



SSIS Court Actions Entry Screen

Eight handouts describe options.

Court Action: Juvenile/Tribal Court, Adoption Petition, *Handout 1*

Adoption resource workers in county social services agencies should use this screen to track progress on adoption proceedings for their state wards. Also, this screen can be used to track the status of children affected by the Consent to Adopt disposition in permanency proceedings.

Court Action: Juvenile/Tribal Court, CHIPS/Contributing to CHIPS petition, *Handout 2*

Anyone interested in tracking the progress in a CHIPS proceeding should use this screen. A history of a child's CHIPS proceeding can be useful if a permanency petition is written for that child.

Court Action: Juvenile/Tribal Court, DD/ED Report, *Handout 3*

Timelines in child placement can be tricky for those new to the business of working with developmentally disabled and emotionally disturbed children. Following a timeline for Court notifications and hearings and recording those events on SSIS can help ensure compliance with the law.

Court Action: Juvenile/Tribal Court, Delinquency/Petty Offense, *Handout 4*

The number of dispositions and order that might result from juvenile delinquency proceedings can get confusing. A history of such a proceeding might help keep things clear.

Court Action: Juvenile/Tribal Court, Permanency Petition, *Handout 5*

Minnesota statute guides the timeline for starting and following through with a permanency petition on a child. This screen provides a place for a clear and simple history of these proceedings for the child protection worker.

Court Action: Family Court, *Handout 6*

If you work with a client who is involved in a Family Court proceeding, whether it be a child whose parents are getting divorced, or a father trying to establish paternity, Family Court proceedings can also be recorded in SSIS. Child protection workers might help a parent or a child file a restraining order in Family Court.

Court Action: Probate Court, *Handout 7*

Adult mental health clients or developmentally disabled adults or chemically dependent adults may be involved in commitment proceedings in Probate Court.

Court Action: Criminal Court, *Handout 8*

If you work with adult clients arrested on a criminal charge, a Court history may be useful in later work with that client.

Court Actions Entry Screen

Drop-down Field Selection Filtering

Juvenile/Tribal Court, Adoption petition

Callout Box 1: Petition detail disabled

Callout Box 2: Hearing type
 Emergency Protective Care
 Admit/Deny
 Pretrial Conference
 Trial
 Disposition
 Review

Callout Box 3: Order/Disposition
 Adoption Finalization
 Case Plan
 Dismissal
 Emergency Protective Care
 Specific Services

Note: select all that apply

Hearing type

Emergency Protective Care: A hearing to decide the health and welfare of a child perceived to be facing imminent harm and danger

Admit/Deny: A hearing at which concerns or allegations set forth in the petition are admitted or denied

Pretrial Conference: An optional hearing at which issues relevant to the trial are discussed, such as completion of service, rights to representation, unresolved discovery matters, exchange of exhibit lists, etc. This hearing is often used as an opportunity for the parties to come to a settlement.

Trial: The presentation of evidence, submission of argument and final determination as to fact and law

Disposition: Once a finding has been made in a case, either at trial or beforehand, a hearing may be held to determine disposition or resolution of the found problem.

Review: The court may schedule periodic reviews after a disposition has been made for the purpose of monitoring the wellbeing of a child.

Order/Disposition

Case plan: The court may order the parties in the proceeding to follow a case plan set forth by the social services agency or another party.

Dismissal: The court dismisses its own jurisdiction from the case and schedules no further hearings.

Emergency Protective Care: Protective care is that period when the child is in court-ordered out-of-home placement from the date of the Emergency protective Care hearing until the disposition is ordered and the child is either returned home or legal custody is transferred to the local social services agency.

Adoption Finalization: The court orders that the guardianship of the child, including legal and physical custody be transferred to the adoptive parents.

Specific Services: The court may order that a state ward participate in one or more specific services not outlined in a case plan.

Juvenile/Tribal Court, CHIPS/Contributing to CHIPS petition

The screenshot shows a 'New - Court Action' form with the following fields and callouts:

- Petition type:** CHIPS, Contributing to CHIPS
- Petition detail:** disabled
- Hearing type:** Emergency protective care
- Order/disposition:** Case plan, Dismissal, Emergency protective care (EPC), Excluding order, Independent living, Protective supervision, Restraining order
- Interest statement:** Yes, No
- Efforts statement:** Yes, No, Not required

Order/Dispositor
 Case plan
 Dismissal
 Emergency protective care
 Excluding order
 Independent living
 Protective supervision
 Restraining order
 Special care and treatment
 Specific services
 Transfer of legal custody to local social service agency
 Truancy related
 Note: select all that apply

Petition type

CHIPS: Child in Need of Protection or Services

Contributing to CHIPS: A petition to the court to find that a person has contributed to a child's need for protection and/or services. If a person is found to have contributed to CHIPS, the court may issue a restraining order or otherwise protect the child from the offending party.

Hearing type

Emergency Protective Care: A hearing to decide the health and welfare of a child perceived to be facing imminent harm and danger.

Admit/Deny: A hearing at which concerns or allegations set forth in the petition are admitted or denied

Pretrial Conference: An optional hearing at which issues relevant to the trial are discussed, such as completion of service, rights to representation, unresolved discovery matters, exchange of exhibit lists, etc. This hearing is often used as an opportunity for the parties to come to a settlement.

Trial: The presentation of evidence, submission of argument and final determination as to fact and law

Disposition: Once a finding has been made in a case, either at trial or beforehand, a hearing may be held to determine disposition or resolution of the found problem.

Review: The court may schedule periodic reviews after a disposition has been made for the purpose of monitoring the wellbeing of a child.

Order/Disposition

Case plan: The court may order the parties in the proceeding to follow a case plan set forth by the social services agency or another party.

Dismissal: The court dismisses its own jurisdiction from the case and schedules no further hearings.

Emergency Protective Care: An order for out-of-home placement from the date of the Emergency protective Care hearing until the disposition is ordered and the child is either returned home or legal custody is transferred to the local social services agency.

Excluding Order: Any variation of order excluding a person from the home of a Child found to be in need of protection or services

Independent Living: The court may find in some situations that the most appropriate living situation for an older child is independent living.

Protective Supervision: The court orders that child return to or remain in the home in the care of the parent(s) while still remaining under the jurisdiction of the Court for the purposes of monitoring the child's welfare.

Restraining order: Any variation of order forbidding any or specified contact with a child found in need of protection or services

Special Care and Treatment: The court may order that a child in need of protection or services participate in a specific service or treatment not outlined in a case plan.

Transfer of legal custody to local social services agency: This is for the purposes of making decisions for the child's welfare while the child is in out-of-home placement.

Truancy related: A disposition indicating that the child's needs for services are related to the child's own truancy behaviors

Juvenile/Tribal Court, DD/ED Report

The screenshot shows a software window titled "New - Court Action" with a "Court hearing" section. The form contains several dropdown menus and checkboxes. Three callout boxes are present:

- Petition detail disabled:** A box pointing to the "Petition detail" dropdown menu, which is currently empty.
- Hearing type:** A box listing "Admit/Deny", "Pretrial Conference", "Trial", "Disposition", and "Review", with an arrow pointing to the "Hearing type" dropdown menu, which is currently set to "Pretrial conference".
- Order/Disposition:** A box listing "Case plan", "Dismissal", "Special care and treatment", "Specific Services", and "Transfer of legal custody to local social service agency", with an arrow pointing to the "Order/disposition:" checkbox area.

The form also includes "Date:" fields for each of the three hearing entries, "Statement:" sections with "Yes", "No", and "Not required" options, and "OK" and "Cancel" buttons at the bottom right.

Hearing type

Admit/Deny: A hearing at which concerns or allegations set forth in the petition are admitted or denied

Pretrial Conference: An optional hearing at which issues relevant to the trial are discussed, such as completion of service, rights to representation, unresolved discovery matters, exchange of exhibit lists, etc. This hearing is often used as an opportunity for the parties to come to a settlement.

Trial: The presentation of evidence, submission of argument and final determination as to fact and law

Disposition: Once a finding has been made in a case, either at trial or beforehand, a hearing may be held to determine disposition or resolution of the found problem.

Review: The court may schedule periodic reviews after a disposition has been made for the purpose of monitoring the wellbeing of a child.

Order/Disposition

Case plan: The court may order the parties in the proceeding to follow a case plan set forth by the social services agency or another party.

Dismissal: The court dismisses its own jurisdiction from the case and schedules no further hearings.

Special Care and Treatment: The court may order that a DD/ED child participate in a specific service or treatment not outlined in a case plan.

Specific Services: The court may order that a DD/ED child participate in one or more specific services not outlined in a case plan.

Transfer of legal custody to local social services agency: This is for the purposes of making decisions for the child's welfare while the child is in out-of-home placement.

Juvenile/Tribal Court, Delinquency/Petty Offense

The screenshot shows a software window titled "New - Court Action" with the following fields and callouts:

- Petition detail:** A callout box lists options: Felony, Gross misdemeanor, Misdemeanor, Petty Offense, Status Offense. Note: select primary detail. An arrow points to the "Petition detail" dropdown menu.
- Hearing type:** A callout box lists options: Arraignment, Detention, Pretrial Conference, Trial, Disposition, Review. An arrow points to the "Hearing type" dropdown menu.
- Order/Disposition:** A callout box lists options: Consequence, Delinquency, Detention, Dismissal, Juvenile petty offender, Legal custody to probation, Legal custody to social service, Restitution, Specific services/placement/treatment, Stay of above findings. Note: select all that apply. An arrow points to the "Order/disposition" list box.

The form fields include:

- Regarding: WG client list
- Court type: Juvenile
- Petition type: Delinquency/petty offense
- Date: []
- Petition detail: Petty offense
- Hearing type: Pretrial conference
- Date: []
- Date: []
- Order/disposition: []
- Best interest statement: Yes No
- Date: []
- able (active) efforts statement: Yes No Not required
- Date: []
- Buttons: OK, Cancel

Petition detail

Felony: A high legal category of offenses

Gross misdemeanor: a lesser legal category of offenses.

Misdemeanor: A category of offenses less serious than gross misdemeanor or felony

Petty Offense: A category of offenses less serious than misdemeanor, gross misdemeanor or felony, of which, if a child is found guilty, does not rise to the level of a finding of delinquency

Status Offense: A category of offenses that were originally only crimes if the perpetrator was a minor. There are exceptions to that criteria today.

Hearing type

Arraignment: A hearing at which the child shall enter a plea

Detention: The court shall commence a detention hearing within thirty-six (36) hours of the child being taken into custody for delinquency or petty offense.

Pretrial Conference: The court, in its discretion or upon motion of the child's counsel or the prosecuting attorney, may order a pretrial conference, at which issues relevant to the trial are discussed, such as completion of service, rights to representation, unresolved discovery matters, exchange of exhibit lists, etc.

Trial: A trial is a hearing held to determine whether the child is guilty or not guilty of the offenses alleged in the charging document. This rule applies to all delinquency, and juvenile petty and juvenile traffic trials.

Disposition: A hearing following a guilty verdict in a delinquency/petty offense trial at which an order or disposition is made

Review: The court may schedule periodic reviews after a disposition has been made for the purpose of monitoring the wellbeing or progress of a child.

Order/Disposition

Consequence: Any penalty imposed by the court on a juvenile offender

Delinquency: Adjudication as a delinquent can be accompanied by placement, detention, sentence to serve, or any other consequence, and remains on the child's record until the age of 18

Detention: Detention includes all liberty restrictions that affect a child's physical freedom or living arrangements before trial, disposition or pending a probation violation hearing.

Dismissal: The court dismisses its own jurisdiction from the case and schedules no further hearings.

Juvenile Petty Offender: An adjudication less severe than delinquency. In Juvenile Petty Offender proceedings, the child does not get a lawyer, and an adjudication can be accompanied by consequences such as work squad, restitution or counseling.

Legal Custody to Probation: An order granting legal custody of a child to a county corrections department while the child is in a corrective placement and the case is under Court jurisdiction

Legal Custody to Social Service: An order granting legal custody of a child to a county social services agency while the case is under Court jurisdiction

Restitution: An order outlining the requirements of the child and/or family of the child to repair or make payment for property loss or physical injury caused by the offending child

Specific Services/placement/treatment: The court may order specific services and/or placement and/or treatment for a child who appears before Juvenile Court in a delinquency proceeding.

Stay of above findings: The judge may also stay (delay) the execution of an order or disposition for a period of time or until the Court can hear the results of a less severe attempt to address the concerns in the petition.

Juvenile/Tribal Court, Permanency Petition

Petition detail
 Long term foster care
 Long term foster care-specified
 Termination of parental rights
 Transfer of legal custody
 Note: select the primary detail

Hearing type
 Emergency protective care
 Admit/Deny
 Pretrial conference
 Trial
 Disposition
 Review

Order/Disposition
 Adjudicate CHIPS
 Case plan
 Consent to adopt
 Dismissal
 Emergency protective care (EPC)
 Long term foster care
 Long term foster care - specified
 Re-adjudicated CHIPS
 Specific services
 TPR order
 Transfer of permanent legal & physical custody-relative
 Note: select all that apply

New - Court Action

Regarding: WG client list

Court type: Juvenile

Petition type: Permanency

Date: []

Petition detail: Transfer of legal custody

Hearing type: Admit/deny

Date: []

Date: []

statement: Yes No

Date: []

statement: Yes No Not required

Date: []

OK Cancel

Petition detail

Termination of parental rights: A pleading in which the parent(s) legal rights to the child are terminated. Parent(s) would have no legal relationship with the child.

Transfer of legal custody: A pleading in which the legal custody of the child is transferred to a designated relative or kin

Long term foster care: A permanency pleading in which parents do not lose parental rights, but child is to remain in foster care until 18th birthday, or, in some cases the child's 19th or 21st birthday, under the jurisdiction of Juvenile Court

Long term foster care – specified: A pleading in which LTFC disposition would be revisited at a specified time in the future; for example, one year from disposition date, or on the child's 17th birthday, etc.

Hearing type

Emergency Protective Care: The first hearing addressing a child's removal from the home because of concerns of imminent harm and danger. This is appropriate in situations in which a permanency pleading is sought immediately upon a child's removal from the home.

Admit/Deny: A hearing at which concerns or allegations set forth in the petition are admitted or denied

Pretrial Conference: An optional hearing at which issues relevant to the trial are discussed, such as completion of service, rights to representation, unresolved discovery matters, exchange of exhibit lists, etc. This hearing is often used as an opportunity for the parties to come to a settlement.

Trial: The presentation of evidence, submission of argument and final determination as to fact and law

Disposition: If a disposition is not made during the trial, a separate hearing may be held to establish disposition.

Review: The court may schedule periodic reviews after a disposition has been made for the purpose of monitoring the wellbeing of a child.

Order/Disposition

Adjudicated CHIPS: The court may find that a child is in need of protection and/or services during a permanency proceeding if such a disposition had not already resulted from a CHIPS proceeding.

Case plan: The court may order the parties in the proceeding to follow a case plan set forth by the social services agency or another party.

Consent to Adopt: A disposition with separate statutory language in which a parent can give consent for a specific party to adopt the child without having a termination of parental rights ordered by the Court.

Dismissal: The court dismisses its own jurisdiction from the case and schedules no further hearings.

Emergency Protective Care: Protective care is that period when the child is in court-ordered out-of-home placement from the date of the Emergency protective Care hearing until the disposition is ordered and the child is either returned home or legal custody is transferred to the local social services agency.

Long term foster care: A permanency disposition in which parents do not lose parental rights, but child is to remain in foster care until 18th birthday, or, in some cases the child's 19th or 21st birthday, under the jurisdiction of Juvenile Court

Long term foster care – specified: A disposition in which LTFC disposition would be revisited at a specified time in the future; for example, one year from disposition date, or on the child's 17th birthday, etc.

Re-adjudicated CHIPS: The court may find that a child is in need of protection and/or services during a permanency proceeding if a previous CHIPS disposition had been made and then dismissed.

Specific Services: At any time during a Court proceeding, the judge/referee may order that a specific service or specific services must be provided to the child or another party to the proceeding.

Transfer of legal custody to local social services agency: Legal custody may be temporarily transferred to the social services agency so that agency workers can make decisions about the child's welfare while the child is in out-of-home placement.

TPR order: A disposition in which the parent(s)' legal rights to the child are terminated. Following this order, parent(s) have no legal relationship with the child.

Family Court

Petition type
 Adjudication of paternity
 Adoption
 Child custody
 Dissolution
 Order for protection-restraining/excluding adult
 Order for protection-restraining/excluding child
 Support Action
 Visitation

Petition detail
disabled

Hearing type
 First appearance
 Continuance
 Final Determination

Order/Dispositor
 Adjudicate paternity
 Adoption finalization
 Child support
 Custody determination made
 Custody study/evaluation
 Dismissal
 Dissolution
 Genetic testing
 Mediation
 Order for protection-restraining/excluding adult
 Order for protection-restraining/excluding child
 Specific services
 Visitation

Note: select all that apply

Petition type

Child custody: A parent may petition the Court for a change in custodial status for herself or himself or for a change in the custodial status of the child's other parent.

Order for protection – restraining/excluding adult: A request to order the protecting of a child by restraining a potentially dangerous adult from having contact with the child or excluding such an adult from the child's home

Order for protection - restraining/excluding child: A request to order the protecting of a child by restraining a potentially dangerous child from having contact with the child or excluding such an child from the protected child's home

Adjudication of paternity: A party may petition the Court to review evidence showing that the same party or another party is the father of a specified child

Dissolution: Of marriage

Support action: A petition or motion requesting that the Court change existing orders outlining a non-custodial parent's financial responsibilities to the child

Visitation: A petition or motion requesting that the Court change existing orders outlining parents rights and responsibilities in visiting the child

Hearing type

First appearance: Initial hearing introducing parties and participants and reviewing the petition

Continuance: A meeting of parties and participants in a legal proceeding at which no evidence is heard and no action is taken

Final determination: A hearing at which the judge announces the finding made by the court

Order/Disposition

Adjudicate paternity: Following this order, said father has full legal rights and responsibilities to the child.

Adoption finalization: Following this order, the adoptive parents have the full legal rights to the child as birth parents have.

Child support: The non-custodial parent may be ordered to start making or increase child support payments to the custodial parent.

Custody determination made: The court may either or both parents have physical and/or legal custody of a child.

Custody study/evaluation: The order to have an able agency investigate the ability of a party or parties to provide a home for a specific child, and for that agency to report its findings back to the court

Dismissal: The court dismisses its own jurisdiction from the case and schedules no further hearings.

Dissolution: of marriage

Genetic testing: In most cases this order would be made for the purposes of establishing paternity.

Mediation: An attempt to bring about a peaceful settlement between disputants through the intervention of a neutral party

Order for protection - restraining/excluding adult: An order that specifies the protecting of a child by restraining a potentially dangerous adult from having contact with the child or excluding such an adult from the child's home

Order for protection - restraining/excluding child: An order that specifies the protecting of a child by restraining a potentially dangerous child from having contact with the child or excluding such an child from the protected child's home

Specific services: At any time during a Court proceeding, the judge/referee may order that a specific service or specific services must be provided to the child or another party to the proceeding.

Visitation: An order for a change in visitation rights and/or schedule for a parent who does not have physical custody of a child

Probate Court

The screenshot shows a software window titled "New - Court Action" with the following fields and callouts:

- Petition type:** Callout box lists "Commitment of MR/MI/CD" and "Guardianship/Conservatorship".
- Court type:** Set to "Probate".
- Petition detail:** Callout box says "disabled".
- Hearing type:** Callout box lists "Probable Cause", "Trial", and "Review".
- Order/disposition:** Callout box lists "Adjudicate paternity", "Appointment of guardian/conservator", "Commitment adjudication", "Commitment as MI and D", "Dismissal", "Emergency protective care", and "Stayed commitment adjudication".
- Best interest statement:** Radio buttons for "Yes" and "No".
- Multiple (active) efforts statement:** Radio buttons for "Yes", "No", and "Not required".
- Buttons:** "OK" and "Cancel".

Petition type

Commitment of MR/MI/CD: A public agency or private party may petition Probate Court to find it necessary to order the commitment of a mentally retarded, mentally ill or chemically dependent individual to a treatment facility as being in the best interests of that person.

Guardianship/Conservatorship: A private party may petition Probate Court to appoint a guardian in the case of a child or a conservator in the case of an adult with diminished capacity to care for herself or himself.

Hearing type

Probable cause: An initial hearing to determine whether the petitioner has reasonable grounds for the Court to proceed with the arguing of the petition

Trial: The presentation of evidence, submission of argument and final determination as to fact and law

Review: Following an Appointment of guardian/conservator, or a Commitment adjudication, or a Commitment as MI and D, the Court will periodically review the status of individual in question.

Order/Disposition

Adjudicate paternity: Following this order, said father has full legal rights and responsibilities to the child.

Appointment of guardian/conservator: The court appoints a guardian in the case of a child or a conservator in the case of an adult with diminished capacity to care for herself or himself.

Commitment adjudication: A court order authorizing consignment of the subject of the petition to a treatment facility

Commitment as MI and D: A court order authorizing consignment of the subject of the petition to a secure mental health treatment facility specifically for the finding that the person is mentally ill and dangerous to self and others

Dismissal: The court dismisses its own jurisdiction from the case and schedules no further hearings.

Emergency Protective Care: In the case of a child or a vulnerable adult, the court may during the proceedings find that the person is living in an unsafe situation and order that she or he be placed in protective custody.

Stayed commitment adjudication: Probate Court may find that the petitioner provided ample evidence that the subject of the petition should be committed to a treatment facility and may order such a commitment. However, the judge may also stay (delay) the execution of the commitment for a period of time or until the court can hear the results of a less severe attempt to address the concerns in the petition.

Treatment resources: In lieu of commitment, the court may order that the individual for whom a commitment was sought be provided with specified treatment resources to address the concerns addressed in the petition.

Criminal Court

The screenshot shows a 'New - Court Action' form with the following fields and callouts:

- Petition type:** Callout box lists 'Felony/gross misdemeanor' and 'Misdemeanor'. The form field is set to 'Misdemeanor'.
- Petition detail:** Callout box says 'disabled'. The form field is empty.
- Hearing type:** Callout box lists 'Arraignment', 'Bail', 'Pretrial conference', 'Trial', and 'Sentencing'. The form field is set to 'Arraignment'.
- Order/Disposition:** Callout box lists 'Conditions of probation', 'Conditions of release', 'Dismissal', 'Incarceration', and 'Probation'. The form field has checkboxes for all these options.
- Child findings:** Includes 'Best interest statement' (Yes/No) and 'Reasonable (active) efforts statement' (Yes/No/Not required), each with a date field.

Petition type

Felony/gross misdemeanor: High legal designations of offenses

Misdemeanor: A legal designation of offenses less serious than gross misdemeanor or felony

Hearing type

Arraignment: The hearing in which a defendant appears initially before the district court under a warrant of arrest or in response to a summons. The defendant shall be advised of the charges and provided with a copy of the indictment.

Bail: Upon the defendant's initial appearance before the district court following an indictment, the court may set bail or other conditions of release or may continue or modify bail or conditions of release previously ordered.

Pretrial: A hearing the court has in its discretion directed the attorneys for the parties and any unrepresented parties to appear before it for a conference before trial for the purpose of managing all activities that need to be completed before trial

Trial: A hearing in court in which evidence and applicable law is examined to determine the issue of specified charges or claims

Sentencing: A hearing at which punitive conditions are assigned to a defendant found culpable in specified charges or claims

Order/Disposition

Conditions of release: The terms under which an offender can be released from custody

Conditions of probation: The terms under which probation can be granted and maintained

Dismissal: The court dismisses its own jurisdiction from the case and schedules no further hearings.

Incarceration: The court may order a convicted party to remain in a correctional facility for a specified period of time.

Probation: The suspending of a sentence in a criminal offender and granting that person provisional freedom on the promise of good behavior