

Knowledge Base Article

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Overview

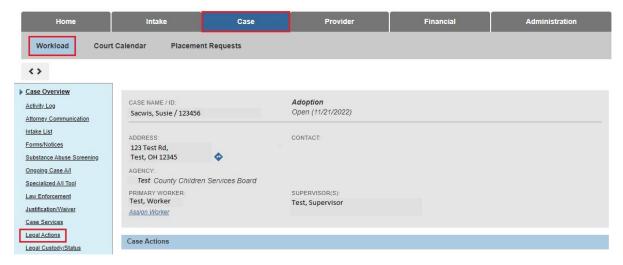
This Knowledge Base Article will review how to record new court hearing information or update existing information within the Ohio SACWIS system.

Navigating to the Legal Actions Screen

- 1. From the Ohio SACWIS **Home** screen, click the **Case** tab.
- 2. Click the Workload tab.
- 3. Select the appropriate Case ID link.

Note: If you know the **Case ID** number, you can also use the **Search** link at the top of the **Home** screen and navigate to the **Case Overview** screen.

4. On the **Case Overview** screen, click the **Legal Actions** link in the **Navigation** menu.



The **Legal Actions Filter Criteria** screen appears with the **Legal Actions** section displaying below it.

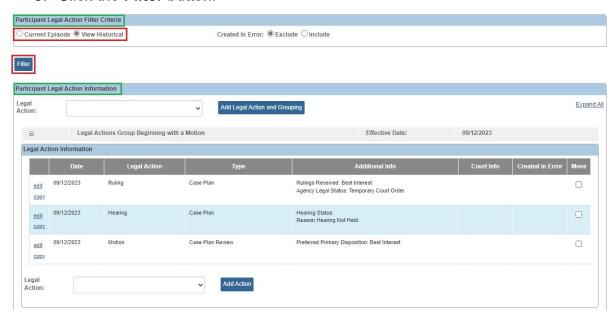
Filtering for Current and Historical Case Episodes

1. Select the appropriate Case Participant.



Note: When this screen appears, the **Legal Action Information** section automatically displays all recorded legal actions where the date falls within the current case episode.

- 2. To view records outside of the current episode, select the **View Historical** radio head button.
- 3. Click the **Filter** button.



The filtered results appear in the Legal Actions Information grid.



Navigating to the Hearing Information Screen

1. To record court hearing information, click the **Edit** link in the appropriate row.

Important: As shown in green, the row must display **Hearing** in the **Legal Action** column.



The **Hearing Information** screen appears displaying the **Hearing Segment(s)** section below it.

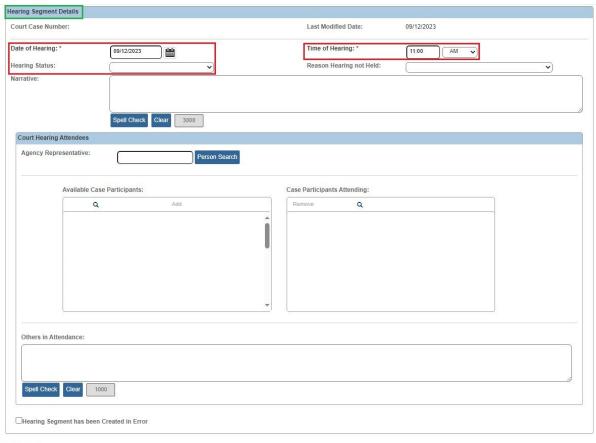
2. In the **Hearing Segment(s)** section, click the **Edit** link in the appropriate row.



The **Hearing Information Details** screen appears displaying the **Hearing Status** field.

- 3. Enter information into the court hearing detail fields, as needed.
- 4. When complete, click the **OK** button at the bottom of the screen.

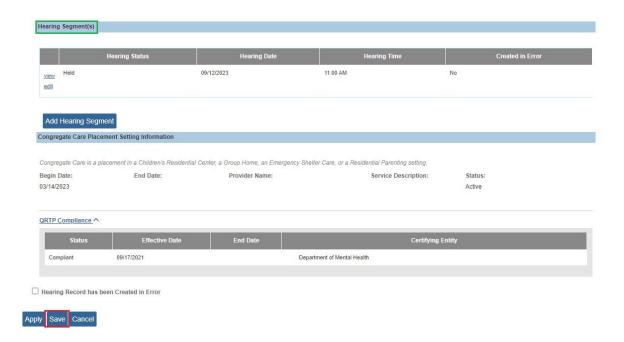




OK Cancel

The **Hearing Information** screen appears.

5. When complete, click the **Save** button at the bottom of the screen.



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If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at <u>SACWIS_HELP_DESK@childrenandyouth.ohio.gov</u>.