

## **Process for incoming Legal Orders**

All court orders are to be sent to the Access Team secure email (*from legal and court etc.*) Email: [Access\\_Team@sandwell.gcsx.gov.uk](mailto:Access_Team@sandwell.gcsx.gov.uk)

If case is open, Admin will upload the order to LCS in Documents and create a case note notifying the TM and SW and forward, via email to Emma Regan (Court Officer) and the [legal\\_orders](#) Inbox (*this is covered by Daksha Patel and Daliinder Cheema. Business Admin*).

**Note:** *Miscellaneous orders just need uploading to LCS*

If the case is not open, contact will be created on EHM (documents to be uploaded. Team Manager to approve and a Referral to be opened on LCS and workflowed to the relevant Team Managers basket according to area in Care Management.

The Team Manager in Care Management will pick the task up and allocate the task of writing the report to a Social Worker.

CM Admin to record all Section 7/37 reports onto the relevant spreadsheet in the Court Officer folder in the shared drive and track who they have been allocated and completion dates.

The Court Officer will chase up the reports if not received.