

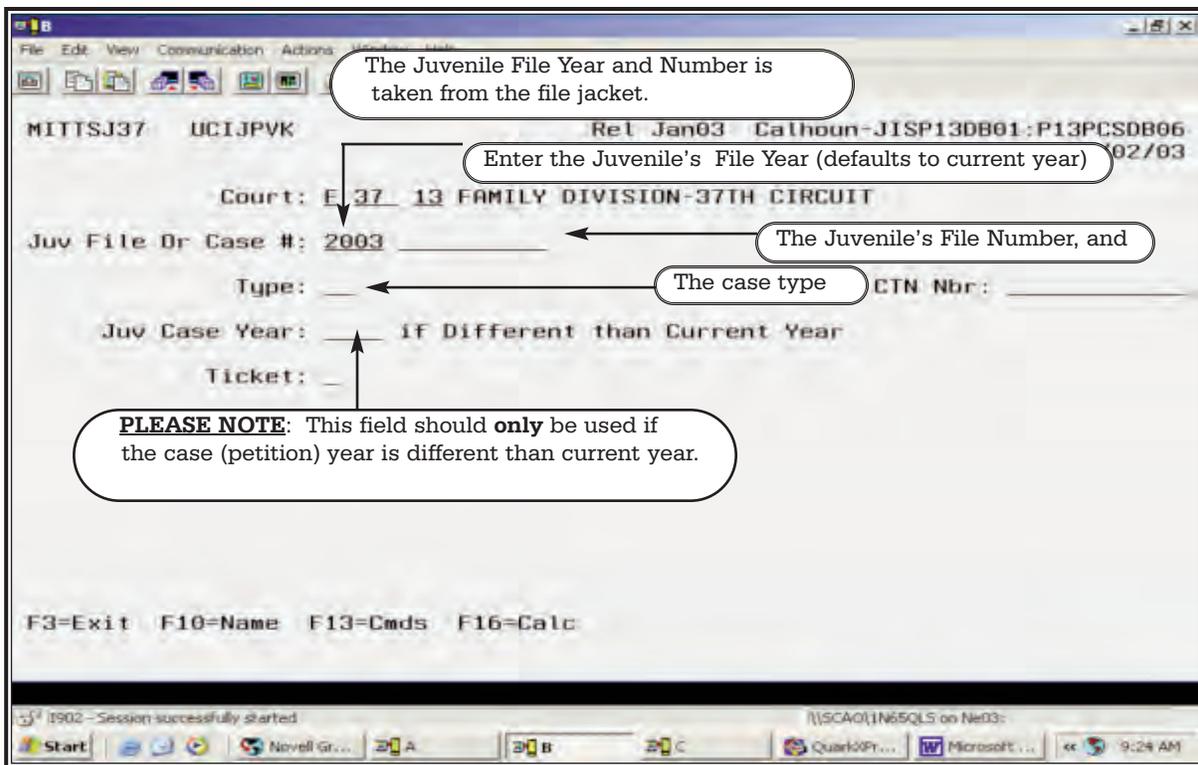
CASE INITIATION DELINQUENCY PROCEEDINGS

From any screen, type **CSI** (Case Initiation) at the **Next** line and press **<ENTER>**.



The **Case Initiation** screen will be returned

Case Initiation Screen



Once you enter the Juvenile's file year, number and case type, press **<ENTER>**. The **Edit Criminal/Juvenile Case** screen will be returned for processing

Field Definitions for Edit Criminal/Juvenile Case Screen

| | | | |
|---|---------|---------------|---------|
| MICHELE | UCH5E1K | UCSGEN - TEST | HOJ |
| Edit Criminal/Juvenile Case | | | 3/17/14 |
| Crt: P 13 13 Case: 2014 1400254201 DL Jurist: <u>J</u> _____ Referee: <u>R</u> _____ Filed: <u>3/17/2014</u> Disposed: _____ Reopened: _____ Closed: _____ Prosecutor: <u>A</u> _____ CTN: _____ TCN: _____ Complaint/Issue Date: _____ Police Incident#: _____ Location: _____ Jail/Prison/Prob: <u> </u> CDL License: <u>N</u> Caseload Omit: <u>N</u> X-Reference: _____ Public: <u>S</u> Microfilm No: _____ Jury Demand: <u> </u> Vehicle Information: Type: <u> </u> Yr/VPN: _____ VIN: _____ Make: _____ Repeat Ofnd: <u> </u> Officer/Agency: _____ Officer/Agency: _____ F3=Exit F10=Name F13=Cmnds F16=Calc | | | |

- | | |
|--------------------------|--|
| Jurist | Judge assigned the case. |
| Referee | Referee assigned the case |
| Filed Date | Date the court received the petition (defaults to today's date). |
| Prosecutor | P-number of the prosecutor assigned to handle the petition. <F4> prompt for options. |
| CTN | Criminal Tracking Number (obtained from petition or complaint) |
| TCN | Transaction Control Number (obtained when fingerprinted) |
| Complaint Date | Date of the complaint. |
| Police Incident # | Police Report Number (obtained from petition or complaint) |
| Location | Place where the offense occurred. <F4> prompt for options. |
| Jail/Prison/Prob | Flag where the juvenile or defendant is in regards to sentencing (circuit cases and DJ juvenile cases). |
| CDL License | Indication of whether the juvenile or defendant has a CDL License |
| Caseload Omit | Omits the case from being counted on quarterly caseload reports. |
| X-Reference | Field can be used for a ticket number, DHS case number, or any other number that may assist in cross referencing the petition. |
| Public | Field to determine if case may be viewed by public or personnel not having authority to Non-Public cases. System defaults to "P". and valid options are P (PUBLIC), S (SUPPRESSED) E (EXPUNGED). |
| Microfilm No. | Microfilm number. |
| Jury Demand | Field is used only if the case was initiated as the result of a crime committed in prison. |
| Vehicle Info. | Include this information if the petition involves a paper plate offense. |
| Officer/Agency | The officer and/or police agency that filed the complaint. <F4> prompt for options. |

Data Entry for Edit Criminal/Juvenile Case

MITTSJ37 UCH5E1K Rel Jan03 SDB06
Edit Criminal/Juvenile 7/13/03

Case: 2003 0300053501 DL 0 RANDY RODMAN
Jurist: J 27878 REED, GARY K., Filed Date: 4/01/2003
Disposed: Reopened: Closed:

Prosecutor: _____ CTN: 130045287101
Police Incident Nbr: 1254-03 Incarceration Date: _____
Complaint/Issue Date: 3/31/2003 Location: 3 Battle Creek
Arraignment Date: _____ Preliminary Date: _____
Habitual: _____ Caseload Omit: N
Lower Court: _____ X-Reference: _____
Public: P
Microfilm No: _____ Prison Case: N Jury Demand: _____

Vehicle Information:
Type: _____ Yr/VPN: _____ VIN: _____ Make: _____

Officer/Agency: MSP MSP Michigan State Police
Officer/Agency: _____

F3=Exit F10=Name F13=Cmnds F16=Calc F11=Transfer Nbr/Typ

Connected to remote server/host 05MLAN5 using port 23
\\ISCAO\1N65QLS on Ne03:

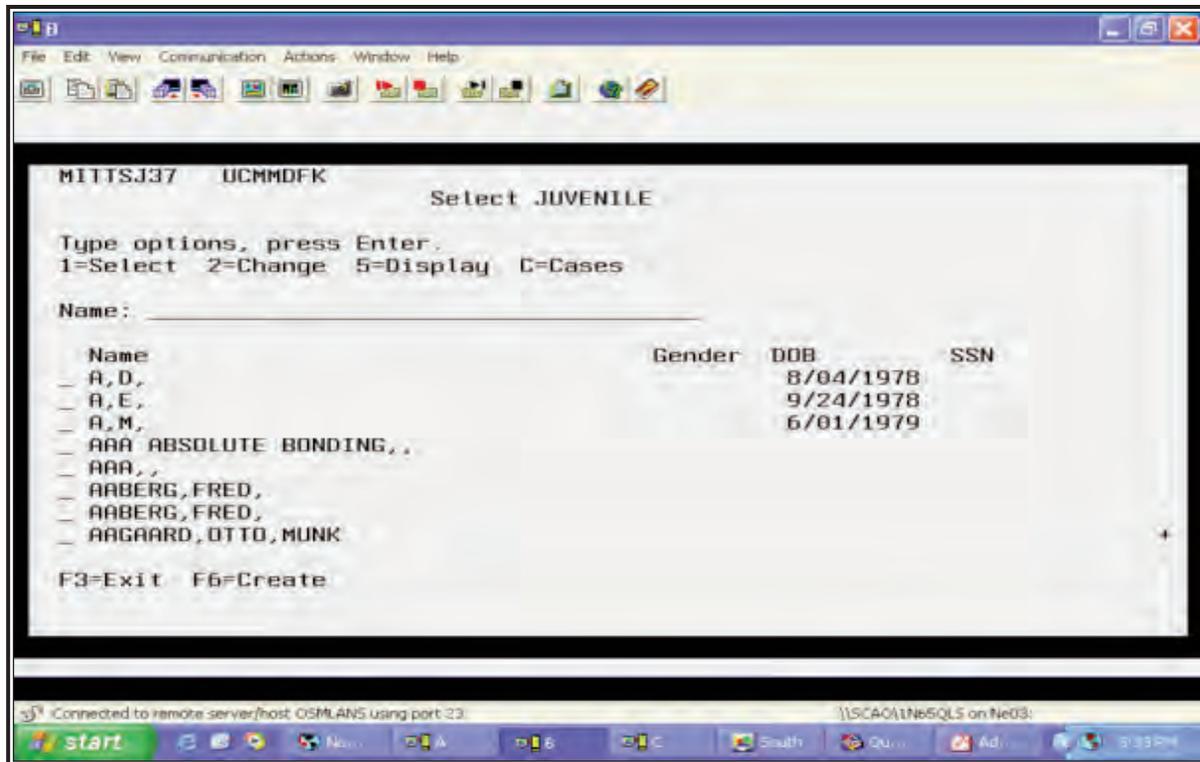
Please note: The case (petition) number has been automatically created based on the juvenile's file number.

Enter all pertinent information, such as jurist, case filed date (required field), police incident number, CTN number, etc.

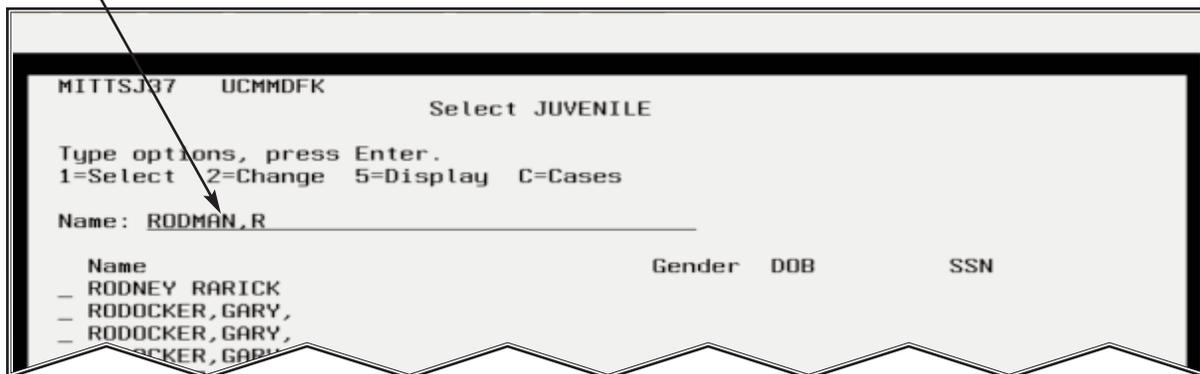
If you are unsure of a code for a certain field, you may <F4> prompt for your selections.

When you have completed the entry of the case (petition) information, press <ENTER> and the **Select Juvenile** screen will be returned.

Select JUVENILE Screen

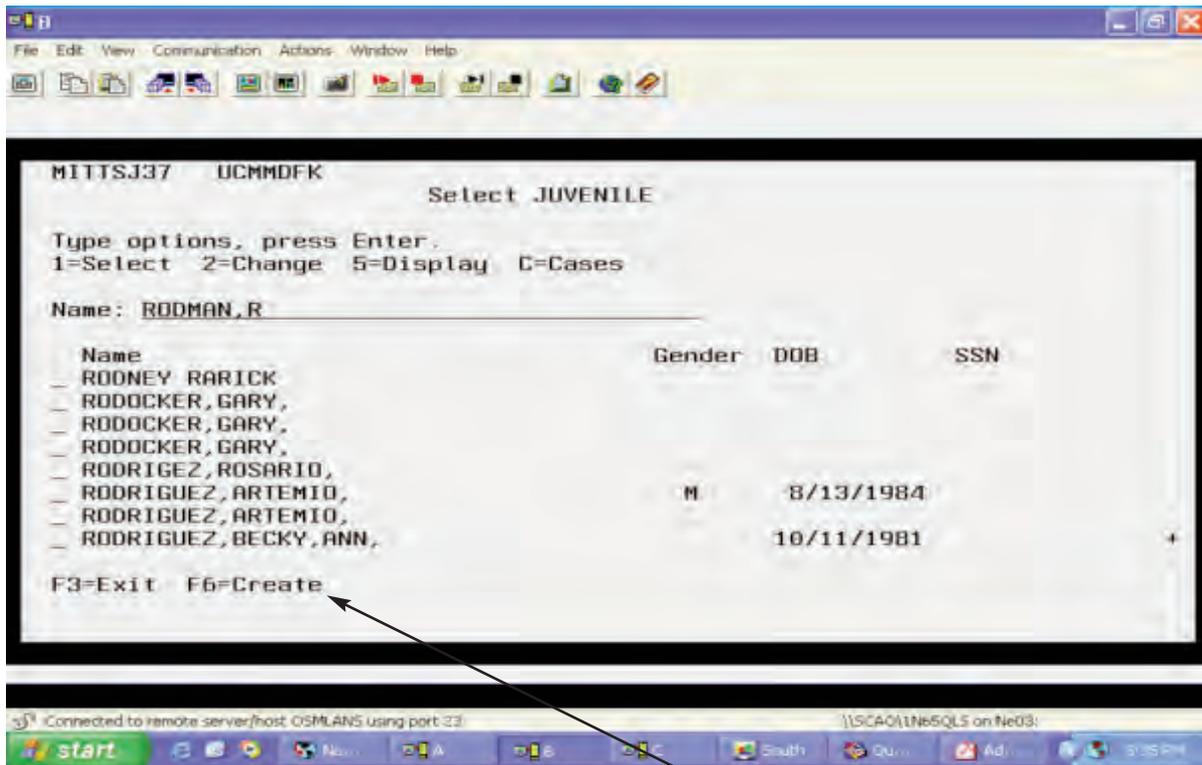


Check to make sure that the name is not currently on the name index by entering LASTNAME, FIRSTINITIAL and pressing <ENTER>.



The name is not on the name index

Select JUVENILE Screen, continued



Since the name is not on the name index, do an **F6** to create.

You will then be taken to the **Edit Name** screen

Field Definitions for Edit Name Screen

| | | | |
|--|---------|-------------------|---------|
| MICHELE | UCF4E1K | UCSGEN - TEST | HOJ |
| | | Edit Name | 3/13/14 |
| Name: <u>RADIO, DISNEY</u> | | Company: <u>N</u> | |
| Address: _____ | | | |
| City: _____ St: <u> </u> Zip: _____ Suppress Address: <u> </u> | | | |
| Phone: _____ Ext: <u> </u> Cell Phone: _____ Fax: _____ | | | |
| E-Mail: _____ Work Phone: _____ Ext: _____ | | | |
| DOB: _____ Date of Death: _____ SSN: _____ | | | |
| Gender: <u> </u> Race: <u> </u> | | | |
| DLN: _____ St: <u> </u> SID#: _____ NCIC#: _____ | | | |
| Security Risk: <u> </u> Desc: _____ | | | |
| F3=Exit F10=Name F13=Cmnds F16=Calc | | | |

| | |
|------------------|---|
| Name | Name of the person you are entering, LASTNAME, FIRSTNAME, MIDDLENAME. |
| Company | Mark "Y" if this is a company and do not put commas for the name, i.e. SMITH INSURANCE COMPANY. |
| Address | Mailing address. |
| City | City of residence. |
| State | State of residence. |
| Zip | Postal code for this address. |
| Suppress Address | If suppress address is Y, the address will not display on the ROA. |
| Phone | Area code and number. Do not use commas or slashes. |
| Ext | Extension, if applicable. |
| Cell Phone | Area code and number. Do not use commas or slashes |
| Fax | Area code and number. Do not use commas or slashes. |
| Email | Email address |
| Work Phone | Area code and number. Do not use commas or slashes |
| Ext | Extension, if applicable |
| Date of Birth | Enter MMDDCCYY date format. Do not use commas or slashes. |
| Date of Death | Enter MMDDCCYY date format. Do not use commas or slashes. |
| SSN | Social Security Number for the individual. |
| Gender | Gender of the person. <F4> prompt for options. |
| Race | The race of the person, if known. <F4> prompt for options. |
| DLN | Drivers License Number. |
| SID | State identification number assigned for fingerprints. |
| NCIC | Federal identification number. |
| Security Risk | Character with corresponding description |

Data Entry for Edit Name

Enter all known information and press <ENTER>

MITTSJ37 UCC6E1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
 Edit Name 6/13/03

Name: RODMAN, RANDY, WAYNE Adoption Name: N
 Company: N
 Gender: M Race: WA
 SSN: _____
 Date of Birth: 05231989 Date of Death: _____
 DLN: _____ St: _____
 Address: 1492 N. ALTA VISTA DR.
 City: BATTLE CREEK St: MI Zip: 48888
 Phone: 2699695555 Ext: _____
 Fax: _____
 SID#: _____ NCICH: _____

REMEMBER
 It is important to enter as much information as possible to avoid duplication of names.

F3=Exit F10=Name F13=Cmnds F16=Calc

The **Select JUVENILE** screen will again be displayed.

MITTSJ37 UCMMDFK Select JUVENILE

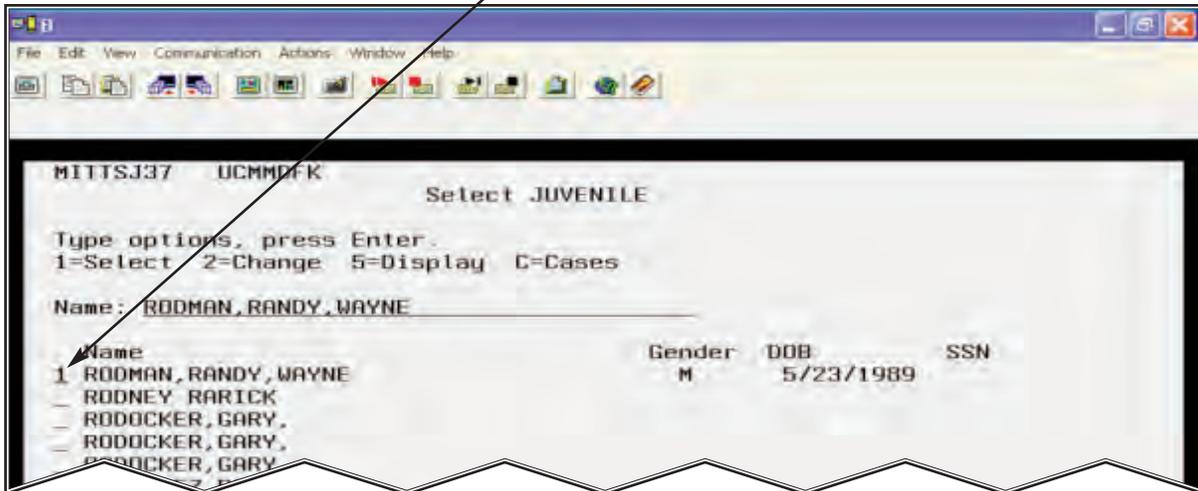
Type options, press Enter.
 1=Select 2=Change 5=Display C=Cases

Name: RODMAN, RANDY, WAYNE

| Name | Gender | DOB | SSN |
|----------------------|--------|-----------|-----|
| RODMAN, RANDY, WAYNE | M | 5/23/1989 | |
| RODNEY RARICK | | | |
| RODOCKER, GARY, | | | |
| RODOCKER, GARY, | | | |
| RODOCKER, GARY, | | | |

Select Juvenile, continued

Select the juvenile by placing a "1" next to his name.



Press <ENTER> and the **Edit Party** screen will be returned.

Field Definitions for Edit Party Screen

```

MICHELE      UCIKE1K      UCSGEN - TEST      HOJ
                        Edit Party      3/17/14

  Crt: P 13  13
  Case: 2014 1400254201 DL      OPEN
  ANTOSKIEWICZ Attorneys:      BLoc:  3
  Filed:  3/01/2014 Disposed:      Reopened:      Closed:

  Name Nbr:  211176 PRINCESS, PENNY,      Filed Date:  3/01/2014
  Party: JUV  1  Family: Y Offense Date:  _____
  Public: S  Service Type:  _
  Petitioner:  _____ Auth Jurist:      /Date:
  Current Address: 925 W OTTAWA ST      Address Code:  271229
                        City: LANSING      St: MI Zip: 48909
  Phone:      Ext:      Gender: F DOB: 12/25/1967 Age:  46
  SSN:      DLN:      St:

  Assoc Type:  _  _____      More:
  Attny:  _____      REMEMBER      Ret:  _  Notices: Y
  Cmt:  _____      You can F4 prompt on various fields to
  Alt Type:  _  Name:  _____      make your selections.      OR Mult Alt Names:  _

  F3=Exit  F10=Name  F13=Cmnds  F23=Cancel Init
    
```

| | |
|--------------------|--|
| Name Nbr | A unique number identifier associated to that party's name assigned by the system. <F4> prompt on this field will allow you to select or create a name. |
| Filed Date | Date this party is being added to this case. |
| Party | Type of party (i.e. Juvenile (JUV), Natural Father, NF, etc.) and the number of that party (i.e. the first juvenile added=1, the second juvenile added=2). <F4> to allow the system to assign the appropriate number |
| Family | "Y" at this field will include this party in the minor's family file. This allows the user to enter a name only one time. The system will add the name to all subsequent petitions that are filed for the juvenile. |
| Offense Date | Date the offense was committed. |
| Public | Field to determine if the party may be viewed by the public or personnel not having authority to Non-Public cases. <F4> prompt for options. |
| Service Type | Court designated, formal, informal, permanent, or prosecutor designated are valid options. <F4> prompt for options. |
| Petitioner | The agency, officer or individual who signed the petition requesting the Court to take jurisdiction. <F4>prompt for options |
| Authorizing Jurist | The Judge or Referee number who authorized the petition. |
| Authorization Date | The date the petition was authorized by the Judge or Referee. |

Field Definitions for Edit Party, continued

| | | | |
|---|------------|--------------------------------------|---------|
| MICHELE | UCIKE1K | UCSGEN - TEST | HOJ |
| | Edit Party | | 3/17/14 |
| Crt: P 13 13 | | | |
| Case: 2014 1400254201 DL | | | OPEN |
| ANTOSKIEWICZ Attorneys: | | | BLoc: 3 |
| Filed: 3/01/2014 | Disposed: | Reopened: | Closed: |
| Name Nbr: <u>211176</u> PRINCESS, PENNY, | | Filed Date: <u>3/01/2014</u> | |
| Party: JUV 1 Family: <u>Y</u> Offense Date: _____ | | | |
| Public: <u>S</u> Service Type: <u>_</u> | | | |
| Petitioner: _____ Auth Jurist: _____ /Date: _____ | | | |
| Current Address: 925 W OTTAWA ST | | Address Code: 271229 | |
| | | Suppress Addr: _____ | |
| | | St: MI Zip: 48909 | |
| | | Sex: F DOB: 12/25/1967 Age: 46 | |
| | | St: _____ | |
| Assoc Type: _____ | | More: _____ | |
| Attny: _____ | | Appt/Ret: <u>_</u> Notices: <u>Y</u> | |
| Cmt: _____ | | | |
| Alt Type: <u>_</u> Name: _____ | | OR Mult Alt Names: <u>_</u> | |
| F3=Exit F10=Name F13=Cmnds F23=Cancel Init | | | |

You may **F4** prompt to make your selections for the association type and number as well as the attorney

- Association Type Valid options are Guardian ad Litem (GA), Lawyer Guardian Ad litem (LG), Surety (SU), Other (OT), Parents (PA), Conservator (CO). <F4> prompt for options.
- Association Number <F4> prompt to select the associated name. If name is not on the Select Name do an <F6> to create.
- Attorney Enter the attorney's bar number. <F4> prompt for options.
- Appt/Ret A if the attorney is court appointed, R if the attorney is retained.
- Notices "Y" if this person is to receive notices on this case, "N" if this name has been entered for informational purposes, and no notices are required.
- Comment Enter any comments regarding this party.
- Alternate Type The alternate name type, i.e. also known as (aka), doing business as (dba), etc. <F4> prompt for options.
- Name The name number of the party's alternate name. <F4> prompt to select the alternate name. If name is not on the **Select Alternate Name** screen, do an <F6> to create.
- OR Mult Alt Names "Y" on this field will allow you to add numerous multiple names for this person.

Data Entry for Edit Party

| | | | |
|---|-------------|--------------------|------------------------------|
| MICHELE | UCIKE1K | UCSGEN - TEST | HOJ |
| | Edit Party | | 3/17/14 |
| Crt: P 13 13 | | | |
| Case: 2014 1400254201 DL PENNY PRINCESS | | | OPEN |
| ANTOSKIEWICZ Attorneys: | | | BLoc: 3 |
| Filed: 3/01/2014 | Disposed: | Reopened: | ed: |
| Name Nbr: <u>211176</u> PRINCESS, PENNY, | | Required Field | Filed Date: <u>3/01/2014</u> |
| Party: JUV 1 Family: Y Offense Date: <u>3/01/2014</u> | | | |
| Public: S Service Type: _ | | | |
| Petitioner: _____ | | Auth Jurist: | /Date: |
| Current Address: 925 W OTTAWA ST | | Address Code: | 271229 |
| City: LANSING | | St: MI | Zip: 48909 |
| Phone: | Ext: | Gender: F | DOB: 12/25/1967 Age: 46 |
| SSN: | DLN: | St: | |
| Assoc Type: _ | | More: | N |
| Attny: _____ | Appt/Ret: _ | Notices: | Y |
| Cmt: _____ | | OR Mult Alt Names: | _ |
| F3=Exit F10=Name F13=Cmnds F15=Alt Names F16=Calc F19=Addr@File | | | |

Enter specific information regarding the petition, i.e. offense date (*required field*), service type, and petitioner, if applicable. You may  prompt on various fields to make your selections.

After you have entered all of the information regarding this party, press **<ENTER>** and the **Edit Juvenile** screen will be returned.

Field Definitions for Edit Juvenile Screen

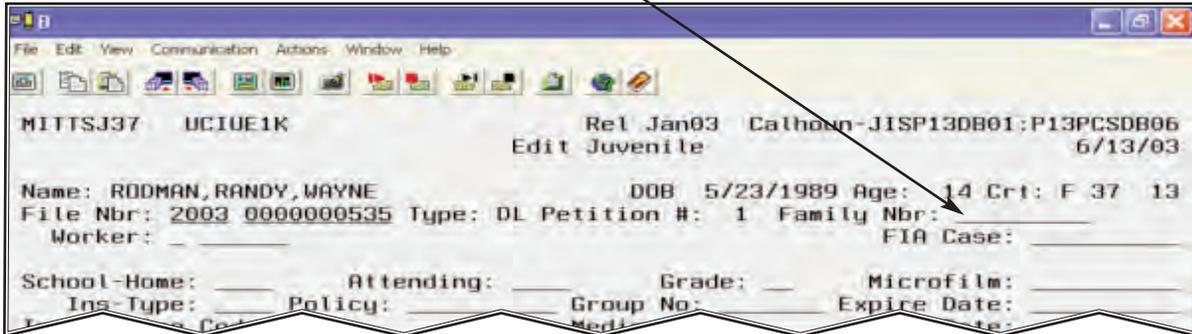
| | | | |
|---|---------|--|---------|
| MICHELE | UCIUE1K | UCSGEN - TEST | HOJ |
| | | Edit Juvenile | 3/17/14 |
| Crt: P 13 13 Name: PRINCESS, PENNY, (211176) DOB 12/25/1967 Age: 46 File Nbr: 2014 0000002542 Type: DL Petition #: 1 Family Nbr: _____ Worker: _ _____ DHS Case: _____ | | | |
| School-Home: _____ Attending: _____ Grade: _____ Microfilm: _____ Ins-Type: _____ Policy: _____ Group No: _____ Expire Date: _____ Ins Service Code: _____ Medicaid ID: _____ Date: _____ | | | |
| STATUS: Open: 3/01/____ Date: _____ Close: _____ Re-Opened: _____ CURFEW: Weekday: _____ Weekend: _____ | | | |
| Lgl Sts: Custody: NO with: Placement Type: | | Service Type: *None Begin Date: End Date: Date Destroyed: _____ | |
| F3=Exit F10=Name F13=Cmnds F16=Calc | | | |

- File Number Number assigned to the juvenile for that case type. This number is displayed on the tab of the file jacket.
- Type Juvenile's case type entered at case initiation.
- Petition # Increment number for that case (petition)
- Family Number Unique number that links the family members to this file. This is a required field. You may <F4> to create and/or select, or if you know the family number, you may enter it.
- Worker Type and number of the caseworker assigned to the file. <F4> prompt for options.
- DHS Case Department of Human Services case number, if any.
- School Name School that the juvenile should attend, when placed at home.
- Attending School that the juvenile is attending, based on placement.
- Grade Current grade of the minor.
- Insurance Info Type of insurance, policy number, group number and expiration date of the minor's primary medical insurance coverage.
- STATUS: Open The date the juvenile's file was opened
- Closed The date the juvenile's file was closed
- Reopen The date the juvenile's file was reopened
- CURFEW Weekday Curfew time for the juvenile during the week
- Weekend Curfew time for the juvenile on weekends
- Lgl Sts Supervision level of the juvenile/minor
- Custody In court ordered placement and who placed with
- Service type Level of service for the juvenile by the court
- Placement type Type of place (e.g. with parent, out of home)
- Begin & End Date Date the placement began and ended
- File may be Destroyed File can be destroyed based on case type and disposition
- Date Destroyed Date the physical file has been destroyed

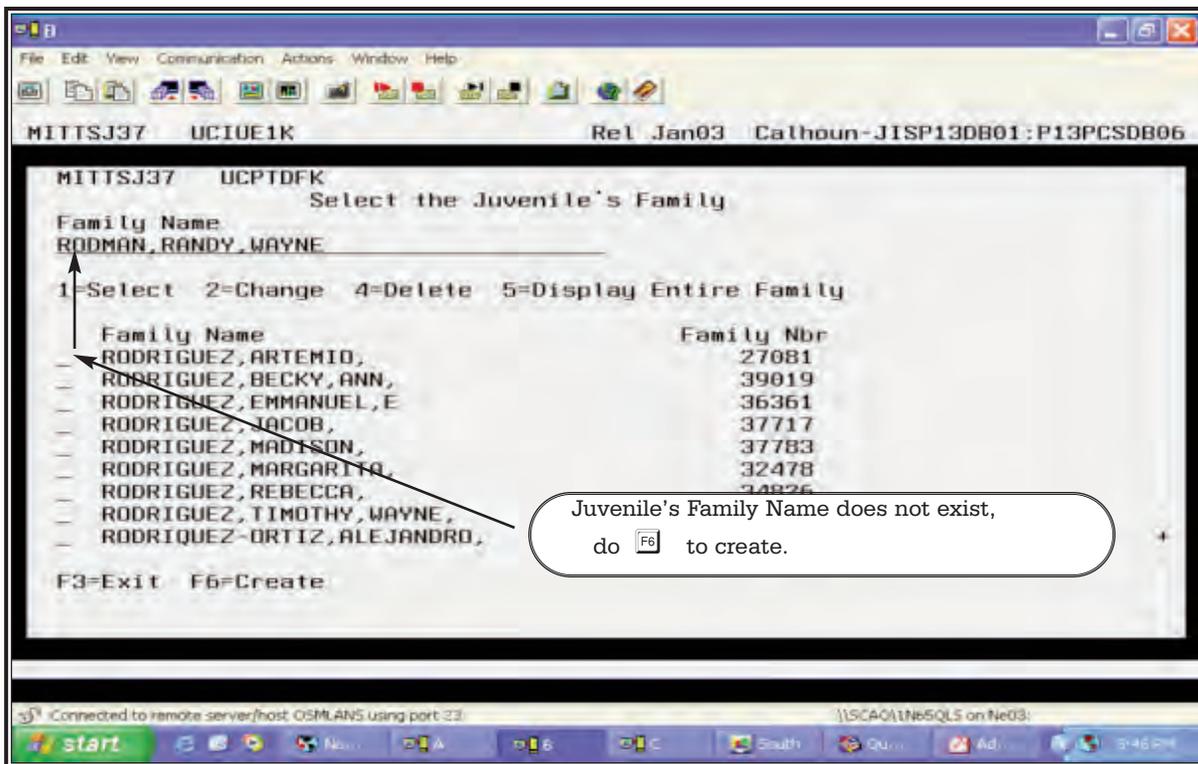
These fields are for informational purposes only. Any changes must come from the **Edit Event** screen.

Data Entry for Edit Juvenile & Family Number

Each Juvenile must be associated with a family number. To create and/or select the family number, do an **F4** prompt at the Family Number field

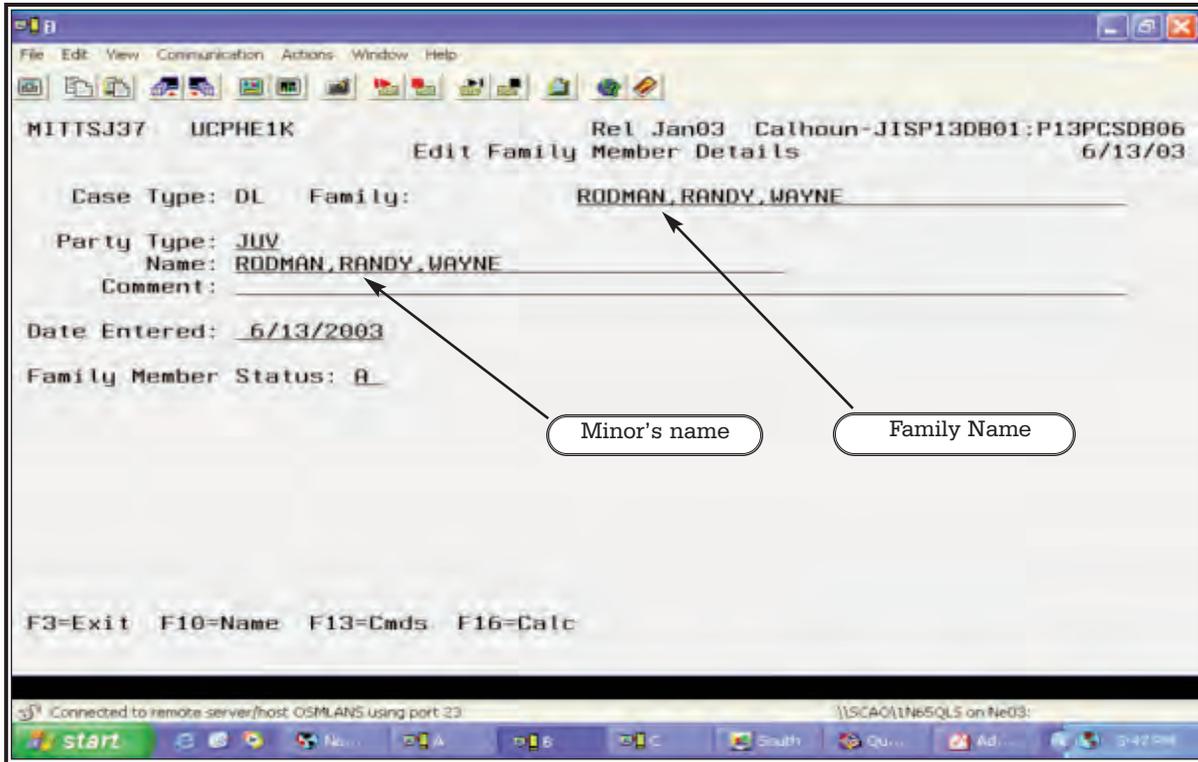


Once you prompt, the **Select the Juvenile's Family** screen will be displayed.



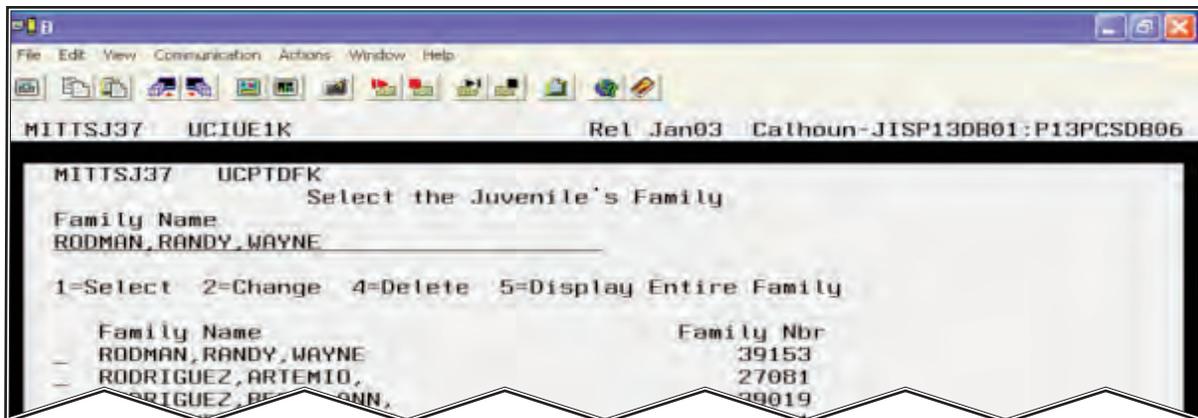
Data Entry for Edit Juvenile & Family Number

F6 to create will display the **Edit Family Member Details** screen



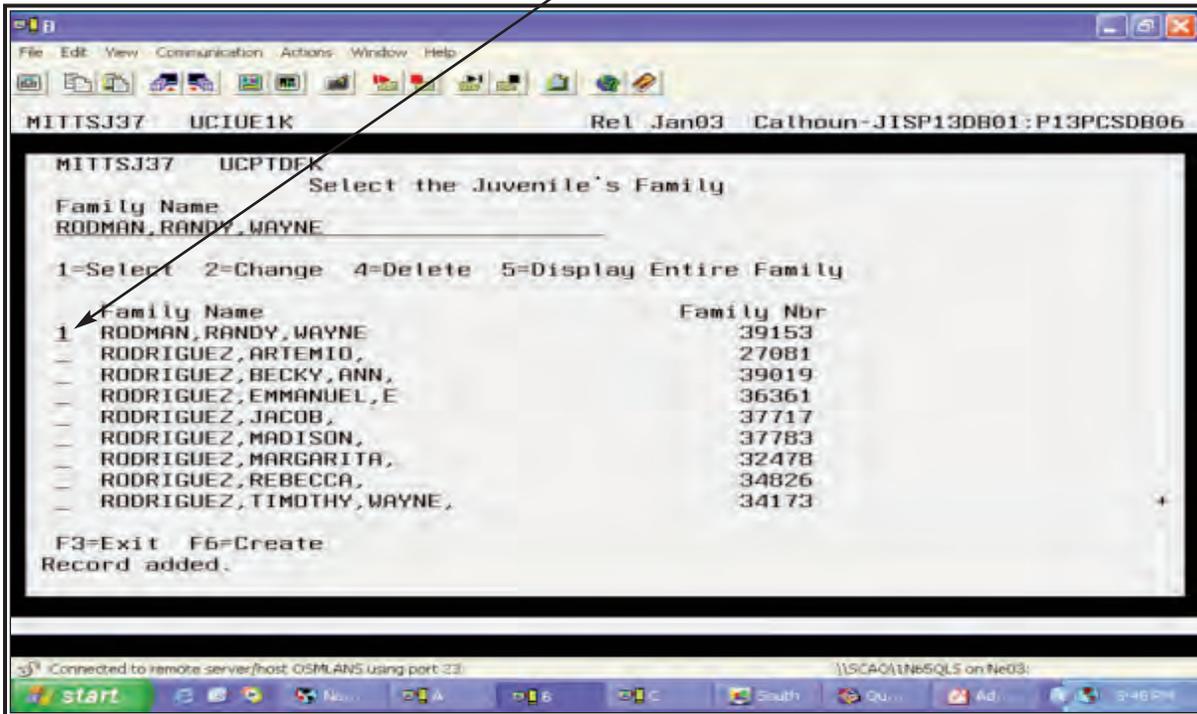
If the *family name* is acceptable as displayed, press **<ENTER>** or you may make modifications to the family name and then press **<ENTER>**.

The **Select the Juvenile's Family** screen will again be displayed.

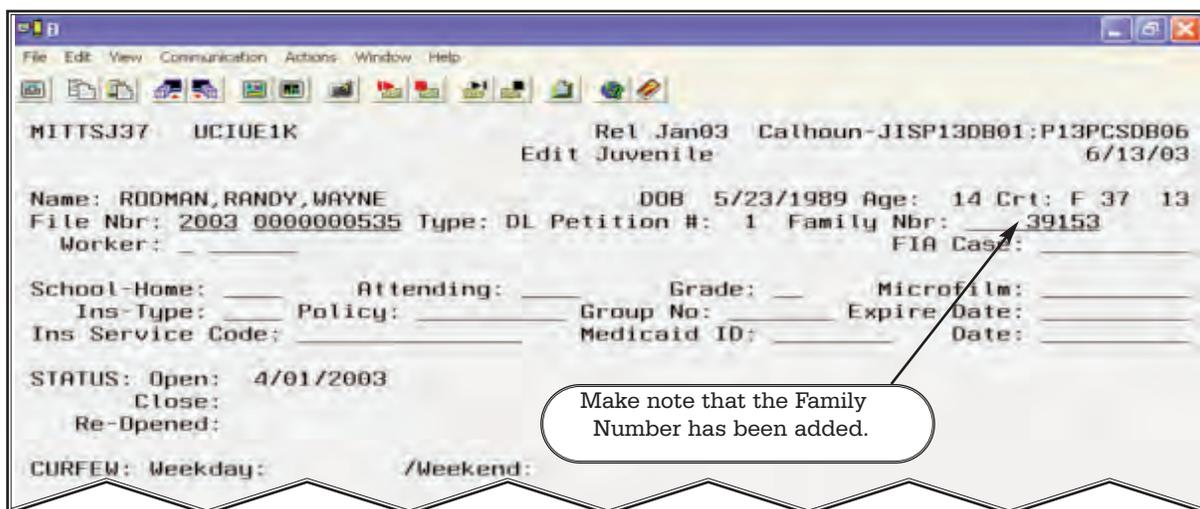


Data Entry for Edit Juvenile & Family Number

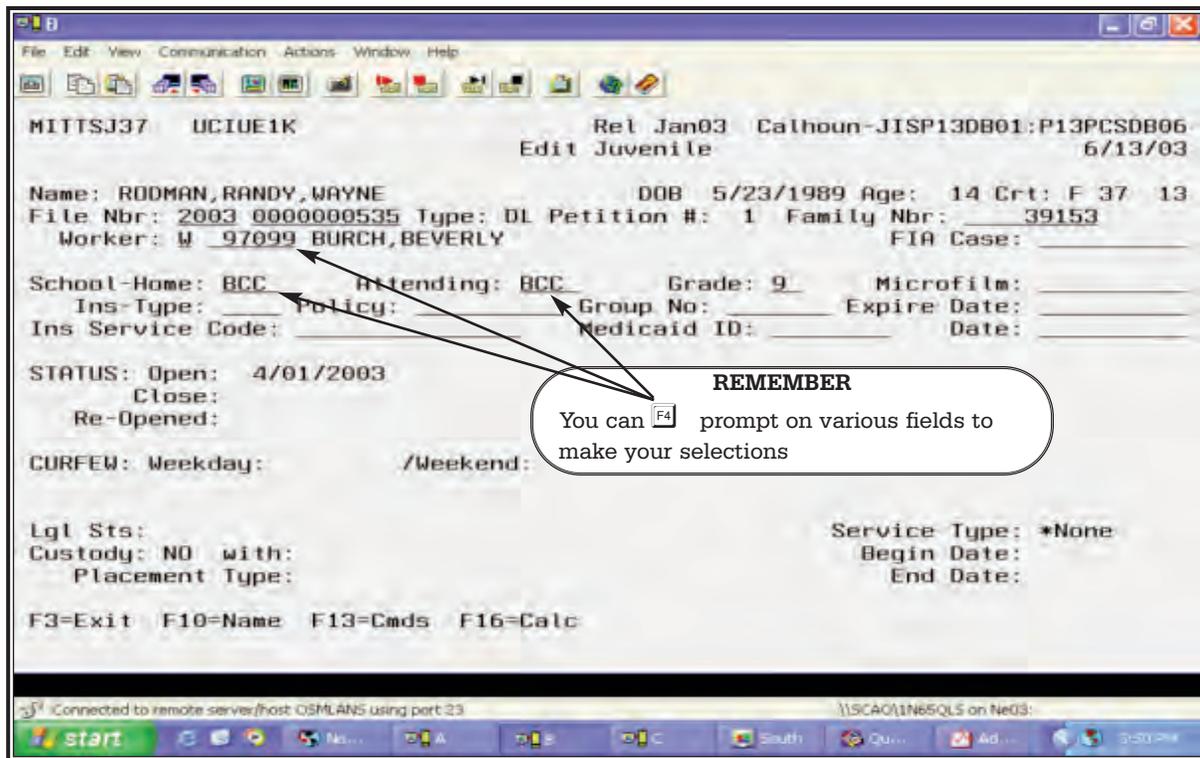
Select the Juvenile's family by placing a "1" next to the name



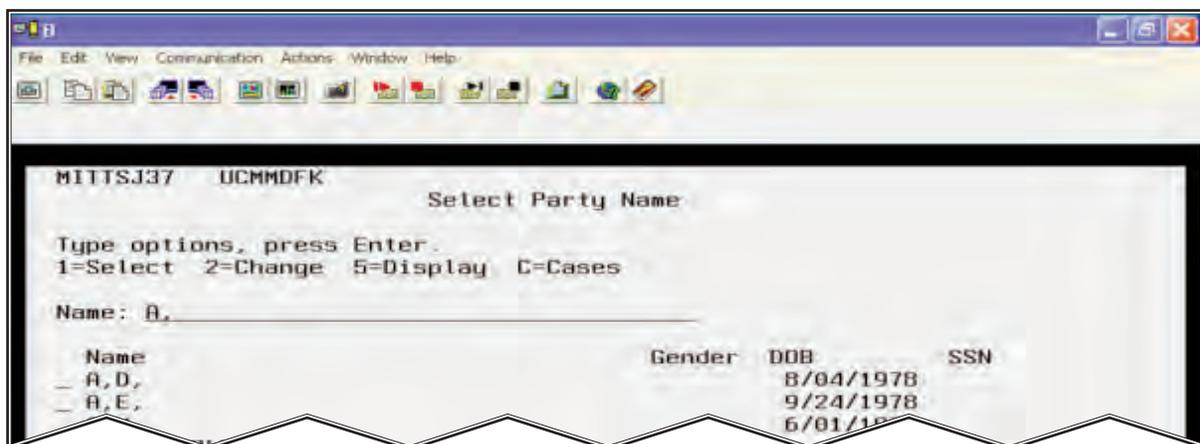
Once you have selected the family name, press <ENTER> again and you will be returned to the **Edit Juvenile** screen.



Data Entry for Edit Juvenile, continued



Once you have entered all pertinent information, press <ENTER>. The **Select Party Name** screen will once again be returned.

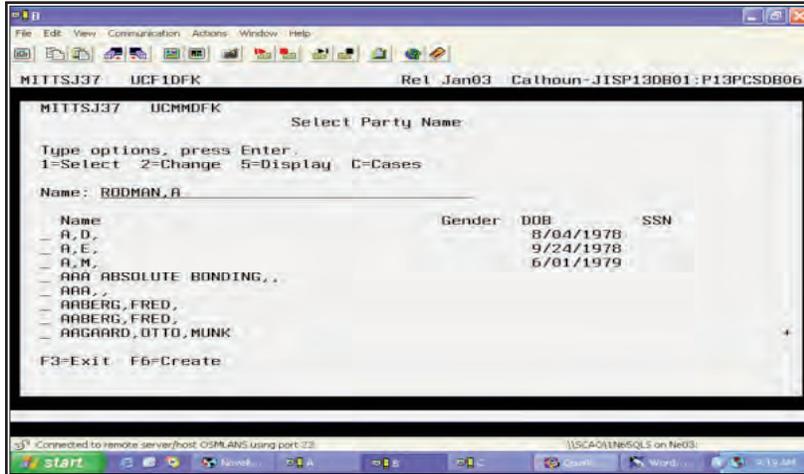


Create Additional Parties for Select Party Name

NAME DOES NOT EXIST

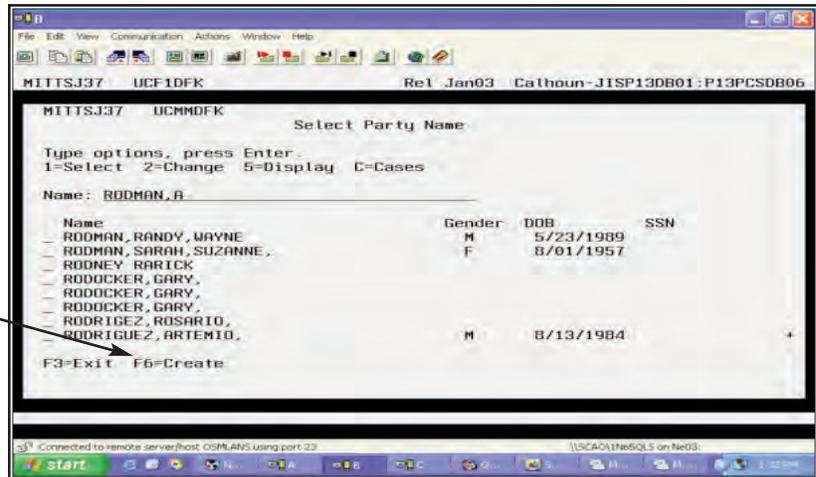
Step #1

Search for name by entering LASTNAME/FIRSTINITIAL and press <ENTER>



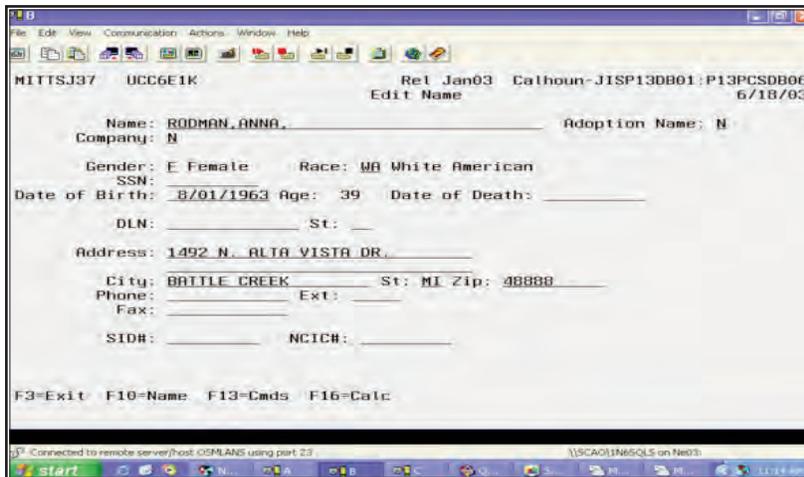
Step #2

If name is not on the name index, **F6** to create name. **Edit Name** screen will be returned.



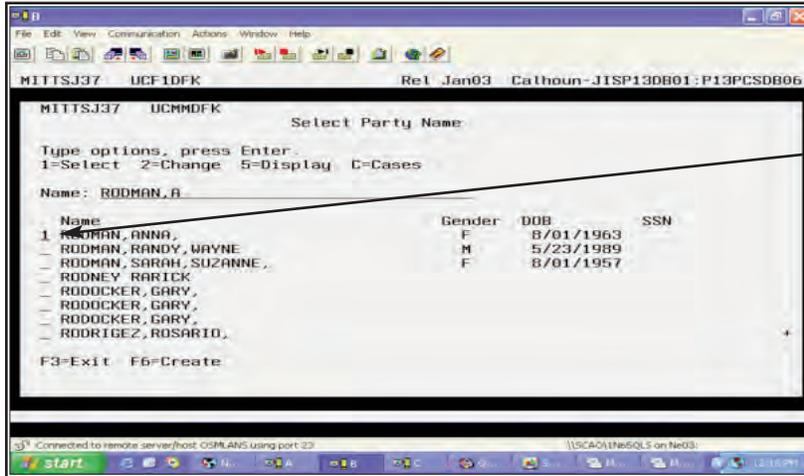
Step #3

Enter all known information for this person, then press <ENTER>. The **Select Party** screen will be returned.



continued →

Create Additional Parties for Select Party Name



Step #4

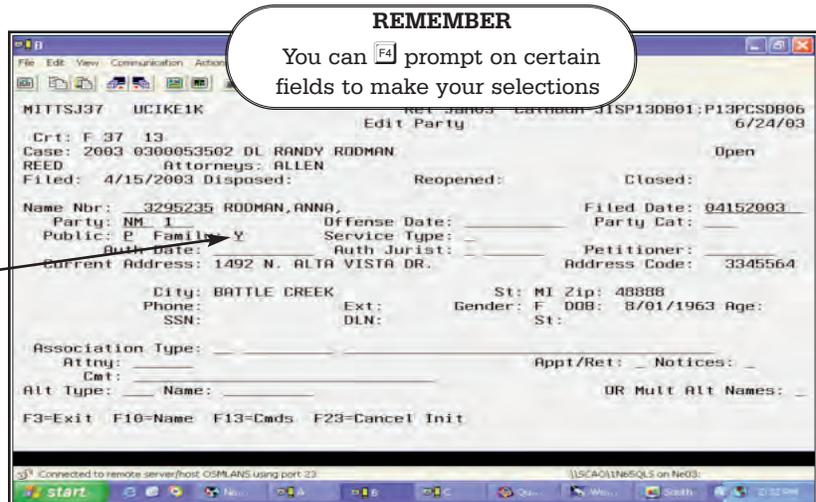
Select the name by placing a "1" next to the party's name and press <ENTER>. The **EDIT PARTY** screen will be returned.

Step #5

Make any necessary modifications to the screen.

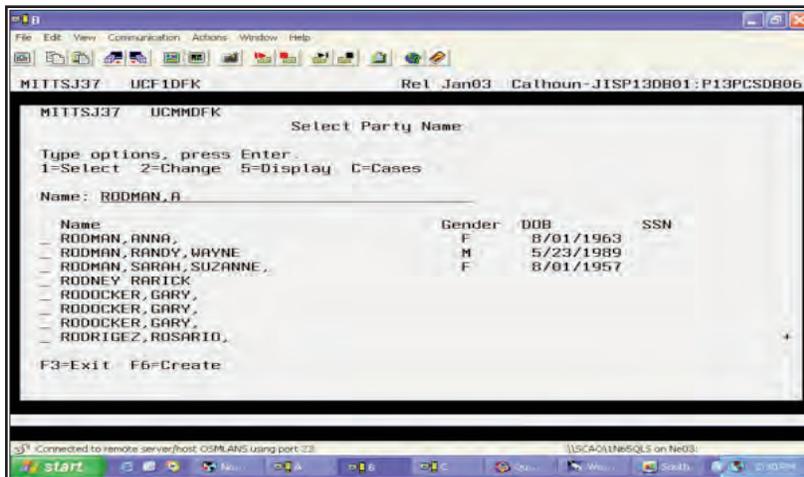
If you want this party to be added to the Juvenile's Family File, change the Family Field to "Y".

Press <ENTER> . The **Select Party** screen will be returned.



REMEMBER
You can **F4** prompt on certain fields to make your selections

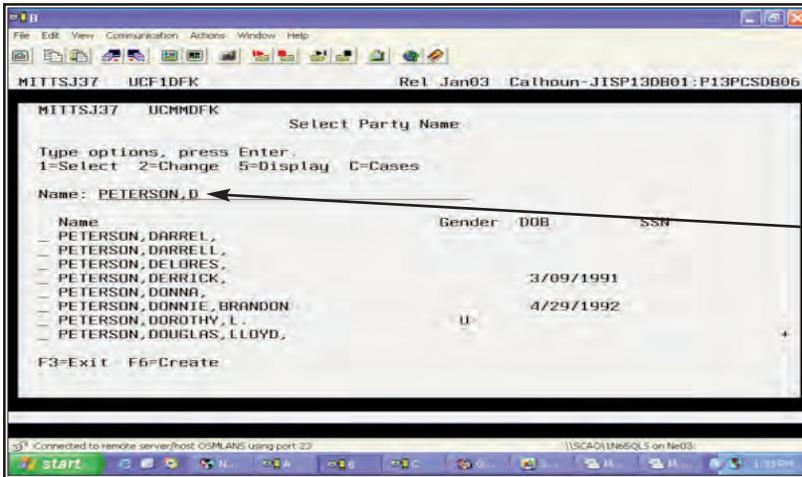
Step #6



This party has successfully been added to the juvenile's case (petition).

Create Additional Parties for Select Party Name

NAME EXISTS

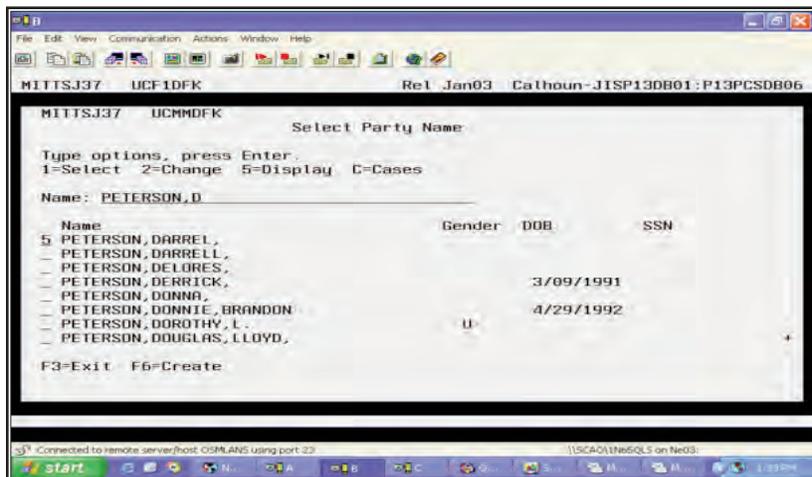


Step #1

Search for name by entering LASTNAME/FIRSTINITIAL and press <ENTER>. The name is already on the Name Index.

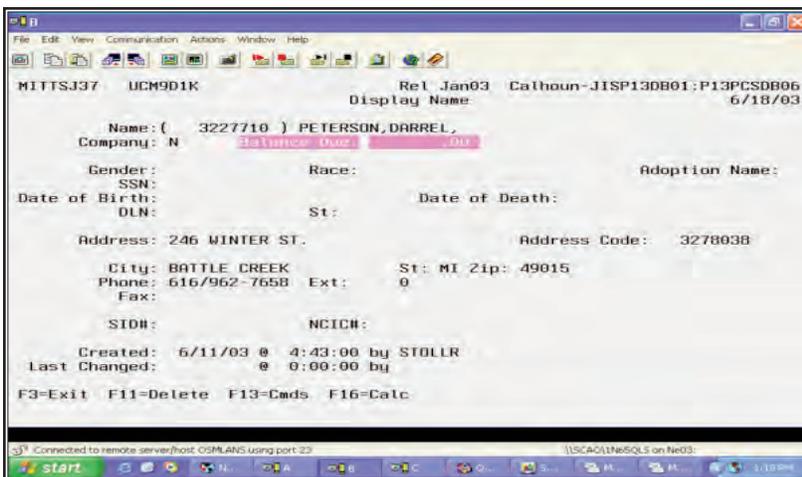
Step #2

Verify the name and address information by entering a "5" and <ENTER> to display the name and address information. You may also do a "C" for cases to view the cases associated with this name.



Step #3

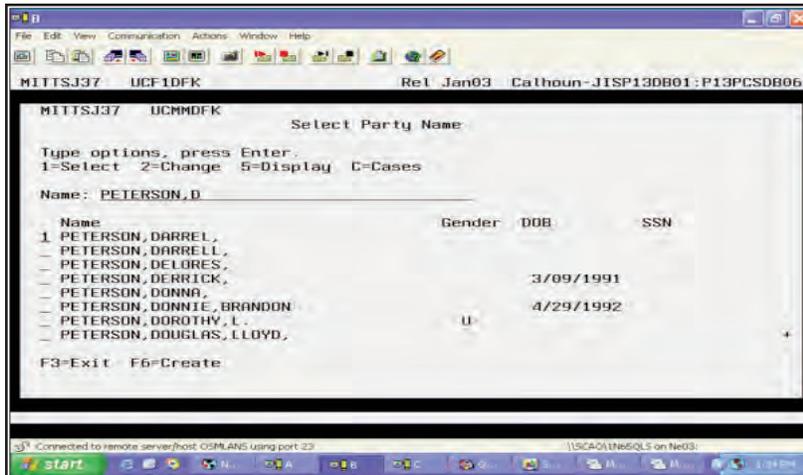
If the information is correct, F3 to exit. If you need to change any information relating to this individual F3 from this screen, then "2" and <ENTER>, make necessary changes, press <ENTER>, then F3. You will return to the **Select Party Name** screen.



continued →

Create Additional Parties for Select Party Name

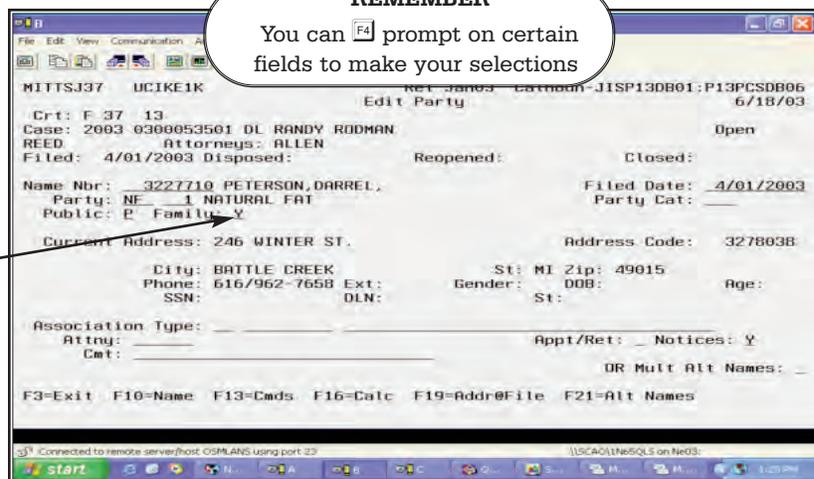
Step #4



Select the party to be added to the case by placing a "1" next to the name and press <ENTER>. The **EDIT PARTY** screen will be returned.

REMEMBER

You can **F4** prompt on certain fields to make your selections



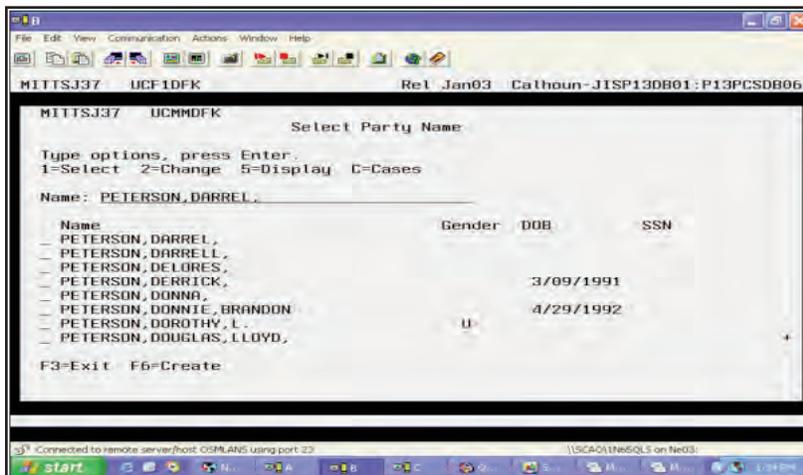
Step #5

Make any necessary modifications to the **Edit Party** screen.

If you want this party to be added to the Juvenile's Family File, change the Family Field to "Y".

Press <ENTER> . The Select Party screen will be returned.

Step #6



This party has successfully been added to the juvenile's case (petition)

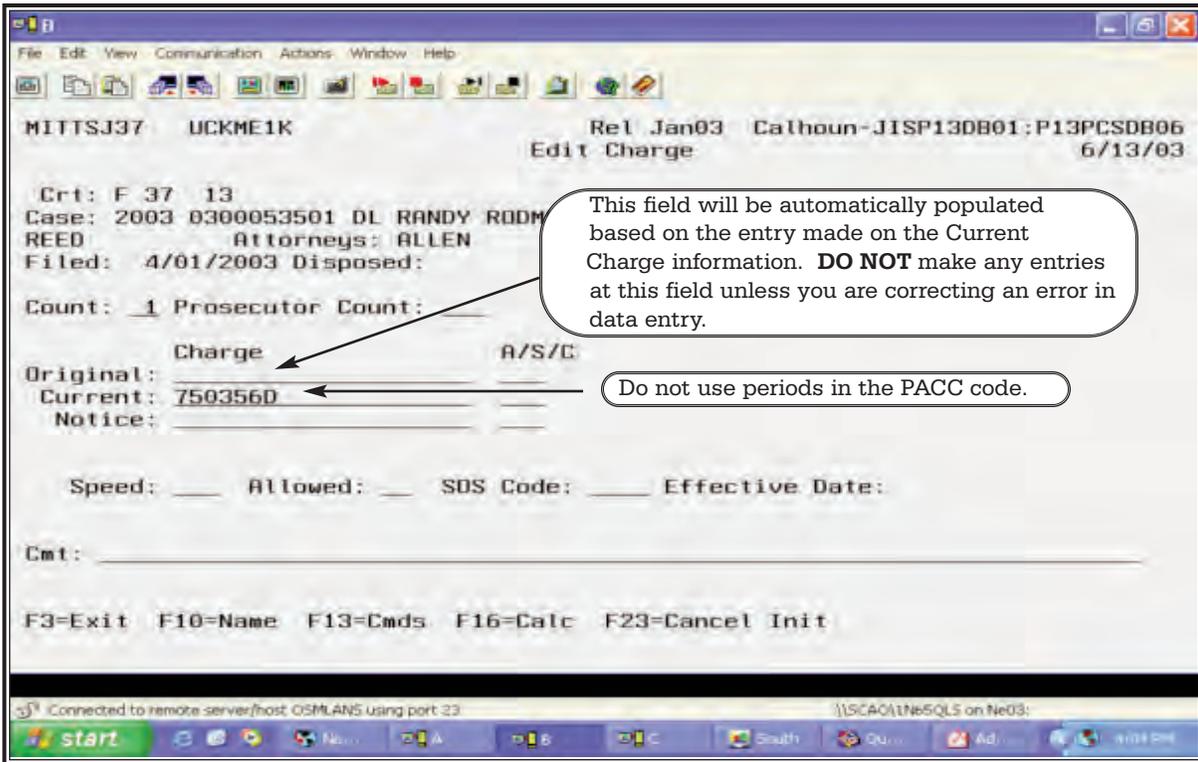
Continue adding parties to the petition by following the previous steps. When you have completed the data entry for all parties for this case, press **F3** from the **Select Party** screen. The **Edit Charge** screen will be returned.

Field Definitions for Edit Charge Screen

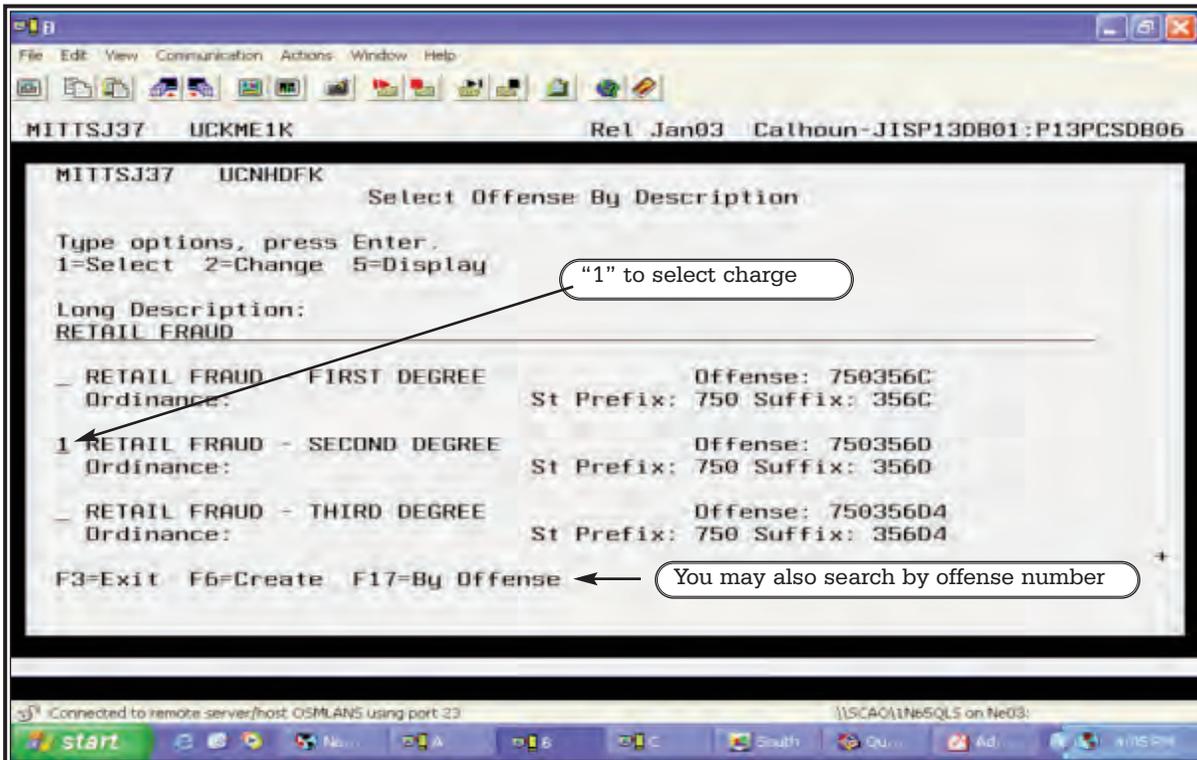
| | | | |
|---|---------|---------------|-----------|
| MICHELE | UCKME1K | UCSGEN - TEST | HOJ |
| | | Edit Charge | 3/18/14 |
| Crt: P 13 13 Case: 2014 1400254201 DL PENNY PRINCESS OPEN ANTOSKIEWIC Attorneys: Filed: 3/01/2014 Disposed: Reopened: Closed: | | | |
| Count: <u>1</u> Prosecutor Count: ___ Offense Date: 3/01/2014 | | | |
| | Charge | A/S/C | Effect Dt |
| Original: | _____ | ___ | |
| Current: | _____ | ___ | |
| Notice: | _____ | ___ | |
| Speed: ___ Allowed: ___ SOS Code: ___ Effective Date: | | | |
| Cmt: _____ | | | |
| F3=Exit F10=Name F13=Cmnds F16=Calc F23=Cancel Init | | | |

- Case** Case number associated with this count
- Filed** Date the case was filed
- Disposed** Date the charge was disposed
- Reopened** Date the case was reopened
- Closed** Date the case was closed
- Count** Charge number for this offense (system assigned)
- Prosecutor Count** Taken from Prosecutor Interface (when available)
- Offense Date** Taken from the Edit Case screen (required field)
- Original Charge** Original PACC code for this charge (do not make an entry here unless you have made a mistake entering the charge).
- Current Charge** The current charge for this case. May be modified if the count is changed.
- Notice** State charge code for offense notices (obtained from PACC Warrant File)
- A/S/C** A=Attempted; S=Solicited; C=Conspiracy
- Speed** Rate of speed listed on the ticket/charge
- Allowed** The speed allowed (e.g. posted speed limit is 35, therefore the ticket will read 55/35 - 35 would be entered in the allowed field)
- SOS Code** The Secretary of State Offense Code used for abstracts (system assigned).
- Effective Date** The effective date of the SOS code (system assigned).
- Cmt** Any comments you want to make regarding this count.

Data Entry for Edit Charge



If you do not know the PACC code, you may do an **F4** prompt from the "Current" field and the **Select Offense by Description** screen will be returned.



Data Entry for Edit Charge, continued

Once you have entered the first charge, press <ENTER>. The **Edit Charge** screen will be again be returned. Enter the PACC code for count two.

```

MICHELE    UCKME1K                UCSGEN - TEST                HOJ
                                Edit Charge                    3/18/14

  Crt: P 13  13
  Case: 2014 1400254201 DL PENNY PRINCESS                OPEN
  ANTOSKIEWIC Attorneys:
  Filed:  3/01/2014  Disposed:                Reopened:                Closed:

  Count:   2  Prosecutor Count:  ___  Offense Date:  3/01/2014

          Charge                A/S/C                Effect Dt
Original:  _____  ___
Current:   _____  ___
Notice:    _____  ___
    
```

Continue entering all charges relating to this case (petition)

```

MICHELE    UCKME1K                UCSGEN - TEST                HOJ
                                Edit Charge                    3/18/14

  Crt: P 13  13
  Case: 2014 1400254201 DL PENNY PRINCESS                OPEN
  ANTOSKIEWIC Attorneys:
  Filed:  3/01/2014  Disposed:                Reopened:                Closed:

  Count:   2  Prosecutor Count:  ___  Offense Date:  3/01/2014

          Charge                A/S/C                Effect Dt
Original:  _____  ___
Current:   7501671L  ___  DISORDERLY PERSON JOSTLIN  1/01/1900
Notice:    _____  ___

  Speed:  ___  Allowed:  ___  SOS Code:  ___  Effective Date:

  Cmt:  _____

  F3=Exit  F10=Name  F13=Cmnds  F16=Calc  F23=Cancel Init
    
```

When you have entered all charges, press <ENTER> , then  and the **Edit Event** screen will be returned.

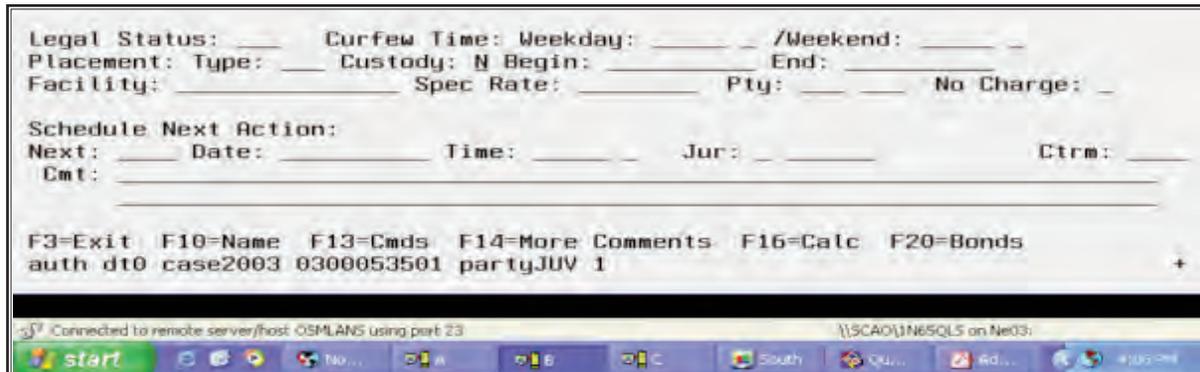
Field Definitions for Edit Event Screen

| | | | |
|--------------------------|-----------------------|-----------------|--|
| MICHELE | UCIXE1K | UCSGEN - TEST | HOJ |
| Edit Event | | | 3/18/14 |
| Crt: P 13 13 | Jurist: ANTOSKIEWICZ | Bond: | Auth: OPEN Sup |
| Case: 2014 1400254201 DL | PENNY PRINCESS | | |
| Atty: | Worker: | DNA CVA ABS HIV | |
| File: 3/01/2014 | Dispose: | Reopen: | Close: |
| Evt: _____ | Dte: <u>3/18/2014</u> | Plea: _____ | Dsp: _____ Pgm/Rslt: _____ Monetary: _____ |
| Pty: <u>JUV 1</u> | Cnt: _____ | Atty: _____ | Jur: _____ Due Dte: _____ |
| Additional Party: _____ | Suppress: Case: _____ | Party: _____ | Mic#: _____ |
| Cmt: _____ | _____ | | |
| Form: _____ | Register: _____ | Receipt: _____ | Amount: _____ |

 **prompt is available for all fields unless indicated otherwise**

- Evt Specific event code that is being entered into the system
- Dte Date of this event. System defaults to today's date. (Cannot <F4> on this field)
- Plea Used to indicate the plea, if any, on each charge.
- Dsp Code to determine how the case (petition) was adjudicated. This information will be counted on caseload under "Method of Disposition".
- Pgm/Rslt Codes created to indicate results of a hearing regarding a case, or to indicate a specific program. Placing a "Y" next to this field will allow you to enter up to 999 programs and/or results.
- Monetary "Y" will take you to the **Edit Monetary Orders** screen to create financial orders.
- Pty The party that this event relates to.
- Cnt Specific count that this event relates to. This field is often used for pleas or when disposing cases, as it allows you to be count specific when entering dispositions.
- Attny Attorney who was at the court hearing or who is filing a document.
- Jur Jurist who handled the hearing or who signed the order. This field will default to the jurist assigned to the case
- Due Dte Date that the next filing is due. Primarily used in Probate and Circuit Court.
- Ad'l Party Field that allows the user to add a party other than a juvenile to the event (i.e. NM)
- Cmt Field that allows the user to type any comments. These comments will display on the Register of Actions. <F14> will allow entry of up to 999 lines of text.
- Form Form type (e.g., CC, JC, PC, MC, etc.,) and form number that you are creating. This will automatically take you to form processing when you press <ENTER>.
- Register Used for financial
- Receipt Used for financial
- Amount Used for financial receipts and Probate Inventory

Field Definitions for Edit Event Screen, continued



F4 prompt is available for all fields unless indicated otherwise

| | |
|-----------------------|--|
| Legal Status | Indicates the supervision level for the child. This field will be counted in caseload under "Juveniles in the System" or "Children in the System". |
| Curfew Time | Weekday: Time the juvenile must be home (normally Sunday night through Thursday night are considered weekdays). Weekend: Time the juvenile must be home (normally Friday night and Saturday night are considered weekends). (Cannot <F4> on this field) |
| Placement | Type: Description of the type of placement the child has been placed at. (e.g., PHP = Place in Home of Parent; PFF = Placed in Foster Care, FIA Supervision). Custody: Flag to indicate if the child is in court ordered out-of-home placement. "Y" indicates that the minor is in placement, "N" indicates the minor is placed with a parent. Begin: Date (actual date placed) the placement began. End: Date (actual date removed) the placement ended. |
| Facility | Facility Number for that juvenile/minor's placement, if in out-of-home placement. This number is often assigned by the state. |
| Spec Rate | The rate, if different from the normal facility rate. (i.e., if the normal facility rate is \$150.00 per day, but due to difficulty of care, the rate is \$160.00 per day, then enter \$160.00 in this field). |
| Pty | Party type of the placement if the juvenile/minor is not being placed in a facility e.g. NM to indicate natural mother. |
| No Charge | Flag that indicates if the court is not responsible for paying for this out-of-home placement (i.e. FIA is paying for the placement). |
| Schedule Next Action: | Next: Hearing type being scheduled. Date: Date the hearing is scheduled for. Time: Time the hearing is scheduled for, followed by A (a.m.) or P (p.m.). Jur: Judge/referee/clerk scheduled to hold the hearing. This field will default to the jurist assigned to the case, but you may override this field with a different jurist. Courtroom Courtroom location for this hearing. System will default to the assigned jurist/referee courtroom, but you may override this field with a different courtroom location. |
| Cmt | Allows the user to type any comments regarding the next scheduled action. |

Field Definitions for Edit Events, continued

There are several fields on this screen that are automatically filled in based on data entry from other screens and/or that are pertinent to event data entry

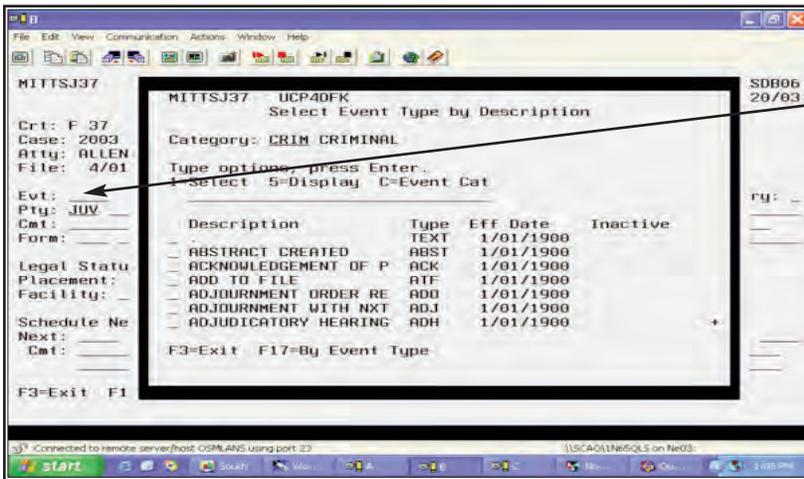


Edit Event ~ Header Field Definitions

| | |
|-----------|---|
| Bond | Code that indicates the type of bond that has been set and the last action taken on the bond. Entered at Work with Bonds and Bond Actions screen. |
| Auth | Date that the case/petition was authorized for filing. Entered at the Edit Party screen or Edit Event screen with a result of AUT . |
| Open | This field will change based on the status of the case (petition) as entered on the Edit Event screen. If the case has not been adjudicated, it will display as Open . When the case has been adjudicated with a disposition, it will display as Adju . When the case is closed it will display as Clos . |
| Case | Case number that this event is being entered for. |
| Initials | Initials of the jurist assigned to this case. The jurist is entered on the Edit Criminal/Juvenile Case screen. |
| Name | Case entitlement. Entered on the Edit Party screen during <i>Case Initiation</i> or Edit Party when making a modification, or from the Edit Event screen. |
| Atty | Name of the attorney appointed or retained. Entered on the Edit Party screen during <i>Case Initiation</i> or Edit Party when making a modification, or from the Edit Event screen. |
| Worker | Name of the worker who has been assigned this case. Entered on the Edit Juvenile screen. |
| CVA, etc. | Used to assist users so they are aware when a case/charge is Crime Victim Assessable (CVA), Abstractable (ABS), requires Sex Offenders Registration (SOR), requires HIV Testing (HIV), requires DNA testing (DNA), and/or requires that fingerprints need to be sent for Criminal History Reporting (CHR) |
| File | The date the case/petition was filed with the court. Entered on Edit Criminal/Juvenile Case screen (filed date). |
| Dispose | Date the case/petition was adjudicated/disposed. This date is based on the event date entered with a disposing code used at the DSP field on the Edit Event screen. |
| Reopen | Date the case/petition was reopened. This date is based on the event date with the reopening event type (reopen event category) entered on the Edit Event screen. |
| Close | Date the case/petition was closed. This date is based on the event date with the closing event type (closing event category) entered on the Edit Event screen. |

Data Entry for Edit Events

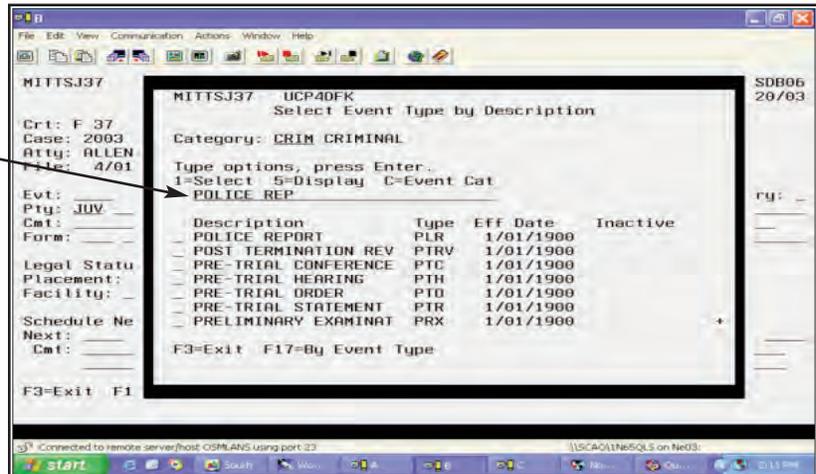
STEP #1



F4 Prompt on the event field.
This will display the **Select Event Type by Description** pop-up window

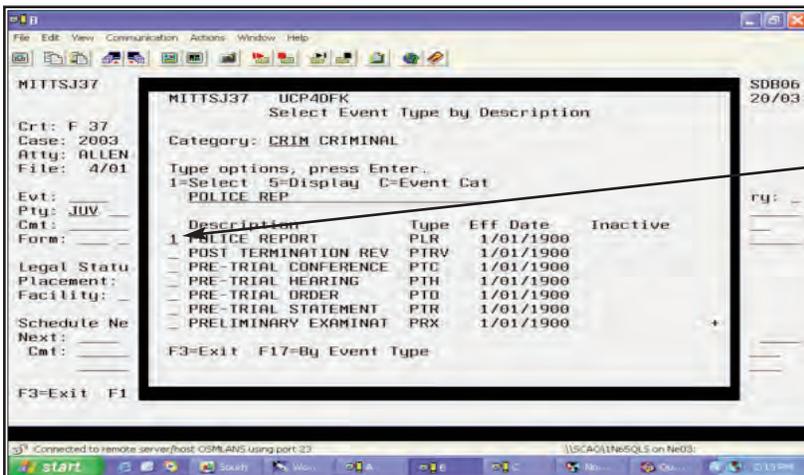
STEP #2

Type the description of the event you are searching for and press <ENTER>.

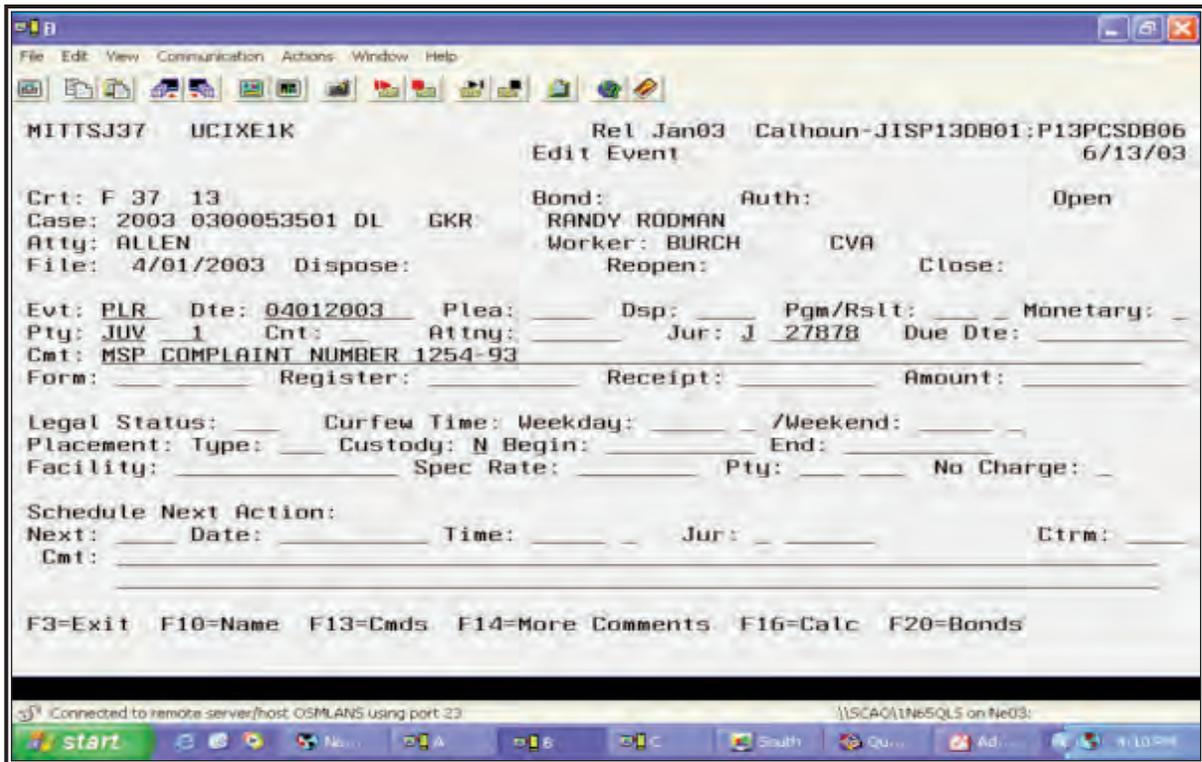


STEP #3

Next, select the event by entering a "1" next to the event description and press <ENTER>. The **Edit Event** screen will be returned.

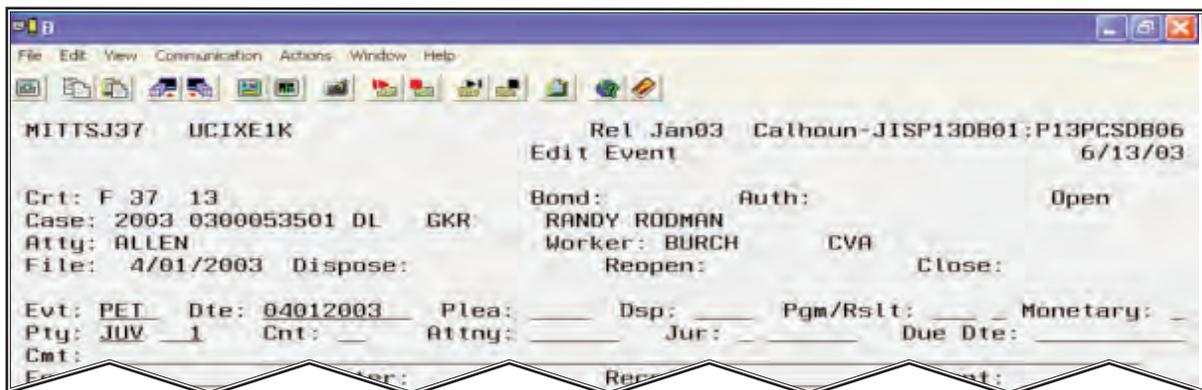


Data Entry for Edit Events, continued



Continue to enter information as it pertains to this event, including any comments that you want added regarding this event entry and press <ENTER>. The **Edit Event** screen will again be returned.

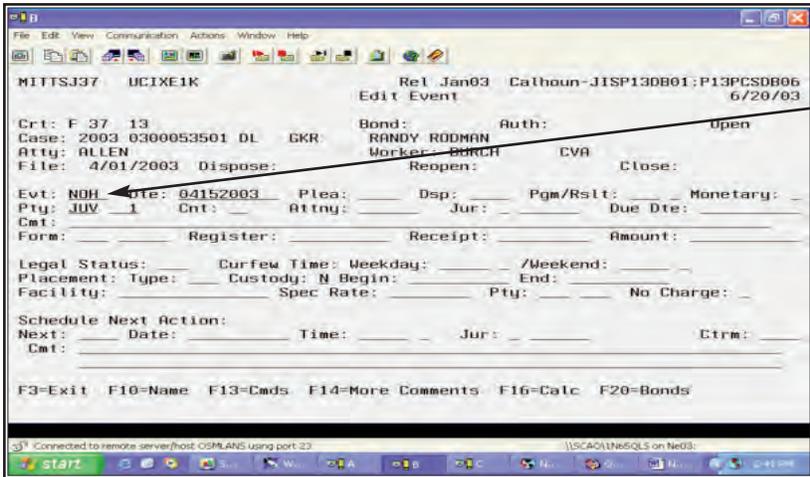
Enter your next event and continue with entry until all events have been entered.



Data Entry for Edit Events, continued

Schedule Hearing from the Edit Event Screen

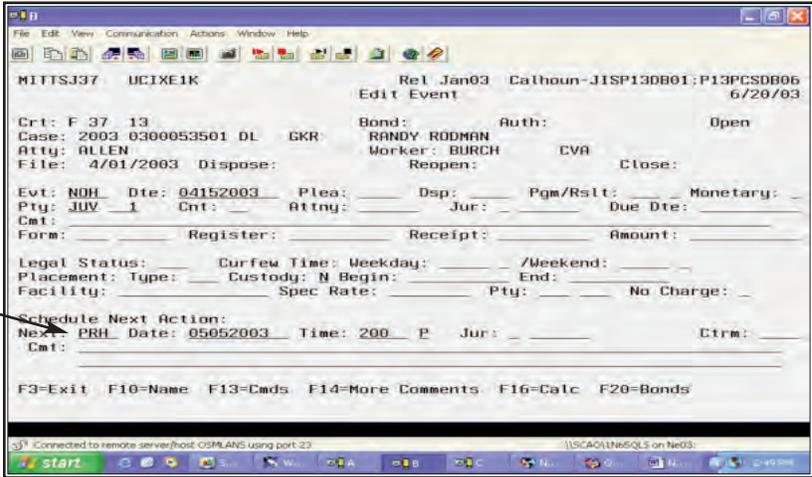
STEP #1



Enter the event type. You may **F4** prompt to display codes.

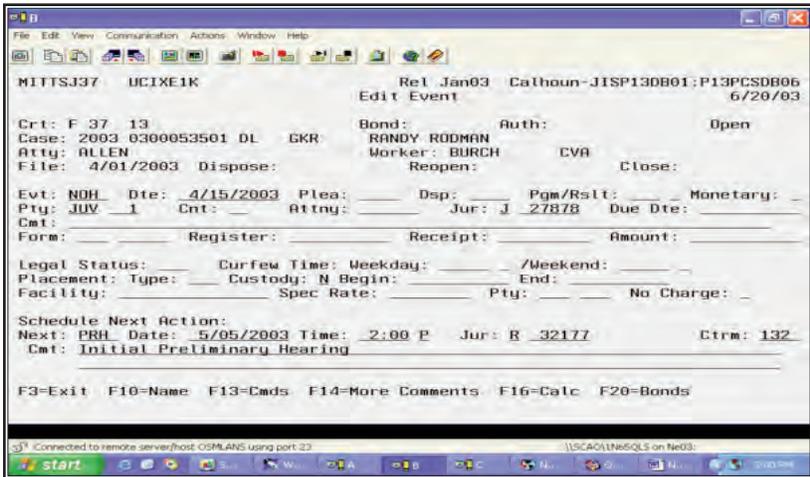
STEP #2

Enter the next hearing type, hearing date in mmddccyy and time. You may **F4** prompt for the hearing type



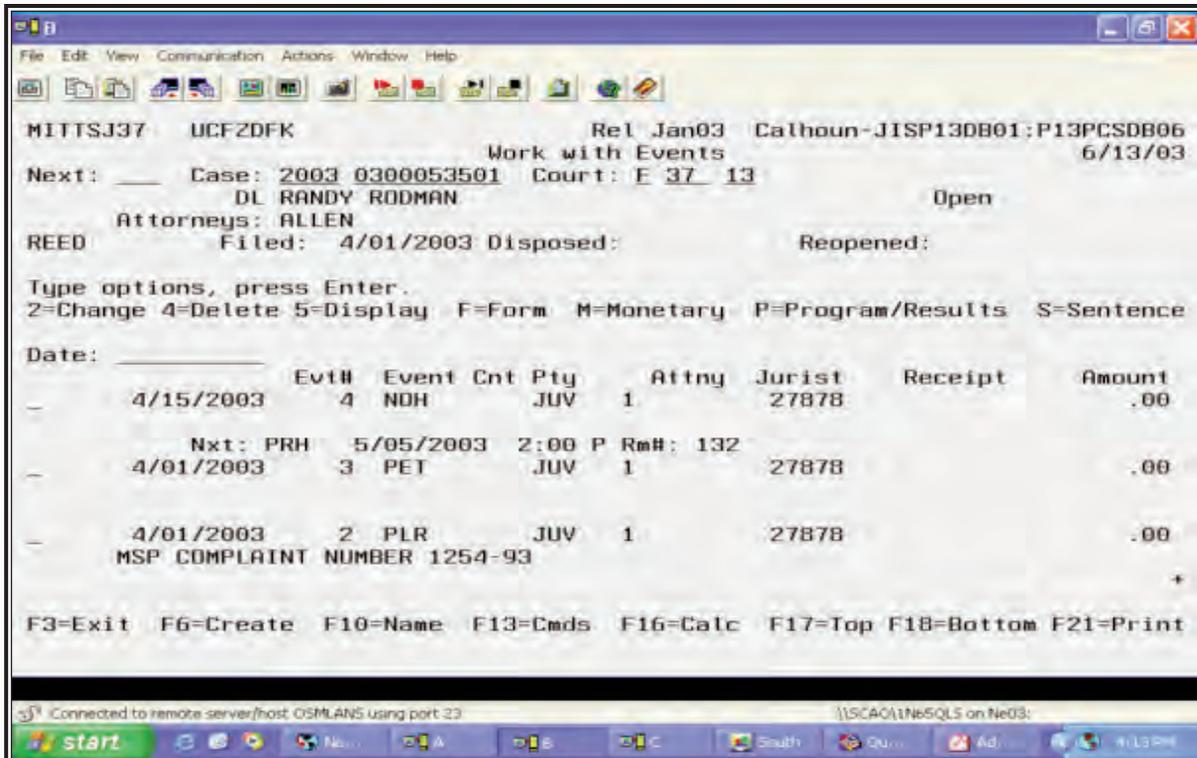
STEP #3

Enter the jurist and courtroom, (if different than the jurist assigned to the case). The system will default to the jurist assigned to the case if left blank. You may **F4** for options. You may also add any comments regarding this hearing on the **Cmt** field, and then press **<ENTER>**.



Edit Event, continued

Once you have entered all of the events for this case F3 to exit the screen. . The **Work with Events** screen will be returned.



You have successfully entered all of the case (petition) information for this delinquency petition