



THROUGH THE EYES  
OF THE  
CHILD INITIATIVE

# **3A JUSTICE MANUAL**

## **Data Entry for Abuse/Neglect Cases**

**Last Updated: January 6, 2014**

This manual is meant to provide you with guidance in abuse/neglect cases (also known as 3a) for data entry into JUSTICE. It follows an abuse/neglect case chronologically through the general timeline. Proper data entry is crucial in order for judges to receive accurate data on their cases.

The following codes are the action codes you should use for the designated proceedings/hearings. Do not substitute any other codes. There may, however, be other codes (such as motions, objections, witness lists, etc) that you may use in abuse/neglect cases. Because they are not unique to abuse/neglect cases, they are not listed here.

For hearings, the date to be entered into JUSTICE is the actual date of the hearing. For orders, unless otherwise noted (such as with the Ex Parte Order), the date to be entered into JUSTICE is the date of the file stamp on the order. See Neb. Rev. Stat. 25-1301.

To ensure consistency and easier understanding on your part, judges will be asked to use these terms for the particular hearings.

If you have questions, please contact Linda Leatherman at [linda.leatherman@nebraska.gov](mailto:linda.leatherman@nebraska.gov) or 888-704-9382/402-471-8551, or Kelli Hauptman at [khauptman2@unl.edu](mailto:khauptman2@unl.edu) or 402-472-3927.

## **IMPORTANT ASIDES**

### **1. Placement of the Child-RCDJINFO-Record Juvenile Information Screen:**

Please remember to keep updating the child's current placement. If the child is in out-of-home (foster) care, but you are unsure where, use the entry "Unknown – Out-of-Home." This is very important as it is used to track how long the child has been out of the parent's care. If the child is returned home but the case remains open, use:

<b>RCDJINFO- Record Juvenile Information Screen</b>	<b>Placement Type-Placement Code 01-Placed in Home</b> <i>Description: Often times, the judge may order that the child return to living with the parent but keeps custody with DHHS and keeps the case open. This is called a "trial home visit" and needs to be treated as a placement change. See checklist "How to Use RCDJINFO".</i>
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### **2. Case Filing:**

If the child is returned home but the court maintains jurisdiction, the case is *still open*. If the court closes the case (i.e., terminates jurisdiction) and the children re-enter care at a later time, a *new case filing* must be made. In other words, do not re-open the old case.

### **3. Under JUSTICE provisions, the code for the filing of the petition must be entered before any other event. In abuse/neglect cases, other events (such as the removal of the child and the ex parte order) may happen before the petition is filed. You**

should still enter the actual dates of these events; however, you will have to add the petition into JUSTICE first before any other filings.

## **AT THE TIME OF REMOVAL**

### **Expert or Action Code**

### **Description**

#### **RCDJINFO-**

Record Juvenile  
Information Screen-  
First Removal Date

#### **Date of Removal**

*Description: This is actual date the child was removed from the home. It is not the date that the case was opened or when you or the judge first heard about the removal.  
See checklist "How to Use RCDJINFO".*

#### **RCDJINFO-**

Record Juvenile  
Information Screen-  
Placement Type

#### **Placement Type**

*Description: Whenever a child is put into a placement, you must document this in JUSTICE. If you do not know what type of placement it is, do not just ignore data entry. Instead, enter 07- "Unknown - Out-of-home"  
See checklist "How to Use RCDJINFO".*

#### **OAPPTGAL-**

Order-Appt  
Guardian Ad Litem

#### **Appointment of Guardian ad Litem**

*Description: This is for the appointment of the attorney for the child, the guardian ad litem. The date should be the date of the file stamp on the order.  
If DOCKET is being used this action will write to UPDROA.  
If DOCKET is not being used, use ADDACTS to add the action.  
See checklist "How to Add a Filing to a Case".*

#### **OAPPTCNS-**

Order-Appt  
Counsel  
PartyBar-MOM001

#### **Appointment of counsel for mom**

*Description: The date should be the date of the file stamp on the order.  
If DOCKET is being used this action will write to UPDROA.  
If DOCKET is not being used, use ADDACTS to add the action.  
See checklist "How to Add a Filing to a Case".*

#### **OAPPTCNS-**

Order-Appt  
Counsel  
PartyBar-DAD001

#### **Appointment of counsel for dad**

*Description: The date should be the date of the file stamp on the order.  
If DOCKET is being used this action will write to UPDROA.  
If DOCKET is not being used, use ADDACTS to add the action.  
See checklist "How to Add a Filing to a Case".*

## **THE BEGINNING STAGES OF THE CASE**

**EXPCUST-**  
Ex Parte Custody  
Hrg-Findings/  
Cust Order

### **Ex Parte Order**

*Description: This is typically the first order in an abuse/neglect case which is signed to approve the emergency removal of a child from the home. It must be signed within 48 hours of removal. Therefore, the date should be the date the order was signed, not the date that you entered it into JUSTICE. This action must be added with ADDACTS. See checklist “How to Add a Filing to a Case”.*

**ADDCASE-**  
Add a Case

### **Petition filed**

*Description: Use this action code only if it is a petition alleging 3a (it usually is at this point in the case). If it is a petition to terminate parental rights or another permanency petition, please see page 10 of this manual.*

*Enter the judge’s bar number in the Judge field. If you are using ASGNJUDG-Assign Judge by Casetype a judge will automatically be assigned to the case. All cases **must** have a Judge assigned. When Judges other than the originally assigned Judge conducts hearings on the case, use CASESCH to designate the “other” judge’s bar number. All judicial officers will be accounted for within a case.*

*See checklist “How to Add a Juvenile Case”.*

**AMPET**  
Amended Petition

### **Amended Petition filed**

*This action is used when an amended petition is filed. This action must be added with ADDACTS. See checklist “How to Add a Filing to a Case”.*

**CONFDOC**  
Confidential  
Document

### **Confidential Document filed**

*This action is only for use when the entire document is confidential. When this action is added to JUSTICE and a scanned image is attached to it, the only users that will be able to view the image are court personnel and judges. This action should be used when Appendix 3 is filed with the juvenile’s date of birth. This action must be added with ADDACTS. See checklist “How to Add a Filing to a Case”.*

## Service of Process of Petition

**ISSNLS-**  
Notice in Lieu of  
Summons

### **Notice in Lieu of Summons to be issued**

*This action is used when a notice in lieu of summons is to be issued. See checklist “How to Issue a Notice in Lieu of Summons”.*

**ISSJSUMM-**  
Issue Juvenile  
Summons

### **Juvenile Summons to be issued**

*This action is used when a summons is issued. See checklist “How to Issue a Juvenile Summons”.*

**RCDRTRN-**  
Record a Return

### **RETJSUMM-Return Juvenile Summons.**

*Mother*

*Father*

*Guardian/custodian*

*See checklist “How to Record a Return”.*

**PREHRGC-**  
Pre-Hearing  
Conference

### **Pre-Hearing Conference held**

*Description: The Pre-Hearing Conference (PHC) is a facilitated meeting between the parties that is usually held just prior to the Protective Custody Hearing to discuss issues such as visitation, services and whether ICWA applies.*

*This action must be added with ADDACTS. See checklist “How to Add a Filing to a Case”.*

**PROCSTH-**  
Protective Custody  
Hearing

### **Protective Custody Hearing**

*Description: This is the first court hearing in an abuse/neglect case when the children have been removed from the home. It has been called a Detention Hearing, Temporary Custody Hearing and Placement Hearing. If you are unsure, please ask your judge.*

*Please note that you should enter this action for the hearing, and the next action code for the order coming from the hearing.*

*If DOCKET is being used this action will write to UPDROA.*

*If DOCKET is not being used, use ADDACTS to add the action.*

*See checklist “How to Add a Filing to a Case”.*

**PROCSTFO-**  
Protective Custody  
Findings and Order

### **Protective Custody Hearing Order**

*Description: Use this action code when the judge has entered the order from the Protective Custody Hearing. It may be the same day as the Protective Custody Hearing or it may not.*

*If DOCKET is being used this action will write to UPDROA.*

*If DOCKET is not being used, use ADDACTS/COMACTS to add the action. See checklist “How to Add a Filing to a Case”.*

**FIRSTAPP-**  
First Appearance

**First Appearance Hearing**

*Description: This is the hearing where the parent is read his/her due process rights. This will also be the first hearing in a case where the children have not been removed from the home. If the parent does not make a formal appearance at the Protective Custody Hearing, the judge may set a First Appearance Hearing. If the judge sets a Pre-Trial Hearing instead of a First Appearance, please use the action code below. If DOCKET is being used this action will write to UPDROA. If DOCKET is not being used, use ADDACTS to add the action. See checklist “How to Add a Filing to a Case”.*

**OFIRSTAP-**  
Order-First Appearance

**First Appearance Hearing Order**

*Description: Use this action code when the judge has entered the order from the First Appearance. If DOCKET is being used this action will write to UPDROA. If DOCKET is not being used, use ADDACTS/COMACTS to add the action. See checklist “How to Add a Filing to a Case”.*

**PRETRL-**  
Pre-Trial Hearing

**Pre-Trial Hearing**

*Description: This is a hearing the judge sets prior to the adjudication hearing but after the Protective Custody Hearing. If the parent admits to the petition prior to this hearing, you may never have to use this code. If DOCKET is being used this action will write to UPDROA. If DOCKET is not being used, use ADDACTS to add the action. See checklist “How to Add a Filing to a Case”.*

**PRETRLOR-**  
Pre-Trial Order

**Pre-Trial Hearing Order**

*If DOCKET is being used this action will write to UPDROA. If DOCKET is not being used, use ADDACT/COMACTS to add the action. See checklist “How to Add a Filing to a Case”.*

**Parent enters a plea:**

**ADMIS-**  
**Admission**

**Parent admits the allegations in the petition**

*Description-This entry should be made when the parent admitted to part or all of the allegations in the petition, thus preventing the need for a formal trial. If DOCKET is being used this action will write to UPDROA. If DOCKET is not being used, use ADDACTS to add the action. See checklist “How to Add a Filing to a Case”.*

**RCD3ADSP-Record 3a Case Dispositions Screen**

ADMISSION – *Mother*

ADMISSION – *Father*

ADMISSION – *Guardian/custodian*

*See checklist “How to Record Pleas and Dispositions for 3a Cases”.*

**DENIAL-  
Denial**

**Parent denies the allegations in the petition**

*Description: This entry should be made when the parent denied the allegations in the petition.*

*If DOCKET is being used this action will write to UPDROA.*

*If DOCKET is not being used, use ADDACTS to add the action.*

*See checklist “How to Add a Filing to a Case”.*

**RCD3ADSP-Record 3a Case Dispositions Screen**

DENIAL– *Mother*

DENIAL – *Father*

DENIAL – *Guardian/custodian*

*See checklist “How to Record Pleas and Dispositions for 3a Cases”.*

**NOCON-  
No Contest**

**Parent enters a plea of no contest**

*Description: This entry should be made when the parent pled no contest to the allegations in the petition.*

*If DOCKET is being used this action will write to UPDROA.*

*If DOCKET is not being used, use ADDACTS to add the action.*

*See checklist “How to Add a Filing to a Case”.*

**RCD3ADSP-Record 3a Case Dispositions Screen**

Record this information in text. *See checklist “How to Record Pleas and Dispositions for 3a Cases”.*

**ADJUD-  
Adjudication**

**Adjudication Hearing**

*Description: This is the hearing where the court determines whether the child come within the meaning of 43-247(3)(a), that is, whether they were abused or neglected. This may be a formal trial, or the parent may admit to part or all of the allegations.*

*Please note that the adjudications of the mother and father may happen at the same hearing, but often do not.*

*If DOCKET is being used this action will write to UPDROA.*

*If DOCKET is not being used, use ADDACTS to add the action.*

See checklist “How to Add a Filing to a Case”.

**OADJUD-**                    **Adjudication Hearing Order**  
Order-Adjudication    *If DOCKET is being used this action will write to UPDROA.  
If DOCKET is not being used, use ADDACT/COMACTS to add the  
action. See checklist “How to Add a Filing to a Case”.*

**Type of Adjudication**

*Description: This should always also be entered whenever an Adjudication Hearing Order is issued. You should enter either contested or admission (i.e., not contested), not both.*

**ADMIS-**                    **Parent admits the allegations in the petition**  
**Admission**                *Description-This entry should be made when the parent  
admitted to part or all of the allegations in the petition, thus  
preventing the need for a formal trial. May already be entered.  
(See “Parent entered a plea section” above).  
If DOCKET is being used this action will write to UPDROA.  
If DOCKET is not being used, use ADDACTS to add the action.  
See checklist “How to Add a Filing to a Case”.*

**RCD3ADSP-Record 3a Case Dispositions Screen**

ADMISSION – Mother

ADMISSION – Father

ADMISSION – Guardian/custodian

*See checklist “How to Record Pleas and Dispositions for 3a Cases”.*

**CONADJ-**                    **Contested Adjudication is held (trial is held)**  
Contested                    *Description: This action code should be entered when the case  
Adjudication Held        went to trial at the Adjudication Hearing.  
If DOCKET is being used this action will write to UPDROA.  
If DOCKET is not being used, use ADDACTS to add the action.  
See checklist “How to Add a Filing to a Case”.*

**THE MIDDLE STAGES OF THE CASE**

**DISP-**                    **Disposition Hearing**  
Dispositional                *Description: This is the hearing always held after the  
Hearing                        Adjudication Hearing. It may occur the same day as the  
Adjudication Hearing but often times does not. Please note that  
the dispositions of the mother and father may happen at the  
same hearing, but often do not.*



*If DOCKET is being used this action will write to UPDROA.  
If DOCKET is not being used, use ADDACTS to add the action.  
See checklist “How to Add a Filing to a Case”.*

**ODISP-Order**  
Dispositional  
Hearing

**Disposition Hearing Order**

*If DOCKET is being used this action will write to UPDROA.  
If DOCKET is not being used, use ADDACT/COMACTS to add the  
action. See checklist “How to Add a Filing to a Case”.*

**RCD3ADSP**  
Record 3a Case  
Dispositions Screen-  
Disposition Date and  
Type.

**Disposition Date and Type** *See checklist “How to Record Pleas  
and Dispositions for 3a Cases”. Enter the Date and the Type of  
Disposition.*

**RCDJINFO-**  
Record Juvenile  
Information  
Screen-Disposition  
Date and Type

**Disposition Date and Type** *See checklist “How to Use  
RCDJINFO”. Enter the Date of the Disposition and the Type  
of Disposition.*

**JVREVIEW-**  
Juvenile Review  
Hearing

**Review Hearing**

*Description: This hearing must be held every 6 months, but is  
often held every 90 days or sooner. It occurs after adjudication  
and disposition. It has also been called a Dispositional Review  
Hearing. There are no separate action codes for the mother and  
father.*

*If DOCKET is being used this action will write to UPDROA.  
If DOCKET is not being used, use ADDACTS to add the action.  
See checklist “How to Add a Filing to a Case” and “How to  
Reopen a Case”.*

**OJVREV-**  
Order-Juvenile  
Review Hearing

**Review Hearing Order**

*If DOCKET is being used this action will write to UPDROA.  
If DOCKET is not being used, use ADDACT/COMACTS to add the  
action. See checklist “How to Add a Filing to a Case”.*

**PERMANENCY STAGES OF THE CASE**

**PERMHRGC-**  
Permanency  
Pre-Hearing  
Conference held

**Permanency Pre-Hearing Conference held**

*Description: This conference is a facilitated, structured meeting  
that is held prior to the Permanency Hearing for the parties to  
discuss what the Permanency Goal might be and what needs to  
be accomplished prior to the Permanency Hearing. It may occur  
in the courthouse or in another location. This action must be*

added with ADDACTS. See checklist “How to Add a Filing to a Case”.

**PERMHRG-**  
Permanency  
Hearing

**Permanency Hearing**

*Description: This hearing is held 12 months after the child enters foster care and every year thereafter. It is not a review hearing and should not be held in conjunction with a review hearing. If DOCKET is being used this action will write to UPDROA. If DOCKET is not being used, use ADDACTS to add the action. See checklist “How to Add a Filing to a Case”.*

**OPERMHRG-**  
Order-Permanency

**Permanency Hearing Order**

*If DOCKET is being used this action will write to UPDROA. If DOCKET is not being used, use ADDACT/COMACTS to add the action. See checklist “How to Add a Filing to a Case”.*

**Permanency Petitions**

**MTRMPRNT-**  
Motion-Term  
Parental Rights

**Motion or Petition for Termination of Parental Rights**

*Motion/Petition for Termination of Parental Rights – Mother  
Motion/Petition for Termination of Parental Rights – Father  
This action must be added with ADDACTS. See checklist “How to Add a Filing to a Case”.*

**704-**  
Pet-Appt Gdn/  
Minor  
**7030-**  
Pet-Appt Guardian

**Petition for Guardianship**

*Description: If the child is not reunified, the remaining permanency options are TPR/adoption and guardianship. These are the permanency petitions that must be filed to start the process to permanency. This action must be added with ADDACTS. See checklist “How to Add a Filing to a Case”.*

**PERMTRL-**  
Permanency Trial

**Permanency Trial**

*Description: This code should be used if the guardianship petition is contested and proceeds to trial. It should not be used for the TPR trial (see action code below). If DOCKET is being used this action will write to UPDROA. If DOCKET is not being used, use ADDACTS to add the action. See checklist “How to Add a Filing to a Case”.*

**OPERMTRL-**  
Order-Permanency  
Trial

**Permanency Trial Order**

*If DOCKET is being used this action will write to UPDROA. If DOCKET is not being used, use ADDACTS/COMACTS to add the action. See checklist “How to Add a Filing to a Case”.*

**PREHTRM-**

**Pre-Hearing Termination of Parental Rights Conference**

Pre-hearing  
Termination of  
Parental Rights  
Conference held

**held**

*Description: This conference is a facilitated, structured meeting between the parties that is typically held prior to or instead of the Pre-Trial Hearing to discuss the issues that will be brought out at trial. It may occur in the courthouse or in another location.*

*This action must be added with ADDACTS. See checklist “How to Add a Filing to a Case”.*

**TPRTRL-**  
Termination of  
Parental Rights  
Trial-MOM001  
**TPRTRL-DAD001**

**Termination of Parental Rights (TPR) Trial**

*Mother*

*Father*

*Description: This is the trial that occurs when the TPR petition is contested. This should be used when there is a default trial (the parent does not appear and the moving party puts on its evidence). It should not be used when a parent relinquishes (voluntary gives up parental rights). Make separate data entries for the mother and father, even if both trials occur at the same time.*

*Use ADDACTS to add the action. A separate action must be on ADDACTS for each parent that the trial is held for. If it is held for both at the same time, two actions must be added on ADDACTS and MOM001 and DAD001 must be entered in the Party Bar. DOCKET will not do this automatically. See checklist “How to Add a Filing to a Case”.*

**OTPRTRL**  
Order-Termination  
of Parental Rights  
Trial  
Party Code-  
MOM001  
**OTPRTRL-**  
DAD001

**Termination of Parental Rights (TPR) Trial Order**

*Mother*

*Father*

*Description: Use this action code when the judge enters the order from the TPR trial. This should be used when the judge enters the TPR or refuses to enter the TPR. Please note that there is a separate entry in JUSTICE in **RCDJINFO** to enter whether TPR has happened. Enter “Y” in the fields of Parental Rights Terminated: Dad (Y/N) Mom (Y/N). If date of termination occurred other than “today”, the court must change the date on UPDROA. See checklist “How to Use RCDJINFO”.*

*Use ADDACTS to add the action. A separate action must be on ADDACTS for each parent that the trial is held for. If it is held for both at the same time, two actions must be added on ADDACTS and MOM001 and DAD001 must be entered in the Party Bar. DOCKET will not do this automatically. See checklist “How to Add a Filing to a Case”.*

**VOLRELIN-**

**Voluntary relinquishment**

Voluntary Relinquishment Party Bar-MOM001  
**VOLRELIN-DAD001** *Mother*  
*Father*  
*Description: Use this action code when a parent voluntarily gives up his/her parental rights (i.e., enters a relinquishment). If you use this action code, you most likely should not have used the TPR trial action code.*  
*This action must be added with ADDACTS. See checklist “How to Add a Filing to a Case”.*

**OADOPT-**  
Order-Consent to **Order consenting to adoption**  
*Description: Use this action code when the judge enters an order that grants consent to the adoption.*  
*This action must be added with ADDACTS. See checklist “How to Add a Filing to a Case”.*

**JURSTRM-**  
Jurisdiction **Termination of jurisdiction**  
*Description: Also known as “Case closed.” Use this action code Terminated when the court enters an order terminating its jurisdiction over the case. This action must be added with ADDACTS. See checklist “How to Add a Filing to a Case”.*  
*Please note there is a separate entry on **RCDJINFO-Record Juvenile Information Screen-Court Jurisdiction Terminated Y/N.** See checklist “How to Use RCDJINFO”.*  
  
*Please note there is a separate entry in JUSTICE on UPDSTAT to change the case status. **UPDSTAT-Press F6= Add to add “T”=Terminate.***

**Reason for termination of jurisdiction**  
*When any of the following action codes are entered, please change the Ward flag on RCDJINFO from “Y” to “N”.*

**JURSTREU-**  
Term Jurs-Reunify **Reunification**  
*This action must be added with ADDACTS. See checklist “How to Add a Filing to a Case”.*

**JURSTADP**  
Term Jurs-Adopt **Adoption**  
*If documents are filed for an adoption, the case should be reopened on UPDSTAT. Press F6=Add. Add “R”=Reopen. Reason-APROCD-Adoption Proceeding.*  
*This action must be added with ADDACTS. See checklist “How to Add a Filing to a Case”.*

**JURSTGDN**  
Term Jurs-Gdnship **Guardianship**  
*If a guardianship is being established, the case should be*

reopened on UPDSTAT. Press F6=Add. Add "R"=Reopen.  
Reason-GDNPRO-Guardianship Proceedings.  
This action must be added with ADDACTS. See checklist "How to Add a Filing to a Case".

**JURSTAGE**                      **Aging Out**  
Term Jurs-Age Out              This action must be added with ADDACTS. See checklist "How to Add a Filing to a Case".

**Other codes that may be used in abuse/neglect cases**

**CAREPROV-**                      **Caregiver Form Provided**  
Caregiver Form Provided              This action must be added with ADDACTS. See checklist "How to Add a Filing to a Case".

**GALCKLST-**                      **Guardian ad Litem Checklist**  
Guardian ad Litem Checklist              This action must be added with ADDACTS.  
See checklist "How to Add a Filing to a Case".

**DSSPLAN-**                      **DHHS Case Plan/ Court Report**  
DSS Case Plan                      Description: Formerly "DSS Case Plan"  
This action must be added with ADDACTS. See checklist "How to Add a Filing to a Case".

**CASEPLAN**                      **Case Plan**  
Case Plan                      This action must be added with ADDACTS. See checklist "How to Add a Filing to a Case".

**CASARPT-**                      **CASA Report**  
CASA Report                      This action must be added with ADDACTS. See checklist "How to Add a Filing to a Case".

**FCRBRPT-**                      **Foster Care Review Board Report**  
Foster Care Review Board Report              This action must be added with ADDACTS.  
See checklist "How to Add a Filing to a Case".

**REFFDET-**                      **Reasonable Effort Determination**  
Reasonable Effort Determination              If DOCKET is being used this action will write to UPDROA.  
If DOCKET is not being used, use ADDACTS to add the action.  
See checklist "How to Add a Filing to a Case".

**CNWELFND-**                      **Contrary to Welfare Findings**  
Contrary to Welfare Findings              If DOCKET is being used this action will write to UPDROA.  
If DOCKET is not being used use ADDACTS to add the action.  
See checklist "How to Add a Filing to a Case".



# APPENDIX A

## HOW TO ADD A FILING TO A CASE

New pleadings have been file stamped and need to be recorded in JUSTICE.

- A. **COMACTS-Complete Scheduled Actions.** Check COMACTS to see if the action for the pleading filed is on the screen.

**If the action appears on COMACTS:**

1. Select the action with a '1'.
2. Press F11=complete.

**UPDACTS-Update an Action Filing**

1. Act/Filing Dt-Verify the 'Date Filed' and change if necessary.
2. Party/Bar-Press F4=Prompt for valid values.
  - All orders signed by a judge should have the Judge's Bar number entered in the Party/Bar field.
  - All pleadings filed by an attorney, should have the party code of the party represented by that attorney in the Party/Bar field. Example: PLF001, DEF001 or PRP001.
  - The attorney's bar number should not be used in the Party/Bar field.
3. Select the appropriate party with a '1' and press Enter.
4. Text-Enter any text as may be necessary.
5. Press Enter.
6. Press F3=Exit or F12=Cancel will return the users to the COMACTS screen. Continue with other actions that need to be completed from this screen.

**If the action does not appear on COMACTS.**

Press F16=ADDACTS.

- B. **ADDACTS-Record an Action Filing**

1. Act/Filing Dt-This field will default to the current date. No entry is required if the date filed is the current date.
2. Action-Press F4=Prompt for valid values. Select the action with a '1' and press enter. If the action code is known, it may be typed directly in the field without prompting.
3. Party/Bar-All pleadings filed by an attorney should have the party code of the party represented by that attorney in the Party/Bar field. Ex.: PLF001, DEF001, or PRP001.
  - The attorney's bar number should not be used in the Party/Bar field.
  - All orders signed by a judge should have the Judge's Bar number entered in the Party/Bar field.

- Party/Bar information is not required for all actions. A pleading filed by both parties such as a stipulation, would not have an entry in the Party/Bar field.

In certain situations, the county court will use the following fields. For example, when an Affidavit and Praecipe for Garnishment is added users could add \$5.00 in the Amount Received, the check number in the Payor Ck field, and add DEF001 in Judg Debtor field.

4. Text-Text may be added for any pleadings. Text appears on UPDROA-Update Register of Actions and may provide helpful information to the court and outside users. An entry in the text field is optional.
5. Variable Fee-A dollar amount is entered in the variable fee field when costs are associated with the pleading being filed and those costs are not always the same. Ex. Seal Cert/Auth Copies-SEAL. You may have more than one seal to affix so you will have a varying fee. The amount would be equal to one dollar per seal and this amount would be entered in the Variable Fee field. Only certain actions in JUSTICE will allow a dollar amount to be entered in the Variable Fee field.
6. Claim to County-An entry is made in the claim field when an action is added to JUSTICE with costs associated to it which need to be paid by the county. Press F4=Prompt for valid values. Most courts will never claim to the prosecutor's budget, so the valid value will be 'C'. Ex. A criminal case is dismissed and the costs need to be claimed to the county. A 'C' would need to be entered in the Claim to County field to allow for the costs of the complaint to be paid by the county. For additional information on cost claiming see "*How to Process Claims-UPDCPST-Update Costs*".
7. Image No.-Leave blank. This field is only used for counties which are scanning documents. If your county is scanning documents, follow those specific instructions.
8. CXX-C and your county number. Do not change this field. This field is used only by counties that are scanning documents.
9. Seal (Y/N)-Defaults to 'N'-No. Do not change this field. This field is used only for counties that are scanning documents. If you are not scanning documents, an entry in this field has no effect on any JUSTICE screen.



## **HOW TO CHANGE OR CORRECT A FILING**

### **A. UPDROA- Register of Actions.**

#### **How to Add Text to an Action.**

1. Select the action that needs text added with a '1'.
2. Press F21=Update.
3. Type appropriate text
4. Press Enter and F3=Exit or F12=Cancel back to UPDROA.

#### **How to Correct Date filed.**

1. Select the action that has an incorrect filing date with a '1'.
2. Press F21=Update.
3. Tab to the 'Act/Filing Dt' filed and type over the date with the correct date.
4. Press Enter and F3=Exit or F12=Cancel back to UPDROA.

#### **How to Delete an Action.**

1. Select the action that was added incorrectly with a '1'.
2. Press F21=Update.
3. Press F9=Delete. Action is deleted.
4. Press F3=Exit or F12=Cancel to go back to UPDROA.

## **FAXED FILINGS-SUPREME COURT RULE 27**

"Fax" means to transmit and reproduce a facsimile of an original document by electronic means. Every court in the State of Nebraska shall accept for filing a fax transmission of any pleading, motion, or other document, except for briefs, subject to prepayment of statutory filing fees.

Original Transmission-A plain-paper original transmission shall constitute a filing. The sender shall retain the original document transmitted by fax for a period not less than the maximum allowable time to complete the appellate process, unless otherwise directed by a court. The sender should not send the original to the court.

Faxed filings should be added to JUSTICE as indicated in the steps above and in accordance with Supreme Court Rule 27 with the addition of also adding the action of Fax-Faxed Filing. This action needs to be added to record the costs that will need to be paid by the party submitting the fax.

**A. ADDACTS-Record an Action Filing.**

1. Act/Filing Dt-Defaults to today's date. Change if necessary.
2. Action-FAX-Faxed Filing.
3. Party/Bar-Enter Party Code of party submitting the filing by fax.
4. Variable Fee-Enter the cost of the faxed filing.  
**Supreme Court Rule 27:** In addition to any statutory fee for filing, the following fee shall be paid for fax filings: \$3 for the first page and \$1 for each additional page in the transmission. No fee is charged for the cover sheet. No fee shall be charged to any agency of the State of Nebraska or to any agency of a political subdivision of the State of Nebraska.
5. Press Enter.
6. Press F3=Exit or F12=Cancel to a menu.

Fees for fax filings received in district court, separate juvenile court and county court shall be paid to the general fund of the county where the receiving fax machine is located. A clerk is not required to acknowledge that a fax transmission has been received or accepted for filing. A clerk receiving a transmission has no duty to serve on a party a copy of the faxed transmission.

# APPENDIX B

## **HOW TO USE THE RCDJINFO-RECORD JUVENILE INFORMATION SCREEN**

**RCDJINFO** encompasses information for both the Nebraska Crime Commission and the Foster Care Review Board. The Nebraska Crime Commission is requiring less information for the courts to enter, and the FCRB has updated their form. It is **MANDATORY** for this screen to be completed.

**NEBRASKA CRIME COMMISSION REPORT:** The NCJJJ Report that is currently printed and mailed to the Nebraska Crime Commission is now sent electronically much like abstracting to DMV. A report no longer prints. Updates to the screen are also sent electronically. The Nebraska Crime Commission gathers statistical data on all sub-types which the probation office of some counties prepares. However, probation only completes the report on cases in which a PDI was ordered; consequently not all cases were being reported. Probation no longer prepares this report. The Court completing the new screen of RCDJINFO electronically sends the information to the Crime Commission.

**FOSTER CARE REVIEW BOARD REPORT:** Reports currently printed and mailed to the Foster Care Review Board will continue to print and need to be mailed. However the report contains more information automated by JUSTICE, such as the adjudication date, the disposition date, date & description of the Next Scheduled Action, name, address & date appointed of Guardian Ad Litem and legal counsel. Placement information per child is also printed. If the jurisdiction of the court has terminated per child, JUSTICE places an "x" in the field and prints the date of termination. Termination of Parental Rights of Mom and Dad also prints along with the date. If you enclose reports to FCRB, manually add the "x" to the proper field & send the information as before. The report will be available to be printed on demand by pressing F19=Print FCRB or it will print in batch. If the report is printed on demand it does not print in batch. Hopefully, this will help you in your daily work as you will not have to wait for the report to print.

- When a juvenile case is added, a future action of RCDJINFO will be created on COMACTS to remind you to complete this screen. Portions of this screen may need to be completed prior to disposition of the case but the action serves as a reminder to complete any additional information needed at the end of the case.
- When entering a Disposition Date and Type on TCJDISP or on RCD3ADSP, you will now automatically be taken to RCDJINFO to complete this screen. Upon completion of RCDJINFO, the action RCDJINFO-Complete RCDJINFO Screen will automatically be deleted from COMACTS.

RCDJINFO	J U S T I C E	Your County Court	
	Record Juvenile Information	Your name	
1	Case ID JV 04 25	2	Old Case ID _____
		3	Date Filed 1/01/2004
4	Caption Bad Kid, Minor	5	Referral Date 10/07/2004
6	Party JUV 001 Kid,Bad,	7	Sex M
		8	Date of Birth 1/01/1998
9	Prosecutor 17503 Vinton,George,	10	Age at Referral 06
11	Mother _____		Father _____
12	Ward(Y/N) Y	13	Court Jurisdiction Terminated(Y/N) N
14	Parental Rights Terminated: Dad(Y/N) N Mom(Y/N) N		
15	Court Referrals: Prior Years(Y/N) N This Year(Y/N) N	16	Manner of handling 2
17	Disposition Date 10/19/2004		
18	Disposition 14	Ref to another agncy/ind for serv/suprv	
19	Ethnic Group 6	Other _____	
20	Referred by 7	County attorney _____	
21	Counsel 1	Court appointed _____	
	22		
	Selection: 1=Select to Update 4=Delete		
	S Placement Type	Agency	Start Date Ending Date
24	Group Home	HHS	1/01/2004 7/01/2004
F1=Help F2=ADDACTS F3=Exit F4=Prompt F5=Refresh 25F6=Add F12=Cancel			
F13=Judges Note F14=Case Note 23F16=Next JUV 26F19=Print FCRB			

The numbers below correspond with the numbers shown in the screen example above:

1. **Case ID**- System defaults to the case you are currently working on. You may enter a case number if necessary.
2. **Old Case ID**- You can enter the old case ID which will bring up the JUSTICE case ID.
3. **Date Filed**- System defaults to the date the case was filed.
4. **Caption**- The caption defaults.
5. **Referral Date**-This date is the file date. It appears after the party code is entered.
6. **Party**- The cursor is positioned on this field when entering the screen. Type the number of the juvenile you are working with if there is more than one juvenile on the case. If there is only one juvenile enter 001 and press enter. After pressing enter, the case information appears.
7. **Sex**-If Sex was previously entered on another screen, it defaults to this field. If not you may enter it here.
8. **Date of Birth**-If the Date of Birth was previously entered on another screen (UPDPRAD or UPDTCJ) it now appears on this screen. Entry of the date of birth, if not previously entered, may be done here.

9. **Prosecutor**-The prosecutor's bar number defaults here.
10. **Age at Referral**-The age is calculated based on the date of birth at the time of the filing of the case.
11. **Mother/Father**-If a case is filed which involves more than one child, mother or father you will now be able to differentiate which parent goes with which child. This information can now be added RCDJINFO. Two new fields will exist for you to enter the appropriate parent code. You may F4=Prompt for the appropriate parent code.
12. **Ward (Y/N)**-This field works as it did on UPDJPTY. Flags will turn on for certain screens and an action writes to UPDROA. If there is more than one juvenile on the case, this field can be changed for each juvenile. A separate action writes for each juvenile to UPDROA. The juvenile's party code and name appears in text.
13. **Court Jurisdiction Terminated**- This field will default to 'N'-No. You may change this field to 'Y'-Yes when the court actually terminates its' jurisdiction. This may happen when the juvenile turns 18 or when the juvenile is discharged from HHS and the court no longer has jurisdiction. An action writes to UPDROA and the juvenile's name appears in text. The FCRB report will print the termination along with the date.  
You will also need to go to UPDSTAT and add the status of 'T'-Terminated.  
\*If 'N' is changed to 'Y' in error, you can change it back to 'N' by simply changing it on the screen and pressing enter. The action will remain on UPDROA but can be deleted.  
All placements must have an end date before a case can be terminated. A warning message will appear if you try to terminate a case with an open placement.
14. **Parental Rights Terminated**-If parental rights are terminated; this field should be entered as 'Y' =Yes. An action writes to UPDROA. The text shows whose parental rights were terminated, mom, dad or both. You may add the juvenile's name if desired by going to UPDACTS and typing the name in text. The FCRB will print the termination along with the date.  
\*If 'N' is changed to 'Y' in error, you can change it back to 'N' by simply changing it on the screen and pressing enter. The action will remain on UPDROA but can be deleted.
15. **Court Referrals**- Prior Years/This Year-This field requires a 'Y' or 'N'. If nothing is entered, the field defaults to 'N'. A number is no longer required to be entered.
16. **Manner of Handling**- This field defaults to '2'= With Petition from County Attorney. If referred to juvenile court by another court, enter '1'=Without Petition. Placing the cursor on this field and pressing F1=Help for valid values gives an explanation of the field.
17. **Disposition Date**- Enter the date of disposition.
18. **Disposition**- You can press F4=Prompt for valid values. The prompt window is divided into 2 groups. The first group is 'No Transfer of Legal Custody'.  
00 Waived to criminal court

- 01 Dismissed: Not prvd or found not invold
- 11 Dismissed: Warned, counseled
- 12 Hold open without further action
- 13 Formal probation
- 14 Ref to another agncy/ind for serv/suprv
- 15 Runaway returned
- 16 Fine or restitution
- 17 Other

Scroll to the second group which is 'Transfer of Legal Custody to'.

- 21 Youth Dev Center - Kearney or Geneva
- 22 Public agency or dept (Inc court/jail)
- 23 Private agency or institution
- 24 Individual
- 29 Other

Make a selection out of either group depending on the disposition of the case. If **Other** is used in either group, anything you may type after Other is retained & passed electronically to the Crime Commission.

- 19. **Ethnic Group**-F4=Prompt for valid values.
- 20. **Referred By**- This field defaults to County Attorney. F4=Prompt displays all valid values.  
\*If any of the fields in 16-20 above are filled in, then all of the fields (16-20) must be filled in with the exception of 19 which always defaults to County Attorney.
- 21. **Counsel**-F4=Prompt for valid values.
- 22. **First Removal Date** \_\_\_\_\_ **(AFSA Requirement)**. This is a required field when there is an out of home placement.
- 23. **\*F16=Next JUV**- By pressing this function key, the system takes you to the next juvenile on the case such as JUV002, JUV003, etc. All information should be recorded for each individual juvenile on each case.
- 24./25./26. **Placement Information:**  
All placement information is recorded on **RCDJINFO**. The placements appear at the bottom of the screen.
- 24. Placements will appear as they are added in reverse chronological order. The newest placement will appear first followed by the second oldest placement and so on. There will now be a history of all placements for each juvenile.
- 25. **Press F6=Add** to enter a placement and a placement window appears. The window looks similar to the current **RCDJVPLC** screen with new information such as Placement Type which is F4=Promptable.
- 26. **F19=Print FCRB**. This function key allows printing the report for the Foster Care Review Board at anytime. The report will print in batch with all the other reports as it currently does unless you choose to print it from the screen. Each time you press F19=Print FCRB, an action writes to UPDROA displaying the juvenile party code and name in text. If there are no placements for the juvenile, this function key will not be available.

\*Also, the only time the bottom portion of the screen needs to be completed is when there is a placement. For example, if at the time of disposition the juvenile is placed on probation the Crime Commission would need to know this information but the Foster Care Review Board would not so only the top portion of the screen would need to be completed (no placement information is needed).

The window will look like:

Record Juvenile Placement	
1	Case ID JV 04 57 2 Party JUV 001 Kids,Sad,
3	Placement Date _____ Until 4 _____
5	Placement Type _____
6	Placement Officer _____
7	Agency _____
Placement Information:	
8	Address _____
9	City St Zip _____
F1=Help F3=Exit F4=Prompt F5=Refresh F12=Cancel	

The numbers below correspond with the numbers shown in the screen example above:

1. **Case ID**-This defaults to the case you're working on.
2. **Party**- This defaults based on the juvenile you are working on.
3. **Placement Date**-Enter the date the placement began.
4. **Until**- This is the end date of the placement, either when placement changes or the juvenile is placed back in the home.
5. **Placement Type**-F4=Prompt for valid values.
  - 01- Home
  - 02 - Foster Care Relative Home – Home of a relative/family known to the child/ren.
  - 03- Foster Care Non-Relative- Home other than a relative.
  - 04- Group Home – Care provided by agency and involved therapy which is individual, group and/or family. Setting is often informal. Can be either institutional or non-institutional setting, i.e. Boys Town – Lowest level of care.
  - 05- Residential Treatment Center – Highest Level of care. Often psychiatric in nature. Provides the most frequency in therapy sessions and offers an on-campus school for youth. Often a locked facility. Maybe a hospital setting, but not necessarily. Facility must be licensed.

- 06 - Emergency Shelter – To be temporary care for up to/no more than 30 days. Occurs in a facility; facility is required to be licensed.
- 07 - Unknown
- 08 - Detention Center – Facility for secure detention and treatment of persons younger than 18 years of age, including persons under the jurisdiction of a juvenile court, who are serving a sentence pursuant to a conviction in a county or district court or who are detained while waiting disposition of charges against them. Juvenile detention facility shall not include any institution operated by the department. (83-4,125(2))

If you choose a placement type of 02 through 07 an 'Out of Home Placement' action will write to UPDROA. If a placement type of 01- Placed in Home, an action will not write as it isn't an out-of-home placement.

- 6. **Placement Officer-** Enter the name or agency of the party placing the juvenile.
- 7. **Agency-F4=**Prompt for valid values. Select the agency that placed the juvenile usually HHS=Neb Dept of Health & Human Services
- 8. **Address-** Enter the address of where the juvenile is placed, if available.
- 9. **City, St, Zip-** Enter information, if available.

When all information has been added, press enter. This placement will now be on the RCDJINFO screen and printed on the FCRB report.

**Important points to remember in regards to placements:**

\*In order to enter another placement for the same juvenile, you must enter the end or 'Until' date in the Record Juvenile Placement window on the current placement.

\*Every time HHS notifies the court of a change in placement, update this portion of the screen.

\*Placements can be accessed and updated by placing a '1' in the selector field and pressing enter. The placement window appears with that placement information.

\*An entire placement can be deleted by placing a '4' in the selector field and pressing enter. A confirmation window appears asking if you really want to delete this placement. There are two options, to either delete the placement or to keep it. There is also a reminder to resend the report to the Foster Care Review Board if necessary.

\*If placement information is changed or deleted, an informational message 'Placement actions may need to be added or deleted or updated on UPDROA' is displayed as a reminder.

\* Placements that were previously recorded on RCDJVPLC were converted to RCDJINFO. As you are working with cases that have a previous placement, you will



notice that asterisks (\*\*\*\*) appear in the Placement Type field. This occurred because this field was not located on RCDJVPLC therefore there was no data to convert to this new field. As you are working on cases with asterisks, you may update the Placement Type field with the correct information by entering '1' in the selector field next to the Placement Type and pressing enter which will take you to the 'Record Juvenile Placement' window. The appropriate Placement Type can be added here.

A problem may occur when you are trying to update this field. You may receive an error message that indicates that certain fields are required. This information will have to be completed before you will be able to update the Placement Type. If the Disposition Date is filled in, you will need to complete the Disposition, Ethnic Group, Referred By, and Counsel. If the Disposition Date is not filled in, you will be able to go directly to the Placement Type and update this field.

### **Important reports to remember in regards to the Foster Care Review Board Report:**

\*The Foster Care Review Board can be added as a party to the case so that it will print on the Certificate of Service and then they can be notified of the next hearings.

\*Legal Action in Courtroom-The most recent action that took place will print.

\*Reports Enclosed-Manually mark which reports are included with the report.

\*Up to the four most recent placements will print on the Foster Care Review Board report in reverse chronological order if room permits.

\*Court Jurisdiction Terminated- This will be *checked (x)* if changed to 'Y' on RCDJINFO. A Reason line is available to state the reason for termination.

\*Termination of Parental Rights will be *checked (x)* if changed to 'Y' on RCDJINFO. The report will specify which parent if Termination of Parental Rights is changed to 'Y' on RCDJINFO.

\*Date of Next Scheduled Action-Date, time and type of hearing will print here.

\*The name of the guardian ad litem will print on the Foster Care Review Board report with the Date Appointed. The Date Appointed will be the date the guardian ad litem is added to the system. This date can be changed by updating the Status date on UPDCASE.

\*The name of counsel/public defender appointed will also print on the Foster Care Review Board report. The Date Appointed is the date added as a Start Date on

UPDPATY. When adding the date to this screen, you will receive an error message. This is ok. The date is retained.

\*The department and every court and child-placing agency shall report any foster care placement within three working days. (§43-1303)

# APPENDIX C

## HOW TO ADD A JUVENILE CASE

ADDCASE	JUSTICE Add a Case	Husker County Court
<p>1 Old Case ID _____ 2 Date Filed ____</p> <p>Caption _____</p> <p>3 Subtype _____ 4 Case Status ____</p> <p>5 Judge _____ 6 Filed by ____ 7 Courtroom ____</p> <p>8 Recvd Amt ____ .00 9 PayorCk _____ 10 DSS # _____ 11 Claim to County ____</p> <p>Party Information</p> <p>12 Code ____ 13 Name(L,F,M,S) _____ 14 Type_ 15</p> <p>Addr _____</p> <p>16 City ST Zip _____ 17 Phone ( 000 ) 000 0000</p> <p>18 Status ____ 19 Address Valid ____ 20 As Of ____ 21 Protected N</p> <p>22 Atty Bar No. _____ 23 Location _____</p> <p>24 Code ____ Name(L,F,M,S) _____ Type ____</p> <p>Addr _____</p> <p>City ST Zip _____ Phone ( 000 ) 000 0000</p> <p>Status ____ Address Valid ____ As Of ____ Protected N</p> <p>Atty Bar No. _____ Location _____</p>		
<p>F1=Help F2=UPDCASE F3=EXIT F4=Prompt F5=Refresh F12=Cancel F18=Add Attorney F19=Upd Atty/Loc</p>		

Bold numbers in the above fields correspond with the following steps.

### A. ADDCASE-Add a Case

1. Old Case ID- Enter old case id number if necessary.
2. Date Filed- Defaults to today's date. Can change if necessary.
3. Subtype- Enter appropriate subtype. F4=prompt or see Checklist 2 Caseflow Management.
4. Case Status- Defaults to O-Open. Can enter C-Closed if necessary when adding older cases that may already be closed in a different system.
5. Judge- Can enter judge's bar number that is assigned to the case.
6. Filed by- Must enter Axx for cases filed by the county attorney. (A and your county number). May also enter appropriate agency code filed by the city attorney.
7. Courtroom- Enter courtroom number if necessary.

8. Recvd Amt- Leave blank.
9. PayorCk- Leave blank.
10. DSS#- Leave blank.
11. Claim to County-County Court-Leave blank. Separate Juvenile Court-Enter the appropriate Budget Code to claim costs to. C- Court's budget, J-Separate Juvenile Court budget, or P Prosecutor's budget.
12. Party Code- JUV-Juvenile.
13. Name-Fill in the juvenile's name. Always enter the juvenile as the first party to the case. This enables JUSTICE to auto build the caption of the case.
14. Type- Defaults to I=Individual.
15. Addr- Enter information if available.
16. City ST Zip- Enter if available.
17. Phone- Enter if available.
18. Status- Leave blank.
19. Address Valid- Leave blank.
20. As of- Leave blank.
21. Protected- N. Leave as N.
22. Atty Bar No. - This number can be added to the case at a later time when the attorney is known.
23. Location- This will default based on the Atty Bar No. when added to the system.
24. Party Code- Enter second party code of MOM, DAD PAR, whatever is appropriate. Enter address and other information if known. If more than one juvenile is listed on the petition (for 3a, 5, 6, 7, 8, or 9), the next Party Code can be filled in with the next juvenile. If no other information is available, only one party needs to be entered to proceed.  
When adding Health and Human Services as a party to the case, always use HHS for the Party Code. DSS will remain as a Party Code since it has been used in the past but HHS should be used now.
25. Press Enter. Autonavigates to UPDCASE.

UPDCASE	J U S T I C E	Husker County Court
Update Case/Party Information		
Case ID <u>JV 04</u> <u>1</u>	Old Case ID _____	Date Filed <u>1 6 2004</u>
Caption <u>Juvenile's Name, Minor</u>		<u>1</u> Sealed Indicator <u>N</u>
Subtype <u>1</u> Juvenile-Misdemeanor/Infraction		Case Status <u>0</u>
Judge _____ Judge's Name	Filed by <u>A93</u>	Courtroom _____
DSS # _____		
Party Information Selection: 1=Select, 4=Delete		
<u>JUV</u> <u>1</u> Name(L,F,M,S) <u>Juvenile's Name</u>		Type <u>I</u>
Addr _____		
City <u>ST</u> Zip _____	Phone ( <u>000</u> ) <u>000</u> <u>0000</u>	
Status <u>A</u> <u>1 6 2004</u>	Address Valid ___ As Of _____	Protected <u>N</u>
Atty Bar No. _____		Location _____
<u>PAR</u> <u>1</u> Name(L,F,M,S) <u>Parent's Name</u>		Type <u>I</u>
Addr _____		
City <u>ST</u> Zip _____	Phone ( <u>000</u> ) <u>000</u> <u>0000</u>	
Status <u>A</u> <u>1 6 2004</u>	Address Valid ___ As Of _____	Protected <u>N</u>
Atty Bar No. _____		Location _____
<b>2 *** CASE HAS NO COUNTS. Please Press 14 to proceed to UPDTCJ to add COUNTS.</b>		
F1=Help F2=ADDCASE F3=Exit F4=Prompt F5=Refresh F6=Add F12=Cancel F13=ISSSUMM		
F14=UPDTCJ F17=ADDASSOC F18=ADDATTY F19=UPDATTL F24=More Keys		

**B. UPDCASE-Update Case/Party Information.**

1. Sealed Indicator- This field appears when enter is pressed. It indicates if the case is sealed from viewing. Once sealed, only authorized persons are allowed to view. Defaults to "N". See checklist "How to Seal a Juvenile Case".
2. If subtype is 1, 2, 3B, 3C, or 4, misdemeanor/infraction, felony, uncontrollable, harmful to self or others, truant, mentally ill and dangerous or traffic offense, message appears "\*\*\* CASE HAS NO COUNTS. Please press F14=UPDTCJ to add Counts."

UPDTCJ	J U S T I C E		Husker County Court
Traffic/Criminal/Juvenile - Update a Case			
Case ID JV 04	3	Old Case ID	Date Filed 1 28 2004
Caption Juvenile's Name, Minor			Case status 0
Citation No. _____	1	Offense date _____	Filed by A93 Subtype 1
Name (L,F,M,S) Juvenile's Name, _____		Type I	
Address _____			
City St. Zip _____			
Dr. Lic. No. _____	Class _____	St./Country _____	DCN _____
DOB/Sex _____	Hgt/Wgt _____	Eyes/Hair/Race _____	
Veh. Year _____	Make _____	Model _____	Commercial _____ Hazardous _____
Veh. Lic. No. _____	St./Country _____	Year _____	Type _____
Ofcr. 1 and 2 _____	& _____		SID # _____
Pros. Atty. _____	Judge _____		
Def. Atty. _____	Courtroom _____		Arrest no. _____
Speed _____	Limit _____	Location _____	
Ct Muni Statute/Ord	Enh	Offense	Offense Date
2 _____	_____	_____	_____
_____	_____	_____	_____

F1=Help F2=Add Mode F3=Exit F4=Prompt F5=Refresh F6=Add Count F12=Cancel  
F14=Case Notes F15=View F17=ADDASSOC F18=Add Attorney F24=More keys

**C. UPDTCJ-Traffic/Criminal/Juvenile - Update a Case.**

1. Offense date- Must enter date. This field is mandatory.
2. Press Enter.
3. Press F6=Add count to add offenses. 3B's and 3C's are located under statute tables as 43-247(B)(1),(2),(3) and (C), description is Juvenile.
4. Press Enter. This screen must be completed in order to dispose of the case on TCJDISP.
5. Press F3=Exit or F12=Cancel to menu.

UPDPRAD	JUSTICE Update Party Information	Husker County Court
Case ID JV 04    3 Old Case ID		Date Filed 1 28 2004
Caption Juvenile's Name, Minor		NON IV-D
1 Party JUV 001 Juvenile's Name		4 SSN 000 00 0000 5Sex __
3 Date of Birth ____ ____	Date of Death ____ ____	
IV-D Ct Start Date	IV-D Ct Stop Date	
F1=Help F3=Exit F4=Prompt F5=Refresh F6=Add F12=Cancel F18=Updemp		

**D. UPDPRAD- Update Party Information.**

This screen may be used to enter a date of birth for 3a cases as this is the only screen that will allow this information to be added. The only field that is necessary to be filled in is the Date of Birth.

1. Party- Enter appropriate party code. Ex. JUV001, JUV002.
2. Press Enter.
3. Date of Birth- Enter date of birth.
4. SSN-Social Security Number- Do not enter this number into JUSTICE.
5. Sex- Enter M-Male or F-Female. Not a necessary field.
6. Press Enter.
7. Press F3=Exit or F12=Cancel to menu.

ADDACTS	J U S T I C E Record An Action Filing	Husker County Court
Case ID IV 04 3 _____	Old Case ID _____	1 Act/Filing Dt _____
Caption Juvenile's Name, Minor _____		Case Status 0
2 Action _____	Judge No Judge Assigned	
3 Party/Bar _____		R/F _____
Amount Received _____ .00	PayorCk _____	
	Judg Debtor _____	
Text: _____		
_____		
Variable Fee _____ .00 Claim to County _____		
F1=Help F2=UPDACTS F3=Exit F4=Prompt F5=Refresh F12=Cancel F13=View Judges Notes		

**E. ADDACTS- Record an Action Filing.**

Add any other documents that may be filed at this time.

1. Act/Filing Dt- Defaults to today's date. Enter the correct date if different from current date.
2. Action- Can F4=Prompt for available actions to file.
3. Party/Bar- Enter if necessary.
4. Press Enter.
5. Press F3=Exit or F12=Cancel to menu.



# APPENDIX D

## HOW TO ISSUE A NOTICE IN LIEU OF SUMMONS

ISSNLS	J U S T I C E	Husker County Court
Notice In Lieu Of Summons		
<b>1</b> Case ID <u>JV 04</u> <u>6</u>	Old Case ID _____	Date Issued 1 28 2004
----- C A P T I O N -----		
In the Interest of Juvenile's Name, Minor _____		
<b>2</b> Party JUV001 Juvenile's Name,		
<b>3</b> Address _____		
City St Zip _____		
Party PLF001 State of Nebraska		
Address _____		
City St Zip _____		
<b>4</b> Hearing Date _____	Time _____	Location _____
<b>5</b> Special Instructions _____		
_____		
_____		
_____		
F1=Help F3=Exit F4=Prompt F5=Refresh F12=Cancel F24=Case Detail		

Bold numbers above correspond with the numbers in the following steps.

### A. ISSNLS- Notice in Lieu of Summons

1. Case ID- Enter case number and press Enter. May already be filled in.
2. Party- JUV-Juvenile party will always display first. All remaining parties after the "JUV" parties will be listed in alphabetical order.
3. Address- Free form text. May overwrite and will print overwritten address on document but does not change address on UPDCASE.
4. Hearing Date, Time and Location- The Hearing Date, Time and Location will default if scheduled through CASESCH. If not scheduled through CASESCH, enter the Hearing Date, Time and Location.
5. Special Instructions- Enter if necessary.
6. Press Enter.
7. Press F19=Print. Prints one document for each party and one for the court file. Certificate of Service will also print will all names.

# APPENDIX E

## HOW TO ISSUE A JUVENILE SUMMONS

ISSJSUMM	JUSTICE	Husker County Court
Issue Juvenile Summons		
1 Case ID <u>IV 04</u> <u>1</u>	Old Case ID _____	Date Issued <u>1 28 2004</u>
----- C A P T I O N -----		
In the Interest of Juvenile's Name, Minor		
Party <u>JUV</u> <u>1</u> Juvenile's Name		
2 Address _____		
City St Zip _____		
Party <u>MOM</u> <u>1</u> Mom's Name		
Address _____		
City St Zip _____		
3 Select Parties (Y/N) <u>N</u>	+	
Method of Service _____	Agency _____	
Hearing Date <u>2 15 2004</u>	Time <u>10:00 AM</u>	Location _____
Special Instructions		
_____		
_____		
F1=Help F3=Exit F4=Prompt F5=Refresh F12=Cancel F24=Case Detail		

Bold numbers above correspond with the numbers in the following steps.

### A. **ISSJSUMM-Issue Juvenile Summons**

1. Case ID- Case ID, caption, party names and address may default when entered on ADDCASE/UPDCASE. May enter if needed.
2. Address- Free form text. May overwrite and will print overwritten address on document but does not change address on UPDCASE.
3. Select Parties- Defaults to 'N'. If left as 'N', all parties will be served in the same manner. Enter Method of Service and Agency. The Hearing Date, Time and Location will default if scheduled through CASESCH. If not scheduled through CASESCH, enter the Hearing Date, Time and Location. Press F19 and one summons will be issued for each party.
  - This field can be changed to 'Y'. This allows certain parties to be served in the manner selected. If changed to 'Y', enter Method of Service and Agency. The Hearing Date, Time and Location will default if scheduled through CASESCH. If not scheduled through CASESCH, enter the Hearing Date, Time and Location. Press Enter and a window will appear. Select the parties to be served in the manner chosen with a '1' and press Enter. Press F19=Print. A summons will only be issued for the

parties selected. If another party needs to be served in another manner, change Select Parties to 'Y', change Method of Service and Agency. Press Enter and select the parties from the window to be served in this manner. Press Enter. Press F19=Print. A summons will only be issued for the parties selected.

# APPENDIX F

## **HOW TO RECORD A RETURN**

### **NO DOCUMENT NUMBER IS AVAILABLE**

#### **A. DOCINDEX-Document Index**

1. Enter Case ID and press enter.
2. Select document being returned with a '1' and press F13.  
System will automatically default to RCDRTRN-Record Return.

#### **B. RCDRTRN-Record a Return**

The following information should be found on the return.

1. Return Date-Enter date returned.
2. Date Served-Enter date served shown on return.
3. Method of Service-Press F4=Prompt for choices of service. Enter appropriate method based on return.
4. Service Fees-Enter amount from return.
5. Image No.-Leave blank. This field is only used for counties which are scanning documents. If your county is scanning documents, follow those specific instructions.
6. CXX-Do not change this field. This field is used only by counties that are scanning documents.
7. Seal (Y/N)-Defaults to N- No. Do not change this field. This field is used only for counties that are scanning documents. If you are not scanning documents, an entry in this field has no effect on any JUSTICE screen.
8. Assess Fees to Party-Party requesting the issuance of the document.
9. Tex -Optional. Information entered in the text field will appear on UPDROA. Press enter.
10. Press F11=Process. Message- "Return Processed". Return is automatically written to UPDROA.
11. Press F3=Exit or F12=Cancel to DOCINDEX. Return Flag has changed to a 'Y'.

### **DOCUMENT NUMBER AVAILABLE**

#### **A. RCDRTRN-Record a Return**

1. Enter the document number and press enter.
2. Follow RCDRTRN steps from item 'B' above.
3. After pressing enter and F11=Process you may change the document number to that of another document, press enter and continue to do numerous returns without leaving the screen.

# APPENDIX G

## HOW TO RECORD PLEAS AND DISPOSITIONS FOR 3A CASES

Juvenile cases with subtypes of 5, 6, 7, 8, and 9 should be disposed of on this screen.

RCD3ADSP	J U S T I C E	Husker County Court
Record 3A Case Dispositions		
1 Case ID IV 04 __ 7	Old Case ID _____	2 Date Filed 01 29 2004
3 Caption Juvenile's Name, Minor		4 Case Status O
5 Case Disposition Date ____	6 Type _____	
7 Plea Date _____		8 Judgment Date _____
9 Plea Mom (A/D) __	Dad (A/D) __	Guardian (A/D) __
Custodian (A/D) __		
10 Finding (D) ismissed, _	(S)ustained _	11 Finding Date _____
12 Due Date _____		
13 Date Satisfied _____		14 Date Modified _____
15 Text _____		
Selection: 4=Delete	--Term--	Corr
S Code	Description	Yr Mo Da
		Start Date
		Fac
		Amount
		Party
16		
F1=Help F3=Exit F4=Prompt 16 F6=Add F9=Delete F12=Cancel		
F13=Judge Note F14=Case Note F24=Case Detail		

Bold numbers above correspond with the numbers in the following steps.

### A. RCD3ADSP-Record 3A Case Dispositions.

1. Case ID- Enter case id and press Enter if case id does not appear.
2. Date Filed- System defaults date in.
3. Caption- System defaults Caption in.
4. Case Status- Will remain 'O'-Open until disposed then will change to 'C'-Closed.
5. Case Disposition Date- Enter date of disposition.
6. Type- Enter appropriate type. Can F4=Prompt for types.
7. Plea Date- Enter date of plea.
8. Judgment Date- Enter date judgment was entered.
9. Plea Mom (A/D) \_\_  
Dad (A/D) \_\_  
Guardian (A/D) \_\_  
Custodian (A/D) \_\_  
Enter appropriate plea for the parties involved. A-Admit or D-Deny.  
More than one party may have an entry on this line.

10. Finding (D)ismissed, (S)ustained- Fill in appropriate letter.
11. Finding Date- Enter date of finding.
12. Due date- Enter if necessary.
13. Date Satisfied- When case is complete, date can be entered.
14. Date Modified- Date can be entered at the time the case is modified.
15. Text- Enter if necessary. If a party other than those listed in the plea section enters a plea, this can be recorded in text.
16. Press F6=Add- Enter appropriate judgment codes if necessary. Ex. CARE=Case & Custody of NDSS. SUPP-Support Ordered.
17. When closing the case and Enter is pressed, you will automatically be taken to RCDJINFO. See checklist "*How to Use RCDJINFO*".
18. If a party to the case is order to pay costs, go to UPDCPYE and change the Party Paying to the appropriate party.
19. When a Date Satisfied is entered, a pop-up window will appear. The window will look like this:

**This Case has been SATISFIED. Do you want to go to UPDSTAT to put the Case in a "TERMINATE" status ?**

**Y. Yes**

**N. No**

**Option.....**

If 'Y' is entered, you will be directed to UPDSTAT to add the 'T'=Terminate status to the case.

If it is determined that the case should not have been terminated or needs to be re-opened for some reason, return to TCJDISP or RCD3ADSP and remove the Date Satisfied. Another pop-up window will appear that looks like this:

**DATE SATISFIED has been removed. Do you want to go to UPDSTAT to change the status on this Case?**

**Y. Yes**

**N. No**

**Option.....**

If 'Y' is entered, you will be directed to UPDSTAT to remove the 'T'=Terminate status.

COMACTS	J U S T I C E		Husker County Court		
	Complete Scheduled Actions				
Case ID <u>IV 04</u> <u>1</u>	Old Case ID _____		Date Filed 1 13 2004		
Caption Juvenile's Name, Minor					
OPEN 1 15 2004					
Selection: 1-Select 4-Delete					
S Action	Description	Party/ Bar	Name	Time	Due Date
_ HRG	Hearing	10542	Bush,David,A.	10 : 00 AM	2 15 2004
	Hearing on Motion for Change of Placement			+	
F1=Help F3=Exit F4=Prompt F5=Refresh F6=Add F11=Complete F12=Cancel					
F13=Judges Notes F16=ADDACTS F24=More keys					

**C. COMACTS- Complete Scheduled Actions**

1. Complete or deleting actions.

# APPENDIX H

## HOW TO REOPEN A CASE

- Whenever cases defined under juvenile above are reopened after the initial disposition order and require an evidentiary proceeding, each proceeding shall be counted as a separate reopened case.
  - Juvenile review hearing for out of home placements.
  - Adoption Proceedings
  - Guardianship Proceedings
  - Supplemental Petitions
  - Termination of Parental Rights

### A. **UPDSTAT - Update Case Status**

1. Press F6=Add to open entry lines.
2. Case Status–R–Reopen.
3. Status Date–The date the activity occurred which reopened the case.
4. Time–The time the activity occurred which reopened the case.
5. Reopen Reason–Press F4=Prompt for valid values. Select appropriate reopen reason with a ‘1’ and press enter.
  - CONJVREV**-Juvenile review hearing for out of home placements.
  - APROCD**-Adoption Proceedings-Use this reason to reopen when a juvenile case has advanced to Adoption proceedings. When the Decree of Adoption is entered, this case can be reclosed and even terminated as the Juvenile record will have ended.
  - GDNPRO**-Guardianship Proceedings-Use this reason to reopen when a juvenile case turns to Guardianship proceedings. When letters are issued, reclose the case and continue to monitor annual accountings or conditions of the ward.
  - SUPPET**- Supplemental Petition. These are proceedings of law violator or status offender cases which have progressed to disposition, but come back before the court weeks, months or years later with new allegations and are filed with the court as a Supplemental Petition within the first (old) case. This is used by the Separate Juvenile Courts to keep the juvenile all within file continuing through the system with the same judge having knowledge of the minor and family, hopefully promoting solidity for the child(ren).
  - TERMPAR**- Termination of Parental Rights. If the county attorney files a new original petition under parental subtypes,



5, 6, 7, or 8, it's filed as a brand new filing within JUSTICE. If it's filed as motion or supplemental petition within an existing juvenile case for termination, reopen the matter using this reason when filed and reclose after disposition of the termination proceedings.

6. Press Enter to change status.