



## Court History - KidsVoice Job Aid

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

**Access the Court History screen**

**Client** | Search | **Court History** | Client Document Library

Help | Logout | [User Icon]

**Organizer** | **Focus** | History

**In Focus**

User Name: Joseph Simmons

Entity Type: Case

Entity Name: AS

Entity ID: 47347

Entity Type: Client

Entity Name: SHELTERTEST2 AS

Entity ID: 849115

**Court History**

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

**Child Information**

Name	Birth Date	Age	Gender	Race	Ethnicity	JID No.	Docket No.
Sheltertest2 As	05/01/2007	4	Male			85893-A	DV-11-005339

**Hearing Information**

Hearing Date	Time	Judge	Hearing	Type	Status	Reason
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**Legal Status**

Type	CW/PO	CWS/POS	Status	Adjudication Date
Dependency	Yolanda Barber	Joshua Jones		
Delinquency				

**Aggravated Circumstances Petition Filed**

Parent/Guardian	Relationship	Status	Date
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**Document Entries**

Date	Type	Approver or Filing Party	System Document
3/22/2011 9:23:09 AM	Application for Emergency Custody		e-Filing <a href="#">View</a>
3/22/2011 9:22:06 AM	Appointing Guardian Ad Litem (KidsVoice)		e-Filing <a href="#">View</a>

[Cancel](#)

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 [servicedesk@alleghenycounty.us](mailto: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.html>.