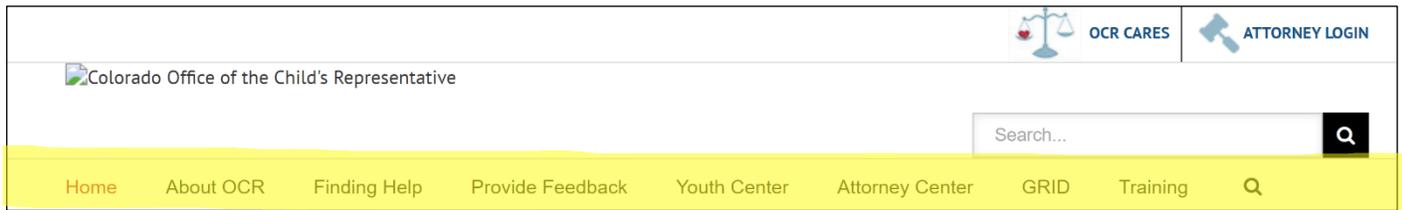
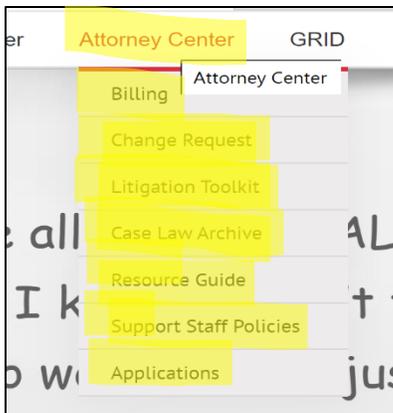


OCR CONTRACTOR RESOURCES:
SOME TIPS AND TRICKS

I. OCR WEBSITE (coloradochildrep.org)



- A. **Home Tab:** Newsletters, Training Tuesdays, etc.
- B. **About OCR Tab:** General Assembly Information, Our Staff, etc.
- C. **Youth Center Tab:** Youth Survey and Resources for Professionals.
- D. **Attorney Center Tab:**



1. Billing:

- a. Content: Billing Policies and Procedures, CARES Handbook, CARES Activity Groups and Types Reference, Request to Add CARES User(s), Add CARES Placement or School, Common Billing Forms, Questions & Inquiries, etc.
- b. Tips for using the Billing Policies and Procedures and the CARES Handbook:
 - i. *Accessing topics:* Click on any topic in the Table of Contents.
 - ii. *Searching terms:* Press "Ctrl" and "F" at the same time, type the term you want to search, and press return. Click on the up and down arrows to view the term throughout the GRID.

2. *Litigation Toolkit:*

a. Accessing the Litigation Toolkit:

- If you need the password, please email caranord@coloradochildre.org.
- if you have problems accessing the Toolkit, please try clearing your cache. See <https://its.uiowa.edu/support/article/719> for an article explaining how to do so. If clearing your cache does not work, please email caranord@coloradochildrep.org.

b. Content of the Litigation Toolkit:

Litigation Toolkit

This Litigation Toolkit contains three types of documents: Pleadings, Practice Tools, and Social Science Resources. Pleadings are either Examples (provided by contractors and not updated by OCR) or Forms (written and updated by OCR). Practice Tools include checklists, case management forms, sample testimony, and other practical tools.

c. 3 Best Ways to Search the Litigation Toolkit:

👍 **For Fastest Results:** Type keywords like "ICWA" into the "Search" box below.

👍 **By GRID Chapter:** Scroll to the bottom of this page to see folders for the GRID chapters. Click on a folder to open it.

👍 **By Document Type:** Scroll to the bottom of this page to see folders for Pleadings, Practice Tools or Social Science Resources. Click on a folder to open it.

Display downloads per page

Search:

[Click here to clear all filters](#)

Showing 1 to 10 of 133 downloads Previous 2 3 4 5 ... 14 Next

[Click here to show all documents](#)

Navigate by GRID Chapter or Document Type

Click on a folder to see related documents. Click on a document to download it. Note that some folders may not have contents.

- 📁 1. Pleadings
- 📁 2. Practice Tools
- 📁 3. Social Science Resources
- 📁 4. Delinquency
- 📁 Adoption
- 📁 Allocation of Parental Responsibilities/Guardianship
- 📁 Appeals

d. Litigation Toolkit and the 2019 Attorney Satisfaction Surveys

i. Attorney quantitative responses:

- (I) 145 attorneys answered the question, “Please indicate your level of satisfaction with the following resources by offered by OCR.”
- (II) Of the nine resources referenced in that question, the Litigation Toolkit ranked seventh. Zero attorneys indicated that they are very dissatisfied with the Litigation Toolkit, nine were dissatisfied, 95 were satisfied, and 33 were very satisfied.

ii. Some attorney quantitative responses and OCR replies:

Attorney Response	OCR Reply/Action
Toolkit needs more documents.	OCR increased its quarterly posting goals for litigation forms and examples in Fiscal Year 2019-20, exceeded that goal in the first quarter, and met that goal in the second quarter.
Toolkit needs more tools related to jury trials.	OCR has a jury trial skills training scheduled for 2/2020. OCR and attorneys are preparing materials and resources for that training, which will be uploaded to the Training Tab of OCR’s website and/or the Litigation Toolkit.
Toolkit needs forms for areas other than D&N.	The Toolkit has a folder for delinquency cases, with documents in it. OCR has requested an additional staff attorney to assist with litigation support outside of D&N cases.
Toolkit needs updated.	OCR updated a limited number of forms on an ongoing basis due to significant case law and statutory amendments. OCR aims to update all forms by the end of 1/2020.
OCR should ask contractors to provide litigation examples.	OCR is making this request on the Toolkit page, in the newsletter, and via emails.
The Toolkit lacks clarity.	OCR revised the Toolkit page to clarify the three types of documents that can be found in the Toolkit and the best ways to search those documents. OCR added separate folders for each type of document.

3. *Caselaw Archive: Content and 3 Ways to Search:*

Search OCR's Case Law Archive: OCR's Case Law Archive

Search for:

Case Law Archive ▼

Search

OCR's Caselaw Archive contains case law from the Colorado Supreme Court and Colorado Courts of Appeal. OCR began this Archive in December 2018 and will update it quarterly.

👉 Click on a case title below or use the "Search for" tool to look up a specific case.

All CO Supreme Court cases

All CO Court of Appeals cases

People in Interest of K.N.B.E., 2019 COA 157
December 12th, 2019

In this appeal of an order terminating the parent-child legal relationship, the Court of Appeals holds that the respondent [...]

People in Interest of I.J.O., 2019 COA 151
December 12th, 2019

In this decision, the Court of Appeals upholds the termination of the parent-child legal relationship, either rejecting or dismissing [...]

4. *Resource Guide: Content*

OCR Resource Guide for Contractors

This page provides a quick reference to many OCR contractor resources. You can search for a keyword on this page by typing Ctrl and F at the same time (Windows) or Command and F (Mac), then type the keyword in the find field and click the arrows to view the keyword throughout this page.

Topics	Links to Resources & Info
Associates	<ul style="list-style-type: none"> → Associates Policy: OCR's official associates policy. → You can add non-case-carrying associate attorneys as users in CARES but they cannot appear for you in court unless you request that OCR qualify them to do so via a Change Request. Associate attorneys seeking to carry their own OCR cases must apply for an OCR contract.
Billing	<ul style="list-style-type: none"> → Billing Policies and Procedures: OCR's official billing/invoicing rules. → Reimbursement/tax/supplementary billing forms: Scroll down and expand sections as needed after following this link.

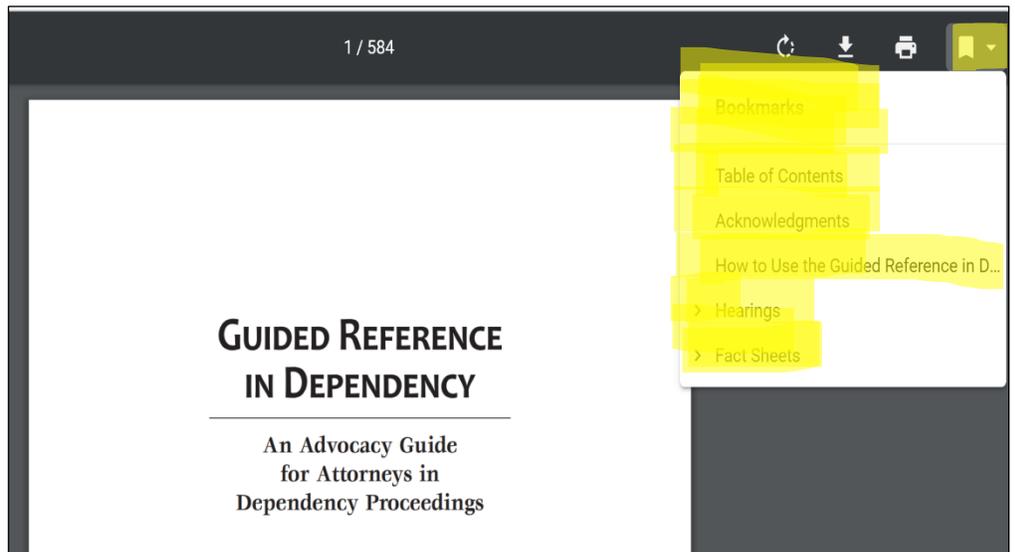
Key content includes the following.

1. Contact information for GALs, CLRs, and OCR Staff Attorneys.
 2. List-Serv and Archives: 1-page guide explaining how to use the listserv and search listserv archives.
 3. Westlaw access.
5. *Applications:* includes a timeline for the upcoming applications process and an applications webinar.

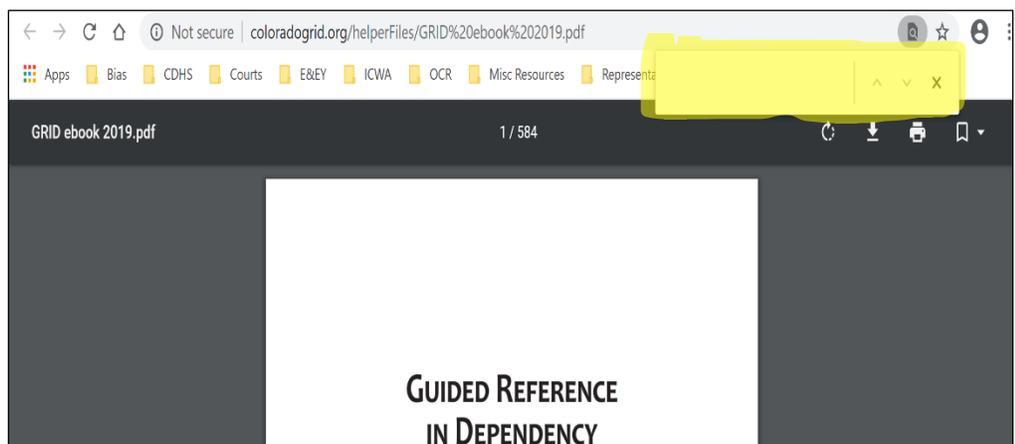
E. GRID Tab:

1. GRID online:

- a. Accessing the GRID online: click on “GRID”, click on “GRID WEBSITE”, click on “Download GRID PDF”.
- b. Some tips for using the GRID online:
 - i. *Accessing the main sections of the GRID such as the Table of Contents, Hearing Section, and Fact Sheet Section:* click on the bookmark icon in the upper-right hand corner of the screen, then click on the desired section.

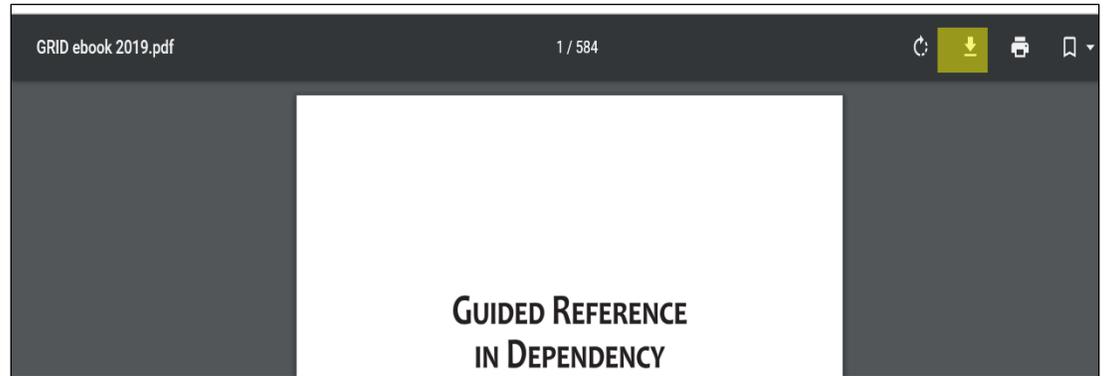


- ii. *Searching terms:* Press “Ctrl” and “F” at the same time, type the term you want to search, and press return. Click on the up and down arrows to view the term throughout the GRID.



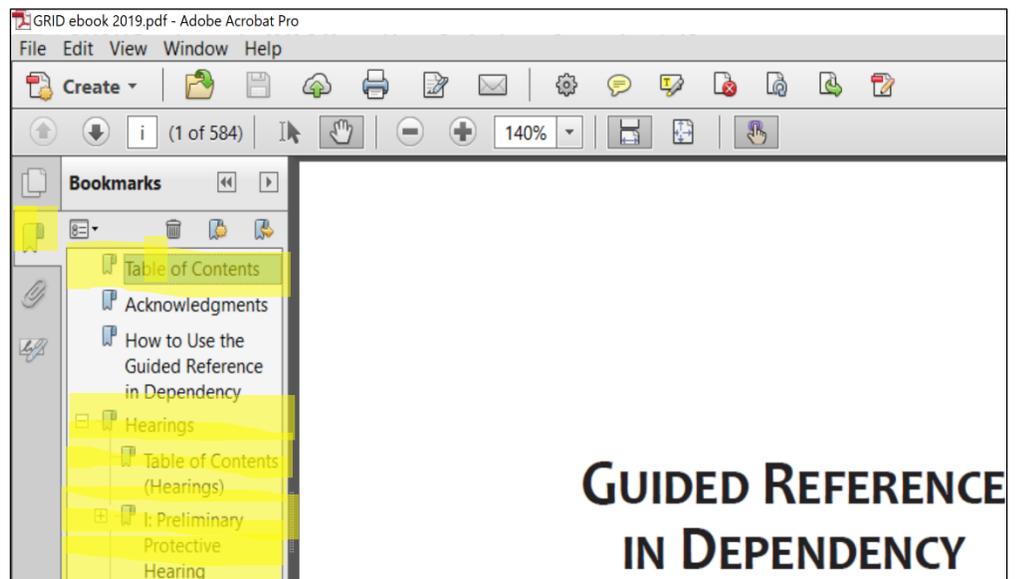
2. GRID on your computer:

- a. Saving the GRID to your computer: click on the download icon in the upper right-hand corner of the screen, click on “Desktop” (or wherever you would like to save the GRID), click “Save”.



b. Some tips for using the GRID on your computer:

- i. Accessing detailed headings within the GRID: Click on the bookmark icon in the upper-left hand corner of the screen, then click on the desired heading.



- ii. Searching terms: Press “Ctrl” and “F” at the same time, type the term you want to search, and press return. Click on the up and down arrows to view the term throughout the GRID.

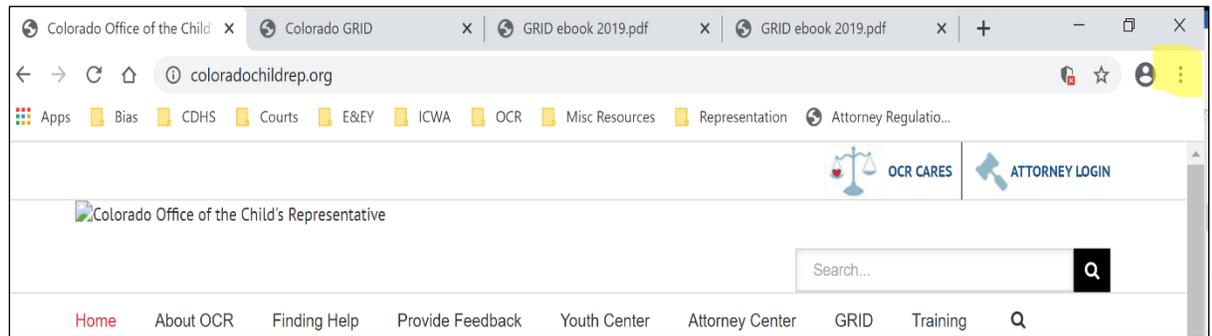
F. Training Tab

1. Upcoming Trainings – includes registration information.
2. Materials - includes videos, materials, and CLE forms.
3. Case Rounds – OCR hopes to include case rounds during this calendar year.
4. Training Feedback – OCR takes your feedback very seriously by compiling it and taking it into consideration when planning future trainings/trainers.

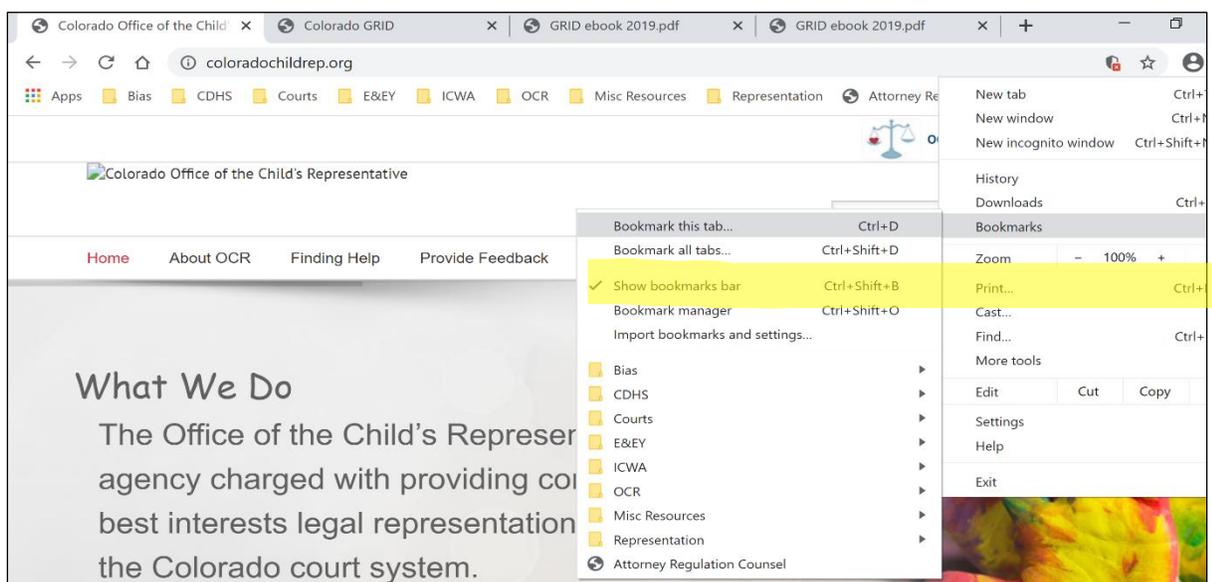
II. CREATING AND USING BOOKMARKS AND FOLDERS

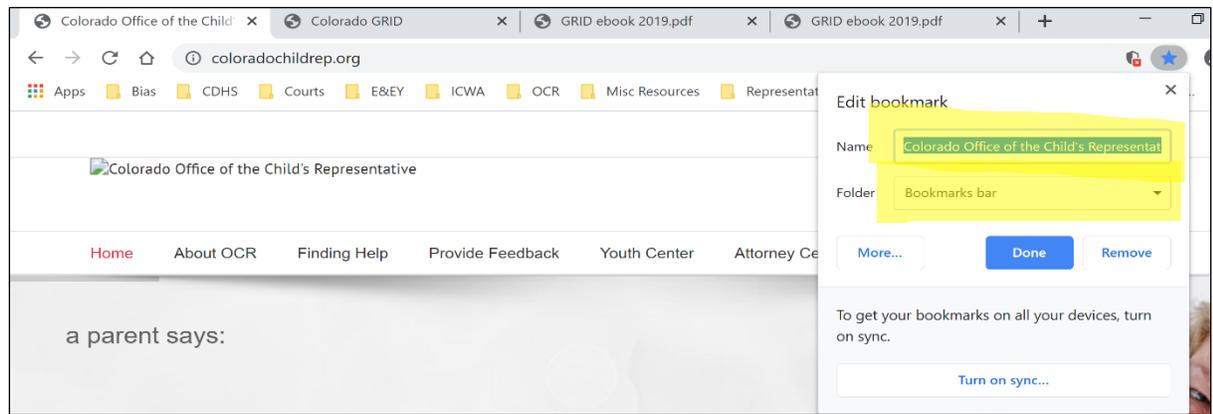
A. Creating Bookmarks:

1. Click Google icon;
2. Go to a website you frequently use;
3. In upper right-hand corner of the screen, click on 3 dots in a vertical line;



4. Click “Bookmarks”, then “Bookmark this tab...”, then “Bookmarks bar” as the folder.





B. Creating Folders for Bookmarks:

1. Click Google icon;
2. Right click in the bookmarks bar;
3. Click "Add folder";
4. Type the name of the folder; and
5. Click "Save".

C. Using Bookmarks and Folders:

1. *Editing the name of a bookmark:* right click on the name of the bookmark, click "Edit," type the desired name of the bookmark, and click "Save".
2. *Editing the name of a folder:* right click on the name of the folder, click "Rename", type the new name of the folder, and click "Save".
3. *Moving bookmarks:* click on the bookmark's name and hold the click, then drag the bookmark to the desired location and release the click.