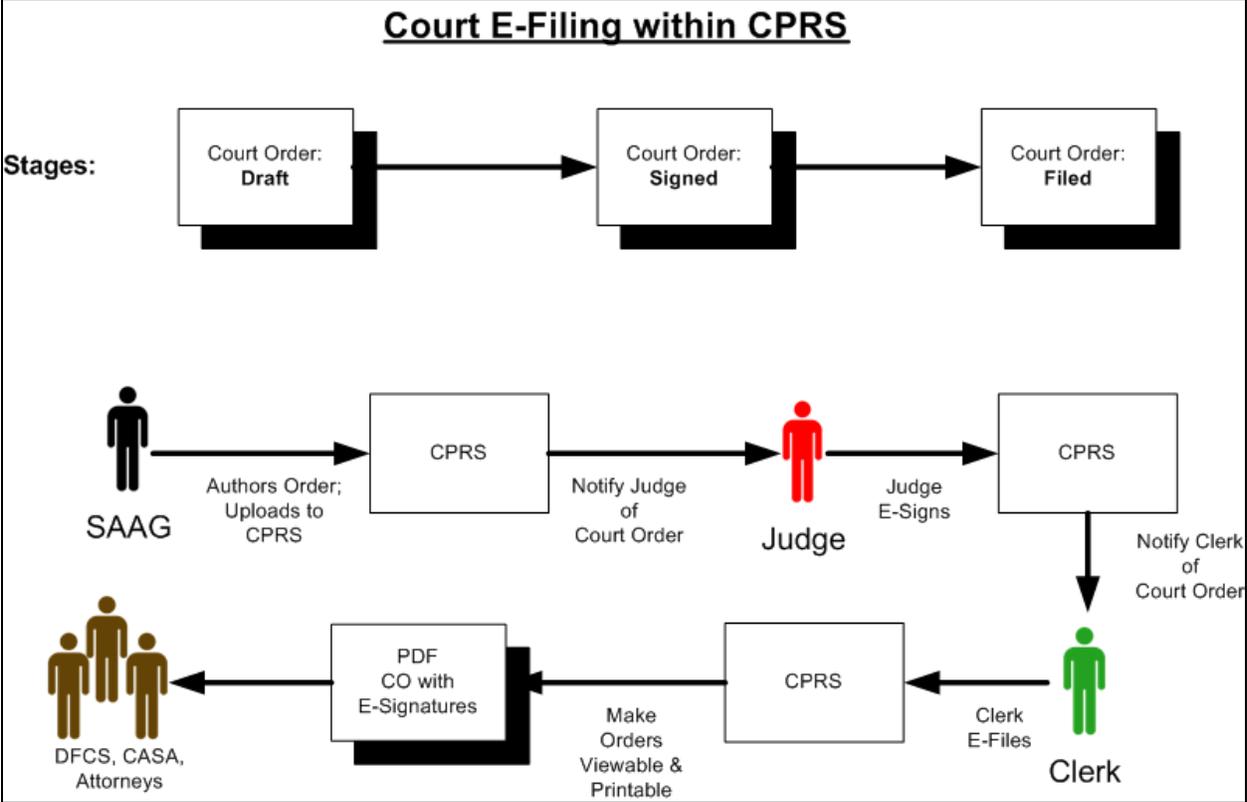# CPRS Electronic Filing

Overview:

This guide presents the use of Electronic Filing (E-filing) in CPRS. There are three roles or user types supported:
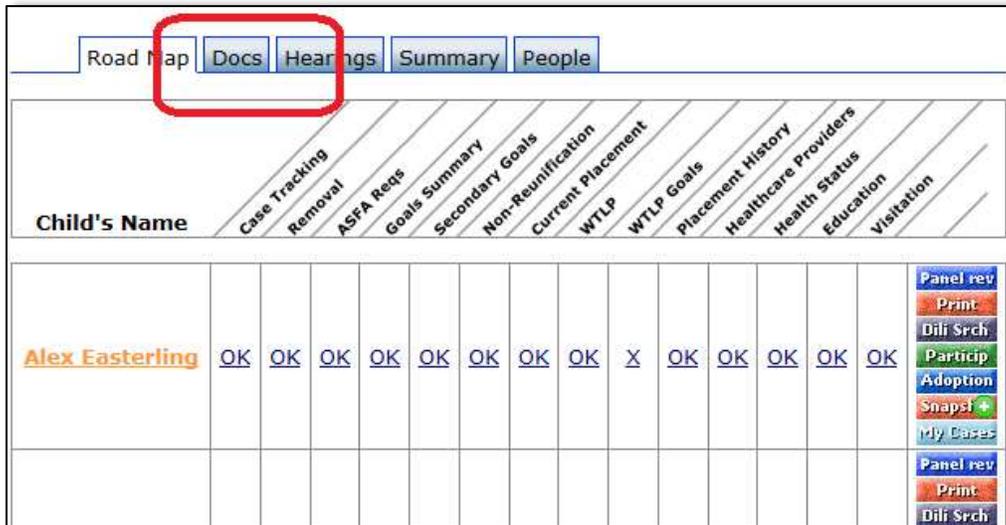
- SAAG
- Judge (or Judge's proxy)
- Clerk

Basic Operation:

The E-filing basic operation follows these steps:

1. SAAG creates a new court order document in PDF format and saves the document to his computer hard drive.
2. SAAG locates the case in CPRS then selects the Docs tab.

3. SAAG **uploads** the draft court order to the CPRS case.

- Select all of the children whom the order affects.
- Select the type of court order.
  - If you do not see an appropriate court order **Category**, then select "Other / Miscellaneous".
  - Once you've selected "Other / Miscellaneous", you may enter a description into the **Category Description** field.
- Browse to identify the PDF on your computer.
- Select the **For Judge Signature** checkbox. This step creates a Draft order for the Judge to review & sign.
- **Nunc Pro Tunc**: Selecting the Nunc Pro Tunc checkbox adds the following line to the final filed order, "So Ordered, this <current date> *nunc pro tunc* <the date in the effective date field>"
- **Note:** If there is more than one judge in the county, the SAAG will also see a dropdown option to select the specific judge, who should e-sign this order.

4. Step 3 creates a Draft order. The different states of orders:
   - Draft - Uploaded by the SAAG, ready for the judge's signature
   - Signed - The judge has signed the order, ready for the clerk's filing
   - Filed - The clerk has filed the order, ready to be sent to DFCS
   - Flagged – The judge has flagged the order as needing corrections by the SAAG.

5. When the Judge logs into CPRS, the judge's home page presents a table (Documents Requiring Attention) that lists all court orders requiring review. If there are no pending orders, the table is not displayed.

Documents Requiring Attention

Effective Date	Description	Children	Status	Attention Judge	# Days	Action
06/30/2014	Adjudication and/or Dispositional	Joshua Bailey	Draft	Judge2, George	102	View Edit Details

The currently logged-in judge sees the entries in the following sequence:

- Orders in which the SAAG specifically directed the order to be signed by the specific judge currently logged-in, or DFCS had recorded this judge as the assigned judge.
- Orders where no specific judge was identified.
- Orders directed to other judges.
- **Note:** If the judge wishes to see only orders that have been explicitly assigned to him by the SAAG, the CPRS team can set an option to enforce this view.

Select one of the Actions:

- **View** – opens the court order for review. Selecting the underlined Description will also open the order for viewing.
- **Edit** – allows the user to change the selected children, the order category, the effective date of the order, Nunc Pro Tunc-ness, and the **Judge to Assign**.

- **Details** – displays the order's history.
- **Sign** – opens the Document Sign screen where the judge can electronically sign the order.
- **Flag** – opens the Document Flag screen where the judge can indicate that a change or a correction in the order is necessary. Once the order is flagged, it is sent back to the SAAG for attention.
- **Resubmit** – upload a new version of the document that overwrites the current one.

6. Judge reviews and **Signs** the document.

Document Sign

File Name:	Test Court Order 1.pdf
Check Box to Sign Document	☐
By clicking the box, you are affirming your intent to sign the named document within the meaning of the Uniform Electronic Transactions Act, O.C.G.A.§ 10-12-1 et seq. Upon entering your password and selecting "Sign", You acknowledge your intent to fulfill any legal requirement for a signature and make this document available to appropriate CPRS users.	
Enter Your Password to Confirm	
Sign Cancel	

Signing the order changes the order status to **Signed** and the order is presented to the Clerk. The order should no longer be displayed in the judge's **Document Requiring Attention** listing.

7. Clerk logs into CPRS and the system lists all court orders requiring attention. If there are no pending orders, the table is not displayed.

Documents Requiring Attention

Effective Date	Description	Children	Status	Action
09/23/2013	Complaint	Alex Easterling	Signed	View Edit Details File

Select one of the Actions:

- View – opens the court order for review. Selecting the underlined Description will also open the order for viewing.
- Edit – allows the user to change the selected children, the order category, or the effective date of the order.
- Details – displays the order's history.
- File – opens the Document File screen

8. Clerk **Files** the order.

Document File

File Name:	sample order.pdf
Check Box to File Document	☐

By clicking the box, you are affirming your intent to sign and acknowledge the named document within the meaning of the Uniform Electronic Transactions Act, O.C.G.A.◌ 10-12-1 et seq. Upon entering your password and selecting "File", the document shall be considered filed and be made available to appropriate CPRS users.

Enter Your Password to Confirm	[ ]
File Date	10/10/2014 📅 (mm/dd/yyyy)
File Time:	01 ▼ : 58 ▼ PM ▼
	File Cancel

9. At this point the Filed order is made available & viewable by other CPRS users. And at 9:30pm CPRS transmits the court order to DFCS. The order's "signature page" contains this information:

IT IS FURTHER ORDERED that this Order be deemed electronically signed and filed in accordance with the Uniform Electronic Transactions Act, O.C.G.A. § 10-12-1 et seq. and Uniform Juvenile Court Rule 29. The Clerk is directed to file this Order as an original order.

So Ordered, <effective date of order>

<picture of judge's signature>

<judge's name>,

Judge Juvenile Courts, <circuit> Judicial Circuit

Electronically signed; <date/time stamp> PM,

<clerk's name>, Clerk of the Juvenile Court of <county> electronically filed this document on <date/time stamp>, as verified by the Court Process Reporting System.

If the order was nunc pro tunc, then the signature page will state:

"So Ordered, this <date signed> *nunc pro tunc* <nunc pro tunc date as specified in the Effective date field>"

Additional Tips

Admins Creating Orders:

The judge's Admin may create orders to be electronically signed.

1. Modify the court order document (either a source MS Word file or a WordPerfect file).
2. Save the court order document as a PDF file, as the smallest file possible.
   - In Word Perfect, this function is **Publish as PDF** with *Publish Online* option selected.
   - In MS Word, this function is **Save As** with the *Minimize Size* option selected.
3. Note where you are saving the PDF file.

4. The Admin (or Judge) may now upload the PDF to the current case in CPRS. (See Step #2 under *Basic Operation* above.)

Correcting Already Uploaded Orders:

The judge's Admin may need to make edits to an order that was already uploaded.

1. Modify the court order document (either a source MS Word file or a WordPerfect file).
2. Save the court order document as a PDF file, as the smallest file possible.
   - In Word Perfect, this function is **Publish as PDF** with *Publish Online* option selected.
   - In MS Word, this function is **Save As** with the *Minimize Size* option selected.
3. Note where you are saving the PDF file.
4. The Admin (or Judge) may now resubmit the updated PDF to the current case in CPRS. (See Step #4 under Flagging Orders below.)

Flagging Orders:

If during a review of a court order, the Judges discovers a change or a correction that should be made to a court order, the Judge can **Flag** the order (instead of **Sign**ing it).

1. Judge - selects the **Flag** link which opens the Document Flag screen.
2. Judge – provides description of the changes to be made.

Document Flag

You are requesting that the SAAG update or change the order. The SAAG will be notified.

Flag Comment*	
	(Maximum characters: 4000) You have 4000 characters left.
	Flag Cancel

Saving this screen changes the document status to Flagged, and the system will present this document to the SAAG as one requiring attention. The order will no longer be displayed in the judge's document listing.

3. SAAG - logs into CPRS and the system lists all court orders requiring attention. If there are no pending orders, the table is not displayed.

Documents Requiring Attention

Effective Date	Description	Children	Status	Action
09/23/2013	Adjudication and/or Dispositional	Alex Easterling	Flagged	View Edit Details Resubmit

Select one of the Actions:

- View – opens the court order for review. Selecting the underlined Description will also open the order for viewing.
- Edit – allows the user to change the selected children, the order category, or the effective date of the order.
- Details – displays the order's history.
- Resubmit – opens the Resubmit Document screen.

4. SAAG – resubmits the order.

Resubmit Document

Flag Comment:	Please include changes discussed during review...
File Name*	[ ] Browse...
	Resubmit Cancel

- The Clerk may attach a new version of the order. This new order will be in Draft mode, awaiting the Judge's review.

Reviewing Orders:

Some judges may want a designee or administrator to screen a court order draft for basic information or required content before the judge reviews and signs an order. This section explains how to achieve this review.

1. SAAG – uploads a draft in normal fashion.
2. Court Order Proxy – When the admin logs in, the **Documents Requiring Attention** table will display new orders and the **Reviewed** column will display which orders need to be reviewed.

Documents Requiring Attention

Effective Date	Category Description	Children	Status	Attention Judge	Reviewed	# Days	Action
06/22/2017	Appointment CASA/GAL/Attny	Ham Bu s	Draft		N	0	View Edit Details Sign Flag Resubmit Review

3. The user can preview the court order by either selecting the View link in the **Action** column or simply selecting the document in the **Category Description** column. After previewing the order, the user can select the **Review** link.
4. The system will prompt the user to confirm that a review has been completed.
5. The system will change the document's Reviewed status to **Y** (for Yes).
6. When the judge logs into the system, the **Documents Requiring Attention** table will display orders that have been previewed (denoted by a Y in the **Reviewed** column) and are ready for the judge's review and signature.