Entering Complaints and Motions

Knowledge Base Article

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

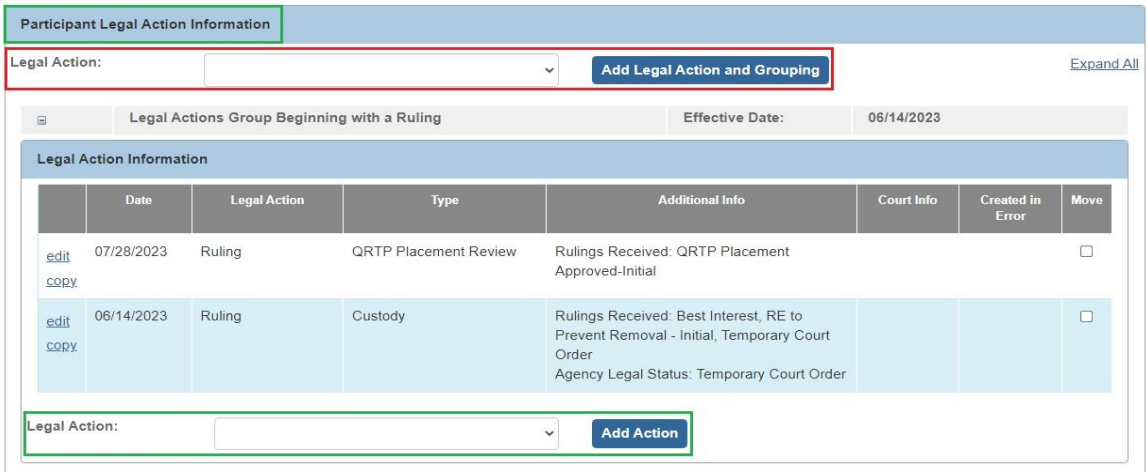
Overview

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).



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**

Navigating to the Participant Legal Action Information Screen

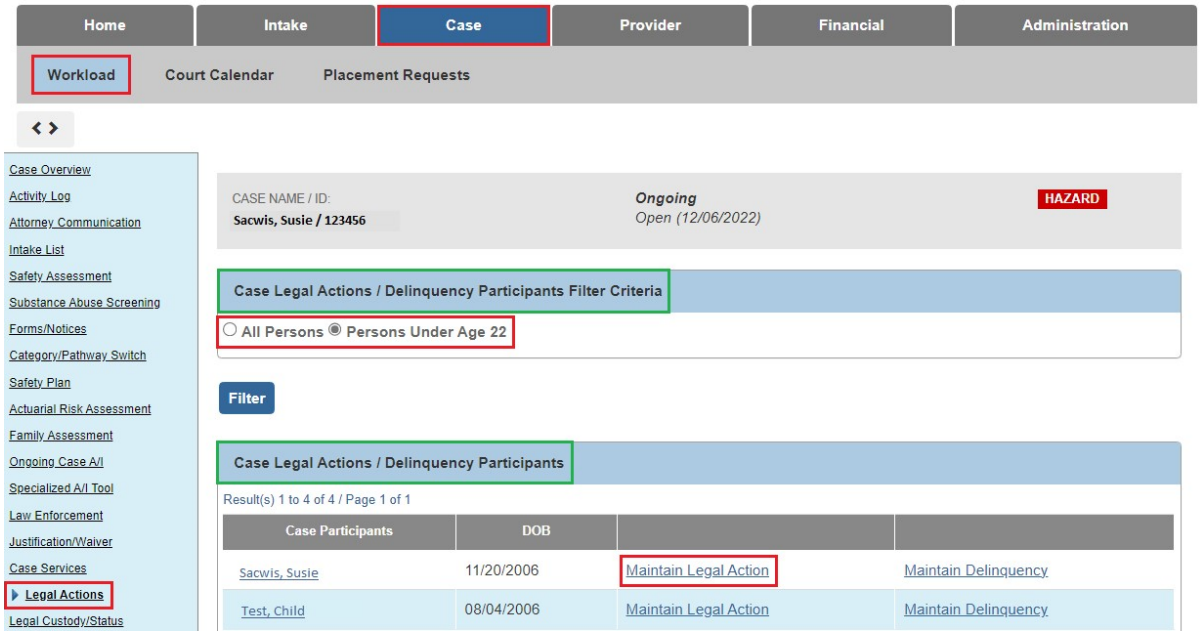
1. From the Ohio SACWIS **Home** screen, click the **Case** tab.
2. Click the **Workload** tab.
3. Select the appropriate **Case ID** link. The **Case Overview** screen appears.

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 **Participant Legal Action Information** screen appears.

Creating a Complaint for the First Legal Action Entered

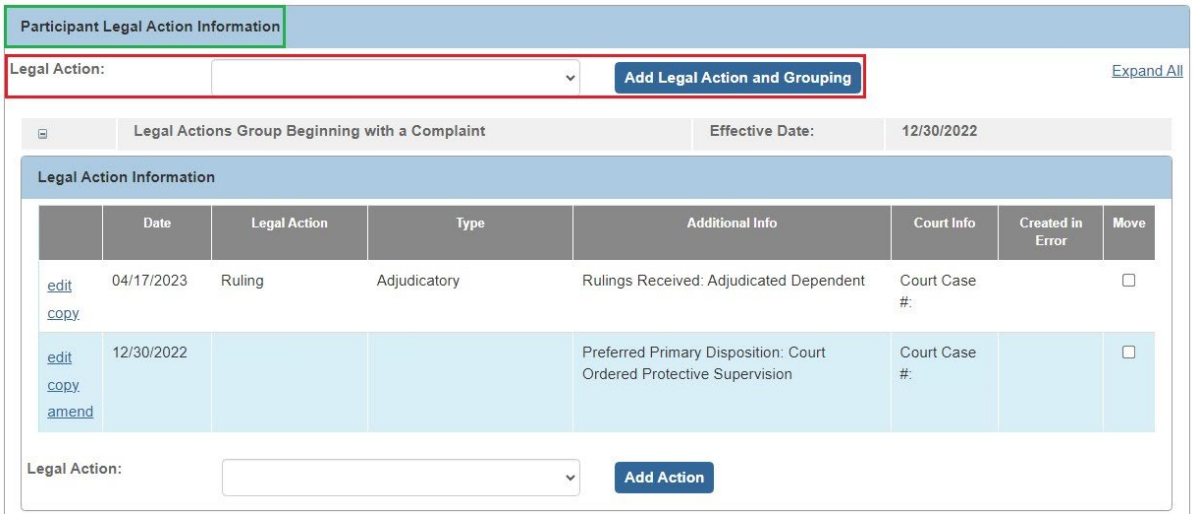
In most situations, court cases are initiated by a complaint. To create the complaint in Ohio SACWIS **if this is the first legal action** entered for the child, complete the following steps:

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.



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.

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.

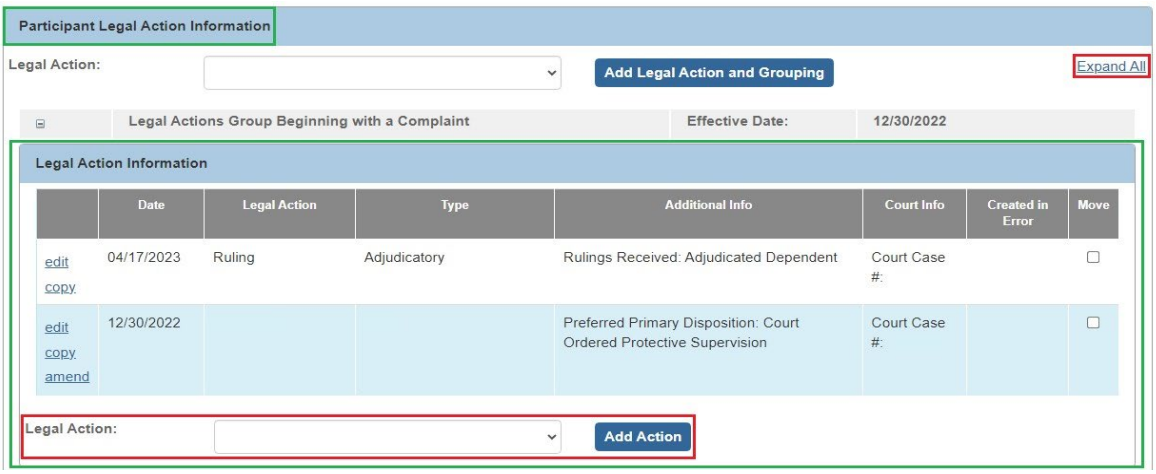
1. On the **Participant Legal Action Information** screen, click the **Expand All** link to expand all existing **Legal Action Groups** and determine which group to add the complaint.

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 **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.

Recording a Complaint for the First Legal Action Entered

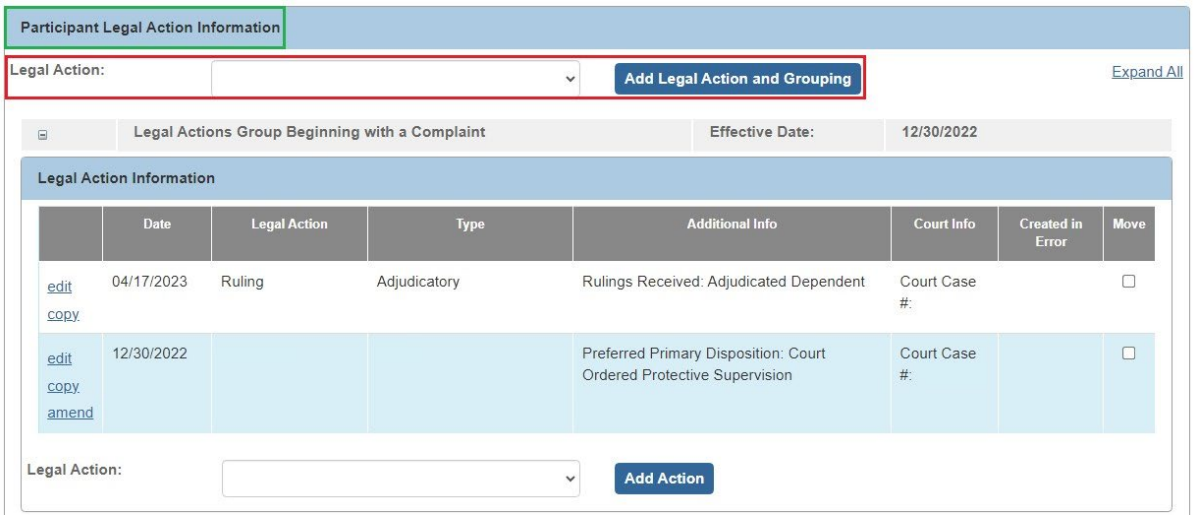
To record a complaint in Ohio SACWIS **if this is the first legal action** entered for the child, complete the following steps:

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.



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.

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.

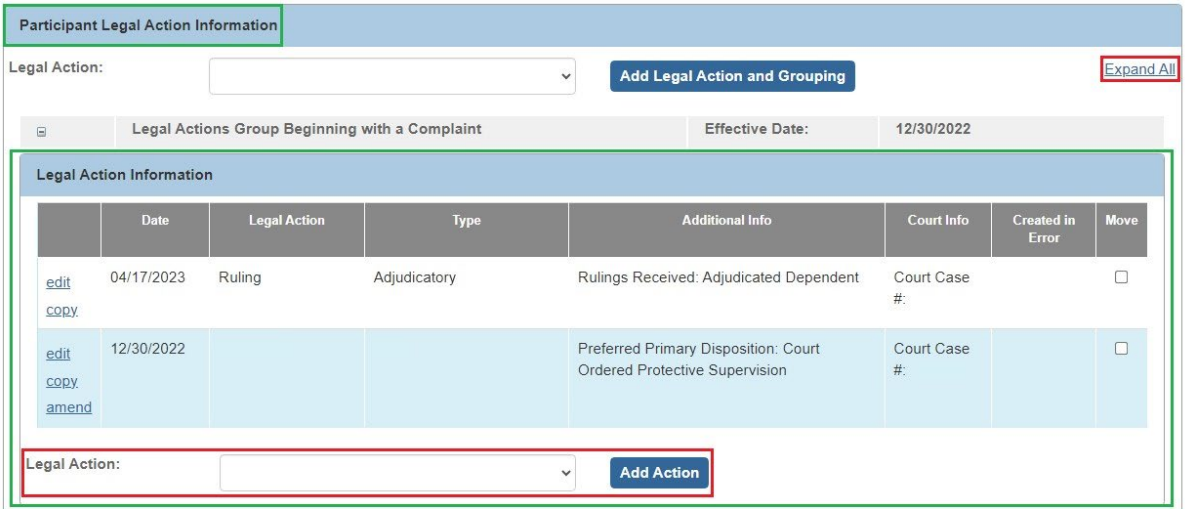
1. Click the **Expand All** link to expand all existing **Legal Action Groups** and determine which group to add the complaint.
2. In the selected group's **Legal Action** field (below the grid), select **Record Complaint**.

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.



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.

Completing the Complaint Details Screen When Creating a Complaint

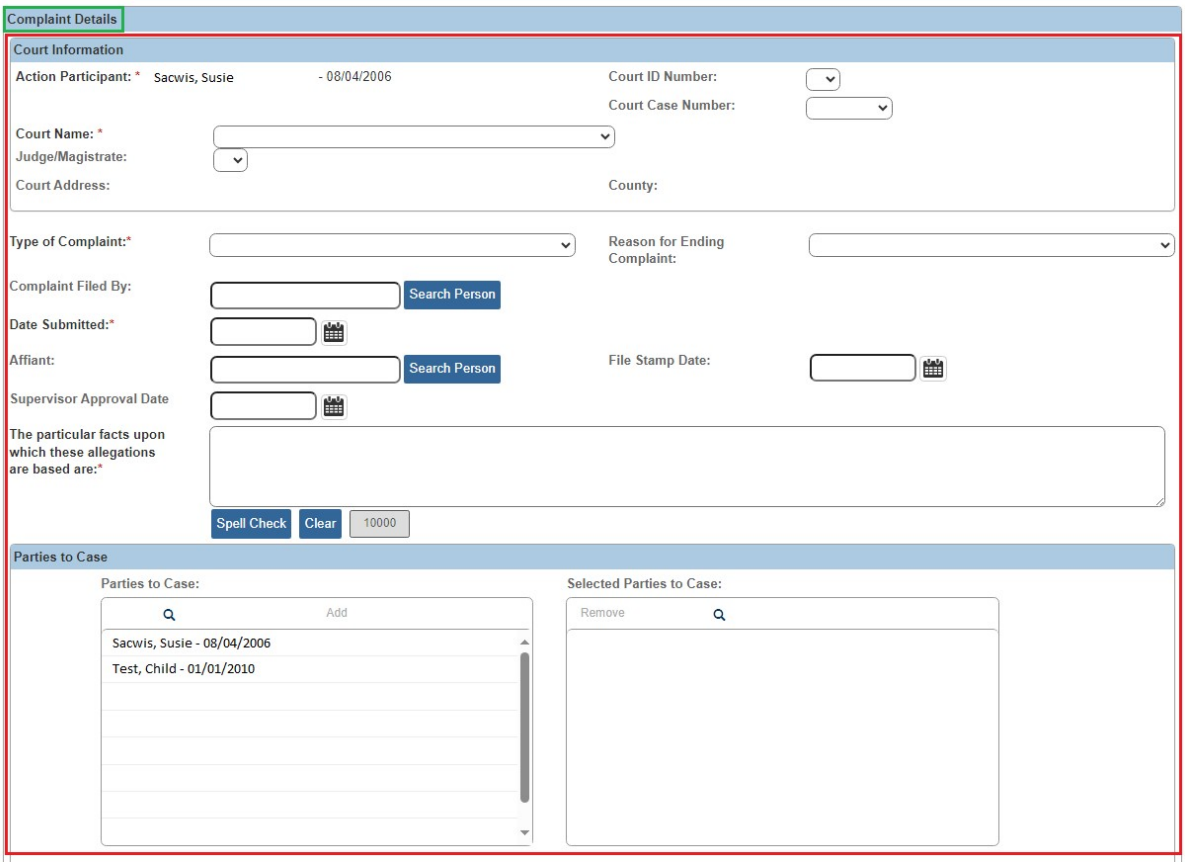
Important: This screen shot shows a **Complaint Details** screen when **creating** a complaint. The **Create Complaint Details** screen for **recording** a complaint will look slightly different and is discussed in the next sub-section.

After creating a complaint, complete the following steps:

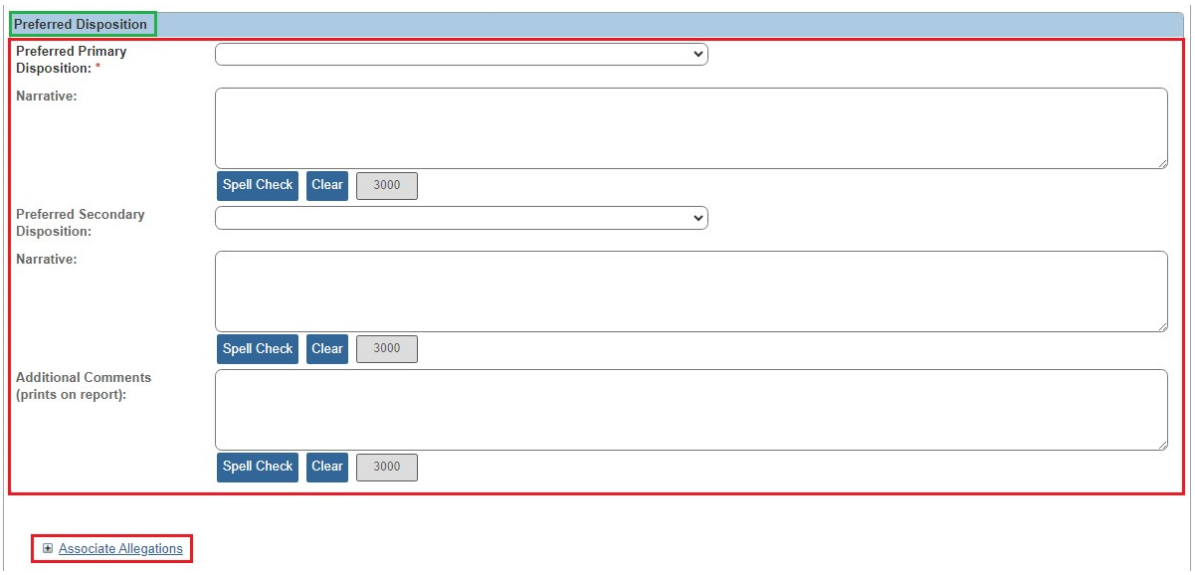
1. In the **Court Name** field, select the appropriate court.
2. In the **Date Submitted** field, enter the appropriate date.
3. In the **Type of Complaint** field, select the appropriate value.
4. Enter the **Court ID** for this case member in the **Court ID Number** field (optional).

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

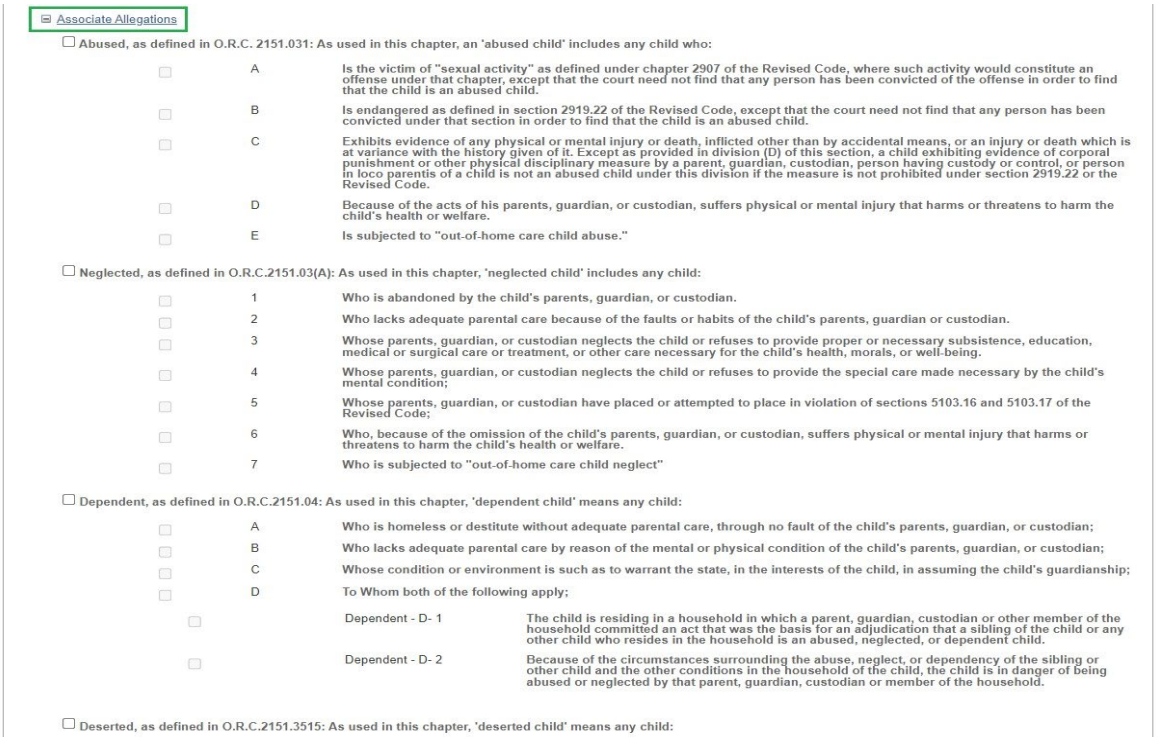
5. In the **File Stamp Date** field, select the appropriate date (optional).
6. In the **Particular Facts Upon Which These Allegations Are Based Are:** field, enter narrative.
7. In the **Parties to Case** field, select the appropriate value(s).
8. Click the **Add >** button to move the selection(s)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



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.



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



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:

Save Cancel

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.

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: Add Legal Action and Grouping Expand All

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

Legal Action Information

	Date	Legal Action	Type	Additional Info	Court Info	Created in Error	Move
edit copy amend report	11/07/2023	Complaint	Initial	Preferred Primary Disposition: Best Interest			

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.

Completing the Complaint Details Screen When Recording a Complaint

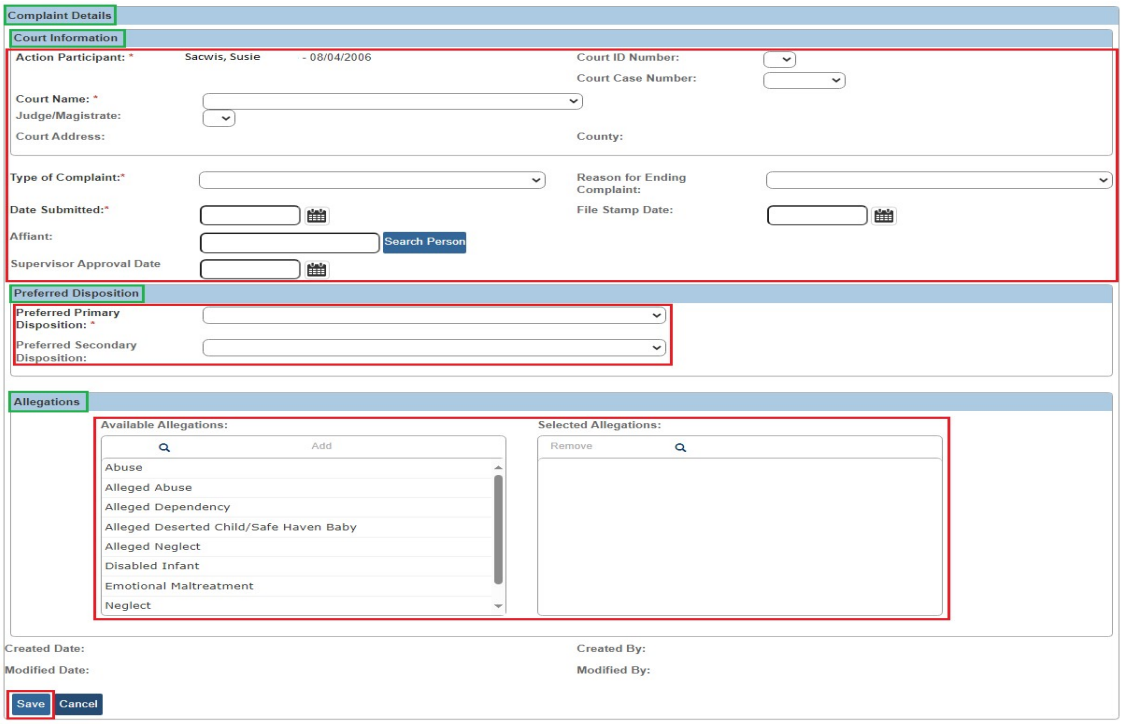
Important: This screen shot shows a **Complaint Details** screen when **recording** a complaint. The **Create Complaint Details** screen for **creating** a complaint will have additional fields and look slightly different. It was discussed in the previous sub-section.

After recording a complaint, complete the following steps:

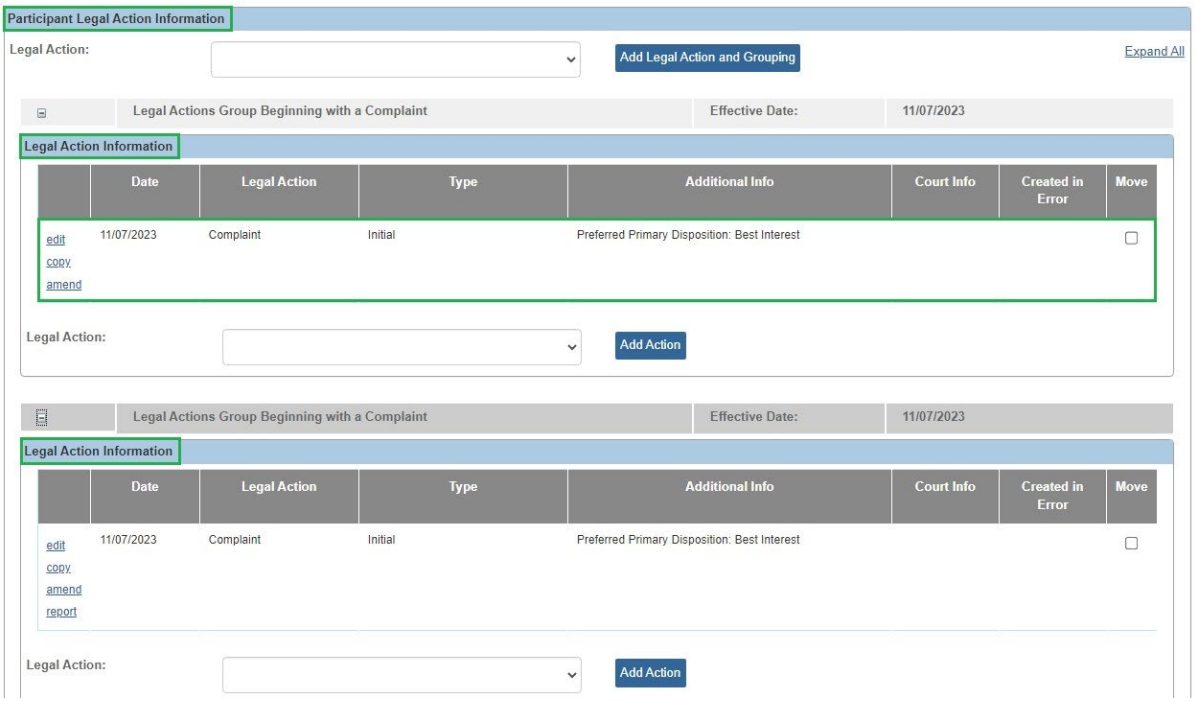
1. In the **Court Name** field, select the appropriate court.
2. In the **Type of Complaint** field, select the appropriate value.
3. In the **Date Submitted** field, enter the appropriate date.
4. Enter the **Court ID** for this case member in the **Court ID Number** field (optional).

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 **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).



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.

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.

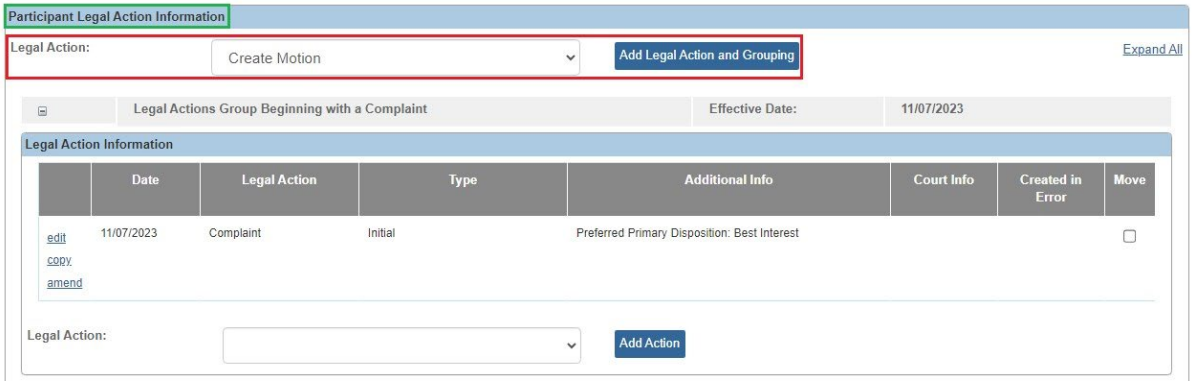
To create a motion in Ohio SACWIS **if this is the first legal action** entered for the child, complete the following steps:

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.



The **Create Motion Detail** screen appears.

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

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.

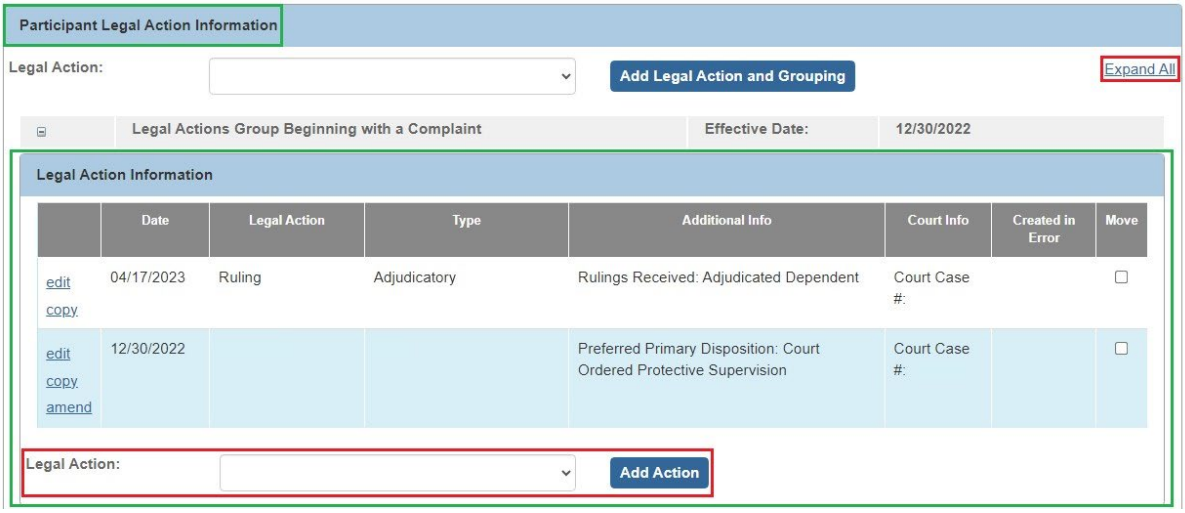
1. On the **Participant Legal Action Information** screen, click the **Expand All** link to expand all existing **Legal Action Groups** and determine which group to add the motion.

Note: A legal action group is shown in green.

2. In the selected group's **Legal Action** field (below the grid), select **Create Motion**.
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.



The **Create Motion Details** screen appears.

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

Recording a Motion for the First Legal Action Entered

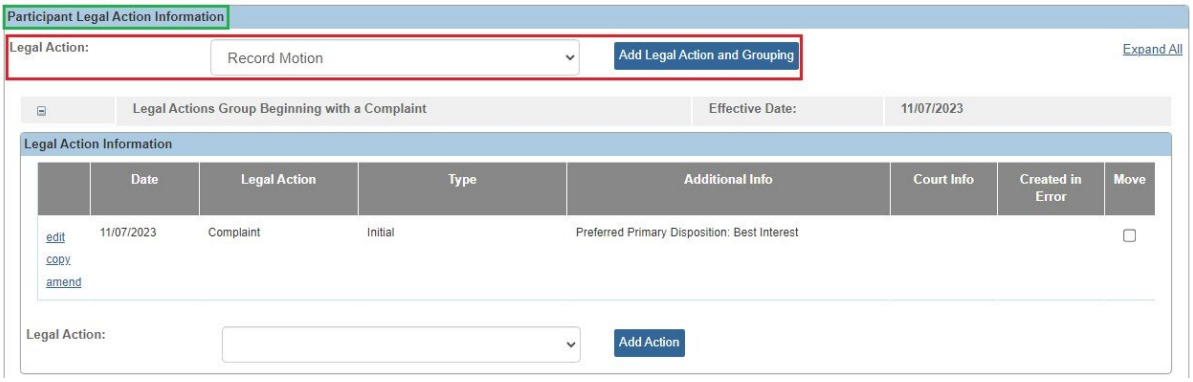
To record a motion in Ohio SACWIS **if this is the first legal action** entered for the child, complete the following steps:

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 **Record Motion Details** screen appears.

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

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.

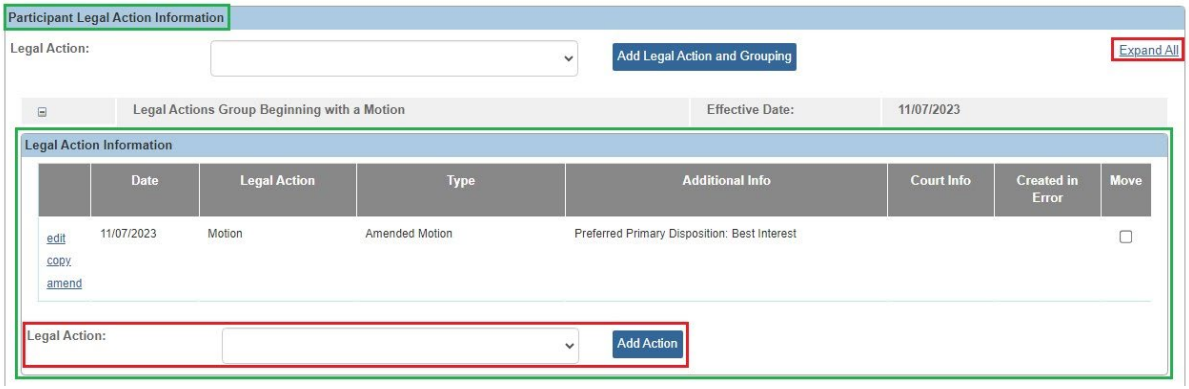
1. Click the **Expand All** link to expand all existing **Legal Action Groups** and determine which group to add the motion.
2. In the selected group's **Legal Action** field (below the grid), select **Record Motion**.

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.



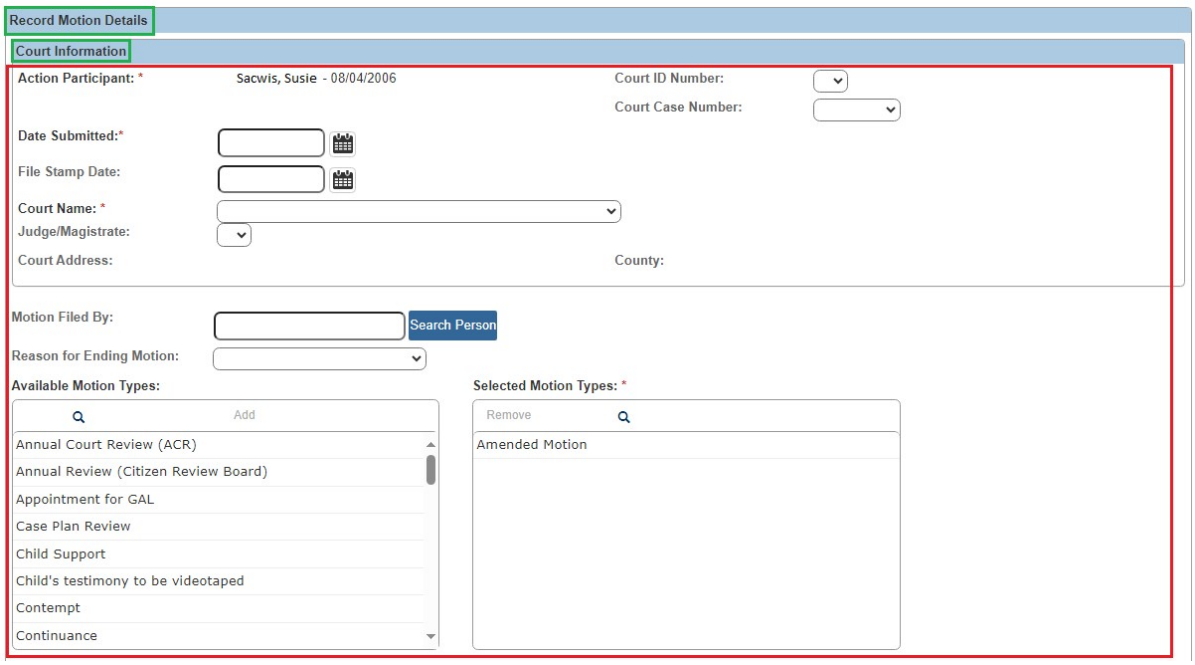
The **Record Motion Details** screen appears.

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

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.



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:
Spell Check | Clear | 3000

Preferred Disposition/Outcome
Preferred Primary Disposition/Outcome:* Best Interest
Preferred Secondary Disposition/Outcome:
Mother's Attorney: Search Person
Mother's Guardian Ad Litem: Search Person
Father's Attorney: Search Person
Father's Guardian Ad Litem: Search Person
Child's Attorney: Search Person
Guardian Ad Litem: Search Person
Lay Guardian Ad Litem: Search Person
CASA: Search Person

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

Save | Cancel

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:
Add Legal Action and Grouping
Expand All

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

Legal Action Information

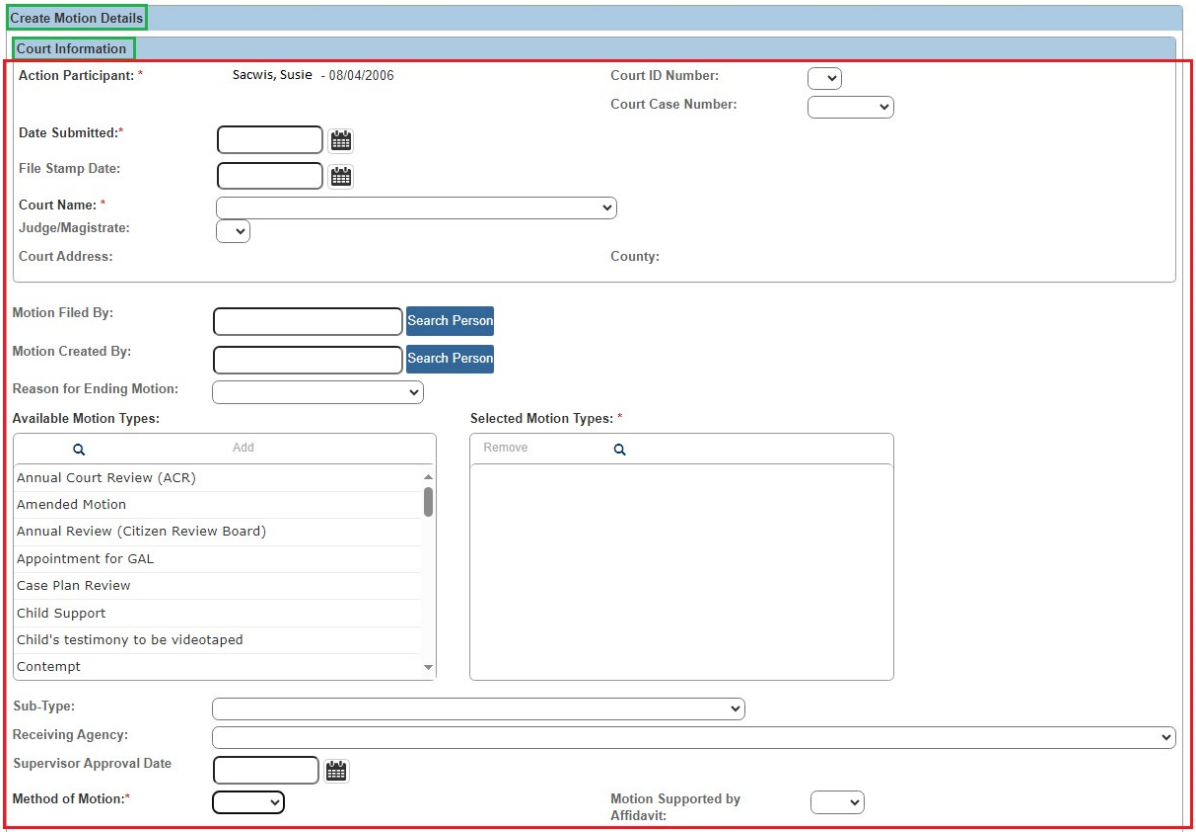
	Date	Legal Action	Type	Additional Info	Court Info	Created in Error	Move
edit copy amend	11/07/2023	Motion	Amended Motion	Preferred Primary Disposition: Best Interest			

Completing the Create Motion Details Screen

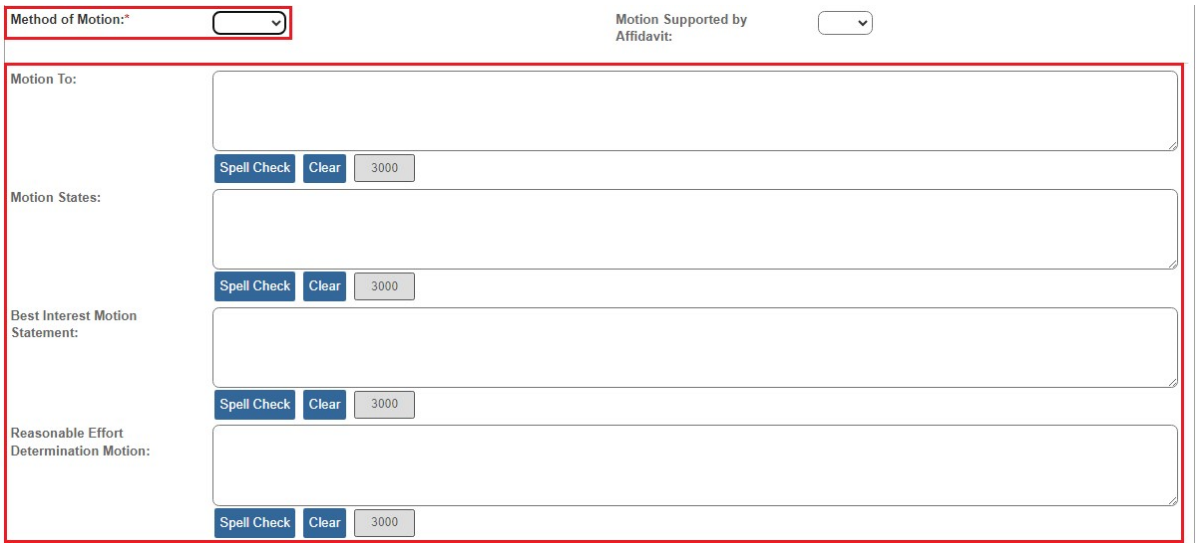
1. In the **Date Submitted** field, enter the appropriate date.
2. In the **Court Name** field, select the appropriate court.
3. In the **File Stamp Date** field, enter the appropriate date (not required unless the **Type of Motion** field value is **Petition to Adopt**).
4. In the **Available Motion 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.

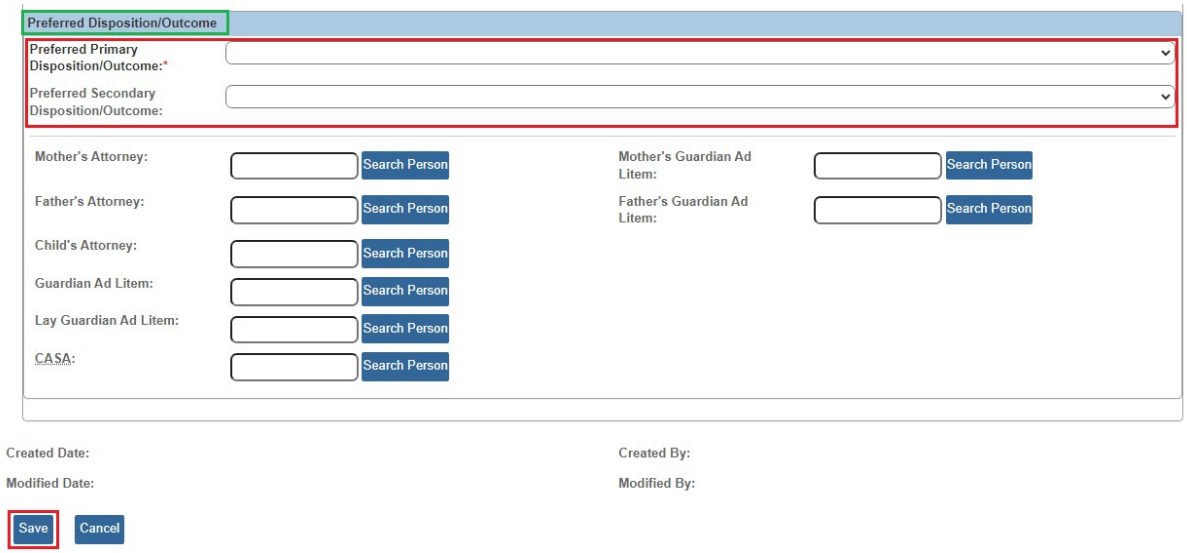
7. In the **Method of Motion** field, select **Written** or **Oral**.



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



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.



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: Add Legal Action and Grouping 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			☐
edit copy amend report	11/07/2023	Motion	Amended Motion	Preferred Primary Disposition: Best Interest			☐

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 .