

How to Determine a Case Address to Print on Reports and Documents

Following is the order in which you should determine which address to print on reports and documents for a case:

1. For cases UNDER the age of 18

If Youth has an ACTIVE home address

Print address of most recent ACTIVE home address

Else

If Youth has a relationship (casepartyrel) that has the legal guardian indicator set to “Y” AND
That party’s mailing address is not empty

Print the mailing address from that party’s record

Else

If Youth has a relationship type of mother whose rights HAVE NOT been terminated AND
That party’s mailing address is not empty

Print the mailing address from that party’s record

Else

If Youth has a relationship type of father whose rights HAVE NOT been terminated

Print the mailing address from that party’s record

Else

Print ‘UNKNOWN’

End

End

End

End

2. For cases 18 and older

If Case has an ACTIVE home address

Print address of most recent active home address

Else

Print UNKNOWN

End