

FOR YOUR INFORMATION

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Issue 17-16

Date: 05/04/17

NEW Juvenile Court Last Minute Information Filing System Transmission of Last Minute Information and Walk-On Request to Court

This FYI serves as notice that Last Minute Information (LMI) for the Court (DCFS 4216) and Walk-On Requests are to be uploaded into the new Juvenile Court Services Last Minute (JCLMI) Filing System. Effective, May 1, 2017, it is no longer permissible to fax or email Last Minute Information for the Court and Walk-On requests.

This process applies to LMI Only and Walk-On Reports. Do not submit Status Reviews, JDX/Dispo reports or Progress/Supplemental reports for court hearings via the JCLMI Filing System.

Please follow existing procedures for the delivery of all other reports which includes delivery by messenger service, in person, or through the Court Report Document Management System (CRDMS/(D2 Document system) if you are in a CRDMS/D2 office. Please refer to policy 0300-308.07 *Timeframes for Submissions of Court Reports* for existing guidelines of completing and submitting timely court reports.

LMIs should only be utilized when there are exceptional circumstances which are necessary to supplement a report that has already been submitted to court.

Attached are the instructions for uploading and submitting a document.

- Save the LMI or Walk-On Request as a PDF.
- Go to LA Kids under Web System Listings.
- Select: [Juvenile Court Last Minute Information Filing System](#) **NEW!**
- Upload the document into the LMI application and submit.
 - You will receive a notice on the screen that the LMI or Walk-on report was successfully uploaded. You can also go to the Home page of the JCLMI Filing System for a listing of all of your LMI and Walk-On filings.

For New Arraignment/Detention Hearings:

- For additional information received on the day the Petition is being prepared, send the LMI to IDC.
- For additional information received on the day of the Arraignment/Detention Hearing, use the JCLMI Filing System.
 - Obtain the Court Number from CWS/CMS.
 - Once you are in the JCLMI Filing System, if the case has not been assigned to a Department (Court Room), use the Court Department drop down menu and select: "New Detention".

Once you have successfully submitted the LMI or Walk-On, the designated Unit Clerks for each courtroom will access the report, print, and deliver the LMI to the courtroom and the Court Liaison Unit will process the Walk-On Reports.

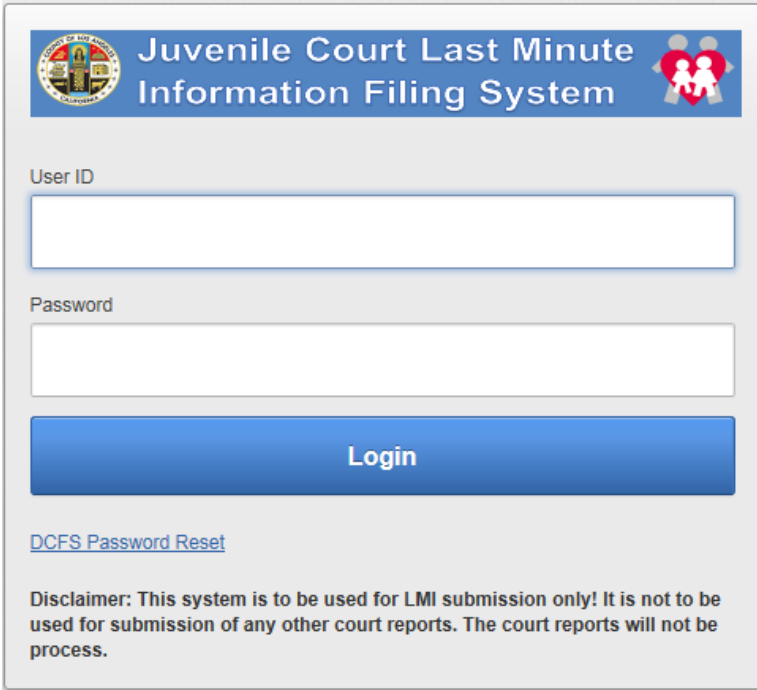


If you have any questions regarding this release please e-mail your question to:

Policy@dcfs.lacounty.gov

How to use the Juvenile Court Last Minute Information (JCLMI) Filing System

1. Go to LAKids website.
2. On the right side of the screen, Select Web systems listing and click on the URL link called Juvenile Court Last Minute Information (JCLMI) Filing System.
3. Enter your User ID: “e” in front of your employee number.
4. Enter your Internet Password.



Juvenile Court Last Minute Information Filing System

User ID

Password

Login

[DCFS Password Reset](#)

Disclaimer: This system is to be used for LMI submission only! It is not to be used for submission of any other court reports. The court reports will not be process.

5. Once log in, you will see your Home page with information on all uploaded LMI cases for 30 days.

Home		Upload Document									
Q-											
Go											
Actions ▾											
Court No.	Dept No.	Hearing Date	ROR Hearing Date	Hearing Type	Child First Name	Child Last Name	Download File	Submitted By	Submitted Date	Processed Date	
BK07440	420	04/11/2017	-	Adjudication	TASHAWN	WILLIAMS	Download File	Fong, Jerry	04/10/2017 01:35PM	-	
123456	1	04/10/2017	-	-	TEST 2	TEST 1	Download File	Fong, Jerry	04/10/2017 01:22PM	-	
1234567	418	04/11/2017	-	-	JERRY	FONG	Download File	Fong, Jerry	04/10/2017 08:59AM	-	
CK56745	-	04/07/2017	-	-	JERRY	FONG	Download File	Fong, Jerry	04/07/2017 04:21PM	-	

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6. To upload a LMI or Walk-on, click on the “Upload Document” tab.
7. Select either “Last Minute Information” or “Court Walk-On Report Only”.

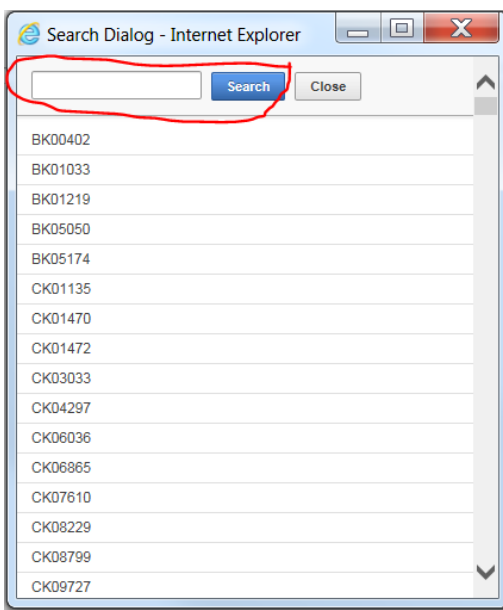
Record Management

Last Minute Information
 Court Walk-On Report Only

* Court Case Number  

[Next >](#)



8. Either click on the up arrow button or type in the court case number (e.g. DK12345). If you select the up arrow button, a listing of court cases are available for you to select from. If the court case number is not available, you can manually enter the court case information.



9. Once the court case is found, click on the court case hyperlink to go into the detail information of the court case.

Record Management

Last Minute Information
 Court Walk-On Report Only

* Court Case Number  

Court No.	Hearing Date 	Hearing Type	Dept. No.	Oldest Child LN	Oldest Child FN	DOB
BK05174	04/27/2017	Review of Permanent Plan	405	PAUL	ADIANNA	10/25/1999

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10. Make sure information is correct and to upload the LMI scanned document, click on “Browse” to select the document to upload to the system.
11. Click on “Upload LMI” button and click “OK” to upload.
12. Go to the “Home Tab” to find the record you just uploaded.

Home Upload Document

Record Management

Upload Document #

* Court No. BK05174

* Hearing Date 04/27/2017

ROR Hearing Date

* Court Dept. No. 405

* Oldest Child Last Name PAUL

* Oldest Child First Name ADIANNA

* PDF File Only C:\Users\le160190\Downloads\UserManual.pdf Browse...

Cancel

< Previous Upload LMI

1. To upload a new LMI, follow the steps from steps 6 through 11.



If you have any questions regarding this release please e-mail your question to:

Policy@dcfs.lacounty.gov