

Recording Court Hearing Information



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 screenshot shows the Ohio SACWIS interface. At the top, there is a navigation bar with tabs: Home, Intake, Case (highlighted with a red box), Provider, Financial, and Administration. Below this is a sub-navigation bar with 'Workload' (highlighted with a red box), Court Calendar, and Placement Requests. On the left, a navigation menu lists various options, with 'Legal Actions' highlighted with a red box. The main content area displays case information for 'Adoption Open (11/21/2022)'. Fields include: CASE NAME / ID: Sacwis, Susie / 123456; ADDRESS: 123 Test Rd, Test, OH 12345; AGENCY: Test County Children Services Board; PRIMARY WORKER: Test, Worker; SUPERVISOR(S): Test, Supervisor. A 'Case Actions' section is visible at the bottom of the main content area.

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

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Filtering for Current and Historical Case Episodes

1. Select the appropriate **Case Participant**.

Case Legal Actions / Delinquency Participants Filter Criteria

All Persons Persons Under Age 22

Filter

Case Legal Actions / Delinquency Participants

Result(s) 1 to 2 of 2 / Page 1 of 1

Case Participants	DOB		
Sacwis, Susie	05/09/2006	Maintain Legal Action	Maintain Delinquency
Test, Case Member	12/22/2001	Maintain Legal Action	Maintain Delinquency

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.

Participant Legal Action Filter Criteria

Current Episode View Historical

Created In Error: Exclude Include

Filter

Participant Legal Action Information

Legal Action: **Add Legal Action and Grouping** [Expand All](#)

Legal Actions Group Beginning with a Motion Effective Date: 09/12/2023

	Date	Legal Action	Type	Additional Info	Court Info	Created in Error	Move
edit copy	09/12/2023	Ruling	Case Plan	Rulings Received: Best Interest Agency Legal Status: Temporary Court Order			<input type="checkbox"/>
edit copy	09/12/2023	Hearing	Case Plan	Hearing Status: Reason Hearing Not Held:			<input type="checkbox"/>
edit copy	09/12/2023	Motion	Case Plan Review	Preferred Primary Disposition: Best Interest			<input type="checkbox"/>

Legal Action: **Add Action**

The filtered results appear in the **Legal Actions Information** grid.

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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.

Participant Legal Action Information

Legal Action: [Add Legal Action and Grouping](#) [Expand All](#)

Legal Actions Group Beginning with a Motion Effective Date: 09/12/2023

	Date	Legal Action	Type	Additional Info	Court Info	Created in Error	Move
edit copy	09/12/2023	Ruling	Case Plan	Rulings Received: Best Interest Agency Legal Status: Temporary Court Order			<input type="checkbox"/>
edit copy	09/12/2023	Hearing	Case Plan	Hearing Status: Reason Hearing Not Held:			<input type="checkbox"/>

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.

Hearing Segment(s)

	Hearing Status	Hearing Date	Hearing Time	Created in Error
view edit		09/12/2023	11:00 AM	No

[Add Hearing Segment](#)

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.

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Hearing Segment Details

Court Case Number: _____ Last Modified Date: 09/12/2023

Date of Hearing: *

Hearing Status:

Time of Hearing: *

Narrative:

Court Hearing Attendees

Agency Representative:

Available Case Participants:

Case Participants Attending:

Others in Attendance:

Hearing Segment has been Created in Error

The **Hearing Information** screen appears.

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

Hearing Segment(s)

	Hearing Status	Hearing Date	Hearing Time	Created in Error
view	Held	09/12/2023	11:00 AM	No
edit				

Add Hearing Segment

Congregate Care Placement Setting Information

Congregate Care is a placement in a Children's Residential Center, a Group Home, an Emergency Shelter Care, or a Residential Parenting setting.

Begin Date: 03/14/2023 End Date: _____ Provider Name: _____ Service Description: _____ Status: Active

QRTP Compliance ^

Status	Effective Date	End Date	Certifying Entity
Compliant	09/17/2021		Department of Mental Health

Hearing Record has been Created in Error

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