

# Case Creation-Prosecutors

When creating a new case in CARE, select the “eFile New” option. Select “New Case.”

Home FindCase Case Party Incident Petition eFile Profile Help Logout

CARE

County Attorney

New Existing Case New Case

eFile New Last Case(s)

CARE Icons

UPDATES Releases Email HelpDesk

## County Attorney

Welcome to C.A.R.E. [DB Development](#)

This system is dedicated to the welfare of Utah's youth.

<<< See updates to CARE by clicking on "Releases"

Last program deployment Sunday, June 26, 2016.

Case # No Current Case - -

After selecting the “Create New” option, fill in the Case information in the “eFile Batch Case Edit” screen. Please note: A “Document Type” is required. After information is entered, select “Save Case.” Please note that depending upon District Practice will determine whether you select Petition or Probation Records Shared. Check with you local district. Since this is a new case it is likely that you will select the document type of *Probation Records Shared* in order to provide the juvenile court probation department the referral and supporting documentation (police report, citation, juvenile referral, etc). After your case has been created by the Judicial Assistant you will be able to file a Petition.

eFile Batch Case Edit - Google Chrome ☰ ☒ 🔍

<https://juvenile.utcourts.gov/efiling/EfileBatchCaseEdit?mode=new&areaNote=New%20eFile%20Link&sid=0.7263004105442463>

**Save Case** **Close**

**All fields with (\*) are required.**

eFile Case ID	[NEW]	Home District Office *	Tooele
First Name *	George	Street Address *	1234 Spin Circle
Middle Name *		Apt/PO Box/Suite	
Last Name *	Fourman	City *	Tooele
Date of Birth *	06-16-2001	State *	Utah
Gender *	Male	Zip *	85214
Phone *	888-329-1254	County *	TOOELE
Race *	No Contact		
Ethnicity *	Can Not Determine		
Height (ft. in.)	<input type="text"/> <input type="text"/>	Weight (lbs.)	<input type="text"/>

**Select a Document Type you are eFiling.**

Document Type \* Probation Record Shared Police reports, truancy referrals, citations, detention booking sheets, probable cause statements provided for the purpose of fulfilling a probation responsibility such as legal sufficiency screening and/or petitioning purposes.

The “eFile Batch Detail” screen will then prompt you to create the Incident. Select the green plus sign located under the “New Inc.”

The screenshot displays the 'eFile Batch Detail' page in a Google Chrome browser. The URL is <https://juvenile.utcourts.gov/efiling/EfileBatchDetail?efileBatchId=2464>. The page title is 'eFile Batch Detail'. Below the title, there are fields for 'eFile Batch Id' (2464), 'eFile For Firm User' (County Attorney), 'Status' (Incomplete), 'Created By' (training8), 'Created DateTime' (06-22-2016 03:16:53 PM), and 'Alert Date'. A note says 'Create New Case Record from New eFile Link'. The 'Case Info' section has buttons for 'Add Existing Case' and 'Create New Case'. A table lists the case details:

Edit	Case #	Case Name	District Office	Incident(s)	Edit/Add	New Inc	Remove
	New Case	George Fourman	Tooele	INCIDENT(S) REQUIRED Use New Inc link.		+	

The 'New Inc' column contains a green plus sign, which is highlighted by a black arrow. Below the table are sections for 'Party Info' (with a 'Create New Party' button) and 'Document Info' (with fields for Document ID, Document Title, Document Sub Type, and Document Type, and a red 'INCOMPLETE DOCUMENT' message). At the bottom, there are buttons for 'Save', 'Click to View Error Messages', 'Go Back to Batch Lookup', and 'Delete'.

The “Add Incident To Case” will then appear. District Office, County of Offense, and Agency will Autofill. You will need to enter the Incident Description by selecting the blue arrow.

Add Incident To Case - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileBatchIncidentEdit?mode=create&efileCaseId=3138&defaultStatuteId=0&docSubTypeId=171&efileBatchId=2

### Add Incident To Case

eFile Case Inc Id [NEW]  
Name George Fourman

All Fields with (\*) are required.

Choose Type  Delinquency

District Office\* Tooele

County of Offense\* TOOELE

Agency\* Juvenile Court

Incident Description\*  →

Severity/Type\*

Offense/Incident Date\* (MM-DD-YYYY) 06-22-2016

Referring Agency\*

Intake Decision

Save Incident Cancel

The “Statue Lookup” screen will appear. Incident can be entered by Statute/ Offense Code, Short Description, or State Statute Code (located on the left of the screen.) Drug Related, Severity, Category and Firearm can assist in narrowing search results but are not required. After applicable information is entered, select “Find.”

Statute Lookup - Google Chrome

https://juvenile.utcourts.gov/incidents/StatuteLookup?caseNumber=0&incidentId=0&childWelfareFlag=false

**ONLY DELINQUENCY OFFENSES WILL DISPLAY FOR SELECTION**

**Find** Statute Lookup

Statute/Offense Code

Short Description criminal mischief

Drug Related No

State Statute Code

Severity Class B Misdemeanor

Category Against Property

Firearm No

Statute Description

Statute Offense Code	State Statute Code	Severity	Short Description	Statute Description
Cancel				

The results of your search will appear. Select the applicable "Statute Offense Code"

Statute Lookup - Google Chrome  
https://juvenile.utcourts.gov/incidents/StatuteLookup

**ONLY DELINQUENCY OFFENSES WILL DISPLAY FOR SELECTION**

**Find Statute Lookup**

Statute/Offense Code:   
Short Description:   
Drug Related:   
State Statute Code:

Severity:   
Category:   
Firearm:   
Statute Description:

Statute Offense Code	State Statute Code	Severity	Short Description	Statute Description
CRIMINAL MISCHIEF - B	76-6-106(2)(b)(i)(B)	Class B Misdemeanor	CRIMINAL MISCHIEF	CRIMINAL MISCHIEF

**↑**

Once the "Incident Description" is selected you will be returned to the "Add Incident to Case Screen". Enter the "Referring Agency" and the "Intake Decision." **Note: Leave the Intake Decision blank if you are filing a Probation Records Shared. If you are filing a Petition you can select Petition.** Once all fields are complete, Select "Save Incident"

Add Incident To Case - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileBatchIncidentEdit?mode=create&efileCaseId=3138&defaultStatuteId=0&docSubTypeId=171&efileBatchId=2

### Add Incident To Case

eFile Case Inc Id [NEW]  
Name George Fourman

All Fields with (\*) are required.

Choose Type  Delinquency

District Office\* Tooele

County of Offense\* TOOELE

Agency\* Juvenile Court

Incident Description\* CRIMINAL MISCHIEF


Severity/Type\* Class B Misdemeanor

Offense/Incident Date\* (MM-DD-YYYY) 06-22-2016

Referring Agency\*

Intake Decision

Save Incident Cancel



The “eFile Batch Detail” screen will appear. Select “Add PDF Document”

eFile Batch Detail - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileBatchDetail?efileBatchId=2464

### eFile Batch Detail

eFile Batch Id 2464 eFile For Firm User County Attorney Status Incomplete

Created By training8 Created DateTime 06-22-2016 03:16:53 PM Alert Date

Note Create New Case Record from New eFile Link

Case Info [Add Existing Case](#) [Create New Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Edit/Add	New Inc	Remove
	New Case	George Fourman	Tooele			+	

Party Info [Create New Party](#)

Document Info

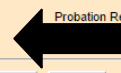
Document ID 1987 Document Sub Type Probation Record Shared

Document Title Probation Record Shared Document Type Probation Record Shared

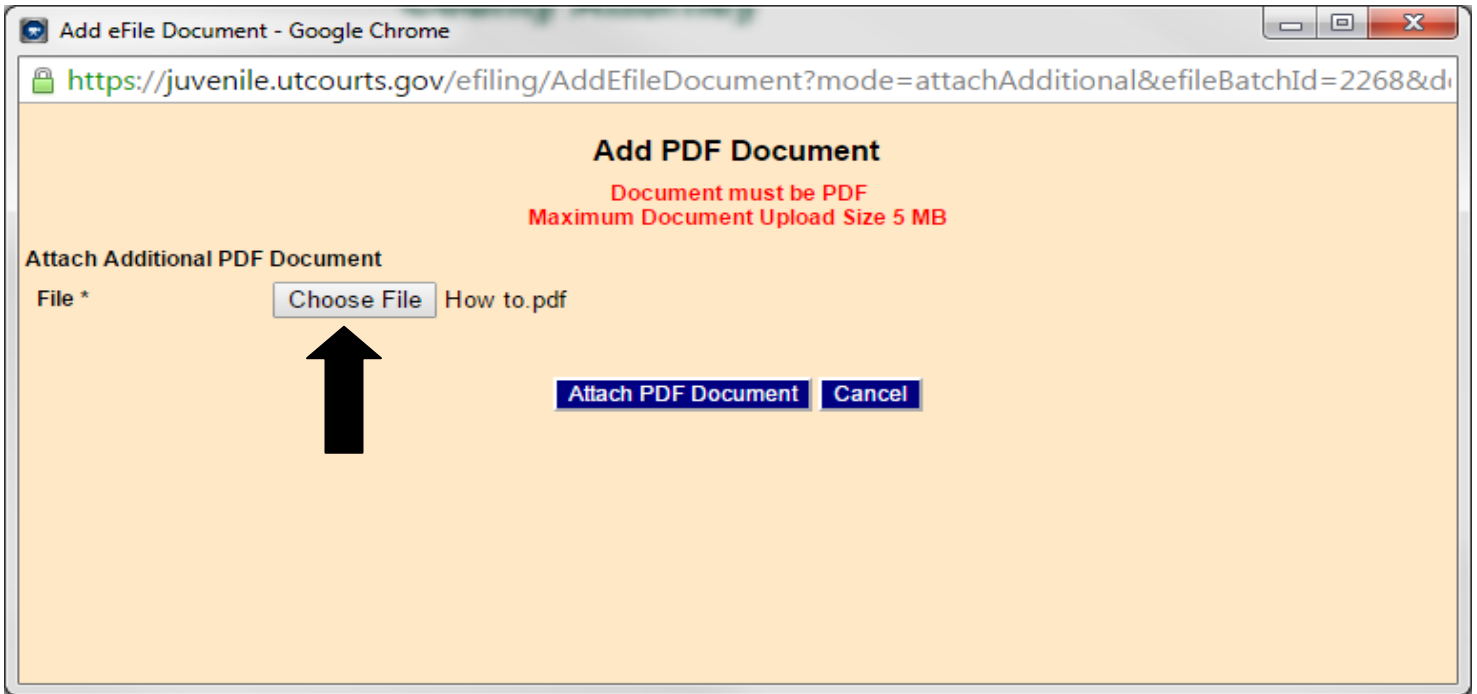
INCOMPLETE DOCUMENT

Add PDF Document

Save Click to View Error Messages Go Back to Batch Lookup Delete



Select "Choose File." After the intended document is selected, you will then select "Attach PDF Document."



Once the PDF document is attached, you will be routed to the “eFile Batch Detail” screen. You will then need to enter the applicable parties associated to the case, this shall include, Mother, Father, Guardian, Custodian, Etc. You will select the “Create New Party” button.

The screenshot displays the 'eFile Batch Detail' page. At the top, the URL is <https://juvenile.utcourts.gov/eFiling/AddEfileDocument>. The page title is 'eFile Batch Detail'. Below this, there are fields for 'eFile Batch Id' (2464), 'eFile For Firm User' (County Attorney), 'Created By' (training8), and 'Created DateTime' (06-22-2016 03:16:53 PM). The status is 'Incomplete'. A note at the bottom says 'Create New Case Record from New eFile Link'. The 'Case Info' section has tabs for 'Add Existing Case' and 'Create New Case'. Below this is a table with columns: 'Case #', 'Case Name', 'District Office', 'Incident(s)', 'Edit/Add', 'New Inc', and 'Remove'. The table contains one row: 'New Case', 'George Fourman', 'Tooele', 'Inc', '+', and a trash icon. The 'Party Info' section has a 'Create New Party' button, which is highlighted with a black arrow. The 'Document Info' section shows 'Document ID' (1987), 'Document Title' (Probation Record Shared), 'Document Sub Type' (Probation Record Shared), and 'Document Type' (Probation Record Shared). At the bottom, there are buttons for 'Save', 'eFile', '& Return to My eFiled', 'Go Back to Batch Lookup', and 'Delete'.

You will need to complete the following screen by entering in as much information as possible. You will see the screen only requires the First and Last Name however, it will benefit both counsel and the courts if all fields are completed, if the information is available. Once the information is entered select the “Create” button.



https://juvenile.utcourts.gov/?mode=create&efileBatchId=2268&sid=0.9587619499798987 - eFile Par - Internet Explorer

Create Back Close

All fields with (\*) are required.

Efile Party ID New

First Name *	<input type="text" value="Tyson"/>	Date of Birth (MM-DD-YYYY)	<input type="text" value="01-01-1950"/>
Middle Name	<input type="text"/>	Gender	<input type="text" value="Unknown"/>
Last Name *	<input type="text" value="Fourman"/>	Race	<input type="text" value="Can Not Determine"/>
Suffix	<input type="text"/>	Ethnicity	<input type="text" value="Can Not Determine"/>
Phone	<input type="text" value="435"/> <input type="text" value="1112222"/>	Physical Same as Mail	<input checked="" type="checkbox"/>
Mailing Address 1	<input type="text" value="1234 Vine Street"/>	Physical Address 1	<input type="text" value="1234 Vine Street"/>
Mailing Address 2	<input type="text"/>	Physical Address 2	<input type="text"/>
Mailing City	<input type="text" value="Tooele"/>	Physical City	<input type="text" value="Tooele"/>
Mailing State	<input type="text" value="Utah"/>	Physical State	<input type="text" value="Utah"/>
Mailing Zip	<input type="text" value="84114"/>	Physical Zip	<input type="text" value="84114"/>

You will then be routed back to the “eFile Batch Detail.” You will need to select the “Link this Party to Case(s)” option. The Party/Case Associate screen will allow you to select “How” the party is related to the underlying case. Then select the “Add/Update” button.

eFile Batch Detail - Google Chrome  
 https://juvenile.utcourts.gov/efiling/EfileBatchDetail?eFileBatchId=2464

**eFile Batch Detail**

eFile Batch Id: 2464      eFile For Firm User: County Attorney      Status: Incomplete  
 Created By: training8      Created DateTime: 06-22-2016 03:16:53 PM      Alert Date:  
 Note: Create New Case Record from New eFile Link

**Case Info**    Add Existing Case    Create New Case

Edit	Case #	Case Name	District Office	Incident(s)	Edit/Add	New Inc	Remove
	New Case	George F	Tooele	Inc		+	🗑️

**Party/Case Associate**

Party Name: Tyson Fourman  
 eParty Id: 171

Related	To Whom	How
<input type="checkbox"/>	George Fourman	

**Party Info**    Create New Party

Edit	eParty #	Party Name	Remove
	171	Tyson Fourman	🗑️

**Document Info**

Document ID: 1987      Document Sub Type: Probation Record Shared  
 Document Title: Probation Record Shared      Document Type: Probation Record Shared  
 Filed/Created By: training8      View PDF      🗑️

Save    Click to View Error Messages    Go Back to Batch Lookup    Delete

You will then be routed back to the “eFile Batch Detail” screen. This screen will allow you to review the information you have entered. If you have made an error you do have the ability to “Remove” the New Case or the Associated Party. You will notice the “eFile” option is available. Assuming you have entered all applicable information, you may now select this option.

eFile Batch Detail - Google Chrome  
 https://juvenile.utcourts.gov/efiling/EfileBatchDetail

**eFile Batch Detail**

eFile Batch Id: 2464      eFile For Firm User: County Attorney      Status: Incomplete  
 Created By: training8      Created DateTime: 06-22-2016 03:16:53 PM      Alert Date:  
 Note: Create New Case Record from New eFile Link

**Case Info**    Add Existing Case    Create New Case

Edit	Case #	Case Name	District Office	Incident(s)	Edit/Add	New Inc	Remove
	New Case	George Fourman	Tooele	Inc		+	🗑️

**Party Info**    Create New Party

Edit	eParty #	Party Name	Associated Case(s)	Remove
	171	Tyson Fourman	George Fourman	🗑️

**Document Info**

Document ID: 1987      Document Sub Type: Probation Record Shared  
 Document Title: Probation Record Shared      Document Type: Probation Record Shared  
 Filed/Created By: training8      View PDF      🗑️

Save    eFile    & Return to My eFiled    Go Back to Batch Lookup    Delete

The "My eFiled" screen will appear. This screen will allow you to check the status of your new case filing. Please note, the case is routed and reviewed by the clerical staff. Once the case is processed and approved by clerical staff, a link with the case number will be available in the "My eFiled" screen.

The screenshot shows the 'My eFiled' interface. At the top, there's a search bar with 'Find' and 'Close' buttons. Below it, there are filters for 'My eFiling' (selected) and 'Firm eFiling', along with checkboxes for 'Filed Last(4 Days)' and 'Open/Recent Updates Last(1 Day)'. A 'Filed Date Range' section has 'Start' and 'End' input fields. The main part of the screen is a table with the following columns: Queue, Doc. SubType, Filed Date, Filed, Hold Date, View Doc, Status, Completed Date Time, Case #, Incident(s) #, and Notes.

Queue	Doc. SubType	Filed Date	Filed	Hold Date	View Doc	Status	Completed Date Time	Case #	Incident(s) #	Notes
Create Info	Probation Record Shared	06-22-2016	training8			Create Info		George Fourman (NEW)		
Create Info	Probation Record Shared	06-22-2016	training8			Create Info		LAZY ZEBRA (33)		
Create Info	Police Referral/Citation	06-20-2016	training8		View	Return eFile	06-20-2016 03:01:35 PM	George Fourman		
	Petition	06-20-2016	training8					George Fourman		
								New Inc		