

Maintaining Court Information



Knowledge Base Article

Maintaining Court Information

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Maintaining Court Information

Overview

As an overview, the **Maintain Court Information** screens are under the **Administrative** tab > **Maintenance** tab in Ohio SACWIS. For users with the proper security, a **Court Information** link appears in the **Navigation** menu that allows users to view or edit specific court information.

On the **Court Information** screen, you must have the **All-Supervisor** security role to access the **View** link or the **Court Information Administrator** security role to access the **Edit** link.

Navigating to the Court Information Screen

1. From the Ohio SACWIS **Home** screen, click the **Administration** tab.
2. Click the **Maintenance** tab.
3. Click the **Court Information** link in the side **Navigation** menu.



The **Court Information** screen appears listing all court records associated with the logged in agency's county.

4. To edit existing court information, click the **Edit** link in the appropriate grid row.

Note: This functionality is used to update any Judges and/or Magistrates associated to that particular court. For example, a Judge needs to be end-dated or a new Magistrate needs to be associated.

5. To add new court information, click the **Add Court Info** button.

Note: This functionality is rarely used. However, this will be used if a new Court has been added to your County. For example, a brand-new Common Pleas Court or a new Probate Court has been started. There was a one-time data load for all Court Judges, Magistrates, and Court Addresses when this functionality came on-line. After this, all court information must be maintained by the users in this area of Ohio SACWIS.

Maintaining Court Information

	Court Name	County
edit	Test Co. Common Pleas Court	Test County
edit	Test County Court	Test County
edit	Test Municipal Court	Test County
edit	Test Co. Common Pleas Court	Test County

[Add Court Info](#)

Completing the Court Information Details Screen

1. If the **Add Court Info** button was selected, complete the **Court Name** field.

Note: The **County** field defaults to your associated Agency's County name.

2. In the **Court Type** field, select the appropriate value from the drop-down list.
3. Click the **Address Search** button.

Court Information Details

Court Name:* County:* Test

Court Type:* Court Division

Address: [Address Search](#)

County

Phone: Ext: Fax:

Website:

Judge/Magistrate

Active Inactive All

Name/ID	Type	Effective Date	End Date
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[Add Judge /Magistrate](#)

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

The **Domestic Address Search Criteria** screen appears.

4. Enter information to search for the appropriate address.
5. Click the **Search** button. The selected address displays on this screen.

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6. Click the **Select** link in the appropriate grid row.

Domestic Address Search Criteria

Address Lookup:

PO Box or Manual Search Criteria

Note: Manual Search Criteria will override Address lookup (Google Search)

Domestic Address Search Results

	Address	Valid	County	Geo_Code	Hazard
<input type="button" value="select"/>	123 Test Rd, Test, Oh 12345	Yes	Test	None	No

The **Court Information Details** screen appears displaying the selected address.

Court Information Details

Court Name:*

County:*

Court Type:*

Court Division

Address:

County

Phone: Ext:

Fax:

Website:

Associating a New Judge or Magistrate to a Court Type

Note: As shown in green below, the three radio buttons (**Active**, **Inactive**, and **All**) default to the **Active** Judges/Magistrates but can be changed.

1. To associate (add) a new Judge or Magistrate, click the **Add Judge/Magistrate** button.

Judge/Magistrate

Active Inactive All

Name/ID	Type	Effective Date	End Date
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The **Person Search Criteria** screen appears.

2. Enter information in the search fields.
3. Click the **Search** button.

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Search For Person

Person ID: ~ OR ~ SSN:

Note: If Person ID or SSN are entered, all other search criteria will be ignored

OR

Last Name: First Name: Middle Name: Gender:

DOB:  ~ OR ~ Age Range: -
From Age To Age

[Reference, TCN, and Address Criteria](#) ▾

Name Match Precision
Returns results matching entered names including AKA names/nicknames

Sort by:

Fewer Results More Results

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
<input type="button" value="select"/>	Test, Judge / Magestrate Related Persons ▾	123 Judge Rd, Judge, Oh 12345	Female		Yes

The results appear in the **Person Search Results** section.

4. If the person appears in the grid, click the **Select** link in that row.
5. If the person does not appear in the grid, click the **Create New Person** button, and enter the appropriate data.

Important: If you searched for a judge and did not get any search results back, modify the search criteria. For example, if you searched for Judge Bill Brown, try searching for:

- Judge William Brown (prefix, full first name, last name)
- William Brown (remove the prefix altogether)
- Judge Brown (Judge as the first name, Brown as the last name)

The **Judge/Magistrate Details** screen appears.

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6. In the **Effective Date** field, enter the appropriate date when the Judge or Magistrate was associated to the court type.
7. In the **Type** field, select the appropriate type from the drop-down list.

Note: The **Type** field is enabled prior to the initial save of a new Judge/Magistrate record or activation of an existing record. This field is required upon initial save and activation.

8. Click the **Save** button.

	Name/ID	Type	Effective Date	End Date		
edit	Test, Magistrate	Magistrate	10/01/2023	10/05/2023	delete	activate
edit	Test, Judge/Magistrate	Magistrate	10/05/2023		delete	

[Add Judge /Magistrate](#)

The **Court Information** screen appears.

As shown in green, if the Judge/Magistrate record displays an **End Date** in the grid, then an **Activate** link will appear in that row. If there is no End Date, no **Activate** link appears.

Important: If you click the **Active** link, the system returns you to the **Judge / Magistrate Details** screen, but the **Type** field is not enabled (as shown in the screen shot on the next page).

Entering or Modifying an Effective or End Date

1. To enter or modify the Effective Date or End Date, navigate to the **Court Information Details** screen.
2. Click the **Edit** link in the appropriate grid row.

	Name/ID	Type	Effective Date	End Date		
edit	Test, Magistrate	Magistrate	10/01/2023	10/05/2023	delete	activate
edit	Test, Judge/Magistrate	Magistrate	10/05/2023		delete	

[Add Judge /Magistrate](#)

The **Judge/Magistrate Details** screen appears.

3. In the **Effective Date** field or **End Date** field, enter the appropriate.

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4. Click the **Save** button.

Judge/Magistrate Details

Name: Test, Magistrate PersonId: 111111

Effective Date: * 10/01/2023 End Date: 10/05/2023

Type: * Magistrate

Save Cancel

The **Court Information** record is saved.

Important Information:

- Having an end date is what deems a Judge/Magistrate inactive.
- To view the inactive Judges/Magistrates, select the **Inactive** radio button or the **All**-radio button that appears above the grid.
- Ohio SACWIS will not allow duplicate Judge/Magistrate records by person ID, type, effective date, and end date within each **Court** type (i.e., probate, juvenile, etc.) record to be saved. If a duplicate occurs, the following message appears: **The same Judge / Magistrate (Person ID) has already been associated for this Court Information record for same/overlapping date range.**
- Regarding the **Delete** link, you can only delete Judge/Magistrate records that have not been associated to any legal actions (Hearing, Complaint, Delinquency, or Court Jurisdiction Transfer).
- If you have **Edit** security, the **Court Information** screens remain enabled after a save, except for the **Judge/Magistrate** type value while in the edit mode of a Judge/Magistrate record.
- It's up to each Agency's discretion to return to the **Hearing Record** after the hearing has occurred and record the **Judge/Magistrate** who presided over hearing. (Hearing only)
- If a Judge/Magistrate has been associated to a Hearing record, then was deactivated during the time/date of the Hearing, the Judge/Magistrate name will be removed from the associated Hearing record.

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Navigating to the Hearing Record

From the Ohio SACWIS **Home** screen:

1. Click the **Case** tab.
2. Click the **Workload** tab.
3. Select the appropriate **Case ID** link.

Home Intake **Case** Provider Financial Administration

Workload Court Calendar Placement Requests

Case Workload

Caseworker: [] Sort By: Case Name Ascending [Filter]

Worker (23 cases)

Sacwis, Susie [123456] - Open 11/21/2022 - Adoption

The **Case Overview** screen appears.

4. Click the **Legal Actions** link in the navigation pane.

Case Overview

- Activity Log
- Attorney Communication
- Intake List
- Forms/Notices
- Substance Abuse Screening
- Opening Case All
- Specialized All Tool
- Law Enforcement
- Justification/Waiver
- Case Services
- Legal Actions**
- Legal Custody/Status

CASE NAME / ID: **Adoption**
Sacwis, Susie / 123456 Open (11/21/2022)

ADDRESS: **Test Address**
Test, OH 12345

CONTACT:

AGENCY: **Test County Children Services Board**

PRIMARY WORKER: **Worker** SUPERVISOR(S):
Assion Worker

Case Actions

The **Legal Actions** screen appears.

5. Click the **Maintain Legal Action** link for the appropriate child.

Case Overview

- Activity Log
- Attorney Communication
- Intake List
- Forms/Notices
- Substance Abuse Screening
- Opening Case All
- Specialized All Tool
- Law Enforcement
- Justification/Waiver
- Case Services
- Legal Actions**
- Legal Custody/Status
- Living Arrangement / Guardianship

CASE NAME / ID: **Adoption**
Sacwis, Susie / 123456 Open (11/21/2022)

Case Legal Actions / Delinquency Participants Filter Criteria

All Persons Persons Under Age 22

[Filter]

Case Legal Actions / Delinquency Participants

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

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

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

6. Select the **Edit** button next to the appropriate **Hearing** to record the **Judge/Magistrate** that presided over the hearing.

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

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

Legal Action: Add Action

The **Hearing Information Screen** appears.

7. Select the appropriate **Judge/Magistrate** from the drop-down menu.

Hearing Information

Action Participant: * Sacwis, Susie Court ID Number:

Court Case Number: Last Modified Date: 09/27/2023

Court Name: * Test County Court Judge/Magistrate: Test Judge

Court Address: 123 Test Rd, Test Oh 12345 County: Test County

Hearing Type: * Case Plan

Narrative: TEST

Spell Check Clear 3000

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