

# Entering Hearings and Rulings



**Knowledge Base Article**

# Entering Hearings and Rulings

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# Entering Hearings and Rulings

## Overview

Legal actions are child-based in Ohio SACWIS. This Knowledge Base Article provides guidelines on entering court **hearings** and **rulings** 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.

## Navigating to the Participant Legal Action Information Screen

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.

**Note:** In the **Case Legal Actions/Delinquency Participants Filter Criteria** grid, 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.

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The screenshot shows the SACWIS interface. On the left is a navigation menu with 'Legal Actions' highlighted. The main area displays case information for 'Adoption Open (11/21/2022)' with case name 'Sacwis, Susie / 123456'. Below this is a filter section for 'Case Legal Actions / Delinquency Participants Filter Criteria' with 'Persons Under Age 22' selected. A 'Filter' button is present. Below that is a table titled 'Case Legal Actions / Delinquency Participants' showing one result for 'Sacwis, Susie' with a 'Maintain Legal Action' button highlighted.

Case Participants	DOB		
Sacwis, Susie	07/03/2004	Maintain Legal Action	Maintain Delinquency

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

## Recording a Hearing for the First Legal Action Entered

### Important Information about Recording a Hearing

- The values from the following fields populate in the **Court Calendar: Case Name, Court Case Number, Hearing Type, Hearing Status, and Time of Hearing.**
- A **Hearing** record cannot be saved without having at least one **Hearing Segment** record.

To record the hearing in Ohio SACWIS **if this is the first legal action** (independently) entered for the child, complete the following steps:

1. Select **Record Hearing** from the **Legal Action** drop-down menu near the top of the screen.
2. Click, **Add Legal Action and Grouping.**

**Important:** The **Add Legal Action and Grouping** button is used to create a **brand new group** and **All legal actions can now be grouped with other legal actions.** Notice the button is **outside** of any previously defined groups on the screen.

The screenshot shows the 'Participant Legal Action Information' screen. At the top, there is a 'Legal Action' dropdown menu and an 'Add Legal Action and Grouping' button highlighted with a red box. Below this is a table titled 'Legal Action Information' with columns for Date, Legal Action, Type, Additional Info, Court Info, Created in Error, and Move. The table contains three rows of legal actions. At the bottom, there is another 'Legal Action' dropdown menu and an 'Add Action' button.

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	Court Case #:		<input type="checkbox"/>
08/25/2022	Ruling	Adjudicatory	Rulings Received: Adjudicated Dependent, Best Interest, Reasonable Efforts to Finalize the Permanency Plan	Court Case #:		<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 #:		<input type="checkbox"/>

The **Hearing Information** screen appears.

Skip to the **Completing the Hearing Information Screen** section of this article.

# Entering Hearings and Rulings

## Recording a Hearing if the Legal Action Group Already Exists

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

1. Navigate to the **Participant Legal Action Information** screen.
2. Click the **Expand All** link.

The screenshot shows the 'Participant Legal Action Information' screen. At the top, there is a dropdown menu for 'Legal Action:' and a blue button labeled 'Add Legal Action and Grouping'. On the right side, there is a red-bordered button labeled 'Expand All'. Below this, there is a summary bar for a 'Legal Actions Group Beginning with a Ruling' with an 'Effective Date' of 06/23/2022. A table titled 'Legal Action Information' is partially visible with columns: Date, Legal Action, Type, Additional Info, Court Info, Created in Error, and Move.

**Note:** The screen expands to display all existing **Legal Action Information** grids for each Legal Action type.

Determine what is the group to which you should add the hearing.

In the selected group's **Legal Action** field (in the group's **Legal Action Information** grid), select **Record Hearing**.

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

This screenshot shows the 'Participant Legal Action Information' screen with the 'Legal Action Information' grid expanded. The grid has columns: Date, Legal Action, Type, Additional Info, Court Info, Created in Error, and Move. A row is visible with Date: 08/31/2023, Legal Action: Hearing, Type: Delinquency/Unruly, and Additional Info: Hearing Status: Pending, Reason Hearing Not Held: . Below the grid, the 'Legal Action:' dropdown is set to 'Record Hearing' and the 'Add Action' button is highlighted with a red box. The summary bar above shows 'Legal Actions Group Beginning with a Hearing' with an 'Effective Date' of 08/31/2023. A 'Collapse All' link is visible in the top right.

**Note:** If the **Legal Actions Group Beginning with a Hearing** is not already expanded, click the plus (+) sign beside the group.

This screenshot shows the 'Participant Legal Action Information' screen with two groups. The top group is 'Legal Actions Group Beginning with a Hearing' (Effective Date: 08/31/2023) and is expanded. The bottom group is 'Legal Actions Group Beginning with a Ruling' (Effective Date: 06/23/2022) and is collapsed. A red box highlights the plus sign (+) next to the bottom group. The 'Legal Action Information' grid for the top group is visible, showing a row with Date: 08/31/2023, Legal Action: Hearing, Type: Delinquency/Unruly, and Additional Info: Hearing Status: Pending, Reason Hearing Not Held: . Below the grid, the 'Legal Action:' dropdown is set to 'Record Hearing' and the 'Add Action' button is visible. A 'Move Legal Action(s)' button is located at the bottom right.

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The **Legal Action Information** grid will appear below the group, displaying all existing legal actions within the group.

1. Select **Record Hearing** from the **Legal Action** drop-down menu.
2. Click, **Add Action**.

## 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.

	Date	Legal Action	Type	Additional Info	Court Info	Created in Error	Move
<a href="#">edit</a> <a href="#">delete</a>	10/11/2022	Ruling	Disposition	Rulings Received: Best Interest, Reasonable Efforts to Finalize the Permanency Plan, Temporary Custody	Court Case #:		<input type="checkbox"/>
<a href="#">edit</a> <a href="#">delete</a>	08/26/2022	Ruling	Adjudicatory	Rulings Received: Adjudicated Dependent, Best Interest, Reasonable Efforts to Finalize the Permanency Plan	Court Case #:		<input type="checkbox"/>
<a href="#">edit</a> <a href="#">delete</a>	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:

The **Hearing Information** screen appears.

**Hearing Information**

Action Participant: \*  Court ID Number:  Court Case Number:  Last Modified Date: 08/31/2023  
Court Name: \*  Judge/Magistrate:  Court Address:  County:   
Hearing Type: \*  Narrative:   
  3000

**Hearing Segment(s)**

Hearing Status	Hearing Date	Hearing Time	Created in Error
----------------	--------------	--------------	------------------

Hearing Record has been Created in Error

## Completing the Hearing Information Screen

1. In the **Court Name** field, select the appropriate name from the drop-down list (required)
2. In the **Judge/Magistrate** field, select the appropriate name (optional).
3. Make a selection from the **Hearing Type** drop-down menu (required).
4. Click, **Add Hearing Segment**.

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**Hearing Information**

Action Participant: \* Test, Child / 123456  
Court Case Number: 20223071  
Court Name: \* Test County Municipal Court  
Court Address: Test Address

Court ID Number: [dropdown]  
Last Modified Date: 08/31/2023  
Judge/Magistrate: [dropdown]  
County: Test

Hearing Type: \* [dropdown]  
Narrative: [text area]  
[Spell Check] [Clear] 3000

**Hearing Segment(s)**

Hearing Status	Hearing Date	Hearing Time	Created in Error
----------------	--------------	--------------	------------------

**Add Hearing Segment**

Hearing Record has been Created in Error

The **Hearing Segment Details** screen appears.

5. In the **Date of Hearing** field, enter the appropriate date.
6. In the **Time of Hearing** field, enter the appropriate time.
7. Click the **Person Search** button and locate the appropriate person to populate the **Agency Representative** field.

**Note:** For information regarding a Person Search, please see the following Knowledge Base Article: [Using Search Functionality](#)

8. In the **Available Case Participants** field, select the appropriate participant(s); this will activate the **Add** feature.
9. Click, **Add**, to move the person(s) to the **Case Participants Attending** field.
10. After the scheduled hearing date has past, select the appropriate value from the **Hearing Status** drop-down menu **OR** the **Reason Hearing Not Held** drop-down menu.
11. When complete, click the **OK** button at the bottom of the screen.

# Entering Hearings and Rulings

**Hearing Segment Details**

Court Case Number: 20223071 Last Modified Date:

Date of Hearing: \*   Time of Hearing: \*

Hearing Status:  Reason Hearing not Held:

Narrative:

Spell Check Clear 3000

**Court Hearing Attendees**

Agency Representative:

Available Case Participants:  Add

Case Participants Attending:  Remove

Others in Attendance:

Spell Check Clear 1000

Hearing Segment has been Created in Error

The **Hearing Information** screen appears, displaying the information in the **Hearing Segment(s)** grid.

**Hearing Information**

Action Participant: \* Test, Child / 123456 Court ID Number:

Court Case Number:  Last Modified Date: 08/31/2023

Court Name: \*  Judge/Magistrate:

Court Address: Test Address County: Test

Hearing Type: \*

Narrative:

Spell Check Clear 3000

**Hearing Segment(s)**

Hearing Status	Hearing Date	Hearing Time	Created in Error
<a href="#">view</a>	08/31/2023	12:00 PM	No
<a href="#">edit</a>			

12. Click **Save** at the button of the screen.



# Entering Hearings and Rulings

## Recording a Ruling for the First Legal Action Entered

This section discusses how to record a Ruling in Ohio SACWIS **if this is the first legal action** entered (independently) for the child.

### Note:

- The steps for adding a legal status as part of the Ruling are shown in the **Adding a Legal Status** sub-section later in this Knowledge Base Article.
- If you want to add the ruling to an **existing** legal group, refer to the steps in the next section.

1. Navigate to the **Participant Legal Action Information** screen.
2. Select **Record Ruling** from the **Legal Action** field drop-down menu.
3. Click, **Add Legal Action and Grouping**.

**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 **Ruling Information** screen appears.

4. Skip to the **Completing the Ruling Information Screen** section of this Knowledge Base Article.

## Recording a Ruling if the Legal Action Group Already Exists

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

1. Navigate to the **Participant Legal Action Information** screen.
2. In the **Legal Action Information** grid, select **Record Ruling** from the **Legal Action** drop-down menu beside the Add Action button.
3. Click, **Add Action**.

### 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.

# Entering Hearings and Rulings

Participant Legal Action Information

Legal Action:   [Expand All](#)

Legal Actions Group Beginning with a Ruling Effective Date: 08/31/2023

	Date	Legal Action	Type	Additional Info	Court Info	Created in Error	Move
<a href="#">edit</a> <a href="#">delete</a>	08/31/2023	Ruling	Delinquency/Unruly	Rulings Received: Added as a Party to Case		<input type="checkbox"/>	<input type="checkbox"/>

Legal Action:


The **Ruling Information** screen appears.

## Completing the Ruling Information Screen

1. Enter the appropriate date in the **Date of Ruling** field (required).  
**Note:** Upon save, the system verifies that the action participant is an active case member as of the date of ruling. If not, an error message will appear.
2. In the **Court Case Number** field, select the appropriate number (optional).
3. In the **Court ID Number** field, select the appropriate number (optional).
4. In the **Ruling Type** field, select the appropriate type from the drop-down list.
5. In the **Journalized Date** field, enter the appropriate date (optional).
6. In the **Ruling(s) Received** field, select the appropriate value(s); this will activate the Add option.
7. Click, **Add**, to move the selection(s) to the **Selected Rulings Received** field.
8. If no legal status needs to be entered, click, **Save**.  
**Note:** If you click **Save**, the **Participant Legal Action Information** screen will appear.
9. If a legal status needs to be entered, do not save the record; instead, click, **Add Legal Status**.

# Entering Hearings and Rulings

**Ruling Information**


Date of Ruling: 08/31/2023 

Action Participant:

Court Name:

Court Address:

Ruling Type:

Journalized Date:  

Court Case Number:

Court ID Number:

Judge/Magistrate:

County:

Last Modified 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:**

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

Receiving Agency Name	Court Acceptance Date
-----------------------	-----------------------

**Associate Jurisdiction Transfer**

Ruling has been Created in Error

**Save** **Cancel**

The **Add/Edit Legal Status Details** screen appears.

## Adding a Legal Status

Each new legal status record must be recorded in Ohio SACWIS.

1. Make a selection from the **Legal Status** drop-down menu.
2. In the **Effective Date** field, select the appropriate date.
3. If this is for a legal status insertion, select a date in the **Termination Date** field.
4. If this is for a legal status insertion, select a **Termination Reason** field.
5. Click the **OK** button.

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**Legal Status Details**

Agency:  
Test County Children Services Board

Custody Episode Start Date:  
06/23/2022 12:00:00 AM

Custody Episode End Date:

Most Recent Legal Guardianship:  
12/15/2020 - 06/23/2022

Legal Status: \*  
Effective Date: \*  
Effective Time:  
Termination Reason:  
Termination Date:  
Expiration Date:  
Secondary Termination Reason:  
Was this Custody Episode less than 24 hours?:  
 Yes  No  Not Answered  
Narrative  
3000  
OK Cancel

The **Ruling Information** screen appears displaying the new record in the ruling **Legal Status Information** grid.

## Note:

- The **edit** link is only available when the legal status is recorded through its associated (linked) record, so it's only available for the legal status associated to this Ruling ID.
- Depending on this child's current legal status, you may see an **edit** link, a **terminate** link, or the **Add Legal Status** button on the screen.
- The **terminate** link is only available for the legal statuses **not** associated to this Ruling ID. The **terminate** link appears as long as the Court Ruling record has not been saved. This screen shot shows an example of a record that has already been terminated.
- The **Add Legal Status** button appears when you add a new ruling.
- If the current active legal status was not associated (linked) through this ruling, then an **Add Legal Status** button appears. If the legal status was already created through this ruling, then **Add Legal Status** button is disabled.

# Entering Hearings and Rulings

**Ruling Information**

Date of Ruling:\*

Action Participant:\*

Court Name:

Court Address:

Ruling Type:\*

Journalized Date:

Court Case Number:

Court ID Number:

Judge/Magistrate:

County:

Last Modified Date: 08/31/2023

Ruling(s) Received:

Add

- Active Efforts (ICWA)
- Added as a Party to Case
- Adjudicated Abused
- Adjudicated Delinquent
- Adjudicated Deserted Child/Safe Hvn Baby
- Adjudicated Neglected
- Adjudicated Unruly
- Adoption Finalized

Selected Rulings Received:

Remove

- Adjudicated Dependent

**Congregate Care Placement Setting Information**

Comments:

Spell Check
Clear
4000

**Legal Status Information**

Legal Status	Effective Date	Termination Date	Termination Reason
Temporary Custody/Placement and Care	09/23/2022		<a href="#">terminate</a>

Add Legal Status

## Additional Information about the Legal Status Information on the Ruling Information Screen:

### Additional Information about the Ruling Information Screen:

- If needed, you can complete the **Journalized Date** field as the record will not be locked.
- A **Journalized Date** is required for an adoption case with a **Ruling Type** of **Adoption Finalization**.
- When ending a child’s placement, **Discharge** must be the **End Reason** for ending placement if the agency is terminating custody and the child is being returned to the parent or relative. Do not choose **Discharge** as a primary reason for end placement if the child is just moving to another placement and not being removed from agency custody.

# Entering Hearings and Rulings

## Agency Legal Status (Agency holds Custody of the child)

- Emergency Custody to Agency
- Ex-Parte
- Permanent Custody
- Permanent Surrender
- Temporary Court Order
- Temporary Custody
- Temporary Custody 1st Extension
- Temporary Custody 1<sup>st</sup> Extension
- Planned Permanent Living Arrangement (PPLA)
- Voluntary Agreement for Care 2nd 30 day Extension
- Initial Voluntary Agreement for Care
- Telephonic Order of Custody
- Officer Acceptance

## Agency Legal Status (Not Custody)

- Court Ordered Protective Supervision (COPS)
- Court Ordered Protective Supervision Extension (COPS Ext)
- Temporary Court Order of Protective Supervision (TCOPS)

If you have additional questions pertaining to this Deployment Communication, please contact the [Customer Care Center](#).