

Chapter 2: Getting Started

1/06

Accessing the Circuit Court System

This section contains detailed instructions for accessing the Circuit Court System.

Using the Circuit Court Master Menu

This section contains detailed instructions for using the main menu.

Next Transaction Line

This section provides a general explanation of how to use the next transaction line.

Function Keys

This section lists and explains the function keys used in the Circuit Court System.

Field Prompting

This section explains field prompting and how to use pop-up windows.

Correcting Errors

This section provides a short general procedure for use in correcting errors.

ACCESSING THE CIRCUIT COURT SYSTEM

Overview

To access the Circuit Court System, you will provide a password which is associated with a particular security authorization. This security authorization determines the circuit and county whose data you may access and which screens you may display. Those users who only need to view data will be able to access those screens which display information about individual cases, court schedules, attorney schedules, and other pertinent data.

Other users, who have the responsibility of recording and maintaining the data generated by the daily proceedings of the court, may have access to more of the system. This includes the inquiry screens described above as well as the screens that are used to enter information about cases, parties, charges, and court/disposition actions. Users may also be secured from non-public cases, ADR screens, etc. See Chapter 5's Security File Maintenance.

Instructions

To access the circuit court system, complete the following steps:

1. The initial access step(s) may differ slightly for different locations. In most cases you simply turn on the terminal and enter the circuit access code (User ID) assigned by the project administrator and press field exit or tab key.
2. Type your access code (Password) and press **[ENTER]**. The Circuit Court Master Menu appears. This screen is illustrated and described on the next page.

USING THE CIRCUIT COURT MASTER MENU

The Circuit Court Master Menu (Figure 1) is used to select one of eleven menus in the circuit court system. Each of these menus is briefly described below:

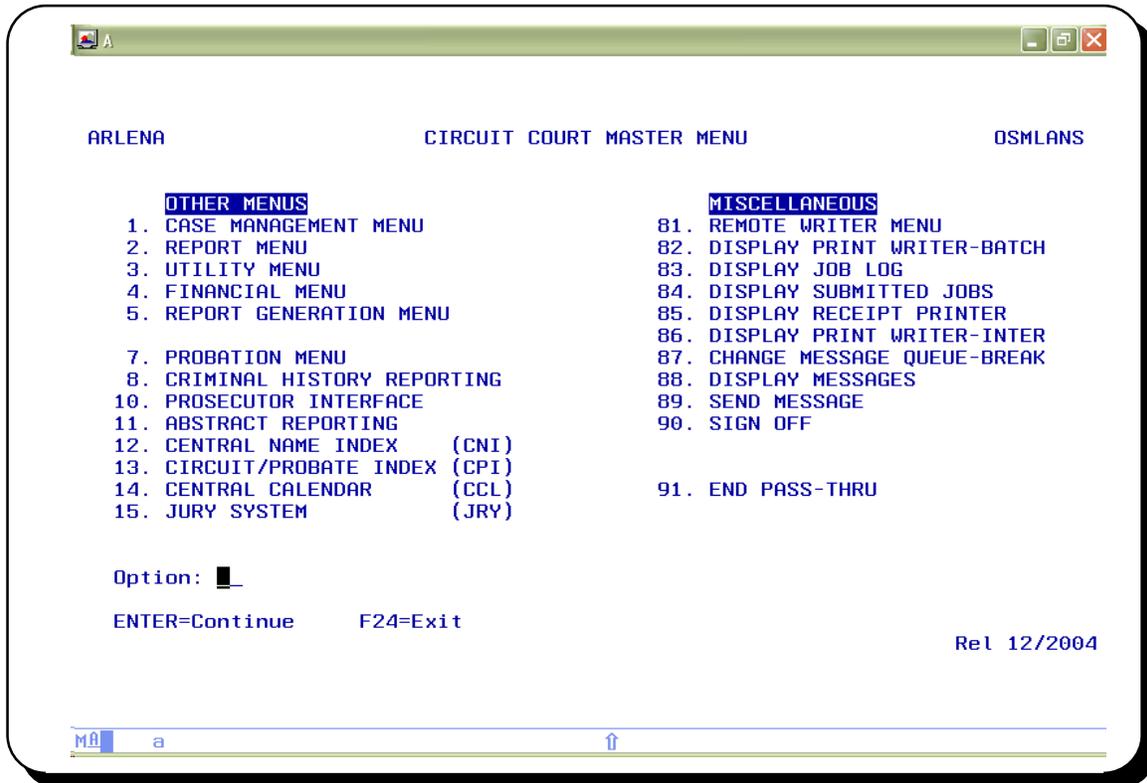


Figure 1. AS/400 Circuit Court Master Menu

Instructions

To access one of the menus from the circuit court master menu, type the desired number in the OPTION field and press **[ENTER]**. The requested menu then appears. For more information about using these menus, continue at the chapter indicated for each screen.

Case Management	Used to access screens for inquiring and updating case information and immediate forms generation. (See Chapter 3)
Report Menu	Used to select the reports and forms generated by the circuit court system. (See Chapter 4)

Utility Menu	Used to access the security and data files which are loaded at software implementation. (See Chapter 5)
Financial Menu	Used to process cash receipt information and to select the reports generated by the CCS Cash System. (See Chapter 6)
Report Generation Menu	Used to produce user defined reports. (See Chapter 7)
Probation Menu	Used to access screens for inquiring and updating probationer information and immediate forms generation. (See Chapter 8)
Criminal History Reporting (CHR)	Used to access programs and screens that automate the circuit court's CHR requirements. (See Chapter 9)
Prosecutor Interface	Used to exchange case information between JIS courts and the prosecutor's office.
Abstract Reporting	Used to access programs and screens that automate the circuit court's Abstract requirements. (See Chapter 11)
Central Name Index	Used to access case summaries of the local courts using the JIS system.
Circuit/Probate Index	Used to access case summaries of the local Circuit and Probate courts using the JIS system.
Central Calendar	Used to print or display a combined calendar of all hearings heard by one judge or in one courtroom, for a date or date range.
Jury System	Used to access programs and screens that automate the courts jury requirements.

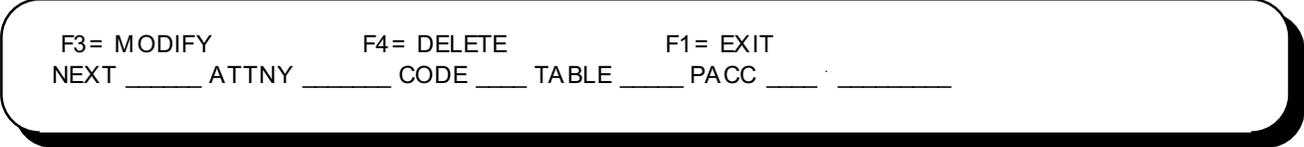
NEXT TRANSACTION LINE

The "Next Transaction Line" appears at the bottom of case management screens, utility screens, and the cash code file update screen. Press the enter key from any position of the screen to get to the next transaction line. It is used to specify the next screen you want to work with and the information you want to display. It is a convenient "shortcut" that eliminates the need to always return to the master menu.



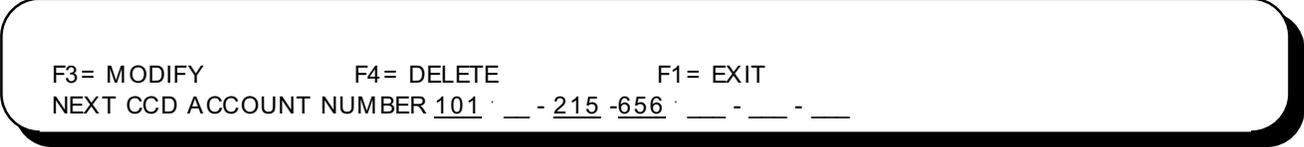
F1= EXIT F2= ADD F8= NEXT ACTION F14= PROMPT HELP
 NEXT ____ CASE# 90 - ____ 115 FH CHG/EVT ____ PTY ____ JUDGE ____ DATE ____

Figure 2. Next Transaction Line - Case Management System



F3= MODIFY F4= DELETE F1= EXIT
 NEXT ____ ATTN ____ CODE ____ TABLE ____ PACC ____

Figure 3. Next Transaction Line - Utility System



F3= MODIFY F4= DELETE F1= EXIT
 NEXT CCD ACCOUNT NUMBER 101 · ____ - 215 - 656 · ____ - ____ - ____

Figure 4. Next Transaction Line - Cash Code File Maintenance

The illustrations above show what the next transaction line may look like on a respective screen. The next transaction line frequently displays information about the screen currently displayed. To use the next transaction line, just type the code of the screen you want to access in the NEXT field, type required information in the other fields, and press a function key.

There are five codes that are not listed on the Case Management Menu that can be used from the Next Transaction Line. They are ABS = Abstract Reporting Menu, CNI = Central Name Index, CPI = Circuit Probate Index (Family Court), JRY = Jury System, and CCL = Central Calendar (Family Court).

For more details about using the next transaction line to access particular screens, refer to "Accessing Case Management Screens" in Chapter Three, "Accessing Utility Screens" in Chapter Five, or "Cash Code File Update" in Chapter Six.

FUNCTION KEYS

A prompt line appears just above the next transaction line on all screens. It lists which function keys may be used from the screen currently displayed. These functions are listed below with a brief explanation of how they are used.

Key	Function	Description
[F1]	EXIT	Press [F1] to return to the main menu.
[F2]	ADD	Type required information and press [F2] . The new information is added to the database.
[F3]	MODIFY	Type over currently displayed information or in a blank field and press [F3] . The database is updated with new information.
	EXIT	Press [F3] to return to the main menu.
[F4]	DELETE	Press [F4] to delete the currently displayed information from the database. If you are deleting an entire case, the system will ask you to press [F4] a second time to confirm the deletion.
[F7]	EXIT TO ROA	Found only on the name inquiry screen. Position the cursor on a specific case and press [F7] to access the register of actions screen for that case.
	ACCOUNT HISTORY	Press [F7] from the register of actions screen to display the account history.
	PREVIEW DAY/MONTH	Press [F7] on the Calendar Month at a Glance or Detail screen to view the previous month or day.
	NEXT DAY/MONTH	Press [F7] on the Calendar Month at a Glance or Detail screen to view the next month or day.
[F8]	NEXT ACTION	Press [F8] to display the calendar events scheduled for a particular case.
[F14]	PROMPT	Pressing [F14] when the cursor is positioned within a certain field will prompt for a list of available choices. Promptable fields are indicated with a plus sign (+).

- | | | |
|-------|--------|---|
| [F16] | SEARCH | Press [F16] from the register of actions screen to search for a certain event code, comment or event number. |
| [F17] | TOP | On certain screens within the system, pressing [F17] will position the screen to display the top of a list. For example, pressing [F17] on the case register of actions screen will position the screen to the top of the register of actions. |
| [F18] | BOTTOM | On certain screens within the system, pressing [F18] will position the screen to display the bottom of a list. For example, pressing [F18] on the register of actions screen will position the screen to the bottom of the register of actions. |

Chapters Three and Five explain which fields are required when adding and which fields may be modified on each screen in the circuit court system.

FIELD PROMPTING

Field prompting allows you to display available choices for a particular field on a screen. Field prompting is activated by positioning the cursor in a promptable field on the entry screen and pressing **[F14]**. A pop-up window (Figure 5) displays available choices for that field. Promptable fields are indicated by a plus sign (+) next to the field being described in this manual. All codes displayed in the pop-up window are maintained by the user from the Utility Menu.

```

        Professionals Selection by Name
Position to: _____
1=Select  2=Change  4=Delete  5=Display
Opt  Bar#  Name
  _ 10001 AACH,ARNOLD K.,
  _ 34306 AARDEMA,ROBERT B.,
  _ 10002 AARON,DENNIS M.,
  _ 10003 AARON,JERALD N.,
  _ 34677 AARON,JODY L.,
  _ 47036 AARON,JONATHAN S.,
  _ 35605 AARON,RICHARD J.,
                                           More..
F3=Exit   F6=Add   F7=Alt Seq   Roll/Page

```

Figure 5. Sample Pop-Up Window

POSITION TO To position the list of choices, enter a code and press **[ENTER]**. The window will redisplay the list starting with the requested code.

SELECT To select one of the available choices, position the cursor to the desired choice under the Opt (Option) column, enter **1** to select and press **[ENTER]**. The selected code will be placed into the field on the entry screen and the cursor will position to the next entry field.

CHANGE The pop-up window may provide the capability to change the data for a code. To change the data for a code, position the cursor to the desired choice(s) under the Opt (option) column, enter **2** to change and press **[ENTER]**. A detail pop-up window will display for the requested code.

Make the necessary changes and press **[F3]** to modify. Only certain pop-up windows have the update capability and the user must have the proper security.

- DELETE** The pop-up window may provide the capability to delete the a code. To delete a code, position the cursor to the desired choice(s) under the Opt (option) column, enter **4** to delete and press **[ENTER]**. A detail pop-up window will display for the requested code.
- Verify that you have displayed the proper code, then press **[F4]** to delete. Only certain pop-up windows have the delete capability and the user must have the proper security.
- DISPLAY** To display more detailed information about one or more of the available choices, position the cursor to the desired choice(s) under the Opt (option) column, enter **5** to display and press **[ENTER]**. A detail pop-up window will display for the requested code.
- F1=EXIT** Press **[F1]** to exit the pop-up window.
- F6=ADD** The pop-up window may provide the capability to add a code. To add a new record to the file, press **[F6]** and a detail pop-up window will display for you to enter the new information.
- Enter the new code and information and press **[F2]** to add the new record to the file. Only certain pop-up windows have the add capability and the user must have the proper security.
- F7=ALT SEQ** To display an alternate sequence for the selection pop-up window press **[F7]**. This will alternate the sequence of the selection list from code sequence to description sequence. Only certain pop-up windows have the alternate sequence capability.
- ROLL/PAGE** When 'More..' is displayed in the lower right hand corner of the window, more choices exist. You may use the **[Roll]** or **[Page]** keys to display the next page of choices.
- When 'Bottom' is displayed in the lower right hand corner of the window, you have reached the bottom of the list.

CORRECTING ERRORS

Whenever you add or modify information, the system checks whether you have included all required data and that the data you have entered is valid. If not, the system highlights and moves the cursor to the field with the missing or invalid data. Frequently an error message also appears at the bottom of the screen.

In general, to correct an error, just type the correct data in the highlighted field and press the proper function key. Appendix D lists the error messages that may appear and explains how to interpret and correct these errors.

Sometimes an error occurs that cannot be detected by the system. If a wrong event code is entered or a notice has been generated with an error on it, modifications can be made to those particular events. Use the following steps to correct the errors:

1. Display the register of actions of the case that contains the incorrect information and locate the event with the information that needs to be changed.
2. Check the right side of the screen for a "CLK" or a "CRT". If a "CLK" is displayed enter CLK in the "NEXT" field of the next transaction line. If a "CRT" is displayed enter CRT in the "NEXT" field of the next transaction line.
3. Use the tab key to position the cursor on the CHG/EVT field.
4. Check the left side of the screen for the number of the event. Type the number in the CHG/EVT field.
5. Press the **[F1]** key to exit the register of actions and display the event to be modified.
6. Type the necessary changes and press the **[F3]** key to modify that event.