

FOR YOUR INFORMATION

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Issue 17-27

Date: 08/30/17

Filing of Reports to Superior Court for Dependency Hearings

This FYI serves as notice that effective July 24, 2017 the court began implementation of the new case management system for dependency cases, known as the Odyssey Case Management System. During the transition phase, the court is now scanning court documents into the new case management system as part of their move into an electronic environment for all case documents. In December 2017, DCFS will electronically file all court reports.

Per instructions from the Superior Court: Effective August 11, 2017, the Hearing Officer's copy of the report will be removed from the packets by Juvenile Court Services (JCS) clerical staff and delivered to the Superior Court Clerk's office. The clerk's office will sign a daily transmittal acknowledging receipt of all reports. The Clerk's office will scan the report into the Odyssey portal before the hearing. Once they have scanned in the report, the Clerk's office is responsible for getting the Hearing Officer's copy to the courtroom for the hearing.

Procedures for Regional Staff and CPU: Please ensure all reports delivered to JCS (via DCFS Messenger) for distribution are "scan ready." Please do not include any staples, paper clips, or original Certified Mail-Return Receipt (CMRR). Loose CMRR/documents will need to be copied and ready for scanning. All original CMRR/documents **MUST BE RETAINED** in the DCFS case file. All original reports must continue to be two-hole punched.

All photos and birth certificates of children should be attached to the *back* of the court report. Superior Court staff will detach them and place the case number on the documents. Once you have submitted these documents, it will no longer be necessary to resubmit them with subsequent court reports.

*Regional offices currently utilizing CRDMS (D2): JCS will print the court report upon receipt and deliver the Hearing Officer's copy to the Superior Court Clerk's office.



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

Policy@dcfs.lacounty.gov