Maintaining Court Information

Knowledge Base Article

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Overview

As an overview, the **Maintain Court Information** screens are under the **Administrative** tab > **Maintenance** tab in Ohio SACWIS. For users with the proper security, a **Court Information** link appears in the **Navigation** menu that allows users to view or edit specific court information.

On the **Court Information** screen, you must have the **All-Supervisor** security role to access the **View** link or the **Court Information Administrator** security role to access the **Edit** link.

Navigating to the Court Information Screen

1. From the Ohio SACWIS **Home** screen, click the **Administration** tab.
2. Click the **Maintenance** tab.
3. Click the **Court Information** link in the side **Navigation** menu.

The **Court Information** screen appears listing all court records associated with the logged in agency's county.

4. To edit existing court information, click the **Edit** link in the appropriate grid row.

Note: This functionality is used to update any Judges and/or Magistrates associated to that particular court. For example, a Judge needs to be end-dated or a new Magistrate needs to be associated.

5. To add new court information, click the **Add Court Info** button.

Note: This functionality is rarely used. However, this will be used if a new Court has been added to your County. For example, a brand-new Common Pleas Court or a new Probate Court has been started. There was a one-time data load for all Court Judges, Magistrates, and Court Addresses when this functionality cam on-line. After this, all court information must be maintained by the users in this area of Ohio SACWIS.

Completing the Court Information Details Screen

1. If the **Add Court Info** button was selected, complete the **Court Name** field.

   Note: The **County** field defaults to your associated Agency's County name.

2. In the **Court Type** field, select the appropriate value from the drop-down list.
3. Click the **Address Search** button.

The **Domestic Address Search Criteria** screen appears.

4. Enter information to search for the appropriate address.
5. Click the **Search** button. The selected address displays on this screen.

6. Click the **Select** link in the appropriate grid row.

The **Court Information Details** screen appears displaying the selected address.

Associating a New Judge or Magistrate to a Court Type

Note: As shown in green below, the three radio buttons (**Active**, **Inactive**, and **All**) default to the **Active** Judges/Magistrates but can be changed.

1. To associate (add) a new Judge or Magistrate, click the **Add Judge/Magistrate** button.

The **Person Search Criteria** screen appears.

2. Enter information in the search fields.

3. Click the **Search** button.

The results appear in the **Person Search Results** section.

4. If the person appears in the grid, click the **Select** link in that row.

5. If the person does not appear in the grid, click the **Create New Person** button, and enter the appropriate data.

Important: If you searched for a judge and did not get any search results back, modify the search criteria. For example, if you searched for Judge Bill Brown, try searching for:

*   Judge William Brown (prefix, full first name, last name)

*   William Brown (remove the prefix altogether)

*   Judge Brown (Judge as the first name, Brown as the last name

The **Judge/Magistrate Details** screen appears.

6. In the **Effective Date** field, enter the appropriate date when the Judge or Magistrate was associated to the court type.

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

Note: The **Type** field is enabled prior to the initial save of a new Judge/Magistrate record or activation of an existing record. This field is required upon initial save and activation.

8. Click the **Save** button.

The **Court Information screen** appears.

As shown in green, if the Judge/Magistrate record displays an **End Date** in the grid, then an **Activate** link will appear in that row. If there is no End Date, no **Activate** link appears.

Important: If you click the **Active** link, the system returns you to the **Judge / Magistrate Details** screen, but the **Type** field is not enabled (as shown in the screen shot on the next page).

Entering or Modifying an Effective or End Date

1. To enter or modify the Effective Date or End Date, navigate to the **Court Information Details** screen.

2. Click the **Edit** link in the appropriate grid row.

The **Judge/Magistrate Details** screen appears.

3. In the **Effective Date** field or **End Date** field, enter the appropriate.

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4. Click the **Save** button.

The **Court Information** record is saved.

Important Information:

- Having an end date is what deems a Judge/Magistrate inactive.

- To view the inactive Judges/Magistrates, select the **Inactive** radio button or the **All**-radio button that appears above the grid.

- Ohio SACWIS will not allow duplicate Judge/Magistrate records by person ID, type, effective date, and end date within each **Court** type (i.e., probate, juvenile, etc.) record to be saved. If a duplicate occurs, the following message appears: **The same Judge / Magistrate (Person ID) has already been associated for this Court Information record for same/overlapping date range.**

- Regarding the **Delete** link, you can only delete Judge/Magistrate records that have not been associated to any legal actions (Hearing, Complaint, Delinquency, or Court Jurisdiction Transfer).

- If you have **Edit** security, the **Court Information** screens remain enabled after a save, except for the **Judge/Magistrate** type value while in the edit mode of a Judge/Magistrate record.

- It's up to each Agency's discretion to return to the **Hearing Record** after the hearing has occurred and record the **Judge/Magistrate** who presided over hearing. (Hearing only)

- If a Judge/Magistrate has been associated to a Hearing record, then was deactivated during the time/date of the Hearing, the Judge/Magistrate name will be removed from the associated Hearing record.
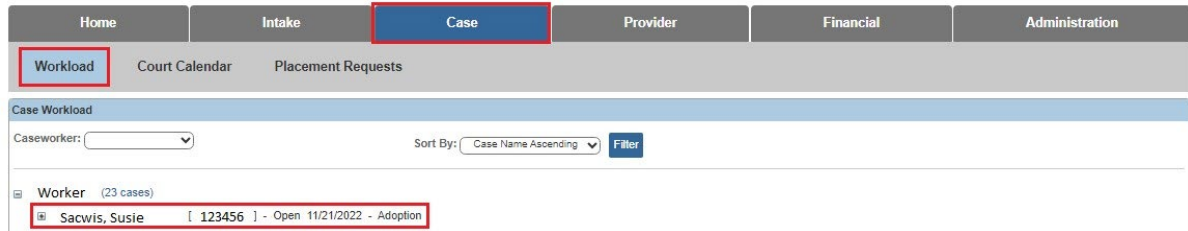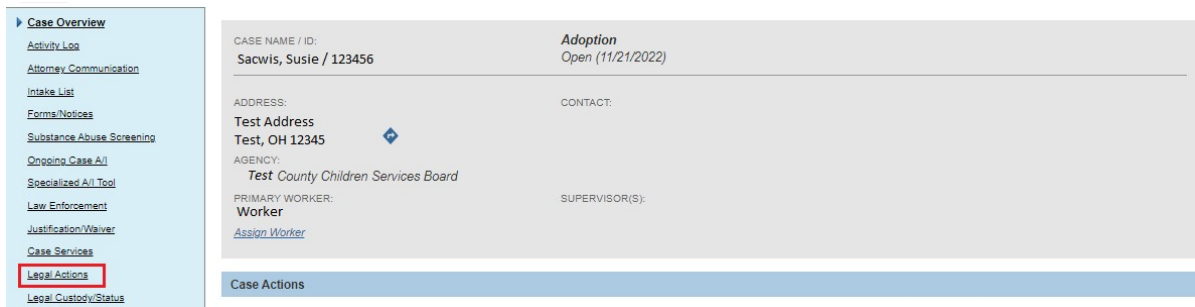
Navigating to the Hearing Record

From the Ohio SACWIS **Home** screen:

1. Click the **Case** tab.
2. Click the **Workload** tab.
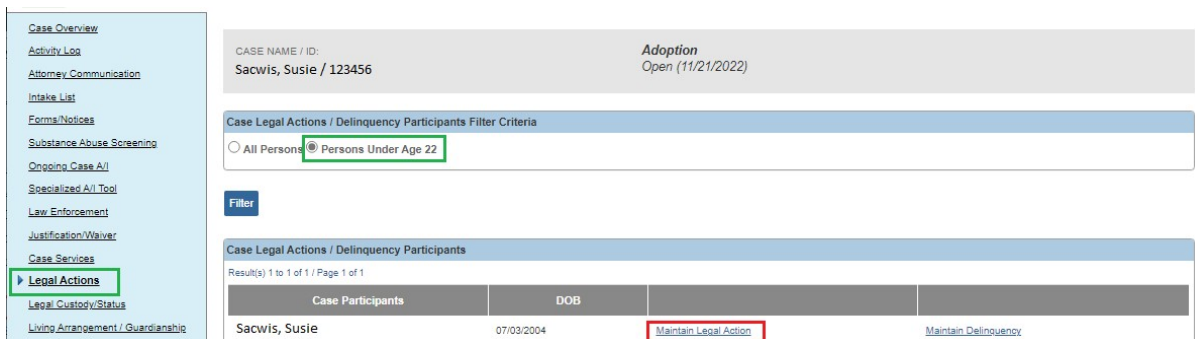3. Select the appropriate **Case ID** link.

The **Case Overview** screen appears.

4. Click the **Legal Actions** link in the navigation pane.

The **Legal Actions** screen appears.

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

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

    6. Select the **Edit** button next to the appropriate **Hearing** to record the **Judge/Magistrate** that presided over the hearing.

The **Hearing Information Screen** appears.

    7. Select the appropriate **Judge/Magistrate** from the drop-down menu.

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

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