CASE/INCIDENT CREATION FOR ATTORNEY GENERAL
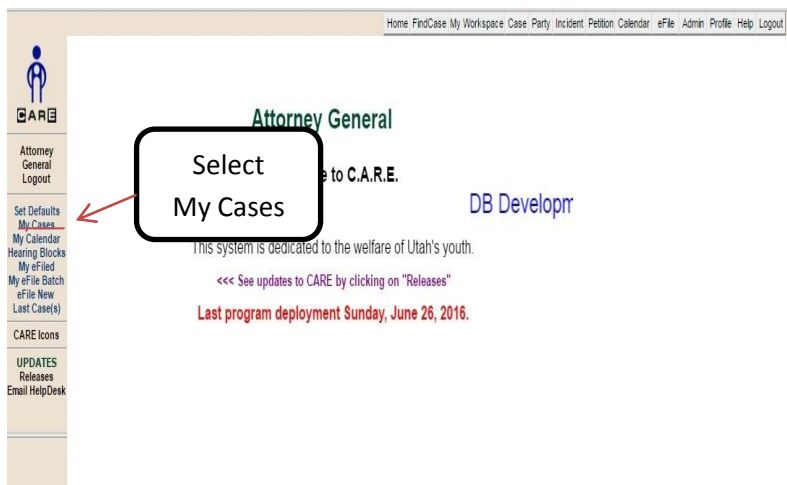
This document will show you step by step instuctions on how to create a new case and a new incident in CARE. It will also show you how to create a new incident on an existing case in CARE.

eFile Batch Case Edit - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileBatchCaseEdit?mode=new&areaNote=myCases&sid=0.7797821896030437

Save Case   Close

All fields with (*) are required.

eFile Case ID	[NEW]	Home District Office *	Vernal
First Name *	Petunia	Street Address *	1052 Pig Street
Middle Name		Apt/PO Box/Suite	
Last Name *	Pig	City *	Vernal
Date of Birth *	01-01-1954	State *	Utah
Gender *	Female	Zip *	84078
Phone *	435-777-7777	County *	UINTAH
Race *	White		
Ethnicity *	Not Latino/Hispanic		

Height (ft. in.)	3	Weight (lbs.)	250

Select a Document Type you are eFiling.

Document Type *   Custody Petition   Custody Petition for Child Welfare

Adoption
Custody Petition
Emancipation Petition
Expedited PSS Petition
Expungement Petition
Information Filed
Judicial Bypass
Motion for Expedited Placement
Order to Show Cause
PSS Petition
Petition
Petition for Protective Order
Petition to Marry
Restoration Term Parent Rights
Shelter Request
Substantiations
Termination of Parental Rights
Voluntary Relinquishment

Fill in all identifying information for your new case. All Fields with an * are required. Select the drop down box to select the correct document type that you will be filing. Select Save Case when completed.

eFile Batch Detail - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileBatchDetail?efileBatchId=2160

eFile Batch Detail

eFile Batch Id	2160	eFile For Firm User	Attorney General ▼	Status	Incomplete
Created By	training7	Created DateTime	06-14-2016 10:41:07 AM	Alert Date	
Note	Create New Case Record from myCases				

Case Info Add Existing Case Create New Case

| Edit | Case # | Case Name | District Office | Incident(s) | Edit/Add | New Inc | Remove |
| 📝 | New Case | Petunia Pig | Vernal | INCIDENT(S) REQUIRED Use New Inc link. | | + | 🗑 |

> At the bottom select the red Click to View Error Message. This message tells you what needs to be completed before the case and incident can be filed.

> Next select the New Incident + sign. This will start the creation of the new incident based off of the document type you selected earlier.

Party Info Create New Party

Document Info

Document ID	1769	Document Sub Type	Custody Petition
Document Title	Custody Petition	Document Type	Petition
INCOMPLETE DOCUMENT		Add PDF Document	

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

Error Message(s)

* INCIDENT(S) REQUIRED Use New Inc link
* INCOMPLETE DOCUMENT Need to Add PDF Document

Add Incident To Case - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileBatchIncidentEdit?mode=create&efileCaseId=2783&defaultStatuteId=1261&docSubTypeId=186&efileBatchI(

Add Incident To Case

eFile Case Inc Id	[NEW]
Name	Petunia Pig

All Fields with (*) are required.

Choose Type	● Child Welfare
District Office*	Vernal ▼
County of Offense*	UINTAH ▼
Agency*	Juvenile Court ▼
Incident Description*	CHILD WELFARE PROCEEDING
PSS?	☐ Check if Yes
Intake Decision	Child Welfare ▼
Child Removal Date (MM-DD-YYYY)	
Petitioner	DCFS ▼

Save Incident   Cancel

This is the start of your incident creation. Most fields are completed for you based off the document type you selected earlier. However, you can make changes if needed by selecting the drop down box. Select Save Incident when you have completed this process.

eFile Batch Detail - Google Chrome

🔒 https://juvenile.utcourts.gov/efiling/EfileBatchDetail?efileBatchId=2160

eFile Batch Detail

eFile Batch Id	2160	eFile For Firm User	Attorney General ▼	Status	Incomplete
Created By	training7	Created DateTime	06-14-2016 10:41:07 AM	Alert Date	
Note	Create New Case Record from myCases				

Case Info [Add Existing Case] [Create New Case]

Edit	Case #	Case Name	District Office	Incident(s)	Edit/Add	New Inc	Remove
📝	New Case	Petunia Pig	Vernal	📝 Inc		✚	🗑

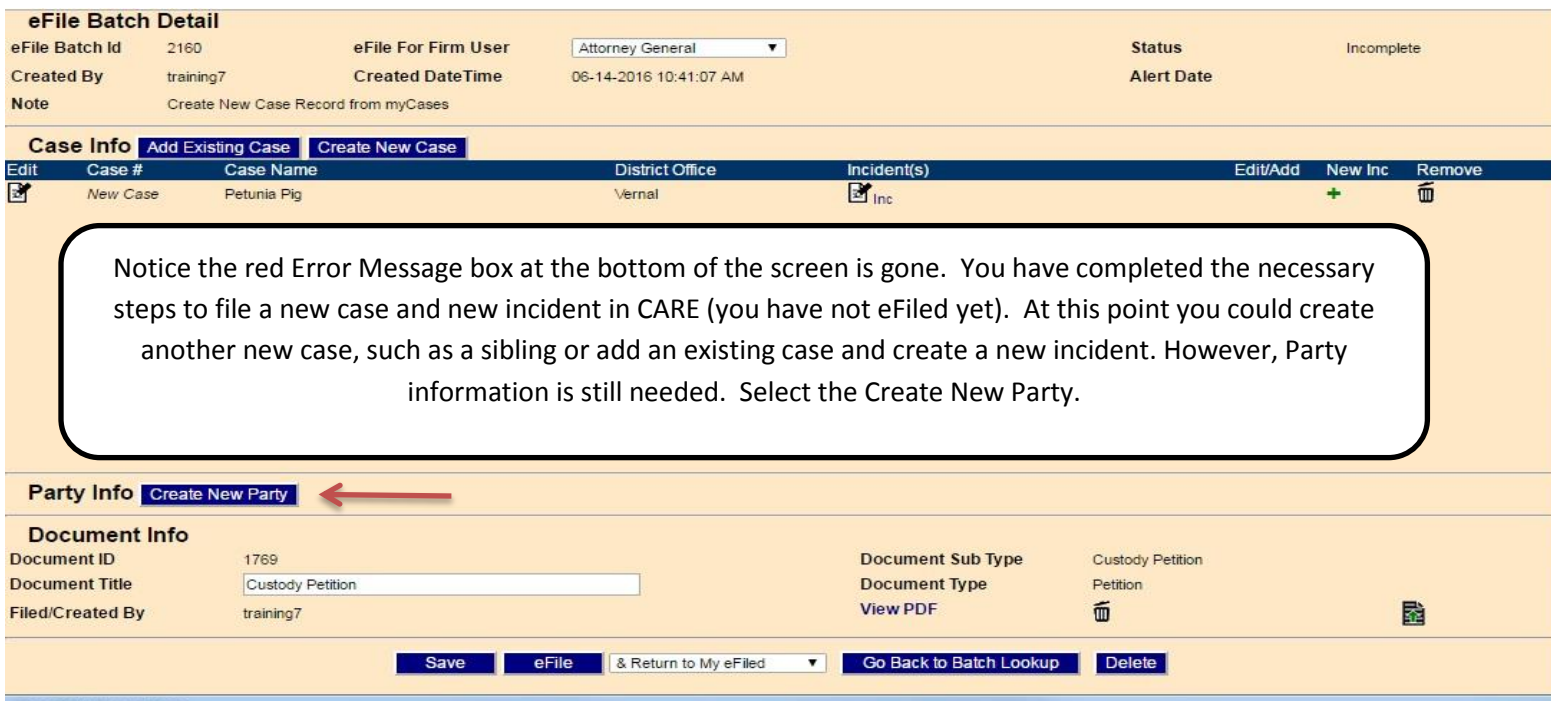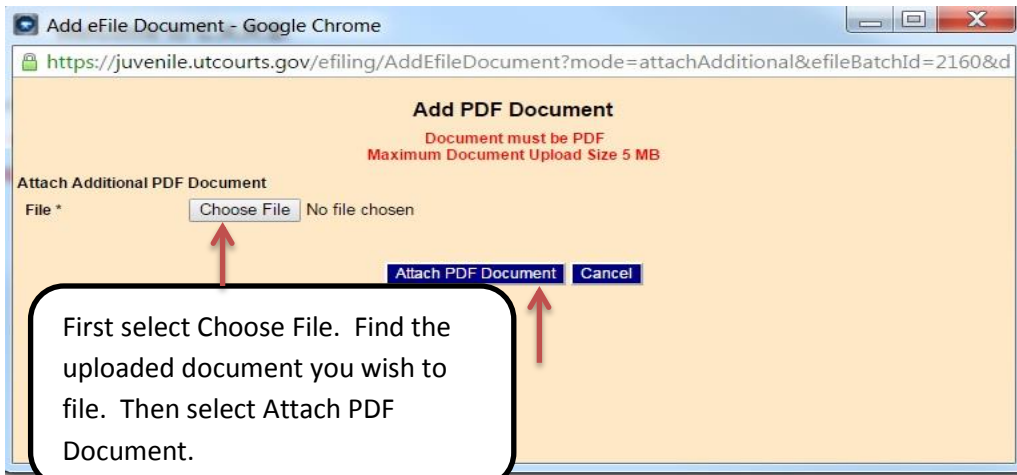> Here you can see your incident has been created.

> Again you can see that the Click to View Error Message is red. Click on it.

Party Info [Create New Party]

Document Info

Document ID	1769		ub Type	Custody Petition
Document Title	Custody Petition	Document Type	Petition
	INCOMPLETE DOCUMENT	**Add PDF Document**	

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

Error Message(s)

* INCOMPLETE DOCUMENT Need to Add PDF Document

> The Error message is telling you that you need to upload a Document. Next you need to file the Petition for the Incident you created.
> Select the Add PDF Document.

Add eFile Document - Google Chrome

🔒 https://juvenile.utcourts.gov/efiling/AddEfileDocument?mode=attachAdditional&efileBatchId=2160&d

Add PDF Document

Document must be PDF
Maximum Document Upload Size 5 MB

Attach Additional PDF Document

File *   [Choose File] No file chosen

[Attach PDF Document] [Cancel]

First select Choose File. Find the uploaded document you wish to file. Then select Attach PDF Document.

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eFile Batch Detail

eFile Batch Id	2160	eFile For Firm User	Attorney General ▼	Status	Incomplete
Created By	training7	Created DateTime	06-14-2016 10:41:07 AM	Alert Date	
Note	Create New Case Record from myCases				

Case Info [Add Existing Case] [Create New Case]

Edit	Case #	Case Name	District Office	Incident(s)	Edit/Add	New Inc	Remove
📝	New Case	Petunia Pig	Vernal	📝 Inc		➕	🗑

Notice the red Error Message box at the bottom of the screen is gone. You have completed the necessary steps to file a new case and new incident in CARE (you have not eFiled yet). At this point you could create another new case, such as a sibling or add an existing case and create a new incident. However, Party information is still needed. Select the Create New Party.

Party Info [Create New Party]

Document Info

Document ID	1769	Document Sub Type	Custody Petition
Document Title	Custody Petition	Document Type	Petition
Filed/Created By	training7	View PDF	🗑

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

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eFile Party Popup - Google Chrome

https://juvenile.utcourts.gov/efiling/EfilePartyPopup?mode=create&efileBatchId=2260&sid=0.5652755964645344

Create Back   Close

All fields with (*) are required.

Efile Party ID	New	
First Name *	Miss	Date of Birth (MM-DD-YYYY) 01-01-1945
Middle Name		Gender Female
Last Name *	Piggy	Race No Contact
Suffix		Ethnicity Not Latino/Hispanic
Phone	435 7890000	Physical Same as Mail ☐
Mailing Address 1	123 Piggy Street	Physical Address 1
Mailing Address 2		Physical Address 2
Mailing City	Vernal	Physical City
Mailing State	Utah	Physical State Utah
Mailing Zip	84078	Physical Zip

Fill in as much information as
you have on the party.
Select Create.

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eFile Batch Detail - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileBatchDetail?efileBatchId=2160

eFile Batch Detail

eFile Batch Id	2160	eFile For Firm User	Attorney General		Status	Incomplete
Created By	training7	Created DateTime	06-14-2016 10:41:07 AM		Alert Date	
Note	Create New Case Record from myCases					

Case Info   Add Existing Case   Create New Case

Edit	Case #	Case Name	District Office	Incident(s)	Edit/Add	New Inc	Remove
📝	New Case	Petunia Pig	Vernal	📝 Inc		✛	🗑

Party Info   Create New Party

Edit	eParty #	Party Name	Associated Case(s)		Remove
📝	74	Miss Pigpy	Link this Party to Case(s)		🗑

Here you can see that the party has been
added but needs to be associated to the
case. That is what the red Error Message
tells you. Click on the blue Link this Party
to Case.

Document Info

Document ID	1769	Document Sub Type	Custody Petition
Document Title	Custody Petition	Document Type	Petition
Filed/Created By	training7	View PDF 🗑	📄

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

Check the box Related if the party is related. Select the drop down box to choose how the party is related. Once completed select the Add/Update.
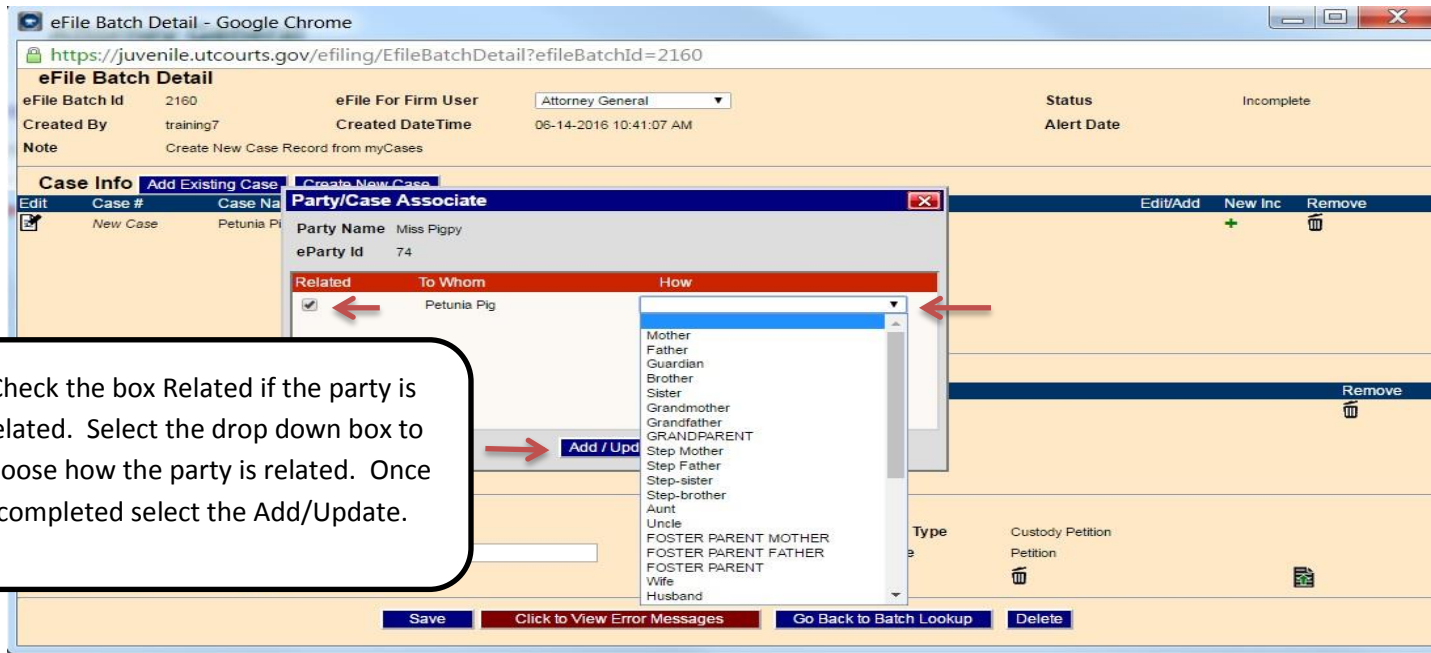
Here you can see that Miss Piggy is associated to Petunia Pig. Create all parties to the case.

You are now ready to eFile your new case and new incident with the court. You could still Create a New Case or add an Existing case. You could create additional parties. Once your filing is complete and you have no Error Messages you will select eFile. Remember your case is only a pseudo case until the Court Clerk completes the filing.
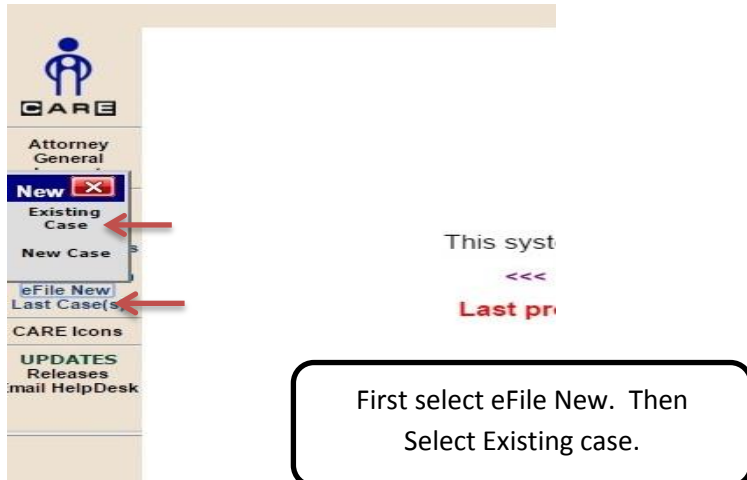
Once you have eFiled your new case and incident, it will take you to My eFiled screen. You can see that you have a New Case with Petunia Pig and a New Incident with the Doc. Sub Type of Custody Petition. The Status is Create Info. This will change once the filing has been accepted.

To Create a New Incident on an Existing Case please see next page.
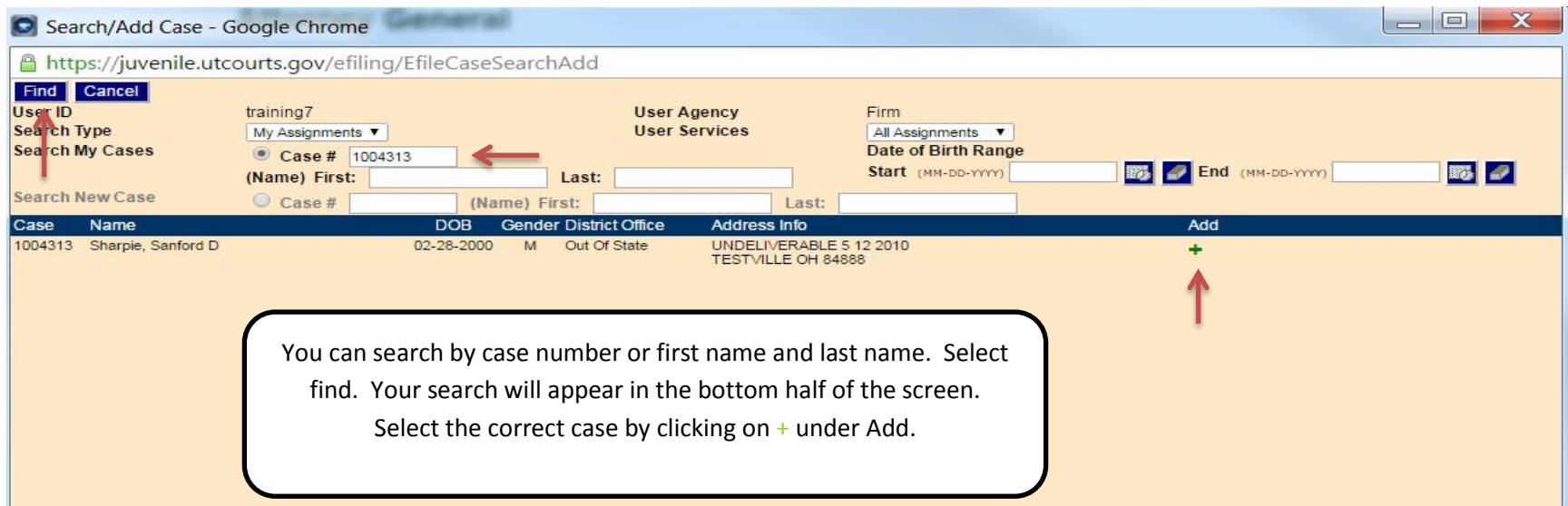
CREATING A NEW INCIDENT ON AN EXISTING CASE

You will use this process when you want to file a new incident on a case that already exists in CARE.

First select eFile New. Then
Select Existing case.

You can search by case number or first name and last name. Select
find. Your search will appear in the bottom half of the screen.
Select the correct case by clicking on + under Add.

Notice that the Click to View Error Messages in red appears. The Message is telling you that you need to upload a PDF document or Add proposed verbiage. You are creating a new incident so you are likely uploading a petition. Select the Add PDF Document.

Select your Document Type. Next select your Doc Sub Type based on the type of incident you are creating and filing. Title your Document. Choose your file and select Attach PDF Document.

eFile Batch Detail - Google Chrome

https://juvenile.utcourts.gov/efiling/AddEfileDocument

eFile Batch Detail

eFile Batch Id	2246	eFile For Firm User	Attorney General ▼		Status	Draft
Created By	training7	Created DateTime	06-16-2016 04:27:16 PM		Alert Date	
Note	Creating efile Batch record from New					

Case Info Add Existing Case   Create New Case

Edit	Case #	Case Name	District Office	Incident(s)	Edit/Add	New Inc	Remove
	1004313	Sanford D Sharpie	Salt Lake City	INCIDENT(S) REQUIRED Use Edit/Add or New Inc links.	📝	+	🗑

It is now telling you that an incident is required. You could either add this document to an Existing Incident or Create a New Incident. For this training we are going to create a New Incident. Select the + under New Incident.

Document Info

Document ID	1822	Document Sub Type	Petition	
Document Title	Petition for Cusotdy	Document Type	Petition	
Filed/Created By	training7	View PDF	🗑	📄

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

Add Incident To Case - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileBatchIncidentEdit?mode=create&efileCaseId=2886&defaultStatuteId=1261&docSubTypeId=186&efileBatchI...

Add Incident To Case

eFile Case Inc Id	[NEW]
Name	Sanford Sharpie

All Fields with (*) are required.

Choose Type	● Child Welfare
District Office*	Vernal ▼
County of Offense*	UINTAH ▼
Agency*	Juvenile Court ▼
Incident Description*	CHILD WELFARE PROCEEDING
PSS?	☐ Check if Yes
Intake Decision	Child Welfare ▼
Child Removal Date (MM-DD-YYYY)	
Petitioner	DCFS ▼

Save Incident   **Cancel**

Based on the Document Sub. Type you selected your incident is created. You can make changes by selecting the drop down boxes if necessary. Select Save Incident.

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eFile Batch Detail - Google Chrome

🔒 https://caredev.utcourts.gov/efiling/EfileBatchDetail

eFile Batch Detail

eFile Batch Id	2890	eFile For Firm User	Attorney General ▼		Status	Incomplete
Created By	training7	Created DateTime	07-27-2016 10:21:30 AM		Alert Date	
Note		Creating efile Batch record from New				

Case Info Add Existing Case | Create New Case ←

Edit	Case #	Case Name	District Office	Incident(s)	Edit/Add	New Inc	Remove
	1004313	Sanford D Sharpie	Provo		📝		🗑

> Let's create another new case to add to this filing. Select the Create New Case.

Document Info

INCOMPLETE MISSING DOCUMENT

Add PDF Document | Add Proposed Verbiage

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

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eFile Batch Case Edit - Google Chrome

🔒 https://caredev.utcourts.gov/efiling/EfileBatchCaseEdit?mode=create&efileBatchId=2890&sid=0.36703670799993127

Back | Save Case ←   Close

All fields with (*) are required.

eFile Case ID	[NEW]	Home District Office *	Provo ▼	Populate Address/Phone From	Sanford Sharpie ▼
First Name *	Tommy	Street Address *	Undeliverable 5 12 2010		Sanford Sharpie ←
Middle Name		Apt/PO Box/Suite			
Last Name *	Tiger	City *	testville		
Date of Birth *	05-06-2004 📅 🧹	State *	Utah ▼		
Gender *	Female ▼	Zip *	84888		
Phone *	4351234500	County *	Utah ▼		
Race *	White ▼				
Ethnicity *	Not Latino/Hispanic ▼				

Height (ft. in.)			Weight (lbs.)	

> First fill in the name, DOB, Gender, phone, race and ethnicity for the new case. Second, if the address is the same as Tony Tiger Select the populate address/phone from drop down box. Here you can select which party address' you want to use and it will back fill that information for you. Select Save Case.

You could add another Existing Case or Create another New Case using the same process.

If you have any questions contact your CARE Trainer in your district.