

CARES Fundamentals:

- CASE:** A "case" comprises only a case number (court, year, case type, sequence) and a date the court opened that case. A case is sometimes shared in CARES—more than one office can be “appointed” to each case. Sometimes your case already exists in CARES *before* you are appointed to it.
- APPOINTMENT:** An "appointment" in CARES is what links a case to an OCR attorney and to specific child(ren) whose interests are represented by that attorney (see diagram). Your appointment is exclusive to you and your office.
- CHILD PARTIES:** Your appointment may include *multiple child parties* (see diagram).

