

Recording Legal Actions Prior to Agency Custody



Knowledge Base Article

Recording Legal Actions Prior to Agency Custody

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Recording Legal Actions Prior to Agency Custody

Overview

New functionality within SACWIS allows a user to record legal actions (Hearing(s), Motion(s), Ruling(s)) prior to a child being in agency custody.

The overall process for recording a legal action in SACWIS remains basically unchanged with the new system functionality.

If your agency receives a court-involved legal status, you will need to follow the three steps listed below, in the specific order listed, to record a Hearing(s), Motion(s), or Ruling(s) prior to the Case Opening Date. Details of the following three steps are outlined below):

1. Navigate to the **Legal Actions Ruling** screen to record your agency custody.
2. Navigate to the **Initial Removal Record** to save it as complete (checking the flag).
3. Navigate back to the **Legal Actions** area and record applicable legal actions (Hearing, Motion and Ruling) for the particular child that was removed prior to agency custody.

Important: Failure to follow these steps, *in the listed order*, will prevent you from being able to backdate the Hearing(s), Motion(s), and Ruling(s) Legal Action(s).

Navigating to the Legal Actions Ruling Record

(Details of Step One above)

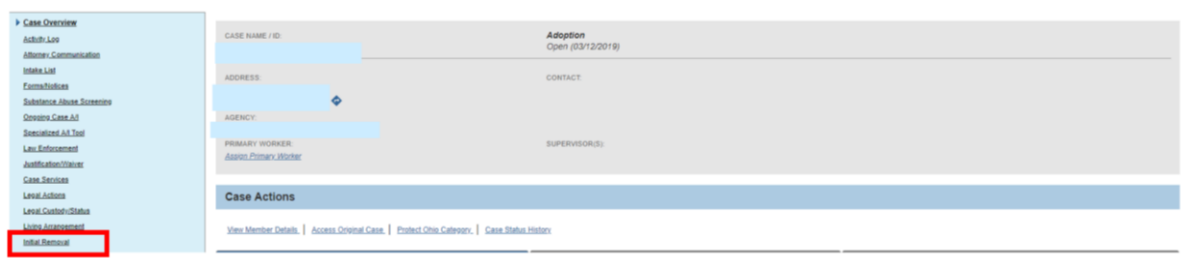
1. You will still navigate to the **Legal Actions** screen to record the Ruling in order to document your agency custody. The Ruling is only for the purpose of recording the **Custody Episode/Legal Status** of the child and must be dated greater than or equal to the Case opening date.

For specific instructions, refer to the following Knowledge Base Article: [Recording a Court Ruling Record with a Legal Status.](#)

Navigating to the Initial Removal Record

(Details of Step Two above)

2. Click, **Initial Removal** in the navigation pane.



The **Initial Removal** screen appears.

3. Make a selection from the **Child Name** drop-down window.

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4. Click, **Add Removal Record**.

The **Removal Information** screen appears, defaulted to the **Removal Information** tab.

5. Complete all the **Initial Removal Information** tab.
6. When applicable, place a checkmark in the box beside: **Removed prior to Agency Custody**.
7. Record the **Removal Date** the child was physically removed *via a pickup order, warrant, or arrest and placed in a detention facility*.
8. If necessary, click, **Select Address** to provide the **Address at Removal**.
9. Click the **Removal Circumstances** tab.

The **Removal Circumstances** screen appears.

10. Enter narrative for each request for an explanation.
11. Change Status to **Complete**.
12. Click, **Save**.

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The Initial Removal screen appears, displaying the following banner only for the child(ren) where the checkbox: **Removed Prior to Agency Custody** was selected.

Navigating Back to the Legal Actions Ruling Record

(Details of Step Three above)

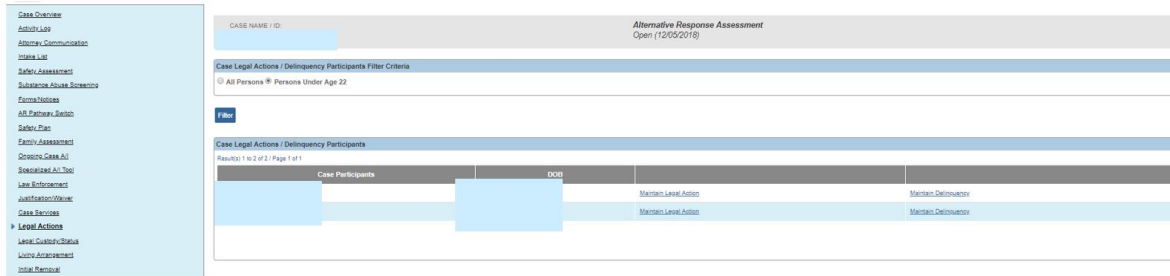
Note: In order to add a Hearing(s), Motion(s), or Ruling(s) for the child(ren) that have been indicated as removed prior to agency custody on their initial removal record, follow the steps below:

1. Click, **Legal Actions** in the navigation grid.

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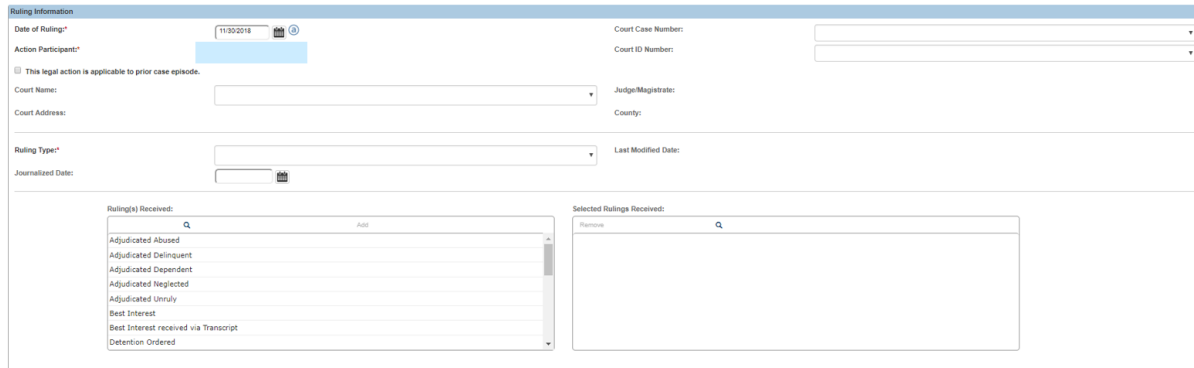
The **Legal Actions** screen appears.

2. Click, **Maintain Legal Action**, to record a Hearing(s), Motion(s) or Ruling(s). For details on how to record those specific legal actions, follow the links below:
 - [Recording Court Hearing Information](#)
 - [Entering Complaints and Motions](#)
 - [Recording a Court Ruling Record with a Legal Status](#)



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

Important: The **Date of Ruling** is the deciding factor on the reference values displayed in the **Ruling(s) Received** selection box. If the Date of Ruling is prior to the agency custody, then the Ruling(s) Received reference values only include values applicable to Delinquency.



Likewise, **Hearing Types** reference values are dynamic, based on the **Date of Hearing**, and **Available Motion Types** reference values are dynamic, based on the **Date Submitted** (Motion).

If you need additional assistance, please contact the SACWIS Help Desk.