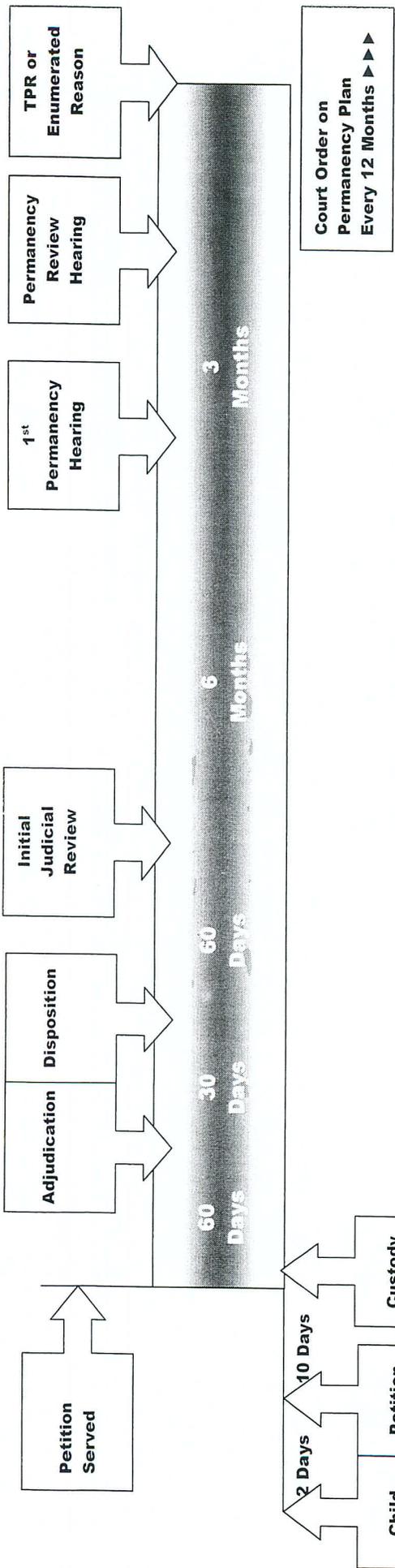


STATE OF NEW MEXICO
ADMINISTRATIVE OFFICE OF THE COURTS

**Adoption of Uniform Court Processes in Abuse and
Neglect Cases**

**Training Guide Addendum for Clerks and
Judicial Staff**

September 2014
A PROJECT OF THE CHILDREN'S COURT IMPROVEMENT COMMISSION



Children's Code Timeline



ASFA Timeline

10-501A. Abuse and neglect party information sheet.

**Abuse and Neglect Cases – Information Sheet
(File with Petition or Amended Petition)**
Type or print responses. Required in all abuse and neglect cases.

THIS SECTION FOR OFFICIAL USE ONLY

NOTE TO COURT CLERK:
Docket EVENT CODE 9509, CRT: Abuse & Neglect Party Information Sheet.
Scan document, but will not become part of the official record.

Case number: _____ Assigned judge: _____

Children's Court Attorney's Name: _____

Person Completing Form: _____

Phone Number: _____ E-mail: _____

New petition _____ Amended petition (enter new info only) _____

<i>Enter as much of the following information as possible:</i>			
Minor Child 1			
Name (F, M, L)			
Type of current placement*			
Date of placement			
Date of Birth			
Special Conditions†			
Respondent's Relation to Minor Child**	Respondent 1	Respondent 2	Respondent 3
Minor Child 2			
Name (F, M, L)			
Type of current placement*			
Date of placement			
Date of Birth			
Special Conditions†			
Respondent's Relation to Minor Child**	Respondent 1	Respondent 2	Respondent 3
Minor Child 3			
Name (F, M, L)			
Type of current placement*			
Date of placement			
Date of Birth			
Special Conditions†			
Respondent's Relation to Minor Child**	Respondent 1	Respondent 2	Respondent 3
Add information for additional children as necessary.			

* Type of placement: relative foster care; non-relative foster care; treatment foster care; residential treatment center; mental health facility/non-residential treatment center; juvenile justice facility

† Special Conditions: Indian Child Welfare Act (ICWA); Americans with Disabilities Act (ADA)

** Relation to Minor Child: Parent, custodian, guardian, other

Respondent 1	
Name (F,M,L)	
Other Name (aka)	
Address	
Address	
Date of Birth	
Social Security Number	
Special Conditions [†]	
Respondent 2	
Name (F,M,L)	
Other Name (aka)	
Address	
Address	
Date of Birth	
Social Security Number	
Special Conditions [†]	
Respondent 3	
Name (F,M,L)	
Other Name (aka)	
Address	
Address	
Date of Birth	
Social Security Number	
Special Conditions [†]	
<i>Add information for additional Respondents as necessary.</i>	

[†] Special Conditions: Indian Child Welfare Act (ICWA); Americans with Disabilities Act (ADA)

[Approved by Supreme Court Order No. 14-8300-002, effective for all cases filed on or after August 31, 2014.]

FILED IN MY OFFICE
DISTRICT COURT CLERK

2014 OCT 28 PM 4:41

KATHY GALLEGOS

BY _____ DEPUTY

10-501A. Abuse and neglect party information sheet.

**Abuse and Neglect Cases -- Information Sheet
(File with Petition or Amended Petition)**

Type or print responses. Required in all abuse and neglect cases.

THIS SECTION FOR OFFICIAL USE ONLY

NOTE TO COURT CLERK:

Docket EVENT CODE 9509, CRT: Abuse & Neglect Party Information Sheet.
Scan document, but will not become part of the official record.

Case Number: **D1333-10-2014-00009** Assigned Judge: _____

Children's Court Attorney's Name: David Brainerd _____

Person Completing Form: Sonya Castaneda

Phone Number: 505-863-9556

Email: sonya.castaneda@state.nm.us

New petition X

Amended petition (enter new info only) _____

Enter as much of the following information as possible:			
Minor Child 1			
Name (F, M, L)	Hannah M. Lee		
Type of Current Placement*	foster care		
Date of Placement	10-25-14		
Date of Birth	06-19-2013		
Special Conditions†			
Respondent's Relation to Minor Child**	Respondent 1	Respondent 2	Respondent 3
	Michael Lee	Gina Caro	
<i>Add information for additional children as necessary.</i>			

* Type of placement: relative foster care; non-relative foster care; treatment foster care; residential treatment center; mental health facility/non-residential treatment center; juvenile justice facility

† Special Conditions: Indian Child Welfare Act (ICWA); Americans with Disabilities Act (ADA)

** Relation to Minor Child: Parent, custodian, guardian, other

MERGE PARTY REQUEST FORM

For use when there are duplicate party records for the same individual in Odyssey.

Send to the JID Help Desk – helpdesk@nmcourts.gov , or fax to 505-476-6952

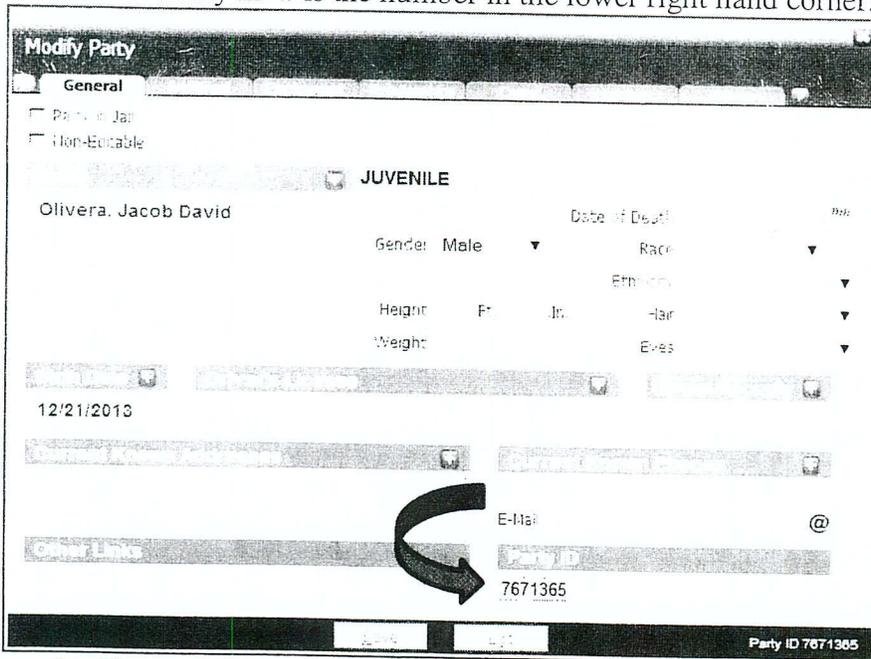
Requested by: _____
 Court: _____
 Phone #: _____
 Email: _____
 Date: _____

Send the Help Desk **all** of the following information on **each party** to be merged–

Party #1		Party #2	
Name:		Name:	
Case #:		Case #:	
*Party ID#:		*Party D#:	

*To find the Party ID # --

1. Go to the Parties Tab on the case
2. Click on the party to be merged to bring up the Modify Case Party Details window.
3. Click on the party name again to bring up the Modify Party window.
4. The Party ID # is the number in the lower right hand corner.



5. If one of the parties is on a sealed case in another court, you will not be able to see that case. In that circumstance, just send the party’s name and the case # in the other court that you’ve received from CYFD.

MERGE PARTY REQUEST FORM

For use when there are duplicate party records for the same individual in Odyssey. Please use one form per party to be merged.

Send to the JID Help Desk – helpdesk@nmcourts.gov , or fax to 505-476-6952

PARTY NAME: _____

Requested by: _____

Court: _____

Phone #: _____

Email: _____

Date: _____

Send the Help Desk **all** of the following information on **each record** to be merged–

Source*: _____

Was Information Verified by Party*: _____

* CYFD, Odyssey, Open Court, etc

* Ideal, but not mandatory.

Record #1		Record #2	
Name:		Name:	
Case #:		Case #:	
*Party ID#:		*Party D#:	

Record #3		Record #4	
Name:		Name:	
Case #:		Case #:	
*Party ID#:		*Party D#:	

If you have more than 4 records to merge, please write Record Information below.

Abuse and Neglect Cases – Party Dismissal Sheet

Type or print responses. Required in all abuse and neglect cases anytime a party is being dismissed from the case. This form should accompany an order.

THIS SECTION FOR OFFICIAL USE ONLY

NOTE TO COURT CLERK:

DOCKET EVENT CODE 9500, CRT: Abuse and Neglect Party Dismissal Sheet.
Scan document, but will not become part of the official record.

Children's Court Attorney's Name: _____

Person Completing Form: _____

Phone Number: _____ E-mail: _____

Case number: _____ Does This Action Close the Case? _____

<i>Enter as much of the following information as possible for each party being dismissed:</i>	
Minor Child 1	
Name (F, M, L)	
Reason for dismissal*	
Date of dismissal	
Minor Child 2	
Name (F, M, L)	
Reason for dismissal*	
Date of dismissal	
Minor Child 3	
Name (F, M, L)	
Reason for dismissal*	
Date of dismissal	
<i>Add information for additional children as necessary.</i>	

* Type of placement: Kinship Guardianship; Non-relative Guardianship; Adoption; Reunification; PPLA / Aging out of care.

Respondent 1	
Name (F,M,L)	
Reason for Dismissal**	
Address at Dismissal	
Respondent 2	
Name (F,M,L)	
Reason for Dismissal**	
Address at Dismissal	
<i>Add information for additional Respondents as necessary.</i>	

**Reasons for Dismissal: Relinquishment, Termination of Parental Rights, Dismissed by Judge Post Adjudication, Dismissed Prior to Adjudication.

[Approved by Supreme Court Order No. 14-8300-002, effective for all cases filed on or after August 31, 2014.]

Odyssey and the Performance Measures

Performance Measure	Odyssey Data Element	
Permanency		
Achievement of Child Permanency	Percentage of children in foster care who reach legal permanency by reunification, adoption, or legal guardianship; percentage who do not reach legal permanency	For each child on a closed case: Disposition Tab, Judgment Type
Placement Stability: Children Moved While Under Court Jurisdiction	Percentage of children who reside in one, two, three, four, or more placements while under court jurisdiction.	For each child on a case: the number of Interim Placements on the Placement Tab
Due Process		
Number of Judges Per Case	Percentage of cases in which the same judicial officer presides over all hearings.	Per case: from the Detail Tab, the number of judges on Case Assignment
Service of Process to Parties	Percentage of cases in which all respondents receive written service of process of the original petition.	Number of Respondents on the case Compared to Number of Respondents on the Service Tab who have received service
Early Appointment of Advocates for Children	Percentage of cases in which a youth attorney or G.A.L. is appointed before the custody hearing	Per child: the date that the G.A.L. or YA was added to the case
Early Appointment of Counsel for Parents	Percentage cases in which a respondent attorney is appointed before the custody hearing	Per Respondent: the date the Respondent's Attorney was added to the case
Presence of Advocates During Hearings	Percentage of cases in which legal counsel for all parties is present at every hearing.	Per Case: from Minute Entry in the courtroom, the parties present field
Timeliness		
Time to Permanent Placement	Average and median time from filing of the petition to legal permanency; percentage of cases where legal permanency is achieved within 12, 16, 24 and greater than 24 months	Per Child: Date of Case Open To the date of the Child's Judgment Type on the Disposition Tab

Performance Measure		Odyssey Data Element	
Timeliness			
Timeliness of Custody Hearing	Average and median time from filing of the petition to the custody hearing; percentage of cases where custody hearing meets legal timelines	Per Respondent: Date of Case Open Case Party Relationship Supplemental Party Information	Date of the first held custody hearing
Time to Adjudication	Average and median time from filing of the petition to adjudication; percentage of cases where adjudication meets legal timelines	Per Child: From Case Party Relationship find corresponding Respondent's Return of Service Date From Supplemental Hearing Information find Rsp related Adjudicatory Hearing	Date of that party's first completed Adjudicatory Hearing
Adjudications Continued	Percentage of cases where adjudication is commenced and continued within defined date ranges	Per Child: From Case Party Relationship find corresponding Respondent's Return of Service Date From Supplemental Hearing Information find Rsp related Adjudicatory Hearing	Date of that party's commenced and continued Adjudicatory Hearings
Time to Initial Judicial Review	Average and median time from filing of the petition to initial judicial review; percentage of cases where initial judicial review meets legal timelines	Per Child: From Case Party Relationship find corresponding Respondent's Return of Service Date From Supplemental Hearing Information find related Respondent's Adjudicatory Hearing	Date of that party's first completed Initial Judicial Review
Time to First Permanency Hearing	Average and median time from filing of the petition to first permanency hearing; percentage of cases where first permanency hearing meets legal timelines	Per Child: Date of Case Open Find Child on Supplemental Hearing Information	Date of first completed Permanency Hearing
Timeliness of Termination of Parental Rights Proceedings	Percentage of cases for which there is a final order within 90, 120, and 180 days of the filing of the termination of parental rights (TPR) petition.	Per Child: From Case Party Relationship find corresponding Respondent's Return of Service Date	From Supplemental Hearing Information And date of the final TPR hearing for that child.
Timeliness of Adoption Petition	Percentage of cases in which the adoption petition is filed within 3, 6, and 12 months after the termination of parental rights (TPR).	Per Child: Date of first completed TPR hearing, Supplemental Hearing Information	Date the Notice of Placement Change, or NTC, of Adoption Petition Filed are entered