Key Points for Juvenile Data Entry

Opening Dependency Cases

1. **Petitions:** Enter the petition using the **Petition – Dependency (PTDP)** case event
2. **Causes:** When opening a new dependency case, <u>add at least one Cause of Action for each parent</u>
3. **Jurisdiction Judgments:** When entering a jurisdiction judgment or dismissal judgment, <u>check the boxes of the Causes</u> for the parents to whom the judgment applies

Opening TPR Cases

Use the <u>Person IDs from the parties on the underlying Juvenile Dependency case</u> to select the Juvenile and Parent party records for the TPR case. If the case is eFiled, this can be done using the *Verify Parties* function.

Opening Other Types of Juvenile Cases

Type of Case	Odyssey Case Type	Starting Event
Voluntary	Juvenile Dependency – Judicial Determination	Petition – Determination (PTDT)
Interstate Compact Probation Violation	Administrative - Criminal	Petition – Probation Violation (PTPV)

Recording Completed Juvenile Hearings

If a juvenile hearing is complete, the following items should appear in the **Courtroom Minutes** screen:

1. The **Type** of hearing that took place
2. A **Result** of **Held** or **Court-Appointed Attorney**
3. The **Duration** of the hearing (if the hearing concerns multiple cases, the Duration should be entered on **only one** of the cases)

Rescheduled or Continued Juvenile Hearings

If a hearing…	You should use…
Takes place, but will not be finished until a later date	**Hearing Type:** The type of hearing that took place **Result: Multi-Day Hearing**
Is rescheduled in court	**Hearing Type: Appearance** **Result: Held**
A hearing is rescheduled out-of-court	The **Mark/Copy** process to reschedule the hearing