

ADDING A NEW CASE:

FROM THE MENU: Case, Add Case

Case detail

Please note that asterisks (*) indicate required fields.

Case type:*	<input type="text" value="- Select -"/>
Sealed:*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Expunged:*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Name:*	<input type="button" value="Get name"/>
Role:*	<input type="text" value="- Select -"/>
Referring agency:*	<input type="text" value="- Select -"/>
Start date:	<input type="text" value=""/>
Case caption:	<input type="text" value=""/>

FROM THE PERSON DETAIL SCREEN:

[Add](#)

[Cases](#) [Top](#) [Add](#)

[Juvenile Delinquency - 02D07-0311-JD-002318 \(Case Filed\)](#)

[Muldoon, Terry James \(Case 1\) - Defendant from 11/11/2003 thru present](#)

- **Case type:** Select the appropriate type of case.
- **Sealed:** A case gets sealed by a Court Order, so when adding a case, this would be No.
- **Expunged:** A case gets expunged by a Court Order, so when adding a case, this would be No.
- **Name:** If you ADD from the Person Detail, the name will be shown here. If you add from the menu, you will have to click on GET NAME and do a name search for the person.
- **Role:** Select the Role of the person in this case.
- **Referring Agency:** The agency that initiated the case.
- **Start Date:** The date the case is received which may be the date of the first file stamp.
- **Case Caption:** In the event you have to have a case caption that never changes, regardless of whether the current names of the people change. You can type that caption in this area and it will be pulled into documents.

Click on the UPDATE button or press ALT+U to save your changes.
