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| County: |  | | | |  | |  | | |
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**Instructions**

Please complete the questions below. Please be as specific and detailed as possible with your answers. The SC-CMS Project Team will use your answers to discuss business processes with you and to help with the configuration of Odyssey for your implementation.

1. How do you currently receive notice of a dependency filing?

a. Once you receive the petition, what is the case initiation process?

b. What are the local agencies that are typically entered on every juvenile dependency case?

2. What is your process for scheduling shelter care hearings?

a. How are parties notified?

b. What data entry occurs in the courtroom for a shelter care hearing?

3. What is your process for court appointed attorneys in a dependency case?

4. What information or case processing is tracked in dependency cases?

**List Existing Forms and Reports**

1. Please list any forms (in Word format) the court originates at any time during a dependency case process.

1. Please list any reports necessary for completion of a dependency case process.

Please submit the completed worksheet and supporting documentation, if any, to [sccmsproject@courts.wa.gov](mailto:sccmsproject@courts.wa.gov)