

Juvenile Odyssey Data Entry Protocols

DRAFT



For more information on these protocols, please contact:

Conor Wall

Data Analyst

Juvenile Court Improvement Program

conor.p.wall@ojd.state.or.us

503-986-5418

Leola McKenzie

Director

Juvenile Court Programs

leola.l.mckenzie@ojd.state.or.us

503.986.5942

JCIP Juvenile Odyssey Data Entry Protocols

The purpose of this policy/procedure statement is to assist the Chief Justice and State Court Administrator in carrying out their duties as authorized in ORS 1.002 and 8.125(4) by establishing structure and procedures whereby the Judicial Department can statistically measure its juvenile workload for counties that are on the Odyssey case management system.

The procedures in this statement apply to juvenile matters filed under ORS 419B or 419C and provide requirements for data entry on events that are used for statistical reporting.

This policy is primarily focused on ensuring standard data entry for events, hearings, and judgments that are used for JCIP's statistical reports. The protocols also include best practices in recording other on case information that is important to compliance with ORS 419B and 419C.

These protocols should not be considered comprehensive, step-by-step instructions for all juvenile data entry, and do not cover some topics, such as scheduling hearings or recording documents, that do not concern statistical reporting and timeliness. More information on such topics, and step-by-step instructions on the topics in these protocols, can be accessed via Odyssey's Alt+F1 Business Process Documentation.

DRAFT

TABLE OF CONTENTS

Part 1: Protocols Applicable to All Juvenile Cases.....

Part 2: Dependency Cases..... 7

Part 3: Permanent Guardianship Cases..... 17

Part 4: Requests for Judicial Determination..... 19

Part 5: Termination of Parental Rights Cases..... 21

Part 6: Emancipation Cases..... 24

Part 7: Delinquency Cases..... 25

Part 8: List of Codes Used for JCIP Reporting..... 31

DRAFT

Part I: Protocols Applicable to All Juvenile Cases

A. Petitions

New dependency, judicial determination, delinquency, or emancipation petitions, as well as new requests for judicial determination, require the opening of new case in Odyssey for each child on the petition. New Termination of Parental Rights (TPR) petitions require the opening of new cases for each parent of each child on the petition. The petition is then added as an event on each of the new cases.

When opening a new juvenile case, court staff should relate the new case to any active cases that appear on that juvenile's party record.

B. Adding Parties

When adding new juvenile cases, court staff should search for existing party records for both the juvenile and his/her parents. If no matching party records exist, new party records should be created.

When adding a new party to Odyssey or updating an existing entry, add the party's date of birth, race, and gender if they are listed in the case file.

C. Recording Hearings and Trials

1. Hearing Type, Result, and Duration

Statistical reporting on juvenile cases includes the number and duration of hearings and trials.

A hearing/trial will be counted for statistical reporting only if all of the following requirements are met on the hearing's Courtroom Minutes Screen:

1. The Type field matches one of the hearing codes listed in this policy.
2. The Result field contains one of the following codes:

H	Held
CAA	Court Appointed Attorney

3. The length of the hearing or trial is entered in the Duration field.

Courtroom Minutes for Case # 14JU00018

In the Matter of: Ryan Adams, a Child
Type Juvenile Dependency

Result 07/24/2011 9:00 AM Defendant Info Add Journal

Type **Hearing - Jurisdiction/Disp** Result **Held** Parties Present None

Start 10:00 AM End 10:20 AM Dur 20m Comment

Resources Load Hearings Select Warrants

Type	Resource
Bonds	
Interim Conditions	
Events	
Judgment	

Add Attorney Modify Attorney Exhibits

Close Case Settings

Judgment - Jurisdiction/Disposition (Judge: Abernethy, Pamela I)

Save/Copy Save Exit Forms

If one type of hearing (such as a settlement conference) was scheduled, and another type of hearing (such as a jurisdiction hearing) took place, the Type field on the Courtroom Minutes Screen should reflect the hearing that actually occurred.

2. Hearings/Trials Involving Multiple Cases:

To prevent double-counting, if a hearing is held that concerns multiple cases (such as a single jurisdiction hearing for petitions on multiple siblings), the duration should be entered on the Courtroom Minutes Screen for only **one** of the hearings. The hearing minutes for other cases should contain the hearing type and result, but leave the duration blank. (Note: This can be accomplished by using the Save/Copy function on the hearing's Courtroom Minutes Screen).

3. Recording Judicial Officers

For each hearing record, the judge or referee should be included as a Judicial Officer on the Resources section of the Courtroom Minutes Screen.

4. Recording Parties and Attorneys Present at Hearings

For each hearing record, any parties and attorneys that are present at the hearing, including the District Attorney or Department of Justice, should be marked as present on the Parties Present Screen, which is accessible from of the hearing's Courtroom Minutes Screen.

D. Transferring Cases

Petitions Transferred OUT TO another Circuit or County Court

To initiate a case transfer:

1. Enter an Order – Transfer (ORTN).
2. E-mail the Order of Transfer to the court to which your court is transferring the case. Use local court protocols for sending any documents that the receiving court needs to make a determination on whether to accept the case.

If the court to which the case is being transferred denies the transfer:

3. Enter an Order (OR), with the comment 'Denying Transfer' and continue processing the case as usual.

If the court to which the case is being transferred accepts the transfer:

4. Add the Closed (CLSD) case event for statistical closure.
5. If the receiving court is on Odyssey, go to the case's Detail Tab, click 'Reassign' and choose the court to which the case is being transferred. This will remove the case from your court, and make the case record and documents visible to the court to which the case is assigned.

Petitions Transferred IN FROM an Oregon Circuit or County Court That Is on Odyssey

A case transfer is initiated by an e-mail from the court **from which** the case is being transferred. The court receiving the transfer e-mail should then request any documents that their judge requires in deciding whether to accept the case.

If the court chooses to accept the transfer:

1. The court must e-mail the transferring county to inform them of their decision. The transferring court will then add a closed event and transfer the case.

After the sending court transfers the case, it should appear, with all documents and hearing records, in the receiving court's Odyssey. Once this occurs, the court should:

2. Add an Order (OR) with the date that the case is transferred, and a comment that says 'Accepting Transfer'.
3. Update the status of the case to 'Open'.
4. If applicable, add new attorneys and a new CASA to the case.
5. Check time standards and schedule any necessary hearings.

Petitions Transferred IN FROM an Oregon Circuit or County Court That Is on OJIN

1. After receiving the Order – Transfer and reviewing any accompanying documents, notify the transferring court as to whether the transfer is being accepted.

If the transfer is accepted:

2. Add a new case using the same case type, allegations, and filing date as in the original case.
3. Add the case number from the original court as a Case Cross Reference Number.
4. Add an Order – Transfer (ORTN) with the date that the case is transferred and a comment that says 'Transfer Accepted from [Court Name]'
5. Add all parties and their attorneys to the case. The court may need to appoint and add new attorneys and a new CASA.
6. Follow local procedures for converted crossover cases to complete back-entry of key case events.

E. Cases Converted from OJIN with Both Dependency and Delinquency Petitions

For juveniles who had both dependency and delinquency petitions OJIN, the information for all of the petitions is converted into Odyssey as part of a single delinquency case. If the juvenile's dependency case remains active, court staff must:

1. Create a new dependency case in Odyssey.

2. Ensure that the filed date on the new dependency case matches the date that the original petition was filed.
3. Relate the new dependency case to the converted case.
4. Add all parties and attorneys to the new dependency case.
5. Ensure that all upcoming hearings are scheduled on the new dependency case, not the converted case.
6. Follow local business process to:
 - a. Scan documents from the OJIN file into Odyssey
 - b. Add key events to the new dependency case
 - c. Update time standards on the new dependency case

The same process applies for TPR and guardianship cases that have been converted into Odyssey as part of a delinquency case. However, if a TPR or guardianship case is converted into Odyssey as part of a dependency case, or if there are multiple dependency petitions converted into a single case, court staff may continue to schedule hearings and add events as part of the converted case.

F. Contempt of Court

A contempt of court action against any party in a juvenile case is entered as a separate case, and should not be entered within the juvenile cases. If parties to a juvenile case are held in contempt, a new case should be entered based on Odyssey's Alt+F1 processes under 'Contempt'.

Part 2: Dependency Cases

I. **New Dependency Cases**

A. Opening a New Case

New dependency petitions require the opening of new dependency cases in Odyssey. When they receive a new dependency petition, court staff should:

1. Open a new Juvenile Dependency case.
2. Add all parties, including:

- a. The juvenile
 - b. The parents
 - c. The State of Oregon
 - d. The local DHS branch
 - e. The local Juvenile Department
 - f. The CASA or local CASA organization (if a CASA is appointed)
3. Add the District Attorney or Department of Justice, as applicable, as the attorney for DHS or for the State of Oregon.
 4. On the Causes tab, enter a cause for each parent on the petition. Use the Description field to label one cause 'Mother' and the other cause 'Father.'

If the child on the case has an open Juvenile Dependency – Judicial Determination case, that case should be related to the new dependency case.

B. New Petitions

After opening a new juvenile dependency case, court staff should add the petition using the following code on the Event Tab:

PTDP Petition – Dependency

This code activates three time standards:

1. The Jurisdiction Hearing Held time standard requires that an HGJU (Hearing – Jurisdiction/Disposition) or TLCT (Trial – Court) hearing be held, or an ORCB (Order – Continue Pending Case), or CLSD (Closed) event be entered within 60 days.
2. The Disposition Judgment time standard requires that a JGJD (Judgment – Jurisdiction/Disposition), JGDS (Judgment – Disposition), JGNF (Judgment – Jurisdiction Not Found) judgment, or a CLSD (Closed) event be entered within 60 days.
3. The First Permanency Hearing time standard requires that an HGPE (Hearing – Permanency) be held, or that a CLSD (Closed) event be entered, within 425 days (approximately 14 months).

Because a child may be in care for up to six months before a request for judicial determination is filed, when opening new dependency cases involving children with open judicial determination cases, court staff should manually set the Time to First Permanency Hearing time standard on the dependency case to 8 months from the date that the judicial determination case was filed.

C. Putative Fathers

If there is a father listed on the petition who has not been confirmed as the legal or biological father, the Style Box on the Modify Case Party Detail Screen can be used to note the individual as a putative father.

The screenshot shows the 'Modify Case Party Details' window for John Adams. The 'Style' dropdown menu is highlighted in red and set to 'Putative'. Other fields include Name (Adams, John), Address (Party Correspondence Address: No Party Correspondence Address; Case Correspondence Address: Same As Party Correspondence Address), Connection (Type: Parent, Added: 03/28/2014), Additional (Birth Date: 06/18/1972, Social Security: No Social Security, Driver's License: No Driver's License), and Attorney. The 'Do Not Send Notice' and 'Always Send Notice' checkboxes are unchecked. The 'Continue' and 'Exit' buttons are at the bottom.

If the putative father is later shown not to be the biological father, he should be made inactive on the case. Court staff can include a comment saying 'Removal—No Paternity.'

The screenshot shows the 'Modify Party Connection' window for John Adams. The 'Reason' dropdown menu is highlighted in red and set to 'Inactive'. The 'Comment' field contains 'No Paternity'. Other fields include Connection (Parent), Party (Adams, John), Added (01/27/2014), and Removed (03/28/2014). The 'Relationship' section is empty. The 'Continue' and 'Exit' buttons are at the bottom.

II. Dependency Hearing Codes

As noted on page 4, above, JCIP's Odyssey statistical reporting is based on the hearing code entered in the Type field of the hearing's Courtroom Minutes Screen.

The sections below list the codes that should be entered for various types of hearings. In situations where the hearing that took place is different than the hearing that was scheduled the Courtroom Minutes Screen should be updated to reflect the hearing that actually took place.

A. Shelter Hearings

When the purpose of the hearing is to determine issues attendant to the removal of the child from parental custody prior to determination of jurisdiction, enter one of the following codes in the hearing's Courtroom Minutes Screen:

HGSG Hearing – Shelter Care
HGSH Hearing – Shelter Review

There may be more than one shelter hearing on a dependency case.

B. Pretrial Hearings and Settlement Conferences

A pretrial hearing or settlement conference is a hearing held for one or more of the following purposes:

1. Wording of the petition
2. Negotiations
3. Denial of jurisdiction allegations
4. A shelter hearing combined with any of the items listed in this subsection
5. Scheduling a trial

When a pretrial hearing or settlement conference takes place, and jurisdiction is not established, enter one of the following codes:

HGCJ Hearing – Status Conference Juvenile
HGPH Hearing – Pre-Hearing Juvenile
HGPT Hearing – Pre-Trial Conference
HGSL Hearing – Settlement Conference
HGTR Hearing – Trial Readiness

C. Uncontested Jurisdiction and Disposition Hearings

When the purpose of the hearing is adjudication by dismissal or admission of the allegations, **and disposition takes place**, enter the following code:

HGJU Hearing – Jurisdiction/Disposition

If disposition does not take place at the uncontested disposition hearing, enter the following code:

HGJJ* Hearing - Jurisdiction

**A request has been made to add a code for hearings that concern only jurisdiction and do not concern disposition. Until this code is approved, court staff can continue to use the HGJU code for such hearings.*

The codes above are to be used even if a shelter hearing or pretrial hearing/settlement conference was held at the same time.

Held HGJU and HGJJ hearings complete the Jurisdiction Held and Order to Continue as a Pending Case Due time standards. Held HGJU hearings also complete the Disposition Judgment and Order to Continue Date for Disposition Judgment time standards.

D. Contested Jurisdiction Hearings

When the purpose of the hearing/trial is to take evidence and make a decision on the allegations, enter the following code:

TLCT Trial – Court

Held TLCT hearings complete the Jurisdiction Hearing Held and Order to Continue as Pending Case Due time standards.

E. Disposition Hearings

When the purpose of the hearing is the determination of disposition, and jurisdiction is already established, enter one of the following codes:

HGDN Hearing – Disposition

HGRD Hearing – Judge Rehearing Referee Disposition

F. Review Hearings

When the purpose of the hearing is the review of the implementation of the disposition, use one of the following event codes:

HGRV Hearing – Judicial Review – Juvenile
HGDR Hearing – Disposition Revocation
HGRR Hearing – Judge Rehearing Referee Review

G. Permanency Hearings

For hearings required to review and determine permanency planning for a child, use one of the following codes:

HGPE Hearing – Permanency
HGRP Hearing – Judge Rehearing Referee Permanency Determination

Held HGPE hearings close both the First Permanency Hearing time standard, and the Permanency Hearing – Aggravated Circumstances time standard.

Held HGPE hearings also open the Subsequent Permanency Hearings time standard. This time standard is reset to 365 days each time an HGPE hearing is held, and is closed by the JGTW (Judgment – Terminate Wardship), ORG (Order – Appointing Guardian), and CLSD (Closed) events.

III. Dependency Judgments, Orders and Findings

A. ICWA Findings

When the court finds that the Indian Child Welfare Act (ICWA) applies to a case, or the court decides there is reason to believe that ICWA may apply to a case, add the following code on the Events Tab:

ICQU Indian Child Welfare Act – Qualified

This event activates the ICWA case flag. After entering the ICQU code, best practice is to add the applicable Indian Tribe as a participant to the case. If the Tribe files a motion to intervene, they should be changed to a party on the case.

When the court makes a determination that ICWA does not apply to a case, add the following code on the Events Tab:

ICDM Indian Child Welfare Act – Determination Made

Note: A request is pending for the ICDM code to automatically remove the ICWA case flag if it has been added to the case. Until this request is implemented, the ICWA flag must be manually removed in situations where the ICDM event is added to a case that was previously treated as an ICWA case.

B. Orders to Continue

If the court orders the jurisdiction hearing continued beyond 60 days for good cause, add the following code on the Events Tab:

ORCB Order – Continue Pending Case

The ORCB event closes the Jurisdiction Hearing Held time standard and starts the Order to Continue as Pending Case and Order to Continue Disposition time standards. When entering this code, court staff should manually enter due dates for both of the Order to Continue time standards.

C. Jurisdiction and Disposition Judgments

In order to measure when jurisdiction has been established for each parent, JCIP counts Odyssey cases as having jurisdiction findings only after each of the causes of action entered on the cases have disposition judgments.

Court staff can dispose of causes by adding one of the following codes on the Disposition Tab, and checking the causes to which it applies:

JGJD Judgment – Jurisdiction/Disposition
JGDS Judgment – Disposition
JGNF Judgment – Jurisdiction Not Found
JGDL Judgment – Dismissal – Juvenile
JGTW Judgment – Terminate Wardship

If the court **took jurisdiction and did not impose disposition** at a contested or uncontested hearing, add the following judgment code on the Disposition Tab:

JGJU Judgment – Jurisdiction

If the court **took jurisdiction and imposed disposition** at a contested or uncontested hearing, add the following judgment code on the Disposition Tab and relate it to the cause(s) to which it applies:

JGJD Judgment – Jurisdiction/Disposition

When the court imposes disposition separately from taking jurisdiction, add the following code on the Disposition Tab, and relate it to the cause(s) to which it applies:

JGDS Judgment – Disposition

Entering a JGJD or JGDS judgment closes the Disposition Judgment and Order to Continue Date for Disposition Judgment time standards.

If a contested or uncontested jurisdiction hearing resulted in the court **not taking jurisdiction**, one of the following codes should be added on the Disposition Tab and related to the cause(s) to which it applies:

JGNF Judgment – Jurisdiction Not Found
JGDL Judgment – Dismissal – Juvenile
JGTW Judgment – Terminate Wardship

If the court has dismissed the allegations, terminated wardship, or found that the court is not in jurisdiction over the child, the following event must be added to close the case:

CLSD Closed

The CLSD event closes all open time standards.

D. Judgments of Aggravated Circumstances

If the court determines that aggravated circumstances exist and makes the finding that DHS is not required to make reasonable efforts to make it possible for the child to safely return home, add the following code on the Events Tab:

JVAC Aggravated Circumstances Exist & SCF Is Excused

This event starts the Permanency Hearing – Aggravated Circumstances time standard. After entering the JVAC code, court staff should follow local processes to ensure that a permanency hearing is scheduled to take place within thirty days. The time standard is closed by the entry of either a held HGPE Hearing – Permanency, or the CLSD (Closed) event.

E. Citizen Review Board Findings and Reviews

Citizen Review Board findings must be included in a dependency case's legal file. To add these findings, enter the following code on the Events Tab:

FFCR Finding – Citizen Review Board

The judge, the date that he/she signed the findings, and the findings document itself, should be added to the FFCR event.

If a judge requires that the Citizen Review Board review a case more frequently, add the following code on the Events Tab:

ORCQ Order – CRB Review

F. Termination of Wardship

If wardship is terminated, add the following code on the Disposition Tab:

JGTW Judgment – Terminate Wardship

Once wardship has been terminated, dependency cases need to be closed. After entering a JGTW code, court staff should also add the following code on the Events Tab:

CLSD Closed

The CLSD event closes all open time standards.

IV. **Dependency Orders of Restraint**

Orders of restraint are initiated by the court or requested by an agency. This usually occurs at the initial shelter or temporary custody hearing. It is the only process available to remove an alleged abuser from the family home.

A. Orders of Restraint

When an Order of Restraint is issued, add the following event on the Events Tab of the dependency case:

ORRO Order – Restraining

B. Hearing Requests

If the restrained person requests a hearing to contest the order of restraint, add the following code on the Events Tab:

RQHG Request – Hearing

C. Hearings

If a hearing is held on an order of restraint, schedule and record it using the following hearing code :

HGAP Hearing – Abuse Prevention

D. Hearing Orders

Add one of the following orders to the Events Tab based on the result of an abuse prevention hearing:

ORRX Order – Restraining Order Upheld

ORMF Order – Modification

ORRD Order – Dismiss Restraining Order

The ORMF code should be used only if the judge made the modification.

V. **Petitions for Guardianship**

There are two types of guardianships created under the dependency code: “permanent guardianships” under ORS 419B.365 and “guardianships” under 419B.366. This section deals with the latter type of petition, which is entered as a part of the dependency case. For information on entering petitions filed under 419B.365, see the ‘Permanent Guardianships’ section, below.

A. Guardianship Petitions

For all guardianship motions filed within a dependency proceeding under ORS 419B.366, add the following event code on the Events Tab of the dependency case:

PTGD Petition – Guardianship

B. Guardianship Judgments

For a judgment appointing a guardian or denying guardianship, add the following judgment code on the Disposition Tab:

JGGU Judgment – Guardianship

If the judgment appointed a guardian, two additional steps should be taken:

1. DHS should be removed as a party to the case.
2. A Hearing – Judicial Review – Juvenile (HGRV) should be scheduled for a date within a year of the guardianship judgment.

The JGGU code activates the Initial Juvenile Guardianship Report time standard, which is due in 365 days. The REGD (Report – Guardian), JGTW (Judgment – Terminate Wardship), and CLSD (Closed) codes close the time standard.

C. Guardianship Report

Guardianship cases require the submission of an annual guardianship report. This report should be entered on the Events Tab using the following code:

REGD Report – Guardian

The REGD event code completes the Initial Juvenile Guardianship Report time standard and begins the Annual Guardianship Report time standard. The JGPE (Judgment – Permanency), JGTW (Judgment – Terminate Wardship), and CLSD (Closed) codes close the time standard.

Each time an REGD event code is entered, the Annual Guardianship Report time standard resets to 365 days. If the guardianship report is late, court staff should manually reset the Juvenile Annual Guardian Report time standard to the anniversary of the Guardianship Judgment.

Part 3: Permanent Guardianship Cases

There are two types of guardianships created under the dependency code: “permanent guardianships” under ORS 419B.365 and “guardianships” under 419B.366. This section deals with permanent guardianships, which are entered as their own cases. For information on entering petitions filed under 419B.366, see the ‘Petitions for Guardianship’ (above).

A. Opening a New Permanent Guardianship Case

If a petition has been filed to create a permanent guardianship for a child under ORS 419B.365, court staff should:

1. Open a new Juvenile Permanent Guardianship case.
2. Relate the new Juvenile Permanent Guardianship case to the original dependency case.
3. Add all parties from the underlying dependency case.

When opening a Permanent Guardianship Case, the underlying dependency case should remain open, but its Time to Subsequent Permanency Hearing time standard should be manually turned off.

B. Petitions

After opening a new Permanent Guardianship Case, the following event should be added on the Events Tab:

PTPG Petition – Permanent Guardianship

C. Guardianship Judgments

For a judgment appointing a guardian or denying guardianship, add the following judgment code on the Disposition Tab:

JGGU Judgment – Guardianship

If the judgment appointed a guardian, two additional steps should be taken:

1. DHS should be removed as a party to the case.
2. A Hearing – Judicial Review – Juvenile (HGRV) should be scheduled for a date within a year of the guardianship judgment.

If the judgment denied guardianship, court staff should close the case by adding the following code on the Events Tab:

CLSD Closed

The JGGU code activates the Initial Juvenile Guardianship Report time standard, which is due in 365 days. The REGD (Report – Guardian), JGTW (Judgment – Terminate Wardship), and CLSD (Closed) codes close the time standard.

D. Guardianship Reports

Guardianship cases require the submission of an annual guardianship report. This report should be entered on the Events Tab using the following code:

REGD Report – Guardian

The REGD event code completes the Initial Juvenile Guardianship Report time standard and begins the Annual Guardianship Report time standard. The JGPE (Judgment – Permanency), JGTW (Judgment – Terminate Wardship), and CLSD (Closed) codes close the time standard.

Each time an REGD event is entered, the Annual Guardianship Report time standard resets to 365 days. If the guardianship report is late, court staff should manually reset the Juvenile Annual Guardian Report time standard to the anniversary of the Guardianship Judgment.

E. Case Closure

Permanent guardianship cases are closed when one of the following occurs:

1. The court dismisses the guardianship petition.
2. The court issues a Judgment – Guardianship that denies guardianship.
3. The court terminates wardship over the child.
4. The court issues an order vacating the guardianship.

Part 4: Judicial Determination Cases

A. New Cases

When a new petition for judicial determination is filed, court staff should:

1. Open a new Juvenile Dependency – Judicial Determination case.

2. Add the following parties to the case:

1. The juvenile
2. The parents
3. The local DHS branch

B. Petitions

After opening a new Judicial Determination case, add the following event on the Events Tab:

PTDT Petition – Determination

C. Review Hearings

For a hearing on a request for judicial determination on the best interest of the child regarding a voluntary placement, use the following event code only:

HGRV Hearing – Judicial Review – Juvenile

D. Judgments

If the judge issues a judgment regarding the whether the voluntary placement is in the best interest of the child, add the following judgment code on the Event Tab:

JGVP Judgment – Voluntary Placement

When entering a JGVP code, the case must be closed by entering the following code on the Events Tab:

CLSD Closed

Note: This should not preclude the court from scheduling, holding, and recording future permanency hearings if the child remains in care.

E. Permanency Hearings

If the child remains in care, a permanency hearing must take place within 14 months from the date the child entered care. Because a child may be in care for up to six months before a petition for judicial determination is filed, the permanency hearing should be scheduled for a date within 6-8 months of the petition filing date.

The following code should be used to schedule and record the permanency hearing:

HGPE Hearing – Permanency

Part 5: Termination of Parental Rights (TPR) Cases

I. Opening TPR Cases

A. New Cases

When a new TPR petition is filed, open a new Juvenile Termination of Parent Rights case for each parent of each child on the petition.

For reporting purposes, the TPR case for each parent must be related to the dependency case from it they originated.

B. Parties

The following parties should be added to every TPR case:

1. The juvenile
2. The parent whose rights are in jeopardy
3. The Juvenile Department
4. The State of Oregon
5. The local DHS branch
6. The CASA or local CASA organization, if applicable

Because parents have a right to notice for all hearings involving their child, each parent should be also be added as a participant to the TPR case in which the other parent's rights are in jeopardy.

The District Attorney or Department of Justice can be added as attorneys for the State of Oregon or for DHS, if applicable.

C. Petitions

The following event code must be added on the Events Tab of each new TPR case:

PTTP Petition – Termination Parental Rights

Entering the PTTP event starts the Resolution of TPR Petition time standard, with the due date automatically set for six months from the petition filed date.

Entering a JGDL (Judgment – Dismissal – Juvenile), JGPX (Judgment – Terminating Parental Rights), or JGDR (Judgment – Deny Termination of Parental Rights) is necessary to close the time standard.

II. Return of Service

To record return of service, add the following code on the Events Tab:

PRSV Proof – Service

In the Date field of the PRSV event, enter the date that the proof of service was filed with the court. Also add the party that was served, and the following event status:

SRV Served

The SRV status should record the date that service took place. If a court would like to have the date of service visible on the Events tab, court staff may, in addition to adding the date to the SRV event status, add the date of service as a comment on the PRSV event.

III. TPR Hearings and Judgments

For each type of hearing listed below, the appropriate code should be entered in the Type field of the hearing's Courtroom Minutes Screen.

A. First Appearances

To record an initial appearance, enter the following hearing code:

HGIA Hearing – Initial Appearance

B. Pretrial Hearings and Settlement Conferences

To record pretrial hearings and settlement conferences, enter one of the following hearing codes:

HGCJ Hearing – Status Conference Juvenile

HGPH Hearing – Pre-Hearing Juvenile

HGPT Hearing – Pre-Trial Conference

HGSL Hearing – Settlement Conference

HGTR Hearing – Trial Readiness

C. Uncontested Termination Hearings

To record a contested or uncontested termination hearing, use one of the following hearing codes:

HGTP Hearing – Termination of Parental Rights
HGPF Hearing – Prima Facie

D. Contested Termination Hearings

To record a contested termination hearing, use only the following hearing code:

TLCT Trial – Court

E. TPR Judgments

To record the judgment from a contested or uncontested termination hearing, add one of the following judgment codes on the Disposition Tab:

JGPX Judgment – Terminating Parental Rights
JGDL Judgment – Dismissal – Juvenile
JGDR Judgment – Deny Termination of Parental Rights

Each of the judgment codes in this section closes the Termination of Parental Rights Standard.

After entering a JGPX, JGDL, or JGDR code, court staff must add the following event code on the Events Tab:

CLSD Closed

IV. **Role of Parents in Dependency Cases after Termination/Relinquishment of Parental Rights**

After their parental rights have been terminated or relinquished, the status of parents as parties to their child's dependency case varies depending on the type of case, and whether their rights were terminated or relinquished:

A. Terminations

When a parent's rights are terminated, that parent should be retained as a party to their child's dependency case, and as a participant in the other parent's TPR case, until their right to appeal the termination has been exhausted.

Because terminated parents have 30 days to file an appeal, at the time of the TPR judgment, court staff can modify the party connection and set the removal date as 't + 30'. If the parent appeals the termination, the removal date should be deleted so that the parent remains an active party on the dependency case while the appeal is pending.

B. Non-ICWA Relinquishments

Parents who relinquish their parental rights in non-ICWA cases should be removed as parties to their child's dependency case (and as participants in the other parent's TPR case) as soon as both of the following have taken place:

1. The child is physically placed with the adoptive parents
2. The court is notified that the parent has relinquished their parental rights.

C. ICWA Relinquishments

Parents who have relinquished their rights in ICWA cases retain their status as parties in their child's dependency case (and as participants in the other parent's TPR case) until an order of adoption has been signed.

When a parent whose rights have been terminated or relinquished is removed as a party to their child's dependency case, court staff should choose 'Terminated/Relinquished' as the reason for removal.

Part 6: Emancipation Cases

A. Opening New Cases

When a new emancipation petition is filed, open a new Juvenile Emancipation case.

The following parties should be added to the new case:

1. The juvenile
2. The parents (if they retain their parental rights)
3. DHS (if the child is a ward of court)

B. Petitions

After opening a new emancipation case, court staff should add the following code on the Events Tab:

PTEM Petition – Emancipation of Minor

C. Uncontested Hearings

When the hearing is for anything other than determination on a contested petition, schedule and record the hearing using the following code:

HGEM Hearing – Emancipation

D. Contested Hearings

When an emancipation hearing is contested, schedule and record the hearing using the following code:

TLCT Trial by Court

E. Disposition

If the court issued a decree or judgment of emancipation, enter one of the following judgment codes on the Disposition Tab:

JGMP* *Judgment of Emancipation*

JGED* *Judgment – Emancipation Denied*

**Requests are being submitted for the codes above. Until these requests have been approved, court staff can use the JG (Judgment) code.*

After entering a Judgment of Emancipation or Judgment Denying Emancipation, court staff must close the case by entering the following code on the Events Tab:

CLSD Closed

Part 7: Juvenile Delinquency Proceedings

I. **Opening Juvenile Delinquency Cases**

A. Opening New Cases

When a new delinquency petition is filed open one of the following cases:

Juvenile Delinquency Felony
Juvenile Delinquency Misdemeanor
Juvenile Delinquency Violation*

**Delinquency Violations can be initiated by either clicking 'Add a Citation' or 'Add a Case Classic' processes. Consult the Odyssey Alt+F1 instructions for details.*

After the case is opened, the juvenile and the State or Oregon should be added as parties to the case.

B. Petitions

Saving a new delinquency case automatically adds the appropriate type of petition as a case event.

II. **Recording Delinquency Hearings**

For each type of hearing listed below, the appropriate code should be entered in the Type field of the hearing's Courtroom Minutes Screen.

A. Shelter/Detention Hearings

When a hearing is held to determine whether the juvenile will remain in detention or shelter care, enter the following code:

HGDE Hearing – Detention

There may be more than one shelter/detention hearing held on a single case.

B. Preliminary Hearings

When the juvenile is **not** in detention or shelter care and the purpose of the hearing is to read the allegations of the petition, determine if probable cause exists to proceed with the petition, and/or provide legal counsel if requested, enter one of the following codes:

HGPM Hearing – Preliminary

HGIA Hearing – Initial Appearance

C. Pretrial Hearings and Settlement Conferences

A pretrial hearing or settlement conference is a hearing held for one or more of the following purposes:

1. Wording of the petition
2. Negotiations
3. Denial of jurisdiction allegations
4. A shelter hearing combined with any of the items listed in this subsection
5. Determine a trial date

When a pretrial hearing or settlement conference takes place, and jurisdiction is not established, enter one of the following codes:

HGCJ Hearing – Status Conference Juvenile
HGPH Hearing – Pre-Hearing Juvenile
HGPT Hearing – Pre-Trial Conference
HGSL Hearing – Settlement Conference
HGTR Hearing – Trial Readiness

D. Uncontested Jurisdiction Hearings

When the purpose of the hearing is adjudication by dismissal or admission of the allegations, enter one of the following codes:

HGJU Hearing – Jurisdiction/Disposition
HGJJ Hearing – Jurisdiction*
TLSP Trial – Stipulation

**A request has also been made to add a code for hearings that concern only jurisdiction and do not concern disposition. Until this code is approved, court staff can continue to use the HGJU code for such cases.*

One of the codes above must be used to record the hearing even if a shelter hearing, pretrial hearing, settlement conference, and/or disposition occurred at the same time.

E. Contested Jurisdiction Hearings

When a hearing is held that takes evidence and makes a decision on the allegations, enter the following code:

TLCT Trial – Court

F. Disposition Hearings

When a hearing determines disposition, and is held separately from the uncontested or contested jurisdiction hearing, enter one of the following codes:

HGDN Hearing – Disposition
HGRD Hearing Judge Rehearing Referee Disposition

The disposition should be entered according to local business practices. Once disposition is complete, court staff should close the case by adding the following code on the Events Tab:

CLSD Closed

G. Review Hearings

When the purpose of the hearing is the review of the implementation of the disposition, enter the following code:

HGRV Hearing Judicial Review – Juvenile

H. Probation Violation Hearings

When the purpose of the hearing is to address allegations that a youth violated the requirements of probation, enter the following code:

HGPV Hearing – Probation Violation

III. **Delinquency Jurisdiction Judgments**

If a contested or uncontested jurisdiction hearing results in the court taking jurisdiction, one of the following judgment codes should be added on the Events Tab:

JGJU Judgment – Jurisdiction
JGJD Judgment – Jurisdiction/Disposition
JGJL Judgment – Juvenile Creates Lien

If jurisdiction is established AND disposition is imposed, add the disposition according to local business practices.

If a contested or uncontested jurisdiction hearing results in the court not taking jurisdiction over the youth, record the judgment by adding one of the following codes on the Events Tab:

JGNF Judgment – Jurisdiction Not Found
JGDL Judgment – Dismissal – Juvenile*
JGTW Judgment – Terminate Wardship/Jurisdiction

If all the allegations are dismissed, juvenile is found not to be in the courts jurisdiction, or if disposition has been completed, the case must be closed by entering the following code on the Events Tab:

IV. Petitions for Relief from Sex Offender Registration

A. Opening New Cases

When a petition for relief from sex offender registration is filed:

1. Open a new Procedural Matters – Relief from Sex Offender Registration case. This is classified under civil cases.
2. Change the Case Security to ‘Juvenile.’
3. Add the following parties to the case:
 - a. The petitioner
 - b. The District Attorney
 - c. The Juvenile Department

Because the victim may request notice regarding hearings on the petition, the victim should be added as a participant on the case.

B. New Petitions

After adding a new Relief from Sex Offender Registration case, add petition by adding the following code on the Events Tab:

PTIN Petition Initiating. Add “Relief from Registration” to the comment field.

C. Hearings

Since ORS 181.823(3)(b) gives the juvenile court exclusive original jurisdiction over relief from sex offender requirements for juvenile offenders adjudicated in Oregon, all hearings regarding relief from sex offender registration for juvenile offense should be scheduled with judges who regularly hear juvenile cases.

To record any hearing regarding a petition for relief from sex offender registration, use the following hearing code:

HGRV Hearing – Judicial Review – Juvenile

V. Juvenile Drug/Integrated Treatment Court Cases

Eligibility: If it is determined that a youth is eligible for participation in the local integrated treatment court, add the following code on the Events tab:

DGEL Drug Court – Eligible

Denied: If it is determined that a youth who was previously considered eligible for participation in the local integrated treatment court is denied participation, add the following code on the Events tab:

DGDN Drug Court – Denied

Declined: If it is determined that a youth that is eligible for participation declines the opportunity to participate in the local integrated treatment court, add the following code on the Events tab:

DGDC Drug Court – Declined

Admitted: If it is determined that a youth who is eligible for participation in the local integrated treatment court is admitted to the program, add the following code on the Events tab:

DGPM Drug Court – Program

Hearings: Once a youth has been admitted to the local integrated treatment court, if the purpose of the hearing is ongoing monitoring, use the following hearing code:

HGDT Hearing – Drug Court

Non-compliance: Whenever a youth is given a non-compliance notice, add the following code on the Events tab:

NOCM Notice – Non-compliance.

Withdraws: If a youth voluntarily withdraws from the program, add the following code on the Events tab:

DGWD Drug Court – Withdrawal

Terminated: If a youth is terminated from the integrated treatment court, add the following code on the Events tab:

DGTR Drug Court – Terminated

Completes: If a youth completes/graduates from the integrated treatment court program, add the following code on the Events tab:

DGCM Drug Court – Completed

Part 8: List of Codes Used for JCIP Reporting

The tables below list the codes that JCIP uses for reporting purposes. Events, hearings, and judgments that are not included in these tables will not be counted for JCIP's reports.

Dependency Cases

Report Category	Code Type	Codes
Petition - Dependency	Event	PTDP Petition – Dependency
Closed	Event	CLSD Closed
Shelter Hearing	Hearing	HGSG Hearing – Shelter Care HGSH Hearing – Shelter Review
Pre-Trial Hearing	Hearing	HGCJ Hearing – Status Conference – Juvenile HGPH Hearing – Pre-Hearing Conference HGPT Hearing – Pre-Trial Conference HGSL Hearing – Settlement Conference HGTR Hearing – Trial Readiness
Jurisdiction Hearing	Hearing	HGJU Hearing – Jurisdiction/Disposition HGJJ Hearing – Jurisdiction
Trial – Court	Hearing	TLCT Trial – Court
Disposition Hearing	Hearing	HGDN Hearing – Disposition HGRD Hearing – Judge Rehearing Referee Disposition
Permanency Hearing	Hearing	HGPE Hearing – Permanency HGRP Hearing – Judge Rehearing Referee Permanency Determination
Review Hearing	Hearing	HGRV Hearing – Judicial Review – Juvenile HGDR Hearing – Disposition Revocation HGRR Hearing – Judge Rehearing Referee Review
Jurisdiction Findings*	Judgment	JGJU Judgment – Jurisdiction JGJD Judgment – Jurisdiction/Disposition JGNF Judgment – Jurisdiction Not Found JGDL Judgment – Dismissal

*A case is not considered in jurisdiction until each of the causes of action is related to a Jurisdiction Findings code.

Judicial Determination Cases

Report Category	Code Type	Codes
Petition	Event	PTDT Petition – Judicial Determination
Review Hearing	Hearing	HGRV Hearing – Review

TPR Cases

Report Category	Code Type	Code	
Petition – Termination Parental Rights	Event	PTTP	Petition – Termination of Parental Right
First Appearance	Hearing	HGIA	Hearing – Initial Appearance
Pre-Trial Hearing	Hearing	HGCJ	Hearing – Status Conference – Juvenile
		HGPH	Hearing – Pre-Hearing Conference
		HGPT	Hearing – Pre-Trial Conference
		HGSL	Hearing – Settlement Conference
		HGTR	Hearing – Trial Readiness
Uncontested TPR Hearing	Hearing	HGTP	Hearing – Termination Parental Rights
		HGPF	Hearing – Prima Facie
Trial	Hearing	TLCT	Trial – Court
Relinquishment			
Termination	Judgment	JGPX	Judgment – Terminating Parental Rights
Dismissal	Judgment	JGDL	Judgment – Dismissal – Juvenile
TPR Denial	Judgment	JGDR	Judgment – Deny Termination of Parental Rights
TPR Resolution	Judgment	JGPX	Judgment – Terminating Parental Rights
		JGDL	Judgment – Dismissal – Juvenile
		JGDR	Judgment – Deny Termination of Parental Rights

Delinquency Cases

Report Category	Code Type	Codes	
Petition	Event	PTDF	Petition – Delinquency Felony
		PTDM	Petition – Delinquency Misdemeanor
		PTDO	Petition – Delinquency Violation
		PTDL	Petition – Delinquency
Shelter/Detention Hearing	Hearing	HGDE	Hearing – Detention
Preliminary Hearing	Hearing	HGPM	Hearing – Preliminary
		HGIA	Hearing – Initial Appearance
Pre-Trial Hearing	Hearing	HGCJ	Hearing – Status Conference – Juvenile
		HGPH	Hearing – Pre-Hearing Conference
		HGPT	Hearing – Pre-Trial Conference
		HGSL	Hearing – Settlement Conference
		HGTR	Hearing – Trial Readiness
Uncontested Hearing	Hearing	HGJU	Hearing – Jurisdiction/Disposition
		HGJJ	Hearing – Jurisdiction
		TLSP	Trial – Stipulation
Trial	Hearing	TLCT	Trial – Court
Disposition Hearing	Hearing	HGDN	Hearing – Disposition
		HGRD	Hearing – Judge Rehearing Referee Disposition
Probation Violation Hearing	Hearing	HGPV	Hearing – Probation Violation
Review Hearing	Hearing	HGRV	Hearing – Judicial Review – Juvenile