

# Uploading Filed Court Orders in CPRS

There are three steps in converting a filed court order and storing it in CPRS:

- Scan the paper document to create a PDF file.
- Locate the current case in CPRS.
- Upload the PDF file to the current case.

These steps apply to uploading clerk-filed court orders, paper orders that already have a clerk's file stamp. This process is very similar to attaching a document or a photo to an email.

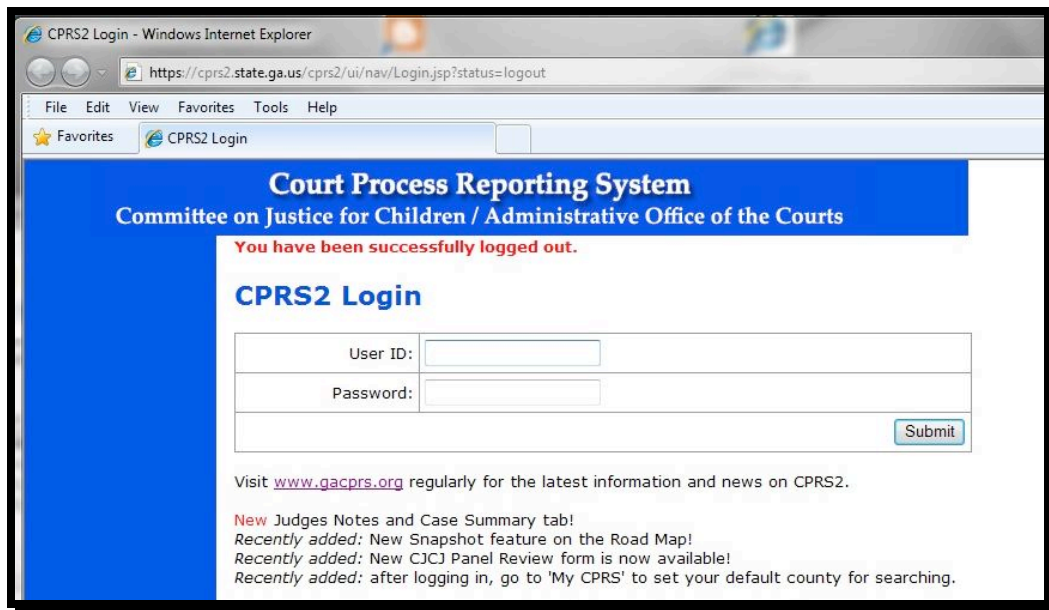
Each night, for every court order that was uploaded that day, CPRS sends the court orders to the DFCS Shines system. The court orders are deposited in the External Documentation folder for the Shines case.

## Scan the Court Order

1. Each office may have different scanning steps. Set your scanning options so that your scanning process creates the smallest digitized file as possible. Keeping the scan resolution below 300dpi (dots per inch) and scanning a black and white document (as opposed to color) create smaller files. Smaller files will upload faster and require less storage space.
2. Once you've scanned the paper court order, note the location of the digitized PDF file. Your scanner may default to a destination directory like **C:\Documents** or a shared drive for your office.

## Locating a Case in CPRS:

1. Login to CPRS. The link can be found at [www.gacprs.org](http://www.gacprs.org).



2. CPRS will present the Plan Search screen.

Search For Children by Child's Name		
<b>Child's Last Name*</b>	<input type="text" value="Easterling"/>	Partial matches are supported. (E.g. "smith" will match "smith," "smithe" and "smithson")
<b>Child's First Name</b>	<input type="text"/>	
<b>County</b>	<input type="text" value="ALL COUNTIES"/>	Select a specific county or choose "ALL COUNTIES"
<input type="button" value="Find"/>		

\* required fields

3. Enter search criteria for the case that you just scanned. You must provide at least part of the child's last name and select a county or **All Counties**, which will search the whole state.
4. CPRS will present a listing of matching cases (if any). Select the **View** link to open the case.

## Search Results (Plans By Child) - DFCS

Last Name	First Name	County	Last Update	Removal Date	Discharge Date	Birth Date	Action
Easterling	Alex	Floyd	02/18/2010	08/03/2009		01/10/2000	<a href="#">View</a>
Easterling	Bart	Floyd	02/18/2010	08/03/2009		10/10/2003	<a href="#">View</a>
Easterling	Peter	Floyd	02/18/2010	08/03/2009		01/01/2001	<a href="#">View</a>

- [Search Again](#)
- [Create New Placeholder Case](#)

5. CPRS presents the Roadmap screen, which provides an overview of the sibling group. Select the **Docs** (documents) tab.

<a href="#">Road Map</a> <a href="#">Docs</a> <a href="#">Hearings</a> <a href="#">Summary</a> <a href="#">People</a>															
Child's Name	Case Tracking	Removal	ASFA Reqs	Goals Summary	Secondary Goals	Non-Reunification	Current Placement	WTLP	WTLP Goals	Placement History	Healthcare Providers	Health Status	Education	Visitation	
<b>Alex Easterling</b> *	<a href="#">OK</a>	<a href="#">OK</a>	<a href="#">OK</a>	<a href="#">OK</a>	<a href="#">OK</a>	<a href="#">OK</a>	<a href="#">OK</a>	<a href="#">OK</a>	<a href="#">X</a>	<a href="#">OK</a>	<a href="#">OK</a>	<a href="#">OK</a>	<a href="#">OK</a>	<a href="#">OK</a>	<a href="#">Panel rev</a> <a href="#">Print</a> <a href="#">Services</a> <a href="#">Assessment</a> <a href="#">Dili Srch</a> <a href="#">Particip</a> <a href="#">Adoption</a> <a href="#">Snapshot</a> <a href="#">My Cases</a>
<b>Bart Easterling</b> *	<a href="#">OK</a>	<a href="#">OK</a>	<a href="#">OK</a>	<a href="#">OK</a>	<a href="#">OK</a>	<a href="#">OK</a>	<a href="#">OK</a>	<a href="#">OK</a>	<a href="#">X</a>	<a href="#">OK</a>	<a href="#">OK</a>	<a href="#">OK</a>	<a href="#">OK</a>	<a href="#">X</a>	<a href="#">Panel rev</a> <a href="#">Print</a> <a href="#">Services</a> <a href="#">Assessment</a> <a href="#">Dili Srch</a> <a href="#">Particip</a> <a href="#">Adoption</a> <a href="#">Snapshot</a> <a href="#">My Cases</a>
<b>Peter Easterling</b> *	<a href="#">OK</a>	<a href="#">OK</a>	<a href="#">OK</a>	<a href="#">OK</a>	<a href="#">OK</a>	<a href="#">OK</a>	<a href="#">OK</a>	<a href="#">OK</a>	<a href="#">X</a>	<a href="#">OK</a>	<a href="#">OK</a>	<a href="#">OK</a>	<a href="#">OK</a>	<a href="#">X</a>	<a href="#">Panel rev</a> <a href="#">Print</a> <a href="#">Services</a> <a href="#">Assessment</a> <a href="#">Dili Srch</a> <a href="#">Particip</a>

6. The Documents Tab displays a list of documents that are associated with the current case. In the table, each row represents one document. Each row shows:

- The document's (court order) effective date
- A document description (court order category)

- To which of the children the document applies
- The document status indicates when an order was filed.
- A set of links:
  - link to display the document
  - link to edit the document information (children, category, effective date)
  - link to document details

Road Map
Docs
Hearings
Summary
People

CPRS has not scanned these documents for viruses, malicious software, or any other potentially dangerous threats. Download or view these documents only if your computer system has adequate protective software such as a recently updated virus scanner or if you know and trust the origin of the uploaded document.


<span style="border: 1px solid black; padding: 2px 10px;">Upload</span>				
Effective Date	Category Description	Children	Status	Action
04/14/2017	<a href="#">Continuance</a>	<a href="#">Alex Easterling,</a>	Filed 12/12/2017	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Details</a>
02/20/2014	<a href="#">Appointment CASA/GAL/Attny</a>	<a href="#">Bart Easterling,</a> <a href="#">Alex Easterling,</a>	Filed 04/29/2014	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Details</a>
02/11/2014	<a href="#">Ex Parte</a>	<a href="#">Peter Easterling,</a>	Filed 02/19/2014	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Details</a>
02/03/2014	<a href="#">Nonreunification</a>	<a href="#">Peter Easterling,</a>	Filed 02/19/2014	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Details</a>
01/07/2014	<a href="#">Petition</a>	<a href="#">Alex Easterling,</a>	Filed 02/20/2014	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Details</a>
<span style="border: 1px solid black; padding: 2px 10px;">Upload</span>				

## Uploading the Court Order to CPRS

1. Select the Upload button ( Upload ) at the top or the bottom of the documents table.
2. CPRS will display a new screen to capture the document information.

Children	
Select	Child Name
<input checked="" type="checkbox"/>	Alex Easterling
<input checked="" type="checkbox"/>	Bart Easterling
<input type="checkbox"/>	Peter Easterling

<b>Category</b>	Adjudication and/or Dispositional
<b>Category Description</b>	
<b>File Name*</b>	Choose File No file chosen
<b>Effective Date</b>	08/21/2018  (mm/dd/yyyy)
<b>For Judge Signature?</b>	<input checked="" type="checkbox"/>
<b>Nunc Pro Tunc</b>	<input type="checkbox"/> (Use Effective Date as nunc pro tunc date on draft orders)
<p><b>Pilot: Draft documents require a judge's signature and a clerk's stamp before becoming visible to others.</b></p> <p>Pursuant to Rule 29.3(a) of the Uniform Rules for the Juvenile Courts of Georgia, all documents uploaded to CPRS for the purpose of electronic filing shall be in the Adobe Portable Document Format ("PDF").</p>	
<div> <div>Upload</div> <div>Cancel</div> </div>	

3. Select all of the children whom the order affects. You may select as many as needed.
4. 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.

Children

Select	Child Name
<input checked="" type="checkbox"/>	Alex Easterling
<input checked="" type="checkbox"/>	Bart Easterling
<input type="checkbox"/>	Peter Easterling

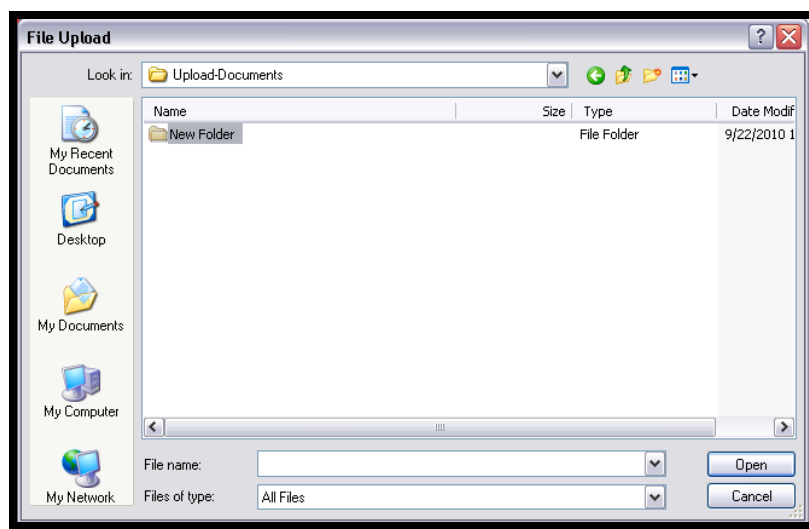
Category	Category Description	File Name*	Effective Date	For Judge Signature?	Nunc Pro Tunc
<input checked="" type="checkbox"/>	Adjudication and/or Dispositional				
	Adoption Finalization				
	Appointment CASA/GAL/Attny				
	CASA Report				
	CHINS - Adjudication				
	CHINS - Complaint				
	CHINS - Comprehensive Services Plan		(yyyy)		
	CHINS - Continued Custody Hearing				
	CHINS - Dismissal				
	CHINS - Disposition				
	CHINS - Extension				
	CHINS - Judicial Review				nunc date on
	CHINS - Petition				
	Complaint				
	Continuance				
	Detention Hearing (72 Hour)				
	Drug Court Review				
	Ex Parte				
	Extension of Custody				
	Final Disposition				
	Guardianship				
	Judicial Review				
	Judicial Review and Permanency				

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5. Select the Browse button to locate the file that you just scanned. The system will display a File Upload browser window. After you select your target file, select the 'Open' button.



6. Select the court order's effective date (court hearing date).

7. *The For Judge Signature and Nunc Pro Tunc fields are used for E-Filing only.*
8. Select the **Upload** button and the system will store the document into the target child's list of documents.
9. You are done.

## Special Case

There will be situations where you have a court order ready to upload, but DFCS has not yet sent the case to CPRS (or the case has not been progressed to a foster care case in SHINES). These steps describe the process of creating a Placeholder case, which can be used to hold the court order.

1. Search for the case in CPRS.
2. If the case cannot be located in CPRS, select the Create Placeholder link at the bottom of the Case Search Results screen.

Search Results (Plans By Child) - DFCS							
Last Name	First Name	County	Last Update	Removal Date	Discharge Date	Birth Date	Action
Easterling	Alex	Floyd	02/18/2010	08/03/2009		01/10/2000	<a href="#">View</a>
Easterling	Bart	Floyd	02/18/2010	08/03/2009		10/10/2003	<a href="#">View</a>
Easterling	Peter	Floyd	02/18/2010	08/03/2009		01/01/2001	<a href="#">View</a>

- [Search Again](#)
- [Create New Placeholder Case](#)

3. The system will present the Create Placeholder screen. Use this screen to capture the case names on the court order.

<b>County *</b>		APPLING				
<b>Assigned Judge</b>						

Children						
Last Name*	First Name*	Middle Name	County	Assigned Judge	Date of Birth*	SSN
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> (mm/dd/yyyy)	<input type="text"/>
Select Gender... *	Select Ethnicity...	Select Hispanic...				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> (mm/dd/yyyy)	<input type="text"/>
Select Gender... *	Select Ethnicity...	Select Hispanic...				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Each Child (case) entry should have:

- child's last/first name (up to four children)
  - county
  - assigned judge
  - date of birth
4. You should also provide at least one relative for the placeholder. Each relative record must include the relative's last/first name and the relation to one of the children in the placeholder.
  5. The system will display the **Placeholder Summary** screen, which displays the children and relatives that you just entered. From this screen, you can upload court orders under the **Docs** tab, add new children and relatives, and close the case.



CASE
Docs

<b>Case Status</b>	OPEN
<b>County</b>	Dekalb
<b>Date created</b>	08/21/2018
<b>Assigned Judge</b>	Brown, George

**Children**

Name	Birth Date	SSN	Gender	Ethnicity	Hispanic	County	Assigned Judge	Actions
<a href="#">Harold Laseter</a>	01/19/2003		Male	White	Not Hispanic/Latino	Dekalb	Brown, George	<a href="#">Delete</a> <a href="#">MyCase</a>

**Relatives**

Name	Relationship	Actions
<a href="#">Hazie Laseter</a>	Biological Father	<a href="#">Delete</a>

Add Child
Add Relative
Edit Case
Close Case

### TIPS and Troubleshooting:

1. If your scans take a very long time (ex. more than a minute for one page), check your scanning Resolution.
2. If you upload a document into the wrong child, you do not have the privileges to remove that document. Notify the J4C team, and we will remove the incorrect document.
3. If you encounter ANY problems, contact CPRS Support at [gtl@gacprs.org](mailto:gtl@gacprs.org).