INSTRUCTIONS ON HOW TO CHANGE TITLES OF ORDERS GENERATED IN CARE

Click on the MINUTES tab.

C.A.R.E - Main Application - Windows Internet Explorer

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

File Edit View Favorites Tools Help

Home | FindCase | My Workspace | Case | Party | Incident | Assess | Petition | Calendar | Minutes | Acctg | Order Fulfill | Victim | CaseLoad | Service | Admin

Find Case | Case Info. | Relationships | Federal Benefit | Assignments | Dispositions | Cust. & Prob.

Calendar | Documents | Assessments | CW Timeline | Safe Info

Profile | Addresses | Phones | Critical Messages | Characteristics | Aliases | Notes | Access | GAL Activities

Save | Save & New | Cancel | Upload Photo

Last Update Information: 12-23-2011 ahillis

Youth's Age 16

Party ID 1207311

Uploaded:

Case Creation Information: 03-12-2010 cloper

See Relationships Below

Reports: Case History - Long | Case History - Speedy | Sentencing Guidelines | Victim List | Case History/Incident Specific

All fields with (*) are required.

Case 1032448

*** Youth's Mailing Address ***

Protected Address Reason

First Name * Joshua

Address 41 S 200 E

CARE UPDATES

Current Release

Prev. Release

Email HelpDesk

Order Account Summary

Case # 1032448 - Joshua A Myers- Mar 24, 1997

Judge: M. Manley

Clerk Clerk

ACCOUNT DELINQUENT

ELECTRONIC PIN ASSIGNED

Click on VIEW ORDERS.

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Find Worksheet | Edit Worksheet | Preview/Approve | View Orders/Mins | Batch Print

- Minutes Worksheets
- Digitally Sign Order
- Manually Sign Order
- View Orders
- Batch Print
- Upload Order
- Minutes Reports

CARE

Find

Case Number 1032448

Worksheet ID

Hearing Date

Judge ID

Clerk ID

Court Order ID

Dig. Signed? N/A

Man. Signed? N/A

Court Order ID	Title	Case Last Name	Signed	Signing Judge	Hearing Date	Judge ID	Clerk ID	Worksheet ID	
864755	none	Myers	Digital	Mary L. Manley	04-23-2012	mmanley	pbridwell	776566	Amend Copy
850896	none	Myers	Manual	mmanley	*03-20-2012	mmanley	mparriott	764691	
847863	none	Myers	Digital	Mary L. Manley	03-12-2012	mmanley	jrobertson	761074	Amend Copy
836762	none	Myers	Manual	mmanley	*02-10-2012	mmanley	pbridwell	752300	
835158	none	Myers	Manual	mmanley	*02-07-2012	mmanley	pbridwell	750721	

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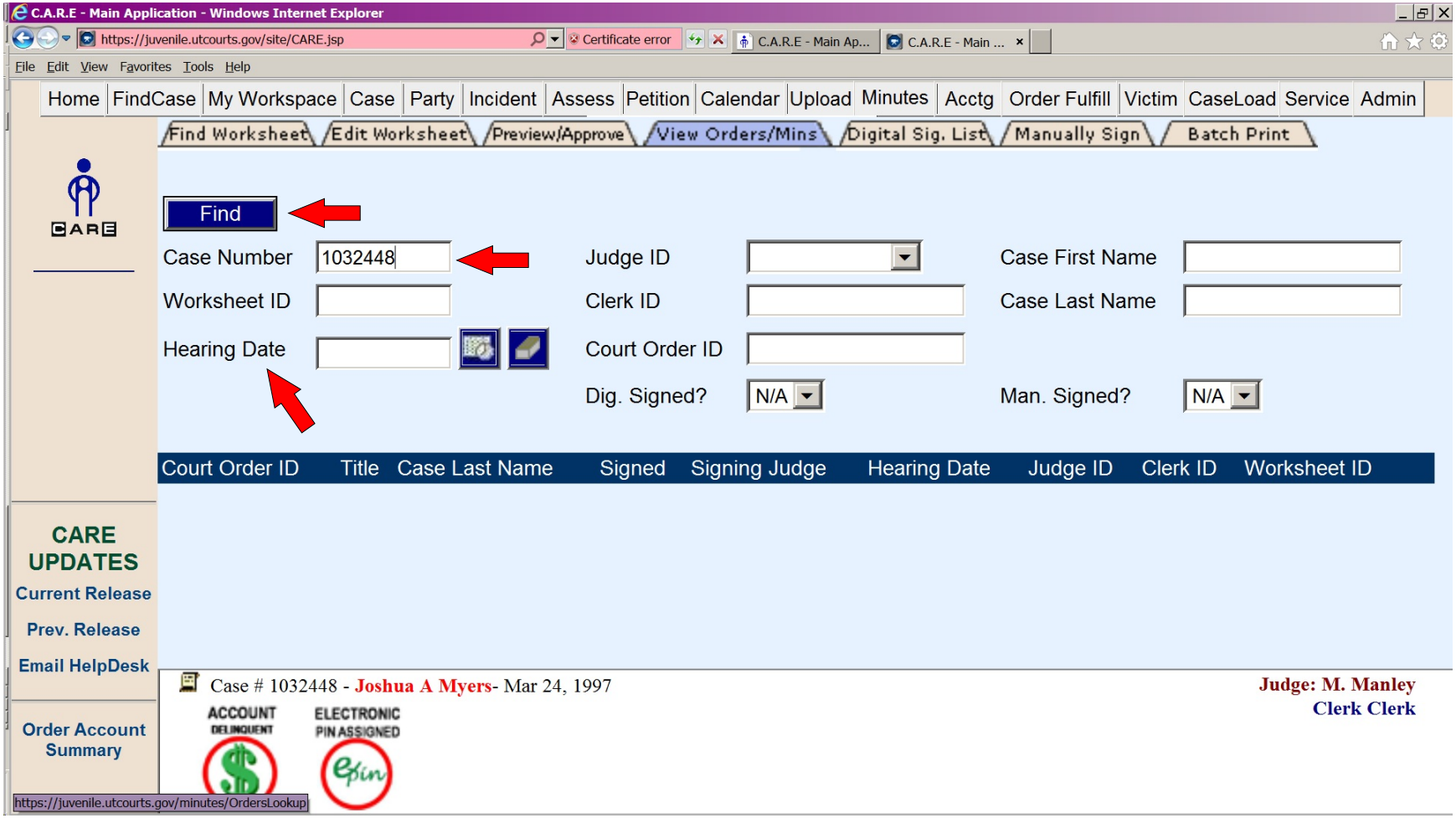
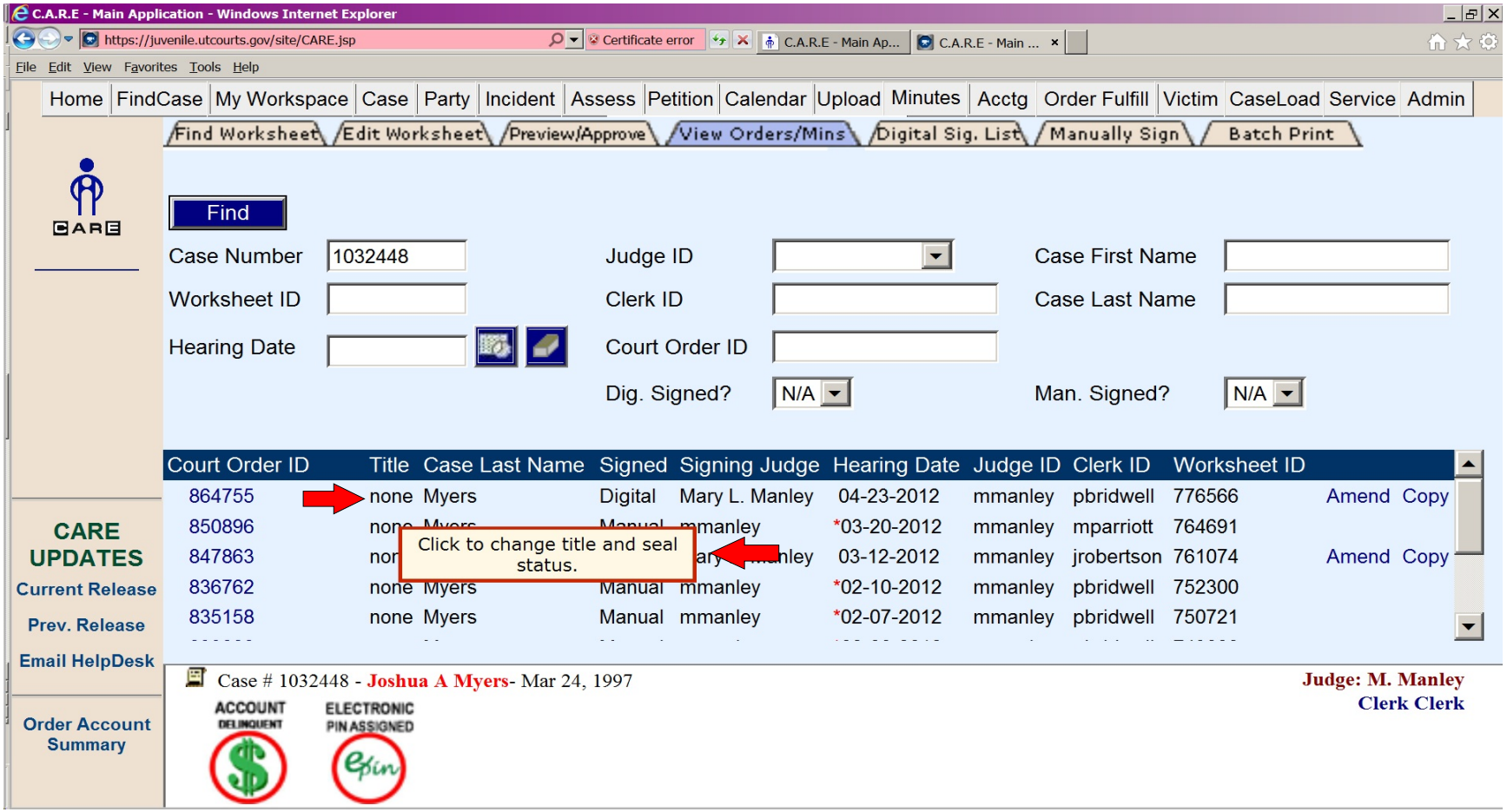
javascript: void window.top.goMenu('/minutes/OrdersLookup');

Type the case number into the CASE NUMBER box and click FIND. If you know the date of the hearing also type that in to narrow your search.



Hover over the title of the Court Order you want to change a box will pop up saying, “Click to change title and seal status”.



Once you click on the title, the CHANGE DOCUMENT TITLE box will pop up.

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File Edit View Favorites Tools Help

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Find Worksheet | Edit Worksheet | Preview/Approve | View Orders/Mins | Digital Sig. List | Manually Sign | Batch Print

CARE

Find

Case Number 1032448 | Judge ID | Case First Name

Worksheet ID | Clerk ID | Case Last Name

Hearing Date

N/A

Court Order ID	Title	Case Last N	sheet ID	
864755	none	Myers	66	Amend Copy
850896	none	Myers	91	
847863	none	Myers	74	Amend Copy
836762	none	Myers	00	
835158	none	Myers	21	

Change Document Title

The document title is initially set from the worksheet. Authorized users can update the title of the Court Order document.

Court Order ID 864755

*** Order Title** none

☐ **Sealed Document**

Change | Close

CARE UPDATES

Current Release

Prev. Release

Email HelpDesk

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Case # 1032448 - Joshua A Myers- Mar 24, 1997

Judge: M. Manley

Clerk Clerk

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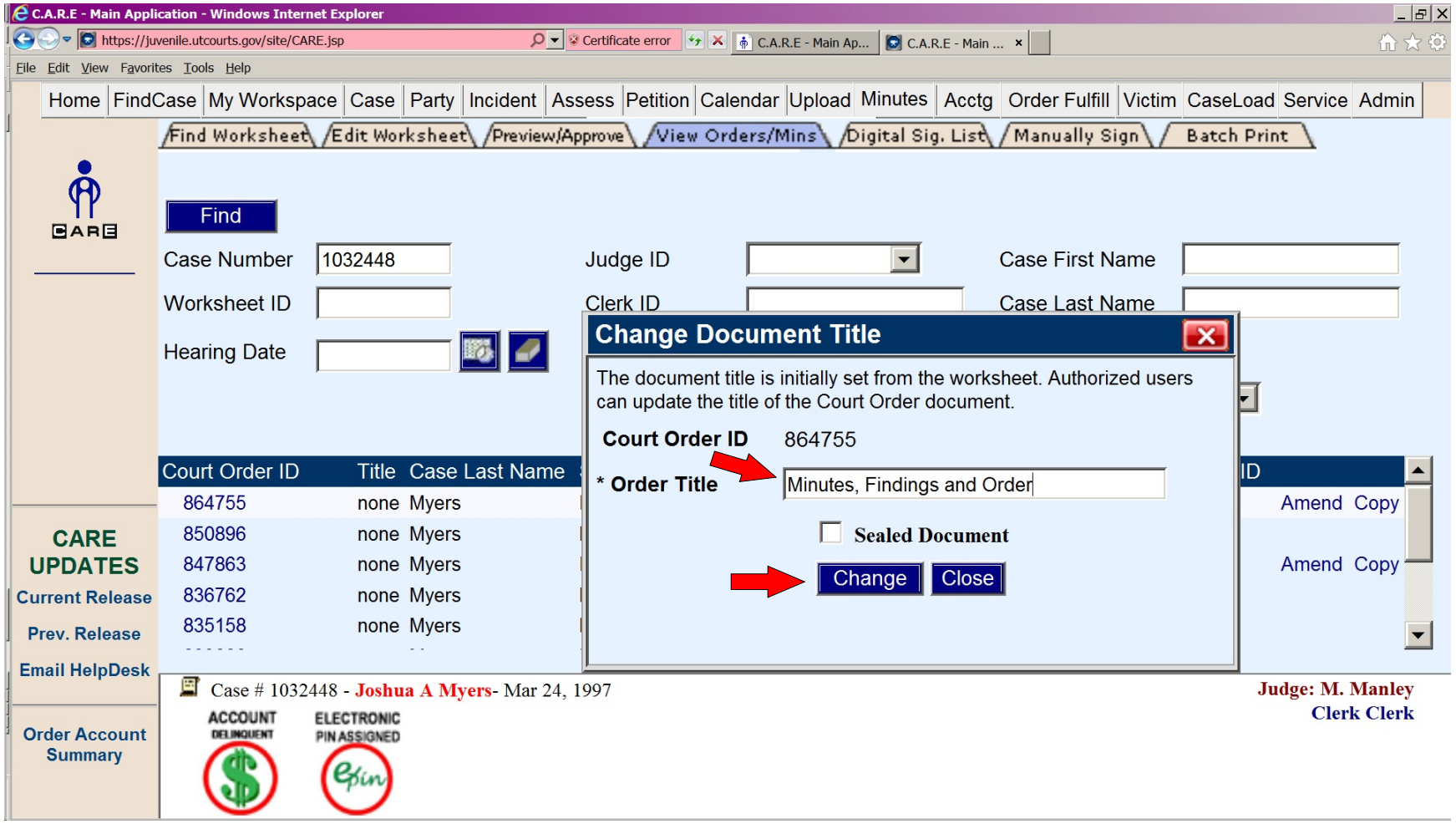
Change the document title and click CHANGE. Note: you can mark the document sealed in this box (do not seal a document without a court order). You have successfully changed the title to your document. You can click on the Court Order ID number to open the order. In All Documents the title can now bee seen.