Add a new court order and document

Lead Paragraph

This guide shows how to create a new court order and upload a new document in ERN

Background information

ERN Court Order Maintenance is a menu option to allow court order data to be recorded in ERN for students at your school.

Court Orders are called Family Law and Court Orders. They are categorised into different types:

- Family Court Order (FAR)
- Court Order – Other (COO)
- Apprehended Violence Order (AVO)

Before you start

Users must be provisioned with access for Student Administration via ERN in AMU

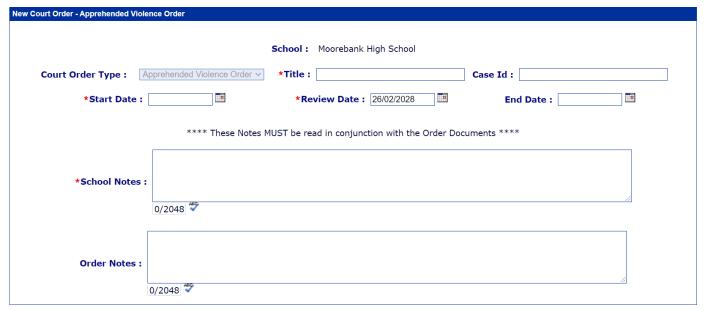### Detailed Instructions

1. Select Court Order Maintenance

2. Select Court Orders by Contact.

By Contact   By Student
Court Orders By Contact

3. Select the court order type and then select add court order

Add New Court Order

Court Order Type : [Apprehended Violence Order ˅]

[Cancel] [Add Court Order]

4. Populate the required and/or optional fields

New Court Order - Apprehended Violence Order

School : Moorebank High School

Court Order Type : [Apprehended Violence Order ˅] *Title : [   ]   Case Id : [   ]

*Start Date : [   ]   *Review Date : [26/02/2028]   End Date : [   ]

**** These Notes MUST be read in conjunction with the Order Documents ****

*School Notes : [   ]

0/2048

Order Notes : [   ]

0/2048

Note: The school notes panel is used to populate the school notes that are relevant to this court order, these notes will appear in the Purple Flag details for the student attached to the court order.

5. Select the Parent/Carer/Contact looking glass

Parent/Carer/Contact associated with this court order*   Select

[   ]   🔍

[Remove Parent/Contact]

Note: When adding a Parent/Carer/Contact to an order it is best practice to attach the respondent as listed on the order. The order can be attached to either Parent/Carer/Contact in the case of a Family Court Order.

Note: The court order details cannot be saved without a parent/carer/contact being associated with it. If removing a contact, a new one must be selected and associated to the court order.

6. Populate the required fields and select go

Search Parent/Carer/Contact

*Family Name : [_____]
*Given Names : [_____]
*Gender : [Unknown/Not Provided ▾]
Post code : [_____]

[Go] [Add Contact]

7. Select the correct parent/carer/contact from the list.

Note: This search searches all parent/carers and contacts in NSW

Call out box***

The Add Contact option will be available for AVO and Court Order – Other. If the parent/carer/contact is not found select add contact. Create the new Parent/Carer/Contact by populating the Title, Gender, Family name, First name and address then select Save and exit.
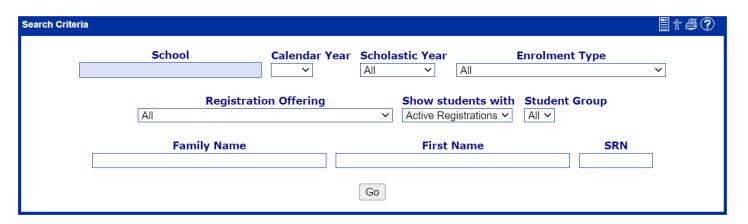
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8. Select the student looking glass

Students associated with this court order*   Select

🔍

(Rel)Students that have a relationship with the selected contact

[Remove Student]

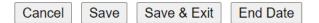**Note:** Students can only be associated to a court order once a contact has been selected.

Note: In the case of a family court order only students who are related to the parent/carer may be selected.

9. Populate the students family name and first name or SRN and select go

Search Criteria

School	Calendar Year	Scholastic Year	Enrolment Type
[_____]	[▾]	[All ▾]	[All ▾]

Registration Offering	Show students with	Student Group
[All ▾]	[Active Registrations ▾]	[All ▾]

Family Name	First Name	SRN
[_____]	[_____]	[_____]

[Go]

10. Select the student from the list
11. Select Save

[Cancel] [Save] [Save & Exit] [End Date]

Note: In order to add a document to a court order the court order must first be saved.
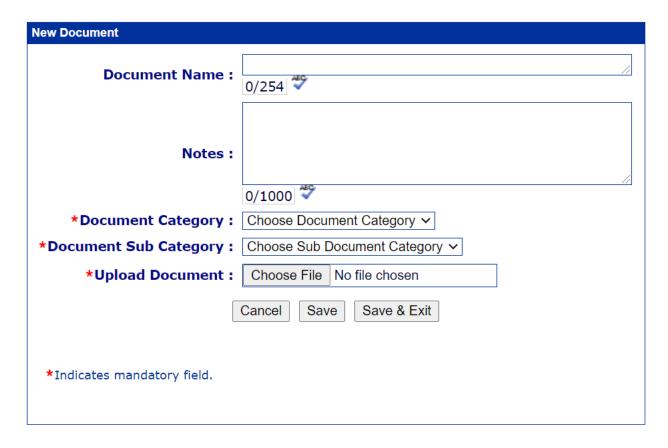
12. Select the Looking Glass icon to upload a new document

Documents associated with this court order   Upload New Documents

[Remove Document] [Edit Document's]

13. Select Add Document

Court Order Documents

Existing Court Order Documents (Please select the corresponding document to update if any)

No Court Order Documents uploaded

[Cancel] [Add Document]

14. Populate the required fields and select Choose File

New Document

Document Name :
0/254

Notes :
0/1000

*Document Category : Choose Document Category ⌄
*Document Sub Category : Choose Sub Document Category ⌄
*Upload Document : [Choose File] No file chosen

[Cancel] [Save] [Save & Exit]

*Indicates mandatory field.

15 Locate the file and then select Open

16 Select Save or Save & Exit

[Cancel] [Save] [Save & Exit]

Related resources

https://my.education.nsw.gov.au/help/platoapps/home/ern/ern-help-index