Juvenile Civil Quick Reference

New Petition

Add Child

Menu | Person | Name Search

- Search for child's last name, Submit
- If found, click child's name
- If not found, click ADD A NEW NAME
- Verify or Add child name, race, birth sex, dob, ethnicity, SSN. (Add what you know)
- Click UPDATE to save changes

Add Relatives

On Relatives line Click Add

- Click Get relative name button
- Do name search on petitioner.
- If found, click on their name.
- If not found, click ADD A NEW NAME
- Add or verify name, race, birth sex, dob, ethnicity, SSN
- Click UPDATE. Click CANCEL to return to Relative Detail screen.
- Back on the Relative Detail screen, select relative type
- Lives with = yes or no
- Custody Status = choose custody status (not required)
- Click UPDATE to save changes

Do same thing with Respondent(s). Add siblings as relatives as well.
You can add addresses and phone/email addresses for relatives on this screen by clicking the ADD.

Add Case

On Case line, Click Add

- Case type = select the appropriate type of case.
- Referring agency = Select Pro Se or Attorney
- Start date = T or the date of the file stamp on petition.
- Click UPDATE to save changes

Add Case Number/Docket Number

- Case number history - Click Add
  - Click Generate or manually type in the unique docket number for this petition.

Add Event/Hearing

Last 20 Events - Click Add

- Event date/time – click on calendar and select date and time
- Event type – select: Set support, establish paternity, etc.
- Court – select the judicial officer hearing case
- Click UPDATE, Click CANCEL

Add Document

Scan the document and save it on your computer.

Scroll down to Documents- Click Add document

- List templates containing: type civil then press TAB on the keyboard
- Using the dropdown, Select the appropriate document.
    - Scanned PETITION – CIVIL if you're scanning the petition.
    - CIV- if you are typing the petition.
- Click UPDATE
- In Document, answer document questions:
    - Click the Select box for the future hearing, UPDATE to move to next question.
        - If there is no hearing, click link: New Event and schedule hearing.
    - Is this a new case in Quest
        - Select yes to add Petitioner, Respondent, issues before court
        - Select no, if parties and issue already added to case
    - Date of filing – date of file stamp on original petition, click UPDATE
    - Answer all questions, updating after each answer.
        - Backward button takes you to prior questions
        - Cancel take you out of document.
        - To get back in, click on document name and click Edit Text button.
    - When it gets to the screen that says "Select Document to import"
        - File stamp petition, write docket number on it, scan it, save it on your computer.
        - Back in Quest, click CHOOSE FILE button. Find scanned document, click it.
        - Click UPDATE
    - When it gets to the screen that says No More Questions, click FINISH button.
    - Close the scanned document window.
    - Cancel out of Preview.
    - Cancel out of Document Detail screen.

Assess Filing Fee

As part of scanning the petition you can assess the filing fee.
You can also add the document @AFFC – Assess Juvenile Civil Fees
Take a payment like normal.

Names Assigned

If there are attorneys, add them to the case.

- Go to the Names currently assigned to the case, click the ADD link.
- Click the Get Name button, do a name search on the attorney
- If found, click their name. If not found, add an Agency Person. Update to save them, Cancel to return to Case Assignment Detail screen.
- Role = Attorney
- Represents = click who they represent.
- Update to save your changes.

Subpoena

- In the Case, Add a document called Subpoena.
- Assess fees if appropriate.

Return of Service

If a summons or subpoena is returned, served or unserved, scan it.

Do a name search to find your person
Scroll down to the cases and click on appropriate the case number
In the Case Detail screen, scroll down to Documents
Click Add Document

- List templates containing: type the word service then press TAB on the keyboard
- Using the dropdown, Select Scanned Return of Service
- Click UPDATE to start the document questions
- Answer all questions and at the end click the FINISH button.
- Click Cancel to get out of the Preview screen
- Click Cancel to get out of the Document Detail screen.

Orders/Motions

Any order or motion received will need to be scanned and then added to the case.

Do a name search to find your person
Scroll down to the cases and click on appropriate the case number
In the Case Detail screen, scroll down to Documents
Click Add Document

- List templates containing: type civil then press TAB on the keyboard
- Using the dropdown, Select the appropriate document
- Click UPDATE to start the document questions
- Answer all questions and at the end click the FINISH button.
- Click Cancel to get out of the Preview screen
- Click Cancel to get out of the Document Detail screen.

Deadlines

If an attorney is supposed to prepare an order, you can add a deadline to remind you of which cases are waiting for orders.

- From the Case detail or from the Event Detail, click Add deadline. Select "check order status". You can make a note about which attorney is to prepare the order.
- To get a list of the cases where an attorney owes an order, Menu | Misc | Deadlines Assigned. Deadline type=Check order status.