

SACWIS Court Overhaul Phase II: Court Information Functionality Webinar Questions & Answers

Q: What is the business need for this functionality?

A: Currently, when users are entering legal actions into SACWIS, the court information does not automatically populate into the record. The court information (court name, court type, court address, court phone number, judge / magistrate name) must be entered manually by the user. This has become redundant and time-consuming for counties who are in the habit of recording the court information for their legal actions. The maintain court information functionality allows all the court information to be housed in one centralized location within SACWIS (Administration tab / Maintenance tab / court information) and pull into the legal action records upon selection of the county and court type.

Q: How are counties supposed to utilize the functionality?

A: The court information records will be loaded into SACWIS based off of 1) information provided from the Supreme Court of Ohio and 2) mapping of that information to the current court information that has been manually typed into SACWIS on the court information screens. When this functionality “goes live” in SACWIS, counties will want to review their court information records for accuracy and end-date any judge / magistrates who are no longer active. Upon verification that your county’s court information appears accurate, there will be very little maintenance required for these records. The court information will then pull into the Legal Action screen automatically to eliminate the redundancy of entering the same information over and over again.

Q: When entering a legal action, counties will be able to select any court in Ohio as the presiding court (i.e. child in agency custody receives B&E charges in another county). If the correct judge / magistrate is not appearing in the drop-down list, will we be able to correct that information?

A: Yes. The court information will be initially loaded with a list of all the Ohio courts and their current presiding judges and magistrates so it would likely be a rare occurrence when a user is unable to find the judge / magistrate they want to select. However, if this should occur, the county entering the legal action (County A) would need to request that the county where the court is located (County B) update the court information record for that particular court type to include the judge / magistrate who needs to be selected.

Q: Can we add new court types into SACWIS such as Drug Court or Mediation?

A: No, drug court or mediation would be a subdivision or action held through one of the existing court types.

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Q: Will the court names get Provider ID numbers? This could be useful if we receive a referral from a court. We could use that number to input the referral source info.

A: Most, if not all, juvenile courts already have non-ODJFS Provider IDs in SACWIS. Intake reporters are searched / linked by Person IDs and Provider IDs can be linked to reporter information if the reporter is a mandated reporter. Court information requires that the judge / magistrate have a Person ID to create their judge / magistrate record under court information. This same Person ID can be used to record the reporter information when appropriate.

Q: What if there is a judge from another county who is sitting in place of your current judge for whatever reason? How can you enter that information?

A: You can temporarily active that judge / magistrate for your court and then inactive them when they are no longer a visiting judge.

Q: Why would we need an "effective date" for a judge or magistrate?

A: Some counties may want to keep a record of when a judge or magistrate was "active" in particular courts within their county. For example, if Judge Judy was a Magistrate for Juvenile court and is now a Judge for Domestic court, the system functionality will allow you to keep a record of the time frames when Judy Judge was active in each court.

Q: What is the security role(s) needed to enter court information?

A: The security profile is Court Administrator and the user group is Court Information Administrator.

Q: Sometimes children are placed in adoptive homes in another state and the adoption finalizes in the other state. How is the court information for these situations entered on the case record?

A: Out-of-state court information will not be entered into SACWIS. The finalization would be entered as a ruling and the ruling records do not pull court information.