

Central Name Index (CNI) and Central Calendar (CCL) Changes

2007 Spring Release



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Security Changes for Central Name Index (CNI) and Central Calendar (CCL)

Prior to installing the 2007 Spring Release, a user profile created with access to Central Name Index (CNI) and Central Calendar (CCL) would be able to view public records for CNI and CCL purposes for all JIS courts that share the AS/400, in addition to public and non-public/sealed cases within your court.

New security features are now available which will allow users to include or exclude records in other JIS courts on the same AS/400 (public or non-public/sealed cases). For example, the county prosecutor may need access to public and non-public Circuit, District and Juvenile cases, but not civil and probate matters. A complete judge's calendar including all public and non-public/sealed cases for all courts on the same AS/400 can now be viewed.

To add or modify current CNI/CCL security:

- Complete the **JIS CCL/CNI Authorization Request** found on page 9 of this documentation. (Instructions for completing the form can be found on page 8.)
- Fax the completed form to JIS at 517.393.7451.
- JIS will set up the new security records and notify you when the changes have been made.

This form must be filled out and faxed to JIS each time a modification is requested.

Note: If you don't request changes to the security records, you will continue to see cases as described in the first paragraph.

Central Calendar Request screen

F4-Prompt feature has been added. With your cursor in the *Jurist* or *Courtroom* field, press **F4** to access prompt window for these fields.

CENTRAL CALENDAR REQUEST

JURIST # _____ OR COURTROOM # _____

P = PRINT or D = DISPLAY D

F3 = EXIT

Current Central Calendar Request screen

Central Calendar Request

Jurist _____ OR Courtroom _____

P=Print OR D=Display _

F4-Prompt now available for *Jurist* and *Courtroom* fields.

F3=Exit F4=Prompt Press Enter to Continue

New Central Calendar Request screen

Note: The ability to schedule by courtroom is not available in District court. Therefore, District court cases will not appear on any calendar that is requested by Courtroom.

Central Calendar Print/Display screen (current software)

In current software, there is one screen for print/display options. An example is displayed below.

CENTRAL CALENDAR REQUEST				
JURIST #	<u>12345</u>	OR COURTROOM #	_____	
P = PRINT or D = DISPLAY <u>D</u>				
BEGIN DATE	<u>60407</u>			
END DATE	<u>61007</u>			
CIRCUIT COUNTIES	<u>48</u>	<u>3</u>	___	___
DISTRICT COURTS	<u>9990</u>	<u>9991</u>	<u>9992</u>	<u>1500</u>
PROBATE/JUV COURT	<u>19</u>	___	___	___
SPACING BETWEEN CASES	<u>1</u>	(PRINT ONLY)		
PAGE BREAK BY DATE Y/N	<u>Y</u>	(PRINT ONLY)		
F3 = EXIT				

Current Central Calendar Display/Print Options screen

There will now be separate screens for display options and print options.

Central Calendar Display screen

```
Central Calendar Display

Jurist.....: 12345 HON. GEORGE W. CROCKETT III

Begin Date.....: 60407
End Date.....: 61007

Circuit Counties..: 48      3      —      —
District Courts...: 9990    9991    9992    1500
Probate/Juv Courts: 19      —      —      —

Sort by Name/Case.: N      A=Alpha/N=Numeric

F3=Exit                               Press Enter to Continue
```

New Central Calendar Display Request screen

Display options

- Jurist bar number and name, or Courtroom name and description will display, based on selection made on Central Calendar Request screen.
- Date range cannot exceed 14 calendar days. Date format is mm/dd/yy.
- At least one court (Circuit, District or Probate/Juvenile) must be identified.
- Cases can be sorted either alphabetically or numerically if multiple cases are scheduled for the same time. The system will default to numeric sort.
- Case number and case type for non-public cases will be displayed in red.

Note: The date range and courts displayed on the screen will be the last options that were requested by any user for that jurist or courtroom.

Central Calendar Print screen

```
Central Calendar Print
Jurist.....: 12345  HON. GEORGE W. CROCKETT III

Begin Date.....: 60407
End Date.....: 61007

Circuit Counties..: 48      3      —      —
District Courts...: 9990    9991    9992 1500
Probate/Juv Courts.: 19      —      —      —

Sort by Name/Case.: N      A=Alpha/N=Numeric

Flag Non-Public...: _      X=Print word 'Non-Public'
                          N=Do not print word 'Non-Public'
                          O=Omit Non-Public cases
                          Leave blank to display name & charge

Spacing between Cases: 1
Page Break by date...: Y      Y

F3=Exit  F5=Work with OUTQ  HOJPRTO3                r to Continue
```

New Central Calendar Print Request screen

Print options

- Jurist bar number and name, or Courtroom name and description will display based on selection made on Central Calendar Request screen.
- Date range cannot exceed 31 calendar days. Date format is mm/dd/yy.
- At least one court (Circuit, District or Probate/Juvenile) must be identified.
- Cases can be sorted either alphabetically or numerically if multiple cases are scheduled for the same time. The system will default to numeric sort.
- If user has authority to print non-public cases, the following options will be available in the *Flag Non-Public* field:

X - "NON-PUBLIC" will print in the *Name* and *Charge* fields for non-public cases

N - Name and Charge fields will both be blank for non-public cases.

O - Non-public cases will be omitted from calendar.

Leave option **blank** to display name(s) and charge(s) for all cases.

Print options (continued)

- Line spacing options are 1-9.
1 = Print single-spaced, with no blank line between cases.
2 = Print double-spaced, with one blank line between cases, etc.
The system will default to 1.
- Page break option defaults to Y (Yes). This will cause each day to start on a new page. It can be changed to N (No) if needed.
- A new function key is available, **F7-Work with OUTQ**. The output queue currently being used is displayed at the bottom of the Print Options screen. From this prompt window you can select 1 to work with the reports in the output queue, or select 2 to change the output queue.

```
                                WORK WITH PRINTED OUTPUT

1. Work with Printed Reports
2. Change Output Queue

      Select option: _

F3=Exit
```

F7-Work with OUTQ prompt window

Note: The date range and courts displayed on the screen will be the last options that were requested by any user for that jurist or courtroom.

Central Calendar

There have been changes in some of the columns/headings when the calendar is displayed or printed.

- *Case Number* column has been changed to *Case No/CTN*. The case number will appear on the first line of the calendar entry and the CTN number (if applicable) will appear on the second line.
- A column has been added for *Type*. The case type will display in this column.
- *Atty/Off* has been changed to *Atty/Off/Pros*. Indicators have been added to the names that appear in the column: A=Attorney, O=Officer, P=Prosecutor.

Crt/Room	Case No/CTN	Type	Name/Charge	Atty/Off/Pros	Petition
			MONDAY 6/04/07		
J19	06010001-00	DL	AT 9:00 a.m.	A: GRIT	
DISP HEARING	555555555555		WIGGINS/TOBY/ INCORRIGIBLE	8435652	
P19	06000918-00	GA	AT 9:30 a.m.	A: MISSAD	
PETITION TO APPOINT GUARDIAN	9990 07-5172	SD	WIGGINS, BETTY,	A: NEWTON	
PRE-TRIAL	330721253001		D01 HAMMOND/CARL/JOHN OPER. INTOX.	O: BATEMAN/LARR P: DUNNINGS	
C4803 A	89-010976	CH	AT 10:00 a.m.	A: HAMLIN	
MISC HEARING			P01 NEUMER, STEPHEN, M D01 ACKERMAN, ARTHUR,	A: VERDONK	
Test for CCL					
C4803 A	95-118932	FC	D01 CRAVEN, ARLENA, RUTH	A: ABRAHAM	
MISC HEARING			FAIL STOP SCENE PROP ACC	P: TALASKE	
Test for CCL			AT 11:00 a.m.		
				More...	
F3=Exit		F5=Refresh			

Example of new Central Calendar

Instructions for Completing JIS CCL/CNI Authorization Request

To add or modify access for users to view non-public records in other courts on your AS/400, please complete the JIS CCL/CNI Authorization Request form. Approval is required from the Administrator or Chief Judge of the other courts.

Fax the completed request to JIS: 517-373-7451. Contact the Help Desk if you need assistance.

Please list each user that needs access to non-public records for each applicable court.

User ID	This is the user's AS/400 user ID or application ID. Example: John Alexander Doe in the 57th District Court: D5700JAD; Allegan County Circuit Court C4803JAD; Allegan County Probate Court P03JAD.
Name	User's first and last name.
CCL	Insert a Y if authority applies to Central Calendar options.
CNI	Insert a Y if authority applies to Central Name Index
Court Type	Court types include: D =District, C =Circuit, P =Probate, J =Juvenile. Indicate which court types apply. When authority is different between court types, complete a separate line for each court type.
Court ID	Identify Circuit, Probate and Juvenile Courts by their two-digit county number; District by their four-digit ID. Example: Allegan County: Circuit and Probate (03); District (5700)
Criminal NP (Non-Public) Civil NP Probate NP Juvenile NP Adoption (Only available for CCL)	Insert a Y for each category that applies to the user identified.

User ID	Name	CCL	CNI	Court Type	Court ID	Criminal NP	Civil NP	Probate NP	Juvenile NP	Adoption CCL only
D5700JAD	John Alexander Doe	Y	Y	D C	5700 03	Y Y	Y			

Example of request for John Doe to view non-public CCL and CNI criminal records in D57 and C03, and civil non-public/sealed in D57 only

Important: Be sure to list your court ID and authority, as this overrides your court application authority.

JIS CCL/CNI Authorization Request

Requesting Court: _____
 Contact Name: _____
 Phone: _____

I hereby request access to non-public cases of another court using our AS/400.

User ID	Name	CCL	CNI	Court Type	Court ID	Criminal NP	Civil NP	Probate NP	Juvenile NP	Adoption CCL only

Approved:

Requested by:

_____ Date _____ Court Administrator/Chief Judge

_____ Date _____ Court Administrator/Chief Judge _____ Court ID

_____ Date _____ Court Administrator/Chief Judge _____ Court ID

_____ Date _____ Court Administrator/Chief Judge _____ Court ID