

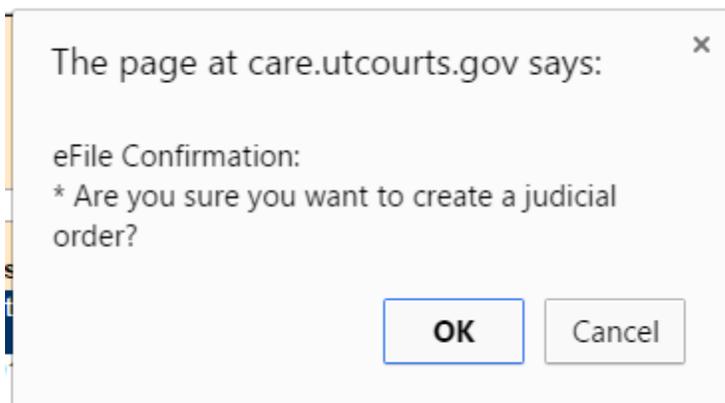
## LINKING DOCUMENTS

Clerks can link documents on a **Motion, Affidavit** or a **Report and Recommendation**.

The first step is if a probation officer efiles a **Report and Recommendation**. The clerk will go to the eFile Queue. In the eFile Queue you can click on the gavel to create a Proposed Order and it will link it to the Report and Recommendation.

Queue	Document ID	Title	Document Sub Type	Filed Date	Filer	Hold Date	View Doc	Linked Docs	Status	Case #	Incident(s) #	Actions	Notes
Review Queue		Report & Recommendations test		12-23-2015	amuti	Click to Add	View		New Filing			Click to COMPLETE	
Review Queue		Petition Amended Petition		12-23-2015	jjohnston1	Click to Add	View		New Filing			Click to COMPLETE	
Order Queue	jnoland	Findings of Fact FINDINGS OF FACT, CONCLUSIONS OF LAW AND ORDER in re: the father, Jerome Schmick		12-23-2015	jjohnston1	Click to Add	View		Proposed				
Order Queue	jnoland	Findings of Fact FINDINGS OF FACT, CONCLUSIONS OF LAW AND ORDER in re: the father, Jon Woodling		12-23-2015	jjohnston1	Click to Add	View		Proposed				
Order Queue	jnoland	Findings of Fact FINDINGS OF FACT, CONCLUSIONS OF LAW AND ORDER		12-23-2015	jjohnston1	Click to Add	View		Proposed				

Once you click the gavel, confirm the prompt.



Fill out the Document Type, Doc Sub Type, and enter the Document Title. Click the “Save/Cont to Judicial” button.

**Add Document Type Information for Proposed**

Document Type \*

**Any Order signed/denied by the Court not prepared in CARE. Motion/Order, Custody, Decree, Findings of Fact, Conclusions of Law, Probation Order, Treatment Plan, Protective Supervision Services, Review Order, Stipulation, etc.**

Doc Sub Type \*

Document Title

This will take you to the Order Screen.

Proposed Document - Google Chrome

https://care.utcourts.gov/efiling/ProposedDocument?m=saved&efileBatchId=65890&efileId=0&preview=Y

Filer Information for Sheri Knighton

Include Filer Info on Document

Multiple District Offices Exist for Selected Cases  
Select representative district office : Ogden  
FOR WEBER COUNTY, STATE OF UTAH

STATE OF UTAH, in the interest of  
ZEBRA, LAZY TEST CASE 01-01-1985  
Case Descriptor A Person Under the Age of 18 Years

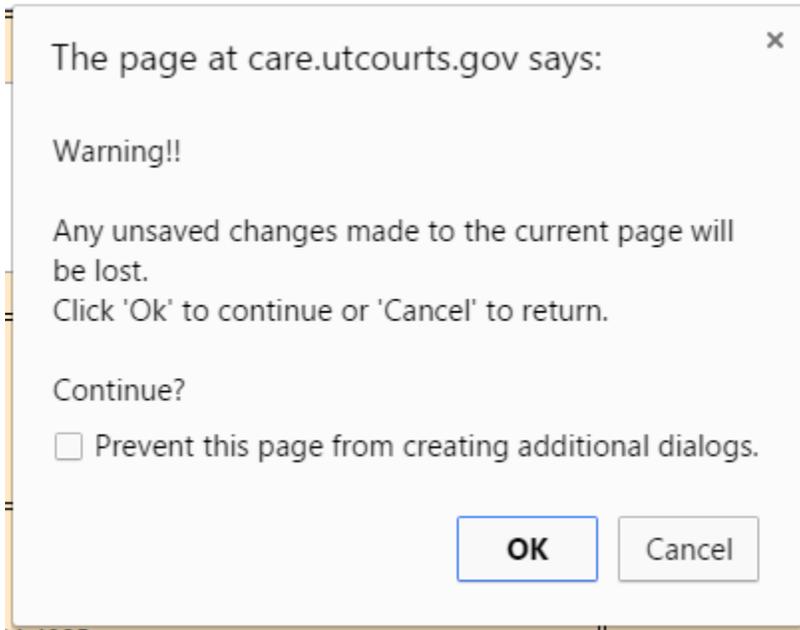
Title Test Order  
 Amended  
Case No. 955333  
Judge / Commissioner Noland, Jeffrey

Include Incident/Allegation Verbiage  
\* Document Content is required

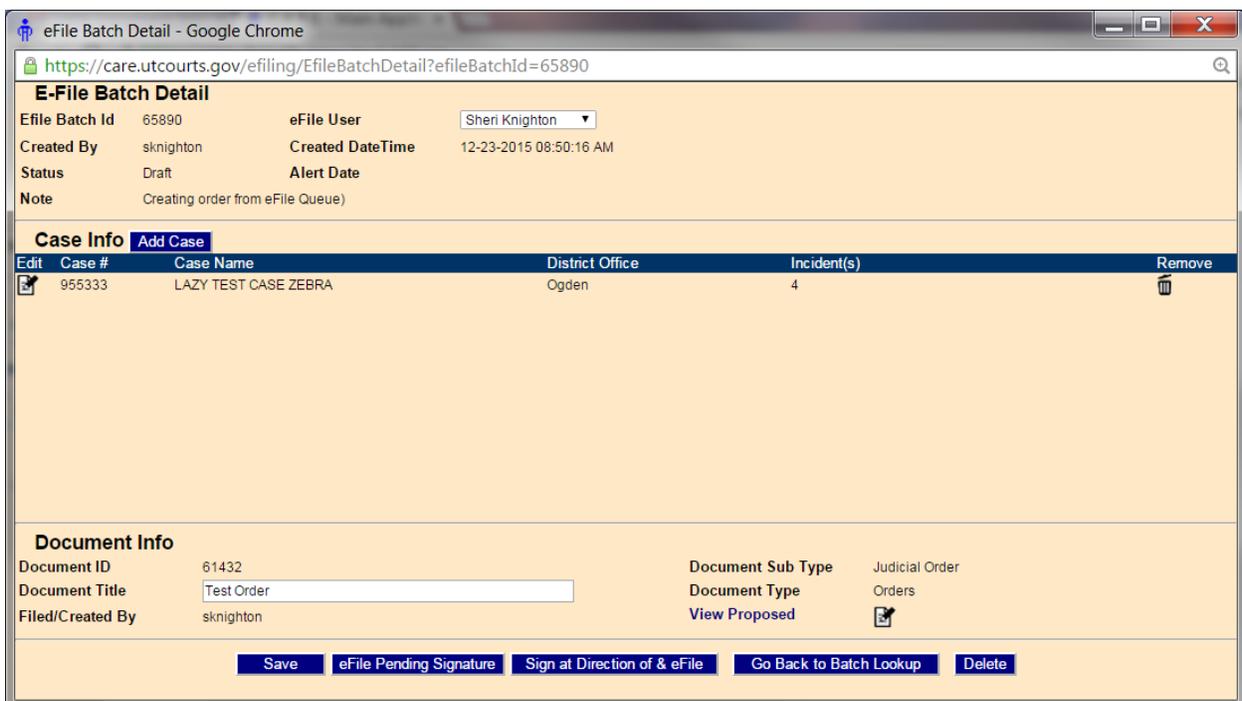
Test Order for Report and Recommendation.

Load Template Spellcheck Replace At Tags Save Only Save & Preview Go Back to Batch Detail

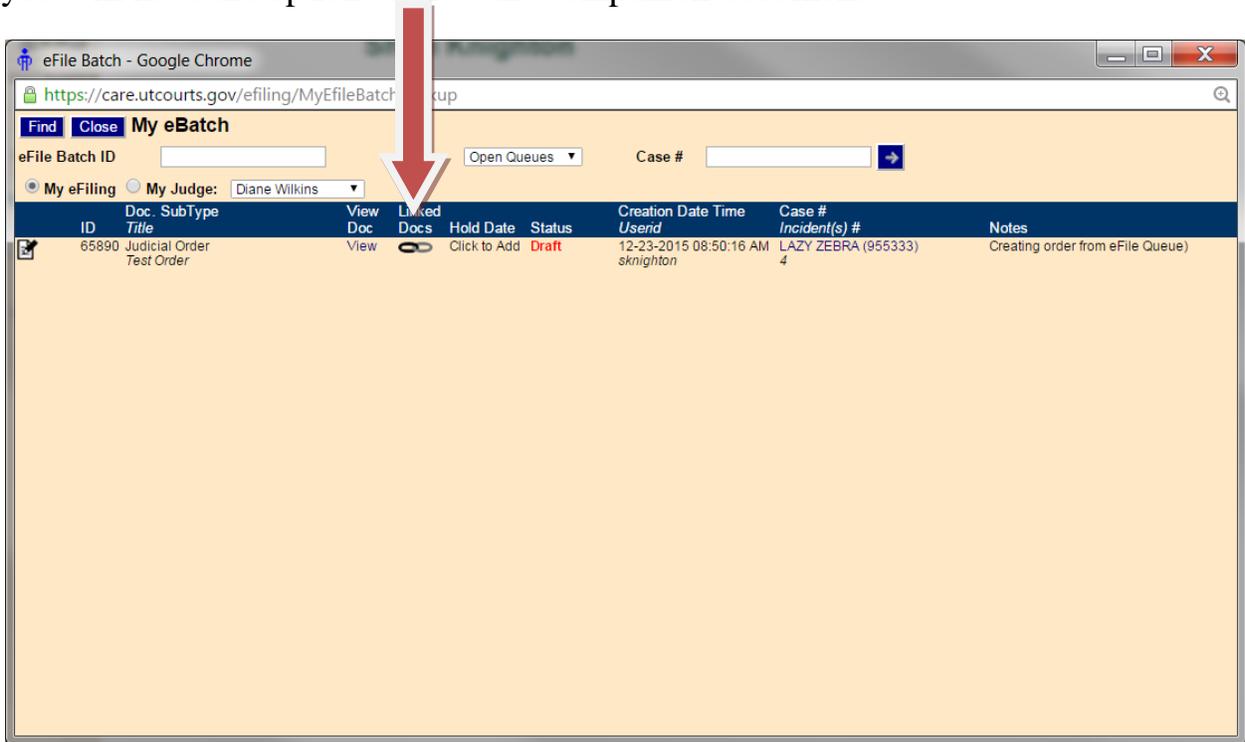
Once the order has been completed, save and then return to your batch detail. Click OK.



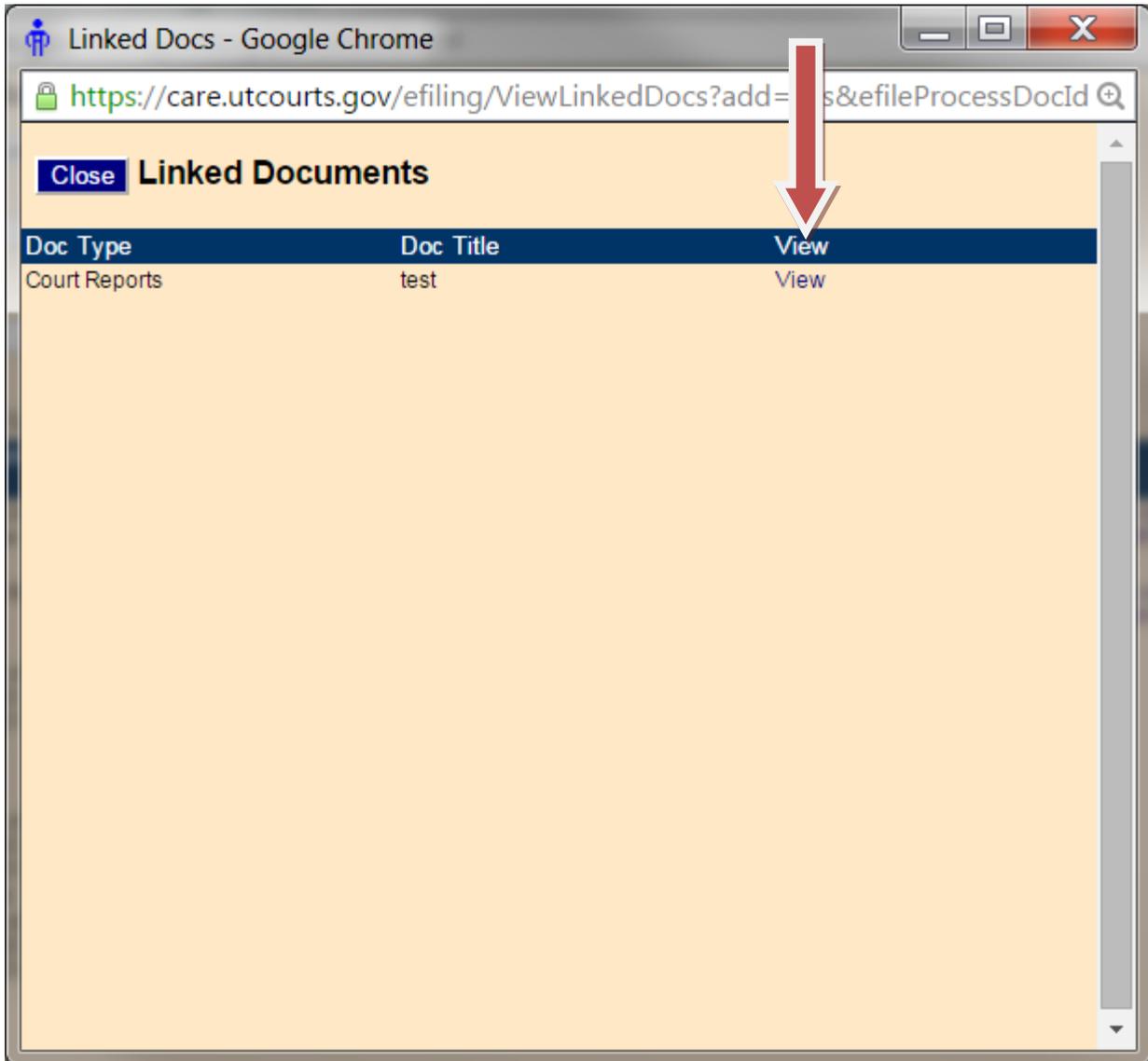
You will be directed back to the E-File Batch Detail where you will eFile the document.



When you view My eBatch, your My eFiled, or the Queue you will see that these documents have been linked by the grey and black chains. By clicking on this link you will have the option to view the companion document.



This screen will appear and if you click the View link you can view the document.



Clerks can also link documents that have already been eFiled. Once a Motion, Affidavit or Report & Recommendation and Order have been eFiled, and are in the eFile Queue. You will see a chain link icon that is green and black. Clicking on the icon will open a popup window and a list of available documents to link.

The screenshot shows the 'eFile Queue' interface. At the top, there are search filters including 'Routing Queue' (Open Queues), 'Status' (Open), 'Filer' (empty), 'Case District\*\*' (Seventh District Juver Court), 'Case District Office\*\*' (Moab), 'Document Type' (empty), and 'Filed Date' (Start: 12-01-2015, End: 12-18-2015). Below the filters is a table with the following columns: Queue, Sign/View ID, Document Sub Type, Filed Date, Filer, Hold Date, View Doc, Link Docs, Status, Case #, Incident(s) #, Actions, and Notes.

Queue	Sign/View ID	Document Sub Type	Filed Date	Filer	Hold Date	View Doc	Link Docs	Status	Case #	Incident(s) #	Actions	Notes
Judge	mmanley	Judicial Order Test ORder 2	12-18-2015	mparriott	Click to Add	Preview		Pending Signature			+	
Review		Motion Test Motion	12-18-2015	mparriott	Click to Add	View		New Filing	Click to COMPLETE		+	
Review		Motion Test Motion	12-18-2015	mparriott	Click to Add	View		New Filing	Click to COMPLETE		+	
Judge	mmanley	Judicial Order Test Order	12-18-2015	mparriott	Click to Add	Preview		Pending Signature			+	

The clerk would click on the box next to the document they want to link to the Order, Motion, Affidavit or Report & Recommendation. If you are not sure which document to choose you can view the document by clicking “view”. If the document that needs to be linked is not available to select, the clerk will use the “Research Documents on Case(s) Only button. This will display a list of possible matches however, the incidents listed on the documents need to correspond otherwise the clerk will not be able to link the documents.

**Main Document Information**

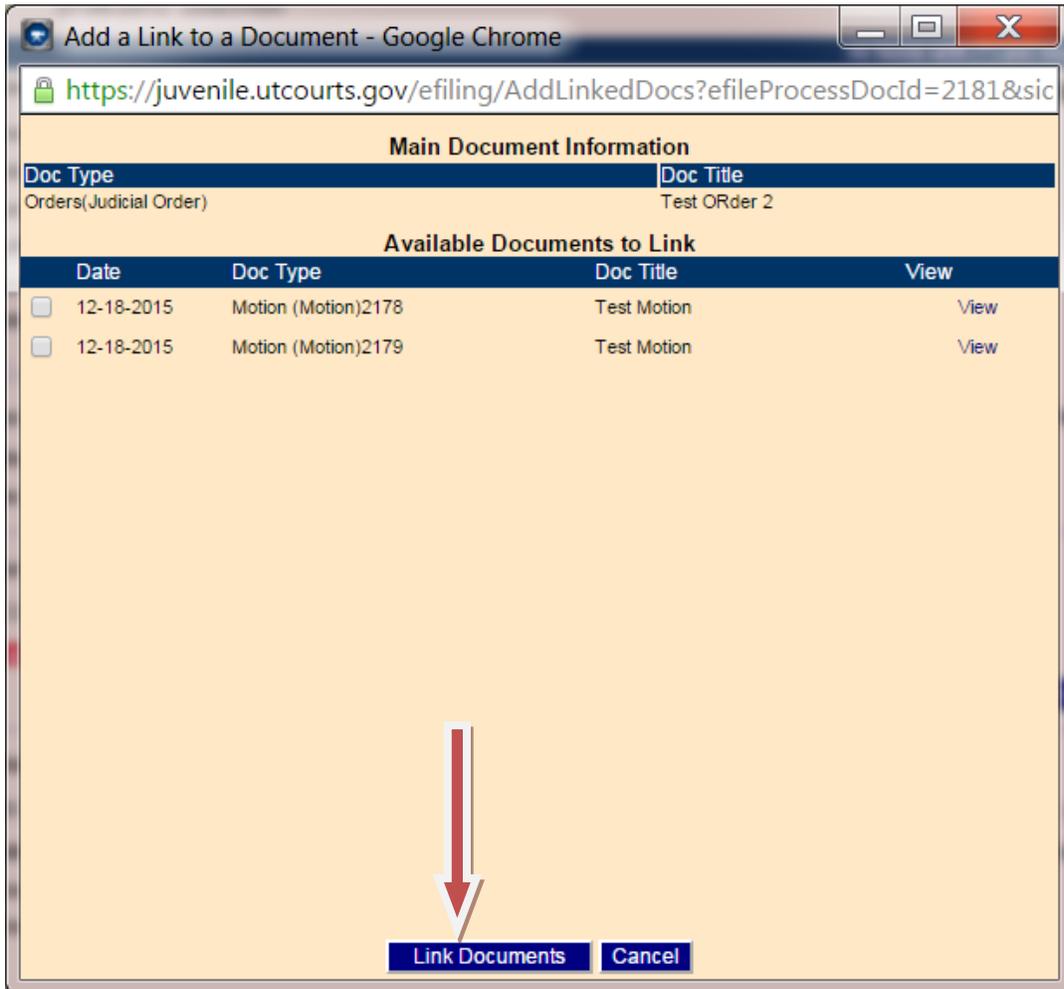
Doc Type	Doc Title	Case # Incident(s) #
Other Legal(Proposed Order)	Test Order	Chisai Unko-johnson (500005) 320

**Available Documents to Link**

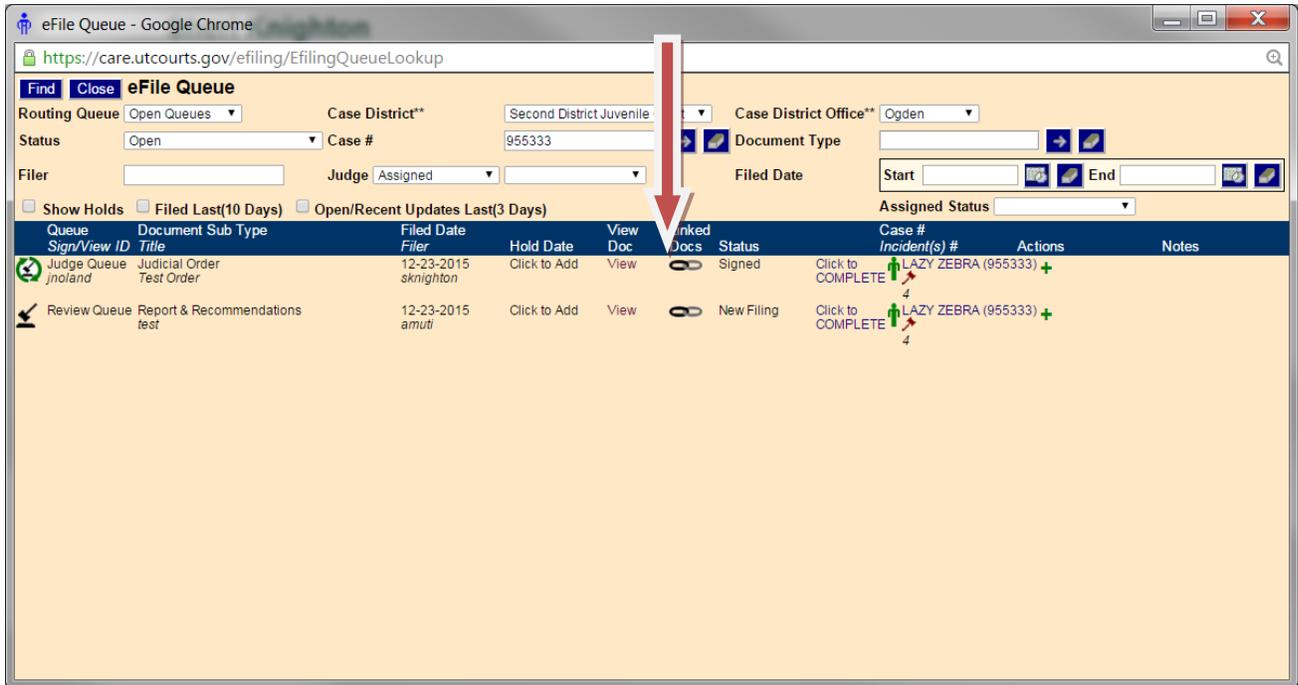
Date	Doc Type	Doc Title	Case # Inc(s) #	View
<input type="checkbox"/> 01-15-2016	Motion (Motion)	Motion Test	Chisai Unko-johnson (500005) 320	View

Link Documents Cancel

Once you have selected the document to link, click the “Link Documents” button at the bottom of the page



Once a document is linked to another document the link icon turns from black and green to black and gray. Clerks will have the ability to go back and link documents that have been filed within 30 days of the filed date of the order.



Once a document has been linked to another document, you will see the link icon on all of the document screens. Documents will not show as linked until they are eFiled. If a document is linked in error, the link can be deleted. The clerk will select the gray and black link which will display a screen that has a trash can icon.

Linked Docs - Google Chrome

<https://juvenile.utcourts.gov/efiling/ViewLinkedDocs?add=yes&efileProcessDocId=2360&docur>

**Close** **Linked Documents** **Add a Document to Link**

Doc Type	Doc Title	View	
Motion	Motion Test	View	 

A warning will appear confirming this is the link you would like to delete. By selecting “Ok” the link will be deleted.

