

Instead of withdrawing the party and re-adding them as a notice recipient you can now move them via CCAP.

Parties								
--Choose action-- Create Edit views								
Type	Name	Party notice	Date of birth	Status	Attorneys	Attorney notice	eFiling fee paid	Party number
All	Start typing to filter	All	Start typing to filter	Start typing to filter	Start typing to filter	Start typing to filter	All	Start typing to filter
Child		Paper	04-13-2008	Active	Maura Ann McMahon, Michele Hulgaard	eNotice eNotice	No	1
Petitioner	Waukesha County Corporation Counsel	Paper		Active	Charles David Kreger	eNotice	No	2
Mother		Paper	08-18-1977	Active			No	3
Father		Paper	09-26-1969	Active	Michael Paul Jakus	eNotice	No	4
Social Worker	Stephanie Hyde	Paper		Active			No	5

Highlight the party and from the dropdown choose “Make notice recipient”

Parties

Parties

--Choose action--

Create

Edit views

	Party notice	Date of birth	Status	Attorneys	Attorney notice	eFiling fee paid	Party number
--Choose action-- Add party address (a) Add attorney (a) Add other name (o) Copy party to (p) Make notice recipient (r) Edit party attorney (t) Edit party numbers (n) Delete party (Delete) Print generic documents from template (g) Export (x) Print selected rows Hide rows (h) Print rows (p)	All	Start typing to filter	Start typing to filter	Start typing to filter	Start typing to filter	All	Start typing to filter
es	Paper	04-13-2008	Active	Maura Ann McMahon, Michele Hulggaard	eNotice eNotice	No	1
	Paper		Active	Charles David Kreger	eNotice	No	2
mother	Paper	08-18-1977	Active			No	3
Father	Paper	09-26-1969	Active	Michael Paul Jakus	eNotice	No	4
Social Worker	Stephanie Hyde	Paper	Active			No	5

You will get this screen, change to notify to yes and press save.

Make notice recipient

Notified

Yes

No

Warning

The following notice recipient will be created. All party data not captured below will be lost.

Recipient type

Business/organization name

Social Worker (SW)

Last

First

Middle

Suffix

Hyde

Stephanie

Address

514 Riverview Avenue

DHHS

Waukesha WI 53188

United States

Email address

Phone number

Save

Cancel

The party will now be a notice recipient, however if your county utilizes email for notice recipients (which I highly recommend if you don't) that will need to be added. Highlight the party and choose "edit notice recipient"

Notice recipients

--Choose action--

--Choose action--
 View notice recipient (v)
 Edit notice recipient (e)
 Delete notice recipient (Delete)
 Print generic documents from template (g)
 Export (x)
 Print selected rows
 Hide rows (h)

Type	Business/organization	Email
School Board	Milwaukee Public Schools	
Facility	Chileda STEP Program	
Social Worker	DHHS	DHHS CourtDocs@waukeshacounty.gov
Other	FORMER PLACEMENT	
Social Worker		

Stephanie Hyde

From here you can fill in email, phone number, etc.

Edit notice recipient

Notified: ☐ Yes ☒ No

Notice recipient:

Recipient type:

Business/organization name:

Last: First: Middle: Suffix:

Primary address:

Secondary address:

ZIP:

City: State: Country:

Email address:

Phone number:

Nothing will be added to the court record indicating this change. You cannot move a notice recipient to a party.

Public/Private Definitions for JG and TP

Juvenile Clerks are required on newly filed JG and TP cases to select whether the case is publicly or privately filed within eFiling review. Once selected, it will be displayed in Case Management. The heading is currently called “Title IV-E Status”; however, please note, CCIP has requested CCAP to change the heading to “Filing Type” in a future release.

Please use these definitions when selecting public or private:

- **Public** – filed by the District Attorney, Corporation Counsel, county child welfare agency, or an attorney contracted by District Attorney, Corporation Counsel, or county child welfare agency.
- **Private** – filed by an individual, attorney, or agency other than the District Attorney, Corporation Counsel, or county child welfare agency.

This distinction may be helpful for pulling child welfare data and identifying cases that are eligible for Title IV-E legal representation reimbursement, if the county claims that funding.

TPR Voluntary and Involuntary Class Codes

This information clarifies when to use the Voluntary or Involuntary TPR class codes.

Voluntary TPR - 65001

The Voluntary TPR 65001 class code applies when the only/both parents will be voluntarily consenting to the TPR. This applies if the TPR petition states both parents **will** consent to the termination of his/her parental rights under §48.41, Wis. Stats.

- This information can be found in #5 on JC-1630 – Petition for Termination of Parental Rights.
- This information can be found in #6 on IW-1630 – Petition for Termination of Parental Rights (ICWA).

Involuntary TPR - 65003

The Involuntary TPR 65003 class code applies when one or both parents **may** or **will not** consent to the termination of his/her parental rights under §48.41, Wis. Stats.

- This information can be found in #5 on JC-1630 – Petition for Termination of Parental Rights.
- This information can be found in #6 on IW-1630 – Petition for Termination of Parental Rights (ICWA).

DA Protect Information

Please keep these reminders in mind when processing juvenile cases filed by the DA's Office through Protect and review all party information carefully.

Additional Parties

The DA's Office may send over many individuals listed as parties who should not be a party or a notice recipient. For example, a grandparent or stepparent is not an automatic party or notice recipient within a juvenile case simply because they are a relative of the child/juvenile.

Notice Recipients

Protect does not have a Notice Recipient designation. All parties and notice recipients will come over as a party. Please review the [Juvenile eFiling and Party Types Memo](#) and move some parties to Notice Recipients.

Terminated Parents

Parties within the Protect system are set-up like a family tree. Protect cannot remove a party because it would affect all case types. Please note terminated parents will still come over as a party. Terminated parents should not be added to any juvenile cases. Instead, please only enter "TERMINATED PARENT" for the parent's name and address.



Video tutorials - All circuit court application video tutorials

Purpose: This page includes links to all the circuit court application video tutorial pages available in the knowledge base.

All circuit court application video tutorials

- **[Audio recording search - Video tutorial](#)**
- **[Calendar - Video tutorials](#)**
- **[Case management - Video tutorials](#)**
- **[CCAP3 Financial management - Video tutorials](#)**
- **[CCAP Help Center - Video tutorial](#)**
- **[Digital Audio Recording \(DAR\) - Video tutorials](#)**
- **[eFiling Review - Video tutorials](#)**
- **[Judicial Dashboard - Video tutorials](#)**

Support

Contact the CCAP call center if you have further questions

Phone: 1-800-422-7137

[Support request form < https://wicourtshelp.zendesk.com/hc/en-us/requests/new?ticket_form_id=27246799425805>](https://wicourtshelp.zendesk.com/hc/en-us/requests/new?ticket_form_id=27246799425805)

Consolidated Court Automation Programs (CCAP), WI Court Systems (Updated: December 3, 2024)