

New Petition/Citation/Complaint

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ADD A PERSON

Add the Child's name and Identifying information

Name			
First: Laura	Middle: 	Last/Business:* Ingalls	Generation: -- Select --
File number: 2	Emancipated: <input type="radio"/> Yes <input checked="" type="radio"/> No	Status: OK - Alive	
Identifying information			
Race: W - White	Sex: F - Female	Date of birth: 3/23/2006	Age 13
Ethnicity: NH - Non-Hispanic	Citizenship: -- Select --	Language: -- Select --	Date of death:
Marital status: -- Select --	Religion: -- Select --		
Height (feet/inches): /	Weight: 0	Hair color: -- Select --	Eye color: -- Select --
Place of birth: 			SSN/Business ID:

Add the Address

- Addresses [Top](#)
4/15/2019 thru present (Home Address)
654 S Maple Ave
Gallatin, TN 37066

Add the Contact Information

- Contact numbers [Top](#)
Home: 615-452-1313

Add the Relatives

- Relatives		Top	Get
Name	Type	Address	Contact number
Caroline Ingalls (Legal Custody)	Mother	Home Address: 654 S Maple Ave Gallatin, TN 37066	HOME: 615-452-1313
	No financial info		
Charles Ingalls (Non-custodial Parent)	Father	Home Address: 356 W Main St Gallatin, TN 37066	HOME: 615-471-9652
	No financial info		

[Read more about Adding a Person](#)


ADD A CASE

Case Type – choose the appropriate type of case.

Referring Agency – Select the agency or type of person who is signing the petition, citation or complaint.

Start Date – This is the date the petition, citation or complaint was brought to your office. Hopefully you can type a T for today.

Case Detail


 Case type:*


Access:* Normal Confidential Sealed Expunged

Assigned/home court:

Name: **Laura Ingalls**

Role:*

 Referring agency:*

 Start date:

Click the **Update** button to save your work.

Case Detail

Case number: Unassigned

Updates completed successfully

[Case names](#) | [Currently assigned](#) | [Case attributes](#) | [Case status history](#) | [Case number history](#) | [Deadlines](#) | [Warrants](#) | [Incidents](#) | [Filed statutes](#) | [Requirements](#) | [Codefendants](#) | [Facility stays](#) | [Events](#) | [Folder locations](#) | [Notes](#) | [Documents](#)

Case type:* [Cover sheet](#)

Access: Normal Confidential Sealed Expunged: No

Assigned/home court:

Case caption:

Recommendation: Date:

- Names associated with the case [Top](#) [Add](#)

Name	Case	Role	Start date	End date	Warrant	Attribute
Laura Ingalls (2)	1	Defendant	4/15/2019 16 days			

Add a Case Number

- Case number history [Top](#)

2019JR000001

To add a new case number, click the **Add** link at the end of the line.

You can click the **Generate** button to get the next available case number, or you can manually type in a number.

Add an Incident

Incident date/time – Date and Time of the Petition. You should be able to type a T for the current date and time.

Incident type – Select the type of incident.

Referring agency – Select the agency or type of person who is signing the petition, citation or complaint.


Officer – Click on the **Get officer name** button to do a name search for the Petitioner. It does not need to be a law enforcement officer.


Officer role - Petitioner

Click the **Update** button to save your work.

This will take you to the **Incident Statute Detail** screen where you can enter the alleged charges.

Incident Detail
Laura Ingalls (File# 2)

Incident date/time: 4/15/19 8:30 am 

Incident type:* LAW - Law Enforcement 

Referring agency:* GPD - Gallatin Police Department

Location:

Geocode:

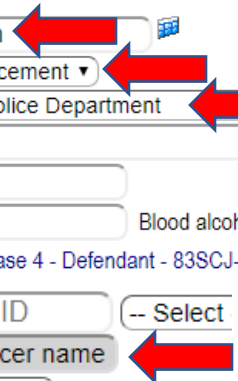
Incident ID: Blood alcohol content: 0

Cases: Laura Ingalls: Case 4 - Defendant - 83SCJ-2019-JR-10 (

Officer:

OR

Officer role:



Incident Statute Detail



After you have entered the basic information about the incident, it will take you to this screen where you can add the specific charges.

Incident Statute Detail

Laura Ingalls (File# 2)
4/15/2019 8:30 AM - Law Enforcement referred by Gallatin Police Department

Count:

Conspiracy/attempt indicator:

Statute:* List statutes containing:* 
 

Date/time occurred:

Location occurred:

Geocode:

Citation number:

Item type:

Item amount: Limit: Measure:

Conspiracy/attempt indicator – select the appropriate option if this is applicable.

- Accessory after the fact, Conspiracy to commit, Criminal attempt to commit, Criminal Responsibility, Facilitation of, Solicitation of

Statute – Type in a partial word for the alleged offense, then press the **Tab** button on your keyboard to narrow the results to only those that match the partial word.


- Click on the drop-down box to see the results. Select the best one. Pay close attention to which one you select as some may be M (for Misdemeanor) and some may be F (for Felony). If in doubt, choose the lesser offense.

Click the **Update** button to save your work.

[See more about Incidents](#)

Once you have added the incident, the system automatically adds the Filed Statutes and the Petitioner as a Name assigned to the case.

- Case related incidents Top		Get from another case Add	
4/15/2019 8:30 AM - Law Enforcement referred by Gallatin Police Department			
1 - Reckless Driving (TCA 55-10-205), a Misdemeanor			
- Filed statutes Top		Get from another case Add	
Count	Petition	Plea	Disposition
1 - Reckless Driving (TCA 55-10-205), a Misdemeanor; Filed 4/15/2019			Open



Add an Event

If you know when your family will be coming to Court or an Intake Conference, you can schedule the event.

- Last 20 Events Top	
Event date/time	Event type
5/7/2019 3:00 PM	Intake Conference

Intake Conference

To add an Intake Conference with a YSO, enter the Event date/time, Event type, and Court of YSO if using. If you add a Court, and you want the conference to show with a specific YSO, enter that YSO in the Include this user spot. If you don't add a Court, it will automatically as YOU as the include this user.

Event Detail

new entry.

Event date/time:* Choice:

Event type:*

Court:

Estimated length in minutes:*

Location:

Schedule for: **Laura Ingalls**

Case(s): Laura Ingalls: Case 4 - Defendant - 83SCJ-2019-JR-10 (Active; Case Filed)

Include this user:

Click the **Update** button to save your work.

Court hearing

Don't include this user.

Event Detail

new entry.

Event date/time:* Choice:

Event type:*

Court:

Estimated length in minutes:*

Location:

Schedule for: **Laura Ingalls**

Case(s): Laura Ingalls: Case 4 - Defendant - 83SCJ-2019-JR-10 (Active; Case Filed)

[Read more about Events](#)

Add a Document

If you are going to create a Petition or Complaint in Quest, you can add a document called "Petition - Delinquent/Unruly" or "Complaint." If you are going to scan a Petition, Citation, or Complaint, choose the document called "Scanned Petition – Delinquency," "Scanned Traffic Citation," or "Scanned Complaint."

As with any document, you will answer the questions, moving forward through the document by clicking UPDATE and backward through the document by clicking BACKWARD.

When you create or scan a petition, citation, or complaint, the document will ask you questions necessary for the state statistical report. If you are having someone come in to sign the Petition, best practice would be to leave it incomplete until they have reviewed it, then FINISH it, and have them sign it.

If you are not doing a Summons, but sending an Intake Letter, you can create that document.

- Documents/docket entries View CCS Top	
(View)	4/30/2019 9:36:12 AM - Waiver of Attorney (Filed - 4/30/2019)
(View)	4/15/2019 8:31:44 AM - Petition for Delinquent/Unruly (Filed - 4/15/2019)

[Read more about Documents](#)

Names Assigned to the Case

If there is a Victim, you can add the victim to the Names assigned to the Case. You can also add the YSO who will be handling this case.

- Names currently assigned to the case Top	
Name	Role
Ty Wilson	Petitioner
Sumner County Fairground	Victim

Add Codefendants

If there are Codefendants, you can add them this case, AFTER you have added their name and case to the system. You link the cases where they are codefendants.

- Codefendants/Associated Cases Top
Codefendant - Mary Ingalls (Case: 1; 83SCJ-2019-JR-2; Defendant; F#: 3) See case