

Judicial Information Systems

District Court System

Software Release - 2008/1

December 8, 2008



Michigan Hall of Justice

"The true administration of justice is the pillar of good government."
George Washington
1789

Help Desk Phone

888-339-1547

Option 1:

DCS Help Desk
(Software questions)

Option 5:

Operations
(Printers, Hardware,
SOS/LEIN)

Help Desk Fax

517-373-7451

Help Desk E-mail

dcshelpdesk
@courts.mi.gov

JIS Website

courts.mi.gov/jis
(click on **Court Systems**
to find DCS link)

Release Details

The 2008 Software Release Schedule is given below:

- Week of November 3, 2008 – Sent to Pilot Courts
- November 24, 2008 – Installed for Online Courts
- **Week of December 8, 2008 – Final version sent to remaining courts by JIS Operations**

IMPORTANT: Software changes are described in this announcement. Please forward or copy and distribute this to all court staff. We will not be providing a training session for the release. Please call or email if you have any questions or discover any problems with the release.

Next Generation Judicial Information Systems (NGJIS)

Judicial Information Systems (JIS) and the State Court Administrative Office are devoting a great deal of time and energy to designing and building the Next Generation case management system. JIS will continue its commitment to providing outstanding service and support to the courts that currently use JIS.

Updates regarding NGJIS can be found at the JIS website, courts.mi.gov/jis. Place your cursor on the **Court Systems** tab, then click on **Next Generation System**. Periodic updates will also be sent to the courts.

Thank you for your continuing support and patience during this development process.



Due to our commitment to JIS Next Generation development and other priorities, we will not be publishing new User Guides. The most recent User Guides found on our website (2007) include software updates through the 2006/2 release.

The 2008 DCS SOS & LEIN User Guide is not posted on the web site. If you need a copy, please contact the DCS Help Desk.

Please make use of information on the JIS website, screen Help Text and Software Release Announcements to supplement your User Guides.

DCS 2008 Final Software Announcement December 8, 2008

System Wide Updates

1. HELP TEXT CHANGES

- Several screens have had modifications to their Help Text (see page 5 for a partial list) and how Help Text works. Field-specific Help Text is now available. We prioritized over 40 screens in the Traffic/Criminal/Probation, Civil, and Cash Modules that contain Help Text and have updated several based on those priorities. This is a work in progress and future releases will have more updates to Help Text.
- If a screen has Help Text available, the word **Help** appears on the bottom of the screen with the other function keys. Press **Alt + F1** to access the Help Text. Prior to this release the entire Help Text for that screen would then be displayed. You may have had to page through many screens to find field specific information you were trying to locate.
- The new Help Text is divided into three sections after the TITLE (e.g. HELP TEXT for TRAFFIC / CRIMINAL CASE ENTRY):
 - OVERVIEW -
 - FIELD DESCRIPTIONS -
 - FUNCTION KEYS -
- Some screens, such as the various Cash Transaction screens, share the same TITLE and OVERVIEW, but will have FIELD DESCRIPTIONS and FUNCTION KEYS specific to that screen.
- Screens where Help Text is available in the new format do not appear any different than those with the old format. However, for those screens where a format change has been made, the placement of your cursor is now important when accessing Help Text. If you place the cursor on a specific field or function key and press **Alt + F1**, the FIELD DESCRIPTION or FUNCTION KEY Help Text for that specific field or function key will now be displayed. If you place the cursor someplace other than a specific field or function key, the entire Help Text with all three sections are displayed for viewing and printing. Examples from the Traffic/Criminal Case Entry (CAS) screen are shown on the following page.
- A partial list of the screens where the Help Text is updated to the new format is given on page 5. The primary update, calendar, report request and cash screens have all been updated. Forms with help text have not been updated to the new format.



CASELOAD REPORTING and NEW JUDGES

Are you on target?
Now is a great time to run Caseload and correct any exceptions that may appear.

See 5-37 of the T/C/P User Guide or 7-7 of the Civil User Guide. Use the Status (STS), Caseload Status and Caseload Part 4 Audit Detail screens to assist you.

If your court has a new judge taking office on January 1, please watch for further information that will be sent this month. Instructions will be provided describing the sequence of steps in running Caseload and changing the Judge of Record that will result in accurate Caseload Part 4 data. Please review these instructions prior to reassigning judges. The instructions will also be posted on our website.

DCS 2008 Final Software Announcement December 8, 2008

SUNNY SPRINGS Traffic / Criminal Case Entry Status

Court 2 Case 08-1894 Pty D01 Same Incident Filing Date 100308

Offense Date 100108 Time 1230 A DOB 092377 CDL DLN

Name _____ Race _____ Sex _____

Street _____ Apt _____ Phone _____

City _____ State _____ Zip _____ CTN _____

Charge _____

Speed Charged/Allowed _____

Officer # _____ Agency _____

2nd Officer # _____ Agency _____

Place your cursor on the field or function key that you would like to view Help Text. Press ALT + F1. In this example, the CDL field is selected.

Ticket Information: Default Due Date is 10 Days from Offense Date

Court Date _____ Time _____ Nxt Judge _____ Set for _____ Atty _____ NTA _____

Vehicle Type _____ Plate Number/Year/State _____ / _____ / _____ Acc Type _____

Paper Plate _____ VIN _____ Vehicle Year _____ Vehicle Make _____

Judge of Record _____ Victim/Desc _____ CCW _____

Complaint Information:

Authorize Complaint Date _____ Prosecutor Judge _____ Complaint/Iss Date _____

Warrant Issue Date _____

Additional Charges: #2 _____ #3 _____

#4 _____ #5 _____

NXT CASE 08-1894 PTY COUNT INQ ST

1-Clr F4-Prompt F5-War F6-Same Pty F7-TKT F11-Scan F24-Prev Help

Traffic/Criminal Case Entry (CAS) screen

Help CDL

Commercial Driver License. Valid entries are:

Y - Yes
N - No
U - Unknown

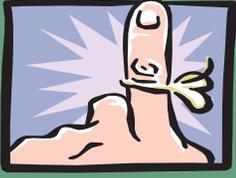
This is a required field if a Michigan driver license number is entered in the DLN field and the case contains an abstractable offense.

Bottom

F2=Extended help F3=Exit help F10=Move to top F12=Cancel
F13=Information Assistant F14=Print help

Help Text for the CDL field on the Traffic/Criminal Case Entry (CAS) screen

Help Text Screen Function Keys	
F2=Extended help	Display the complete Help Text for the screen.
F3=Exit help	Return user to the previous screen.
F10=Move to top	Place cursor on text and move it to the top of the screen.
F12=Cancel	Return user to the previous screen.
F13=Information Assistant	An IBM command that is not used for this function.
F14=Print help	Print the Help Text you are viewing. Results will appear in your out queue as QSYSVRT in the File column and blank in the User Data column.



CASE ENTRY (CAS) REMINDER

The only valid characters for the *Plate Number* field on the Case Entry (CAS) screen are alpha (A-Z) and numeric (0 - 9). Do not include other characters such as hyphens, commas, or periods.

The only exception to this is if there is a paper plate issued, but the *Plate Number/Year/State* are not known. In that instance, type two slashes (//) in the *Plate Number* field.

```

SUNNY SPRINGS      Traffic / Criminal Case Entry      Status
Court 2 Case 08-1894  Pty D01  Same Incident _  Filing Date 100308
Offense Date 100108  Time 1230 A  DOB 092377  CDL _  DLN _
Name _____  Race _  Sex _
Street _____  Apt _____  Phone _____
City _____  State _  Zip _____  CTN _____
Charge _____  A/C/S _  Case Type _  TCN _____
Speed Charged/Allowed _____  VIN _____
Officer # _____  Agency _____
2nd Officer # _____  Agency _____

Ticket Information:  Default Due Date is 10 Days from Offense Date
Court Date _____  Time _____  Nxt Judge _____  Set for _  Atty _____  NTA _
Vehicle Type _____  Plate Number/Year/State _____ / _____  Acc Type _
Paper Plate _  VIN _____  Vehicle Year _____  Vehicle Make _____
Judge of Record _____  Victim/Desc _____  CCW _____
Complaint Information:
Authorize Complaint Date _____  Prosecutor _____  Complaint/Iss Date _____
Judge _____  Warrant Issue Date _____
Additional Charges: #2 _____  #3 _____
                   #4 _____  #5 _____

NXT _  CASE 08-1894  PTY _  COUNT _  INQ _____  ST _
F1-Clr F4-Prompt F5-War F6-Same Pty F7-TKT _____  F11-Scan F24-Prev Help
  
```

In this example, the cursor is not placed on a specific field or function key. After pressing Alt + F1, the complete Help Text for the Case Entry (CAS) screen will display.

Traffic/Criminal Case Entry (CAS) screen

```

help _  HELP TEXT for TRAFFIC / CRIMINAL CASE ENTRY

- OVERVIEW -

The Case Entry (CAS) screen is used to add a new ticket or complaint
and warrant to the system. Case information can also be updated on
a limited basis after the case has been entered.

To enter a new case, type 'CAS' in the NXT field and the new case
number in the CAS field on the hop line; press <ENTER>.

Display only fields:
- Court
- Case
- Party

Required fields when entering a new case:
- Offense Date
- CDL. If Michigan DLN is entered and case contains at least
one abstractable offense.

More...

F3=Exit help  F10=Move to top  F12=Cancel  F13=Information Assistant
F14=Print help
  
```

The More... signifies there are additional screens to the Help Text. Press the Page Down/Up to view additional Help Text screens.

Complete Help Text for Traffic/Criminal Case Entry (CAS) screen



DAILY DATE GENERATED NOTICES

We suggest that Daily Date Generated Notices be requested at the end of the business day when all users are signed off the system. Many system resources are used when the notices and reports are generating.



COMING SOON FOR PROBATION

Information to assist courts in answering the annual Federal Department of Justice Probation Survey will be sent in another communication this month.

DCS 2008 Final Software Announcement December 8, 2008

- A partial list of the screens where the Help Text is updated to the new format is given below:

TRAFFIC / CRIMINAL / PROBATION

Case Entry (CAS)	Scheduling (SCH)
Disposition (DSP)	Action (ACT)
Delete (DEL)	Transfer (TRN)
Removal (REM)	Def History Update (DHU)
Report Requests (RPT)	Calendar (CAL)
Report Generator	Abstract and FAC/FCJ/FCPV Menu

CIVIL

Case Entry (CAS)	Action (ACT)
Transfer (TRN)	Delete (DEL)
Party Hist Update (PHU)	Garnishment (GAR)
Calendar (CAL)	Report Generator

CASH

All options from the CASH TRANSACTION PROCESSING screen
 Audits for Collections Reports (Help Text was not available prior to this release)
 Web File Inquiry and Update Menu
 Bond Update (BND) Cash Report Screen
 Trust and Agency Reports Report Generator

Traffic/Criminal/Probation Updates

1. FAC ELECTRONIC CLEARANCE LIST

- Currently, the **FAC ELECTRONIC CLEARANCE LIST** generates each time Date Generated Notices (DGN) is requested. This report lists all cases that had a clearance request sent to the Secretary of State (SOS) and is based on the clearance submission date. The reply shown in the **RESPONSE** column is ACCEPT, REJECT or is blank if no reply was received from the SOS.
- The **FAC ELECTRONIC CLEARANCE LIST** was expanded to provide a new section entitled **CLEARANCE REQUESTS NOT SENT TO SOS LIST**. This list will print on a separate page.
- The purpose of the new **CLEARANCE REQUESTS NOT SENT TO SOS LIST** is to reveal those cases where clearance fees DLRJ and DLRF were paid, but an electronic clearance was not submitted to SOS. This report is primarily for those courts that accept internet payments via the State of Michigan Online Ticket Payment System or courts that are processing clearances that do not have an electronic version. Courts currently using the web payment application do not accept payments for cases having suspensions in place. This new list is one step towards implementing a change in the Online Ticket Payment System to permit payments on cases with suspensions.



ELECTRONIC CLEARANCES

If a clearance is submitted on a suspension for which an out-of-state drivers license number (DLN) was entered, the clearance will be rejected by the Secretary of State (SOS). You can still clear the suspension electronically by resubmitting the clearance again after you obtain the Michigan DLN assigned by the SOS.

Update the FAC/FCJ/FCPV Update (FAC) screen with the Michigan DLN in the *DLN* field, remove the state in the *ST* field, remove the OSN or DLN in the *Use* field, and press **F12-Clearance/Update**. This action will also update the DLN field on the Case Entry (CAS) screen.

DCS 2008 Final Software Announcement December 8, 2008

- The *cash transaction date* is used to determine which cases will appear on the **CLEARANCE REQUESTS NOT SENT TO SOS LIST**.
- If there are no cases to report for the **CLEARANCE REQUESTS NOT SENT TO SOS LIST**, the report will generate with the notation *******NO CASES TO REPORT*******.
- The **FAC ELECTRONIC CLEARANCE LIST** can also be requested from the Abstract & FAC/FCJ/FCPV Menu and will include the **CLEARANCE REQUESTS NOT SENT TO SOS LIST**. Do not request it with a beginning date that is more than one year prior from the current date.

2. TICKET SELECTION DETAIL SCREEN

- *CDL* and *TCN* fields were added. These fields can be modified.
- *Case Type* field moved next to *Charge* field.
- *Charge Description* field was labeled and moved. This is a display only field.
- *Officer* and *Code* fields were rearranged.
- *Vehicle Year* field is now four characters and can be modified.

Ticket Selection Detail

Batch#: 0000011 Ticket Court ORI MI370015J 76TH DISTRICT COURT
Ticket# WWA7Q55 New Case# 08WWA7Q55A
Offense Date 21399 Time 0100 A DLN MI L520793235787
Name JOHNS/TIMOTHY/DALE DOB 101374
Street 1234 W AIRLINE RD Apt _____ Case Type SM Sex M Race W
City WEIDMAN State MI Zip 48893 Soc Sec# 379804760
Charge 750812 DOMESTIC VIOLENCE
Officer # 0732 Dept. 0063 SOS Code _____
2nd Officer # 1163 PACC Code 750.812
MCL Code 750.81

Ticket Information:
Court Date _____ Time _____
Vehicle Type ____ Speed Charged/Allowed/Energy ____ / ____ / ____
Plate#/Year/State _____ / ____ / ____
Vehicle Year/Make/Color/Style _____ / ____ / ____
Traffic Crash N Damage to Property N Injury N Death N

Upon
At or Near 8122 W AIRLINE RD
Agency ORI MI3706300 MSP MT PLEASANT

F24-Exit
Help

Current Ticket Selection Detail screen



**ATTORNEY
PROFESSIONAL
FILE**

Keep in mind that when assigning a bar number for a non-attorney probation officer, non-attorney magistrate, or other special court created bar numbers, the number must be four-digits or less (less than 10,000). Numbers above 10,000 are assigned by the State Bar of Michigan for attorney bar numbers.

*DCS 2008 Final
Software
Announcement
December 8, 2008*

Ticket Selection Detail

Batch#: 0000158 Ticket Court ORI MI370015J 76TH DISTRICT COURT
 Ticket# ZFB7Q53 New Case# 08-1867
 Offense Date 091708 Time 0300 A CDL _ DLN MI S162515119153
 Name SMITHICK/LEWIS/SR DOB 22853
 Street 11121 E PICKARD RD Apt _____ Sex M Race I
 City MOUNT PLEASANT State MI Zip 48858 Soc Sec# 379583417
 Charge 750812 Case Type SM TCN 67622098767
 Charge Description DOMESTIC VIOLENCE
 SOS Code PACC Code 750.812 MCL Code 750.81
 Officer # 0732 Dept. 0063 2nd Officer # 1163

Ticket Information:
 Court Date _____ Time _____
 Vehicle Type _____ Speed Charged/Allowed/Energy _____ / _____ / _____
 Plate#/Year/State _____ / _____ / _____
 Vehicle Year/Make/Color/Style _____ / _____ / _____ / _____
 Traffic Crash N Damage to Property N Injury N Death N

Upon
 At or Near 11025 E PICKARD RD
 Agency ORI MI3706300 MSP MT PLEASANT

F24-Exit Help

New Ticket Selection Detail screen - shaded areas mark the changes

3. CTN SELECTION DETAIL SCREEN (Press F4-Detail from Opt on Warrants Requested/Received screen)

- A TCN field was added. This field can be modified. This screen is used to view and/or update the details of a case before a warrant is uploaded to the Case Entry (CAS) screen.

4. CRIMINAL HISTORY RECORDS - ENTER (EJD), MODIFY (MJD) AND CANCEL (CJD) JUDGMENT SCREENS

- The defendant name will now populate the NAA (Name at Arrest) field on these screens when accessed using the hop code (EJD, MJD and CJD) from the Traffic/Criminal Subsystem. Previously, the NAA field was only populated with the defendant name if there was no State Identification Number (SID) entered on the case.
- The first and last name will display in the format LAST/FIRST// in the NAA field. Three slashes (/) are required. The middle name is not required and does not populate the NAA field.

5. REGISTER OF ACTIONS (ROA)

- If a payment or bond posting is applied to a case number prior to the case being entered on the system, the method of payment will now appear on the ROA if using the same case number when entering the case.

6. DISPOSITION (DSP) AND PROBATION (PRB) SCREENS

- The Probation Officer field on both screens will no longer allow a magistrate bar number to be entered.

Traffic/Criminal/Probation Forms Updates

The following forms were updated to the SCAO approved version (3/08) and did not require any screen changes.

1. JUDGMENT, CIVIL INFRACTION CIA 02 (CIJ)

2. JUDGMENT OF SENTENCE/COMMITMENT TO JAIL MC 219 (JGS)

- There were no **required** changes for the JGS screens, but we have enhanced the functionality and that necessitated changes.
- Up to 99 qualifying counts can now be printed on the Judgment of Sentence for both the Advanced Function Printing (AFP) and non-AFP formats.
- The criteria for what charges display has not changed.
- If you access the JGS screen and are not count specific, up to three qualifying counts are displayed at a time on the screen. By positioning the cursor in the Count, Fine & Costs or Jail Time sections on the screen and pressing the **Page Up/Down** keys, all applicable counts can be accessed three at a time.
- Counts can be added or removed from the screen by typing in or clearing the count number (Cnt) in the Count section of the screen.
- A '+' sign will appear at the end of Count, Fine & Costs, and Jail Time sections if there are additional counts for this case that may be accessed.
- In item 14, additional *Other* text lines are available by pressing **Page Down** key while the cursor is on any of the *Other* lines. A '+' sign will appear at the end of the third *Other* line if there are additional comments that have been entered on the second text entry screen.
- See examples on the following page.



SCAO FORMS

Have you ever wondered about the process of how SCAO makes form changes? Do you need a SCAO form that is not available on JIS software? Go to Michigan's One Court of Justice website at courts.mi.gov and click on **Court Forms** under the **Court and Public Resources** tab.

SUNNY SPRINGS JUDGMENT OF SENTENCE MC219 PROB

Court 2 Case 08-0024 Pty D01 Charge Type SM
 Name ZIMMERMAN/PETER/JAMES Police Incident No. 8882224888
 Date Signed 100908 Bar No: 12345 Judge GEORGE H. CROCKETT III
 People of STATE OF MICHIGAN COMMIT

When the '+' appears on the JGS screens it indicates there are additional counts that may be accessed. Place the cursor anywhere within the areas that are boxed and press Page Down to access the other counts. Place cursor elsewhere on the screen and press Page Down to access JGS screen PAGE 2.

Cnt Crime
 1 FIRE PREVENTION CODE - RULE VIOLATI
 2 FIRE PRE **Count section** RULE VIOLATI
 3 FIRE PREVENTION CODE - RULE VIOLATI +

1. Dispo Date 082308 2. Def Atty Bar #: _____
 5. HIV testing/sex offender registration complete _
 6. Has been fingerprinted _ 7. Probation is revoked _
 9. Pay: Deduct SOS? _ SOS Assessed _____ SOS Due _____

Cnt	State	Min	Crn	Vic	Rest	Ct	Costs	Fine	Atty	Other	Total
1		40.00					640.00	60.00		100.00	840.00
2											.00
3											.00

Fine and Costs section

Payment Due 102408 or ___ days jail, begin _____ Balance Due 840.00

NXT CASE 08-0024 PTY D01 COUNT 00 INQ ZIMMERMAN ST
 F1-Clear F7-Print F9-Print/Update F13-OutQ F24-Prev Page/Roll Help

New JUDGMENT OF SENTENCE (JGS) screen - Page 1

SUNNY SPRINGS JUDGMENT OF SENTENCE PAGE 2 MC219 PROB

4. License Sanctions: Rev _ Susp ___ Restr ___
 8. Jail: Report at ___ m. Release: _
 Jail Begin Jail Credit Remaining Jail
 Cnt Date Days Days Jail Days Suspended

1						
2						
3						

Jail Time section

10. Probation Term: 9 Months
 11. Rehab _ Specify _____
 12. Immobilize/Forfeit _
 13. CCW Susp ___ days Revoke _ Permit # _____ County _____
 14. Other:
 *** PLACE THE CURSOR ON THESE LINES AND PRESS PAGE DOWN KEY TO ***
 *** ACCESS AN ADDITIONAL SCREEN FOR ENTERING TEXT. SEE THE ***
 *** FOLLOWING PAGE FOR AN EXAMPLE. ***

This '+' sign will appear if you have already typed text on the additional screen for free form text and you paged back up to this page.

NXT CASE 08-0024 PTY D01 COUNT 00 INQ ZIMMERMAN ST
 F1-Clear F4-Prompt F7-Print F9-Print/Update F13-OutQ F24-Prev Page/Roll Help

New JUDGMENT OF SENTENCE (JGS) screen - Page 2

8. ORDER REVOKING RELEASE AND FORFEITING BOND, NOTICE OF INTENT TO ENTER JUDGMENT MC 218 (OFB)

The following form was updated to the SCAO approved version (3/08) and did require screen changes.

1. ORDER ON APPLICATION TO SET ASIDE CONVICTION MC 228 (SAC)

- SAC screen modified due to form changes. See examples below and on the following page.
- **REMINDER:** Do not remove or set aside the original disposition if a **ORDER ON APPLICATION TO SET ASIDE CONVICTION** has been signed by the judge. Use disposition code **98** (CONVICTION SET ASIDE PURSUANT TO 780.621) in the *DS* field on the Disposition (DSP)screen.



Michigan Hall of Justice

WEBSITE REMINDER

We have a section called **DCS Quick Tips** on our website for your convenience. These tips cover frequent operations and commonly asked questions for all modules.

To access the website, go to courts.mi.gov/jis. Click on **District Court Systems** to find **DCS Quick Tips**.

DCS 2008 Final Software Announcement December 8, 2008

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SUNNY SPRINGS ORDER ON APPLICATION TO SET ASIDE CONVICTION MC228 DISP
Court 2 Case 00-6754 Pty D01 Charge STALKING Type SM
Police Report No. 00-3344-11
Name BROCK/AARON/
Date Signed 092908 Bar No: 12345 Judge GEORGE W. CROCKETT
The People of STATE OF MICHIGAN

THE COURT FINDS:
 2.The applicant _ has _ has not been convicted....
 3.The conviction _ is _ is not a traffic offense....
 4.It _ has _ has not been five years since....
 5.An opportunity _ has _ has not been given to the....
 6.Circumstances and behavior of the applicant _ do _ do not....

IT IS ORDERED:
 _ 7.The application is denied
 _ 8.The conviction in this case is set aside. Under MCL 780.623....

NXT CASE 00-6754 PTY D01 COUNT 1 INQ ST
F1-Clear Screen F9-Print F13-OutQ F24-Previous Menu
```

Current ORDER ON APPLICATION TO SET ASIDE CONVICTION (SAC) screen

SUNNY SPRINGS ORDER ON APPLICATION TO SET ASIDE CONVICTION MC228 DISP
 Court 2 Case 00-6754 Pty D01 Charge STALKING Type SM
 Name BROCK/AARON/ Police Report No. 00-3344-11
 Date Signed 101008 Bar No: 12345 Judge GEORGE W. CROCKETT III
 The People of STATE OF MICHIGAN

THE COURT FINDS:
 _ 1. The Michigan State Police has reported to the court required. . . .
 _ 2. The applicant has not been convicted of more than one. . . .
 _ 3. The conviction is not a traffic offense or a felony. . . .
 _ 4. It has been at least five years since the sentence. . . .
 _ 5. An opportunity has been given to the Attorney General. . . .
 _ 6. Circumstances and behavior of the applicant justify. . . .

IT IS ORDERED:
 _ 7. The application is denied
 _ 8. The conviction in this case is set aside. Under MCL 780.623. . . .

NXT ___ CASE 00-6754 ___ PTY D01 COUNT 1 INQ ___ ST ___
 F1-Clear Screen F9-Print F13-OutQ F24-Previous Menu

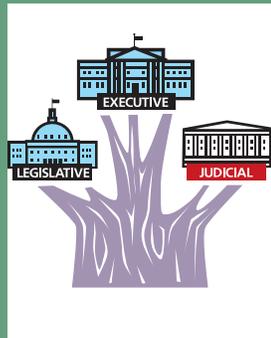
Case information layout at top of screen modified.
 Item 1 added and items 2 through 6 modified.

New ORDER ON APPLICATION TO SET ASIDE CONVICTION (SAC) screen

Civil Updates

1. ACTION (ACT) SCREEN

- Editing on this screen has been modified so that a case may be viewed and updated if the bar number in the Judge of Record field is no longer a type "J" in the Attorney (Professional) File. The exception to this is if the case is pending or the action results in the case re-opening.



Civil Forms Updates

The following forms were updated to the SCAO approved version (3/08) unless otherwise specified. No screen changes were required.

1. **DEFAULT REQUEST, AFFIDAVIT AND ENTRY MC07 (DFN)**
 - Form updated to SCAO approved version 8/08
2. **JUDGMENT, LANDLORD-TENANT DC 105 (JLT)**
3. **JUDGMENT, SMALL CLAIMS DC 85 (JSC)**
4. **NOTICE OF INTENT TO DISMISS FOR NO PROGRESS MC 26 (NOI)**

**DCS 2008 Final
 Software
 Announcement
 December 8, 2008**



Did you know . . .

. . . the Option field on the Civil Action (ACT) screen can be used to enter or request the following:

C - Copy the information from the line above

D - Delete this action line

F - Batch ROA request (Form DCY 252)

L - Batch Address Label request

M - Batch certified mailer requests

N - Batch Notice to Appear request (Form)

P - Allows entry of comments or codes with dates that occurred prior to the filing date without updating the party "triggers"

R - Batch ROA request (8x11)

DCS 2008 Final Software Announcement December 8, 2008

The following form was updated to the SCAO approved version (8/08) and did require screen changes.

1. JUDGMENT, CIVIL MC 10 (JDG)

- Screen modified by removing the *Note filed for cancellation* field and moving *Approved as to form, notice of entry waived* field in its place.

SUNNY SPRINGS CIVIL JUDGMENT MC10 PEND

Court 2 Case 08-1432 Type GC File Date 9/01/08

P01 CANNON/FRANK/G D01 JONES/BARNABY/A

JUDGMENT: Defendant JONES/BARNABY/A

For _____ Against _____

After trial Consent Summary Disposition Default
 Dismissal Without prejudice With prejudice No cause of action

ORDER OF JUDGMENT

Damages Filing Jury Motion Service Judgment

Attorney fee _____ statutory _____ other _____

Interest accrued thus far is \$ _____ based on:

statutory rate of _____ % from 000000 to 000000 .
 statutory 6-month rate(s) _____ % from 000000 to 000000 and
 _____ % from 000000 to 000000 .

Other: _____

Note filed for cancellation Approved as to form, notice of entry waived
 Resolves last pending claim and closes the case unless checked here

Date Signed: 092908 Bar No: 12345 Judge: GEORGE W. CROCKETT
Clerk: JAY L. FRANCISCO

NOTE: Erase "Bar No." to print the "Clerk" name

NXT CASE 08-1432 PTY D01 GAR# NAME

F1-Clear Screen F9-Print F13-OutQ F24-Previous Menu Help

Current CIVIL JUDGMENT (JDG) screen

SUNNY SPRINGS CIVIL JUDGMENT MC10 PEND

Court 2 Case 08-1432 Type GC File Date 9/01/08

P01 CANNON/FRANK/G D01 JONES/BARNABY/A

JUDGMENT: Defendant JONES/BARNABY/A

For _____ Against _____

After trial Consent Summary Disposition Default
 Dismissal Without prejudice With prejudice No cause of action

ORDER OF JUDGMENT

Damages Filing Jury Motion Service Judgment

Attorney fee _____ statutory _____ other _____

Interest accrued thus far is \$ _____ based on:

statutory rate of _____ % from 000000 to 000000 .
 statutory 6-month rate(s) _____ % from 000000 to 000000 and
 _____ % from 000000 to 000000 .

Other: _____

Approved as to form, notice of entry waived
 Resolves last pending claim and closes the case unless checked here

Date Signed: 101008 Bar No: 12345 Judge: GEORGE W. CROCKETT III
Clerk: JAY L. FRANCISCO

NOTE: Erase "Bar No." to print the "Clerk" name

NXT CASE 08-1432 PTY D01 GAR# NAME

F1-Clear Screen F9-Print F13-OutQ F24-Previous Menu Help

New CIVIL JUDGMENT (JDG) screen

Cash Updates



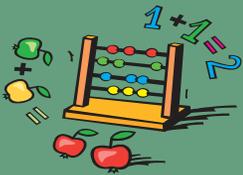
1. WEB CASH MAINTENANCE

- The Web Exception Records screen will have additional explanations appear in the Reason column. The new explanations added are:
 - CHARGE NOT FOUND
 - PARTY NOT FOUND
 - INVALID CASHIER/PSWD
 - OPN/DSP DT < FILE DT (The register open date and/or the disposition date is earlier than the *Filing Date* entered on Case Entry (CAS) screen.
- Previously, if you used the **1=Resubmit** option on the Web Exception Records screen, you would automatically be returned to the Web File Inquiry and Update screen after pressing **ENTER**. Now, after pressing **ENTER**, you will remain on the Web Exception Records screen.
- If you request a *Web Report* in *Request Date Sequence*, the new reasons/response types given in the first bullet appear at the bottom of the **WEB PAYMENTS - BY REQUEST DATE** report as follows:

12=NOT POSTED-CHARGE NOT FOUND
13=NOT POSTED-PARTY NOT FOUND
14=NOT POSTED-INVALID CSHR/PSWD
15=NOT POSTED-OPN/DSP DT < FILE DT

2. CASH UPDATES TO REGISTER OF ACTIONS (ROA)

- If a payment for fine and costs is received prior to the case being entered, the method of payment will now update to the ROA after the case is entered.
- If a bond is received for an existing case, the method of payment will now update to the ROA. If a bond is received prior to the case being entered, the method of payment will update to the ROA if the same case number used on the receipt is used to enter the case.



HELPFUL HINT

You can use the **Financial Register of Actions (FIN)** to view all assessments and payments that have been applied for a case. A running balance, the last payment date, and next payment due date are also displayed.

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Program Corrections

1. The ability to enter an arraignment date prior to a filing date has been restored.
2. The criteria used to determine if a felony has been reduced to a misdemeanor has been changed. Some cases that only had felony charges and were reduced to misdemeanors, then eventually dismissed, were appearing on the caseload exception report.
3. If the date and time for the filing date were the same as the date and time of the disposition record, the Traffic/Criminal caseload program {**F8-Caseload** from the Status (STS) screen} was entering the file date after the disposition date. The program has been modified so the filing date is the first entry, followed by the disposition date.
4. In some instances, a void was removing the wrong future court date if one had been entered on the original cash transaction. This has been corrected.
5. The problem of the Status Line on the Disposition (DSP) screen first page disappearing when paging to the second DSP page and then back to the first DSP page has been fixed.
6. Since the Fall 2007 release a disposition was being allowed to be entered on a case in WARRANT status if the disposition *PO Date* was the same as the warranted *PO Date*. This will result in a case appearing on the Part 2 Caseload Exception List as "Conflict between disposition date and warrant/recall date". This has been corrected.
7. The issue where a request for an abstract did not occur for a default judgment on a civil infraction when the case was closed prior to a default abstract generating automatically has been fixed.
8. When using the Disposition (DSP) screen to schedule a next payment date, the program was replacing the next action code (AJ##) with AJ10 (PAYMENT DUE), even if there was a future next action date greater than the next payment date. This has been rectified.
9. Programming was added to prevent the addition of duplicate cash codes for a charge on the Statue File Inquiry and Update screen {accessed from Codes File Inquiry & Update} and Statute Detail screen {accessed from Case Entry (CAS) and Disposition (DSP) screens}.
10. The problem of inquiry only users accessing the Register of Actions (ROA) for non-public cases through the **Central Name Index (CNI)** has been fixed.
11. The Discharge from Probation (DCG) form (non-AFP version) will no longer overflow to a second page in some instances.



12. The Audits for Collection Reports would terminate and exit the cash subsystem if a cash code that was invalid was being requested. The program will now accept a cash code that is not valid in the *Cash Code* fields. The resulting report will print **NO RECORDS FOUND** if no records are found for the cash code.
13. Multi-court locations now have the ability to change the court location and view the Request for Caseload Part 4 Audit Detail screen on a case in the new location.
14. Editing has been added to the Traffic/Criminal Removal (REM) screen to prevent the removal of information if the same case number is being accessed elsewhere in the system. A message will display on the REM screen saying the record is locked and the removal request cannot be processed.
15. An error was occurring in certain situations when removing arraignment codes on the Traffic/Criminal Removal (REM) screen. If there was an arraignment code and date entered on a case, but it did not appear on the Caseload Status screen {**F8-Caseload** from the Status (STS) screen} due to the age of the case, the program was not removing the arraignment code and date from the correct case. This error is now fixed.
16. When requesting an 8 x 11 Traffic/Criminal Case Selection Report Generator, the Drivers License Number (DLN) and Address selections will now print in their entirety.
17. The Traffic/Criminal Case Selection Report Generator will now print the correct dates if requested when using the "A" option in the *Event Code* field.
18. The Civil Action (ACT) screen will no longer allow the deletion of a reopen code if it is prior to the disposition code when both were entered for the same date.
19. Alterations have been applied to correctly sequence entries when multiple actions were entered simultaneously on the Civil Action (ACT) screen.
20. The sorting and printing options for the Civil Party Information Report Generator will now work in the correct manner.
21. The Civil Action (ACT) screen program has been modified when a judge of record change occurs. If a case with a scheduled hearing is reassigned to a new judge of record, but the new judge of record date and time is blocked for the hearing date and time, the change will not be allowed. A message will display stating the time is blocked for the new judge of record.