

# Case Disposition for Delinquency Proceedings

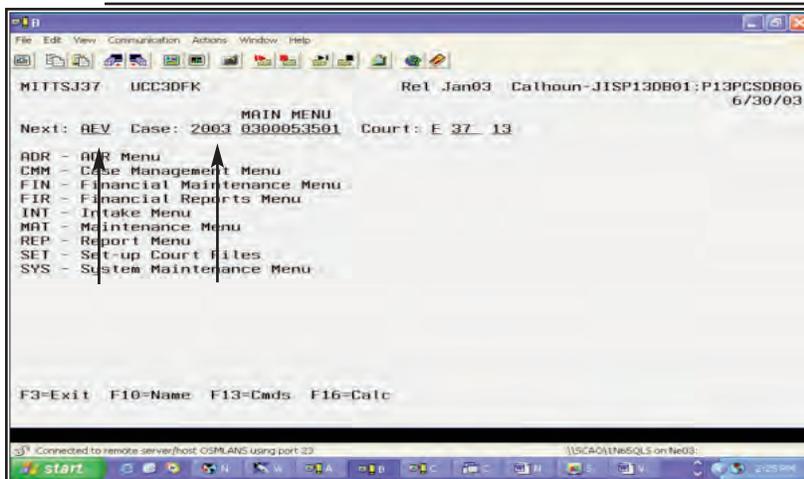
Case disposition occurs at the **Edit Event** screen. All dispositions are entered at the **Edit Event** screen and are counted on the **Caseload Report**, therefore it is important that cases are disposed and entered correctly and in a timely fashion. All charges for a case (petition) must be disposed in order for the case to be adjudicated.

TCS allows the user numerous options to create events. It is up to the user to determine the processing that works best for them. Listed on pages **5.1 - 5.8** are five options to take you to the **Edit Event** screen to create events. Determine the process that is the easiest and most efficient for you.

**NOTE:** When adding a disposition to a petition that has been authorized, and the disposition will make the petition non-public, add a "Y" in the Suppress: Case: field. This will change the public status from "P" to "S".

When a petition that is non-public becomes public, such as with violation of consent calendar, add an "N" in the Suppress: Case: field. This will change the public status from "S" to "P".

## Option #1 ~ Event Add by Case Number



**Step #1**

From any screen enter **AEV** (**Add Event**) at the next line, as well as the case (petition) number, then press .

**Step #2**

This will return you to the **Edit Event** screen to proceed with case disposition.

```

MICHELE UCIXE1K UCXGEN - TEST HOJ
Edit Event 3/18/14
Crt: P 13 13 Jurist: ANTOSKIEWICZ Bond: Auth: OPEN Sup
Case: 2014 1400254203 DL PENNY PRINCESS
Atty: Worker: DNA CVA ABS HIV
File: 3/18/2014 Dispose: Reopen: Close:

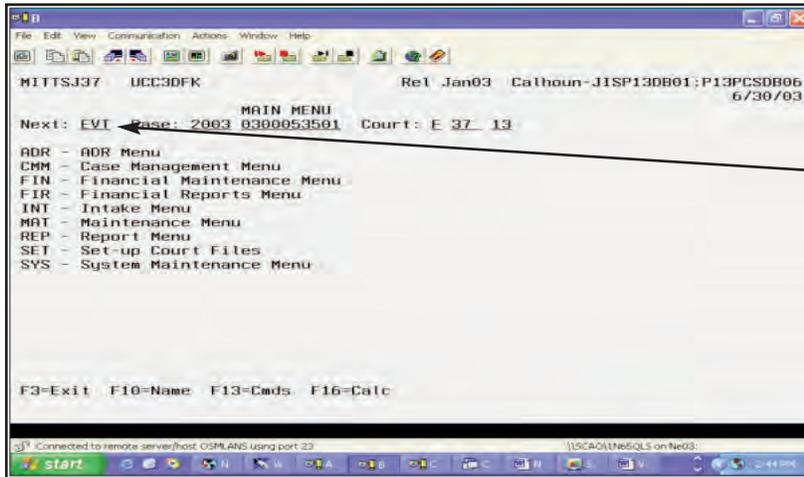
Evt: ___ Dte: 3/18/2014 Plea: ___ Dsp: ___ Pgm/Rslt: ___ Monetary: ___
Pty: JUV 1 Cnt: ___ Atty: ___ Jur: ___ Due Dte: ___
Additional Party: ___ Suppress: Case: ___ Party: ___ Mic#: ___
Cmt: ___
Form: ___ Register: ___ Receipt: ___ Amount: ___

Legal Status: ___ Curfew Time: Weekday: ___ /Weekend: ___
Placement: Type: ___ Custody Status: ___ Begin: ___ End: ___
Facility: ___ Spec Rate: ___ Pty: ___ No Charge: ___

Schedule Next Action:
Next: ___ Date: ___ Time: ___ Jur: ___ Ctrm: ___
Cmt: ___

F3=Exit F9=View F10=Name F13=Cmnds F14=Cmt F16=Calc F19=PCN F20=Bonds F23=Scan
    
```

## Option #2 ~ Event Add by Case Number

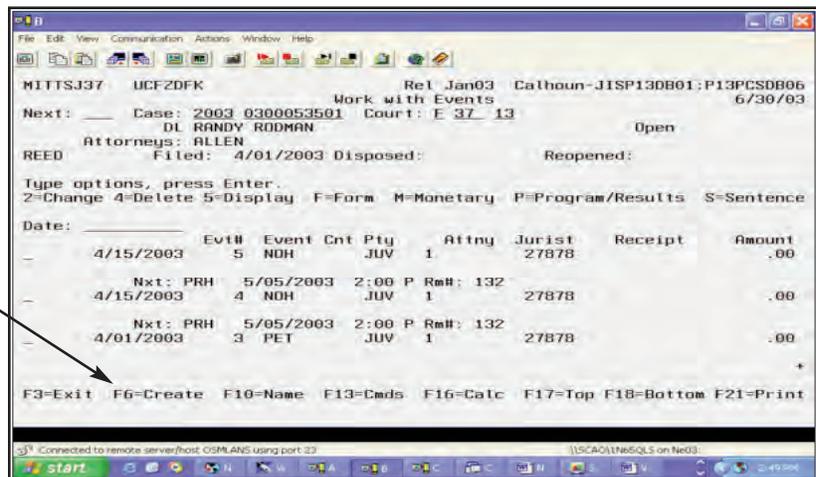


### Step #1

From any screen enter **EVT** (Case Events) at the next line, as well as the case (petition) number, then press Enter.

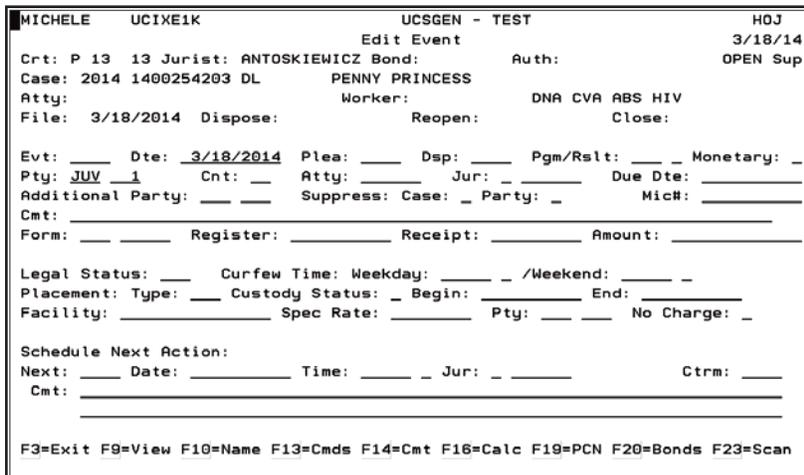
### Step #2

This will return you to the **Work with Events** screen for that case number. Select F6 to create.



### Step #3

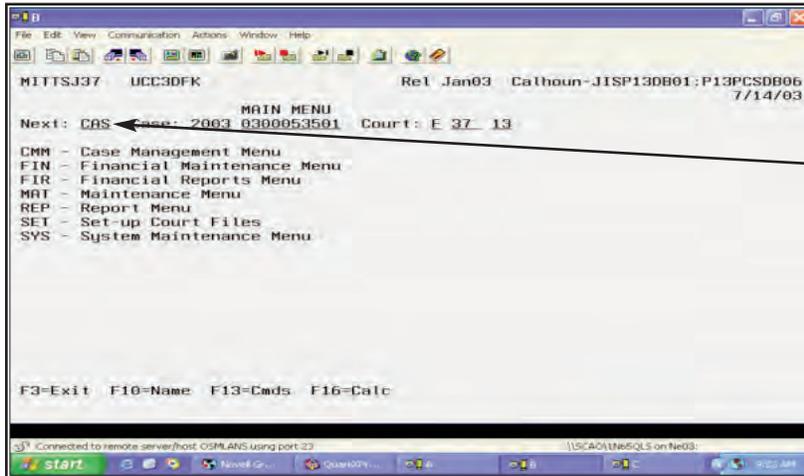
This will return you to the **Edit Event** screen to proceed with case disposition.



## Option #3 ~ Event Add by Case Number

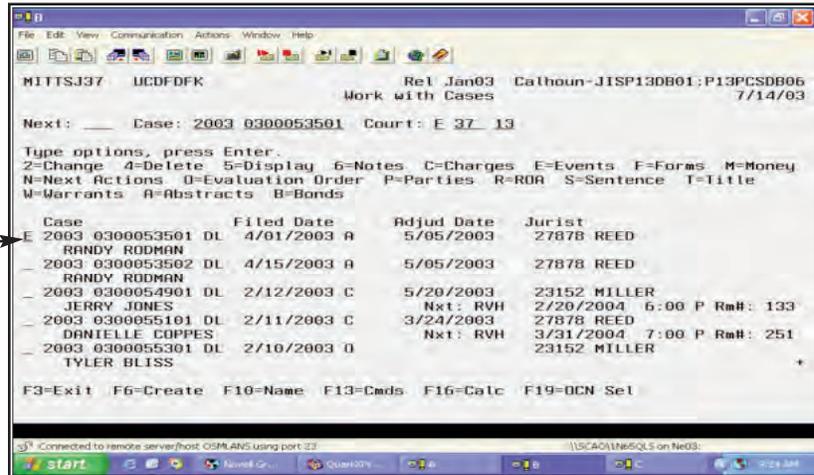
### Step #1

From any screen enter **CAS** (Work with Cases) at the next line, as well as the case (petition) number, then press Enter.



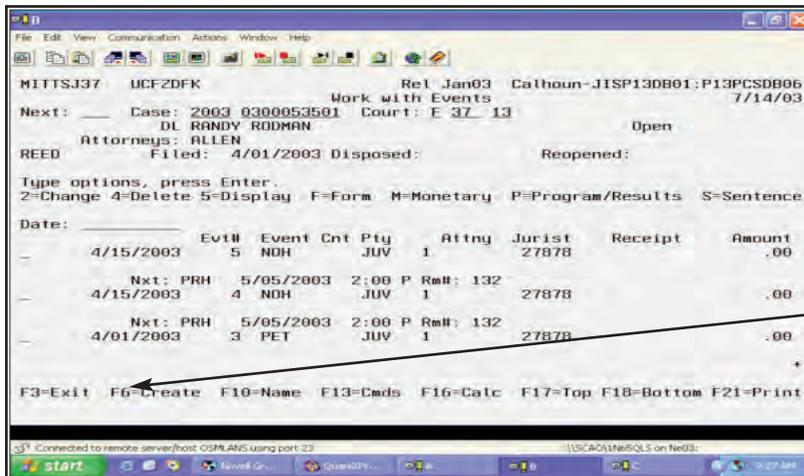
### Step #2

This will return you to the **Work with Cases** screen for that case number. Enter an **"E"** (events) next to the case (petition) number and press the Enter key.



### Step #3

This will return you to the **Work with Events** screen for the case number you selected. Select F6 to create.



continued →

## Option #3 ~ Event Add by Case Number continued

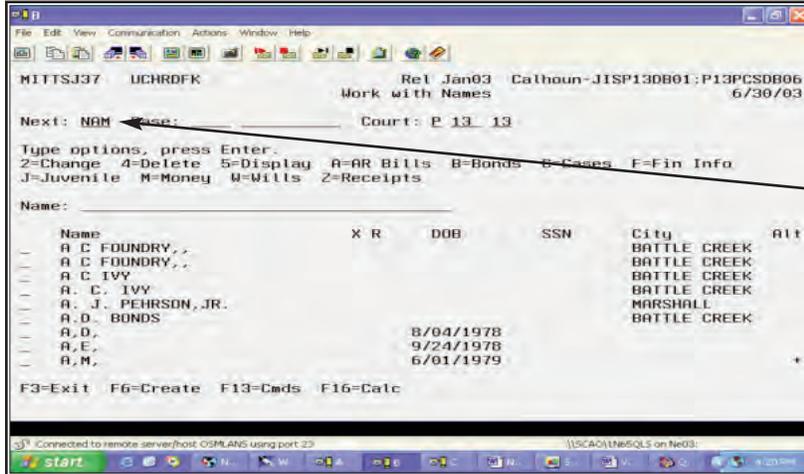
MICHELE	UCIXE1K	UCSGEN - TEST	HOJ
Edit Event			3/18/14
Crt: P 13 13	Jurist: ANTOSKIEWICZ	Bond:	OPEN Sup
Case: 2014 1400254203 DL	PENNY PRINCESS		
Atty:	Worker:	DNA CVA ABS HIV	
File: 3/18/2014	Dispose:	Reopen:	Close:
Evt: ___	Dte: <u>3/18/2014</u>	Plea: ___	Dsp: ___ Pgm/Rslt: ___ Monetary: -
Pty: <u>JUV 1</u>	Cnt: ___	Atty: ___	Jur: ___ Due Dte: ___
Additional Party: ___	Suppress: Case: ___	Party: ___	Mic#: ___
Cmt: _____			
Form: ___	Register: _____	Receipt: _____	Amount: _____
Legal Status: ___	Curfew Time: Weekday: ___ /Weekend: ___		
Placement: Type: ___	Custody Status: ___	Begin: ___	End: ___
Facility: _____	Spec Rate: _____	Pty: ___	No Charge: ___
Schedule Next Action:			
Next: ___	Date: _____	Time: ___	Jur: ___ Ctrm: ___
Cmt: _____			
Cmt: _____			
F3=Exit F9=View F10=Name F13=Cmts F14=Cmt F16=Calc F19=PCN F20=Bonds F23=Scan			

### Step #4

This will return you to the **Edit Event** screen to proceed with case disposition.

### Option #4 ~ Event Add by Name

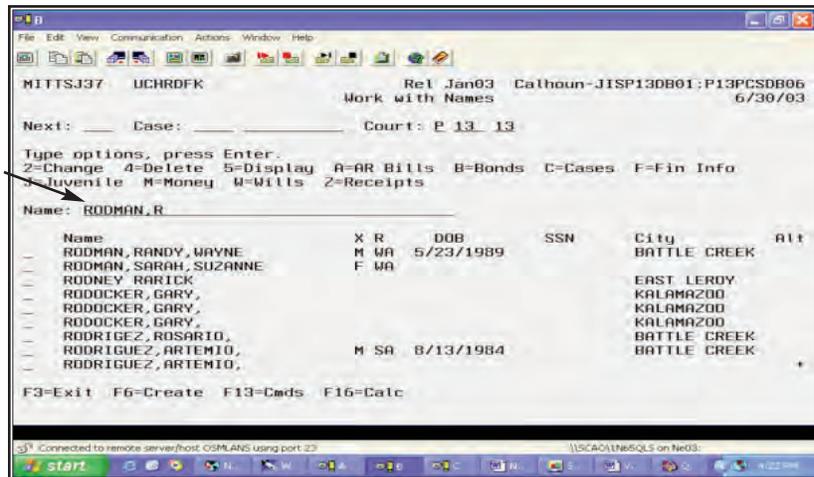
#### Step #1



Enter **NAM (Work with Name)** at your Next line and press **Enter**. You will be returned to the **Work with Names** screen.

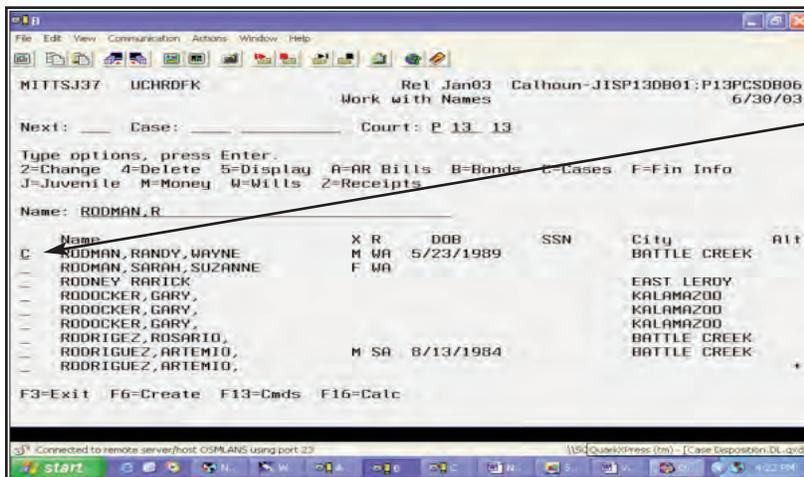
#### Step #2

Enter the Lastname,firstinitial of the minor and press the **Enter** key.



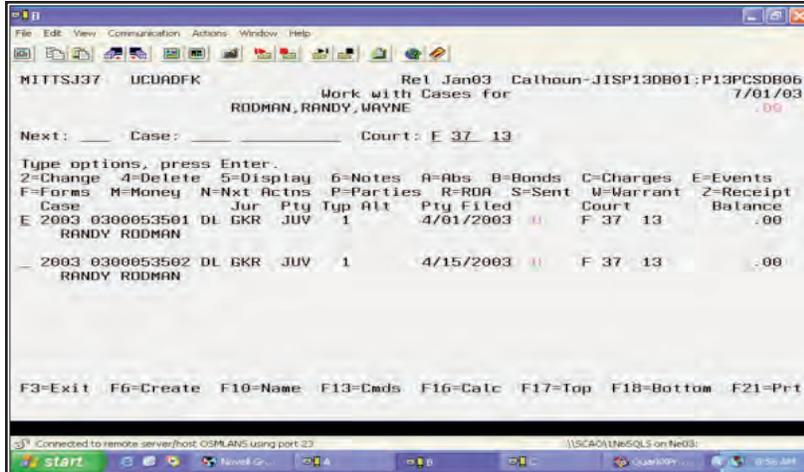
#### Step #3

Enter a "C" for cases next to the minor's name to view all cases (petitions) for this name and press the **Enter** key. You will be returned to the **Work with Cases for** screen.



continued →

## Option #4 ~ Event Add by Name, continued

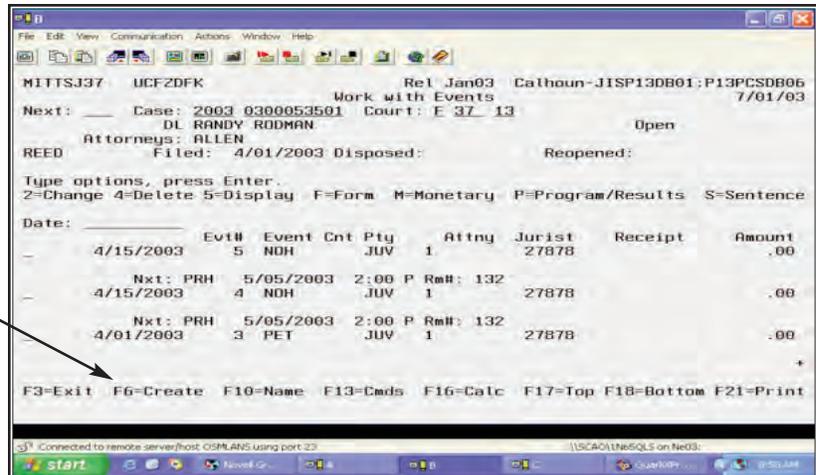


### Step #4

Select the case you want to add the event to by entering an "E" for events next to the case number and press the Enter key.

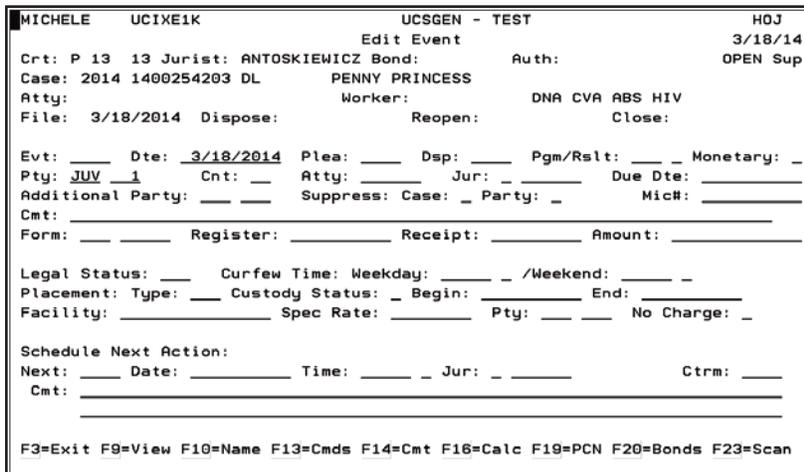
### Step #5

This will return you to the **Work with Events** screen for that case number. Select F6 to create.

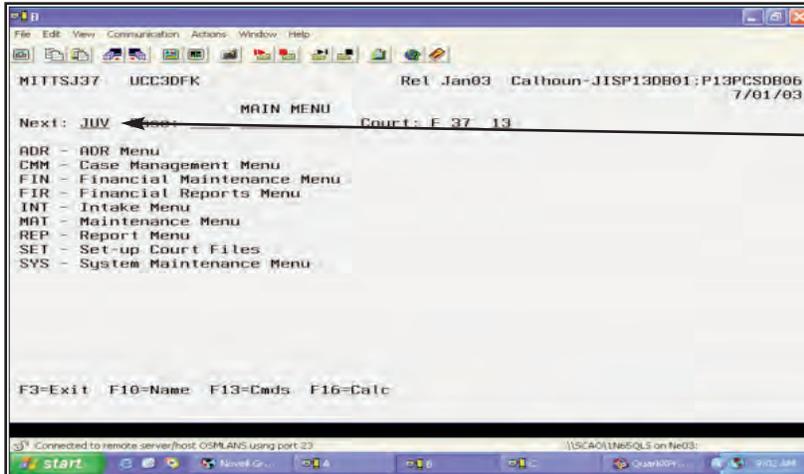


### Step #6

This will return you to the **Edit Event** screen to proceed with case disposition.



# Option #5 ~ Event Add by Juvenile

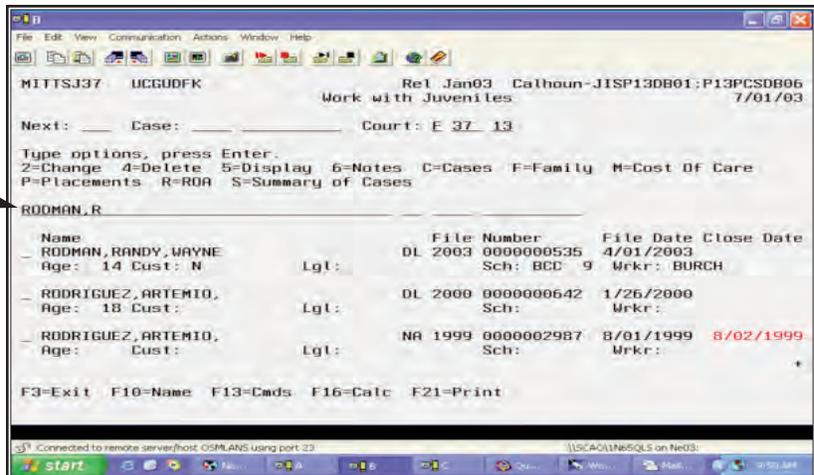


## Step #1

Enter **JUV** (**Work with Juveniles**) at your Next line and press **Enter**. You will be returned to the **Work with Juveniles** screen.

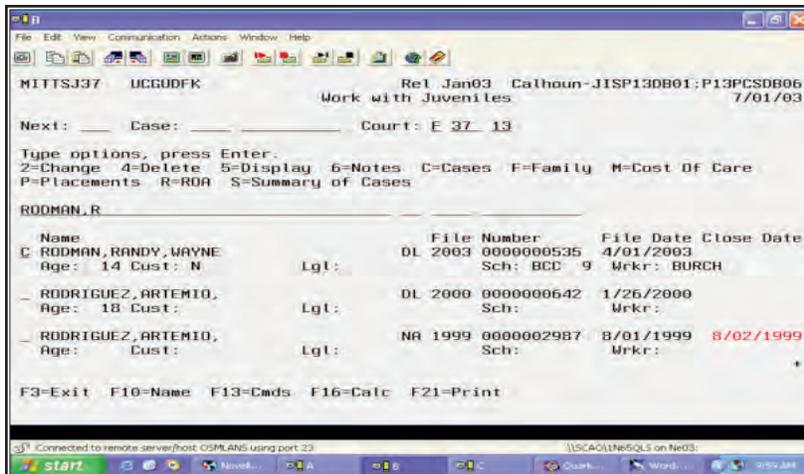
## Step #2

Type the Lastname,firstinitial of the juvenile and press the **Enter** key.



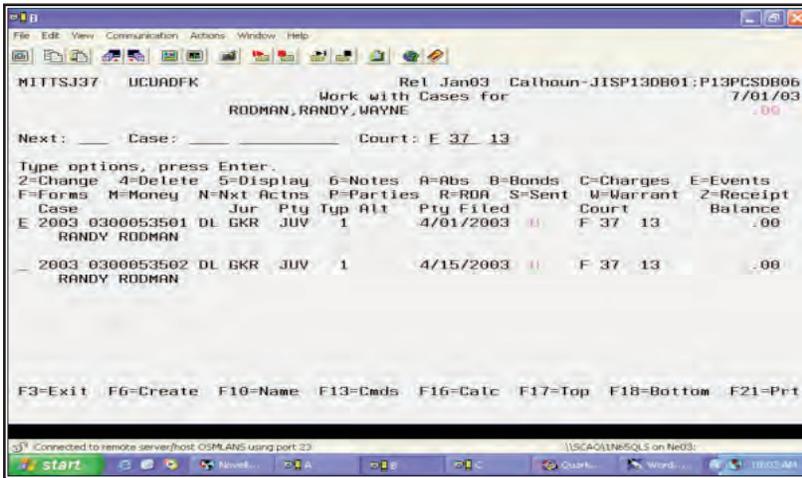
## Step #3

Enter **"C"** next to the minor's name and press the **Enter** key. You will be returned to the **Work with Cases for** screen.



continued →

## Option #5 ~ Event Add by Juvenile, continued



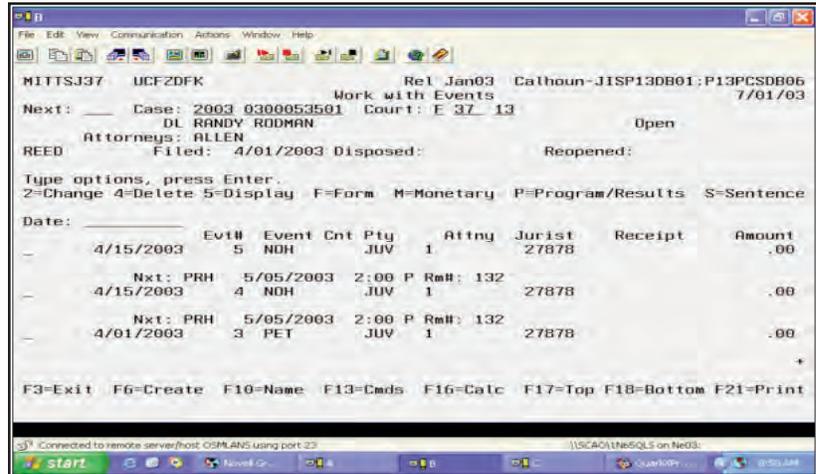
**Step #4**

Select the case you want to add the event to by entering an "E" for events next to the case number and press the

Enter key.

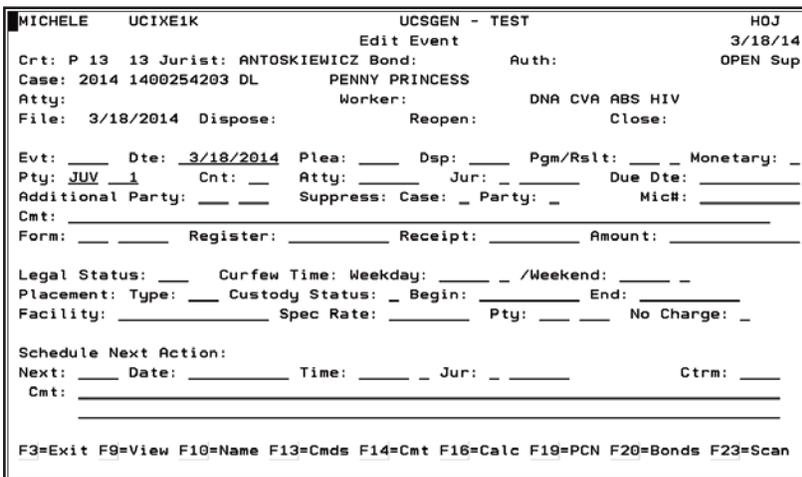
**Step #5**

This will return you to the **Work with Events** screen for that case number. Select F6 to create.



**Step #6**

This will return you to the **Edit Event** screen to proceed with case disposition.



# Case Disposition ~ One Petition Multiple Charges ~ Same Disposition for Each Charge

```

MICHELE UCIXE1K
Crt: P 13 13 Jurist: ANTOSKIEWICZ
Case: 2014 1400254203 DL PENN
Atty: Worker: DNA CVA ABS HIV
File: 3/18/2014 Dispose: Reopen: Close:

Evt: ___ Dte: 3/18/2014 Plea: ___ Dsp: ___ Pgm/Rslt: ___ Monetary: ___
Pty: JUV 1 Cnt: ___ Atty: ___ Jur: ___ Due Dte: ___
Additional Party: ___ Suppress: Case: ___ Party: ___ Mic#: ___
Cmt: ___
Form: ___ Register: ___ Receipt: ___ Amount: ___

Legal Status: ___ Curfew Time: Weekday: ___ /Weekend: ___
Placement: Type: ___ Custody Status: ___ Begin: ___ End: ___
Facility: ___ Spec Rate: ___ Pty: ___ No Charge: ___

Schedule Next Action:
Next: ___ Date: ___ Time: ___ Jur: ___ Ctrm: ___
Cmt: ___

F3=Exit F9=View F10=Name F13=Cmnds F14=Cmt F16=Calc F19=PCN F20=Bonds F23=Scan
  
```

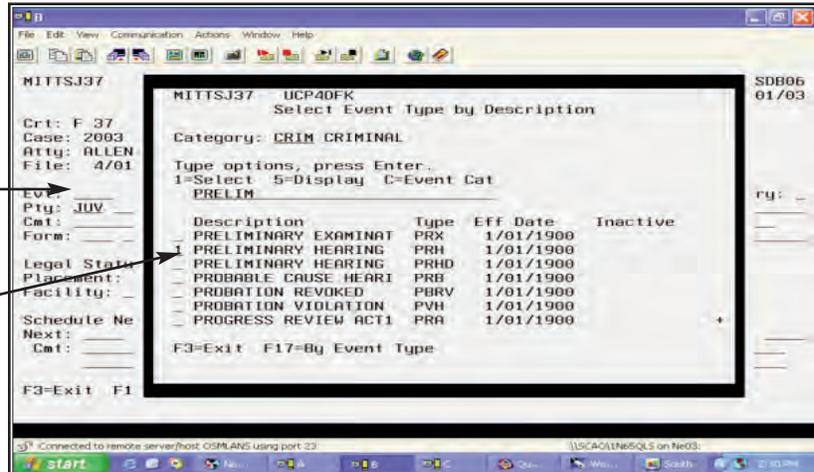
**CHECK:** To make sure this is the correct case (petition) number

## Step #1

From the **Edit Event** screen, enter the event type of the hearing that was held to dispose the case.

## Step #2

If you do not know the code, then **F4** prompt, type the description of the event and press **Enter**. Then select the event by placing a "1" next to the description and press **Enter**.



## Step #3

Enter the date in MMDDCCYY format.

```

MICHELE UCIXE1K UCGEN - TEST HOJ
Edit Event 3/18/14
Crt: P 13 13 Jurist: ANTOSKIEWICZ Bond: Auth: OPEN Sup
Case: 2014 1400254203 DL PENNY PRINCESS
Atty: Worker: DNA CVA ABS HIV
File: 3/18/2014 Dispose: Reopen: Close:

Evt: PRH Dte: 03172014 Plea: ___ Dsp: ___ Pgm/Rslt: ___ Monetary: ___
Pty: JUV 1 Cnt: ___ Atty: ___ Jur: ___ Due Dte: ___
Additional Party: ___ Suppress: Case: ___ Party: ___ Mic#: ___
Cmt: ___
Form: ___ Register: ___ Receipt: ___ Amount: ___

Legal Status: ___ Curfew Time: Weekday: ___ /Weekend: ___
Placement: Type: ___ Custody Status: ___ Begin: ___ End: ___
Facility: ___ Spec Rate: ___ Pty: ___ No Charge: ___

Schedule Next Action:
Next: ___ Date: ___ Time: ___ Jur: ___ Ctrm: ___
Cmt: ___

F3=Exit F9=View F10=Name F13=Cmnds F14=Cmt F16=Calc F19=PCN F20=Bonds F23=Scan
  
```

continued →

# Case Disposition ~ One Petition Multiple Charges ~ Same Disposition for Each Charge, continued

```

MICHELE UCIXE1K UCSGEN - TEST HOJ
Edit Event 3/18/14
Crt: P 13 13 Jurist: ANTOSKIEWICZ Bond: Auth: OPEN Sup
Case: 2014 1400254203 DL PENNY PRINCESS
Atty: Worker: DNA CVA ABS HIV
File: 3/18/2014 Dispose: Reopen: Close:

Evt: PRH Dte: 03172014 Plea: ___ Dsp: AAL Pgm/Rslt: ___ Monetary: ___
Pty: JUV 1 Cnt: ___ Atty: ___ Jur: ___ Due Dte: ___
Additional Party: ___ Suppress: Case: ___ Party: ___ Mic#: ___
Cmt: ___
Form: ___ Register: ___ Receipt: ___ Amount: ___

Legal Status: ___ Curfew Time: Weekday: ___ /Weekend: ___
Placement: Type: ___ Custody Status: ___ Begin: ___ End: ___
Facility: ___ Spec Rate: ___ Pty: ___ No Charge: ___

Schedule Next Action:
Next: ___ Date: ___ Time: ___ Jur: ___ Ctrm: ___
Cmt: ___

F3=Exit F9=View F10=Name F13=Cmnds F14=Cmt F16=Calc F19=PCN F20=Bonds F23=Scan

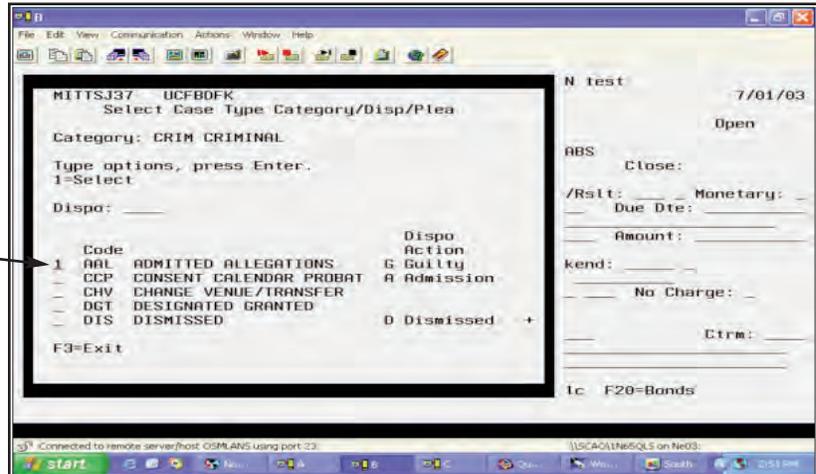
```

**Step #4**

At the DSP field enter the appropriate disposition code.

**Step #5**

If you do not know the code, you may **F4** prompt at the DSP field, enter a "1" next to the appropriate code and press the **Enter** key.



```

MICHELE UCIXE1K UCSGEN - TEST HOJ
Edit Event 3/18/14
Crt: P 13 13 Jurist: ANTOSKIEWICZ Bond: Auth: OPEN Sup
Case: 2014 1400254203 DL PENNY PRINCESS
Atty: Worker: DNA CVA ABS HIV
File: 3/18/2014 Dispose: Reopen: Close:

Evt: PRH Dte: 03172014 Plea: ___ Dsp: AAL Pgm/Rslt: ___ Monetary: ___
Pty: JUV 1 Cnt: ___ Atty: ___ Jur: J 92138 Due Dte: ___
Additional Party: ___ Suppress: Case: ___ Party: ___ Mic#: ___
Cmt: ___
Form: ___ Register: ___ Receipt: ___ Amount: ___

Legal Status: ___ Curfew Time: Weekday: ___ /Weekend: ___
Placement: Type: ___ Custody Status: ___ Begin: ___ End: ___
Facility: ___ Spec Rate: ___ Pty: ___ No Charge: ___

Schedule Next Action:
Next: DSP Date: 03242014 Time: 0900 A Jur: J 92318 Ctrm: CCC
Cmt: ___

F3=Exit F9=View F10=Name F13=Cmnds F14=Cmt F16=Calc F19=PCN F20=Bonds F23=Scan

```

**Step #6**

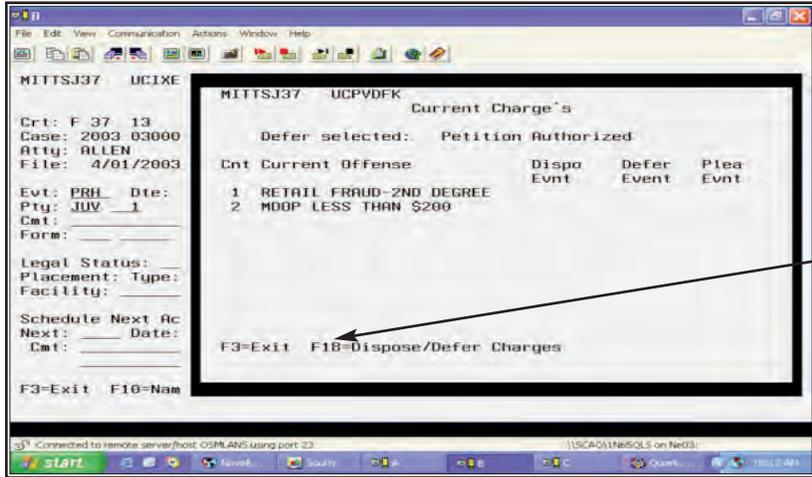
Continue entering any other information regarding this petition, including program/results, comments, and/or next action information. When you have completed the data entry for this petition, press the **Enter** key.

continued →

# Case Disposition ~ One Petition

## Multiple Charges ~ Same Disposition for Each Charge, continued

### Step #7

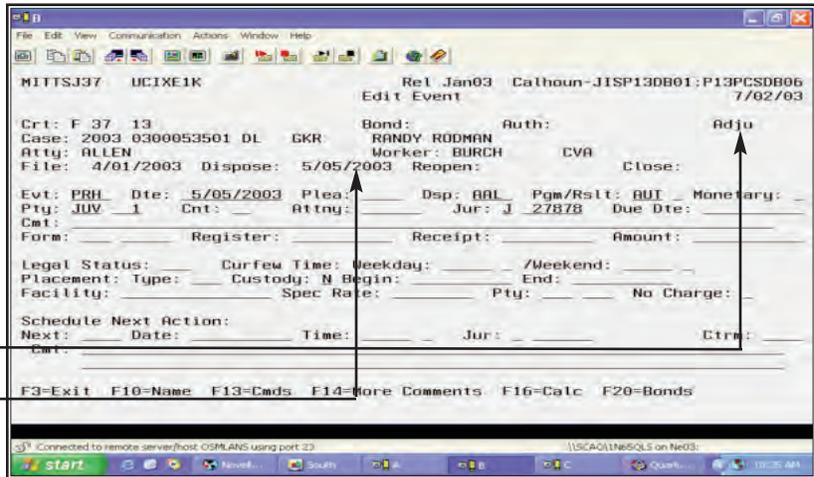


The Current Charge's screen will display. To dispose all charges with the same disposition select **Shift F6 (F18)**.

### Step #8

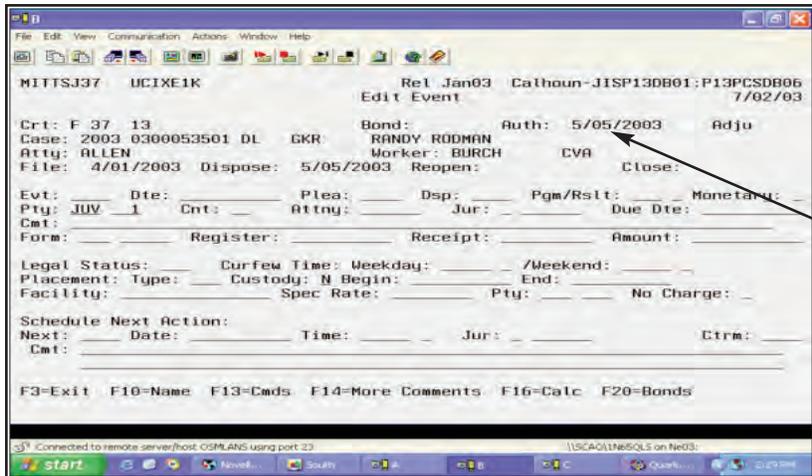
The Edit Event screen will be returned.

**Please Note:** The case has now changed from Open status to Adjudicated (Adju) and the dispose field displays the date the event.



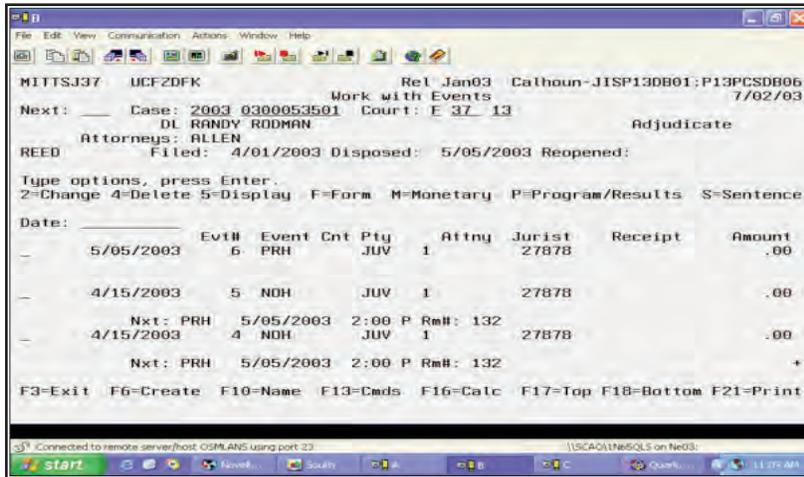
### Step #9

Press the **Enter** key and you will be returned to the **Work with Events** screen. Because the result code of **AUT** was entered, **Auth:** and the date is automatically populated.



continued →

## Case Disposition ~ One Petition Multiple Charges ~ Same Disposition for Each Charge, continued



### Step #10

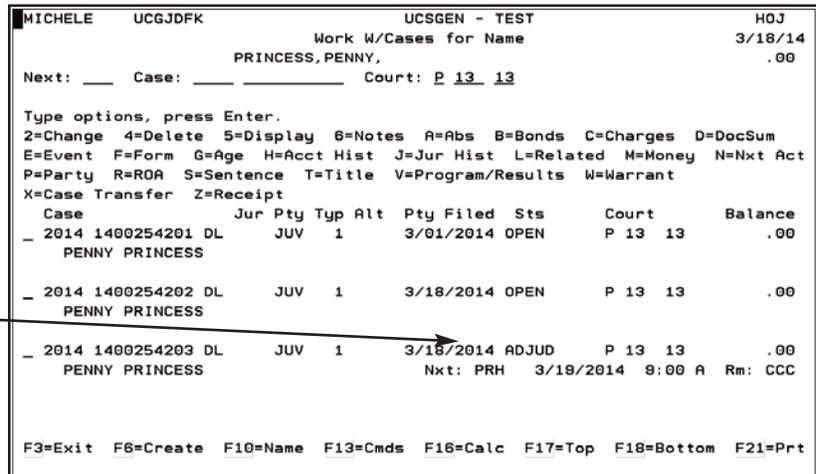
**F3** will return you to the **Work with Events** screen.

**Please Note:** One event has been created for this petition.

### Step #11

**F3** again to return to the **Work with Cases for** screen.

**Please Note:** The status has changed from **"OPEN"** to **"ADJUD"** for Adjudicated.



# Case Disposition ~ One Petition Multiple Charges ~ Different Disposition for Each Charge

```

MICHELE UCIXE1K UCSGEN
Edit Event
Crt: P 13 13 Jurist: ANTOSKIEWICZ Bond:
Case: 2014 1400254203 DL ← PENNY PRINCE
Atty: Worker: DNA CVA ABS HIV
File: 3/18/2014 Dispose: Reopen: Close:

Evt: ___ Dte: 3/18/2014 Plea: ___ Dsp: ___ Pgm/Rslt: ___ Monetary: ___
Pty: JUV 1 Cnt: ___ Atty: ___ Jur: ___ Due Dte: ___
Additional Party: ___ Suppress: Case: ___ Party: ___ Mic#: ___
Cmt: ___
Form: ___ Register: ___ Receipt: ___ Amount: ___

Legal Status: ___ Curfew Time: Weekday: ___ /Weekend: ___
Placement: Type: ___ Custody Status: ___ Begin: ___ End: ___
Facility: ___ Spec Rate: ___ Pty: ___ No Charge: ___

Schedule Next Action:
Next: ___ Date: ___ Time: ___ Jur: ___ Ctrm: ___
Cmt: ___

F3=Exit F9=View F10=Name F13=Cmts F14=Cmt F16=Calc F19=PCN F20=Bonds F23=Scan
  
```

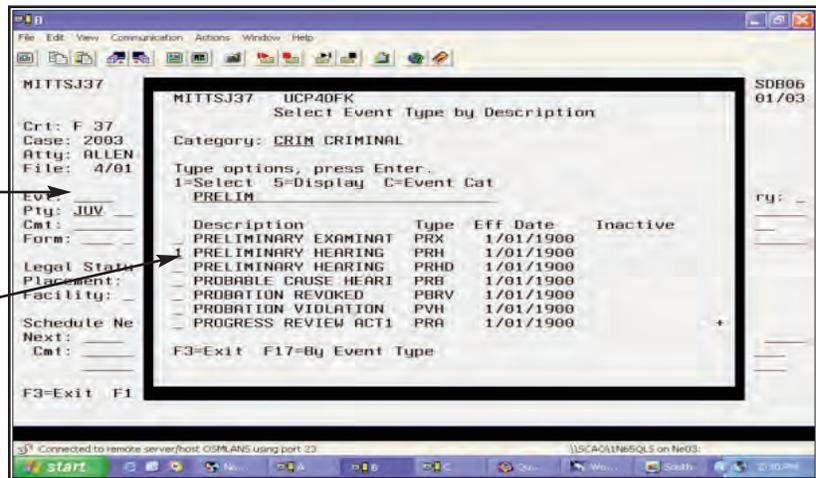
**CHECK:** To make sure this is the correct case (petition) number

**Step #1**

From the **Edit Event** screen, enter the event type of the hearing that was held to dispose the case.

**Step #2**

If you do not know the code, then **F4** prompt, type the description of the event and press **Enter**. Then select the event by placing a "1" next to the description and press **Enter**.



```

MICHELE UCIXE1K UCSGEN - TEST HOJ
Edit Event 3/18/14
Crt: P 13 13 Jurist: ANTOSKIEWICZ Bond: Auth: OPEN Sup
Case: 2014 1400254203 DL PENNY PRINCESS
Atty: Worker: DNA CVA ABS HIV
File: 3/18/2014 Dispose: Reopen: Close:

Evt: PRH Dte: 03172014 Plea: ___ Dsp: ___ Pgm/Rslt: ___ Monetary: ___
Pty: JUV 1 Cnt: ___ Atty: ___ Jur: ___ Due Dte: ___
Additional Party: ___ Suppress: Case: ___ Party: ___ Mic#: ___
Cmt: ___
Form: ___ Register: ___ Receipt: ___ Amount: ___

Legal Status: ___ Curfew Time: Weekday: ___ /Weekend: ___
Placement: Type: ___ Custody Status: ___ Begin: ___ End: ___
Facility: ___ Spec Rate: ___ Pty: ___ No Charge: ___

Schedule Next Action:
Next: ___ Date: ___ Time: ___ Jur: ___ Ctrm: ___
Cmt: ___

F3=Exit F9=View F10=Name F13=Cmts F14=Cmt F16=Calc F19=PCN F20=Bonds F23=Scan
  
```

**Step #3**

Enter the date in MMDDCCYY format.

continued →

## Case Disposition ~ One Petition

### Multiple Charges ~ Different Disposition for Each Charge, continued

```

MICHELE UCIXE1K UCSCGEN - TEST HOJ
Edit Event 3/18/14
Case: 2014 1400254203 DL PENNY PRINCESS Auth: OPEN Sup
Atty: Worker: DNA CVA ABS HIV
File: 3/18/2014 Dispose: Reopen: Close:

Evt: PRH Dte: 03172014 Plea: Dsp: AAL Pgm/Rslt: Monetary:
Pty: JUV 1 Cnt: Atty: Jur: Due Dte:
Additional Party: Suppress: Case: Party: Mic#:
Cmt:
Form: Register: Receipt: Amount:

Legal Status: Curfew Time: Weekday: /Weekend:
Placement: Type: Custody Status: Begin: End:
Facility: Spec Rate: Pty: No Charge:

Schedule Next Action:
Next: Date: Time: Jur: Ctrm:
Cmt:

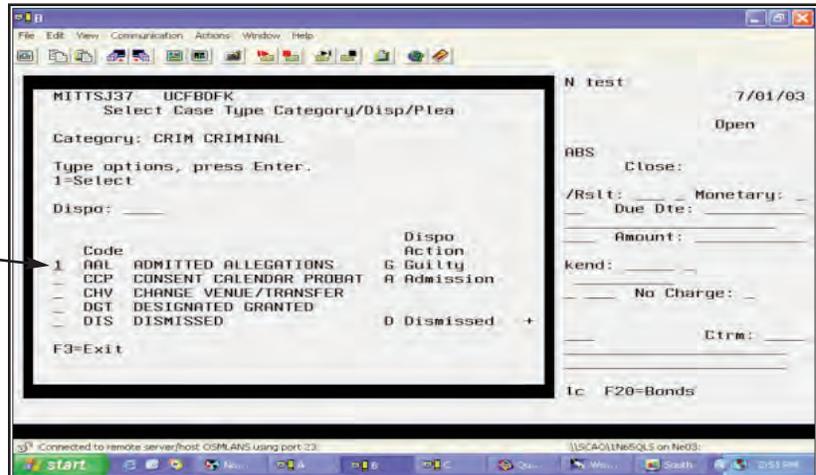
F3=Exit F9=View F10=Name F13=Cmnds F14=Cmt F16=Calc F19=PCN F20=Bonds F23=Scan
    
```

**Step #4**

At the **DSP** field enter the appropriate disposition code.

**Step #5**

If you do not know the code, you may F4 prompt at the **DSP** field, enter a "1" next to the appropriate code and press the Enter key.



```

MICHELE UCIXE1K UCSCGEN - TEST HOJ
Edit Event 3/18/14
Case: 2014 1400254203 DL PENNY PRINCESS Auth: OPEN Sup
Atty: Worker: DNA CVA ABS HIV
File: 3/18/2014 Dispose: Reopen: Close:

Evt: PRH Dte: 03172014 Plea: Dsp: AAL Pgm/Rslt: Monetary:
Pty: JUV 1 Cnt: Atty: Jur: Due Dte:
Additional Party: Suppress: Case: Party: Mic#:
Cmt:
Form: Register: Receipt: Amount:

Legal Status: Curfew Time: Weekday: /Weekend:
Placement: Type: Custody Status: Begin: End:
Facility: Spec Rate: Pty: No Charge:

Schedule Next Action:
Next: Date: Time: Jur: Ctrm:
Cmt:

F3=Exit F9=View F10=Name F13=Cmnds F14=Cmt F16=Calc F19=PCN F20=Bonds F23=Scan
    
```

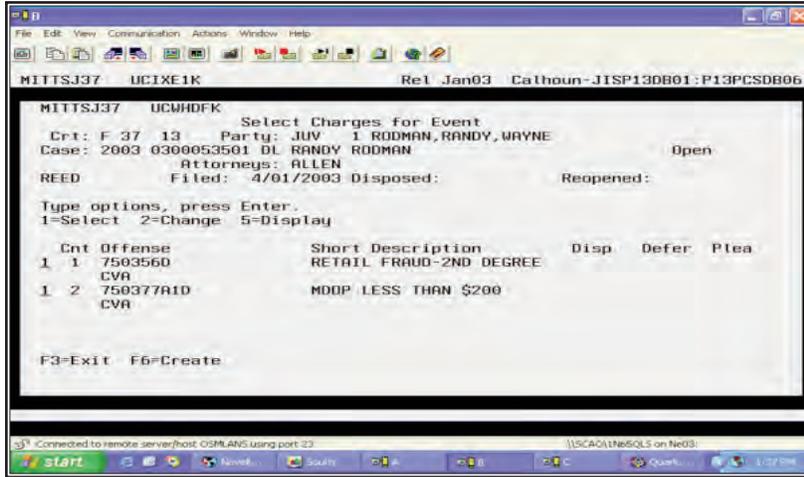
**Step #6**

At the **CNT** (count field) select F4 prompt. The **Select Charges for Event** screen will be returned.

continued →

## Case Disposition ~ One Petition

### Multiple Charges ~ Different Disposition for Each Charge, continued

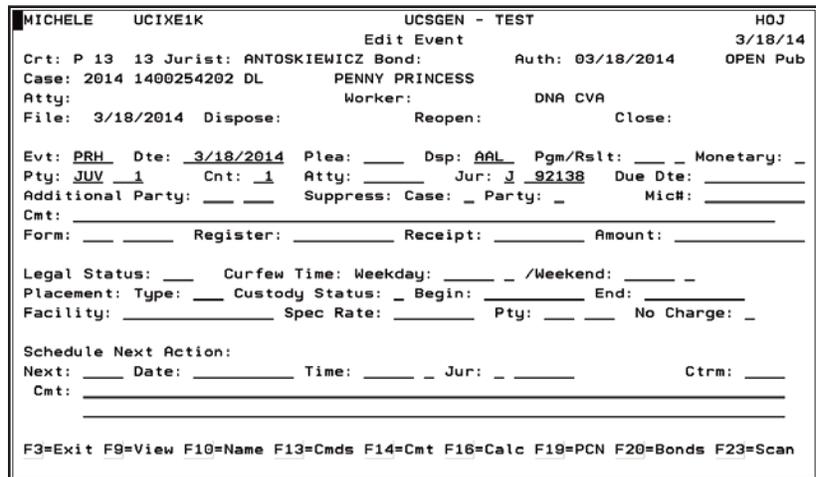


### Step #7

Select the charges you are disposing by entering a "1" next to each charge (even if there are different charge dispositions on each count) then press the Enter key. You will be returned to the **Edit Event** screen

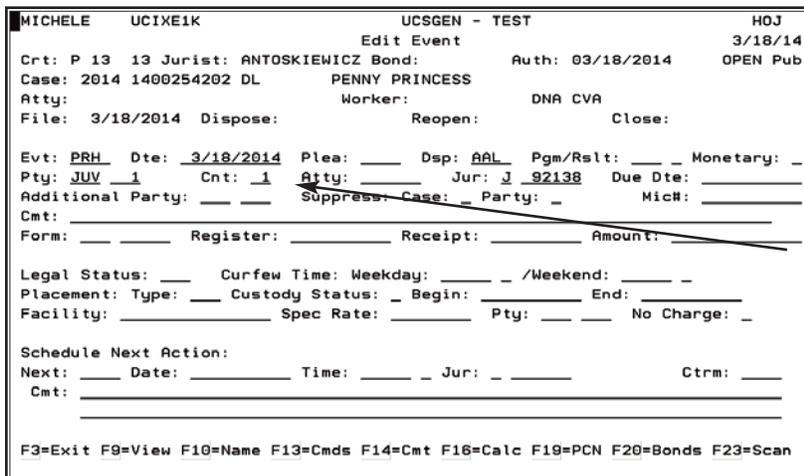
### Step #8

**Please Note:** The count field is at "1". Continue entering any event information, such as legal status, next action, etc. Once you have entered all information, press Enter.



### Step #9

You will again be returned to the Edit Event screen. However, the count field is now "2".



continued →

## Case Disposition ~ One Petition

### Multiple Charges ~ Different Disposition for Each Charge, continued

```

MICHELE UCIXE1K UCSCG - TEST HOJ
Edit Event 3/18/14
Crt: P 13 13 Jurist: ANTOSKIEWICZ Bond: Auth: 03/18/2014 OPEN Pub
Case: 2014 1400254202 DL PENNY PRINCESS
Atty: Worker: DNA CVA
File: 3/18/2014 Dispose: Reopen: Close:

Evt: PRH Dte: 3/18/2014 Plea: Dsp: DIS Pgm/Rslt: Monetary:
Pty: JUV 1 Cnt: 2 Atty: Jur: J 92138 Due Dte:
Additional Party: Suppress: Case: Party: MicH:
Cmt:
Form: Register: Receipt: Amount:

Legal Status: Curfew Time: Weekday: /Weekend:
Placement: Type: Custody Status: Begin: End:
Facility: Spec Rate: Pty: No Charge:

Schedule Next Action:
Next: Date: Time: Jur: Ctrm:
Cmt:

F3=Exit F9=View F10=Name F13=Cmnds F14=Cmt F16=Calc F19=PCN F20=Bonds F23=Scan
    
```

**Step #10**

Change the disposition of Count 2 to the correct disposing code and then press Enter.

**Step #11**

The **Edit Event** screen will be returned.

**Please Note:** The case status has changed from **Open** to **Adju** and the **Auth** date is populated because of the result of **AUT**.

```

MITTSJ37 UCIXE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Edit Event 7/09/03
Crt: F 37 13 Bond: Auth: 5/05/2003 Adju
Case: 2003 0300053501 DL GKR RANDY RODMAN
Atty: ALLEN Worker: CVA
File: 4/01/2003 Dispose: 5/05/2003 Reopen: Close:

Evt: Dte: 7/09/2003 Plea: Dsp: Pgm/Rslt: Monetary:
Pty: JUV 1 Cnt: Atty: Jur: Due Dte:
Cmt:
Form: Register: Receipt: Amount:

Legal Status: Curfew Time: Weekday: /Weekend:
Placement: Type: Custody: N Begin: End:
Facility: Spec Rate: Pty: No Charge:

Schedule Next Action:
Next: Date: Time: Jur: Ctrm:
Cmt:

F3=Exit F10=Name F13=Cmnds F14=More Comments F16=Calc F20=Bonds
    
```

**Step #12**

F3 will return you to the **Work with Events** Screen.

```

MITTSJ37 UCF2DFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Work with Events 7/09/03
Next: Case: 2003 0300053501 Court: E 37 13 Adjudicate
DL RANDY RODMAN
Attorneys: ALLEN
REED Filed: 4/01/2003 Disposed: 5/05/2003 Reopened:

Type options, press Enter.
2=Change 4=Delete 5=Display F=Form M=Monetary P=Program/Results S=Sentence

Date:
-----
Ev#  Event  Cnt  Pty  Atty  Jurist  Receipt  Amount
-   -   -   -   -   -   -   -
5/05/2003  7  PRH   2  JUV  1  27878
5/05/2003  6  PRH   1  JUV  1  27878  .00
4/15/2003  5  NDH   1  JUV  1  27878  .00

Nxt: PRH 5/05/2003 2:00 P RmH: 132

F3=Exit F6=Create F10=Name F13=Cmnds F16=Calc F17=Top F18=Bottom F21=Print
Record added.
    
```

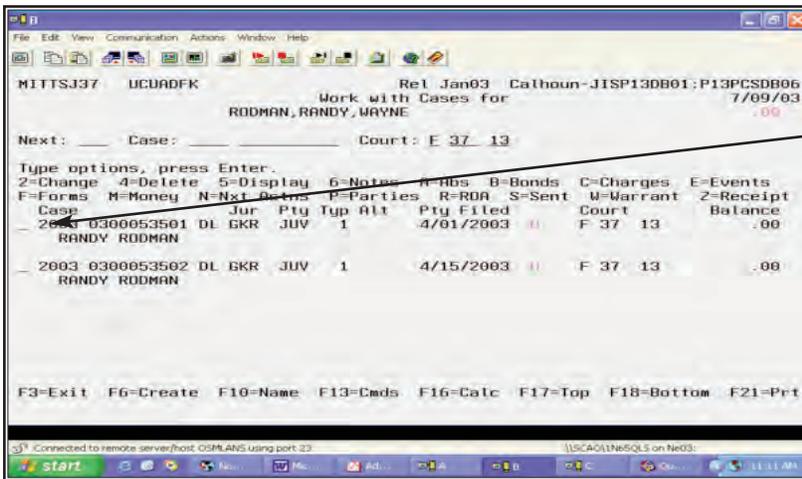
**Please Note:** An event has been created for each count of the petition.

## Case Disposition ~ Multiple Petitions

The Trial Court System allows the user to create events on multiple petitions, while being required to enter the information only one time.

All information created and entered for the event will be displayed in **Juvenile ROA**, **Case ROA** and **Edit Event** screen for each case (petition) selected in the multiple case add process. The user may make changes to each screen when it is displayed for verification.

Pages 5.17 thru 5.23 will take you through the step-by-step process of entering multiple cases to an event.



### Step #1

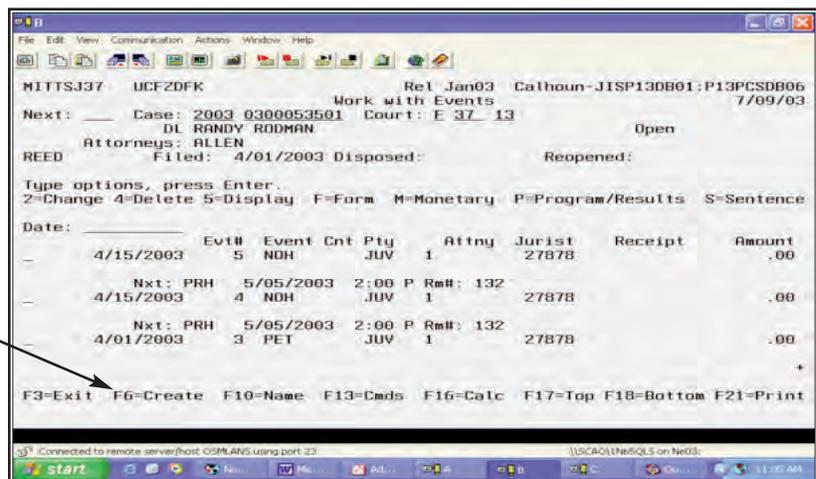
Select the petition that you want to begin entering the event information by entering an **“E”** next to it and press the  key.

**Note:** You may use any of the options enumerated on pages **5.1 thru 5.8** to take you to the **Edit Event** screen.

### Step #2

This will return you to the **Work with Events** screen for the case number you selected.

Select  to create.



## Case Disposition ~ Multiple Petitions, continued

```

MICHELE UCIXE1K UCSGEN - TEST HOJ
Edit Event 3/18/14
Crt: P 13 13 Jurist: ANTOSKIEWICZ Bond: Auth: OPEN Sup
Case: 2014 1400254203 DL PENNY PRINCESS
Atty: Worker: DNA CVA ABS HIV
File: 3/18/2014 Dispose: Reopen: Close:

Evt: ___ Dte: 3/18/2014 Plea: ___ Dsp: ___ Pgm/Rslt: ___ Monetary: ___
Pty: JUV 1 Cnt: ___ Atty: ___ Jur: ___ Due Dte: ___
Additional Party: ___ Suppress: Case: ___ Party: ___ Mic#: ___
Cmt: ___
Form: ___ Register: ___ Receipt: ___ Amount: ___

Legal Status: ___ Curfew Time: Weekday: ___ /Weekend: ___
Placement: Type: ___ Custody Status: ___ Begin: ___ End: ___
Facility: ___ Spec Rate: ___ Pty: ___ No Charge: ___

Schedule Next Action:
Next: ___ Date: ___ Time: ___ Jur: ___ Ctrm: ___
Cmt: ___

F3=Exit F9=View F10=Name F13=Cmnds F14=Cmt F16=Calc F19=PCN F20=Bonds F23=Scan
    
```

**Step #3**

This will return you to the **Edit Event** screen.

**Step #4**

Enter the event type of the hearing that was held to dispose the cases.

```

MICHELE UCIXE1K UCSGEN - TEST HOJ
Edit Event 3/18/14
Crt: P 13 13 Jurist: ANTOSKIEWICZ Bond: Auth: OPEN Sup
Case: 2014 1400254203 DL PENNY PRINCESS
Atty: Worker: DNA CVA ABS HIV
File: 3/18/2014 Dispose: Reopen: Close:

Evt: ___ Dte: 3/18/2014 Plea: ___ Dsp: ___ Pgm/Rslt: ___ Monetary: ___
Pty: JUV 1 Cnt: ___ Atty: ___ Jur: ___ Due Dte: ___
Additional Party: ___ Suppress: Case: ___ Party: ___ Mic#: ___
Cmt: ___
Form: ___ Register: ___ Receipt: ___ Amount: ___

Legal Status: ___ Curfew Time: Weekday: ___ /Weekend: ___
Placement: Type: ___ Custody Status: ___ Begin: ___ End: ___
Facility: ___ Spec Rate: ___ Pty: ___ No Charge: ___

Schedule Next Action:
Next: ___ Date: ___ Time: ___ Jur: ___ Ctrm: ___
Cmt: ___

F3=Exit F9=View F10=Name F13=Cmnds F14=Cmt F16=Calc F19=PCN F20=Bonds F23=Scan
    
```

**Step #5**

The screenshot shows a 'Select Event Type by Description' dialog box. The dialog has a title bar 'MITTSJ37 UCP4DFK' and a subtitle 'Select Event Type by Description'. It contains a list of event types with columns for Description, Type, Eff Date, and Inactive. The 'PRELIM' event type is selected, indicated by a '1' in the left margin. The background window shows case details for MITTSJ37, including 'Crt: F 37', 'Case: 2003', 'Atty: ALLEN', and 'File: 4/01'.

If you do not know the code, then **F4** prompt, type the description of the event and press **Enter**. Then select the event by placing a "1" next to the description and press **Enter**.

continued →

# Case Disposition ~ Multiple Petitions, continued

```

MICHELE UCIXE1K UCSGEN - TEST HOJ
Edit Event 3/18/14
Crt: P 13 13 Jurist: ANTOSKIEWICZ Bond: Auth: OPEN Sup
Case: 2014 1400254203 DL PENNY PRINCESS
Atty: Worker: DNA CVA ABS HIV
File: 3/18/2014 Dispose: Reopen: Close:

Evt: PRH Dte: 03172014 Plea: ___ Dsp: ___ Pgm/Rslt: ___ Monetary: ___
Pty: JUV 1 Cnt: ___ Atty: ___ Jur: ___ Due Dte: ___
Additional Party: ___ Suppress: Case: ___ Party: ___ Mic#: ___
Cmt: ___
Form: ___ Register: ___ Receipt: ___ Amount: ___

Legal Status: ___ Curfew Time: Weekday: ___ /Weekend: ___
Placement: Type: ___ Custody Status: ___ Begin: ___ End: ___
Facility: ___ Spec Rate: ___ Pty: ___ No Charge: ___

Schedule Next Action:
Next: ___ Date: ___ Time: ___ Jur: ___ Ctrm: ___
Cmt: ___

F3=Exit F9=View F10=Name F13=Cmts F14=Cmt F16=Calc F19=PCN F20=Bonds F23=Scan

```

**Step #6**

Enter the date in MMDDCCYY format.

**Step #7**

At the **DSP** field enter the appropriate disposition code.

```

MICHELE UCIXE1K UCSGEN - TEST HOJ
Edit Event 3/18/14
Crt: P 13 13 Jurist: ANTOSKIEWICZ Bond: Auth: OPEN Sup
Case: 2014 1400254203 DL PENNY PRINCESS
Atty: Worker: DNA CVA ABS HIV
File: 3/18/2014 Dispose: Reopen: Close:

Evt: PRH Dte: 03172014 Plea: ___ Dsp: AAL Pgm/Rslt: ___ Monetary: ___
Pty: JUV 1 Cnt: ___ Atty: ___ Jur: ___ Due Dte: ___
Additional Party: ___ Suppress: Case: ___ Party: ___ Mic#: ___
Cmt: ___
Form: ___ Register: ___ Receipt: ___ Amount: ___

Legal Status: ___ Curfew Time: Weekday: ___ /Weekend: ___
Placement: Type: ___ Custody Status: ___ Begin: ___ End: ___
Facility: ___ Spec Rate: ___ Pty: ___ No Charge: ___

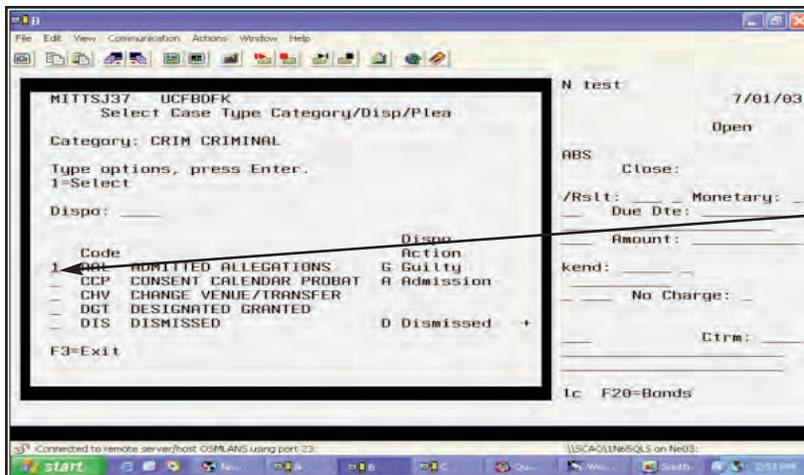
Schedule Next Action:
Next: ___ Date: ___ Time: ___ Jur: ___ Ctrm: ___
Cmt: ___

F3=Exit F9=View F10=Name F13=Cmts F14=Cmt F16=Calc F19=PCN F20=Bonds F23=Scan

```

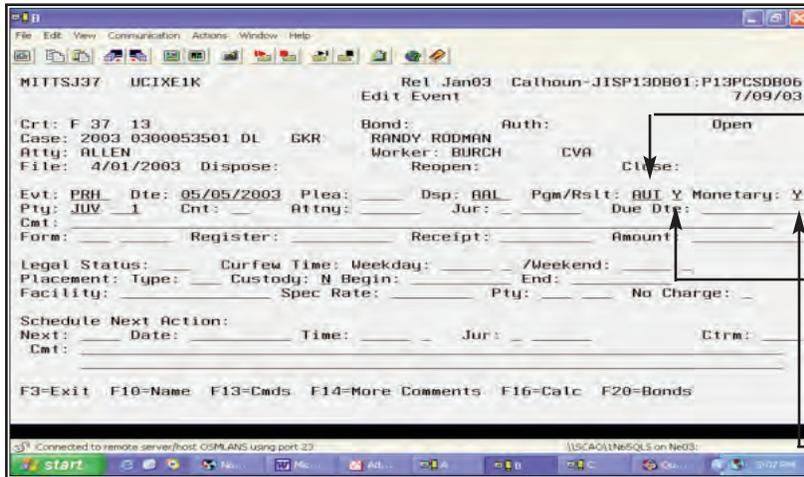
**Step #8**

If you do not know the code, you may **F4** prompt at the **DSP** field, enter a "1" next to the appropriate code and press the **Enter** key.



continued →

# Case Disposition ~ Multiple Petitions, continued



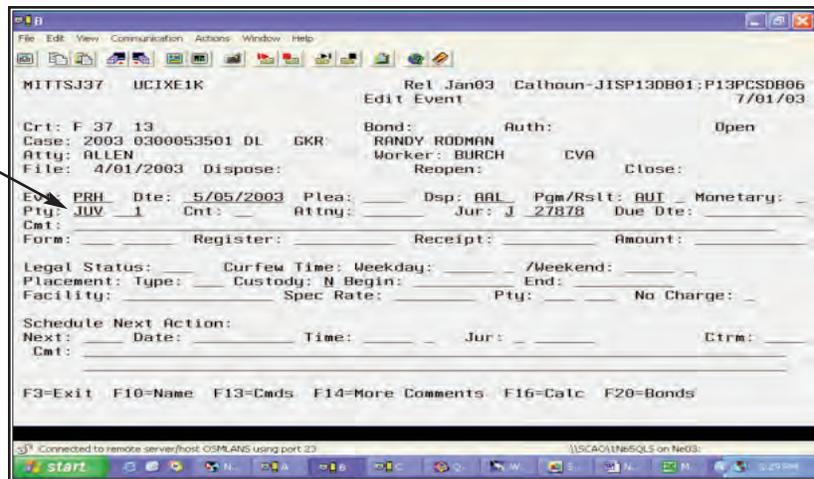
**Step #9**

Enter the first program or result. If you have additional programs or results to add for your petitions, enter "Y" next to the Pgm/Rslt field.

If monetary orders are required, enter a "Y" at the monetary field.

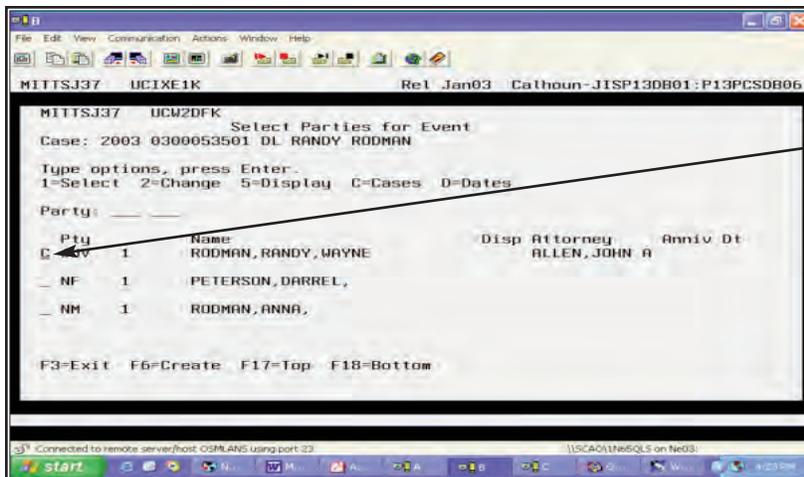
**Step #10**

Next, **F4** prompt on the **Pty** (party) field. The **Select Parties for Event** pop-up window will display.



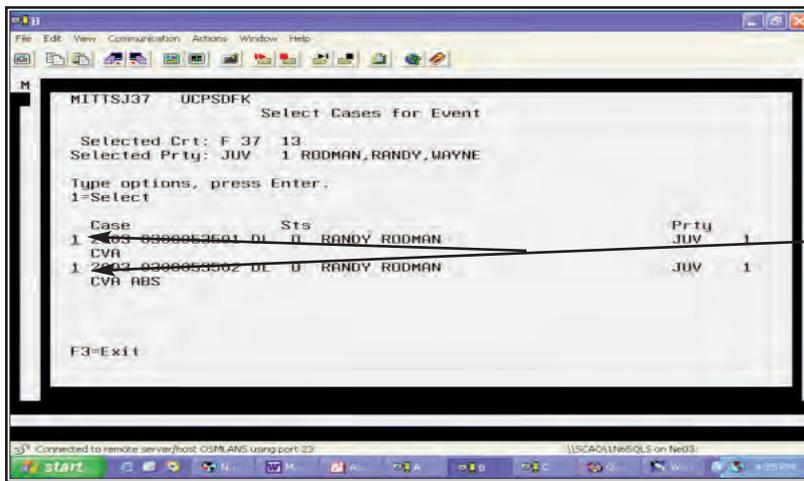
**Step #11**

Enter a "C" next to the juvenile and press the **Enter** key. The **Select Cases for Event** pop-up window will display.



continued →

## Case Disposition ~ Multiple Petitions, continued

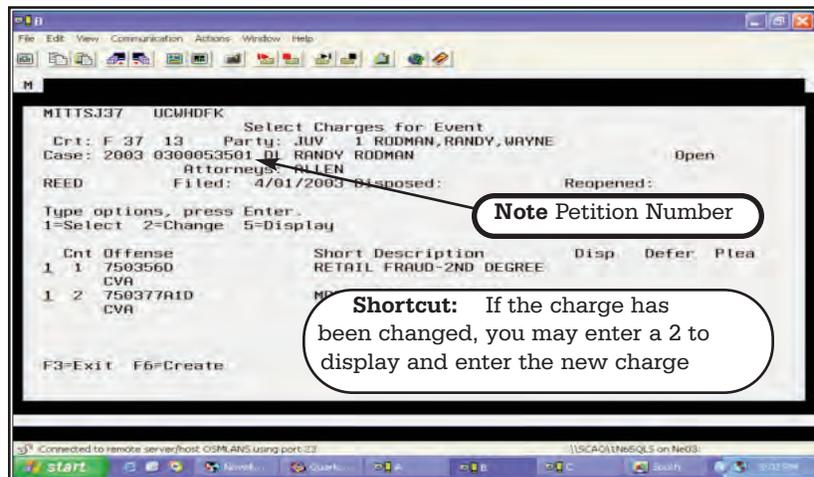


### Step #12

Select all cases (petitions) pertaining to this event by entering a "1" next to each case. When you have selected the cases, press the **Enter** key. You will be taken to the **Select Charges for Event** screen.

### Step #13

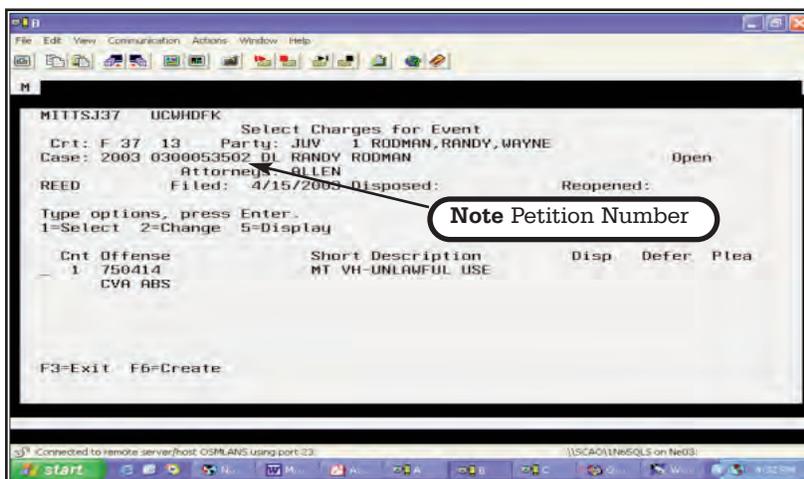
If you want to create an event for each charge, or if the disposition for each charge is unique, you may select each charge by entering a "1" next to the charge, or you may press **Enter** to by-pass this screen. You will be returned to the **Select Charges for Event** screen.



Note Petition Number

Shortcut: If the charge has been changed, you may enter a 2 to display and enter the new charge

### Step #14

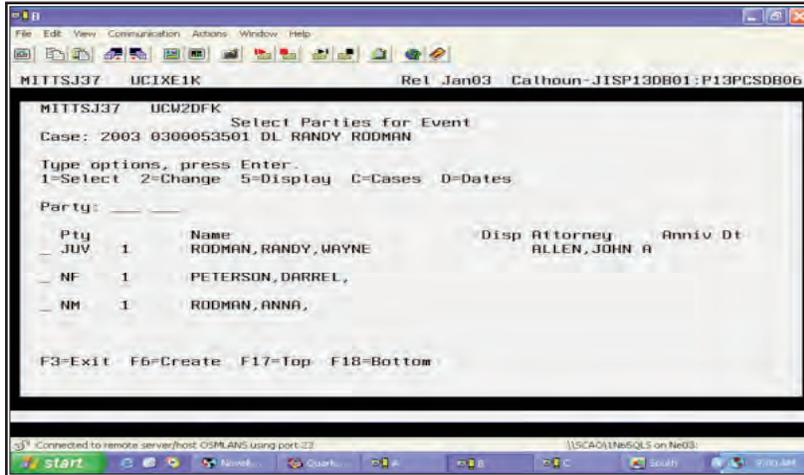


Note Petition Number

At the **Select Charges for Event** screen for the next case (petition) you may again make modifications to the charges, select a specific charge and/or press **Enter**. You will then be returned to the **Select Parties for Event** screen. Press **Enter**.

continued →

## Case Disposition ~ Multiple Petitions, continued

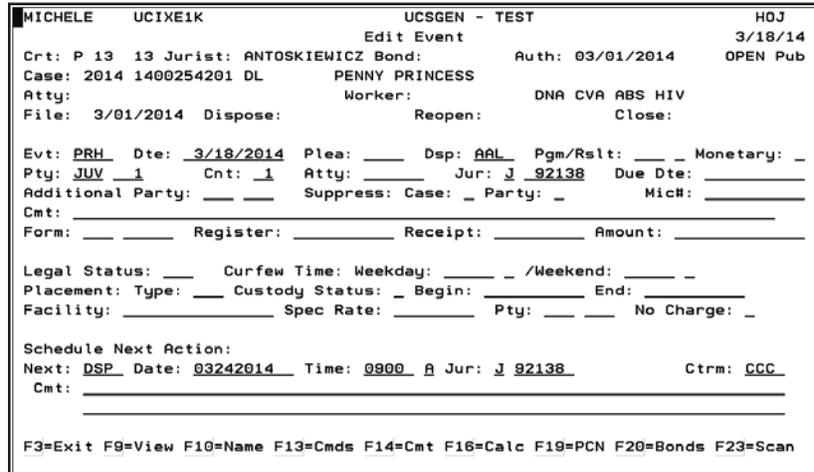


### Step #15

At the **Select Parties for Event** screen, make changes if necessary, then press Enter. You will be returned to the **Edit Event** screen.

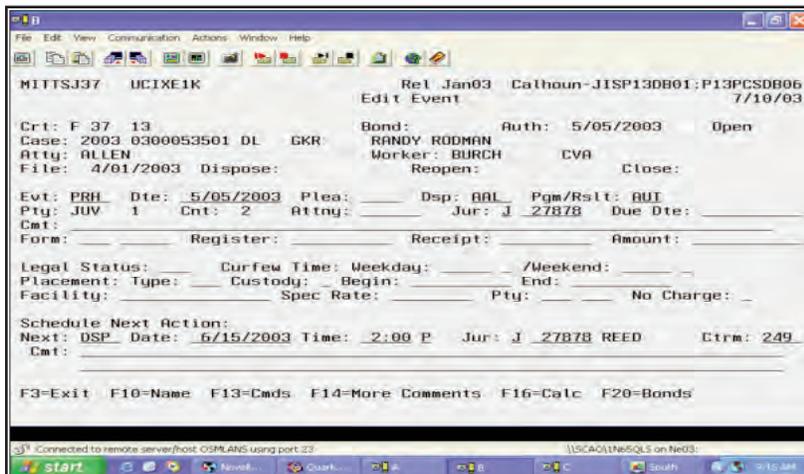
### Step #16

Continue to enter information regarding this case. Then, press the Enter key. You will be returned to the Edit Event screen for the second count.



### Step #17

Continue with processing for the second count. When completed, press the Enter key.

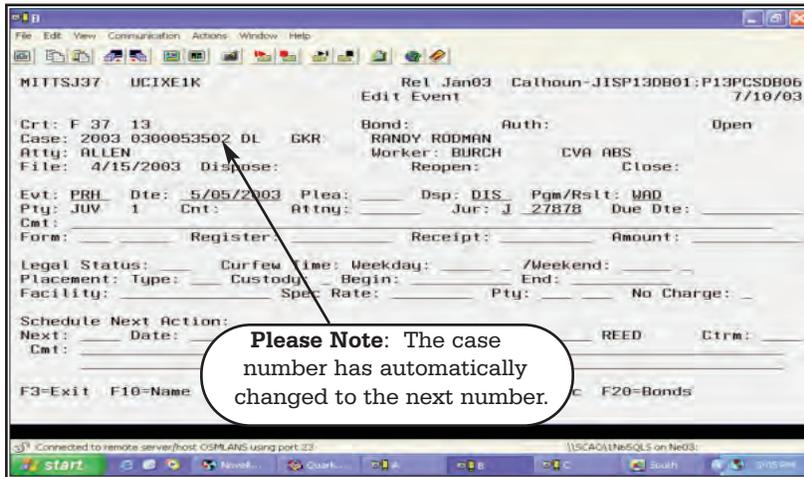


**Please Note:** If the charges were not selected as described in **Step #13** you will need to follow the following steps for disposing charges described in **Steps #18 and 19**.

continued →

## Case Disposition ~ Multiple Petitions, continued

### Step #18



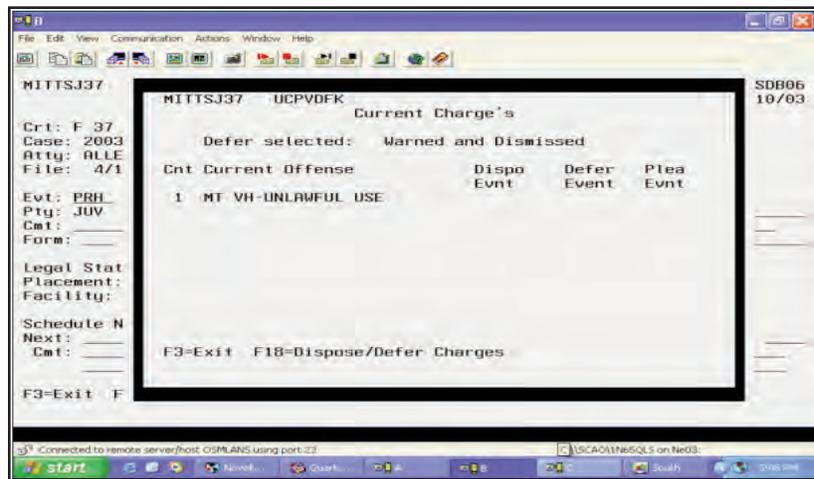
You will be returned to the Edit Event screen for the second case (petition). Continue to enter, modify or remove information regarding this case. Then, press the **Enter** key.

**Please Note:** The charge was changed to **DIS** (dismissed) and the Pgm/Rslt was changed to **WAD** (Warned and Dismissed) and the next action information was removed.

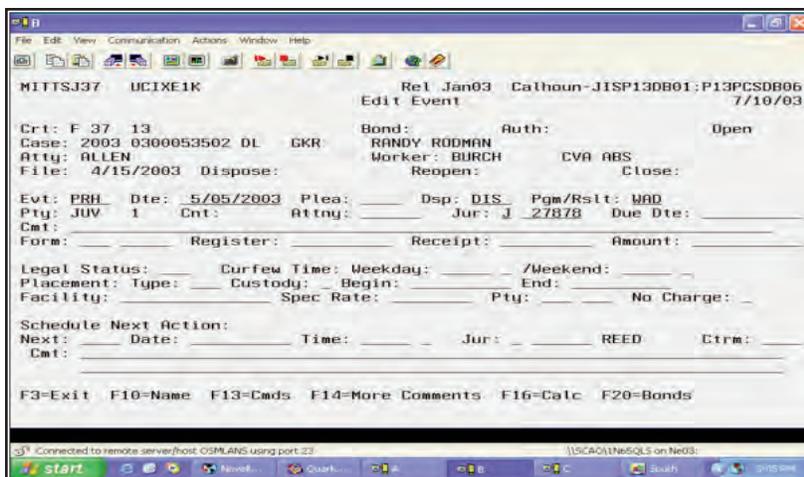
### Step #19

You will be returned to the **Current Charges** screen. To dispose all charges pertaining to this case (petition), select

**Shift F6** (<F18>).



### Step #20



You will be returned to the Edit Event screen for the first case (petition).

You have successfully disposed of two cases (petitions).

continued →