

Appendices

January-2011

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APPENDIX A - CODE TABLES

Appendix A contains the seven code tables that are maintained through the utility system.

Code Table 1 - Clerk Event Codes

Code Table 1 lists the EVENT codes that may be used on the Clerk screen and their definitions. Each code entry is referenced to SCAO line number (where applicable and used prior to January 1, 2002), case type association, and Close/Disp result (where applicable). This text has broken Code Table 1 down into five sections to clarify usage. Appendix C contains special considerations.

SECTION 1.

The EVENT codes in Section 1 **must** be used as they pertain to the action taken. These codes will set time frames, post header information, reflect bond information and update pertinent information.

| CODE | SHORT DESC. | LONG DESCRIPTION | TYPE | CLOSE/DISP |
|------|-----------------|-----------------------------------|----------|------------|
| ADO* | Adjournment | Adjournment | Both | -- |
| ADR | ADR Ordered | ADR Ordered | Civil | -- |
| ANS* | Answer Filed | Answer Filed | Civil | ANS |
| BDA* | Bond Applied | Bond Applied | Both | -- |
| BDC* | Bond Canceled | Bond Canceled | Both | -- |
| BDF* | Bond Forfeit | Bond Forfeited | Both | -- |
| BDP* | Bond Posted | Bond Posted | Both | -- |
| BDR* | Bond Refund | Bond Refunded | Both | -- |
| BDS* | Bond Re-inst | Bond Re-instated | Both | -- |
| BDU | Bond Surrend | Bond Surrendered | Both | -- |
| BWI | Bnch/War Iss | Bench Warrant Issued | Both | DFR |
| BWR* | Bnch/War Retn | Bench Warrant Returned | Both | HDR |
| COD* | Codef/Consol | Codefendant/Consolidated | Both | -- |
| COP* | Court Orderd | Court Ordered Paid | Both | -- |
| EOS* | Ext of Summ | Extension of Summons | Civil | -- |
| FWV | SAC-Fee Wvd | Summons and Complaint-Fees Waived | Civil | -- |
| JDF | Jury Demand | Jury Demand Filed | Both | -- |
| MED* | ADR Or | ADR Ordered | Civil | -- |
| NOT* | Send Notice | Send Notice | Both | -- |
| NSF | SAC-No Fees | Summons and Complaint-No Fees | Civil | -- |
| OR | Order Rescinded | Order Rescinded | Civil | -- |
| RCD* | Rem Cal Date | Remove Calendar Dates | Both | -- |
| REM* | Remand Ap/Su | Remand from App/Supreme | Both | HDR |
| REO* | Reopen Order | Order Reopening Case | Both | HDR |
| RFM* | Ret from Med | Return from Mediation | HDR | |
| RMS* | Remand Sen | Remand for Sentencing | Criminal | HDR |
| ROS* | Retn of Serv | Return of Service | Civil | ROS |
| RSD* | Restit Dsbur | Restitution Disbursement | Both | -- |
| RSE* | Rem.Sch.Evt | Remove Scheduled Event | Both | -- |
| RTD* | Remove Dates | Remove Trial Dates | Both | -- |
| SAC | Sum/Compl | Summons and Complaint | Civil | -- |
| SND* | Set Next Dat | Set Case on Calendar | Both | -- |

*Codes with a "HDR" under the close/disp column will re-open a case. See the associated special considerations in Appendix C.

SECTION 2 - DEFERRED CODES (Code Table 1)

The EVENT codes in Section 2 **must** be used as they pertain to specific matters that defer an entry of the final judgment on a case. The case status will be "D" as a result of these codes.

| CODE | SHORT DESC. | LONG DESCRIPTION | TYPE | CLOSE/DISP | CHR |
|------|----------------|------------------------|----------|------------|-----|
| DLS | Delayed Sent | Delayed Sentence | Criminal | DFR | |
| DPD | Defer 7411 Sen | Defer 7411 Sentence | Criminal | DFR | X |
| DPK | Defer Kidnap | Defer Kidnap Sentence | Criminal | DFR | X |
| DPS | Defer Domestic | Defer Domestic Assault | Criminal | DFR | X |
| DPY | Defer HYTA Sen | Defer HYTA Sentence | Criminal | DFR | X |

Codes with a "DFR" (deferred sentence) under close/disp column must be entered with a 99 in the charge field. This will technically close the case. Cases deferred with a DPK, DPY, DPD, or DPS will be automatically suppressed.

SECTION 3 - DISMISSAL CODES (Code Table 1)

The EVENT codes in Section 3 **must** be used to dismiss cases previously deferred by a code used in Section 2. (Normally after 1 year, if the defendant does not violate their probation). These dismissal codes will also close the case.

| CODE | SHORT DESC. | LONG DESCRIPTION | OLD SCAO# | TYPE | CLOSE/DISP | CHR |
|------|------------------|-------------------------------|-----------|----------|------------|-----|
| DIS | Dismissal Order | Dismissal Order (of deferred) | -- | Criminal | DDF | X |
| DMD | Dismiss 7411 | Dismiss 7411 Charges | -- | Criminal | DDF | X |
| DMK | Dismiss Kidnap | Dismiss Kidnap Charges | -- | Criminal | DDF | X |
| DMS | Dismiss Domestic | Dismiss Domestic Assault | -- | Criminal | DDF | X |
| DMY | Dismiss HYTA | Dismiss HYTA Charges | -- | Criminal | DDF | X |

Codes with a "DDF" (dismiss deferred sentence) remove any previous dispositions and enter a DDF related code.

Delayed Sentence Process: (also called "plea taken under advisement") Enter the plea as it happens. At the time the sentence is "delayed" enter in SENTence information on the court screen, on the clerk screen enter DLS in the event field. The case will be deferred. ***Do Not Enter FOJ at this time*** When defendant is successful with the delayed sentence and the all the charges are to be dismissed, enter REOpen as a clerk event, in the court screen using the same date as the reopen enter MAJ in the event field and DIS in the result field and enter 99 for the charges, enter FOJ in as clerk event.

SECTION 4 - CLOSING CODES (Code Table 1)

The EVENT codes in Section 4 **must** be used when closing a case. All parties and/or all charges **must** be disposed before a case can be closed. The codes listed below can be used to dispose charges or parties when a "99" in the charge field or a "999" in the party suffix field is used. Use the "99" or "999" for orders that close the entire case (no court dispositions would be entered, i.e. CJO).

| CODE | SHORT DESC. | LONG DESCRIPTION | TYPE | CLOSE/DISP | CHR |
|------|-----------------|----------------------------------|----------|------------|-----|
| CJO | Civ Jdg Ord | Civil Judgment Order | Civil | CLO | |
| CVO | Change Venue | Change of Venue Ordered | Both | CLO | |
| DIS | Dismissal Order | Dismissal Order (of Deferred) | Criminal | DDF | X |
| DMO | Dismissal Or | Dismissal Order (of Civil) | Civil | CLO | |
| FOJ | Final Ord/Jd | Final Order or Judgment Filed | Both | CLO | |
| NPO | No Prog Ordr | No-Progress Order | Both | CLO | |
| NSO | Non Serv Ord | Non-Service Order | Civil | CLO | |
| RDO | Remand Order | Remand Order | Both | CLO | X |
| RVO | Removal Ordr | Removal Order | Both | CLO | |

Codes with a "CLO" under the Close/Disp column check for dispositions on all charges/parties (defendant party types) before closing the case. A 99 (in the charge field for criminal cases) or a 999 (in the party suffix field) acts as an override for the disposition edit. **CAUTION should be used when using this feature. Any non-disposed charges/parties will be disposed with the closing code and its related SCAO#.**

SECTION 5 - MISCELLANEOUS CODES (Code Table 1)

The EVENT codes in Section 5 **may** be used in place of entering the full description on the comment lines on the clerk screen.

Note: Miscellaneous event codes may be added to Code Table 1 (see Chapter 5- Utility Menu)

| CODE | SHORT DESC. | LONG DESCRIPTION | TYPE | CLOSE/DISP |
|-------------|--------------------|------------------------------|-------------|-------------------|
| AFF | Affidavit | Affidavit | Both | -- |
| APL | Appeal Fee Pd | Appeal Fees Paid | | |
| APP | Appearance | Appearance | Both | -- |
| INF | Information | Information | Both | -- |
| JUD | Judgment Fee | Judgment Fees Paid | | |
| MOT | Motion Filed | Motion Filed | Both | -- |
| NAR | Not Claim Ap | Notice of Appeal of Rights | Criminal | -- |
| NTC | Notice | Notice | Both | -- |
| NTS | Notice Sent | Notice Sent | Both | -- |
| ORD | Order | Miscellaneous Order | Both | -- |
| OSC | Order Show/Cau | Order to Show Cause | Both | -- |
| PET | Petition Fil | Petition Filed | Both | -- |
| POS | Prf of Serv | Proof of Service Filed | Both | -- |
| PTI | Ptr Stmt Iss | Pre-Trial Statement Issued | Both | -- |
| PTO | Pretrial Ord | Pre-Trial Order | Both | -- |
| PTR | Ptr Stmt Ret | Pre-Trial Statement Returned | Both | -- |
| RET | Ret to Circ | Return to Circuit Court | Criminal | -- |
| SCO | Sch Conf Ord | Scheduling Conference Order | Both | -- |
| SUB | Subpoena | Subpoena | Both | -- |
| TRL | Trial Fee Pd | Trial Fees Paid | Both | B |

Code Table 2 - Clerk/Court Next Action Codes

Code Table 2 lists the NEXT EVENT codes that may be entered on the clerk and court screens, their definitions, and the case types with which they are associated. These codes are then displayed as LAST EVENT and NEXT EVENT codes on the calendar screen and other case management screens.

| CODE | SHORT DESCRIPTION | LONG DESCRIPTION | TYPE | CATEGORY |
|-------------|--------------------------|---------------------------------|-------------|-----------------|
| ARR | Arrestment | Arrestment | Criminal | -- |
| EXP | Expire Summ | Expiration of Summons | Civil | -- |
| FPT | Final Pretrial | Final Pretrial | Criminal | PTH |
| HYT | HYTA Hearing | Holmes Youthful Trainee Hearing | Criminal | HRG |
| JYT | Jury Trial | Jury Trial | Both | TRL |
| MOH | Motion Hrg | Motion Hearing | Both | -- |
| MSH | Misc Hearing | Miscellaneous Hearing | Both | HRG |
| NJT | Trial | Trial | Both | TRL |
| PCH | Pro-Conf Hrg | Pro Confesso Hearing | Both | HRG |
| PTH | Pretrial Hrg | Pre-Trial Hearing | Both | PTH |
| PVH | Probation Hg | Probation Hearing | Criminal | -- |
| REA | Rearraign | Rearraignment | Criminal | -- |
| REV | Review | Review | Both | -- |
| SEN | Sentencing | Sentencing | Criminal | -- |

*Codes with a "HRG" under the category column designate activity equivalent to hearing, those with a "TRL" under the category column designate trial activity, and codes with a PTH designate activity equivalent to a pre-trial. See Civil Pending Report and Criminal Pending Report for further information.

Code Table 3 - Court Event Codes

Code Table 3 lists the EVENT codes that may be used on the Court screen and their definitions. Each code entry is referenced to case type and Close/Disp result (where applicable). Appendix C contains special considerations for those codes marked with an asterisk.

| CODE | SHORT DESCRIPTION | LONG DESCRIPTION | TYPE | CATEGORY |
|------|-------------------|-------------------------------|----------|----------|
| APO* | Amd Prob Ord | Amended Probation Order | Criminal | -- |
| ARR | Arraignment | Arraignment | Criminal | -- |
| COH | Comptncy Hrg | Competency Hearing | Criminal | -- |
| DRV | Directed Verdict | Directed Verdict | Both | TRL |
| EXH | Extradition | Extradition Hearing | Criminal | -- |
| FPT | Final Pre-Trial | Final Pre-Trial | Criminal | PTH |
| JTH | Jury Half | Jury Trial Half Day | Both | TRL |
| JTW | Jury Whole | Jury Trial Whole Day | Both | TRL |
| MAC | Misc Act-Clk | Miscellaneous Action by Clerk | Both | -- |
| MAJ | Misc Action | Miscellaneous Action by Judge | Both | -- |
| MOH | Motion Hrg | Motion Hearing | Both | -- |
| MNY | Money Ordered | Money Ordered | | |
| MSH | Misc Hearing | Miscellaneous Hearing Held | Both | HRG |
| NJH | Nonjury Half | Non-Jury Half Day | Both | TRL |
| NJW | Nonjury Whol | Non-Jury Trial Whole Day | Both | TRL |
| OPI | Opinion | Opinion | Both | TRL |
| PCH | Pro-Conf Hrg | Pro-Confesso Hearing | Both | HRG |
| PSN | PRV Sentence | Probation Violation Sentence | Criminal | |
| PTH | Pre-Trial Hg | Pre-Trial Hearing | Both | PTH |
| PVH | Probation Hg | Probation Violation Hearing | Criminal | -- |
| REA | Rearraign | Rearraignment | Criminal | -- |
| SCH | Show Caus Hg | Show Cause Hearing | Both | HRG |
| SEN | Sentencing | Sentencing | Criminal | -- |
| WKH | Walker Hrg | Walker Hearing | Both | HRG |

*Codes with a "HRG" under the Category column designate activity equivalent to a hearing, those with a "TRL" under the Category column designate trial activity, and codes with a PTH designate activity equivalent to a pre-trial. See Civil Pending Report and Criminal Pending Report for further information.

Code Table 4 - Court Result Codes

Code Table 4 lists the RESULT codes that may be used on the court screen and their definitions. Each code is referenced to SCAO line number (where applicable), case type association, and close/disp result (if initiating dispose process).

| CODE | SHORT DESC. | LONG DESCRIPTION | TYPE | DESC. | CHR |
|-------|------------------|------------------------------|----------|-------|-----|
| ADJ | Adjourned | Adjourned | Both | -- | |
| BWA | Bnh/War Auth | Bench Warrant Authorized | Both | -- | |
| CHV | Change Venue | Change Venue | Both | DSP* | |
| DFT | Default | Defendant Found in Default | Civil | DSP* | |
| DIS | Dismissed | Dismissed | Both | DSP* | X |
| DVG | Div. Granted | Divorce Granted | Civil | DSP* | |
| FCO | Found Compnt | Found Competent | Criminal | -- | |
| FNC | Not Competnt | Found Not Competent | Criminal | DSP** | |
| FNG | Found Not Guilty | Found Not Guilty | Criminal | DSP | X |
| GMI | Guilty-Mentally | Guilty-Mentally III | Criminal | DSP | X |
| GTY | Guilty | Found Guilty | Criminal | DSP | X |
| JTD | Judgment Deft | Judgment for Defendant | Civil | DSP* | |
| JTP | Judgment Plnt | Judgment for Plaintiff | Civil | DSP* | |
| MIS | Mistrial | Mistrial Declared | Both | -- | |
| NCA | No Cause Act | No Cause for Action | Civil | DSP* | |
| NGI | N G Insane | Not Guilty Insanity | Criminal | DSP** | X |
| NHD | Not Held | Not Held | Both | -- | |
| NOC | Nolo Contend | Nolo Contendre (No contest) | Criminal | DSP** | X |
| NOP | Nolle Proseq | Nolle Prosequi | Criminal | DSP** | X |
| NSD | Non-Serv Dism | Non-Service Dismissal | Civil | DSP | |
| NWV | Not Withstnd | Not Withstanding the Verdict | Both | DSP | X |
| OPI | Opinion | Opinion Filed in Bench Trial | Both | DSP | X |
| ORD | Ordered | Ordered/Granted | Both | DSP | |
| PLG | Plead Guilty | Plead Guilty | Criminal | DSP** | X |
| PMI | Pled Guilty-MI | Plead Guilty-Mentally III | Criminal | DSP | X |
| PNG | Plead N-Guilt | Plead Not Guilty | Criminal | -- | |
| PWD | Plea Withdrawn | Plea Withdrawn | Criminal | -- | |
| RAD* | Retn UAD | Return from Under Advisement | Both | -- | |
| REI | Reinstated | Party Reinstated | Civil | -- | |
| REF | Refer Comp | Referred for Competency | Criminal | DSP** | |
| RMD | Remand Dist | Remand to District Court | Criminal | DSP** | |
| RMP | Remand Prob | Remand to Probate Court | Both | DSP | |
| RMV | Remove Dist | Remove to District Court | Civil | DSP* | |
| SET | Settled | Settled | Civil | DSP* | |
| STM | Stood Mute | Stood Mute | Criminal | -- | |
| STY | Stay | Stay of Proceedings | Both | DSP | |
| TRF | Transfer Fed | Transfer to Federal Court | Civil | DSP* | |
| UAD*^ | Under Advise | Under Advisement | Both | -- | |
| UNC | Uncontested | Uncontested | Civil | DSP* | |
| WAV | Waived | Waived | Both | -- | |

*DSP codes for non-criminal cases must be entered with a party designation or all 999 for all remaining defendants. This software looks only at the defendants (D, CD, XD, TD) when preparing the SCAO case inventory report. Therefore, the dsp code must be directed to the defendants. Except when dismissing parties, all party types are valid. The comment fields may be used for detailed information about the disposition.

**DSP codes for criminal cases must be entered with a charge number (sequence number assigned by the computer to a charge, or 99 for all remaining charges. ^ Any case can be under advisement regardless of status.

Code Table 5 - Case Status Codes

Code Table 5 lists the case STATUS codes displayed on Case Management screens.

| CODE | DEFINITION | CASE TYPE |
|-------------|-------------------|------------------|
| C | CLOSED | Both |
| D | DEFERRED STATUS | Criminal |
| M | ADR | Civil |
| O | OPEN | Both |

Code Table 6 - Alternate Name Codes

Code Table 6 lists the alternate name TYPE codes used on the Header and Party screens.

| CODE | SHORT DESCRIPTION | LONG DESCRIPTION |
|-------------|--------------------------|----------------------------|
| AKA | ALIAS | ALSO KNOWN AS |
| ASG | ASSIGNEE OF | ASSIGNEE OF |
| ATT | ATTENTION | ATTENTION |
| C/O | CARE OF | IN CARE OF |
| CON | CONSERVATOR | CONSERVATOR |
| DBA | DOING BUS AS | DOING BUSINESS AS |
| EST | ESTATE OF | ESTATE OF |
| FDB | FRMLY DOING | FORMERLY DOING BUSINESS AS |
| GDN | GUARDIAN | GUARDIAN AD LITEM |
| MIN | MINOR | MINOR |
| NXF | NEXT FRIEND | NEXT FRIEND |
| PER | PERSONAL REP | PERSONAL REPRESENTATIVE |
| RES | RES. AGENT | RESIDENT AGENT |
| SUB | SUBROGEE | SUBROGEE |
| TRS | TRUSTEE | TRUSTEE |

Code Table 7 - Mediation Clerk Events

Code Table 7 lists the codes used on the mediation Clerk screen.

(*Updates both the Mediation Summary and the Circuit Case Summary.)

| CODE | SHORT DESCRIPTION | LONG DESCRIPTION | CASE TYPE |
|-------------|--------------------------|-------------------------------|------------------|
| AR | ADJOURNED | ADJOURNED | Civil |
| BIF | BIF RESPONSE | BIFURCATED RESPONSE | Civil |
| CON | COND. ACCEPT | CONDITIONAL ACCEPTANCE | Civil |
| MA* | ADR ACCEPTED | ADR ACCEPTED | Civil |
| MCR* | ADR REMOVED | REMOVED FROM ADR | Civil |
| MCS* | ADR SETTLED | ADR CASE SETTLED | Civil |
| MED | ADR ORDERED | ADR ORDERED | Civil |
| MNT* | ADR HRG NOTICE | ADR HEARING NOTICE | Civil |
| MR* | ADR REJECTED | ADR REJECTED | Civil |
| MR1* | ADR RMD LOC1 | MEDIATION REMANDED LOCATION 1 | Civil |
| RFM* | RET FROM MED | RETURN FROM ADR | Civil |

APPENDIX B - OTHER CODES USED IN CCS

Appendix B contains lists of codes that are used throughout the Circuit Court System. These codes may not be maintained by system users.

Case Type Codes

The following codes represent TYPE designations for criminal and civil case header registration:

CRIMINAL TYPES

FC
FH
FJ

CIVIL TYPES

| | | | | |
|----|----|----|----|----|
| CB | CK | NF | NS | PR |
| CC | CL | NH | NZ | PS |
| CD | CP | NI | PA | PZ |
| CE | CR | NM | PC | |
| CF | CZ | NO | PD | |
| CH | ND | NP | PG | |

CIVIL/APPEALS

| | |
|----|----|
| AA | AS |
| AE | AV |
| AH | AW |
| AL | AX |
| AP | AZ |
| AR | |

CIVIL/DOMESTIC

| | | | | |
|----|----|----|----|----|
| DC | DP | DZ | NB | UE |
| DF | DR | EM | NC | UF |
| DH | DS | ID | UI | UD |
| DI | DU | PH | UM | UT |
| DM | DV | PJ | UN | UW |
| DO | DW | PP | TO | VP |

Party Designation Codes

The following designations represent the PARTY codes used in the Circuit Court System:

CATEGORY CODES DEFINITION

| | |
|----|-----------------------|
| P | Plaintiff |
| D | Defendant |
| CP | Counter Plaintiff |
| CD | Counter Defendant |
| XP | Cross Plaintiff |
| XD | Cross Defendant |
| TP | Third Party Plaintiff |
| TD | Third Party Defendant |
| B | Bondsman |
| G | Garnishee Defendant |
| IP | Interested Party |
| IV | Intervening Party |
| R | Restitution Party |

Party designations consist of a two-letter category code and a three-digit sequential number. For example, the first plaintiff would be designated P 001, and the first counter plaintiff would be designated CP001. For each additional party in a category, increase the sequential number by one.

APPENDIX C - Special Code Considerations

Appendix C provides result information on codes noted with asterisks in Appendix A.

| | |
|---|--|
| ADO - Adjournment | Entered in EVENT field on Clerk screen |
| All Cases -used with DATE input in NEXT ACTION field -removes pending activity for that date on Calendar screen | |

| | |
|--|--|
| ANS - Answer Filed | Entered in EVENT field on Clerk screen |
| Civil Cases -used with Clerk DATE and party designation codes -updates Party service/answer date and code -"999" in PTY suffix field updates all defendants with no "ANS" entered | |

| | |
|---|--|
| APO - Amended Probation Order | Entered in EVENT field on Court screen |
| Criminal Cases -updates sentencing information | |

| | |
|---|--|
| BDA - Bond Applied | Entered in EVENT field on Clerk screen |
| All Cases -enter amount applied in Amount field for Bond Report -sets BOND POSTED in case header to "N" | |

| | |
|---|--|
| BDC - Bond Canceled | Entered in EVENT field on Clerk screen |
| All Cases -no cash distribution -sets BOND POSTED in case header to "N" | |

| | |
|---|--|
| BDF - Bond Forfeited | Entered in EVENT field on Clerk screen |
| All Cases -no cash distribution -sets BOND POSTED in case header to "N" | |

| | |
|---|--|
| BDP - Bond Posted | Entered in EVENT field on Clerk screen |
| <p>All Cases</p> <ul style="list-style-type: none"> -allows cash distribution -sets BOND POSTED in case header to "Y" | |
| BDR - Bond Refunded | Entered in EVENT field on Clerk screen |
| <p>All cases</p> <ul style="list-style-type: none"> -enter amount refunded in Amount field for Bond Report -sets BOND POSTED in case header to "N" | |
| BDS - Bond Re-instated | Entered in EVENT field on Clerk screen |
| <p>All Cases</p> <ul style="list-style-type: none"> -allows cash distribution -sets BOND POSTED in case header to "Y" | |
| BWI - Bench Warrant Issued | Entered in EVENT field on Clerk screen |
| <p>All Cases</p> <ul style="list-style-type: none"> -closes the case with deferred status -counts as inactive regardless of prior disposition | |
| BWR - Bench Warrant Returned | Entered in EVENT field on Clerk screen |
| <p>All Cases</p> <ul style="list-style-type: none"> -re-opens the case (see Code "REO") -clears BWI disposition | |
| CLO - Closed | Not directly entered - Internal processing |
| <p>All Cases</p> <ul style="list-style-type: none"> -moves "C" to STATUS fields -deletes all future trial and jury trial dates (not miscellaneous hearings) -updates name file | |

| | |
|--|---|
| COD - Codefendant/Consolidated | Entered in EVENT field on Clerk screen |
| <p>All Cases</p> <ul style="list-style-type: none"> -enter co-case number on first clerk comment line -enter co-defendant name on second clerk comment line -displays "COD" at top of case summary, clerk screen, court screen and mediation screen -one event MUST be entered for each co-defendant on each case. | |
| CON - Conditional Acceptance | Entered in EVENT field on ADR Clerk Screen |
| <p>Civil Cases</p> <ul style="list-style-type: none"> -used with party designation and clerk date -comments will be printed on notice of ADR Evaluation Acceptance/Rejection for designated party. -acts as extension of "C" code in the Accept/Reject field for the designated party | |
| COP - Court Ordered Paid | Entered in EVENT field on Clerk screen |
| <p>All Cases</p> <ul style="list-style-type: none"> -allows cash distribution -works in conjunction with the account type numbers entered in the Cash Code File and updates the case header file with cash received from the defendant for court ordered monies. | |
| EOS - Extension of Summons | Entered in EVENT field on Clerk screen |
| <p>Civil Cases</p> <ul style="list-style-type: none"> -used with party designation, next action code EXP, and next action date as expiration date for extension of summons | |
| EXP - Expiration of Summons | Entered in Next Action Type field on Clerk screen |
| <p>Civil Cases</p> <ul style="list-style-type: none"> -used with party designation and clerk event EOS -Case Review's Non-Service Due category will look for an EXP entry before reporting the related party. -EXP will NOT appear on a <u>calendar</u> display or printout | |

| | |
|---|--|
| MED - ADR Ordered | Entered in EVENT field on Clerk screen |
| Civil Cases -updates case status to "M" -comment displays on circuit register of actions | |
| MA - ADR Accepted | Entered in EVENT field on ADR Clerk screen |
| Civil Cases -updates case status to "O" -comment displays on circuit summary | |
| MCR - ADR Removed | Entered in EVENT field on ADR Clerk screen |
| Civil Cases -updates case status to "O" -comment displays on circuit summary | |
| MCS - ADR Case Settled | Entered in EVENT field on ADR Clerk screen |
| Civil Cases -updates case status to "O" -comment displays on circuit summary | |
| MR - ADR Rejected | Entered in EVENT field on ADR Clerk screen |
| Civil Cases -updates case status to "O" | |
| MR1 - ADR Remand Location 1" | Entered in EVENT field on ADR Clerk screen |
| Civil Cases -gives the opportunity to have more than one place to be remanded -updates case status to "O" -comment displays on circuit summary | |

| | |
|---|---|
| NOT - Send Notice | Entered in EVENT field on Clerk screen |
| <p>All Cases</p> <ul style="list-style-type: none"> -used with DATE input in NEXT ACTION field -add, modify, delete activity for that date on the calendar -tags the calendar event for a notice -calendar comment lines 1-4 will print | |
| RAD - Return from UAD | Entered in RESULT field on Court screen |
| <p>All Cases</p> <ul style="list-style-type: none"> -updates status of case from "U" to "O" | |
| RCD -Remove Calendar Dates | Entered in EVENT field on Clerk screen |
| <p>All Cases</p> <ul style="list-style-type: none"> -removes all future calendar dates for the case | |
| REM - Remand from Court of Appeals/Supreme | Entered in EVENT field on Clerk screen |
| <p>All Cases</p> <ul style="list-style-type: none"> -reopens the case and removes the closing date -retains current disposition codes and dates -updates case status to "O" | |
| REO - Reopen | Entered in EVENT field on Clerk screen |
| <p>All Cases</p> <ul style="list-style-type: none"> -removes dispositions for individual charges - Civil Cases -blanks out LAST ACTION and LAST ACTION DATE for all parties - All Cases -blanks out current CLO/DISP code and date -updates case status to "O" -enters REOPEN DATE | |

| | |
|--|--|
| RFM – “Return from ADR” | Entered in EVENT field on Clerk screen |
| Civil Cases -if case is not closed, places “O” in the Status field -comment displays on circuit summary | |

| | |
|--|--|
| RMS - Remand Sentence | Entered in EVENT field on Clerk screen |
| Criminal Cases Only -reopens the case and blanks out the closing date -all dispositional activity is retained -enters re-open date | |

| | |
|--|--|
| ROS - Return of Service | Entered in the EVENT field on Clerk screen |
| Civil Cases -if “ANS” has not been entered, updates party service/answer date and code -“999” in PTY suffix field updates all defendants with no “ANS” or more currently dated “ROS” entered | |

| | |
|---|--|
| RSD - Restitution Disbursement | Entered in EVENT field on Clerk screen |
| All Cases -no cash distribution -used by Clerk to distribute restitution money received from the defendant to the restitution parties. When a restitution party is keyed (always prefix “R”) along with event “RSD” and an amount, the party file is updated for restitution received. Include number in receipt field also can be voucher # or disbursement date. | |

| | |
|---|--|
| RSE - Remove Scheduled Event | Entered in EVENT field on Clerk screen |
| All Cases -used with DATE input in NEXT ACTION field -removes pending activity for that date on Calendar -must input TIME and EVENT | |

| | |
|--|---|
| RTD - Remove Trial Dates | Entered in EVENT field on Clerk screen |
| <p>All Cases</p> <p>-removes all pending trial activity (JYT, NJT) on calendar screen</p> | |
| SND - Set Next Date | Entered in EVENT field on Clerk screen |
| <p>All Cases</p> <p>-used with DATE input in NEXT ACTION field</p> <p>-add, modify, delete activity for that date on the Calendar</p> <p>-calendar comment lines will be displayed as part of the event description on the calendar screen/print</p> | |
| UAD - Under Advisement | Entered in RESULT field on Court screen |
| <p>All cases</p> <p>-updates status of case from "O" to "U"</p> | |

APPENDIX D - SYSTEM MESSAGES

SCREEN-SPECIFIC MESSAGES

Responding to Error Messages

There are two kinds of messages displayed in the Circuit Court System Case Management and Utility screens: "error" messages, indicating there was an incorrect entry made, and "informational" messages. Both types are listed beginning on the next page.

Many of the error messages encountered when using the CCS screens are similar from screen to screen, with minor variations. Many of the messages are self-explanatory; for those that aren't, an explanation and/or correction procedure is given. A few "general rules" for correcting errors are explained below:

Some of the error messages indicate that something "already exists" (e.g., "CASE ALREADY EXISTS"). These messages are indicating something cannot be added as it already exists in the database. When such messages appear:

1. Check to see if a mistake was made when typing the code or number of the item, if so, retype it.
2. If a typing mistake is not the problem, the message means that the item cannot be added with the code or number being used. In some cases it may be possible to add the item with a different code or number.

Some of the messages state that something "does not exist" (e.g., "CASE DOES NOT EXIST FOR MODIFY"). These messages are saying to perform the action attempted the code or number entered does not exist. When such messages occur:

1. Check to see if there was an error in typing the code or number of the item, if so, retype it.
2. If a typing mistake is not the problem, the item does not exist. If it is the user's responsibility to maintain information about that item and if it needs to be added, add the item by using the appropriate data entry screen.

CASE MANAGEMENT SCREEN MESSAGES

| <u>Case Header Messages</u> | <u>Explanation/Correction</u> |
|---|--|
| CASE ALREADY EXISTS | Case number already exists in system. Enter an unused case number to add a case. |
| CASE DOES NOT EXIST FOR MODIFY CASE DOES NOT EXIST FOR DELETE | The case number entered does not exist. |
| CASE IS BEING UPDATED BY ANOTHER USER | Another user is already working with this case. Two users cannot update the same case simultaneously. |
| CASE TYPE INCONSISTENT WITH CASE TYPE REQUESTED | A civil case is requested but system identifies it as a criminal (or vice versa). Verify the correct number and/or case type was used. |
| F1 TO RETAIN | Press [F1] to cancel delete request. |
| INVALID CASE TYPE FOR AN ADD INVALID CASE TYPE FOR AN INQUIRY | The case type code entered is not on the case type table. |
| PRESS F4 TO TO CONFIRM DELETE | Press [F4] to confirm request to delete the case record. |
| ANY OTHER ERROR CALL OPERATIONS | Call the data center. |
| <u>Charge Screen Messages</u> | <u>Explanation/Corrections</u> |
| CASE IS BEING UPDATED | Another user is already working with this case. Two users cannot update the same case simultaneously. |
| CASE MASTER RECORD NOT FOUND | The case number entered does not exist. |
| CHARGE DOES NOT EXIST CHARGE DOES NOT EXIST FOR MODIFY CHARGE DOES NOT EXIST FOR DELETE | The charge reference number entered has not been added for this case. |

INVALID CASE TYPE
FOR CHARGE SCREEN

User attempted to access the Charge screen for a civil case. Either the wrong case number was typed or the case was set up with the wrong case type code.

CHARGE ALREADY EXISTS

The charge reference number entered has already been added for this case.

Party Screen Messages

Explanation/Correction

CANNOT DELETE PRIMARY

Primary plaintiff/defendant in a civil case may not be deleted.

CASE IS BEING UPDATED BY
ANOTHER USER

Another user is already working with this case. Two users cannot update the same case simultaneously.

CASE MASTER RECORD
NOT FOUND

The case number entered does not exist.

DESCRIPTION NOT VALID

A party description which was entered is not valid. Check party codes in Appendix B.

PARTY ALREADY EXISTS
FOR ADD

Party reference number already exists in the system. Enter an unused number.

PARTY DOES NOT EXIST
FOR MODIFY
PARTY DOES NOT EXIST
FOR DELETE

The party reference entered does not exist for this case.

Clerk Screen Messages

Explanation/Correction

ALL PARTIES OR CHARGES
NOT DISPOSED

Each party or charge involved in the case must be disposed with a valid "disposed" code from Code Table 4 before closing the case.

CASE ALREADY ON JUDGE'S
CALENDAR SELECTED
DATE/TIME

The event being set on the calendar cannot be added because the judge already has something scheduled in that time slot.

EVENT DOES NOT EXIST
EVENT DOES NOT EXIST
FOR MODIFY
EVENT DOES NOT EXIST
FOR DELETE

The sequential event code entered does not exist for this case.

NEXT ACTION DATE MUST
BE CURRENT OR FUTURE
DATE

The Next Action Date is in the past. Must enter current or future date.

| | |
|--|---|
| EVENT TYPE NOT CONSISTENT WITH CLK SCREEN | The event number entered is not a Clerk screen entry. |
| NO CALENDAR ENTRY TO ADJOURN | The event attempting to adjourn was not scheduled on the date specified. Check to see if the date was typed correctly or if the event was ever scheduled. |
| CASE IS ALREADY CLOSED, RECLOSE IS NOT ALLOWED allow the case to be re-closed. | The event entered is a closing code. The case has a closed status. A delete of the original closing event or modification will |
| CASE IS NOT CLOSED. CODE IS NOT ALLOWED. | Event entered is a "HDR" code which has a re-open action on the case. Therefore the case must be closed. |
| PTY/CHARGE NOT VALID WHEN CLOSING CODE IS ENTERED | 99/999 is the only numbers allowed in these fields. |
| THIS EVENT EXISTS ALREADY | Occurs when [F2] is used on a modify screen. |
| RESTITUTION PARTY NOT FOUND | Attempting to disburse restitution cash (RSD) to a party that does not exist. Choose another restitution party or enter the party on the party screen. |
| RESTITUTION OVER DISBURSED | Attempting to pay more restitution (RSD) than is owed to this party. Select another party. |
| CANNOT MODIFY RESTITUTION EVENT | Restitution event code may not be modified. Delete the transaction and enter new event. |
| CANNOT CHANGE BOND TO AN ACTIVATING EVENT | The original event code set the BOND POSTED field in the case header to "N". The event to one that sets it to "Y" cannot be changed. Enter new event. |
| CALENDAR DATES EXIST USE "RCD" TO REMOVE | Entering an event that is a closing code and future calendar dates exist. After pressing [F2] to add the closing event, enter an RCD event to remove all calendar dates. |
| CANNOT CHANGE BOND TO AN ACTIVATING EVENT | The original event code set the BOND POSTED field in the case header to "Y". The event to one that sets it to "N" cannot be changed. Enter new event. |

PRINT SCREEN AND
SUMMARY SEND TO
JIS: (Descriptive Message)

If these error messages are encountered on the clerk screen, refer them to the data center IMMEDIATELY and press enter.

Court Screen Messages

Explanation/Correction

CASE MASTER RECORD
IN USE

Another user is working with this case. Two users cannot update the same case simultaneously.

CASE ALREADY ON JUDGE'S
CALENDAR SELECTED
DATE/TIME

The event being set on the calendar cannot be added because the judge already has something scheduled in that time slot.

CASE MASTER RECORD
NOT FOUND

The case number entered does not exist.

EVENT DOES NOT EXIST
EVENT DOES NOT EXIST
FOR MODIFY
EVENT DOES NOT EXIST
FOR DELETE

The sequential event code entered does not exist for this case.

EVENT TYPE
INCONSISTENT WITH
CRT SCREEN

The event number entered is not a Court screen entry.

THIS EVENT EXISTS
ALREADY/ADD
IS INVALID

This occurs when **[F2]** is used on a modify screen.

NEXT ACTION DATE MUST
BE CURRENT OR FUTURE
DATE

The Next Action Date is in the past. Must enter current or future date.

CHARGE ALREADY
DISPOSED

The charge entered has already had a disposing code entered previously. To modify a charge's disposition the original event can be deleted or modified.

PARTY ALREADY DISPOSED

The party entered has already been disposed. To modify a party's disposition the original event causing the party to be disposed can be deleted or modified.

DISPOSITION MUST
BE ENTERED WITHIN
A DEFENDANT

A disposition must always be pointed at a defendant.

APO ON FILE. DO NOT
ADD/DELETE/MODIFY
SENTENCE

An Amended Probation Order is on file that may have amended court monies order. Addition, deletion, or modification of a sentencing (SEN) event is not allowed.

PRINT SCREEN AND
SUMMARY - SEND TO
JIS: (Descriptive Message)

If any of the following error messages are encountered on the Court screen, refer them to the data center IMMEDIATELY and **[ENTER]**.

ADR Clerk
Screen Messages

Explanation/Correction

ADR RECORD
NOT FOUND

Attempt to enter ADR clerk screen without first entering a ADR case management screen. Enter ADR case management screen, then attempt entrance to ADR clerk.

UTILITY SCREEN MESSAGES

County File Screen Messages

| <u>Explanation/Correction</u> | |
|--|---|
| COUNTY ALREADY EXISTS | County number entered already exists. Enter an unused county number to add a county. |
| COUNTY DOES NOT EXIST FOR MODIFY COUNTY DOES NOT EXIST FOR DELETE | The county number entered to delete or modify does not exist. |
| COUNTY IS BEING USED BY ANOTHER USER | Another user is working with this county. Two users cannot update the same county simultaneously. |
| SOME OTHER ERROR CALL OPERATIONS | Call the data center. |

PACC Screen Messages

Explanation/Correction

| | |
|--|---|
| PACC NUMBER ALREADY EXISTS | The PACC number entered already exists in the system. |
| PACC NUMBER DOES NOT EXIST FOR MODIFY/DELETE | The PACC number entered to delete or modify does not exist. |
| PACC NUMBER IS BEING UPDATED BY ANOTHER USER | Another user is currently working with this PACC number. |
| SOME OTHER ERROR CALL OPERATIONS | Call the data center. |

Code Table Screen Messages

| | |
|---|---|
| CODE FOR THIS TABLE ALREADY EXISTS | The code entered already exists in the system. |
| CODE/TABLE DOES NOT EXIST FOR MODIFY/DELETE | The code entered to modify or delete does not exist. |
| CODE/TABLE IS BEING UPDATED BY ANOTHER USER | Another user is working with this code. Two users cannot update the same code simultaneously. |

SOME OTHER ERROR
CALL OPERATIONS

Call the data center.

Attorney File Screen Messages

Explanation/Correction

BAR NO. ALREADY EXISTS

The bar number entered already exists in the system.

BAR NO. DOES NOT
EXIST FOR MODIFY
BAR NO. DOES NOT
EXIST FOR DELETE

The bar number entered to delete or modify does not exist.

BAR NO. IS BEING
UPDATED BY
ANOTHER USER

Another user is working with this bar number. Two users cannot update the same bar number simultaneously.

SOME OTHER ERROR
CALL OPERATIONS

Call the data center.

CASH MANAGEMENT MESSAGES

| <u>Cash Distribution Messages</u> | <u>Explanation/Correction</u> |
|-----------------------------------|--|
| RESTITUTION WILL BE OVERPAID | During Cash Distribution of a "COP" event more restitution than the defendant was ordered to pay is being received. |
| FINES WILL BE OVERPAID | During Cash Distribution of a "COP" event more fines than the defendant was ordered to pay is being received. |
| COSTS WILL BE OVERPAID | During Cash Distribution of a "COP" event more costs than the defendant was ordered to pay is being received. |
| DAMAGES WILL BE OVERPAID | During Cash Distribution of a "COP" event more damages than the defendant was ordered to pay is being received. |
| ATTORNEY FEES WILL BE OVERPAID | During Cash Distribution of a "COP" event more attorney fees than the defendant was ordered to pay is being received. |
| COURT ORDERED WILL BE OVERPAID | During Cash Distribution of a "COP" event more court ordered fees than the defendant was ordered to pay is being received. |

SYSTEM-WIDE ERROR MESSAGES

ERROR OCCURRED
IN <filename>
FILE, STATUS =

This error message can be encountered in all update programs and for all files in the Circuit Court System. In each case, the user should call the data center for information and instructions. The <filename> parameter includes:

- SYSTEM
- MASTER
- PARTY
- CHARGE
- NAME
- DOCKET
- CALEND
- RESULT

SECURITY ITEM REQUEST MESSAGES

Error messages listed below can be encountered in all menu items in the Circuit Court System. The user should contact the Circuit Project Administrator if he/she needs access to the displayed request item. The Circuit Project Administrator could grant security access for the specified user through the Security File Maintenance screen.

```

                                Circuit Court Menu/Item Security

*****
*                                                                    *
* Access has not been granted for your request.          *
*                                                                    *
* Secured item is CCSMED : Case Manage Menu 1-Mediation *
*                                                                    *
*****

For further information contact the Circuit Project Administrator.

                                F1=EXIT

```

The following messages may appear on the screen in the above format:

A) Access has not been granted for your request.

1) Secured item is CCSMED¹: Case Management Menu¹²-Mediation³

1 = Program Name 2 = Menu 3 = Menu Option

NOTE: The three items super scripted are variables and correspond to the Security File Maintenance section (see Chapter 5).

2) Secured item is MULTCTY: Multi-County Access

B) SECURITY RECORD NOT FOUND FOR REQUESTOR

Appendix E - Printer Messages

Overview

Occasionally, JIS Circuit Software Users will have some difficulty with printing. A report, calendar, notice or any other request will not print. Several possible reasons exist for this to happen. The following examples and explanations will be helpful when these difficulties occur.

INTERACTIVE JOBS

The interactive jobs are documents to be printed on 8 1/2" x 11" paper. Summaries, calendars and notices are examples of these types of jobs.

When an interactive document is requested and does not come off the printer press the appropriate function key to "Display Print". The Work With Output Queue Screen will be displayed.

| Work With Output Queue | | | | | | | | | |
|--|------------------|-----------------|--------------|---------------|-------|--------|-----------|-----|--------|
| Queue: PRT05 | Library: QUSRSYS | Status: RLS/WTR | | | | | | | |
| Type options, press Enter. | | | | | | | | | |
| 1=Send 2=Change 3=Hold 4=Delete 5=Display 6=Release 7=Messages | | | | | | | | | |
| 8=Attributes 9=Work with printing status | | | | | | | | | |
| Opt | File | User | Data | Sts | Pages | Copies | Form Type | Pty | |
| <u>7</u> | CIRCUITIND | C4803TST | CCSJGS | MSGW | 2 | 1 | 8x11 | 5 | |
| - | CIRCUITSTD | C4803TST | CCSLOD | HLD | 45 | 1 | *STD | 5 | |
| - | CIRCUITSTD | C4803TST | CCPPRV | SAV | 21 | 1 | *STD | 5 | |
| Parameters for options 1, 2, 3 or command | | | | | | | | | Bottom |
| ====> | | | | | | | | | |
| F3=Exit | F11=View 2 | F12=Cancel | F22=Printers | F24=More keys | | | | | |

Overview of Work With Output Queue Screen

Nine options are listed at the top of the Work With Output Queue screen. Any of the options can be used by entering the option number in the Opt column and pressing **[ENTER]**. The options most commonly used by JIS Circuit Software Users are:

- | | |
|--------------------|--|
| Option 3 = Hold | This will delay the printing of the request. "HLD" will appear in the Sts column. Once a file is held it must be released before it can print. |
| Option 4 = Delete | This will remove the file from the queue. A second screen will be displayed to confirm the delete option. Press [ENTER] to continue or [F12] to return to the Work With Output Queue screen. |
| Option 5 = Display | This will display the request on the screen. |
| Option 6 = Release | This allows the release of a spooled file previously held. "RLS" will appear in the Sts column. |

Option 7 = Messages This allows the display of messages related to the printing status of the file.

The Work With Output Queue screen has 10 columns as follows:

| | |
|----------------|---|
| Opt | Enter the option number of the function to be performed. |
| File | The file name specified by the user program when the file was created, or name of the device file used to create the file. |
| User | Name of the user who owns the spooled file. |
| User Data | The user-specified data that describes this file. |
| Sts | The status of the spooled file. -RDY (Ready) - File is available to be written. -HLD (Held) - File has been held. -SAV (Saved) - File has been written and saved. It will remain saved until it is released. -WTR (Writer) - File is currently being written. -PND (Pending) - File is pending to be printed. -PRT (Printing) - File has been completely sent to the printer but print complete status has not been sent back. -MSGW (Message Waiting) - File has a message which needs a reply or action to be taken. |
| Pages | Total number of pages in the file. |
| Copies | Number of copies remaining to print for files to be processed by a printer writer. |
| Form Type | Type of forms which should be loaded on the printer (8" x 11" or STD (11" x 14")). |
| PTY (Priority) | Output priority assigned to the file. Values range from 1 (highest) to 9 (lowest). |

There are also several function keys listed at the bottom of the Work With Output Queue screen. The function keys most commonly used by an JIS Circuit Software User are:

F3=Exit Ends the current task and returns to the display from which the task was started.

F5=Refresh Shows the display again with the most recent information and removes any selections typed.

Answering Messages

When the status (Sts) on the Work With Output Queue screen is message waiting (MSGW), enter the number 7 in the option (Opt) field and press the **[ENTER]** key. A message will be displayed.

The most common printer messages are a result of changing form size. For example, a Case Numeric List had just completed printing and a Calendar has been requested. The Case Numeric List prints on the standard form (11" x 14") and the Calendar prints on 8 1/2" x 11" paper. The following message will be displayed:

| Additional Message Information | | | |
|--|----------------------|-------------------------|-----------------------------|
| Message ID : | CPA3394 | Severity : | 99 |
| Message type : | Inquiry | | |
| Job . . . : PRT05 | User . . . : QSPLJOB | Number . . . : | 038974 |
| Date sent : | 10/06/00 | Time sent : | 10:29:19 |
| From program : | QSPRTWT | Instruction : | 0000 |
| Message : Load form type '8 x 11' device PRT05 writer PRT05. (H C G I R) | | | |
| Cause : The file on output queue PRT05 in library QUSRSYS requires from type '8 x 11' to be loaded on device PRT05. The form type for the file was all blanks when " appears on the form type. | | | |
| Recovery : Do one of the following: | | | |
| -- Type H to hold the file and print the next file on the output queue. | | | |
| -- Type C to cancel the writer. | | | |
| -- Type G after the form type is loaded to begin printing the current file. | | | |
| -- Type I to ignore the request to change the form type and print the file on the currently loaded form type. | | | |
| --Type R to cause the writer to search the output queue for the first available file with the correct form type. | | | |
| The R reply is useful after using the Change Writer (CHGWTR) command to change the form type of the writer with the form type (FORMTYPE) parameter, or the output queue of the writer with the output queue (OUTQ) parameter. The *FILEEND must be specified for the option (OPTION) parameter must be used on the CHGWTR command for the change to take effect after the R reply. | | | |
| Possible choices for replying to message : | | | |
| H -- Hold file on output queue. | | | |
| C -- Cancel the writer. | | | |
| G -- Begin processing after forms are loaded. | | | |
| I -- Ignore the request and process the file. | | | |
| R -- Retry by researching the output queue. | | | |
| Type reply below, then press Enter. | | | Bottom |
| Reply : _____ | | | |
| F3=Exit | F6=Print | F12=Cancel | F21=Select assistance level |

The possible replies are listed below the message. The replies most commonly used by JIS Circuit Software Users are:

- G This will reset the printer for interactive jobs (8 2" x 11").
- I Ignores the request to change the paper and leaves the printer ready to print on STD form (11" x 14") size paper. (The requested document will print on the 11" x 14" paper)

Enter one of the above replies and press the **[ENTER]** key. Press the **[ENTER]** key a second time to continue. The Work With Output Queue screen will be displayed again. The F5 key should be pressed to refresh the screen. If "G" was answered on the previous message a second message will be waiting for a reply Enter the number 7 in the option field and press the **[ENTER]** key. The following message will be displayed:

| Additional Message Information | | | |
|--|----------|-----------------------|----------|
| Message ID | CPA4002 | Severity | 99 |
| Message type | Inquiry | | |
| Job . . . | PRT05 | User . . . | QSPLJOB |
| | | Number . . . | 038974 |
| Date sent | 10/06/00 | Time Sent | 10:30:27 |
| From program | QWPXPRMA | Instruction | 0000 |
| Message : Verify alignment on printer PRT05 (I C G N R) | | | |
| Cause : The forms may not be aligned correctly. The first line for the file is 2. | | | |
| Recovery : Do one of the following and try the request again. | | | |
| Possible choices for replying to message : | | | |
| I -- To continue printing aligned forms starting with the next line of the file, type an I. | | | |
| C -- To cancel processing, type a c. | | | |
| G -- To continue printing aligned forms skipping to the next form and printing the first line again, type a G. N -- To | | | |
| print the first line again on the next form and to verify the alignment, | | | |
| 1. Press Stop only if Start and Stop are two keys, or press Reset. | | | |
| 2. Advance the paper to the next form by pressing Form Feed/New Page. | | | |
| 3. Adjust the alignment with the forms adjust control. | | | |
| 4. Press Ready, Start, or Start/Stop. | | | |
| 5. Type an N. | | | |
| R -- To print the first line again on the current form and to verify the alignment if the forms are not aligned, .1 | | | |
| Press Stop only if Start and Stop are two keys, or press Reset. | | | |
| 2. Adjust the alignment with the forms adjust control. | | | |
| 3. Press Ready, Start, or Start/Stop. | | | |
| 4. Type an R. | | | |
| Type reply below, then press Enter. | | | Bottom |
| Reply . . . _____ | | | |
| F3=Exit F6=Print F12=Cancel F21=Select assistance level | | | |

The possible replies are listed below the message. The replies most commonly used by JIS Circuit Software Users are:

- G This will restart the printing, however, the form will start on the next page.
- I This will restart the printing on the next line.

Enter one of the above replies (**the preferred reply is "I"**) and press the **[ENTER]** key. Press the **[ENTER]** key a second time and the report will print. Press the **[F3]** Key to exit the Work With Output Queue screen.

BATCH JOBS

The batch jobs are documents to be printed on the Standard form size (11" x 14"). Reports from the Batch Report Selection Menu or Circuit Financial Management System or Circuit Court Report Generation are examples of batch jobs.

When a batch job is requested and does not come off the printer press the appropriate function key to "Display Submitted Jobs". The Work With Submitted Jobs screen will be displayed.

```

                                Work With Submitted Jobs

Submitted from . . . . . : *USER

Type options, press Enter.
2=Change   3=Hold   4=End   5=Work with   6=Release   7=Display message
8=Work with spooled files

Opt      Job      User      Type      -----Status-----  Function
 8      CCSENT   C4803TST  BATCH      OUTQ

Parameters or command                                     Bottom
====>
F3=Exit   F4=Prompt   F5=Refresh   F9=Retrieve   F11=Display schedule data
F12=Cancel

```

Overview of Work With Submitted Jobs Screen

There are seven options listed at the top of the Work With Submitted Jobs screen. Any of the options can be used by entering the option number in the Opt column and pressing ENTER. The option most commonly used by JIS Circuit Software Users is:

| | |
|-------------------------------------|---|
| Option 8 = Work With Spooled Files. | This option displays the Work With Job Spooled Files Screen This is the screen used to display printer messages. |
|-------------------------------------|---|

NOTE: Use this option when the status displayed is "OUTQ".

The Work With Submitted Jobs screen has six columns:

| | |
|--------|---|
| Opt | Enter the option number of the function to be performed. |
| Job | The name of the job. |
| User | The user profile under which the job is run. |
| Type | Type of job. |
| Status | Status of the job. <ul style="list-style-type: none"> -Active: Job has been started. -Outq: Job has completed running and has spooled files on an output queue. -DCS: Job is disconnected. -JOBQ: Job is on a job queue. (Waiting to be processed) -FIN: Job has finished. -MSGW: Job has a message waiting. |

The second field indicates if the job is held or not held (if the field is blank).

If the system failed while the job was active, the status JOBLOG PENDING is shown in the two fields until the job log is written.

| | |
|----------|--|
| Function | High-level function being performed by the job. This field is blank when a logged function has not been performed. The prefix of this field indicates what the characters that follow represent. |
|----------|--|

Several function keys are listed at the bottom of the Work With Submitted Jobs screen. The function keys most commonly used by an JIS Circuit Software User are:

| | |
|------------|--|
| F3=Exit | Ends the current task and returns to the display from which the task was started. |
| F5=Refresh | Shows the display again with the most recent information and removes any selections typed. |

In order to answer any printer messages the Work With Job Spooled Files screen must be displayed. Place a number 8 in the option (Opt) field and press the **[ENTER]** key.

| Work with Job Spooled Files | | | | | | | |
|-----------------------------|-----------------------------|-----------------|-----------|-----------|-------------|--------------|--------|
| Job: | CCSENT | User: | C4803TST | Number: | 039069 | | |
| Type options, press Enter. | | | | | | | |
| 1=Send | 2=Change | 3=Hold | 4=Delete | 5=Display | 6=Release | 7=Messages | |
| 8=Attributes | 9=Work with printing status | | | | | | |
| Opt | File | Device or Queue | User Data | Status | Total Pages | Current Page | Copies |
| | CIRCUITSTD | CIROUTQ | CCSENT | MSGW | 3 | | 1 |
| QPJOBLOG | | QEZJOBLOG | CCSENT | RDY | 1 | | 1 |

Overview of Work With Job Spooled Files Screen

There are nine options listed at the top of the Work With Job Spooled Files screen. Any of the options can be used by entering the option number in the Opt column and pressing **[ENTER]**. The options most commonly used by JIS Circuit Software Users are:

- | | |
|---------------------|---|
| Option 3 = Hold | This will delay the printing of the request. "HLD" will appear in the Sts column. Once a file is held it must be released before it can print. |
| Option 4 = Delete | This will remove the file from the queue. A second screen will be displayed to confirm the delete option. Press [ENTER] to continue or [F12] to return to Work With Job Spooled Files screen. |
| Option 5 = Display | This will display the request on the screen. |
| Option 6 = Release | This allows the release of a spooled file previously held. "RLS" will appear in the Sts column. |
| Option 7 = Messages | This allows the display of messages related to the printing status of the file. |

The Work With Job Spooled Files has 8 columns:

| | |
|-----------------|--|
| Opt | Enter the option number of the function to be performed. |
| File | The file name specified by the user program when the file was created, or name of the device file used to create the file. |
| Device or Queue | If a printer or diskette device was specified for this file, this is the name of the device. It is also the name of the output queue that contains the spooled file. |
| User Data | The user-specified data that describes this file. |
| Status | The status of the spooled file. -RDY (Ready) - File is available to be written. -HLD (Held) - File has been held. -SAV (Saved) - File has been written and saved. Will remain saved until it is released. -WTR (Writer) - File is currently being written. -FIN (Finished) - File has either been written or deleted. -PND (Pending) - File is pending to be printed. -PRT (Printing) - File has been completely sent to the printer but print complete status has not been sent back. -RLS (Released) - File was released. -MSGW (Message Waiting) - File has a message which needs a reply or action to be taken. |
| Total Pages | Total number of pages in the file. |
| Current Page | The page number currently being printed if the file has a status of WTR. |
| Copies | Number of copies remaining to print for files to be processed by a printer writer. Several function keys are also listed at the bottom of the Work With Job Spooled Files screen. The function keys most commonly used by an JIS Circuit Software User are: |

F3=Exit Ends the current task and returns to the display from which the task was started.

F5=Refresh Shows the display again with the most recent information and removes any selections typed.

Answering Messages

When the status (Sts) on the Work With Output Queue screen is message waiting (MSGW), enter the number 7 in the option (Opt) field and press the **[ENTER]** key.

The most common printer messages are a result of changing form size. For example, a Summary has just completed printing and a Case Numeric List has been requested. The Summary prints on 8 1/2" x 11" paper and the Case Numeric List prints on the standard form (11" x 14"). The following message will be displayed:

| Additional Message Information | | | |
|--|----------------------|-------------------------|-----------------------------|
| Message ID : | CPA3394 | Severity : | 99 |
| Message type : | Inquiry | | |
| Job . . . : PRT05 | User . . . : QSPLJOB | Number . . . : | 038974 |
| Date sent : | 10/06/00 | Time sent : | 10:29:19 |
| From program : | QSPRTWT | Instruction : | 0000 |
| <p>Message : Load form type '8x11' device PRT05 writer PRT05. (H C G I R) Cause : The file on output queue PRT05 in library QUSRSYS requires form type '8x11' to be loaded device PRT05. The form type for the file was all blanks when " appears as the form type. Recovery : Do one of the following: -- Type H to hold the file and print the next file on the output queue. -- Type C to cancel the writer. -- Type G after the form type is loaded to begin printing the current file. -- Type I to ignore the request to change the form type and print the file on the currently loaded form type. -- Type R to cause the writer to search the output queue for the first available file with the correct form type. R reply is useful after using the Change Writer (CHGWTR) command to change the form type of the writer with the form type (FORMTYPE) parameter, or the output queue of the writer with the output queue (OUTQ) parameter. The *FILEEND must be specified for the option (OPTION) parameter must be used on the CHGWTR command for the change to take effect after the R reply. Possible choices for replying to message : H -- Hold file on output queue. C -- Cancel processing after forms are loaded. G -- Begin processing after forms are loaded. I -- Ignore the request and process the file. R -- Retry by researching the output queue.</p> | | | |
| Type reply below, then press Enter. | | | Bottom |
| Reply _____ | | | |
| F3=Exit | F6=Print | F12=Cancel | F21=Select assistance level |

The possible replies are listed below the message. The replies most commonly used by JIS Circuit

Software Users are:

- G This will reset the printer for STD form (11" x 14") size paper.
- I Ignores the request to change the paper and leaves the printer ready to print on 8 2" x 11" paper. (The requested document would print on the 8 2" x 11" paper)

Enter one of the above replies and press the **[ENTER]** key. Press the **[ENTER]** key a second time to continue. The Work With Job Spooled Files will be displayed again. The **[F5]** Key should be pressed to refresh the screen. If "G" was answered to the previous message a second message will be waiting for a reply. Enter the number 7 in the option field and press the **[ENTER]** key. The following message will be displayed:

| Additional Message Information | | | |
|--|--------------------|-----------------------|----------|
| Message ID | CPA4002 | Severity | 99 |
| Message type | Inquiry | | |
| Job . . : PRT05 | User . . : QSPLJOB | Number . . . : | 038974 |
| Date sent | 10/06/00 | Time sent | 10:30:27 |
| From program | QWPXPRMA | Instruction | 0000 |
| <p>Message : Verify alignment on printer PRT05 (I C G N R) Cause : The forms may not be aligned correctly. The first line for the file is 2. Recovery : Do one of the following and try the request again. Possible choices for replying to message :</p> <p>I -- To continue printing aligned forms starting with the next line of the file, type an I. C -- To cancel processing, type a C. G -- To continue printing aligned forms skipping to the next form and printing the first line again, type a G. N -- To print the first line again on the next form and to verify the alignment, 1. Press Stop only if Start and Stop are two keys, or press Reset. 2. Advance the paper to the next form by pressing Form Feed/New Page. 3. Adjust the alignment with the forms adjust control. 4. Press Ready, Start, or Start/Stop. 5. Type an N. R -- To print the first line again on the current form and to verify the alignment if the forms are not aligned, 1. Press Stop only if Start and Stop are two keys, or press Reset. 2. Adjust the alignment with the forms adjust control. 3. Press Ready, Start, or Start/Stop. 4. Type an R.</p> | | | |
| Type reply below, then press Enter. | | | Bottom |
| Reply _____ | | | |
| F3=Exit F6=Print F12=Cancel F21=Select assistance level | | | |

The possible replies are listed below the message. The replies most commonly used by JIS Circuit Software Users are:

G This will restart the printing, however, the form will start on the next page.

I This will restart the printing on the next line.

Enter one of the above replies and press the **[ENTER]** key (**The preferred reply is "I"**). Press the **[ENTER]** key a second time and the report will print. Press the **[F3]** Key to exit the Work With Job Spooled Files screen.

QUICK REFERENCE

Interactive Jobs (8 2" x 11")

1. Press the appropriate function key to "Display Print". The Work With Output Queue screen will be displayed.
2. If Sts is MSGW enter the number 7 in the Opt (option) column and press the **[ENTER]** key.
3. A message to change the form type can be answered by either:
 - a. Change the paper in the printer.
Type the letter G on the reply line.
Press the **[ENTER]** key twice.
The Work With Output Queue screen will redisplay.

-OR-

 - b. Type the letter I on the reply line.
Press the **[ENTER]** key twice.
The Work With Output Queue screen will redisplay.
4. Press the **[F5]** key to Refresh the screen. If "G" was answered to the previous message the Sts will be MSGW again.
5. Enter the number 7 in the Opt (option) column and press the **[ENTER]** key.
6. A message to verify alignment can be answered by either:
 - a. Type the letter G on the reply line.
Press the **[ENTER]** key twice.
The document will print, however, it will start on the next page.

-OR- **(b. is the preferred response)**

 - b. Type the letter I on the reply line.
Press the **[ENTER]** key twice.
The document will continue to print on the next line.
7. Press the **[F3]** Key to Exit the Work With Output Queue screen.

Batch Jobs (11" x 14")

1. Press the appropriate function key to "Display Submitted Jobs".
2. If the status is OUTQ type the number 8 in the Opt (option) column and press the **[ENTER]** key.
3. The Work With Job Spooled Files screen will be displayed.
4. If Sts is MSGW enter the number 7 in the Opt (option) column and press the **[ENTER]** key.
5. A message to change form type can be answered by either:
 - a. Change the paper in the printer.
Type the letter G on the reply line.
Press the **[ENTER]** key twice.
The Work With Submitted Jobs screen will redisplay.
 - OR-
 - b. Type the letter I on the reply line.
Press the **[ENTER]** key twice.
The document will print on the paper currently in the printer.
The Work With Submitted Jobs screen will redisplay.
6. Press the **[F5]** key to refresh the screen. If "G" was answered to the previous message the Sts will be MSGW again.
7. Enter the number 7 in the Opt (option) column and press the **[ENTER]** key.
8. A message to verify alignment can be answered by either:
 - a. Type the letter G on the reply line.
Press the **[ENTER]** key twice.
The document will print, however, it will start on the next page.
 - OR- **(b. is the preferred response)**
 - b. Type the letter I on the reply line.
Press the **[ENTER]** key twice.
The document will continue to print on the next line.
9. Press the **[F3]** key to exit the Work With Job Spooled Files screen.
10. Press the **[F3]** key to exit the Work With Submitted Jobs screen.

