



Storyboard

Adding an Additional Order and Offense to Probation & Judicial Diversion Episodes

This storyboard demonstrates how to enter an additional order & offense to Probation & Judicial Diversion Episodes.

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Adding an Additional Order and Offense

Step 1: Locating the Probation & Judicial Diversion Episode

From the **Person Home Page** for the youth:

1. From **Electronic Case File**, click **+more** link
2. From the **Electronic Case File Search** screen, click the **Event Type** drop down and choose **Probation Episode** or **Judicial Diversion Episode**
3. Click **Search**
4. Click **select** for the appropriate episode

Step 2: Adding an Additional Order

From the **Episode Detail** screen:

1. Click **Court Order List**
The **Court Order List** screen displays all court orders associated with the selected episode
2. Click **Add**
The **Add Court Order** screen displays

NOTE: The **Out of State** check box may be used for non-Tennessee courts and displays only for Probation Episodes. **Date Order Signed** and **Court** are required fields. **Judge's Name**, **County**, **Address**, **City**, **State**, and **Zip Code** are all free-text fields.

For Tennessee courts:

1. Enter **Date Order Signed**-required
2. Select **County**-required
3. Select **Court**-required
4. Select **Judge's Name**-not required

Electronic Case File Search > Probation Episode Detail > Court Order List

Non-Custody Episode Header

Type: Probation Begin Date: 10/12/2022

Add Court Order

Out of State:

Date Order Signed: *

County: *

Court: *

Judge's Name:

Step 3: Adding an Additional Offense

Note: At least one offense is required to save the court order.

Still within the **Add Court Order** screen:

1. Click **Add** in **Offense List** section
The **Offense Search Criteria** screen displays

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2. Enter appropriate **Offense Search Criteria**
 - a. **Offense Category** - provides a drop down of all categories of offenses
 - b. **Offense** - a free-text field, type a word, or parts of a word to search
 - c. **TCA Code** - allows for a search by TCA code
3. Click **Search**
4. Click to highlight the **Offense(s)** - multiple offenses may be chosen by clicking either the Shift key or Ctrl key
5. Click **Choose**
6. Repeats steps #2-5 until all **Offenses** display in the **Offense List**

Offense Search Criteria

Offense Category: Drug Offense: TCA Code:

Search Clear

Search Results

Offense Category	Offense	TCA Code	Class
Drug	Schedule VI Drugs: School Zone	39-17-417	Felony
Drug	Sell-Sch.5	39-6-417	Felony
Drug	Alcohol Under 21 Attempt To Purchase	57-4-203	Misdemeanor
Drug	Selling Drugs	N/A	Misdemeanor
Drug	Transp Alcohol Bev By Common Carriers	39-17-704	Misdemeanor
Drug	Methamphetamine - Manufacture, Delivery, Sale Or Possession(Felony)	39-17-434	Felony
Drug	Drug Not A Controlled Substance	53-11-402(B)(2)	Felony
Drug	Drugs: Consp. - Max \$200,000 Fine	39-17-417(1)	Felony
Drug	Drugs: School Zone Mfg, Sale, Poss - Att.	39-17-417(1)	Felony
Drug	Drugs: School Zone Mfg, Sale, Poss - Sol.	39-17-417(1)	Felony

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Choose Cancel

If an **Offense** was chosen in error:

1. Click to highlight the **Offense**
2. Click **Delete**
3. Click **OK** to confirm

The selected offense should no longer display in the **Offense List**

4. Enter applicable **Comments**

Note: There will not be an assignment option for secondary orders.

5. Click **Save**
- The **Court Order List** screen displays
6. Confirm the new **Non-Custody** court order type displays

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Note: The **Additional Info** column indicates the **Initial Court Order** for the episode. Also note that when any of the court orders are selected, the **Discharge** and **Mark in Error** buttons are enabled.

Electronic Case File Search > Probation Episode Detail

Non-Custody Episode Header

Type: Probation Begin Date: 10/12/2022

Court Order List

Court Order Type	Date Order Signed	County	Court	Judge's Name	Additional Info
Adjudication Disposition	02/24/2023	Knox	Knox County Juvenile Court	Irwin, Timothy E	
Adjudication Disposition	10/12/2022	Out-of-state	St. Lucie County Florida	Robert B. Meadows	Initial Court Order, Out of State

10 items per page 1 - 2 of 2 items

Buttons: Add, Select, Discharge, Mark in Error

Close

7. Click **Close**

Note: The court orders may also be viewed in the ongoing family case; click **Court** link, **Case Court Actions**, and then click **Search**. The court orders will display in the **Court Actions History** list.

You have completed this storyboard.