

Administrative Office of the Courts

Supreme Court of New Mexico

Arthur W. Pepin, Director



237 Don Gaspar, Room 25
Santa Fe, NM 87501
(505) 827-4800
(505) 827-4824 (fax)

Judicial Information Division (JID)

Abuse and Neglect Cases – Closing Cases

Standard Operating Procedure

Version 1.0

Updated: (2/2017)

Abuse and Neglect Cases – Closing Cases

COURT / DEPARTMENT / DIVISION

District Courts

USER

District Court Clerks

PURPOSE

To record the dismissal of a child from the case and closing the case

INTRODUCTION

Accounting for the permanency outcomes for children is the most important indicator of how the courts are managing the Abuse and Neglect docket. An Abuse and Neglect case does not close until **ALL of the children** have achieved permanency. Thus, it is possible that in a case with multiple children one child might be dismissed from the case and the case would remain open. All of the children must be dismissed from the case for the case to be closed.

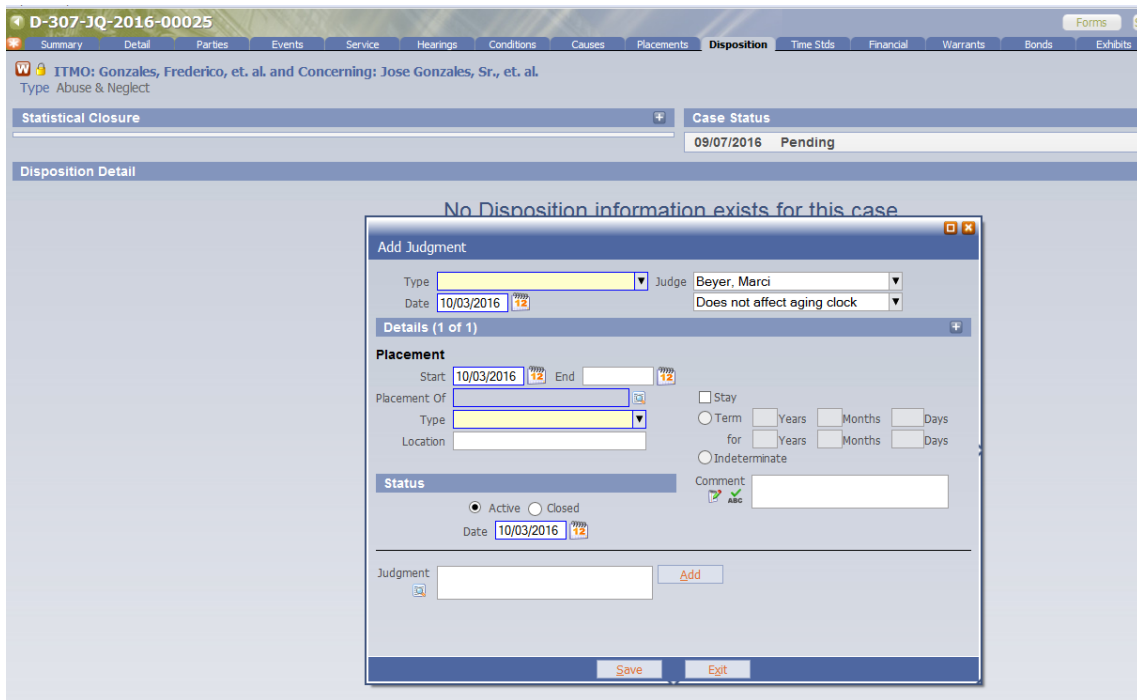
In Odyssey, Judgments on the Disposition Tab will be used to enter the permanency outcomes for all of the children. A party may be dismissed in a variety of ways. Because of this ambiguity, CYFD is now required to file a Party Dismissal Sheet anytime they are releasing a party from the case. The sheet will provide the party being dismissed, the date of dismissal, and the permanency outcome (final placement) for the party. The new form, Party Dismissal Sheet, NMRA 10-567 is to be filed by CYFD when each child has achieved permanency and is dismissed from the case. When this form is filed into the case, it will be docketed using event code: 9500 CRT: Party Dismissal Sheet.

STEPS

1. Navigate to the **Disposition** tab of the case
2. Click on the yellow **Judgment** hyperlink



3. The **Add Judgment** dialog box will pop up



4. Select the appropriate judgment type (this will be found on the Party Dismissal Sheet) from the following choices:

Judgment Code	Judgment Description
8ADPT	Adoption
8AEM	Emancipation
8AGED	Aged Out
8AKIN	Kinship Guardianship
8ANGRD	Non-relative Guardianship
8APPL	Planned Permanent Living
8ARP	Reunification

5. Once a **Judgment Type** has been selected, the **Val. Name** field becomes a required name. Enter the first 4 letters of the child’s last name.
6. Complete the fields on the **Judgment** dialog according to the entries on the Party Dismissal Sheet.

Add Judgment

Type: **Aged Out** Judge: **Beyer, Marci**
 Val. Name: **GONZ** Stops case aging clock
 Date: **09/30/2016**

Details (1 of 1)

Placement

Start: **09/30/2016** End:
 Placement Of: **Gonzales, Frederico**
 Type: **Child Ages Out of System**
 Location:

Stay
 Term Years Months Days
 for Years Months Days
 Indeterminate

Status

Active Closed
 Date: **09/30/2016**

Comment:

Judgment: **Add**

Save **Exit**

7. If the **Placement Component** of the Judgment has been correctly completed, two changes will have automatically been recorded on the Placement tab:
 - a. The open placement will now be closed; and
 - b. The final closing placement for that child will be the one indicated on the **Disposition** tab.

D-307-JQ-2016-00025

Summary Detail Parties Events Service Hearings Conditions Causes Placements **Disposition** Time Stds Financial Warrants Bonds Exhibits Documents Atty Pmts

ITMO: Gonzales, Frederico, et. al. and Concerning: Jose Gonzales, Sr., et. al.
 Type: Abuse & Neglect

Statistical Closure Case Status
 09/07/2016 Pending

Disposition Detail

09/30/2016 Aged Out (Judicial Officer: Beyer, Marci)
 Placement (Child Ages Out of System, Gonzales, Frederico)

D-307-JQ-2016-00025

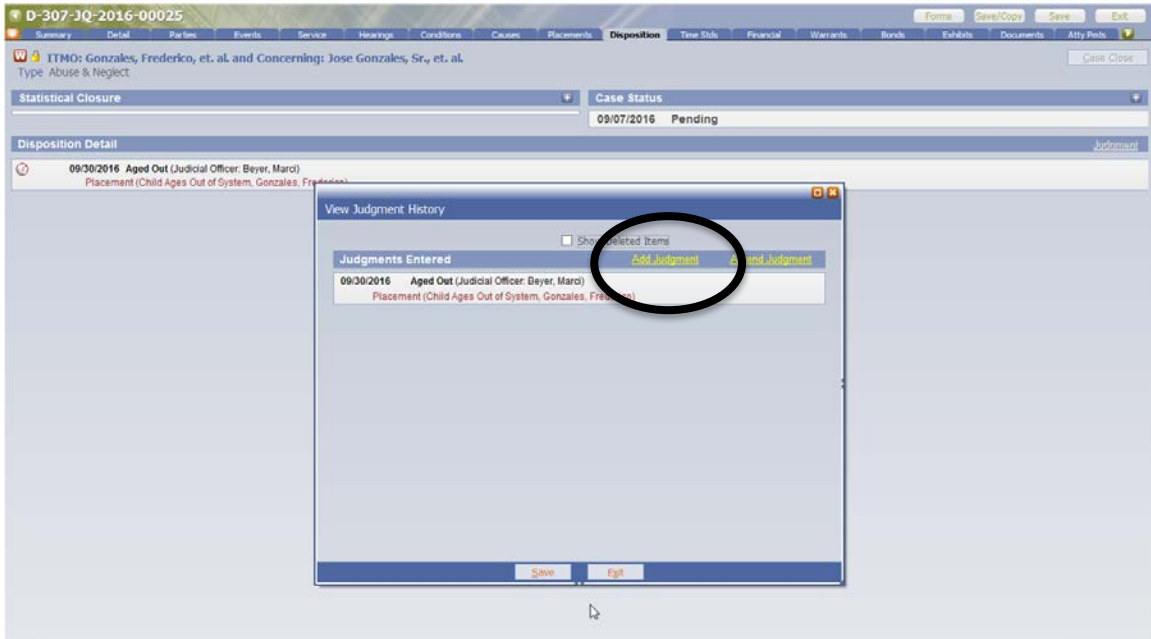
Summary Detail Parties Events Service Hearings Conditions Causes **Placements** Disposition Time Stds Financial Warrants Bonds Exhibits Documents Atty Pmts

ITMO: Gonzales, Frederico, et. al. and Concerning: Jose Gonzales, Sr., et. al.
 Type: Abuse & Neglect

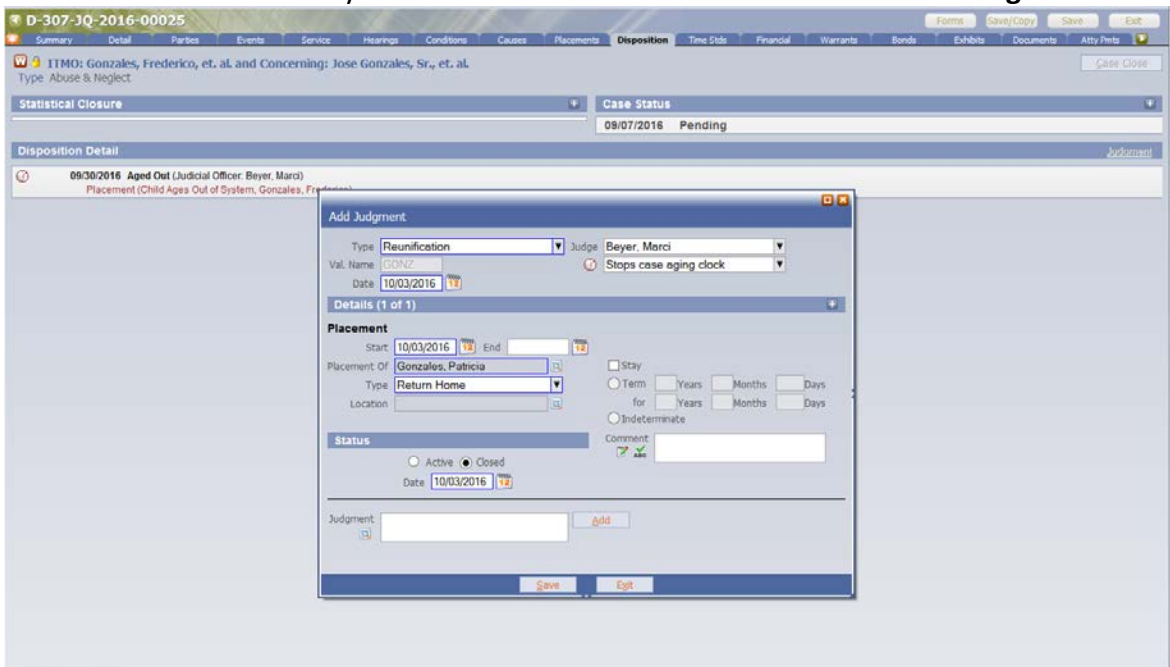
Interim Placements

Child Name	Placement Type	Start Date	End Date	Days Counted	Days Out of Home
Gonzales, Frederico	Treatment Foster Care	09/06/2016	10/03/2016	2	28
	Aged Out	09/30/2016			28
Gonzales, Patricia	Treatment Foster Care	09/06/2016	present	2	28
					28

8. The case may not be closed until a final placement has been entered for every child who is a party to the case. For this example, another judgment has been entered.
9. When the final Party Dismissal Sheet is received, enter the data as described above. Navigate to the **Disposition** tab and click on the yellow **Judgment** hyperlink. Then click on the yellow **Add Judgment** hyperlink.



10. Enter the data on the Party Dismissal Sheet as shown below and save the **Judgment**.



11. As before, if the **Placement Component** of the Judgment has been correctly completed, two changes will have automatically been recorded on the Placement tab:
 - a. The open placement will now be closed; and

- b. The final closing placement for that child will be the one indicated on the **Disposition** tab.

Interim Placements			
Gonzales, Federico View placements on all cases			
Treatment Foster Care	09/06/2016 - 10/03/2016	2	28
Aged Out	09/30/2016		28
Days counted as out of home on case			
Gonzales, Patricia View placements on all cases			
Treatment Foster Care	09/06/2016 - 10/03/2016	2	28
Reunification	10/03/2016		28
Days counted as out of home on case			

Case Status	
09/07/2016	Pending

Disposition Detail	
10/03/2016 Reunification (Judicial Officer: Beyer, Marco)	Placement (Return Home, Gonzales, Patricia)
09/30/2016 Aged Out (Judicial Officer: Beyer, Marco)	Placement (Child Ages Out of System, Gonzales, Federico)

- 12. Now that all the children have permanent placements, the case is ready to close. Navigate back to the **Disposition** tab and click the **Case Close** button. The **Case Close** dialog box will pop up.

Case Close D-307-JQ-2016-00025

Date: 10/03/2016 Time: 7:25 PM

Today and Future Hearings
Hearing Type: []
Hearing Reason: Vacated
Setting Reason: Vacated
Comment: []

Case Status
Status: []
Comment: []

Open Warrants
Status: []
Location: []
Comment: []

Add Statistical Closure
Statistical Closure: []
Comment: []

Add Events
Events: [+]

Open Bonds
Bond Type: []
Status: []
Location: []
Comment: []

Buttons: Save, Exit

13. Check the Check box labeled **Add Events**. Then click the + sign across from the label Events. The **Add Event** dialog box will pop up. Enter the closing event based on the pleading that has been filed.

D-307-JQ-2016-00025

Summary Detail Parties Events Service Hearings Conditions Causes Placements Disposition Time Stds Financial Warrants Bonds Exhibits Documents Atty Pmts

ITMO: Gonzales, Federico, et. al and Concerning: Jose Gonzales, Sr., et. al
Type: Abuse & Neglect

Statistical Closure Case Status: 09/07/2016 Pending

Disposition Detail

- 10/03/2016 Reunification (Judicial Officer: Beyer, Marco)
Placement (Return Home, Gonzales, Patricia)
- 09/03/2016 Aged Out (Judicial Officer: Beyer, Marco)
Placement (Child Ages Out of System, Gonzales, Frederico)

Case Close: D-307-JQ-2016-00025

Date: 10/03/2016 Time: 7:12 PM

Today and Future Hearings
Hearing Type: []
Hearing Reason: []
Setting Reason: []
Comment: []

Case Status
Status: []
Comment: []

Open Warrants
Status: []
Location: []
Comment: []

Add Events
Events: [+]

Open Bonds
Bond Type: []
Status: []
Location: []
Comment: []

Buttons: Save, Exit

Add Event dialog box:
Type: CLS: STIPULATED DISMISSAL
Date: 10/03/2016 Time: 7:14 PM
Comment: []
Party: []
Buttons: Continue, Exit

14. Click **Continue**

The screenshot shows a web application interface for case management. At the top, there is a navigation bar with tabs: Summary, Detail, Parties, Events, Service, Hearings, Conditions, Causes, Placements, Disposition, Time Stds, Financial, Warrants, Bonds, Exhibits, Documents, and Atty Pmts. The current case is identified as 'D-307-JQ-2016-00025' with a title 'ITMO: Gonzales, Frederico, et. al. and Concerning: Jose Gonzales, Sr., et. al.' and a type of 'Abuse & Neglect'. The case status is 'Pending' as of 09/07/2016. A 'Case Close' button is visible in the top right. A 'Case Close D-307-JQ-2016-00025' dialog box is open, showing a date of 10/03/2016 at 7:12 PM. The dialog has several sections: 'Today and Future Hearings' with 'Cancel' and 'Delete' options; 'Hearing Type' and 'Hearing Reason' both set to 'Vacated'; 'Setting Reason' also set to 'Vacated'; 'Open Warrants' with fields for Status, Location, and Comment; 'Add Events' with an event type of 'CLS. STIPULATED DISMISSAL'; and 'Open Bonds' with fields for Bond Type, Status, Location, and Comment. There are 'Save' and 'Exit' buttons at the bottom of the dialog.

15. Then click **Save**

16. The case is now closed

The screenshot shows the same web application interface as the previous image, but the case is now 'Final Closed'. The 'Case Close' button is now 'Inactive'. The 'Statistical Closure' section shows a date of 10/03/2016 with the reason 'Stipulated Dismissal'. The 'Case Status' section shows a date of 10/03/2016 with the status 'Final Closed'. The 'Disposition Detail' section lists two entries: '10/03/2016 Reunification (Judicial Officer: Beyer, Marco) Placement (Return Home, Gonzales, Patricia)' and '09/30/2016 Aged Out (Judicial Officer: Beyer, Marco) Placement (Child Ages Out of System, Gonzales, Frederico)'. The 'Case Close' button is now 'Inactive'.