
ACCESSING COURT ORDERS

CREATION DATE: June 19, 2006

This tip sheet illustrates how to view a Court Order in FACES.NET.



Pointers to Remember:

1. All scanned Court Orders can be viewed in the client folder in the **File Cabinet** and under the **Court-Court Order - Summary** screen.
2. In addition, all Court Orders scanned after April 17, 2003 can be viewed under the **Hearing - Court Order** screen.

How to access Court Orders through the Court Order Summary screen

Steps include:

Step 1: Navigate to the **Court** screen. Place your mouse over the **Case** module at the top of the screen

Step 2: Place mouse over **Court**.

Step 3: Place mouse over **Court Order**.

Step 4: Click on **List of Clients**.

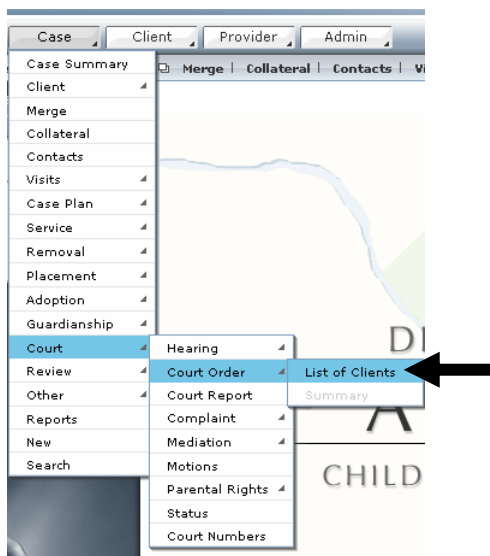


Figure 1

Step 5: Highlight the Client.

Step 6: Click Show.

5: Highlight Client.

Name	Client ID	Age	Gender	DOB	Duplicate
FEMALE SCOTT50	845327		Female	00/00/0000	<input type="checkbox"/>
KEYSHAWN JACKSON50	845321		Male	00/00/0000	<input checked="" type="checkbox"/>
LAKEISHA JACKSON50	845323		Female	00/00/0000	<input type="checkbox"/>
LATONYA HOLMESS0	845326		Female	00/00/0000	<input type="checkbox"/>
PAUL WILLIAMS50	845325		Male	00/00/0000	<input type="checkbox"/>
REYSHAWN JACKSON50	845322		Female	00/00/0000	<input type="checkbox"/>
RODNEY SCOTT50	845324		Male	00/00/0000	<input type="checkbox"/>
TANISHA HOLMESS0	845328		Female	00/00/0000	<input type="checkbox"/>

6: Click Show.

Figure 2

Step 7: Click on Summary.

Step 8: Highlight the court order you wish to view.

Step 9: Click on Show.

7: Click Summary.

Type of Court Order	Order Date
Disposition	04/24/2006

8: Highlight the Court Order.

9: Click Show.

Figure 3

Court Order Tab

Steps include:

Step 10: View **Court Order Details (Court Order Type*** and **Court Order Date*)**.

Step 11: Click **Respondents** tab.

11: Click Respondents tab.

10: View Court Order Detail (Court Order Type* and Court Order Date*).

Figure 4

Respondents Tab

Steps include:

Step 12: Highlight the client whose details you wish to view

Step 13: View **Respondent Details**.

Client Order Summary

* Denotes Required Fields ** Denotes Half-Mandatory Fields †Denotes AFCARS Fields

Client Id	Client Name
845321	KEYSHAWN JACKSON50

Respondent Details

Respondent Name *
KEYSHAWN JACKSON50

Associated Child Removal *
No Associated Removal

Jurisdiction Expiration Date
[Dropdown]

Court Findings *
Private Placement

Contrary to Welfare

a. The child cannot be protected in the home and there is an available alternative placement that is likely to be less damaging to the child than the child's own home, and the caretaker is an individual qualified to care for the child; or

b. The child can be protected in the home but only if he/she is in the care and custody of [Text Box]

The child cannot be protected in the home and there are no available alternative placements likely to be less damaging to the child than the child's own home.

Contrary to Welfare language was not found on this order.

Reasonable Efforts [Dropdown] made to prevent the child's removal from the home.

Figure 5

Step 14: Click on **Cancel**.

Contrary to Welfare

a. The child cannot be protected in the home and there is an available alternative placement that is likely to be less damaging to the child than the child's own home, and the caretaker is an individual qualified to care for the child; or

b. The child can be protected in the home but only if he/she is in the care and custody of [Text Box]

The child cannot be protected in the home and there are no available alternative placements likely to be less damaging to the child than the child's own home.

Contrary to Welfare language was not found on this order.

Reasonable Efforts [Dropdown] made to prevent the child's removal from the home.

The lack of preventative or reunification services was reasonable

Comments [Text Area]

Respondent [Dropdown] Delete Respondent

Save Import Preview Cancel

Figure 6



Note:

- If **Preview** button is enabled, then there is a scanned court order available for viewing.