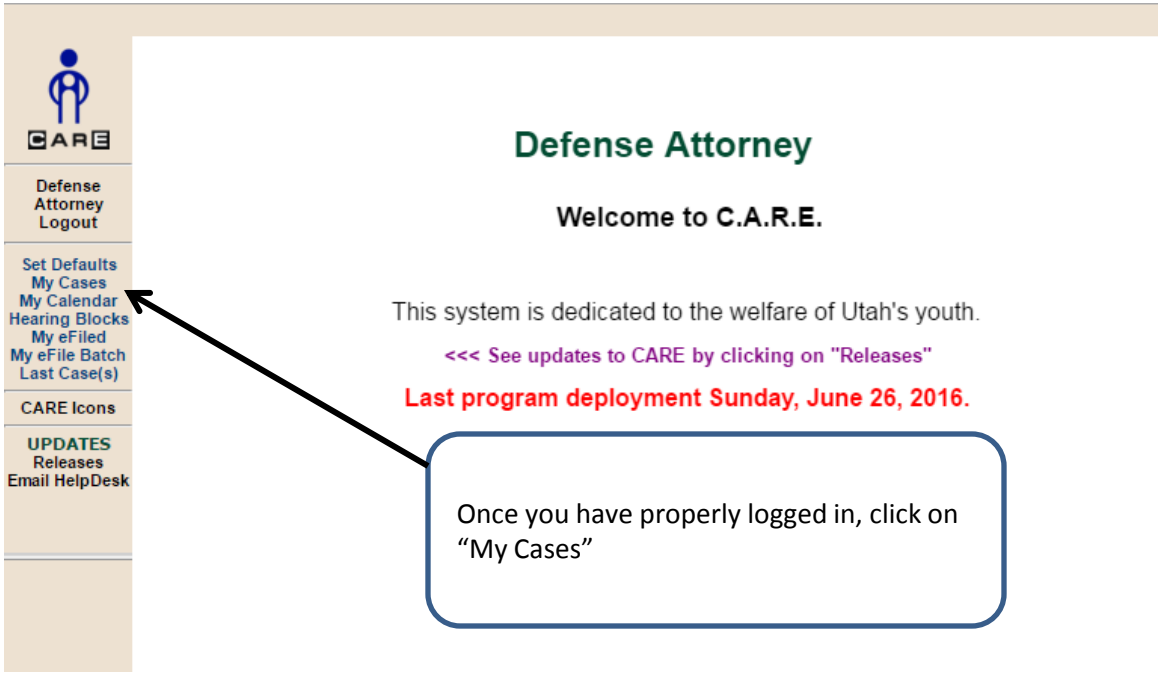
HOW TO CREATE A CASE/INCIDENT FOR DEFENSE ATTORNEYS

As of August 1, 2016 Defense Attorneys will be able to create new cases and incidents in CARE and file subsequent documents

NEW CASE



My Cases - Google Chrome

https://juvenile.utcourts.gov/demographics/MyCases?sid=0.05920220964995937

Find | Cancel | eFile Notice of Appearance Existing Case | eFile New Case

User ID: training9
Firm: TEST FIRM
Search Type: My Own
Search by Range: Last Name Range Begins: A Ends: A
Search by Input: Case # (Name) First: Last:
User Agency: Firm
Bar #
Show Next Hearing

Case	Name	DOB	Gender	District Office	Relationships	Withdraw eFile

Enter search criteria and click 'Find' button.

Click on “eFile New Case”

eFile Batch Case Edit - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileBatchCaseEdit?mode=new&areaNote=myCases&sid=0.22804288486068391

Save Case | Close

All fields with (*) are required.

eFile Case ID	[NEW]	Home District Office *	American Fork
First Name *	Test	Street Address *	123 Hope Lane
Middle Name		Apt/PO Box/Suite	
Last Name *	Case	City *	Salt Lake City
Date of Birth *	06-05-2013	State *	Utah
Gender *	Female	Zip *	84114
Phone *	4352004567	County *	UNKNOWN COUNTY
Race *	White		
Ethnicity *	Latino/Hispanic		
Height (ft. in.)		Weight (lbs.)	

Select a Document Type you are eFiling.

Document Type *	Substantiations	Substantiation Petions	

1. Fill in accurate information in each of the fields including the type of document you will be filing. Fields that contain an asterisk are required.
2. Click “Save Case”

eFile Batch Detail - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileBatchDetail?efileBatchId=2325

eFile Batch Detail

eFile Batch Id	2325	eFile For Firm User	Defense Attorney	Status	Incomplete
Created By	training9	Created DateTime	06-17-2016 02:29:09 PM	Alert Date	
Note	Create New Case Record from myCases				

Case Info

Create New Case

Edit	Case #	Case Name	District Office	Incident(s)	Edit/Add	New Inc	Remove
	New Case	Test Case	American Fork	INCIDENT(S) REQUIRED Use New Inc link.		+	

Click on the + sign to create an incident associated to the document you are filing.

Party Info

Create New Party

Document Info

Document ID	1886	Document Sub Type	Substantiations
Document Title	Substantiations	Document Type	Petition
	INCOMPLETE DOCUMENT	Add PDF Document	

Save | Click to View Error Messages | Go Back to Batch Lookup | Delete

Note: Parties to the case can be created here

Add Incident To Case - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileBatchIncidentEdit?mode=create&efileCaseId=2962&defaultStatuteId=981&docSubTypeId=174&efileBatchId=

Add Incident To Case

eFile Case Inc Id	[NEW]
Name	Test Case

All Fields with (*) are required.

Choose Type	Delinquency
District Office*	American Fork
County of Offense*	UTAH
Agency*	Juvenile Court
Incident Description*	SUBSTANTIATION PROCEEDING
Severity/Type*	Administrative - Other
Offense/Incident Date* (MM-DD-YYYY)	06-17-2016
Referring Agency*	Private Citizen
Intake Decision	Petition

Save Incident | Cancel

1. The information is populated into the fields for you but changes can be made by clicking on the drop down buttons if necessary.
2. Click on “Save Incident”

eFile Batch Detail - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileBatchDetail?efileBatchId=2325

eFile Batch Detail

eFile Batch Id	2325	eFile For Firm User	Defense Attorney	Status	Incomplete
Created By	training9	Created DateTime	06-17-2016 02:29:09 PM	Alert Date	
Note	Create New Case Record from myCases				

Case Info

Create New Case

Edit	Case #	Case Name	District Office	Incident(s)	Edit/Add	New Inc	Remove
	New Case	Test Case	American Fork	Inc		+	

Click on "Add PDF Document" to attach your document.

Party Info

Create New Party

Document Info

Document ID	1886	Document Sub Type	Substantiations
Document Title	Substantiations	Document Type	Petition
	INCOMPLETE DOCUMENT	Add PDF Document	

Save | Click to View Error Messages | Go Back to Batch Lookup | Delete

Note: At this point you can add new incidents, new cases, and new parties. You can save or delete what you have worked on so far and you can also change for whom you are filing. If you click on "Click to View Error Messages" you can see what needs to be corrected before you proceed.

eFile Batch Detail - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileBatchDetail?efileBatchId=2372

eFile Batch Detail

eFile Batch Id	2372	eFile For Firm User	Defense Attorney	Status	Draft
Created By	training9	Created DateTime	06-17-2016 02:57:17 PM	Alert Date	
Note	Create New Case Record from myCases				

Case Info

Add Existing Case

Edit	Case #	Case Name	District Office	Incident(s)	Edit/Add	New Inc	Remove
	New Case	Test Case	American Fork	Inc		+	

The document is ready to eFile in the usual manner by clicking on the “eFile” button.

Party Info

Create New Party

Document Info

Document ID	1931	Document Sub Type	Other Legal
Document Title	Substantiation	Document Type	Other Legal
Filed/Created By	training9	View PDF	

Save | eFile | & Return to My eFiled | Go Back to Batch Lookup | Delete

Note: You can create additional incidents or add more documents before you eFile. You can also add existing cases and create new parties

My eFiled - Google Chrome

https://juvenile.utcourts.gov/efiling/MyEFile?m=saved&efileBatchId=2372

Find Close **My eFiled**

Status ▼ Case #

Filed Date Range
Start
End

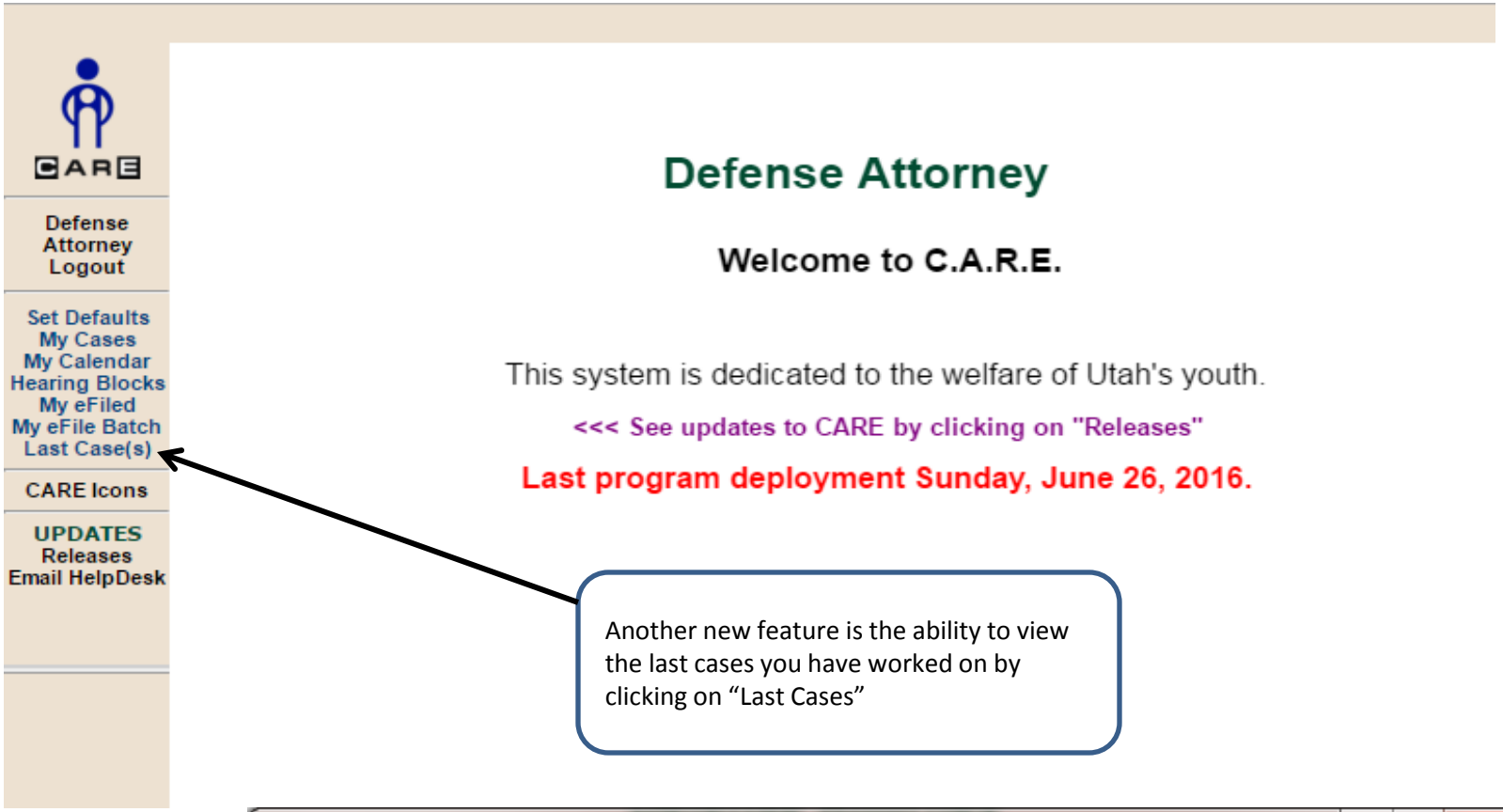
My eFiling Firm eFiling
for Firm User: ▼

Filed Last(10 Days) Open/Recent Updates Last(3 Days)

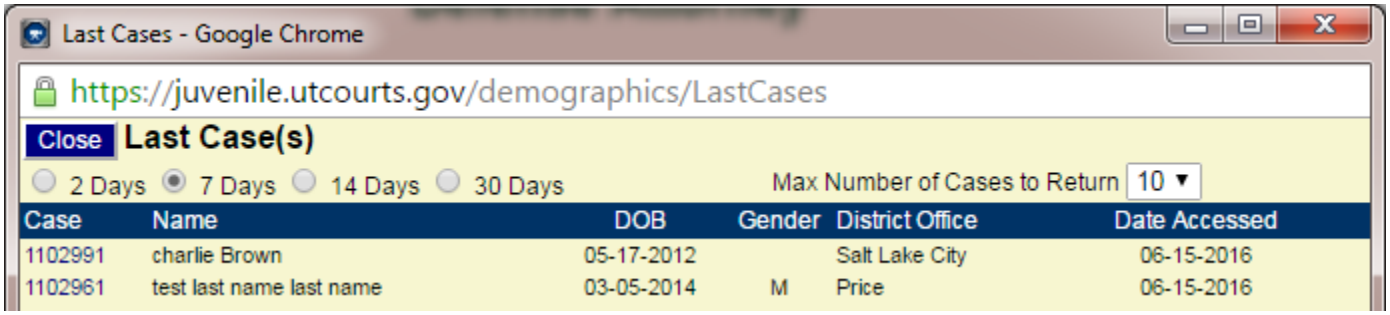
Queue	Doc. SubType *Title*	Filed Date *Filer*	Hold Date	View Doc	Status	Completed Date Time *Userid*	Case # *Incident(s) #*	Notes
Create Info	Other Legal *Substantiation*	06-17-2016 *training9*			Create Info		Test Case (NEW) *New Inc*	
Review	Termination of Parental Rights *Termination of Parental Rights*	06-16-2016 *training9*		View	New Filing		Dulcinea Quixote (1103011) *2*	Please note: There is a limit of 250 characters in this note...
Review	Motion *Test Motion*	02-08-2016 *training9*		View	New Filing		Chisai Unko-johnson (500005) *332*	
Review	Motion *Motion to Withdraw*	12-03-2015 *training9*		View	New Filing		Sanford Sharpie (1004313) *45, 46*	
Counsel	Notice of Appearance *Notice of Appearance*	11-23-2015 *training9*		View	New Filing		Chisai Unko-johnson (500005) *338*	
Counsel	Notice of Appearance *Notice of Appearance*	10-28-2015 *training9*		View	New Filing		Chisai Unko-johnson (500005)	
Counsel	Notice of Appearance *Notice of Appearance*	08-20-2015 *training9*		View	New Filing		COWARD LYON (751869)	

If you click on your "My eFiled" batch you can see that the case has been sent to the clerical queue awaiting processing and your firm's assignment to the case

If there is additional information needed you may receive a note from the clerk in this column



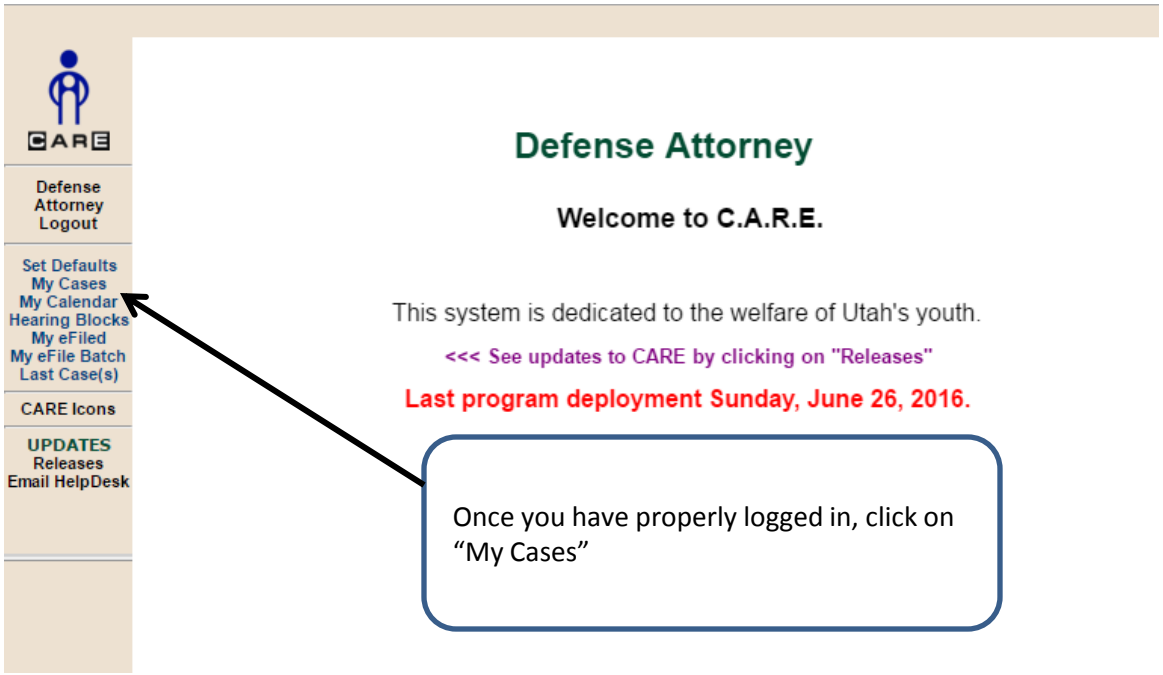
Another new feature is the ability to view the last cases you have worked on by clicking on “Last Cases”



HOW TO CREATE A CASE/INCIDENT FOR DEFENSE ATTORNEYS

As of August 1, 2016 Defense Attorneys will be able to create new cases and incidents in CARE and file subsequent documents

EXISTING CASE



My Cases - Google Chrome

https://juvenile.utcourts.gov/demographics/MyCases?sid=0.22640904350012092

Find | Cancel | eFile Notice of Appearance Existing Case | eFile New Case

User ID: training9 User Agency: Firm
Firm: TEST FIRM Bar #:
Search Type: My Own
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	Withdraw eFile

Enter search criteria and click 'Find' button.

1. Click on the drop down menu button and click on z
2. Click on “Find”

My Cases - Google Chrome

https://juvenile.utcourts.gov/demographics/MyCases?sid=0.5354432778072102

Find | Cancel | eFile Notice of Appearance Existing Case | eFile New Case

User ID: training9 User Agency: Firm

Firm: TEST FIRM Bar #:

Search Type: My Own

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

Search by Input: Case # 1102991 (Name) First: charlie Last: brown

Case	Name	DOB	Gender	District Office	Relationships	Withdraw eFile

Enter search criteria and click 'Find' button.

You can also enter a known case number or case name and click “Find”

My Cases - Google Chrome

https://juvenile.utcourts.gov/demographics/MyCases#

Find | Cancel | eFile Notice of Appearance Existing Case | eFile New Case

User ID: training9 User Agency: Firm
Firm: TEST FIRM Bar #:
Search Type: My Own
Search by Range: Last Name Range Begins: A Ends: A Show Next Hearing
Search by Input: Case # 1102991 (Name) First: charlie Last: brown

Case	Name	DOB	Gender	District Office	Relationships	Withdraw	eFile
1102991	Brown, charlie	05-17-2012		Salt Lake City	Display		

Click on “eFile” to file a document

eFile Batch Detail - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileCaseSearchAdd?searchAdd=add&areaNote=MyCases&efileBatchId=0&caseNumber=1102991

eFile Batch Detail

eFile Batch Id	2384	eFile For Firm User	Defense Attorney	Status	Incomplete
Created By	training9	Created DateTime	06-20-2016 06:42:59 AM	Alert Date	
Note	Creating efile Batch record from MyCases				

Case Info

Add Existing Case | Create New Case

Edit	Case #	Case Name	District Office	Incident(s)	Edit/Add	New Inc	Remove
	1102991	charlie Brown	Salt Lake City				

You can view what needs to be done from here by clicking on "Click to View Error Messages." It will indicate that a document needs to be added

Click on "Add PDF Document" to add a Document

Document Info

INCOMPLETE MISSING DOCUMENT

Add PDF Document | Add Proposed Verbiage

Save | Click to View Error Messages | Go Back to Batch Lookup | Delete

Select **Petition** as the Document Type and enter the Document Sub Type and Document Title.

Add eFile Document - Google Chrome

https://juvenile.utcourts.gov/efiling/AddEfileDocument?mode=importDoc&efileBatchId=2412&docCatI

Add PDF Document

Document must be PDF
Maximum Document Upload Size 5 MB

Document Type * Petition (Legal Juvenile)

Petition not created in CARE. Private Petitions, Information, Child Welfare Petitions, Petitions for Emancipation, Expungement Petitions, Abortion Petitions, etc.

Doc Sub Type * Emancipation Petition

Document Title Petition for Emancipation

File * Choose File NCTI Eval.pdf

Attach PDF Document Cancel

Choose your document file and click on "Attach PDF Document"

eFile Batch Detail - Google Chrome

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

eFile Batch Detail

eFile Batch Id	2413	eFile For Firm User	Defense Attorney	Status	Draft
Created By	training9	Created DateTime	06-20-2016 09:42:53 AM	Alert Date	
Note	Creating efile Batch record from MyCases				

Case Info

Add Existing Case | Create New Case

Edit	Case #	Case Name	District Office	Incident(s)	Edit/Add	New Inc	Remove
	1102991	charlie Brown	Salt Lake City	INCIDENT(S) REQUIRED Use Edit/Add or New Inc links.		+	

Click on the + sign to create an incident associated to the document you are filing.

Document Info

Document ID	1946	Document Sub Type	Emancipation Petition
Document Title	Petition for Emancipation	Document Type	Petition
Filed/Created By	training9	View PDF	

Save | Click to View Error Messages | Go Back to Batch Lookup | Delete

Add Incident To Case - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileBatchIncidentEdit?mode=create&efileCaseId=3079&defaultStatuteId=1222&docSubTypeId=191&efileBatchIc

Add Incident To Case

eFile Case Inc Id	[NEW]
Name	charlie Brown

All Fields with (*) are required.

Choose Type	Child Welfare
District Office*	Salt Lake City
County of Offense*	SALT LAKE
Agency*	Juvenile Court
Incident Description*	PETITION FOR EMANCIPATION
PSS?	Check if Yes
Intake Decision	Petition
Child Removal Date (MM-DD-YYYY)	
Petitioner	Private Petitioner

Save Incident | Cancel

1. The information is populated into the fields for you but changes can be made by clicking on the drop down buttons if necessary.
2. Click on “Save Incident”

eFile Batch Detail - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileBatchDetail?efileBatchId=2413

eFile Batch Detail

eFile Batch Id	2413	eFile For Firm User	Defense Attorney	Status	Draft
Created By	training9	Created DateTime	06-20-2016 09:42:53 AM	Alert Date	
Note	Creating efile Batch record from MyCases				

Case Info

Add Existing Case | Create New Case

Edit	Case #	Case Name	District Office	Incident(s)	Edit/Add	New Inc	Remove
	1102991	charlie Brown	Salt Lake City	Inc		+	

The document is ready to eFile in the usual manner by clicking on the “eFile” button.

Document Info

Document ID	1946	Document Sub Type	Emancipation Petition
Document Title	Petition for Emancipation	Document Type	Petition
Filed/Created By	training9	View PDF	

Save | eFile | & Return to My eFiled | Go Back to Batch Lookup | Delete

eFile Batch Detail - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileBatchDetail?efileBatchId=2413

eFile Batch Detail

eFile Batch Id	2413	eFile For Firm User	Defense Attorney	Status	Draft
Created By	training9	Created DateTime	06-20-2016 09:42:53 AM	Alert Date	
Note	Creating efile Batch record from MyCases				

Case Info

Add Existing Case | Create New Case

Edit	Case #	Case Name	District Office	Incident(s)	Edit/Add	New Inc	Remove
	1102991	charlie Brown	Salt Lake City	Inc		+	

You can also create an additional case from this screen by clicking on “Create New Case”

Document Info

Document ID	1946	Document Sub Type	Emancipation Petition
Document Title	Petition for Emancipation	Document Type	Petition
Filed/Created By	training9	View PDF	

Save | eFile | & Return to My eFiled | Go Back to Batch Lookup | Delete

eFile Batch Case Edit - Google Chrome

https://caredev.utcourts.gov/efiling/EfileBatchCaseEdit?mode=create&efileBatchId=2874&sid=0.14916025969945212

Back | Save Case | Close

All fields with (*) are required.

eFile Case ID	[NEW]	Home District Office *	American Fork	*Populate Address/Phone From*	Charlie Brown
First Name *		Street Address *	124 N 456 W		
Middle Name		Apt/PO Box/Suite			
Last Name *		City *	American Fork		
Date of Birth *		State *	Utah		
Gender *	Unknown	Zip *	84003		
Phone *	0000000000	County *	Utah		
Race *					
Ethnicity *					
Height (ft. in.)		Weight (lbs.)			

An added feature allows you to pre-populate the address and phone fields from an existing case.

1. Click on the drop down box and select the case
2. The information will populate into the address fields.

My eFiled - Google Chrome

https://juvenile.utcourts.gov/efiling/MyEFile?m=saved&efileBatchId=2414

Find Close **My eFiled**

Status Case #

My eFiling Firm eFiling

for Firm User:

Filed Last(10 Days) Open/Recent Updates Last(3 Days)

Filed Date Range

Start

End

Queue	Doc. SubType *Title*	Filed Date *Filer*	Hold Date	View Doc	Status	Completed Date Time *Userid*	Case # *Incident(s) #*	Notes
Create Info	Emancipation Petition *Petition for Emancipation*	06-20-2016 *training9*			Create Info		charlie Brown (1102991) *New Inc*	
Create Info	Other Legal *Substantiation*	06-17-2016 *training9*			Create Info		Test Case (NEW) *New Inc*	
Review	Termination of Parental Rights *Termination of Parental Rights*	06-16-2016 *training9*		View	New Filing		Dulcinea Quixote (1103011) *2*	Please note: There is a limit of 250 characters in this note...
Review	Motion *Test Motion*	02-08-2016 *training9*		View	New Filing		Chisai Unko-johnson (500005) *332*	
Review	Motion *Motion to Withdraw*	12-03-2015 *training9*		View	New Filing		Sanford Sharpie (1004313) *45, 46*	
Counsel	Notice of Appearance *Notice of Appearance*	11-23-2015 *training9*		View	New Filing		Chisai Unko-johnson (500005) *338*	
Counsel	Notice of Appearance *Notice of Appearance*	10-28-2015 *training9*		View	New Filing		Chisai Unko-johnson (500005)	
Counsel	Notice of Appearance *Notice of Appearance*	08-20-2015 *training9*		View	New Filing		COWARD LYON (751869)	

If you click on your "My eFiled" batch you can see that the case has been sent to the clerical queue awaiting processing and your firm's assignment to the case

If there is additional information needed you may receive a note from the clerk in this column