

Chapter 2: Getting Started

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Accessing the Circuit Court System

This section contains detailed instructions for accessing the Circuit Court System.

Using the Circuit Court Master Menu

This section contains detailed instructions for using the main menu.

Next Transaction Line

This section provides a general explanation of how to use the next transaction line.

Function Keys

This section lists and explains the function keys used in the Circuit Court System.

Field Prompting

This section explains field prompting and how to use information windows.

ACCESSING THE CIRCUIT COURT SYSTEM

Overview

To access the Circuit Court System, enter user ID and password, which is associated with a particular security authorization. This security authorization determines the circuit and county to be accessed and which screens that may be displayed. Those users who only need to view data will be able to access those screens which display information about individual cases, court schedules, attorney schedules, and other pertinent data.

Other users who have the responsibility of recording and maintaining the data generated by the daily proceedings of the court, may have access to more of the system. This includes the inquiry screens described above as well as the screens that are used to enter information about cases, parties, charges, and court/disposition actions. Users may also be secured from accessing non-public cases, ADR screens, etc. See Chapter 5's Security File Maintenance.

Instructions

To access the Circuit Court System, complete the following steps:

1. The initial access step(s) may differ slightly for different locations. In most cases; simply turn on the computer and enter the User ID assigned by the project administrator and press field exit or tab key.
2. Type user specific Password and press **[ENTER]**. The Circuit Court Master Menu appears. This screen is illustrated and described on the next page.

USING THE CIRCUIT COURT MASTER MENU

The Circuit Court Master Menu is used to select one of thirteen menus in the Circuit Court System. Each of these menus is briefly described below:

TINA	CIRCUIT COURT MASTER MENU	OSMLANS
<p>OTHER MENUS</p> <ol style="list-style-type: none"> 1. CASE MANAGEMENT MENU 2. REPORT MENU 3. UTILITY MENU 4. FINANCIAL MENU 5. REPORT GENERATION MENU 7. PROBATION MENU 8. CRIMINAL HISTORY REPORTING 10. PROSECUTOR INTERFACE 11. ABSTRACT REPORTING 12. CENTRAL NAME INDEX (CNI) 13. CIRCUIT/PROBATE INDEX (CPI) 14. CENTRAL CALENDAR (CCL) 15. JURY SYSTEM (JRY) 	<p>MISCELLANEOUS</p> <ol style="list-style-type: none"> 81. REMOTE WRITER MENU 82. DISPLAY PRINT WRITER-BATCH 83. DISPLAY JOB LOG 84. DISPLAY SUBMITTED JOBS 85. DISPLAY RECEIPT PRINTER 86. DISPLAY PRINT WRITER-INTER 87. CHANGE MESSAGE QUEUE-BREAK 88. DISPLAY MESSAGES 89. SEND MESSAGE 90. SIGN OFF 91. END PASS-THRU 	
<p>Option: <input style="width: 50px;" type="text"/></p> <p>ENTER=Continue F24=Exit</p>		
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Circuit Court Master Menu

Instructions

To access one of the menus from the Circuit Court Master Menu, type the desired number in the OPTION field and press **[ENTER]**. The requested menu then appears. For more information about using these menus, continue at the chapter indicated for each screen.

Case Management	Used to access screens for inquiring and updating case information and immediate forms generation. (See Chapter 3)
Report Menu	Used to select the reports generated by the Circuit Court System. (See Chapter 4)
Utility Menu	Used to access the security and data files which are loaded at software implementation. (See Chapter 5)

Financial Menu	Used to process cash receipt information and to select the reports generated by the CCS Cash System. (See Chapter 6)
Report Generation Menu	Used to produce user defined reports. (See Chapter 7)
Probation Menu	Used to access screens for inquiring and updating probationer information and immediate forms generation. (See Chapter 12)
Criminal History Reporting (CHR)	Used to access programs and screens that automate the circuit court's CHR requirements. (See Chapter 8)
Prosecutor Interface	Used to exchange case information between JIS courts and the prosecutor's office. (See Chapter 10)
Abstract Reporting	Used to access programs and screens that automate the circuit court's Abstract requirements. (See Chapter 9)
Central Name Index	Used to access case Register of Actions of the local courts using the JIS system. (See Chapter 11)
Circuit/Probate Index	Used to access case Register of Actions of the local Circuit and Probate courts using the JIS system. (See Chapter 11)
Central Calendar	Used to print or display a combined calendar of all hearings heard by one judge or in one courtroom, for a date or date range. (See Chapter 11)
Jury System	Used to access programs and screens that automate the courts jury requirements. The Jury System is a stand alone system with a completely separate manual from the Circuit System.

NEXT TRANSACTION LINE

The "Next Transaction Line" appears at the bottom of case management screens, utility screens, and the cash code file update screen. **Press the enter key from any position of the screen to get to the next transaction line.** It is used to specify the next screen desired to work with and the information to be displayed. It is a convenient "shortcut" that eliminates the need to always return to the master menu.

F1=EXIT	F2=ADD	F8=NEXT ACTION	F14=PROMPT	HELP		
NEXT	CASE# 08	- 1113	- FH CHG/EVT	PTY	JUDGE	DT

Next Transaction Line - Case Management System

F3=MODIFY	F4=DELETE	F1=EXIT			
NEXT	ATTNY	CODE	TABLE	PACC	.

Next Transaction Line - Utility System

F3=MODIFY	F1=EXIT										
NEXT	ACCOUNT NUMBER	701	.	-	-	228	.	37	-	2	-

Adjustments Screen

The illustrations above show what the next transaction line may look like on a respective screen. The next transaction line frequently displays information about the screen currently displayed. To use the next transaction line, type the code of the screen you want to access in the NEXT field, type required information in the other fields, and press a function key.

There are three codes that are not accessible through the Case Management Menu that have to be used from the Next Transaction Line.

- ✓ ABS=Abstract Update
- ✓ CHR=Criminal History
- ✓ SOS=SOS/LEIN Menu

For more details about using the next transaction line to access particular screens, refer to "Accessing Case Management Screens" in Chapter Three, "Accessing Utility Screens" in Chapter Five, or "Cash Code File Update" in Chapter Six.

FUNCTION KEYS

A prompt line appears just above the next transaction line on all screens. It lists which function keys may be used from the screen currently displayed. These functions are listed below with a brief explanation of how they are used.

<u>Key</u>	<u>Function</u>	<u>Description</u>
[F1]	EXIT	Press [F1] to return to the main menu.
[F2]	ADD	Type required information and press [F2] . The new information is added to the database.
[F3]	MODIFY	Type over currently displayed information or in a blank field and press [F3] . The database is updated with new information.
	EXIT	Press [F3] to return to the main menu.
[F4]	DELETE	Press [F4] to delete the currently displayed information from the database. When deleting an entire case, the system requires confirmation by pressing ENTER to confirm the deletion.
[F7]	EXIT TO ROA	Found only on the name inquiry screen. Position the cursor on a specific case and press [F7] to access the register of actions screen for that case.
	ACCOUNT HISTORY	Press [F7] from the register of actions screen to display the account history.
	PREVIEW DAY/MONTH	Press [F7] on the Calendar Month at a Glance or Detail screen to view the previous month or day.
[F8]	NEXT ACTION	Press [F8] from the ROA to display the calendar events scheduled for a particular case.
	NEXT DAY/MONTH	Press [F8] on the Calendar Month at a Glance or Detail screen to view the next month or day.
[F14]	PROMPT	Pressing [F14] when the cursor is positioned within certain input fields will prompt for a list of available choices. Promptable fields are indicated with a plus sign (+).
[F16]	SEARCH	Press [F16] from the register of actions screen to search for a certain event code, comment or event number.
[F17]	TOP	Pressing [F17] on the ROA or ADR ROA will position the screen to the top of the ROA.

[F18]	BOTTOM	Pressing [F18] on the ROA or ADR ROA will position the screen to the bottom of the ROA. Chapters Three and Five explain which fields are required when adding and which fields may be modified on each screen in the Circuit Court System.
HELP		When the word 'Help' is displayed in the lower right corner, "Help Text" is available. To access help text; position cursor in desired field and press [ALT] + [F1] .

FIELD PROMPTING

Field prompting allows the displaying of available choices for a particular field on a screen. Field prompting is activated by positioning the cursor in a promptable field on the entry screen and pressing **[F14]**. A detailed information window displays available choices for that field. **Promptable fields are indicated by a plus sign (+)** next to the field being described in this manual. All codes displayed in the information window are maintained by the user from the Utility Menu.

```

          Professionals Selection by Name
Position to: █ _____
1=Select  2=Change  4=Delete  5=Display
Opt  Bar#  Name
-   34306  AARDEMA,ROBERT B.,
-   10003  AARON,JERALD N.,
-   34677  AARON,JODY L.,
-   47036  AARON,JONATHAN S.,
-   35605  AARON,RICHARD J.,
-   46755  AARON,SANFORD J.,
-   10004  ABATE,MICHAEL D.,
                                     More..
F3=Exit  F6=Add  F7=Alt Seq  Roll/Page

```

Sample Attorney File Information Window

- POSITION TO** To position the list of choices, enter required information and press **[ENTER]**. The window will redisplay the list starting with the required information.
- SELECT** To select one of the available choices, position the cursor to the desired choice under the Opt (Option) column, enter **1** to select and press **[ENTER]**. The selected code will be placed into the field on the entry screen and the cursor will position to the next entry field.
- CHANGE** The information window may provide the capability to change the data for a code. To change the data for a code, position the cursor to the desired choice(s) under the Opt (option) column, enter **2** to change and press **[ENTER]**. A detailed information window will display for the requested information.

Make the necessary changes and press **[F3]** to modify. Only certain information windows have the update capability and the user must have the proper security.

DELETE The information window may provide the capability to delete a code or information. To delete, position the cursor to the desired choice(s) under the Opt (option) column, enter **4** to delete and press **[ENTER]**. A detailed information window will display for the requested information.

Verify that the proper information is displayed, then press **[F23]** to delete. Only certain information windows have the delete capability and the user must have the proper security.

DISPLAY To display more detailed information about one or more of the available choices, position the cursor to the desired choice(s) under the Opt (option) column, enter **5** to display and press **[ENTER]**. A detailed information window will display.

F1=EXIT Press **[F1]** to exit the information window.

F6=ADD The information window may provide the capability to add a record. To add a new record to the file, press **[F6]** and a detailed information window will display to enter the new information.

Enter the new code and information and press **[F2]** to add the new record to the file. Only certain information windows have the add capability and the user must have the proper security.

F7=ALT SEQ To display an alternate sequence for the information displayed in the detailed information window press **[F7]**. This will alternate the sequence of the selection list from code sequence to description sequence or from alpha to numeric listing. Only certain information windows have the alternate sequence capability.

ROLL/PAGE When 'More..' is displayed in the lower right corner, more choices exist. The **[Roll]** or **[Page]** keys may be used to display the next page of choices.

When 'Bottom' is displayed in the lower right corner, the bottom of the list has been reached.