

Chapter 18 - F20 - File Maintenance

File Maintenance

File Maintenance is used to maintain code tables, the bar file, location files, PACC codes, etc.

Accessing File Maintenance:

Press <F20> from any screen throughout the system and the following screen will be displayed.

The screenshot shows a terminal window titled "FILE MAINTENANCE" with a release date of "01/94". The screen contains a list of menu items, each with a small square icon to its left. The items are: PLACES, COURT TYPE, COURT NUMBER, SUFFIX, AGENCY, AGENCY CODE, MEDIATION, COURT NUMBER, LOCATION NUMBER, BAR FILE, COURT ROOM, CHARGE TABLE, CODE, CODE TABLE, CODE, PARTY TYPE, FACILITY, COURT #, STATE #, RATES SUMMARY, COURT #, STATE #, PAM TEXT, PAM TABLE, PREFIX, and SUFFIX. At the bottom of the menu list, it says "F3=Exit" and "F6=System Commands". The status bar at the bottom of the window shows "MA b MW" on the left, "03/003" on the right, and a connection message "Connected to remote server/host OSMSOUTH using port 23" and a path "\\SCAO\1N54QLS on Ne05:" at the very bottom.

```

FILE MAINTENANCE                                RELEASE : 01/94

[ ] PLACES   [ ] COURT TYPE [ ] COURT NUMBER [ ] SUFFIX [ ]
[ ] AGENCY   [ ] AGENCY CODE [ ]
[ ] MEDIATION [ ] COURT NUMBER [ ] LOCATION NUMBER [ ]
[ ] BAR FILE
[ ] COURT ROOM
[ ] CHARGE TABLE [ ]
[ ] CODE     [ ] CODE TABLE [ ] CODE [ ] PARTY TYPE [ ]
[ ] FACILITY [ ] COURT # [ ] STATE # [ ]
[ ] RATES SUMMARY [ ] COURT # [ ] STATE # [ ]
[ ] PAM TEXT [ ] PAM TABLE [ ] PREFIX [ ] SUFFIX [ ]

F3=Exit    F6=System Commands

MA  b      MW                               03/003
Connected to remote server/host OSMSOUTH using port 23
\\SCAO\1N54QLS on Ne05:

```

Each section of this screen will be explained in detail.

Places File

The places file is used to store the courts address, telephone, contact information as well as storing the courts ORI number. The SCAO regional name and address is also stored in the places file. Following are detailed instructions for modifying the following.

1. Probate Address
2. Probate Financial Address
3. Juvenile Address
4. Juvenile Financial Address
5. Civil Address
6. Civil Financial Address
7. SCAO Regional Address

Modifying the Probate Court Address

The screenshot shows a terminal window titled "FILE MAINTENANCE" with a release date of "01/94". The main menu is as follows:

```

X PLACES  MOD  COURT TYPE P  COURT NUMBER 44  SUFFIX 
AGENCY   AGENCY CODE 
MEDIATION  COURT NUMBER  LOCATION NUMBER 
BAR FILE 
COURT ROOM 
CHARGE TABLE 
CODE      CODE TABLE  CODE  PARTY TYPE 
FACILITY  COURT #  STATE # 
RATES SUMMARY  COURT #  STATE # 
PAM TEXT  PAM TABLE  PREFIX  SUFFIX 
  
```

At the bottom of the screen, it says "F3=Exit F6=System Commands". The status bar at the bottom shows "MA b" on the left, "03/051" on the right, and connection information: "Connected to remote server/host OSMSOUTH using port 23" and "\\SCAO\1N54QLS on Ne05:".

Fill in the fields as illustrated above, substituting your court number in the court number field.

Press <Enter> and the system will display the following screen.

P L A C E S F I L E						
COURT TYPE	COURT NUMBER	COURT SUFFIX	COURT DIVISION			
P	44					
AGENCY NUM	REG	COURT NAME				
P44	3	LAPEER COUNTY PROBATE COURT				
ADDRESS		CITY	STATE	ZIP		
LAPEER CTY. COMPLEX 255 CLAY ST.		LAPEER	MI	48446		
AREA PHONE	CONTACT		COURTROOM	ORI		
810 6670261	MARGARET DALY			440013J		
F3=Exit						
Connected to remote server/host OSMSOUTH using port 23			\\SCAO\1N54QLS on Ne05: 04/034			

Following are fields descriptions for the above fields.

~Court Type~

Displayed is the court type that is associated with this court. The possible values are "P - Probate", "J - Juvenile", "C - Civil", "S - SCAO Regional".

~Court Number~

Displayed is the court number for this court.

~Court Suffix~

This area is used for the financial application.

~Court Division~

Displayed is the court division.

~Agency Number~

This field stores the SOS code for your city. Check with JIS before changing this field.

~Reg~

This field stores the region that your county is located in.

~Court Name~

Enter the name of your court. This name will print on all probate court reports.

~Address, City, State, Zip~

Enter the courts address. This will print on all probate reports.

~Telephone~

Enter the telephone number for the court.

~Contact~

Enter the contact name for the court. This name will print on all probate reports.

~Courtroom~

Enter a "Y" if it should be mandatory that a courtroom be chosen every time a hearing is scheduled, if this is not mandatory, leave this field blank.

~ORI~

This area stores the courts ORI number. This number is used in CHR reporting and will print on orders that request the ORI number.

After you have made all modifications to this screen, press <Enter> to save your changes or <F3> to exit.

Modifying the Juvenile Court Address

```

FILE MAINTENANCE                                RELEASE : 01/94
X PLACES    MOD  COURT TYPE J    COURT NUMBER 44    SUFFIX
AGENCY      AGENCY CODE
MEDIATION   COURT NUMBER    LOCATION NUMBER
BAR FILE
COURT ROOM
CHARGE TABLE
CODE        CODE TABLE    CODE    PARTY TYPE
FACILITY    COURT #    STATE #
RATES SUMMARY  COURT #    STATE #
PAM TEXT    PAM TABLE    PREFIX    SUFFIX
F3=Exit    F6=System Commands
MA b                                             03/051
Connected to remote server/host.OSMSOUTH using port 23  \\SCAO\IN54QLS on Ne05:

```

Fill in the fields as illustrated above, substituting your court number in the court number field.

Press <Enter> and the system will display the following screen.

P L A C E S F I L E						
COURT TYPE	COURT NUMBER	COURT SUFFIX	COURT DIVISION			
P	44					
AGENCY NUM	REG	COURT NAME				
P44	3	LAPEER COUNTY PROBATE COURT				
ADDRESS		CITY	STATE	ZIP		
LAPEER CTY. COMPLEX 255 CLAY ST.		LAPEER	MI	48446		
AREA PHONE	CONTACT		COURTROOM	ORI		
810 6670261	MARGARET DALY			440013J		
F3=Exit						
Connected to remote server/host OSMSOUTH using port 23			\\SCAO\1N54QLS on Ne05: 04/034			

Following are fields descriptions for the above fields.

~Court Type~

Displayed is the court type that is associated with this court. The possible values are "P - Probate", "J - Juvenile", "C - Civil", "S - SCAO Regional".

~Court Number~

Displayed is the court number for this court.

~Court Suffix~

This area is used for the financial application.

~Court Division~

Displayed is the court division.

~Agency Number~

This field stores the SOS code for your city. Check with JIS before changing this field.

~Reg~

This field stores the region that your county is located in.

~Court Name~

Enter the name of your court. This name will print on all juvenile court reports and orders.

~Address, City, State, Zip~

Enter the courts address. This will print on all juvenile reports.

~Telephone~

Enter the telephone number for the court.

~Contact~

Enter the contact name for the court. This name will print on all juvenile reports.

~Courtroom~

Enter a "Y" if it should be mandatory that a courtroom be chosen every time a hearing is scheduled, if this is not mandatory, leave this field blank.

~ORI~

This area stores the courts ORI number. This number is used in CHR reporting and will print on orders that request the ORI number.

After you have made all modifications to this screen, press <Enter>to save your changes or <F3> to exit.

Modifying the Probate Financial Court Address

The screenshot shows a terminal window titled "FILE MAINTENANCE" with a release date of "01/94". The main menu is as follows:

```

FILE MAINTENANCE          RELEASE : 01/94

X PLACES  MOD  COURT TYPE F  COURT NUMBER 44  SUFFIX P
  AGENCY   AGENCY CODE
  MEDIATION COURT NUMBER  LOCATION NUMBER
  BAR FILE
  COURT ROOM
  CHARGE TABLE
  CODE     CODE TABLE  CODE  PARTY TYPE
  FACILITY COURT #  STATE #
  RATES SUMMARY COURT #  STATE #
  PAM TEXT PAM TABLE  PREFIX SUFFIX
  
```

At the bottom of the screen, it says "F3=Exit F6=System Commands". The status bar at the bottom shows "05/003" and connection information: "Connected to remote server/host.OSMSOUTH using port 23" and "\\SCAO\IN54QLS on Ne05".

Fill in the fields as illustrated above, substituting your court number in the court number field.

Press <Enter> and the system will display the following screen.

The screenshot shows a terminal window with the title 'PLACES FILE'. The form contains the following fields and values:

COURT TYPE	COURT NUMBER	COURT SUFFIX	COURT DIVISION
E	44	P	

AGENCY NUM	REG	COURT NAME
383	3	LAPEER COUNTY PROBATE COURT

ADDRESS	CITY	STATE	ZIP
255 CLAY STREET	LAPEER	MI	48446

AREA PHONE	CONTACT	COURTROOM	ORI
810 6670270	LORI CURTISS		440013J

F3=Exit

At the bottom of the terminal window, there is a status bar showing '04/048' and a connection message: 'Connected to remote server/host.OSMSOUTH using port 23' and '\\SCAO\IN54QLS on Ne05:'.

Following are field descriptions for the above fields.

All fields are associated with the financial system. The name and address will print on the receipts, financial billing and delinquent letters.

After all modifications are done, press <Enter>to save your information or <F3> to exit.

Following are fields descriptions for the above fields.

~Court Type~

Displayed is the court type that is associated with this court. The possible values are “P - Probate”, “J - Juvenile”, “C - Civil”, “S - SCAO Regional”.

~Court Number~

Displayed is the court number for this court.

~Court Suffix~

Displayed is the court type that this financial address is associated with. The possible values are “P - Probate”, “J - Juvenile” or “C - Civil”.

~Court Division~

Displayed is the court division.

~Agency Number~

This field stores the SOS code for your city. Check with JIS before changing this field.

~Reg~

This field stores the region that your county is located in.

~Court Name~

Enter the name of your court. This name will print on all probate financial reports and orders.

~Address, City, State, Zip~

Enter the courts address. This will print on all probate financial reports.

~Telephone~

Enter the telephone number for the court.

~Contact~

Enter the contact name for the court. This name will print on all probate financial reports.

~Courtroom~

Enter a “Y” if it should be mandatory that a courtroom be chosen every time a hearing is scheduled, if this is not mandatory, leave this field blank.

~ORI~

This area stores the courts ORI number. This number is used in CHR reporting and will print on orders that request the ORI number.

After you have made all modifications to this screen, press <Enter>to save your changes or <F3> to exit.

Modifying the Juvenile Financial Court Address

FILE MAINTENANCE RELEASE : 01/94

PLACES MOD COURT TYPE E COURT NUMBER 44 SUFFIX J

AGENCY AGENCY CODE

MEDIATION COURT NUMBER LOCATION NUMBER

BAR FILE

COURT ROOM

CHARGE TABLE

CODE CODE TABLE CODE PARTY TYPE

FACILITY COURT # STATE #

RATES SUMMARY COURT # STATE #

PAM TEXT PAM TABLE PREFIX SUFFIX

F3=Exit F6=System Commands

MA b 05/003

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:

Fill in the fields as illustrated above, substituting your court number in the court number field.

All fields are associated with the financial system. The name and address will print on the receipts, financial billing and delinquent letters.

Press <Enter> and the system will display the following screen.

The screenshot shows a terminal window with the title 'PLACES FILE'. The form contains the following fields and values:

COURT TYPE	COURT NUMBER	COURT SUFFIX	COURT DIVISION
E	44	J	

AGENCY NUM	REG	COURT NAME
383	3	LAPEER CO CIRCUIT COURT/FAMILY DIVISION

ADDRESS	CITY	STATE	ZIP
LAPEER CTY. COMPLEX 255 CLAY ST.	LAPEER	MI	48446

AREA PHONE	CONTACT	COURTROOM	ORI
810 6670270	LORI CURTISS		440015J

F3=Exit

At the bottom of the terminal window, there is a status bar with the text 'b' and '04/048'. A small icon in the bottom left corner indicates a connection to a remote server: 'Connected to remote server/host OSMSOUTH using port 23'. A path is visible in the bottom right: '\\SCAO\1N54QLS on Ne05:'.

Following are field descriptions for the above fields.

All fields are associated with the financial system. The name and address will print on the receipts, financial billing and delinquent letters.

After all modifications are done, press <Enter>to save your information or <F3> to exit.

Following are fields descriptions for the above fields.

~Court Type~

Displayed is the court type that is associated with this court. The possible values are "P - Probate", "J - Juvenile", "C - Civil", "S - SCAO Regional".

~Court Number~

Displayed is the court number for this court.

~Court Suffix~

Displayed is the court type that this financial address is associated with. The possible values are "P - Probate", "J - Juvenile" or "C - Civil".

~Court Division~

Displayed is the court division.

~Agency Number~

This field stores the SOS code for your city. Check with JIS before changing this field.

~Reg~

This field stores the region that your county is located in.

~Court Name~

Enter the name of your court. This name will print on all juvenile court reports and orders.

~Address, City, State, Zip~

Enter the courts address. This will print on all juvenile financial reports.

~Telephone~

Enter the telephone number for the court.

~Contact~

Enter the contact name for the court. This name will print on all juvenile financial reports.

~Courtroom~

Enter a "Y" if it should be mandatory that a courtroom be chosen every time a hearing is scheduled, if this is not mandatory, leave this field blank.

~ORI~

This area stores the courts ORI number. This number is used in CHR reporting and will print on orders that request the ORI number.

After you have made all modifications to this screen, press <Enter>to save your changes or <F3> to exit.

Modifying the Civil Financial Court Address

```

FILE MAINTENANCE                                RELEASE : 01/94
X PLACES    MOD  COURT TYPE F    COURT NUMBER 44    SUFFIX C
AGENCY      AGENCY CODE
MEDIATION  COURT NUMBER    LOCATION NUMBER
BAR FILE
COURT ROOM
CHARGE TABLE
CODE        CODE TABLE    CODE        PARTY TYPE
FACILITY    COURT #    STATE #
RATES SUMMARY  COURT #    STATE #
PAM TEXT    PAM TABLE    PREFIX    SUFFIX
F3=Exit    F6=System Commands
  
```

Fill in the fields as illustrated above, substituting your court number in the court number field.

All fields are associated with the financial system. The name and address will print on the receipts, financial billing and delinquent letters.

Press <Enter> and the system will display the following screen.

P L A C E S F I L E				
COURT TYPE	COURT NUMBER	COURT SUFFIX	COURT DIVISION	
E	44	C		
AGENCY NUM	REG	COURT NAME		
038	2	PROBATE COURT - CIVIL SECTION		
ADDRESS		CITY	STATE	ZIP
COURT ADDRESS		LAPEER	MI	48999
AREA PHONE	CONTACT	COURTROOM	ORI	
517 5551212	CIVIL CONTACT NAME			

F3=Exit

MA b 13/034

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Following are field descriptions for the above fields.

All fields are associated with the financial system. The name and address will print on the receipts, financial billing and delinquent letters.

After all modifications are done, press <Enter> to save your information or <F3> to exit.

Following are fields descriptions for the above fields.

~Court Type~

Displayed is the court type that is associated with this court. The possible values are “P - Probate”, “J - Juvenile”, “C - Civil”, “S - SCAO Regional”.

~Court Number~

Displayed is the court number for this court.

~Court Suffix~

Displayed is the court type that this financial address is associated with. The possible values are “P - Probate”, “J - Juvenile” or “C - Civil”.

~Court Division~

Displayed is the court division.

~Agency Number~

This field stores the SOS code for your city. Check with JIS before changing this field.

~Reg~

This field stores the region that your county is located in.

~Court Name~

Enter the name of your court. This name will print on all civil financial reports and orders.

~Address, City, State, Zip~

Enter the courts address. This will print on all probate financial reports.

~Telephone~

Enter the telephone number for the court.

~Contact~

Enter the contact name for the court. This name will print on all civil financial reports.

~Courtroom~

Enter a “Y” if it should be mandatory that a courtroom be chosen every time a hearing is scheduled, if this is not mandatory, leave this field blank.

~ORI~

This area stores the courts ORI number. This number is used in CHR reporting and will print on orders that request the ORI number.

After you have made all modifications to this screen, press <Enter>to save your changes or <F3> to exit.

Modifying the SCAO Regional Administrator Name/Address

FILE MAINTENANCE RELEASE : 01/94

PLACES MOD COURT TYPE S COURT NUMBER 14 SUFFIX

AGENCY AGENCY CODE

MEDIATION COURT NUMBER LOCATION NUMBER

BAR FILE

COURT ROOM

CHARGE TABLE

CODE CODE TABLE CODE PARTY TYPE

FACILITY COURT # STATE #

RATES SUMMARY COURT # STATE #

PAM TEXT PAM TABLE PREFIX SUFFIX

F3=Exit F6=System Commands

MA b 03/051
 Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:

Fill in the fields as illustrated above, substituting your regional number in the court number field. The following should be used for the regional numbers.

- 11 - Region 1
- 12 - Region 2
- 13 - Region 3
- 14 - Region 4

Press <Enter> and the system will display the following screen.

The screenshot shows a terminal window with the title 'PLACES FILE'. The form contains the following fields and values:

COURT TYPE	COURT NUMBER	COURT SUFFIX	COURT DIVISION
S	14		

AGENCY NUM	REG	COURT NAME
S14	4	SCAO REGION 4 ADMINISTRATOR

ADDRESS	CITY	STATE	ZIP
400 W. MAIN STE. 15 P.O. BOX 100	GAYLORD	MI	49735

AREA PHONE	CONTACT	COURTROOM	ORI
517 7323311	JAMES COVAULT, REGION ADMIN.		

F3=Exit

At the bottom of the terminal window, there is a status bar showing '04/034' and a connection message: 'Connected to remote server/host OSMSOUTH using port 23' and '\\SCAO\1N54QLS on Ne05:'.

Following are field descriptions for the above fields.

Enter the name and address of the SCAO Regional Administrator.

After all modifications are done, press <Enter> to save your information or <F3> to exit.

Agency File

The places file is used to store the name and address of all agencies associated with the court, specifically Adoption Agencies and Surety Companies. Following are examples of:

1. Adding an Agency
2. Modifying an Agency

Adding an Agency

```

FILE MAINTENANCE                                RELEASE : 01/94

  PLACES      COURT TYPE  COURT NUMBER  SUFFIX
  X AGENCY    ADD  AGENCY CODE  AGC
  MEDIATION   COURT NUMBER  LOCATION NUMBER
  BAR FILE
  COURT ROOM
  CHARGE TABLE
  CODE        CODE TABLE  CODE          PARTY TYPE
  FACILITY    COURT #     STATE #
  RATES SUMMARY  COURT #     STATE #
  PAM TEXT    PAM TABLE  PREFIX        SUFFIX
  F3=Exit    F6=System Commands

MA  b                                          07/003
  Connected to remote server/host OSMSOUTH using port 23
  \\SCAO\1N54QLS on Ne05:
  
```

Fill in the fields as illustrated above, substituting your agency code in the agency code field.

Press <Enter> and the system will display the following screen.

```

SURETY AGENCY FILE

AGENCY CODE      NAME
  AGC            AGENCY NAME,
                _____

ADDRESS
  123 AGENCY ADDRESS
                _____

CITY              STATE    ZIP
  CITY           MI       48912
                _____

CONTACT          AREA/PHONE#
  AGENCY CONTACT NAME      517 5551212
                _____

ENTER=Confirm Delete

MA  b                                06/017
Connected to remote server/host OSMSOUTH using port 23
\\SCAO\1N54QLS on Ne05:

```

Following are field descriptions for the above fields.

~Name~

Enter the agency name.

~Address, City, State, Zip~

Enter the agency address, city, state and zip code.

~Contact~

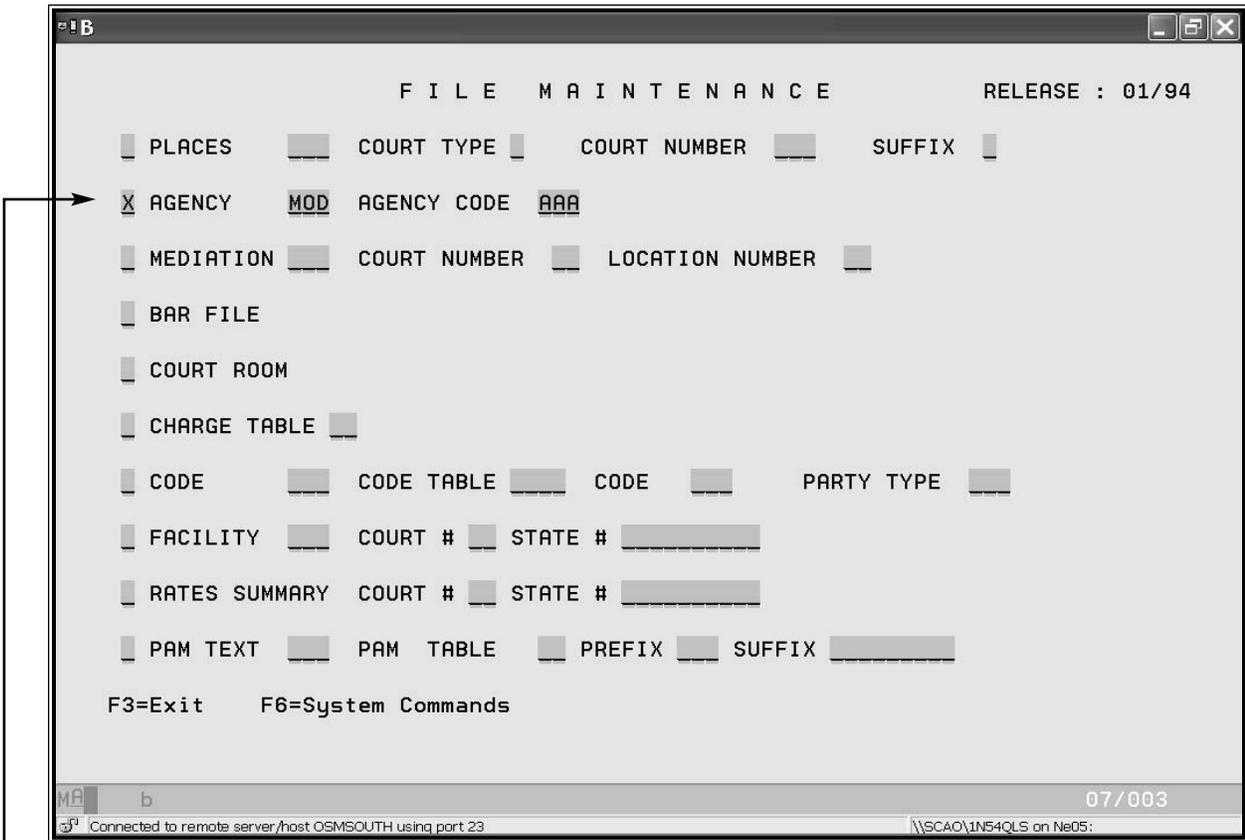
Enter the contact name for this agency.

~Telephone~

Enter the telephone number for this agency.

Press <Enter> and the system will save the agency.

Modifying an Agency



Fill in the fields as illustrated above, substituting your agency code in the agency code field.

Press <Enter> and the system will display the following screen.

```

SURETY AGENCY FILE

AGENCY CODE      NAME
  AAA            AAA BONDING INSURANCE CO

ADDRESS
14 SOUTH ST.

CITY              STATE      ZIP
ST LOUIS         MO

CONTACT              AREA/PHONE#
                   000

ENTER=Confirm Delete

MA b                                     06/017
Connected to remote server/host OSMSOUTH using port 23  \\SCAO\1N54QLS on Ne05:

```

Following are field descriptions for the above fields.

~Name~

Enter the agency name.

~Address, City, State, Zip~

Enter the agency address, city, state and zip code.

~Contact~

Enter the contact name for this agency.

~Telephone~

Enter the telephone number for this agency.

After all modifications have been made, press <Enter> and the system will save the changes or <F3> to exit.

Mediation File

The mediation file is used to store the name and address of all mediation locations. This is a shared file with the circuit court and is mainly used by circuit court. Following are examples of:

1. Adding a Mediation Location
2. Modifying a Mediation Location.

Adding a Mediation Location

```

FILE MAINTENANCE                                RELEASE : 01/94

  PLACES      COURT TYPE  COURT NUMBER  SUFFIX
  AGENCY      AGENCY CODE
  X MEDIATION ADD  COURT NUMBER 44  LOCATION NUMBER 01
  BAR FILE
  COURT ROOM
  CHARGE TABLE
  CODE        CODE TABLE  CODE          PARTY TYPE
  FACILITY    COURT #     STATE #
  RATES SUMMARY  COURT #     STATE #
  PAM TEXT    PAM TABLE  PREFIX        SUFFIX
  F3=Exit    F6=System Commands

  MA  b                                          09/003
  Connected to remote server/host OSMSOUTH using port 23  \\SCAO\IN54QLS on Ne05:
  
```

Fill in the fields as illustrated above, substituting your court number in the court number field and your location number in the location number field.

Press <Enter> and the system will display the following screen.

```

MEDIATION LOCATION

COURT NUMBER  44      NAME      test data
LOCATION NUMBER 01      ADDRESS   111 MAIN
                                CITY      LANSING   STATE  MI   ZIP  48912
                                PHONE     ( 517 ) 5551212 EXT

MEDIATION NOTICE TEXT:
THIS IS THE NOTICE TEXT

F3=Exit
  
```

Following are field descriptions for the above fields.

~Court Number~

This is the court number associated with this mediation location.

~Name~

Enter the name of this mediation location.

~Location Number~

This is the location number for this mediation location.

~Address, City, State, Zip~

Enter the agency address, city, state and zip code.

~Telephone~

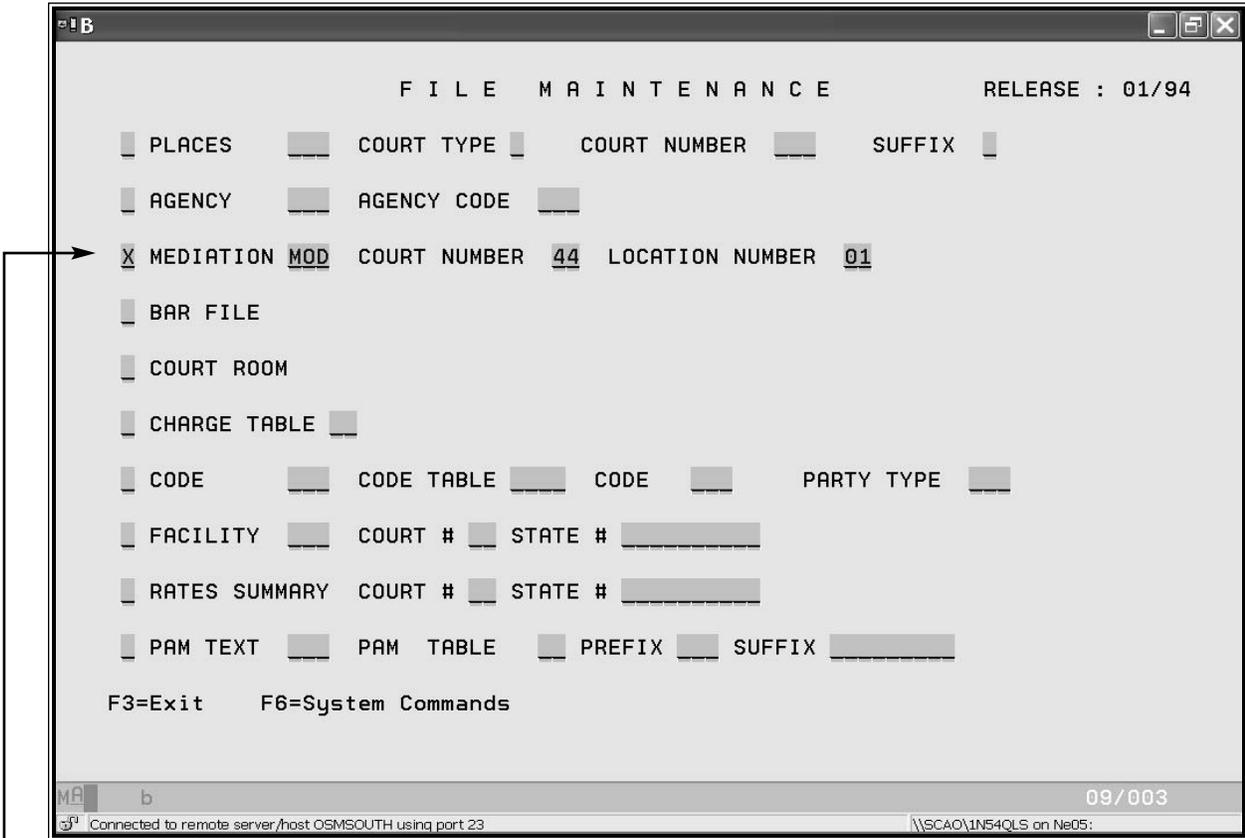
Enter the telephone number for this location.

~Mediation Notice Text~

Enter information that should print on the mediation notices.

After all modifications have been made, press <Enter> and the system will save the changes or <F3> to exit.

Modifying a Mediation Location



Fill in the fields as illustrated above, substituting your court number in the court number field and your location number in the location number field.

Press <Enter> and the system will display the following screen.

```

MEDIATION LOCATION

COURT NUMBER  44      NAME      test data
LOCATION NUMBER 01      ADDRESS   111 MAIN
                                CITY      LANSING   STATE  MI   ZIP  48912
                                PHONE     ( 517 ) 5551212 EXT

MEDIATION NOTICE TEXT:
THIS IS THE NOTICE TEXT

F3=Exit

MA b                                     04/037
Connected to remote server/host OSMSOUTH using port 23
\\SCAO\1N54QLS on Ne05:

```

Following are field descriptions for the above fields.

~Court Number~

This is the court number associated with this mediation location.

~Name~

Enter the name of this mediation location.

~Location Number~

This is the location number for this mediation location.

~Address, City, State, Zip~

Enter the agency address, city, state and zip code.

~Telephone~

Enter the telephone number for this location.

~Mediation Notice Text~

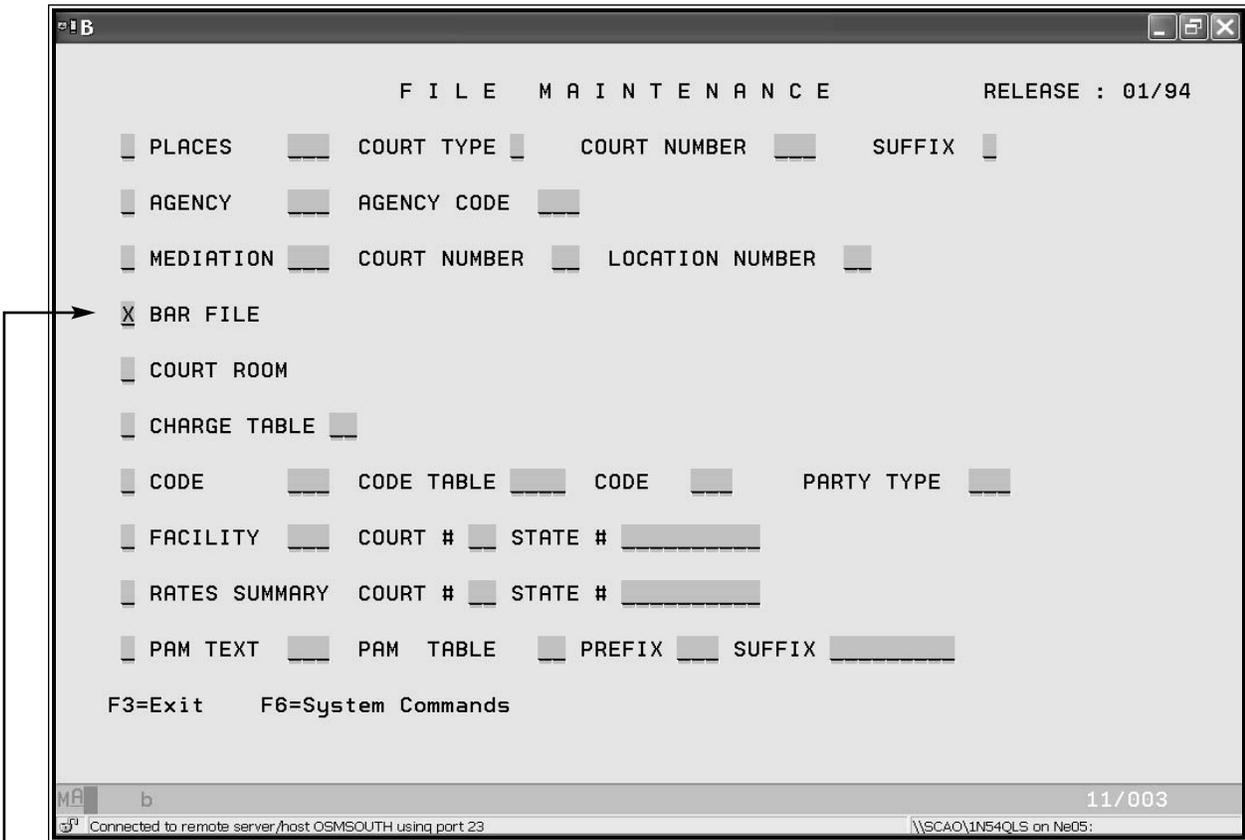
Enter information that should print on the mediation notices.

After all modifications have been made, press <Enter> and the system will save the changes or <F3> to exit.

Bar File

The bar file is used to store the name and address of all professionals including, judges, attorneys, referees, magistrates and workers. This is a shared file with the circuit court.

Professional File



Enter an "X" to the left of the Bar File.

Press <Enter> and the system will display the following screen.

FILE MAINTENANCE RELEASE : 01/94

PLACES COURT TYPE COURT NUMBER SUFFIX
 AGENCY AGENCY CODE
 MEDI
 BAR
 COUR
 CHAR
 CODE
 FACI
 RATE
 PAM

Professionals Selection by Name

Position to: _____

1=Select 2=Change 4=Delete 5=Display

Opt	Bar#	Name
-	34306	AARDEMA, ROBERT B.,
-	10002	AARON, DENNIS M.,
-	10003	AARON, JERALD N.,
-	34677	AARON, JODY L.,
-	47036	AARON, JONATHAN S.,
-	35605	AARON, RICHARD J.,
-	46755	AARON, SANFORD J.,

More..

F3=Exit F6=Add F7=Alt Seq Roll/Page

F3=Exit F6=System Commands

08/025

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Displayed is the “Professionals Selection by Name” screen. Following are field descriptions for this screen.

~Position to~

Enter the name of the professional you are searching for and press <Enter>. The system will position you at the closest alphabetic match that it finds.

~Opt~

Enter the option that you would like to perform on this professional. The following are valid options:

- 1 = Select
- 2 = Change
- 4 = Delete
- 5 = Display

~Bar Number~

Displayed is the bar # associated with this professional.

~Name~

Displayed is the name of the professional.

Press <F7> to display by number as shown in the following screen.

FILE MAINTENANCE RELEASE : 01/94

PLACES COURT TYPE COURT NUMBER SUFFIX
 AGENCY AGENCY CODE
 MEDI
 BAR
 COUR
 CHAR
 CODE
 FACI
 RATE
 PAM

Professionals Selection by Bar#

Position to: _____

1=Select 2=Change 4=Delete 5=Display

Opt Bar# Name

_	34306	AARDEMA, ROBERT B.,
_	34307	ALGER, RICHARD L., JR
_	34308	BRIGNALL, ROBERT D.,
_	34309	BRODY, ROBERT G.,
_	34310	CARDINAL, GAYLOR L.,
_	34311	DEUMAN, LEANNE BARNES,
_	34312	GARDNER, RONALD D.,

More..

F3=Exit F6=Add F7=Alt Seq Roll/Page

F3=Exit F6=System Commands

Y TYPE

MA b 08/025
 Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Displayed is the “Professionals Selection by Number” screen. The fields are exactly the same as the “Professionals Selection by Name” screen.

Following are the function keys available from these screens.

<F3> - Use this key to exit.

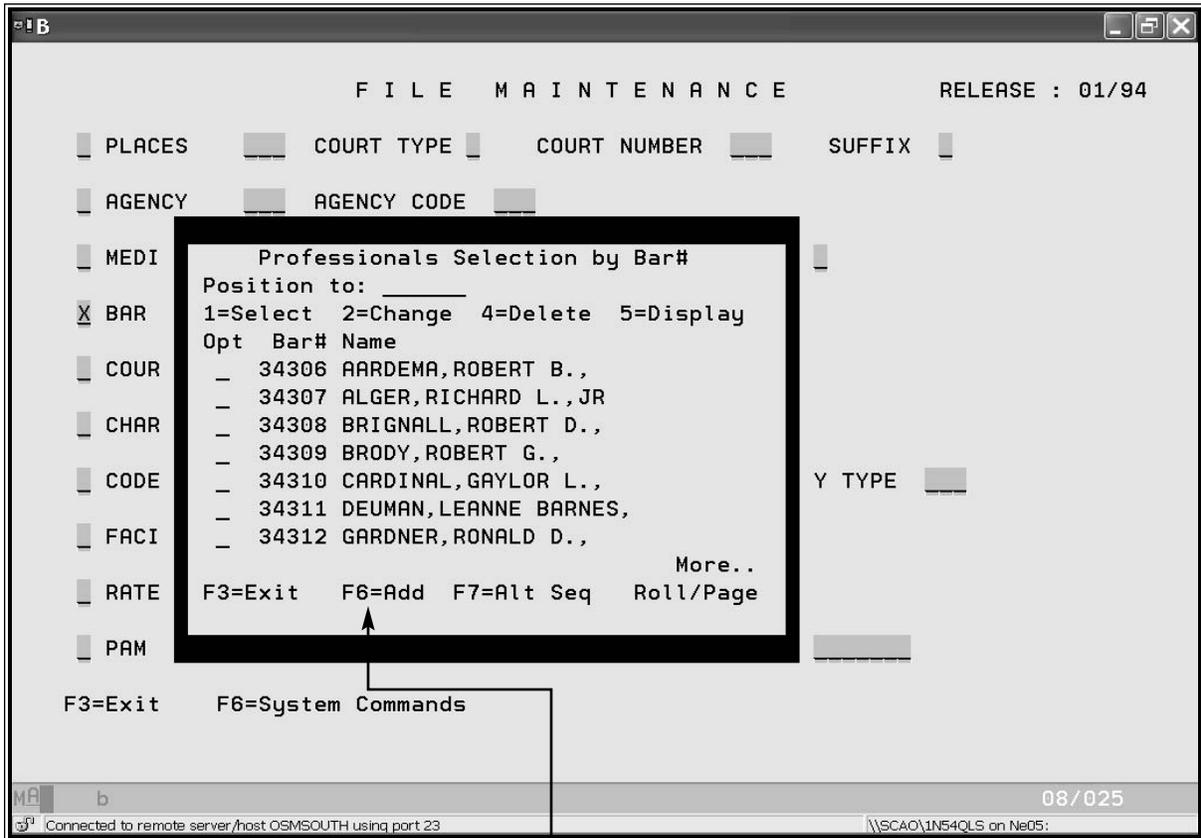
<F6> - Use this key to add a new professional record.

<F7> - Use this key to change the display sequence.

Following are examples of:

1. Adding a new professional
2. Changing an existing professional
3. Displaying an existing professional
4. Deleting an existing professional.

Adding a Professional/Attorney/Judge



From the Professionals Selection screen, press <F6> and the system will display the following screen.

The screenshot shows a terminal window titled 'FILE MAINTENANCE' with a 'RELEASE : 01/94' indicator. Below the title bar are several menu options: 'PLACES', 'COURT TYPE', 'COURT NUMBER', and 'SUFFIX'. The main content area is a form titled 'ADD Professional Details'. The form fields are as follows:

- Bar No.: _____ Type: _
- Last Name: _____
- First & MI: _____ Name Sfx: ____
- Address: _____
- _____
- _____
- Firm: _____
- Telephone: ____ Ext. ____
- FAX: _____
- E-Mail: _____
- Mail Code: _____
- Last Chgd: _____ Chg by: _____

At the bottom of the form, there are instructions: 'HELP', 'F3=Exit', and 'Enter=Update'. The terminal window also shows a status bar at the bottom with 'MA b' on the left, '07/015' on the right, and connection information: 'Connected to remote server/host OSMSOUTH using port 23' and '\\SCAO\1N54QLS on Ne05:'.

Following are field descriptions of the fields above.

~Bar No.~

If you are entering an attorney or judge, enter the actual bar number that was assigned to them. If you are entering a professional that is not an attorney, call JIS for assistance in numbering them.

~Type~

Enter the type of professional this is. the following are valid types:

- A = Attorney
- J = Jurist/Judge
- P = Probation Officer
- R = Referee
- W = Worker
- M = Magistrate

~Last Name~

Enter the professionals last name

~First and MI~

Enter the professionals first name and middle initial.

~Name Sfx~

Enter the suffix of the professionals name. For example: Jr., Sr., III, etc.

~Address~

Enter the professionals address.

~Firm~

Enter the professionals Firm name.

~Telephone and Ext.~

Enter the professionals telephone number and extension.

~Fax~

Enter the professionals fax number.

~E-Mail~

Enter the professionals email address.

~Mail Code~

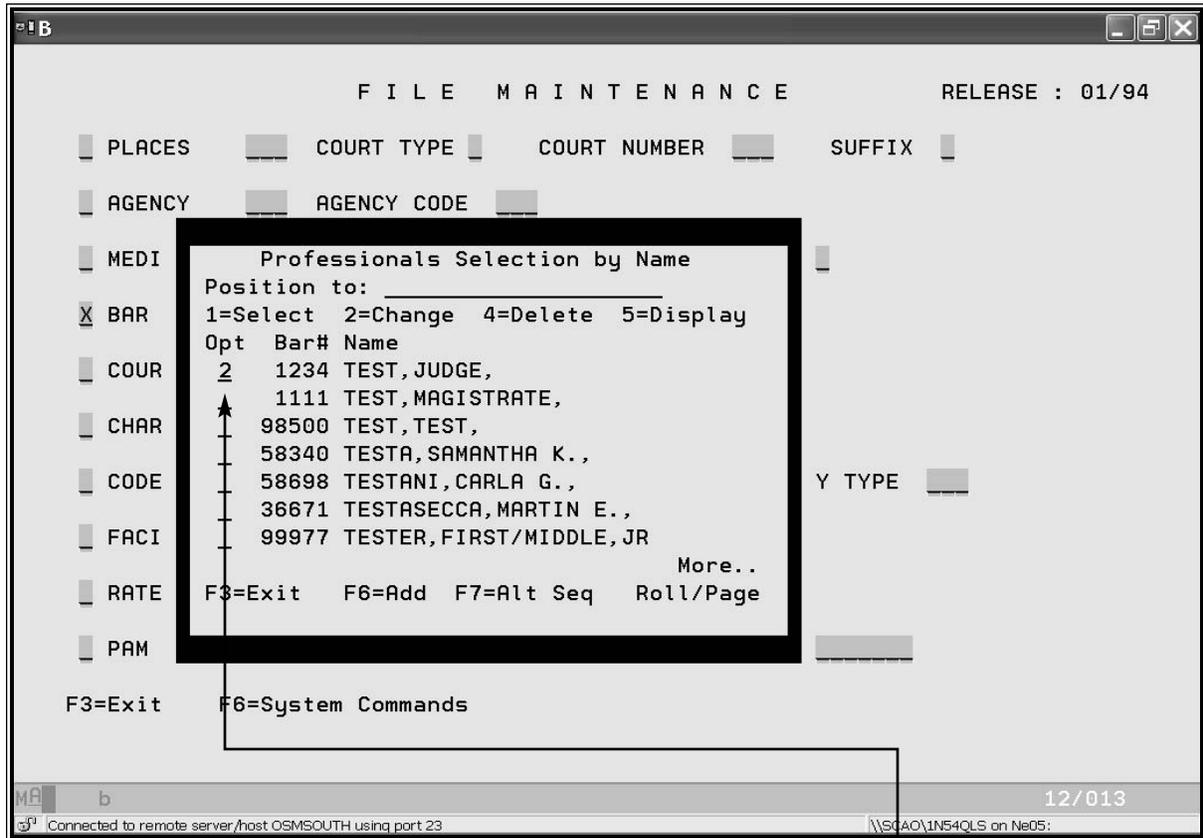
This field can be used for any purpose the court chooses.

~Last Changed and Date~

This area will display the user id and date that this record was last changed on.

After you have entered all information, press <Enter> to save the information or <F3> to exit.

Changing a Professional/Attorney/Judge



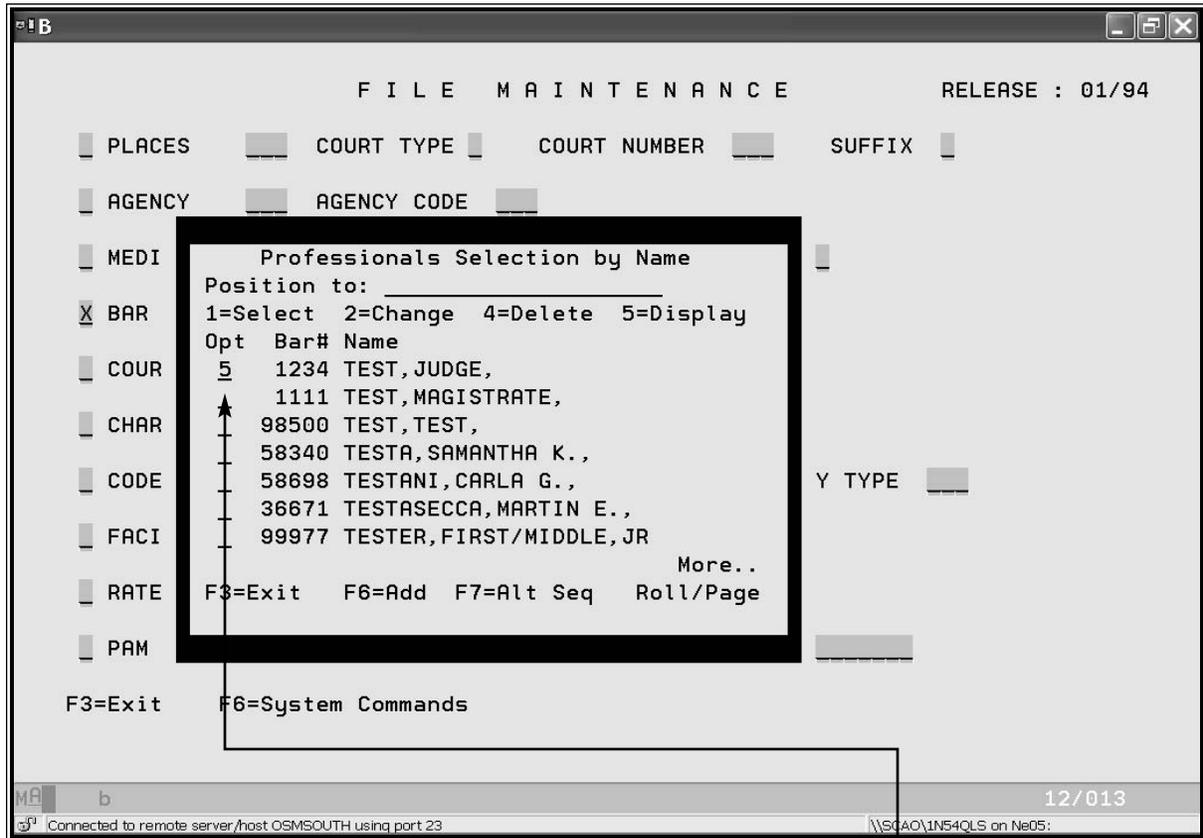
Enter a "2" to the left of the professional that you want to change and press <Enter>. The system will display the following screen.

```
FILE MAINTENANCE                                RELEASE : 01/94
PLACES  COURT TYPE  COURT NUMBER  SUFFIX
MODIFY   Professional Details
Bar No.: 1234          Type: J
Last Name: TEST
First & MI: JUDGE     Name Sfx:
Address:
Firm:
Telephone:           Ext.
FAX:
E-Mail:
Mail Code:
Last Chgd: 10/29/2002  Chg by: D9992KJS
HELP          F3=Exit      Enter=Update
MA b                                                07/038
Connected to remote server/host OSMSOUTH using port 23  \\SCAO\1N54QLS on Ne05:
```

Following are field descriptions are identical to the Add screen.

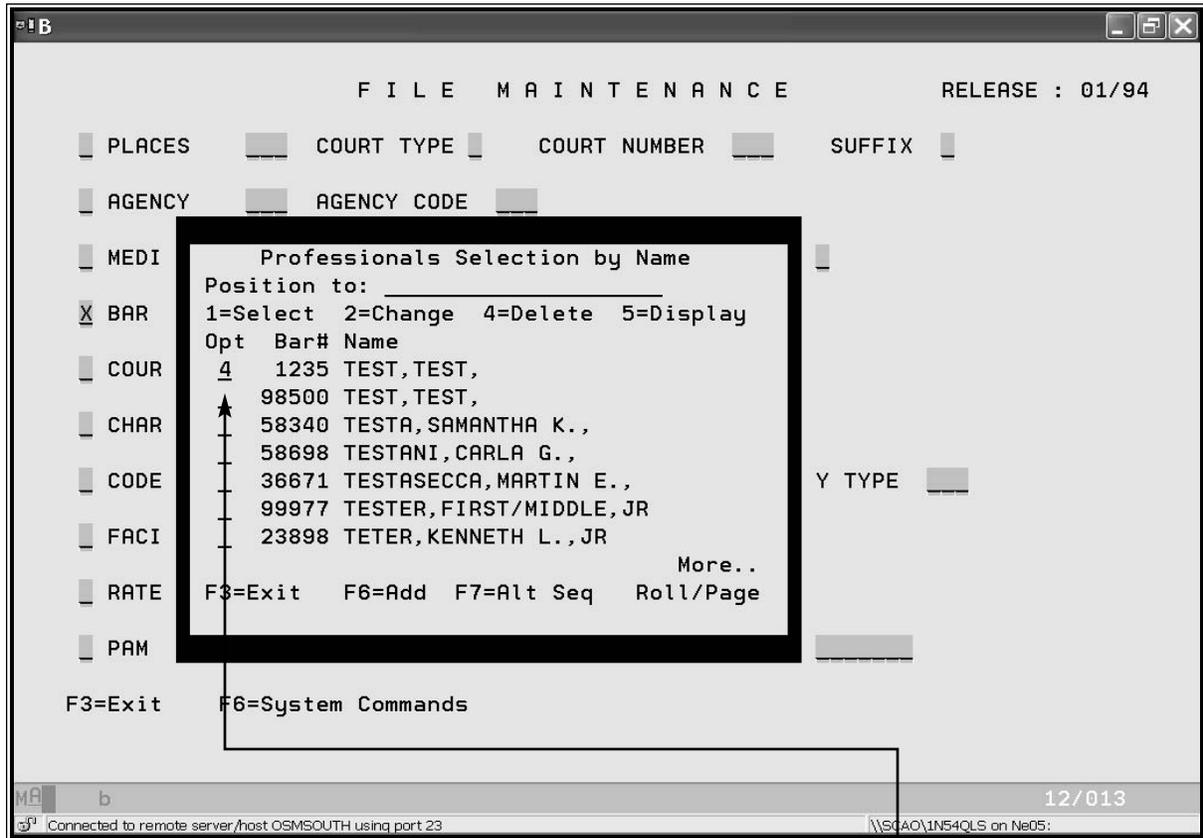
Enter any modifications and press <Enter>to save the information or press <F3> to exit.

Displaying a Professional/Attorney/Judge



Enter a “5” to the left of the professional that you want to change and press <Enter>. The system will display the following screen.

Deleting a Professional/Attorney/Judge



Enter a "4" to the left of the professional that you want to delete and press <Enter>. The system will display the following screen.

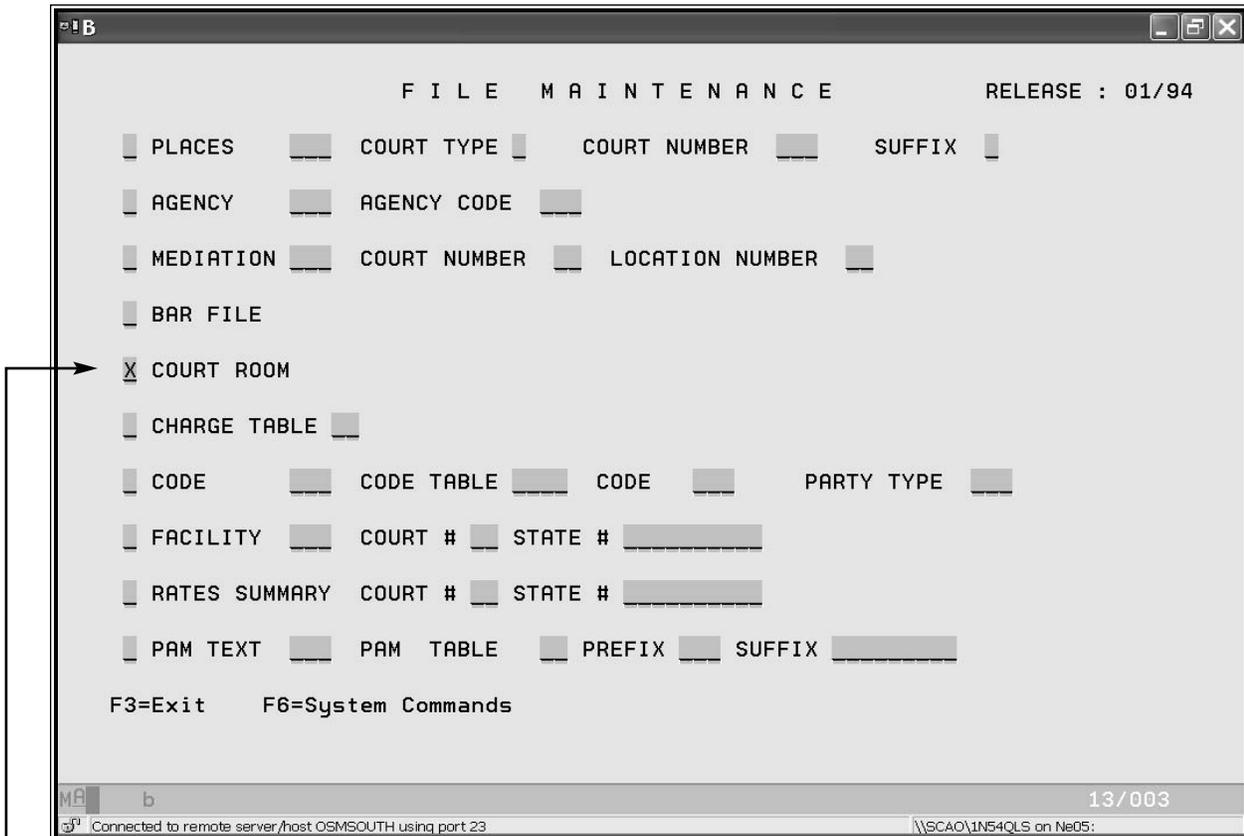
```
FILE MAINTENANCE          RELEASE : 01/94
PLACES  COURT TYPE  COURT NUMBER  SUFFIX
DELETE  Professional Details
Bar No.:  1235          Type: J
Last Name: TEST
First & MI: TEST      Name Sfx:
Address:
Firm:
Telephone:  Ext.
FAX:
E-Mail:
Mail Code:
Last Chgd: 07/02/2003  Chg by: J44ANGIE
HELP      F3=Exit      F23=Delete
```

Press <F23> to delete and the system will delete the professional. Press <F3> to exit.

Courtroom File

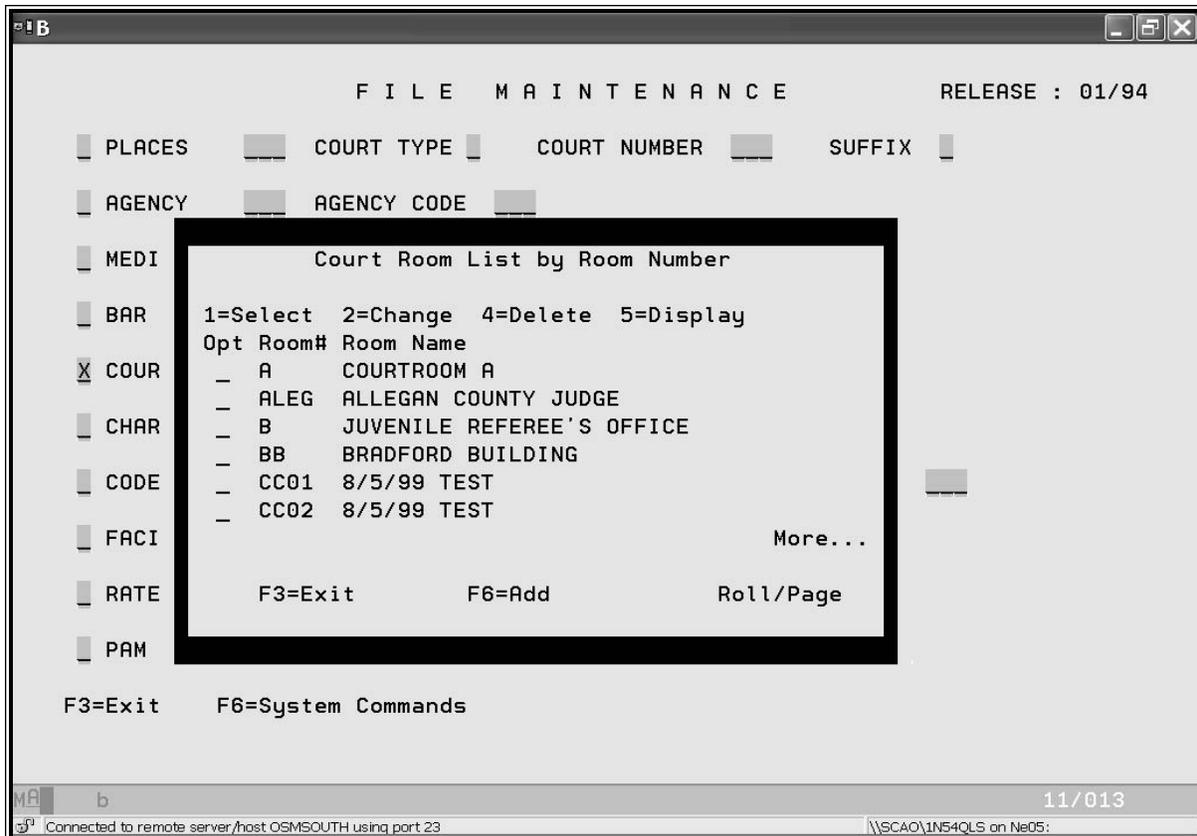
The courtroom file is used to store the name and address of all courtrooms available for use in holding hearings. This is a shared file with the circuit and district court. Following are examples of:

1. Adding a Courtroom
2. Changing a Courtroom
3. Displaying a Courtroom
4. Deleting a Courtroom



Enter an "X" to the left of the Courtroom File.

Press <Enter> and the system will display the following screen.



Displayed is the “Courtroom list by room number” screen. Following are field descriptions for this screen.

~Opt~

Enter the option that you would like to perform on this professional. The following are valid options:

- 1 = Select
- 2 = Change
- 4 = Delete
- 5 = Display

~Room Number~

Displayed is the room # associated with this professional.

~Name~

Displayed is the name of the courtroom.

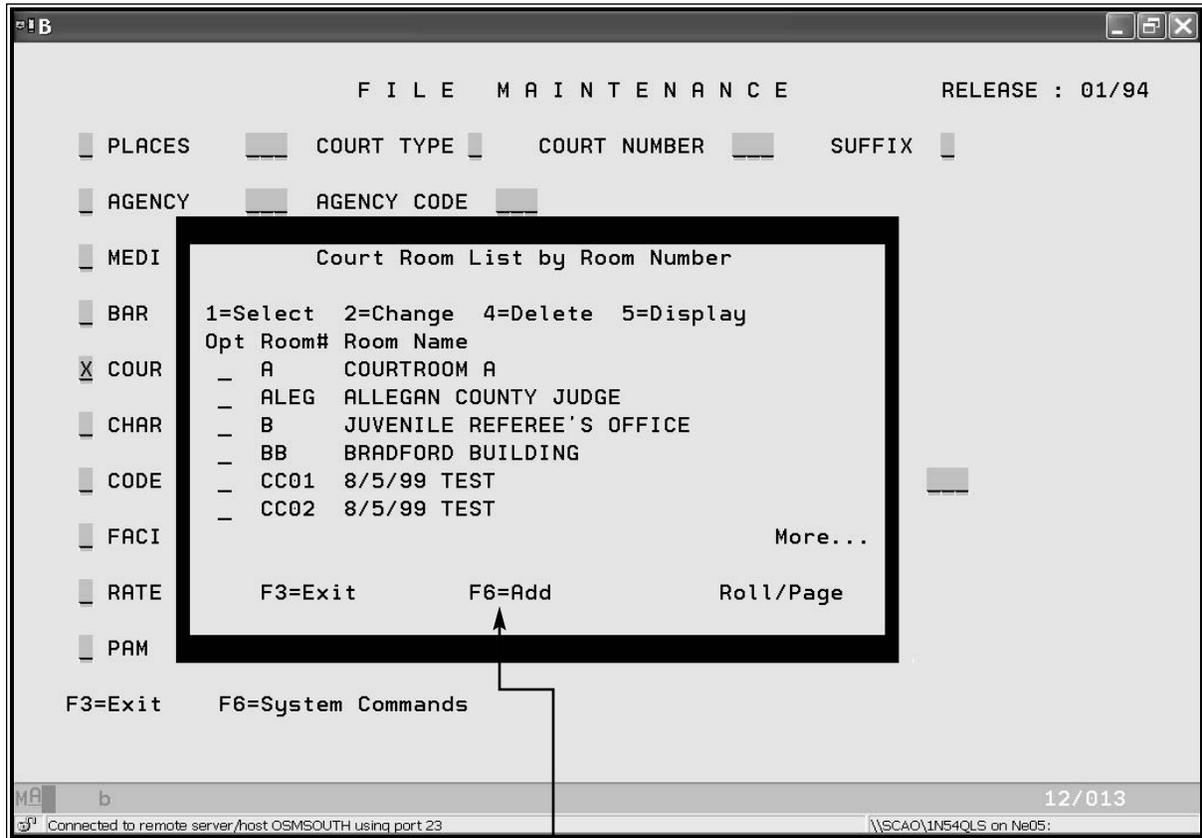
Function Keys

Following are the valid function keys for this area.

<F3> - Use this key to exit.

<F6> - Use this key to add a new professional record.

Adding a Courtroom



From the Professionals Selection screen, press <F6> and the system will display the following screen.



Following are field descriptions of the fields above.

~Room Number~

Enter the room number for this room.

~Room Name~

Enter the name of this courtroom.

~Address~

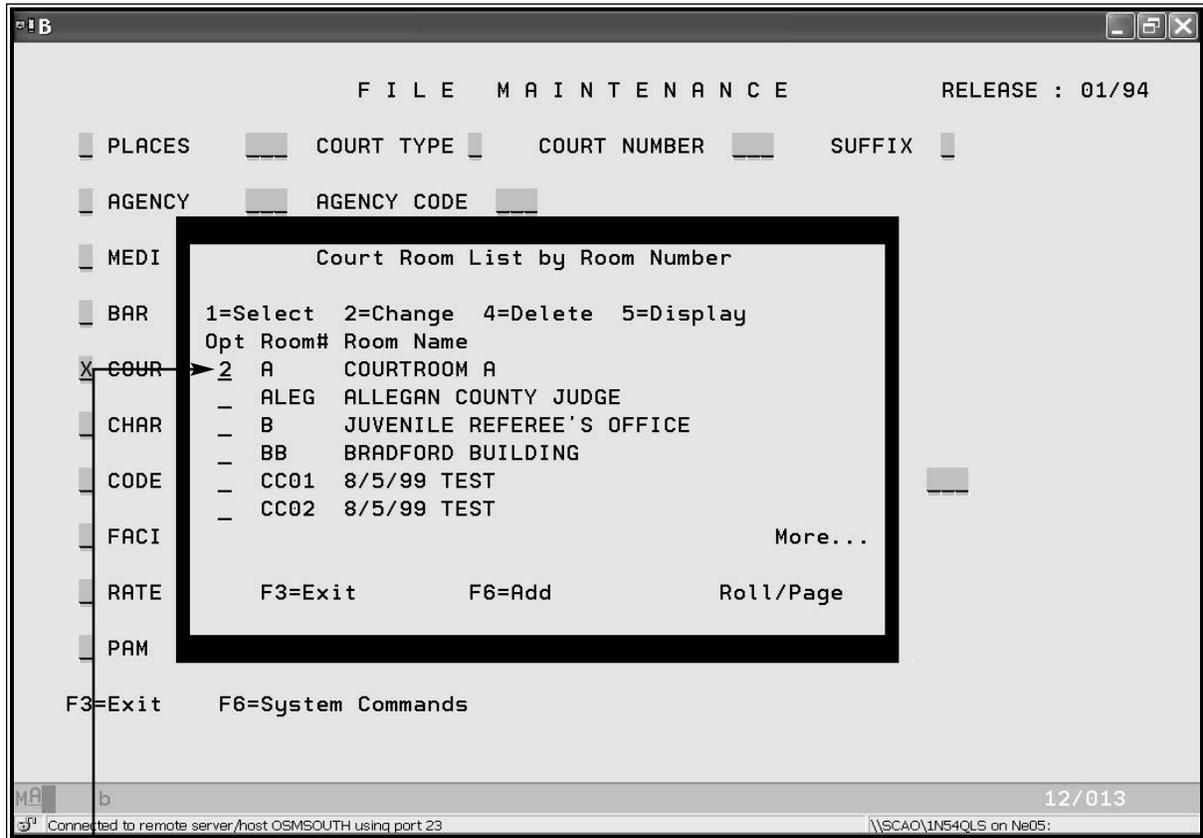
Enter the address that this courtroom is at. This address will print on notices.

~Telephone~

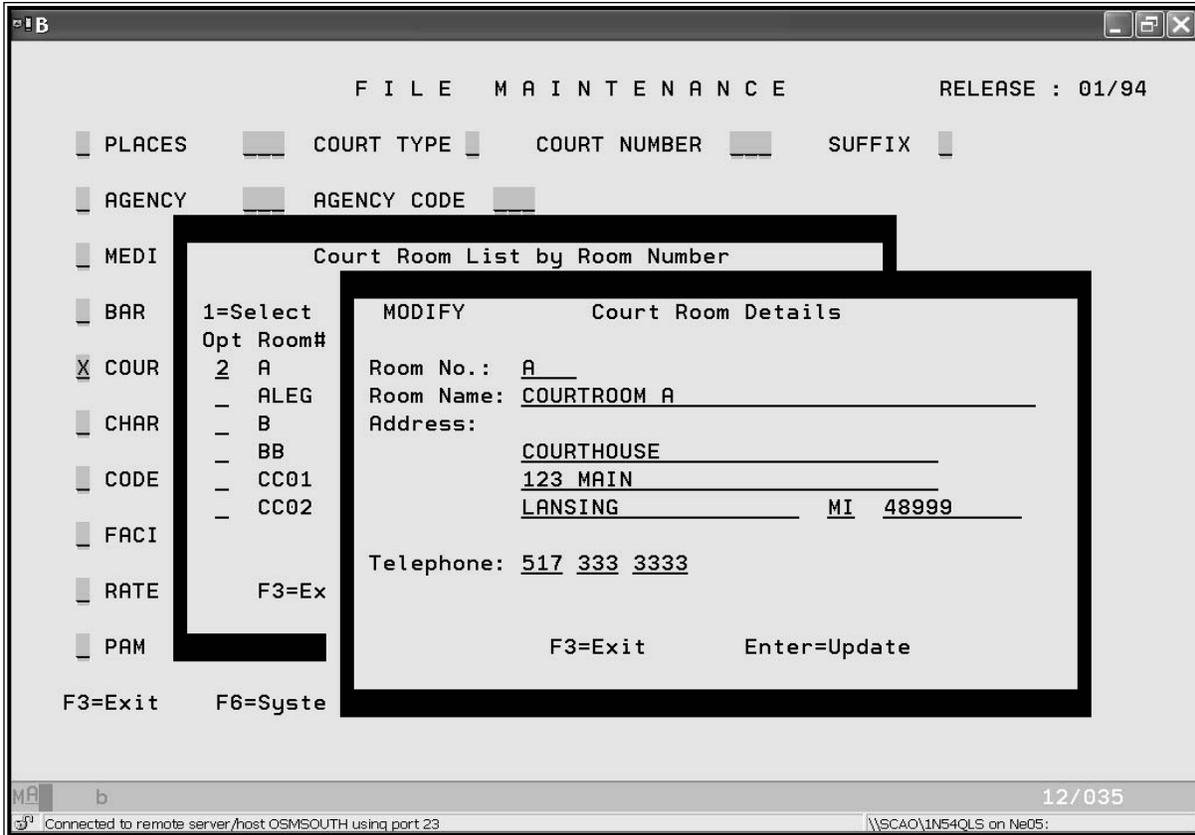
Enter the telephone number for this courtroom.

Once all information is entered, press <Enter> to save the information or press <F3> to exit.

Changing a Courtroom



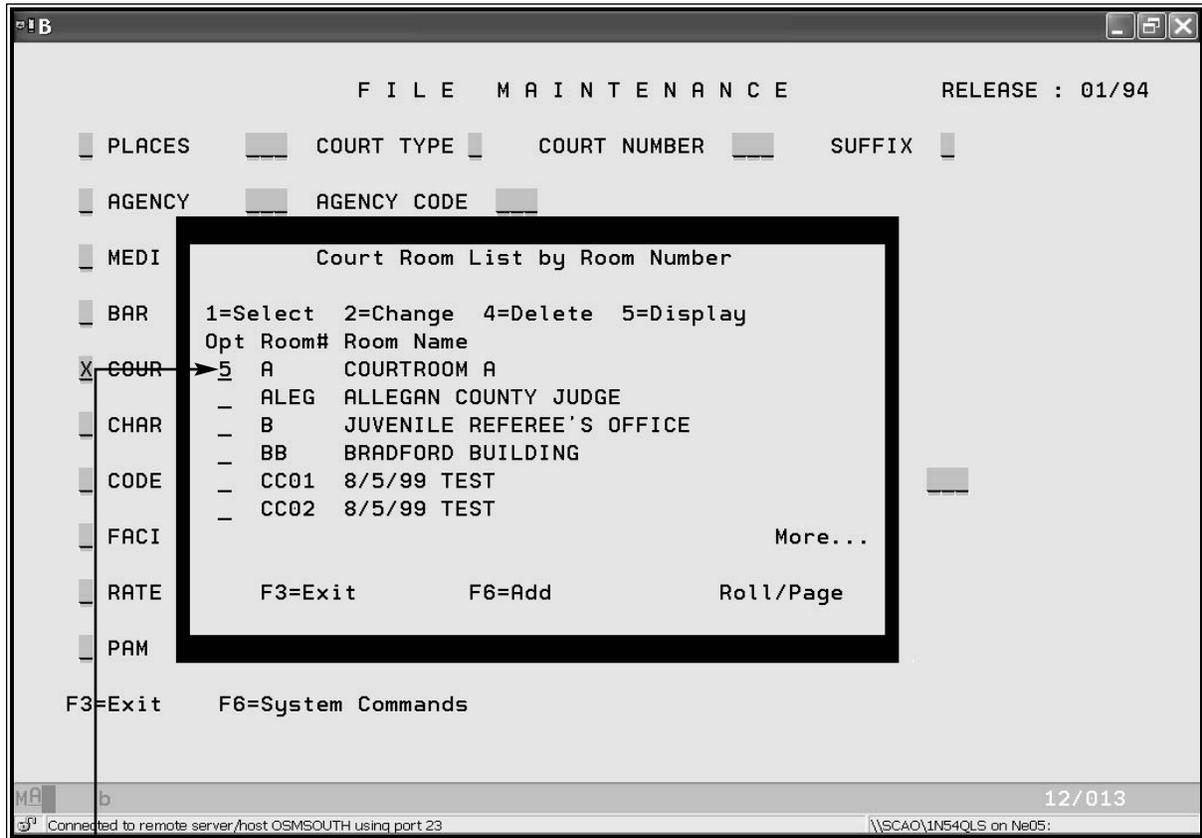
Enter a "2" to the left of the courtroom you would like to change and press <Enter>. The system will display the following screen.



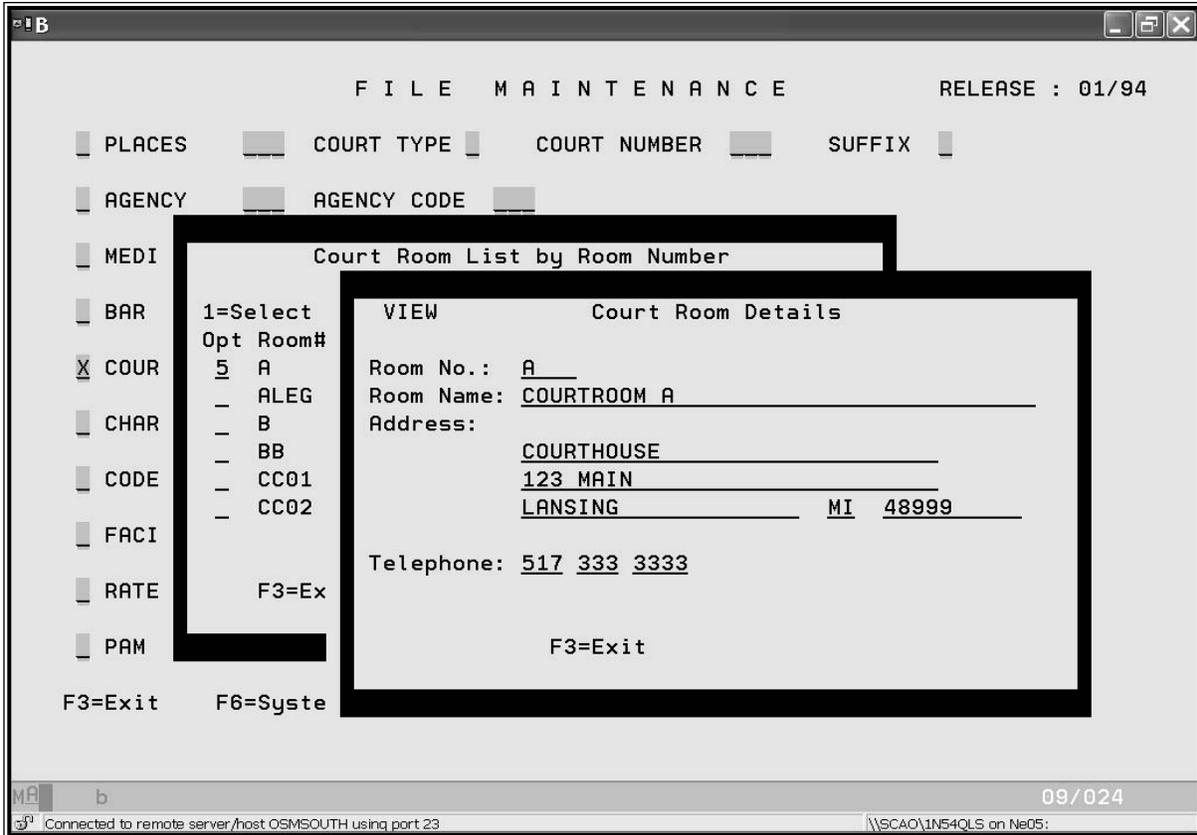
The field descriptions are the same as were described for adding a courtroom.

Make any necessary changes and press <Enter> to save the changes or press <F3> to exit.

Displaying a Courtroom



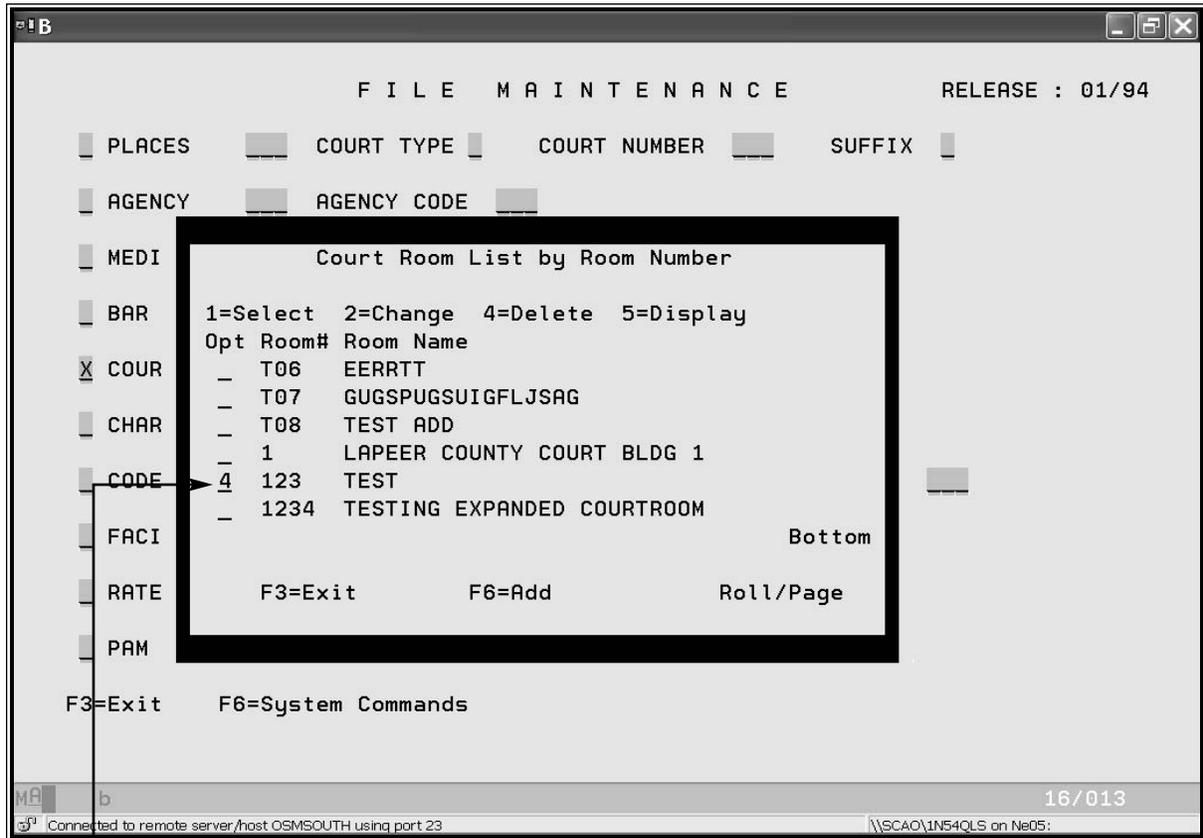
Enter a "5" to the left of the courtroom you would like to display and press <Enter>. The system will display the following screen.



The field descriptions are the same as were described for adding a courtroom.

Displayed is the courtroom. No changes are allowed in display mode. Press <F3> to exit.

Deleting a Courtroom



Enter a "4" to the left of the courtroom you would like to delete and press <Enter>. The system will display the following screen.



The field descriptions are the same as were described for adding a courtroom.

Press <F23> to delete and the courtroom will be deleted. Press <F3> to exit.

Charge File

The charge file is used to store PACC numbers. This is a shared file with the circuit and district court. Following are examples of:

1. Adding a PACC code
2. Changing a PACC code
3. Displaying a PACC code
4. Adding a Local Ordinance

The screenshot shows a terminal window titled 'FILE MAINTENANCE' with a release date of '01/94'. The menu options are as follows:

- PLACES
- AGENCY
- MEDIATION
- BAR FILE
- COURT ROOM
- CHARGE TABLE
- CODE
- FACILITY
- RATES SUMMARY
- PAM TEXT

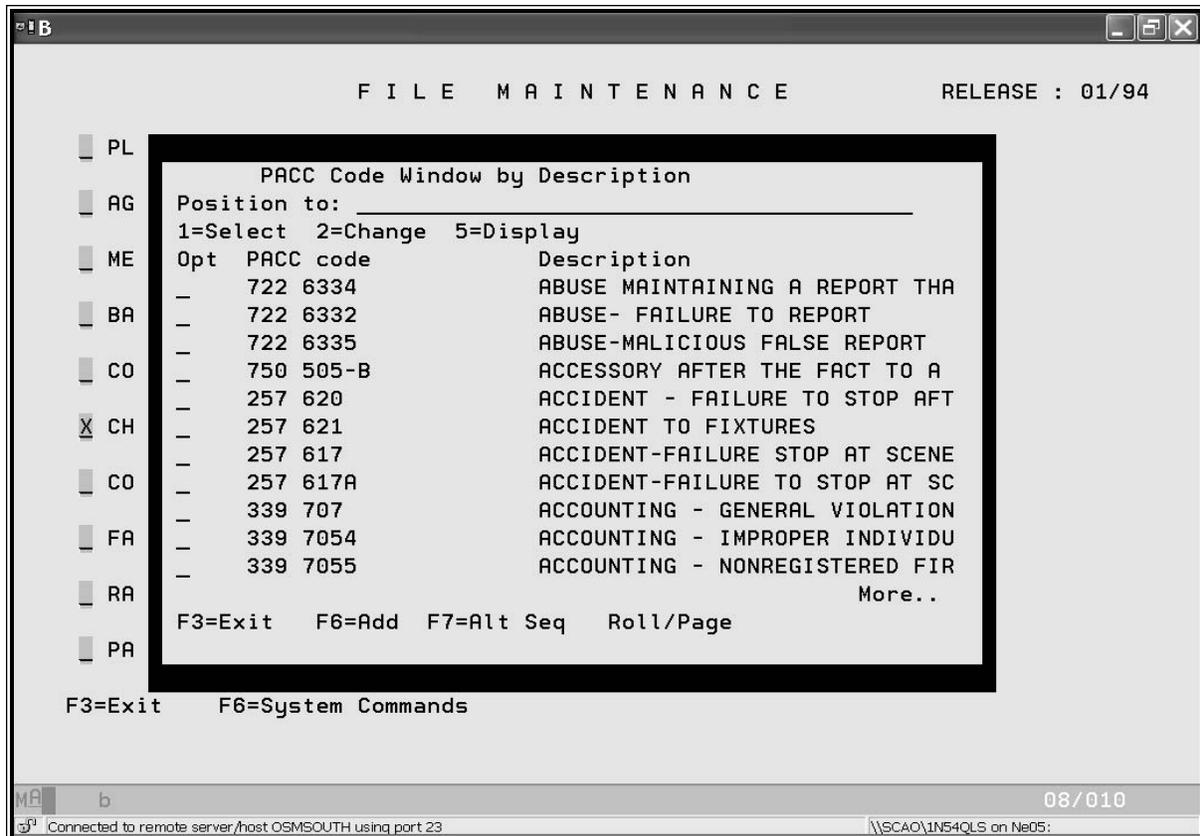
Each menu item is followed by a series of blank fields for data entry. For example, 'PLACES' is followed by 'COURT TYPE', 'COURT NUMBER', and 'SUFFIX'. 'CHARGE TABLE' is followed by 'CODE TABLE', 'CODE', and 'PARTY TYPE'. 'FACILITY' and 'RATES SUMMARY' are followed by 'COURT #' and 'STATE #'.

At the bottom of the screen, it says 'F3=Exit F6=System Commands'. The status bar at the very bottom shows 'MA b' on the left, '13/018' on the right, and connection information: 'Connected to remote server/host OSMSOUTH using port 23' and '\\SC40\1N54QLS on Ne05:'.

Enter an "X" to the left of the charge table.

Enter your court number **ONLY** if you are entering a public ordinance.

Press <Enter> and the system will display the following screen.



Displayed is the “PACC code Window by Description” screen. Following are field descriptions for this screen.

~Opt~

Enter the option that you would like to perform on this professional. The following are valid options:

- 1 = Select
- 2 = Change
- 4 = Delete
- 5 = Display

~PACC Code~

Displayed is the PACC code.

~Description~

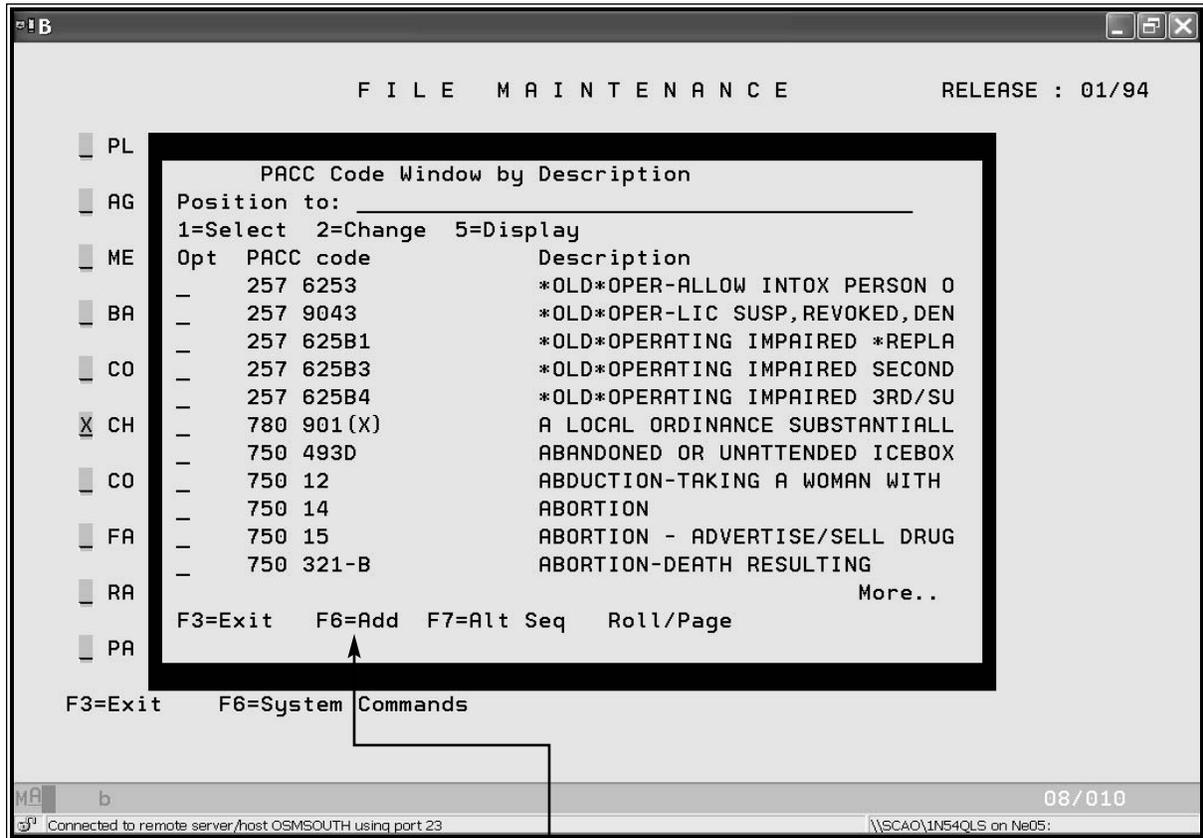
Displayed is the description of this PACC code.

Function Keys

Following are the valid function keys for this area.

- <F3> - Use this key to exit.
- <F6> - Use this key to add a new professional record
- <F7> - Use this key to display by PACC number/code.

Adding a PACC Code



From the Professionals Selection screen, press <F6> and the system will display the following screen.

```

FILE MAINTENANCE          RELEASE : 01/94

PL

ADD

Pacc No: _____
Description
Short: _____
Long: _____

Adult CHR flag:  _      Abstractable:      _
Juv  CHR flag:  _      Suspendable:      _
Drunk Fund:     _      SOS Code:         _____
Drug Fund:      _      Civil Inf/Misd/Felony:  _
Crime Victims:  _      License Registration:   _
Crime Group:    _      Sex Offender Registration: _
DNA Testing:    _      HIV Testing:            _
Expired date:   _
Last updated by: _____ Last updated Date:

HELP          F3=Exit      Enter=Update

MA  b                                     07/012
Connected to remote server/host OSMSOUTH using port 23  \\SCAO\1N54QLS on Ne05:

```

Following are field descriptions of the fields above.

~PACC No:~

Enter the PACC number.

~Description Short~

Enter the short description of this PACC number.

~Description Long~

Enter the long description of this PACC number.

~Adult CHR Flag~

Enter an "X" if this charge is an Adult charge.

~Juvenile CHR Flag~

Enter an "X" if this charge is a Juvenile charge.

~Drunk Fund~

Enter an "X" if this charge is associated with the drunk fund.

~Drug Fund~

Enter an "X" if this charge is associated with the drug fund.

~Crime Victims~

Enter an "X" if this charge is crime victims assessable.

~Crime Group~

Enter the crime group associated with this charge as taken from the code tables listed at the end of this manual.

~DNA Testing~

Enter an "X" if this charge mandates DNA testing.

~Expired Date~

Enter the date that this PACC code expires, leave blank for none.

~Last Updated By: Date: ~

The system will display the last user and date that this PACC code was updated.

~Abstractable~

Enter an "X" if this charge must be abstracted.

~Suspendable~

Enter an "X" if this charge is suspendable.

~SOS Code~

Enter the SOS code associated with this charge.

~Civil Inf/Misd/Felony~

Enter one of the following codes: C = Civil Infraction, M = Misdemeanor, F = Felony, O = Other.

~License Registration~

Enter an "X" if this requires license registration.

~Sex Offender Registration~

Enter an "X" if this requires sex offender registration.

~HIV Testing~

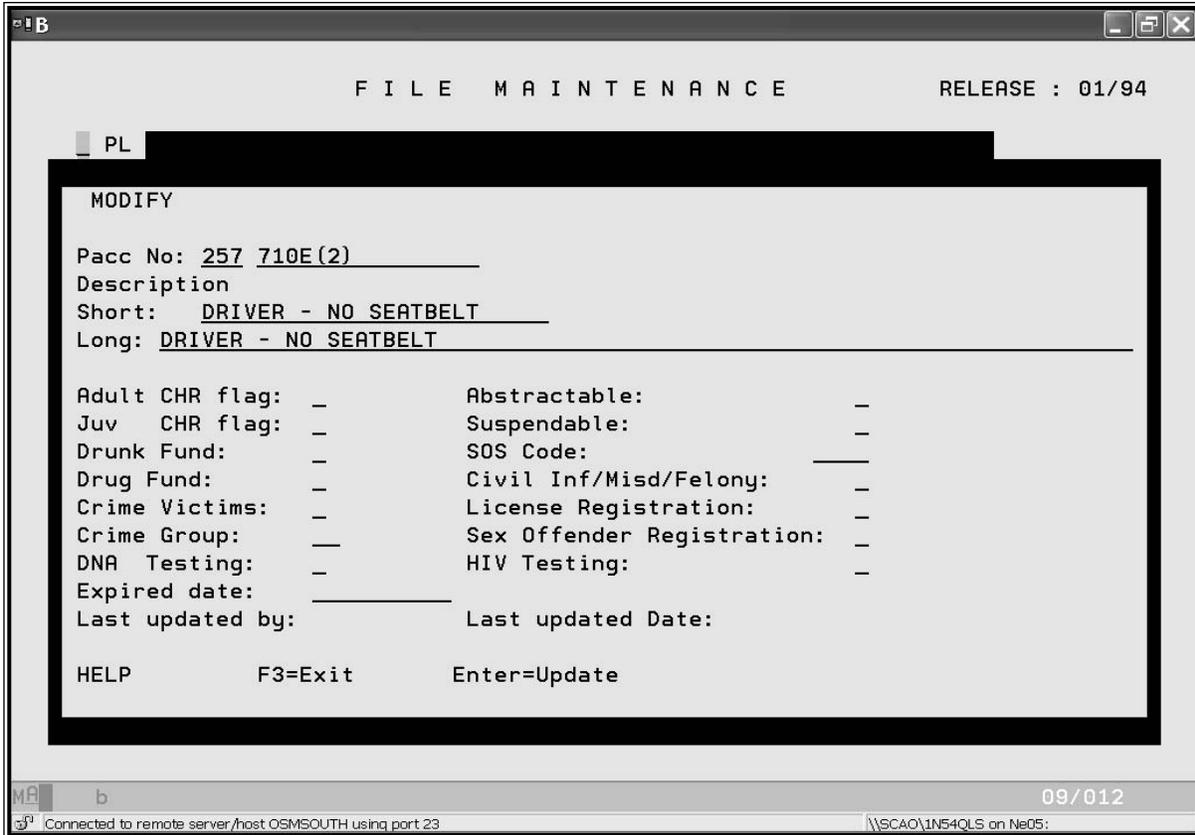
Enter an "X" if this requires HIV testing.

Once all information is entered, press <Enter> to save the information or press <F3> to exit.

Changing a PACC Code



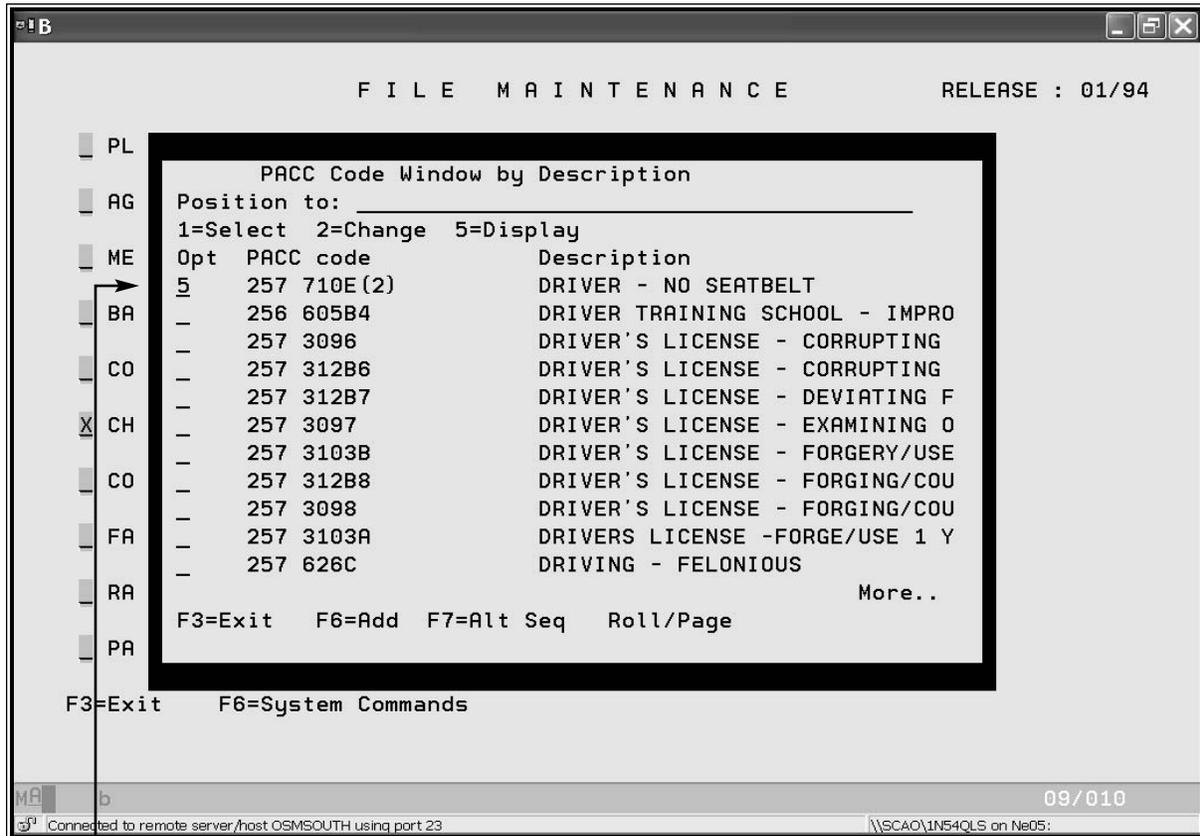
Enter a "2" to the left of the charge you would like to change and press <Enter>. The system will display the following screen.



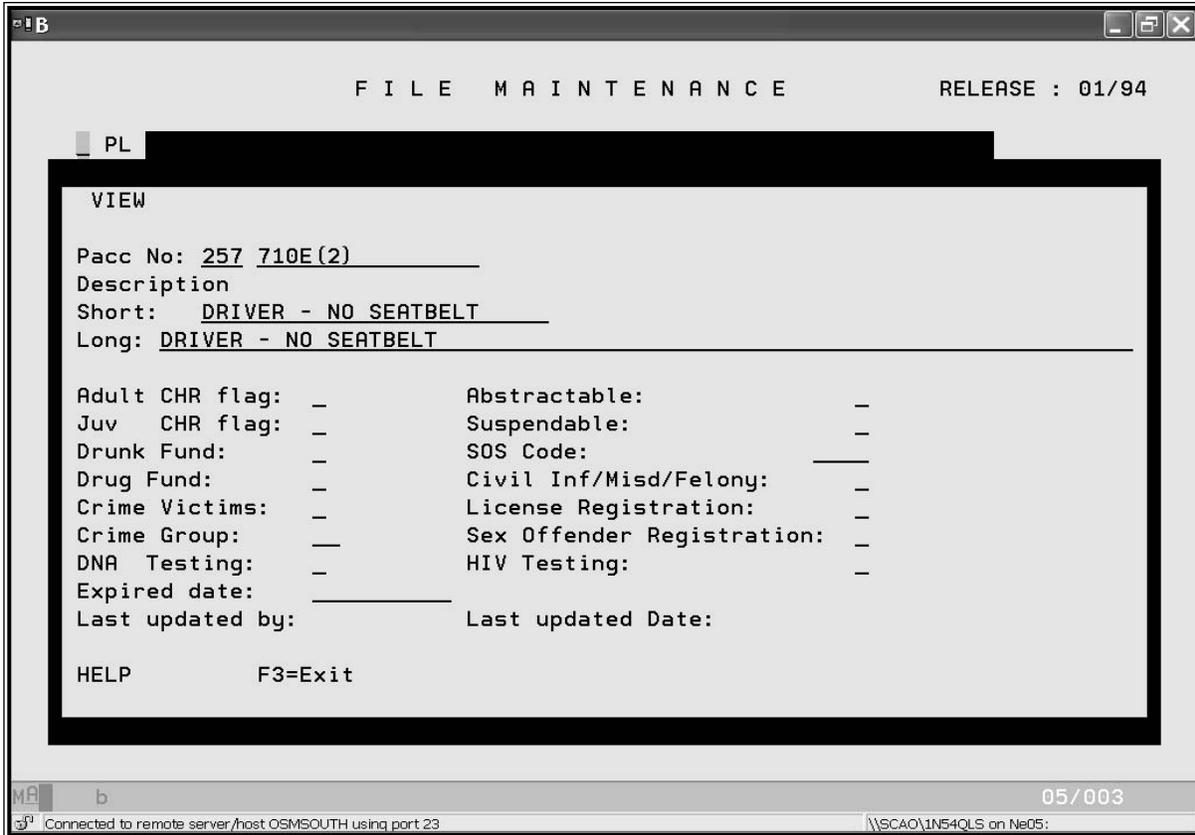
The field descriptions are the same as were described for adding a charge.

Make any necessary changes and press <Enter> to save the changes or press <F3> to exit.

Displaying a Charge



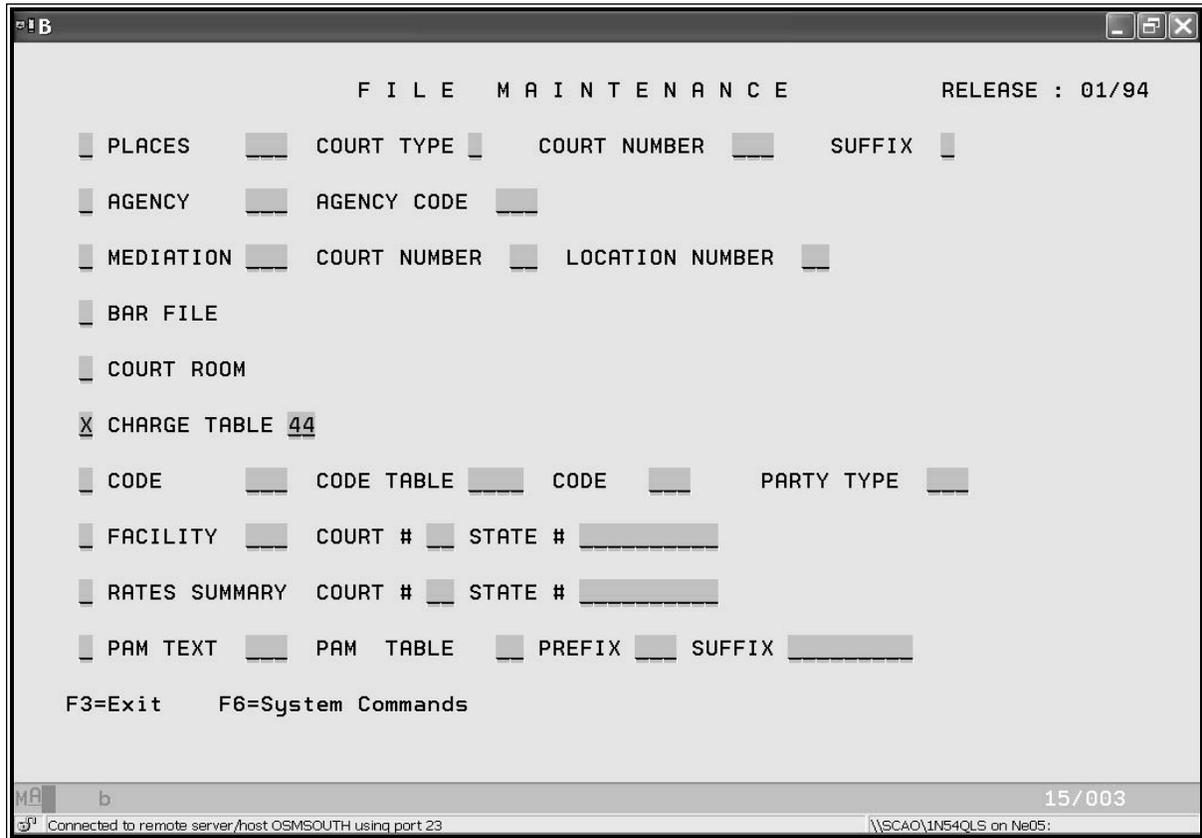
Enter a "5" to the left of the charge you would like to display and press <Enter>. The system will display the following screen.



The field descriptions are the same as were described for adding a courtroom.

Displayed is the courtroom. No changes are allowed in display mode. Press <F3> to exit.

Adding a Public Ordinance



Enter an “X” to the left of charge table and enter your court number to the right of charge table.

Press <Enter> and the system will display the following screen.



Press <F6> to add a public ordinance and press <Enter>. The system will display the add charge screen.

```

FILE MAINTENANCE          RELEASE : 01/94

PL

ADD

Pacc No: _____
Description
Short: _____
Long: _____

Adult CHR flag:  _      Abstractable:          _
Juv  CHR flag:  _      Suspendable:          _
Drunk Fund:     _      SOS Code:             _____
Drug Fund:      _      Civil Inf/Misd/Felony:  _
Crime Victims:  _      License Registration:  _
Crime Group:    _      Sex Offender Registration: _
DNA Testing:    _      HIV Testing:           _
Expired date:   _
Last updated by: _____ Last updated Date:

HELP          F3=Exit      Enter=Update

MA  b                               07/012
Connected to remote server/host OSMSOUTH using port 23  \\SCAO\1N54QLS on Ne05:

```

All fields were previously explained in the add charge section.

NOTE: The PACC number must begin with "ORD" to be accepted into this file.

After all information has been entered, press <Enter> to add or <F3> to exit from this screen.

Code File

The code file is used to store codes and code descriptions. Following are examples of:

1. Adding a basic code
2. Adding a program/result a code
3. Displaying a basic code
4. Deleting a basic code

Adding a Basic Code

```

FILE MAINTENANCE                                RELEASE : 01/94

 PLACES       COURT TYPE  COURT NUMBER  SUFFIX 
 AGENCY       AGENCY CODE 
 MEDIATION  COURT NUMBER  LOCATION NUMBER 
 BAR FILE
 COURT ROOM
 CHARGE TABLE 
 CODE      ADD CODE TABLE 4410 CODE XXX PARTY TYPE 
 FACILITY  COURT #  STATE # 
 RATES SUMMARY COURT #  STATE # 
 PAM TEXT  PAM TABLE  PREFIX  SUFFIX 

F3=Exit   F6=System Commands

MA  b                                     15/064
Connected to remote server/host OSMSOUTH using port 23  \\SCAO\1\N54QLS on Ne05:

```

Enter an "X" to the left of code table.

Enter the transaction type "ADD", "MOD", "INQ", "DEL".

Enter the code table. Following is a list of code tables.

Enter the code that you would like to work with.

Press <Enter> and the system will display the following screen.

```

CODE FILE
CODE TABLE      CODE      INTL VALUE      ATTRIBUTES      FORM NUMBER
  4410           XXX           0000           [ ]           [ ]
-----
LONG DESCRIPTION
-----
SHORT DESCRIPTION
-----

F3=Exit

MA b                                     04/005
Connected to remote server/host OSMSOUTH using port 23  \\SCAO\1N54QLS on Ne05:

```

Following are field descriptions for the above screen.

~Code Table and Code~

These fields are displayed from the information entered on the previous screen.

~Intl Value~

This field is used by JIS.

~Attributes~

Enter "HRG" if this code is a hearing type.

~Form Number~

Enter the form number that is associated with this code.

~Long Description~

Enter a long description for this code.

~Short Description~

Enter the short description for this code.

After all information has been entered, press <Enter> to add or <F3> to exit from this screen.

Adding a Result Code

The screenshot shows a terminal window titled 'FILE MAINTENANCE' with a release date of '01/94'. The window contains a menu of options, each with a small square to its left. The 'CODE' option is selected, indicated by an 'X' in the square. The 'ADD' transaction type is entered in the field next to 'CODE'. The 'CODE TABLE' field contains '4428' and the 'CODE' field contains 'ABC'. Other options include PLACES, AGENCY, MEDIATION, BAR FILE, COURT ROOM, CHARGE TABLE, FACILITY, RATES SUMMARY, and PAM TEXT. At the bottom, it says 'F3=Exit F6=System Commands'. The terminal status bar at the bottom shows 'MB b' on the left, '15/064' on the right, and connection information: 'Connected to remote server/host OSMSOUTH using port 23' and '\\SCAO\1N54QLS on Ne05:'.

Enter an "X" to the left of code table.

Enter the transaction type "ADD", "MOD", "INQ", "DEL".

Enter the code table. Following is a list of code tables.

Enter the code that you are trying to add.

Press <Enter> and the system will display the following screen.

Modifying a Basic Code

```

      FILE MAINTENANCE                RELEASE : 01/94

 PLACES       COURT TYPE  COURT NUMBER  SUFFIX 
 AGENCY       AGENCY CODE 
 MEDIATION  COURT NUMBER  LOCATION NUMBER 
 BAR FILE
 COURT ROOM
 CHARGE TABLE 
 CODE      MOD CODE TABLE 4410 CODE ALE PARTY TYPE 
 FACILITY  COURT #  STATE # _____
 RATES SUMMARY COURT #  STATE # _____
 PAM TEXT  PAM TABLE  PREFIX  SUFFIX _____

F3=Exit   F6=System Commands

MB b                                     15/064
Connected to remote server/host OSMSOUTH using port 23  \\SCAO\1N54QLS on Ne05:
  
```

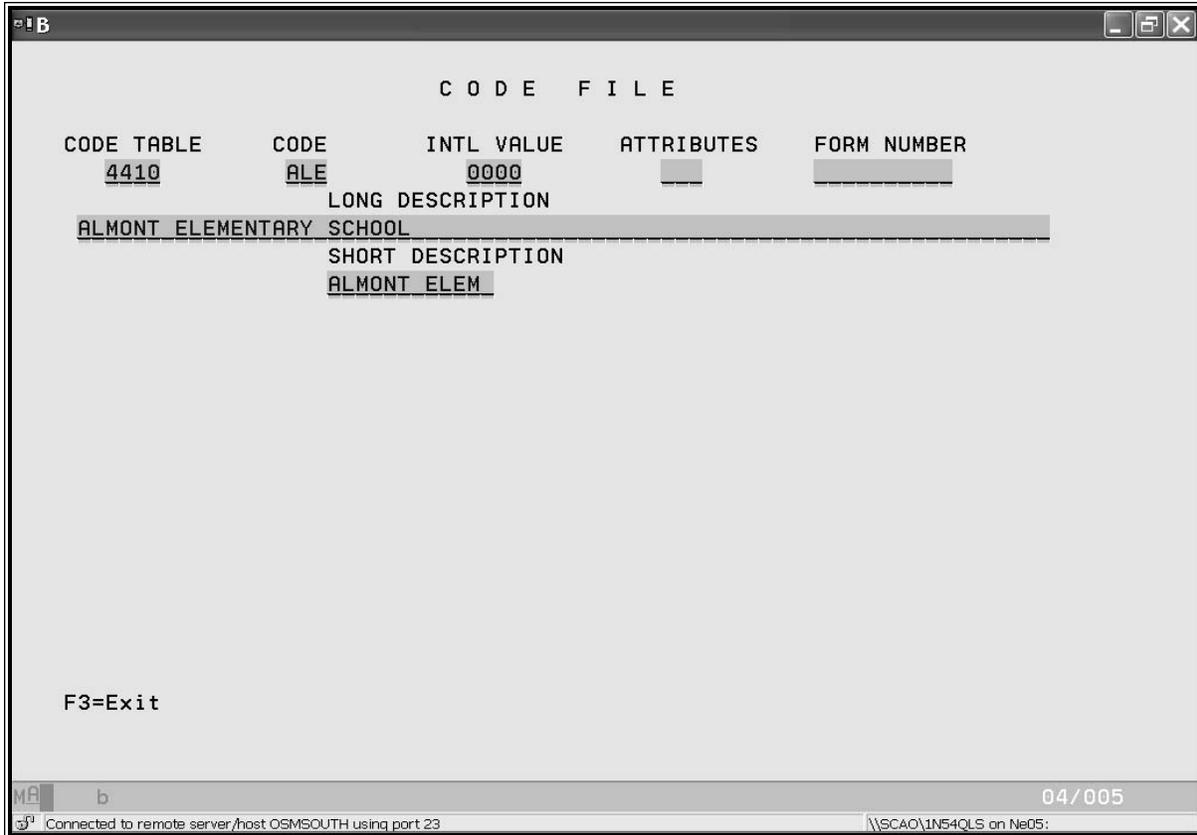
Enter an “X” to the left of code table.

Enter the transaction type “ADD”, “MOD”, “INQ”, “DEL”.

Enter the code table. Following is a list of code tables.

Enter the code that you are trying to add.

Press <Enter> and the system will display the following screen.



Make any necessary modifications and press <Enter> to save the information or press <F3> to exit.

Inquiring on a Basic Code

```

FILE MAINTENANCE                                RELEASE : 01/94

 PLACES       COURT TYPE  COURT NUMBER  SUFFIX 
 AGENCY       AGENCY CODE 
 MEDIATION  COURT NUMBER  LOCATION NUMBER 
 BAR FILE
 COURT ROOM
 CHARGE TABLE 
 CODE      INQ CODE TABLE 4410 CODE ALE PARTY TYPE 
 FACILITY  COURT #  STATE # 
 RATES SUMMARY COURT #  STATE # 
 PAM TEXT  PAM TABLE  PREFIX  SUFFIX 

F3=Exit   F6=System Commands

MB  b 15/064
Connected to remote server/host OSMSOUTH using port 23  \\SCAO\IN54QLS on Ne05:

```

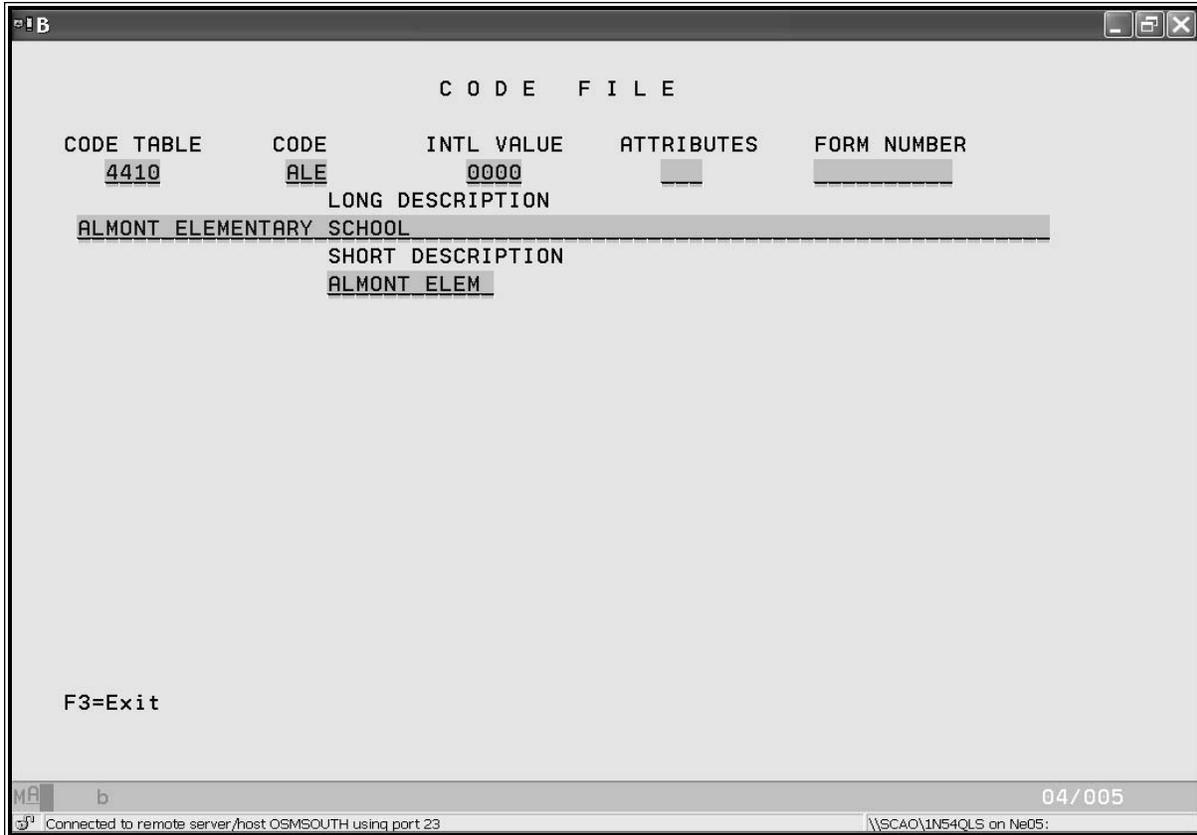
Enter an “X” to the left of code table.

Enter the transaction type “ADD”, “MOD”, “INQ”, “DEL”.

Enter the code table. Following is a list of code tables.

Enter the code that you are trying to add.

Press <Enter> and the system will display the following screen.



Displayed is the code. No modifications are allowed on a inquire, press <F3> to exit.

Deleting a Basic Code

The screenshot shows a terminal window titled 'FILE MAINTENANCE' with a release date of '01/94'. The window contains a menu of options, each with a checkbox. The 'CODE' option is selected with an 'X' and has 'DEL' entered next to it. The 'CODE TABLE' is set to '4410' and the 'CODE' is 'ALE'. Other options include PLACES, AGENCY, MEDIATION, BAR FILE, COURT ROOM, CHARGE TABLE, FACILITY, RATES SUMMARY, and PAM TEXT. At the bottom, it says 'F3=Exit F6=System Commands'. The terminal prompt is 'MB b' and the page number is '15/064'. The status bar at the bottom indicates 'Connected to remote server/host OSMSOUTH using port 23' and '\\SCAO\1N54QLS on Ne05:'.

```

FILE MAINTENANCE                                RELEASE : 01/94

X PLACES      COURT TYPE      COURT NUMBER      SUFFIX
AGENCY      AGENCY CODE
MEDIATION    COURT NUMBER      LOCATION NUMBER
BAR FILE
COURT ROOM
CHARGE TABLE
X CODE      DEL CODE TABLE 4410 CODE ALE      PARTY TYPE
FACILITY    COURT #      STATE #
RATES SUMMARY COURT #      STATE #
PAM TEXT    PAM TABLE    PREFIX SUFFIX

F3=Exit    F6=System Commands

MB b                                             15/064
Connected to remote server/host OSMSOUTH using port 23  \\SCAO\1N54QLS on Ne05:

```

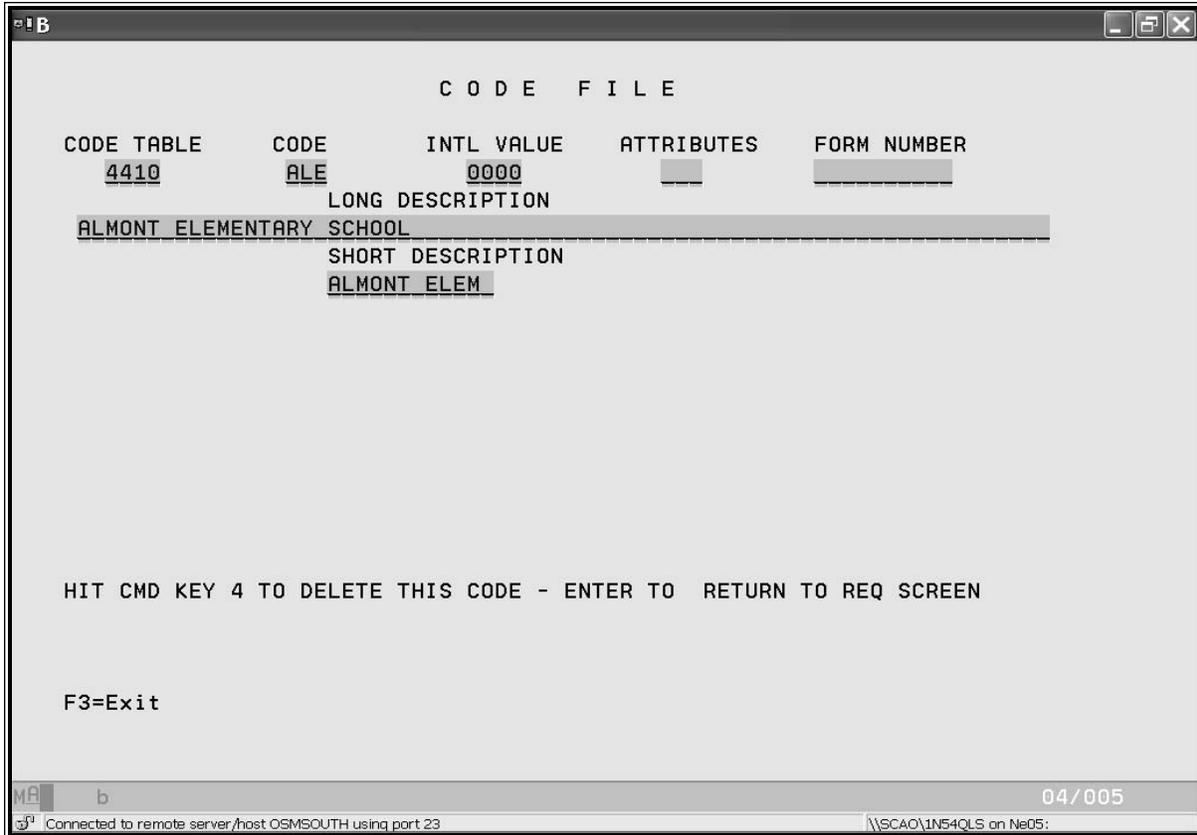
Enter an "X" to the left of code table.

Enter the transaction type "ADD", "MOD", "INQ", "DEL".

Enter the code table. Following is a list of code tables.

Enter the code that you are trying to add.

Press <Enter> and the system will display the following screen.



Press <F3> to delete this code. If you do not wish to delete, press <F3> to exit.

Facility File

The code file is used to store codes and code descriptions. Following are examples of:

1. Adding a facility
2. Modifying a facility
3. Displaying a facility
4. Deleting a facility

Adding a Facility

The screenshot shows a terminal window titled "FILE MAINTENANCE" with a "RELEASE : 01/94" header. The menu lists several options, each with a small square to its left. The "FACILITY" option is selected, indicated by an "X" in the square and the word "ADD" next to it. The "FACILITY" line is populated with "COURT # 44" and "STATE # ABCDEFGHIJ". Other options include PLACES, AGENCY, MEDIATION, BAR FILE, COURT ROOM, CHARGE TABLE, CODE, RATES SUMMARY, and PAM TEXT. At the bottom, it says "F3=Exit F6=System Commands". The terminal window also shows a status bar at the bottom with "MA b", "19/003", and connection information.

```

FILE MAINTENANCE                                RELEASE : 01/94

 PLACES       COURT TYPE  COURT NUMBER  SUFFIX 
 AGENCY       AGENCY CODE 
 MEDIATION  COURT NUMBER  LOCATION NUMBER 
 BAR FILE
 COURT ROOM
 CHARGE TABLE 
 CODE       CODE TABLE  CODE  PARTY TYPE 
 FACILITY  ADD  COURT # 44 STATE # ABCDEFGHIJ
 RATES SUMMARY COURT #  STATE # 
 PAM TEXT  PAM TABLE  PREFIX  SUFFIX 

F3=Exit   F6=System Commands

MA  b                                           19/003
Connected to remote server/host OSMSOUTH using port 23  \\SCAO\1\N54QLS on Ne05:

```

Enter an "X" to the left of facility.

Enter the transaction type "ADD", "MOD", "INQ", "DEL".

Enter the court number.

Enter the state license # that you would like to work with.

Press <Enter> and the system will display the following screen.

```

F A C I L I T Y   F I L E

COURT NO FACILITY NO   FACILITY NAME AND ADDRESS   TELEPHONE
  44     ABCDEFGHIJ   [REDACTED] [REDACTED]

EFFECTIVE DATE   EXPIRATION DATE   LIC   SCHOOL DISTRICT   PROVIDER
 [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]

SOC SEC NO   CLOSE CODE   CLOSE DATE   SEX   RACE   BEG AGE   END AGE
 [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]

NUM OF CHILDREN   SPEC LIC   PROGRAM NAME   PER DIEM RATE   CHANGE DATE
 [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]

PRESS F3 TO EXIT TO REQUEST SCREEN

MA b                                     09/043
Connected to remote server/host OSMSOUTH using port 23
\\SCAO\1N54QLS on Ne05:

```

Following are field descriptions for the above screen.

~Court No.~

Enter your court number.

~Facility No~

Enter the facility number or license number for this facility.

~Facility Name and Address~

Enter the facility name and address.

~Telephone~

Enter the facility telephone number.

~Effective Date~

Enter the effective date of the facilities license.

~Expiration Date~

Enter the expiration date of the facilities license.

~Lic~

Enter the facilities license.

~School District~

Enter the school district that the children will attend that are placed in this facility.

~Provider~

Enter the provider code.

~Soc Sec No~

Enter the social security number of the license holder.

~Close Code~

Enter the close code.

~Close Date~

Enter the close date.

~Sex~

Enter the sex of children that this facility will accept.

~Race~

Enter the race of children that this facility will accept.

~Beg Age~

Enter the beginning age of children that this facility will accept.

~End Age~

Enter the ending age of children that this facility will accept.

~Num of Children~

Enter the number of children that the facility can have.

~Spec License~

Enter the code of the special license that this facility holds.

~Program Name~

Enter the program name.

~Per Diem Rate Change Date~

Enter the per diem rate and the date that it changed.

After all information is entered, press <Enter> to save or press <F3> to exit from this screen.

Modifying a Facility File

```

FILE MAINTENANCE                                RELEASE : 01/94

 PLACES       COURT TYPE  COURT NUMBER  SUFFIX 
 AGENCY       AGENCY CODE 
 MEDIATION  COURT NUMBER  LOCATION NUMBER 
 BAR FILE
 COURT ROOM
 CHARGE TABLE 
 CODE       CODE TABLE  CODE  PARTY TYPE 
 FACILITY  MOD  COURT # 44 STATE # ABCDEFGHIJ
 RATES SUMMARY COURT #  STATE # 
 PAM TEXT  PAM TABLE  PREFIX  SUFFIX 

F3=Exit    F6=System Commands

MA b                                             19/003
  Connected to remote server/host OSMSOUTH using port 23  \\SCAO\IN54QLS on Ne05:

```

Enter an “X” to the left of facility.

Enter the transaction type “ADD”, “MOD”, “INQ”, “DEL”.

Enter the court number.

Enter the state license # that you would like to work with.
Press <Enter> and the system will display the following screen.

```

F A C I L I T Y   F I L E

COURT NO FACILITY NO   FACILITY NAME AND ADDRESS      TELEPHONE
  44     ABCDEFGHIJ    NEW FACILITY NAME,,
                        111 MAIN
                        SOUTHFIELD      MI     48910
                        _____

EFFECTIVE DATE   EXPIRATION DATE   LIC   SCHOOL DISTRICT   PROVIDER
  _____     _____         M    _____         _____

SOC SEC NO      CLOSE CODE   CLOSE DATE   SEX   RACE   BEG AGE   END AGE
  _____     _____     _____     _____

NUM OF CHILDREN   SPEC LIC   PROGRAM NAME      PER DIEM RATE CHANGE DATE
  _____         _____     _____         50.00     _____

PRESS F3 TO EXIT  TO REQUEST SCREEN

MA  b                                     04/005
Connected to remote server/host.OSMSOUTH using port 23  \\SCAO\1N54QLS on Ne05:

```

Make any modifications that you need and then press <Enter>to save the information or press <F3> to exit from this screen.

Inquiring a Facility File

```

      FILE MAINTENANCE                RELEASE : 01/94

  [ ] PLACES      [ ] COURT TYPE [ ] COURT NUMBER [ ] SUFFIX [ ]
  [ ] AGENCY      [ ] AGENCY CODE [ ]
  [ ] MEDIATION   [ ] COURT NUMBER [ ] LOCATION NUMBER [ ]
  [ ] BAR FILE
  [ ] COURT ROOM
  [ ] CHARGE TABLE [ ]
  [ ] CODE        [ ] CODE TABLE [ ] CODE [ ] PARTY TYPE [ ]
  [X] FACILITY    INQ  COURT # 44 STATE # ABCDEFGHIJ
  [ ] RATES SUMMARY COURT # [ ] STATE # [ ]
  [ ] PAM TEXT    [ ] PAM TABLE [ ] PREFIX [ ] SUFFIX [ ]

  F3=Exit    F6=System Commands

  MA b                                           19/003
  Connected to remote server/host OSMSOUTH using port 23  \\SCAO\IN54QLS on Ne05:
  
```

Enter an “X” to the left of facility.

Enter the transaction type “ADD”, “MOD”, “INQ”, “DEL”.

Enter the court number.

Enter the state license # that you would like to work with.
Press <Enter> and the system will display the following screen.

F A C I L I T Y F I L E										
COURT NO	FACILITY NO	FACILITY NAME AND ADDRESS					TELEPHONE			
44	ABCDEFGHIJ	NEW FACILITY NAME,, 111 MAIN SOUTHFIELD MI 48910					5175552555			
EFFECTIVE DATE		EXPIRATION DATE		LIC	SCHOOL DISTRICT		PROVIDER			
				M						
SOC SEC NO	CLOSE	CODE	CLOSE DATE	SEX	RACE	BEG AGE	END AGE			
NUM OF CHILDREN		SPEC LIC	PROGRAM NAME		PER DIEM RATE	CHANGE DATE				
					50.00					
PRESS F3 TO EXIT TO REQUEST SCREEN										
b						04/005				
Connected to remote server/host.OSMSOUTH using port 23						\\SCAO\1N54QLS on Ne05:				

Displayed is information about this facility. No modifications are allowed in inquire mode. Press <F3> to exit from this screen.

Deleting a Facility File

```

      FILE MAINTENANCE                RELEASE : 01/94

  [ ] PLACES      [ ] COURT TYPE [ ] COURT NUMBER [ ] SUFFIX [ ]
  [ ] AGENCY      [ ] AGENCY CODE [ ]
  [ ] MEDIATION [ ] COURT NUMBER [ ] LOCATION NUMBER [ ]
  [ ] BAR FILE
  [ ] COURT ROOM
  [ ] CHARGE TABLE [ ]
  [ ] CODE        [ ] CODE TABLE [ ] CODE [ ] PARTY TYPE [ ]
  [X] FACILITY  DEL  COURT # 44 STATE # ABCDEFGHIJ
  [ ] RATES SUMMARY COURT # [ ] STATE # [ ]
  [ ] PAM TEXT [ ] PAM TABLE [ ] PREFIX [ ] SUFFIX [ ]

  F3=Exit    F6=System Commands

  MA b                                     17/028
  Connected to remote server/host OSMSOUTH using port 23  \\SCAO\IN54QLS on Ne05:
  
```

Enter an "X" to the left of facility.

Enter the transaction type "ADD", "MOD", "INQ", "DEL".

Enter the court number.

Enter the state license # that you would like to work with.
Press <Enter> and the system will display the following screen.

F A C I L I T Y F I L E										
COURT NO	FACILITY NO	FACILITY NAME AND ADDRESS					TELEPHONE			
44	ABCDEFGHIJ	NEW FACILITY NAME,, 111 MAIN SOUTHFIELD MI 48910					5175552555			
EFFECTIVE DATE		EXPIRATION DATE		LIC	SCHOOL DISTRICT	PROVIDER				
				M						
SOC SEC NO	CLOSE CODE	CLOSE DATE	SEX	RACE	BEG AGE	END AGE				
NUM OF CHILDREN	SPEC LIC	PROGRAM NAME	PER DIEM RATE	CHANGE DATE						
			50.00							
HIT CMD KEY 4 TO DELETE THIS FACILITY-ENTER TO RETURN TO REQ SCREEN										
PRESS F3 TO EXIT TO REQUEST SCREEN										
b						04/005				
Connected to remote server/host.OSMSOUTH using port 23						\\SCAO\1N54QLS on Ne05:				

Press <F3> to delete this facility or press <F3> to exit from this screen.

Rates Summary

The rates summary file holds information about the rates that facilities have charged in the past.

Inquiring on Rates

```

FILE MAINTENANCE                                RELEASE : 01/94

 PLACES       COURT TYPE  COURT NUMBER  SUFFIX 
 AGENCY       AGENCY CODE 
 MEDIATION  COURT NUMBER  LOCATION NUMBER 
 BAR FILE
 COURT ROOM
 CHARGE TABLE 
 CODE       CODE TABLE  CODE  PARTY TYPE 
 FACILITY  COURT #  STATE # 
 RATES SUMMARY COURT # 44 STATE # CA09046
 PAM TEXT  PAM TABLE  PREFIX  SUFFIX 

F3=Exit   F6=System Commands

MA  b                                           19/046
Connected to remote server/host OSMSOUTH using port 23  \\SCAO\INS4QLS on Ne05:

```

Enter an "X" to the left of rates summary.

Enter the court number.

Enter the state license # that you would like to work with.
Press <Enter> and the system will display the following screen.

The screenshot shows a terminal window with the following content:

```
FACILITY FILE RATE INQUIRY
```

PREVIOUS RATE	DATE OF CHANGE
140.00	101 1956
134.50	101 1995
144.25	501 1996
160.00	512 1999
169.50	1230 1999
169.50	1231 1999
160.00	512 2000

PRESS F3 TO EXIT

12/040

Connected to remote server/host.OSMSOUTH using port 23

\\SCAO\IN54QLS on Ne05:

PAM Text

The PAM text holds the text that will print on your petitions if you produce petitions. Following is an example of:

1. Adding PAM Text
2. Modifying PAM Text
3. Displaying PAM Text
4. Deleting PAM Text

Adding PAM Text

The screenshot shows a terminal window titled "FILE MAINTENANCE" with a "RELEASE : 01/94" header. The menu items are as follows:

- PLACES
- AGENCY
- MEDIATION
- BAR FILE
- COURT ROOM
- CHARGE TABLE
- CODE
- FACILITY
- RATES SUMMARY
- PAM TEXT

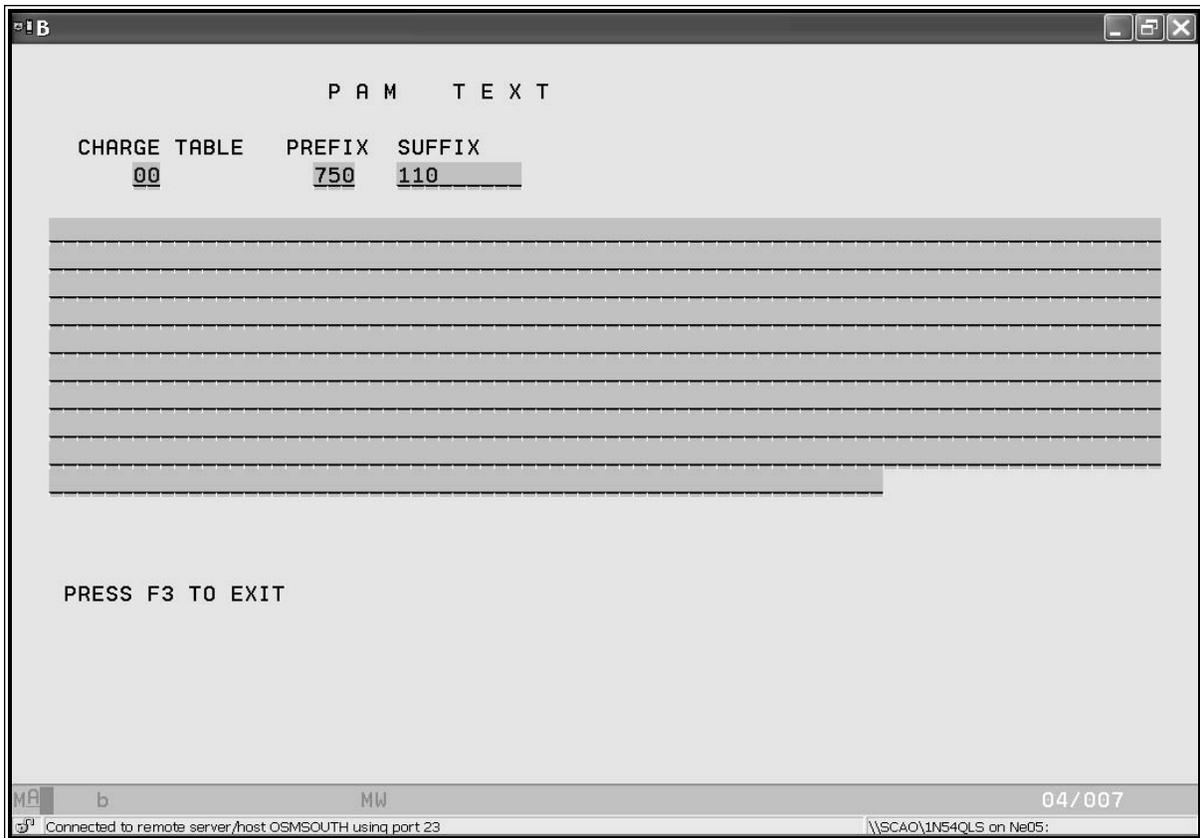
Each menu item has associated fields for selection. For example, "PLACES" has fields for COURT TYPE, COURT NUMBER, and SUFFIX. "PAM TEXT" is currently selected with an "X" and shows "ADD" as the transaction type, "PAM TABLE" as the description, and "PREFIX 750 SUFFIX 110" as the current values. At the bottom of the menu, it says "F3=Exit F6=System Commands". The terminal footer shows "MA b MW 21/057" and connection information.

Enter an "X" to the left of PAM Text.

Enter the transaction type "ADD", "MOD", "INQ", "DEL".

Enter the PACC code prefix and suffix that you want to add text to

Press <Enter> and the system will display the following screen.



Enter text as you would like it to print on the petition, leaving spaces where additional text will need to be entered depending on the case involved.

After you have entered all information, press <Enter> to save the information or press <F3> to exit.

Modifying PAM Text

The screenshot shows a terminal window titled "FILE MAINTENANCE" with a release date of "01/94". The window contains a list of menu options, each with a small square icon to its left. The options are: PLACES, AGENCY, MEDIATION, BAR FILE, COURT ROOM, CHARGE TABLE, CODE, FACILITY, RATES SUMMARY, PAM TEXT, PAM TABLE, and PREFIX. The "PAM TEXT" option is selected, indicated by an "X" in a small box to its left. The "MOD" option is highlighted in the "PAM TEXT" line. The "PREFIX" line shows "750" and "110" entered in the fields. At the bottom of the window, it says "F3=Exit F6=System Commands". The terminal status bar at the bottom shows "MA b MW 21/057" and "Connected to remote server/host OSMSOUTH using port 23".

```

FILE MAINTENANCE                                RELEASE : 01/94

 PLACES       COURT TYPE  COURT NUMBER  SUFFIX 
 AGENCY       AGENCY CODE 
 MEDIATION  COURT NUMBER  LOCATION NUMBER 
 BAR FILE
 COURT ROOM
 CHARGE TABLE 
 CODE       CODE TABLE  CODE  PARTY TYPE 
 FACILITY  COURT #  STATE # 
 RATES SUMMARY COURT #  STATE # 
 PAM TEXT  MOD PAM TABLE  PREFIX 750 SUFFIX 110
F3=Exit   F6=System Commands

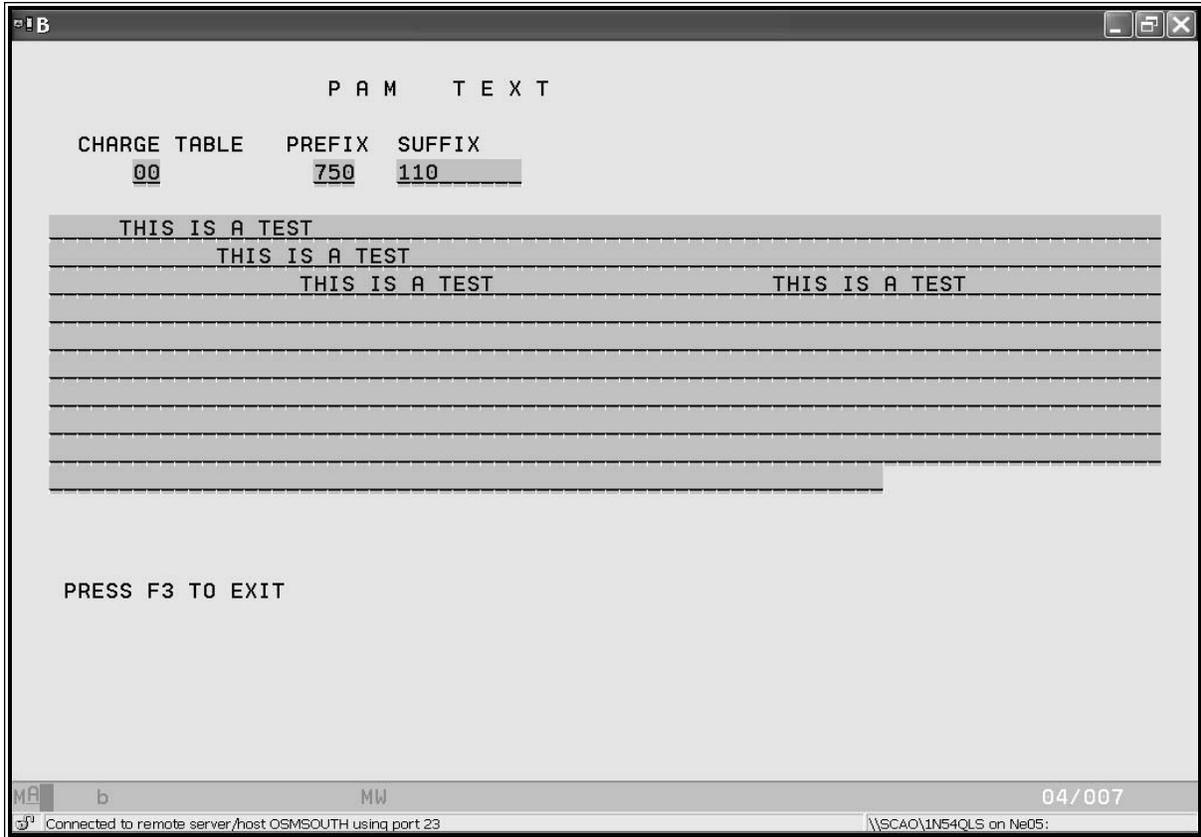
MA b MW 21/057
Connected to remote server/host OSMSOUTH using port 23
  
```

Enter an "X" to the left of PAM Text.

Enter the transaction type "ADD", "MOD", "INQ", "DEL".

Enter the PACC code prefix and suffix that you want to add text to

Press <Enter> and the system will display the following screen.



Enter any modifications to the text as you would like it to print on the petition, leaving spaces where additional text will need to be entered depending on the case involved.

After you have entered all information, press <Enter> to save the information or press <F3> to exit.

Inquiring on PAM Text

```

FILE MAINTENANCE                                RELEASE : 01/94

 PLACES       COURT TYPE  COURT NUMBER  SUFFIX 
 AGENCY       AGENCY CODE 
 MEDIATION  COURT NUMBER  LOCATION NUMBER 
 BAR FILE
 COURT ROOM
 CHARGE TABLE 
 CODE         CODE TABLE  CODE  PARTY TYPE 
 FACILITY     COURT #  STATE # 
 RATES SUMMARY COURT #  STATE # 
 PAM TEXT  INQ PAM TABLE  PREFIX 750 SUFFIX 110

F3=Exit      F6=System Commands

MA  b                               MW                               21/057
Connected to remote server/host OSMSOUTH using port 23  \\SCAO\1N54QLS on Ne05:

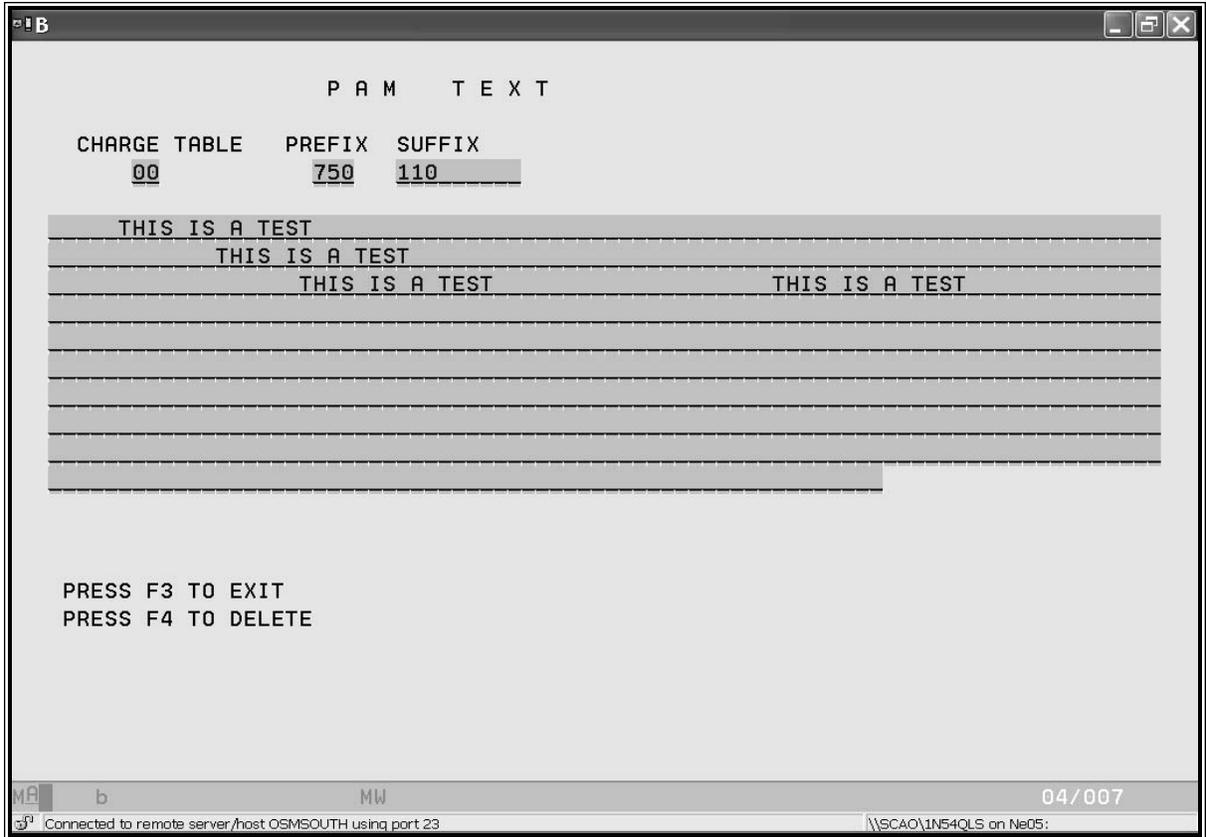
```

Enter an "X" to the left of PAM Text.

Enter the transaction type "ADD", "MOD", "INQ", "DEL".

Enter the PACC code prefix and suffix that you want to add text to

Press <Enter> and the system will display the following screen.



Displayed is the PAM text associated with this PACC code, press <F3> to exit.

Deleting PAM Text

The screenshot shows a terminal window titled "FILE MAINTENANCE" with a release date of "01/94". The menu options are as follows:

- PLACES
- AGENCY
- MEDIATION
- BAR FILE
- COURT ROOM
- CHARGE TABLE
- CODE
- FACILITY
- RATES SUMMARY
- PAM TEXT

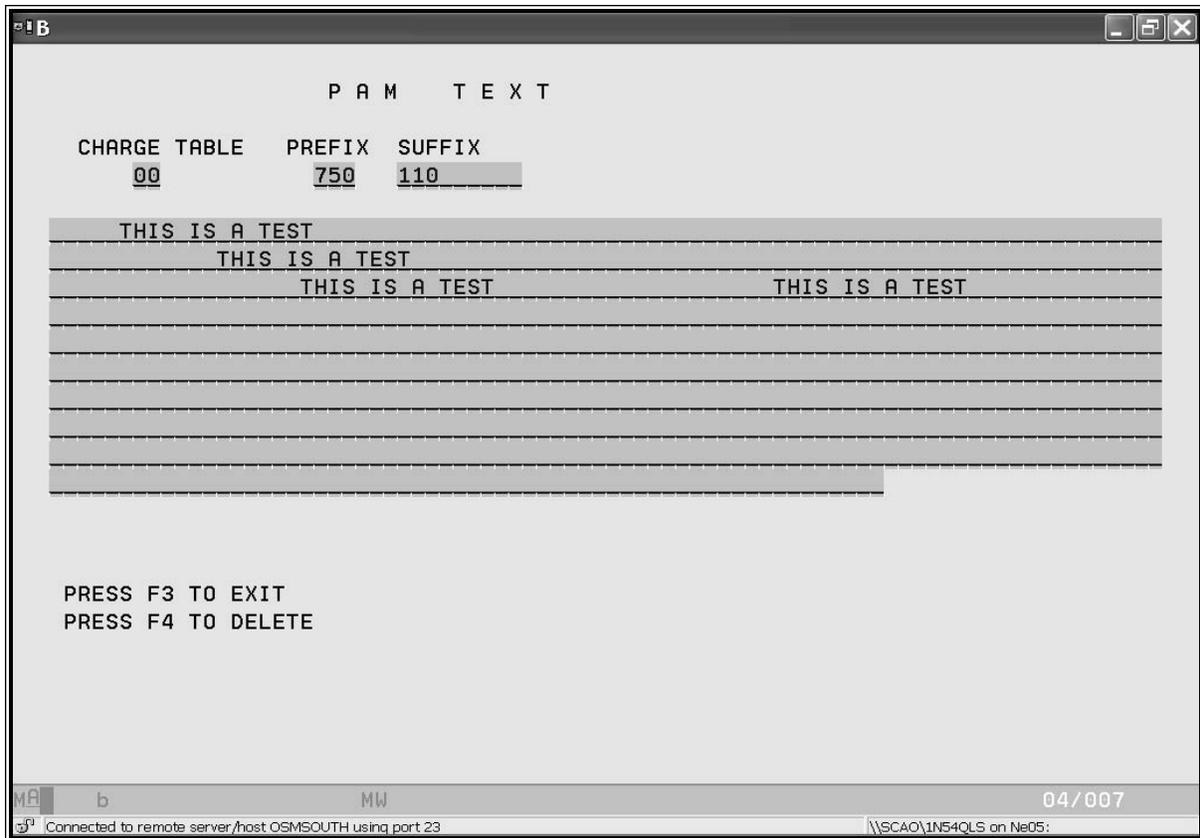
Other menu items include: COURT TYPE, COURT NUMBER, SUFFIX, AGENCY CODE, COURT NUMBER, LOCATION NUMBER, CODE TABLE, CODE, PARTY TYPE, COURT #, STATE #, PAM TABLE, PREFIX 750, and SUFFIX 110. At the bottom, it indicates "F3=Exit" and "F6=System Commands". The status bar at the bottom shows "MA b MW 21/057" and connection information.

Enter an "X" to the left of PAM Text.

Enter the transaction type "ADD", "MOD", "INQ", "DEL".

Enter the PACC code prefix and suffix that you want to add text to

Press <Enter> and the system will display the following screen.



Press <F3> to delete this record. Press <F3> to exit.