

Entering Complaints and Motions



Knowledge Base Article

Entering Complaints and Motions

Table of Contents

Overview	3
Important Information about Using Grouping Functionality	3
Navigating to the Participant Legal Action Information Screen	4
Creating a Complaint for the First Legal Action Entered	5
Creating a Complaint if the Legal Action Group Already Exists	6
Recording a Complaint for the First Legal Action Entered	7
Recording a Complaint if the Legal Action Group Already Exists	8
Completing the Complaint Details Screen When Creating a Complaint	9
Completing the Complaint Details Screen When Recording a Complaint	12
Creating a Motion for the First Legal Action Entered	14
Recording a Motion for the First Legal Action Entered	16
Recording a Motion if the Legal Action Group Already Exists	17
Completing the Record Motion Details Screen	18
Completing the Create Motion Details Screen	20

Entering Complaints and Motions

Overview

Legal actions are child-based in Ohio SACWIS. This Knowledge Base Article provides guidelines on entering **complaints** and **motions** for the **first legal action entered** in a group OR adding to a **legal action** to a group that already exists within the Ohio SACWIS **Court** module.

Important Information about Using Grouping Functionality

All legal actions can be grouped with other legal actions OR grouped independently. As discussed in more detail later:

- To group legal actions **independently**, you will select from the **Legal Action** field **near the top of the screen** and then click the **Add Legal Action and Grouping** button (shown in red).
- To group legal actions with **existing** legal actions, you will select from the **Legal Action** field **at the bottom of the existing legal group that you want to include it with** and then click the **Add Action** button (shown in green).

The screenshot displays the 'Participant Legal Action Information' section. At the top, there is a 'Legal Action:' dropdown menu and a red-bordered 'Add Legal Action and Grouping' button. Below this, a group titled 'Legal Actions Group Beginning with a Ruling' is shown with an 'Effective Date' of 06/14/2023. The group contains a table of legal actions:

	Date	Legal Action	Type	Additional Info	Court Info	Created in Error	Move
edit copy	07/28/2023	Ruling	QRTP Placement Review	Rulings Received: QRTP Placement Approved-Initial			<input type="checkbox"/>
edit copy	06/14/2023	Ruling	Custody	Rulings Received: Best Interest, RE to Prevent Removal - Initial, Temporary Court Order Agency Legal Status: Temporary Court Order			<input type="checkbox"/>

At the bottom of the group, there is another 'Legal Action:' dropdown menu and a green-bordered 'Add Action' button.

Important Definitions:

- You **CREATE** a complaint or motion if your intention is to generate a **Complaint Report** or **Motion Report** (sometimes printed on agency letterhead) from Ohio SACWIS and submitted it to your court.
- You **RECORD** a complaint or motion if you want a more succinct record in Ohio SACWIS without the need to generate a **Complaint Report** or **Motion Report**.

Note: For related information, also refer to the following Knowledge Base Articles:

- **Entering Hearings and Rulings**
- **Grouping, Moving or Copying a Legal Action**

Entering Complaints and Motions

Navigating to the Participant Legal Action Information 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), Provider, Financial, and Administration. Below these are sub-tabs: Workload (highlighted), Court Calendar, and Placement Requests. A left-hand navigation menu includes links such as Case Overview, Activity Log, Attorney Communication, Intake List, Safety Assessment, Substance Abuse Screening, Forms/Notices, Category/Pathway Switch, Safety Plan, Actuarial Risk Assessment, Family Assessment, Ongoing Case A/I, Specialized A/I Tool, Law Enforcement, Justification/Waiver, Case Services, Legal Actions (highlighted), and Legal Custody/Status. The main content area shows case details for 'Sacwis, Susie / 123456', with status 'Ongoing' and 'Open (12/06/2022)', and a 'HAZARD' indicator. Below this is a 'Case Legal Actions / Delinquency Participants Filter Criteria' section with radio buttons for 'All Persons' and 'Persons Under Age 22' (selected). A 'Filter' button is present. The 'Case Legal Actions / Delinquency Participants' table shows two results:

Case Participants	DOB		
Sacwis, Susie	11/20/2006	Maintain Legal Action	Maintain Delinquency
Test, Child	08/04/2006	Maintain Legal Action	Maintain Delinquency

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

Entering Complaints and Motions

Creating a Complaint for the First Legal Action Entered

In most situations, court cases are initiated by a complaint. To create the complaint in Ohio SACWIS if **this is the first legal action** entered for the child, complete the following steps:

Note:

- You **create** a complaint if your intention is to generate a **Complaint Report** (sometimes printed on agency letterhead) from Ohio SACWIS and submit it to your court.
- If you want to add a complaint to an **existing** legal action group, refer to the steps in the next sub-section.

1. Select **Create Complaint** from the **Legal Action** field drop-down list.
2. Click the **Add Legal Action and Grouping** button.

Important: The **Add Legal Action and Grouping** button is used to create a **brand new** group. Notice the button is **outside** of any previously defined groups shown on the screen.

Participant Legal Action Information

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

Legal Actions Group Beginning with a Complaint Effective Date: 12/30/2022

Legal Action Information							
	Date	Legal Action	Type	Additional Info	Court Info	Created in Error	Move
edit copy	04/17/2023	Ruling	Adjudicatory	Rulings Received: Adjudicated Dependent	Court Case #:		<input type="checkbox"/>
edit copy amend	12/30/2022			Preferred Primary Disposition: Court Ordered Protective Supervision	Court Case #:		<input type="checkbox"/>

Legal Action: [Add Action](#)

The **Complaint Details** screen appears.

1. Skip to the **Completing the Complaint Details Screen When Creating a Complaint** sub-section later in this Knowledge Base Article.

Entering Complaints and Motions

Creating a Complaint if the Legal Action Group Already Exists

To create a complaint in Ohio SACWIS **if the legal group already exists and you want to group the complaint**, complete the following steps:

Note:

- You **create** a complaint if your intention is to generate a **Complaint Report** (sometimes printed on agency letterhead) from Ohio SACWIS and submit it to your court.
 - If you want to add the complaint to a **new** legal group, refer to the steps in the previous sub-section.
1. On the **Participant Legal Action Information** screen, click the **Expand All** link to expand all existing **Legal Action Groups** and determine which group to add the complaint.

Note: A legal action group is shown in green.

2. In the selected group's **Legal Action** field (below the grid), select **Create Complaint**.
3. Click the **Add Action** button next to that **Legal Action** field.

Important:

- The **Add Action** button is used to add a value to an **existing group**. Notice the button is **inside** of a previously defined group on the screen.
- There is an **Add Action** button within each group on the screen.

The screenshot shows the 'Participant Legal Action Information' screen. At the top, there is a 'Legal Action:' dropdown menu, an 'Add Legal Action and Grouping' button, and an 'Expand All' link. Below this is a header for 'Legal Actions Group Beginning with a Complaint' with an 'Effective Date:' of 12/30/2022. The main content is a table titled 'Legal Action Information' with columns: Date, Legal Action, Type, Additional Info, Court Info, Created in Error, and Move. Two rows are visible: one for a Ruling on 04/17/2023 and another for Preferred Primary Disposition on 12/30/2022. Below the table is another 'Legal Action:' dropdown menu and an 'Add Action' button.

	Date	Legal Action	Type	Additional Info	Court Info	Created in Error	Move
edit copy	04/17/2023	Ruling	Adjudicatory	Rulings Received: Adjudicated Dependent	Court Case #:		<input type="checkbox"/>
edit copy amend	12/30/2022			Preferred Primary Disposition: Court Ordered Protective Supervision	Court Case #:		<input type="checkbox"/>

The **Complaint Details** screen appears.

4. Skip to the **Completing the Complaint Details Screen When Creating a Complaint** sub-section later in this Knowledge Base Article.

Entering Complaints and Motions

Recording a Complaint for the First Legal Action Entered

To record a complaint in Ohio SACWIS **if this is the first legal action** entered for the child, complete the following steps:

Note:

- You **record** a complaint if you want a more succinct record in Ohio SACWIS without the need to generate a **Complaint Report**.
- If you want to add this complaint to an **existing** legal group, refer to the steps in the next sub-section.

1. Select **Record Complaint** from the **Legal Action** field drop-down list.
2. Click the **Add Legal Action and Grouping** button.

Important: The **Add Legal Action and Grouping** button is used to create a **brand new** group. Notice the button is **outside** of any previously defined groups shown on the screen.

Participant Legal Action Information

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

Legal Actions Group Beginning with a Complaint Effective Date: 12/30/2022

	Date	Legal Action	Type	Additional Info	Court Info	Created in Error	Move
edit copy	04/17/2023	Ruling	Adjudicatory	Rulings Received: Adjudicated Dependent	Court Case #:		<input type="checkbox"/>
edit copy amend	12/30/2022			Preferred Primary Disposition: Court Ordered Protective Supervision	Court Case #:		<input type="checkbox"/>

Legal Action: [Add Action](#)

The **Complaint Details** screen appears.

3. Skip to the **Completing the Complaint Details Screen When Recording a Complaint** sub-section later in this Knowledge Base Article.

Entering Complaints and Motions

Recording a Complaint if the Legal Action Group Already Exists

To record a complaint in Ohio SACWIS if the legal group already exists and you want to group the complaint, complete the following steps:

Note:

- You **record** a complaint if you want a more succinct record in Ohio SACWIS without the need to generate a **Complaint Report**.
 - If you want to add the complaint to a **new** legal group, refer to the steps in the previous sub-section.
1. Click the **Expand All** link to expand all existing **Legal Action Groups** and determine which group to add the complaint.
 2. In the selected group's **Legal Action** field (below the grid), select **Record Complaint**.

Note: The legal action group is shown in green.

3. Click the **Add Action** button next to that **Legal Action** field.

Important:

- The **Add Action** button is used to add a value to an **existing group**. Notice the button is **inside** of a previously defined group on the screen.
- There is an **Add Action** button within each group.

Participant Legal Action Information

Legal Action:

Legal Actions Group Beginning with a Complaint Effective Date: 12/30/2022

	Date	Legal Action	Type	Additional Info	Court Info	Created in Error	Move
edit copy	04/17/2023	Ruling	Adjudicatory	Rulings Received: Adjudicated Dependent	Court Case #:		<input type="checkbox"/>
edit copy amend	12/30/2022			Preferred Primary Disposition: Court Ordered Protective Supervision	Court Case #:		<input type="checkbox"/>

Legal Action:

The **Complaint Details** screen appears.

4. Skip to the **Completing the Complaint Details Screen When Recording a Complaint** sub-section of this Knowledge Base Article.

Entering Complaints and Motions

Completing the Complaint Details Screen When Creating a Complaint

Important: This screen shot shows a **Complaint Details** screen when **creating** a complaint. The **Create Complaint Details** screen for **recording** a complaint will look slightly different and is discussed in the next sub-section.

After creating a complaint, complete the following steps:

1. In the **Court Name** field, select the appropriate court.
2. In the **Date Submitted** field, enter the appropriate date.
3. In the **Type of Complaint** field, select the appropriate value.
4. Enter the **Court ID** for this case member in the **Court ID Number** field (optional).

Note: In some county courts, individuals are assigned a **Court ID Number** along with a **Court Case Number** to better track information.

5. In the **File Stamp Date** field, select the appropriate date (optional).
6. In the **Particular Facts Upon Which These Allegations Are Based Are:** field, enter narrative.
7. In the **Parties to Case** field, select the appropriate value(s).
8. Click the **Add >** button to move the selection(s) to the field on the right.

Complaint Details

Court Information

Action Participant: * Sacwis, Susie - 08/04/2006 Court ID Number:

Court Case Number:

Court Name: *

Judge/Magistrate:

Court Address:

County:

Type of Complaint: *

Reason for Ending Complaint:

Complaint Filed By:

Date Submitted: *

Affiant:

File Stamp Date:

Supervisor Approval Date:

The particular facts upon which these allegations are based are:

10000

Parties to Case

Parties to Case:

Sacwis, Susie - 08/04/2006

Test, Child - 01/01/2010

Selected Parties to Case:

Entering Complaints and Motions

9. In the **Preferred Primary Disposition** field, select the appropriate value.
10. If applicable, select the appropriate value in the **Preferred Secondary Disposition** field (not required).
11. Complete the **Narrative** fields as needed.
12. Click the **Associate Allegations** link to expand the screen.

Preferred Disposition

Preferred Primary Disposition: * ▼

Narrative:

Spell Check
Clear
3000

Preferred Secondary Disposition: ▼

Narrative:

Spell Check
Clear
3000

Additional Comments (prints on report):

Spell Check
Clear
3000

Associate Allegations

13. Select the appropriate checkboxes that apply (abused, neglected, etc.)
14. When complete, click the **Save** button.

Associate Allegations

Abused, as defined in O.R.C. 2151.031: As used in this chapter, an 'abused child' includes any child who:

<input type="checkbox"/>	A	Is the victim of "sexual activity" as defined under chapter 2907 of the Revised Code, where such activity would constitute an offense under that chapter, except that the court need not find that any person has been convicted of the offense in order to find that the child is an abused child.
<input type="checkbox"/>	B	Is endangered as defined in section 2919.22 of the Revised Code, except that the court need not find that any person has been convicted under that section in order to find that the child is an abused child.
<input type="checkbox"/>	C	Exhibits evidence of any physical or mental injury or death, inflicted other than by accidental means, or an injury or death which is at variance with the history given of it. Except as provided in division (D) of this section, a child exhibiting evidence of corporal punishment or other physical disciplinary measure by a parent, guardian, custodian, person having custody or control, or person in loco parentis of a child is not an abused child under this division if the measure is not prohibited under section 2919.22 or the Revised Code.
<input type="checkbox"/>	D	Because of the acts of his parents, guardian, or custodian, suffers physical or mental injury that harms or threatens to harm the child's health or welfare.
<input type="checkbox"/>	E	Is subjected to "out-of-home care child abuse."

Neglected, as defined in O.R.C.2151.03(A): As used in this chapter, 'neglected child' includes any child:

<input type="checkbox"/>	1	Who is abandoned by the child's parents, guardian, or custodian.
<input type="checkbox"/>	2	Who lacks adequate parental care because of the faults or habits of the child's parents, guardian or custodian.
<input type="checkbox"/>	3	Whose parents, guardian, or custodian neglects the child or refuses to provide proper or necessary subsistence, education, medical or surgical care or treatment, or other care necessary for the child's health, morals, or well-being.
<input type="checkbox"/>	4	Whose parents, guardian, or custodian neglects the child or refuses to provide the special care made necessary by the child's mental condition;
<input type="checkbox"/>	5	Whose parents, guardian, or custodian have placed or attempted to place in violation of sections 5103.16 and 5103.17 of the Revised Code;
<input type="checkbox"/>	6	Who, because of the omission of the child's parents, guardian, or custodian, suffers physical or mental injury that harms or threatens to harm the child's health or welfare.
<input type="checkbox"/>	7	Who is subjected to "out-of-home care child neglect"

Dependent, as defined in O.R.C.2151.04: As used in this chapter, 'dependent child' means any child:

<input type="checkbox"/>	A	Who is homeless or destitute without adequate parental care, through no fault of the child's parents, guardian, or custodian;
<input type="checkbox"/>	B	Who lacks adequate parental care by reason of the mental or physical condition of the child's parents, guardian, or custodian;
<input type="checkbox"/>	C	Whose condition or environment is such as to warrant the state, in the interests of the child, in assuming the child's guardianship;
<input type="checkbox"/>	D	To Whom both of the following apply:
<input type="checkbox"/>	Dependent - D- 1	The child is residing in a household in which a parent, guardian, custodian or other member of the household committed an act that was the basis for an adjudication that a sibling of the child or any other child who resides in the household is an abused, neglected, or dependent child.
<input type="checkbox"/>	Dependent - D- 2	Because of the circumstances surrounding the abuse, neglect, or dependency of the sibling or other child and the other conditions in the household of the child, the child is in danger of being abused or neglected by that parent, guardian, custodian or member of the household.

Deserted, as defined in O.R.C.2151.3515: As used in this chapter, 'deserted child' means any child:

Entering Complaints and Motions

Whose parent has voluntarily delivered the child to an emergency medical service worker, peace officer or hospital employee without expressing an intent to return for the child

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

The **Participant Legal Action Information** screen appears displaying a message that your date has been saved and the new record appears in the grid (shown in green).

Your data has been saved. x

CASE NAME / ID: **Sacwis, Susie / 123456** *Ongoing / Open (12/06/2022)*

Name: Sacwis, Susie Person ID: 123456 DOB: 08/04/2006

Participant Legal Action Filter Criteria

Current Episode View Historical Created In Error: Exclude Include

Participant Legal Action Information

Legal Action: [Expand All](#)

Effective Date: 11/07/2023

Legal Action Information							
	Date	Legal Action	Type	Additional Info	Court Info	Created in Error	Move
edit	11/07/2023	Complaint	Initial	Preferred Primary Disposition: Best Interest			<input type="checkbox"/>
copy							
amend							
report							

Note:

- The **Report** link only appears in the grid when a complaint (or motion) has been **created**; not when it has been **recorded**.
- On the **Participant Legal Action Information** screen, the **Amend** link (in the grid on the left) is only available for **complaints** and **motions**. Ohio SACWIS copies all completed legal action fields from a **complaint** and **motion**, except the **Type of Complaint** (for a **complaint** record), and moves that information into an amended **complaint** or **motion** record. The system functionality also flags the original **complaint** or **motion** to display as amended.

Entering Complaints and Motions

Completing the Complaint Details Screen When Recording a Complaint

Important: This screen shot shows a **Complaint Details** screen when **recording** a complaint. The **Create Complaint Details** screen for **creating** a complaint will have additional fields and look slightly different. It was discussed in the previous sub-section.

After recording a complaint, complete the following steps:

1. In the **Court Name** field, select the appropriate court.
2. In the **Type of Complaint** field, select the appropriate value.
3. In the **Date Submitted** field, enter the appropriate date.
4. Enter the **Court ID** for this case member in the **Court ID Number** field (optional).

Note: In some county courts, individuals are assigned a **Court ID Number** along with a **Court Case Number** to better track information.

5. In the **File Stamp Date** field, select the appropriate date (optional).
6. In the **Preferred Primary Disposition** field, select the appropriate value.
7. If applicable, select the appropriate value in the **Preferred Secondary Disposition** field (not required).
8. In the **Allegations** field, select the appropriate value(s).
9. Click the **Add >** button to move the selection(s) to the field on the right.
10. When complete, click the **Save** button.

The screenshot displays the 'Complaint Details' form with several sections highlighted by red boxes:

- Court Information:** Includes fields for Action Participant (Sacwis, Susie), Date Submitted (-08/04/2006), Court ID Number, Court Case Number, Court Name, Judge/Magistrate, Court Address, County, Type of Complaint, Reason for Ending Complaint, Date Submitted, File Stamp Date, Affiant, Search Person button, and Supervisor Approval Date.
- Preferred Disposition:** Includes Preferred Primary Disposition and Preferred Secondary Disposition dropdown menus.
- Allegations:** Features two panes: 'Available Allegations' with a search bar and a list of options (Abuse, Alleged Abuse, Alleged Dependency, Alleged Deserted Child/Safe Haven Baby, Alleged Neglect, Disabled Infant, Emotional Maltreatment, Neglect) and an 'Add' button; and 'Selected Allegations' with a search bar and a 'Remove' button.

At the bottom, there are fields for Created Date, Modified Date, Created By, and Modified By, along with 'Save' and 'Cancel' buttons.

Entering Complaints and Motions

The **Participant Legal Action Information** screen appears displaying a message that your date has been and the new record appears in the grid (shown in green).

The screenshot displays the 'Participant Legal Action Information' screen. It features a search bar for 'Legal Action' and an 'Add Legal Action and Grouping' button. Below this is a summary bar for 'Legal Actions Group Beginning with a Complaint' with an 'Effective Date' of 11/07/2023. The main section is titled 'Legal Action Information' and contains a table with the following columns: Date, Legal Action, Type, Additional Info, Court Info, Created in Error, and Move. A single record is shown in the table, with the 'Date' column highlighted in green. The record details are: Date: 11/07/2023, Legal Action: Complaint, Type: Initial, Additional Info: Preferred Primary Disposition: Best Interest, and a checkbox in the Move column. Below the table is another 'Legal Action' search bar and an 'Add Action' button. The entire screen is repeated once more below.

Date	Legal Action	Type	Additional Info	Court Info	Created in Error	Move
11/07/2023	Complaint	Initial	Preferred Primary Disposition: Best Interest			<input type="checkbox"/>

Note:

- The **Report** link only appears in the grid when a complaint (or motion) has been **created**; not when it has been **recorded**.
- On the **Participant Legal Action Information** screen, the **Amend** link (in the grid on the left) is only available for **complaints** and **motions**. Ohio SACWIS copies all completed legal action fields from a **complaint** and **motion**, except the **Type of Complaint** (for a **complaint** record), and moves that information into an amended **complaint** or **motion** record. The system functionality also flags the original **complaint** or **motion** to display as amended.

Entering Complaints and Motions

Creating a Motion for the First Legal Action Entered

The PCSA can record a legal motion in Ohio SACWIS when the motion has been filed with the court if the date falls within the case open and close dates. As with all legal actions, a motion can be grouped with other legal actions or it can be grouped independently.

Important: A **Petition to Adopt** motion is required to complete the **Adoption Finalization / Case Closure Checklist** in the **Adoption** module. The **File Stamp Date** must be entered to seal the child's adoption record.

To create a motion in Ohio SACWIS **if this is the first legal action** entered for the child, complete the following steps:

Note:

- You **create** a motion if your intention is to generate a **Motion Report** (sometimes printed on agency letterhead) from Ohio SACWIS and submitted it to your court.
- If you want to add the motion to an **existing** legal group, refer to the steps in the next sub-section.

1. Select **Create Motion** from the **Legal Action** field drop-down list.
2. Click the **Add Legal Action and Grouping** button.

Important: The **Add Legal Action and Grouping** button is used to create a **brand new** group. Notice the button is **outside** of any previously defined groups on the screen.

Date	Legal Action	Type	Additional Info	Court Info	Created in Error	Move
11/07/2023	Complaint	Initial	Preferred Primary Disposition: Best Interest			<input type="checkbox"/>

The **Create Motion Detail** screen appears.

3. Skip to the **Completing the Create Motion Details Screen** sub-section of this Knowledge Base Article.

Entering Complaints and Motions

Creating a Motion if the Legal Action Group Already Exists

To create a motion in Ohio SACWIS if the legal group already exists and you want to group the motion, complete the following steps:

Note:

- You **create** a motion if your intention is to generate a **Motion Report** (sometimes printed on agency letterhead) from Ohio SACWIS and submitted it to your court.
 - If you want to add the motion to a **new** legal group, refer to the steps in the previous sub-section.
- On the **Participant Legal Action Information** screen, click the **Expand All** link to expand all existing **Legal Action Groups** and determine which group to add the motion.

Note: A legal action group is shown in green.

- In the selected group's **Legal Action** field (below the grid), select **Create Motion**.
- Click the **Add Action** button next to that **Legal Action** field.

Important:

- The **Add Action** button is used to add a value to an **existing group**. Notice the button is **inside** of a previously defined group on the screen.
- There is an **Add Action** button within each group.

Participant Legal Action Information

Legal Action:

Legal Actions Group Beginning with a Complaint Effective Date: 12/30/2022

	Date	Legal Action	Type	Additional Info	Court Info	Created in Error	Move
edit copy	04/17/2023	Ruling	Adjudicatory	Rulings Received: Adjudicated Dependent	Court Case #:		<input type="checkbox"/>
edit copy amend	12/30/2022			Preferred Primary Disposition: Court Ordered Protective Supervision	Court Case #:		<input type="checkbox"/>

Legal Action:

The **Create Motion Details** screen appears.

- Skip to the **Completing the Create Motion Details Screen** sub-section of this Knowledge Base Article.

Entering Complaints and Motions

Recording a Motion for the First Legal Action Entered

To record a motion in Ohio SACWIS if **this is the first legal action** entered for the child, complete the following steps:

Note:

- You record a **motion** if you want a more succinct record in Ohio SACWIS without the need to generate a **Motion Report**.
- If you want to add the motion to an **existing** legal group, refer to the steps in the next sub-section.

1. Select **Record Motion** from the **Legal Action** field drop-down list.
2. Click the **Add Legal Action and Grouping** button.

Important: The **Add Legal Action and Grouping** button is used to create a **brand new** group. Notice the button is **outside** of any previously defined groups shown on the screen.

The screenshot displays the 'Participant Legal Action Information' screen. At the top, there is a 'Legal Action:' dropdown menu with 'Record Motion' selected, and an 'Add Legal Action and Grouping' button. Below this, a section titled 'Legal Actions Group Beginning with a Complaint' shows an 'Effective Date' of 11/07/2023. A table titled 'Legal Action Information' contains one row with the following data:

	Date	Legal Action	Type	Additional Info	Court Info	Created in Error	Move
edit copy amend	11/07/2023	Complaint	Initial	Preferred Primary Disposition: Best Interest		<input type="checkbox"/>	<input type="checkbox"/>

At the bottom of the screen, there is another 'Legal Action:' dropdown menu and an 'Add Action' button.

The **Record Motion Details** screen appears.

3. Skip to the **Completing the Record Motion Details Screen** sub-section of this Knowledge Base Article.

Entering Complaints and Motions

Recording a Motion if the Legal Action Group Already Exists

To record a motion in Ohio SACWIS if the legal group already exists and you want to group the motion, complete the following steps:

Note:

- You record a **motion** if you want a more succinct record in Ohio SACWIS without the need to generate a **Motion Report**.
- If you want to add the motion to an existing legal group, refer to the steps in the previous sub-section.

- Click the **Expand All** link to expand all existing **Legal Action Groups** and determine which group to add the motion.
- In the selected group's **Legal Action** field (below the grid), select **Record Motion**.

Note: The legal action group is shown in green.

- Click the **Add Action** button next to that **Legal Action** field.

Important:

- The **Add Action** button is used to add a value to an **existing group**. Notice the button is **inside** of a previously defined group on the screen.
- There is an **Add Action** button within each group.

The screenshot displays the 'Participant Legal Action Information' screen. At the top, there is a 'Legal Action:' dropdown menu and an 'Add Legal Action and Grouping' button. A red box highlights the 'Expand All' button in the top right corner. Below this is a summary row for the 'Legal Actions Group Beginning with a Motion' with an 'Effective Date' of 11/07/2023. A green box highlights the 'Legal Action Information' table below. The table has columns for Date, Legal Action, Type, Additional Info, Court Info, Created in Error, and Move. A single row is visible with the following data: Date: 11/07/2023, Legal Action: Motion, Type: Amended Motion, Additional Info: Preferred Primary Disposition: Best Interest, and a checkbox in the Move column. Below the table, there is another 'Legal Action:' dropdown menu and an 'Add Action' button, both highlighted with a red box.

Date	Legal Action	Type	Additional Info	Court Info	Created in Error	Move
11/07/2023	Motion	Amended Motion	Preferred Primary Disposition: Best Interest			<input type="checkbox"/>

The **Record Motion Details** screen appears.

- Skip to the **Completing the Record Motion Details Screen** sub-section of this Knowledge Base Article.

Entering Complaints and Motions

Completing the Record Motion Details Screen

1. In the **Date Submitted** field, enter the appropriate date.
2. In the **Court Name** field, select the appropriate court.
3. In the **File Stamp Date** field, enter the appropriate date (not required unless the **Type of Motion** field value is **Petition to Adopt**).
4. In the **Available Motion Types** field, choose the appropriate value.
5. Click the **Add >** button to move the selection(s) to the field on the right.
6. In the **Receiving Agency** field, select the receiving agency's name.

Important: The **Receiving Agency** field is only required to save the record when completing a **case transfer**. Otherwise, this field is not applicable.

The screenshot displays the 'Record Motion Details' form. At the top, it shows 'Court Information' with fields for 'Action Participant' (Sacwis, Susie - 08/04/2006), 'Court ID Number', and 'Court Case Number'. Below this are fields for 'Date Submitted', 'File Stamp Date', 'Court Name', 'Judge/Magistrate', and 'Court Address'. The 'Motion Filed By' field includes a search button. The 'Reason for Ending Motion' field is a dropdown. The 'Available Motion Types' section lists various options like 'Annual Court Review (ACR)', 'Annual Review (Citizen Review Board)', 'Appointment for GAL', 'Case Plan Review', 'Child Support', 'Child's testimony to be videotaped', 'Contempt', and 'Continuance'. The 'Selected Motion Types' section currently shows 'Amended Motion'.

7. In the **Method of Motion** field, select **Written** or **Oral**.
8. In the **File Stamp Date** field, enter the appropriate date (not required unless the **Type of Motion** field value is **Petition to Adopt**).
9. Complete the **Motion Narrative** field as needed.
10. In the **Preferred Primary Disposition/Outcome** field, select the appropriate value.
11. In the **Preferred Secondary Disposition/Outcome** field, select the appropriate value (optional).
12. When complete, click the **Save** button.

Entering Complaints and Motions

Sub-Type:

Receiving Agency:

Supervisor Approval Date:

Method of Motion:* Motion Supported by Affidavit:

Motion Narrative:

Preferred Disposition/Outcome

Preferred Primary Disposition/Outcome:*

Preferred Secondary Disposition/Outcome:

Mother's Attorney:

Father's Attorney:

Child's Attorney:

Guardian Ad Litem:

Lay Guardian Ad Litem:

CASA:

Mother's Guardian Ad Litem:

Father's Guardian Ad Litem:

Created Date:

Created By:

Modified Date:

Modified By:

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

✔ Your data has been saved.
✕

CASE NAME / ID: Sacwis, Susie / 123456
Ongoing / Open (12/06/2022)

Name: Sacwis, Susie
Person ID: 123456
DOB: 08/04/2006

Participant Legal Action Filter Criteria

Current Episode
 View Historical
 Created In Error: Exclude Include

Filter

Participant Legal Action Information

Legal Action: Expand All

Legal Actions Group Beginning with a Motion
Effective Date: 11/07/2023

Legal Action Information

	Date	Legal Action	Type	Additional Info	Court Info	Created in Error	Move
edit copy amend	11/07/2023	Motion	Amended Motion	Preferred Primary Disposition: Best Interest		<input type="checkbox"/>	<input type="checkbox"/>

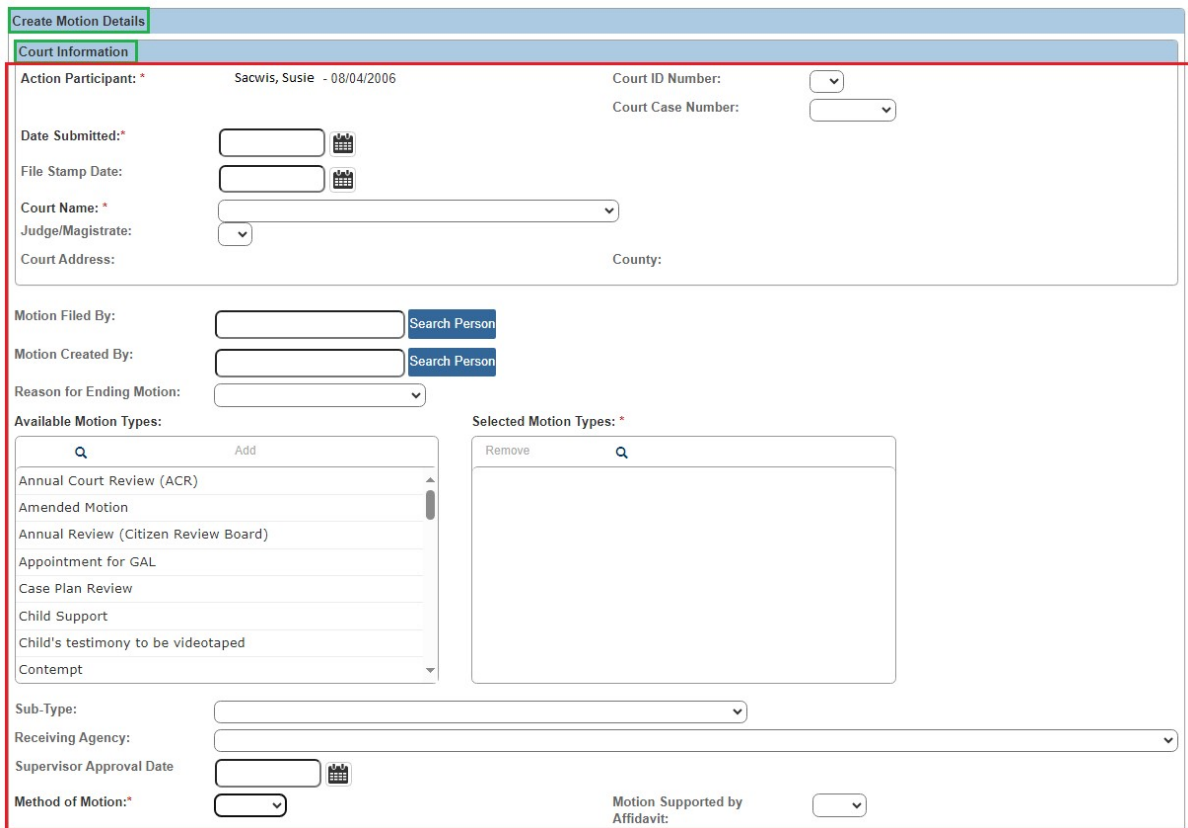
Entering Complaints and Motions

Completing the Create Motion Details Screen

1. In the **Date Submitted** field, enter the appropriate date.
2. In the **Court Name** field, select the appropriate court.
3. In the **File Stamp Date** field, enter the appropriate date (not required unless the **Type of Motion** field value is **Petition to Adopt**).
4. In the **Available Motion Types** field, choose the appropriate value.
5. Click the **Add >** button to move the selection(s) to the field on the right.
6. In the **Receiving Agency** field, select the receiving agency's name.

Important: The **Receiving Agency** field is only required to save the record when completing a **case transfer**. Otherwise, this field is not applicable.

7. In the **Method of Motion** field, select **Written** or **Oral**.



8. Complete the **Motion Narrative** fields as needed.

Entering Complaints and Motions

Method of Motion:*

Motion Supported by Affidavit:

Motion To:

Motion States:

Best Interest Motion Statement:

Reasonable Effort Determination Motion:

9. Select the appropriate value in the **Preferred Primary Disposition/Outcome** field.
10. In the **Preferred Secondary Disposition/Outcome** field, select the appropriate value (optional).
11. When complete, click the **Save** button.

Preferred Disposition/Outcome

Preferred Primary Disposition/Outcome:*

Preferred Secondary Disposition/Outcome:

<p>Mother's Attorney: <input style="width: 100px;" type="text"/> <input type="button" value="Search Person"/></p> <p>Father's Attorney: <input style="width: 100px;" type="text"/> <input type="button" value="Search Person"/></p> <p>Child's Attorney: <input style="width: 100px;" type="text"/> <input type="button" value="Search Person"/></p> <p>Guardian Ad Litem: <input style="width: 100px;" type="text"/> <input type="button" value="Search Person"/></p> <p>Lay Guardian Ad Litem: <input style="width: 100px;" type="text"/> <input type="button" value="Search Person"/></p> <p>CASA: <input style="width: 100px;" type="text"/> <input type="button" value="Search Person"/></p>	<p>Mother's Guardian Ad Litem: <input style="width: 100px;" type="text"/> <input type="button" value="Search Person"/></p> <p>Father's Guardian Ad Litem: <input style="width: 100px;" type="text"/> <input type="button" value="Search Person"/></p>
---	---

Created Date:

Created By:

Modified Date:

Modified By:

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

Entering Complaints and Motions

Participant Legal Action Information

Legal Action: [Expand All](#)

[Add Legal Action and Grouping](#)

Legal Actions Group Beginning with a Motion Effective Date: 11/07/2023

Legal Action Information

	Date	Legal Action	Type	Additional Info	Court Info	Created in Error	Move
edit copy amend	11/07/2023	Motion	Amended Motion	Preferred Primary Disposition: Best Interest			<input type="checkbox"/>
edit copy amend report	11/07/2023	Motion	Amended Motion	Preferred Primary Disposition: Best Interest			<input type="checkbox"/>

Legal Action: [Add Action](#)

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