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.

| | Quick Search | | 🔍 HJ 🤰 HJ | | | | |
|--------|------------------|---|---|---------------------------------------|-------------------------|---------------------|--------------------|
| | HJ | | | Juvenile | | | |
| | 👅 My JustWare | | HJ DOB: 07/01/2014 | | | | |
| | Actions | * | Last Name* Firs | st Name | Middle Name | Prefix | Suffix |
| | 🤣 Save Name | | DOB Age Race Gender Birt | th Country DOC F | PID Number Badge Number | Created By | Created On |
| | 🤣 Save and Close | | 07/01/20 • 1 White • Female • | · · · · · · · · · · · · · · · · · · · | | Deaett, Mary L HR & | 9/1/2015 8:30:04 A |
| | 😌 New Name | | Case Involvements (Read-Only) Contact Information | lags Numbers Relationsh | ins Name Summany | | |
| | Delete Name | | Address | lags Hambers Helatonsh | | | |
| $(\ $ | 😌 New Case | | | | | | |
| L_ | Therge Name | | | | | | 1 X 0 |
| | 🔮 Google Search | | Address Type" ¥ Agency & C/O ¥ Addr | ess v City | State ZIPC | Jode Vactive Da | t Created |
| | Refresh Session | | | | | | |
| | Close Session | Ξ | | | | | |

STEP 3 – Select Case Type = Family. Status will default to Open. Your screen should look something like this:

| Case Type* | | | Status* | | Statu | ıs Date* | | Opened Date* | Agency Ac | ded By* | JW Ca | aselD | |
|---------------------------|-----------------------------|--------------|----------------------------|-------------|--|----------|--------------|--------------|-------------|------------|--------|-------------|----|
| Family | amily Open | | | [| ▼ 09/10/2015 ▼ 09/10/2015 ▼ ODG Administration ▼ | | | | | |] | | |
| | Banner report showing impor | | | ortant case | e and/or na | ame data | will go here | ə! | | | | | |
| Agency/People | Petition | Events | Communication | Notes | Tasks | Docs D | Discovery | Specialty Ct | Immigration | Med/Health | Edu/YS | Records Ctr | FI |
| I≪ ≪ O | of 0 🕨 🖡 | + - | う やう 🗟 🔯 🍹 | | | | | | | | | | |
| Agency Type* | Y | Ageno | cy* ⊽ | Incide | ent# | | ▼ Lead | ∇ | | Notes | | 7 | 7 |
| | | | | | | | | | | | | | |
| Court | of 0 🕨) | N + - | ッッ、ミン 😫 💆 🍞 | X Acti | vo X o | and V | | | | | | | |
| Court I I I I Docke | of0 ▶) at Agency* | <u>4 + -</u> | 🄊 🕫 🛒 🚺 🍞 ⊽ Docket # | ▼ Actin | ve ∀ Le | ead T | | | | | | | |
| Court 0 Docke | of0 ▶ ↓ | <u>+ + -</u> | ♥ ♥ ≌ Ø ¥ ▼ Docket # | ▼ Acti | ve V Le | ead V | | | | | | | |
| Court | of 0)) at Agency* | 1 + - | >> <>> ∰ Ø ¥ ▼ Docket # | v Activ | ve 7 Le | ead Y | | | | | | | |

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.

| Views Heip | | | | | | | | | | | | |
|---|---|----------------|-------------|--------------|----------------------------|--------------|------------|---------------|-------------|----------|---------------|---------------------|
| ase Type* | Status' Open | ŧ | | • | Status Date* 09/10/2015 | | Opened I | Date* 15 • | Agency Ad | Ided By* | on 💌 | JW CaseID 15-505 |
| E | Banner report showing importa | nt case and/or | name data v | will go here | 1 | | | | | | | 1 |
| Agency/People Petition Ev | vents Communication N | otes Tasks | Docs D | liscovery | Specialty Ct | Immigration | Med/Health | Edu/YS | Records Ctr | Flags | Related Cases | Property |
| Agency Type* V | Agency* V | Incident # | | ⊽ Lead | V | | Notes | | A | , | | |
| | | | | | | | | | | | | |
| Court | | | | | | | | | | | | |
| Court | + - つ わ 語 🖸 🌾 | | | | | | | | | | | |
| Court 0 of 0 M Docket Agency* | + - > > ≥ ∰ Ø ¥ ▼ Docket # ` | ৰ Active ⊽ L | .ead V | | | | | | | | | |
| Court Image: Court of the second s | + - > > > ≅ [o] ¥ ▼ Docket # | ₹ Active ₹ L | .ead ⊽ | | | | | | | | | |
| Sourt | + - ? ? ≅ [] ¥ ▼ Docket # ` | ₹ Active ₹ L | .ead ⊽ | | | | | | | | | |
| iourt | + - ? ? ≅ [] ¥ ▼ Docket # ↓ - ? ? ? ≅ [] ¥ ▼ Role* | ▼ Active ▼ L | .ead ⊽ | Name* | Ÿ | F Custc⊽ Lee | d ¥ Active | ▼ Active D | ate ⊽ Inact | ive Date | Ÿ | Notes |

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

| Views Help | | | | | | | | | | | | | TUpload Ma |
|-----------------------------|------------------------|----------------|-------------------|-------------|--------------|--------------|--------------|-------------|----------|---------------------------------|-------------------|----------------------------|------------|
| 🔍 HJ 🤰 HJ 🚺 | In re: HJ | | | | | | | | | | | | |
| Case Type* | | State | us* | | S | Status Date* | | Opened [| Date* | Agency Adde | d By* | JW CaseID | |
| Family | | • Оре | en | | • (| 09/10/2015 | | • 09/10/20 | 15 | ODG Adminis | stration | 15–505 | |
| | | | | | | | | | | | | | |
| | Banner repor | t showing impo | rtant case and/or | name data w | ill go here! | | | | | | | | |
| Agency/People | Petition Events Cor | mmunication | Notes Tasks | Docs Di | scovery | Specialty Ct | Immigration | Med/Health | Edu/YS | Records Ctr F | lags Related Case | es Property | |
| | of 1 🕨 🕅 🖶 🗕 🄊 | | | | | | | | | | - | | |
| Agency Type* 5 | 7 Agency* | V | Incident # | | ▼ Lead | V | | Notes | | Y | | | |
| Defense | ODG Administration | | | | V | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| - 1 | | | | | | | | | | | | | |
| Court | | | - | | | | | | | | | | |
| ℓ − | of 1 🕨 🕅 🖶 💳 🀬 | 🔊 🗟 💆 🥻 | ¢ | | | | | | | | | | |
| Docket | Agency* V | Docket # | ▼ Active ▼ | Lead 🛛 | | | | | | | | | |
| WN Superior | Ct - Family Division 1 | 234-5-15 Wn | jv 🔽 🗌 | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| People | | | | | | | | | | | | | |
| ℓ − − − | of 3 🕨 🎽 🖶 🍽 🕈 | 🔄 🚆 🔯 🥻 | | | | | | | | | | | |
| Age | ency 🗸 | Role | e* ⊽ | | Name* | 7 | 7 DCF Custor | dy ⊽ Lead ` | Active 1 | ✓ Active Date | Inactive Date ⊽ | Notes | V |
| • | J | uvenile | | HJ | | | | | V | 9/10/2015 | | Нарру Јое | |
| | / N | Nother | | Joe, Betty | | | | | V | 9/10/2015 | | | |
| | F | ather | | Joe, Ralph | | | | | V | 9/10/2015 | | | |
| | | | | | | | - | | | | | | |

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.

| 🔟 My JustWare 🔍 HJ 📙 In re: HJ | | | | |
|--|---|----------------------------------|--|---|
| Case Type* | Status* | Status Date* | Opened Date* Agency Ade | ded By* JW CaseID |
| Family | ▼ Open | ▼ 09/10/2015 | 09/10/2015 ODG Admi | nistration 15-505 |
| | | | | |
| Banner re | port showing important case and/or | r 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 |
| 1 of 1 🕨 🕅 🖶 🗕 1 | ባ 🔄 🗟 🜠 | | | |
| Agency Type* ♥ Agency | r* | ▼ Active ▼ Lead ▼ | Notes | Y |
| Defense ODG Administratio | n | | | |
| Court I 1 of 1 I I I I I I I I I I I I I I I I I I | ⑦ ⑦ ☑ ☑ Docket # ♡ Active ♡ | Lead V | | |
| | | | | |
| People | | | | |
| 🕅 🖣 2 of 3 🕨 🎽 🖶 💻 | ୬ ୬୨ 🛒 🔯 🌾 | | | |
| Agency V | Role* V | Name* | ▼FCustc▼ Lead ▼ Active ▼ Ac | tive Date V Inactive Date V Notes |
| | Juvenile | HJ | ✓ 9/* | 10/2015 Happy Joe |
| > | Client (NOT JUVENILE) | Joe, Betty | 9/ | 10/2015 Mother |
| | Father | Joe, Ralph | 9/ | 10/2015 |
| | | | | |