ICWA E-Notice[1]: http://icwaenotice.azurewebsites.net/
User Guide
10/29/2014

Contents

Overview of Home Screen

The black, horizontal navigation bar appears on every screen, meaning that you can always return to the Home Screen by clicking the word "eNotice" in the top, left-hand corner.
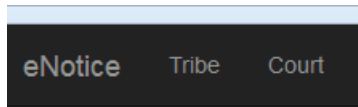
At this time, the eNotice tool does not require user credentials, so the phrase "Log in" in the top, right-hand corner is just a placeholder for a future log-in screen.
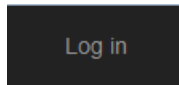
From the eNotice Tool's home screen, a user has three choices: (1) you can browse a list of Notices that have already been created, (2) you can search for an existing Notice by submitting a key word, or (3) you can create a new Notice. Let's examine each of these three options in turn.
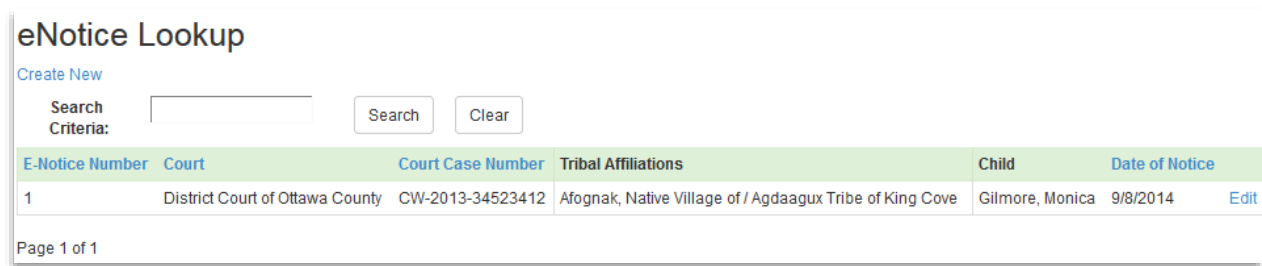
A list of Notices that have already been created includes the following information: name of court, court case number, the child's name, the date the notice was created, and if it is known, the child's tribal affiliation.

The hyperlinked column headings (Court, Court Case Number, and Date of Notice) allow you to change the sort order. For example, clicking on the column heading Date of Notice will re-sort the Notices into chronological order; clicking on the column heading a second time will re-sort the Notices into reverse chronological order.

To search for a Notice using a key word, like a child's name, a tribe's name, a court's name, or a portion of a case number, type the key word into the box next to the phrase "Search Criteria" and then click the Search button. In this example, we are searching for a case that involves a child named Tsosie:

No Notice has been created for a child named Tsosie yet, so we receive the message, "No records found." We can either return to the home page or we can try a different key word. To try a new search, click the Clear button and then type another key word.

This time, we search for a child named Gilmore:

The search for key word Gilmore yields one Notice:

E-Notice Number	Court	Court Case Number	Tribal Affiliations	Child	Date of Notice	
1	District Court of Ottawa County	CW-2013-34523412	Afognak, Native Village of / Agdaagux Tribe of King Cove	Gilmore, Monica	9/8/2014	Edit

Once you have located the Notice you are interested in – either by browsing the list of Notices or submitting a key word Search – you can access it by clicking the hyperlinked word "Edit" at the extreme right-hand side of its row.

Creation of a New Notice: Step-by-Step Instructions

From the eNotice Tool's home page, click the hyperlinked phrase "Create New," which appears immediately beneath the "eNotice Lookup" page title:

eNotice Lookup
Create New

E-Notice Number	Court	Court Case Number	Tribal Affiliations	Child	Date of Notice	
1	District Court of Ottawa County	CW-2013-34523412	Afognak, Native Village of / Agdaagux Tribe of King Cove	Gilmore, Monica	9/8/2014	Edit

Page 1 of 1

A new window will open with a blank Notice form.

Let's look at each field in order.

E-Notice Number

This is a system-generated number that cannot be changed or deleted by the user. If you need to seek technical support (*see* FAQ #5), it will be helpful to have an E-Notice Number handy.

E-Notice Date

This is a system-generated date that cannot be changed or deleted by the user.

Court

A drop-down list of courts allows you to select the court that currently has jurisdiction over the child.

Court	select one... ▼

If you need to add a new court to the eNotice Tool's directory of courts, please see FAQ #4.

Court Case

This field allows you to enter the case number or docket number of the current court case involving the child.

Court Case	

Agency Case Number

This field allows you to enter the case number assigned by the state or county agency that currently is involved with the child.

Agency Case Number	

Tribal Agency Case Number

This field allows you to enter the case number assigned by the tribal agency that currently is involved with the child.

Tribal Agency Case Number	

Case Initiating Document

Transmitting with the Notice a copy of the complaint or petition that initiated the court case is extremely useful to the Tribe receiving the Notice. The case initiating document can be attached to the notice by clicking the Browse button and navigating to the correct file.

Case Initiating Document	Browse... No file selected.

The eNotice Tool can accommodate these file formats: doc, pdf, jpg, tif, and png. Once a file is attached to a Notice, the file's name will appear next to the Browse button.
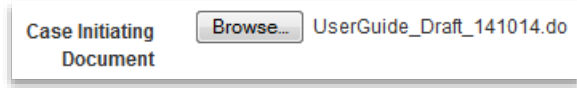
Only one file can be attached to a Notice as the Case Initiating Document; if you add another document, it will replace the previously attached document.

Child

Providing as much information as possible in the Notice about a child is very helpful to the Tribe receiving the Notice, because the information helps the Tribe determine whether the child is already an enrolled member or is eligible to be enrolled. Click on the Add button to access the Child screen:
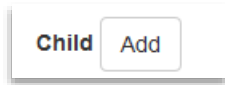
The Child screen will appear:

This information is required: Sex, Surname (last name), and DOB (date of birth). If you click the Save button without completing at least those three fields, none of the information you entered will be saved.

Transmitting a copy of the child's birth certificate with the Notice can be extremely helpful to the Tribe receiving the Notice, because birth certificates contain details about the child's biological parents and

the circumstances of the child's birth. The eNotice Tool can accommodate these file types: doc, pdf, jpg, tif, and png. Once a file is attached to a Notice, the file's name will appear next to the Browse button. Only one file can be attached to a Notice as the child's birth certificate; if you add another document, it will replace the previously attached document.
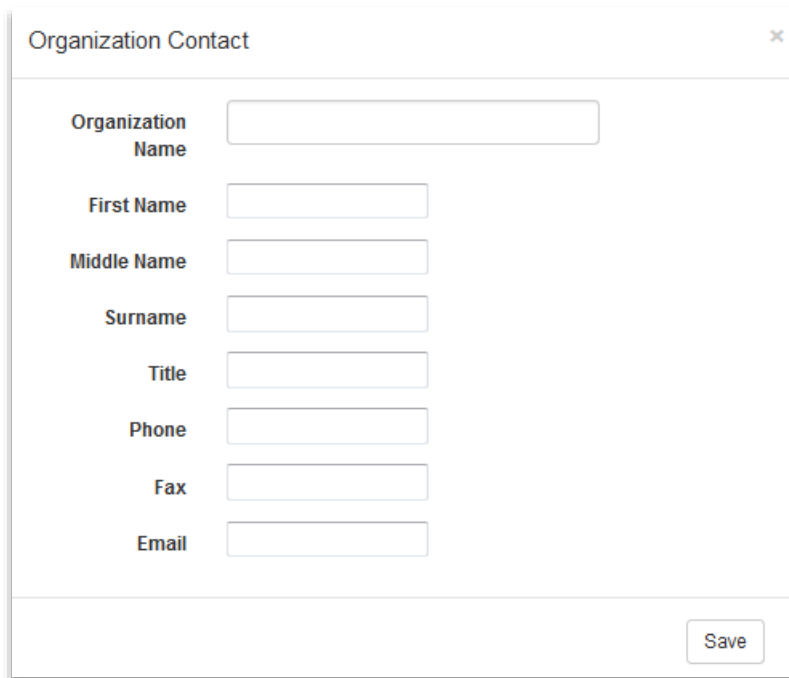
Complainant

"Complainant" is a purposefully generic term, used to describe the person or legal entity that is responsible for providing Notice to the Tribe. For the proof of concept, the implementers include a District Attorney, the legal representative of the state child welfare agency. In other jurisdictions, ICWA notices might be the responsibility of the state or county child welfare agency, or another organization.

Click on the Add button to access the Complainant screen:

Complainant Add
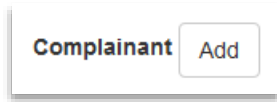
The Organization Contact screen will open:

Organization Contact   ×

Organization Name
First Name
Middle Name
Surname
Title
Phone
Fax
Email

Save
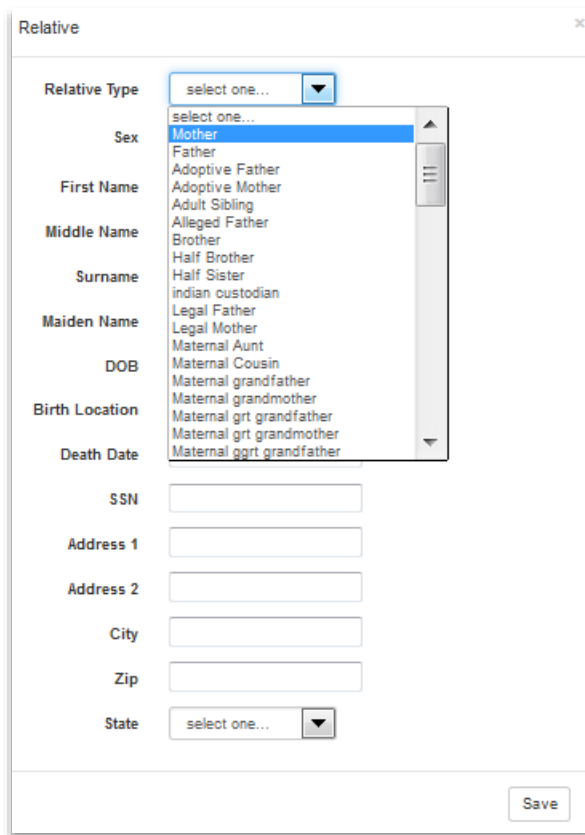
None of the Organization Contact information is required by the eNotice application; however, providing the Complainant's contact information will greatly assist the Tribe in transmitting its response and in following up with any questions that might arise.

Relatives

If a Tribe does not locate a Child in its list of enrolled members, then the Tribe's next step is to search for the Child's parents, siblings, grandparents, and other relatives, to determine whether the Child is eligible for enrollment. Providing as much information as possible about the Child's Relatives – living and deceased – will be beneficial for this purpose. Click on the Add button to access the Relative screen:
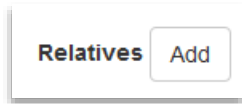
The first element on the Relative screen is a list of personal relationships. Please select the best fit from the list:

Unique to the Relative screen are Maiden Name and Death Date. In the Maiden Name field, please enter one or more alternative names for the Relative. When you click in the Death Date field, a calendar widget will open, but it is also acceptable to type an approximate date, like a year, if that is the best information available.
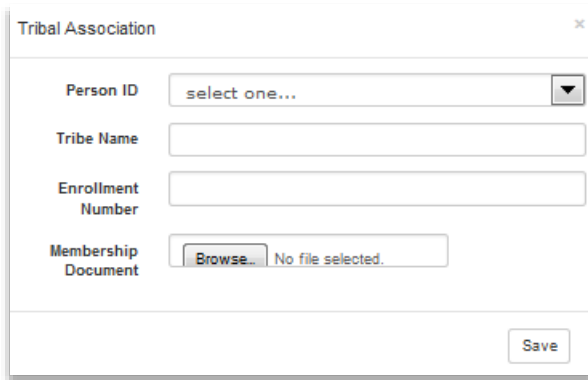
There is no limit on the number of Relatives who can be added to the Notice. If you can provide information about more than one Relative, please click the "Save" button for the first Relative, and repeat the process. The best practice is to add all of the Child's known Relatives before moving on to the Tribes field.

Tribes

Click on the Add button to select the Tribes who might have an association with either a Child or a Relative:

Tribes Add
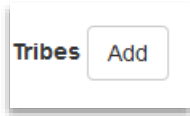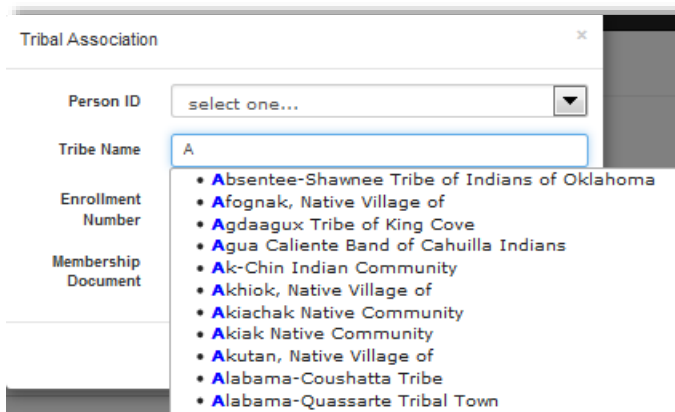
The Tribal Association screen will open:

Tribal Association	✕
Person ID	select one... ▼
Tribe Name	
Enrollment Number	
Membership Document	Browse... No file selected.
	Save

The first field, Person ID, asks you to select the person who will be associated with a Tribe. This could be the Child or one of the Child's Relatives. If a person is missing from the list, then return to either the Child or Relative screen to add the missing person.

The second field, Tribe Name, will present you with a drop-down menu of choices as you begin typing the first few characters of a Tribe's name.

Tribal Association   ✕

Person ID   select one...   ▼

Tribe Name   A

- **A**bsentee-Shawnee Tribe of Indians of Oklahoma
Enrollment   - **A**fognak, Native Village of
Number   - **A**gdaagux Tribe of King Cove
               - **A**gua Caliente Band of Cahuilla Indians
Membership   - **A**k-Chin Indian Community
Document   - **A**khiok, Native Village of
               - **A**kiachak Native Community
               - **A**kiak Native Community
               - **A**kutan, Native Village of
               - **A**labama-Coushatta Tribe
               - **A**labama-Quassarte Tribal Town

If no results are shown, based upon the letters you type, then we suggest you search for the Tribe's name, following the steps in FAQ #1.

If the details of a Child or Relative's enrollment are known, this information will be extremely beneficial to the Tribe receiving the Notice. Type in the Enrollment Number and attach a copy of the Membership Document.

There is no limit on the number of Tribes who can be associated with a Child or Relative. If it is appropriate to add more tribal associations, then click the Save button, and repeat the process. The Tribes associated with the Child will be added as recipients of the Notice.

Duplicating

For cases involving more than child, the eNotice tool allows you to duplicate the information you have entered for one sibling to generate records for additional siblings more efficiently. The first step is to complete the information for the first sibling, and then to click the Save button at the bottom of the eNotice creation screen:
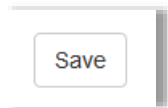
Once you have saved the first sibling, review the first sibling's list of Relatives. If you already created a Relative record for a brother or sister (or step-sibling or half-sibling), you should now see a hyperlink at the far right-hand side of the row titled "Create eNotice":

| Brother | Collins, Jimmy | Edit | Remove | Create eNotice |
| Sister | Collins, Monique | Edit | Remove | Create eNotice |

Click on the "Create eNotice" hyperlink to generate a duplicate record of the first sibling's eNotice for the second sibling. Once the tool generates the new record for the second sibling, you can enter information that will likely be unique for that child (e.g., court case number, child attorney, etc.) and edit any of the duplicated information to ensure that it is accurate for the second sibling (e.g., relatives, tribal affiliations, etc.).

Click Save when the eNotice for the second sibling is complete, and repeat the process for additional siblings, as needed.

Frequently Asked Questions

1. How do I search for a particular Tribe and its child welfare contact?

The eNotice application includes a user-friendly version of the Bureau of Indian Affairs' official list of federally recognized tribes and their child welfare contacts, as published in the Code of Federal Regulations periodically. The tool supports both browsing and searching by a key word.

To access the directory of tribes, click on the word Tribe in the horizontal, black menu in the top, left-hand corner of the home page:
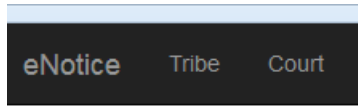
The Tribe Lookup Page opens:
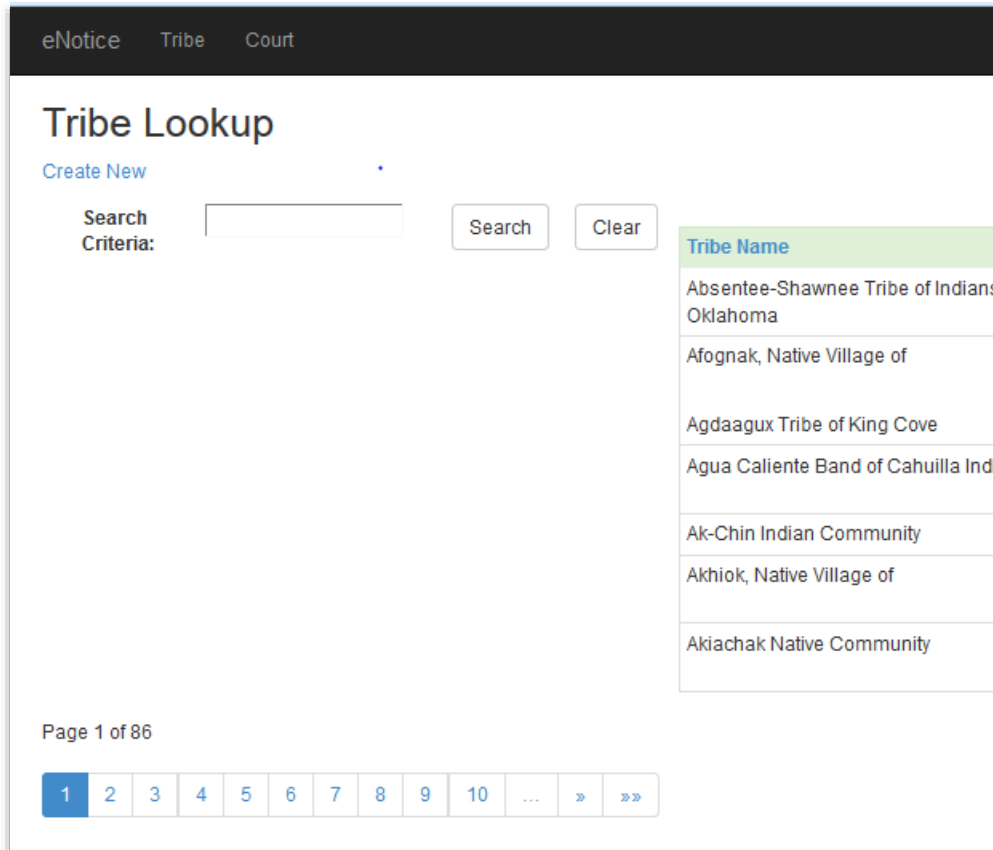
When the directory of tribes first opens, the default presentation is an alphabetical list by the tribes' names. Each Tribe appears on a row. Scrolling to the right, you can see all of the types of information available at a glance for each Tribe: the Designated Agent for Indian Child Welfare Act notices, the Designated Agent's telephone number, the Tribe's postal city and state, tribal affiliation, and the Tribe's BIA region and sub-region.

Tribe Name	Designated Agent	Phone Number	City/State	Tribal Affiliation	Bia Region	Bia Sub-Region
San Juan Southern Paiute Tribe	Savania Tsosie	928-640-6979	Tuba City, UT	Paiute	Western	Arizona

One method for moving around the directory of tribes is to use the navigation tools in the bottom, left-hand corner. You can either select a page number or use the next-page or last-page arrows (a first-page arrow will also appear when a user is not on page 1):

1	2	3	4	5	6	7	8	9	10	...	»	»»
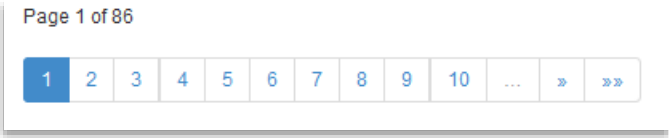
Another method is to submit a keyword for a search of the entire directory. In the example shown below, the user typed the keyword "Ute" into the search field:

Search Criteria: Ute | Search

After clicking the Search button, the subset of the directory entries that contain the keyword will be shown. Notice that the bottom, left-hand corner navigation bar now shows seven pages, instead of the full 86:

Tribe Lookup

Create New

Search Criteria: Ute | Search | Clear

Tribe Name	Designated Agent	Phone Number	City/State	Tribal Affiliation	Bia Region	Bia Sub Region
Big Pine Paiute Tribe of the Owens Valley	Rita Mendoza	760-938-2003	Big Pine, CA	Paiute (see Shoshone)	Pacific	California
Bishop Paiute Tribal Court	Margaret L. Romero	760-873-3584 ext. 251	Bishop, CA	Paiute (see Shoshone)	Pacific	California
Bridgeport Paiute Indian Colony	Ron Eagleye Johnny	760-932-7083	Bridgeport, CA	Paiute	Pacific	California
Burns Paiute Tribal Court	Mazi Goggles	541-573-2793	Burns, OR	Paiute	Northwest	Oregon
Cedarville Rancheria	Osanna Knighton	530-233-3969	Alturas, CA	Paiute	Pacific	California
Coeur D'Alene Tribe	Leona Flowers	208-686-1777	Plummer, ID	Coeur D'Alene	Northwest	Idaho
Confederated Tribes of the Goshute Reservation	Melissa Oppenheim	435-234-1136	Ibapah, UT	Goshute	Western	Utah

Page 1 of 7

1	2	3	4	5	6	7	»

Another navigation feature is that each of the column headers can be used to re-sort a list. For example, clicking once on the column header "Tribal Affiliation" changes the default presentation from alphabetized Tribe Name to alphabetized Tribal Affiliation, as shown below:

| Tribal Affiliation |
|---|
| Coeur D'Alene |
| Goshute |
| Goshute |
| Iroquois (see Mohawk) |
| Maidu (see Paiute/Pit River) |
| Paiute |
| Paiute |

Clicking the column header "Tribal Affiliation" a second time changes the presentation to reverse alphabetical (Z to A, instead of A to Z):

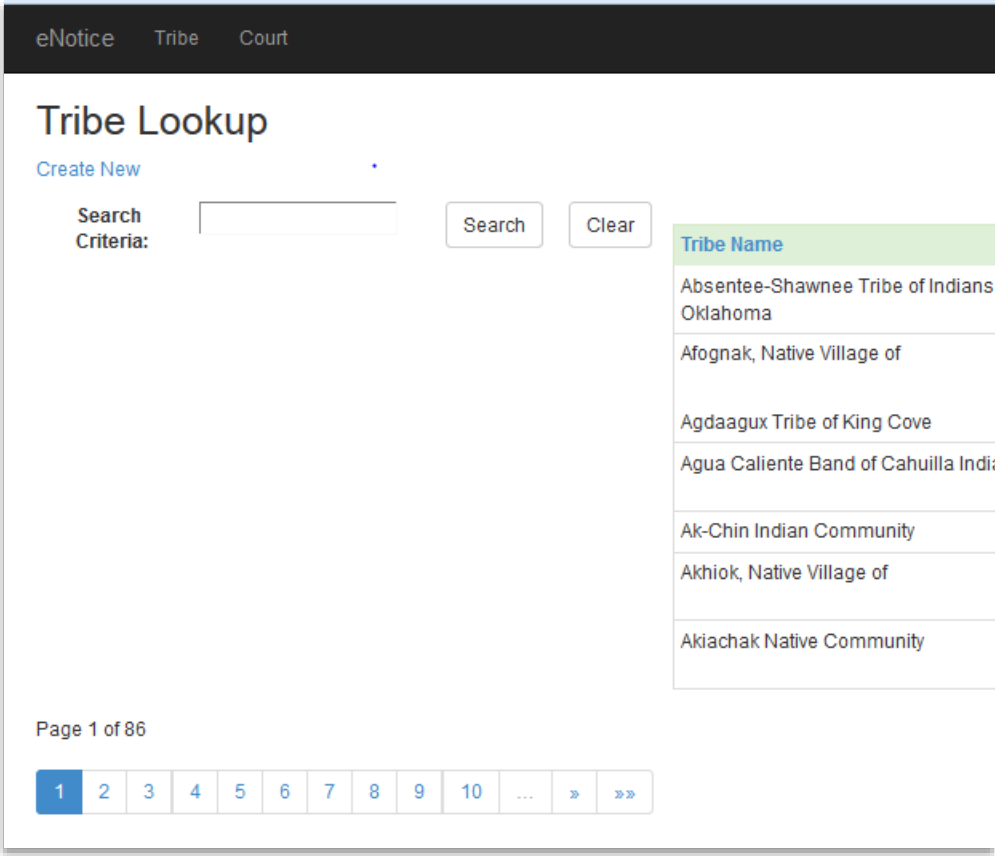| Tribal Affiliation |
| --- |
| Yupik Eskimo |
| Yupik Eskimo |
| Yupik Eskimo |
| Yupik Eskimo |
| Ute |
| Ute |
| Ute |

2. How do I update a Tribe's information in the directory?

Imagine that you learn new information that you would like to add to the eNotice tool's directory of tribes. The information could be updated information about a Tribe that already appears in the directory, like a change in Designated Agent or a new telephone number or e-mail address. Or it could be information about a Tribe that does not yet appear in the directory, like a Tribe that is entitled to receive an Indian Child Welfare notice under state law, although it is not a federally recognized tribe.

To update the information for a Tribe that already appears in the eNotice tool, the first step is to locate the Tribe in the directory. From the home page, click on the word Tribe in the horizontal, black menu in the top, left-hand corner of the home page:

eNotice   Tribe   Court
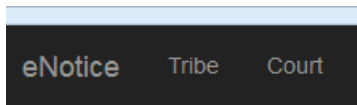
The Tribe Main Page opens:

Locate the Tribe whose information you wish to update (*see* FAQ #1 for tips on searching). Scroll to the extreme right-hand side of the Tribe's row to locate the hyperlinked word Edit:

Tribe Name	Designated Agent	Phone Number	City/State	Tribal Affiliation	Bia Region	Bia Sub-Region	
San Juan Southern Paiute Tribe	Savania Tsosie	928-640-6979	Tuba City, UT	Paiute	Western	Arizona	Edit

After clicking Edit, the Indian Tribe Edit screen will open. You can either change information in the rectangular boxes or add information to boxes that say, "null." When your changes are complete, click the Save button at the bottom of the screen.

Indian Tribe Edit

Tribe Name	San Juan Southern Paiute T
Designated Agent	Savania Tsosie
Tribal Affiliation	Paiute
Bia Region	Western
Bia Sub-Region	Arizona
Address1	P.O. Box 2710
Address2	null
City	Tuba City
Zip	86045
State	Utah ▼
Phone Number	928-640-6979
Fax Number	null
Email	savania.tsosie@bia.gov

Save

Back to List

If you decide not to save the changes you have typed in the Indian Tribe Edit screen, you can simply navigate away from the screen by clicking the hyperlinked phrase "Back to List," located beneath the Save button. You will be returned to the full directory of tribes.

3. How do I add a new Tribe to the directory of tribes?

First navigate to the main page of the directory of tribes. Clicking on the word Tribe in the black, horizontal screen at the top of any screen is a quick way to navigate. Once the directory of tribes opens, click on the hyperlinked phrase "Create New," which appears immediately beneath the page title "Tribe Lookup":

Tribe Lookup

Create New

Search Criteria:	[ ]	Search	Clear

Tribe Name

Absentee-Shawnee Tribe of Indians Oklahoma

Afognak, Native Village of

Agdaagux Tribe of King Cove

Agua Caliente Band of Cahuilla India

Ak-Chin Indian Community

Akhiok, Native Village of

Akiachak Native Community

Page 1 of 86

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | ... | » | »» |

The Indian Tribe Edit window will open, with blank fields for you to complete:

Indian Tribe Edit

Tribe Name

Designated Agent [Add]

Tribal Affiliation

Bia Region

Bia Sub-Region

Address1

Address2

City

Zip

State select one... ▾

Phone Number

Fax Number

Email

[Save]

Back to List

The only required field is a Tribe's name, but it will be beneficial to add as much information as possible.

If the Tribe has identified a particular representative for receipt of Indian Child Welfare notices, click the Add button to access the Designated Agent screen:

Designated Agent ✕

Full Name

Title

Address 1

Address 2

City

Zip

State select one... ▾

Phone

Fax

Email

[Save]

4. Who should I contact if I need more help?

Please contact NCSC Principal Court Management Consultant Alicia Davis at adavis@ncsc.org or Aaron Gorrell of Waterhole Software at aaron.gorrell@waterholesoftware.com .