

Revision History: Initial Topic
Update: Provide Description

Initiating Juvenile Dependency Cases

When a juvenile dependency petition is filed, check to see if the child has an open dependency case. If there is an open dependency case, the new petition gets filed under the same case number. If there is no open dependency case but there is a previous or related request for a protective custody order, the new petition gets filed under the same number as the last request for a protective custody order.

If the child already has multiple dependency cases open for a single episode of wardship and an additional petition is filed, the new petition should be filed into the child's oldest case for that wardship episode.

If multiple siblings are listed on the petition, create separate case records but using the same Person ID (party record) for each of the common parties on the cases, such as the parents and local agencies.

NOTE: The Child and the Parent(s) or Guardian(s) have a right to appointment of counsel. Best practice is to appoint counsel prior to the shelter hearing. A new appointment does not need to be made after the initial appointment of attorneys for the first filed petition.

Important codes for statistical purposes:
Petition- Dependency (PTDP)

If the child does NOT already have an open dependency case or case number assigned as the result of a protective custody order,

1. Create a new **Juvenile Dependency** case record.
2. Add the case *Detail (F12+D)*.
 - a. Add any known case cross reference numbers.
 - i. Select the appropriate case cross reference number **Type:**
 - **DHS – Child Welfare Services (DHS)**
 - **Juvenile Justice Information System (JJIS)**
 - b. Add any known related cases.
 - i. Select the appropriate related case *Reason:*
 - **Related – Same Family (RSF)**
 - **Related – Same Juvenile (RSJ)**

NOTE: If the related case is a juvenile case from another Oregon county, add it as Other Jurisdiction Juvenile Case (OJJC) Case Cross Reference Number.

3. Add the *Parties (F12+P)*.
 - a. Add the **Juvenile (JUV)** and any party identifiers.

- b. Add the **Parent(s) (PAR)** or **Guardians (GUA)**.
 - i. *If adding a guardian:* add the party using the following settings:
 - Select **All Types**.
 - Select a *Connection* of **Guardian (GUA)**.
 - Add the guardian(s) as a **Party**.

NOTE: Add a party style of “Mother” or “Father” to the parents in the Modify Case Party Details dialog box to distinguish between the parties.

- c. Add the **Department of Human Services (DHR)**.
 - d. Add the **Juvenile Department (JDP)**.
 - e. Add the **CASA (CAS)** program.
 - f. Add the **Tribe**, if there is reason to know that the child is an Indian child;
 - g. Add any known attorneys for the parties.
 4. Add the *Causes (F12+C)*.
 - a. Verify the *Action Type* of **Action**.
 - b. Select the *Cause Code* that represents the allegations on the petition.
 - **Behavior Endangers Self/Others 419B.100(1)(b) (BESO)**
 - **Beyond Parental Control 419B.100(1)(a) (BYPC)**
 - **Cond/Circ Endangers Self/Others 419B.100(1)(c) (CESO)**
 - **Custodial Neglect/Abuse 419B.100(1)(e) (CSNA)**
 - **Dependency 419B.100(1)(d) (DPND)**
 - **Runaway 419B.100(1)(f) (RWAY)**
 - c. Add a *Description* identifying the party the allegation refers to (ie. “Mother” or “Father”)
- NOTE: Enter separate allegations for each party.**
5. Click **Save (Alt+S)**.

Add the Petition and Shelter Hearing

1. Add the **Petition – Dependency (PTDP)** event.
 - a. Verify the **Date** filed.
 - b. Select **[PARTYPICKER]** the filing **Party**.
 - c. **Link/Relate/Scan** the document.

NOTE: The Petition – Dependency event automatically triggers the Disposition Judgment (Dependency, Jurisdiction Hearing Held (Dependency, and First Permanency Hearing (Dependency) time standards.

2. Schedule a **Hearing – Shelter Care (HGSG)**.
 - a. Send a **Notice of Court Appearance-Juvenile** hearing notice.

If the child already has an open dependency case,

1. Add the petition in the oldest open case (if multiple open cases exist) and add the **Petition-Dependency (PTDP)**

Note: The document index number should appear beside multiple dependency petitions and will need to be adjusted to reflect the total number of petitions filed for the wardship episode if the child has multiple cases.

- a. Verify the **Date** filed.
- b. Select **[PARTYPICKER]** the filing **Party**.
- c. **Link/Relate/Scan** the document.

Schedule the Hearing (if applicable)

1. Schedule a **Hearing – Shelter Care (HGSG)**.

Note: A shelter hearing should be scheduled if the child was removed from the home just before the petition was filed.

- d. Send a **Notice of Court Appearance-Juvenile** hearing notice if a shelter hearing is required.

If a case number has already been assigned due to a protective custody order,

1. Add the dependency petition to the Protective Custody Order case and add the **Petition-Dependency (PTDP)**.

NOTE: *This should change the case status from Protective Custody Order to Open.*

- b. Verify the **Date** filed.
- c. Select **[PARTYPICKER]** the filing **Party**.
- d. **Link/Relate/Scan** the document.

NOTE: *The Petition – Dependency event automatically triggers the Disposition Judgment (Dependency, Jurisdiction Hearing Held (Dependency, and First Permanency Hearing (Dependency) time standards.*

2. Update any information concerning the parties and/or any information concerning the tribe (if applicable).
3. Add the Causes (F12+C).
 - e. Verify the *Action Type* of **Action**.
 - f. Select the *Cause Code* that represents the allegations on the petition.
 - **Behavior Endangers Self/Others 419B.100(1)(b) (BESO)**
 - **Beyond Parental Control 419B.100(1)(a) (BYPC)**
 - **Cond/Circ Endangers Self/Others 419B.100(1)(c) (CESO)**
 - **Custodial Neglect/Abuse 419B.100(1)(e) (CSNA)**
 - **Dependency 419B.100(1)(d) (DPND)**
 - **Runaway 419B.100(1)(f) (RWAY)**
- g. Add a *Description* identifying the party the allegation refers to (ie. “Mother” or “Father”)

NOTE: *Enter separate allegations for each party.*

4. Click **Save (Alt+S)**.

Schedule the Hearing

1. Schedule a Hearing – Shelter Care (HGSG).
 - a. Send a Notice of Court Appearance-Juvenile hearing notice.

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References