

CASE NOTES

This section allows you to make notes about the case. Each agency can have their own confidential notes that no other agency's personnel can view. The view will default to your own agency. If you wish to view other agencies' notes, and you have authority to do so, you must select *ALL – All entries in the Agency field.

FROM THE MENU: Case, Case Notes:

List Case Notes
Case number: 13-JD-5; Juvenile Delinquency
Karlene Thompson (File# 1) - Defendant (Case# 3)

Agency: Display text

Date/time	Agency	By
Add case notes		
1/1/2013 12:43:48 PM	Other Agency	K. Thompson
Child is willing to admit but mother is not being cooperative.		

Add

FROM THE CASE DETAIL SCREEN:

Add

[- Case notes for Other Agency](#) [Top](#)
1/1/2013 12:43:48 PM - Karlene Thompson
Child is willing to admit but mother is not being cooperative.

To Add a case note:

- **Entry date/time:** Add the date/time of the note, or skip for current date/time.
- **Notes:** Type your case note. Remember to spell check the note.

Case Note Detail
Case number: 13-JD-5; Juvenile Delinquency
Karlene Thompson (File# 1) - Defendant (Case# 3)

Entry date/time:

Notes:

[Spell check](#)

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