

# Chapter 1: System Overview

---

January-2011

## **General Overview**

This section provides general information about the Circuit Court System (CCS).

## **How the System Works**

This section describes how the CCS is applied in every day use.

## **CCS System Screens**

This section contains a list of the screens used in the Circuit Court System.

## **Using the Reference Manual**

This section explains the content of each chapter in the **CCS Reference Manual**.

## GENERAL OVERVIEW

The Judicial Information Systems developed the Circuit Court System (CCS) to assist individual circuit courts with the maintenance and processing of case information. The system generates various reports required by statutes or state agencies. The system also provides lists and summaries helpful in scheduling and reviewing data.

### HOW THE SYSTEM WORKS

Pertinent data is entered into the system at the time of individual case initiation, creating "case records." These records are updated as various court events and proceedings take place. The system is designed with a two-step approach to closing a case.

- 1) Court actions/orders disposing individual defendants on non-criminal cases and individual charges on criminal cases.
- 2) Clerk filing of the final order or judgment closes the entire case.

The case must be disposed before it can be closed. The process creates permanent and up-to-date records of all court events and results.

When data is entered in the circuit court system, all related records, lists and summaries are instantly updated. This ensures that users can always access the most recent information in the system.

Other information (e.g., lists of codes) is loaded at the time of software implementation.

Users with the appropriate authorization can view the information in the system and request the available reports. This authorization is determined by the project administrator.

### Who Enters Data

CIRCUIT COURT	The responsibility of data entry varies from court to court. Generally, the court clerk is responsible for entering both court and clerk events as well as results and comments. Also, the court clerk may enter orders signed by the judge that dispose charges on criminal cases, or defendants on non-criminal cases.
COUNTY CLERK	The clerk's office enters documents as "filed" just as the hand written or typed entry would have appeared in the county clerk's book of C. C. Records and Filings.

## CCS SYSTEM SCREENS

The Circuit Court System contains the following data entry and inquiry screens:

### Case Management Menu

Name	Used to enter name index of closed cases not present on the system.
Case Header	Used for initial entry and update of general criminal or civil case information.
Charge	Used to record or modify the charges in a criminal case.
Party	Used to record or modify the parties involved in a case.
Clerk	Used to record or modify clerk actions in a case.
Court/Disposition	Used to record or modify court actions in a case.
Register of Actions	A complete record of all entries made on the system for a particular case.
Register of Actions (Print)	Prints the case register of actions.
CTN Inquiry	Displays a list of cases in order of CTN (Central Tracking Number)
Name (Soundx)	Displays an alphabetical list of parties who have been involved in cases. It can be accessed by providing a last name or a last name sound alike.
Name (Partial)	Displays an alphabetical list of parties who have been involved in cases. It can be accessed by providing a last name or a partial last name.
Calendar	Displays a judge's or attorney's calendar.
Calendar (Print)	Prints requested judge(s) or attorney(s) calendar.
ALT Dispute Res	Used to update a case with case evaluation or mediation information.
Attorneys	Displays a judge's or attorney's information, which is loaded with the attorney bar file. Courts should maintain this information as a local level.

Cash	Used to receive non-case related monies such as certified copies, pistol permits, marriage licenses, etc.
Labels	Used to print file jacket labels for new cases as initiated. This requires a specific printer.
ADR Clerk	Used to record events initiated or recorded by the ADR clerk.
ADR ROA	Displays ADR information entered on the other ADR screens.
ADR ROA PRINT	Prints the ADR Register of Actions
ADR Calendar	Displays ADR calendar, beginning with the next ADR hearing date.
Display Receipt	Displays printer OutQ
Display Print	Displays printer OutQ
Abstract Update	Used to create or update abstract. Cannot be accessed from Case Management Menu.
Criminal History	Used to view Criminal History transactions. Cannot be accessed from Case Management Menu.
SOS/Lein Menu	Used to access LEIN menu, users must be authorized to have LEIN access. Menu cannot be accessed from Case Management Menu.
Form Codes	Used to print forms on request
<i>List of Forms</i>	See beginning of chapter 3 for complete list.

### Report Menu

Numeric Case List	Quick reference index for all cases on the system; sorted in ascending case number sequence.
Alphabetic Case List	Alphabetical list of all parties involved in circuit court cases.
Courtroom Calendar/ Worksheet	Calendar and/or Worksheet for recording clerks to note comments and remarks during daily courtroom activities. This calendar view includes primary plaintiff and primary defendant.
Party Calendar	An alphabetical calendar by party name for a requested date range and judge. This calendar view includes <u>ALL</u> parties for each case scheduled for that date.

Calendar Summary	This is a week at a glance format of the calendar of events to be heard before a particular judge.
Notice to Appear	"Notice to Appear" forms to be mailed to litigants.
Caseload Report	Annual report which counts Part 1 Beginning pending, new filings and reopened cases, Part 2 Method of disposition and Part 4 Case age. This is a required SCAO report due annually in January of each year.
Case Review List	Aids the court with case flow management by indicating cases which may need attention. Selection menu of tickler reports include: Criminal-No Next Action, Review Requested, Civil-No Next Action, Default on Party Due, Non-Service Due, Under Advisement and Deferred Status.
Pending Criminal Cases	A list of all pending criminal cases that have not been closed. Cases that are disposed but not yet closed will appear on this list.
Pending Civil Cases	A list of all pending civil cases that have not been closed. Cases that are disposed but not yet closed will appear on this list.
Case Age Report	Lists all cases that are still pending over two years.
Case Distribution Report	A report that is broken down into a table of information for judges and various case types for all open cases on the system. Used as a tool for Court Administrator to verify cases are distributed correctly.
Lack of Progress	A list of pending civil cases that have had no activity for at least 91 days and are not scheduled for a hearing that constitutes progress.
Entry Fees Not Paid	Report listing civil cases where no SAC was entered or a SAC with no fees was entered for the date range requested. PPO cases that are filed with a PET or Appeal cases that are filed with an APL will show on this report as no beginning code. This is correct and can be disregarded.
Post Judgment Report	A listing of all cases with activity entered on the court screen dated after the case closed date.
Drug Offense Report	A list of criminal cases which include drug related charges filed within the requested time period.
Trial Activity Report	A report of all disposed cases as a result of trial activity. This report counts ½ days of trial.

Speedy Trial Worksheet	Report documenting cases where the defendant has been incarcerated more than six months; where there has been a delay of 28 days or more between preliminary examination/ waiver and arraignment; and where there have been six months between arraignment and trial.
Audit List	Aids case record management by recording all adds, deletions, and modifications for a case, date range or by user.
Audit Delete Report	A report of cases that have been deleted or the case number has changed, together with their assessments.
ADR Calendar	Aids the ADR clerk with scheduling ADR cases on the calendar by printing cases in hearing date order.
Case Evaluation Notice	Case evaluation 'Notice to Appear' form to be mailed to litigants, evaluators or mediators.
ADR Review Report	Aids the ADR clerk with ADR case flow by printing the current status of all cases in ADR.
ADR Statistics Report	Statistical information relative to effectiveness of the ADR process.
ADR Late Fees List	Financial information regarding late fees on ADR cases.
Help	Help text available. Place cursor in any field and press <b>[ALT]+[F1]</b>

### Utility Menu

County	Used to keep records for judicial circuit, address, active courts, judges' P-numbers, courtrooms and reassigning cases to a new judge. <b>Note:</b> Visiting judges should <u>NOT</u> be added to the county file maintenance. They should simply be flagged with 'J' in the type field of the attorney file.
Attorney	Used to keep the Attorney Bar record file, the list of attorney numbers, and update attorney file information.
Code	Used as the code file for clerk events, clerk/court next action, court events, court results, case status codes, and alternate name codes.
Code List	Prints the code file by table.

Case Type Codes	Used to identify valid case type codes which may be used within the Circuit Court System.
Caseload Dispositions	Used to add or modify disposition codes which may be used within the Circuit Court System. This is used by JIS Staff only.
PACC	Used to maintain charge numbers for the PACC Warrant Manual.
PACC List	Prints PACC Warrant Manual.
ADR Location	Used to keep records for the location number found on the ADR screen. The location address and 12-70 character comment lines are used when a ADR hearing notice is generated.
ADR Clerk Control	Used to keep records for the ADR clerk's address and other pertinent information needed.
Security File	Used to keep records for user id's of accessibility to functions within the circuit court system.
Security Listing	A list of all security records for county.
Financial Location File	Used for storing information about a financial location such as address and receipt printing defaults.
AFP OUTQ Maintenance	Used to maintain the <b>Advanced Function Printing</b> outq.
Courtroom Maintenance	Used to store courtroom names and locations.
Case Reassignment	Used to reassign part(s) of or entire pending caseloads from one judge to another. Currently used by JIS Staff only.
Reporter/Recorder	Used to maintain the list of CSR/CER numbers and information for the court Reporter/Recorder within the county.

### Financial Menu

Open for Day	Used to check for completion of previous day's cash receipts business and to clear transaction files in preparation for new day's business.
Daily Cash Receipts	Prints a report of cash received for the day; sorted in ascending receipt number sequence. Totals by cashier may be requested. <i>**Can be run as often as necessary throughout the day**</i>
Transmittal	Prints a worksheet of cash receipts by fund account number

Worksheet	to aid in the balancing of cash receipts transmittals for day, month, or year. <b>**Can be run as often as necessary throughout the day**</b>
Adjustment	Used to adjust cash received today, month-to-date, and/or year-to-date in the cash code file.
Close	Used to close the day's, month's, or year's cash receipts business and print a final transmittal report by fund account number to aid in transmittal of monies to the office in charge of finances. <b>**Can only generate one time for the day, month &amp; year**</b>
Reprint Receipt	Select to reprint a receipt.
Bond Report	List of active and/or inactive bond statistics for each criminal case having bond information recorded through the case header.
Restitution Report	Report of outstanding restitution money owed by a defendant or owed to a restitution party for criminal cases.
Balances Report	Report of outstanding money owed by each party on civil and/or criminal cases.
Outstanding Receivables Reports	A collection of reports; Summary Report of Outstanding Receivables by Cash Code and Case Type, an Aging Report, and a Payment/Adjustment Distribution of Criminal Assessments Report. This is a required SCAO report due July of each year.
Combined Transmittal	Prints a combined report of total monies to be transmitted to the office in charge of finance for Juvenile Court and Circuit Court. This option can only be utilized when both courts are on the same AS400.
Cash Code Maintenance	Used to update/create cash codes used within circuit court receipting.
Cash Code List	List of all fund account numbers entered through the cash code maintenance.
Payable Event Codes	Used to define which Clerk Event codes can be used to make a payment against assessments ordered on a case. Example: COP and BDA.
History Transactions	Report cash receipts by type (clerk event code) or fund account number for a specified period. <b>**Cannot use both the 'type' &amp; 'fund account number' together**</b>
Victim Rights Report	Used to print summary information of victim rights assessments and collections for the dates selected.

Purge History Transactions	Used to clear <b>ALL</b> cash history transactions for the date range selected. Call JIS before using this feature.
Assessments Audit Report	Lists assessments and assessment adjustments for a desired date range. Can be ran for specific user, case number, cash code or negative assessments only.
Account History	The Account History selection prints a report or statements for defendants who have not paid since the requested number of days.
Prisoner SFO	The Prisoner Satisfaction of Financial Obligation Report will print a report of defendants whose remittal orders have been satisfied, their financial obligation to the court has been paid in full, and Satisfaction of Financial Obligation forms have not been generated
Prisoner Collections	The Prisoner Collections Report will print a list of defendants with remittal orders, their balance at the remittal date, and payments made after the remittal. The report will also list totals and percentages for each report column. The report may be run for all dates by leaving the date range blank. When using a date range, the report will reflect payments made within the date range also, defendants with SFO's prior to the beginning date will drop off the report.
20% Late Fee Assessment	The 20% Late Fee can be used to determine which cases are eligible for the assessment or it can be used to assess the fee. To be eligible the case must be a closed criminal case with no payments in the past 56 days and have a non-restitution balance. The late fee can only be assessed once on a case.
Required Assessments	The Required Assessments Report will print a report detailing the assessment of State Minimum Costs and Crime Victim Rights on a per case basis within a requested date range. The report may be run for all dates by leaving the date range blank. On the report, if a case has error code "C" this indicates that a Crime Victim Rights assessment needs to be made whereas an "S" error code indicates that a State Minimum Costs assessment is needed. If the error code is "CS" then both are needed.
Help	Help text available. Place cursor in any field and press <b>[ALT]+[F1]</b>

### Report Generator

Circuit Court Report Generator	Menu used to select and specify criteria for various reports which can be run.
ADR Report Generator	Menu used to select and specify ADR criteria for various reports which can be run.

### Criminal History Reporting

CHR Master List	Report of all records in the CHR Master file.
CHR Transactions	Displays CHR transactions for a specific case or CTN
Display CHR Audit	Displays the number of all CHR records that have been sent by court.

### Abstract Reporting

Adjudication Abstract List	Report of cases with abstractable charges that have been disposed.
Statistical Abstract List	Report of cases that contain abstractable charges that have been sentenced.
Create/Update Abstract	Allows user to add or modify an abstract record.
Print Abstract File	Report of abstracts sent to JIS.
Abstracts Before Media	Report of abstracts that have been created but not yet sent to JIS.
Create Abstract Media	This creates a record of all abstracts done for the day or since the last media was sent.
Re-Create Abstract Media	This re-creates the abstract media report that was sent for a certain day.
Purge Circuit Abstracts	Allows user to purge abstract records that have been in the abstract file for 6 months or longer.
Display Abstract Audit	Displays the number of Abstracts that have been sent by the court for a certain date.

### Cross Applications

---

Central Name Index	Allows user to view or print a register of actions (summary) of any public case from the Circuit, District or Probate/Juvenile systems, providing the Court is using all three JIS software applications on the same AS400.
Circuit/Probate Index	Allows user to view or print a register of actions (summary) of any public case from the Circuit or Probate/Juvenile systems, providing the Court is using both JIS software applications on the same AS400. This is used primarily by Family Court users.
Central Calendar	A calendar which combines all court activity, sorted by judge or by courtroom for a date or date range.
Probation Menu	A menu for probation officers to use to track probationers
Prosecutor Interface	Provide an exchange of information between the local prosecuting attorney's office using the PACC/PAAM computer system.
Jury System	Allows user to work in the jury system (if jury has been implemented)

## USING THE CCS REFERENCE MANUAL

The **Circuit Court System Reference Manual** contains the following chapters:

<u>Chapter</u>	<u>Contents</u>
1. "System Overview"	Read this chapter to learn about the purpose, organization, and application of the circuit court system.
2. "Getting Started"	Before using the CCS, read this chapter to learn how to access the system function screen, the next transaction line, and command keys; and how to correct errors.
3. "Case Management"	Refer to this chapter for general instructions on accessing case management screens and for detailed descriptions of each screen.
4. "Reports"	Read this chapter to learn about the purpose and applications of the system's reports and for detailed descriptions of each form and report.
5. "Utility Screens"	Read this chapter for instructions on accessing utility screens and maintaining code files.
6. "Financial Management"	Refer to this chapter for instructions on accessing the financial screens and running the financial reports.
7. "Report Generator"	Refer to this chapter for instructions on accessing the menu and running reports.
8. "Criminal History Reporting"	Refer to this chapter for instructions on accessing criminal history reporting screens and reports.
9. "Abstract Reporting Menu"	Refer to this chapter for instructions on accessing abstract screens and reports.
10. "Prosecutor Interface"	Refer to this chapter for instructions on accessing the menu and prosecutor information.
11. "Cross Applications"	Refer to this chapter for instructions on accessing the central indexes and the central calendar.
Appendices	Use the appendix to find lists of the codes and system messages for use in the circuit court system.