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

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.