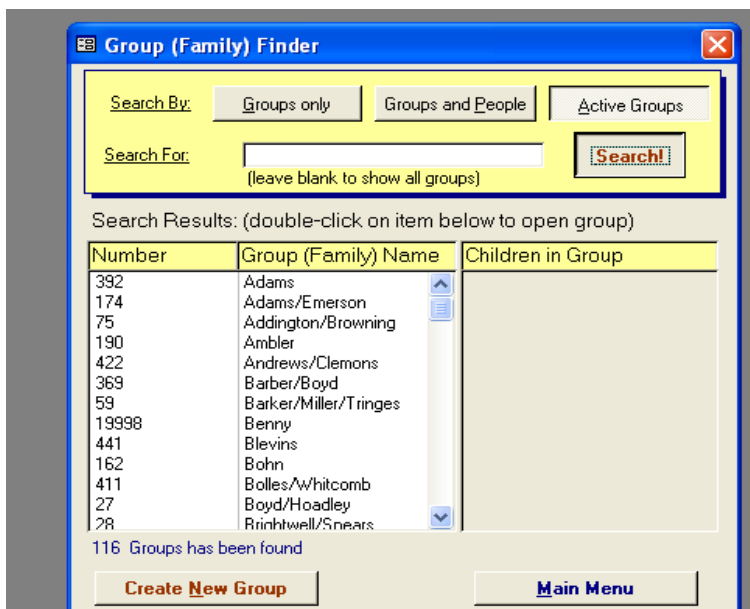


Adding a Petition to a Childs Record V4

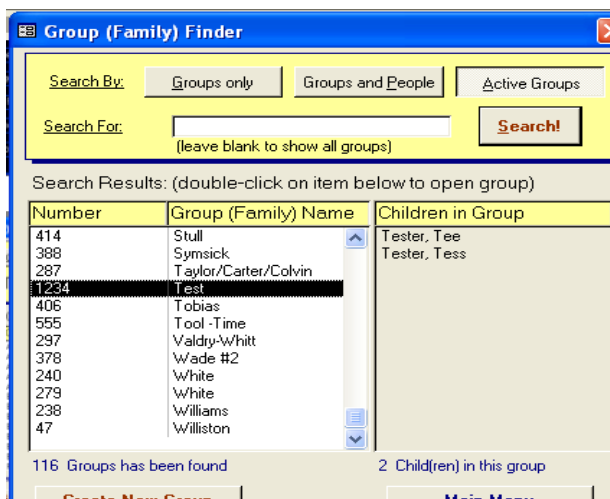


1. On the **Main Menu** click on the **Group/Child Information** Button



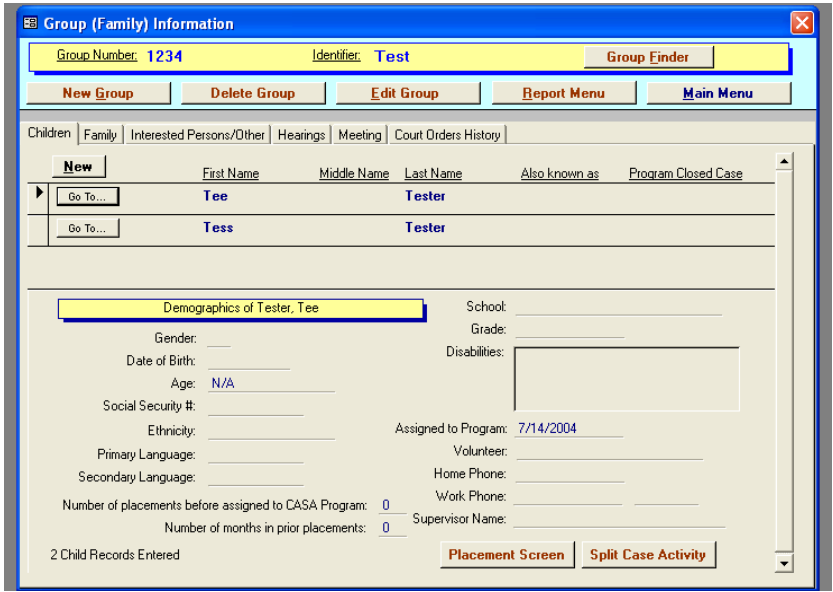
2. On the **Group Finder** screen click on the **Search Active Groups** button.

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

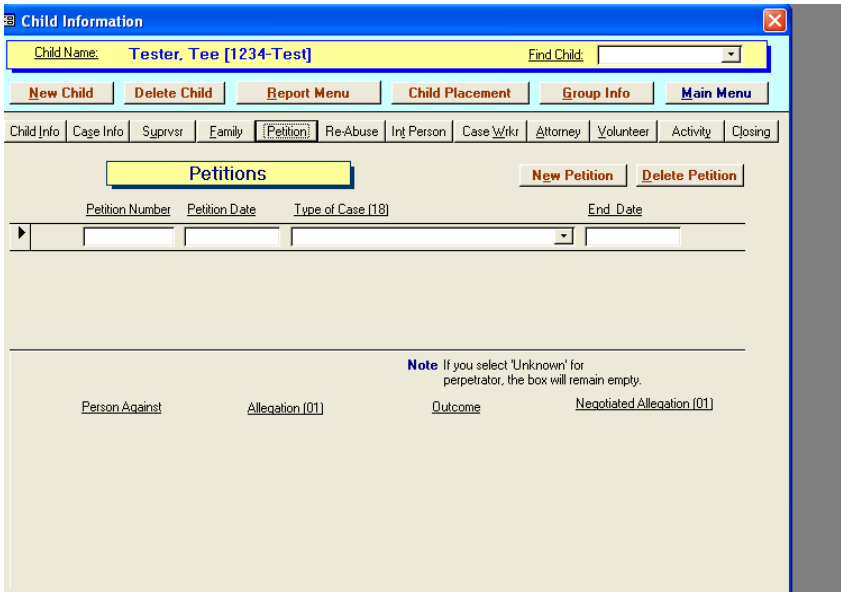


3. Select a group a from the list of Groups highlight and double Click

Adding a new petition



1. On the **Group Information** >screen click on **GO TO** child button next to the child’s name on the **Children** Information screen



2. The **Child Information** screen opens. This opens up the child individual record which includes the following buttons:

Case info, Family info, **Petitions**, Re-abuse, Interested Persons, Case workers, Supervisors, Attorneys, Volunteers, and closing case information. Click on each button to see each of these screens. Click on the **Petitions** button to enter petitions

Child Information

Child Name: **Tester, Tee [1234-Test]** Find Child: []

New Child **Delete Child** **Report Menu** **Child Placement** **Group Info** **Main Menu**

Child Info | Cage Info | Suprvsr | Family | **Petition** | Re-Abuse | Int Person | Case Wrkr | Attorney | Volunteer | Activity | Closing

Petitions **New Petition** **Delete Petition**

Petition Number	Petition Date	Type of Case (18)	End Date
▶ 777-JA	4/4/2005	Neglected	
* []	[]	[]	[]

Allegations under petition #777-JA **Note** If you select 'Unknown' for perpetrator, the box will remain empty.

Person Against	Allegation (01)	Outcome	Negotiated Allegation (01)
▶ []	[]	[]	[]

Once the petition is open, click on petition number field to enter number – Enter Date in Petition Date Field and select **Type of Case (18)** from drop down list.

Once **Type of Case (18)** field is entered you can now add allegations to the petition.

Child Information

Child Name: **Tester, Tee [1234-Test]** Find Child: []

New Child **Delete Child** **Report Menu** **Child Placement** **Group Info** **Main Menu**

Child Info | Cage Info | Suprvsr | Family | **Petition** | Re-Abuse | Int Person | Case Wrkr | Attorney | Volunteer | Activity | Closing

Petitions **New Petition** **Delete Petition**

Petition Number	Petition Date	Type of Case (18)	End Date
▶ 777-JA	4/4/2005	Neglected	
* []	[]	[]	[]

Allegations under petition #777-JA **Note** If you select 'Unknown' for perpetrator, the box will remain empty.

Person Against	Allegation (01)	Outcome	Negotiated Allegation (01)
▶ Tester, Tim	Abandonment	[]	[]
* []	[]	[]	[]

Select **Person Against** from the dropdown list. This list includes family members and interested persons.

You can now select **Allegations (01)** from the dropdown list.