Juvenile Case Record:
Where to Add Juvenile & Family Member Names

STEP 1 – Follow the steps in the document "HOW TO ADD A JUVENILE NAME RECORD IN JUSTWARE"

STEP 2 – Once you have searched for and found or have added a Juvenile Name Record, select +New Case under Actions.
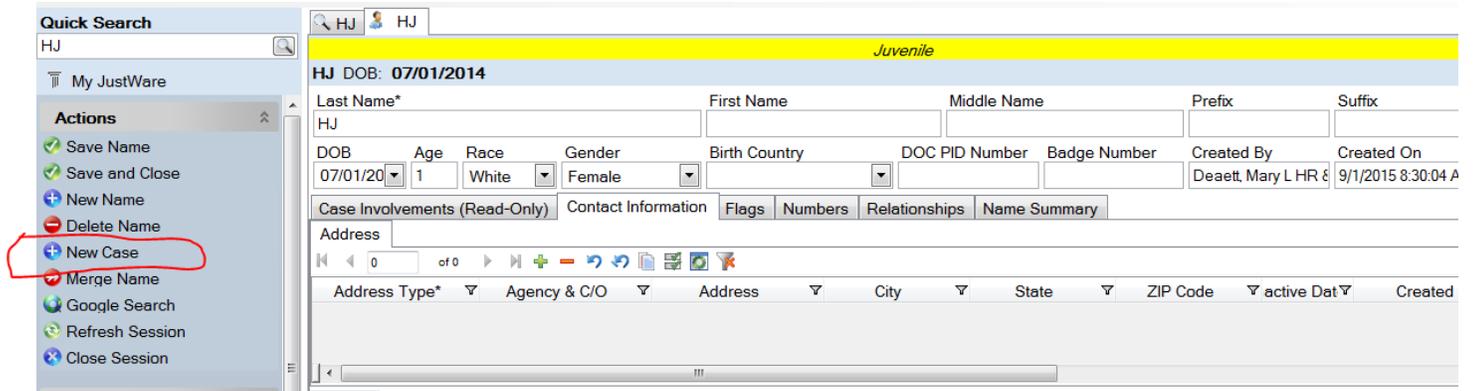
STEP 3 – Select Case Type = Family. Status will default to Open. Your screen should look something like this:
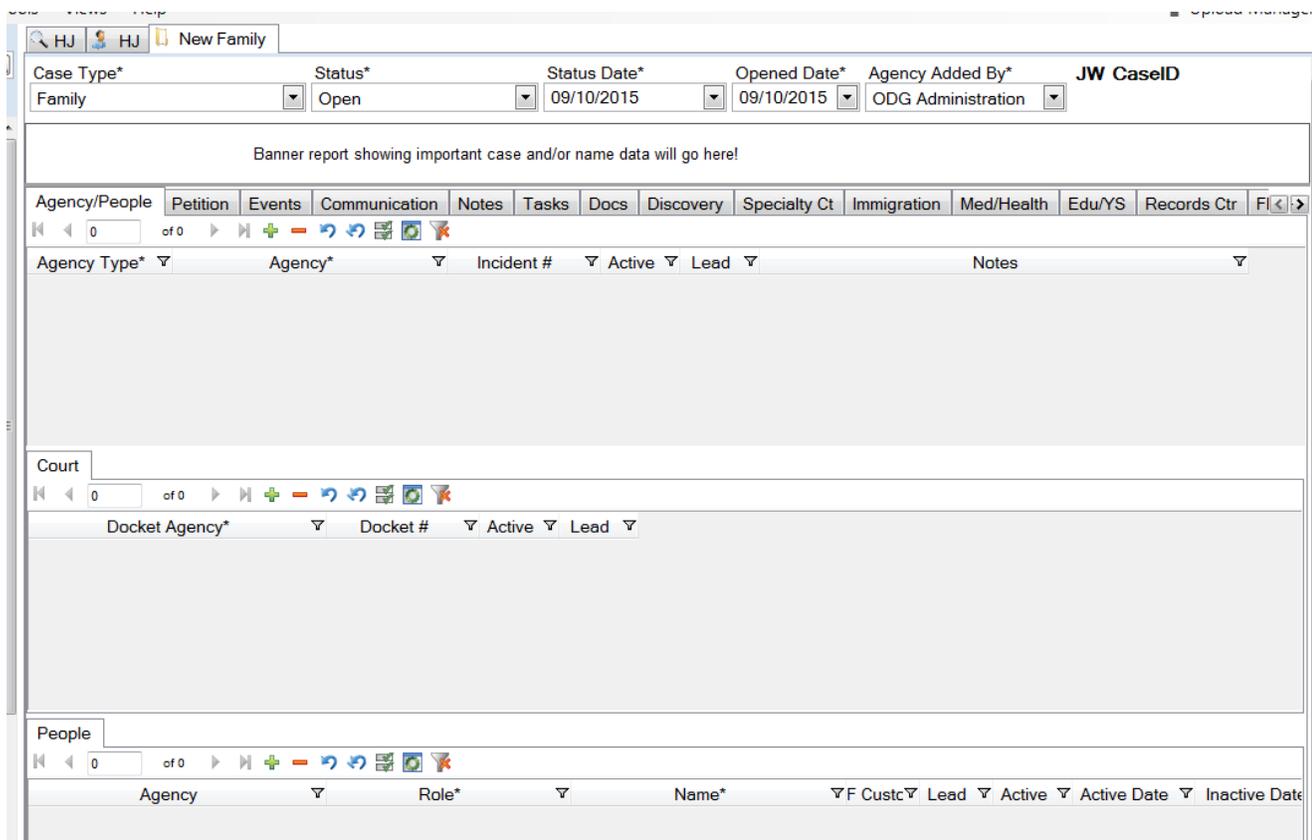
STEP 4 – Add your Agencies and People to your case. When you save the Case record, your Juvenile should be automatically added to the case under People / Role* / Name* as below. We recommend that you put the Juvenile's full name in the Notes field as below.

STEP 5 – The Case Record (not the Juvenile's Name Record) is where you should add family members and identifying juvenile information.

STEP 6 – If you represent someone other than the Juvenile, add that person under the Role of "Client (NOT JUVENILE)". Then put your client's role under Notes.

Ⅲ My JustWare	🔍 HJ	📄 In re: HJ						

Case Type*	Status*	Status Date*	Opened Date*	Agency Added By*	JW CaseID
Family	Open	09/10/2015	09/10/2015	ODG Administration	15-505

Banner report showing important case and/or name data will go here!

Agency/People | Petition | Events | Communication | Notes | Tasks | Docs | Discovery | Specialty Ct | Immigration | Med/Health | Edu/YS | Records Ctr | Flags | Related Cases | Property

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Agency Type* ▽	Agency* ▽	Incident # ▽	Active ▽	Lead ▽	Notes ▽
▶ Defense	ODG Administration		☑	☑	

Court

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Docket Agency* ▽	Docket # ▽	Active ▽	Lead ▽
▶ WN Superior Ct - Family Division	1234-5-15 Wnjv	☑	☑

People

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Agency ▽	Role* ▽	Name* ▽	F Custc ▽	Lead ▽	Active ▽	Active Date ▽	Inactive Date ▽	Notes
	Juvenile	HJ	☑	☐	☑	9/10/2015		Happy Joe
▶	Client (NOT JUVENILE)	Joe, Betty	☐	☐	☑	9/10/2015		Mother
	Father	Joe, Ralph	☐	☐	☑	9/10/2015		