



<http://dnet.aoc.arkansas.gov>





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Welcome to DNet!

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DNet Overview

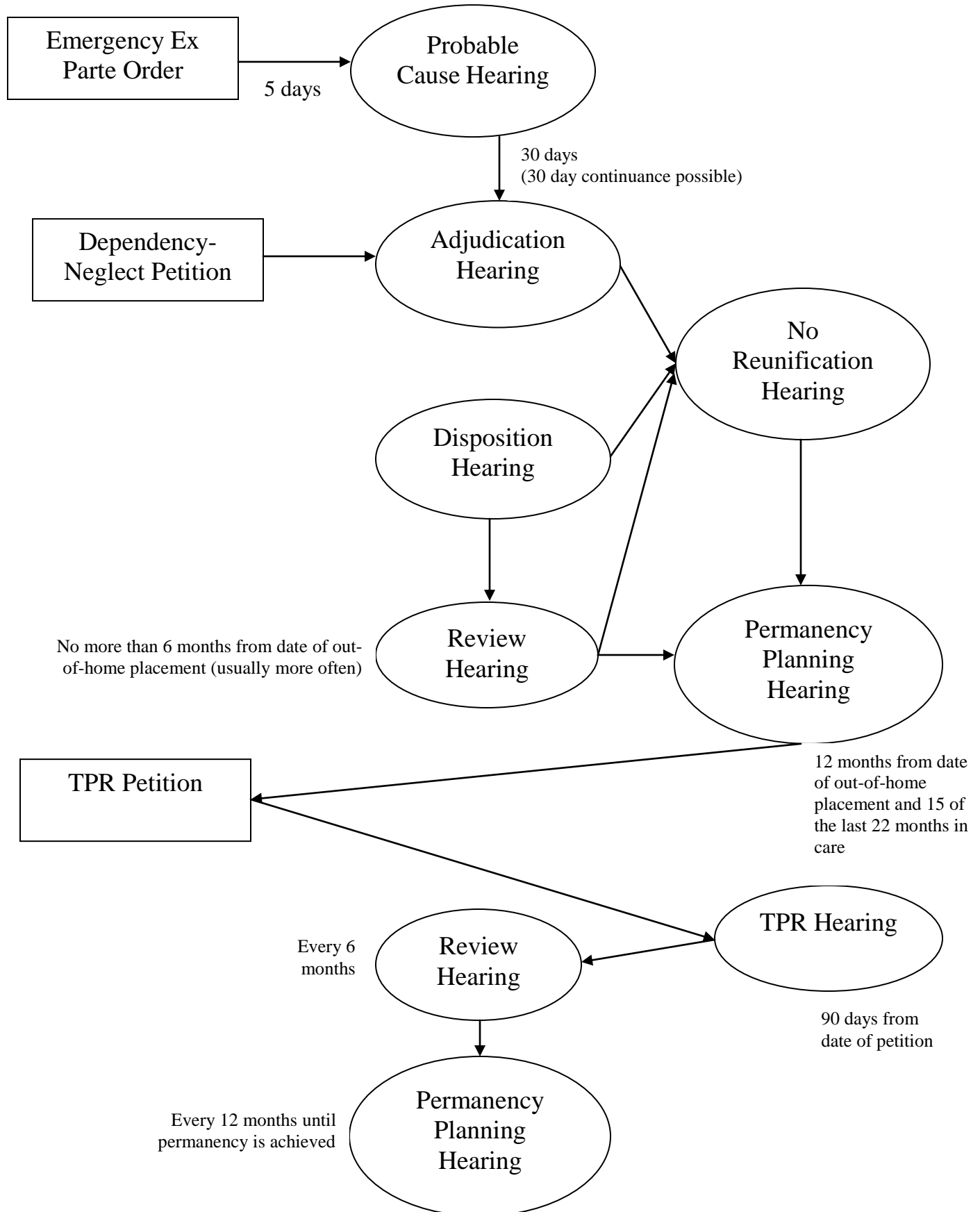
We are all better able to serve the children and families of Arkansas if we have more accurate and timelier information. DNet is a web-based information system that has been created with a Court Improvement Project grant to achieve several purposes:

1. To enable information sharing between the courts and the Department of Human Services
2. To provide timely permanency outcome data to judges and others working in the juvenile court system
3. To enable attorneys and judges to efficiently produce court orders
4. To collect management information for the attorney ad litem program, the parent counsel program, the Office of Chief Counsel, and the CASA program
5. To collect more accurate data about processes and outcomes in juvenile court and to reduce duplication of data entry.
6. Increased protection of confidentiality and privacy as documents no longer need to be emailed or sent in other non-secure methods.

The following basic principles have guided development of this system:

1. DNet does not change **what** information a person may access, but only **how** it is accessed.
2. Privacy and confidentiality are paramount concerns. For this reason, most users have access only to the cases to which they are assigned.
3. Wherever possible, check boxes have been provided to speed data entry. However, text boxes are also available (and in some cases, required) so that court orders may be tailored to the needs of the individuals involved in specific cases.
4. Whoever “owns” the information is responsible for maintaining it.
5. DNet is not the official court record, nor is it the official DHS record for information viewable from CHRIS.

Dependency-Neglect Hearing Flow Chart





Security

Protecting the privacy of individuals and honoring confidentiality are critically important. The security of any system is only as strong as its weakest link, so it is vital that EVERY user of DNet follow the security rules for DNet.

The DNet system does not change what information is available to users, it merely changes how that information is accessed. DNet is not the official court record. It is designed to make information accessible and easy to use for parties. All DNet users are required to sign an agreement prior to using the system.

Users must agree:

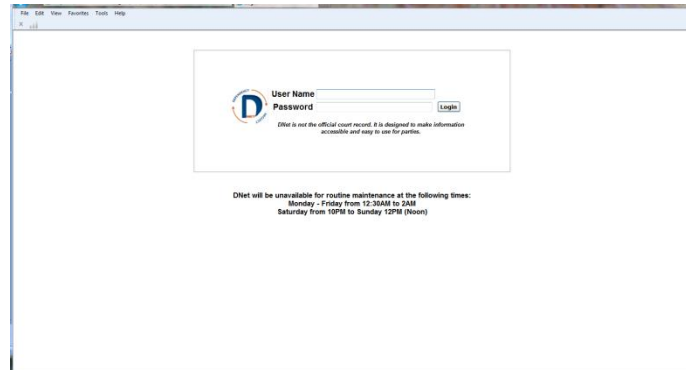
1. Confidential information may be used only as permitted by applicable state and federal laws, including A.C.A. § 12-18-201-209 (Child Maltreatment: Offenses & Penalties), A.C.A. § 9-27-309 (Juvenile Code: Confidentiality of Records), and A.C.A. § 9-28-407 (Juvenile Code: Licenses Required & Issued) as well as Arkansas Supreme Court Administration Order 19 (Access to Court Records).
2. Any disclosure, use, or attempted use of confidential information for any purpose unrelated to the D-N case will be subject to any remedy at law.
3. No one with access to DNet may share his or her username or password with anyone for any purpose.
4. No one with access to DNet may store his or her username and password together.
5. DNet is to be used only:
 - a. to serve or represent a party or a party's clients in connection with official duties,
 - b. to monitor permanency outcome measures for one's court or county/area,
 - c. to make administrative reports as required, and
 - d. to produce court orders.
6. Any computer, including laptops, used for DNet must have:
 - a. Password protection
 - b. Updated anti-virus software
 - c. Updated anti-spyware software
7. Any documents downloaded from DNet or information collected from DNet shall not be emailed unless encrypted.
8. Care must be taken so that others do not see information on the computer screen. Don't leave DNet up on your screen when visitors may be able to see it. When using DNet in court, turn your computer so that unauthorized individuals cannot see what is on the screen. Log off when leaving your computer unattended, even for a short time.
9. If you suspect ANY security problem such as unauthorized access or a compromised password, contact your supervisor and the DNet help desk immediately.

A security agreement is at the end of this document and must be signed prior to receiving a password.

Main Page

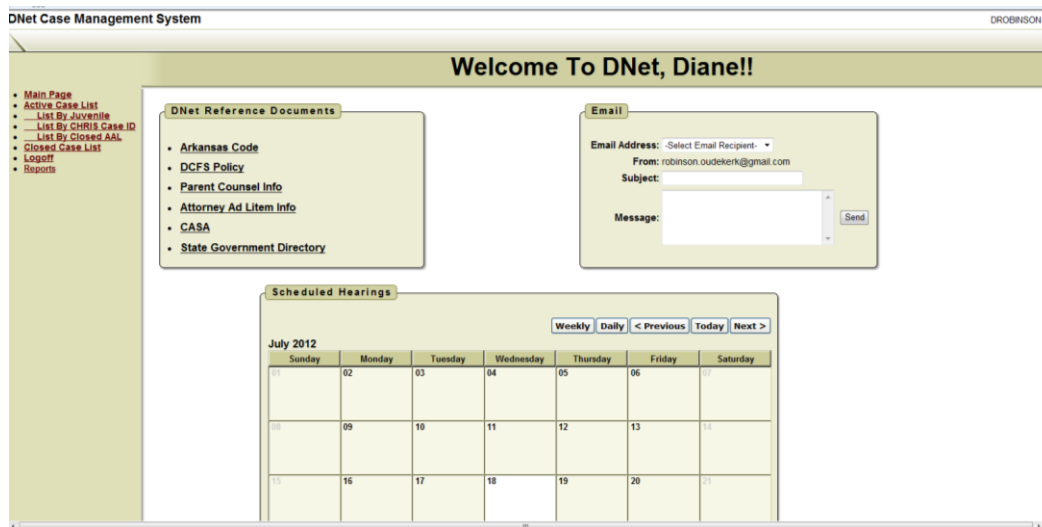
Go to <http://dnet.aoc.arkansas.gov>.

You should see a screen that looks like this:



Enter your user name, which you have received from the AOC (for earliest users it is first initial, last name. For others it is first initial, middle initial, last name). If you do not have a password, contact Makeisha Davis at makeisha.davis@arkansas.gov.

Next, you should see a screen that looks like this:



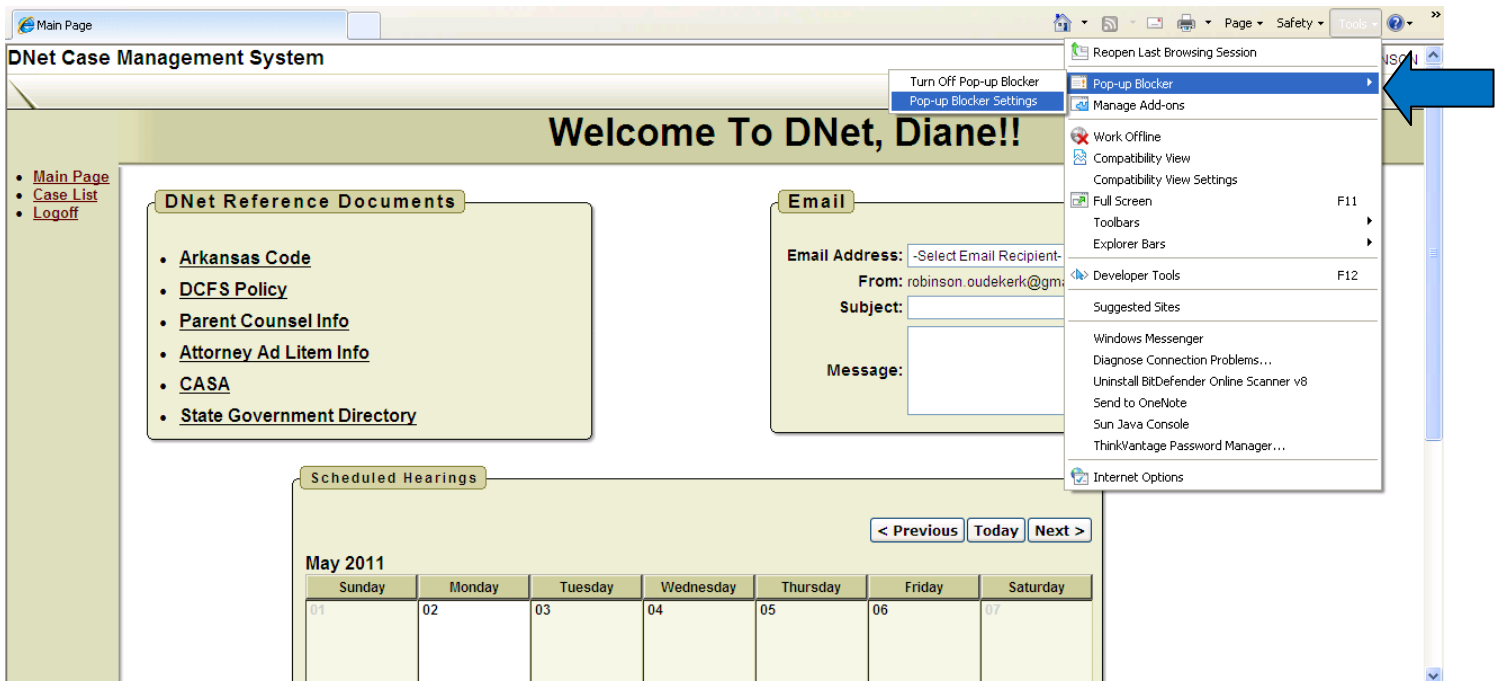
This is the main page. From this page, you will be able to do the following:

- Access your active and closed case list
- See helpful reference documents.
- See a calendar with all scheduled hearings displayed.
- Send emails within the system

Navigating in DNet

DNet is best viewed using Internet Explorer. In other browsers, such as Firefox and Google Chrome, it will not display properly, though in a future enhancement this will be addressed.

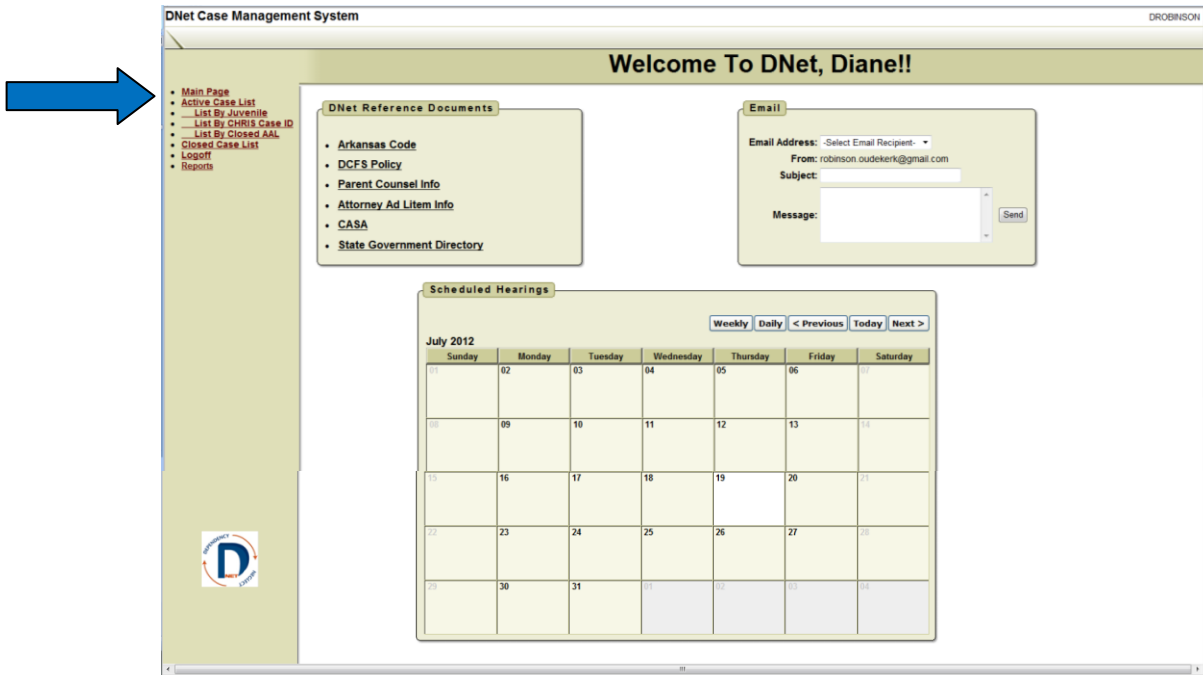
Pop-up blockers: Some pages of DNet require your pop-up blocker to be disabled. To do this in Internet Explorer, look in your toolbar for the “tools” menu, then choose “Pop-up Blocker” and “Pop-up Blocker Settings.”



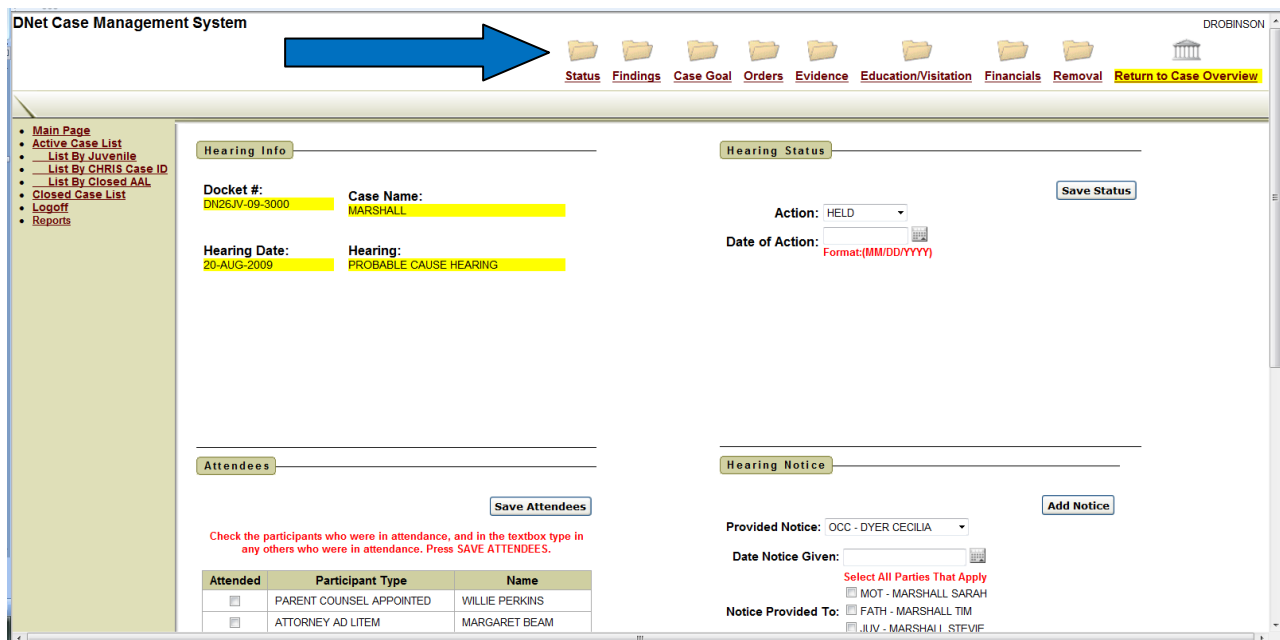
The screenshot shows the Internet Explorer browser window displaying the DNet Case Management System. The page title is "DNet Case Management System" and the main heading is "Welcome To DNet, Diane!!". The interface includes a navigation menu on the left with links for "Main Page", "Case List", and "Logoff". The main content area is divided into several sections: "DNet Reference Documents" with links for "Arkansas Code", "DCFS Policy", "Parent Counsel Info", "Attorney Ad Litem Info", "CASA", and "State Government Directory"; an "Email" section with fields for "Email Address", "From", "Subject", and "Message"; and a "Scheduled Hearings" section showing a calendar for May 2011. The "Tools" menu is open, and the "Pop-up Blocker" option is selected, with the "Pop-up Blocker Settings" sub-menu item highlighted. A blue arrow points to the "Pop-up Blocker Settings" option.

When you click on “Pop-up Blocker Settings,” a pop-up box will appear. In the space labeled “Address of website to allow:” type in *.aoc.arkansas.gov and then click “add.”

Main Menu: All pages in DNet have a brown column on the left with the main menu. This can take you to the main page (the page seen here), to your case list, or to log off when you are done.

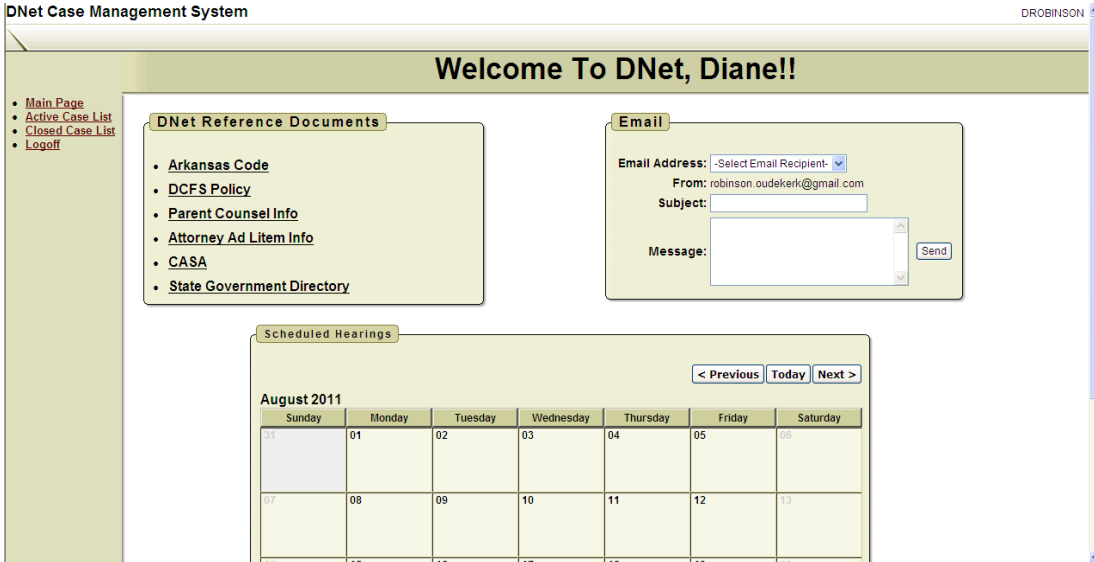


The hearing pages in DNet have a tab design. When these appear, click on the one that you need.



Finding an Existing Case

Click on “Active Case List” from the main menu. All the cases to which you are assigned as a participant should appear.



DNet Case Management System DROBINSON

Welcome To DNet, Diane!!

- [Main Page](#)
- [Active Case List](#)
- [Closed Case List](#)
- [Logoff](#)

DNet Reference Documents

- [Arkansas Code](#)
- [DCFS Policy](#)
- [Parent Counsel Info](#)
- [Attorney Ad Litem Info](#)
- [CASA](#)
- [State Government Directory](#)

Email

Email Address:

From:

Subject:

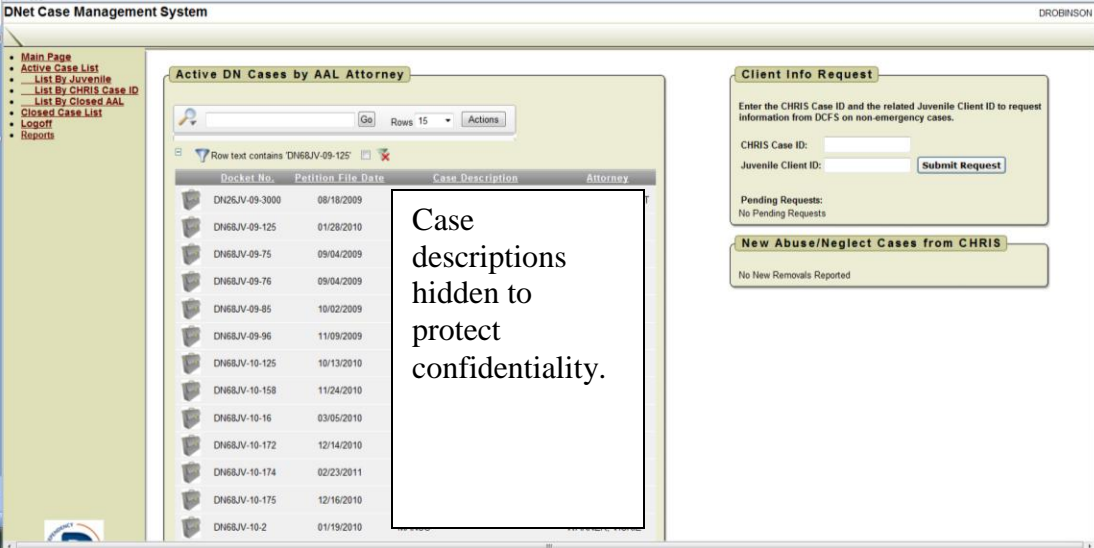
Message:

Scheduled Hearings

August 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21

A list of cases for which you are an active participant should appear.



DNet Case Management System DROBINSON

- [Main Page](#)
- [Active Case List](#)
- [List By Juvenile](#)
- [List By CHRIS Case ID](#)
- [List By Closed AAL](#)
- [Closed Case List](#)
- [Logoff](#)
- [Reports](#)

Active DN Cases by AAL Attorney

Row text contains 'DN68JV-09-125'

Docket No.	Petition File Date	Case Description	Attorney
DN26JV-09-3000	08/18/2009		
DN68JV-09-125	01/28/2010		
DN68JV-09-75	09/04/2009		
DN68JV-09-76	09/04/2009		
DN68JV-09-85	10/02/2009		
DN68JV-09-96	11/09/2009		
DN68JV-10-125	10/13/2010		
DN68JV-10-158	11/24/2010		
DN68JV-10-16	03/05/2010		
DN68JV-10-172	12/14/2010		
DN68JV-10-174	02/23/2011		
DN68JV-10-175	12/16/2010		
DN68JV-10-2	01/19/2010		

Case descriptions hidden to protect confidentiality.

Client Info Request

Enter the CHRIS Case ID and the related Juvenile Client ID to request information from DCFS on non-emergency cases.

CHRIS Case ID:

Juvenile Client ID:

Pending Requests:
No Pending Requests

New Abuse/Neglect Cases from CHRIS

No New Removals Reported

From this page, you can:

- See any case to which you are assigned (click the briefcase to the left of the docket number).
- Create a new case.
- Return to the main page.

9



For active cases, you will see the docket number, the petition file date, and the case description. By clicking on the briefcase in the left-hand column you can enter and/or access detailed case information.

By default, 15 cases will appear on each page. To see all of your cases, you can:

- Tab through the pages using the arrow at the bottom right of the cases shown to find the case you are looking for.
- Click on the arrow next the “Rows” box to increase the number of cases you can see on a single page.

You can also search for a particular case.

- Use the search box (next to the magnifying glass) to search by docket number, petition file date, or case description.
- To clear out previous searches, click on the red X to the right of that search. If you no longer want to use that search, make sure the check box next to it is not checked.

You can also sort cases by clicking on the underlined column headings.

- Docket No. will let you sort by docket number.
- Petition file date will let you choose cases opened in a particular time frame.
- Case description will show you an alphabetical list of cases. Click the up arrow for alphabetical list and the down arrow for a reverse alphabetical list.

Case Overview

From the case overview page you can:

- Add participants to the case.
- Give participants an “end date” when they are off the case.
- Upload documents and see documents that have been uploaded.
- See information specific to each juvenile (by clicking on the child figure).
- *Note: if you do this, you get back to the case overview page by clicking “done”.*
- See basic hearing information (scroll down).
- Add a hearing.
- Click to add or see more detailed information about any hearing.

DNet Case Management System DROBINSON

- [Main Page](#)
- [Active Case List](#)
- [List By Juvenile](#)
- [List By CHRIS Case ID](#)
- [List By Closed AAL](#)
- [Closed Case List](#)
- [Change Docket #](#)
- [Logoff](#)
- [Reports](#)

Case Overview [Reset](#) [Update Case](#)

County: GARLAND Original File Date: 08/18/2009

District: 18TH E CIRCUIT Case Status: OPEN

Docket#: DN26JV-09-3000

CHRIS Case ID: _____

Case Name: MARSHALL [Case Status/Closure](#)

Case Participants [Add Participants](#)

[Click Here To View/Add Case Contacts](#)

Link	System ID	Name	Participant Type	Start Date	End Date	
	AR84010	MARGARET A R BEAM	ATTORNEY AD LITEM	18-AUG-09		
	913211337	DEBRA LYNN KENNEMER	CASA SUPERVISOR	30-AUG-09		
	903816311	DIANE LESLIE ROBINSON	COURT APPT SPECIAL ADVOCATE	18-SEP-09		
	@252700	TIM MARSHALL	FATHER	18-AUG-09		
	C18ED02	HON. VICKI COOK	JUDGE	18-AUG-09		
	@252702	SIERRA MARSHALL	JUVENILE	18-AUG-09		
	@252701	STEVIE MARSHALL	JUVENILE	18-AUG-09		
	@252699	SARAH MARSHALL	MOTHER	18-AUG-09		
	AR91033	CECILIA R DYER	OFFICE OF CHIEF COUNSEL	18-AUG-09		
	AR82125	WILLIE E PERKINS JR	PARENT COUNSEL APPOINTED	18-AUG-09		

Court Orders

No Court Orders Loaded.

[Upload](#)

Admitted Documents

Doc Types: Petitions, Evidence, and Other Admitted Documents

No Admitted Documents Loaded.

[Upload](#)

Shared Documents

Doc Types: draft Court Orders and Court Reports/other documents not yet admitted into evidence

No Shared Documents Loaded.

[Upload](#)

Days Since Start of Case

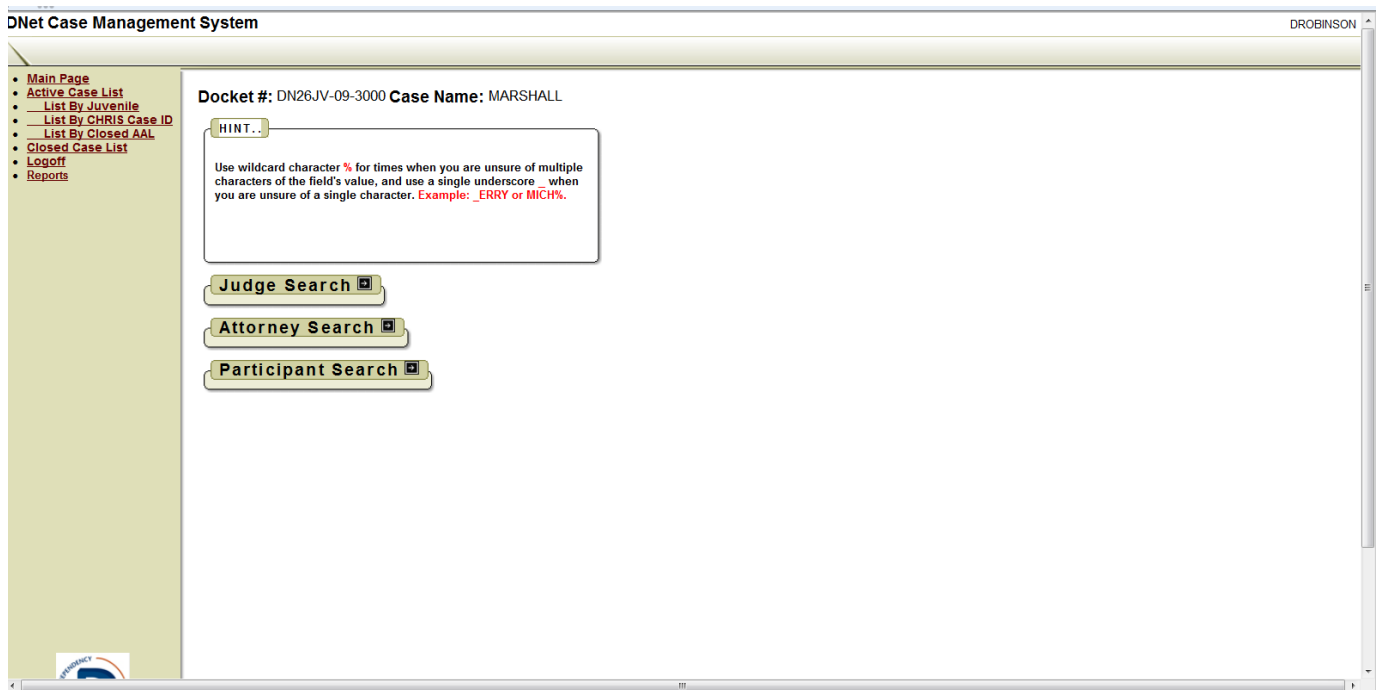
STEVIE	<div style="background-color: red; height: 10px; width: 80%;"></div>	1,065
SIERRA	<div style="background-color: red; height: 10px; width: 40%;"></div>	4,055

Adding Case Participants

There are two choices for where to add people important to the case. Those who are party to the case, their attorneys, and CASA volunteers/staff should be listed as case participants. Case contacts are those who are not officially part of the case but whose information you want to keep handy. This might include other relatives, foster parents, or a teacher. Anyone with access to the case will be able to see the case contacts page.

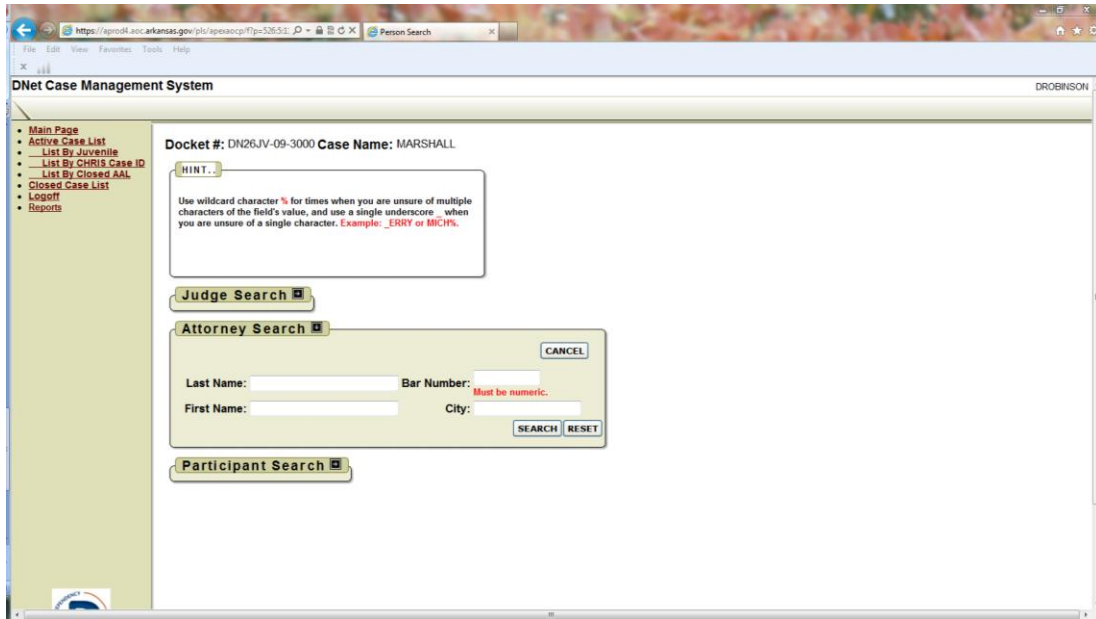
The parents, children, FSW, and DCFS supervisor are brought over from the CHRIS system. You may need to add other individuals. Please note that there must be a judge on the case to be able to add hearings.

Click on “Add participants.” When you do, this screen will appear.



Judge: If the judge is an active (not retired) judge in that county, use the judge search. If the judge is a special judge, follow the procedures for finding an attorney, and then select “special judge” for participant type.

Attorneys: If an attorney needs to be added, click on attorney search. You can find the attorney based on name or bar number. The more information you have (including the city, for example), the quicker the search is likely to be. When entering the bar number, include AR in front of the number.



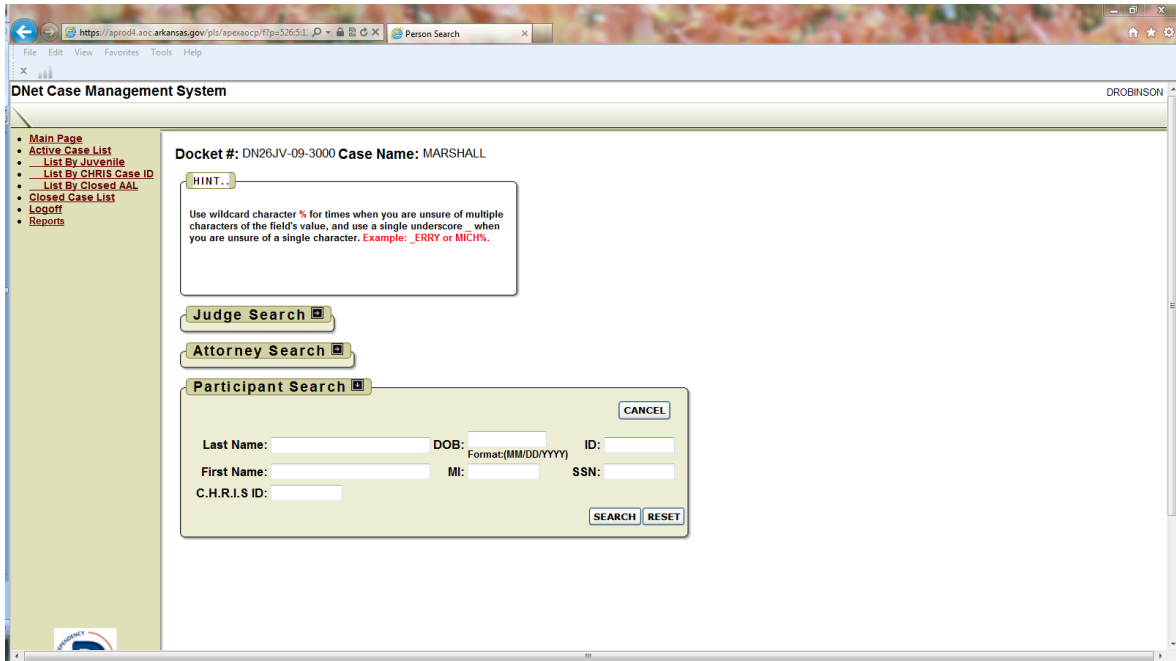
Once you've entered the information, click on the search button. When you see the correct attorney, click on the bar number in the ID column. The bar number is the official identifier for attorneys in the DNet system.

Please note: multiple addresses may come up. Choose the office address of the attorney.

For attorneys, the participant role must be entered using the dropdown menu. Also enter the start date using the calendar, make sure the address is correct, and click "add."

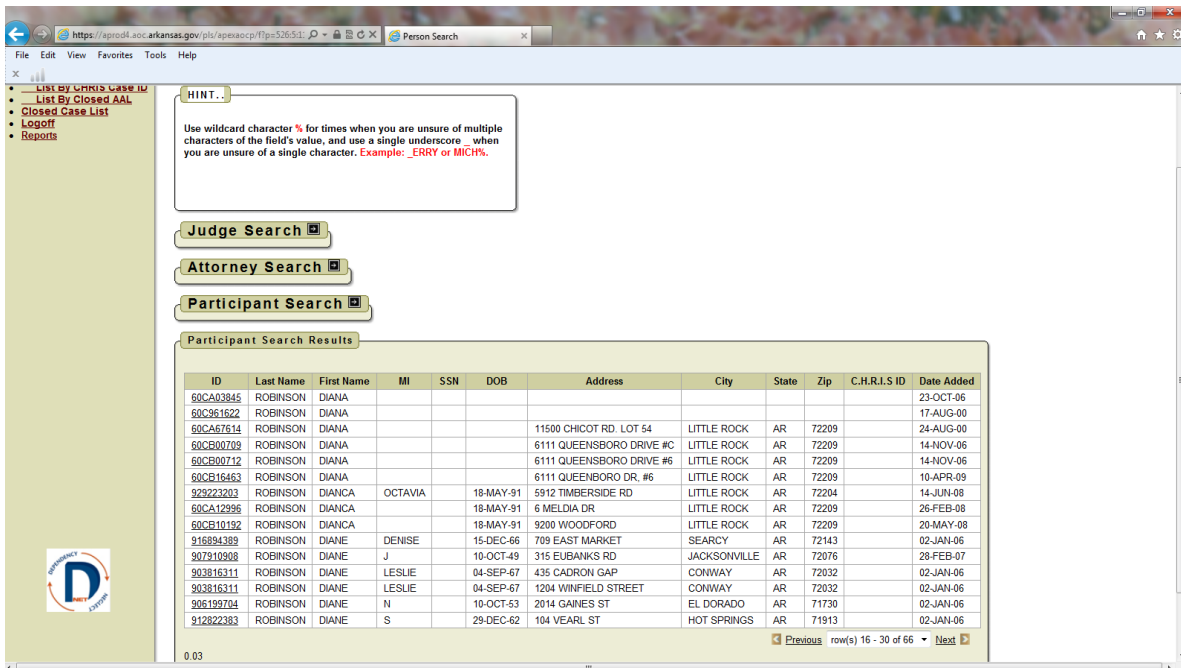
Add any other attorneys to the case.

Other participants: Adding other participants to the case is also easier the more information you have. For adults, the system is searching drivers' records. The ID number is the Driver's License Number. In this example, we will add the CASA volunteer.



The less information you entered, the more records you'll have to look through. In this example, I entered Robinson as the last name and Dian% as the first name. This is a good strategy if you're not sure how the first name is spelled (could be Diann, Dianne, Diane). The % is a "wild card" character. In this case, it brought up 90 individuals, two of them with all information identical except for address.

If you are searching by name and it is a common name, it will bring up many responses. If this happens, you can page through the records using "next," "previous," or by using the drop down menu. Do NOT guess on the person if you are not sure.





In this case, I know the correct one and can click on the ID number. For people you work with frequently keeping their ID numbers (driver's license) handy might save you some time. In that case, just enter the Driver's License number in the ID box.

When you have identified the person, click on their ID number. You'll then need to add their role using the dropdown box and add the start date, either by typing it in or clicking on the calendar, and click "add."

Important points regarding case participants

- When viewing the case participants, you can sort the list by participant type, start date, or end date. Simply click the heading you wish to sort by.
- If there are more than 10 case participants, they will not all display on the first page. Click on the Next button at the bottom of the list of case participants.
- If a minor mother is both a parent and a juvenile in the same case, she should be entered twice: once as a parent and once as a juvenile.
- If a parent's rights have been terminated, it is critical to enter an end date for that parent (and associated parent counsel) when the termination happens.
- You can add interveners, secondary caseworkers, adoption specialists, or ILP coordinators as participants to the case as needed.

Removing or Changing Case Participants Associating Parties

Ending a participant on a case: It is very important to put an “end date” for anyone no longer involved in a case. Examples might include when an attorney leaves or changes caseload, when a judge steps down, or when a parent’s rights are terminated.

Associating participants: Attorneys/clients and parents/children should be associated in DNet.

On the case overview page, click on the edit button to the right of the end date column.

Case Overview

County: GARLAND Original File Date: 08/18/2009
 District: 18TH E CIRCUIT Case Status: OPEN
 Docket#: DN26JV-09-3000

CHRIS Case ID:
 Case Name: MARSHALL Case Status/Closure

Case Participants

[Click Here To View/Add Case Contacts](#) Add Participants

Link	System ID	Name	Participant Type *	Start Date	End Date	
	AR84010	MARGARET A R BEAM	ATTORNEY AD LITEM	18-AUG-09		
	913211337	DEBRA LYNN KENNEMER	CASA SUPERVISOR	30-AUG-09		
	903816311	DIANE LESLIE ROBINSON	COURT APPT SPECIAL ADVOCATE	18-SEP-09		
	@252700	TIM MARSHALL	FATHER	18-AUG-09		
	C18ED02	HON. VICKI COOK	JUDGE	18-AUG-09		
	@252702	SIERRA MARSHALL	JUVENILE	18-AUG-09		
	@252701	STEVE MARSHALL	JUVENILE	18-AUG-09		
	@252699	SARAH MARSHALL	MOTHER	18-AUG-09		
	AR91033	CECILIA R DYER	OFFICE OF CHIEF COUNSEL	18-AUG-09		
	AR82125	WILLIE E PERKINS JR	PARENT COUNSEL APPOINTED	18-AUG-09		

Court Orders
No Court Orders Loaded.

Admitted Documents
Doc Types: Petitions, Evidence, and Other Admitted Documents
No Admitted Documents Loaded.

Shared Documents
Doc Types: draft Court Orders and Court Reports/other documents not yet admitted into evidence
No Shared Documents Loaded.

Days Since Start of Case

STEVE	1.065
SIERRA	1.065

This will bring up this page, where you can enter the end date. If you are entering an end date for a juvenile on the case, you’ll also need to enter a reason (see the section on closing a case).

Participant Maintenance

Docket#: DN26JV-09-3000 Case Name: MARSHALL

Participant Type: ATTORNEY AD LITEM Name: MARGARET A R BEAM

Start Date: 08/18/2009 End Date:

Participant Address

Address: 1001 W. GRAIND AVE., SUITE A
 City: HOT SPRINGS State: AR Zip Code: 71913
 Office Phone: Other Phone: 501-321-1551 Fax: 501-321-1553
 Email Address: MBEAM@HOTSPPRINGS.NET

Associated Parties

Assoc	Participant Type	Name
<input type="checkbox"/>	PARENT COUNSEL APPOINTED	WILLIE PERKINS JR
<input type="checkbox"/>	CASA SUPERVISOR	DEBRA KENNEMER
<input type="checkbox"/>	COURT APPT SPECIAL ADVOCATE	DIANE ROBINSON

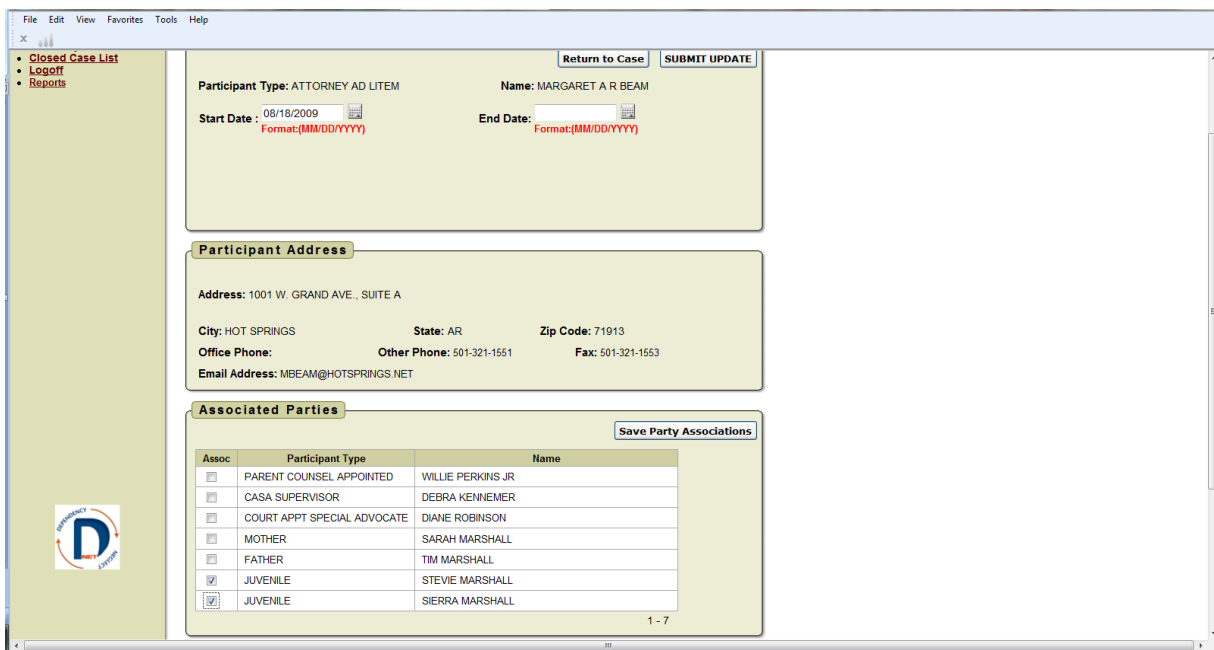
Putting an end date does the following:

- The person will no longer be able to access the case in DNet.
- The person will not show up on the list of people attending hearings for any future hearings.
- The person will not appear on any other pages for hearings after the end date, including on the orders pages or on the notice section.

If someone's role in the case changes, you must put an end date to her first role, and then enter her as a "new" participant with their new role in the case.

Adding a new judge to a case: If the judge on a case changes, you must enter a new judge when you put an end date for the previous judge or you will not be able to access hearing pages. When adding a judge, follow the instructions for adding an attorney, but select "judge" for participant role.

The same page allows you to associate parties.



The screenshot shows a web application window with a menu on the left containing 'Closed Case List', 'Logout', and 'Reports'. The main content area is divided into sections:

- Participant Information:** Participant Type: ATTORNEY AD LITEM; Name: MARGARET A R BEAM; Start Date: 08/18/2009; End Date: (empty).
- Participant Address:** Address: 1001 W. GRAND AVE., SUITE A; City: HOT SPRINGS; State: AR; Zip Code: 71913; Office Phone: 501-321-1551; Other Phone: 501-321-1551; Fax: 501-321-1553; Email Address: MBEAM@HOTSPRINGS.NET.
- Associated Parties:** A table with columns 'Assoc', 'Participant Type', and 'Name'.

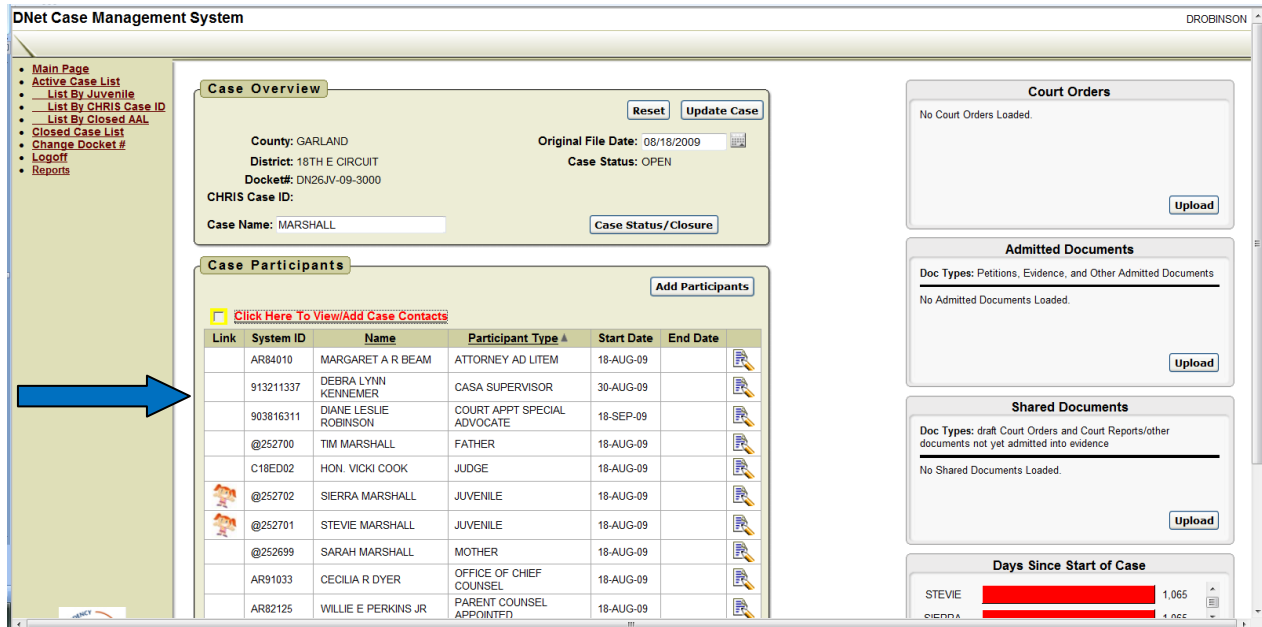
Assoc	Participant Type	Name
<input type="checkbox"/>	PARENT COUNSEL APPOINTED	WILLIE PERKINS JR
<input type="checkbox"/>	CASA SUPERVISOR	DEBRA KENNEMER
<input type="checkbox"/>	COURT APPT SPECIAL ADVOCATE	DIANE ROBINSON
<input type="checkbox"/>	MOTHER	SARAH MARSHALL
<input type="checkbox"/>	FATHER	TIM MARSHALL
<input checked="" type="checkbox"/>	JUVENILE	STEVIE MARSHALL
<input checked="" type="checkbox"/>	JUVENILE	SIERRA MARSHALL

Simply click on the parties who should be associated. In this case, it is the page for the attorney ad litem, whose name is at the top, so I clicked the juveniles she represents. Then click "Save Party Associations." This should be done to associate attorneys ad litem and parent counsel with clients and also to associate parents with children.

Case Contacts

The case contacts is a text field in which you can add names, addresses, email addresses, or phone numbers of anyone else useful to the case. All participants to the case will be able to see this field. Individuals in the case contacts section will not receive any sort of notifications from the system, however, and they will not appear as potential attendees at a hearing. Using this feature is optional.

Click the “Click here to view/add case contacts”



DNet Case Management System DROBINSON

- Main Page
- Active Case List
- List By Juvenile
- List By CHRIS Case ID
- List By Closed AAL
- Closed Case List
- Change Docket #
- Logout
- Reports

Case Overview Reset Update Case

County: GARLAND Original File Date: 08/18/2009

District: 18TH E CIRCUIT Case Status: OPEN

Docket#: DN26JV-09-3000

CHRIS Case ID:

Case Name: MARSHALL Case Status/Closure

Case Participants Add Participants

[Click Here To View/Add Case Contacts](#)

Link	System ID	Name	Participant Type	Start Date	End Date
	AR84010	MARGARET A R BEAM	ATTORNEY AD LITEM	18-AUG-09	
	913211337	DEBRA LYNN KENNEMER	CASA SUPERVISOR	30-AUG-09	
	903816311	DIANE LESLIE ROBINSON	COURT APPT SPECIAL ADVOCATE	18-SEP-09	
	@252700	TIM MARSHALL	FATHER	18-AUG-09	
	C18ED02	HON. VICKI COOK	JUDGE	18-AUG-09	
	@252702	SIERRA MARSHALL	JUVENILE	18-AUG-09	
	@252701	STEVIE MARSHALL	JUVENILE	18-AUG-09	
	AR92699	SARAH MARSHALL	MOTHER	18-AUG-09	
	AR91033	CECILIA R DYER	OFFICE OF CHIEF COUNSEL	18-AUG-09	
	AR82125	WILLIE E PERKINS JR	PARENT COUNSEL APPOINTED	18-AUG-09	

Court Orders

No Court Orders Loaded.

Upload

Admitted Documents

Doc Types: Petitions, Evidence, and Other Admitted Documents

No Admitted Documents Loaded.

Upload

Shared Documents

Doc Types: draft Court Orders and Court Reports/other documents not yet admitted into evidence

No Shared Documents Loaded.

Upload

Days Since Start of Case

STEVIE		1,065
SIERRA		1,065

A text box appears. It indicates who last edited the field and when.

Case Contacts - Windows Internet Explorer
 https://aprod4.aoc.arkansas.gov/pls/apexacsp/f?p=526:20:1177566436245277::NO::P20_CDBNOTE_CASE_ID,P20_CDBNOTE_NOTE_TYP

DNet Case Management System

CASE CONTACTS SAVED!

Case Contacts

Docket#: DN26JV-09-3000
 Last Updated On: 18-JUL-12
 Last Update By: DNET_DROBINSON

MRS. SMITH IS SIERRA'S TEACHER. PHONE: 555-555-5555

Case Contacts:

52 of 4000

[Return to Case Overview](#) [Add Case Contacts](#)

Update Case

2009

Participants

Link	System ID	Name	Participant Type	Start Date	End Date
	AR84010	MARGARET A R BEAM	ATTORNEY AD LITEM	18-AUG-09	
	913211337	DEBRA LYNN KEWEMER	CASA SUPERVISOR	30-AUG-09	
	903816311	DIANE LESLIE ROBINSON	COURT APPT SPECIAL ADVOCATE	18-SEP-09	
	@252700	TIM MARSHALL	FATHER	18-AUG-09	
	C18ED02	HON. VICKI COOK	JUDGE	18-AUG-09	
	@252702	SIERRA MARSHALL	JUVENILE	18-AUG-09	
	@252701	STEVIE MARSHALL	JUVENILE	18-AUG-09	
	@252699	SARAH MARSHALL	MOTHER	18-AUG-09	
	AR91033	CECILIA R DYER	OFFICE OF CHIEF COUNSEL	18-AUG-09	
	AR82125	WILLIE E PERKINS JR	PARENT COUNSEL APPOINTED	18-AUG-09	

Court Orders

No Court Orders Loaded.

Admitted Documents

Doc Types: Petitions, Evidence, and Other Admitted Documents

No Admitted Documents Loaded.

Shared Documents

Doc Types: draft Court Orders and Court Reports/other documents not yet admitted into evidence

No Shared Documents Loaded.

Days Since Start of Case

STEVIE 1,065

SIERRA 4,065

Uploading documents

Court orders must be uploaded to the system. Other documents may be uploaded for the convenience of the parties to the case, but are not required.

There are three places to upload documents into DNet. The first is the "Court Orders" section, which is the required one. The second is "Admitted Documents," and the third is "Shared Documents." The judge will be able to see documents only in the "Court Orders" and "Admitted Documents" sections but will not be able to see those in the "Shared Documents" section. All other individuals assigned to the case and who have either DNet or CHRIS access will be able to see any uploaded document.

DNet Case Management System DROBINSON

- Main Page
- Active Case List
- List By Juvenile
- List By CHRIS Case ID
- List By Closed AAL
- Closed Case List
- Change Docket #
- Logoff
- Reports

Case Overview Reset Update Case

County: GARLAND Original File Date: 08/18/2009
 District: 18TH E CIRCUIT Case Status: OPEN
 Docket: DN26JV-09-3000
 CHRIS Case ID:
 Case Name: MARSHALL Case Status/Closure

Case Participants Add Participants

[Click Here To View/Add Case Contacts](#)

Link	System ID	Name	Participant Type	Start Date	End Date	
	AR84010	MARGARET A R BEAM	ATTORNEY AD LITEM	18-AUG-09		
	913211337	DEBRA LYNN KENNEMER	CASA SUPERVISOR	30-AUG-09		
	903816311	DIANE LESLIE ROBINSON	COURT APPT SPECIAL ADVOCATE	18-SEP-09		
	@252700	TIM MARSHALL	FATHER	18-AUG-09		
	C18ED02	HON. VICKI COOK	JUDGE	18-AUG-09		
	@252702	SIERRA MARSHALL	JUVENILE	18-AUG-09		
	@252701	STEVIE MARSHALL	JUVENILE	18-AUG-09		
	@252699	SARAH MARSHALL	MOTHER	18-AUG-09		

Court Orders

No Court Orders Loaded.

[Upload](#)

Admitted Documents

Doc Types: Petitions, Evidence, and Other Admitted Documents

No Admitted Documents Loaded.

[Upload](#)

Shared Documents

Doc Types: draft Court Orders and Court Reports/other documents not yet admitted into evidence

No Shared Documents Loaded.

[Upload](#)

All documents should be uploaded as PDF files. See information in the next section about creating PDF files. To upload court orders, click on the "upload" button in the "Court Orders" box. This screen will appear:

DNet Case Management System DROBINSON

- Main Page
- Active Case List
- List By Juvenile
- List By CHRIS Case ID
- List By Closed AAL
- Closed Case List
- Logoff
- Reports

Docket #: DN26JV-09-3000 Case Name: MARSHALL

DNet Document Upload

Document Type: COURT DOCUMENTS
 Select Related Hearing Type: -Hearing Types-
 Select Related Hearing Date:
 Document File Name: Browse...
 Abstract:
Upload Finish

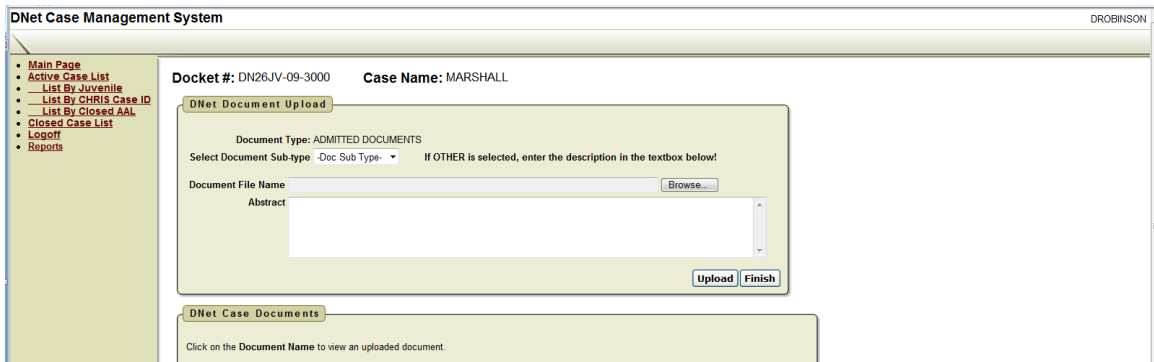
DNet Case Documents

Click on the Document Name to view an uploaded document.

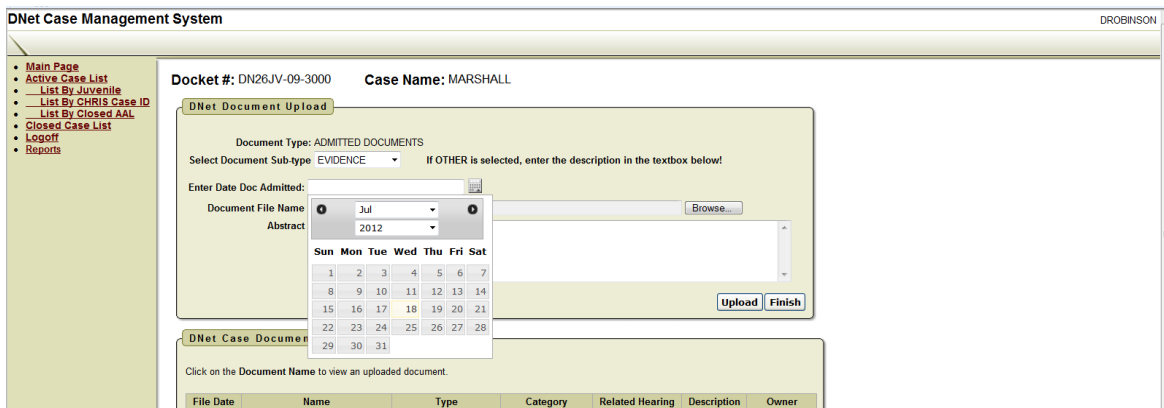
No Documents Loaded For This Case.

All court orders must be associated to a specific hearing. Click the down arrow next to Hearing Types to select the type of hearing, then click the appropriate related hearing date. The hearing **MUST** have been entered into DNet prior to associating an order! Once the hearing type and date have been selected, choose the PDF file from your computer using the "browse" button. Include a few words to describe the document, and click upload. Once the document is successfully uploaded, the name will appear in a table on the screen. Click "Finish" to return to the case overview. If you have an agreed order, connect it to the most recent hearing and indicate in the abstract box that it is an agreed order after the hearing.

Admitted documents include any documents admitted as evidence to the case. Click on "Admitted Documents." The following screen will appear:



Choose the document sub-type (petition, evidence, other), then enter the date the document was admitted.



Click browse, find the PDF document on your computer, click upload, and then finish.

The "Shared Documents" section is for documents you may wish to share with others prior to a court hearing. For example, there may be a CASA court report ready prior to the hearing. Click on "upload" in the "Shared Documents" section. This screen will appear:

DNet Case Management System DROBINSON

- [Main Page](#)
- [Active Case List](#)
- [List By Juvenile](#)
- [List By CHRIS Case ID](#)
- [List By Closed AAL](#)
- [Closed Case List](#)
- [Logoff](#)
- [Reports](#)

Docket #: DN26JV-09-3000 **Case Name:** MARSHALL

DNet Document Upload

Document Type: SHARED DOCUMENTS

Select Document Sub-type: If OTHER is selected, enter the description in the textbox below!

Document File Name

Abstract

DNet Case Documents

Click on the **Document Name** to view an uploaded document.

Choose the document sub-type (court reports or other), use the browse button to locate the document on your computer, and click upload. Once it has uploaded, you will see it appear in the table of documents. Click finish.

DNet Case Management System DROBINSON

Document Successfully Loaded!

- [Main Page](#)
- [Active Case List](#)
- [List By Juvenile](#)
- [List By CHRIS Case ID](#)
- [List By Closed AAL](#)
- [Closed Case List](#)
- [Logoff](#)
- [Reports](#)

Docket #: DN26JV-09-3000 **Case Name:**

DNet Document Upload

Document Type: SHARED DOCUMENTS

Select Document Sub-type: If OTHER is selected, enter the description in the textbox below!

Enter Date Court Report Submitted:

Document File Name

Abstract

DNet Case Documents

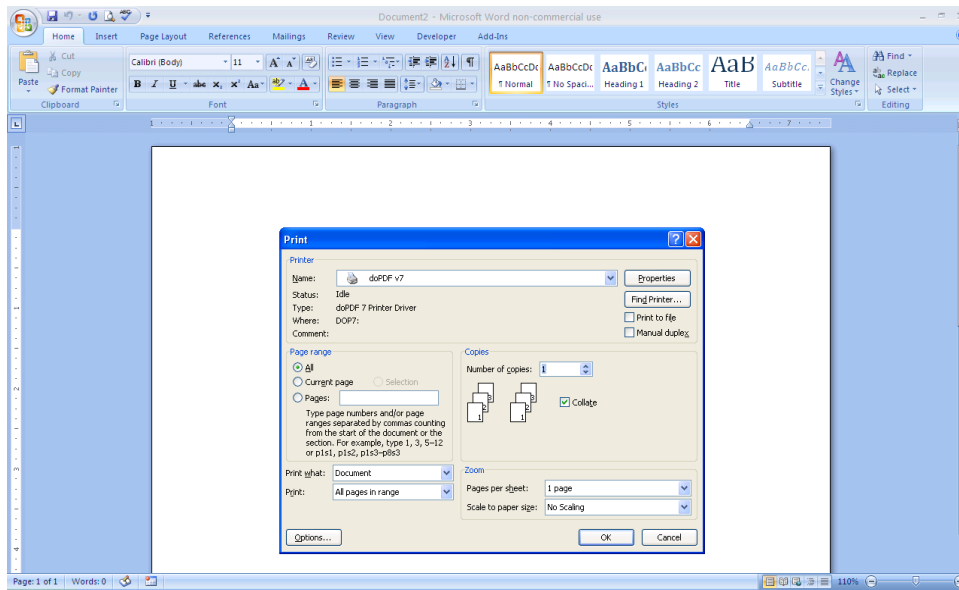
Click on the **Document Name** to view an uploaded document.

File Date	Name	Type	Category	Related Hearing	Description	Owner
09/02/2009	Marshall CASA court report.pdf	SHARED DOCUMENTS	COURT REPORT			DROBINSON

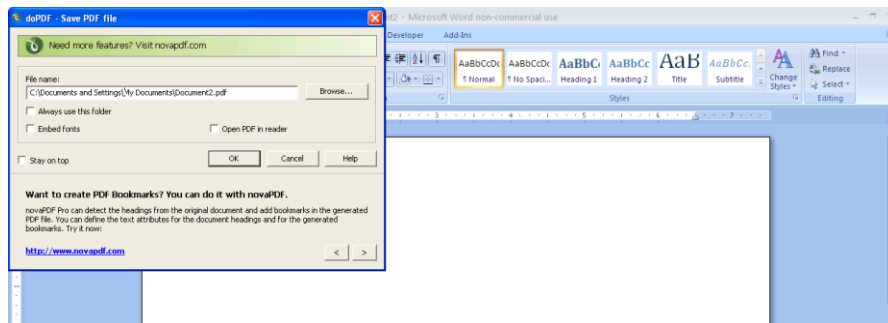
Creating PDF Files

Upload all documents as PDF files. There are at least four ways to create a PDF file

1. Use Adobe Acrobat.
2. If you have Microsoft Office 2010 or later, first save your document as a Word document. Then choose "save as" and select PDF as the type. This will not be editable, which is why it's so important to first save it as a Word document!
3. Scan a document (recommended for documents with original signatures, such as court orders) and save it to your computer.
4. Use a program such as “doPDF” available free online. With this program, go to the print menu, and select “doPDF” as the printer and click “OK”.



Then select the location to save the document.

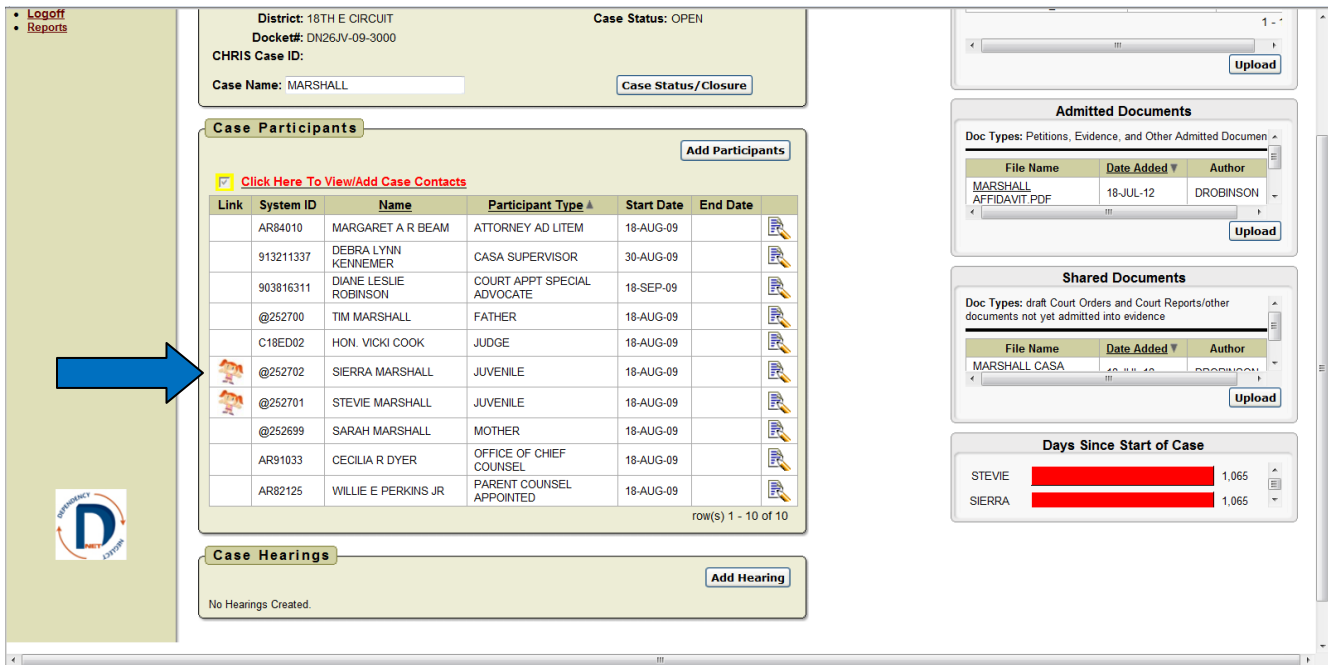


Rather than printing, it will save the document as a PDF file on your computer.

Child Information

To get to information pertaining to a specific child:

- Click on case list.
- Choose the case.
- Click on the child icon next to the child's name.



• Logoff
• Reports

District: 18TH E CIRCUIT
Docket#: DN26JV-09-3000
CHRIS Case ID:
Case Name: MARSHALL Case Status/ Closure

Case Participants Add Participants

[Click Here To View/Add Case Contacts](#)

Link	System ID	Name	Participant Type	Start Date	End Date	
	AR84010	MARGARET A R BEAM	ATTORNEY AD LITEM	18-AUG-09		
	913211337	DEBRA LYNN KENNEMER	CASA SUPERVISOR	30-AUG-09		
	903816311	DIANE LESLIE ROBINSON	COURT APPT SPECIAL ADVOCATE	18-SEP-09		
	@252700	TIM MARSHALL	FATHER	18-AUG-09		
	C18ED02	HON. VICKI COOK	JUDGE	18-AUG-09		
	@252702	SIERRA MARSHALL	JUVENILE	18-AUG-09		
	@252701	STEVIE MARSHALL	JUVENILE	18-AUG-09		
	@252699	SARAH MARSHALL	MOTHER	18-AUG-09		
	AR91033	CECILIA R DYER	OFFICE OF CHIEF COUNSEL	18-AUG-09		
	AR82125	WILLIE E PERKINS JR	PARENT COUNSEL APPOINTED	18-AUG-09		

row(s) 1 - 10 of 10

Case Hearings Add Hearing

No Hearings Created.

1 -

Upload

Admitted Documents

Doc Types: Petitions, Evidence, and Other Admitted Document

File Name	Date Added	Author
MARSHALL AFFIDAVIT.PDF	18-JUL-12	DROBINSON

Upload

Shared Documents

Doc Types: draft Court Orders and Court Reports/other documents not yet admitted into evidence

File Name	Date Added	Author
MARSHALL CASA	18-JUL-12	DROBINSON

Upload

Days Since Start of Case

STEVIE		1,065
SIERRA		1,065

The following screen will appear, giving you access to:

- The child's most recent removal (from CHRIS),
- The type of petition,
- The child's date of birth, gender, and race.



DNet Case Management System DROBINSON

- Main Page
- Active Case List
- List By Juvenile
- List By CHRIS Case ID
- List By Closed AAL
- Closed Case List
- Logout
- Reports

Docket #: DN26JV-09-3000 **Case Name:** MARSHALL

Child Case Information [Back To Case](#) [Apply Changes](#)

Child Name: SIERRA MARSHALL **CHRIS Client ID:**

Petition Type:

Prev DCFS Custody: - **Prev DN Case:** - **ICWA:** -

Demographics

SSN: **DOB:** 12/24/2001 **Ethnicity:**

Gender: F **Race:**

Removals

No Removal Information for Juvenile

If you believe the information is not correct, please contact Jeff Cotton (jeff.cotton@arkansas.gov).

When you are done viewing the child’s information, click “back to case” to return to the case overview for this case, or click on case list in the main menu.

Adding a Hearing

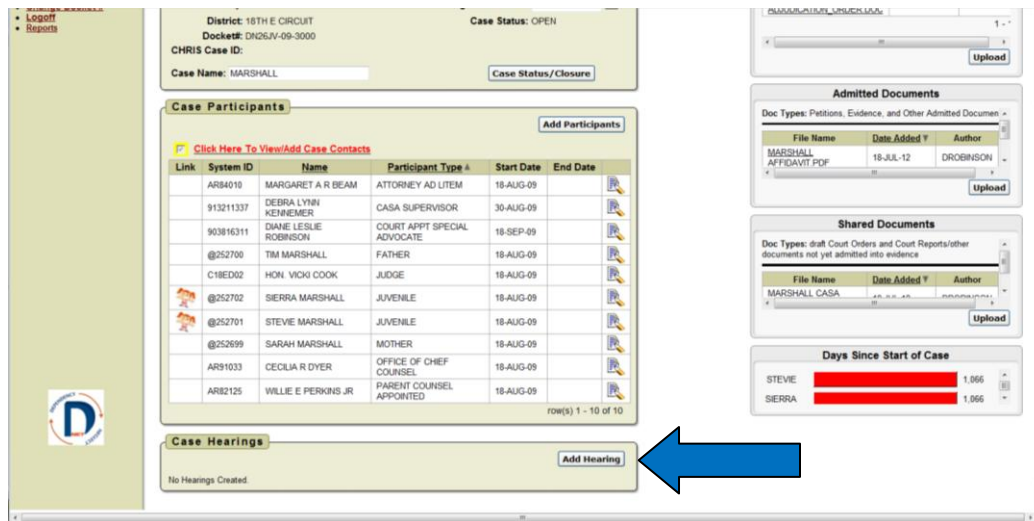
Adding a hearing in DNet does the following things:

- Allows participants to update hearing information.
- Adds the hearing to your calendar on the main page of DNet.
- Sends the hearing date, time, and type to the CHRIS system so that FSWs can see it.

For these reasons, it is important to add a hearing to DNet as soon as it is scheduled.

To add a hearing:

- From your case list, choose the case you want to work on. This brings you to the case overview page.
- From the case overview page, click “add hearing.”



District: 18TH E CIRCUIT
Docket#: DN261V-09-3000
Case Status: OPEN
CHRIS Case ID:
Case Name: MARSHALL
Case Status/Closure

Case Participants

[Click Here To View/Add Case Contacts](#)

Link	System ID	Name	Participant Type	Start Date	End Date
	ARB4010	MARGARET A R BEAM	ATTORNEY AD LITEM	18-AUG-09	
	913211337	DEBRA LYNN KEWEMER	CASA SUPERVISOR	30-AUG-09	
	903816311	DIANE LESLIE ROBINSON	COURT APPT SPECIAL ADVOCATE	18-SEP-09	
	@252700	TIM MARSHALL	FATHER	18-AUG-09	
	C18ED02	HON. VICKI COOK	JUDGE	18-AUG-09	
	@252702	SIERRA MARSHALL	JUVENILE	18-AUG-09	
	@252701	STEVE MARSHALL	JUVENILE	18-AUG-09	
	@252999	SARAH MARSHALL	MOTHER	18-AUG-09	
	AR91033	CECLIA R DYER	OFFICE OF CHIEF COUNSEL	18-AUG-09	
	AR82125	WILLIE E PERKINS JR	PARENT COUNSEL APPOINTED	18-AUG-09	

row(s) 1 - 10 of 10

Case Hearings

No Hearings Created

Admitted Documents

File Name	Date Added	Author
MARSHALL AFFIDAVIT.PDF	18-JUL-12	DROBINSON

Shared Documents

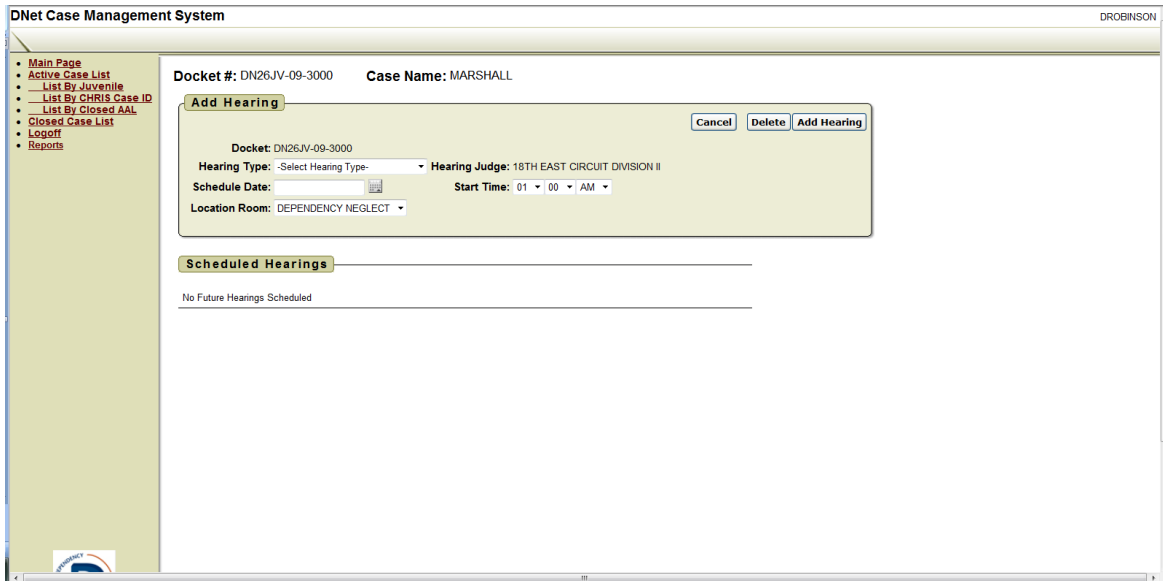
File Name	Date Added	Author
MARSHALL CASA		

Days Since Start of Case

STEVE	1,066
SIERRA	1,066

If you do not see the “add hearing” button, check to be sure that the judge has been added as a participant on the case!

You will then see this page:



The screenshot shows the 'DNet Case Management System' interface. The top header includes the system name and the user 'DROBINSON'. On the left is a navigation menu with items like 'Main Page', 'Active Case List', and 'Reports'. The main content area displays case information: 'Docket #: DN26JV-09-3000' and 'Case Name: MARSHALL'. Below this is an 'Add Hearing' form with the following fields: 'Docket: DN26JV-09-3000', 'Hearing Type: -Select Hearing Type-', 'Hearing Judge: 18TH EAST CIRCUIT DIVISION II', 'Schedule Date: [calendar icon]', 'Start Time: 01 | 00 | AM', and 'Location Room: DEPENDENCY NEGLECT'. There are 'Cancel', 'Delete', and 'Add Hearing' buttons. Below the form is a 'Scheduled Hearings' section with the text 'No Future Hearings Scheduled'.

The docket number and judge will be filled in automatically (though you can change the location if you need to).

Enter the hearing type by selecting a hearing from the drop down box (click the down arrow next to hearing type). If the adjudication and disposition are held as two separate hearings, enter them as separate hearings. Use the disposition hearing type for the second hearing.

Enter the date of the hearing and the start time of the hearing.

Click “add hearing”. You will then go back to the case overview page.

Special note: if two hearing types are being held simultaneously, enter two hearings with same date but with the time different by 15 minutes. For example, if the PPH and TPR are being held simultaneously at 1 p.m., enter the PPH hearing at 1 p.m. and the TPR hearing at 1:15 p.m.

Viewing/Using Hearing Information

From the case overview page you will see all of the hearings that have occurred or have been scheduled. You can get more information for hearings that have already been created in the system in two ways:

- If you click the date you will be able to look at/edit the scheduled date and time of the hearing.
- For more detailed information, click the pencil next to the hearing you want to view.

CHRIS Case ID:
 Case Name: Case Status/Closure

Case Participants Add Participants

[Click Here To View/Add Case Contacts](#)

Link	System ID	Name	Participant Type	Start Date	End Date	
	AR84010	MARGARET A R BEAM	ATTORNEY AD LITEM	18-AUG-09		
	913211337	DEBRA LYNN KENNEMER	CASA SUPERVISOR	30-AUG-09		
	903816311	DIANE LESLIE ROBINSON	COURT APPT SPECIAL ADVOCATE	18-SEP-09		
	@252700	TIM MARSHALL	FATHER	18-AUG-09		
	C18ED02	HON. VICKI COOK	JUDGE	18-AUG-09		
	@252702	SIERRA MARSHALL	JUVENILE	18-AUG-09		
	@252701	STEVIE MARSHALL	JUVENILE	18-AUG-09		
	@252699	SARAH MARSHALL	MOTHER	18-AUG-09		
	AR91033	CECILIA R DYER	OFFICE OF CHIEF COUNSEL	18-AUG-09		
	AR82125	WILLIE E PERKINS JR	PARENT COUNSEL APPOINTED	18-AUG-09		

row(s) 1 - 10 of 10

Case Hearings Add Hearing

Hearing Date	Start Time	Hearing Type	Status
20-AUG-09	01:00 PM	PROBABLE CAUSE HEARING	
16-SEP-09	09:15 AM	ADJUDICATION HEARING	

row(s) 1 - 2 of 2

This is what you can expect to see when you click the pencil next to the probable cause hearing:

DNet Case Management System DROBINSON

[Status](#) [Findings](#) [Case Goal](#) [Orders](#) [Evidence](#) [Education/Visitation](#) [Financials](#) [Removal](#) [Return to Case Overview](#)

- [Main Page](#)
- [Active Case List](#)
- [List By Juvenile](#)
- [List By CHRIS Case ID](#)
- [List By Closed AAL](#)
- [Closed Case List](#)
- [Logoff](#)
- [Reports](#)

Hearing Info

Docket #: DN26JV-09-3000 Case Name: MARSHALL

Hearing Date: 20-AUG-2009 Hearing: PROBABLE CAUSE HEARING

Hearing Status

Action: HELD

Date of Action: Format(MM/DD/YYYY)

Attendees

Check the participants who were in attendance, and in the textbox type in any others who were in attendance. Press SAVE ATTENDEES.

Attended	Participant Type	Name
<input type="checkbox"/>	PARENT COUNSEL APPOINTED	WILLIE PERKINS
<input type="checkbox"/>	ATTORNEY AD LITEM	MARGARET BEAM
<input type="checkbox"/>	OFFICE OF CHIEF COUNSEL	CECILIA DYER
<input type="checkbox"/>	CASA SUPERVISOR	DEBRA KENNEMER
<input type="checkbox"/>	COURT APPT SPECIAL ADVOCATE	DIANE ROBINSON
<input type="checkbox"/>	JUDGE	HON. VICKI COOK
<input type="checkbox"/>	MOTHER	SARAH MARSHALL
<input type="checkbox"/>	FATHER	TIM MARSHALL
<input type="checkbox"/>	JUVENILE	STEVIE MARSHALL
<input type="checkbox"/>	JUVENILE	SIERRA MARSHALL

Enter others who were in attendance at the hearing:

Hearing Notice

Provided Notice: OCC - DYER CECILIA

Date Notice Given:

Select All Parties That Apply

Notice Provided To:

- MOT - MARSHALL SARAH
- FATH - MARSHALL TIM
- JUV - MARSHALL STEVIE
- JUV - MARSHALL SIERRA

Next Hearing

Scheduled Date	Start Time	Hearing Type
<input type="checkbox"/> 16-SEP-09	09:15:00	ADJUDICATION HEARING

row(s) 1 - 1 of 1

From this page you can:

- See/enter hearing status and who attended the hearing,
- See what upcoming hearings have been scheduled (assuming they've been entered!),
- Click on tabs for status, findings, case goal, orders, evidence, education/visitation, financials, and removal information.
- See/enter notice information, and
- Return to the case overview.

The following fields are REQUIRED:

Hearing status: This is where you enter whether the hearing was held, continued, or cancelled. If the hearing is continued, you must enter a reason. **Warning:** If a hearing is continued, any information entered in the hearing tabs will NOT be carried over to the continued hearing. If a hearing is continued, a new hearing will automatically be created with the same hearing type on the new date.

Attendees: This information can be used to create the court order, so it is very important to enter information accurately. The attendees list comes from the case participants. Check the box next each person's name who is present. There is also a text box available to enter the name of anyone who is at the hearing but is not a



participant in the case. Check the participants AND enter additional persons in the text box BEFORE hitting “save attendees.”

If someone is substituting at that hearing, DO NOT check the box of the regularly assigned person, but DO put the name and role of the substitute in the text box.

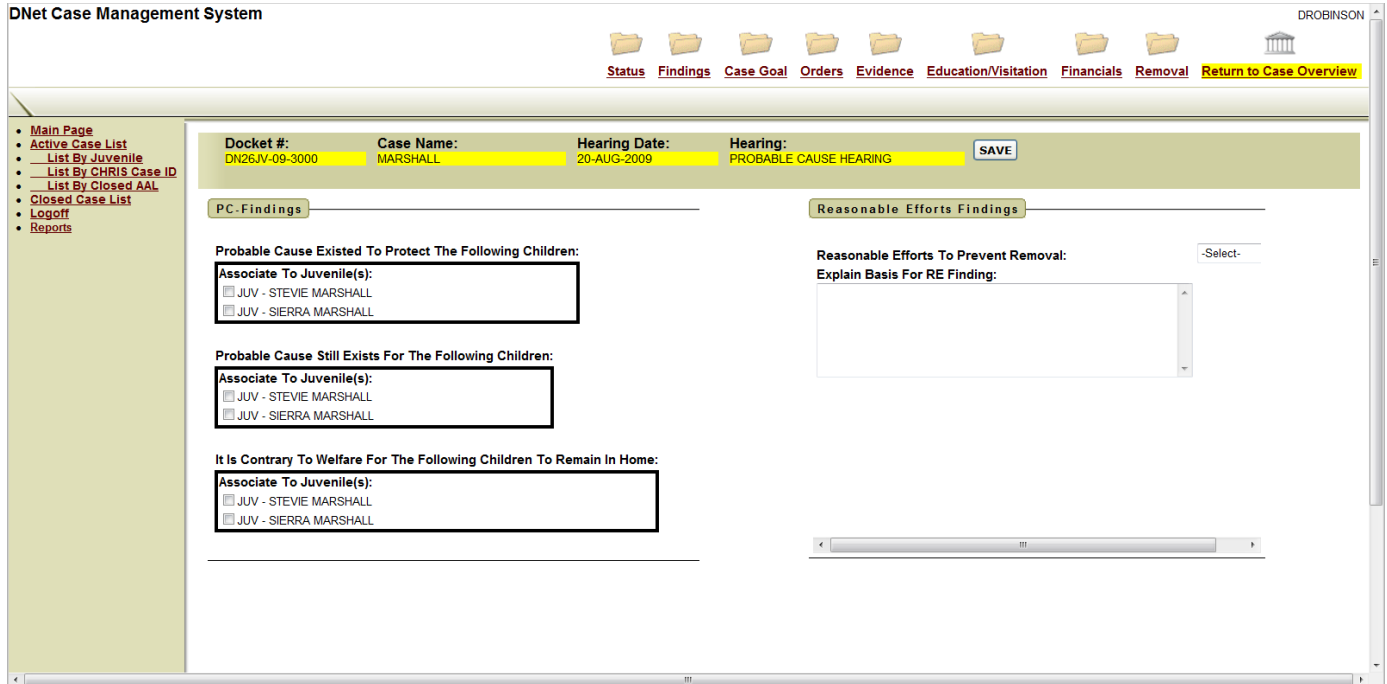
The following area is OPTIONAL:

Hearing Notice: this allows you to track who provided notice, on what date, and to whom.

Next, you can enter or view details about what happened in a hearing. The hearing information is organized into folders, which you can see across the top.

Findings (this tab is REQUIRED)

Clicking on the “findings” folder in the PC hearing brings you to this page:



The screenshot shows the 'Findings' tab in the DNet Case Management System. The case details are as follows:

Docket #:	Case Name:	Hearing Date:	Hearing:
DN26JV-09-3000	MARSHALL	20-AUG-2009	PROBABLE CAUSE HEARING

The page is divided into two main sections: **PC-Findings** and **Reasonable Efforts Findings**.

PC-Findings Section:

- Probable Cause Existed To Protect The Following Children:**
 - Associate To Juvenile(s):
 - JUV - STEVIE MARSHALL
 - JUV - SIERRA MARSHALL
- Probable Cause Still Exists For The Following Children:**
 - Associate To Juvenile(s):
 - JUV - STEVIE MARSHALL
 - JUV - SIERRA MARSHALL
- It Is Contrary To Welfare For The Following Children To Remain In Home:**
 - Associate To Juvenile(s):
 - JUV - STEVIE MARSHALL
 - JUV - SIERRA MARSHALL

Reasonable Efforts Findings Section:

- Reasonable Efforts To Prevent Removal:** -Select-
- Explain Basis For RE Finding:** (Empty text area)

For each type of hearing, the findings page will look different, depending on what findings are required at that type of hearing. Everything entered on this page will be used to create the court order when that option becomes available. Anything entered in a text box will appear exactly the way it is typed.

If Reasonable Efforts have previously been found, they will appear in a table. This allows attorneys and judges to easily monitor whether reasonable efforts findings are needed (see below).



- Status
- Findings
- Case Goal
- Orders
- Evidence
- Education/Visitation
- Financials
- Removal
- [Return to Case Overview](#)

- [Main Page](#)
- [Active Case List](#)
- [List By Juvenile](#)
- [List By CHRIS Case ID](#)
- [List By Closed AAL](#)
- [Closed Case List](#)
- [Logoff](#)
- [Reports](#)

Docket #: DN26JV-09-3000 **Case Name:** MARSHALL **Hearing Date:** 16-SEP-2009 **Hearing:** ADJUDICATION HEARING

Adjudication Findings

Save ADJ/RE

Reasonable Efforts Findings

Allegations in Petition Were Substantiated By Proof As To:

Associate To Juvenile(s):

JUV - STEVIE MARSHALL

JUV - SIERRA MARSHALL

The Court finds it safe for the following children to return home:

Associate To Juveniles:

JUV - STEVIE MARSHALL

JUV - SIERRA MARSHALL

Reasonable Efforts	Hearing	Hearing Date	Notes
RE TO PREVENT REMOVAL - YES	PROBABLE CAUSE HEARING	20-AUG-09	The children were removed in an emergency situation in which both children had non-accidental injuries including rib fractures, a skull fracture, and bruising.

row(s) 1 - 1 of 1

Reasonable Efforts To Prevent Removal:
Explain Basis For RE Finding:

Dependency Neglect Findings

Save DN Findings

	ABANDONMENT	ABUSE	DEPENDENT	METH DWELLING	NEGLECT	PARENTAL UNFITNESS	SEXUAL ABUSE	SEXUAL EXPLOITATION
SIERRA MARSHALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STEVIE MARSHALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Specifically, the Court finds the juvenile(s) were:



Case Goal (this tab is **REQUIRED** starting with Adjudication)

This example is from a later hearing so you can see that the case goal history is displayed for each juvenile. The case goal must be entered separately for each child.

1. Choose the juvenile from the drop box at the top of the page.
2. Choose the case goal and concurrent goal
3. Click "Save Case Goals."
4. Choose the next child and repeat the process.

As the case goals are entered, they will display at the bottom of the screen.

Juvenile	File Date	Hearing	Case Goal	Concurrent
STEVIE	05-AUG-10	PERMANENCY HEARING	TPR/ADOPTION	GUARDIANSH
SIERRA	05-AUG-10	PERMANENCY HEARING	TPR/ADOPTION	GUARDIANSH
STEVIE	16-SEP-09	ADJUDICATION HEARING	RETURN TO PAR/GUAR/CUSTODIAN	TPR/ADOPTIC
SIFRRA	16-SEP-09	ADJUDICATION	RETURN TO	TPR/ADOPTIC

Special note: if the child is living with the parent/guardian, reunification is the appropriate goal even if the child has already been returned or was never removed.

Orders (this tab is OPTIONAL)

Orders can be entered for the juveniles, parents, and DCFS, though there have to be juveniles, parents, and an FSW entered for the fields to appear. Some of the most common orders, or those spelled out in the law, are available as check boxes. For juveniles, parents, and DCFS there is also a text box to add any additional orders.

Each parent and juvenile is listed on a separate line so orders specific to each individual can be included. If an order applies to more than one person, check the box in each line.

There is also an additional text box for any orders that don't fit anywhere else.

Save each section as you go! After entering the juvenile orders, click save. After entering parent orders, click save. After entering DCFS orders, click save. If you do not do this, orders in other sections will be lost.

DNet Case Management System DROBINSON

[Status](#) [Findings](#) [Case Goal](#) [Orders](#) [Evidence](#) [Education/Visitation](#) [Financials](#) [Removal](#) [Return to Case Overview](#)

- Main Page
- Active Case List
- List By Juvenile
- List By CHRIS Case ID
- List By Closed AAL
- Closed Case List
- Logoff
- Reports

Docket #:	Case Name:	Hearing Date:	Hearing:
DN26JV-09-3000	MARSHALL	20-AUG-2009	PROBABLE CAUSE HEARING

Juveniles Ordered To:

[Save JUV Orders](#)

	COUNSELING	RANDOM DRUG SCREENS	SUBSTANCE ABUSE ASSESSMENT	SUBSTANCE ABUSE TREATMENT
SIERRA MARSHALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STEVIE MARSHALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Juvenile Orders Not Listed:

Parents Ordered To:

[Save PAR Orders](#)

Note: Parents may, but are not required to access services prior to an adjudication.

	ANGER MANAGEMENT	COUNSELING	PARENTING CLASSES	PSYCH EVALUATION	RANDOM DRUG SCREENS	SUBSTANCE ABUSE ASSESSMENT	SUBSTANCE ABUSE TREATMENT
TIM MARSHALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SARAH MARSHALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Parental Orders Not Listed:

DCFS Ordered To Provide:

[Save DCFS Orders](#)

CASH ASSISTANCE	CHILD CARE	COUNSELING	CRISIS COUNSELING	FAMILY THERAPY	HOMEMAKER SERVICES	PHYSICAL EVALUATION	PSYCHIATRIC EVALUATION	PSYCHOLOGICAL EVALUATION	TRANSPORTATION	TREATMENT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other DCFS Orders Not Listed:

Other Participants Ordered To:

[Save OTHER Orders](#)

List Other Orders:

Evidence (this tab is OPTIONAL)

The evidence page will also look a little different for each type of hearing. The most common evidence types admitted at each hearing are included as drop down boxes, which have a default of “no”. Select yes if those types of evidence are admitted. There’s also a text box for other types of evidence and places to enter evidence specific to individuals (such as drug screens, medical records, etc.).

Anything entered on this page will be used to populate the court order when that option is available. What is in the text box will appear exactly as it has been typed.

If a new affidavit is admitted after PC, enter it in the text box.

Click “save” when you are done with the top section (party evidence). When you are done with the general evidence, click "save" for that section.

DNet Case Management System DROBINSON

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- [Main Page](#)
- [Active Case List](#)
- [List By Juvenile](#)
- [List By CHRIS Case ID](#)
- [List By Closed AAL](#)
- [Closed Case List](#)
- [Logoff](#)
- [Reports](#)

Docket #: DN26JV-09-3000 **Case Name:** MARSHALL **Hearing Date:** 20-AUG-2009 **Hearing:** PROBABLE CAUSE HEARING

Party Related Evidence [Save Party Evidence](#)

	COUNSELING REPORT ADMITTED	DRUG SCREEN ADMITTED	DRUG/ALCOHOL RPT ADMITTED	MEDICAL RECORDS ADMITTED	PACE ADMITTED	PSYCH EVAL ADMITTED	SCHOOL RECORDS ADMITTED
SARAH MARSHALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SIERRA MARSHALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STEVIE MARSHALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TIM MARSHALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

General Evidence [Save General Evidence](#)

Affidavit Admitted: NO

Photos Admitted: NO

Police Report Admitted: NO

If Other Evidence Admitted, Describe Below:



Education/Visitation (this tab is OPTIONAL)

The Visitation section looks the same regardless of the hearing type. The education portion appears beginning at the adjudication hearing. Once it is completed, it will not change unless a case participant changes it: the default will be that it is unchanged from the previous hearing.

One warning: once it is changed, it does not keep a history of what was entered previously. You would need to go back and look at the relevant court order to see the history.

Educational permissions are specific to the parent and child and must be completed for each. These include

- Whether the parent can learn the child's placement from school records,
- Whether the parent can make decisions for the child under IDEA,
- Whether the parent may participate in school activities,
- And whether the parent may view school records.

Clicking the boxes indicates that the parent IS PERMITTED.

Click "save" when you are done with each section!

The **visitation** section is specific to the juvenile. Complete the text box, which will go into the court order exactly as it is written, following the sentence: "The Court finds the visitation plan is appropriate for the juvenile(s) and the parent(s) and the siblings, if separated. Specifically, visitation shall be:"

Hint: If you need the same text for more than one child, type it in the first box, then highlight it and press Ctrl c. Then click in the next box and press Ctrl v.

If you put "supervised for two hours weekly with mother, unsupervised for two hours weekly with father." in the text box, it would appear in the order as: "The Court finds the visitation plan is appropriate for the juvenile(s) and the parent(s) and the siblings, if separated. Specifically, visitation shall be: supervised for two hours weekly with mother, unsupervised for two hours weekly with father."

For visitation, the default is that the visitation box is checked. Unchecked means that child does not have visitation with anyone.

If a parent's rights have been terminated and the judge has ordered a goodbye visit, put that in the visitation text box. It might read something like, "The mother shall have a goodbye visit, lasting no more than one hour, in the presence of the children's therapist."

If a parent's rights have been terminated but a relative or relatives have been granted ongoing contact, put the details in the visitation box for the child.

Click "save" when you are done!

- Main Page
- Active Case List
- List By Juvenile
- List By CHRIS Case ID
- List By Closed AAL
- Closed Case List
- Logoff
- Reports

Docket #: DN26JV-09-3000
Case Name: MARSHALL
Hearing Date: 16-SEP-2009
Hearing: ADJUDICATION HEARING

Education Permission - Mother

[Save Education-Mother](#)

Parent Permitted To...

MOTHER: SARAH MARSHALL

	CHILD PLACEMENT	IDEA DECISIONS	SCHOOL ACTIVITIES	SCHOOL RECORDS
SIERRA MARSHALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STEVIE MARSHALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Education Permission - Father

[Save Education-Father](#)

Parent Permitted To...

FATHER: FATH - TIM MARSHALL

	CHILD PLACEMENT	IDEA DECISIONS	SCHOOL ACTIVITIES	SCHOOL RECORDS
SIERRA MARSHALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STEVIE MARSHALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Visitation

[Save Visitation](#)

- If the visitation details have **NOT** changed, no action is required.
- If the visitation details have changed:
 - Clear the information below for the related juvenile.
 - Enter new visitation details, then press Save Visitation.

Juvenile	The court finds it in the best interest of the child that the visitation shall be:	Date Entered
<input checked="" type="checkbox"/> SIERRA MARSHALL	One hour weekly with both parents, supervised by DHS.	19-JUL-12
<input checked="" type="checkbox"/> STEVIE MARSHALL	One hour weekly with both parents, supervised by DHS.	19-JUL-12

row(s) 1 - 2 of 2




Financials (this tab is OPTIONAL)

This file allows you to enter information about child support, parental income (specific to each parent) and whether the parent has responsibility to pay for services.

Click “save” when done!

DNet Case Management System DROBINSON

Status Findings Case Goal Orders Evidence Education/Visitation **Financials** Removal [Return to Case Overview](#)

Docket #: DN26JV-09-3000 **Case Name:** MARSHALL **Hearing Date:** 20-AUG-2009 **Hearing:** PROBABLE CAUSE HEARING 

Child Support

Child Support Ordered:

Parent Ordered To Pay:

Amount Ordered To Pay:
Format:(999.99)

Effective Date:

Payment Frequency:

Child Support Redirected:

Redirected From:

If yes, Where Is Support Currently Being Sent:

Parental Responsibility

Parent Ordered To Pay For Services:


If yes, List Services:

Is the parent required to pay for or reimburse the Department for failure to keep appointments for drug screens, psychological evaluations or other services funded by the Department?

Parental Income

Mother Income/Resources:

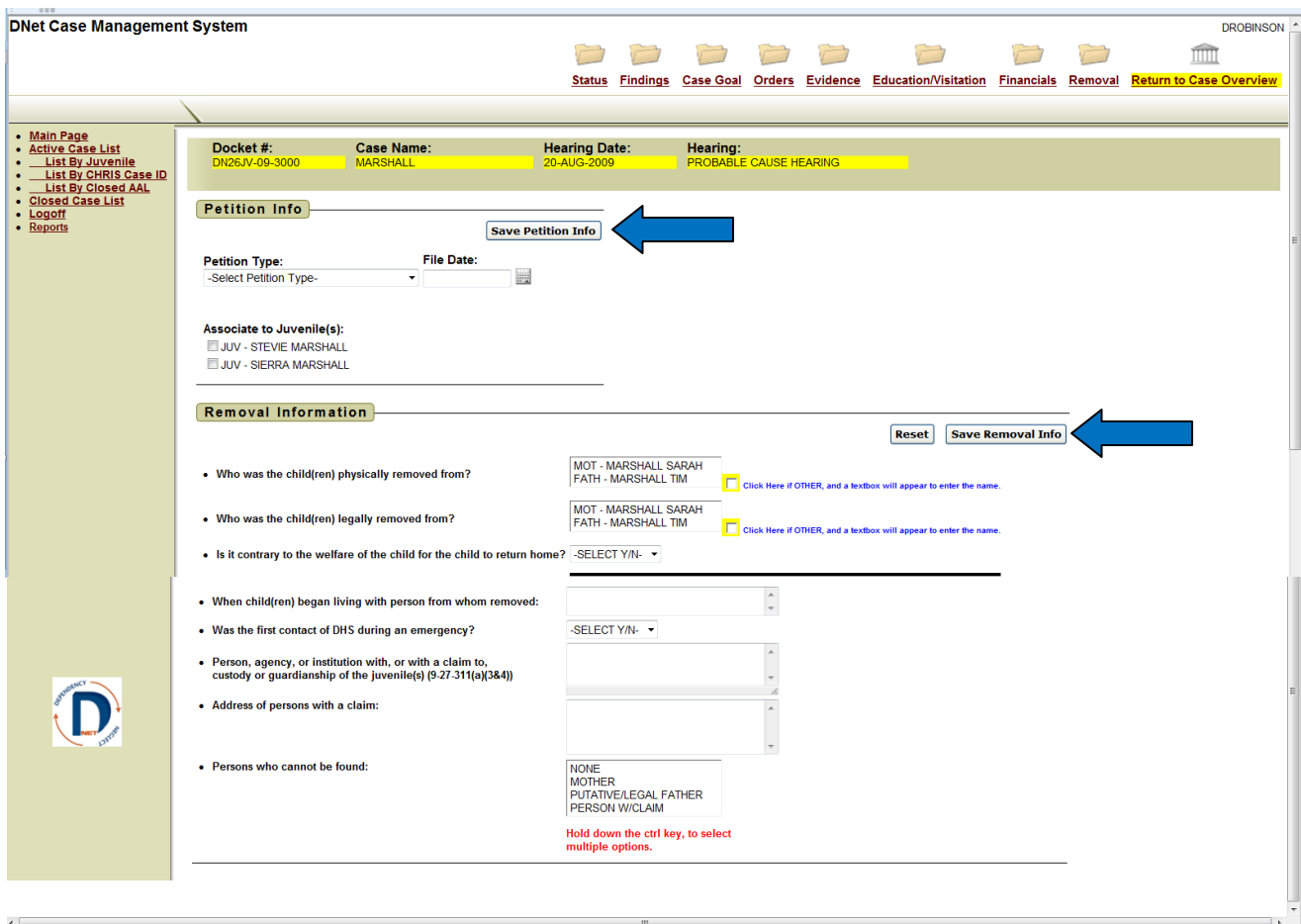
Father Income/Resources:



Removal

The removal information is populated from CHRIS, though additional information can be added in DNet.

The petition type (30 day, emergency, emergency less-than-custody) can be associated to one or more juveniles. If the juveniles have different removal information (different petition dates or types) then first enter the petition type and file date for one child, save, then enter it for the next. Save the petition information before going on to removal information.



DNet Case Management System DROBINSON

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Docket #: DN26JV-09-3000 **Case Name:** MARSHALL **Hearing Date:** 20-AUG-2009 **Hearing:** PROBABLE CAUSE HEARING

Petition Info

←

Petition Type: -Select Petition Type- **File Date:**

Associate to Juvenile(s):

JUV - STEVIE MARSHALL
 JUV - SIERRA MARSHALL

Removal Information

←

- Who was the child(ren) physically removed from?
MOT - MARSHALL SARAH
FATH - MARSHALL TIM Click Here if OTHER, and a textbox will appear to enter the name.
- Who was the child(ren) legally removed from?
MOT - MARSHALL SARAH
FATH - MARSHALL TIM Click Here if OTHER, and a textbox will appear to enter the name.
- Is it contrary to the welfare of the child for the child to return home? -SELECT Y/N-
- When child(ren) began living with person from whom removed:
- Was the first contact of DHS during an emergency? -SELECT Y/N-
- Person, agency, or institution with, or with a claim to, custody or guardianship of the juvenile(s) (9-27-311(a)(3&4))
- Address of persons with a claim:
- Persons who cannot be found:
NONE
MOTHER
PUTATIVE/LEGAL FATHER
PERSON W/CLAIM
Hold down the ctrl key, to select multiple options.

Closing a Case

To close a case, go the Case Overview page. First click on the edit button next to a child's name (arrow 1 below).

Case Overview

County: GARLAND
 District: 18TH E CIRCUIT
 Docket#: DN26JV-09-3000
 CHRIS Case ID:
 Case Name: MARSHALL

Original File Date: 08/18/2009
 Case Status: OPEN

Case Participants

Link	System ID	Name	Participant Type	Start Date	End Date
	AR84010	MARGARET A R BEAM	ATTORNEY AD LITEM	18-AUG-09	
	913211337	DEBRA LYNN KENNEMER	CASA SUPERVISOR	30-AUG-09	
	903816311	DIANE LESLIE ROBINSON	COURT APPT SPECIAL ADVOCATE	18-SEP-09	
	@252700	TIM MARSHALL	FATHER	18-AUG-09	
	C18ED02	HON. VICKI COOK	JUDGE	18-AUG-09	
	@252702	SIERRA MARSHALL	JUVENILE	18-AUG-09	
	@252701	STEVIE MARSHALL	JUVENILE	18-AUG-09	
	@252699	SARAH MARSHALL	MOTHER	18-AUG-09	
	AR91033	CECILIA R DYER	OFFICE OF CHIEF COUNSEL	18-AUG-09	
	AR82125	WILLIE E PERKINS JR	PARENT COUNSEL APPOINTED	18-AUG-09	

Court Orders

File Name	Date Added	Author
MARSHALL ADJUDICATION_ORDER.DOC	18-JUL-12	DROBINSON

Admitted Documents

File Name	Date Added	Author
MARSHALL AFFIDAVIT.PDF	18-JUL-12	DROBINSON

Shared Documents

File Name	Date Added	Author
CASA	18-JUL-12	DROBINSON

Days Since Start of Case

STEVIE	1,066
SIERRA	1,066

This will bring up the “participant maintenance” screen, which looks like this:

Participant Maintenance

Docket#: DN26JV-09-3000 Case Name: MARSHALL

Participant Type: JUVENILE Name: SIERRA MARSHALL

Start Date: 08/18/2009 End Date:
 Format:(MM/DD/YYYY) Format:(MM/DD/YYYY)

Closed Reason: -NONE-
 Closed Context: -Select Closed Context-

Participant Address

Address:
 City: State: Zip Code:
 Home Phone: Cell Phone: Fax:
 Email Address:

Associated Parties

Assoc	Participant Type	Name
<input type="checkbox"/>	PARENT COUNSEL APPOINTED	WILLIE PERKINS JR
<input checked="" type="checkbox"/>	ATTORNEY AD LITEM	MARGARET BEAM
<input type="checkbox"/>	CASA SUPERVISOR	DEBRA KENNEMER



Enter the end date for the child. You will then be required to choose a closed reason (the outcome of the case for the child) and the closed context (hearing or agreed order). This must be done for each child separately.

The options for closed reason are shown below:

Closed Reason:	-NONE-
Closed Context:	-NONE-
Participant	1 OR MORE PARTIES ON RUN STATUS
	ADOPTION
	CASE CONSOLIDATED
	CHILD DECEASED
	CHILD REACHED MAJORITY
	GUARDIANSHIP-NONRELATIVE
	GUARDIANSHIP-RELATIVE
	JUV 18-21 OPTED OUT OF CARE
	JUVENILE ENTERED IN EROR
Address:	MAJORITY - TURNS 21
	NO FINDING OF DN
	OTHER
City:	PERMANENT CUSTODY-NONRELATIVE
	PERMANENT CUSTODY-RELATIVE
Home Phone:	REUNIFICATION W/NONCUSTODIAL PARENT
	REUNIFICATION W/PARENT/GUARDIAN FROM WHOM REMOVED
Email Address:	TRANSFER TO ANOTHER JURISDICTION

Note the difference between "JUV 18-21 OPTED OUT OF CARE" and "MAJORITY - TURNS 21," and that for both guardianship and permanent custody there are relative and non-relative options. For reunification, there are different options for the noncustodial parent, which means noncustodial before the case began, and the parent/guardian from whom the child was removed. Please do not use the option "OTHER" if you can possibly avoid it. If you are uncertain what reason to use, please contact Jeff Cotton (jeff.cotton@arkansas.gov).

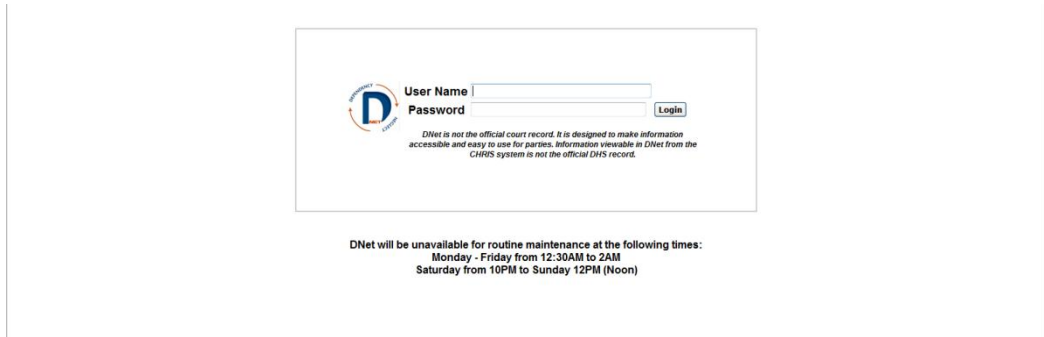
Once the reasons and dates have been entered for the child, click "submit update," and repeat with any other children on the case. Only after all of the children have been closed will you be able to close the rest of the case.

Next click on "case closure," (arrow 2). Add the case close date and click "add close date." This will automatically add the end date for all parties to the case. Once a case is closed, you will not be able to edit it.

Opening Reports

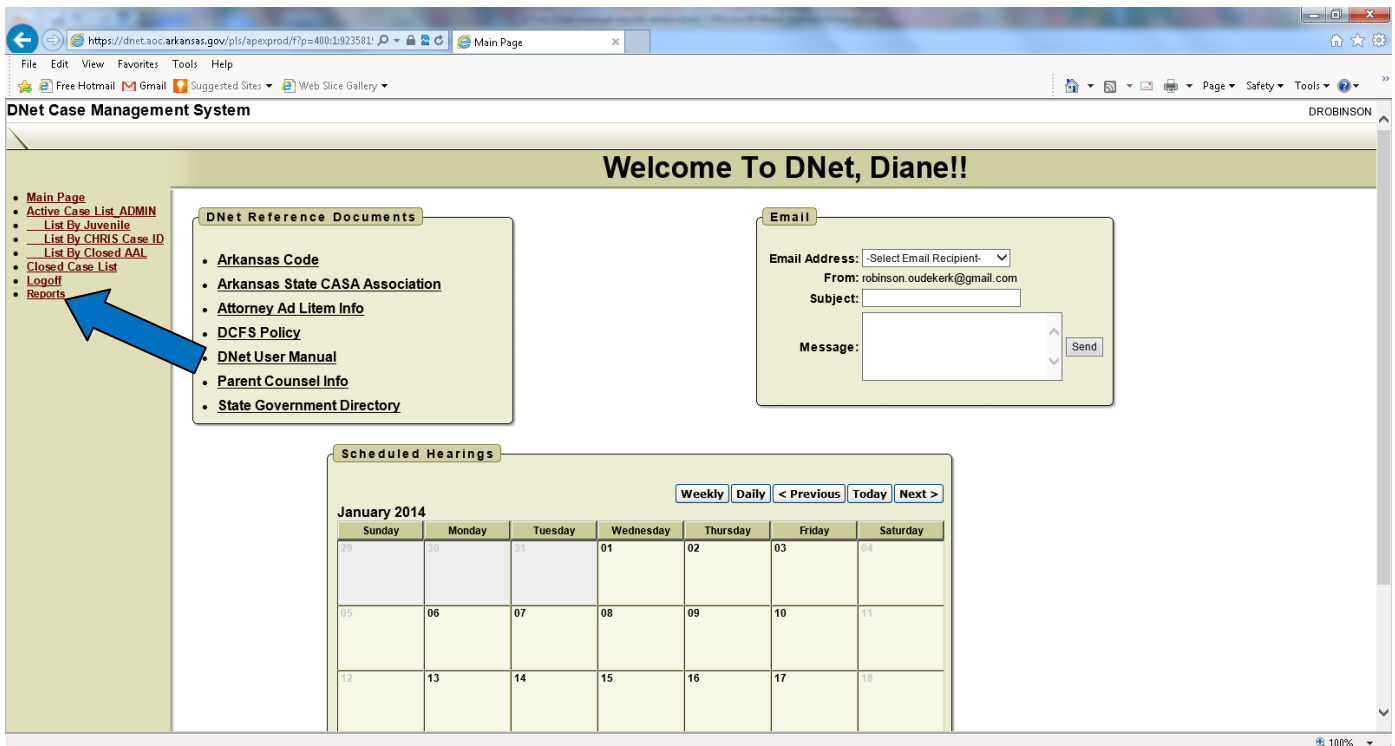
Go to <http://dnet.aoc.arkansas.gov>.

You should see a screen that looks like this:



Enter your user name, which you have received from the AOC (for most users it is first initial, middle initial, last name). If you do not have a password, send an email to dnet@arkansas.gov.

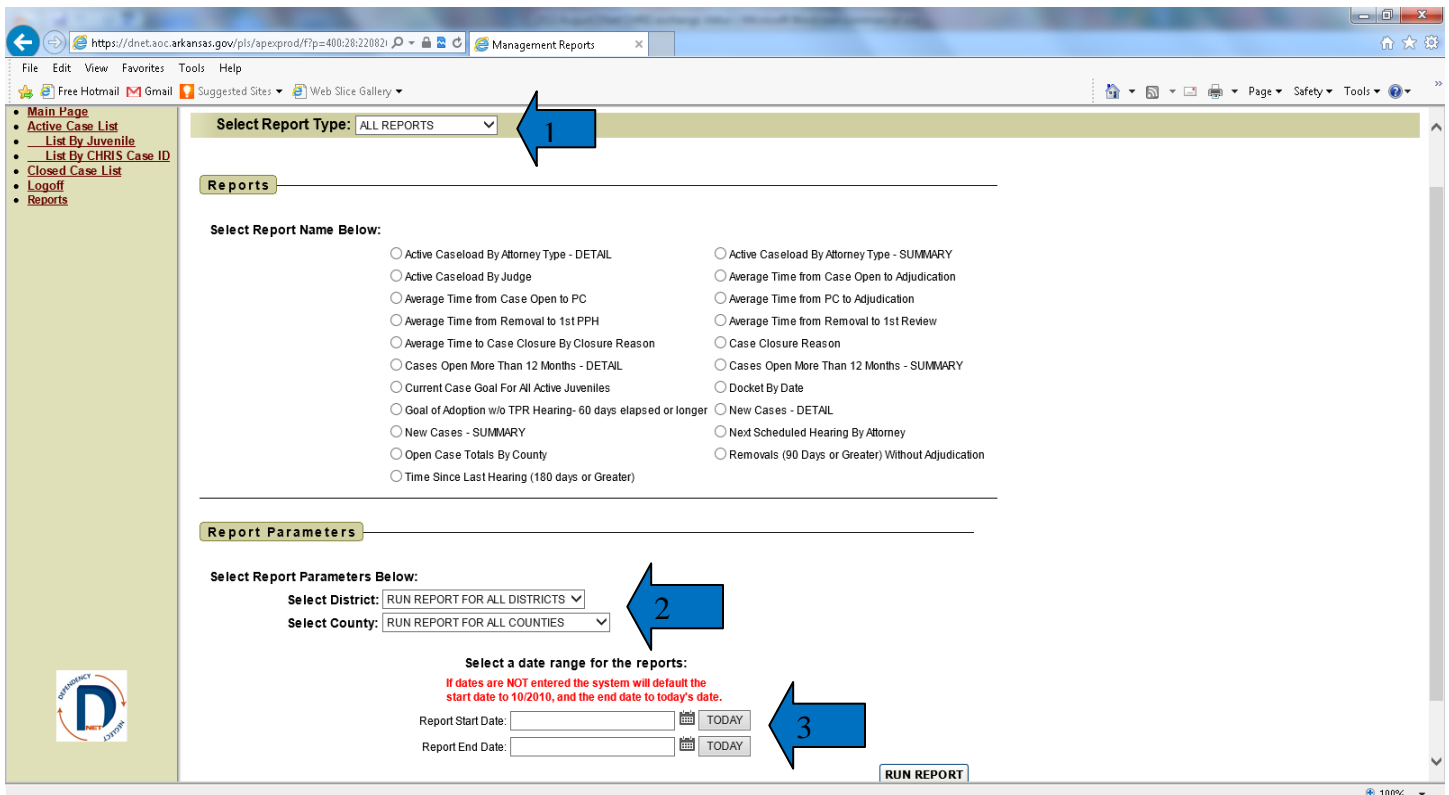
Next, you should see a screen that looks like this:



This is the main page. From this page, you will be able to access reports by clicking on "Reports" in the menu to the left.



This will bring you to the reports screen. The default is to see all reports, but if you prefer to see fewer options click on the arrow next to "ALL REPORTS". This will let you choose from case management, timeliness reports, and attorney management.

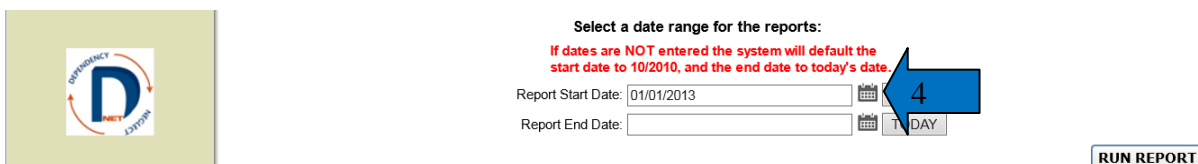


To generate a report:

1. Click on the report name.
2. If you work in more than one district or county, you can select the district or county (arrow #2). The default is that you will see information pertaining to all cases for which you are a participant.
3. If relevant, you can select a date range (arrow #3).

Notes on dates:

If dates aren't entered for a report that requires dates, it will default to providing information from October 2010 to present. The system requires dates in the following format: MM/DD/YYYY. You may find it easier to click on the calendar icon to select the date (arrow #4) or to click on "TODAY" which will insert today's date.





When you request a report, it is run at that moment from the DNet database. You will get up-to-date information, but depending on your internet connection and how much traffic is hitting the database it may take up to two minutes to run. Please be patient.

Report Descriptions

Below is a description of each report.

Name of report	Description	Date required?	Comment
Active Caseload by Attorney Type - DETAIL	By county, shows docket #, open date, case name, current case goal, concurrent case goal.	No	Report is based on current date.
Active Caseload by Attorney Type - SUMMARY	Attorney name, county, total number of cases	No	Report is based on current date.
Active Caseload by Judge	Docket number, open date, case goal, concurrent goal	No	
Average Time from Case Open to Adjudication	By judge, number of cases, average time, and median time.	Yes	Also provides state average and median.
Average Time from Case Open to PC	By judge and county, number of cases, average time, and median time	Yes	Also provides statewide average and median.
Average Time from PC to Adjudication	By judge and county, number of cases, average time between hearings, median time between hearings	Yes	Also provides statewide average and median.
Average Time from Removal to 1st PPH	By judge and county, number of cases, average time, and median time	Yes	Note that the dates are based on case opening, so for a good report the cases have to be old enough to have had a PPH.
Average Time from Removal to 1st Review	By judge and county, number of cases, average time, and median time	Yes	Note that the dates are based on case opening, so for a good report the cases have to be old enough to have had a Review Hearing.
Average Time to Case Closure by Closure Reason	By circuit and county, closure reason, # of cases, average time to closure, median time to closure.	Yes	Default is statewide report. Dates based on case closure. If you select your county or circuit, you will get only that county along with statewide statistics.
Case Closure Reason	By county, # and % of cases closed for each closure reason	Yes	Also includes statewide statistics.
Cases Open More Than 12 Months - DETAIL	By county, docket number, open date, and case name	No	



Cases Open More than 12 Months-SUMMARY	Statewide report by district and county, total numbers only. Statewide total at bottom.	No	
Current case goal for all active juveniles	By county, docket number, juvenile name, age, days case open, and current case goal	No	
Docket by Date	Docket number, case name, days open, type of hearing, hearing time, legal counsel and DCFS assigned to case, parent name(s)	Yes (put date in start)	Must select a judge. Can run this for only one date at a time.
Goal of Adoption w/o TPR Hearing - 60 days elapsed or longer	By county, docket #, date goal first set, days elapsed.	No	Some of these may be old cases where no TPR hearing is entered but has happened.
New Cases Detail	By county, docket #, days opened, # of children on case	Yes	
New Cases Summary	By county, # of cases, # of children	Yes	
Next Scheduled Hearing by Attorney	By county, docket #, hearing type, hearing date	No	
Open Case Totals by County	Statewide report, by district and county, total cases & total children	No	
Removals (90 days or Greater) Without Adjudication	Docket #, juvenile ID, removal date, and days since removal	No	
Time Since Last Hearing (180 days or greater)	Docket #, last hearing type, last hearing date, and time elapsed	No	

If you see errors on the reports, please email dnet@arkansas.gov.



Special Notes

Required Fields

Certain fields are required in DNet. These are:

- County, filing date, docket number, case name
- Parties to the case
- Date and type of each hearing and whether it was held.
- Findings of hearings
- Case goals
- Closing reason and date

Data Exchange

The information exchange will occur at the following times:

- 9:00 a.m.
- 12:00 p.m.
- 3:00 p.m.
- 11:00 p.m.

This means that any information entered into CHRIS at 8 a.m. would be able to be viewed in DNet after 9 a.m. Any information entered into CHRIS at 9:45 a.m. would be viewable in DNet after noon.

Errors

If you get an error that starts with “ORA,” please contact the help desk. It will be most helpful if you do a screen print of the screen with the error and send the screen print. To do a screen print, look for a key with “PrtSc” or “PrtScn” on your keyboard. It’s usually in the upper right section, and you’ll need to hold the “Ctrl” key while pushing the “PrtScn” key. Then go to your word processing program, open a new document, and press “Ctrl” and the “V” key to paste the screen shot in

Appeals

This system is not yet connected with the Court of Appeals, so this will have to be entered and maintained by one of the case participants.

FINS

If a FINS case becomes a dependency-neglect case, then it needs to be initiated as such in CHRIS. If the child is placed in foster care it will come over to DNet as a new removal and we can initiate the case. If the child is not placed in foster care, then you can “call” the case by putting in the CHRIS ID on the case initiation page.

Tabs

Tabs include the following information. Those marked in bold are required.

- **Status**: **Attendees, hearing status**, notice
- **Findings**: **specific to type of hearing, reasonable efforts findings**
- **Case Goal**: **case goal for each child, history of goals**, adoption information (if relevant)
- Orders: orders for juveniles, parents, DCFS, others (check boxes and text fields)
- Evidence: check boxes for most common types, text box for other
- Education/Visitation: educational rights of the parents, visitation for each child
- Financial: child support, parental income, parental responsibility to pay for services
- Removal: removal date, petition type, petition date, who the child was removed from and on what date



DNet Security & Privacy Agreement

I, _____, agree to the following:
Printed name

1. Confidential information may be used only as permitted by applicable state and federal laws, including A.C.A. § 12-18-201-209 (Child Maltreatment: Offenses & Penalties), A.C.A. § 9-27-309 (Juvenile Code: Confidentiality of Records), and A.C.A. § 9-28-407 (Juvenile Code: Licenses Required & Issued) as well as Arkansas Supreme Court Administration Order 19 (Access to Court Records).
2. Any disclosure, use, or attempted use of confidential information for any purpose unrelated to the D-N case will be subject to any remedy at law.
3. No one with access to DNet may share his or her username or password with anyone for any purpose.
4. No one with access to DNet may store his or her username and password together.
5. DNet is to be used only:
 - a. to serve or represent a party or a party's clients in connection with official duties,
 - b. to monitor permanency outcome measures for one's court or county/area,
 - c. to make administrative reports as required, and
 - d. to produce court orders.
6. Any computer used for DNet must have:
 - a. Password protection
 - b. Updated anti-virus software
 - c. Updated anti-spyware software
7. Any documents downloaded from DNet or information collected from DNet shall not be emailed unless encrypted.
8. Care must be taken so that others do not see information on the computer screen. Don't leave DNet up on your screen when visitors may be able to see it. When using DNet in court, turn your computer so that unauthorized individuals cannot see what is on the screen. Log off when leaving your computer unattended, even for a short time.
9. If you suspect ANY security problem such as unauthorized access or a compromised password, contact your supervisor and the DNet help desk immediately.
10. DNet is not the official court record. It is designed to make information accessible and easy to use for parties. Information viewable in DNet from the CHRIS system is not the official DHS record.

Signature: _____

Date: _____