
HEARING SUMMARY

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FACES.NET has a data interface with the District of Columbia Superior Court where hearing information is automatically uploaded; however, hearing information can also be entered by social workers through the **Hearing** screen in FACES.NET. The following tip sheet steps workers through the process of scheduling hearings in FACES.NET.



Pointers to Remember:

1. FACES.NET interfaces with the District of Columbia Superior Court during which future court hearings are uploaded into the system.
2. Court numbers [Cross Reference (XRef), social file, etc...] for clients must be entered in FACES.NET in order for the interface with the Court to work effectively.

Schedule an Upcoming Hearing

Steps Include:

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

Step 2: Place your mouse over the **Court** menu item.

Step 3: Place your mouse over the **Hearing** menu item.

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

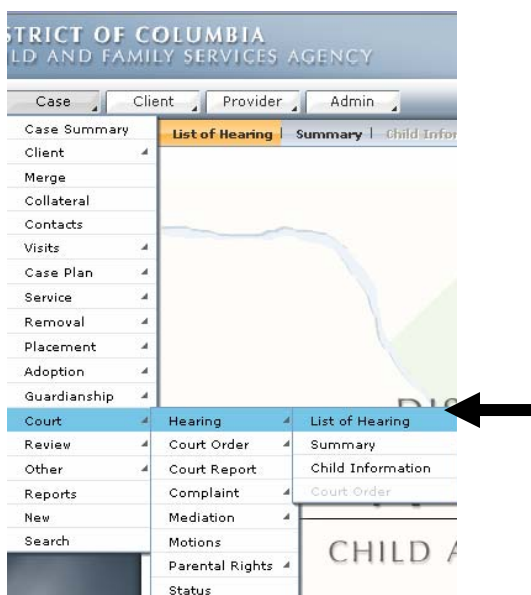


Figure 1

Step 5: Click **New** to schedule an upcoming hearing in FACES.NET.

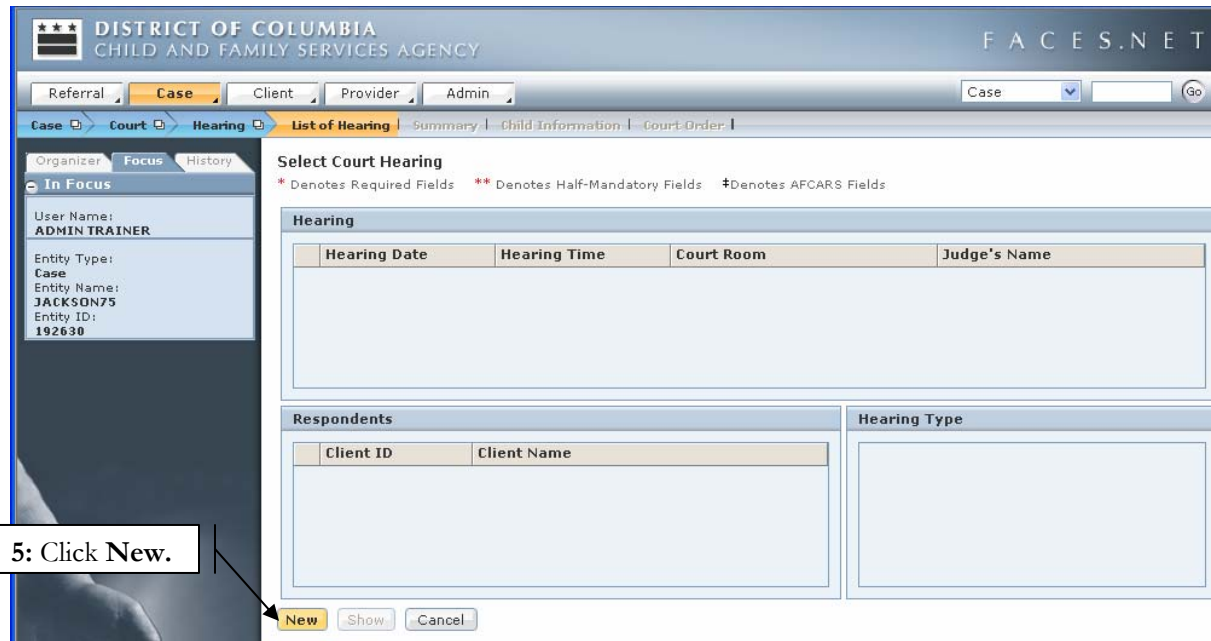


Figure 2



Note:

- If other hearings have been scheduled for clients in the case, they would appear in the **Select Court Hearing** screen in summary format. All hearings that appear in red would indicate a future hearing, while hearings not noted in red would indicate a hearing that has already occurred.

Step 6: Once in the Court Hearing Summary screen, select the name(s) of the respondents by choosing the **Respondent's Name** select box.

Step 7: Select the **Court Hearing Type**.

Step 8: Select the **Court Hearing Date** *.

Step 9: Select the **Judge's Name***

Step 10: Enter information in the **Time Hearing Scheduled** field.

Step 11: Click **Save**.

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

In Focus

User Name:
ADMIN TRAINER

Entity Type:
Case

Entity Name:
JACKSON75

Entity ID:
192630

Entry Information

Creation Date 4/20/2006	Updated Date 4/20/2006
Created By ADMIN TRAINER	Updated By ADMIN TRAINER

<p>Respondent's Name</p> <p>KEYSHAWN JACKSON75 REYSHAWN JACKSON75</p> <p style="text-align: right;"><input type="button" value="Select"/></p>	<p>Court Hearing Type</p> <p>Disposition</p> <p style="text-align: right;"><input type="button" value="Select"/></p>
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Court Hearing Date *
4/29/2006

Time Hearing Scheduled
10:00 A.M. P.M.

Time Arrived at court
00:00 A.M. P.M.

Judge's Name *
Mildred M. Edwards

Specify

Court Hearing Participants

Name	Role
<input type="button" value="Select"/>	

7: Choose the Court Hearing Type.

6: Choose Respondent's Name.

8: Indicate the Court Hearing Date*.

10: Indicate the hearing time.

11: Click Save.

9: Choose the presiding Judge.

Figure 3



Note:

- The names of judges in the **Judge's Name *** field are listed in alphabetical order by first name.
- When scheduling a future hearing, only certain fields are available to be filled-in (ie: **Respondent's Name, Court Hearing Type, Time Hearing Scheduled, etc...**); other fields, like **Court Hearing Participants, Results of Hearing ***, **Time Arrived at Court, etc...** are filled-in after the hearing has occurred.