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# JOB AID: Courts Flow



## Court History

- As a Caseworker/Supervisor, from the Case Overview screen, select Courts from the menu on the left side of the screen.
- The Courts History screen will be displayed.

The screenshot shows the Case Overview screen. On the left, a sidebar menu is open, with the 'Courts' option highlighted and a red box drawn around it. The main content area displays the 'Case Overview' and 'Case History' sections. The 'Case History' section shows a table with one row of data. The 'Reason for Accept for Service' section shows a table with two rows of data. The top right corner of the screen displays session information: 'Session will time out in: 59:52'.

Referral ID/Case ID	Referral Date/Case Created Date	Accept for Service Date	Type
49566	04/30/2025	04/30/2025	Case
699324	11/01/2024	04/30/2025	Referral

# JOB AID: Courts Flow

**kidsTOO**  
Allegheny County Department of Human Services

Session will time out in: 39:29 AM

Family Assignment: Amber Manning Household Name: N/A Accept Date: 04/06/2023 Case Type: Family Services Case ID: 4956

**Case**

**Court Hist.**

**Child Information:** (04/06/2011 Age: 1) PAC File C

**Hearing Information**

Hearing Date	Time	Judge	Hearing	Type	Status
01/01/2025	11:00 AM	Kelly Bigley	Aggravated Circumstances Petition Hearing	DP	Scheduled
01/01/2025	10:00 AM	Kelly Bigley	Permanency Review Hearing	DP	Scheduled
01/01/2026	09:30 AM	Kelly Bigley	In-Home Review Hearing	DP	Scheduled
08/01/2025	01:00 PM	Susan Abramovich	Shelter Care Hearing	DP	SCHEDULED
07/30/2025	02:00 PM	Tiffey Stomore	Shelter Care Review Hearing	DP	SCHEDULED
07/10/2025	09:30 AM	Eleanor Bush	Adjudicatory Hearing	DP	SCHEDULED
07/01/2025	10:30 AM	Kathryn Hens-Greco	Adjudicatory Hearing with Aggravated Circumstances	DP	SCHEDULED

**Legal Status**

Type	CWPO	CWS/POS	Status	Adjudication Date
Dependency	Amber Manning	Kim McInnis	N/A	12/17/2025
Delinquency				12/17/2025

**Aggravated Circumstances Petition Filed**

Parent/Guardian	Relationship	Status	Date
		No results found	

**Document Entries**

**Filters**

Document Type: All Date From: mm/dd/yyyy Date To: mm/dd/yyyy

**Approver or Filing Party:** Office of Children, Youth and Families

**New "Select a Client" dropdown will only show active clients.**

**New link for PAC file next to child's name.**

**New "Include Inactive Children" checkbox.**

**New "Court Work Due Date" column.**

**New menu to navigate between court documents.**

**New links will take user directly to the selected screen.**

**New filters have been added for Document Entries.**

# JOB AID: Courts Flow



Shelter Care Application

Petitions	Gender	Male	Race/Ethnicity	White / Declined to Answer	Docket Number	CP-02-00-00026	Months in Placement	N/A																																																																																																																
<b>Court Summaries</b> <ul style="list-style-type: none"> <li>Dep. Petition Hearing Summary</li> <li>Permanency Review Addendum</li> <li>Supplemental</li> <li><b>Others</b> <ul style="list-style-type: none"> <li>Attachment</li> <li>Hearing Notices</li> <li>Witness Slip</li> </ul> </li> </ul>																																																																																																																								
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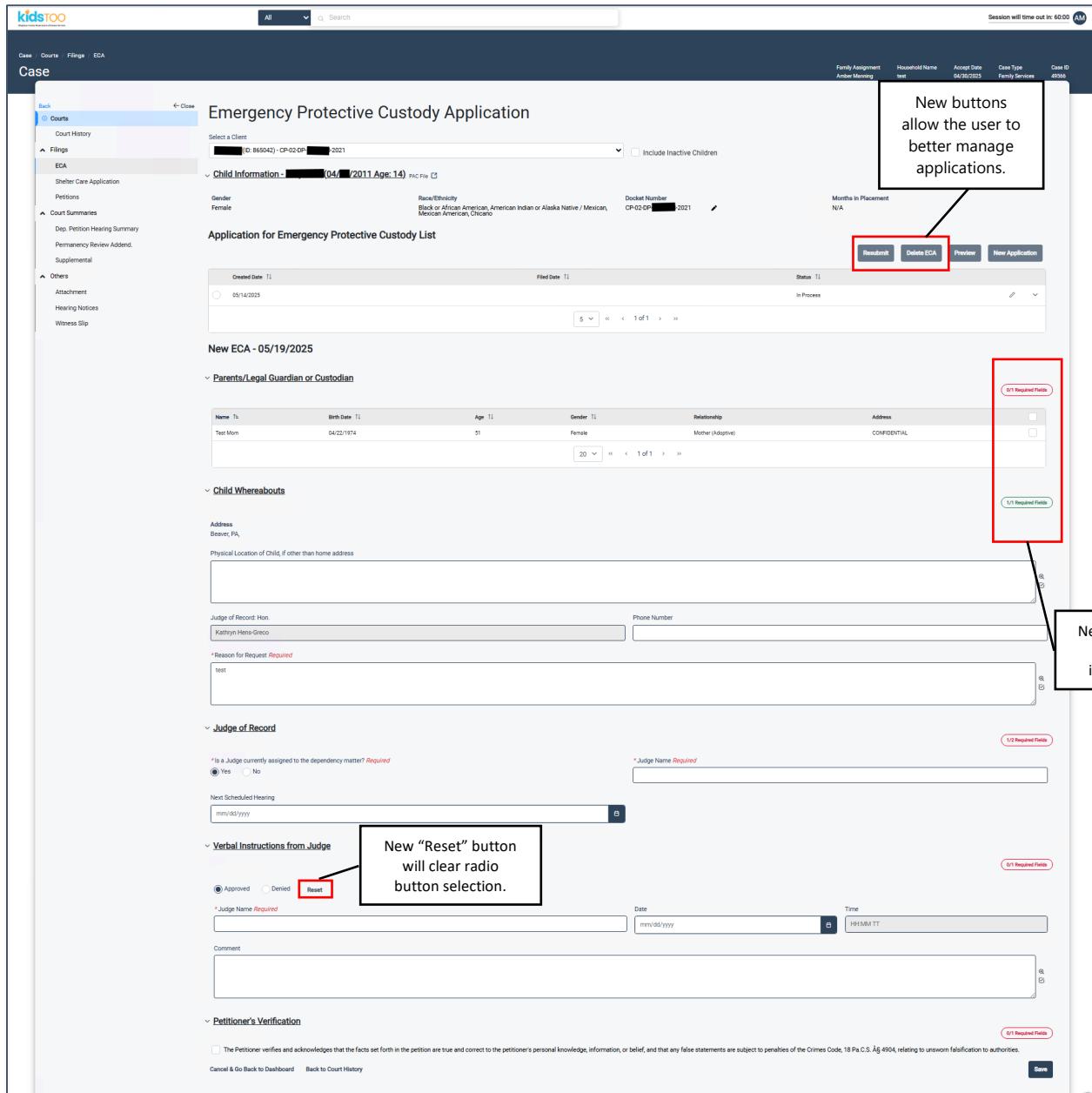
New overdue tag.

- Below are a few key changes to the Court History screen:
  - “Select a Client” dropdown will now default to only show active children names, their client ID and Docket Number (if available).
  - Users must check the “Include Inactive Children” checkbox if they want to include inactive children in the “Select a Client” dropdown.
  - A new menu on the left navigation allows users to navigate to the different court documents.
  - Alternatively, the user can jump directly to a court screen by clicking the link within a row in the Hearing Information table.
  - When the user clicks the link next to child’s name, the PACfile site will open in a new window.
  - A new column has been added to the Hearing Information table that provides the Court Work Due Date.
  - A new overdue tag has been added in the Court Work Due Date column to indicate if work is overdue.
  - The user is now able to use filters for the Document Entries table.

## Filings

### ECA Screen

- To add an Emergency Court Action, navigate to the ECA screen and click on “New Application”.



The screenshot shows the ECA (Emergency Protective Custody Application) screen. The top navigation bar includes 'kids TOO', 'Case', 'Courts', 'Filings', and 'ECA'. The left sidebar lists 'Courts', 'ECA', 'Shelter Care Application', 'Petitions', 'Court Summaries', and 'Others'. The main content area is titled 'Emergency Protective Custody Application' and shows 'Child Information' for a child born on 04/01/2011, age 14. The 'Application for Emergency Protective Custody List' table shows one entry with a 'Created Date' of 05/14/2025, 'Filed Date' of 05/14/2025, and 'Status' of 'In Process'. The 'Parents/Legal Guardian or Custodian' section includes fields for Name, Birth Date, Age, Gender, Relationship, and Address. The 'Child Whereabouts' section includes fields for Address and Physical Location of Child. The 'Judge of Record' section includes fields for Judge of Record (Hon. Kathryn Hess-Greco), Phone Number, and Judge Name. The 'Petitioner's Verification' section includes a checkbox for acknowledging the facts set forth in the petition. Callouts highlight the following features:

- New buttons allow the user to better manage applications.** A callout points to the 'Reset' and 'Delete ECA' buttons at the bottom of the application list table.
- New required field indicators.** A callout points to the 'Required' field indicators (red asterisks) next to mandatory fields in the form.
- New "Reset" button will clear radio button selection.** A callout points to the 'Reset' button in the 'Verbal Instructions from Judge' section, which is described as clearing radio button selection.

# JOB AID: Courts Flow



**Judge of Record**

\*Is a Judge currently assigned to the dependency matter? **Required**

Yes  No

Judge Name

1/1 Required Fields

Next Scheduled Hearing

mm/dd/yyyy

**Verbal Instructions from Judge**

Approved  Denied

**Petitioner's Verification**

The Petitioner verifies and acknowledges that the facts set forth in the petition are true and correct to the petitioner's personal knowledge, information, or belief, and that any false statements are subject to penalties of the Crimes Code, 18 Pa.C.S. § 4904, relating to unsworn falsification to authorities.

**Approval History**

Requestor Worker	Requested Date	Approval/Sent Back Worker	Approval/Sent Back Date	Status
No results found				

20 << < 1 of 0 > >>

**Request Approval**

Requesting Worker: Amber Manning

Requesting Date: 5/21/2025

\*Approving Worker **Required**

Amber Manning - INTAKE 1

Save **Approve and Submit** 

Once the user initially clicks the Save button, "Approve and Submit" button will

Cancel & Go Back to Dashboard Back to Court History

Back To Top

- Below are a few key changes to the ECA screen:
  - A new "Resubmit" button has been added that will allow the user to resubmit the application in the event of a technical failure.
  - The "Delete ECA" button will allow the user to delete the selected ECA. This access will be given to KIDS Specialist.
  - The new required field indicators are updated as the user completes the application.
  - Fields will be enabled in the Judge of Record section after the user selects the "Yes" radio button. *(TBD need to update after CR)*
  - Additional fields will display in the Verbal Instructions from Judge section after the user selects either the "Approved" or "Denied" radio button.

## Shelter Care Application Screen

- To add a Shelter Care Application, navigate to the Shelter Care Application screen and click on “New Application” or “New & Copy from ECA”.
- The “New & Copy from ECA” button is only enabled after an ECA for the child has been approved.
- On clicking “New Application” or “New & Copy from ECA” button the screen expands to display a new application. The user can fill in all details and click on save.

Case Courts Filings / Shelter Care Application

Case

Back Courts Close

Family Assignment Amber Manning Household Name test Accept Date 04/30/2025 Case Type Family Services Case ID 49566

**Shelter Care Application**

Select a Client (ID: 865042) - CP-02-DF-2021

**Child Information - (04/21/2011 Age: 14) PAC File**

Gender Female Race/Ethnicity Black or African American, American Indian or Alaska Native / Mexican, Mexican American, Chicano Docket Number CP-02-DF-2021 N/A

New buttons allow the user to better manage applications.

New & Copy from ECA "New & Copy from ECA" allows the user to quickly create a new application.

**Shelter Care Application List**

Created Date Filed Date Status

No results found

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Resubmit Delete Shelter Care Preview New & Copy from ECA New Application

**New Shelter Care Application - 05/20/2025**

There has not been an approved ECA in the last 72 hours, please consider obtaining an ECA before creating the Shelter Care Application

**Parents/Legal Guardian or Custodian**

0/1 Required Fields

Name	Birth Date	Age	Gender	Relationship	Address
Test Mom	04/22/1974	51	Female	Mother (Adoptive)	CONFIDENTIAL

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**Child Whereabouts**

0/2 Required Fields

Address Beaver, PA,

Protective Custody Required

Child is NOT in Protective Custody

Child remains in home but is in imminent risk of placement in Foster Care absent preventative services

Child is in Protective Custody (removed from home) and under supervision of the county agency

Location of Child

Judge of Record: Hon. Kathryn Hens-Greco Phone Number

Reason for Request Required

0/1 Required Fields

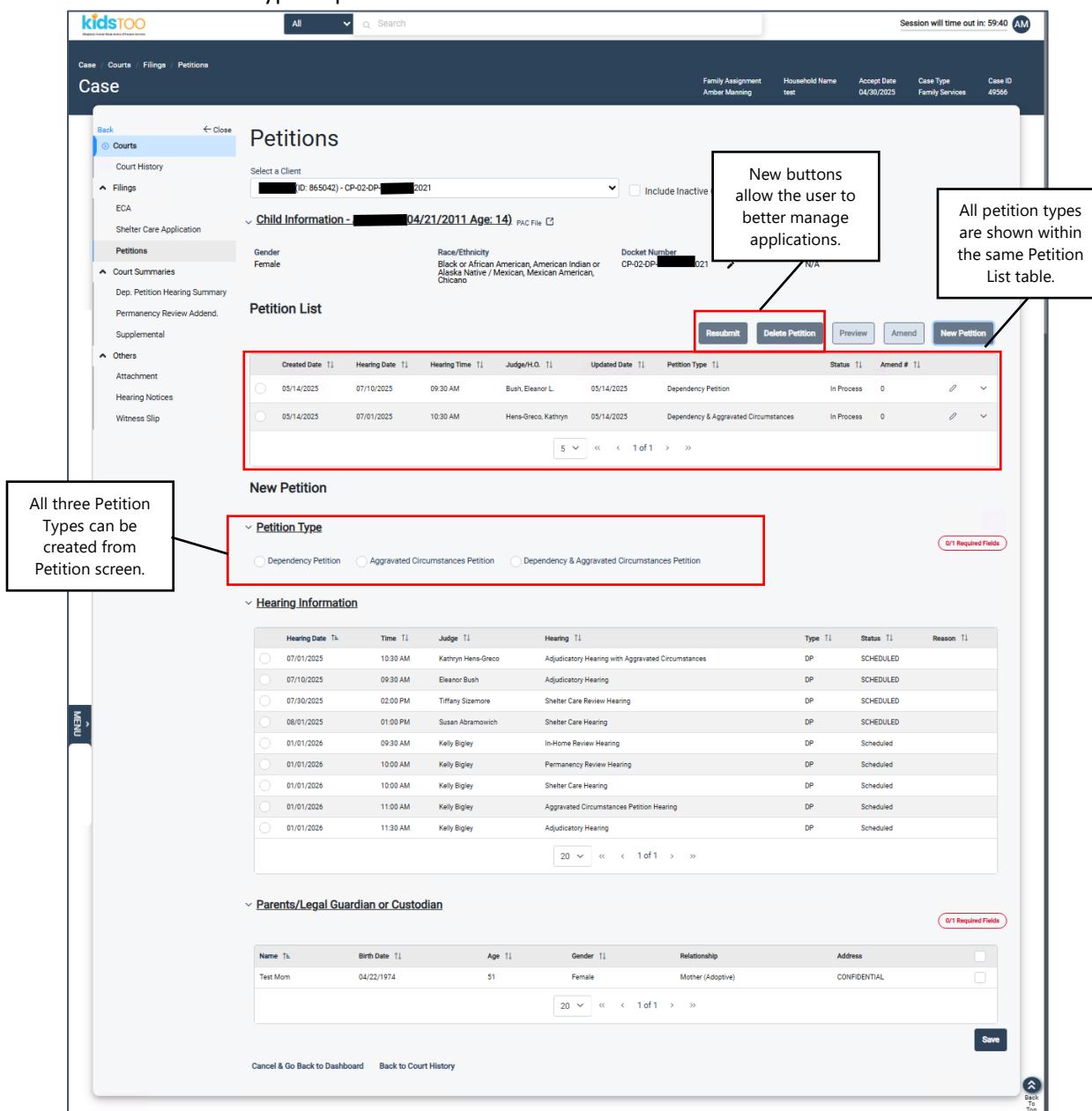
The Petitioner verifies and acknowledges that the facts set forth in the petition are true and correct to the petitioner's personal knowledge, information, or belief, and that any false statements are subject to penalties of the Crimes Code, 18 Pa.C.S. § 4904, relating to unsworn falsification to authorities.

Cancel & Go Back to Dashboard Back to Court History Save

- Below are a few key changes to the Shelter Care Application screen:
  1. A new “Resubmit” button has been added that will allow the user to resubmit the application in the event of a failure.
  2. The “Delete Shelter Care” button will allow the user to delete the selected Shelter Care application. This access will be given to KIDS Specialist.
  3. A user can quickly create a new Shelter Care Application by selecting “New & Copy from ECA” button. This button is enabled once an ECA been approved. This button will allow the user to copy over the latest approved ECA into the Shelter Care fields.
  4. If a user clicks the “New Application” button when an ECA has either not been created or has been created but not approved, a yellow banner will display as a reminder to the user that an ECA should be approved and submitted within the last 72 hours, first.

## Petitions

- Dependency Petitions, Aggravated Circumstances Petitions, and Dependency & Aggravated Circumstances Petition are available to view and create from the same screen. To navigate to this screen the user will click on “Petitions”.
- The user can view all existing petitions from the same Petition List.
- Additionally, user may select to create any of these petitions from the same screen. From the Petitions screen, the user will select “New Petition”, the screen will refresh, and the user will then select the type of petition to create. The user can then fill out all details and click Save.



The screenshot shows the KIDS TOO Petitions screen. The top navigation bar includes 'Case', 'Courts', 'Filings', and 'Petitions'. The 'Petitions' tab is selected. The main content area is titled 'Petitions' and shows a 'Petition List' table with columns: Created Date, Hearing Date, Hearing Time, Judge/H.O., Updated Date, Petition Type, Status, and Amend #. Two rows are visible: one for a Dependency Petition and one for a Dependency & Aggravated Circumstances Petition, both marked as 'In Process'. Below the table are 'Resubmit', 'Delete Petition', 'Preview', 'Amend', and 'New Petition' buttons. A callout box points to the 'New Petition' button with the text: 'New buttons allow the user to better manage applications.' Another callout box points to the 'Petition List' table with the text: 'All petition types are shown within the same Petition List table.' A third callout box points to the 'New Petition' section with the text: 'All three Petition Types can be created from Petition screen.' The 'New Petition' section includes dropdowns for 'Petition Type' (Dependency Petition, Aggravated Circumstances Petition, Dependency & Aggravated Circumstances Petition) and 'Hearing Information' (a table of hearings with columns: Hearing Date, Time, Judge, Hearing, Type, Status, and Reason). The bottom section is for 'Parents/Legal Guardian or Custodian' with fields for Name, Birth Date, Age, Gender, Relationship, and Address. A 'Save' button is at the bottom right. Navigation links 'Cancel & Go Back to Dashboard' and 'Back to Court History' are at the bottom.

# JOB AID: Courts Flow



Allegheny County Department of Human Services

> Parents/Legal Guardian or Custodian

Grounds Child Whereabouts Participants Affidavit of Service Verification

▼ Affidavit of Service

1/2 Required Fields

The undersigned hereby certifies that a copy of the within Hearing Notice, Court Summary and all referenced attachments have been provided to the following on the date and called by the time stamp hereon and in the matter as indicated herein.

#1. It is necessary for you to be present, and you may bring any witnesses you desire.

#2. We are planning to send a written report to the court so that it is not necessary for all parties to attend the hearing. Enclosed is a copy of the report for your review. If you are not in agreement with this please contact your caseworker at the phone number listed below.

Relationship	Name	Address	Certified Mail	Mailed	Personal Service	Interoffice Mail	Unable to Send	Inclusion Notice
Mother of [REDACTED]	Test Mom	Confidential	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#1 <input type="radio"/> #2 <input type="radio"/>
Child over 14 Years of age:	[REDACTED]		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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▼ Additional Hearing Notices (JC8)

#1. It is necessary for you to be present to give pertinent information. If you are Physically handicapped and/or need special arrangements for entry to Juvenile Court, please contact them at 412-350-0210 at least 48 hours in advance. If hearing is in a regional office, please contact the caseworker to make arrangements.

#2. Enclosed is a copy of the report for your review.

#3. Notice to foster parents/Caregivers: The Juvenile Act requires that you receive notice of this hearing however, your attendance is not required but you may attend if you so desire. Child(ren) have to attend unless waived by Child Advocate. You have an opportunity to be heard at this time.

Relationship	Name	Child(ren) Name	Address	Inclusion Notice
Parent Advocate	Test Attorney	[REDACTED]	#1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/>	
CASA	Testcollateral Other	[REDACTED]	#1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/>	
Medical Decision Maker	Sssdfsfsdfs	[REDACTED]	#1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/>	
Neighbor	[REDACTED]	[REDACTED]	#1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/>	
Private Attorney	[REDACTED]	[REDACTED]	#1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/>	
Child Advocate	[REDACTED]	- Select an option -	#1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/>	
CASA	[REDACTED]	[REDACTED]	#1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/>	

20 << < 1 of 1 > >>

▼ Hearing Locations

\* Hearing Locations **Required**  
 - Select an option -

▼ Transition And Family Service Plans

Latest Transition Plan Date      Latest Family Plan Date  
 mm/dd/yyyy      mm/dd/yyyy

▼ Goal & Location

Child Client Name	Court's Current Goal	Caregiver's Name	Current Whereabouts
[REDACTED]	- Select an option -	[REDACTED]	Home

Save      Next

> Approval

Cancel & Go Back to Dashboard      Back to Court History

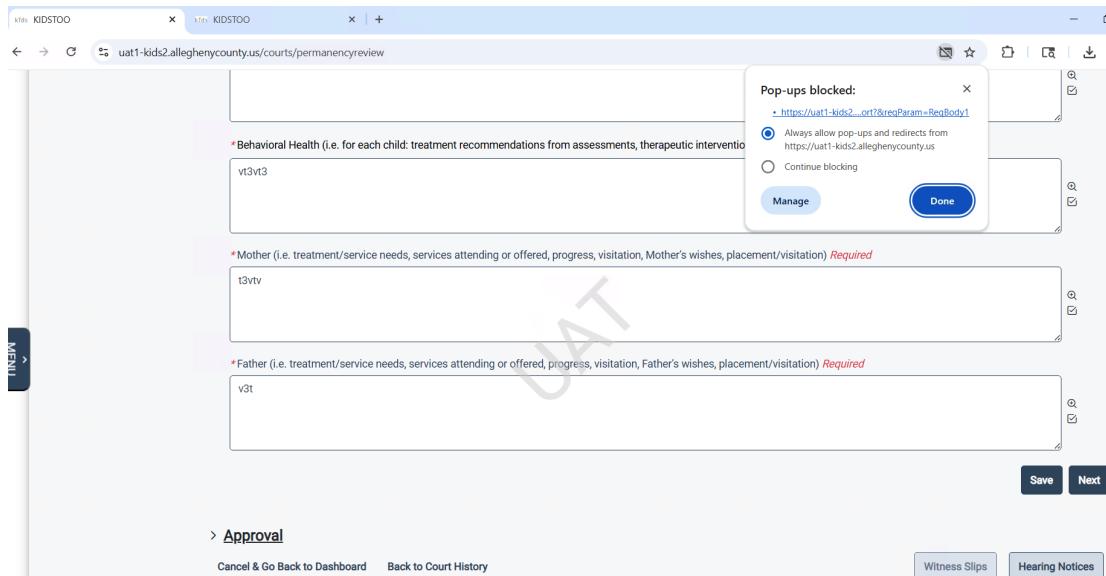
Witness Slips      Hearing Notices

Back To Top

# JOB AID: Courts Flow



- Below are a few key changes to the Petitions screen:
  - A new “Resubmit” button has been added that will allow the user to resubmit the application in the event of a failure.
  - The “Delete Petition” button will allow the user to delete the selected petition application. This access will be given to KIDS Specialist.
  - Users can create any of the listed petition types from the Petition screen.
  - The Affidavit of Service section has been updated with new fields.
  - Witness Slips and Hearing Notices can now be created from the Petition screen.
    - Note:** If hearing notice generates more than 1 report, example JC8 and JC13, the system will open 2 windows to display the reports. User needs to ensure they have Allowed the multiple pop-up window setting to view both reports. This will be a 1-time activity for a user.
    - Go to the main KIDSTOO window and allow the Pop-ups as shown below.



## Court Summaries

### Dependency Petition Hearing Summary

- To navigate to the Dependency Petition Hearing Summary, the user will click “Dep. Petition Hearing Summary” from the menu on the left side of the screen.

By default, the table will load summaries for all children in case/referral. Users can filter to view a specific child if needed.

Users can select one or multiple children to include in a new summary.

Dependency Petition Hearing Summary

**Dependency Petition Hearing Summary List**

Created Date	Hearing Date	Hearing Time	Judge/H.O.	Updated Date	Children	Status	Version #
05/09/2025	07/01/2025	10:30 AM	Hens-Greco, Kathryn	05/21/2025	[REDACTED]	In Process	0
04/29/2025				04/30/2025	[REDACTED]	In Process	0
04/29/2025				04/30/2025	[REDACTED]	In Process	0

**New Summary - 05/21/2025**

**Hearing Information**

Hearing Date	Time	Judge	Hearing	Type	Children
07/01/2025	10:30 AM	Kathryn Hens-Greco	Adjudicatory Hearing with Aggravated Circumstances	DP	[REDACTED]
07/10/2025	09:30 AM	Eleanor Bush	Adjudicatory Hearing	DP	[REDACTED]
01/01/2026	11:30 AM	Kelly Bigley	Adjudicatory Hearing	DP	[REDACTED]

**Include Clients**

Select Child(ren)

△ Client does not have a court hearing scheduled. Contact your KIDS Specialist to verify Docket

Name	Birth Date	Age	Gender	Race	Ethnicity	Docket No.	Hearing Participant
[REDACTED]	04/21/2011	14	Female	Black or African American, American Indian or Alaska Native	Mexican, Mexican American, Chicano	CP-02-OP-[REDACTED]2021	Yes <input checked="" type="checkbox"/>
[REDACTED]	09/21/2016	8	Female	Black or African American, American Indian or Alaska Native	Mexican, Mexican American, Chicano	△	No <input type="checkbox"/>
[REDACTED]	02/23/2010	15	Female	Unable to Determine	Unable to determine	△ CP-02-OP-[REDACTED]2025	No <input type="checkbox"/>
Joy Rebello	04/22/2008	17	Male	Black or African American	Mexican, Mexican American, Chicano	△	No <input type="checkbox"/>
Test Child	02/15/2013	12	Male	White, Black or African American	Cuban	△ CP-02-OP-[REDACTED]2025	No <input type="checkbox"/>

**Parents/Legal Guardian or Custodian**

Name	Birth Date	Age	Gender	Address	Children
Test Mom	04/22/1974	51	Female	CONFIDENTIAL	[REDACTED]

02/24/25

KIDS TOO Training Materials – Courts

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# JOB AID: Courts Flow



Allegheny County Department of Human Services

- The user can click “New Summary” and the screen will expand to display a new summary template where one or multiple children can be selected. Once the user selects the clients to include in the summary and clicks save, the template expands further and the user can fill in all details and click on save.

Dependency Petition Hearing Summary

Cover Page Hearing Summary Recommendation Further Recommendation Participants Affidavit of Service

**Affidavit of Service**

The undersigned hereby certifies that a copy of the within Hearing Notice, Court Summary and all referenced attachments have been provided to the following on the date and called by the time stamp herein and in the matter as indicated herein.

#1. It is necessary for you to be present, and you may bring any witnesses you desire.

#2. We are planning to send a written report to the court so that it is not necessary for all parties to attend the hearing. Enclosed is a copy of the report for your review. If you are not in agreement with this please contact your caseworker at the phone number listed below.

Relationship	Name	Address	Certified Mail	Mailed Service	Personal Service	Interoffice Mail	Unable to Send	Inclusion Notice
Mother of [REDACTED]	Test Mom	Confidential	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#1 <input type="radio"/> #2 <input type="radio"/>
Legal Guardian : [REDACTED]	Test Other	[REDACTED]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#1 <input type="radio"/> #2 <input type="radio"/>
Child over 14 Years of age : [REDACTED]			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Child Advocate for : [REDACTED]	Confidential		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CASA(if Applicable) : [REDACTED]			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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**Additional Hearing Notices (JCR)**

#1. It is necessary for you to be present to give pertinent information. If you are Physically handicapped and/or need special arrangements for entry to Juvenile Court, please contact them at 412-350-0210 at least 48 hours in advance. If hearing is in a regional office, please contact the caseworker to make arrangements.

#2. Enclosed is a copy of the report for your review.

#3. Notice to foster parents/Caregivers: The Juvenile Act requires that you receive notice of this hearing however, your attendance is not required but you may attend if you so desire. Child(ren) have to attend unless waived by Child Advocate. You have an opportunity to be heard at this time.

Relationship	Name	Child(en) Name	Address	Inclusion Notice
Parent Advocate	Test Attorney	[REDACTED]	#1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/>	
CASA	Testcollateral Other	[REDACTED]	#1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/>	
Medical Decision Maker	Sdsdsdsds	[REDACTED]	#1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/>	
Neighbor	[REDACTED]	[REDACTED]	#1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/>	
Private Attorney	[REDACTED]	[REDACTED]	#1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/>	
Child Advocate	[REDACTED]	[REDACTED]	#1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/>	
CASA	[REDACTED]	[REDACTED]	#1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/>	

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**Hearing Locations**

\*Hearing Locations Required  
- Select an option -

**Transition And Family Service Plans**

Latest Transition Plan Date  Latest Family Plan Date

**Goal & Location**

Child Client Name	Court's Current Goal	Caregiver's Name	Current Whereabouts
[REDACTED]	- Select an option -	Home	Home
Child Client Name	Court's Current Goal	Caregiver's Name	Current Whereabouts

**Approval**

Cancel & Go Back to Dashboard Back to Court History

**Save**

**Witness Slips and Hearing Notices can now be created from the summary screen.**

**Witness Slips** **Hearing Notices**

# JOB AID: Courts Flow



- Below are a few key changes to the Petitions screen:
  1. A new filter allows the user to view one child's information or all children's information in the list table.
  2. A new delete button has been added to allow users the ability to delete a selected summary. This access will be given to KIDS Specialist.
  3. When creating a new summary, users can select one or more children to include in that summary.
  4. The Affidavit of Service section has been updated with new fields.
  5. Witness Slips and Hearing Notices can now be created from the summary screen.

## Permanency Review Addendum

- To navigate to the Permanency Review Addendum screen, the user will click “Permanency Review Addendum” from the menu on the left side of the screen.
- From here, users can filter to view a specific child or all children in the addendum list table.

New button allowing user to delete selected addendum.

Users can select one or multiple children to include in the new addendum.

Name	Birth Date	Age	Gender	Race	Ethnicity	Docket No.	Hearing Participant
[REDACTED]	04/21/2011	14	Female	Black or African American, American Indian or Alaska Native	Mexican, Mexican American, Chicano	CP-02-0P-[REDACTED]2021	Yes
[REDACTED]	09/21/2016	8	Female	Black or African American, American Indian or Alaska Native	Mexican, Mexican American, Chicano	CP-02-0P-[REDACTED]2025	No
[REDACTED]	02/25/2010	15	Female	Unable to Determine	Unable to determine	CP-02-0P-[REDACTED]2025	No
[REDACTED]	04/22/2008	17	Male	Black or African American	Mexican, Mexican American, Chicano	CP-02-0P-[REDACTED]2025	No
[REDACTED]	02/15/2013	12	Male	White, Black or African American	Cuban	CP-02-0P-[REDACTED]2025	No

Parents/Legal Guardian or Custodian

Name	Birth Date	Age	Gender	Address	Children
Test Mom	04/22/1974	51	Female	CONFIDENTIAL	

Save

Cancel & Go Back to Dashboard   Back to Court History

# JOB AID: Courts Flow



Allegheny County Department of Human Services

- The user can click “New Addendum” and the screen will expand to display a new template where one or multiple children can be selected. Once the user selects the clients to include in the summary and clicks save, the template expands further, and the user can fill in all details.
- Alternatively, if the user wishes to amend an existing addendum, they will select the addendum from the list table and click “Amend”.

Witness Slip

Selected Addendum - 05/21/2025

> Hearing Information

> Include Clients

Permanency Review Addendum

Cover Page  Permanency  Recommendations  Parents/Guardians  Further Recommendation  Participants  Affidavit of Service

**Summary of Services and Casework Activities**

\*Face-to-Face Contacts with the Child and Family **Required**

\*Services Provided (i.e. transportation support, contracted services) **Required**

\*Referrals made for services and/or evaluations (i.e. All Community, Contracted referrals and assessments, evaluations needed and why needed) **Required**

\*Family Finding Efforts **Required**

\*Concrete Goods Provided **Required**

\*Meetings scheduled/held regarding the Family (i.e. Conferencing/Team meetings, ITM, Child Option Meetings) **Required**

**Summary of Family's Progress in Reaching the Objective**

\*Placement (i.e. where is the child(ren) placed, what agency is providing supervision, if sibling group are they placed together, concurrent planning) **Required**

\*Education (i.e. for each child where enrolled, grade, attendance, academic performance, discipline concerns, IEP/504 Plan, education decision maker) **Required**

\*Medical (i.e. for each child medical and immunizations up to date, dental up to date, any special medical needs/concerns) **Required**

\*Behavioral Health (i.e. for each child treatment recommendations from assessments, therapeutic interventions attending, progress being made) **Required**

\*Mother (i.e. treatment/service needs, services attending or offered, progress, visitation, Mother's wishes, placement/visitation) **Required**

\*Father (i.e. treatment/service needs, services attending or offered, progress, visitation, Father's wishes, placement/visitation) **Required**

**Approval**

**Approval History**

Requester Worker	Requested Date	Approval/Sent Back Worker	Approval/Sent Back Date	Status
No results found				

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**Request Approval**

Requesting Worker  
Amber Manning

Requesting Date  
5/21/2025

Approving Worker **Required**

Amber Manning - INTAKE 1

The system will copy over from the last approved addendum.

Modernized wording of some questions.

Witness Slips and Hearing Notices can now be created from the addendum

# JOB AID: Courts Flow



Allegheny County Department of Human Services

**Permanency Review Addendum**

[Copy from Previous Addendum](#)

[Cover Page](#) [Permanency](#) [Recommendations](#) [Parents/Guardians](#) [Further Recommendation](#) [Participants](#) [Affidavit of Service](#)

**Affidavit of Service** 1/2 Required Fields

The undersigned hereby certifies that a copy of the within Hearing Notice, Court Summary and all referenced attachments have been provided to the following on the date and called by the time stamp hereon and in the matter as indicated herein.

#1. It is necessary for you to be present, and you may bring any witnesses you desire.

#2. We are planning to send a written report to the court so that it is not necessary for all parties to attend the hearing. Enclosed is a copy of the report for your review. If you are not in agreement with this please contact your caseworker at the phone number listed below.

Relationship	Name	Address	Certified Mail	Mailed	Personal Service	Interoffice Mail	Unable to Send	Inclusion Notice
Mother of: [REDACTED]	Test Mom	Confidential	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#1 <input type="checkbox"/> #2 <input type="checkbox"/>
Child over 14 Years of age: [REDACTED]			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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**Additional Hearing Notices (JC8)**

#1. It is necessary for you to be present to give pertinent information. If you are Physically handicapped and/or need special arrangements for entry to Juvenile Court, please contact them at 412-350-0210 at least 48 hours in advance. If hearing is in a regional office, please contact the caseworker to make arrangements.

#2. Enclosed is a copy of the report for your review.

#3. Notice to foster parents/Caregivers: The Juvenile Act requires that you receive notice of this hearing however, your attendance is not required but you may attend if you so desire. Child(ren) have to attend unless waived by Child Advocate. You have an opportunity to be heard at this time.

Relationship	Name	Child(ren) Name	Address	Inclusion Notice
Parent Advocate	Test Attorney	[REDACTED]	#1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/>	
CASA	Testcollateral Other	[REDACTED]	#1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/>	
Medical Decision Maker	Sssdfsdfs	[REDACTED]	#1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/>	
Neighbor	[REDACTED]	[REDACTED]	#1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/>	
Private Attorney	[REDACTED]	[REDACTED]	#1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/>	
Child Advocate	[REDACTED]	- Select an option -	#1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/>	
CASA	[REDACTED]	[REDACTED]	#1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/>	

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**Hearing Locations**

\*Hearing Locations **Required**

- Select an option -

**Transition And Family Service Plans**

Latest Transition Plan Date      Latest Family Plan Date

mm/dd/yyyy      mm/dd/yyyy

**Goal & Location**

Child Client Name	Court's Current Goal	Caregiver's Name	Current Whereabouts
[REDACTED]	- Select an option -	Home	Home

**Save**

**Approval**

[Cancel & Go Back to Dashboard](#) [Back to Court History](#)

**Witness Slips** **Hearing Notices**

[Back To Top](#)

Witness Slips and Hearing Notices can now be created from the summary screen.

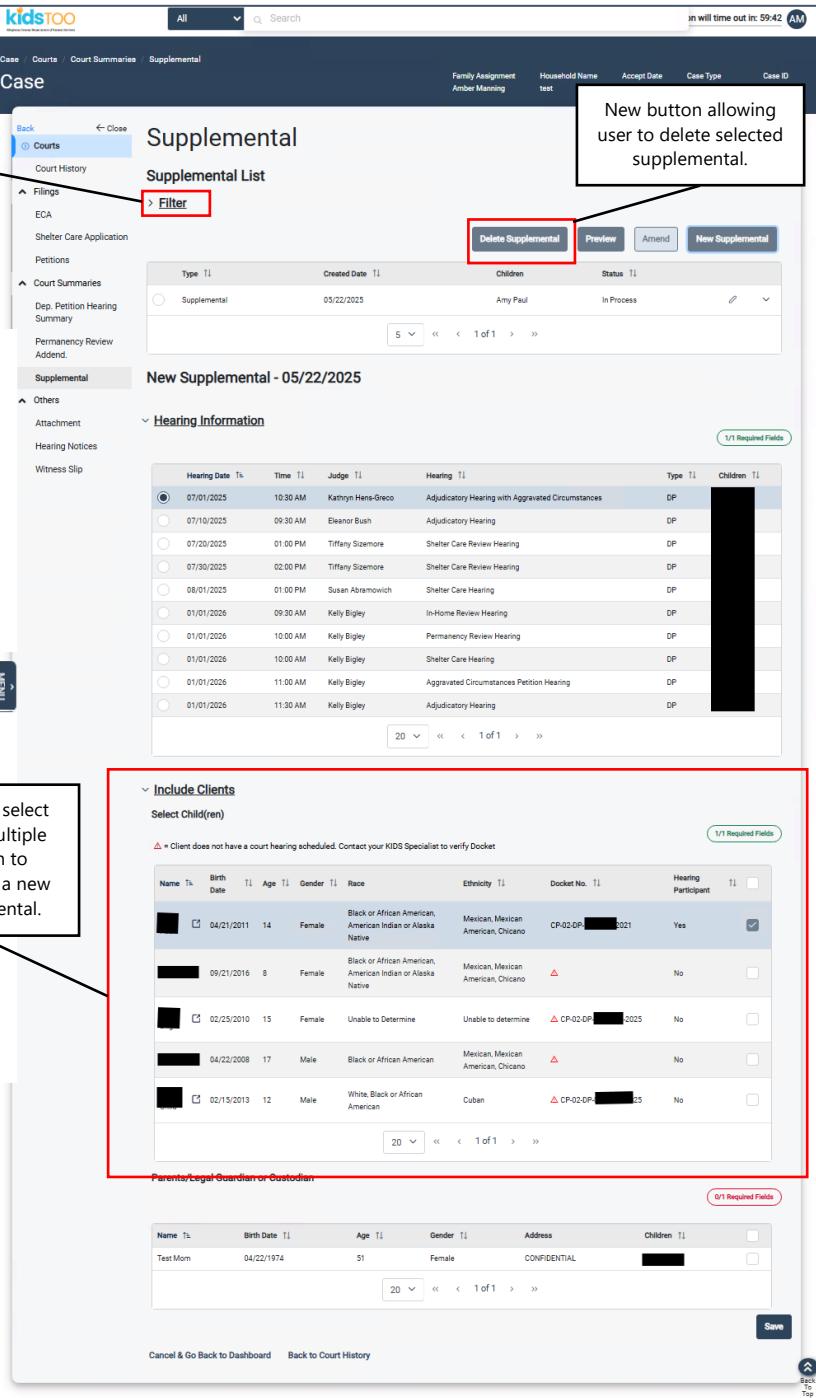
- Below are a few key changes to the addendum screen:
  1. A new filter allows the user to view one child's information or all children's information in the list table.
  2. A new delete button has been added to allow users the ability to delete a selected addendum. This access will be given to KIDS Specialist.
  3. When creating a new addendum, users can select one or more children to include in that addendum.
  4. The Affidavit of Service section has been updated with new fields.
  5. Witness Slips and Hearing Notices can now be created from the supplemental screen.
  6. Some questions on the Permanency tab have been re-worded.

## Supplemental

- To navigate to the Supplemental screen, the user will click “Supplemental” from the menu on the left side of the screen.
- From here, users can filter to view a specific child or all children in the supplemental list table.

Users can choose to filter to see all children or a specific child.

Users can select one or multiple children to include in a new supplemental.



New button allowing user to delete selected supplemental.

**Supplemental List**

Type	Created Date	Children	Status
Supplemental	05/22/2025	Amy Paul	In Process

**New Supplemental - 05/22/2025**

**Hearing Information**

Hearing Date	Time	Judge	Hearing	Type	Children
07/01/2025	10:30 AM	Kathryn Hens-Greco	Adjudicatory Hearing with Aggravated Circumstances	DP	
07/10/2025	09:30 AM	Eleanor Bush	Adjudicatory Hearing	DP	
07/20/2025	01:00 PM	Tiffany Sizemore	Shelter Care Review Hearing	DP	
07/30/2025	02:00 PM	Tiffany Sizemore	Shelter Care Review Hearing	DP	
08/01/2025	01:00 PM	Susan Abramovich	Shelter Care Hearing	DP	
01/01/2026	09:30 AM	Kelly Bigley	In-Home Review Hearing	DP	
01/01/2026	10:00 AM	Kelly Bigley	Permanency Review Hearing	DP	
01/01/2026	10:00 AM	Kelly Bigley	Shelter Care Hearing	DP	
01/01/2026	11:00 AM	Kelly Bigley	Aggravated Circumstances Petition Hearing	DP	
01/01/2026	11:30 AM	Kelly Bigley	Adjudicatory Hearing	DP	

**Include Clients**

Select Child(ren)

⚠ Client does not have a court hearing scheduled. Contact your KIDS Specialist to verify Docket.

Name	Birth Date	Age	Gender	Race	Ethnicity	Docket No.	Hearing Participant
[REDACTED]	04/21/2011	14	Female	Black or African American, American Indian or Alaska Native	Mexican, Mexican American, Chicano	CP-02-0P-[REDACTED]021	Yes <input checked="" type="checkbox"/>
[REDACTED]	09/21/2016	8	Female	Black or African American, American Indian or Alaska Native	Mexican, Mexican American, Chicano	CP-02-0P-[REDACTED]2025	No <input type="checkbox"/>
[REDACTED]	02/25/2010	15	Female	Unable to Determine	Unable to determine	CP-02-0P-[REDACTED]2025	No <input type="checkbox"/>
[REDACTED]	04/22/2008	17	Male	Black or African American	Mexican, Mexican American, Chicano	CP-02-0P-[REDACTED]2025	No <input type="checkbox"/>
[REDACTED]	02/15/2013	12	Male	White, Black or African American	Cuban	CP-02-0P-[REDACTED]2025	No <input type="checkbox"/>

**Parental/Legal Guardian or Custodian**

Name	Birth Date	Age	Gender	Address	Children
Test Mom	04/22/1974	51	Female	CONFIDENTIAL	[REDACTED]

**Save**

[Cancel & Go Back to Dashboard](#) [Back to Court History](#)

# JOB AID: Courts Flow



Allegheny County Department of Human Services

- The user can click “New Supplemental” and the screen will expand to display a new template where one or multiple children can be selected. Once the user selects the clients to include in the summary and clicks save, the template expands further, and the user can fill in all details.
- Alternatively, if the user wishes to amend an existing supplemental, they will select the supplemental from the list table and click “Amend”.

**Selected Supplemental - 05/22/2025**

**Hearing Information**

**Include Clients**

**Supplemental Info**

**Affidavit of Service**

The undersigned hereby certifies that a copy of the within Hearing Notice, Court Summary and all referenced attachments have been provided to the following on the date and called by the time stamp herein and in the manner as indicated herein.

#1. It is necessary for you to be present, and you may bring any witnesses you desire.

#2. We are planning to send a written report to the court so that it is not necessary for all parties to attend the hearing. Enclosed is a copy of the report for your review. If you are not in agreement with this please contact your caseworker at the phone number listed below.

Relationship	Name	Address	Certified Mail	Mailed	Personal Service	Interoffice Mail	Unable to Send	Inclusion Notice
Mother of [REDACTED]	Test Mom	Confidential	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#1 <input type="radio"/> #2 <input type="radio"/>
Child over 14 Years of Age	[REDACTED]	[REDACTED]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]

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**Additional Hearing Notices (JC8)**

#1. It is necessary for you to be present to give pertinent information. If you are Physically handicapped and/or need special arrangements for entry to Juvenile Court, please contact them at 412-650-0210 at least 48 hours in advance. If hearing is in a regional office, please contact the caseworker to make arrangements.

#2. Enclosed is a copy of the report for your review.

#3. Notice to foster parents/Caregivers: The Juvenile Act requires that you receive notice of this hearing however, your attendance is not required but you may attend if you so desire. Child(ren) have to attend unless waived by Child Advocate. You have an opportunity to be heard at this time.

Relationship	Name	Child(ren) Name	Address	Inclusion Notice
Parent Advocate	Test Attorney	[REDACTED]	#1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/>	
CASA	Tetcolateral Other	[REDACTED]	#1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/>	
Medical Decision Maker	Sadsfasdf	[REDACTED]	#1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/>	
Neighbor	[REDACTED]	[REDACTED]	#1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/>	
Private Attorney	[REDACTED]	[REDACTED]	#1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/>	
Child Advocate	[REDACTED]	– Select an option –	#1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/>	
CASA	[REDACTED]	[REDACTED]	#1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/>	

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**Hearing Locations**

\*Hearing Locations **Required**

– Select an option –

**Transition And Family Service Plans**

Latest Transition Plan Date mm/dd/yyyy

Latest Family Plan Date mm/dd/yyyy

**Goal & Location**

Child Client Name [REDACTED] Court's Current Goal – Select an option – Caregiver's Name Home Current Whereabouts Home

**Approval**

Cancel & Go Back to Dashboard Back to Court History

**Save**

**Witness Slips** **Hearing Notices**

**Back To Top**

**New fields have been added to the Affidavit of Service section.**

**Witness Slips and Hearing Notices can now be created from the supplemental screen.**

# JOB AID: Courts Flow



- Below are a few key changes to the addendum screen:
  1. A new filter allows the user to view one child's information or all children's information in the list table.
  2. A new delete button has been added to allow users the ability to delete a selected supplemental. This access will be given to KIDS Specialist.
  3. When creating a new supplemental, users can select one or more children to include in that supplemental.
  4. The Affidavit of Service section has been updated with new fields.
  5. Witness Slips and Hearing Notices can now be created from the supplemental screen.

## Others

### Attachments

(TBD need to update after CR)

### Hearing Notices

- To add a Hearing notice, navigate to the Hearing Notices screen and click on “New Hearing Notice”
- On clicking “New Hearing Notice” button the screen expands to display a new application.
- Once the user selects the hearing information, clients and collateral contacts, the system will generate the appropriate notices.

# JOB AID: Courts Flow



Session will time out in: 59:54 [\[Logout\]](#)

[Case](#) [Courts](#) [Others](#) [Hearing Notices](#)

**Case**

[Back](#) [← Close](#)

**Courts**

[Court History](#)

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[Petitions](#)

[Court Summaries](#)

[Dep. Petition Hearing Summary](#)

[Permanency Review Addendum](#)

[Supplemental](#)

[Others](#)

[Attachment](#)

**Hearing Notices**

[Witness Slip](#)

[New](#)

**Hearing Notices**

[Filter](#)

**Hearing Notices List**

[Preview](#) [New Hearing Notice](#)

Created Date	Hearing Date	Hearing Time	Judge/H.O.	Updated Date	Children
03/14/2025	01/01/2026	11:00 AM	Kelly E Bigley	03/14/2025	[REDACTED]
05/14/2025	01/01/2026	11:00 AM	Kelly E Bigley	03/14/2025	[REDACTED]
03/14/2025	01/01/2026	11:00 AM	Kelly E Bigley	03/14/2025	[REDACTED]
05/14/2025	07/15/2025	09:30 AM	Eleanor L Bush	03/14/2025	[REDACTED]
05/14/2025	07/15/2025	09:30 AM	Eleanor L Bush	03/14/2025	[REDACTED]

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**New Summary - 05/22/2025**

[Hearing Information](#)

1/1 Required Fields

Hearing Date	Time	Judge	Hearing	Type	Children	Reason
07/01/2025	10:30 AM	Kathryn Hera-Greco	Adjudicatory Hearing with Aggravated Circumstances	DP	[REDACTED]	
07/10/2025	09:30 AM	Eleanor Bush	Adjudicatory Hearing	DP	[REDACTED]	
07/20/2025	01:00 PM	Tiffany Saamore	Shelter Care Review Hearing	DP	[REDACTED]	
07/30/2025	02:00 PM	Tiffany Saamore	Shelter Care Review Hearing	DP	[REDACTED]	
08/01/2025	01:00 PM	Susan Abramovitch	Shelter Care Hearing	DP	[REDACTED]	
01/01/2026	09:30 AM	Kelly Bigley	In-Home Review Hearing	DP	[REDACTED]	
01/01/2026	10:00 AM	Kelly Bigley	Permanency Review Hearing	DP	[REDACTED]	
01/01/2026	10:00 AM	Kelly Bigley	Shelter Care Hearing	DP	[REDACTED]	
01/01/2026	11:00 AM	Kelly Bigley	Aggravated Circumstances Petition Hearing	DP	[REDACTED]	
01/01/2026	11:30 AM	Kelly Bigley	Adjudicatory Hearing	DP	[REDACTED]	

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Hearing is not scheduled

[Include Clients](#)

[Select Child\(ren\)](#)

△ = Client does not have a court hearing scheduled. Contact your KIDS Specialist to verify Docket

1/1 Required Fields

Name	Birth Date	Age	Gender	Race	Ethnicity	Docket No.	Hearing Participant
[REDACTED]	04/21/2011	14	Female	Black or African American, American Indian or Alaska Native	Mexican, Mexican American, Chicano	CP-02-OP-[REDACTED]-2021	Yes <input checked="" type="checkbox"/>
[REDACTED]	09/21/2016	8	Female	Black or African American, American Indian or Alaska Native	Mexican, Mexican American, Chicano	CP-02-OP-[REDACTED]-2025	No <input type="checkbox"/>
[REDACTED]	02/25/2010	15	Female	Unable to Determine	Unable to determine	CP-02-OP-[REDACTED]-2025	No <input type="checkbox"/>
[REDACTED]	04/21/2008	17	Male	Black or African American	Mexican, Mexican American, Chicano	CP-02-OP-[REDACTED]-2025	No <input type="checkbox"/>
[REDACTED]	02/15/2013	12	Male	White, Black or African American	Other	CP-02-OP-[REDACTED]-2025	No <input type="checkbox"/>

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**Parents/Legal Guardian or Custodian**

5/5 Required Fields

Name	Relationship	Address
Test Mom	Mother (Biological)	CONFIDENTIAL <input type="checkbox"/>

20 < < 1 of 1 > >

**Collateral**

Name	Relationship	Address
No results found		

20 < < 1 of 0 > >

[Save](#)

[Cancel & Go Back to Dashboard](#) [Back to Court History](#)

# JOB AID: Courts Flow



**Selected Summary - 05/22/2025**

[Hearing Information](#)

[Include Clients](#)

[Clients](#) 2/2 Required Fields

#1. It is necessary for you to be present, and you may bring any witnesses you desire.

#2. We are planning to send a written report to the court so that it is not necessary for all parties to attend the hearing. Enclosed is a copy of the report for your review. If you are not in agreement with this please contact your caseworker at the phone number listed below.

Name	Birth Date	Age	Gender	Relationship	Child(ren) Name	#1	#2
Test Mom	04/22/1974	51	Female	Mother (Biological)	[REDACTED]	<input checked="" type="radio"/>	<input type="radio"/>
Test Other	02/05/1987	38	Male	Guardian (Legal)	[REDACTED]	<input type="radio"/>	<input checked="" type="radio"/>

20 << < 1 of 1 > >>

[Collaterals](#) 6/9 Required Fields

#1. It is necessary for you to be present to give pertinent information. If you are Physically handicapped and/or need special arrangements for entry to Juvenile Court, please contact them at 412-350-0210 at least 48 hours in advance. If hearing is in a regional office, please contact the caseworker to make arrangements.

#2. Enclosed is a copy of the report for your review.

#3. Notice to foster parents/Caregivers: The Juvenile Act requires that you receive notice of this hearing however, your attendance is not required but you may attend if you so desire. Child(ren) have to attend unless waived by Child Advocate. You have an opportunity to be heard at this time.

Name	Birth Date	Age	Gender	Relationship	Child(ren) Name	#1	#2	#3
[REDACTED]			Female	Private Attorney	[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	02/25/2010	15	Female	Self	[REDACTED]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
[REDACTED]			Male	Child Advocate	[REDACTED]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	04/22/2008	17	Male	Neighbor	[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]			Female	Self	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]				Medical Decision Maker	[REDACTED]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Test Attorney	02/01/1997	28	Male	Parent Advocate	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Test collateral Other	02/01/1997	28	Unknown	CASA	[REDACTED]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

20 << < 1 of 1 > >>

[Hearing Locations](#) 1/1 Required Fields

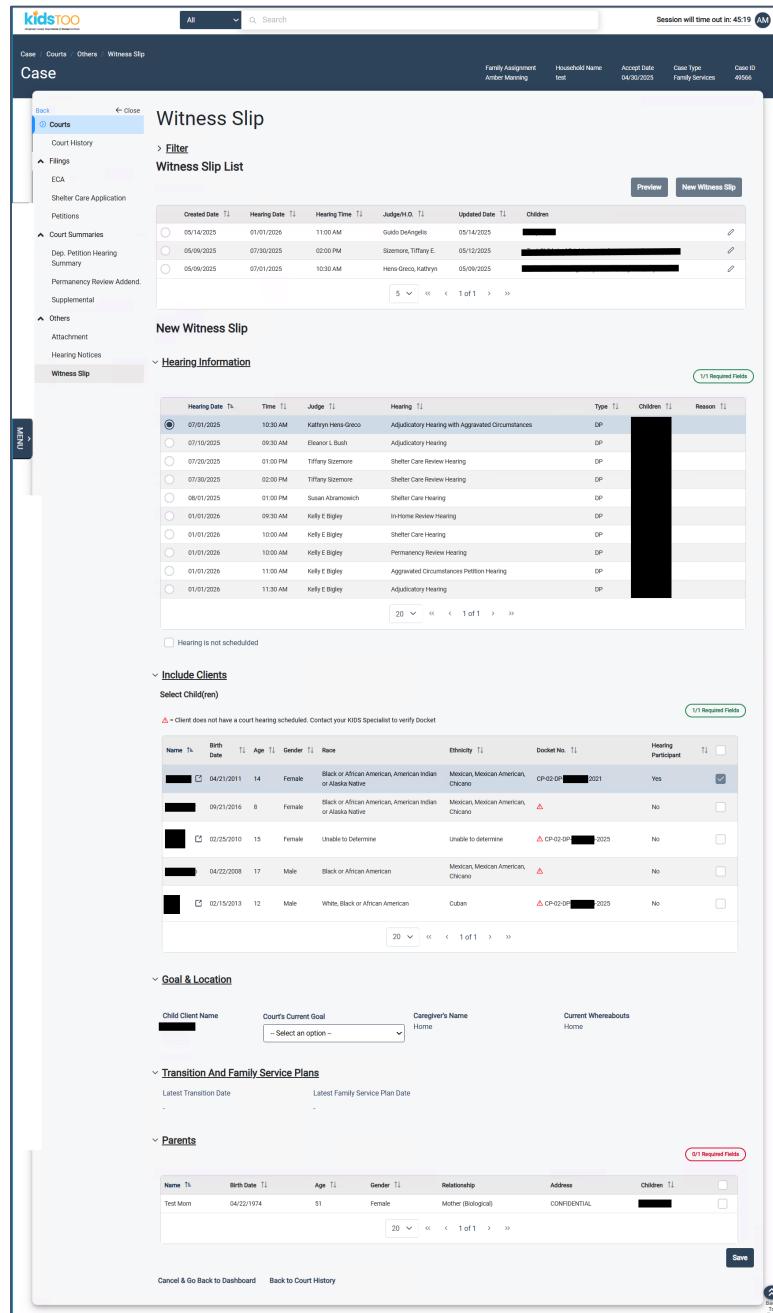
\*Hearing Locations Required

Save

Cancel & Go Back to Dashboard [Back to Court History](#)

## Witness Slips

- To create a new Witness Slip, navigate to the Witness Slip screen and click on “New Witness Slip”
- On clicking “New Witness Slip” button the screen expands to display a new application.
- Once the user selects the hearing information, clients and collateral contacts, the system will generate the appropriate notices.



The screenshot shows the 'Witness Slip' application interface. At the top, there are tabs for Case, Courts, Others, and Witness Slip. The 'Witness Slip' tab is selected. The main area is titled 'Witness Slip' and shows a 'Witness Slip List' with a table of hearings. The table includes columns for Created Date, Hearing Date, Hearing Time, Judge, Updated Date, and Children. Below the table is a 'New Witness Slip' form with sections for 'Hearing Information', 'Include Clients', 'Goal & Location', 'Transition And Family Service Plans', and 'Parents'.

**Witness Slip List**

Created Date	Hearing Date	Hearing Time	Judge	Updated Date	Children
05/14/2025	05/15/2025	11:00 AM	Guido DeAngelis	05/14/2025	[REDACTED]
05/09/2025	05/30/2025	02:00 PM	Tiffany Sizemore	05/12/2025	[REDACTED]
05/09/2025	07/01/2025	10:30 AM	Hens-Greco, Kathryn	05/09/2025	[REDACTED]

**New Witness Slip**

**Hearing Information**

Hearing Date	Time	Judge	Hearing	Type	Children	Reason
07/01/2025	10:30 AM	Kathryn Hens-Greco	Adjudicatory Hearing with Aggravated Circumstances	DP	[REDACTED]	
07/10/2025	09:30 AM	Eleanor L. Bush	Adjudicatory Hearing	DP	[REDACTED]	
07/20/2025	01:00 PM	Tiffany Sizemore	Shelter Care Review Hearing	DP	[REDACTED]	
07/30/2025	02:00 PM	Tiffany Sizemore	Shelter Care Review Hearing	DP	[REDACTED]	
08/01/2025	01:00 PM	Susan Abramowitch	Shelter Care Hearing	DP	[REDACTED]	
01/01/2025	09:30 AM	Kelly E. Bigley	In-Home Review Hearing	DP	[REDACTED]	
01/01/2026	10:00 AM	Kelly E. Bigley	Permanency Review Hearing	DP	[REDACTED]	
01/01/2026	11:00 AM	Kelly E. Bigley	Aggravated Circumstances Petition Hearing	DP	[REDACTED]	
01/01/2026	11:30 AM	Kelly E. Bigley	Adjudicatory Hearing	DP	[REDACTED]	

Hearing is not scheduled

**Include Clients**

Select Child(ren)

⚠ Client does not have a court hearing scheduled. Contact your KIDS Specialist to verify Docket

Name	Birth Date	Age	Gender	Race	Ethnicity	Docket No.	Hearing Participant
[REDACTED]	04/21/2011	14	Female	Black or African American, American Indian or Alaska Native	Mexican, Mexican American, Chicano	CP-02-0F-[REDACTED]2021	Yes <input checked="" type="checkbox"/>
[REDACTED]	09/21/2016	8	Female	Black or African American, American Indian or Alaska Native	Mexican, Mexican American, Chicano	CP-02-0F-[REDACTED]2025	No <input type="checkbox"/>
[REDACTED]	02/25/2010	15	Female	Unable to determine	Unable to determine	CP-02-0F-[REDACTED]2025	No <input type="checkbox"/>
[REDACTED]	04/22/2008	17	Male	Black or African American	Mexican, Mexican American, Chicano	CP-02-0F-[REDACTED]2025	No <input type="checkbox"/>
[REDACTED]	02/15/2013	12	Male	White, Black or African American	Cuban	CP-02-0F-[REDACTED]2025	No <input type="checkbox"/>

**Goal & Location**

Child Client Name: [REDACTED] Court's Current Goal: [REDACTED] - Select an option - Caregiver's Name: [REDACTED] Home Current Whereabouts: [REDACTED] Home

**Transition And Family Service Plans**

Latest Transition Date: [REDACTED] Latest Family Service Plan Date: [REDACTED]

**Parents**

Name	Birth Date	Age	Gender	Relationship	Address	Children
Test Mom	04/22/1974	51	Female	Mother (Biological)	CONFIDENTIAL	[REDACTED]

1/1 Required Fields

Save

Cancel & Go Back to Dashboard Back to Court History

# JOB AID: Courts Flow



Allegheny County Department of Human Services

Session will time out in: 38:52 AM

**Case**

**Witness Slip**

**Witness Slip List**

Created Date	Hearing Date	Hearing Time	Judge/H.O.	Updated Date	Children
05/30/2025	07/01/2025	10:30 AM	Hens-Greco, Kathryn	05/30/2025	[REDACTED]
05/14/2025	01/01/2026	11:00 AM	Guido DeVangelista	05/14/2025	[REDACTED]
05/09/2025	07/30/2025	02:00 PM	Sizemore, Tiffany E.	05/12/2025	[REDACTED]
05/09/2025	07/01/2025	10:30 AM	Hens-Greco, Kathryn	05/09/2025	[REDACTED]

**Selected Witness Slip**

**Hearing Information**

**Include Clients**

**Goal & Location**

**Transition And Family Service Plans**

**Parents**

**Attorneys**

**Case Participants**

**Case Participants Not Required**

**Cancel & Go Back to Dashboard** **Back to Court History**

**Save**

**Go To Top**