

SCENARIO 7: RECORDING A LEGAL ACTION

Joseph Hamilton has signed the Terms of Supervision document that you provided him when he came into your office. You want to record this action in Probatum. You will record this as a **Legal Action**.

1) If you do not already have Joseph's case open, search for his case in the Case List (**Case ID: 16CR000X**) and open it.

2) Once you have navigated to Joseph's case, click "**Legal Actions**" from the case toolbar.



3) Click the "**Add New**" button in the bottom right corner of the screen.

4) Enter the **date** by clicking the calendar icon and selecting the correct date or enter it manually in the following format: M/D/YYYY.

5) Select the **legal action** from the drop down list.

6) Add a **note** if you wish.

Date: Today
Legal Action: *Supervision Agreement Signed**

7) When you are finished, click the checkmark icon to **save**.



Something to note is the use of **violation indicators** in legal actions. In the *Organization Management* portion of Probatum, options for legal actions can be added and edited. Beside each legal action is a checkbox labeled "Violation". If this box is checked, a violation will be flagged when the corresponding legal action is recorded.

** This item will vary from agency to agency. This select field is populated with customizable options that can be added or edited in the Organization Management portion of Probatum.*