

# **Entering Court Information in Ohio SACWIS**



**Knowledge Base Article**

# Entering Court Information in Ohio SACWIS

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# Entering Court Information in Ohio SACWIS

## Overview

This Knowledge Base Article provides general guidelines on how to enter information into the Ohio SACWIS court module. Specifically, it discusses how to record the following legal actions: complaints, rulings, hearings, and motions.

**Note:** This document has been created to follow the court process of a Child Abuse / Neglect type of case.

## Navigating to the Legal Actions 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.

**Important:** The **Court** link in the **Navigation** menu was replaced by a **Legal Actions** link and a **Legal Custody / Status** link. The **Legal Actions** link now navigates you directly to the **Legal Actions** screen.

The screenshot shows the Ohio SACWIS interface. At the top, there is a navigation bar with tabs: Home, Intake, Case (highlighted), Provider, Financial, and Administration. Below this is a sub-navigation bar with 'Workload' (highlighted), Court Calendar, and Placement Requests. On the left, a navigation menu lists various options, with 'Legal Actions' highlighted. The main content area displays case information for 'Adoption Open (11/21/2022)'. The case name/ID is 'Sacwis, Susie / 123456'. The address is '123 Test Rd, Test, OH 12345'. The agency is 'Test County Children Services Board'. The primary worker is 'Test, Worker' and the supervisor is 'Test, Supervisor'. At the bottom of the main content area, there is a 'Case Actions' section.

The **Legal Action** screen appears displaying all recorded legal actions where the date falls within the current case episode.

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## Recording a Complaint

In most situations, court cases are initiated by a complaint. In this scenario, a complaint has been filed by the PCSA (Public Children Services Agency) alleging physical abuse. To record a complaint in Ohio SACWIS, complete the following steps:

1. In the **Case Legal Actions** section, click the **Maintain Legal Action** link for the appropriate case member.

The screenshot shows the 'Case Legal Actions / Delinquency Participants Filter Criteria' section with radio buttons for 'All Persons' and 'Persons Under Age 22'. Below is a 'Filter' button. The main table is titled 'Case Legal Actions / Delinquency Participants' and shows two rows of case members. The 'Maintain Legal Action' link for the first row is highlighted with a red box.

Case Participants	DOB		
Sacwis, Susie	05/09/2006	<a href="#">Maintain Legal Action</a>	<a href="#">Maintain Delinquency</a>
Test, Case Member	12/22/2001	<a href="#">Maintain Legal Action</a>	<a href="#">Maintain Delinquency</a>

The **Participant Legal Action** screen appears.

2. In the **Legal Action Information** field, Select **Record Complaint**.
3. Click the **Add Action** button.

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. Below this is a table with columns for 'Date', 'Legal Action', 'Type', 'Additional Info', 'Court Info', 'Created in Error', and 'Move'. The 'Legal Action Information' section is highlighted with a green box. At the bottom, the 'Legal Action:' dropdown is set to 'Record Complaint' and the 'Add Action' button is highlighted with a red box.

Date	Legal Action	Type	Additional Info	Court Info	Created in Error	Move
09/06/2023	Ruling	Best Interest	Rulings Received: Best Interest			<input type="checkbox"/>
08/31/2023	Ruling	Delinquency/Unruly	Rulings Received: Added as a Party to Case			<input type="checkbox"/>
08/31/2023	Ruling	Delinquency/Unruly	Rulings Received: Adjudicated Dependent			<input type="checkbox"/>

The **Complaint Details** screen appears.

4. In the **Court Name** field, select the appropriate court. (Required)
5. In the **Type of Complaint** field, select the appropriate value from the drop-down list. (Required)
6. In the **Date Submitted** field, enter the appropriate date. (Required)

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**Note:** Action Participant field pre-populates. Action Participants are children.

7. In the **File Stamp Date** field, enter the appropriate date as needed. (This field is optional and if selected no longer locks the record.)
8. In the **Court ID** field, enter the Court ID for each case member if applicable. (This field is optional.)

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



**Complaint Details**

**Court Information**

Action Participant: \* Sacwis, Susie

Court ID Number: [dropdown]

Court Case Number: [dropdown]

Court Name: \* Test Co. Common Pleas Court

Judge/Magistrate: [dropdown]

Court Address: [text input]

County: Test

Type of Complaint: \* Initial

Reason for Ending Complaint: [dropdown]

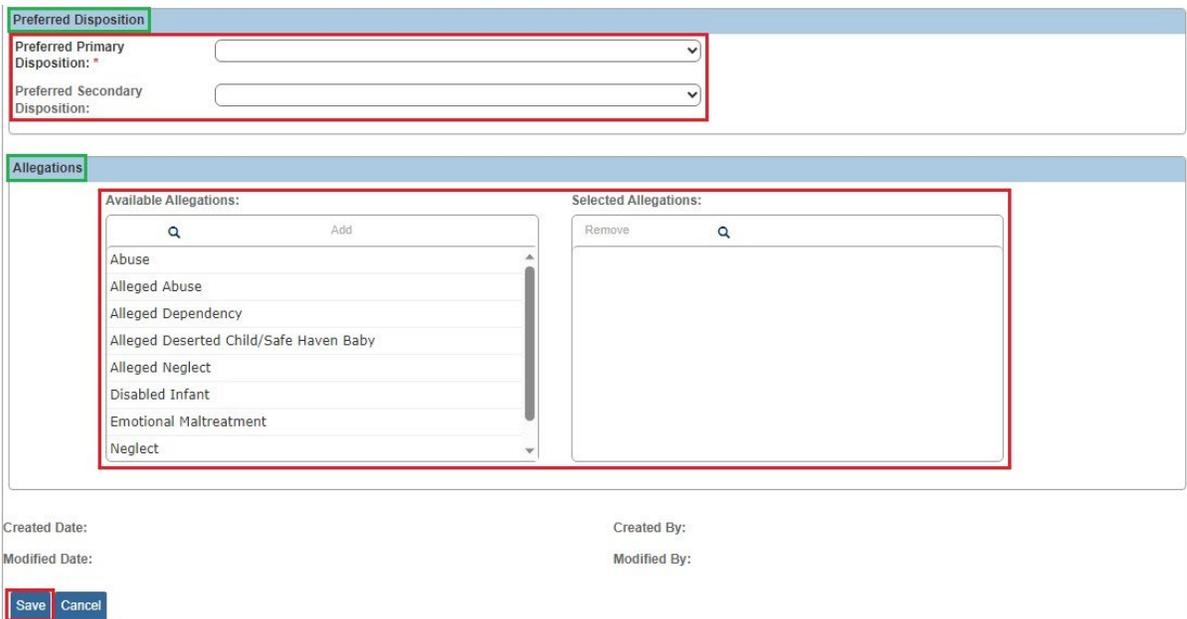
Date Submitted: \* 09/12/2023

File Stamp Date: [calendar icon]

Affiant: [text input] Search Person

Supervisor Approval Date: [calendar icon]

9. In the **Preferred Primary Disposition** field, select the appropriate value. (Required)
10. In the **Preferred Secondary Disposition** field, select the appropriate value, if applicable. (Optional)
11. In the **Allegations** field, select the appropriate value(s).
12. Click the **Add** button. The selection(s) move to the field on the right.
13. Click the **Save** button.



**Preferred Disposition**

Preferred Primary Disposition: \* [dropdown]

Preferred Secondary Disposition: [dropdown]

**Allegations**

Available Allegations:

Search: [input] Add

- Abuse
- Alleged Abuse
- Alleged Dependency
- Alleged Deserted Child/Safe Haven Baby
- Alleged Neglect
- Disabled Infant
- Emotional Maltreatment
- Neglect

Selected Allegations:

Remove [input] Search: [input]

Created Date: [input] Created By: [input]

Modified Date: [input] Modified By: [input]

Save Cancel

## Entering Court Information in Ohio SACWIS

The **Participant Legal Action** screen appears displaying the information in the **Legal Action Information** section grid.

### Items to Remember when Recording a Complaint

- A complaint or motion cannot be marked as **Created in Error** once it has been linked to another legal action as an originating legal action.
- If a complaint or motion is marked as **Created in Error**, the system will remove it from the string of legal actions in which it was created.

### Recording a Court Ruling Record

In this scenario, following the submission of the complaint, the agency receives a legal status of Ex Parte from the court. This sub-section illustrates how to record the court ruling record, as well as add the legal status as part of the ruling. This topic is also discussed in the **Recording a Court Ruling Record with a Legal Status** Knowledge Base Article.

1. Navigate to the child's **Participant Legal Action** screen using the steps previously discussed.
2. In the **Legal Action** field select **Record Ruling**.
3. Click the **Add Action** button.

**Reminder:** From this screen, you can record any of the legal actions shown in the **Legal Action** field drop-down box.

Legal Action Information							
	Date	Legal Action	Type	Additional Info	Court Info	Created in Error	Move
<a href="#">edit</a> <a href="#">copy</a> <a href="#">amend</a>	09/12/2023	Complaint	Initial	Preferred Primary Disposition: Best Interest			<input type="checkbox"/>
<a href="#">edit</a> <a href="#">copy</a>	09/06/2023	Ruling	Best Interest	Rulings Received: Best Interest			<input type="checkbox"/>
<a href="#">edit</a> <a href="#">copy</a>	08/31/2023	Ruling	Delinquency/Unruly	Rulings Received: Added as a Party to Case			<input type="checkbox"/>
<a href="#">edit</a> <a href="#">copy</a>	08/31/2023	Ruling	Delinquency/Unruly	Rulings Received: Adjudicated Dependent			<input type="checkbox"/>

Legal Action:

The **Ruling Information** screen appears.

## Entering Court Information in Ohio SACWIS

4. In the **Date of Ruling** field (required), enter the appropriate date.
5. The **Action Participant** field pre-populates.
6. In the **Court Case Number** field (optional), enter the appropriate number.
7. In the **Court ID Number** field (optional), enter the appropriate number.
8. In the **Ruling Type** field, select the appropriate type from the drop-down list.
9. In the **Journalized Date** field (optional), enter the appropriate date.
10. In the **Ruling(s) Received** field, select the appropriate value(s).
11. Click the **Add** button to move the selection(s) to the **Selected Ruling Received** field.
12. If needed, click the **Remove** button to remove the selection(s) from the **Selected Rulings Received** field.
13. Click the **Add Legal Status** button.

**Ruling Information**

Date of Ruling:\*   Court Case Number:

Action Participant:\* Sacwis, Susie Court ID Number:

Court Name:  Judge/Magistrate:

Court Address:  County:

Ruling Type:\*  Last Modified Date:

Journalized Date:  

**Ruling(s) Received:**

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

Comments:

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**Legal Status Information**

Legal Status	Effective Date	Termination Date	Termination Reason
--------------	----------------	------------------	--------------------

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

## Entering Court Information in Ohio SACWIS

### Adding a Legal Status

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

For instructions on creating a date gap between legal statuses, refer to the **Recording a Legal Status and Custody Episode** Knowledge Base Article.

To insert a non-court involved legal status record, also refer to the **Recording a Legal Status and Custody Episode** Knowledge Base Article.

To insert a court involved legal status, complete the steps below.

1. On the **Legal Status Details** screen, select the appropriate legal status in the **Legal Status** field. (Required)
2. In the **Effective Date** field, select the appropriate date. (Required)
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.

**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

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**Legal Status: \***  **Effective Date: \***

**Termination Reason:**  **Termination Date:**  **Effective Time:**

**Secondary Termination Reason:**  **Expiration Date:**

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

**Narrative**

## Entering Court Information in Ohio SACWIS

As shown on the next page, the **Ruling Information** screen appears displaying the new record in the ruling **Legal Status Information** grid.

- 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. These three features are discussed in more detail below.
- If needed (and not already completed), you can complete the **Journalized Date** field. If completed, this field no longer locks the record.

### Important Information:

- 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.
- 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.
- 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.
- The **Add Legal Status** button appears when you add a new ruling.

Legal Status Information				
Legal Status	Effective Date	Termination Date	Termination Reason	
Temporary Custody/Placement and Care	06/23/2022			<a href="#">terminate</a>

[Add Legal Status](#)

This screen shot shows an example of a record that has already been terminated.

Legal Status Information				
Legal Status	Effective Date	Termination Date	Termination Reason	
Temporary Custody/Placement and Care	06/23/2022	12/31/2022	Change in Court Order	<a href="#">terminate</a>

[Add Legal Status](#)

## Entering Court Information in Ohio SACWIS

- When complete, click the **Save** button at the bottom of the **Ruling Information** screen.

The **Legal Action Filter Criteria** screen appears displaying a message that your data has been saved.

**Important:** Once the ruling has been saved, the legal status information appears in the grid on the **Legal Action Filter Criteria** screen.

✓ Your data has been saved

CASE NAME / ID: Sacwis, Susie / 123456 Ongoing / Open (06/17/2022)

Name: Sacwis, Susie Person ID: 123456 DOB: 05/09/2006

Participant Legal Action Filter Criteria

Current Episode  View Historical Created In Error:  Exclude  Include

Filter

Participant Legal Action Information

Legal Action: [dropdown] Add Legal Action and Grouping Expand All

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

Legal Action Information							
	Date	Legal Action	Type	Additional Info	Court Info	Created in Error	Move
<a href="#">edit</a> <a href="#">copy</a>	09/12/2023	Ruling	Case Plan	Rulings Received: Best Interest Agency Legal Status: Temporary Court Order			<input type="checkbox"/>

### Items to Remember when Recording a Court Ruling Record

- The **Appeal filed on behalf of** field is only available when the **Appeal/Objection to Ruling** box is checked.
- Action participant must be selected in order to terminate or add a legal status and record a Court Jurisdiction.
- When creating a new ruling, the action participants are obtained from existing case participant records.
- Ruling received **Custody Terminated = Agency Custody Terminated**.

## Entering Court Information in Ohio SACWIS

### Agency Legal Status (Agency holds some legal status of the child)

- Emergency Custody to Agency
- Ex-Parte
- Permanent Custody
- Permanent Surrender
- Temporary Court Order
- Temporary Custody
- Voluntary Agreement for Care 1st 30-day Extension
- Court Ordered Protective Supervision (COPS)
- Court Ordered Protective Supervision Extension
- Temporary Court Order of Protective Supervision
- Temporary Custody 1st Extension
- Temporary Custody 1st Extension
- Planned Permanent Living Arrangement (PPLA)
- Voluntary Agreement for Care 2nd 30-day Extension

### Recording a Court Hearing

To record new court hearing information or update existing information, complete the following steps:

1. Navigate to the child's **Participant Legal Action** screen using the steps previously discussed.
2. To record hearing information, select **Record Hearings** from the Legal Actions drop-down menu within the **Legal Actions** grid.
3. Click **Add Action**.

Participant Legal Action Information

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

Legal Actions Group Beginning with a Ruling Effective Date: 09/12/2023

Legal Action Information							
	Date	Legal Action	Type	Additional Info	Court Info	Created in Error	Move
<a href="#">edit</a>	09/12/2023	Ruling	Case Plan	Rulings Received: Best Interest Agency Legal Status: Temporary Court Order			<input type="checkbox"/>

Legal Action:  [Add Action](#)

The **Hearing Information** screen appears displaying the **Hearing Segment(s)** section below it.

## Entering Court Information in Ohio SACWIS

4. Select the **Court Name** from the drop-down menu. (Required)
5. Select a Judge or Magistrate's name from the drop-down menu. (Optional)
6. In the **Hearing Type** field, select the appropriate value.
7. Click the **Add Hearing Segment** button.

**Hearing Information**

Action Participant: \* Sacwis, Susie Court ID Number:

Court Case Number:  Last Modified Date:

Court Name: \*  Judge/Magistrate:

Court Address:  County:

Hearing Type: \*

Narrative:

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**Hearing Segment(s)**

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

**Add Hearing Segment**

The **Hearing Segment Details** screen appears displaying the **Hearing Status** field.

8. In the **Date of Hearing** field, enter the appropriate date. (Required)
9. In the **Time of Hearing** field, enter the appropriate time. (Required)
10. Click the **Person Search** button and locate the appropriate agency representative.
11. In the **Available Case Participants** field, select the appropriate participant(s).
12. Click the **Add** button to move the person(s) to the **Case Participants Attending** field.
13. When complete, click the **OK** button at the bottom of the screen.

**Hearing Segment Details**

Court Case Number:  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:  **Person Search**

Available Case Participants:	Case Participants Attending:
<input type="text"/> Add Test, Case Member Test, Case Member 2	Remove <input type="text"/>

## Entering Court Information in Ohio SACWIS

The **Hearing Information** screen appears displaying the information in the **Hearing Segment(s)** section as shown below.

Hearing Segment(s)				
	Hearing Status	Hearing Date	Hearing Time	Created in Error
<a href="#">view</a>		09/12/2023	11:00 AM	No
<a href="#">edit</a>				

14. When complete, click the **Save** button.

Hearing Segment(s)				
	Hearing Status	Hearing Date	Hearing Time	Created in Error
<a href="#">view</a>		09/12/2023	11:00 AM	No
<a href="#">edit</a>				

[Add Hearing Segment](#)

### Congregate Care Placement Setting Information

*Congregate Care is a placement in a Children's Residential Center, a Group Home, an Emergency Shelter Care, or a Residential Parenting setting.*

Begin Date: 03/14/2023      End Date:      Provider Name:      Service Description:      Status: Active

### QRTP Compliance ^

Status	Effective Date	End Date	Certifying Entity
Compliant	09/17/2021		Ohio Department of Mental Health

Hearing Record has been Created in Error

[Apply](#) [Save](#) [Cancel](#)

The **Participant Legal Action** screen appears showing the hearing information within the Legal Action Information grid. If your agency is using Ohio SACWIS to create rulings or motions, the court information is pulled from this screen for those reports.

## Entering Court Information in Ohio SACWIS

Date	Legal Action	Type	Additional Info	Court Info	Created in Error	Move
09/12/2023	Ruling	Case Plan	Rulings Received: Best Interest Agency Legal Status: Temporary Court Order			<input type="checkbox"/>
09/12/2023	Hearing	Case Plan	Hearing Status: Reason Hearing Not Held:			<input type="checkbox"/>

### Items to Remember when Recording a Court Hearing

- A hearing cannot be marked as **Created in Error** once it has been linked to another legal action as an originating legal action.
- If a hearing is marked as **Created in Error**, it will be removed from the string of legal actions in which it was created.
- The values for the following fields populate the Court Calendar: **Case Name, Court Case Number, Hearing Type, Date of Hearing, and Time of Hearing.**
- A hearing record cannot be saved without having at least one **Hearing Segment** record.
- A hearing record cannot be saved without entering a **Court Information** record.

### Recording a Court Motion

The PCSA can record a legal motion when the motion has been filed with the court.

As with all legal actions, a recorded motion can be linked to another court activity or it can be entered independently. It's also important to note, 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 and close the adoption case).

1. Navigate to the child's **Case Overview** screen using the steps previously discussed.
2. Click the **Legal Actions** link in the **Navigation** menu. The **Case Legal Actions** screen appears.
3. In the **Case Legal Actions** section, click the **Maintain Legal Action** link for the appropriate case member.

# Entering Court Information in Ohio SACWIS

Case Legal Actions / Delinquency Participants Filter Criteria

All Persons  Persons Under Age 22

Filter

Case Legal Actions / Delinquency Participants

Result(s) 1 to 2 of 2 / Page 1 of 1

Case Participants	DOB		
Sacwis, Susie	05/09/2006	<a href="#">Maintain Legal Action</a>	<a href="#">Maintain Delinquency</a>
Test, Case Member	12/22/2001	<a href="#">Maintain Legal Action</a>	<a href="#">Maintain Delinquency</a>

The Participant Legal Action Filter Criteria screen appears.

4. In the **Legal Action** Information grid, select **Record Motion**.
5. Click the **Add Action** button.

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 Hearing Effective Date: 09/12/2023

**Legal Action Information**

	Date	Legal Action	Type	Additional Info	Court Info	Created in Error	Move
<a href="#">edit</a> <a href="#">copy</a>	09/12/2023	Ruling	Case Plan	Rulings Received: Best Interest Agency Legal Status: Temporary Court Order			<input type="checkbox"/>
<a href="#">edit</a> <a href="#">copy</a>	09/12/2023	Hearing	Case Plan	Hearing Status: Reason Hearing Not Held:			<input type="checkbox"/>

Legal Action:  Record Motion [Add Action](#)

The **Record Motion Details** screen appears.

## Entering Court Information in Ohio SACWIS

6. In the **Motion Filed By** field, click the **Search Person** button to locate the person who filed the motion.

Record Motion Details

Court Information

Action Participant: \* Sacwis, Susie Court ID Number: [v]  
Date Submitted:\* [ ] [ ] Court Case Number: [v]  
File Stamp Date: [ ] [ ]  
Court Name: \* [v]  
Judge/Magistrate: [v]  
Court Address: County:

Motion Filed By: [ ] Search Person  
Reason for Ending Motion: [v]

The **Person Search Criteria** screen appears.

7. Complete the filter fields, as needed.
8. Click the **Search** button. The filtered results appear in the **Person Search Results** section of the screen.
9. Click the **Select** link in the appropriate row.

Search Clear Form Return

Person Search Results

Result(s) 1 to 1 of 1 / Page 1 of 1  
 Include only active case members

	Person Name / ID	Address	Gender	(Age) DOB	Active Case
<a href="#">select</a>	Test, Adult / 111111		Female		Yes

[Related Persons](#) v

The **Record Motion Details** screen appears displaying the selected name in the **Motion Filed By** field.

10. **Action Participant** is pre-populated.
11. In the **Date Submitted** field, enter the appropriate date. (Required)
12. Select the **Court Name** from the drop-down menu. (Required)
13. Select the appropriate **Judge or Magistrate** from the drop-down menu. (Optional)

## Entering Court Information in Ohio SACWIS

**Record Motion Details**

**Court Information**

Action Participant: \* Sacwis, Susie Court ID Number:

Court Case Number:

Date Submitted: \*  

File Stamp Date:  

Court Name: \*

Judge/Magistrate:

Court Address:  County:

Motion Filed By:

Reason for Ending Motion:

14. Click the **Add** button to select **Available Motion Types**. (Required)

15. In the **Receiving Agency** field, select the receiving agency's name.

**Note:** This is only required to save the record when doing a case transfer. Otherwise, this field is not applicable.

16. In the **Method of Motion** field, select **Written** or **Oral**. (Required)

17. Complete the **Motion Narrative** field as needed. (Optional)

Motion Filed By:

Reason for Ending Motion:

**Available Motion Types:**

Add

- Annual Court Review (ACR)
- Amended Motion
- Annual Review (Citizen Review Board)
- Appointment for GAL
- Case Plan Review
- Child Support
- Child's testimony to be videotaped
- Contempt

**Selected Motion Types: \***

Remove

Sub-Type:

**Receiving Agency:**

Supervisor Approval Date:  

**Method of Motion:\***

Motion Supported by Affidavit:

**Motion Narrative:**

3000

18. Make a selection for **Preferred Primary Disposition/Outcome** from the drop-down menu. (Required)

19. **Person Search** for any other person(s) you want to add.

20. Click **Save** at the bottom of the screen.

## Entering Court Information in Ohio SACWIS

Preferred Disposition/Outcome

Preferred Primary Disposition/Outcome:\*

Preferred Secondary Disposition/Outcome:

Mother's Attorney: <input style="width: 80%;" type="text"/> <a href="#">Search Person</a>	Mother's Guardian Ad Litem: <input style="width: 80%;" type="text"/> <a href="#">Search Person</a>
Father's Attorney: <input style="width: 80%;" type="text"/> <a href="#">Search Person</a>	Father's Guardian Ad Litem: <input style="width: 80%;" type="text"/> <a href="#">Search Person</a>
Child's Attorney: <input style="width: 80%;" type="text"/> <a href="#">Search Person</a>	
Guardian Ad Litem: <input style="width: 80%;" type="text"/> <a href="#">Search Person</a>	
Lay Guardian Ad Litem: <input style="width: 80%;" type="text"/> <a href="#">Search Person</a>	
CASA: <input style="width: 80%;" type="text"/> <a href="#">Search Person</a>	

Created Date:

Created By:

Modified Date:

Modified By:

[Save](#)
[Cancel](#)

The **Participant Legal Action Filter Criteria** screen appears showing the saved Motion within the **Legal Action Information** grid.

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: 09/12/2023

Legal Action Information

	Date	Legal Action	Type	Additional Info	Court Info	Created in Error	Move
<a href="#">edit</a> <a href="#">copy</a>	09/12/2023	Ruling	Case Plan	Rulings Received: Best Interest Agency Legal Status: Temporary Court Order			<input type="checkbox"/>
<a href="#">edit</a> <a href="#">copy</a>	09/12/2023	Hearing	Case Plan	Hearing Status: Reason Hearing Not Held:			<input type="checkbox"/>
<a href="#">edit</a> <a href="#">copy</a> <a href="#">amend</a>	09/12/2023	Motion	Case Plan Review	Preferred Primary Disposition: Best Interest			<input type="checkbox"/>

Legal Action:  [Add Action](#)

Click **Close** at the bottom of the screen to return to the **Case Legal Actions/Delinquency Participants** screen.

## Entering Court Information in Ohio SACWIS

### Items to Remember

- A Journalized Date is required for an Adoption Case with a Ruling Type of **Adoption Finalization**.
- When terminating custody and then recording COPS, the placement must be end dated before COPS is entered.
- Be sure to enter the Initial Removal record, as well as placement information, before recording a new legal status or terminating an existing legal status.
- When ending 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 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.

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) .