

HOW TO CREATE A CASE/INCIDENT FOR DEFENSE ATTORNEYS

As of August 1, 2016 Defense Attorneys will be able to create new cases and incidents in CARE and file subsequent documents

NEW CASE

CARE

Defense Attorney Logout

Set Defaults
My Cases
My Calendar
Hearing Blocks
My eFiled
My eFile Batch
Last Case(s)

CARE Icons

UPDATES
Releases
Email HelpDesk

Defense Attorney

Welcome to C.A.R.E.

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.

Once you have properly logged in, click on "My Cases"

My Cases - Google Chrome
https://juvenile.utcourts.gov/demographics/MyCases?sid=0.05920220964995937

Find **Cancel** **eFile Notice of Appearance Existing Case** **eFile New Case**

User ID: training9
Firm: TEST FIRM
Search Type: My Own
Search by Range: Last Name Range Begins: A Ends: A Show Next Hearing
Search by Input: Case # (Name) First: Last:

User Agency: Firm
Bar #

Case	Name	DOB	Gender	District Office	Relationships	Withdraw eFile
------	------	-----	--------	-----------------	---------------	----------------

Enter search criteria and click 'Find' button.

Click on "eFile New Case"

eFile Batch Case Edit - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileBatchCaseEdit?mode=new&areaNote=myCases&sid=0.22804288486068391

Save Case **Close**

All fields with (*) are required.

eFile Case ID	[NEW]	Home District Office *	American Fork
First Name *	Test	Street Address *	123 Hope Lane
Middle Name		Apt/PO Box/Suite	
Last Name *	Case	City *	Salt Lake City
Date of Birth *	06-05-2013	State *	Utah
Gender *	Female	Zip *	84114
Phone *	4352004567	County *	UNKNOWN COUNTY
Race *	White		
Ethnicity *	Latino/Hispanic		

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

Select a Document Type you are eFiling.

Document Type * Substantiations Substantiation Petions

1. Fill in accurate information in each of the fields including the type of document you will be filing. Fields that contain an asterisk are required.
2. Click "Save Case"

eFile Batch Detail - Google Chrome
 https://juvenile.utcourts.gov/efiling/EfileBatchDetail?efileBatchId=2325

eFile Batch Detail

eFile Batch Id: 2325 eFile For Firm User: Defense Attorney Status: Incomplete
 Created By: training9 Created DateTime: 06-17-2016 02:29:09 PM Alert Date:
 Note: Create New Case Record from myCases

Case Info [Create New Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Edit/Add	New Inc	Remove
	New Case	Test Case	American Fork	INCIDENT(S) REQUIRED Use New Inc link.		+	

Click on the + sign to create an incident associated to the document you are filing.

Party Info [Create New Party](#)

Document Info

Document ID	1886	Document Sub Type	Substantiations
Document Title	Substantiations	Document Type	Petition
INCOMPLETE DOCUMENT			
Add PDF Document			

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

Note: Parties to the case can be created here
 8/2/2016

Add Incident To Case - Google Chrome
https://juvenile.utcourts.gov/efiling/EfileBatchIncidentEdit?mode=create&efileCaseId=2962&defaultStatuteId=981&docSubTypeId=174&efileBatchId=

Add Incident To Case

eFile Case Inc Id [NEW]
Name Test Case

All Fields with (*) are required.

Choose Type Delinquency

District Office* American Fork

County of Offense* UTAH

Agency* Juvenile Court

Incident Description* SUBSTANTIATION PROCEEDING

Severity/Type* Administrative - Other

Offense/Incident Date* (MM-DD-YYYY) 06-17-2016

Referring Agency* Private Citizen

Intake Decision Petition

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

1. The information is populated into the fields for you but changes can be made by clicking on the drop down buttons if necessary.
2. Click on "Save Incident"

eFile Batch Detail - Google Chrome
 https://juvenile.utcourts.gov/efiling/EfileBatchDetail?eFileBatchId=2325

eFile Batch Detail

eFile Batch Id: 2325 eFile For Firm User: Defense Attorney Status: Incomplete
 Created By: training9 Created DateTime: 06-17-2016 02:29:09 PM Alert Date:
 Note: Create New Case Record from myCases

Case Info [Create New Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Edit/Add	New Inc	Remove
	New Case	Test Case	American Fork	Inc		+	

Click on "Add PDF Document" to attach your document.

Party Info [Create New Party](#)

Document Info

Document ID: 1886 Document Sub Type: Substantiations
 Document Title: Substantiations Document Type: Petition

INCOMPLETE DOCUMENT

[Add PDF Document](#)

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

Note: At this point you can add new incidents, new cases, and new parties. You can save or delete what you have worked on so far and you can also change for whom you are filing. If you click on "Click to View Error Messages" you can see what needs to be corrected before you proceed.

eFile Batch Detail - Google Chrome

https://juvenile.utcourts.gov/eFiling/EfileBatchDetail?eFileBatchId=2372

eFile Batch Detail

eFile Batch Id: 2372 eFile For Firm User: Defense Attorney (dropdown) Status: Draft

Created By: training9 Created DateTime: 06-17-2016 02:57:17 PM Alert Date:

Note: Create New Case Record from myCases

Case Info [Add Existing Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Edit/Add	New Inc	Remove
	New Case	Test Case	American Fork	Inc		+	

The document is ready to eFile in the usual manner by clicking on the "eFile" button.

Party Info [Create New Party](#)

Document Info

Document ID: 1931 Document Sub Type: Other Legal

Document Title: Document Type: Other Legal

Filed/Created By: training9 View PDF:

[Save](#)
 [eFile](#)
 & Return to My eFiled (dropdown)
 [Go Back to Batch Lookup](#)
 [Delete](#)

Note: You can create additional incidents or add more documents before you eFile. You can also add existing cases and create new parties

Find **Close** **My eFiled**

Status Case #

My eFiling Firm eFiling

for Firm User:

Filed Last(10 Days) Open/Recent Updates Last(3 Days)

Filed Date Range

Start

End

Queue	Doc. SubType Title	Filed Date Filer	Hold Date	View Doc	Status	Completed Date Time Userid	Case # Incident(s) #	Notes
Create Info	Other Legal Substantiation	06-17-2016 training9			Create Info		Test Case (NEW) New Inc	
Review	Termination of Parental Rights Termination of Parental Rights	06-16-2016 training9		View	New Filing		Dulcinea Quixote (1103011) 2	Please note: There is a limit of 250 characters in this note...
Review	Motion Test Motion	02-08-2016 training9		View	New Filing		Chisai Unko-johnson (500005) 332	
Review	Motion Motion to Withdraw	12-03-2015 training9		View	New Filing		Sanford Sharpie (1004313) 45, 46	
Counsel	Notice of Appearance Notice of Appearance	11-23-2015 training9		View	New Filing		Chisai Unko-johnson (500005) 338	
Counsel	Notice of Appearance Notice of Appearance	10-28-2015 training9		View	New Filing		Chisai Unko-johnson (500005)	
Counsel	Notice of Appearance Notice of Appearance	08-20-2015 training9		View	New Filing		COWARD LYON (751869)	

If you click on your "My eFiled" batch you can see that the case has been sent to the clerical queue awaiting processing and your firm's assignment to the case

If there is additional information needed you may receive a note from the clerk in this column



Defense Attorney Logout

Set Defaults
My Cases
My Calendar
Hearing Blocks
My eFiled
My eFile Batch
Last Case(s)

CARE Icons

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Defense Attorney

Welcome to C.A.R.E.

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.

Another new feature is the ability to view the last cases you have worked on by clicking on "Last Cases"

Case	Name	DOB	Gender	District Office	Date Accessed
1102991	charlie Brown	05-17-2012		Salt Lake City	06-15-2016
1102961	test last name last name	03-05-2014	M	Price	06-15-2016

HOW TO CREATE A CASE/INCIDENT FOR DEFENSE ATTORNEYS

As of August 1, 2016 Defense Attorneys will be able to create new cases and incidents in CARE and file subsequent documents

EXISTING CASE

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Once you have properly logged in, click on "My Cases"

My Cases - Google Chrome
https://juvenile.utcourts.gov/demographics/MyCases?sid=0.22640904350012092

Find **Cancel** **eFile Notice of Appearance Existing Case** **eFile New Case**

User ID: training9 User Agency: Firm
Firm: TEST FIRM Bar #: Firm: Firm:
Search Type: My Own ▾
Search by Range: Last Name Range Begins: A ▾ Ends: A ▾ Show Next Hearing
Search by Input: Case # (Name) First: Last:

Case	Name	DOB	Gender	District Office	Relationships	Withdraw eFile
Enter search criteria and click 'Find' button.						

1. Click on the drop down menu button and click on z
2. Click on "Find"

My Cases - Google Chrome

<https://juvenile.utcourts.gov/demographics/MyCases?sid=0.5354432778072102>

Find **Cancel** **eFile Notice of Appearance Existing Case** **eFile New Case**

User ID: training9 User Agency: Firm
Firm: TEST FIRM Bar #:
Search Type: My Own
Search by Range: Last Name Range Begins: A ▼ Ends: A ▼ Show Next Hearing
Search by Input: Case # 1102991 (Name) First: charlie Last: brown

Case	Name	DOB	Gender	District Office	Relationships	Withdraw eFile
Enter search criteria and click 'Find' button.						



You can also enter a known case number or case name and click "Find"

My Cases - Google Chrome

https://juvenile.utcourts.gov/demographics/MyCases#

Find **Cancel** **eFile Notice of Appearance Existing Case** **eFile New Case**

User ID: training9 User Agency: Firm
Firm: TEST FIRM Bar #:
Search Type: My Own
Search by Range: Last Name Range Begins: A Ends: A Show Next Hearing
Search by Input: Case # 1102991 (Name) First: charlie Last: brown

Case	Name	DOB	Gender	District Office	Relationships	Withdraw eFile
1102991	Brown, charlie	05-17-2012		Salt Lake City	Display	 

Click on "eFile" to file a document

eFile Batch Detail - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileCaseSearchAdd?searchAdd=add&areaNote=MyCases&efileBatchId=0&caseNumber=1102991

eFile Batch Detail

eFile Batch Id	2384	eFile For Firm User	Defense Attorney	Status	Incomplete
Created By	training9	Created DateTime	06-20-2016 06:42:59 AM	Alert Date	
Note	Creating efile Batch record from MyCases				

Case Info

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

Edit	Case #	Case Name	District Office	Incident(s)	Edit/Add	New Inc	Remove
	1102991	charlie Brown	Salt Lake City				

You can view what needs to be done from here by clicking on "Click to View Error Messages." It will indicate that a document needs to be added

Click on "Add PDF Document" to add a Document

Document Info

INCOMPLETE MISSING DOCUMENT

[Add PDF Document](#) [Add Proposed Verbiage](#)

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

Select **Petition** as the Document Type and enter the Document Sub Type and Document Title.

Add PDF Document

Document must be PDF
Maximum Document Upload Size 5 MB

Document Type *

Doc Sub Type *

Document Title

File * NCTI Eval.pdf

Petition not created in CARE. Private Petitions, Information, Child Welfare Petitions, Petitions for Emancipation, Expungement Petitions, Abortion Petitions, etc.

Choose your document file and click on "Attach PDF Document"

eFile Batch Detail

eFile Batch Id: 2413 eFile For Firm User: Defense Attorney Status: Draft
Created By: training9 Created DateTime: 06-20-2016 09:42:53 AM Alert Date:
Note: Creating efile Batch record from MyCases

Case Info

[Add Existing Case](#)

[Create New Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Edit/Add	New Inc	Remove
	1102991	charlie Brown	Salt Lake City	INCIDENT(S) REQUIRED Use Edit/Add or New Inc links.		+	

Click on the + sign to create an incident associated to the document you are filing.

Document Info

Document ID: 1946 Document Sub Type: Emancipation Petition
Document Title: Document Type: Petition
Filed/Created By: training9 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=3079&defaultStatuteId=1222&docSubTypeId=191&efileBatchIc

Add Incident To Case

eFile Case Inc Id [NEW]
Name charlie Brown

All Fields with (*) are required.

Choose Type Child Welfare

District Office* Salt Lake City

County of Offense* SALT LAKE

Agency* Juvenile Court

Incident Description* PETITION FOR EMANCIPATION

PSS? Check if Yes

Intake Decision Petition

Child Removal Date (MM-DD-YYYY)

Petitioner Private Petitioner

Save Incident Cancel

1. The information is populated into the fields for you but changes can be made by clicking on the drop down buttons if necessary.
2. Click on "Save Incident"

eFile Batch Detail - Google Chrome
https://juvenile.utcourts.gov/eFiling/EfileBatchDetail?eFileBatchId=2413

eFile Batch Detail

eFile Batch Id: 2413 eFile For Firm User: Defense Attorney Status: Draft
Created By: training9 Created DateTime: 06-20-2016 09:42:53 AM Alert Date:
Note: Creating efile Batch record from MyCases

Case Info

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

Edit	Case #	Case Name	District Office	Incident(s)	Edit/Add	New Inc	Remove
	1102991	charlie Brown	Salt Lake City	Inc		+	

The document is ready to eFile in the usual manner by clicking on the "eFile" button.

Document Info

Document ID: 1946 Document Sub Type: Emancipation Petition
Document Title: Document Type: Petition
Filed/Created By: training9 View PDF:

[Save](#) [eFile](#) & Return to My eFiled [Go Back to Batch Lookup](#) [Delete](#)

eFile Batch Detail - Google Chrome

https://juvenile.utcourts.gov/eFiling/EfileBatchDetail?eFileBatchId=2413

eFile Batch Detail

eFile Batch Id: 2413 eFile For Firm User: Defense Attorney Status: Draft

Created By: training9 Created DateTime: 06-20-2016 09:42:53 AM Alert Date:

Note: Creating efile Batch record from MyCases

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

Edit	Case #	Case Name	District Office	Incident(s)	Edit/Add	New Inc	Remove
	1102991	charlie Brown	Salt Lake City	Inc		+	

You can also create an additional case from this screen by clicking on "Create New Case"

Document Info

Document ID: 1946 Document Sub Type: Emancipation Petition

Document Title: Document Type: Petition

Filed/Created By: training9 View PDF:

[Save](#) [eFile](#) & Return to My eFiled [Go Back to Batch Lookup](#) [Delete](#)

eFile Batch Case Edit - Google Chrome

https://caredev.utcourts.gov/efiling/EfileBatchCaseEdit?mode=create&efileBatchId=2874&sid=0.14916025969945212

Back Save Case Close

All fields with (*) are required.

eFile Case ID	[NEW]	Home District Office *	American Fork	Populate Address/Phone From	Charlie Brown
First Name *	<input type="text"/>	Street Address *	124 N 456 W		
Middle Name	<input type="text"/>	Apt/PO Box/Suite	<input type="text"/>		
Last Name *	<input type="text"/>	City *	American Fork		
Date of Birth *	<input type="text"/>	State *	Utah		
Gender *	Unknown	Zip *	84003		
Phone *	0000000000	County *	Utah		
Race *	<input type="text"/>				
Ethnicity *	<input type="text"/>				
Height (ft. in.)	<input type="text"/>	Weight (lbs.)	<input type="text"/>		

An added feature allows you to pre-populate the address and phone fields from an existing case.

1. Click on the drop down box and select the case
2. The information will populate into the address fields.

My eFiled - Google Chrome
 https://juvenile.utcourts.gov/efiling/MyEFile?m=saved&efileBatchId=2414

Find Close My eFiled

Status Case #

My eFiling Firm eFiling
 for Firm User:

Filed Last(10 Days) Open/Recent Updates Last(3 Days)

Filed Date Range

Start End

Queue	Doc. SubType Title	Filed Date Filer	Hold Date	View Doc	Status	Completed Date Time Userid	Case # Incident(s) #	Notes
Create Info	Emancipation Petition <i>Petition for Emancipation</i>	06-20-2016 training9			Create Info		charlie Brown (1102991) New Inc	
Create Info	Other Legal <i>Substantiation</i>	06-17-2016 training9			Create Info		Test Case (NEW) New Inc	
Review	Termination of Parental Rights <i>Termination of Parental Rights</i>	06-16-2016 training9		View	New Filing		Dulcinea Quixote (1103011) 2	Please note: There is a limit of 250 characters in this note...
Review	Motion <i>Test Motion</i>	02-08-2016 training9		View	New Filing		Chisai Unko-johnson (500005) 332	
Review	Motion <i>Motion to Withdraw</i>	12-03-2015 training9		View	New Filing		Sanford Sharpie (1004313) 45, 46	
Counsel	Notice of Appearance <i>Notice of Appearance</i>	11-23-2015 training9		View	New Filing		Chisai Unko-johnson (500005) 338	
Counsel	Notice of Appearance <i>Notice of Appearance</i>	10-28-2015 training9		View	New Filing		Chisai Unko-johnson (500005)	
Counsel	Notice of Appearance <i>Notice of Appearance</i>	08-20-2015 training9		View	New Filing		COWARD LYON (751869)	

If you click on your "My eFiled" batch you can see that the case has been sent to the clerical queue awaiting processing and your firm's assignment to the case

If there is additional information needed you may receive a note from the clerk in this column

C.A.R.E. - Main Application X

https://caredev.utcourts.gov/site/CARE.jsp

Home FindCase Case Party Incident Petition eFile Profile Help Logout

Defense Atty OTPUser

Welcome to C.A.R.E.

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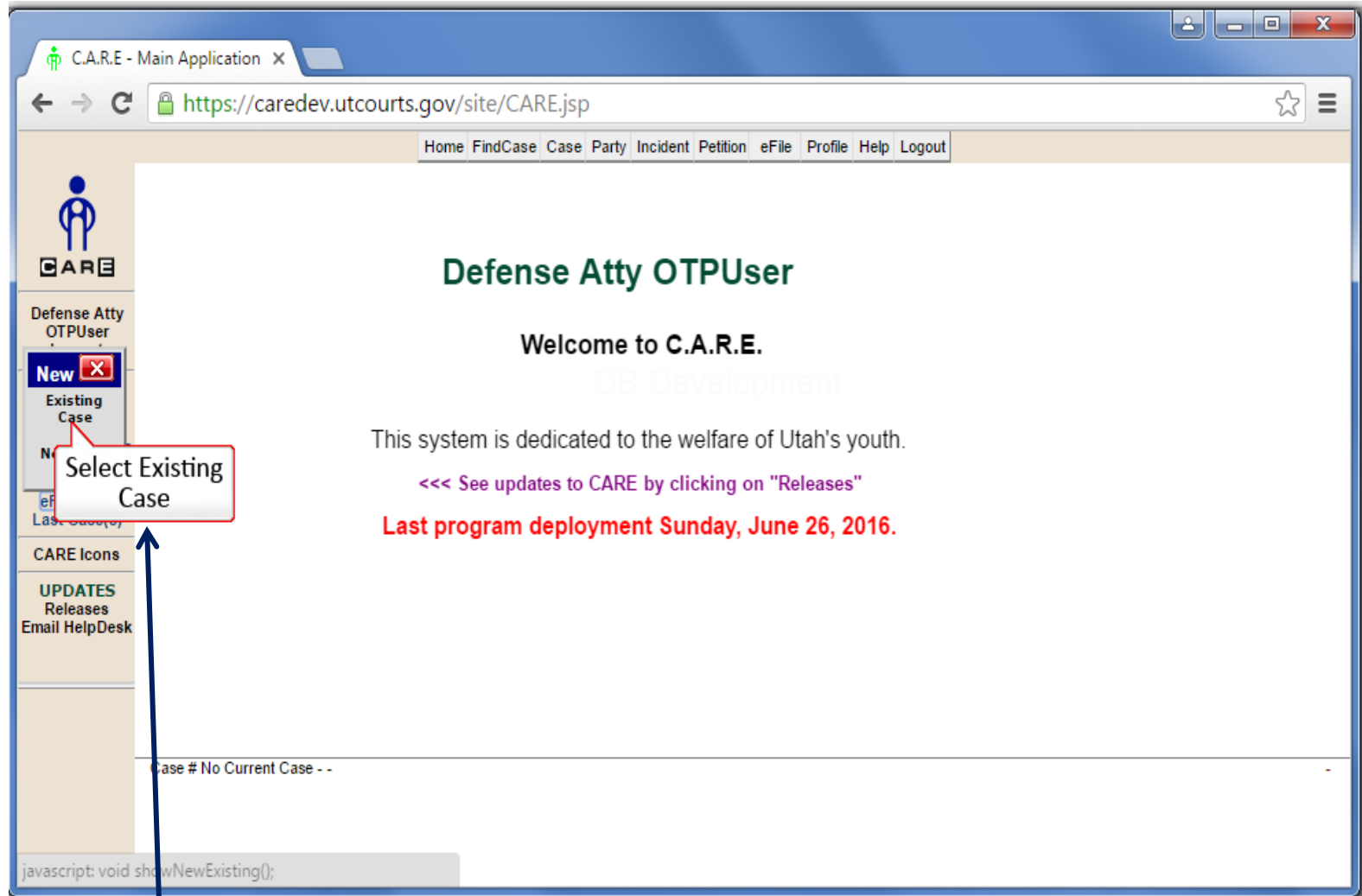
<<< See updates to CARE by clicking on "Releases"

Last program deployment Sunday, June 26, 2016.

Select eFile New

Case # No Current Case - -

You can file a motion to intervene on an existing case by first clicking on "eFile New"



Then click on “Existing Case” and search for or select your case

eFile Batch Detail - Google Chrome

https://caredev.utcourts.gov/efiling/EfileBatchDetail?efileBatchId=2908&sid=0.5237133076714859

eFile Batch Detail

eFile Batch Id: 2908 eFile For Firm User: Defense Atty OTPUser Status: Incomplete
Created By: otpuser4 Created DateTime: 07-29-2016 03:19:39 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	Provo				

Document Info

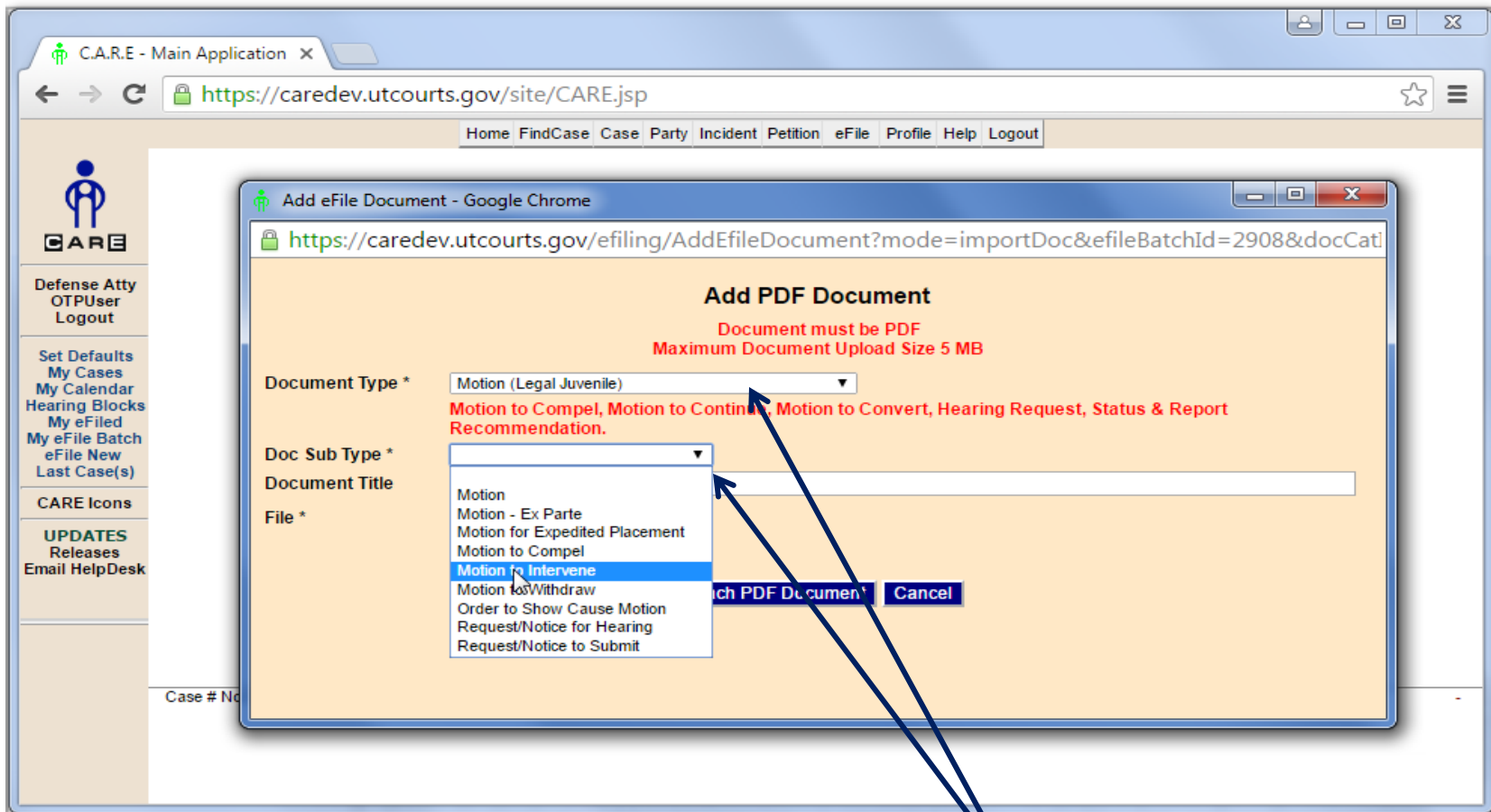
INCOMPLETE MISSING DOCUMENT

Add PDF Document Add Proposed Verbiage

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

Select Add PDF Document

Add your document to the case in the usual manner by clicking on "Add PDF Document"



Select Motion as the Document Type and Motion to Intervene and the Doc Sub Type. Also, enter in the title of the Motion in the Document Title field

My eFiled - Google Chrome

https://caredev.utcourts.gov/efiling/MyEFile?m=saved&efileBatchId=2908

Find Close My eFiled

Status Case #

My eFiling
 Firm eFiling
 Filed Last(10 Days)
 Open/Recent Updates Last(1 Day)

for Firm User: Defense Atty OTPUser

Filed Date Range

Start End

Queue	Doc. SubType Title	Filed Date Filer	Hold Date	View Doc	Status	Completed Date Time Userid	Case # Incident(s) #	Notes
+ Review	Motion to Intervene Motion to Intervene	07-29-2016 otpuser4		View	New Filing		Sanford Sharpie (1004313) 67	
+ Review	Expungement Petition Expungement Petition	06-17-2016 otpuser4		View	New Filing		charlie Brown (1102991) 3	A payment is required within 10 calendar days or the case may be...
Counsel	Motion to Withdraw Motion to Withdraw	11-06-2015 otpuser4		View	New Filing		Charlie Brown (775582) 236	
+ Review	Motion Motion to Convert Hours to Fine	11-06-2015 otpuser4		View	New Filing		Charlie Brown (775582) 236	
+ Review	Motion test	10-19-2015 otpuser4		View	New Filing		Sanford Sharpie (1004313) 46	
+ Judge	Motion Motion to Continue	08-30-2015 otpuser4		View	New Filing		Charlie Brown (775582) 236	

Your document will appear in your eFiled queue awaiting review and processing by the clerical team