

Professional File Reassignment

This option allows the court to reassign cases in a batch, from one professional or badge number to another.

The menu displayed below will appear after using the Administrative Sign On. Select **Option 8-Professional File Reassignment**, and press **ENTER**.

```
System File and Program Authority Update                2006/2 DCS
  1. Security/Program Access
  2. System File Inquiry/Update
  3. Authorized Cashiers & Passwords
  4. AFP/HPT Printer Maintenance
  5. Warrant/Ticket Upload to Case Entry Authority
  6. SOS Code File Update
  7. SOS Code File Print
  8. Professional File Reassignment

  8 Enter Selection

Enter-Continue F24-Previous Menu
```



Tip: Use this tool to reassign a judge's caseload to an incoming judge, a probation officer's caseload from a former probation officer to a new probation officer or a badge number that has been reassigned by a police agency.

The screen below will appear after pressing **ENTER**.

```

HAPPY VILLAGE          PROFESSIONAL FILE REASSIGNMENT
Location 0 only █
All locations  -

TRAFFIC/CRIMINAL CASES
                   From   To
Proceeding Judge 12345 10961
Judge of Record  _____
Next Judge       _____

Attorney
Prosecutor       _____
Prob. Ofc.      _____

Officer Badge #  _____
Agency #       _____

CIVIL CASES
Judge/Next Judge _____
Attorney        _____

F1-Clear Screen   F4-Prompt       F24-Previous Menu   Help
    
```

In the *From* field type the professional/badge number currently being used on the cases. In the *To* field, type the professional/badge number you wish to update onto the cases. Type an **X** to choose either open cases, closed cases or all cases. Press **ENTER** to update the cases selected.

The program will create the Professional File Reassignment list upon completion. This report will go to the system printer indicated in the System File. (See page 1-6).

HAPPY VILLAGE PROFESSIONAL FILE REASSIGNMENT

Location 0 only X
All locations -

TRAFFIC/CRIMINAL CASES	From	To	OPEN CASES	CLOSED CASES	ALL CASES
Proceeding Judge	_____	_____	-	-	-
Judge of Record	_____	_____	-	-	-
Next Judge	_____	_____	-	-	-
Attorney	_____	_____	-	-	-
Prosecutor	_____	_____	-	-	-
Prob. Ofc.	_____	_____	-	-	-
Officer Badge #	_____	_____	-	-	-
Agency #	_____	_____	-	-	-

CIVIL CASES

Judge/Next Judge	_____	_____	-	-	-
Attorney	_____	_____	-	-	-

Reassignment job submitted

F1-Clear Screen F4-Prompt F24-Previous Menu Help

ALL of the highlighted fields are promptable fields.

After completing your request and pressing ENTER, this message will appear.

Press Alt/F1 for On-line HELP.

 **Note: The ROA will be updated upon completion of the program, e.g. Reassigned Proceeding Jdg P-12345 to P-10961.**

Judge Reassignment Sample:

Select all traffic/criminal and civil judge fields on open cases. Press **ENTER**.

```

HAPPY VILLAGE                PROFESSIONAL FILE REASSIGNMENT
Location 0 only  _
All locations    X

TRAFFIC/CRIMINAL CASES
      From      To      OPEN      CLOSED      ALL
      12345    10961    CASES    CASES    CASES
Proceeding Judge  12345 10961      X      -      -
Judge of Record  12345 10961      X      -      -
Next Judge       12345 10961      X      -      -

Attorney         _____ _____      -      -      -
Prosecutor       _____ _____      -      -      -
Prob. Ofc.      _____ _____      -      -      -

Officer Badge # _____ _____      -      -      -
Agency #       _____ _____      -      -      -

CIVIL CASES
Judge/Next Judge 12345 10961      X      -      -
Attorney         _____ _____      -      -      -

F1-Clear Screen  F4-Prompt      F24-Previous Menu  Help
    
```

Upon pressing enter, you will receive the verification of the new name. Press **ENTER** again for the request to be processed.

```

HAPPY VILLAGE                PROFESSIONAL FILE REASSIGNMENT
Location 0 only  _
All locations    X

TRAFFIC/CRIMINAL CASES
      From      To      OPEN      CLOSED      ALL
      12345    10961    CASES    CASES    CASES
Proceeding Judge  12345 10961 BOKOS,C. CHARLE X      -      -
Judge of Record  12345 10961 BOKOS,C. CHARLE X      -      -
Next Judge       12345 10961 BOKOS,C. CHARLE X      -      -

Attorney         _____ _____      -      -      -
Prosecutor       _____ _____      -      -      -
Prob. Ofc.      _____ _____      -      -      -

Officer Badge # _____ _____      -      -      -
Agency #       _____ _____      -      -      -

CIVIL CASES
Judge/Next Judge 12345 10961 BOKOS,C. CHARLE X      -      -
Attorney         _____ _____      -      -      -
Verify name, press enter to continue

F1-Clear Screen  F4-Prompt      F24-Previous Menu  Help
    
```

Officer Badge Number Reassignment Sample:

1) Using the Officers File in the Traffic/Criminal Codes File Update, add a badge number to distinguish the retired officer, i.e. 120R.

```

Officer Maintenance
Agency 063      Badge# 120R
Name RETIRED - MORRISON/SAMMY/SGT
Venues ██████████
Enter-Inquiry F1-Clear Screen F2-Add F3-Update F4-Delete F5-Review Venues
F4-Previous Menu Help Roll/Page
    
```

2) Enter the current badge and agency number in the *From* field. Add the badge number for the 'retiring' officer as added above, i.e. 120R with the agency number in the *To* field. Press **ENTER**.

```

HAPPY VILLAGE PROFESSIONAL FILE REASSIGNMENT
Location 0 only X
All locations -
TRAFFIC/CRIMINAL CASES
Proceeding Judge From To OPEN CLOSED ALL
Cases Cases Cases
Judge of Record - - -
Next Judge - - -
Attorney - - -
Prosecutor - - -
Prob. Ofc. - - -
Officer Badge # 120 120R RETIRED - MORRI X
Agency # 063 063 OAKLAND COUNTY
CIVIL CASES
Judge/Next Judge - - -
Attorney - - -
Verify name, press enter to continue
F1-Clear Screen F4-Prompt F24-Previous Menu Help
    
```

3) Go back to the Officer File in the Codes File Update and **CHANGE/UPDATE** the original badge information to reflect the **new** officer information.

```

Officer Maintenance 1704/07 13:29:47
Agency 063      Badge# 120
Name RELIC/MARCUS/PTL
Venues ██████████
Enter-Inquiry F1-Clear Screen F2-Add F3-Update F4-Delete F5-Review Venues
F4-Previous Menu Help Roll/Page
    
```