



Utah State Courts

# Juvenile Court eFiling for the Attorney General's Office

# Basics of eFiling

- Users, including Probation, Juvenile Justice Services, the Division of Child and Family Services, Attorney General, and Guardian Ad Litem, will access eFiling directly through the CARE system.
- Proposed Orders will be created directly in the eFile system, while supporting documents such as motions, affidavits, and certificates of service will be eFiled in PDF format.

# Basics of eFiling (Cont.)

- Submitted PDF Documents will be received by the eFiling system and routed to work queues for further action.
- Proposed Orders will be digitally signed by the Judge and an automatic notification will be sent to the filing party indicating the document has been signed with or without changes.
- Documents may be tracked through eFiling to determine their current status.



CARE

Welcome  
Attorney  
General  
Logout

# Attorney General

## Welcome to C.A.R.E.

nt

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

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

**Last program deployment Sunday, November 1st, 2015.**

Set Defaults

My Calendar  
My eFiled  
My eFile  
Batch  
eFile New

UPDATES

Releases  
Email  
HelpDesk

Case # No Current Case - -

Select Set Defaults from the left-hand navigation to change your eFiling default settings.

Set Defaults - Google Chrome

<https://juvenile.utcourts.gov/maintenance/SetDefaults?sid=0>

### Set My CARE Defaults

Defaults for: Attorney General

Agency: Firm

**My Calendar Judge**

**E File For:**

Recent Filed (# days): 3

Recent Update (# days): 3

**Filer Information:**

Office of the Attorney General  
Utah State Capitol Complex  
350 North State Street Suite 230  
SLC UT 84114-2320

Save & Close Cancel

Choose from the drop-down list to choose a specific MyCalendar Judge if you typically file to one court. This may be left blank. If you are a paralegal who files primarily for one attorney, you may choose from the drop-down list and select this individual.

Set Defaults - Google Chrome

<https://juvenile.utcourts.gov/maintenance/SetDefaults?sid=0>

### Set My CARE Defaults

Defaults for: Attorney General

Agency: Firm

My Calendar Judge

E File For:

Recent Filed (# days): 3 ▾

Recent Update (# days): 3 ▾

Filer Information:

Office of the Attorney General  
Utah State Capitol Complex  
350 North State Street Suite 230  
SLC UT 84114-2320

Save & Close Cancel

Recent Filed and Recent Update (# days) will determine the number of days that you will receive a red folder notification that a new document has been filed. The maximum number of days for recent filed is 10 days and recent update is 3 days.

Set Defaults - Google Chrome

<https://juvenile.utcourts.gov/maintenance/SetDefaults?sid=0>

### Set My CARE Defaults

Defaults for: Attorney General

Agency: Firm

My Calendar Judge:

E File For:

Recent Filed (# days): 3

Recent Update (# days): 3

**Filer Information:**

Office of the Attorney General  
Utah State Capitol Complex  
350 North State Street Suite 230  
SLC UT 84114-2320

Save & Close Cancel

The Filer Information will populate into proposed orders created by the user.

# How to eFile

- Once you have logged into the CARE system, you will choose which eFiling option you would like to use to access the eFiling system: My Cases, My Calendar, My Workspace, or eFile New. Each option has distinct advantages depending on the type of case(s) and your role within the court system.





CARE

Welcome  
Attorney  
General  
Logout

Set Defaults  
My Calendar  
My eFiled  
My eFile  
Batch  
eFile New

UPDATES  
Releases  
Email  
HelpDesk

## Attorney General

### Welcome to C.A.R.E.

### Development

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

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

**Last program deployment Sunday, November 1st, 2015.**

Case # No Current Case - -

The eFiling applications will be accessed using the links in the left-hand navigation bar.

# My Calendar

- MyCalendar allows the user to search by a hearing judge and court date.
- The user may eFile to multiple cases associated to one hearing in one step.
- The eFile system will automatically associate the incidents calendared for all cases within the hearing.
- The documents associated to the hearing are viewable from this application.



CARE

Welcome  
Attorney  
General  
Logout

## Attorney General

### 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, November 1st, 2015.**

Set Defaults  
**My Calendar**  
My eFiled  
My eFile  
Batch  
eFile New

UPDATES  
Releases  
Email  
HelpDesk

My Calendar - Google Chrome  
https://juvenile.utcourts.gov/calendar/courtCalendar/myCalendar.do?sid=0.010087367845699191

**Find**

Hearing Officer       Hearing Location

Date \*       Time Range   AM ▼ To   AM ▼

Agency Firm      Firm Name Attorney General

Service Assignments

Wed - August 19

Documents	Start-End Time	Courtroom	Hearing Officer	Case #	Youth Name	Assigned Judge/Commissioner	eFile
-----------	----------------	-----------	-----------------	--------	------------	-----------------------------	-------

**Close**

Enter the Hearing Officer and Hearing Date for the case. You will want to change the service assignments to "Attorney General" to view all assigned cases. Click Find.

My Calendar - Google Chrome

https://juvenile.utcourts.gov/calendar/courtCalendar/myCalendar.do

**Find**

Hearing Officer: Testing Judge

Hearing Location: [Dropdown]

Date: 02-12-2015

Time Range: [ ] [ ] AM To [ ] [ ] AM

Agency: Firm

Firm Name: Attorney General

Thu - February 12

Documents	Start-End Time	Courtroom	Hearing Officer	Case #	Youth Name	Assigned Judge/Commissioner	eFile
VIEW	02:00 PM-03:00 PM	Salt Lake (SL8)	Testing Judge	999999	Yogi TEST CASE Bear	Testing Judge	
VIEW	06:00 PM-06:05 PM	Salt Lake (SL8)	Testing Judge	1004313	San'ford AJ Sharpie	Judge OTPUser	

All assigned cases for the hearing officer and date will appear. The colors will alternate sibling groups by hearing.

My Calendar - Google Chrome

https://juvenile.utcourts.gov/calendar/courtCalendar/myCalendar.do

**Find**

Hearing Officer: Judge OTPUser

Hearing Location: Salt Lake (SL2) Third District Juvenile Court - Salt Lake

Date: 08-27-2015

Time Range: [ ] [ ] AM To [ ] [ ] AM

Agency: Firm

Firm Name: Attorney General

Service Assignments: Only Mine

Thu - August 27

Documents	Start-End Time	Courtroom	Hearing Officer	Case #	Youth Name	Assigned Judge/Commissioner	eFile
<a href="#">VIEW</a>	09:00 AM-09:15 AM	Salt Lake (SL2)	Judge OTPUser	1004313	Sanford AJ Sharpie	Anthony Ferdon	
	09:00 AM-09:15 AM	Salt Lake (SL2)	Judge OTPUser	1004313	Sanford AJ Sharpie	Judge OTPUser	

Clicking on the view link will change the CARE background screen to show all documents that are associated to the hearing by incident number. If multiple children are associated to the hearing, all documents for all cases will be compiled.



## Documents related to a Hearing

**Judge/Hearing Officer** Judge OTPUser

**Hearing Date** 08-27-2015 09:00 AM

**Hearing Notes**


**Cases, Incidents associa**  
 1004313 Sanford Sharpie - 33

Welcome  
**Attorney**  
 General  
 Logout

- Hearing Documents
- All Case Documents
- Legal Documents
- Social Documents
- Safeguarded Docs
- Probation Docs

Set Defaults  
 My Calendar  
 My eFiled  
 My eFile  
 Batch  
 eFile New

UPDATES  
 Releases  
 Email  
 HelpDesk

Date	Document	Title	Amended	Case(s)	Incident(s)
10-29-2015	Order - Judge: avaldez - Hearing: 09-15-2014	Because we all need to configure chrome		Sanford Sharpie	33, 34, 35
09-13-2015	Order - Judge: otpuser6 - Hearing: 08-27-2015	Hearing Date Time: 08-27-2015 9:00 AM		Sanford Sharpie	33
08-19-2015	Court Reports	Court review 2/23/2015		Sanford Sharpie	5,11,33,3 5,36,46
08-10-2015	Case/Safety/Treatment Plan	test test titled		Sanford Sharpie	5,11,33,3 5,36,38,3 9,46
08-05-2015	Orders	test tseat		Sanford Sharpie	5,11,33,3 5,36,38,3 9,46
07-27-2015	Petition Certificate Of Service 	test cert of service test		Sanford Sharpie	33, 46
07-27-2015	Petition Notices (Sealed)	TEST Notice Sansford Sealed		Sanford Sharpie	33, 46

Case # No Current Case - -

Hearing subtabs will allow the user to sort the documents by category. The Cases, Incidents box at the top of the screen is a link to view all incidents for the case. By clicking on the document title, you are able to view a PDF version that can be saved or printed. A trash can icon is visible if the document has been deleted due to an error.

My Calendar - Google Chrome

https://juvenile.utcourts.gov/calendar/courtCalendar/myCalendar.do

**Find**

Hearing Officer: Judge OTPUser

Hearing Location: [Dropdown]


Date: 08-27-2015 [Calendar Icon] [Refresh Icon] [Left Arrow] [Right Arrow]

Time Range: [Time] [Time] AM To [Time] [Time] AM

Agency: Firm

Firm Name: Attorney General

**Thu - August 27**

Documents	Start-End Time	Courtroom	Hearing Officer	Case #	Youth Name	Assigned Judge/Commissioner	eFile
VIEW	09:00 AM-09:15 AM	Salt Lake (SL2)	Judge OTPUser	1004313	Sanford AJ Sharpie	Judge OTPUser	

**Recent eFile(s)**  
**2 Document(s) Last 3 Days**

**Close**

From the MyCalendar application, you will see red folders that indicate the number of documents that have been filed during the set default period of time. Mouse over the red folder to see the number of documents filed within this period. This is a link to view the documents and will calculate the number of documents you have viewed.



My Calendar - Google Chrome

https://juvenile.utcourts.gov/calendar/courtCalendar/myCalendar.do


**Find**

**Hearing Officer** Judge OTPUser **Hearing Location** [Dropdown]

**Date \*** 08-27-2015 [Calendar Icon] [Print Icon] [Left Arrow] [Right Arrow] **Time Range** [Time Input] [AM] **To** [Time Input] [AM]

**Agency** Firm **Firm Name** Attorney General

**Thu - August 27**

Documents	Start-End Time	Courtroom	Hearing Officer	Case #	Youth Name	Assigned Judge/Commissioner	eFile
<a href="#">VIEW</a>	09:00 AM-09:15 AM	Salt Lake (SL2)	Judge OTPUser	1004313	Sanford AJ Sharpie	Judge OTPUser	

**Close**

To eFile through MyCalendar, click the grey folder. If you are eFiling to a sibling group, you may choose any one of the cases to attach the document to all of the cases.

My Calendar - Google Chrome

https://juvenile.utcourts.gov/calendar/courtCalendar/myCalendar.do#

Find

Hearing Officer Judge OTPUser

Hearing Location

Date \* 08-27-2015

Time Range AM To AM

Agency Firm

Firm Name Attorney General

Thu - August 27

Documents	Start-End Time	Case	Assigned Judge/Commissioner	eFile
VIEW	09:00 AM-09:15 AM	Sa	J Sharpie	Judge OTPUser

### eFile Hearing/Case Hearing

Option:  Hearing  Case Hearing

Continue

Close

Choose Hearing if you would like the document to be eFiled to all cases and incidents within the hearing, or Case Hearing if you would like the document to be associated to only one of the cases. Click continue.

eFile New Document on Hearing Information - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileExistingCaseInc?hearingId=4515991&sid=0.0283785623032599

## eFile New Document on Hearing Information

Case Name (Case #): Sanford A I Sharpie (1004313)

	Inc #	Description	Intake Decision	Type
<input checked="" type="checkbox"/>	18	CHILD WELFARE PROCEEDING	PET	Child Welfare

As you can see, the incident has been pre-selected for you. Click Continue eFile Process. If multiple cases are associated to the hearing, all cases and incidents will be listed. You may un-select any of the cases by clicking on the grey box next to the incident number.

eFile Batch Detail - Google Chrome

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

### E-File Batch Detail

<b>Efile Batch Id</b>	1536	<b>eFile For Firm User</b>	Attorney General
<b>Created By</b>	training7	<b>Created DateTime</b>	11-04-2015 11:49:06 AM
<b>Status</b>	Incomplete	<b>Alert Date</b>	
<b>Note</b>	Creating efile Batch record from Hearing Information		

### Case Info

[Add Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Remove
	1004313	Sanford AJ Sharpie	Salt Lake City	33	

### Document Info

**INCOMPLETE MISSING DOCUMENT**

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

[Save](#) [Go Back to Batch Lookup](#) [Delete](#)

You will be directed to the Batch Detail Screen. Legal staff will choose from the drop down list to select the attorney for whom they are filing. This is an important step, as it will determine how documents can be searched and sorted in the My eFiled and My eBatch screens.

eFile Batch Detail - Google Chrome

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

### E-File Batch Detail

**Efile Batch Id** 1536      **eFile For Firm User** Attorney General

**Created By** training7      **Created DateTime** 11-04-2015 11:49:06 AM

**Status** Incomplete      **Alert Date**

**Note** Creating efile Batch record from Hearing Information

### Case Info

[Add Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Remove
	1004313	Sanford AJ Sharpie	Salt Lake City	33	

### Document Info

**INCOMPLETE MISSING DOCUMENT**

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

[Save](#)   [Go Back to Batch Lookup](#)   [Delete](#)

Click Add PDF Document if you are filing a motion, affidavit, certificate of service, or other supporting document that is being submitted for review. This same screen can be accessed through MyWorkspace, eFile New, and MyCases.

## Add PDF Document

**Document must be PDF**  
**Maximum Document Upload Size 5 MB**

Document Type \*

Doc Sub Type \*

Document Title

File \*  No file chosen

The Add PDF Document page will appear. You will need to select from the drop down menus to enter the Document Type, the Document Sub Type and the Document Title.

## Add PDF Document

Document must be PDF  
Maximum Document Upload Size 5 MB

Document Type \*

Doc Sub Type \*

Document Title

File \*

- Affidavits (Legal Juvenile)
- Appeals (Legal Juvenile)
- Case/Safety/Treatment Plan (Social Juvenile)
- Community Service Documentation (Social Juvenile)
- Court Reports (Social Juvenile)
- Driver's License (Legal Juvenile)
- Family Evaluation (Social Juvenile)
- Intervention/Program Report (Social Juvenile)
- Minutes (Legal Juvenile)
- Motion (Legal Juvenile)
- Non Judicial Agreement (Legal Juvenile)
- O&A/Medical/Sexual Psych/Competency Evals. (Social Juvenile)
- Other Legal (Legal Juvenile)

Click on the drop down menu and select your document type. The document type and subtype will determine where the document will be routed to be processed by the court.

### Add PDF Document

Document must be PDF  
Maximum Document Upload Size 5 MB

Document Type \*

Motion to Compel, Motion to Continue, Motion to Convert, Hearing Request, Status & Report Recommendation.

Doc Sub Type \*

Document Title

File \*

- Motion to Compel
- Motion
- Motion to Withdraw
- Request/Notice to Submit
- Request/Notice for Hearing
- Motion - Ex Parte

Click on the drop down menu and select your document subtype.



https://juvenile.utcourts.gov/efiling/AddEfileDocument?mode=importDoc&efileBatchId=1536&docCat

### Add PDF Document

**Document must be PDF  
Maximum Document Upload Size 5 MB**

Document Type \*

**Motion to Compel, Motion to Continue, Motion to Convert, Hearing Request, Status & Report Recommendation.**

Doc Sub Type \*

Document Title

File \*  No file chosen

Enter the document title as it reads on the header. Example: "Motion to Suppress," "Motion to Continue Hearing." Click "Choose File" and select the PDF document from your saved files. Click Attach PDF Document.

eFile Batch Detail - Google Chrome

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

### E-File Batch Detail

**Efile Batch Id** 1536      **eFile For Firm User** Attorney General

**Created By** training7      **Created DateTime** 11-04-2015 11:49:06 AM

**Status** Draft      **Alert Date**

**Note** Creating efile Batch record from Hearing Information

### Case Info

[Add Case](#)


Edit	Case #	Case Name	District Office	Incident(s)	Remove
	1004313	Sanford AJ Sharpie	Salt Lake City	33	

### Document Info

**Document ID** 1188      **Document Sub Type** Motion

**Document Title**       **Document Type** Motion

**Filed/Created By** training7      **View PDF**



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

From the Batch Detail Screen, you can upload multiple documents if the document is larger than the 5 mega-bite file size. Click the additional documents icon.

eFile Batch Detail - Google Chrome

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

### E-File Batch Detail

**Efile Batch Id** 1536      **eFile For Firm User** Attorney General ▼

**Created By** training7      **Created DateTime** 11-04-2015 11:49:06 AM

**Status** Draft      **Alert Date**

**Note** Creating efile Batch record from Hearing Information

### Case Info

[Add Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Remove
	1004313	Sanford AJ Sharpie	Salt Lake City	33	

### Document Info

**Document ID** 1188      **Document Sub Type** Motion

**Document Title**       **Document Type** Motion

**Filed/Created By** training7      **View PDF**

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

When your document is complete and you have verified the information, click the eFile button and confirm the prompt.

# My Cases

- My Cases is an alphabetical listing of all cases currently assigned to the user or firm.



Welcome  
Ag OTPUser  
Logout

Set Defaults  
**My Cases**  
My Calendar  
My eFiled  
My eFile Batch  
eFile New

**UPDATES**  
Releases  
Email HelpDesk

## Ag OTPUser

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, August 30th, 2015.**

Case # No Current Case - -

Select My Cases from the left-hand navigation.

My Cases - Google Chrome

https://juvenile.utcourts.gov/demographics/MyCases?sid=0.03489134623669088

**Find** **Cancel**

User ID: otpuser3      User Agency: User Services      Firm: All Assignments

Search Type: My Assignments

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	eFile
Enter search criteria and click 'Find' button.						

You may Search by Range to view an alphabetical list or Search by Input to enter a case number or name.

My Cases - Google Chrome

https://juvenile.utcourts.gov/demographics/MyCases?sid=0.03489134623669088

**Find** **Cancel**

User ID: otpuser3      User Agency: User Services      Firm: All Assignments

Search Type: My Assignments

Search by Range:  Last Name Range Begins: A Ends: A

Search by input:  Case #      (Name) First:      Last:       Show Next Hearing

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

The default for Search by Range is “begins with A and ends with A.” Change the defaults by using the drop down list to expand or change the search parameters.

My Cases - Google Chrome

https://juvenile.utcourts.gov/demographics/MyCases?sid=0.9744462708476931

**Find** **Cancel**

User ID: training2      User Agency:      User Services: All Assignments

Search Type: My Assignments

Search by Range:  Last Name Range    Begins: A    Ends: A     Show Next Hearing

**Search by Input**     Case # 955333    (Name) First:    Last:

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

Enter search criteria and click 'Find' button.

Click the radio button next to Search by Input to enter a case number or name.



**Find** **Cancel**

User ID: otpuser3      User Agency: User Services      Firm: All Assignments

Search Type: My Assignments

Search by Range:  Last Name Range    Begins: A    Ends: Z     Show Next Hearing

Search by Input:  Case #    (Name) First:    Last:

Case	Name	DOB	Gender	District Office	Relationships	eFile
775582	Brown, Charlie T.	10-20-2010	M	Salt Lake City	Display <b>PROTECTED</b>	
1004313	Sharpie, Sanford AJ	02-28-2000	M	West Jordan	Display	

After conducting a search for your assigned cases, click on the grey folder next to the case to begin the eFile process.

eFile Batch Detail - Google Chrome

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

### E-File Batch Detail

**Efile Batch Id** 1538      **eFile For Firm User** Attorney General ▼

**Created By** training7      **Created DateTime** 11-04-2015 02:28:33 PM

**Status** Incomplete      **Alert Date**

**Note** Creating efile Batch record from New

### Case Info

[Add Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Remove
	1004313	Sanford AJ Sharpie	Salt Lake City		

### Document Info

**INCOMPLETE MISSING DOCUMENT**

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



[Save](#)   [Go Back to Batch Lookup](#)   [Delete](#)

You are directed to the Batch Detail Screen.

### E-File Batch Detail

<b>Efile Batch Id</b>	1538	<b>eFile For Firm User</b>	Attorney General
<b>Created By</b>	training7	<b>Created DateTime</b>	11-04-2015 02:28:33 PM
<b>Status</b>	Incomplete	<b>Alert Date</b>	
<b>Note</b>	Creating efile Batch record from New		

### Case Info [Add Case](#)

<a href="#">Edit</a>	Case #	Case Name	District Office	Incident(s)	Remove
	1004313	Sanford AJ Sharpie	Salt Lake City		

### Document Info

**INCOMPLETE MISSING DOCUMENT**

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

[Save](#) [Go Back to Batch Lookup](#) [Delete](#)

Click on the Edit button to associate an incident to the filing. The eFile system requires at least one incident to be associated for each case.

<https://juvenile.utcourts.gov/efiling/EfileCaseIncidentDetail?efileCaseId=2010&sid=0.1430117702111601>

## Case Information

Case Name (Case #): Sanford AJ Sharpie (1004313)

### Available Incidents

### Assigned Incidents

Inc #	Description	Intake Decision	Type	Inc #	Description	Intake Decision	Type
<input type="checkbox"/>	46	THEFT \$1500 TO <\$5000	PET	Delinquency			
<input checked="" type="checkbox"/>	45	CHILD WELFARE PROCEEDING	PET	Child Welfare			
<input type="checkbox"/>	44	AGGRAVATED ASSAULT BY PRISONER	PET	Delinquency			
<input type="checkbox"/>	43	AGG ABUSE VULNERABLE ADULT	PET	Delinquency			
<input type="checkbox"/>	42	AGG. ROBBERY-CARJACKING	DTH	Delinquency			
<input type="checkbox"/>	41	CUSTODY DISPUTE ONLY	DTH	Child Welfare			
<input type="checkbox"/>	40	CHILD WELFARE PROCEEDING	CW ONLY	Child Welfare			
<input type="checkbox"/>	39	TERMINATION OF	---	Child			

Add Incident(s)

Go to Detail

Close

Click on the grey box next to the incident(s) you wish to associate. Click Add Incident(s).

### Case Information

Case Name (Case #): Sanford AJ Sharpie (1004313)

#### Available Incidents

#### Assigned Incidents

Inc #	Description	Intake Decision	Type	Inc #	Description	Intake Decision	Type
<input type="checkbox"/>	46 THEFT \$1500 TO <\$5000	PET	Delinquency	45	CHILD WELFARE PROCEEDING	PET	Child Welfare
<input type="checkbox"/>	44 AGGRAVATED ASSAULT BY PRISONER	PET	Delinquency				
<input type="checkbox"/>	43 AGG ABUSE VULNERABLE ADULT	PET	Delinquency				
<input type="checkbox"/>	42 AGG. ROBBERY-CARJACKING	DTH	Delinquency				
<input type="checkbox"/>	41 CUSTODY DISPUTE ONLY	DTH	Child Welfare				
<input type="checkbox"/>	40 CHILD WELFARE PROCEEDING	CW ONLY	Child Welfare				
<input type="checkbox"/>	39 TERMINATION OF PARENTAL RIGHTS	OSC	Child Welfare				
<input type="checkbox"/>	38 VOLUNTARY	OSC	Child				



Add Incident(s)

Go to Detail

Close

The selected incident will appear in the Assigned Incidents column. If an incident was incorrectly selected, you may click on the correct incident and add incidents, then click the trash can icon next to the incorrect incident to remove it. Click Go to Detail to proceed.

eFile Batch Detail - Google Chrome

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

### E-File Batch Detail

**Efile Batch Id** 1536      **eFile For Firm User** Attorney General

**Created By** training7      **Created DateTime** 11-04-2015 11:49:06 AM

**Status** Incomplete      **Alert Date**

**Note** Creating efile Batch record from Hearing Information

### Case Info

[Add Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Remove
	1004313	Sanford AJ Sharpie	Salt Lake City	33	

### Document Info

**INCOMPLETE MISSING DOCUMENT**

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

[Save](#)   [Go Back to Batch Lookup](#)   [Delete](#)

Click Add PDF Document and proceed as previously explained under MyCalendar.

# My Workspace

- MyWorkspace application allows for an at a glance view of the user's caseload, case information, and items to be completed.
- MyWorkspace is accessed through the main menu at the top in CARE.
- Links exist within MyWorkspace to access MyCalendar and eFile.
- The user is able to enter case notes to aid in case management.

C.A.R.E - Main Application x

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

Home FindCas **My Workspace** Case Party Incident Petition Calendar Upload Admin Profile Help Logout

Atty General  
Find

Service Name: Attorney General | Dist Office/Region: Salt Lake City | Sort By: Name | Date

Person/Facility: AG OTPUser | Status: Active | Range

Results for AG OTPUser as Attorney General showing Active records Total cases: 2

Case	Case Name	Notes	My Calendar	Acct Due						
775582	Brown, Charlie	04-23-2015	09-30-2015	Overdue	New Note	Relationships	Face Sheet	Note Rpt	CH	Assignment
1004313	Sharpie, San'ford	08-25-2015	08-27-2015	Overdue	New Note	Relationships	Face Sheet	Note Rpt	CH	Assignment

Set Defaults  
My Cases  
My Calendar  
My eFiled  
My eFile  
Batch  
eFile New

UPDATES  
Releases  
Email  
HelpDesk

From the CARE home screen, click on MyWorkspace. Using the drop down menus you may look at the assigned cases by Division, District Office, and by Person.



Atty General

Find

Caseload Notes Accounting Rep

Service Name Attorney General

Dist Office/Region Salt Lake City

Sort By Name



Date

Person/Facility AG OTPUser

Status Active

Range

Results for AG OTPUser as Attorney General showing Active records Total cases: 2

Case	Case Name	Notes	My Calendar	Acct Due	
775582	 Brown, Charlie	04-23-2015	09-30-2015	Overdue	<a href="#">New Note</a> <a href="#">Relationships</a> <a href="#">Face Sheet</a> <a href="#">Note Rpt</a> <a href="#">CH</a> <a href="#">Assignment</a>
1004313	 Sharpe, Sanford	08-25-2015	08-27-2015	Overdue	<a href="#">New Note</a> <a href="#">Relationships</a> <a href="#">Face Sheet</a> <a href="#">Note Rpt</a> <a href="#">CH</a> <a href="#">Assignment</a>

The red folder is an indicator that new documents have been filed during the default period. By hovering your mouse over the folder, you will see the number of new documents filed and the number you have viewed.



Atty General

Find

Caseload Notes Accounting Re



Service Name

Attorney General

Dist Office/Region

Salt Lake City

Sort By

Name

Date

Person/Facility

AG OTPUser

Status

Active

Range

Results for AG OTPUser as Attorney General showing Active records Total cases: 2

Case	Case Name	Notes	My Calendar	Acct Due						
775582	Brown, Charlie	04-23-2015	09-30-2015	Overdue	New Note	Relationships	Face Sheet	Note Rpt	CH	Assignment
1004313	Sharpie, San'ford	08-25-2015	08-27-2015	Overdue	New Note	Relationships	Face Sheet	Note Rpt	CH	Assignment

Welcome  
Ag OTPUser  
Logout

Set Defaults  
My Cases  
My Calendar  
My eFiled  
My eFile  
Batch  
eFile New

UPDATES  
Releases  
Email  
HelpDesk

Clicking on the hearing date will take you directly to the MyCalendar view.

Atty General

Find

Caseload Notes

Accounting Rep

Service Name

Attorney General ▾

Dist Office/Region

Salt Lake City ▾

Sort By

Name ▾

Date

Person/Facility



AG OTPUser ▾

Status

Active ▾

Range

Results for AG OTPUser as Attorney General showing Active records Total cases: 2

Case	Case Name	Notes	My Calendar	Acct Due					
775582	 Brown, Charlie	04-23-2015	09-30-2015	Overdue	New Note	Relationships	Face Sheet	Note Rpt	CH Assignment
1004313	 Sharpie, San'ford	08-25-2015	08-27-2015	Overdue	New Note	Relationships	Face Sheet	Note Rpt	CH Assignment

Click on New Note to enter a new case note. The date field under the Notes column indicates the date of the most recent note and is a link to the notes page. The user also has an option to click Note Report to sort by note types or print a report of all notes.

Other case reports for Relationships, Face Sheet, Case History, and Assignments are available by clicking on the appropriate buttons.

**Save** **Save & New** **Cancel**

**Case** 775582  
**Name** Charlie T. Brown

All Fields with (\*) are required.

**Activity Date \***   

**Note Module** Case Note from My Workspace

**Case ID** 775582

**Note Type \***

**Other Type**

**Activity Duration \***

**Note Purpose \***

**Other Purpose**

**Activity Detail \***

**Spellcheck**

After clicking New Note, you will be prompted to fill out the Case Notes Edit page. Choose from the drop down menus and complete the note in the Activity Detail field. Spellcheck is available.

Atty General

Find

Caseload Notes

Accounting Report

Assessment Report

Timeline Report



Service Name  Dist Office/Region  Sort By  Date

Person/Facility  Status  Range

Results for AG OTPUser as Attorney General showing Active records Total cases: 2

Case	Case Name	Notes	My Calendar	Acct Due							
775582	Brown, Charlie	04-23-2015	08-26-2015	Overdue	New Note	Relationships	Face Sheet	Note Rpt	CH	Assignment	
1004313	Sharpie, Sanford	08-25-2015	08-27-2015	Overdue	New Note	Relationships	Face Sheet	Note Rpt	CH	Assignment	

Case # No Current Case - -

Welcome  
Ag OTPUser  
Logout

Set Defaults  
My Cases  
My Calendar  
My eFiled  
My eFile Batch  
eFile New

**UPDATES**  
Releases  
Email HelpDesk

You may eFile directly to a case from MyWorkspace by clicking on the grey folder next to the case information. This will take you to the Batch Detail screen where you will follow the same steps as outlined in MyCalendar and MyCases.

# eFile New

- eFile New can be used for all cases regardless of whether the case has been previously assigned to the user in CARE. The user can search for a case using a combination of case number, name, or DOB.



# Ag OTPUser

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, September 13th, 2015.**

Case # No Current Case - -

Welcome  
Ag OTPUser  
Logout

Set Defaults  
My Cases  
My Calendar  
My eFiled  
My eFile Batch  
**eFile New**

**UPDATES**  
Releases  
Email HelpDesk

Select eFile New.

Search/Add Case - Google Chrome

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

**Find** **Cancel**

**User ID** training7 **User Agency** **Firm**

**Search Type**

**Search My Cases**

**Case #**   
**(Name) First:**  **Last:**

**Date of Birth Range**  
**Start** (MM-DD-YYYY)  **End** (MM-DD-YYYY)

**Search New Case**

**Case #**  **(Name) First:**  **Last:**

Case	Name	DOB	Gender	District Office	Address Info	Add
1004313	Sharpie, Sanford AJ	02-28-2000	M	Salt Lake City	427 N 2015 W SANDY UT 84091	

Search by case number by clicking the radio button next to Search New Case, entering the case number, and clicking on "Find."



Search/Add Case - Google Chrome

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

Find Cancel

User ID training7 User Agency Firm


Search Type

Search My Cases

Case # (Name) First: Last: Date of Birth Range Start (MM-DD-YYYY) End (MM-DD-YYYY)

Search New Case

Case # 1004313 (Name) First: Last:



Case	Name	DOB	Gender	District Office	Address Info	Add
1004313	Sharpie, Sanford AJ	02-28-2000	M	Salt Lake City	427 N 2015 W SANDY UT 84091	

Click on the green plus icon to eFile to this case and confirm the prompt. You will be directed to the eFile Batch Detail screen.

### E-File Batch Detail

<b>Efile Batch Id</b>	1538	<b>eFile For Firm User</b>	Attorney General
<b>Created By</b>	training7	<b>Created DateTime</b>	11-04-2015 02:28:33 PM
<b>Status</b>	Incomplete	<b>Alert Date</b>	
<b>Note</b>	Creating efile Batch record from New		

### Case Info [Add Case](#)

Case #	Case Name	District Office	Incident(s)	Remove
 1004313	Sanford AJ Sharpie	Salt Lake City		

### Document Info

**INCOMPLETE MISSING DOCUMENT**

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

[Save](#) [Go Back to Batch Lookup](#) [Delete](#)

Click on the Edit button to associate an incident to the filing. The eFile system requires at least one incident to be associated for each case.

<https://juvenile.utcourts.gov/efiling/EfileCaseIncidentDetail?efileCaseId=2010&sid=0.1430117702111601>

## Case Information

Case Name (Case #): Sanford AJ Sharpie (1004313)

### Available Incidents

### Assigned Incidents

Inc #	Description	Intake Decision	Type	Inc #	Description	Intake Decision	Type
<input type="checkbox"/>	46	THEFT \$1500 TO <\$5000	PET	Delinquency			
<input checked="" type="checkbox"/>	45	CHILD WELFARE PROCEEDING	PET	Child Welfare			
<input type="checkbox"/>	44	AGGRAVATED ASSAULT BY PRISONER	PET	Delinquency			
<input type="checkbox"/>	43	AGG ABUSE VULNERABLE ADULT	PET	Delinquency			
<input type="checkbox"/>	42	AGG. ROBBERY-CARJACKING	DTH	Delinquency			
<input type="checkbox"/>	41	CUSTODY DISPUTE ONLY	DTH	Child Welfare			
<input type="checkbox"/>	40	CHILD WELFARE PROCEEDING	CW ONLY	Child Welfare			
<input type="checkbox"/>	39	TERMINATION OF	...	Child			

Add Incident(s)

Go to Detail

Close

Click on the grey box next to the incident(s) you wish to associate. Click Add Incident(s).

### Case Information

Case Name (Case #): Sanford AJ Sharpie (1004313)

#### Available Incidents

#### Assigned Incidents

Inc #	Description	Intake Decision	Type	Inc #	Description	Intake Decision	Type
<input type="checkbox"/>	46 THEFT \$1500 TO <\$5000	PET	Delinquency	45	CHILD WELFARE PROCEEDING	PET	Child Welfare
<input type="checkbox"/>	44 AGGRAVATED ASSAULT BY PRISONER	PET	Delinquency				
<input type="checkbox"/>	43 AGG ABUSE VULNERABLE ADULT	PET	Delinquency				
<input type="checkbox"/>	42 AGG. ROBBERY-CARJACKING	DTH	Delinquency				
<input type="checkbox"/>	41 CUSTODY DISPUTE ONLY	DTH	Child Welfare				
<input type="checkbox"/>	40 CHILD WELFARE PROCEEDING	CW ONLY	Child Welfare				
<input type="checkbox"/>	39 TERMINATION OF PARENTAL RIGHTS	OSC	Child Welfare				
<input type="checkbox"/>	38 VOLUNTARY	OSC	Child				



Add Incident(s)

Go to Detail

Close

The selected incident will appear in the Assigned Incidents column. If an incident was incorrectly selected, you may click on the correct incident and add incidents, then click the trash can icon next to the incorrect incident to remove it. Click Go to Detail to proceed.

### E-File Batch Detail

<b>Efile Batch Id</b>	1538	<b>eFile For Firm User</b>	Attorney General
<b>Created By</b>	training7	<b>Created DateTime</b>	11-04-2015 02:28:33 PM
<b>Status</b>	Incomplete	<b>Alert Date</b>	
<b>Note</b>	Creating efile Batch record from New		

### Case Info

[Add Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Remove
	1004313	Sanford AJ Sharpie	Salt Lake City	45	

### Document Info

**INCOMPLETE MISSING DOCUMENT**

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

[Save](#) [Go Back to Batch Lookup](#) [Delete](#)

Cases may be added or removed as needed by clicking on the Add Case button or the trash can icon to remove. Add Case will return you to the eFile New screen where you will search new case as before.

### E-File Batch Detail

**Efile Batch Id** 1536      **eFile For Firm User** Attorney General  
**Created By** training7      **Created DateTime** 11-04-2015 11:49:06 AM  
**Status** Incomplete      **Alert Date**  
**Note** Creating efile Batch record from Hearing Information

### Case Info [Add Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Remove
	1004313	Sanford AJ Sharpie	Salt Lake City	33	

### Document Info

**INCOMPLETE MISSING DOCUMENT**

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

[Save](#) [Go Back to Batch Lookup](#) [Delete](#)

Click Add PDF Document if you are filing a motion, affidavit, certificate of service, or other supporting document that is being submitted for review, but not judicial signature. This same screen can be accessed through MyCalendar, MyWorkspace, and MyCases.

# Filing a Proposed Order

- All proposed orders submitted for judicial signature must be created within the eFiling system.
- The filing party is responsible to notify all parties and hold these orders pursuant to judicial rule.

### E-File Batch Detail

<b>Efile Batch Id</b>	1538	<b>eFile For Firm User</b>	Attorney General
<b>Created By</b>	training7	<b>Created DateTime</b>	11-04-2015 02:28:33 PM
<b>Status</b>	Incomplete	<b>Alert Date</b>	
<b>Note</b>	Creating efile Batch record from New		

### Case Info [Add Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Remove
	1004313	Sanford AJ Sharpie	Salt Lake City	45	

### Document Info

**INCOMPLETE MISSING DOCUMENT**

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

[Save](#) [Go Back to Batch Lookup](#) [Delete](#)

Begin the eFile process by using MyCalendar, MyCases, MyWorkspace, or eFile New depending on your preference. Once the case(s) and incident(s) have been associated, click on Add Proposed Verbiage.





<https://juvenile.utcourts.gov/efiling/AddEfileDocument?mode=proposed&efileBatchId=1538&docCatId=>

## Add Document Type Information for Proposed

Document Type \*

Other Legal (Legal Juvenile) ▼

**Proposed orders (use eFiling Template), Undertaking of Bail, Notice of Appearance, Request for Hearing, Records Request, Miscellaneous correspondence to the court, Signed Authorization to release from a program (e.g. Genesis).**

Doc Sub Type \*

▼

Document Title

Proposed Order  
Decree  
Findings of Fact  
Judgement  
Order to Waive Fees  
Order - Ex Parte  
Order to Show Cause  
Partial Summary Judgement  
Protective Order  
Summary Judgement  
Warrant for Detention

Cont to Proposed

Cancel

Choose a Document Type, Document SubType, and title the document. The Document Type will default to Other Legal. If you are filing a proposed order, this is the subtype you will choose. You will not need to add "Proposed Order" in the title of the document or this will be included in the document title on the final signed order. Click Save/Cont to Proposed.

**Filer Information for Attorney General**

Office of the Attorney General  
Utah State Capitol Complex  
350 North State Street Suite 230  
SLC UT 84114-2320

 **Include Filer Info on Document**[Add Firm Address](#)

**Third District Juvenile Court**  
**FOR** **SALT LAKE** **COUNTY, STATE OF UTAH**

STATE OF UTAH, in the interest of

Sharpie, Sanford AJ

02-28-2000

*Case Descriptor* A Person Under the Age of 18 Years*Title* Order to Continue **Amended****Case No.**

1004313

**Judge / Commissioner***\* Document Content is required*[Load Template](#)[Spellcheck](#)[Save Only](#)[Save & Preview](#)[Go Back to Batch Detail](#)

The filer information will be automatically generated from the Set Defaults screen.  
Check the box to Include Filer Info on Document.

**Filer Information for Attorney General**

Office of the Attorney General  
Utah State Capitol Complex  
350 North State Street Suite 230  
SLC UT 84114-2320

 **Include Filer Info on Document**[Add Firm Address](#)**Third District Juvenile Court**  
**FOR** **SALT LAKE** **COUNTY, STATE OF UTAH**

STATE OF UTAH, in the interest of

Sharpie, Sanford AJ

02-28-2000

*Case Descriptor* A Person Under the Age of 18 Years*Title* Order to Continue **Amended****Case No.**

1004313

**Judge / Commissioner***\* Document Content is required*[Load Template](#)[Spellcheck](#)[Save Only](#)[Save & Preview](#)[Go Back to Batch Detail](#)

The Judge / Commissioner box defaults to the Judge Assigned to the case. This will need to be changed using the drop down menu if a judge who is not assigned to the case will be signing the order.

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

**Filer Information for Attorney General**

Office of the Attorney General  
Utah State Capitol Complex  
350 North State Street Suite 230  
SLC UT 84114-2320

 **Include Filer Info on Document**[Add Firm Address](#)

**Third District Juvenile Court**  
**FOR** **SALT LAKE** **COUNTY, STATE OF UTAH**

STATE OF UTAH, in the interest of

Sharpie, Sanford AJ

02-28-2000

*Case Descriptor* A Person Under the Age of 18 Years ▼*Title* Order to Continue **Amended****Case No.**

1004313

**Judge / Commissioner***\* Document Content is required*[Load Template](#)[Spellcheck](#)[Save Only](#)[Save & Preview](#)[Go Back to Batch Detail](#)

You may complete the document content using cut/paste from a Word or Word Perfect Document, free typing within the box, or loading templates that have been created for your profile.

<https://juvenile.utcourts.gov/efiling/AddEfileDocument>**Filer Information for Attorney General**

Office of the Attorney General  
Utah State Capitol Complex  
350 North State Street Suite 230  
SLC UT 84114-2320

 **Include Filer Info on Document**[Add Firm Address](#)**Third District Juvenile Court**  
**FOR**  **COUNTY, STATE OF UTAH**

STATE OF UTAH, in the interest of

Sharpie, Sanford AJ

02-28-2000

*Case Descriptor* *Title*  **Amended****Case No.**

1004313

**Judge / Commissioner***\* Document Content is required*[Load Template](#)[Spellcheck](#)[Save Only](#)[Save & Preview](#)[Go Back to Batch Detail](#)

To use an existing template, click the Load Template Button.

Filer Information for Attorney General

Office of the Attorney General  
Utah State Capitol Complex  
350 North State Street Suite 230  
SLC UT 84114-2320

Include Filer Info on Document

Add Firm Address

Third District Juvenile Court  
FOR SALT LAKE COUNTY, STATE OF UTAH

STATE OF UTAH, in the interest of

Sharpie, Sanford AJ

Case Descriptor A Person Under th

**Available Proposed Verbiage Templates**

	Description
<input checked="" type="radio"/>	AG Shelter Order
<input type="radio"/>	Custody Pretrial Order
<input type="radio"/>	Dave Test Firm Template 2
<input type="radio"/>	Findings of Fact
<input type="radio"/>	Minute and Order
<input type="radio"/>	Order to Waive Fees

Replace Add to Beginning Add to End Insert at Cursor

Select from the templates by clicking on the radio button. You have a choice to replace the content with the template, or use a combination of templates / typed verbiage by adding to the beginning, end, or inserting at the cursor within your existing content.

Proposed Document - Google Chrome

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

**File Information for Attorney General**

Office of the Attorney General  
Utah State Capitol Complex  
350 North State Street Suite 230  
SLC UT 84114-2320

Include Filer Info on Document

Add Firm Address

**Third District Juvenile Court**  
**FOR** SALT LAKE COUNTY, STATE OF UTAH

STATE OF UTAH, in the interest of

Sharpie, San'ford AJ                      02-28-2000

Case Descriptor: A Person Under the Age of 18 Years

Title: Order to Continue

Amended

Case No. 1004313

Judge / Commissioner

*\* Document Content is required*

Shelter Hearing  
On \*\*\*, the above-entitled matter came before the Honorable \*\*\* hearing pursuant to Utah Code Ann. § 78A-6-306  
Those present were: \*\*\*, Assistant Attorney General; \*\*\*, Guardian ad litem;

The mother, \*\*\* Attorney for the mother, \*\*\*;  
The father, \*\*\* Attorney for the father, \*\*\*;  
and Division of Child and Family Services Caseworker.

1. A Verified Petition, dated \*\*\*\*\* was filed. Copies of the Verified Petition were provided to all parties.
2. The Court informed \*\*\*\*\* that he/she has the right to be represented by counsel and that if he/she cannot afford an attorney, one

Load Template   Spellcheck   Save Only   Save & Preview   Go Back to Batch Detail

If you are using the template feature, you will need to complete the information within the content screen. A spellcheck button is available. Once you are satisfied with the content, click Save Only or Save and Preview to see the PDF Version. Click Go Back to Batch Detail to proceed.

eFile Batch Detail - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileBatchDetail?efileBatchId=1538

### E-File Batch Detail

**Efile Batch Id** 1538      **eFile For Firm User** Attorney General

**Created By** training7      **Created DateTime** 11-04-2015 02:28:33 PM

**Status** Draft      **Alert Date**

**Note** Creating efile Batch record from New

### Case Info [Add Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Remove
	1004313	Sanford AJ Sharpie	Salt Lake City	45	

### Document Info

**Document ID** 1190      **Document Sub Type** Proposed Order

**Document Title** Order to Continue      **Document Type** Other Legal

**Filed/Created By** training7      [View Proposed](#)

By checking the box I have complied with all applicable rules pertaining to service and objections and hereby certify that the proposed order is ready to submit to the court for consideration.

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

By clicking on the View Proposed link, you can see a PDF version of the order prior to signature. Click on the Edit button to make changes to the proposed order. You will have to verify that the order has been held pursuant to Judicial Rule by checking the box prior to eFiling. Click eFile.



eFile Batch Detail - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileBatchDetail?efileBatchId=1538

### E-File Batch Detail

**Efile Batch Id** 1538      **eFile For Firm User** Attorney General

**Created By** training7      **Created DateTime** 11-04-2015 02:28:33 PM

**Status** Draft      **Alert Date**

**Note** Creating efile Batch record from New

### Case Info

[Add Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Remove
	1004313	San'ford AJ Sharpie	Salt Lake City	45	

### Document Info

**Document ID** 1190      **Document Sub Type** Proposed Order

**Document Title** Order to Continue      **Document Type** Other Legal

**Filed/Created By** training7      **View Proposed**

By checking the box I have complied with all applicable rules pertaining to service and objections and hereby certify that the proposed order is ready to submit to the court for consideration.

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

[& Return to My eFiled](#)  
[& Return to My eFile Batch](#)

The drop down menu will determine which screen you will be directed to following the filing of the document. Return to My eFiled to file additional documents to the same case(s) and incident(s) or Return to My eFile Batch to work on draft filings.

eFile Batch Detail - Google Chrome

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

### E-File Batch Detail

**Efile Batch Id** 1536      **eFile For Firm User** Attorney General ▼

**Created By** training7      **Created DateTime** 11-04-2015 11:49:06 AM

**Status** Draft      **Alert Date**

**Note** Creating efile Batch record from Hearing Information

### Case Info

[Add Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Remove
	1004313	Sanford AJ Sharpie	Salt Lake City	33	

### Document Info

**Document ID** 1188      **Document Sub Type** Motion

**Document Title**       **Document Type** Motion

**Filed/Created By** training7      **View PDF**

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

You can select Go Back to Batch Lookup to save this filing as a draft and finish it later. This may be a helpful tool for paralegals who are preparing Proposed Orders for a court hearing or that need to be held pursuant to Judicial Rule.



CARE

Welcome  
Attorney  
General  
Logout

# Attorney General

Welcome to C.A.R.E.

DB Developme

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

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

**Last program deployment Sunday, November 1st, 2015.**

Set Defaults  
My Calendar  
My eFiled  
**My eFile  
Batch**  
eFile New

**UPDATES**  
Releases  
Email  
HelpDesk

Case # No Current Case - -

You may also access draft documents by selecting My eFile Batch from the eFiling applications.

eFile Batch - Google Chrome

https://juvenile.utcourts.gov/efiling/MyEfileBatchLookup?sid=0.5653869935777038

Find Close **My eBatch**

eFile Batch ID  Status Open Queues Case #

My eFiling  Firm eFiling for Firm User: Attorney General

eFile Batch ID	Doc. Title	SubType	View	Doc	Hold Date	Status	Creation Date Time	Userid	Case # Incident(s) #	Notes
1456			Missing	Click to Add		Incomplete	10-22-2015 11:51:27 AM	LAZY ZEBRA (955333)		Creating efile Batch record from New
1536	Motion	Motion	View	Click to Add		Draft	11-04-2015 11:49:06 AM	Sanford Sharpie (1004313)	33	Creating efile Batch record from Hearing Information

When you select Batch Lookup, you will see that your document has been saved in draft status. You can select EDIT to finalize the document when you are ready. You may also Click to Add a Hold Date if the item is time sensitive.

eFile Batch - Google Chrome

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

**Find** **Close** **My eBatch**

eFile Batch ID  Status **Open Queues** Case #

My eFiling  **Firm eFiling for Firm User:**

eFile Batch ID	Doc. Title	SubType	View Doc	Hold Date	Status	Creation Date Time Userid	Case # Incident(s) #	Notes
165	Proposed Order Waive Fees AG Test		<a href="#">View</a>	Click to Add	<b>Draft</b>	06-23-2015 09:39:11 AM ajan1	Charlie Brown (775582) 231	Creating efile Batch record from MyCases
166	Motion to Compel test		<a href="#">View</a>	Click to Add	<b>Draft</b>	06-23-2015 12:03:29 PM ajan1	Raven Aitken (500500) 5	Creating efile Batch record from MyWorkspace
167	Proposed Order test test test		<a href="#">View</a>	Click to Add	<b>Draft</b>	06-23-2015 12:12:11 PM ajan1	Chisai Unko-johnson (500005) 336, 337 Charlie Brown (775582) 234, 235	Creating efile Batch record from Hearing Information
169	Proposed Order Will the templates be limited to only AG?		<a href="#">View</a>	Click to Add	<b>Draft</b>	06-23-2015 12:20:08 PM ajan1	Charlie Brown (775582) 235, 236	Creating efile Batch record from Existing Case(s)/Inc(s)
171	Proposed Order test title proposed		<a href="#">View</a>	Click to Add	<b>Draft</b>	06-23-2015 02:33:08 PM ajan1	Chisai Unko-johnson (500005) 336	Creating efile Batch record from Existing Case(s)/Inc(s)
173			Missing Document	Click to Add	<b>Incomplete</b>	06-23-2015 02:49:12 PM ajan1	Raven Aitken (500500)	Creating efile Batch record from MyWorkspace
1423			Missing Document	Click to Add	<b>Incomplete</b>	10-13-2015 09:40:36 AM ajan1	Chisai Unko-johnson (500005) 337 Charlie Brown (775582) 35, 202	Creating efile Batch record from Existing Case(s)/Inc(s)

Select the radio button next to Firm eFiling for Firm User and choose from the drop down list to view the batch documents for another user within the firm.

eFile Batch Detail - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileBatchDetail?efileBatchId=1536

### E-File Batch Detail

**Efile Batch Id** 1536      **eFile For Firm User** Attorney General ▼

**Created By** training7      **Created DateTime** 11-04-2015 11:49:06 AM

**Status** Draft      **Alert Date**

**Note** Creating efile Batch record from Hearing Information

---

### Case Info

[Add Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Remove
	1004313	Sanford AJ Sharpie	Salt Lake City	33	

---

### Document Info

**Document ID** 1188      **Document Sub Type** Motion

**Document Title**       **Document Type** Motion

**Filed/Created By** training7      **View PDF**

[Save](#)   [eFile](#)    ▼   [Go Back to Batch Lookup](#)   [Delete](#)

When your document is ready, return to the Batch Detail screen and select eFile. When the warning box appears, click “ok.”



Welcome  
**Attorney  
General**  
Logout

# Attorney General

## Welcome to C.A.R.E.

ient

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

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

**Last program deployment Sunday, November 1st, 2015.**

Set Defaults  
My Calendar  
**My eFiled**  
My eFile Batch  
eFile New

UPDATES  
Releases  
Email  
HelpDesk

Case # No Current Case - -

To view the document you have filed, choose My eFiled.

eFiled - Google Chrome

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

Find Close **My eFiled**

Status  Case #

My eFiling 
  Firm eFiling

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

Filed Date Range: Start  End

for Firm User:

Queue	Doc. SubType Title	Filed Date Filer	Hold Date	View Doc Status	Completed Date Time Userid	Case # Incident(s) #	Notes
Review	Motion test test motion	10-13-2015 ajan1		View New Filing		Charlie Brown (775582) 236	

You can see that the document was eFiled and in current status as a New Filing. The status will change as the document is reviewed and completed by the court. You can file additional documents to this same case number and incident by clicking on the grey folder. You can also view the document or return to the case in CARE by clicking on the case name.



eFiled - Google Chrome

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

Find Close My eFiled

Status Signed Case # Filed Date Range

Start End

My eFiling Firm eFiling for Firm User: Filed Last(3 Day) Open/Recent Updates Last(3 Days)

Queue	Doc. SubType Title	Filed Date Filer	Hold Date	View Doc	Status	Completed Date Time Userid	Case # Incident(s) #	Notes
Order	Proposed Order Proposal by AG	08-20-2015 training7		View	Signed		COWARD LYON (751869) 21	The order has been Signed as is and is available. 08-21-2015 09:39 AM -...

You can sort the eFiled documents by the status by selecting from the drop down menu. You may also sort the documents by case number or by date range.

eFiled - Google Chrome

https://juvenile.utcourts.gov/efiling/MyEFile?sid=0.16719222161918879

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

Status  Case #

My eFiling  Firm eFiling

for Firm User:

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

Filed Date Range

Start

End

Queue	Doc. Title	SubType	Filed Date	View	Completed Date	Time	Case #	Notes
			File	Hold Date	Doc	Status	Userid	Incident(s) #
No Results exist for specified search criteria.								

If you are a paralegal and would like to sort the documents filed on behalf of a specific Assistant Attorney General, choose the radio button next to Firm eFiling for Firm User and select the attorney from the drop down menu.



## Utah State Courts

For additional assistance with eFiling,  
please refer to the website or contact your  
local CARE specialist.

<http://www.utcourts.gov/efiling/juvenile/>