

# Using JCIP eForms

Oregon Judicial Department  
Juvenile Court Improvement Program



August 2011

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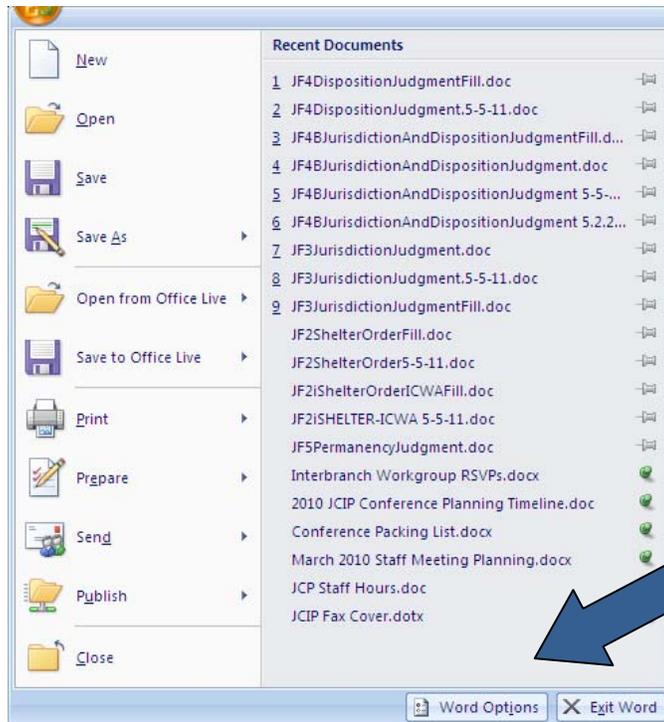
## Instructions to Enable Macros

1. Open Microsoft Word.

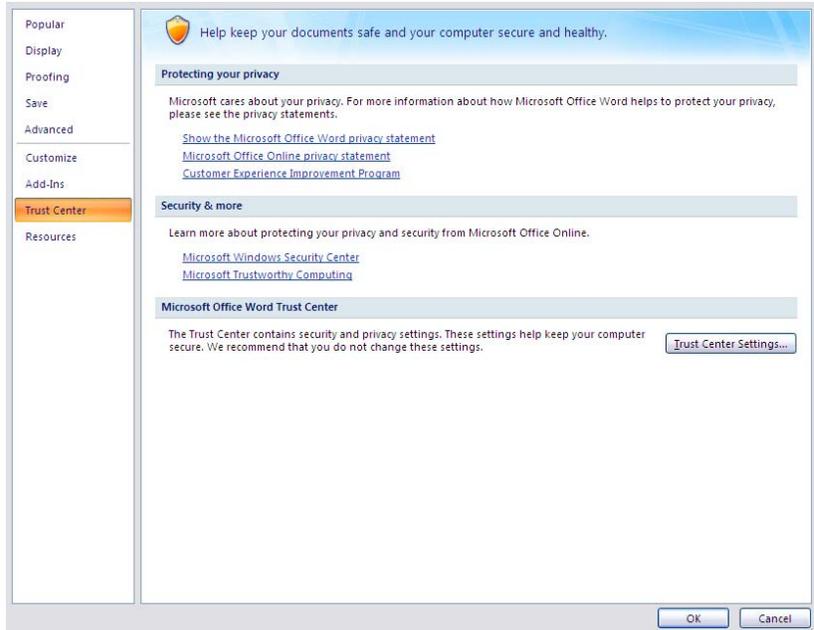
2. Click on your Office Button:



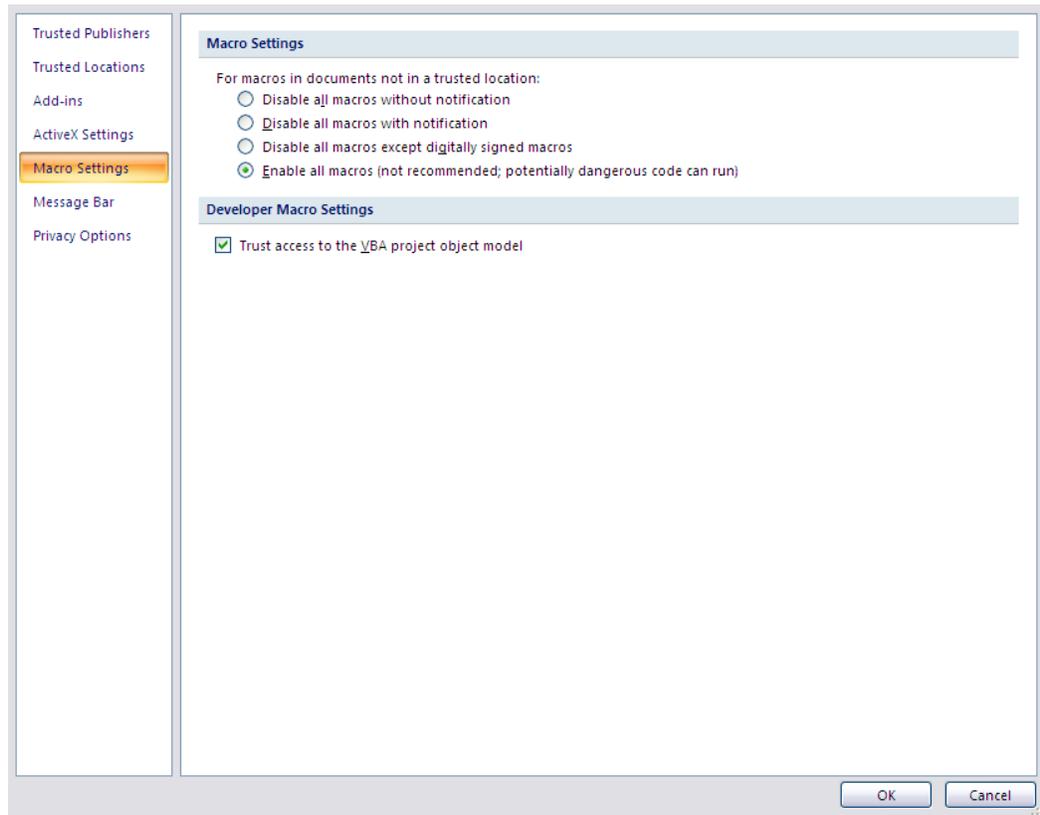
3. Then Select “Word Options”



4. Select “Trust Center”



5. Select “Trust Center Settings” and then “Macros” to confirm your settings match the ones below.



Click “OK” all the way back to the beginning. Close Word completely.

## Using eForms

1. Save the form to a shared network drive, your “My Documents Folder,” or desktop.
2. Once the form is saved, you can use it.

One of the key things to remember is that you **MUST** open the eForm from the template icon, not from within Word. The template icon should look like this:



3. When the eForm opens, you will see a dialogue box for data entry. Complete the data entry as you go through the hearing or afterward going through each section. The sections and options may change depending on the findings made. (See Diagram 1A)
4. Once the document is drafted (all of the relevant data entry fields completed), use the export data function to export the data to a text file in case you need to go back to it later. (See page 6 for details on how to do this.)
5. Once all of the findings have been made, click the “Generate Document” button. (See Diagram 1B)

6. The document generated will be a Microsoft Word document that can be saved and edited after the hearing. Only the relevant information will be imported into the judgment.

## Importing & Exporting

Some fields of the eForms can be pre-filled and saved (via “Export” function) and then imported back into the data entry form so the judicial officer or clerk can complete it during the hearing. Here are the instructions to export/import the data.

1. Enter the general information (case name, number, interested parties, etc.) into the data entry form.
2. Click the “Import/Export” button.

Permanency Judgement Data Entry:

In the Matter of: BamBam Rubble

Case Number: 11DP888 County: Marion

Generate Document

Import/Export

Hearing & Evidence Date of Hearing: 5/11/2011

Jurisdiction & Placement

Concurrent Planning

Current Permanent Plan

ORS 419.476(4)(a)(b)

Cont. Substitutive Care

Additional Findings

Legal Father Putative Father

Father: Barney Rubble Attorney for Father: Perry Mason DHS Caseworker: Judy Jetson

Mother: Betty Rubble Attorney for Mother: John Matlock Juvenile Department:

Child: BamBam Rubble Attorney for Child: Ally MacBeal CASA: Olivia Benson

Guardian: Attorney for Guardian: Guardian Ad Litem:

Tribe: Attorney for Tribe: Other:

Deputy District Attorney: Casey Novak Assistant Attorney General: Other:

Type of Permanency Hearing

ORS 419B.470(1): Within 30 days of a judicial finding under ORS 419B.340 (5).

ORS 419B.470(2):  12 months after findings of Jurisdiction.  14 months after child's placement in substitute care.

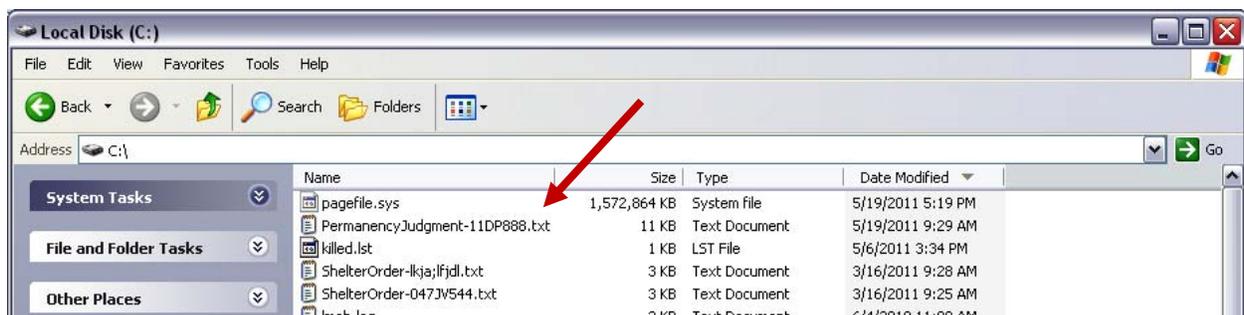
ORS 419B.470(3): Within 90 days of child's removal from a court-approved APPLA placement.

ORS 419B.470(4): Within 30 days of court's receipt of the report required by ORS 419B.440(2)(b) when DHS has not physically placed the child for adoption or initiated adoption proceedings within six months of the child's being surrendered for adoption or the termination of the parents' rights.

ORS 419B.470(5): At the request of: \_\_\_\_\_

ORS 419B.470(6): Annual hearing, required once every 12 months after permanency hearings under ORS 419B.470(1),(2),(3), or (5).

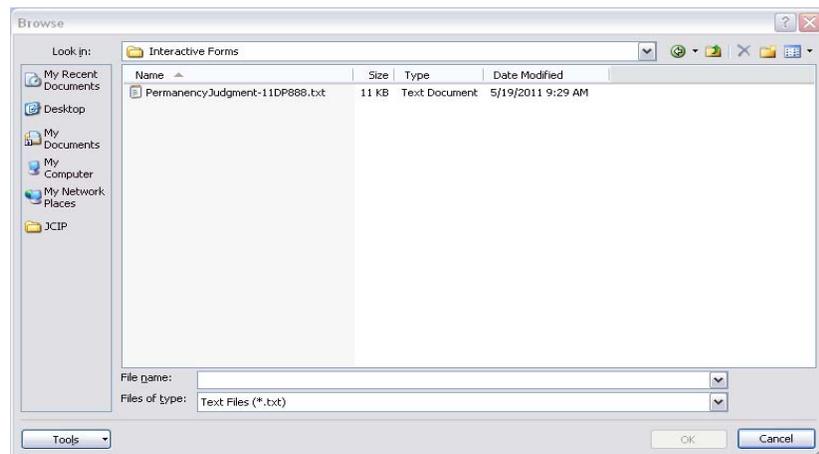
3. The file will be saved as a “.txt” file on the “Local Disk (C:)” drive of the computer on which it was created. If two or more different users will be creating judgments, the file will need to be copied to a shared mapped network drive for the other user to import the saved information.
4. Open “My Computer” then “Local Disk (C:).” The file will be in the main “C” folder and named with the type of form and the case number (PermanencyJudgment-11DP888.txt).



5. Select the file you wish to move and opposite click the mouse and choose “Copy”.
6. Navigate to the shared mapped network drive where the other user can access the form. Opposite click (right click) the mouse and choose “Paste.” The name of the “.txt” file may be changed if the court wishes to use a different naming convention.
7. To import the information, open the template from the icon and then select the “Import/Export” button. A window will open - choose “Import Data.”



8. A window will open and the user will need to navigate to the file location. It should look similar to this example.



9. Choose the desired “.txt” file and then click “OK”.
10. A confirmation window will open showing the file path, click “OK” and the information that was “pre-filled” will import into the document.



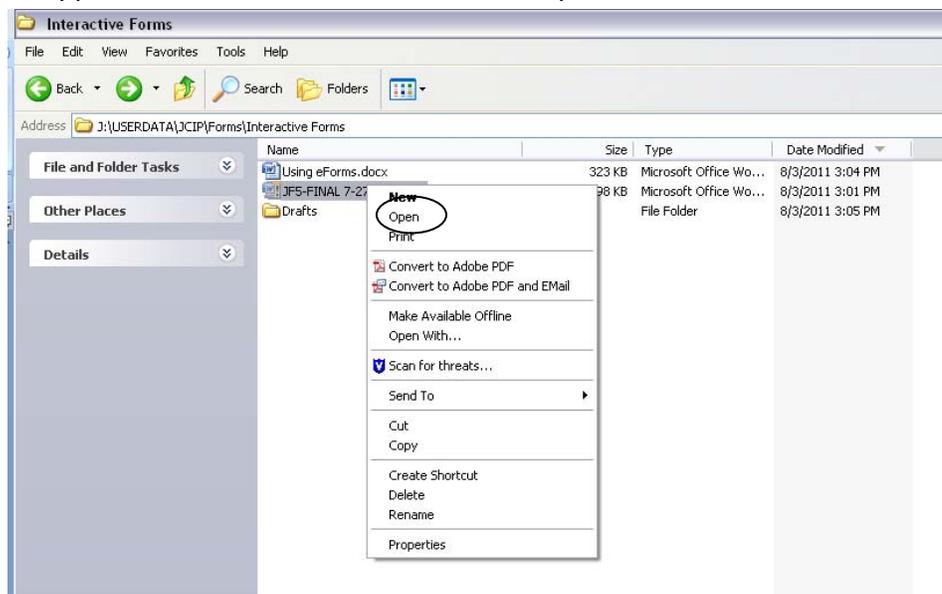
11. The user can finish the data entry as findings are made throughout the hearing. Keep in mind that the sections and fields may change depending on the findings made. When all of the information has been entered into the data entry form, export the data in case you need to go back to it.
12. Click “Generate Document” to complete the judgment.
13. The document generated will be a Microsoft Word document that can be saved and edited after the hearing. Only the relevant information will be imported into the judgment.

## Export Data to a Network (Shared) Drive

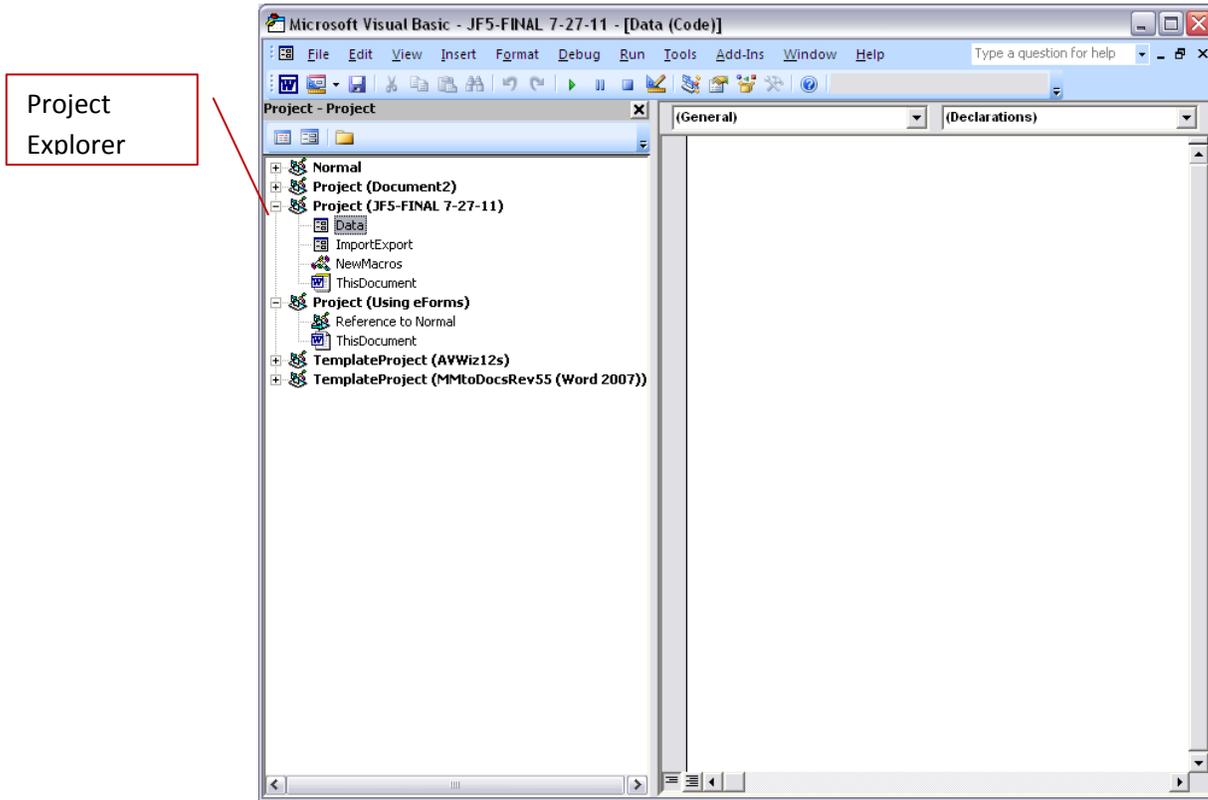
1. Create a folder on your Network Drive that the Judge, Clerks, Judicial Assistants, etc. can access. Save the eForm to this folder.
2. In Word click the “Office” Button and select “Word Options”.
3. Make sure that the box next to “Show Developer tab in the Ribbon” is checked and click “OK”.



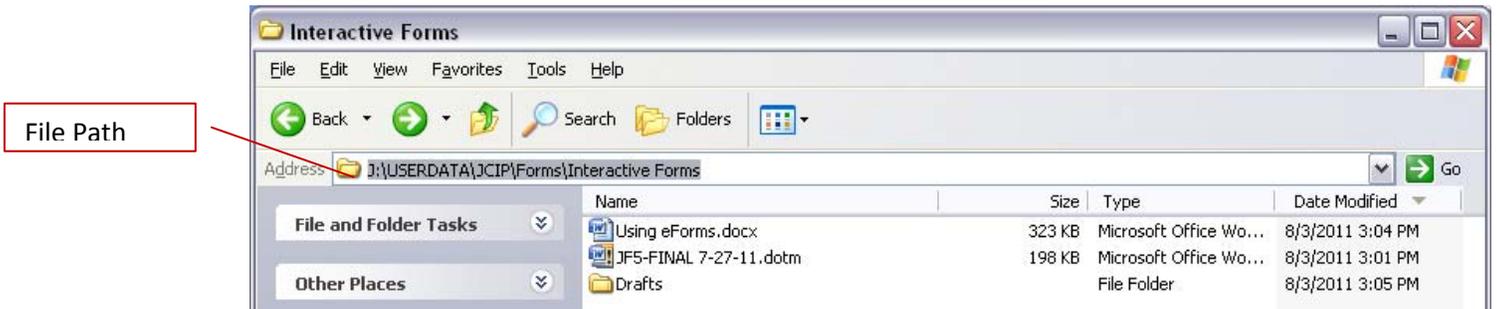
4. Close Word.
5. Opposite click the eForm and choose “Open”.



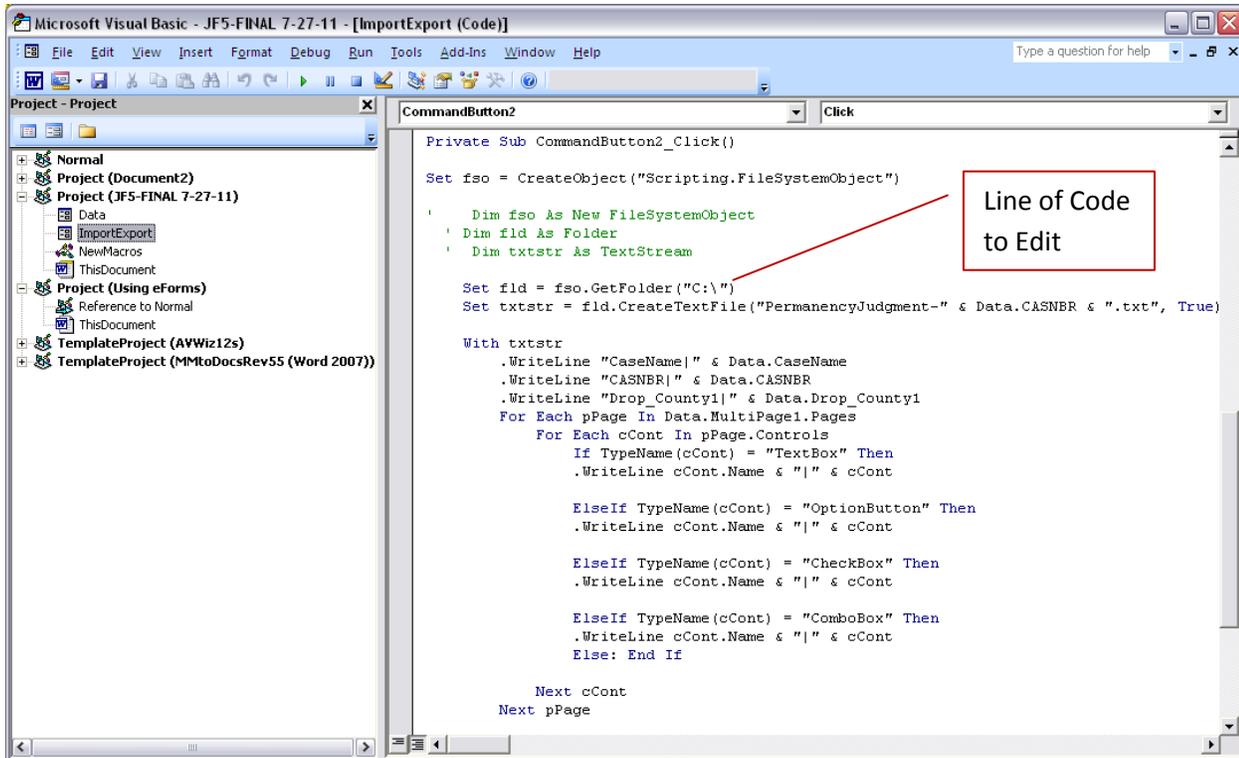
6. Click the Developer Tab.
7. Click the “Visual Basic” button – another window will open (see below).



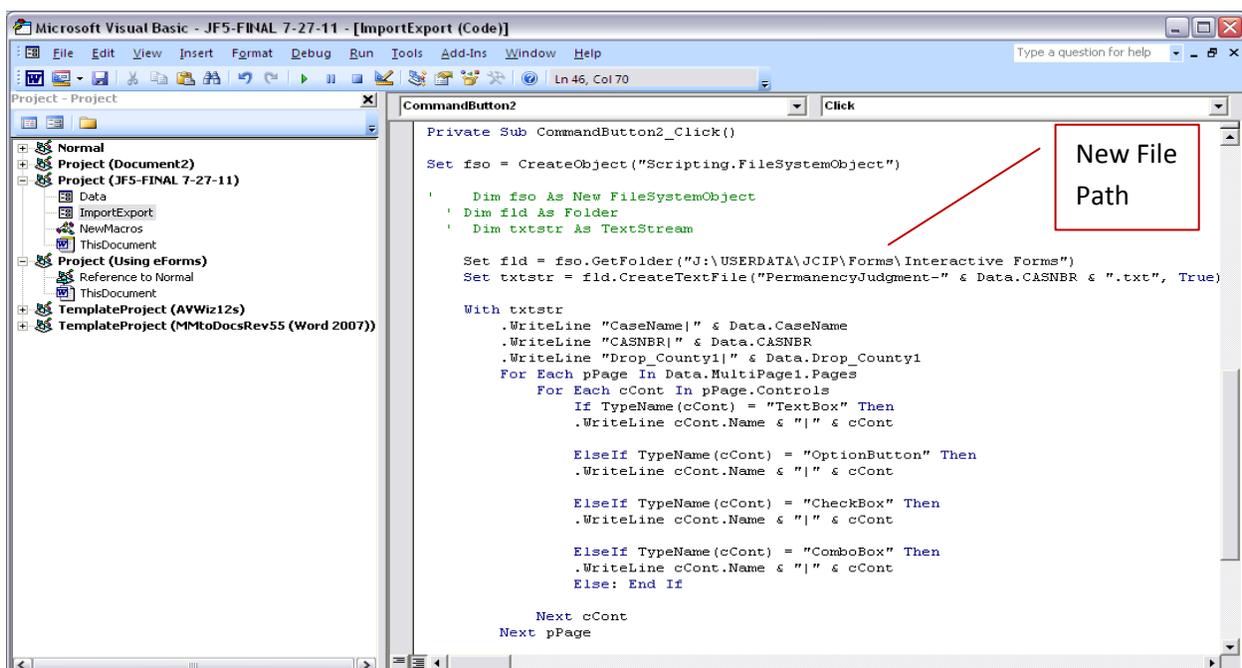
8. The “Project Explorer” should be showing (see photo above). If it is not, Click “View” and choose “Project Explorer”.
9. Click “Import/Export” in the Project Explorer. Programming Code should appear, if it does not, click “View” and then choose “Code”.
10. Open the folder on the Network Drive and copy the file path.



11. Go back to the Project Explorer and click on "Import/Export" – in the first drop-down menu, choose "CommandButton2" and then "Click" in the second drop-down menu.
12. Just below the green colored code, find the line that reads:  
Set fld = fso.GetFolder("C:\")



13. Select the text within the parentheses and quotation marks C:\
14. Replace the text with the file path from your network drive.



15. Click on “File” - “Save the eForm” and then choose “Close and Return to Microsoft Word”.
16. You can now, close Word and open the eForm from the Network Drive.

### **Copying & Pasting from Court Reports and Other Documents**

1. Save the court reports to the same Network Folder as the eForm.
2. Open the eForm from the icon.
3. Open the other document from the same folder.
4. You can now copy and paste from the court reports to the eForm. Select the text you want to and copy it in your preferred manner (opposite click + copy, or copy from the ribbon, or CTRL+C) – to paste you must use the keyboard shortcut CTRL+V
5. Once you have opened a Word document from the same folder as the eForm, you may open any other Word document by clicking the Office Button, then Open and navigate to the drive/folder for the desired document.

### **Additional Assistance**

If you need additional assistance, please contact Amy Scholerman ([amy.m.scholerman@ojd.state.or.us](mailto:amy.m.scholerman@ojd.state.or.us) or 503.986.5618).