

## NEW DOC LOOK UP SCREEN

Some changes have been made to the Document Look Up screen. You will now be able to look up documents that were uploaded by Case District Office and Upload Agency. You will notice the Creator box is no longer available. You will also notice that in the result area of the screen the Creator Column has been replaced by Upload User Id Agency. Now you will know what user and agency uploaded a document.

The screenshot shows the C.A.R.E. Main Application interface in Internet Explorer. The browser address bar shows the URL: <https://juvenile.utcourts.gov/site/CARE.jsp>. The application has a navigation menu with options like Home, FindCase, My Workspace, Case, Party, Incident, Assess, Petition, Calendar, Upload, Minutes, Acctg, Order Fulfill, Victim, CaseLoad, Service, Admin, E-Referral, and Profile. The main content area is titled "Upload Maint" and contains several search filters:

- Case Number:** 504504
- Document Category:** Protected Social/Legal Juvenile
- File Date / Upload Date:** Radio buttons for selection.
- Begin Date / End Date:** Date pickers.
- Case District Office:** A dropdown menu with a red arrow pointing to it.
- Document Type:** A dropdown menu.
- Upload Agency:** A dropdown menu with a red arrow pointing to it.
- Find Agency Users:** A button.
- Upload User List:** A dropdown menu.

Below the filters is a table with the following columns: Date, Category, Document, Title, Upload User Id Agency, Case, Incidents, View, Add/Remove Incidents, Attach Add'l Doc, and Delete. A red arrow points to the "Upload User Id Agency" column. The table currently displays the message: "No results exists for the specified criteria".

At the bottom of the screen, there is a summary for Case # 504504 - **Kyler Merett** - Jan 23, 2005. The status is "No Assigned Judge Clerk Clerk".

To search for a document that has been uploaded by an agency you need to choose an agency from the drop down box in the Upload Agency box.

The screenshot shows the C.A.R.E. Main Application interface in a Windows Internet Explorer browser. The browser address bar shows the URL <https://juvenile.utcourts.gov/site/CARE.jsp>. The application has a menu bar with options: Home, FindCase, My Workspace, Case, Party, Incident, Assess, Petition, Calendar, Upload, Minutes, Acctg, Order Fulfill, Victim, CaseLoad, Service, Admin, E-Referral, Profile. Below the menu bar is a navigation bar with 'Upload Maint' highlighted. The main content area is divided into several sections. On the left, there is a 'CARE UPDATES' section with links for 'Current Release', 'Prev. Release', 'Email HelpDesk', and 'Order Account Summary'. The central area contains a 'Find' section with buttons for 'Upload New Social Document', 'Upload New Legal Document', and 'New Hearing'. Below these buttons are form fields for 'Case Number' (504504), 'Case District Office', 'Document Category' (Protected Social/Legal Juvenile), 'Document Type', 'File Date' (selected), 'Upload Date', 'Begin Date', 'End Date', 'Upload Agency' (dropdown menu), and 'Upload User List'. A red arrow points to the 'Upload Agency' dropdown menu, which is open and shows a list of agencies: YPA, DYC, Human Services, GAL, YIC, DCFS (highlighted), Juvenile Court, Info Technology, ORS, Private Attorney, and Firm. Below the form fields is a table with columns: Date, Category, Title, Upload User Id, Agency, Case, Incidents, View, Add/Remove, Attach, Add'l, Delete. The table is currently empty, and a message below it states 'No results exists for the specified criteria'. At the bottom right, there is a message: 'No Assigned Judge Clerk Clerk'.

Click on the agency you want to look up and the Upload District Office box will appear. Choose the District Office you want to use.

**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 Upload Minutes Acctg Order Fulfill Victim CaseLoad Service Admin E-Referal Profile

**Upload Maint**

**Find** Upload New Social Document Upload New Legal Document New Hearing

Case Number: 504504 Case District Office: [Dropdown]

Document Category: Protected Social/Legal Juvenile Document Type: [Dropdown]

File Date  Upload Date

Begin Date: [Date Picker] End Date: [Date Picker]

Upload Agency: DCFS Upload District Office: Moab

TBD Find Agency Users Upload User List: [Dropdown]

Date	Category	Document	Title	Upload User Id Agency	Case	Incidents	View	Add/Remove Incidents	Attach Add'l Doc	Delete
No results exists for the specified criteria										

Case # 504504 - **Kyler Merett**- Jan 23, 2005 No Assigned Judge Clerk Clerk

CARE UPDATES  
 Current Release  
 Prev. Release  
 Email HelpDesk

Order Account Summary

Once the agency and district office boxes are filled in you can find agency users to narrow your search. Click on the Find Agency Users box and the Upload User List will appear. To choose a user click on the drop down box in the Upload User List .

The screenshot shows the C.A.R.E. Main Application interface in a Windows Internet Explorer browser. The address bar shows the URL <https://juvenile.utcourts.gov/site/CARE.jsp>. The application has a menu bar with options like Home, FindCase, My Workspace, Case, Party, Incident, Assess, Petition, Calendar, Upload, Minutes, Acctg, Order Fulfill, Victim, CaseLoad, Service, Admin, E-Referral, and Profile. Below the menu is a navigation bar with 'Upload Maint' selected.

The main content area contains several search filters:

- Find** button
- Upload New Social Document** button
- Upload New Legal Document** button
- New Hearing** button
- Case Number**: 504504
- Case District Office**: (dropdown menu)
- Document Category**: Protected Social/Legal Juvenile
- Document Type**: (dropdown menu)
- File Date** (selected) / **Upload Date** (radio buttons)
- Begin Date**: (calendar icon)
- End Date**: (calendar icon)
- Upload Agency**: DCFS
- Upload District Office**: Moab
- TBD** (Text Before Document)
- Find Agency Users** button (highlighted with a red arrow)
- Upload User List**: Gwynith Welch (dropdown menu)

Below the filters is a table with columns: Date, Category, Document, Title, Upload User Id, Agency, Case, Incidents, View/Incidents, Attach Add'l, and Delete. The table is currently empty, displaying the message: "No results exists for the specified criteria".

The **Upload User List** dropdown menu is open, showing a list of users. The user **Gwynith Welch** is highlighted in purple, and a red arrow points to this selection.

At the bottom of the page, there is a section for **Case # 504504 - Kyler Merett - Jan 23, 2005** and a note: **No Assigned Judge Clerk Clerk**.

In order to use the File Date Button and the Upload Button you need to have at date in the Begin date box. If you put a date in the begin date box and not the end date box your search will only be for the date in the begin date box. If you put in a begin date and an end date your search will include the begin date, the end date and all of the days in between.