

JUVENILE eFILING SPECIFICS

File into Existing Case

- Note – You will need to search by case number since confidential cases will not return any results for party names

Case Initiation

- Choose Start a New Case or Use a Template

Creating A Template

1. Select Use a Template
 2. Choose New Template
 3. New Template dialogue opens
 4. Complete as much information in each section as applicable – See Section 3 re: Filings
 5. Save changes after each section
 - a. Fees – Payment Account – Select Waiver
 6. Continue when all information you want to put in the template is complete
 7. The template will load and show all information you entered, if all is ok Save Template
- The information shown below is for starting a new case and is a guideline for the necessary/required information.
 - If you use a template the same information is still required, just some of it will auto populate based on the template you created.

CHINS

1. Case Information

- a. Location: Use dropdown or start typing the appropriate county
- b. Case Category: Select Family
- c. Case Type: Use the dropdown to select the appropriate type
 - i. CHINS A – Abandoned or Abused by Parent/Guardian/Custodian
 - ii. CHINS B – Without Parental Care of Subsistence (Neglect)
 - iii. CHINS C – Is Without or Beyond the Control of Parent/Guardian/Custodian
 - iv. CHINS D – Habitually and Without Justification Truant

2. Party Information

- a. Petitioner defaults as the first Party Type to add
- b. ✓ Party is a Business or Agency
- c. Business Name – State of Vermont *This defaults in the Filing, you only need to add the appropriate attorney for the State
- d. Save Changes (you will do this after each party is added)
- e. Juvenile defaults as the second Party Type to add
 - i. Complete the juvenile's name, DOB and any other known information
- f. Save Changes
- g. Parent/Guardian/Custodian defaults as the third Party Type to add

- h. Save Changes
- i. Once the default parties are added, you can add more parties by going to this section and selecting Add Another Party such as the second parent, DCF, etc.
- j. If the petition is being filed against both parents/guardians/custodians, you will need to use the Add Another Party to also add this party to the filing
- k. When you are using the Add Another Party function, select their appropriate role such as Mother or Father rather than Parent/Guardian/Custodian
- l. Continue this way until all parties are added
 - i. DCF itself can be added as an agency
 - ii. DCF Caseworker can be added as DCF Worker
- Please note, the system is not configured to enter Race, or Ethnicity (if applicable) for the juvenile CHINS cases, however these are still required fields for all juvenile filings so they must be complete on the petition you file; they will be entered by the clerk on the Odyssey side

3. Filings

- a. Filing Type – Defaults to Efile
- b. Filing Code – Use the dropdown or start typing – JCHINSFILE (Juvenile CHINS Petition and Affidavit) should be used as the lead filing code
- c. Lead Document – Upload the Petition and Affidavit
- d. Security – Should default to Confidential, if not, use the dropdown to select confidential
- e. Attachments – Upload any additional documents that are appropriate and specific to the lead filing such as additional affidavits
- f. Save Changes
- If an emergency motion is being filed with this case such as for a temporary care order or emergency conditional custody order, once you save changes for this section, go back to this section and select Add Another Filing – it is recommended that you also alert the Juvenile Clerk by phone or email if this is an emergency filing
- g. Filing Code – Use the dropdown to select the appropriate motion - *NOTE most juvenile events contain the word juvenile in them – ex. Motion Juvenile for Emergency Care Order or Motion Juvenile for Emergency Conditional Custody Order
- h. Lead Document – Upload the motion

4. Fees

- a. Payment Account – Use dropdown to select Waiver – **the Waiver Account must be set up by the firm administrator

5. Submission Agreements

- a. ✓ I certify that ...
- b. Select Summary
- c. The case will reload for you to review
 - i. Submit once you are sure you have everything correct
- d. The filing is now submitted
- e. You will get a confirmation email that the filing was submitted which will include the envelope number for the filing – you will receive another email with the case number when the clerk accepts the filing into Odyssey

DELINQUENCY or YOUTHFUL OFFENDER

1. Case Information

- i. Case Category: Select Criminal (In Odyssey and OFS, Delinquencies and Youthful Offenders are under the Criminal case category, although they continue to be heard in the Family Division in Vermont)
- ii. Case Type: Use the dropdown to select the appropriate type
 1. Delinquency
 2. Youthful Offender

b. Charge Information

- i. Date of Offense – Enter the offense date – 4-digit year is required or use the date picker
- ii. Offense – Select the Search function
- iii. Type in the numeric offense code or the offense name and enter or click on the magnifying glass to find the code
- iv. Select the appropriate offense
- v. Save
- vi. Degree – Use the dropdown to select the degree
- vii. Arrest Date – Enter the Arrest Date – 4-digit year is required or use the date picker

2. Party Information

- a. Enter the juvenile's name, DOB, Race, Ethnicity (if applicable) and any other known information
 - b. Save Changes
 - c. If the juvenile is under 18, you will need to add another party for the parent(s), guardian or custodian
 - i. Once you Save Changes after adding the juvenile, go back to this section and select Add Another Party
 - d. Continue this way until all parties are added
- Note – For Delinquencies and Youthful Offender cases, the State of Vermont will default as the petitioner in the case so you do not need to add yourself/agency as a party, you only need to add the attorney for the State

3. Filings

- a. Filing Type – Defaults to Efile
 - b. Filing Code – Use the dropdown or start typing – JDELFILE (Juvenile Delinquency Petition and Affidavit) or JYOFFILE (Juvenile Youthful Offender Petition) should be used as the lead filing code
 - c. Lead Document – Upload the Petition and Affidavit
 - d. Security – Should default to Confidential, if not use the dropdown to select
 - e. Attachments – Upload any additional documents that are appropriate to this case initiation filing, ex: additional affidavits
 - f. Save Changes
 - g. To add the Citation and Juvenile Law Enforcement Data Sheet go back to this section and select Add Another Filing, each of these should be their own lead document within this case (so you will do this step for each)
 - i. Use “Juvenile Citation” and “Juvenile Law Enforcement Data Sheet”
- If an emergency motion is being filed with this case such as for a temporary care order or emergency conditional custody order, once you save changes for this section, go back to this section and select Add

Another Filing – it is recommended that you also alert the Juvenile Clerk by phone or email if this is an emergency filing

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