

Administrative Office of the Courts

Supreme Court of New Mexico

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Judicial Information Division (JID)

Case Initiation - Abuse and Neglect Cases

Standard Operating Procedure

Version 1.1

Updated: (04/2018)

Case Initiation – Abuse and Neglect Cases

COURT / DEPARTMENT / DIVISION

District Courts

USER

Court clerks

PURPOSE

To initiate Abuse and Neglect cases

INTRODUCTION

When CYFD files the opening Petition and accompanying pleadings, they are now required to file a Case Information Sheet. The New Mexico Supreme Court has issued an Administrative Order, NO.14-8300-002, approving the use of new or revised Children's Court rules and forms. The Case Information Sheet, Form 10-501A NMRA, contains vital information needed to successfully open an abuse and neglect case. The details on the form will be used to populate the Party Tab and the Placement Tab at case initiation.

Once all of the information from the coversheet is entered, a new event will be docketed: code: 9509 CRT: Abuse and Neglect Case Information Coversheet. This code is non-docketable and is not included on any appellate records. Which means it does not become part of the official case file. However, it should be scanned in or retained in some manner for use in the Data Quality Program.

For Every Child:

- Full Name

- Date of Birth
- Date of Placement
- Type of First Placement
- Special Conditions
- Respondent that is Related to the Minor Child

For Every Respondent:

- Full Name
- Other Name
- Address
- Date of Birth
- Social Security Number
- Special Conditions
- Relationship to at least one child

STEPS

1. Click **Add a Case**
2. Click **Family**
3. Click **Abuse & Neglect**
4. The **Add a New Case** dialog will appear



5. Navigate to the **Parties** tab
6. Use the **Abuse and Neglect Cases – Information Sheet** (form 10-51A) to enter the parties on the case. (A blank copy of this form is shown below)

10-501A. Abuse and neglect party information sheet.

Abuse and Neglect Cases – Information Sheet
(File with Petition or Amended Petition)

Type or print responses. Required in all abuse and neglect cases.
THIS SECTION FOR OFFICIAL USE ONLY

Docket EVENT CODE 9509, CRT: Abuse & Neglect Party Information Sheet.
Scan document, but will not become part of the official record.

Case Number: _____ Assigned Judge: _____

Children’s Court Attorney’s Name:

Person Completing Form:

Phone Number: _____ Email: _____
New petition _____ Amended petition (enter new info only) _____

<i>Enter as much of the following information as possible:</i>			
Minor Child 1			
Name (F, M, L)			
Type of Current Placement*			
Date of Placement			
Date of Birth			
Special Conditions†			
Respondent’s Relation to Minor Child**	Respondent 1	Respondent 2	Respondent 3

Minor Child 2			
Name (F, M, L)			
Type of Current Placement*			
Date of Placement			
Date of Birth			
Special Conditions†			
Respondent's Relation to Minor Child**	Respondent 1	Respondent 2	Respondent 3
Minor Child 3			
Name (F, M, L)			
Type of Current Placement*			
Date of Placement			
Date of Birth			
Special Conditions†			
Respondent's Relation to Minor Child**	Respondent 1	Respondent 2	Respondent 3
<i>Add information for additional children as necessary.</i>			

<i>Enter as much of the following information as possible:</i>			
Minor Child 4			
Name (F, M, L)			
Type of Current Placement*			
Date of Placement			
Date of Birth			
Special Conditions†			
Respondent's Relation to Minor Child**	Respondent 1	Respondent 2	Respondent 3

Add information for additional children as necessary.

* Type of placement: relative foster care; non-relative foster care; treatment foster care; residential treatment center; mental health facility/non-residential treatment center; juvenile justice facility

† Special Conditions: Indian Child Welfare Act (ICWA); Americans with Disabilities Act (ADA)

** Relation to Minor Child: Parent, custodian, guardian, other

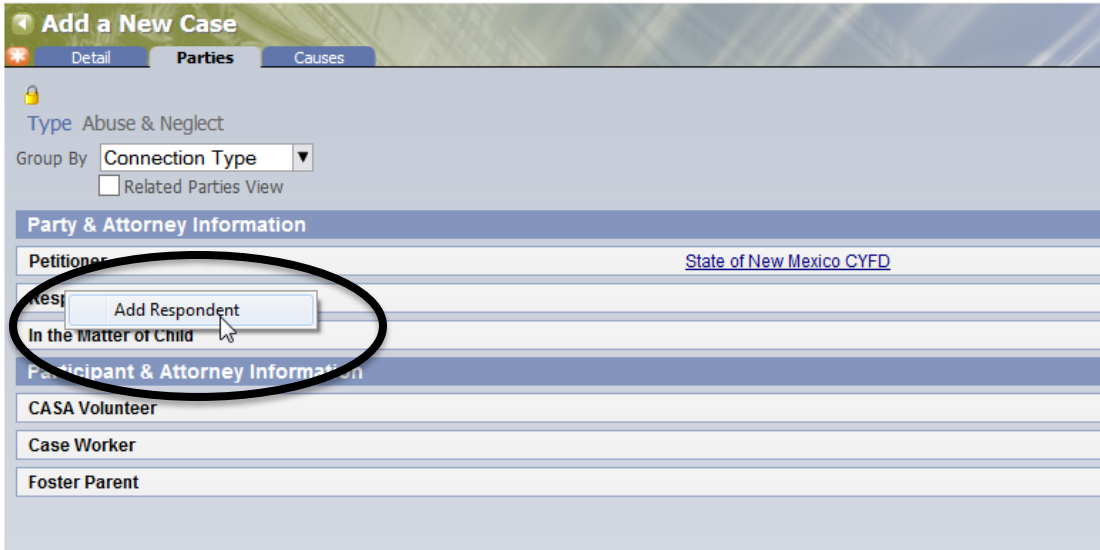
Respondent 1	
Name (F, M, L)	
Other Name (aka)	
Address	
Address	
Phone Number	
Date of Birth	
Social Security Number	
Special Conditions [†]	
Respondent 2	
Name (F, M, L)	
Other Name (aka)	
Address	
Address	
Phone Number	
Date of Birth	
Social Security Number	
Special Conditions [†]	
Respondent 3	
Name (F, M, L)	
Other Name (aka)	
Address	
Address	
Phone Number	
Date of Birth	
Social Security Number	
Special Conditions [†]	
<i>Add information for additional Respondents as necessary.</i>	

† Special conditions: Indian Child Welfare Act (ICWA); Americans with Disabilities Act (ADA)

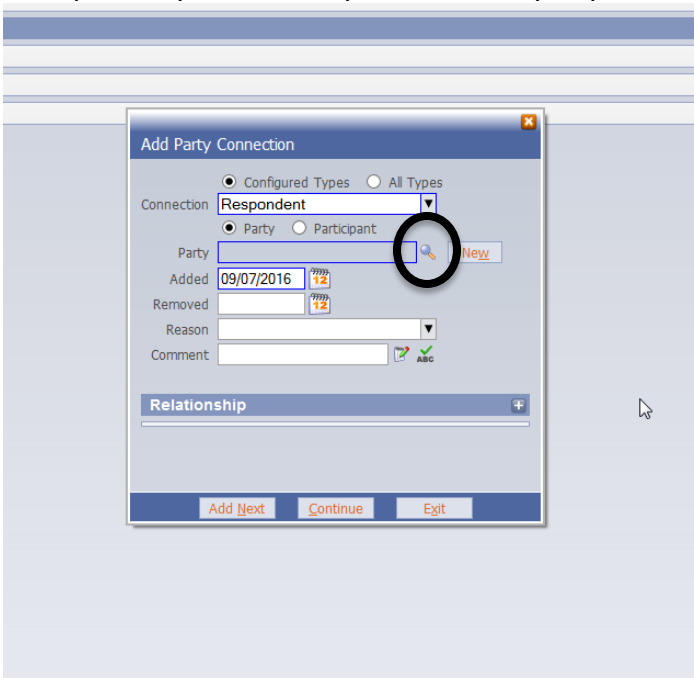
7. Enter the respondents first
8. Search for existing party records for the respondent first by using the identifiers on the cover sheet for the search. **Only create a new party record if there is no existing record for the respondent.** Follow the steps described below.

Best Practice: It is a best practice to first search for a party name to see if name is already in Odyssey and to avoid duplicates.

9. Right click on the word **“Respondent.”** Left click on the menu item **Add Respondent.**



10. The **Add Party Connection** dialog box will pop up with the Connection Type of Respondent defaulted. Click on the magnifying glass icon to search for the party to see if they already have a Party Record in Odyssey.



11. The **Find a Party** dialog will pop up. Enter the name and date of birth from the Abuse and Neglect Cases – Party Information Sheet to begin the search.

Find A Party

Search by Party Information Use Soundex

Person Nickname Business

Last Name: Gonzales

First & Middle: Jose

Date of Birth: 11/12/1985 Death:

Driver's License:

Person ID:

Search Clear Exit Use Advanced Search Add Party

12. If the respondent already has a party record in Odyssey, the results of the search will look something like this.

Party Search Results | Records 1 - 2 of 2

Gonzales, Jose, Sr. DOB 11/12/1985 DL NM 125344534
SSN 525-57-8966 Party ID 5395059
a.k.a. Gonzales, Jose Jr, GONZALES, JOSE

Address	Phone	Description
1955 Telshor #23 Las Cruces, NM 88011	Home 575-288-7048 Cell 575-288-4045	M 5'8" 216 BLK BRO

GONZALES, JOSE DOB 11/12/1985 Party ID 7128220
SSN 525-57-8966
a.k.a. GONZALES, JOSE LUIS

Address	Phone	Description
1955 Villa de Telshor APT 23 Las Cruces, NM 88001	Home 575-805-2090	M

<< Back Next >> Refine Search Exit Add Party

13. Click on the record that has the most matching information. In this example, the name, date of birth, social security number and address match so selecting the bottom record to add to this case is the correct thing to do. (In general, three identifiers should match to associate a record to a case.)

14. Click on the underlined name to select the record to associate it with this case

Add Party Connection

Configured Types All Types

Connection: **Respondent**

Party Participant

Party: **Gonzales; Jose; Sr.** [Search] [New]

Added: **09/21/2016** [Calendar]

Removed: [Calendar]

Reason: [Dropdown]

Comment: [Text Area] [ABC]

Relationship [Add]

[Add Next] [Continue] [Exit]

15. Click **Continue** and this is what Odyssey should look like.

Add a New Case

Detail **Parties** Causes

Type: Abuse & Neglect

Group By: **Connection Type** [Dropdown]

Related Parties View

Party & Attorney Information

Petitioner	State of New Mexico CYFD
Respondent	Gonzales, Jose, Sr.

In the Matter of Child

Participant & Attorney Information

CASA Volunteer
Case Worker
Foster Parent

16. Add the next respondent

17. Right click on the word **“Respondent.”** Left click on the menu item **Add Respondent**

Add a New Case

Detail **Parties** Causes

Type: Abuse & Neglect

Group By: **Connection Type** [Dropdown]

Related Parties View

Party & Attorney Information

Petitioner	State of New Mexico CYFD
Respondent	Gonzales, Jose, Sr.

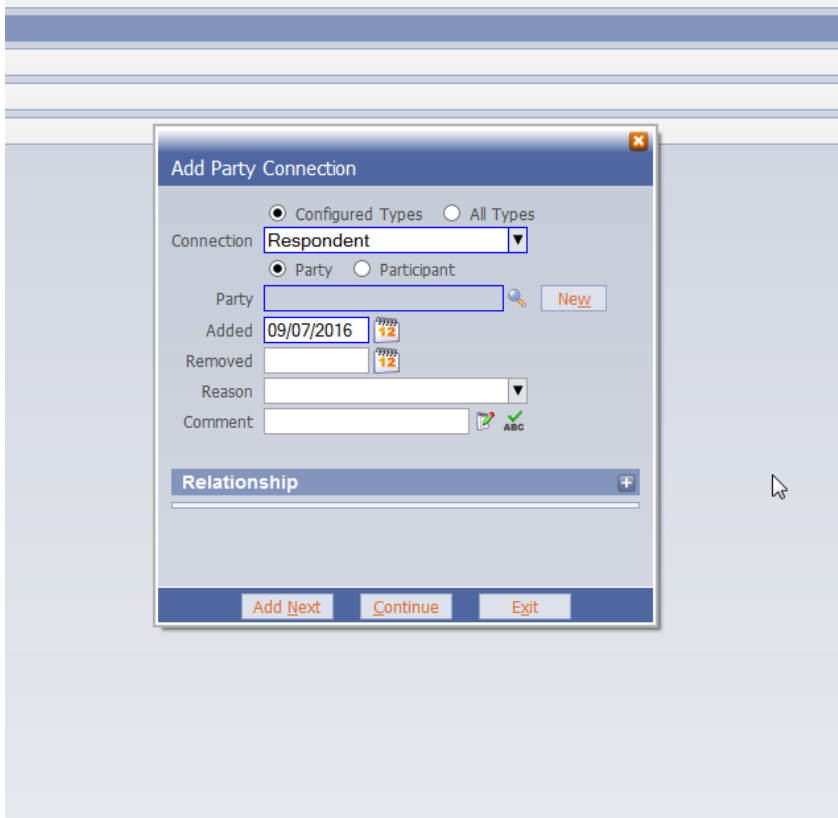
In the Matter of Child

Participant & Attorney Information

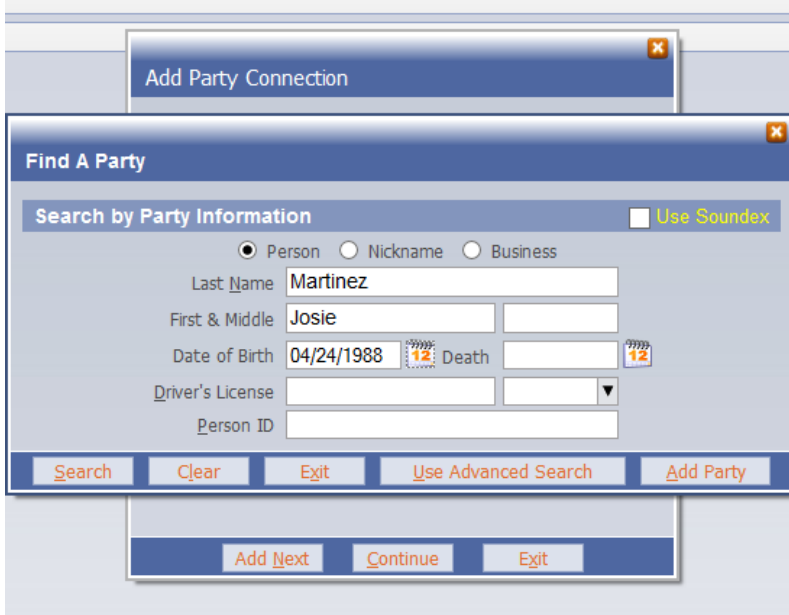
CASA Volunteer
Case Worker
Foster Parent

Context Menu: [Add Respondent]

18. The **Add Party Connection** dialog box will pop up with the Connection Type of Respondent defaulted. Click on the magnifying glass icon to search for the party to see if they already have a Party Record in Odyssey.



19. The **Find a Party** dialog will pop up. Enter the name and date of birth from the Abuse and Neglect Cases – Party Information Sheet to begin the search.



20. If there is no match found as indicated in the screen shot below, then click the **Add Party** button to create a new Party record.



21. The **Add a New Respondent** dialog box will pop up. Fill in the fields with data from the Abuse and Neglect Cases -- Party Information Sheet as shown below and click the Save button.

A screenshot of the 'Add A New Respondent' dialog box. The dialog has a title bar and a close button. It is divided into several sections: 'Name', 'Description', 'Identifiers', 'Address', and 'Phones and E-Mail'. The 'Name' section has radio buttons for 'Person', 'Nickname', and 'Business'. The 'Description' section has fields for 'Date of Birth' (04/24/1997), 'Date of Death', 'Gender', 'Race', and 'Ethnicity'. The 'Name' section has fields for 'First' (Josie), 'Middle', 'Last' (Martinez), and 'Suffix'. The 'Identifiers' section has fields for 'Driver's License', 'State', and 'Social Security' (585-37-9777). The 'Address' section has radio buttons for 'Standard U.S.', 'Standard U.S. with Attn.', 'Non-Standard U.S.', and 'Foreign'. It has fields for 'No.' (5132), 'St.' (Creek), 'Trail', 'Unit', 'No.', 'City' (Las Cruces), 'State' (NM), and 'ZIP Code' (88012). The 'Phones and E-Mail' section has fields for 'Home', 'Work', 'Fax', 'Cell', and 'E-Mail'. At the bottom, there are buttons for 'Save', 'Exit', and 'Advanced'.

22. The **Add Party Connection** dialog box will display as shown below.

Add Party Connection

Configured Types All Types

Connection: **Respondent**

Party Participant

Party: **Martinez; Josie**

Added: **09/07/2016**

Removed:

Reason:

Comment:

Relationship

23. Click **Continue** and this is what Odyssey should look like.

Add a New Case

Detail **Parties** Causes

Type Abuse & Neglect

Group By: **Connection Type**

Related Parties View

Party & Attorney Information

Petitioner	State of New Mexico CYFD
Respondent	Gonzales, Jose Jr Martinez, Josie

In the Matter of Child

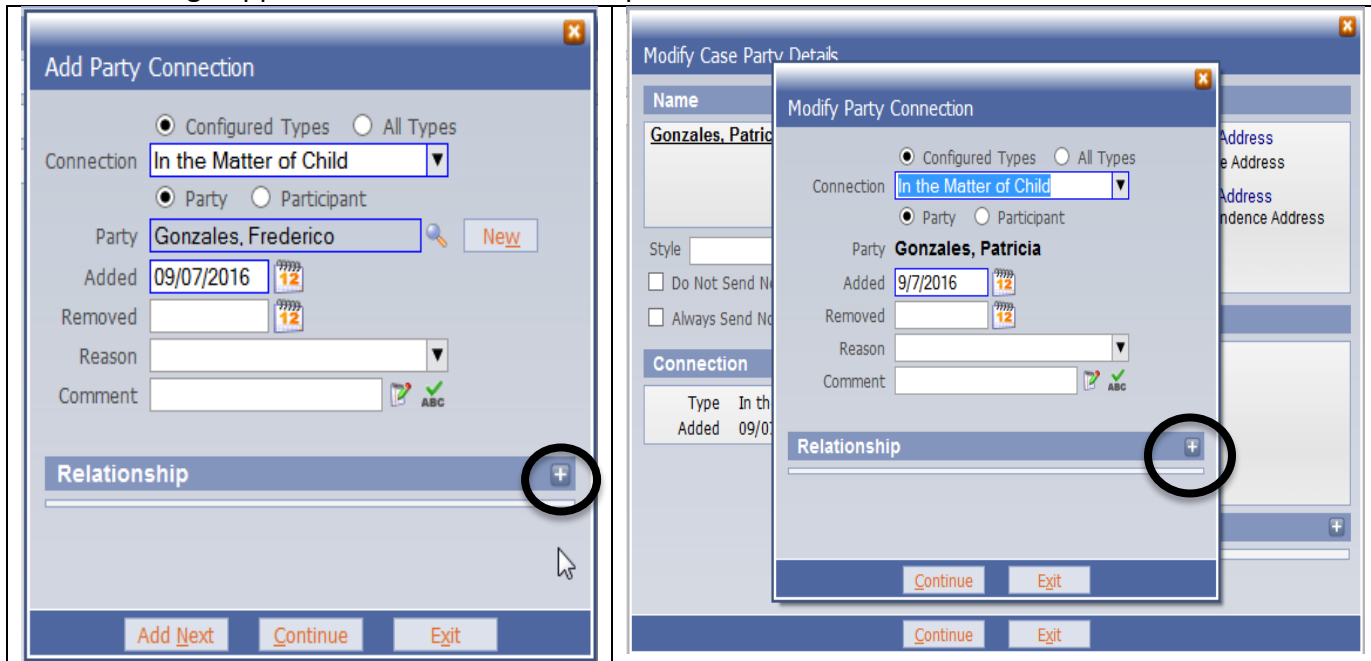
Participant & Attorney Information

CASA Volunteer
Case Worker
Foster Parent

24. Now add the In the Matter of Child parties.
25. Search for existing party records for the children first. Use the identifiers on the cover sheet for the search. **Only create a new party record if there is no existing record for the respondent.** Follow the steps described below.

Note: It is unlikely but entirely possible that the children will already have records in Odyssey. They may have been previously entered as part of a Divorce, Child Support, Paternity, or Juvenile Criminal case so search for them in Odyssey before making a new Party Record.

26. Right click on the words “**In the Matter of Child.**” Left click on the menu item **Add In the Matter of Child.**
27. Follow the same process that was followed for adding the respondents and add all the minor children listed on the Abuse and Neglect Cases – Party Information Sheet.
28. For the In the Matter of Child parties there are the following additional steps that must be followed.
29. Relationship data found on the Abuse and Neglect Cases – Party Information Sheet must be added. To do so follow these steps (this data can be added while entering the In the Matter of Child parties or it can be added after the In the Matter of Child parties have been added to the case).
30. At the bottom of the **Add Party Connection** or the **Modify Party Connection** dialog click on the + sign opposite the label “**Relationship**”



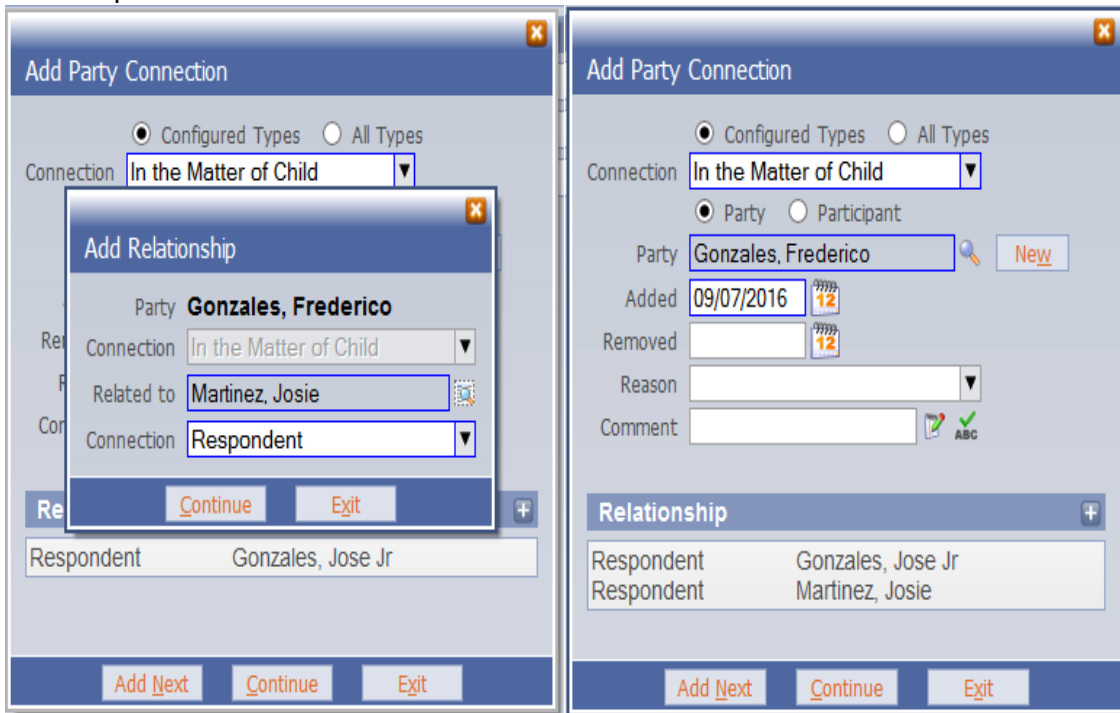
31. The **Add Relationship** dialog will pop up. Using the data provided on the Abuse and Neglect Cases – Party Information Sheet click on the picker box to select one of the respondents that has been recorded as having a relationship with the child.

The screenshot shows a software interface for adding a party connection. The main window is titled "Add Party Connection" and has two radio buttons: "Configured Types" (selected) and "All Types". A dropdown menu for "Connection" is set to "In the Matter of Child". An "Add Relationship" sub-dialog box is open in front of it. This sub-dialog has a "Party" field with the value "Gonzales, Frederico". It also has a "Connection" dropdown set to "In the Matter of Child", a "Related to" field with "Gonzales, Jose Jr", and another "Connection" dropdown set to "Respondent". At the bottom of the sub-dialog, the "Continue" button is circled in black. The main window also has "Add Next", "Continue", and "Exit" buttons at the bottom.

32. Then click the **Continue** button.

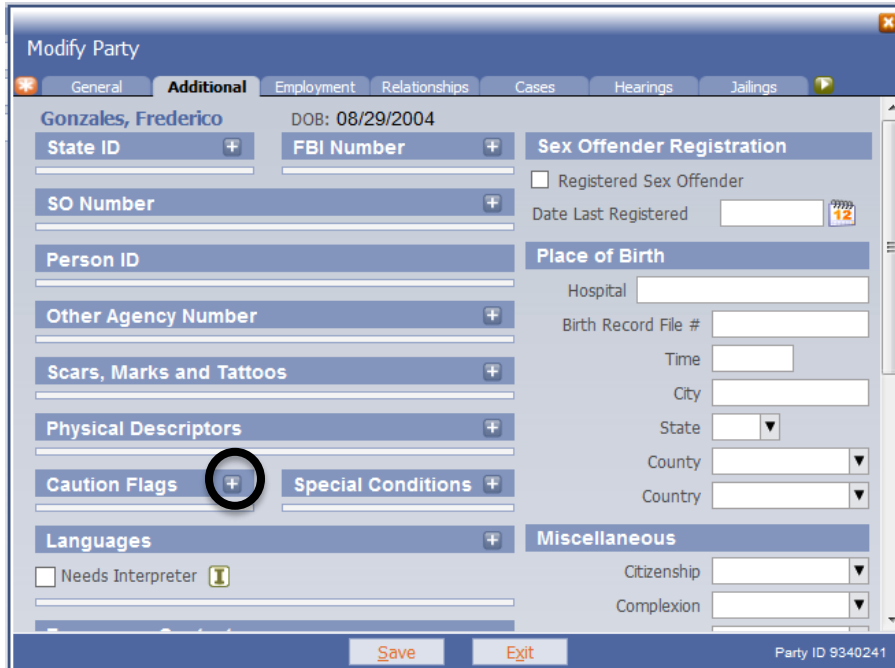
This screenshot shows the "Add Party Connection" dialog box after the relationship has been established. The "Configured Types" radio button remains selected. The "Connection" dropdown is still "In the Matter of Child". Below it are radio buttons for "Party" (selected) and "Participant". The "Party" field contains "Gonzales, Frederico" with a "New" button to its right. There are "Added" and "Removed" date fields, both showing "09/07/2016" with a calendar icon. A "Reason" dropdown and a "Comment" text box are also present. At the bottom, a "Relationship" section shows a table with two columns: "Respondent" and "Gonzales, Jose Jr". The "Continue" button at the bottom is now highlighted in blue, indicating it is the active button.

33. If the child has relationships with more than one respondent repeat this process for each respondent.



34. Repeat this entire process for each of the In the Matter of Child parties.

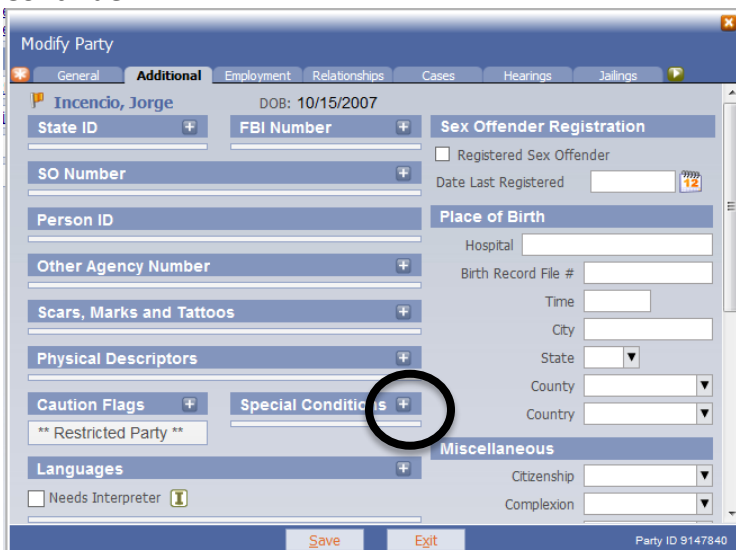
35. Next indicate the In the Matter of Child parties are restricted parties by adding the Caution flag **** Restricted Party **** on their global Party record. Navigate to the **Additional** tab of the In the Matter of Child party's global Party record, click the + sign

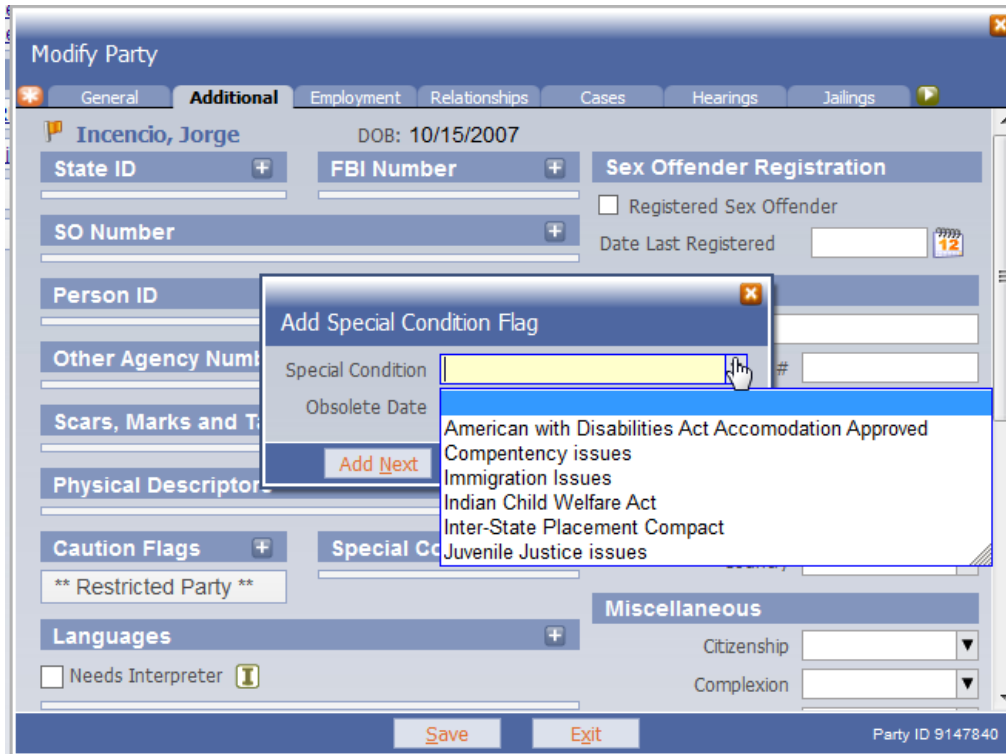


next to the label **Caution Flags** and click on the check box aligned with the **** Restricted Party **** flag. Then click **Continue**.

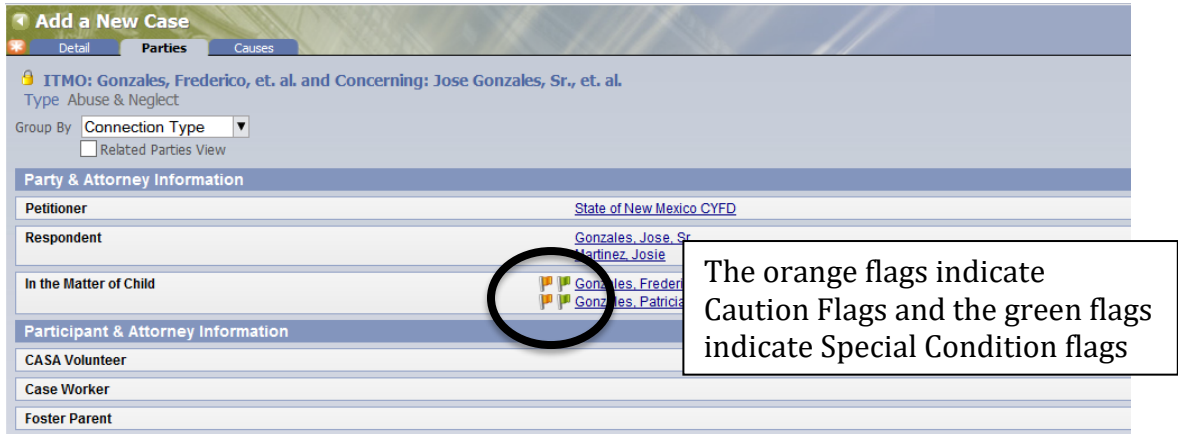


36. Check the Abuse and Neglect Cases – Party Information Sheet to see if Special Conditions have been indicated for both the Respondents and the In the Matter of Child parties and enter any Special Condition flags on the appropriate global party record. Click the + sign near the label Special Conditions. Pull down the **Special Condition** menu and select the appropriate special condition. The most common will be Indian Child Welfare Act and American with Disabilities Act Accommodation Approved. Then click **Continue**.





37. When all the Caution Flags and Special Condition Flags have been entered, save the global party record. If the party has both a Caution Flag and a Special Condition Flag, the name on the parties tab will have both an orange and a green flag associated with it as shown below.

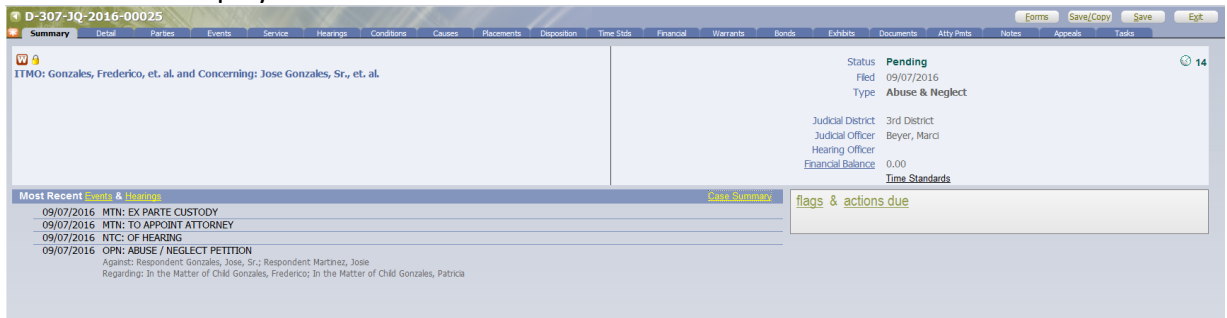


38. Do **NOT** add a Cause of Action to an Abuse and Neglect case.

39. Save the case. The **Case Filed** dialog box will pop up. Click on the **Edit Case** hyperlink.



40. The case will Display



41. Navigate to the **Placements** tab

42. The Abuse and Neglect Information Sheet should have an initial placement for each child on it. Enter the initial placement by following the steps below.

43. Click the + sign. The **Add Interim Placement** dialog box will pop up. Use the picker box to select the name of the child. Enter the case file date in the field labeled Order Date. Enter the Date of Placement from the Abuse and Neglect Information Sheet and select the **Type of Placement** which will also be found on the Abuse and Neglect Information Sheet. If this information is not provided, the clerk must obtain the information from CYFD.

Add Interim Placement

Placement of:

Order Date:

Start: End:

Type:

Location:

Comment:

44. Be sure to enter an initial placement for each of the In the Matter of parties in the case.

D-307-JQ-2016-00025

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

Interim Placements			
Gonzales, Frederico			
Treatment Foster Care	09/06/2016 - present	2	16
		Days counted as out of home on case	16
Gonzales, Patricia			
Treatment Foster Care	09/06/2016 - present	2	16
		Days counted as out of home on case	16