



Court History – CASA Job Aid

The *Court History* screen allows CASAs to view court activity for the child(ren) that have been assigned to them.

Court History Screen

Department of Human Services
Allegheny County, Pennsylvania

Key Information and Demographics System

Referral Case Client PS/OC CANS/ANSA Admin

Client Search Court History Siblings Summary Client Document Library General Info Service Log Demographics More

Organizer Focus History

In Focus

User Name:

Family Assignment:

Entity Type:

Entity Name:

Entity ID:

Entity Type:

Client:

Entity Name:

Entity ID:

Court History

* Denotes Required Fields ** Denotes Half-Mandatory Fields # Denotes AFACARS Fields

Child Information

Name	Birth Date	Age	Gender	Race	Ethnicity	JID No.	Docket No.

Hearing Information

Hearing Date	Time	Judge	Hearing	Type	Status	Reason

Legal Status

Type	CW/PO	CWS/POS	Status	Adjudication Date
Dependency				
Delinquency				

Aggravated Circumstances Petition Filed

Parent/Guardian	Relationship	Status	Date

Document Entries

Date	Type	Approver or Filing Party	System	Document
3/9/2016 10:26:46 AM	Dependency Petition	Jason Andrews	KIDS	View
6/24/2015 3:50:48 PM	Order for Appointment of Court Appointed Special Advocate (CASA)	Court of Common Pleas - Allegheny County	PACFILE	View
6/24/2015 3:50:48 PM	Order for Appointment of Court Appointed Special Advocate(CASA)	Court of Common Pleas - Allegheny County	PACFILE	View

Cancel

Navigation

1. Bring the child into focus from the *Client Search* screen.
2. Navigate to the *Court History* screen
 - a. **Client > Court History**



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Help Logout

Organizer Focus History

In Focus

User Name:

Family Assignment:

Entity Type:

Entity Name:

Entity ID:

Entity Type:

Client

Entity Name:

Entity ID:

Court History

* Denotes Required Fields ** Denotes Half-Mandatory Fields * Denotes AFCARS Fields

1 Child Information

Name	Birth Date	Age	Gender	Race	Ethnicity	IID No.	Docket No.

2 Hearing Information

Hearing Date	Time	Judge	Hearing	Type	Status	Reason

3 Legal Status

Type	CW/PO	CWS/POS	Status	Adjudication Date
Dependency				
Delinquency				

4 Aggravated Circumstances Petition Filed

Parent/Guardian	Relationship	Status	Date

5 Document Entries

Date	Type	Approver or Filing Party	System	Document
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Cancel

1. The *Child Information* section includes demographic and court information on the child in focus.
2. The *Hearing Information* section shows all of the scheduled hearings for the child in focus.
3. The *Legal Status* section shows the Dependency and/or Delinquency status of the child in focus.
4. The *Aggravated Circumstances Petition Filed* section lists (if applicable) Aggravated Circumstances Petition progress for the child in focus.
5. The *Document Entries* section displays all court orders, motions, and court paperwork for the child.
 - a. To view a document click on the desired document's [View](#) hyperlink in the document column. Note that documents with a *System* source of "PACFILE" will require the user to have PACFile access in order to view the document.

For more information...

For assistance, please contact the Allegheny County Service Desk at servicedesk@alleghenycounty.us or 412-350-4357 (Option 2 for DHS). To access the Self Service Tool go to <http://servicedesk.alleghenycounty.us>.

This job aid and additional user materials are located on the DHS Amazon site at <http://dhswebt.s3.amazonaws.com/KIDSJobAids/index.htm>