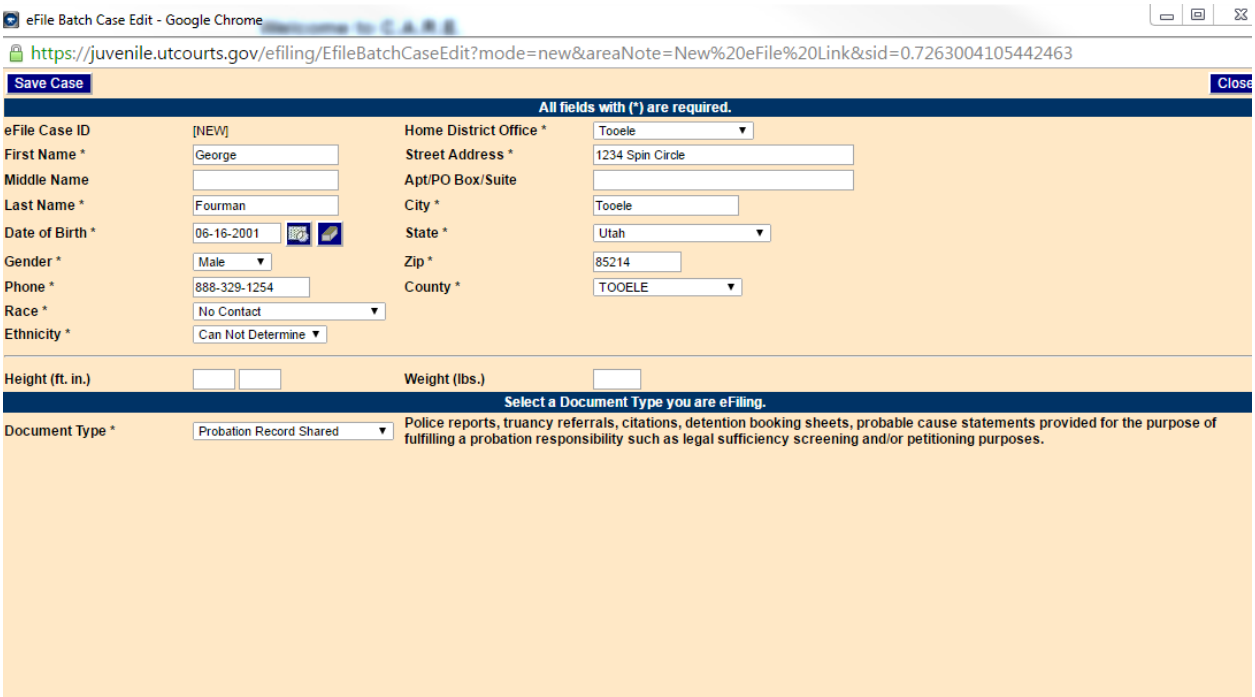
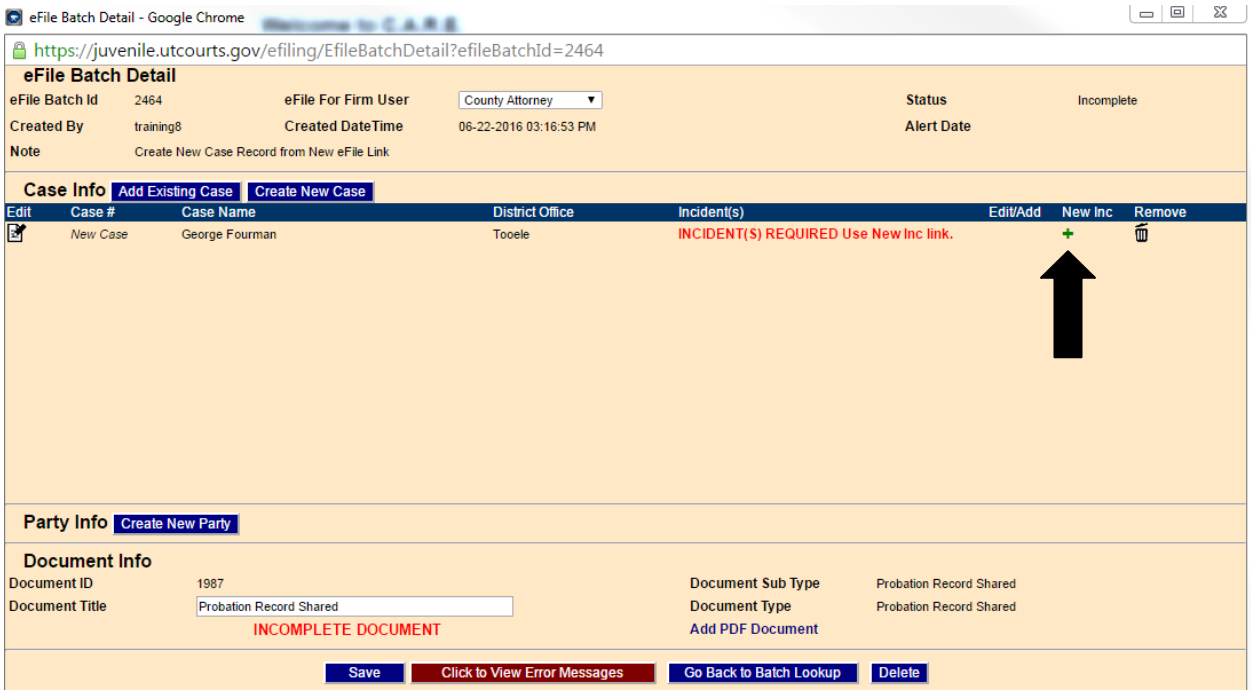
Case Creation-Prosecutors

When creating a new case in CARE, select the “eFile New” option. Select “New Case.”

After selecting the “Create New” option, fill in the Case information in the “eFile Batch Case Edit” screen. Please note: A “Document Type” is required. After information is entered, select “Save Case.“ Please note that depending upon District Practice will determine whether you select Petition or Probation Records Shared. Check with you local district. Since this is a new case it is likely that you will select the document type of *Probation Records Shared* in order to provide the juvenile court probation department the referral and supporting documentation (police report, citation, juvenile referral, etc). After your case has been created by the Judicial Assistant you will be able to file a Petition.



The “eFile Batch Detail” screen will then prompt you to create the Incident. Select the green plus sign located under the “New Inc.”



The “Add Incident To Case” will then appear. District Office, County of Offense, and Agency will Autofill. You will need to enter the Incident Description by selecting the blue arrow.

Add Incident To Case - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileBatchIncidentEdit?mode=create&efileCaseId=3138&defaultStatuteId=0&docSubTypeId=171&efileBatchId=2

Add Incident To Case

eFile Case Inc Id [NEW]
Name George Fourman

All Fields with (*) are required.

Choose Type: Delinquency
District Office*: Tooele
County of Offense*: TOOELE
Agency*: Juvenile Court
Incident Description*:
Severity/Type*:
Offense/Incident Date* (MM-DD-YYYY): 06-22-2016
Referring Agency*:
Intake Decision:

Save Incident | Cancel

The "Statue Lookup" screen will appear. Incident can be entered by Statute/ Offense Code, Short Description, or State Statute Code (located on the left of the screen.) Drug Related, Severity, Category and Firearm can assist in narrowing search results but are not required. After applicable information is entered, select "Find."

Statute Lookup - Google Chrome

https://juvenile.utcourts.gov/incidents/StatuteLookup?caseNumber=0&incidentId=0&childWelfareFlag=false

ONLY DELINQUENCY OFFENSES WILL DISPLAY FOR SELECTION

Find **Statute Lookup**

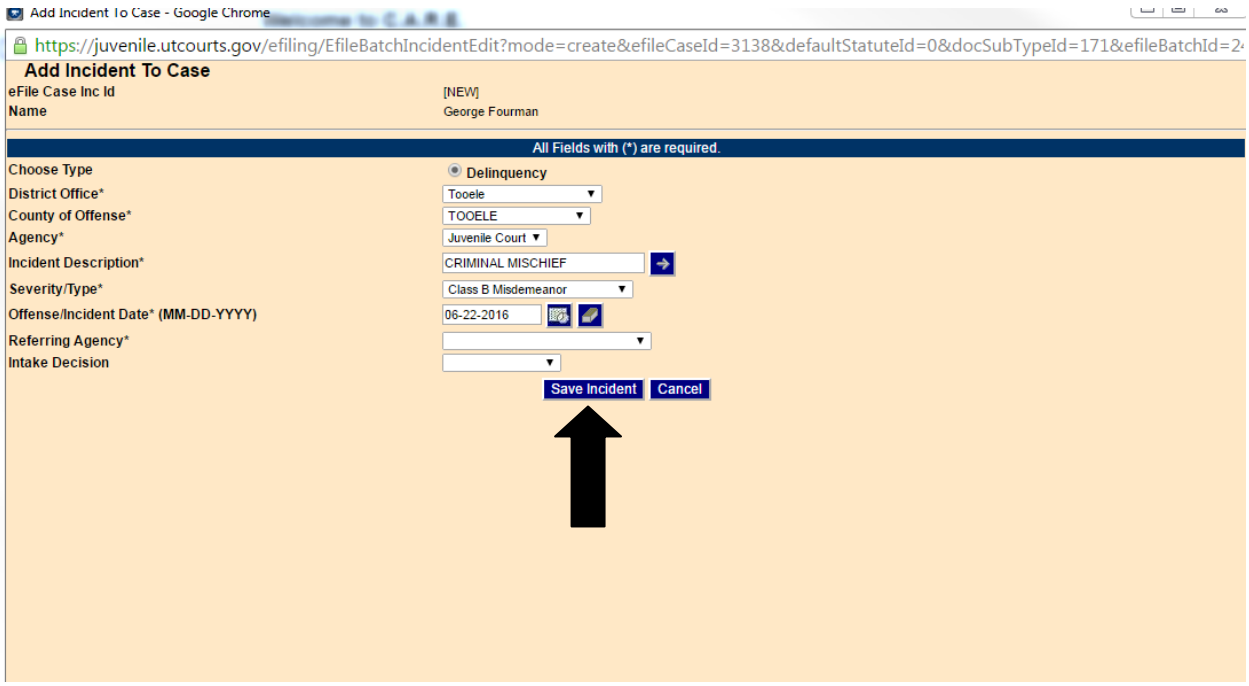
Statute/Offense Code:
Short Description: criminal mischief
Drug Related: No
State Statute Code:
Severity: Class B Misdemeanor
Category: Against Property
Firearm: No
Statute Description:

Statute Offense Code	State Statute Code	Severity	Short Description	Statute Description

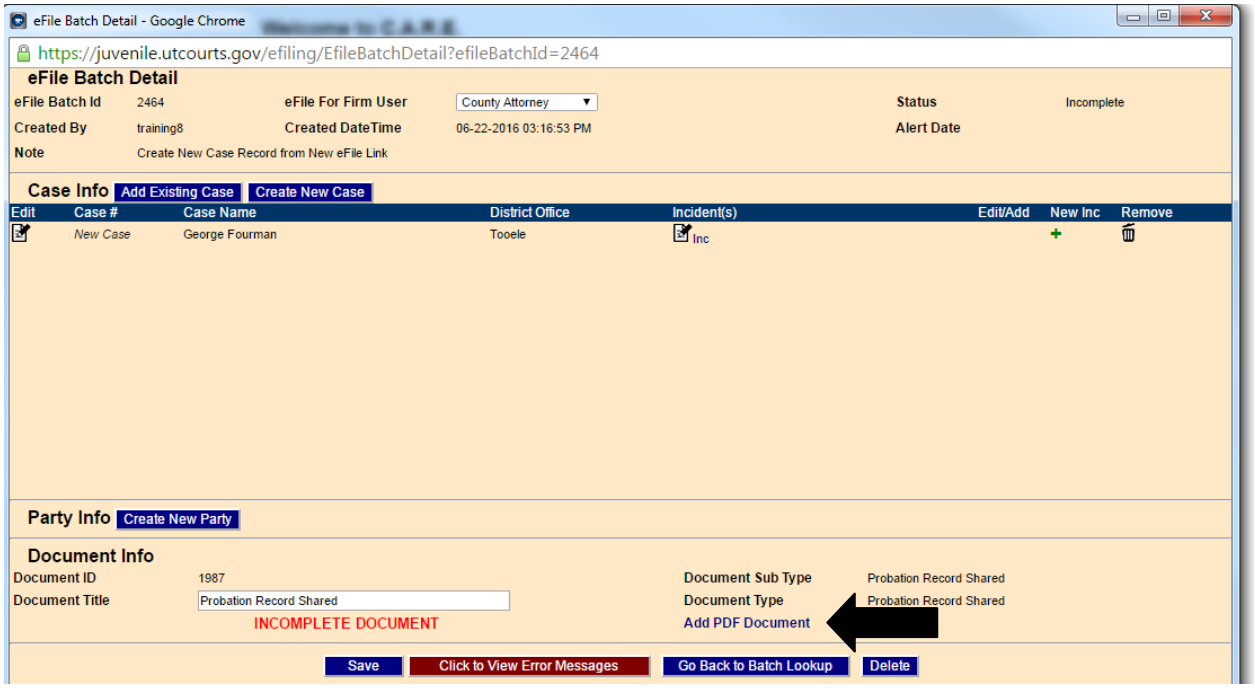
Cancel

The results of your search will appear. Select the applicable “Statute Offense Code”

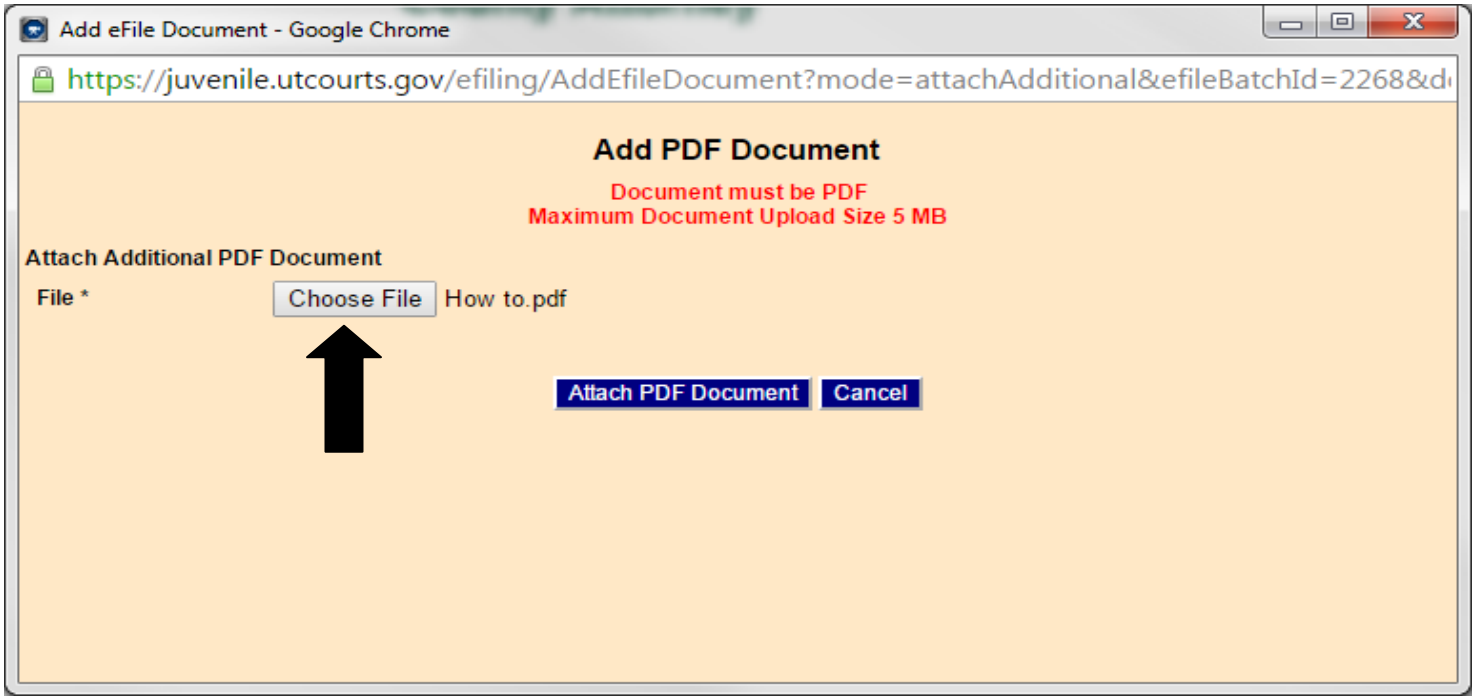
Once the “Incident Description” is selected you will be returned to the “Add Incident to Case Screen”. Enter the “Referring Agency” and the “Intake Decision.” **Note: Leave the Intake Decision blank if you are filing a Probation Records Shared. If you are filing a Petition you can select Petition.** Once all fields are complete, Select “Save Incident”



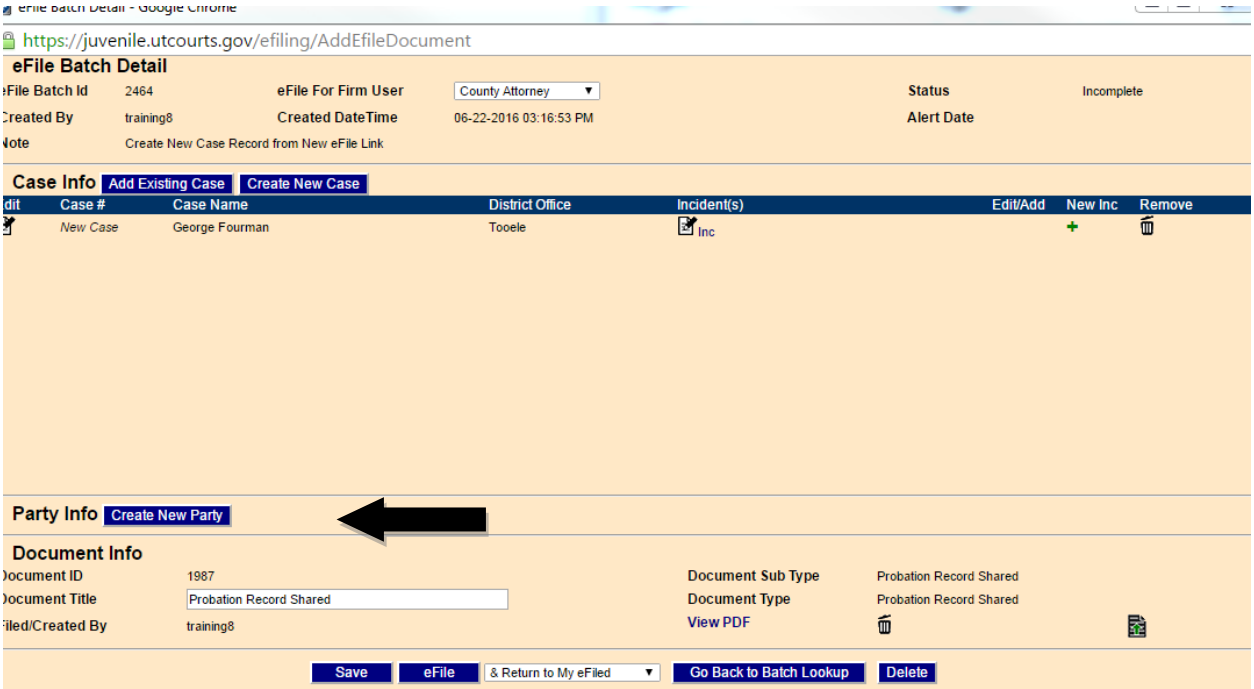
The "eFile Batch Detail" screen will appear. Select "Add PDF Document"



Select “Choose File.” After the intended document is selected, you will then select “Attach PDF Document.”



Once the PDF document is attached, you will be routed to the “eFile Batch Detail” screen. You will then need to enter the applicable parties associated to the case, this shall include, Mother, Father, Guardian, Custodian, Etc. You will select the “Create New Party” button.



You will need to complete the following screen by entering in as much information as possible. You will see the screen only requires the First and Last Name however, it will benefit both counsel and the courts if all fields are completed, if the information is available. Once the information is entered select the “Create” button.

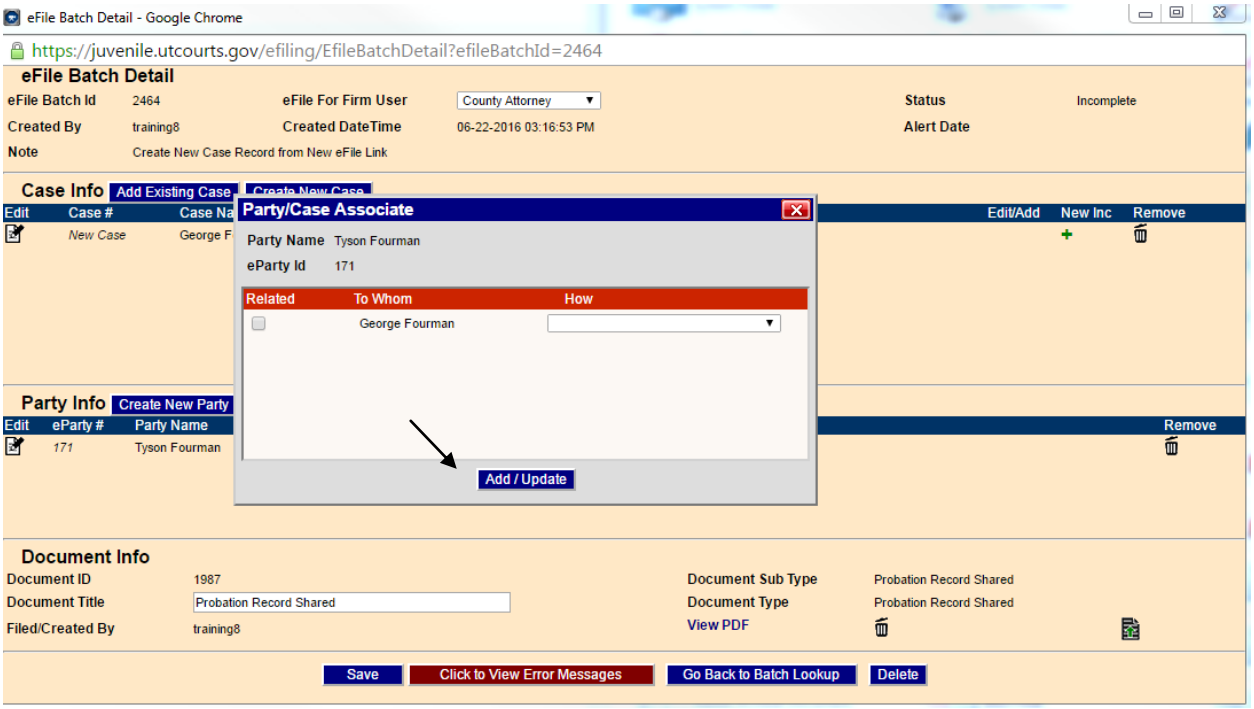
https://juvenile.utcourts.gov/?mode=create&efileBatchId=2268&sid=0.9587619499798987 - eFile Par - Internet Explorer

Create Back Close

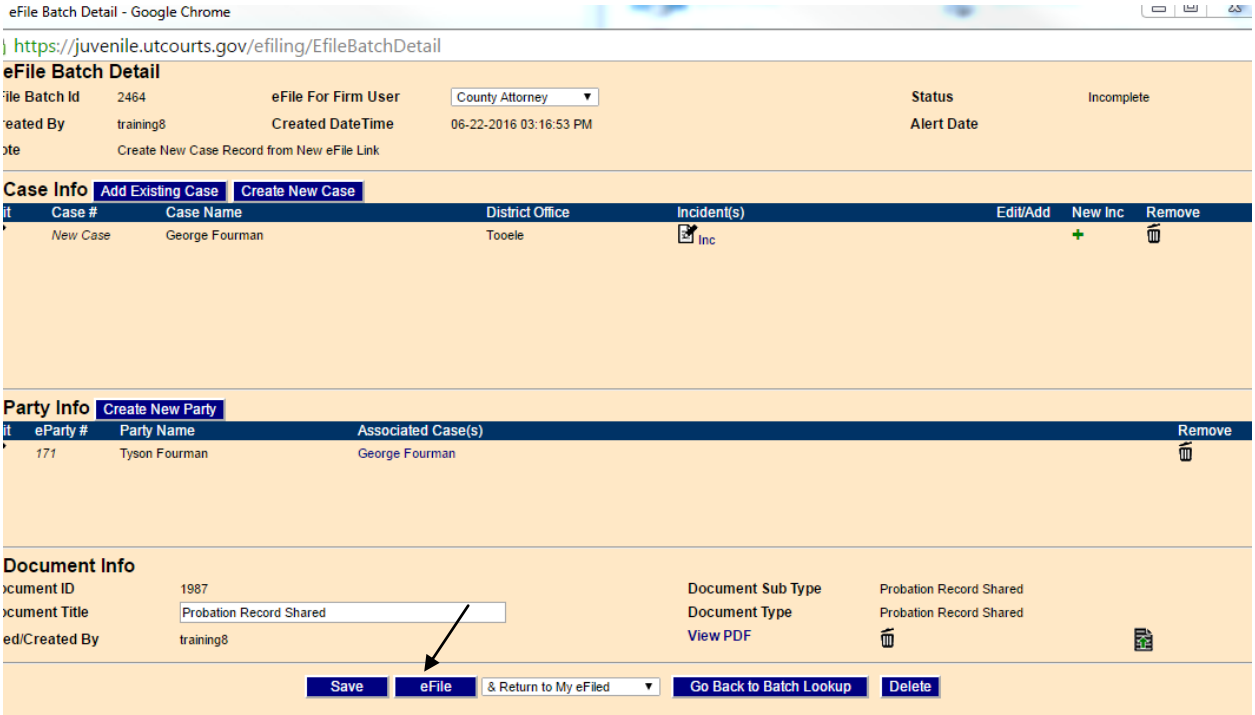
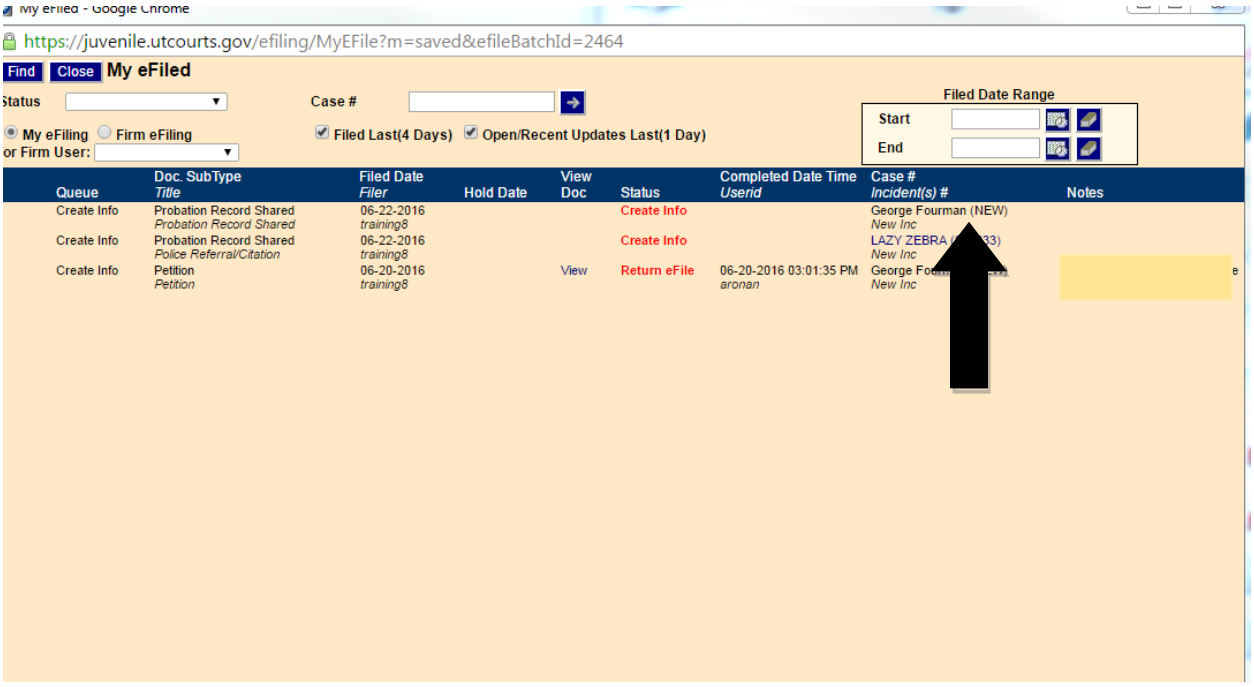
All fields with (*) are required.

Efile Party ID	New		
First Name *	Tyson	Date of Birth (MM-DD-YYYY)	01-01-1950
Middle Name		Gender	Unknown
Last Name *	Fourman	Race	Can Not Determine
Suffix		Ethnicity	Can Not Determine
Phone	435 1112222	Physical Same as Mail	☑
Mailing Address 1	1234 Vine Street	Physical Address 1	1234 Vine Street
Mailing Address 2		Physical Address 2	
Mailing City	Tooele	Physical City	Tooele
Mailing State	Utah	Physical State	Utah
Mailing Zip	84114	Physical Zip	84114

You will then be routed back to the "eFile Batch Detail." You will need to select the "Link this Party to Case(s)" option. The Party/Case Associate screen will allow you to select "How" the party is related to the underlying case. Then select the "Add/Update" button.



You will then be routed back to the "eFile Batch Detail" screen. This screen will allow you to review the information you have entered. If you have made an error you do have the ability to "Remove" the New Case or the Associated Party. You will notice the "eFile" option is available. Assuming you have entered all appilcable infomration, you may now select this option.



The “My eFiled” screen will appear. This screen will allow you to check the status of your new case filing. Please note, the case is routed and reviewed by the clerical staff. Once the case is processed and approved by clerical staff, a link with the case number will be available in the “My eFiled” screen.