ATTACHMENT A

HOW TO MARK A RECORD SEALED IN N-FOCUS

LB 800 was signed and went into effect on July 15, 2010. LB 800 provides more direction on what action courts and the Department are to take when a court orders that a Juvenile Record be sealed. To support the Department employees in identifying records that have been sealed the following changes in N-FOCUS were implemented on March 20, 2011.

LB 800 provides guidance that the only records that will be sealed are delinquency and status offense court cases. The court will issue an order and the order will include the name of the youth as well as the Court Page and Docket Number that is ordered to be sealed.

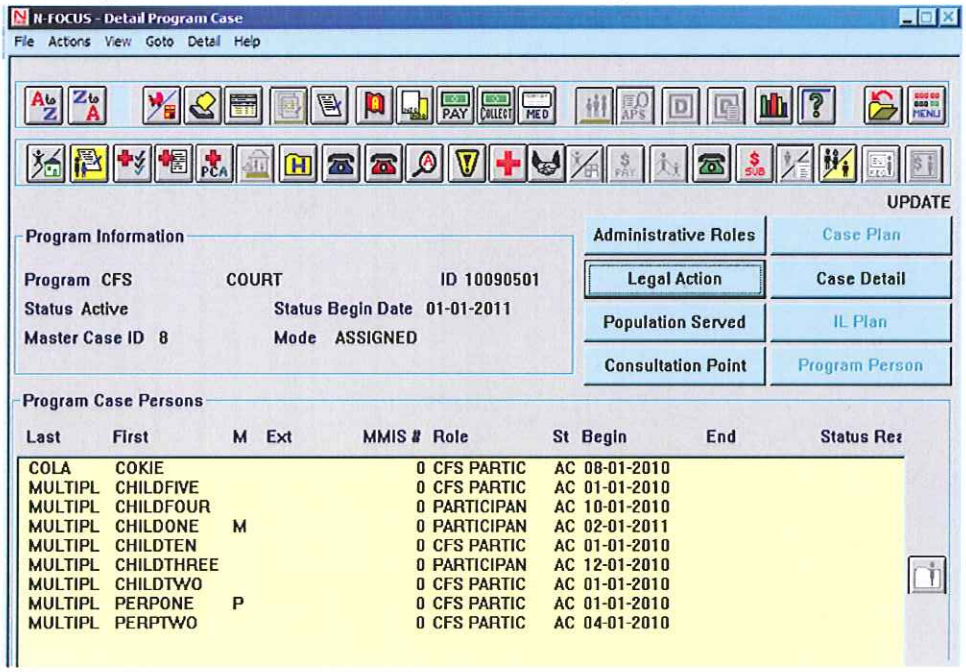
The office or Service Area Designee will be expected to take the following actions in N-FOCUS upon receipt of the Court Order.

I. Search N-FOCUS for the Legal Action(s) ordered to be sealed

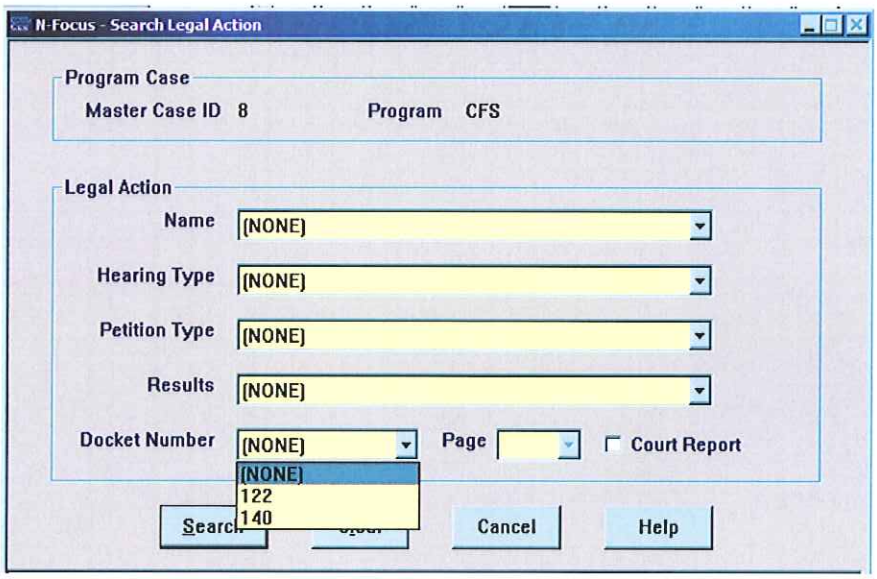
A. The court order should include the youths name and the Court Page and Docket Number

B. Search for the Program Case(s) for the youth as normally would

C. In the Program Case Detail Window Select Legal Action Push Button



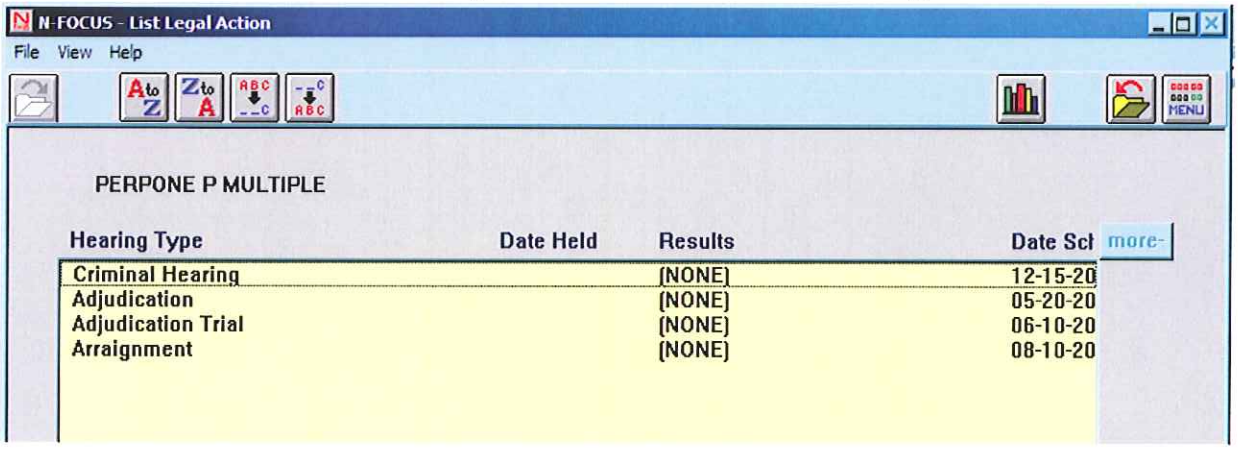
D. When the Search Legal Action window opens select the down arrow adjacent to the Docket Number



E. Select the docket number that matches the docket and page number provided in the court order to seal the record

F. If there is a match then select search. The list Legal Action window will open for all legal actions for the selected Docket and Page Number.

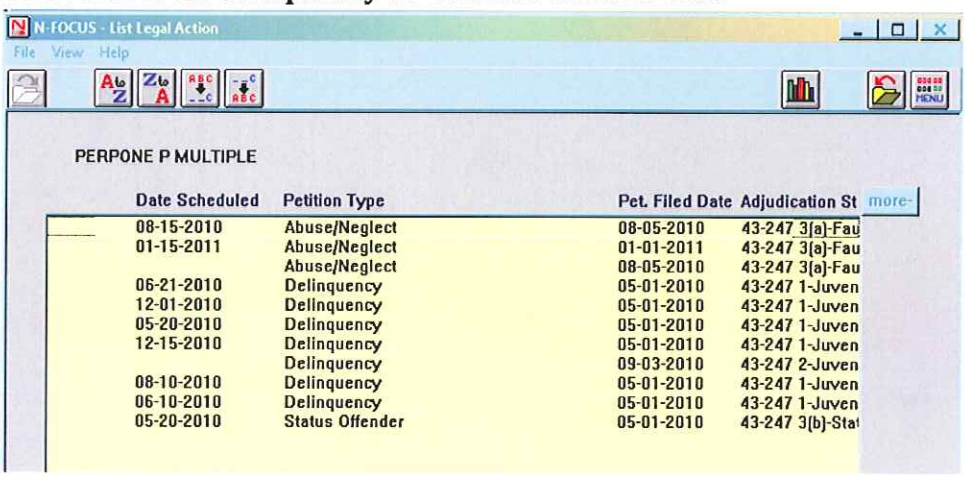
1. If there is only one match then the Detail Legal Action window will open



II. Select each applicable Legal Action to apply the seal to the record

A. LB 800 states that the only type of cases that are to be sealed are Juvenile Delinquency and Status Offense Cases

B. You may want to scroll to the right on the List Legal Action window to make sure that the selected action is a Delinquency or a Status Offense case

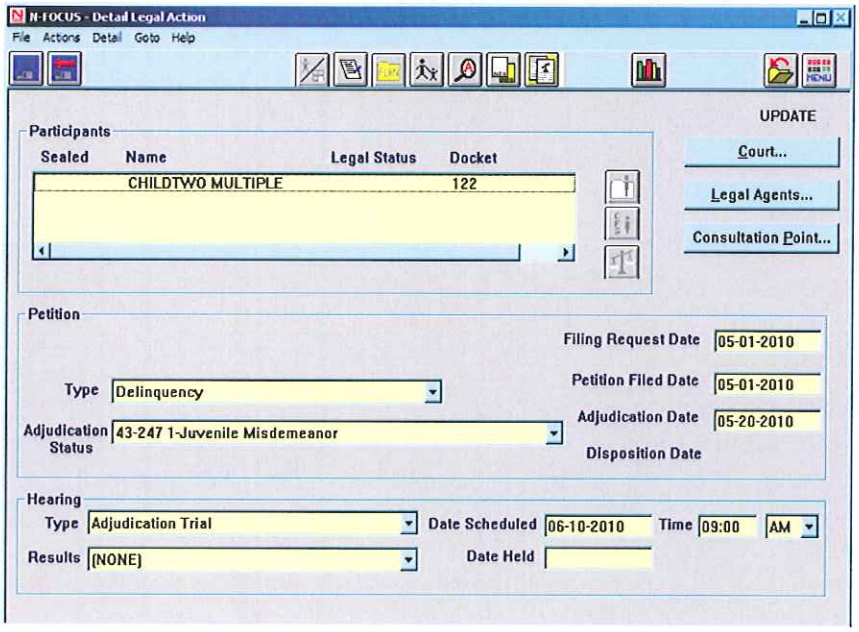


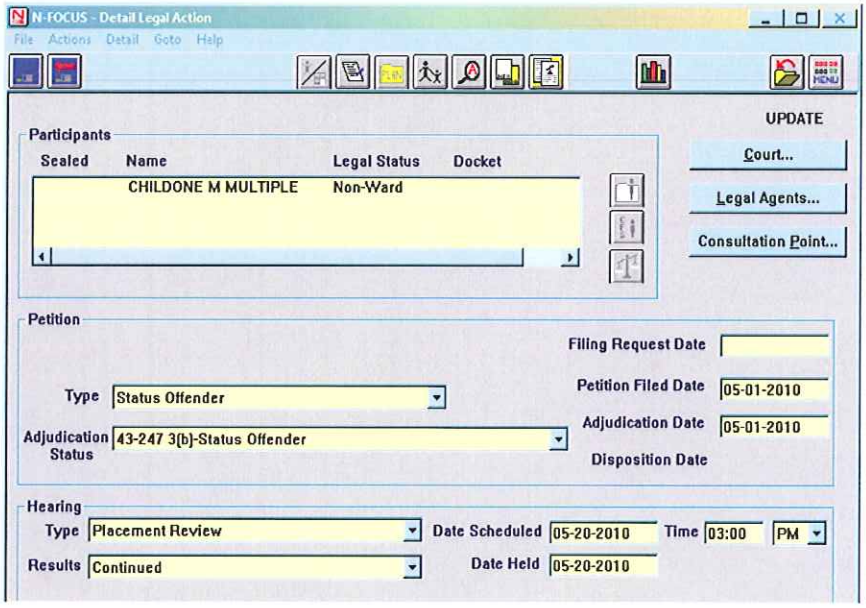
Date Scheduled	Petition Type	Pet. Filed Date	Adjudication St
08-15-2010	Abuse/Neglect	08-05-2010	43-247 3(a)-Fau
01-15-2011	Abuse/Neglect	01-01-2011	43-247 3(a)-Fau
	Abuse/Neglect	08-05-2010	43-247 3(a)-Fau
06-21-2010	Delinquency	05-01-2010	43-247 1-Juven
12-01-2010	Delinquency	05-01-2010	43-247 1-Juven
05-20-2010	Delinquency	05-01-2010	43-247 1-Juven
12-15-2010	Delinquency	05-01-2010	43-247 1-Juven
	Delinquency	09-03-2010	43-247 2-Juven
08-10-2010	Delinquency	05-01-2010	43-247 1-Juven
06-10-2010	Delinquency	05-01-2010	43-247 1-Juven
05-20-2010	Status Offender	05-01-2010	43-247 3(b)-Stat

OR

C. Open the selected legal action and proceed to the Detail Legal Action Window.

1. Make sure the Petition Type is "Delinquency" or "Status Offense"



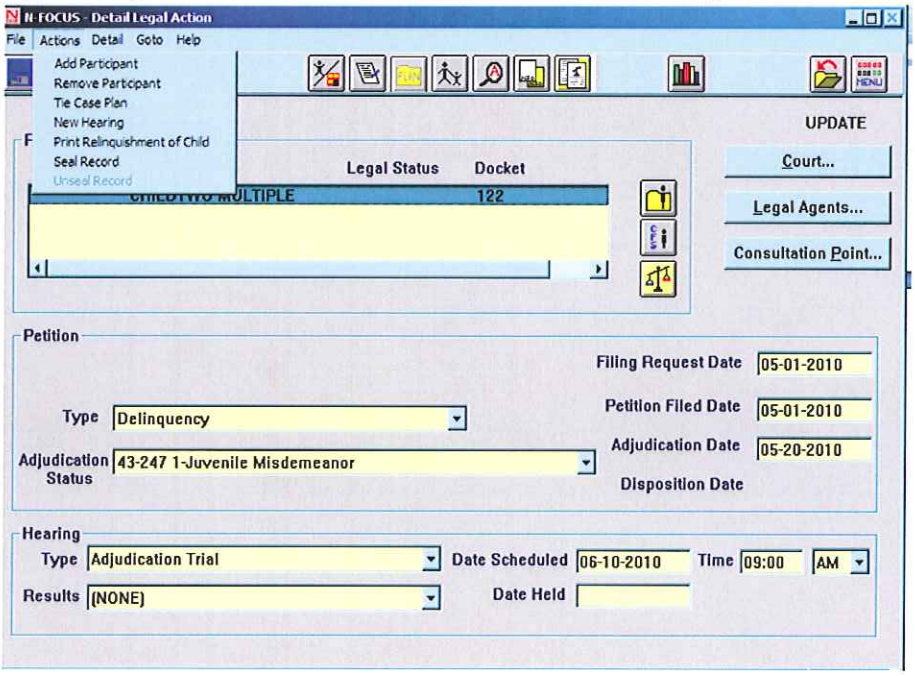


III. Mark the selected legal action "Sealed" for the youth

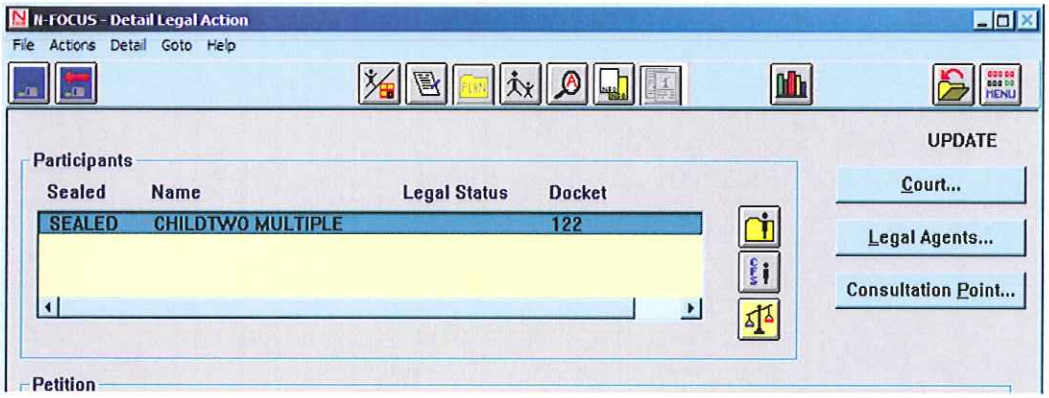
A. Delinquency or Status Offense Legal Actions should only include the youth as a participant.

B. If there is more than one participant make sure you select the correct person.

C. Highlight the youths name and select the "Action" drop down



D. Select "Seal Record" from the drop down list



E. The word "Sealed" will appear immediately to the left of the selected youth's name in the Participant list

1. This will not be saved until the window is saved or if you select save and close.

2. If this was selected in error just close the window without saving

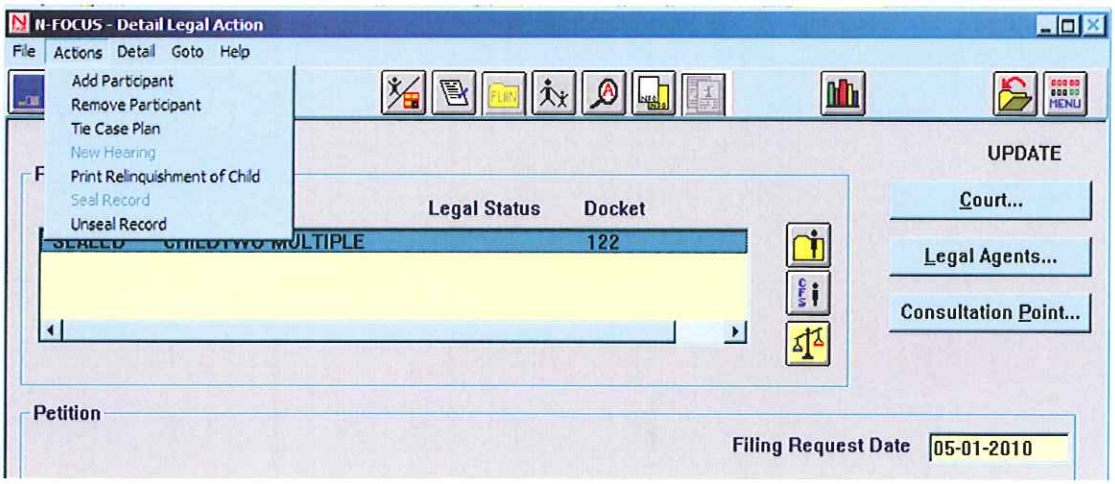
F. Repeat these steps for each legal Action

IV. How to "Unseal" a record

A. If a record was sealed in error or if the court issues a rescinding order then the record that was sealed will need to be marked unsealed

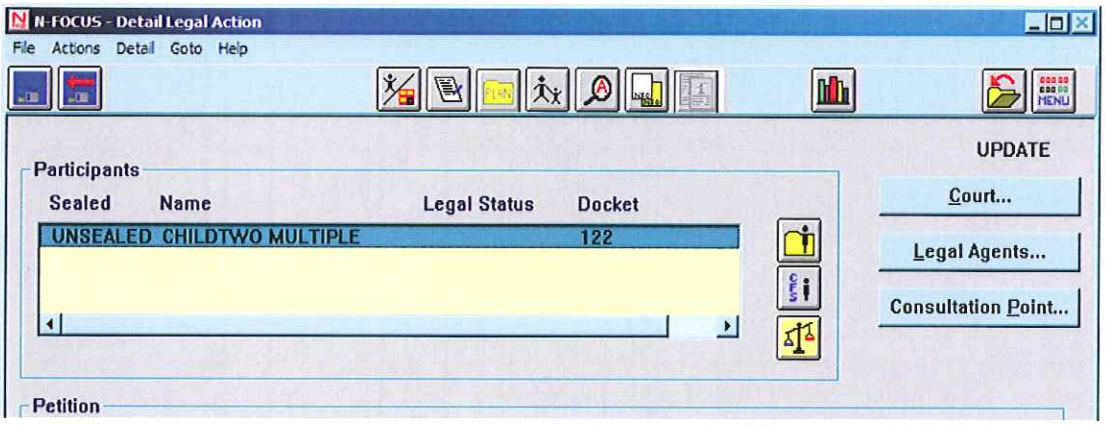
B. The steps to get to the record are the same as above

C. After selecting the youth/record to be unseal select the actions drop down in the Detail Legal Action window



D. This time the "Unseal Record" selection is enabled to be selected

1. Once applied the word "Unsealed" will appear to the left of the youth's name in the Participants box



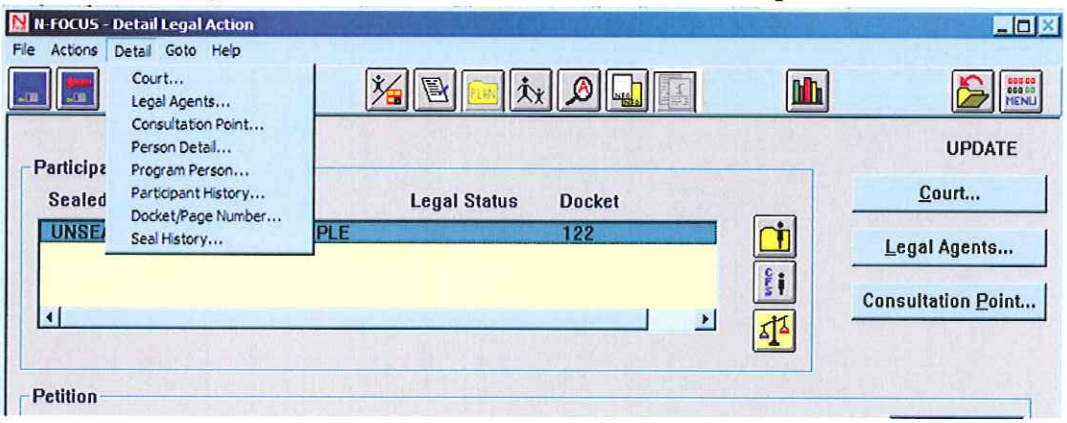
E. Repeat these steps for each legal action if this was initiated by a court order rescinding the original "Seal" order.

V. Seal History

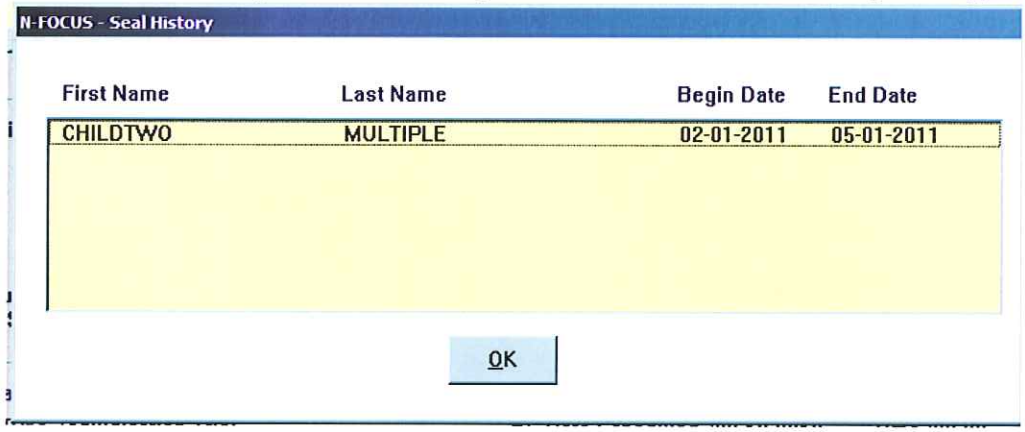
A. Once a record is sealed the words "Sealed" or "Unsealed" will appear to the left of the youths name in the Participant's List Box.

B. When that space is blank next to the youth's name that indicates that the record was never marked sealed in N-FOCUS

C. You may be interested to know the history of a sealed or unsealed record. To view this on the Detail Legal Action Window select the Detail drop down menu

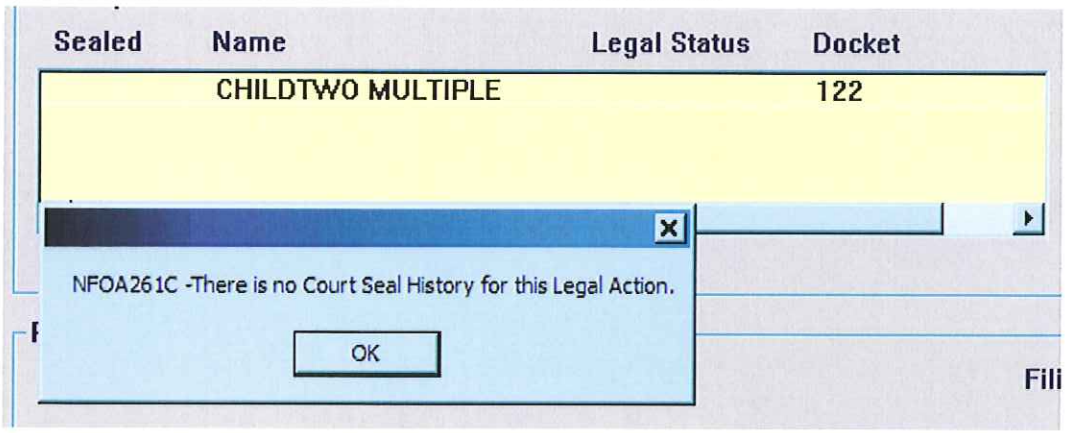


D. Select "Seal History" from the drop down list. The Seal History dialogue box will open



E. The Begin Date is the date the action to Seal the record was taken in N-FOCUS. This is not the date the court ordered the sealing of the record

F. The End Date is the date the action to Unseal the record was taken in N-FOCUS. This is not the date the court ordered the seal to be removed.



G. The message above stating that "There is no Court Seal History for this Legal Action" will appear when the Seal History is selected for a legal action that has never been sealed

H. This should be evident because the space to the left of the youth's name in the Participant List Box is blank.