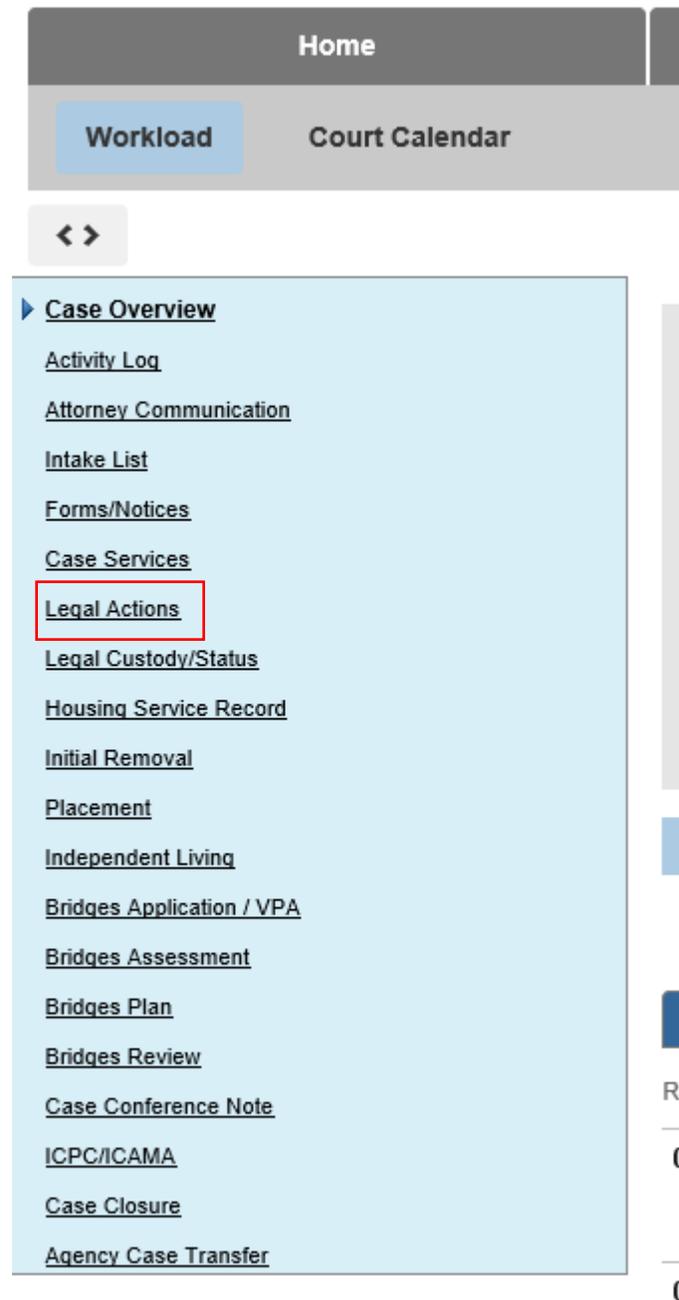


How to record a Legal Ruling

1. Legal rulings are recorded in SACWIS using the **Legal Action** link located in the Case Left Hand Navigation.



2. In the **Case Legal Actions** grid, click the **Maintain Legal Action** link next to the Bridges Participant's name.

Case Legal Actions		
Case Participants	DOB	
[REDACTED]	[REDACTED]	Maintain Legal Action

3. In the **Participant Legal Action Information** grid, use the dropdown to select the **Legal Action of Record Ruling**. Click the **Add Legal Action and Grouping** button. **NOTE:** There may be some records already showing for the Bridges Participant. This is caused by some type of Legal Action entered on the PCSA case the Bridges Participant was a member of. Example: PCSA recorded when the next Reasonable Efforts hearing was scheduled while the young adult was in its custody, and this date overlaps with the Bridges Care and Placement. These records will not impact your ability to record Legal Actions. **If there are existing Legal Actions recorded, you will see an Add Action button instead of Add Legal Action and Grouping.**

Participant Legal Action Information	
Legal Action:	<div style="border: 1px solid red; padding: 5px;"><input type="text" value=""/> <input type="button" value="Add Legal Action and Grouping"/></div>

4. Enter ruling information: Date of Ruling; Court Name; Judge/Magistrate; Ruling Type; Ruling(s) Received; Comments if needed, and Save the record.

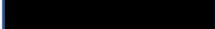
*Ruling Type options are Bridges Case and Court Jurisdiction Transfer. The only time Court Jurisdiction Transfer ruling type is used, is when the Court hearing the case moves to a new jurisdiction. Bridges Case is to be used all other times.

*Best Interest Hearing: Ruling(s) Received will be Best Interest and VPA Extension. If Best Interest IS NOT FOUND at the hearing, ruling received will be VPA Extension Denied.

*Reasonable Efforts Hearing: Ruling(s) Received will be RE to Finalize Permanency Plan-Subsequent. If Reasonable Efforts IS NOT FOUND at the hearing, no ruling will be recorded.

Ruling Information

Date of Ruling:* 08/16/2018   Court Case Number:

Action Participant:*  Court ID Number:

Court Name:* Franklin County Domestic Relations/Juvenile Court  Judge/Magistrate:

Court Address: 373 S High St
Columbus, OH 43215-4591 County:

Ruling Type:* Bridges Case  Last Modified Date:

Journalized Date: 

Ruling(s) Received:

	Add
Case Closure	<input type="checkbox"/>
Court Jurisdiction Transfer	<input type="checkbox"/>
RE to Finalize Permanency Plan - Subsequent	<input type="checkbox"/>
VPA Extension Denied	<input type="checkbox"/>

Selected Rulings Received:

Remove
Best Interest
VPA Extension

Comments:

- After you Save the record, you are navigated back to the **Participant Legal Action Information** screen, and should see the Ruling record displayed. Click the **Close** button to navigate back to the main **Legal Action** screen.

Legal Action Information

	Date	Legal Action	Type	Additional Info
edit copy	08/16/2018	Ruling	Bridges Case	Rulings Received: Best Interest, VPA Extension

[Close](#)

NOTE: There are other types of Legal Actions that can be recorded. It is advised these are used to document all Legal/Court related activities on the case.

- *Record Hearing is used to record upcoming hearings.
- *Record Motion is used to record when a motion has been filed in court.
- *Record Notification is used to record when someone has been notified of court proceedings.

The steps to record a Hearing/Motion/Notification are the same as recording a ruling.