

Frequently Asked Questions

1. I disposed the wrong case by mistake. How do I make the correction?

Go to the Removal screen (REM) and remove the disposition code and other sentencing variables that were entered in error. Remember to re-enter all the sentencing variables if/when you re-enter the disposition.

2. Why didn't I get an abstract on my case?

The case must have a disposition code. The guilty or responsible disposition code creates the abstract. If the abstract was "Stopped" on the Case Entry screen (CAS) or Scheduling screen (SCH), no abstract will generate. If a default has occurred, a default abstract will not generate until the appropriate number of days have elapsed since the disposition. (Courts set their own notice dates in the Z -Record). No abstract will generate if the charge is non-abstractable. Check your DOS Offense Code listing to see if the offense requires an abstract.

3. An abstract generated in error. How do I correct it?

If the abstract has been sent to DOS (there will be an **X** in the *Produced* field), type **DEL** in the *Use* field. Type a comment why the abstract should be deleted from the driving record and press **F3-Update**.

If the abstract has not yet been sent to DOS (the *Produced* field will be blank), press **F23-Delete**. No further action is required.

4. Someone deleted my daily reports from the output queue. How do I get them back?

Go to the Archives option from the District Selection and Operator Menu. Locate the report(s) you need and type an **R** in front of it/them. Then go to your output queue and release/print as normal. Note: Only the most current report is stored in Archives. When the report is reproduced, it will replace the archived report.

5. How and where do I amend or reduce a charge?

On the hop line, type **DSP** (for Disposition screen), the case number and the count number, even if it is a one count case. Type **R** or **A** in the *Reduce/Amd/Chg* field and type in the new offense code to the right of that field. Fill in other information on screen as needed. Press **ENTER**.

Frequently Asked Questions (Continued)

6. **I entered the wrong offense date on a case. How can I fix it?**

You can't. The case must be deleted and re-entered from the beginning.

7. **My Crime Victim's Right Report has an * on several cases. Why?**

This report will * a case if:

- 1) there is no disposition on the case;
- 2) the charge is Attempted (A), Conspiracy (C) or Solicit (S) and date of offense is prior to May 1, 1994;
- 3) the crime victim fee is not assessable by statute
- 4) the *Crime Victim* field is not updated correctly in your statute file;
- 5) there was more than one MYCV assessment on the case; or
- 6) the accident type that would make the charge eligible for this assessment was not updated on the Case Entry screen (CAS)

8. **How do I get a dismissal abstract on an alcohol offense?**

Type an **X** in the *Audit Abstract* field on page 1 of the Disposition screen (DSP) or the *Abstract* field of the Scheduling screen (SCH).

9. **I am trying to enter a case and the DLN, Name and DOB fields are highlighting on the Case Entry screen (CAS). I know the number is correct. What do I do?**

All three fields must be checked for accuracy. Running a driving record to verify the information may be necessary. If you are sure all the information is correct, press **ENTER** three times. Then press **F8** to override the edit and enter the case information.

10. **How should cases be counted for caseload on multi-count tickets?**

Each offense should be counted as a separate case. Affix an A, B or C to the end of the ticket number, or, if preferred, some other unique identifier.

11. **How many days after my 14-day notice generates will I get an FAC/FCJ?**

This will vary by court. The notice schedule can be found in the Z-Record for your court, which is stored in the Code Files. The number of days on this schedule dictates when the notices will generated. The systems calculates dates based on the last DUE DATE, not the last notice date. So, if an offense occurs on January 1 and the due date is January 10, and you have 28 days for the 14-day notice, the 14-day notice will generate 28 days after January 10, which is February 8.

12. How do I indicate a defendant is currently in the military service?

The Servicemembers Civil Relief Act, 50 USCS Appx 501, et seq. was completely rewritten effective 12/19/03. If a defendant is on active duty in the military service...default judgment cannot be entered until the court takes certain steps. We recommend the following procedures:

- a. Create a 4-letter code in the Traffic/Criminal Codes File for *military service*, such as SERV (service) MILT (military) or ADMS (active duty military service), etc. Use group code **BJ**.
- b. After adding a ticket that indicates that the defendant is on active military service, enter a disposition of **DS53** - Order to Stay Proceedings and the 4-letter code you created. Stop the FAC and/or 20% late penalty by typing an **S** in the *FAC/FCJ/FAD* and/or *20% Late Penalty* fields on the Scheduling (SCH) screen, if applicable. DS53 reports the case as Inactive for Caseload.
- c. Use Report Generator to create a list/report for follow up where the military code and DS53 were entered.

13. How do I dispose of a misdemeanor charge that is reduced to a civil infraction?

The following instructions were included in a memo from SCAO on September 18, 2002: "To accurately process and report the reduction of misdemeanors to civil infractions which is a practice of prosecuting officials as part of plea bargaining, the court should report the misdemeanor case disposed under "Dismissed by Party", open a new civil infraction and dispose of the civil infraction using one of the disposition methods available for the particular civil infraction case type code. In most cases, this would be an "Admission of Responsibility."

If you have questions on how to adopt this procedure, please contact the help desk.

14. **When do I stop an abstract from generating for a No Proof of Insurance ticket?**

Refer to the chart below which was prepared in accordance with 2004 Public Act 52, effective May 1, 2004, and included in the 2004/1 Software Release Announcement.

Violation Type	Appearance & Insurance Status	Fine, Costs & Assessments	SOS Code	How to process on JIS
Civil Infraction	Appear by due date with proof valid on violation date.	Waive F&C and JSTC. May assess \$25 NPI fee.	N/A	Enter disposition code. Stop abstract from generating by entering an S in the Abstract field on Case Entry or Scheduling screen.
	Appear after due date with proof valid on violation date.	Assess F&C and JSTC. Do not assess \$25 NPI fee.	3100	Enter disposition code.
	Appear at any time without proof of insurance valid on violation date	Assess F&C and JSTC. Do not assess \$25 NPI fee.	3100 or 3106**	Enter disposition code.
Misd.	No Insurance Conviction entered.	Assess F&C and JSMO. Do not assess \$25 NPI fee.	3108	Enter disposition code.
<p>* See Appendix F or prompt on DS code field for list of disposition codes. ** Depending on your court's policy to change or amend the charge.</p>				

15. **When is an abstract sent to DOS on drug crimes?** An abstract is required at time of sentencing on drug crimes. A sentencing abstract will generate when sentencing variables exist on a case. The following are considered sentencing variables:

Any cash code that contains a Group Code of F, C, N, R or S.

-OR-

Data entered in any of the following fields on the Disposition screen (DSP):

- | | |
|----------------------------------|--|
| <i>Fines and Costs Suspended</i> | <i>Community Service</i> |
| <i>Jail Days</i> | <i>Community Service in Lieu of Jail</i> |
| <i>Optional Jail Days</i> | <i>Vehicle Immobilization Start Date</i> |
| <i>Credit Jail Days</i> | <i>Vehicle Immobilization # of Days</i> |
| <i>Jail Suspended</i> | <i>Forfeiture</i> |
| <i>Jail Committed</i> | <i>Probation Term</i> |
| <i>Jail Location</i> | <i>Rehab</i> |
| | <i>License Revoke/Suspend</i> |

16. **How do I indicate that a conviction has been set aside?**

Once the Order on Application to Set Aside Conviction has been signed by the judge, type a a disposition code **98** in the *DS* field on the Disposition (DSP) screen. **Do not remove or set aside the original disposition.**

17. **How do I add a new hotkey, or change an existing one?**

Hotkeys are maintained in the Cash Module. See Chapter 4 of the Cash User Guide for more information.