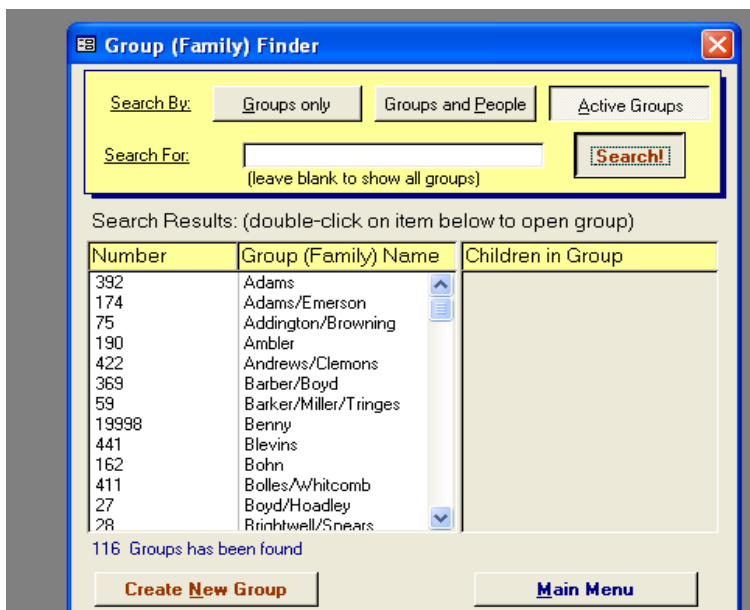


# Adding a Hearing to a Group Record V4

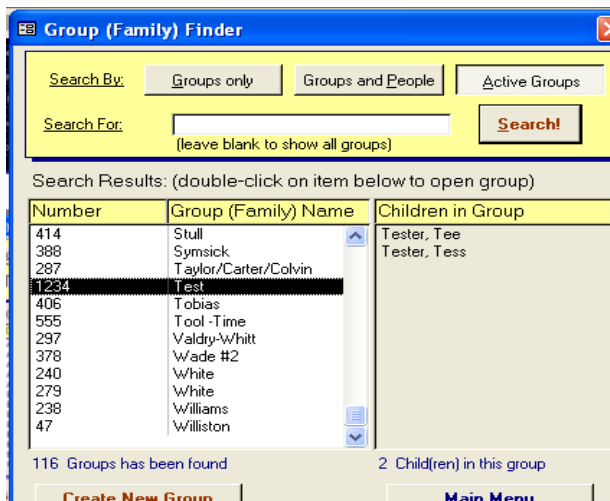


1. On the **Main Menu** click on the **Group/Child Information** Button



2. On the **Group Finder** screen click on the **Search Active Groups** button.

*(In Order to add a Hearing, you must have added a child, group and petition information to your COMET database)*



3. Select a group a from the list of Groups highlight and double Click

# Adding a Hearing to a Group Record V4

Group (Family) Information

Group Number: 1234 Identifier: Test Group Finder

New Group Delete Group Edit Group Report Menu Main Menu

Children Family Interested Persons/Other Hearings Meeting Court Orders History

New Delete Date Location Status

Hearing Type:

Hearing Time: \_\_\_\_\_

Hearing Location: \_\_\_\_\_

Hearing Status: \_\_\_\_\_

Docket Number: \_\_\_\_\_

Judge: \_\_\_\_\_

Date court order filed: \_\_\_\_\_

Date court order received: \_\_\_\_\_

Involved Family Members:

Quick Add Hearing

Hearing Date: 8/1/2005 \*  
Hearing Time: 10:00 AM  
Hearing Location (10): RCCSB  
Hearing Status(12): Review - 6 mths  
Docket Number: 5555  
Judge/Referee: Rosebrough - Schneider New Judge  
Date court order filed: \_\_\_\_\_  
Date court order received: \_\_\_\_\_

Hearing Type (13): Case Plan Amendment  
Petitions: Tester, Tee - 777 JA  
Tester, Tess - 777

Select the child(ren) involved in this hearing. If no children appear, go to the Child Information screen to add a petition number.

Involved Family Members:  
Tester, Tim  
\* \_\_\_\_\_

\* Required Field

Cancel OK

Hearing Information

Hearing Date: 8/1/2005 \* Group: 1234 - Test Find Hearing

New Hearing Delete Hearing Group Information Main Menu

Hearing Information Involves Volunteer Input Court Orders Adjudication Placements Notes

Hearing Information

Hearing Date: 8/1/2005 \*  
Hearing Time: 10:00 AM  
Hearing Location (10): RCCSB  
Hearing Status (12): Review - 6 mths  
Docket Number: 5555  
Judge/Referee: Rosebrough - Schneider, New Judge  
Date court order filed: \_\_\_\_\_  
Date court order received: \_\_\_\_\_

Hearing Type (13): Case Plan  
\* Case Plan  
Hearing Outcomes (11):  
Present at Hearing(33):

\* Required Field  
Go to the Involves tab to connect each child to this hearing. On the Involves tab select the Child and Petition Number involved in this hearing.

1. On the **Group Information** >screen click on **Hearings Tab** Information screen click on **New** button on hearing screen.

2. The Quick Add Hearing Screen opens

You must fill in the Hearing Date (Red Asterisk) in order to add a hearing. You can enter location, status, docket number, affiliate a judge, Hearing Type, and involved family members. In order to affiliate a child and a volunteer to hearing you must select a **Petition** from the dropdown list Click OK

Click on GoTo button to enter Hearing Information screen of hearing just entered.

Select Volunteer Input to button to enter Volunteer information as it pertains to a hearing.