

NEW MULTIPLE CASE PARTY RELATIONSHIP APPLICATION

Create case numbers or Party ID's for each party. Make note of the case numbers and Party ID's as you go. Enter a case number and click on the RELATIONSHIPS tab.

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

Find Case Case I Relationships Federal Benefit Assignments Dispositions Cust. & Prob.

Calendar Documents Assessments CW Timeline Safe Info

Case Parties Case Attorneys Case/Party Attorneys

Create New Create Multiple

Case 1068499
Name Blue Bright

Party Name	Party ID	Relationship	Case #	Date Added	Legal Guardian	Terminated Parental Rights	Date of Termination	Deceased
Choco Bright	1292386	Father		06-13-2013 15:51:25	Y			
Indigo Bright	1292384	Sister	1068500	06-13-2013 15:51:50				
Rainbow Bright	1292385	Mother		06-13-2013 15:51:56	Y			
Rainbow Bright	1292381	Brother	1068497	06-13-2013 15:51:38				
Violet Bright	1292382	Sister	1068498	06-13-2013 15:52:04	Y			

CARE UPDATES
Current Release
Prev. Release
Email HelpDesk

Case # 1068499 - Blue Bright- Aug 1, 2011

No Assigned Judge Clerk Clerk

Click CREATE MULTIPLE.

The screenshot shows the C.A.R.E. Main Application interface. The navigation menu includes: Home, FindCase, My Workspace, Case, Party, Incident, Assess, Petition, Calendar, Upload, Minutes, Acctg, Order Fulfill, Victim, CaseLoad, Service. The sub-menu includes: Find Case, Case Info., Relationships, Federal Benefit, Assignments, Dispositions, Cust. & Prob., Calendar, Documents, Assessments, CW Timeline, Safe Info, Case Parties, Case Attorneys, Case/Party Attorneys. The 'Create New' and 'Create Multiple' buttons are visible, with a red arrow pointing to 'Create Multiple'. The sidebar contains 'CARE UPDATES', 'Current Release', 'Prev. Release', and 'Email HelpDesk'. The main content area displays case information for Case # 1068499, Name Blue Bright, and a table of parties.

Party Name	Party ID	Relationship	Case #	Date Added	Legal Guardian	Terminated Parental Rights	Date of Termination	Deceased
Choco Bright	1292386	Father		06-13-2013 15:51:25	Y			
Indigo Bright	1292384	Sister	1068500	06-13-2013 15:51:50				
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Case # 1068499 - **Blue Bright**- Aug 1, 2011

No Assigned Judge
Clerk Clerk

Type in a case number and then click on ADD CASE TO LIST. You will need to do this for each case that you want to relate. Click ADD CASE AND RELATED PARTIES TO LIST if you want to add a case and all of its related parties.

The screenshot shows a web browser window with the address bar containing the URL: <https://juvenile.utcourts.gov/?caseNum=1068499>. The page title is "Create Multiple Party Relationships - Windows Internet Explorer".

The main content area has a yellow background and contains the following elements:

- Section Header:** "1. Create a list of case(s) and parties that you want to assign relationships between."
- Instructional Text:** "After case(s) and party(s) have been added you will be able to assign relationships." (A red arrow points to this text.)
- Form:** A text input field labeled "Case Number:" containing the value "1068499". A blue button with a right-pointing arrow is located to the right of the input field. (A red arrow points to the input field.)
- Buttons:** Three blue buttons are present: "Add Case to List" (with a red arrow pointing to it), "Add Case and Related Parties to List", and "Add (or Create) Party to the List".
- Text:** "Newly added row(s) are green." is displayed below the buttons.
- Close Button:** A blue button labeled "Close" is located at the bottom center.

To add a party to your list click on ADD (OR CREATE) PARTY TO THE LIST. You will need to do this for each party that you want to relate to a case.

https://juvenile.utcourts.gov/?caseNum=1068499 - Create Multiple Party Relationships - Windows Internet Explorer

1. Create a list of case(s) and parties that you want to assign relationships between.

After case(s) and party(s) have been added you will be able to assign relationships.

Case Number:   **Add (or Create) Party to the List**

Add Case to List

Add Case and Related Parties to List

Newly added row(s) are green.

Party Name	sort	Case Number	sort	DOB	Age	Remove All From List
** Bright, Blue		1068499		2011-08-01	1	Remove from this list

** Relationships can be created for this case.

Assign / Update Relationships **Close**

Type in your Party ID number and click FIND. Click on the Party ID number in the results section and the party will be added to your list. Or a new Party ID can be created from this screen by clicking on the CREATE NEW PARTY button, enter the required fields and when you click SAVE the newly created party will be added to your list.

https://juvenile.utcourts.gov/ - Select Party - Windows Internet Explorer

Find

Party ID Alias

First Name Address

Last Name City

Party ID	Party Name	Case#	Gender	Mailing Address
1292385	Bright, Rainbow		Female	123 Sparkle Ave - Moab

Make sure all of the parties you want to relate are on your list. Click ASSIGN/UPDATE RELATIONSHIP.

https://juvenile.utcourts.gov/?caseNum=1068499 - Create Multiple Party Relationships - Windows Internet Explorer

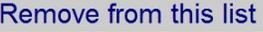
1. Create a list of case(s) and parties that you want to assign relationships between.

After case(s) and party(s) have been added you will be able to assign relationships.

Case Number: 

Newly added row(s) are green.

Party Name 	Case Number 	DOB	Age	
** Bright, Blue	1068499	2011-08-01	1	
Bright, Rainbow	No Case	1975-10-01	37	
** Bright, Indigo	1068500	2009-09-01	3	
** Bright, Cyan	1068497	1996-06-15	17	
** Bright, Violet	1068498	1997-07-01	15	
Bright, Choco	No Case	1976-11-01	36	

** Relationships can be created for this case.

Follow the instructions on the screen to create the relationship. Once you create a relationship for a party and click the appropriate button regarding LEGAL GUARDIAN and YOUTH RESIDES WITH (yes or no) the next party will appear in the PARTY TO RELATE box. You can choose to use the drop down box to select the party you want to relate.

https://juvenile.utcourts.gov/?caseNum=1068499 - Create Multiple Party Relationships - Windows Internet Explorer

2. Assign new relationships for the case listed on the left.

To create a relationship, select the relationship between the case on the left and the "Party to relate" on the right.
Next select the "Legal Guardian" and "Youth Resides With" options, and click the Create Relationship button.

Case: Bright, Blue ~ Case#:1068499 ~ Age:1 **Relationship:** Mother **Party to relate:** Bright, Rainbow ~ Age:37

Legal Guardian: Yes No **Youth Resides With:** Yes No **Create Relationship**

Showing relationships for: **Bright, Blue Case#: 1068499**

Related Party's Name <small>sort</small>	Age	Relationship <small>sort</small>	
Bright, Choco	36	Father	Delete Relationship
Bright, Rainbow	17	Brother	Delete Relationship
Bright, Indigo	3	Sister	Delete Relationship
Bright, Violet	15	Sister	Delete Relationship

Go Back to Add or Remove Cases/Parties **Close**

Once you have related all parties for a case you can choose another case from the CASE drop down box. Continue this process until all of your cases and parties are related.

https://juvenile.utcourts.gov/?caseNum=1068499 - Create Multiple Party Relationships - Windows Internet Explorer

2. Assign new relationships for the case listed on the left.

To create a relationship, select the relationship between the case on the left and the "Party to relate" on the right. Next select the "Legal Guardian" and "Youth Resides With" options, and click the Create Relationship button.

Case: Bright, Blue ~ Case#:1068499 ~ Age:1 **Relationship:** Mother **Party to relate:** Bright, Rainbow ~ Age:37

Legal Guardian: Yes No **Youth Resides With:** Yes No **Create Relationship**

Showing relationships for: Bright, Blue Case#: 1068499

Related Party's Name	Age	Relationship	
Bright, Choco	36	Father	Delete Relationship
Bright, Rainbow	17	Brother	Delete Relationship
Bright, Indigo	3	Sister	Delete Relationship
Bright, Violet	15	Sister	Delete Relationship

Go Back to Add or Remove Cases/Parties **Close**

Once you are finished click CLOSE. This will take you back to the relationship screen.

https://juvenile.utcourts.gov/?caseNum=1068499 - Create Multiple Party Relationships - Windows Internet Explorer

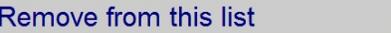
1. Create a list of case(s) and parties that you want to assign relationships between.

After case(s) and party(s) have been added you will be able to assign relationships.

Case Number:  

Newly added row(s) are green.

Party Name 	Case Number 	DOB	Age	
** Bright, Blue	1068499	2011-08-01	1	

** Relationships can be created for this case.



Here you can check to make sure your relationships were created. You will need to do this for each case.

CARE

Case 1068499
Name Blue Bright

Party Name	Party ID	Relationship	Case #	Date Added	Legal Guardian	Terminated Parental Rights	Date of Termination	Deceased
Choco Bright	1292386	Father		06-13-2013 15:51:25	Y			
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