

# **Recording a Legal Status and Custody Episode**



**Knowledge Base Article**

# Recording a Legal Status and Custody Episode

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# Recording a Legal Status and Custody Episode

## Overview

This Knowledge Base Article outlines the overall functionality process for recording any legal action (hearing, motion, complaint, ruling, etc.) in Ohio SACWIS.

If your agency receives a court-involved legal status, you will still navigate to the **Legal Actions** screen to record the associated ruling, as well as the legal status record.

For specific instructions on how to do so, refer to the **Recording a Court Ruling Record** Knowledge Base Article.

## Viewing a Child's Legal Action History

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

The screenshot displays the Ohio SACWIS Case Overview interface. On the left, a navigation menu lists various case management functions, with 'Legal Actions' circled in red. The main content area shows case details for an 'Ongoing' case, including fields for Case Name/ID, Address, Contact, Agency, Primary Worker, and Supervisor(s). Below this, a 'Case Actions' section is visible, featuring a table of action items. The table has columns for 'Action Items', 'Case Alerts', 'Dashboard', and 'Assignments / Eligibility'. The table lists several actions with dates and descriptions, each with an 'Actions...' dropdown menu.

Action Items	Case Alerts	Dashboard	Assignments / Eligibility
02/21/2022	Case Review due		Actions... ▾
05/06/2022	Disposition Completed: Help Me Grow Staff Notification Required		Actions... ▾
05/22/2022	The Initial Semiannual Case Review is due.		Actions... ▾
08/20/2022	Case Review		Actions... ▾

The **Case Legal Action / Delinquency Participants** screen appears.

1. To view a child's entire case legal action history, click the **Maintain Legal Actions** link in the appropriate row.

# Recording a Legal Status and Custody Episode

The screenshot shows a web interface for recording legal status and custody episodes. On the left is a navigation menu with various case management options. The main content area is divided into two sections. The top section, titled 'Case Legal Actions / Delinquency Participants Filter Criteria', shows the case name as 'Ongoing' and 'Open (10/07/2021)'. Below this, there are filter options for 'All Persons' and 'Persons Under Age 22', with the latter selected. A 'Filter' button is present. The bottom section, titled 'Case Legal Actions / Delinquency Participants', displays a table with 4 results. The table has columns for 'Case Participants', 'DOB', and 'Legal Action'. The 'Legal Action' column contains four entries, each with a 'Maintain Legal Action' link circled in red. The 'DOB' column contains two visible entries, each with a blue redaction box. The 'Case Participants' column contains two visible entries, each with a blue redaction box. The 'Legal Action' column also contains two entries with 'Maintain Delinquency' links.

Case Participants	DOB	Legal Action	Legal Action
[Redacted]	[Redacted]	<a href="#">Maintain Legal Action</a>	<a href="#">Maintain Delinquency</a>
[Redacted]	[Redacted]	<a href="#">Maintain Legal Action</a>	<a href="#">Maintain Delinquency</a>
[Redacted]	[Redacted]	<a href="#">Maintain Legal Action</a>	<a href="#">Maintain Delinquency</a>
[Redacted]	[Redacted]	<a href="#">Maintain Legal Action</a>	<a href="#">Maintain Delinquency</a>

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

Important:

- The default page view is Expanded.
- To Collapse All the Legal Action Groupings, click the **Collapse All** toggle.
- Legal Actions can be Grouped at the discretion of the User. When adding a new Legal Action, use the **Add Legal Action and Grouping** button.
- Legal Actions can be copied to the same Case Participant or a different Case Participant.

# Recording a Legal Status and Custody Episode

**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](#) [Collapse All](#)

Legal Actions Group Beginning with a Complaint Effective Date: 03/09/2022

Legal Action Information							
	Date	Legal Action	Type	Additional Info	Court Info	Created In Error	Move
<a href="#">edit</a> <a href="#">copy</a>	02/08/2023	Ruling	Disposition	Rulings Received: Best Interest, Reasonable Efforts to Finalize the Permanency Plan, Temporary Custody Agency Legal Status: Temporary Custody/Placement and Care			<input type="checkbox"/>
<a href="#">edit</a> <a href="#">copy</a>	11/17/2022	Ruling	Shelter Care	Rulings Received: Best Interest, Reasonable Efforts to Finalize the Permanency Plan, Temporary Court Order Agency Legal Status: Temporary Court Order			<input type="checkbox"/>
<a href="#">edit</a> <a href="#">copy</a> <a href="#">amend</a>	11/17/2022	Motion	Modify/Change Dispositional Order:	Preferred Primary Disposition: Temporary Custody			<input type="checkbox"/>
<a href="#">edit</a> <a href="#">copy</a>	11/16/2022	Ruling	Custody	Rulings Received: Best Interest, Ex Parte, RE to Prevent Removal - Initial Agency Legal Status: Ex-parte			<input type="checkbox"/>
<a href="#">edit</a>	07/27/2022	Ruling	Adjudicatory	Rulings Received: Adjudicated Dependent, Best Interest			<input type="checkbox"/>
<a href="#">edit</a> <a href="#">copy</a>	06/27/2022	Ruling	Disposition	Rulings Received: Court Ordered Protective Supervision Agency Legal Status: Court Ordered Protective Supervision			<input type="checkbox"/>
<a href="#">edit</a> <a href="#">copy</a> <a href="#">amend</a>	03/09/2022	Complaint	Initial	Preferred Primary Disposition: Court Ordered Protective Supervision			<input type="checkbox"/>

Legal Action:  [Add Action](#) [Move Legal Action\(S\)](#)

Close

**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: 03/09/2022

[Move Legal Action\(S\)](#)

Close

2. Click the **edit** link to edit the legal action to edit / view the details of the legal action. The **Legal Action Details Information** page displays.

# Recording a Legal Status and Custody Episode

**Ruling Information**

Date of Ruling:\* 01/17/2023  Court Case Number:

Action Participant:\*  Court ID Number:

Court Name: Athens Co. Probate/Juvenile Court  Judge/Magistrate:

Court Address:  County: Athens

Ruling Type:\* Dispositional  Last Modified Date: 02/10/2023

Journalized Date: 02/08/2023 

Ruling(s) Received:

Search	Add
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:

Remove	Search
	Best Interest
	RE to Finalize Permanency Plan - Subsequent
	Temporary Custody

Spell Check Clear 4000

**Legal Status Information**

Legal Status	Effective Date	Termination Date	Termination Reason
<a href="#">edit</a> Temporary Custody/Placement and Care	01/17/2023		

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

3. Click Save / Cancel.

## Viewing a Child's Delinquency History

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.

Click the **Legal Actions** link in the **Navigation** menu

# Recording a Legal Status and Custody Episode

The screenshot shows the 'Case Overview' page. The sidebar on the left has 'Legal Actions' circled in red. The main content area shows case details for an 'Ongoing' case, including fields for Case Name/ID, Address, Contact, Agency, Primary Worker, and Supervisor(s). Below this is a 'Case Actions' section with a table of actions:

Action Items	Case Alerts	Dashboard	Assignments / Eligibility
Result(s) 1 to 15 of 39 / Page 1 of 3			
02/21/2022	Case Review due		Actions...
05/06/2022	Disposition Completed: Help Me Grow Staff Notification Required		Actions...
05/22/2022	The Initial Semiannual Case Review is due.		Actions...
08/20/2022	Case Review due		Actions...

The **Case Legal Action / Delinquency Participants** screen appears.

- To view a child's entire case legal action history, click the **Maintain Delinquency** link in the appropriate row.

The screenshot shows the 'Case Legal Actions / Delinquency Participants' screen. The sidebar on the left has 'Legal Actions' selected. The main content area shows a table of legal actions with columns for Case Participants, DOB, and links for 'Maintain Legal Action' and 'Maintain Delinquency'. The 'Maintain Delinquency' link in the first row is circled in red.

Case Participants	DOB	Maintain Legal Action	Maintain Delinquency
[Redacted]	[Redacted]	Maintain Legal Action	Maintain Delinquency
[Redacted]	[Redacted]	Maintain Legal Action	Maintain Delinquency
[Redacted]	[Redacted]	Maintain Legal Action	Maintain Delinquency
[Redacted]	[Redacted]	Maintain Legal Action	Maintain Delinquency

The **Delinquency Information** screen displays.

- Review the desired information.
- When complete, click the **Close** Button.

## Recording a Legal Status and Custody Episode

Name: Smith, Child      Person ID: [REDACTED]      DOB: 01/01/2020

**Delinquency Information**

Hearing History

Sort By: [Dropdown]

Hearing Date	Hearing Type	Court Case Number	Court ID Number	Court Name	Additional Information
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Add Hearing

**Disposition Details**

Sort By: Adjudication Date (Desc)      Created in Error  Exclude  Include

Adjudication Date	Disposition Date	Adjudication Type	Court Case Number	Court ID Number	Disposition Details
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Add Adjudication

**Close**

The **Case Legal Actions / Delinquency Participants** screen appears.

### Overview of the Legal Custody and Status Screen

As an overview, the **Legal Custody and Status** screen in Ohio SACWIS contains the following system features as shown in green below:

- You can add, edit, and/or view custody episodes and legal statuses in chronological order per child / case participant by clicking the **Edit** link. The specific steps to edit are discussed within this Knowledge Base Article.
- Three radio buttons are now available to filter case participants:
  - **All Persons** – Displays all active case members and inactive case members who previously had agency legal status records associated with them, including COPS, TCOPS, and COPS EXT. The system defaults to this filter.
  - **Persons with a Current or Historical Legal Status** – Displays all case members (active and inactive) with any current or historical agency legal status, including COPS, TCOPS, and COPS EXT.
  - **Persons Under Age 22** – Displays all active case members under the age of 22 based on the current system date.
- Each case participant's name is a hyperlink to their **Person Profile**.
- Any inactive case member(s) are indicated by a red **[INACTIVE]** symbol below their name. **Note: A legal status cannot be added or edited in a case where the child is an inactive case member.**

# Recording a Legal Status and Custody Episode

**Legal Custody & Status Filter Criteria**

All Persons  
 Persons with a Current or Historical Legal Status  
 Persons Under Age 22

[Filter](#)

**Legal Custody & Status Information**

Result(s) 1 to 4 of 4 / Page 1 of 1

	Case Participant	DOB	Custody Start Date - End Date	Legal Status	Legal Status Effective Date - Termination Date	Agency
<a href="#">edit</a>	Child Smith	01/01/2020	11/16/2022 -	Temporary Custody/Placement and Care	01/17/2023 -	
<a href="#">edit</a>		01/01/2018	11/16/2022 -	Temporary Custody/Placement and Care	01/17/2023 -	
<a href="#">edit</a>		01/01/2015	11/16/2022 -	Temporary Custody/Placement and Care	01/17/2023 -	
<a href="#">edit</a>		01/01/2013	11/16/2022 -	Temporary Custody/Placement and Care	01/17/2023 -	

## Navigating the Legal Custody and Status Screen

To add, edit, or view a legal status, complete the following steps:

1. Navigate to the appropriate **Case Overview** screen using the steps previously discussed.
2. Click the **Legal Custody / Status** link in the **Navigation** menu. The **Legal Custody and Status** screen appears.
3. Click the **edit** link in the appropriate child's row

## Recording a Legal Status and Custody Episode

- [Safety Assessment](#)
- [Substance Abuse Screening](#)
- [Forms/Notices](#)
- [Category/Pathway Switch](#)
- [Safety Plan](#)
- [Actuarial Risk Assessment](#)
- [Family Assessment](#)
- [Ongoing Case AI](#)
- [Specialized AI Tool](#)
- [Law Enforcement](#)
- [Justification/Waiver](#)
- [Case Services](#)
- [Legal Actions](#)
- [Legal Custody/Status](#)
- [Living Arrangement / Guardianship](#)
- [Initial Removal](#)
- [Placement Request](#)
- [Placement/CCA](#)
- [Residential Treatment Information](#)
- [Independent Living](#)
- [Case Plan Tools](#)
- [Visitation Plans](#)
- [Review Tools](#)
- [Family Team Meeting](#)
- [Safety Reassessment](#)

**Legal Custody & Status Filter Criteria**

All Persons  
 Persons with a Current or Historical Legal Status  
 Persons Under Age 22

Filter

**Legal Custody & Status Information**

Result(s) 1 to 4 of 4 / Page 1 of 1

	Case Participant	DOB	Custody Start Date - End Date	Legal Status	Legal Status Effective Date - Termination Date	Agency
<a href="#">edit</a>	Smith, Child	01/01/2020	11/16/2022 -	Temporary Custody/Placement and Care	01/17/2023 -	County Children Board
<a href="#">edit</a>	[REDACTED]	01/01/2018	11/16/2022 -	Temporary Custody/Placement and Care	01/17/2023 -	County Children Board
<a href="#">edit</a>	[REDACTED]	01/01/2015	11/16/2022 -	Temporary Custody/Placement and Care	01/17/2023 -	County Children Board
<a href="#">edit</a>	[REDACTED]	01/01/2013	11/16/2022 -	Temporary Custody/Placement and Care	01/17/2023 -	County Children Board

The Legal Custody Episode & Status Information screen displays.

### Details on the Legal Custody Episode & Status Information Screen

- The current custody episode appears at the top of the screen, followed by the next concurrent custody episode, etc.
- The grid results appear displaying the most recent legal status on top (legal custody within each custody episode or the protective supervision order).
- The (+/ –) “expando” boxes separate **legal custody episodes** and **protective supervision orders**. Each legal status information box is collapsible as desired.
- A filter (radio button) at the top of the screen is available to include **Created in Error** records. However, the system automatically excludes **Created in Error** records from filter searches as a default function.
- If a custody episode has already been added, the **Add Legal Status** button appears at the bottom of the most recent episode (expando box).
- To view the Ruling associated to the Legal Status, click **ruling** link.
- When there is a date gap in legal Statuses, a message appears stating: **\*If present, a gap in legal status exists**. If there is a one-day (or greater) gap between the termination date and the immediate subsequent legal status effective date, a red asterisk (\*) appears in the most recent row(s). The asterisk does not mean that the date is incorrect, but rather the system is bringing the date gap to attention so the situation can be reviewed.

# Recording a Legal Status and Custody Episode

## Legal Custody Episode & Status Filter Criteria

Include Created In Error

Filter

## Legal Custody Episode & Status Information

[Custody Episode \(started with Ex-Parte\) - Start Date: 11/16/2022 ^](#)

Custody Episode Start Date:  
11/16/2022

Custody Episode End Date:

## Legal Status Information

	Legal Status	Effective Date	Termination Date	Termination Reason
Legal Responsibility	County Children Services Board from 11/16/2022 to			
<a href="#">view</a> <a href="#">edit</a> <a href="#">ruling</a>	Temporary Custody/Placement and Care	01/17/2023		
<a href="#">view</a> <a href="#">edit</a> <a href="#">ruling</a>	Temporary Court Order	11/17/2022	01/17/2023	Change in Custody Type
<a href="#">view</a> <a href="#">edit</a> <a href="#">ruling</a>	Ex-Parte INITIAL LEGAL STATUS	11/16/2022	11/17/2022	Change in Custody Type

Add Legal Status

Edit Custody Episode

[Protective Supervision - Start Date: 06/27/2022 - End Date: 11/16/2022 ^](#)

Start Date:  
06/27/2022

End Date:  
11/16/2022

## Legal Status Information

	Legal Status	Effective Date	Termination Date	Termination Reason
Protective Supervision	County Children Services Board from 06/27/2022 to 11/16/2022			
<a href="#">view</a> <a href="#">edit</a> <a href="#">ruling</a>	Court Ordered Prot Sup	06/27/2022	11/16/2022	Change in Custody Type

[Protective Supervision - Start Date: 06/05/2018 - End Date: 08/27/2019 ^](#)

Start Date:  
06/05/2018

End Date:  
08/27/2019

## Legal Status Information

	Legal Status	Effective Date	Termination Date	Termination Reason
Protective Supervision with	Job and Family Services-Hocking from 06/05/2018 to 08/27/2019			
<a href="#">view</a> <a href="#">edit</a> <a href="#">ruling</a>	Court Ordered Prot Sup	06/05/2018	08/27/2019	Returned to Parent/Guardian/Custodian

Close

## Adding a Legal Custody Episode with Non-Court Involved Legal Status

## Recording a Legal Status and Custody Episode

**Important:** A custody episode or a legal status cannot be recorded on a closed case.

For steps on adding a court-involved legal status, refer to the **Recording a Court Ruling Record with a Legal Status** Knowledge Base Article.

When recording a new legal custody episode, Ohio SACWIS will determine if this is the first (initial) legal status record. If so, the system automatically displays the **Effective Date** in the **Custody Episode Start Date** field.

This same process for recording a **Custody Episode Start Date** is replicated when the new custody episode is recorded through the **Ruling Record**.

1. Click the **Add Legal Status** button.

The **Legal Status Details** page displays.

Agency: Children Services Board

Custody Episode Start Date: Custody Episode End Date:

Most Recent Legal Guardianship:  
No Legal Guardianship / Custody records Exist

The custody episode start date and end date will be based on legal status effective date and termination date.

**Legal Status: \***

- Initial Voluntary Agreement for Care
- Telephonic Order of Custody
- Officer Acceptance

**Effective Date: \***

Effective Time: HH:MM AM / PM

Termination Date: Expiration Date:

Secondary Termination Reason:

Was this Custody Episode less than 24 hours?:  
 Yes  No  Not Answered

Narrative (3000 characters)

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

**Save** Cancel

1. In the **Legal Status** field, select the appropriate **non-court involved legal statuses** legal status value: **Telephonic Order of Custody**, **Officer Acceptance**, or **Initial Voluntary Agreement for Care (VAC)**.

## Recording a Legal Status and Custody Episode

2. In the **Effective Date** field, enter the appropriate date.

### Important:

- The **Hint** content states that the effective date entered here **will become the custody episode start date**.
  - If a custody episode has already been recorded, the **Hint** message will not display, and the **Custody Episode Start Date** will appear instead.
3. Complete the remaining fields, as needed.
4. When complete, click **Save**.

The **Legal Custody Episode & Status Information** screen displays.

## Editing a Legal Custody Episode

### Important:

- A custody episode cannot be recorded on a closed case.
- Edits can only be made to open current custody episodes.
- If a closed case requires editing on the most recent custody episode, call the Ohio SACWIS Help Desk for detailed instructions.
- If a custody episode is not court involved, a new custody episode can be edited on this screen without navigating to the Court Ruling record. However, only the three values are available for selection in the **Legal Status** field drop-down list.

The **Edit Custody Episode** button is used to modify the existing **Custody Episode Start Date** and/or the **Custody Episode End Date**.

Legal Custody Episode & Status Information

[Custody Episode \(started with Telephonic Order of Custody\) - Start Date: 05/01/2023 ^](#)

Custody Episode Start Date: 05/01/2023      Custody Episode End Date:

Legal Status Information

Legal Status	Effective Date	Termination Date	Termination Reason
Legal Responsibility [redacted] County Children Services Board from 05/01/2023 to			
<a href="#">view</a> <a href="#">edit</a> Telephonic Order of Custody [INITIAL LEGAL STATUS]	05/01/2023		

[Add Legal Status](#)      [Edit Custody Episode](#)

[Close](#)

1. Click the **Edit Custody Episode** Link.

# Recording a Legal Status and Custody Episode

The **Custody Episode Details** screen displays.

**Note:** All values with the same **Effective Date** appear in display in the drop-down list. In **The Legal Status that Started the Custody Episode** field, select which legal status record started the custody episode.

**Custody Episode Details**

Agency: County Children Services Board

The Legal Status that started the Custody Episode: \*  
Telephonic Order of Custody

Custody Episode Start Date: \*  
05/01/2023

Custody Effective Time:  
HH:MM AM / PM

Was this Custody Episode less than 24 hours?  
 Yes  No  Not Answered

Custody Episode End Date:

Created in Error

Created Date: 05/05/2023 Created By: Hendershott, Julie  
Modified Date: 05/05/2023 Modified By: Hendershott, Julie

**Save** **Cancel**

1. Edit fields as needed.
2. Click Save.

The **Legal Custody Episode & Status Information** screen appears displaying the information that was updated.

## Inserting a New Legal Status

To insert a new legal status, the navigational path to get to this screen in Ohio SACWIS will be dictated by the type of legal status that needs to be inserted (court involved vs. non-court involved) and was previously discussed.

1. Navigate to the **Legal Custody Episode & Status Information** screen.
2. Click **Add Legal Status** button

The **Child Legal Status Details** screen appears.

# Recording a Legal Status and Custody Episode

**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

✓ ABC  
3000

Created Date:  Created By:

Modified Date:  Modified By:

Save Cancel

1. In the **Legal Status** field, select the appropriate legal status value.
2. In the **Effective Date** field, enter the appropriate date.
3. Complete the remaining fields, as needed.
4. When complete, click **Save** button.

The information is saved, and the new legal status appears in the appropriate section grid.

[Custody Episode \(started with Ex-Parte\) - Start Date: 11/16/2022 ^](#)

Custody Episode Start Date: 11/16/2022 Custody Episode End Date:

Legal Status Information				
	Legal Status	Effective Date	Termination Date	Termination Reason
Legal Responsibility of [redacted] County Children Services Board from 11/16/2022 to				
<a href="#">view</a> <a href="#">edit</a> <a href="#">ruling</a>	Temporary Custody/Placement and Care	01/17/2023		
<a href="#">view</a> <a href="#">edit</a> <a href="#">ruling</a>	Temporary Court Order	11/17/2022	01/17/2023	Change in Custody Type
<a href="#">view</a> <a href="#">edit</a> <a href="#">ruling</a>	Ex-Parte INITIAL LEGAL STATUS	11/16/2022	11/17/2022	Change in Custody Type

[Add Legal Status](#) [Edit Custody Episode](#)

Close

The **Legal Custody Episode & Status Information** screen appears.

5. Click the **Add Legal Status** button

## Recording a Legal Status and Custody Episode

6. In the **Legal Status** field, select the appropriate **non-court involved legal statuses** legal status value: **Telephonic Order of Custody, Officer Acceptance, or Initial Voluntary Agreement for Care (VAC)**.
7. In the **Effective Date** field, enter the appropriate date.

### Important:

- The **Hint** content states that the effective date entered here **will become the custody episode start date**.
  - If a custody episode has already been recorded, the **Hint** message will not display, and the **Custody Episode Start Date** will appear instead.
8. Complete the remaining fields, as needed.
  9. When complete, click **Save**.

The **Legal Custody Episode & Status Information** screen appears displaying the legal status record that was just entered.

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) .