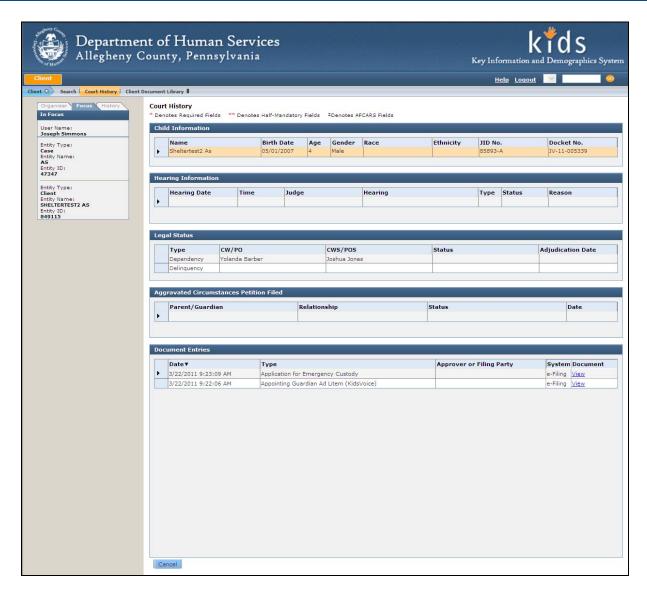


## **Court History – Child Conflict Attorney Job Aid**

The Court History screen is used to view the court activity associated to a child client that the court has appointed Child Conflict Attorneys to represent.

Access the Court History screen



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

## Reviewing Court History screen

- 1. The Child Information section pulls information from the Client Information screen.
- 2. The *Hearing Information* section displays all hearings scheduled in the courts scheduling system (CPCMS).
- 3. The Legal Status section displays the client's court status for dependency and delinquency.
- 4. The *Aggravated Circumstances Petition Filed* section displays information for the named parent/guardian listed on the aggravated circumstances petition, for the highlighted hearing.
- 5. The Document Entries section displays viewable finalized documents from KIDS, filed documents

- and forms from CPCMS and E-Filing.
- 6. Click the [Cancel] button to display the Splash screen.

## For more information...

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

This Job Aid and additional user materials are located on the DHS Amazon site at <a href="http://dhswbt.s3.amazonaws.com/KIDSJobAids/index.html">http://dhswbt.s3.amazonaws.com/KIDSJobAids/index.html</a>.