" dropdown.
- Interpreter Needed**: Includes "Interpreter Requested for this Language" dropdown (set to None).
- Notes**: A text area for notes.
- Create New**: A section with buttons for "Petition Notebook", "Court Report Notebook", "Hearing Summary Document", and "ICWA/JV Document".



Use the drop down menu to record the title of the hearing officer.

Commissioner: A person chosen by the court and given the power to hear and make decisions in certain kinds of legal matters.

Judge: An official of the judicial branch of government with authority to decide lawsuits brought before courts. The term "judge" may also refer to all judicial officers, including Supreme Court justices.

Pro tem: A lawyer that volunteers his or her time to hear and decide cases or a referee or commissioner that temporarily replaces a judge--also called a "temporary judge."

Referee: A person appointed by the court to hear and make decisions on limited legal matters like juvenile or traffic offenses.

Typically, in the North State, the hearing officer is a judge. A few counties have commissioners. Type in the hearing officer's name in the "Judicial Officer" field.

If a translator is needed for the hearing, that is the next field to complete. Use the down arrow to get a list of possible languages. The grayed out languages may not be selected.

Hearing Continued

Next Hearing Date	Next Hearing Time
<input type="text"/>	: am
Continuance Reason	
<input type="text"/>	

The "Hearing Continued" information box is not used at this time.

Below is a completed "Hearing ID" page.

Client Services - Case [Training, Child] - [Hearing [10/02/2009]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

Minors Citations and Subpoenas Notices Results Attendees

Identification

Hearing Information

Hearing Date Set Hearing Date: 10/02/2009 Time: 09:00am
 Date Not Set

Court Information

Court: Glenn County Superior Court Department: 1
Title: Judicial Officer
Judge: Training Judge

Hearing Continued

Next Hearing Date: Next Hearing Time: : am
Continuance Reason:

Interpreter Needed

Interpreter Requested for this Language:

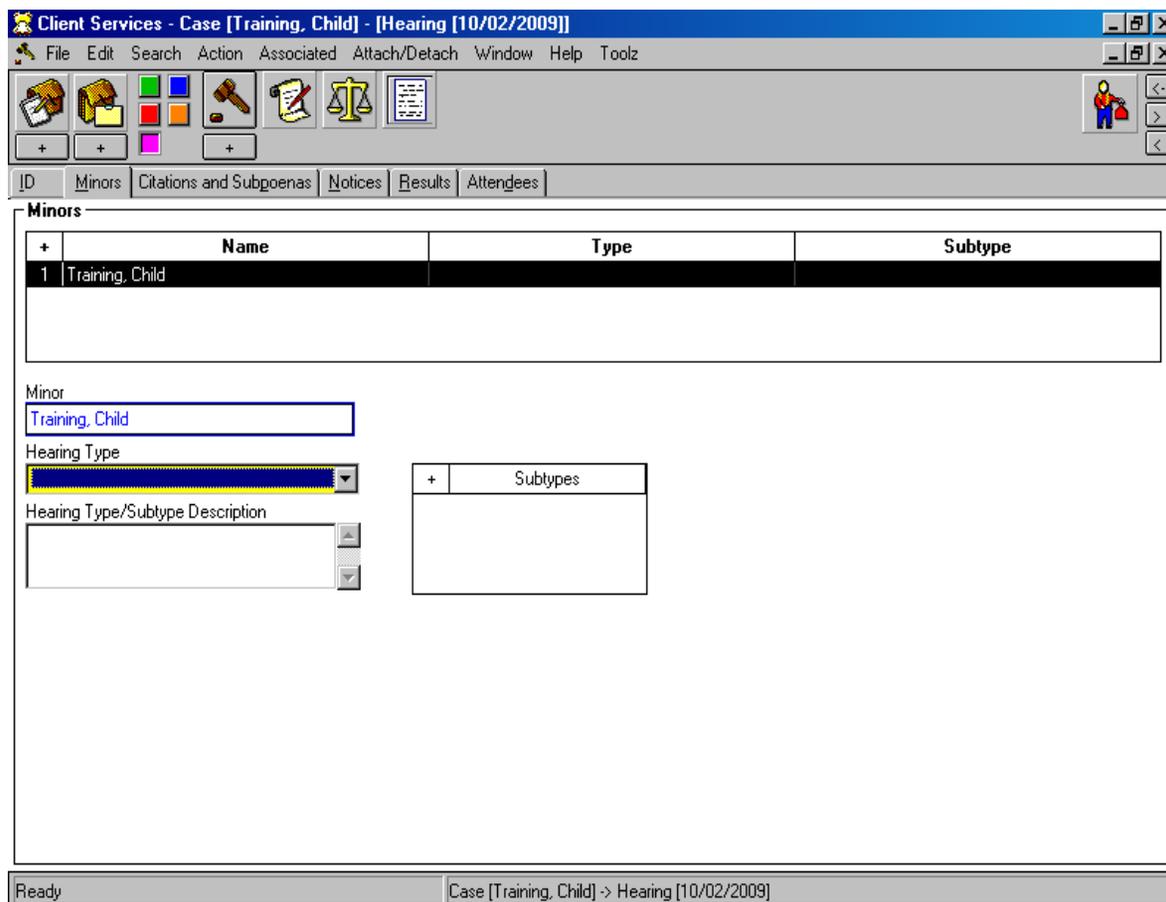
Notes
Remarks: relevant to what took place at the hearing. You can enter up to 200 characters in this field.

Create New

+ Petition Notebook + Court Report Notebook + Hearing Summary Document
+ JV Document

Ready Case [Training, Child] -> Hearing [10/02/2009]

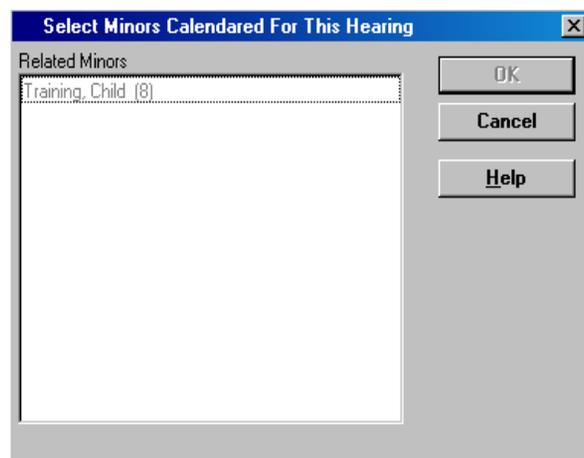
The next page to complete is the "Minors" page. Use this page to document which minors this hearing is for.



The application will default to the child whose case is open, automatically placing the child in the grid and highlighting the child. If there are siblings associated to this child that are also going to be parties in this hearing, click on the “+” in the left corner of the grid.

+	Name
1	Training, Child

That will result in the following dialogue box.



Any other associated siblings will be shown in that box under the case child. Click on each child that is a part of this hearing and then click the "OK" button. Next, select what type of hearing this will be. In our example, the hearing is a "Detention Hearing." Depending on County practice, this hearing may be called an "Initial Petition" or an "Arrestment" hearing. All three are substantially the same hearing.

Below is an expanded selection list showing all possible choices. The list will never be seen in this manner and scrolling will be needed to see all possible options.

15 Day Review	366.25 Pre-1989 PPH	Disposition	Special/Interim
241.1 WIC	366.26 Selection & Implementation	Ex Parte Application	Transfer In
364 FM Review	366.3 Post Permanent Plan Review	Initial Petition	Transfer Out
366.21(e) 6 month Review	388(e) Reentry	Jurisdiction	
366.21(f) 12 Month/Permanency	391 Termination of Jurisdiction	Jurisdiction/Disposition	
366.22 18 Month/Permanency Review	Administrative Review	Mediation	
366.25 Pre-1989 PPH	Arrestment	Noticed Motion	
366.26 Selection & Implementation	Detention	Pretrial	
366.3 Post Permanent Plan Review	Detention/Arrestment	Settlement/Pre-trial Conference	

Next, the user may select the "Hearing Subtype" by clicking the "+" in the left corner of the "Subtype" grid.

+	Subtypes

Below is the expanded list of options. Again, the list must be scrolled in the application to see all 13 options.

300	Detained
342	Master Calendar
387	Non-Appearence
388	Non-Detained
Contested	Receipt of Report
Continued	Settlement/Pretial Conference
Default	

The final element on the page is the "Hearing Type/Subtype Description"-- used for any further description necessary.

Hearing Type/Subtype Description

Will hold only 35 Characters

The next page shows a completed "Minors" page.

Client Services - Case [Training, Child] - [Hearing [10/02/2009]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

ID Minors Citations and Subpoenas Notices Results Attendees

Minors

+	Name	Type	Subtype
1	Training, Child	Detention	300

Minor

Hearing Type

Hearing Type/Subtype Description

+	Subtypes
1	300

Ready Case [Training, Child] -> Hearing [10/02/2009]

The "Citations and Subpoenas" page is used to document citations or subpoenas that the department, through their attorney, has issued. It becomes disabled after the date of the hearing. This prevents a user from entering data after the hearing.

The screenshot shows a software window titled "Client Services - Case [Training, Child] - [Hearing [10/02/2009]]". The menu bar includes File, Edit, Search, Action, Associated, Attach/Detach, Window, Help, and Toolz. The toolbar contains icons for file operations, a scale of justice, and a document. The main area has tabs for ID, Minors, Citations and Subpoenas (selected), Notices, Results, and Attendees. The "Citations and Subpoenas" form includes a table with columns "Type" and "Name". Below the table are two sections: "Recipient of Sent Citation or Subpoena" with fields for "Recipient", "Individual Type", and "Relationship to Focus Child"; and "Citation Or Subpoena" with radio buttons for "Citation" (selected) and "Subpoena", and a table with the header "Required to Bring These Minors". The status bar at the bottom shows "Ready" and "Case [Training, Child] -> Hearing [10/02/2009]".

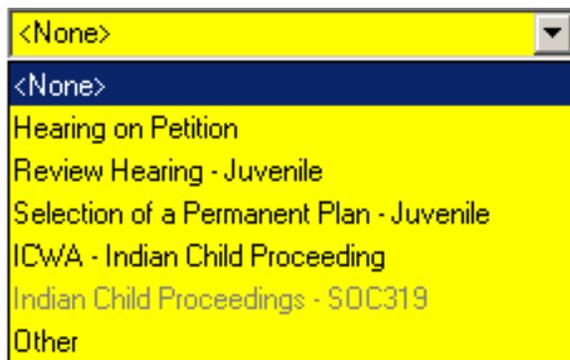
The "Notices" page is more likely to be completed by county "Legal Clerks" than by social workers. It is used to document when legally required notices are created and also to document when and how the notice was provided to the party. To document a notice having been "served," the user clicks on the "+" in the left top corner of the "Type" grid on the top of the page.

After clicking on the "+, select what "Notice Type" is being documented.

The screenshot shows a web application interface. At the top, there is a navigation menu with tabs for "ID", "Minors", "Citations and Subpoenas", "Notices", "Results", and "Attendees". Below the menu, the word "Notices" is displayed. A table is shown with a single row highlighted in black. The table has a column labeled "Type" and a small upward-pointing arrow in the center of the highlighted row. Below the table, there is a dropdown menu labeled "Notice Type" with a blue background and a yellow border. The dropdown menu is currently closed, showing a small downward-pointing arrow on the right side.

Next, click on the down arrow to open the list of "Notice Types"

Below is the list of "Notice Types" that would be created.



After selecting which type of notice is being created, proceed to document who received the notice and how the notices are being served or delivered in the "Recipient" information box immediately below the "Notice Type" field.

Then click on the "+" in the top left corner of the Recipient grid to select who received the notice.

Recipient				
+	Name	Type	Service Method	Date of Service

This is a mandatory field; that is why the “+” is yellow. The result in a dialogue box named “Notices Select Individuals.” Use this field to document who received this notice.

Notices Select Individuals [X]

Individual Type
Clients

Individual
Training, Child (8)
Training, Father (39)
Training, Mother (39)

Select All
Deselect All

Service Method
Date of Service

OK
Apply
Cancel
Help

The "Individual Type" will default to "Clients." If all listed individuals in the box are going to receive this notice, click on the "Select All" button to the right of the list.

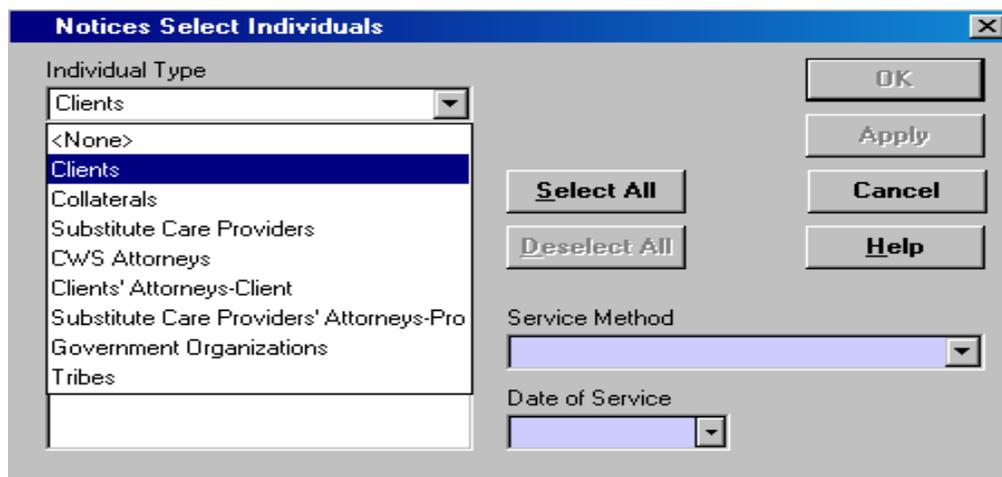


In this example, it is unlikely that the 8-year-old client would receive notice, so click on each of the adult clients. Once recipients



have been selected, the "OK" "Apply" buttons become enabled. Click on the "OK" if all individuals who are going to receive a notice have been selected. In this example, only the first group of recipients has been selected. Click "Apply" once recipients have been selected. Next, the user would go to the "Individual Type" and click on the down arrow.

The result is the list shown on the next page.



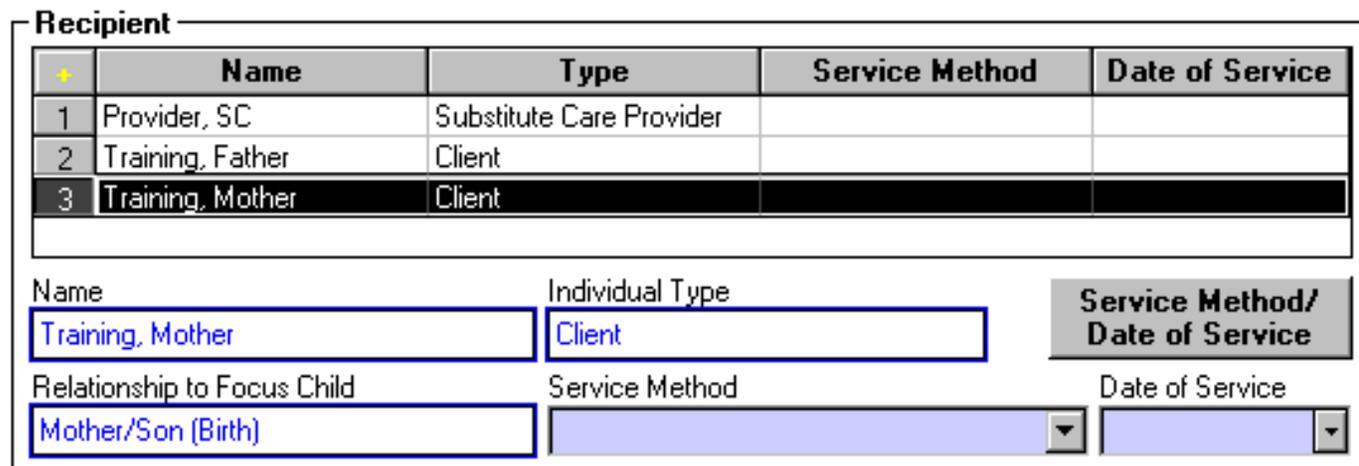
Select the next group of individual types being noticed of the hearing repeating the steps as discussed on the previous page.

The remaining section of the “Notices Select Individuals” is the following dialogue box.



A dialogue box with a grey background. It contains two dropdown menus. The first is labeled "Service Method" and the second is labeled "Date of Service". Both dropdown menus are currently empty.

The “Service Method” and “Date of Service” may be completed for each specific group of individual types, or if all notices are being served in the same manner for everyone, wait until all parties have been identified. Below is an example of the “Notices” page after all parties have been selected.



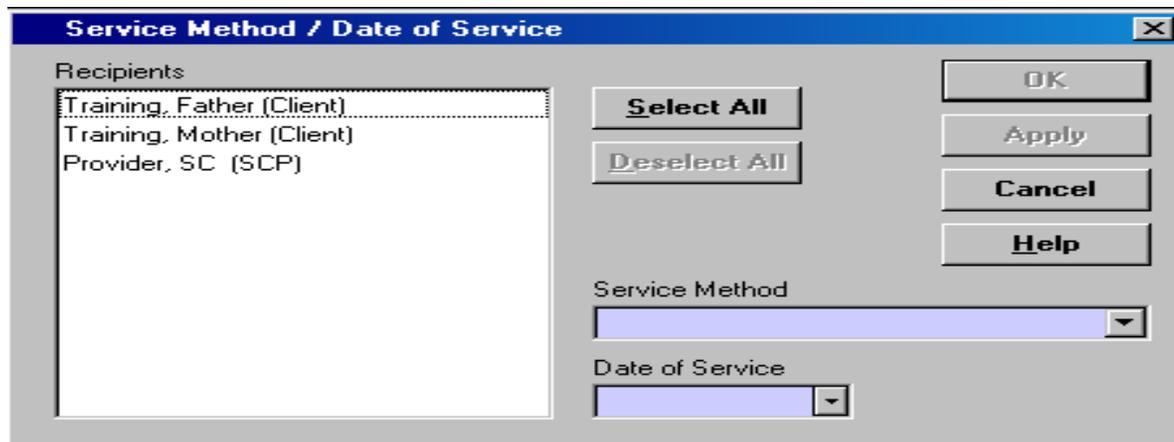
Recipient

	Name	Type	Service Method	Date of Service
1	Provider, SC	Substitute Care Provider		
2	Training, Father	Client		
3	Training, Mother	Client		

Name	Individual Type	Service Method/ Date of Service	
Training, Mother	Client		
Relationship to Focus Child	Service Method	Date of Service	
Mother/Son (Birth)			

Click on the "Services Method/Date of Service" button and the system will display the following dialogue box.

**Service Method/
Date of Service**



Select the "Select All" button that will highlight all recipients and then select the "Service Method" and the "Date of Service." To select the "Date of Service," type in the date. Use the calendar by clicking on the down arrow or double click to enter current date. To select the "Service Method," click on the down arrow and choose from the list.

Below is an expanded view of the options under "Service Method."

<None>	In Person
Personal Service	Telephone
Substituted Service	Telegram
Certified or Return Receipt Requested	Publication
First Class Mail	Registered Mail
First Class Mail to Grandparent	Other
Notice Given by Court	Certified or Regstrd. Rtrn Recpt Reqsted

After selecting the correct service type, the "Notices" page is complete. This information will populate to any court report created for this hearing if the county has selected a court report template that included the formatting for "Notices" to populate to it.

The next page displays a completed "Notices" page in CWS/CMS.

Client Services - Case [Training, Child] - [Hearing [10/02/2009]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

Minors Citations and Subpoenas Notices Results Attendees

Notices

Type	
1	Hearing on Petition

Notice Type
Hearing on Petition

Recipient

	Name	Type	Service Method	Date of Service
1	Provider, SC	Substitute Care Provider	First Class Mail	10/01/2009
2	Training, Father	Client	First Class Mail	10/01/2009
3	Training, Mother	Client	First Class Mail	10/01/2009

Name: Training, Mother Individual Type: Client Service Method/Date of Service

Relationship to Focus Child: Mother/Son (Birth) Service Method: First Class Mail Date of Service: 10/01/2009

Ready Case [Training, Child] -> Hearing [10/02/2009]

The last two pages, "Results" and "Attendees," are completed after the hearing. They contain information regarding what happened at the hearing and who was present at the hearing. When the "ID" and "Minors" pages are completed, create reports that go with the hearing. If the "Notices" page is completed prior to creating the Court "Reports," the notice information will populate to the reports. To create reports for the specific hearing just created in the example, go to the "Hearing" "ID" page. At the bottom of the "ID" page is an information box entitled "Create New."

Create New					
<input data-bbox="212 472 390 521" type="button" value="+"/>	Petition Notebook	<input data-bbox="594 472 772 521" type="button" value="+"/>	Court Report Notebook	<input data-bbox="987 472 1165 521" type="button" value="+"/>	Hearing Summary Document
<input data-bbox="212 553 390 602" type="button" value="+"/>	ICWA/JV Document				

Create the 300 Petition

The starting document in Juvenile Dependency actions is the “300 Petition.” To create a 300 petition go to the “Detention” Hearing notebook as described above,

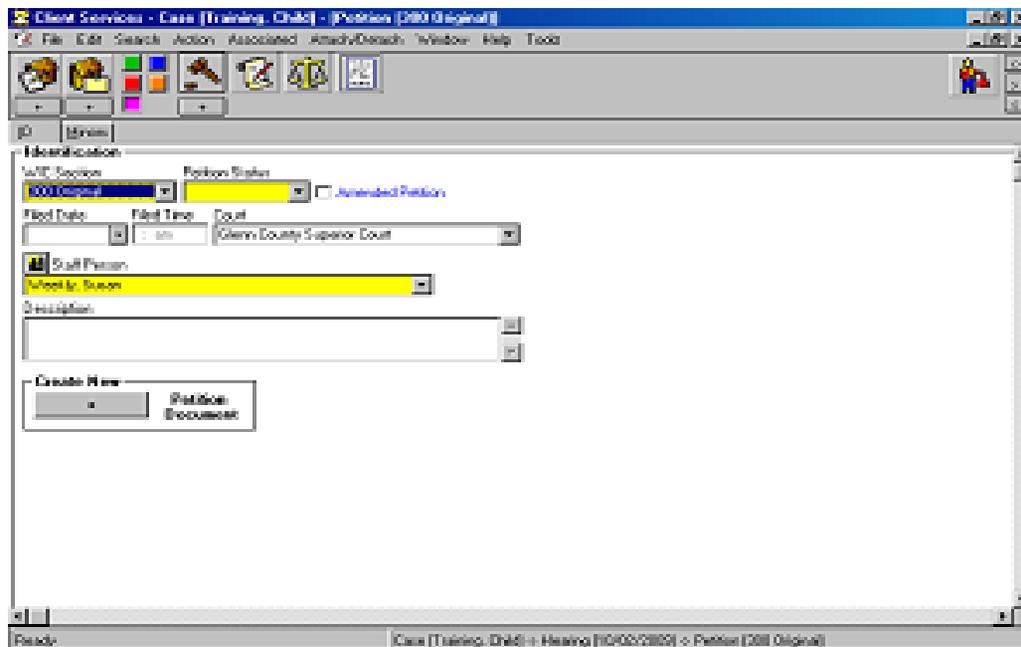
· **Create New** _____

then click on the button.



**Petition
Notebook**

That will create a new “Petition” notebook that is blank. The fields in the page must be completed. Below is an example of a “New Petition” notebook.



WIC Section

300 Original

The **300 Original** will default to “300 Original.” If this is the first petition for this child at this time, then this is the correct choice. There are other referral types however in the drop down menu.

A 342 Subsequent petition is used when a child has already been found to be a person described by § (section) 300 of the Welfare and Institutions Code and the user wants to allege new facts not alleged in the original petition.

A 387 Supplemental petition is used when modification of a placement order is desired. An example might be if the department wished to move the child to a group home from foster care or remove from a relative and place into foster care.

Petition Status

The next field to address, “Petition Status” is completed by clicking on the down arrow. That will result in a list of choices. Select the appropriate answer from the list by clicking on it. Based upon the list below, for this example, the correct choice would be pending. It has not been decided by a court yet and is

Petition Status

- <None>
- <None>
- Dismissed
- Never Filed
- Pending
- Superseded
- Sustained

therefore “pending” a decision. The next field cannot be used at this time (Amended Petition). A petition must be filed before it is formally amended.

The next fields are the “Filed Date,” “Filed Time” and “Court” fields.

Filed Date	Filed Time	Court
	: am	Glenn County Superior Court

County Practice varies on when to complete these fields. One practice is to file the petition with the Court Clerk, come back to the office, enter the date, and time from the filed stamp the Court Clerk stamped the Department copy with. A different practice is to enter the date and time that the department is going to file the petition. Follow county practice. The Court will default to the County Court if there is only one; however, if there are multiple Courts in a county, click the down arrow and select the correct Court from the drop down menu.

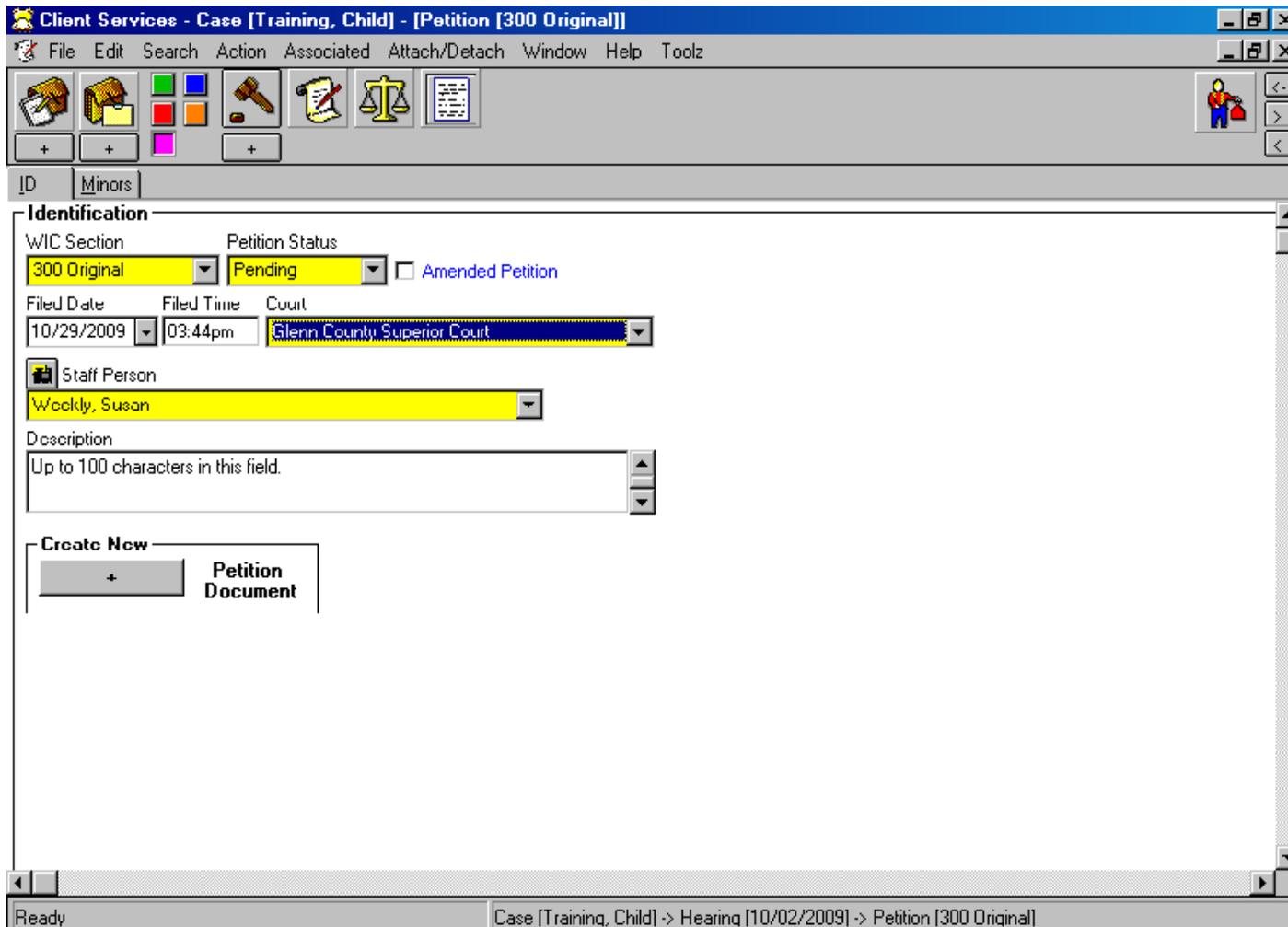
The "Description" field is used for detailed remarks relevant to the basis of this petition.

Description



This field is mandatory if the Petition Status is "Never Filed."

An example of a completed "ID" page is shown on the next page.

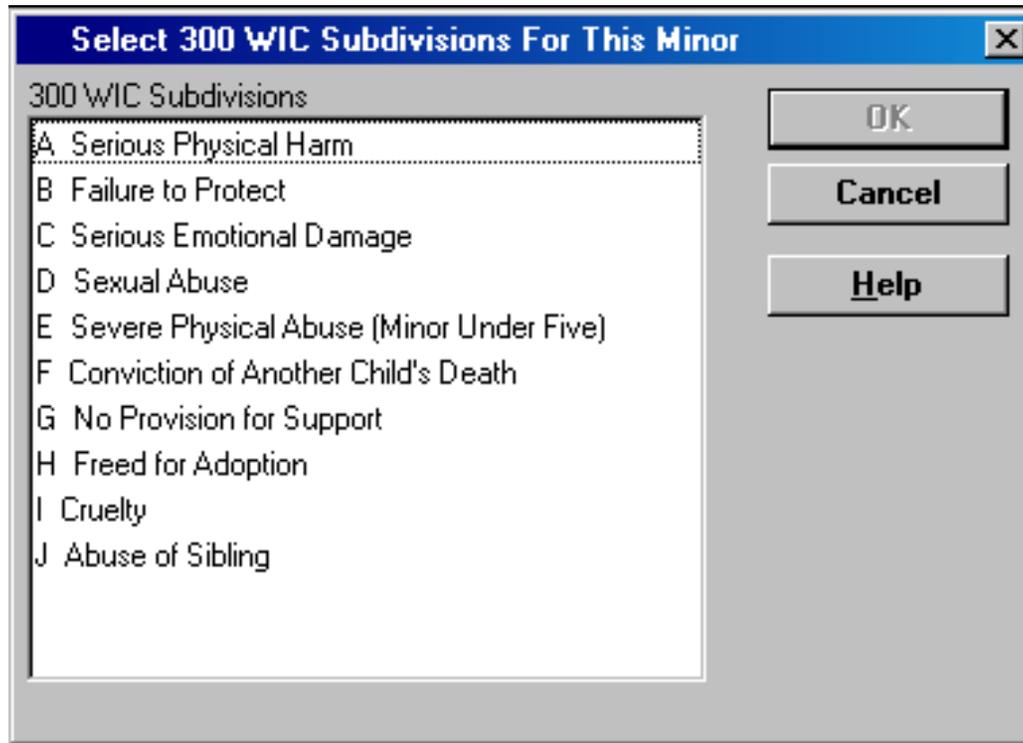


At this time, click on the “Minors” page. Although it shares its name with the minors page of the hearing, it is not the same page. This page is used to detail exactly which subsections of the Welfare and Institutions Code § 300 the department or worker believe that this child is described by.

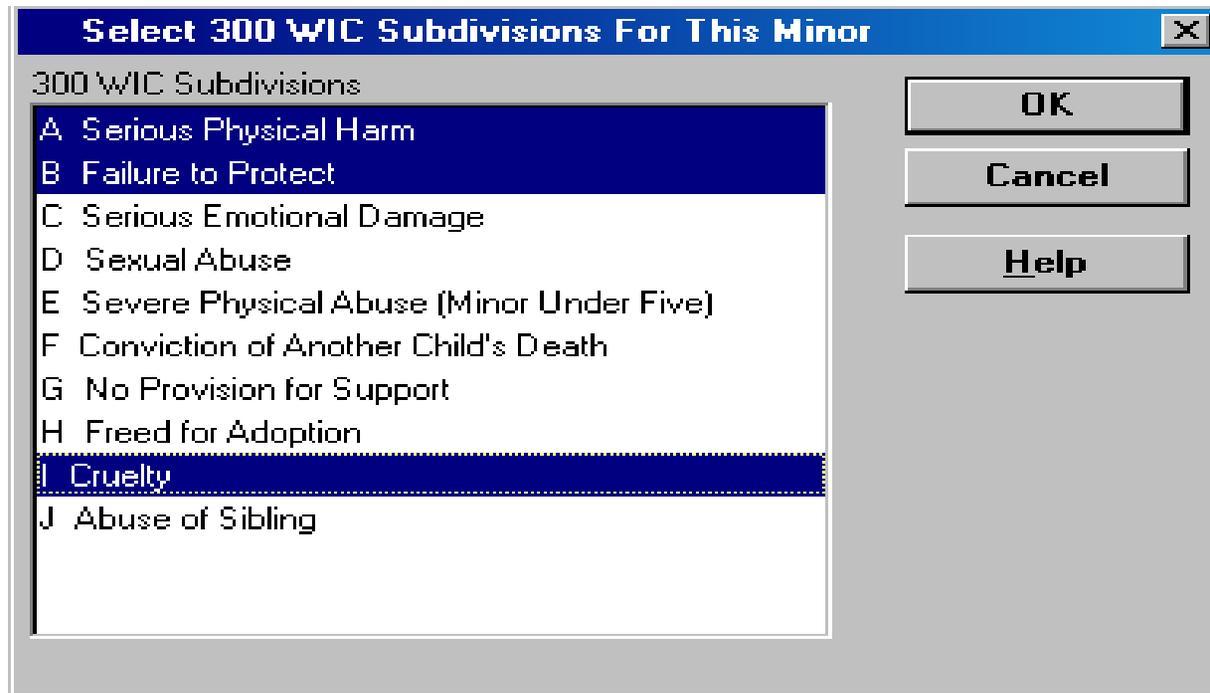
Most counties in the North require a separate petition for each child. For those counties, do not add additional siblings at this point. This means that while all siblings may be on the same hearing, only one child will be on each petition. Create the petition for one child. Save to Database. Open a sibling, open the same hearing, then create a petition for that child. Do that for each child in the family group.

If county practice allows, click the “+” on the “Minors” grid and the associated siblings will appear and can then be added to this petition. Follow county practice.

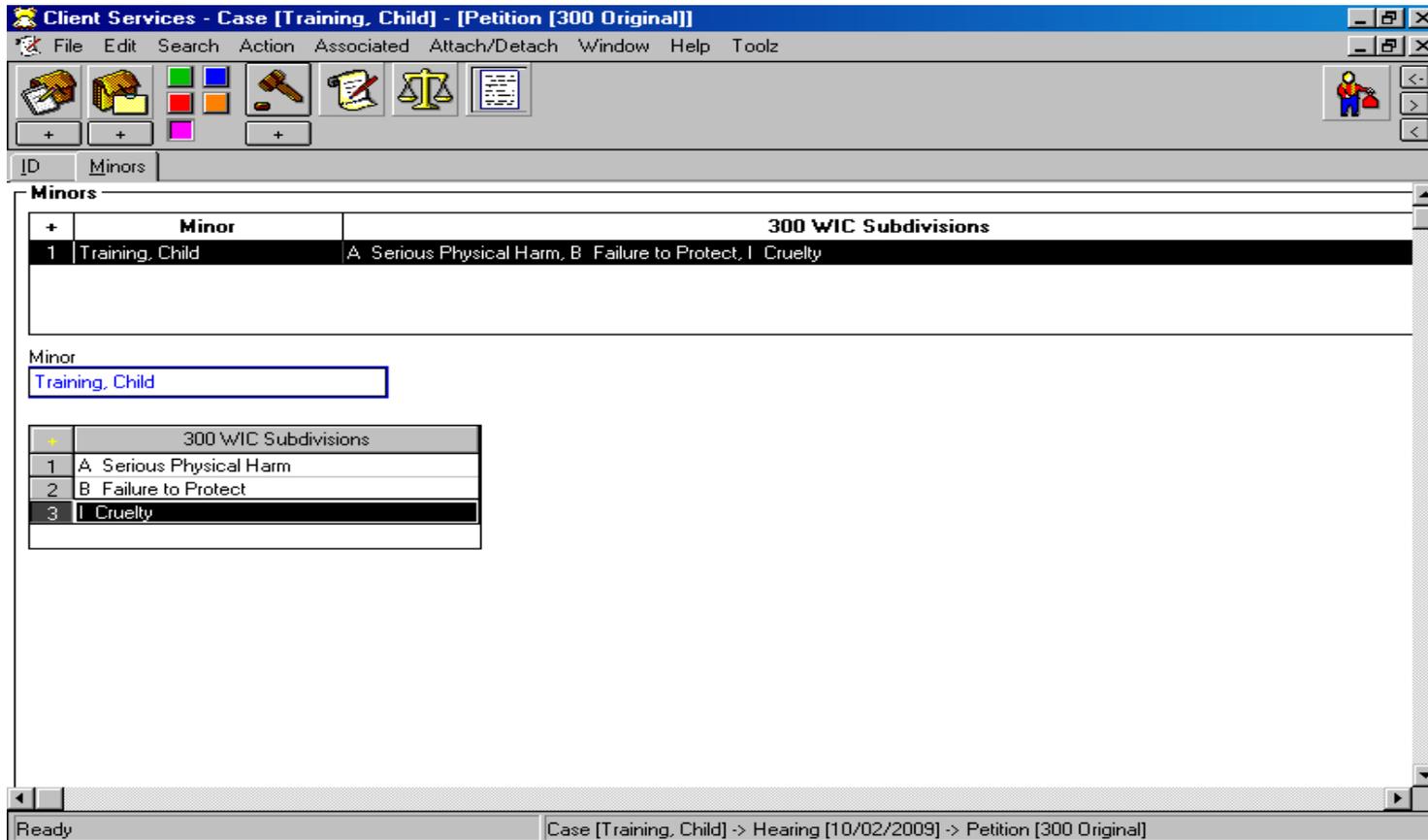
By clicking on the “+” in the “300 WIC Subdivisions” box, the following list of the subsections of the Welfare and Institutions Code (WIC) subdivisions displays:



Select the appropriate subdivisions. This box is a “Multi-Select” box. That means that more than one entry may be selected at the same time. Select all the subsections that are believed to apply and then click on the “OK” button to the right which is enabled after any subsection is selected.



When the "OK" button is clicked, the selection box will disappear and the minors page will be in view. Below is the completed "Minors" page.



At this time the user would go back to the “ID” page. At the bottom of the “ID” page is a button to create a new petition document. When both the “ID” page and the “Minors” page are completed, click this button to create a document called a petition.



Before creating the petition document, after clicking on the “Create New Petition Document” button, select which petition document to create from the “Create New Documents” dialogue box shown on the next page.

This dialogue box, “Create New Documents” has been seen a number of times already. There have been a number of different documents listed at different times. The CWS/CMS application knows which documents are available in which section and will only show those documents that are appropriate for the section that is being worked in. The dialogue box will show only the documents that can be created, meaning that if a document has already been created, and business rules do not allow duplicates, the document will not be in the dialogue box to select again.

Generate New Documents [X]

Document Category

State of California CDSS

County [] CDSS Adoptions

Documents to Generate

Juvenile Dependency Petition (JV110)

Juvenile Petitions W&IC 300, 342, 387

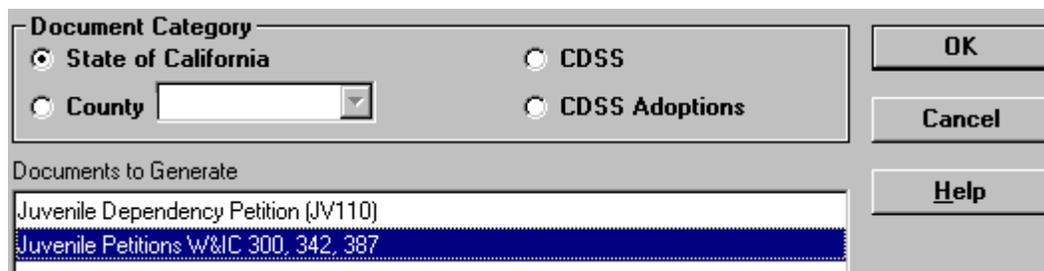
OK

Cancel

Help

There are two options: the JV110 and the 300,342,387 petitions. Although the application defaults to the JV110, the “Juvenile Petitions W&IC 300, 342 387” is the most frequently used petition. Follow county policy in selecting which petition to use.

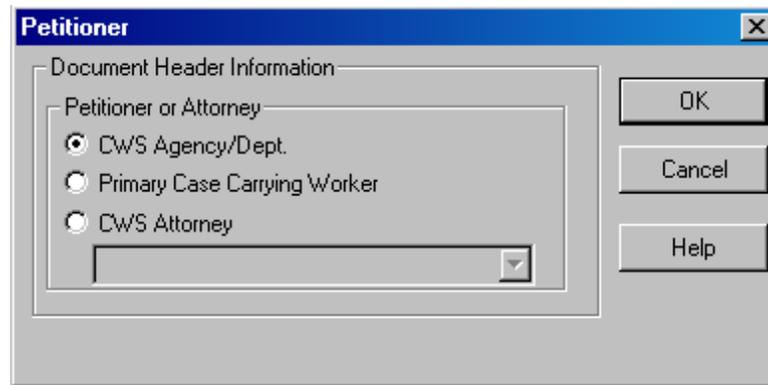
For this manual, the “Juvenile Petitions W&IC 300,342,387” option will be used. Select that option by clicking on the line.



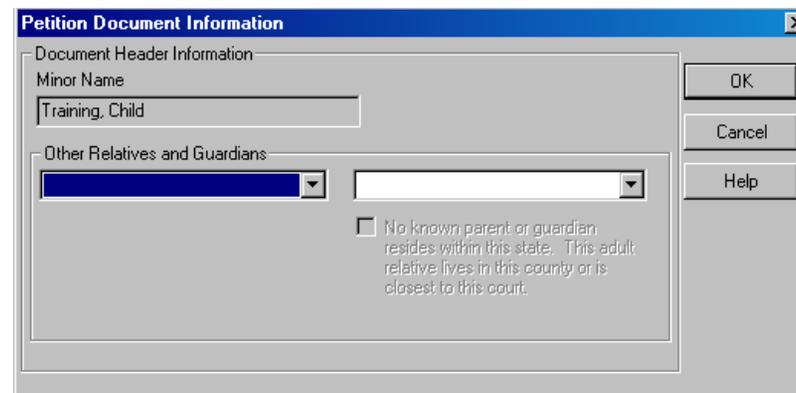
The screenshot shows a dialog box with a title bar. The main area is divided into two sections. The top section is titled "Document Category" and contains four radio button options: "State of California" (selected), "County" (with a dropdown menu), "CDSS", and "CDSS Adoptions". To the right of this section are three buttons: "OK", "Cancel", and "Help". The bottom section is titled "Documents to Generate" and contains a list box with two items: "Juvenile Dependency Petition (JV110)" and "Juvenile Petitions W&IC 300, 342, 387". The second item is highlighted in blue.

Then click on the “OK” button to the right. That will result in the opening of another application, Microsoft Word, or if Word is already open, enter Word and create a word document based upon the information that has been entered in CWS/CMS.

As the application is creating a “New Juvenile Petition W&IC 300,342,387,” two dialogue boxes will ask the user for information. The first dialogue box asked who is preparing the petition. The most common answer is that it is the CWS Agency/Dept. That is also the default setting. If that is correct, click the “OK” button.



After clicking on the “OK” button, a second dialogue box will display and is shown below.



This dialogue box is asking what **other** relative or legal guardian the child was removed from. Unless the child named in the petition was removed from a relative or legal guardian, do not select anyone from the drop down menus. The drop down menus will show the parents again. Do not select the parents again. Click the “OK” button. The application will now create the petition document.

The petition document will have a number of pages. The first couple are mostly completed but may still require completion of some fields. The top of the petition is shown below.

For counties filing a separate dependency petition for each child or for counties using <i>Additional Children Attachment</i> (form JV-101(A)) JV-100	
ATTORNEY OR PARTY WITHOUT ATTORNEY (<i>Name, State Bar number, and address</i>)	FOR COURT USE ONLY
Northern Training Region 604 East Walker St Orland, California 95963	
TELEPHONE NO.: (530) 555-1234 FAX NO. (<i>Optional</i>):	
E-MAIL ADDRESS (<i>Optional</i>):	
ATTORNEY FOR (<i>Name</i>):	
SUPERIOR COURT OF CALIFORNIA, COUNTY OF Glenn	
STREET ADDRESS: 1279 County Road K	
MAILING ADDRESS:	
CITY AND ZIP CODE: Orland, California 95963	
BRANCH NAME: Glenn County Superior Court	
CHILD'S NAME: Child Training	CASE NUMBER:
JUVENILE DEPENDENCY PETITION (VERSION ONE) (Welf. & Inst. Code, § 300 et seq.)	RELATED CASES (<i>if any</i>):
<input checked="" type="checkbox"/> § 300-Original <input type="checkbox"/> § 342-Subsequent <input type="checkbox"/> § 387-Supplemental	

The Attorney section, Superior Court section and Child’s Name and Juvenile Dependency section will always be filled out. “Case Number” may or may not be completed. If the “Juvenile Court Number” was entered for the child, that number will be completed. More on entering the Juvenile Court Number will be presented later in this chapter. “Related Cases (if any)” will always need to be typed in if needed.

The next section of the petition document is shown below.

1. Petitioner on information and belief alleges the following:

a. The child named below comes within the jurisdiction of the juvenile court under the following subdivisions of section 300 of the Welfare and Institutions Code (<i>check applicable boxes; see attachment 1a for concise statements of facts</i>): <input checked="" type="checkbox"/> (a) <input checked="" type="checkbox"/> (b) <input checked="" type="checkbox"/> (c) <input checked="" type="checkbox"/> (d) <input checked="" type="checkbox"/> (e) <input checked="" type="checkbox"/> (f) <input checked="" type="checkbox"/> (g) <input checked="" type="checkbox"/> (h) <input checked="" type="checkbox"/> (i) <input checked="" type="checkbox"/> (j)				
b. Child's name: Child Training		c. Age: 8 Yrs.	d. Date of birth: 01/01/2001	e. Sex: M
f. Name: Mother Training Address: Unknown If mother or father (<i>check all that apply</i>): <input type="checkbox"/> legal <input checked="" type="checkbox"/> biological <input type="checkbox"/> presumed <input type="checkbox"/> alleged		g. Name: Father Training Address: Unknown If mother or father (<i>check all that apply</i>): <input type="checkbox"/> legal <input type="checkbox"/> biological <input type="checkbox"/> presumed <input checked="" type="checkbox"/> alleged		
h. Name: Address: If mother or father (<i>check all that apply</i>): <input type="checkbox"/> legal <input type="checkbox"/> biological <input type="checkbox"/> presumed <input type="checkbox"/> alleged		i. Other (<i>state name, address, and relationship to child</i>): <input type="checkbox"/> No known parent or guardian resides within this state. This adult relative lives in this county or is closest to this court.		
j. Prior to intervention, child resided with <input type="checkbox"/> parent (<i>name</i>): <input type="checkbox"/> parent (<i>name</i>): <input type="checkbox"/> guardian (<i>name</i>): <input type="checkbox"/> Indian custodian (<i>name</i>): <input type="checkbox"/> other (<i>state name, address, and relationship to child</i>):		k. Child is <input type="checkbox"/> not detained <input checked="" type="checkbox"/> detained Date and time of detention: 09/29/2009 10:30am Current place of detention (<i>address</i>): Training Placement Home 234 County Road Q Orland, California 95963 <input type="checkbox"/> Relative <input checked="" type="checkbox"/> Shelter/foster care <input type="checkbox"/> Other		

2. I have asked about Indian ancestry for this child and have completed and attached the required *Indian Child Inquiry Attachment*, form ICWA-010(A). (*If this is a subsequent filing and there is no new information, the ICWA-010(A) is not required.*)

Section (a) will always be completed. The choices in the section boxes were made when the petition was originally created. Although this example shows all subsections selected, that would be exceptional. In the sample case used in this manual, only sections (a), (b) and (i) were selected and those would be the only boxes with a (X) in them.

1. Petitioner on information and belief alleges the following:

<p>a. The child named below comes within the jurisdiction of the juvenile court under the following subdivisions of section 300 of the Welfare and Institutions Code (check applicable boxes; see attachment 1a for concise statements of facts):</p> <p><input checked="" type="checkbox"/> (a) <input checked="" type="checkbox"/> (b) <input checked="" type="checkbox"/> (c) <input checked="" type="checkbox"/> (d) <input checked="" type="checkbox"/> (e) <input checked="" type="checkbox"/> (f) <input checked="" type="checkbox"/> (g) <input checked="" type="checkbox"/> (h) <input checked="" type="checkbox"/> (i) <input checked="" type="checkbox"/> (j)</p>
--

Sections (b), (c), (d) and (e) populate from data in CWS/CMS. If a field is blank in this section, it is because the data is not entered in the application. If that occurs, the data can be typed in. All fields should be completed. If for some reason the data is wrong, it can be corrected. An error to look for is in section (e "Sex"). Occasionally, that will default to "U." That is because the child's gender was never selected in the "Client" notebook.

b. Child's name: Child Training	c. Age: 8 Yrs.	d. Date of birth: 01/01/2001	e. Sex: M
------------------------------------	-------------------	---------------------------------	--------------

Sections (f) and (g) will complete based upon information entered in each of the parents' client notebooks.

<p>f. Name: Mother Training Address: Unknown</p> <p><input checked="" type="checkbox"/> mother <input type="checkbox"/> father <input type="checkbox"/> guardian <input type="checkbox"/> unknown</p> <p>If mother or father (check all that apply): <input type="checkbox"/> legal <input checked="" type="checkbox"/> biological <input type="checkbox"/> presumed <input type="checkbox"/> alleged</p>	<p>g. Name: Father Training Address: Unknown</p> <p><input type="checkbox"/> mother <input checked="" type="checkbox"/> father <input type="checkbox"/> guardian <input type="checkbox"/> unknown</p> <p>If mother or father (check all that apply): <input type="checkbox"/> legal <input type="checkbox"/> biological <input type="checkbox"/> presumed <input checked="" type="checkbox"/> alleged</p>
---	---

In this example, the address is shown as “Unknown.” That is because the address type in each client’s notebook is “Common Address.” If the address type had been changed to “residence,” it would have been entered for each parent here. The address can be typed in on this field and if known, should be recorded here.

<p>h. Name: Address:</p> <p style="text-align: right;"> <input type="checkbox"/> mother <input type="checkbox"/> father <input type="checkbox"/> guardian <input type="checkbox"/> unknown </p> <p>If mother or father (check all that apply):</p> <p> <input type="checkbox"/> legal <input type="checkbox"/> biological <input type="checkbox"/> presumed <input type="checkbox"/> alleged </p>	<p>i. Other (state name, address, and relationship to child):</p> <p><input type="checkbox"/> No known parent or guardian resides within this state. This adult relative lives in this county or is closest to this court.</p>
---	--

Sections (h) and (i) are completed based upon information provided in the second dialogue box seen in the creation of this document. If the user had selected the parents again, they would also be shown here. If that happens, delete the parent information from these sections.

Section (j) must always be completed by typing in the data.

<p>j. Prior to intervention, child resided with</p> <p> <input type="checkbox"/> parent (name): <input type="checkbox"/> parent (name): <input type="checkbox"/> guardian (name): <input type="checkbox"/> Indian custodian (name): <input type="checkbox"/> other (state name, address, and relationship to child): </p>

Put an “X” in the appropriate box to the left of the selected caregiver, then provide the name of that person or for “other,” provide the name, address and relationship.

Section (j) must always be completed by typing in the data.

j.	Prior to intervention, child resided with
<input type="checkbox"/>	parent (<i>name</i>):
<input type="checkbox"/>	parent (<i>name</i>):
<input type="checkbox"/>	guardian (<i>name</i>):
<input type="checkbox"/>	Indian custodian (<i>name</i>):
<input type="checkbox"/>	other (<i>state name, address, and relationship to child</i>):

Put an "X" in the appropriate box to the left of the selected caregiver, then provide the name of that person or for "other," provide the name, address, and relationship.

Section (k) is completed from information in the child's client notebook.

k.	Child is				
<input type="checkbox"/>	not detained	<input checked="" type="checkbox"/>	detained		
Date and time of detention: 09/29/2009 10:30am					
Current place of detention (<i>address</i>):					
Training Placement Home					
234 County Road Q					
Orland, California 95963					
<input type="checkbox"/>	Relative	<input checked="" type="checkbox"/>	Shelter/foster care	<input type="checkbox"/>	Other

There is a potential problem in the example. The child's placement address is shown. That is not generally done at this time. There are two ways to correct this problem. The first is to delete the address information. For this petition that would work well. But the address will continue to populate to Court documents. Another option, the preferred option for most counties, is to prevent the address from populating to most Court documents.

A different issue in this section is that unless the placement is documented in CWS/CMS and saved to the database prior to creating the petition, the system will not show that the child was detained.

Corrections to the client notebooks will be made before continuing with the petition document in this example.

First, go to the blue section (Client Management).  Click on the "Open Existing Client" icon.  From the dialogue box, select all three clients. See next page.

Open Notebook [X]

Select Item to Open
 Client [Client] [Load]

For this Case

	Local	ID	Name	Start Date	End Date
1	<input checked="" type="checkbox"/>	1103-6359-2535-7000153	Training, Child	09/29/2009	

Open this Client

	Name	Age(Yrs)	Gender	Birth Date
1	Training, Child	8	Male	01/01/2001
2	Training, Father	39	Male	01/01/1970
3	Training, Mother	39	Female	01/01/1970

Buttons: OK, Cancel, New, Remove, Sort..., Help

Then click on the "OK" button to the right.

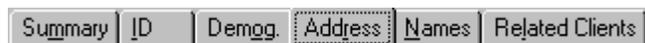


The application will open all three clients, one on top of the other. Normally a user cannot see the other open clients, only the client that they are working on at the time.



In this example if a parent did not open, go to the drop down menu, "Window," and from the list of open windows, select the client "Mother Training" by clicking on the client. The check next to a window shows which window is currently open or "in focus."

Once Mother, Training's client notebook is open, go to the address page.



If the common address is showing, click in that address then change the "address type" to "Residence."

Address Type



If the address page is blank, click on the "History Button."  That should result in the "Common Address" being displayed. Then follow the steps shown above. If the address page remains blank, it means that no address is entered for this client. Click the "+" in the Address grid and enter the address for this

Address —

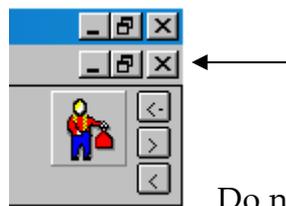
client. 

Once completed with the mother, close the mother's client notebook or repeat the steps using the window drop down menu to open the father's client notebook. Once the father's notebook is in focus, go through the same steps to resolve the address issue for the father. When completed with the correction to the father's notebook, close the notebook or use the windows drop down menu to open the child client's notebook.

To close the mother's or the father's notebooks, there are two methods. One is to go to the windows drop down menu and select the "Close Window" option by clicking on it. The keyboard shortcut method of this choice is shown to the right of the option.



Another option is to go to the “Xs” in the top right corner of the page or window.



Click the bottom of the two “Xs.” Do not click the top “X”; this will close CWS/CMS.

If both parents’ client notebooks are closed, the child’s notebook should be in focus. If it is not, use the window drop down menu. If the child’s notebook is not there, open the existing child client in the same manner as the parents’ notebooks were opened. Once the client child’s notebook is open, check the address page and correct as necessary.

On the right side of the child’s “ID” page of the child’s client notebook there is an information box named “Confidentiality.”

Ethnicity Primary Ethnicity White Other Ethnicity	Confidentiality <input type="checkbox"/> Confidentiality In Effect Ineffective Date
---	--

By default, it is blank. To make that client's address confidential and thus prevent the child's placement address from populating to most court reports, click in the "Confidentiality In Effect" box. That will change the "Ineffective Date" to "Effective Date." Complete the date with the date that the address information became confidential. In this example, that is the date of placement. If desired, this is also effective for adult clients. A reason for confidentiality would be if the mother was in a shelter and the county did not want to disclose her address to the father.

These actions would correct the issues observed when creating the petition. In this case, the addresses should no longer present in Court documents.

In Court there is a "Local Court Practice" issue that has an effect on CWS/CMS. As reported earlier, normal practice for the county is to contact the Juvenile Court Clerk when filing a petition. The Juvenile Court Clerk will provide the county with the date and time of the detention hearing. In most counties, the clerk will also provide the county with the Juvenile Court Case Number at this time. Some Courts will appoint attorneys for the child or children and the parents at this time. Some Courts will appoint an attorney for the child or children, but not the parents at this time, and some Courts will not appoint attorneys until the hearing.

If the local Court assigns the Juvenile Court Number prior to the hearing, that number could be entered in CWS/CMS and then when required for Court documents, it would populate the necessary fields. To enter the Juvenile Court Case Number, enter the client child's client notebook.

Open, or click on, the “Juv. Cr. #” page.



When the “Juv. Cr. #” page is open, click on the “+” in the top left corner of the grid.

Juvenile Court Number

+	Court Case Number	Number Issued Date

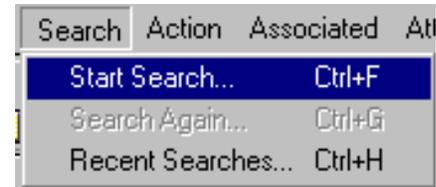
Court Case Number (Petition Number)

Court Case Number Issued Date

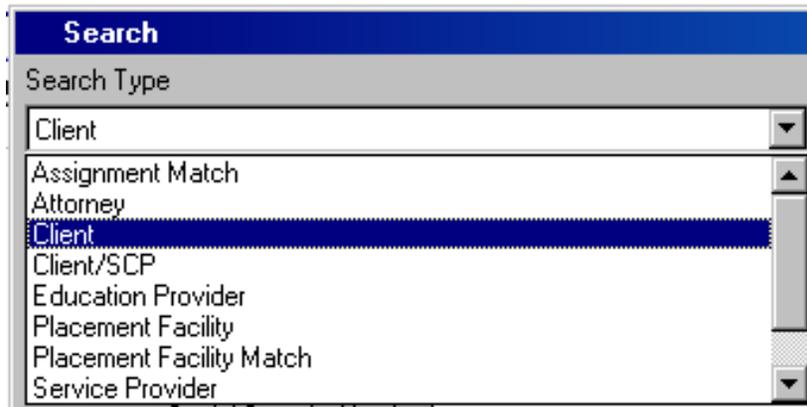
That will enable the user to enter two fields that are **mandatory**

The “Court Case Number” is set by the Court. A common format is “J – 01254”; however, each Court sets its own number format. Enter the number the Court Clerk provides and the date. The “Court Case Number Issued Date” is the date the Court Clerk gives the department the number.

It would also be possible to “associate” any appointed attorneys to the client they were appointed to. To do this, first “search” for attorneys. To associate an attorney, the attorney must be in “cache” or temporary memory of the computer being used.



Use the windows drop down menu "Search" to search for attorneys. After selecting "Start Search," the user must select what to search for. The system will always default to "Client" initially. Scroll up to find and then select "Attorney."



Once "Attorney" has been selected, the dialogue box changes.

The image shows a software dialog box titled "Search". At the top left, there is a "Search Type" dropdown menu with "Attorney" selected. To the right of this menu are three buttons: "OK", "Cancel", and "Help". Below the search type menu, there are five input fields, each with a small square icon to its right:

- First Name: [Empty text box]
- Last Name: [Empty text box]
- CWS Attorney: [Empty text box]
- City: [Empty text box]
- County: [Dropdown menu showing "Glenn"]

Recommended practice is to select only the county and then click the "OK" button.

The following is representative of the results of the above search.

Client Services - [Search Results [Attorney Search:Results]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

Search Information

Status
 Sending query to host...10/30/2009 12:00:00 PM
 Host is processing query...10/30/2009 12:00:00 PM
 Processing Complete!...10/30/2009 12:00:01 PM

Search Criteria
 Phonetic Search No
 Phonetic Street Search No
 Partial Address Search No
 First Name
 Last Name

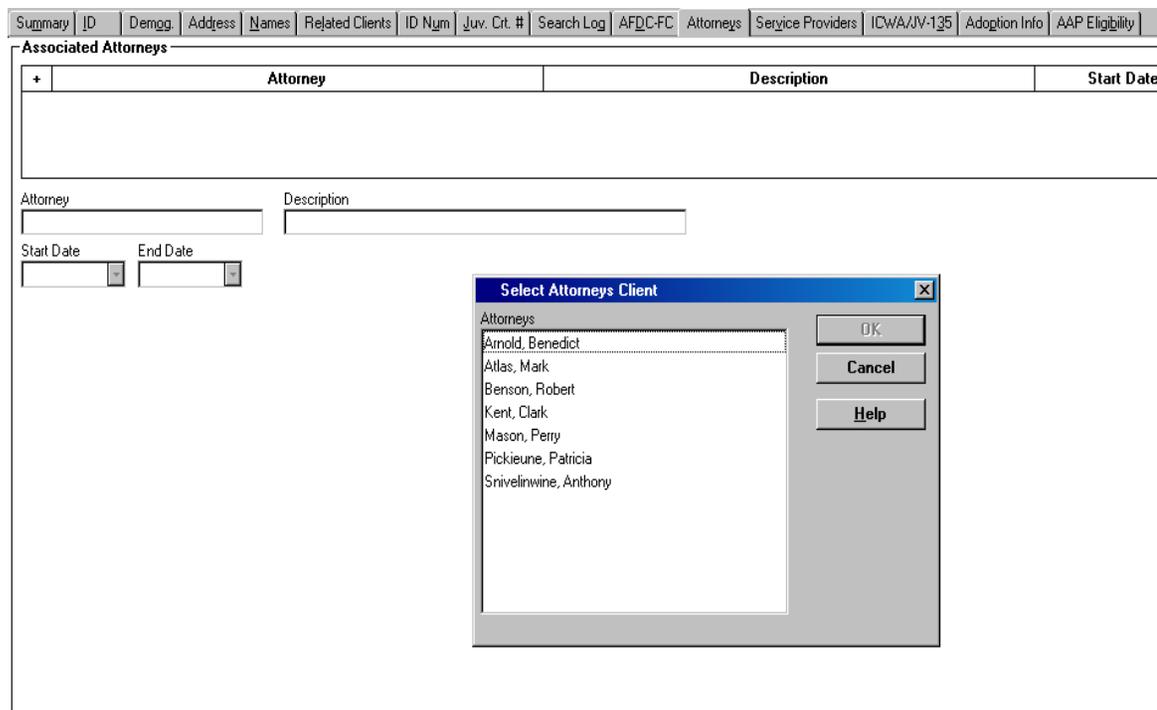
	Attorney Name	Phone	Address
1	Arnold, Benedict	(530) 824-4569 X-	25 Olive Street, Orland, California 95963
2	Atlas, Mark	(530) 934-5416 X-	134 W. Sycamore, Willows, California 95988
3	Benson, Robert	(530) 865-2960 X-	722 Walker, Orland, California 95963
4	Kent, Clark	(530) 865-9999 X-	1254 Park Manor, Orland, California 95963
5	Mason, Perry	(530) 824-5656 X-	123 3rd. Street, Orland, California 96963
6	Pickieune, Patricia	(530) 824-1245 X-	1515 County Road K, Orland, California 95963
7	Snivelinwine, Anthony	(530) 824-9874 X-	897 1st Street, Orland, California 95963

Ready Search Results [Attorney Search:Results]

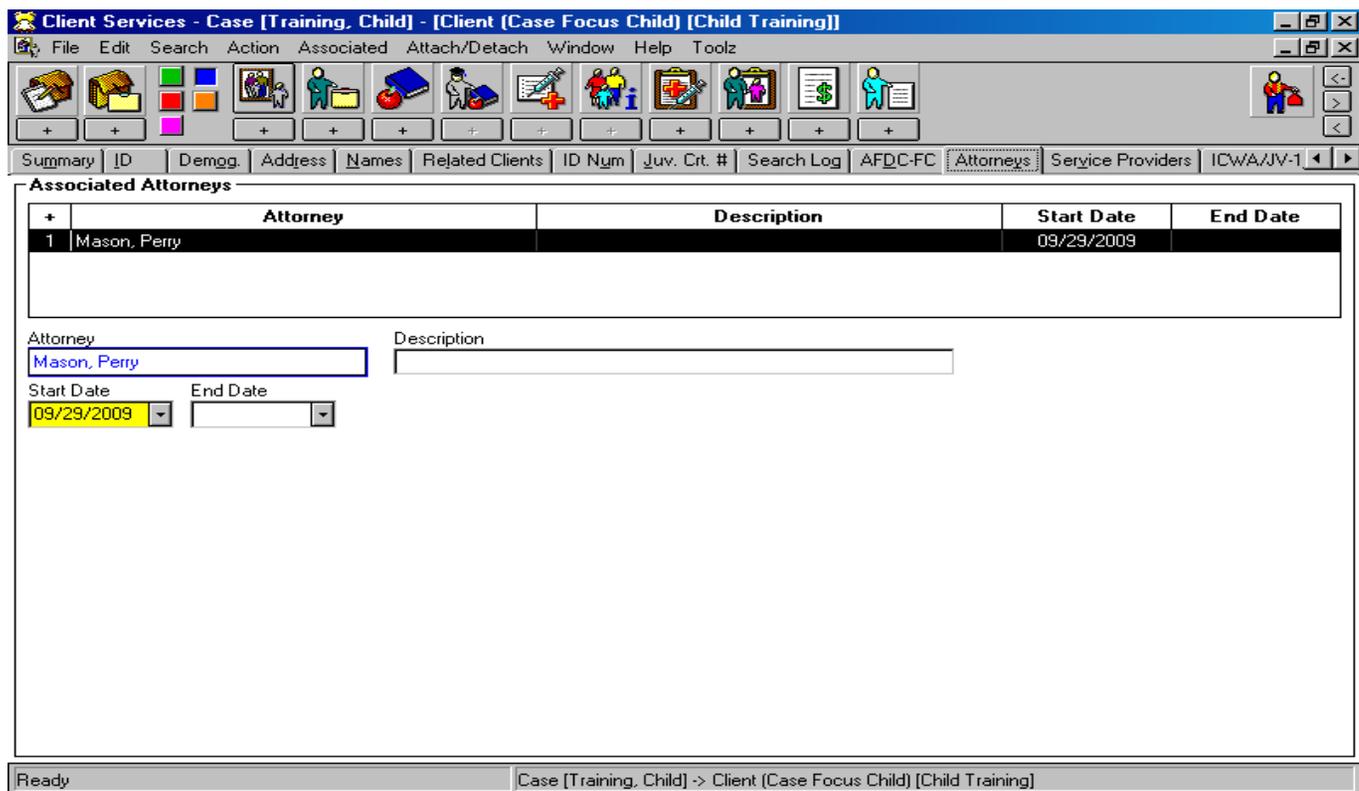
Start Windows M... CWSTrace Chapter 5 In... CWS/CMS ... Client Ser... untitled - Paint Document1 ... jv100000 - ... 12:00 PM

Now close this search result page. The results will stay in cache until a “Save to Database” is preformed. Navigate to the client’s “client notebook.” Once in the client’s “client notebook,” click on the “Attorneys” page.

With the “Attorneys” page open, click on the “+” in the left top corner of the attorneys grid. A dialogue box to select which attorney is representing that client will come up. See the example below.



To select an attorney, the user would click on the attorney then click the “OK” button. Next, complete the “Start Date” with the date of the appointment.



Continue with the petition document after completing revisions and additions to the client notebooks. The last element of the petition reviewed was the last sections of the face page of the petition. At the bottom of the first page is the following statement “2. I have asked about Indian ancestry for this child and have completed and attached the required Indian Child Inquiry Attachment, form ICWA-010(A). (If this is a subsequent filing and there is no new information, the ICWA-010(A) is not required.”} The required form in this statement is the last page of the petition and will be reviewed later in this manual. The headers and footers are automatic and not relevant for disucssion here.

The second page is made up of signature lines for the petitioner. The petitioner’s name is typed before the signature and a space is provided for that purpose. A significant portion of the page is dedicated to notices to the parent. An example of the notices is displayed on the next few pages.

—NOTICE—

TO PARENT

Your parental rights may be permanently terminated. To protect your rights, you must appear in court and answer this petition.

**TO PARENTS OR OTHERS LEGALLY RESPONSIBLE
FOR THE SUPPORT OF THE CHILD**

You and the estate of your child may be jointly and severally liable for the cost of the care, support, and maintenance of your child in any placement or detention facility, the cost of legal services for you or your child by a public defender or other attorney, and the cost of supervision of your child by order of the juvenile court.

The following page through the last page are each separate subsections of W&IC§ 300 alleged. Each subsection has its own page with room to enter the facts that make the department believe that this subsection applies to this child. Each subsection will be shown.

**SERIOUS PHYSICAL HARM
§ 300(a)**

The child has suffered, or there is a substantial risk that the child will suffer, serious physical harm inflicted nonaccidentally upon the child by the child's parent or guardian.

(State supporting facts concisely and number them a-1, a-2, a-3, etc.):

**FAILURE TO PROTECT
§ 300(b)**

The child has suffered, or there is a substantial risk that the child will suffer, serious physical harm or illness,

- as a result of the failure or inability of his or her parent or legal guardian to supervise or protect the child adequately
- as a result of the willful or negligent failure of the child's parent or legal guardian to supervise or protect the child adequately from the conduct of the custodian with whom the child has been left.
- by the willful or negligent failure of the parent or legal guardian to provide the child with adequate food, clothing, shelter, or medical treatment.
- by the inability of the parent or legal guardian to provide regular care for the child due to the parent's or legal guardian's mental illness, developmental disability, or substance abuse.

(State supporting facts concisely and number them b-1, b-2, b-3, etc.):

In the “Failure to Protect” shown above, each of the boxes can be thought of as “and/or” statements. Select which boxes apply. It can be any one box, any combination, or all four boxes. Whenever the boxes are present in an allegation as above, the petitioner is expected to mark which apply.

More allegation pages follow.

SERIOUS EMOTIONAL DAMAGE
§ 300(c)

The child is suffering, or is at substantial risk of suffering, serious emotional damage evidenced by severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others.

as a result of the conduct of the parent or guardian.

because the child has no parent or guardian capable of providing appropriate care.

(State supporting facts concisely and number them c-1, c-2, c-3, etc.):

**SEXUAL ABUSE
§ 300(d)**

- The child has been sexually abused, or there is a substantial risk that the child will be sexually abused, as defined in subdivision (b) of section 11165.1 of the Penal Code, by his or her parent or guardian or a member of the child's household.
- The parent or guardian has failed to protect the child adequately from sexual abuse and the parent or guardian knew or reasonably should have known that the child was in danger of sexual abuse.

**SEVERE PHYSICAL ABUSE
(Child Under Five)
§ 300(e)**

The child is under the age of five and has suffered severe physical abuse by a parent, or by any person known by the parent, and the parent knew or reasonably should have known that the person was physically abusing the child.

**CAUSED ANOTHER CHILD'S DEATH
THROUGH ABUSE OR NEGLECT
§ 300(f)**

The child's parent or guardian caused the death of another child through abuse or neglect.

**NO PROVISION FOR SUPPORT
§ 300(g)**

The child has been left without any provision for support; or the child's parent has been incarcerated or institutionalized and cannot arrange for the care of the child; or a relative or other adult custodian with whom the child resides or has been left is unwilling or unable to provide care or support for the child, the whereabouts of the parent is unknown, and reasonable efforts to locate the parent have been unsuccessful.

**FREED FOR ADOPTION
§ 300(h)**

The child has been freed for adoption from one or both parents for 12 months by either relinquishment or termination of parental rights and

- an interlocutory decree has not been granted pursuant to section 224n of the Civil Code.
- an adoption petition has not been granted.

**CRUELTY
§ 300(i)**

- The child has been subjected to an act or acts of cruelty by the parent or guardian or a member of the child's household.
- The parent or guardian has failed to protect the child adequately from an act or acts of cruelty, and the parent or guardian knew or reasonably should have known that the child was in danger of being subjected to an act or acts of cruelty.

**ABUSE OF SIBLING
§ 300(j)**

The child's sibling has been abused or neglected, as defined in subdivision (a), (b), (d), (e), or (i), and there is a substantial risk that the child will be abused or neglected, as defined in those subdivisions.

The preceding three pages show all subsections of allegations that, if true, could result in a child being named a Dependent of the Juvenile Court. The last page of the petition documents is the ICWA-10(A). On the first page of the petition, the petitioner stated that s/he inquired about Indian heritage. This page documents the inquiry and the persons asked. It is a required element of the Petition. The acronym ICWA stands for Indian Child Welfare Act.

The first half of the page is shown below with the second half on the page following.

CHILD'S NAME: Child Training	ICWA-010(A) CASE NUMBER:
---------------------------------	-----------------------------

1. Name of child: Child Training

Indian child inquiry made not made and (check all that apply):

a. The child is or may be a member of or eligible for membership in a tribe.
 Name of tribe(s): _____
 Name of band (if applicable): _____

b. The child's parents, grandparents, or great-grandparents are or were members of a tribe.
 Name of tribe(s): _____
 Name of band (if applicable): _____

c. The residence or domicile of the child, child's parents, or Indian custodian is in a predominantly Indian community.

d. The child or the child's family has received services or benefits from a tribe or services that are available to Indians from tribes or the federal government, such as the Indian Health Service or Tribal Temporary Assistance to Needy Families (TANF).

e. The child may have Indian ancestry.

f. The child has no known Indian ancestry.

g. Other reason to know the child may be an Indian child:

Person(s) questioned: Name: _____ Address: _____ City, state, zip: _____ Telephone: _____ Date questioned: _____ Means of communication: _____ Relationship to child: _____ Summary of information: _____	Person(s) questioned: Name: _____ Address: _____ City, state, zip: _____ Telephone: _____ Date questioned: _____ Means of communication: _____ Relationship to child: _____ Summary of information: _____
---	---

- h. Information about other persons questioned is attached.
2. If this is a delinquency proceeding under Welfare and Institutions Code, § 601 or 602:
- The child is in foster care.
 - It is probable the child will be entering foster care.

□

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

(TYPE OR PRINT NAME)

▶ _____
(SIGNATURE)

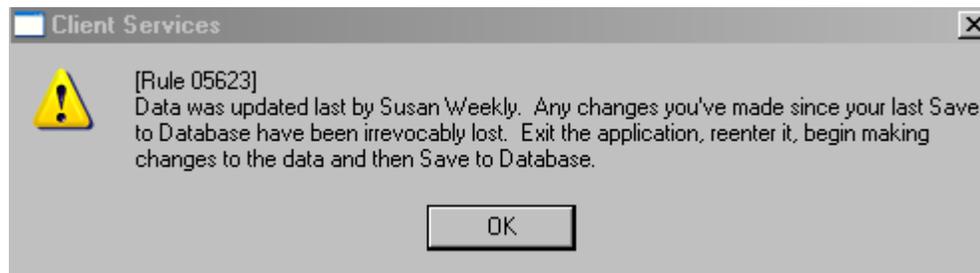
Form Adopted for Mandatory Use
Judicial Council of California
CWSA-010(A) (Rev. January 1, 2008)
CWS Case Management System

INDIAN CHILD INQUIRY ATTACHMENT

Complete the form by clicking in the appropriate boxes and filling out the corresponding information.

At this time, before going any further, save everything to database. Once information is saved to database, there is no need to worry about losing the work. Workers should never work longer than they are willing to repeat before saving to database.

There is another potential hazard with not saving in a timely manner. The application will not allow two workers to save data to the same fields at the same episode. What this means is that if worker "a" opens a case and does any work in the Court section, say notices, and while worker "a" is working on the notices, worker "b" enters the same case and works on a court report, chances are that both will touch some of the same data fields. Worker "a" finishes the work started in about 15 minutes and saves to database. Worker "b" works on a court report for approximately 6 hours before saving. When worker "b" does save to database, s/he will get the following message.



As the message says, worker "b" has lost all 6 hours of work. This is *optimistic concurrency* and is a part of CWS/CMS. Some counties have extensive internal policies that minimize this, but it is always a present risk. Save frequently. Then in the event of encountering *optimistic concurrency*, time spent reentering data will be minimized.

The petition process requires that the social worker report to the Court at the Detention Hearing on the reason the child was detained. In most counties, this takes the form of a “Detention Report.” Counties that do not do a written report may report orally. Follow county policy.

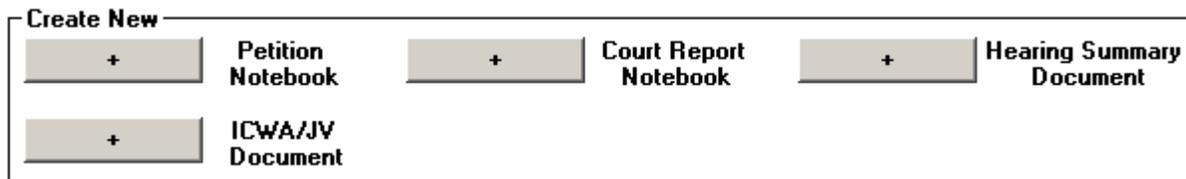
Steps to create a “Detention Report”

Open the case by clicking on the “Open Existing Case” icon. Next select the appropriate case from the listing by clicking on the desired case and then clicking the “OK” button. When the case is open, go to the “Court

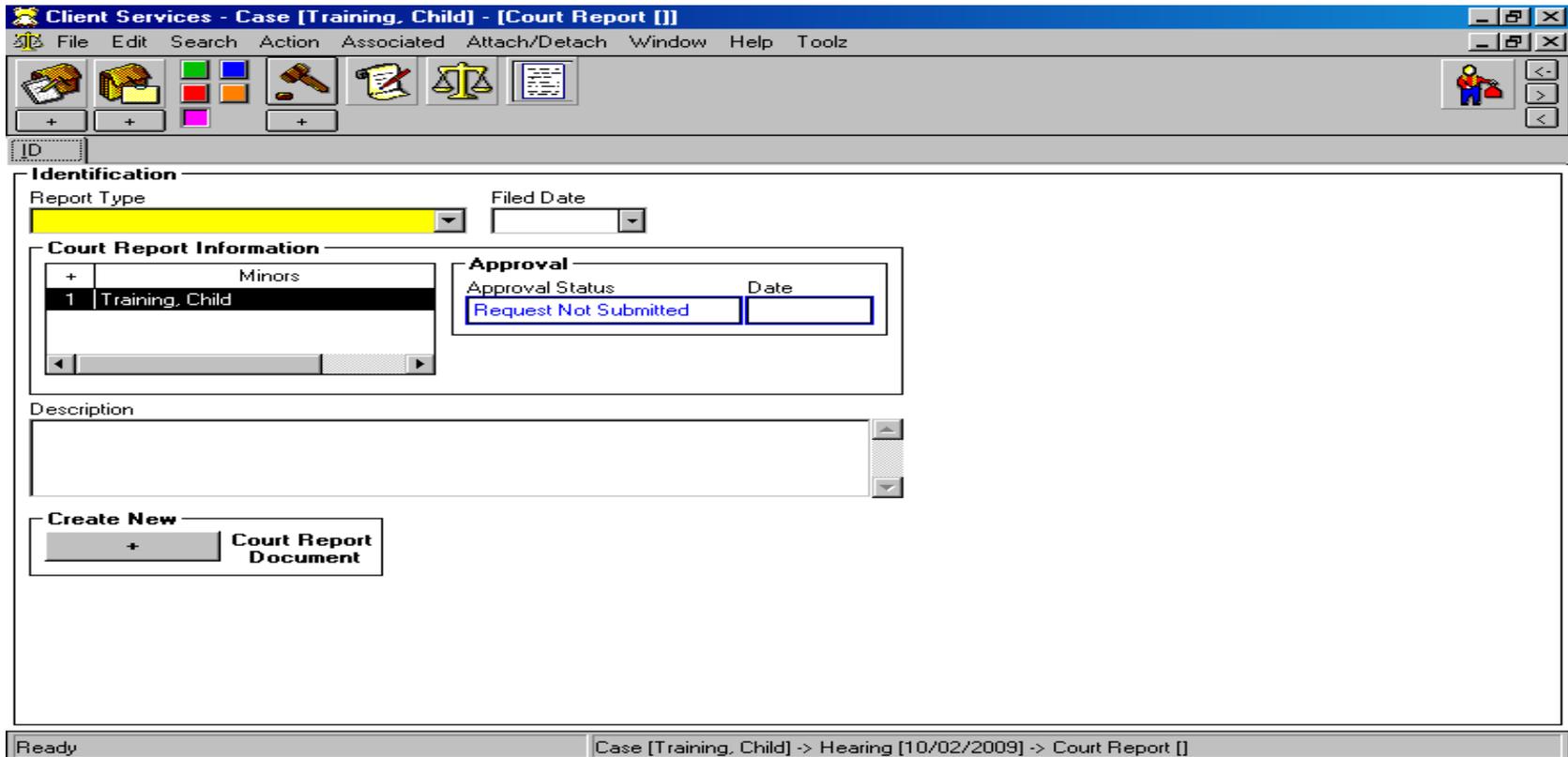
Management Section.” 

Click on the “Open Existing Hearing” icon.  Select the hearing that the “Detention Report” is to be attached to by clicking on the correct hearing and selecting or clicking the “OK” button to the right.

On the bottom of the Hearing notebook is the “Create New” information box.

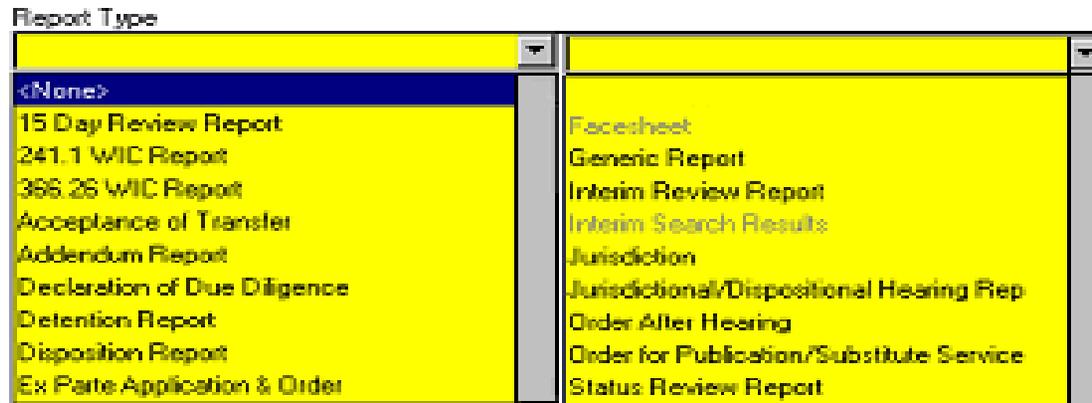


Select the “Court Report Notebook” button by clicking on it. This would result in the application opening a new “Court Report Notebook.”

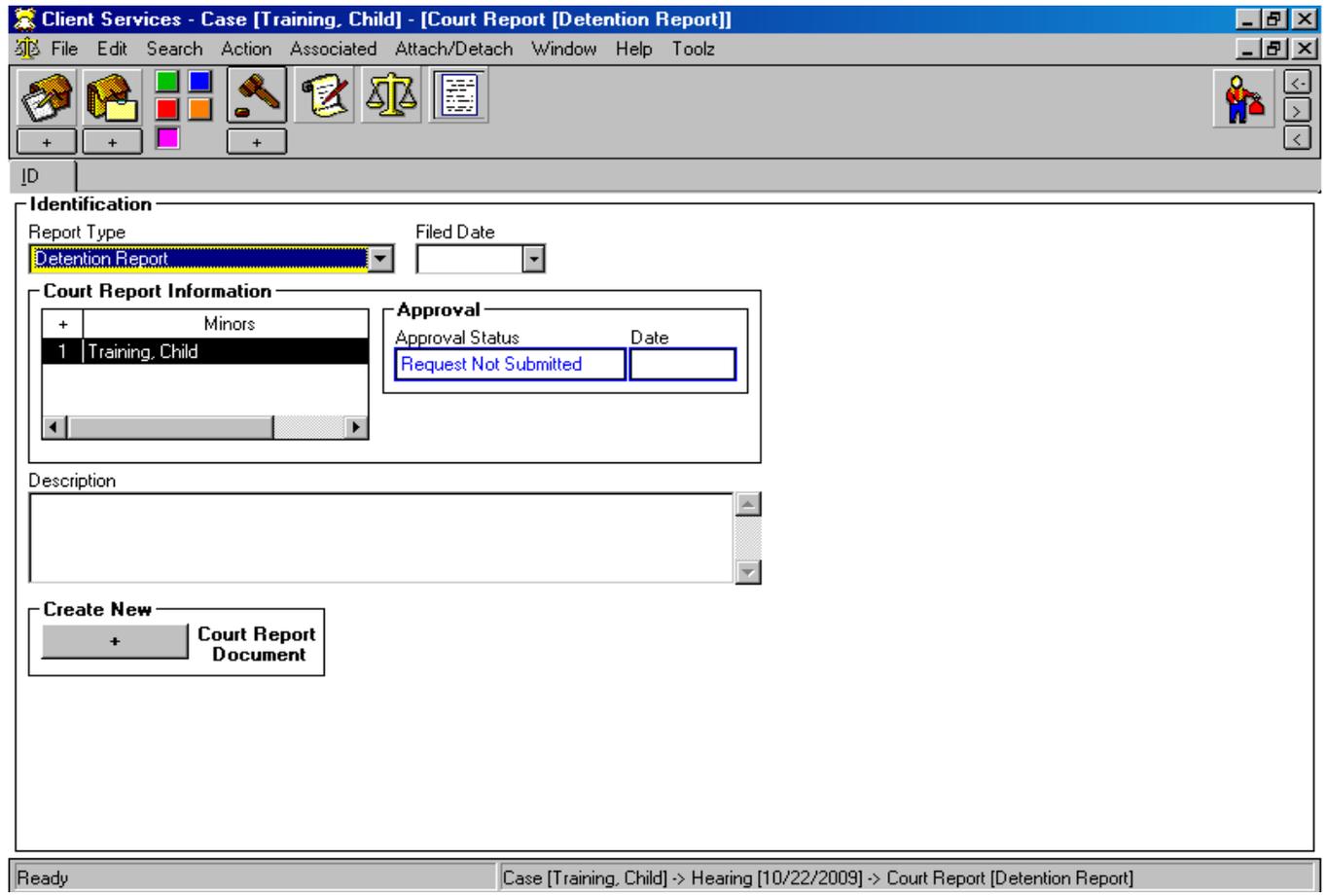


Select the type of report from the list shown when the down arrow on “Report Type” is selected by clicking on the correct report type.

Below is a representation of the “Report Type” list.



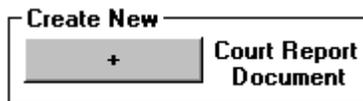
In this exercise, the correct report type is “Detention Report.” Click on “Detention Report” and the screen would then appear as shown on the next page.



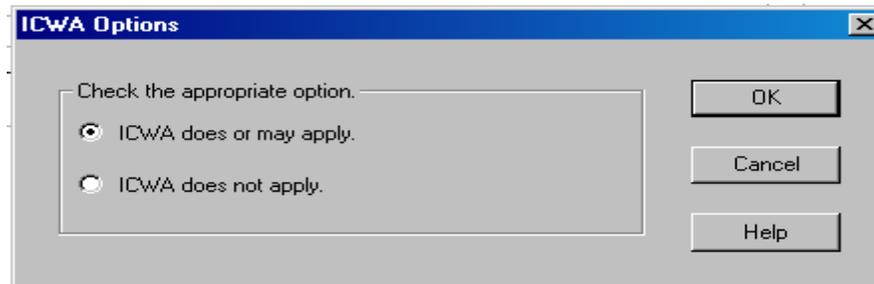
Until the report is “Filed” with the Court, do not complete the “Filed Date” unless county practice dictates that the field is completed prior to filing.

If the minor has siblings that have been selected as participants for the hearing, use the “Minors” grid in the “Court Report Information” information box to document all siblings that the report applies to. By clicking on the “+” in the left top corner of the “Minors” box, a selection box appears from which to select siblings. All associated siblings will show in the box allowing them to be added to the report information. Adding the siblings here will cause the siblings names and identifying information to print on the Court Report Document.

When all the appropriate minors have been selected, click on the “+” button.



This will result in the following dialogue box.



Select the appropriate answer regarding ICWA then click on the “OK” button in the top right corner of the dialogue box. The result will be that the “Detention Hearing Options” dialogue box shown on the next page will appear.

Detention Hearing Options [X]

Check one option from each group

Reasonable Efforts

- Reasonable Efforts were made
- Lack of Preventive Services was reasonable

Relative Placement

- There are relatives to consider
- There are no relatives to consider
- Parents have not provided information

Efforts to Locate Absent Parents

- Include this section in the report
- Do NOT include this section in the report

OK Cancel Help

Select all that apply from the group below

Continued Detention

- Substantial Danger/Physical Health
- Substantial Risk/Flee Jurisdiction
- Child Left Placement
- Unwilling to Return Home

Answer the questions in each information box--shown without black lines, only the outlines of the boxes are visible. The first information box, "Reasonable Efforts" is shown below.

Reasonable Efforts

- Reasonable Efforts were made
- Lack of Preventive Services was reasonable

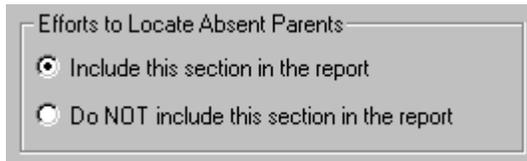
Normally, the answer is "Reasonable Efforts were made." If that is not the correct answer or if unsure, consult with a supervisor or County Counsel for how to proceed.

The second information box, "Relative Placement," requires selection of the correct answer from the three options. The preparer should be aware of this information at the time the report is created.

Relative Placement

- There are relatives to consider
- There are no relatives to consider
- Parents have not provided information

The third information box , “Efforts to Locate Absent Parents,” requires one of two selections: either the section is not necessary in the report or the section is necessary in the report.



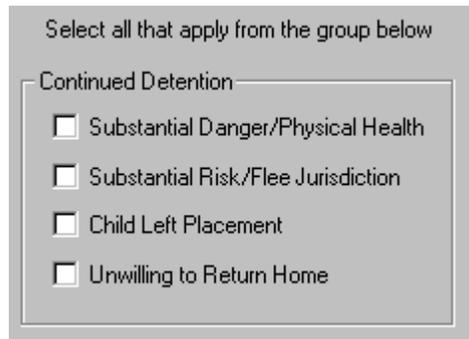
Efforts to Locate Absent Parents

Include this section in the report

Do NOT include this section in the report

If the whereabouts of either parent is unknown, this section is required and it is necessary to provide an explanation to the Court of what steps to locate the missing parent have been taken. If the whereabouts of a parent are unknown, the county must try to locate that parent. At this time in the Court case, the Court understands that there is usually a very short lead-time and will generally accept a paragraph in the Detention Report regarding efforts. Sample efforts at this time include, but are not limited to, asking the parent who is in contact, asking the child or children, asking a grandparent if known and checking with the local jail.

The last information box is to the right of the three dialogue boxes explained above.



Select all that apply from the group below

Continued Detention

Substantial Danger/Physical Health

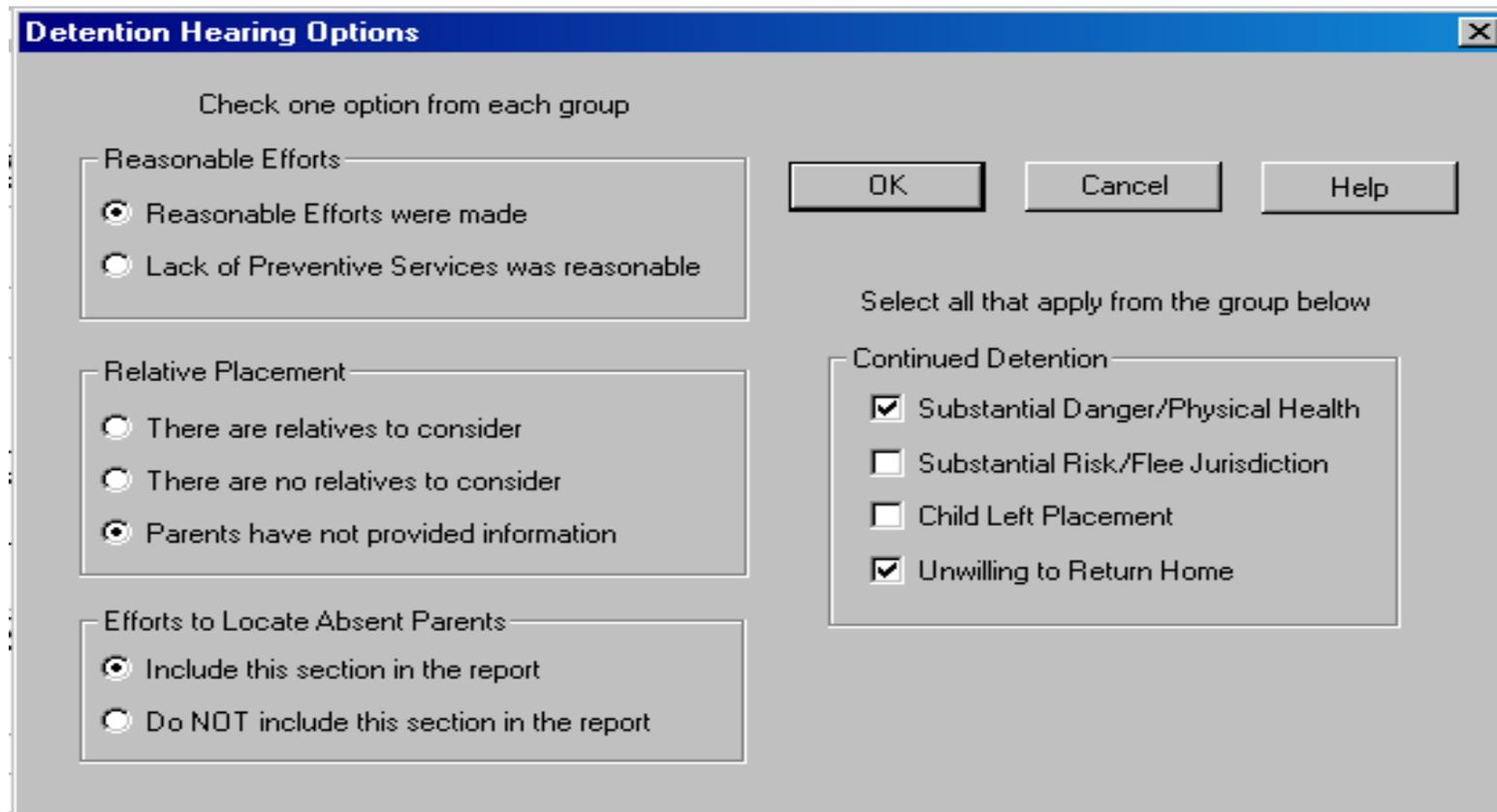
Substantial Risk/Flee Jurisdiction

Child Left Placement

Unwilling to Return Home

This information box is starting to help the Court to make required findings. If there are not “Substantial Danger/Physical Health” concerns, the purpose of removing a child is questionable. If clicking that box cannot be justified, a supervisor or County Counsel should be consulted and a determination made as to whether or not to proceed. In most counties, “Substantial Risk/Flee Jurisdiction” is only clicked if there is history that the parents have fled jurisdiction before to avoid Court action. The same is true with “Child Left Placement.” If the child, or any sibling also removed, is “Unwilling to Return Home,” check this box. Be prepared to state which child and why in the body of the report.

Below is a sample of a completed "Detention Hearing Options" dialogue box.



Detention Hearing Options

Check one option from each group

Reasonable Efforts

- Reasonable Efforts were made
- Lack of Preventive Services was reasonable

Relative Placement

- There are relatives to consider
- There are no relatives to consider
- Parents have not provided information

Efforts to Locate Absent Parents

- Include this section in the report
- Do NOT include this section in the report

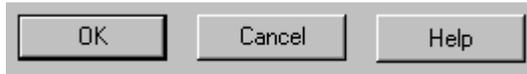
OK Cancel Help

Select all that apply from the group below

Continued Detention

- Substantial Danger/Physical Health
- Substantial Risk/Flee Jurisdiction
- Child Left Placement
- Unwilling to Return Home

When all information boxes are completed, click on the “OK” button at the top right of the dialogue box.



To cancel the report at any time, click on “Cancel” or request help by clicking on the “Help” button.

Click on the “OK” button, and a new “Detention Hearing Options” dialogue box will appear. This dialogue box is asking what services have been offered to the family prior to this proceeding and what services could be offered in the future.

One caution when selecting future services--the application words that selection in such a way in the body of the report that it might be inferred that if the selected services were provided now, the child could be returned now. If there are services that the family could be offered to complete, to have the child returned to the care of the parent or parents now, those need to be specified. However, if there are no services that could currently be provided that would allow the child or children to be immediately safely returned, review the section in the report and reword the heading to clarify the meaning.

Detention Hearing Services Options [X]

Check all services that apply from each group

Previous Services

<input type="checkbox"/> Case Management	<input type="checkbox"/> Emergency Shelter Care
<input type="checkbox"/> Counseling	<input type="checkbox"/> Public Assistance Services
<input type="checkbox"/> Parent Training	<input type="checkbox"/> Out of Home Respite Care
<input type="checkbox"/> Transportation	<input type="checkbox"/> Emergency In-Home Caretakers
<input type="checkbox"/> Other Services	<input type="checkbox"/> Teaching and Demonstration Homemaker

Future Services

<input type="checkbox"/> Case Management	<input type="checkbox"/> Emergency Shelter Care
<input type="checkbox"/> Counseling	<input type="checkbox"/> Public Assistance Services
<input type="checkbox"/> Parent Training	<input type="checkbox"/> Out of Home Respite Care
<input type="checkbox"/> Transportation	<input type="checkbox"/> Emergency In-Home Caretakers
<input type="checkbox"/> Other Services	<input type="checkbox"/> Teaching and Demonstration Homemaker

OK

Cancel

Help

After completing the second dialogue box, click on the “OK” button. Again, if desired, select “Cancel” or “Help” at any time. Clicking “Cancel” would delete what has been done since clicking the “Create New Report” button and allow starting over. “Help” provides help determining what each of the fields means.

Clicking on the “OK” button will result in the application creating a “WORD” document. The document is the “Detention Report.” In the application there are **three different “Detention Report” templates**. Based upon decisions made by individual counties, the document that is created will be different. The dialogue boxes that appear during the creation of the document may also be different from what was stated in the last few pages. The user cannot control which templates open in CWS/CMS. The report that opens should be used as is unless directed by a supervisor to modify the document.

Northern Training Region / ...
Training Department ...
604 East Walker St ...
Orland, California 95963 ...
Susan Weekly ...
(530) 555-1234 ...
Weekly 2 ...
DSS No. 6598451 ...

This is automatic; usually it is correct and is based upon information in “Resource Management.” It rarely requires any user modification or corrections

These four lines are completed by the application. Usually lines 3 and 4 of this group have the data deleted. Follow County Policy.

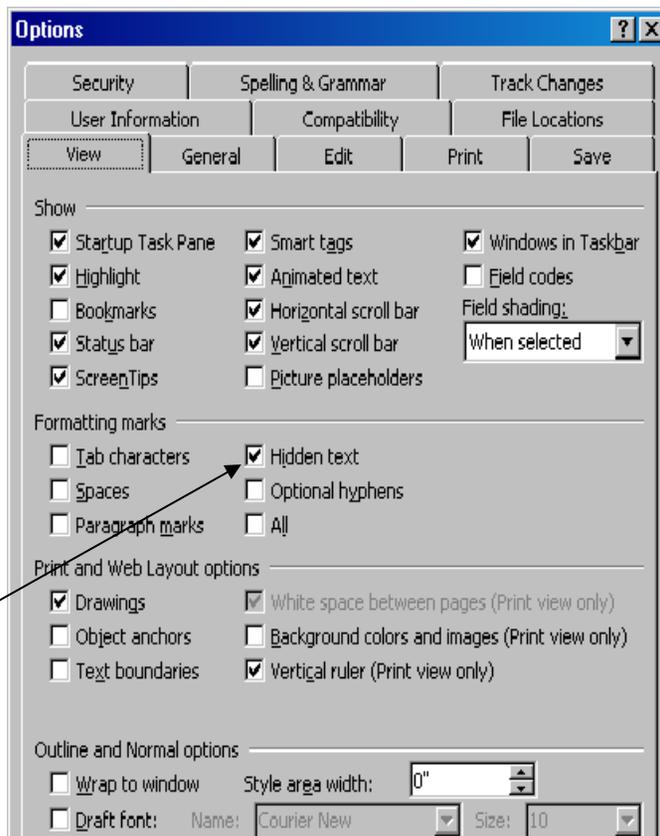
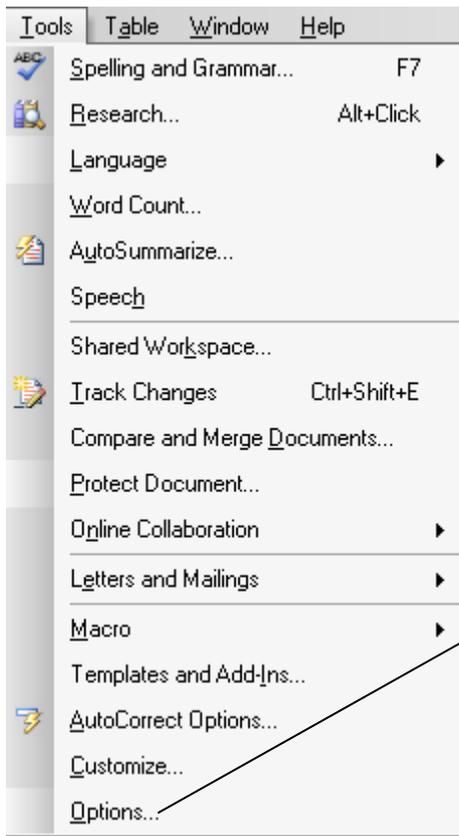
SUPERIOR COURT OF CALIFORNIA
COUNTY OF GLENN
1279 County Road K, Orland, California 95963

This information is entered by the application based on data in CWS/CMS. This initial part of the report will be the same for every report generated in the user's county. Other than as noted above, it generally requires no worker input or modification.

The following pages will review the fields that require worker input or modification and will also demonstrate features of the application that are intended to be of particular help.

DETENTION REPORT

First is the name of the report. Based upon the selections made when first creating the "Court Report Notebook," the name of the report will automatically display as above. Below the name of the report, in the blue text, is a brief explanation of the report and tips to help navigate it. The blue text is "hidden text" and will not print in the actual document. If the desire is for the hidden text not to show, go to the drop down menu on the top of the page, select "Tools." From the "Tools" menu, select "Options." From the "Options" menu, unclick the hidden text in the "formatting marks" area.



The following two grid lines are completed by the application based on the information in CWS/CMS. In the example shown, no Court Number has been entered in the client notebook at this time; therefore, the application cannot enter the data, and the correct Court Number must be entered in the appropriate field.

<u>Hearing Date</u>	<u>Hearing Time</u>	<u>Dept./Room</u>	<u>Hearing Type/Sub type</u>
10/02/2009	09:00am	1	Detention / 300

IN THE MATTER OF

<u>Name</u>	<u>Date of Birth</u>	<u>Age</u>	<u>Sex</u>	<u>Court Number</u>
Child Training	02/14/2000	9	M	

In most counties, department staff telephones the clerk of the court that generally hears dependency matters, informs the clerk that the department will be filing a petition and report, and obtains the number from the court clerk. A common structure for the Juvenile Court Number is "J – xxxxx." The Court determines the number and numbering formats. In some counties, all siblings receive the same number with a letter at the end designating siblings while in other counties, each sibling gets a unique number.

Summary Recommendation

The Summary Recommendation is just that. Summarize what the recommendation will be. Generally at this time, the summary is that the minor or minors be detained and the next hearing be scheduled.

The next field requires that the Court be told something regarding the location of the minors. There are a number of variations depending on County practice. It may be as simple as stating that the child(ren) are in confidential out-of-home care or as specific as Pursuant to W&I § 308 the child(ren) are placed in confidential foster care in (or out of) the county. The foster parent has not rescinded confidentiality nor has the Court ordered disclosure of the placement. Follow county practice.

The next section of the report is completed by the application and, if the necessary information has been entered in CWS/CMS, will require no data entry at this point. It is good practice to check this section for errors. It is important to have the relationships correct. If the relationship on the related clients is incorrect, it will populate here in exactly the same relationship. The address and phone for the parents/legal guardians will populate if they are entered in CWS/CMS. In this example, that data is not entered in CWS/CMS, so the data would then be typed in.

PARENTS/LEGAL GUARDIANS

<u>Name/ Birthdate</u>	<u>Address/ Phone</u>	<u>Relationship/ To Whom</u>
Mother Training 01/01/1971		Mother/ Child
Father Training 01/01/1970		Father (Alleged)/ Child

ICWA

If ICWA is chosen as applying or possibly applying, this section will be in the report.

INDIAN CHILD WELFARE ACT STATUS

The Indian Child Welfare Act does or may apply.

<u>Child's Name</u>	<u>Indian Child</u>	<u>Tribe (If Known)</u>	<u>ICWA Eligible</u>
----------------------------	----------------------------	--------------------------------	-----------------------------

This report will show with table gridlines under each heading. Indicate the "Child's name"; Yes, No, Maybe or Unknown under "Indian Child"; the tribe or tribes that the child may be a member of; and Yes, No, Maybe or Unknown under "ICWA Eligible." If the child has siblings, use the tab key to get a next line. Each sibling shown in the "In the Matter Of" listing should have a row.

After completing the table entries, next enter all efforts that have been made to comply with the act. If phone calls have been made to the tribe, document those telephone calls here. If family members have been spoken to, document that also. Read the hidden text and be sure to document any of the elements listed there in this section.

The notices section populates from CWS/CMS. Any notices entered in the notice page of the Court notebook for this hearing will be listed here. Generally, no data entry is needed for this field.

NOTICES

<u>Name</u>	<u>Relationship</u>	<u>Method</u>	<u>Notice Date</u>
Confidential	Substitute Care Provider/ Child	First Class Mail	10/01/2009
Father Training	Client/ Father (Alleged)	First Class Mail	10/01/2009
Mother Training	Client/ Mother	First Class Mail	10/01/2009

REASON FOR HEARING

Date/Time

Removed From

Relationship

Removal Reason

As above, this will show as a table with gridlines. Each child in the report should have a separate line. Following the table is a data entry field. This is shown by the . If using the F11 key to navigate, the cursor will automatically be placed in the correct position to continue. This text is usually a report of the investigation activities. Some counties allow the investigating worker to cut and paste the investigative narrative into this section. This section should tell the Court why the children were removed and why the department believes that the allegations in the petition apply to this child or these children.

PATERNITY/LEGAL RELATIONSHIPS

In this section, document everything that may pertain to paternity of the child in the report. All potential fathers should be listed and their exact relationship to the mother or child(ren) should be provided to the court. It is important to provide the court all known information since the court needs to make a finding regarding presumed paternity. Presumption is a legal finding. If paternity has been established in another Court, report the finding here with the date and Court name.

PRIOR CHILD WELFARE HISTORY

Most Courts want the prior child welfare history. Some Courts do not want it at this point unless it is a specific part of an allegation in the current petition. Learn the Court's preference. One way to get this data is to use the "Emergency Response Referral Document" created in referral and list the history shown there. There is another option. If this report is being written out of "Case," a case plan could be started in which there is a c case plan report document named "Referral History" that could be cut and pasted into the report.

The next page shows a sample of that report.

REFERRAL HISTORY

Referral Date	09/29/2009	Referral Id #	0 124-0896-9508-5000153	
<u>Client Name</u>	<u>Date Of Birth</u>	<u>Perpetrator</u>	<u>Allegation</u>	<u>Allegation Disposition</u>
Child Training	02/14/2000	Mother Training	Physical Abuse	Substantiated

REFERRAL HISTORY - OTHER CHILDREN

Referral Date		Referral Id #	
<u>Perpetrator Name</u>	<u>Date Of Birth</u>	<u>Allegation</u>	<u>Allegation Disposition</u>

Additional Information

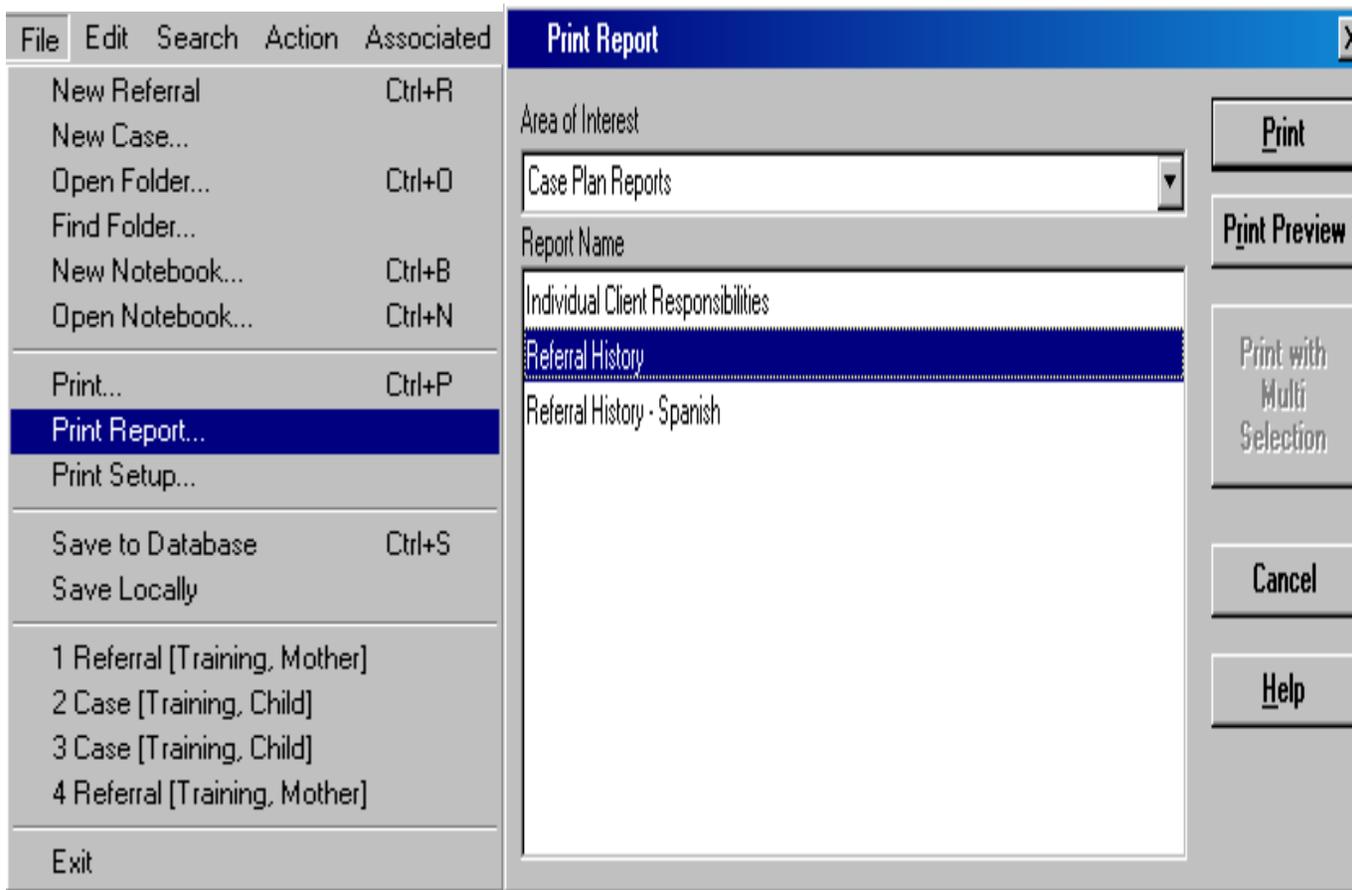
PREVIOUS SOCIAL SERVICES

<u>Child(ren)'s Name</u>	<u>Service Component</u>	<u>Date Range</u>
Child Training	Emergency Response	09/30/2009

Case Plan creation has not been discussed yet. That will follow in a later chapter. To create the report shown above, it is only necessary to complete the first page of the “Case Plan” notebook. To get the report after the case plan has been started, follow similar steps as when creating the cross report documents in the referral intake and investigation chapters.

Click on the “File” drop down menu then select “Print Report” from the drop down menu. Select “Case Plan Reports” in the area of interest then select “Referral History” from the reports options followed by selecting print preview.

This would create the report displayed above. The steps to create that report are shown on the next page.



CRIMINAL HISTORY

Criminal History is the next field. Again, follow county policy for this field. Some courts do not want to see this now; however, most court do. Common practice is to get the “RAP” sheet from local law enforcement. Summarize the information contained on that document. The documents itself should never be copied and attached to the report. It is a controlled document and requires special handling by the department.

EFFORTS TO LOCATE ABSENT PARENTS

If the location of either parent is unknown, tell the court what actions have been taken to locate the missing parent.

THE NEED (IF ANY) FOR CONTINUED DETENTION

If there is a substantial danger to the physical health of the child or the child is suffering severe emotional damage, and there are no reasonable means by which the child's physical or emotional health may be protected without removing the child from the parents' or guardians' physical custody.

If the child indicates an unwillingness to return home, and a person residing in the home has physically or sexually abused the child.

This is the result of the answers provided on the "Detention Hearing Options" dialogue box in the "Continued Detention" section. Use the text entry box to add additional information if desired necessary.

REASONABLE EFFORTS AND/OR PRIOR INTERVENTION/SERVICES OFFERED

Reasonable Efforts were made to prevent or eliminate the need for the child(ren)'s removal from the home. The following Pre-placement Preventive Services were provided but were not effective in preventing or eliminating the need for removal of the child from the home.

Case Management.

Results of Previous Services:

This section was created based upon selections made in the "Detention Hearing Services Options" dialogue box (the second dialogue box when creating the report: and the "Detention Hearing Options" dialogue box when creating the report.

AVAILABLE SERVICES/REFERRAL METHODS WHICH COULD PREVENT THE NEED FOR FURTHER DETENTION AND/OR FACILITATE FUTURE RETURN OF THE CHILD(REN) TO PARENTS/LEGAL GUARDIANS

Case Management.

This section is partially completed by choices made in the second section of the “Detention Hearing Services Options” dialogue box, “future services.” If there are no services which could “Prevent the need for further detention,” it may be appropriate to modify the section header to read as follows:

AVAILABLE SERVICES/REFERRAL METHODS WHICH COULD FACILITATE FUTURE RETURN OF THE CHILD(REN) TO PARENTS/LEGAL GUARDIANS by deleting “ **PREVENT THE NEED FOR FURTHER DETENTION AND/OR**” from the heading. Check with the supervisor or County Counsel before doing this.

This next section deals with relative placement. A part of the information in this section is determined by answers to the question in a dialogue box when creating the report.

RELATIVE PLACEMENT INFORMATION

There are relatives to consider for placement.

Include information on all known relatives including a previously non-custodial parent. Document any interest in possible placement or the lack of the parent's cooperation once learning of the relative. If the parents object to placement with a specific relative, document which relative and/or which parent is objecting and why.

CONFIDENTIALITY OF PLACEMENT

Enter any recommendations and the reasons for the recommendations regarding the continuing confidentiality of the child(ren)'s placement(s).

RECOMMENDATION

This is the final section of this report. There are many ways to obtain the recommendations.

One method is to simply find a previous Detention Report in a different case and copy the recommendations to this report. Some counties will have copies of recommended findings and orders. Attach a copy of the most appropriate recommendations to this report before submitting it. Some counties have special function keys on the keyboard that will enter the recommended findings and orders in the report by clicking on them. Whatever the county policy is to make recommendations, follow that policy.

Respectfully Submitted,

By

Susan Weekly, Social worker trainee, Weekly 2, (530) 555-1234

Date

Nyal Homsher, Program Manager, (530) 384-1485

Date

As mentioned earlier, it is likely that the Juvenile Court Number was assigned for each child in this report. When the petition and report were created, the Juvenile Court Number for the child had not been entered into CWS/CMS and needed to be entered manually in the body of the petition and report. There may be other data that is known prior to the hearing but was not entered into the body of the report. Court practice varies as to when to assign attorneys to the parents and child(ren). In some jurisdictions, the appointment takes place when the Court Numbers are assigned for all children. In some jurisdictions, only the child(ren) is(are) appointed attorneys prior to the hearing. The Court will wait until the hearing to appoint attorneys for the parents that are present. In other jurisdictions, the Court waits until the hearing to assign any attorneys. Regardless of court practices in appointing attorneys, it is useful to document which attorney was appointed for which client prior to recording attendees and results for the hearing. If the information is known prior to the hearing, it may be entered at that time.

Entering the Juvenile Court number for child clients and attaching attorneys to clients was previously explained in this section. This should be done before recording what happened at the Detention Hearing and who attended the hearing,

To enter the Juvenile Court Number and attach attorneys, go the “Client Management” Section. Click on the blue button.  Next open the client or clients that need added information. The application will allow several clients to

be opened at one time. Click on the “Open Existing Client” button.  Doing so will result in a listing of all clients. Choose which clients to open by clicking on them. The following page shows the selection screen with all clients selected.

Open Notebook

Select Item to Open

Client

Load

For this Case

	Local	ID	Name	Start Date	End Date
1	<input checked="" type="checkbox"/>	0751-5617-6778-9000153	Training, Child	09/30/2009	

Open this Client

	Name	Age(Yrs)	Gender	Birth Date	Alert
1	Training, Child	9	Male	02/14/2000	
2	Training, Father	39	Male	01/01/1970	Yes
3	Training, Mother	38	Female	01/01/1971	

Next, click on the button to the right.  That will cause the application to open all clients selected. Unless using “Windows” capacity to “tile” or “cascade” all open pages, only one client will be visible at a time. To view more than the top window at a time, go to the “Windows” drop down menu. After clicking on “Windows,” the following selection screen appears.

Last Window	Ctrl+L
View Next	Ctrl+T
View Previous	Ctrl+E
Close Window	Ctrl+W
Cascade	F6
Tile Horizontal	F7
Tile Vertical	F8
Arrange Icons	F9
Zippy Referral Display Default	
<input checked="" type="checkbox"/>	Traditional Referral Display Default
<input checked="" type="checkbox"/>	Control Bar
<input checked="" type="checkbox"/>	Status Bar
1 Case [Training, Child]	
2 Client (Case Focus Child) [Child Training]	
3 Client [Father Training]	
<input checked="" type="checkbox"/>	4 Client [Mother Training]

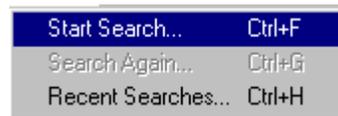
There are shortcut menus available for some of these commands. The shortcut keys are to the right of the command. For example, if wanting to cascade the windows, just push the F6 button at the top of the keyboard. All of the commands listed here work in CWS/CMS. Cascade shows the pages with the title of each page visible and the page currently in view on the top of the stack. To change pages, click on the desired page, and that page will be moved to the front. Tile shows all pages open next to each other with the focus being either vertical or horizontal.

At the bottom of the selection menu, all open pages are listed. The page with the check mark is the page currently in view. To change to another page, click on the desired page. That page will then open and the needed work can be completed.

In this exercise, the necessary information that needs to be added to the clients is associating attorneys for each client. Additionally, the Juvenile Court number needs to be added to the child client.

To associate attorneys to clients, first search the database to get the attorneys in the cache (temporary memory) of the computer being used. To search for an attorney, first click on the search drop down menu, then select "Start Search."

Edit Search Action



After selecting "Start Search," select what to search for in the search type selection menu.



After clicking the down arrow, scroll up to "A" to find Attorneys in the list. After clicking on Attorneys, a search box asking for specifics that are to be included in the search appears. In most counties, it is not necessary to enter any information other than County. The application will default to the county that the worker is from.

Search [X]

Search Type
Attorney

First Name

Last Name

CWS Attorney

City

County Glenn ✓

OK
Cancel
Help

When the county that the attorney is from has been chosen, click on the “OK” button to the right. That will result in a list of attorneys for the selected county. This is not all the attorneys in the county, only those who work in Juvenile Court. Below is the list of attorneys from the search.

Search Information

Status Sending query to host... 12/8/2009 2:06:53 PM Host is processing query... 12/8/2009 2:06:53 PM Processing Complete!... 12/8/2009 2:06:54 PM		Search Criteria Phonetic Search No Phonetic Street Search No Partial Address Search No First Name Last Name	
--	--	--	--

	Attorney Name	Phone	Address
1	Arnold , Benedict	(530) 824-4569 X-	25 Olive Street, Orland, California 95963
2	Atlas , Mark	(530) 934-5416 X-	134 W. Sycamore, Willows, California 95988
3	Benson , Robert	(530) 865-2960 X-	722 Walker, Orland, California 95963
4	Kent , Clark	(530) 865-9999 X-	1254 Park Manor, Orland, California 95963
5	Mason , Perry	(530) 824-5656 X-	123 3rd. Street, Orland, California 96963
6	Pickieune , Patricia	(530) 824-1245 X-	1515 County Road K, Orland, California 95963
7	Snivelinwine , Anthony	(530) 824-9874 X-	897 1st Street, Orland, California 95963

Close the search window at this time. No data will be lost. The screen will return to the window from where the search was started. In this example, that was the mother's client notebook.

Name and Identification

Client Information

Prefix First Middle Last Suffix Name Type
 | Mother Training | Legal

Gender Marital Status SSN Alien Registration #
 Female

Driver's License - State/Number Date of Birth or Age and Age Unit
 01/01/1971 38 Years

Client Number
 0457-0083-8078-1000153

Outstanding Warrant Exists

Other Client Information

ICWA Eligible
 Yes
 No
 Not Asked
 Pending

Incapacitated Parent
 Yes
 No
 Unknown
 Not Applicable

Child has Indian Ancestry

Indian Ancestry Notification

County	Date

County Date Informed

Language

Primary Language
 English

Secondary Language

Literate
 Yes
 No
 Unknown
 Not Applicable

Ethnicity

Primary Ethnicity
 White

Other Ethnicity
 + Other Ethnicity

Hispanic or Latino Origin
 Yes
 No
 Undetermined

Confidentiality

Confidentiality In Effect
 Ineffective Date

Safety Alert Information

+ Activation Date	Reason	Deactivation Date

Safety Alert Activation
 Activation Date County Reason

Safety Alert Deactivation
 Deactivation Date County Explanation

Ready Case [Training, Child] > Client [Mother Training]

With the client notebook in focus, go to the "Attorneys" page by clicking on "Attorneys."



That will result in the following screen.

A screenshot of a software interface titled "Associated Attorneys". At the top, there is a navigation bar with tabs: Summary, ID, Demog., Address, Names, Related Clients, ID Num, Juv. Cit. #, Search Log, AFDC-FC, Attorneys, Service Providers, and I.C.W. Below the navigation bar is a table with the following columns: Attorney, Description, Start Date, and End Date. The table is currently empty. Below the table, there are input fields for "Attorney", "Description", "Start Date", and "End Date". The "Start Date" and "End Date" fields have dropdown arrows.

Click on the "+" in the top left corner of the grid to add attorneys. A screen with the list of attorneys from the search will display. Find the correct attorney, and click on the name.

Associated Attorneys

+	Attorney	Description

Attorney

Start Date End Date

Select Attorneys Client ✕

Attorneys

- Arnold, Benedict
- Atlas, Mark
- Benson, Robert
- Kent, Clark
- Mason, Perry
- Pickieune, Patricia
- Snivelinwine, Anthony

After selecting the correct attorney, click on the “OK” button in the top right. That will create a row in the grid with the attorney’s name. Complete the start date. Description is optional, not mandatory. The usual description is “Court Appointed.”

Associated Attorneys

+	Attorney	Description	Start Date	End
1	Pickieune, Patricia	Court Appointed	10/02/2009	

Attorney: Description:

Start Date: End Date:

Follow the same steps to attach attorneys to the remaining clients. It is not necessary to search again. The search results will remain in cache until the work is saved to database, deleted by closing without saving or the system crashes.

To enter the Juvenile Court Number for the child client, go to the child client's page. In the above example, just closing each adult client page after entering the Associated Attorney would result in the child client's page being the focus page or the open page. Once in the child client's notebook, go to the "Juvenile Court Number" page by clicking on the "Juv. Crt #" page. Note that the "ID Num" page is not the correct page. ID Num Juv. Crt. # The correct page to document the Juvenile Court Number is shown below.

Summary	ID	Demog.	Address	Names	Related Clients	ID Num	Juv. Crt. #	Search Log	AFDC-FC	Attorneys	Service Providers	I.C
---------	----	--------	---------	-------	-----------------	--------	-------------	------------	---------	-----------	-------------------	-----

Juvenile Court Number

+	Court Case Number	Number Issued Date	Number Closed Date	County

Court Case Number (Petition Number) County

Court Case Number Issued Date Court Case Number Closed Date

Inactive

To enter a Juvenile Court Number, click on the “+” in the top left corner of the grid. Type the “Juvenile Court Number” and the “Court Case Number Issued Date” in the appropriate fields. They will be yellow or mandatory.

Court Case Number (Petition Number)

Court Case Number Issued Date

The completed Juvenile Court Number page is shown below.

Summary	ID	Demog.	Address	Names	Related Clients	ID Num	Juv. Cr. #	Search Log	AFDC-FC	Attorneys	Service Providers	I.C.M
Juvenile Court Number												
+	Court Case Number	Number Issued Date	Number Closed Date	County								
1	J - 9999	09/29/2009		Glenn	N							
<p>Court Case Number (Petition Number) County</p> <p>J - 9999 Glenn</p> <p>Court Case Number Issued Date Court Case Number Closed Date</p> <p>09/29/2009</p>												

To record the results of a hearing and document who was present at the hearing, go back to the “Court Management Section” by clicking on the “Court Management Section” button.  This is the pink button on the bottom of the list of buttons. Due to variances in monitors, the color may not look like pink, but it is still the bottom button.

After clicking on the “Court Management Section,” click on the gavel to open and “Existing Hearing.”



After clicking on the gavel, the screen shown on the next page will display.

Open Notebook: Information Available: Current [X]

Select Item to Open
 Hearing [▼] [Load]

For this Case

	Local	ID	Name	Start Date	End Date
1	<input checked="" type="checkbox"/>	0751-5617-6778-9000153	Training, Child	09/30/2009	

Open this Hearing

	Date	Minors Calendared	Hearing Type	Subtypes
1	10/02/2009	Training, Child	Detention	300

OK
 Cancel
 New
 Remove
 Sort...
 History...
 Help

Select the correct hearing for which the results are to be entered. In this example, there is only one hearing. Select the correct hearing and click on the “OK” button to the top right. That would result in opening the “Existing Hearing” Page.

The screenshot shows a software window titled "Client Services - Case [Training, Child] - [Hearing [10/02/2009]]". The window has a menu bar (File, Edit, Search, Action, Associated, Attach/Detach, Window, Help, Toolz) and a toolbar with various icons. Below the toolbar are tabs for "ID", "Minors", "Citations and Subpoenas", "Notices", "Results", and "Attendees". The main content area is titled "Identification" and contains several sections:

- Hearing Information:** Includes radio buttons for "Hearing Date Set" (selected) and "Date Not Set". The "Hearing Date" is set to "10/02/2009" and the "Time" is "09:00am".
- Hearing Continued:** Includes fields for "Next Hearing Date" and "Next Hearing Time", and a "Continuance Reason" dropdown menu.
- Court Information:** Includes a "Court" dropdown menu (highlighted in yellow) set to "Glenn County Superior Court", a "Department" field set to "1", and a "Title" dropdown menu set to "Judicial Officer".
- Interpreter Needed:** Includes a field for "Interpreter Requested for this Language".
- Notes:** A text area for entering notes.
- Create New:** A section with buttons to create new documents: "Petition Notebook", "ICWA/JV Document", "Court Report Notebook", and "Hearing Summary Document".

The status bar at the bottom of the window shows "Ready" and "Case [Training, Child] -> Hearing [10/02/2009]".

This is the same page that was used to originally create this Hearing. Go to either the "Results" page or the "Attendees" page. The application will not force going to one of these pages before the other; it is user choice. Frequently, the "Attendees" page is done before the "Results" page. The process is the same for either page. The example will use the "Attendees" page first.

ID	Minors	Citations and Subpoenas	Notices	Results	Attendees
----	--------	-------------------------	---------	---------	-----------

Hearing Attendees

Clients		 CWS Attorneys	Staff Workers
+	Client	Relationship	

+	Attorney Name	

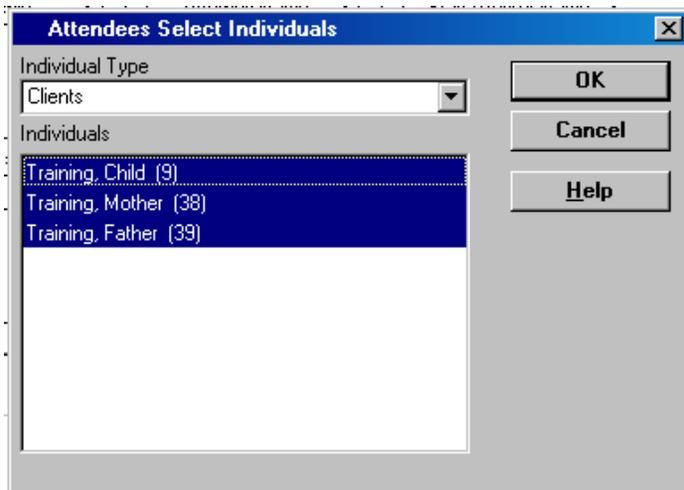
+	Staff Worker Name	

Client / Substitute Care Provider Attorneys

+	Attorney Name	Client/Substitute Care Provider	Attorney Type Description

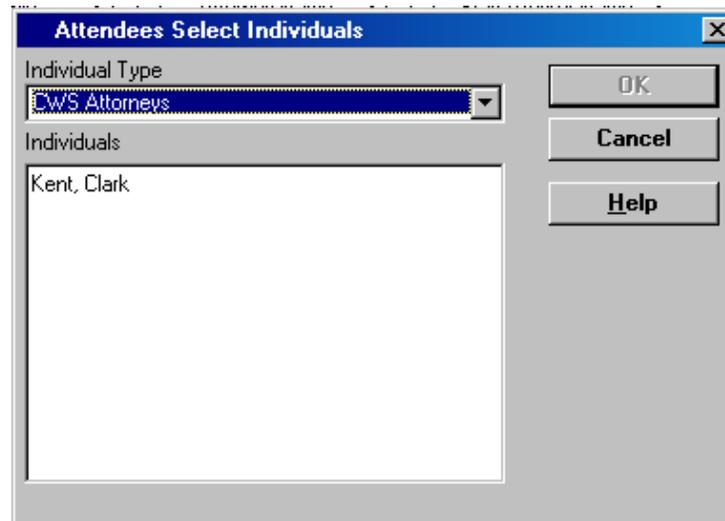
Other Attendees

--



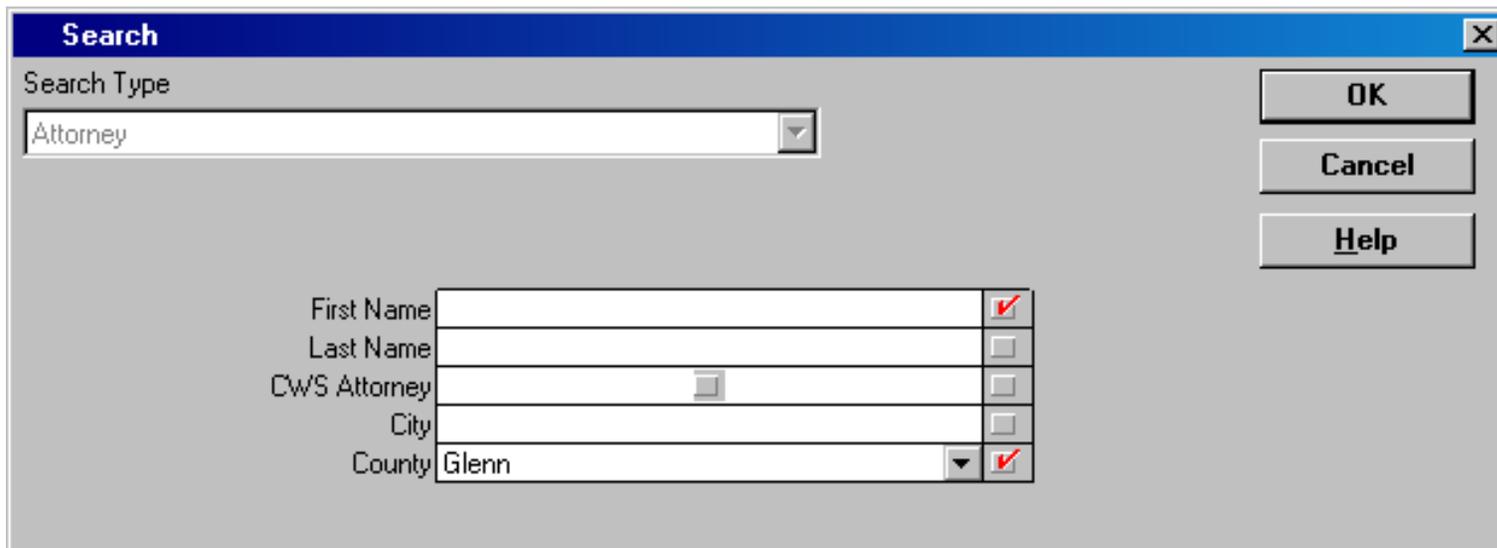
The normal method to enter information in this page is to click the “+” on each grid, and select the appropriate attendees from the list provided for each grid.

Now, select the next grid, “CWS Attorney”--the that is representing the department.



attorney

It is not uncommon for this to result in a blank screen where Kent, Clark is shown. When that happens there is no one to select, which makes it impossible to enter who is representing the department. There is a solution. Look closely at the "CWS Attorney" grid. There is an icon there next to "CWS Attorney."  CWS Attorneys. By clicking on the icon, a search for attorneys displays without having to go to the "Search" drop down menu and having to complete the steps associated with doing a normal search.



Search Type	Attorney	
		OK
		Cancel
		Help
First Name		<input checked="" type="checkbox"/>
Last Name		<input type="checkbox"/>
CWS Attorney		<input type="checkbox"/>
City		<input type="checkbox"/>
County	Glenn	<input checked="" type="checkbox"/>

Click on the box in the line for “CWS Attorney” then click the “OK” button. The following notice will be seen for a very short time.

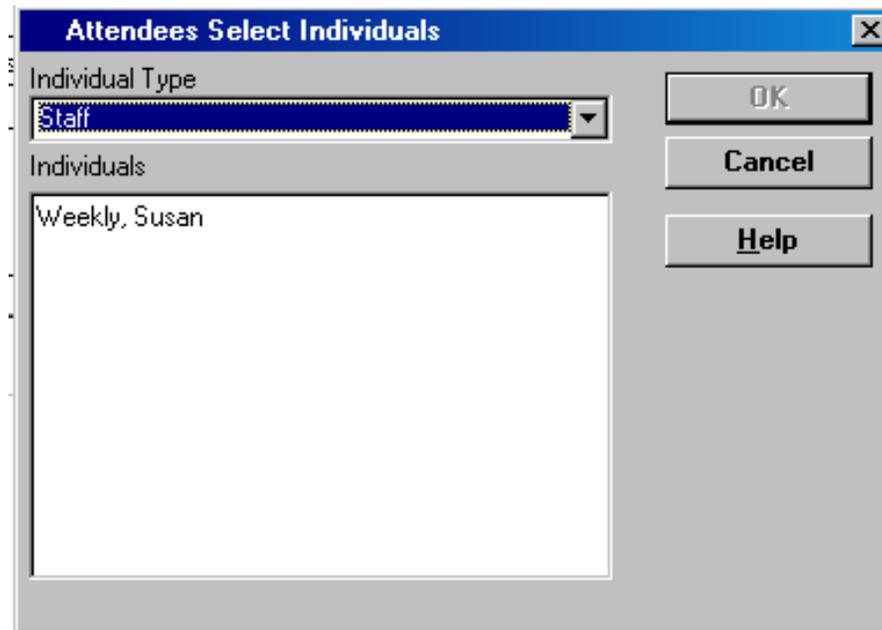


The notice will clear itself very quickly. If the search was successful, there will be no further notices. If the search failed, there will be a notice saying that the search failed.



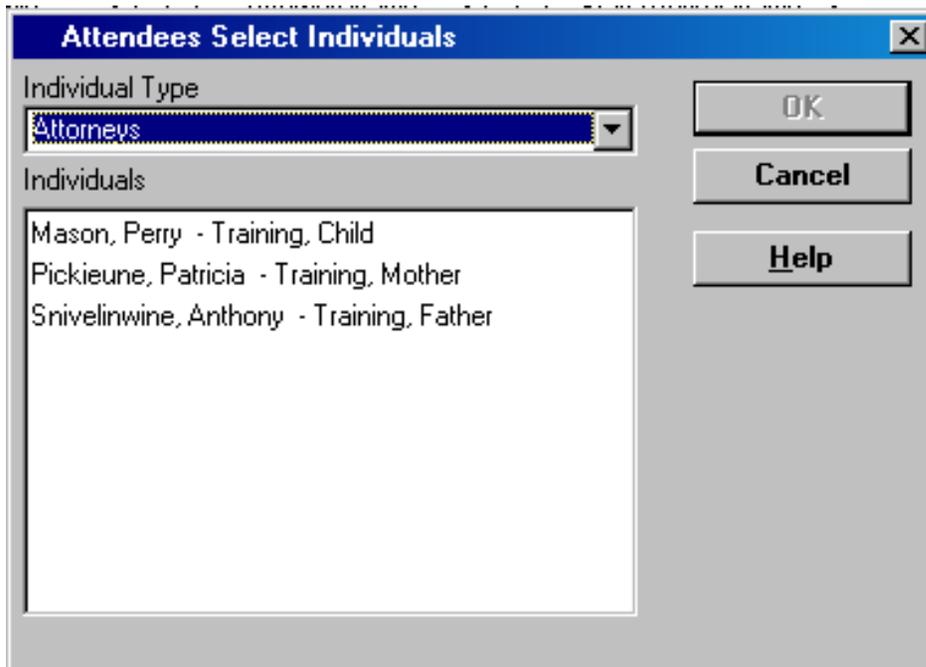
If there is not a notice for no matches, then click on the “+” in the grid again and the “CWS Attorney” or attorneys to choose from will be in the list. Click the correct attorney’s name and click the “OK” button.

Proceed to the “Staff Workers” grid and click on the “+” in the top left corner of the grid. The following selection box will display.



All workers with an assignment to that case or referral will be in the list. Click on the workers who were present at the hearing and then click on the “OK” button.

The next grid is the “Client/Substitute Care Providers Attorney” grid. As with all grids, click on the “+” to enter data into the grid. That will result in the following selection dialogue box.



All attorneys associated with a client or substitute care provider involved in this case will be listed and may be selected if present for the hearing. This is a multi-select window and more than one name may be selected.

The last field on this page is the "Other Attendees" field.

Type in the names and relationships of any other attendees at the hearing.

Other Attendees

--

Client Services - Case [Training, Child] - [Hearing [10/02/2009]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

Minors Citations and Subpoenas Notices Results Attendees

Court Results

Minor	Result

As Recommended Minor Placement Legal Authority ...

As Recommended with Modifications

Contrary to Recommendations

Continued

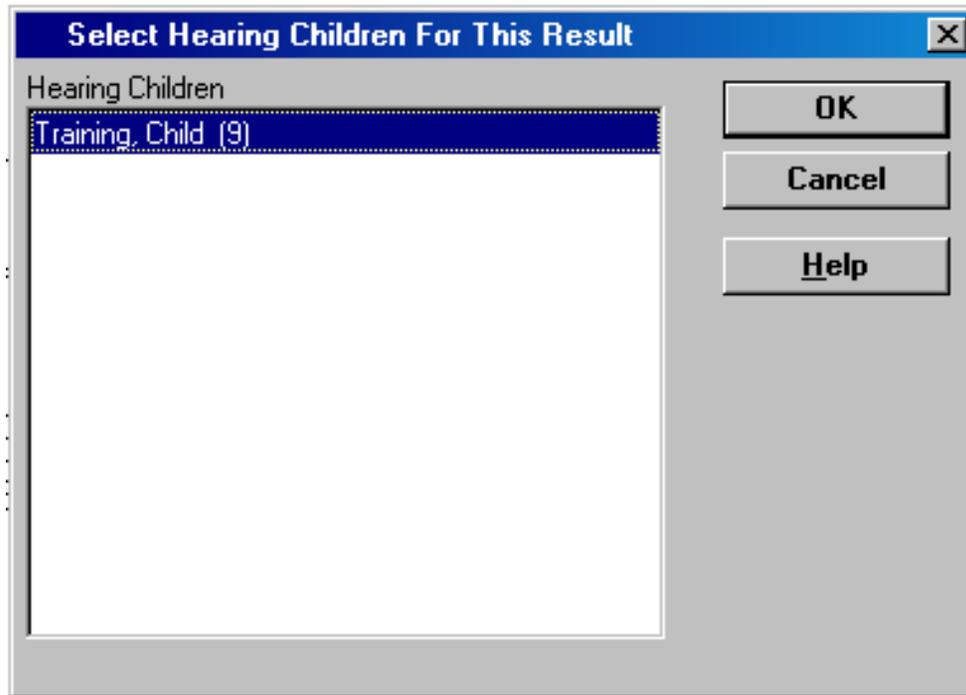
Findings Made	Orders Made

Detail Description AND/OR

Ready Case [Training, Child] -> Hearing [10/02/2009]

The next page to examine is the "Results" page. Use this page to record what orders the Court made at the hearing.

Clicking the “+” in the top left corner of the grid will enter the results of the hearing.



First, select which child or children the results are for. Click on one or more children listed in this dialogue box. All children that were selected for this hearing will be in the selection box.

Each child selected in the dialogue box will have a line in the grid.

+	Minor	Result
1	Training Child	As Recommended

- As Recommended
- As Recommended with Modifications
- Contrary to Recommendations
- Continued

Note that the application defaults to “As Recommended” as shown. This is usually the correct choice, but always look to be sure. Also, be aware that there are no findings or orders shown in the appropriate information boxes. That is because the application does not know what was recommended. Findings and Orders must always be entered. In most counties, a legal clerk is entering this data. The steps to enter findings and orders are the same--only the choices change. Click the “+” in the left top of the grid when wanting to enter selections.

The choices for “Findings” are shown on the next page. “Orders” will be shown on the two pages following “Findings.”

Active Efforts To Reunite Made
 Child Adoptable
 Child Comes Under ICWA
 Child Described By Section 300
 Child Does Not Come Under ICWA
 Child Not Adoptable At This Time
 Compelling Reason Found: 12+ year child objects to Termination of Parental Rights
 Compelling Reason Found: Assessment by an adoption agency determined adoption is unlikely
 Compelling Reason Found: Child in Residential Treatment Facility; adoption unlikely/undesirable
 Compelling Reason Found: Court determines legal guardianship is the appropriate plan
 Compelling Reason Found: Parent/Guardian maintained visitation/contact
 Compelling Reason Found: Relative/Foster Parent unable/unwilling to adopt due to exceptional circumstances
 Compelling Reason Found: Reunification Services continuing per WIC 366.21(g)(1) or 366.6(g)
 Compelling Reason Found: Substantial interference with child's sibling relationship
 Lack Of Pre-Placement Preventative Services Not Reasonable
 Lack Of Pre-Placement Preventative Services Reasonable
 No Substantial Probability Of Return
 Notice Given As Required By Law
 Notice Not Given As Required By Law
 Other
 Paternity Finding
 Pre-Placement Preventative Services Not Reasonable
 Reasonable Efforts Made
 Reasonable Efforts Not Made
 Reasonable Services Not Provided/Offered
 Reasonable Services Provided/Offered
 Severe Physical Abuse - 300(e)
 Substantial Probability Of Return

360 (b) FM/Child Not Declared	FR Services Ordered
361.5 FR Services Not Ordered	FR Services Terminated
366.26 Hearing & Assessment Ordered	Guardianship Terminated
All Prior Orders Remain in Effect	Guardianship Established - 360 (a)
Bench Warrant Issued	Inter-County Transfer In Accepted
Bench Warrant Recalled	Inter-County Transfer Out Ordered
Confidential Placement Ordered	Jurisdiction Terminated
Dependency Continued	Legal Auth. for Plcmt. Ordered - Cont.
Dependency Declared	Legal Auth. for Plcmt. Ordered - Initial
Dependency Reinstated	Other Court Order
Dependency Terminated	Parental Rights Term. - Alleged Father
Detained - Placement Failure	Parental Rights Term. - Alleged Mother
Detained from Father	Parental Rights Term. - Alleged Parents
Detained from Mother	Parental Rights Term. - Legal Father
Detained from Parents/Legal Guardians	Parental Rights Term. - Mother
Detained With Non-Custodial Parent	Parental Rights Term. - Presumed Father
Detention Ordered - In Home	Petition Dismissed
Detention Ordered - Out of Home	Placement Ord. With Parent/Legal Guard
Disclosure of Child's Address Ordered	Placement Ordered - In Home
FM Services Continued - 1st Review	Placement Ordered - Out of Home
FM Services Continued - Subsequent Rev.	Placement Ordered With Father
FM Services Ordered	Placement Ordered With Mother
FR Services Continued	PP Ordered - Adoption
Guardianship Established - 366.26	PP Ordered - Legal Guardianship

PP Ordered - LTFC Continued
PP Ordered - LTFC Initial
PP Services Ordered
Protective Custody Warrant Issued
Protective Custody Warrant Recalled
Released to Father
Released to Mother
Released to Parents
Released to Parents/Legal Guardians
Return Home Ord. - Parents/Legal Guard.
Return Home Ordered
Return Home Ordered - Father
Return Home Ordered - Mother
Terminate Dependency-Maintain Jurisdiction

PP Ordered - LTFC Continued
PP Ordered - LTFC Initial
PP Services Ordered
Protective Custody Warrant Issued
Protective Custody Warrant Recalled
Released to Father
Released to Mother
Released to Parents
Released to Parents/Legal Guardians
Return Home Ord. - Parents/Legal Guard.
Return Home Ordered
Return Home Ordered - Father



The selections of “Findings” and “Orders” are not a list of all possibilities. They are a selection of the most common. The “Findings” and “Orders” are not sorted by hearing type. The lists will always be the same regardless of the hearing for which data is being entered. When the Court makes “Orders” or “Findings” that are not in either of the lists, the application has a field for documenting them named “Detail Description.” It is at the bottom of the “Results” page.

Detail Description	AND/OR

A common finding is that there is not enough space to document all of the Court’s orders. In that case, document the most important. The hard file will have an exact copy of the Court’s Findings and Orders made at a hearing.

The next page demonstrates a completed “Results” page.

Client Services - Case [Training, Child] - [Hearing [10/02/2009]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

ID Minors Citations and Subpoenas Notices Results Attendees

Court Results

	Minor	Result
+		
1	Training, Child	As Recommended

As Recommended Minor: **Placement Legal Authority ...**
 As Recommended with Modifications
 Contrary to Recommendations
 Continued

	Findings Made	Orders Made
+		
1	Reasonable Services Provided/Offered	1 Placement Ordered - Out of Home
2	Reasonable Efforts Made	2 Legal Auth. for Plcmt. Ordered - Initial
3	Notice Given As Required By Law	3 Detained from Parents/Legal Guardians
		4 Detained from Mother
		5 Detained from Father

Detail Description AND/OR

Mist ordered with Mother and Father before next Hearing. Hearing is to be supervised.

Ready Case [Training, Child] -> Hearing [10/02/2009]

Chapter 4, "Initial Placement," gave instructions to leave the "Legal Authority" field alone until a legal authority was established. If the Court ordered the "Legal Auth. for Plcmt. Ordered – Initial," legal authority has been established. There is no need to return to the placement page to enter this information. Click on the "Placement

Legal Authority ..." button **Placement Legal Authority ...** above the "Findings Made" and "Orders Made" selection information boxes. That will result in the following dialogue box.

Legal Authorization for Placement

Please select the appropriate Legal Authorization for Placement value. Your selection will populate the Legal Authorization for the active placement.

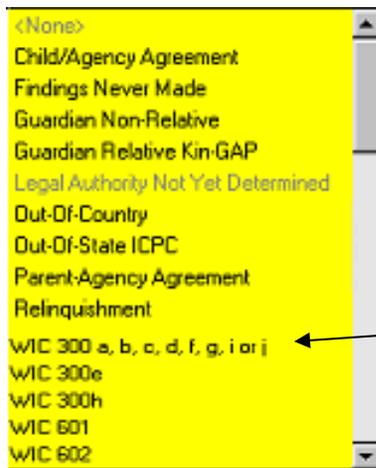
Available Minors: Training, Child

Effective Date: 10/02/2009

Legal Authorization For Placement

Buttons: OK, Cancel, Help

The application will automatically select the date of the hearing. The user must chose the correct minor or minors from the “Available Minors” list, and then selects the “Legal Authorization For Placement” from the following drop down list.



The most likely selections at this point are the options “WIC 300 a,b,d,d,f,g, i or j.

After selecting the correct child or children and the correct authority, the “OK” button will become “enabled” (turn black). Click the “OK” button. The “Placement Legal Authority” button will disappear from the findings page.



Returning to the placement in the “Placement Management Section,” the Legal Authority will be entered in the correct field.

Unless the Court dismisses the petition at this time, it will set a next hearing. To record the next hearing in CWS/CMS, the correct procedure is to go to the drop down menu at the top of the page. Select "Action" from the Action menu. Select "Create Next Hearing."



The application will automatically create the next hearing. Enter the date and time of the next hearing in the appropriate fields.

A screenshot of a web application form. At the top, there are tabs for 'ID', 'Minors', 'Citations and Subpoenas', 'Notices', and 'Re'. Below the tabs is a section titled 'Identification'. Underneath, there is a sub-section titled 'Hearing Information'. It contains two radio buttons: 'Hearing Date Set' (which is selected) and 'Date Not Set'. To the right of the 'Hearing Date Set' radio button, there are two input fields: 'Hearing Date' and 'Time'. The 'Hearing Date' field is highlighted in yellow and contains a date. The 'Time' field contains ': am'.

Next, go to the “Minors” page. All minors that were a part of the last hearing will automatically be entered on the page. Select which type of hearing the next hearing is.

The screenshot shows a software interface with the following elements:

- A table titled "Minors" with a "+" icon in the top left corner and a "Name" header. The table contains one row with the number "1" in the first column and the text "Training, Child" in the second column.
- A text input field labeled "Minor" containing the text "Training, Child".
- A dropdown menu labeled "Hearing Type" with a yellow background and a downward-pointing arrow.

This list is the same list as shown before. The most likely hearing type at this time is “Jurisdiction” or in some Courts, “Juris/Dispo.” Click on the correct hearing type and the next hearing is entered.

After entering the date, time and type of hearing, the next hearing is set.

The next chapter will be specific to the Jurisdictional Hearing.

Activities

Go to the Activities for Chapter 5 in the Activities booklet.

