Recording a Court Ruling Record

Knowledge Base Article

Recording a Court Ruling Record

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Recording a Court Ruling Record

Overview

This Knowledge Base Article discusses how to:

- Record a Court Ruling record in Ohio SACWIS

- Add or insert a legal status within a Court Ruling record

- Copy information from an existing case member to another case member, such as a sibling, within the same open case

- Edit a Court Ruling Record and Legal Status

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. The **Case Overview** screen appears.

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

4. Click the **Legal Actions** link in the **Navigation** menu.

Note: As shown in green, the radio button defaults to **Persons Under Age 22**, but it can be changed to **All Persons**.

5. Click the **Maintain Legal Action** link for the appropriate child.
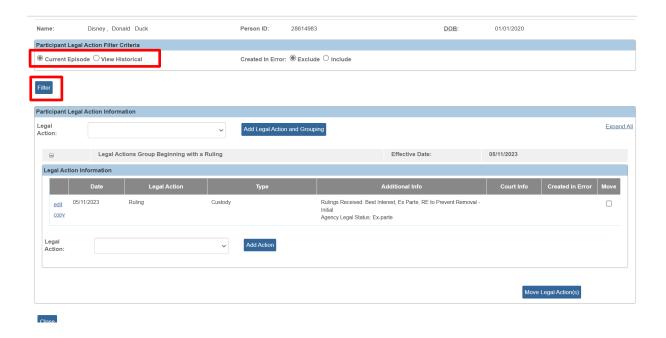

The **Participant Legal Action Information** screen appears.

Filtering Participant Legal Action Information

On this screen, the system automatically defaults to cases within the **Current Episode** radio button. To view records from both the current case episode and historical, complete the following steps:

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1. In the **Participant Legal Action Filter Criteria** section, click the **View Historical** radio button.
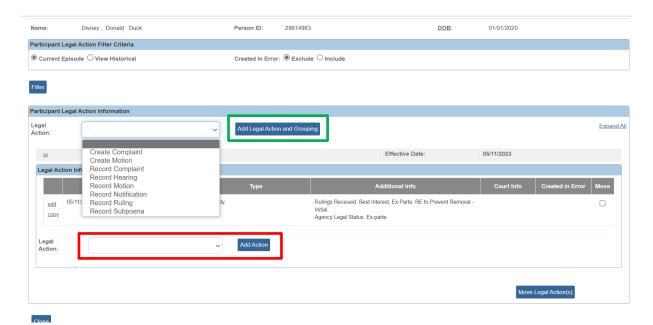
2. Click the **Filter** button.

Recording / Editing a Court Ruling Record

To record a Court Ruling record, complete the following steps:

1. From the **Participant Legal Action Information** screen discussed in the previous steps.

Note: All legal actions can now be grouped with other legal actions OR grouped independently. For more information, refer to the **Entering Hearings and Rulings** Knowledge Base Article.

- To group a legal action **independently**, select from the **Legal Action** field **near the top of the screen** and then click the **Add Legal Action and Grouping** button (shown in green below).

- To group a legal action with **existing** legal actions, you will select from the **Legal Action** field **at the bottom of the existing legal group** to which you wish to associate the ruling and then click the **Add Action** button (shown in red below).

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2. In the **Legal Action** field, select **Record Ruling**.

3. Click the **Add Legal Action and Grouping** button (to add a new group) or **Add Action** button (to associate to existing group).

Reminder: From this screen, you can record any of the legal actions shown in the **Legal Action** field drop-down box.

The **Ruling Information** screen appears.

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Ruling Information

Date of Ruling:*	05/11/2023 📅		Court Case Number:	[▾]
Action Participant:*	Disney, Donald D - 01/01/2020		Court ID Number:	[▾]
Court Name:	[▾]		Judge/Magistrate:	[▾]
Court Address:			County:	Athens

| Ruling Type:* | Custody [▾] | | Last Modified Date: | 05/11/2023 |
| Journalized Date: | 📅 | | | |

Ruling(s) Received: | | **Selected Rulings Received:**

🔍 [Add]

- Active Efforts (ICWA)
- Added as a Party to Case
- Adjudicated Abused
- Adjudicated Delinquent
- Adjudicated Dependent
- Adjudicated Deserted Child/Safe Hvn Baby
- Adjudicated Neglected
- Adjudicated Unruly

[Remove] 🔍

- Best Interest
- Ex Parte
- RE to Prevent Removal - Initial

[Spell Check] [Clear] [4000]

Legal Status Information

	Legal Status	Effective Date	Termination Date	Termination Reason	

[Add Legal Status]

◄ ►

Appeal Information

[Add Appeal / Objection]

Jurisdiction Transfer Information

	Receiving Agency Name	Court Acceptance Date

[Associate Jurisdiction Transfer]

☐ Ruling has been Created in Error

[Save] [Cancel]

4. In the **Date of Ruling** field (required), enter the appropriate date.

5. In the **Court Case Number** field (not required), enter the appropriate number.

6. The **Action Participant** field is automatically populated with the appropriate person.

7. In the **Court ID Number** field (not required), enter the appropriate number.

8. In the **Ruling Type** field (required), select the appropriate type from the drop-down list.

9. In the **Ruling(s) Received** field, select the appropriate value(s).

10. In the **Ruling Type** field, select the appropriate type from the drop-down list.

11. In the **Journalized Date** field (not required), enter the appropriate date.

12. In the **Ruling(s) Received** field, select the appropriate value(s).

Important: See below for additional details about the **Ruling(s) Received** field.

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13. Click the **Add >>** button to move the selection(s) to the **Selected Ruling Received** field.
14. If needed, click the **<< Remove** button to remove the selection(s) from the **Selected Rulings Received** field.
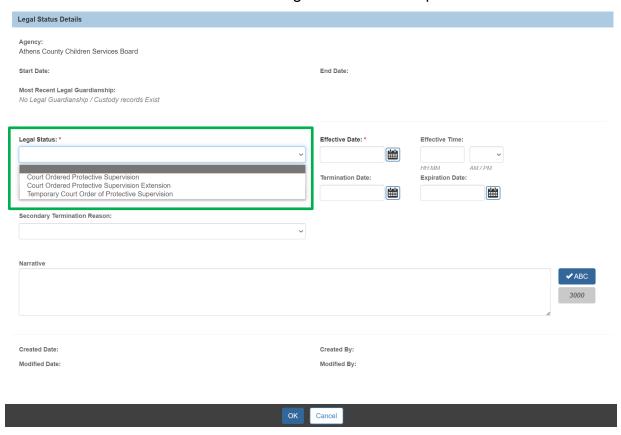15. Click the **Add Legal Status** button.

The **Child Legal Status Details** screen appears.

Important Information about the Ruling(s) Received Field

For Non-Court Involved Rulings

If you select a non-custody legal status of **COPS**, **TCOPS**, or **COPS EXT** in the **Selected Rulings Received** field, when you click the **Add Legal Status** button:
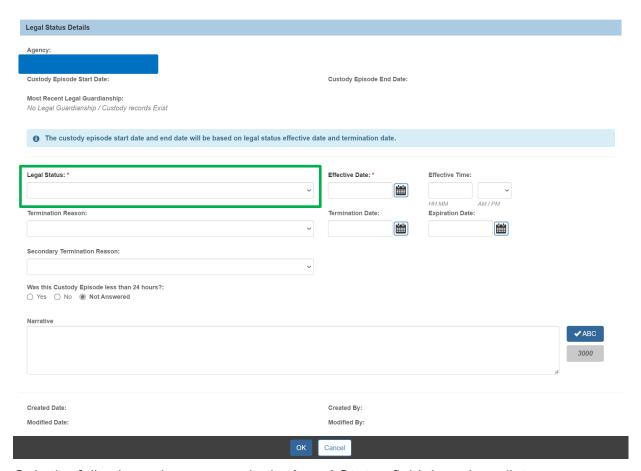
If a non-custody legal status of **COPS**, **TCOPS**, or **COPS EXT** in the **Selected Rulings Received** field is selected, when the **Add Legal Status** button is clicked, only the following reference values are selectable in the Legal Status field drop-down list:

For Court Involved Rulings

If a custody legal status (shown in bullets below) in the **Selected Rulings Received** field is selected, when the **Add Legal Status** button is clicked:

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Legal Status Details

Agency:

Custody Episode Start Date: Custody Episode End Date:

Most Recent Legal Guardianship:
No Legal Guardianship / Custody records Exist

ℹ The custody episode start date and end date will be based on legal status effective date and termination date.

Legal Status: *   Effective Date: *   Effective Time:

                                                                                          HH:MM   AM / PM

Termination Reason: Termination Date: Expiration Date:

Secondary Termination Reason:

Was this Custody Episode less than 24 hours?:
○ Yes ○ No ⦿ Not Answered

Narrative
                                                                                          ✔ ABC
                                                                                          3000

Created Date: Created By:
Modified Date: Modified By:

[OK] [Cancel]

Only the following values appear in the **Legal Status** field drop-down list:

- Custody Extension
- Custody Objections/Appeal Overruled
- Custody Objections/Appeal Sustained
- Custody to Agency
- Ex Parte
- Permanent Custody
- Permanent Surrender

- PPLA
- Temporary Custody
- TC 1st Extension
- TC 2nd Extension
- Temporary Court Order
- VAC 1st Extension
- VAC 2nd Extension

For Other Selected Rulings Received

If the **Selected Rulings Received** field does not contain any legal status selections mentioned in the two sub-sections above, when the **Add Legal Status** button is clicked, the same drop-down list shown in the **For Court Involved Rulings** sub-section appears.

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Important: If the **Legal Status** field values displayed are not what you want to select, return to the previous screen and change the values in the **Ruling(s) Received** and **Selected Rulings Received** fields.

Adding / Inserting / Editing a Legal Status

When a new legal status record needs to be added or inserted within a date gap, you will use the **Child Legal Status Details** screen to do so.

For instructions on creating a date gap, refer to the **Recording a Legal Status and Custody Episode** Knowledge Base Article.

To insert a non-court involved legal status record; also refer to the **Recording a Legal Status and Custody Episode** Knowledge Base Article.

Note: On any open case, a Court Ruling record's legal status can be edited by clicking the **Edit** link in the **Legal Status Information** grid.

However, the **Edit** link is only available when the legal status is recorded through its associated (linked) record, so the **Edit** link is only available for the legal status associated to this Ruling ID.

If the record has a termination date, it can still be edited by navigating to the **Legal Custody and Status** link in the left navigation and clicking the **Maintain Custody & Status** link to get to the **Legal Custody Episode and Status Information** screen, as discussed in the **Recording a Legal Status and Custody Episode** Knowledge Base Article.

Important: The following Legal Statuses cannot be selected unless:

- ➢ **Voluntary Agreement for Care 1st 30-day Extension** if the exact previous legal status record (not marked as **Created in Error**) is not an **Initial Voluntary Agreement for Care (Initial VAC)**.

- ➢ **Voluntary Agreement for Care 2nd 30-day Extension** if the exact previous legal status record (not marked as **Created in Error**) is not **Voluntary Agreement for Care 1st 30-day Extension**.

- ➢ **Temporary Custody 1st Extension** if the exact previous legal status record (not marked as **Created in Error**) is not **Temporary Custody**.

- ➢ **Temporary Custody 2nd Extension** if the exact previous legal status record (not marked as **Created in Error**) is not **Temporary Custody 1st Extension**.

- ➢ **COPS Ext** if the exact previous legal status record (not marked as created in error) is not COPS or TCOPS.

To insert / edit/ add a court involved legal status, complete the steps below.
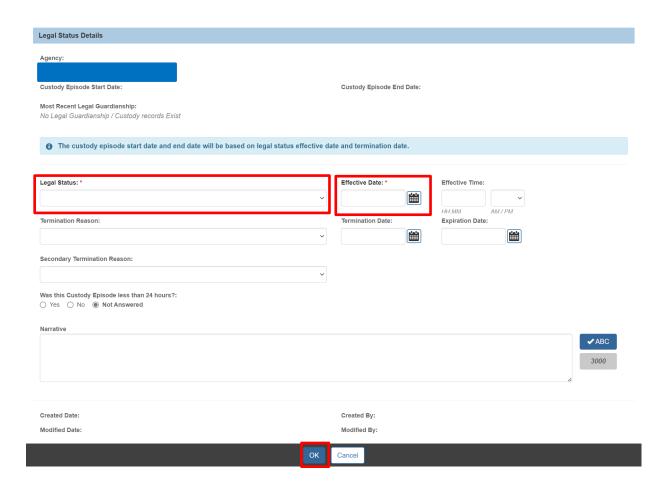
1. On the **Child Legal Status Details** screen, select the appropriate legal status in the **Legal Status** field (required).

2. In the **Effective Date** field (required), select the appropriate date.

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3. If this is for a legal status insertion, select a date in the **Termination Date** field and populate the appropriate **Termination Reason** field.

4. Click the **OK** button.

The **Ruling Information** screen appears displaying the new record in the ruling **Legal Status Information** grid. Depending on this child's current legal status, the **Edit** link, a **Terminate** link, or the **Add Legal Status** button may display on the screen.
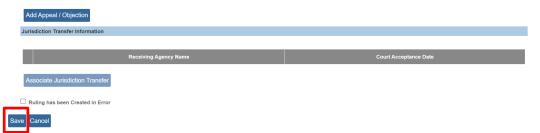
Important Information:

- As shown in the example above, the **Edit** link is only available when the legal status is recorded through its associated (linked) record, so the **Edit** link is only available for the legal status associated to this Ruling ID.

- The **Terminate** link is only available for the legal statuses **not** associated to this Ruling ID. The **Terminate** link appears if the Court Ruling record has not been saved.

- As shown in the example below, if the current active legal status was not associated (linked) through this ruling, then an **Add Legal Status** button

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appears. If the legal status was already created through this ruling, then **Add Legal Status** button is disabled.

- The **Add Legal Status** button appears when a new Ruling Record is added.

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

The **Participant Legal Action Information** screen appears displaying a message that your data has been saved.

Important: Once the ruling has been saved, the legal status information appears in the grid on the **Legal Custody & Status** screen.

Copying a Court Ruling Record

Ohio SACWIS provides functionality to copy an existing Court Ruling record and apply that information to an active case member (or sibling) record within the same case, including records that were **Created in Error**. After the information is copied, each field can then be modified as needed.

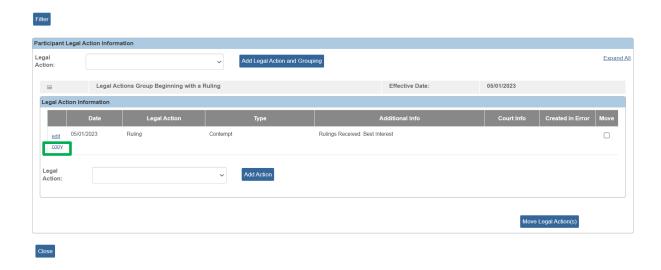Specifically, Ohio SACWIS copies information from the following fields:

- Date of Ruling
- Ruling Type
- Comments (all that were recorded)
- Court ID Number (if one was recorded)

- Court Case Number (if one was recorded)
- Journalized Date (if one was recorded)
- Ruling(s) Received (all that were recorded)

Note: The **Action Participant** field becomes an active drop-down list in the new record, but the existing information does not copy over.

To copy an existing Court Ruling record, complete the following steps:

1. Navigate to the **Participant Legal Action Information** screen using the steps previously discussed.

2. Click the **Copy** link in the Ruling record row that you want to copy.

- A **Copy** link **does** appear for records that were **Created in Error**.

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Filter

Participant Legal Action Information

Legal Action: [dropdown] **Add Legal Action and Grouping**   Expand All

| ⊟ | Legal Actions Group Beginning with a Ruling | Effective Date: | 05/01/2023 |

Legal Action Information

	Date	Legal Action	Type	Additional Info	Court Info	Created in Error	Move
edit	05/01/2023	Ruling	Contempt	Rulings Received: Best Interest			☐
copy							

Legal Action: [dropdown] **Add Action**

Move Legal Action(s)

Close

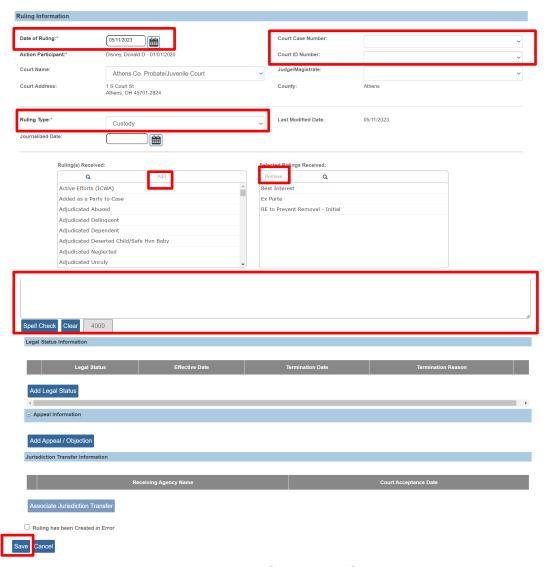On the **Ruling Information** screen (shown below), complete the following fields:

3. In the **Date of Ruling** field (required), keep the date that appears or enter the appropriate date.

4. In the **Action Participant** field, select the appropriate name from the drop-down list.

    -   As mentioned previously, an **Action Participant** cannot be selected until a date has been entered in the **Date of Ruling** field.

    -   The **Action Participant** field drop-down list is dynamic based on the **Date of Ruling** field. To appear on the list, the child must be an active case member as of the court ruling date.

5. In the **Court Case Number** field (not required), enter the appropriate number. If a **Court Case Number** was previously recorded, it copies over to the new record, but the number can be changed.

6. In the **Court ID Number** field (not required), enter the appropriate number.

7. In the **Ruling Type** field (required), keep the ruling type that appears or select the appropriate type from the drop-down list.

8. In the **Journalized Date** field (not required), enter the appropriate date. If a journalized date was previously recorded, it copies over to the new record, but the date can be changed.

Important:

-   Adding a date in the **Journalized Date** field no longer "locks" the Ruling record. With or without a journalized date, the Ruling record can be edited for current case episodes.

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- If you have the new Ohio SACWIS security role of **Closed Case Court Worker**, you can edit or add legal actions on the most recent closed case episode. If you do not have that role, contact your agency system administrator.

9. In the **Ruling(s) Received** field, click the appropriate received ruling(s). If a ruling received entry was previously recorded, it copies over to the new record but can be changed.

10. Click the **Add >>** button to move the selection(s) to the **Selected Ruling Received** field.

11. If needed, click the **<< Remove** button to remove the selection(s) from the previously recorded **Selected Rulings Received** field.

12. If needed, enter narrative in the **Comments** field. If comments were previously added, they copy over to the new record but can be changed.

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

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The **Participant Legal Action Filter Criteria / Information** screen appears displaying a message that your data has been saved.

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

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