

# Maintaining Court Information



**Knowledge Base Article**

# Maintaining Court Information

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# Maintaining Court Information

## 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 came on-line. After this, all court information must be maintained by the users in this area of Ohio SACWIS.

## Maintaining Court Information

	Court Name	County
<a href="#">edit</a>	Test Co. Common Pleas Court	Test County
<a href="#">edit</a>	Test County Court	Test County
<a href="#">edit</a>	Test Municipal Court	Test County
<a href="#">edit</a>	Test Co. Common Pleas Court	Test County

[Add Court Info](#)

### 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.

**Court Information Details**

Court Name:\*  County:\*    
Court Type:\*   
Court Division

Address:   
County   
Phone:  Ext:  Fax:   
Website:

**Judge/Magistrate**

Active  Inactive  All

Name/ID	Type	Effective Date	End Date
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[Add Judge /Magistrate](#)

[Save](#) [Cancel](#)

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.

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

**Domestic Address Search Criteria**

Address Lookup:

PO Box or Manual Search Criteria

Note: Manual Search Criteria will override Address lookup (Google Search)

**Domestic Address Search Results**

	Address	Valid	County	Geo_Code	Hazard
<input type="button" value="select"/>	123 Test Rd, Test, Oh 12345	Yes	Test	None	No

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

**Court Information Details**

Court Name:\*

County:\*

Court Type:\*

Court Division

Address:

County

Phone:  Ext:

Fax:

Website:

## 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.

**Judge/Magistrate**

Active  Inactive  All

Name/ID	Type	Effective Date	End Date
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The **Person Search Criteria** screen appears.

2. Enter information in the search fields.
3. Click the **Search** button.

# Maintaining Court Information


**Search For Person**

Person ID:  ~ OR ~ SSN:   
Note: If Person ID or SSN are entered, all other search criteria will be ignored

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OR

Last Name:  First Name:  Middle Name:  Gender:

DOB:   ~ OR ~ Age Range:  -   
From Age To Age

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[Reference, TCN, and Address Criteria](#) ▾

Name Match Precision Returns results matching entered names including AKA names/nicknames Sort by:

Fewer Results More Results

**Person Search Results**

Result(s) 1 to 1 of 1 / Page 1 of 1  
 Include only active case members

	Person Name / ID	Address	Gender	(Age) DOB	Active Case
<input type="button" value="select"/>	Test, Judge / Magistrate <a href="#">Related Persons</a> ▾	123 Judge Rd, Judge, Oh 12345	Female		Yes

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.

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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.

	Name/ID	Type	Effective Date	End Date		
<a href="#">edit</a>	Test, Magistrate	Magistrate	10/01/2023	10/05/2023	<a href="#">delete</a>	<a href="#">activate</a>
<a href="#">edit</a>	Test, Judge/Magistrate	Magistrate	10/05/2023		<a href="#">delete</a>	

[Add Judge /Magistrate](#)

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.

	Name/ID	Type	Effective Date	End Date		
<a href="#">edit</a>	Test, Magistrate	Magistrate	10/01/2023	10/05/2023	<a href="#">delete</a>	<a href="#">activate</a>
<a href="#">edit</a>	Test, Judge/Magistrate	Magistrate	10/05/2023		<a href="#">delete</a>	

[Add Judge /Magistrate](#)

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

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

## Maintaining Court Information

4. Click the **Save** button.

Judge/Magistrate Details

Name: Test, Magistrate PersonId: 111111

Effective Date: \* 10/01/2023 End Date: 10/05/2023

Type: \* Magistrate

Save Cancel

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.

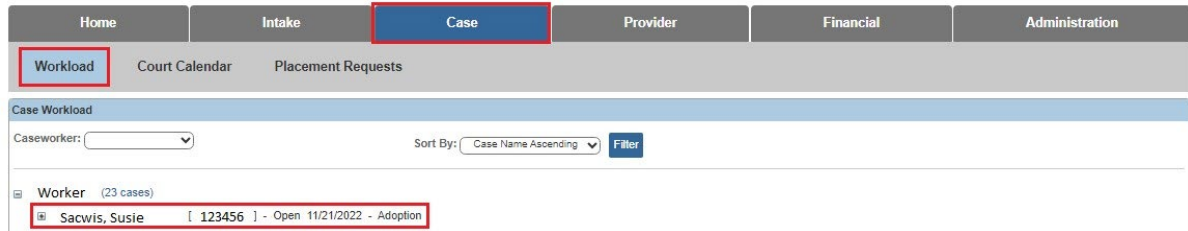


# Maintaining Court Information

## Navigating to the Hearing Record

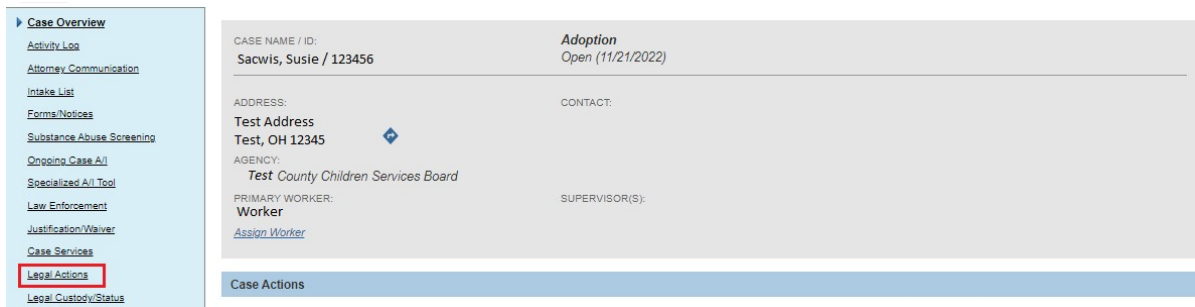
From the Ohio SACWIS **Home** screen:

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



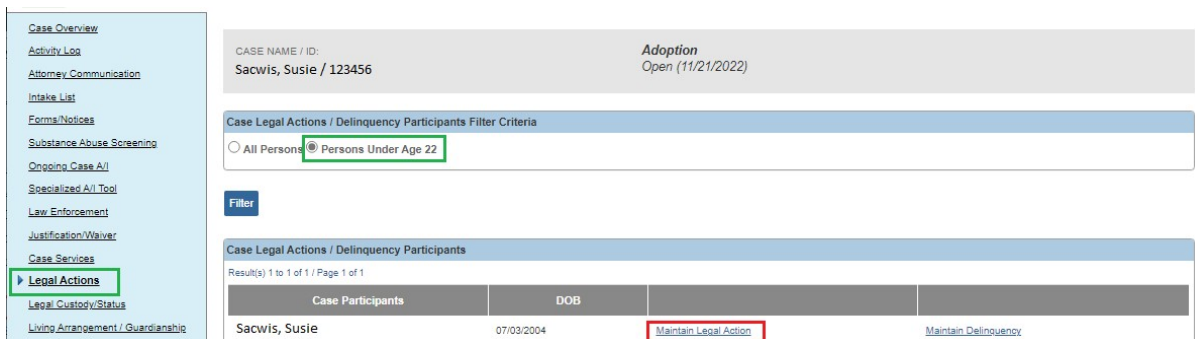
The **Case Overview** screen appears.

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.

Participant Legal Action Information

Legal Action:   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
<input type="button" value="edit"/> <input type="button" value="copy"/>	09/12/2023	Ruling	Case Plan	Rulings Received: Best Interest Agency Legal Status: Temporary Court Order			<input type="checkbox"/>
<input type="button" value="edit"/> <input type="button" value="copy"/>	09/12/2023	Hearing	Case Plan	Hearing Status: Held Reason Hearing Not Held:			<input type="checkbox"/>
<input type="button" value="edit"/> <input type="button" value="copy"/> <input type="button" value="amend"/>	09/12/2023	Motion	Case Plan Review	Preferred Primary Disposition: Best Interest			<input type="checkbox"/>

Legal Action:

The **Hearing Information Screen** appears.

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

Hearing Information

Action Participant: \* Sacwis, Susie Court ID Number:

Court Case Number:  Last Modified Date: 09/27/2023

Court Name: \* Test County Court Judge/Magistrate: Test Judge

Court Address: 123 Test Rd, Test Oh 12345 County: Test County

Hearing Type: \* Case Plan

Narrative: TEST

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If you need additional information or assistance, please contact the Automated Systems Help Desk at [sacwis\\_help\\_desk@childrenandyouth.ohio.gov](mailto:sacwis_help_desk@childrenandyouth.ohio.gov) .