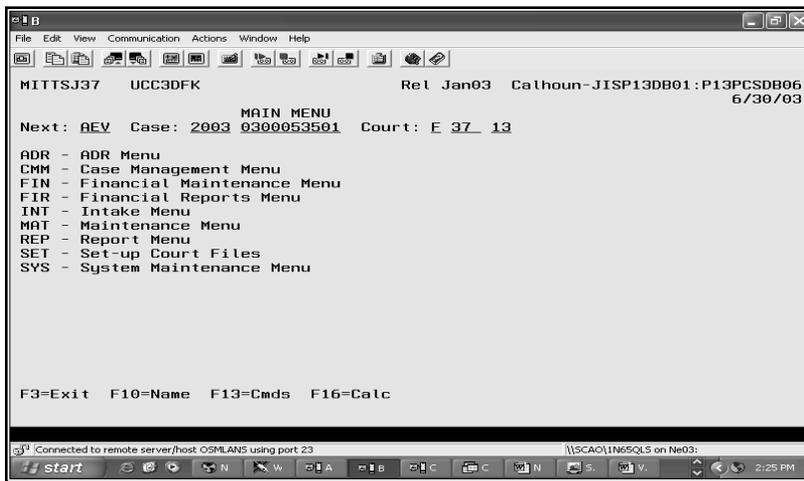


Case Disposition for Criminal Proceedings

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

TCS allows the user numerous options to create events. It is up to the user to determine the processing that works best for them. Listed on pages 4.1 - 4.6 are four options to take you to the **Edit Event** screen to create events. Determine the process that is the easiest and most efficient for you.

Option #1 ~ Event Add by Case Number

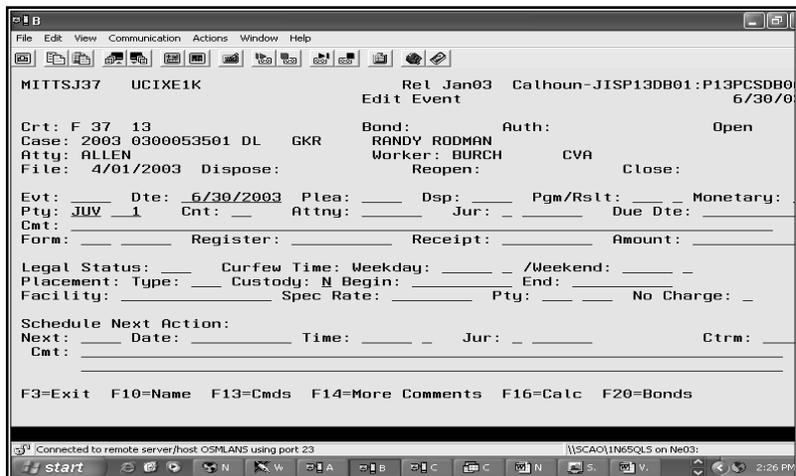


Step #1

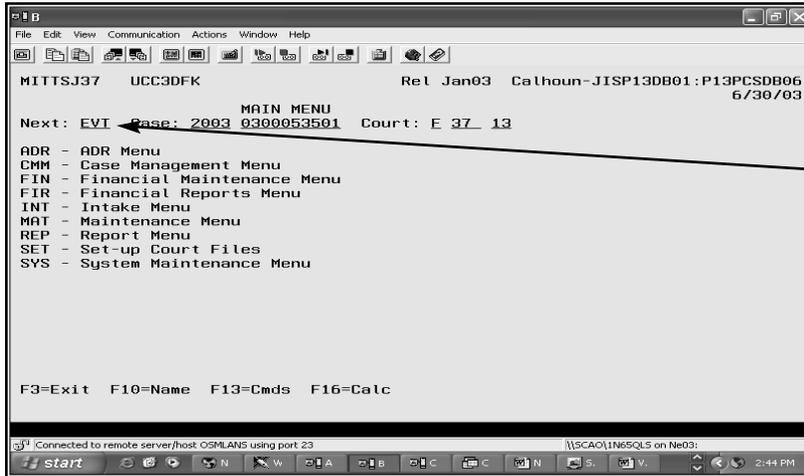
From any screen enter **AEV** (Add Event) at the next line, as well as the case number, then press [Enter].

Step #2

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



Option #2 ~ Event Add by Case Number

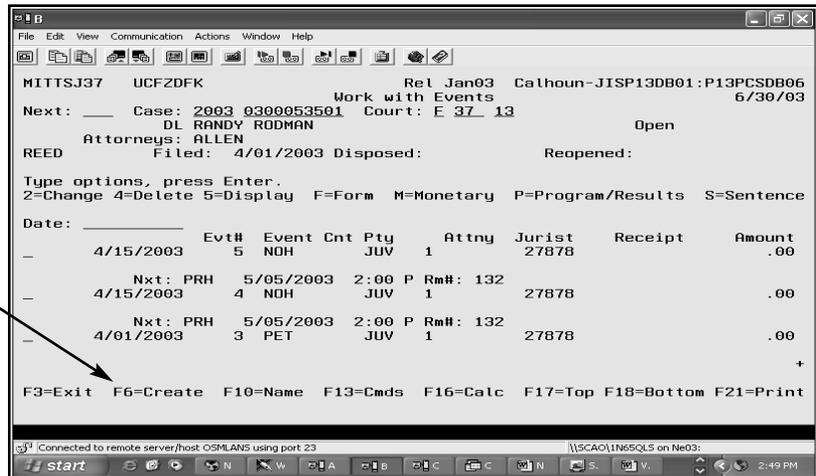


Step #1

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

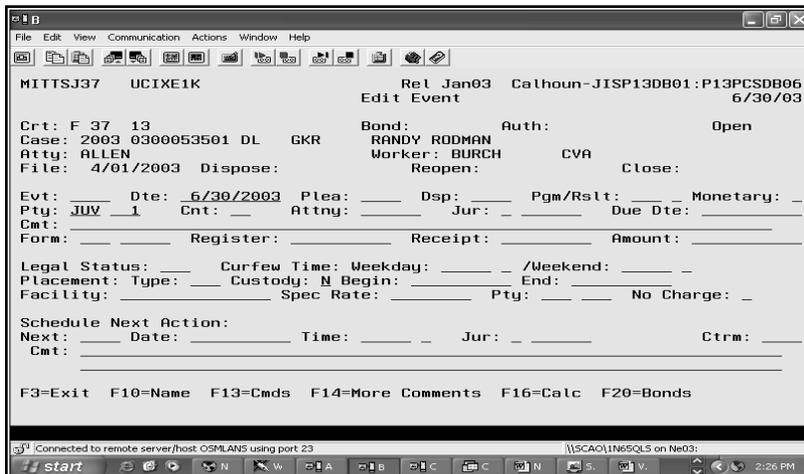
Step #2

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



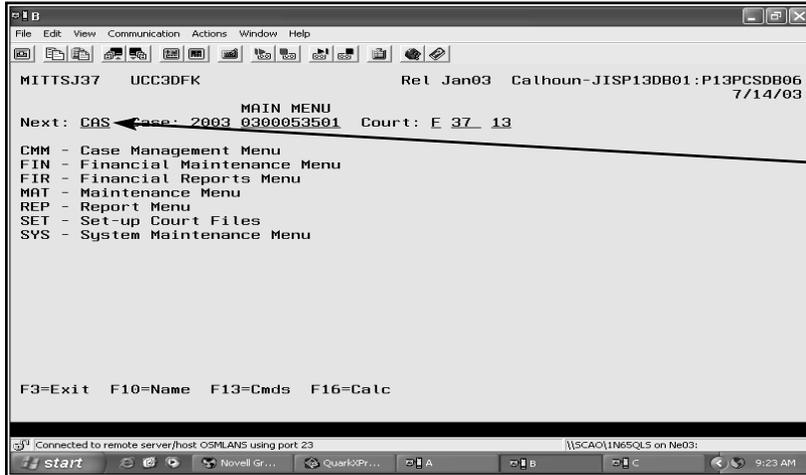
Step #3

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



Option #3 ~ Event Add by Case Number

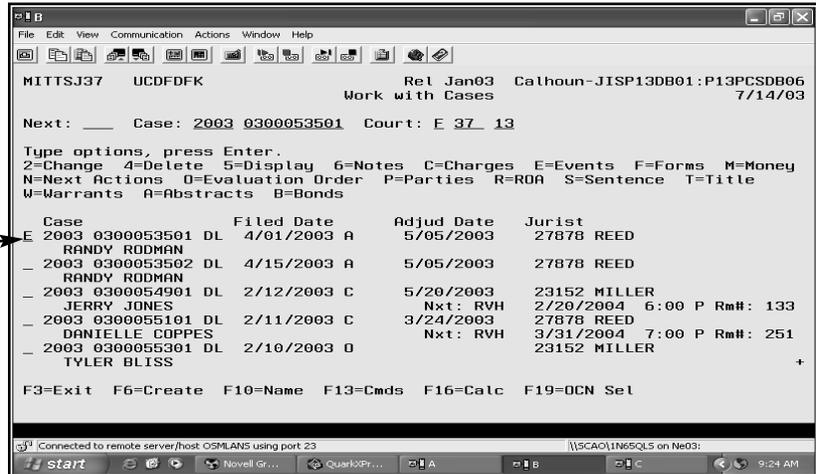
Step #1



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

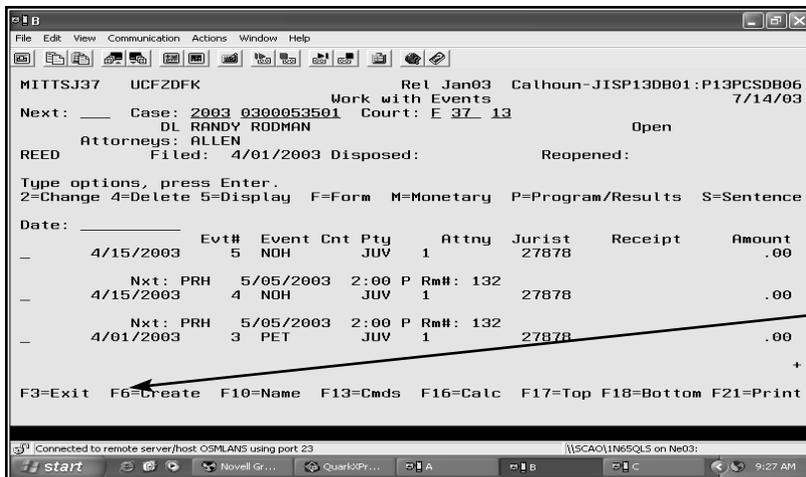
Step #2

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



Step #3

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



continued →

Option #3 ~ Event Add by Case Number continued

The screenshot shows a software window with a menu bar (File, Edit, View, Communication, Actions, Window, Help) and a toolbar. The main area contains the following text:

MITTSJ37 UCIXE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
 Edit Event 7/14/03

Crt: F 37 13 Bond: Auth: Open
 Case: 2003 0300053501 DL GKR RANDY RODMAN
 Atty: ALLEN Worker: BURCH CVA
 File: 4/01/2003 Dispose: Reopen: Close:

Evt: ___ Dte: 7/01/2003 Plea: ___ Dsp: ___ Pgm/Rslt: ___ Monetary: ___
 Pty: JUV 1 Cnt: ___ Attny: ___ Jur: ___ Due Dte: ___
 Cmt: ___
 Form: ___ Register: ___ Receipt: ___ Amount: ___

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

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

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

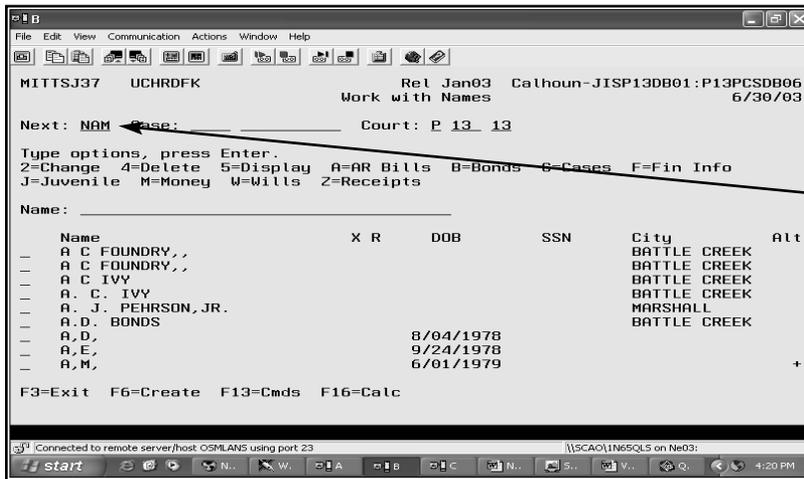
At the bottom, a status bar shows: Connected to remote server/host OSMLANS using port 23 \\SCAO\1N65QL5 on Neo3: and a taskbar with the time 9:31 AM.

Step #4

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

Option #4 ~ Event Add by Name

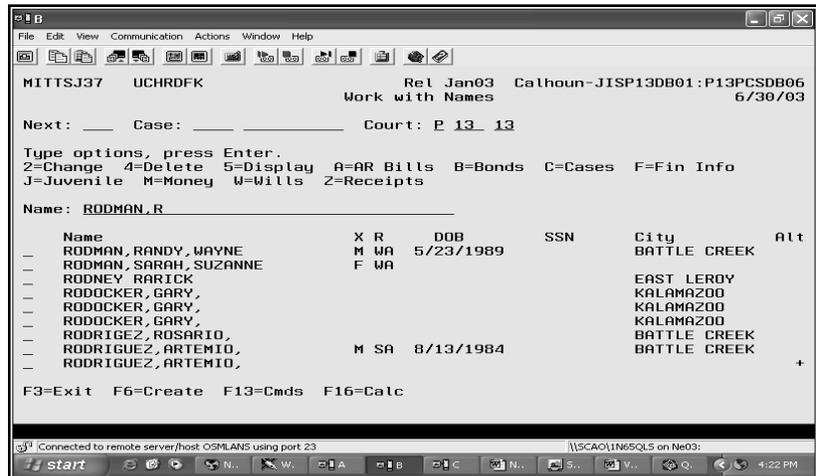
Step #1



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

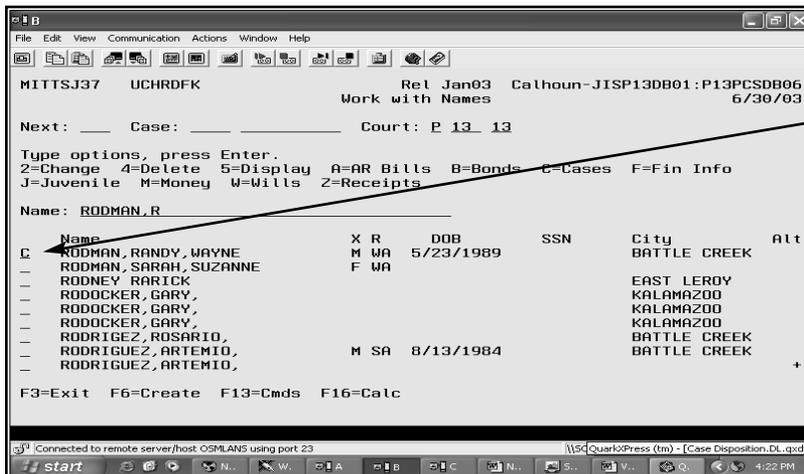
Step #2

Enter the Lastname,firstinitial and press the [Enter] key.



Step #3

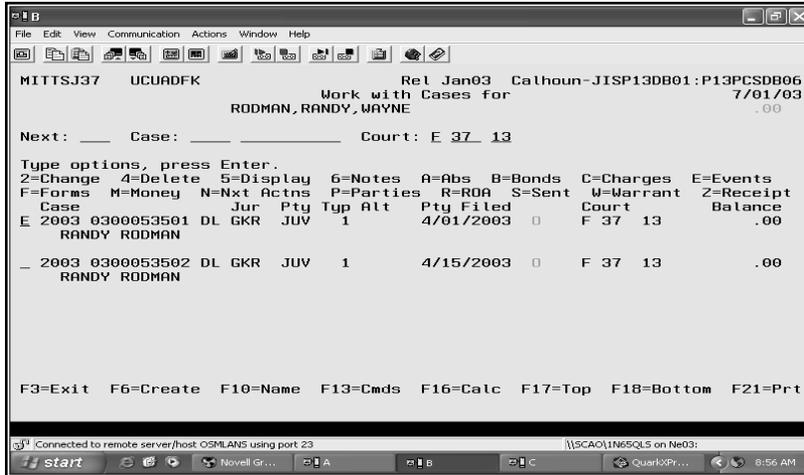
Enter a "C" for cases next to the name to view all cases for this name and press the [Enter] key. You will be returned to the **Work with Cases for** screen



continued →

Option #4 ~ Event Add by Name, continued

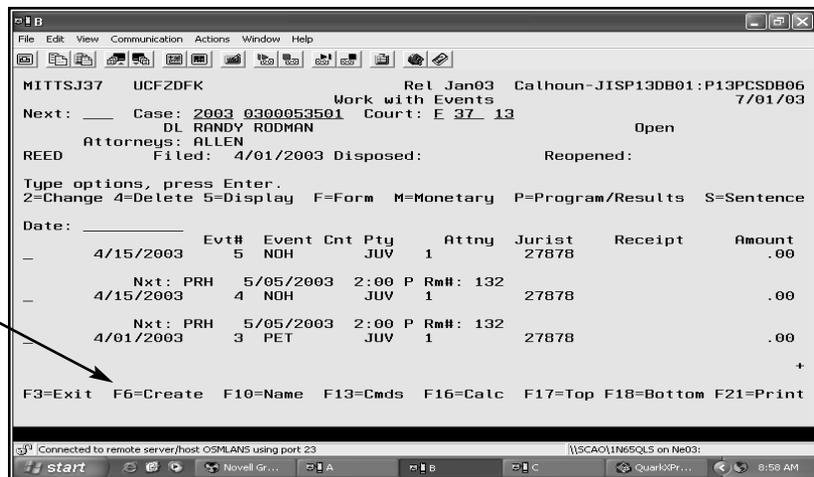
Step #4



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

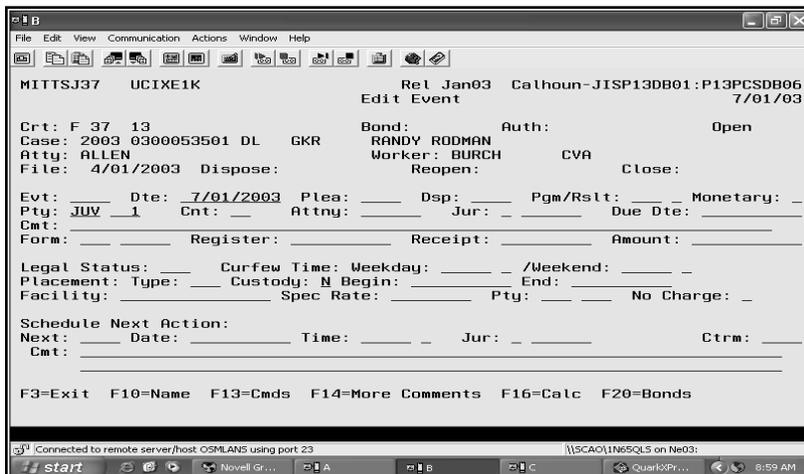
Step #5

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



Step #6

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



Case Disposition ~ Same Disposition for each Charge

Step #1

From the **Edit Event** screen, enter the event type of the hearing or document that disposed the case.

Step #2

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

Description	Type	Eff Date	Inactive
1 ARRAIGNMENT	ARR	1/01/1900	
- ATTORNEY OF RECORD	ADAT	1/01/1900	
- AUTHORIZATION TO RET	ARB	1/01/1900	
- BALANCE FORWARD	BAL	1/01/1900	
- BENCH WARRANT - JUVE	BW	1/01/1900	
- BENCH WARRANT ISSUED	BWI	1/01/1900	
- BENCH WARRANT RETURN	BWR	1/01/1900	+

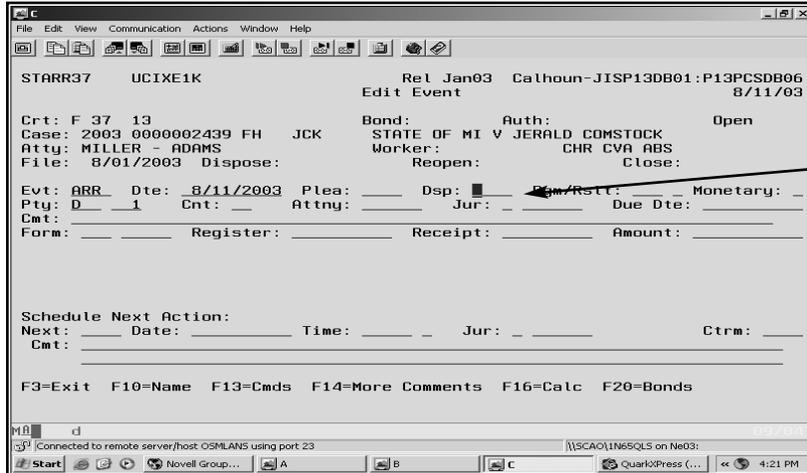
Step #3

Enter the date in MMDDCCYY format

continued →

Case Disposition ~ Same Disposition for each charge, continued

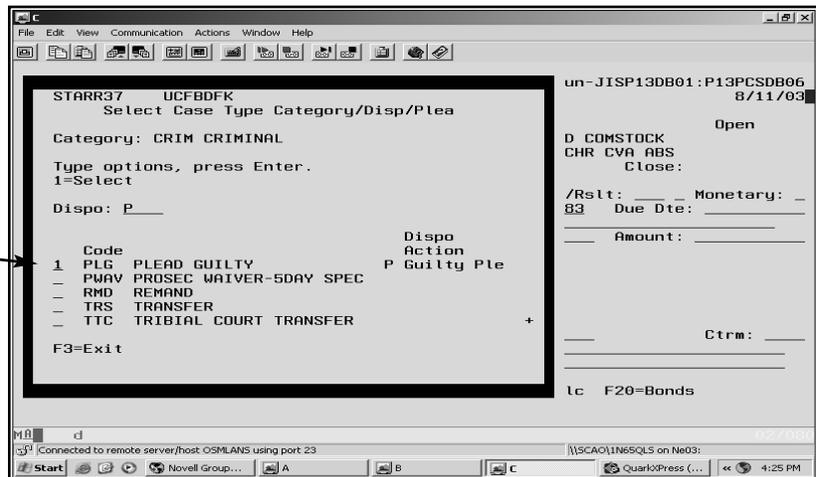
Step #4



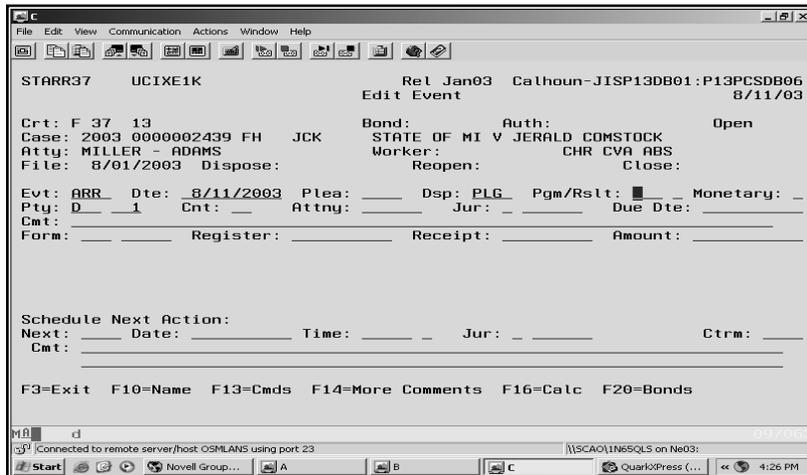
At the DSP field enter the appropriate disposition code.

Step #5

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

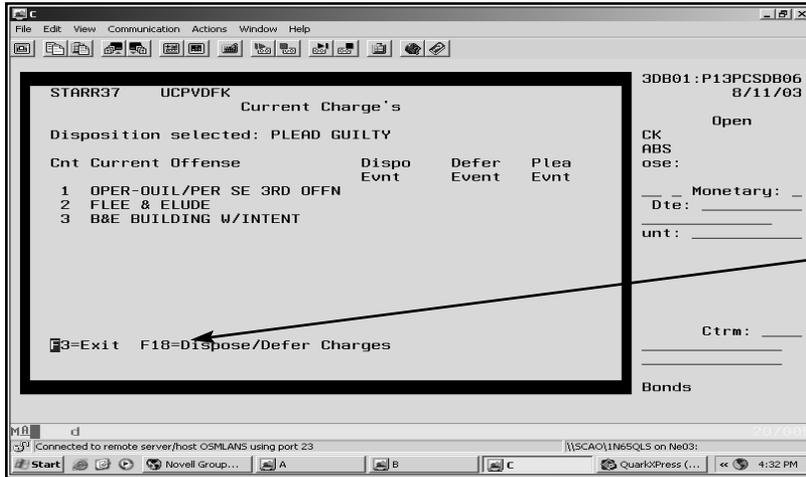


Step #6



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

continued →



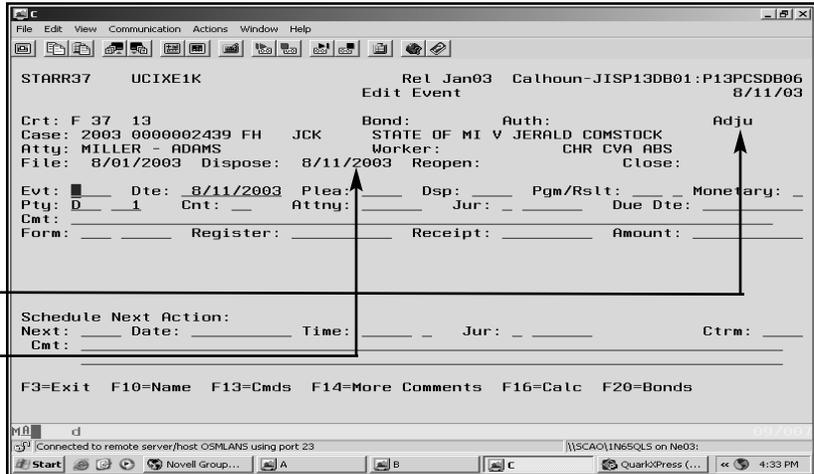
Step #7

The Current Charge's screen will display. To dispose all charges with the same disposition press [F18] (shift + [F6]).

Step #8

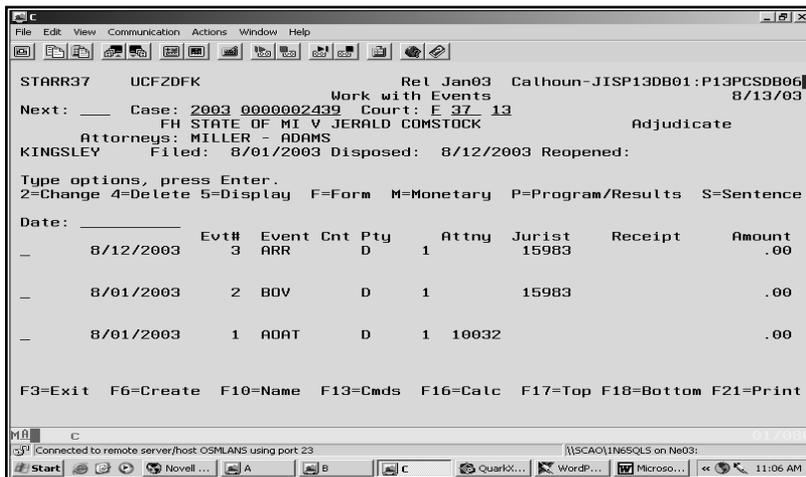
The Edit Event screen will be returned.

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

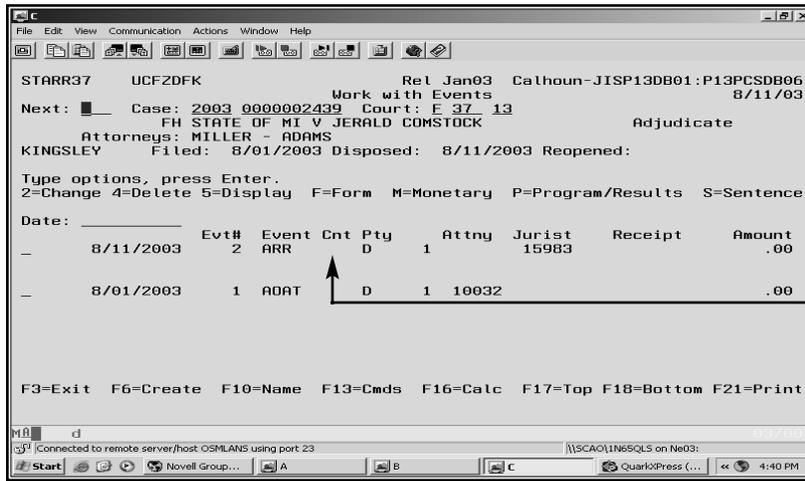


Step #9

Press the [F3] key and you will be returned to the **Work with Events** screen.



continued →



Step #10

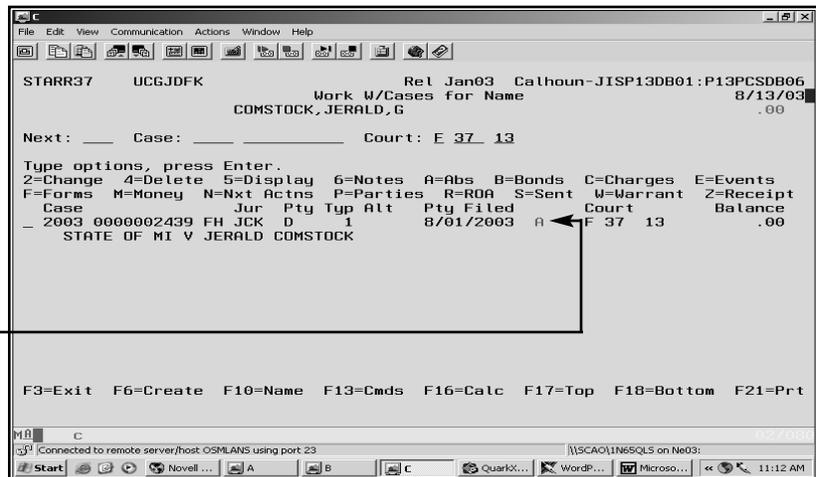
[F3] will return you to the **Work with Events** screen.

Please Note: One event has been created for the disposition of all charges (no specific count number displayed).

Step #11

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

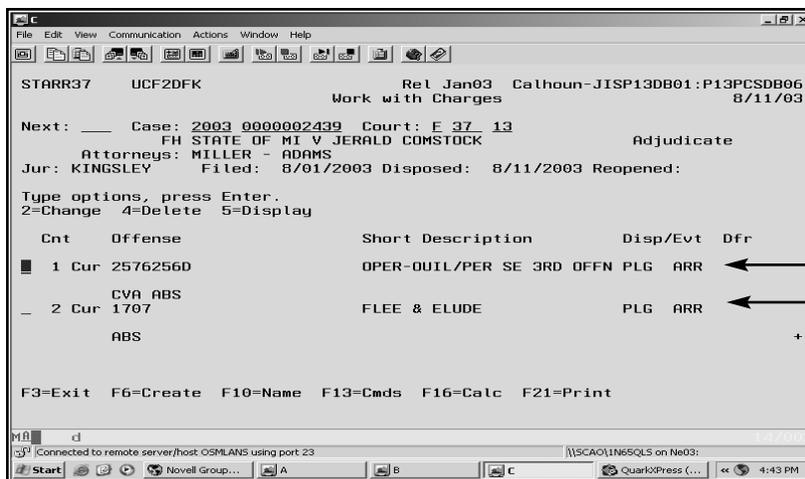
Please Note: The status has changed from "O" for open to "A" for Adjudicated.



Step #12

"C" next to the case at the **Work with Cases for** screen will display the charges.

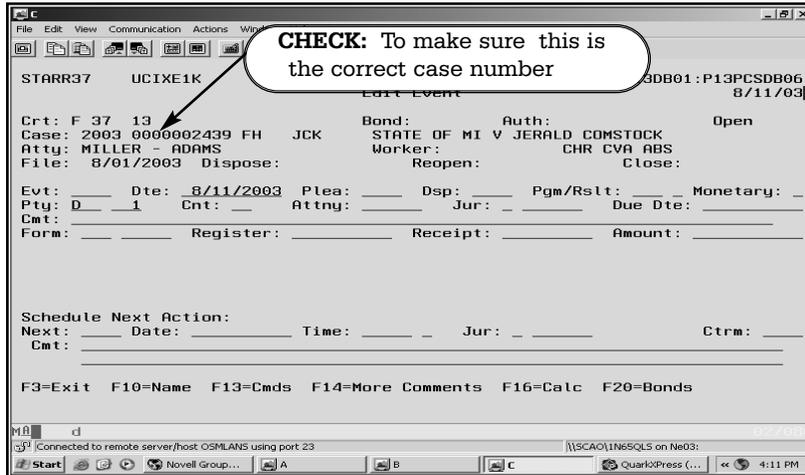
Please Note: A disposition and the event in which the disposition was entered is now displayed for each charge.



Case Disposition ~ Mult Event

Different Disposition for Each Charge

A case may have multiple charges that require different dispositions. The court may choose to create each event separately or create what TCS calls a Mult (multiple) event.

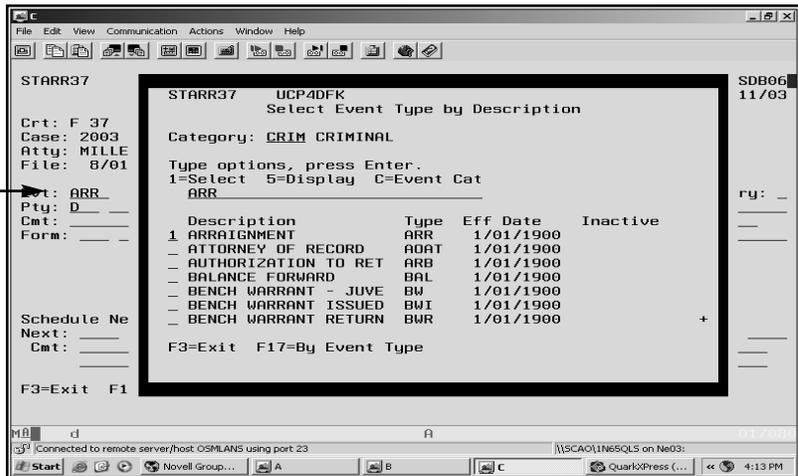


Step #1

From the **Edit Event** screen, enter the event type of the hearing or document that disposed the case.

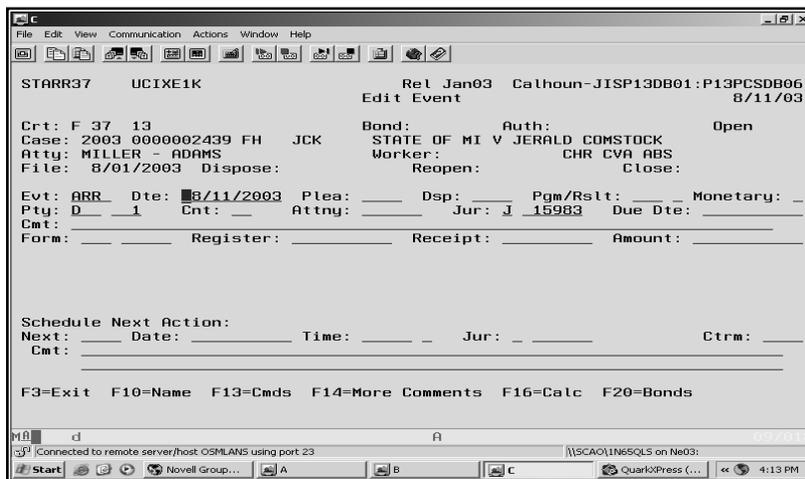
Step #2

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



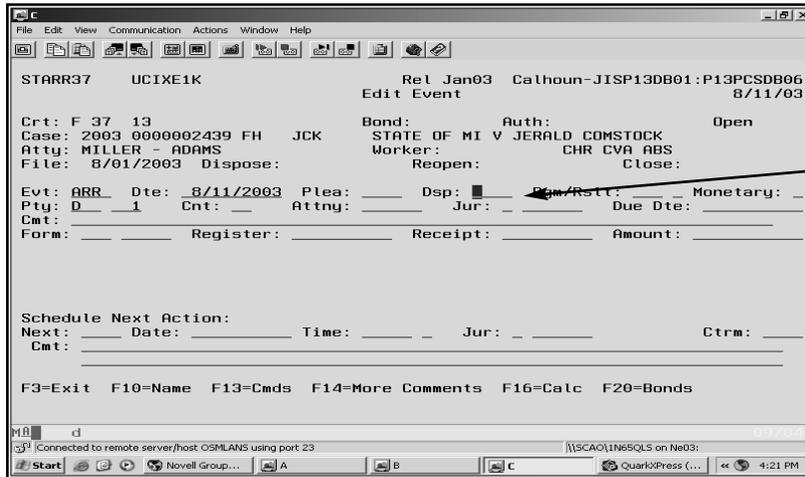
Step #3

Enter the date in MMDDCCYY format



continued →

Mult Event ~ Different Charge Dispositions, continued

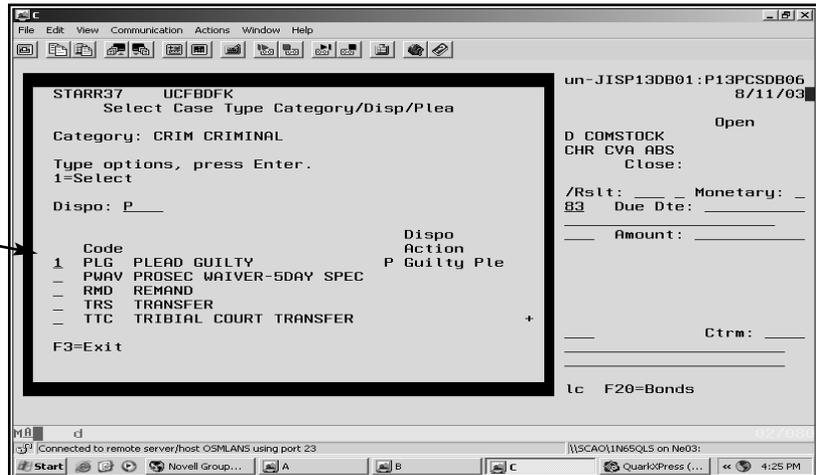


Step #4

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

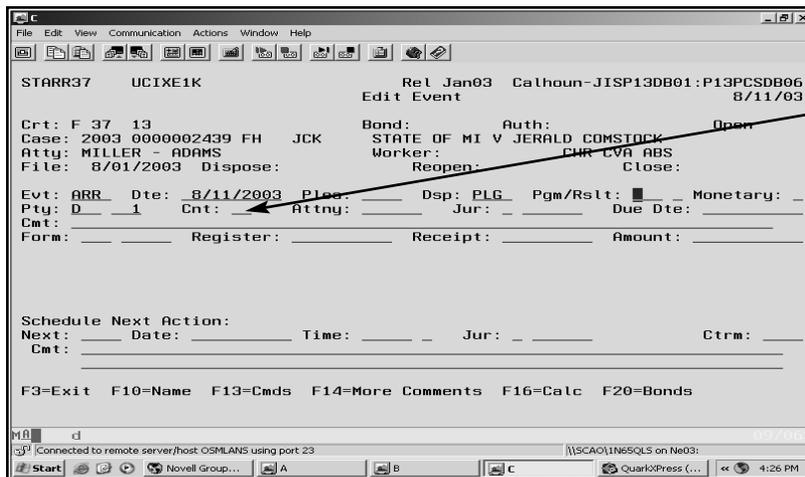
Step #5

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



Step #6

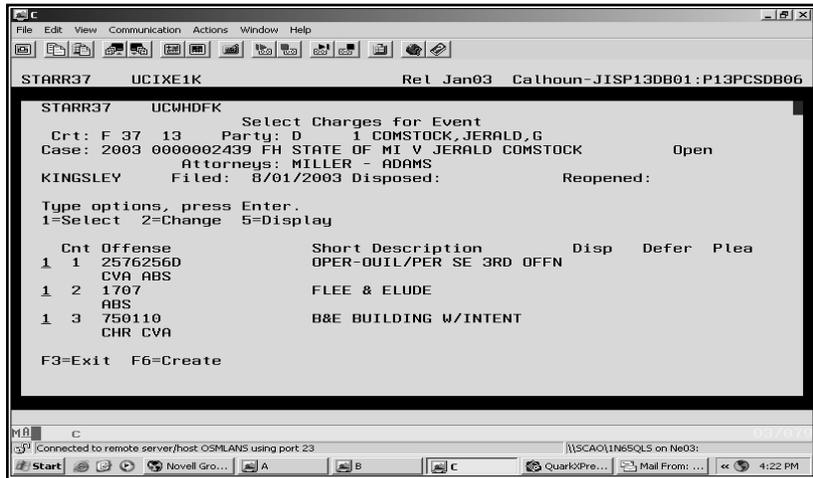
At the **CNT** (count field) [F4] prompt. The Select Charges for Event screen will appear.



continued →

Mult Event ~ Different Charge Dispositions, continued

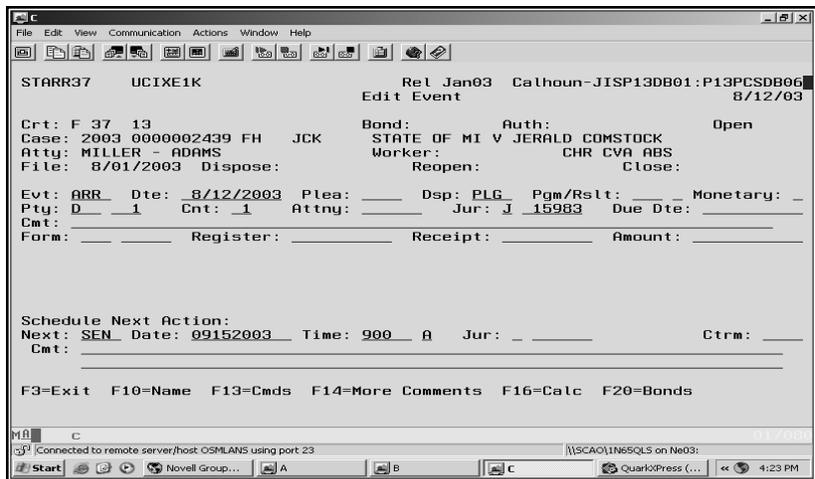
Step #7



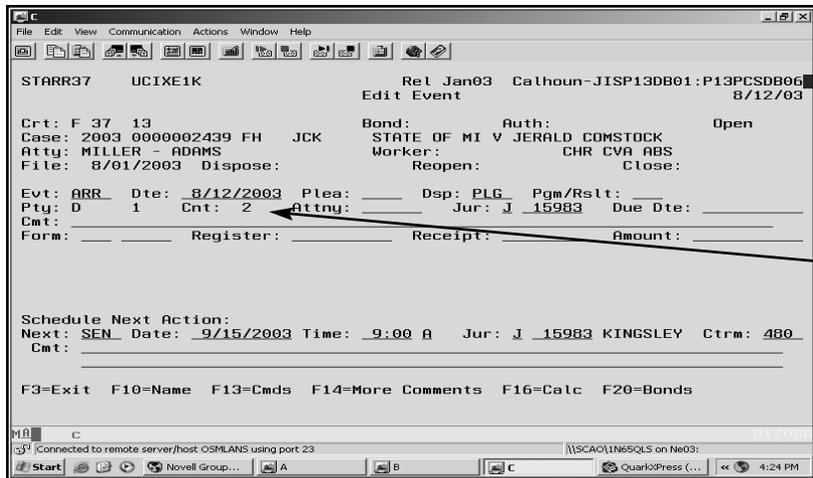
Select the charges you are disposing by entering a "1" next to each charge (even if there are different charge dispositions on each count) then press the [Enter] key. You will be returned to the **Edit Event** screen

Step #8

Please Note: The count field is at "1". Continue entering any event information, next action, etc. Once you have entered all information, press [Enter].



Step #9

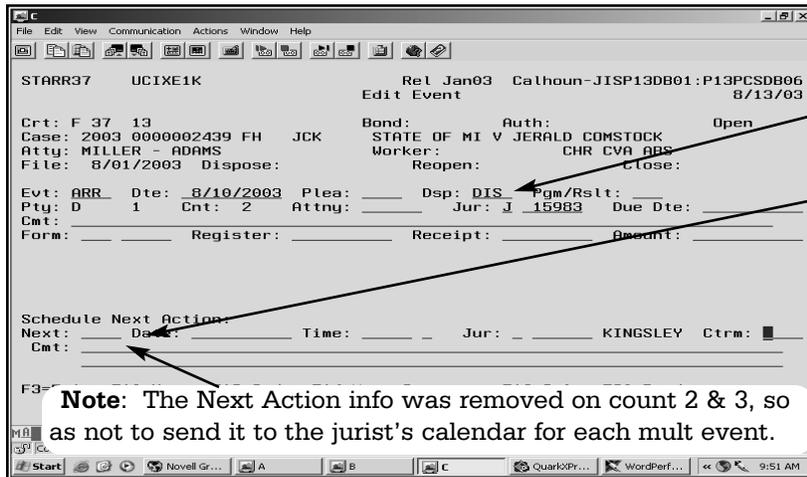


You will again be returned to the Edit Event screen, however, the count field is now "2"

continued →

Mult Event ~ Different Charge Dispositions, continued

Step #10

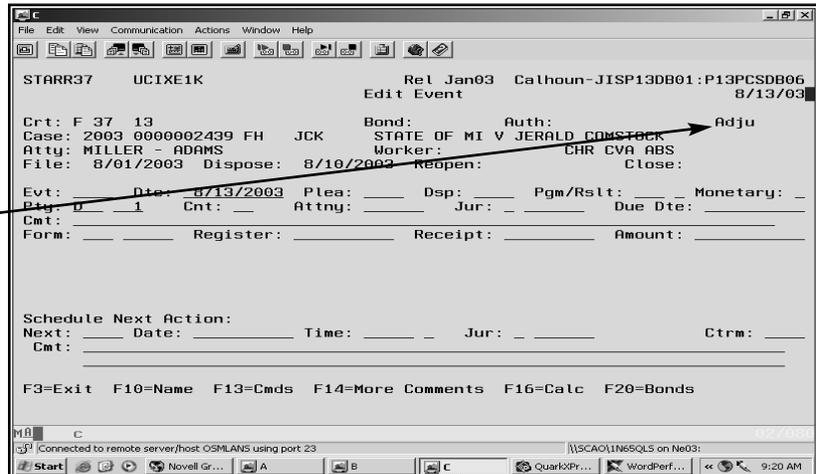


Change the disposition of Count 2 to the correct disposing code, other fields may also be changed when creating a mult event. When complete press [Enter]. The Edit Event screen will continue to appear for each count that was selected. Enter the proper disposition for each one then press [Enter].

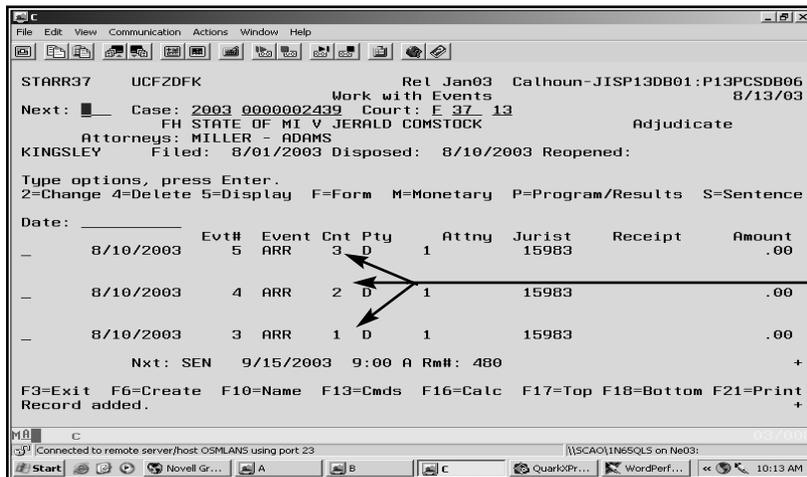
Step #11

When the mult event (each charge) has been completed the **Edit Event** screen will be returned.

Please Note: The case status has changed from **Open** to **Adju**.



Step #12



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

Please Note: An event has been created for each count on the case.

Deferral

A deferral may be initiated with any event that includes a program/result deferral code with selected charge(s), or F18 for all charges, to be deferred. Please refer to the code table on page 16 for the deferral program/result codes and events.

Entering a deferral:

- HYTA, Domestic Violence Assault, Parental Kidnapping, Controlled Substance, and Drug Treatment Court will change the case from Public to Non Public when entered. All other deferrals will change the case to Non Public upon successful completion
- Register of Actions will display the charge disposition with a DFR deferral code
- Deferral program/results must be the first program/result entered on the Edit Event screen

It is recommended that:

- charges be disposed before a deferral is entered.
- **FOJ or a closing event be entered some time after a deferral is entered. (The Crime Victims Report will only select cases that have a closed status.)**

A court must:

- Complete Criminal History Reporting. MJUD should be sent upon successful or revoked termination of a deferral.

Additional options:

- Schedule Next Action may be used as a tickler for calendar review of the deferral.

STARR37	UCIXE1K	Rel Jan03 Calhoun-JISP13DB01:P13PCSD06	
		Edit Event	8/14/03
Crt: F 37 13		Bond:	Auth: Adju
Case: 2003 0000002439 FH JCK		STATE OF MI V JERALD COMSTOCK	
Atty: MILLER - ADAMS		Worker:	CHR CVA ABS
File: 8/01/2003	Dispose: 8/12/2003	Reopen:	Close:
Evt: <u>SEN</u>	Dte: <u>8/14/2003</u>	Plea: _____	Dsp: _____
Pty: <u>D</u>	<u>1</u>	Cnt: _____	Attny: _____
Cmt: <u>Motion for HYTA - Granted</u>		Jur: <u>J</u>	<u>15983</u>
Form: <u>MC</u>	<u>219</u>	Register: _____	Receipt: _____
		Amount: _____	
Schedule Next Action:			
Next: <u>REV</u>	Date: <u>08142004</u>	Time: <u>800</u>	A Jur: _____
Cmt: <u>Review HYTA Status</u>			Ctrlm: _____
F3=Exit F10=Name F13=Cmnds F14=More Comments F16=Calc F20=Bonds			

Deferral Code Tables

Deferral Granted	
Enter an event with one of the following program/result codes.	
Program/Result	Description
DPY	Defer Holmes Youthful Trainee Act (converts to Non Public)
DPS	Defer Domestic Violence Assault (converts to Non Public)
DPK	Defer Parental Kidnapping (converts to Non Public)
DPD	Defer Controlled Substance (7411) (converts to Non Public)
DPT	Defer Drug Treatment Court (converts to Non Public)
DPH	Defer Health Care Professional - Practicing under the Influence
DLS	Delayed Sentence

Deferral Successful Completion (disposition changes)		
Enter the counterpart event with the new disposition.		
Event Code Successful Completion	Description	New Disposition
DMY	Dismiss Holmes Youthful Trainee Act (continues Non Public)	Dismissed
DMS	Dismiss Domestic Violence Assault (continues Non Public)	Dismissed
DMK	Dismiss Parental Kidnapping (continues Non Public)	Dismissed
DMD	Dismiss 7411 Deferral (continues Non Public)	Dismissed
DMT	Dismiss Drug Treatment Court Deferral (continues Non Public)	Dismissed
DMH	Dismiss Health Care Professional Under the Influence Deferral (converts to Non Public)	Dismissed
DDS	Dismiss Delayed Sentence (remains Public)	Dismissed

NOTE: Deferrals dismissed should be reported to Criminal History Reporting with an "MJD" Modified Judgement.

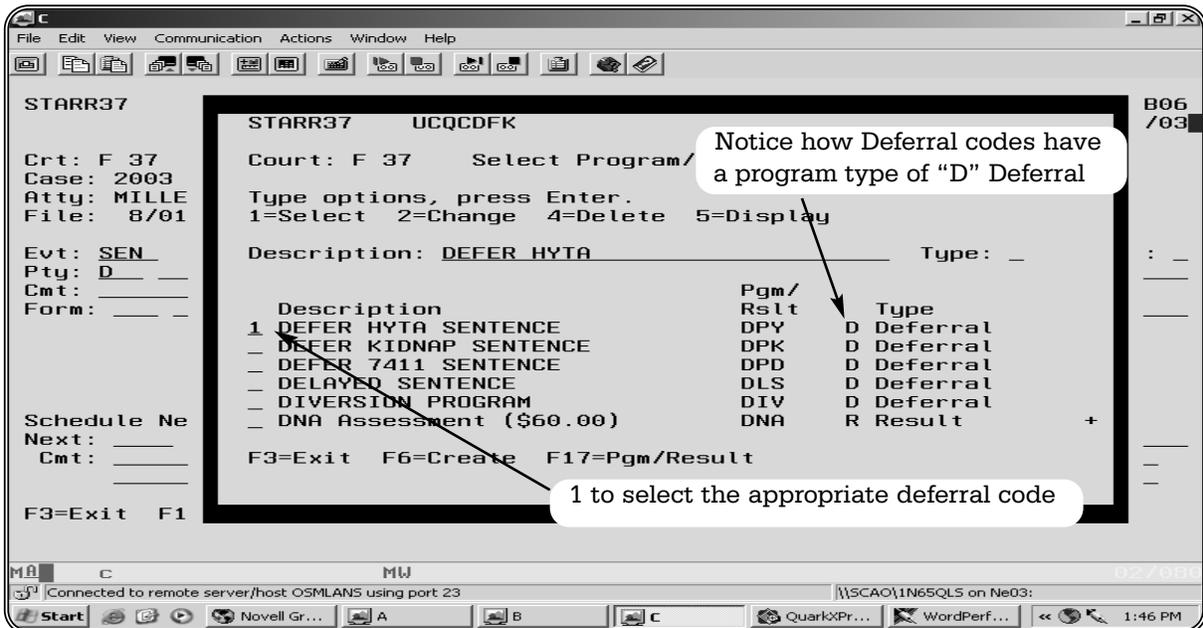
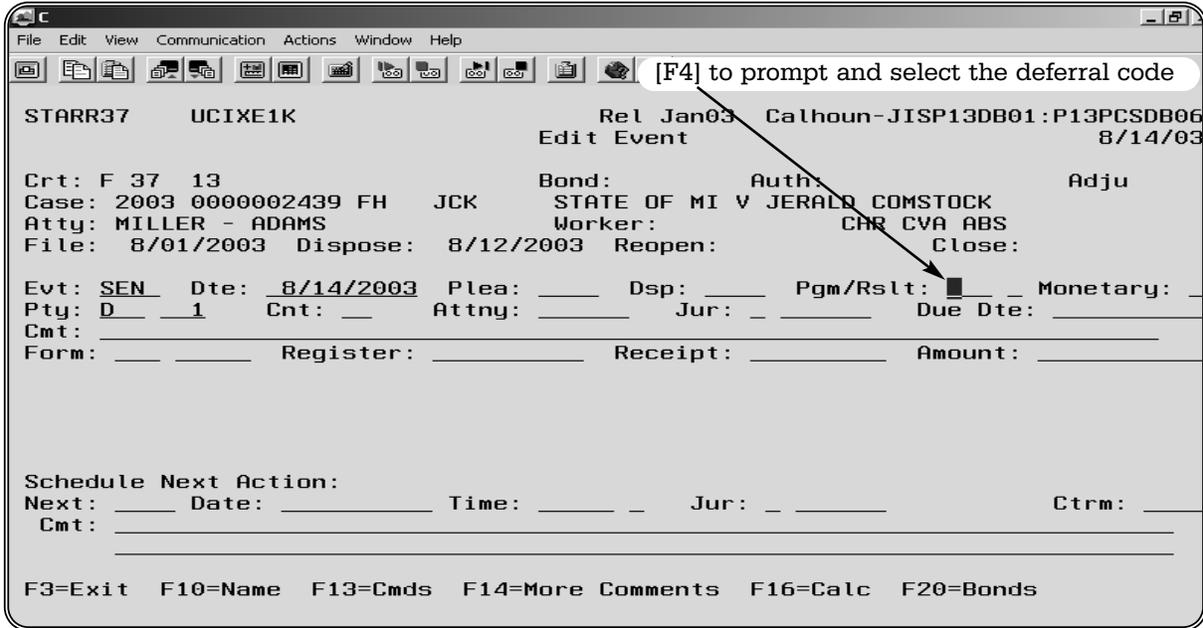
Deferral Terminated (Unsuccessful)		
(disposition stays the same)		
Enter the termination event and the original disposition. (A case with a non public status will return to public when terminated.)		
Event Code Revoked/Terminated	Description	Enter Original Disposition
DFRV	Deferral Terminated/Revoked	Guilty, Plead Guilty, Nolo Contendere
DLST	Delay of Sentence Terminated	Guilty, Plead Guilty, Nolo Contendere

NOTE: Deferrals revoked should be reported to Criminal History Reporting with an "MJD" Modified Judgement.

Entering a Deferral

STEP #1

Create an event and include a program/result of Deferral.



continued →

STARR37 UCIXE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSDB0
Edit Event 8/15/0

Crt: F 37 13 Bond: Auth: Adju
Case: 2003 0000002439 FH JCK STATE OF MI V JERALD COMSTOCK
Atty: MILLER - ADAMS Worker: CHR CVA ABS
File: 8/01/2003 Dispose: 8/12/2003 Reopen: Close:

Evt: SEN Dte: 08142003 Plea: ___ Dsp: ___ Pgm/Rslt: DPY Monetary: ___
Pty: D 1 Cnt: ___ Attny: ___ Jur: ___ Due Dte: ___
Cmt: ___
Form: ___ Register: ___ Receipt: ___ Amount: ___

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

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

Select the counts to be deferred, or leave blank for all counts and the <F18> window will appear

Complete that screen with any additional information, this may include Monetary, Comments, Form #, and Next Action dates.

STARR37 UCIXE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSDB06
Edit Event 8/14/03

Crt: F 37 13 Bond: Auth: Adju
Case: 2003 0000002439 FH JCK STATE OF MI V JERALD COMSTOCK
Atty: MILLER - ADAMS Worker: CHR CVA ABS
File: 8/01/2003 Dispose: 8/12/2003 Reopen: Close:

Evt: SEN Dte: 8/14/2003 Plea: ___ Dsp: ___ Pgm/Rslt: DPY Monetary: Y
Pty: D 1 Cnt: 1 Attny: ___ Jur: J 15983 Due Dte: ___
Cmt: Motion for Holmes Youthful Trainee Act - Granted
Form: MC 219 Register: ___ Receipt: ___ Amount: ___

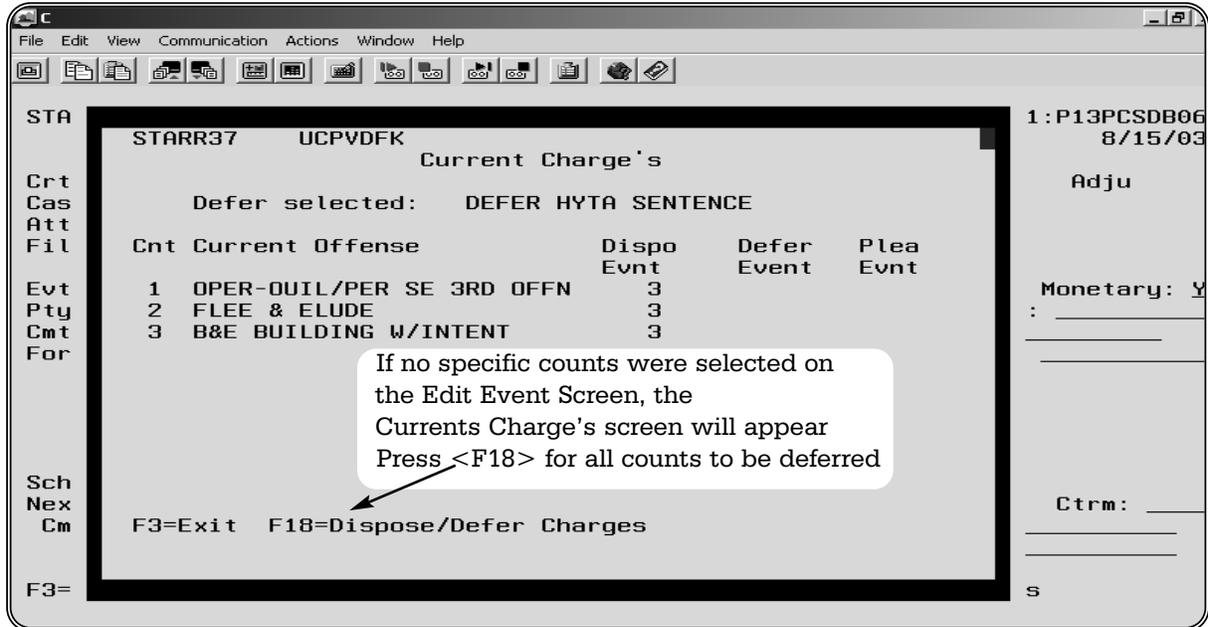
Schedule Next Action:
Next: RVH Date: 08142004 Time: 800 A Jur: ___ Ctrm: ___
Cmt: Review HYTA

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

Complete the event with additional information, Press [Enter]

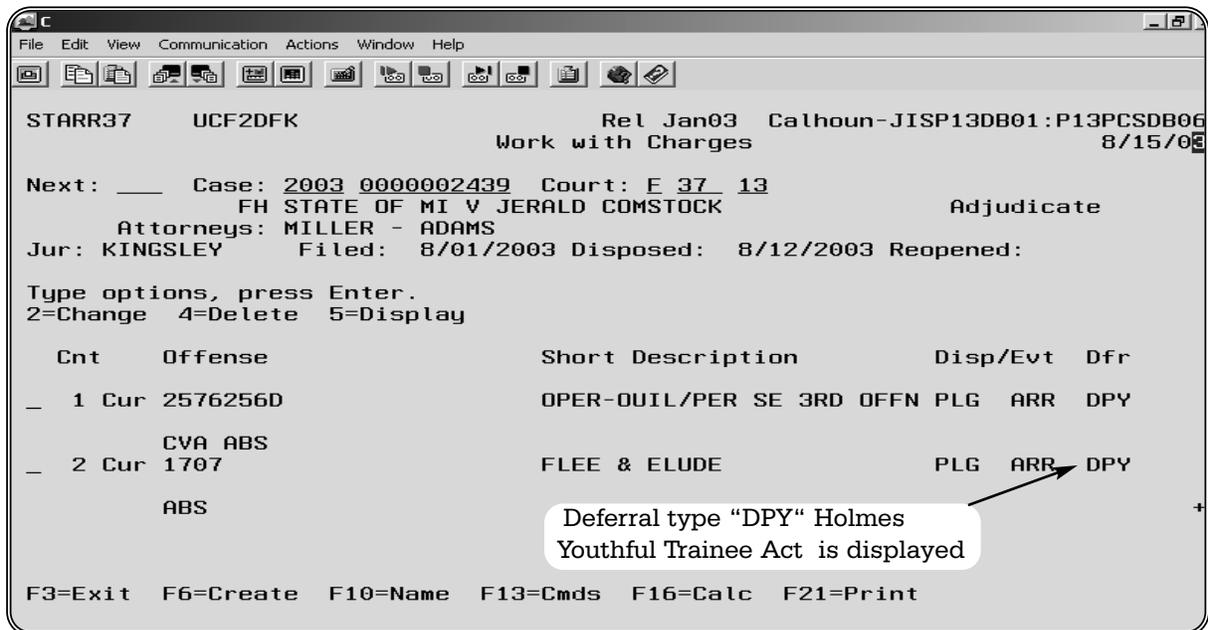
continued →

STEP #2



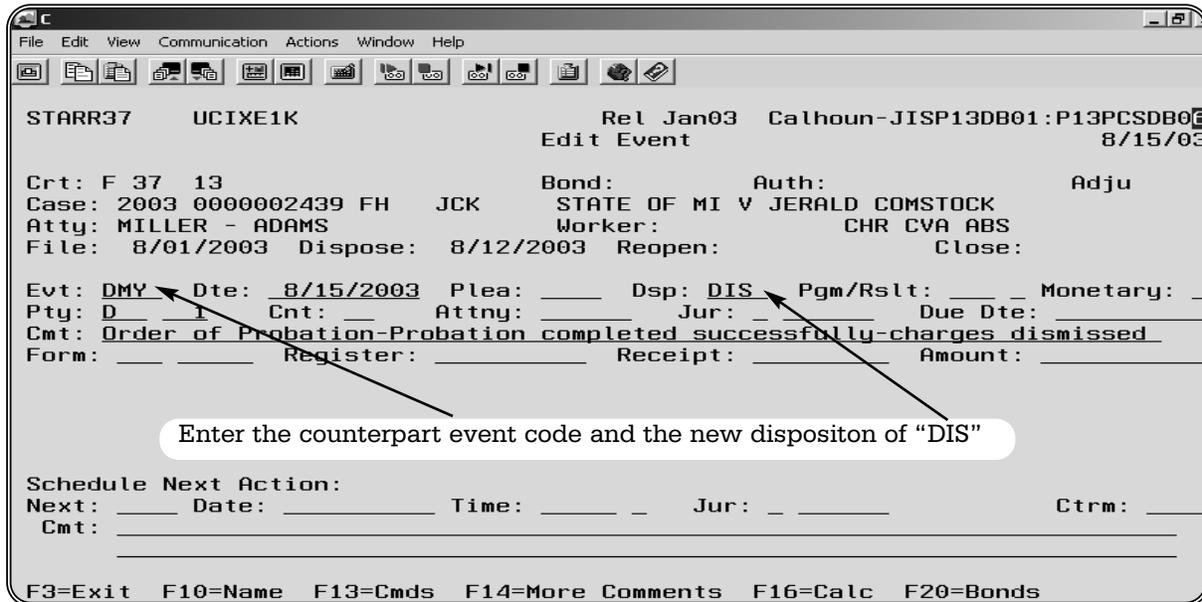
Depending on what event was entered and the fields selected, you will continue through the processing of each item.

The deferral process is complete. "C" next to the case will display the Work with Charges screen. Notice, that the deferral code is displayed for each charge, the same will be reflected in the Register of Actions.



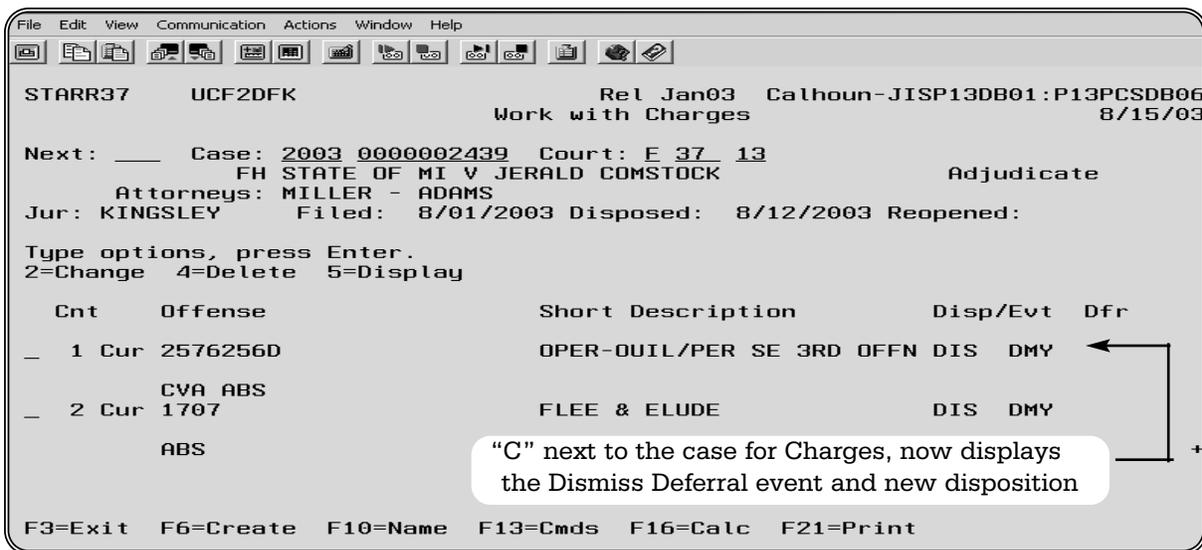
Successful Completion of a Deferral

When a deferral is completed successfully enter the deferral's counterpart event (See Page 2, Deferral Code Tables) and a new disposition of "DIS" Dismissed, once all additional event information is entered, press [Enter]. The **case** dispose date should not change.



The screen will return to the Edit Event. The case will continue to be highlighted as "Non Public".

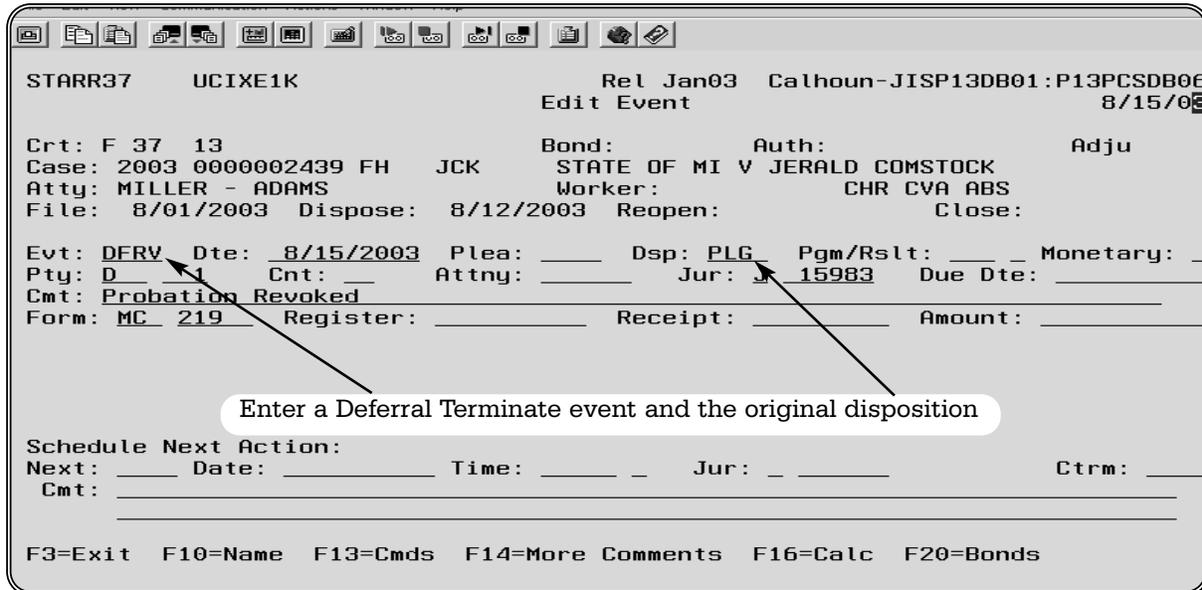
The dismiss deferral is complete, the charges have been dismissed. A "C" on the case will display the Work with Charges screen. Each charge will now display the dismissing event and the new disposition.



NOTE: Deferrals dismissed should be reported to Criminal History Reporting with an "MJD" Modified Judgement.

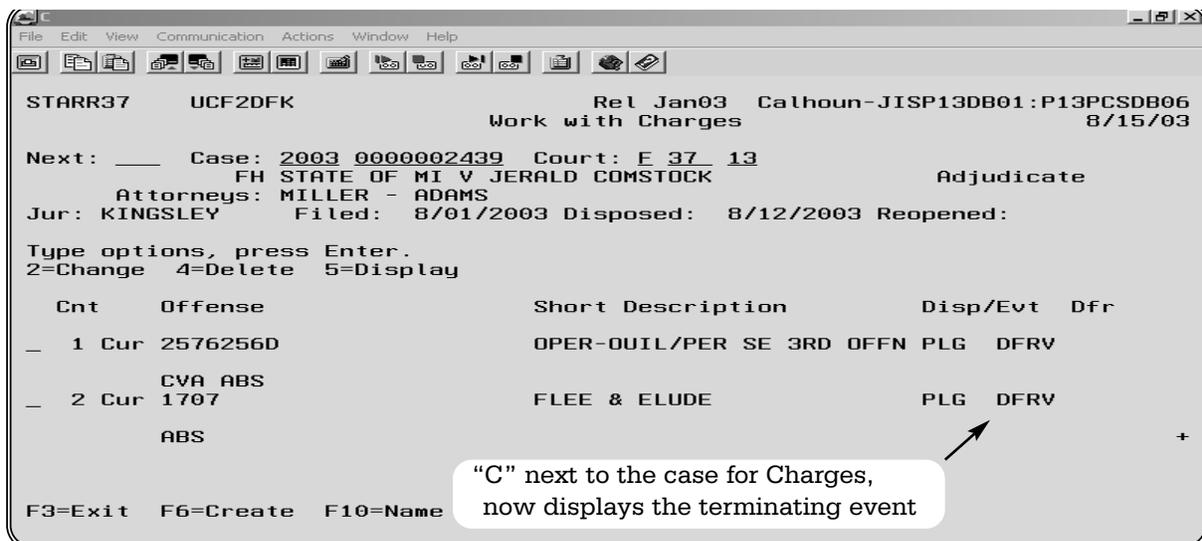
Deferral Terminated/Revoked

When a deferral **is not** completed successfully and is terminated enter the event of “DFRV” Deferral Terminated with the original disposition, once all addition event information is entered, press [Enter]. The case disposed date should not change.



The screen will return to the Edit Event. The case will no longer be highlighted and will return to “Public” status.

The terminate deferral is complete, the charges will remain with the original disposition. A “C” on the case displays the Work with Charges screen. The charges will now display the terminating event with the original disposition.



NOTE: Deferrals revoked should be reported to Criminal History Reporting with an “MJD” Modified Judgement.