

# **Recording an Appeal on a Ruling Record**



**Knowledge Base Article**

# Recording an Appeal on a Ruling Record

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# Recording an Appeal on a Ruling Record

## Overview

This Knowledge Base Article discusses how to record an appeal for Rulings Received on a **Ruling** record, including for a legal status of **Permanent Custody**. This functionality also allows you to record an appeal on a **Ruling** record for each person and for each **Ruling Received** as needed.

## 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 default 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 screenshot displays the Ohio SACWIS Case Overview interface. At the top, there are navigation tabs: Home, Intake, Case (highlighted in green), Provider, Financial, and Administration. Below these are sub-tabs: Workload (highlighted in green), Court Calendar, and Placement Requests. A left-hand navigation menu lists various case management functions, with 'Legal Actions' highlighted in a red box. The main content area shows case details for 'Sacwis, Susie / 123456', including the status 'Ongoing' and a 'HAZARD' indicator. Below this, there is a filter section for 'Case Legal Actions / Delinquency Participants Filter Criteria' with radio buttons for 'All Persons' and 'Persons Under Age 22' (selected). A 'Filter' button is present. The main table, titled 'Case Legal Actions / Delinquency Participants', shows two rows of data. The first row is for 'Sacwis, Susie' (DOB 09/09/2006) with a 'Maintain Legal Action' link highlighted in a red box and a 'Maintain Delinquency' link. The second row is for 'Lane, Lois' (DOB 12/22/2001) with similar links. The table indicates 'Result(s) 1 to 2 of 2 / Page 1 of 1'.

Case Participants	DOB		
Sacwis, Susie	09/09/2006	<a href="#">Maintain Legal Action</a>	<a href="#">Maintain Delinquency</a>
Lane, Lois	12/22/2001	<a href="#">Maintain Legal Action</a>	<a href="#">Maintain Delinquency</a>

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

# Recording an Appeal on a Ruling Record

## Adding an Appeal Record

1. Click the **Expand All** link to expand the grids.

Participant Legal Action Filter Criteria

Current Episode  View Historical Created In Error:  Exclude  Include

**Filter**

Participant Legal Action Information

Legal Action:  **Expand All**

**Add Legal Action and Grouping**

Legal Actions Group Beginning with a Ruling	Effective Date:	06/23/2022
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The Legal Action Information grid expands.

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

Participant Legal Action Information

Legal Action:  **Collapse All**

**Add Legal Action and Grouping**

Legal Actions Group Beginning with a Ruling	Effective Date:	06/23/2022
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**Legal Action Information**

	Date	Legal Action	Type	Additional Info	Court Info	Created in Error	Move
<b>edit</b> COPY	10/11/2022	Ruling	Disposition	Rulings Received: Best Interest, Reasonable Efforts to Finalize the Permanency Plan, Temporary Custody	Court Case #:		<input type="checkbox"/>
<b>edit</b> COPY	08/25/2022	Ruling	Adjudicatory	Rulings Received: Adjudicated Dependent, Best Interest, Reasonable Efforts to Finalize the Permanency Plan	Court Case #:		<input type="checkbox"/>
<b>edit</b> COPY	06/23/2022	Ruling	Custody	Rulings Received: Best Interest, RE to Prevent Removal - Initial, Temporary Custody Agency Legal Status: Temporary Custody/Placement and Care	Court Case #:		<input type="checkbox"/>

Legal Action:  **Add Action**

The **Ruling Information** screen appears.

**Ruling Information**

Date of Ruling:\*   Court Case Number:

Action Participant:\*  Court ID Number:

Court Name:  Judge/Magistrate:

Court Address:  County:

Ruling Type:\*  Last Modified Date: 10/17/2022

Journalized Date:  

## Recording an Appeal on a Ruling Record

Legal Status Information

Legal Status	Effective Date	Termination Date	Termination Reason
Temporary Custody/Placement and Care	08/23/2022		<a href="#">terminate</a>

Add Legal Status

Appeal Information

Add Appeal / Objection

Jurisdiction Transfer Information

3. Click the **Add Appeal / Objection** button.

The **Appeals Information Details** screen appears.

**Important:** When the **Add Appeal / Objection** button is clicked, notice that the values selected in the **Selected Rulings Received** field (shown above) are the **only values** that appear in the **Ruling(s) Received Selected on Ruling** field (shown on the next page). In other words, whatever values are selected on the **Ruling Information** screen appear on the **Appeals Information Details** screen and those are the only values that can be selected for appeal.

## Completing the Appeals Information Details Screen

As shown on the next page:

1. In the **Appeal File Date** field, select the appropriate date.
2. In the **Person Appealing the Ruling** field, click the **Person Search** button to locate the appropriate person.
3. In the **Legal Status Involved in Appeal** field, select **Yes** or **No**.
4. In the **Ruling(s) Received Selected on Ruling** field, select the appropriate value(s).
5. Click the **Add >>** button. The value(s) move to the **Ruling(s) Received being Appealed** field.
6. Click the **OK** button.

## Recording an Appeal on a Ruling Record

**Appeal Information Details**

Appeal File Date:\*

Person Appealing the Ruling:\*

~ OR ~

Appeal filed on behalf of:

Legal Status Involved in Appeal:\*

Ruling(s) Received Selected on Ruling:

Best Interest
RE to Finalize Permanency Plan - Subsequent
Temporary Custody

Ruling(s) Received Being Appealed: \*

Remove
--------

Appeal Outcome Date:

Appeal Outcome:

The **Ruling Information** screen appears displaying the information in the **Appeal Information** section as shown in green.

7. Repeat these steps as needed to record an appeal for other rulings received.
8. When complete, click the **Save** button to save the ruling.

**Ruling Information**

Date of Ruling:\*

Action Participant:\*

Court Name:

Court Address:

Court Case Number:

Court ID Number:

Judge/Magistrate:

County:

Ruling Type:\*

Last Modified Date:

Journalized Date:

Ruling(s) Received:

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

Selected Rulings Received:

Best Interest
RE to Finalize Permanency Plan - Subsequent
Temporary Custody

Congregate Care Placement Setting Information

## Recording an Appeal on a Ruling Record

- Appeal Information

Appeal File Date	Person/Agency Appealing the Ruling	Legal Status Involved in Appeal	Ruling(s) Received Being Appealed	Appeal Outcome Date	Appeal Outcome
<a href="#">edit</a> 08/11/2023	Test County Children Services Board	Yes	Best Interest		<a href="#">delete</a>

Add Appeal / Objection

Jurisdiction Transfer Information

Receiving Agency Name	Court Acceptance Date

Associate Jurisdiction Transfer

Ruling has been Created in Error

Save
Cancel

The **Participant Legal Action Information** appears. Within the Legal Action grid you will see your saved **Under Appeal** in red next of he appropriate person.

Participant Legal Action Information

Legal Action:   [Expand All](#)

Legal Actions Group Beginning with a Ruling
Effective Date: 06/23/2022

Legal Action Information

	Date	Legal Action	Type	Additional Info	Court Info	Created in Error	Move
<a href="#">edit</a> <a href="#">copy</a>	10/11/2022	Ruling	Disposition	Rulings Received: Best Interest, Reasonable Efforts to Finalize the Permanency Plan, Temporary Custody <span style="color: red; font-weight: bold;">Under Appeal</span>	Court Case #: 202		<input type="checkbox"/>
<a href="#">edit</a> <a href="#">copy</a>	08/25/2022	Ruling	Adjudicatory	Rulings Received: Adjudicated Dependent, Best Interest, Reasonable Efforts to Finalize the Permanency Plan	Court Case #: 2022		<input type="checkbox"/>
<a href="#">edit</a> <a href="#">copy</a>	09/23/2022	Ruling	Custody	Rulings Received: Best Interest, RE to Prevent Removal - Initial, Temporary Custody Agency Legal Status: Temporary Custody/Placement and Care	Court Case #: 202		<input type="checkbox"/>

Legal Action:   [Add Action](#)

### Important Information about Appeals:

- You can enter an appeal record as many times as needed.
- You cannot duplicate the person appealing the rulings, the rulings received and/or the appeal file date (when no appeal outcome is recorded).  
**Example:** Mom a ruling received of permanent custody on 01/01/2012. The appeal was **Overruled/Ruling Upheld**. (Mom lost the appeal and will be appealing to a higher court.)
- You can record an appeal separately for each **Ruling Received**.
- Once an appeal record has been resolved with the entry of an **Appeal Outcome** and **Appeal Outcome Date**, then a new appeal record can be recorded for the same person and the same rulings received.
- Upon saving a **Ruling Record**, if an **Appeal** record has been created (regardless of if an **Appeal Outcome Date** or **Appeal Outcome** has been entered) you cannot remove any **Rulings Received** from the **Ruling** record that had been selected in the **Appeal** record for **Ruling(s) Received Being Appealed**.

## Recording an Appeal on a Ruling Record

- You cannot have multiple appeals without an **Appeal Outcome** for the same person (appealing the ruling) and the same values selected in the **Ruling(s) Received** being appealed within a given ruling record. If this occurs, the following system-generated **Validation Message** appears upon save: **Cannot have overlapping appeal records without an appeal outcome for the same person (appealing the ruling) and the same values selected in the Ruling(s) Received being appealed.**
- When an **Appeal** record has been created/saved, no appeal outcome has been entered, and the **Legal Status Involved in Appeal** is marked as **Yes**, a notification will be sent to users with a role of **Adoption Worker** and the **Primary Worker** assigned to the case from which ruling was created, as well as their respective supervisors and court workers for the case-owning agency. The notification message will say: **An appeal record has been recorded for <child name: person ID> for a Ruling against Ruling(s) Received and the child's current legal status record.**

## Editing the Appeal Information Details Screen

When the appeal decision has been issued, complete the following steps:

1. Repeat the steps in the previous section to navigate to the **Appeal Information Details** screen.
2. On the **Legal Action Information** screen, select the **Edit** link in the appropriate **Ruling** grid row.

Participant Legal Action Information

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

Legal Actions Group Beginning with a Ruling Effective Date: 06/23/2022

	Date	Legal Action	Type	Additional Info	Court Info	Created in Error	Move
<a href="#">edit</a> <a href="#">copy</a>	10/11/2022	Ruling	Disposition	Rulings Received: Best Interest, Reasonable Efforts to Finalize the Permanency Plan, Temporary Custody <b>Under Appeal</b>	Court Case #: 202		<input type="checkbox"/>
<a href="#">edit</a> <a href="#">copy</a>	08/25/2022	Ruling	Adjudicatory	Rulings Received: Adjudicated Dependent, Best Interest, Reasonable Efforts to Finalize the Permanency Plan	Court Case #: 2022		<input type="checkbox"/>
<a href="#">edit</a> <a href="#">copy</a>	08/23/2022	Ruling	Custody	Rulings Received: Best Interest, RE to Prevent Removal - Initial, Temporary Custody Agency Legal Status: Temporary Custody/Placement and Care	Court Case #: 202		<input type="checkbox"/>

Legal Action:  [Add Action](#)

The **Ruling Information** screen appears.

3. Select **Edit** next the appropriate Appeal.



# Recording an Appeal on a Ruling Record

Appeal Information						
Appeal File Date	Person/Agency Appealing the Ruling	Legal Status Involved in Appeal	Ruling(s) Received Being Appealed	Appeal Outcome Date	Appeal Outcome	
<a href="#">edit</a> 08/11/2023	Test County Children Services Board	Yes	Best Interest			<a href="#">delete</a>

4. Enter the appropriate date in the **Appeal Outcome Date** field.
5. Select the appropriate value in the **Appeal Outcome** field.
6. Click the **OK** button.

**Appeal Information Details**

Appeal File Date: 08/11/2023

Person Appealing the Ruling:  [Person Search](#)

~ OR ~

Appeal filed on behalf of: Test County Children Services Board

Legal Status Involved in Appeal: Yes

Ruling(s) Received Selected on Ruling:

RE to Finalize Permanency Plan - Subsequent
Temporary Custody

Ruling(s) Received Being Appealed: \*

Best Interest
---------------

Appeal Outcome Date: 08/11/2023

Appeal Outcome: Appeal Overruled/Ruling Upheld

[OK](#) [Cancel](#)

The **Ruling Information** screen appears displaying the outcome as shown in green.

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

**Appeal Information**

Appeal File Date	Person/Agency Appealing the Ruling	Legal Status Involved in Appeal	Ruling(s) Received Being Appealed	Appeal Outcome Date	Appeal Outcome
<a href="#">view</a> 08/11/2023	Test County Children Services Board	Yes	Best Interest	08/11/2023	Appeal Overruled/Ruling Upheld

[Add Appeal / Objection](#)

**Jurisdiction Transfer Information**

Receiving Agency Name	Court Acceptance Date

[Associate Jurisdiction Transfer](#)

Ruling has been Created in Error

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

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

## Recording an Appeal on a Ruling Record

### Important information about Appeals:

- When you save an appeal record with an outcome of **Appeal Sustained /Ruling Vacated**, the following notifications will be sent:
  - Notification to the **FCM and Adoption Subsidy Workload** person(s) assigned. If no person is assigned, then the following message will be sent to all fiscal workers for the case owner agency:

**Notification message:** An appeal record has been resolved with an Appeal Outcome of Appeal Sustained /Ruling Vacated for <child name: person ID>. Please review the Appealed Ruling Record to determine if any FCM/ Adoption Subsidy eligibility determination need to be updated/ ended.
  - Notification to users with a role of **Adoption Worker** and the **Primary Worker** assigned to the case from which the ruling was created, as well as their respective supervisors and court workers for the case-owning agency.

**Notification message:** An appeal record has been resolved with an Appeal outcome of Appeal Sustained /Ruling Vacated for <child name: person ID>. Please review the Appealed Ruling Record to determine if there is any impact to the Case Management services for this child which may or may not include updates to the legal status and placement records.
  - When you save an appeal record with an outcome of **Appeal Overruled /Ruling Upheld** and the **Legal Status involved in Appeal** is marked as **Yes**, a notification will be sent to users with a role of **Adoption Worker** and the **Primary Worker** assigned to the case from which ruling was created, as well as their respective supervisors, and court workers for the case-owning agency.

**Notification message:** An appeal record has been resolved with an Appeal Outcome of Appeal Overruled /Ruling Upheld for <child name: person ID>. Please review the original Ruling Record to determine if there is any impact to the Case Management services for this child.

## Recording an Appeal on a Ruling Record

### Important Information about Appeals, Continued:

- You cannot close a case that has an unresolved appeal record.
- You cannot transfer a case that has any unresolved appeal records.
- If an **Appeal Outcome Date** is recorded, then an **Appeal Outcome** must be recorded. If an **Appeal Outcome** is recorded, then an **Appeal Outcome Date** must also be recorded.
- Once an Appeal outcome has been recorded, you cannot delete the appeal record.
- You can delete an appeal record prior to recording an appeal outcome/date.
- The **Appeal Information Details** screen is locked once the **Appeal Outcome Date** and **Appeal Outcome** has been recorded and saved.
- As shown in the screen shot, the **Participant Legal Actions Information** screen will either indicate **Under Appeal OR** the value once one has been recorded (**Appeal Outcome <value>**).

### Participant Legal Action Information Screen:

Participant Legal Action Information

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

Legal Actions Group Beginning with a Ruling Effective Date: 06/23/2022

Date	Legal Action	Type	Additional Info	Court Info	Created in Error	Move
10/11/2022	Ruling	Disposition	Rulings Received: Best Interest, Reasonable Efforts to Finalize the Permanency Plan, Temporary Custody <b>Under Appeal</b>	Court Case #: 202	<input type="checkbox"/>	<input type="checkbox"/>
08/25/2022	Ruling	Adjudicatory	Rulings Received: Adjudicated Dependent, Best Interest, Reasonable Efforts to Finalize the Permanency Plan	Court Case #: 2022	<input type="checkbox"/>	<input type="checkbox"/>
09/23/2022	Ruling	Custody	Rulings Received: Best Interest, RE to Prevent Removal - Initial, Temporary Custody Agency Legal Status: Temporary Custody/Placement and Care	Court Case #: 202	<input type="checkbox"/>	<input type="checkbox"/>

Legal Action:  [Add Action](#)

Participant Legal Action Information

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

Legal Actions Group Beginning with a Ruling Effective Date: 06/23/2022

Date	Legal Action	Type	Additional Info	Court Info	Created in Error	Move
10/11/2022	Ruling	Disposition	Rulings Received: Best Interest, Reasonable Efforts to Finalize the Permanency Plan, Temporary Custody <b>Appeal Outcome: Appeal Overruled/Ruling Upheld</b>	Court Case #: 2022	<input type="checkbox"/>	<input type="checkbox"/>
08/25/2022	Ruling	Adjudicatory	Rulings Received: Adjudicated Dependent, Best Interest, Reasonable Efforts to Finalize the Permanency Plan	Court Case #: 2022	<input type="checkbox"/>	<input type="checkbox"/>
09/23/2022	Ruling	Custody	Rulings Received: Best Interest, RE to Prevent Removal - Initial, Temporary Custody Agency Legal Status: Temporary Custody/Placement and Care	Court Case #: 2022	<input type="checkbox"/>	<input type="checkbox"/>

Legal Action:  [Add Action](#)

# Recording an Appeal on a Ruling Record

## Important Information about Appeals, Continued:

### Legal Status Information Screen:

**Legal Status Information**

Legal Status	Effective Date	Termination Date	Termination Reason
Temporary Custody/Placement and Care	08/23/2022		<a href="#">terminate</a>

[Add Legal Status](#)

**Appeal Information**

Appeal File Date	Person/Agency Appealing the Ruling	Legal Status Involved in Appeal	Ruling(s) Received Being Appealed	Appeal Outcome Date	Appeal Outcome
<a href="#">view</a> 08/11/2023	Test County Children Services Board	Yes	Best Interest	08/11/2023	Appeal Overruled/Ruling Upheld

[Add Appeal / Objection](#)

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at [SACWIS\\_HELP\\_DESK@jfs.ohio.gov](mailto:SACWIS_HELP_DESK@jfs.ohio.gov) .