Printed Documentation

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Welcome to System Help!

Introduction

This Help is designed to provide you with information about the uses and functionality of the system. You can get help with such items as using the system screens and performing various task activities.

The Help is broken down into sections that match the top menu navigation items. For example, you can access information about task overviews and activities related to the following categories:

- The Case Section
- The Accounting Section
- The Calendar Section
- The Courtroom Section
- The Disposition Section
- The Judicial Officers Section
- The Person/Entity Section
- The Reports Section
- The Forms Section
- The Admin Section
- The Work Queue Section

You can search for and access information about the system using the **Table of Contents** in the left-hand pane of this Help or using the search feature. There will be a "Show" link you can click to display the Table of Contents if it is hidden.

Getting Started

The sections below contain information that may help you navigate within this Help and become more familiar with the system components.

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Exiting the Help

Click the Close button (☒) at the top right-hand corner of the window when you want to exit the Help.

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- Special Characters Supported
- Search Feature Overview
    - Sample Search
    - Search Business Rules

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About This Help

Introduction

The purpose of the Help is to outline the activities that you might need in order to perform case management functions in the California courts. The Help text accomplishes this by providing you with the steps involved for completing these processes within the system.

The "core" Help pages support the standard system and do not contain court specific information. Refer to the "My Court Information" section below for details on accessing your court specific data.

Help Page Components

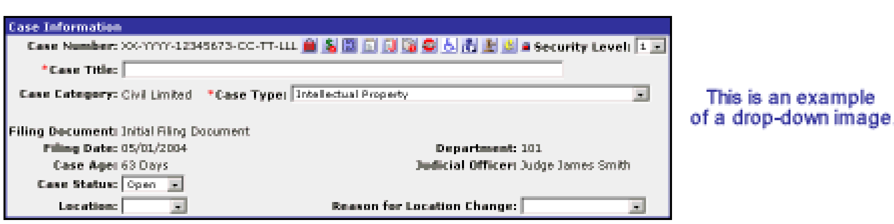
There are several different components that are available throughout the Help pages. You can use these items to quickly and easily understand how the system works.

Drop-down Images

Task activities and overview pages contain drop-down images, usually located within a sentence or activity step. These are images that are hidden from view when you first open a Help page, but display (or expand) when you click the blue formatted text. This blue text will change to an italic style when you point at it with your mouse cursor. You may then click the text to display the screen capture image.

The image will display below the text that you clicked. You can expand and collapse these images as many times as you like.

Click on the blue formatted text in this sentence to view an example of a drop-down image.



Hyperlinks

Most of the Help pages contain hyperlinks. These text items allow you to navigate from page to page without having to perform a search to find the page you want to access. Clicking on a link will take you to another page within the Help system.

Help links are formatted in a blue, underlined text. This sentence contains an example of a hyperlink.

Related Links

The Help pages contain a "Related Links" section at the bottom of the page. This section lists other help topics which may be of interest to you, based on the current Help page you are viewing.

Landing Pages

Most screens in the system have a related Help page that gives you a brief description of each screen's purpose and main features. They also display screen captures and contain links to the related field descriptions.

Field Descriptions

The Field Descriptions section lists the fields that are available on a specific system screen. It includes the field name, a brief description of the field, an indicator as to whether this field is required to complete an activity, and an example value that may be entered into the field. Refer to the Available Field Types section for details.

Task Overviews

The Task Overview provides high-level information related to a task or group of tasks. It describes the purpose of the task(s) and can include background information, a summary of the system functionality related to the tasks, and any items or activities that must be done before performing these tasks.

Links to Task Activities

The overview includes a logical grouping of task activities that "belong" to the overview. For example, the Maintain Filings Overview contains two task activities related to filings: Add Filings and Update Filings.

Links to Additional Resources

There may be additional resources that are related to the overview. These are items that may not be discussed within the overview itself, but would still provide you with relevant information about the topic. These resources do not include the task activities and screens associated with the overview. For example, this section may link to a Help page that lists the types of user/system actions that will affect how the system works.

Task Activities

The Task Activity pages list steps that you would follow to perform a specific task. Refer to the List of Icons and Commonly Used Buttons sections for details on other Help components that may be used within the Task Activities.

My Court Information

This is a hyperlink that will take you to a page that outlines information specific to your court related to a given task activity. It may also contain other court-specific materials, including items such as Training Manuals, Standard Operating Procedures, and Work Instructions.

Step Conventions and Formatted Text

The Help pages use certain text formatting conventions to alert you to key information. Review the following examples to understand the formatting difference:

- *Example 1 - Bolded Text:* The **Filing Date** field defaults to the current date.
  Bolded text represents a field or screen name. These text items usually indicate that a field or screen requires an action to be performed or item to be selected.

- *Example 2 - Bracketed Bolded Text:* Click the **[Search]** button.
  Bracketed, bolded text indicates that you are to use your mouse cursor to click on the specified item. The above example is for a system button, but this convention can also be used for menu and navigation items and tabs.

The steps also apply a standard convention to help you access the screen that you need in order to perform a certain task. This convention is primarily used to navigate through the top menu tabs and the left navigation pane. The following examples explain these standards:

- *Example:* Select **[Case] > [Initiate Case]**.
  This example represents a menu path that you must follow. The first bolded, bracketed item is a top menu item. Clicking on this top menu will refresh the screen and its associated left navigation items. You must then click on the necessary left navigation item, as indicated by the second bolded, bracketed item. This will take you to the screen needed to start performing your task.

- *Example:* Select **[Case] > [Records Management] > [Exhibits]**.
  This example is similar to the one above, except that there is a third navigation item. In this select statement, the third item is a sub-item of the selected left navigation item, as seen in the left navigation pane.

- *Example:* Click the **[Case History]** left navigation item.
  This example assumes that you are already within the context of a top menu item. This type of step is most commonly used when you are performing an activity within the context of a case. The left navigation pane already displays the available choices, which means that you just need to click on the item indicated in the step.

Notes

Many Help pages include notes or tips to provide you with helpful information related to a particular step or overall task. This information can clarify a step, provide additional information, or alert you to potential problems related to data entry or missteps in a process. Notes are usually indicated by a "note" icon.

Business Rules

The Business Rules sections list all of the business rules associated with a specific task or group of tasks. These rules are descriptions of how your interaction with the system or the system's behavior can impact other system processes.

Forms, Notices, and Reports

The Forms, Notices, and Reports section provides you with a list of outputs available at the completion of a given task. These lists only include forms, notices and reports that are generated after you finish a task.

Related Links

Welcome to System Help

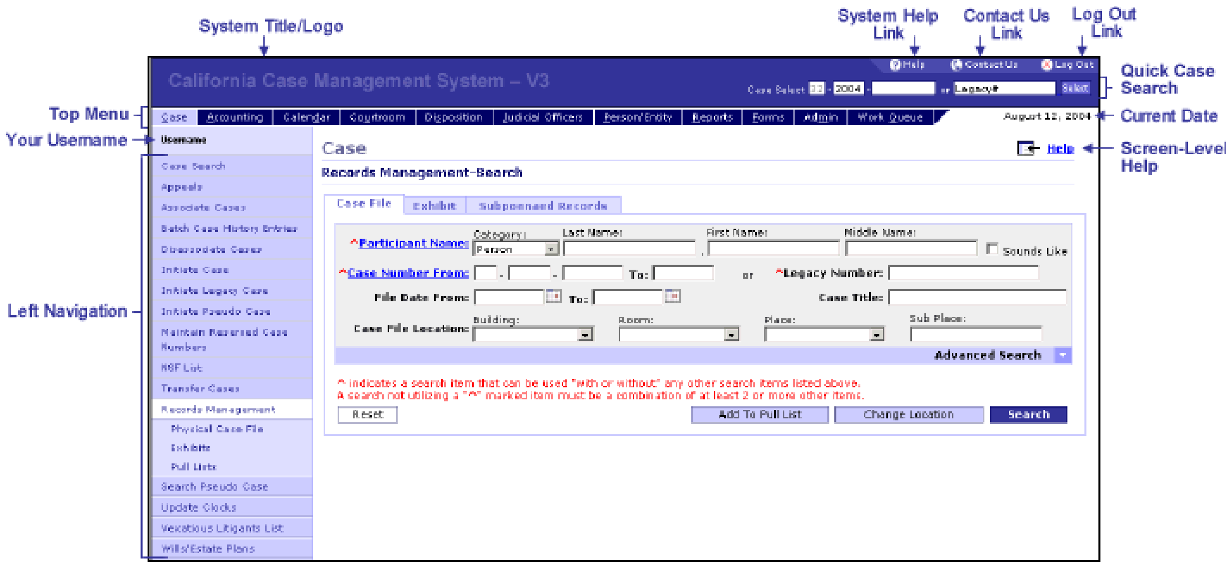
About System Window Components

Introduction

The screens in the system follow the same overall layout and navigation. As a result, a set of standard window components is available on most of the screens, which allows you to easily recognize and use the system.

Basic Window Components

The following image identifies many of the standard window components.



System Title/Logo

The official title/logo is a link that takes you to the system's welcome screen. Refer to the About Screen Header Components section for details.

Top Menu

These menu tabs allow you to navigate to the first level of a screen category. For example, clicking the **Case** menu tab will display the Case Search screen.

Username

The system will display your username in this part of the screen throughout the entire session.

Left Navigation

This part of the window contains a list of sub-menu items related to a top menu category. Some of these drill down even further, as seen in the above example (Records Management displays Physical Case File, Exhibits, and Pull Lists). All of these left navigation items belong to their parent menu tab.

System Help Link

This link opens the Help designed to support the system. A new window will open at the top right-hand part of the screen. Refer to the About Screen Header Components section for details.

Contact Us Link

This link navigates you to the Contact Us screen, where you can view contact information related to the system. Refer to the About Screen Header Components section for details.

Log Out Link

This link allows you to log out of the system and end your user session. The system will display a message on the screen indicating that you have successfully logged out. If you choose to exit the system while on a data input screen, the system will make you decide whether to continue with the logout process or return to the screen to save your data. Refer to the About Screen Header Components section for details.

Quick Case Search

This component allows you to quickly open a specific case based on its case number. Refer to the About Quick Case Search section for details on this feature.

Current Date

The system will display the current date in a read-only format.

System-Level Help Link

This is a context-sensitive Help link that opens a page describing the system screen on which you are currently viewing. It is designed to give you information about what you are looking at, as well as allow you to search for help on activities you can perform onthat screen.

Related Links

Welcome to System Help

About Screen Header Components

Introduction

This section covers the following screen header components:

- Standard Header Components
- About Case Context
- About Quick Case Search
- About Current Work Queue
- About Case Task Work Queue

Standard Header Components

The following describes the standard header components that you will see on the system screens.

System Title/Logo

The official title/logo designed for the system. This item is a link, so clicking this header image will take you to the system's welcome screen.

System Help Link

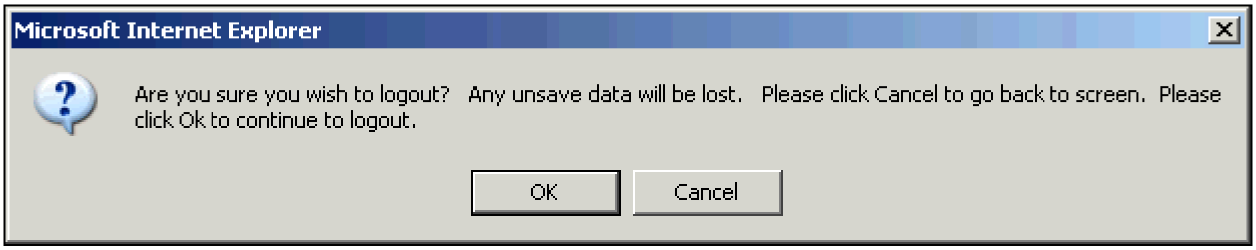
This link opens the Welcome page of the Help system. It will display in a new window at the top right-hand part of the screen. From here, you can navigate to the Help topic you are interested in viewing.

Contact Us Link

Clicking on this link opens the Contact Us screen, where you can view information on contacting someone to help you with the system problems you may be experiencing.

Log Out Link

This link allows you to log out of the system and end your user session. If you exit the system while on a data input screen, the system will display the following warning message:



You can choose the "Cancel" option to return to the screen to save your data. Or you can choose the "OK" option to exit the system without saving. Once you exit the system, a confirmation logout screen will display indicating that you have successfully logged out.

About Case Context

Case Context allows you to keep a case open until you:

- Close out of the case
- Open a new case
- Log out of the system

This feature allows you to keep a case open while you work on other tasks. For example, you can schedule an event and/or record a payment while still having a case session open.

A "Current Case" component will display at the top of the screen header once you have opened a case. It opens and closes from a green arrow button and contains a drop-down menu and an "exit case" button. However, these components only display after you expand the tab.

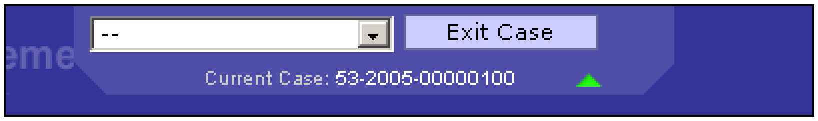
The drop-down menu contains a list of all the screens that are considered as "within the context of a case". These are the same items that are listed in the left navigation pane under the "Case" section. This feature gives you the "in-a-case" function links that are available to you within any screen in the system.

Viewing an Example

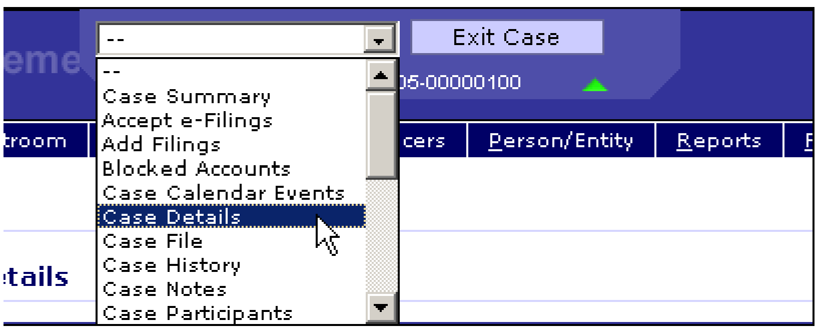
The following images are examples of the Case Context shortcut feature and how it can be used.

1. This image shows the Case Context tab displayed at the top of the screen.

2. This next image is an example of how the tab looks when you click on the green arrow button. It will expand to display a drop-down field and an "Exit Case" button.



3. This last image shows the contents of the drop-down field. Selecting an item from this list will navigate you to the appropriate screen.



About Quick Case Search

The Quick Case Search tool provides a direct way to open a specific case based on its case number. This feature allows you to easily access a case without having to perform a standard case search.

The Quick Case Search fields are located in the top right-hand corner of the screen header. It contains three case number text boxes, one legacy number text box, and a select button.

Viewing an Example

The following image is an example of the Quick Case Search tool.

Entering Case Numbers

The left-most case number text box is defaulted to your 2-digit local court code. This is a display-only value that you cannot change.

The next case number text box contains a 4-digit year. While this field defaults to the current year, you can change it so it applies to the case for which you are searching.

The third text box is available for the 8-digit numeric portion of the case number. This field will assume that there are zeros in front of any entered number that is fewer than eight digits. In other words, "leading" zeros will be automatically included as part of the case number if you do not enter them. For example, if you enter a case number of "243" into the text box field, the system will read this entered number as "00000243".

The fourth and final text box is only for Legacy case numbers. Any case that was not converted or initiated in this system will have a legacy case number. This field will clear the "Legacy #" text label once you place (click) the mouse cursor in the box.

Selecting the Case

After you enter the case number in the appropriate Quick Case Search fields and click the arrow button, the system will attempt to retrieve the entered case.

If a case match is found, then the system will navigate you to the "Case Summary" screen for that case. If the system does not find a match, then it takes you to the "Case Search" screen and displays a "No Match Found" alert message. You will then have to search for the case using the available search parameters.

About Current Work Queue

The system uses work queues to help you complete and monitor system events and to-do items. Work queues provide a mechanism for accessing tasks that require your attention. Refer to the About System Work Queues section for details on understanding work queues.

The Current Work Queue feature allows you to navigate directly back to a work queue in which you have been performing tasks. A "Current WQ" icon will display at the top of the screen header when you begin a set of tasks from a particular work queue. You can then access this work queue at any point during your system session.

Viewing an Example

The following image is an example of the Current Work Queue feature.

Changing the Work Queue Setting

If you want to change this current work queue, then you must navigate to the default Work Queue menu tab and select a different work queue. The icon will then point to this new work queue instead.

The "Current WQ" icon only displays when you begin a set of tasks, and it turns off or disappears from the screen when your system session ends.

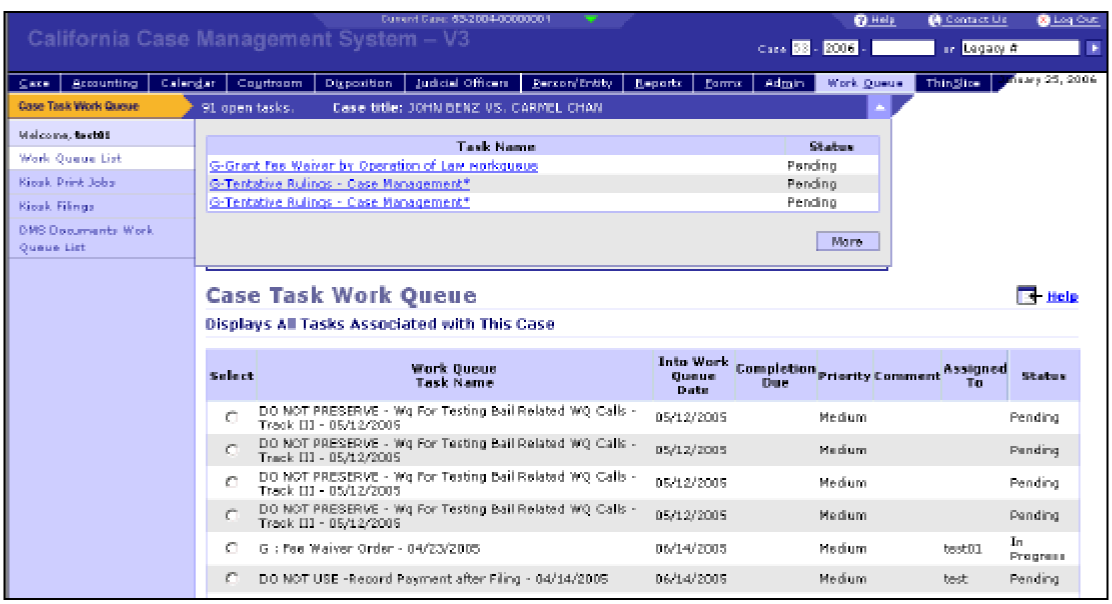
About Case Task Work Queue

The Case Task Work Queue feature allows you to view and access the work queue tasks that are related to the case you are currently viewing. This feature is only available when you are in the context of a case. Refer to the About Case Context part of this topic for details.

Viewing an Example

The image below is an example of the Case Task Work Queue feature. It consists of an orange tab that displays above the left navigation pane. It also displays the number of open tasks related to that case.

Clicking on the toggle button will display the three most recent work queue tasks, based on the date the task was sent to the work queue.



Accessing the Work Queue Tasks

Clicking on either the tab itself or on the "More" button will take you to the Case Task Work Queue screen. Refer to the Case Task Work Queue Screen section for details about this screen.

Related Links

Welcome to System Help

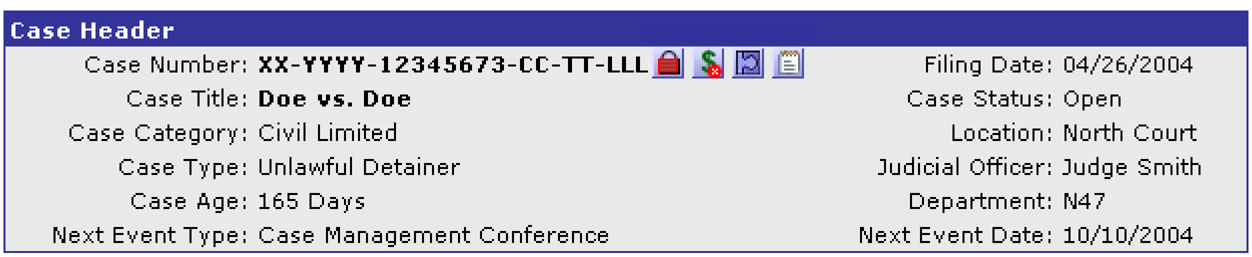
About the Case Header

Introduction

The case header displays at the top of the screen when you are performing a task within the context of a case. As a result, you will see this header on most of the case-related screens.

Case Header Components

The case header contains read-only fields that allow you to quickly identify key characteristics about the case. The following image is an example of a case header.



Case Header Icons

The case header may display a variety of different icons next to the Case Number field. These icons relate to the case that you are viewing and are meant to alert you to a special attribute of the case. Refer to the List of Icons section for details on the types of icons that you may see in the header.

Case Header Field Descriptions

The following table contains brief descriptions of the data fields seen in the case header. It also includes example values and a Yes/No indicator that lets you know if the field requires data to be entered before information can be saved.

Field Name	Description	Example
Case Number	A unique identification code that is assigned to a case. This is a read-only value.	XX-YYYY-12345678-CC-CT-LLL or 30 characters max.
Filing Date	The date when the initial filing document was filed with the court. This is a read-only value.	01/15/2005
Case Title	A brief but formal title that describes the case. The title usually identifies the two parties in conflict. This is a read-only value.	Johnson vs. Smith
Case Status	The current status of the case in the system. This is a read-only value.	Open
Case Category	The main category of case classification used to identify a case. This is a read-only value.	Probate
Location	The court location that has jurisdiction over the case. This is a read-only value.	North Court
Case Type	The second level of case classification used to identify a case. This is a read-only value.	Trust Proceedings
Judicial Officer	The name of the Judicial Officer that is currently assigned to the case. This is a read-only value.	Judge Smith
Case Age	The age of the case. This age is based on when the initial filing document was submitted with the court and is counted in calendar days. This is a read-only value.	120
Department	The department that will hear the case. This is a read-only value.	101
Next Event Type	The name of the next expected event that is scheduled for the case. This is a read-only value.	Case Management Conference
Next Event Date	The date when the next expected event scheduled for the case occurs. This is a read-only value.	10/10/2005

Related Links

Welcome to System Help

Available Field Types

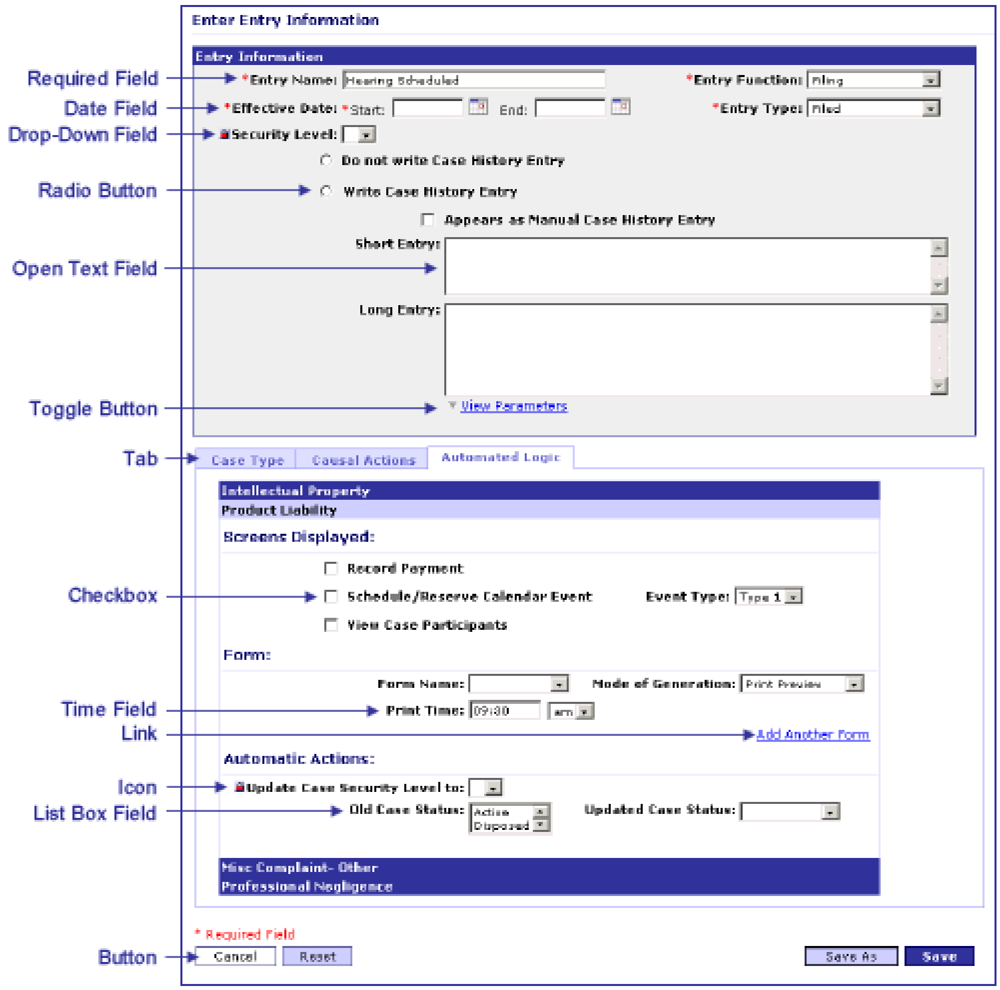
Introduction

The input screens used in the system for saving and maintaining court data contain many different fields and components. Each field is designed to capture specific data in the system.

While this section does not define each of these items, it does provide you with examples of key field features.

Field Type Examples

The following image provides examples of the field types used in the system.



Required Fields

The system identifies a required field by placing a red asterisk (*) to its left. You must enter/select the appropriate data value into a field in order to save or continue with a process.

Primary Search Fields

Fields that have a red caret (^) before their names are primary search fields. These types of fields only display on search screens. Performing a search requires that you enter/select at least one primary search field or two secondary search fields.

Related Links

Welcome to System Help

My Court Information

List of Icons

Introduction

The system uses a variety of icons on its screens. These icons may be within a case header, a search results list, or next to an open entry field, to name a few.

The purpose of these icons is to provide you with a quick way of accessing related information or recognizing certain attributes or features. Many icons only appear on a screen to indicate that a condition exists and do not specifically identify who or what is involved. For these icons, you must investigate further to find the related details.

Icon List and Descriptions

The following table lists the available system icons and provides a brief description of how they may be used.

Icon	Title and Description
	**Alert!** This icon alerts you to a potential issue that is determined by the system. It is usually followed by red text that explains the warning message, but it could also display next to a field that is causing the issue/error. This alert usually displays when you are taking an action that the system does not recommend.
	**Amended** This icon indicates that a Case History entry or judgment has been amended on a case.
	**Appeals** This icon indicates that a case has been classified as an Appellate case.
	**Archived** This icon indicates that the case has been archived.
	**Case Notes** This icon indicates that there at least one case note available on the case.
	**Check** The system uses this icon to indicate a selection, usually in a table or column. For example, this check may indicate that an entry is confidential. The context of this icon depends on the screen on which it is being used.
	**<Consolidated>**, **<Coordinated>**, or **<Related>** This icon indicates that the selected case has been associated with one or more other cases. The type of association is indicated in the ALT tag (or text you see when you point to an icon).
	**<Complex Case>**, **<Exceptional Case>**, **<Class Action>** This icon indicates that a case is an exceptional case. The ALT tag (or text you see when you point to an icon) will display the one, two, or three attribute titles belonging to the case.
	Court Appointed/Appointable

	This icon indicates that the court has specifically appointed a participant or court resource to the case. This is an attribute of the appointed person/entity.
	**Discovery Referee** This icon indicates that a discovery referee has been assigned to the case.
	**Disqualified** This icon indicates that a Judicial Officer has been disqualified for assignment to a case by the request of a case participant. It displays next to a Judicial Officer profile instance, within the context of a case.
	**Document Management System (DMS)** This icon is a link to either an image from the Document Management System or a PDF generated by the system.
	**Document Not Available** This icon indicates that there is no DMS image available for the selected document.
	**Document Sealed** This icon indicates that a DMS image has a security level greater than 1.
	**Expired** This icon indicates that a selected clock has a status of “expired” on a case. This categorizes the clock as “inactive”.
	**Entered in Error** This icon indicates that a case history/ROA entry was entered in error. It displays below an entry.
	**E-file** This icon indicates that the case was initiated through an e-filing.
	**Fees Not Paid** This icon indicates that there are fees due on the case. This may be the initial filing fee or any other subsequent fee required by the court. It displays in the case header.
	**Fee Waiver** This icon indicates that a person/entity has applied for an application for waiver of court fees and costs. This person/entity does not have to pay a portion of the required fees.
	**First Appearance Fee Paid** This icon indicates that a person/entity has paid the first appearance fee on a new case.
	**<Is Confined>** or **<Confinement>** This icon indicates that a person/entity is currently confined, such as in jail or prison.
	**Judicial Officer Notes** This icon indicates that the case has Judicial Officer notes available.
	**Lead Attorney/Counsel** This icon indicates that the selected attorney is a case participant’s lead attorney. It displays if there is more than one attorney assigned to the participant.
	**Lead Person** This icon indicates that the selected person/entity has been selected as the lead record of a merged group of participants (person/entities).
	**Milestone Met** This icon indicates that a milestone on a case has been met within the expected time frame.
	Milestone Met Late This icon indicates that a milestone on a case has been met later than expected.

	Milestone Not Met This icon indicates that a milestone on a case has not been met.
	Missing Case File This icon indicates that a case file volume has been classified as “missing”. It displays in the case header.
	NSF This icon indicates that there was at least one NSF payment made on the case at some point during the case.
	<Other Case Number> This icon indicates that the selected participants or case history entries have been copied from another case as part of a case association (consolidation, coordination or relation).
	Pause This icon indicates that a selected clock has a status of “paused” on a case. This categorizes the clock as “active”.
	Recall Warrant This icon indicates that the selected warrant has been recalled.
	Recusal This icon indicates that a Judicial Officer has disqualified his/herself for assignment to a case. This recusal indicator displays next to the Judicial Officer profile instance, within the context of a case.
	Security Level This icon indicates the security level of the case, entry or DMS image. It will display if the security level is set for greater than “1”, which means that the item has security associated with it.
	Security Level - <X> This icon indicates the security level of the case, entry or DMS image. It will display if the security level is set for greater than “1”, which means that the item has security associated with it.
	Security Risk This icon indicates that the person/entity has been labeled as a security risk by the court.
	Something has Changed This icon indicates that a Case History/ROA entry has had some attribute changed.
	Special Needs This icon indicates that a person/entity has special needs that must be considered by the court.
	Start This icon indicates that a selected clock has a status of “started” on a case. This categorizes the clock as “active”.
	Stop This icon indicates that a selected clock has a status of “stopped” on a case. This categorizes the clock as “inactive”.
	Strike This icon indicates that a case history/ROA entry was stricken from the case. It displays below an entry that has a line striking through the text.
	Subpoenaed Record This icon indicates that the case has (or is associated with) one or more subpoenaed records.
	Temporary This icon indicates that the selected [existing] warrant is temporarily issued.

Related Links

Welcome to System Help

My Court Information

Commonly Used Buttons

Introduction

While the system uses different button features on its screens, many screens share the same buttons. You will use these buttons to perform various court functions or tasks in the system.

This section is designed to provide you with basic descriptions of some of the most commonly-used buttons in the system.

List of Common Buttons

The following table lists commonly-used buttons and their related descriptions.

Button	Title and Description

	**Cancel Button**
	This button provides a way to navigate “back” to the screen from which you came. This cancel feature follows a set of defined system rules:
	• Screens containing multiple tabs have different tab “views”. Canceling out of a tab view takes you to the previous screen, not the previous tab.
	• Canceling out of a screen does not save any newly entered data within the screen fields. This means that you must either choose to save your changes or cancel without saving.
	• The Cancel button may not display on the following types of screens:
	    ◦ Confirmation pages
	    ◦ The first page of a wizard (step) process
	    ◦ Any page that you access directly from the top menu or a left navigation pane
	• Screens that have multiple entry points may have Cancel buttons that do not return you to an originating screen due to the business process involved. The Cancel button may instead redirect you to the default back screen, which is usually a type of search screen.
	Example: After you add a filing, you are redirected to the Record Issuance Judgment screen. The Cancel button on this screen will actually navigate you to the Record Issuance Search screen, and not the Add Filing screen.

	Date Picker

	This button allows you to easily select a past, present, or future date for a date field. Clicking the button displays a pop-up window containing a month-view calendar, which defaults to the current date. Clicking a specific day (number) on the calendar closes the pop-up window and enters the selected date in the field. Refer to the About the Date Selector Window section for details on using the calendar picker.
	**Filter Button** This button narrows the list of results originally retrieved by a pre-determined query for that screen. The filter criteria that you enter/select acts as a type of search by limiting the list of available entries or records in order to display only a subset of those entries that were originally retrieved. This component is optional for most screens. It provides a helpful way of quickly narrowing a long list to find a specific record or entry.
	**Additional Information Icon (+)** This icon displays next to an item to indicate that it has other associated data. When you place your mouse-cursor over this icon, pop-up text may display.
	**Reset Button** This button sets the data within the form that you have manually entered or selected on a screen to their default values as initially rendered. As a result, some of these fields may be empty (or "deleted") if no default value has been defined.
	**Save Button** This button saves all entered or selected data to the system database. Depending on the configuration of the screen, this button may also navigate you to the invoking screen, which may display a confirmation message.
	**Save As Button** This button allows you to copy an existing component (entry, record, etc.) in order to make a new component. Clicking the “Save As” displays the component in an "update" or "edit" mode. You must make the necessary changes to this component in order to make it unique in the system.
	**Search Button** This button causes the system to display a list of results that match the entered search criteria. Refer to the Search Feature Overview for details on performing searches in the system.
	**Select Button** This button causes the system to take the selected component(s) and apply the necessary screen functionality to that component. This Select feature may behave differently, depending on the context in which it is used. For example: • It can open a component to display its details in read-only, add, or update mode. • It can take the selected entry and populate a different field or screen with that data. You must have chosen at least one entry from the displayed list in order for the system to access/open the selected component.
	**Toggle Button** This arrow button “toggles” (displays/hides) a set of fields on the screen. This component changes the viewing capability for a group of fields that may not be used as often as those on the rest of the screen. The fields are hidden from view when the tip of the triangle is pointing down. Clicking on the button displays these fields and changes the direction of the triangle to point upwards. Any data entered into these fields will be saved even if you hide them from view again.
	**Quick Case Search Button** This arrow button allows you to perform a quick case search in the system.

Related Links

Welcome to System Help

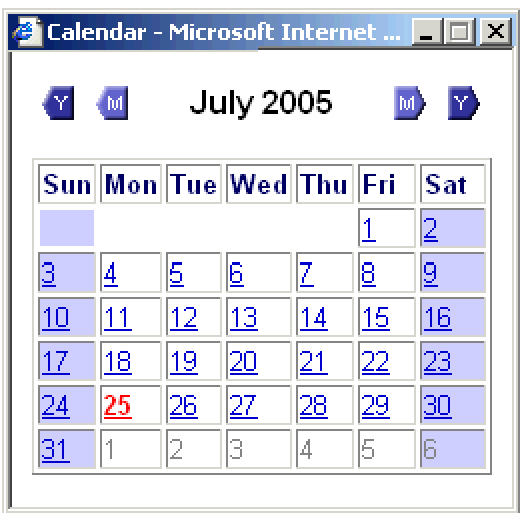
About the Date Selector Window

Introduction

The date selector window is available on screens where there is a date field. This option allows you to quickly select a past, present, or future date.

Date Selector Window Features

When you click on a date picker button ( ), a pop-up window containing a month-view calendar will display. The image below is an example of a date selector pop-up window.



This window displays the current date by default. If a date has already been selected (there is a date already listed in the date field), then the Date Selector will open to that date with the specified day formatted instead of the current date.

Selecting Months/Years

The top of the window displays a title containing the month and year for this calendar. The "Y" arrow buttons allow you to choose a past or future year. The "M" arrow buttons allow you to choose a past or future month. When you click on any of these buttons, the window will update the month/year title as appropriate.

Selecting a Date

The current day is formatted as red, bold text. Clicking on a day date will select the highlighted date and close the date selector window. The selected date will then display in the appropriate date field.

Otherwise, you can click the "X" button in the top right-hand corner of the window to close the window without selecting a date.

Related Links

Welcome to System Help

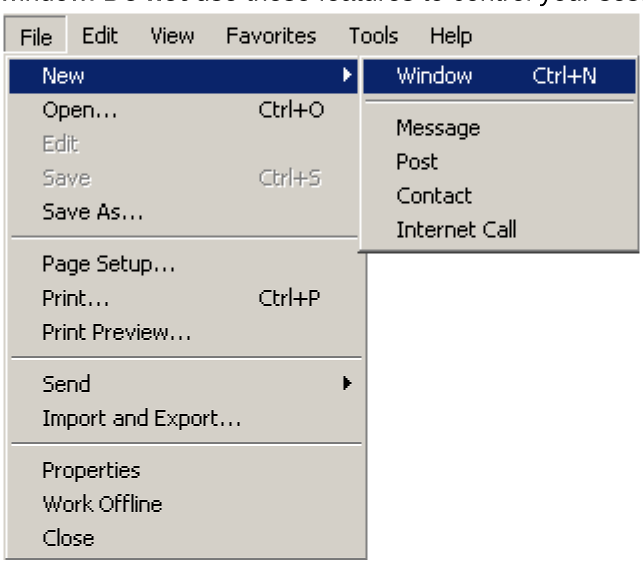
About System Sessions

Introduction

A session is opened when you log into the system and closes when you exit or log out of the system.

The following bullet points define the rules involved with opening, using, and maintaining system sessions.

- Using the keyboard keystroke "Control+N" to open a new window using the same session will have unpredictable results in the case context. This is **NOT** recommended.
  NOTE The "Control+N" shortcut is the same as following the menu path within the browser window. **Do not** use these features to control your sessions.



- The system will allow you to open a new browser and re-log in with the same username. This will create two separate sessions (with two separate case contexts), so you can work on two different cases at the same time.
  NOTE You can open a new browser window by using any of the following three processes:

- Click the  button located on your task bar.
- Double-click the  button located on your desktop.
- Follow the path: **Start (button) > Programs > Internet Explorer**.

- If you and another user are requesting to edit the same information (or the same version of the data from the system database), then whomever first saves the changes to the database will have these changes reflected. The other person will receive a error message that says "Concurrency Error - The data you are trying to update has changed, please retrieve the latest data and try again."

Related Links

Welcome to System Help

About System Reports

Introduction

A report is a compiled list of information pertaining to a specific function.

Reports In The System

The system provides two ways for you to generate/view/print reports:

- **Within a business process** – In-process reports are reports that are generated, viewed, and printed inside of a business process. At this time, the system contains only a handful of in-process reports.

- **Outside of a business process** – Out-of-process reports are reports that are generated, viewed, and printed outside of a system process. At this time, the system contains about 60 out-of-process reports.

Custom Reports

The system does not provide functionality to create, generate, view, or print custom reports. However, you can create compatible custom reports using Crystal Enterprise™. Refer to the Technical Architecture Design document for more information.

Related Links

Welcome to System Help

About System Work Queues

Introduction

A work queue is simply a group of identical tasks, for different cases, that require completion.

For example, all tasks in the "Update Case Title" work queue require an identical action—changing of a case title. However, the cases requiring a title change are different.

Purpose

The purpose of a work queue is to help complete a "process" in a timely manner.

For example, if a process requires the completion of four tasks, then it may have three work queues (A, B, and C) supporting it. The full "process" would be as follows:

- After the initiation task:
  - Work queue A would have one task, the first task required after the initiation task.
  - The other two work queues (B and C) would be empty.
- After completion of the task in work queue A:
  - Work queues A and C would be empty.
  - Work queue B would have one task, the second task required after the initiation task.
- After completion of the task in work queue B:
  - Work queues A and B would be empty.
  - Work queue C would have one task, the third task required after the initiation task.
- After the completion of the task in work queue C:
  - The process is complete.
  - Work queues A, B, and C would be empty of any tasks related to the recently completed process.

Court-Specific Processes

Since each court has a number of tasks that do not easily conform to a standardized process flow, work queue set up cannot be completely automated in the system. Even though the system provides functionality to set up work queues, the underlying business processes that causes tasks to end up in certain work queues is the responsibility of the court to define and the local administrator to set up.

Work Queue "Types"

Each work queue ties to only one type of unit of work (UOW):

- Bail Bonds
- Case
- Event
- Fee
- Filings
- E-filings
- Forms
- Participant
- Payment

The work queue description provides users of the work queue with the information they require to complete the work queue tasks. For example, if a "case" work queue has a description of "Update Case Title," the users assigned to that work queue know that they will be directed to the screen that enables them to change the title of case.

DMS Documents work queue

Although the DMS Documents work queue looks and operates like any other work queue, it is a "fixed" work queue designed to support linking of stranded documents in the document management system to case filings or exhibits. The term "fixed" is used because the DMS Documents work queue cannot be created/updated/deleted using the functionality designed to create/update/delete work queues.

Related Links

Welcome to System Help

Configure Work Queues Overview

Complete Work Queue Tasks Overview

My Court Information

About Keyboard Shortcuts or "Quick Keys"

Introduction

The system has keyboard shortcut features or "quick keys" available for you to quickly navigate to a specific screen.

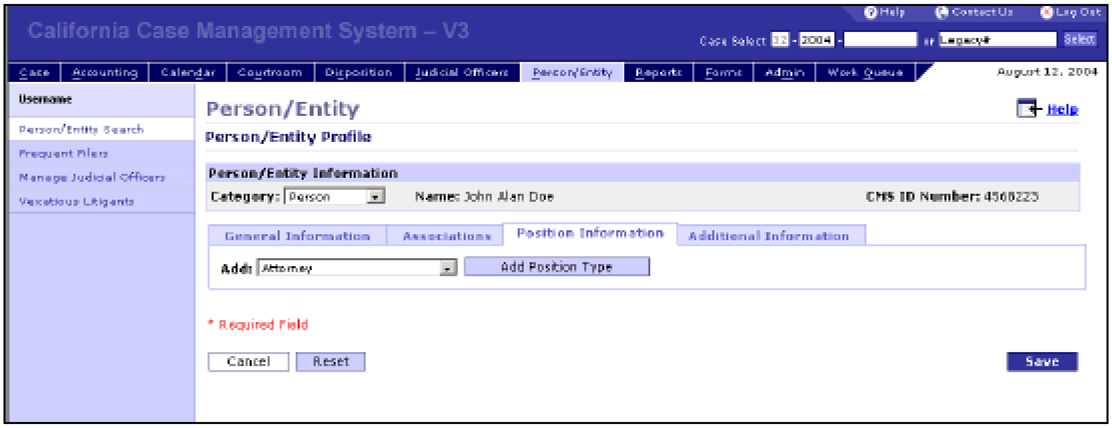
Top Menu Shortcuts

The top menu uses quick keys that include the "Alt" key plus a letter for accessing the selected menu. You must then press the Enter key on the keyboard to complete the shortcut command. You can recognize the appropriate shortcut command by the underlined letter of a top menu navigation item. The following table provides you with the available top menu navigation shortcuts.

Menu	Menu Name	Shortcut Command
Case	Case	Alt + C, then press Enter
Accounting	Accounting	Alt + A, then press Enter
Calendar	Calendar	Alt + D, then press Enter
Courtroom	Courtroom	Alt + U, then press Enter
Disposition	Disposition	Alt + S, then press Enter
Judicial Officers	Judicial Officers	Alt + J, then press Enter
Person/Entity	Person/Entity	Alt + P, then press Enter
Reports	Reports	Alt + R, then press Enter
Forms	Forms	Alt + F, then press Enter
Admin	Admin	Alt + M, then press Enter
Work Queue	Work Queue	Alt + Q, then press Enter

Tab Item Shortcuts

Tab items within screens are counted from left to right. As a result, you can use the "Alt" key plus a "1", "2", etc. depending on the tab you want to access. For example, in the following image you would use the "Alt"+"1" (plus Enter key) to open the General Information tab, an "Alt"+"2" (plus Enter key) to open the Associations tab, an "Alt"+"3" (plus Enter key) to open the Position Information tab, and an "Alt"+"4" (plus Enter key) to open the Additional Information tab.



Button Shortcuts

Dark blue buttons on the screen use the keyboard shortcut of "Alt"+"V", and then you must press the Enter key. In the above screen capture, this type of shortcut would apply to the "Save" button.

However, white buttons on the screen, such as the "Cancel" button, use the shortcut keystroke of "Alt"+"X" and then the Enter key.

Field Navigation Shortcuts

The system uses standard Windows keystrokes to move between fields on a screen. This means that you can press the Tab key on your keyboard to navigate from one field to another, in a left-to-right direction.

You can also use the keyboard shortcut "Shift"+"Tab" to move between fields in a right-to-left direction.

Related Links

Welcome to System Help

My Court Information

Special Characters Supported

Introduction

The following tables identify the special characters supported by the system in text entry boxes.

Editing Characters

Character	Description
¶	Paragraph Sign

Punctuation Characters

Character	Description
´	Acute Accent
§	Section Sign
"	Double Left Quote
•	Round Solid Bullet
'	Right Quote

Law Characters

Character	Description
™	Trademark
®	Registered Mark
©	Copyright Symbol

Math Characters

Character	Description
×	Multiplication Sign
÷	Division Sign
¼	One Quarter
½	One Half
¾	Three Quarter
¢	Cent

$	Dollar

Letter Characters

Character	Description
À	Capital A, Grave
Á	Capital A, Acute
Â	Capital A, Circumflex
Ã	Capital A, Tilde
Ä	Capital A, Umlaut
Å	Capital A, Ring
Æ	capital ae
Ç	Capital C, Cedilla
È	Capital E, Grave
É	Capital E, Acute
Ê	Capital E, Circumflex
Ë	Capital E, Umlaut
Ì	Capital I, Grave
Í	Capital I, Acute
Î	Capital I, Circumflex
Ï	Capital I, Umlaut
Ð	Capital Eth, Icelandic
Ñ	Capital N, Tilde
Ò	Capital O, Grave
Ó	Capital O, Acute
Ô	Capital O, Circumflex
Õ	Capital O, Tilde
Ö	Capital O, Umlaut
Ø	Capital O, Slash
Ù	Capital U, Grave
Ú	Capital U, Acute
Û	Capital U, Circumflex
Ü	Capital U, Umlaut
Ý	Capital Y, Acute
Þ	Capital Thorn, Icelandic
ß	Small Sharp S

à	Small A, Grave
á	Small A, Acute
â	Small A, Circumflex
ã	Small A, Tilde
ä	Small A, Umlaut
å	Small A, Ring
æ	Small ae
ç	Small C, Cedilla
è	Small E, Grave
é	Small E, Acute
ê	Small E, Circumflex
ë	Small E, Umlaut
ì	Small I, Grave
í	Small I, Acute
î	Small I, Circumflex
ï	Small I, Umlaut
ð	Small Eth, Icelandic
ñ	Small N, Tilde
ò	Small O, Grave
ó	Small O, Acute
ô	Small O, Circumflex
õ	Small O, Tilde
ö	Small O, Umlaut
ø	Small O, Slash
ù	Small U, Grave
ú	Small U, Acute
û	Small U, Circumflex
ü	Small U, Umlaut
ý	Small Y, Acute
þ	Small Thorn, Icelandic
ÿ	Small Y, Umlaut

Related Links

Welcome to System Help

Search Feature Overview

Introduction

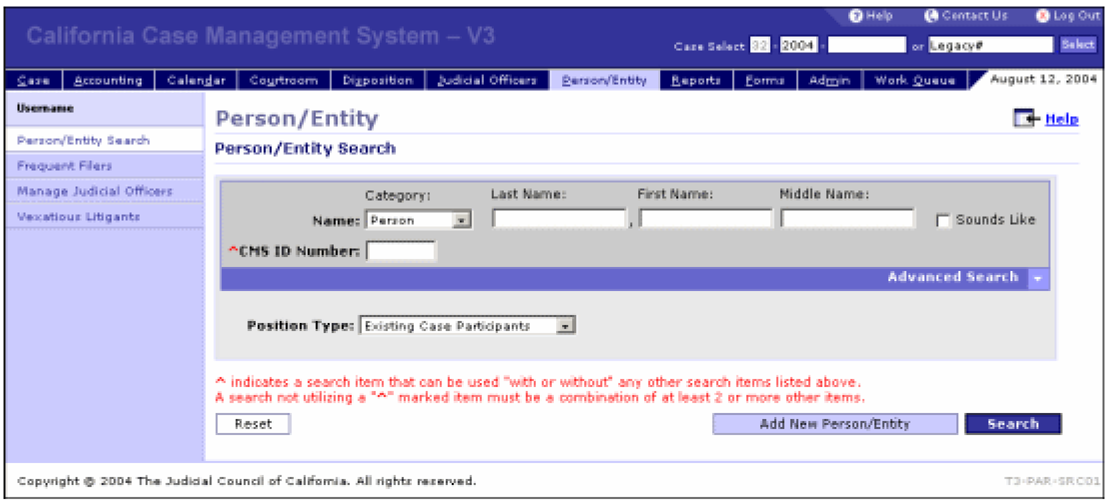
When performing a system task, you will often begin on a page that allows you to search for data needed to perform the task.

This section provides you with information and tips about how you can quickly search for and access the data that you need.

Example

Search screens share a similar format and layout throughout the system. However, the fields on each screen will be different, depending on the type of search the screen is designed for.

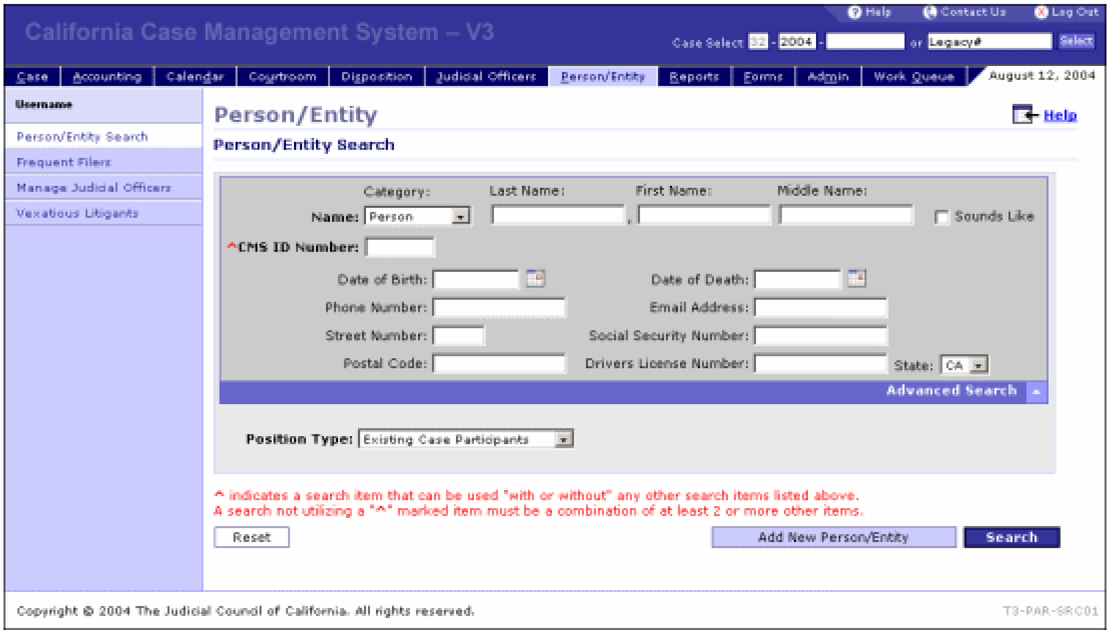
The following image is an example of the Person/Entity Search screen before a search is performed.



Advanced Search Option

When you access a "search" page, you usually see the most commonly-used search fields near the top of the screen. However, if you click the **Advanced Search** toggle button, the screen will refresh and display additional search fields.

The following image shows examples of advanced search fields available on the Person/Entity Search screen.



Performing a Search

When you perform a search, you are requesting to view records that are stored in the system. The system will only retrieve those records that match the search criteria that you provide. This means that the data entered in search fields controls the number of records that the system will list in the results. The more search fields that you use, the more control you have over the records returned.

For example, if you search for a person/entity named "John Smith", you may get several "John Smith" profile records returned in the results list. However, if you search for "John Mark Smith", fewer records will be returned and you will have a greater likelihood of finding the match you need.

Primary and Secondary Search Fields and Search Constraints

Since the system contains thousands of records, it has been designed to prevent you from accidentally requesting all records when performing a search.

Fields that have a red caret (**^**) before their names are primary search fields. These search criteria can be used alone or with other fields when performing a search. For example, a Case Number is a primary search field that will return only an exact match.

All other fields are secondary fields. A secondary field requires at least one other secondary field to be populated in order for the search to function.

Required Fields

Fields that have a red asterisk (*****) are required fields. The system will not perform a search unless you enter appropriate values in all of the required search fields.

Returned Records

When you perform a search, the system will return no more than 100 matching records, or 50 records per screen. This is the default display setting, which is configured per screen. If you cannot find the records that you are searching for, try using more search fields in order to limit the number of records returned to you.

Sort Order

The order in which records are returned as part of the search results is built-in to the system's dynamic search feature. In general, the default sort order is ascending based on the left-most column. However, based on screen functionality, the default sort order may also be reverse chronological order for dates. Some screens support other ascending/descending sort orders based on certain column headings. Clicking on one of these headings will re-sort the results in that column in an ascending order.

Entering Data - Exact Matches, Case Sensitivity, Drop-downs, and Dates

The system uses a non-case sensitive search to find records matching the search criteria that you entered. These are exact matches. List boxes do not allow you to enter data. As its name suggests, you must select from a list of provided values. You can enter dates using the MM/DD/YYYY format, or you can click the Date Picker icon to view and select dates from a pop-up calendar. Refer to the Commonly Used Buttons and About the Date Selector Window sections for details on selecting and entering dates.

Entering Data - Special Search Options

If you have difficultly finding a match, try using one of the following search options:

- Asterisk Wildcards
- Question Mark Wildcards
- "Sounds Like" Feature

Asterisk* Wildcards

Asterisk wildcards allow you to find records that have the same beginning letters/numbers, the same ending letters/numbers, or a run of the same letters/numbers in the middle of a word. If you do not use a wildcard in a word search, then the system will only return records that are an exact match. Refer to the following examples:

- Entering **Sm*** in the Last Name data field returns all last names beginning with “Sm.”
- Entering ***anders** in the Last Name data field returns all last names ending with “anders,” such as Flanders, Sanders, etc.
- Entering **J*son** in the Last Name data field returns all last names beginning with “J” and ending with “son,” such as Johnson, Johanson, Jefferson, etc.

When using asterisk wildcards, you must enter at least two letter/number combinations, such as “Sm,” “St,” etc. An entry of “S*” would not return any records. In addition, you cannot use asterisk wildcards if the information you are searching for requires you to use something other than a letter or a number in your search. An entry of “S+” would not return any records.

Wildcard searches work only on fields that are designated for:

- First Name
- Middle Name
- Last Name

- Entity Name
- Organization Name

Question Mark Wildcards

Question Mark wild cards are similar to asterisk wildcards except that they represent a single letter/number instead of a run of letters/numbers. For example, entering "Sm?th" in the Last Name data field returns all last names that begin with “Sm,” end with “th," and have a single letter/number in between, such as “Smith" or "Smyth," etc.

If you use an asterisk wildcard instead of a question mark wildcard, you will also get records that have more than one letter/number in the middle, such as “Smeath.”

"Sounds Like" Feature

The “sounds like” feature allows you to find records based upon how a name sounds. For example, if you have this option selected, searching for the last name of "Higareda" may include the last names of "Egareda" or "Igareda" in the search results.

The "sounds like" feature is only available for person/entity names. When activated for a person, the system compares entries for the person's first, middle, and last names.

You can apply the "sounds like" feature to your search by checking the "sounds like" checkbox. However, this option is not available for every search screen.

Understanding the Difference Between Search and Filter

The Search and Filter utilities both retrieve information from the system database. The difference between these two functions is the base information from which you can select for the search or filter.

For instance, unlike a "normal" search, a filtered search operates based on additional configuration. A normal search for a person allows you to search for any possible name. On the other hand, searching work queues assigned to different court-employed people is a type of filtered search, which is based upon a list of names already provided through the work queue configuration.

Task Activities

Performing searches includes the following task activity:

- Sample Search

Additional Resources

Other items related to this overview include the following:

- Business Rules

The Case Section

Initiate Cases

Initiate Cases Overview

Introduction

Initiating a case creates and saves a case in the system.

Starting a Case

Case initiation begins when you submit an initial case filing with the Court. This filing may come from the mail, front counter, E-filing or Kiosk.

Depending on how you receive this filing document, you will either manually complete the case data entries or allow the system to process the case. Refer to the E-Filing section for details on the automatic initiation process.

Entering Case Information

The case category and case type that you select will determine the field requirements and system validations for the case.

In addition, some of the case initiation information may be pre-populated if the process begins from an E-filing or kiosk submission, or the transformation of a pseudo case.

Assigning Case Numbers

You must indicate your case number assignment preference. You may choose to manually enter the case number or have the system automatically generate a number. If you manually provide a case number, the system must check the number format and availability. A number may be unavailable if another case already has this number or the number has been retired.

Another option is to assign a reserved case number. You may use this assignment only if a reserved case number block has been set up for the selected case category, case type, and location. Refer to the Maintain Case Numbers section for details on reserving case numbers in the system.

Adding Case Participants

The case initiation process allows you to add participants on the case and designate their roles.

There are different ways to add a case participant to a case. One way is to directly enter a name into the case participant fields. If you believe that a person/entity may already be in the system, you can also select a person/entity record from either the Person/Entity search results or from the Frequent Filers List. Refer to the Manage Person/Entity Information section for details on searching for person/entity profiles.

You can add more participants through case filings once the case exists in the system. Refer to the Maintain Case Filings section for details on creating case filings.

If you add an attorney to the case during this process, the system will automatically associate this attorney with the Plaintiffs/Petitioners on the case. Since the attorney may have been incorrectly associated with some of the Plaintiffs/Petitioners, you must check and/or correct the participant associations created by the system after the case initiates. Refer to the Manage Case Participants section for details on updating case participant associations.

Checking for Vexatious Litigants

You may choose to check the entered [plaintiff] participants against the Vexatious Litigant List. This check indicates whether the Court has labeled these participants as vexatious litigants. However, you may only perform this check if the filer is self represented.

If the system finds a matching person/entity name, then the Vexatious Litigants - List screen will display with the matching entry highlighted. Otherwise, the Initiate Case screen will refresh and no changes will occur. Refer to the Manage Vexatious Litigants section for details on maintaining vexatious litigant entries.

Entering Payor Information and NSF Lookup

You may collect payor information for use against case related fees, such as for the initial case filing fee. You can also create additional case fees and record fee payments based on other filings received during the initiation process. This information is kept separate from the participant data since a payor may not be a case participant.

The system uses these entries to verify whether the Non-Sufficient Funds List contains the payor (or account) information for a check payment. Refer to the Maintain NSF List section for details on accessing and maintaining the Non-Sufficient Funds List in the system.

Associating Filings

The case initiation process allows you to record additional filings that come in at case initiation.

The system displays a list of filings that usually accompany the case initiation filing. For example, a filer may submit the Civil Case Cover Sheet with the complaint. This list allows you to easily record those filings on the case. These filings are not required but are meant to provide a "check list" of usual case initiation filings.

The system will create a filing on the case for each filing that you select. It will also create an association between each selected document and the filer of the initial case filing. Refer to the Maintain Case Filings section for details on creating case filings.

Selecting a Case Track

You should assign a case track to the case. The track helps Courts to check the progress of the case, based on the selected case category and case type.

The system will automatically assign a track to the case if a track has been established as the default for the case category/case type combination. Refer to the Configure Case Tracks section for details on creating tracks.

Saving a Case as a Draft

You must complete at least the following seven fields in order to successfully initiate a case: (1) Case Category, (2) Case Type, (3) Filing Document, (4) Case Number, (5) Case Title, (6) a participant Last Name or Name, and (7) the participant Role.

If you do not have enough information to complete these items, then you may choose to save the entered case data as a pseudo case. This alternative to rejecting case data allows you to update and convert the "incomplete" case at a later time. Refer to the Manage Pseudo Cases section for details on saving and accessing a pseudo case.

Recording Payments

Based on Court configuration, the payment screen may or may not display. This screen allows some Courts to maintain a separation of duties between the front counter clerk and the cashier.

If the screen is configured to display, then you can record a payment against fees that are associated with the filed documents. If there are no due fees (possibly due to a fee waiver), then the system will skip the Record Payment screen. Refer to the Record Payments task activity for details on taking payments during case initiation.

Assigning Judicial Officers/Departments

The case initiation process allows you to assign a Judicial Officer or department to the case. The system will recommend a resource to the case based on configured assignment rules and resource availability. You may then either accept the proposed resource or select a different resource.

If the system finds conflicts with your selection, then you are responsible for correcting these issues after saving the assignment.

If there are no assignment rules configured for your Court's resources, or the rule does not include the "Auto Assign at Case Initiation" attribute, then the system will not recommend a resource. Refer to the Manage Resource Assignments and Configure Case Assignment Rules sections for details on resource assignments.

Scheduling Case Events

You have the option of scheduling the first event on the case during the initiation process. If you have assigned a Judicial Officer/Department resource to the case, then the system will recommend three available dates for the case event. You may then select one of these dates or choose another set of dates.

Selecting a new date requires that you use the monthly calendar view for a specific Judicial Officer/Department. You can also specify the day on which the event should be scheduled.

If the filing party made a reservation on the Court calendar prior to case initiation, then you can enter the reservation number and confirm the case reservation. Refer to the Schedule/Reserve Calendar Events section for details on the scheduling processes.

Generating and Printing Forms and Notices

You can also generate the case initiation forms appropriate to the new case. By selecting the "Print Case Initiation Forms" option, the system will generate the initiation forms related to the case. These forms then become available from the Generate Forms/Notices tab. At this point, you can choose to send the forms to a printer.

Saving a Complete Case

Before you finish and save the case, you must indicate whether the case initiation process is complete. While the case is already created in the system at this point, marking the case as complete will list it in the public index.

If you do not select the "Is Case Initiation Complete" option, then the system sends the case to the "Cases Pending Back-Office Processing" work queue for further processing. This work queue reminds you that the case requires additional data entry. You may then finish the case initiation process for this case at a later time. Refer to the Work Queues section for details on this work queue.

Viewing Case Details

After a case successfully initiates, you can view the existing case details from the Register of Actions (ROA) or the Case Details. You can also perform a case search to access the case.

Refer to the Maintain Case Information section for details on searching for, accessing, and updating case data.

Task Activities

Initiating cases includes the following task activities:

- Initiate Limited Civil Cases
- Initiate Unlimited Civil Cases
- Initiate Probate Cases
- Initiate Small Claims Cases

Additional Resources

Other items related to this overview include the following:

- Business Rules
- Forms/Notices/Reports

Related Links

Initiate Case Screen

Initiate Case - Record Payment Screen

Initiate Case - Summary Screen

My Court Information

Initiate Limited Civil Cases

Introduction

This process creates a limited civil case in the system. Limited civil cases are used, for example, within the Jurisdiction of the Limited Jurisdiction to get property back or to force someone to complete a contract.

Only Limited Civil - Unlawful Detainer cases are automatically sealed after you save the case.

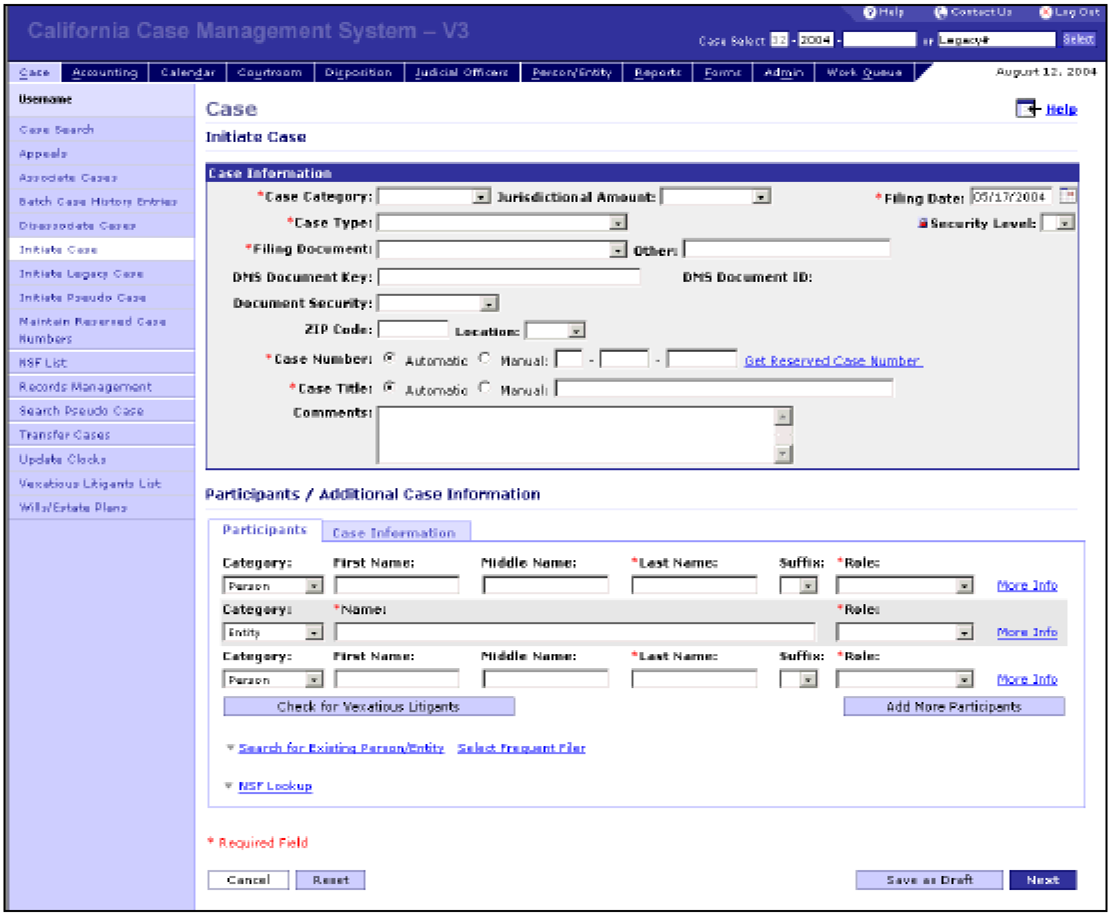
Viewing Case Initiation Screens

Courts may configure certain case initiation screens to display or not display. The following activity assumes that the case initiation screens will display during this process.

Task Activity

Perform the following steps to initiate a limited civil case.

1. Select **[Case] > [Initiate Case]**.
   Result: The Initiate Case screen displays.



2. Select **Limited Civil** for the **Case Category** field value.
3. Enter/Select data for the following required fields:
   4. Case Type
   5. Filing Date
   6. Filing Document
   7. Case Number
   8. Case Title

   NOTE The **Filing Date** defaults to the current date.

   NOTE If you manually enter a case number, this number must be available and in the correct format. The system will attach the appropriate county code and year automatically to this number.

NOTE If you click the **[Get Reserved Case Number]** link, then the system will automatically enter the next available reserved number based on the selected category/case type.

4. Enter/Select data for the other necessary fields in the header section.
5. Enter/Select data for the following Participant fields:
   6. Last Name or Name
   7. Role

   NOTE The “name” fields depend on the selected **Category** value.

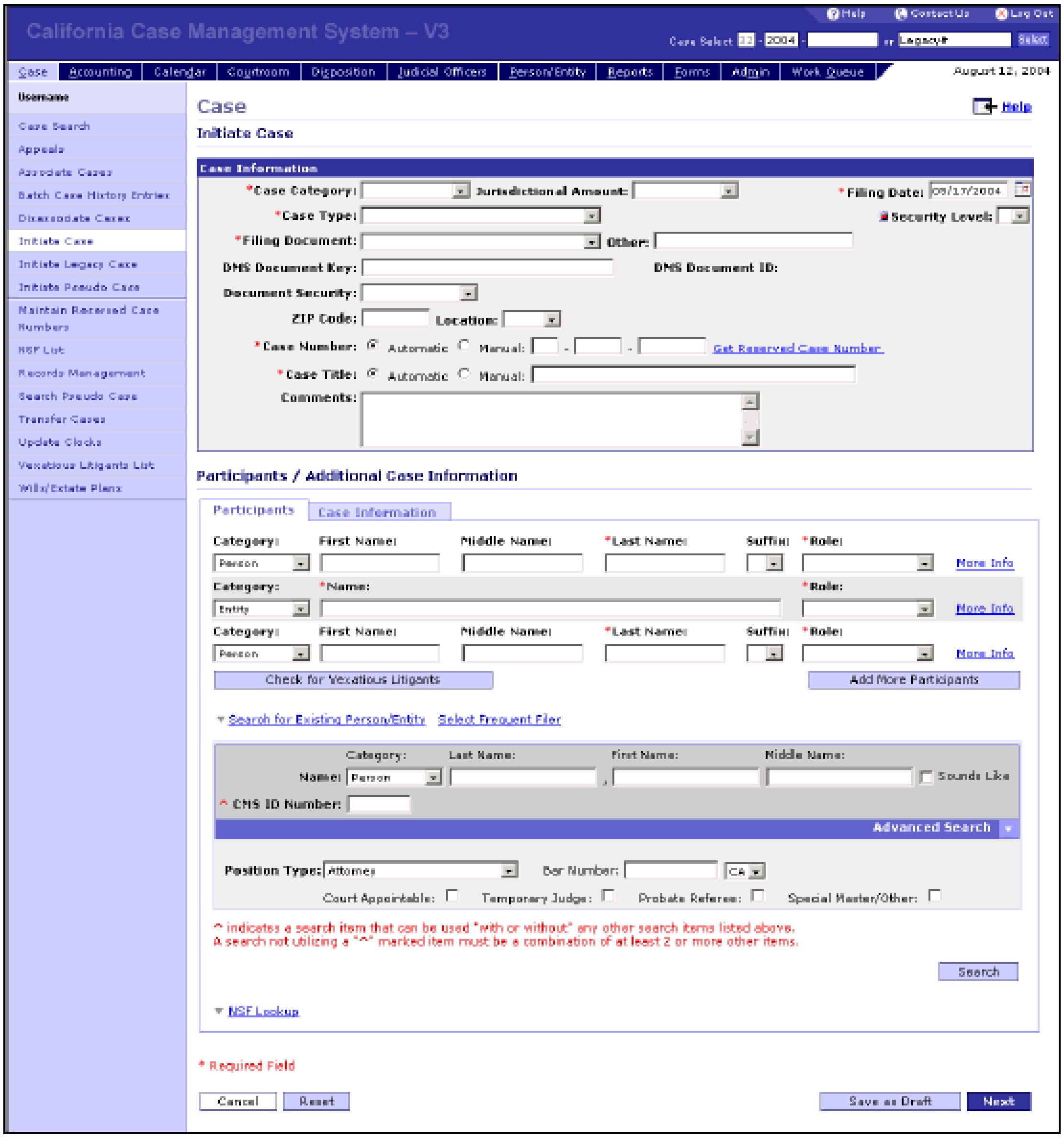
   NOTE You may either enter a name directly into the participant name fields or select a person/entity to add to the case. You must provide at least one participant. The system uses the first participant and role as the primary participant and role for the case initiation file.

   NOTE Follow Steps 6-10 to search for an existing person/entity name.

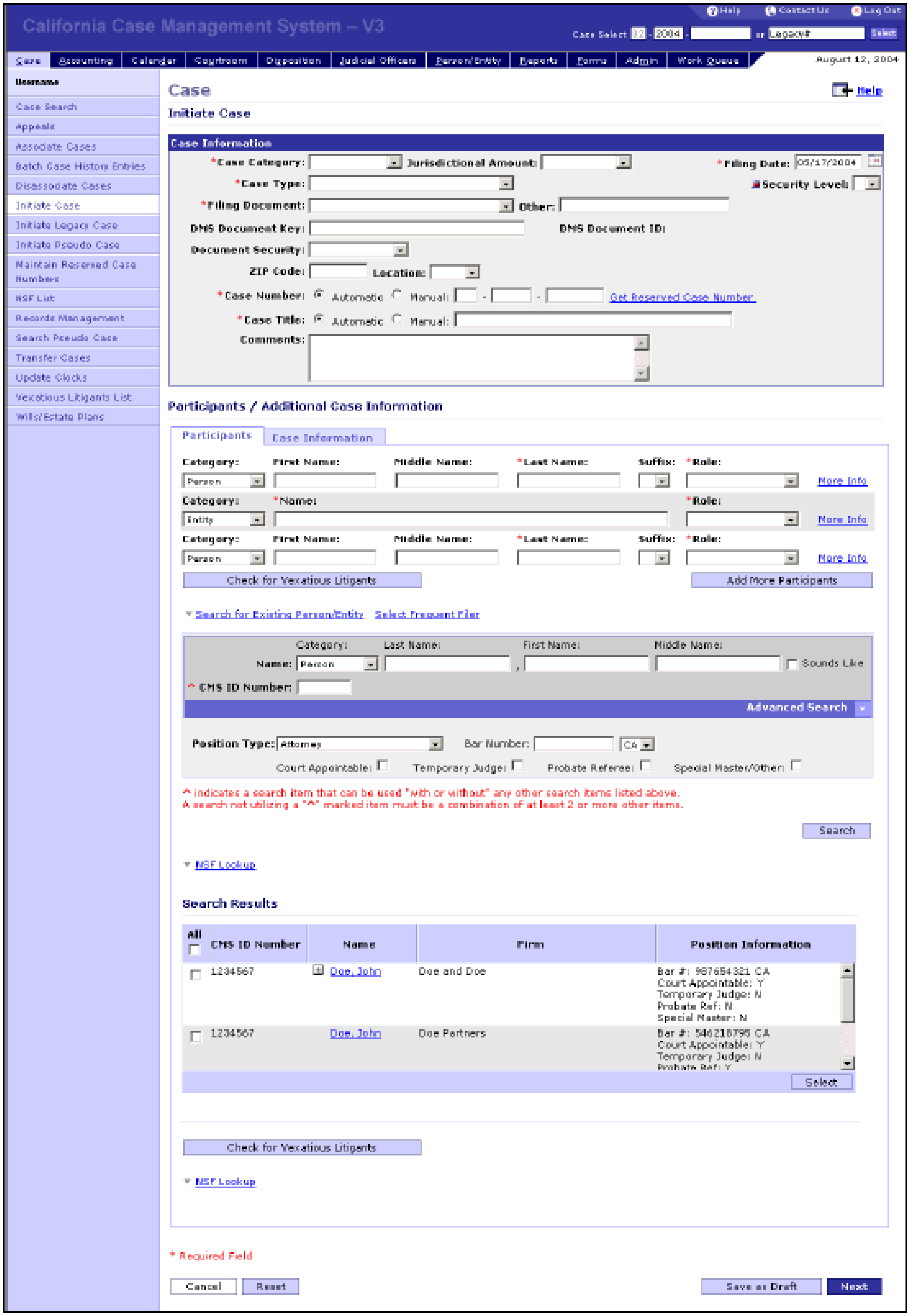
   NOTE Follow Steps 11-13 to select a person/entity from the Frequent Filers List.

   NOTE Skip to Step 14 if you entered a name directly.

6. Click the **[Search for Existing Person/Entity]** link.
   Result: The screen refreshes and displays the person/entity search fields.

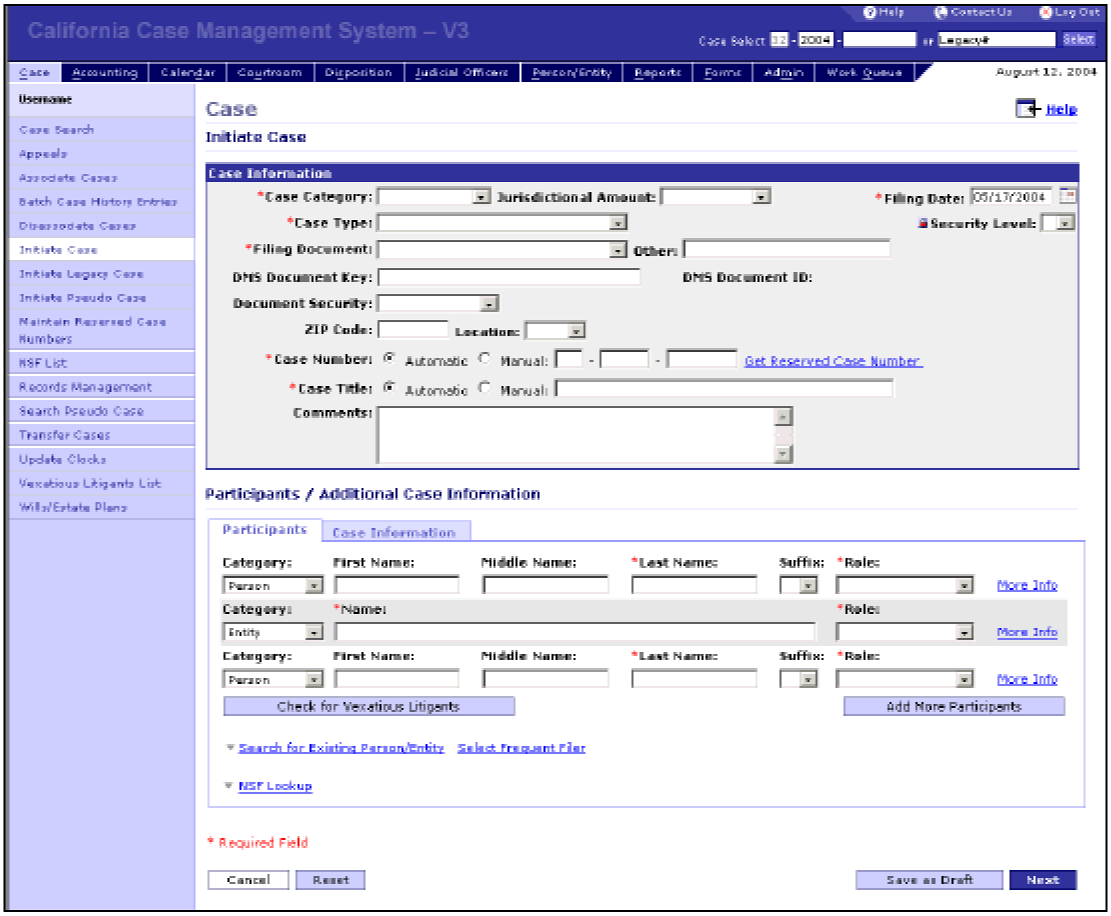


7. Enter/Select data for the appropriate search parameter fields.
   NOTE Refer to the Search Person/Entity Profiles task activity for details on performing this search.
8. Click the **[Search]** button.
   Result: The screen refreshes with the search results.

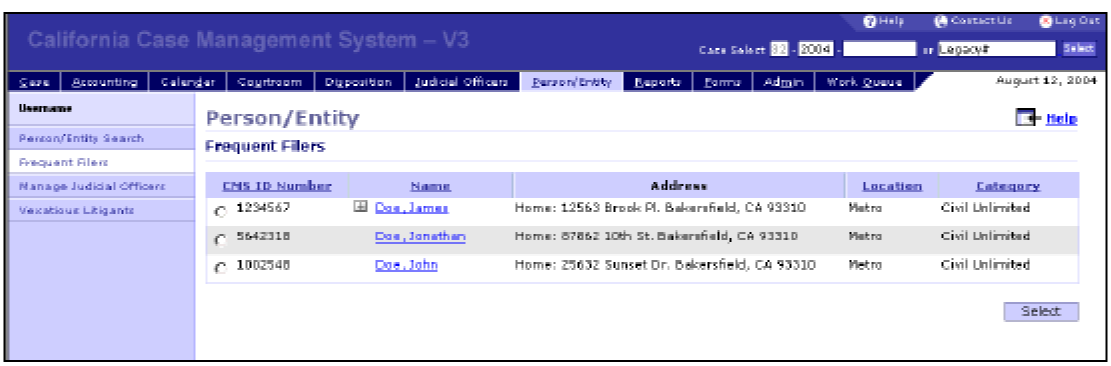


9. Select the radio button for the person/entity to add as a case participant.

10. Click the **[Select]** button.
Result: The screen refreshes. The selected person/entity data now displays in the participant fields.

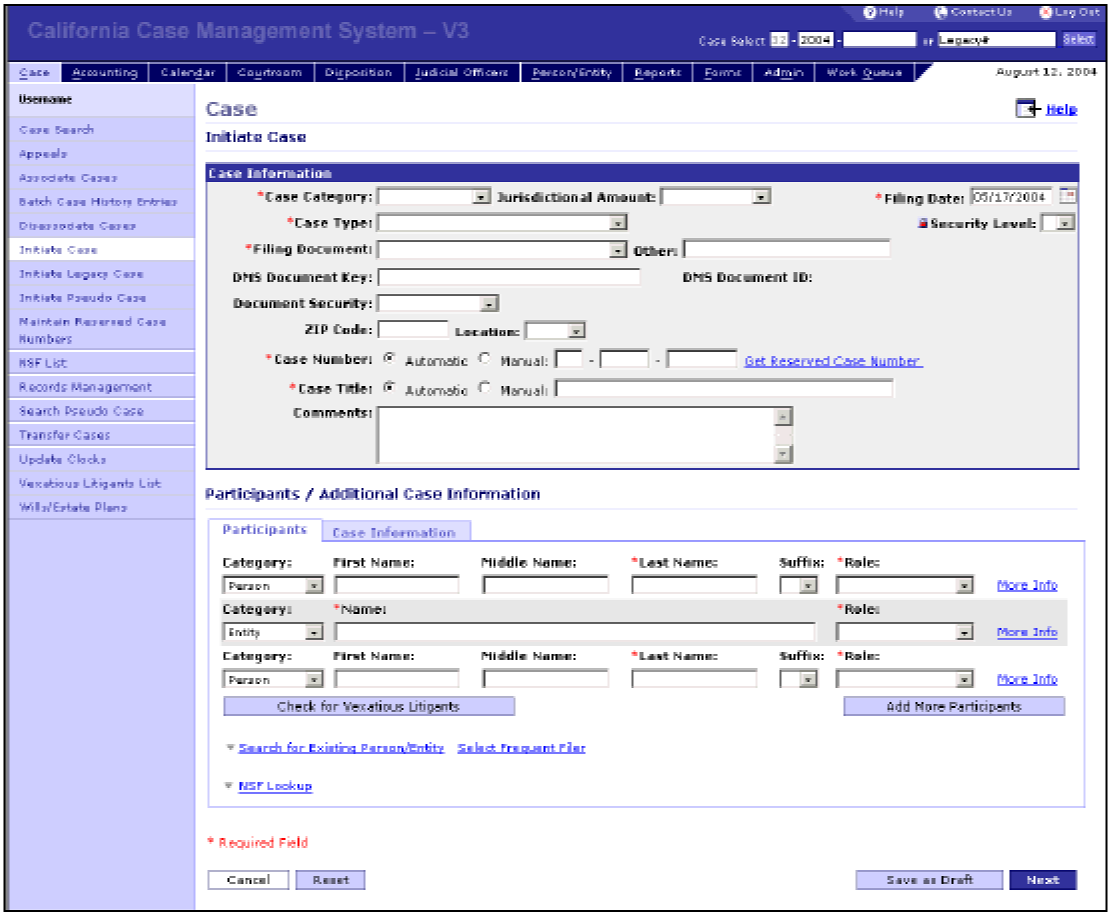


11. Click the **[Select Frequent Filer]** link to choose a person/entity from the Frequent Filers List.
Result: The Frequent Filers screen displays. This list contains the frequent filers that belong to the selected case category and Court location.



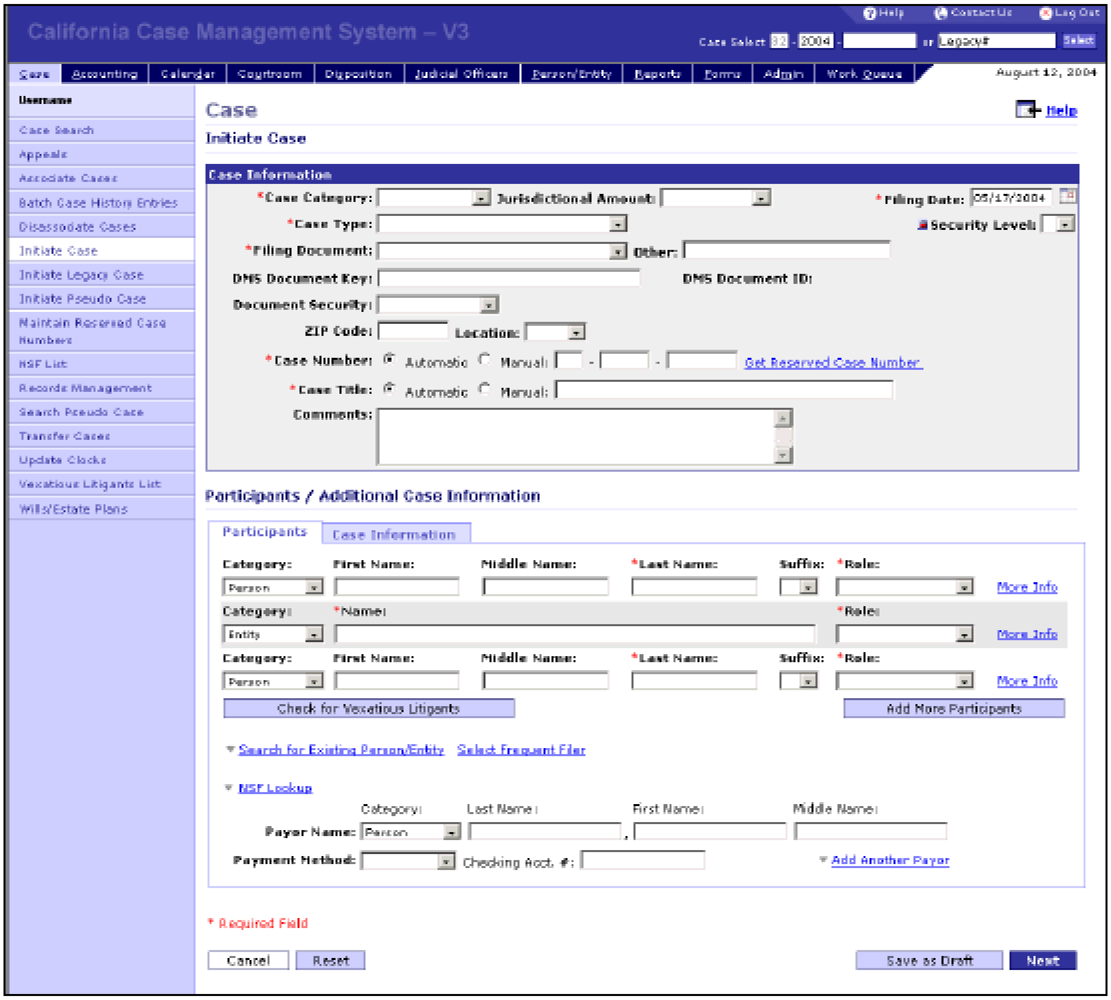
12. Select the radio button for the person/entity to add as a case participant.

13. Click the **[Select]** button.
    Result: The Initiate Case screen re-displays. The selected person/entity data now displays in the participant fields.
    NOTE Follow Step 14 to check for vexatious litigant filers if it is a pro per case.

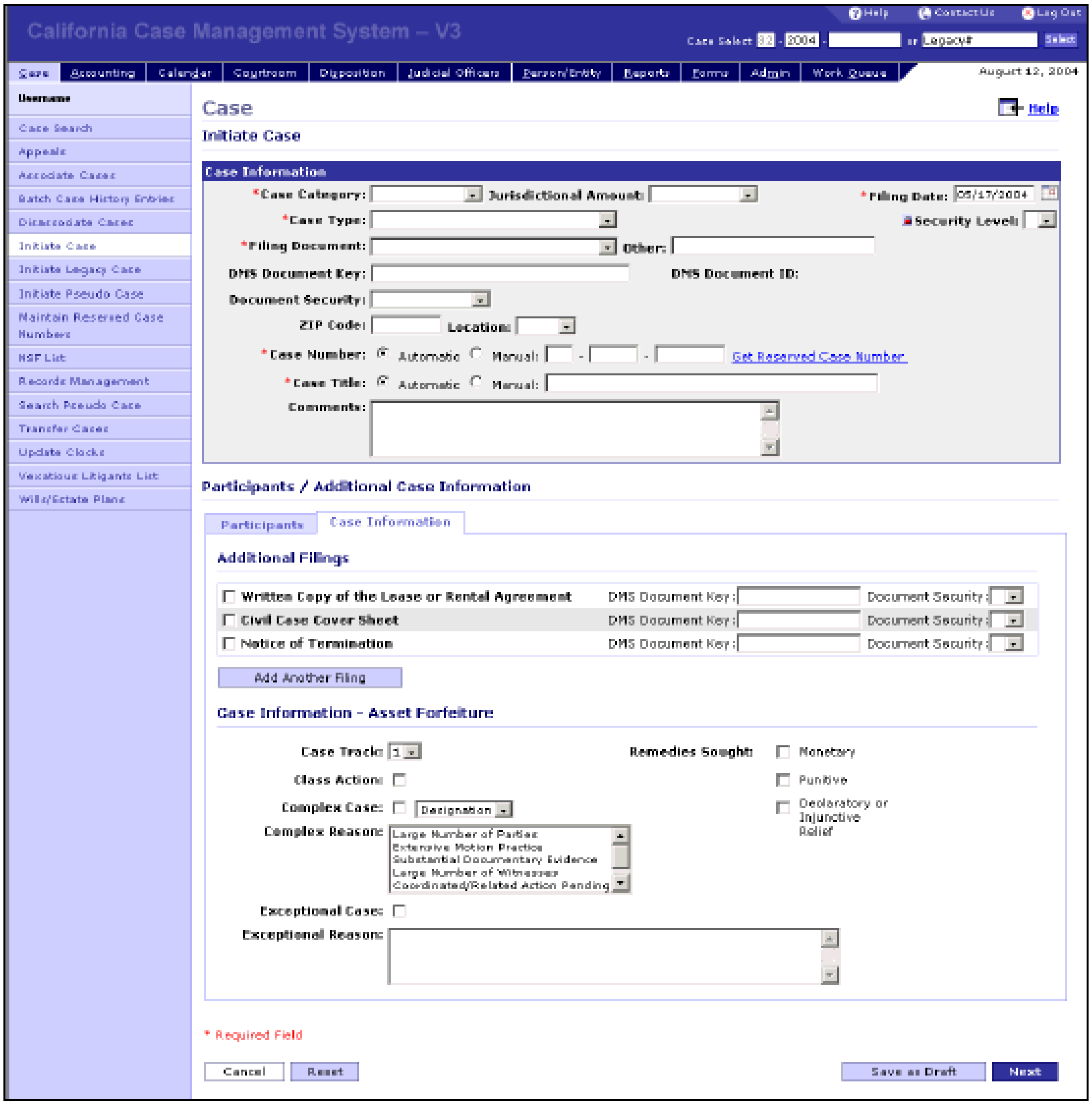


14. Click the **[Check for Vexatious Litigants]** button.
    Result: If the system finds a vexatious litigant match, then the Vexatious Litigants – List screen will display with the matching entry highlighted. You may choose to reject the case at this point. Otherwise, the screen will refresh with no changes.
    NOTE Follow Steps 15-16 to enter payor information.

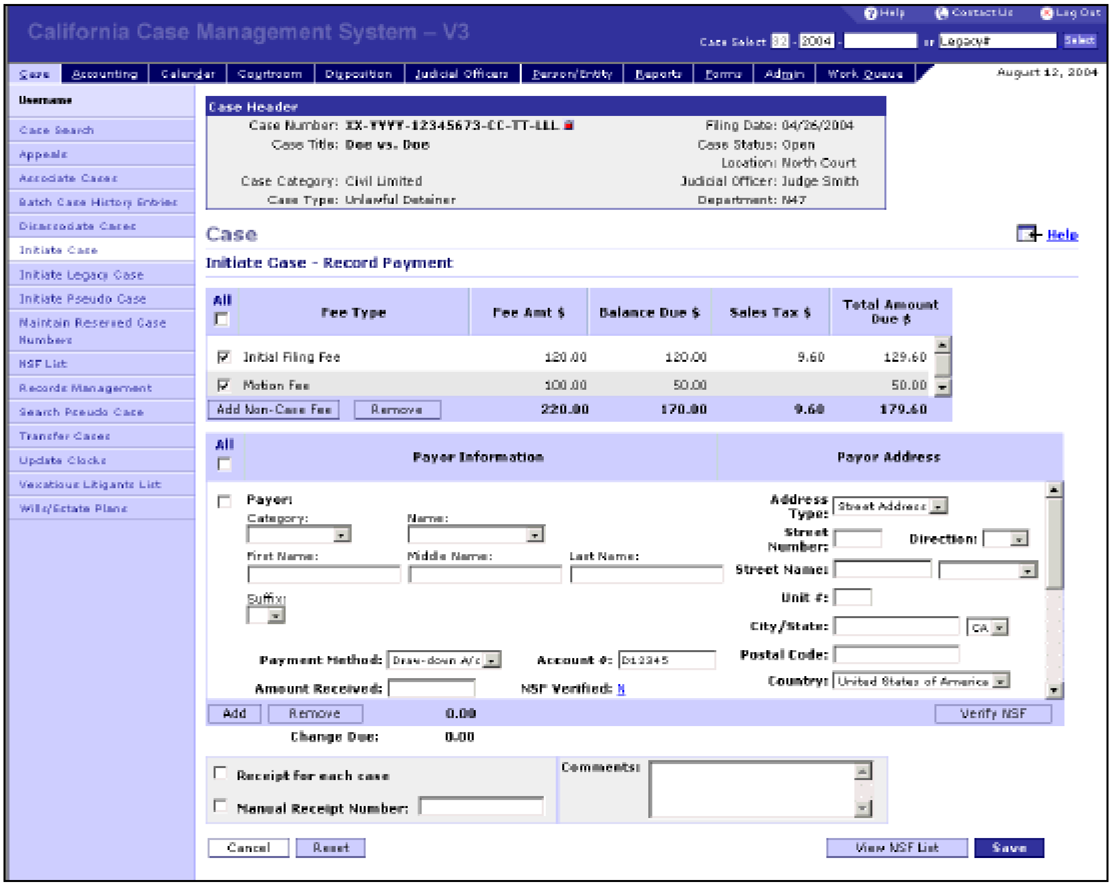
15. Click the **[NSF Lookup]** link.
    Result: The screen refreshes and displays the payor fields.



16. Enter/Select data for the necessary fields.
    NOTE The system will perform the NSF Check if the payment method is "Check." This check occurs when you save the case data.
17. Select the **[Case Information]** tab.
    Result: The Case Information tab highlights and displays additional case detail fields.
    NOTE This screen will display different fields depending on the selected case category and case type.

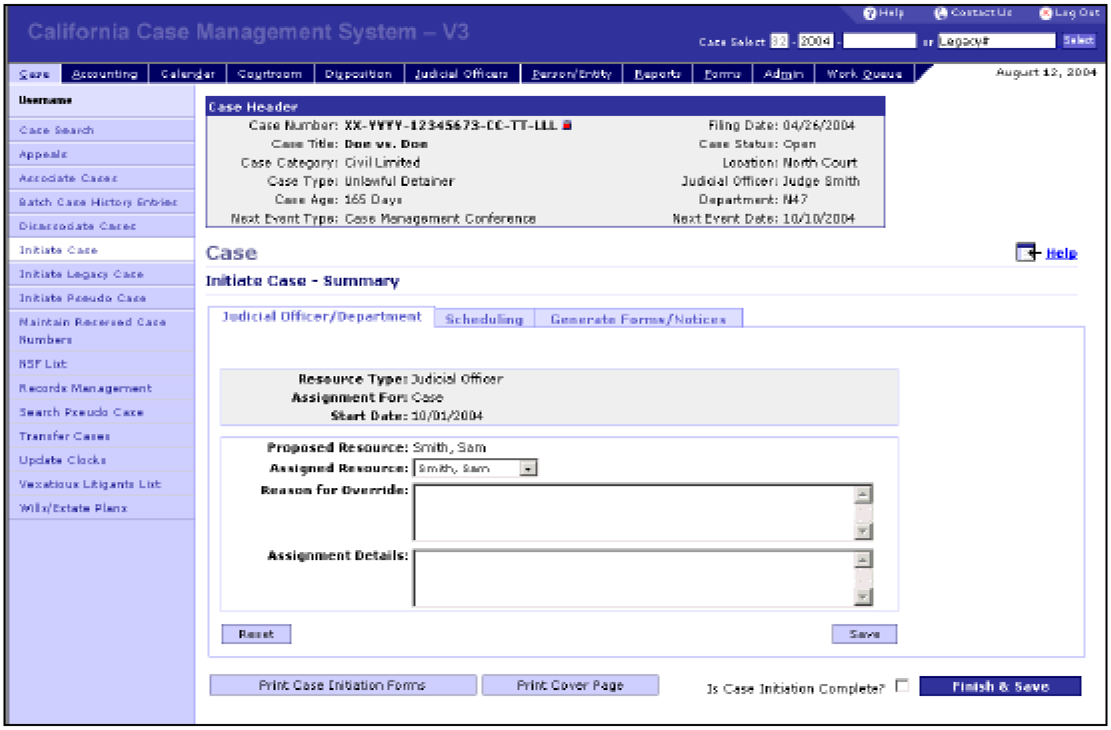


18. Enter/Select data for the necessary fields.
19. Click the **[Next]** button.
    Result: The Initiate Case – Record Payment screen displays. The entered payor information populates the appropriate fields.
    NOTE This screen will only display if there are fees due on the case. Skip to Step 21 if clicking the [Next] button instead takes you to the Initiate Case - Summary screen.
    NOTE The case header also displays with some of the entered case values, including the case number and case title. At this point, the case is created in the system but is not complete.

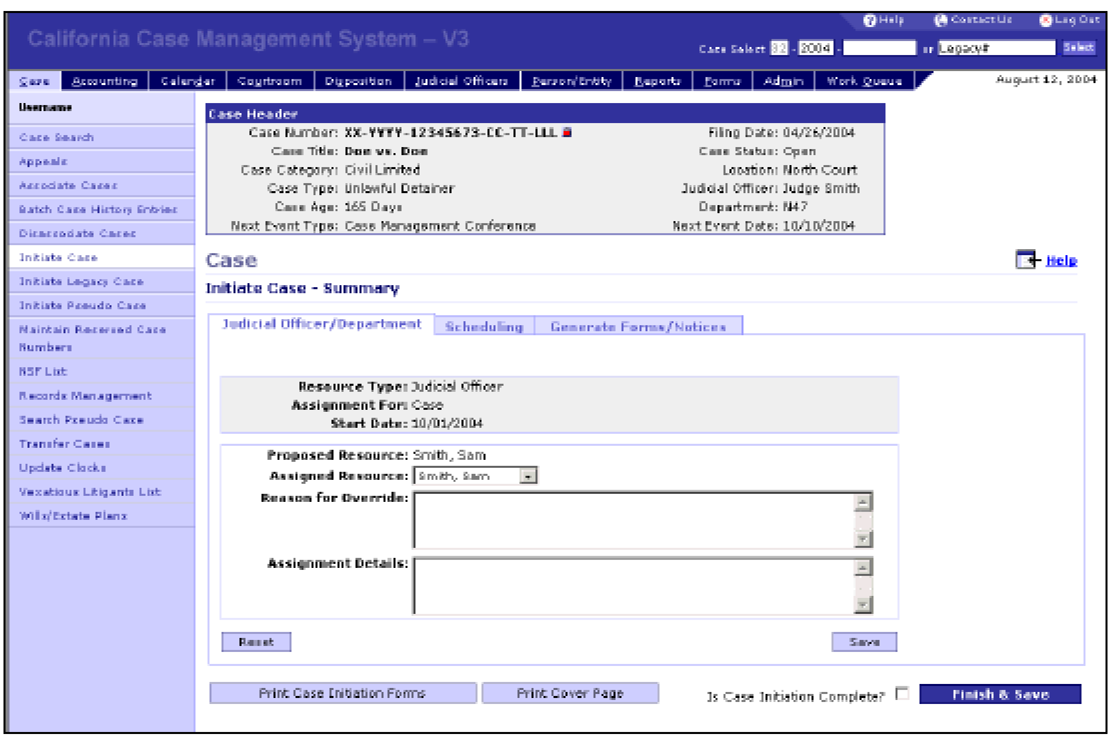


20. Enter/Select data for the necessary fields.
    NOTE Refer to the Record Payments task activity for details on this process.

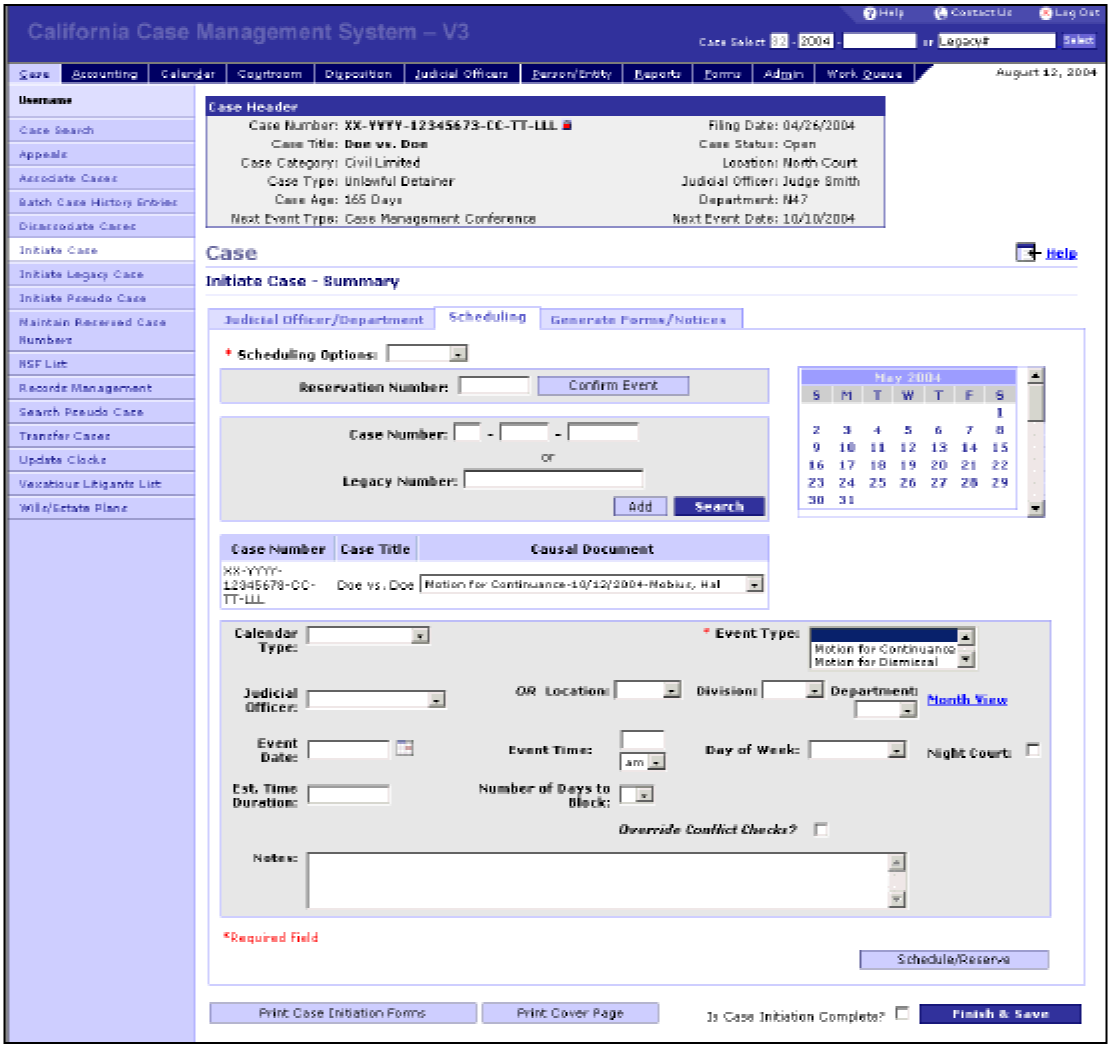
21. Click the **[Save]** button.
    Result: The Initiate Case – Summary screen displays with the Officer/Department tab highlighted.
    NOTE Follow Steps 22-23 to assign a Judicial Officer/Department to the case.
    NOTE Follow Steps 24-26 to schedule the first event on the case.
    NOTE Follow Steps 27-30 to print the case initiation forms and notices.



22. Enter/Select data for the necessary fields.
    NOTE The system will recommend a resource based on configured assignment rules. You may select a (different) resource from the Assigned Resource field, if necessary.
23. Click the **[Save]** button.
    Result: The screen refreshes.

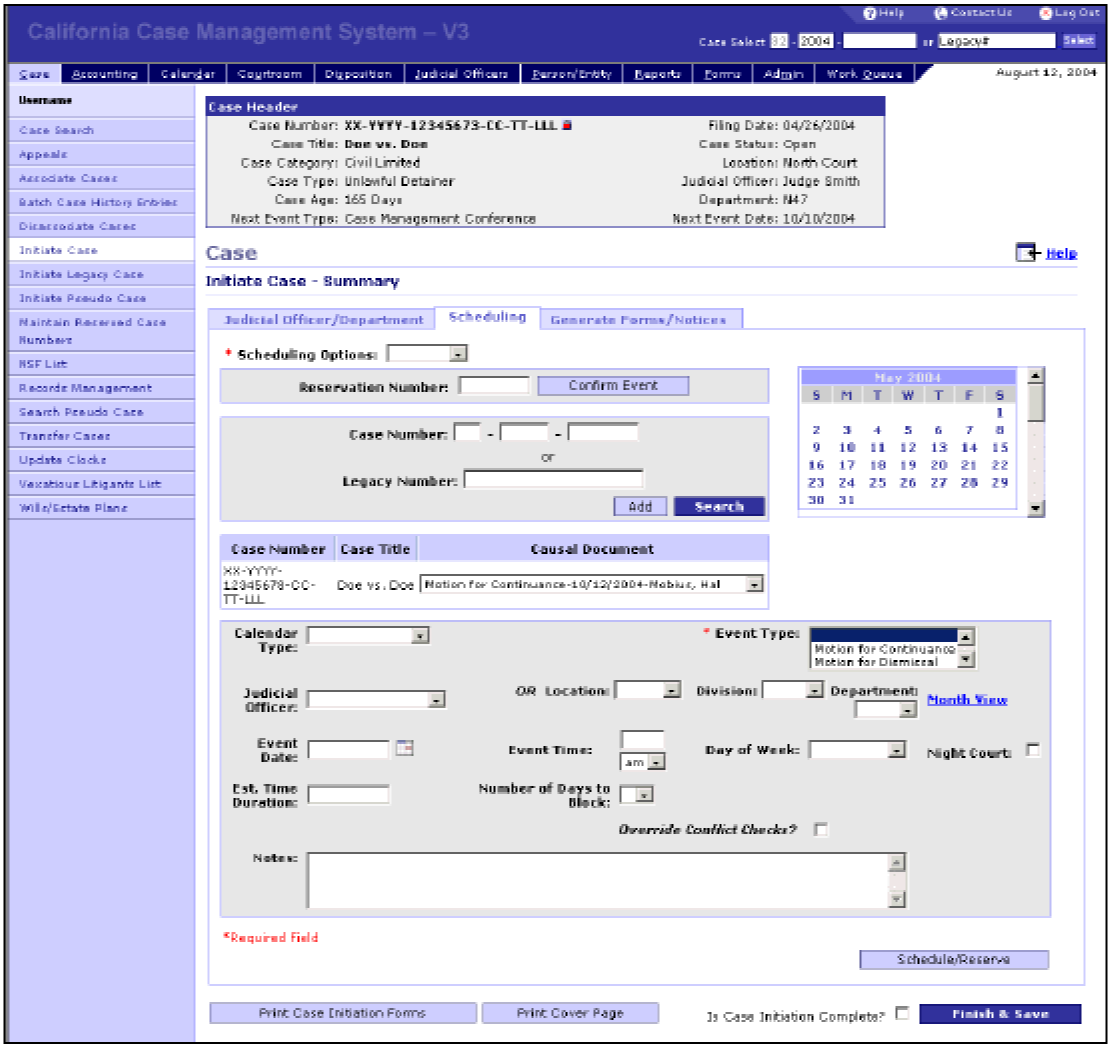


24. Click the **[Scheduling]** tab.
    Result: The Scheduling tab highlights and displays calendar-related fields.

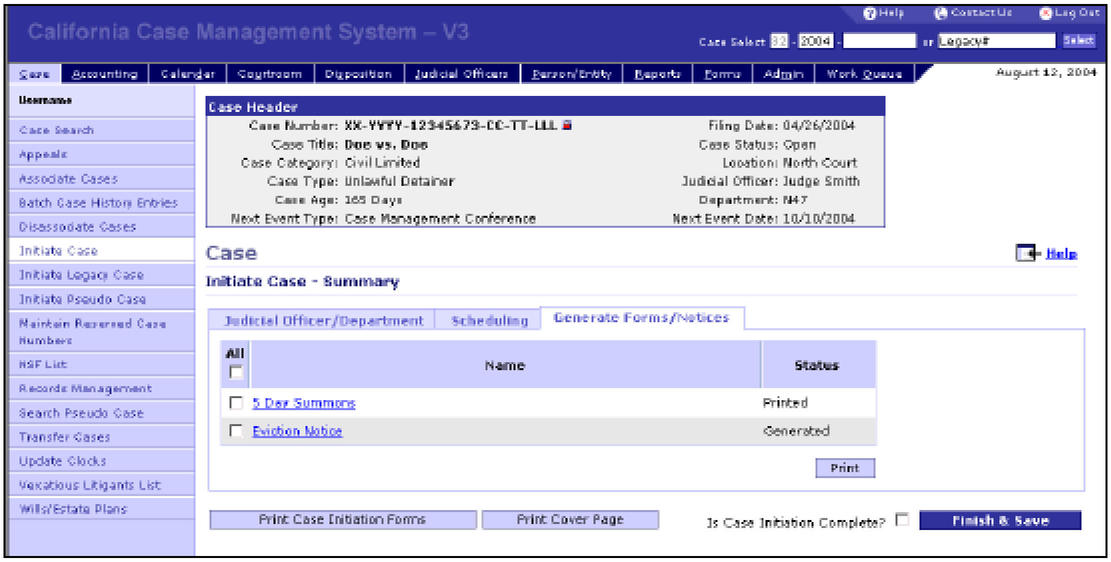


25. Enter/Select data for the necessary fields.
    NOTE Refer to the Schedule/Reserve Calendar Events section for details on scheduling the first case event.

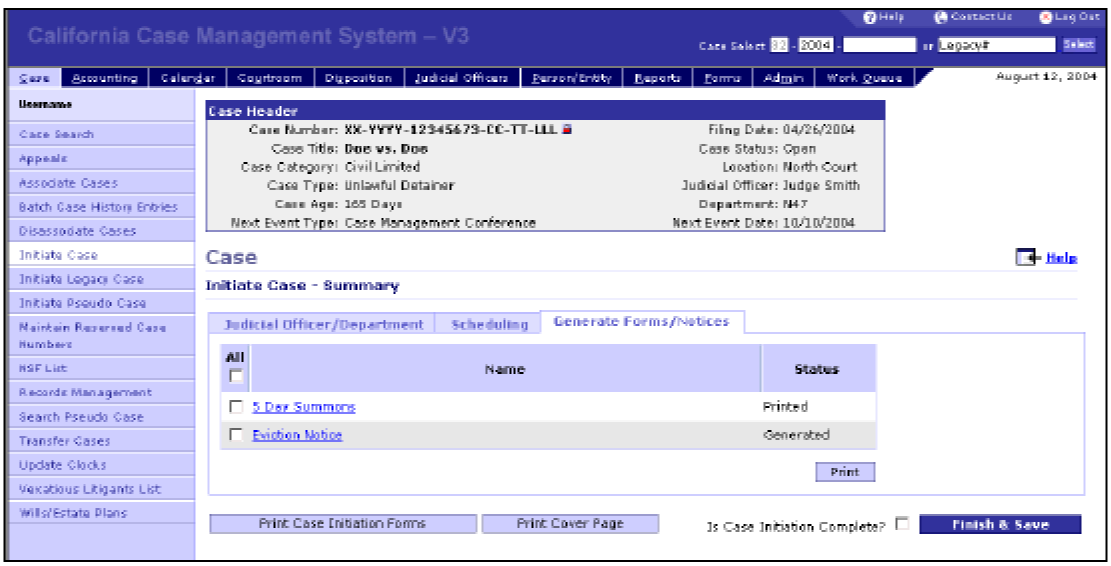
26. Click the **[Schedule/Reserve]** button.
    Result: The screen refreshes.



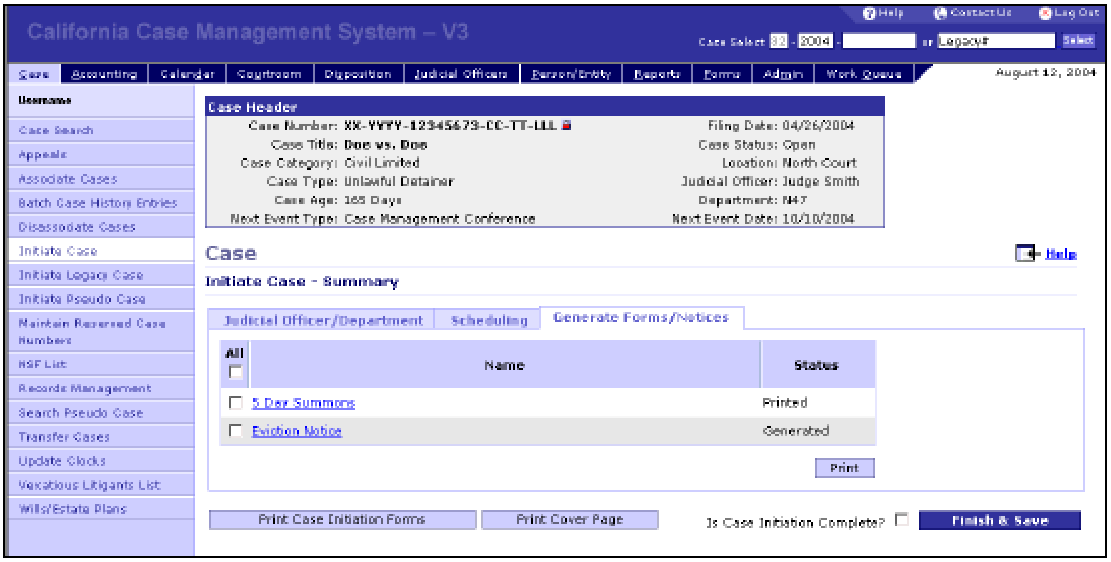
27. Click the **[Generate Forms/Notices]** tab.
    Result: The Generate Forms/Notices tab highlights.



28. Click the **[Print Case Initiation Forms]** button.
Result: The screen refreshes and displays the appropriate case initiation forms in this tab.



29. Select the checkboxes for the forms/notices to send to the printer.
30. Click the **[Print]** button.
31. Select the **[Is Case Initiation Complete?]** checkbox.
NOTE If you do not select this checkbox, the case will be sent to a work queue.
32. Click the **[Finish & Save]** button.
Result: The screen refreshes with a confirmation message. The case is saved in the system.



Related Links

Initiate Cases Overview

Initiate Case Screen

Frequent Filers Screen

Initiate Case - Record Payment Screen

Initiate Case - Summary Screen

My Court Information

Initiate Probate Cases

Introduction

This process creates a probate case in the system. These cases handle wills, estates, conservatorships, and guardianships.

Assigning Probate Investigators

For Conservatorship cases and Guardianship cases involving an estate, the system (depending on your configuration) will recommend a Probate Investigator to assign to the case upon scheduling. This recommendation is based on the zip code specified for the case. You can choose to override this assignment and select another investigator, or you can choose not to assign an investigator.

Fiduciary Confirmation

The system determines whether the proposed conservator, guardian, or trustee has been appointed for two or more unrelated Case Subjects. If so, then the system will confirm that the proposed conservator, guardian or trustee is registered as Private Profession Fiduciary at both the county and state level.

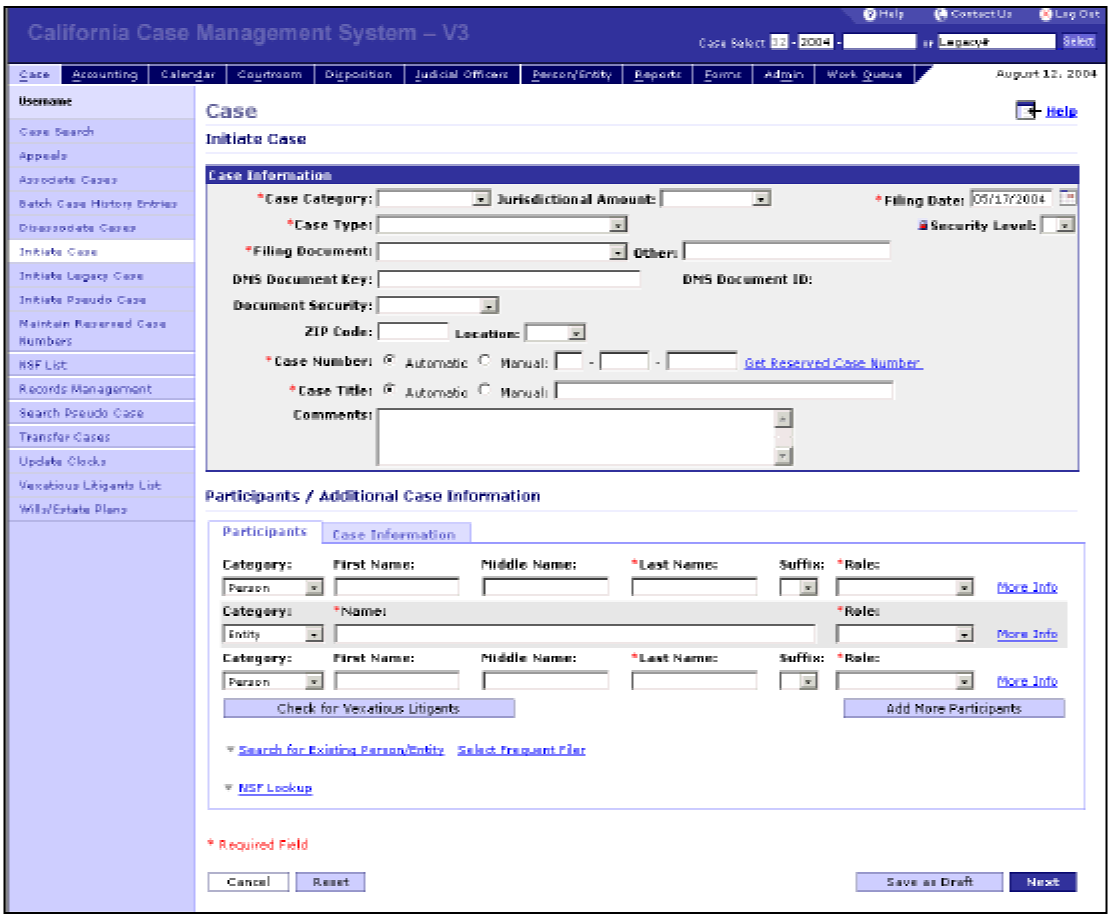
Viewing Case Initiation Screens

Courts may configure certain case initiation screens to display or not display. The following activity assumes that the case initiation screens will display during this process.

Task Activity

Perform the following steps to initiate a probate case.

1. Select **[Case] > [Initiate Case]**.
   Result: The Initiate Case screen displays.



2. Select **Probate** for the **Case Category** field value.
3. Enter/Select data for the following required fields:

    4. Case Type
    5. Filing Date
    6. Filing Document
    7. Case Number
    8. Case Title

    NOTE The **Filing Date** defaults to the current date.

    NOTE If you manually enter a case number, this number must be available and in the correct format. The system will attach the appropriate county code and year automatically to this number.

    NOTE If you click the **[Get Reserved Case Number]** link, then the system will automatically enter the next available reserved number based on the selected category/case type.

4. Enter/Select data for the other necessary fields in the header section.
5. Enter/Select data for the following Participant fields:

    6. Last Name or Name
    7. Role

    NOTE The “name” fields depend on the selected **Category** value.

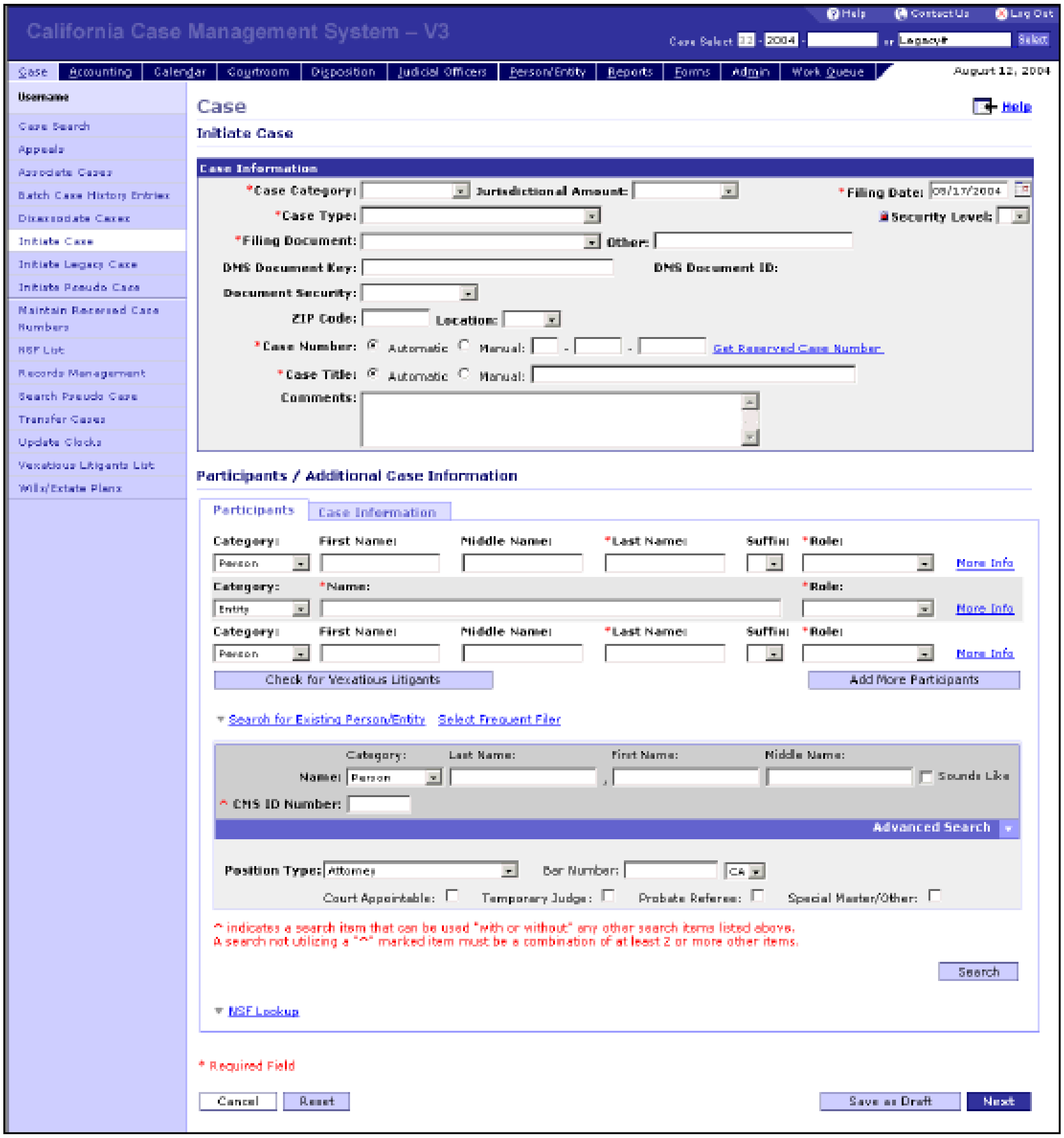
    NOTE You may either enter a name directly into the participant name fields or select a person/entity to add to the case. You must provide at least one participant.

    NOTE Follow Steps 6-10 to search for an existing person/entity name.

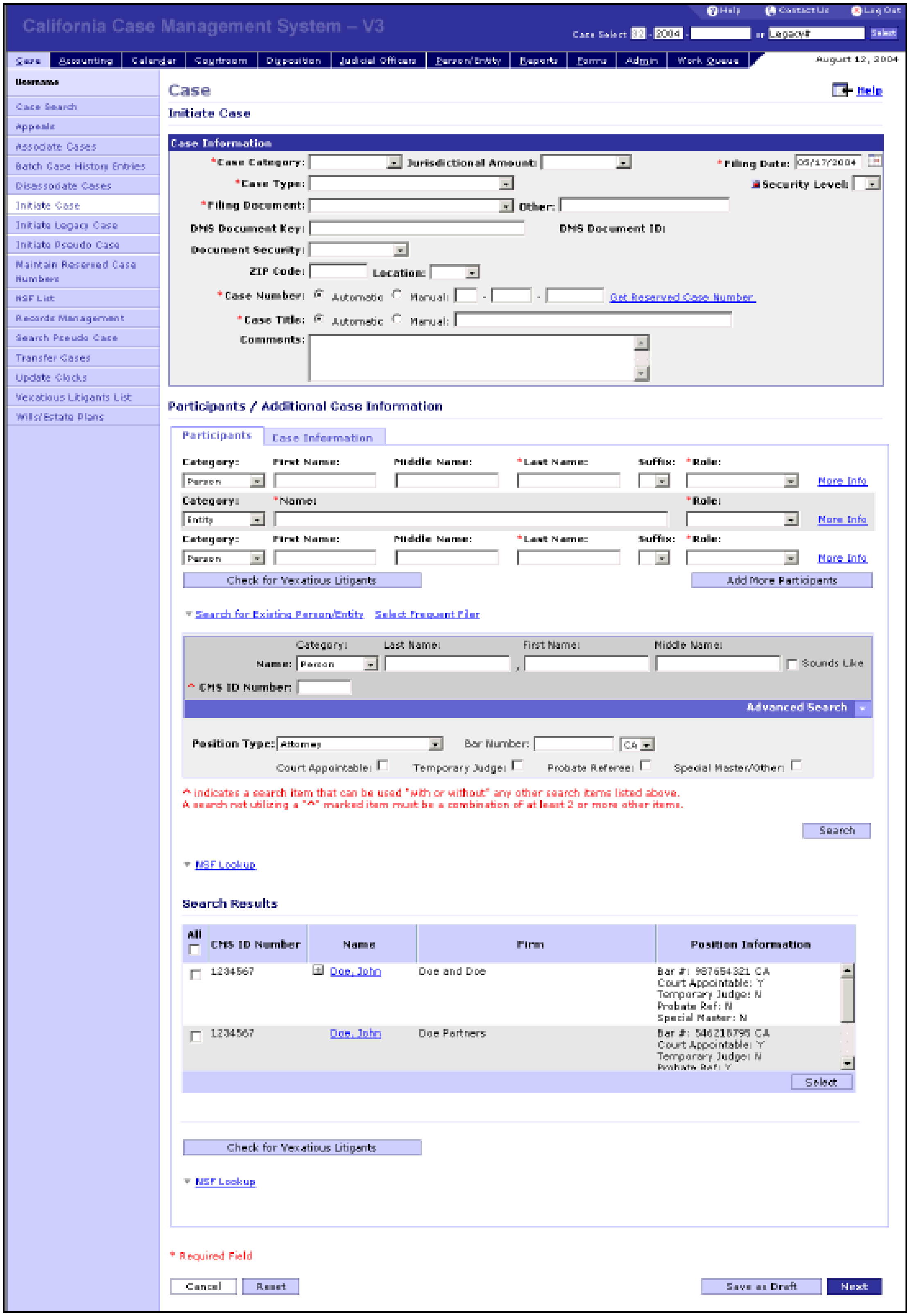
    NOTE Follow Steps 11-13 to select a person/entity from the Frequent Filers List.

    NOTE Skip to Step 14 if you entered a name directly.

6. Click the **[Search for Existing Person/Entity]** link.
   Result: The screen refreshes and displays the person/entity search fields.

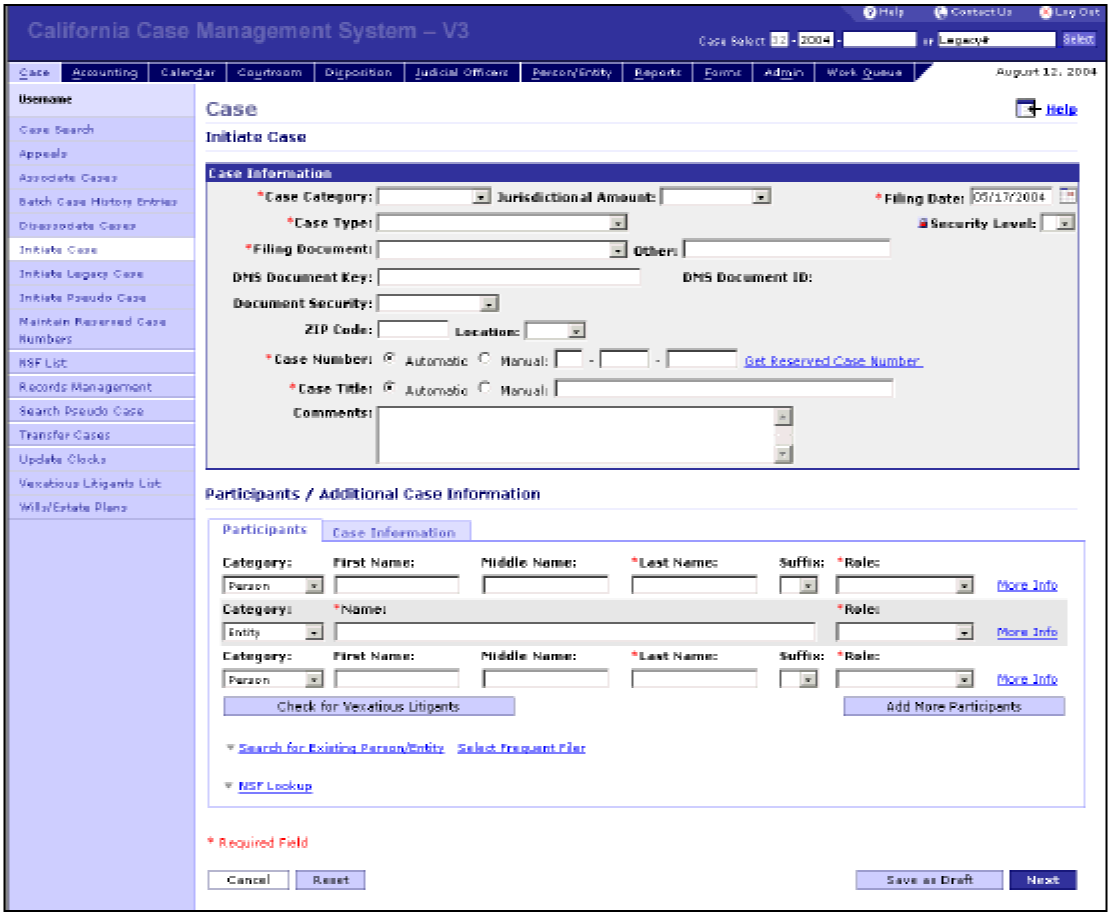


7. Enter/Select data for the appropriate search parameter fields.
   NOTE Refer to the Search Person/Entity Profiles task activity for details on performing this search.
8. Click the **[Search]** button.
   Result: The screen refreshes with the search results.

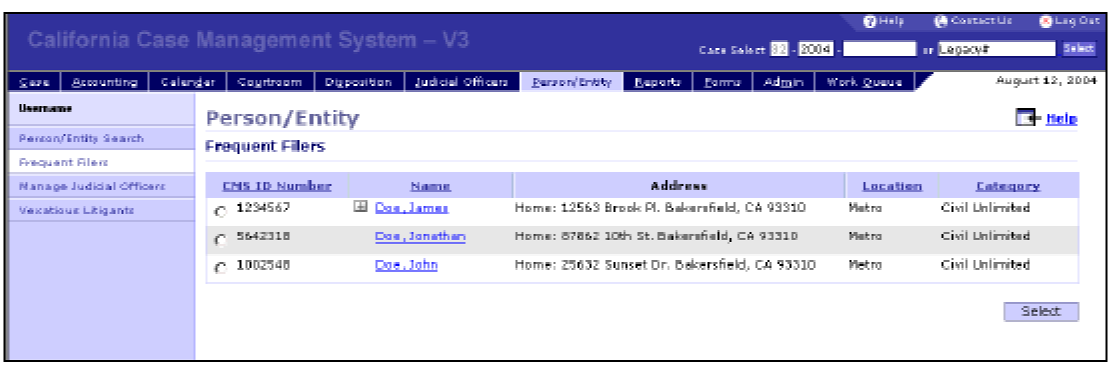


9. Select the radio button for the person/entity to add as a case participant.

10. Click the **[Select]** button.
Result: The screen refreshes. The selected person/entity data now displays in the participant fields.

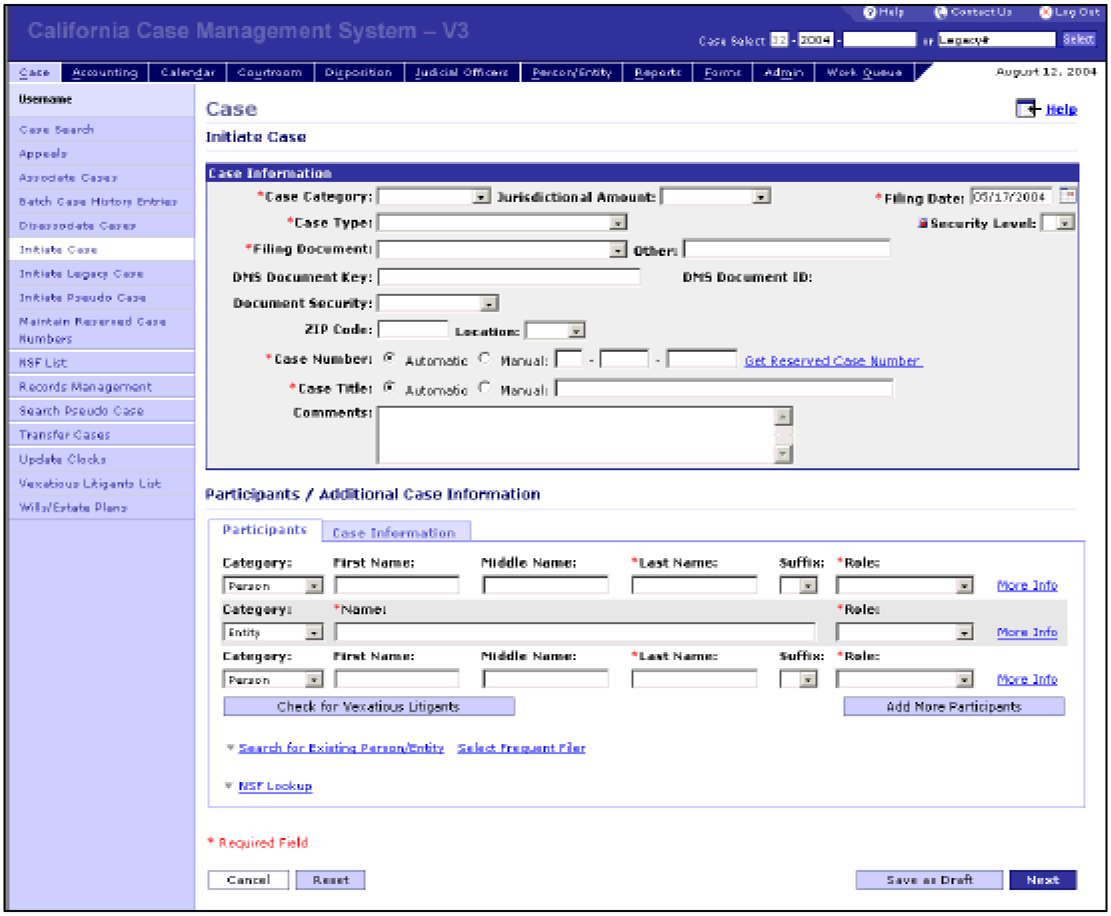


11. Click the **[Select Frequent Filer]** link to choose a person/entity from the Frequent Filers List.
Result: The Frequent Filers screen displays. This list contains the frequent filers that belong to the selected case category and Court location.

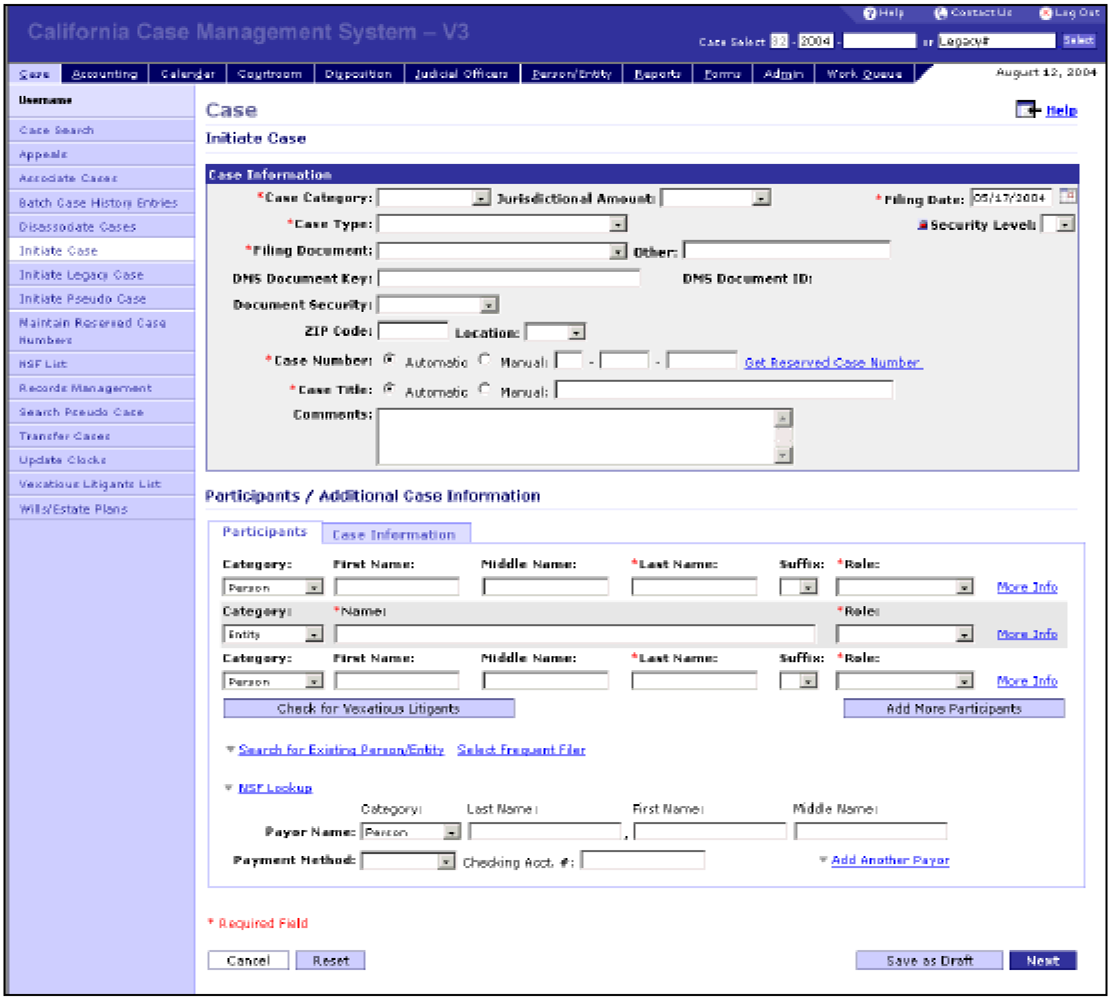


12. Select the radio button for the person/entity to add as a case participant.

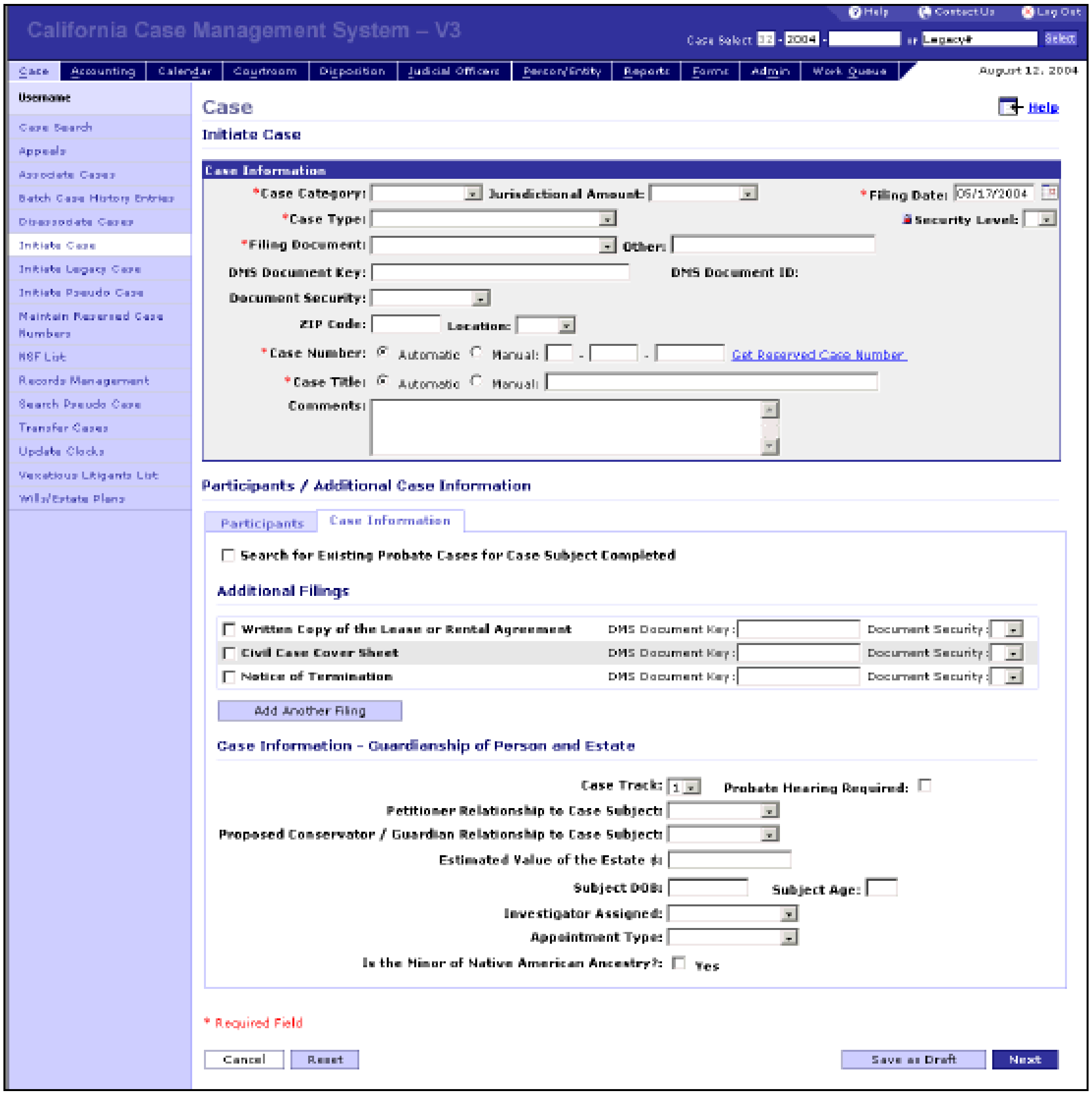
13. Click the **[Select]** button.
Result: The Initiate Case screen re-displays. The selected person/entity data now displays in the participant fields.
NOTE Follow Steps 14-15 to enter payor information.



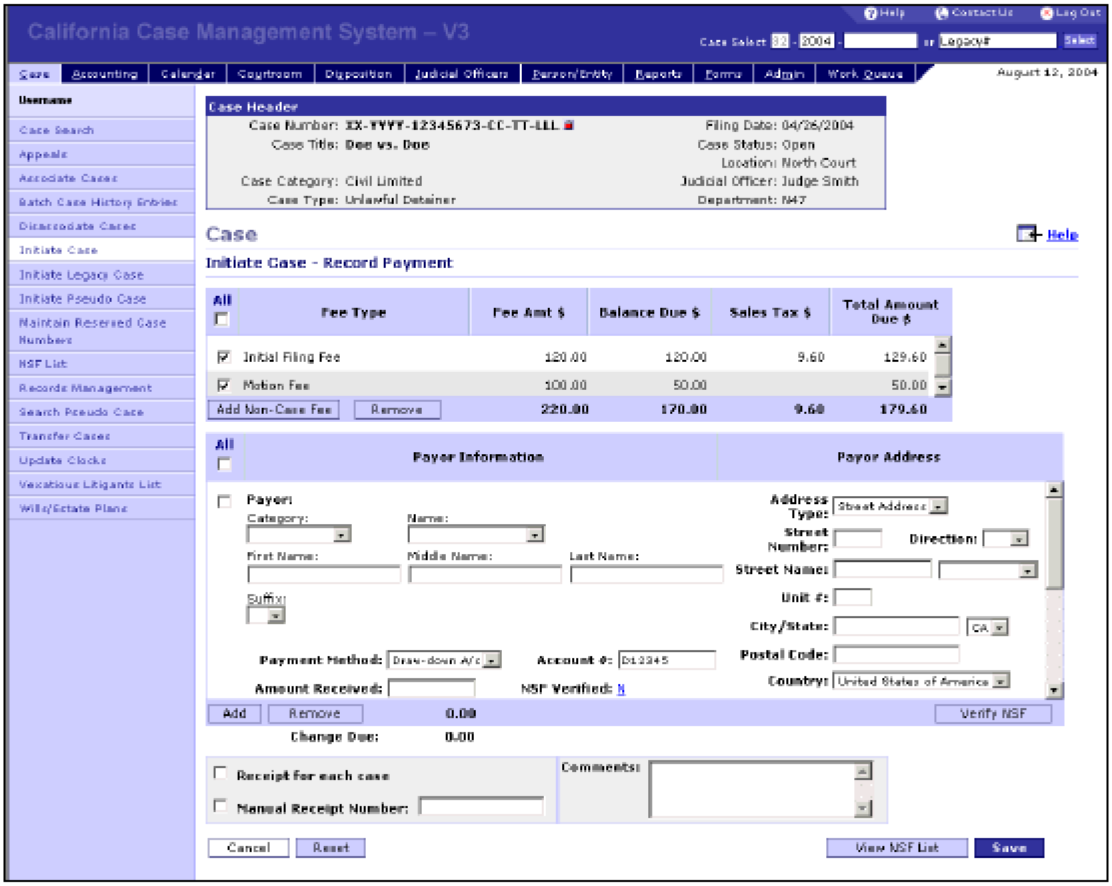
14. Click the **[NSF Lookup]** link.
Result: The screen refreshes and displays the payor fields.



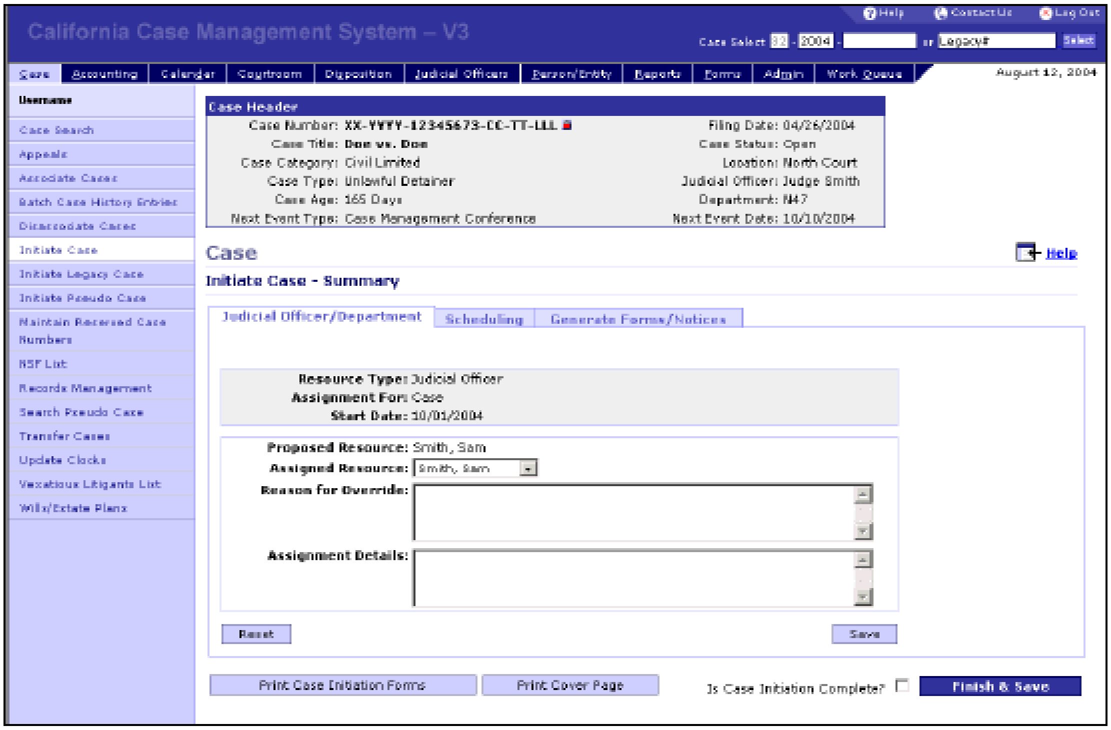
15. Enter/Select data for the necessary fields.
    NOTE The system will perform the NSF Check if the payment method is "Check." This check occurs when you save the case data.
16. Select the **[Case Information]** tab.
    Result: The Case Information tab highlights and displays additional case detail fields.
    NOTE This screen will display different fields depending on the selected case category and case type.



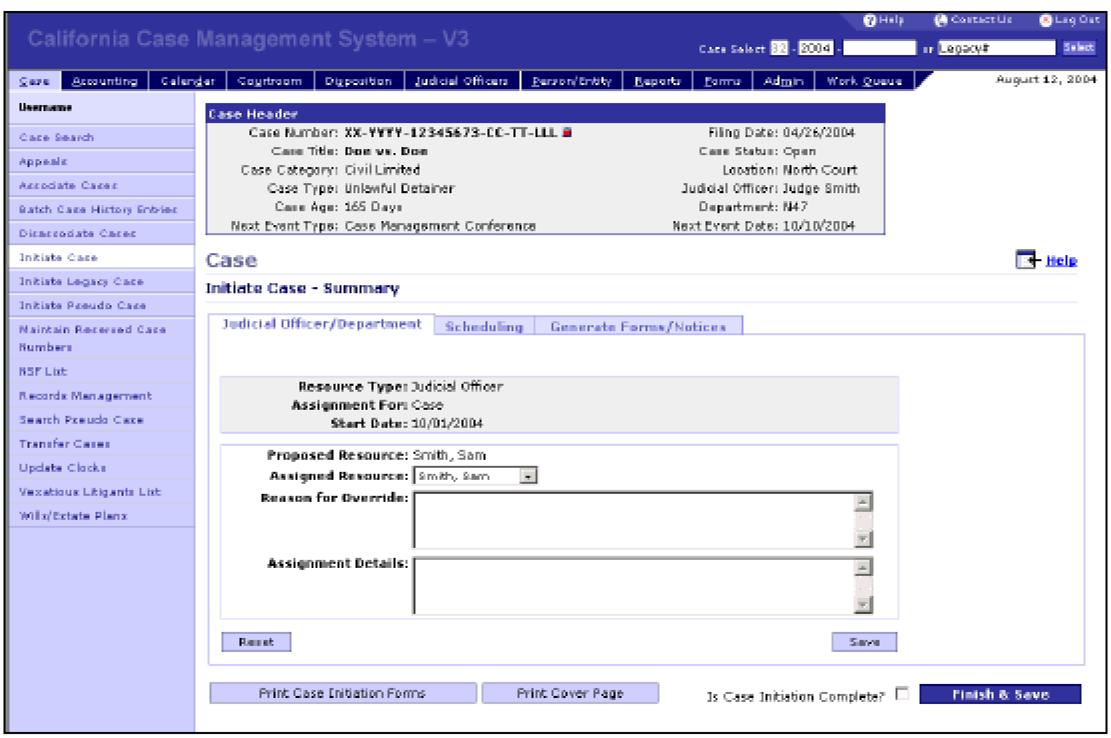
17. Enter/Select data for the necessary fields.
18. Click the **[Next]** button.
    Result: The Initiate Case – Record Payment screen displays. The entered payor information populates the appropriate fields.
    NOTE This screen will only display if there are fees due on the case. Skip to Step 20 if clicking the [Next] button instead takes you to the Initiate Case - Summary screen.
    NOTE The case header also displays with some of the entered case values, including the case number and case title. At this point, the case is created in the system but is not complete.



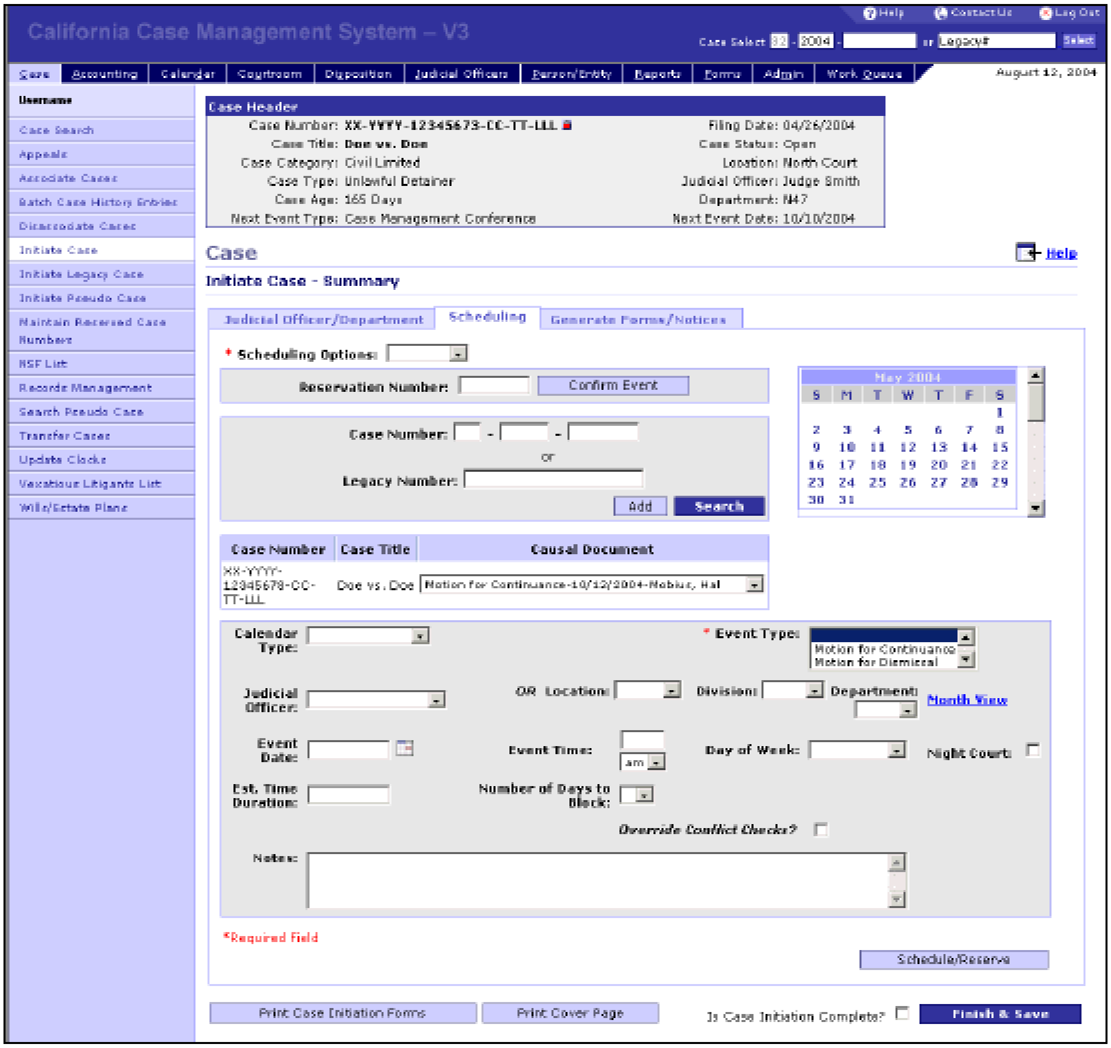
19. Enter/Select data for the necessary fields.
    NOTE Refer to the Record Payments task activity for details on this process.
20. Click the **[Save]** button.
    Result: The Initiate Case – Summary screen displays with the Officer/Department tab highlighted.
    NOTE Follow Steps 21-22 to assign a Judicial Officer/Department to the case.
    NOTE Follow Steps 23-25 to schedule the first event on the case.
    NOTE Follow Steps 26-29 to print the case initiation forms and notices.



21. Enter/Select data for the necessary fields.
NOTE The system will recommend a resource based on configured assignment rules. You may select a (different) resource from the Assigned Resource field, if necessary.
22. Click the **[Save]** button.
Result: The screen refreshes.

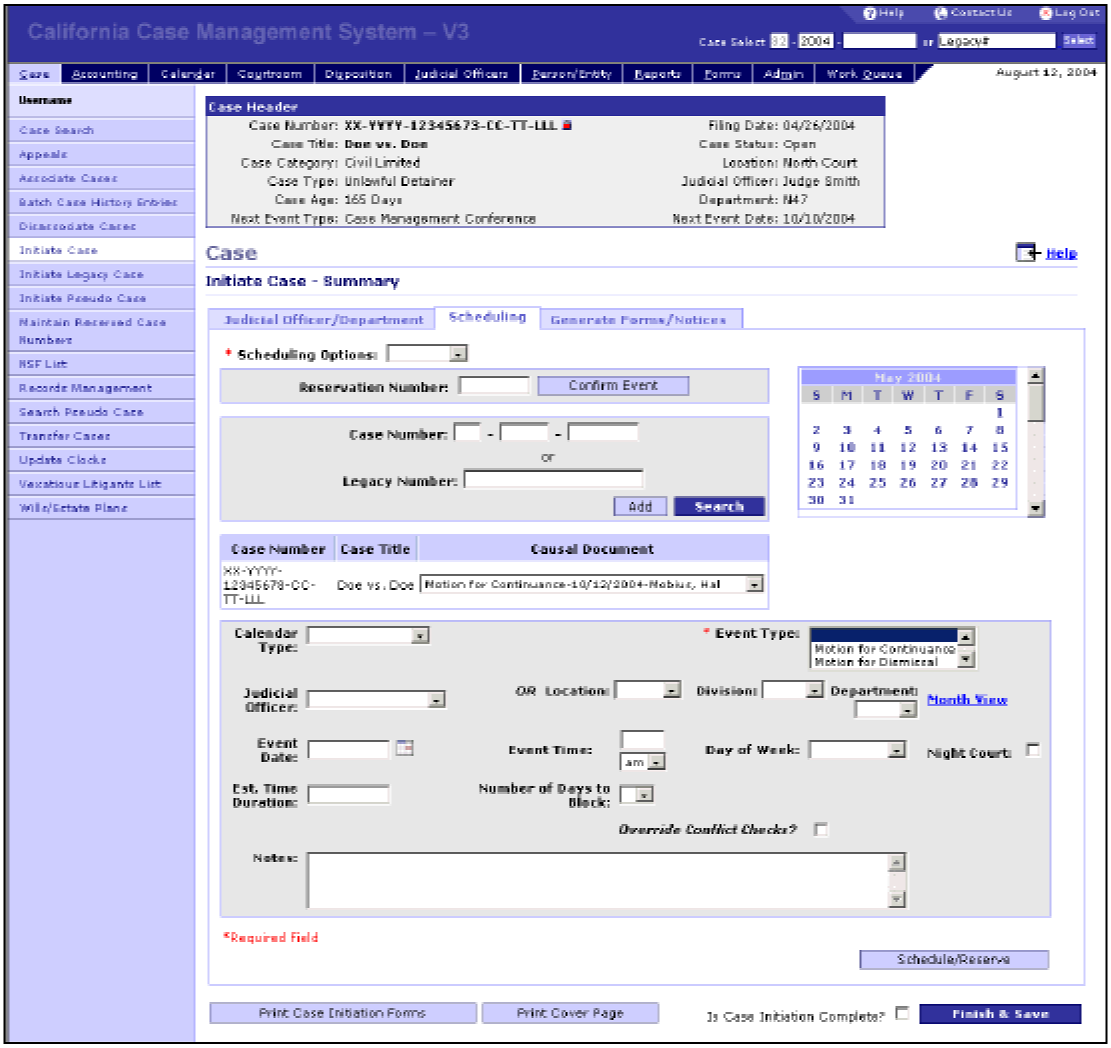


23. Click the **[Scheduling]** tab.
    Result: The Scheduling tab highlights and displays calendar-related fields.

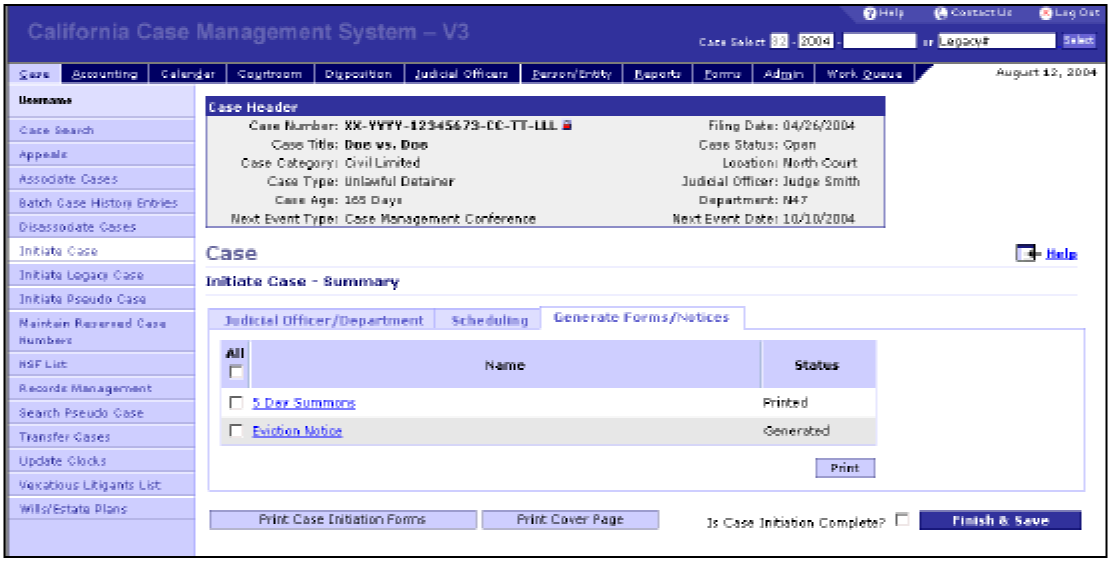


24. Enter/Select data for the necessary fields.
    NOTE Refer to the Schedule/Reserve Calendar Events section for details on scheduling the first case event.

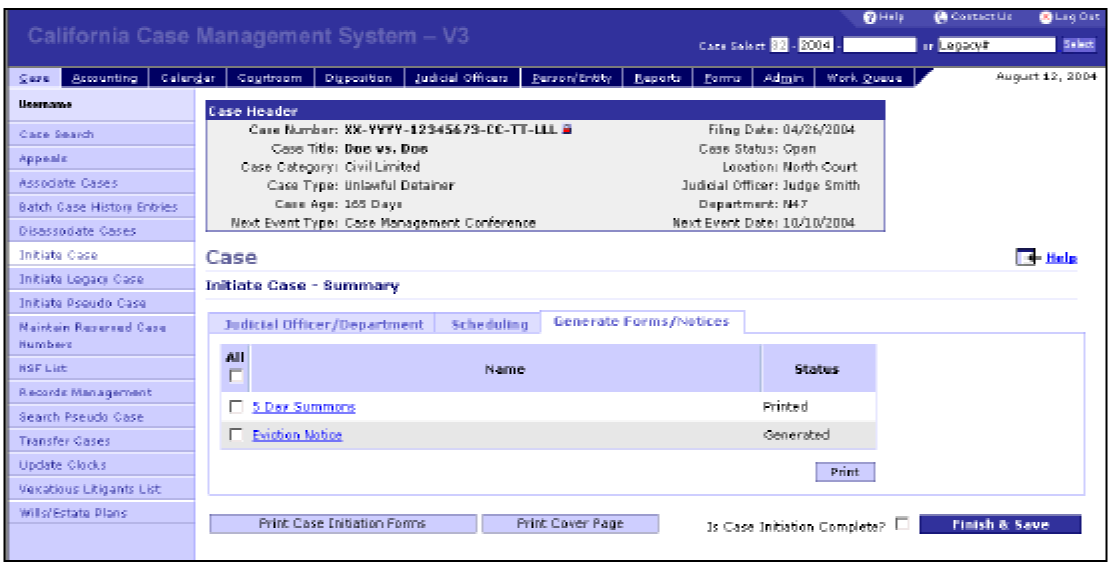
25. Click the **[Schedule/Reserve]** button.
    Result: The screen refreshes.



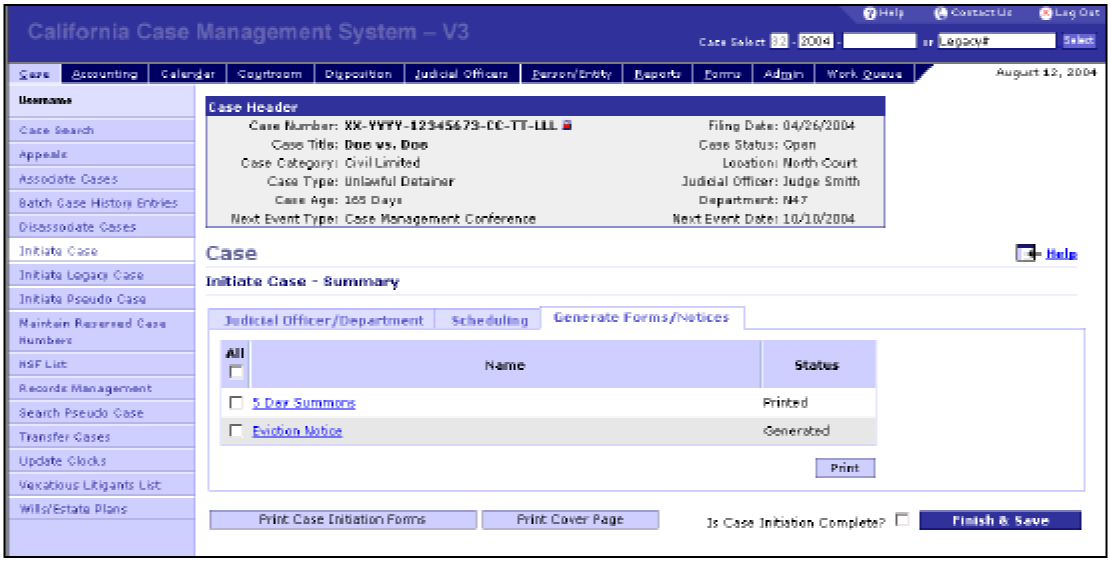
26. Click the **[Generate Forms/Notices]** tab.
    Result: The Generate Forms/Notices tab highlights.



27. Click the **[Print Case Initiation Forms]** button.
Result: The screen refreshes and displays the appropriate case initiation forms in this tab.



28. Select the checkboxes for the forms/notices to send to the printer.
29. Click the **[Print]** button.
30. Select the **[Is Case Initiation Complete?]** checkbox.
NOTE If you do not select this checkbox, the case will be sent to a work queue.
31. Click the **[Finish & Save]** button.
Result: The screen refreshes with a confirmation message. The case is saved in the system.



Related Links

Initiate Cases Overview

Initiate Case Screen

Frequent Filers Screen

Initiate Case - Record Payment Screen

Initiate Case - Summary Screen

My Court Information

Initiate Small Claims Cases

Introduction

This process creates a small claims case in the system.

Venue Confirmation

The system determines (based on the acceptable venue locations by zip code) whether the proposed venue identified by the Filing Party is acceptable. This determination is based on the zip code (identified in the Plaintiff's claim). When a zip code is provided for a case category/type other than those listed above, the location will default based on the local court rules.

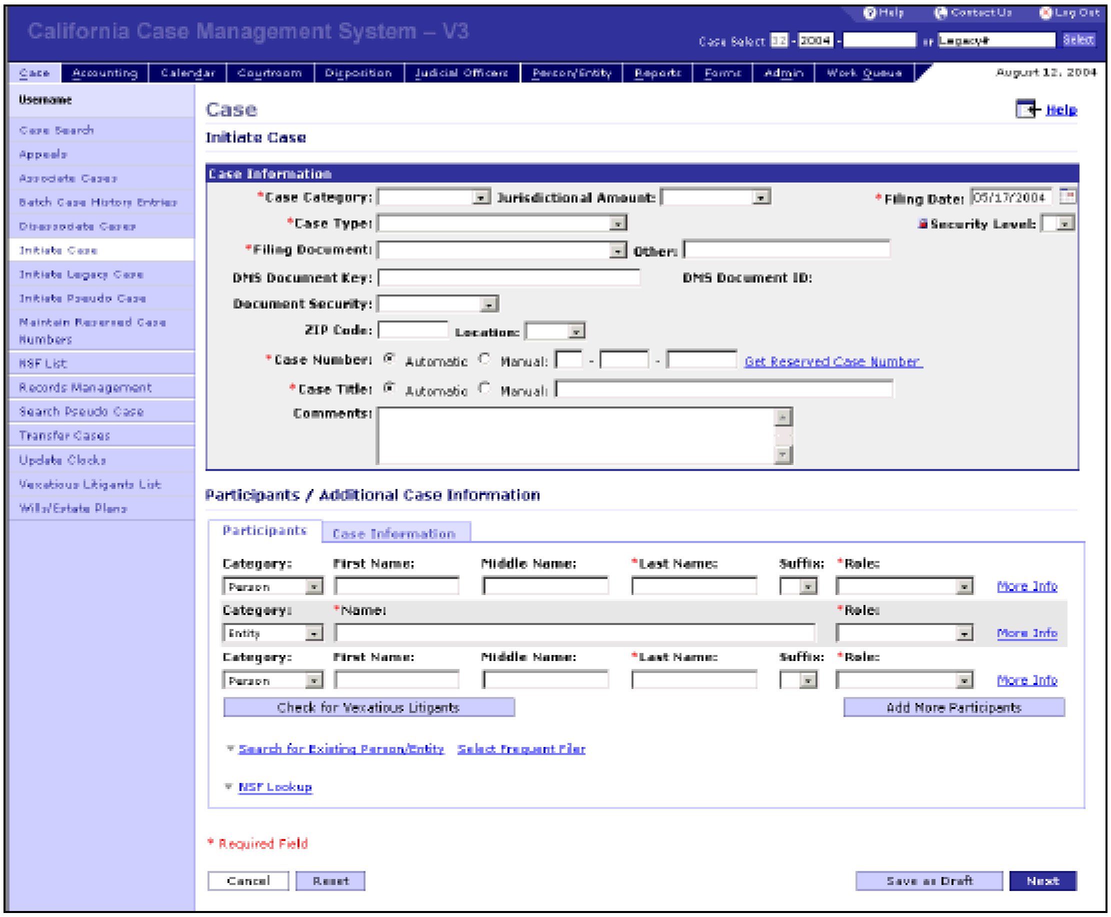
Viewing Case Initiation Screens

Courts may configure certain case initiation screens to display or not display. The following activity assumes that the case initiation screens will display during this process.

Task Activity

Perform the following steps to initiate a small claims case.

1. Select **[Case] > [Initiate Case]**.
   Result: The Initiate Case screen displays.



2. Select **Small Claims** for the **Case Category** field value.
3. Enter/Select data for the following required fields:
   4. Case Type
   5. Filing Date
   6. Filing Document
   7. Location
   8. Case Number
   9. Case Title

   NOTE The **Filing Date** defaults to the current date.

NOTE If you manually enter a case number, this number must be available and in the correct format. The system will attach the appropriate county code and year automatically to this number.

NOTE If you click the **[Get Reserved Case Number]** link, then the system will automatically enter the next available reserved number based on the selected category/case type.

4. Enter/Select data for the other necessary fields in the header section.
5. Enter/Select data for the following Participant fields:
    6. Last Name or Name
    7. Role

    NOTE The "name" fields depend on the selected **Category** value.

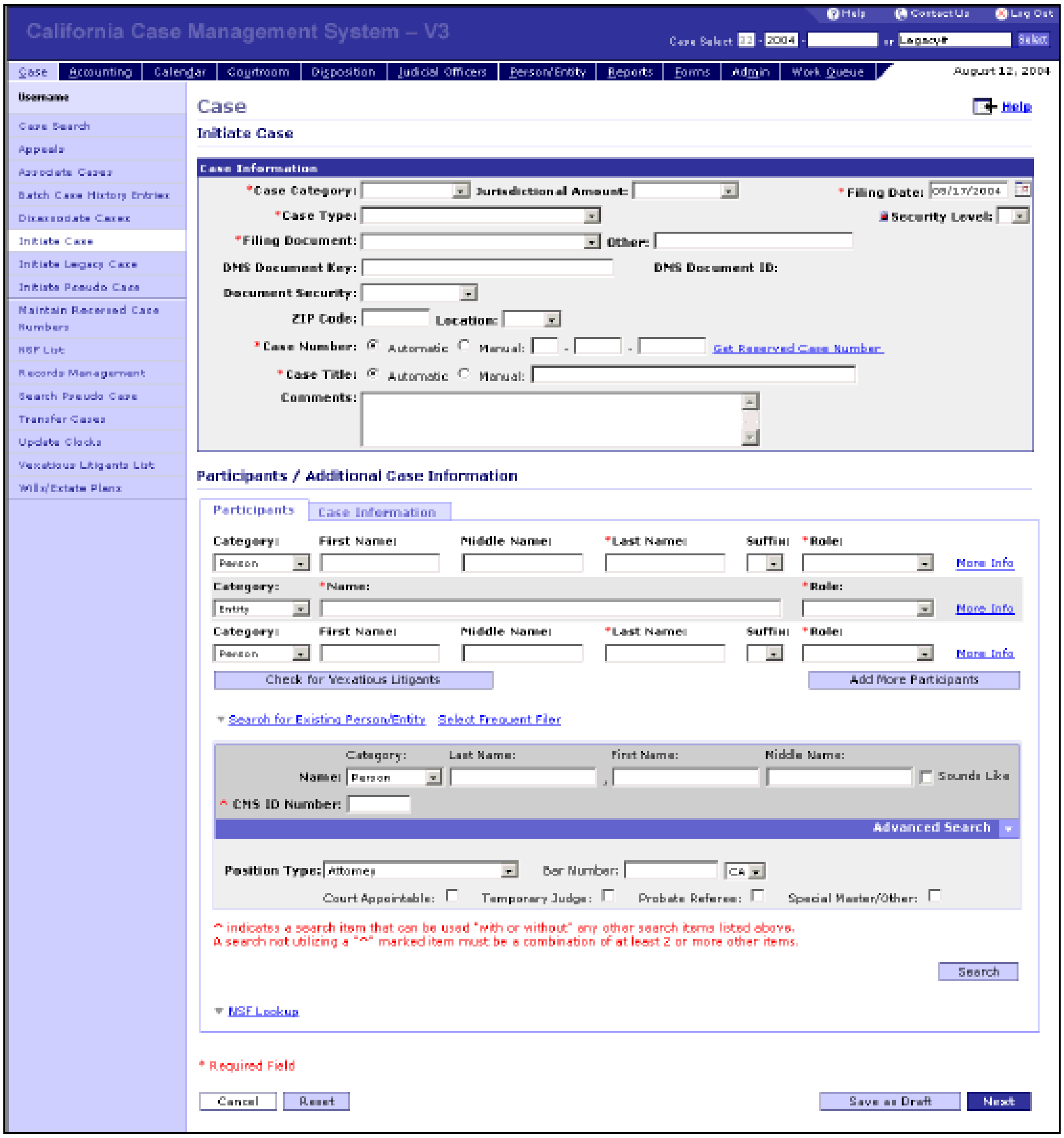
    NOTE You may either enter a name directly into the participant name fields or select a person/entity to add to the case. You must provide at least one participant.

    NOTE Follow Steps 6-10 to search for an existing person/entity name.

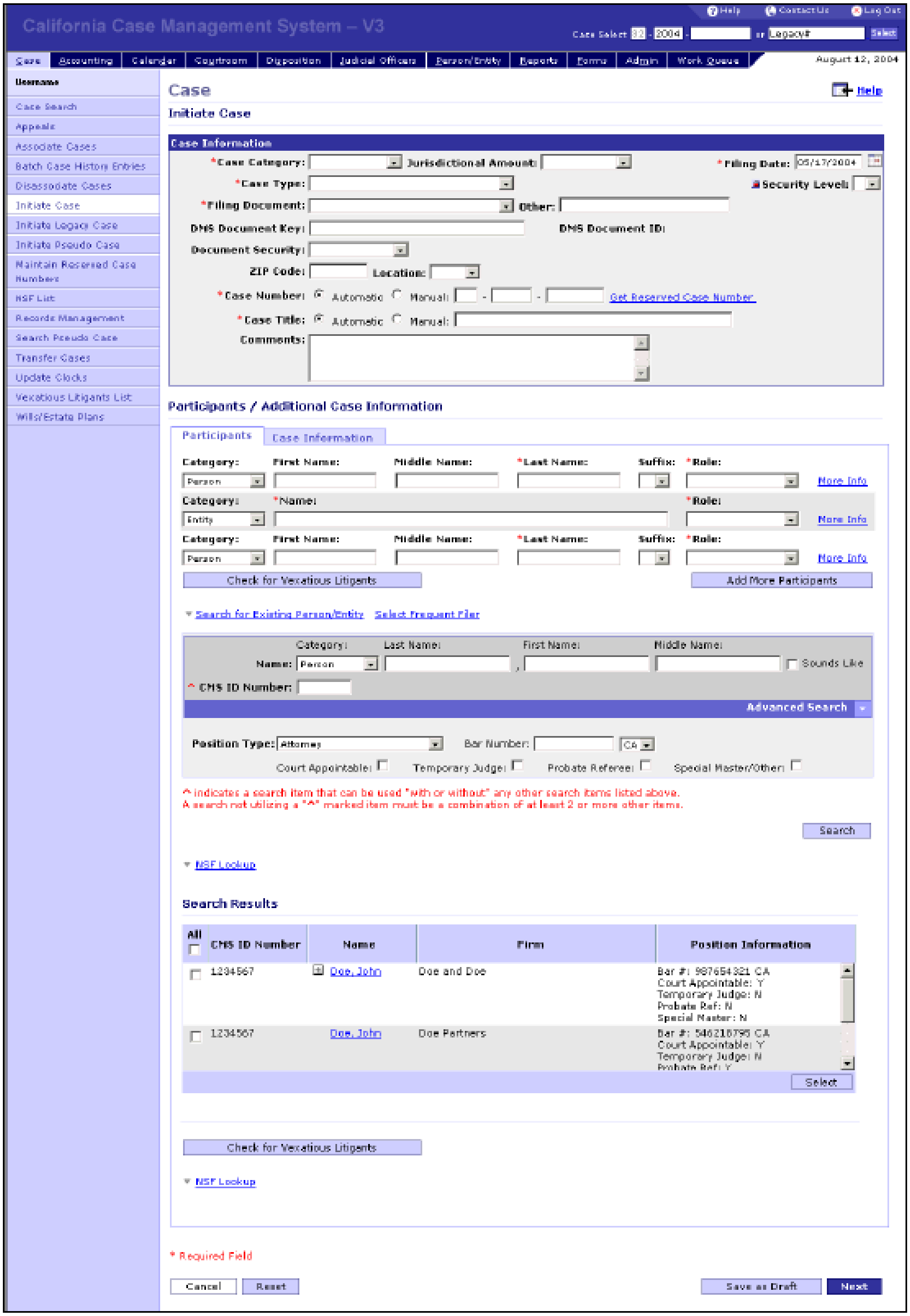
    NOTE Follow Steps 11-13 to select a person/entity from the Frequent Filers List.

    NOTE Skip to Step 14 if you entered a name directly.

6. Click the **[Search for Existing Person/Entity]** link.
   Result: The screen refreshes and displays the person/entity search fields.

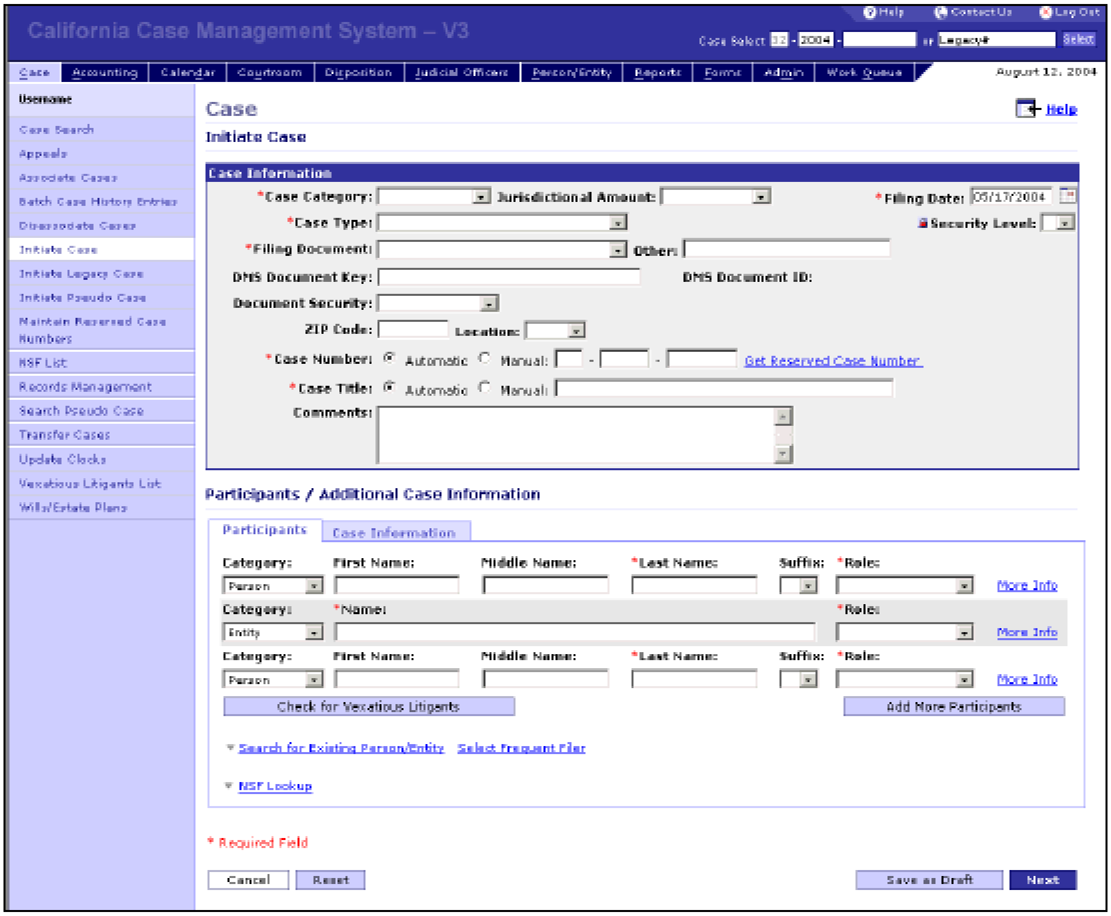


7. Enter/Select data for the appropriate search parameter fields.
   NOTE Refer to the Search Person/Entity Profiles task activity for details on performing this search.
8. Click the **[Search]** button.
   Result: The screen refreshes with the search results.

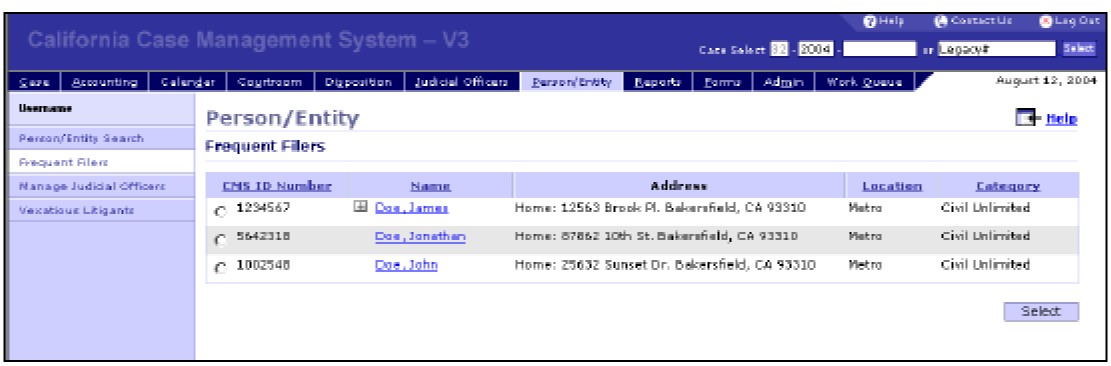


9. Select the radio button for the person/entity to add as a case participant.

10. Click the **[Select]** button.
Result: The screen refreshes. The selected person/entity data now displays in the participant fields.

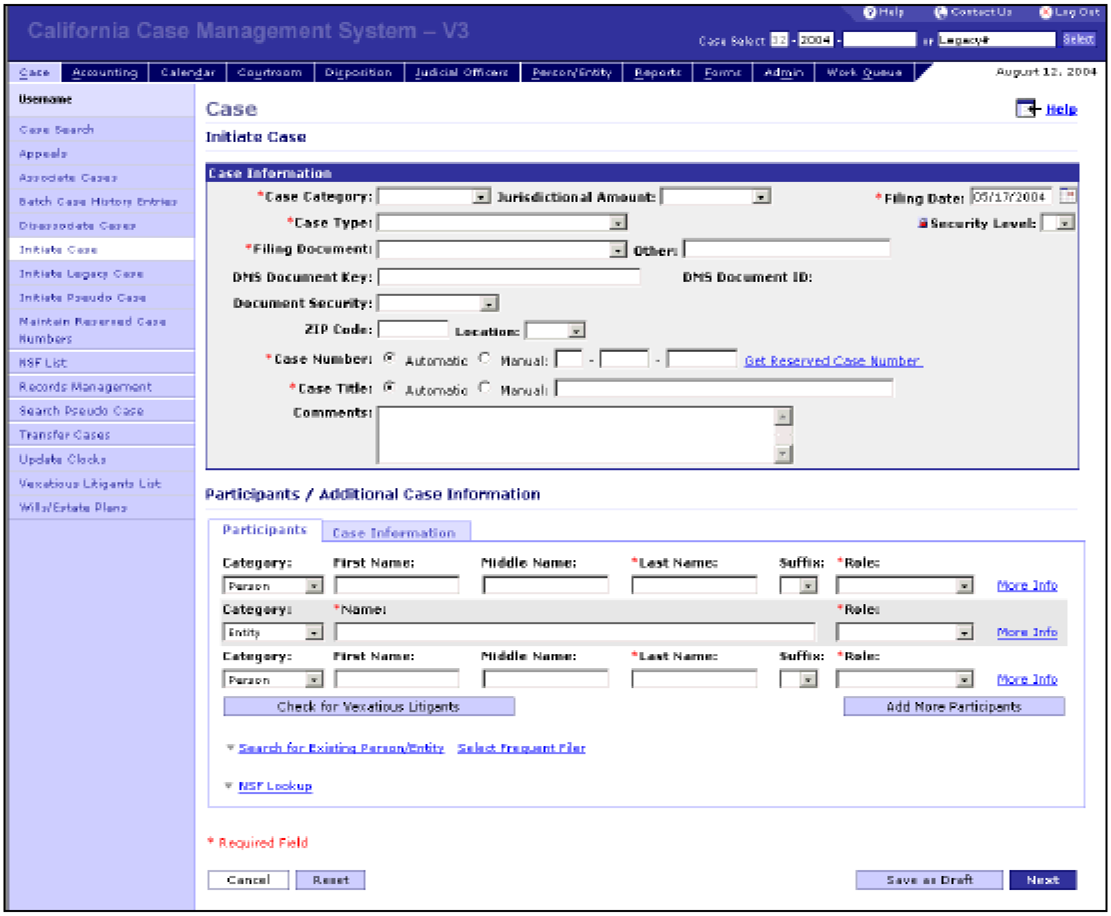


11. Click the **[Select Frequent Filer]** link to choose a person/entity from the Frequent Filers List.
Result: The Frequent Filers screen displays. This list contains the frequent filers that belong to the selected case category and Court location.

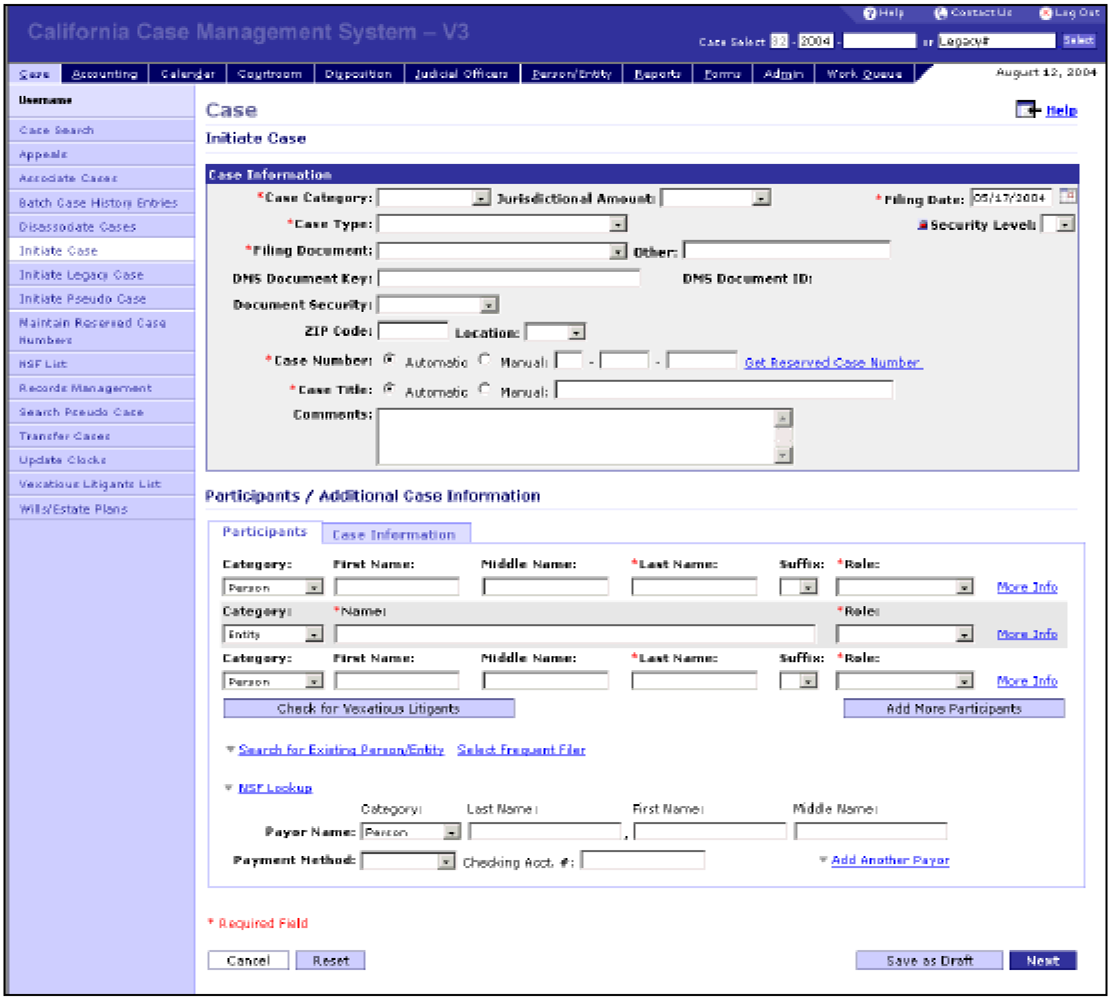


12. Select the radio button for the person/entity to add as a case participant.

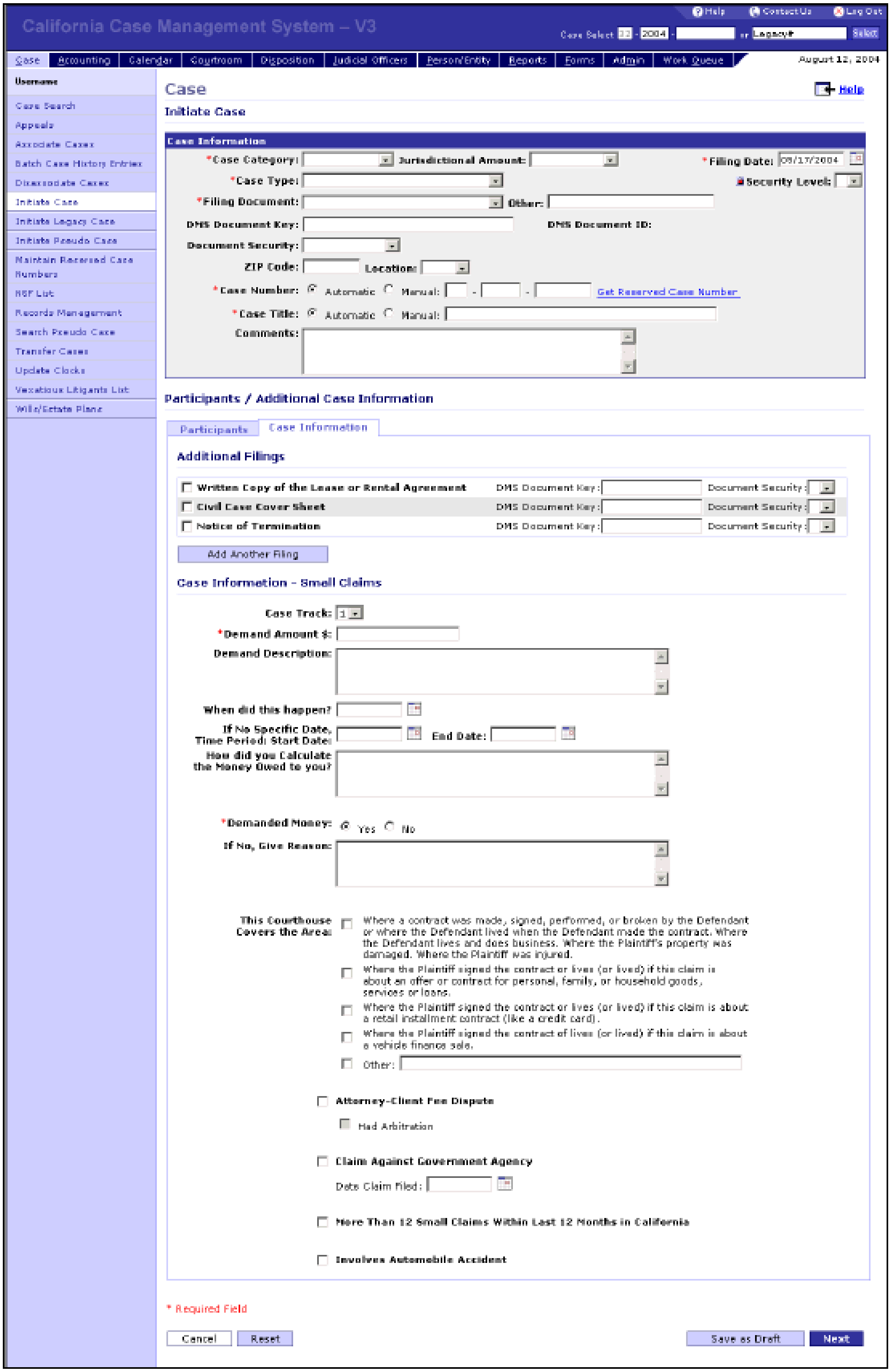
13. Click the **[Select]** button.
    Result: The Initiate Case screen re-displays. The selected person/entity data now displays in the participant fields.
    NOTE Follow Step 14 to check for vexatious litigant filers if it is a pro per case.



14. Click the **[Check for Vexatious Litigants]** button.
    Result: If the system finds a vexatious litigant match, then the Vexatious Litigants – List screen will display with the matching entry highlighted. You may choose to reject the case at this point. Otherwise, the screen will refresh with no changes.
    NOTE Follow Steps 15-16 to enter payor information.
15. Click the **[NSF Lookup]** link.
    Result: The screen refreshes and displays the payor fields.



16. Enter/Select data for the necessary fields.
    NOTE The system will perform the NSF Check if the payment method is "Check." This check occurs when you save the case data.
17. Select the **[Case Information]** tab.
    Result: The Case Information tab highlights and displays additional case detail fields.
    NOTE This screen will display different fields depending on the selected case category and case type.


California Case Management System – V3
Help
Contact Us
Log Out
Case Select
or
Select
Case
Accounting
Calendar
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August 12, 2004
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*Case Category:
Jurisdictional Amount:
*Filing Date:
*Case Type:
Security Level:
*Filing Document:
Other:
DMS Document Key:
DMS Document ID:
Document Security:
ZIP Code:
Location:
*Case Number:
Automatic
Manual:
Get Reserved Case Number
*Case Title:
Comments:
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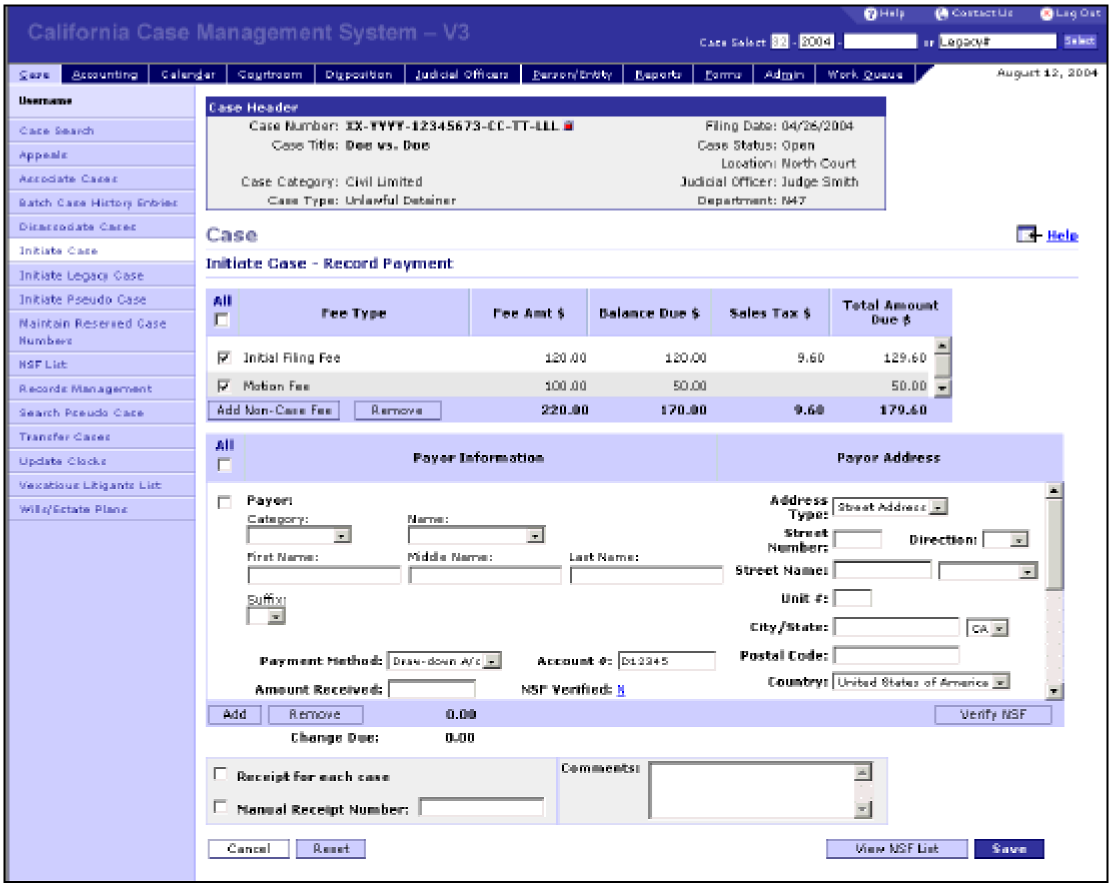
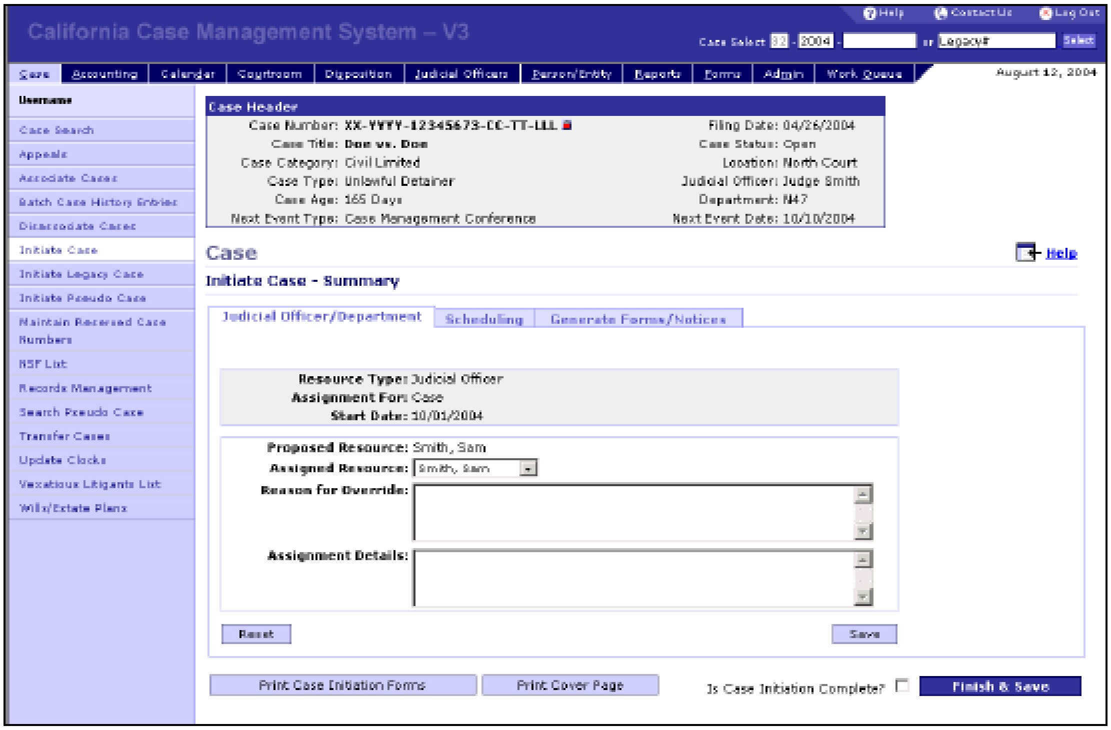
Participants
Case Information
Additional Filings
Written Copy of the Lease or Rental Agreement
Civil Case Cover Sheet
Notice of Termination
DMS Document Key:
Document Security:
Add Another Filing
Case Information - Small Claims
Case Track:
*Demand Amount $:
Demand Description:
When did this happen?
If No Specific Date, Time Period: Start Date:
End Date:
How did you Calculate the Money Owed to you?
*Demanded Money:
Yes
No
If No, Give Reason:
This Courthouse Covers the Area:
Where a contract was made, signed, performed, or broken by the Defendant or where the Defendant lived when the Defendant made the contract. Where the Defendant lives and does business. Where the Plaintiff's property was damaged. Where the Plaintiff was injured.
Where the Plaintiff signed the contract or lives (or lived) if this claim is about an offer or contract for personal, family, or household goods, services or loans.
Where the Plaintiff signed the contract or lives (or lived) if this claim is about a retail installment contract (like a credit card).
Where the Plaintiff signed the contract of lives (or lived) if this claim is about a vehicle finance sale.
Other:
Attorney-Client Fee Dispute
Had Arbitration
Claim Against Government Agency
Date Claim Filed:
More Than 12 Small Claims Within Last 12 Months in California
Involves Automobile Accident
* Required Field
Cancel
Reset
Save as Draft
Next

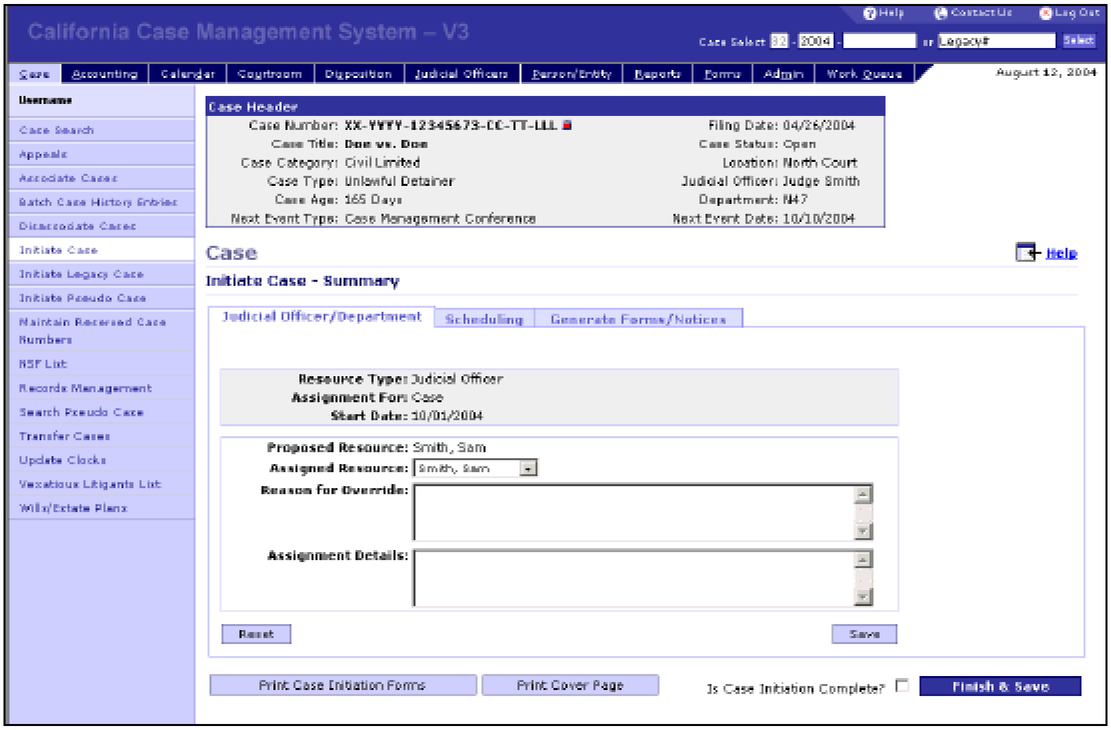
18. Enter/Select data for the necessary fields.
19. Click the **[Next]** button.
    Result: The Initiate Case – Record Payment screen displays. The entered payor information also displays in the appropriate fields.
    NOTE This screen will only display if there are fees due on the case. Skip to Step 22 if clicking the [Next] button instead takes you to the Initiate Case - Summary screen.
    NOTE The case header also displays with some of the entered case values, including the case number and case title. At this point, the case is created in the system but is not complete.



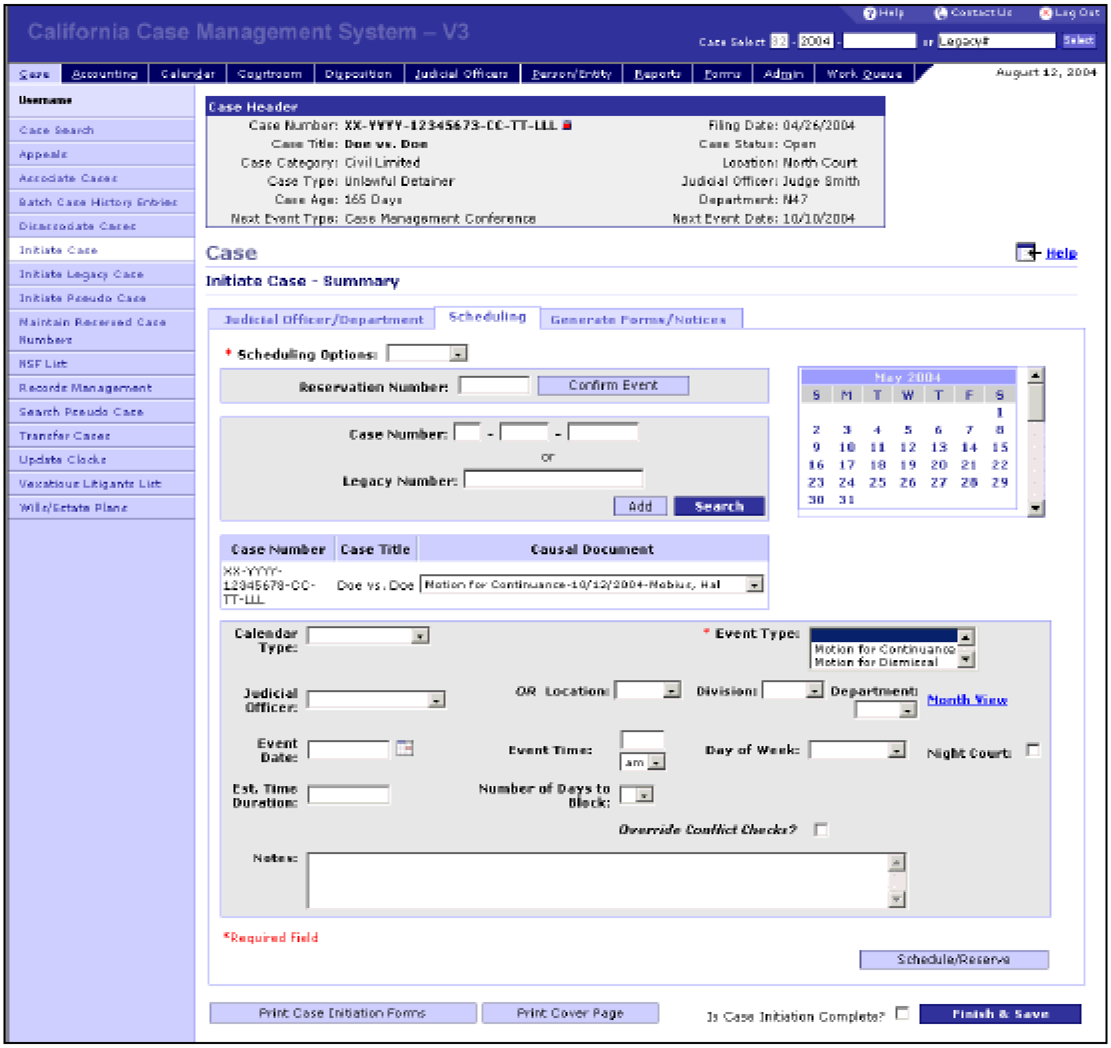
20. Enter/Select data for the necessary fields.
    NOTE Refer to the Record Payments task activity for details on this process.
21. Click the **[Save]** button.
    Result: The Initiate Case – Summary screen displays with the Officer/Department tab highlighted. The case is now created in the system.
    NOTE Follow Steps 22-23 to assign a Judicial Officer/Department to the case.
    NOTE Follow Steps 24-26 to schedule the first event on the case.
    NOTE Follow Steps 27-31 to print the case initiation forms and notices.



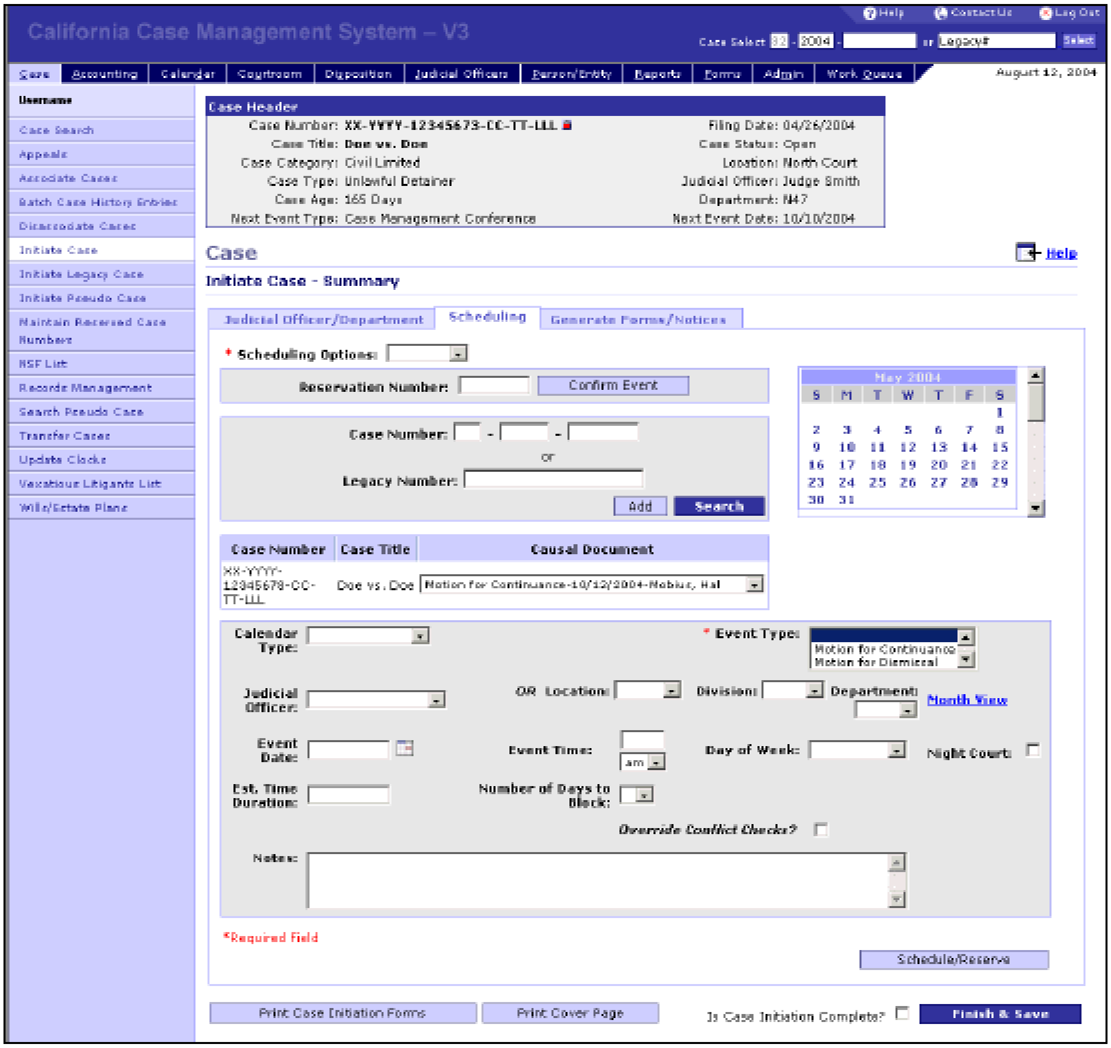
22. Enter/Select data for the necessary fields.
    NOTE The system will recommend a resource based on configured assignment rules. You may select a (different) resource from the Assigned Resource field, if necessary.
23. Click the **[Save]** button.
    Result: The screen refreshes.



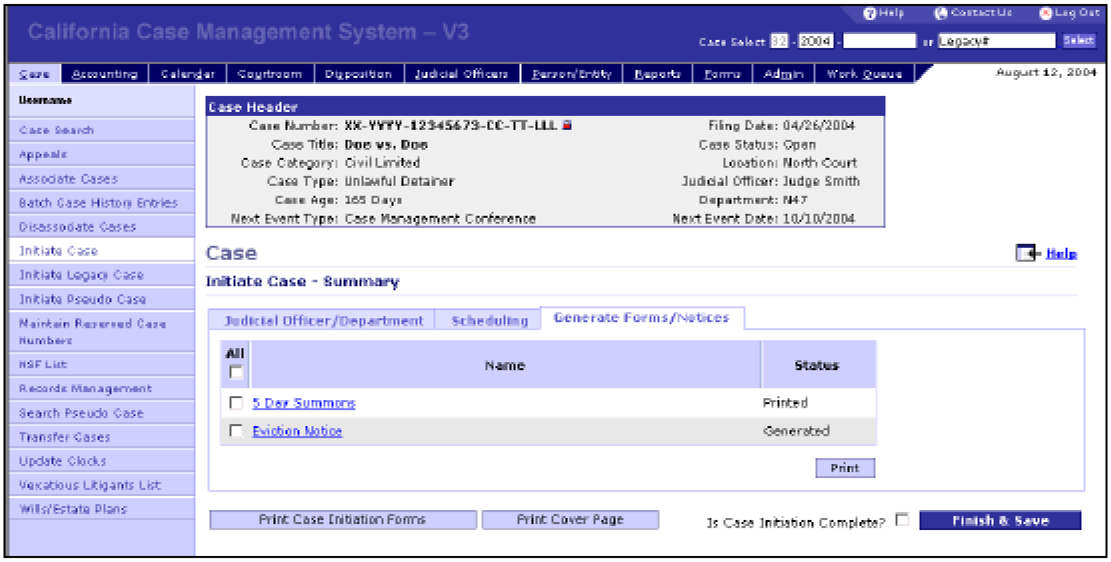
24. Click the **[Scheduling]** tab.
Result: The Scheduling tab highlights and displays calendar-related fields.



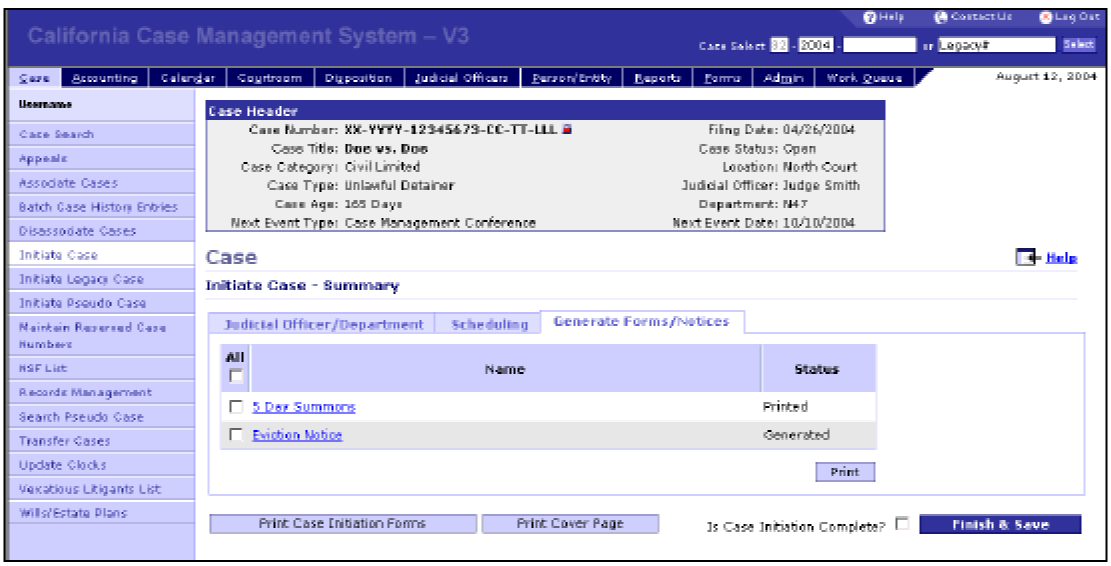
25. Enter/Select data for the necessary fields.
    NOTE Refer to the Schedule/Reserve Calendar Events section for details on scheduling the first case event.
26. Click the **[Schedule/Reserve]** button.
    Result: The screen refreshes.



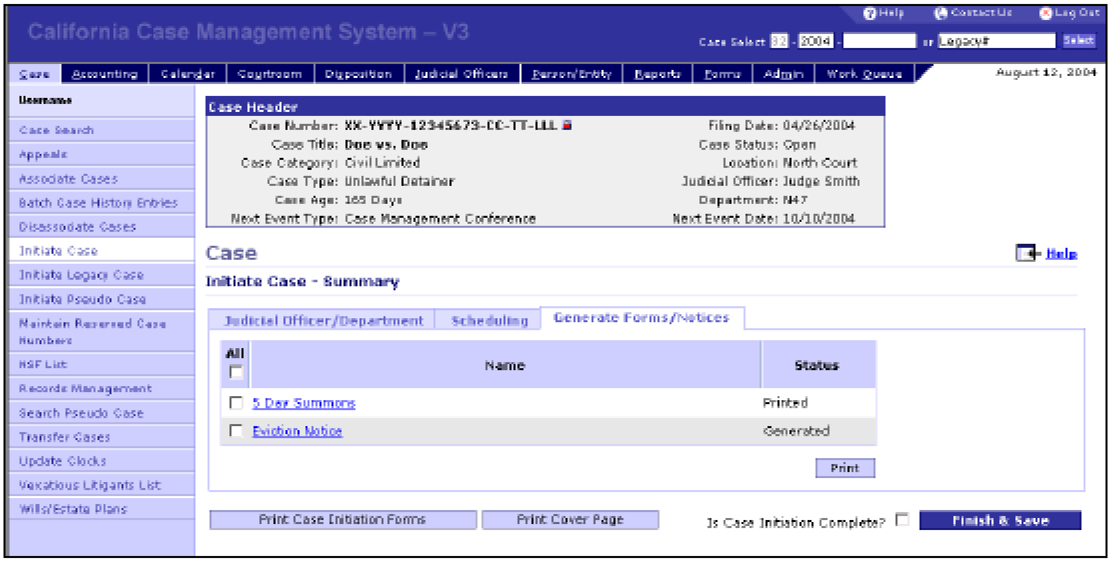
27. Click the **[Generate Forms/Notices]** tab.
    Result: The Generate Forms/Notices tab highlights.



28. Click the **[Print Case Initiation Forms]** button.
    Result: The screen refreshes and displays the appropriate case initiation forms in this tab.



29. Select the checkboxes for the forms/notices to send to the printer.
30. Click the **[Print]** button.
31. Select the **[Is Case Initiation Complete?]** checkbox.
    NOTE If you do not select this checkbox, the case will be sent to a work queue.
32. Click the **[Finish & Save]** button.
    Result: The screen refreshes with a confirmation message. The case is saved in the system.



Related Links

Initiate Cases Overview

Initiate Case Screen

Frequent Filers Screen

Initiate Case - Record Payment Screen

Initiate Case - Summary Screen

My Court Information

Initiate Unlimited Civil Cases

Introduction

This process creates an unlimited civil case in the system. Unlimited civil cases are used, for example, for an injunction, to get property back, or to force someone to complete a contract.

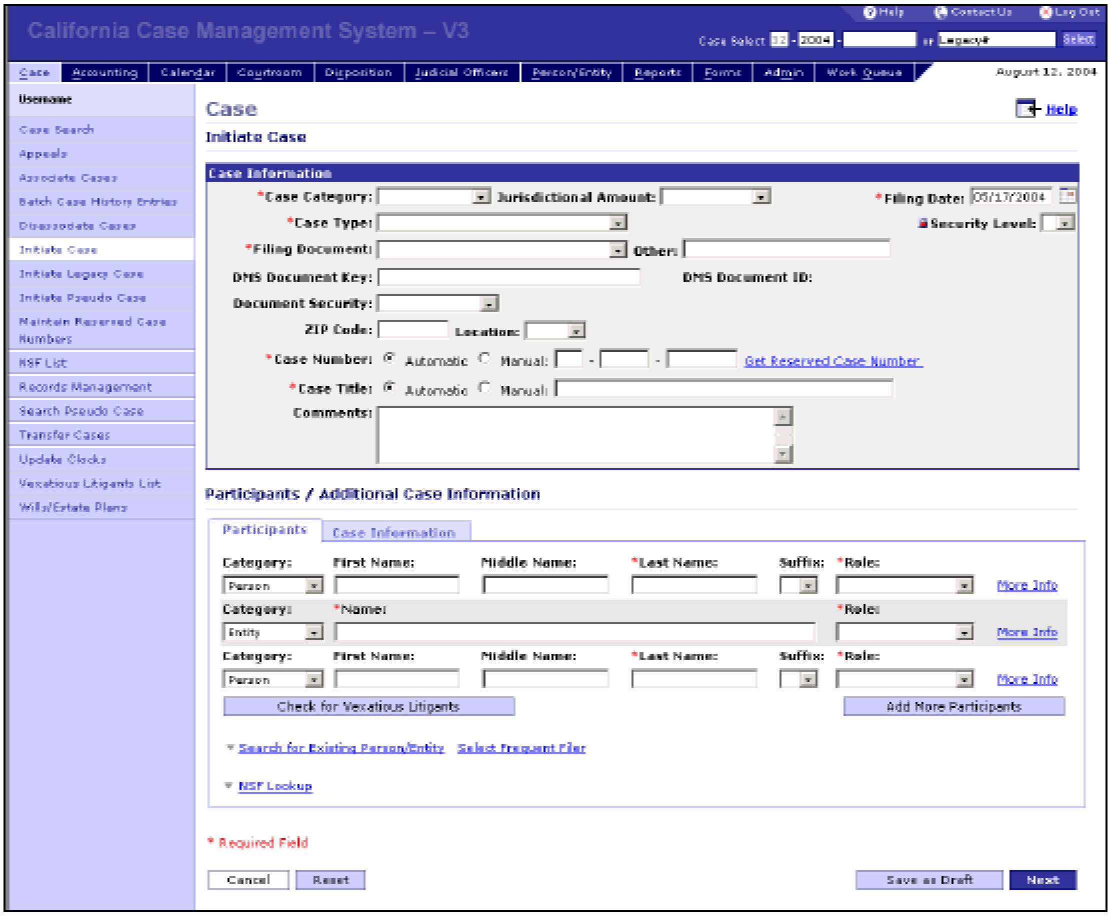
Viewing Case Initiation Screens

Courts may configure certain case initiation screens to display or not display. The following activity assumes that the case initiation screens will display during this process.

Task Activity

Perform the following steps to initiate an unlimited civil case.

1. Select **[Case] > [Initiate Case]**.
   Result: The Initiate Case screen displays.



2. Select **Unlimited Civil** for the **Case Category** field value.
3. Enter/Select data for the following required fields:
   4. Case Type
   5. Filing Date
   6. Filing Document
   7. Case Number
   8. Case Title

   NOTE The **Filing Date** defaults to the current date.

   NOTE If you manually enter a case number, this number must be available and in the correct format. The system will attach the appropriate county code and year automatically to this number.

NOTE If you click the **[Get Reserved Case Number]** link, then the system will automatically enter the next available reserved number based on the selected category/case type.

4. Enter/Select data for the other necessary fields in the header section.
5. Enter/Select data for the following Participant fields:
    6. Last Name or Name
    7. Role

    NOTE The “name” fields depend on the selected **Category** value.

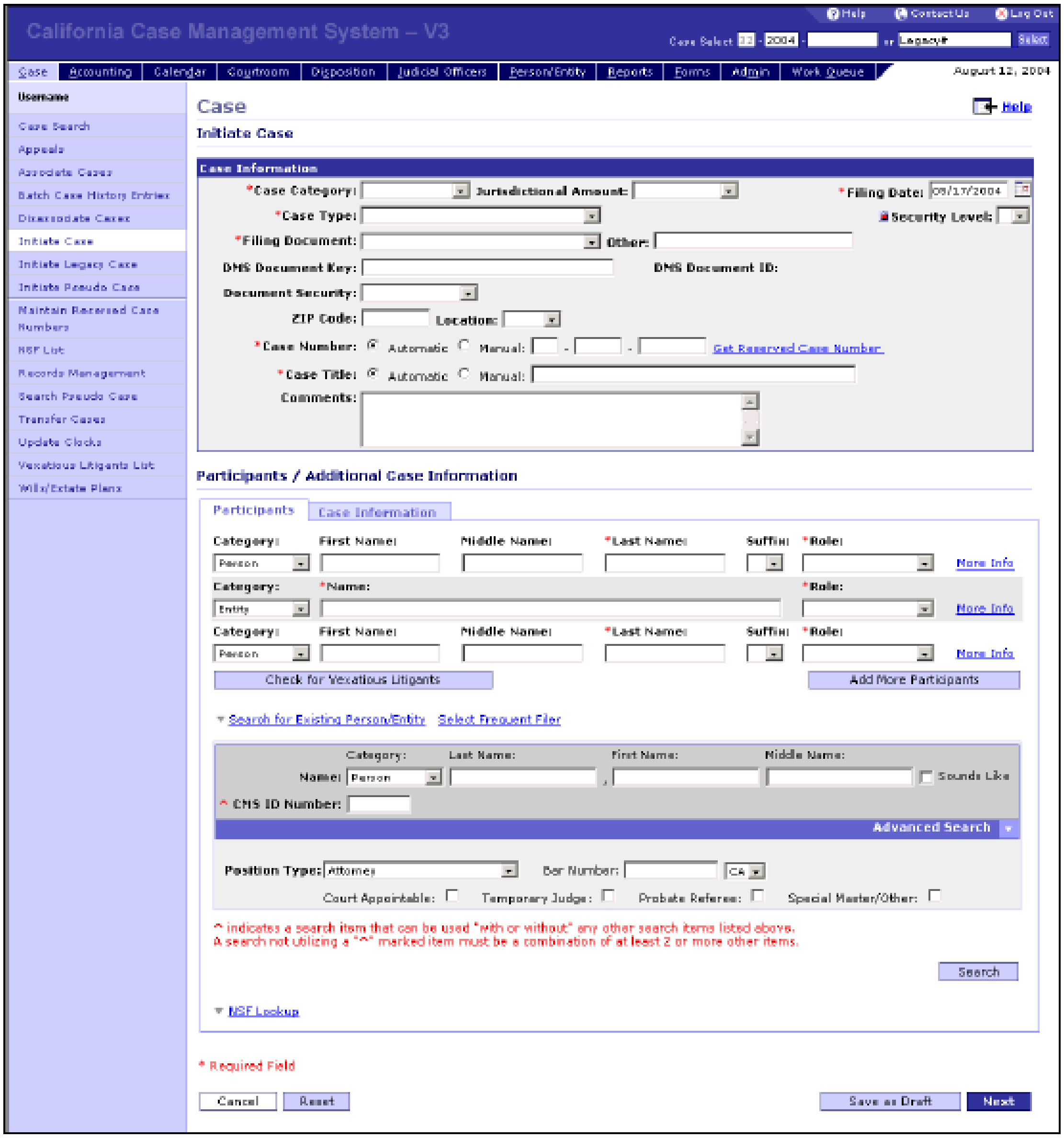
    NOTE You may either enter a name directly into the participant name fields or select a person/entity to add to the case. You must provide at least one participant.

    NOTE Follow Steps 6-10 to search for an existing person/entity name.

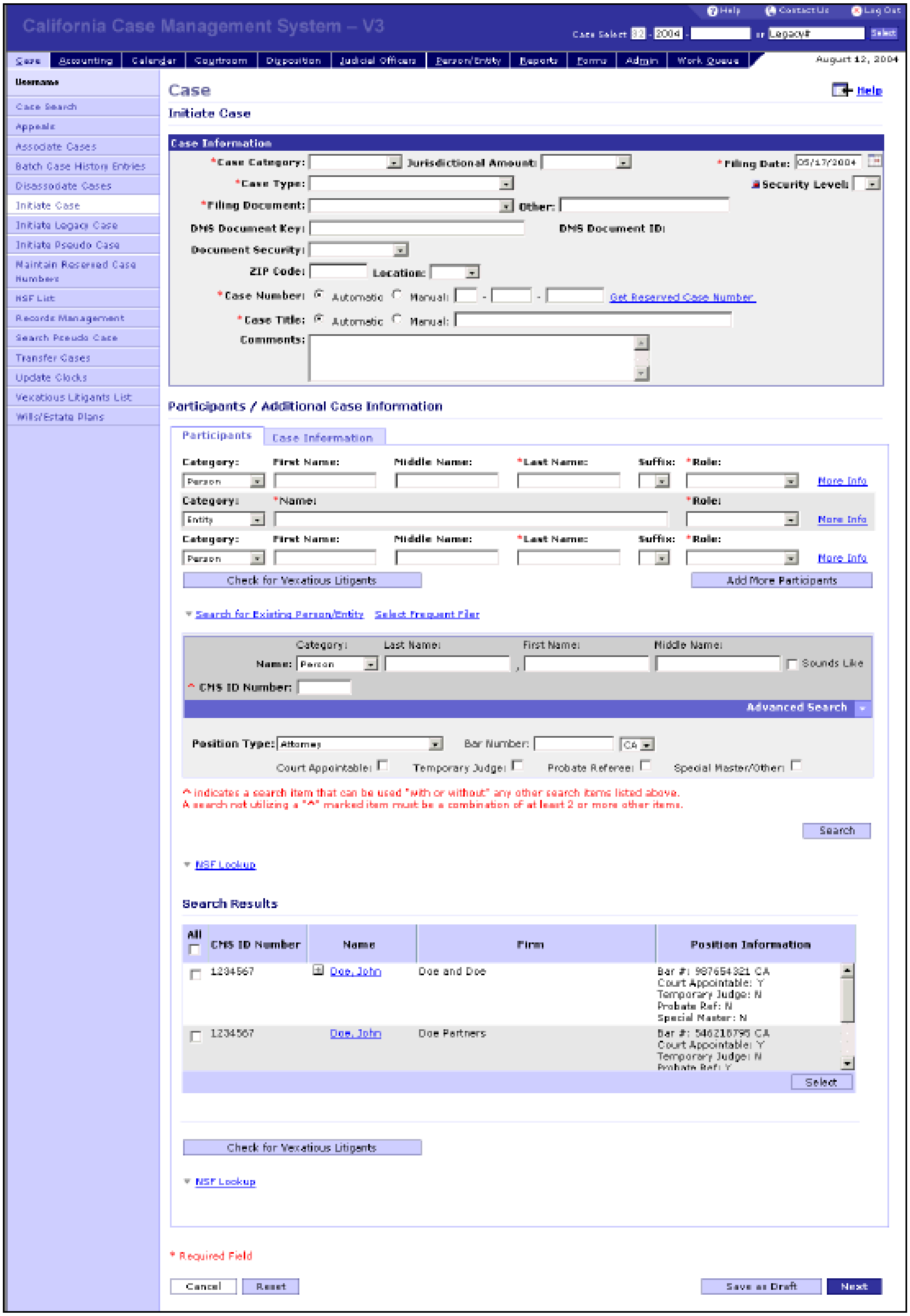
    NOTE Follow Steps 11-13 to select a person/entity from the Frequent Filers List.

    NOTE Skip to Step 14 if you entered a name directly.

6. Click the **[Search for Existing Person/Entity]** link.
   Result: The screen refreshes and displays the person/entity search fields.

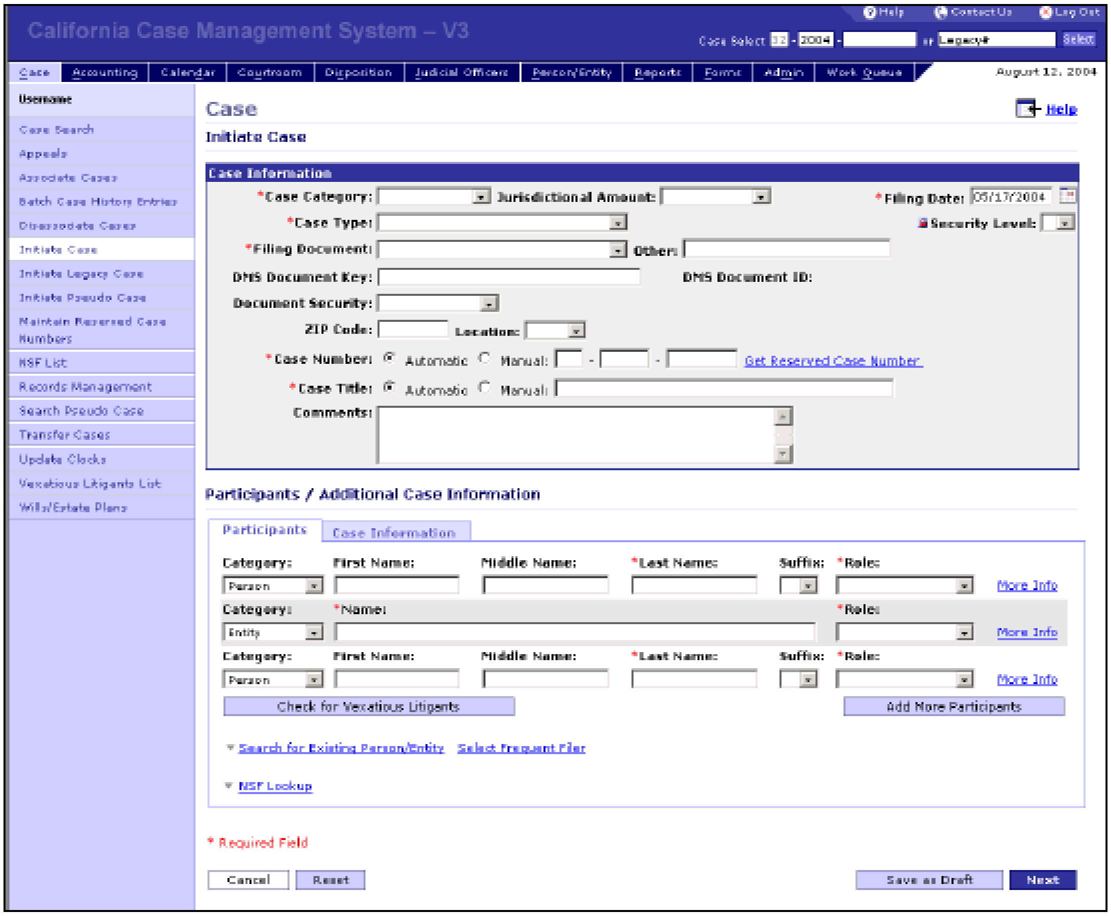


7. Enter/Select data for the appropriate search parameter fields.
   NOTE Refer to the Search Person/Entity Profiles task activity for details on performing this search.
8. Click the **[Search]** button.
   Result: The screen refreshes with the search results.

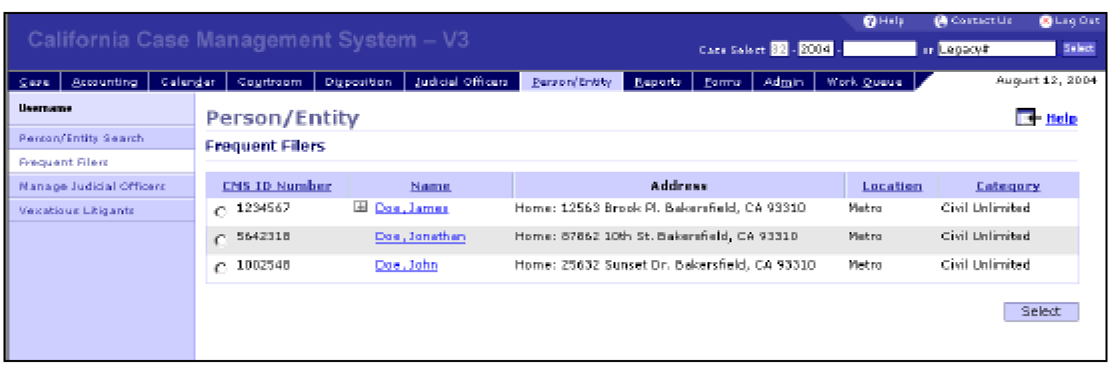


9. Select the radio button for the person/entity to add as a case participant.

10. Click the **[Select]** button.
    Result: The screen refreshes. The selected person/entity data now displays in the participant fields.

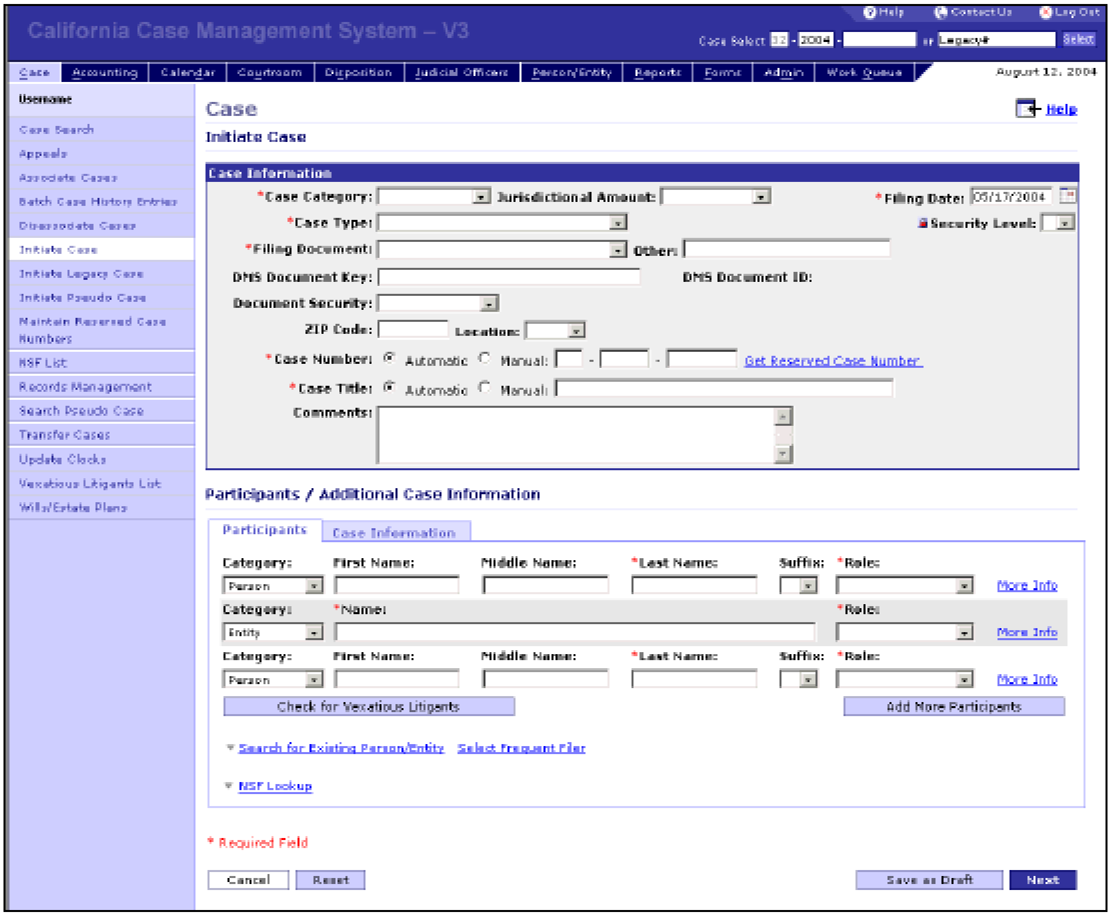


11. Click the **[Select Frequent Filer]** link to choose a person/entity from the Frequent Filers List.
    Result: The Frequent Filers screen displays. This list contains the frequent filers that belong to the selected case category and Court location.



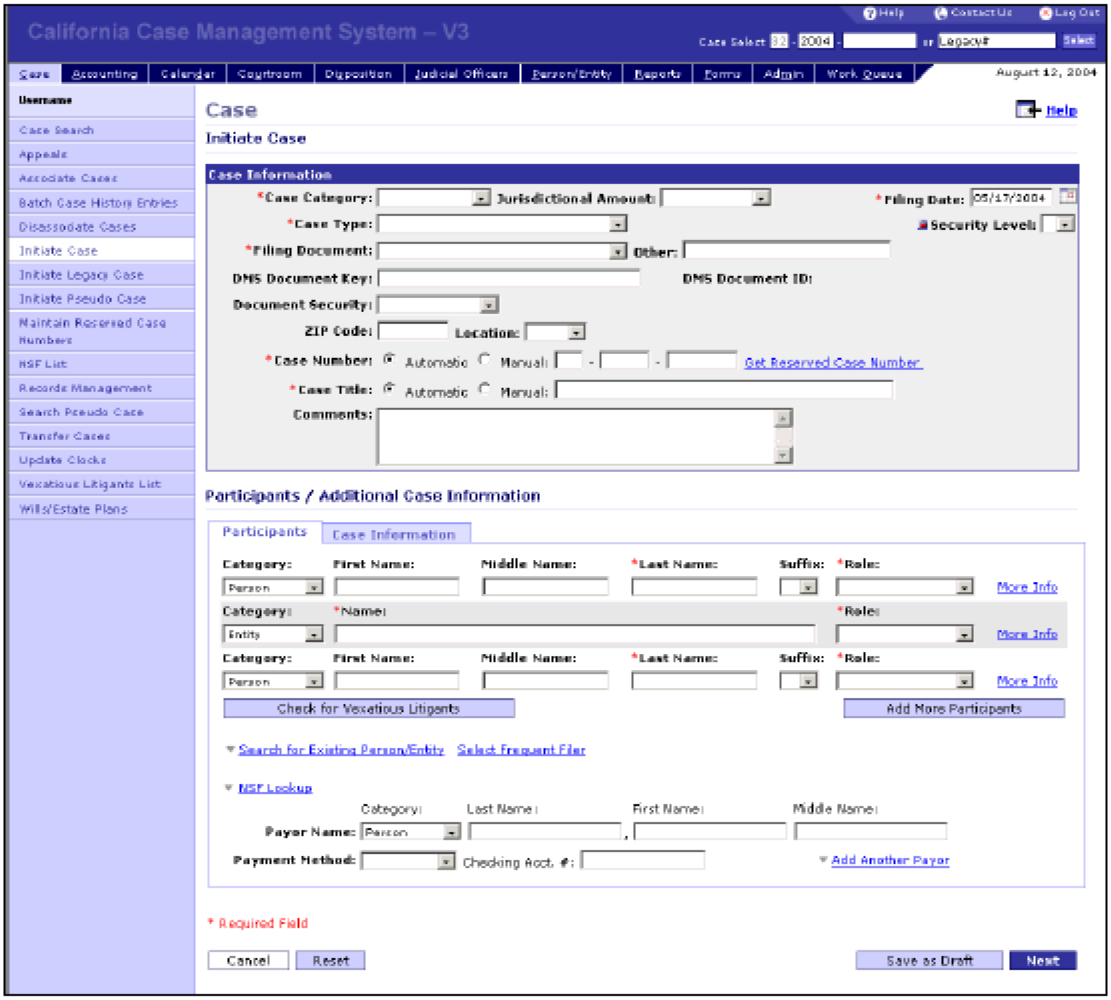
12. Select the radio button for the person/entity to add as a case participant.

13. Click the **[Select]** button.
Result: The Initiate Case screen re-displays. The selected person/entity data now displays in the participant fields.
NOTE Follow Step 14 to check for vexatious litigant filers if it is a pro per case.

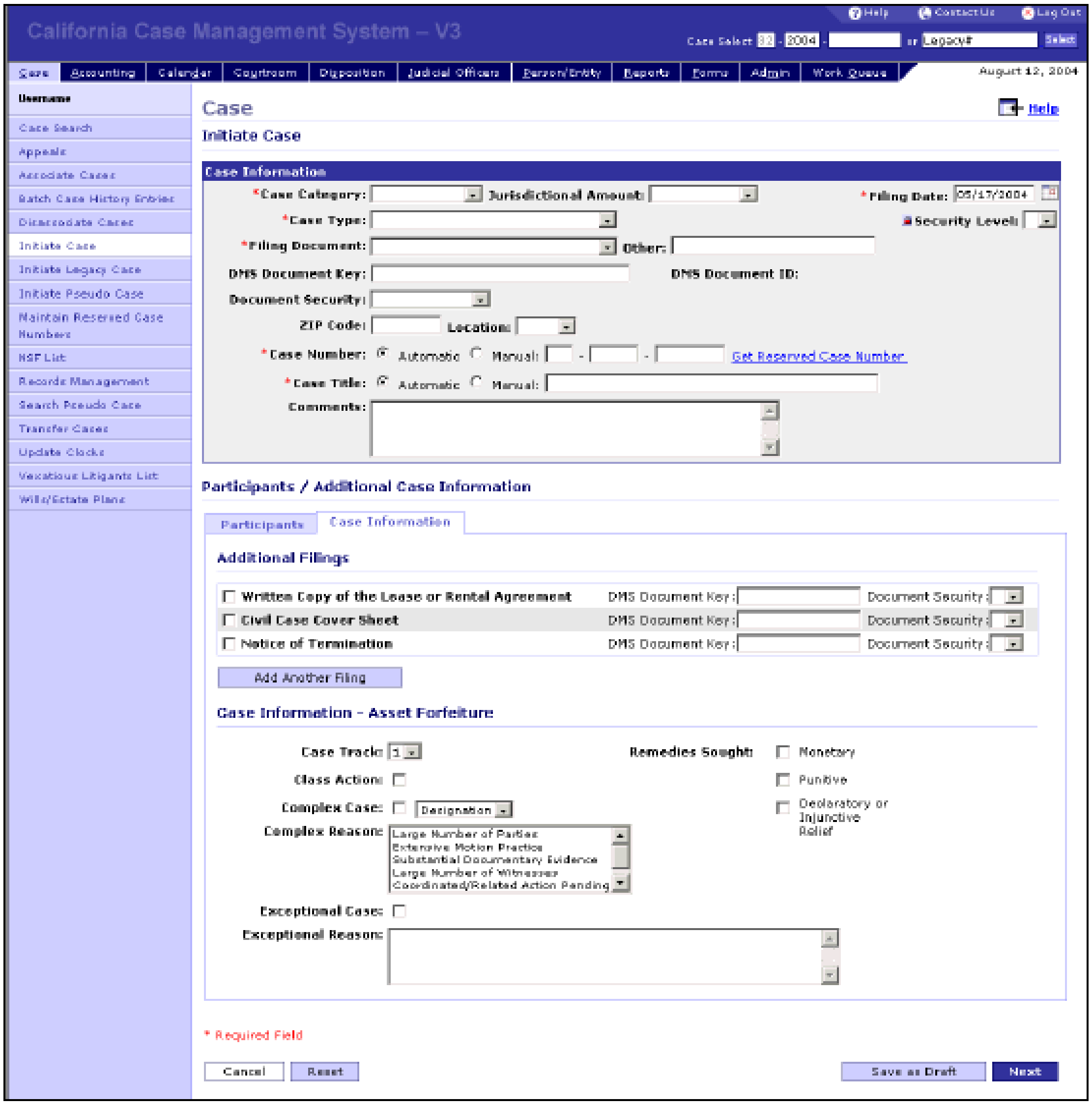


14. Click the **[Check for Vexatious Litigants]** button.
Result: If the system finds a vexatious litigant match, then the Vexatious Litigants – List screen will display with the matching entry highlighted. You may choose to reject the case at this point. Otherwise, the screen will refresh with no changes.
NOTE Follow Steps 15-16 to enter payor information.

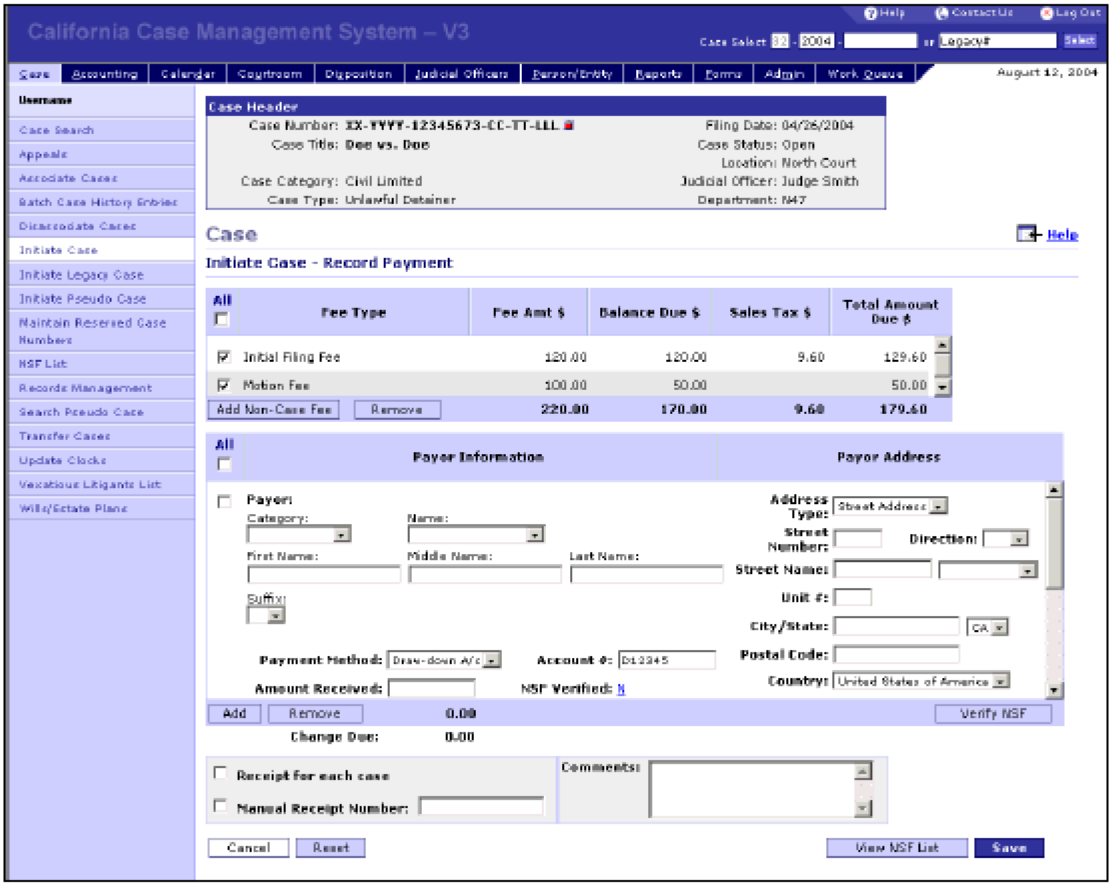
15. Click the **[NSF Lookup]** link.
Result: The screen refreshes and displays the payor fields.



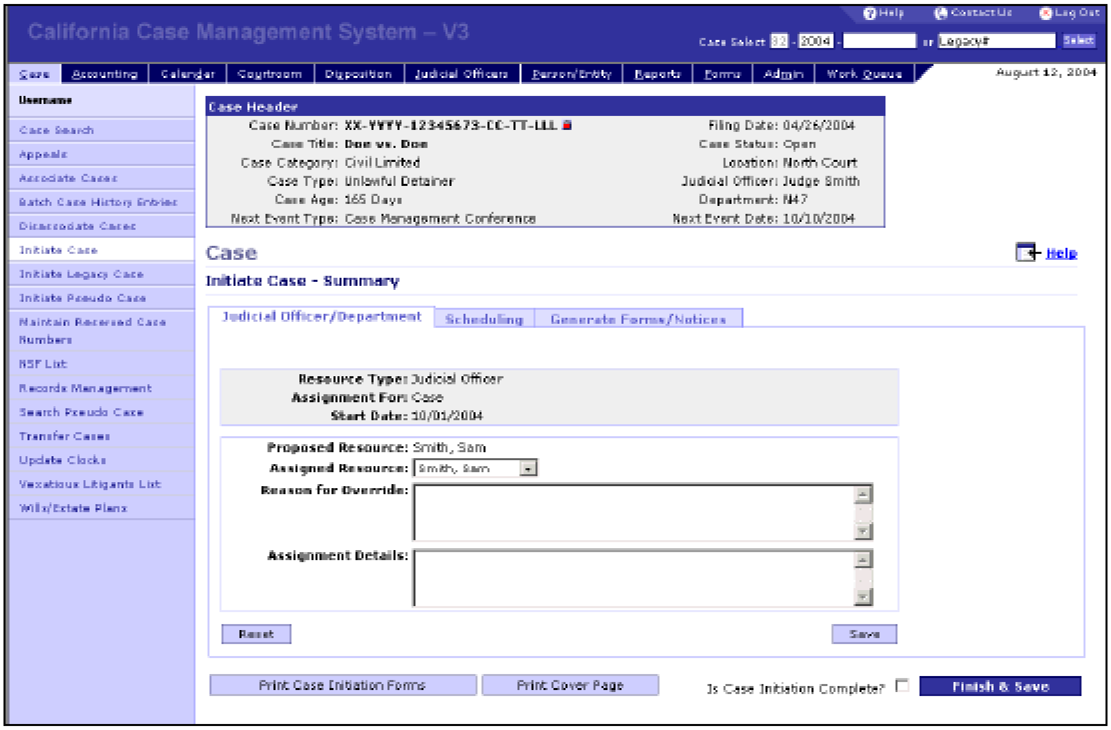
16. Enter/Select data for the necessary fields.
    NOTE The system will perform the NSF Check if the payment method is "Check." This check occurs when you save the case data.
17. Select the **[Case Information]** tab.
    Result: The Case Information tab highlights and displays additional case detail fields.
    NOTE This screen will display different fields depending on the selected case category and case type.



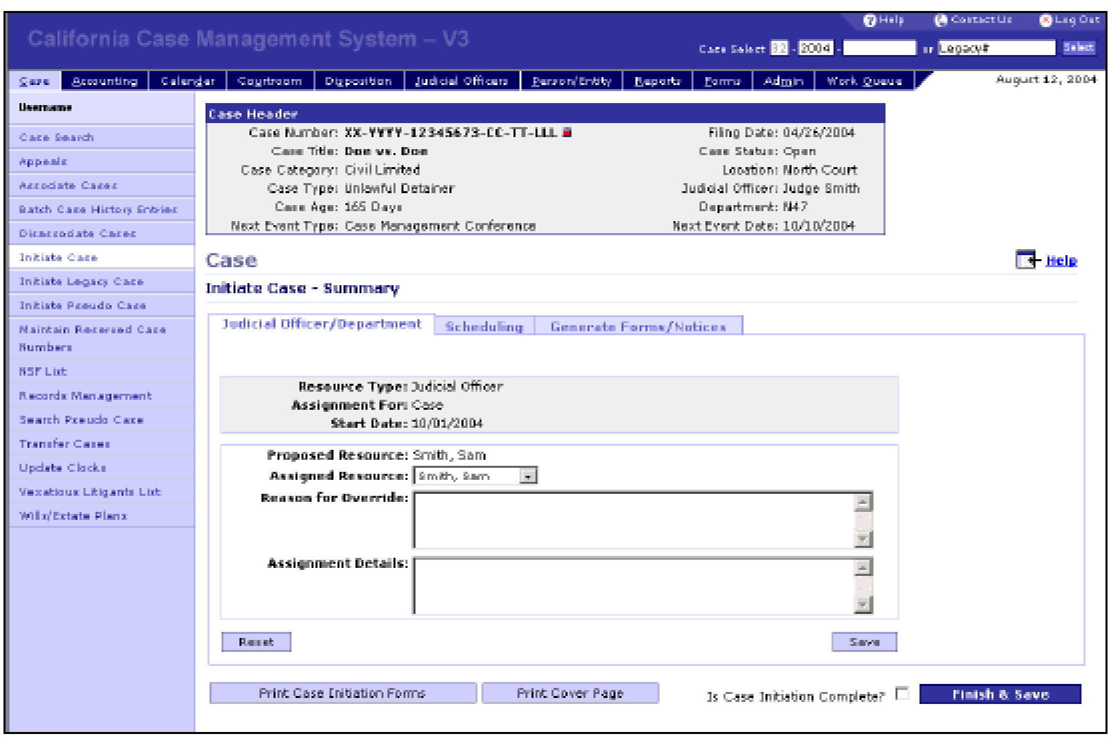
18. Enter/Select data for the necessary fields.
19. Click the **[Next]** button.
    Result: The Initiate Case – Record Payment screen displays. The entered payor information populates the appropriate fields.
    NOTE This screen will only display if there are fees due on the case. Skip to Step 21 if clicking the [Next] button instead takes you to the Initiate Case - Summary screen.
    NOTE The case header also displays with some of the entered case values, including the case number and case title. At this point, the case is created in the system but is not complete.



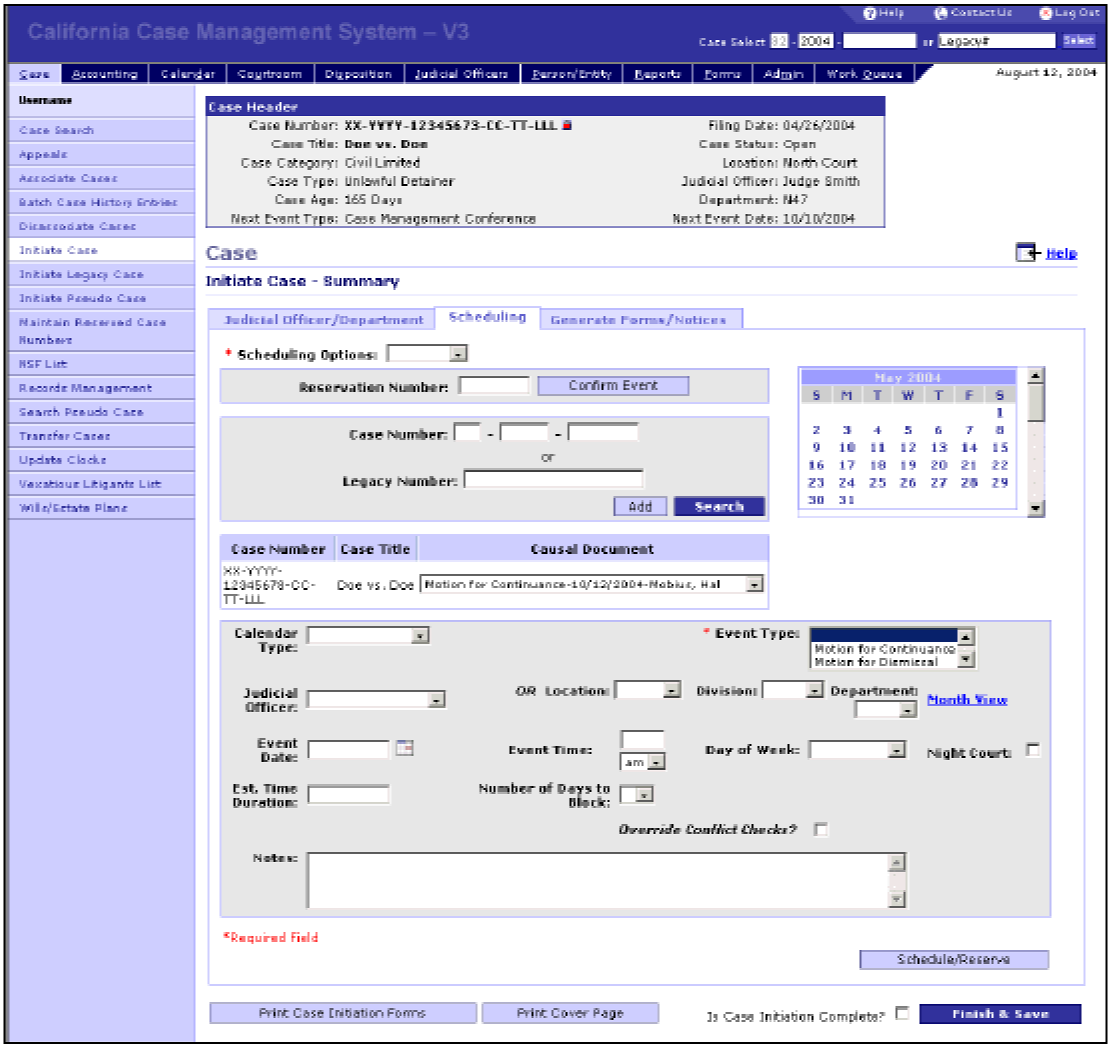
20. Enter/Select data for the necessary fields.
    NOTE Refer to the Record Payments task activity for details on this process.
21. Click the **[Save]** button.
    Result: The Initiate Case – Summary screen displays with the Officer/Department tab highlighted.
    NOTE Follow Steps 22-23 to assign a Judicial Officer/Department to the case.
    NOTE Follow Steps 24-26 to schedule the first event on the case.
    NOTE Follow Steps 27-30 to print the case initiation forms and notices.



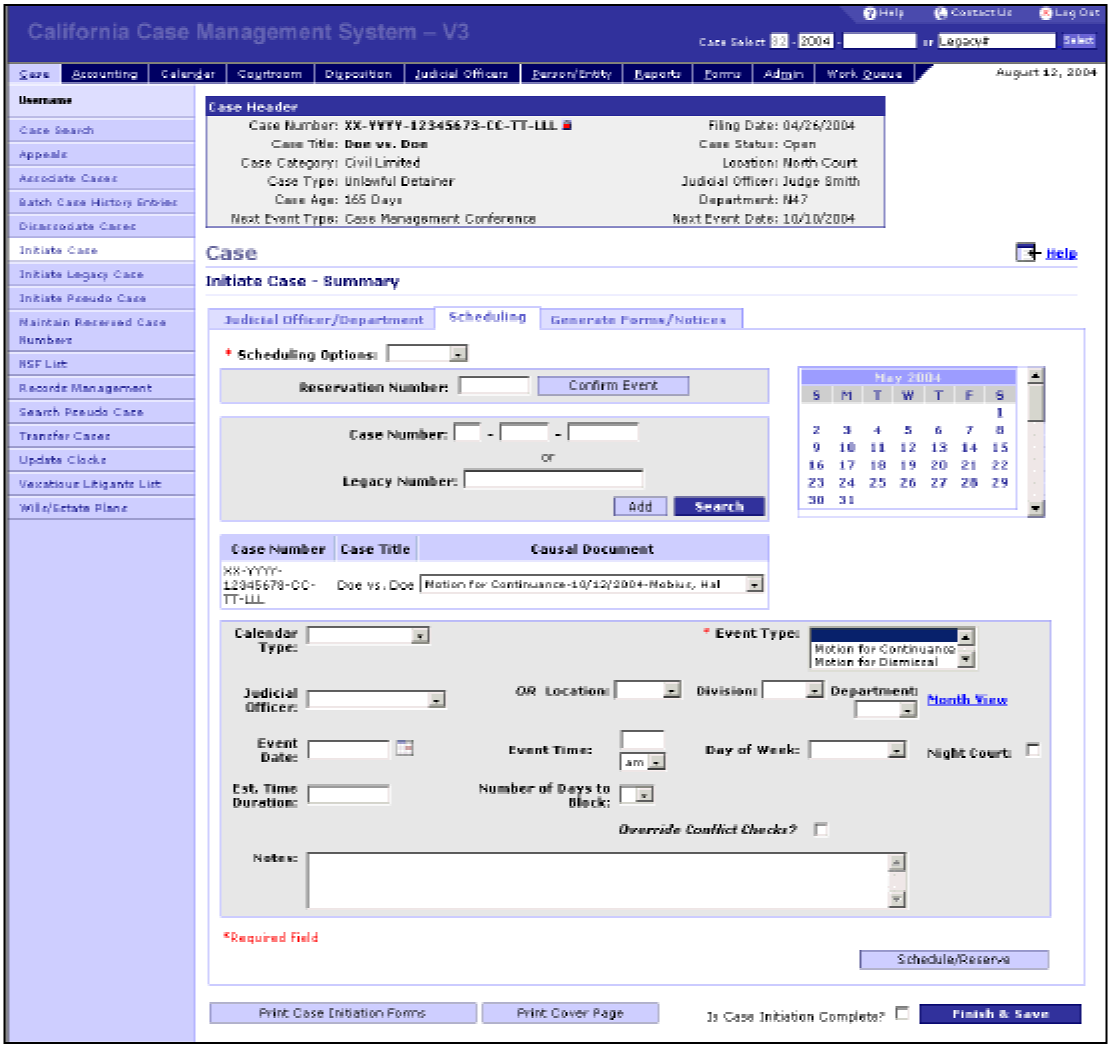
22. Enter/Select data for the necessary fields.
NOTE The system will recommend a resource based on configured assignment rules. You may select a (different) resource from the Assigned Resource field, if necessary.
23. Click the **[Save]** button.
Result: The screen refreshes.



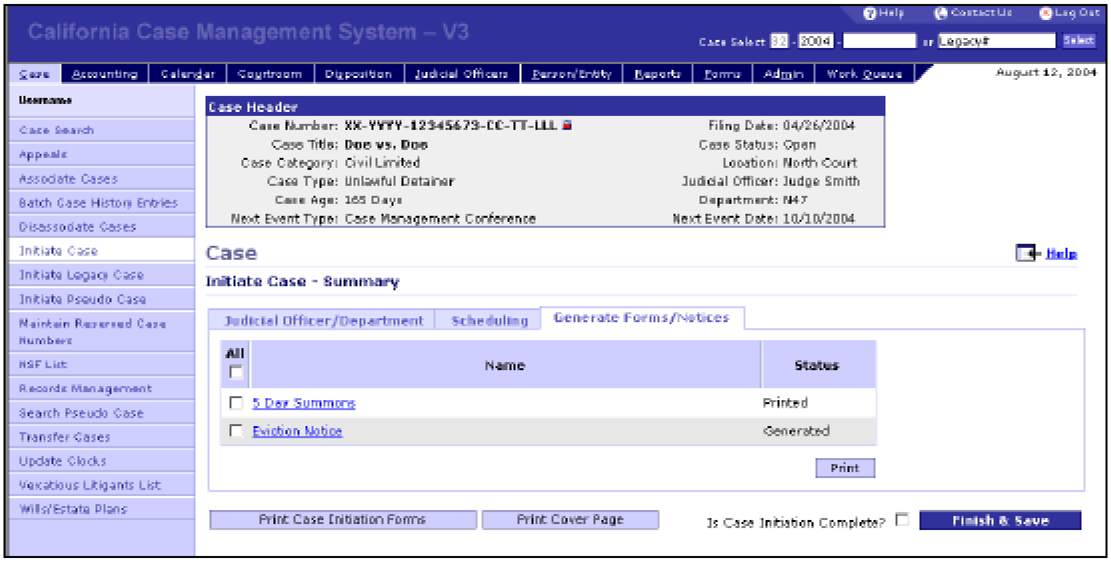
24. Click the **[Scheduling]** tab.
    Result: The Scheduling tab highlights and displays calendar-related fields.



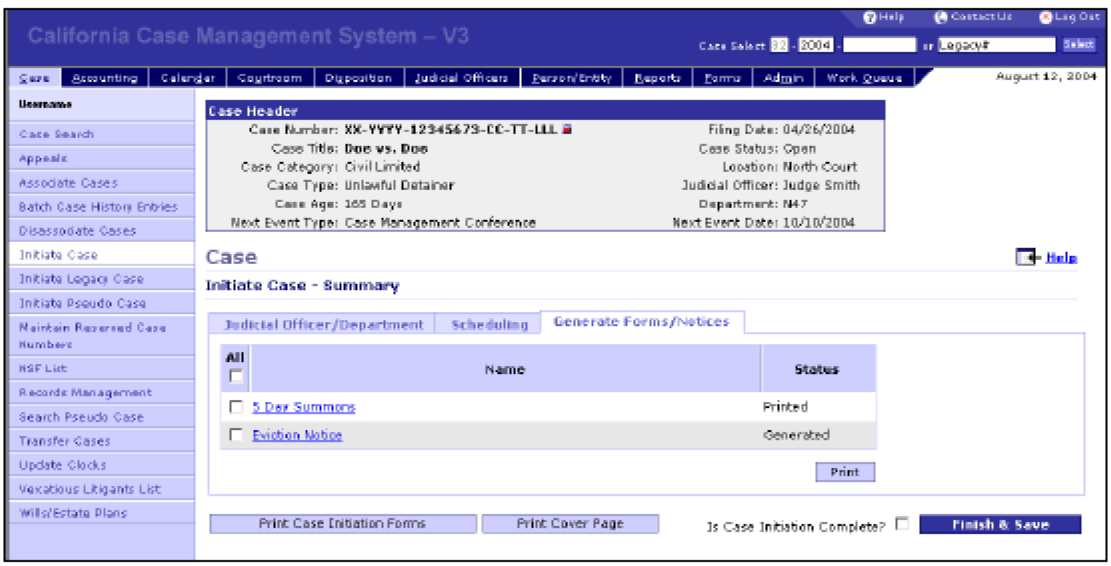
25. Enter/Select data for the necessary fields.
    NOTE Refer to the Schedule/Reserve Calendar Events section for details on scheduling the first case event.
26. Click the **[Schedule/Reserve]** button.
    Result: The screen refreshes.



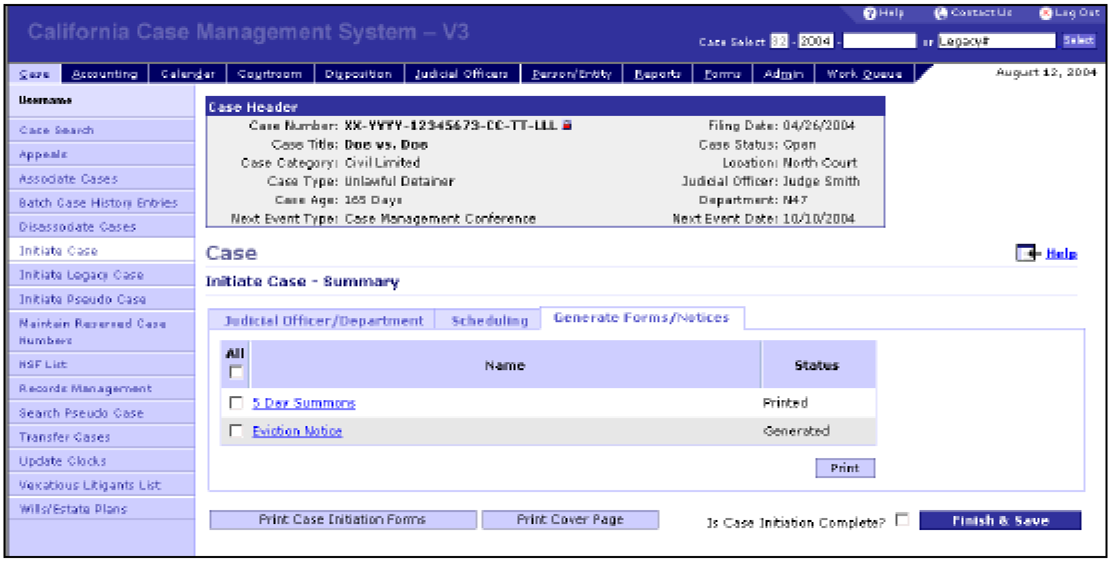
27. Click the **[Generate Forms/Notices]** tab.
    Result: The Generate Forms/Notices tab highlights.



28. Click the **[Print Case Initiation Forms]** button.
Result: The screen refreshes and displays the appropriate case initiation forms in this tab.



29. Select the checkboxes for the forms/notices to send to the printer.
30. Click the **[Print]** button.
31. Select the **[Is Case Initiation Complete?]** checkbox.
NOTE If you do not select this checkbox, the case will be sent to a work queue.
32. Click the **[Finish & Save]** button.
Result: The screen refreshes with a confirmation message. The case is saved in the system.



Related Links

Initiate Cases Overview

Initiate Case Screen

Frequent Filers Screen

Initiate Case - Record Payment Screen

Initiate Case - Summary Screen

Initiate Legacy Cases

Initiate Legacy Cases Overview

Introduction

Initiating a legacy case creates and saves a legacy case in the system.

About Legacy Cases

Legacy cases originate from a legacy system or a physical case folder. These cases must be brought into the system in order to perform activities on the case, such as recording filings, scheduling events, etc.

Courts may initiate legacy cases in order to create a JCCP case or a bench recusal case. Refer to the Coordinate Cases section for details on initiating a JCCP case.

Creating Legacy Cases

Creating a legacy case requires that you enter only a minimal amount of information in the new system. You may provide additional information once the legacy case is created. Refer to the Maintain Case Information section for details on this process.

Creating JCCP Cases

Creating a JCCP case involves the process of initiating a legacy case. Once created, you can coordinate the JCCP case with in-county or out-of-county cases for a common event or issue. Refer to the Coordinate Cases section for details on initiating a JCCP case.

Assigning Case Numbers

The system allows you to select the method for assigning a case number to the legacy case. This can be an automatic or manually entered case number. You can also assign a reserved case number, if there is one available. Refer to the Maintain Case Numbers section for details on reserving case numbers.

You may select either this number or the legacy number as the primary identifier for the case. The system will use this identifier on the screens, forms, notices and reports that contain the case number field.

Saving the Legacy Case

Saving the legacy case prompts the system to write an entry to both the Case History and Register of Actions. These entries indicate that the legacy case now exists in the system.

You can then search for and access this case using either the system or legacy case number.

Task Activities

Initiating a legacy case includes the following task activity:

- Initiate Legacy Cases

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Initiate Legacy Case Screen

Case Summary Screen

My Court Information

Initiate Legacy Cases

Introduction

Initiating a legacy case creates and saves a legacy case in the system.

Task Activity

Perform the following steps to initiate a legacy case.

1. Select **[Case] > [Initiate Legacy Case]**.
   Result: The Initiate Legacy Case screen displays.

2. Enter/Select data for the following required fields:
   3. Case Category
   4. Case Type
   5. Case Status
   6. Case Number
   7. Case Title
   8. Legacy/JCCP Case Number
   9. Original Filing Date

   NOTE You can choose the type of case number to assign to the case. If you select the "Manual" option, then you must type in the case number in the open text field.

   NOTE If you select the **Use as Primary Case Number** checkbox, then the system will make the legacy number the primary identifier for the case.

3. Enter/Select data for the other necessary fields.
4. Click the **[Save]** button.
   Result: The Case Summary screen displays. The system assigns a case number to the legacy case and displays the appropriate case information in the Case Header.
   NOTE If you selected to initiate a JCCP case, the system will instead display the Associate Cases - Enter Search Criteria screen. Refer to the Coordinate Cases section if you are initiating a JCCP case.

Related Links

Initiate Legacy Cases Overview

Initiate Legacy Case Screen

Case Summary Screen

Manage Pseudo Cases

Manage Pseudo Cases Overview

Introduction

Managing pseudo cases involves creating, updating, and/or closing a pseudo case in the system.

About Pseudo Cases

Pseudo cases consist of case information that did not meet the Court requirements for becoming a "real" case in the system. These cases allow Courts to temporarily save this incomplete data with the intention that you will resume the case initiation process at a later time.

The system assigns pseudo cases a Pseudo Case ID or confirmation number in order to identify the case. Pseudo cases do not receive a case number until you complete the case initiation process.

Creating Pseudo Cases

There are two ways you can create a pseudo case. One way is for you to directly initiate a pseudo case based on the lack of certain required data. Another way is for you to end the case initiation process by saving the incomplete data as a pseudo case. Refer to the following task activities for details on each of these processes.

Pseudo Case Restrictions

Since pseudo cases are not "real" cases, you cannot associate the accounting or calendar-related information with these items. As such, pseudo cases are not included in the JBSIS requirements or reporting. But the system will temporarily store filings and payor information, as appropriate.

Task Activities

Managing pseudo cases includes the following task activities:

- Create Pseudo Cases from Case Initiation
- Initiate Pseudo Cases
- Search Pseudo Cases
- Update/Reject Pseudo Cases
- Transform Pseudo Cases
- Close Pseudo Cases

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Search Pseudo Case Screen

Initiate Pseudo Case Screen

Initiate Pseudo Case - Summary Screen

My Court Information

Create Pseudo Cases from Case Initiation

Introduction

Creating a pseudo case saves incomplete case data during the case initiation process. You may then access the pseudo case information at a later time and update, convert, or close the pseudo case.

Entering Case Data

You must enter or select at least one required field from the Initiate Case screen in order to save the data as a pseudo case. It is recommended that you consider the amount of information entered into the system before choosing to save the incomplete data. Refer to the Initiate Cases section for details on creating a case in the system.

Maintaining Case Data

Since pseudo cases are not "real" cases, you cannot associate accounting or calendar-related information with these items.

However, the system will save the data that you provide on the Initiate Case screen to the pseudo case. For example, you may associate filings with the case, select participants, or enter payor information. While some of these items will not display on the pseudo case screens, the system will continue to store this data.

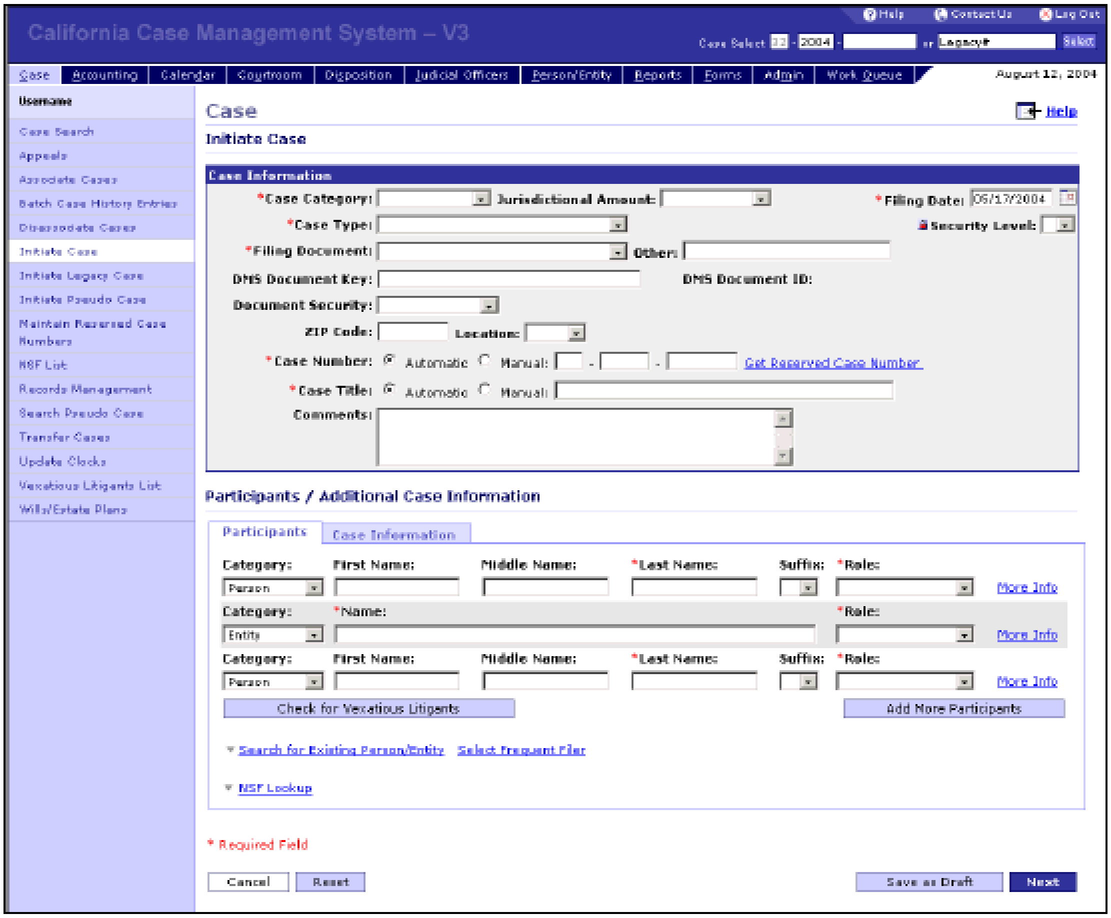
Creating Rejection Notices

You can only attach a rejection notice to a pseudo case from the Initiate Pseudo Case screen. Saving a case as a draft through the case initiation process does not allow you to associate rejection notices with the case. Refer to the Initiate Pseudo Cases and Update/Reject Pseudo Cases task activities for details on creating pseudo case rejection notices.

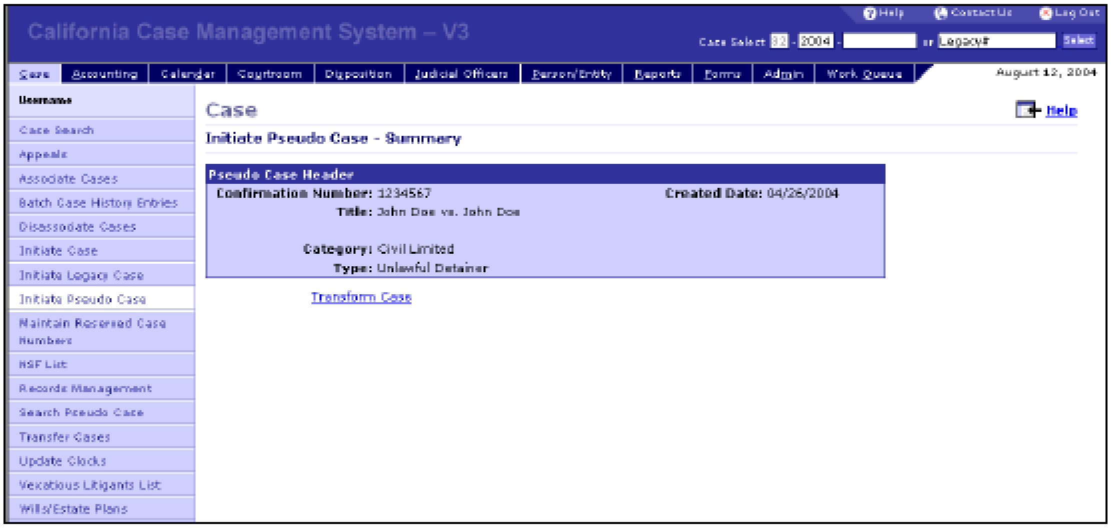
Task Activity

Perform the following steps to create a pseudo case from the case initiation process.

1. Select **[Case] > [Initiate Case]**.
   Result: The Initiate Case screen displays.



2. Enter/Select data for the necessary fields.
   NOTE You must enter/select at least one required field in order to save the data as a pseudo case.
   NOTE This includes data listed on the [Participants] and [Case Information] tabs.
3. Click the **[Save as Draft]** button.
   Result: The Initiate Pseudo Case – Summary screen displays. The system saves the entered data from the Initiate Case screen to the pseudo case. The system also assigns a Pseudo Case ID or confirmation number to this case.



4. Record the **Confirmation Number**.
   NOTE You must record this number in order to access this pseudo case in the future.

Related Links

Manage Pseudo Cases Overview

Initiate Case Screen

Initiate Pseudo Case - Summary Screen

My Court Information

Initiate Pseudo Cases

Introduction

Initiating a pseudo case creates and saves an incomplete case in the system. This process allows you to access the information at a later time and update, transform, or close the case.

Providing Participant Information

You must provide at least one case participant on the pseudo case. This participant may be an individual, business/organization, government agency, or a Trust.

Checking for Vexatious Litigants

You may check if the participants who are filing the case exist on the Vexatious Litigant List. This check indicates whether the Court has labeled these participants as vexatious litigants. It is usually performed for self-represented filers (pro per).

If the system finds a matching person/entity name, then the Vexatious Litigants **-** List screen will display with the matching entry highlighted. Otherwise, the Initiate Pseudo Case screen will refresh and no changes will occur.

Adding Payor Information (NSF)

You may also choose to enter payor information. These optional entries allow you to conduct an non-sufficient fund (NSF) lookup for check payments before you enter additional pseudo case data.

Creating Rejection Notices

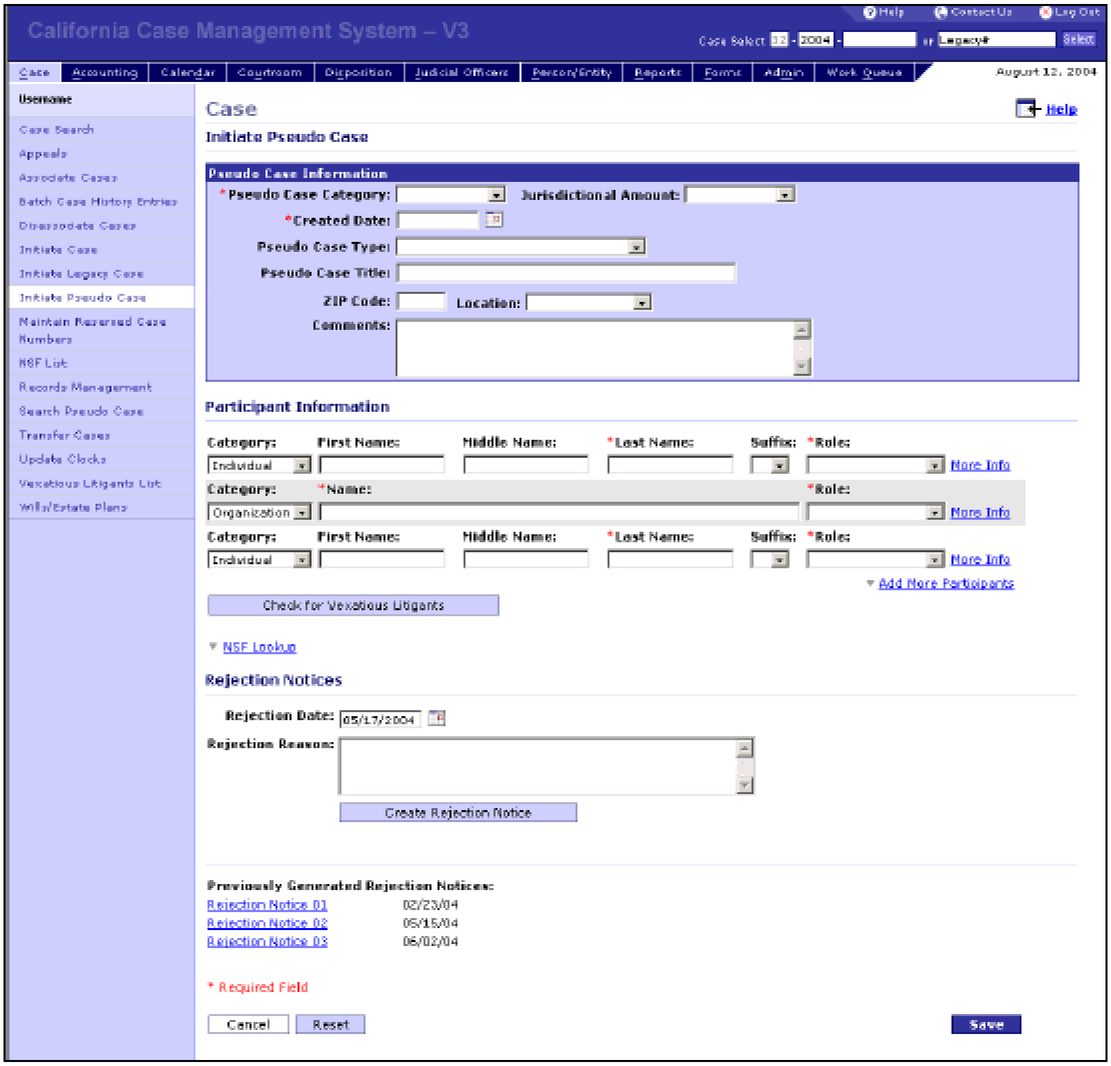
Depending on the Court, you may need to create a rejection notice for the pseudo case. The rejection notice will allow you to enter the details of why this case is at an incomplete status. You may create additional rejection notices every time you access and reject a pseudo case.

This notice will be given to the filer of the pseudo case and will be used for retrieving the saved case information at a later time.

Task Activity

Perform the following steps to directly initiate a pseudo case.

1. Select **[Case] > [Initiate Pseudo Case]**.
   Result: The Initiate Pseudo Case screen displays.

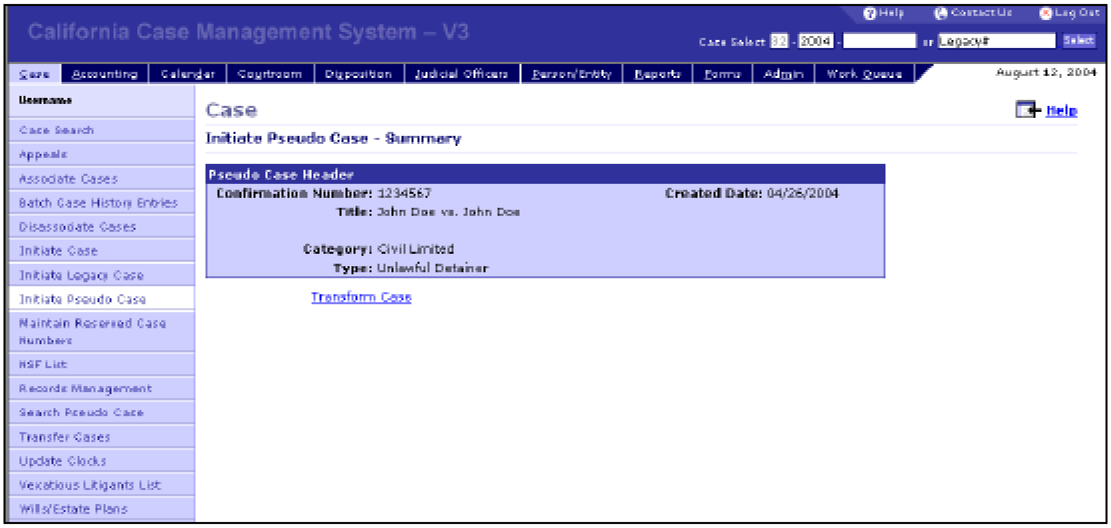


2. Enter/Select data for the following required fields:
   3. Pseudo Case Category
   4. Created Date
   5. Last Name or Name
   6. Role

   NOTE The **Created Date** defaults to the current date.

   NOTE You must enter at least one participant on this case.

3. Enter/Select data for the other necessary fields.
4. Click the **[Save]** button.
   Result: The Initiate Pseudo Case – Summary screen displays. The system also assigns a Pseudo Case ID or confirmation number to this case.



5. Record the **Confirmation Number**.
   NOTE You must write down this number in order to access this pseudo case in the future.

Related Links

Manage Pseudo Cases Overview

Initiate Pseudo Case Screen

Initiate Pseudo Case - Summary Screen

My Court Information

Search Pseudo Cases

Introduction

Searching for a pseudo case allows you to search for and display pseudo cases that exist in the system.

Pseudo Case Search Functionality

The system performs a search based on the information that you provide. However, only pseudo cases with a status of “Open” will display in the search results.

You must provide data for at least one primary search field or two secondary search fields in order to return a result. Providing other parameter data helps to narrow the search results and increases the likelihood of finding a closer match. Refer to the Search Feature Overview for details on performing a search in the system.

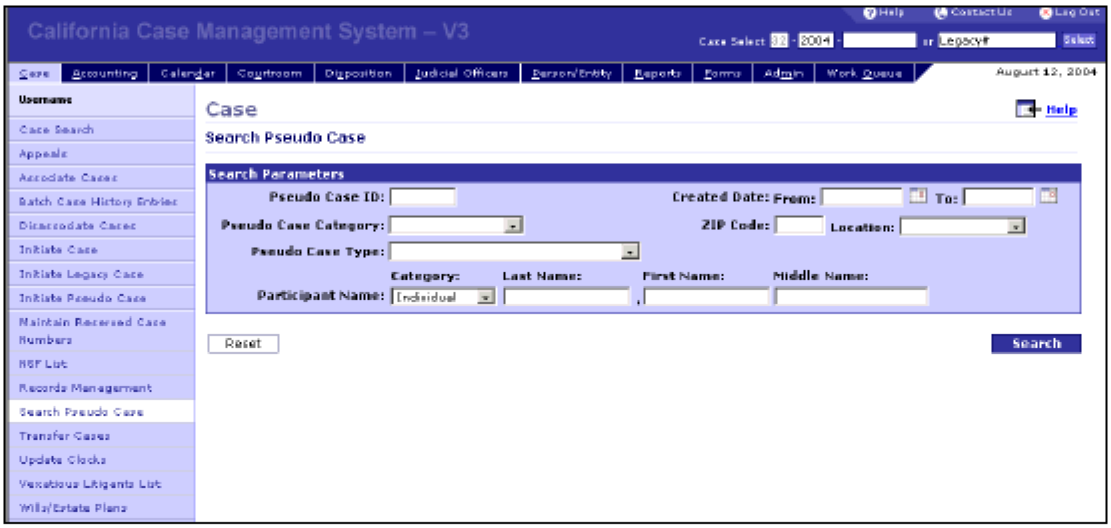
Using the Search Results

The search function also provides the foundation for maintaining pseudo case information. For example, you must perform a pseudo case search in order to update, transform, or close a pseudo case.

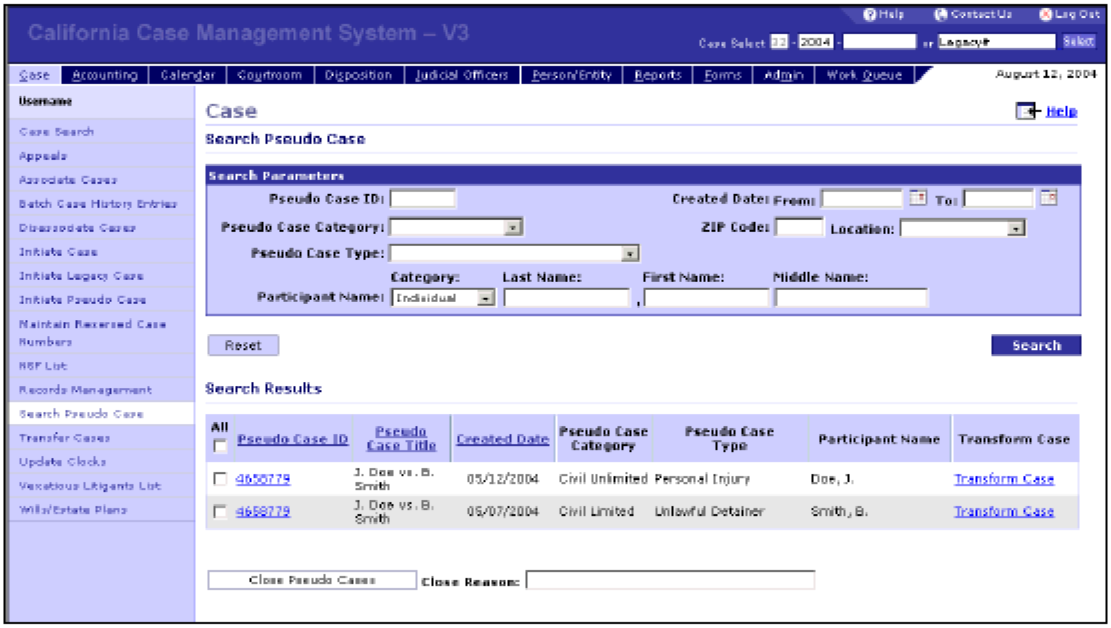
Task Activity

Perform the following steps to search for a pseudo case.

1. Select **[Case] > [Search Pseudo Case]**.
   Result: The Search Pseudo Case screen displays.



2. Enter a **Last Name** or **Name** of a participant on the pseudo case.
   NOTE This required field will depend on the selected Category field value, which defaults to "Individual."
   NOTE Entering a **Pseudo Case ID** will display an exact pseudo case match.
3. Enter/Select data for the other search parameter fields.
   NOTE Selecting other search criteria narrows the search results and increases the likelihood of finding a closer pseudo case match.
4. Click the **[Search]** button.
   Result: The screen refreshes with the Search Results.



NOTE From the Search Results section, you can perform the Update/Reject Pseudo Cases, Transform Pseudo Cases or the Close Pseudo Cases task activities.

Related Links

Manage Pseudo Cases Overview

Search Pseudo Case Screen

My Court Information

Update/Reject Pseudo Cases

Introduction

Updating a pseudo case allows you to change existing pseudo case information. This activity also allows you to reject a pseudo case.

Updating and Checking Pseudo Case Information

You can change/update different pseudo case settings and information. For example, you can add or update the case participants and their related information. You may also check the entered participants against the Vexatious Litigant List or compare payor entries against the Non-Sufficient Fund (NSF) lookup.

Rejecting Pseudo Cases

If you are not transforming a pseudo case into a "real" case, then you may need to create a rejection notice for this case. The rejection notice provides a record as to why this case remains a pseudo case. This notice also helps you to identify the case's missing data or Court requirements. It is recommended that you generate this notice each time a pseudo case fails to become a "real" case.

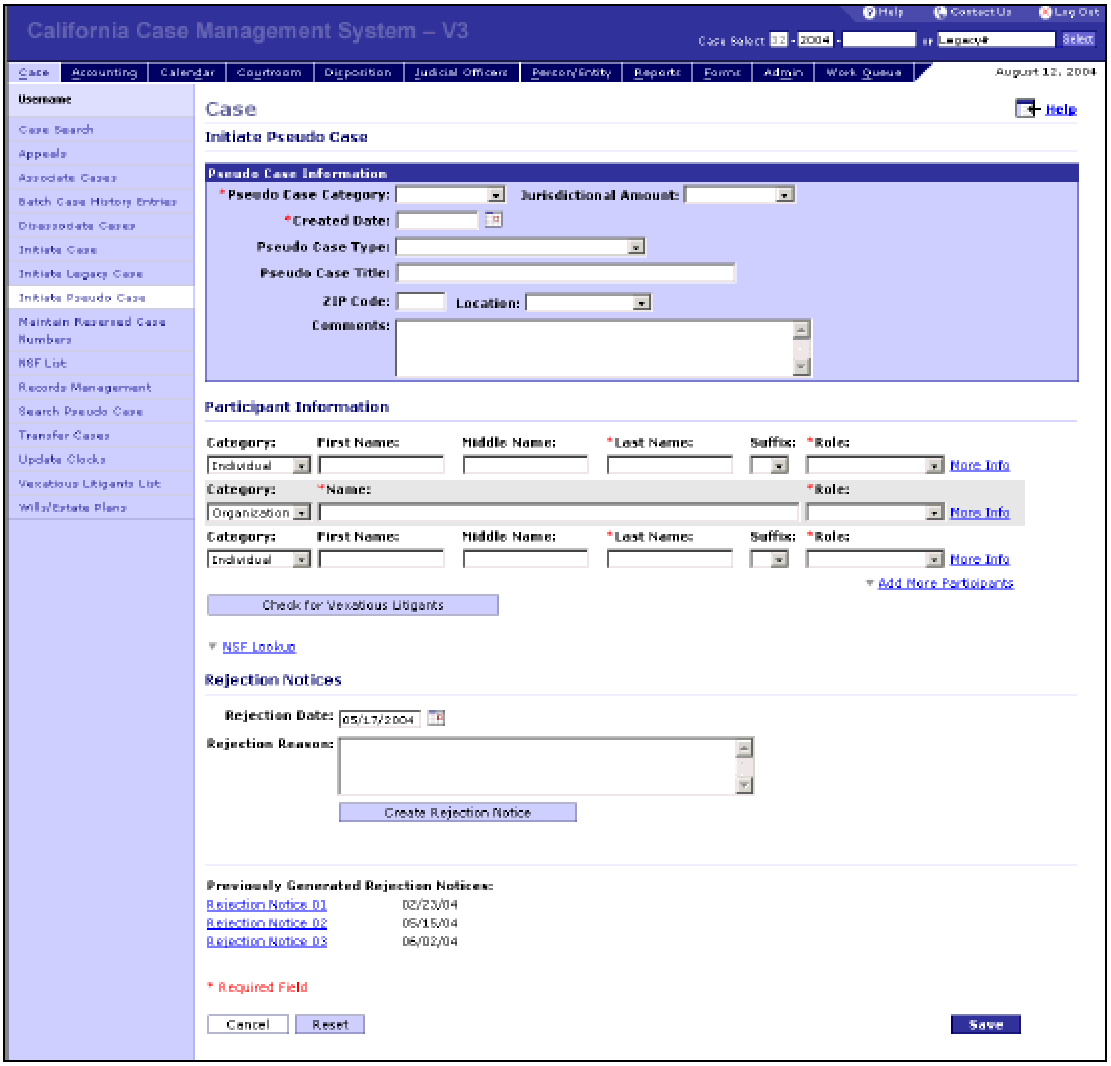
You may view PDF versions of previously generated rejection notices from the bottom of the screen.

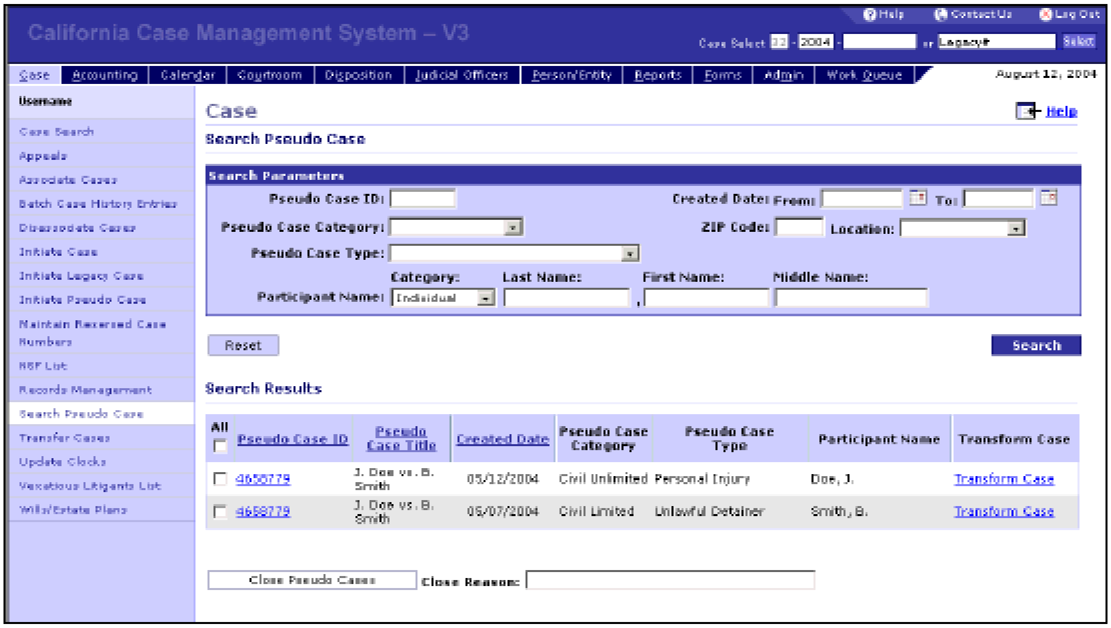
Task Activity

This activity takes place within the context of a pseudo case search. Refer to the Search Pseudo Cases task activity for details on performing this search.

Perform the following steps to update and reject a pseudo case.

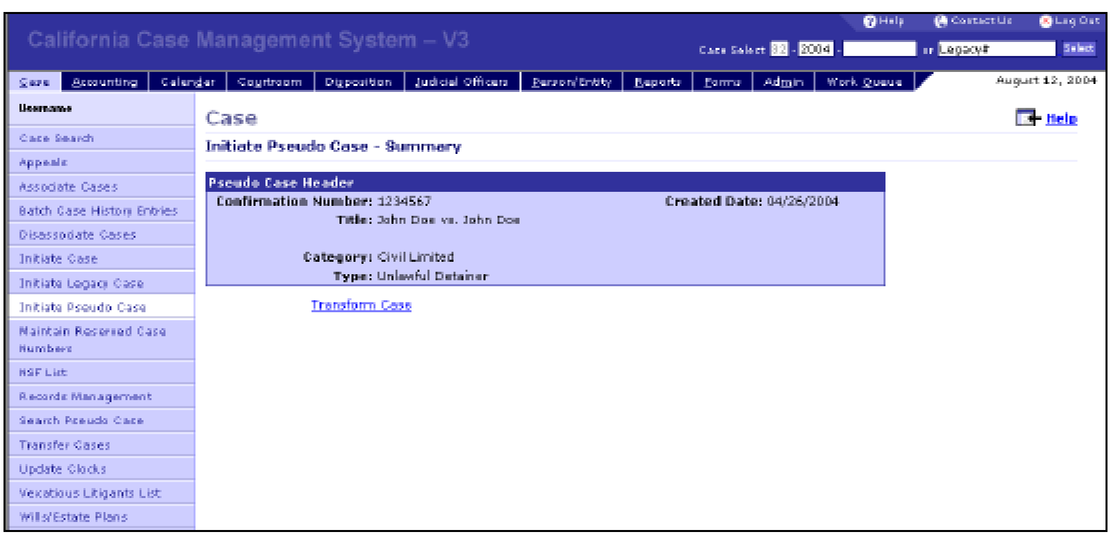
1. Click the **[Pseudo Case ID]** link for the pseudo case to update and/or reject.
   NOTE This selection occurs from the Search Pseudo Case screen.
   Result: The Initiate Pseudo Case screen displays. Previously entered pseudo case data also displays in the appropriate fields.


California Case Management System – V3
Help
Contact Us
Log Out
Case Select
2004
Legacy#
Select
Case
Accounting
Calendar
Courtroom
Disposition
Judicial Officers
Person/Entity
Reports
Forms
Admin
Work Queue
August 12, 2004
Username
Case Search
Appeals
Associate Cases
Batch Case History Entries
Disassociate Cases
Initiate Case
Initiate Legacy Case
Initiate Pseudo Case
Maintain Reserved Case Numbers
NSF List
Records Management
Search Pseudo Case
Transfer Cases
Update Clocks
Vexatious Litigants List
Wills/Estate Plans
Case
Help
Initiate Pseudo Case
Pseudo Case Information
*Pseudo Case Category:
Jurisdictional Amount:
*Created Date:
Pseudo Case Type:
Pseudo Case Title:
ZIP Code:
Location:
Comments:
Participant Information
Category:
First Name:
Middle Name:
*Last Name:
Suffix:
*Role:
Individual
More Info
*Name:
Organization
Add More Participants
Check for Vexatious Litigants
NSF Lookup
Rejection Notices
Rejection Date:
05/17/2004
Rejection Reason:
Create Rejection Notice
Previously Generated Rejection Notices:
Rejection Notice 01
02/23/04
Rejection Notice 02
05/15/04
Rejection Notice 03
06/02/04
* Required Field
Cancel
Reset
Save



2. Edit/Update the available fields as needed.
NOTE The **Pseudo Case Category** and **Created Date** are read-only fields. If a **Pseudo Case Type** has already been selected, then this field may also be read-only.
3. Enter data for the following fields in order to reject the pseudo case:
    4. Rejection Date
    5. Rejection Reason

4. Click the **[Create Rejection Notice]** button.
Result: The Rejection Notice parameter screen will display. This screen allows you to enter additional information on the rejection notice. Clicking the **[Save]** button will return you to the Initiate Pseudo Case screen.
5. Click the **[Save]** button.
Result: The Initiate Pseudo Case – Summary screen displays. The confirmation number for the pseudo case remains the same.



Related Links

Manage Pseudo Cases Overview

Search Pseudo Case Screen

Initiate Pseudo Case Screen

Initiate Pseudo Case - Summary Screen

My Court Information

Transform Pseudo Cases

Introduction

Transforming a pseudo case converts pseudo case data into the case initiation format. This allows you to save the data as a "real" case or re-save the data as a pseudo case.

Transform Functionality

When you transform a pseudo case, the system will retrieve the existing pseudo case data and move it to the Case Initiation screen. From here, you can complete the case initiation process, which will change the pseudo case into a "real" case. You may also choose to partially complete the data entries and select the "Save as Draft" option. This will re-save the pseudo case with the same system identifier.

A pseudo case will keep its system identifier (Pseudo Case ID) and remain "Open" until you complete the case initiation process. Refer to the Initiate Cases section for details on this process.

Transform from Pseudo Case - Summary Screen

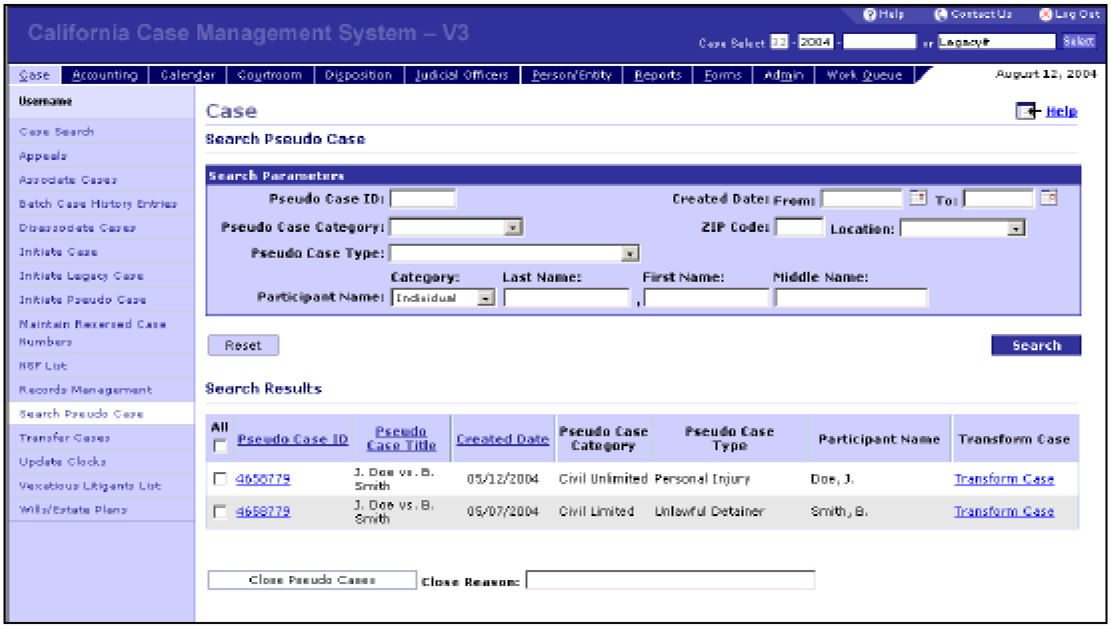
You may also choose to transform a pseudo case from the Pseudo Case – Summary screen. This option displays when you have saved new or updated pseudo case information and allows you to transfer this data to the Initiate Case screen.

Task Activity

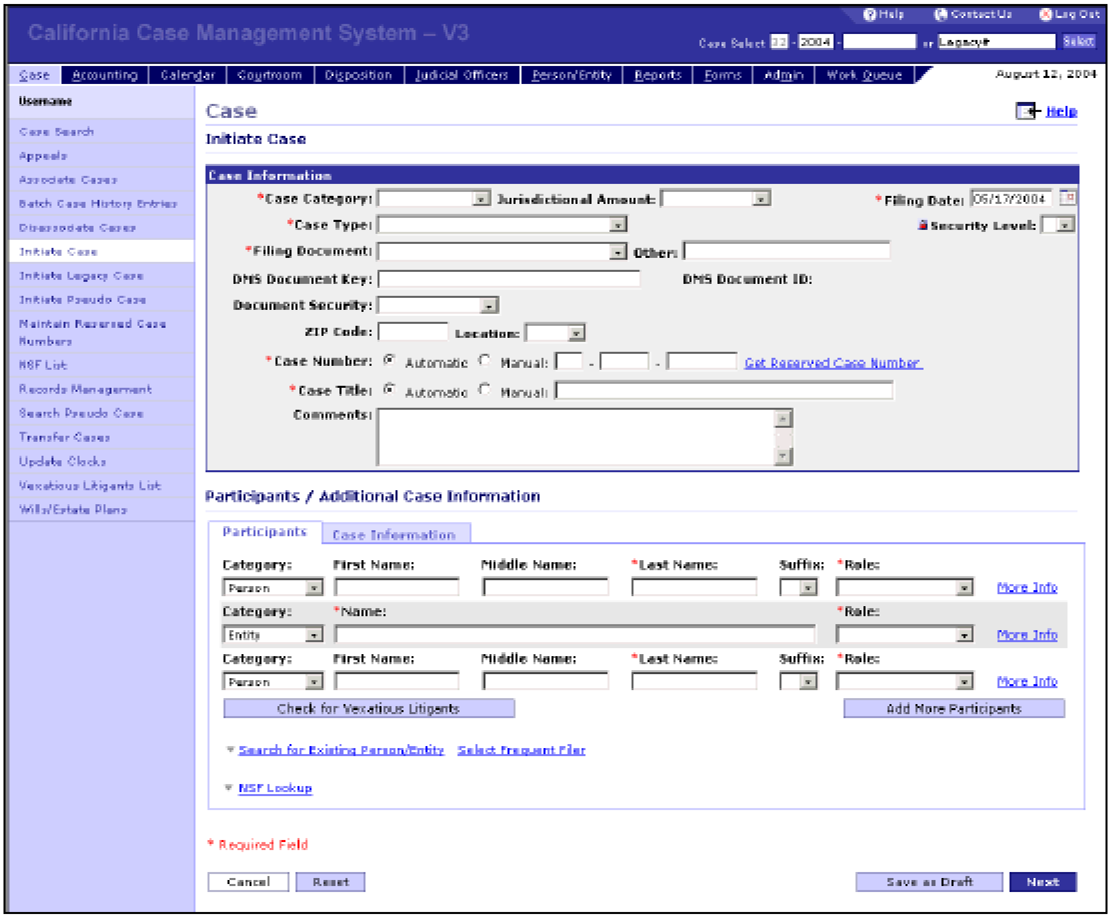
This activity takes place within the context of a pseudo case search. Refer to the Search Pseudo Cases task activity for details on performing this search.

Perform the following steps to transform a pseudo case.

1. Click the **[Transform Case]** link for the pseudo case to transform.
   NOTE This selection occurs from the Search Pseudo Case screen. The link is on the same line as the **Pseudo Case ID** of the case.



Result: The Initiate Case screen displays with the pseudo case data entered in the appropriate case fields.



2. Continue with the Initiate Case process as necessary.
   NOTE Refer to the Initiate Cases section for details on creating a new case.

Related Links

Manage Pseudo Cases Overview

Search Pseudo Case Screen

Initiate Case Screen

My Court Information

Close Pseudo Cases

Introduction

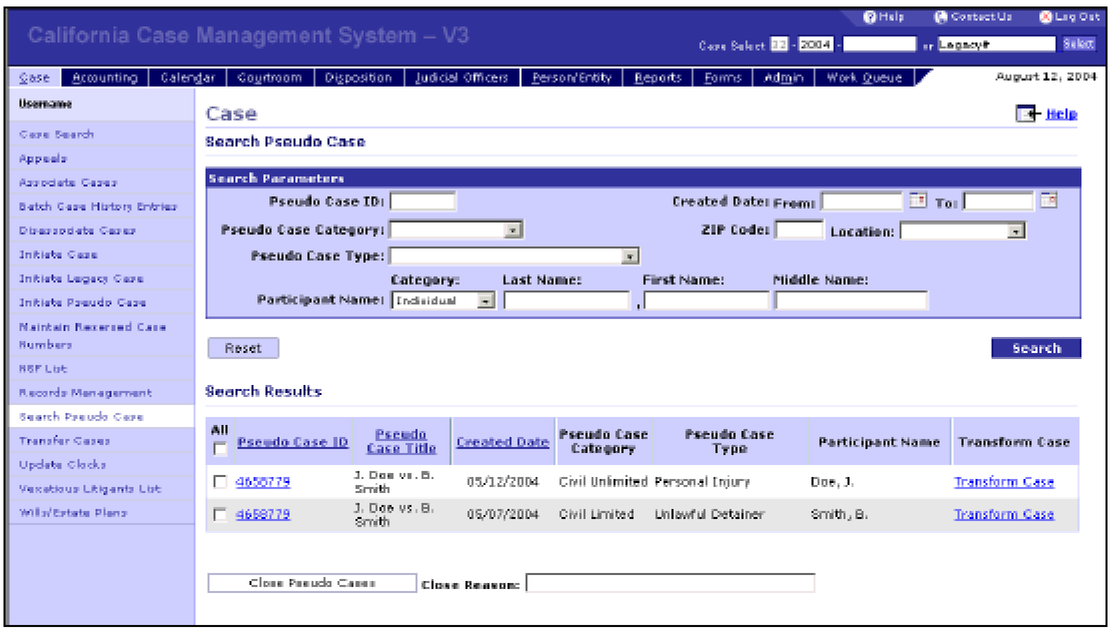
Closing a pseudo case removes the record from the list of open pseudo cases. This activity prevents you from accessing the pseudo case by changing its status to "Closed" and making it unavailable from the pseudo case search results. However, closing a pseudo case does not delete the pseudo case from the system.

Task Activity

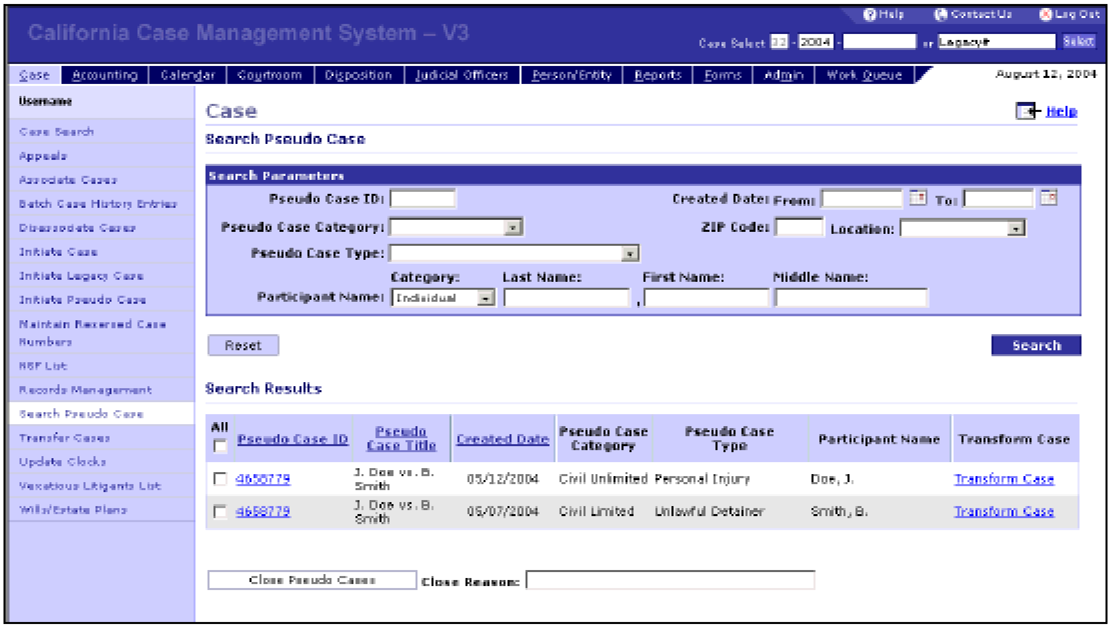
This activity takes place within the context of a pseudo case search. Refer to the Search Pseudo Cases task activity for details on performing this search.

Perform the following steps to close a pseudo case.

1. Select the checkboxes of the pseudo cases to close.
   NOTE This selection occurs from the Search Pseudo Case screen.



2. Enter a **Close Reason**.
   NOTE This is an optional step. Examples of close reasons include "Administratively Closed" or "Holding Period Expired."
3. Click the **[Close Pseudo Cases]** button.
   Result: The screen refreshes and no longer displays the selected pseudo case(s). The system also updates the status of these cases to "Closed."



Related Links

Manage Pseudo Cases Overview

Search Pseudo Case Screen

Maintain Case Numbers

Maintain Case Numbers Overview

Introduction

Maintaining case numbers involves manually reserving, releasing, and retiring case numbers in the system. Each of these activities affects how the system generates and assigns case numbers during the case initiation process.

You must have the required security role to perform case number maintenance.

About Case Numbers

The system uses case numbers to uniquely identify cases throughout the California Courts. The case number format consists of a two-digit County code, a four-digit year code, and an eight-digit case identifier. For example, a case initiated within XX County in the year 2005 might look like XX-2005-12345678.

Case numbers also belong to a specific location, case category, and case type(s). The end of a case number will contain a two-digit case category code, a two-digit case type code, and a three-digit jurisdiction location code.

Identifying Case Number Availability

When you maintain case numbers, each case number's status will update to reflect its current use and availability for case assignment. While the case number status does not display on the screen, the reserved number list will show the quantity of numbers that are currently in use.

Assigning Case Numbers to Cases

Either you or the system will assign case numbers during the case initiation process. Refer to the Initiate Cases section for details on this process.

Removing Case Numbers

While the system records the updated status changes to case numbers that you release or retire, these changes do not display on the screen. However, you have the option to remove these number groups from the reserved case number list.

You may remove groups that include both unassigned numbers and numbers currently in use. The removal option does not delete these numbers from the system, but only hides the selected groups from view.

Task Activities

Maintaining case numbers includes the following task activities:

- Reserve Case Numbers
- Release Case Numbers
- Retire Case Numbers

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Maintain Reserved Case Numbers Screen

My Court Information

Reserve Case Numbers

Introduction

Reserving case numbers saves a specific group of numbers for use in manual case number assignment.

Reasons for Reserving Case Numbers

There are several reasons why you should reserve case numbers. One reason is to provide a method for tracking case records. It also allows Courts to pre-order case folders.

You must reserve numbers prior to case assignment. The system uses these numbers when you choose to assign a reserved number to a new case. Refer to the Initiate Cases section for details on this process.

Reservation Types

Case number reservation occurs in blocks or ranges. A block represents a specific quantity of case numbers. For example, you may define a block to be 50 case numbers. Blocks are automatically sequenced, with a system-generated start and end number.

A range represents a sequential series of case numbers with specified beginning and end numbers. For example, you could reserve a range starting with the number 1-2005-80000001 and ending with 1-2005-800000099. As a result, the system would reserve the numbers within this defined range.

Courts may configure how many case numbers you can reserve at a time.

Reservation Attributes

You can only reserve case numbers for a specific case category and location. However, the reservation can include multiple case types that belong to the selected case category.

Reservation Functionality

Reserving case numbers makes these numbers unavailable for automatic assignment during case initiation. This means that the system cannot assign a reserved number to a case unless you select this option. This would prompt the system to retrieve the next available reserved case number within a reserved group based on the selected case category, case type(s) and location.

If you are specifying a number range, then the entered end number must not be higher than the number configured for the Court. For example, if the Court has configured the highest case number to be 99999999, then this is the highest number you may specify in a range.

The system will also determine the availability of the numbers in the selected block or range. A number will be unavailable if you or another person has already manually assigned it to a case or retired it from another reserved group.

Reservation Restrictions

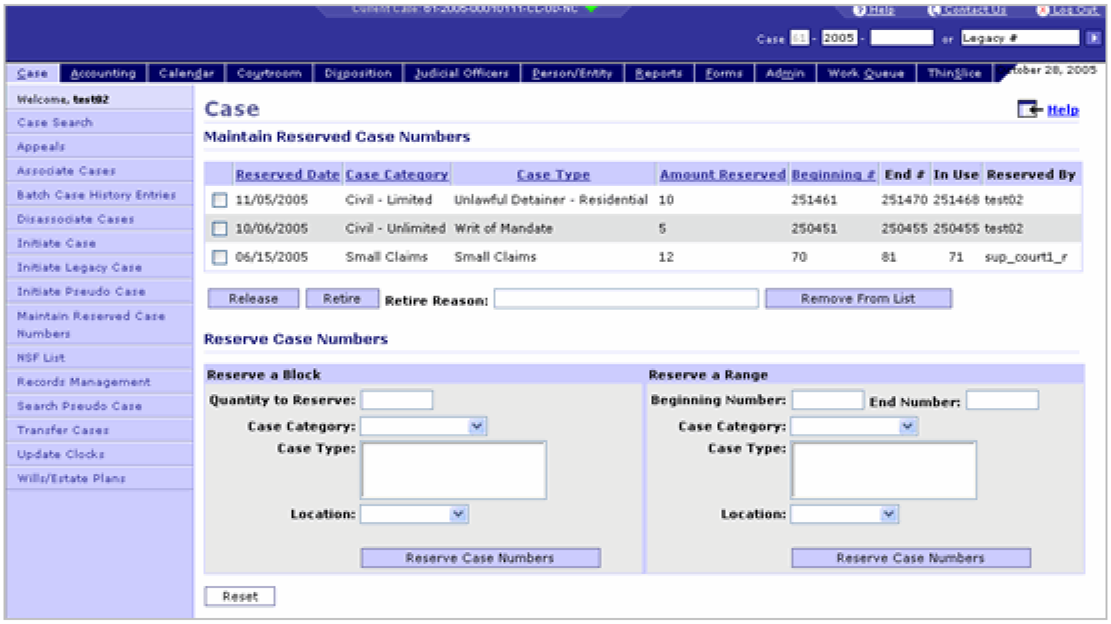
The system does not support the assignment of specific numbers within a reserved block or range. This prevents you from manually entering a reserved number in the Case Number field during case initiation.

The system also does not support the reservation of case numbers by Judicial Officer or department.

Task Activity

Perform the following steps to reserve case numbers in the system.

1. Select **[Case] > [Maintain Reserved Case Numbers]**.
   Result: The Maintain Reserved Case Numbers screen displays. This screen shows a list of reserved case number groups.



NOTE Follow Step 2 to reserve a block of numbers.
NOTE Follow Step 3 to reserve a range of numbers.

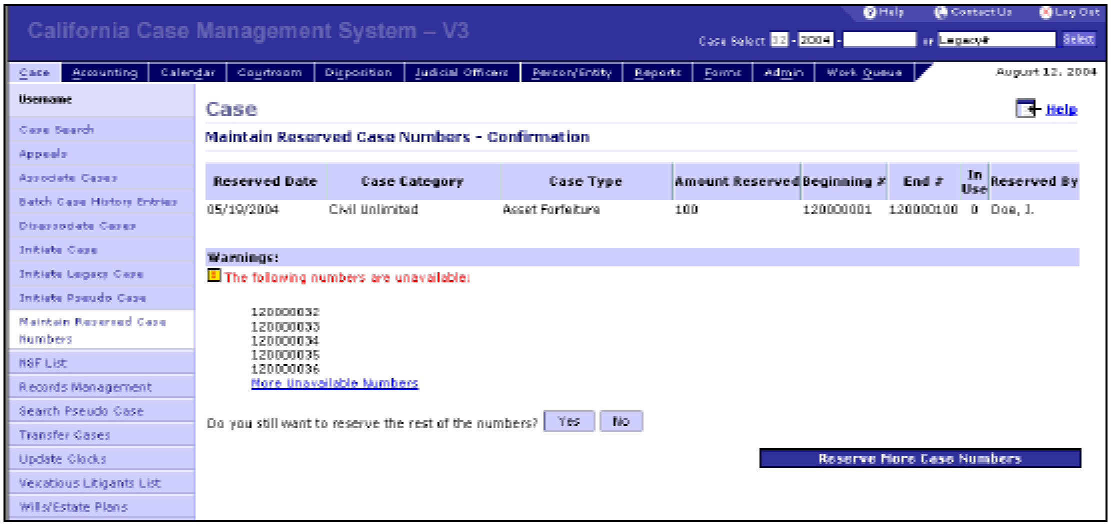
2. Enter/Select data for the following required block fields:

   - Quantity to Reserve
   - Case Category
   - Case Type
   - Location

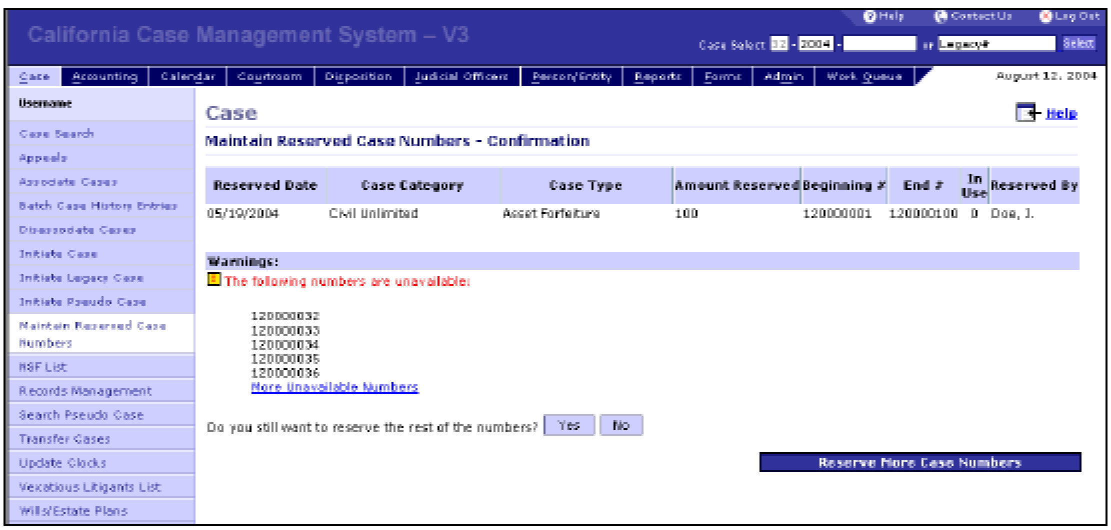
   NOTE Skip to Step 4 to reserve the block.

3. Enter/Select data for the following required range fields:
   4. Beginning Number
   5. End Number
   6. Case Category
   7. Case Type
   8. Location

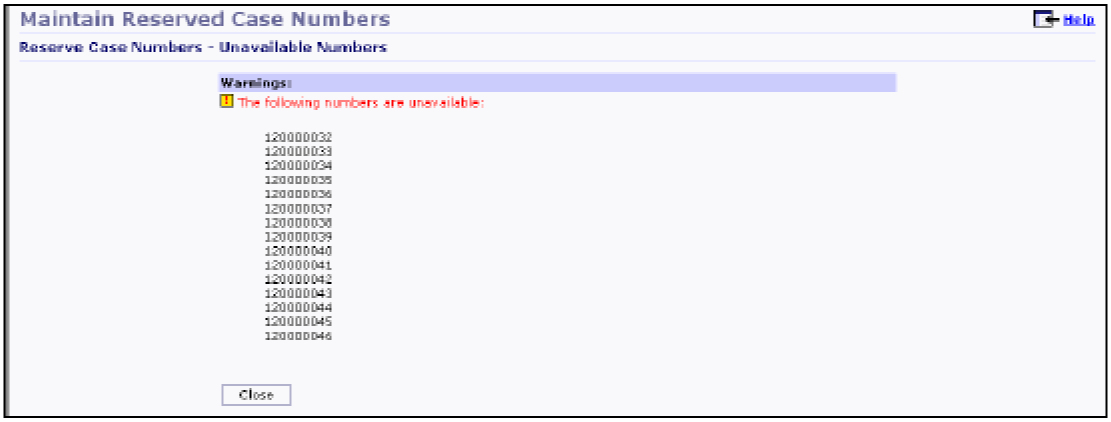
4. Click the **[Reserve Case Numbers]** button for the appropriate block or range selection.
   Result: The Maintain Reserved Case Numbers – Confirmation screen displays.



NOTE This screen will display a warning message if there are numbers within the selected reserved group that are unavailable. You may either continue with the reservation by clicking the **[Yes]** button, or you may cancel the reservation by clicking **[No]**.



NOTE If there are more than five numbers unavailable within the selected reserve group, then you may click the **[More Unavailable Numbers]** link to view the unavailable numbers in that group.



5. Click the **[Reserve More Case Numbers]** link to return to the Maintain Reserved Case Numbers screen. This step allows you to start the reserve case number activity again.

Related Links

Maintain Case Numbers Overview

Maintain Reserved Case Numbers Screen

My Court Information

Release Case Numbers

Introduction

Releasing case numbers "un-reserves" a selected case number group and makes these numbers available for automatic assignment.

Only unassigned case numbers within the reserved group can be released.

Release Functionality

Once you release a case number, this number becomes available for automatic or manual case assignment during case initiation.

Released case numbers will continue to display on the Maintain Reserved Case Numbers screen. This will occur even if there are no assigned case numbers within a released group (i.e., the quantity in use is zero). As a result, it is recommended that you remove the released block or range from the screen.

Release Restrictions

The system does not support the release of individual (specific) case numbers. It also cannot release a block (or range) whose case numbers have been assigned to cases.

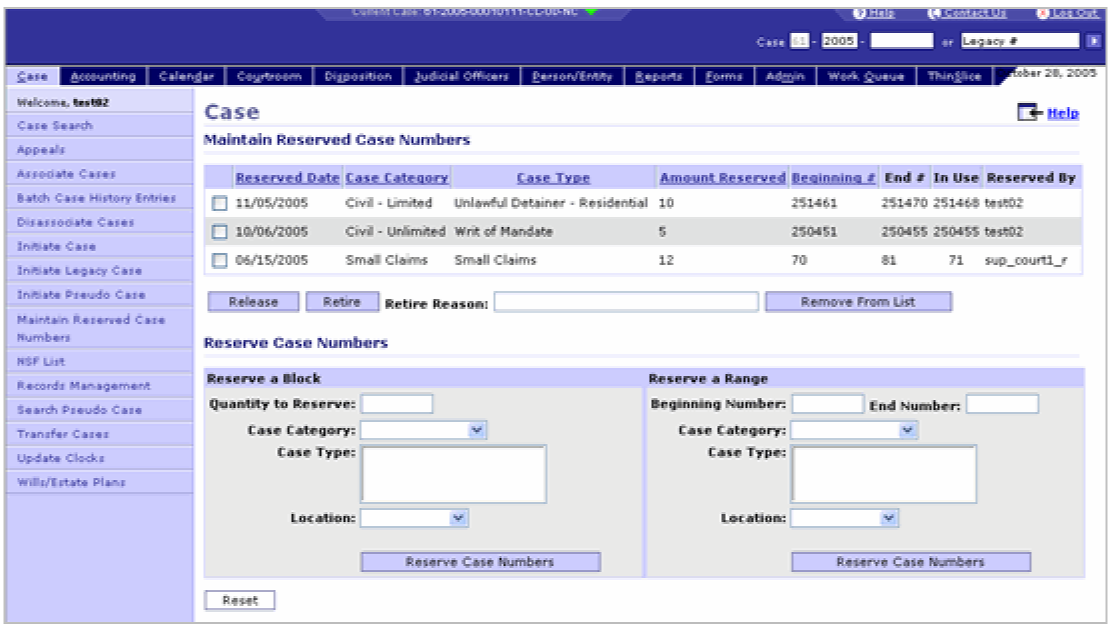
In addition, you can only release case numbers that had been originally reserved. You must have a Supervisor security role to release the case number block or range.

For a specific group of reserved numbers, if the quantity "In Use" is the same as the "Amount Reserved," then there are no available case numbers to release.

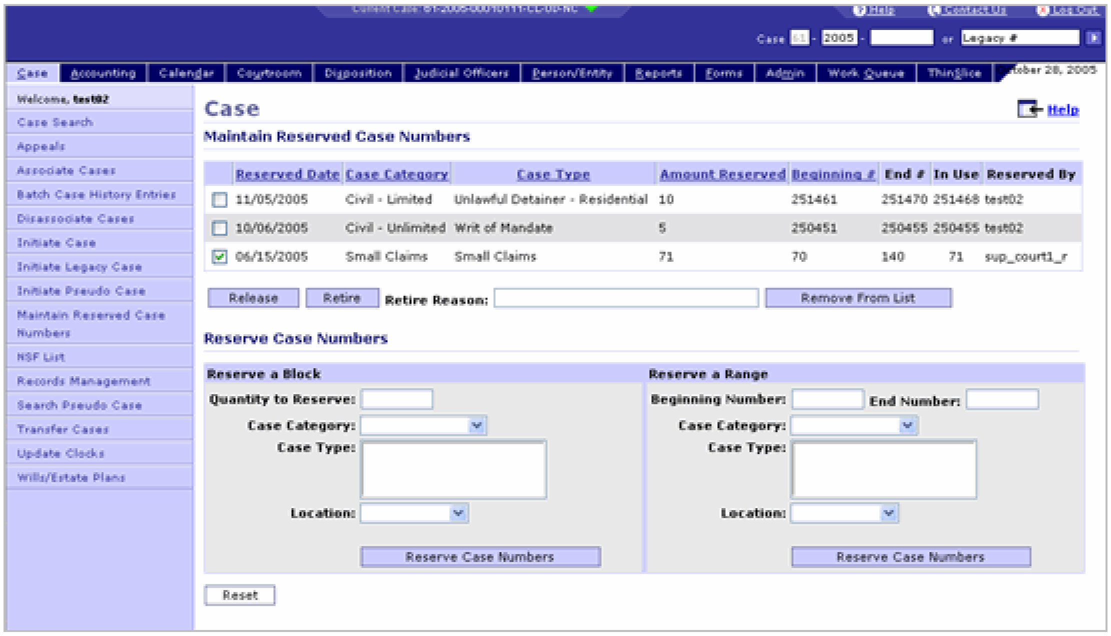
Task Activity

Perform the following steps to release a group of reserved case numbers.

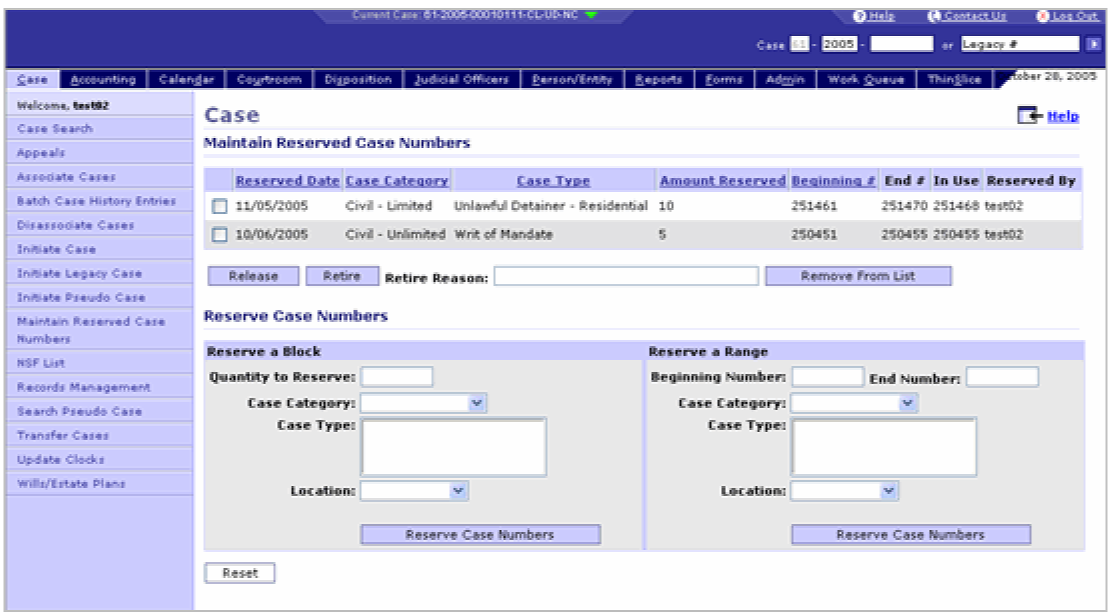
1. Select **[Case] > [Maintain Reserved Case Numbers]**.
   Result: The Maintain Reserved Case Numbers screen displays.



2. Select the checkboxes for the reserved number groups to release.
3. Click the **[Release]** button.
   Result: The screen refreshes but continues to display the released group in the reserved number list. However, the available numbers remaining in this selected group are now available for case assignment.



4. Select the checkboxes for the released number groups to remove from the screen list.
5. Click the **[Remove From List]** button.
   Result: The screen refreshes and no longer displays the selected released group(s).



Related Links

Maintain Case Numbers Overview

Maintain Reserved Case Numbers Screen

My Court Information

Retire Case Numbers

Introduction

Retiring case numbers makes these numbers unavailable for future case assignment in the system.

Retire Functionality

You can only retire the remainder of unused or unassigned numbers in a reserved group.

Retired case numbers will continue to display on the Maintain Reserved Case Numbers screen. This will occur even if there are no assigned case numbers within a retired group (i.e., the quantity in use is zero). As a result, it is recommended that you remove the released block or range from the screen.

Retire Restrictions

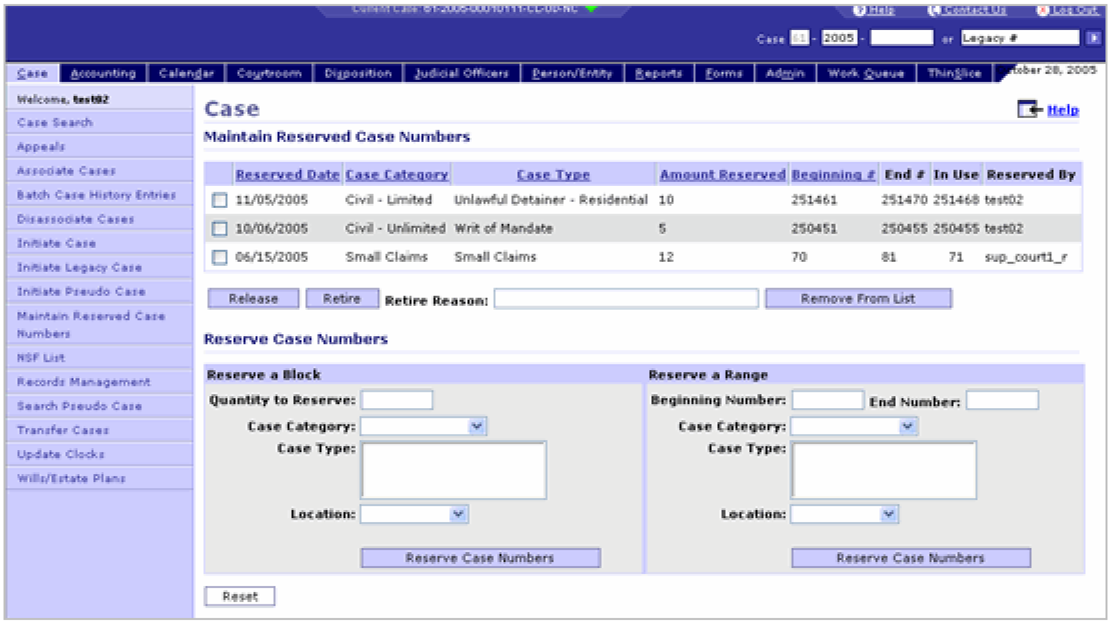
The system does not support the retirement of specific case numbers within a given block or range. It also cannot retire a block (or range) whose case numbers are currently assigned to cases.

For a specific group of reserved numbers, if the quantity "In Use" is the same as the "Amount Reserved," then there are no available case numbers to retire.

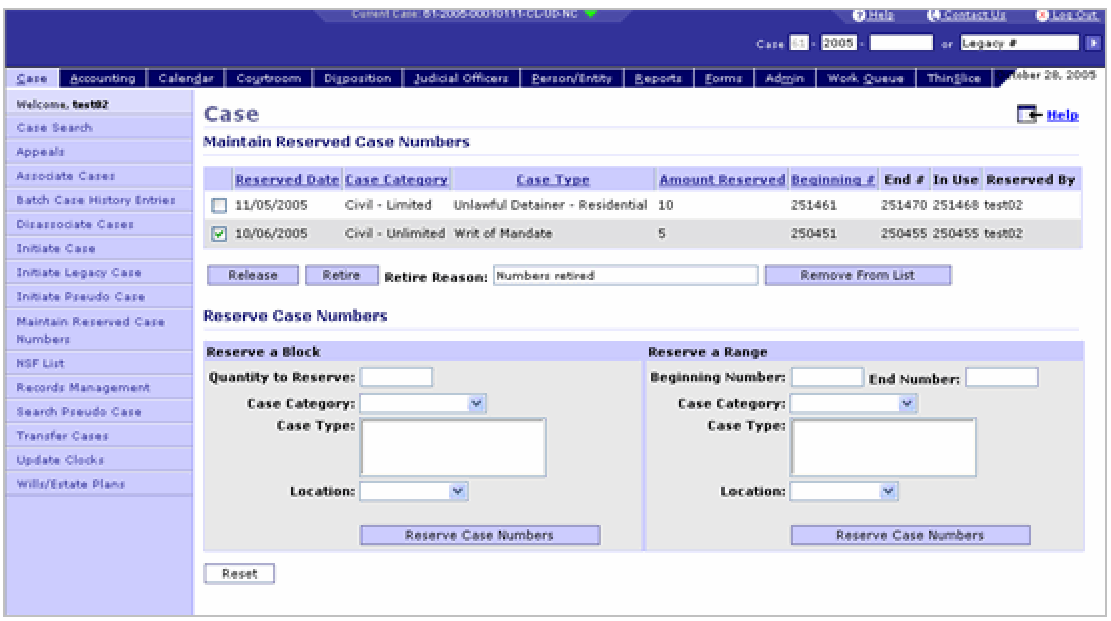
Task Activity

Perform the following steps to retire a group of reserved case numbers.

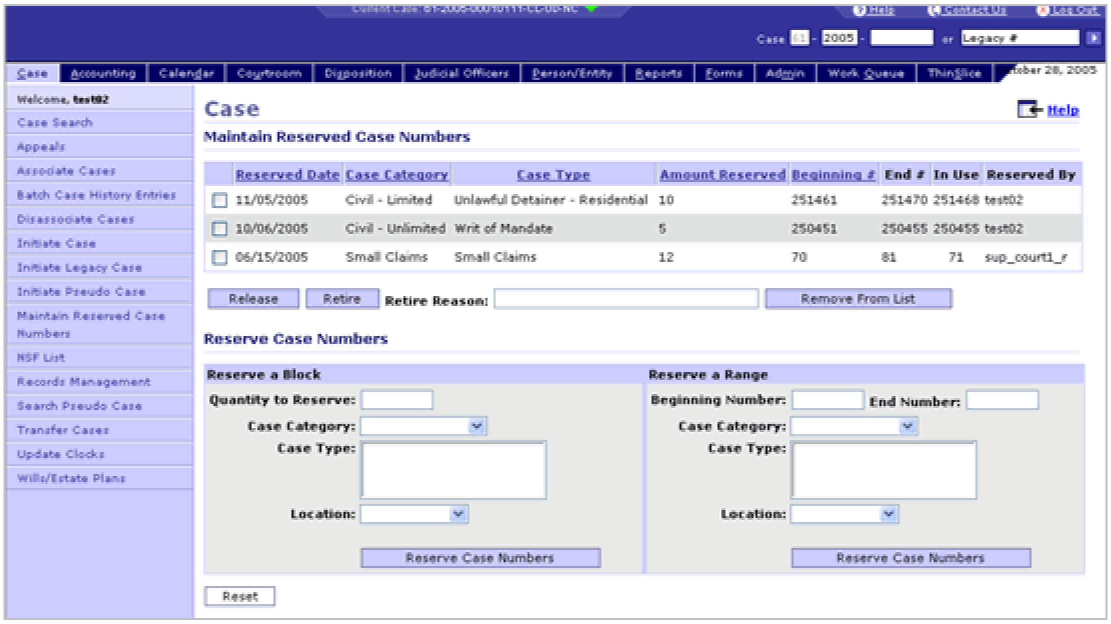
1. Select **[Case] > [Maintain Reserved Case Numbers]**.
   Result: The Maintain Reserved Case Numbers screen displays.



2. Click the checkboxes for the reserved number groups to retire.
3. Click the **[Retire]** button.
   Result: The screen refreshes but continues to display the retired group in the reserved number list. However, this group of numbers is now marked as unavailable for future case assignment.



4. Click the checkboxes for the retired number groups to remove from the screen list.
5. Click the **[Remove From List]** button.
   Result: The screen refreshes and no longer displays the selected retired group(s).



Related Links

Maintain Case Numbers Overview

Maintain Reserved Case Numbers Screen

Manage E-Filings

Manage E-Filings Overview

Introduction

Accepting an e-filing is a two-step process. In the first step, you will either initiate a case and record a payment (if the filing is related to a new case) or add a filing and record a payment (if the filing is for an existing case). You may not necessarily record a payment when initiating cases and adding filings. Situations involving fee waivers, government filings, and no-fee documents may not require the recording of a payment. In the second step, you will build and send an e-filing acceptance notice.

E-filing task activities for initiating a case, adding a filing, and recording a payment are similar to the non-e-filing process with the following exceptions:

- You must record a payment immediately after initiating a case or adding a filing if fees are due. You cannot postpone this action like you can during the standard initiate case or add filing actions.

- The Case Initiation and Add Filing screens have additional functionality to:
  - Display links to view documents associated with e-filing
  - Enable you to reject the e-filing
  - Enable you to reject individual documents attached to the e-filing (Initiate Case only)

Task Activities

E-filing includes the following task activities:

- Reject an E-Filing
- Accept an E-Filing
- Build and Send an Acceptance Notice
- View E-Filing Log

Additional Resources

Other items related to this overview include the following:

- Business Rules
- Background Information

Related Links

Review XML Data and Documents Screen

Reject E-Filing Screen

View Log File - Search Screen

My Court Information

Reject an E-Filing

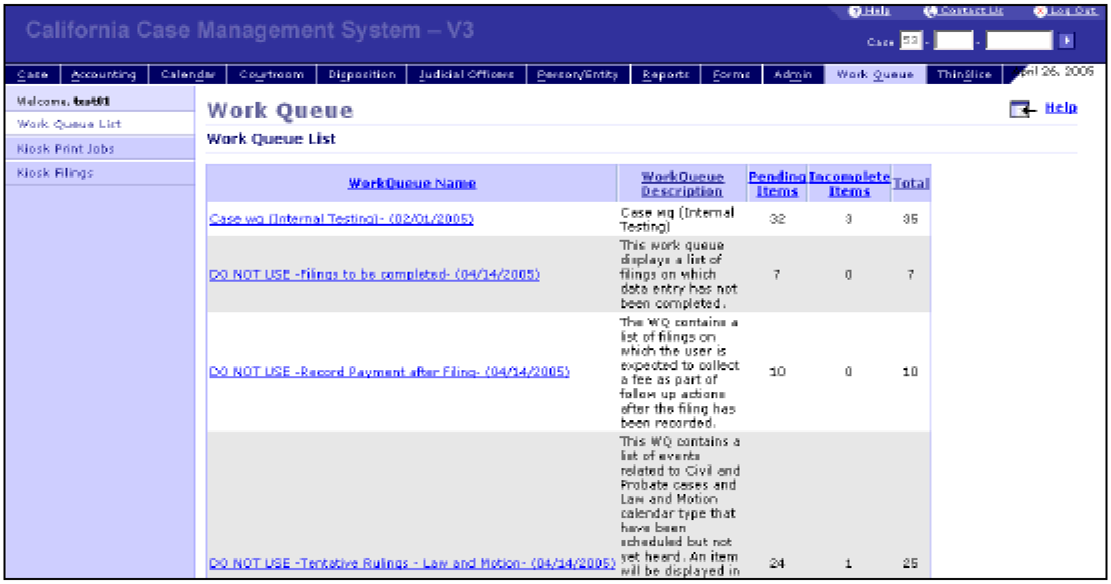
Introduction

This task activity provides information about rejecting an e-filing.

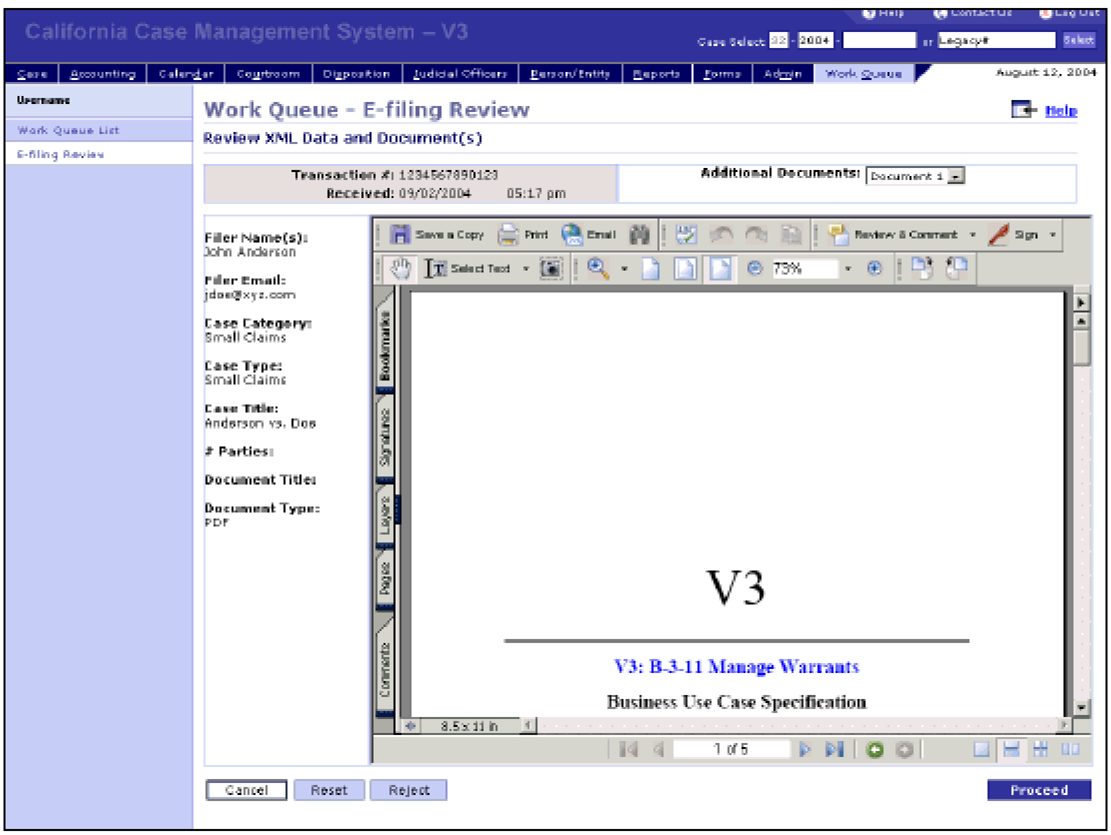
Task Activity

Perform the following steps to reject an e-filing.

1. Select **[Work Queue] > [Work Queue List]**.
   Result: The Work Queue List screen displays your work queues, in addition to the number of pending tasks, incomplete tasks and total number of tasks in each work queue.

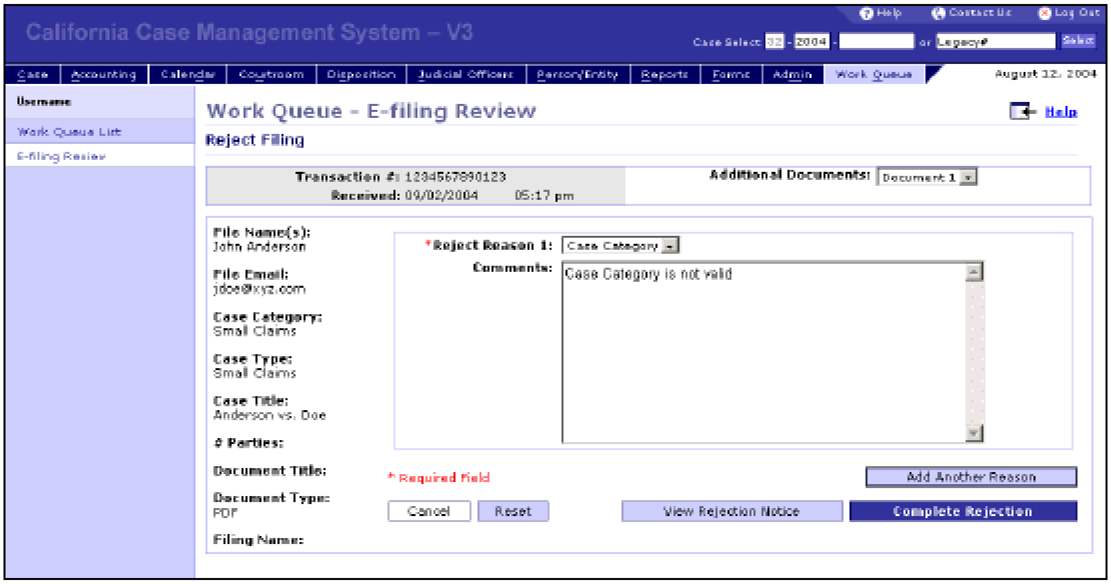


2. Click the work queue name link of the e-filing work queue.
   Result: The Review XML Data and Documents screen displays.



3. You can view the various documents attached to the e-filing by selecting them from the **Additional Documents** field.

4. Click the **[Reject]** button.
   Result: The Reject Filing screen displays.



5. Select a case category for the first reason for rejection that you enter.
6. Enter text related to the reason for rejection.
7. Click the **[Add Another Reason]** button to add more rejection reasons.
8. Click the **[View Rejection Notice]** button to view a ".pdf" copy of the rejection notice to be sent.
9. Click the **[Save]** button.

Related Links

Manage E-Filings Overview

Work Queue List Screen

Review XML Data and Documents Screen

Reject an E-Filing Screen

My Court Information

Accept an E-Filing

Introduction

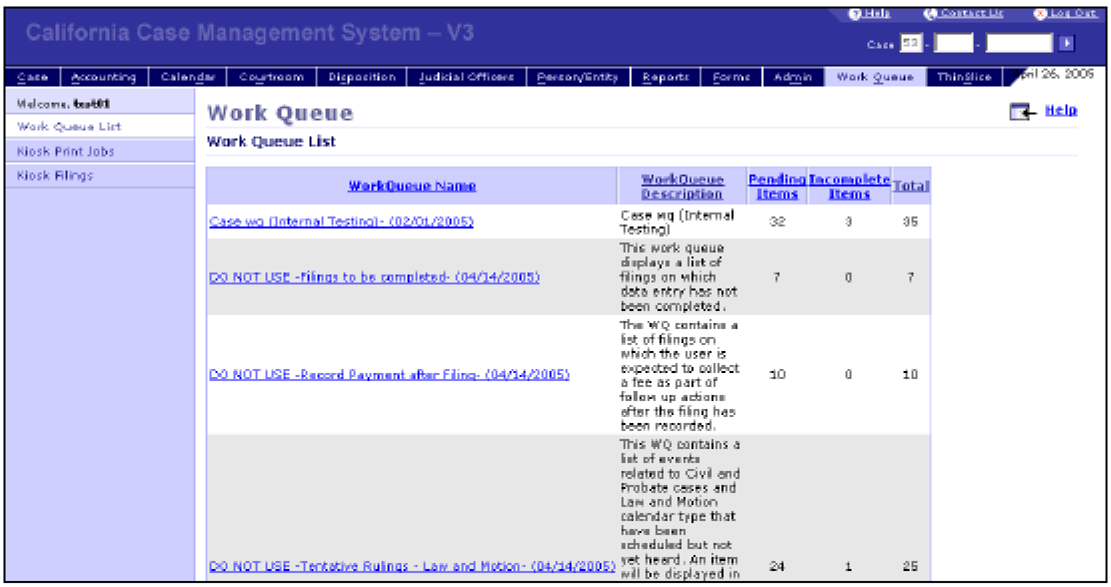
This task activity provides information about the first step in accepting an e-filing during the case initiation, add a filing, and record payment activities, if appropriate.

You can view e-filing documents and reject the entire e-filing from any screens associated with this process. You can also reject a single document while still accepting the e-filing in the Initiate Case screen. Refer to the Build and Send an E-Filing Acceptance Notice task activity for more information.

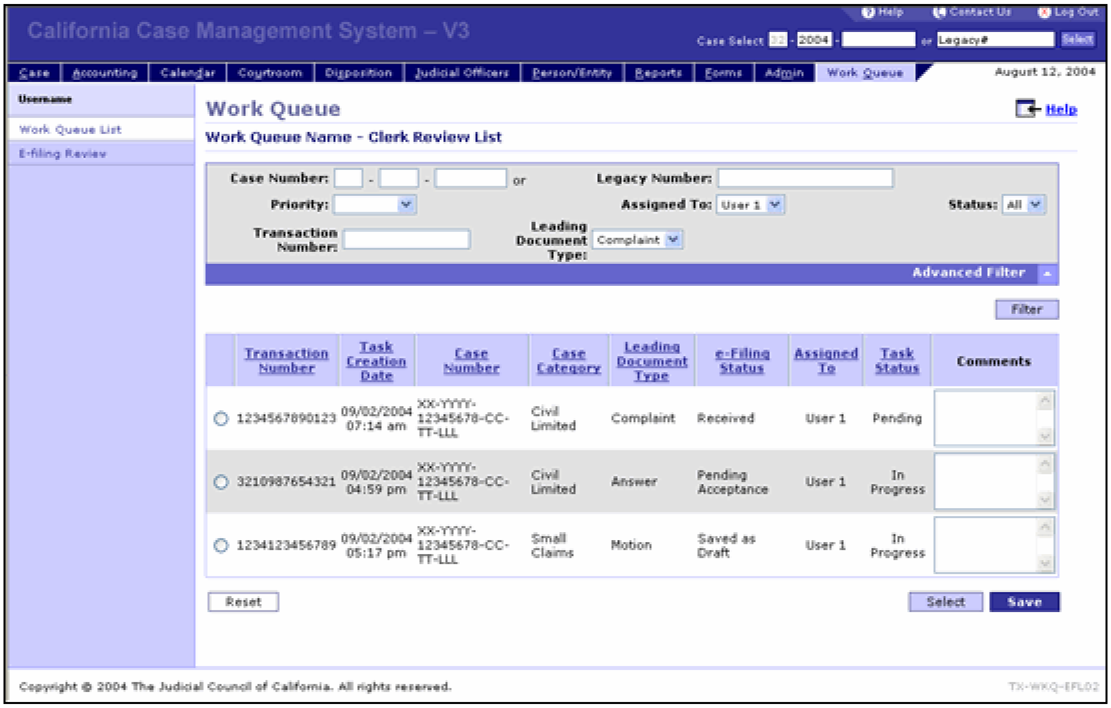
Task Activity

Perform the following steps to accept an e-filing.

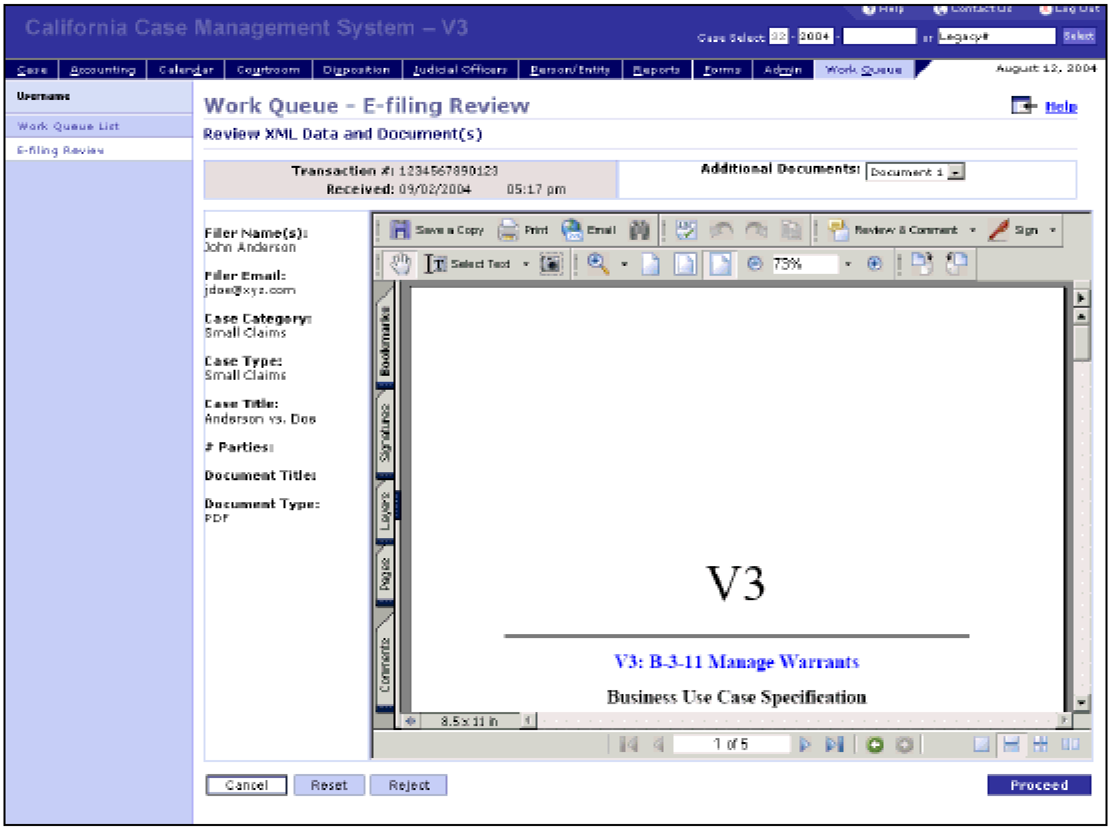
1. Select **[Work Queue] > [Work Queue List]**.
   Result: The Work Queue List screen displays your work queues in addition to the number of pending tasks, incomplete tasks and total number of tasks in each work queue.



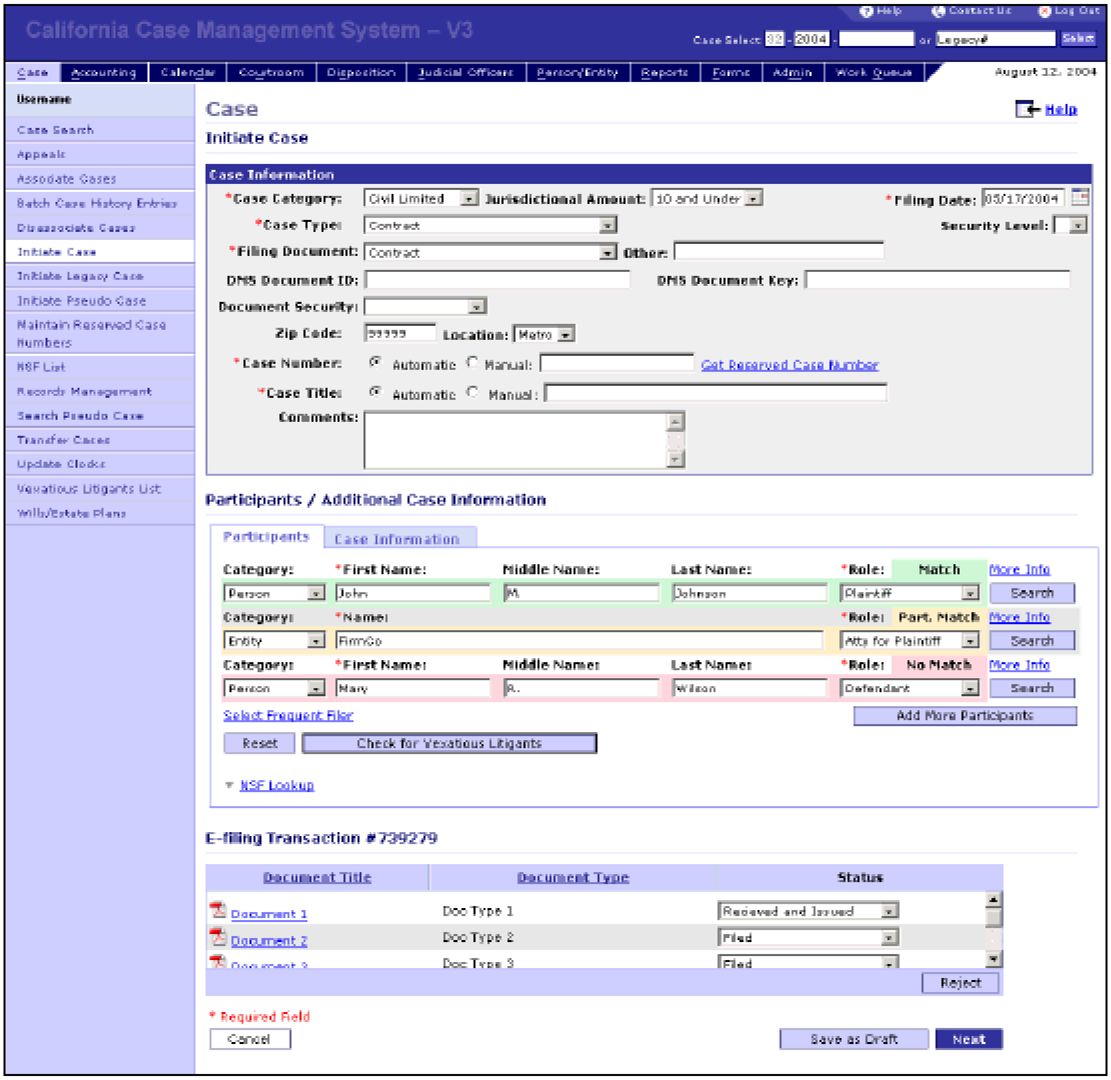
2. Click the **[e-Filing Review]** link.
   Result: The e-Filing Review Work Queue screen displays.



3. Select the **[Radio Button]** to the left of the e-filing you want to process.
4. Click the **[Save]** button.
   Result: The Review XML Data and Documents screen displays.
   NOTE You can view other documents by selecting them from the **Additional Documents** field.

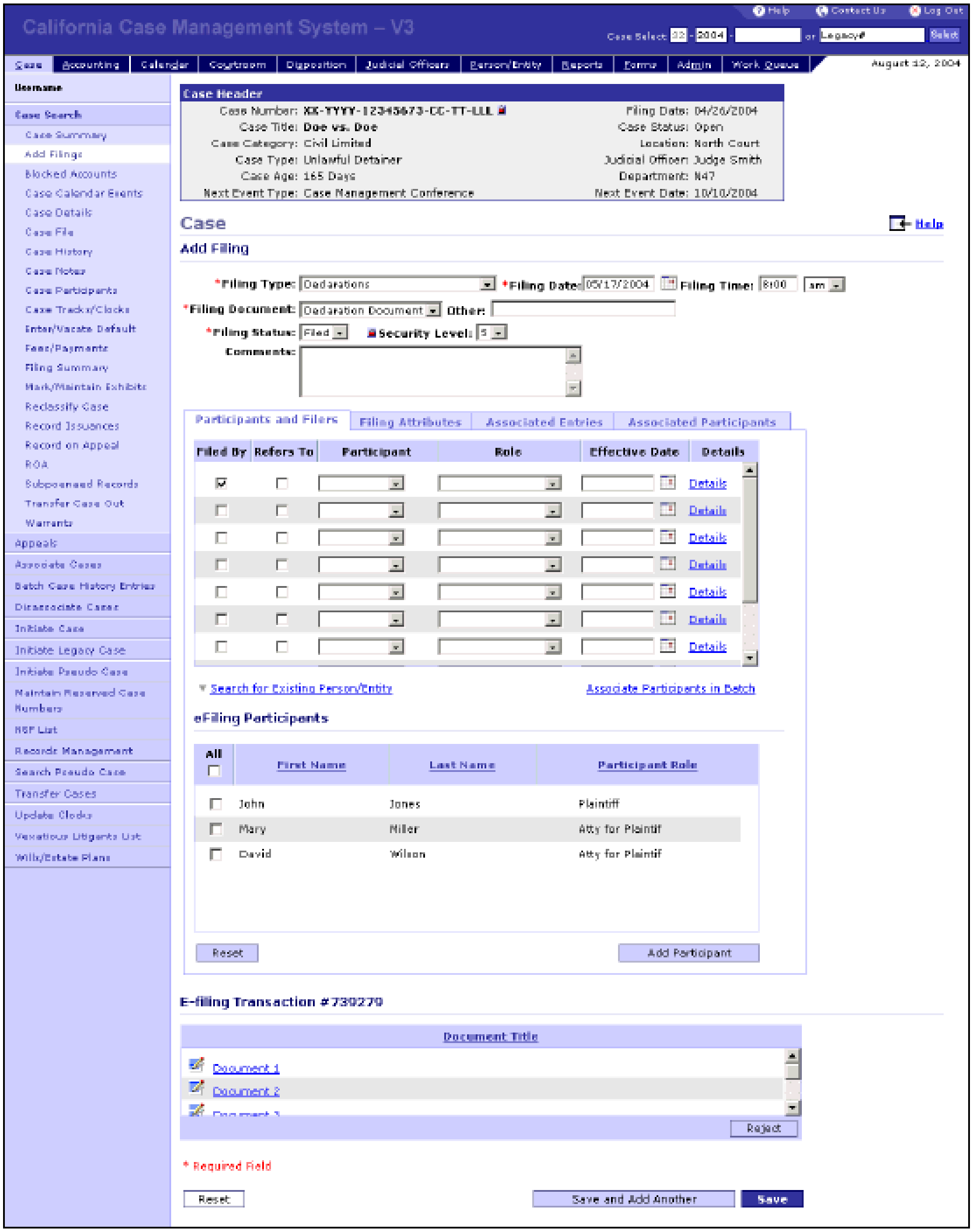


5. Click the **[Proceed]** button.
   Result: The Initiate Case screen displays.



OR

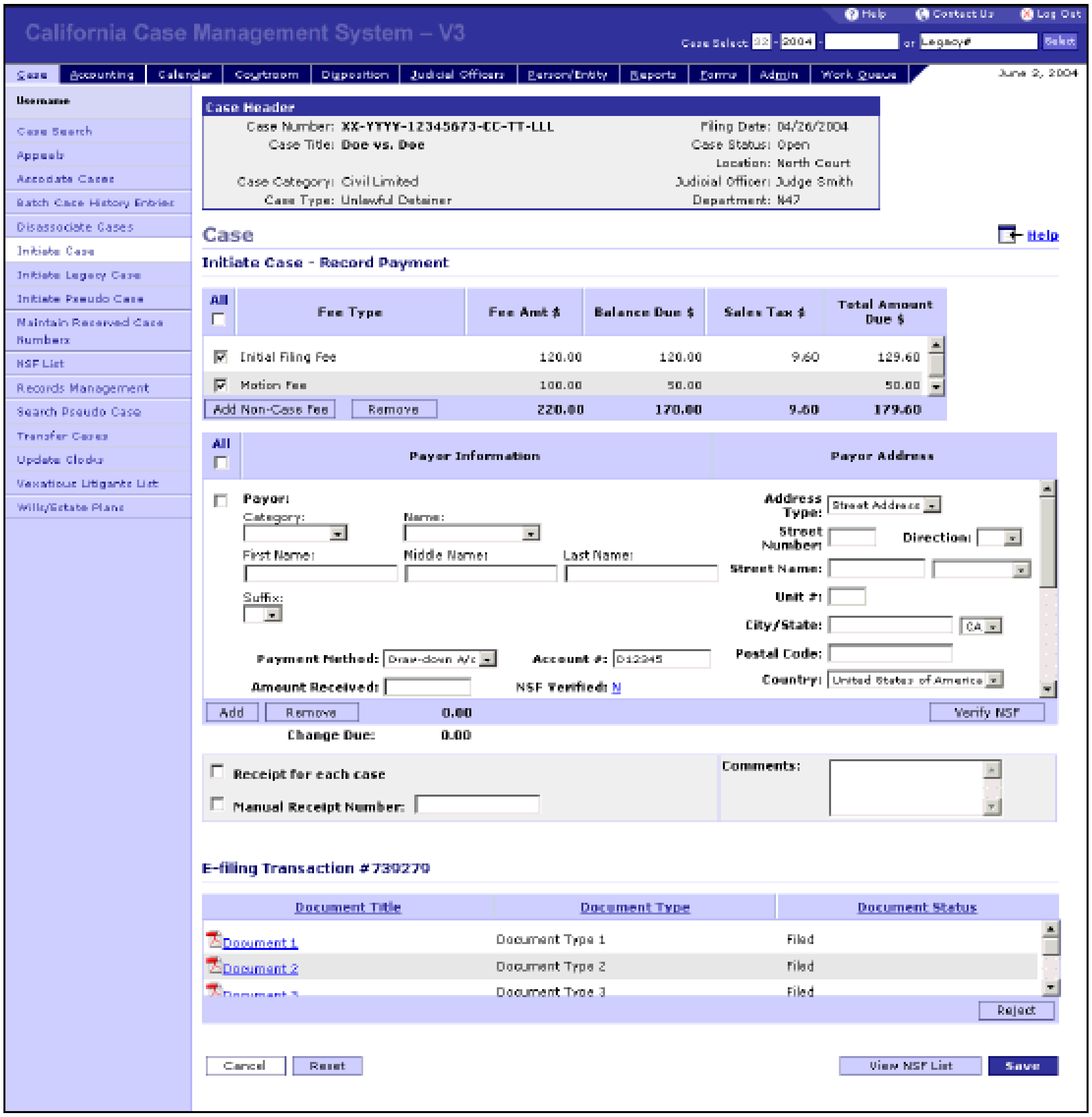
Result: The Add Filing screen displays.



NOTE Refer to the Case Initiation and Add Filings sections for details on these topics.

6. If you are initiating a case, select the statuses of the attached documents.
   NOTE Selecting document statuses is applicable only when you are initiating a case.
7. To view the attached documents, click the **[Associated Document Title]** link.
8. To reject the entire e-Filing, click the **[Reject]** button.

9. When you are finished initiating a case or adding a filing click the **[Next]** button or **[Save]** button, respectively.
   Result: The Record Payment screen displays, if fees are due for the associated filing. If not, skip to step 10.



NOTE When you are initiating a case, a second screen displays before the Record Payment screen that enables you to finish the case initiation process. Refer to the Initiate Cases section for more information about task activities that take place in the case initiation screens.

NOTE Refer to the Record Payment task activity for details about recording payments.

10. To view the attached documents, click the associated **Document Title** link.
11. To reject the whole e-filing, click the **[Reject]** button.
12. When you are finished recording payments, click the **[Save]** button.

Related Links

Manage E-Filings Overview

Review XML Data and Documents Screen

Initiate Case Screen

Add Filing Screen

Record Payment/Trust Deposit Screen

My Court Information

Build and Send an E-Filing Acceptance Notice

Introduction

This task activity provides information about how to build and send an e-filing acceptance notice. This is the second step in accepting an e-filing.

Initiating the Screen

You can initiate the screen associated with this task activity from one of two locations:

- From a work queue
- Within the context of a case

You can initiate this task by opening your Review E-filing work queue and selecting the e-filing that you want to work on. The e-filing must be in a Task Status of "In-Progress." Refer to the Accept an E-Filing task activity for details.

This task activity assumes that you are accessing this screen within the context of a case.

Attach Documents to the Acceptance Notice

When you build an e-filing acceptance notice, you have a number of options related to attaching e-filing documents. You can:

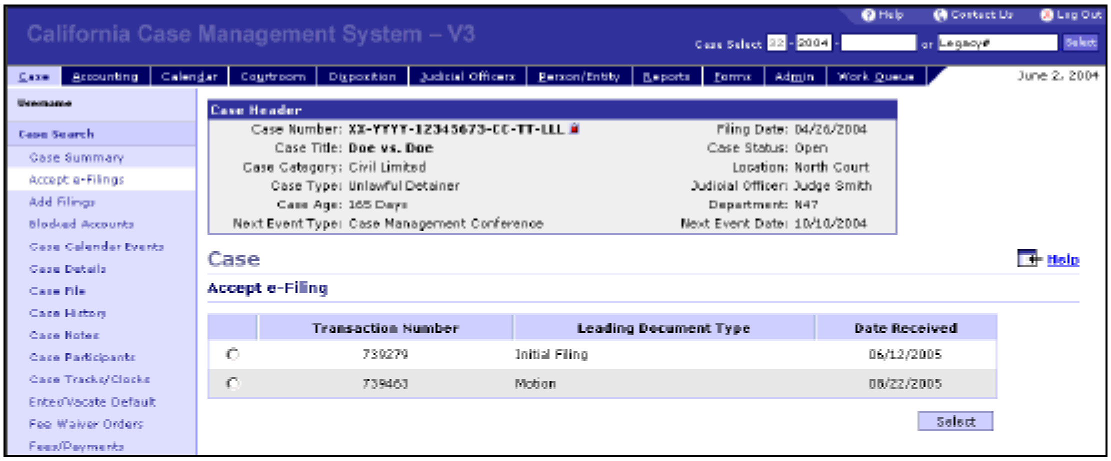
- Attach the documents that were received with the e-filing.
- Download and update documents that were received with the e-filing and attach the updated versions of the documents.
- Attach other documents that were not received with the e-filing.
- Attach no documents.

Task Activity

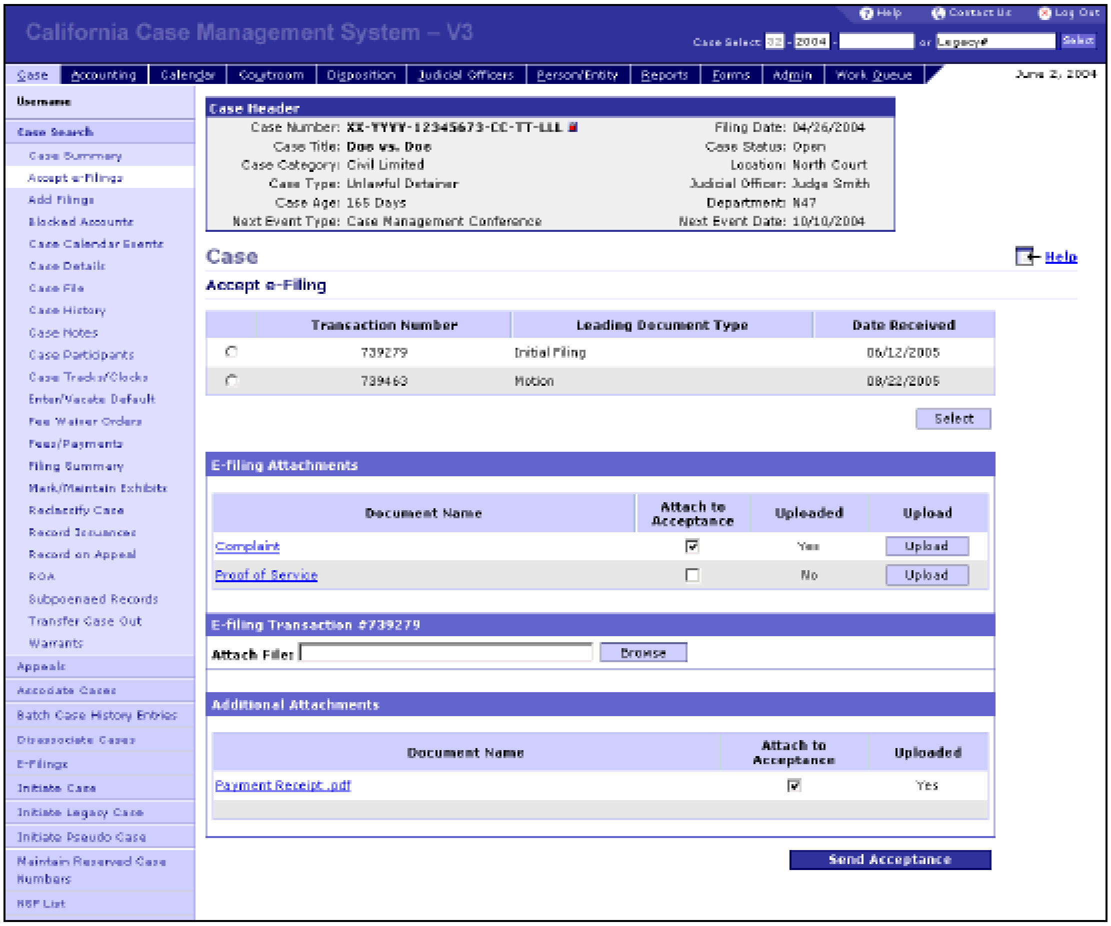
This task activity takes place within the context of a case. Refer to the Search Cases task activity for details about performing a case search.

Perform the following steps to build and send an e-filing acceptance notice.

1. Select the **[Accept E-Filings]** left navigation item.
   Result: The Accept E-Filing screen displays the e-filings associated with the selected case.



2. Select the radio button for the e-filing that you want to accept.
   Result: The screen refreshes and displays the documents associated with the e-filing.



3. To leave a document unattached to the acceptance notice, make sure the associated checkbox is empty.
4. To attach a document to the acceptance notice, select the **[Attached to Acceptance]** checkbox.
5. To download, update, and attach a new version of a document:
   - Click the **Document Name** link under the E-Filing Attachments section.
     Result: The document opens in ".pdf" format.
   - Save the file to your local computer, open in Adobe Acrobat, and make any necessary changes, such as the applying a file stamp.
   - Once the changes are complete, select the **[Upload]** button to search for and import your updated document into the system.
   - If the corresponding E-filing Attachment radio button is selected, the uploaded file will replace the original e-filing attachment as the document attached to the acceptance message.
   - If the additional attachment checkbox is checked, the uploaded file will be included in the acceptance message as an attachment but will not be stored to the DMS.
6. To attach a document that was not sent with the e-filing:
   - Click the **[Browse]** button.
   - Find and open the document using the Windows Explorer functionality.
     Result: The document name displays in the Additional Documents section.

- Select the associated check box.

7. Click the **[Send Acceptance]** button.

Related Links

Manage E-Filings Overview

Accept an E-Filing Screen

My Court Information

View the E-Filing Log

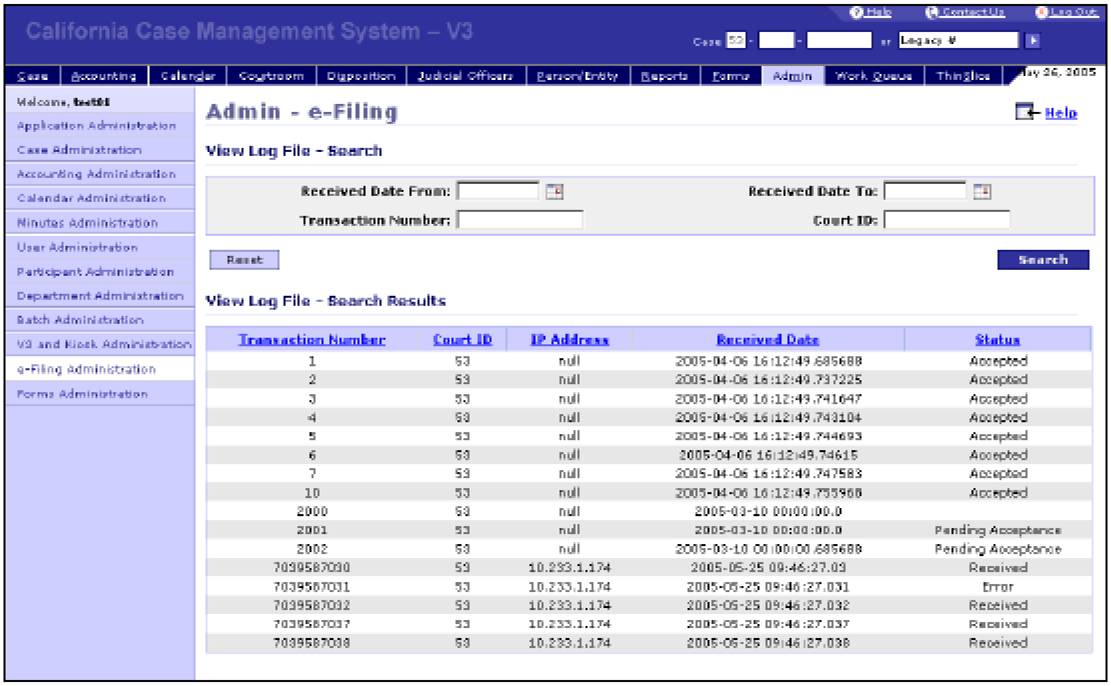
Introduction

This task activity enables you to view a log of all e-filing transactions.

Task Activity

Perform the following steps to view the e-filing log.

1. Select **[Admin] > [E-Filing Administration]**.
   Result: The View Log File - Search screen displays.
2. Enter search criteria, as appropriate.
3. Click the **[Search]** Button.
   Result: The View Log File - Search screen refreshes and displays results that match the search criteria.



Related Links

Manage E-Filings Overview

View Log File - Search Screen

Maintain Case Filings

Maintain Case Filings Overview

Introduction

Maintaining filings involves adding and updating case filings in the system.

About Case Filings

Filings always accompany a case. Participants rely on these "documents" to inform the Court of case-related information, or to request some action from the Court. The list of available filings is configurable by court.

Attaching Documents

If your Court has a Document Management System, you can attach and associate documents to case filings. By entering and/or scanning the document information, the system will associate the document with the selected filing type.

You can also assign security to a document. Refer to the Secure Case Information section for details on this process. Refer to the Document Management System section for details on handling document images in the system.

Selecting Affected Participants

Only case participants (including interested parties) can submit filings on a case. When you enter the filing details, you must identify who filed the filing. This includes selecting the name of the participant(s) and their current roles on the case. You should also indicate whether this filing refers to another case participant.

Adding New Case Participants

You can only add participants to existing cases through the appropriate case filings. These can be filings as decided by the Court.

You must search for an existing person/entity to add as a case participant. Selecting or creating this person/entity profile will then list this person/entity in the Participant field on the Add Filing screen. You must then assign a role to this new participant.

Associating Participants in Batch

The filing process allows you to associate the same role to multiple participants on a filing. This batch process associates the selected participants at the same time.

Choosing the batch option will display a list of the participants and their assigned roles on the case. You have the option of filtering the participant roles to quickly select the desired participants. The system may list a participant multiple times if the participant has held more than one role on the case.

You must choose the role that the selected participants will have in relation to the filing.

Selecting Filing Attributes

The filing attributes depend on the case and the selected filing type. You may mark the attributes that are appropriate to the filing, participant, and case situation.

Associating Entries

Filings usually relate to another filing or Case History entry. As a result, you can associate case filings to the Case History entry for another filing, if such a relationship is necessary. For example, you may associate an answer to a complaint or an updated filing to the original filing [version].

However, this feature is not available during the case initiation process. This is because the first case filing will not have a relationship with another item.

Associating Participants

Participant associations exist through case filings. These associations only exist for the selected case and only involve the relationships between participants. However, you can also create and maintain participant associations through a participant profile. Refer to the Manage Case Participants section for details on this process.

Rejecting Filings

You can reject a filing for various reasons. The system will display a list of "template" or generic reasons from which you may select. You may also choose to either add to the generic text or replace a selected reason with your own text.

In order to reject a filing, you must select a filing status of "rejected." When you save the filing, the selected reasons will display on the generated "notice to filing party."

Voiding Filings

You can also void a filing, such as for non-payment of an NSF check for fees associated with the filing. You must select a filing status of "voided" in order for the system to vacate the calendar events if this is a causal document. Refer to the Maintain Calendar Events section for details on vacating events.

Completing and Saving Filing Entries

Before you save the filing to the case, you must indicate whether the filing entries are complete. Marking the filing as complete will record a Case History entry on the case. Then you can access and update the filing as necessary, or view the filing entry from the Case History.

Saving the filing will produce different results, which depend on the filing type and the screen from where you started the filing process. Additional business processes may be required before the system considers the filing process as complete. For example, you may need to record a payment for the filing, schedule an event, or record a disposition.

If you do not select the "Is Filing Data Entry Complete" option, then the system sends the case to the "Filings to be Completed" work queue for further processing. This work queue reminds you that the filing is missing data entries. You may then complete the filing at a later time. Refer to the Work Queues section for details on this work queue.

Task Activities

Maintaining filings includes the following task activities:

- Add Case Filings
- Update Case Filings

Additional Resources

Other items related to this overview include the following:

- Business Rules
- Forms/Notices/Reports

Related Links

Add Filing Screen

Add Filing - Associate Participants in Batch Screen

My Court Information

Add Case Filings

Introduction

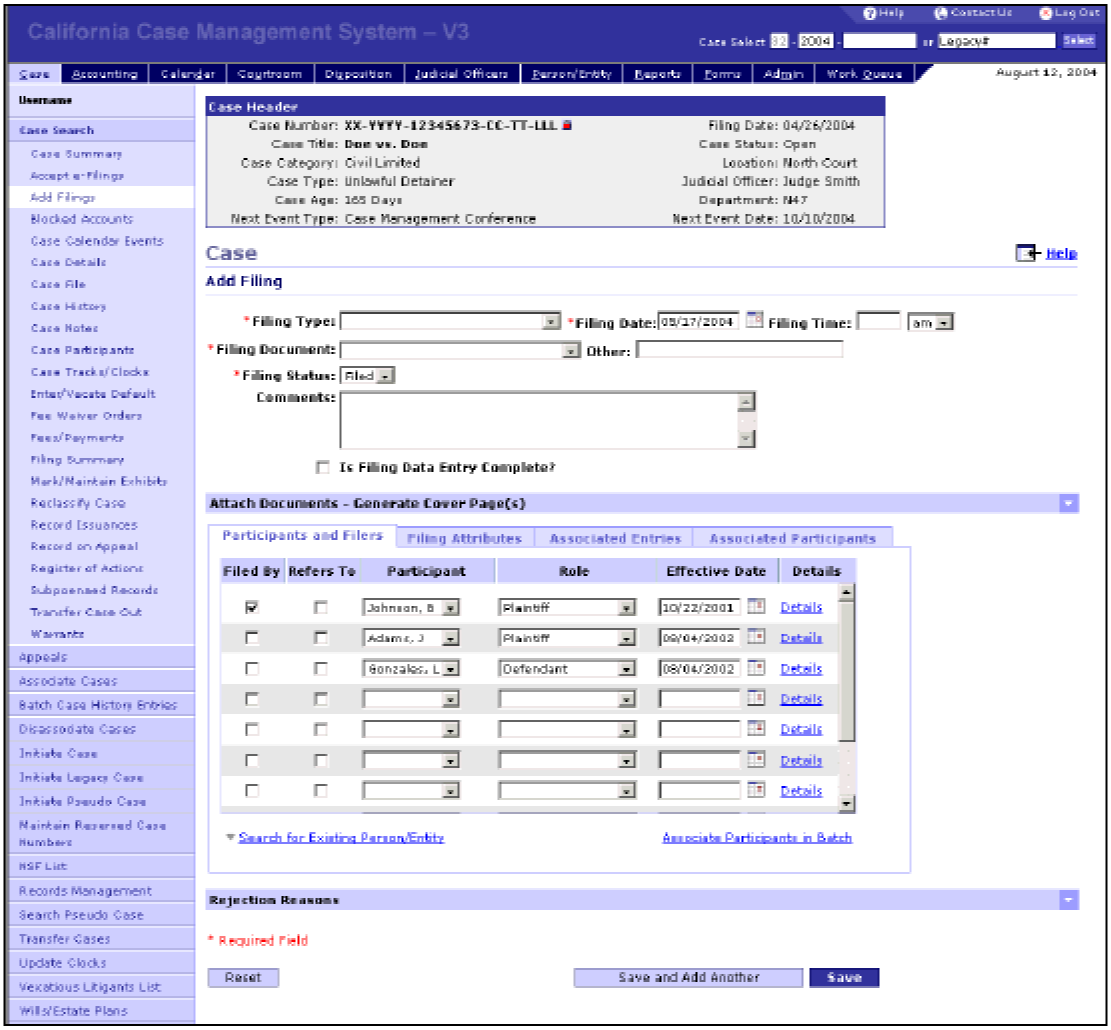
Adding a case filing creates and associates a new filing on a case.

Task Activity

This activity takes place within the context of a case. It requires that you perform a case search and select the case on which to add a filing. Refer to the Search Cases task activity for details on performing a case search.

Perform the following steps to add a filing to a case.

1. Select the **[Add Filings]** left navigation item.
   Result: The Add Filings screen displays with the Participants and Filers tab highlighted.

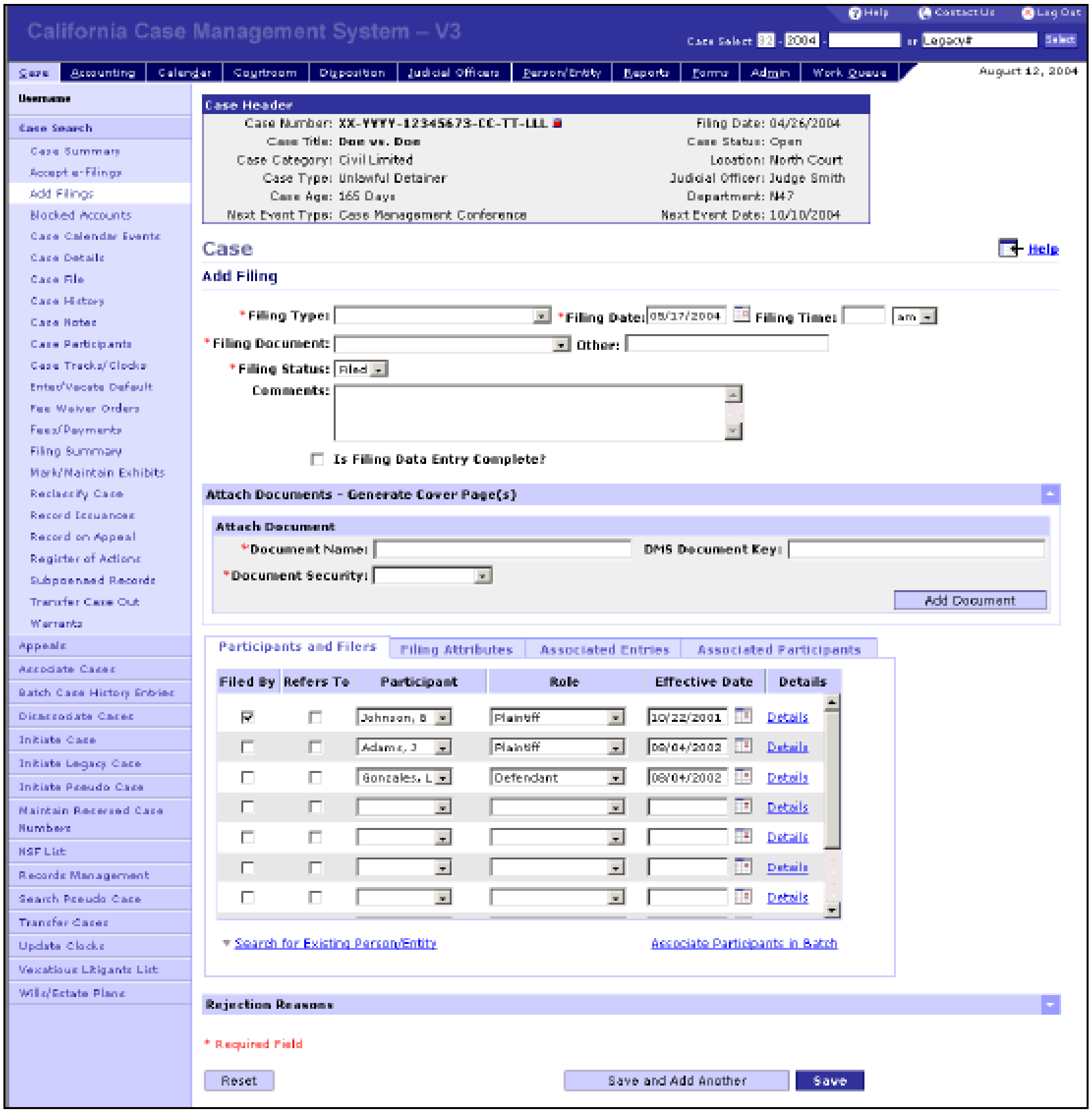


2. Enter/Select data for the following required fields:
   3. Filing Type
   4. Filing Date
   5. Filing Document
   6. Filing Status

   NOTE The **Filing Date** defaults to the current date.

Follow Steps 3-5 to attach a document to the filing, if your court uses a document management system. Otherwise, skip to Step 6.

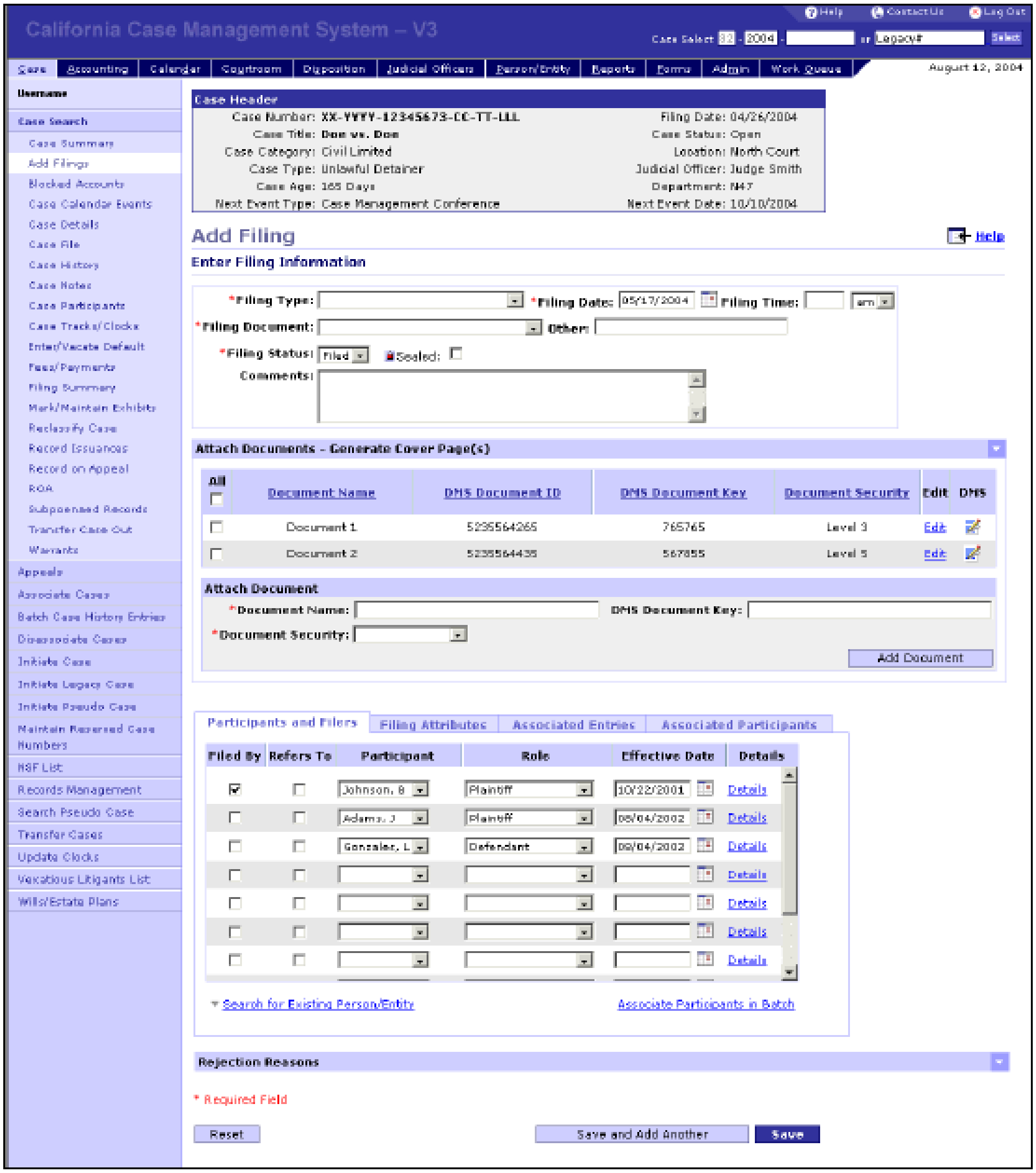
3. Click the toggle button for the **Attach Documents - Generate Cover Page(s)** section.
   Result: The Attach Document fields display.



4. Enter/Select data for the following DMS fields:
    5. Document Name
    6. DMS Document Key
    7. Document Security

    NOTE A cover page will not be generated if you use a bar code scanner.

5. Click the **[Add Document]** button.
   Result: The screen refreshes and displays the document information in a table.
   NOTE The document is now associated with the filing.

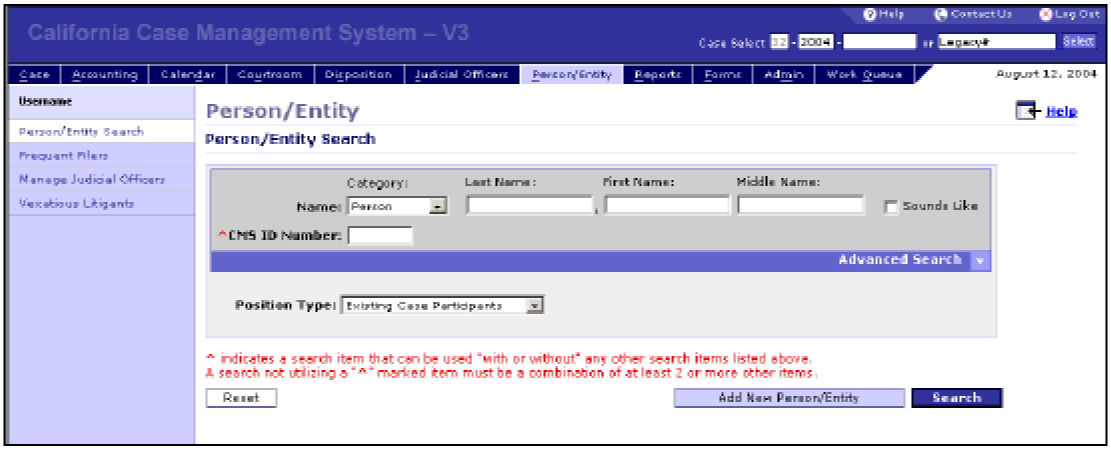


6. Enter/Select data for the following required fields:
    7. Filed By
    8. Participant
    9. Role

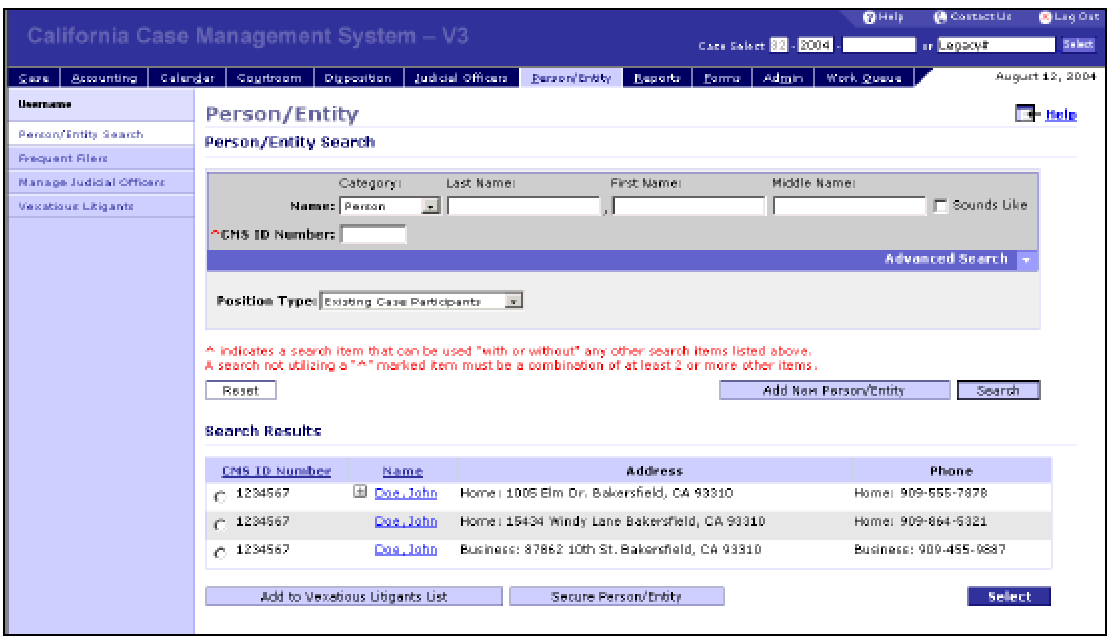
    NOTE You must select at least one value for each of the required fields.

7. Enter/Select data for the other necessary fields.
   NOTE Follow Steps 8-12 to search for an existing person/entity to add as a participant.

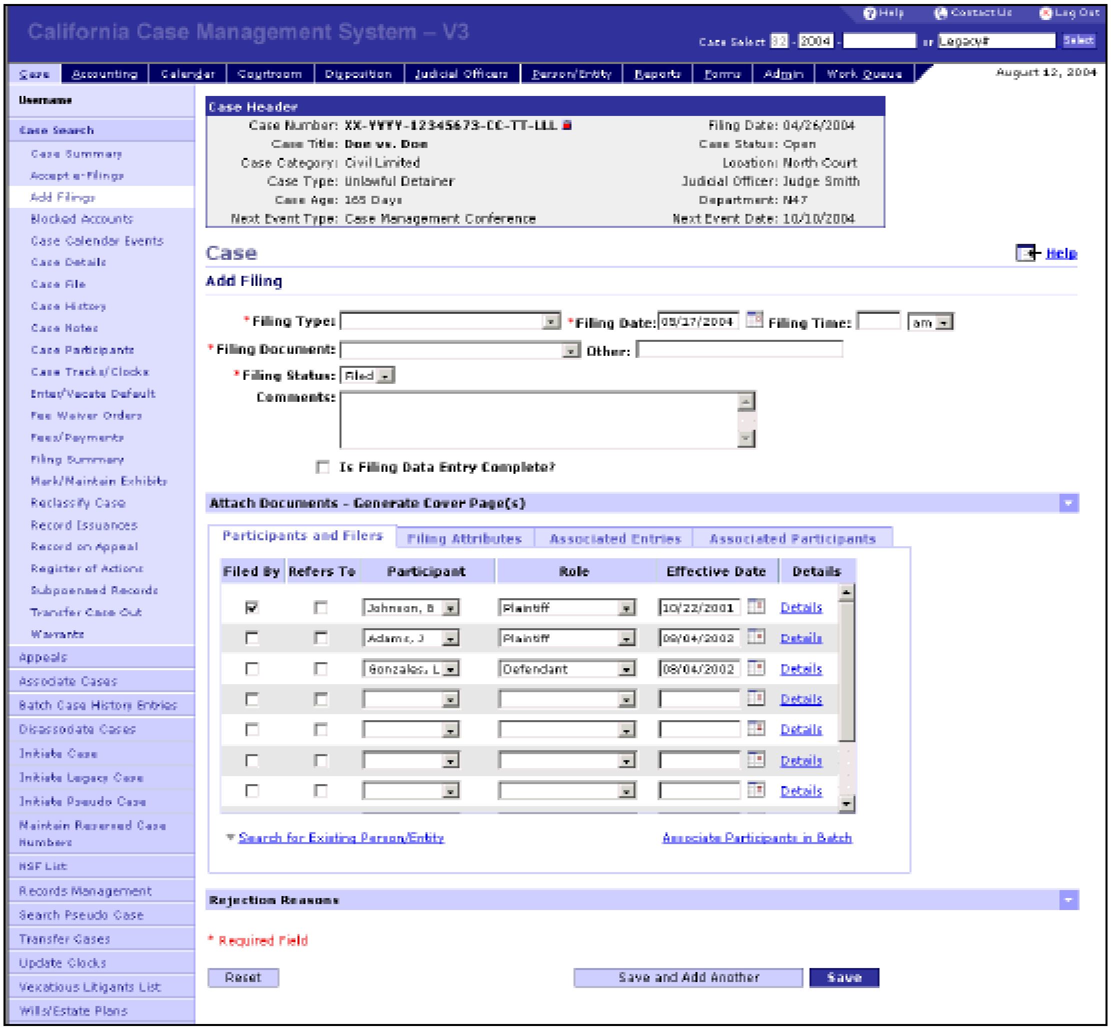
8. Click the **[Search for Existing Person/Entity]** link.
   Result: The Person/Entity Search screen displays.



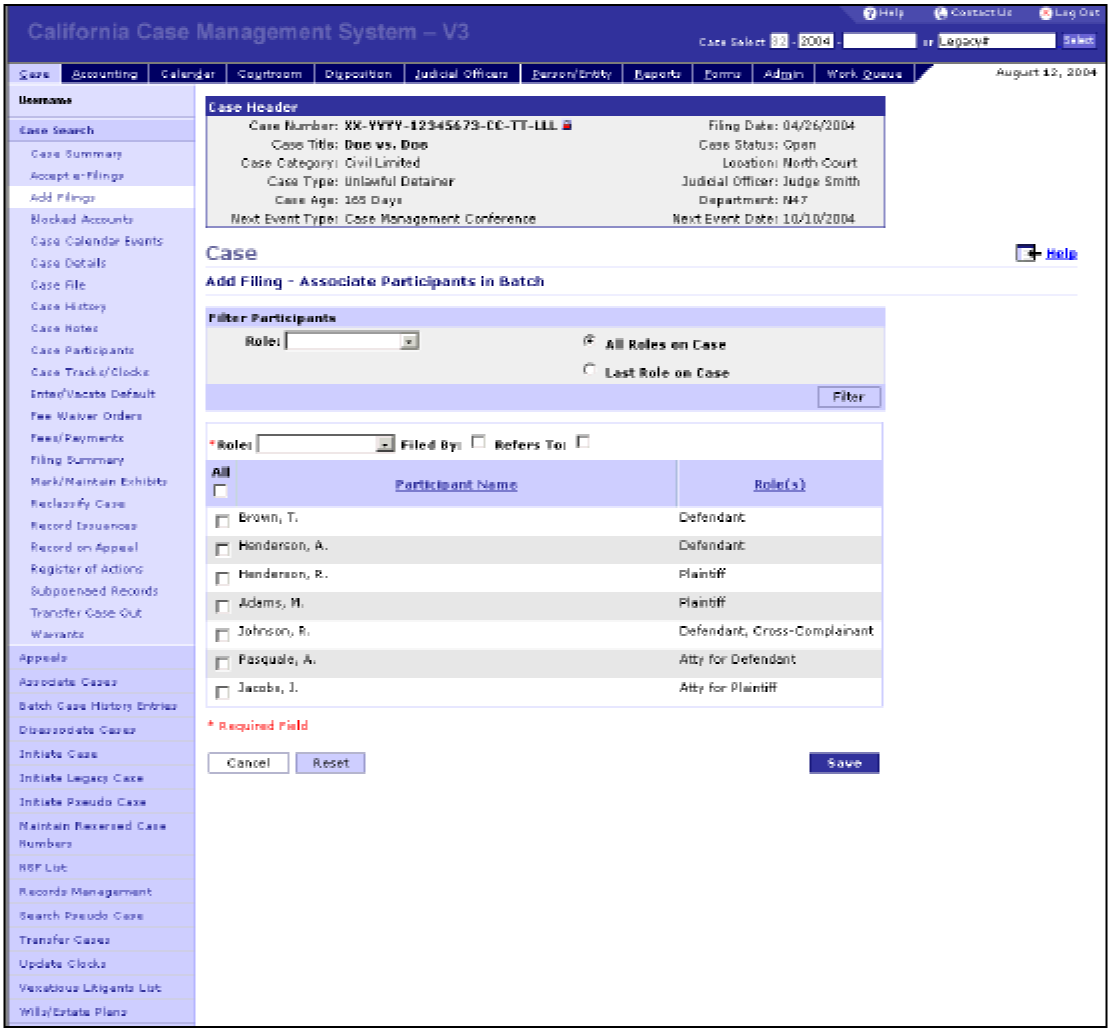
9. Enter/Select data into the necessary search parameter fields.
   NOTE Refer to the Search Person/Entity Profiles task activity for details on performing this search.
10. Click the **[Search]** button.
    Result: The screen refreshes with the search results.



11. Select the radio button of the person/entity record to add to the filing.
12. Click the **[Select]** button.
    Result: The Add Filing screen re-displays and lists the selected person/entity in the Participant field.
    NOTE Follow Steps 13-17 to associate participants to the filing in batch.

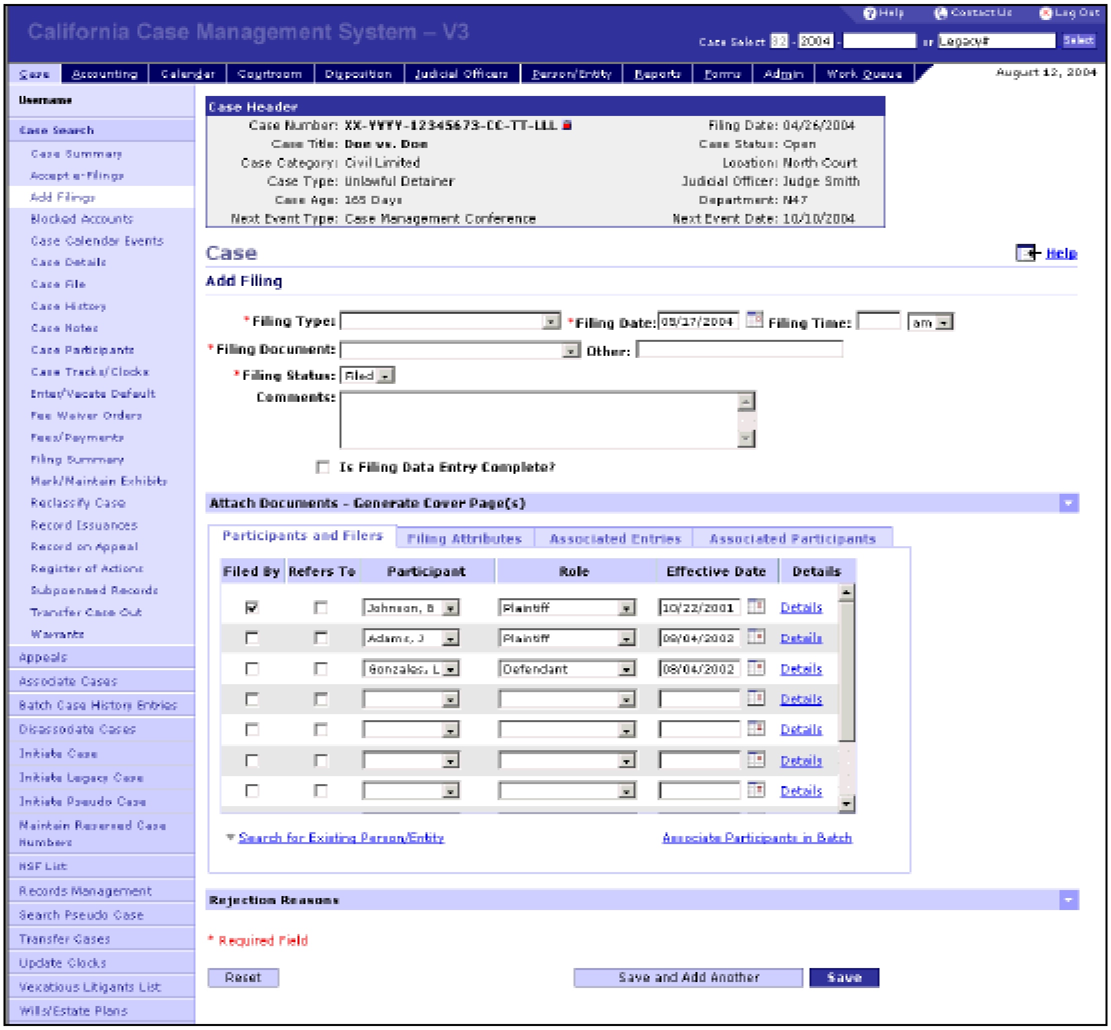


13. Click the **[Associate Participants in Batch]** link.
Result: The Add Filing - Associate Participants in Batch screen displays.

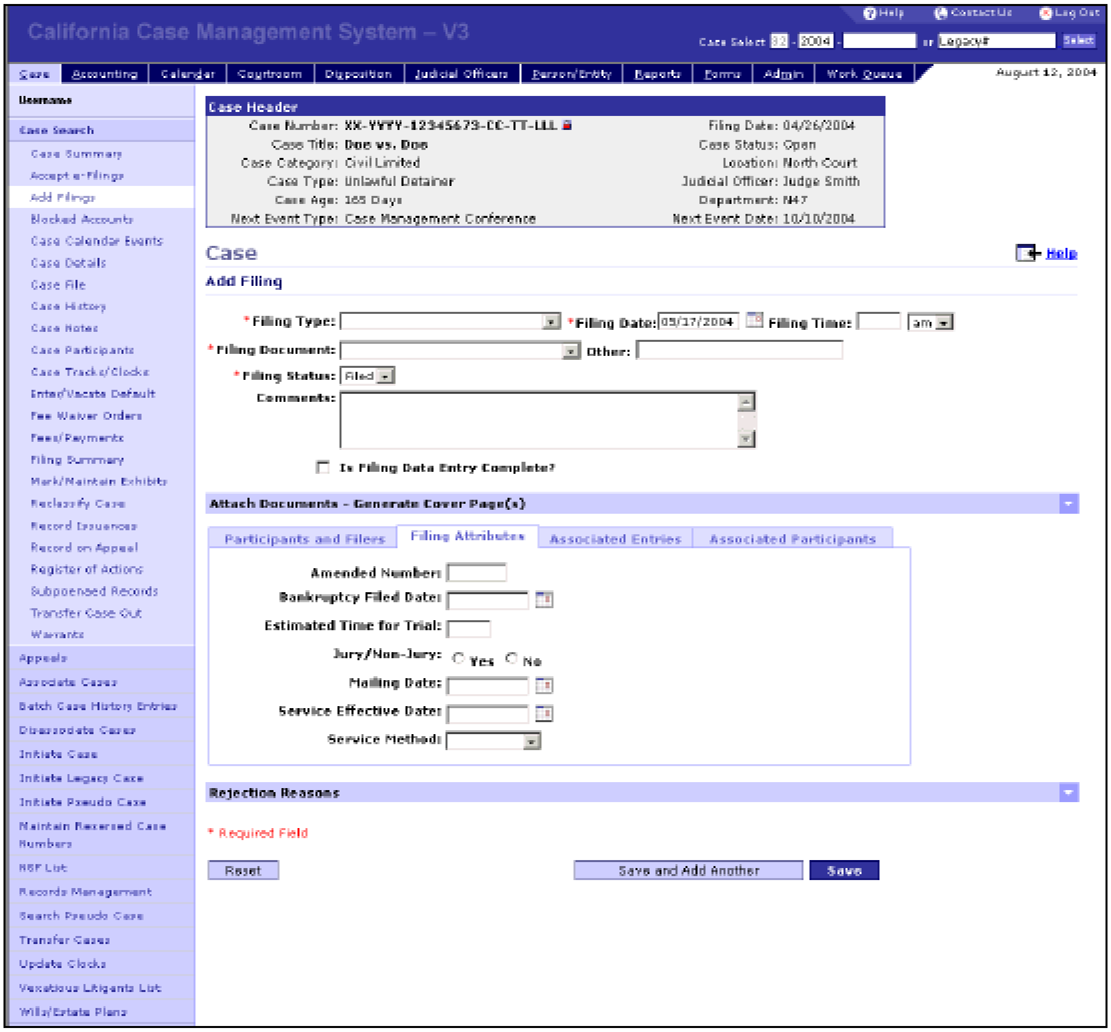


14. Select the necessary participant filter criteria.
    NOTE This filter tool allows you to search for participants with specific roles on the case.
15. Click the **[Filter]** button.
    Result: The screen refreshes and displays only those case participants that match the selected filter criteria.

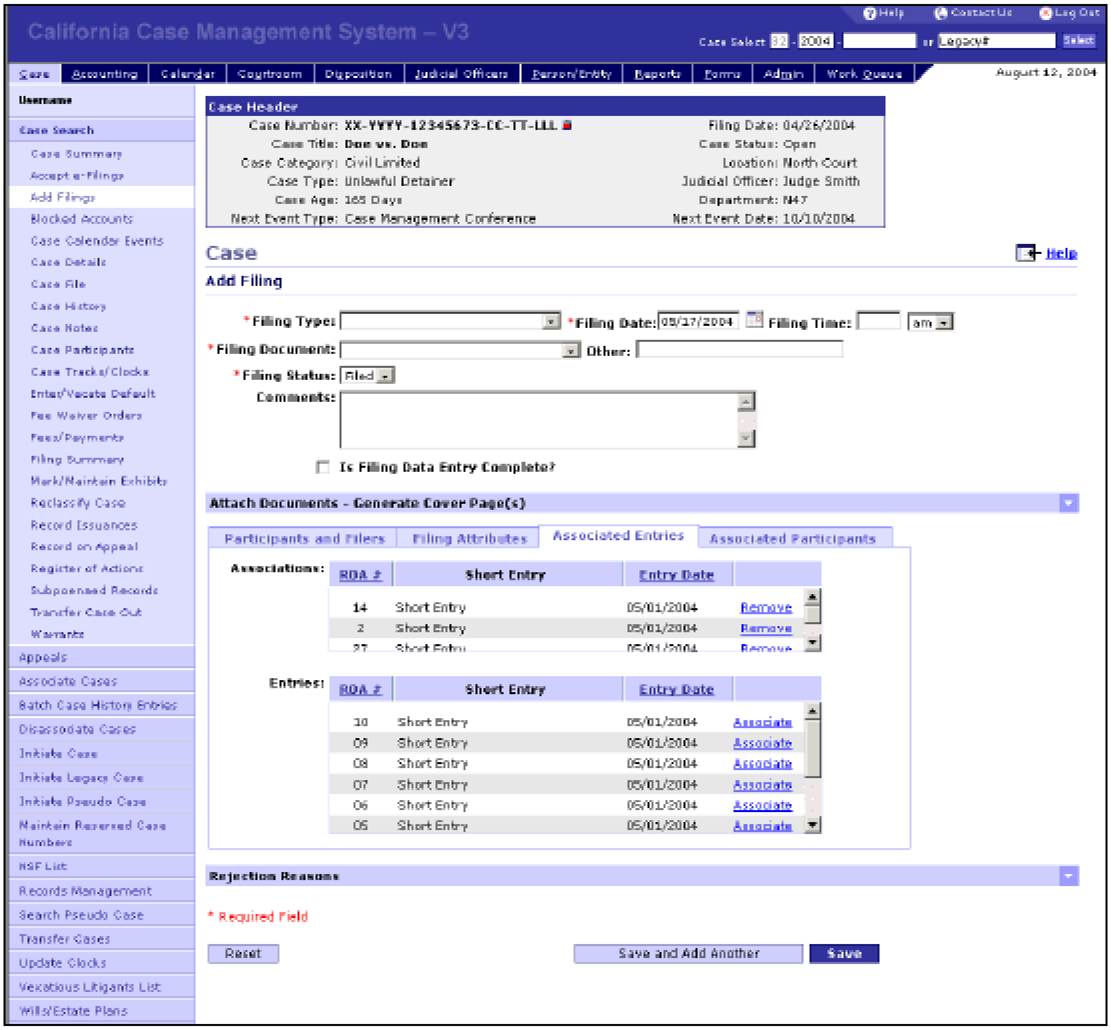
16. Select the checkboxes for the participants to associate with the filing.
17. Click the **[Save]** button.
    Result: The Add Filing screen re-displays. The selected participants are now listed in the appropriate fields.



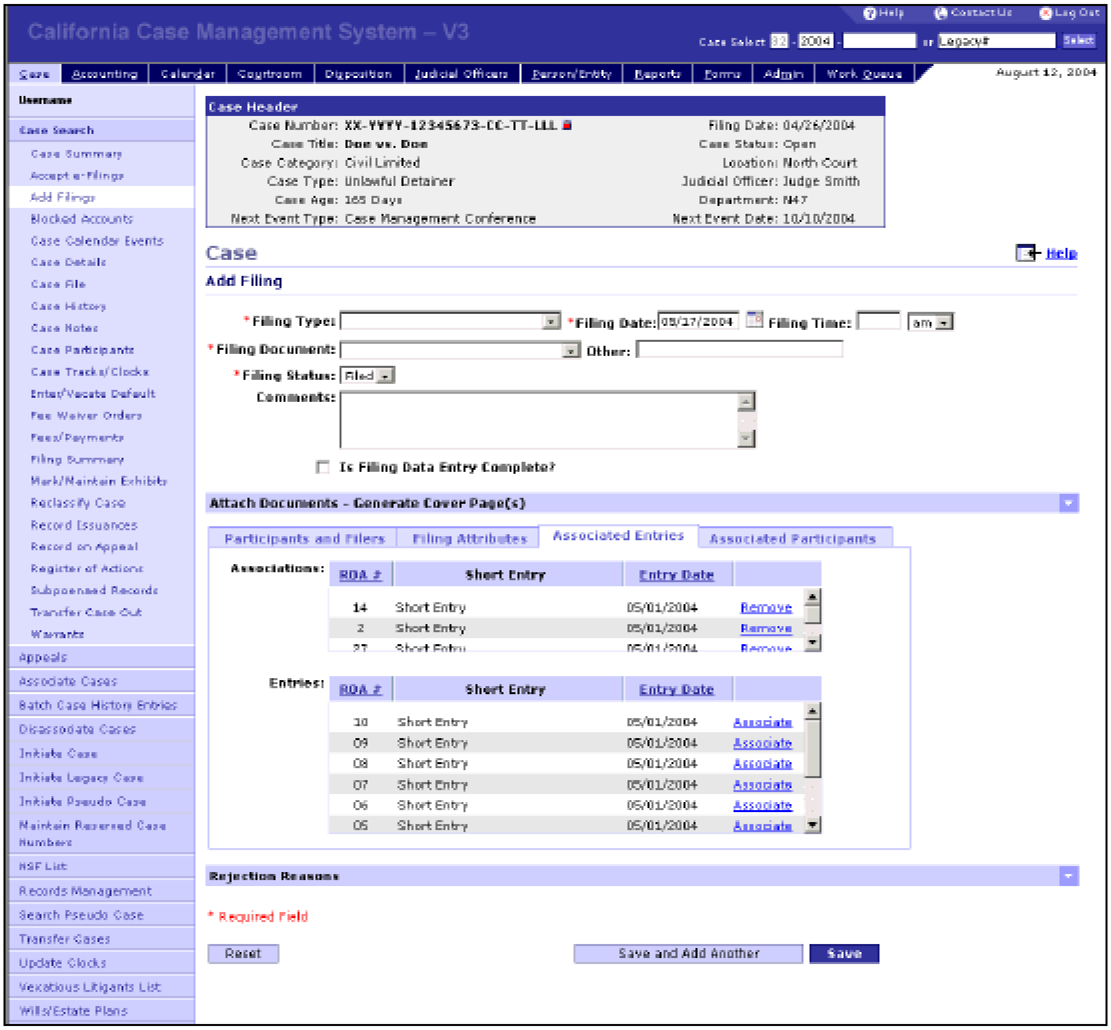
18. Click the **[Filing Attributes]** tab.
Result: The Filing Attributes tab highlights.
NOTE These fields will be different depending on the selected case and filing type.



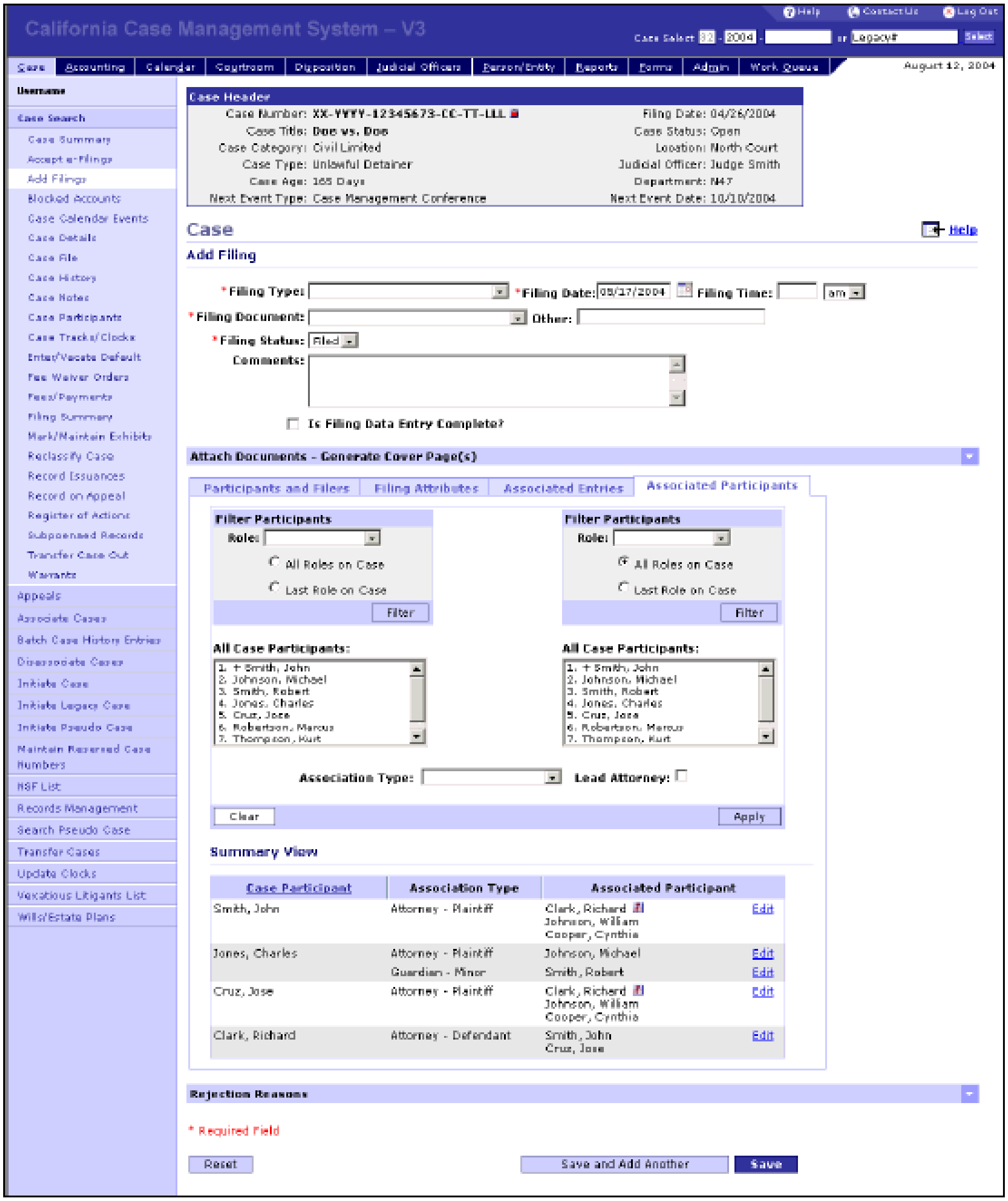
19. Enter/Select the necessary filing attributes.
20. Click the **[Associated Entries]** tab.
    Result: The Associated Entries tab highlights. This tab contains a list of the Case History entries for the case.
    NOTE This tab may not display if you are coming from certain processes, such as case initiation.
    NOTE Follow Step 21 to associate this filing with ROA entries.



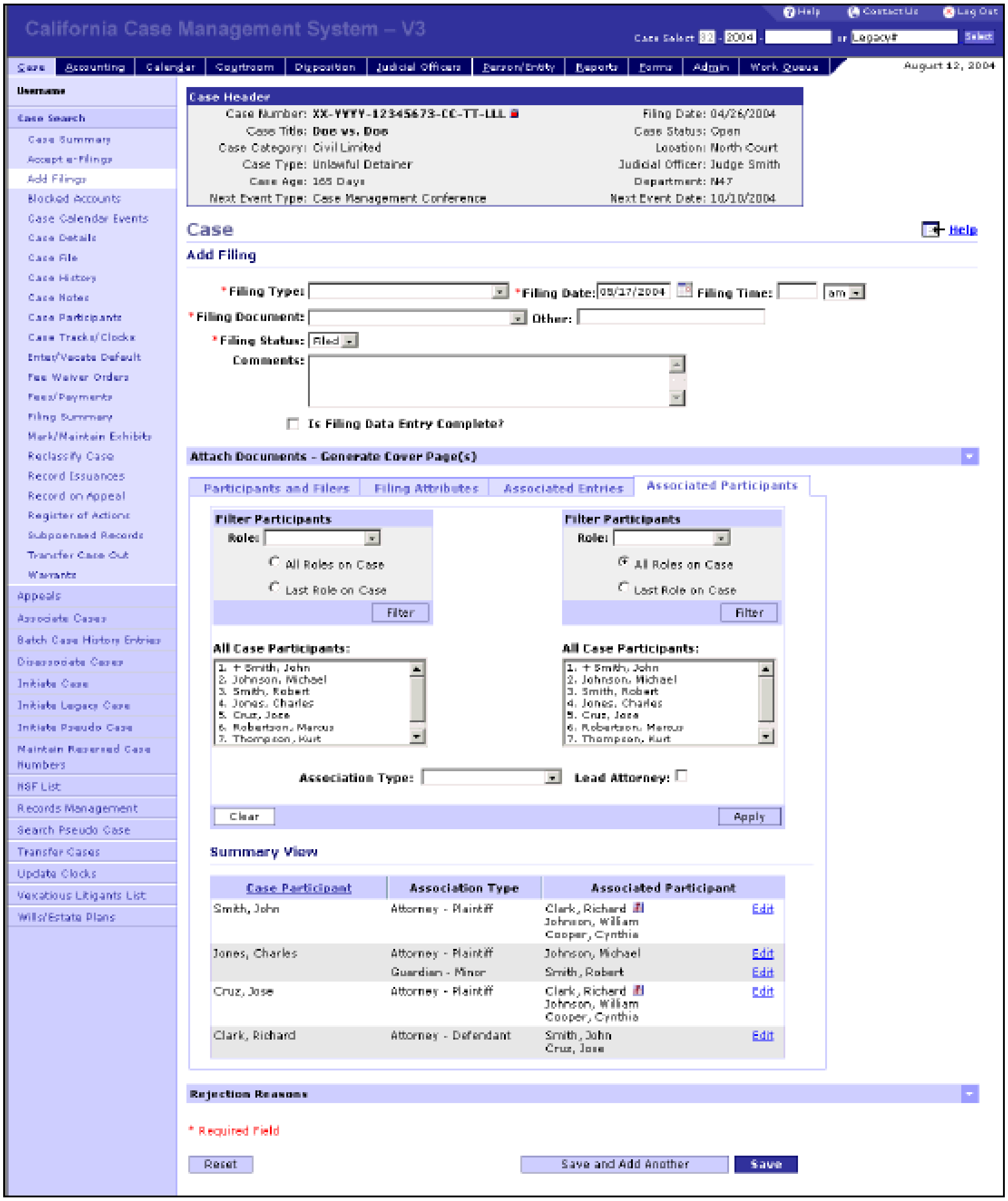
21. Click the **[Associate]** link for the ROA entry to associate with the filing.
    Result: The screen refreshes and displays the entry in the Associations section.



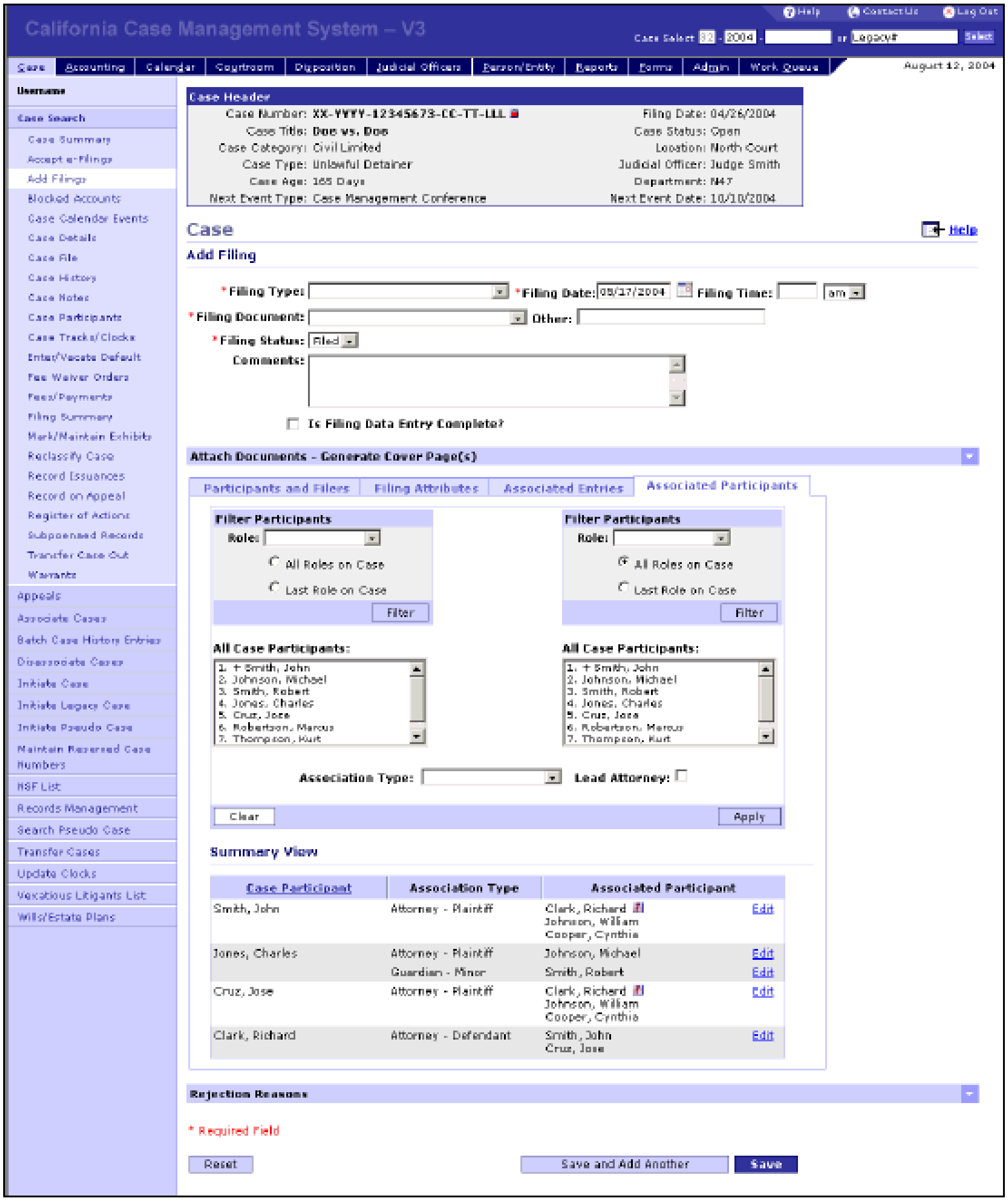
22. Click the **[Associated Participants]** tab.
    Result: The Associated Participants tab highlights.
    NOTE Follow Steps 23-27 to create a participant association on the case.



23. Select the necessary participant filter criteria.
    NOTE This filter tool allows you to display participants with specific roles within the All Case Participants list box.
24. Click the **[Filter]** button.
    Result: The screen refreshes and displays only those case participants that match the selected filter criteria in the All Case Participants list box.
    NOTE Repeat Steps 23-24 for the second participant list, if necessary.

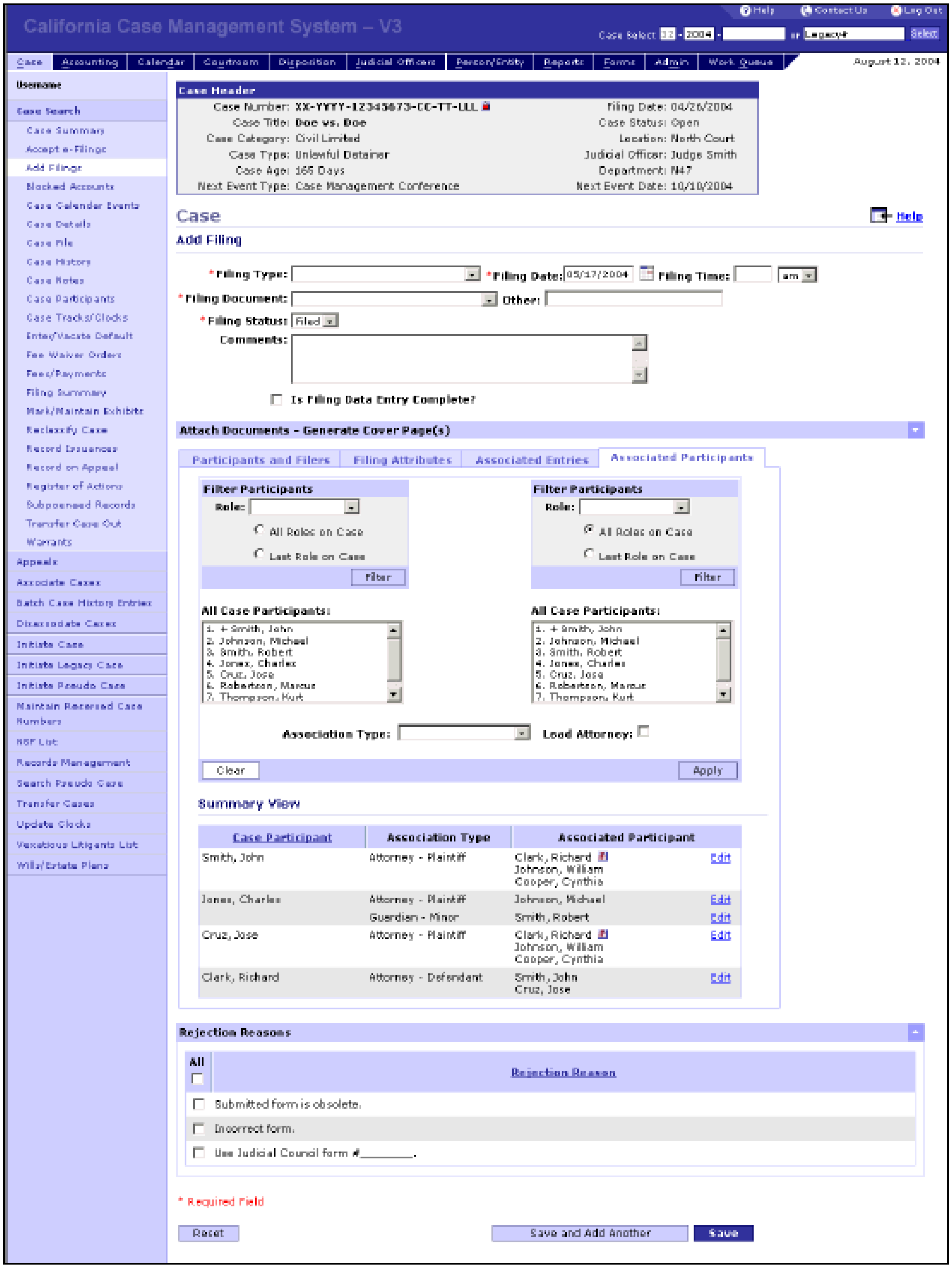


25. Select the participants to which this association applies.
    NOTE You must select at least one participant from each of the All Case Participants list boxes.
26. Select the **Association Type**.
    NOTE This association reads from the left hand section to the right.
27. Click the **[Apply]** button.
    Result: The screen refreshes and displays the association in the Summary View section.



Follow Steps 28-29 to reject the filing. To do this, you must also select a value of **Rejected** for the **Filing Status** field.

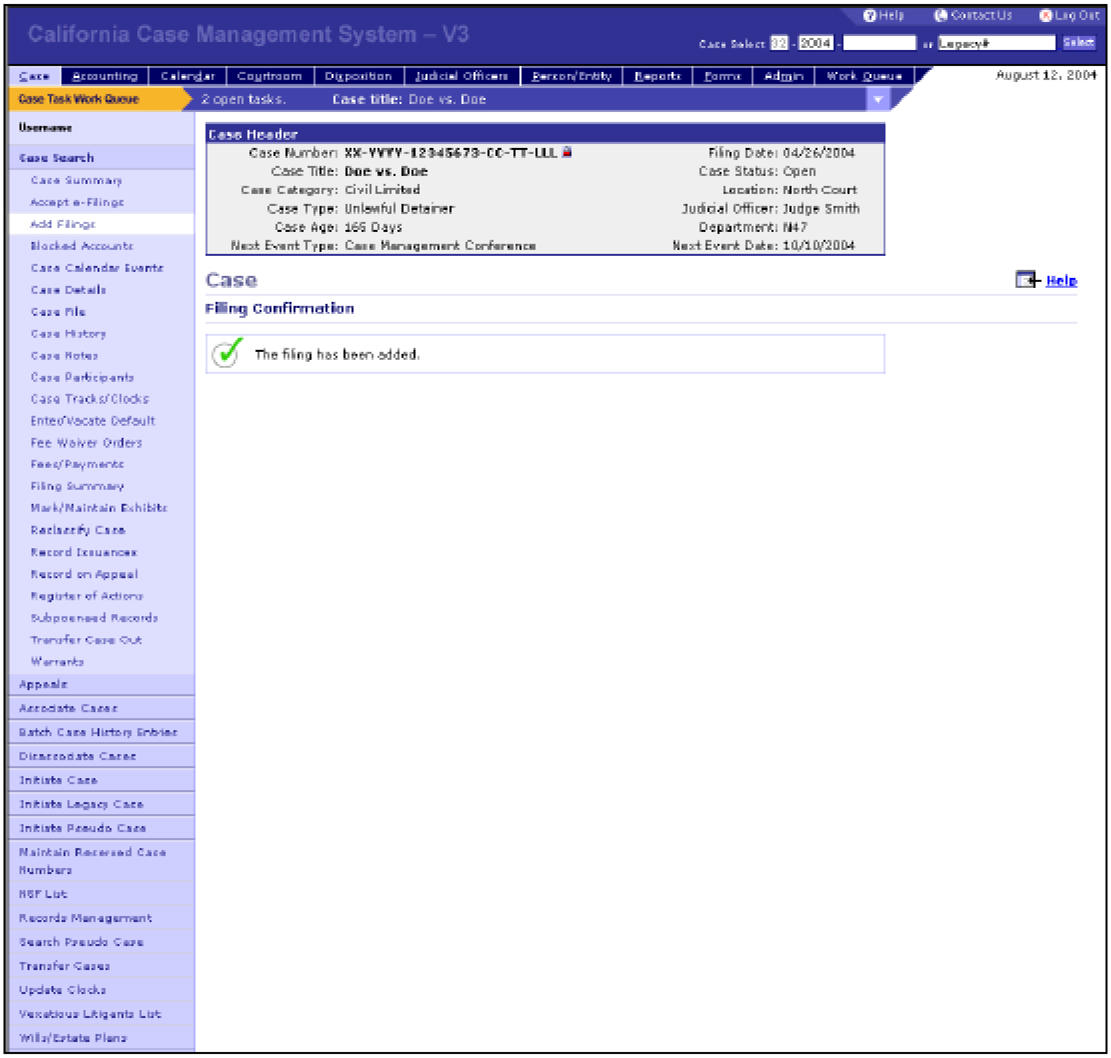
28. Click the toggle button for the **Rejection Reasons** section.
    Result: The Rejection Reason values display.



29. Select the appropriate rejection reasons.
30. Click the **[Save]** button to save the new filing.
Result: The Filing Confirmation screen displays. The system saves the filing and records a filing entry in the Case History. Depending on your configuration, a reject notice can be printed

manually or by the system.

NOTE The confirmation screen will be different depending on the selected filing type. The system may navigate you to another screen for further processing, such as if the filing type required a fee payment. Or if you came from another process, such as case initiation, you will be returned to that starting screen.



Related Links

Maintain Case Filings Overview

Add Filing Screen

Person/Entity Search Screen

Add Filing - Associate Participants in Batch Screen

My Court Information

Update Case Filings

Introduction

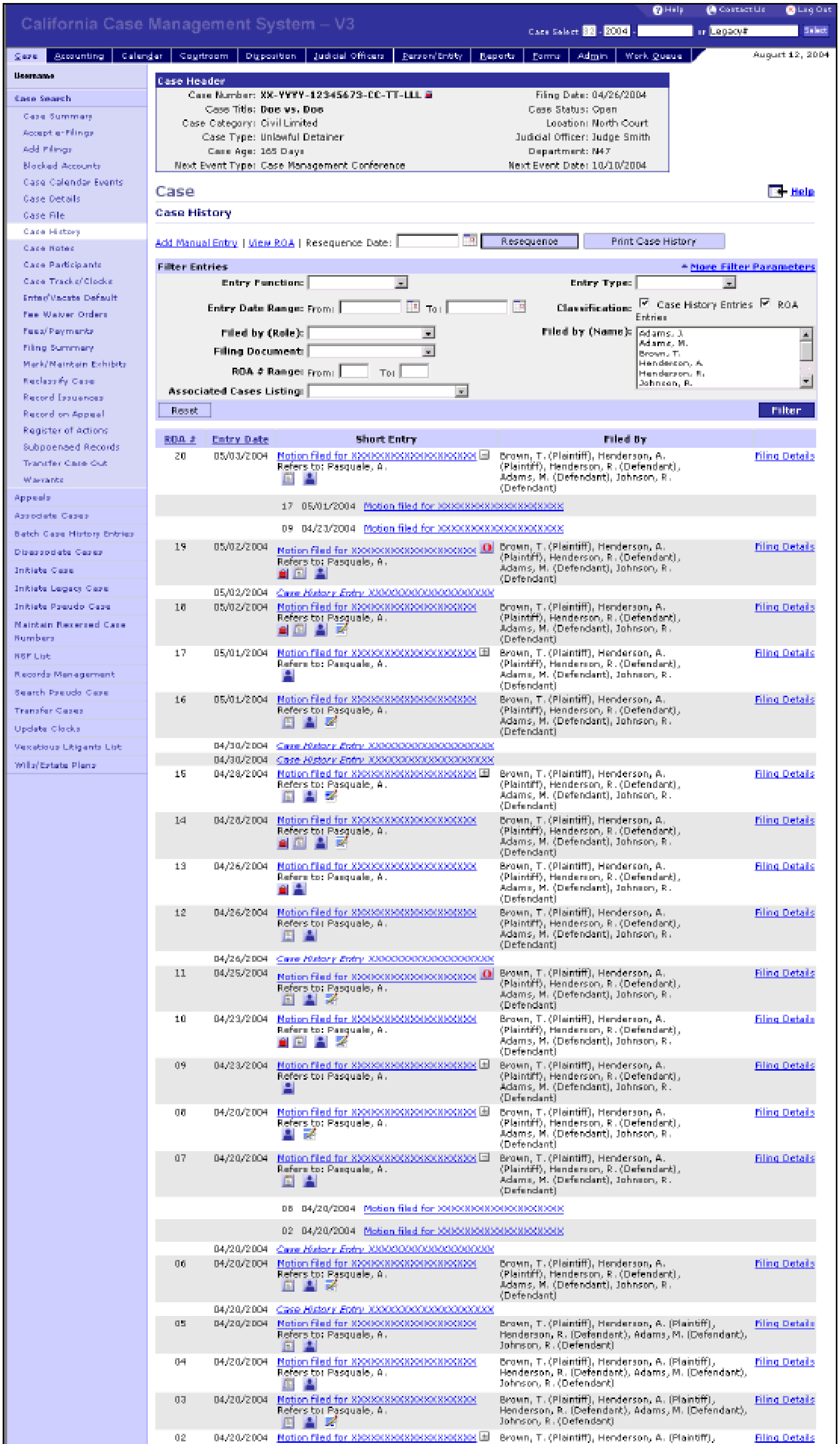
Updating a case filing changes the attributes for a specific filing on a case.

Task Activity

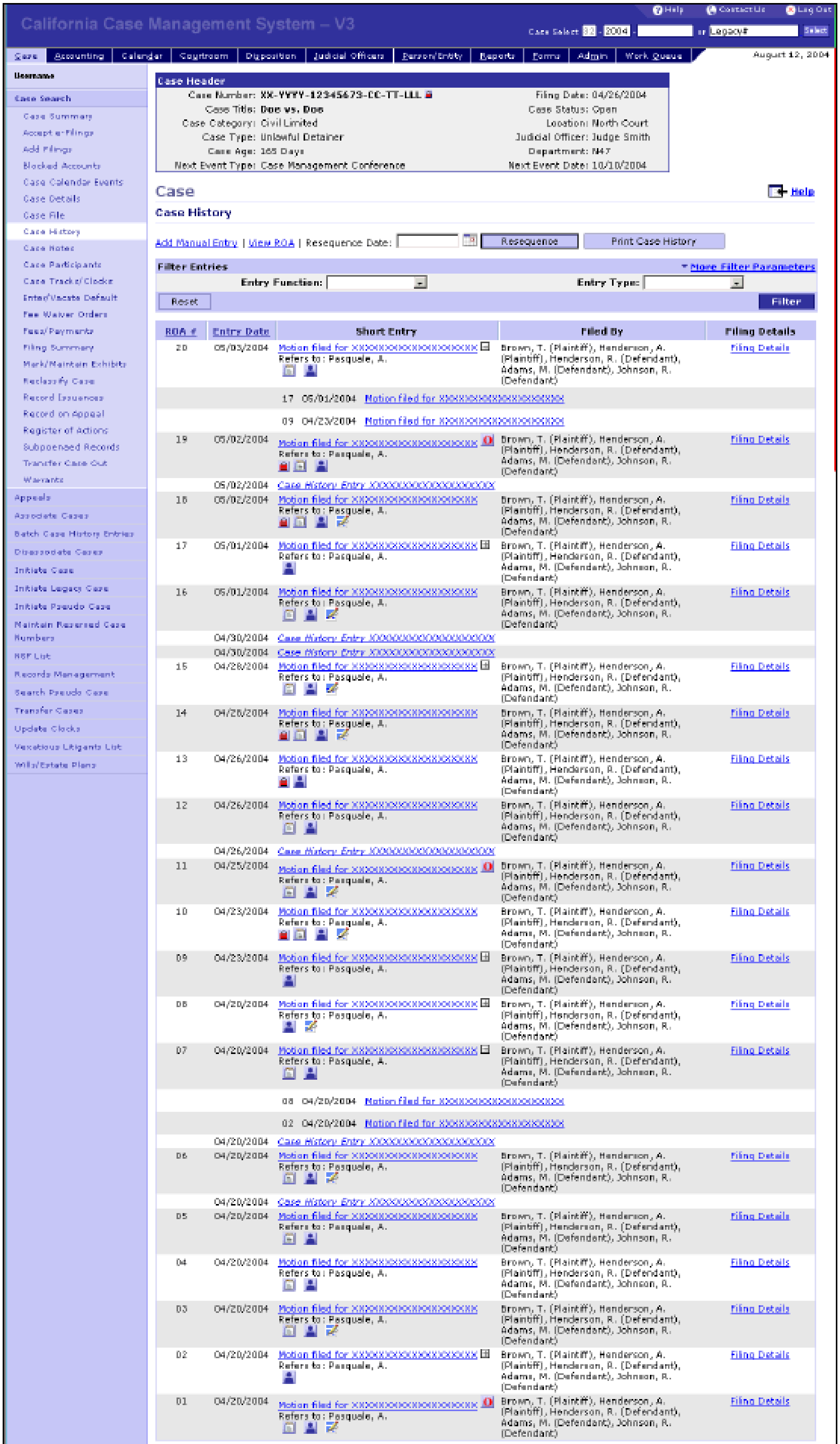
This activity takes place within the context of a case. It requires that you perform a case search and select the case on which to update a filing. Refer to the Search Cases task activity for details on performing a case search.

Perform the following steps to update an existing filing on a case.

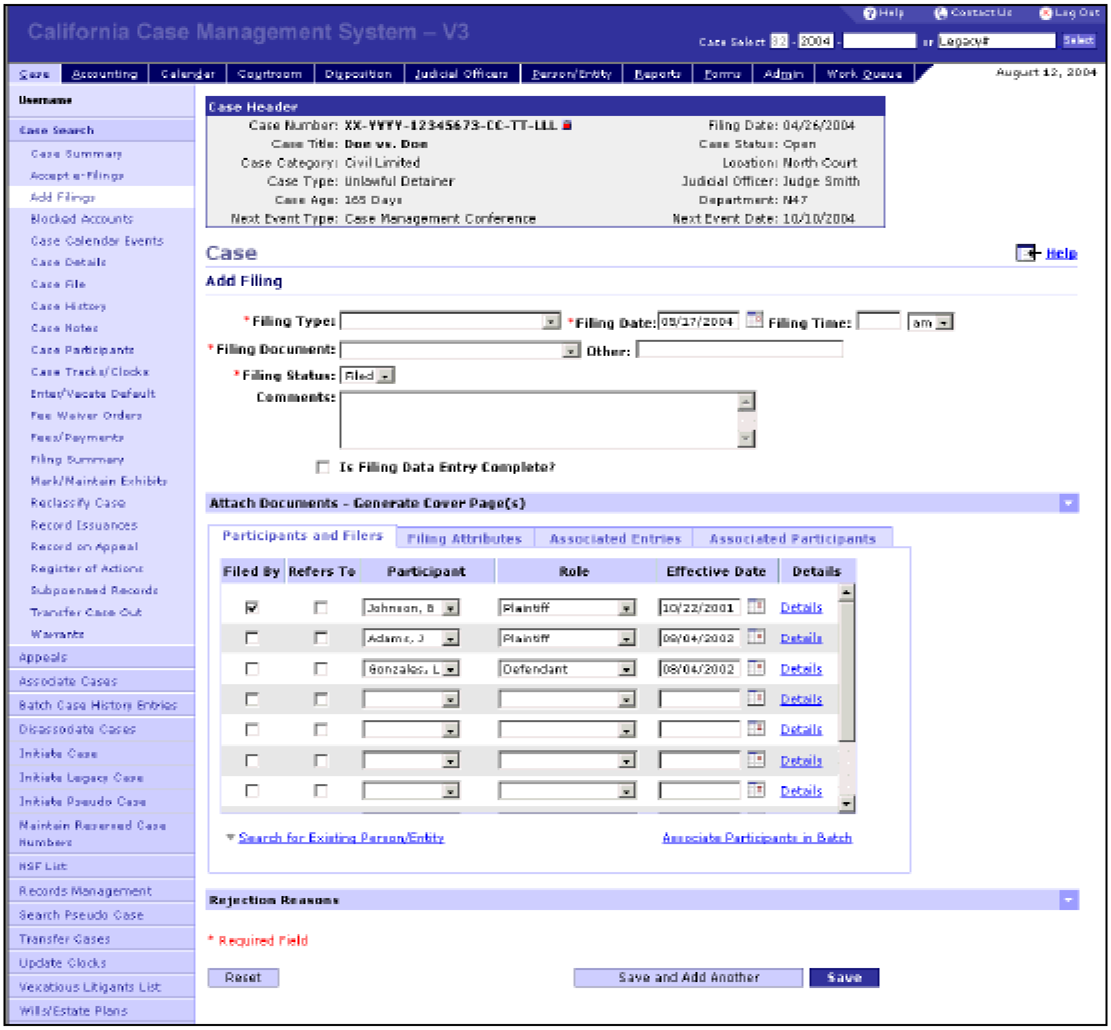
1. Select the **[Case History]** left navigation item.
   Result: The Case History screen displays.
   NOTE This screen lists the activities that have occurred on the case. It also displays a list of the existing case filings.


California Case Management System – V3
Help
Contact Us
Log Out
Case Select
or
Legacy#
Select
Case
Accounting
Calendar
Courtroom
Disposition
Judicial Officers
Person/Entity
Reports
Forms
Admin
Work Queue
August 12, 2004
Username
Case Search
Case Summary
Accept e-Filings
Add Filings
Blocked Accounts
Case Calendar Events
Case Details
Case File
Case History
Case Notes
Case Participants
Case Tracks/Clocks
Enter/Vacate Default
Fee Waiver Orders
Fees/Payments
Filing Summary
Mark/Maintain Exhibits
Reclassify Case
Record Issuances
Record on Appeal
Register of Actions
Subpoenaed Records
Transfer Case Out
Warrants
Appeals
Associate Cases
Batch Case History Entries
Disassociate Cases
Initiate Case
Initiate Legacy Case
Initiate Pseudo Case
Maintain Reserved Case Numbers
RSF List
Records Management
Search Pseudo Case
Transfer Cases
Update Clocks
Vexatious Litigants List
Wills/Estate Plans
Case Header
Case Number: XX-YYYY-12345678-CC-TT-LLL
Filing Date: 04/26/2004
Case Title: Doe vs. Doe
Case Status: Open
Case Category: Civil Limited
Location: North Court
Case Type: Unlawful Detainer
Judicial Officer: Judge Smith
Case Age: 165 Days
Department: N47
Next Event Type: Case Management Conference
Next Event Date: 10/10/2004
Case
Help
Case History
Add Manual Entry | View ROA | Resequence Date:
Resequence
Print Case History
Filter Entries
More Filter Parameters
Entry Function:
Entry Type:
Entry Date Range: From: To:
Classification: Case History Entries ROA Entries
Filed by (Role):
Filed by (Name):
Filing Document:
Adams, J.
Adams, M.
Brown, T.
Henderson, A.
Henderson, R.
Johnson, R.
ROA # Range: From: To:
Associated Cases Listing:
Reset
Filter
ROA #
Entry Date
Short Entry
Filed By
20 05/03/2004 Motion Filed for XXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A. Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant) Filing Details
17 05/01/2004 Motion filed for XXXXXXXXXXXXXXXXXXX
09 04/23/2004 Motion filed for XXXXXXXXXXXXXXXXXXX
19 05/02/2004 Motion Filed for XXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A. Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant) Filing Details
05/02/2004 Case History Entry XXXXXXXXXXXXXXXXXXX
18 05/02/2004 Motion Filed for XXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A. Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant) Filing Details
17 05/01/2004 Motion Filed for XXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A. Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant) Filing Details
16 05/01/2004 Motion Filed for XXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A. Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant) Filing Details
04/30/2004 Case History Entry XXXXXXXXXXXXXXXXXXX
04/30/2004 Case History Entry XXXXXXXXXXXXXXXXXXX
15 04/28/2004 Motion Filed for XXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A. Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant) Filing Details
14 04/28/2004 Motion Filed for XXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A. Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant) Filing Details
13 04/26/2004 Motion Filed for XXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A. Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant) Filing Details
12 04/26/2004 Motion Filed for XXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A. Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant) Filing Details
04/26/2004 Case History Entry XXXXXXXXXXXXXXXXXXX
11 04/25/2004 Motion Filed for XXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A. Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant) Filing Details
10 04/23/2004 Motion Filed for XXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A. Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant) Filing Details
09 04/23/2004 Motion Filed for XXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A. Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant) Filing Details
08 04/20/2004 Motion Filed for XXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A. Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant) Filing Details
07 04/20/2004 Motion Filed for XXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A. Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant) Filing Details
08 04/20/2004 Motion filed for XXXXXXXXXXXXXXXXXXX
02 04/20/2004 Motion filed for XXXXXXXXXXXXXXXXXXX
04/20/2004 Case History Entry XXXXXXXXXXXXXXXXXXX
06 04/20/2004 Motion Filed for XXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A. Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant) Filing Details
04/20/2004 Case History Entry XXXXXXXXXXXXXXXXXXX
05 04/20/2004 Motion Filed for XXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A. Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant) Filing Details
04 04/20/2004 Motion Filed for XXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A. Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant) Filing Details
03 04/20/2004 Motion Filed for XXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A. Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant) Filing Details
02 04/20/2004 Motion Filed for XXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A. Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant) Filing Details

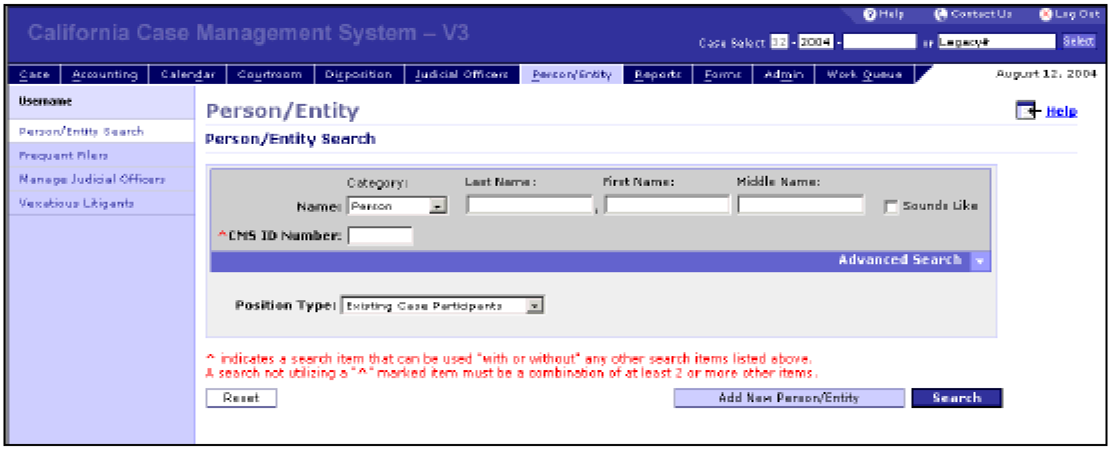
2. Select the necessary filter criteria.
   NOTE This filter tool allows you to search for specific entries on the case.
3. Click the **[Filter]** button.
   Result: The screen refreshes and displays only those entries that match the selected filter criteria.


California Case Management System – V3
Help
Contact Us
Log Out
Case Select
Legacy#
Select
Case
Accounting
Calendar
Courtroom
Disposition
Judicial Officers
Person/Entity
Reports
Forms
Admin
Work Queue
August 12, 2004
Username
Case Search
Case Summary
Accept e-Filings
Add Filings
Blocked Accounts
Case Calendar Events
Case Details
Case File
Case History
Case Notes
Case Participants
Case Tracks/Clocks
Enter/Vacate Default
Fee Waiver Orders
Fees/Payments
Filing Summary
Mark/Maintain Exhibits
Reclassify Case
Record Issuances
Record on Appeal
Register of Actions
Subpoenaed Records
Transfer Case Out
Warrants
Appeals
Associate Cases
Batch Case History Entries
Disassociate Cases
Initiate Case
Initiate Legacy Case
Initiate Pseudo Case
Maintain Reserved Case Numbers
NSF List
Records Management
Search Pseudo Case
Transfer Cases
Update Clocks
Vexatious Litigants List
Wills/Estate Plans
Case Header
Case Number: XX-YYYY-12345678-CC-TT-LLL
Case Title: Doe vs. Doe
Case Category: Civil Limited
Case Type: Unlawful Detainer
Case Age: 165 Days
Next Event Type: Case Management Conference
Filing Date: 04/26/2004
Case Status: Open
Location: North Court
Judicial Officer: Judge Smith
Department: N47
Next Event Date: 10/10/2004
Case
Help
Case History
Add Manual Entry | View ROA | Resequence Date:
Resequence
Print Case History
Filter Entries
More Filter Parameters
Entry Function:
Entry Type:
Reset
Filter
ROA #
Entry Date
Short Entry
Filed By
Filing Details
Motion filed for XXXXXXXXXXXXXXXXXXXX
Refers to: Pasquale, A.
Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant)
Filing Details
Case History Entry XXXXXXXXXXXXXXXXXX

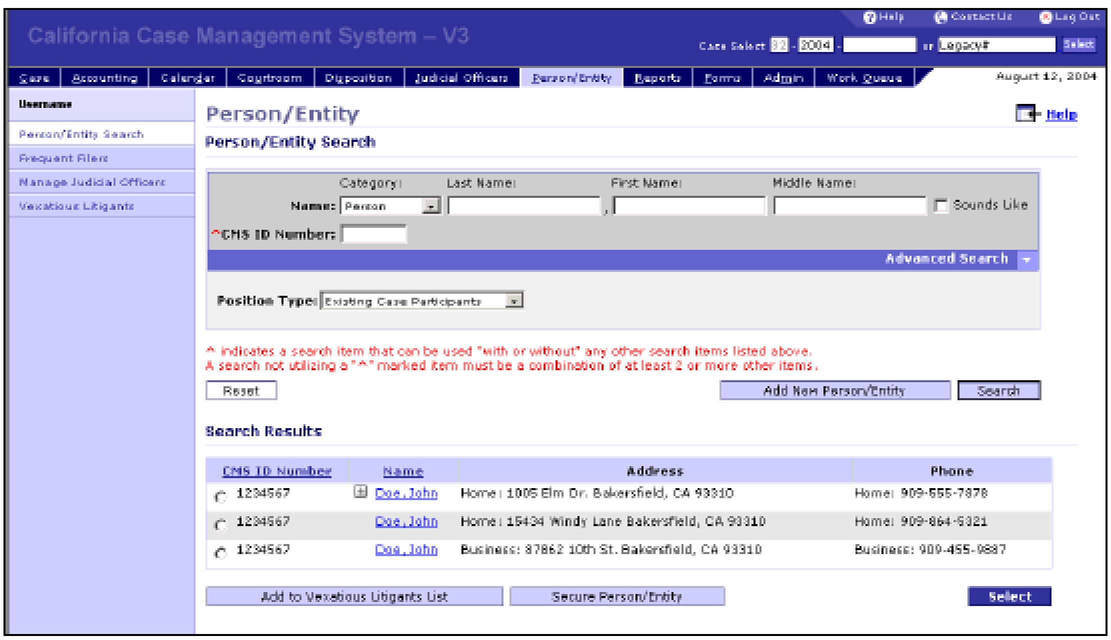
4. Click the **[Filing Details]** hyperlink for the filing entry to update.
   Result: The Add Filing screen displays with the filing data in the appropriate fields.



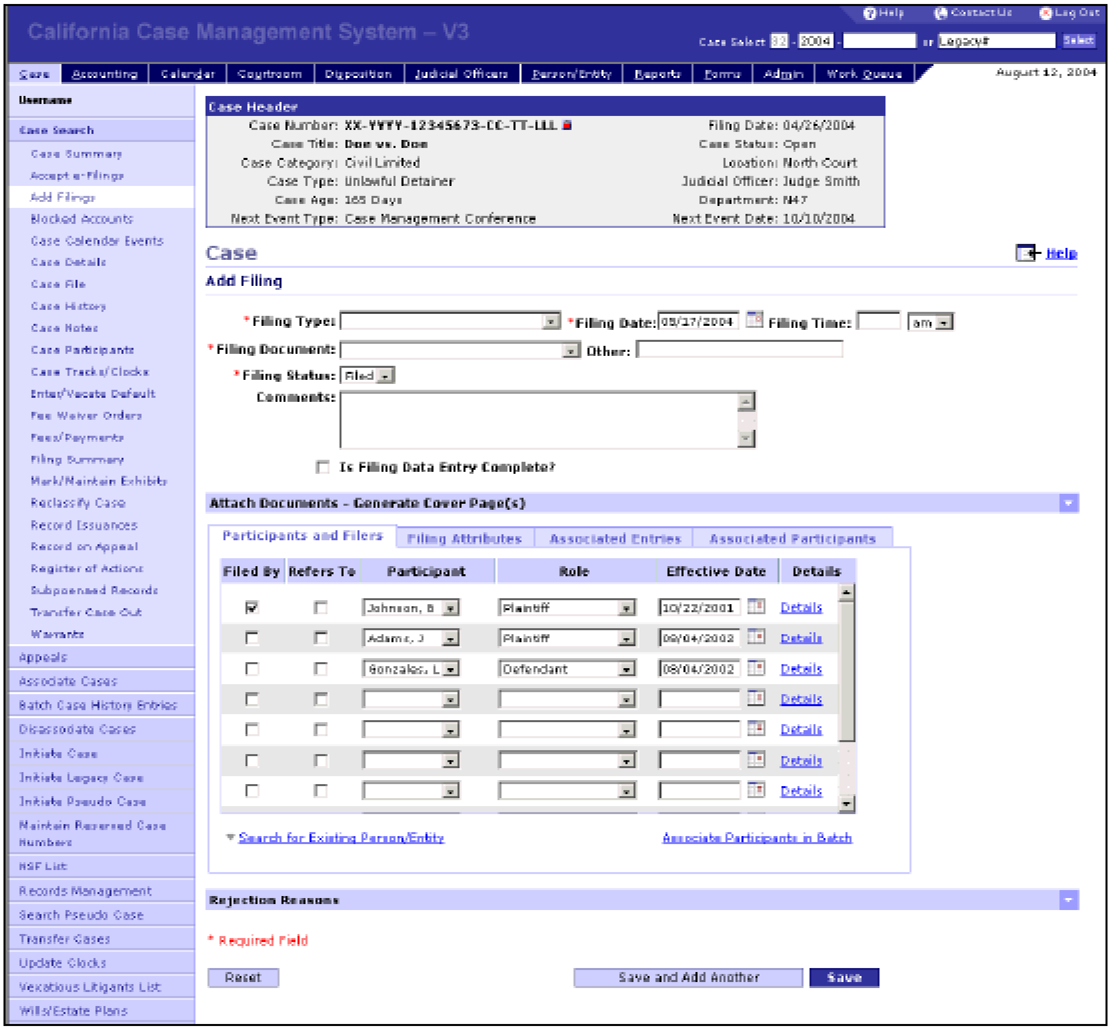
5. Enter/Select data for the necessary fields.
   NOTE Follow Steps 6-10 to search for an existing person/entity to add as a participant.
6. Click the **[Search for Existing Person/Entity]** link.
   Result: The Person/Entity Search screen displays.



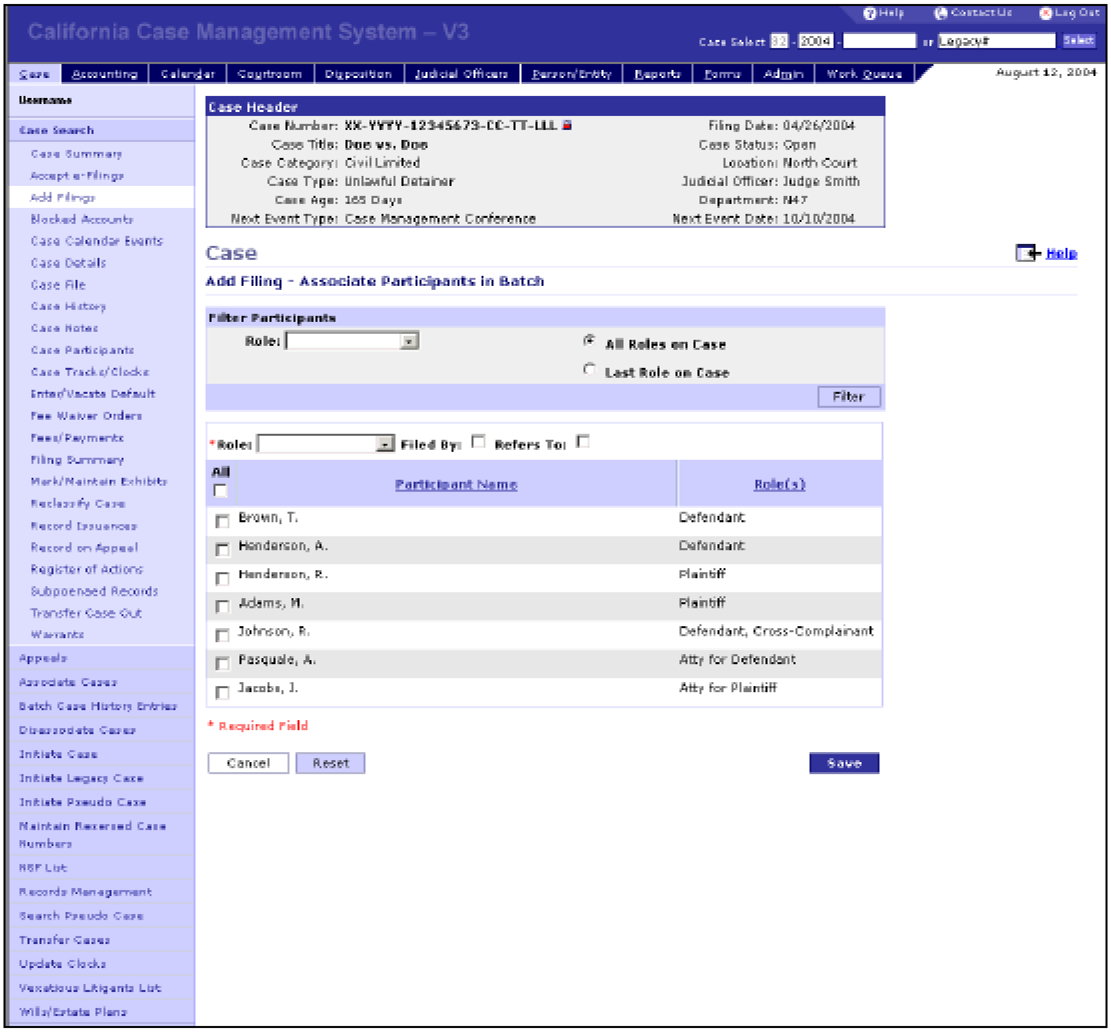
7. Enter/Select data into the necessary search parameter fields.
   NOTE Refer to the Search Person/Entity Profiles task activity for details on performing this search.
8. Click the **[Search]** button.
   Result: The screen refreshes with the search results.



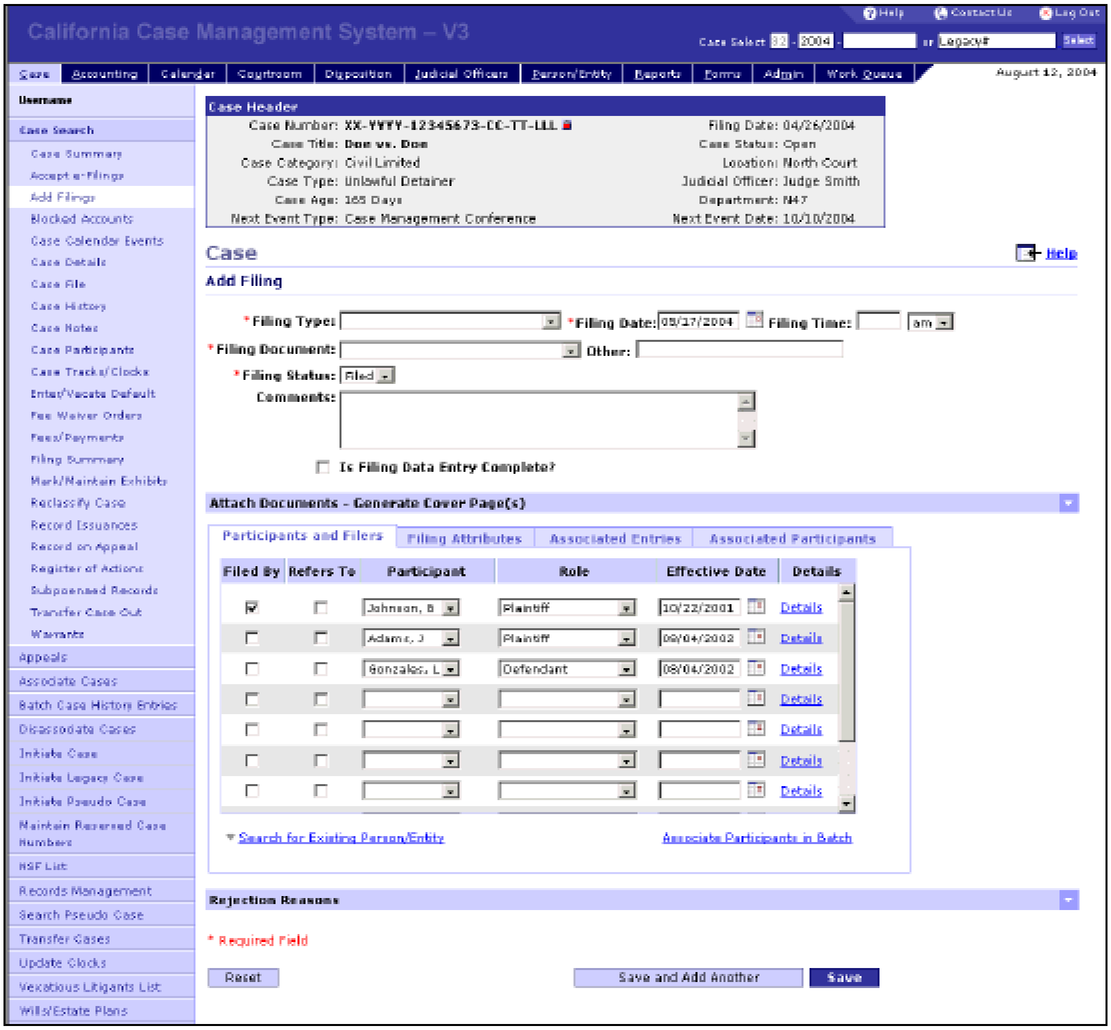
9. Select the radio button of the person/entity record to add to the filing.
10. Click the **[Select]** button.
    Result: The Add Filing screen re-displays and lists the selected person/entity in the Participant field.
    NOTE Follow Steps 11-15 to associate participants to the filing in batch.



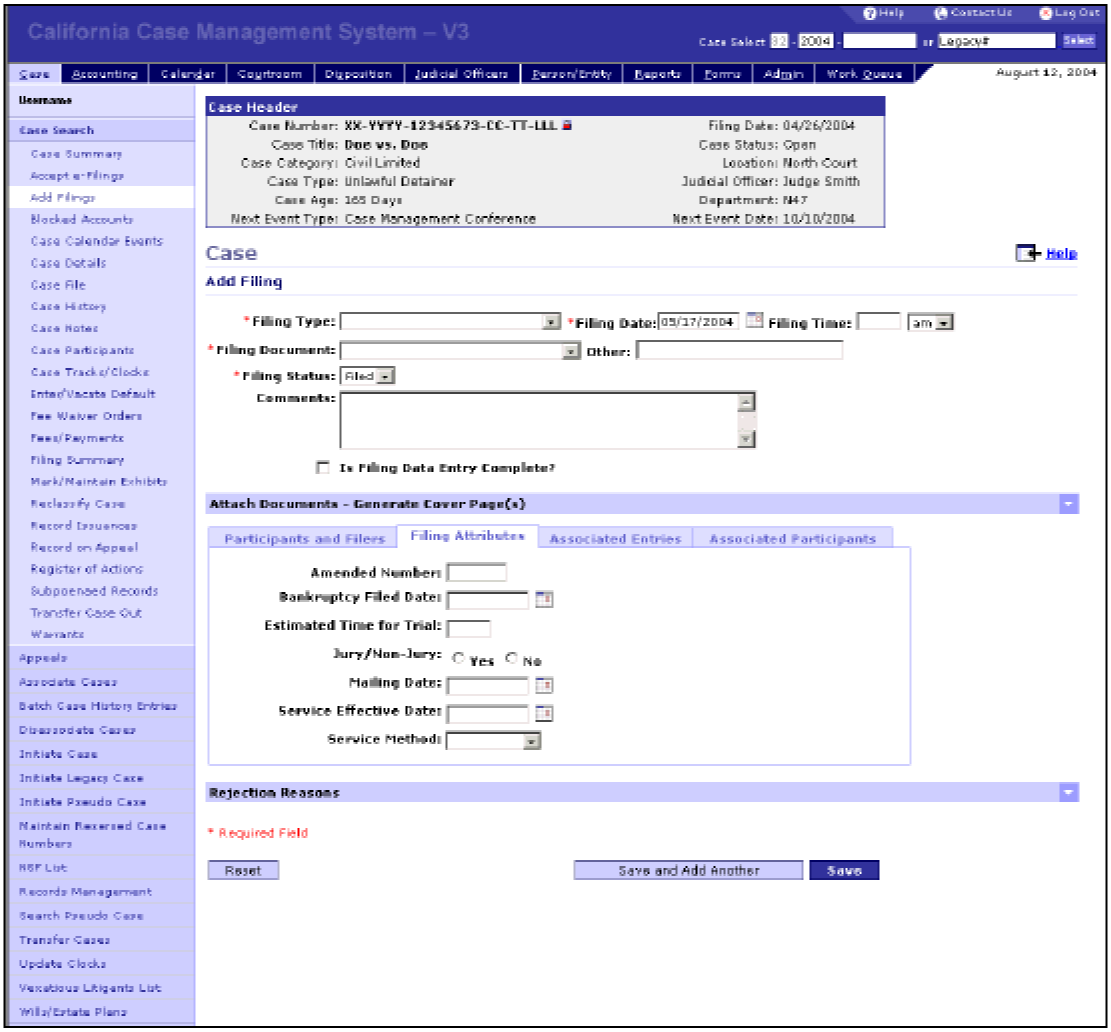
11. Click the **[Associate Participants in Batch]** link.
Result: The Add Filing - Associate Participants in Batch screen displays.



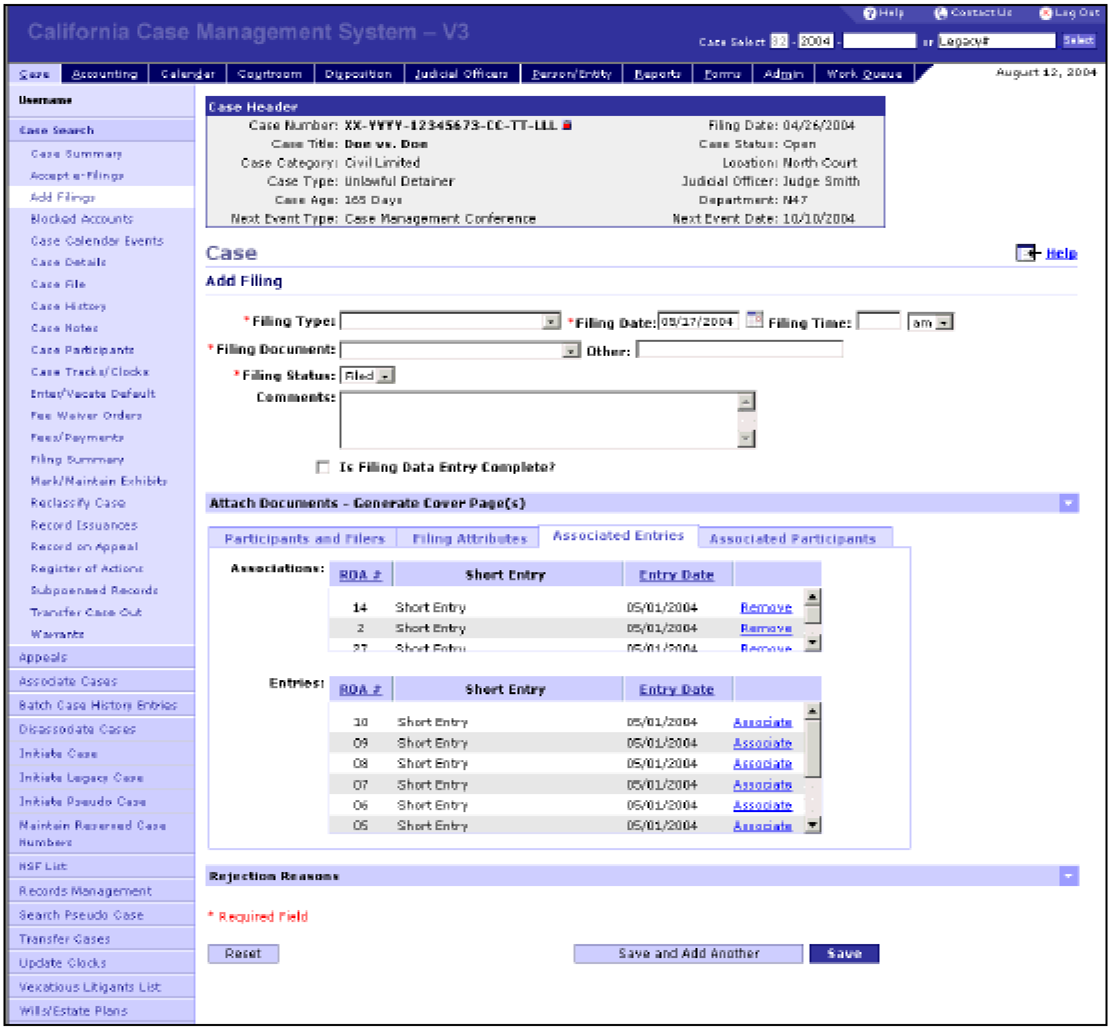
12. Select the necessary participant filter criteria.
    NOTE This filter tool allows you to search for participants with specific roles on the case.
13. Click the **[Filter]** button.
    Result: The screen refreshes and displays only those case participants that match the selected filter criteria.
14. Select the checkboxes for the participants to associate with the filing.
15. Click the **[Save]** button.
    Result: The Add Filing screen re-displays. The selected participants are now listed in the appropriate fields.



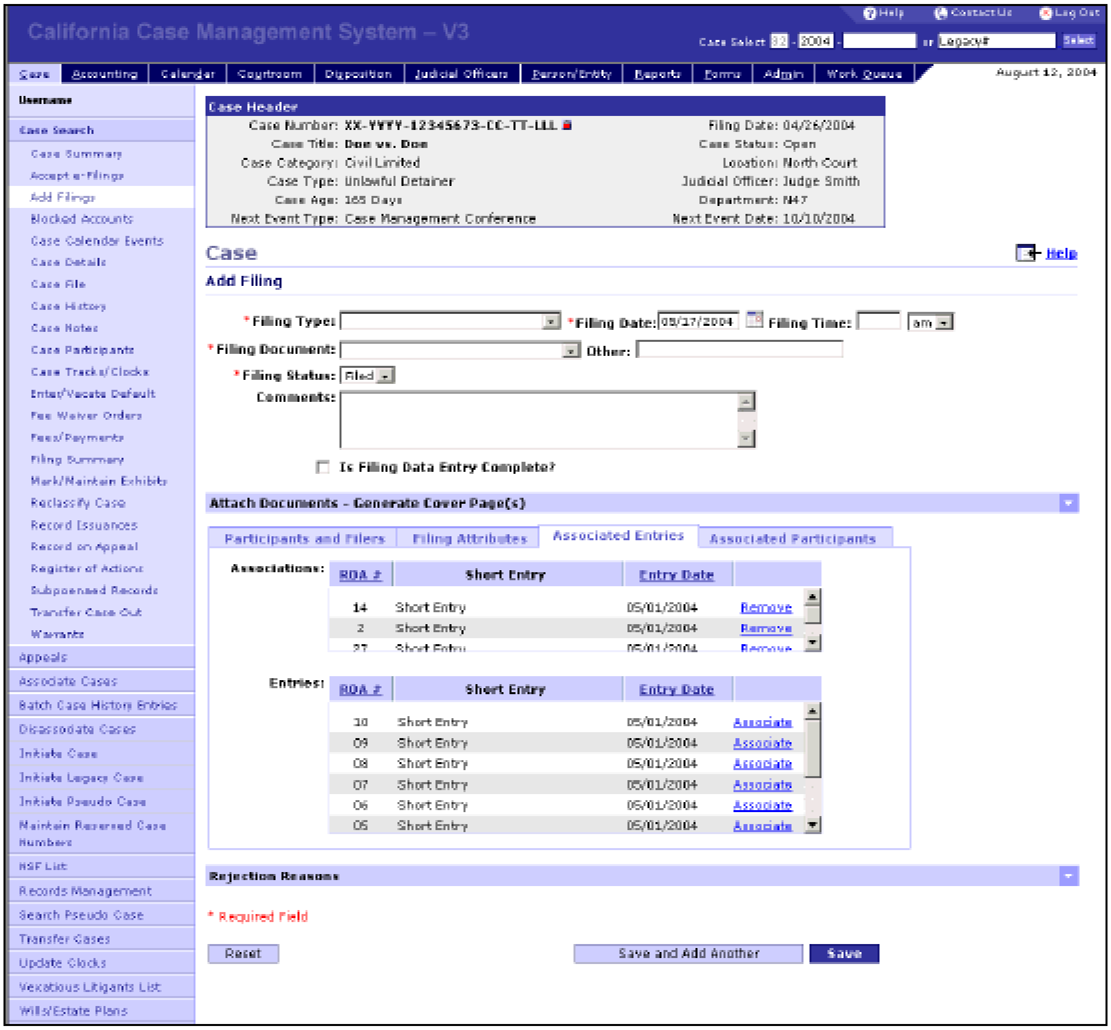
16. Click the **[Filing Attributes]** tab.
Result: The Filing Attributes tab highlights.
NOTE These fields will be different depending on the selected case and filing type.



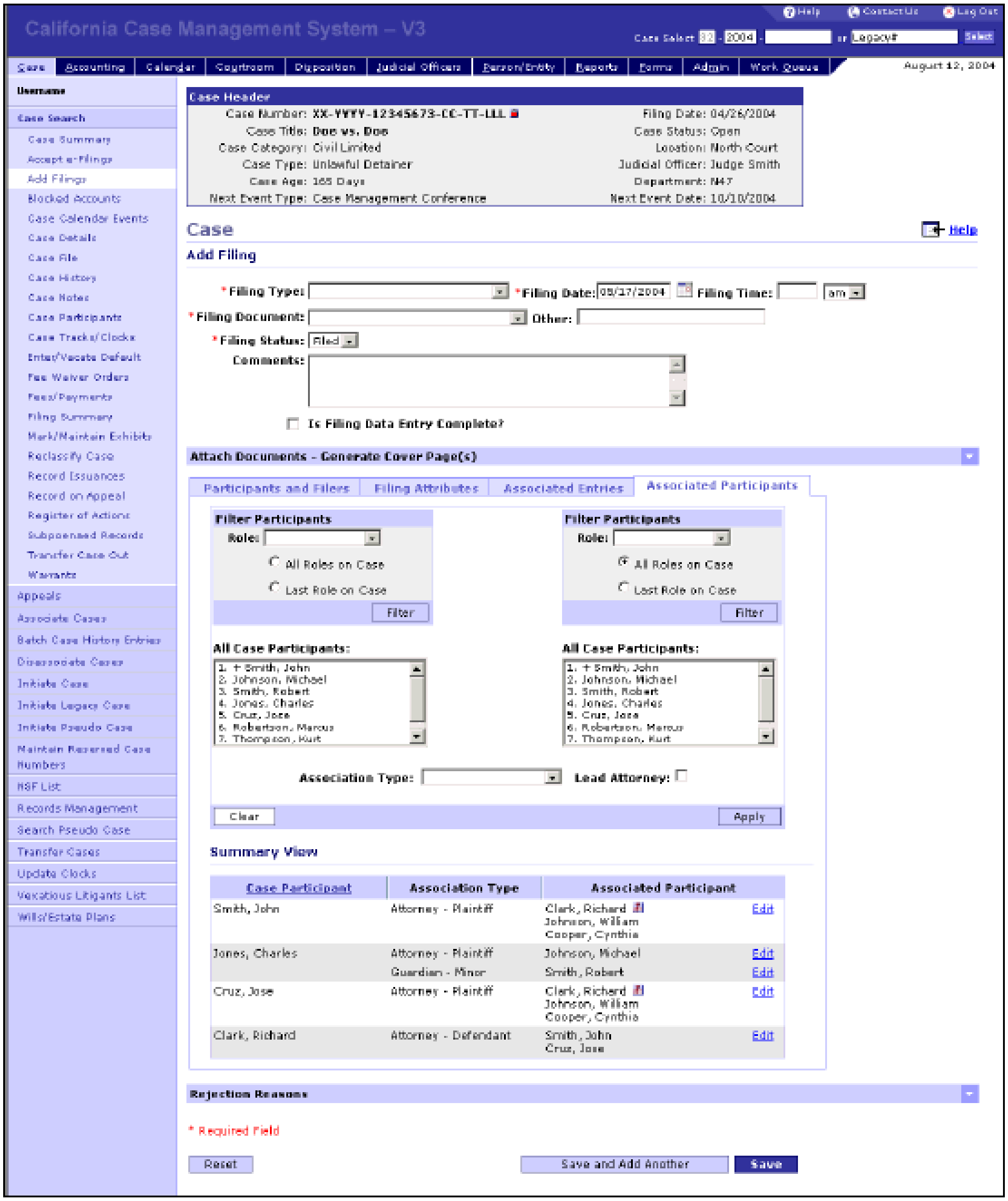
17. Enter/Select the necessary filing attributes.
18. Click the **[Associated Entries]** tab.
 Result: The Associated Entries tab highlights. This tab contains a list of the Case History entries for the case.



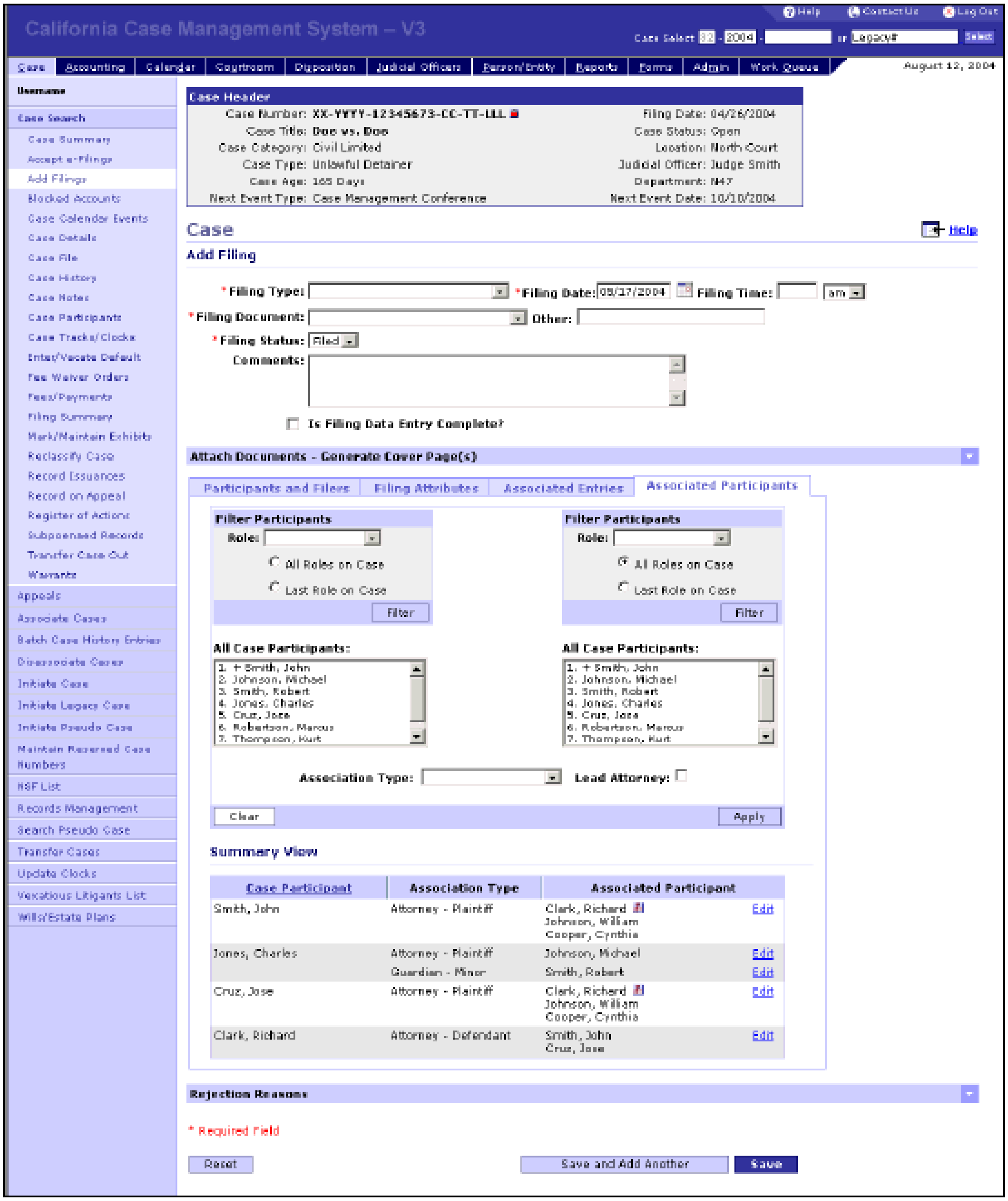
19. Click the **[Associate]** link for the ROA entry to associate with the filing.
Result: The screen refreshes. The entry now displays in the Associations section.



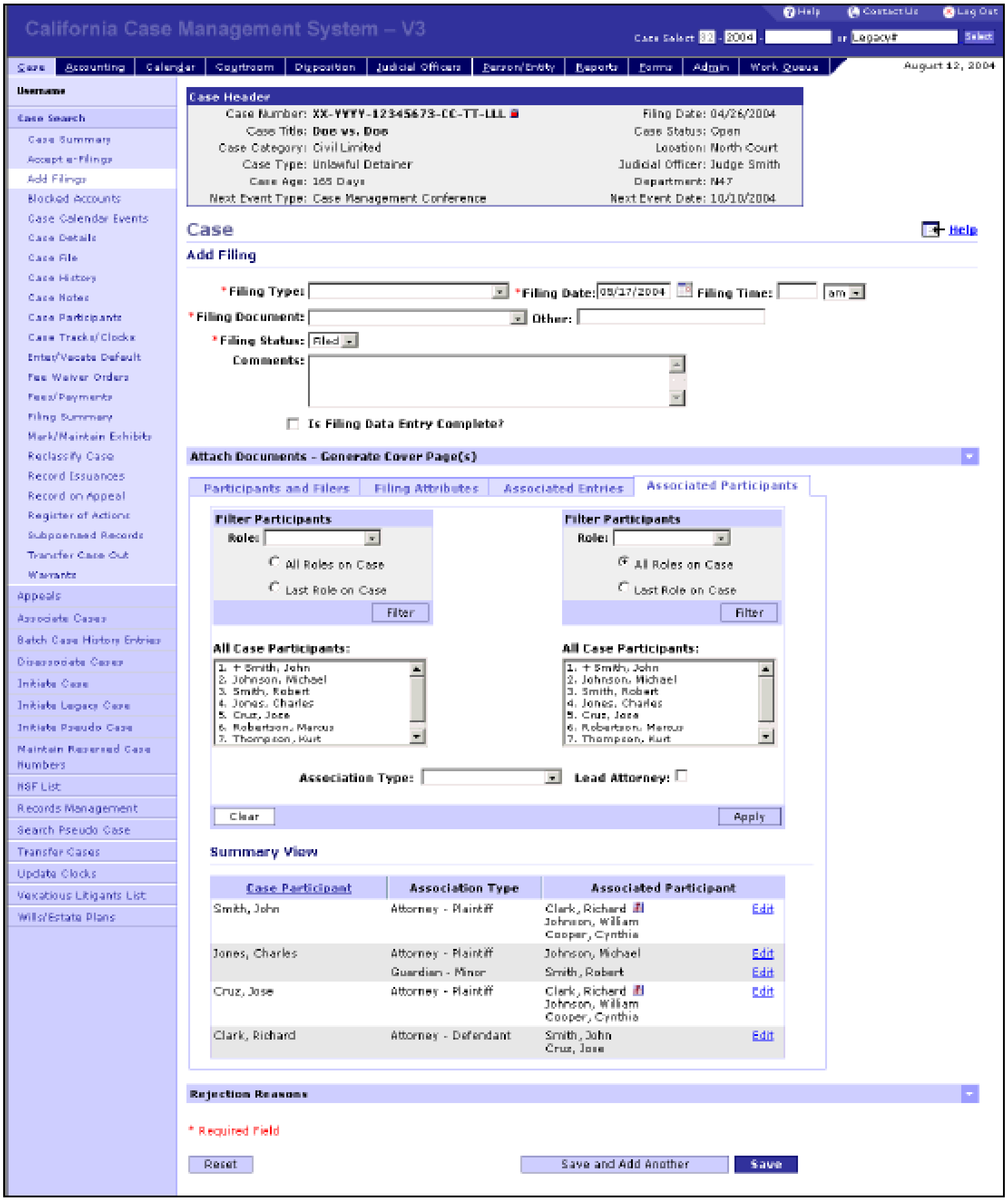
20. Click the **[Associated Participants]** tab.
Result: The Associated Participants tab highlights.
NOTE Follow Steps 21-25 to create a participant association on the case.



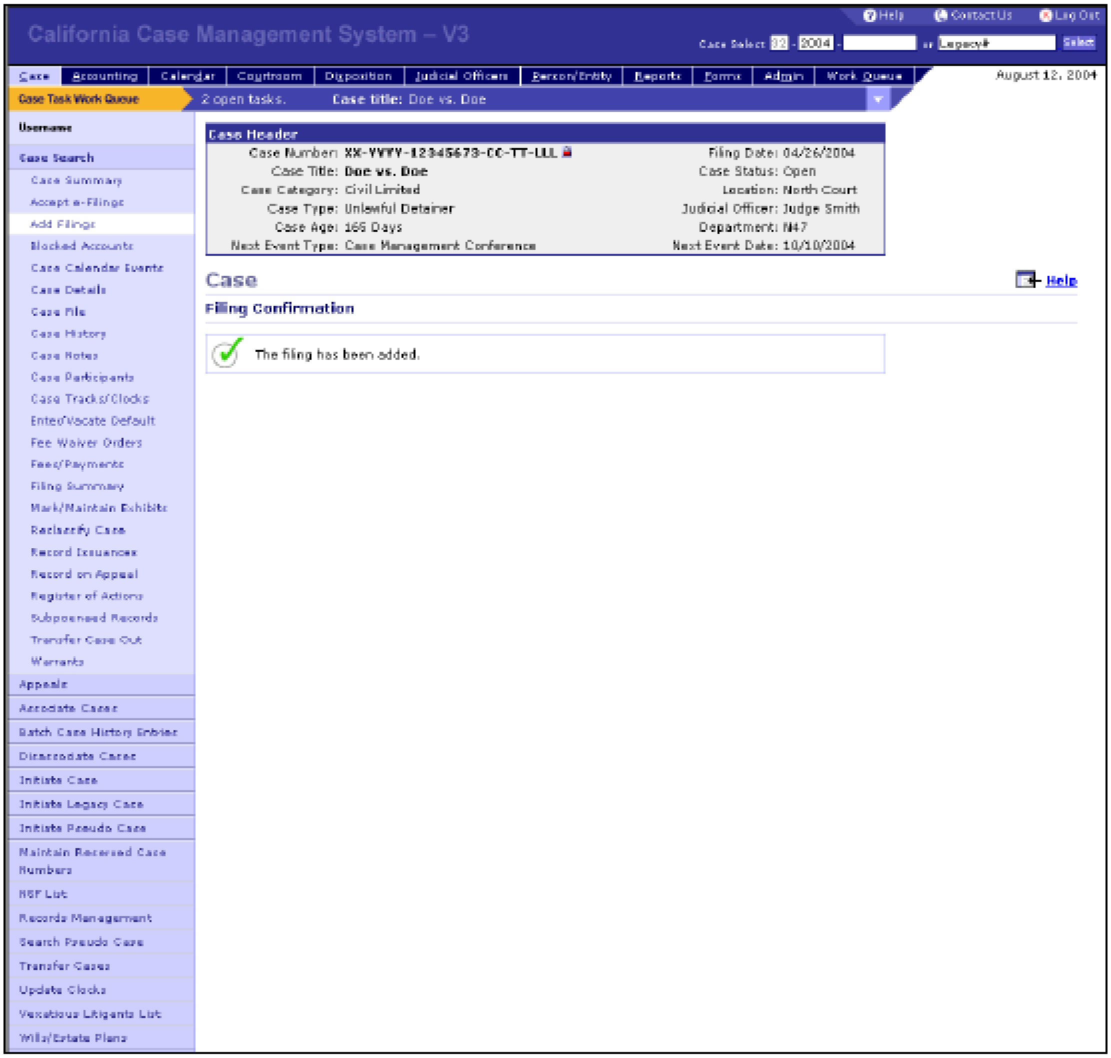
21. Select the necessary participant filter criteria.
    NOTE This filter tool allows you to display participants with specific roles within the All Case Participants list box.
22. Click the **[Filter]** button.
    Result: The screen refreshes and displays only those case participants that match the selected filter criteria in the All Case Participants list box.
    NOTE Repeat Steps 21-22 for the second participant list, if necessary.



23. Select the participants to which this association applies.
    NOTE You must select at least one participant from each of the All Case Participants list boxes.
24. Select the **Association Type**.
    NOTE This association reads from the left hand section to the right.
25. Click the **[Apply]** button.
    Result: The screen refreshes and displays the association in the Summary View section.



26. Select the appropriate rejection reasons.
    NOTE You must have selected a filing status of **Rejected**.
27. Click the **[Save]** button.
    Result: The Filing Confirmation screen displays. The system creates an entry indicating the update filing event.
    NOTE The confirmation screen will be different depending on the selected filing type. The system may navigate you to another screen for further processing, such as if the filing type required a fee payment.



Related Links

Maintain Case Filings Overview

Case History Screen

Add Filing Screen

Person/Entity Search Screen

Add Filing - Associate Participants in Batch Screen

Maintain Case Information

Maintain Case Information Overview

Introduction

Maintaining case information involves searching for and updating existing case information. Case attributes are defined from the case initiation process and other case management activities.

Updating Case Information

The following activities focus on updating the attributes or details of a case. These details are specific to the selected case category and case type. Certain updates to these values may require other case adjustments, such as updating appropriate fees and/or automatic case clocks. Refer to the Business Rules for details on the types of adjustments required for specific updates.

However, performing other case-related activities, such as managing blocked accounts or reclassifying cases, will also affect certain case details. As a result, this activity extends to the other task activities that occur within the context of a case.

Activities Performed Prior to Accessing Case Information

You must conduct a case search in order to select the case on which to update case attributes.

Task Activities

Maintaining case information includes the following task activities:

- Search Cases
- Update Case Details
- View Filing Summary

Additional Resources

Other items related to this overview include the following:

- Business Rules
- Case Attributes Matrix
  (This is a list of the case fields that will display based on the selected case type.)
- Case Categories and Types Matrix
  (This is a list of the available case categories and case types in the system.)

Related Links

Case Search Screen

Case Summary Screen

Case Details Screen

My Court Information

Search Cases

Introduction

Searching for a case searches and displays cases that currently exist in the system.

Case Search Functionality

The system performs a search based on field parameters that you provide. Only cases that match the entered search criteria will display in the results list. Refer to the Initiate Cases section for details on creating cases in the system.

You must provide data for at least one primary search field or two secondary search fields in order for the search utility to function. Providing other parameter data helps to narrow the search results and increases the likelihood of finding a closer match. Refer to the Search Feature Overview for details on performing a search in the system.

Secured cases are only viewable (or searchable) with the appropriate security role.

Using the Search Results

The search function also provides the foundation for maintaining case information. For example, you must perform a case search in order to access a specific case.

Selecting the Case Number link from the search results displays the Case Summary screen for that case. However, selecting an archived case will instead display the Archival Details screen.

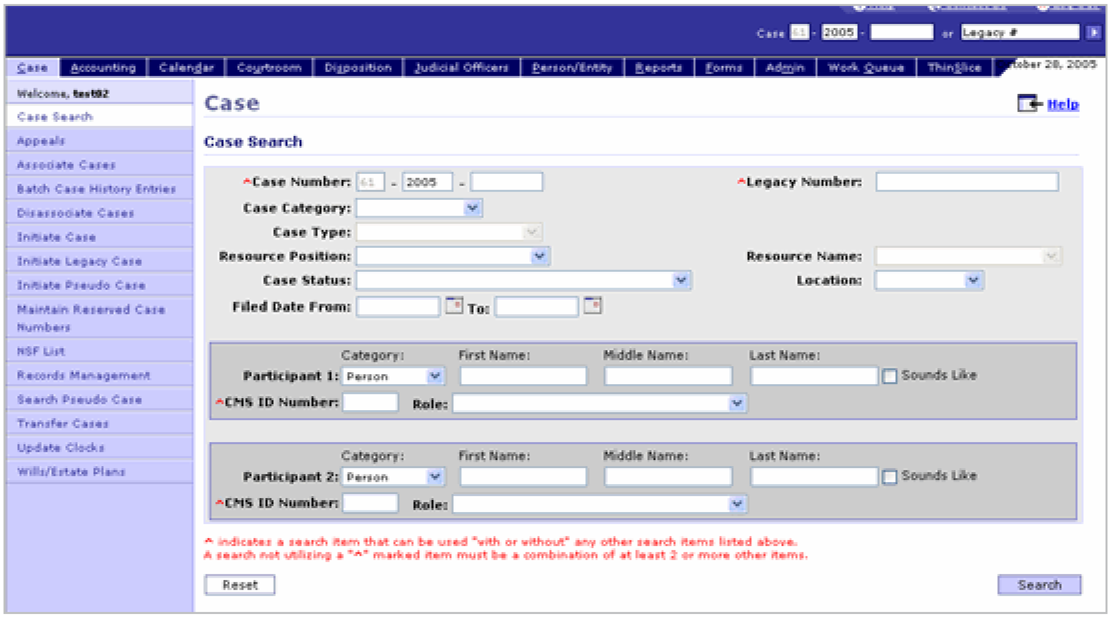
Performing a Quick Case Search

The Case Select utility in the screen header allows you to quickly access a case. You can use this feature if you know the case number you want to access. Refer to the Search Feature Overview and the About Case Select section for details on performing this type of case search.

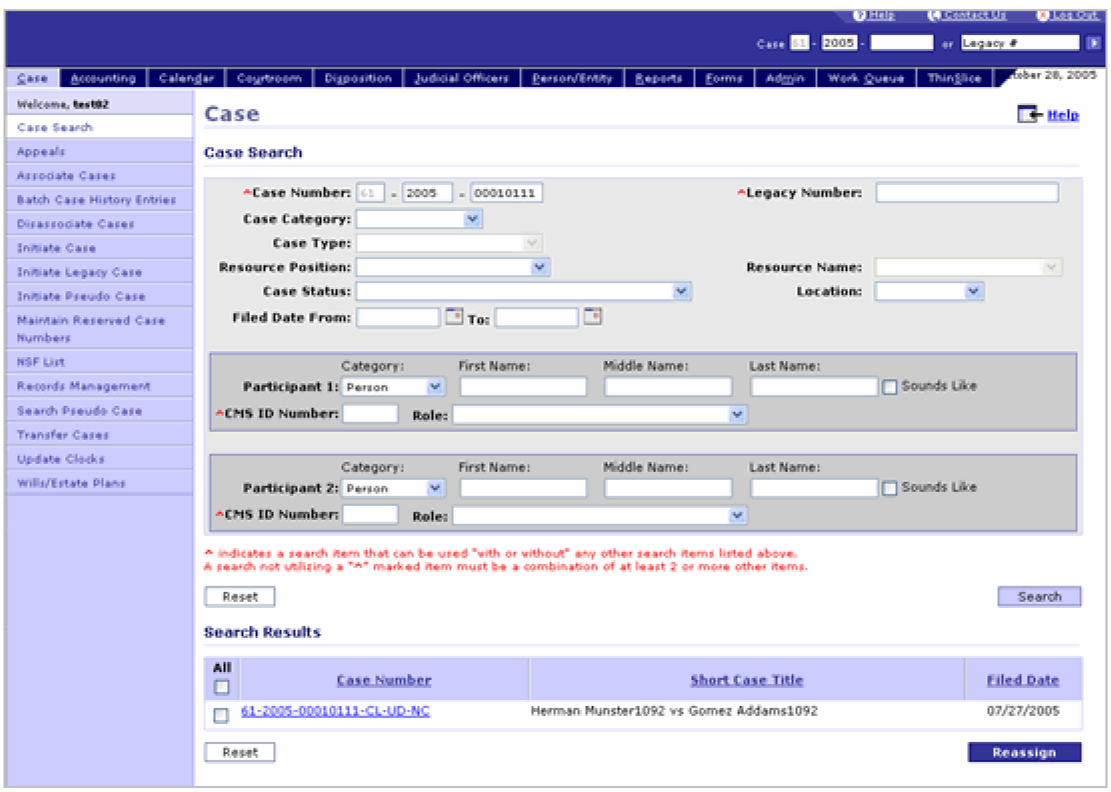
Task Activity

Perform the following steps to search for a case.

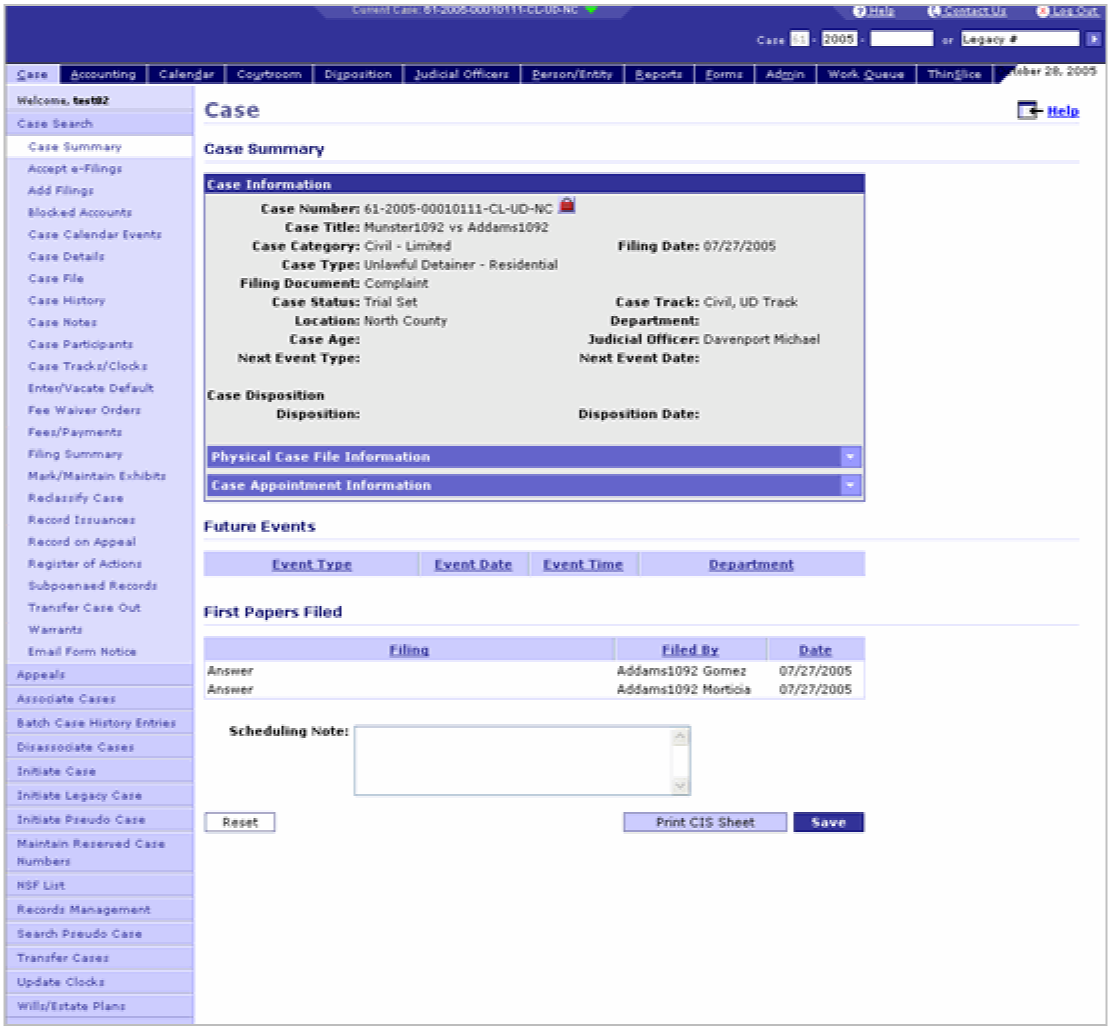
1. Select **[Case] > [Case Search]**.
   Result: The Case Search screen displays.



2. Enter/Select data for the appropriate search parameter fields.
3. Click the **[Search]** button.
   Result: The screen refreshes with the Search Results.
   NOTE The Search Results will return 50 rows per page and a maximum of 250 rows for the entire search.



4. Click the **Case Number** link to display the case summary information for a case.
Result: The Case Summary screen displays.
NOTE If you select an archived case, then the Archival Details screen will display.



Related Links

Maintain Case Information Overview

Case Search Screen

Case Summary Screen

My Court Information

Update Case Details

Introduction

Updating case details changes the attributes of an existing case. This activity allows you to add or edit the information used to define a specific case in the system.

You must have a Supervisor access or above to access and modify case details.

If you set the security of the case to a level higher than your own, then the system will display a confirmation message and log you out of the case. You will not have the rights to access this case in the future.

Viewing Case Icons

Some cases display one or more icons in the case header. The purpose of these icons is to alert you to certain case attributes or events. Courts typically consider these items as important or helpful. Refer to the List of Icons section for a description of the case icons.

Updating Case Header Information

You can update certain details located within the case header. For example, you can change the case security level, case title, case type, case status or location.

However, many of these details display as read-only fields. You can change some of these values through other case management activities, such as reclassifying a case to change the case category or reassigning a resource to change the Judicial Officer/Department assigned to the case. Other values depend entirely on system processes.

Updating Case Initiation Information

You may also update the values collected from the case initiation process. These fields are specific to the selected case category and case type. Editing these fields may require other case adjustments. Refer to the Case Attributes Matrix for details on these fields.

Updating Additional Information

The Case Details screen will also display the existing association types for the case. While this activity does not allow you to consolidate or relate this case, you can coordinate an out-of-county case. This coordination can only occur if the selected case is a JCCP case that already belongs to a coordinated group. Refer to the Coordinate Cases section for details on these coordination processes.

You can also add or remove external cross reference numbers with the case. These numbers represent cases that do not currently reside within the Court system, but may be relevant to the active case.

Validating the Case Details

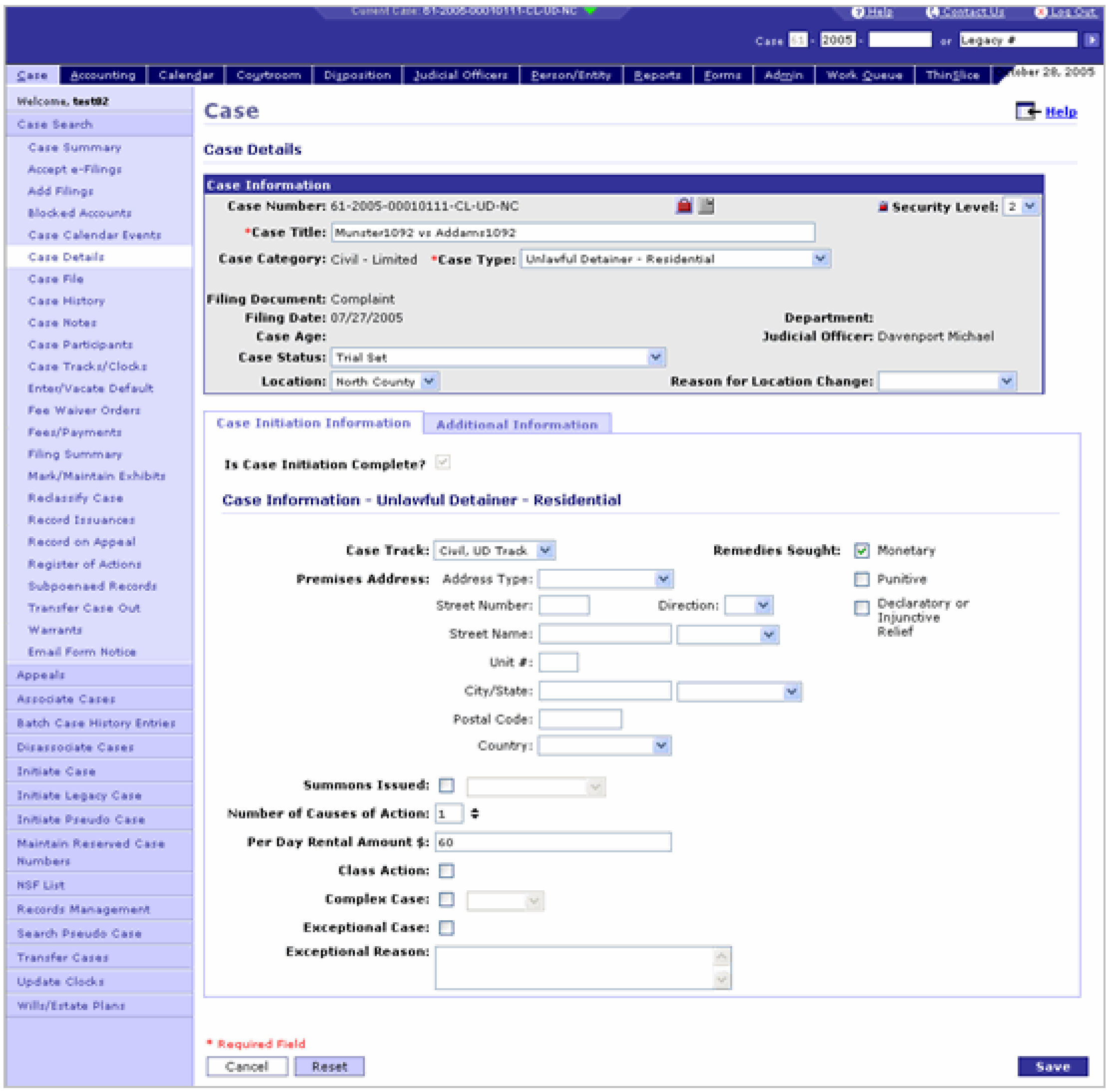
The system will check your case attribute updates for accuracy and compatibility. For example, if you classify a case as a Complex Case, then the system will check whether the resource assigned to the case can hear class action cases. Other case updates may result in the adjustment of fees and/or automatic case clocks. Refer to the Business Rules for a list of the system validations performed when updating case details.

Task Activity

This activity takes place within the context of a case. It requires that you perform a case search and select the case on which to update attributes. Refer to the Search Cases task activity for details on performing this search.

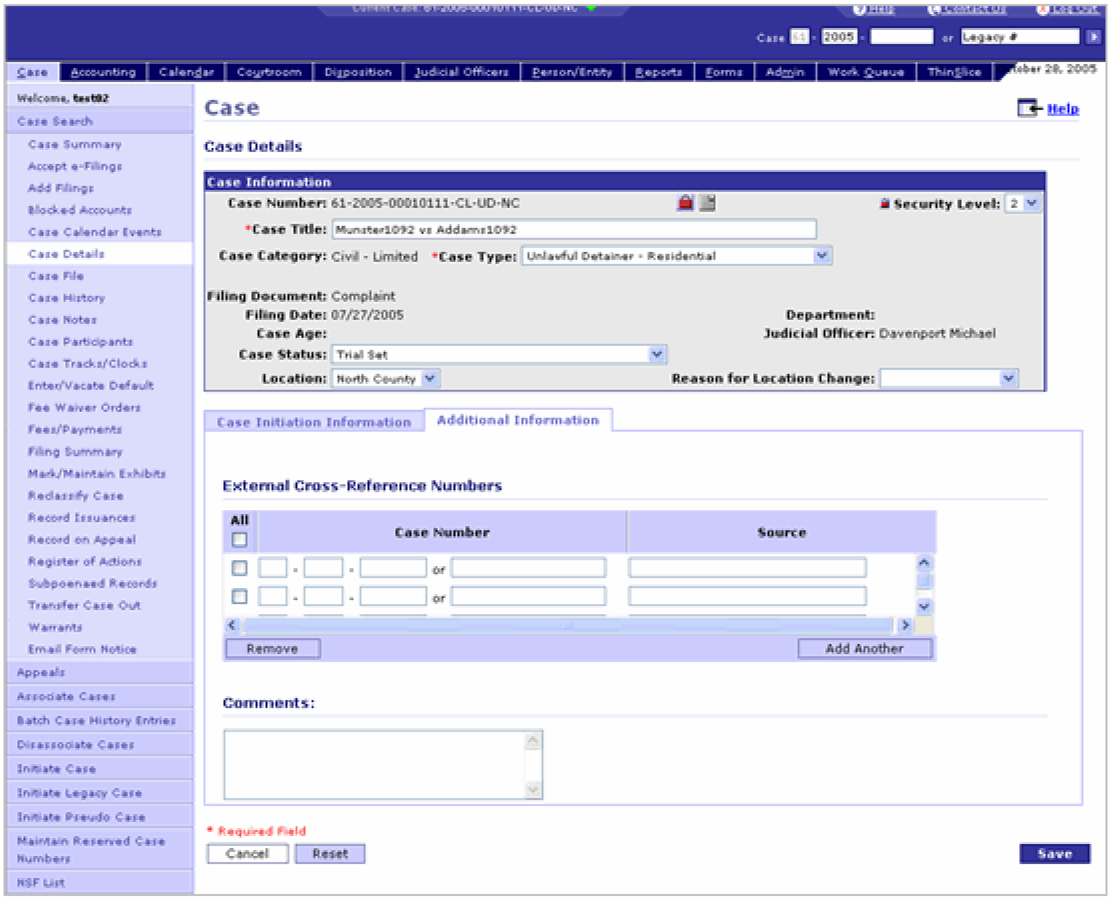
Perform the following steps to update the details of a case.

1. Select the **[Case Details]** left navigation item.
   Result: The Case Details screen displays.

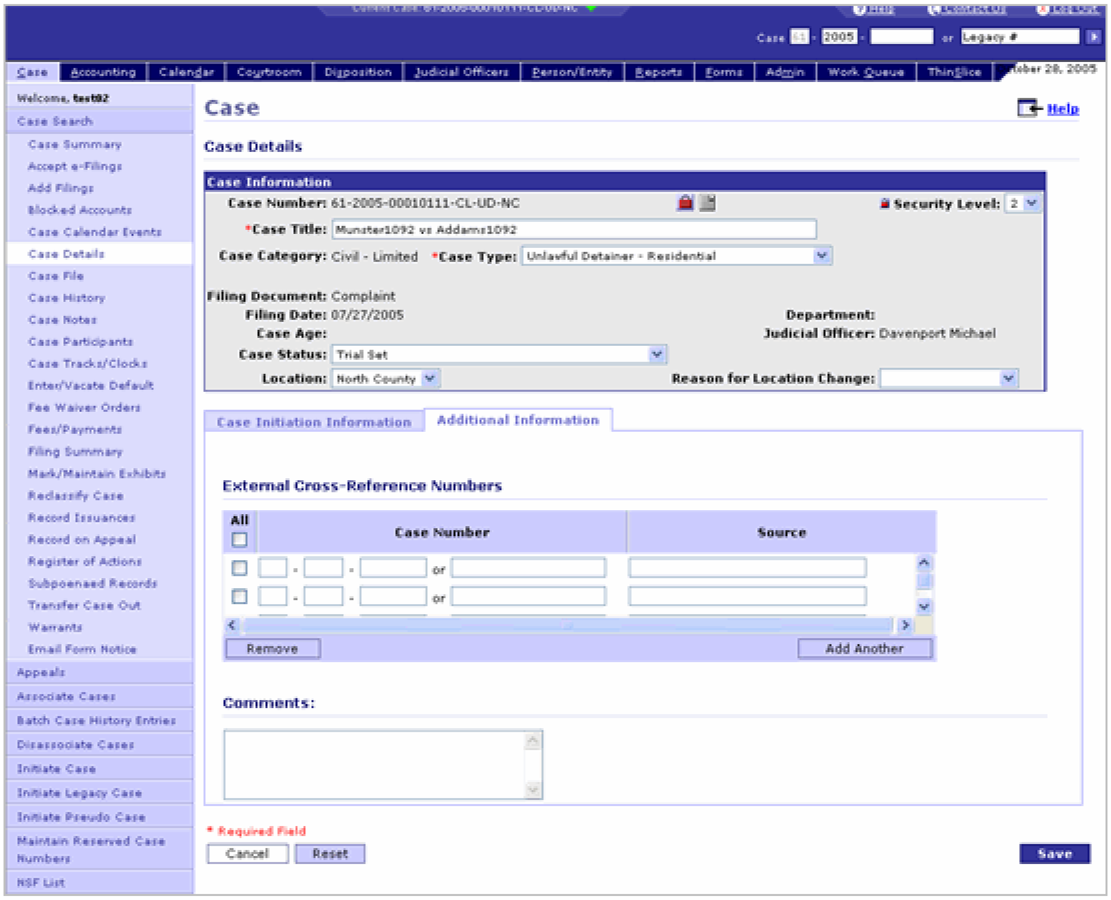


2. Edit/Update the available fields as needed.
   NOTE The fields on this screen will be different depending on the selected case category and case type. The active tab will also be different for JCCP and legacy cases.
3. Click the **[Additional Information]** tab.
   Result: The Additional Information tab highlights and displays the available case associations.
   NOTE Associations will only display if the case has been consolidated, coordinated or related at

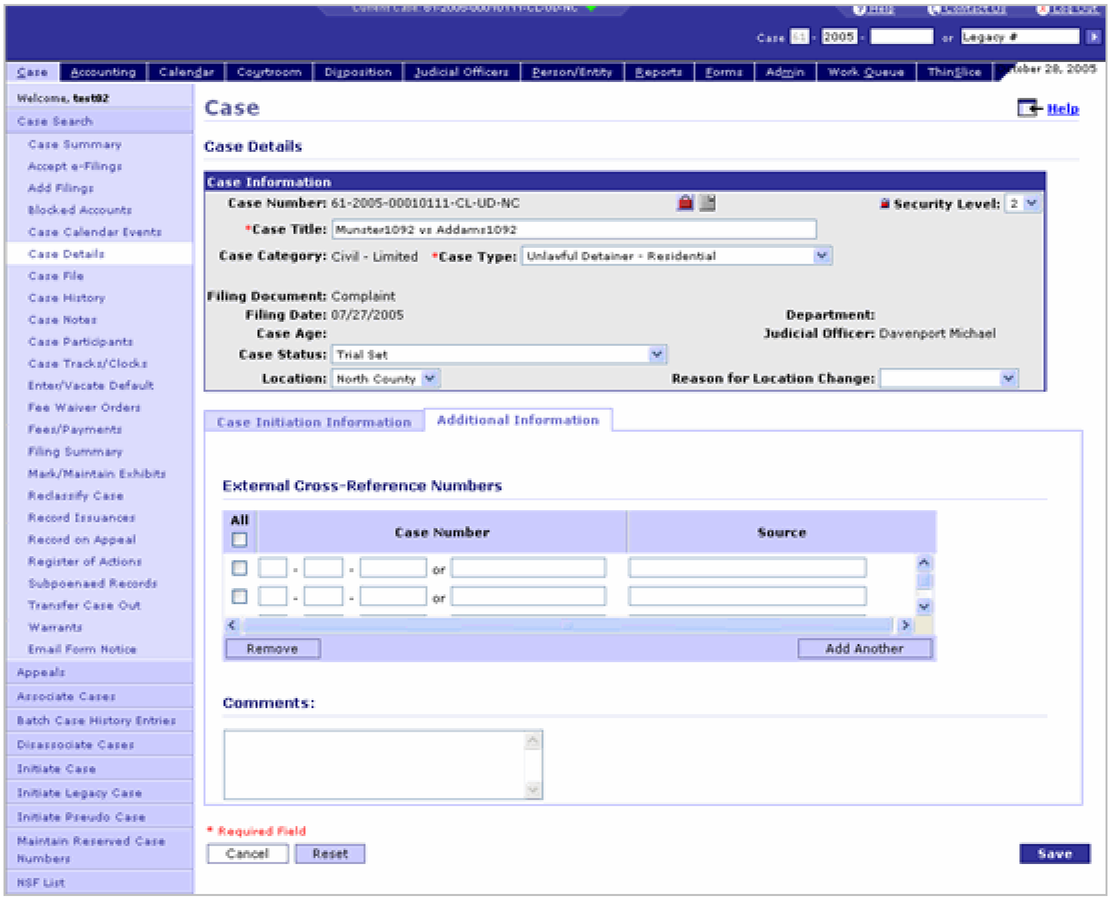
an earlier time. Refer to the Coordinate Out-of-County Cases task activity for details on performing this type of coordination.



4. Enter an external cross-reference number, if necessary.
   NOTE Follow Steps 5-6 to remove an existing cross-reference number from the case.
5. Select the checkboxes for the external cross-reference numbers to remove.
6. Click the **[Remove]** button.
   Result: The screen refreshes and no longer displays the selected cross-reference numbers.



7. Click the **[Save]** button.
Result: A pop-up message displays requesting confirmation.
8. Click the **[Yes]** option to proceed with the changes.
Result: The screen refreshes. The system saves the changes.



Related Links

Maintain Case Information Overview

Case Details Screen

My Court Information

View Filing Summary

Introduction

Displaying the Filing Summary screen shows a list of the case filings that require a disposition.

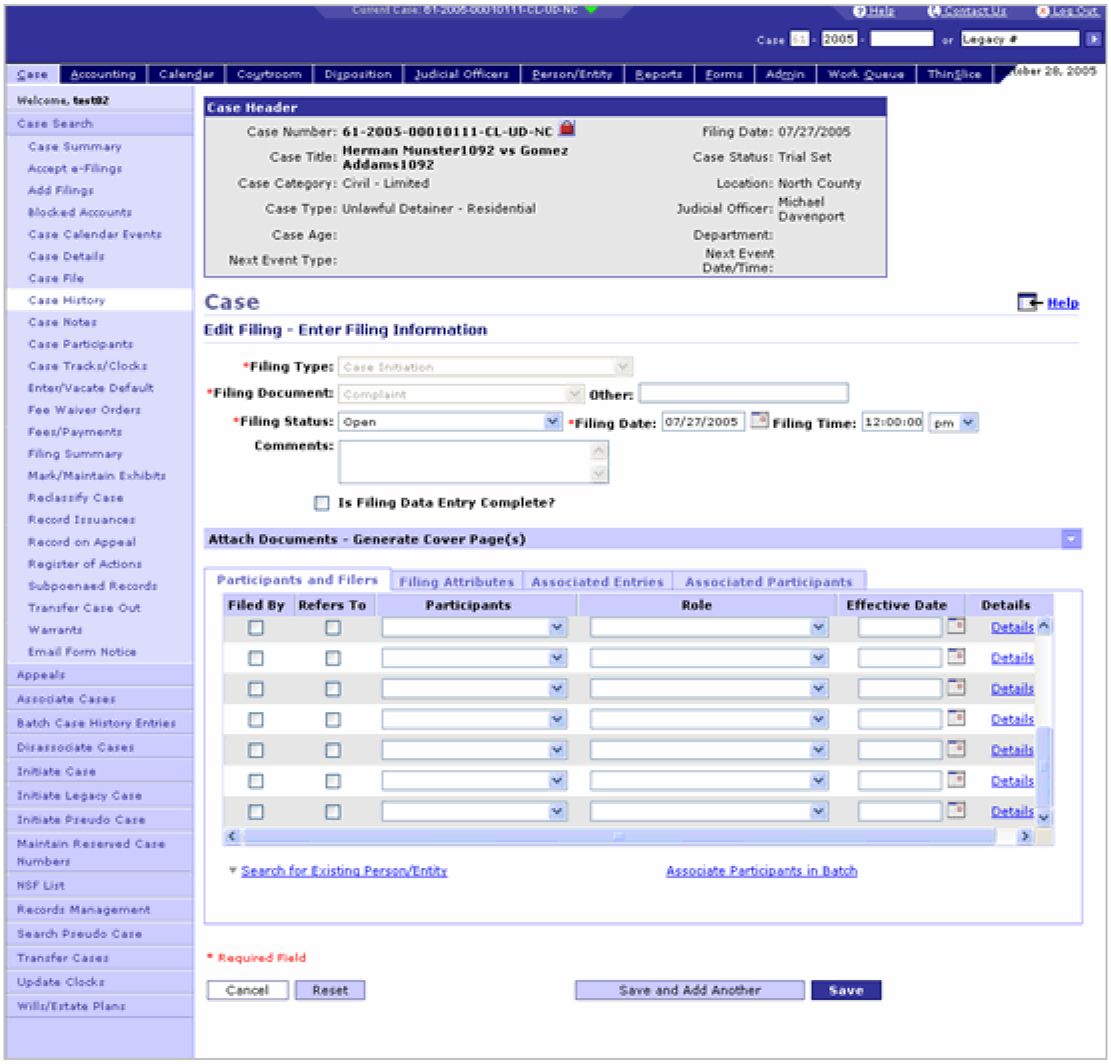
Task Activity

This activity takes place within the context of a case. It requires that you perform a case search and select the case on which to view filing details. Refer to the Search Cases task activity for details on performing this search.

Perform the following steps to display the Filing Summary for a case.

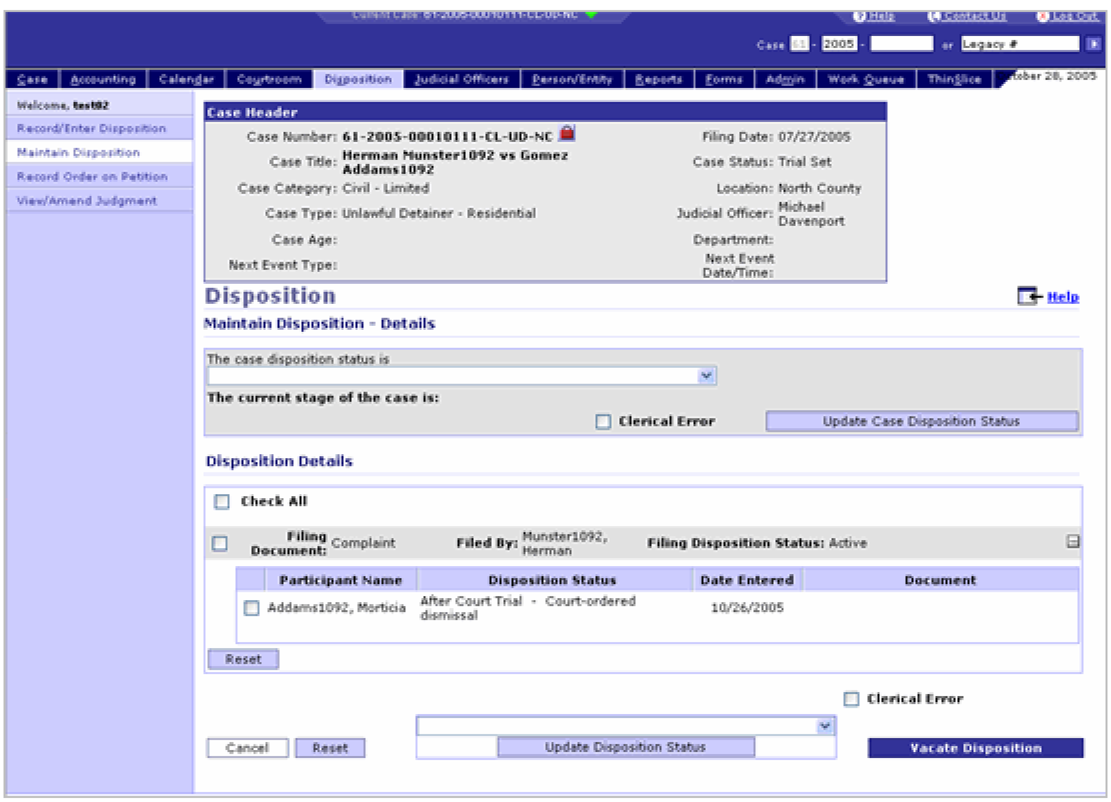
1. Select the **[Filing Summary]** left navigation item.
   Result: The Filing Summary screen displays.
   NOTE The following steps outline the possible activities that you may perform from this screen. These activities relate to the details of a specific filing document.

2. Click a **Filing Document** link to view the filing details.
   Result: The Add Filing screen displays.
   NOTE Refer to the Maintain Case Filings section for details on editing filing information.



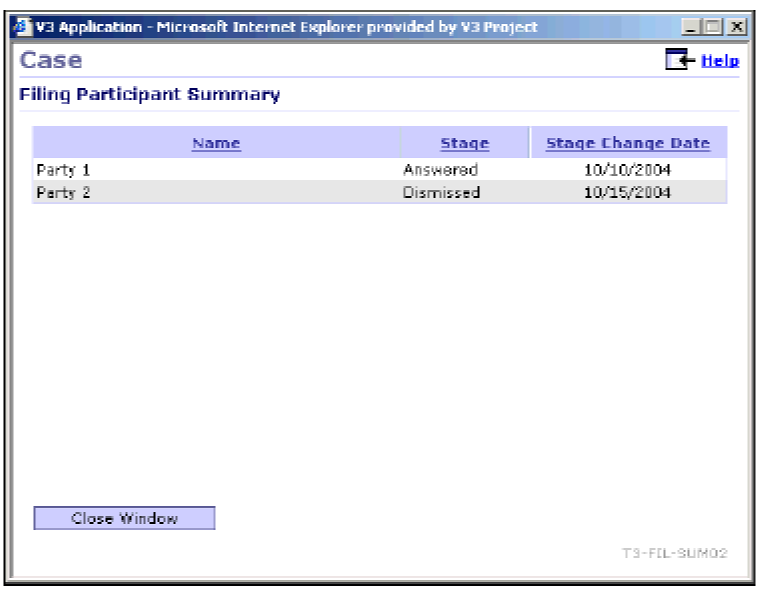
3. Click the **[Cancel]** button to return to the Filing Summary screen.

4. Click a **Status** link to view the disposition status of a filing.
   NOTE You can only view status for filings that have associated disposition information.
   Result: The Maintain Disposition - Details screen displays.
   NOTE Refer to the Maintain Dispositions section for details on editing disposition details.



5. Click the **[Cancel]** button to return to the Filing Summary screen.

6. Click a **Filed By** link to view a summary of the filing history.
Result: The Filing Participant Summary pop-up screen displays.



7. Click the **[Close Window]** button to return to the Filing Summary screen.

Related Links

Maintain Case Information Overview

Filing Summary Screen

Add Filing Screen

Maintain Disposition - Details Screen

Maintain Case Notes

Maintain Case Notes Overview

Introduction

Maintaining case notes involves adding, updating, and deleting notes within a case.

Purpose of Case Notes

You can use case notes to collect information about a case or to share case-specific comments with other personnel. Notes usually contain details of case events or court proceedings, a summary of observations, or other case related materials.

Case Note Privileges

Case notes are only viewable by court staff. However, the ability to access (view, add or edit) a case note depends on your security role.

Case Note and Judicial Note Difference

Selecting the "For Judicial Officers Only" attribute does not convert a case note into a Judicial Note. Refer to the Judicial Notes section for details on creating and updating Judicial Notes.

Case Note Functionality

Saving a case note records the name of the person who performed the last activity on that note. For example, the system saves your name when you create the note. When you change this note, the system will save your name during the last update. The date and time of these activities are also recorded. These items provide an audit trail for monitoring the case note entries.

If there is at least one case note entered on the case, the system will display an icon on the case header. An additional icon will display if a note marked as "For Judicial Officers Only" exists on the case.

The system does not record the Case History entries relating to case notes.

Task Activities

Maintaining case notes includes the following task activities:

- Add Case Notes
- Update Case Notes
- Delete Case Notes

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Case Notes Summary Screen

Case Notes Details Screen

My Court Information

Add Case Notes

Introduction

Adding a case note creates a note that is attached to a case.

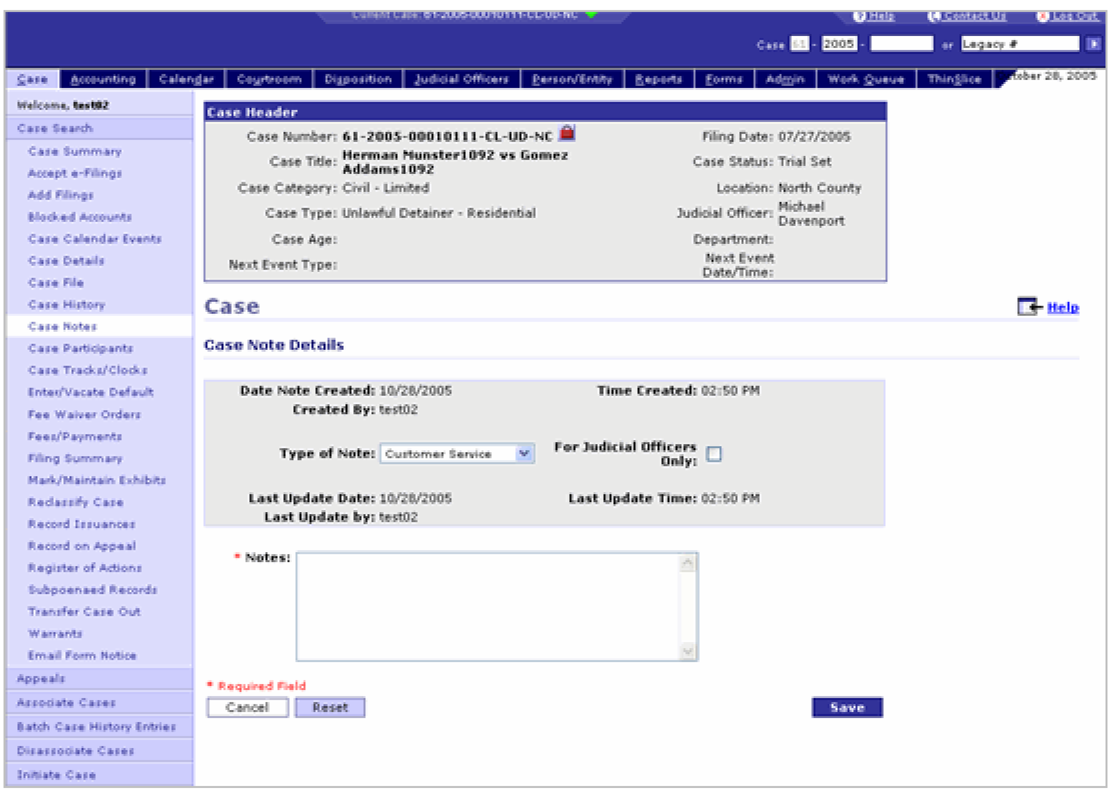
Task Activity

This activity takes place within the context of a case. It requires that you perform a case search and select the case on which to add a note. Refer to the Search Cases task activity for details on performing a case search.

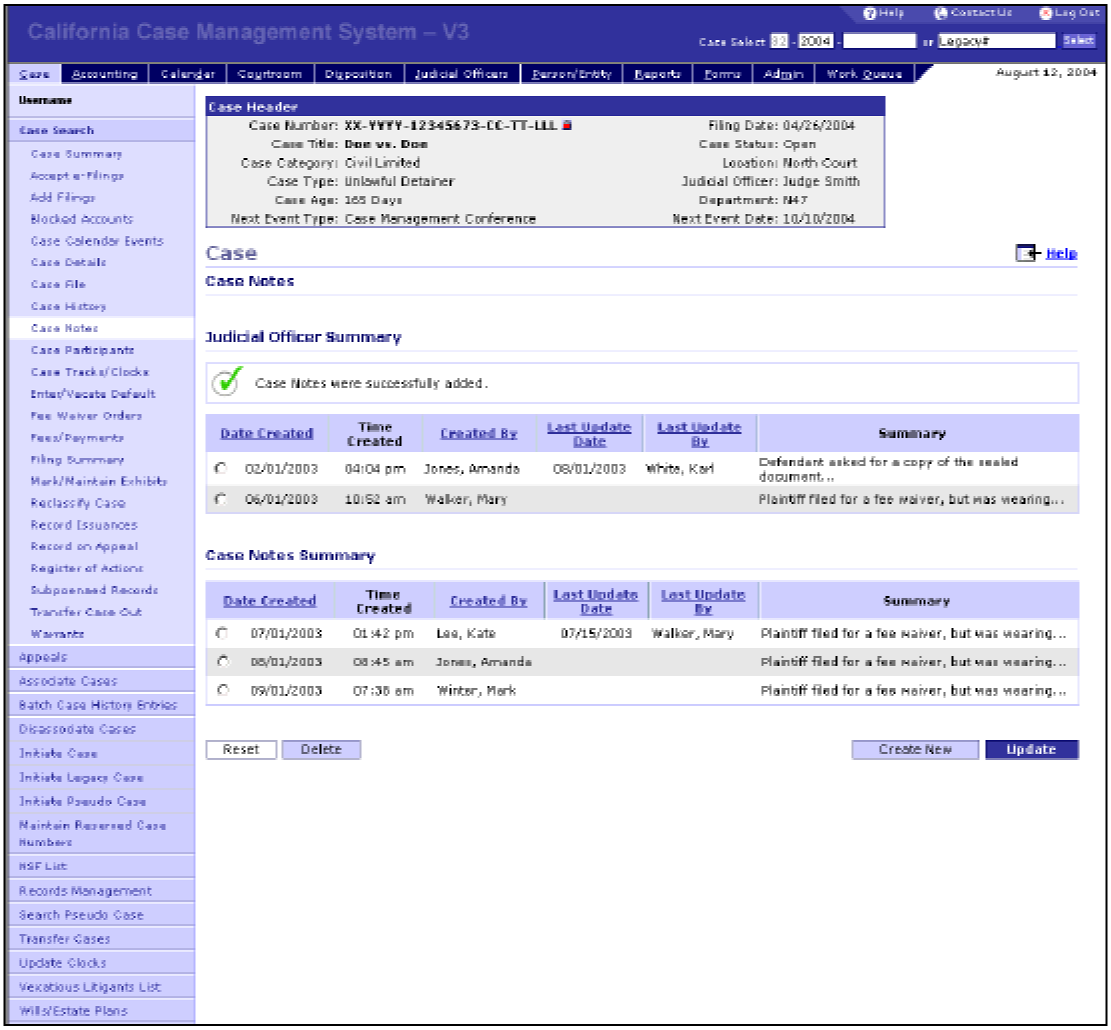
Perform the following steps to create a case note.

1. Select the **[Case Notes]** left navigation item.
   Result: The Case Notes Summary screen displays.

2. Click the **[Create New]** button.
   Result: The Case Note Details screen displays. The system automatically captures many of the case note details as read-only values.



3. Enter/Select data for the necessary fields.
   NOTE You must enter data into the **Notes** field.
   NOTE You must have the appropriate security role to mark a note as "For Judicial Officers Only."
4. Click the **[Save]** button.
   Result: The Case Notes Summary screen re-displays with a confirmation message.
   NOTE If the case note was selected as “For Judicial Officers Only,” then the note entry will display in the Judicial Officer Summary section. Otherwise, the note entry will display in the Case Notes Summary section.



Related Links

Maintain Case Notes Overview

Case Notes Summary Screen

Case Notes Details Screen

My Court Information

Update Case Notes

Introduction

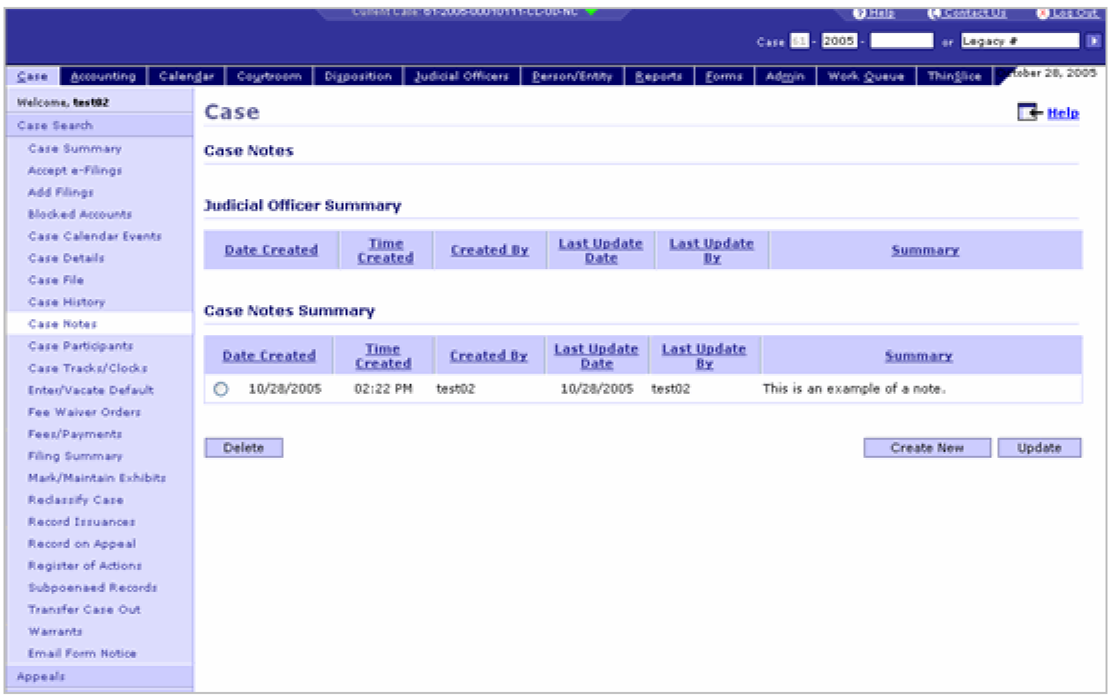
Updating a case note changes the details of a specific note on a case.

Task Activity

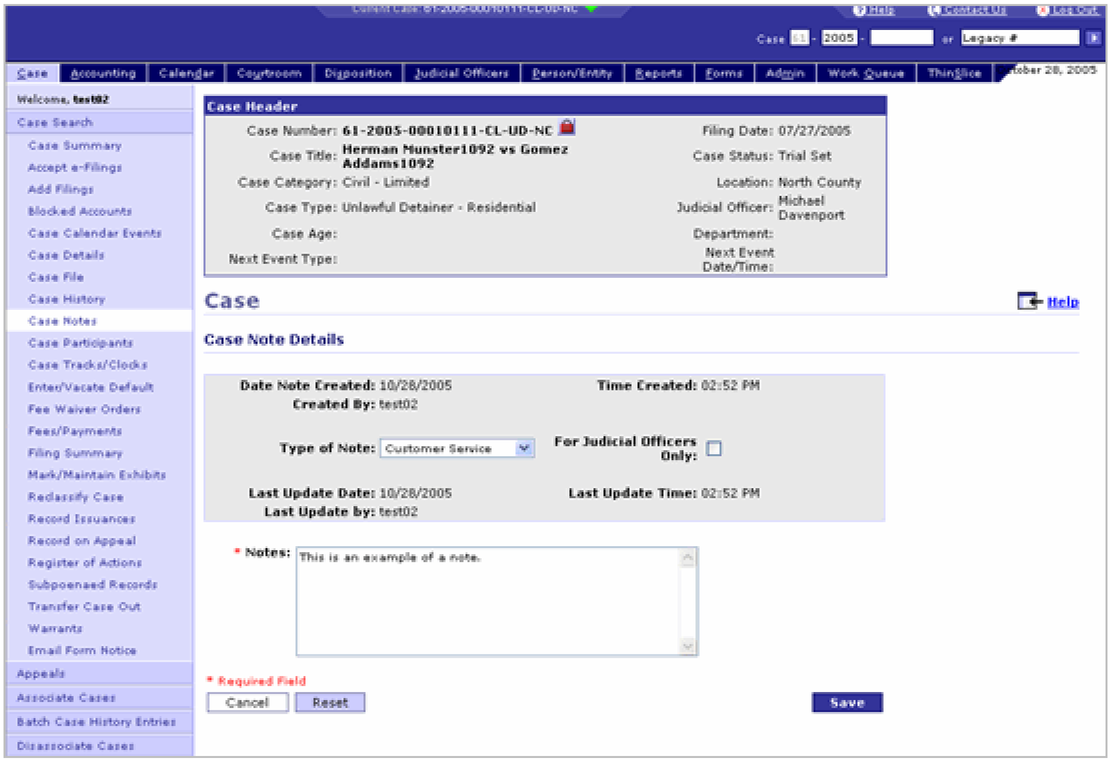
This activity takes place within the context of a case. It requires that you perform a case search and select the case on which to update a note. Refer to the Search Cases task activity for details on performing a case search.

Perform the following steps to edit a case note.

1. Select the **[Case Notes]** left navigation item.
   Result: The Case Notes Summary screen displays.



2. Select the radio button for the note to update.
   NOTE If you have the appropriate security access, you can view or update a note from the Judicial Officer Summary section.
3. Click the **[Update]** button.
   Result: The Case Note Details screen displays.



4. Enter/Update data into the **Notes** field as needed.
NOTE These update feature allows you to add comments onto existing notes.

5. Click the **[Save]** button.
Result: The Case Notes Summary screen re-displays with a confirmation message. Details for the **Last Update** fields change to reflect the recently saved edits.

Related Links

Maintain Case Notes Overview

Case Notes Summary Screen

Case Notes Details Screen

My Court Information

Delete Case Notes

Introduction

Deleting a case note removes the note from the case.

Task Activity

This activity takes place within the context of a case. It requires that you perform a case search and select the case on which to delete a note. Refer to the Search Cases task activity for details on performing a case search.

Perform the following steps to remove a case note from a case.

1. Select the **[Case Notes]** left navigation item.
   Result: The Case Notes Summary screen displays.

2. Select the radio button for the note to delete.
3. Click the **[Delete]** button.
Result: The Case Notes Summary screen refreshes with a confirmation message. The previously selected case note no longer displays.

Related Links

Maintain Case Notes Overview

Case Notes Summary Screen

Secure Case Information

Secure Case Information Overview

Introduction

Securing case information restricts your access to certain cases or case data.

Case information may need security assigned due to sensitive or private case information. If such information exists, then a Judicial Order will outline the item(s) to secure. The Order will also specify what security access is required to view that data.

This overview focuses only on case level security. However, data security is closely related to role based security, which defines the functions or activities that you can perform in the system. Refer to the Data Access Overview section for details on role based security.

Refer to the Manage Person/Entity Information section for details on securing person/entity profiles.

Case Data Security

You can choose data security levels that are higher than your assigned security role. However, you must have the same security level as the case data (or higher) to access a secured case. For example, with a security role of "3" you can assign a security level of "5" to a case. But after saving this setting, you would no longer have access to the case. You could only view the case information when you have with a security role of "5" or higher.

Refer to the Data Access Overview section for details on security settings.

Applying Security

You can secure case information during the life of a case. Once you save a case security attribute, the system will check your security profile. It will then determine what type of access you have with the newly secured data. Depending on your role, the secure case data will be hidden, masked, or displayed.

You can apply security levels to Case History entries, participant information, and/or an entire case.

Task Activities

Securing case information includes the following task activities:

- Secure Cases
- Secure Case History Entries
- Secure Participant Information
- Secure Documents and DMS Images

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

My Court Information

Secure Cases

Introduction

Securing an entire case defines a case-wide security level, so that you must have the appropriate security role to access the case data.

Case contents inherit the security level of the case unless an Order had previously secured them. This allows contents to keep their individual security settings even if case security is removed at a later time.

Refer to the Security Related Deliverable for more details on the security data filtering.

Viewing Secured Cases

Secured cases do not display when your security roles are lower than the assigned case setting. As a result, you will not know that the case exists.

Some system screens (such as those for Accounting and Calendaring) allow you to view some case data so that you can complete the business operations associated with those screens. However, the system does not allow you to access the entire case.

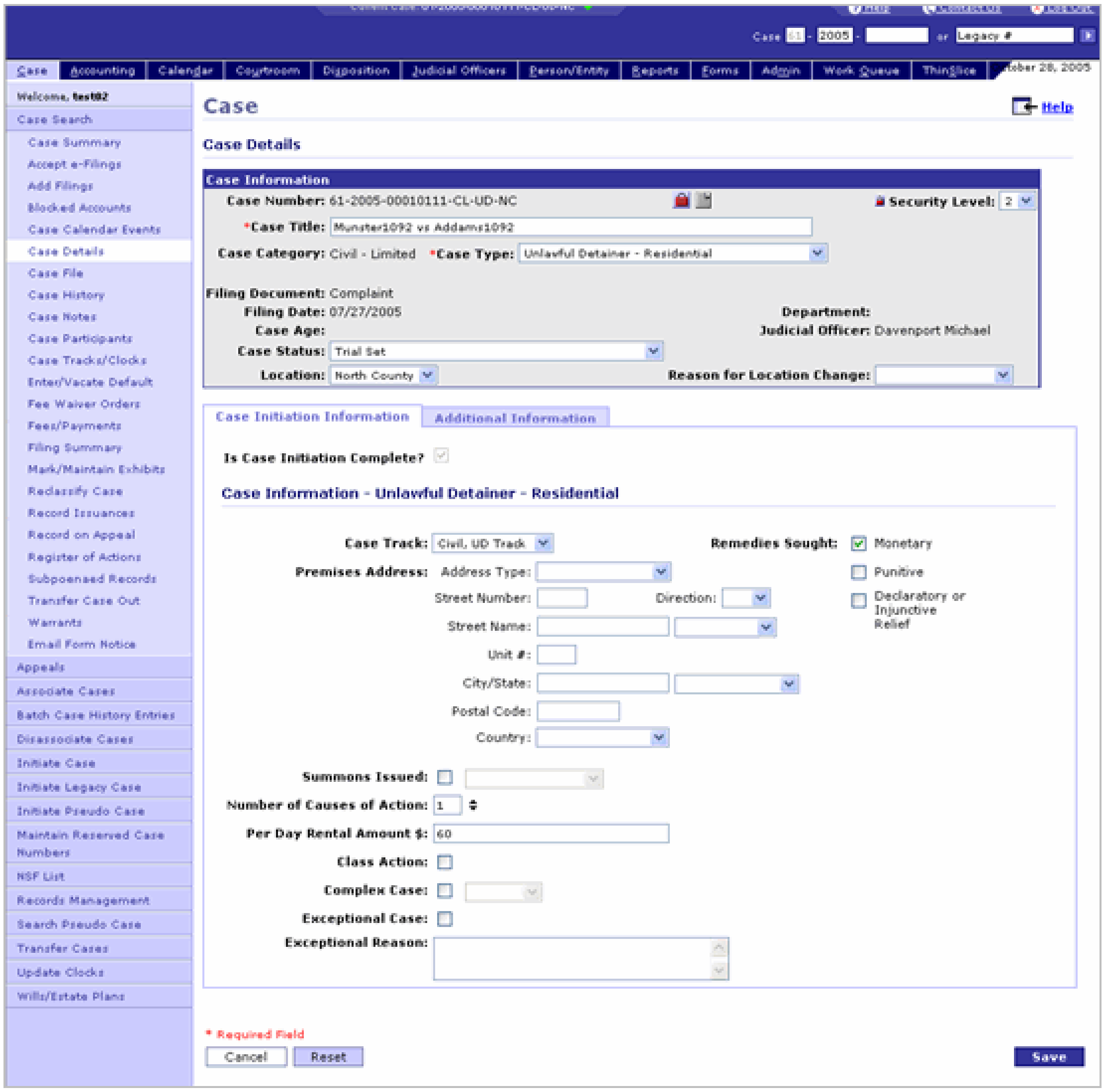
The system will display case image icons to you, but will disable them when you do not have access to view secured case information.

Task Activity

This activity takes place within the context of a case. It requires that you perform a case search and select the case to secure. Refer to the Search Cases task activity for details on performing a case search. Refer to the Initiate Cases section for details on adding security to a new case.

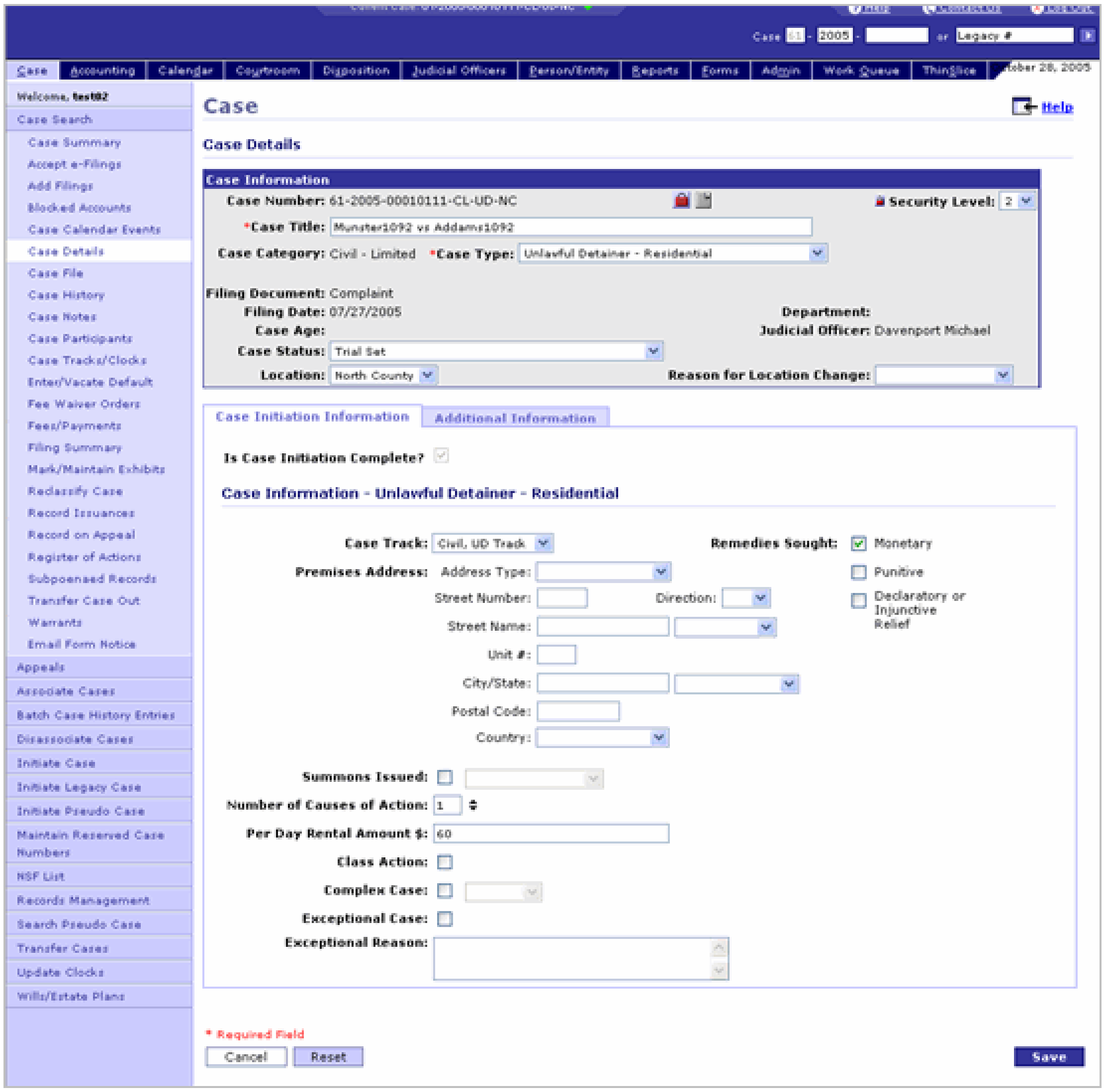
Perform the following steps to add security to an existing case.

1. Select the **[Case Details]** left navigation item.
   Result: The Case Details screen displays.



2. Select a value from the **Security Level** drop-down list.
   NOTE This will be the security level setting assigned to the case and its contents.

3. Click the **[Save]** button to save this security attribute to the case.
   Result: The screen refreshes and displays a confirmation message. You must have the appropriate security role now to access this case.



Related Links

Secure Case Information Overview

Case Details Screen

My Court Information

Secure Case History Entries

Introduction

Securing Case History entries marks these entries as confidential. Case History entries usually inherit the security level of the case in which they reside. However, setting a Case History entry with a higher security level than the case will hide this entry from those with lower security levels. This means that although you can access a secured case, you may not have access to a secured Case History entry.

Viewing Secured Case History Entries

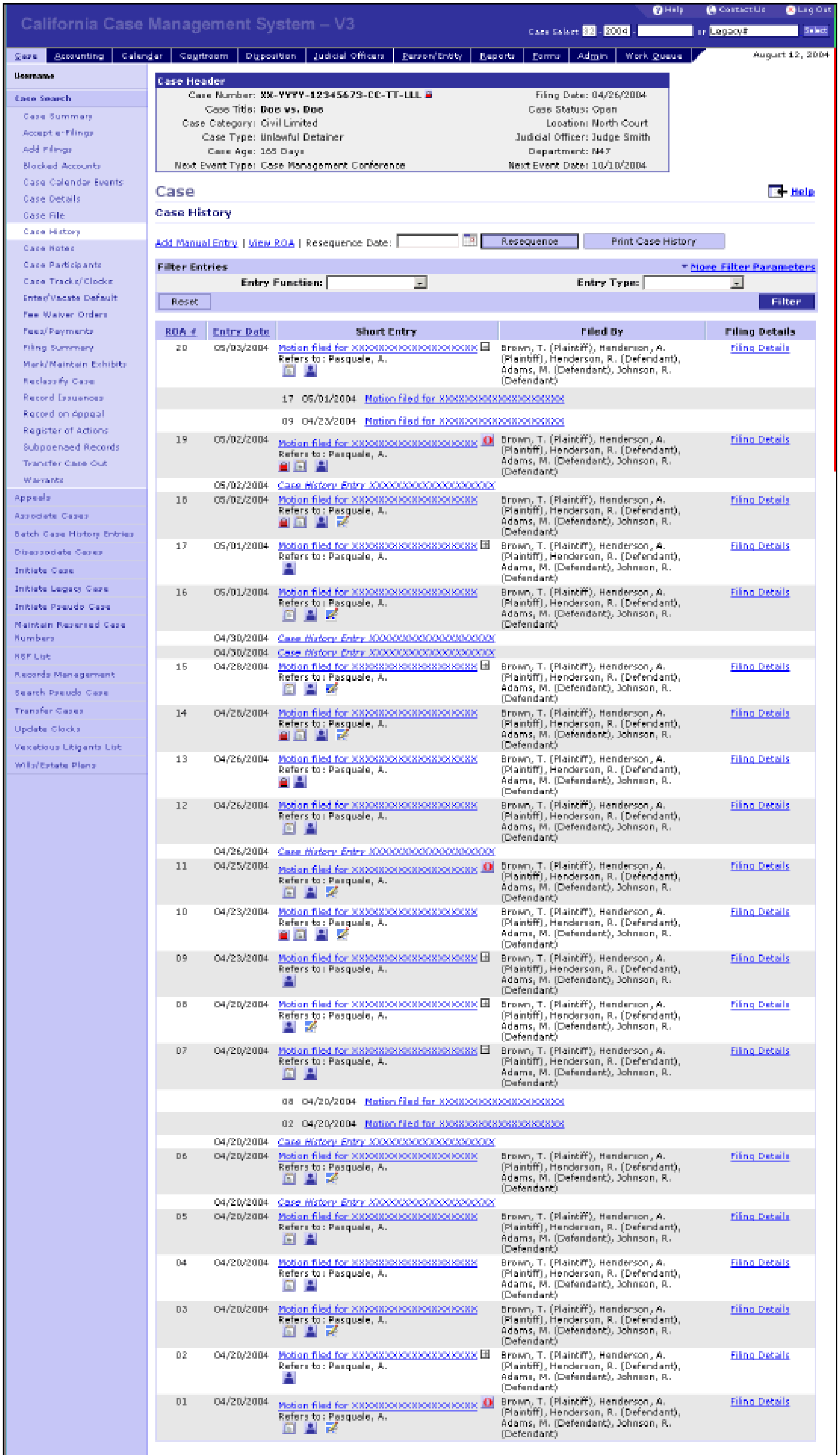
You can only view secured Case History entries when you have the appropriate security role.

Task Activity

This activity takes place within the context of a case. It requires that you perform a case search and select the case on which to secure an existing Case History entry. Refer to the Search Cases task activity for details on performing a case search. Refer to the Manage Action Entries section for details on adding security to a new Case History entry.

Perform the following steps to secure an existing Case History entry.

1. Select the **[Case History]** left navigation item.
   Result: The Case History screen displays.



California Case Management System – V3

Help | Contact Us | Log Out

Case Select 32 - 2004 - or Legacy# Select

Case | Accounting | Calendar | Courtroom | Disposition | Judicial Officers | Person/Entity | Reports | Forms | Admin | Work Queue

August 12, 2004

Username

Case Search
- Case Summary
- Accept e-Filings
- Add Filings
- Blocked Accounts
- Case Calendar Events
- Case Details
- Case File
- Case History
- Case Notes
- Case Participants
- Case Tracks/Clocks
- Enter/Vacate Default
- Fee Waiver Orders
- Fees/Payments
- Filing Summary
- Mark/Maintain Exhibits
- Reclassify Case
- Record Issuances
- Record on Appeal
- Register of Actions
- Subpoenaed Records
- Transfer Case Out
- Warrants

Appeals
Associate Cases
Batch Case History Entries
Disassociate Cases
Initiate Case
Initiate Legacy Case
Initiate Pseudo Case
Maintain Reserved Case Numbers
NSF List
Records Management
Search Pseudo Case
Transfer Cases
Update Clocks
Vexatious Litigants List
Wills/Estate Plans

Case Header

Case Number:	XX-YYYY-12345673-CC-TT-LLL	Filing Date:	04/26/2004
Case Title:	Doe vs. Doe	Case Status:	Open
Case Category:	Civil Limited	Location:	North Court
Case Type:	Unlawful Detainer	Judicial Officer:	Judge Smith
Case Age:	165 Days	Department:	N47
Next Event Type:	Case Management Conference	Next Event Date:	10/10/2004

Case

Help

Case History

Add Manual Entry | View ROA | Resequence Date: Resequence | Print Case History

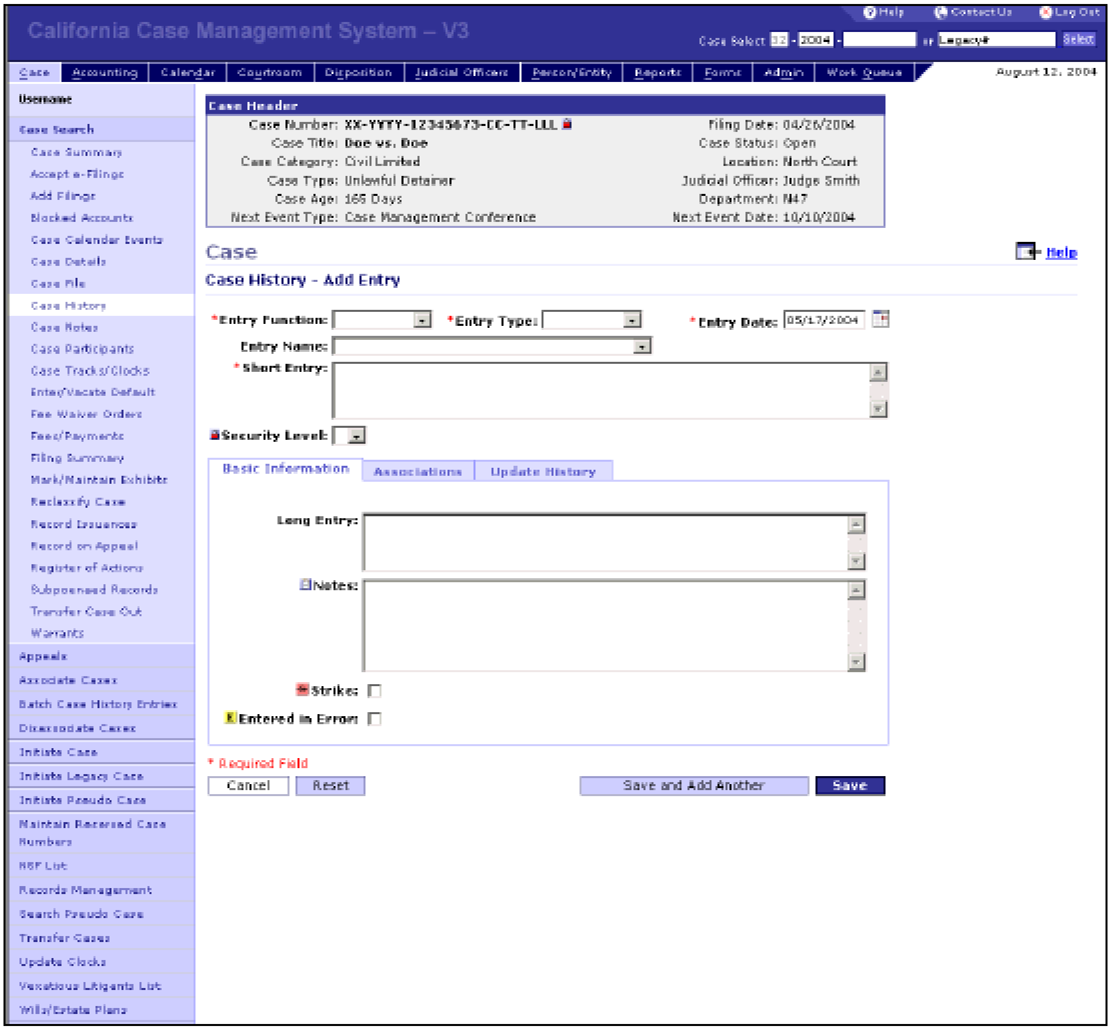
Filter Entries More Filter Parameters

Entry Function: Entry Type:

Reset | Filter

ROA #	Entry Date	Short Entry	Filed By	Filing Details
20	05/03/2004	Motion filed for XXXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A.	Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant)	Filing Details
		17 05/01/2004 Motion filed for XXXXXXXXXXXXXXXXXXXX		
		09 04/23/2004 Motion filed for XXXXXXXXXXXXXXXXXXXX		
19	05/02/2004	Motion filed for XXXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A.	Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant)	Filing Details
	05/02/2004	Case History Entry XXXXXXXXXXXXXXXXXXXX		
18	05/02/2004	Motion filed for XXXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A.	Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant)	Filing Details
17	05/01/2004	Motion filed for XXXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A.	Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant)	Filing Details
16	05/01/2004	Motion filed for XXXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A.	Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant)	Filing Details
	04/30/2004	Case History Entry XXXXXXXXXXXXXXXXXXXX		
	04/30/2004	Case History Entry XXXXXXXXXXXXXXXXXXXX		
15	04/28/2004	Motion filed for XXXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A.	Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant)	Filing Details
14	04/28/2004	Motion filed for XXXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A.	Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant)	Filing Details
13	04/26/2004	Motion filed for XXXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A.	Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant)	Filing Details
12	04/26/2004	Motion filed for XXXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A.	Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant)	Filing Details
	04/26/2004	Case History Entry XXXXXXXXXXXXXXXXXXXX		
11	04/25/2004	Motion filed for XXXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A.	Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant)	Filing Details
10	04/23/2004	Motion filed for XXXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A.	Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant)	Filing Details
09	04/23/2004	Motion filed for XXXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A.	Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant)	Filing Details
08	04/20/2004	Motion filed for XXXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A.	Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant)	Filing Details
07	04/20/2004	Motion filed for XXXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A.	Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant)	Filing Details
		08 04/20/2004 Motion filed for XXXXXXXXXXXXXXXXXXXX		
		02 04/20/2004 Motion filed for XXXXXXXXXXXXXXXXXXXX		
	04/20/2004	Case History Entry XXXXXXXXXXXXXXXXXXXX		
06	04/20/2004	Motion filed for XXXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A.	Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant)	Filing Details
	04/20/2004	Case History Entry XXXXXXXXXXXXXXXXXXXX		
05	04/20/2004	Motion filed for XXXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A.	Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant)	Filing Details
04	04/20/2004	Motion filed for XXXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A.	Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant)	Filing Details
03	04/20/2004	Motion filed for XXXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A.	Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant)	Filing Details
02	04/20/2004	Motion filed for XXXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A.	Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant)	Filing Details
01	04/20/2004	Motion filed for XXXXXXXXXXXXXXXXXXXX Refers to: Pasquale, A.	Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant)	Filing Details

2. Click the **[Short/Long Entry]** link of the Case History entry to secure.
   Result: The Case History – Add Entry screen displays.



3. Select a value from the Security Level drop-down list.
   NOTE This will be the security level setting assigned to only this entry.
4. Click the **[Save]** button to save this security attribute.
   Result: The screen refreshes and displays a confirmation message. Now you must have the appropriate security role to view this entry.

Related Links

Secure Case Information Overview

Case History Screen

Case History - Add Entry Screen

My Court Information

Secure Participant Information

Introduction

You can secure case participant information or just the participant addresses in the system. Securing participant information only secures participant data that resides within the selected case. It does not secure the participant's Person/Entity record. Refer to the Manage Person/Entity Information section for details on securing person/entity profiles outside of a case.

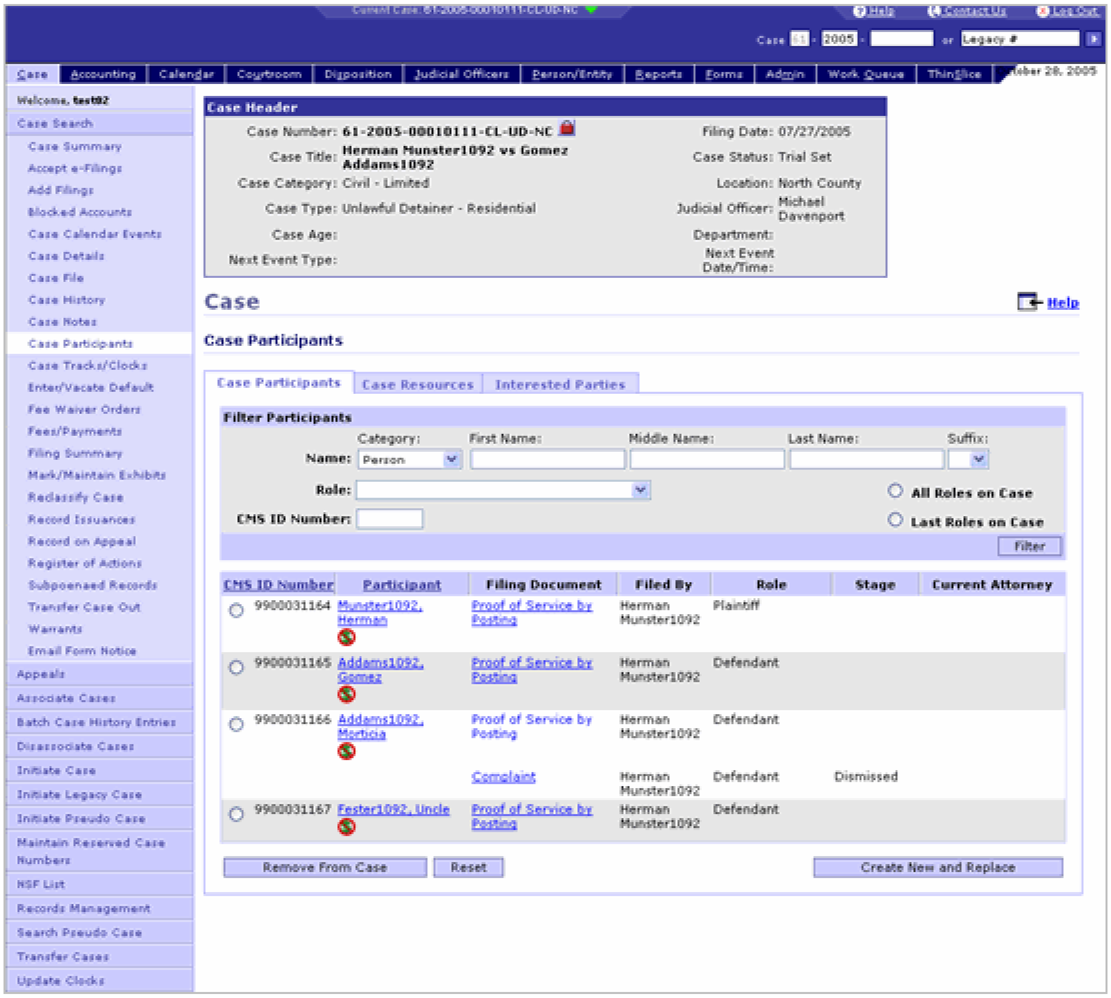
Secured participant information becomes masked to you when you do not have security access to that data. Masked data shows X's in place of secure case information.

Task Activity

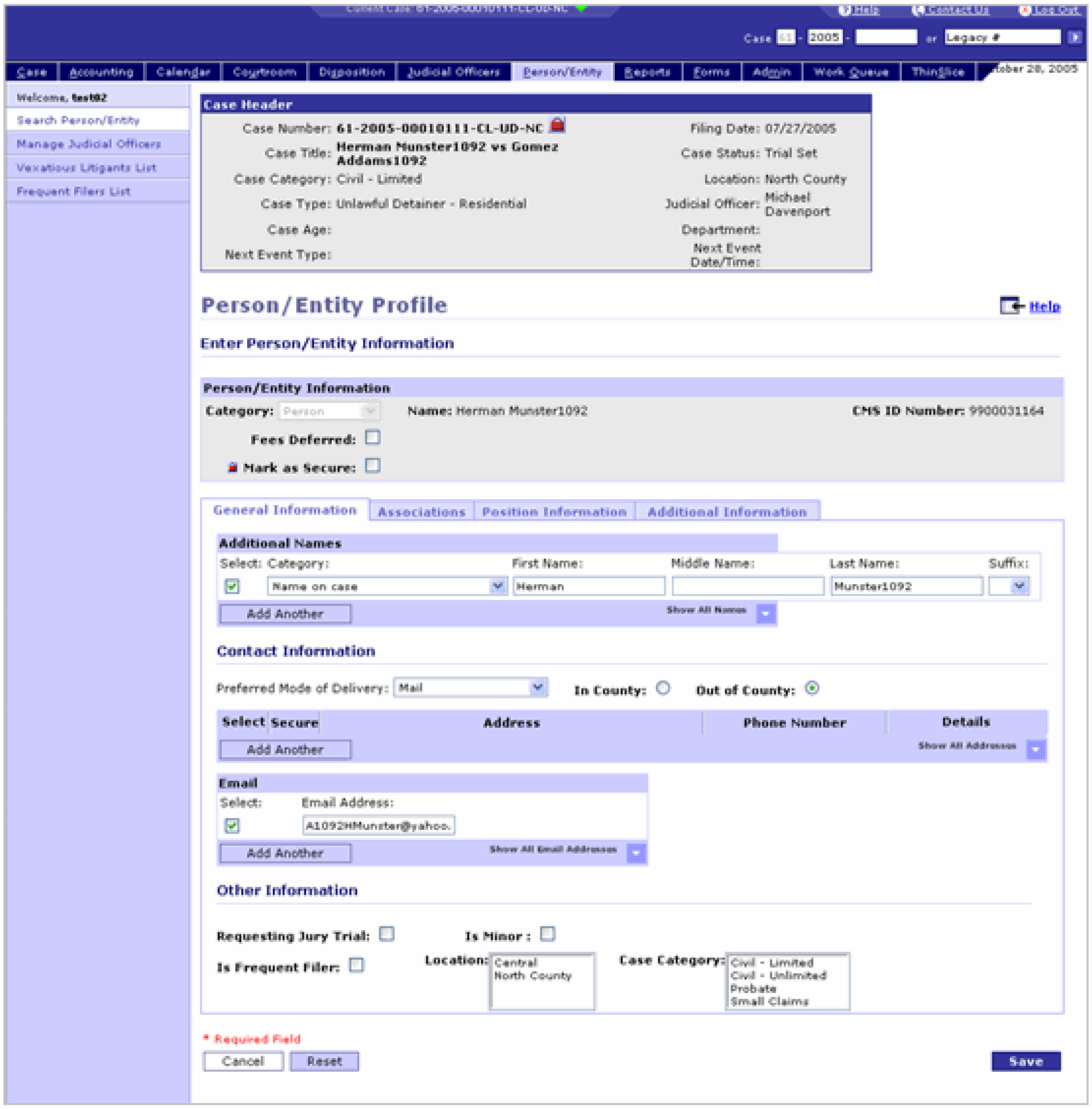
This activity takes place within the context of a case. It requires that you perform a case search and select the case on which to secure participant information. Refer to the Search Cases task activity for details on performing a case search. Refer to the Manage Case Participants section for details on searching for participants and maintaining participant profile information.

Perform the following steps to secure case participant information.

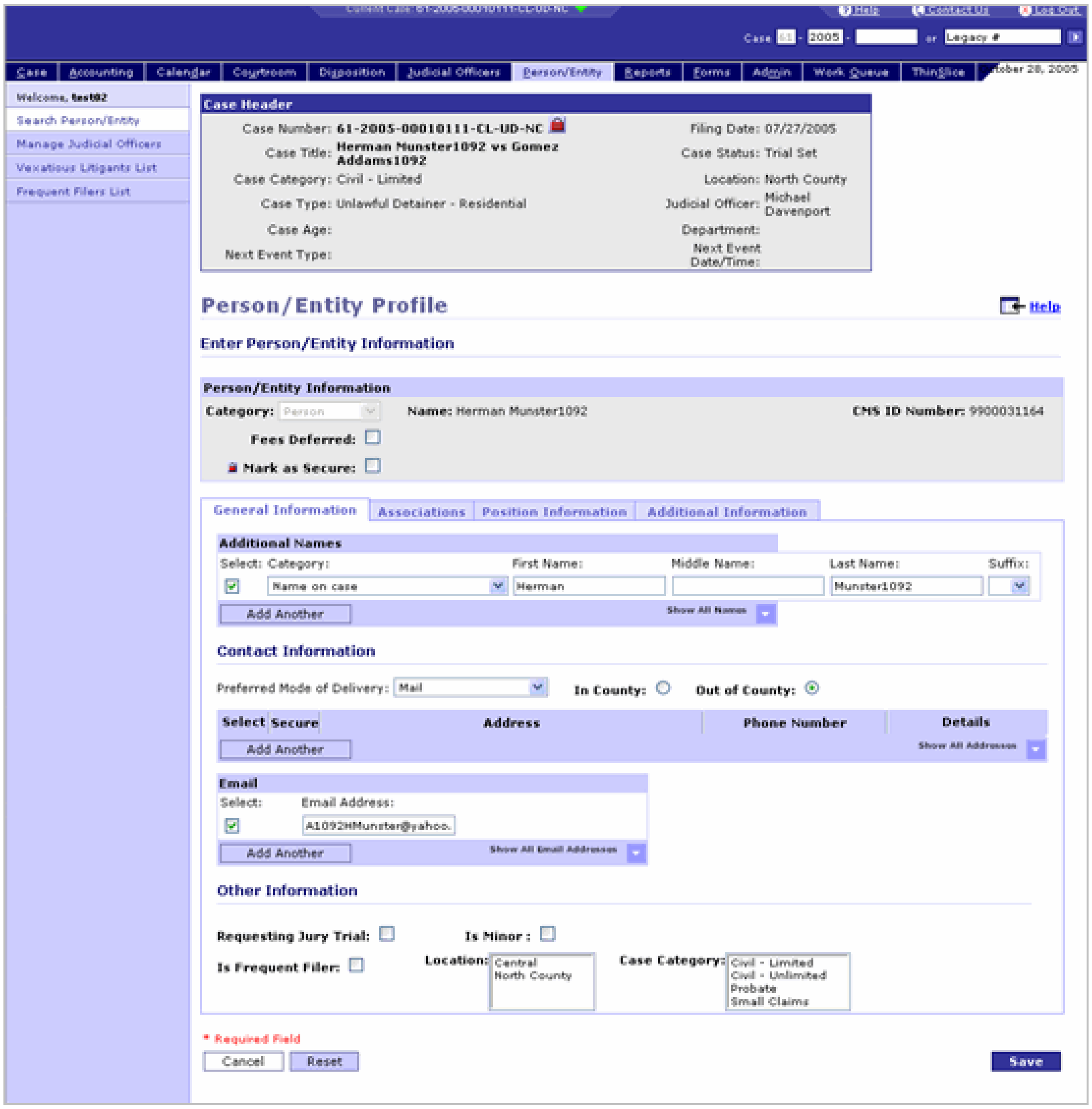
1. Select the **[Case Participants]** left navigation item.
   Result: The Case Participants screen displays with the Case Participants tab active.



2. Select the **[Participant]** link of the participant name that you want to secure.
   Result: The Participant Profile Information screen displays.



3. Select the **[Mark as Secure]** checkbox to secure the entire participant profile.
   NOTE This step is optional. Upon saving, this profile will be masked (with X's) when you do not have access to view this information.
4. Select the **[Secure]** checkbox next to the address(es) and/or phone numbers to secure.
   NOTE This step is optional. Upon saving, the selected contact information will be masked (with X's) when you do not have access to view this information.
5. Click the **[Save]** button to save the security attribute(s) for this profile.
   Result: The screen refreshes and displays a confirmation message. Now you must have the appropriate security role to view the secured profile information.



Related Links

Secure Case Information Overview

Case Participants Screen

Person/Entity Profile Screen

My Court Information

Secure Documents and DMS Images

Introduction

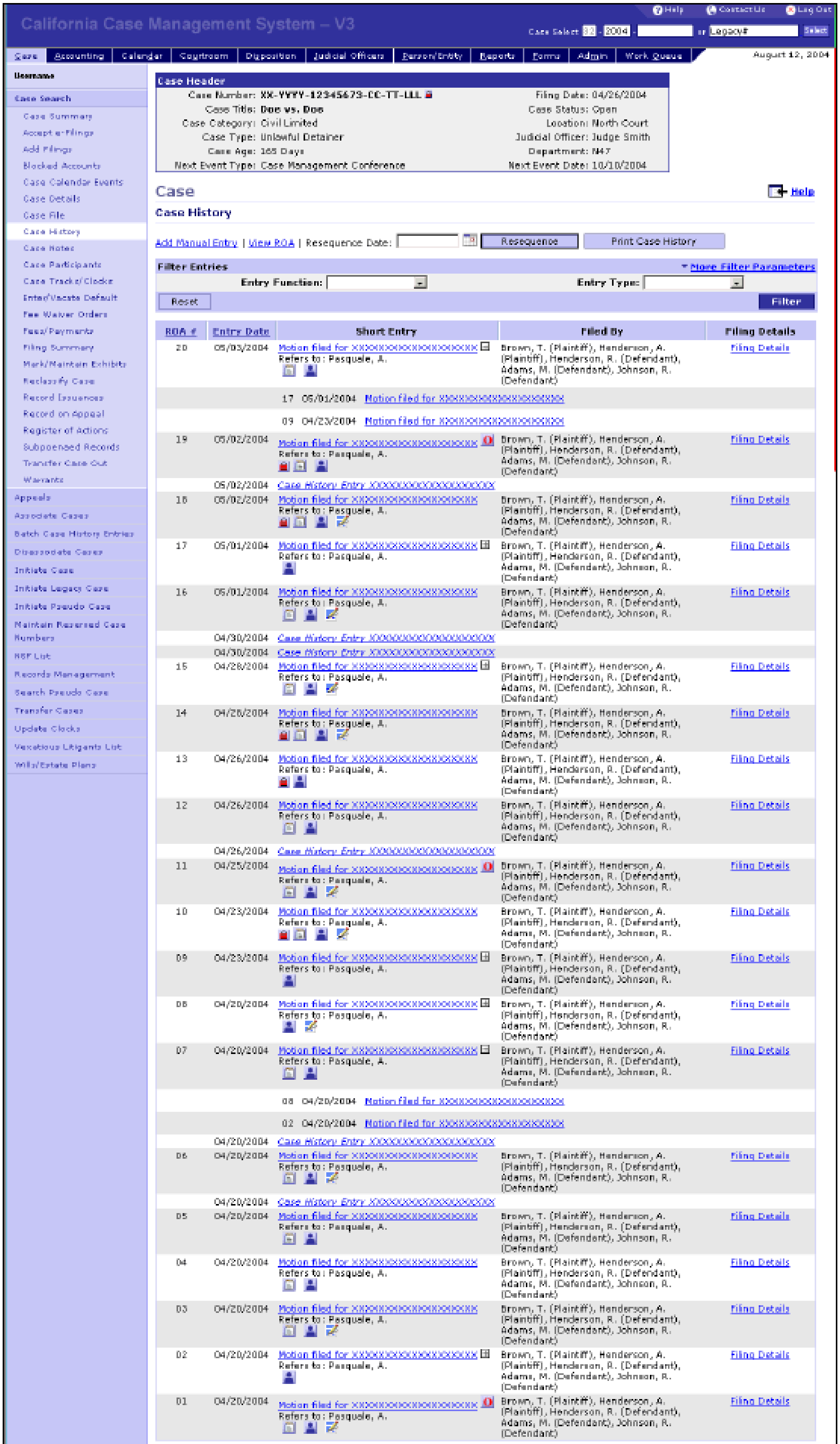
Securing documents and DMS images marks these electronic entries as confidential. Refer to the Document Management System section for details on DMS processes.

Task Activity

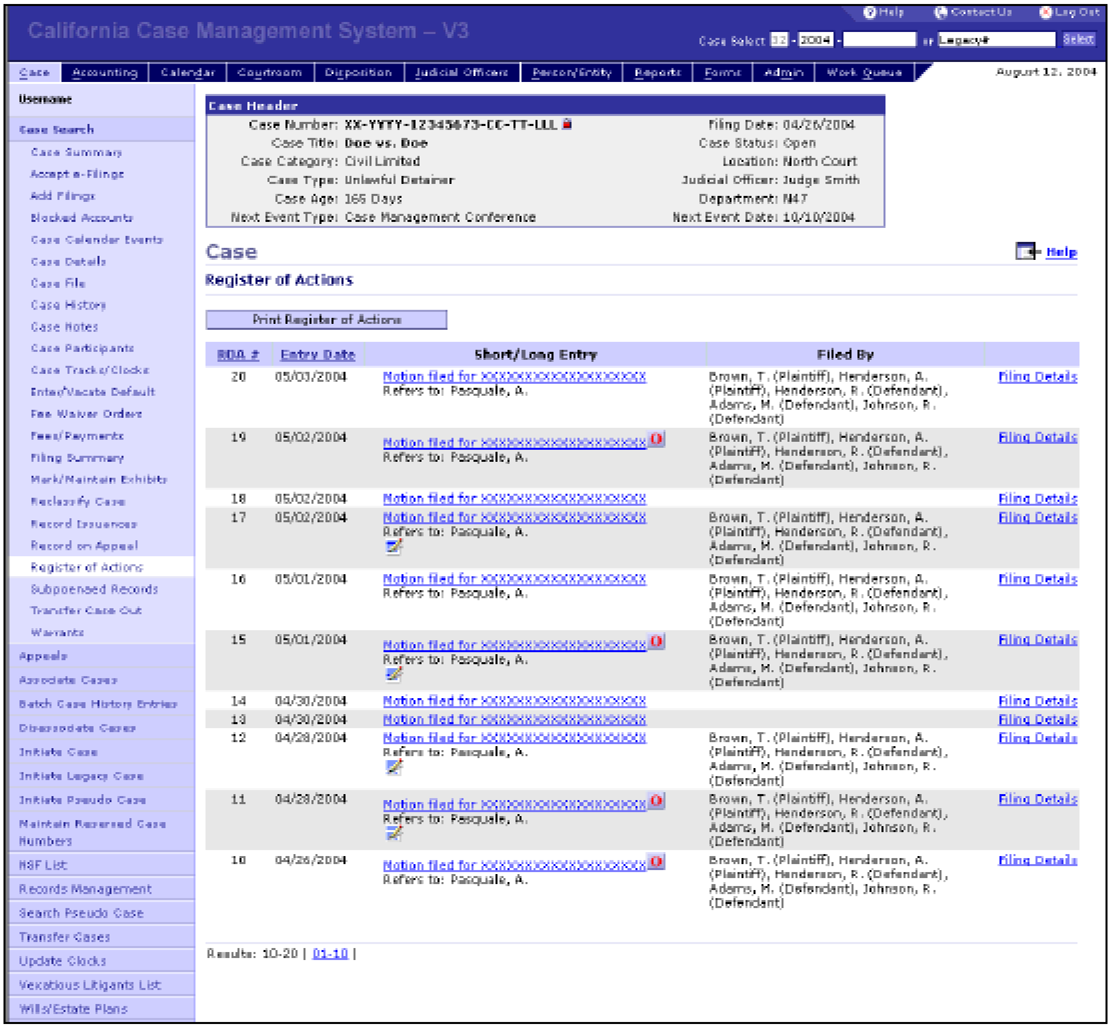
This activity takes place within the context of a case. It requires that you perform a case search and select the case to secure documents and/or DMS images. Refer to the Search Cases task activity for details on performing a case search.

Perform the following steps to secure a document or DMS image on a case.

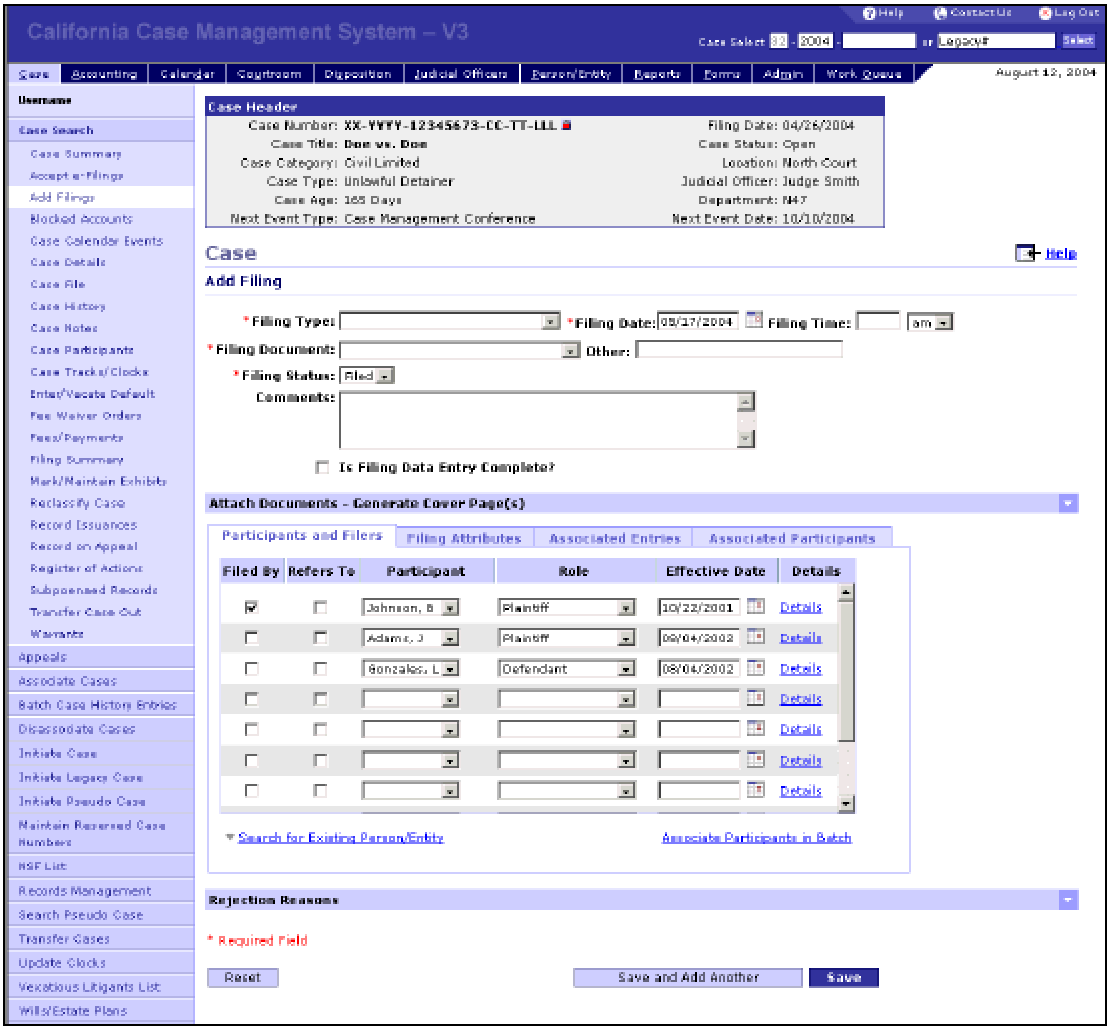
1. Select the **[Case History]** left navigation item.
   Result: The Case History screen displays.
   NOTE This screen lists the activities that have occurred on the case. It also displays a list of the existing case filings.


California Case Management System – V3
Help
Contact Us
Log Out
Case Select
Legacy#
Select
Case
Accounting
Calendar
Courtroom
Disposition
Judicial Officers
Person/Entity
Reports
Forms
Admin
Work Queue
August 12, 2004
Username
Case Search
Case Summary
Accept e-Filings
Add Filings
Blocked Accounts
Case Calendar Events
Case Details
Case File
Case History
Case Notes
Case Participants
Case Tracks/Clocks
Enter/Vacate Default
Fee Waiver Orders
Fees/Payments
Filing Summary
Mark/Maintain Exhibits
Reclassify Case
Record Issuances
Record on Appeal
Register of Actions
Subpoenaed Records
Transfer Case Out
Warrants
Appeals
Associate Cases
Batch Case History Entries
Disassociate Cases
Initiate Case
Initiate Legacy Case
Initiate Pseudo Case
Maintain Reserved Case Numbers
NSF List
Records Management
Search Pseudo Case
Transfer Cases
Update Clocks
Vexatious Litigants List
Wills/Estate Plans
Case Header
Case Number: XX-YYYY-12345678-CC-TT-LLL
Filing Date: 04/26/2004
Case Title: Doe vs. Doe
Case Status: Open
Case Category: Civil Limited
Location: North Court
Case Type: Unlawful Detainer
Judicial Officer: Judge Smith
Case Age: 165 Days
Department: N47
Next Event Type: Case Management Conference
Next Event Date: 10/10/2004
Case
Help
Case History
Add Manual Entry | View ROA | Resequence Date:
Resequence
Print Case History
Filter Entries
More Filter Parameters
Entry Function:
Entry Type:
Reset
Filter
ROA #
Entry Date
Short Entry
Filed By
Filing Details
Motion filed for XXXXXXXXXXXXXXXXXX
Refers to: Pasquale, A.
Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant)
Filing Details
Case History Entry XXXXXXXXXXXXXXXXXX
20 05/03/2004
17 05/01/2004
09 04/23/2004
19 05/02/2004
05/02/2004
18 05/02/2004
17 05/01/2004
16 05/01/2004
04/30/2004
04/30/2004
15 04/28/2004
14 04/28/2004
13 04/26/2004
12 04/26/2004
04/26/2004
11 04/25/2004
10 04/23/2004
09 04/23/2004
08 04/20/2004
07 04/20/2004
08 04/20/2004
02 04/20/2004
04/20/2004
06 04/20/2004
04/20/2004
05 04/20/2004
04 04/20/2004
03 04/20/2004
02 04/20/2004
01 04/20/2004

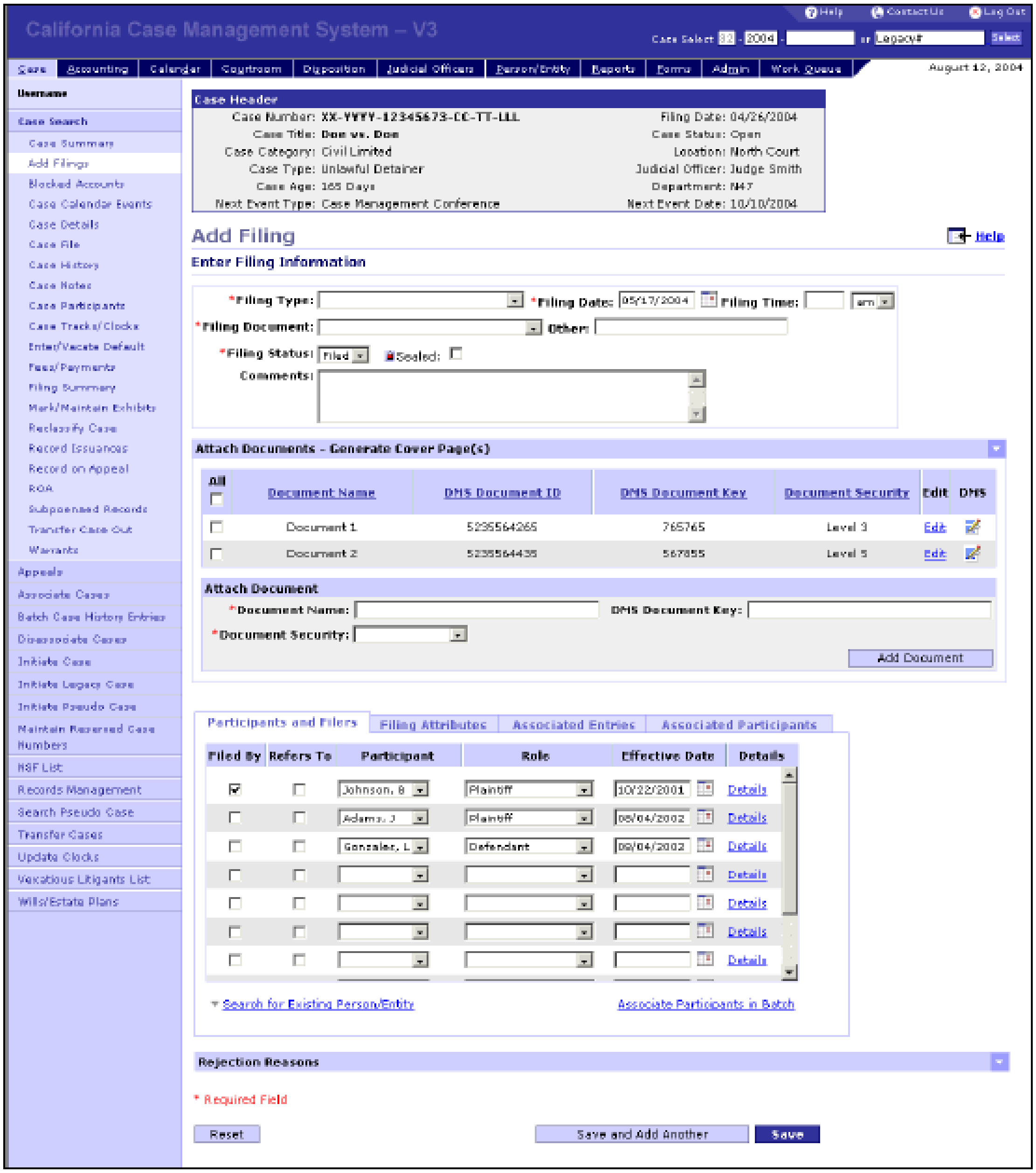
2. Select the necessary filter criteria.
   NOTE This filter tool allows you to search for specific entries on the case. This is an optional feature.
3. Click the **[Filter]** button.
   Result: The screen refreshes and displays only those entries that match the selected filter criteria.



4. Click the **[Filing Details]** hyperlink for the filing entry to update.
   Result: The Add Filing screen displays with the filing data in the appropriate fields.



5. Click the toggle button for the **Attach Documents - Generate Cover Page(s)** section.
Result: The Attach Document fields display.



6. Select the checkboxes for the DMS documents/images to secure.
7. Select a security level from the **Document Security** drop-down list.
8. Click the **[Save]** button.
   Result: The Filing Confirmation screen displays. You must have the appropriate security role now to view these documents/images.

Related Links

Secure Case Information Overview

Case History Screen

Add Filing Screen

Manage Case Participants

Manage Case Participants Overview

Introduction

Managing case participants involves adding, updating, and/or removing case participants and their related profile data.

About Case Participants

A case participant is a person/entity who has a specific position or role to perform on a given case. For example, a participant may be a defendant, a minor, or an attorney.

A participant profile record consists of both person/entity and case-related data. These profiles are basically the "case version" of their participant's person/entity profiles. This means that while participant profiles exist within the context of a case, changes to this data can affect its system-wide person/entity profile. Both profiles records are identified by the same CMS ID number. Refer to the Manage Person/Entity Information section for details on updating person/entity profiles.

Adding Case Participants

There are different ways to add participants to a case. Within the case initiation process, you can either directly enter a name into the case participant fields or select a person/entity record to add as a participant. Refer to the Initiate Cases section for details on these processes.

Otherwise, you can only add participants to existing cases through the appropriate case filings. These may be filings as decided by the Court. The filing will prompt the system to create a participant on the case, which will also create a person/entity profile for the participant. This will occur even if a person/entity record for the same person/entity already exists in the system. Refer to the Maintain Case Filings for details on adding filings to a case.

Activities Performed Prior to Managing Participants

You must conduct a case search in order to select and access the participant profile to update, replace or remove. Refer to the Maintain Case Information section for details on performing this search.

Managing Participant Associations

Participants have case relationships with other participants on the case. These associations only exist within the case, and do not extend to other cases or system data. For example, there is an association between an attorney and a defendant.

Since participant associations also exist within the context of a filing, most participant associations occur from the Add Filings screen. Refer to the Maintain Case Filings for details on this process.

Managing Person/Entity Associations

Participant profiles also include associations with person/entities outside of the case. These associations describe a more "permanent" type of relationship than case participant associations. For example, they can define familial and employment relationships between person/entities, such as the relationship between an attorney and a law firm. These associations do not rely on a case to exist. Refer to the Manage Person/Entity Information section for details on creating and maintaining person/entity associations.

Securing Participant Information

You may choose to secure case participant addresses or entire participant profiles. This security only affects the data that resides within the selected case and does not secure the related person/entity profile. Refer to the Secure Case Information section for details on securing participant data.

Task Activities

Managing case participants includes the following task activities:

- Create New and Replace Case Participants
- Update Case Participant Profiles
- Remove Participants from Cases

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Case Participants Screen

Case Selection - Propagate Contact Information Change Screen

My Court Information

Update Case Participant Profiles

Introduction

Updating a case participant changes the profile data for a specific person/entity. These changes affect data both inside and outside of a given case.

Entering Participant Data

Case participant profile contents come from their associated person/entity profile record. Depending on how the participant was added to the case, the profile may not contain data other than the participant name.

Participant profiles do not require specific data entries. In other words, there are no required fields.

Providing General Information

You may enter or edit the names and contact information related to a participant. Changes made to these fields will also update the person/entity profile for this participant. You can also select the names, addresses, phone numbers and email addresses to use for this case.

Some field entries within the General Information tab are only available within the case. For example, fields such as “Fees Deferred” and “Is Minor” do not affect the person/entity profile for the participant, but may change system actions related to this case.

You may also label a participant as a frequent filer, if necessary. Refer to the Manage Frequent Filers section for details on this type of assignment.

Maintaining Participant Associations

Participant associations exist through case filings. As a result, the appropriate filing creates and/or updates the associations within a participant profile. Refer to the Maintain Case Filings section for details on creating and maintaining participant associations within the context of a filing.

You can also add associations from within the participant profile. These relationships exist only within the active case. To do this, you must search for and select the participant record to associate with the current [active] participant.

You can also enter or change the start and end dates for participant associations within the profile. Providing an end date is useful when an association no longer exists within a given case. For example, if there ceases to be a relationship between a defendant and an attorney, then entering an end date for this association keeps a record of the attorney’s presence on the case.

Maintaining Person/Entity Associations

The participant profile also displays the person/entity associations that exist with this participant. These associations are external to cases. Refer to the Manage Person/Entity Information section for details on maintaining person/entity associations.

You may remove a person/entity association within the participant profile. However, this process also deletes the association from the person/entity profile.

Viewing Position Information

Position types identify the Court resource roles that a person/entity may perform. The screen will display the position types assigned to the participant through its person/entity profile. However, since you are viewing this information in the context of a case, you can only assign position types that relate to the open case.

Maintaining Additional Information

You may also add or enter personal information about a participant. Some of the data helps to prepare Court staff in assisting the participant during Court proceedings. This information is optional and allows you to collect specific data to further identify the person/entity.

Copying Changes to Other Cases

Saving the participant profile updates certain person/entity profile data. If you entered or changed contact information for a participant who had at least one position type assigned, then you can choose to apply your updates to other active cases involving this person/entity. This option allows you to select the cases on which to copy these profile changes.

Updating Case Resources and Interested Parties

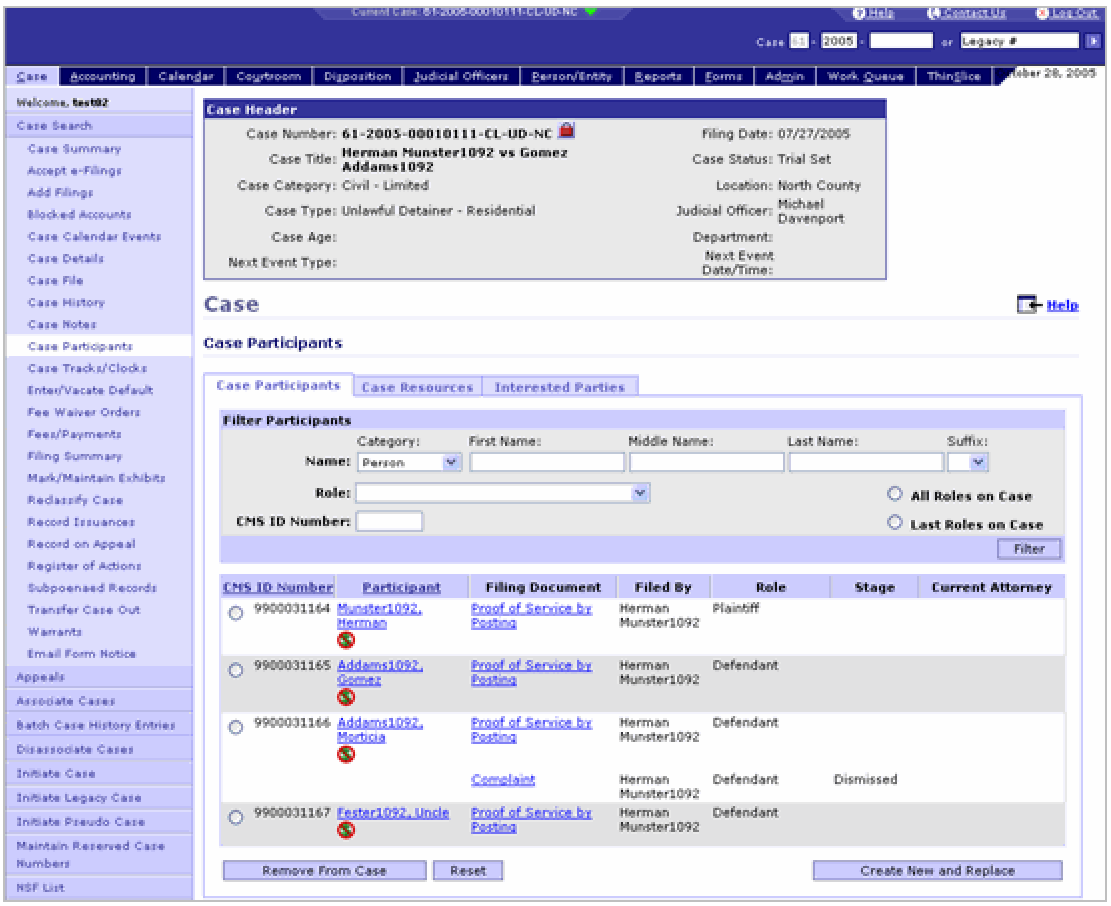
Refer to the Manage Resource Assignments section for details on updating and maintaining resources assigned to the case. Refer to the Manage Interested Parties section for details on maintaining interested parties on the case.

Task Activity

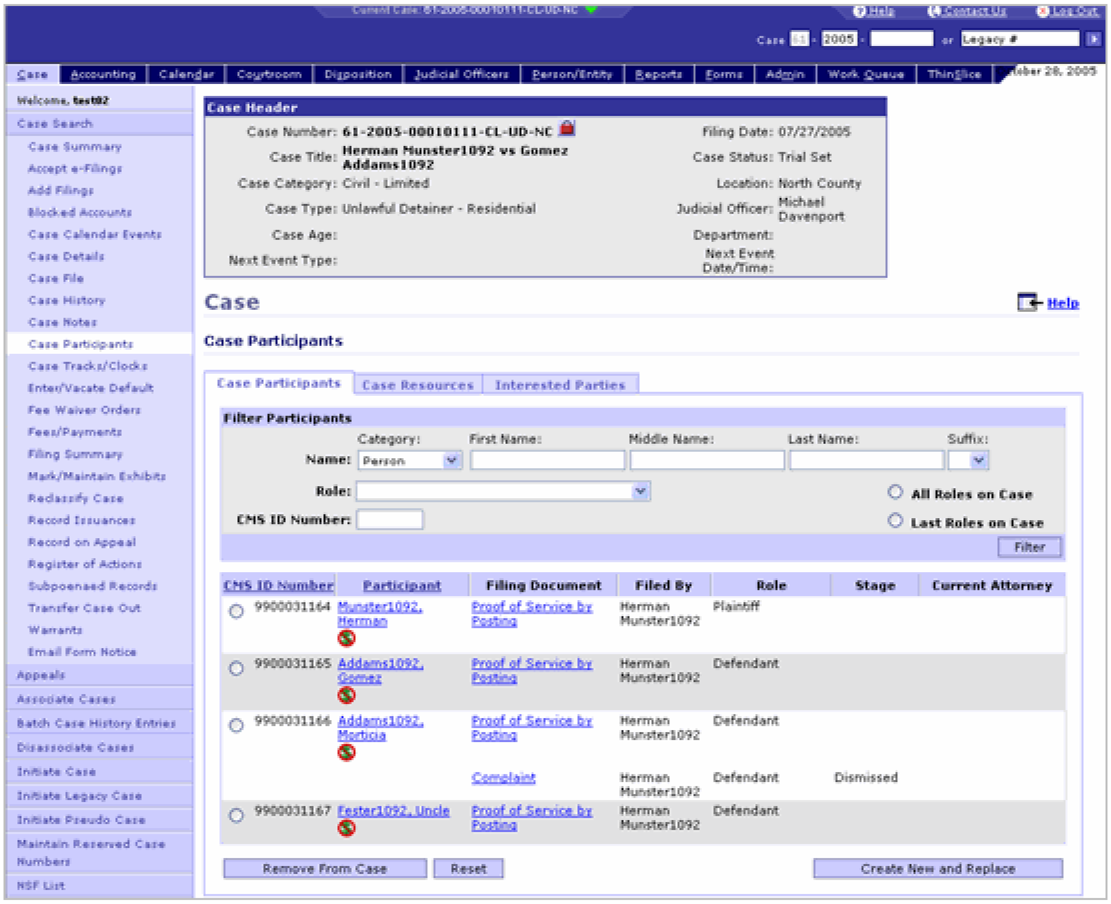
This activity takes place within the context of a case. It requires that you perform a case search and select the case on which to update participant data. Refer to the Search Cases task activity for details on performing a case search.

Perform the following steps to update a case participant profile.

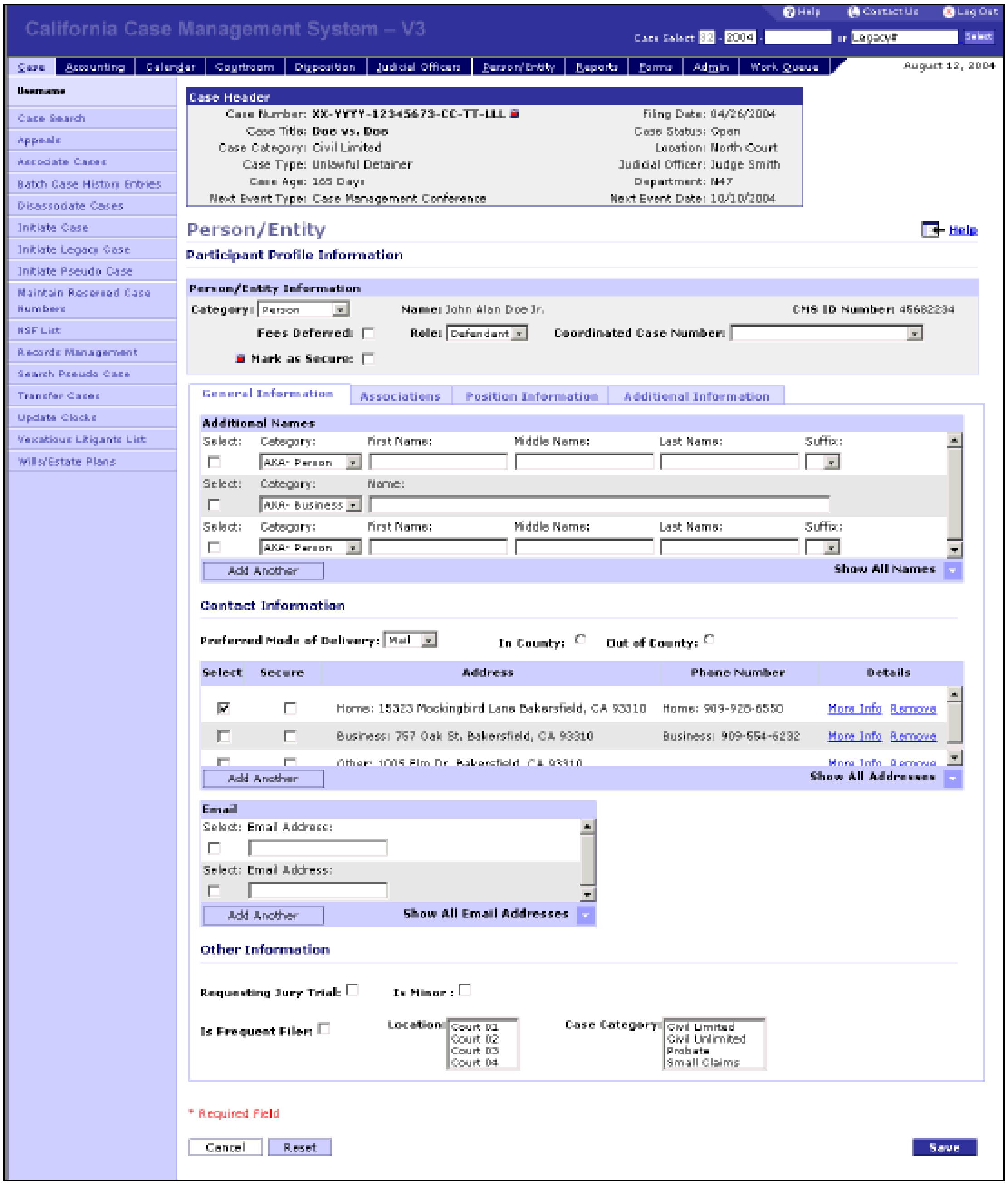
1. Select the **[Case Participants]** left navigation item.
   Result: The Case Participants screen displays. The case participants assigned to the case display in a list.



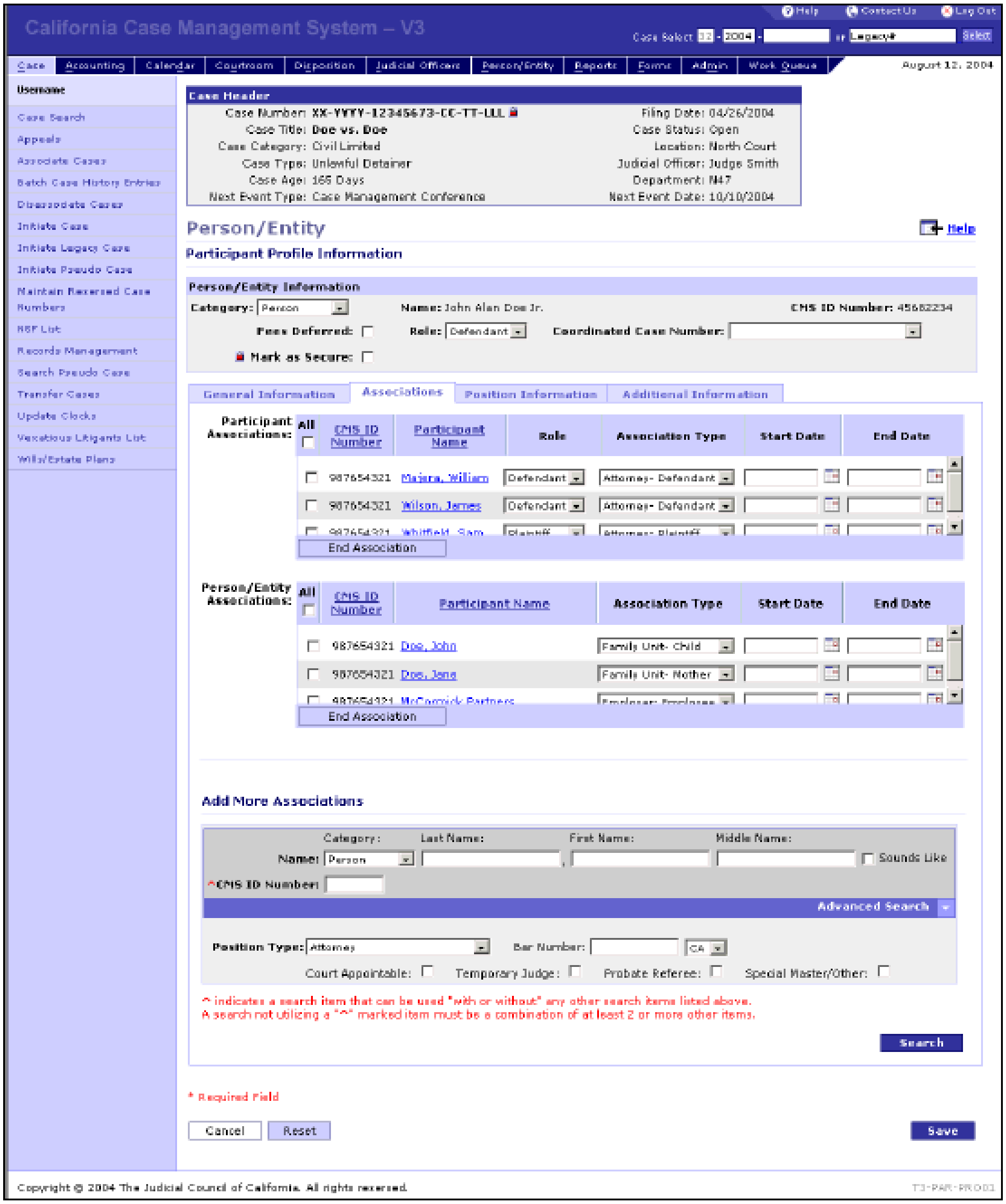
2. Enter/Select data for the appropriate filter criteria.
   NOTE This filter tool allows you to display participants based on their name or related roles.
3. Click the **[Filter]** button.
   Result: The screen refreshes and only displays those participants that match the entered filter criteria.



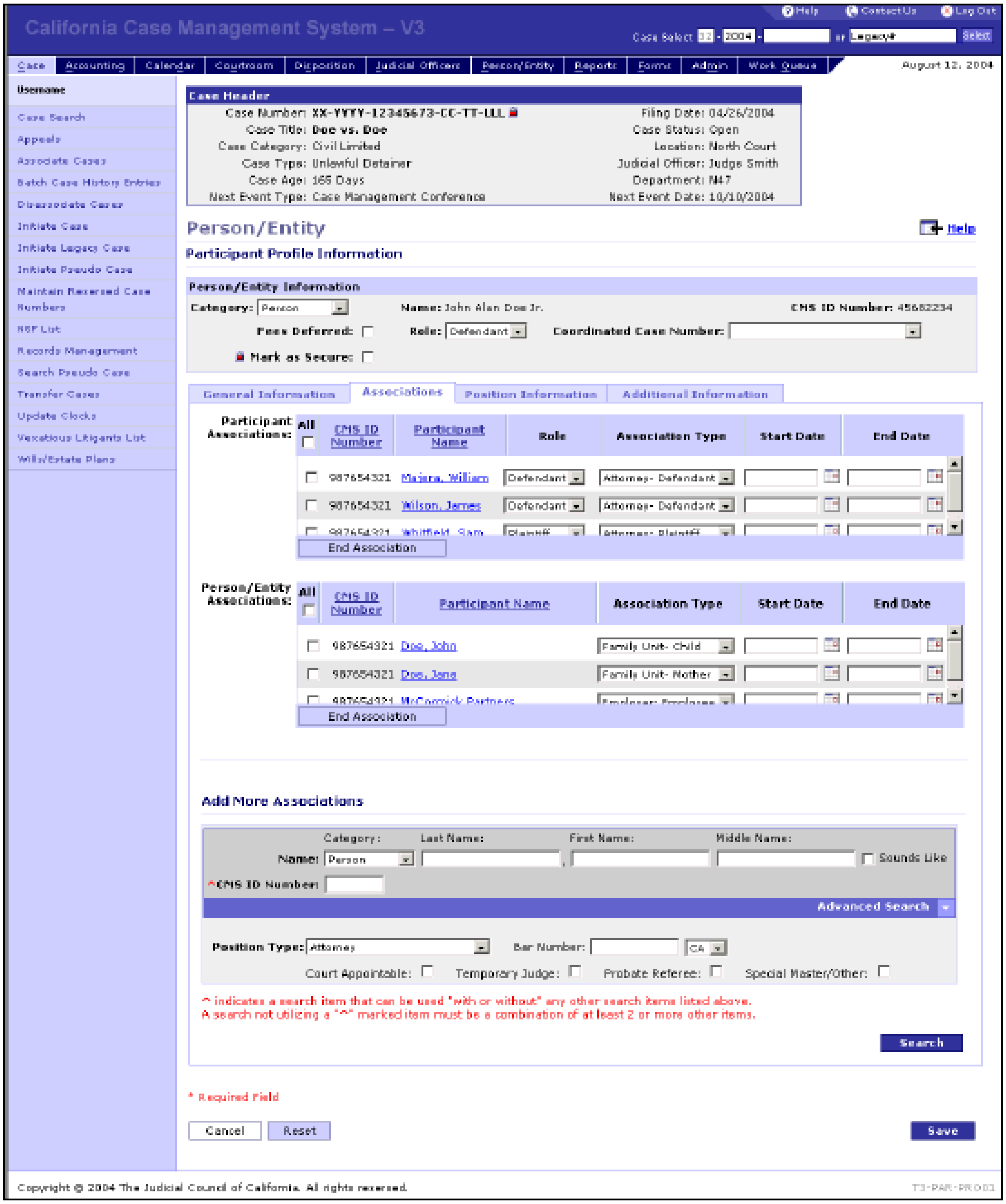
4. Click the hyperlinked name of the participant to update.
   Result: The Participant Profile Information screen displays.



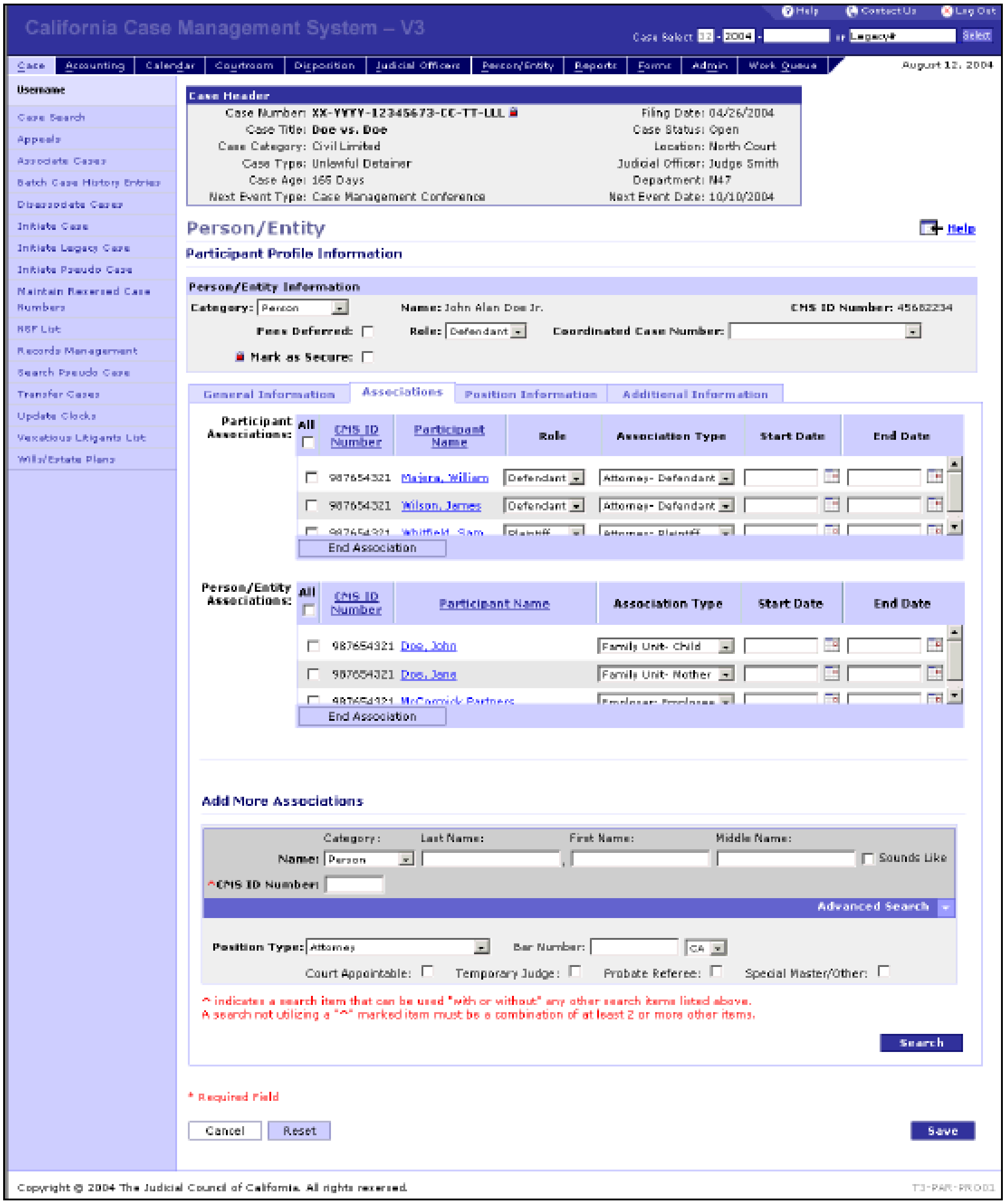
5. Enter/Update the available fields as needed.
6. Click the **[Associations]** tab.
   Result: The Associations tab highlights and displays both participant and person/entity associations.
   NOTE Follow Steps 7-10 to create a participant association. The participant to associate with must already exist on the case.
   NOTE Follow Steps 11-12 to define or update the participant association details.



7. Enter/Select data for the appropriate search parameter fields.
   NOTE Refer to the Search Person/Entity Profiles task activity for details on performing this search.
8. Click the **[Search]** button.
   Result: The screen refreshes with the search results.



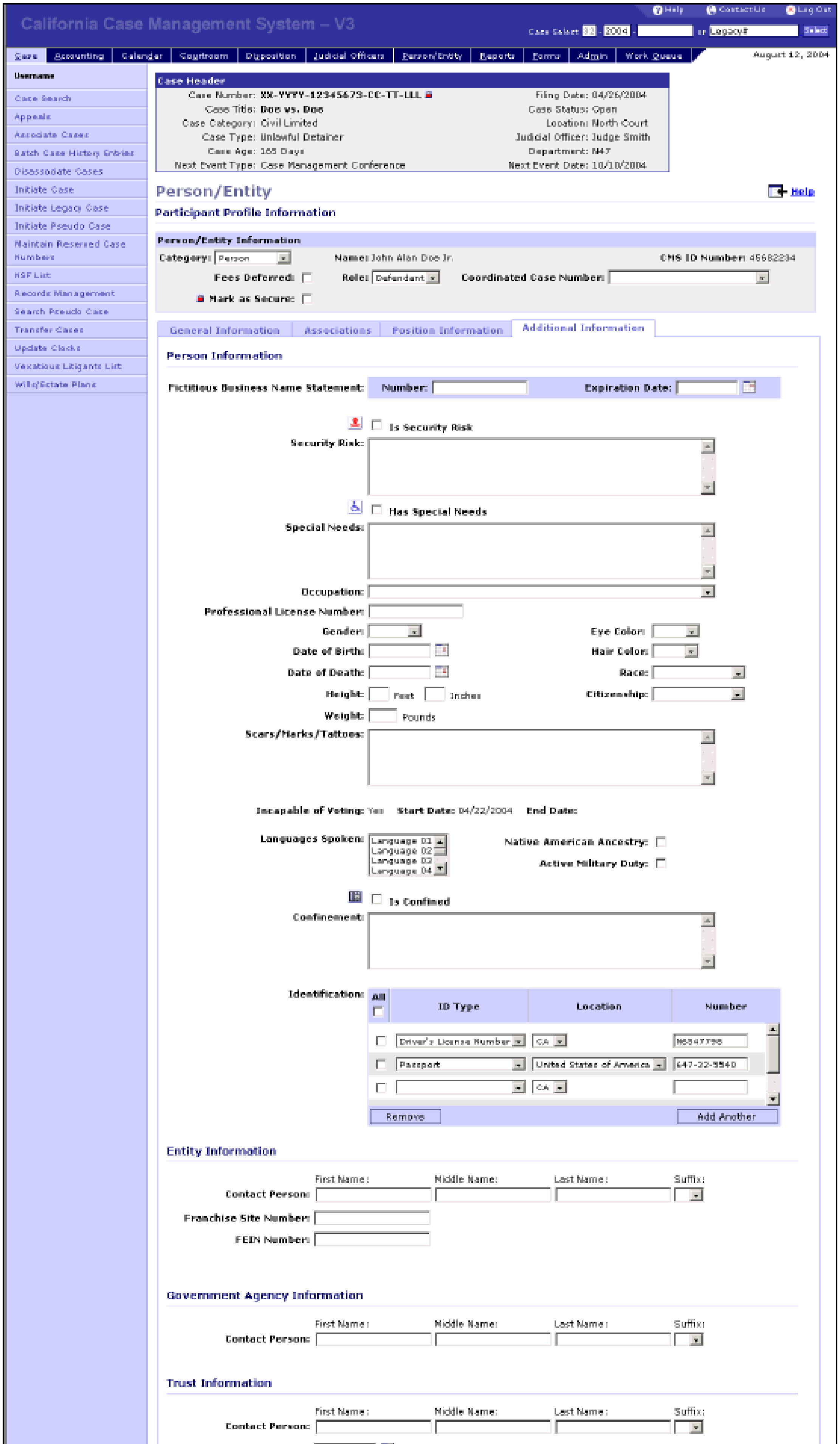
9. Select the radio button for the participant to associate.
10. Click the **[Select]** button.
    Result: The screen refreshes and displays the participant in the Participant Associations section.



11. Select or update the **Association Type** for the participant association.
12. Enter/Update the available fields as needed.
13. Click the **[Position Information]** tab to add a participant position type to the profile.
    Result: The Position Information tab highlights.

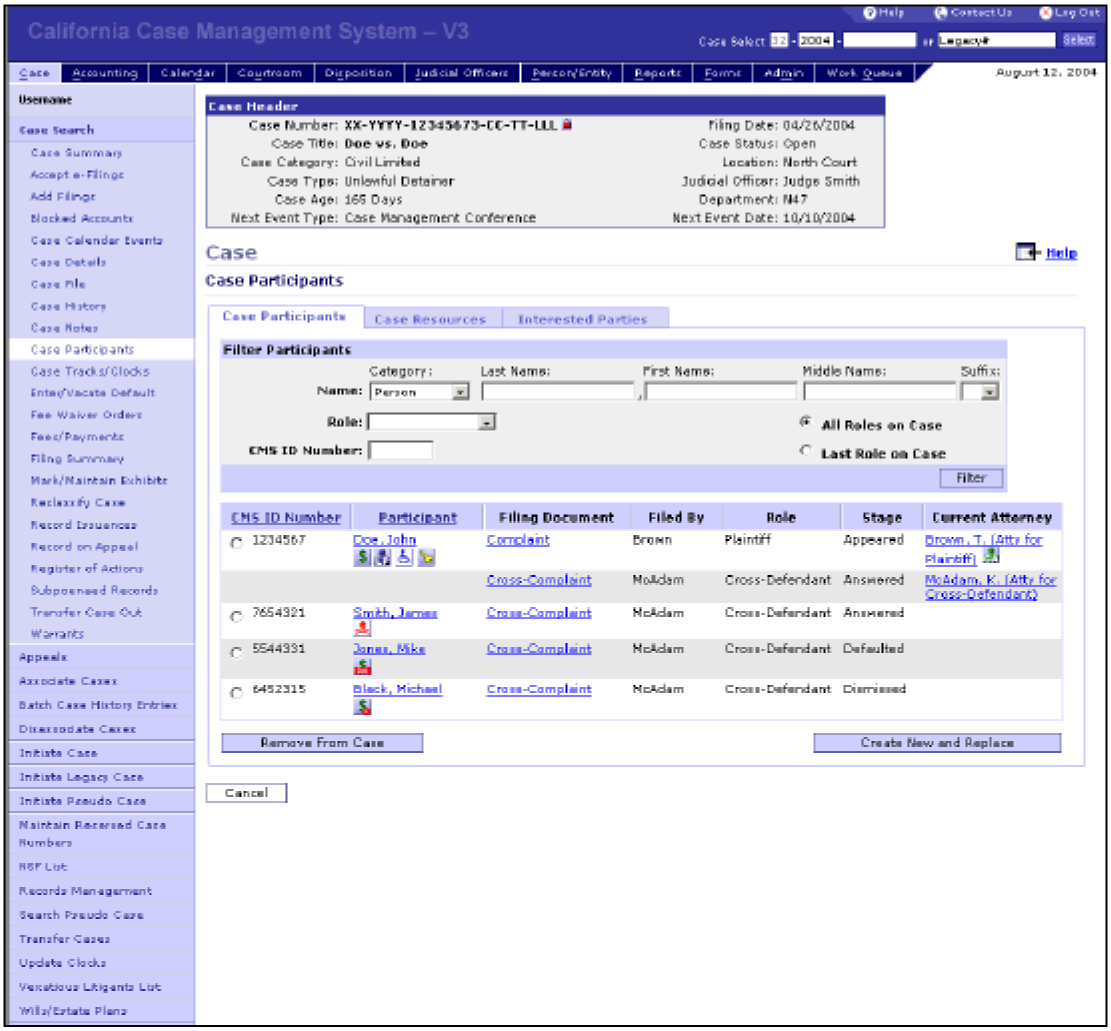
14. Select a position type value from the **Add** drop-down list.
15. Click the **[Add Position Type]** button.
Result: The screen refreshes and displays the position type and related fields.
NOTE Different fields will display depending on the selected position type.

16. Edit/Update the available fields as needed.
17. Click the **[Additional Information]** tab.
Result: The Additional Information tab highlights.


California Case Management System – V3
Help
Contact Us
Log Out
Case Select
or
Select
Case
Accounting
Calendar
Courtroom
Disposition
Judicial Officers
Person/Entity
Reports
Forms
Admin
Work Queue
August 12, 2004
Username
Case Search
Appeals
Associate Cases
Batch Case History Entries
Disassociate Cases
Initiate Case
Initiate Legacy Case
Initiate Pseudo Case
Maintain Reserved Case Numbers
NSF List
Records Management
Search Pseudo Case
Transfer Cases
Update Clocks
Vexatious Litigants List
Wills/Estate Plans
Case Header
Case Number: XX-YYYY-12345678-CC-TT-LLL
Filing Date: 04/26/2004
Case Title: Doe vs. Doe
Case Status: Open
Case Category: Civil Limited
Location: North Court
Case Type: Unlawful Detainer
Judicial Officer: Judge Smith
Case Age: 165 Days
Department: N47
Next Event Type: Case Management Conference
Next Event Date: 10/10/2004
Person/Entity
Help
Participant Profile Information
Person/Entity Information
Category: Person
Name: John Alan Doe Jr.
CMS ID Number: 45682234
Fees Deferred:
Role: Defendant
Coordinated Case Number:
Mark as Secure:
General Information
Associations
Position Information
Additional Information
Person Information
Fictitious Business Name Statement:
Number:
Expiration Date:
Is Security Risk
Security Risk:
Has Special Needs
Special Needs:
Occupation:
Professional License Number:
Gender:
Eye Color:
Date of Birth:
Hair Color:
Date of Death:
Race:
Height:
Feet
Inches
Citizenship:
Weight:
Pounds
Scars/Marks/Tattoos:
Incapable of Voting: Yes
Start Date: 04/22/2004
End Date:
Languages Spoken:
Language 01
Language 02
Language 03
Language 04
Native American Ancestry:
Active Military Duty:
Is Confined
Confinement:
Identification:
All
ID Type
Location
Number
Driver's License Number
CA
N6847798
Passport
United States of America
647-22-5540
CA
Remove
Add Another
Entity Information
First Name:
Middle Name:
Last Name:
Suffix:
Contact Person:
Franchise Site Number:
FEIN Number:
Government Agency Information
First Name:
Middle Name:
Last Name:
Suffix:
Contact Person:
Trust Information
First Name:
Middle Name:
Last Name:
Suffix:
Contact Person:
Date Trust Established:

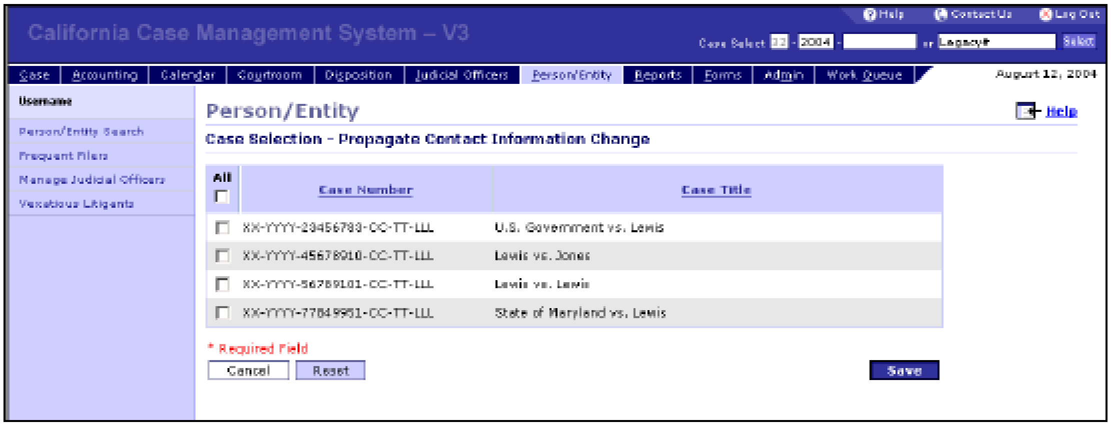
18. Enter/Update the available fields as needed.
19. Click the **[Save]** button to save the participant profile data.
    Result: The system navigates to the appropriate screen.

    NOTE If you update the profile data and the participant profile does not have the assigned position types, then saving the profile will display the Case Participants screen with a confirmation message.

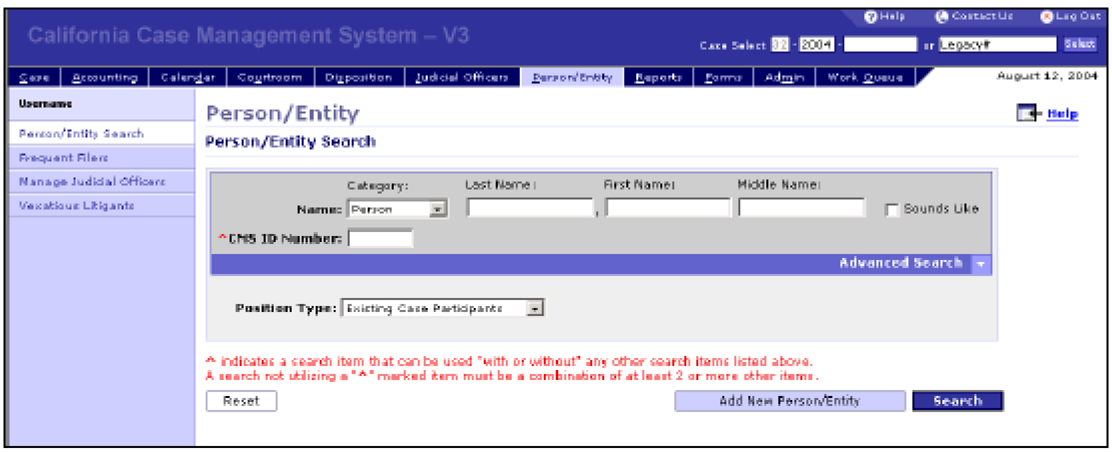


NOTE If you update the profile contact information and the participant profile has at least one position type assigned, then saving the profile will display the Case Selection – Propagate Contact Information Change screen. From this screen, you can choose to apply your updates to other active cases involving this person/entity. Follow the steps below to copy these changes to other participant profiles.

20. Select the cases on which to apply the profile updates from the Case Selection – Propagate Contact Information Change screen.



21. Click the **[Save]** button.
    Result: The Person/Entity Search screen displays. The system copies the updated contact information from the active case to the selected cases. It also marks the appropriate items for case use within these cases.



Related Links

Manage Case Participants Overview

Case Participants Screen

Person/Entity Profile Screen

Case Selection - Propagate Contact Information Change Screen

Person/Entity Search Screen

My Court Information

Create New and Replace Case Participants

Introduction

Using the "Create New and Replace" feature copies an existing participant record in order to create a new person/entity profile in the system. This new profile then replaces the original participant on the case.

You may use this feature if the wrong person/entity record was assigned to a case. This usually occurs when two person/entities share similar names. You must have an Administrative security role to perform this activity.

Creating a New Participant

Choosing to "create new and replace" a case participant copies the participant profile data from the selected participant onto the new profile. For example, the system copies the case-specific information (such as case events, filings, and fees) that occurred since the participant was assigned to the case.

The system also copies the person/entity data onto this new profile record, including the names and contact information belonging to the original participant. The system then identifies this record by its newly assigned CMS ID number. Refer to the Manage Person/Entity Information section for details on updating profile information.

Saving and Replacing Participants

Saving the new profile replaces the original participant on the case with the new person/entity. This process removes the original participant from the case but does not delete its person/entity record from the system.

The system then maintains the case history and associations to case events through the new participant record.

Transferring Fees

If you replace a case participant who had paid at least one case related fee, then the system will automatically create a trust for the paid amount(s). This trust then transfers over to the newly created participant to give the person/entity credit for paying these monies.

Updating Profiles

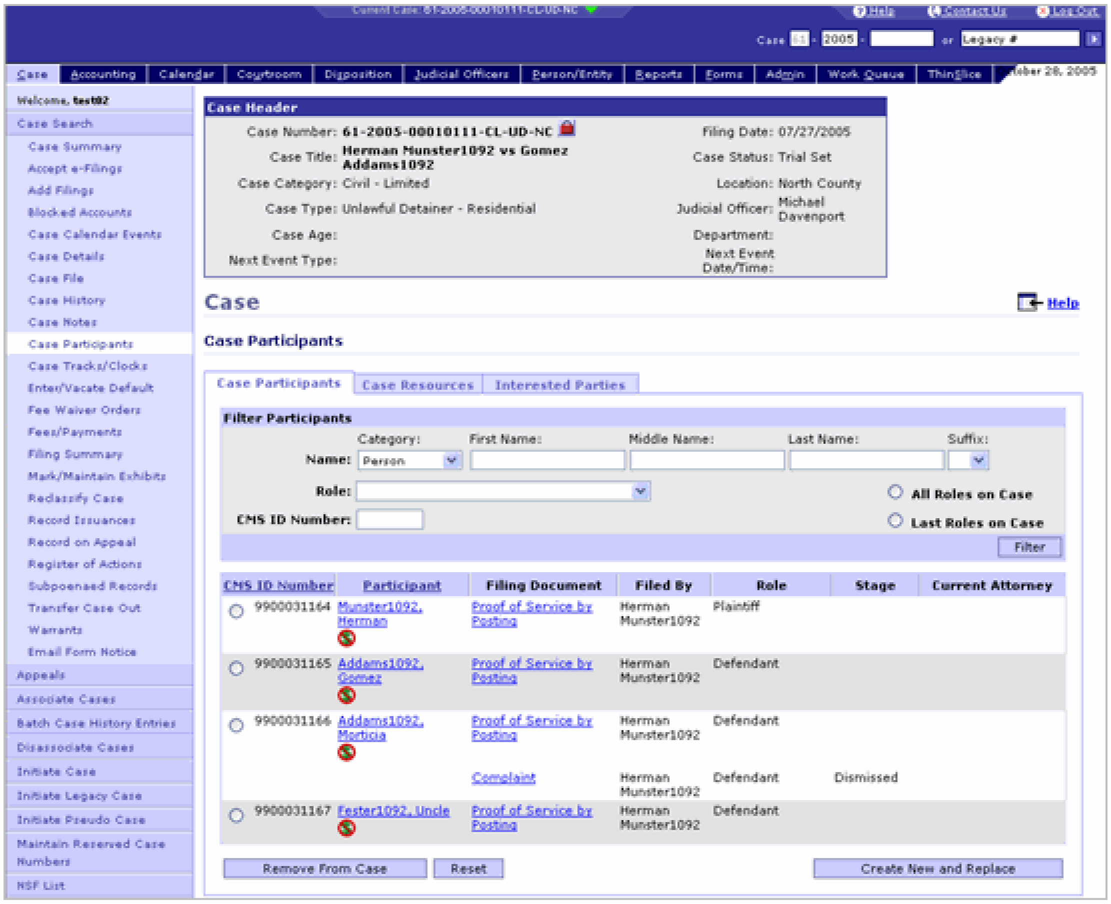
This activity creates duplicate person/entity information in the system. While the CMS ID number for the profile keeps the record unique, the profile data still needs to be manually reviewed and updated to confirm accuracy. Refer to the Manage Person/Entity Information section for details on this process.

Task Activity

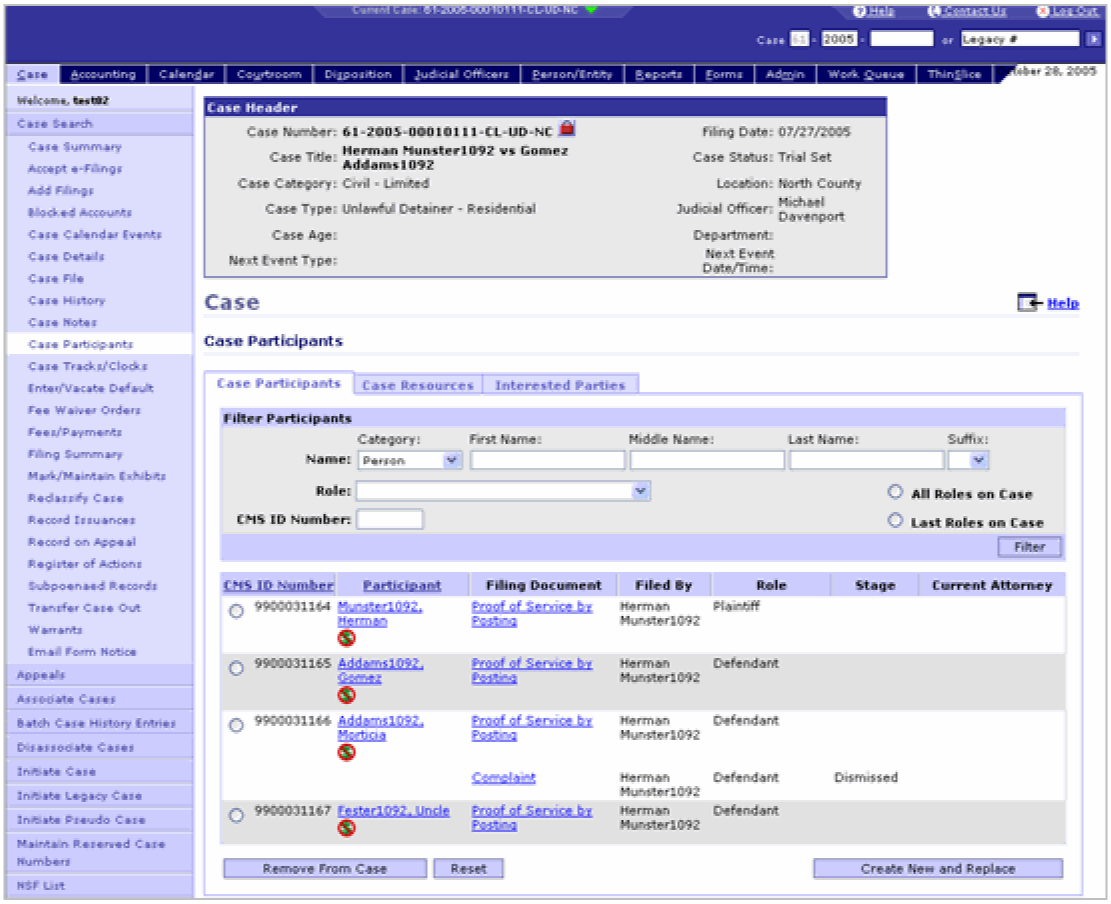
This activity takes place within the context of a case. It requires that you perform a case search and select the case on which to create and replace a participant. Refer to the Search Cases task activity for details on performing a case search.

Perform the following steps to create and replace a case participant.

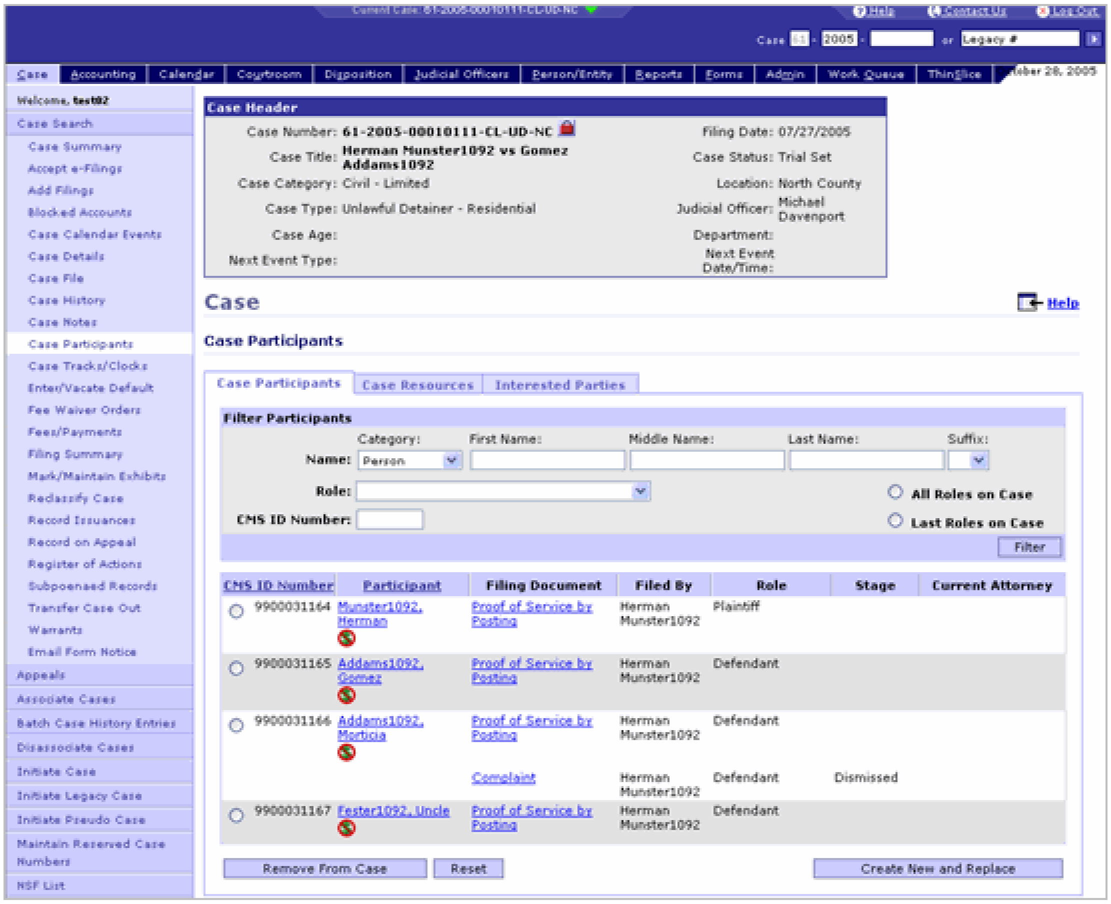
1. Select the **[Case Participants]** left navigation item.
   Result: The Case Participants screen displays. The case participants assigned to the case display in a list.



2. Enter/Select data for the appropriate filter criteria.
   NOTE This filter tool allows you to display participants based on their name or related roles.
3. Click the **[Filter]** button.
   Result: The screen refreshes and only displays those participants that match the entered filter criteria.



4. Select the radio button for the case participant to replace.
5. Click the **[Create New and Replace]** button.
   Result: The screen refreshes and displays a new CMS ID number for the selected participant record. The system also creates a new participant (person/entity) profile for this record.
   NOTE If the removed participant has paid fees, then an alert message will display indicating that a trust has been created for the amount of the paid fee(s).



Related Links

Manage Case Participants Overview

Case Participants Screen

My Court Information

Remove Participants from Cases

Introduction

Removing a case participant separates an existing participant from a given case. This deletes the association between the participant and the case so no future events occur on behalf of this participant.

Removing Participant Profiles

This activity only removes the participant profile from the case. It does not delete the person/entity record for the participant from the system.

The case also keeps the Case History entries and events related to this participant, even after the removal.

Participant Related Fees

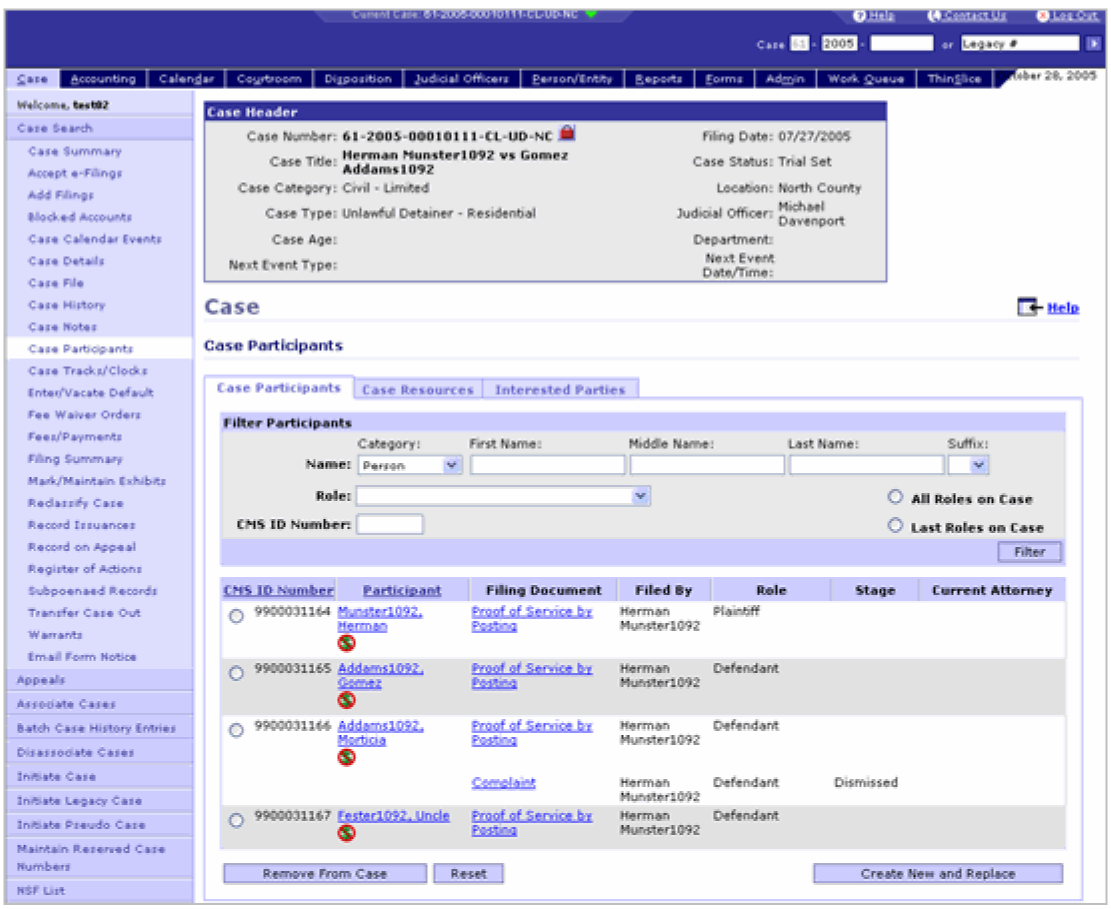
If you remove a case participant who had paid at least one case related fee, then the system will automatically create a trust for the paid amount(s). This allows the Court to reimburse the removed participant at a later time.

Task Activity

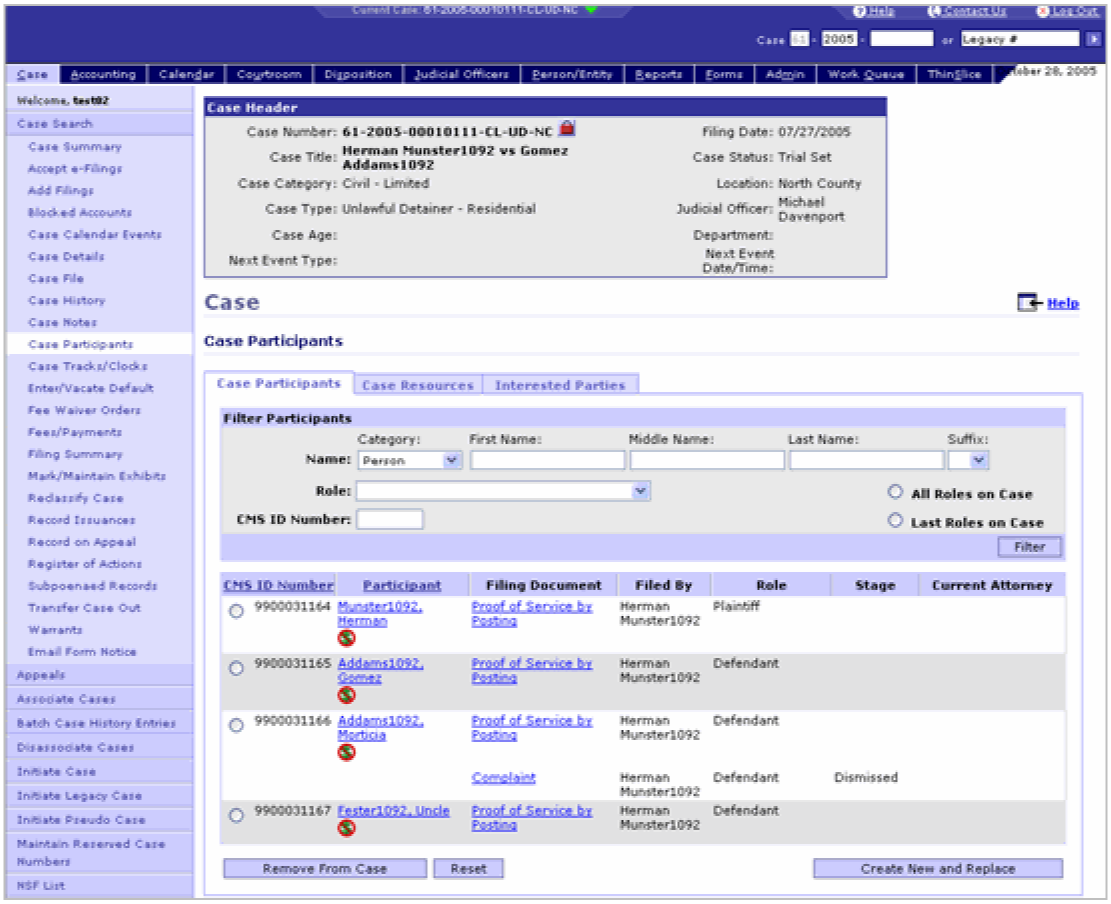
This activity takes place within the context of a case. It requires that you perform a case search and select the case on which to remove a participant. Refer to the Search Cases task activity for details on performing a case search.

Perform the following steps to remove a participant from a case.

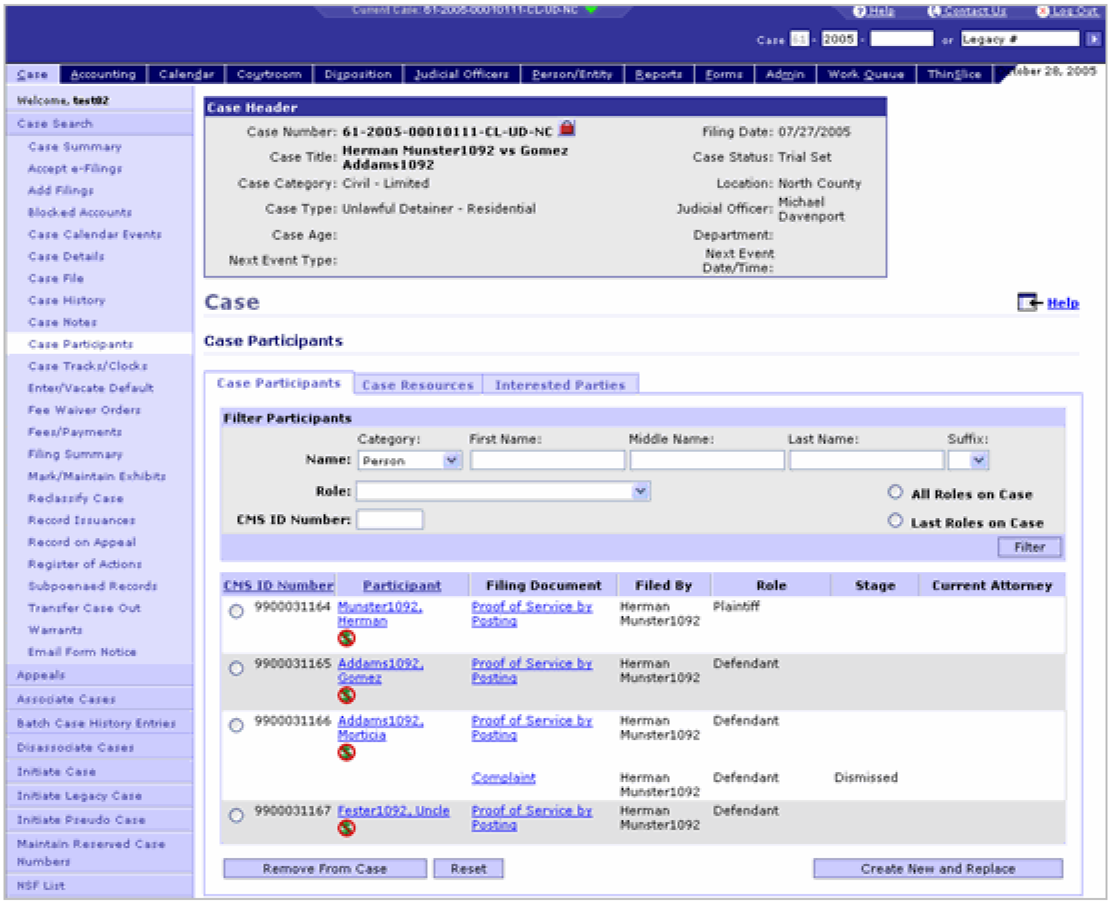
1. Select the **[Case Participants]** left navigation item.
   Result: The Case Participants screen displays. Case participants assigned to the case are displayed on a list.



2. Enter/Select data for the appropriate filter criteria.
   NOTE This filter tool allows you to display participants based on their name or related roles.
3. Click the **[Filter]** button.
   Result: The screen refreshes and only displays those participants that match the entered filter criteria.



4. Select the radio button for the case participant to remove.
5. Click the **[Remove from Case]** button.
   Result: A pop-up window displays requesting confirmation for the delete.
6. Click the **[Yes]** button.
   Result: The screen refreshes with a confirmation message. The previously selected participant no longer displays.
   NOTE If the removed participant has paid fees, then an alert message will display indicating that a trust has been created for the amount of the paid fee(s).



Related Links

Manage Case Participants Overview

Case Participants Screen

Manage Case Resource Assignments

My Court Information

Add Judicial Officer/Department Resources to Cases

Introduction

Adding a Judicial Officer or department to a case assigns this resource to the case.

This activity allows you to create a new resource assignment on the case. You can also replace an existing Judicial Officer/department resource that may have been assigned during the case initiation process.

Assignment Restrictions

Use this activity to assign the following resource types: Judicial Officers, Departments, Probate Referees, Discovery Referees or Settlement Referees.

Refer to the Add Court Resources to Cases task activity for details on assigning Court Appointed Attorney, Counsel for Incarcerated Person, Guardian ad Litem, Guardianship as Counsel for Minor, and Guardianship for Counsel as Parent resource types.

Refer to the Add New ADR Resources to Cases task activity for details on assigning Arbitrators and Mediators.

Changing the System Recommendation

The system recommends a resource only if there is an available pre-configured rule. Refer to the Configure Case Assignment Rules section for details on creating resource rules.

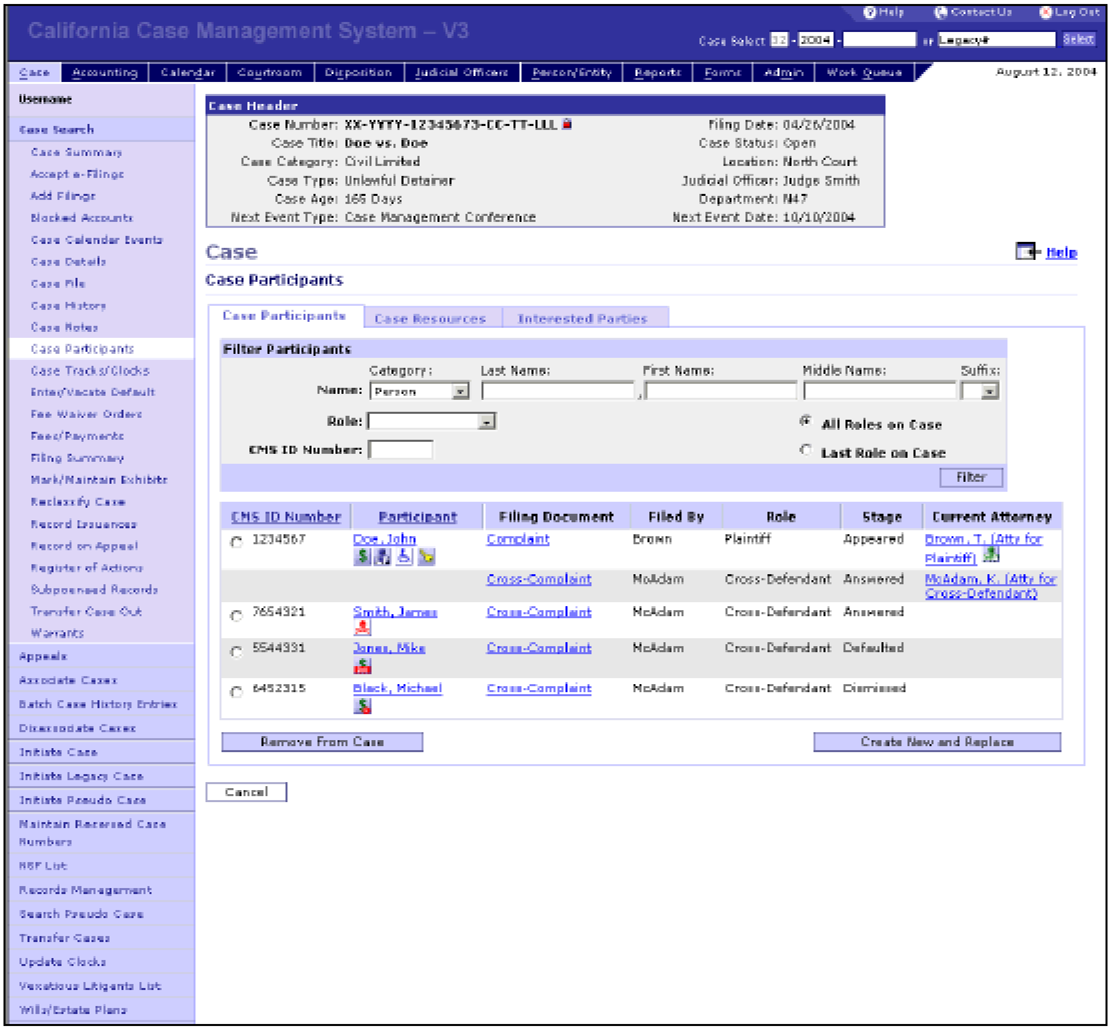
You may select a resource other than this proposed resource. However, if you choose to override this recommendation, there may be scheduling or recusal conflicts with the new selection. You must manually resolve these issues after the system saves the assignment.

Task Activity

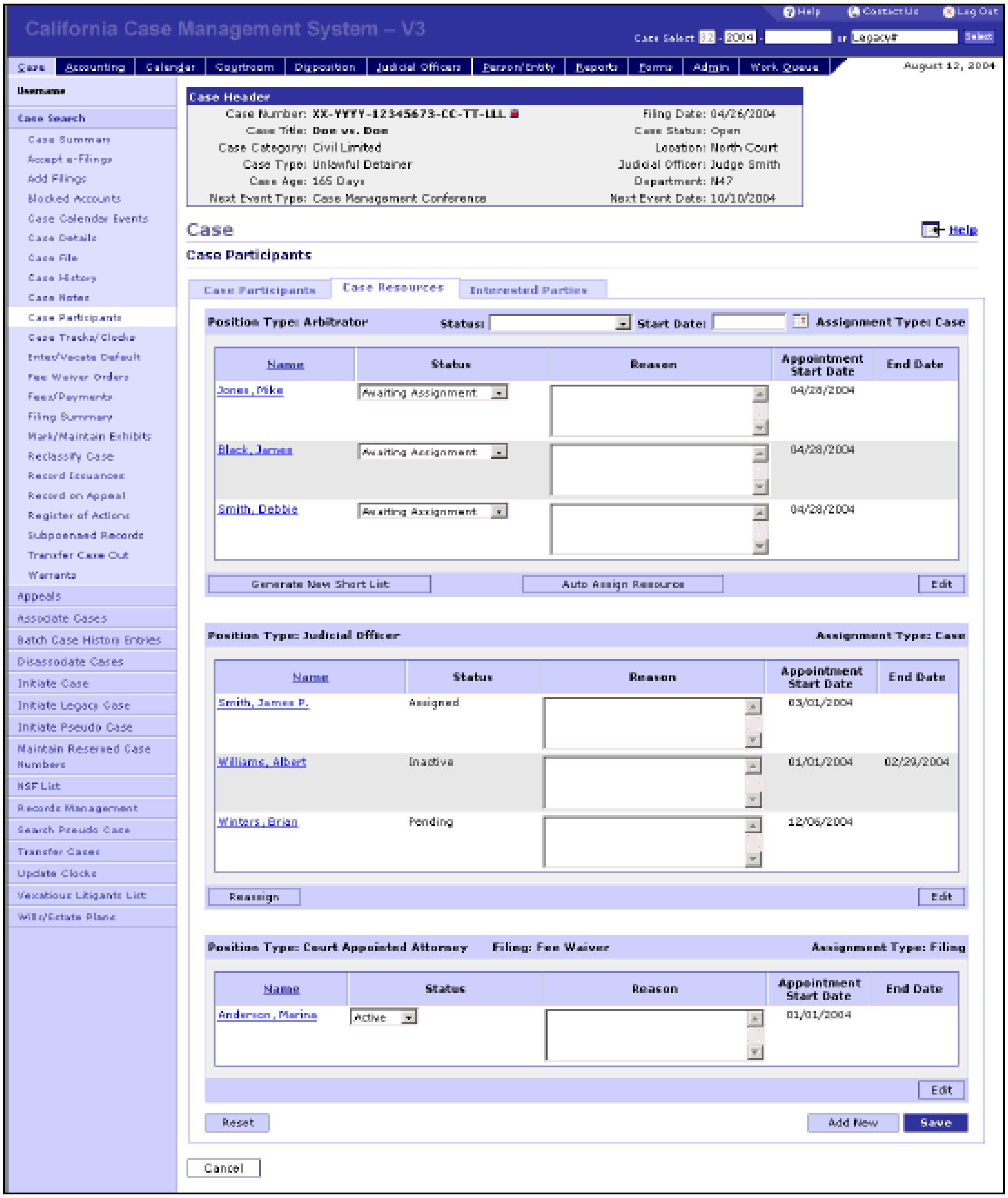
This activity takes place within the context of a case. It requires that you perform a case search and select the case on which to assign a Judicial Officer or department. Refer to the Search Cases task activity for details on performing a case search.

Perform the following steps to add a Judicial Officer/department resource to a case.

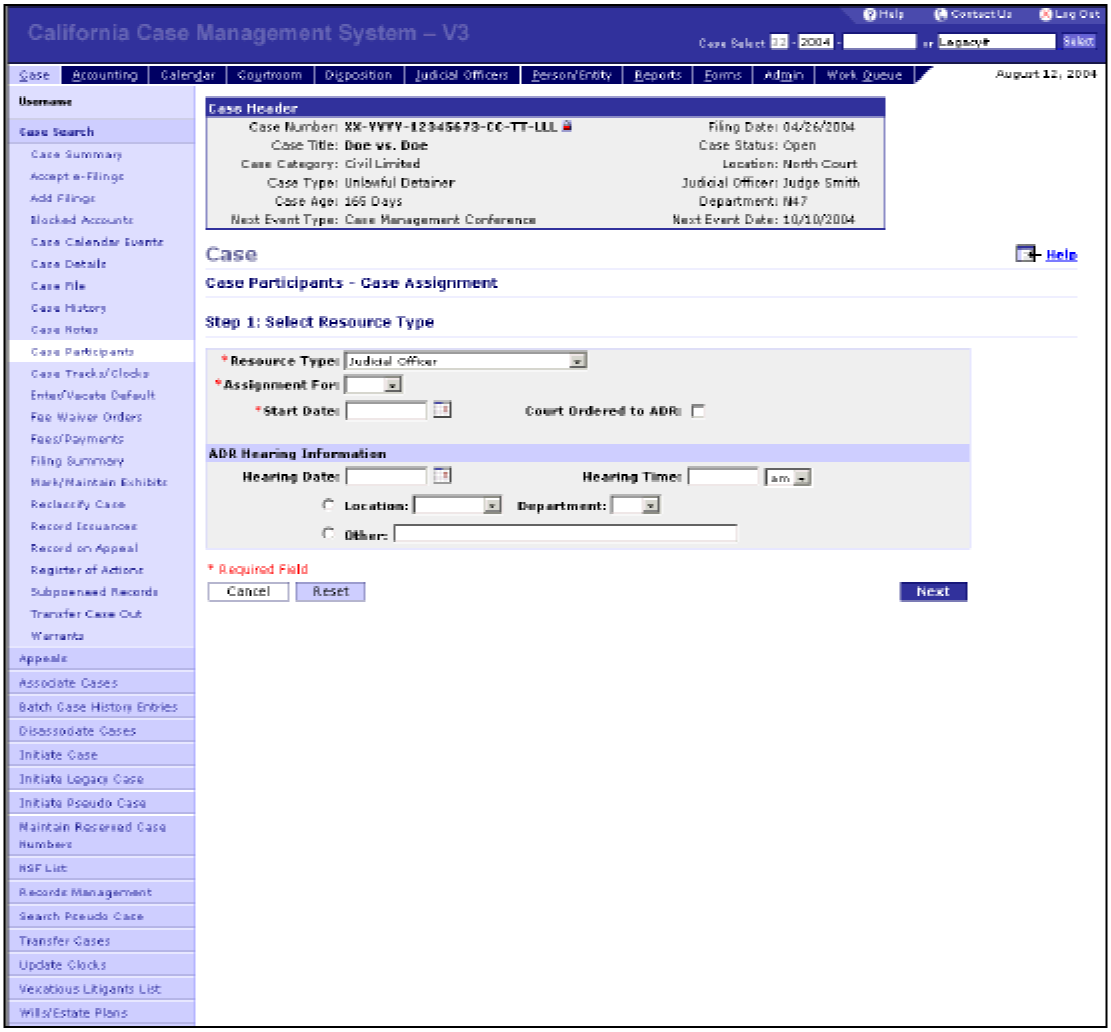
1. Select the **[Case Participants]** left navigation item.
   Result: The Case Participants screen displays.



2. Select the **[Case Resources]** tab.
   Result: The Case Resources tab highlights and displays the currently assigned case resources.

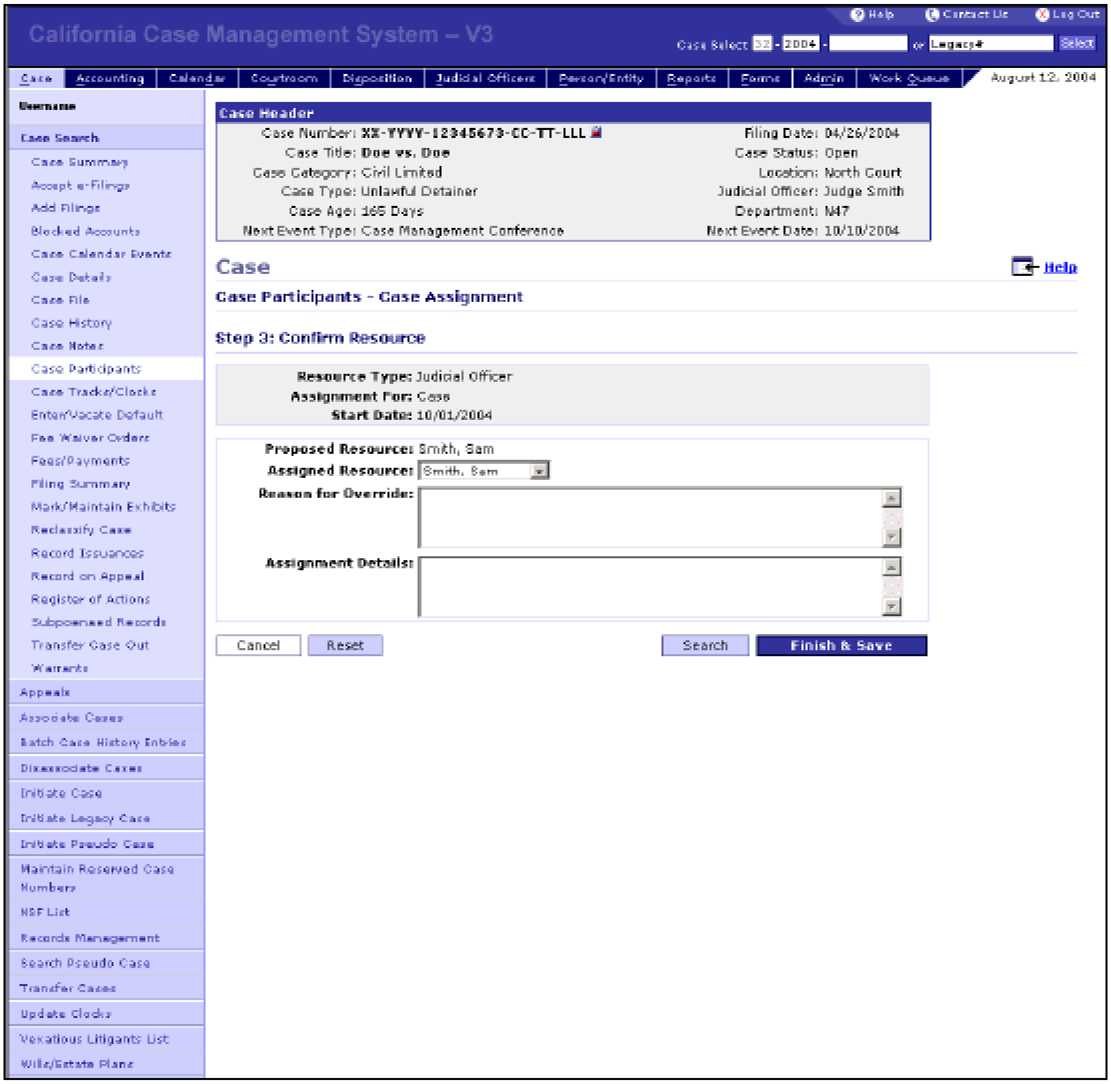


3. Click the **[Add New]** button.
   Result: The Step 1: Select Resource Type screen displays.

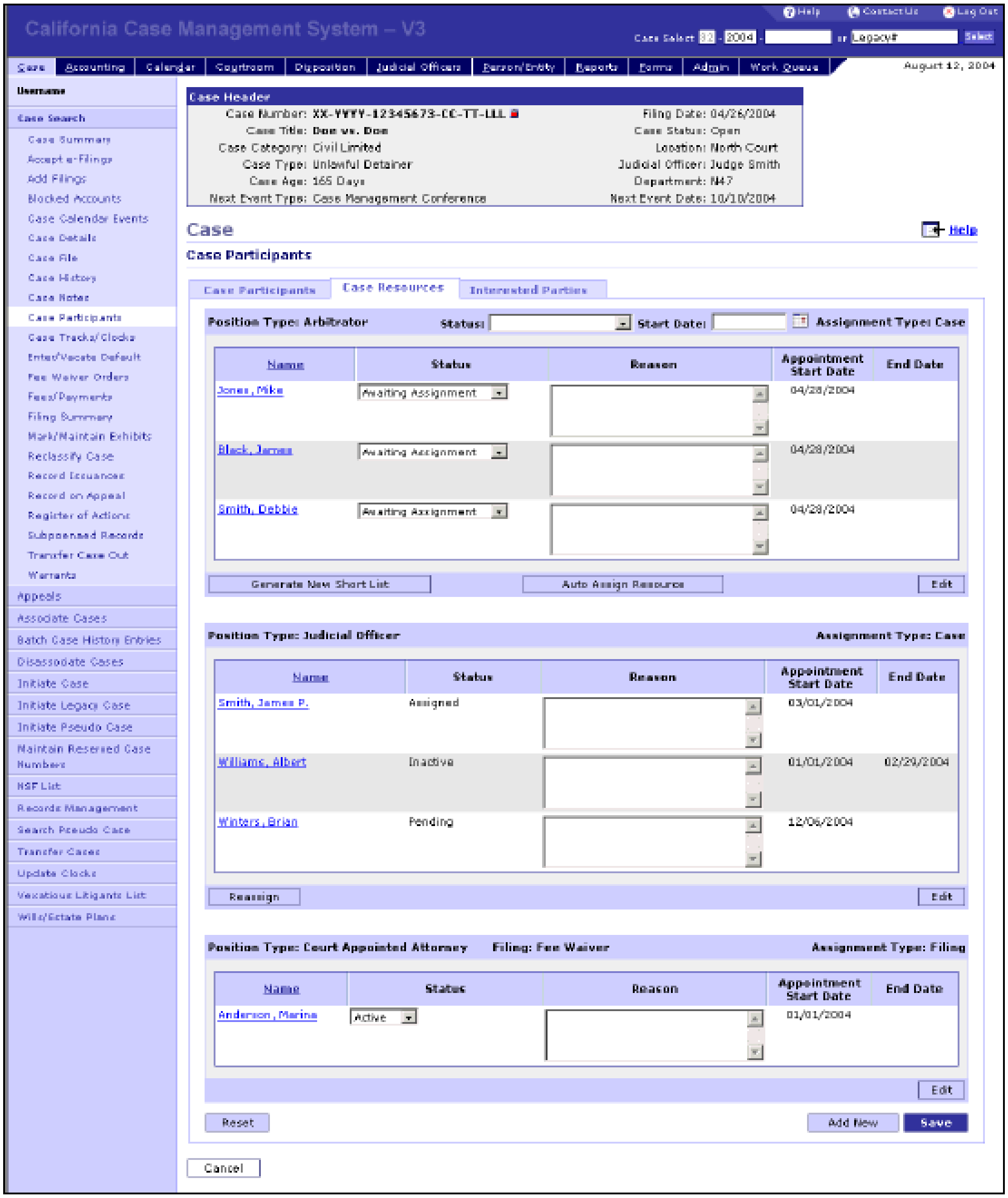


4. Select data for the following required fields:
   4. Resource Type
   5. Start Date

5. Click the **[Next]** button.
   Result: The Step 3: Confirm Resource screen displays.
   NOTE This screen skips to the third step in the Case Assignment Wizard.
   NOTE Different fields will display depending upon the selected resource type.
   NOTE A value will display in the **Proposed Resource** field only if there is a configured rule available.



6. Select an **Assigned Resource**, if necessary.
   NOTE You may either accept or change this value.
7. Enter/Select data for the other necessary fields.
8. Click the **[Finish & Save]** button.
   Result: The Case Participants screen displays with a confirmation message. This new resource displays under the appropriate Position Type section. The system also generates a Notice of Assignment.
   NOTE If you entered a future start date for a Judicial Officer/department resource, then its status will be "Pending" until this date is reached.



Related Links

Manage Resource Assignments Overview

Case Participants Screen

Step 1: Select Resource Type Screen

Step 3: Confirm Resource Screen

My Court Information

Add Court Resources to Cases

Introduction

Adding a Court resource to a case assigns this resource to the case.

Assignment Restrictions

Use this activity to assign the following resource types: Court Appointed Attorney, Counsel for Incarcerated Person, Guardian ad Litem, Guardianship as Counsel for Minor, and Guardianship as Counsel for Parent.

Refer to the Add Judicial Officer/Department Resources to Cases task activity for details on assigning Judicial Officers, Departments, Probate Referees, Discovery Referees or Settlement Referees.

Refer to the Add New ADR Resources to Cases task activity for details on assigning Arbitrators and Mediators.

Changing the System Recommendation

The system recommends a resource only if there is an available pre-configured rule. Refer to the Configure Case Assignment Rules section for details on creating resource rules.

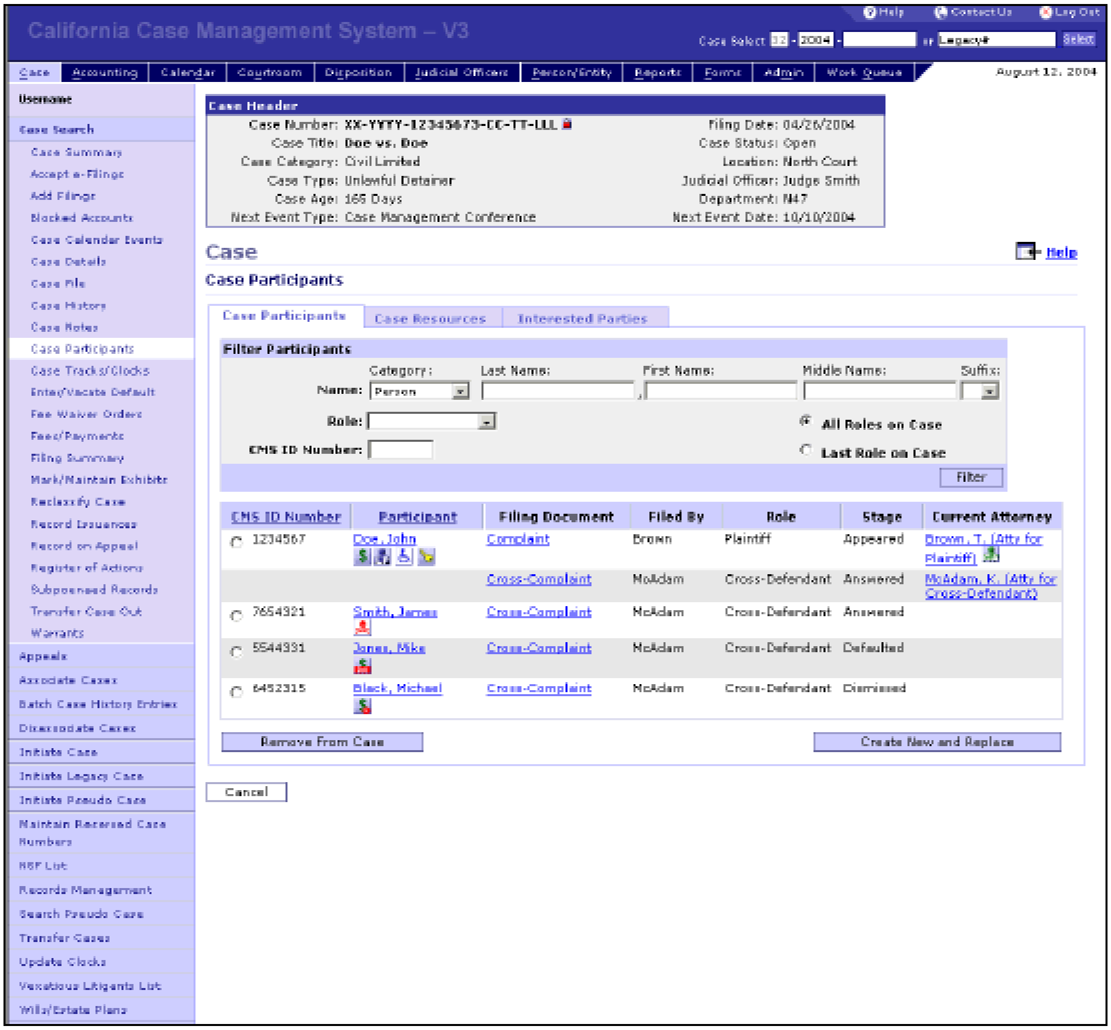
You may select a resource other than this proposed resource. However, if you choose to override this recommendation, there may be scheduling conflicts with the new selection. You must manually resolve these issues after the system saves the assignment.

Task Activity

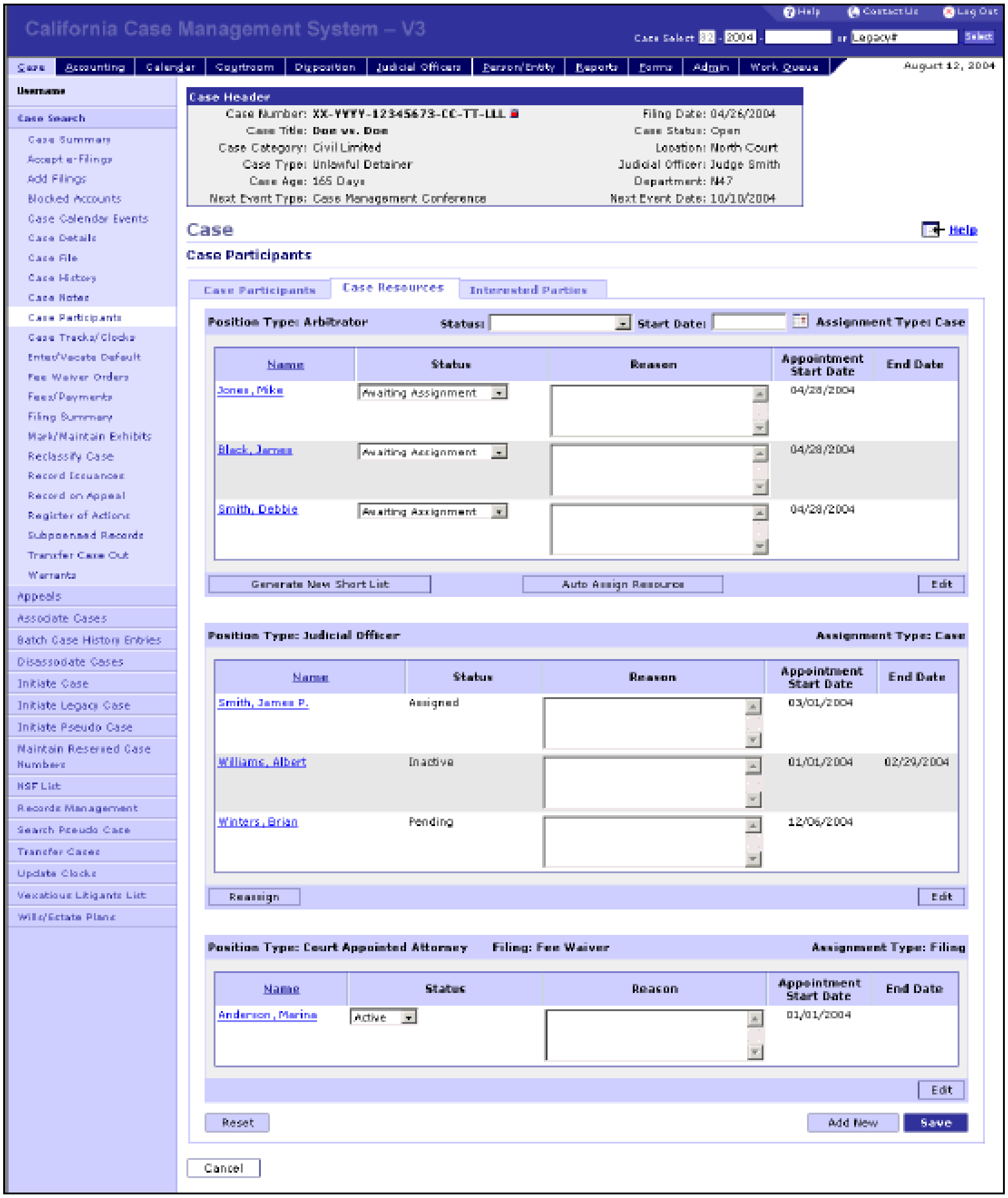
This activity takes place within the context of a case. It requires that you perform a case search and select the case on which to assign a Court resource. Refer to the Search Cases task activity for details on performing a case search.

Perform the following steps to add a Court resource to a case.

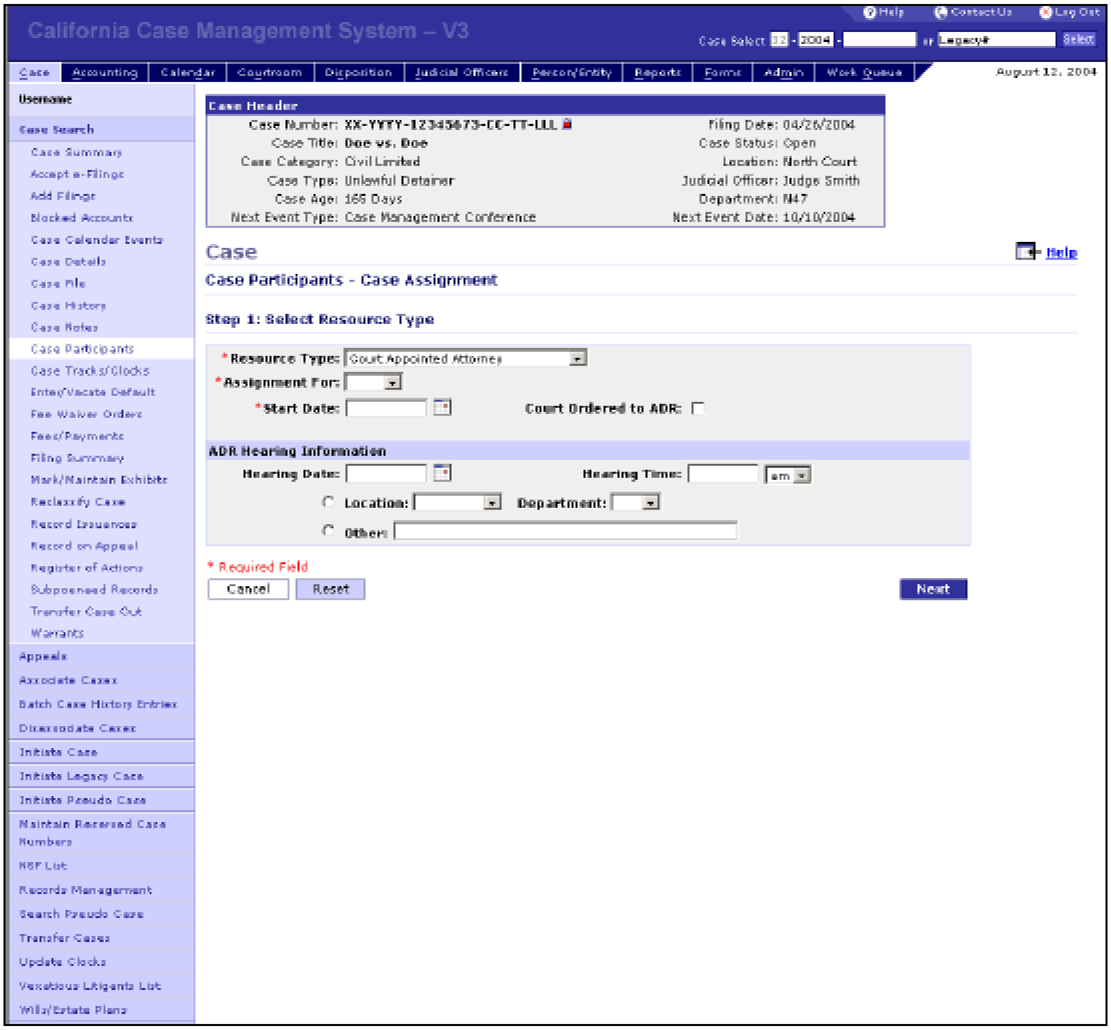
1. Select the **[Case Participants]** left navigation item.
   Result: The Case Participants screen displays.



2. Select the **[Case Resources]** tab.
Result: The Case Resources tab highlights and displays the currently assigned case resources.



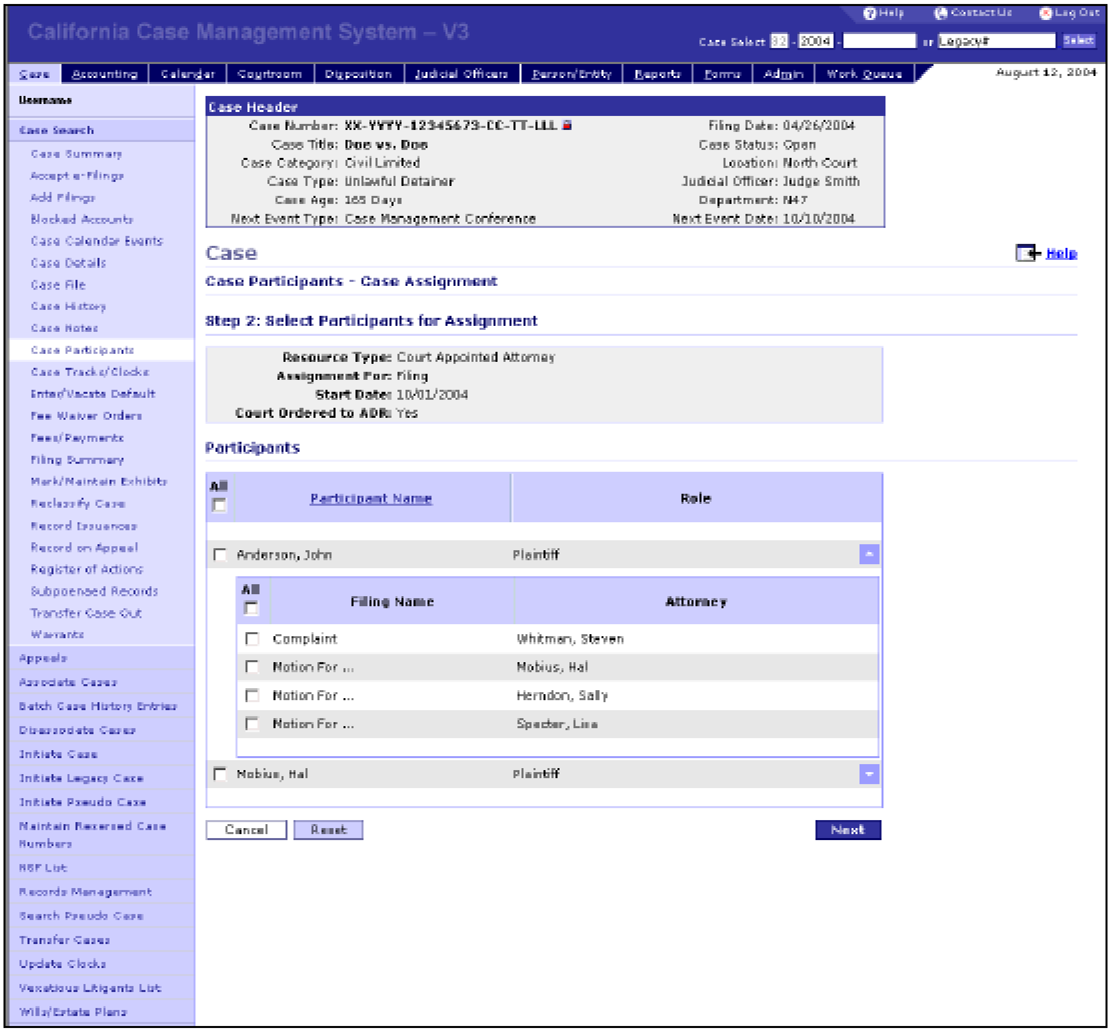
3. Click the **[Add New]** button.
   Result: The Step 1: Select Resource Type screen displays.



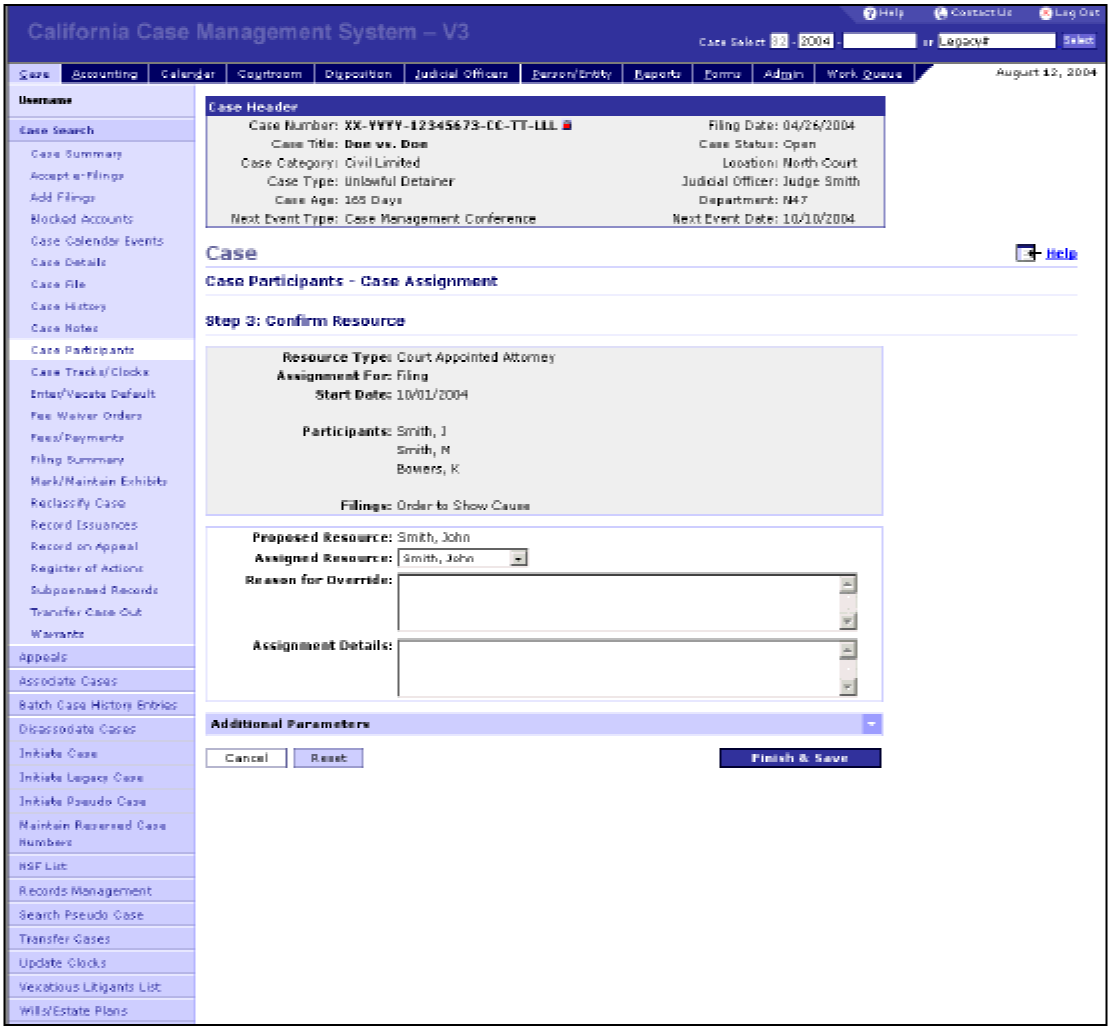
4. Select data for the following required fields:
   5. Resource Type
   6. Assignment For
   7. Start Date

   NOTE The **Assignment For** field may be a read-only value depending on the selected resource type.

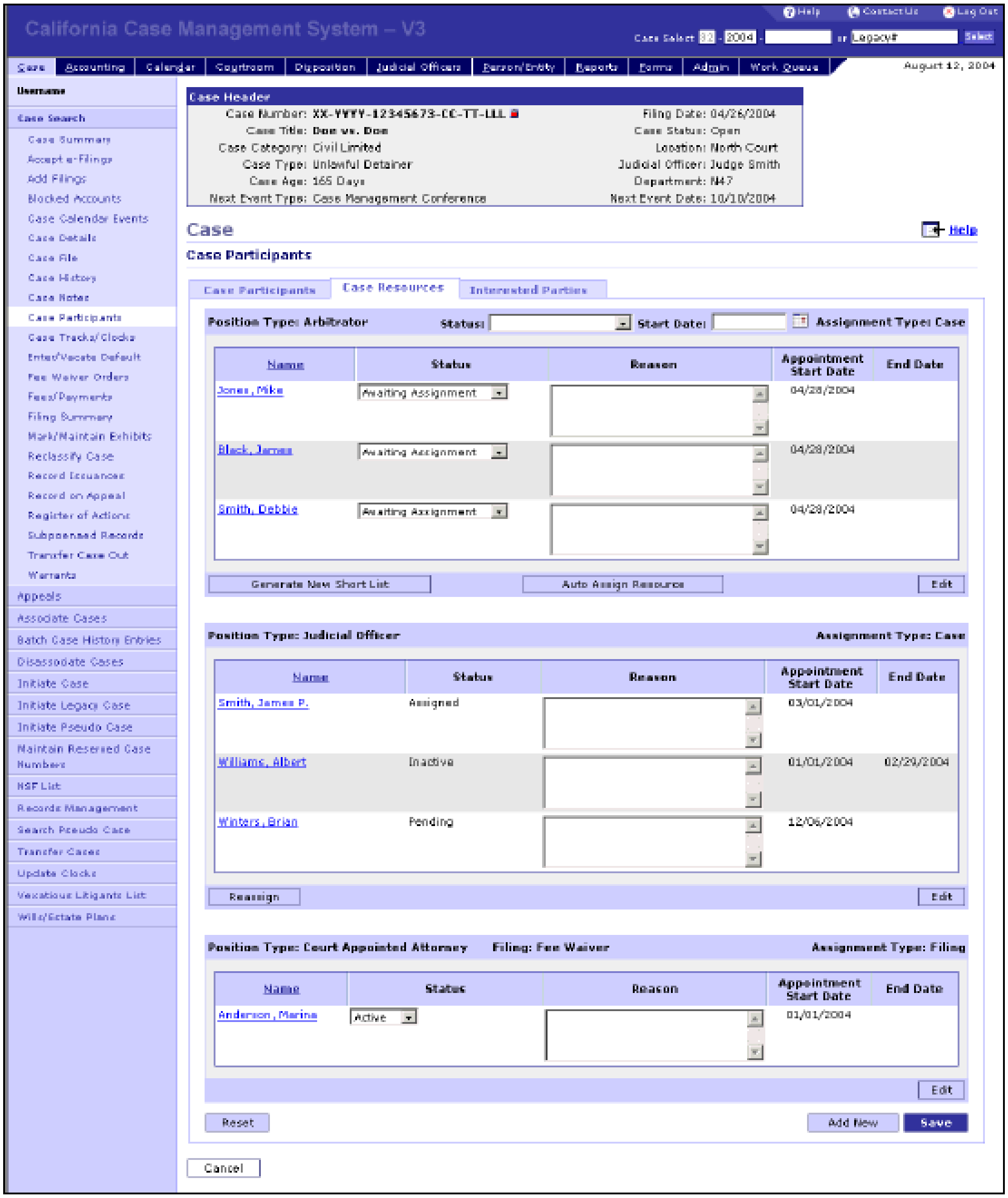
5. Click the **[Next]** button.
   Result: The Step 2: Select Participants for Assignment screen displays.



6. Select the checkboxes for the participants to which this resource will be assigned.
7. Select the checkboxes for the participant filings that will be affected.
   NOTE This step is only available if the **Assignment For** value from the previous screen is "Filing."
8. Click the **[Next]** button.
   Result: The Step 3: Confirm Resource screen displays.
   NOTE Different fields will display depending upon the selected resource type.
   NOTE A value will display in the **Proposed Resource** field only if there is a configured rule available.



9. Select an **Assigned Resource**, if necessary.
   NOTE You may either accept or change this value.
10. Enter data for the other necessary fields.
11. Click the **[Finish & Save]** button.
    Result: The Case Participants screen displays with a confirmation message. This new resource displays under the appropriate Position Type section. The system also generates a Notice of Assignment.



Related Links

Manage Resource Assignments Overview

Case Participants Screen

Step 1: Select Resource Type Screen

Step 2: Select Participants for Assignment Screen

Step 3: Confirm Resource Screen

My Court Information

Add New ADR Resources to Cases

Introduction

Adding a new Arbitrator/Mediator resource to a case makes this resource available for assignment on the case. This activity assumes that there is a need to define a new Arbitration/Mediation (ADR) process for a case.

Adding an Arbitrator/Mediator resource may or may not assign the resource to the case. This assignment depends on configured rules and your actions. However, you must add a resource in order to reserve its availability for the case.

Defining the ADR Process

Adding a new Arbitrator/Mediator resource allows you to define and maintain the Arbitration/Mediation process itself. For example, you can indicate the start date of the ADR process, the ADR hearing information, and whether it was court ordered.

A case may have multiple Arbitration/Mediation processes occurring at the same time. The system allows you to manually maintain the status of each of these processes.

Defining the Resource Assignment

When adding an Arbitrator/Mediator resource, you must specify the start date and the case participants that are involved in this Arbitration/Mediation process.

If there are configured assignment rules for the resource type, the system will propose resources in a short list that meets the case criteria. You may either accept or reject these resources.

Viewing System Recommendations

The system will suggest a new set of resources based on available configured assignment rules. If there are no rules for these resources, then the short list will be empty. Refer to the Configure Case Assignment Rules section for details on creating resource assignment rules.

Rejecting ADR Resources from the Short List

If you reject a resource from the short list, then the future short lists generated for this Arbitration/Mediation instance will not include this resource. Refer to the Generate New Short List task activity for details on creating a new short list.

Searching for an ADR Resource

The assignment wizard allows you to search for and add a resource that does not initially display in the short list. When you save this resource, the system will alert you about whether this resource has scheduling or assignment rule conflicts.

Assigning an ADR Resource

The system assigns an Arbitrator/Mediator resource only when the resource status is set to "Assigned." Only one resource per ADR process may be assigned.

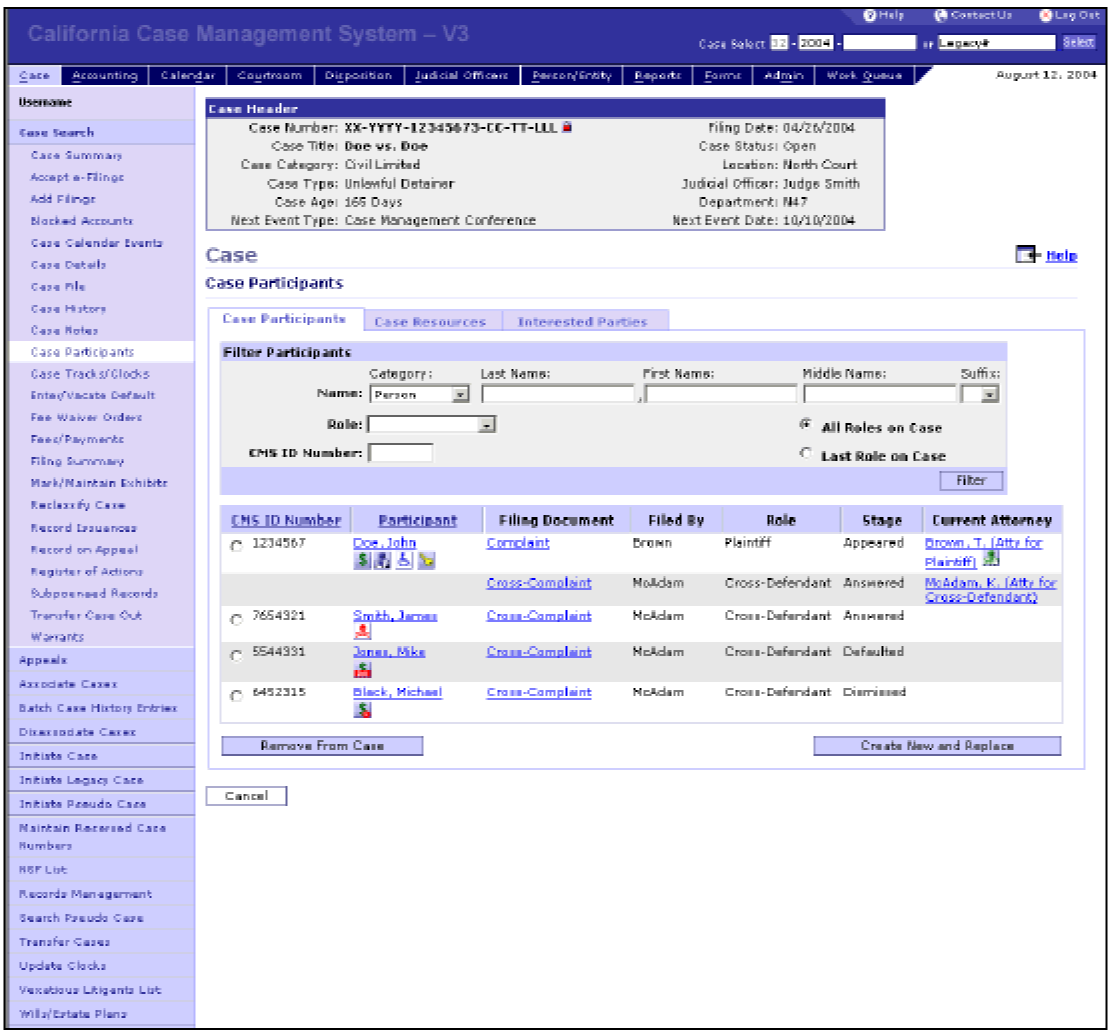
If the short list contains only one name, then the system will automatically assign this resource to the case. Otherwise, the system will mark each resource as "Awaiting Assignment." You can either manually assign a resource at this point or have the system automatically assign one of these resources. Refer to the Auto Assign ADR Resources for details on allowing the system to automatically assign a resource.

Task Activity

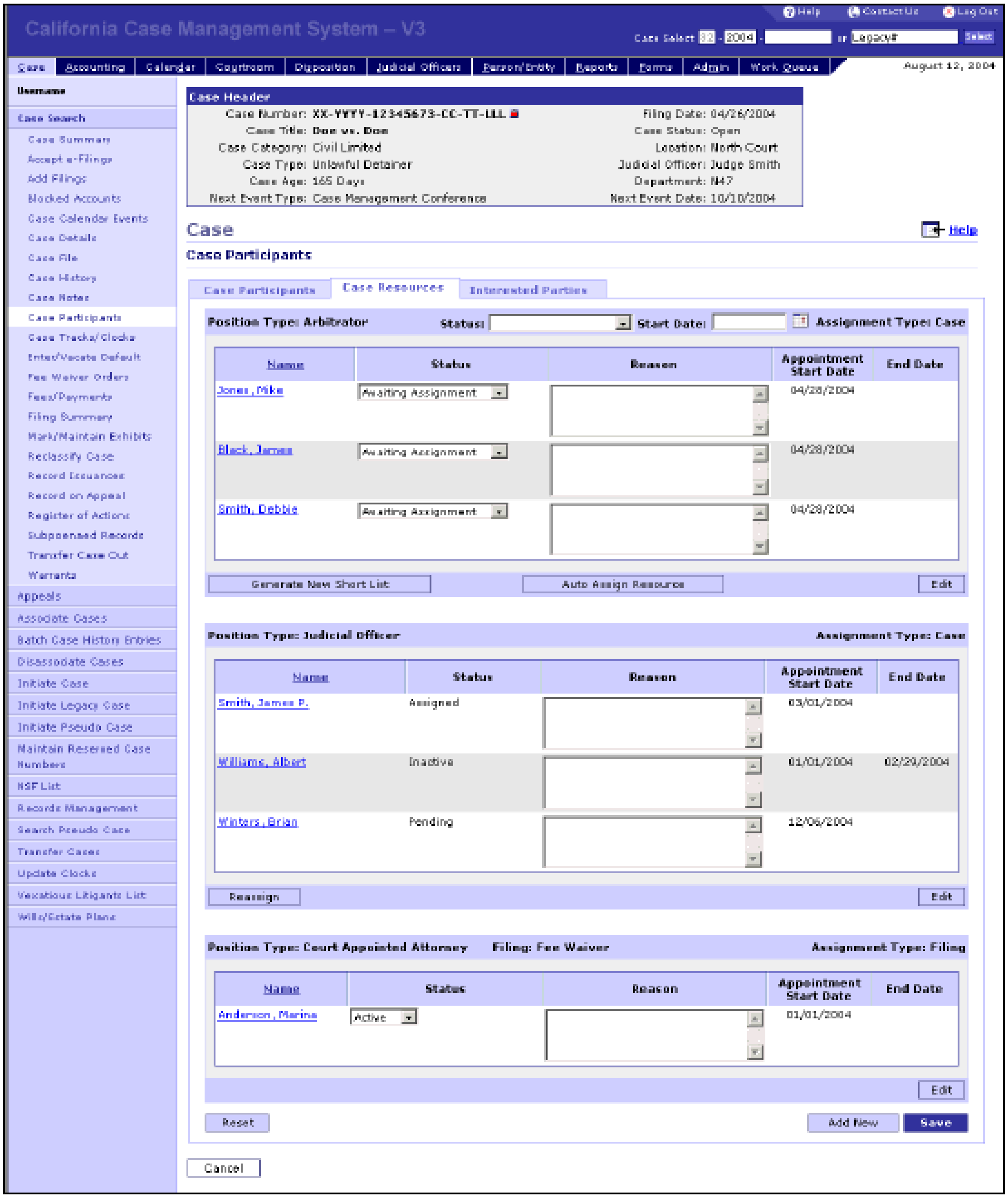
This activity takes place within the context of a case. It requires that you perform a case search and select the case on which to add an arbitrator/mediator resource. Refer to the Search Cases task activity for details on performing a case search.

Perform the following steps to add a new arbitrator/mediator (process or resource) to a case.

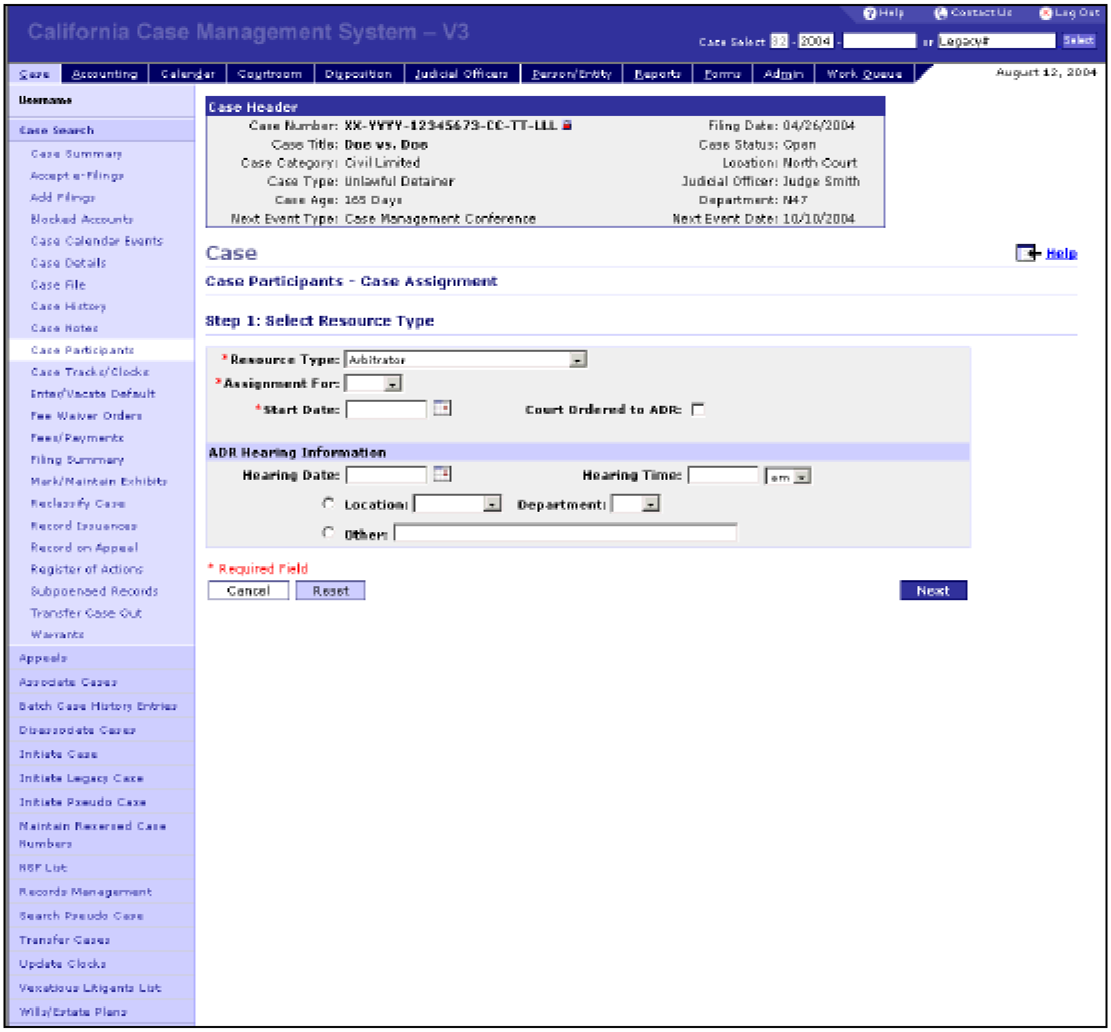
1. Select the **[Case Participants]** left navigation item.
   Result: The Case Participants screen displays.



2. Select the **[Case Resources]** tab.
   Result: The Case Resources tab highlights and displays the currently assigned case resources.

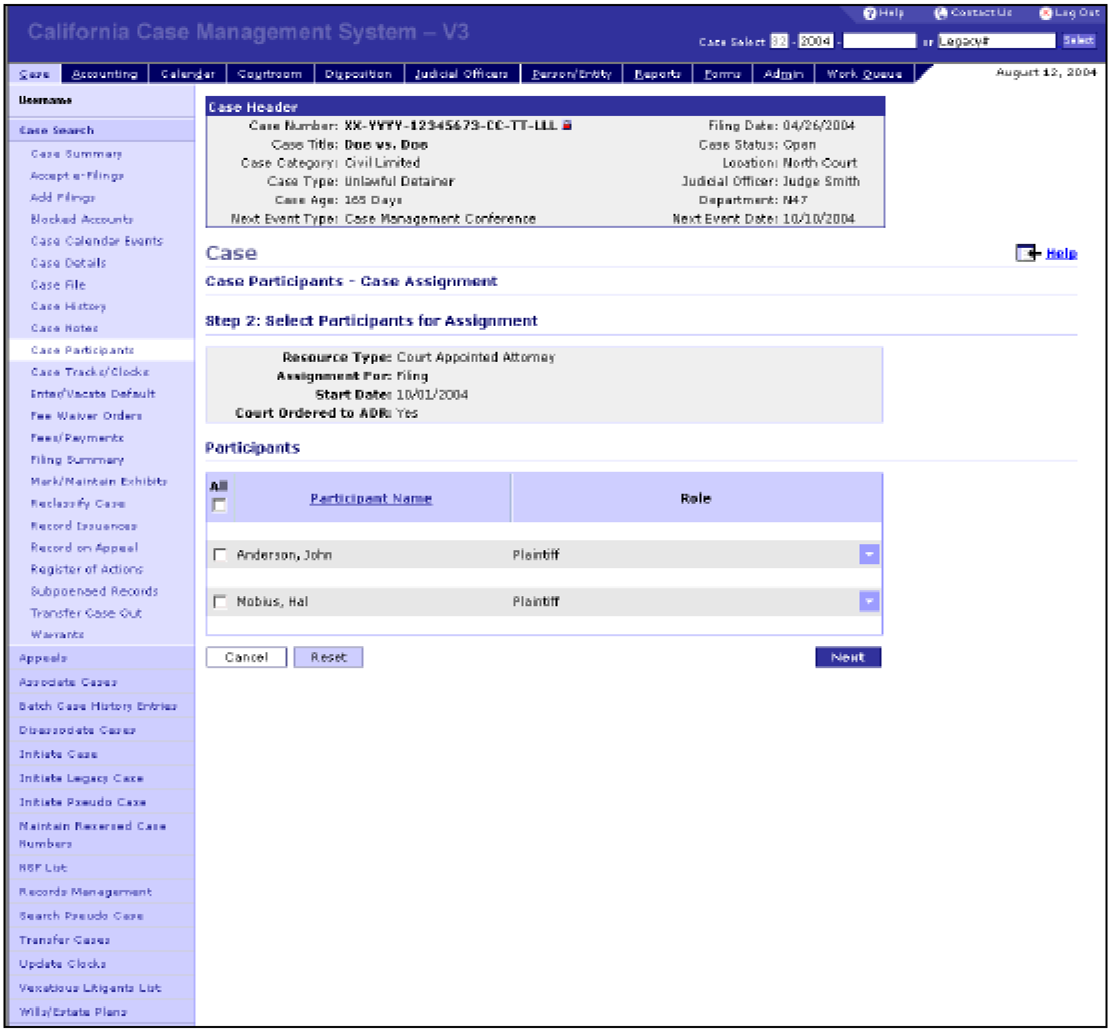


3. Click the **[Add New]** button.
   Result: The Step 1: Select Resource Type screen displays.

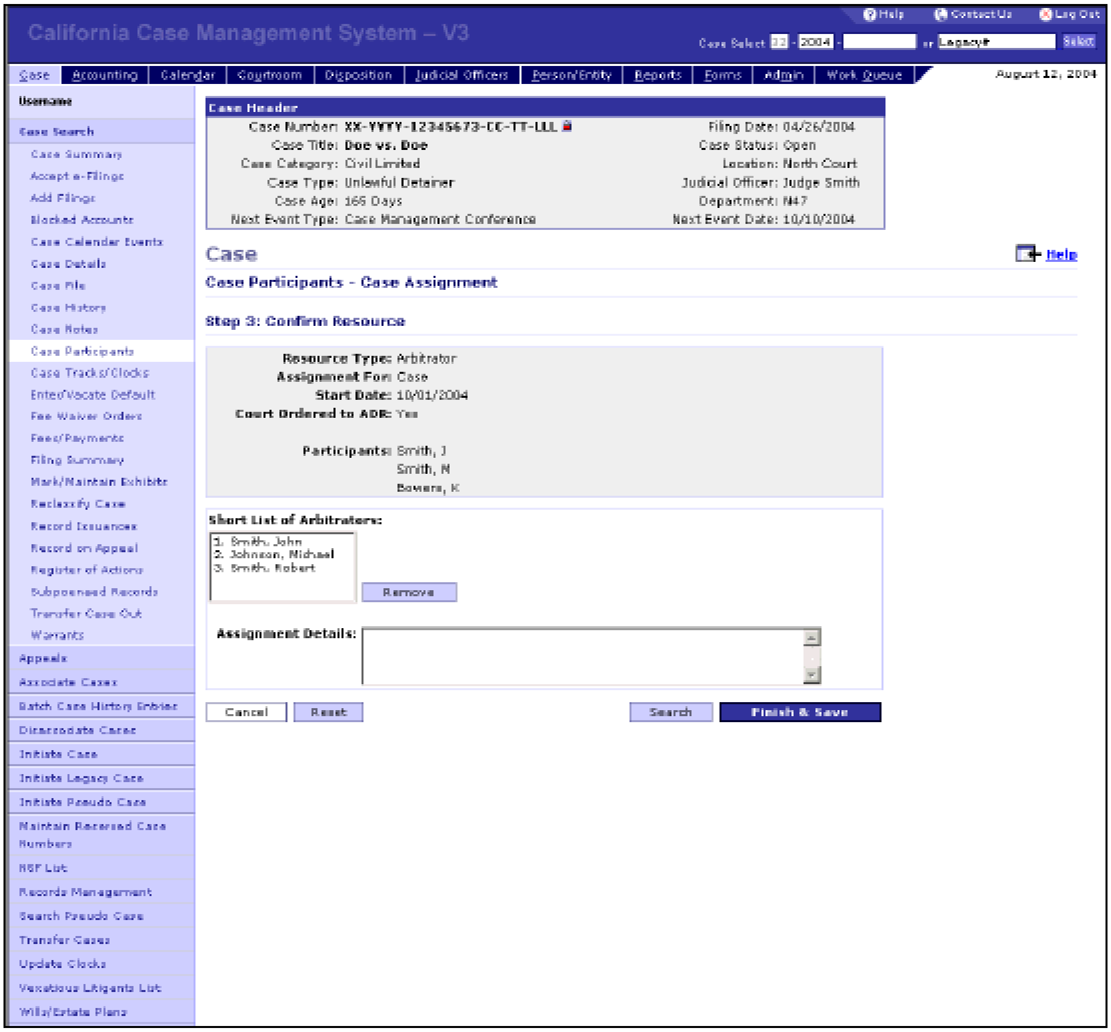


4. Select data for the following required fields:
    5. Resource Type
    6. Assignment For
    7. Start Date

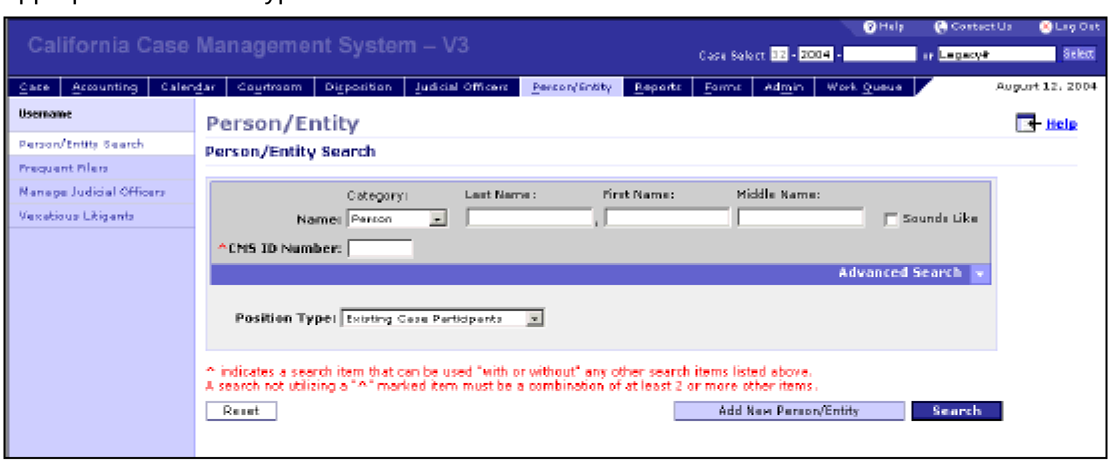
5. Enter/Select data for the other necessary fields.
   NOTE The fields listed within the ADR Hearing Information section help to define the ADR process.
6. Click the **[Next]** button.
   Result: The Step 2: Select Participants for Assignment screen displays.



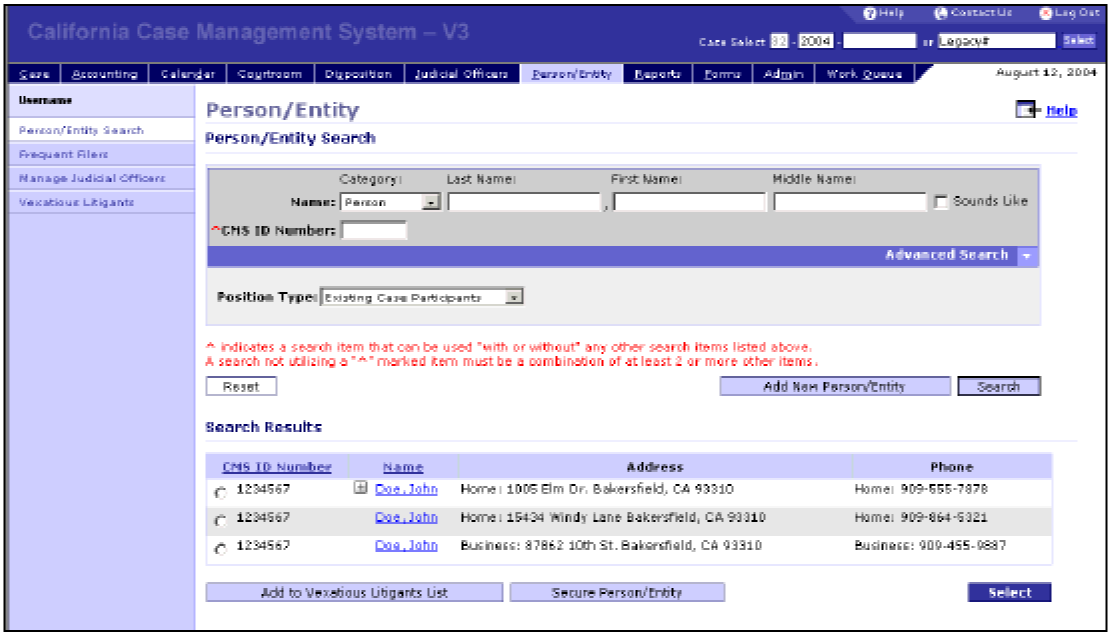
7. Select the checkboxes for the case participants that are involved in this ADR process.
8. Click the **[Next]** button.
   Result: The Step 3: Confirm Resource screen displays.
   NOTE Follow Steps 9-13 to add a name to the short list.
   NOTE Follow Steps 14-15 to reject a resource name from the short list.



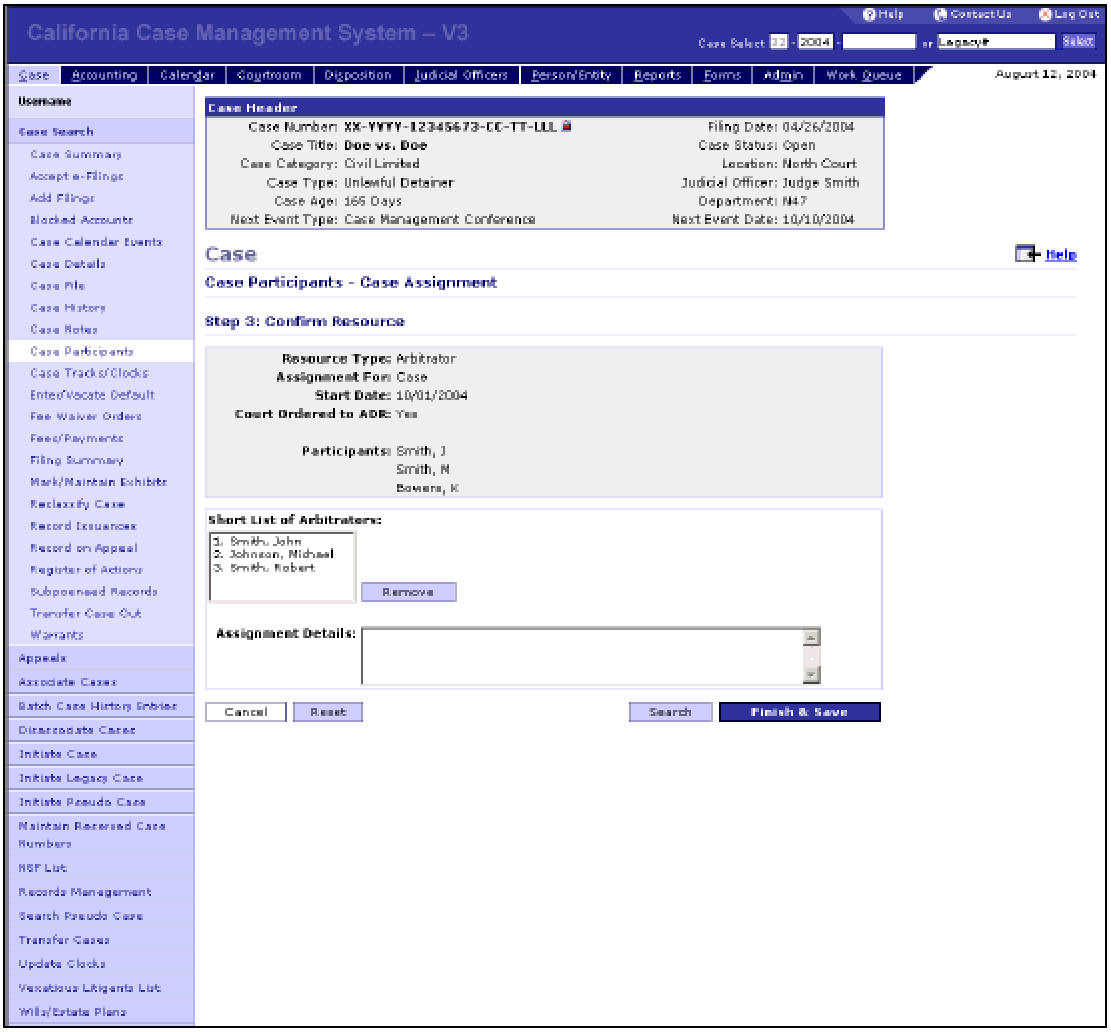
9. Click the **[Search]** button to search for a specific resource.
Result: The Person/Entity Search screen displays. The **Position Type** field defaults to the appropriate resource type.



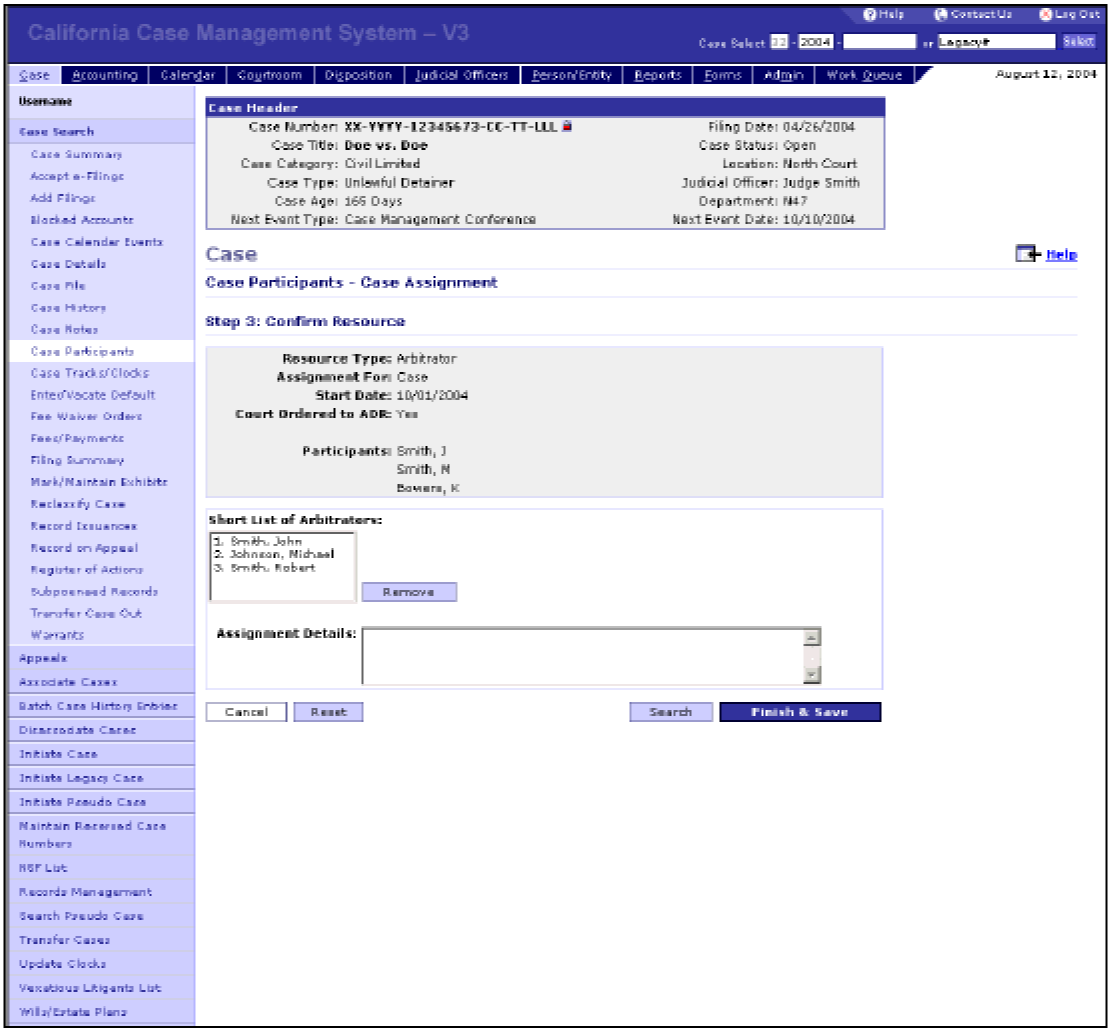
10. Enter/Select data for the appropriate search parameter fields.
    NOTE Refer to the Search Person/Entity Profiles task activity for details on this process.
11. Click the **[Search]** button.
    Result: The screen refreshes to display the person/entity matches.



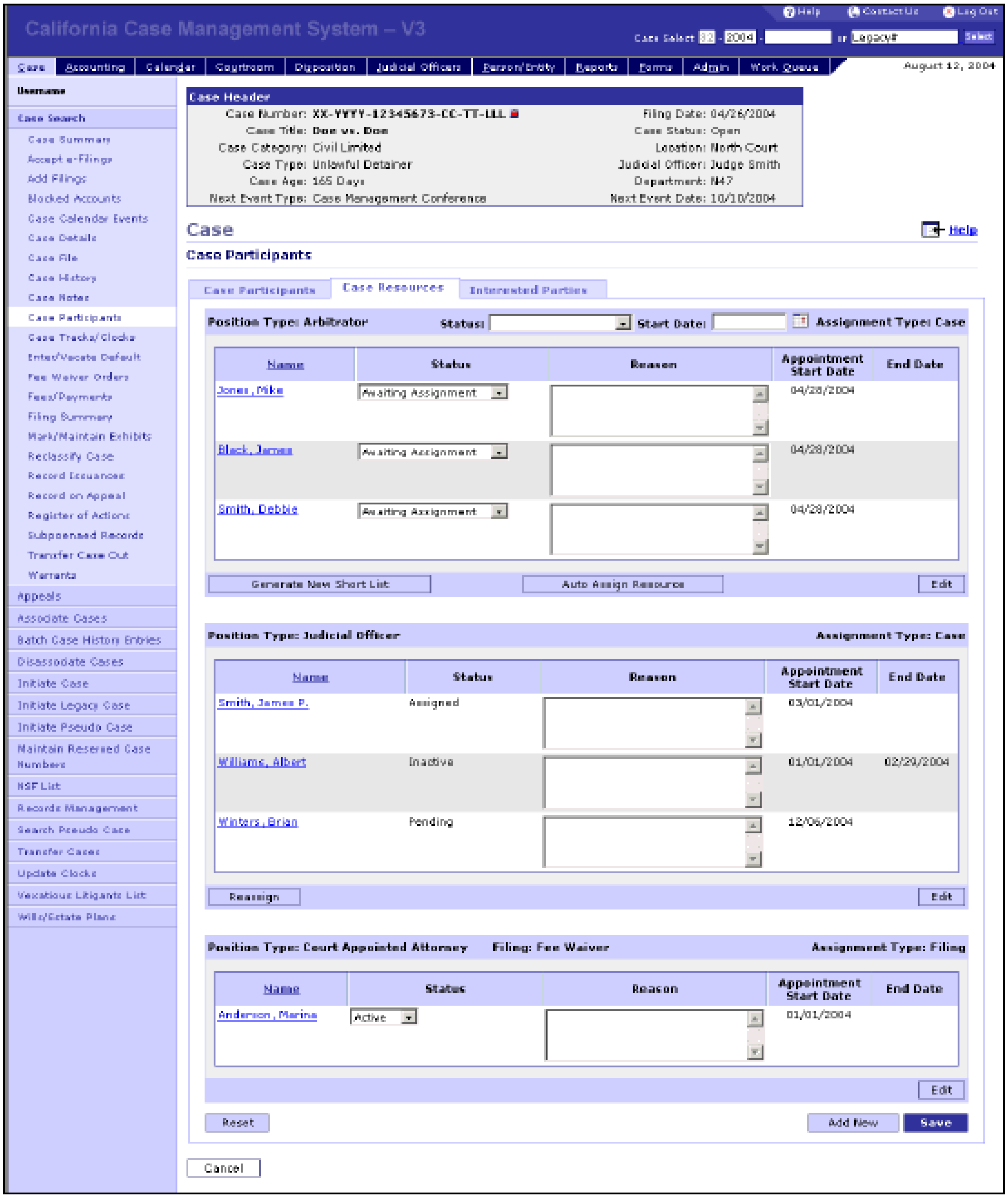
12. Select the radio button for the person/entity to add to the short list.
13. Click the **[Select]** button.
    Result: The Step 3: Confirm Resource screen re-displays with the selected name added to the short list.



14. Select the names to reject from the **Short List of Arbitrators/Mediators**.
    NOTE You can reject resources from this list, or change the status of a resource to "rejected."
15. Click the **[Remove]** button.
    Result: The screen refreshes and no longer displays the selected names in the short list.

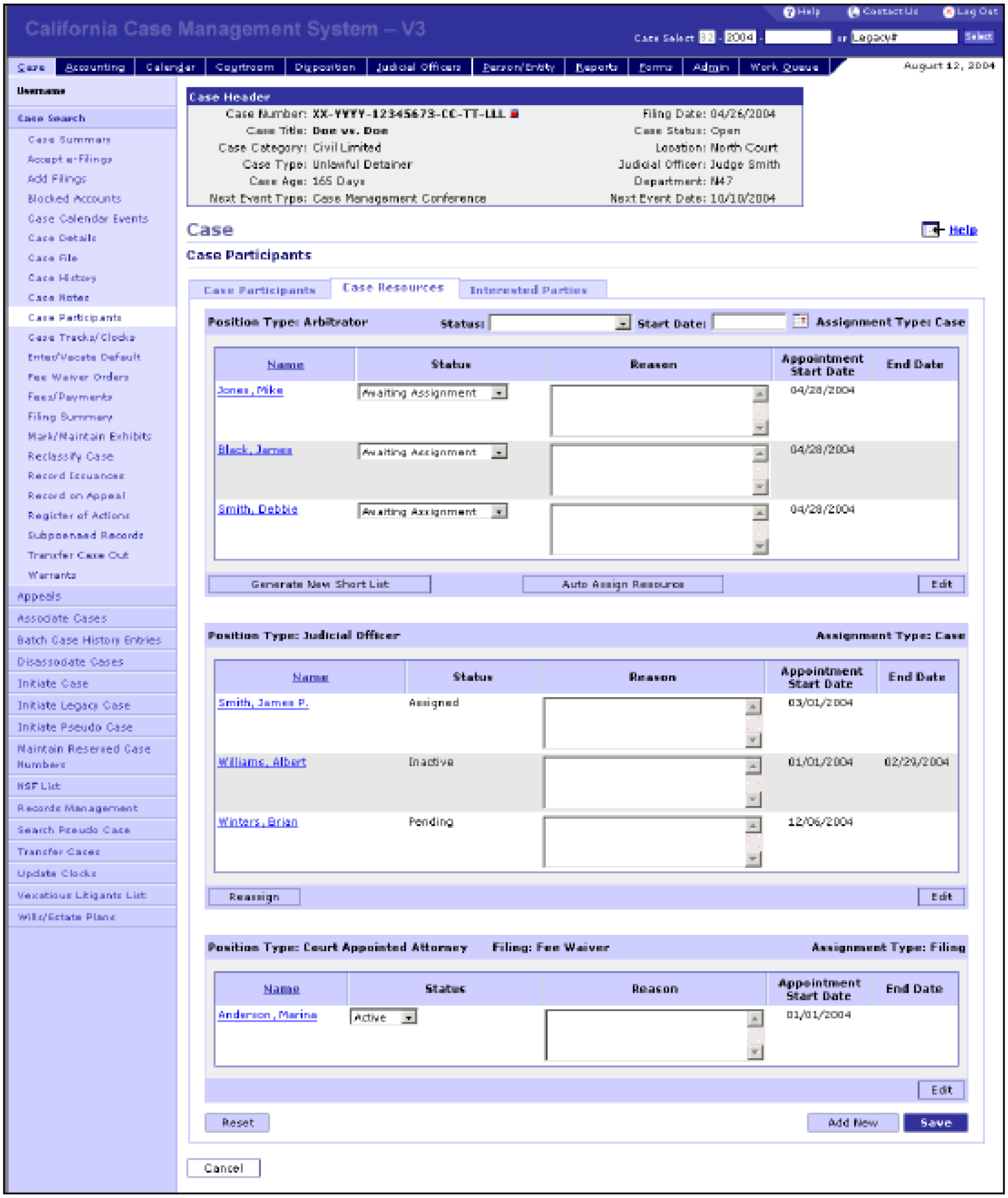


16. Click the **[Finish & Save]** button to add the resource(s) to the case.
Result: The Case Participants screen displays with a confirmation message. The system lists the resource(s) under the appropriate position type and the Arbitrators are now "Awaiting Assignment."

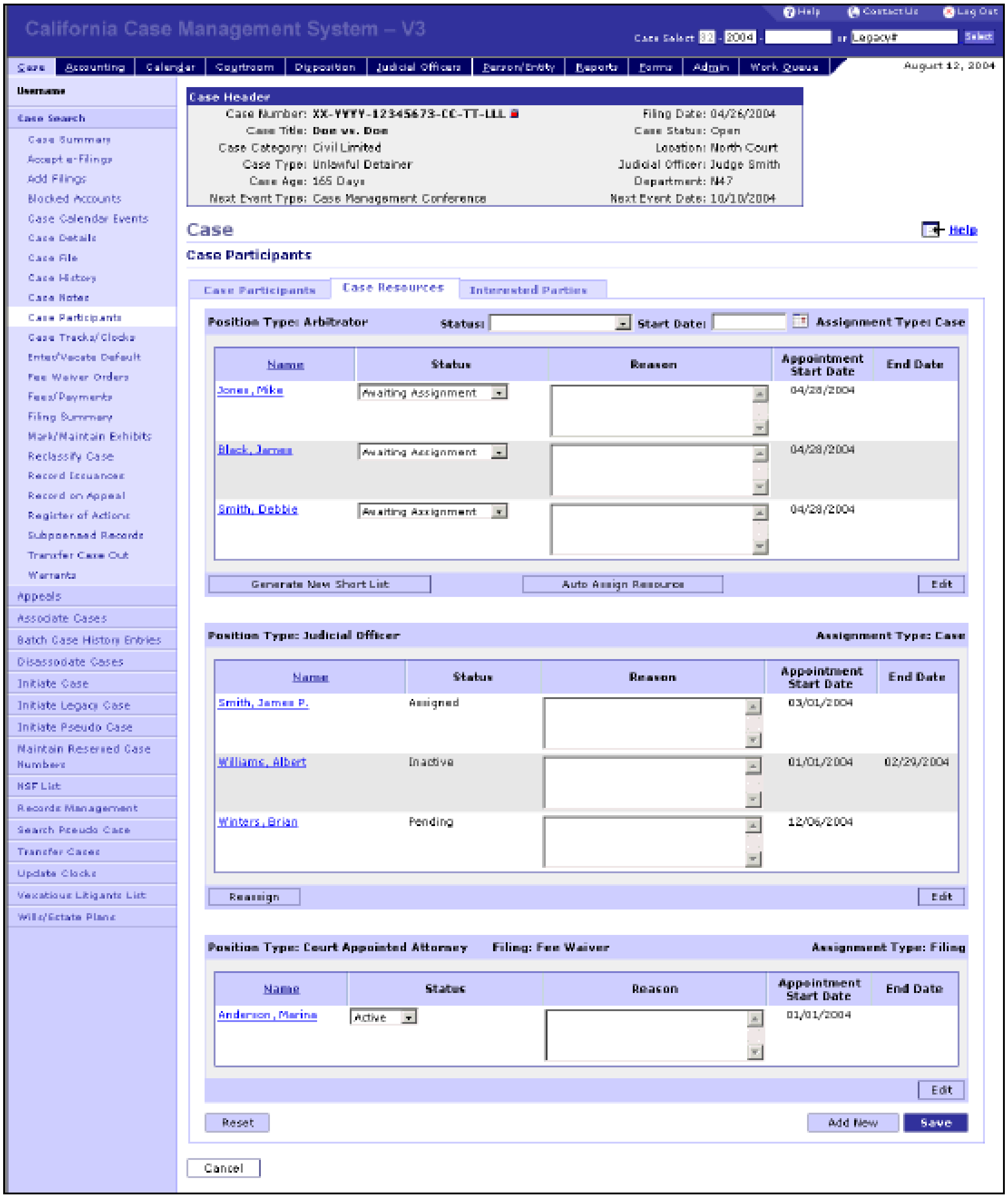


Follow the steps listed below to assign one of the arbitrator/mediator resources that are "Awaiting Assignment." These steps assume that there is no resource currently assigned for the specified ADR process.

1. Select **Assigned** from the **Status** field for the resource to assign.
   NOTE This selection occurs from the Case Participants screen.



2. Click the **[Save]** button to save this resource assignment.
Result: The screen refreshes with a confirmation message.



Related Links

Manage Resource Assignments Overview

Case Participants Screen

Step 1: Select Resource Type Screen

Step 2: Select Participants for Assignment Screen

Step 3: Confirm Resource Screen

Person/Entity Search Screen

My Court Information

Auto Assign ADR Resources

Introduction

Automatically assigning an Arbitrator/Mediator resource allows the system to randomly select and assign a resource for a given ADR process.

Auto Assignment Restrictions

This activity requires you to have already generated a short list for the ADR process. Within this process, there must be at least one resource with a status of "Awaiting Assignment" and no resources currently assigned. Refer to the Add New ADR Resources to Cases and Generate New Short List task activities for details.

Selecting an Alternate

If there is more than one resource with a status of "Awaiting Assignment," then the system may attempt to assign a backup or "Alternate" resource to the ADR process. This will only occur if the Court configured an assignment rule for this activity.

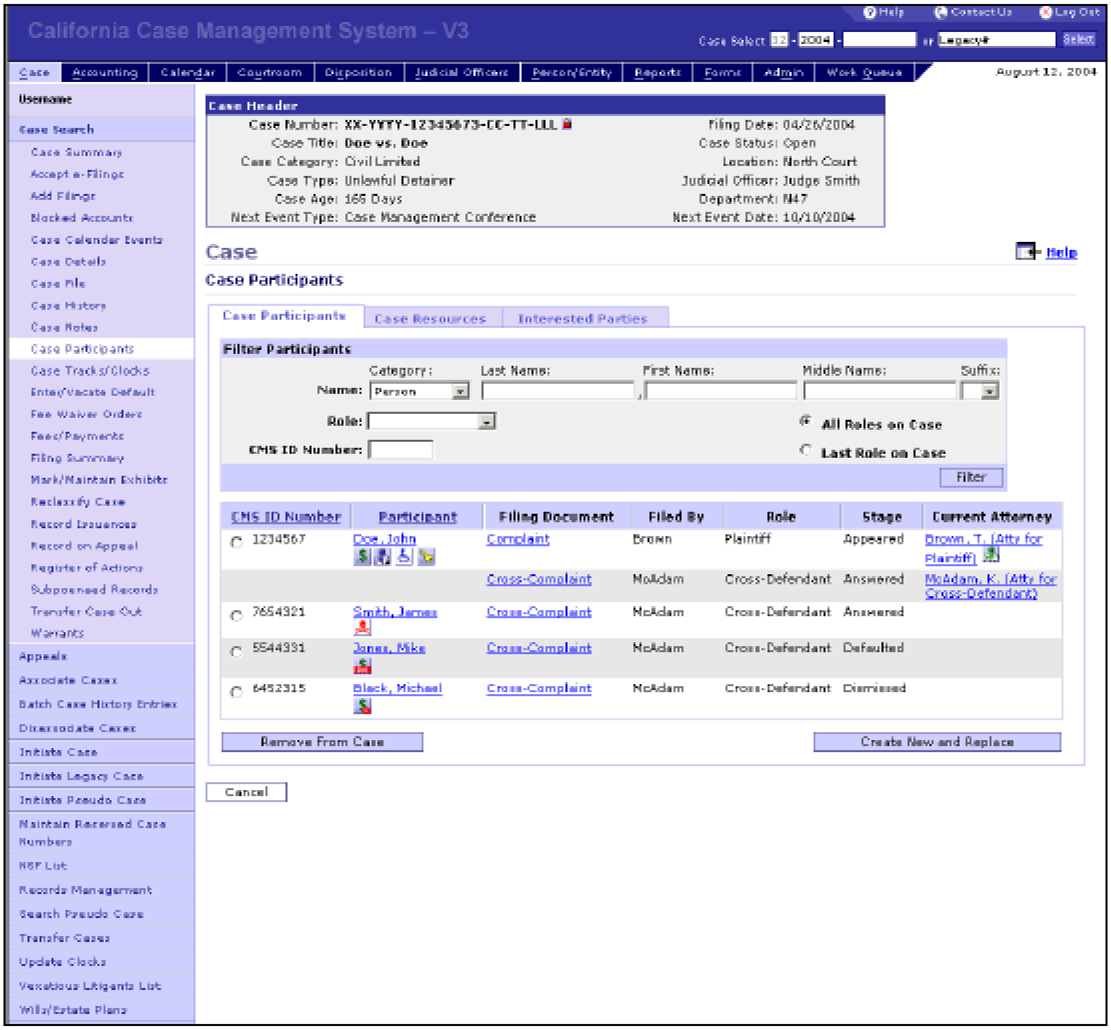
If no rule exists, then you may manually select this alternate resource from the list of available resources.

Task Activity

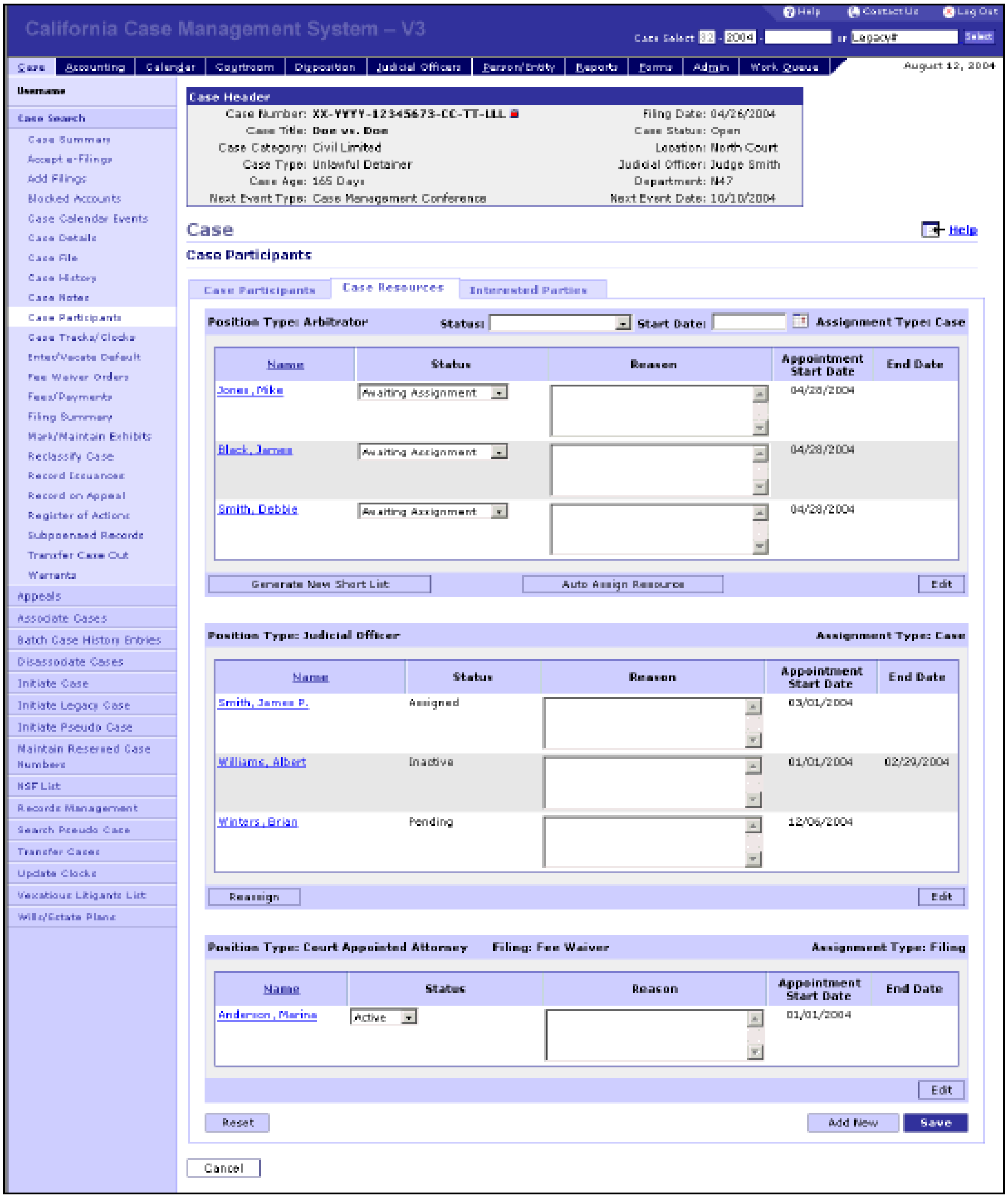
This activity takes place within the context of a case. It requires that you perform a case search and select the case on which to automatically assign an arbitrator/mediator resource. Refer to the Search Cases task activity for details on performing a case search.

Perform the following steps to automatically assign an arbitrator/mediator resource to a case.

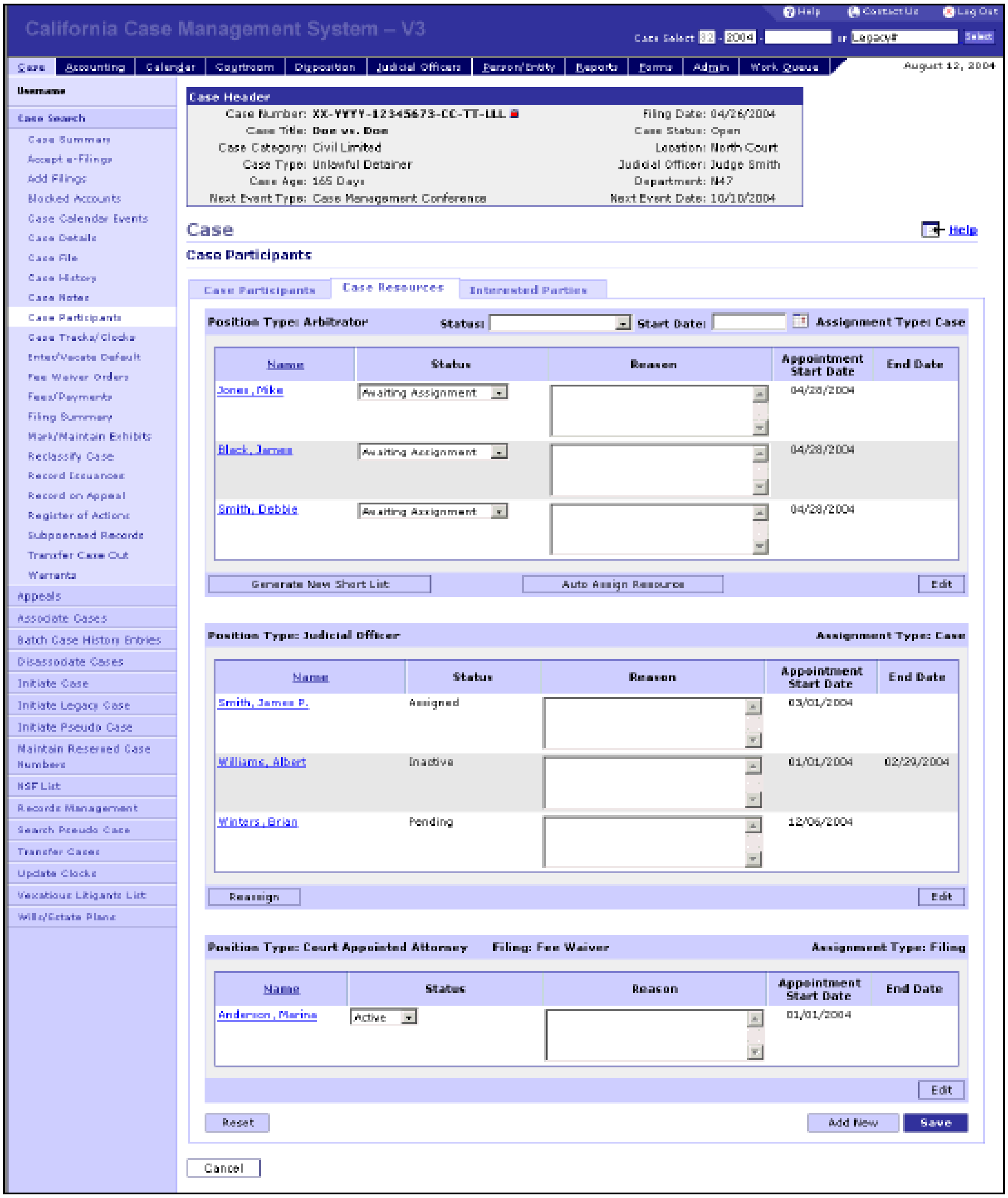
1. Select the **[Case Participants]** left navigation item.
   Result: The Case Participants screen displays.



2. Select the **[Case Resources]** tab.
Result: The Case Resources tab highlights and displays the currently assigned case resources.



3. Click the **[Auto Assign Resource]** button to randomly assign a resource for an ADR process.
   Result: The screen refreshes and updates the status of one the resources to "Assigned."



Related Links

Manage Resource Assignments Overview

Case Participants Screen

My Court Information

Update Court Resource Assignments

Introduction

Updating a resource assignment changes the assignment data for a given resource. This activity allows you to update the resource type and/or the case status settings for an individual resource.

About Resource Assignments

Assignment updates focus on changing the details for an existing resource assignment. For example, you can change such items as the resource status, assignment reason and effective start/end dates.

You may also change the certain assignment attributes for a given resource type. For instance, you can update the participants or filings associated with the resource.

Resource updates only occur for the selected case. They do not affect the person/entity profile information for these resources. Updates also do not change how the system recommends the resource to the case. Refer to the Configure Case Assignment Rules section for details on configuring resource rules.

Update Resource Restrictions

Resource assignment updates depend on the resource type. For example, Judicial Officer and department assignments are the only types that you cannot be update without changing the resources' profile information or pre-configured assignment rules.

As a result, several of the update activities overlap with the reassigning of a resource to a case. Refer to the Reassign Judicial Officer/Department Resources task activity for details on updating judicial officer/department assignments. Refer to the Reassign Court Resources task activity for details on replacing a resource with a new resource.

Applying Updates

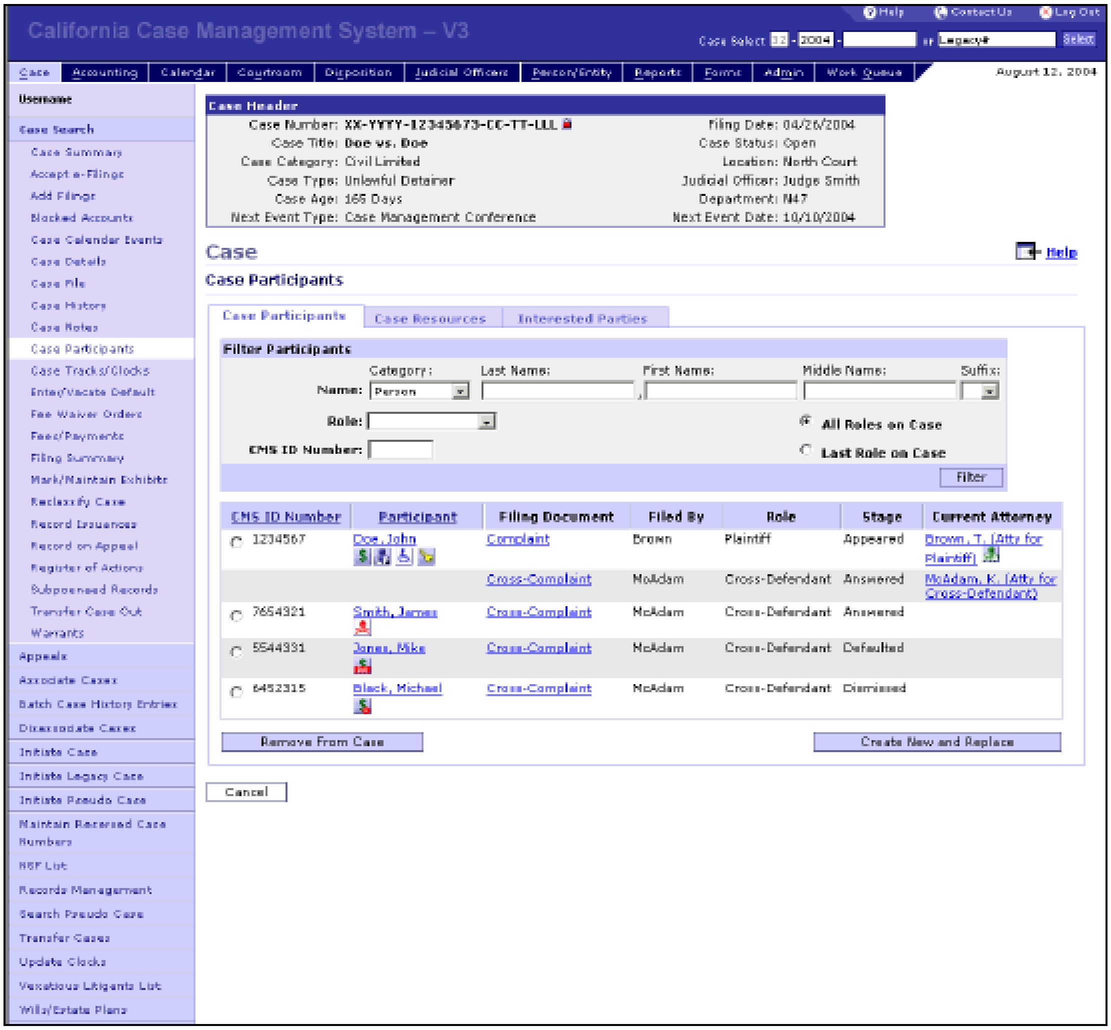
Updates to a resource assignment will apply to the case in only a go-forward basis. No past case data or events will change.

Task Activity

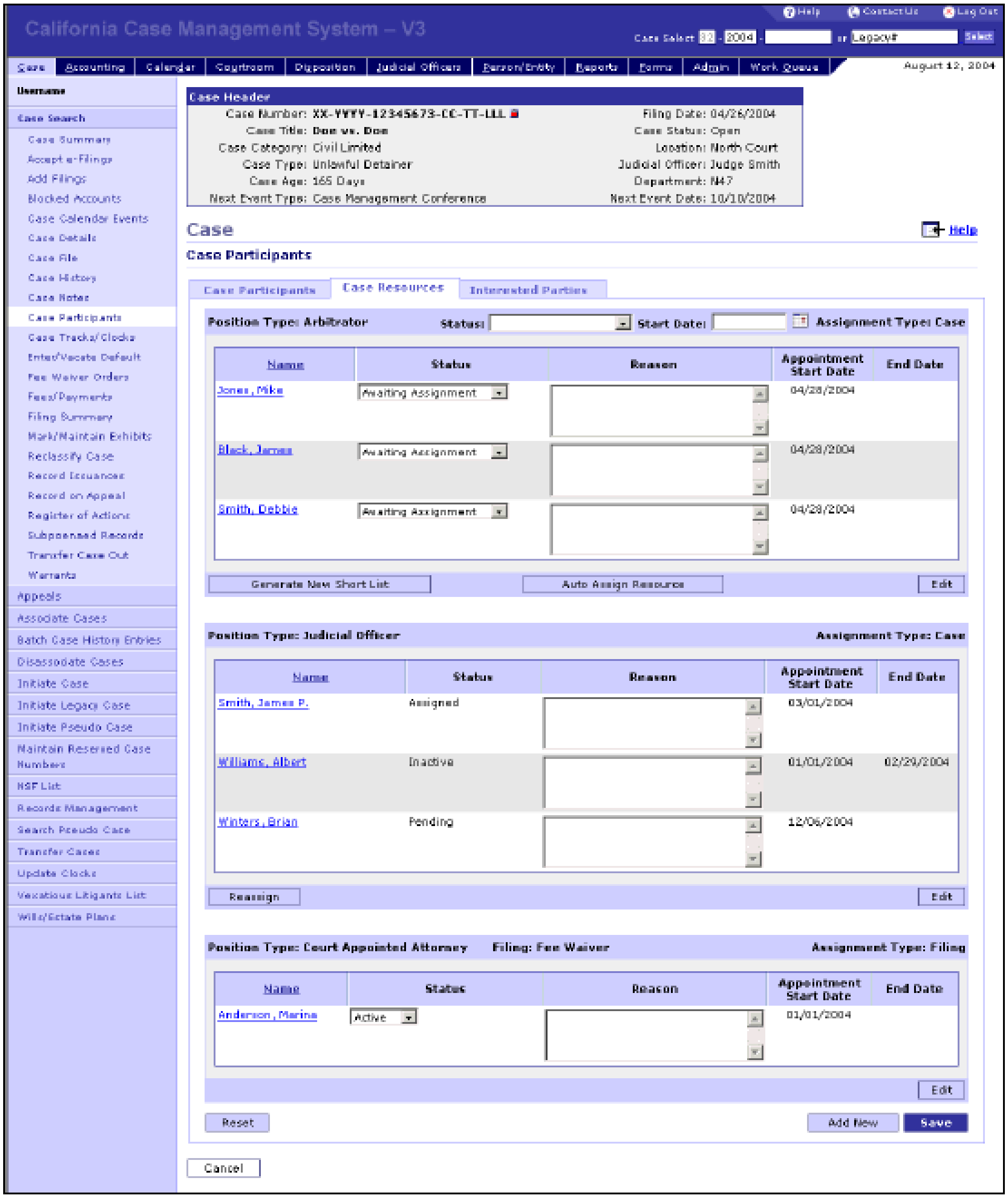
This activity takes place within the context of a case. It requires that you perform a case search and select the case on which to update a resource. Refer to the Search Cases task activity for details on performing a case search.

Perform the following steps to update a case resource assignment.

1. Select the **[Case Participants]** left navigation item.
   Result: The Case Participants screen displays.

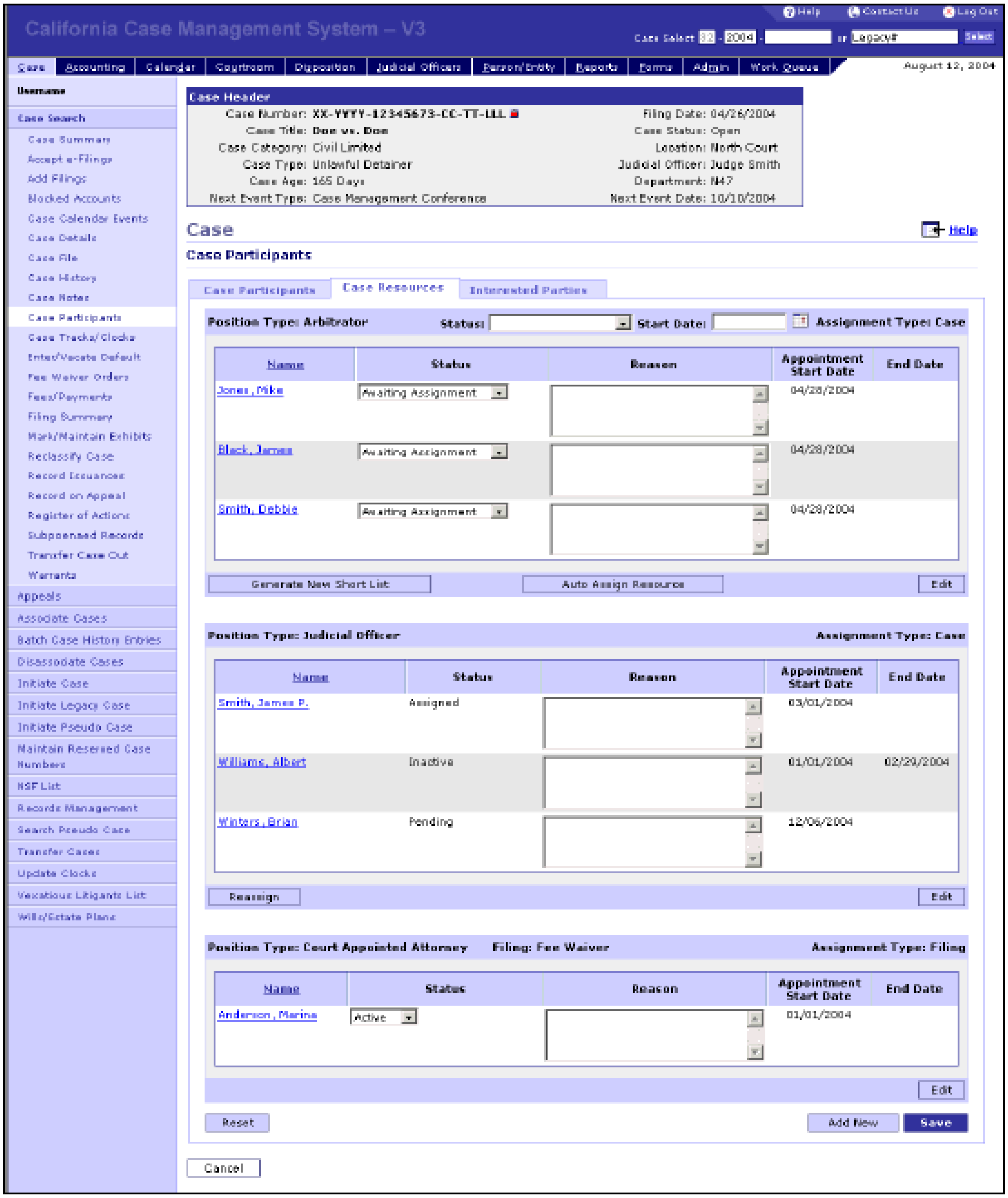


2. Select the **[Case Resources]** tab.
Result: The Case Resources tab highlights and displays the currently assigned case resources.

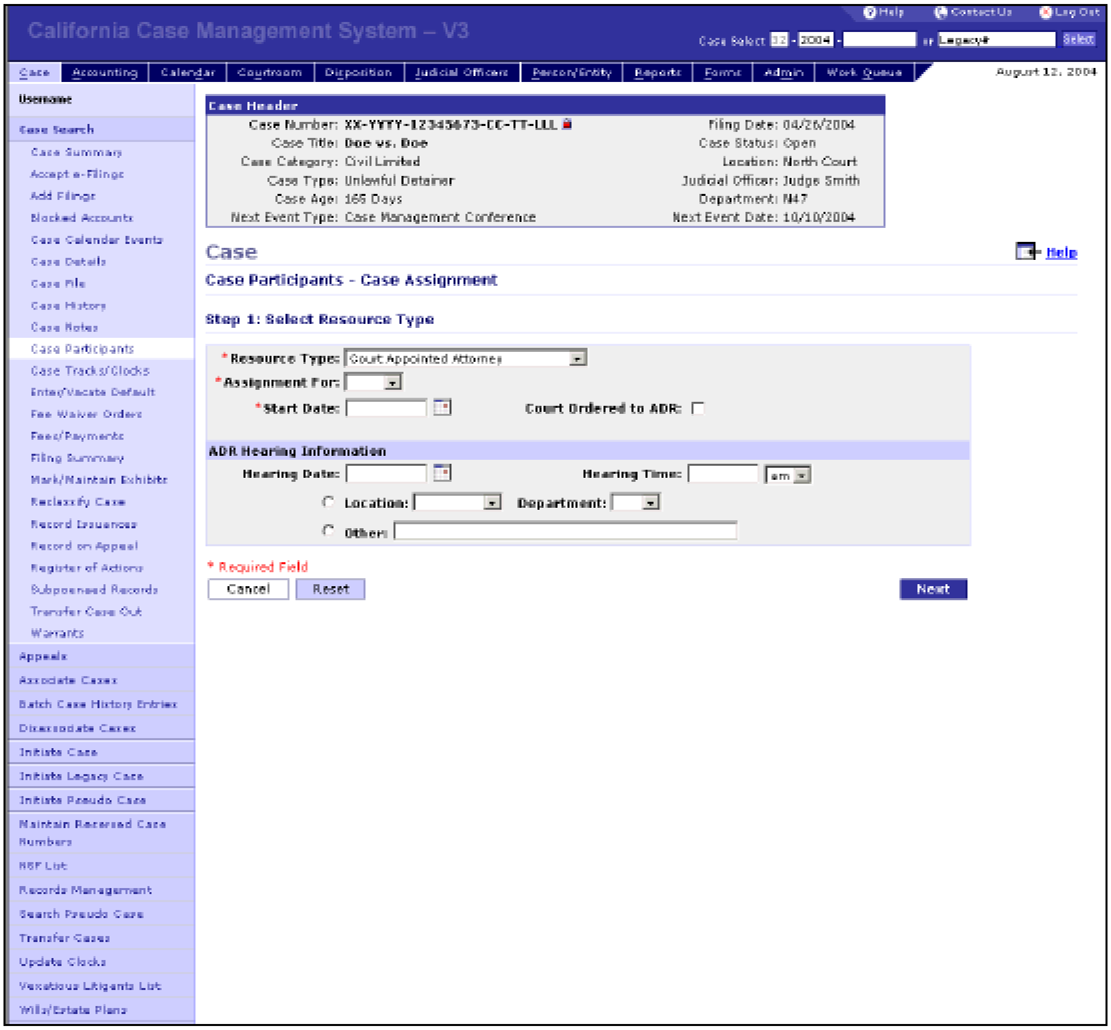


3. Enter/Update the following fields as needed:
    4. Status
    5. Reason

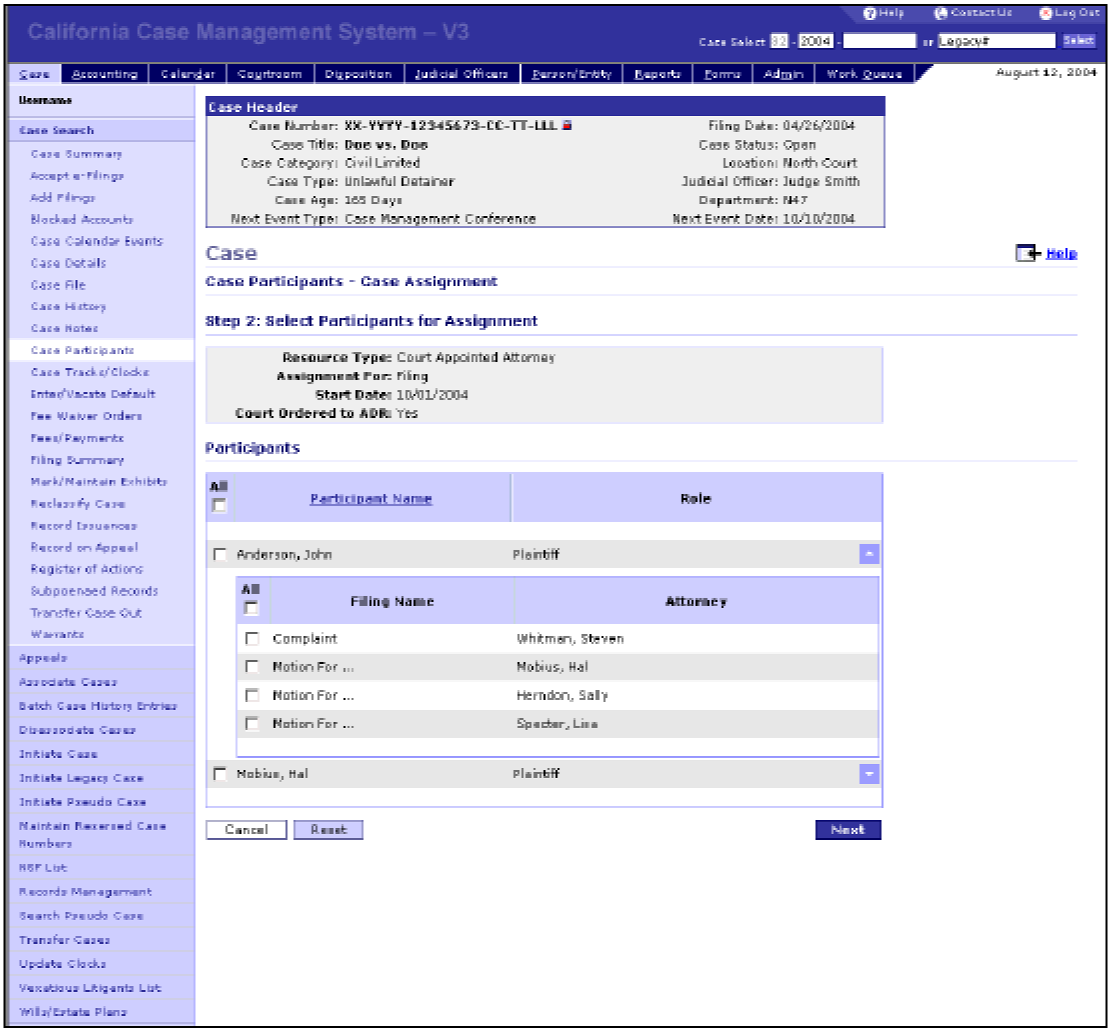
4. Click the **[Save]** button to save these changes.
   Result: The screen refreshes with a confirmation message.



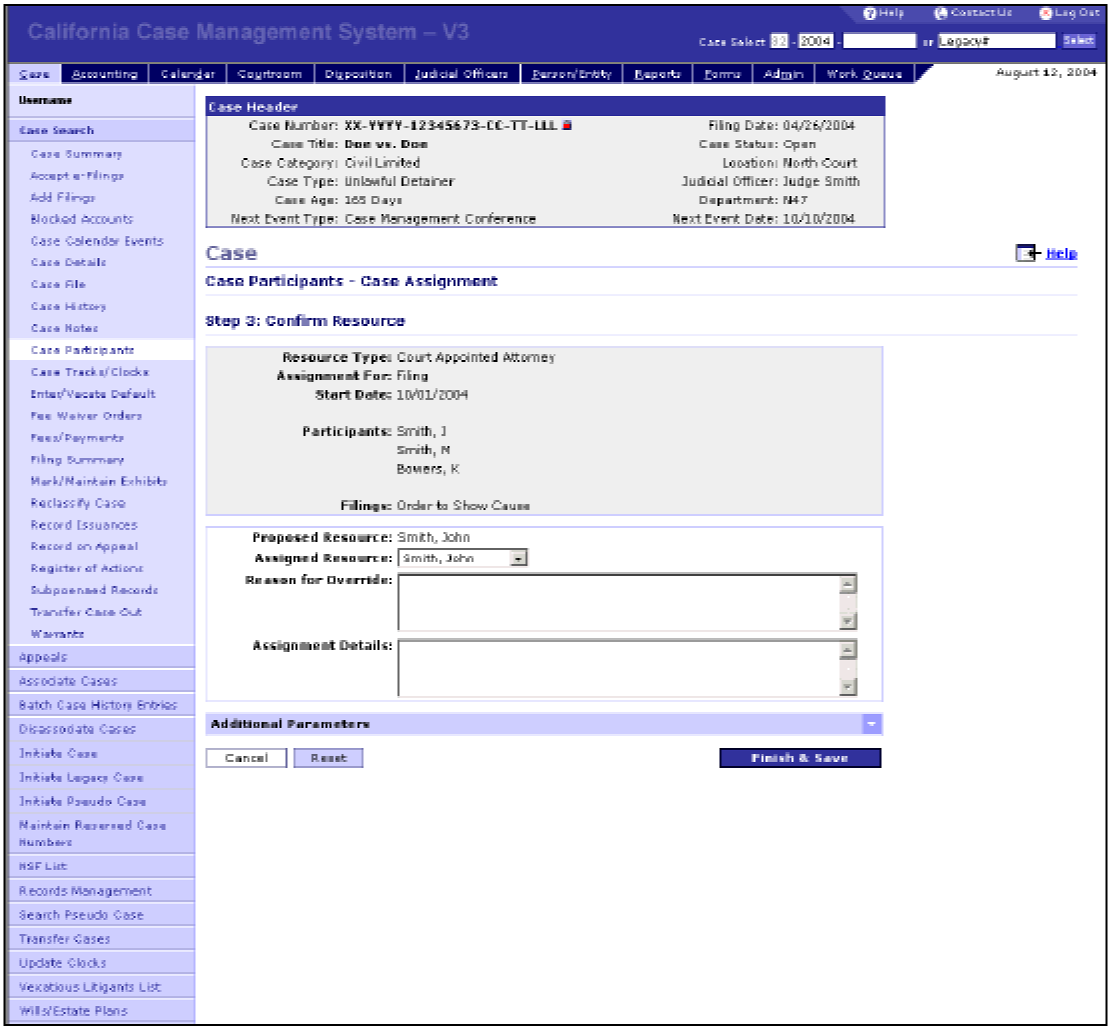
5. Click the **[Edit]** button for the resource type to update.
   Result: The Step 1: Select Resource Type screen displays.
   NOTE Different fields will display in these screens depending on the selected resource type.



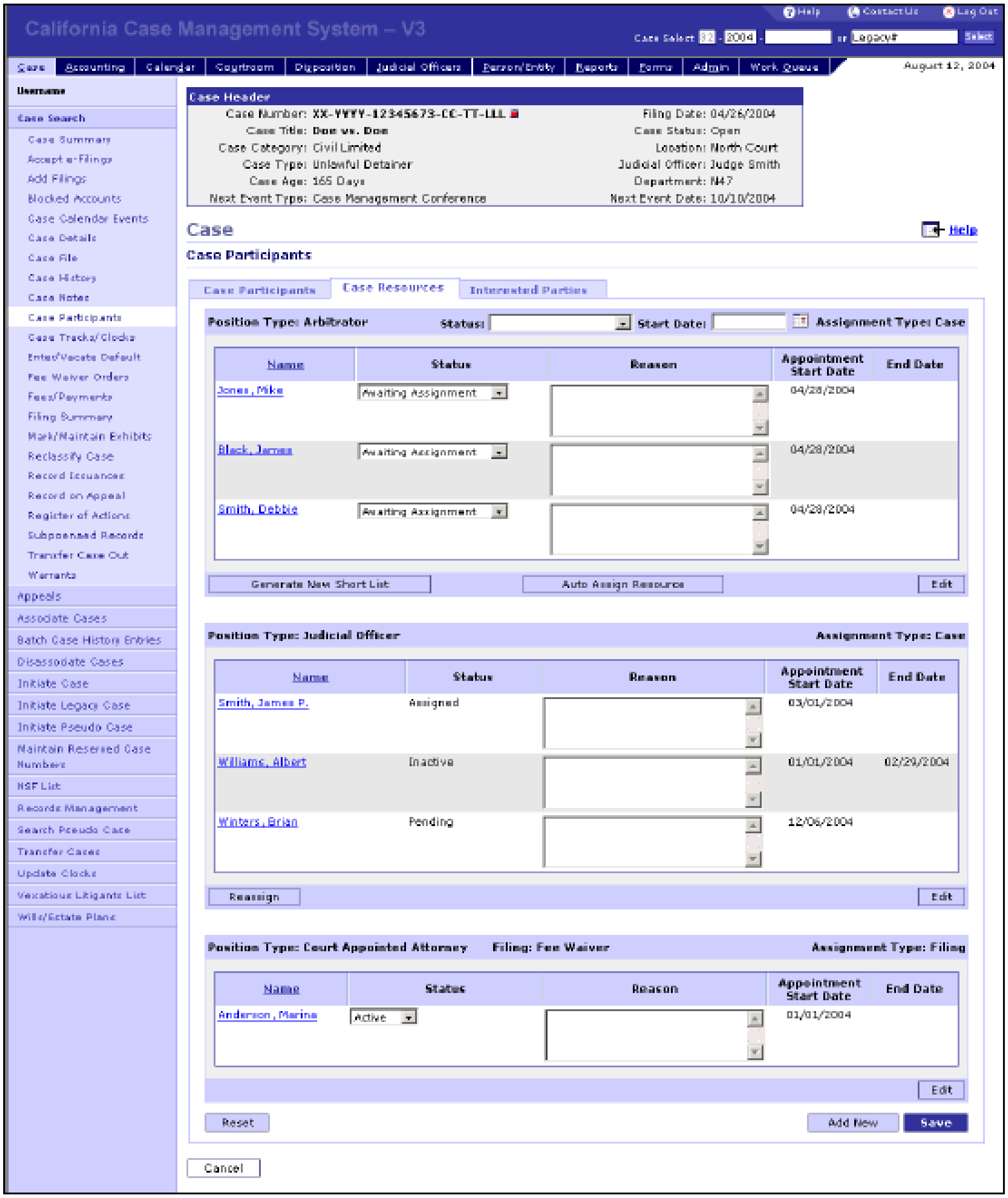
6. Edit/Update the available fields as needed.
   NOTE Do not change the effective **Start Date** if it is some past event.
7. Click the **[Next]** button.
   Result: The Step 2: Select Participants for Assignment screen displays.
   NOTE Some resource types will instead display the final screen of the wizard. Skip to Step 9 to display this screen.



8. Update data for the appropriate fields.
9. Click the **[Next]** button.
Result: The Step 3: Confirm Resource screen displays.



10. Update data for the appropriate fields.
    NOTE The currently assigned resource displays in the **Assigned Resource** field.
11. Click the **[Finish & Save]** button to save the updates to the position type.
    Result: The Case Participants screen displays with a confirmation message.



A rejected status cannot be assigned to the case. This status removes the possibility of this resource being assigned to the case. This is an update status, since the resource is not assigned at this point.

Related Links

Manage Resource Assignments Overview

Case Participants Screen

Step 1: Select Resource Type Screen

Step 2: Select Participants for Assignment Screen

Step 3: Confirm Resource Screen

My Court Information

Reassign Judicial Officer/Department Resources

Introduction

Reassigning a Judicial Officer/department resource on a case replaces the existing case assignment with a new Judicial Officer/department. This new assignment takes place based on the effective start date of the new resource.

Reassigning a Resource

Resource reassignment allows you to replace an assignment with a new resource of the same resource type. For example, if you are reassigning a department on a case, then you must select a new department to replace this current assignment.

The new resource options from which you may select do not include the current resource name or the previously assigned resources.

Refer to the Reassign Resources in Batch task activity for details on reassigning Judicial Officer/department resources on multiple cases at the same time.

Checking for Conflicts

The system will check for the scheduling and/or recusal conflicts with this newly selected resource and the case. If the system finds a conflict, then it will display a warning message. You may choose to override this warning and proceed with the assignment, or you can select a different resource to assign.

However, if you override the warning, then you must manually resolve this conflict after saving the reassignment. There are no work queues associated with single case reassignments.

Saving the New Assignment

Once the system saves the new resource assignment, it will expire the old resource on the specified start date and assign the new resource to the case. The system will also reassign the future calendar events scheduled after the start date of this new resource.

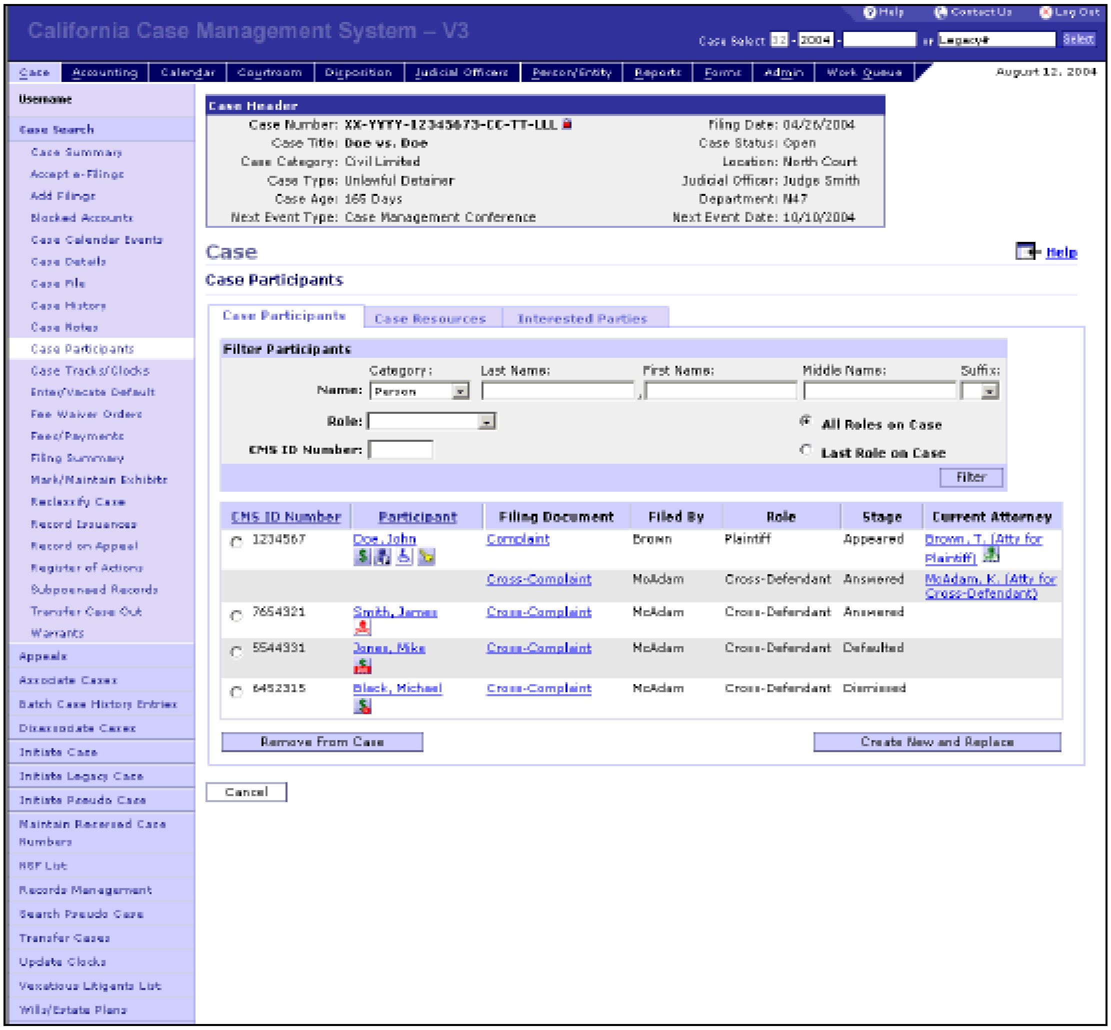
A notice of reassignment will also generate to alert case participants of the new resource assignment.

Task Activity

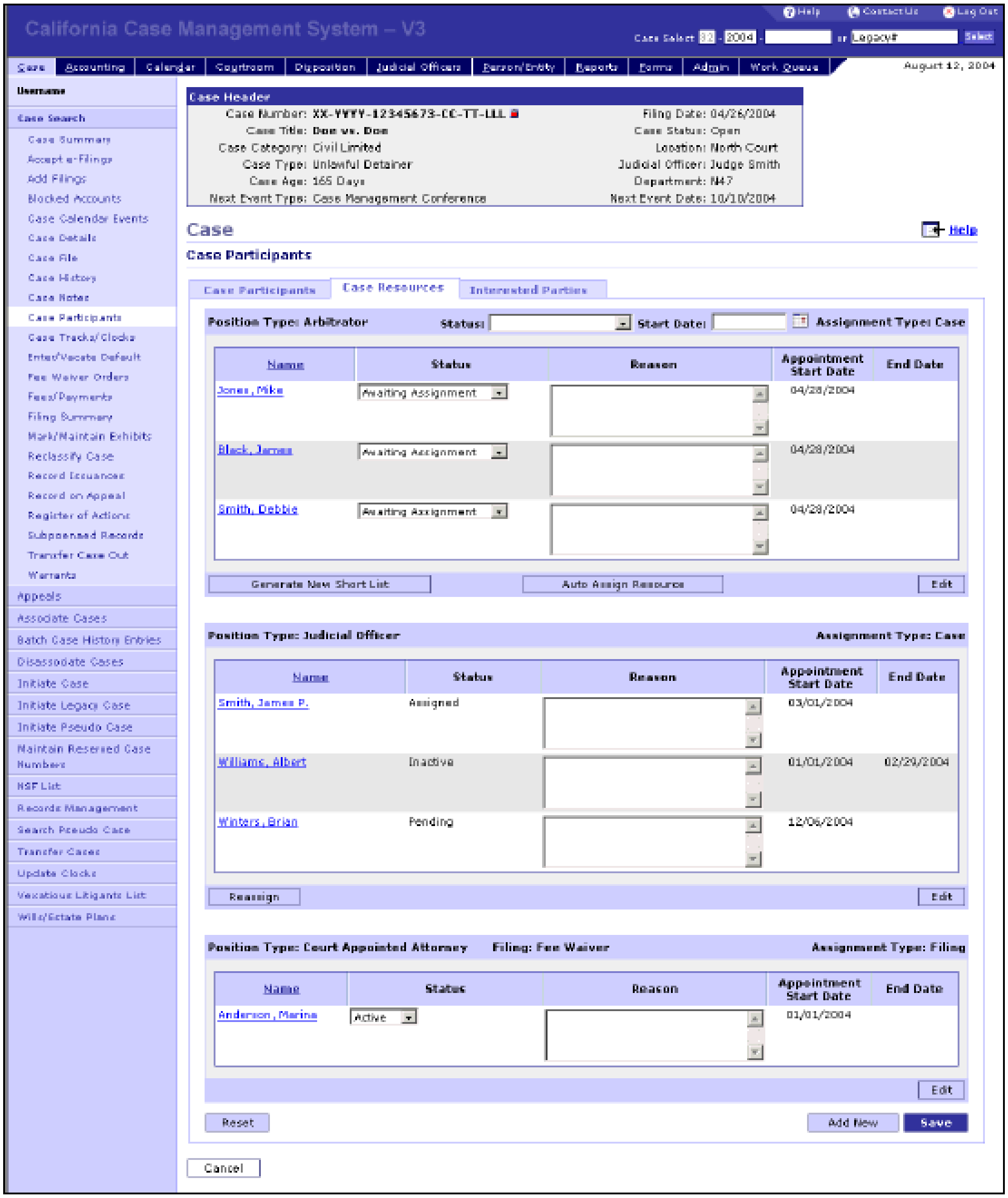
This activity takes place within the context of a case. It requires that you perform a case search and select the case on which to reassign a judicial officer/department resource. Refer to the Search Cases task activity for details on performing a case search.

Perform the following steps to reassign a judicial officer/department resource on a case.

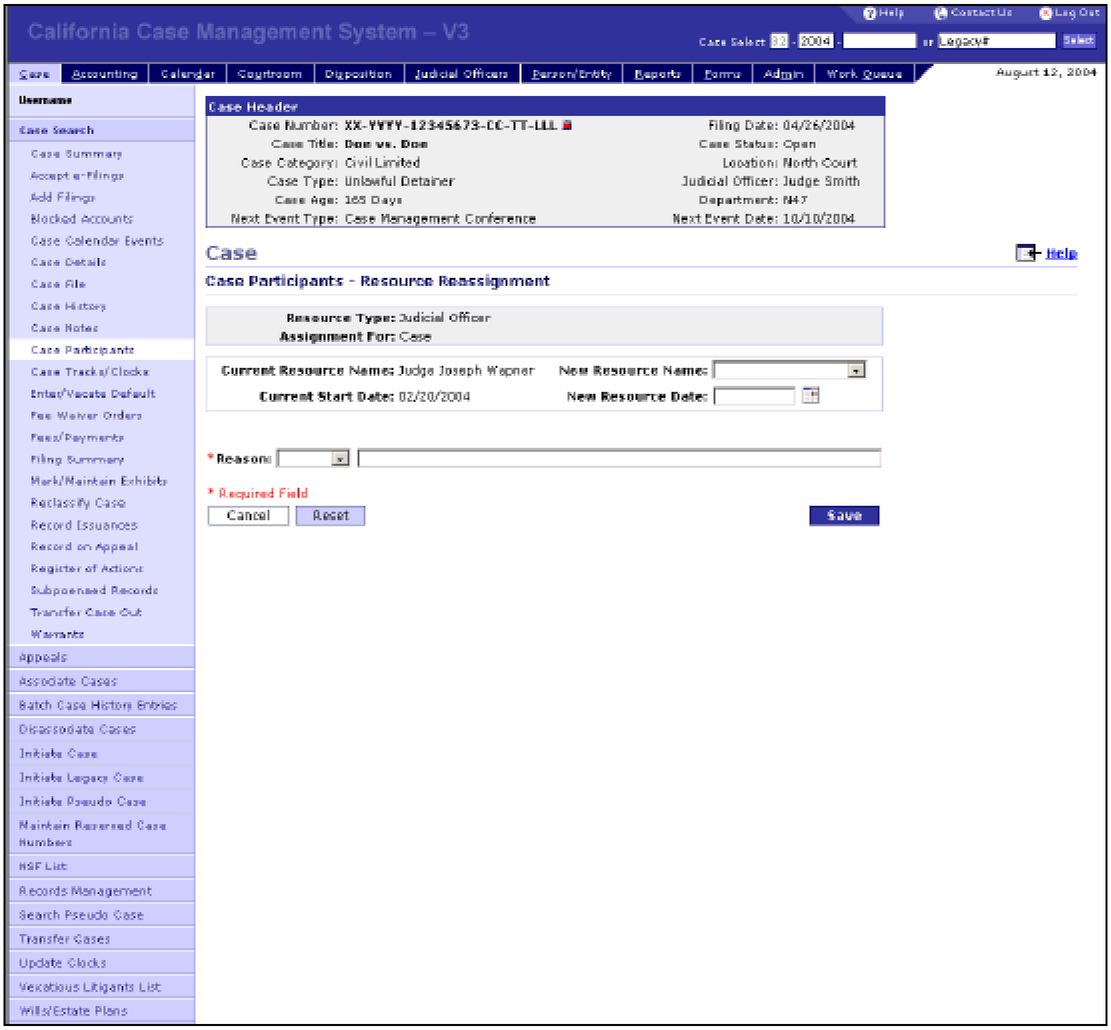
1. Select the **[Case Participants]** left navigation item.
   Result: The Case Participants screen displays.



2. Select the **[Case Resources]** tab.
   Result: The Case Resources tab highlights and displays the currently assigned case resources.

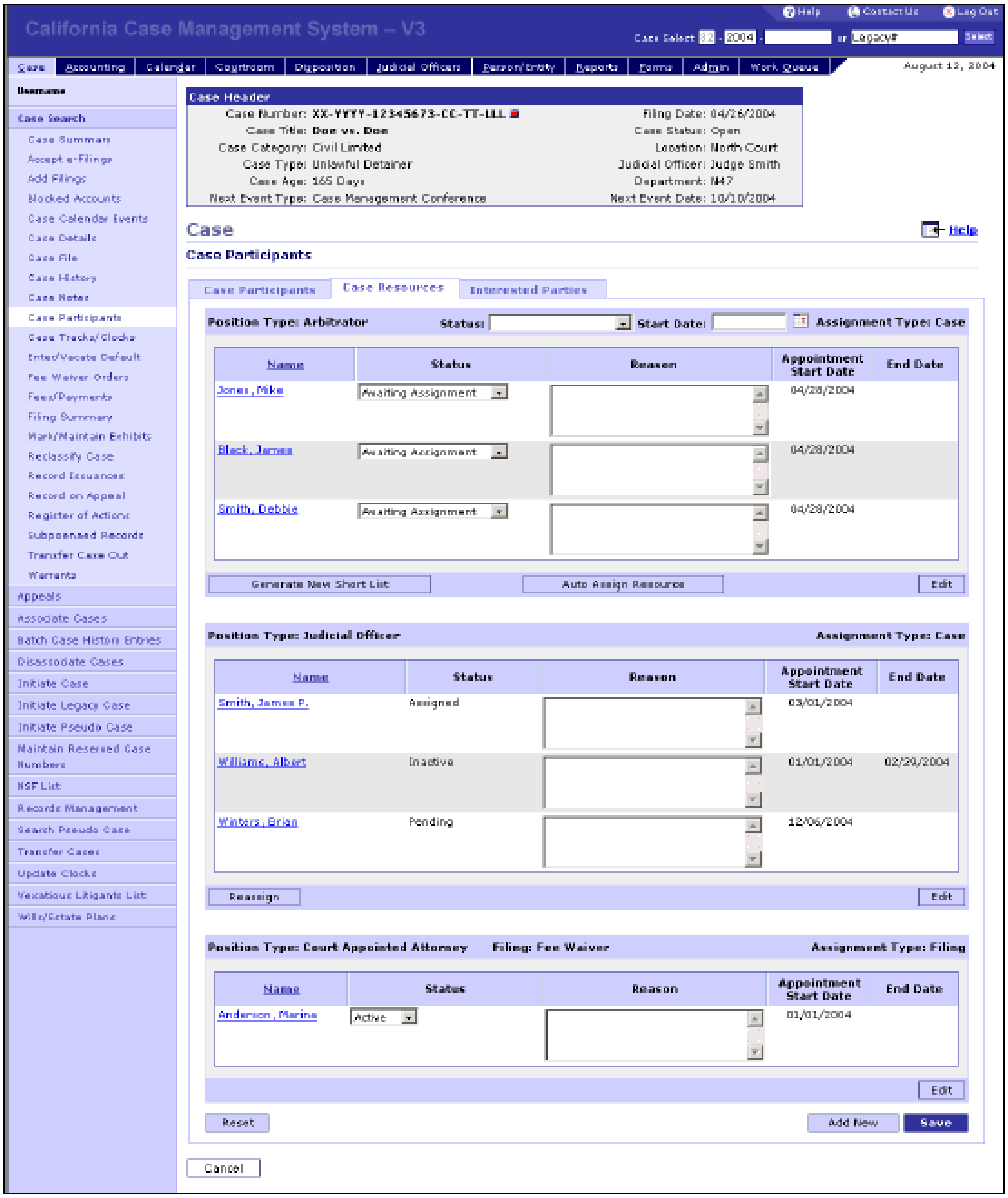


3. Click the **[Reassign]** button for the Judicial Officer/Department position type to reassign.
   Result: The Case Participants - Resource Reassignment screen displays.



4. Enter/Select data for the following required fields:
    5. New Resource Name
    6. New Resource Date
    7. Reason

5. Click the **[Save]** button.
   Result: The Case Participants screen displays with a confirmation message. The new resource assignment displays in the appropriate Position Type section. The system also generates a Notice of Reassignment on the specified start date.
   NOTE The status of the new resource assignment depends on the start date. For example, if this is a future start date, then the new resource will have a status of "Pending" until this date occurs. Then the status updates to "Assigned."



Related Links

Manage Resource Assignments Overview

Case Participants Screen

Case Participants - Resource Reassignment Screen

My Court Information

Reassign Court Resources

Introduction

Reassigning a resource on a case replaces an existing case resource with a new resource. This new assignment takes place based on the effective start date of the new resource.

About Reassignments

Reassignment for most court resource types follows the same steps as the resource assignment and resource update activities. To reassign a resource, you must choose a new resource of the same resource type. This new selection will disable the current case assignment based on the newly issued start date.

For example, if the start date for the new resource begins today, then the system will issue an end date of yesterday for the old resource. Refer to the Add Court Resources to Cases task activity for more details on the assignment process.

Reassignment Restrictions

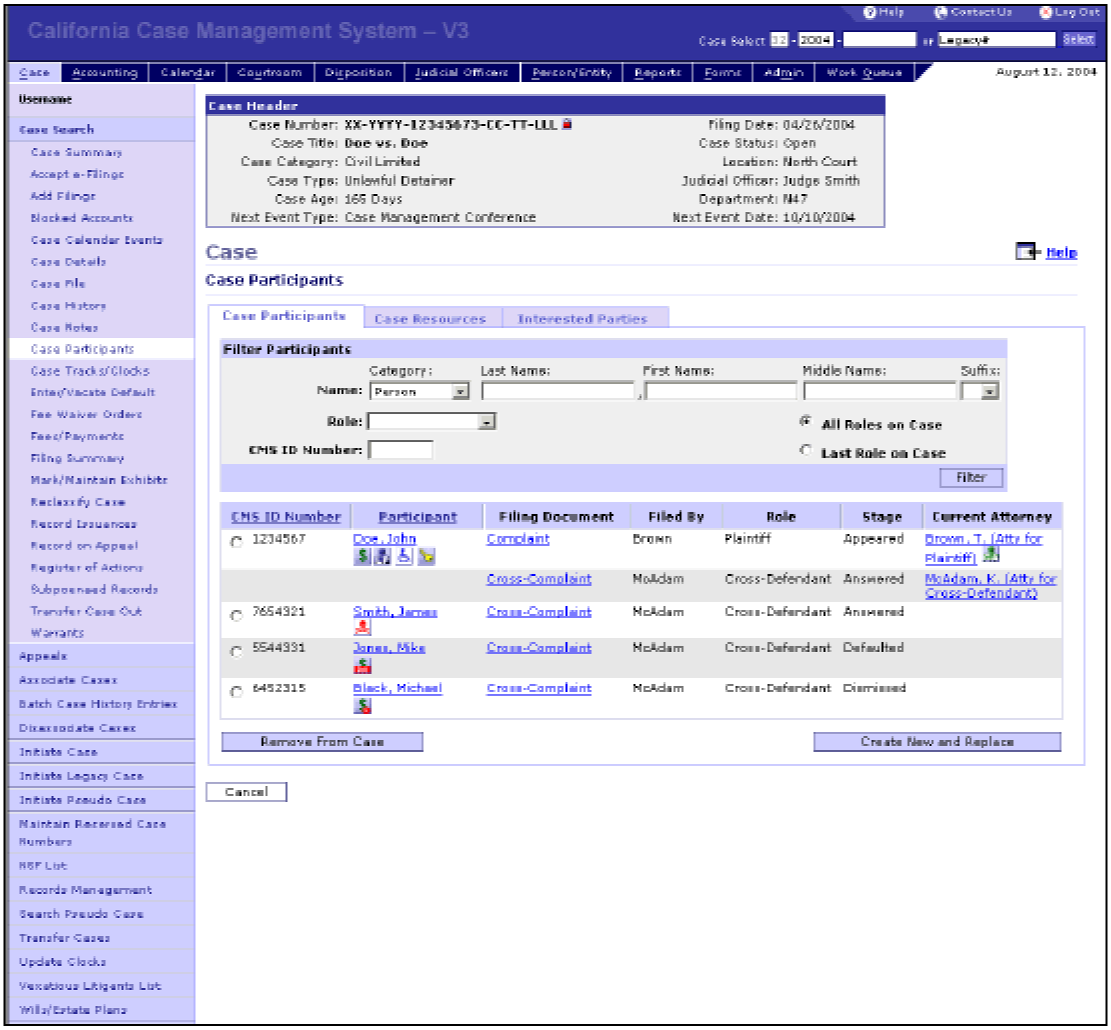
This activity focuses on reassigning most resource types. However, some resource types follow a different reassignment process. Refer to the Reassign Judicial Officer/Department Resources task activity for details on reassigning judicial officer or department resource types. Refer to the Generate New Short List task activity for details on reassigning arbitrator or mediator resource types.

Task Activity

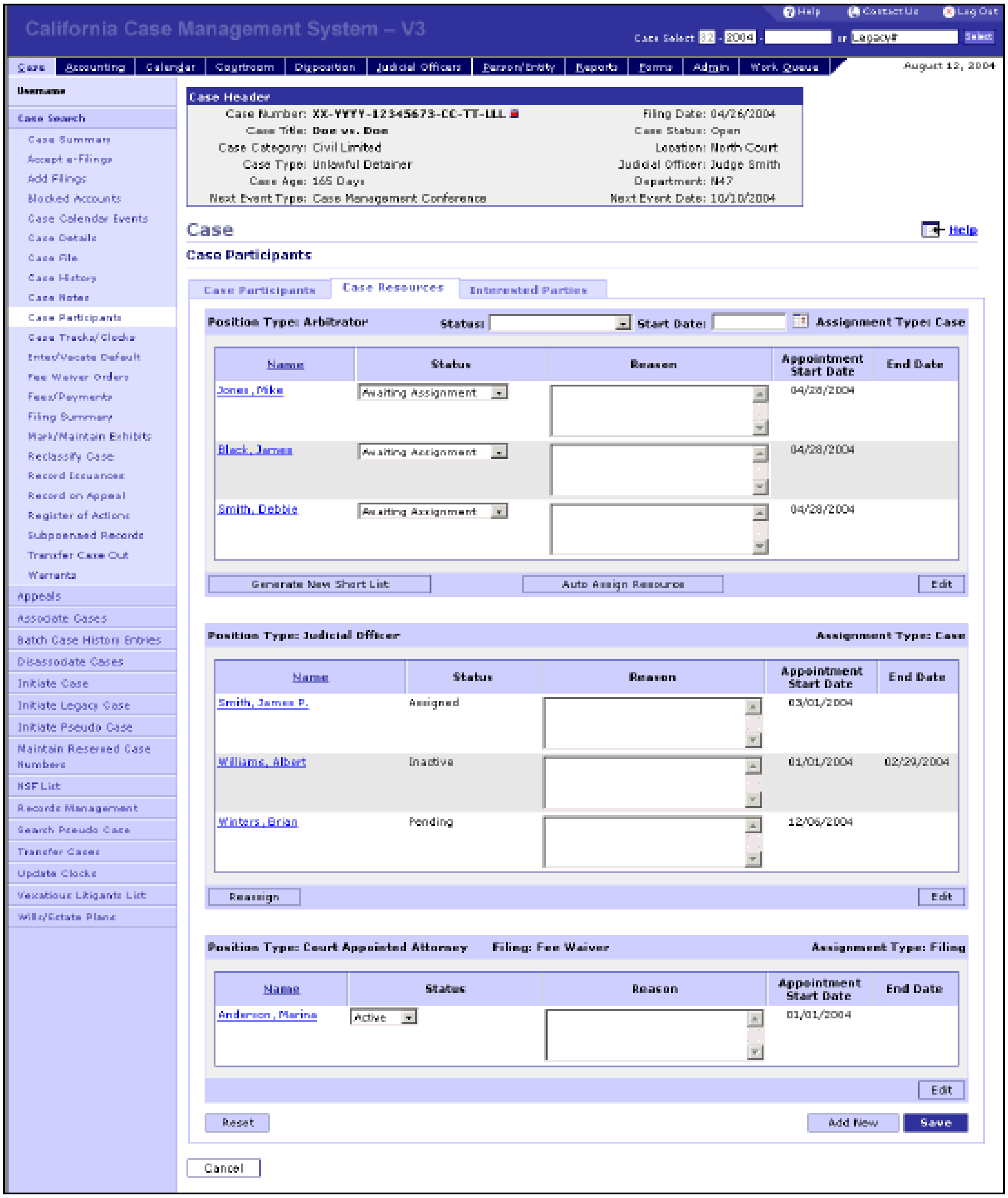
This activity takes place within the context of a case. It requires that you perform a case search and select the case on which to reassign a resource. Refer to the Search Cases task activity for details on performing a case search.

Perform the following steps to reassign a case resource.

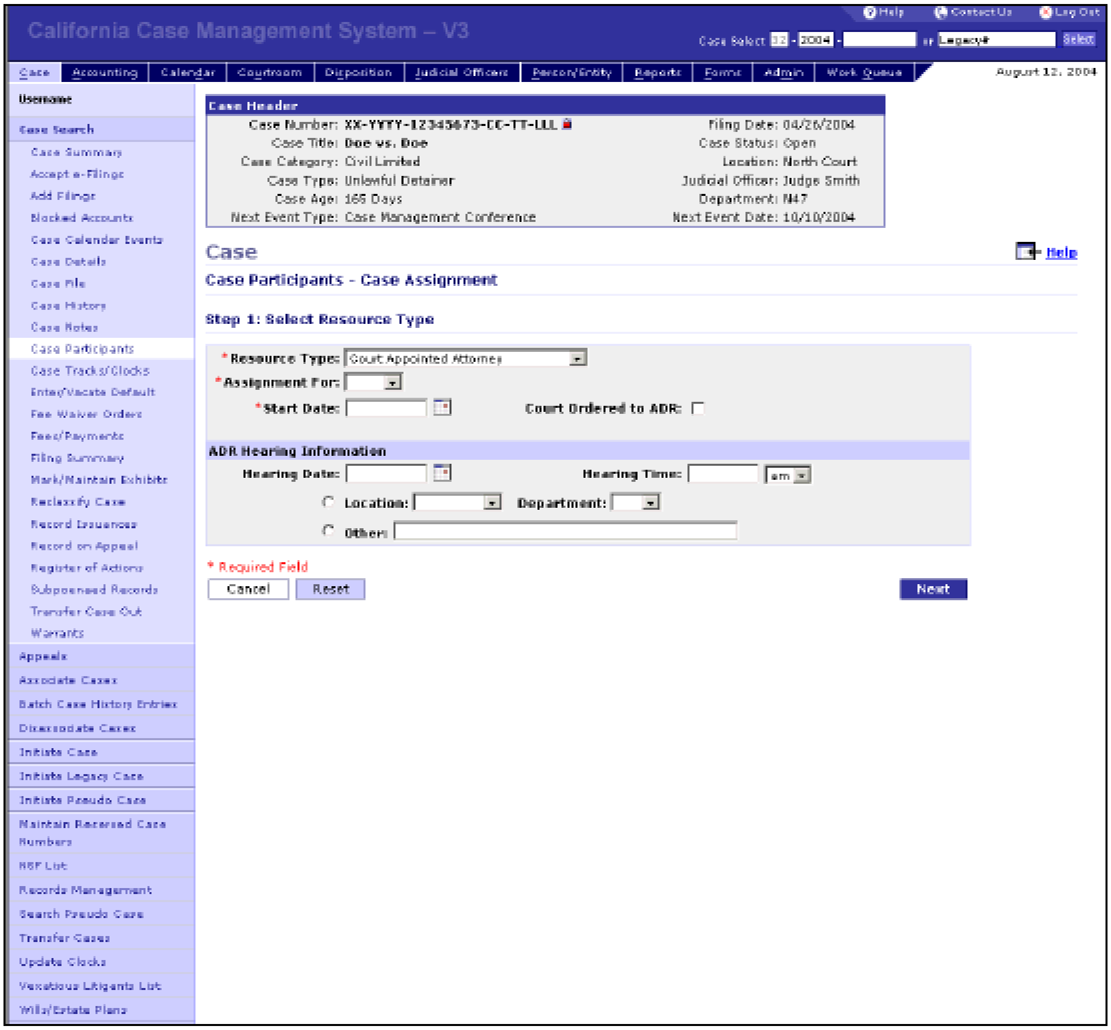
1. Select the **[Case Participants]** left navigation item.
   Result: The Case Participants screen displays.



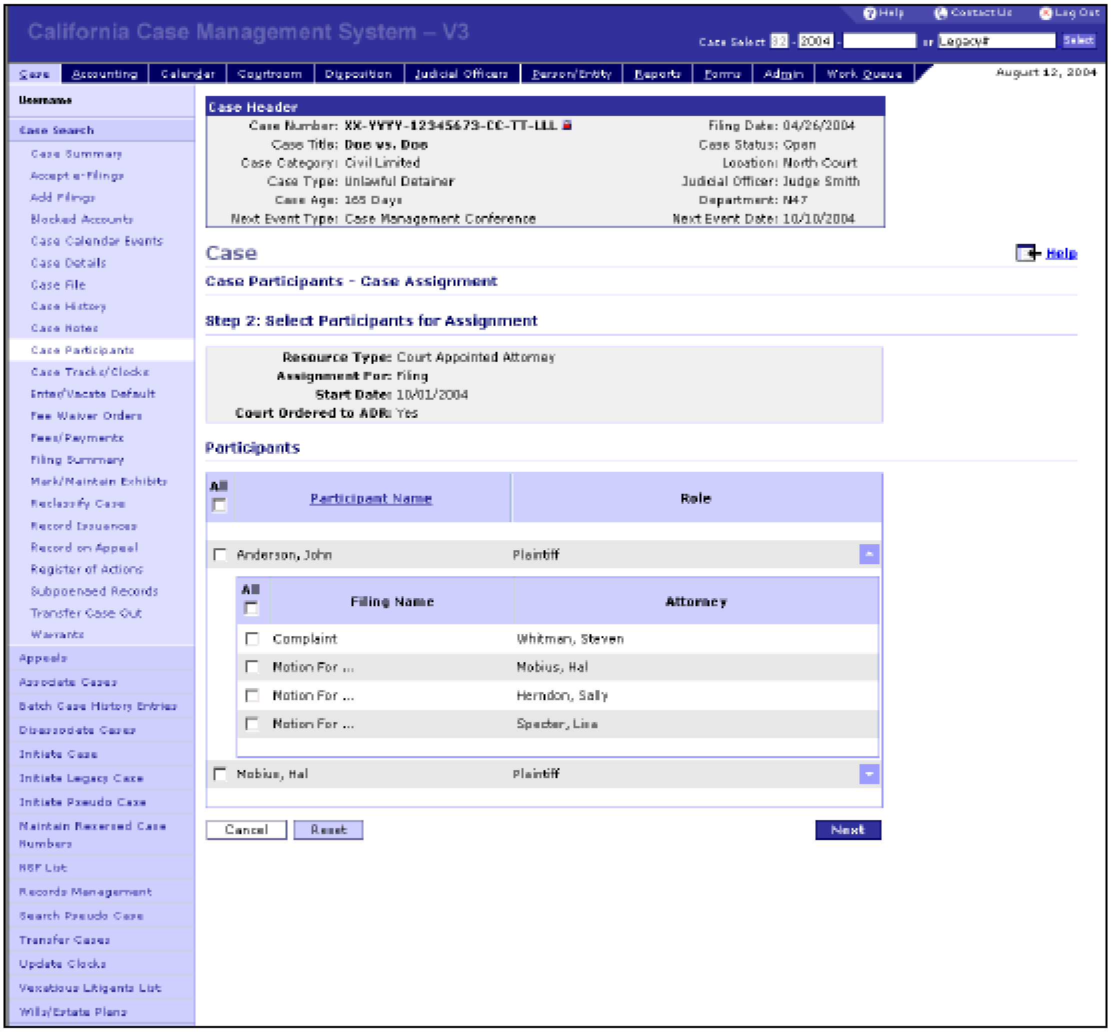
2. Select the **[Case Resources]** tab.
   Result: The Case Resources tab highlights and displays the currently assigned case resources.



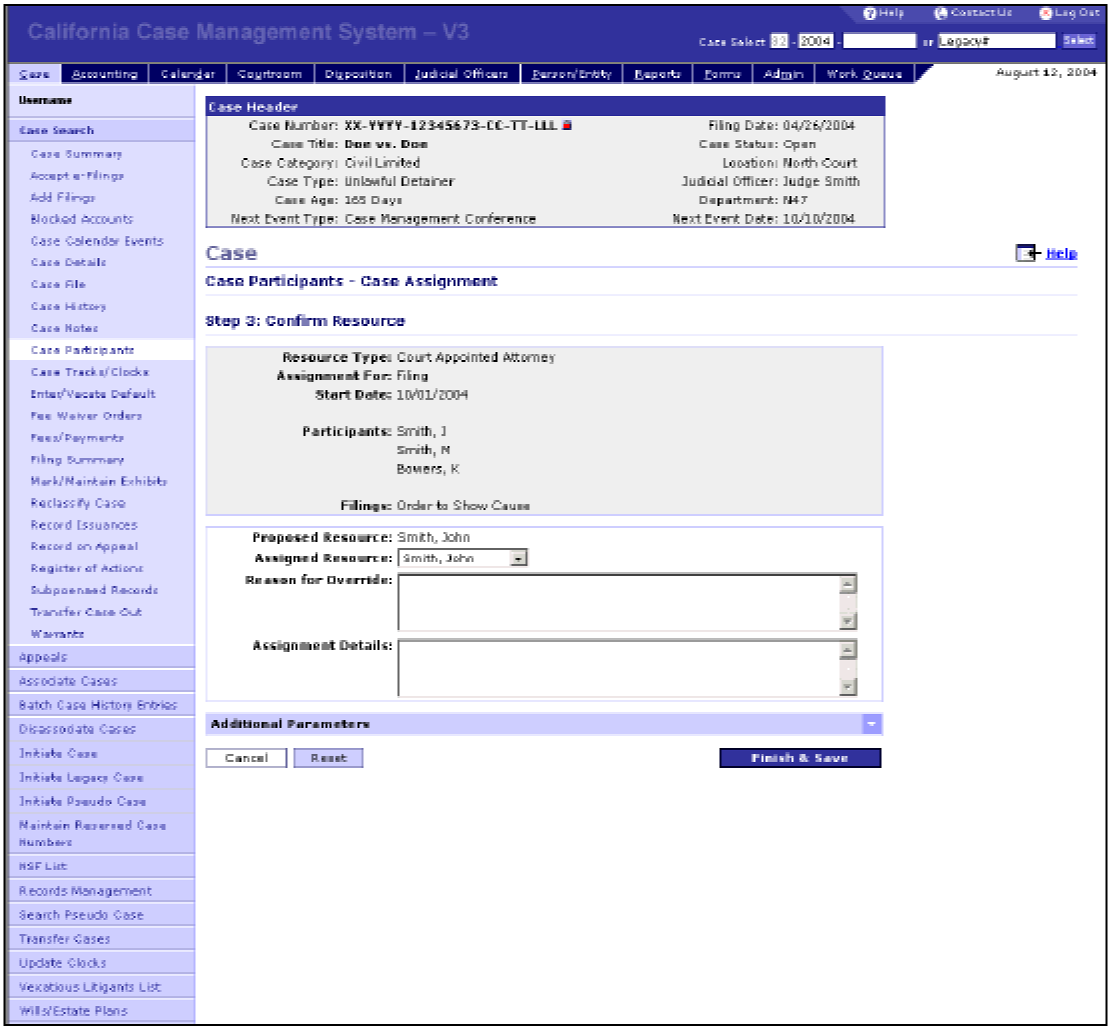
3. Click the **[Edit]** button for the resource type to reassign.
   Result: The Step 1: Select Resource Type screen displays.
   NOTE Different fields will display in these screens depending on the selected resource type.



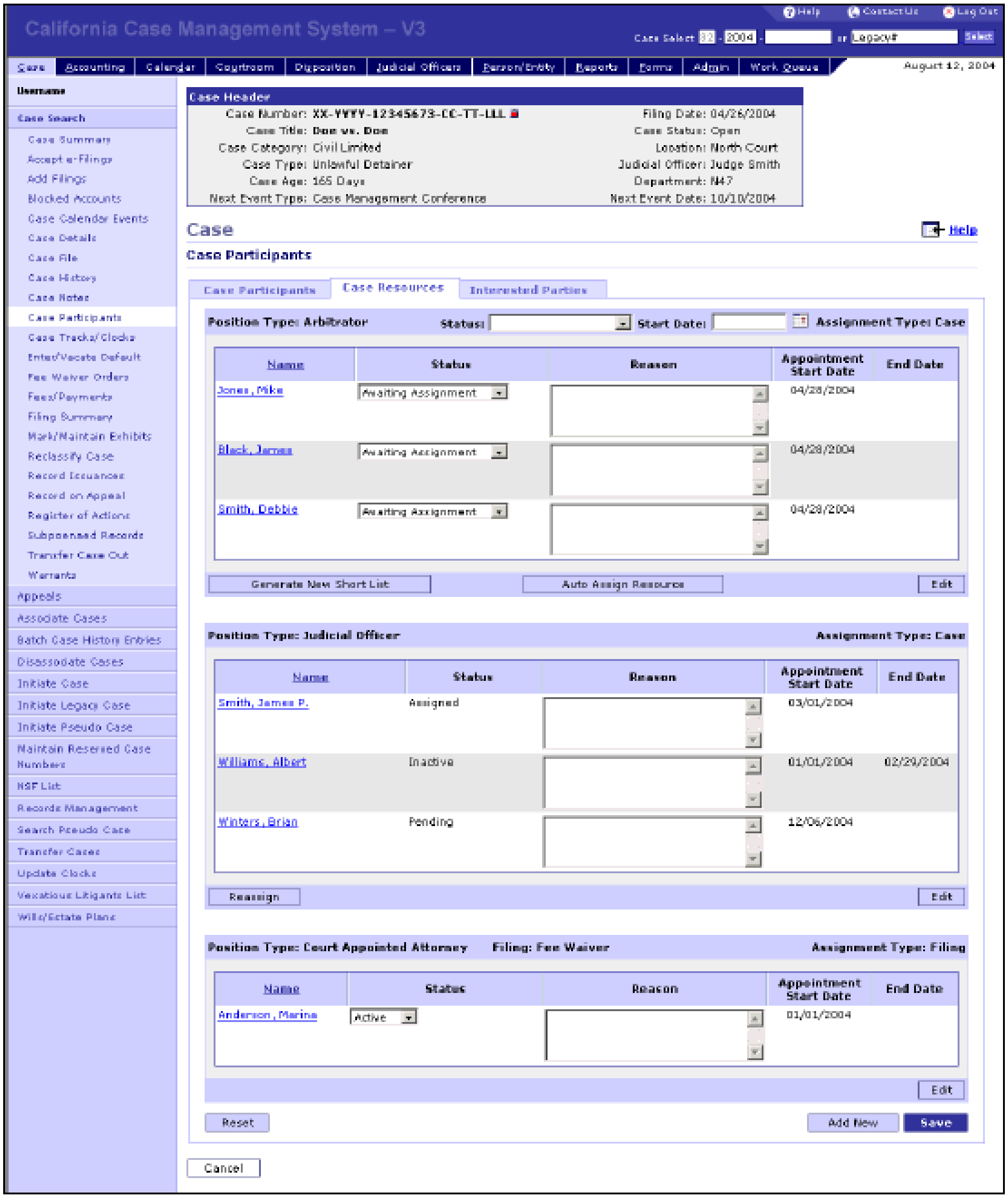
4. Edit/Update the available fields as needed.
5. Click the **[Next]** button.
   Result: The Step 2: Select Participants for Assignment screen displays.
   NOTE Some resource types will instead display the final screen of the wizard. Skip to Step 7 to display this screen.



6. Update data for the appropriate fields.
7. Click the **[Next]** button.
   Result: The Step 3: Confirm Resource screen displays.



8. Select a new **Assigned Resource** for the case.
9. Click the **[Finish & Save]** button.
   Result: The Case Participants screen displays with a confirmation message. The new resource assignment displays in the appropriate Position Type section. The system also generates a Notice of Reassignment on the specified start date.



Related Links

Manage Resource Assignments Overview

Case Participants Screen

Step 1: Select Resource Type Screen

Step 2: Select Participants for Assignment Screen

Step 3: Confirm Resource Screen

My Court Information

Generate New ADR Short List

Introduction

Generating a new ADR short list prompts the system to recommend an Arbitrator/Mediator resource to assign to a case.

Requesting a New Short List

You may request a new short list if the parties on a case have rejected the ADR resources from the initial short list.

Viewing System Recommendations

The system will suggest a new set of resources based on available configured assignment rules. If there are no rules for these resources, then the short list will be empty. Refer to the Configure Case Assignment Rules section for details on creating resource assignment rules.

In addition, the system will filter out the non-active (rejected, disposed or dismissed) resources from the list of assignable arbitrators/mediators.

Checking for Conflicts

The system performs additional checks to confirm that the recommended resources are assignable to the case. For example, you cannot generate a short list if there is an Arbitrator/Mediator resource (within an ADR process) with a status of "Assigned," "Alternate," or "Awaiting Assignment."

Also, the short list will not contain resources that have exceeded their maximum work load limit or resources who are parties on the case. Refer to the Business Rules section for details on the short list restrictions.

Rejecting ADR Resources from the Short List

If you reject a resource from the short list, then the future short lists generated for this Arbitration/Mediation instance will not include this resource.

Searching for an ADR Resource

The assignment wizard allows you to search for and add a resource that does not initially display in the short list. When you save this resource, the system will alert you whether this resource has scheduling or assignment rule conflicts.

Assigning an ADR Resource

The system assigns an Arbitrator/Mediator resource only when the resource status is set to "Assigned." Only one resource per ADR process may be assigned.

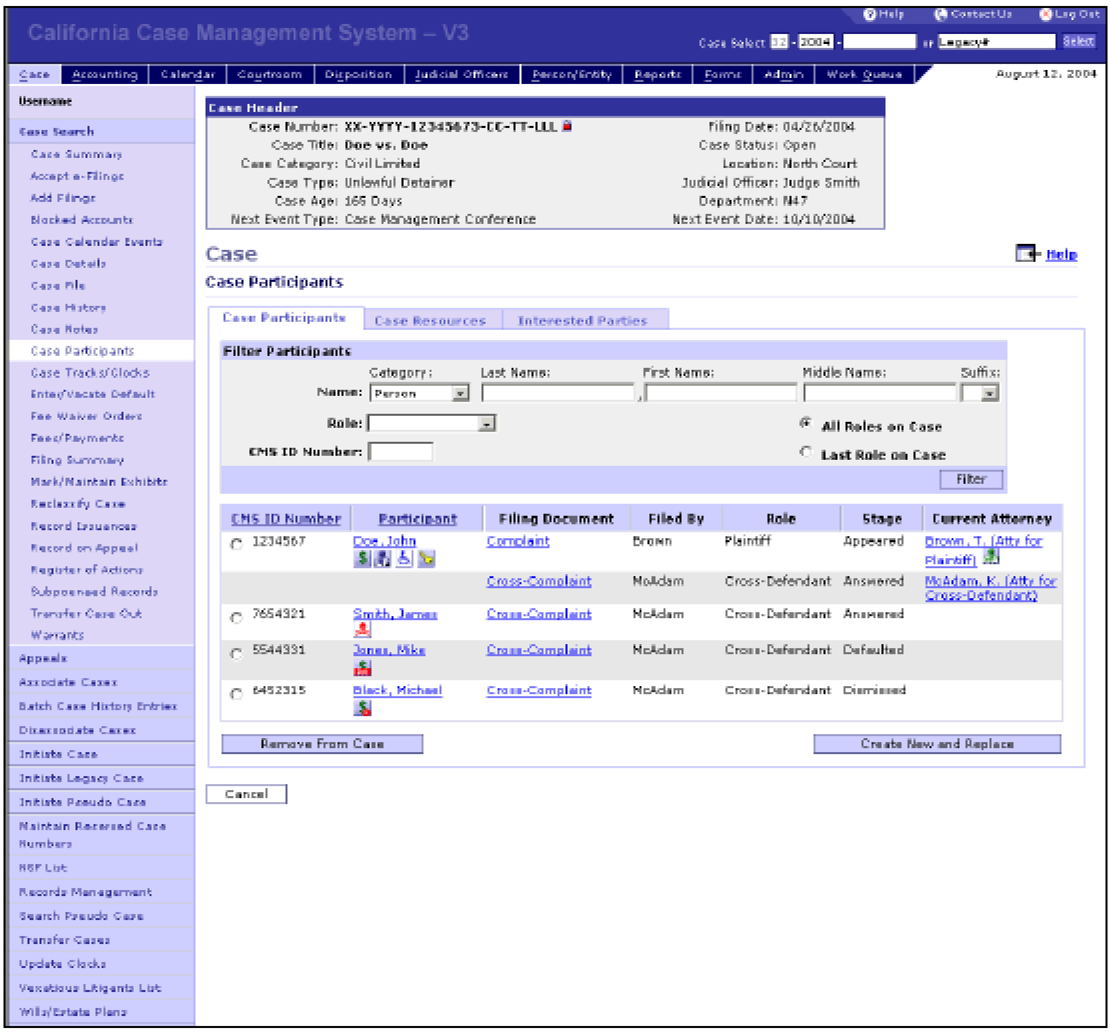
If the short list contains only one name, then the system will automatically assign this resource to the case. Otherwise, the system will mark each resource as "Awaiting Assignment." You can either manually assign a resource at this point or have the system automatically assign one of these resources. Refer to the Auto Assign ADR Resources for details on allowing the system to automatically assign a resource.

Task Activity

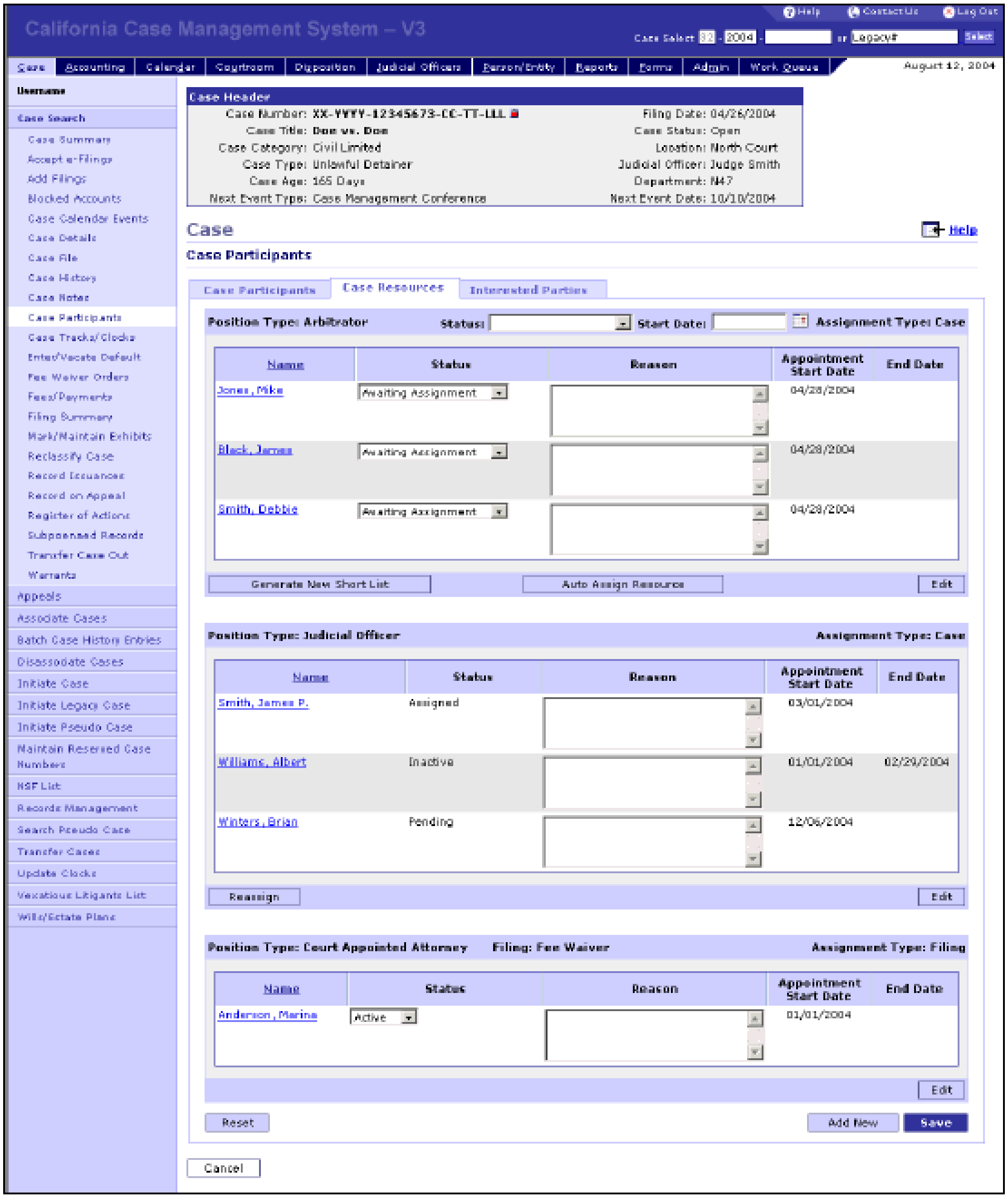
This activity takes place within the context of a case. It requires that you perform a case search and select the case on which to generate a new short list. Refer to the Search Cases task activity for details on performing a case search.

Perform the following steps to generate a new short list on a case.

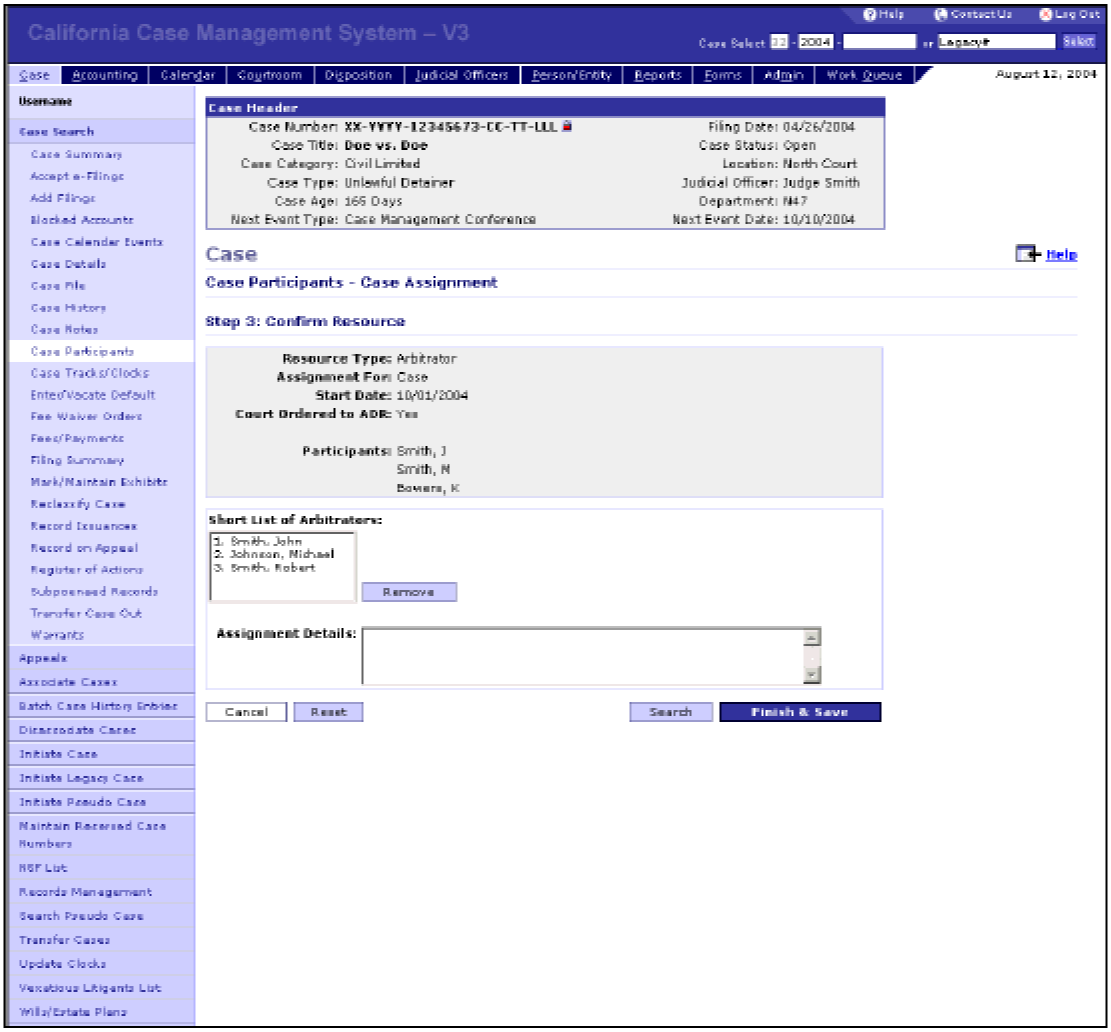
1. Select the **[Case Participants]** left navigation item.
   Result: The Case Participants screen displays.



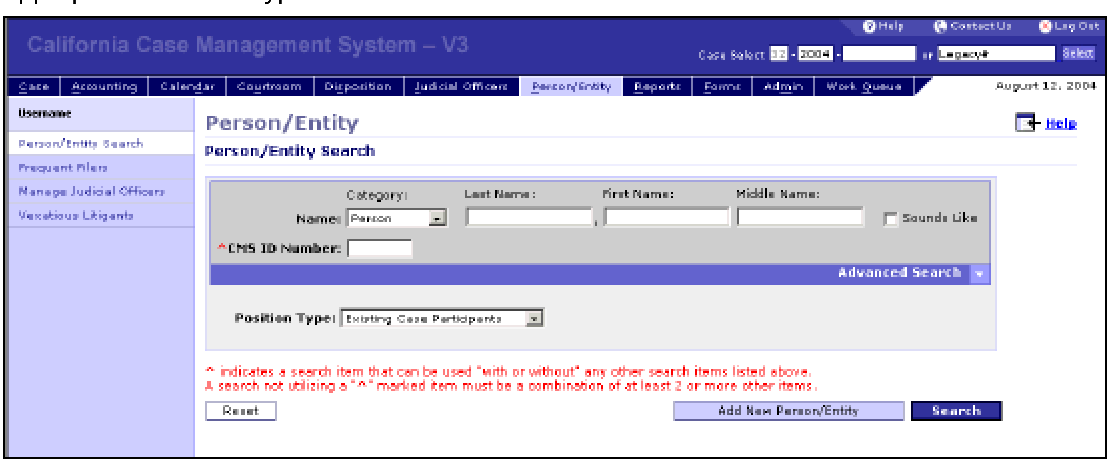
2. Select the **[Case Resources]** tab.
   Result: The Case Resources tab highlights and displays the currently assigned case resources.



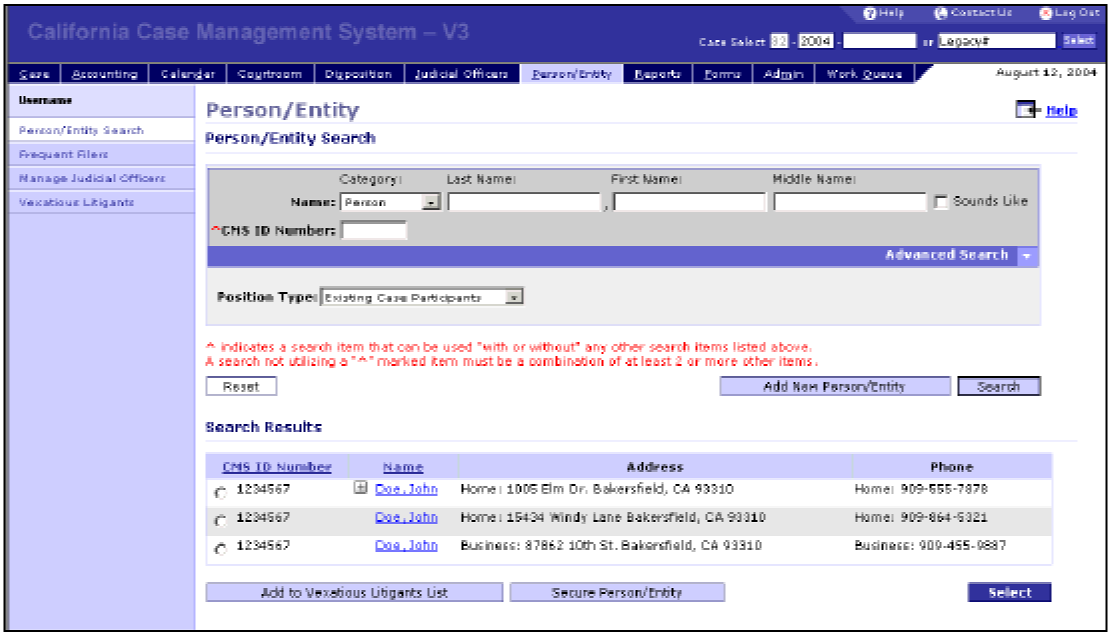
3. Click the **[Generate New Short List]** button.
   Result: The Case Participants – Case Assignment/Step 3: Confirm Resource screen displays.
   NOTE Follow Steps 4-8 to add a name to the short list.
   NOTE Follow Steps 9-10 to reject a resource name from the short list.



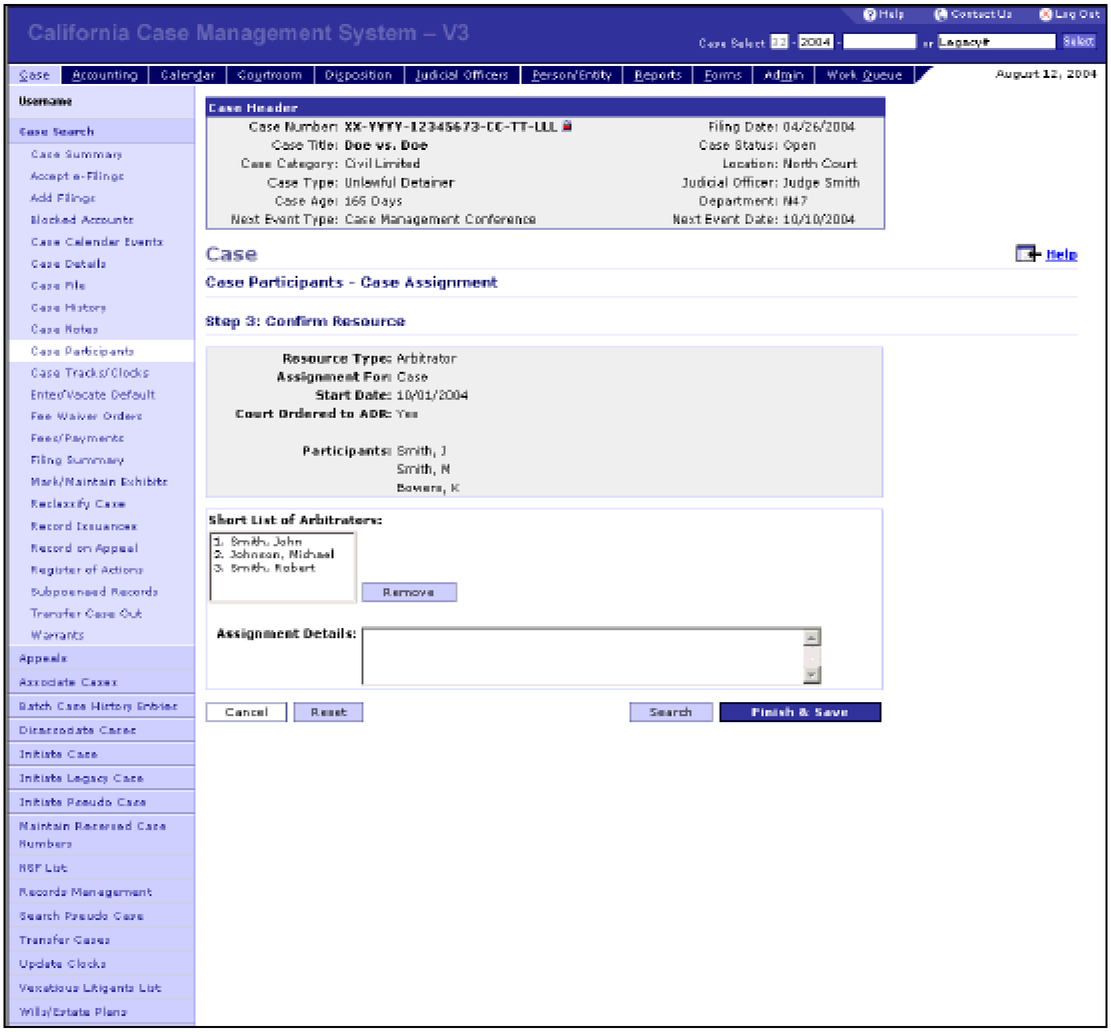
4. Click the **[Search]** button to search for a specific resource.
Result: The Person/Entity Search screen displays. The **Position Type** field defaults to the appropriate resource type.



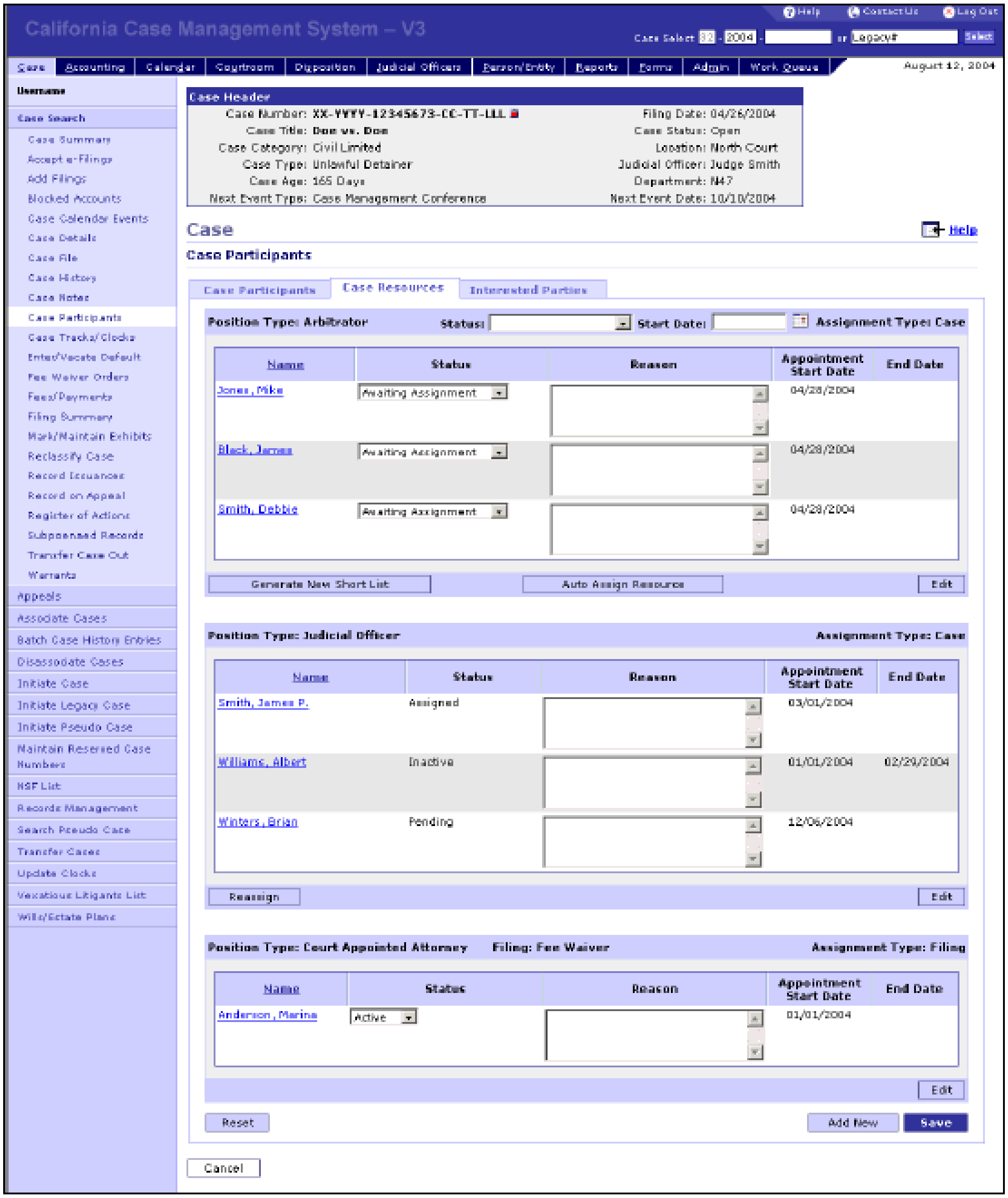
5. Enter/Select data for the appropriate search parameter fields.
   NOTE Refer to the Search Person/Entity Profiles task activity for details on this process.
6. Click the **[Search]** button.
   Result: The screen refreshes to display the person/entity matches.



7. Select the radio button for the person/entity to add to the short list.
8. Click the **[Select]** button.
   Result: The Case Participants – Case Assignment/Step 3: Confirm Resource screen re-displays with the selected name added to the short list.

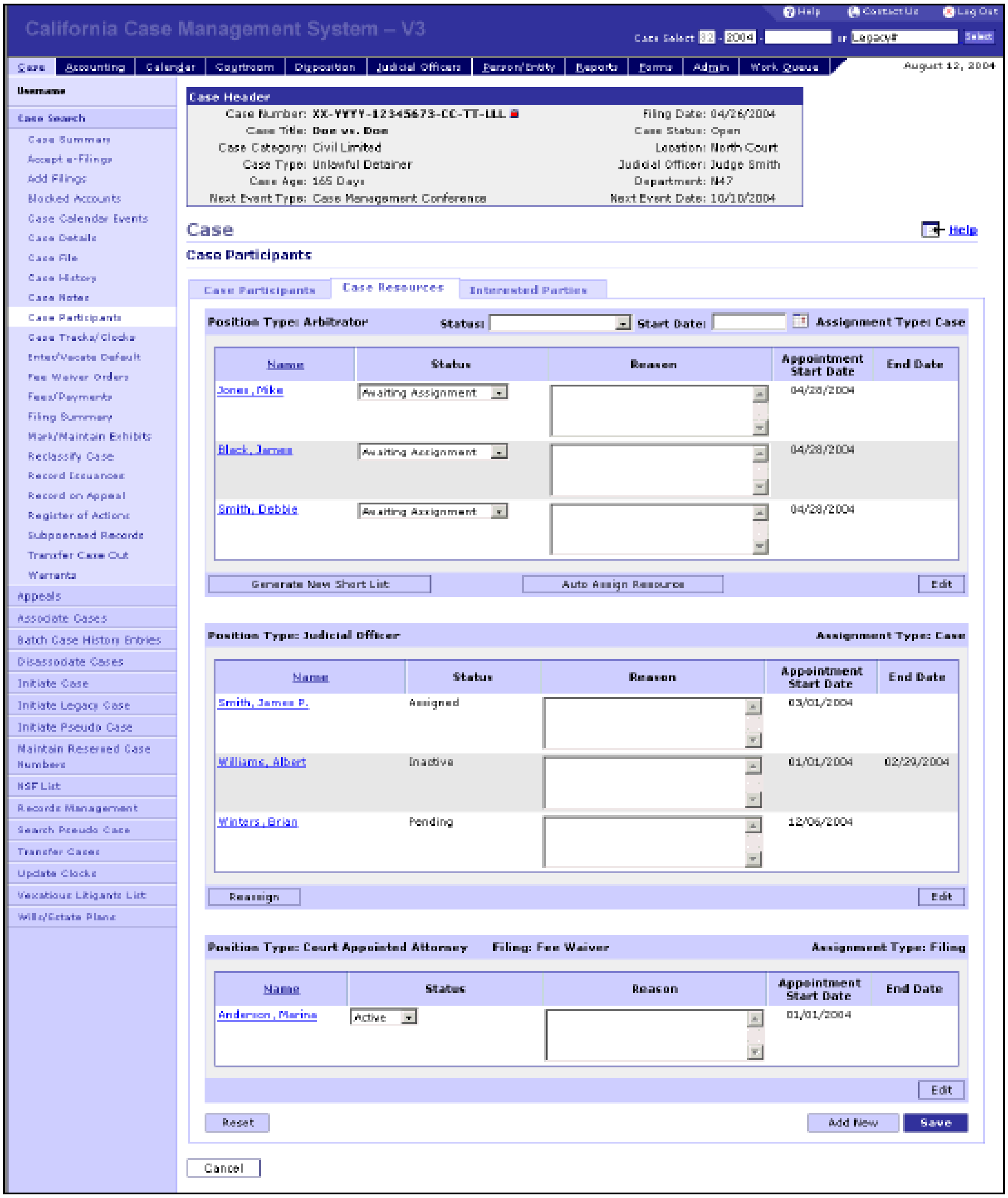


9. Select the names to reject from the **Short List of Arbitrators/Mediators**.
   NOTE You can reject resources from this list, or change the status of a resource to "rejected."
10. Click the **[Remove]** button.
    Result: The screen refreshes and no longer displays the selected names in the short list.
11. Click the **[Finish & Save]** button to add the resource(s) to the case.
    Result: The Case Participants screen displays with a confirmation message. The system lists the resource(s) under the appropriate position type.

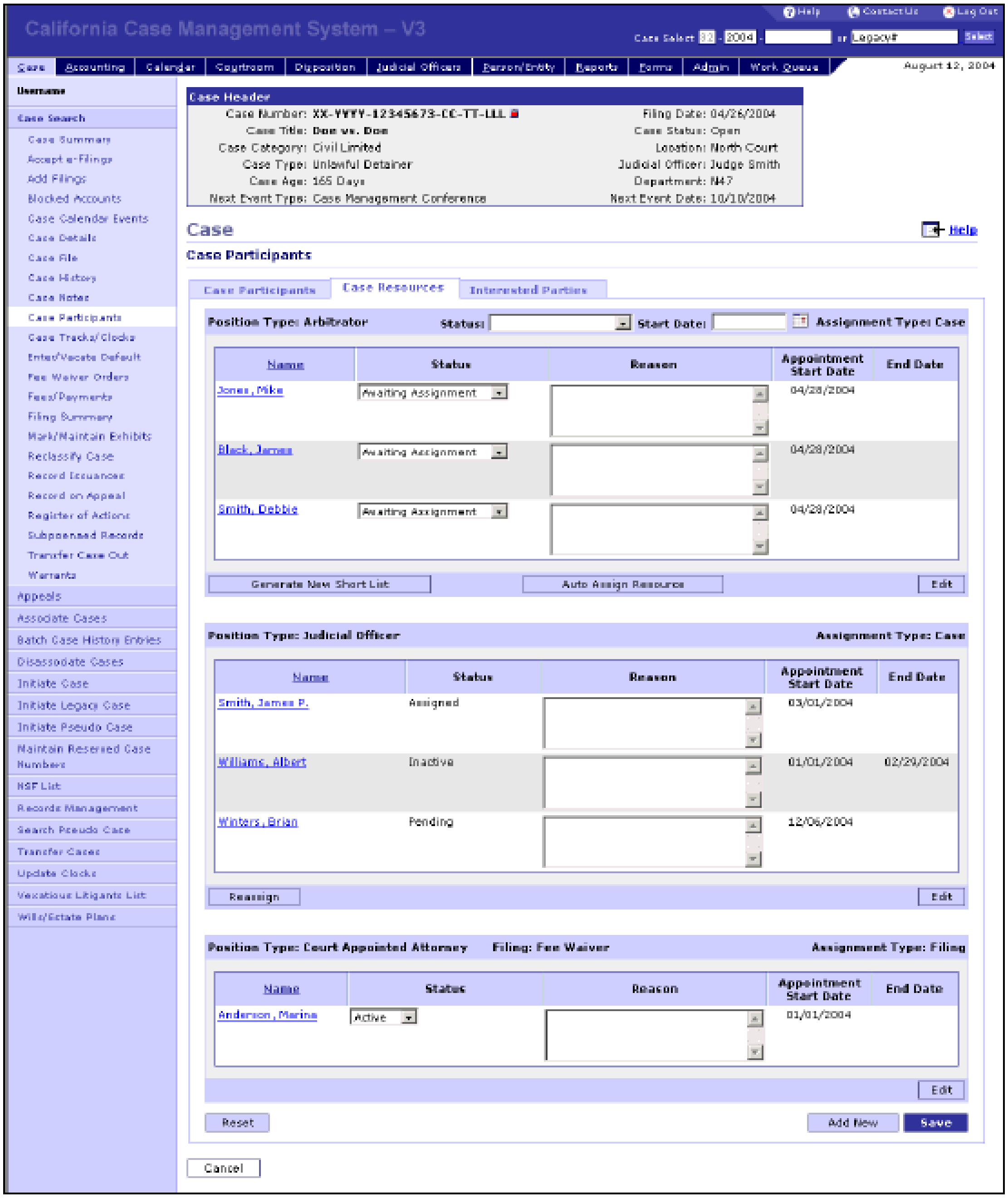


Follow the steps listed below to assign one of the arbitrator/mediator resources that are “Awaiting Assignment.” These steps assume that there is no resource currently assigned for the specified ADR process.

1. Select **Assigned** from the **Status** field for the resource to assign.
   NOTE This selection occurs from the Case Participants screen.



2. Click the **[Save]** button to save this resource assignment.
Result: The screen refreshes with a confirmation message.



Related Links

Manage Resource Assignments Overview

Case Participants Screen

Step 3: Confirm Resource Screen

My Court Information

Reassign Resources in Batch

Introduction

Reassigning a resource in batch replaces the assigned resource on a group of cases with a new resource. This process allows you to reassign the same resource on multiple cases at the same time.

Batch Restrictions

This batch job is limited to only Judicial Officer and department resource types.

In addition, this batch activity only occurs for reassignments on more than one case. Refer to the Reassign Judicial Officer/Department Resources and Reassign Court Resources task activities for details reassigning a resource on one case.

Batch Resource Selections

The newly selected resource may be a different resource type than the ones it is to replace. For example, a group of cases currently assigned to a mix of judicial officers and departments may be reassigned to a specific department.

Batch Functionality

The system schedules this batch job to run at night. If the new assignment is a Judicial Officer resource, then the system will check for recusal conflicts with the selected cases. When there are no conflicts, the resource statuses and start/end dates will update to reflect this reassignment, along with the future calendar events scheduled after this start date. The system will also generate the appropriate forms/notices announcing the reassignment for each case.

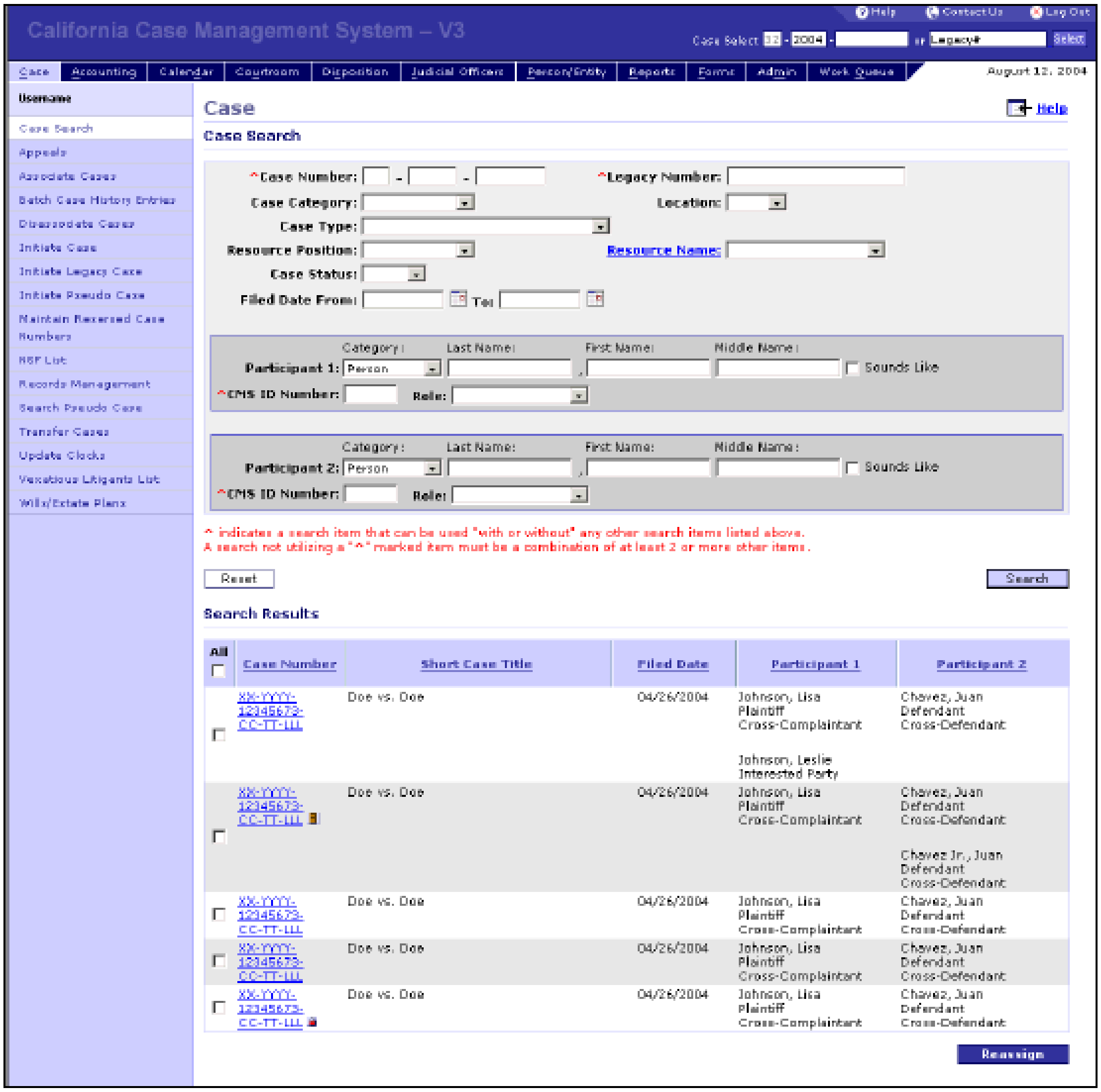
However, if the system finds problems with the reassigned resource, it will record an entry in the "Cases with recusal conflicts during batch reassignment" work queue. You will need to resolve these issues before the Judicial Officer reassignment can take place on the individual cases.

Task Activity

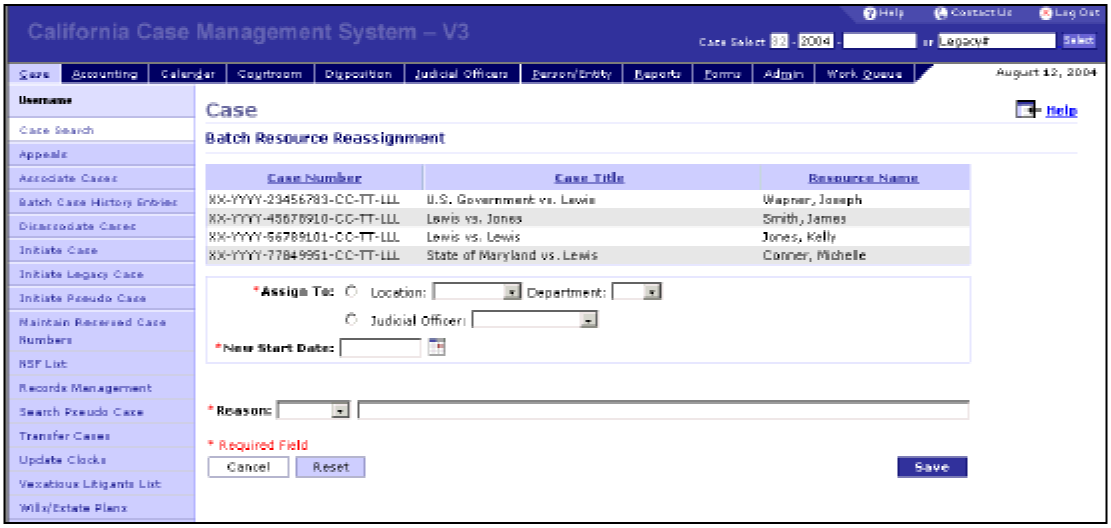
This activity takes place within the context of a case search. Refer to the Search Cases task activity for details on performing a case search.

Perform the following steps to reassign resources in batch.

1. Select the checkboxes for the cases to reassign.
   NOTE This selection occurs from the Case Search screen.

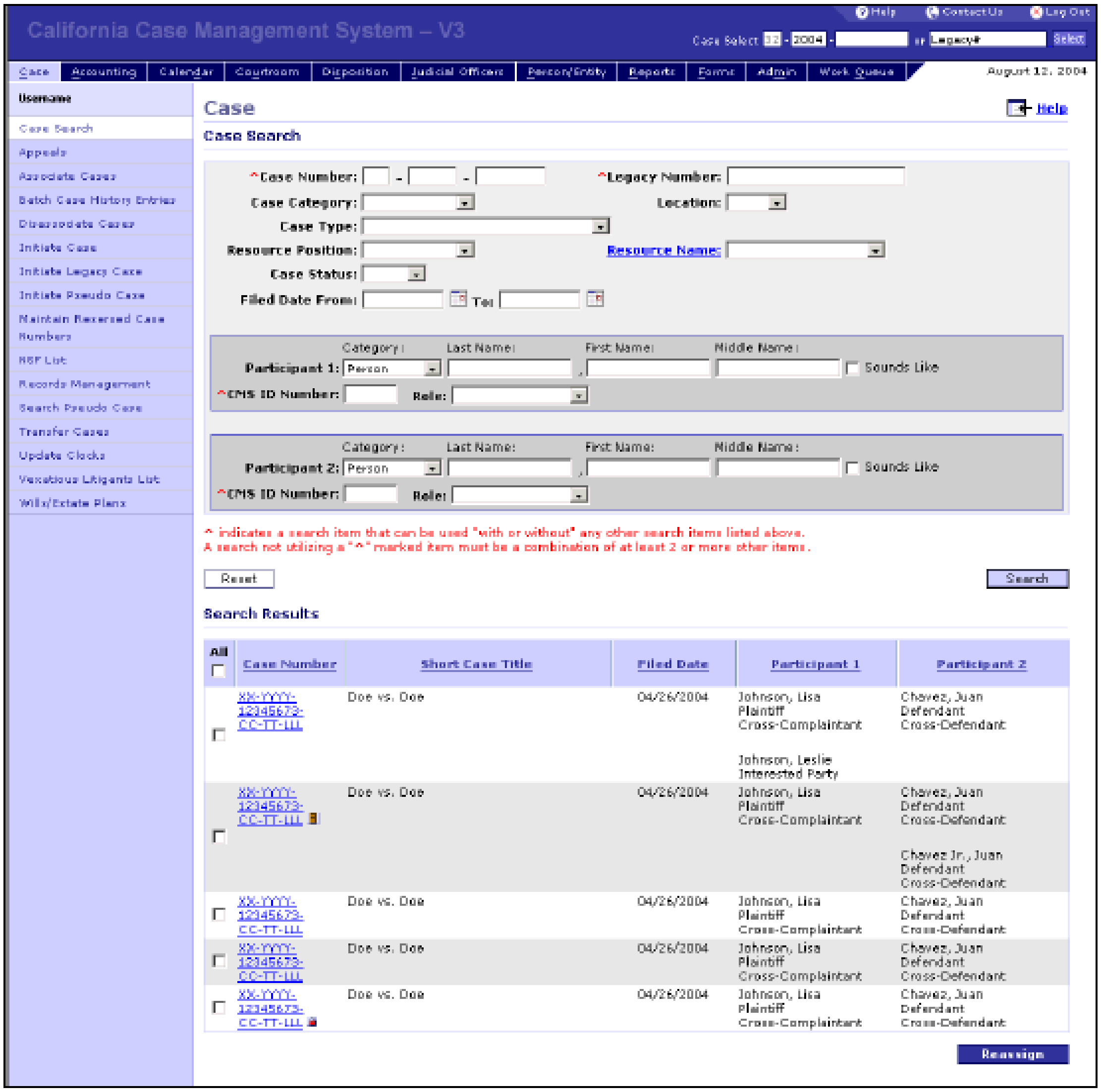


2. Click the **[Reassign]** button.
Result: The Batch Resource Reassignment screen displays with the selected cases listed.



3. Enter/Select data for the following required fields:
    4. Assign To
    5. New Start Date
    6. Reason

4. Click the **[Save]** button.
   Result: The Case Search Results screen re-displays with a confirmation message.
   NOTE If the start date is in the future, the new resource will have a status of "Pending."



Related Links

Manage Resource Assignments Overview

Case Search Screen

Batch Resource Reassignment Screen

My Court Information

Remove Resources from Cases

Introduction

Removing a resource from a case ends the selected resource assignment with the case.

This process only expires the resource from the selected case and does not delete the person/entity profile for the resource from the system. In other words, a removed resource is still available for assignment on other cases.

Resource Removal Restrictions

You may only remove resources that have a status of "Assigned" on a case. Removing an assigned resource changes the resource status to "Inactive." Other statuses (except for "Inactive") indicate that the resource is not yet assigned. These statuses may instead be "Rejected."

You cannot change the status of the removed resource back to an "Active" or "Assigned" status on that particular case. However, you can assign the removed resource back to the case as a new resource.

Resource Removal Functionality

While there are two ways to remove a resource from a case, the resource type will determine the method to use. The first option is to reassign a resource, which replaces the existing assigned resource with a new resource. Judicial Officer and department resource types must use this option to be removed from a case. Refer to the Reassign Judicial Officer/Department Resources task activity within this chapter for details on the judicial officer/department reassignment process.

The second option is to manually change the assigned resource status to "Inactive" on the case. Once you set a resource’s status to "Inactive," the will system enter an end date for this resource and remove it from the case. At that point, you may then assign a different resource to the case.

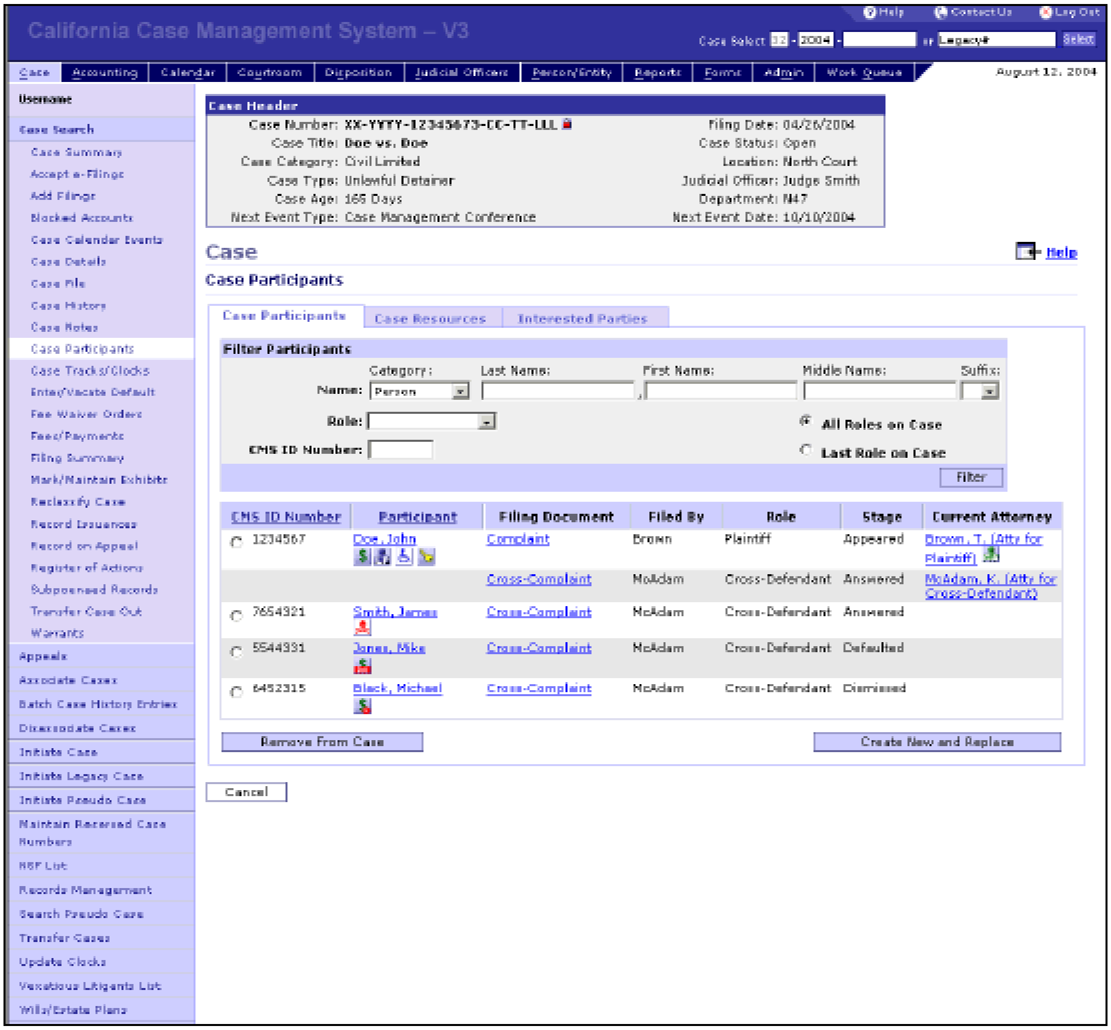
The following task activity focuses on changing the status of resources to "inactive" in order to remove them from the case.

Task Activity

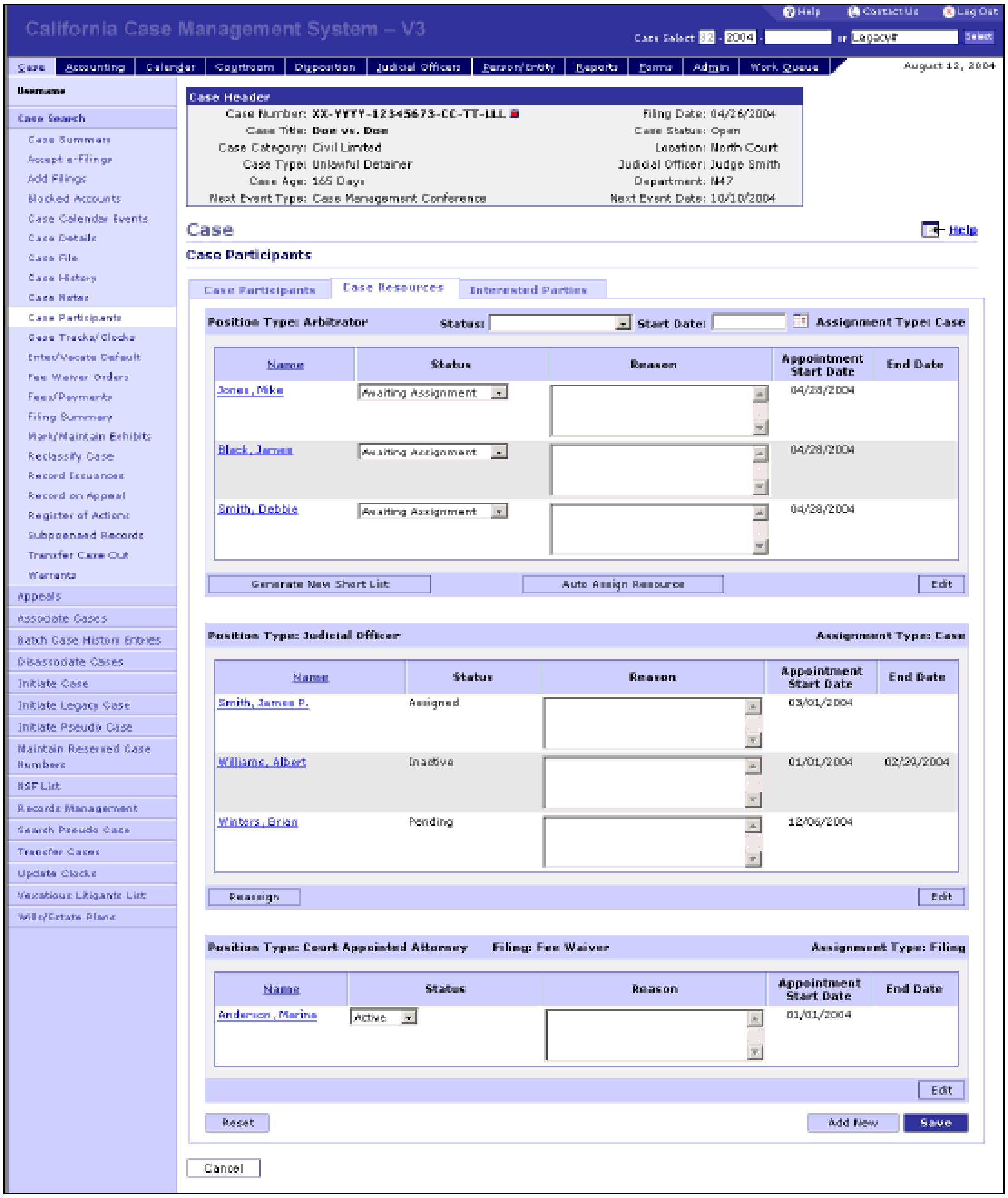
This activity takes place within the context of a case. It requires that you perform a case search and select the case on which to remove a resource. Refer to the Search Cases task activity for details on performing a case search.

Perform the following steps to remove a resource from a case.

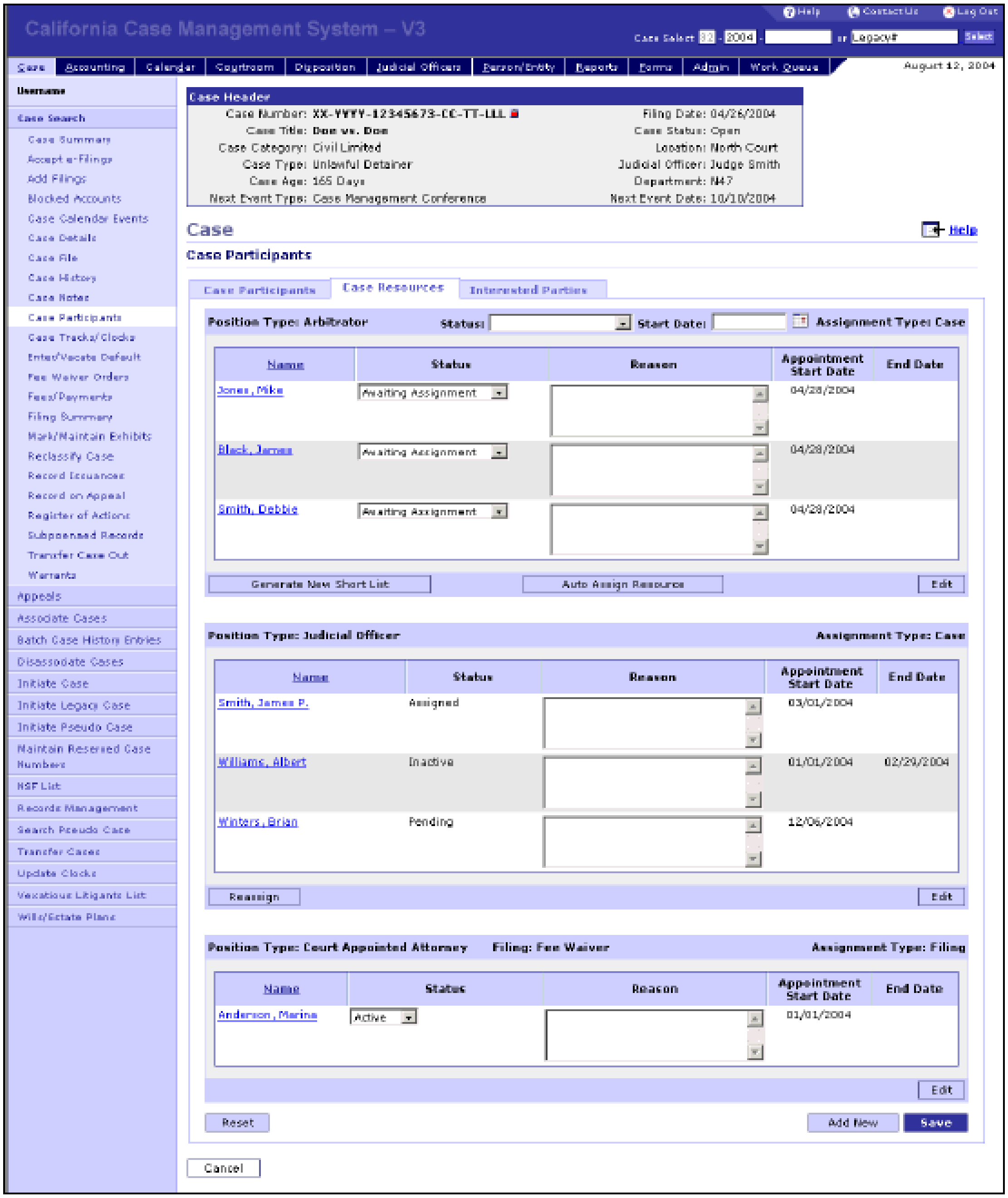
1. Select the **[Case Participants]** left navigation item.
   Result: The Case Participants screen displays.



2. Select the **[Case Resources]** tab.
   Result: The Case Resources tab highlights and displays the currently assigned case resources.



3. Select **Inactive** from the **Status** drop-down list for the resource to remove.
4. Click the **[Save]** button.
   Result: The screen refreshes with a confirmation message. The removed resource now has a read-only status of "Inactive." The system also displays an end date for this resource.



Related Links

Manage Resource Assignments Overview

Case Participants Screen

Manage Interested Parties

Manage Interested Parties Overview

Introduction

Managing interested parties involves adding, updating, and/or removing an interested party to or from a case.

These activities only affect the association of the interested party on a case. They do not change the party's person/entity profile record within the system.

About Interested Parties

An interested party is a person/entity that requests to be informed of case activities, usually through notices alerting them of scheduled case events.

Interested parties do not have a position or role to perform on a case. As a result, these parties are not case participants or court resources. Examples of interested parties may include government agencies and insurance companies.

Task Activities

Managing interested parties includes the following task activities:

- Add Interested Parties
- Update Interested Parties
- Remove Interested Parties

Additional Resources

There are no other resources related to this overview.

Related Links

Case Participants Screen

My Court Information

Add Interested Parties

Introduction

Adding an interested party to a case allows this party to monitor the progress of that case.

Identifying an Interested Party

When a Judicial Order or statute identifies a specific person/entity as a legitimate interested party on a case, you can add them to the case.

Selecting an Interested Party

Assigning an interested party to a case requires that this party have a person/entity profile in the system. You must create a profile record for the party if one does not already exist. Otherwise, you may search for and select the person/entity to add as an interested party.

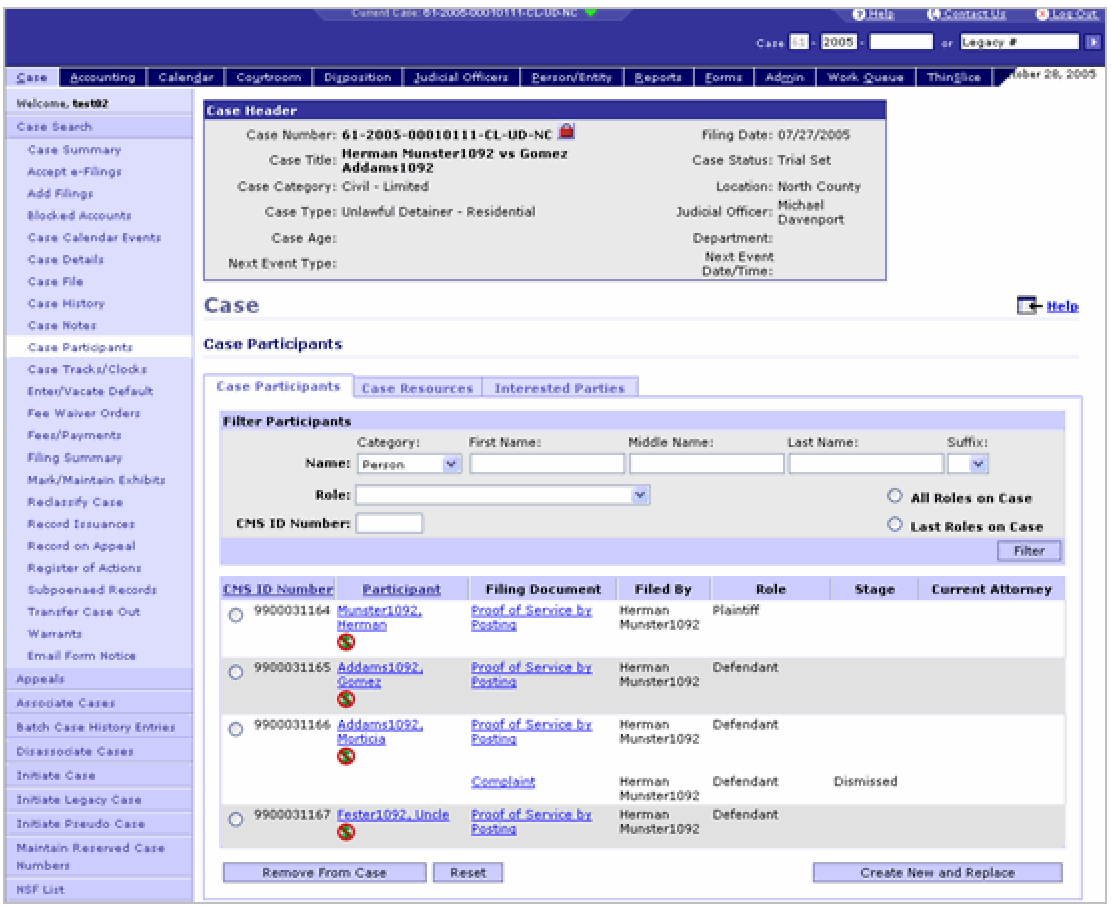
Task Activity

This activity takes place within the context of a case. It requires that you perform a case search and select the case on which to add an interested party. Refer to the Search Cases task activity for details on performing a case search.

This activity also assumes that the person/entity to select already exists in the system. Refer to the Manage Person/Entity Information section for details on adding a person/entity into the system.

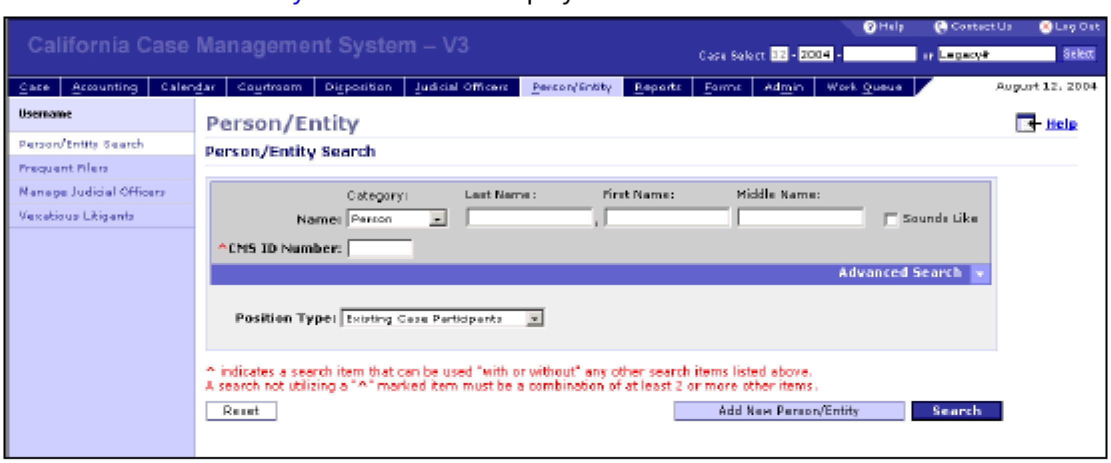
Perform the following steps to add an interested party to a case.

1. Select the **[Case Participants]** left navigation item.
   Result: The Case Participants screen displays.

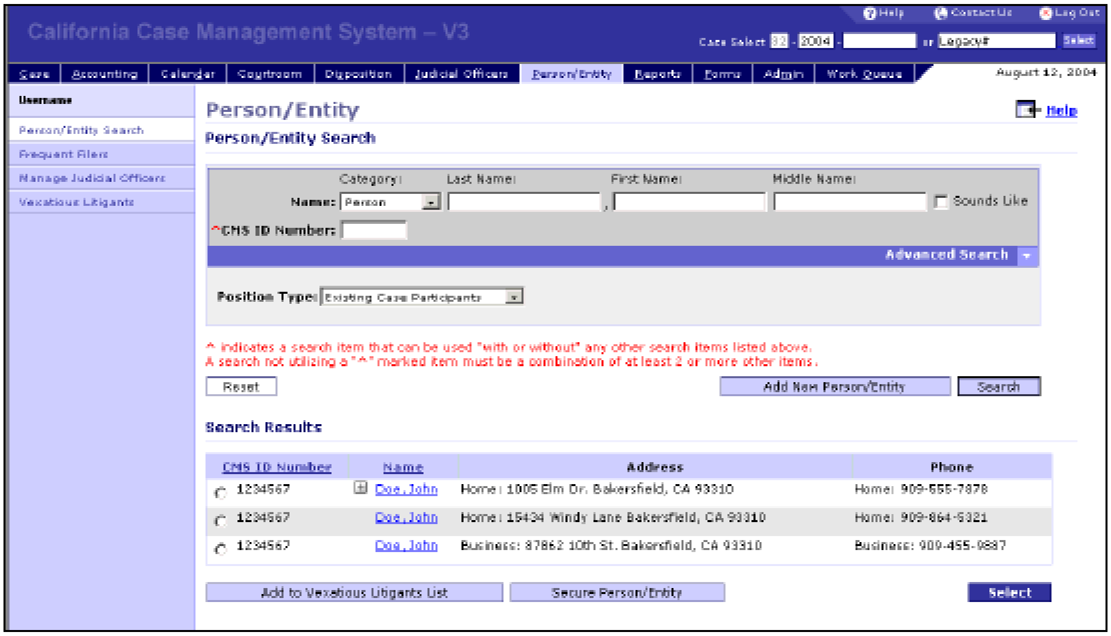


2. Select the **[Interested Parties]** tab.
   Result: The Interested Parties tab highlights.

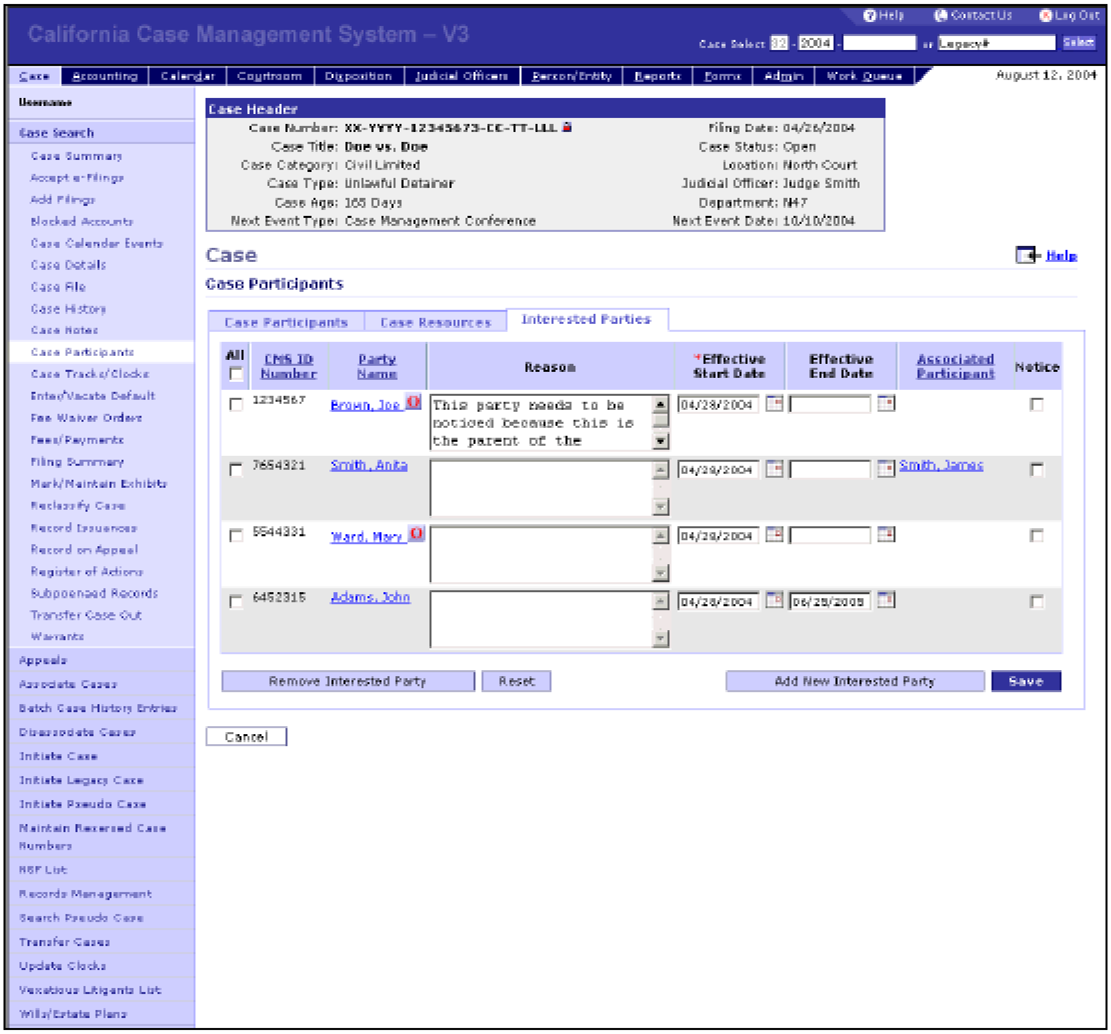
3. Click the **[Add New Interested Party]** button.
   Result: The Person/Entity Search screen displays.



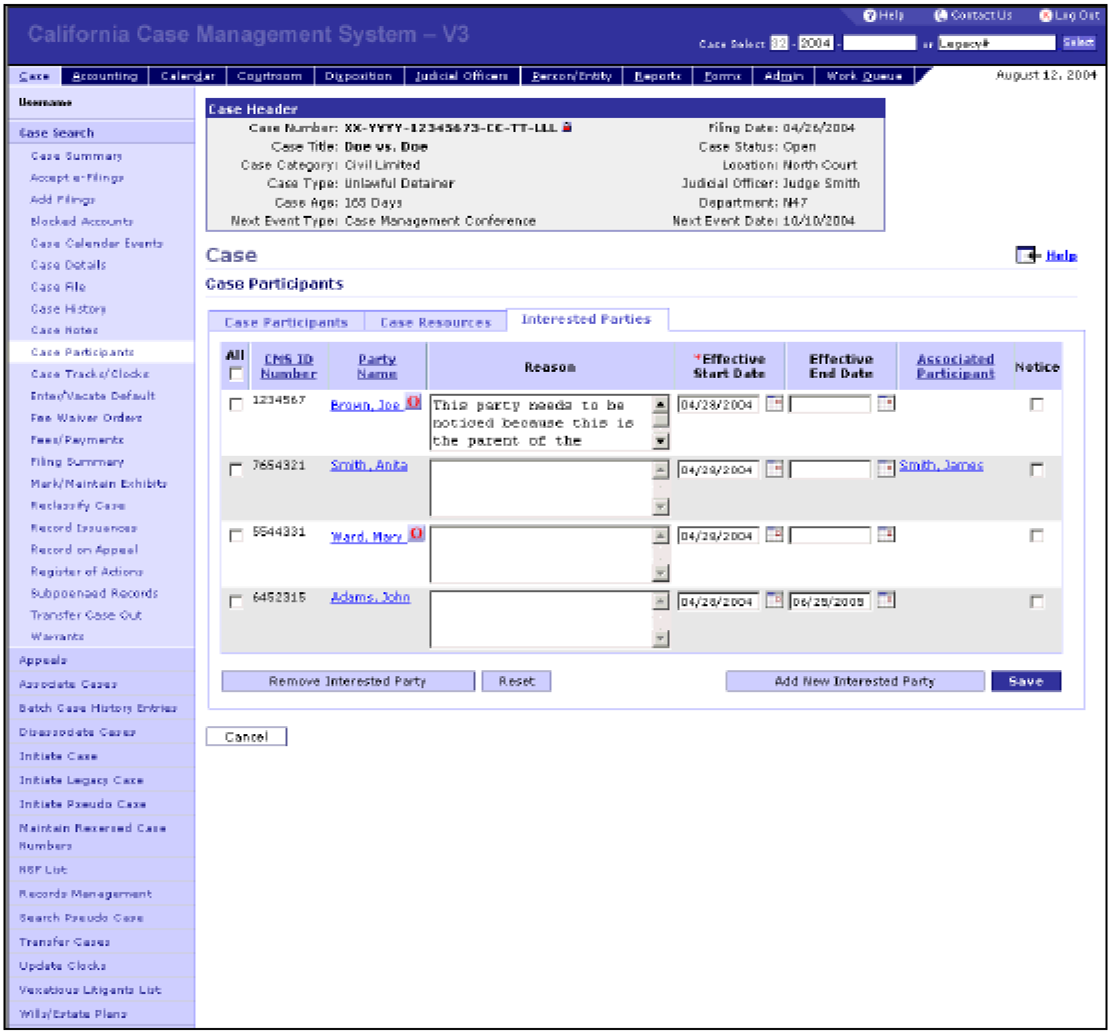
4. Enter/Select data into the necessary search parameter fields.
   NOTE Refer to the Search Person/Entity Profiles task activity for details on performing this search.
5. Click the **[Search]** button.
   Result: The screen refreshes with the search results.



6. Select the radio button of the person/entity record to add as an interested party.
7. Click the **[Select]** button.
   Result: The Case Participants screen re-displays and lists the selected person/entity CMS ID Number and name.



8. Enter an **Effective Start Date** for this interested party.
   NOTE It is also recommended that you enter a **Reason** as to why you added this party to the case.
9. Select the **[Notice]** checkbox to allow this party to receive case notices, if necessary.
   NOTE The Order should reference whether or not this party is to receive case notices. This option will mark the party as a recipient on certain forms/notices.
10. Click the **[Save]** button.
    Result: The screen refreshes with a confirmation message.



Related Links

Manage Interested Parties Overview

Case Participants Screen

Person/Entity Search Screen

My Court Information

Update Interested Parties

Introduction

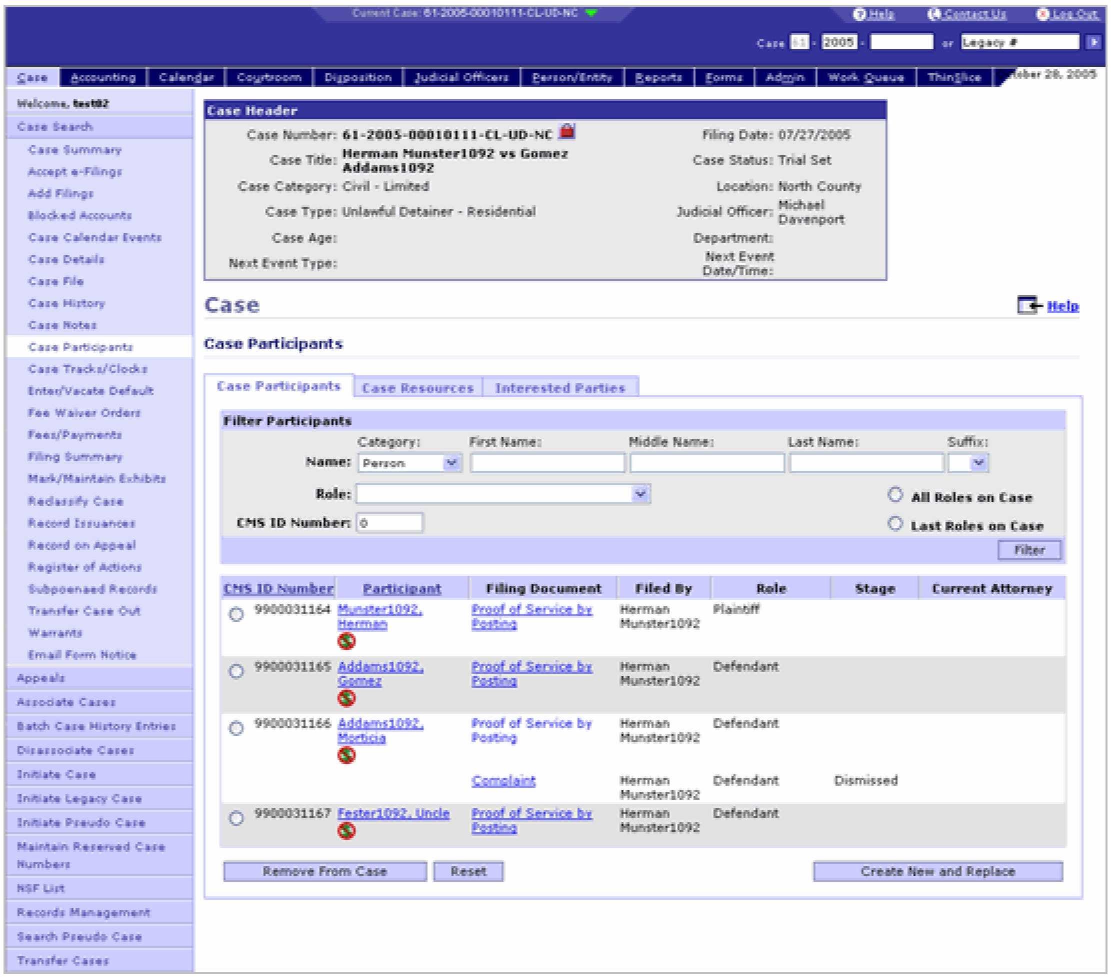
Updating an interested party changes the details of that person/entity on a given case.

This activity only allows you to add or change the interested party reason and the effective start and end dates. However, it is recommended that you do not change the start date if it is some past date.

Task Activity

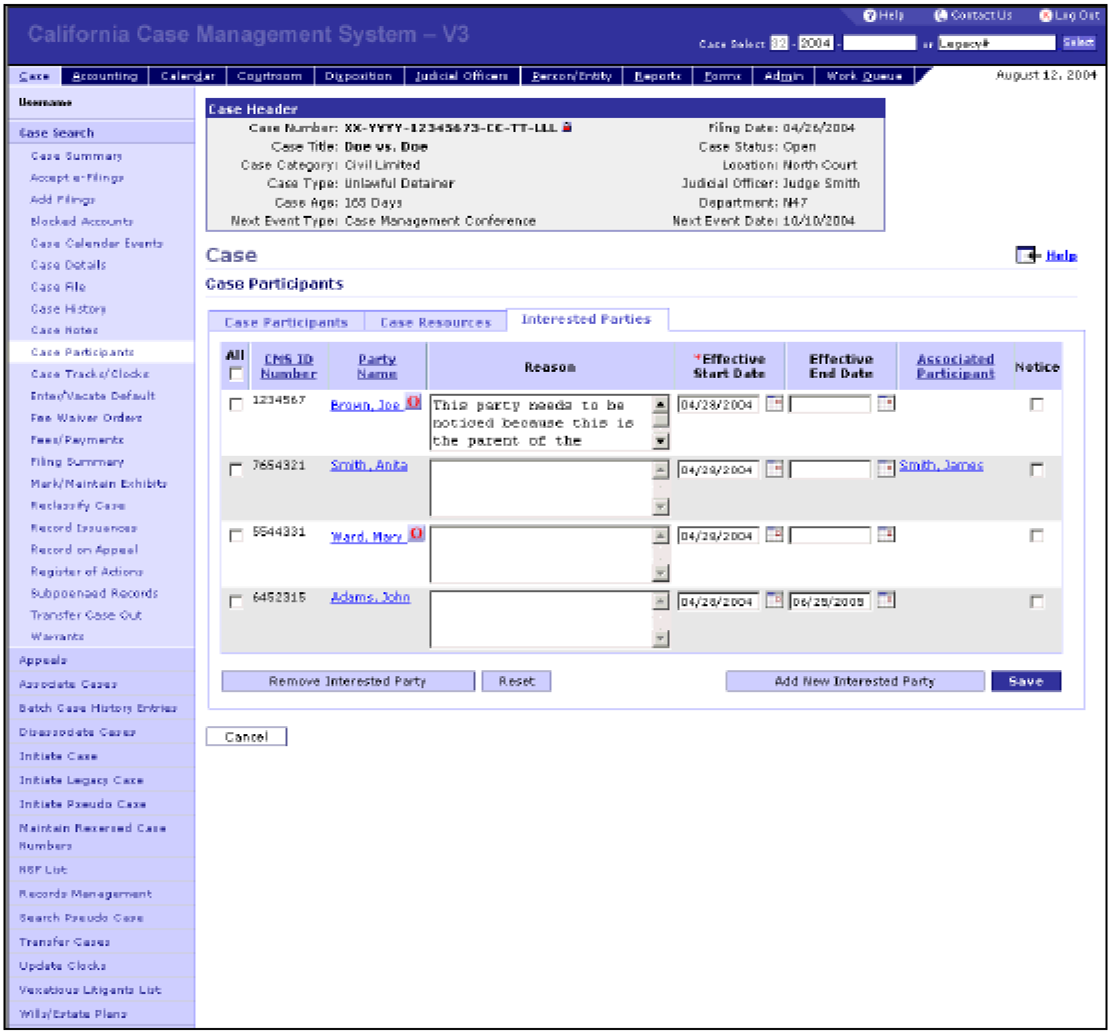
This activity takes place within the context of a case. It requires that you perform a case search and select the case on which to update an interested party. Refer to the Search Cases task activity for details on performing a case search.

1. Select the **[Case Participants]** left navigation item.
   Result: The Case Participants screen displays.



2. Select the **[Interested Parties]** tab.
   Result: The Interested Parties tab highlights.

3. Enter/Update the available fields as needed.
4. Click the **[Save]** button.
   Result: The screen refreshes with a confirmation message.



Related Links

Manage Interested Parties Overview

Case Participants Screen

My Court Information

Remove Interested Parties

Introduction

Removing an interested party from a case deletes the relationship with this party on the selected case. This activity does not delete the person/entity record for the interested party from the system.

Task Activity

This activity takes place within the context of a case. It requires that you perform a case search and select the case on which to remove an interested party. Refer to the Search Cases task activity for details on performing a case search.

Perform the following steps to remove an interested party from a case.

1. Select the **[Case Participants]** left navigation item.
   Result: The Case Participants screen displays.

2. Select the **[Interested Parties]** tab.
   Result: The Interested Parties tab highlights.

3. Select the checkboxes for the interested parties to remove from the case.
4. Click the **[Remove Interested Party]** button.
   Result: The screen refreshes with a confirmation message. The previously selected party no longer displays.

Related Links

Manage Interested Parties Overview

Case Participants Screen

Maintain Defaults

Maintain Defaults Overview

Introduction

You can enter, deny and vacate defaults against defendants and cross-defendants for a filing. The next sections of this overview will discuss:

- When and why a default may be entered against a participant associated with a filing on a case
- What will happen to a case participant when in default
- When and how to deny or vacate a default

Entering and Denying Defaults

A default can be entered against a case participant if that case participant has a role of defendant or cross defendant for a filing. Entering a default against a case participant is performed when the case participant has failed to perform the duties required by Statute or the Court. A default must be entered against a defendant/cross-defendant before a Default Judgment can be entered.

A default can be entered into the system as a result of a filing (such as the Request for Entry of Default) or through the recording Minutes from the Minute Capture Screen. A Register of Actions entry is created at the time of recording the default entry, which includes the names of the defaulted defendants/cross-defendants.

In some scenarios, when receiving the Request for Entry of Default filing from a case participant, you may determine that the Request for Entry of Default is invalid since the conditions for entering the default have not been met (see the "Conditions for Entering a Default" section below). In these scenarios, you may deny the default and provide a reason for the denial.

Conditions for Entering a Default

The Request for Entry of Default may be entered (otherwise it must be denied) against a defendant/cross-defendant on a filing only if all of the following conditions have been satisfied:

- A valid Proof of Service against the specific defendant being defaulted has been filed
- The defendant has not filed an answer
- A Summons must have been issued on the filing for which the participants are being defaulted (except in cases of amended complaints/cross-complaints)
- A default cannot be entered on the original complaint/cross-complaint once an Amended complaint/cross-complaint has been filed
- The system will verify if a motion, stipulation, or order to extend time has been filed or the selected defendant on the selected filing. For example, the system will verify whether the selected defendant has filed a demurrer on the selected filing. If one of these has occurred, then the system will display a warning message. The following Motions/Stipulations/Orders to extend time have been identified:
    - Demurrer
    - Motion to Dismiss pursuant to CCP 418.10
    - Motion to Quash Service of Summons
    - Motion to Strike
    - Motion to Transfer (CCP 396(b))
    - Stipulation and Order to Extend Time to Plead
    - Writ of Mandate
- The response time for an answer from the defendant has expired. The date for which you can enter the default will be calculated from the date of service that the individual defendant set forth in the Proof of Service as follows:

Type of Proof of Service	When Default can be Entered *
Proof of Service of 30-day Summons & Complaint – Personal	31st day after date of service
Proof of Service of 30-day Summons & Complaint – Substitute	41st day after date of mailing
Proof of Service of 5-day Summons & Complaint – Personal	6th day after date of service
Proof of Service of 5-day Summons & Complaint – Substitute	16th day after date of mailing
Proof of Service of 5-day Summons & Complaint – All unknown occupants	10th day after date of service
Proof of Service of 10-day Summons & Complaint – Personal	11th day after date of service
Proof of Service of 10-day Summons & Complaint – Substitute	21st day after date of mailing
Proof of Service by Publication	59th day after 1st date of publication
Proof of Service by Posting (non-Unlawful Detainer)	59th day after 1st date of posting
Proof of Service by Posting and Mailing (Unlawful Detainer)	16th day after date of posting and mailing
Proof of Service - Certified Mail - Out of State	41st day after date of mailing
Notice of Acknowledgement and Receipt	31st day after notice and acknowledgment signed

*If the last day to respond is a Court Holiday or Weekend, then the time to respond is extended to the next Court Day.

Entering a default for certain case types may involve additional conditions that must be satisfied, such as in the following scenarios:

- For civil cases where a summons has been issued, the original Summons or Declaration and Order of Lost Summons must be filed and the time for responding has expired.
- For Contract-Other cases, when the “Statement of Venue Required” flag is checked, then the Proof of Service of Statement of Venue must have been filed and the time for responding has expired.
- For Personal Injury and Wrongful Death cases, when the default is entered on a Complaint or Cross-complaint, proof of service for statement of damages must have been filed and the time for responding has expired.

Vacating Defaults

You can vacate a previously entered default against a defendant/cross-defendant on a case. Vacating a default against a case participant may be performed if the defaulted case participant remedies the reason for default before a Default Judgment is entered on the filing.

A default can be vacated as a result of a filing (such as an Order Setting Aside Default) or through the recording of Minutes from the Minute Capture screen. A Case History/Register of Actions entry is created at the time of recording the vacating of default, which includes the names of the defaulted defendants/cross-defendants.

Task Activities

Maintaining defaults includes the following task activities:

- Enter Default
- Deny Default
- Vacate Default

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Enter/Vacate Default Screen

Deny/Override Default Screen

Add Filing Screen

My Court Information

Enter Default

Introduction

A default can be entered against a case participant if that case participant has a role of defendant or cross defendant for a filing. Entering a default against a case participant is performed when the case participant has failed to perform the duties required by the Court. A default must be entered against a defendant/cross-defendant before a Default Judgment can be entered.

A default can be entered into the system as a result of a filing or through the recording of Minutes from the Minute Capture screen.

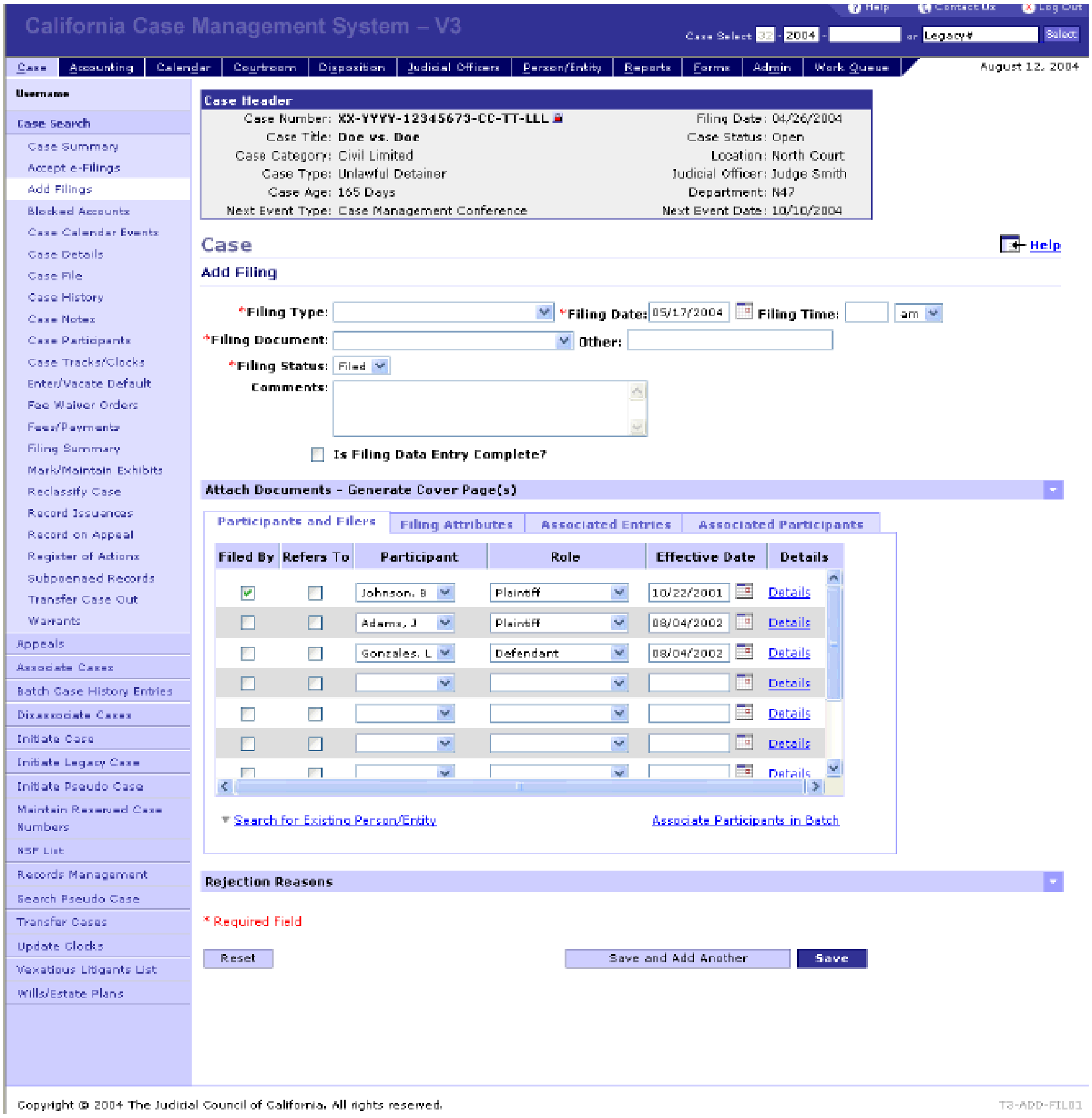
Before Entering a Default

Refer to the Maintain Defaults Overview for an explanation of the conditions that must be met in order to enter a default against a case participant. You must be in the context of a case to perform this activity. Refer to the Search Cases task activity for details on performing a case search.

Task Activity

Perform the following steps to enter a default against a defendant/cross defendant.

1. Select **[Case] > [Add Filing]**.
   Result: The Add Filing screen displays.



2. Enter/Select data for the following required fields:
   - Filing Type
   - Filing Date
   - Filing Document (select "Request for Entry of Default")
   - Filing Status

   NOTE You must enter "Request for Entry of Default" for the filing document name in order to navigate to the enter/vacate default screen. Refer to the Maintain Case Filings section for details on adding a filing to a case.

3. Click the **[Save]** button.
   Result: The Enter/Vacate Default screen displays.

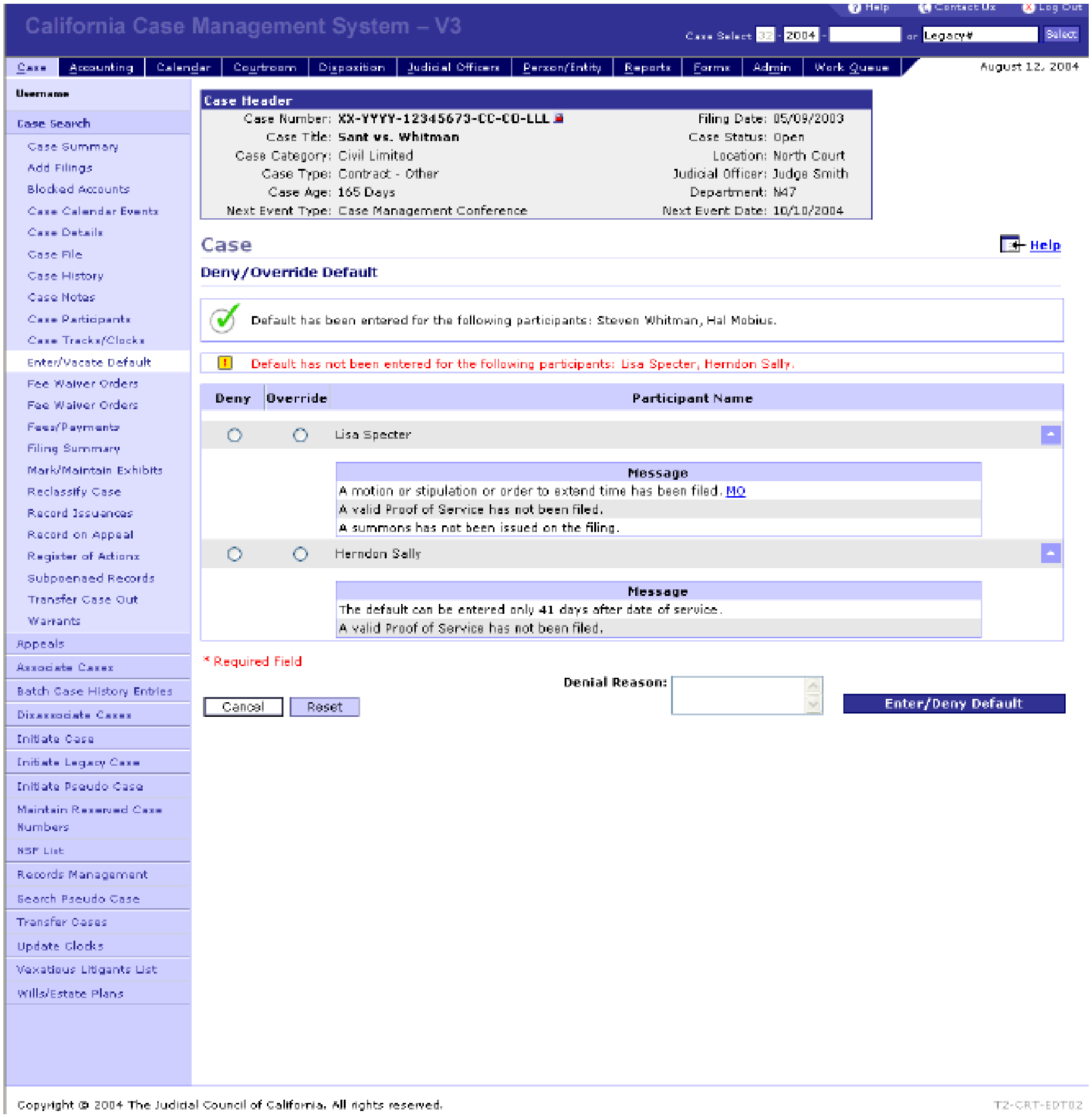
4. Enter the date the 'Request for Entry of Default' was accepted from the case participant into the **Date Default Entered/Vacated** field.
5. Select the toggle button next to the filing name for which you want to enter a default from the Pre-Disposition tab.

   Result: The Enter/Vacate Default screen displays, with an expanded view of the defendants and cross-defendants for the selected filing.

6. Select the checkboxes for the case participant(s) that you will enter a default against.
7. Click the **[Enter Default]** button.
   Result: The Deny/Override Default screen displays.

8. Select the toggle button next to the case participant to view the details regarding why the case participant is not eligible for default (none may exist).

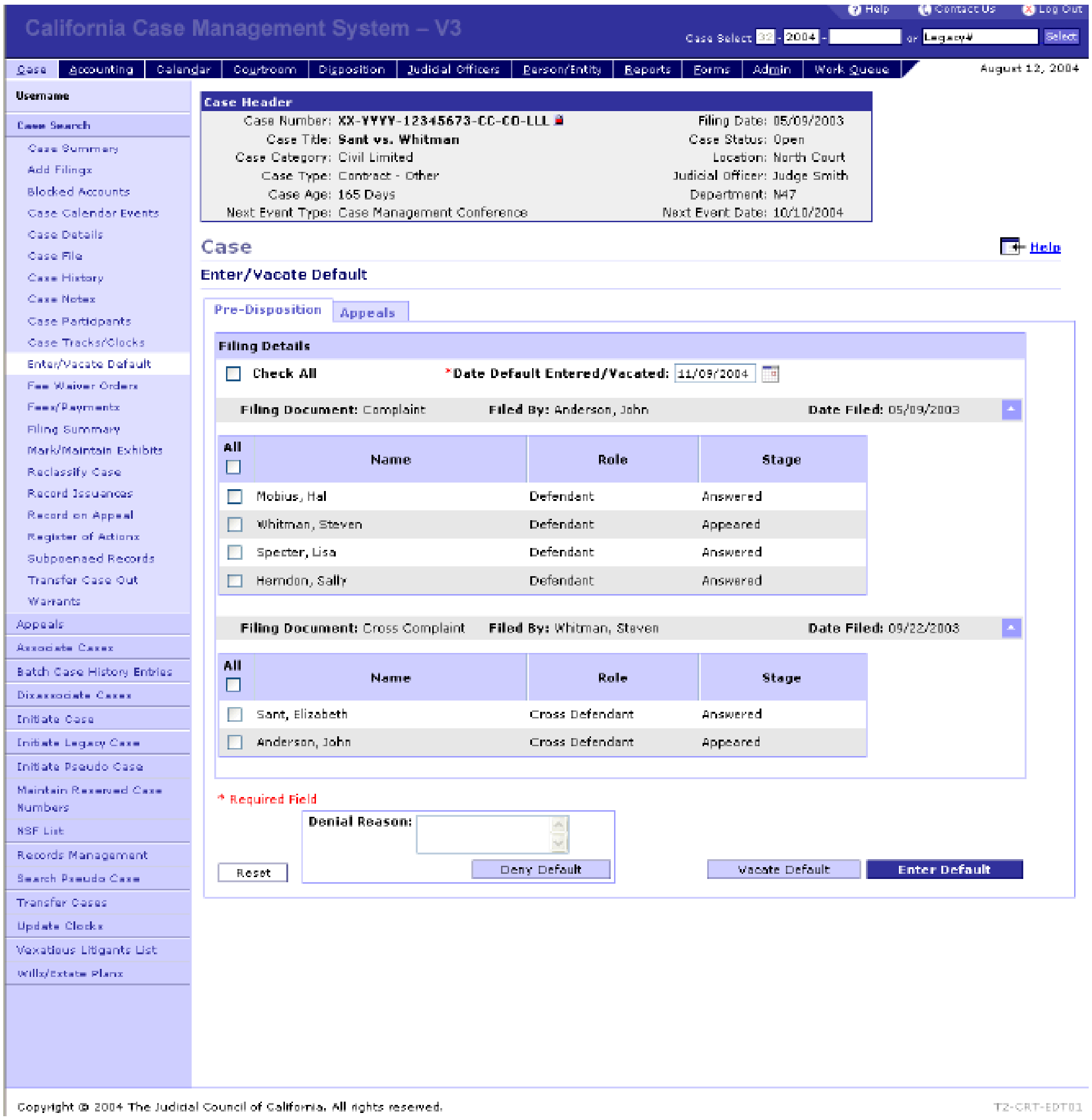
Result: The Deny/Override Default screen displays, with an expanded view of the reasons the case participant is ineligible for an entry of default.



10. Select the radio button for the participant you will enter a default against, under the "Deny" or "Override" column.

> **NOTE** It is your choice as to whether or not to override any reasons against placing the case participant in default by selecting the radio button under the "Override" column. If you determine the Request for Entry of Default filing to be invalid based on the ineligibility of the case participant for an entry of default, then select the radio button under the "Deny" column. You may override the entry of default on one case participant and deny the entry of default on a separate case participant.

10. Click the **[Enter/Deny Default]** button.
Result: The Enter/Vacate Default screen displays with a confirmation message.



Related Links

Maintain Defaults Overview

Add Filing Screen

Enter/Vacate Default Screen

Deny/Override Default Screen

My Court Information

Deny Default

Introduction

In some scenarios, when receiving the Request for Entry of Default from a case participant, you may determine that the Request for Entry of Default is invalid because the conditions for entering the Default have not been met. Refer to the "Conditions for Entering a Default" in the Maintain Defaults Overview. In these scenarios, you may choose to deny the default and provide a reason for denial.

In other instances, you may continue with entering a default against a case participant, and the system will display a message as to why the default should not be entered. Refer to the Enter Default task activity for details on this process.

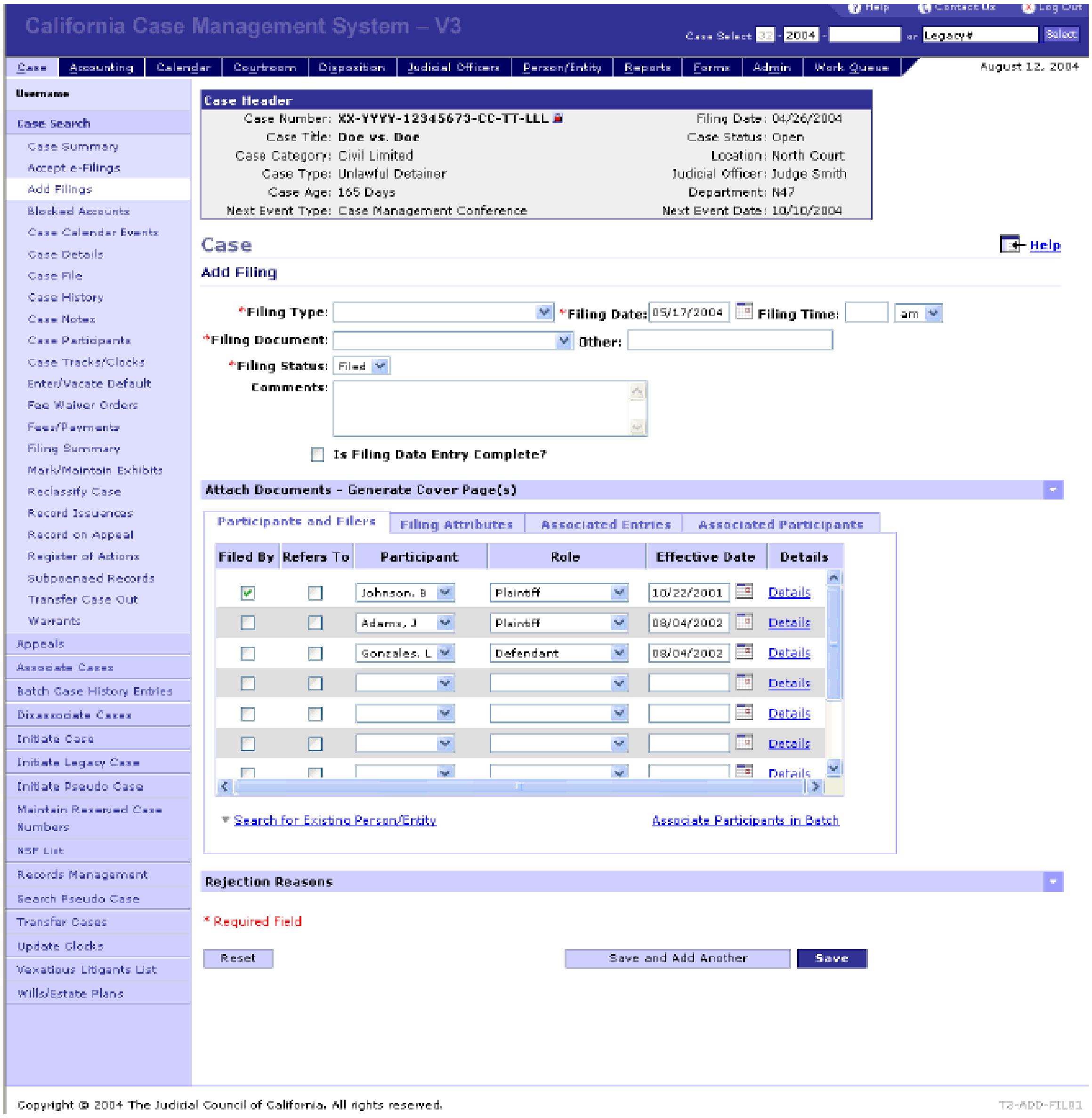
Before Denying a Default

You must be in the context of a case to perform this activity. Refer to the Search Cases task activity for details on performing a case search.

Task Activity

Perform the following steps to deny a default.

1. Select **[Case] > [Add Filing]**.
   Result: The Add Filing screen displays.

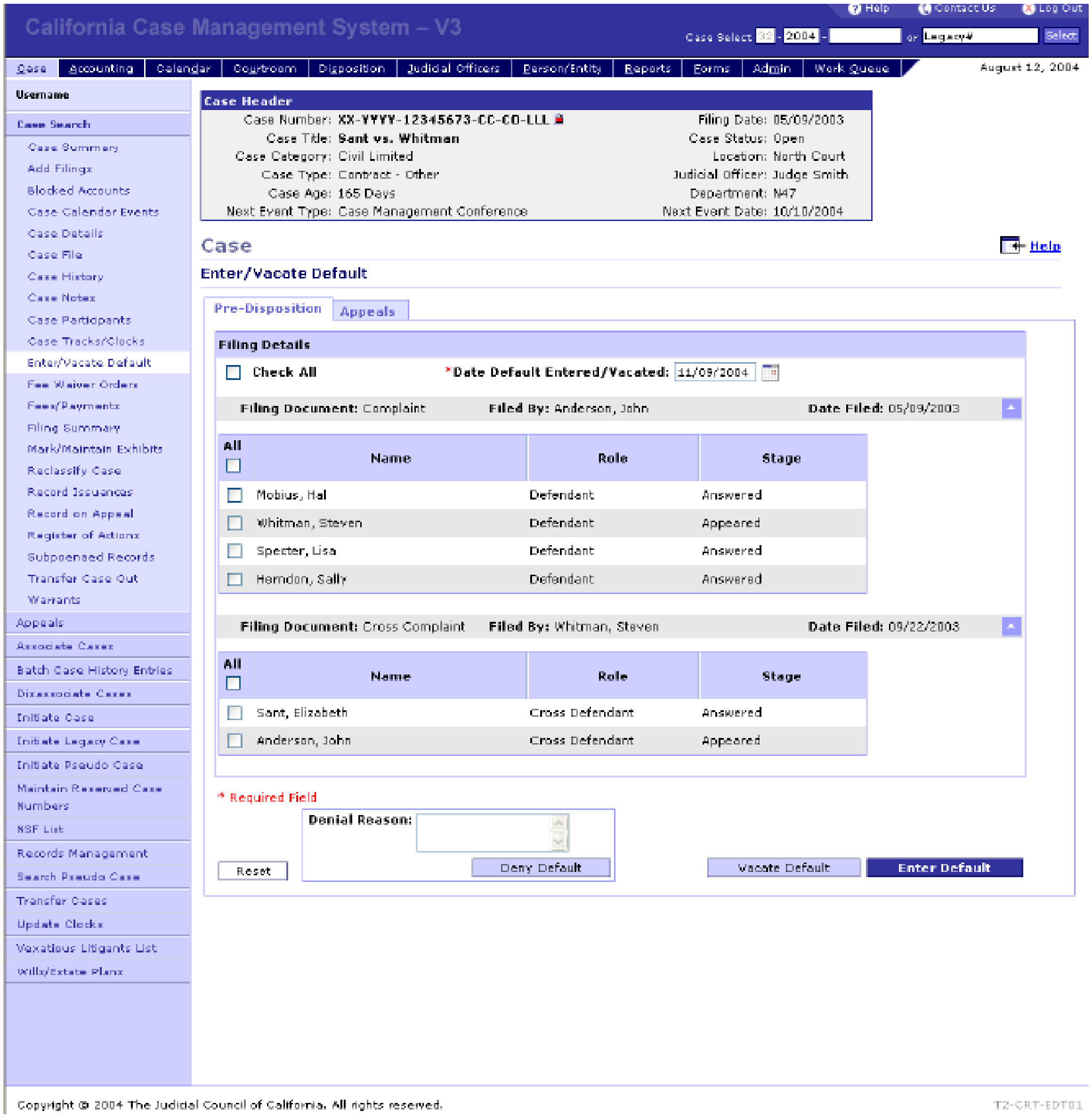


2. Enter/Select data for the following required fields:
   - Filing Type
   - Filing Date
   - Filing Document
   - Filing Status

   NOTE You must enter "Request for Entry of Default" for the filing document name in order to navigate to the enter/vacate default screen. Refer to the Maintain Case Filings section for details on adding a filing to a case.

3. Click the **[Save]** button.
   Result: The Enter/Vacate Default screen displays.

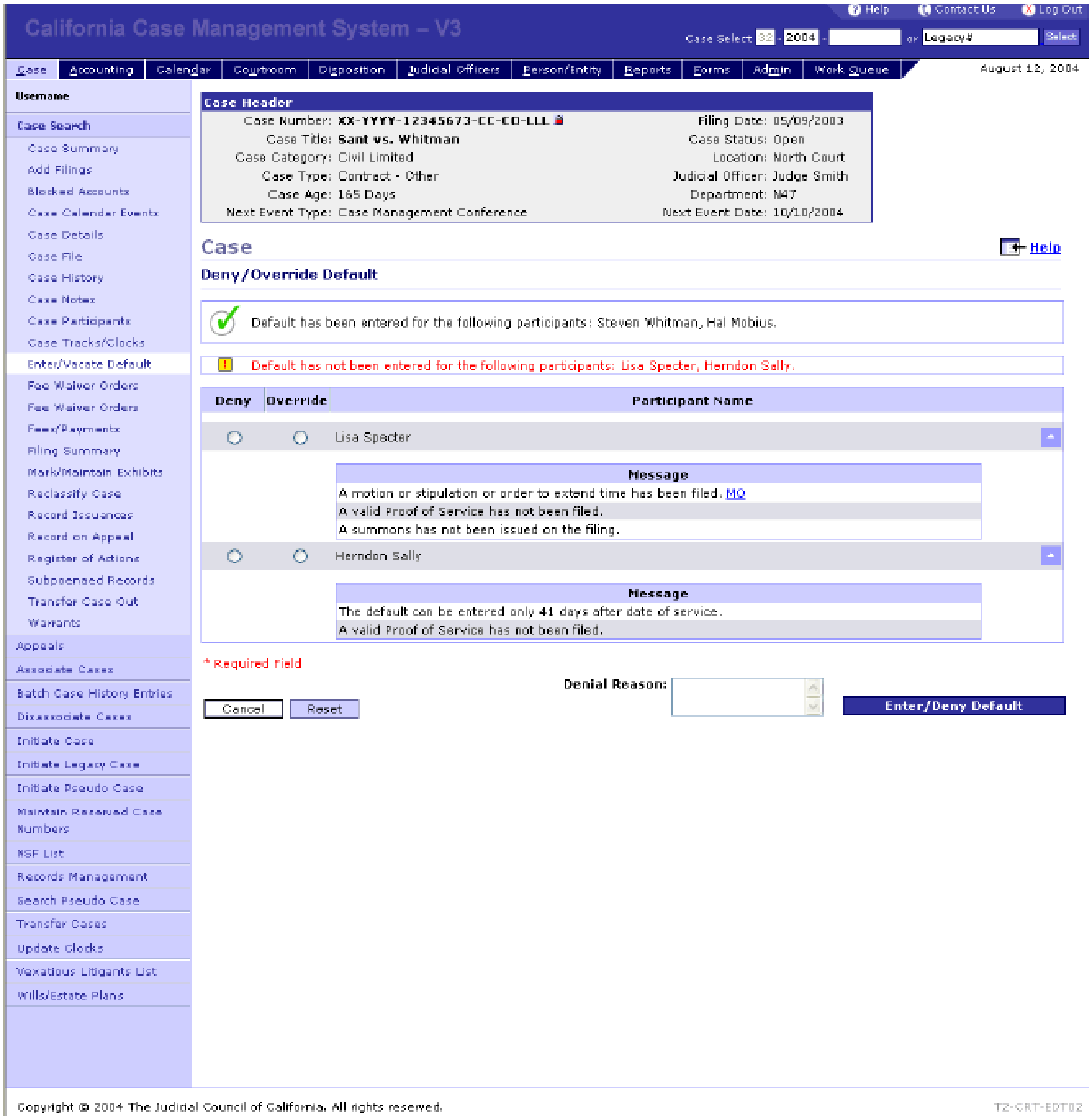
4. Enter the date the "Request for Entry of Default" was accepted from the case participant into the **Date Default Entered/Vacated** textbox.
5. Select the toggle button next to the filing name for which you want to deny a default from the Pre-Disposition tab.
   Result: The Enter/Vacate Default screen displays, with an expanded view of the defendants and cross-defendants for the selected filing.



6. Select the checkboxes for the case participant(s) for which the default will be denied.

   NOTE You can enter the reason for the denial of the entry of default into the **Denial Reason** textbox. The denial reason will be listed in the "Notice to Filing Party" form, which notices the list of participants related to the filing for which the entry of default was requested and then denied.

7. Click the **[Deny Default]** button.
   Result: The Enter/Vacate Default screen displays with a confirmation message. Also, the "Notice to Filing Party" form is generated, which may be printed and mailed to the required case participants.



Related Links

Maintain Defaults Overview

Add Filing Screen

Enter/Vacate Default Screen

My Court Information

Vacate Default

Introduction

You can vacate a previously entered default against a defendant/cross-defendant on a case. Vacating a default against a case participant may be performed if the defaulted case participant remedies the reason for default before a Default Judgment is entered on the filing.

A default can be vacated as a result of a filing or through the recording of Minutes from the Minute Capture screen.

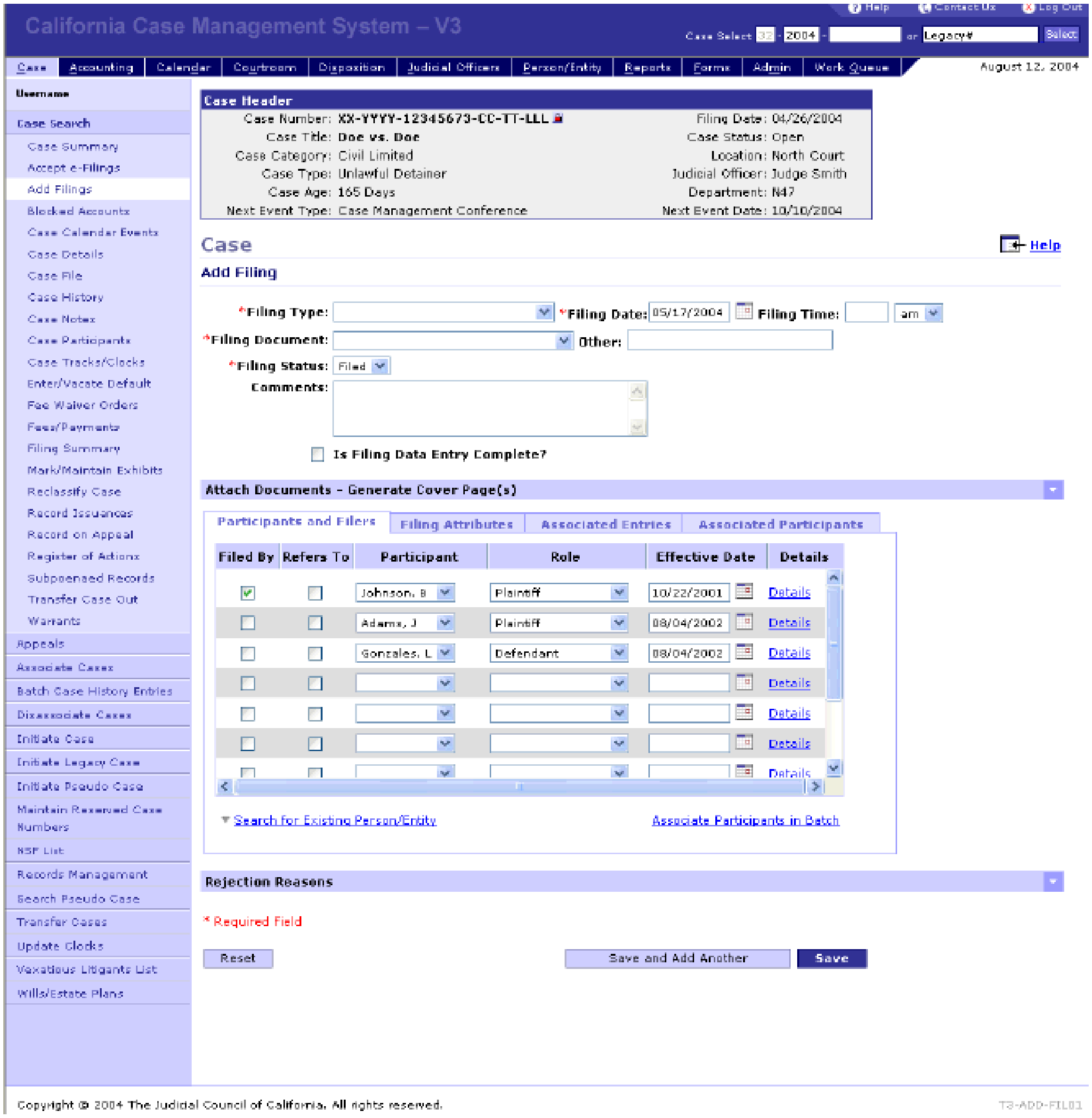
Before Vacating a Default

You must be in the context of a case to perform this activity. Refer to the Search Cases task activity for details on performing a case search.

Task Activity

Perform the following steps to vacate a default.

1. Select **[Case] > [Add Filing]**.
   Result: The Add Filing screen displays.



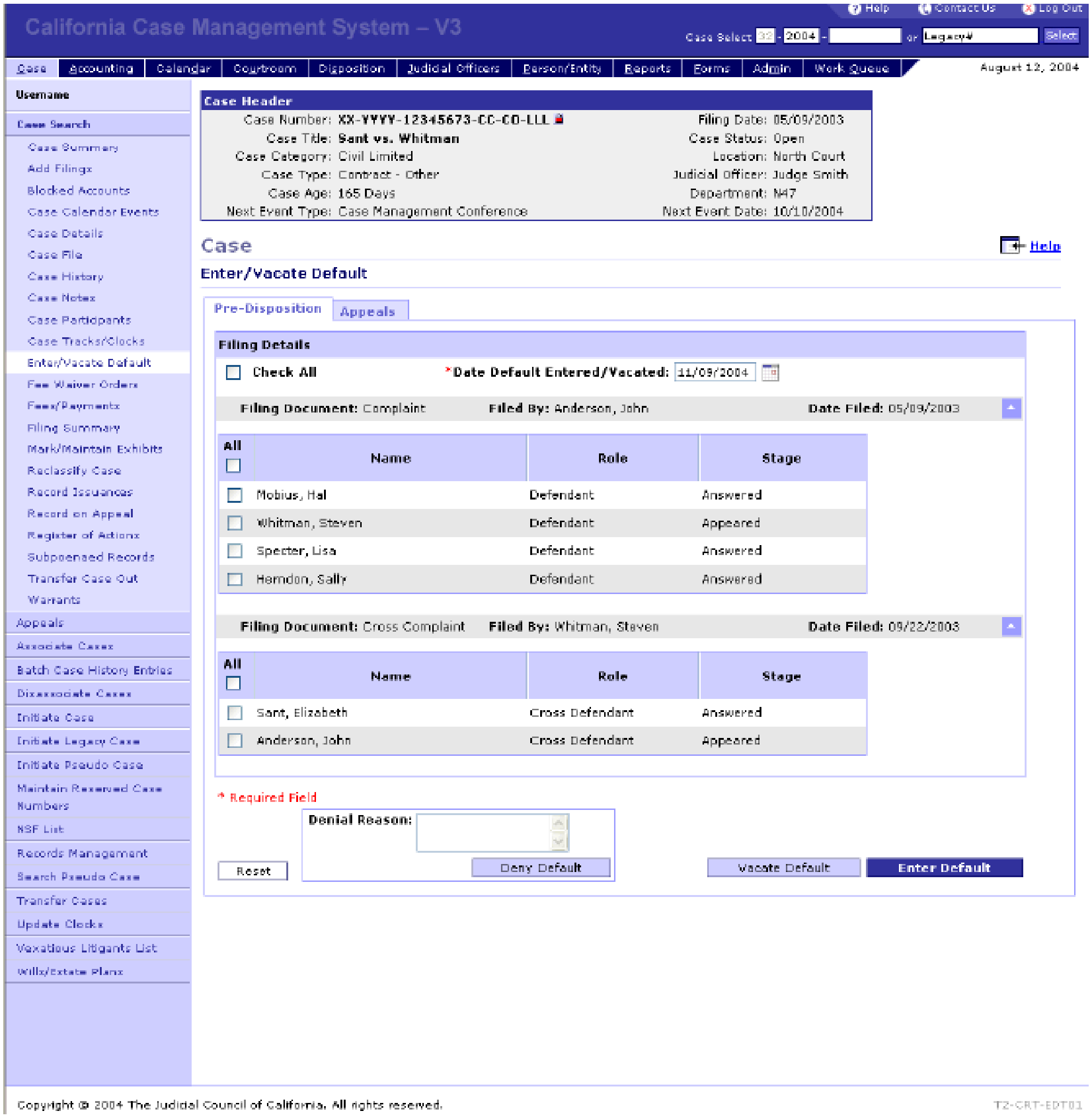
2. Enter/Select data for the following required fields:
   - Filing Type
   - Filing Date
   - Filing Document (select "Order Setting Aside Default")
   - Filing Status

   NOTE You must enter "Order Setting Aside Default" for the filing document name in order to navigate to the enter/vacate default screen. Refer to the Maintain Case Filings section for details on adding a filing to a case.

3. Click the **[Save]** button.
   Result: The Enter/Vacate Default screen displays.

4. Enter the date the "Order Setting Aside Default" was accepted from the case participant into the **Date Default Entered/Vacated** textbox.
5. Select the toggle button next to the filing name for which you want to vacate a default from the Pre-Disposition tab.

Result: The Enter/Vacate Default screen displays, with an expanded view of the defendants and cross-defendants for the selected filing.



7. Select the checkboxes for the case participant(s) for which a default will be vacated.

8. Click the **[Vacate Default]** button.

Result: The Enter/Vacate Default screen displays with a confirmation message.

Related Links

Maintain Defaults Overview

Add Filing Screen

Enter/Vacate Default Screen

Maintain Fee Waiver Order

Maintain Fee Waiver Order Overview

Introduction

Maintaining Fee Waiver Orders describes the process of recording an order on a fee waiver or fee waiver for additional fees when submitted by a case participant. Case participants can file a "Fee Waiver" application to reduce or entirely waive a their costs associated with a case. In addition, case participants may file an application for fee waiver specifically to cover subsequent fees that are assessed as the case progresses. A fee waiver order can be made by a clerk or a Judicial Officer.

You can record a fee waiver order at the time of filing the fee waiver application. If you do not have the authority to grant the application, then the application will be sent to a work queue for review by a Judicial Officer. Once the Judicial Officer rules on the application, you can enter the order into the system.

Once a ruling is made on the application, the applicable fee statuses will be updated. The fee waiver information will then be used when creating new fees for the fee waiver applicant.

Granting and Denying Fee Waivers

The application for fee waiver and waiver for additional fees can be:

- Granted in Whole / by operation of law
- Granted in Part
- Denied in Part
- Denied in Whole

Fees that can be waived by the fee waiver are displayed based on the type of application, in order to waive the initial fees for the case or the additional fees for a case.

If granted in part, you will have the ability to specify what has been granted to be waived. You also have the ability to specify whether the associated fees can be completely waived or if only a certain percentage of the fees can be waived.

If denied in whole or part, you will have the ability to specify the reasons for denial.

Fee Waiver Case Clocks

If no order is made on the fee waiver application within five court days, then the fee waiver application will drop from the Judicial Officer's work queue and a task will be created in another work queue designed to grant the fee waiver by operation of law.

When a fee waiver is denied, a ten-day case clock will be started for the payment of the fees associated with the fee waiver. If a payment is made, then the clock will be stopped. However, if the clock expires (since no payment is made), then the filings associated with the fees will be put into a work queue so that the filings can be voided.

Scheduling Fee Waiver Events to Review Financial Status or Resolve Conflicts

You or a Judicial Officer can determine that a hearing must be scheduled in order to resolve conflicts (if the application is granted in part or denied) or schedule a hearing to review the financial status of the applicant (if the application is granted). The Fee Waiver Order functionality supports the ability to schedule these hearings.

Impact of Fee Waiver Orders on Fees

If a fee waiver is granted in whole or granted by operation of law for the application for fee waiver of court fees and costs, then the balance due of all fees with a status of "Pending Waiver" associated with the fee waiver applicant will be automatically adjusted to a fee amount of zero, and the fee status will be set to "Waived."

If the fee waiver is granted in part and only a specific percentage of the fee amount has been waived, then the balance due for all fees with a status of "Pending Waiver" associated with the fee waiver applicant will be automatically adjusted to the new applicable amount and the fee status will be set to "Partially Waived." A "Partially Waived" status means that only a percentage of the fee amount is due.

The status of the other fees not associated with the fee waiver will be set to "Due." If a fee waiver is denied, the fee status will be changed from "Pending Waiver" to "Due."

You have the ability to create payment plans for fees that become "due" or that are "partially waived," based on the resulting fee waiver order.

Task Activities

Maintaining Fee Waiver Orders includes the following task activities:

- Record Fee Waiver Order
- Schedule Event to Review Financial Status-Resolve Conflict

Additional Resources

Other items related to this overview include the following:

- Business Rules
- Forms/Notices/Reports

Related Links

Record Fee Waiver Order Screen

Maintain Fee Waiver Order Screen

Add Filing Screen

My Court Information

Record Order on a Fee Waiver

Introduction

You record an order on a fee waiver at the time of filing the fee waiver application or as the result of a Judicial Officer's review. If you do not have the authority to grant the application, then the application will be sent to a work queue for review and the order will be generated by a Judicial Officer. Once the Judicial Officer rules on the application, you can enter the order into the system.

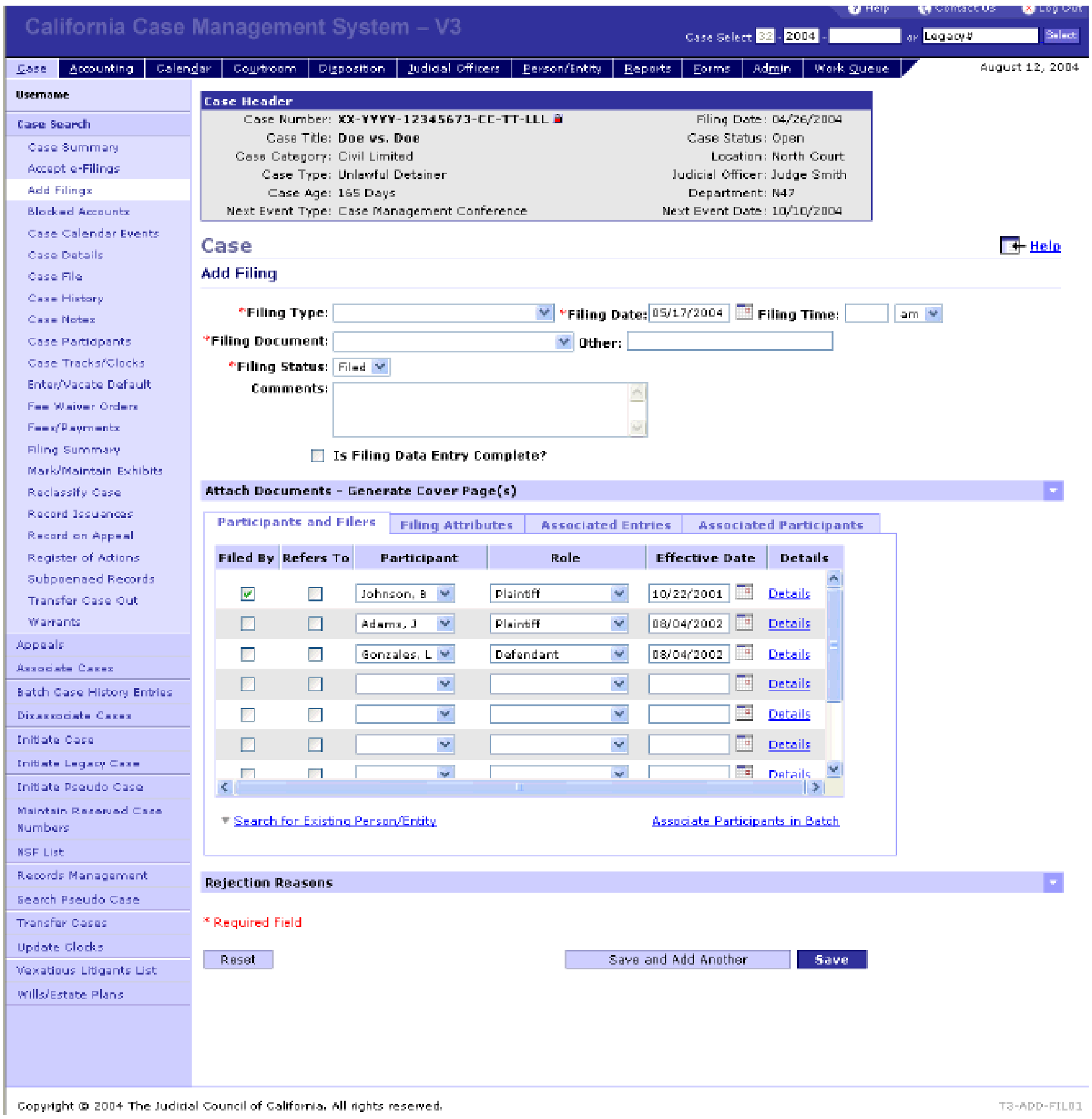
Before Recording an Order on a Fee Waiver

This activity takes place within the context of a case. It is assumed that you have performed a case search and selected the case on which to record a fee waiver order. Refer to the Search Cases task activity for details on performing a case search.

Task Activity

Perform the following steps to record an order on a fee waiver application.

1. Select **[Case] > [Add Filing]**.
   Result: The Add Filing screen displays.

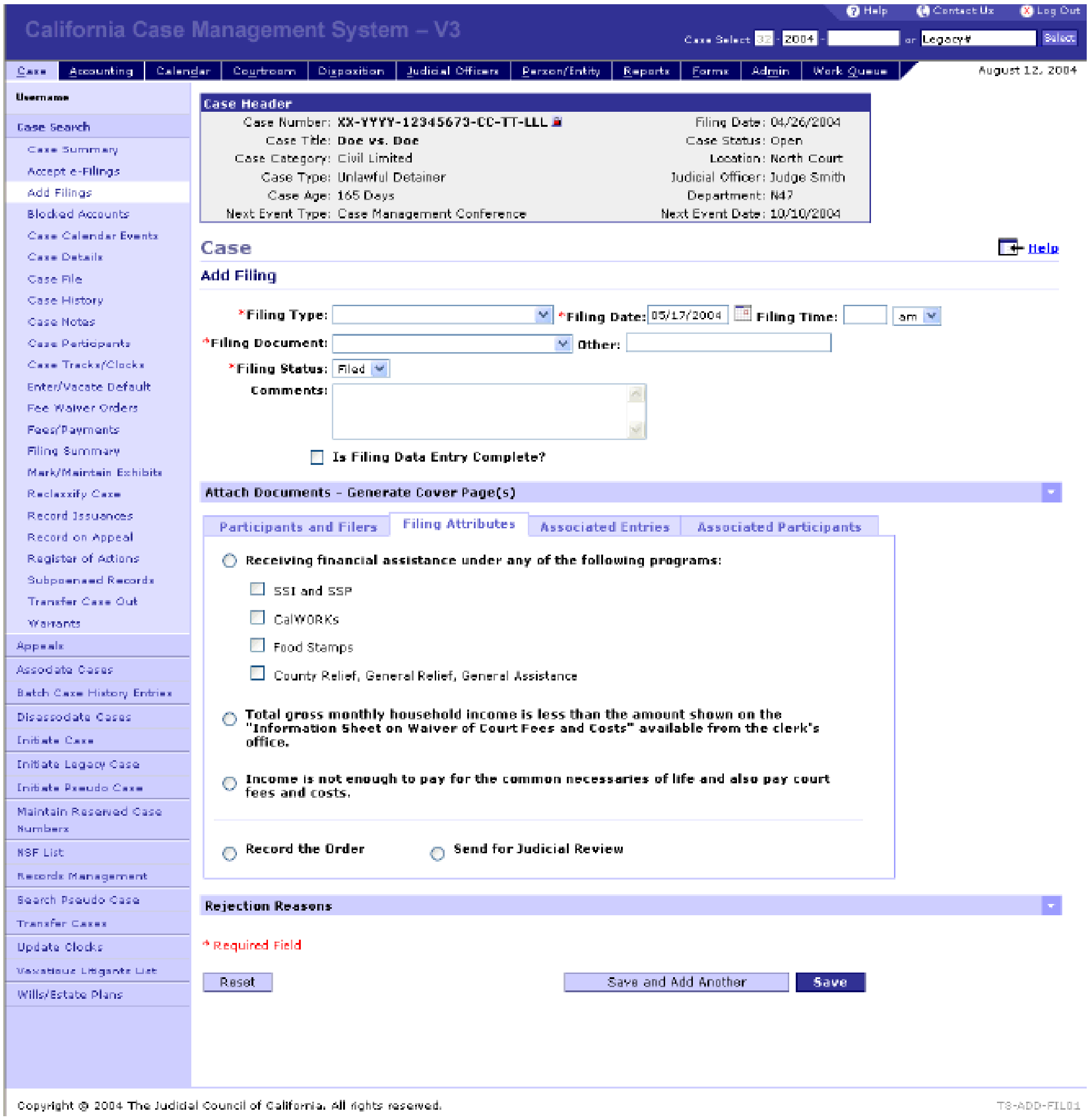


2. Enter/Select data for the following required fields:
   - Filing Type

- Filing Date
- Filing Document (select "Fee Waiver Application" or "Application to Waive Additional Fees")
- Filing Status

NOTE The document must be a "Fee Waiver Application" or an "Application to Waive Additional Fees and Court Costs" in order to record an order on the fee waiver.

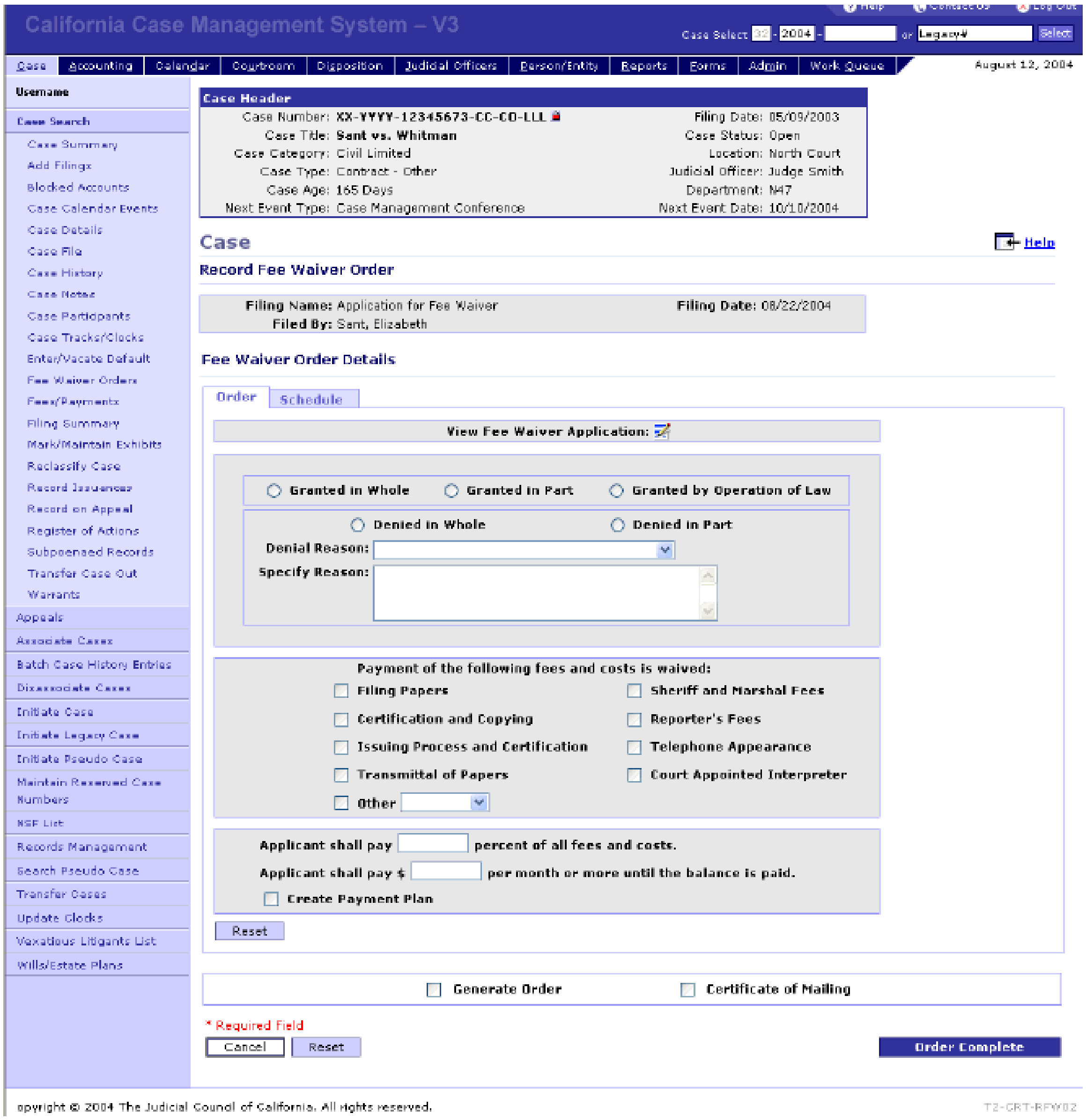
3. Select the **[Filing Attributes]** tab.
   Result: The Filing Attributes tab highlights and displays the appropriate information.



4. Select the radio button for a reason the applicant is eligible for an order to waive fees.
5. Select the radio button for the "Record Order" option if you want to record the fee waiver immediately following the acceptance of the filing. Otherwise, select the "Send for Judicial review" option if a Judicial Officer must review the fee waiver application before entering the order.

6. Click the **[Save]** button.
   Result: The Maintain Fee Waiver Order screen displays.

7. Select the radio button for the fee waiver application for which you will enter the order.
8. Click the **[Select]** button.
   Result: The Record Fee Waiver Order screen displays.



9. Enter/Select data for the necessary fields.

   NOTE If the fee waiver application has been imaged and stored in the document management system, an icon for the fee waiver application is visible next to the label to "View Fee Waiver Application." Selecting this icon will render an electronic version of the fee wavier application for your review.

   NOTE Select the radio button for the "Granted by Operation of Law" option if an order has not been recorded on the fee wavier application for a period greater than five days.

   If you choose to deny a fee wavier application, select the "Denied in Whole" or "Denied in Part" option and select a reason from the drop-down box or enter the reason in the "Specify Reason" text area.

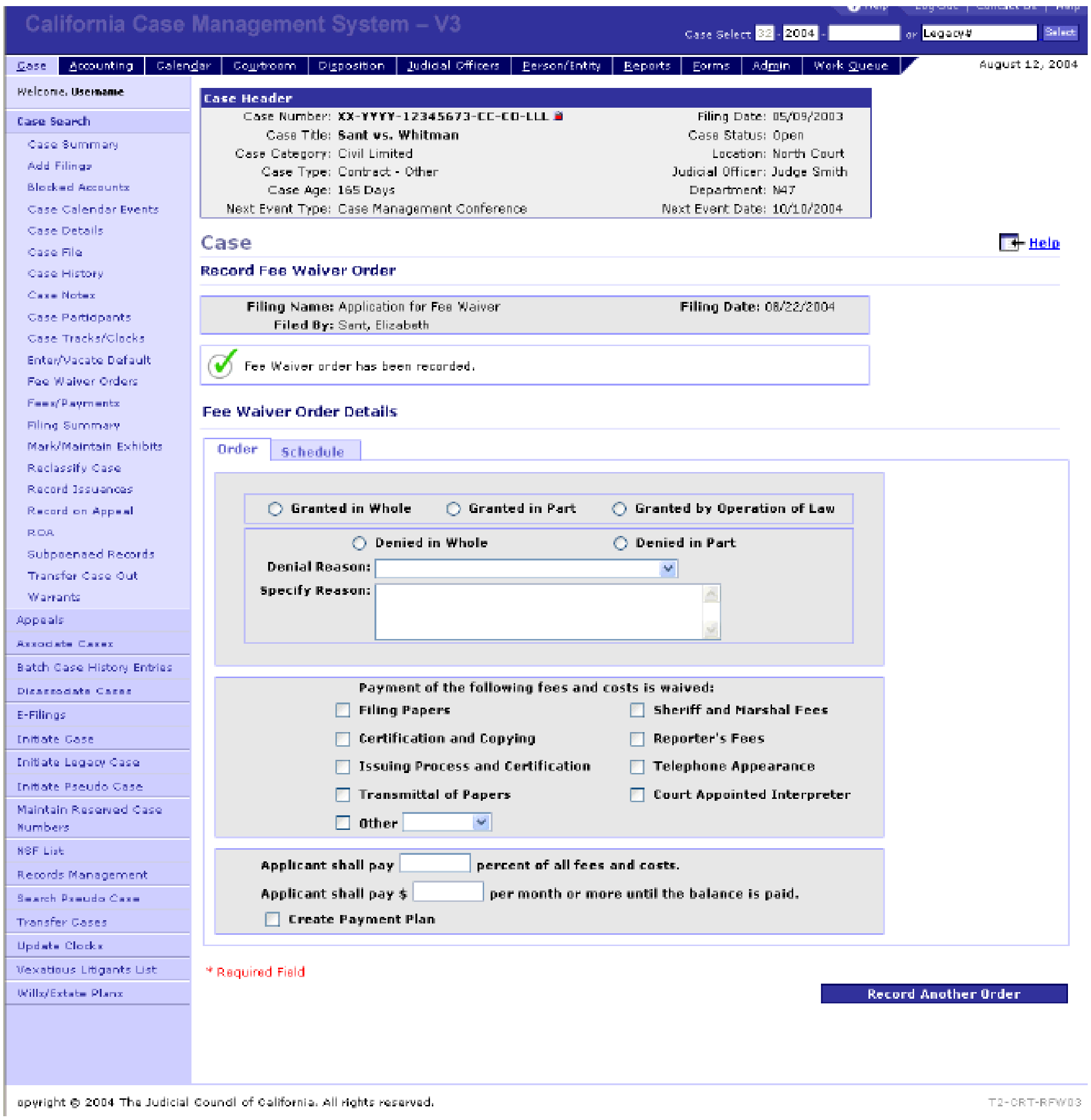
NOTE You can select the specific types of fees may be waived by selecting the **[checkbox]** to the left of the corresponding fees. If the fee waiver covers all fee categories and types, select every checkbox in this section of the order.

NOTE You or a Judicial Officer may determine that all fees that are pending waiver must be paid, but only for an adjusted amount. In this case, enter the adjustment percentage but do not enter a "%" symbol in the field.

NOTE Alternatively, you may determine that all fees must be paid, but will be paid over a period of time. In this case, you may specify a total dollar amount to be paid each month and select the **[checkbox]** to the left of "Create Payment Plan."

NOTE Select the checkboxes for the "Generate Order" and/or "Certificate of Mailing" options to generate the Order and Certificate of Mailing forms when the transaction completes.

10. Click the **[Order Complete]** button.
Result: The Record Fee Waiver Order Confirmation screen displays.



Related Links

Fee Waiver Order Overview

Add Filing Screen

Maintain Fee Waiver Order Screen

Record Fee Waiver Order Screen

My Court Information

Schedule Event to Review Financial Status or Resolve Conflict

Introduction

You or a Judicial Officer may determine that a hearing must be scheduled in order to resolve conflicts associated with the fee waiver application (if the application is granted in part/denied) or schedule a hearing to review the financial status of the applicant (if the application is granted). The Fee Waiver Order functionality supports the ability to schedule these hearings for a specific place and time.

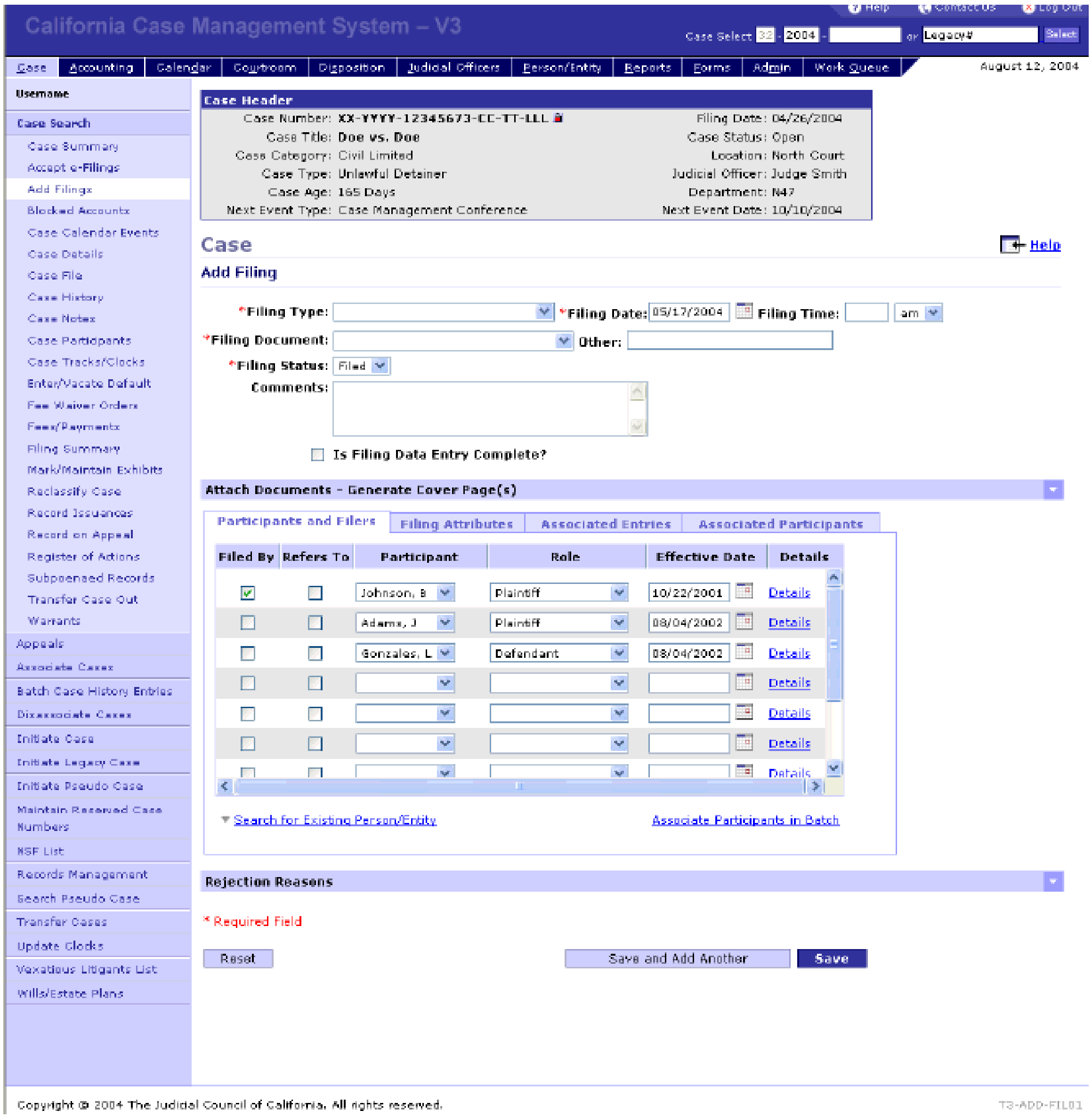
Before Scheduling an Event to Review Financial Status or Resolve Conflict

This activity takes place within the context of a case. It is assumed that you have performed a case search and selected the case on which to schedule an event to review financial status or resolve conflict. Refer to the Search Cases task activity for details on performing a case search.

Task Activity

Perform the following steps to schedule an event to review the financial status or resolve conflicts regarding a case participant's fee waiver application.

1. Select **[Case] > [Add Filing]**.
   Result: The Add Filing screen displays.

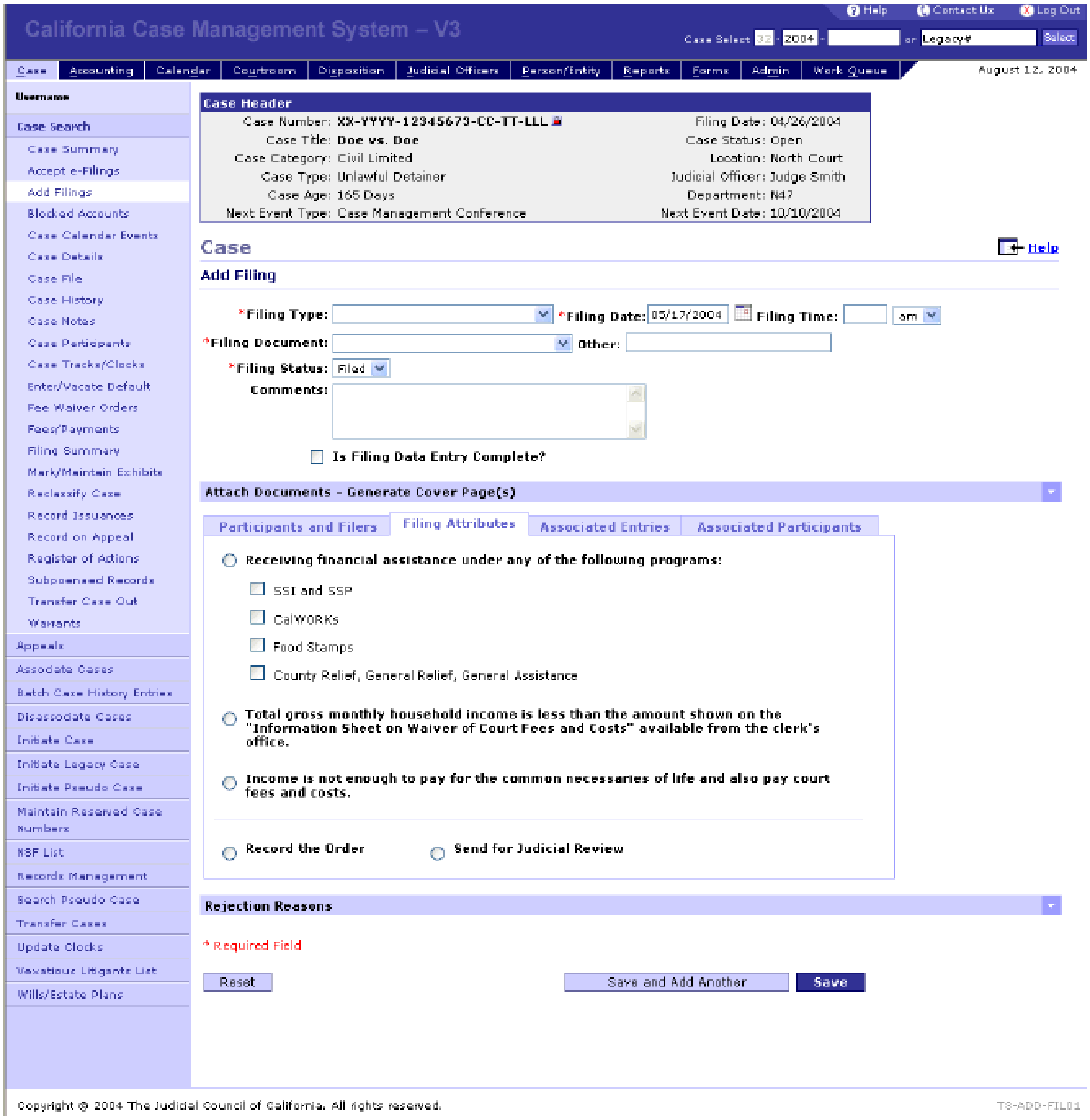


2. Enter/Select data for the following required fields:

   - Filing Type
   - Filing Date
   - Filing Document (select "Fee Waiver Application" or "Application to Waive Additional Fees and Court Costs")
   - Filing Status

   NOTE The document must be a "Fee Waiver Application" or an "Application to Waive Additional Fees and Court Costs" in order to record an order on the fee waiver.

3. Select the **[Filing Attributes]** tab.
   Result: The Filing Attributes tab highlights and displays the appropriate information.


California Case Management System – V3
Help
Contact Us
Log Out
Case Select
2004
or
Legacy#
Select
Case
Accounting
Calendar
Courtroom
Disposition
Judicial Officers
Person/Entity
Reports
Forms
Admin
Work Queue
August 12, 2004
Username
Case Search
Case Summary
Accept e-Filings
Add Filings
Blocked Accounts
Case Calendar Events
Case Details
Case File
Case History
Case Notes
Case Participants
Case Tracks/Clocks
Enter/Vacate Default
Fee Waiver Orders
Fees/Payments
Filing Summary
Mark/Maintain Exhibits
Reclassify Case
Record Issuances
Record on Appeal
Register of Actions
Subpoenaed Records
Transfer Case Out
Warrants
Appeals
Associate Cases
Batch Case History Entries
Disassociate Cases
Initiate Case
Initiate Legacy Case
Initiate Pseudo Case
Maintain Reserved Case Numbers
NSF List
Records Management
Search Pseudo Case
Transfer Cases
Update Clocks
Vexatious Litigants List
Wills/Estate Plans
Case Header
Case Number: XX-YYYY-12345673-CC-TT-LLL
Filing Date: 04/26/2004
Case Title: Doe vs. Doe
Case Status: Open
Case Category: Civil Limited
Location: North Court
Case Type: Unlawful Detainer
Judicial Officer: Judge Smith
Case Age: 165 Days
Department: N47
Next Event Type: Case Management Conference
Next Event Date: 10/10/2004
Case
Help
Add Filing
*Filing Type:
*Filing Date: 05/17/2004
Filing Time:
am
*Filing Document:
Other:
*Filing Status: Filed
Comments:
Is Filing Data Entry Complete?
Attach Documents - Generate Cover Page(s)
Participants and Filers
Filing Attributes
Associated Entries
Associated Participants
Receiving financial assistance under any of the following programs:
SSI and SSP
CalWORKs
Food Stamps
County Relief, General Relief, General Assistance
Total gross monthly household income is less than the amount shown on the "Information Sheet on Waiver of Court Fees and Costs" available from the clerk's office.
Income is not enough to pay for the common necessaries of life and also pay court fees and costs.
Record the Order
Send for Judicial Review
Rejection Reasons
* Required Field
Reset
Save and Add Another
Save
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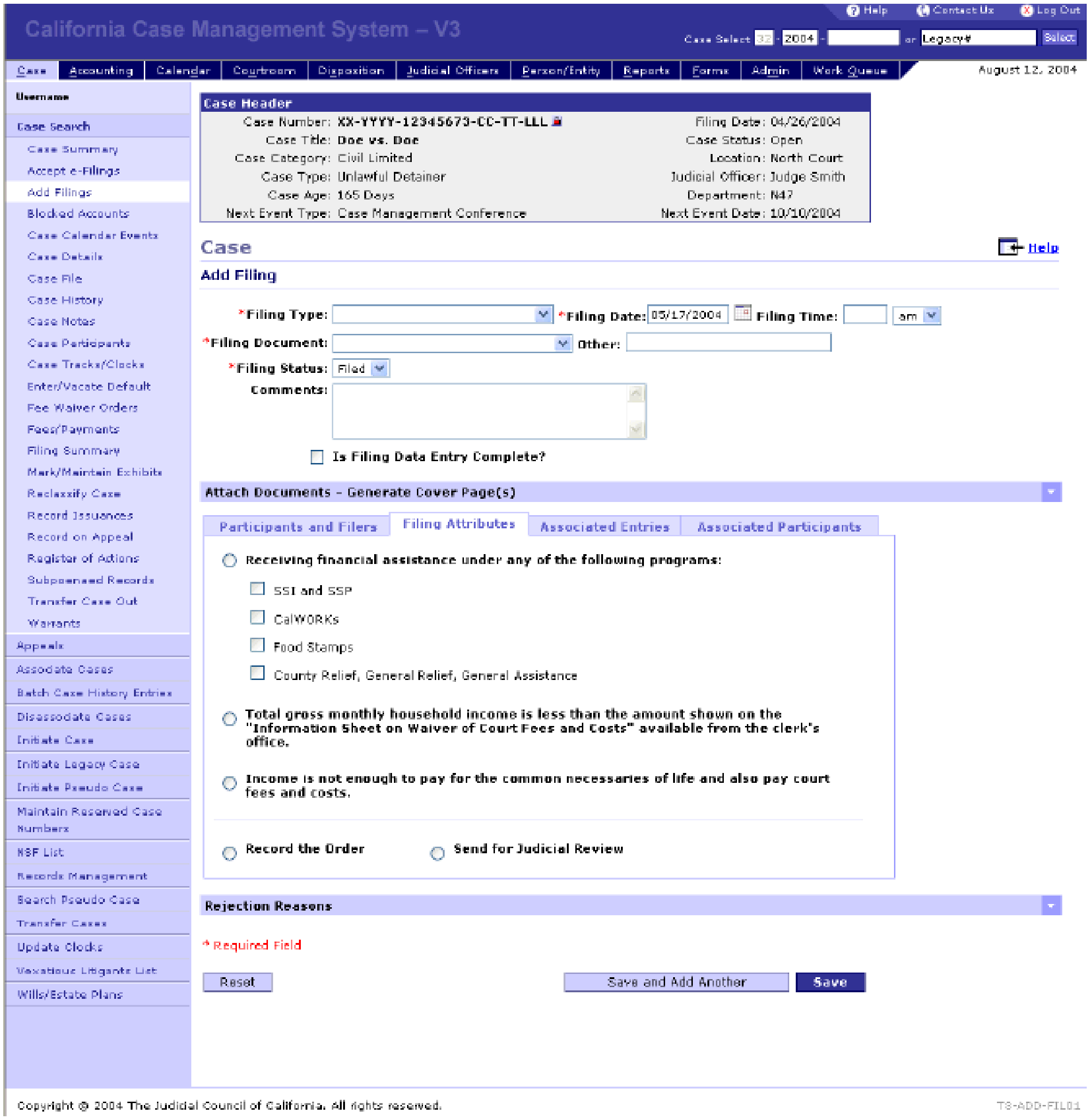
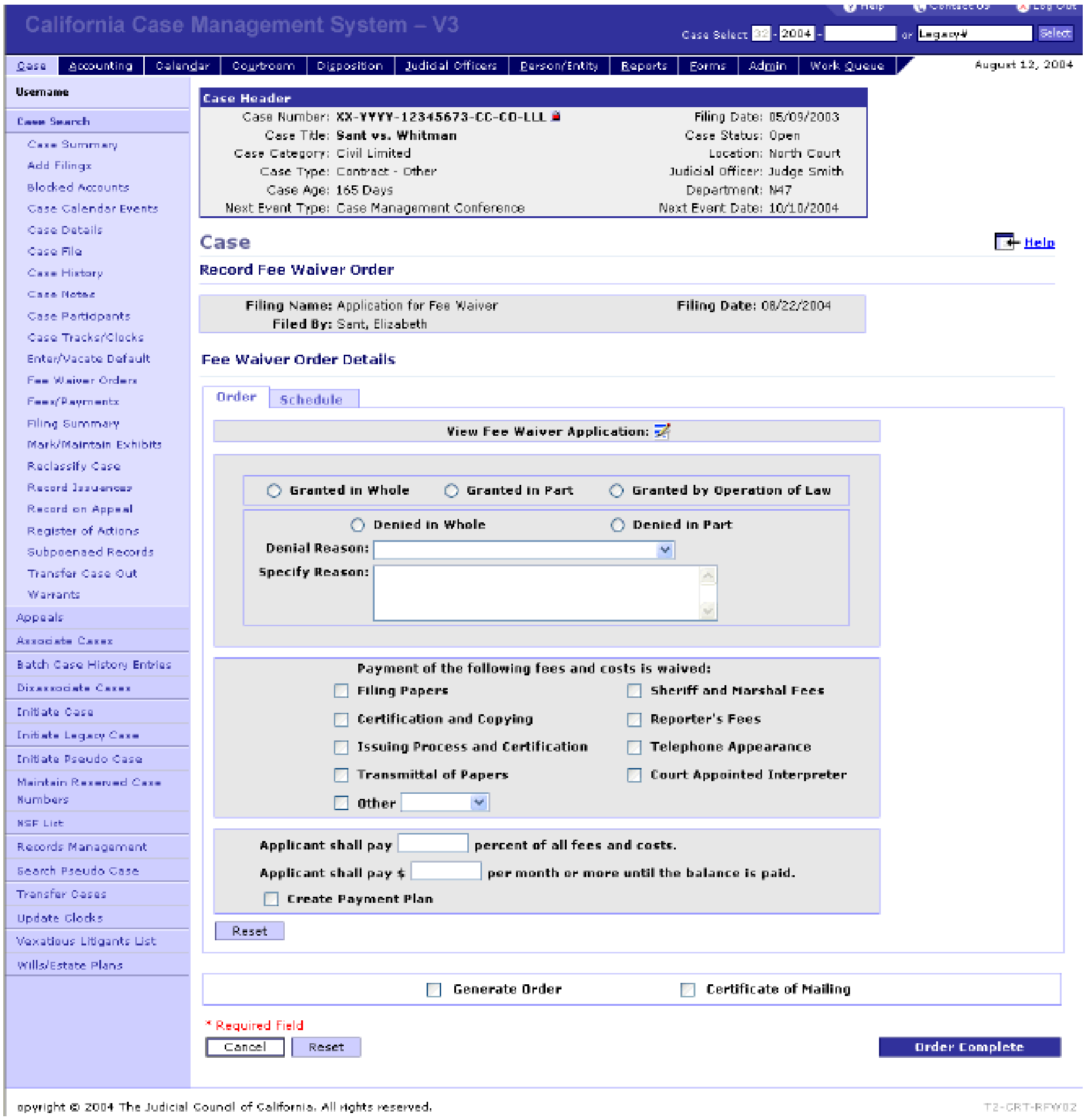
TS-ADD-FIL01

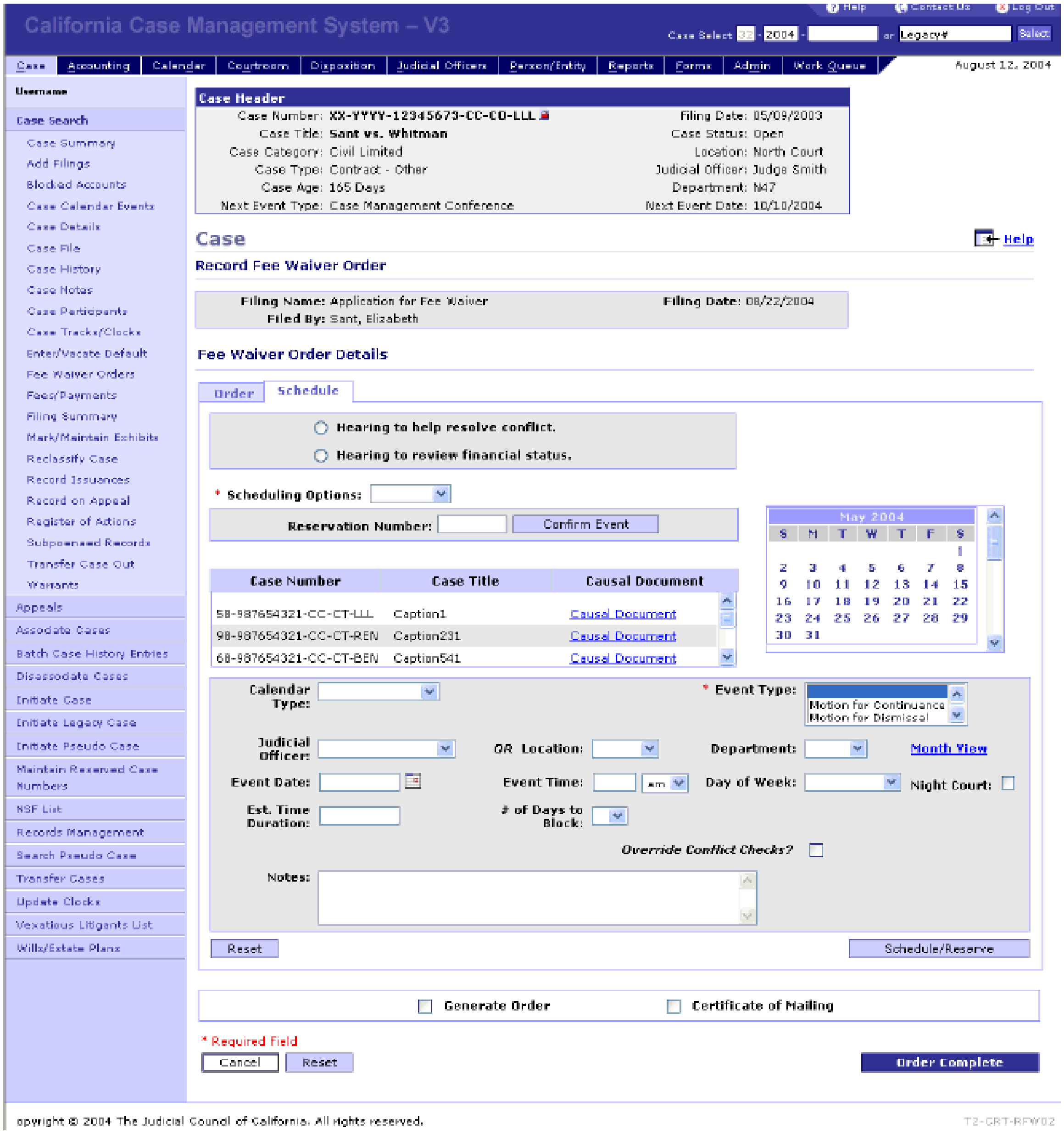


4. Select the radio button for the applicant is eligible for an order to waive fees.
5. Select the radio button for the "Record Order" option if you want to record the fee waiver immediately following the acceptance of the filing. Otherwise, select the "Send for Judicial review" option if a Judicial Officer must review the fee waiver application before entering the order.
6. Click the **[Save]** button.
   Result: The Maintain Fee Waiver Order screen displays.

7. Select the radio button for the fee waiver application for which you will enter the order.
8. Click the **[Select]** button.
   Result: The Record Fee Waiver Order screen displays.



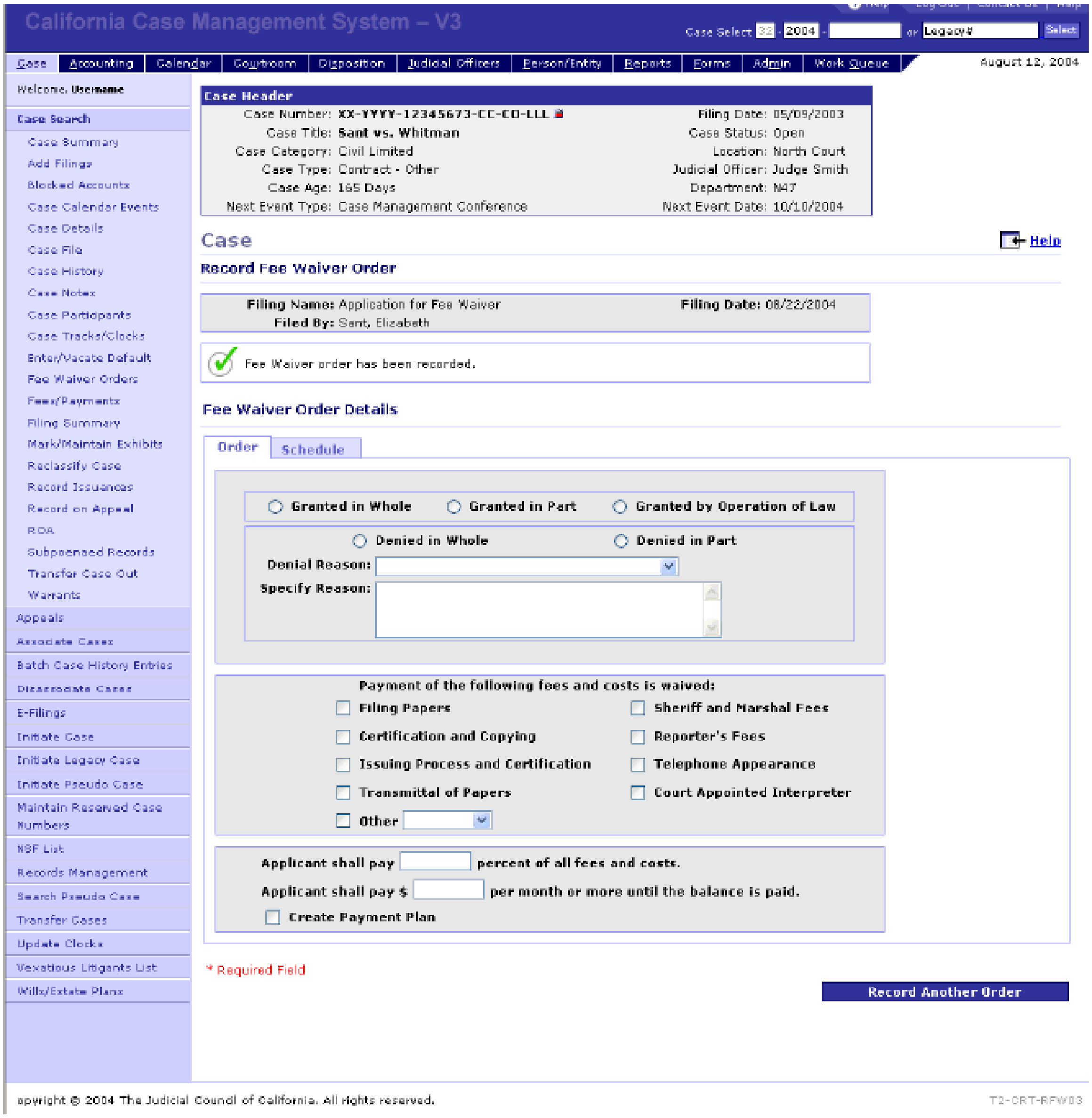
9. Select the **[Schedule]** tab.
Result: The Record Fee Waiver Order screen, Schedule Tab highlights and displays the appropriate information.



10. Select data for the following required fields:
    11. Scheduling Options
    12. Event Type

    NOTE You must select the "Hearing to help resolve conflict" or "Hearing to review financial status" option in order to schedule the event.

11. Click the **[Order Complete]** button.
    Result: The Record Fee Waiver Order Confirmation screen displays.



Related Links

Fee Waiver Order Overview

Add Filing Screen

Maintain Fee Waiver Order Screen

Record Fee Waiver Order Screen

Manage Case Action Entries

Manage Action Entries Overview

Introduction

Managing action entries involves adding and updating Register of Actions (ROA) or Case History entries on a case. This can be an automatic process, which is managed by the system, or you can manually create and/or edit action entries on the case. The action entries on a case will look the same, regardless of how the entry was created or changed.

About Case History Entries

Case History entries, also known as action entries, represent the actions and events that occurred on a case. Each entry is a piece of text that records a case-related activity. The collection of the entries provides a "history" of case events.

The system will automatically create an action entry based on some action performed on the case. These automatic action entries are recorded only if the action had been configured to write a case history entry. Otherwise, you can manually create/update the necessary entries.

About ROA Entries

The ROA is the public view of a case. These entries initially have a security level of "1," which allows the public to view these case details and events. Basically, these entries are a sub-set of the Case History.

Associating Action Entries

An action entry can relate to another entry on the case. As a result, you can add or remove associations between action entries, as necessary. For example, if your Court receives an opposition to a motion, you can associate the entry for the opposition to the entry for the motion.

Associating action entries can be a manual or automatic process. For instance, when a minute order is modified, the entry for the updated minute order is automatically associated by the system with the entry for the original minute order.

Updating Associated Filings or Documents

You can update case documents that are stored electronically or associated filings from the Case History. Refer to the Maintain Case Filings section for details on these processes.

Performing Additional Activities

The system may perform additional tasks based on configured actions. For example, a newly created or updated action entry may generate a form or notice, update the case status, change the case security level, or populate a work queue.

Task Activities

Managing action entries includes the following task activities:

- Batch Create Action Entries
- Add Manual Action Entries
- Filter Case History Entries
- Resequence Action Entries
- Update Action Entries

Additional Resources

Other items related to this overview include the following:

- Business Rules
- Forms/Notices/Reports

Related Links

Case History Screen

Case History - Add Entry Screen

Batch Case History Entries Screen

My Court Information

Batch Create Action Entries

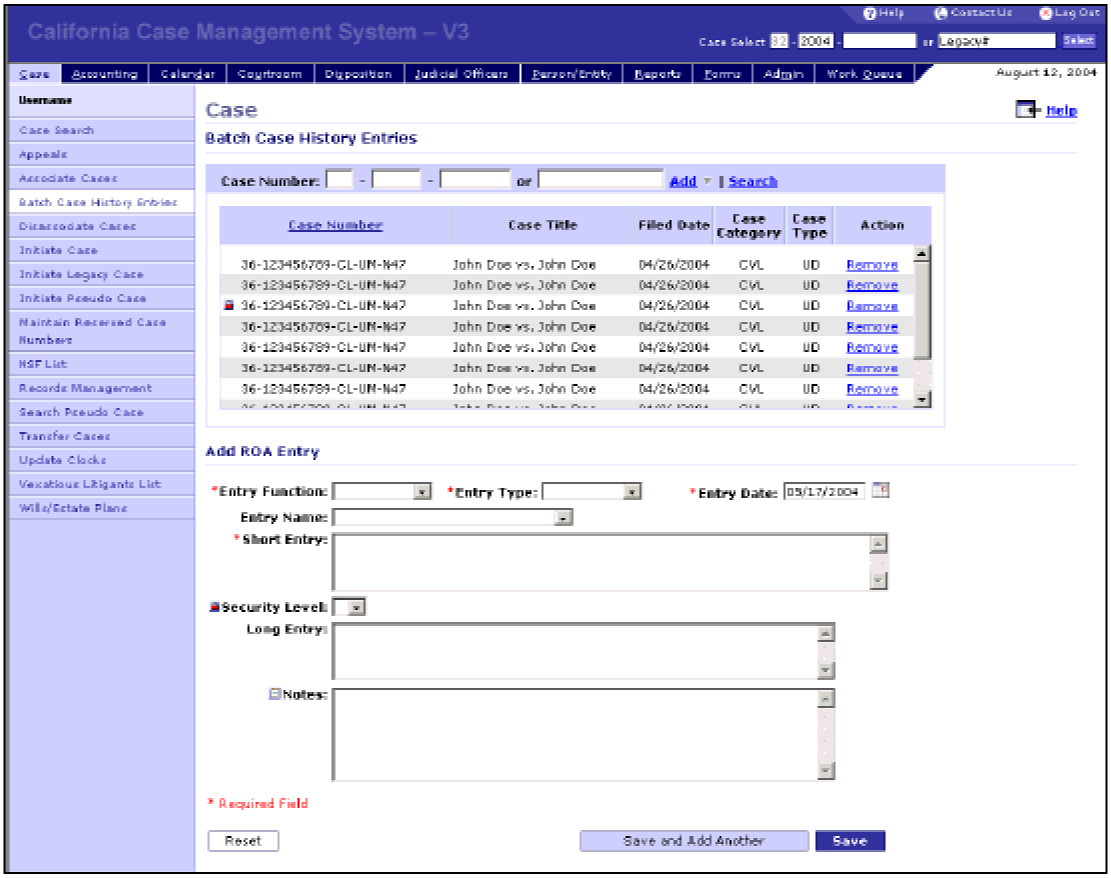
Introduction

Creating ROA or Case History entries in batch adds the same entry to multiple cases at one time.

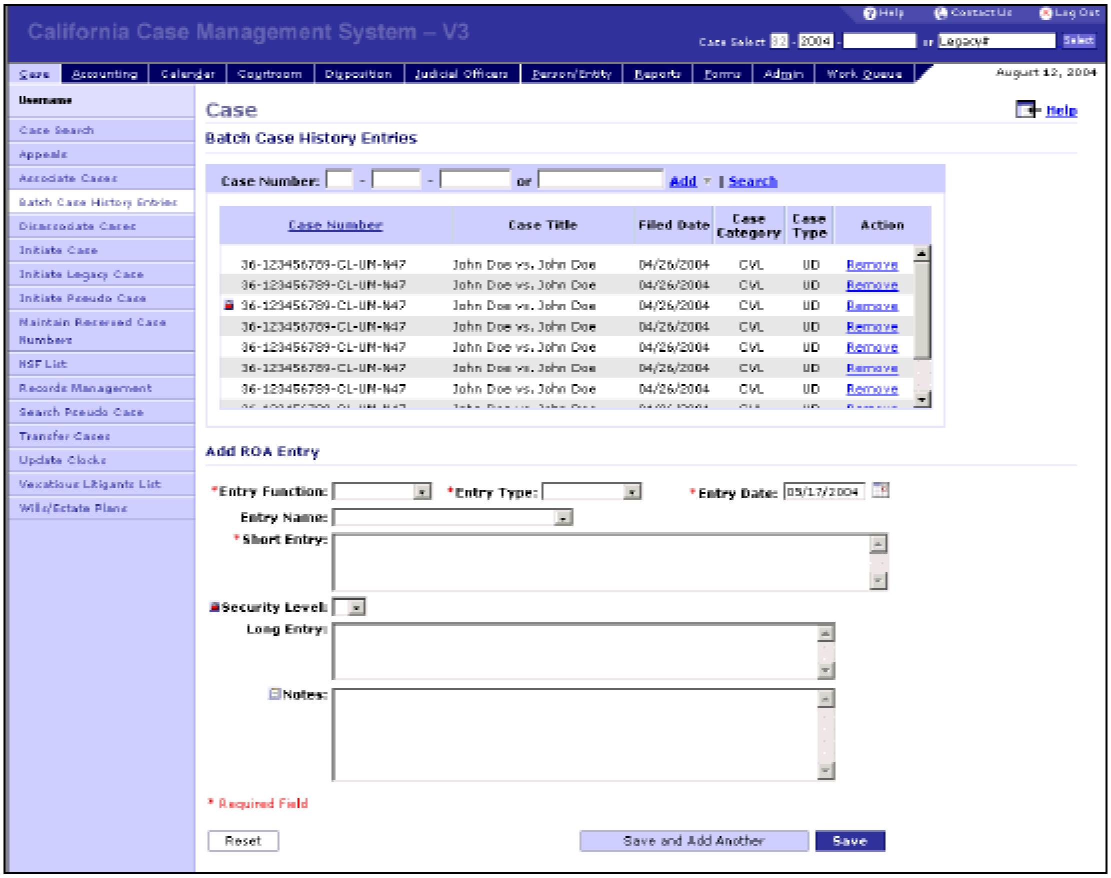
Task Activity

Perform the following steps to batch create a case entry on multiple cases.

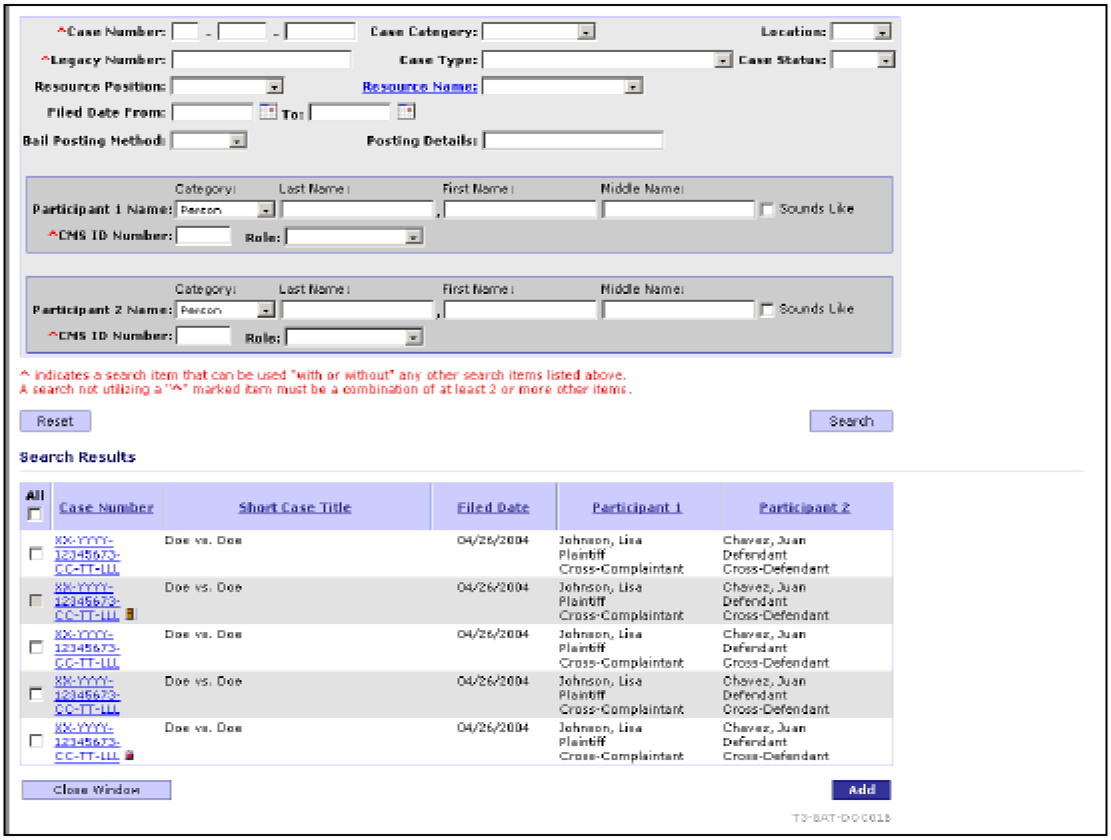
1. Select **[Case] > [Batch Case History Entries]**.
   Result: The Batch Case History Entries screen displays.



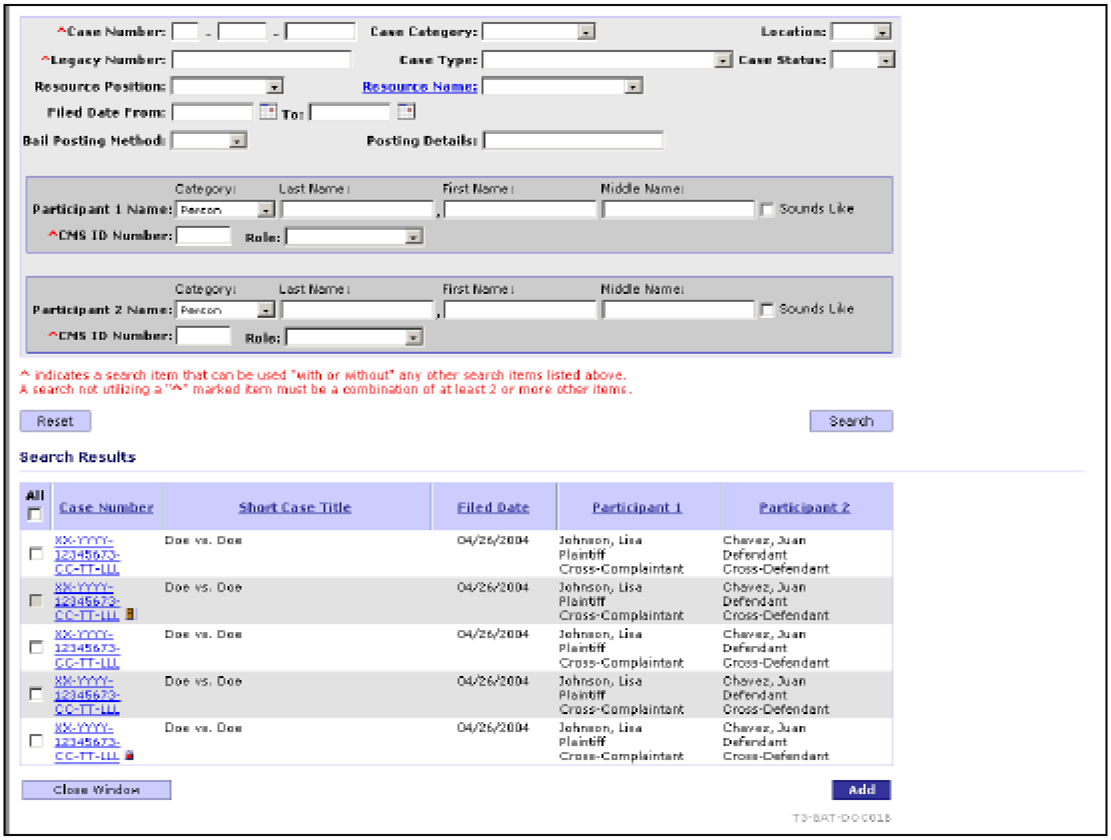
2. Enter the **Case Number** or **Legacy Number** for the case to add an entry.
   NOTE You can either search for a case to add to the batch list, or enter a case directly to the list. Skip to Step 4 to search for a case to add to the list.
3. Click the **[Add]** hyperlink.
   Result: The screen refreshes and displays the entered case number in a list.



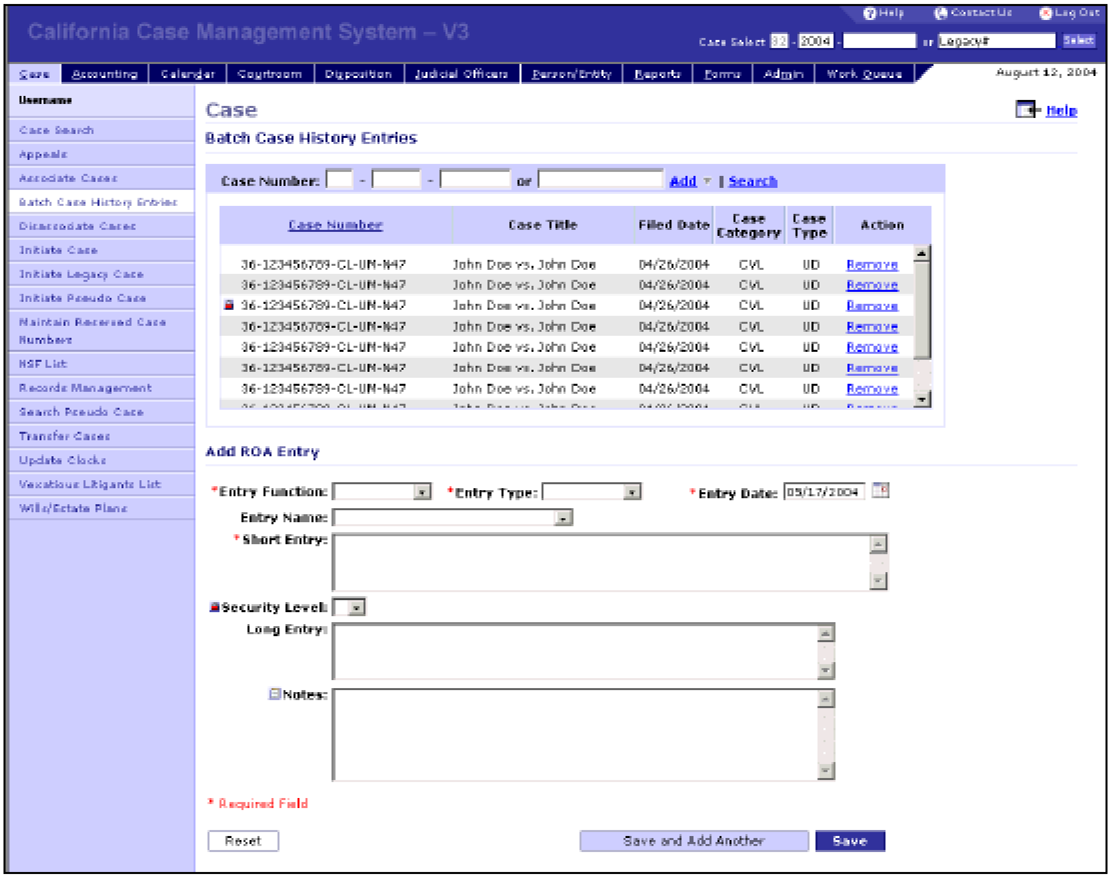
4. Click the **[Search]** hyperlink to search for a case to add.
Result: The Case Search pop-up window displays.
NOTE Refer to the Search Cases task activity for details on performing a case search.



5. Enter/Select data for the appropriate search parameter fields.
6. Click the **[Search]** button.
   Result: The pop-up window refreshes with the Search Results.

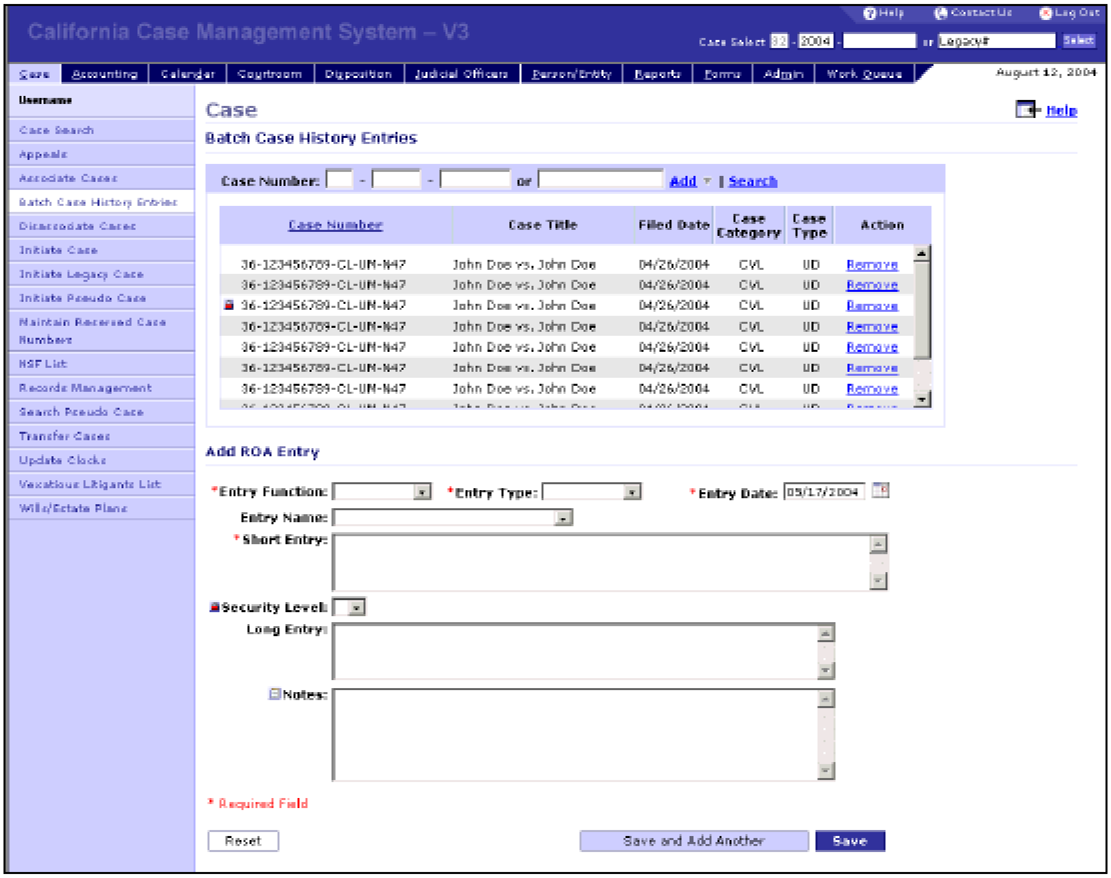


7. Select the checkboxes for the cases to add to the entry list.
8. Click the **[Add]** button.
   Result: The pop-up window closes and re-displays the Batch Case History Entries screen. This screen now includes the selected cases in the entry list.



9. Enter/Select data for the following required fields:
    10. Entry Function
    11. Entry Type
    12. Entry Date
    13. Short Entry

10. Enter/Select data for the other necessary fields.
11. Click the **[Save]** button.
    Result: The screen refreshes with a confirmation message.
    NOTE Depending on the **Security Level** selection, this entry will appear as either an ROA or Case History entry. The entry will be displayed on the ROA only if this security setting has a value of "1."



Related Links

Manage Action Entries Overview

Batch Case History Entries Screen

My Court Information

Add Manual Action Entries

Introduction

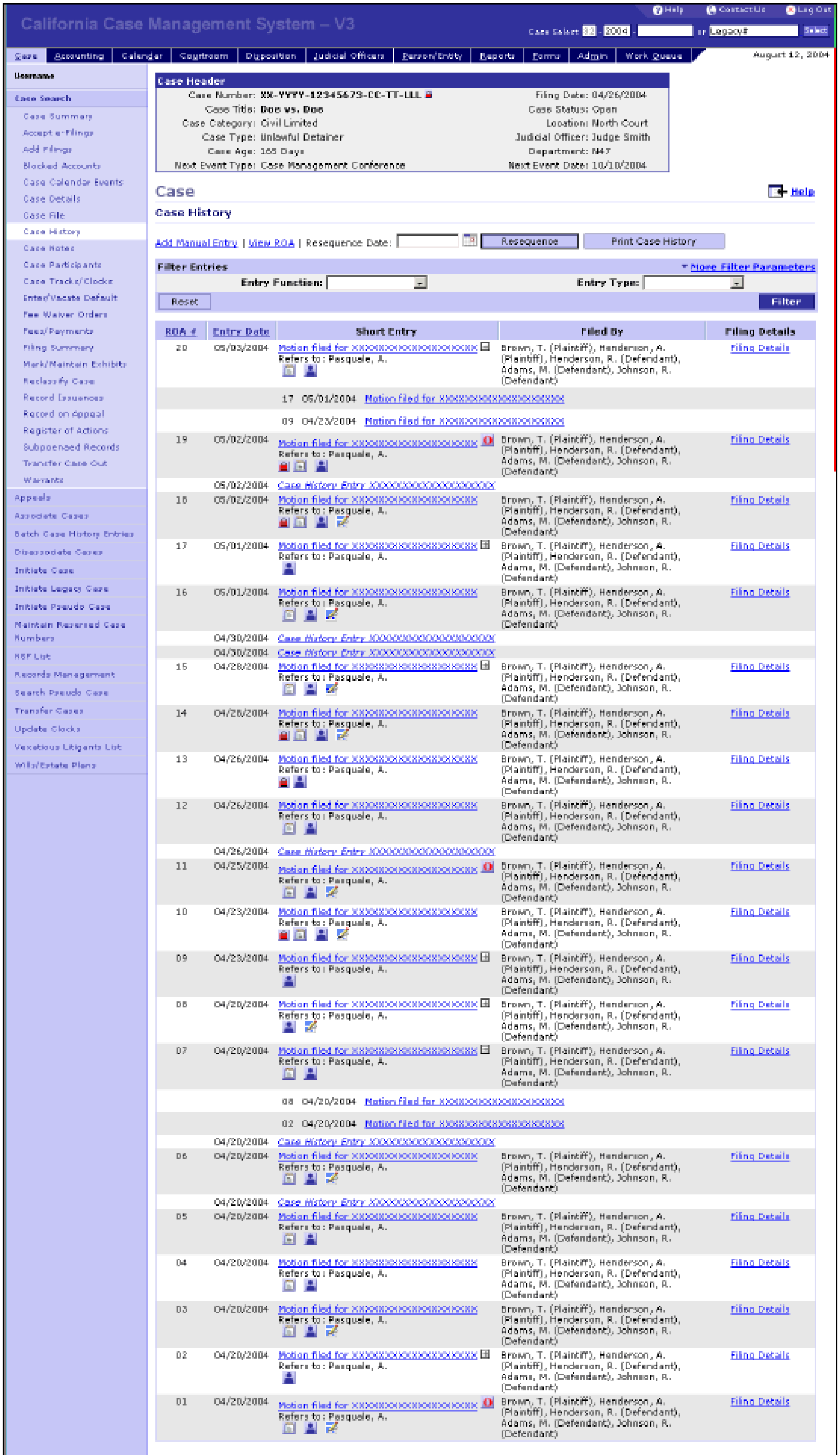
Adding an action entry allows you to manually create an ROA and/or Case History entry on a case.

Task Activity

This activity takes place within the context of a case. It requires that you perform a case search and select the case on which to view its case history. Refer to the Search Cases task activity for details on performing a case search.

Perform the following steps to add a manual action entry to a case.

1. Select the **[Case History]** left navigation item.
   Result: The Case History screen displays. This screen lists the recorded entries on the case.


California Case Management System – V3
Help
Contact Us
Log Out
Case Select
Legacy#
Select
Case
Accounting
Calendar
Courtroom
Disposition
Judicial Officers
Person/Entity
Reports
Forms
Admin
Work Queue
August 12, 2004
Username
Case Search
Case Summary
Accept e-Filings
Add Filings
Blocked Accounts
Case Calendar Events
Case Details
Case File
Case History
Case Notes
Case Participants
Case Tracks/Clocks
Enter/Vacate Default
Fee Waiver Orders
Fees/Payments
Filing Summary
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Reclassify Case
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Subpoenaed Records
Transfer Case Out
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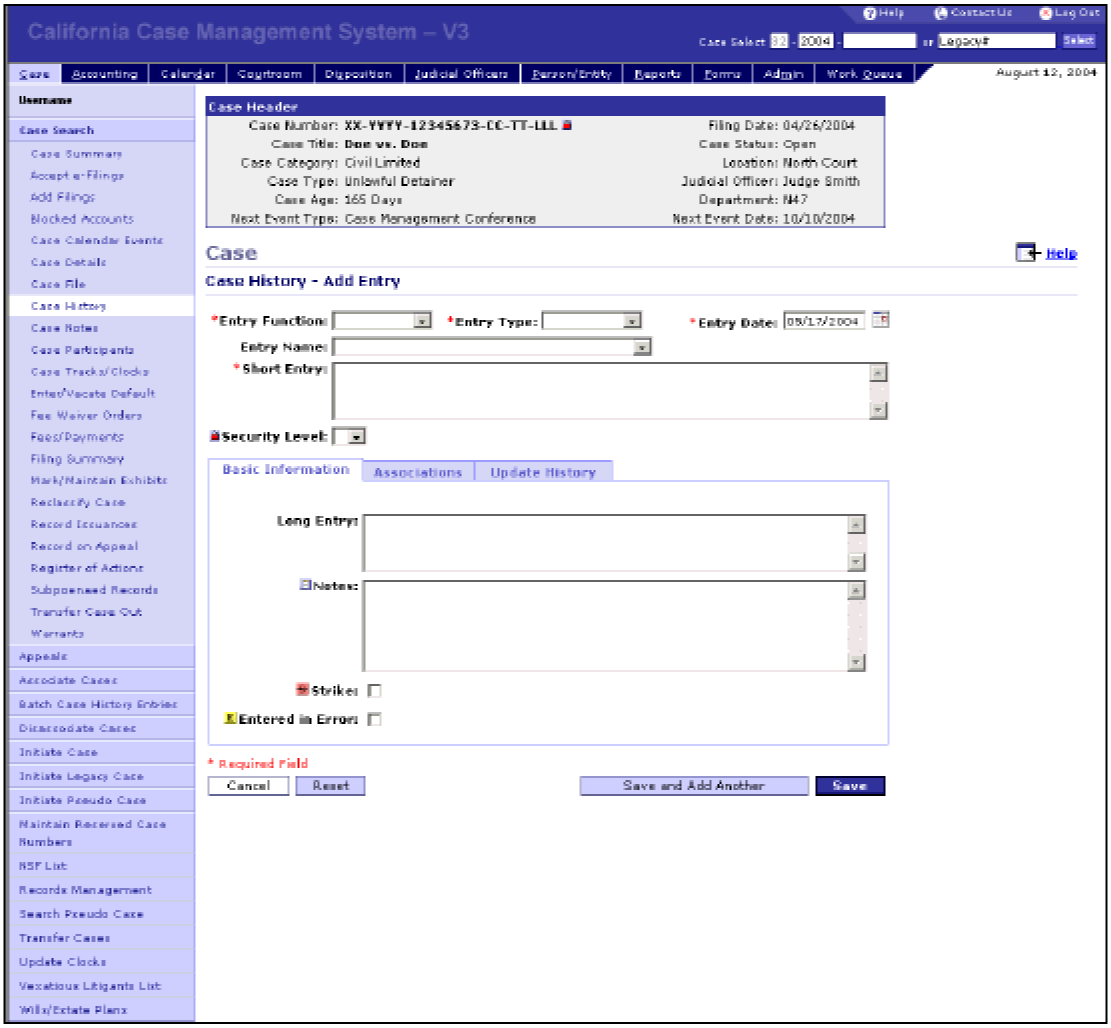
Disassociate Cases
Initiate Case
Initiate Legacy Case
Initiate Pseudo Case
Maintain Reserved Case Numbers
NSF List
Records Management
Search Pseudo Case
Transfer Cases
Update Clocks
Vexatious Litigants List
Wills/Estate Plans
Case Header
Case Number: XX-YYYY-12345678-CC-TT-LLL
Filing Date: 04/26/2004
Case Title: Doe vs. Doe
Case Status: Open
Case Category: Civil Limited
Location: North Court
Case Type: Unlawful Detainer
Judicial Officer: Judge Smith
Case Age: 165 Days
Department: N47
Next Event Type: Case Management Conference
Next Event Date: 10/10/2004
Case
Help
Case History
Add Manual Entry | View ROA | Resequence Date:
Resequence
Print Case History
Filter Entries
More Filter Parameters
Entry Function:
Entry Type:
Reset
Filter
ROA #
Entry Date
Short Entry
Filed By
Filing Details
Motion filed for XXXXXXXXXXXXXXXXXXXX
Refers to: Pasquale, A.
Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant)
Filing Details
Case History Entry XXXXXXXXXXXXXXXXXX

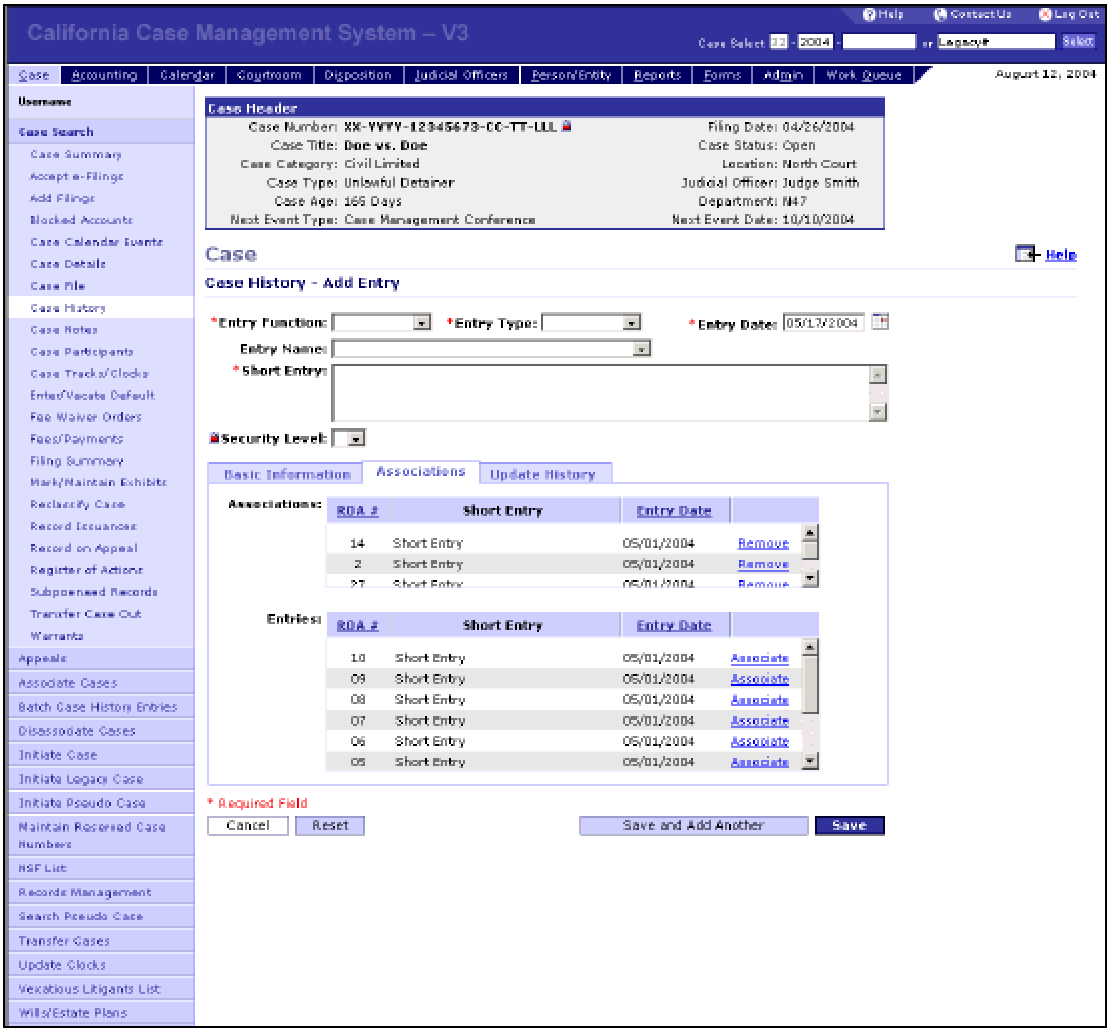
2. Click the **[Add Manual Entry]** hyperlink.
   Result: The Case History - Add Entry screen displays.



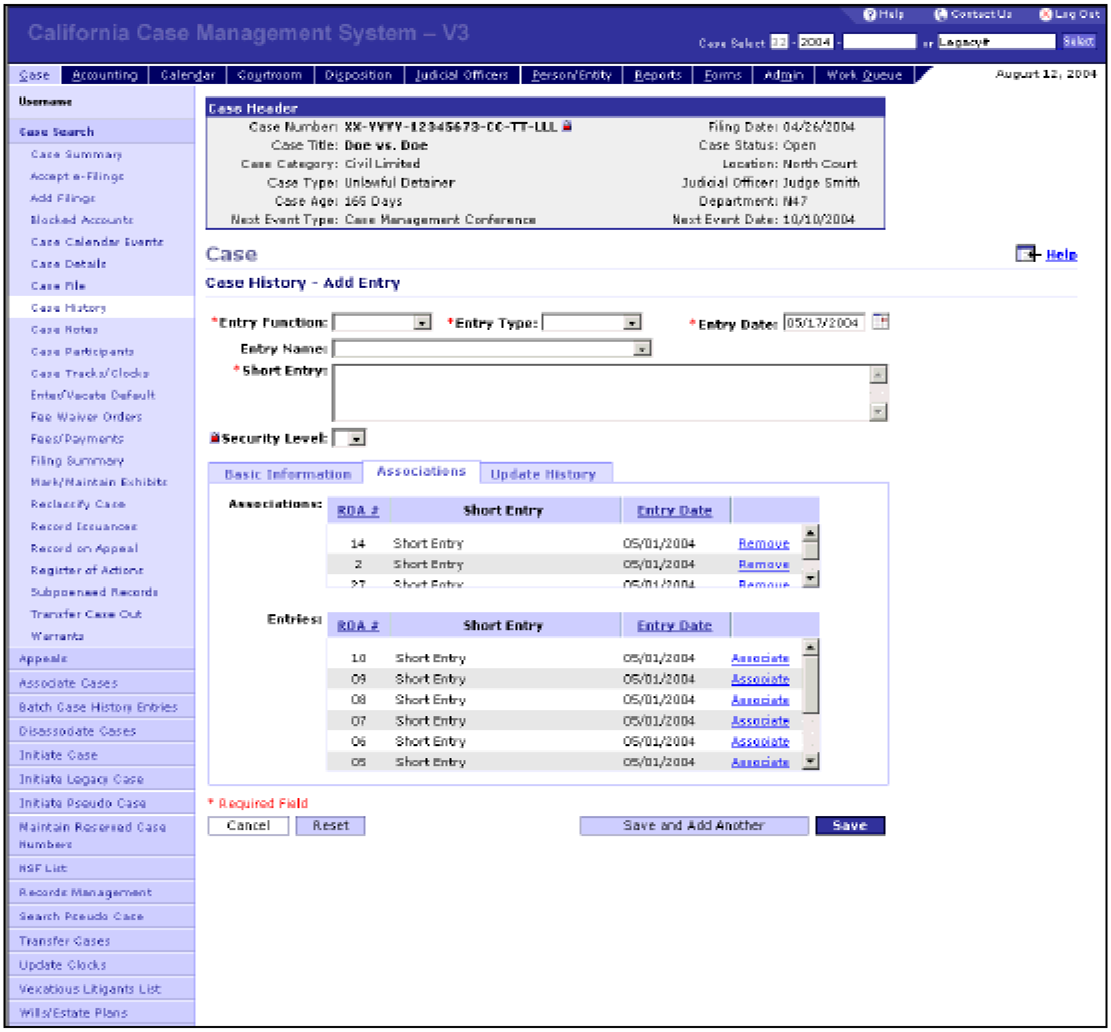
3. Enter/Select data for the following required fields:
    4. Entry Function
    5. Entry Type
    6. Entry Date
    7. Short Entry

    NOTE The **Entry Date** defaults to the current date.

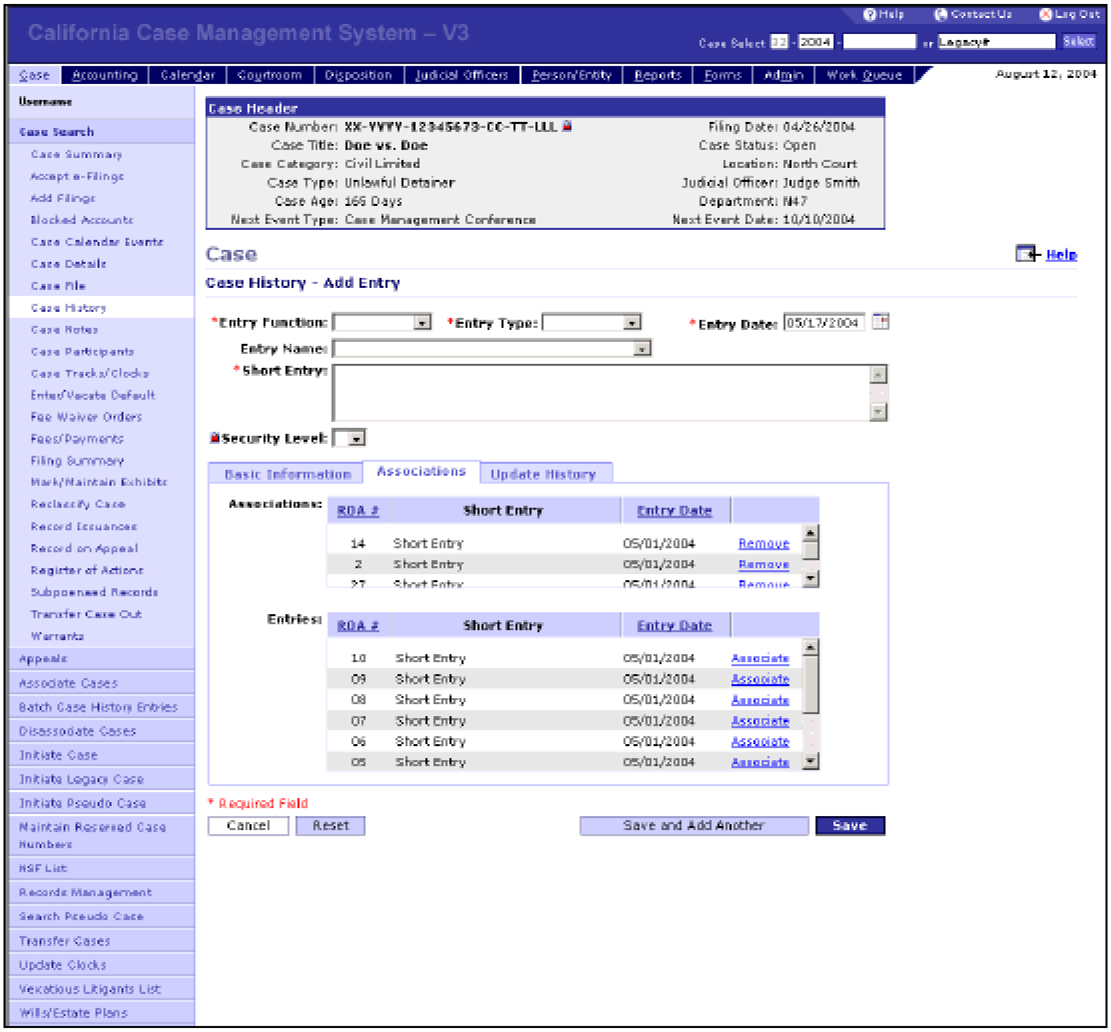
4. Enter/Select data for the other necessary fields.
   NOTE Selecting a **Security Level** other than "1" will only display the entry in the Case History, and not the ROA.
5. Click the **[Associations]** tab.
   Result: The Associated Entries tab highlights. This tab contains a list of the entries on the case.



6. Click the **[Associate]** link for the entry to associate.
   Result: The screen refreshes and displays the entry in the Associations section.



7. Click the **[Save]** button.
   Result: The screen refreshes with a confirmation message. This entry now displays in the Case History.
   NOTE If you added a Case History entry that does not appear on the ROA, the short text for the entry will display in italics.



Related Links

Manage Action Entries Overview

Case History Screen

Case History - Add Entry Screen

My Court Information

Filter Case History Entries

Introduction

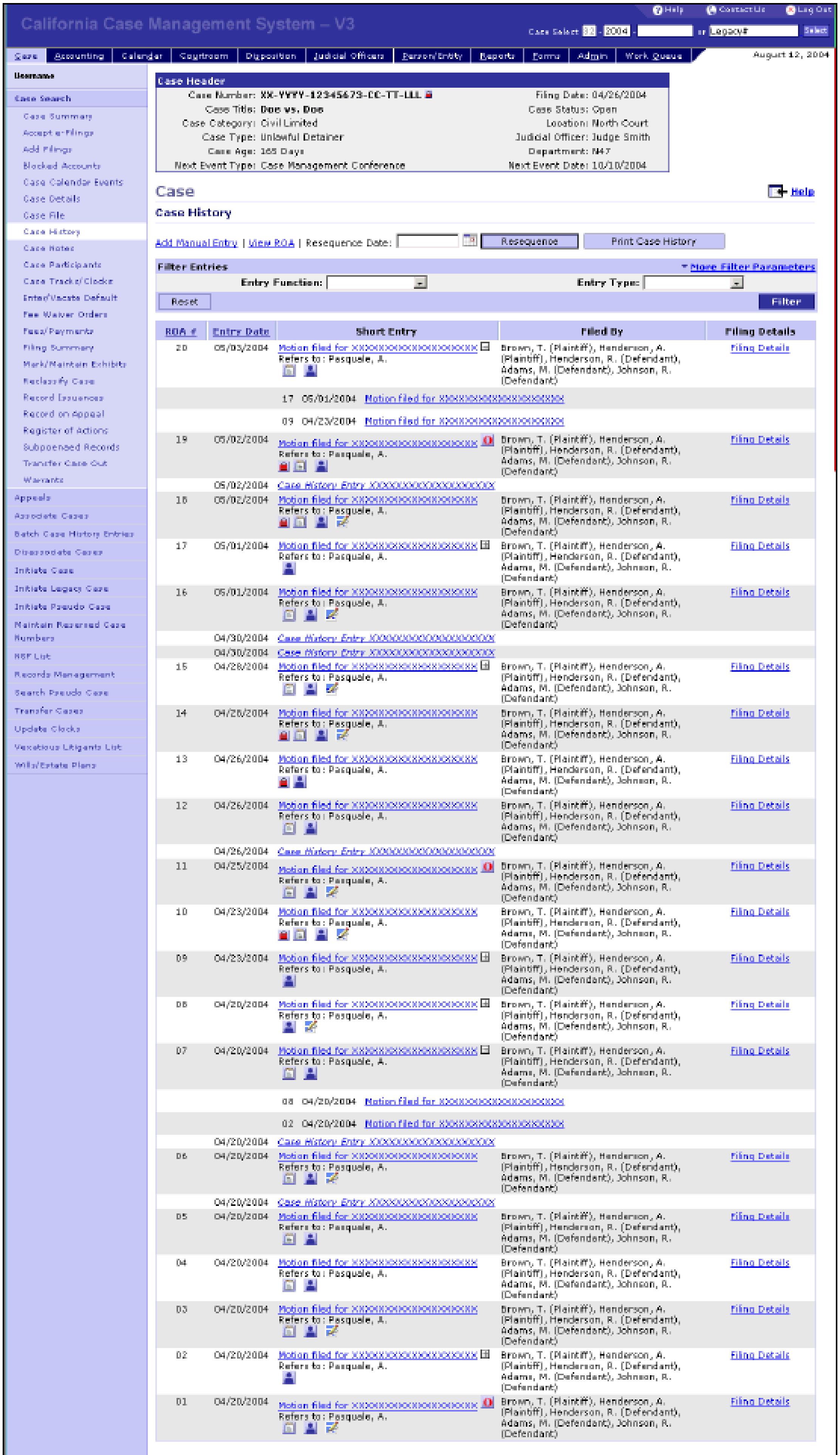
Filtering Case History entries sorts and displays only those entries that match the selected filter criteria. This tool is an optional feature designed to help you easily find a desired action entry on the case. You can apply different filters to the list of entries to control what is displayed.

Task Activity

This activity takes place within the context of a case. It requires that you perform a case search and select the case on which to view its case history. Refer to the Search Cases task activity for details on performing a case search.

Perform the following steps to filter the list of action entries on a case.

1. Select the **[Case History]** left navigation item.
   Result: The Case History screen displays. This screen lists the recorded entries on the case.


California Case Management System – V3
Help
Contact Us
Log Out
Case Select 32 - 2004 - or Legacy# Select
Case
Accounting
Calendar
Courtroom
Disposition
Judicial Officers
Person/Entity
Reports
Forms
Admin
Work Queue
August 12, 2004
Username
Case Search
Case Summary
Accept e-Filings
Add Filings
Blocked Accounts
Case Calendar Events
Case Details
Case File
Case History
Case Notes
Case Participants
Case Tracks/Clocks
Enter/Vacate Default
Fee Waiver Orders
Fees/Payments
Filing Summary
Mark/Maintain Exhibits
Reclassify Case
Record Issuances
Record on Appeal
Register of Actions
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Case Header
Case Number: XX-YYYY-12345678-CC-TT-LLL
Filing Date: 04/26/2004
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Case Status: Open
Case Category: Civil Limited
Location: North Court
Case Type: Unlawful Detainer
Judicial Officer: Judge Smith
Case Age: 165 Days
Department: N47
Next Event Type: Case Management Conference
Next Event Date: 10/10/2004
Case
Help
Case History
Add Manual Entry | View ROA | Resequence Date:
Resequence
Print Case History
Filter Entries
More Filter Parameters
Entry Function:
Entry Type:
Reset
Filter
ROA # | Entry Date | Short Entry | Filed By | Filing Details
20 | 05/03/2004 | Motion filed for XXXXXXXXXXXXXXXXXX Refers to: Pasquale, A. | Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant) | Filing Details
17 05/01/2004 Motion filed for XXXXXXXXXXXXXXXXXX
09 04/23/2004 Motion filed for XXXXXXXXXXXXXXXXXX
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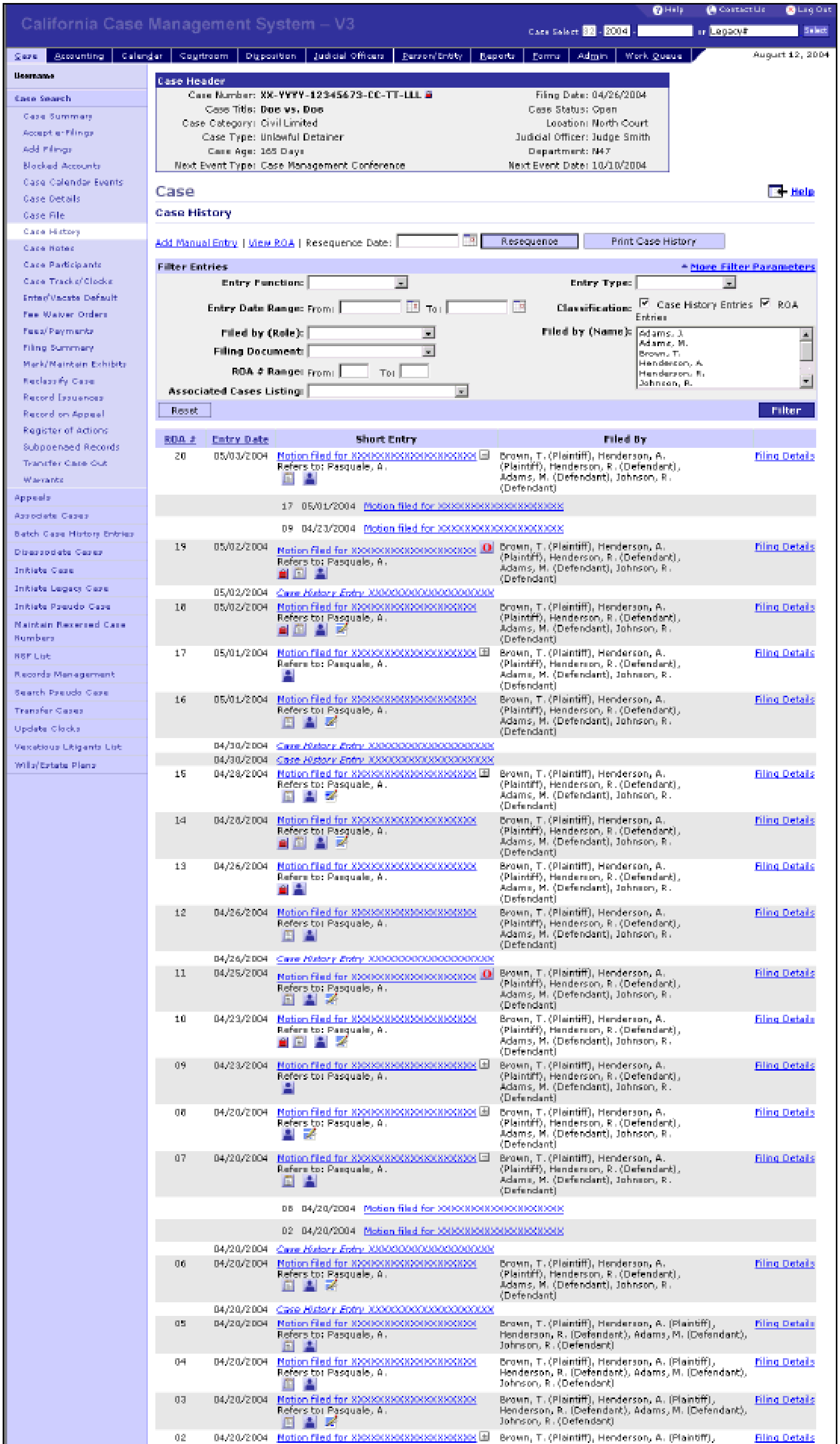
2. Click the **[More Filter Parameters]** hyperlink.
   Result: The screen refreshes with the filter parameter fields.


California Case Management System – V3
Help
Contact Us
Log Out
Case Select
Legacy#
Select
Case
Accounting
Calendar
Courtroom
Disposition
Judicial Officers
Person/Entity
Reports
Forms
Admin
Work Queue
August 12, 2004
Username
Case Search
Case Summary
Accept e-Filings
Add Filings
Blocked Accounts
Case Calendar Events
Case Details
Case File
Case History
Case Notes
Case Participants
Case Tracks/Clocks
Enter/Vacate Default
Fee Waiver Orders
Fees/Payments
Filing Summary
Mark/Maintain Exhibits
Reclassify Case
Record Issuances
Record on Appeal
Register of Actions
Subpoenaed Records
Transfer Case Out
Warrants
Appeals
Associate Cases
Batch Case History Entries
Disassociate Cases
Initiate Case
Initiate Legacy Case
Initiate Pseudo Case
Maintain Reserved Case Numbers
NSF List
Records Management
Search Pseudo Case
Transfer Cases
Update Clocks
Vexatious Litigants List
Wills/Estate Plans
Case Header
Case Number: XX-YYYY-12345678-CC-TT-LLL
Filing Date: 04/26/2004
Case Title: Doe vs. Doe
Case Status: Open
Case Category: Civil Limited
Location: North Court
Case Type: Unlawful Detainer
Judicial Officer: Judge Smith
Case Age: 165 Days
Department: N47
Next Event Type: Case Management Conference
Next Event Date: 10/10/2004
Case
Help
Case History
Add Manual Entry | View ROA | Resequence Date:
Resequence
Print Case History
Filter Entries
More Filter Parameters
Entry Function:
Entry Type:
Entry Date Range: From: To:
Classification: Case History Entries ROA Entries
Filed by (Role):
Filed by (Name):
Adams, J.
Adams, M.
Brown, T.
Henderson, A.
Henderson, R.
Johnson, R.
Filing Document:
ROA # Range: From: To:
Associated Cases Listing:
Reset
Filter
ROA #
Entry Date
Short Entry
Filed By
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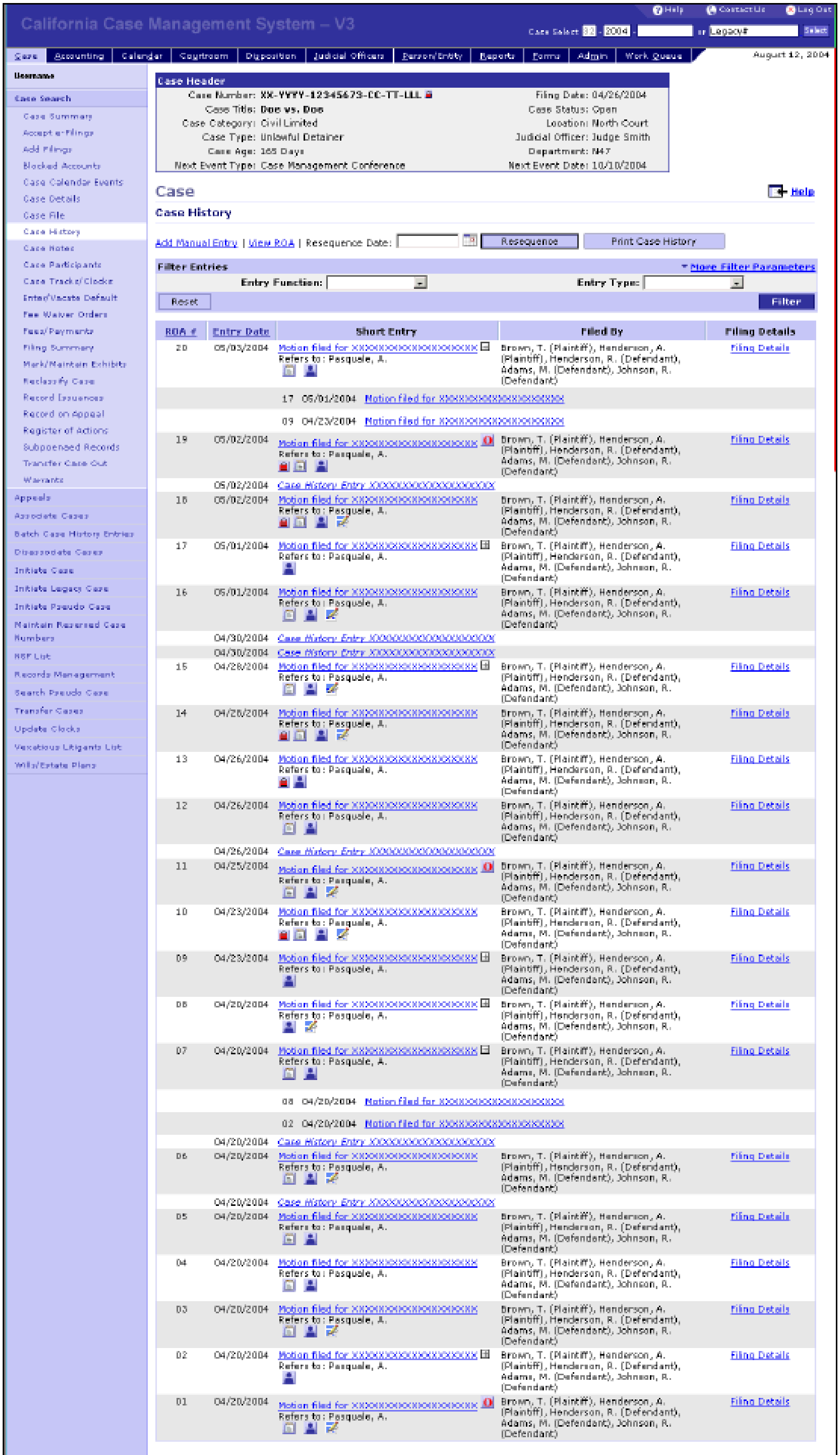
3. Enter/Select data for at least one of the filter fields.
4. Click the **[Filter]** button.
   Result: The screen refreshes and displays only those entries that match the entered filter criteria.


California Case Management System – V3
Help
Contact Us
Log Out
Case Select
or
Select
Case
Accounting
Calendar
Courtroom
Disposition
Judicial Officers
Person/Entity
Reports
Forms
Admin
Work Queue
August 12, 2004
Username
Case Search
Case Summary
Accept e-Filings
Add Filings
Blocked Accounts
Case Calendar Events
Case Details
Case File
Case History
Case Notes
Case Participants
Case Tracks/Clocks
Enter/Vacate Default
Fee Waiver Orders
Fees/Payments
Filing Summary
Mark/Maintain Exhibits
Reclassify Case
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Related Links

Manage Action Entries Overview

Case History Screen

My Court Information

Resequence Action Entries

Introduction

Resequencing action entries re-sorts a selected group of case history entries for a specified date.

Selecting a Resequence Date

This new order is based on a single entry date. The system will display a list of entries that match a selected date on the case. You can then choose to resequence these entries, which transfers over to the Case History list.

Applying and Saving the Resequence

Applying the resequence will sort the entries the way that you indicated. The Case History will display this new sort for the entry date within the entire sequenced order of entries. However, once you leave the resequence screen, the applied but not saved resequence will return to the original numbered order.

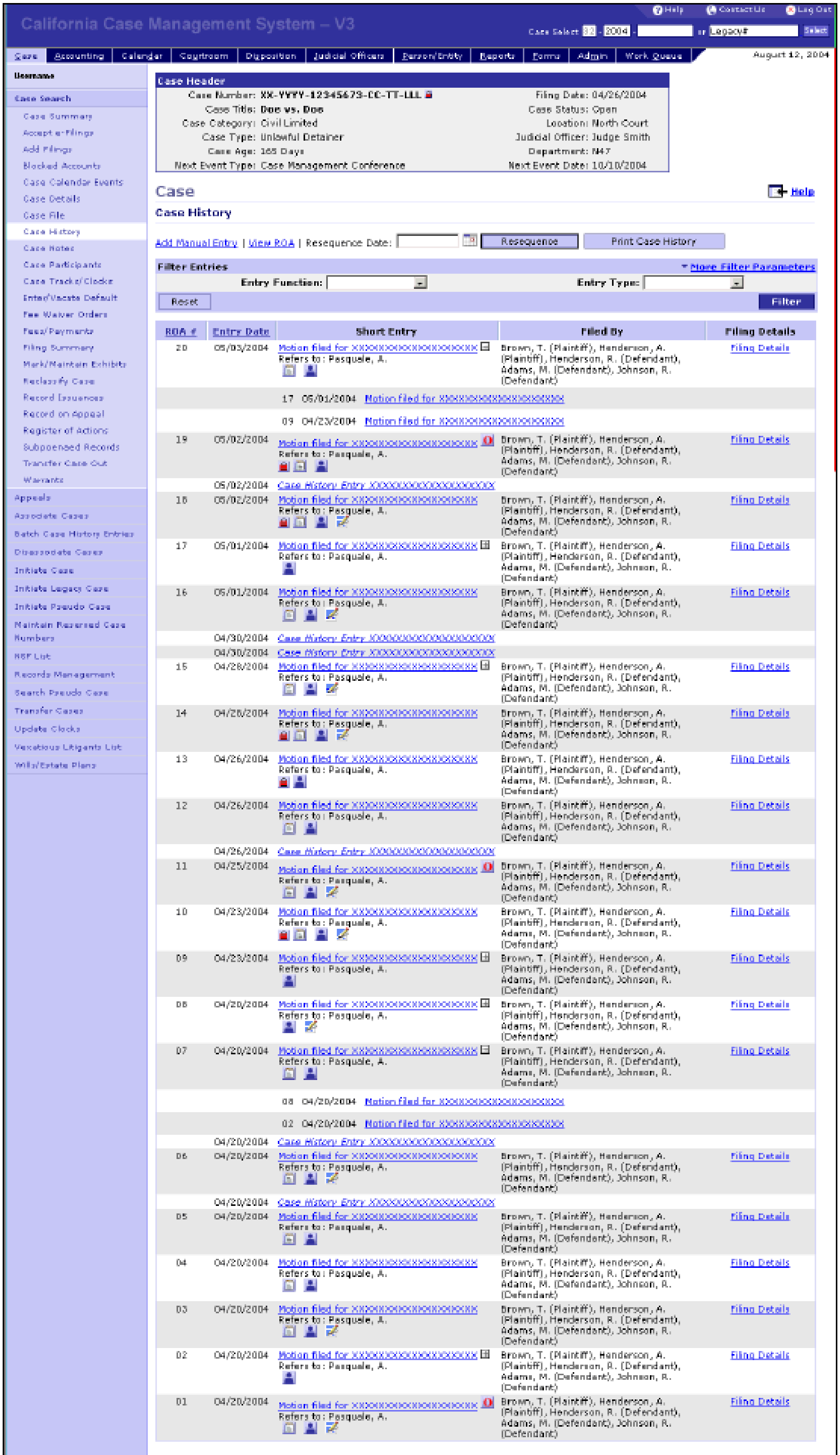
Saving the resequence is the only way to keep this new entry order. Resequencing does not change the sequence number associated with the entry.

Task Activity

This activity takes place within the context of a case. It requires that you perform a case search and select the case on which to view its case history. Refer to the Search Cases task activity for details on performing a case search.

Perform the following steps to resequence the sort order for action entries on a case.

1. Select the **[Case History]** left navigation item.
   Result: The Case History screen displays. This screen lists the recorded entries on the case.


California Case Management System – V3
Help
Contact Us
Log Out
Case Select 32 - 2004 - or Legacy# Select
Case
Accounting
Calendar
Courtroom
Disposition
Judicial Officers
Person/Entity
Reports
Forms
Admin
Work Queue
August 12, 2004
Username
Case Search
Case Summary
Accept e-Filings
Add Filings
Blocked Accounts
Case Calendar Events
Case Details
Case File
Case History
Case Notes
Case Participants
Case Tracks/Clocks
Enter/Vacate Default
Fee Waiver Orders
Fees/Payments
Filing Summary
Mark/Maintain Exhibits
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Case
Help
Case History
Add Manual Entry | View ROA | Resequence Date: Resequence Print Case History
Filter Entries
More Filter Parameters
Entry Function:
Entry Type:
Reset
Filter
ROA # | Entry Date | Short Entry | Filed By | Filing Details
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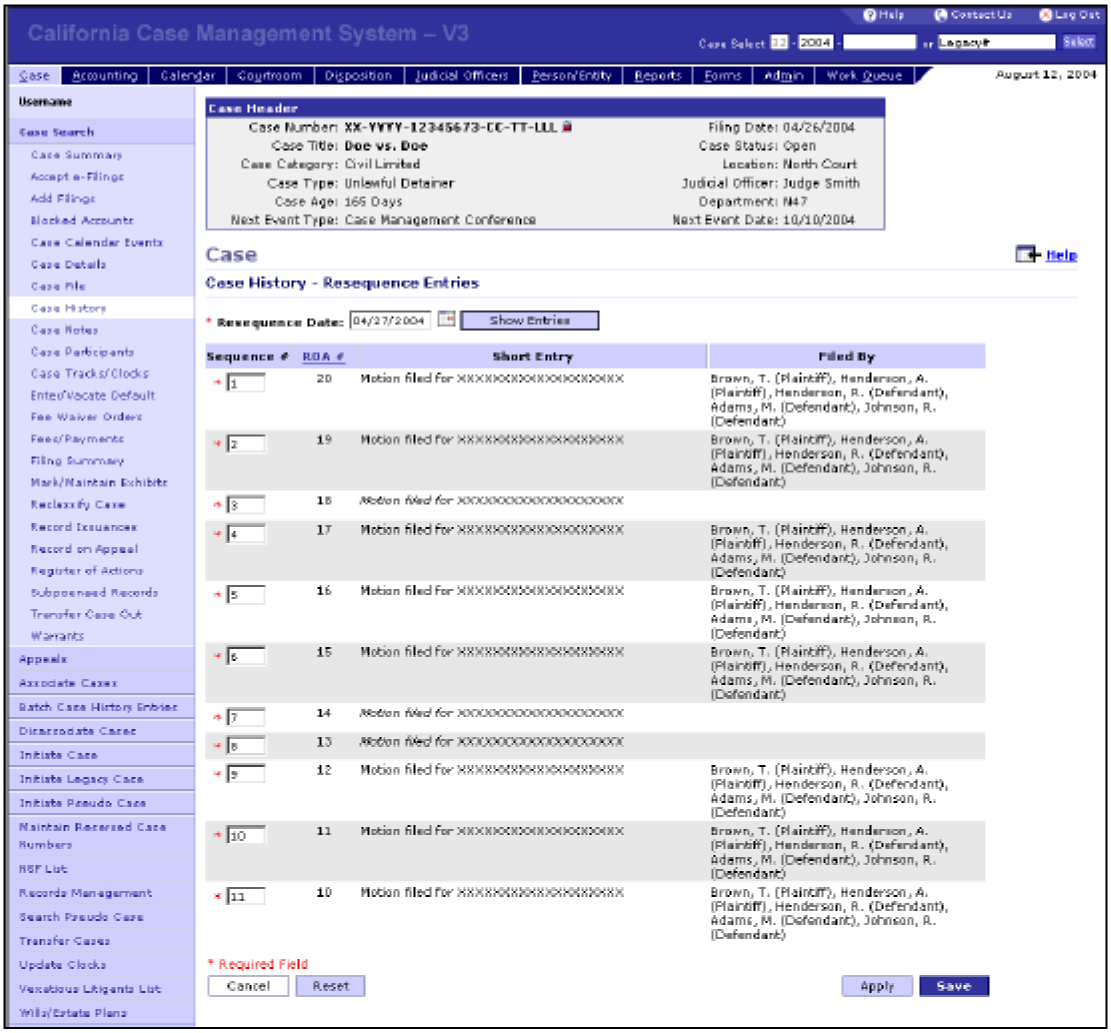
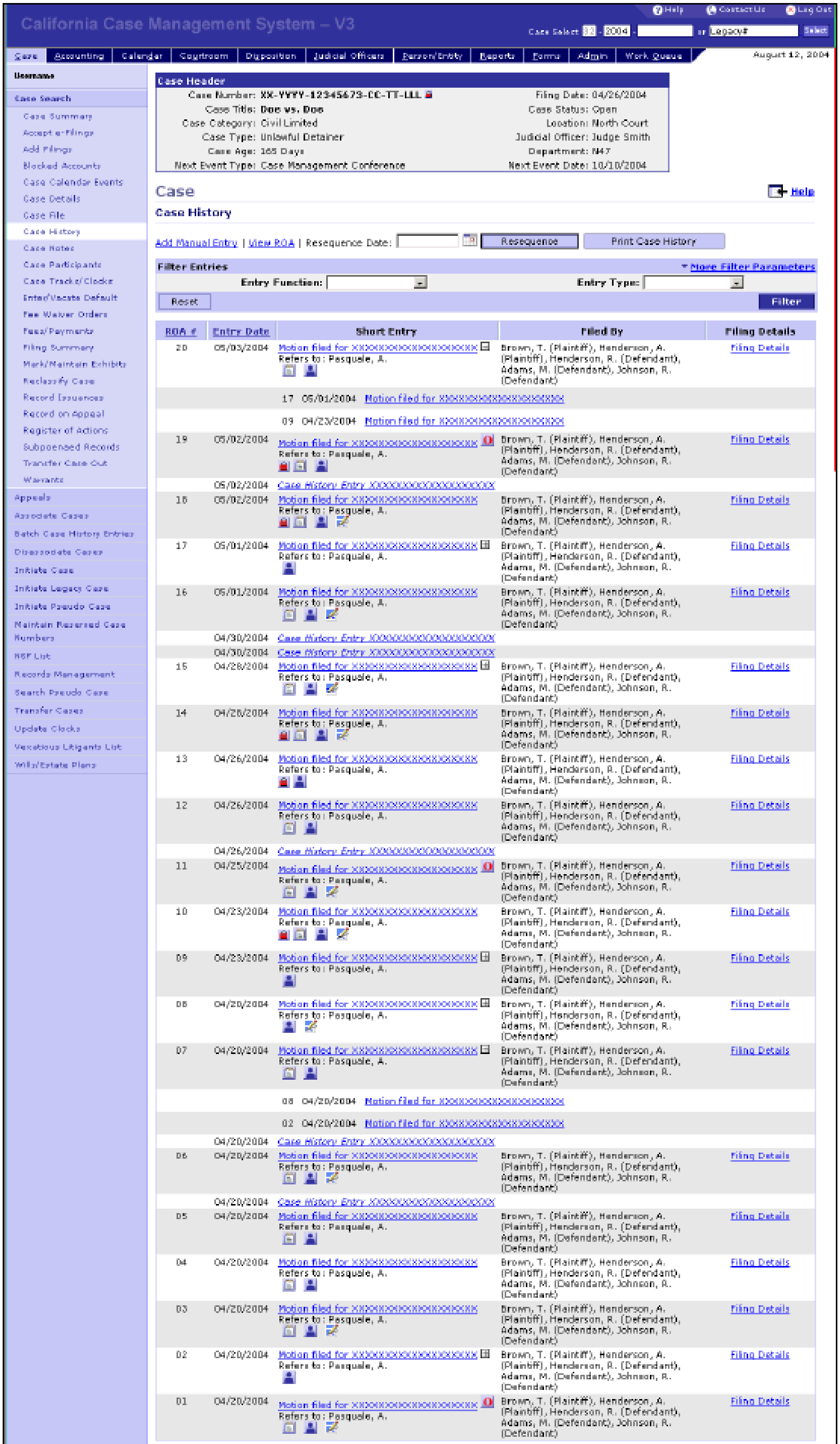
2. Enter a **Resequence Date**.
   NOTE This is the date for which you want to view entries.
3. Click the **[Resequence]** button.
   Result: The screen refreshes and displays only those entries that were created on the selected date.



4. Enter a new **Sequence #** for those entries that you want to resequence.
   NOTE These numbers must be positive whole numbers.
5. Click either the **[Apply]** or **[Save]** button.
   Result: The Case History screen refreshes and lists the case entries. The entries listed for the selected date now appear in the order you chose.


California Case Management System – V3
Help
Contact Us
Log Out
Case Select
Legacy#
Select
Case
Accounting
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Disposition
Judicial Officers
Person/Entity
Reports
Forms
Admin
Work Queue
August 12, 2004
Username
Case Search
Case Summary
Accept e-Filings
Add Filings
Blocked Accounts
Case Calendar Events
Case Details
Case File
Case History
Case Notes
Case Participants
Case Tracks/Clocks
Enter/Vacate Default
Fee Waiver Orders
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Vexatious Litigants List
Wills/Estate Plans
Case Header
Case Number: XX-YYYY-12345678-CC-TT-LLL
Case Title: Doe vs. Doe
Case Category: Civil Limited
Case Type: Unlawful Detainer
Case Age: 165 Days
Next Event Type: Case Management Conference
Filing Date: 04/26/2004
Case Status: Open
Location: North Court
Judicial Officer: Judge Smith
Department: N47
Next Event Date: 10/10/2004
Case
Help
Case History
Add Manual Entry | View ROA | Resequence Date:
Resequence
Print Case History
Filter Entries
More Filter Parameters
Entry Function:
Entry Type:
Reset
Filter
ROA #
Entry Date
Short Entry
Filed By
Filing Details

Related Links

Manage Action Entries Overview

Case History Screen

My Court Information

Update Action Entries

Introduction

Updating an action entry changes the entry information on a given case. This activity relates to updating both manual and automatic action entries.

Reasons for Updating Action Entries

You should manually update an entry as necessary. However, there are only certain circumstances where an update can occur. For example, an entry may need additional or corrected information, or it may need to be removed from the case. An entry may also need to have its security level updated after it was created or be stricken from the Case History records.

Update Requirements

The Court must have received and filed an Order requiring that a specific action entry be stricken, sealed, or removed on or from the case.

Correcting or Updating an Entry

You may need to correct an entry if there was a mistake on the entry or if more information needs to be added. These types of updates only allow you to change certain entry fields. For example, you can update entry associations or change an entry name.

Striking and Sealing Entries

You can mark an entry as "entered in error" if it no longer applies to the case or was mistakenly added. This type of update does not have an Order indicating that it can be removed. As a result, this classification will alert you that this entry does not belong on the case.

You can strike or update the security level of an entry if a Judicial Officer ordered such an activity. An entry may need to be manually sealed for a specific amount of time if this process did not occur automatically.

Update Functionality

The system will track the updates to an entry. These details will include both the old and new values of the corrected or changed entry attributes. You can view a summary of these details from the Update History tab.

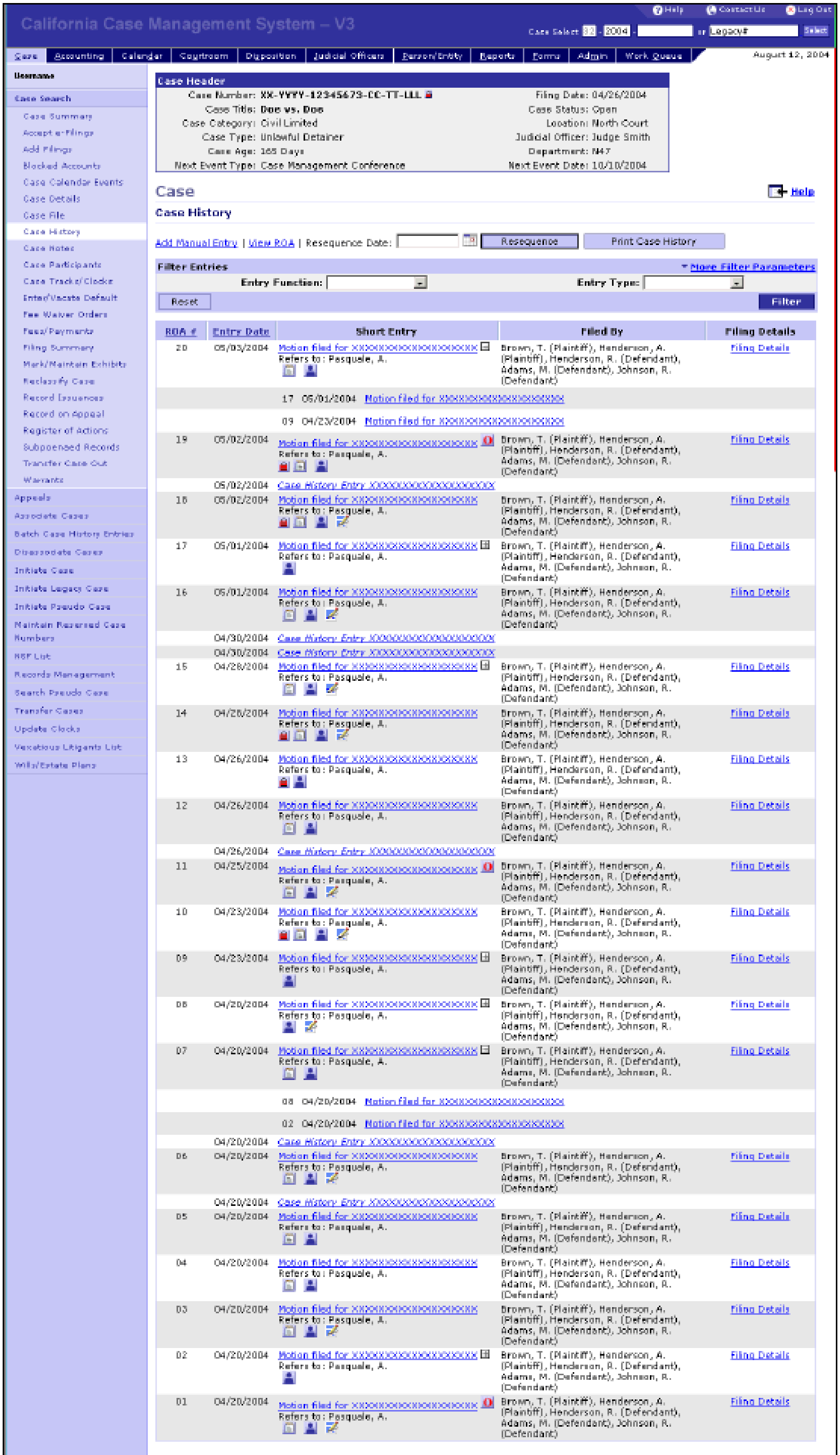
The system will also automatically associate a new corrected entry with the previous entry.

Task Activity

This activity takes place within the context of a case. It requires that you perform a case search and select the case on which to view its case history. Refer to the Search Cases task activity for details on performing a case search.

Perform the following steps to update an ROA or Case History entry on a case.

1. Select the **[Case History]** left navigation item.
   Result: The Case History screen displays. This screen lists the recorded entries on the case.


California Case Management System – V3
Help
Contact Us
Log Out
Case Select
Legacy#
Select
Case
Accounting
Calendar
Courtroom
Disposition
Judicial Officers
Person/Entity
Reports
Forms
Admin
Work Queue
August 12, 2004
Username
Case Search
Case Summary
Accept e-Filings
Add Filings
Blocked Accounts
Case Calendar Events
Case Details
Case File
Case History
Case Notes
Case Participants
Case Tracks/Clocks
Enter/Vacate Default
Fee Waiver Orders
Fees/Payments
Filing Summary
Mark/Maintain Exhibits
Reclassify Case
Record Issuances
Record on Appeal
Register of Actions
Subpoenaed Records
Transfer Case Out
Warrants
Appeals
Associate Cases
Batch Case History Entries
Disassociate Cases
Initiate Case
Initiate Legacy Case
Initiate Pseudo Case
Maintain Reserved Case Numbers
NSF List
Records Management
Search Pseudo Case
Transfer Cases
Update Clocks
Vexatious Litigants List
Wills/Estate Plans
Case Header
Case Number: XX-YYYY-12345673-CC-TT-LLL
Filing Date: 04/26/2004
Case Title: Doe vs. Doe
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Judicial Officer: Judge Smith
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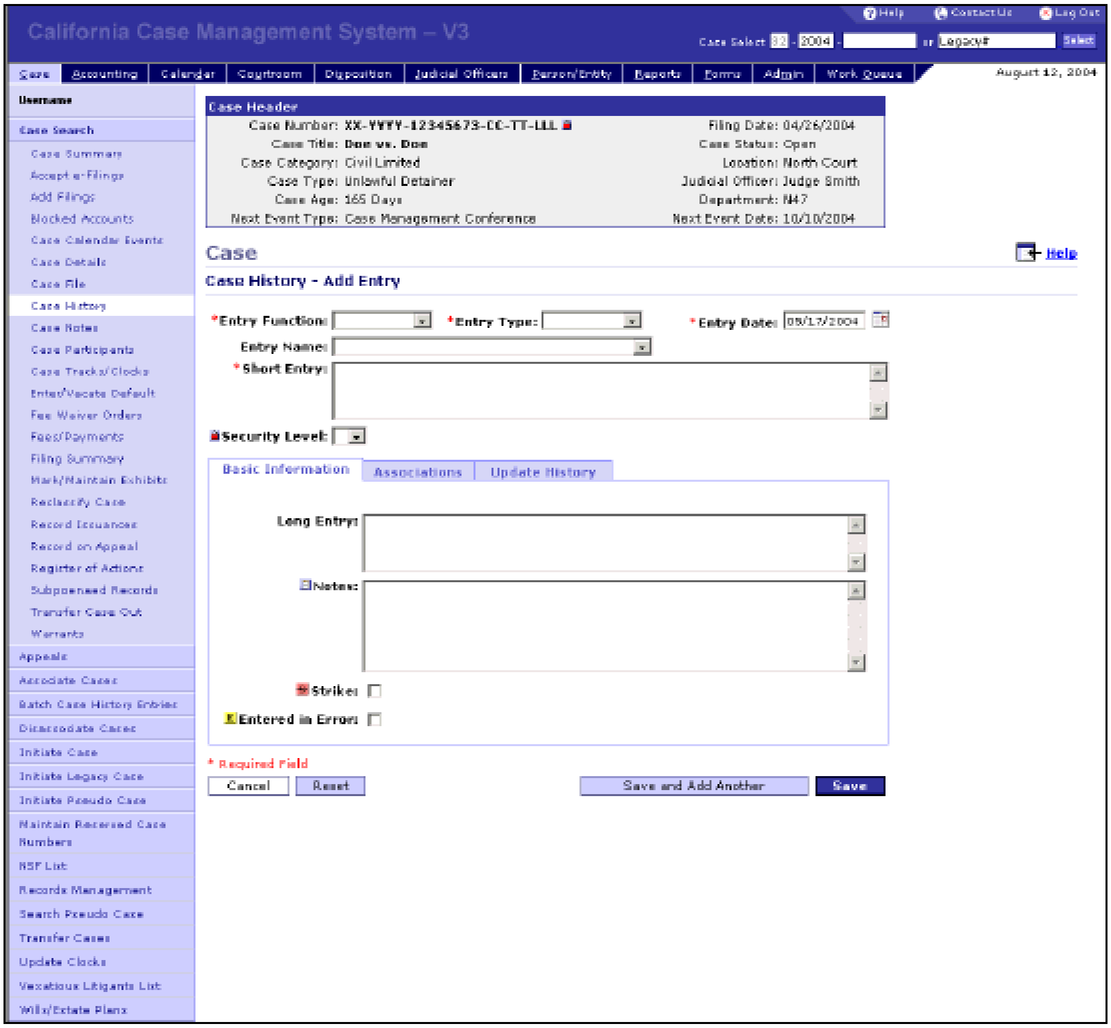
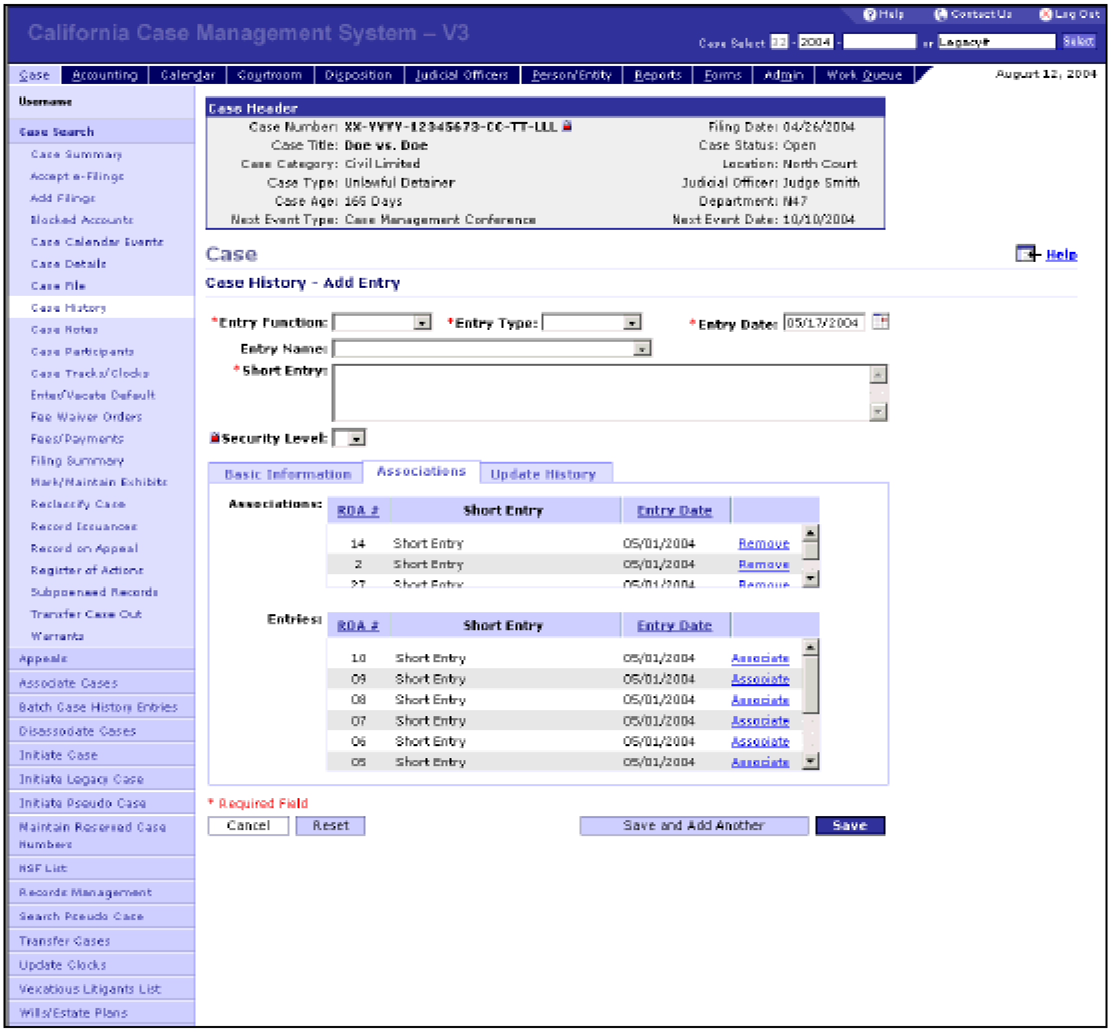
Department: N47
Next Event Type: Case Management Conference
Next Event Date: 10/10/2004
Case
Help
Case History
Add Manual Entry | View ROA | Resequence Date:
Resequence
Print Case History
Filter Entries
More Filter Parameters
Entry Function:
Entry Type:
Reset
Filter
ROA #
Entry Date
Short Entry
Filed By
Filing Details
20 05/03/2004 Motion filed for XXXXXXXXXXXXXXXXXXXX
Refers to: Pasquale, A.
Brown, T. (Plaintiff), Henderson, A. (Plaintiff), Henderson, R. (Defendant), Adams, M. (Defendant), Johnson, R. (Defendant)
Filing Details
17 05/01/2004 Motion filed for XXXXXXXXXXXXXXXXXXXX
09 04/23/2004 Motion filed for XXXXXXXXXXXXXXXXXXXX
19 05/02/2004 Motion filed for XXXXXXXXXXXXXXXXXXXX
05/02/2004 Case History Entry XXXXXXXXXXXXXXXXXX
18 05/02/2004 Motion filed for XXXXXXXXXXXXXXXXXXXX
17 05/01/2004 Motion filed for XXXXXXXXXXXXXXXXXXXX
16 05/01/2004 Motion filed for XXXXXXXXXXXXXXXXXXXX
04/30/2004 Case History Entry XXXXXXXXXXXXXXXXXX
04/30/2004 Case History Entry XXXXXXXXXXXXXXXXXX
15 04/28/2004 Motion filed for XXXXXXXXXXXXXXXXXXXX
14 04/28/2004 Motion filed for XXXXXXXXXXXXXXXXXXXX
13 04/26/2004 Motion filed for XXXXXXXXXXXXXXXXXXXX
12 04/26/2004 Motion filed for XXXXXXXXXXXXXXXXXXXX
04/26/2004 Case History Entry XXXXXXXXXXXXXXXXXX
11 04/25/2004 Motion filed for XXXXXXXXXXXXXXXXXXXX
10 04/23/2004 Motion filed for XXXXXXXXXXXXXXXXXXXX
09 04/23/2004 Motion filed for XXXXXXXXXXXXXXXXXXXX
08 04/20/2004 Motion filed for XXXXXXXXXXXXXXXXXXXX
07 04/20/2004 Motion filed for XXXXXXXXXXXXXXXXXXXX
08 04/20/2004 Motion filed for XXXXXXXXXXXXXXXXXXXX
02 04/20/2004 Motion filed for XXXXXXXXXXXXXXXXXXXX
04/20/2004 Case History Entry XXXXXXXXXXXXXXXXXX
06 04/20/2004 Motion filed for XXXXXXXXXXXXXXXXXXXX
04/20/2004 Case History Entry XXXXXXXXXXXXXXXXXX
05 04/20/2004 Motion filed for XXXXXXXXXXXXXXXXXXXX
04 04/20/2004 Motion filed for XXXXXXXXXXXXXXXXXXXX
03 04/20/2004 Motion filed for XXXXXXXXXXXXXXXXXXXX
02 04/20/2004 Motion filed for XXXXXXXXXXXXXXXXXXXX
01 04/20/2004 Motion filed for XXXXXXXXXXXXXXXXXXXX

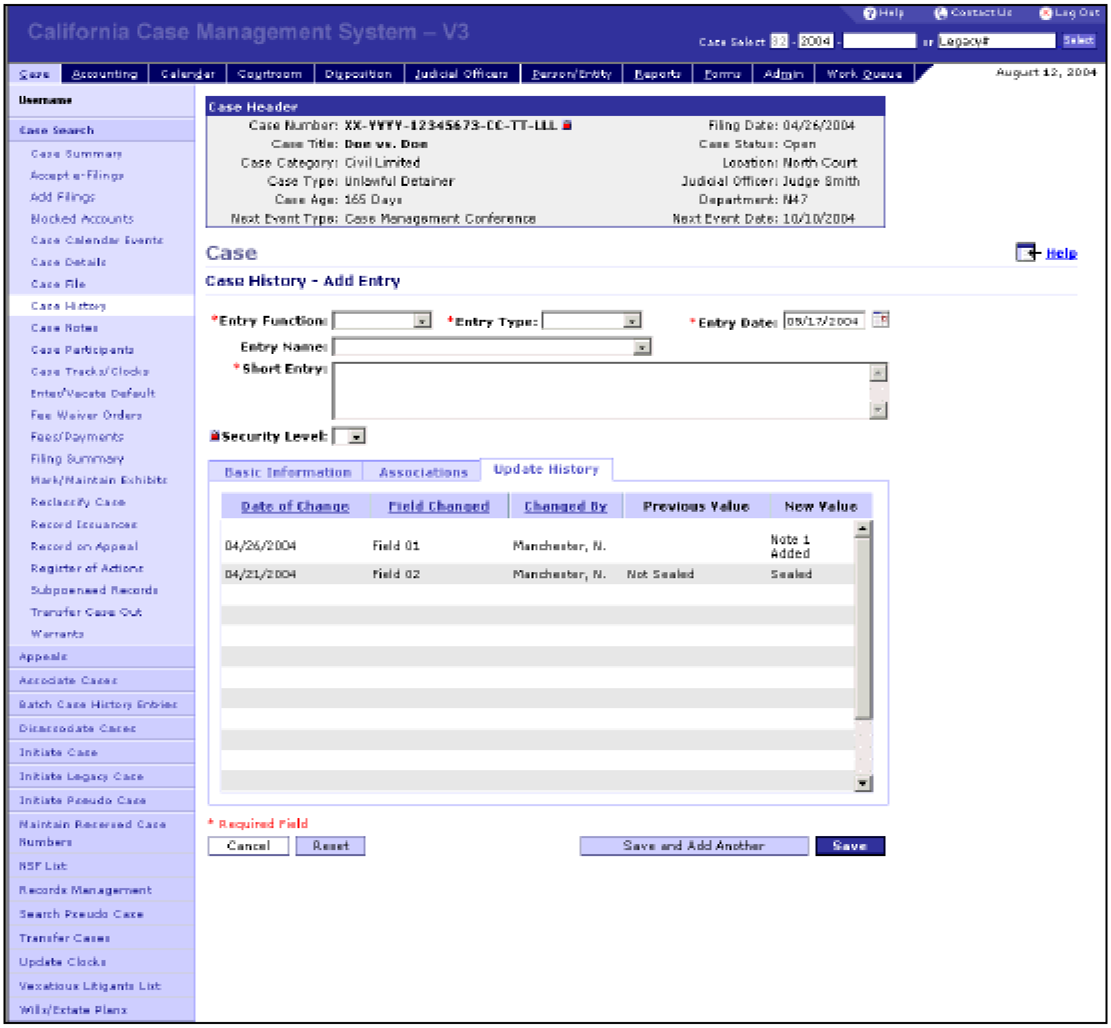
2. Click the **[Short Entry]** hyperlink for the entry to update.
   Result: The Case History - Add Entry screen displays with the entry data populating the appropriate fields.



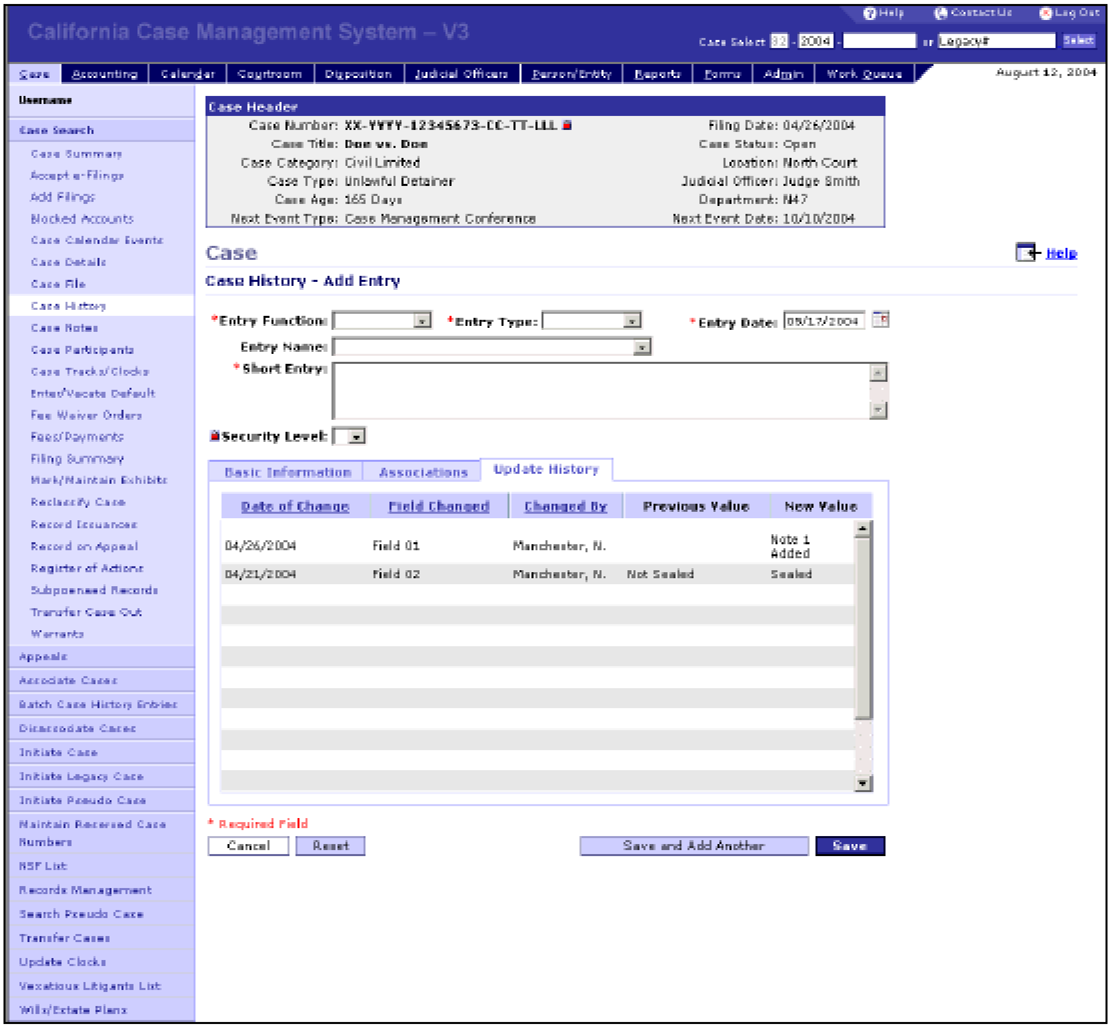
3. Enter/Update the available fields as needed.
   NOTE Select the **Strike** and/or **Entered in Error** checkboxes, if appropriate.
4. Select the **[Associations]** tab.
   Result: The Associated Entries tab highlights. This tab contains a list of the entries on the case.
   NOTE Click the **[Associate]** link to associate an entry to this entry, or click the **[Remove]** link to remove an association from this entry.



5. Click the **[Update History]** tab.
   Result: The Update History tab highlights and displays the details of previous updates made to this entry.



6. Click the **[Save]** button.
Result: The screen refreshes with a confirmation message.
NOTE The system will display an icon below the short entry indicating the type of update that you performed. A line will display through the short entry text for those entries that were either entered in error or stricken. In addition, if an entry was entered in error, then the short entry text will not display as a hyperlink.



Related Links

Manage Action Entries Overview

Case History Screen

Case History - Add Entry Screen

Maintain Case Clocks

Maintain Case Clocks Overview

Introduction

Maintaining case clocks involves adding and updating manual clocks on a specific case. Additional activities involve updating automatic clocks assigned to the case and batch updating active clocks on multiple cases.

You can also record information about why certain milestones on a case had not been met or were met late. This information gets copied to a milestone exception report.

About Case Clocks

A clock is a mechanism used by the system to enforce the timeliness of actions on a case. You can change certain automatic clock settings on a case or create manual clocks for the case. These clock updates will only apply to the active case and are not system-wide changes. This means that cases assigned to the same track may end up having a different mix of clocks or clock behaviors. Refer to the Configure Automatic Case Clocks section for more information about automatic case clocks.

Maintaining Automatic Clocks

Automatic case clocks include both case level and participant level clocks. The system will automatically update these clock statuses based on configured events occurring on the case. However, you may also manually change these automatic clock settings. For example, you can manually change a clock status or update the valid number of days before the clock expires.

These clock changes only apply to the selected case. Refer to the Configure Case Tracks section for details on adding clocks to tracks. Refer to the Configure Automatic Case Clocks section for details on creating and configuring automatic clocks.

Maintaining Manual Clocks

You can create manual clocks for an individual case. These clocks have no automated system action to start, pause, stop or restart. As a result, you are responsible for manually maintaining these clocks. However, the system will automatically expire a clock on its configured duration or end date if you do not take some other action on the clock.

Affecting Case Participants

For both automatic and manual clocks, you must specify whom the clock change will affect. For example, if you want to change the clock for a single participant on the case, then you must select this participant as the filter criteria. Otherwise, the action that you perform on a given clock will affect the case participants.

Task Activities

Maintaining case clocks includes the following task activities:

- Update Automatic Case Clocks
- Add Manual Case Clocks
- Update Manual Case Clocks

Additional Resources

Other items related to this overview include the following:

- Business Rules
- Forms/Notices/Reports

Related Links

Case Tracks/Clocks Screen

Case Tracks/Clocks - Automatic Clocks Screen

Case Tracks/Clocks - Manual Clocks Screen

My Court Information

Update Automatic Case Clocks

Introduction

Updating automatic case clocks changes clock statuses and/or the number of days an automatic clock is valid. These changes only apply to the selected case and do not affect the overall configuration of a clock. Refer to the Configure Automatic Case Clocks section for details on updating clock configurations.

Reasons for Updating Automatic Clocks

If you change the configuration of an automatic clock, it is possible that this change might not affect certain cases (or certain clocks). For example, if you update an expected [configured] event that already occurred on a case, then this case would not be affected by the update. As a result, it may be necessary for you to manually update an automatic clock on a case.

Clock Status Changes

You can pause, restart and stop automatic case clocks. However, only the system can start an automatic clock.

Changing the status of a case level clock will affect the participants on the case at the same time. For instance, changing a clock status to "stopped" will stop this clock for the case participants. On the other hand, changing the status of a participant level clock will only affect those case participants assigned to the clock.

Clock Status Restrictions

If you pause an automatic clock, then the clock will remain in a "paused" status until you or a system action restarts or stops it. Pauses and restarts will affect the total number of days a clock will run. In these situations, the stop date may not be exactly the configured number of days from the start date.

Also, a clock in a status of "stopped" cannot update to other status, since a stopped clock cannot restart.

Updating Participant Level Clocks

There are different ways to update a participant level clock. For example, if you enter a participant name as a filter parameter, then only participant level clocks assigned to this participant will display in the results. A status change to one of these listed clocks would then affect the clock running for only this participant.

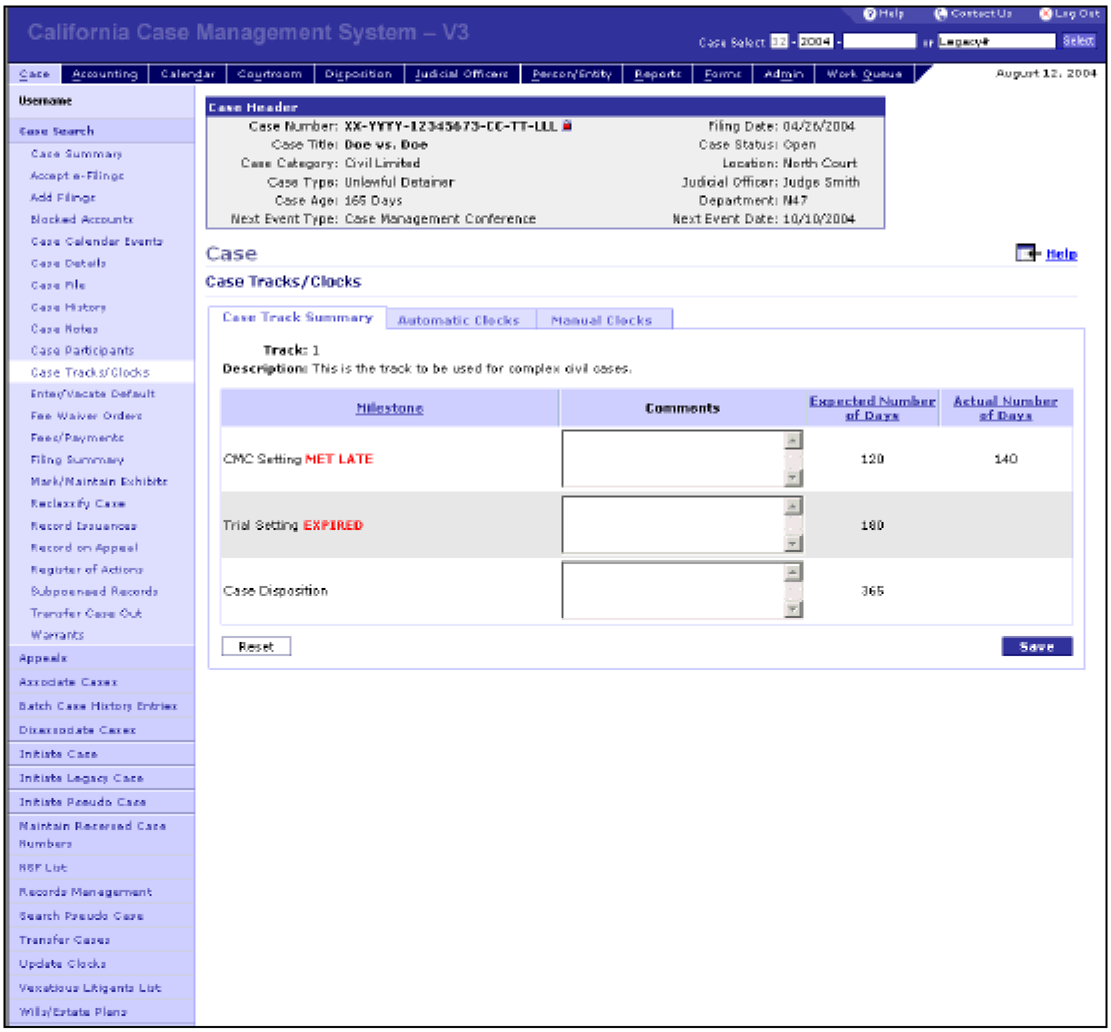
Another way to update a participant level clock is through the Edit screen. From here, you can choose to change the case clock status or update this status only for specific case participants.

Task Activity

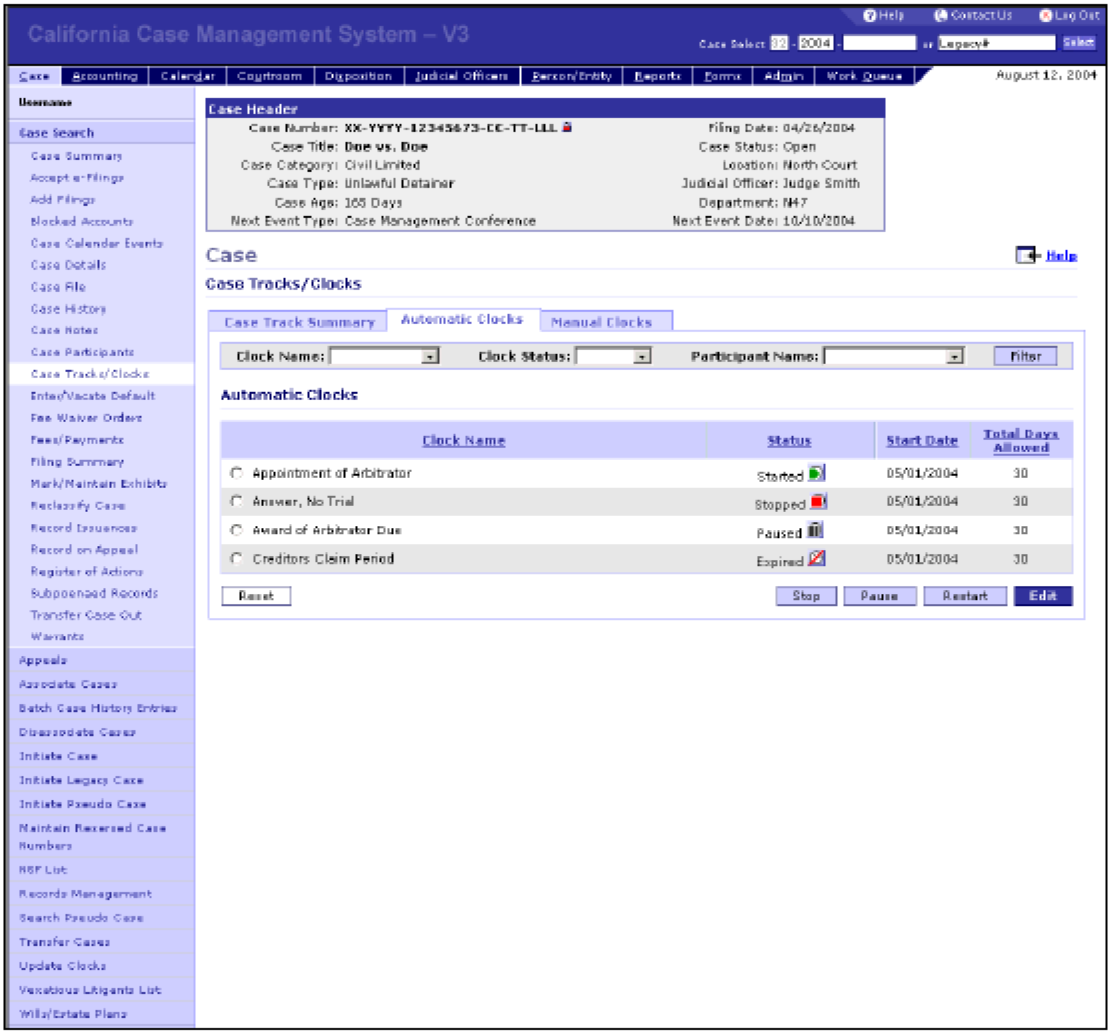
This activity takes place within the context of a case. It requires that you perform a case search and select the case on which to update an automatic clock. Refer to the Search Cases task activity for details on performing a case search.

Perform the following steps to update an automatic clock on a case.

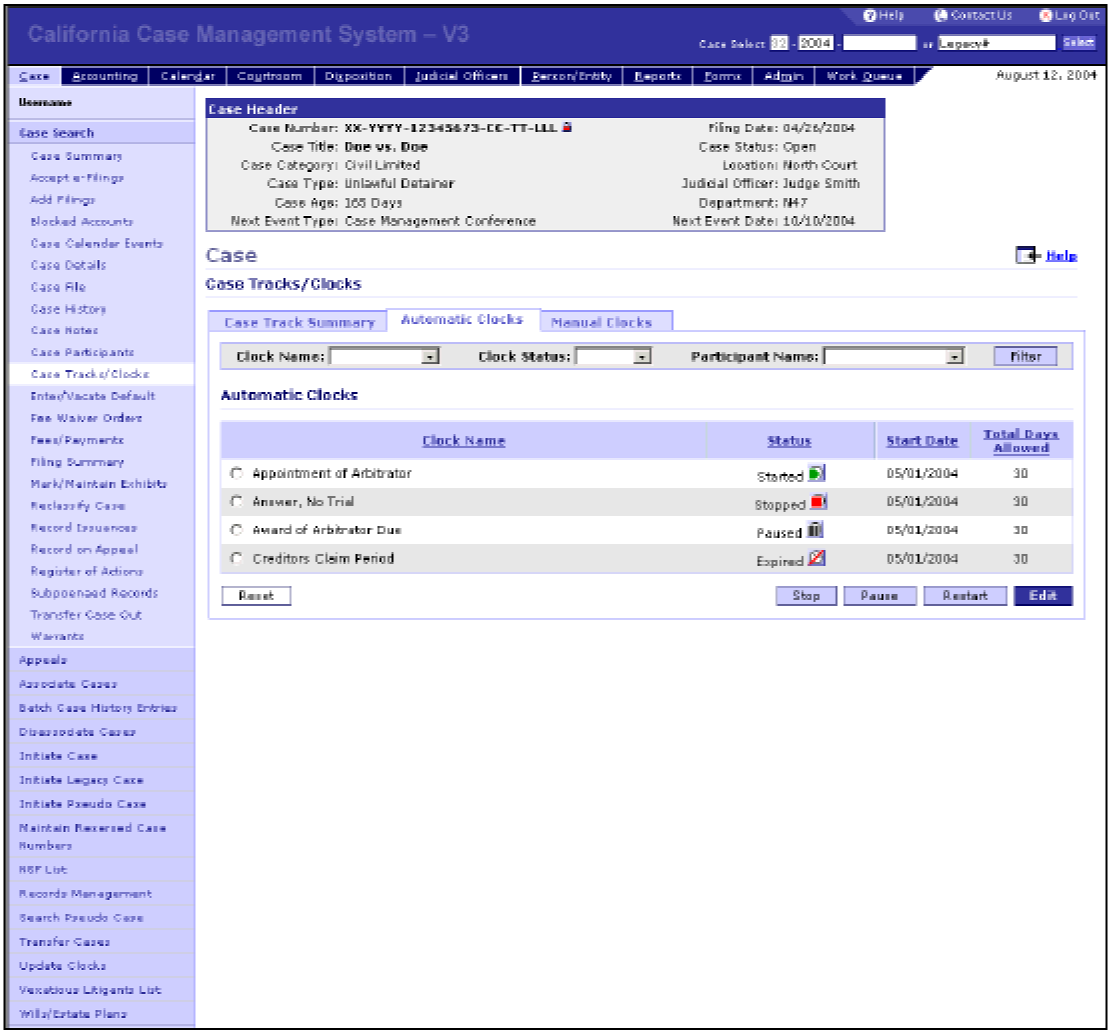
1. Select the **[Case Tracks/Clocks]** left navigation item.
   Result: The Case Tracks/Clocks screen displays. This screen shows how the case is meeting its milestones.



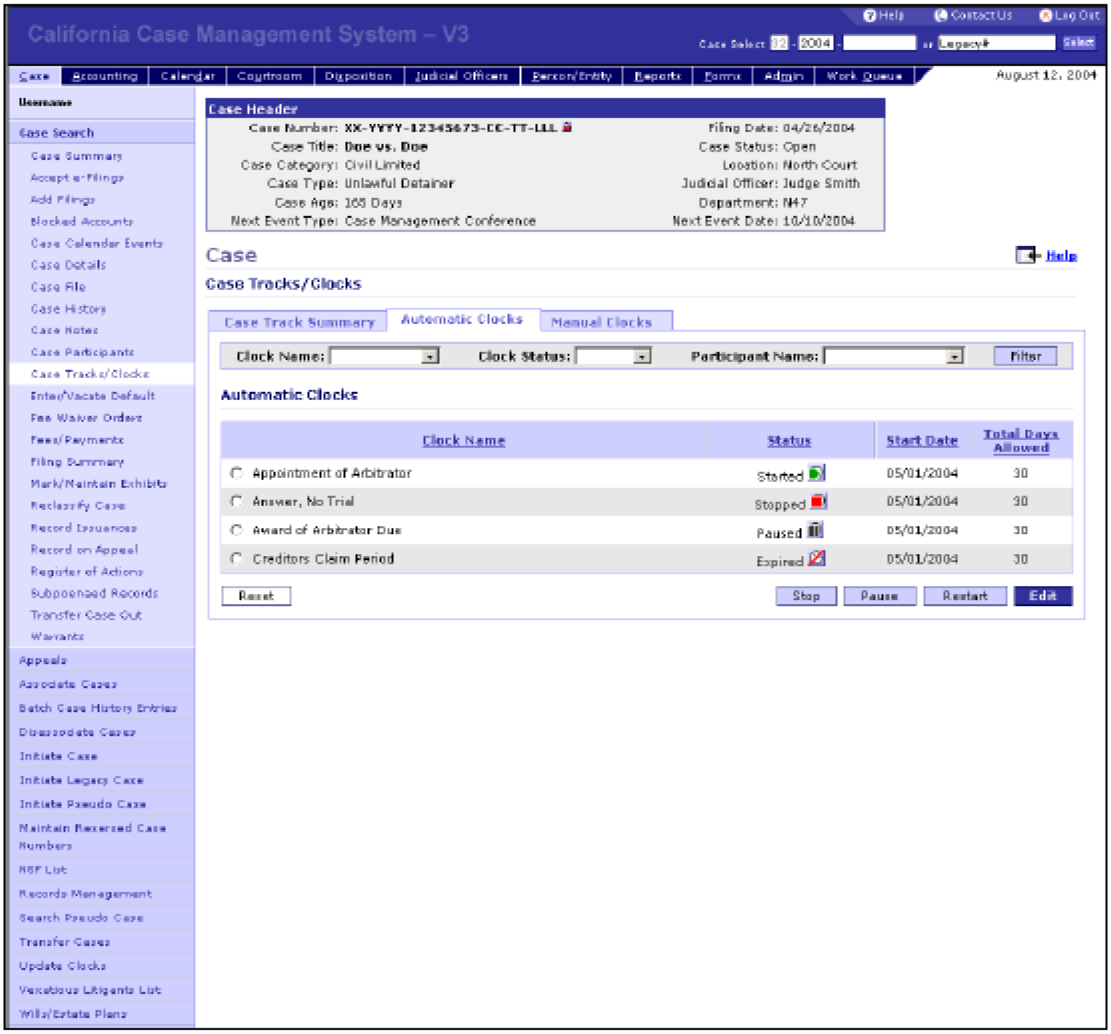
2. Select the **[Automatic Clocks]** tab.
   Result: The Automatic Clocks tab highlights and displays the automatic clocks assigned to the case.



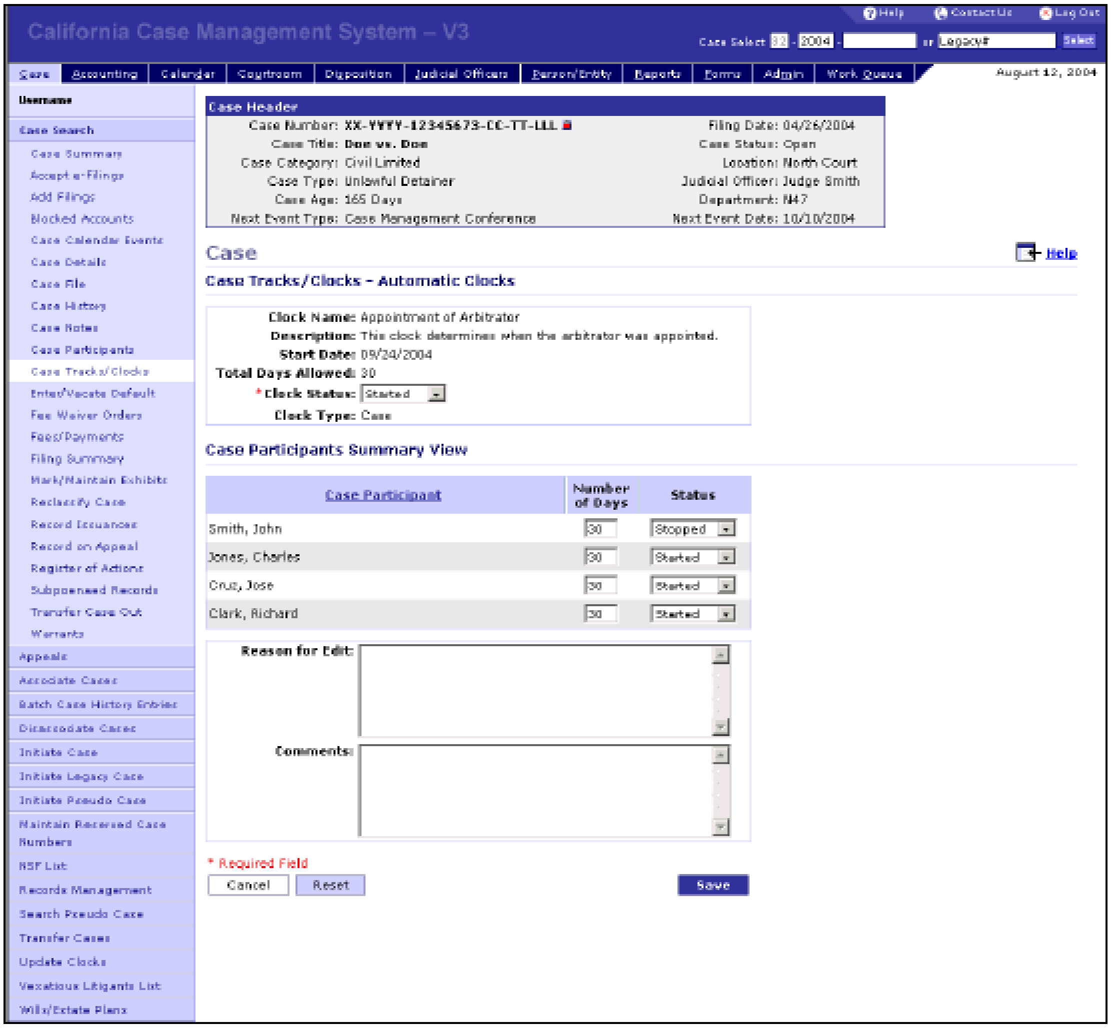
3. Select the necessary clock filter criteria.
   NOTE This filter tool allows you to search for specific clocks that may exist on the case.
4. Click the **[Filter]** button.
   Result: The screen refreshes and displays only those automatic clocks that match the selected filter criteria.



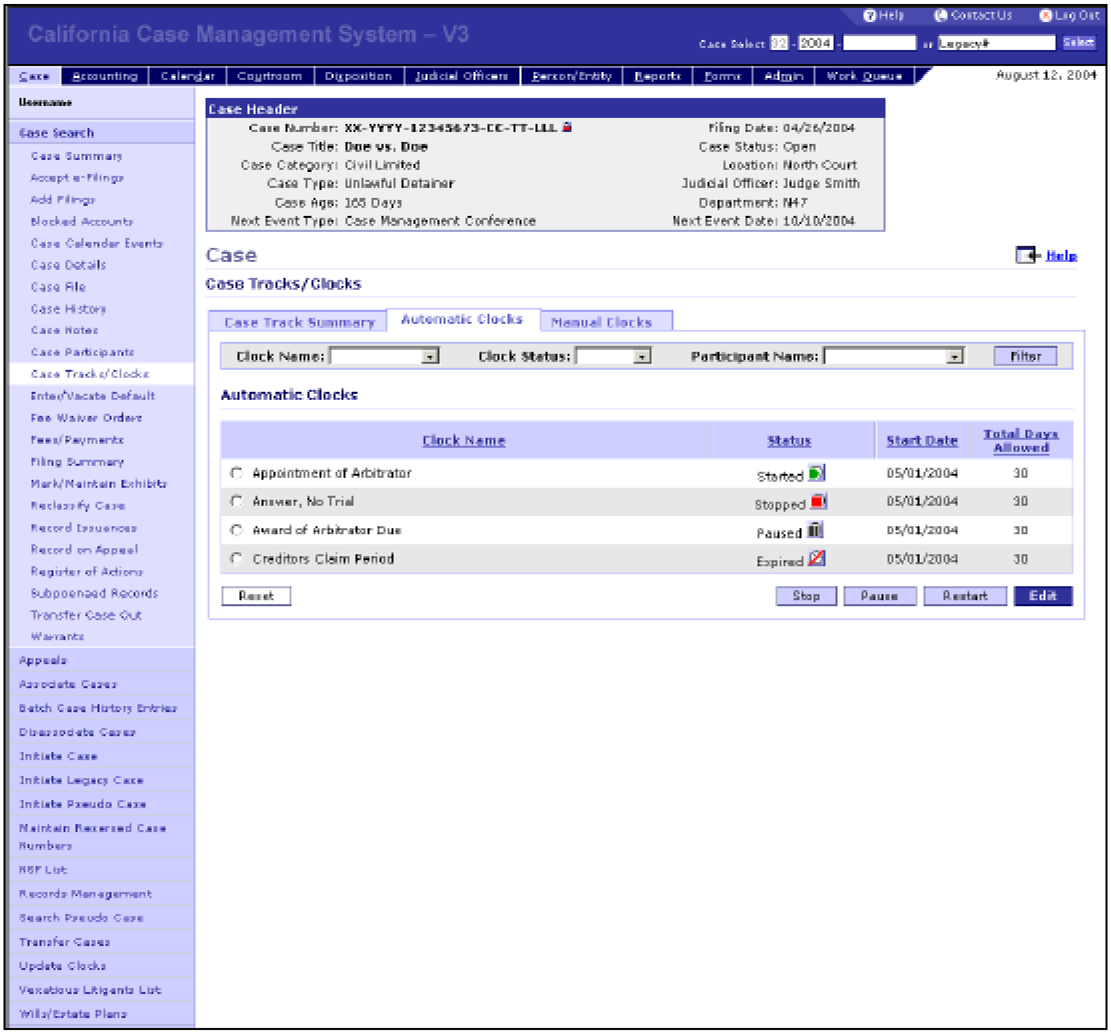
5. Select the radio button for the automatic clock to update.
   NOTE There are two types of updates that you can make to a manual clock. You can change either the status of the clock or the clock details. Both updates require that you first select the clock to edit.
6. Select the **[Stop]**, **[Pause]**, or **[Restart]** button, as appropriate.
   NOTE Changing the status of a clock uses the buttons listed below the clock list. Selecting one of these action buttons will refresh the screen and display the new clock status for that clock. If a search filter of Participant Name was used, then changing the status of the clock will only affect the clock for that single participant.
   NOTE You cannot change the status of an already stopped clock.
   Result: The screen refreshes with the new status for that clock.



7. Click the **[Edit]** button.
   NOTE You must first select the clock to edit.
   NOTE This step allows you to change the status and/or number of days for which this clock is valid on participant level clocks. However, you may also change the status of a case level clock.
   Result: The Case Tracks/Clocks – Automatic Clocks screen displays.
   NOTE If you selected a participant level clock, then the screen includes the Case Participants Summary View section.



8. Select a new **Clock Status**, if necessary.
   NOTE If this is a participant clock, then this status will apply to the participants listed in the Case Participants Summary View section.
9. Enter/Update the available fields as needed.
   NOTE The **Number of Days** and **Status** fields are available for updates if it is a participant level clock.
   NOTE It is recommended that you enter a reason for the edit in the appropriate field.
10. Click the **[Save]** button.
    Result: The Case Tracks/Clocks screen re-displays with the Automatic Clocks tab highlighted. The updated overall clock status also displays for this clock.



Related Links

Maintain Case Clocks Overview

Case Tracks/Clocks Screen

Case Tracks/Clocks - Automatic Clocks Screen

My Court Information

Add Manual Case Clocks

Introduction

Adding a manual case clock defines a set of actions that should occur on a single, specific case. This type of clock helps to support the informal or ad-hoc case requirements requested by a Judicial Officer during a hearing or other clerical process.

Manual clocks do not affect or change case events or participant settings.

Clock Status Changes

Manual clocks do not have automated system events to pause, stop or restart the clocks. While the system will start a manual clock based on the specified start date, you are responsible for maintaining these clocks. Refer to the Update Manual Case Clocks task activity for details on these activities.

Clock Assignments

You can create a manual clock for several purposes. As a result, these clocks can relate to either the case or individual case participants. For example, you can specify for which participant(s) this clock will be valid. Status updates only affect the clock settings for the case participant(s) assigned to that clock.

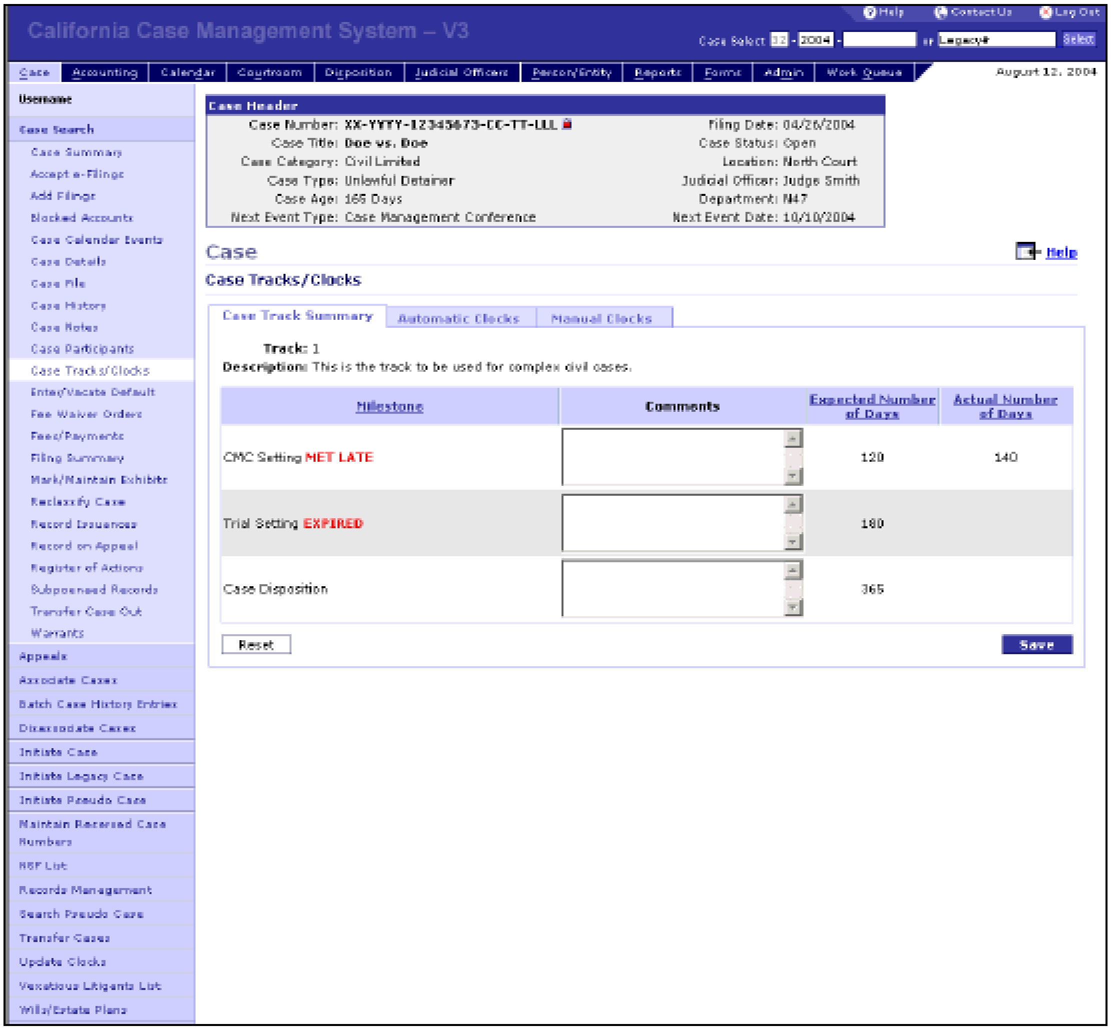
However, if you do not assign participants to the clock, the clock will simply run for the reason that you provide.

Task Activity

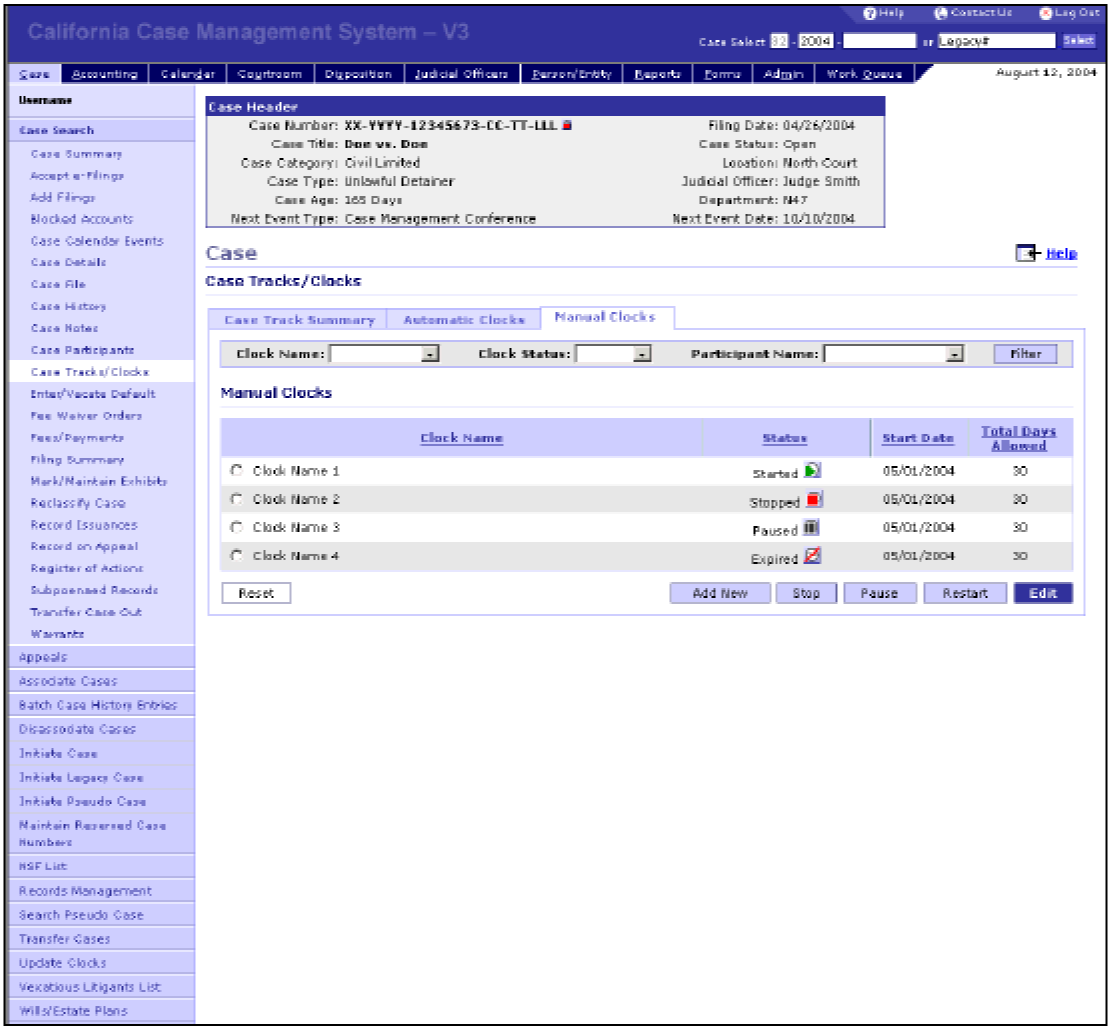
This activity takes place within the context of a case. It requires that you perform a case search and select the case on which to update a manual clock. Refer to the Search Cases task activity for details on performing a case search.

Perform the following steps to add a manual clock to a case.

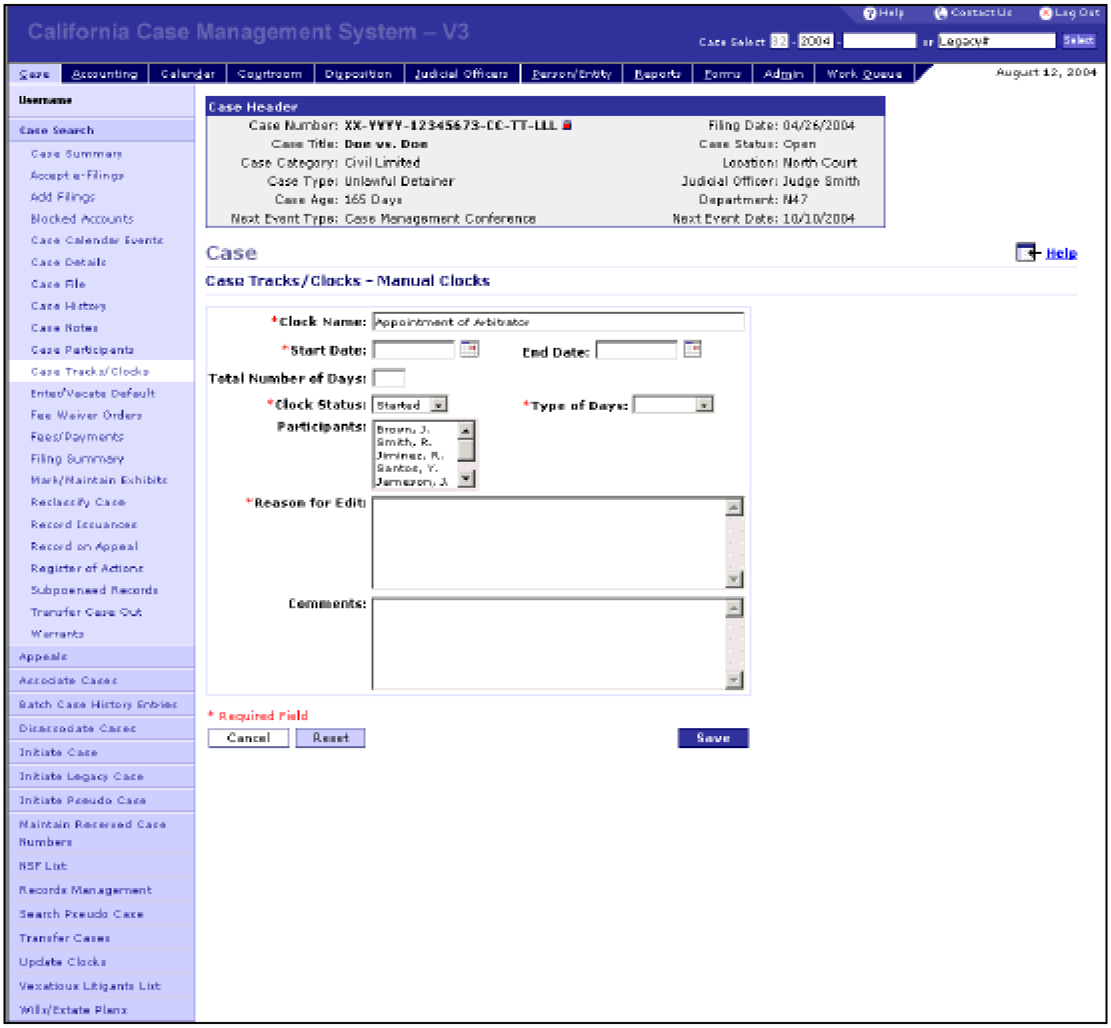
1. Select the **[Case Tracks/Clocks]** left navigation item.
   Result: The Case Tracks/Clocks screen displays.



2. Select the **[Manual Clocks]** tab.
   Result: The Manual Clocks tab highlights and displays the manual clocks that exist on the case.



3. Click the **[Add New]** button.
   Result: The Case Tracks/Clocks – Manual Clocks screen displays.

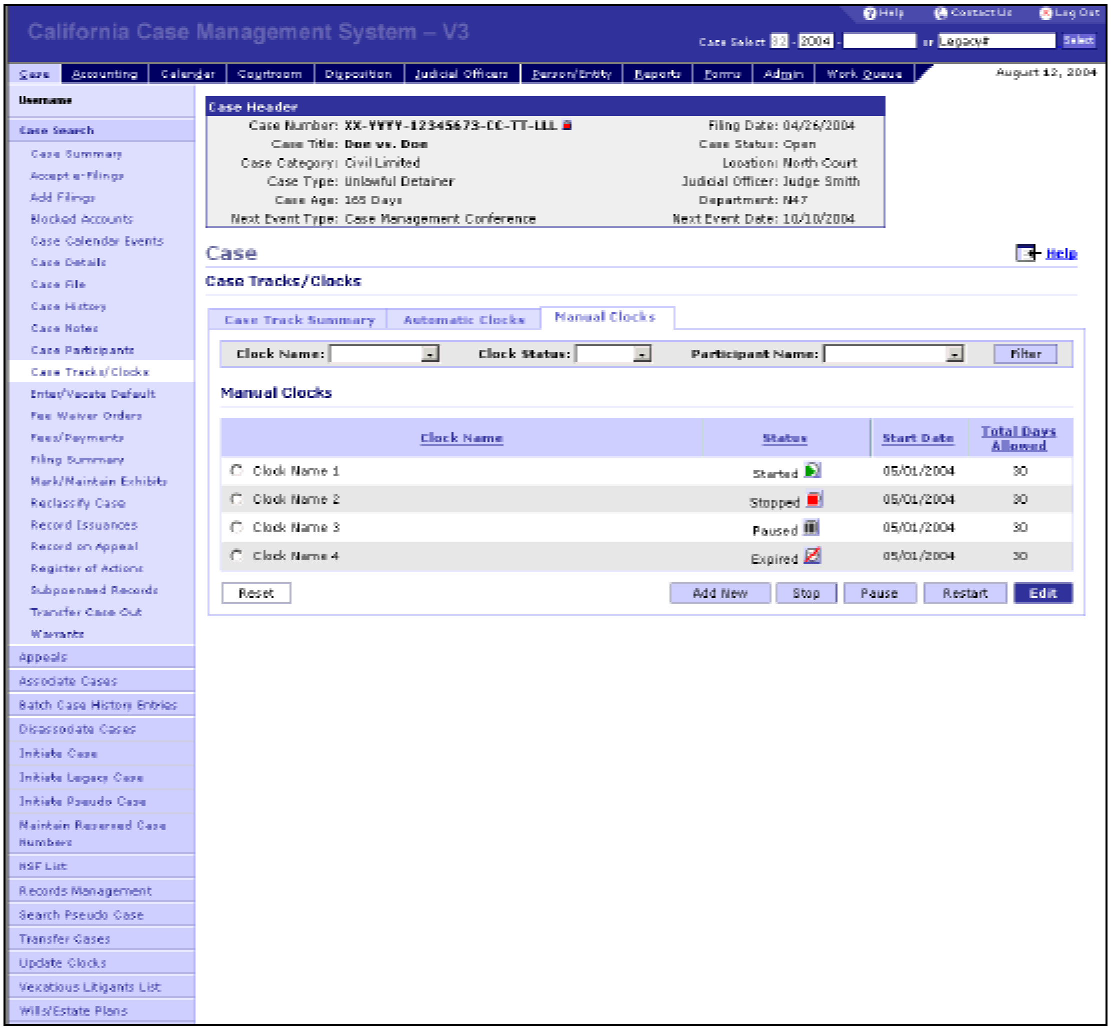


4. Enter/Select data for the following required fields:
    5. Clock Name
    6. Start Date
    7. End Date or Total Number of Days
    8. Clock Status
    9. Type of Days

    NOTE You must provide either an **End Date** or **Total Number of Days** value. This value will determine the duration of the clock, which is the number of court or calendar days the clock will run before it expires.

    NOTE If more than one participant is selected for a manual clock, then the system will not display the clock status for each assigned participant. Only automatic clocks have this capability.

5. Click the **[Save]** button.
Result: The Case Tracks/Clocks screen re-displays with the Manual Clocks tab highlighted. The new manual clock is now available in the clock list.



Related Links

Maintain Case Clocks Overview

Case Tracks/Clocks Screen

Case Tracks/Clocks - Manual Clocks Screen

My Court Information

Update Manual Case Clocks

Introduction

Updating manual case clocks changes clock statuses, clock duration, and/or (re-)assigns participants to a clock. These clocks do not affect or change case events or participant settings.

Clock Status Restrictions

Since manual clocks are not associated with automated system events, you are responsible for maintaining these clocks. A clock will remain in a given status until either it reaches its expiration date or you change its status.

For example, a manual clock in a status of "paused" will remain in this status until you restart or stops it. The clock counter will also not change or increment until you have manually restarted the clock. The counter is the number of days since the clock was first started.

Pauses and restarts will affect the total number of days a clock will run. In these situations, the number of days between the stop date and the start date may not match the total number of days configured for the clock to run. Also, a clock with the status of "stopped" cannot update to another status, since a stopped clock cannot be restarted.

Updating Manual Clocks

There are different ways to update a manual clock. You can select an appropriate action button to change the overall status of a clock. You may also change a manual clock for a single participant. For example, if you enter a participant name as a filter parameter, then only the manual clocks assigned to this participant will display in the results. A status change to one of these listed clocks would then affect the clock running for only this participant.

Another way to update a manual clock is through the Edit screen. From here, you can change the clock start/end dates or duration. You may also change or add participants assigned to the clock. However, you must provide a reason for updating the clock.

Manual Clock Actions

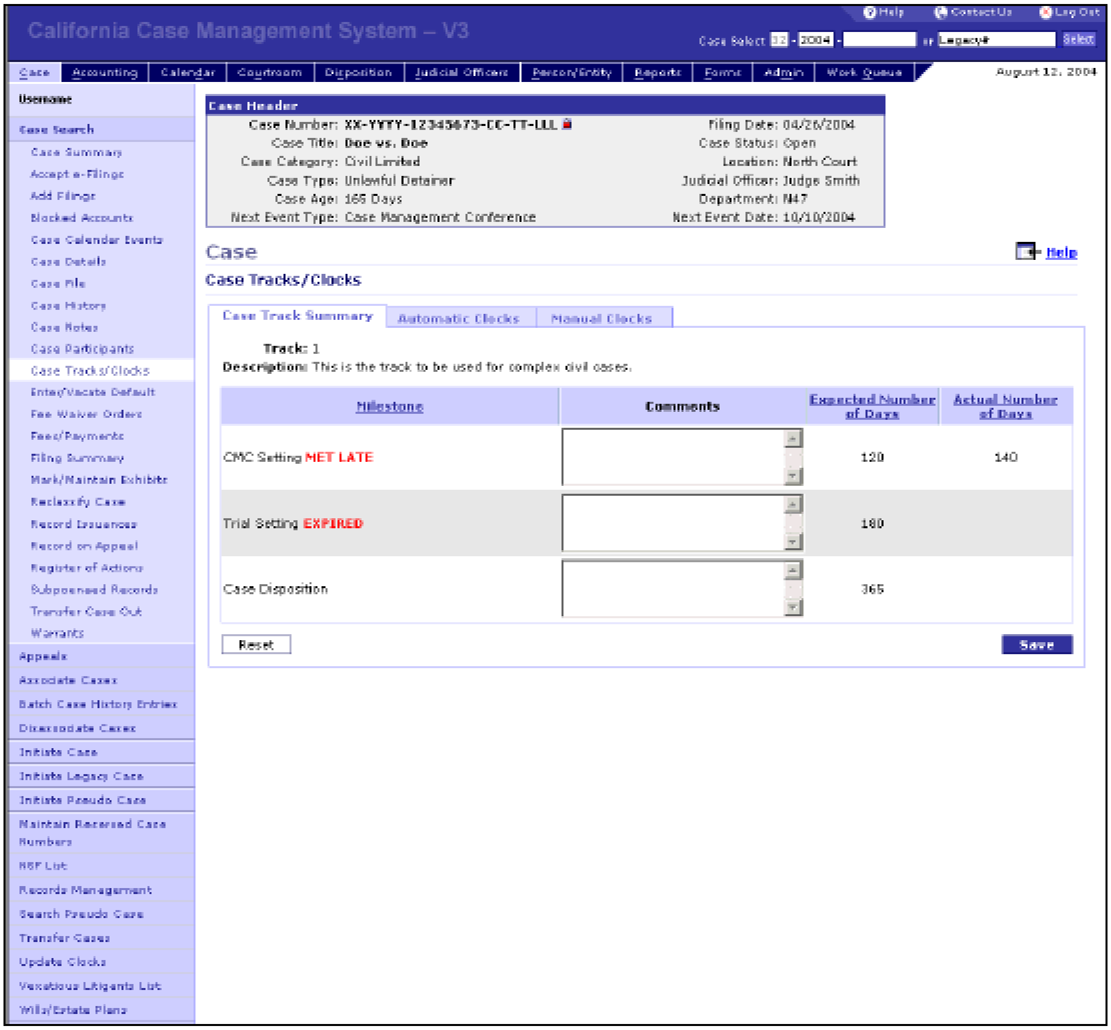
If you do not take some other action on the clock, such as changing the status of a clock, then the clock will automatically expire/stop based on the specified time frame. When a manual clock expires, no system actions or case events occur.

Task Activity

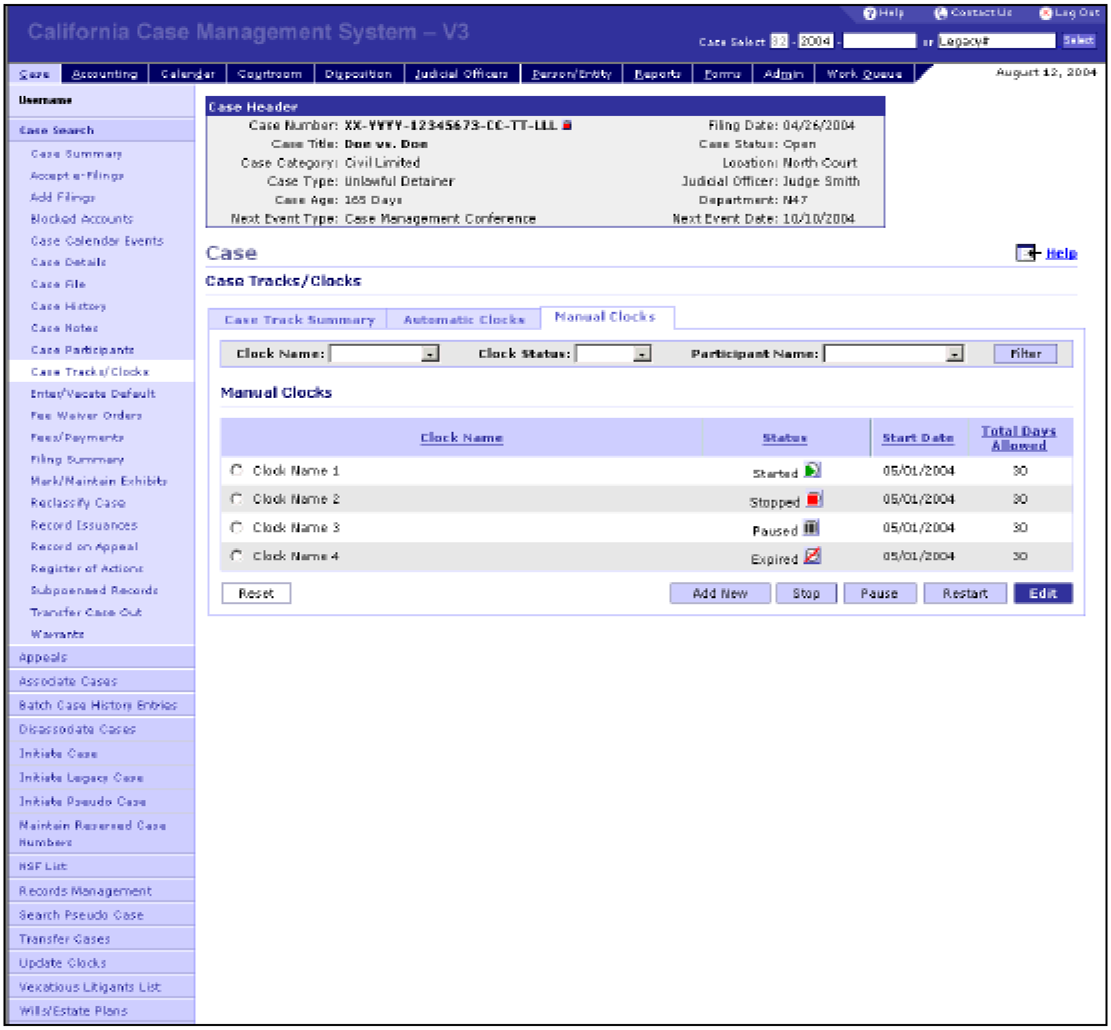
This activity takes place within the context of a case. It requires that you perform a case search and select the case on which to update a manual clock. Refer to the Search Cases task activity for details on performing a case search.

Perform the following steps to update a manual clock on a case.

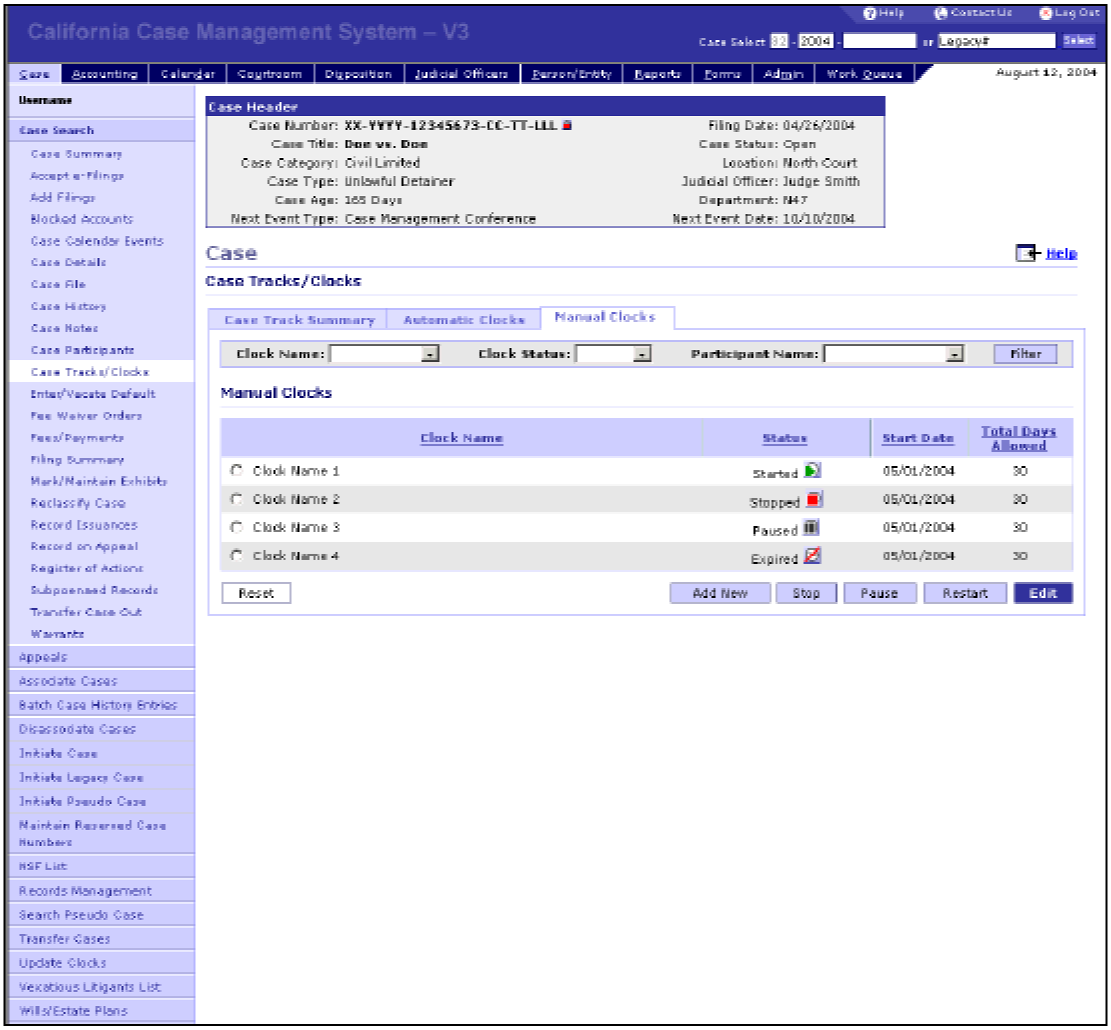
1. Select the **[Case Tracks/Clocks]** left navigation item.
   Result: The Case Tracks/Clocks screen displays.



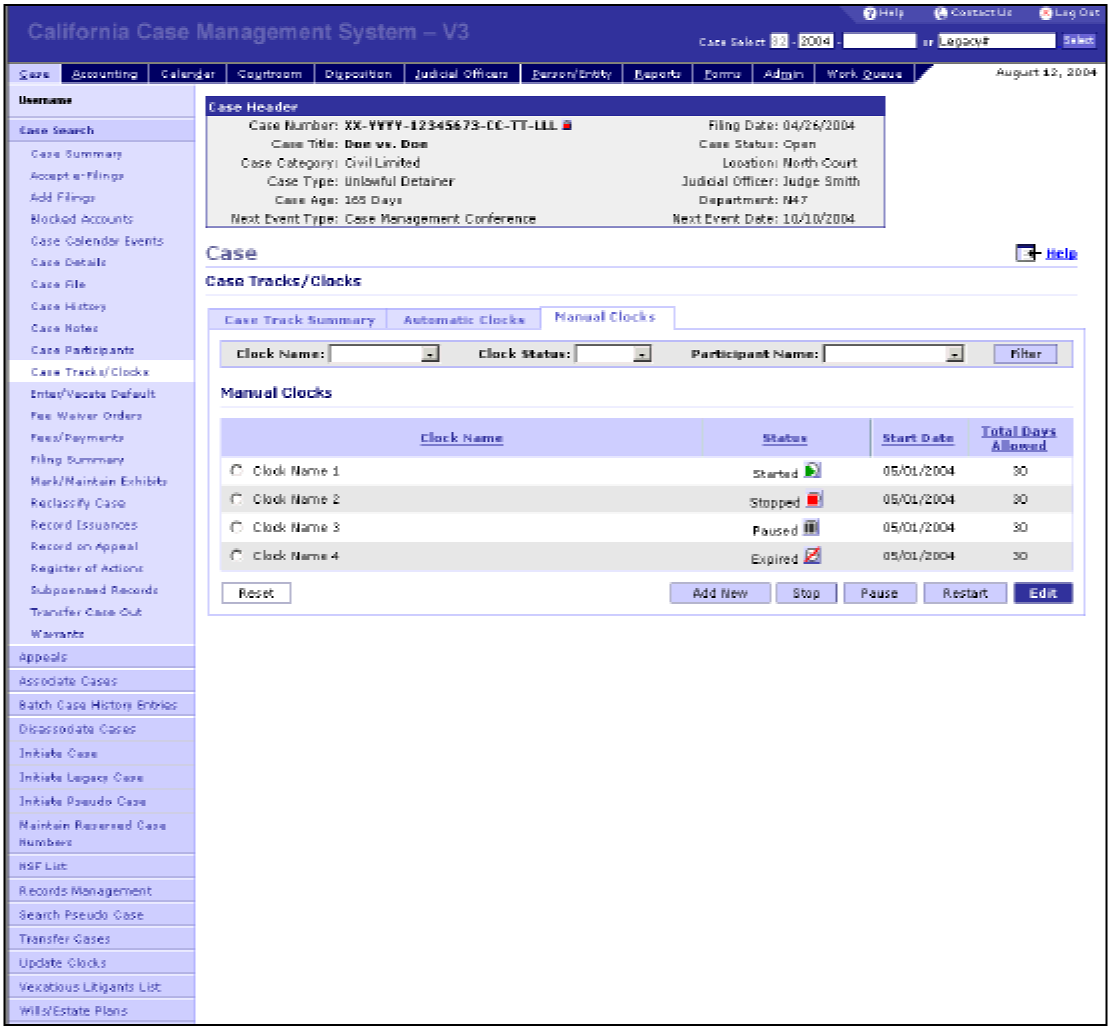
2. Select the **[Manual Clocks]** tab.
Result: The Manual Clocks tab highlights and displays the manual clocks created for the case.



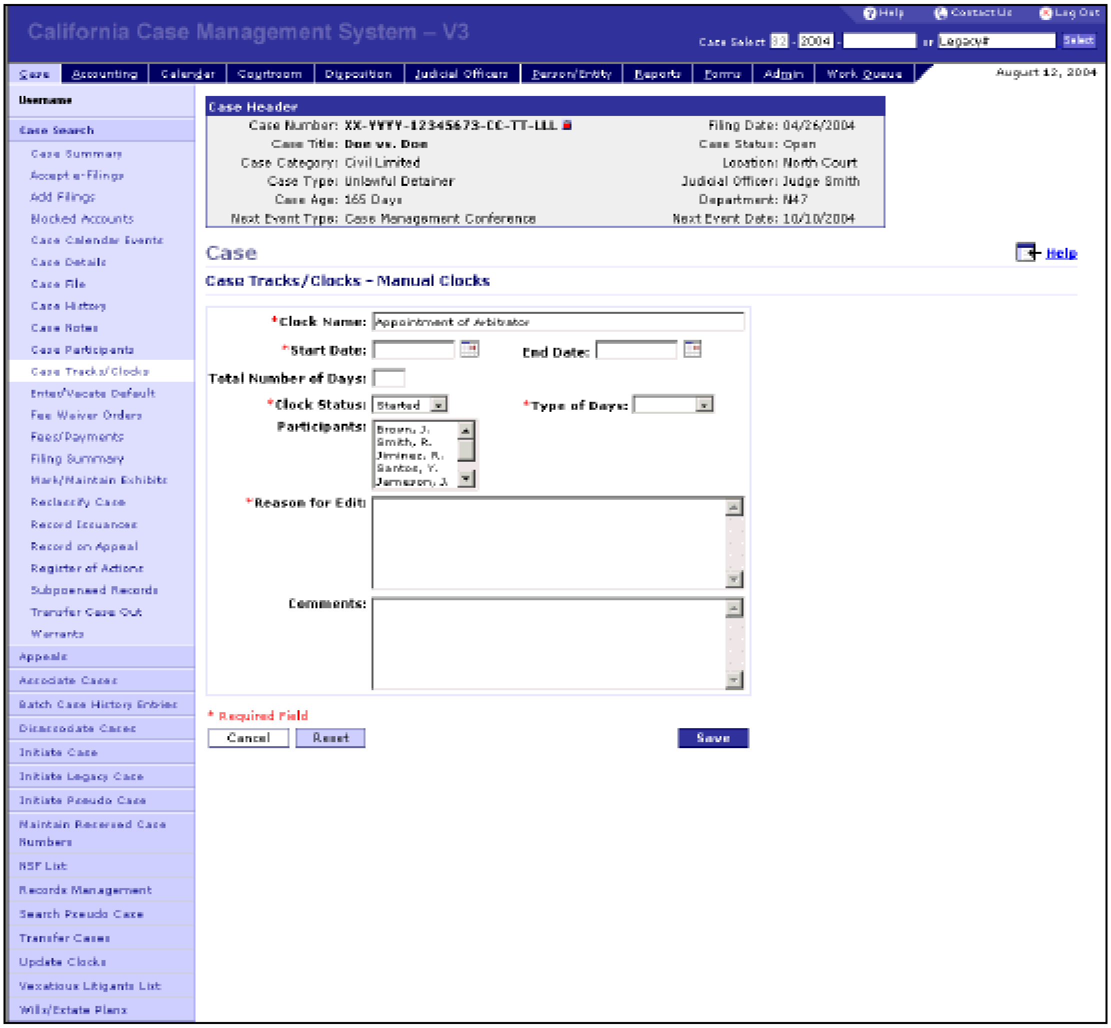
3. Select the necessary clock filter criteria.
   NOTE This filter tool allows you to search for specific clocks that may exist on the case.
4. Click the **[Filter]** button.
   Result: The screen refreshes and displays only those manual clocks that match the selected filter criteria.



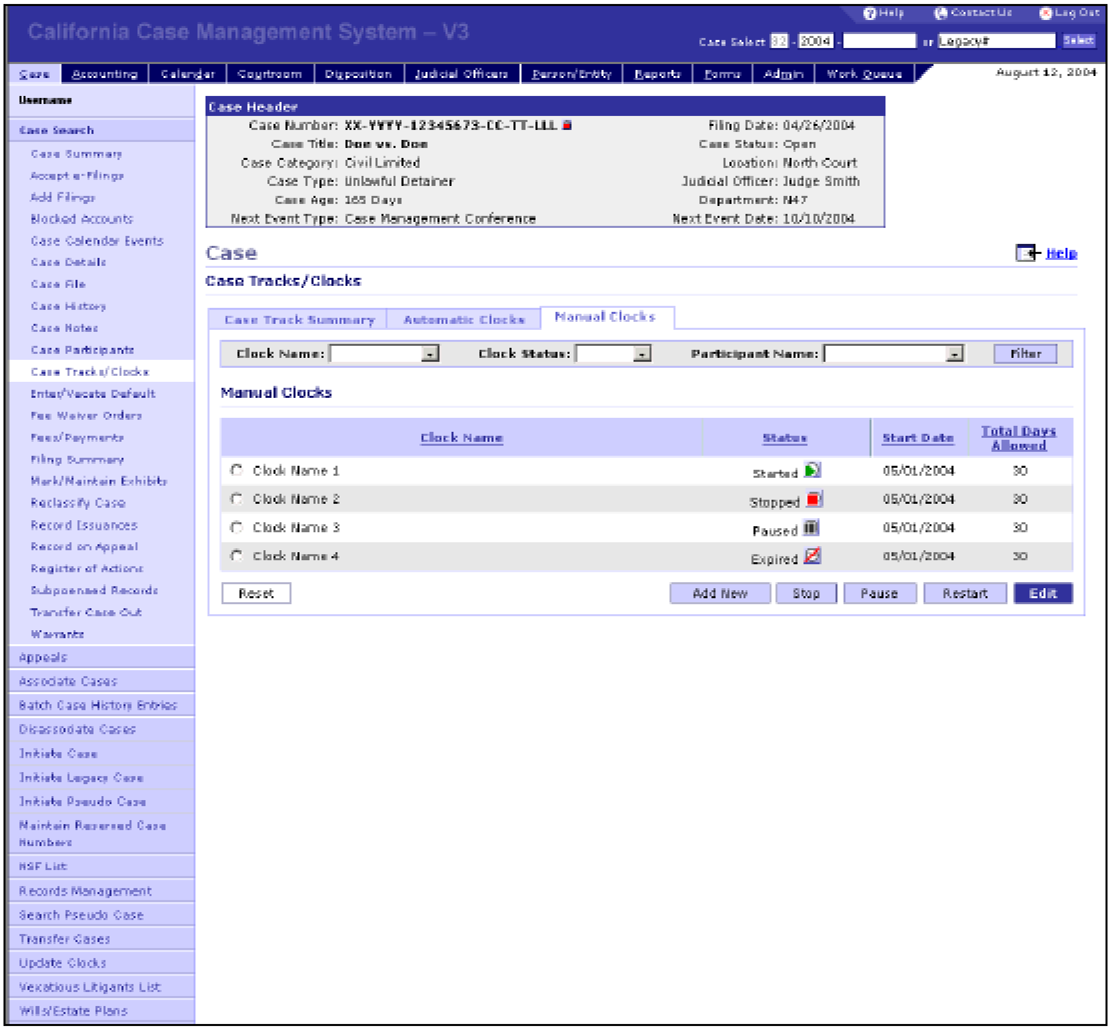
5. Select the radio button for the manual clock to update.
   NOTE There are two types of updates that you can make to a manual clock. You can change either the status of the clock or the clock details. Both updates require that you first select the clock to edit.
6. Select the **[Stop]**, **[Pause]**, or **[Restart]** button, as appropriate.
   NOTE Changing the status of a clock uses the buttons listed below the clock list. Selecting one of these action buttons will refresh the screen and display the new clock status for that clock. If a search filter of Participant Name was used, then changing the status of the clock will only affect the clock for that single participant.
   NOTE You cannot change the status of a stopped clock.
   Result: The screen refreshes and displays the new status for that clock.



7. Click the **[Edit]** button.
   NOTE You must first select the clock to edit.
   Result: The Case Tracks/Clocks – Manual Clocks screen displays.



8. Enter/Update the available fields as needed.
9. Click the **[Save]** button.
   Result: The Case Tracks/Clocks screen re-displays with the Manual Clocks tab highlighted. The updated overall clock status also displays for this clock.



Related Links

Maintain Case Clocks Overview

Case Tracks/Clocks Screen

Case Tracks/Clocks - Manual Clocks Screen

Maintain Investigator Reports

Maintain Investigator Reports Overview

Introduction

Maintaining Investigator Reports records and updates the notes and/or comments related to an investigation being carried out on a probate case.

About Investigator Reports

Probate Investigator Reports provide a summary of case events as recorded by a Probate Investigator. The occurrence of certain "trigger" events starts an investigation on the case. Triggering actions may include one of the following:

- An automatic case clock expired
- An event was scheduled
- Minutes ordered an investigator report

For each action that occurs, the system will create a new task that requires an investigator report. You can access drafts of these reports through the probate investigator work queue list. These drafts of report tasks allow you to access and edit the report contents before finalizing it.

Selecting Report Statuses

The progress of an Investigator Report indicates its completion status. It also determines the system actions that should occur. For example, if you select a report status of "in review," this will alert your supervisor to review and edit the report as necessary.

When the report is complete, you can select a status of "finalize." The system then generates a PDF version of the report based on the entered text. The system also automatically files the report on the case and associates the PDF document with the filing.

Using Macros

You have the option of using macros to automatically enter pre-defined text into the report. The macro feature reduces data entry by allowing you to quickly record standard information in an investigator report.

You must define the text entries for investigator reports before using macros. This configuration will create a list of available text [macros] from which you can select. These entries are defined for either the Investigator Notes or Comments sections of the report. Refer to the Configure Minute Codes section for details on creating macro text.

If you select a macro from the list, the system will copy or "translate" the selected text into the appropriate report section. This text will display at the end of the previously entered text. Then you can edit or remove these contents.

Task Activities

Maintaining Investigator Reports includes the following task activities:

- Record Investigator Reports
- Update Investigator Reports

Additional Resources

Other items related to this overview include the following:

- Forms/Notices/Reports

Related Links

Maintain Investigator Report Screen

My Court Information

Record Investigator Reports

Introduction

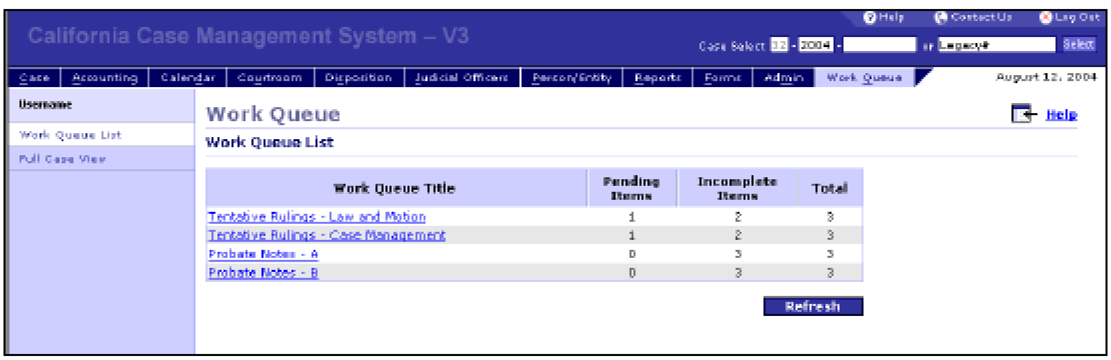
Recording an Investigator Report collects and saves notes and/or comments related to the investigation of a probate case. This activity also allows you to update a draft of an existing probate investigator report.

Task Activity

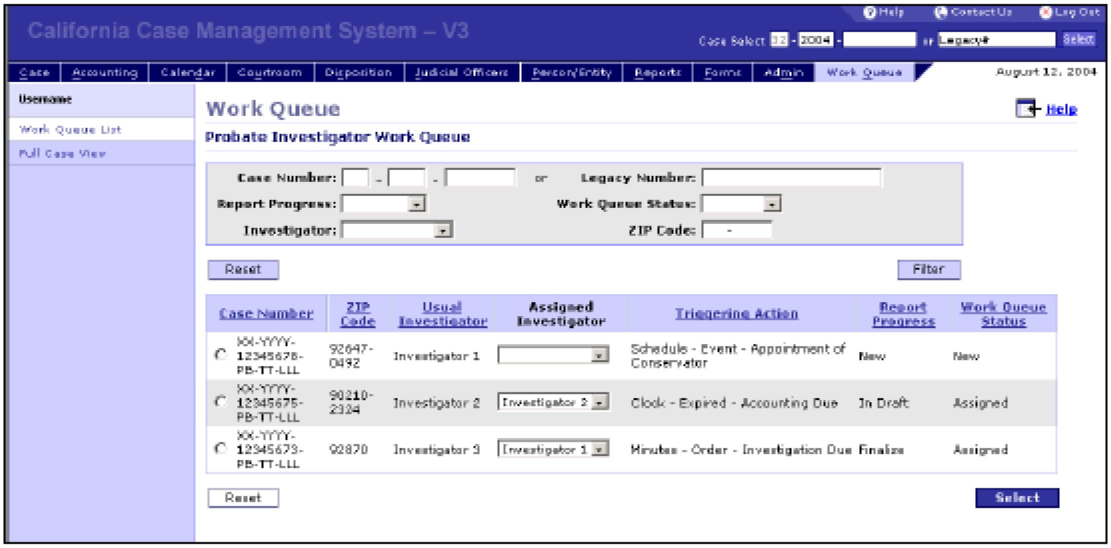
This activity takes place within the context of a work queue. Refer to the Work Queue section for details on maintaining work queue items.

Perform the following steps to record an Investigator Report.

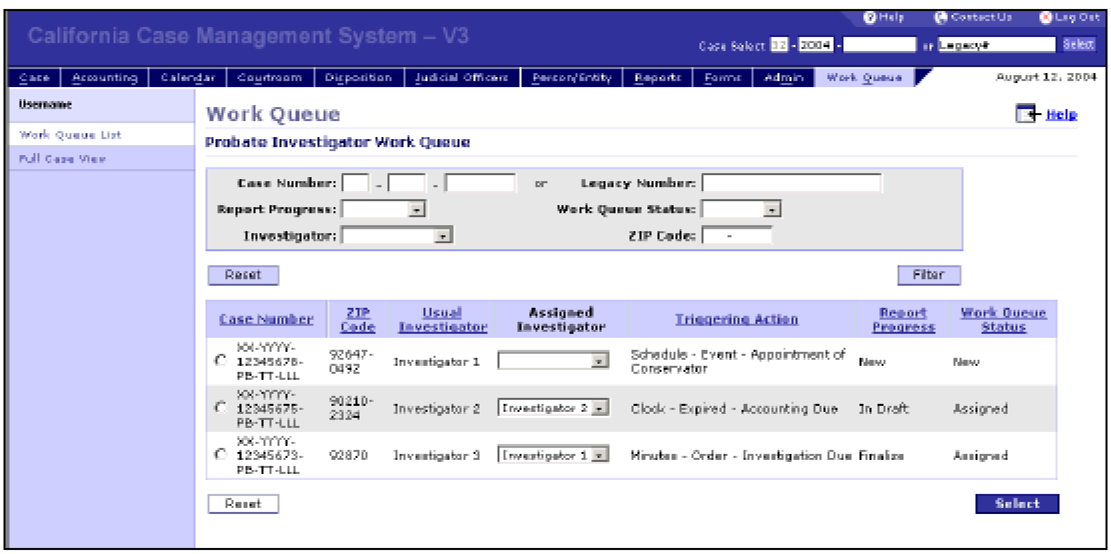
1. Select **[Work Queue] > [Work Queue List]**.
   Result: The Work Queue List screen displays.



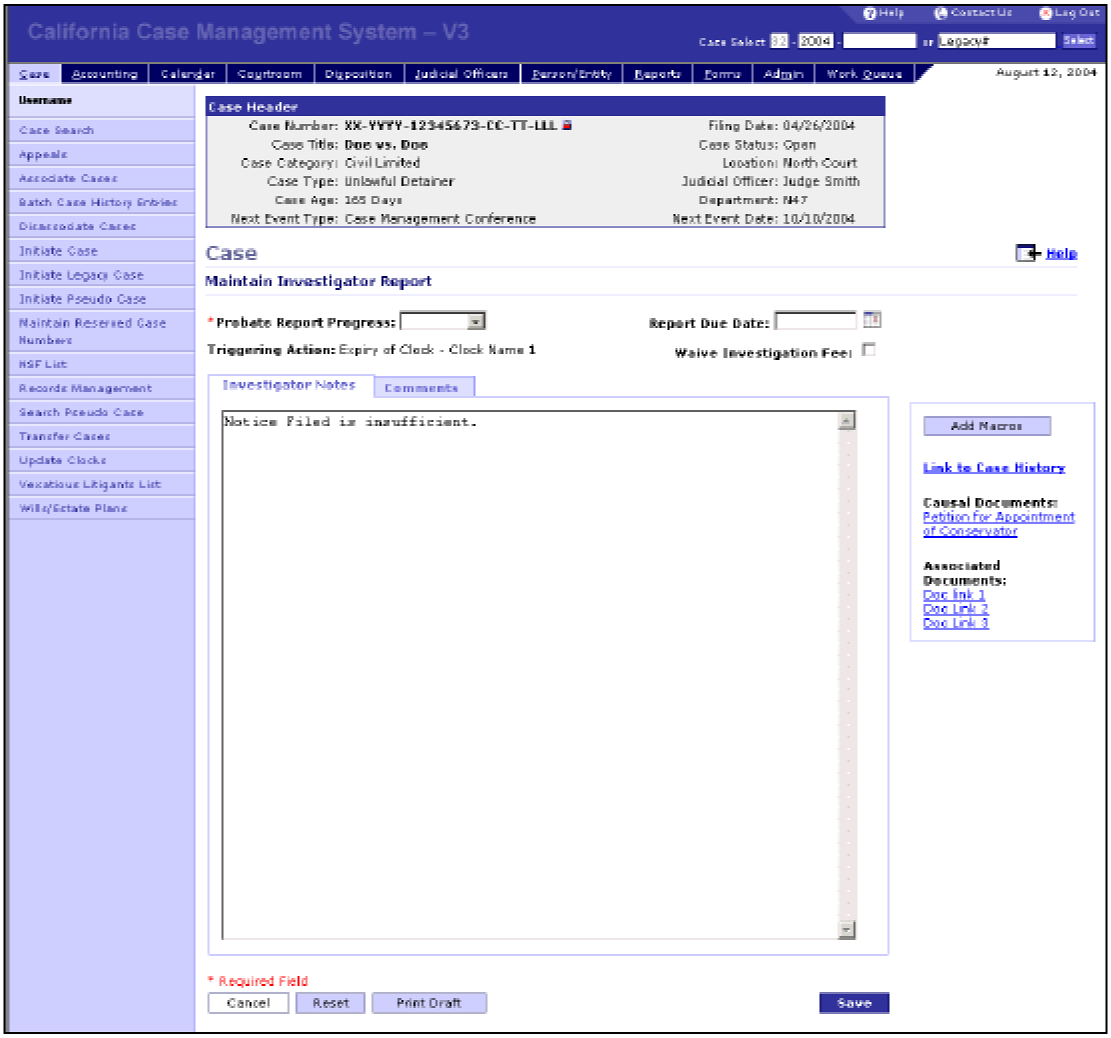
2. Select the **Work Queue Title** hyperlink for the probate investigator report work queue.
   Result: The Probate Investigator Work Queue screen displays.



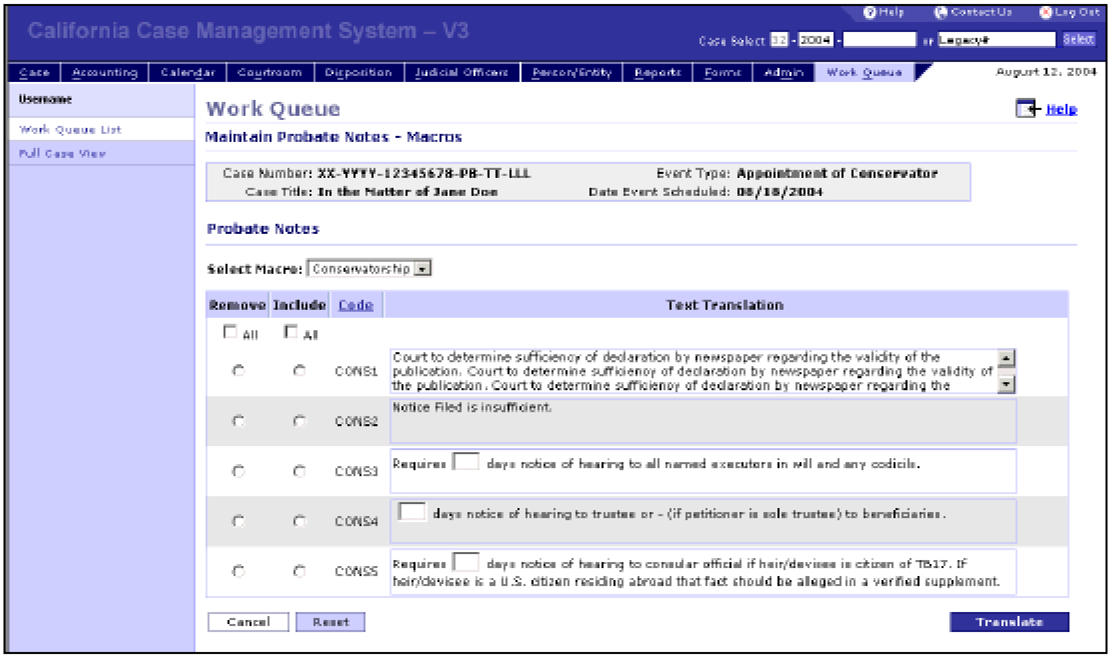
3. Select the necessary work queue filter criteria.
   NOTE This filter tool allows you to display specific investigator reports with outstanding tasks.
4. Click the **[Filter]** button.
   Result: The screen refreshes and displays only those tasks that match the selected filter criteria.



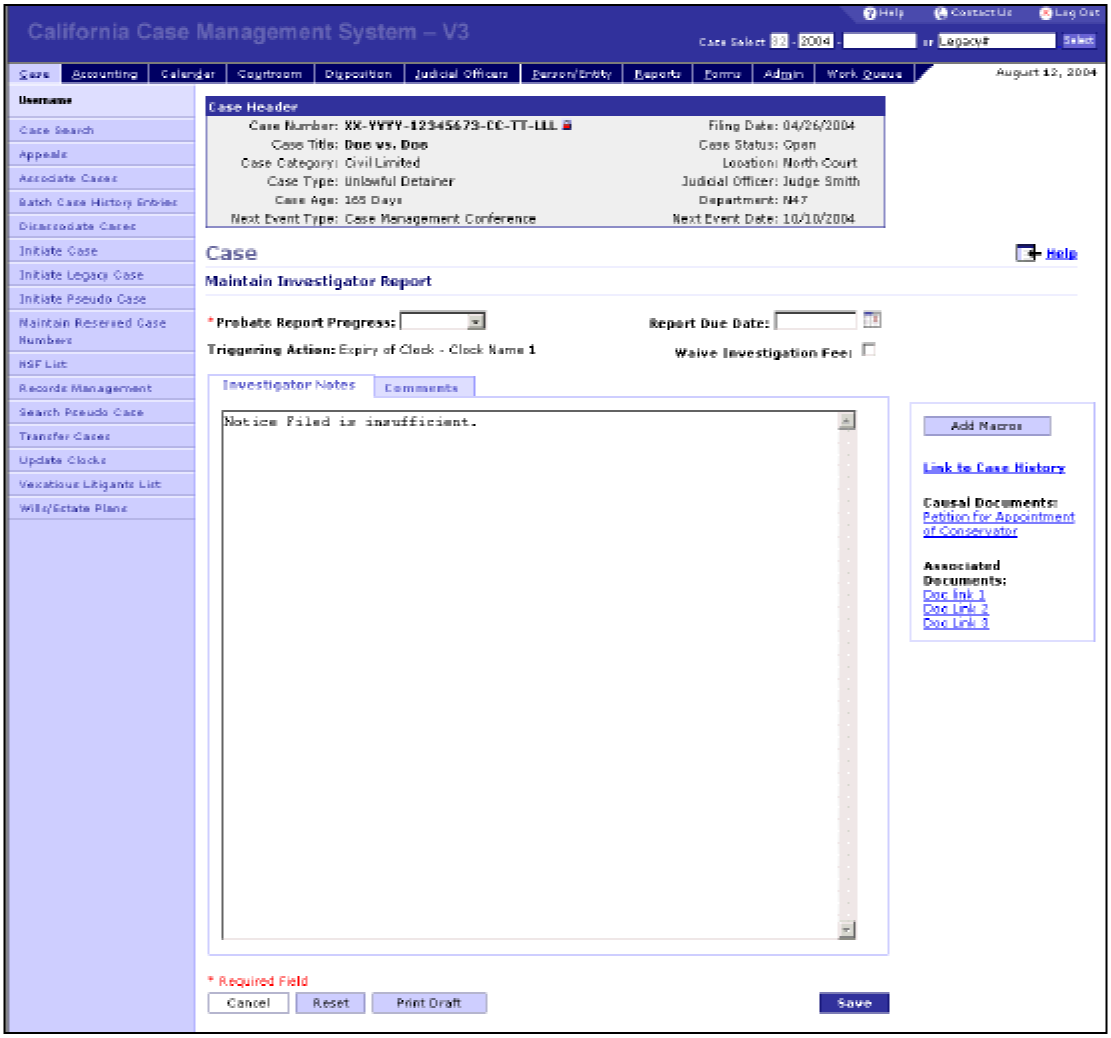
5. Select the radio button for the investigator report to record.
   NOTE This selection automatically opens the case.
6. Click the **[Select]** button.
   Result: The Maintain Investigator Report screen displays.



7. Select a **Probate Report Progress** value.
   NOTE Values except for "finalize" will keep a draft of the report in the work queue.
8. Enter the appropriate text into the Investigator Notes tab.
   NOTE Skip to Step 13 if you are not using the macro feature for entering standard text.
9. Click the **[Add Macros]** button.
   Result: The Maintain Investigator Report - Macros screen displays.

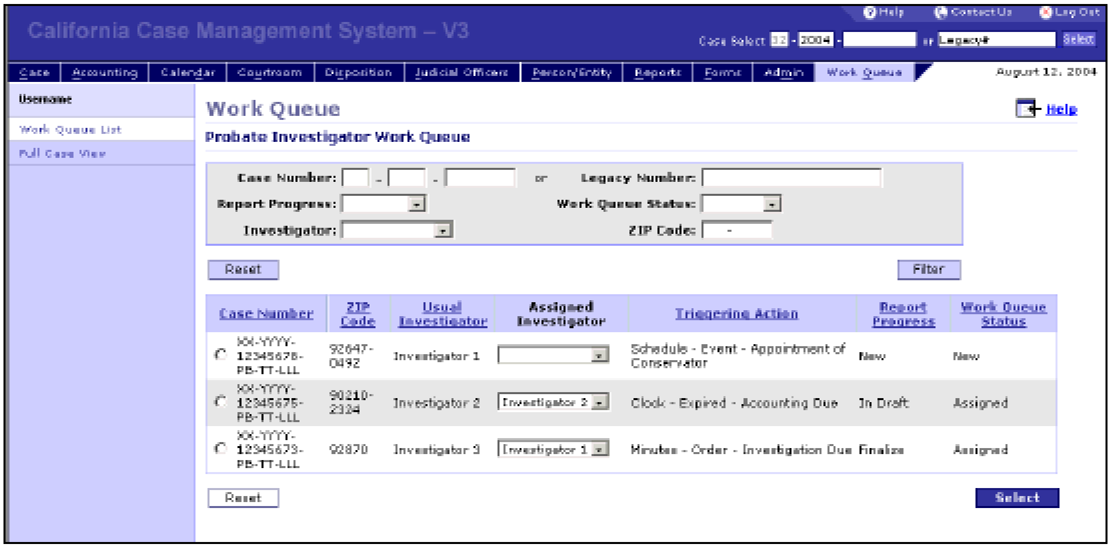


10. Select the **[Include]** radio button(s) for the text codes to add to the report.
11. Enter data for the necessary open text fields.
12. Click the **[Translate]** button.
    Result: The Maintain Investigator Report screen re-displays. The selected text is automatically entered in the Investigator Notes tab.



13. Select the **[Comments]** tab.
 Result: The Comments tab highlights.

14. Enter text for the necessary comments.
   NOTE You can also apply configured comments using the Add Macros feature.
15. Click the **[Save]** button.
   Result: The Probate Investigator Work Queue displays.



Related Links

Maintain Investigator Reports Overview

Work Queue List Screen

Maintain Investigator Report Screen

My Court Information

Update Investigator Reports

Introduction

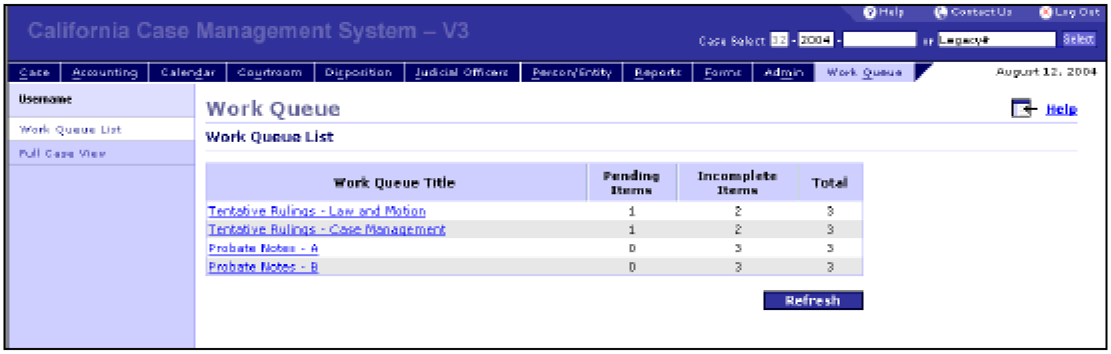
Updating an existing Investigator Report changes the notes and/or comments related to the investigation of a probate case. This activity also allows you to update the progress of the report. You may continue to save the report as a draft or finalize a completed report.

Task Activity

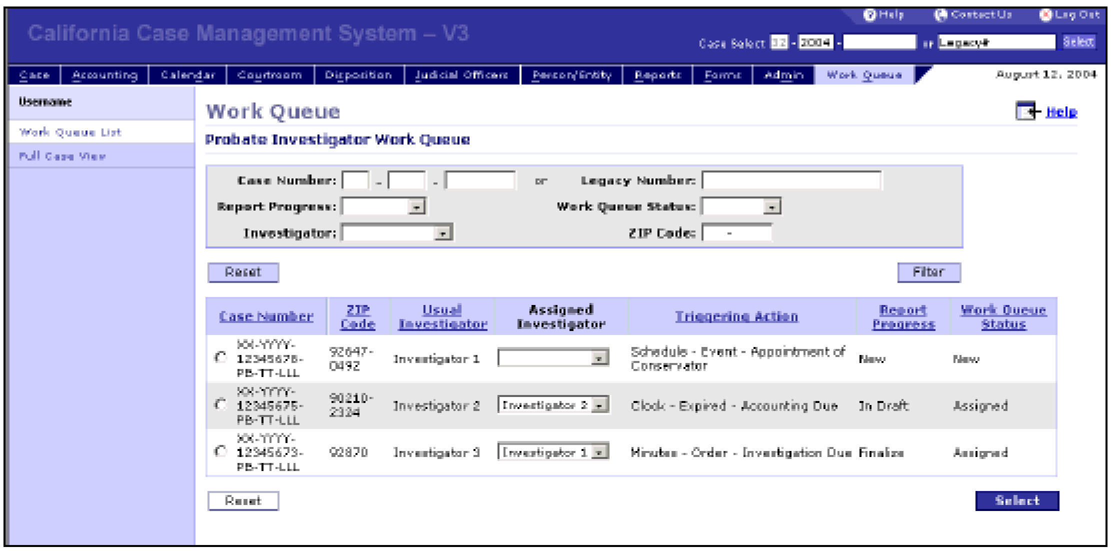
This activity takes place within the context of a work queue. Refer to the Work Queue section for details on maintaining work queue items.

Perform the following steps to update an existing Investigator Report.

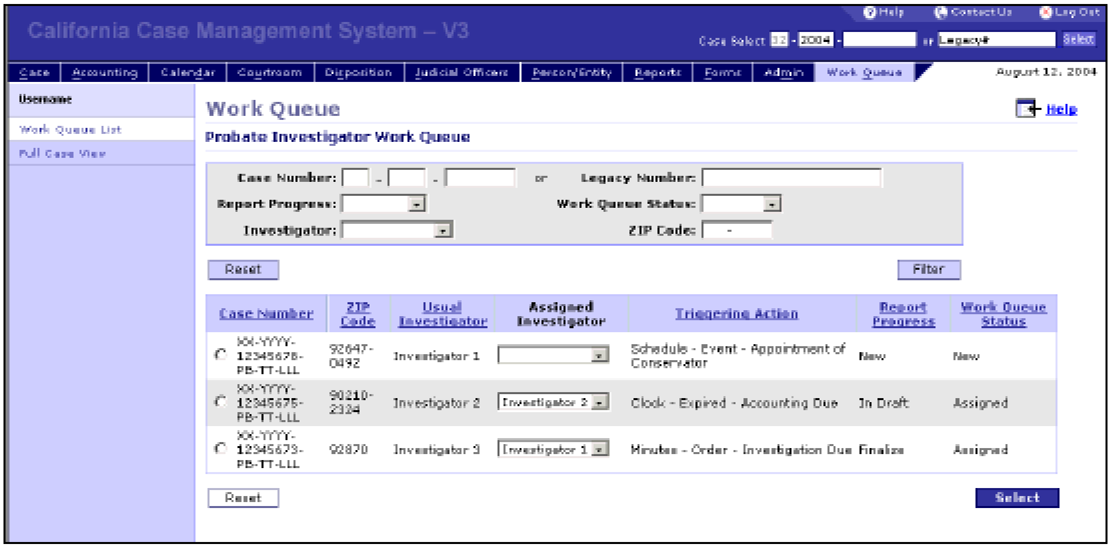
1. Select **[Work Queue] > [Work Queue List]**.
   Result: The Work Queue List screen displays.



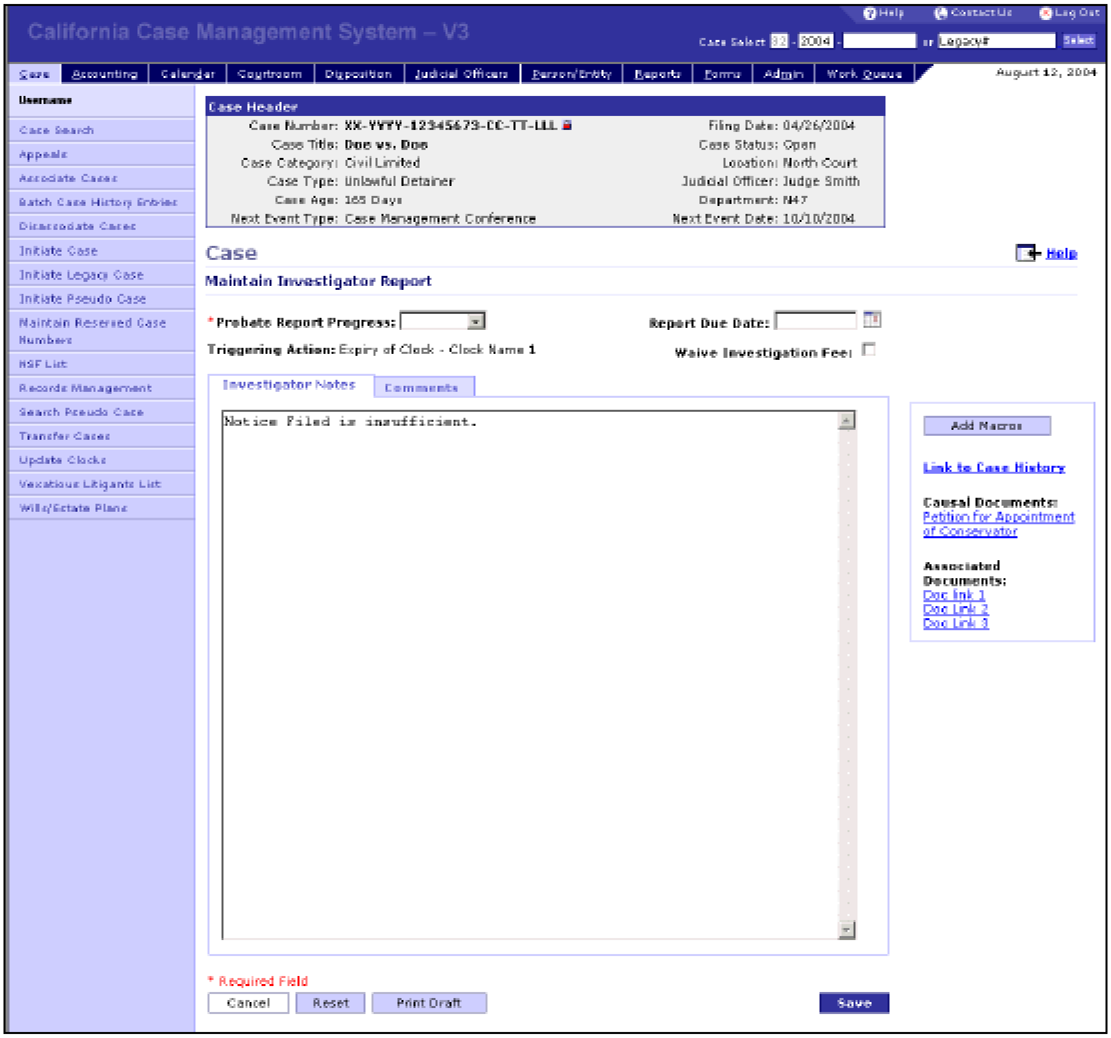
2. Select the **Work Queue Title** hyperlink for the probate investigator report work queue.
   Result: The Probate Investigator Work Queue screen displays.



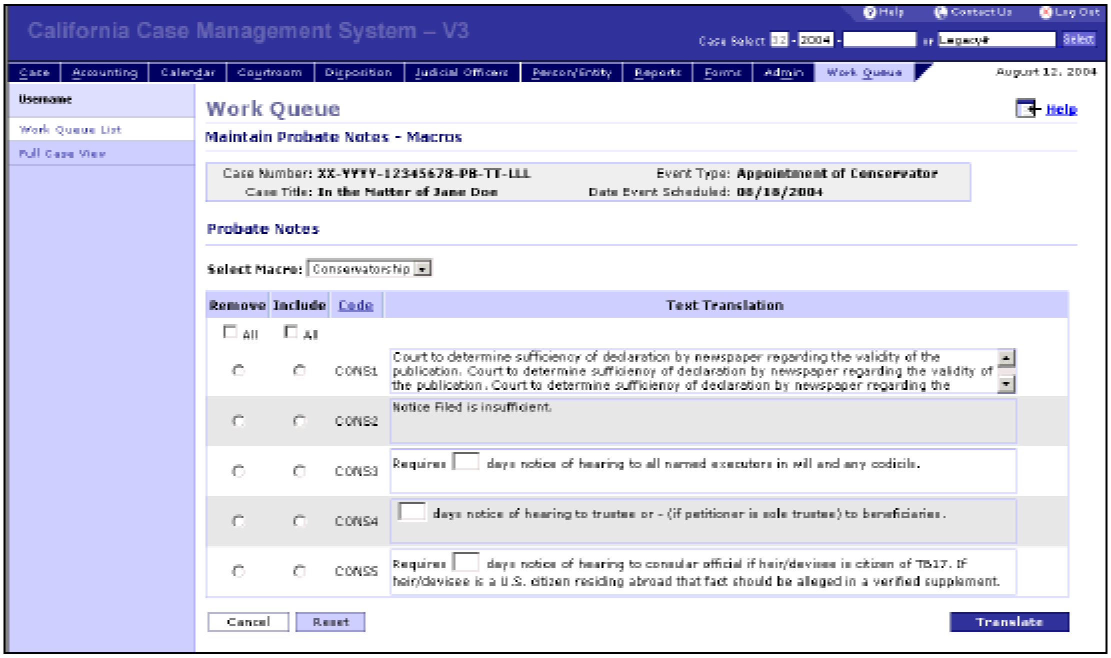
3. Select the necessary work queue filter criteria.
   NOTE This filter tool allows you to display specific investigator reports with outstanding tasks.
4. Click the **[Filter]** button.
   Result: The screen refreshes and displays only those tasks that match the selected filter criteria.



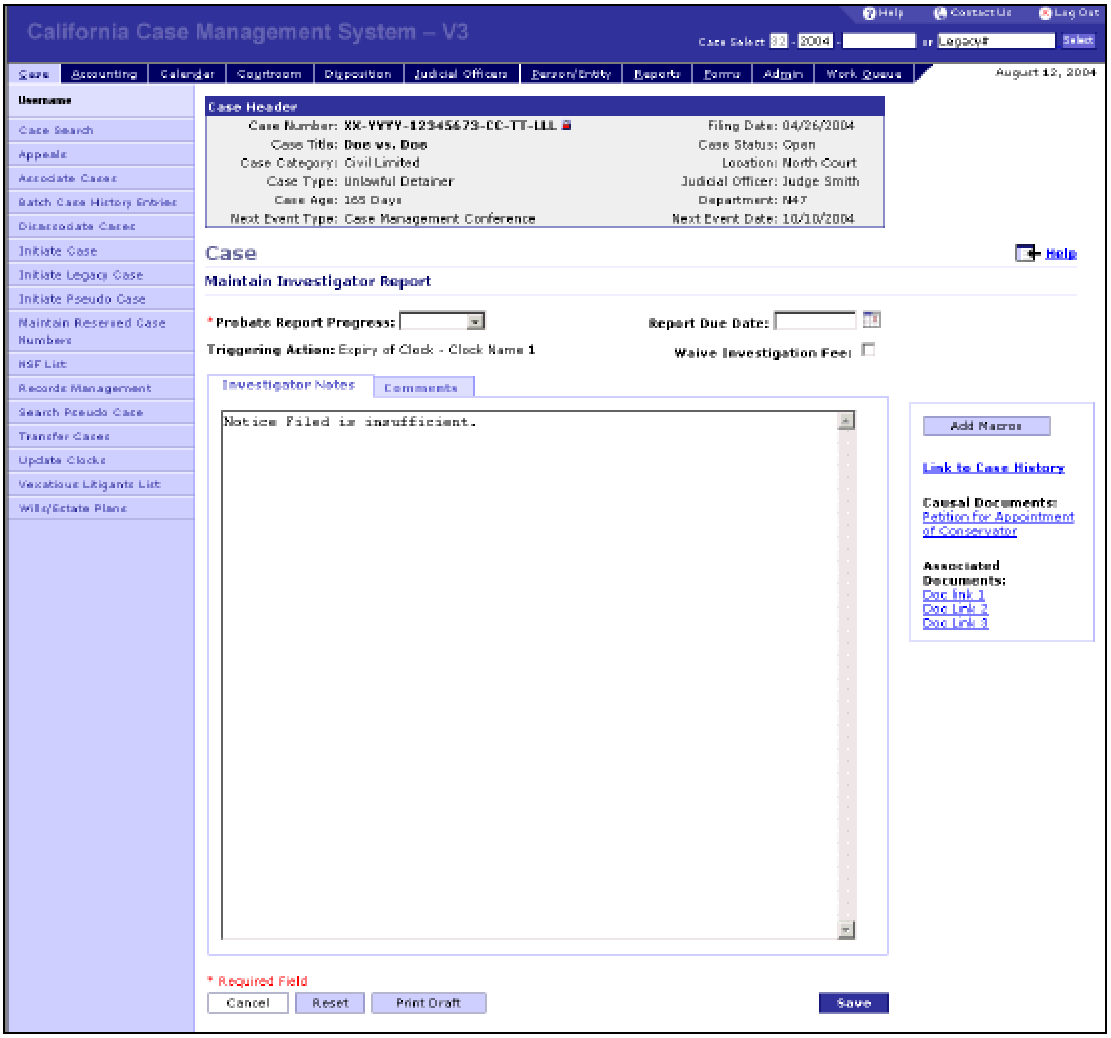
5. Select the radio button for the investigator report to record.
   NOTE This selection automatically opens the case.
6. Click the **[Select]** button.
   Result: The Maintain Investigator Report screen displays.



7. Select a **Probate Report Progress** value.
   NOTE Values except for "finalize" will keep a draft of the report in the work queue.
8. Enter the appropriate text into the Investigator Notes tab.
   NOTE Skip to Step 13 if you are not using the macro feature for entering standard text.
9. Click the **[Add Macros]** button.
   Result: The Maintain Investigator Report - Macros screen displays.

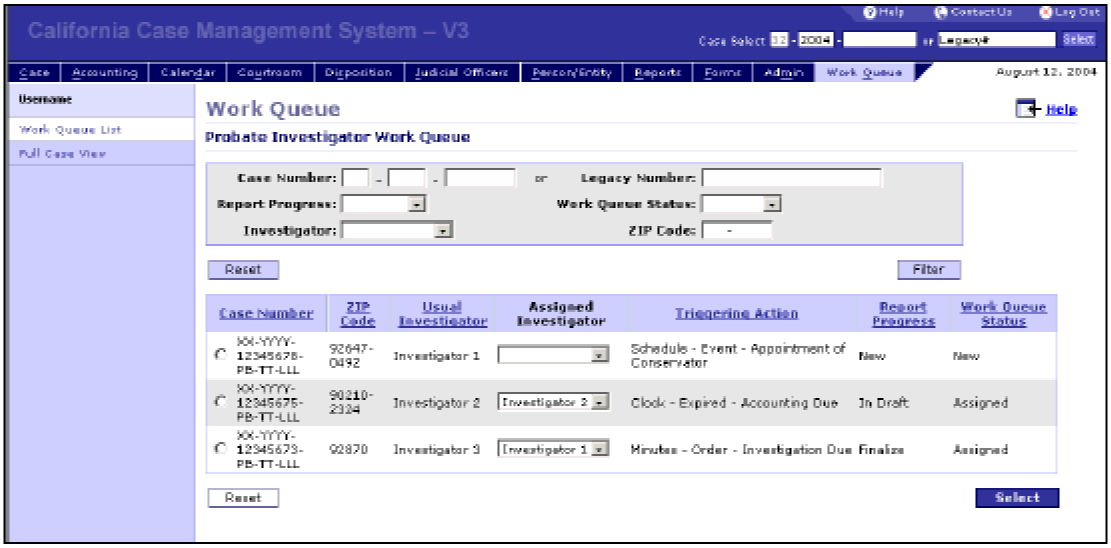


10. Select the **[Include]** radio button(s) for the text codes to add to the report.
11. Enter data for the necessary open text fields.
12. Click the **[Translate]** button.
    Result: The Maintain Investigator Report screen re-displays. The selected text is automatically entered in the Investigator Notes tab.



13. Select the **[Comments]** tab.
    Result: The Comments tab highlights.

14. Enter text for the necessary comments.
    NOTE You can also apply your configured comments by using the Add Macros feature.
15. Click the **[Save]** button.
    Result: The Probate Investigator Work Queue displays.



If you selected to finalize the report, the system will generate a PDF version of the report and associate the filing with the case. It will also create a Case History entry indicating that report has been finalized for the selected event.

Related Links

Maintain Investigator Reports Overview

Work Queue List Screen

Maintain Investigator Report Screen

Manage Blocked Accounts

Manage Blocked Accounts Overview

Introduction

Managing blocked accounts involves adding, updating, and removing blocked accounts associated with a case. Each of these activities is a manual process since the system does not perform calculations on these screens.

Blocked accounts are also not referenced by other system process. As a result, these screens may be used for informational or tracking purposes only.

Cases That Use Blocked Accounts

Blocked accounts are specific to a participant on a case. For instance, blocked accounts usually exist for minors in probate cases. These accounts usually stay blocked until the child turns 18 years old. Courts may also order blocked accounts on civil cases where a Minor's Compromise is entered.

Guardians and similar roles do not have access to accounts that are not under their own name. In addition, it is possible that a single participant have more than one blocked account on a case.

Creating Blocked Accounts

The Court orders the creation of a blocked account at a hearing. This account then becomes protected by its associated financial institution. This means that the bank or firm will not allow the transactions to occur on the blocked account without a Court order.

Based on this order, you can add a blocked account on the case for the specified participant. You must enter items such as the participant's account number, the bank name, and the type of transaction. When adding a new blocked account, the first transaction is always a deposit.

Other Account Transactions

If the Court orders additional transactions on the blocked account, then you must update the account details. This includes requests to the Court for a deposit, withdrawal or transfer on the account. You can also remove transactions in the account's history, or remove a blocked account entirely from the case, if an Order requires such an activity.

Task Activities

Managing blocked accounts includes the following task activities:

- Add Blocked Accounts
- Edit Blocked Accounts
- Remove Blocked Accounts

Additional Resources

There are no other resources related to this overview.

Related Links

Blocked Accounts Screen

Blocked Account Details Screen

My Court Information

Add Blocked Accounts

Introduction

Adding a blocked account creates a financial account for a specific case participant.

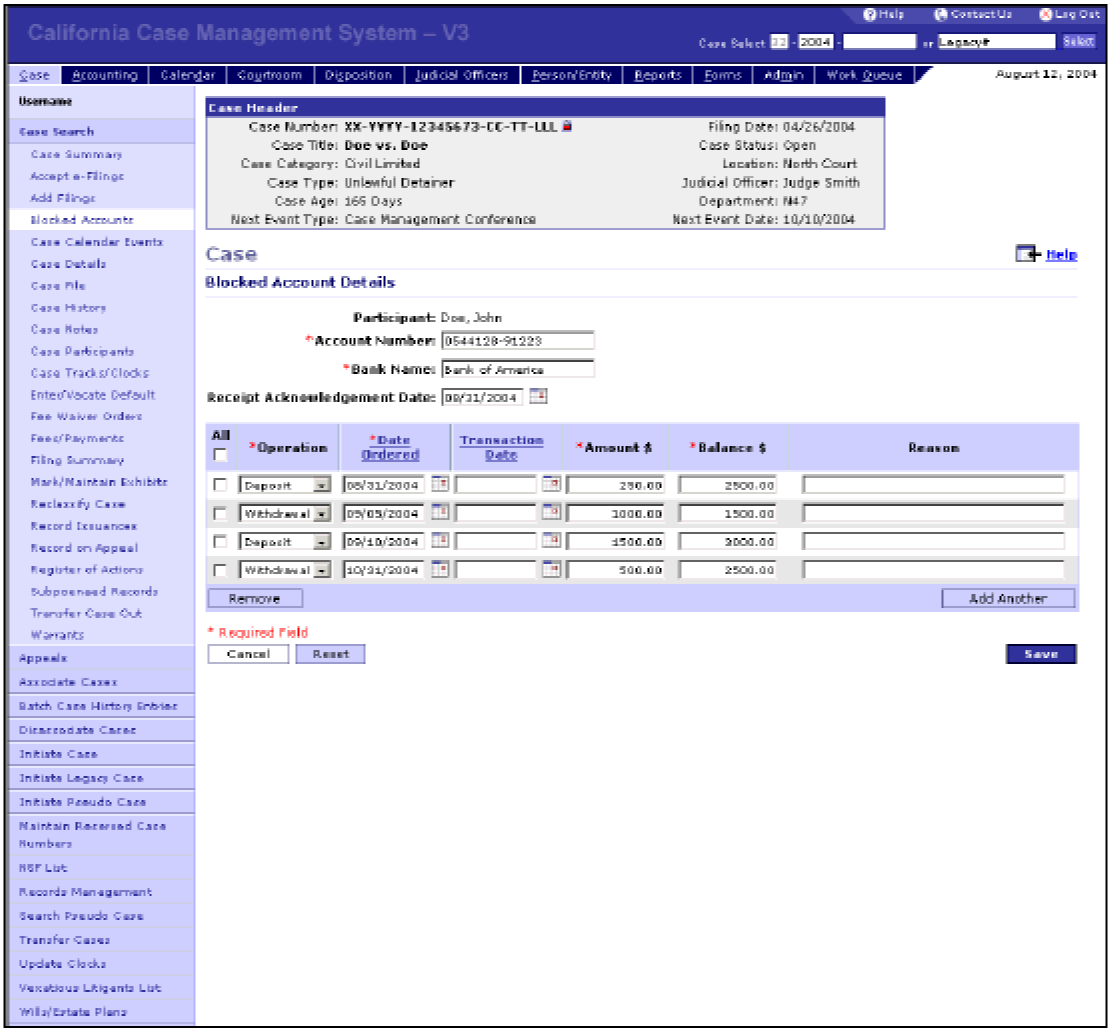
Task Activity

This activity takes place within the context of a case. It requires that you perform a case search and select the case on which to add a blocked account. Refer to the Search Cases task activity for details on performing a case search.

Perform the following steps to add a blocked account to a case.

1. Select the **[Blocked Accounts]** left navigation item.
   Result: The Blocked Accounts screen displays.

2. Click the **[Add New Account]** button.
   Result: The Blocked Account Details screen displays.

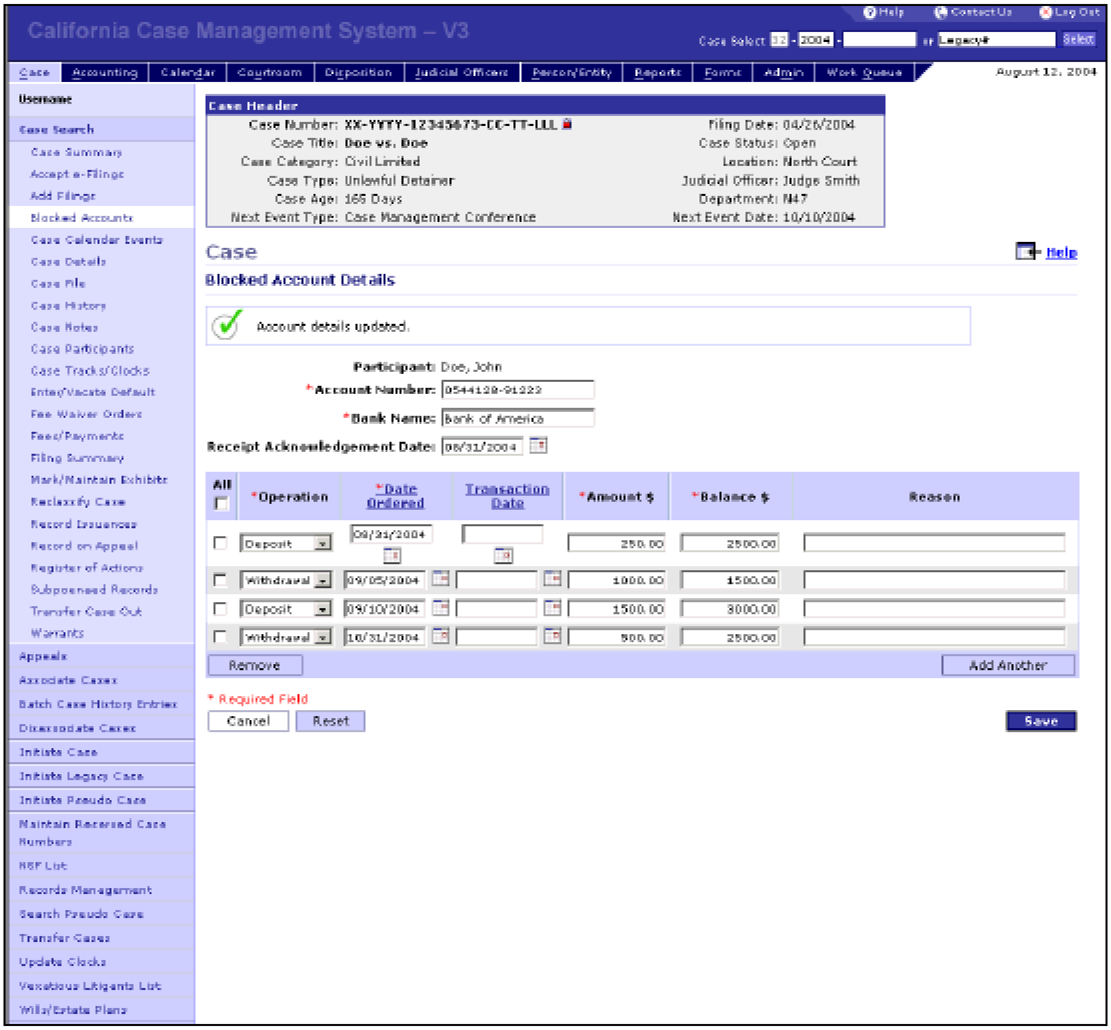


3. Enter/select data for the following required fields:
    4. Participant
    5. Account Number
    6. Bank Name

4. Enter/select data into the following required fields in order to enter a transaction:
    5. Operation
    6. Date Ordered
    7. Amount $
    8. Balance $

    NOTE The system will not calculate changes to account balances.

5. Click the **[Save]** button.
   Result: The Blocked Accounts screen re-displays with a confirmation message. The new blocked account now displays.



Related Links

Manage Blocked Accounts Overview

Blocked Accounts Screen

Blocked Account Details Screen

My Court Information

Edit Blocked Accounts

Introduction

Editing a blocked account changes the account details for a specific case participant.

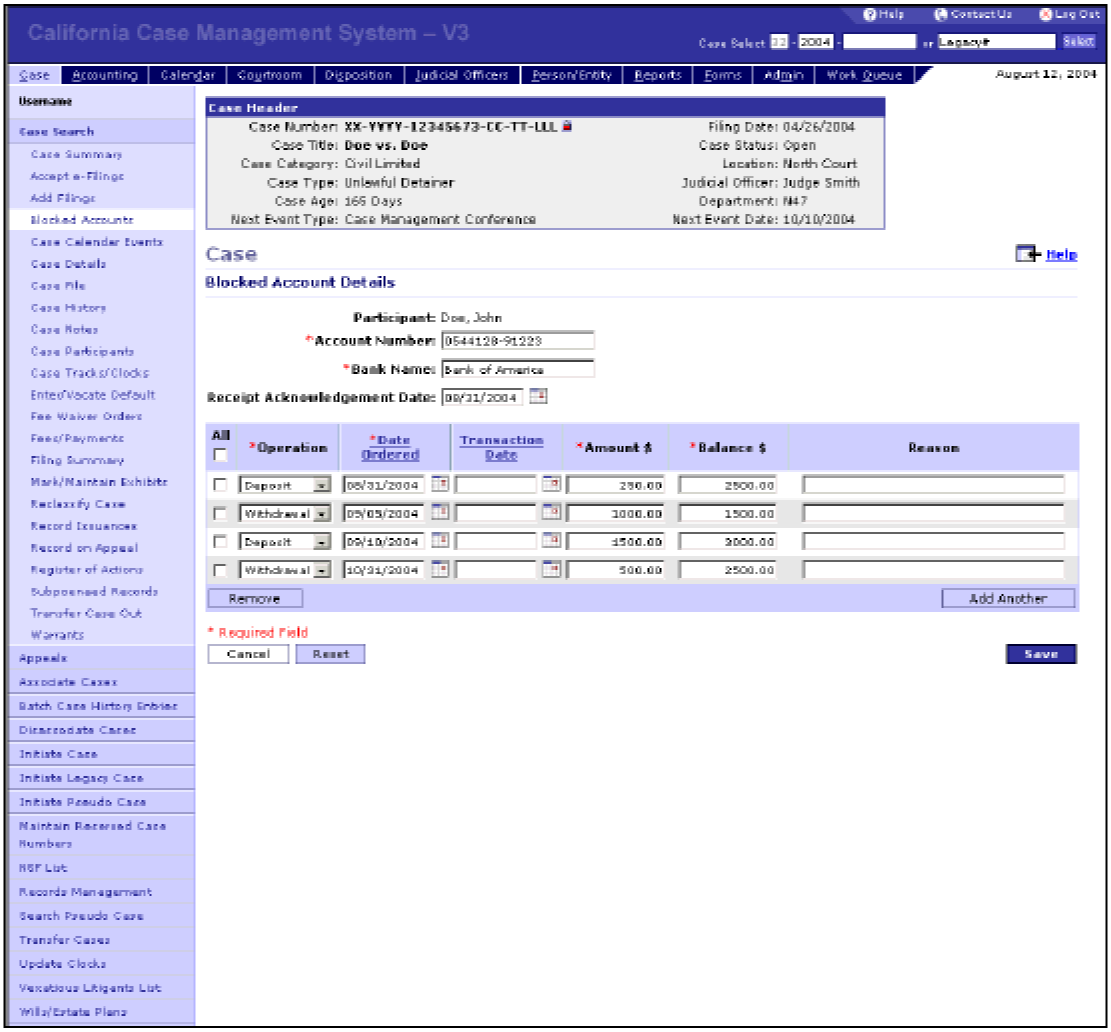
Task Activity

This activity takes place within the context of a case. It requires that you perform a case search and select the case on which to edit a blocked account. Refer to the Search Cases task activity for details on performing a case search.

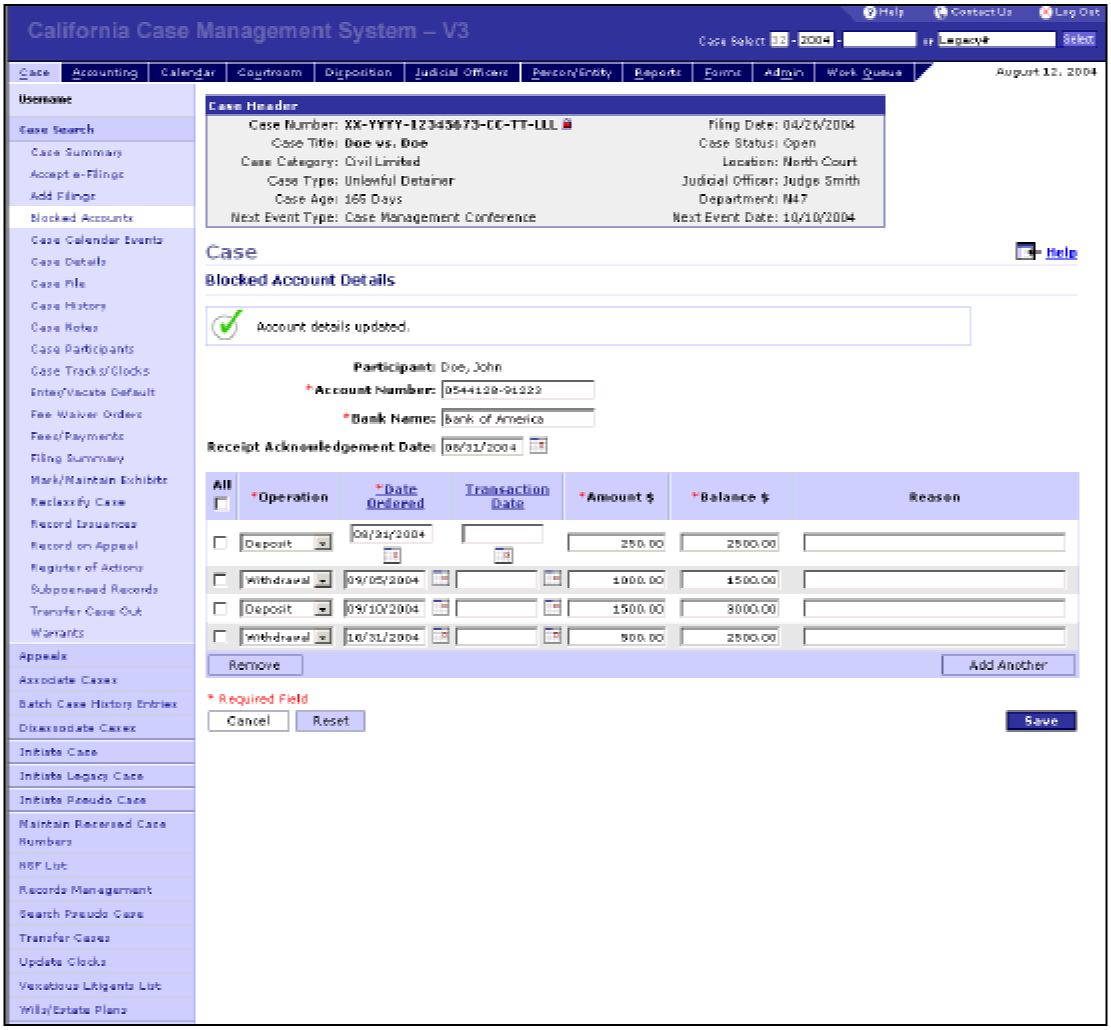
Perform the following steps to update a blocked account on a case.

1. Select the **[Blocked Accounts]** left navigation item.
   Result: The Blocked Accounts screen displays. This screen shows the blocked accounts that exist on the case.

2. Click the **[Account Number]** link of the blocked account to update.
   Result: The Blocked Account Details screen displays.



3. Enter/Update the available fields as needed.
   NOTE Since the system does not calculate changes made to account balances, you must manually provide these amounts.
   NOTE Click the **[Add Another]** button to create a blank row of account fields.
4. Click the **[Save]** button.
   Result: The Blocked Accounts screen re-displays with a confirmation message.



Related Links

Manage Blocked Accounts Overview

Blocked Accounts Screen

Blocked Account Details Screen

My Court Information

Remove Blocked Accounts

Introduction

Removing a blocked account deletes an account from a case.

Task Activity

This activity takes place within the context of a case. It requires that you perform a case search and select the case on which to delete a blocked account. Refer to the Search Cases task activity for details on performing a case search.

Perform the following steps to remove a blocked account from a case.

1. Select the **[Blocked Accounts]** left navigation item.
   Result: The Blocked Accounts screen displays.

2. Select the **[Account Number]** radio button of the blocked account to remove.
3. Click the **[Remove Account]** button.
   Result: The screen refreshes and no longer displays the previously selected account.

Related Links

Manage Blocked Accounts Overview

Blocked Accounts Screen

Manage Warrants

Record Order for Issuance of Warrant

Record Order for Issuance of Warrant Overview

Introduction

The Record Order for Issuance of Warrant describes the functionality of recording information related to the Order for Issuance of Warrant. A warrant may be ordered against a party as a result of a request initiated by a party/attorney or as a result of a decision made by a Judicial Officer.

Once the order has been recorded, the warrant can then be issued. Refer to the Maintain Warrants section for details on issuing warrants.

Task Activities

Recording an Order for Issuance of Warrant includes the following task activities:

- Search Warrants
- Record Order for Issuance of Warrant
- Update Order for Issuance of Warrant

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Maintain Warrant - Search Screen

Maintain Warrants - Warrant and Order Details Screen

Record Order for Issuance of Warrant Screen

My Court Information

Record Order for Issuance of Warrant

Introduction

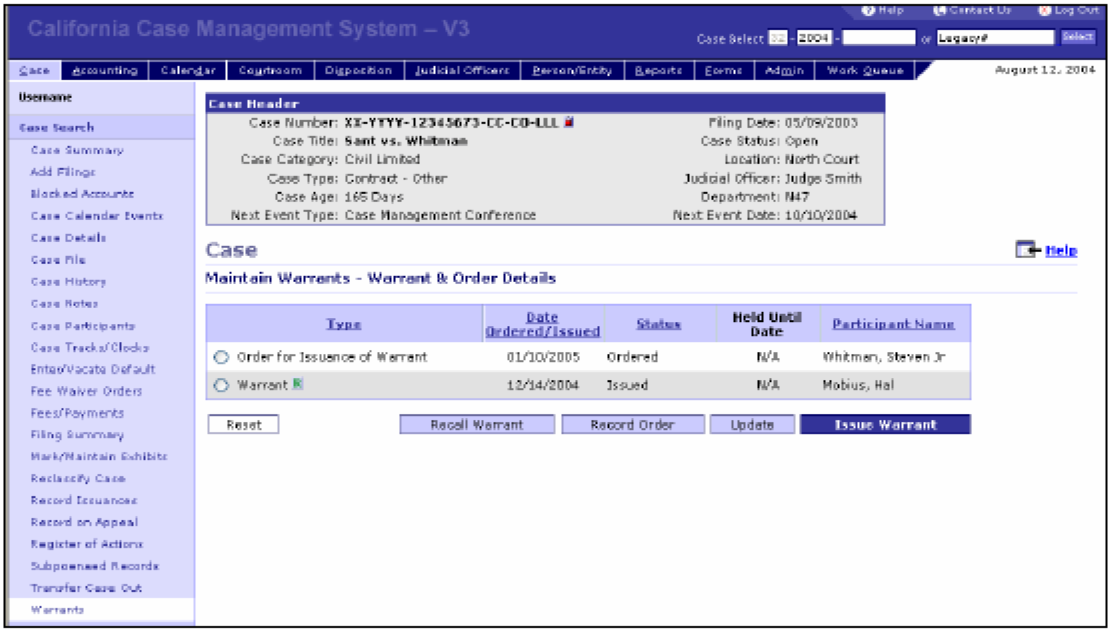
Recording Order for Issuance of Warrant is the process of entering information related to an order.

Task Activity

This activity can take place within the context of a case. This activity can also come from using the top menu navigation. Refer to the Search Cases task activity for details on performing a case search.

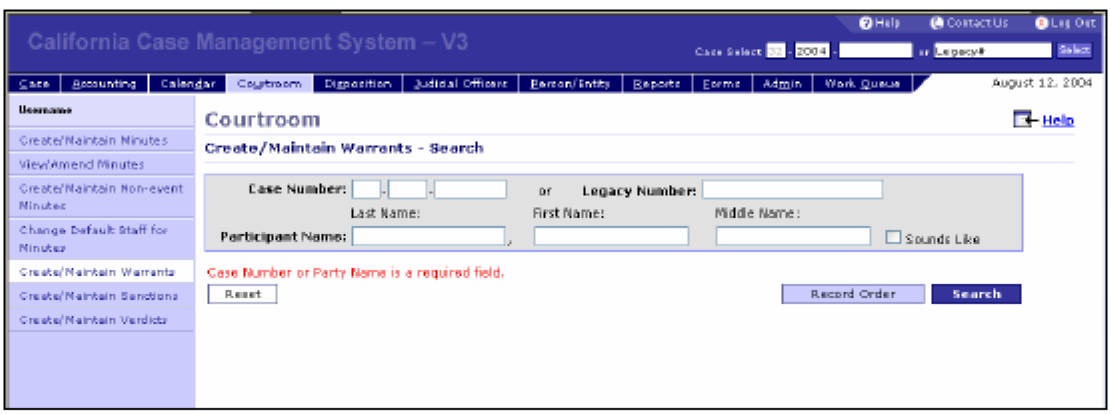
Perform the following steps to record an Order for Issuance of Warrant.

1. Coming from the context of a case:
   Click the **[Warrants]** left navigation item.
   Result: The Maintain Warrants - Warrants & Order Details screen displays.

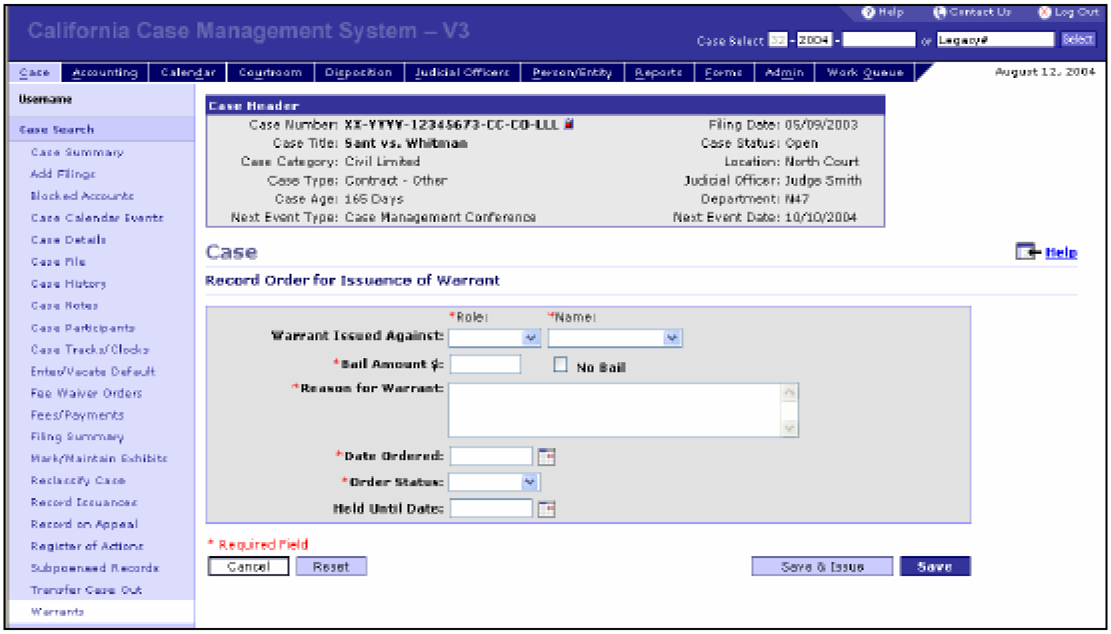


OR

Coming from the top menu navigation:
Select **[Courtroom] > [Create/Maintain Warrants]**.
Result: The Create/Maintain Warrants - Search screen displays.

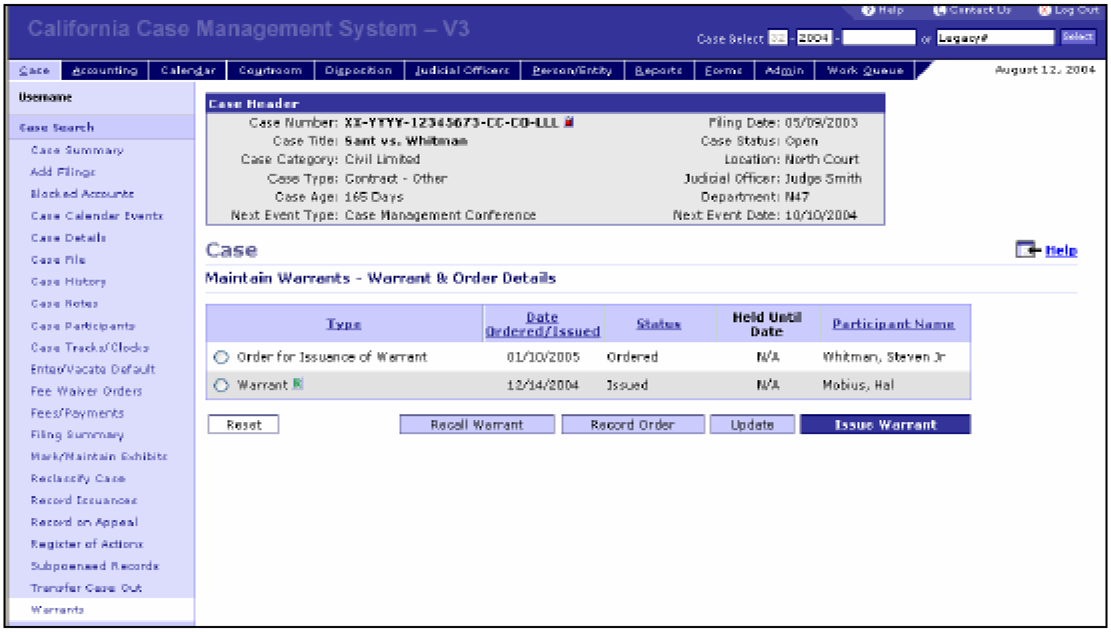


2. Click the **[Record Order]** button.
   Result: The Record Order for Issuance of Warrant screen displays.



3. Enter/Select data for the following required fields:
   - Warrant Issued Against – Role
   - Warrant Issued Against – Name
   - Bail Amount $
   - Reason for Warrant
   - Date Ordered
   - Order Status

4. Click the **[Save]** button.
   Result: The Maintain Warrants - Warrants & Order Details screen displays with a confirmation message.



Related Links

Record Order for Issuance of Warrant Overview

Maintain Warrants - Warrant and Order Details Screen

Maintain Warrant - Search Screen

My Court Information

Update Order for Issuance for Warrant

Introduction

Updating Order for Issuance of Warrant is the process of editing previously entered order information.

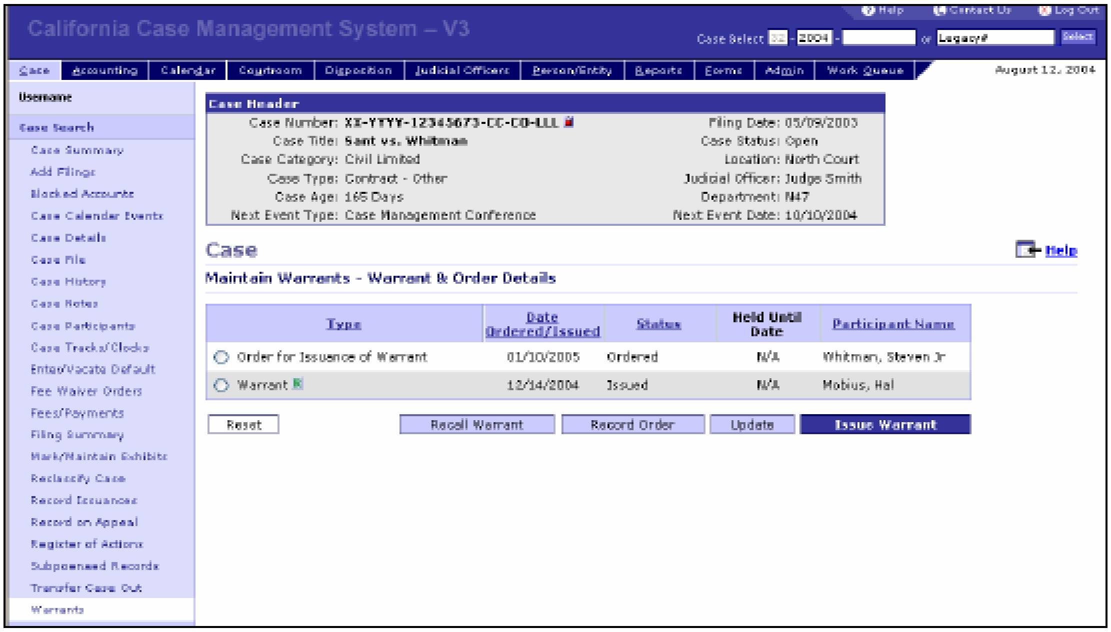
Task Activity

This activity can take place in the context of a warrants search. Refer to the Search Warrants task activity for details on this process.

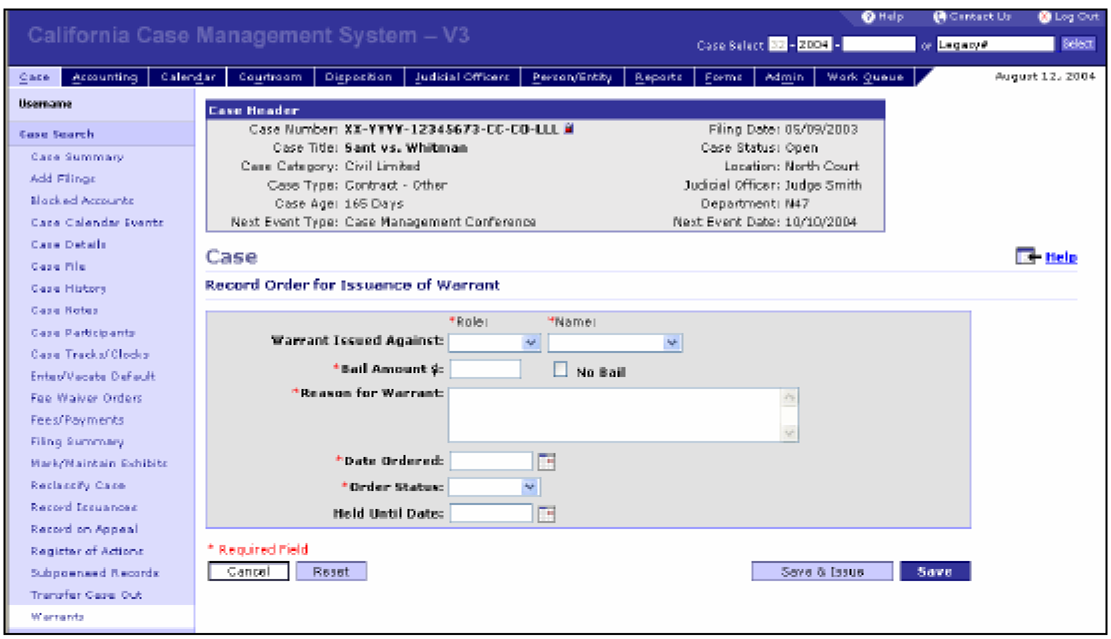
However, the activity below takes place within the context of a case. Refer to the Search Cases task activity for details on performing a case search.

Perform the following steps to update an Order for Issuance of Warrant.

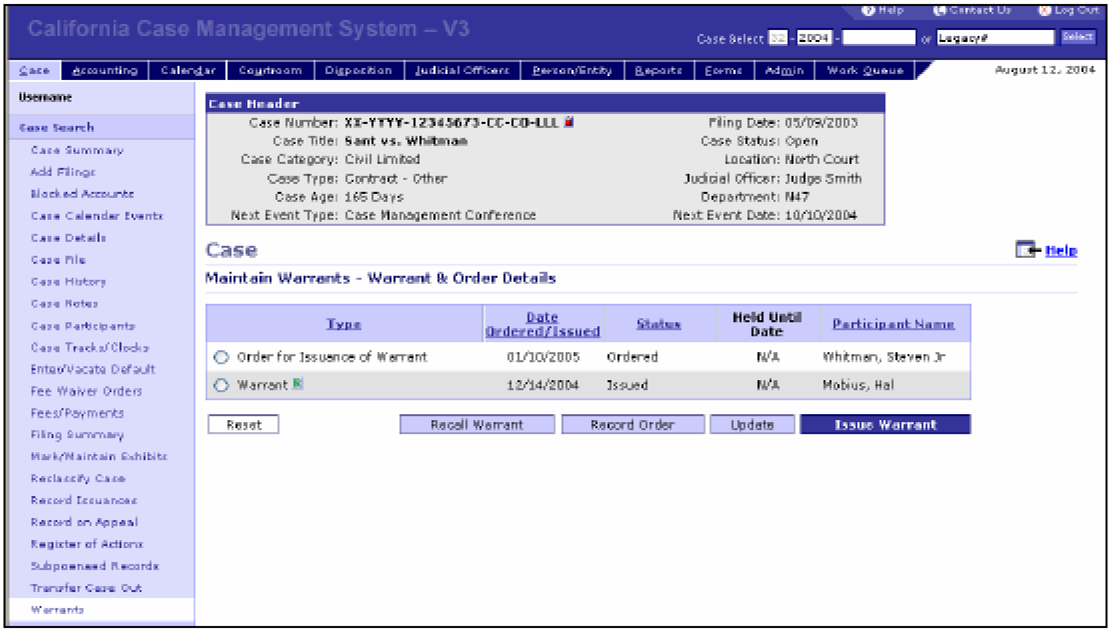
1. Click the **[Warrants]** left navigation item.
   Result: The Maintain Warrants - Warrants & Order Details screen displays.



2. Select the radio button for an order.
3. Click the **[Update]** button.
   Result: The Record Order for Issuance of Warrant screen displays with the appropriate information.



4. Enter/Update the available fields as needed.
5. Click the **[Save]** button.
   Result: The Maintain Warrants - Warrants & Order Details screen displays with a confirmation message.



Related Links

Record Order for Issuance of Warrant Overview

Maintain Warrants - Warrant and Order Details Screen

Record Order for Issuance of Warrant Screen

Maintain Warrants

Maintain Warrants Overview

Introduction

Maintaining Warrants allows you to issue warrants and maintain information associated with a previously created warrant.

In order for a warrant to be issued, the Order for Issuance of Warrant must be exist in the system. Refer to the Record Order for Issuance of Warrant section for details on recording orders related to warrants.

The system retrieves the information entered on the Order for Issuance of Warrant, and you can enter the remaining information for the warrant to be issued. At the time of issuing the warrant, you can also enter additional information for identifying the party that the warrant is being issued against.

Task Activities

Maintaining warrants includes the following task activities:

- Search Warrants
- Issue Warrant
- Update Warrant
- Record Order and Issue Warrant
- Recall Warrant

Additional Resources

Other items related to this overview include the following:

- Business Rules
- Forms/Notices/Reports

Related Links

Issue Warrant - Order Information Screen

Maintain Warrant - Search Screen

Maintain Warrants - Warrant and Order Details Screen

Recall Warrant Screen

Record Order for Issuance of Warrant Screen

My Court Information

Issue Warrant

Introduction

This activity allows you to issue a previously recorded Order for Issuance of Warrants.

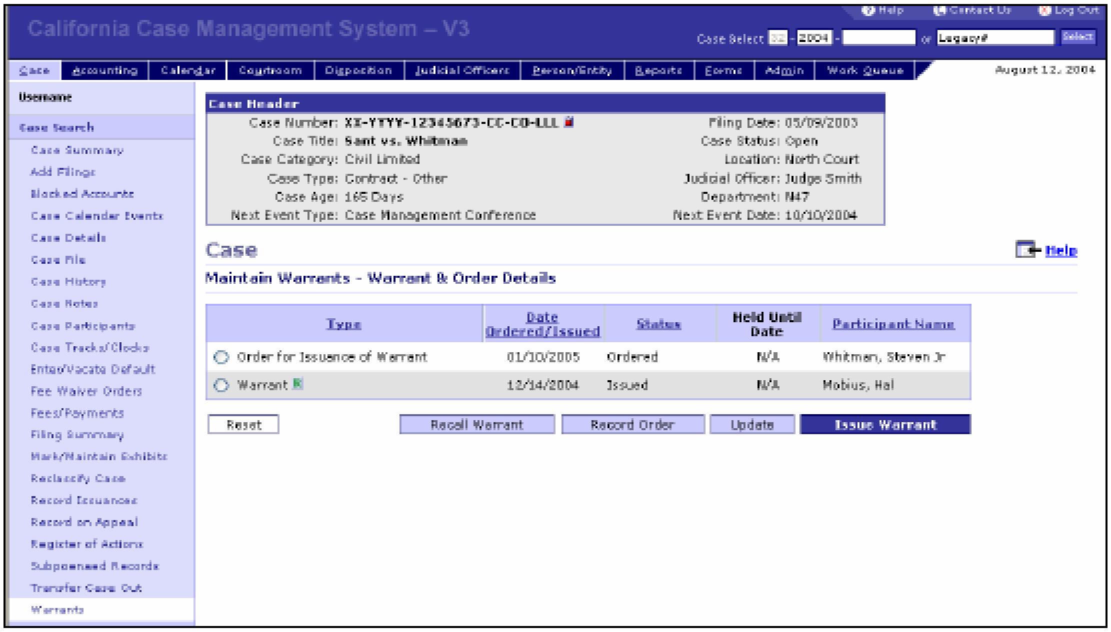
Task Activity

This activity can take place in the context of a warrants search. Refer to the Search Warrants task activity for details on this process.

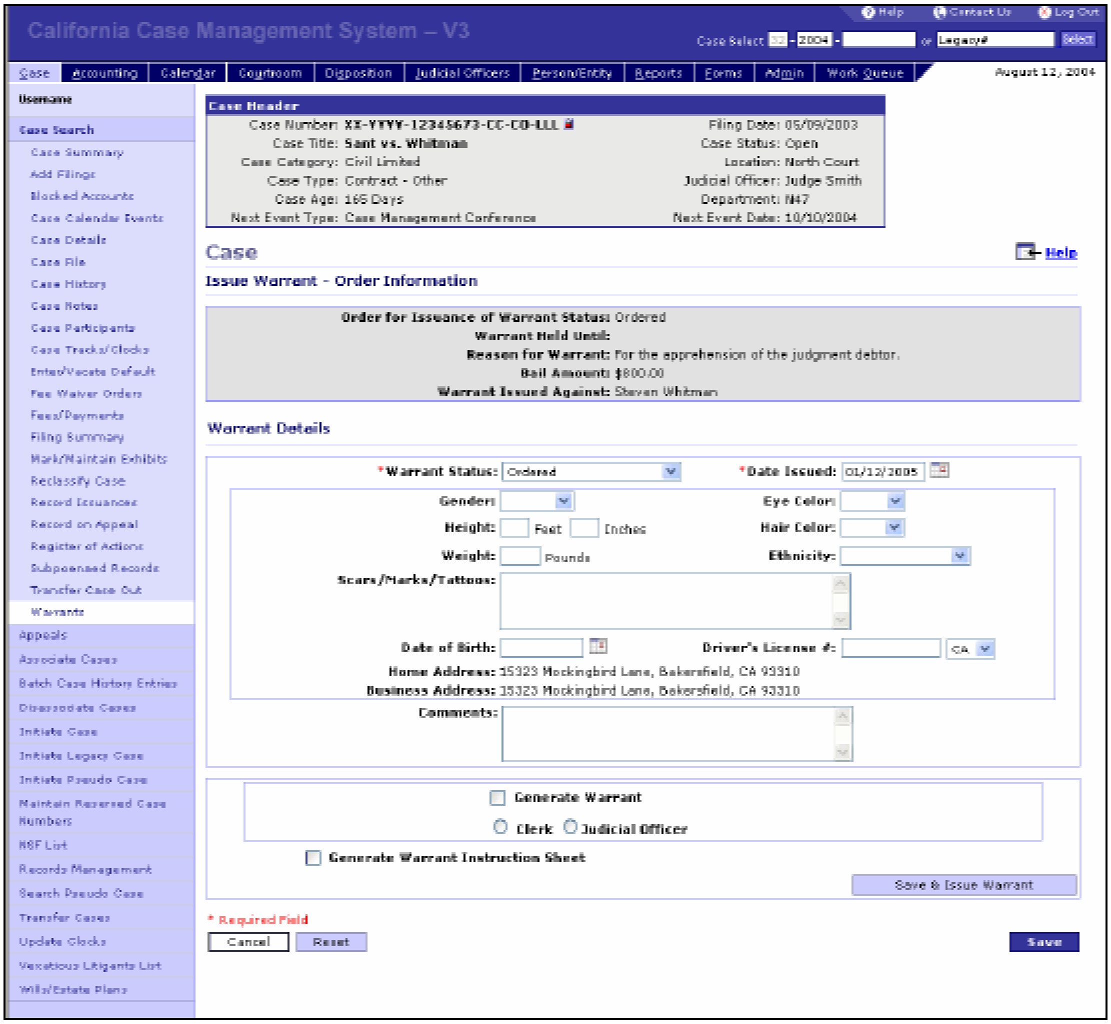
However, the activity below takes place within the context of a case. Refer to the Search Cases task activity for more details on performing a case search.

Perform the following steps to issue a warrant.

1. Click the **[Warrants]** left navigation item.
   Result: The Maintain Warrants - Warrants & Order Detail screen displays.



2. Select the radio button for an order.
3. Click the **[Issue Warrant]** button.
   Result: The Issue Warrant - Order Information screen displays.

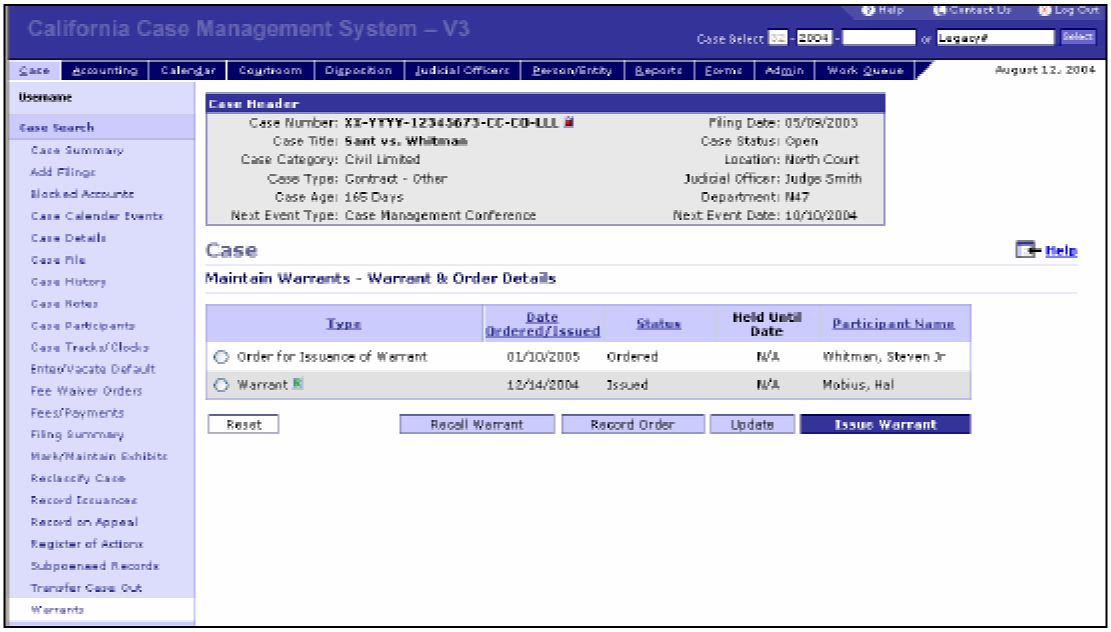


4. Enter/Select data for the following required fields:
   - Warrant Status
   - Date Issued

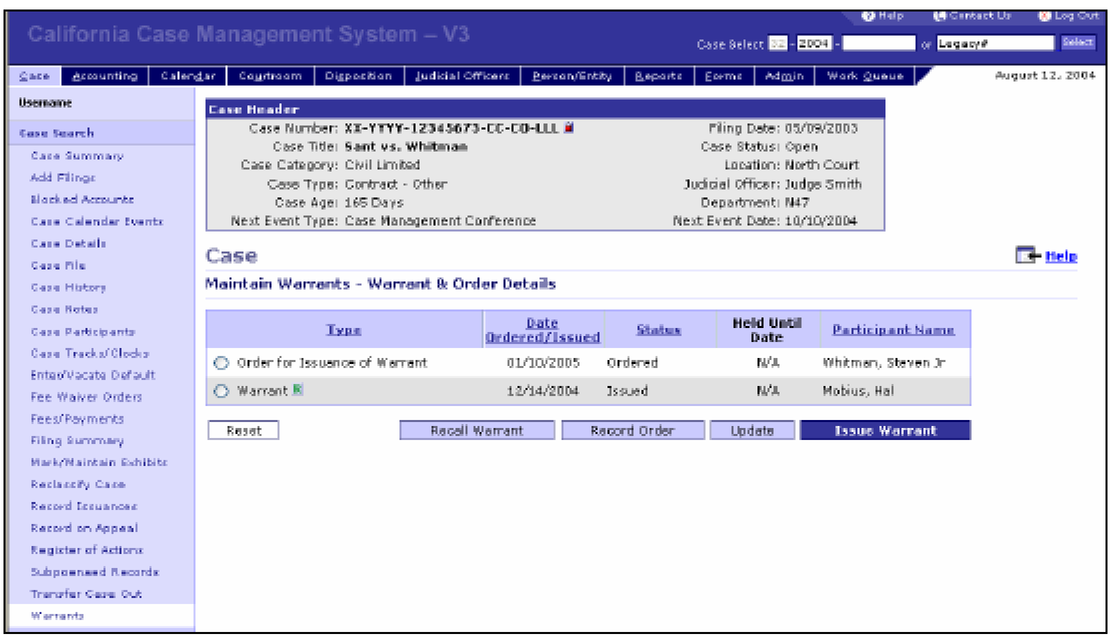
   NOTE The appropriate forms can be generated by selecting the Generate Warrant checkbox and Warrant Instruction Sheet checkbox.

   NOTE Steps 5 and 6 depend on the button that you select. These results are not related.

5. Click the **[Save & Issue Warrant]** button.
   Result: The Maintain Warrants - Warrants & Order Detail screen displays with a confirmation message.
   NOTE An entry of the newly issued Warrant is displayed with status of "Issued." If this is the option that you selected, then this is the end of the activity.



6. Click the **[Save]** button.
Result: The Maintain Warrants - Warrants & Order Detail screen displays with a confirmation message.
NOTE An entry of the newly issued Warrant is displayed with status of "Ordered."



Related Links

Maintain Warrants Overview

Maintain Warrant - Search Screen

Maintain Warrants - Warrant and Order Details Screen

Issue Warrant - Order Information Screen

My Court Information

Search Warrants

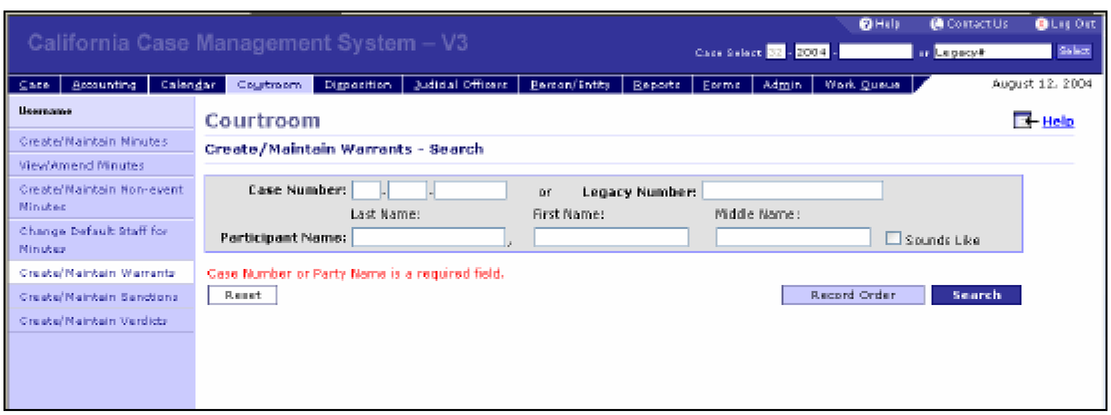
Introduction

This activity allows you to search for previously recorded Order for Issuance of Warrants and warrants. Refer to the Search Feature Overview for details on performing a search in the system.

Task Activity

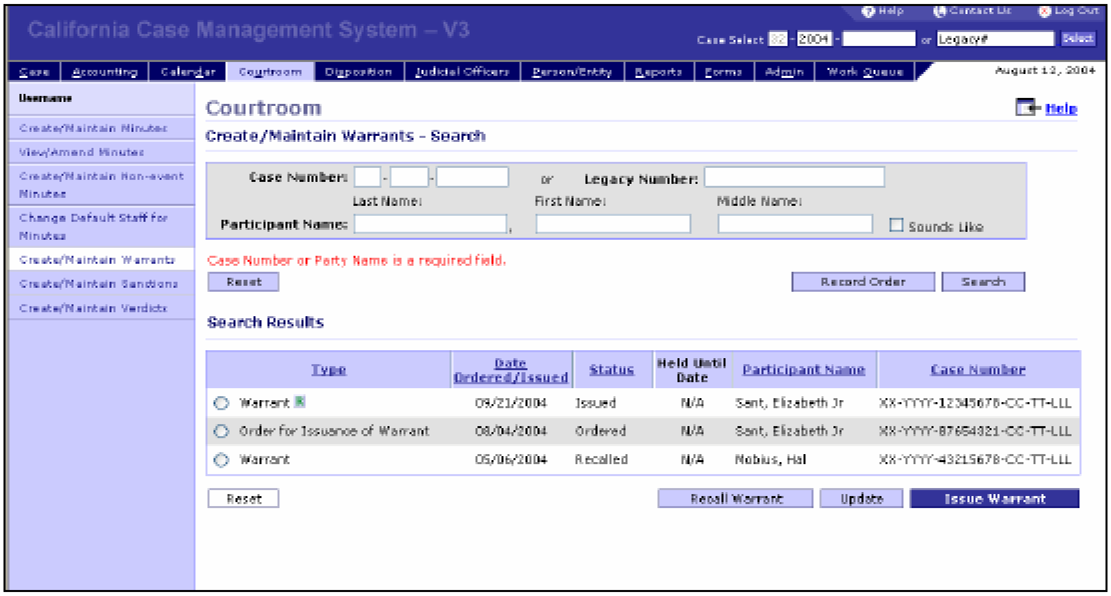
Perform the following steps to search for previously recorded Order for Issuance of Warrants and warrants.

1. Select **[Courtroom] > [Create/Maintain Warrants]**.
   Result: The Create/Maintain Warrants - Search screen displays.



2. Enter data for one of the following required fields:
   3. Case Number
   4. Legacy Number

3. Enter/Select data for other search parameter fields, as necessary.
4. Click the **[Search]** button.
   Result: The Create/Maintain Warrants - Search screen refreshes with the Search Results.



Related Links

Record Order for Issuance of Warrant Overview

Maintain Warrants Overview

Maintain Warrant - Search Screen

My Court Information

Update Warrant

Introduction

Updating a warrant changes the details of a previously issued warrant.

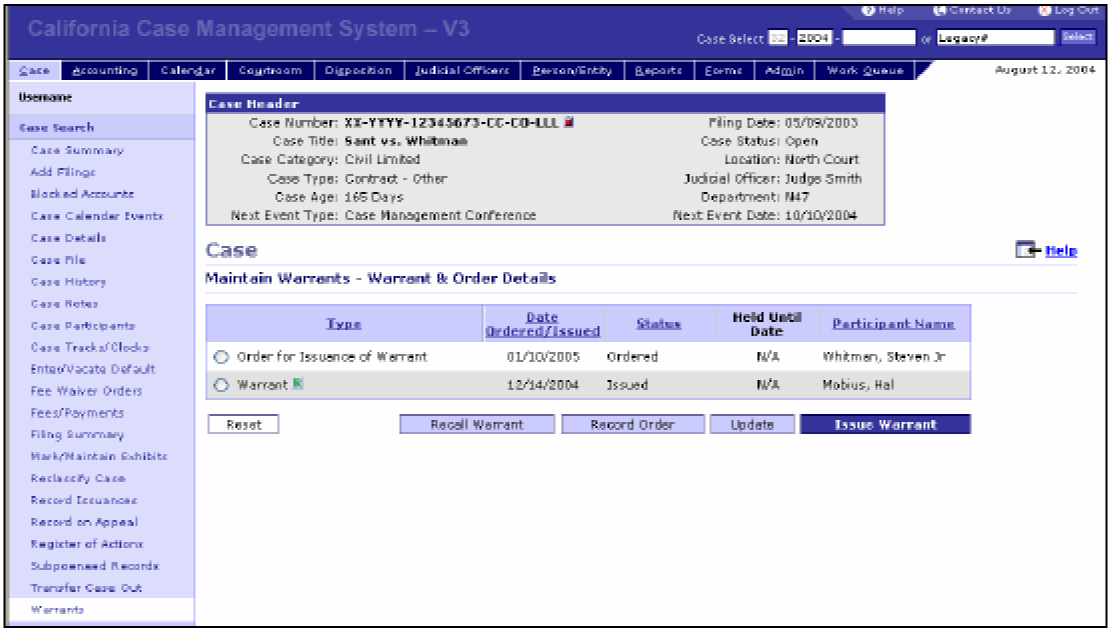
Task Activity

This activity can take place in the context of Create/Maintain Warrants Search. Refer to the Search Warrants task activity for details on this process.

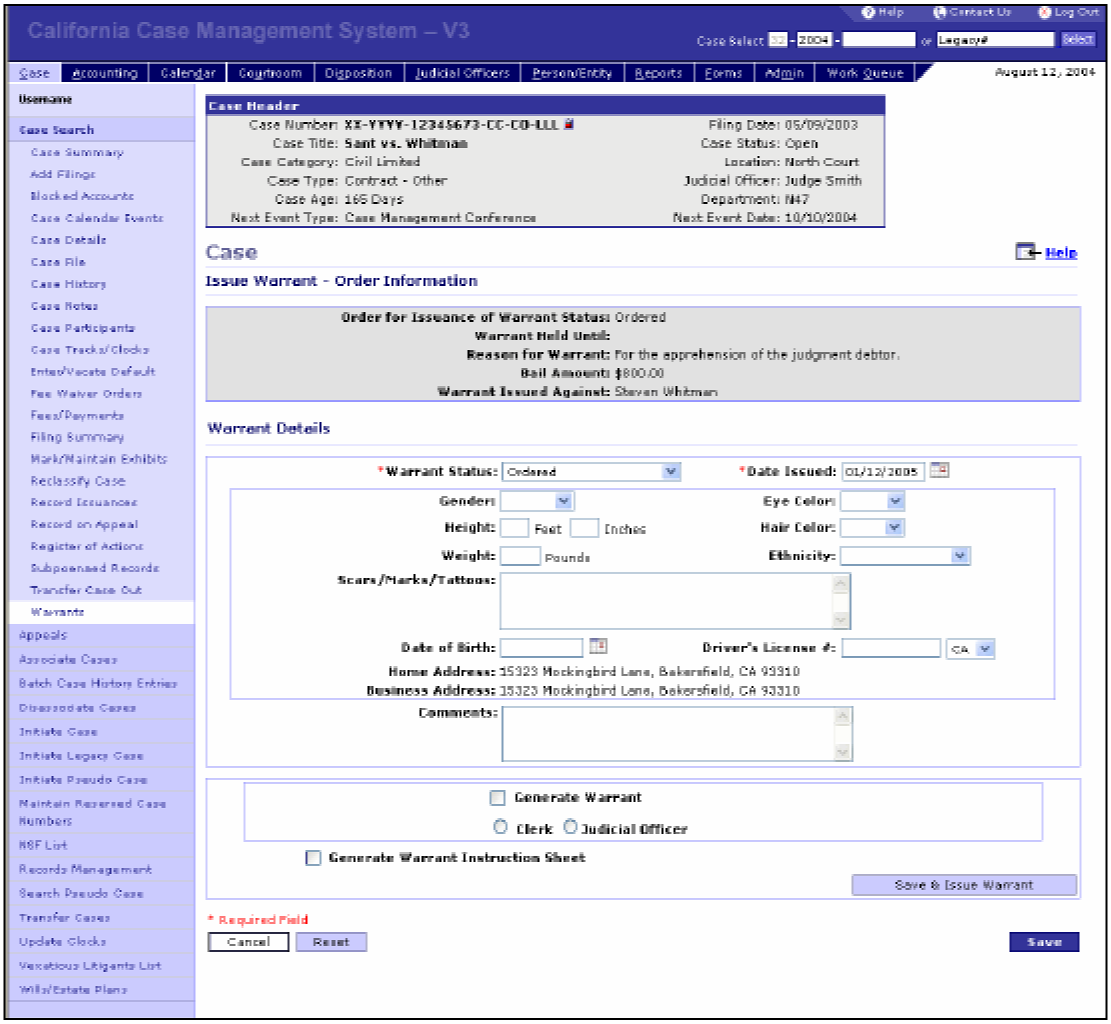
However, the activity below takes place within the context of a case. Refer to the Search Cases task activity for more details on performing a case search.

Perform the following steps to update a warrant.

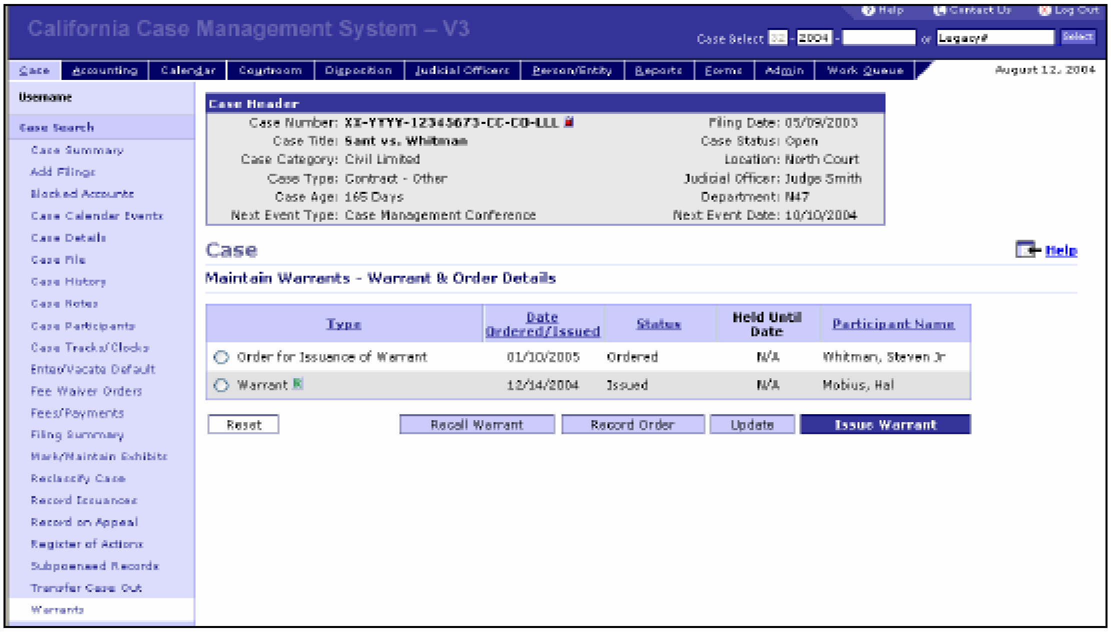
1. Click the **[Warrants]** left navigation item.
   Result: The Maintain Warrants - Warrants & Order Details screen displays.



2. Select the radio button for a warrant.
3. Click the **[Update]** button.
   Result: The Issue Warrant - Order Information screen displays with the appropriate information.



4. Enter/Update the available fields as needed.
   NOTE The **Date Issued** field is not editable.
   NOTE The appropriate forms can be generated by selecting the **Generate Warrant** and **Warrant Instruction Sheet** checkboxes.
   NOTE These fields will not be shown if the warrant selected in Step 2 had the status of "Issued."
5. Click the **[Save]** button.
   Result: The Maintain Warrants - Warrants & Order Details screen displays with a confirmation message.
   NOTE An entry of the newly issued Warrant is displayed with status or "Ordered."



Related Links

Maintain Warrants Overview

Maintain Warrant - Search Screen

Maintain Warrants - Warrant and Order Details Screen

Issue Warrant - Order Information Screen

My Court Information

Record Order and Issue Warrant

Introduction

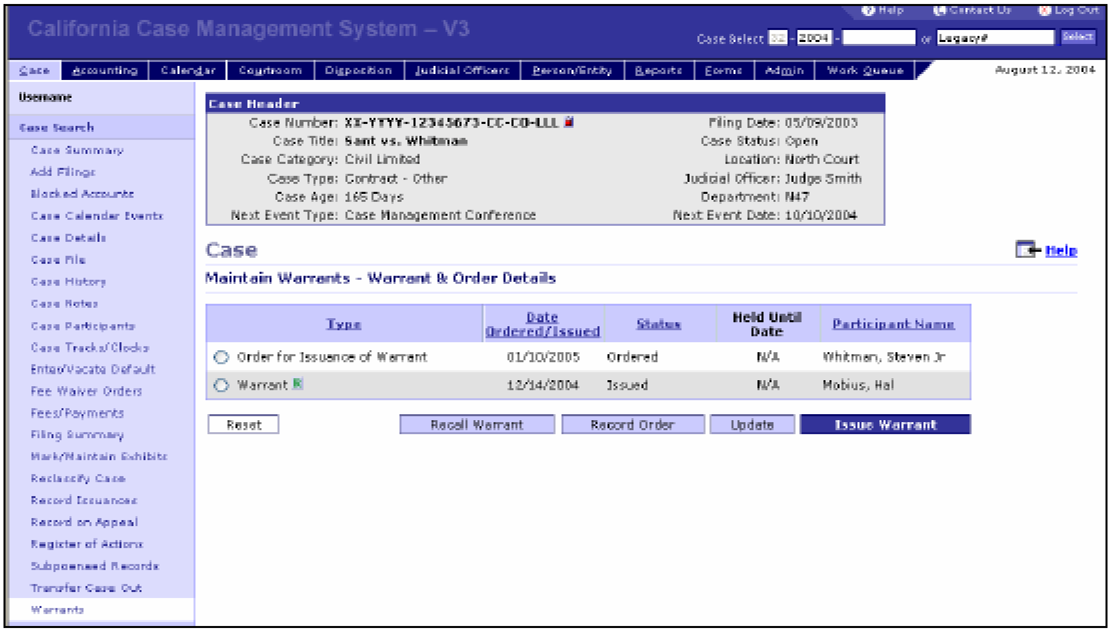
Recording and issuing a warrant describes the process of recording an Order for Issuance of Warrant and issuing warrant in one process.

Task Activity

This activity can take place within a context of a case. Refer to the Search Cases task activity for more details on performing a case search. This activity can also come from using the top menu navigation.

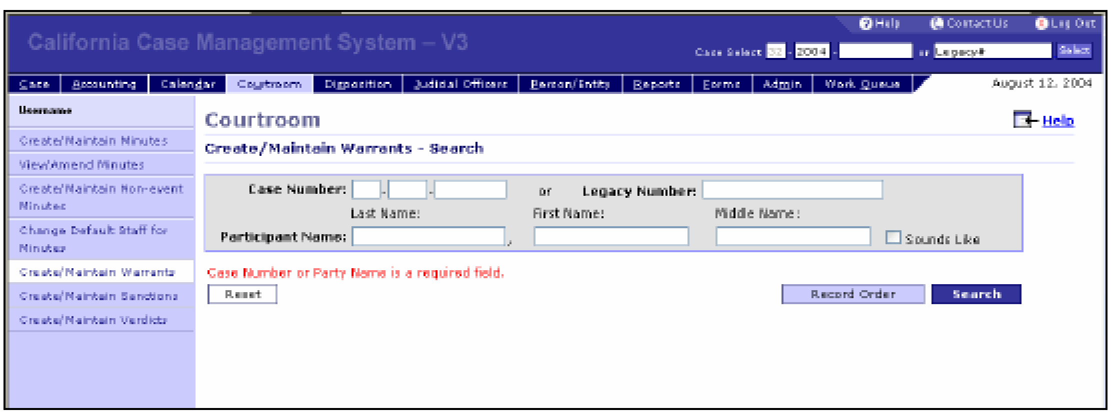
Perform the following steps to record and issue an Order for Issuance of Warrant.

1. Coming from context of a case:
   Click the **[Warrants]** left navigation item.
   Result: The Maintain Warrants - Warrants & Order Details screen displays.

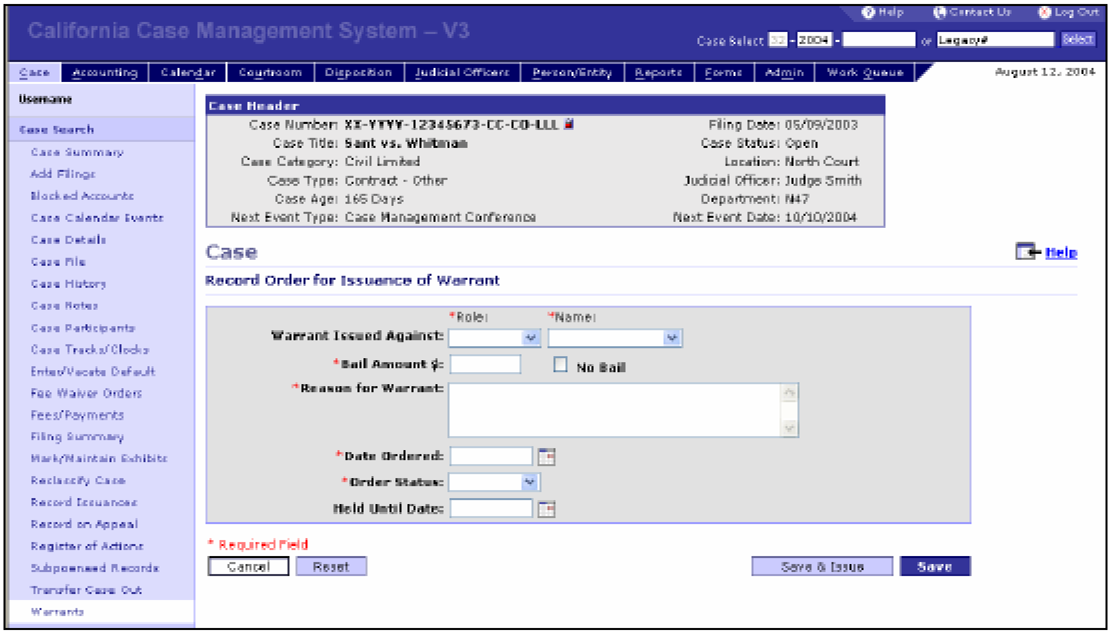


OR

Coming from top menu navigation:
Select **[Courtroom] > [Create/Maintain Warrants]**.
Result: The Create/Maintain Warrants - Search screen displays.

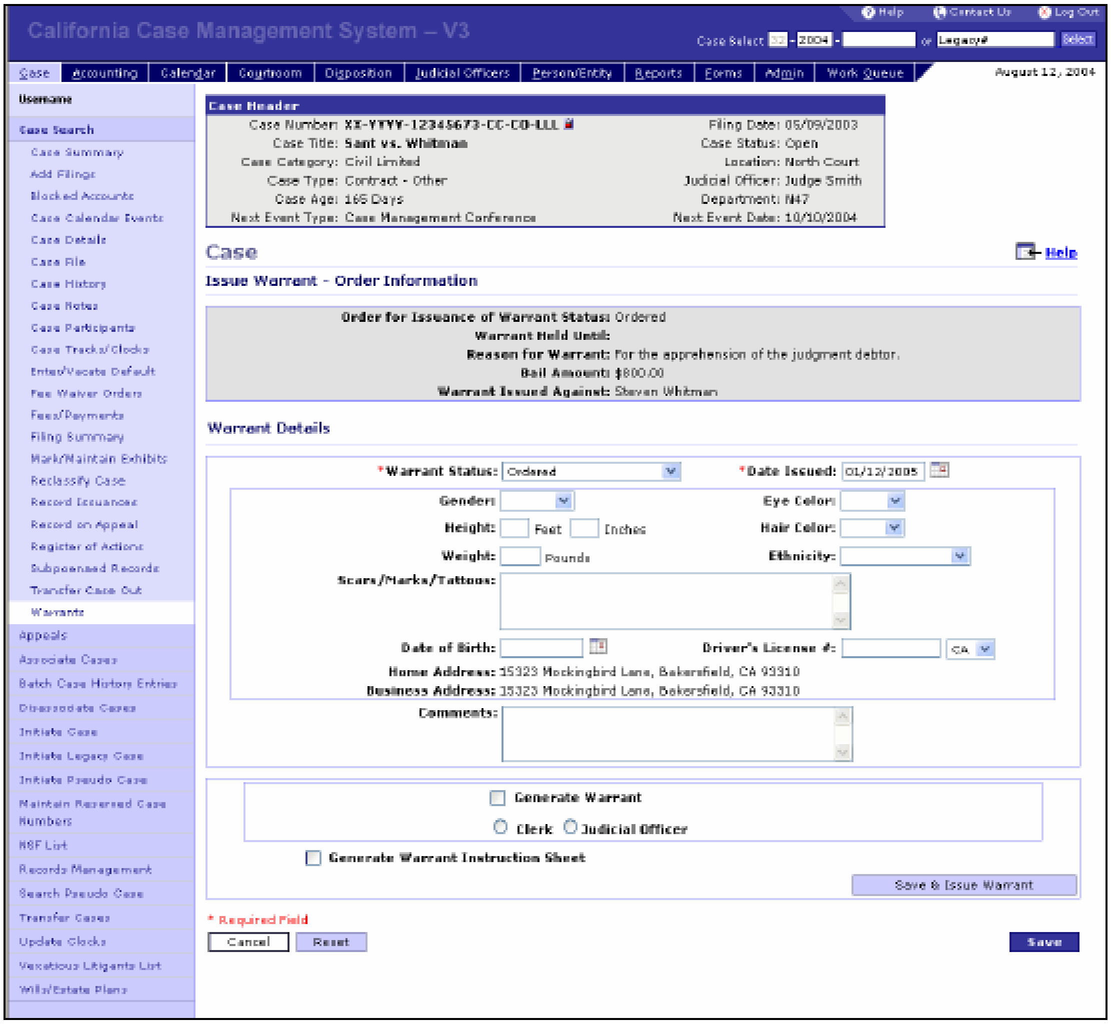


2. Click the **[Record Order]** button.
   Result: The Record Order for Issuance of Warrant screen displays.



3. Enter/Select data for the following required fields:
    4. Warrant Issued Against – Role
    5. Warrant Issued Against – Name
    6. Bail Amount $
    7. Reason for Warrant
    8. Date Ordered
    9. Order Status

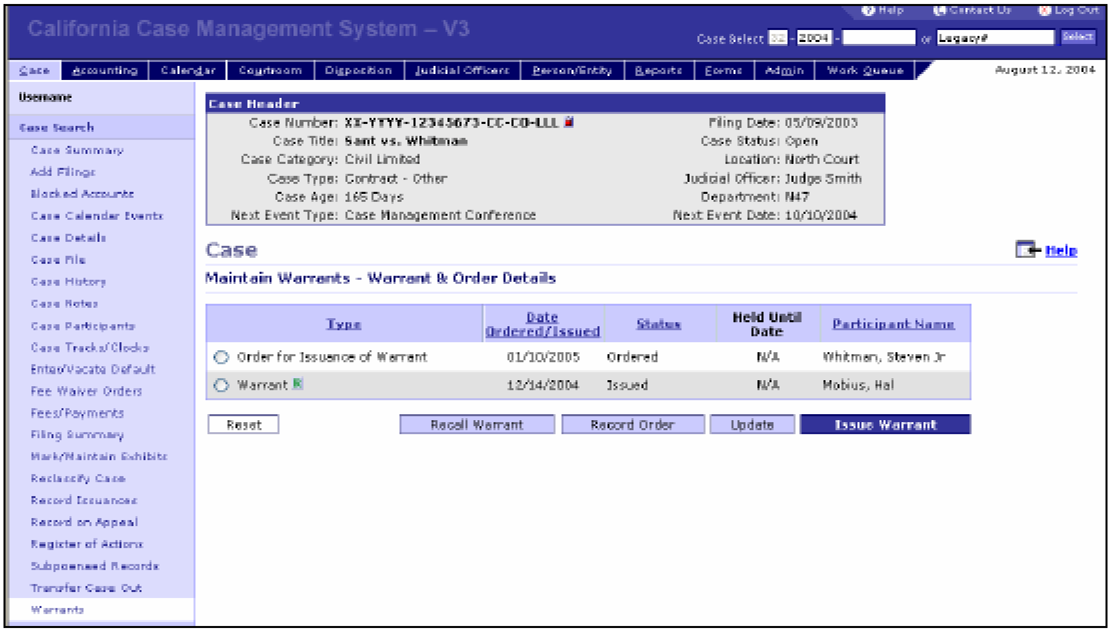
4. Click the **[Save & Issue]** button.
   Result: The Issue Warrant - Order Information screen displays.



5. Enter/Select data for the following required fields:
    6. Warrant Status
    7. Date Issued

    NOTE The appropriate forms can be generated by selecting the **Generate Warrant** and **Warrant Instruction Sheet** checkboxes.

6. Click the **[Save & Issue Warrant]** button.
   Result 1: The Maintain Warrants - Warrants & Order Details screen displays with a confirmation message.
   NOTE An entry of the newly issued Warrant is displayed with status of "Issued."

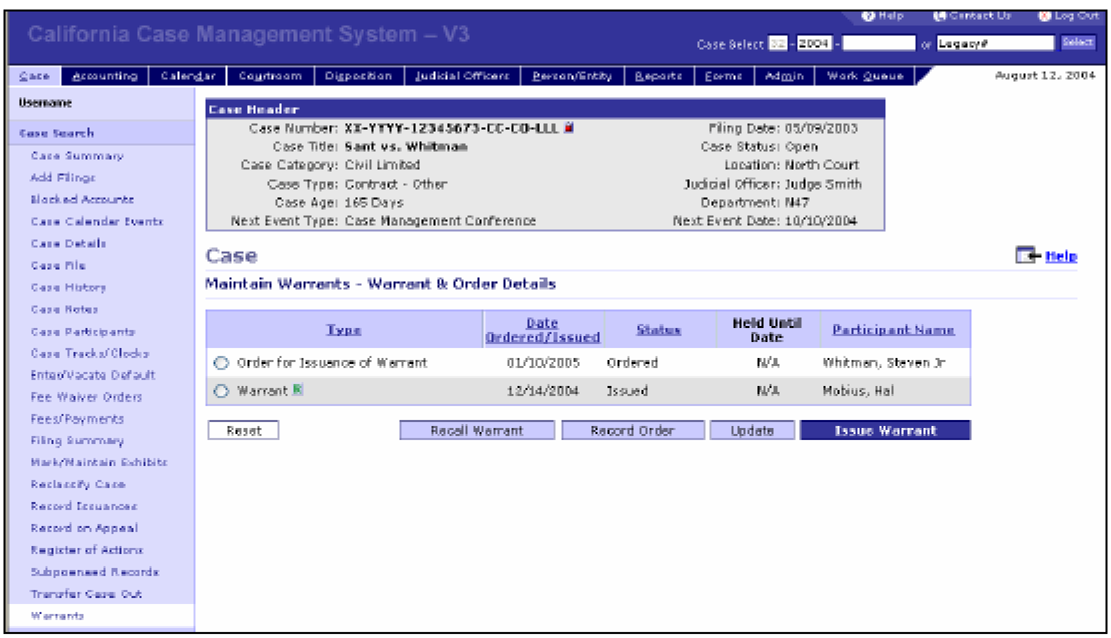


OR

Click the **[Save]** button.

Result 2: The Maintain Warrants - Warrants & Order Details screen displays with a confirmation message.

NOTE An entry of the newly issued Warrant is displayed with status of "Ordered."



Related Links

Maintain Warrants Overview

Maintain Warrants - Warrant and Order Details Screen

Record Order for Issuance of Warrant Screen

Issue Warrant - Order Information Screen

My Court Information

Recall Warrant

Introduction

Recalling a warrant is the process of retracting a previously issued warrant.

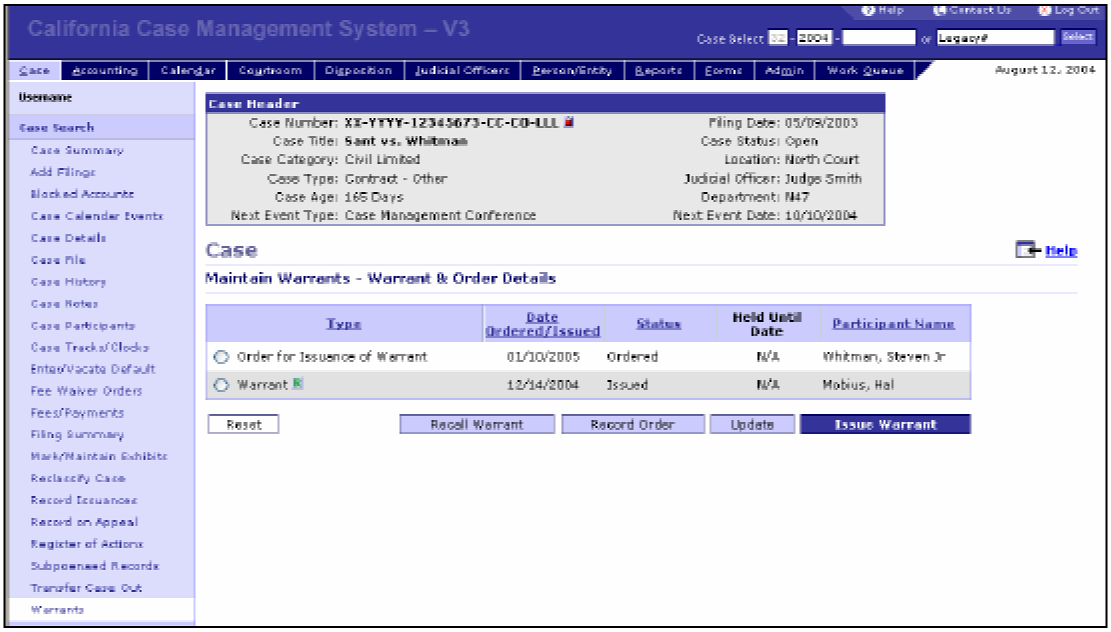
Task Activity

This activity can take place in the context of Create/Maintain Warrants Search. Refer to the Search Warrants task activity for details on this process.

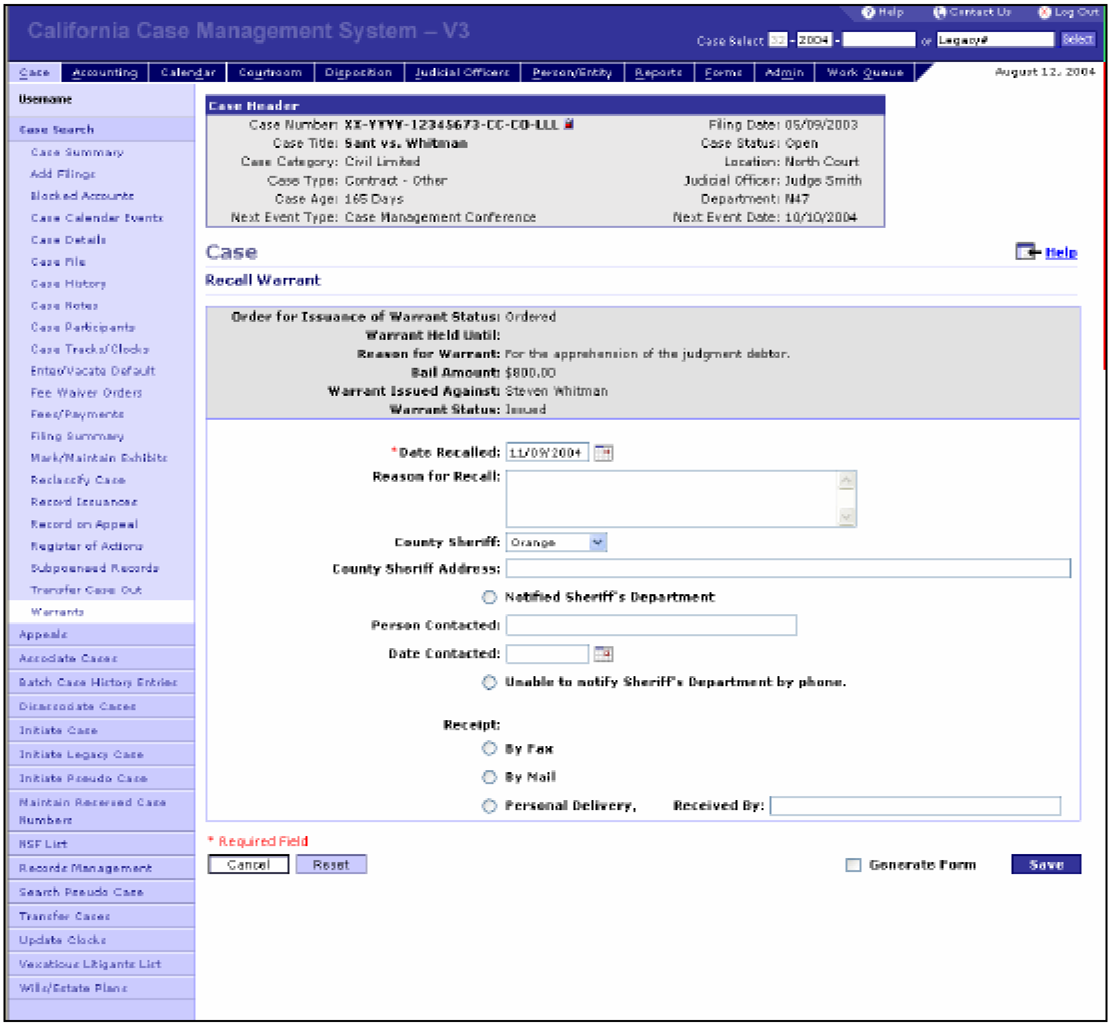
However, the activity below takes place within the context of a case. Refer to the Search Cases task activity for more details on performing a case search.

Perform the following steps to recall a warrant.

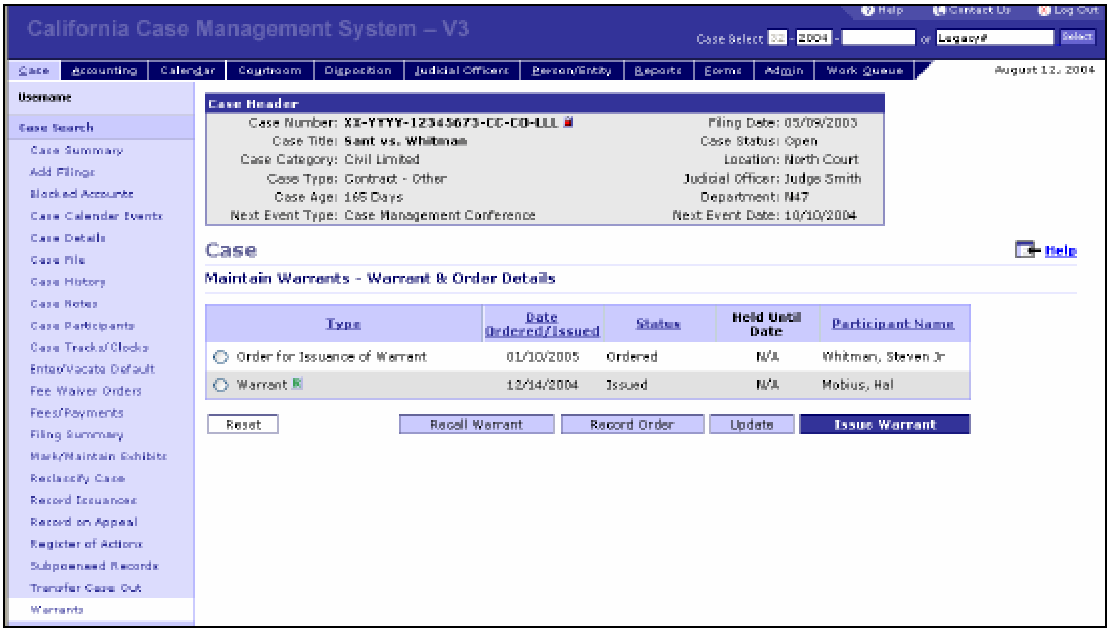
1. Click the **[Warrants]** left navigation item.
   Result: The Maintain Warrants - Warrants & Order Details screen displays.



2. Select the checkbox for a warrant.
   NOTE The selected warrant must have the status of "Issued."
3. Click the **[Recall]** button.
   Result: The Recall Warrant screen displays.



4. Enter data for the **Date Recalled** field.
   NOTE The date is defaulted to current date.
5. Click the **[Save]** button.
   Result: The Maintain Warrants - Warrants & Order Details screen displays with a confirmation message.



Related Links

Maintain Warrants Overview

Maintain Warrant - Search Screen

Maintain Warrants - Warrant and Order Details Screen

Recall Warrant Screen

Manage Bail Information

Manage Bail Information Overview

Introduction

Managing bail involves posting and updating bail information against an issued warrant.

About Bail

Bail is always associated with a warrant on a case. Courts use bail as a security deposit for releasing an individual from custody. Bail also encourages an individual to appear in court when expected. Refer to the Maintain Warrants section for details on ordering and issuing warrants.

Understanding Bail Statuses

You must manually update the bail record to reflect its current status. Refer to the Bail Status Change Description document for details on the acceptable bail status transitions, Court processes and system actions.

When you record a warrant that has bail associated with it, the bail status becomes "set." The bail record remains in this status until a person/entity posts bail. Then the status updates to "posted."

Subsequent bail status updates will be required due to different actions or events. Court staff can update the bail record as necessary. The following sections outline some of these bail status changes.

Continuing Bail

If the bail hearing is rescheduled to a future court date, then the Court must calendar this date and update the bail status accordingly. This will help the Court to track bail that must be dealt with at the time of the new hearing.

Exonerating Bail

If a bail bond is exonerated or dismissed, then the system generates a notice of exoneration. The Court will then send this notice to the bond agent and update the bail status to "exonerated." When the bond agent receives this notice, the exoneration process is considered complete.

If a cash bail is exonerated, then the Court may choose to send a refund notice to the depositor. If this notice is sent, then the bail status will update to "ready to be refunded." However, those courts that do not send a refund notice will instead directly refund the bail amount to the depositor and update the bail status to "refunded."

Forfeiting Bail

If the participant forfeits bail, then you must update the bail status to "forfeited." This status will start an automatic case clock for 185 days from the date the Court sends the notice of forfeiture to the appropriate party.

Within that 185 day time frame, either the bail participant must come back to Court or the bond agent/cash depositor must file a motion requesting the court to vacate the forfeiture.

If the Court denies this motion or the bailee fails to appear, then the Court can take action against the surety/depositor. If it was a bail bond, then the Court can initiate a new case against the surety, and summary judgment is entered. If it was a cash bail posting, then the Court will move the bail amount to a revenue account.

Reinstating Bail

You should update the bail status to "reinstated" if the bailee comes back to court within the expected 185 days. This status also extends or continues the bail to a future court date.

Transferring Bail

Some system events, such as case consolidation, may require that bail from one case transfer over and apply to another case. In this situation, you will need to manually move the trust record reflecting the bail amount from the non-lead case to the lead case. Then you can update the bail record to a status of "transferred." Refer to the Transfer Payment/Trust Deposit and Consolidate Cases sections for details on these processes.

Task Activities

Maintaining bail information includes the following task activities:

- Post Bail
- Update Bail Information

Additional Resources

Other items related to this overview include the following:

- Forms/Notices/Reports
- Bail Status Change Description
  (This is a list of available bail transactions and possible status changes.)

Related Links

Issue Warrant - Order Information Screen

My Court Information

Post Bail

Introduction

This process allows you to record bail posted against an issued warrant.

Post Bail Functionality

An issued warrant is ordered by the Court and becomes enforced by the law. This is a public document that directs the arrest of a case participant.

A person/entity can post bail against an issued warrant. Collecting this amount updates the initial bail status from "set" to "posted." This status indicates that you can schedule the court appearance event for whom the warrant is issued.

However, you cannot collect bail posted against a recalled warrant. Refer to the Maintain Warrants section for details on issuing and recalling warrants.

Collecting Surety/Depositor Information

You must indicate who has assumed responsibility for paying the bail amount. This person/entity selection also reflects the bail posting method. For example, a surety company will submit bail bonds to cover the bail amount, while a depositor will provide a cash bail posting.

Recording surety information is particularly important for situations where the participant fails to appear for the court event. This allows the Court to initiate a civil case against the surety company to collect the forfeited bond amount.

Checking Surety Standing

If a surety company is posting bail, then the system will check whether this company is in good standing with the Court. The "Not in Good Standing" indicator is an attribute on the surety person/entity profile. If this attribute is selected, then the system will display a warning message when you try to save the post bail information.

Creating a Trust

Collecting a cash payment for the bail amount creates a trust in the system. This trust holds the cash monies for the case until the bail status updates based on court events. At that point, the bail amount may be recalculated due to fees, refunded, or moved to County revenue. Refer to the Bail Status Change Description document for details on bail status changes and bail processes. Refer to the Record Payment/Trust Deposit section for details on creating trusts.

Creating a Filing

Collecting a bond posted for the bail amount creates a filing on the case. The system associates both the surety agent and the surety company with this Surety Bond filing. This filing provides a record of the agreement for the surety company to pay the bond amount if the bail participant does not appear.

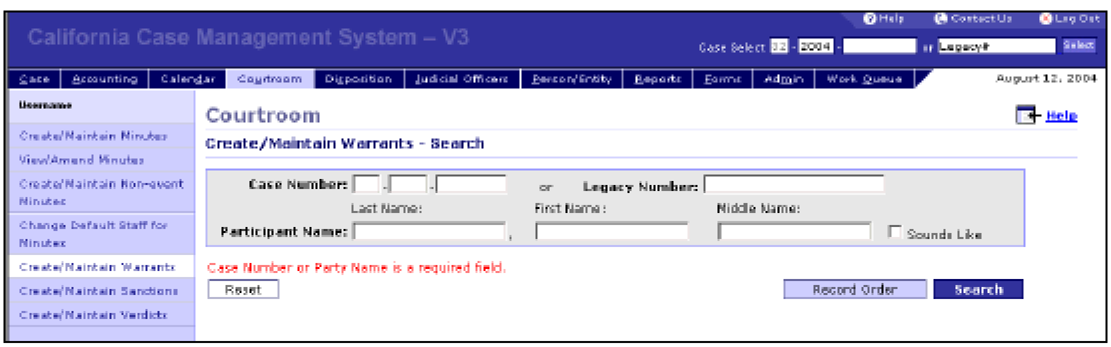
Task Activity

Perform the following steps to post bail against an issued warrant.

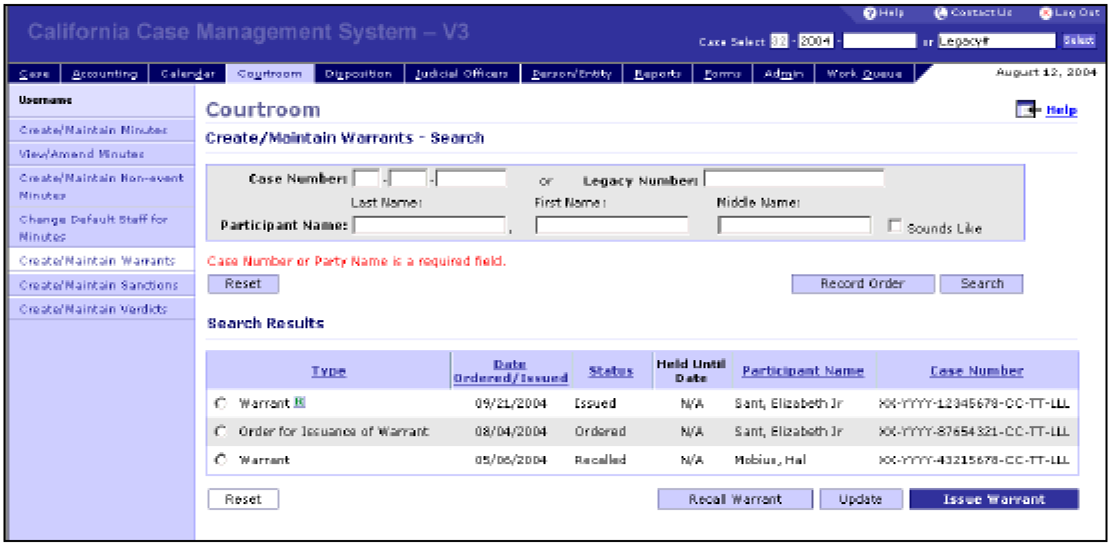
NOTE This activity can start from either inside or outside of a case. Consider the following options:

- Follow Steps 1-3 if starting this activity from outside of a case.
- Skip to Step 4 if starting this activity from inside a case.

1. Select **[Courtroom] > [Create/Maintain Warrants]**.
   Result: The Create/Maintain Warrants – Search screen displays.

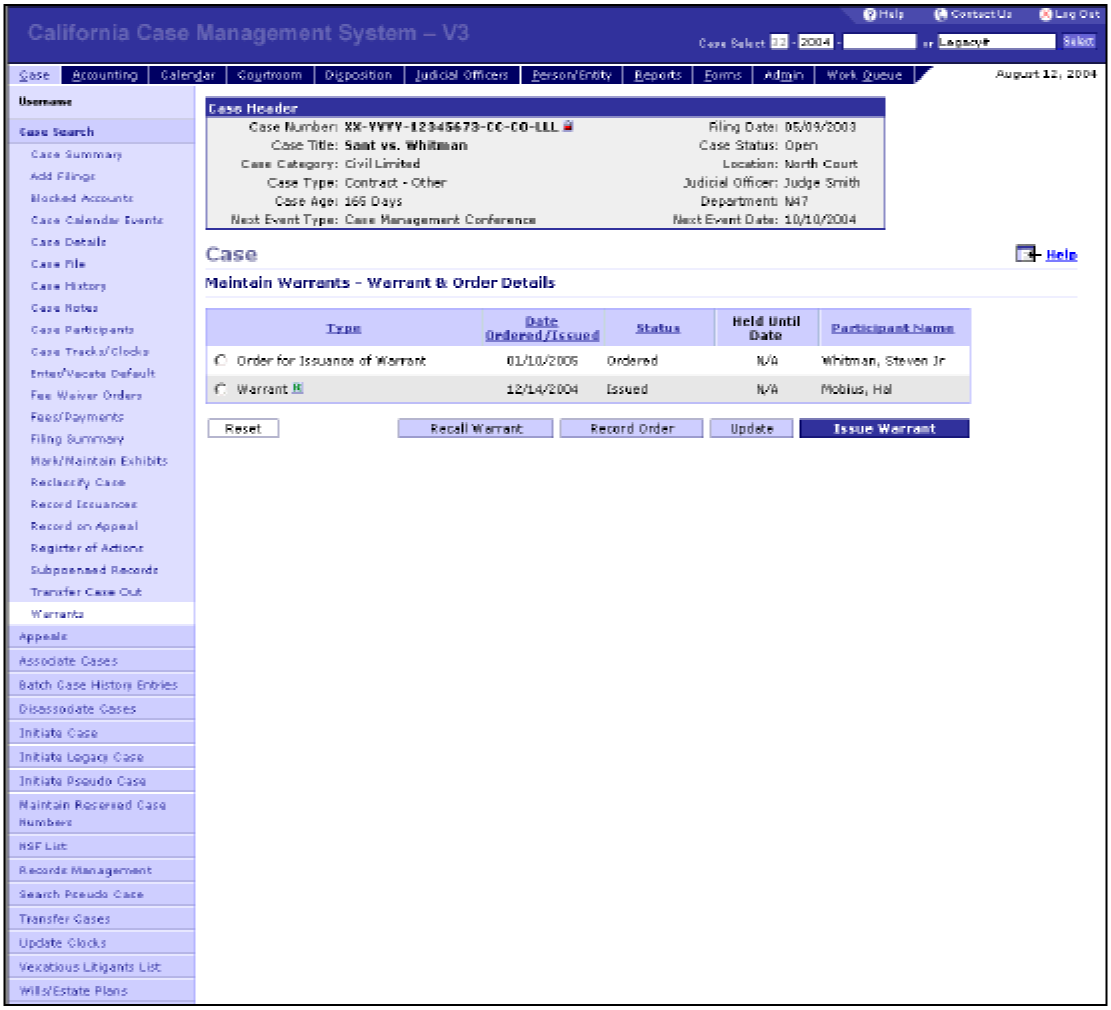


2. Enter data into the appropriate search parameter fields.
   NOTE Refer to the Maintain Warrants section for details on performing this search.
3. Click the **[Search]** button.
   Result: The screen refreshes with the search results.
   NOTE If you started this activity outside of a case, then skip to Step 5.

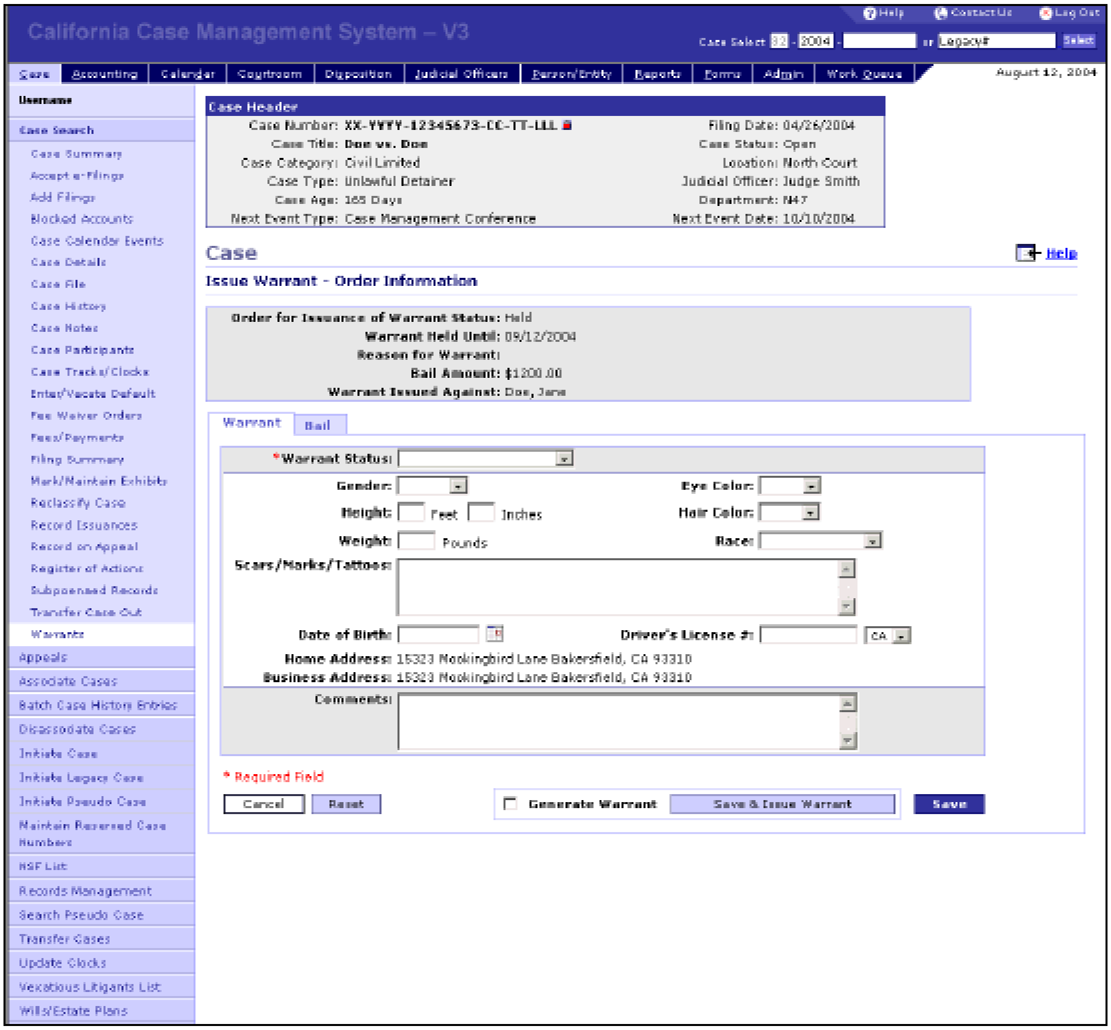


Use Step 4 below if starting from inside a case. Refer to the Search Cases task activity for details on searching for and accessing a case.

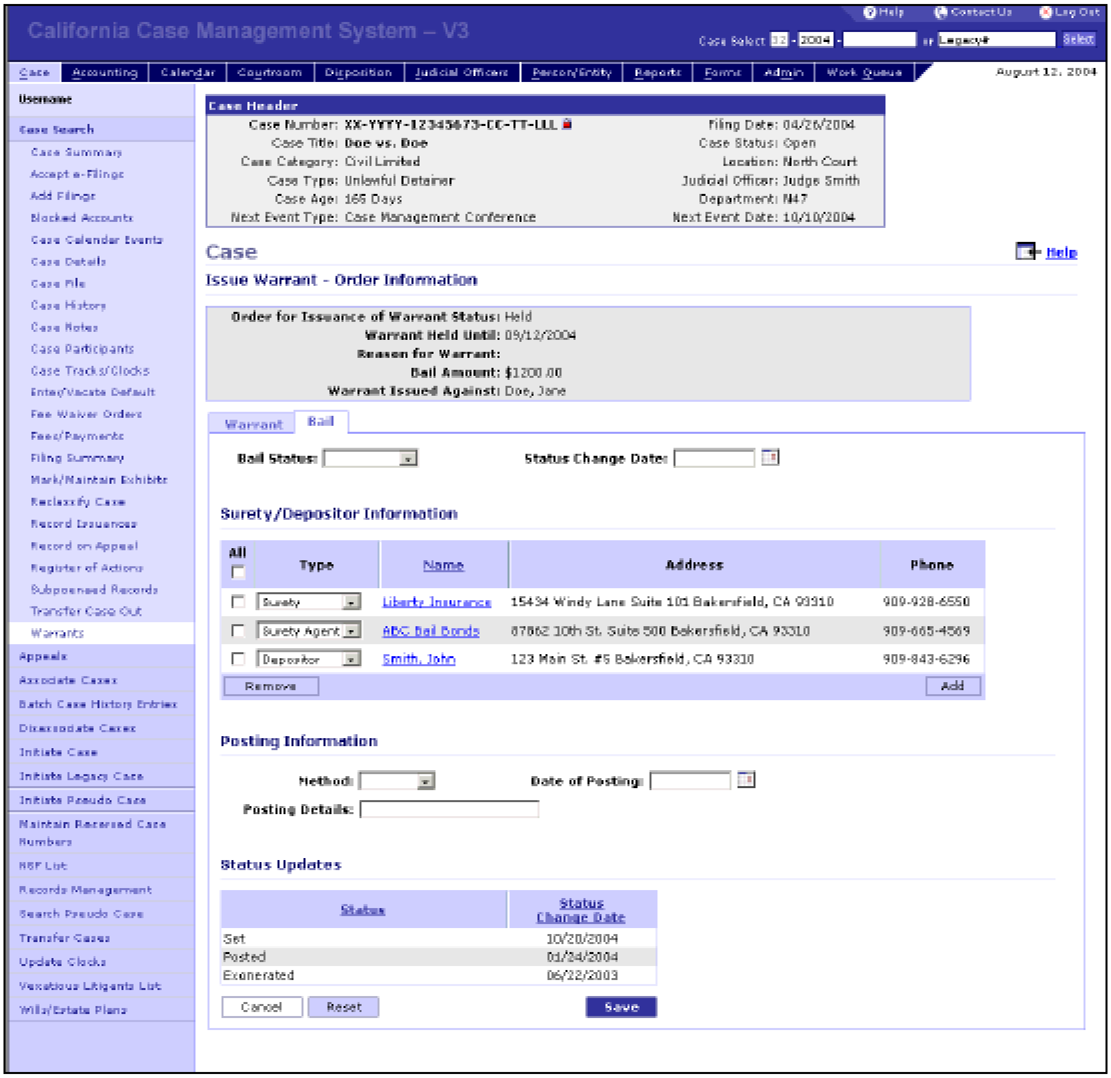
4. Select the **[Warrants]** left navigation item.
   Result: The Maintain Warrants – Warrant & Order Details screen displays.
   NOTE This screen shows a list of warrants that have been ordered and/or issued on the case.



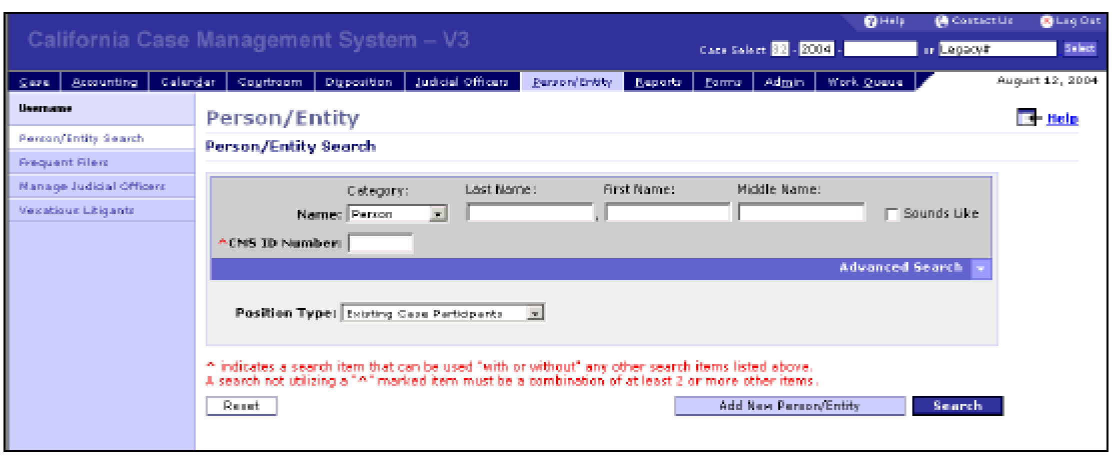
5. Select the radio button for the warrant on which to post bail.
   NOTE This warrant must have a status of "Issued."
6. Click the **[Update]** button.
   Result: The Issue Warrant – Order Information screen displays.



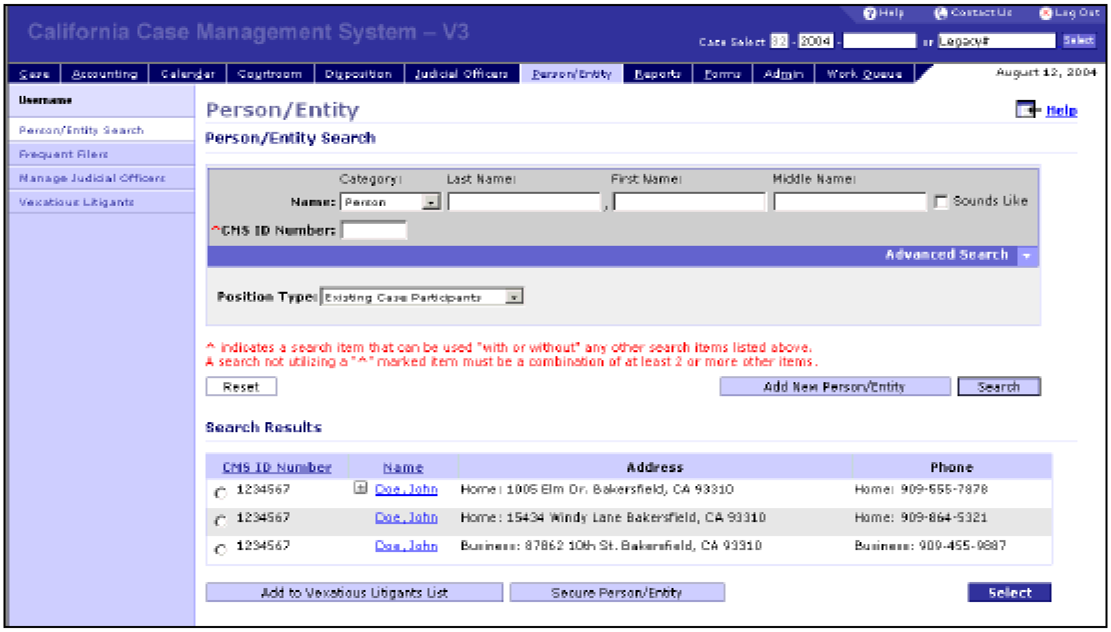
7. Select the **[Bail]** tab.
   Result: The Bail tab highlights.



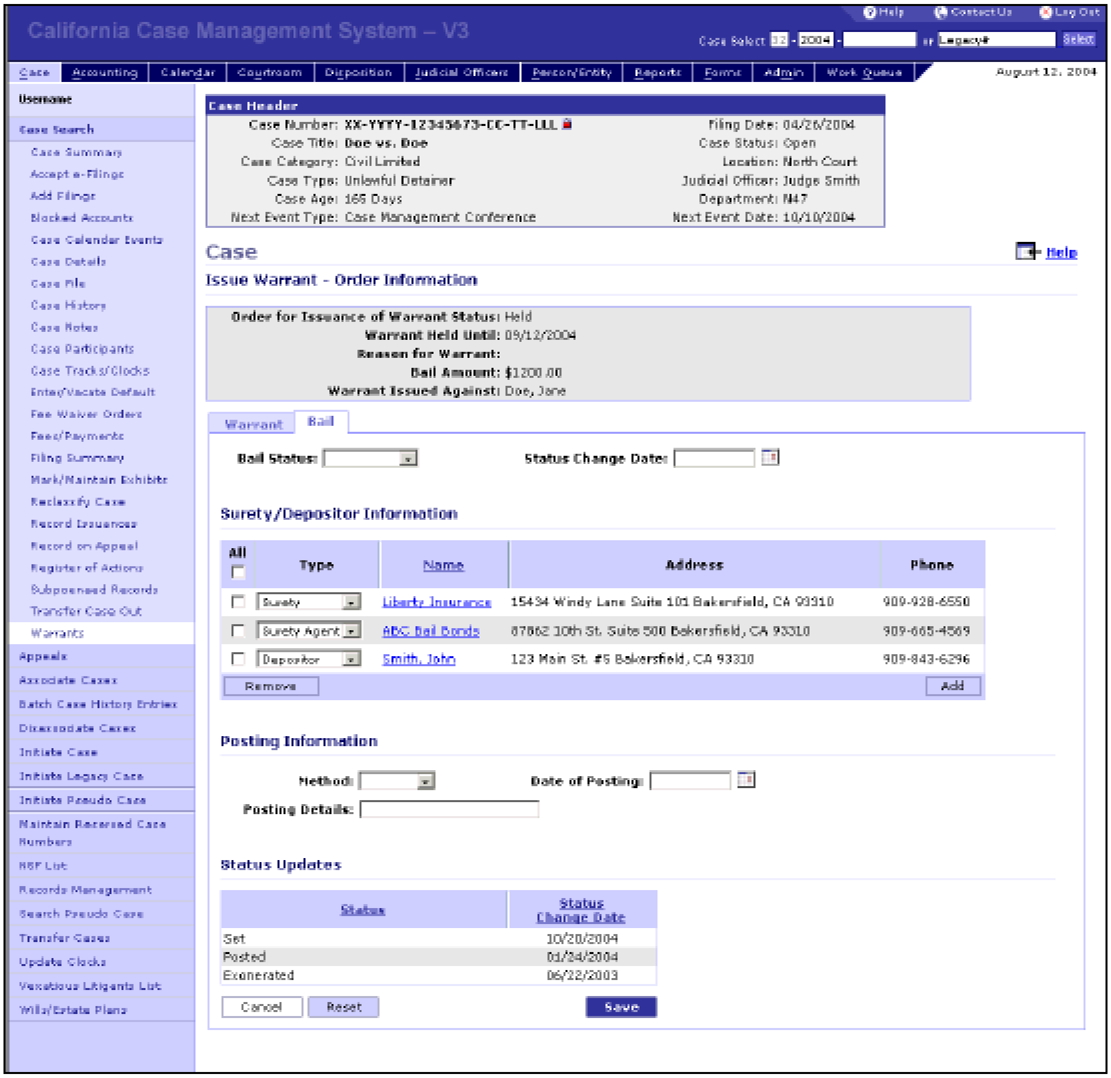
8. Select the value of **Set** from the **Bail Status** drop-down list.
9. Click the **[Add]** button within the Surety/Depositor Information section.
   Result: The Person/Entity Search screen displays.



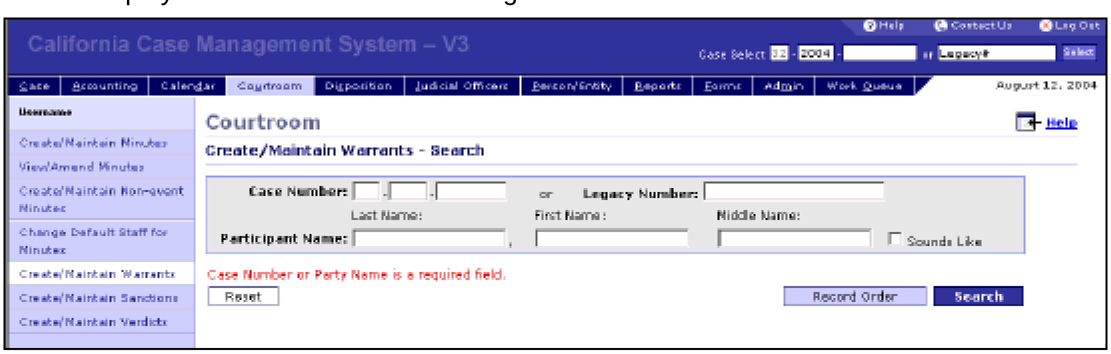
10. Enter data into the appropriate search parameter fields.
    NOTE Refer to the Search Person/Entity Profiles task activity for details on performing this search. Otherwise, refer to the Create Person/Entity Profiles task activity for details on adding a new person/entity profile in the system.
11. Click the **[Search]** button.
    Result: The screen refreshes with the search results.



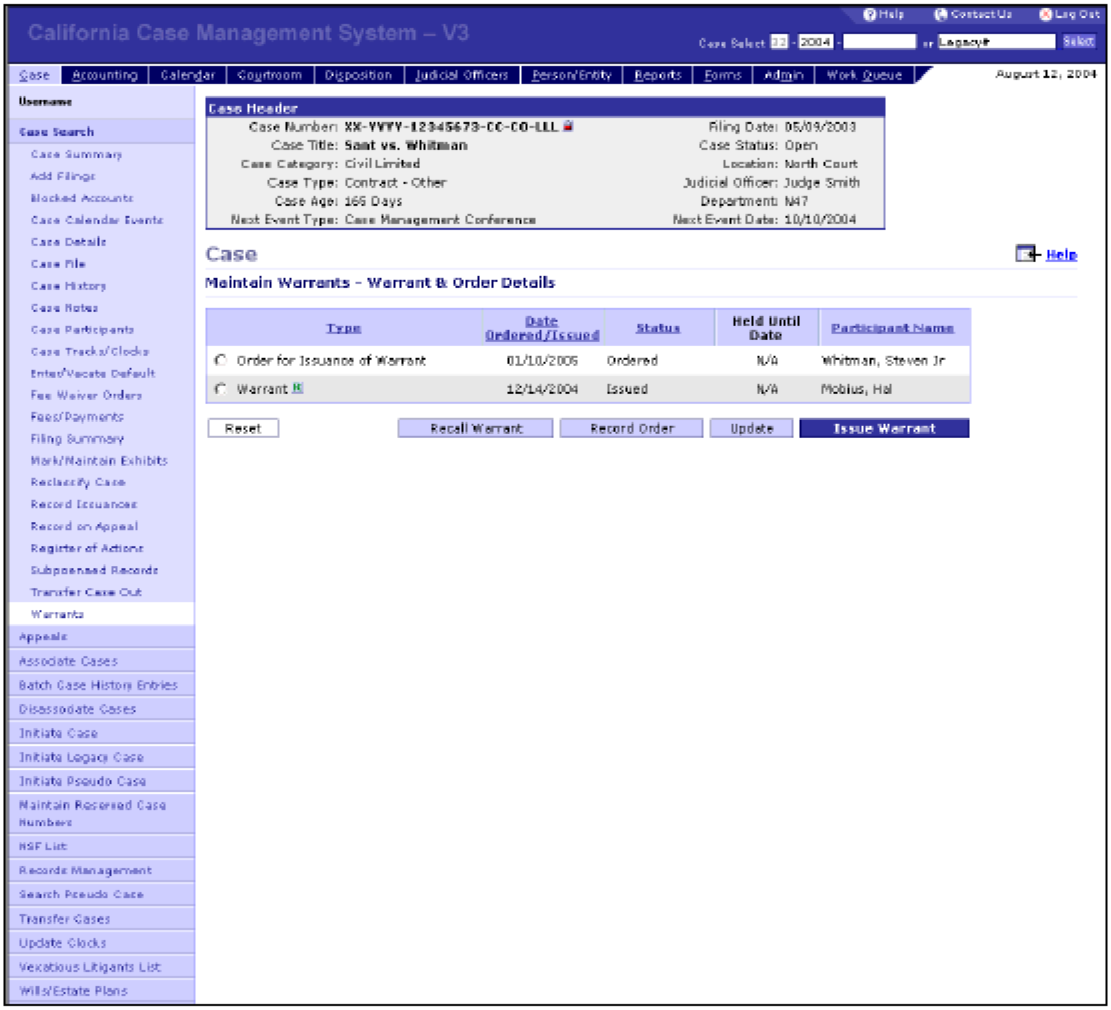
12. Select the radio button for the person/entity to add as a surety/depositor.
13. Click the **[Select]** button.
    Result: The Issue Warrant – Order Information screen re-displays. The selected person/entity is now listed in the Surety/Depositor Information section.



14. Select the appropriate **Type** for the surety/depositor.
15. Enter/Select data for the other necessary fields.
16. Click the **[Save]** button.
NOTE The confirmation screen depends on how you started this activity.
Result 1: If you started from outside of a case, then the Create/Maintain Warrants – Search screen displays with a confirmation message.



Result 2: If you started from inside a case, then the Maintain Warrants – Warrant & Order Details screen displays with a confirmation message.



Related Links

Manage Bail Information Overview

Maintain Warrant - Search Screen

Maintain Warrants - Warrant and Order Details Screen

Issue Warrant - Order Information Screen

Person/Entity Search Screen

My Court Information

Update Bail Information

Introduction

Updating bail information changes the status and/or details of an existing bail record.

You can only update bail records that have been previously posted. Refer to the Post Bail task activity for details on this process.

Changing the Bail Status

You must manually update the bail record to reflect its current status. The current bail status determines how the status may change. For example, bail can update to the "Awaiting exoneration cost payment" status only if the prior status was "Forfeited." Refer to the Bail Status Change Description document for details on the available bail statuses and acceptable status transitions.

Changing Surety/Depositor Information

You can also maintain information about the surety, surety agent, depositor or property owner associated with the bail. This allows you to add or remove sureties/depositors from the bail record. If you choose to add new sureties/depositors, then you may also provide the appropriate posting information.

Saving the Bail Record

When you save the updates to the bail record, the system will perform additional steps, such as generating a notice, starting a clock, or funding the bail record. These "next steps" depend on the selected bail status. Refer to the Bail Status Change Description document for details on the system actions that may occur.

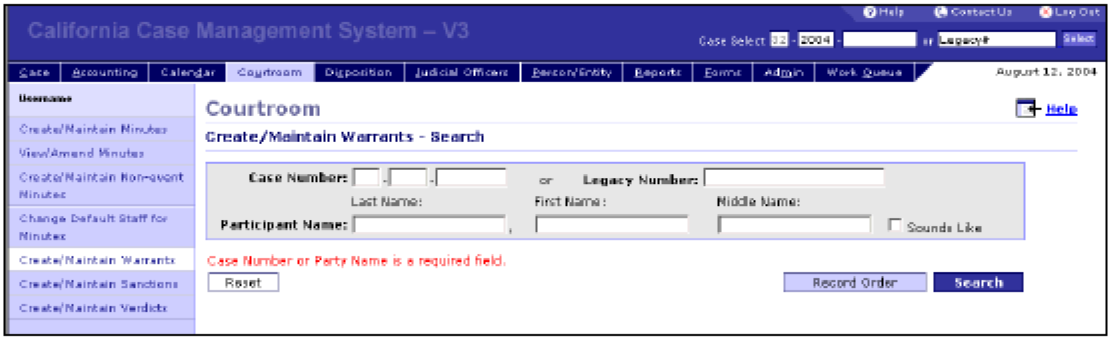
Task Activity

Perform the following steps to update bail information for an existing bail record.

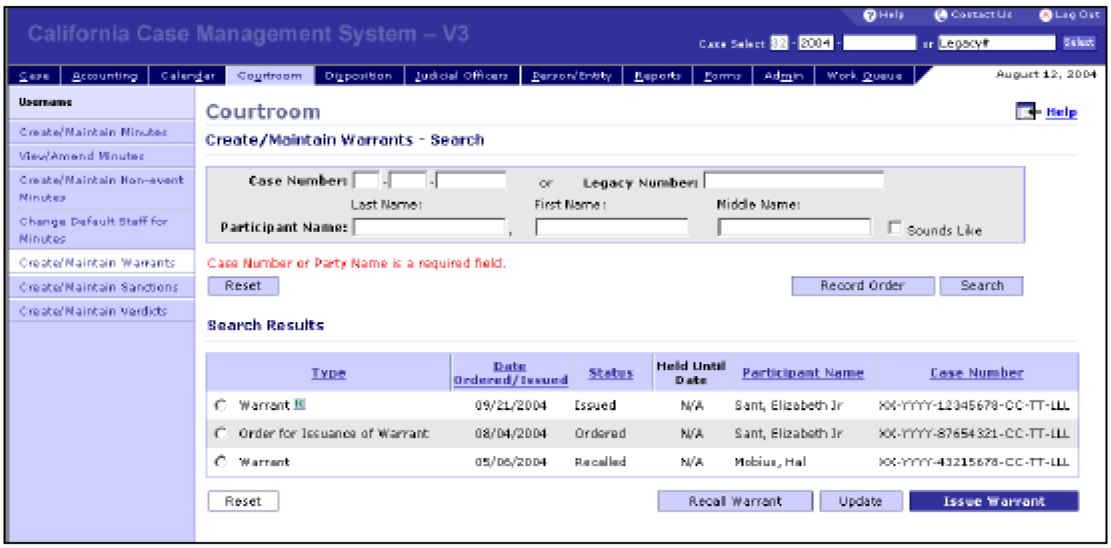
NOTE This activity can start from either inside or outside of a case. Consider the following options:

- Follow Steps 1-3 if starting this activity from outside of a case.
- Skip to Step 4 if starting this activity from inside a case.

1. Select **[Courtroom] > [Create/Maintain Warrants]**.
   Result: The Create/Maintain Warrants – Search screen displays.

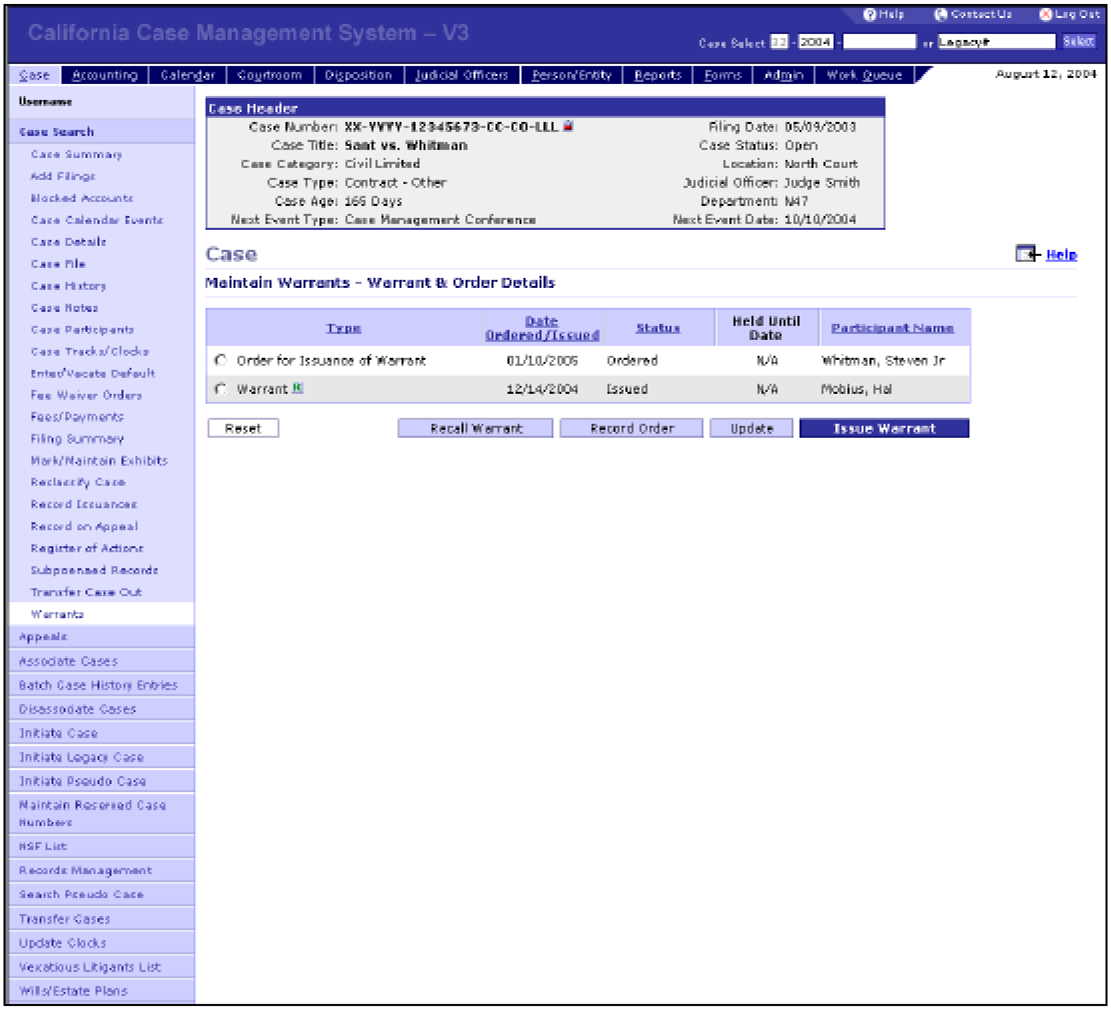


2. Enter data into the appropriate search parameter fields.
   NOTE Refer to the Maintain Warrants section for details on performing this search.
3. Click the **[Search]** button.
   Result: The screen refreshes with the search results.
   NOTE If you started this activity outside of a case, then skip to Step 5.

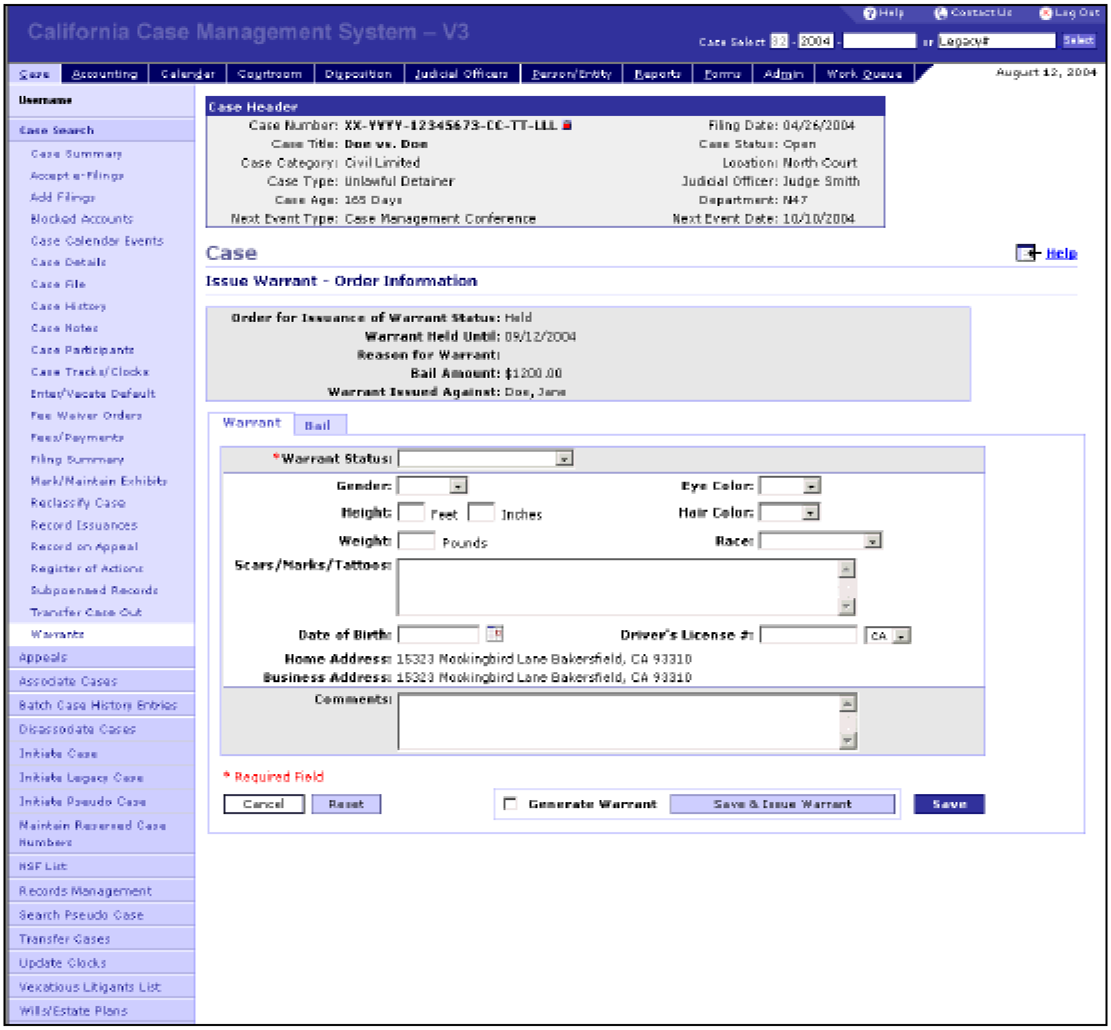


Use Step 4 below if starting from inside a case. Refer to the Search Cases task activity for details on searching for and accessing a case.

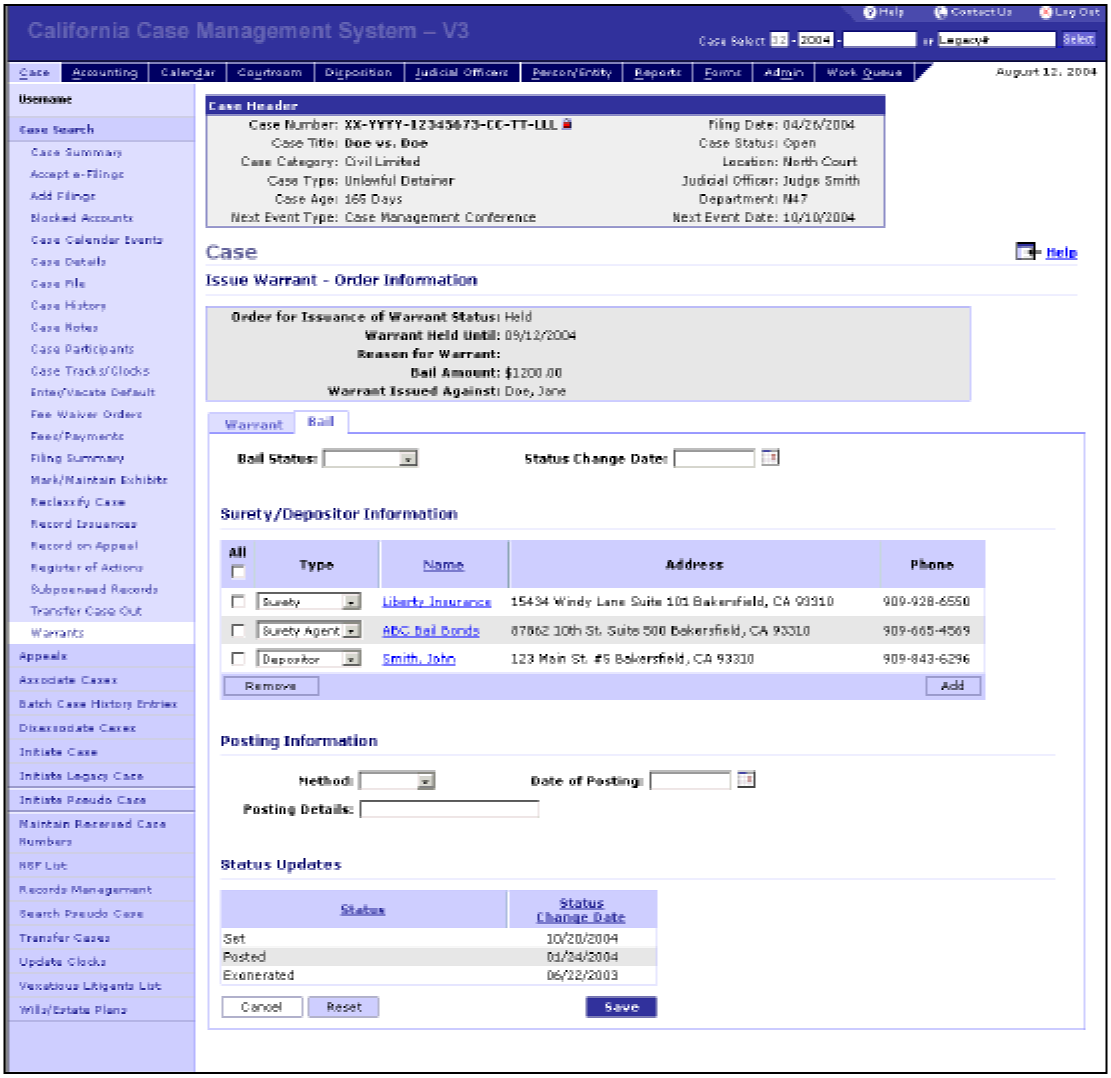
4. Select the **[Warrants]** left navigation item.
   Result: The Maintain Warrants – Warrant & Order Details screen displays.
   NOTE This screen shows a list of warrants that have been ordered and/or issued on the case.



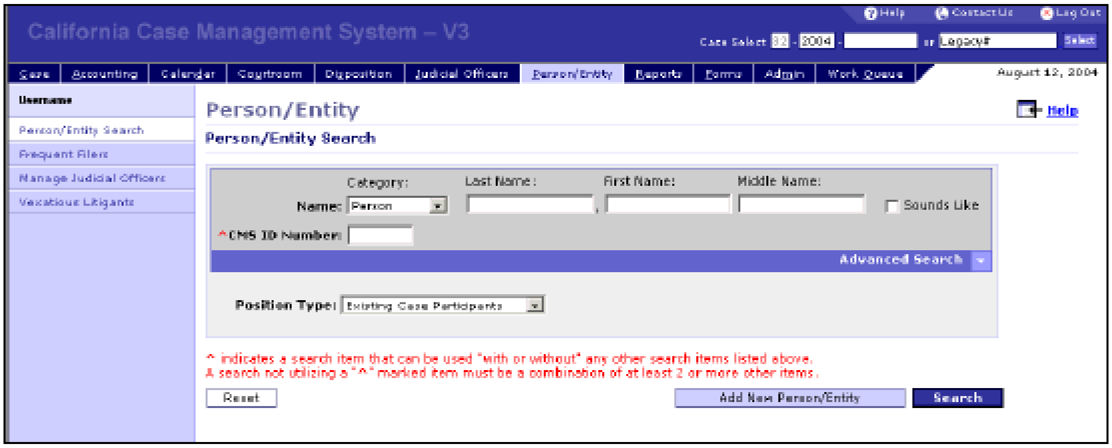
5. Select the radio button for the warrant on which to update bail.
   NOTE This warrant must have a status of "Issued".
6. Click the **[Update]** button.
   Result: The Issue Warrant – Order Information screen displays.



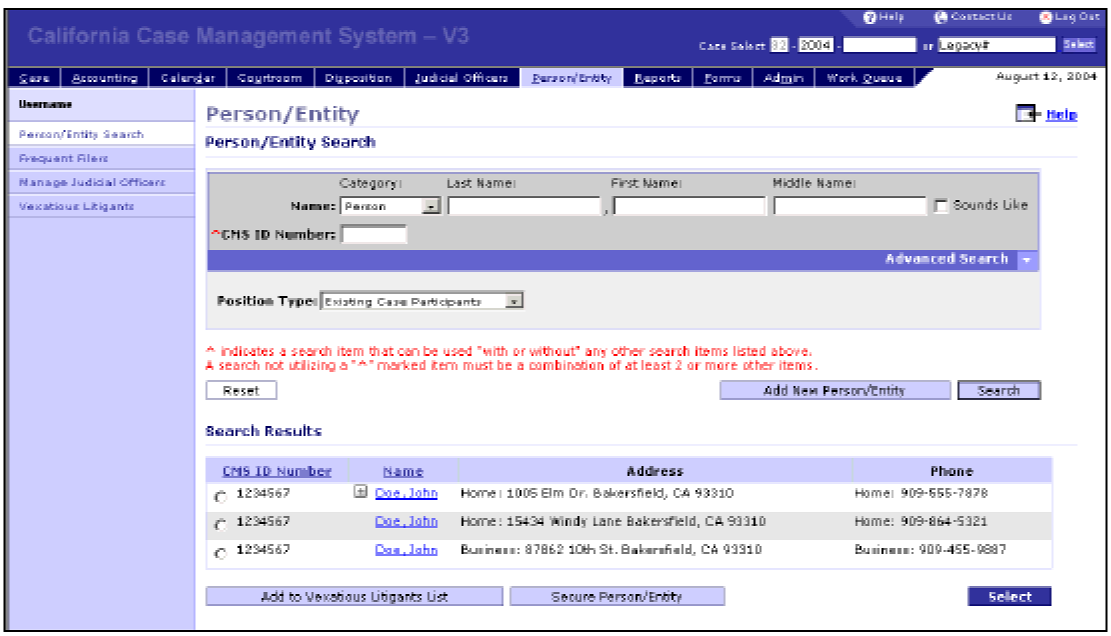
7. Select the **[Bail]** tab.
   Result: The Bail tab highlights and displays bail related details.



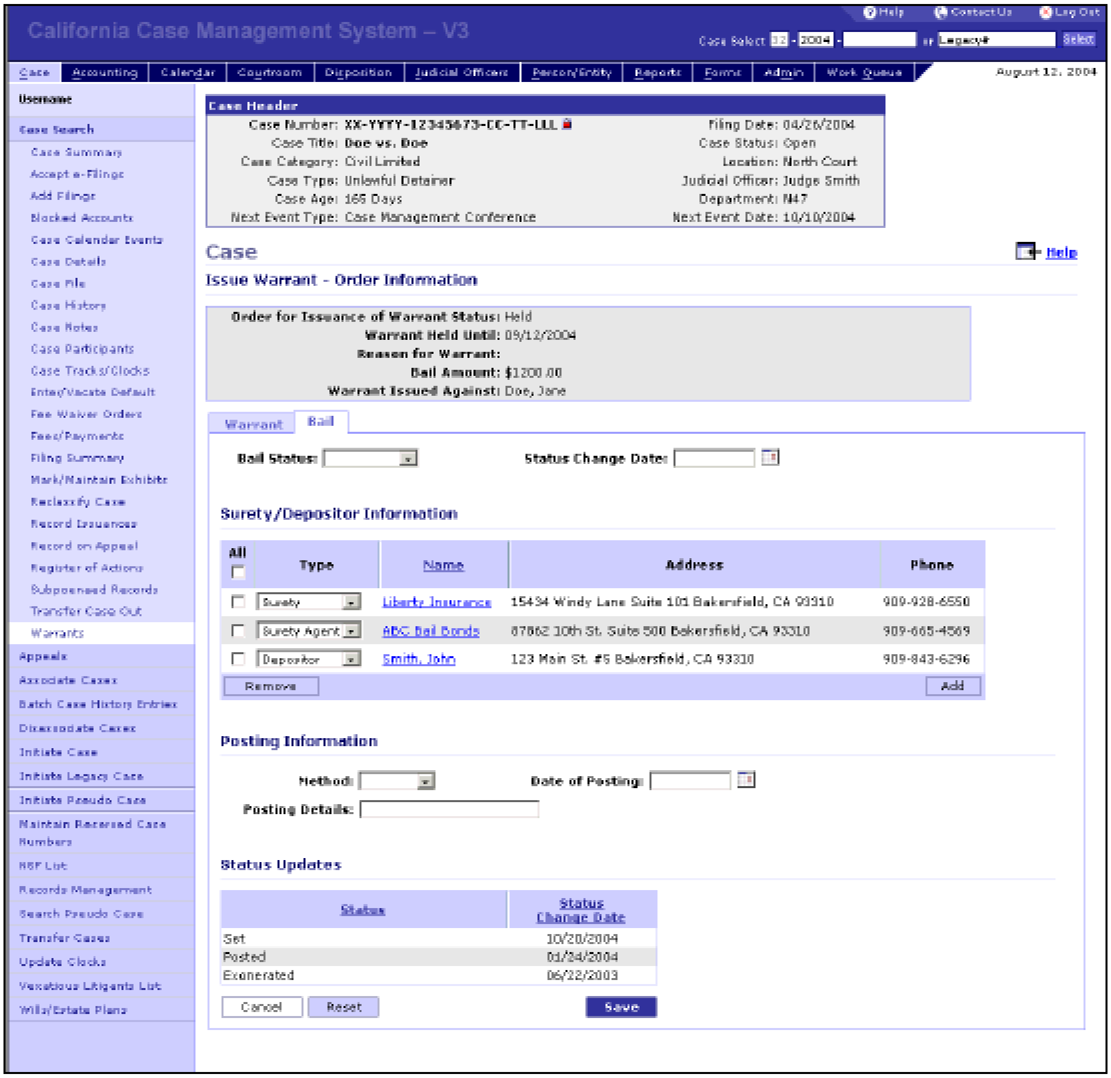
8. Select the appropriate **Bail Status**.
   NOTE This status depends on the bail disposition acknowledged by the Court.
9. Enter the **Status Change Date**.
10. Edit/Update the available fields as needed.
    NOTE Follow Steps 11-16 to add another surety/depositor.
    NOTE Follow Steps 17-18 to remove a surety/depositor from the bail record.
11. Click the **[Add]** button within the Surety/Depositor Information section.
    Result: The Person/Entity Search screen displays.



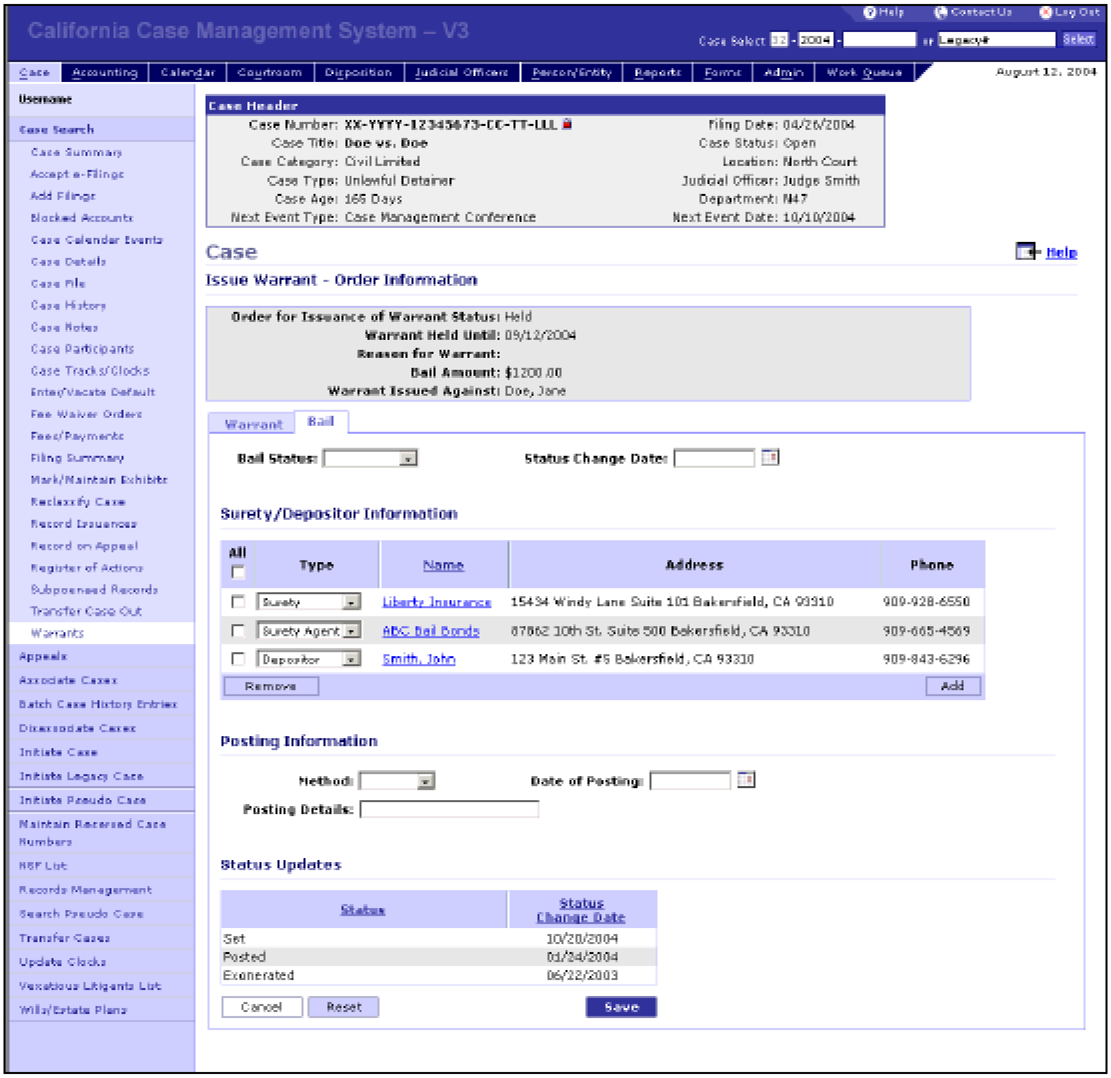
12. Enter data into the appropriate search parameter fields.
NOTE Refer to the Search Person/Entity Profiles task activity for details on performing this search. Otherwise, refer to the Create Person/Entity Profiles task activity for details on adding a new person/entity profile in the system.
13. Click the **[Search]** button.
Result: The screen refreshes with the search results.



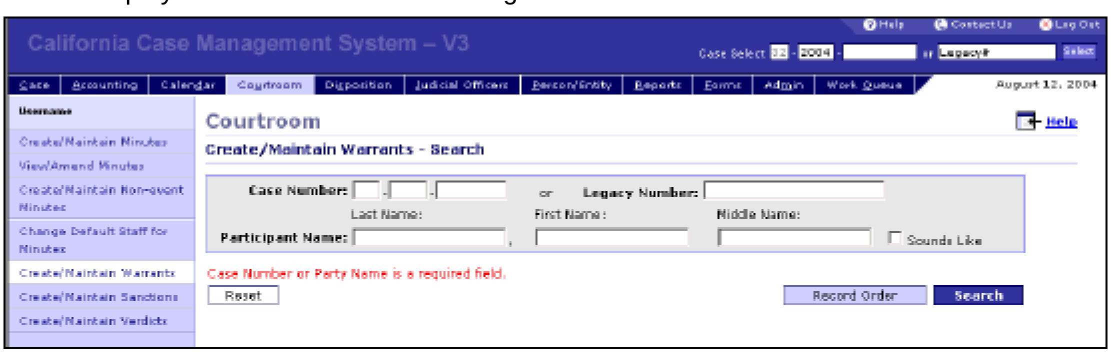
14. Select the radio button for the person/entity to add as a surety/depositor.
15. Click the **[Select]** button.
Result: The Issue Warrant – Order Information screen re-displays. The selected person/entity is now listed in the Surety/Depositor Information section.



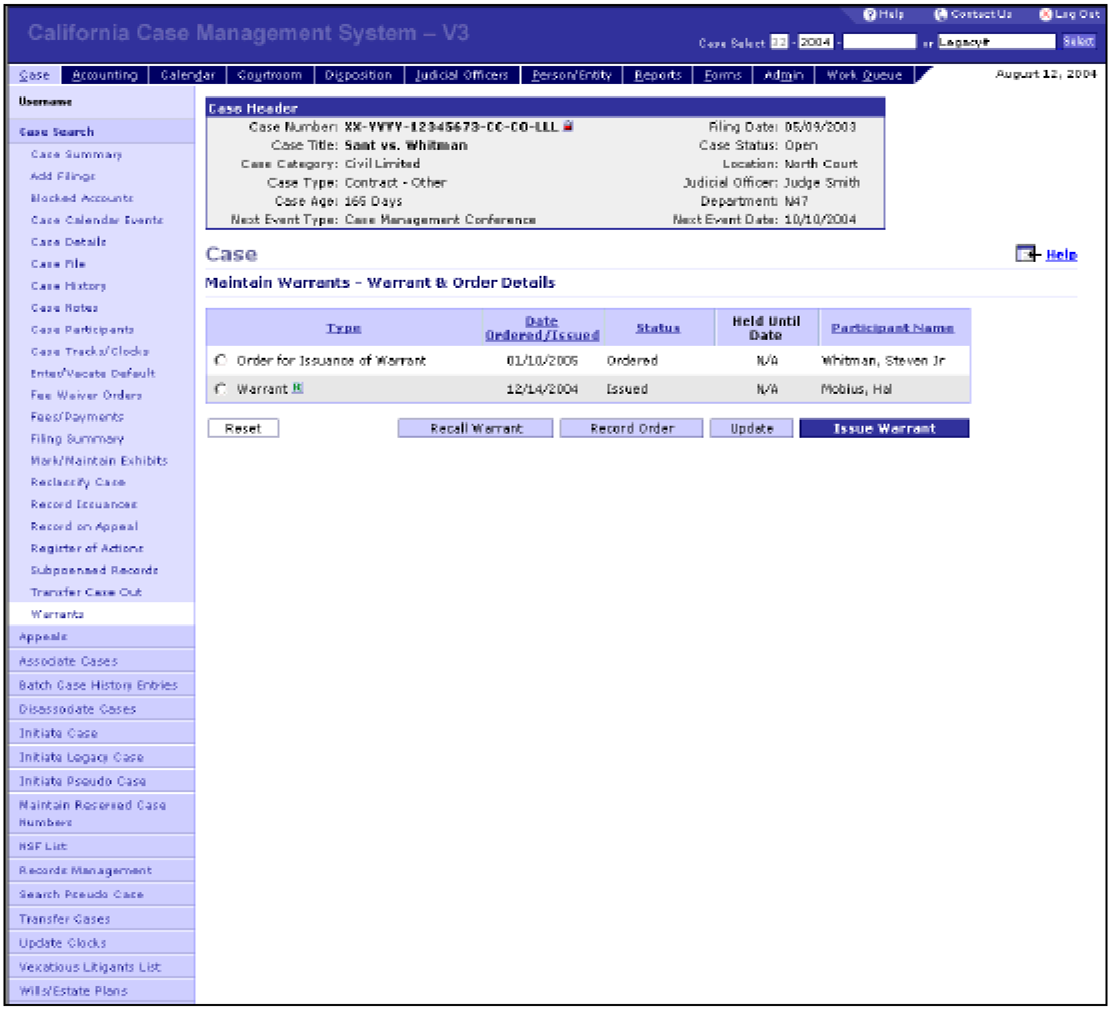
16. Select the appropriate **Type** for the surety/depositor.
17. Select the checkboxes for the surety/depositor to remove from the bail record.
18. Click the **[Remove]** button.
    Result: The screen refreshes and no longer displays the selected sureties/depositors.



19. Enter/Select data for the other necessary fields.
20. Click the **[Save]** button.
NOTE The confirmation screen depends on how you started this activity.
Result 1: If you started from outside of a case, then the Create/Maintain Warrants – Search screen displays with a confirmation message.



Result 2: If you started from inside a case, then the Maintain Warrants – Warrant & Order Details screen displays with a confirmation message.



Related Links

Manage Bail Information Overview

Maintain Warrant - Search Screen

Maintain Warrants - Warrant and Order Details Screen

Issue Warrant - Order Information Screen

Person/Entity Search Screen

Reclassify Cases

Reclassify Cases Overview

Introduction

Reclassifying a case allows you to change the case category of a Limited Civil case to an Unlimited Civil case or vice versa. Case reclassification is usually due to changes in the jurisdictional amount for a case.

Reclassification Restrictions

The Courts have defined some case types that are only available for the Unlimited Civil case category and do not have a corresponding Limited Civil case type. The system does not allow reclassification of these case types, since there is no match available.

In addition, if you change a Limited Civil case to an Unlimited Civil case, then the system will record a Limited Civil reclassification fee on the updated case.

Location Options

For Courts that hear Limited Civil and Unlimited Civil cases in different locations, the system allows you to specify the new location as part of the reclassification process. If you choose a new location, then the system will add the reclassified case to the file pull list. This list indicates that the case’s physical file should be moved to the new location. Refer to the Track Case Files section for details on this process.

Resource Assignment Options

You may also change the Judicial Officer or department assigned to the reclassified case. If you assign a new Judicial Officer or department, then the system will reassign future events from the current resource to the newly selected resource. The system will also generate the Notice of Case Reassignment.

If the newly selected resource is a Judicial Officer, then the system will also check for recusal and unavailability conflicts with the participants of the reclassified case.

Track Options

Reclassification also allows you to assign a new case track to the case. If you choose a new track, then the system will stop the case clocks that are not shared between the old track and the newly selected track. Clocks that are shared between the two tracks will continue without interruption.

Reclassification Requirements

When reclassifying a case, you must provide a reclassification reason.

Upon saving, the reclassified case will assume the characteristics of the new case category. Refer to the Maintain Case Information section for details on changing case types.

Task Activities

Reclassifying cases includes the following task activity:

- Reclassify Cases

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Reclassify Case Screen

My Court Information

Reclassify Cases

Introduction

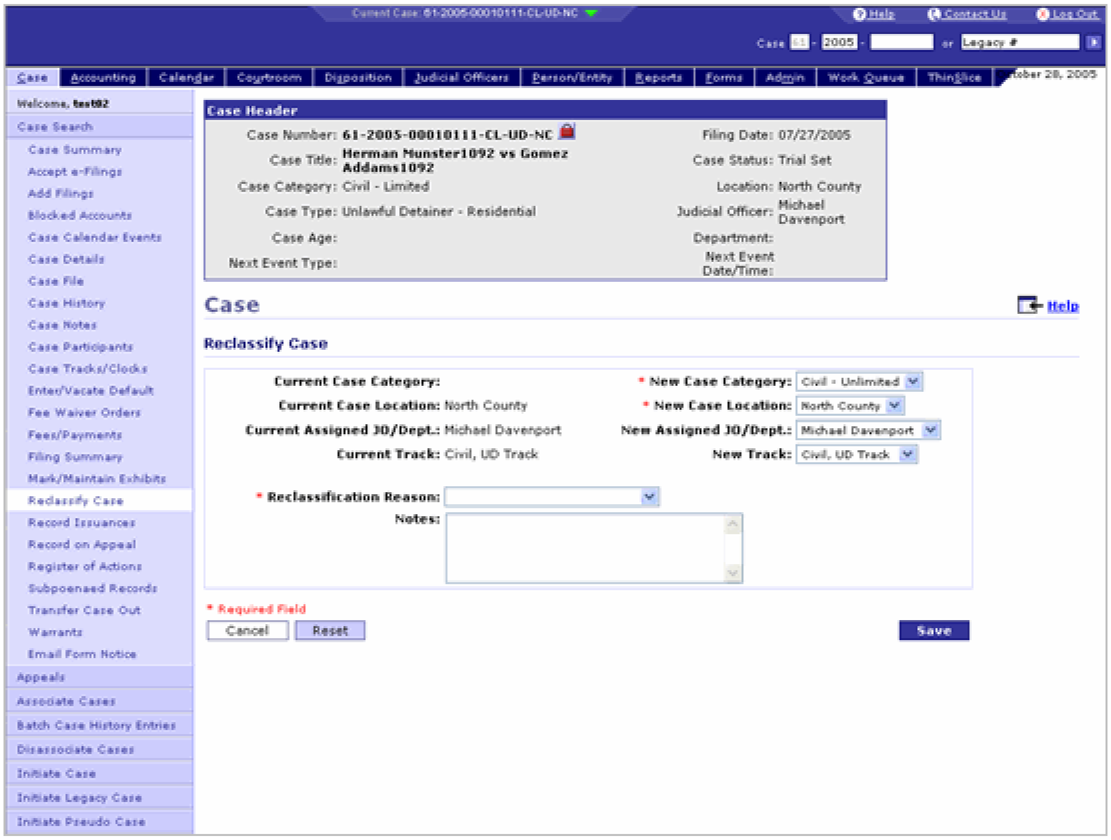
Reclassifying a case is only available for Limited Civil and Unlimited Civil case categories.

Task Activity

This activity takes place within the context of a case. It requires that you perform a case search and select the case to reclassify. Refer to the Search Cases task activity for details on performing a case search.

Perform the following steps to reclassify a case.

1. Select the **[Reclassify Case]** left navigation item.
   Result: The Reclassify Case screen displays.



2. Select data for the following required fields:
    3. New Case Category
    4. New Case Location
    5. New Assigned JO/Dept.
    6. Reclassification Reason

    NOTE Except for the reclassification reason field, the system will default the value of the remaining required fields to the case's current value. You can keep or change these defaults, as appropriate.

3. Click the **[Save]** button to reclassify this case.
   Result: The Reclassify Case screen refreshes with a confirmation message.
   NOTE If reclassifying a Limited Civil case to an Unlimited Civil case, then the system will also record a reclassification fee on the case.

Related Links

Reclassify Cases Overview

Reclassify Case Screen

Associate Cases

Consolidate Cases

Consolidate Cases Overview

Introduction

Consolidating cases combines two or more cases into a single case. A Court may consolidate cases if there are multiple cases open that cover the same issue or involve the same participants. A plaintiff or defendant usually starts this activity by filing the motion to consolidate with the Court.

Consolidation Privileges

This activity requires that a Judicial Officer first grant the motion to consolidate. You can then select the cases to combine.

Selecting a Lead Case

Within the selected group of cases, you must assign one case as the lead. This lead case will represent the consolidated case group as the master case. Events and activities will then take place only on the lead case for the duration of the consolidation.

Checking for Recusal Conflicts

The system will check for recusal conflicts between the Judicial Officer assigned to the lead case and the participants of the non-lead case(s). If a recusal conflict is found, the system will display a warning message. You can then choose to continue or cancel the consolidation process.

Copying Case History Entries

The system will display the ROA and Case History entries belonging to the non-lead case(s). This allows you to select entries to copy from the non-lead case(s) to the lead case. Selected entries from non-lead cases become Case History entries on the lead case. The system will also automatically copy over filing entries that have an associated fee or require a disposition.

Managing Calendar Events

You must also choose to vacate or move future scheduled events for the non-lead cases. Vacating a non-lead event removes this event from the calendar. But if you move a non-lead event to the lead case, then the calendar will update to schedule that event for the lead case. Refer to the Maintain Calendar Events section for details on related calendar activities.

It is possible that scheduling conflicts may occur based on moved non-lead events. If events are moved, then they are reassigned from the current Judicial Officer to the Judicial Officer assigned on the lead case. Moving these events also overrides the conflict checks.

Consolidation Functionality

Upon saving the consolidation, the system copies the participants, roles, stages and fee waiver statuses from the non-lead case(s) onto the lead case. The system also brings over the shared participant level clocks. This means that if a non-lead case and the lead case have the same participant level clock assigned to their track, then the system will copy this clock (and its status) onto the lead case. However, these clocks must have a status of either “started” or “paused.” The other clocks, including the case aging clock, will stop on the non-lead case(s). Refer to the Configure Automatic Case Clocks and the Maintain Case Clocks sections for details on related clock processes.

The system does not copy payment plans or accounting information from the non-lead case(s) to the lead case. Refer to the Maintain Case Information section for details on accessing accounting information of non-lead cases.

The system will generate the appropriate consolidation notice based on the selected consolidation reason. It will also display a confirmation message indicating that the consolidation is complete.

In addition, while the security of non-lead cases will transfer to the document or filing level, the lead case will remain at its current secure status.

Searching and Accessing Consolidated Cases

Future case searches performed on the lead or non-lead case(s) will display an icon indicating the consolidation association between these cases.

If you choose to directly access a non-lead case, the system will display a warning message recommending that you do not make changes to the case. The status of this case remains "Consolidated."

Separating Consolidated Cases

Consolidated cases may deconsolidate [bifurcate] at a later time. However, deconsolidation does not apply to those cases involved in the “total merge” process. Refer to the Deconsolidate Cases section for details on this separation process.

Task Activities

Consolidating cases includes the following task activities:

- Consolidate Cases
- Consolidate Cases for All Purposes

Additional Resources

Other items related to this overview include the following:

- Business Rules
- Forms/Notices/Reports

Related Links

Associate Cases - Enter Search Criteria Screen

Associate Cases - Consolidated Case Listing Screen

My Court Information

Consolidate Cases

Introduction

Consolidating cases combines two or more cases into a single case.

Task Activity

Perform the following steps to consolidate two or more cases.

1. Select **[Case] > [Associate Cases]**.
   Result: The Associate Cases – Enter Search Criteria screen displays.
2. Enter the **Case Number** or **Legacy Number** of a case to consolidate.
   NOTE Selecting the **[Select all Related Cases]** checkbox will display the cases that are related to the selected case in the Case List.
3. Click the **[Add to List]** button.
   Result: The Case List screen now displays the entered case.
4. Repeat Steps 2-3 to add cases to consolidate together into the Case List.
5. Select the radio button for a lead case to represent the consolidated group.
6. Click the **[Consolidate]** button.
   Result: The Associate Cases – Consolidated Case Listing screen displays.
   NOTE A warning message will display if the cases to consolidate are from multiple case categories. You can choose to continue or cancel the consolidation process at this point.
7. Select a **Reason** for the consolidation.
8. Click the checkbox(es) for the Case History entries to copy from the non-lead case(s) to the lead case.
   NOTE The system automatically selects those filings that have an associated fee or require a disposition.
9. Select the **[Future Scheduled Events]** tab.
   Result: The Future Scheduled Events tab highlights and displays the future scheduled events for the non-lead cases.
10. Select the appropriate radio button to **Vacate** or **Move** the scheduled events of non-lead cases to the lead case.

NOTE Choosing to “Vacate” an event removes this event from the calendar. “Moving” an event updates the calendar to schedule the event for the lead case instead of the non-lead case.

11. Click the **[Save]** button to consolidate the cases.
    NOTE The system will check for recusal conflicts and display a warning message, if appropriate.
    Result: The Associate Cases – Enter Search Criteria screen re-displays with a confirmation message.
    NOTE The lead case of a consolidated group will now be identified by an “L” icon. Both the lead and non-lead cases will also be identified by a “Consolidated” icon.

Related Links

Consolidated Cases Overview

Associate Cases - Enter Search Criteria Screen

Associate Cases - Consolidated Case Listing Screen

My Court Information

Consolidate Cases for All Purposes

Introduction

Consolidating cases for all purposes completely merges the case information for two or more cases into a single case. This “total merge” process is a permanent consolidation. As a result, this option does not allow the consolidated cases to separate at a later time.

Total Merge Privileges

You must have a Supervisor security role to perform this activity.

Total Merge Functionality

Selecting to permanently consolidate cases moves or copies the non-lead case data to the lead case. This includes the participants, filings, issuances, generated forms/notices, fees, payments, and Case History entries associated with the non-lead cases.

Task Activity

Perform the following steps to permanently consolidate cases.

1. Select **[Case] > [Associate Cases]**.
   Result: The Associate Cases – Enter Search Criteria screen displays.

2. Enter the **Case Number** or **Legacy Number** of a case to consolidate.
   NOTE Selecting the **[Select all Related Cases]** checkbox will display the cases that are related to the selected case in the Case List.
3. Click the **[Add to List]** button.
   Result: The Case List screen now displays the entered case.
4. Repeat Steps 2-3 to add cases to consolidate together into the Case List.
5. Select a lead case within the list to represent the consolidated group.
6. Select the **[Total Merge of Selected Cases]** checkbox.
7. Click the **[Consolidate]** button.
   Result: A pop-up message displays to confirm the selection.
8. Click the **[Yes]** button to continue with the consolidation of the case contents.
   Result: The Associate Cases – Enter Search Criteria screen re-displays with a confirmation message. The system permanently merges the selected cases and their contents together.

Related Links

Consolidated Cases Overview

Associate Cases - Enter Search Criteria Screen

Associate Cases - Consolidated Case Listing Screen

Coordinate Cases

Coordinate Cases Overview

Introduction

Coordinating cases connects two or more cases together through a common JCCP number. Courts may coordinate cases that involve the same parties or address the same issue in multiple courts across the state. This association includes both in-county and out-of-county cases. Refer to the Relate Cases section for details on associating cases within the same location.

The coordination process allows you to select one of the involved courts as the assigned jurisdiction Court. This Court then becomes the location where the matters pertaining to the coordinated cases are heard.

Coordination Privileges

This activity requires that the AOC first grant the motion to coordinate. The AOC will also assign jurisdiction of the issue to a specific Court.

Judgment on Coordinated Cases

The Court with jurisdiction over the JCCP issue may or may not enter judgment(s) on the individual cases. Cases where judgment is entered as part of JCCP are returned to the originating court for enforcement. Once this ruling occurs, the Court may then choose to disassociate the coordinated case(s). Refer to the Disassociate Cases section for details on this separation process.

Task Activities

Coordinating cases includes the following task activities:

- Create JCCP Cases from Initiate Legacy Case
- Coordinate In-County Cases
- Coordinate Out-of-County Cases

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Associate Cases - Enter Search Criteria Screen

My Court Information

Create JCCP Cases from Initiate Legacy Case

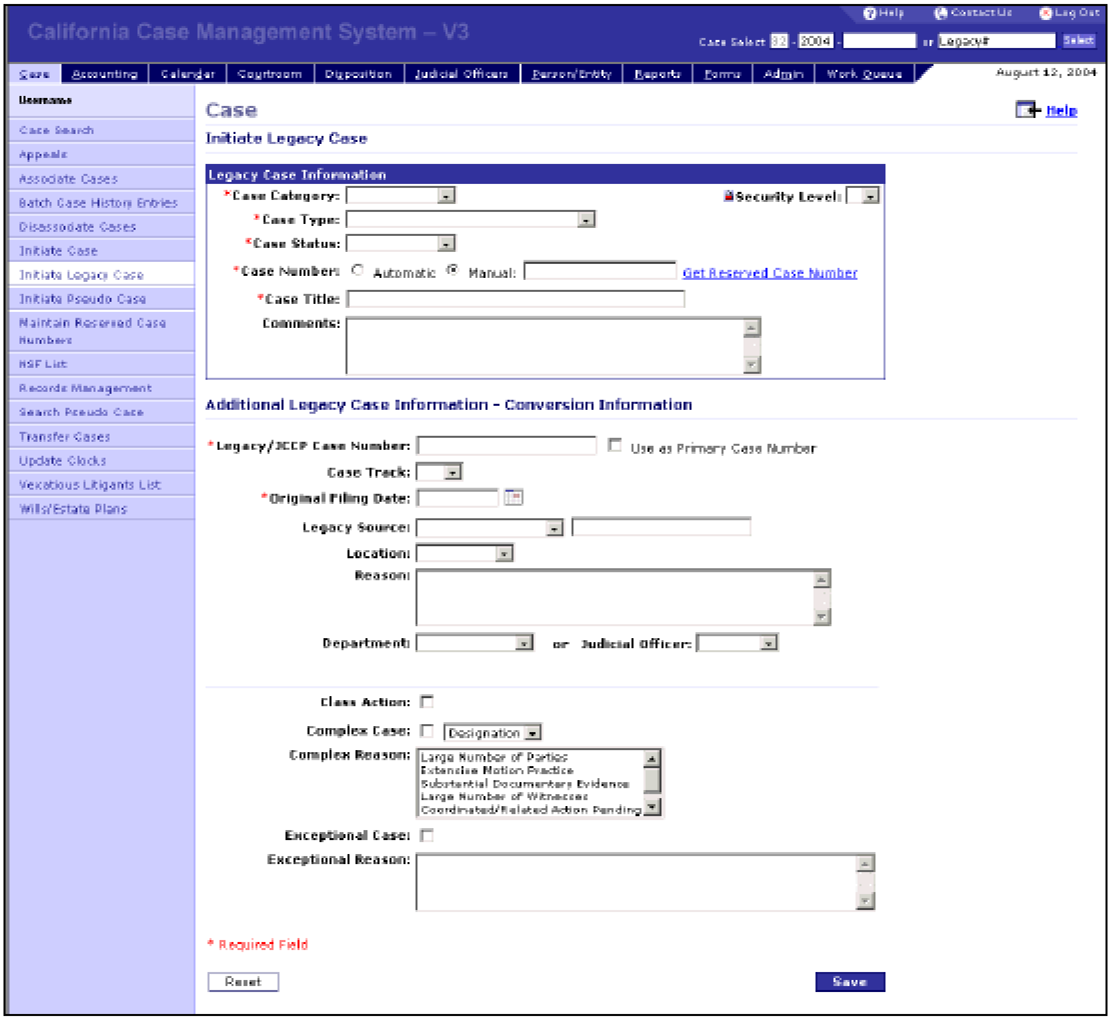
Introduction

If the coordination involves a new JCCP number, then the Court must first create a JCCP case. If the JCCP case already exists, then the Court may select the cases to coordinate with this JCCP number. Refer to the Initiate Legacy Cases section for details on creating legacy or JCCP cases in the system.

Task Activity

Perform the following steps to create a JCCP case.

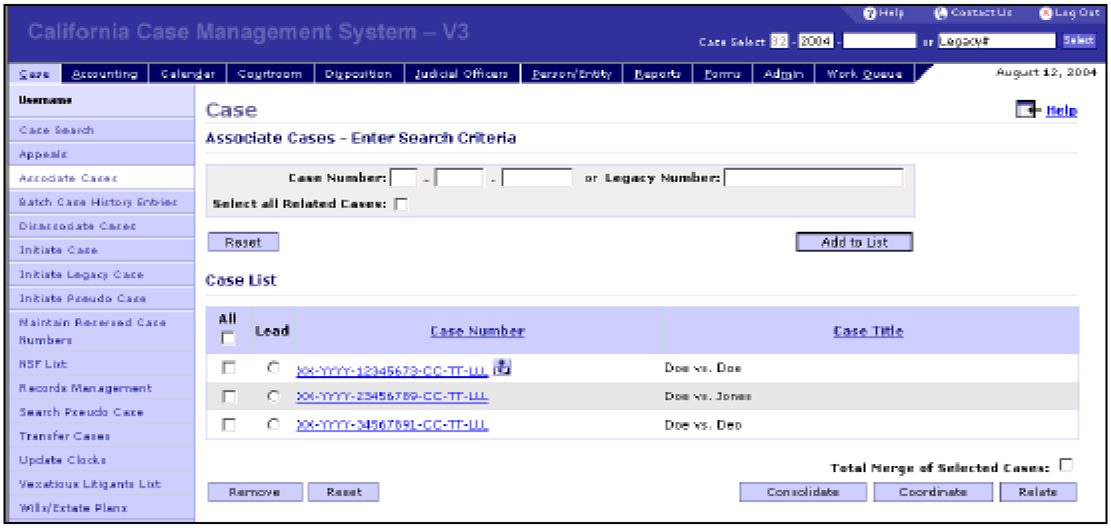
1. Select **[Case] > [Initiate Legacy Case]**.
   Result: The Initiate Legacy Case screen displays.



2. Enter/Select data into the following required fields:
    3. Case Category
    4. Case Type
    5. Case Status
    6. Case Number
    7. Case Title
    8. Original Filing Date

    NOTE Refer to the Initiate Legacy Cases section for details on entering the required fields in order to create a new JCCP case.

3. Enter a **JCCP Case Number**.
   NOTE This will be the JCCP case. Selected cases will coordinate by referencing this number.
4. Select the **[Use as Primary Case Number]** checkbox.
5. Click the **[Save]** button.
   Result: The Associate Cases – Enter Search Criteria screen displays. Refer to the Coordinate In-County Cases task activity for details on completing the coordination process.



Related Links

Coordinate Cases Overview

Initiate Legacy Case Screen

Associate Cases - Enter Search Criteria Screen

My Court Information

Coordinate In-County Cases

Introduction

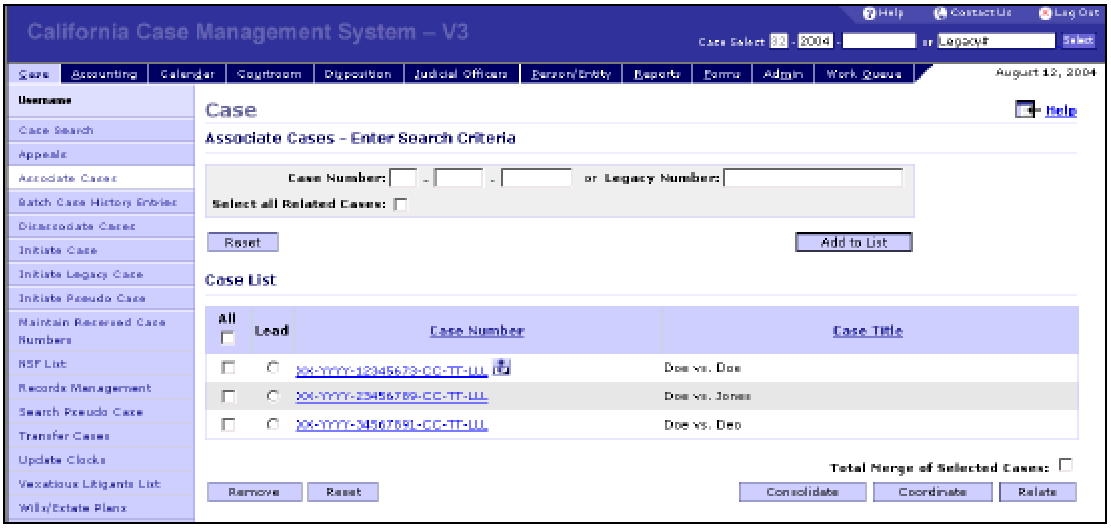
Courts can coordinate in-county cases through the Associate Cases screen. Upon selecting the Coordinate option, the system copies the case participants, contact information, roles and statuses from the non-JCCP case(s) onto the JCCP case. The system also disposes the non-JCCP cases for the duration of the coordination. As a result, the system will stop the non-JCCP case age clock(s) and vacate future events scheduled for the non-JCCP cases.

In-county coordinated cases continue to remain separate cases in the system. This means that filings may still occur on the individual non-JCCP cases, as necessary. It is recommended that you select a copy of the ruling itself, details of the proceedings, and related minutes to copy onto each coordinated case.

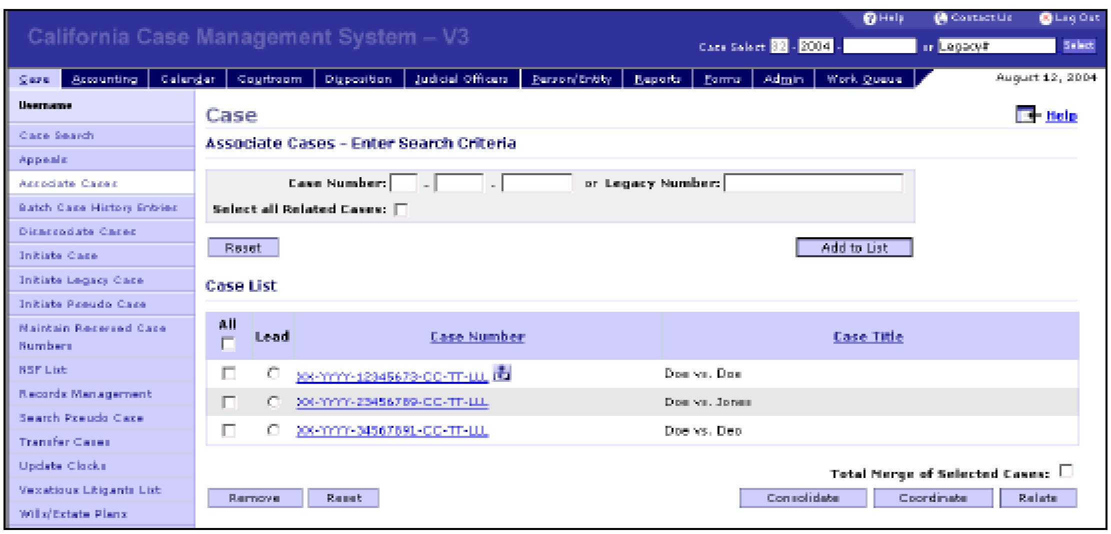
Task Activity

Perform the following steps to coordinate a group of in-county cases.

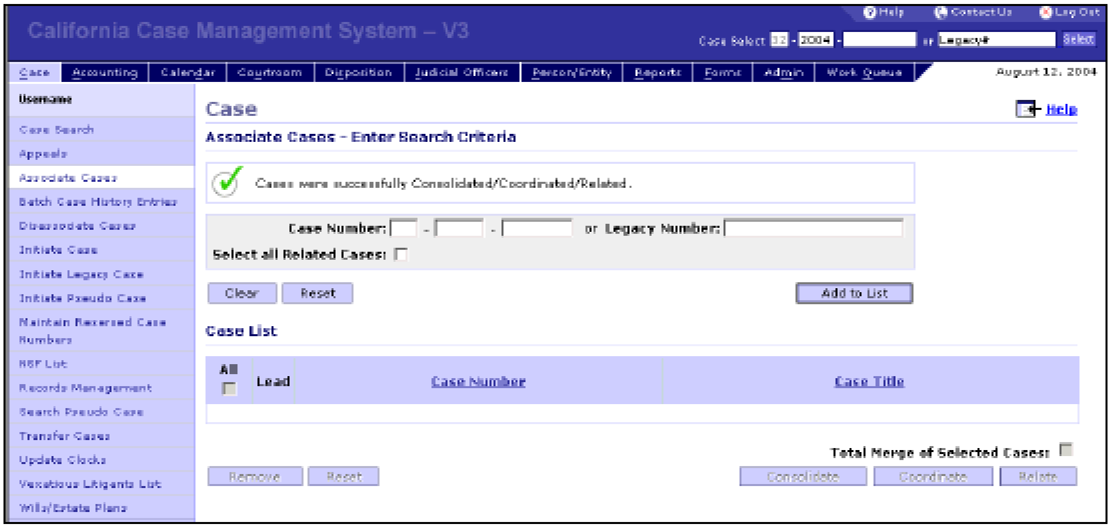
1. Select **[Case] > [Associate Cases]**.
   Result: The Associate Cases – Enter Search Criteria screen displays.



2. Enter the **Case Number** or **Legacy Number** of an in-county case to coordinate.
   NOTE Selecting the **Select all Related Cases** checkbox will display the cases that are related to the selected case in the Case List.
3. Click the **[Add to List]** button.
   Result: The Case List screen now displays the entered case.



4. Repeat Steps 2-3 to add cases to coordinate into the Case List.
   NOTE One of these cases must be the JCCP case.
5. Click the **[Coordinate]** button.
   Result: The Associate Cases – Enter Search Criteria screen re-displays with a confirmation message.
   NOTE The system will now identify each of these coordinated cases using a "Coordinated" icon.



Related Links

Coordinate Cases Overview

Associate Cases - Enter Search Criteria Screen

My Court Information

Coordinate Out-of-County Cases

Introduction

The system does not automatically transfer out-of-county case data to the Court with the JCCP jurisdiction. As a result, coordinating out-of-county cases may occur in different ways.

One way is for you to create a legacy case for the out-of-county case. This allows the case to reside within the coordinating court. Once this case exists in your system, you may coordinate it with the appropriate JCCP number. Refer to the Create JCCP Cases from Initiate Legacy Case task activity for details on this process.

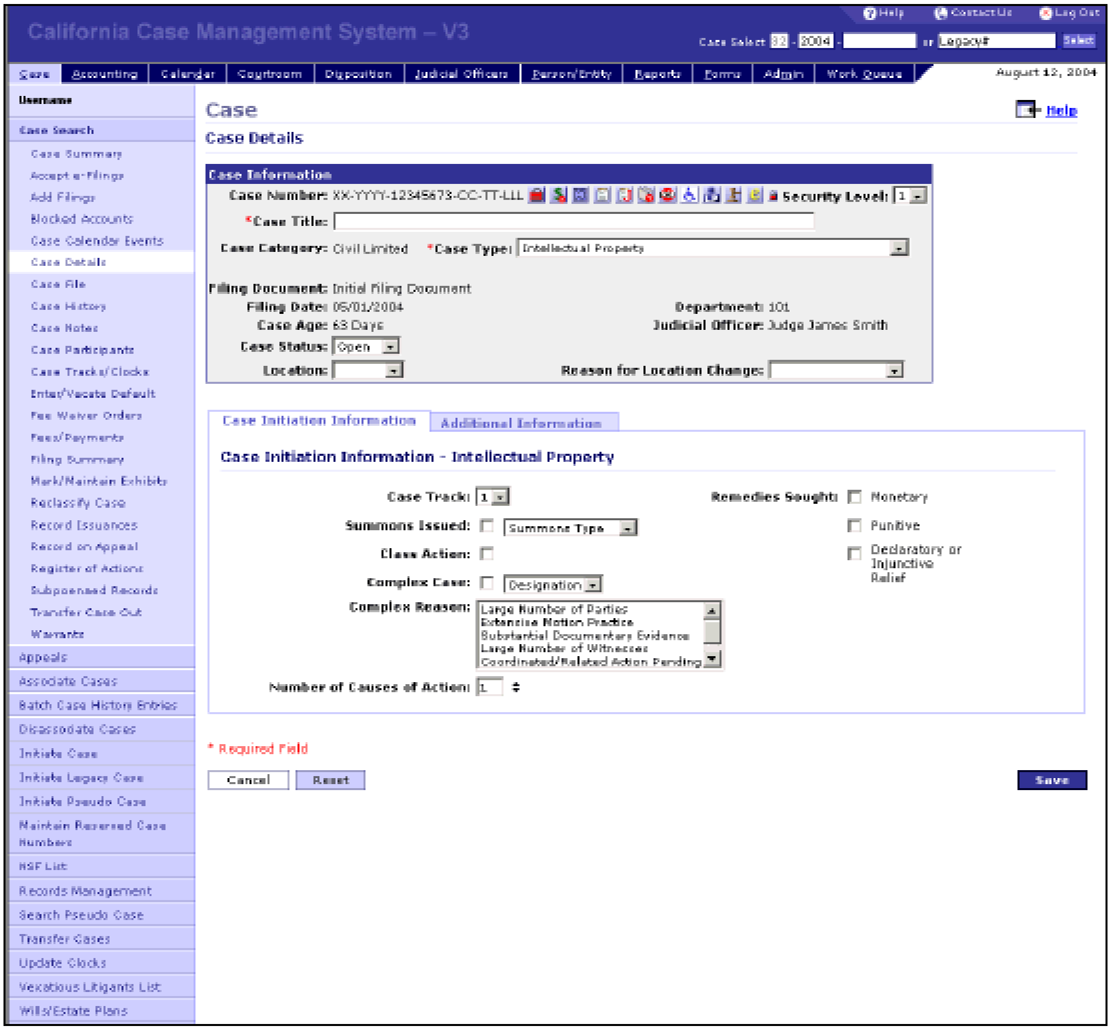
Another way to coordinate out-of-county data is for you to add the external case as a reference on the JCCP case. This will list the out-of-county case as coordinated within the context of the JCCP case.

Task Activity

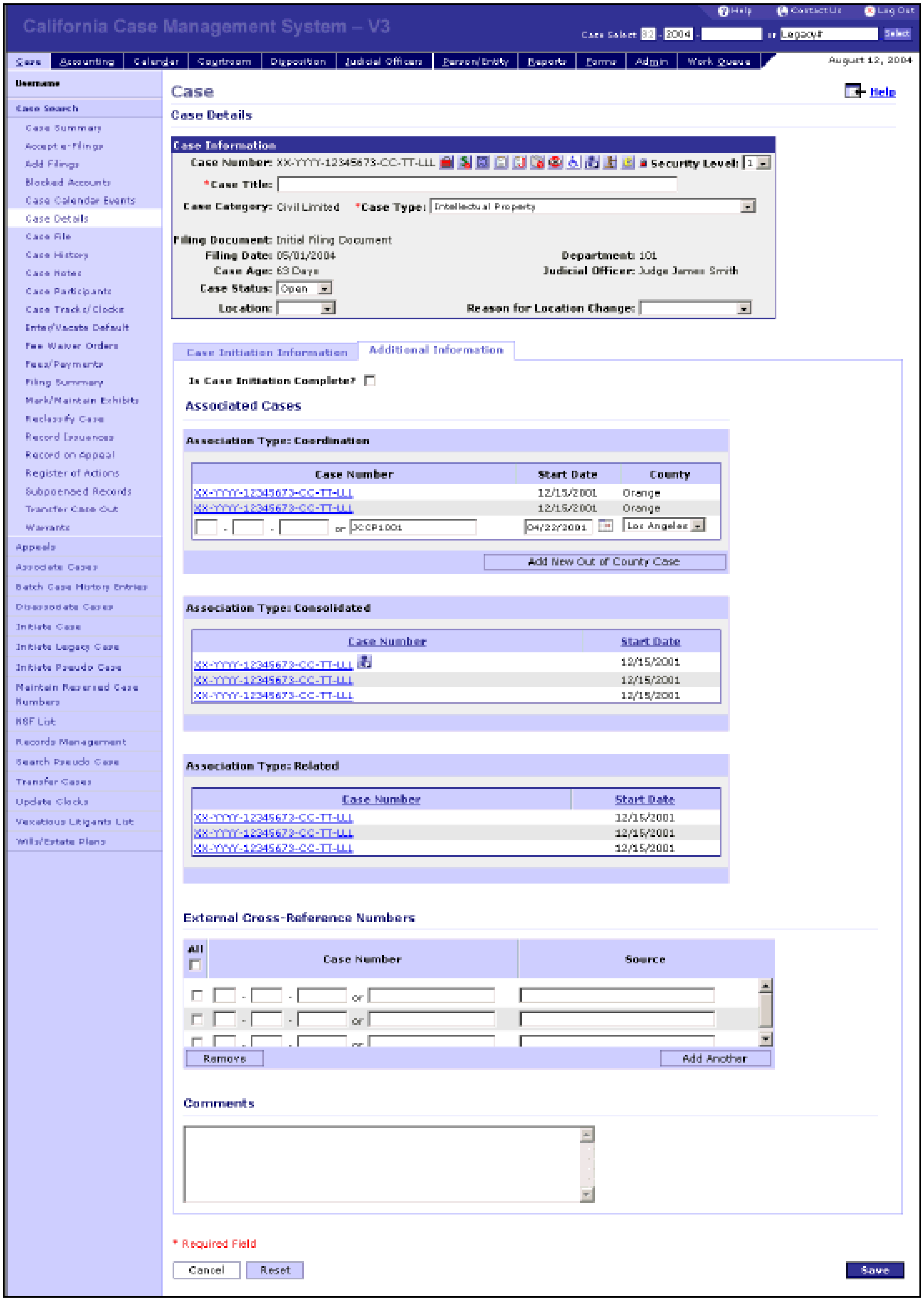
This activity occurs within the context of a previously coordinated JCCP case. It requires that you perform a case search and select the JCCP case on which to coordinate with an out-of-county case. This out-of-county case cannot reside within your Court. Refer to the Search Cases task activity for details on performing a case search.

Perform the following steps to coordinate a group of out-of-county cases.

1. Select the **[Case Details]** left navigation item.
   Result: The Case Details screen displays.

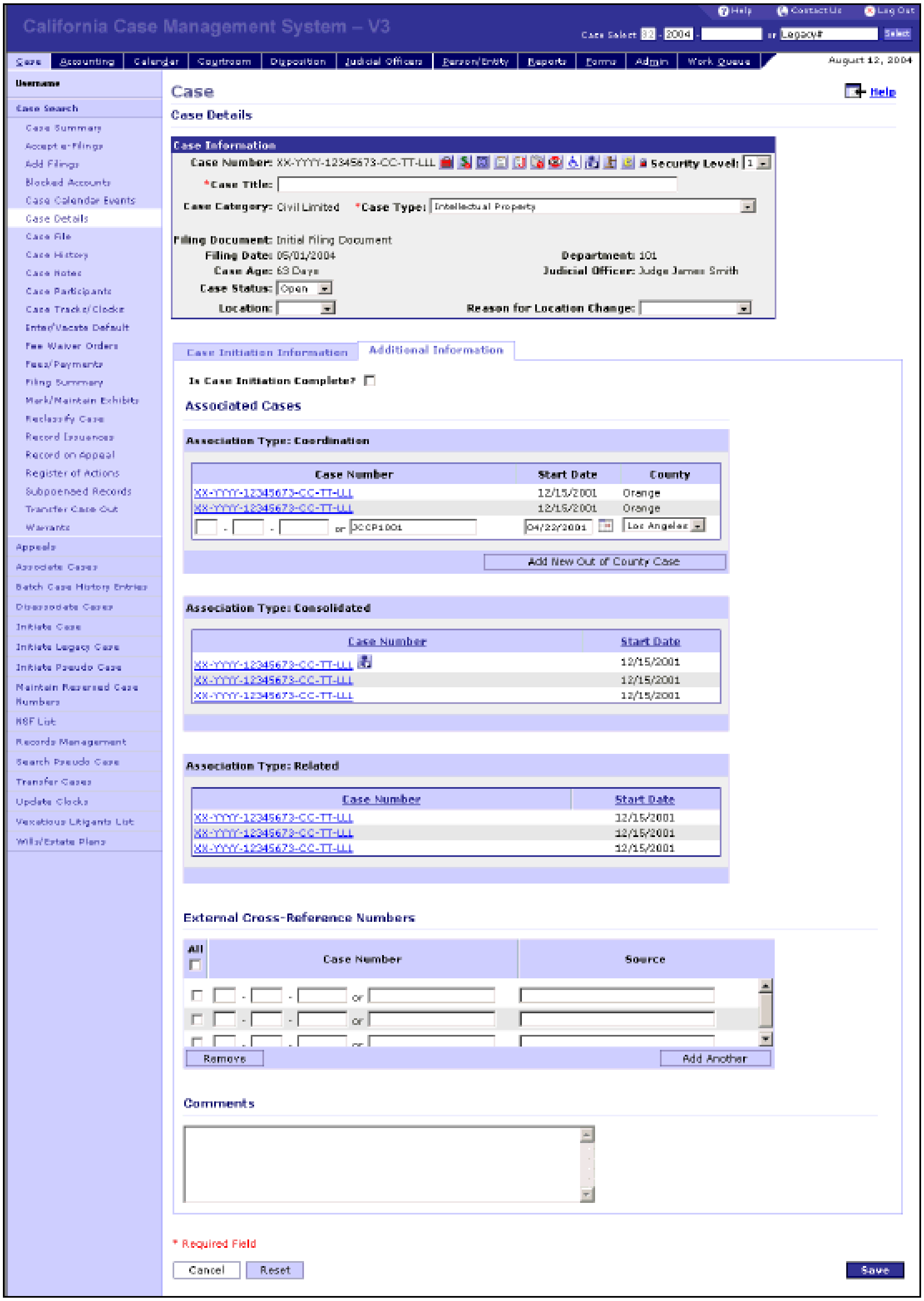


2. Select the **[Additional Information]** tab.
   Result: The Additional Information tab highlights.



3. Click the **[Add New Out of County Case]** button.
Result: A blank row of fields displays in the Coordination section.

4. Enter the **Case Number** or **JCCP Number** of an out-of-county case to add to the coordinated group.
5. Repeat Steps 3-4 to add more out-of-county cases.
6. Click the **[Save]** button.
   Result: The screen refreshes with a confirmation message. This out-of-county case is now coordinated with the JCCP case.


California Case Management System – V3
Help
Contact Us
Log Out
Case Select
Legacy#
Select
Case
Accounting
Calendar
Courtroom
Disposition
Judicial Officers
Person/Entity
Reports
Forms
Admin
Work Queue
August 12, 2004
Username
Case Search
Case Summary
Accept e-Filings
Add Filings
Blocked Accounts
Case Calendar Events
Case Details
Case File
Case History
Case Notes
Case Participants
Case Tracks/Clocks
Enter/Vacate Default
Fee Waiver Orders
Fees/Payments
Filing Summary
Mark/Maintain Exhibits
Reclassify Case
Record Issuances
Record on Appeal
Register of Actions
Subpoenaed Records
Transfer Case Out
Warrants
Appeals
Associate Cases
Batch Case History Entries
Disassociate Cases
Initiate Case
Initiate Legacy Case
Initiate Pseudo Case
Maintain Reserved Case Numbers
NSF List
Records Management
Search Pseudo Case
Transfer Cases
Update Clocks
Vexatious Litigants List
Wills/Estate Plans
Case
Help
Case Details
Case Information
Case Number: XX-YYYY-12345673-CC-TT-LLL
Security Level:
*Case Title:
Case Category: Civil Limited
*Case Type: Intellectual Property
Filing Document: Initial Filing Document
Filing Date: 05/01/2004
Case Age: 63 Days
Case Status: Open
Location:
Department: 101
Judicial Officer: Judge James Smith
Reason for Location Change:
Case Initiation Information
Additional Information
Is Case Initiation Complete?
Associated Cases
Association Type: Coordination
Case Number
Start Date
County
XX-YYYY-12345673-CC-TT-LLL
12/15/2001
Orange
or
JCCP1001
04/22/2001
Los Angeles
Add New Out of County Case
Association Type: Consolidated
Association Type: Related
External Cross-Reference Numbers
All
Source
Remove
Add Another
Comments
* Required Field
Cancel
Reset
Save

Related Links

Coordinate Cases Overview

Case Details Screen

Relate Cases

Relate Cases Overview

Introduction

Relating cases associates two or more cases together within a Court. This association indicates that there is some commonality or relationship between these cases, such as sharing the same participant(s) or covering the same case issue. However, related cases continue to remain distinct [separate] cases.

Reasons for Relating Cases

There are several reasons why you may relate cases. One reason is to provide additional information to a Court. For example, a Judicial Officer may want to view the cases in which a specific participant is involved.

Another reason is for tracking purposes. For instance, a Court may choose to relate cases before consolidating them. This extra step helps to determine whether the related cases should be a single case. Refer to the Consolidate Cases section for details on this process. A Court may also choose to relate cases for scheduling purposes.

Relate Cases Functionality

After you select the cases to relate, the system will list the Case History entries belonging to these cases. You can choose only one of these entries to copy onto the cases. It is recommended that you select the entry associated with the filing or motion to relate the cases.

After you save the association, future searches performed on a related case will display an icon indicating a relationship with other cases.

Other Ways to Relate Cases

The Appeals process also relates cases. This association occurs if the Appellate Division accepts a trial court case. Once accepted, the system will automatically relate the Superior Court case to the Appellate case. Refer to the Maintain Record on Appeal section for details on this process.

Removing the Relate Association

Related cases may be disassociated at a later time. Refer to the Disassociate Cases section for details on this separation process.

Task Activities

Relating cases includes the following task activity:

- Relate Cases

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Associate Cases - Enter Search Criteria Screen

Associate Cases - Related Case Listing Screen

My Court Information

Relate Cases

Introduction

Relating cases associates two or more cases together within a Court.

Task Activity

Perform the following steps to relate two or more cases together.

1. Select **[Case] > [Associate Cases]**.
   Result: The Associate Cases - Enter Search Criteria screen displays.

2. Enter the **Case Number** or **Legacy Number** of a case to relate.
   NOTE Selecting the **[Select all Related Cases]** option will display the cases that have an association with the entered case in the Case List.
3. Click the **[Add to List]** button.
   Result: The screen refreshes and displays the entered case in the Case List.

4. Repeat Steps 2-3 to add the cases to relate into the Case List.
5. Click the **[Relate]** button.
   Result: The Associate Cases - Related Case Listing screen displays.

6. Select the radio button for the Case History entry to copy to each case of the related group.
   NOTE You can select only one entry.
7. Click the **[Save]** button.
   Result: The Associate Cases - Enter Search Criteria screen displays with a confirmation message.
   NOTE The system will now identify each of these related cases using a "Related" icon.

Related Links

Relate Cases Overview

Associate Cases - Enter Search Criteria Screen

Associate Cases - Related Case Listing Screen

Disassociate Cases

Deconsolidate Cases

Deconsolidate Cases Overview

Introduction

Deconsolidating a case splits a non-lead case from a consolidated group of cases. This is a type of disassociation, although only consolidated cases can be deconsolidated.

Deconsolidation Restrictions

The deconsolidation activity does not apply to cases consolidated through the “total merge” process. These are cases that have permanently combined the case contents. Refer to the Consolidate Cases section for details on consolidation options.

Deconsolidation Privileges

This activity requires that a Judicial Officer first grant the motion to deconsolidate. Then you can select the case to split from the consolidated group.

Deconsolidation Functionality

The system will display the Case History entries recorded on the lead case since the consolidation event. From here, you can choose which entries to copy onto the case to be deconsolidated.

Upon saving the deconsolidation, the system updates participant related information from the lead case onto the newly separated case. In other words, participants and their related items (such as roles, statuses, dispositions, etc.) which originally belonged to the case being deconsolidated are copied back to this case. This includes the changes or additions made to the participant data.

In addition, the system copies the filings and their updates that have occurred on the lead case to the deconsolidated case.

Activities Performed After Deconsolidation

You must manually set the status of the deconsolidated case. This status should reflect the actions that were taken on the lead case. You may also need to manually adjust clocks on the deconsolidated case to reflect the activities that took place during the consolidation event. Refer to the Manage Case Information, Manage Participant Information and Maintain Case Clocks sections for details on these processes.

Task Activities

Deconsolidating cases includes the following task activity:

- Deconsolidate Cases

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Disassociate Cases - Enter Search Criteria Screen

Disassociate Cases - Case Listing Screen

Disassociate Cases Screen

My Court Information

Deconsolidate Cases

Introduction

Deconsolidating a case splits a non-lead case from a consolidated group of cases.

Task Activity

Perform the following steps to deconsolidate a case.

1. Select **[Cases] > [Disassociate Cases]**.
   Result: The Disassociate Cases - Enter Search Criteria screen displays.

2. Enter the **Case Number** of one of the following:

- the case to deconsolidate, or
- the consolidated group to which this case belongs.

3. Click the **[Search]** button.
   Result: The screen refreshes and displays the Case List. This list will contain the available matches.

4. Select the radio button for the consolidated group.
   NOTE The lead case is identified by an icon. The Type field value is "Consolidated."
5. Click the **[Disassociate]** button.
   Result: The Disassociate Cases - Case Listing screen displays.

6. Select the radio button for the case to deconsolidate.
   NOTE The lead case cannot deconsolidate from the group. Each non-lead case must be deconsolidated in order to separate the lead case. This will also dissolve the consolidated group.
7. Click the **[Disassociate]** button.
   Result: The Disassociate Cases screen displays.

8. Click the checkboxes for the Case History entries to copy from the lead case to the deconsolidated case.
   NOTE The screen displays the Case History entries recorded on the lead case since the consolidation event.
9. Click the **[Save]** button.
   Result: The Disassociate Cases - Enter Search Criteria screen displays with a confirmation message. This case is no longer part of a consolidated group.

Related Links

Deconsolidate Cases Overview

Disassociate Cases - Enter Search Criteria Screen

Disassociate Cases - Case Listing Screen

Disassociate Cases Screen

Disassociate Cases

Disassociate Cases Overview

Introduction

Disassociating a case “breaks” the connection between a case and an associated case or group of cases. These “associations” include consolidated, coordinated, or related case groups. Refer to the Deconsolidate Cases section for details on disassociating consolidated cases.

Disassociation Privileges

This activity requires that a Judicial Officer first grant a motion to disassociate. You can then select the case to split from the coordinated or related group, as appropriate.

Disassociating Coordinated Cases

If you choose to disassociate a coordinated case, then the system will display the Case History entries recorded on the JCCP case since the coordination event. From here, you can choose which entries to copy to the separated case. It is recommended that you copy items such as the coordination ruling, details of the proceedings, and related minutes.

Upon saving, the system breaks the association between the selected case and the coordinated group.

Disassociating Related Cases

If you choose to disassociate a related case, then the system will remove the relationship between this case and the related group. Since related cases continue to operate as separate cases, there are no items that you need to copy onto the disassociated case.

Task Activities

Disassociating cases includes the following task activities:

- Disassociate Coordinated (JCCP) Cases
- Disassociate Related Cases

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Disassociate Cases - Enter Search Criteria Screen

Disassociate Cases - Case Listing Screen

Disassociate Cases Screen

My Court Information

Disassociate Coordinated (JCCP) Cases

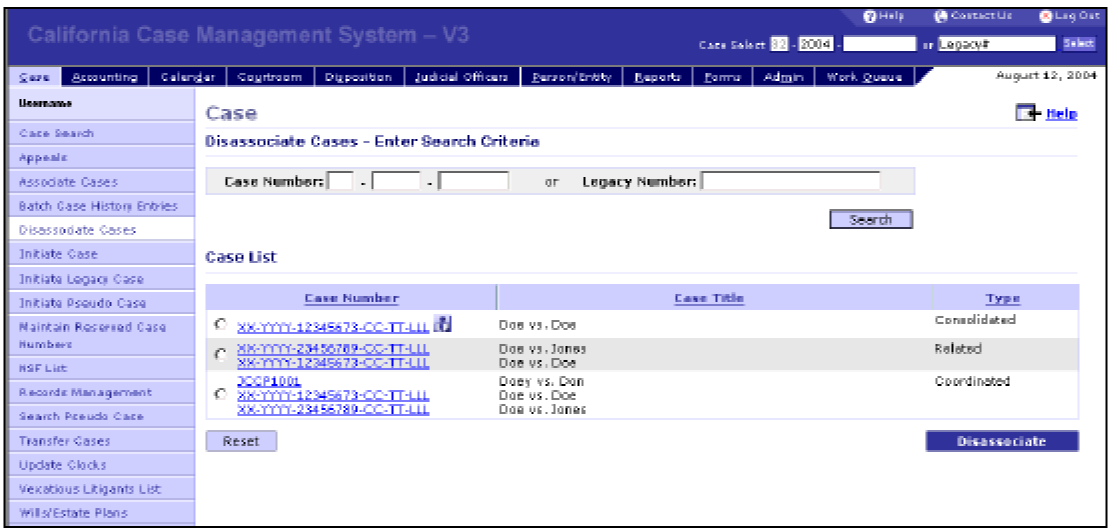
Introduction

Disassociating a coordinated (JCCP) case breaks the connection between a case and a coordinated group of cases. A disassociated case no longer has a relationship with its previously associated JCCP case.

Task Activity

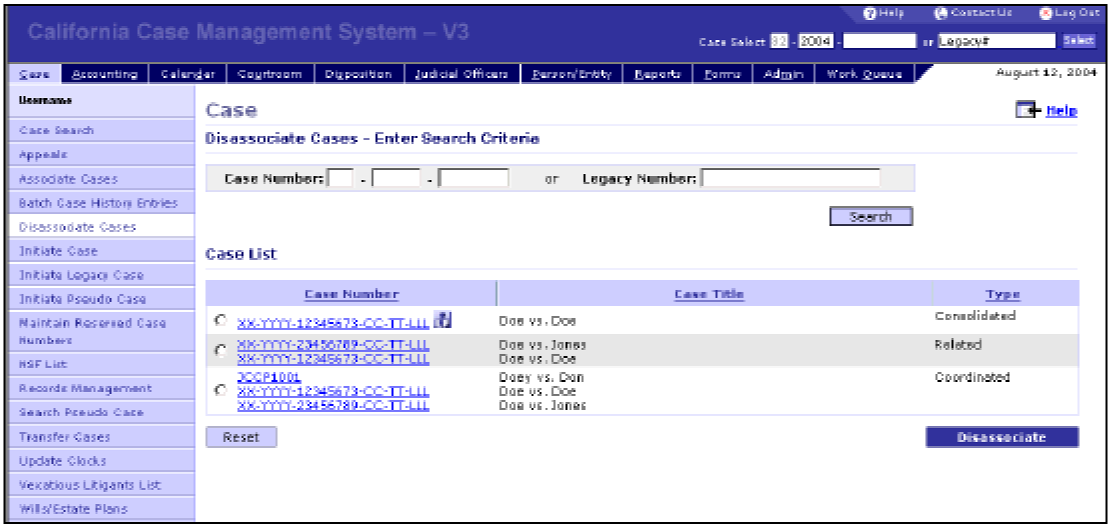
Perform the following steps to disassociate a coordinated case.

1. Select **[Case] > [Disassociate Cases]**.
   Result: The Disassociate Cases – Enter Search Criteria screen displays.

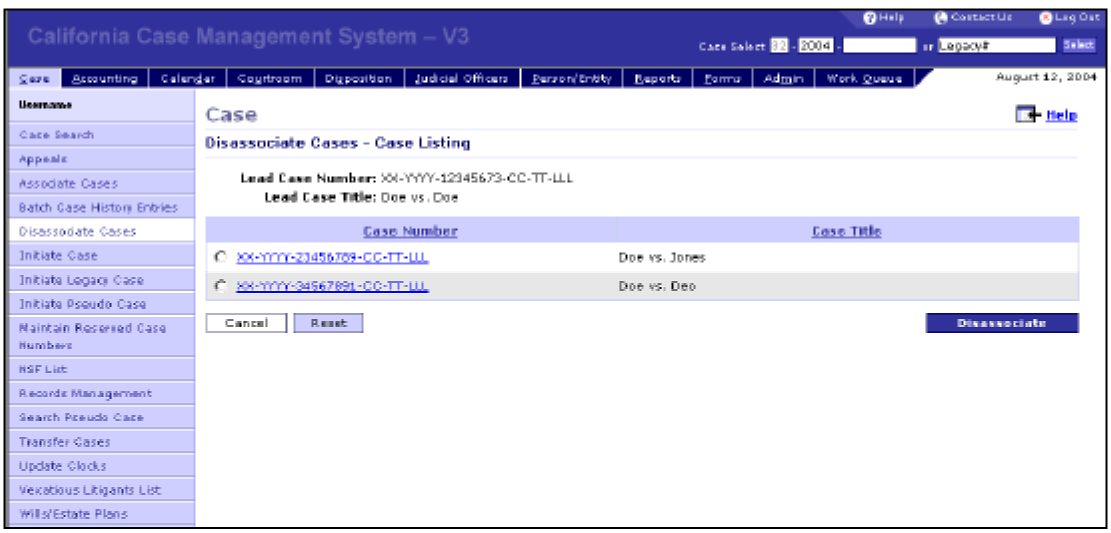


2. Enter the **Case Number** of one of the following:
   3. the case to disassociate, or
   4. the coordinated group to which this case belongs.

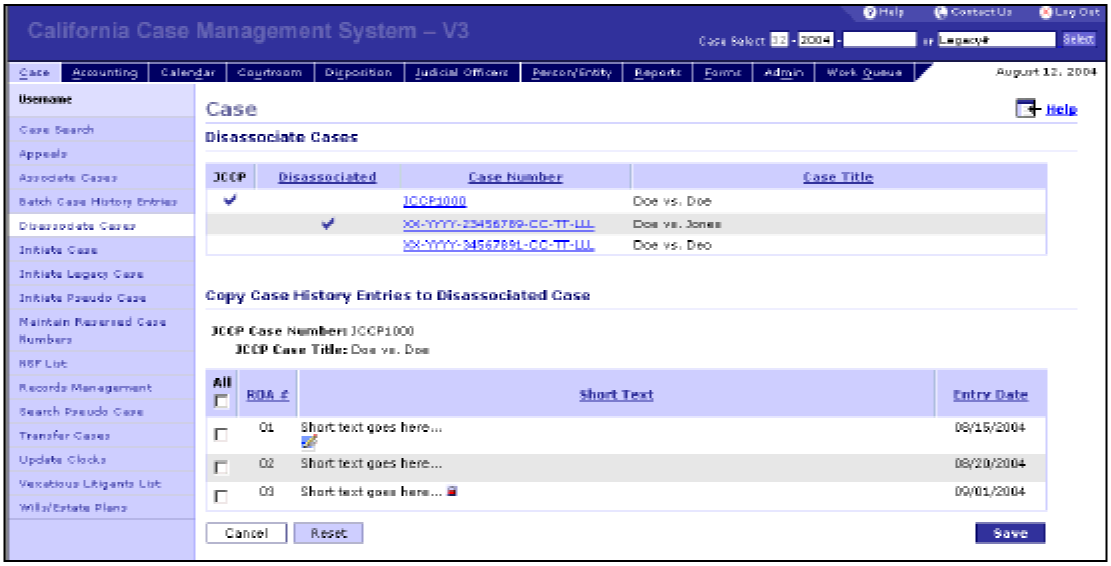
3. Click the **[Search]** button.
   Result: The Case List will display with the available case matches.



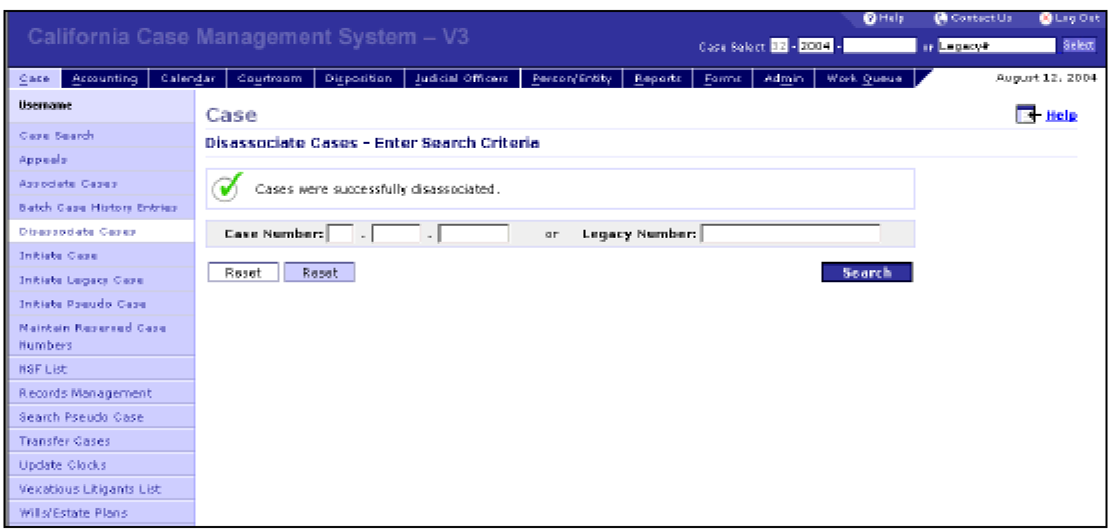
4. Select the radio button for the coordinated group.
   NOTE The **Type** field value must be “Coordinated.”
5. Click the **[Disassociate]** button.
   Result: The Disassociate Cases – Case Listing screen displays.



6. Select the radio button for the case to separate.
   NOTE The JCCP case cannot be disassociated from the group. Each non-JCCP case must be disassociated in order to separate the JCCP case. This will dissolve the coordinated group.
7. Click the **[Disassociate]** button.
   Result: The Disassociate Cases screen displays.



8. Select the checkboxes for the Case History entries to copy from the JCCP case to the disassociated case.
   NOTE The screen displays the Case History entries recorded on the JCCP case since the consolidation event.
   NOTE It is recommended that you select such items as the coordination ruling, details of the proceedings, and the related minutes.
9. Click the **[Save]** button to disassociate the case.
   Result: The Disassociate Cases – Enter Search Criteria screen re-displays with a confirmation message.



Related Links

Disassociate Cases Overview

Disassociate Cases - Enter Search Criteria Screen

Disassociate Cases - Case Listing Screen

Disassociate Cases Screen

My Court Information

Disassociate Related Cases

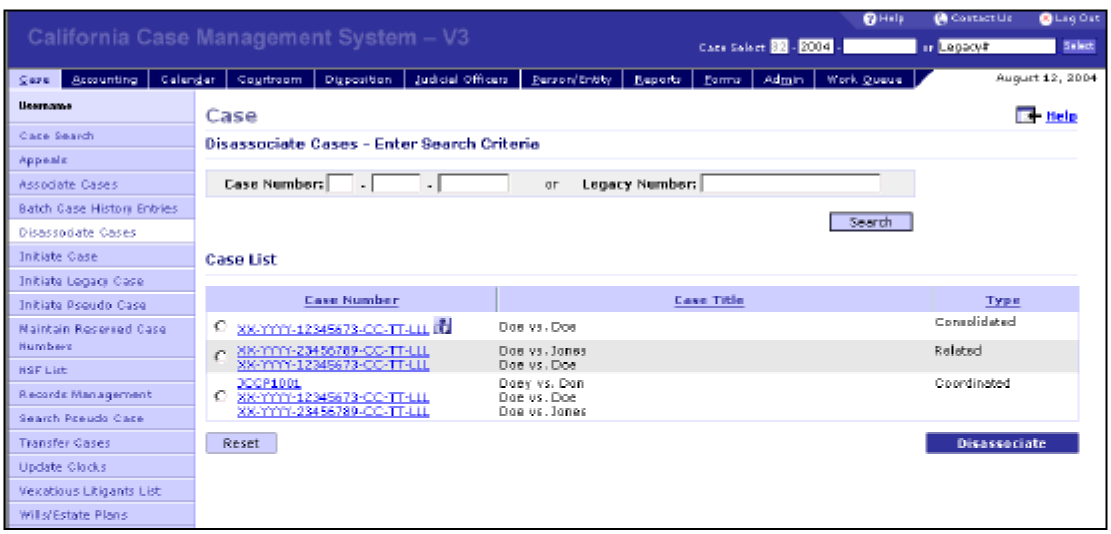
Introduction

Disassociating a related case removes the relationship between a case and a related group of cases.

Task Activity

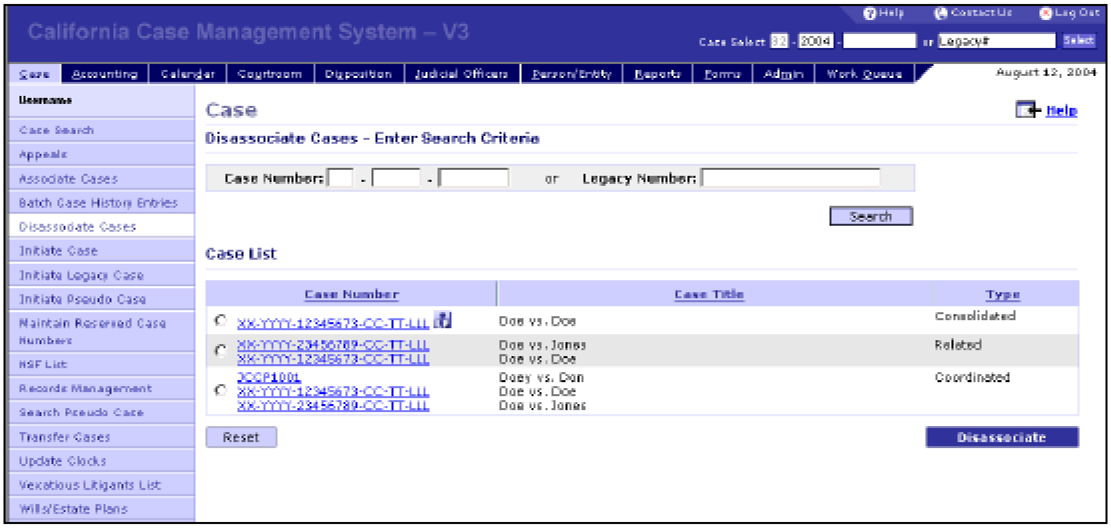
Perform the following steps to disassociate a related case.

1. Select **[Case] > [Disassociate Cases]**.
   Result: The Disassociate Cases – Enter Search Criteria screen displays.

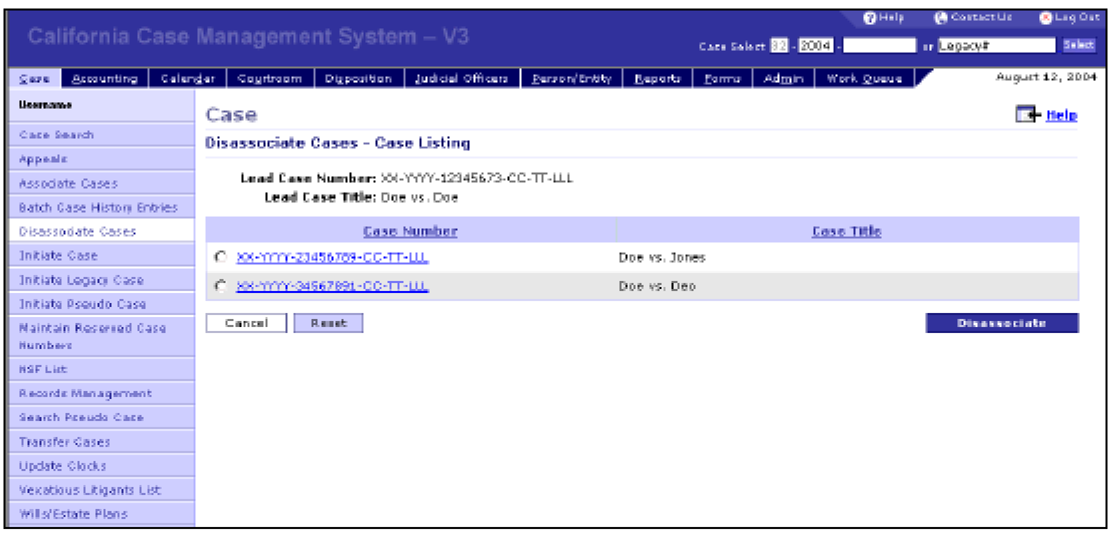


2. Enter the **Case Number** of one of the following:
   3. Case to disassociate, or
   4. Related group to which this case belongs.

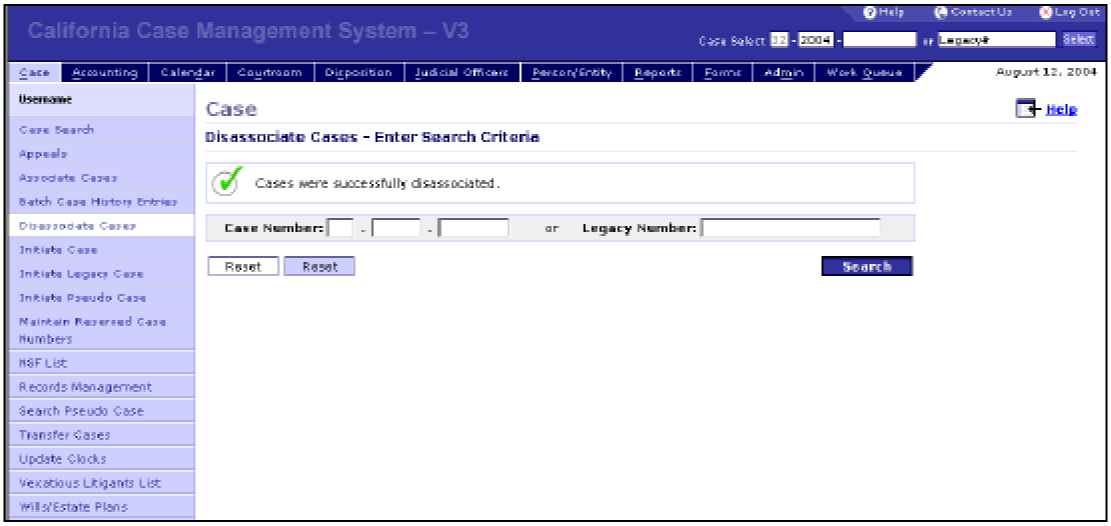
3. Click the **[Search]** button.
   Result: The Case List will display with the available case matches.



4. Select the radio button for the related group.
   NOTE The **Type** field value must be "Related."
5. Click the **[Disassociate]** button.
   Result: The Disassociate Cases – Case Listing screen displays.



6. Select the radio button for the case to separate.
7. Click the **[Disassociate]** button.
   Result: The Disassociate Cases screen re-displays with a confirmation message. The system removes the relationship between the disassociated case and the related group.



Related Links

Disassociate Cases Overview

Disassociate Cases - Enter Search Criteria Screen

Disassociate Cases - Case Listing Screen

Appeals

Maintain Record on Appeal

Maintain Record on Appeal Overview

Introduction

Maintaining the record on appeal describes the activities involved in preparing of the Record on Appeal, building the representative document set, and saving the selection criteria for the Record on Appeal to the database.

The Record on Appeal is required when submitting appealed cases to the Appellate Division or District Court of Appeals. The Record on Appeal represents a subset of the documents within the physical case file.

The Record on Appeal will only contain page numbers, page counts, and footer information for the document set if all of the selected documents are scanned electronically and available in the system. If the number of pages for a given document is unavailable since the document has not been scanned, then the system will allow for the manual data entry of the number of pages for the document. This number will then be used when generating the document set and the Record on Appeal table of contents.

A Record on Appeal may be created for a Notice of Appeal filing for a case. In some instances, the Record on Appeal may be a supplement to a previous record on appeal, or it may apply to multiple Notices of Appeal.

Unscanned Documents

If you generate the Document Set for the Record on Appeal, and there are unscanned documents for which you have manually entered the expected number of pages, then the system will generate the document set and note the page number in the footer.

For example, page number "50" could follow page number "30" in the table of contents and document set if you have manually entered an anticipated number of "20" pages for the unscanned document.

Task Activities

Maintaining the Record on Appeal includes the following task activities:

- Certify Record on Appeal
- Create Record on Appeal

Additional Resources

Other items related to this overview include the following:

- Business Rules
- Receive Appeal Civil Case Overview
- Submit Appeal Civil Case Overview

Related Links

Maintain Record on Appeal Screen

My Court Information

Certify Record on Appeal

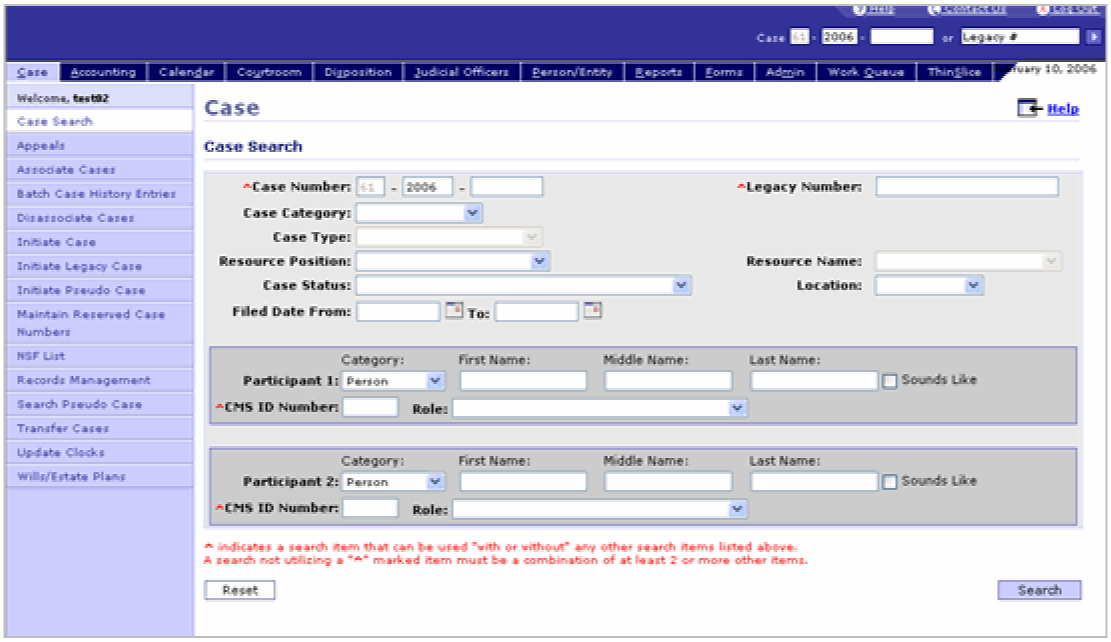
Introduction

Certifying a record on appeal occurs after the correction period has been completed, just prior to submitting to the reviewing court.

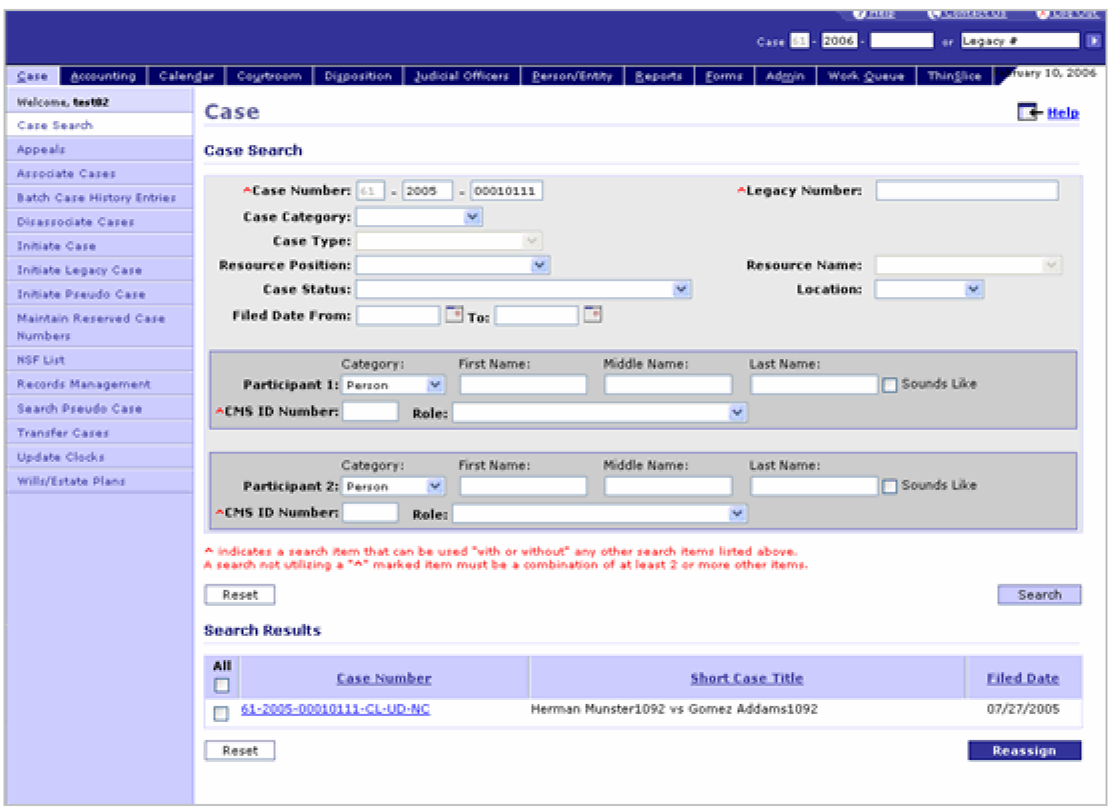
Task Activity

Perform the following steps to certify a document for a record on appeal.

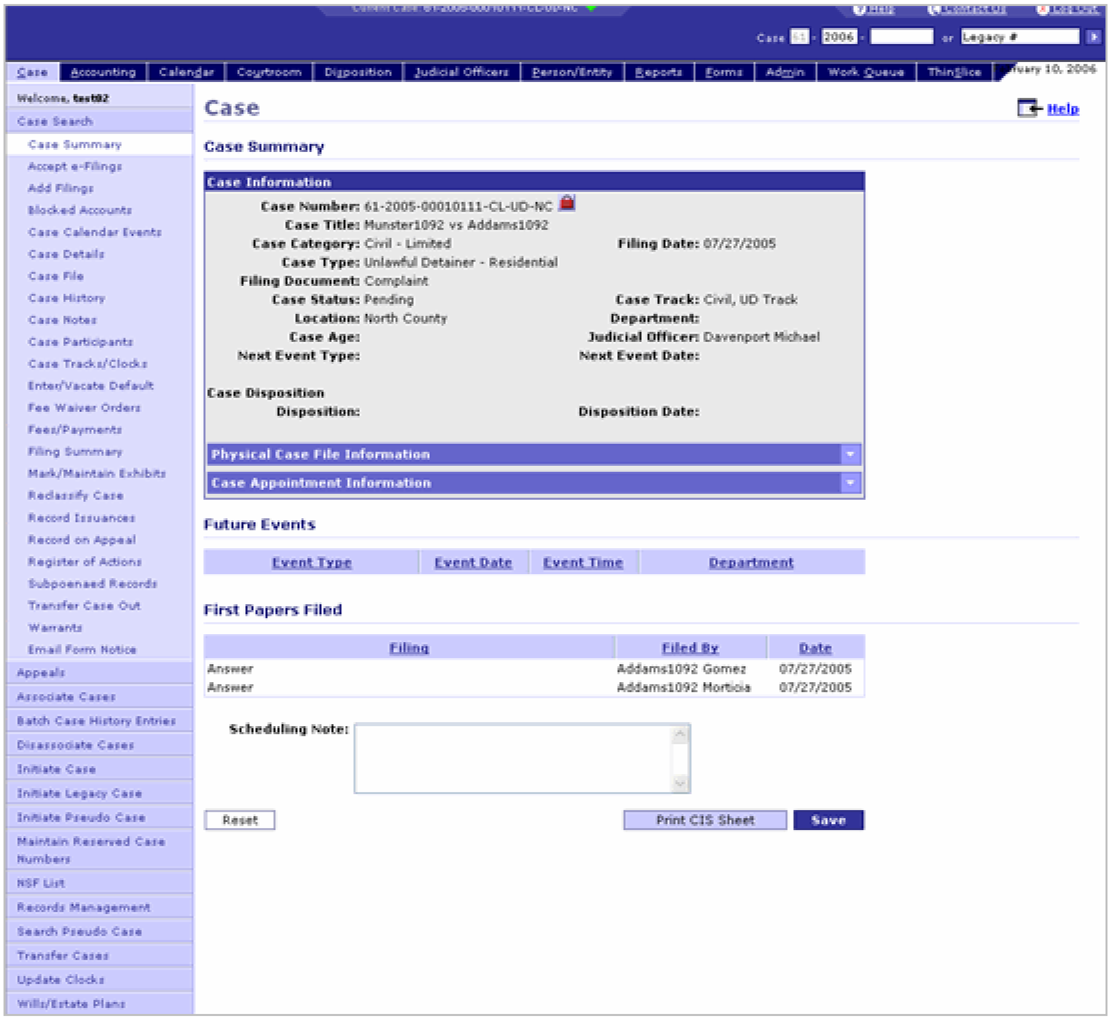
1. Select **[Case] > [Case Search]**.
   Result: The Case Search screen displays.



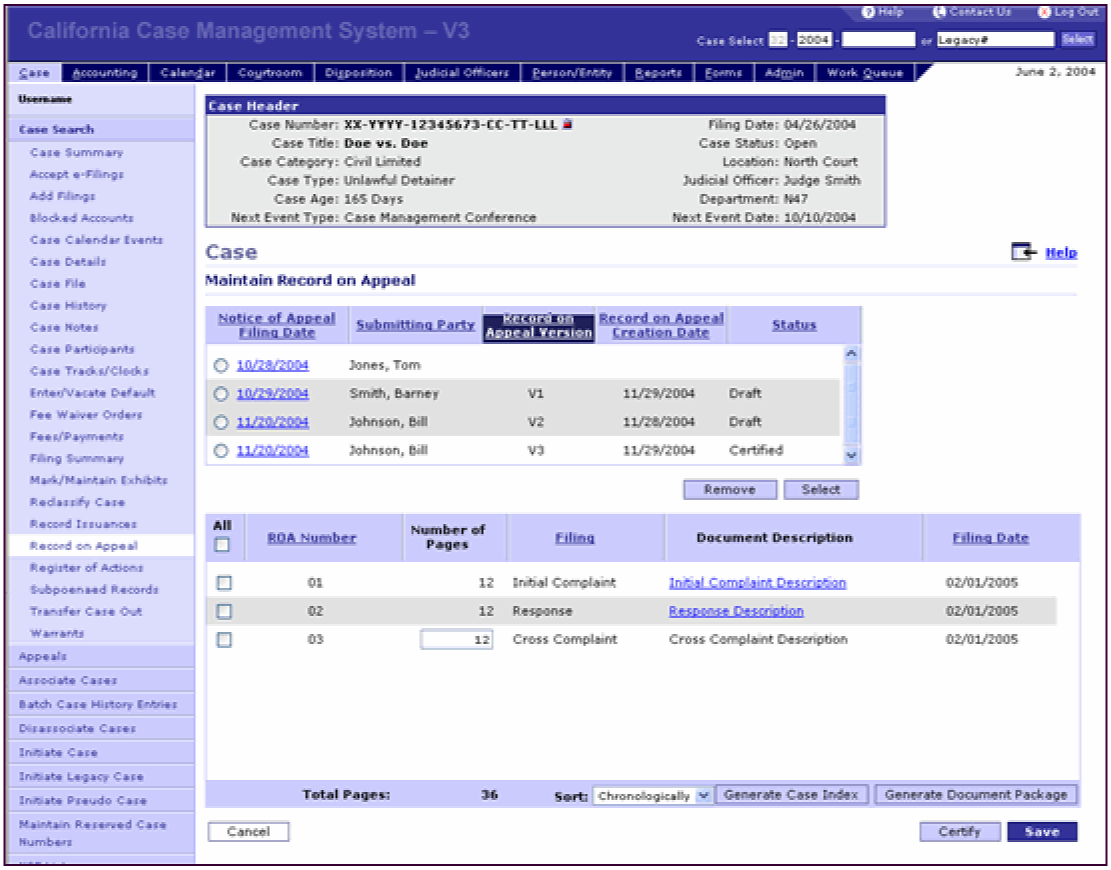
2. Enter data in a primary search field or two secondary search fields and any other fields as appropriate.
3. Click the **[Search]** button.
   Result: The Case Search Results screen displays.



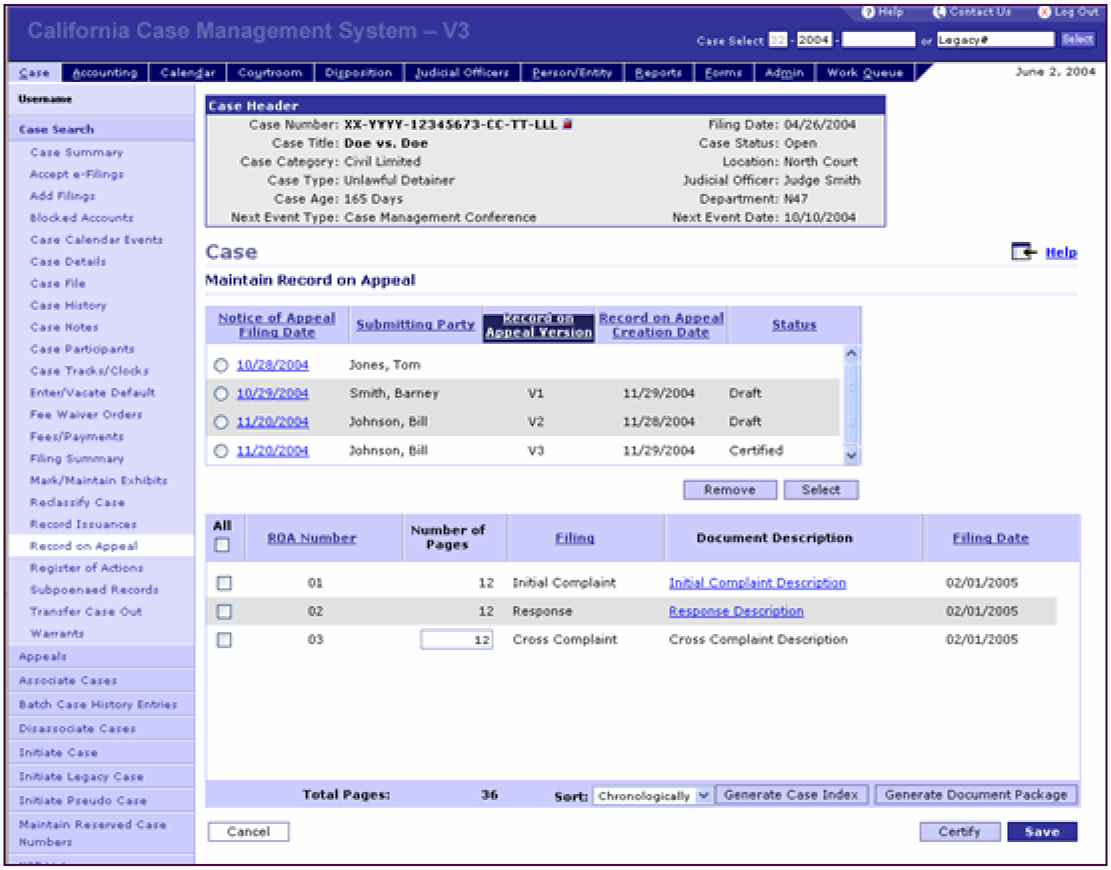
4. Select the **Case Number** hyperlink for the case in which to create the record on appeal.
   Result: The Case Summary screen displays.



5. Click the **[Record on Appeal]** left navigation item.
   Result: The Maintain Record on Appeal screen displays.



6. Select the checkbox for the record on appeal version you are certifying.
7. Click the **[Certify]** button.
   Result: The Maintain Record on Appeal screen re-displays.



NOTE The status for the selected filings should now read "Certified."

Related Links

Maintain Record on Appeal Overview

Case Search Screen

Case Summary Screen

Maintain Record on Appeal Screen

My Court Information

Create Record on Appeal

Introduction

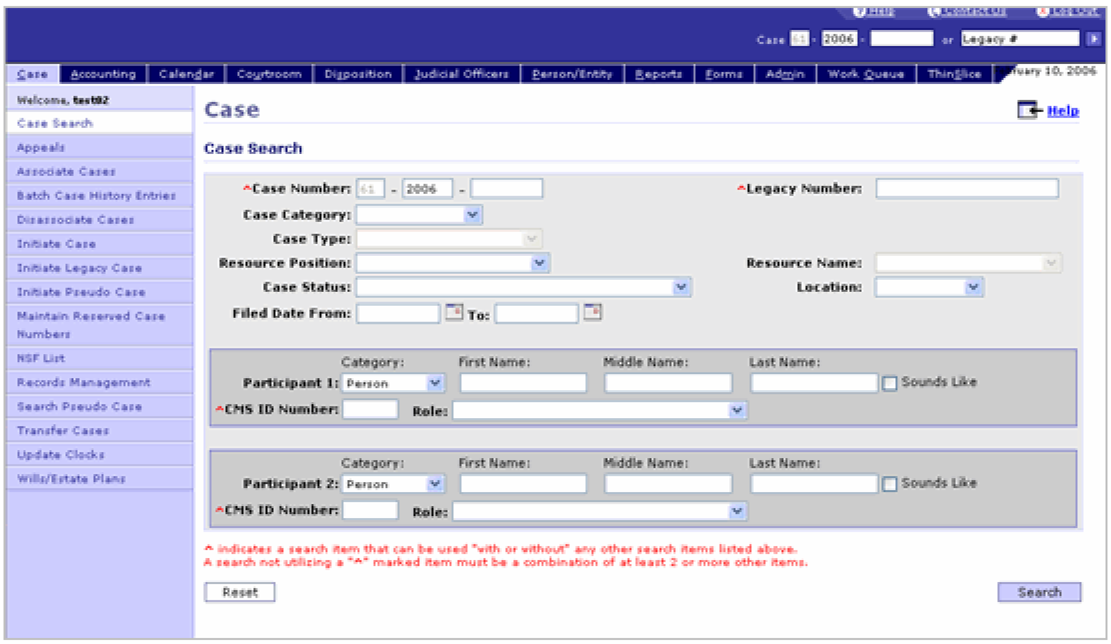
Creating a record on appeal is required when you submit appealed cases to the Appellate Division or the District Court of Appeals. The Record on Appeal represents a subset of the documents within the physical case file.

A Record on Appeal may be created for every filing of a Notice of Appeal for a case. In some instances, the Record on Appeal may be a supplement to a previous record on appeal, or it may apply to multiple Notices of Appeal.

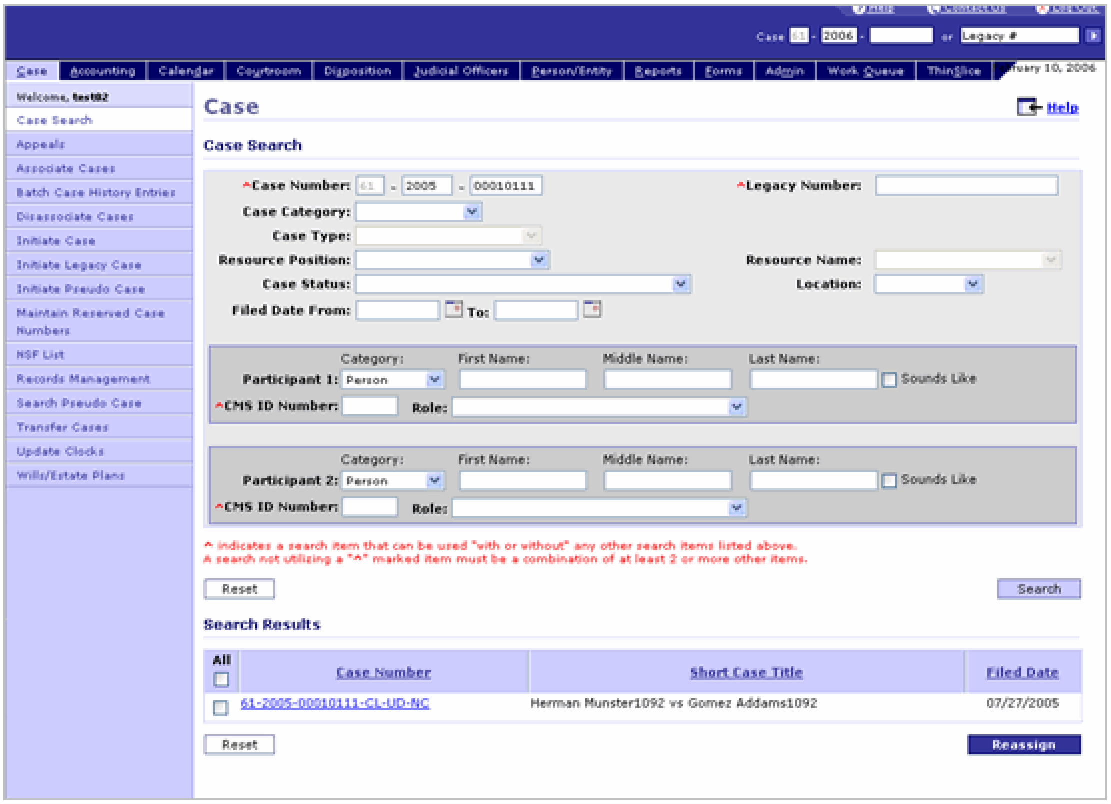
Task Activity

Perform the following steps to create a record on appeal.

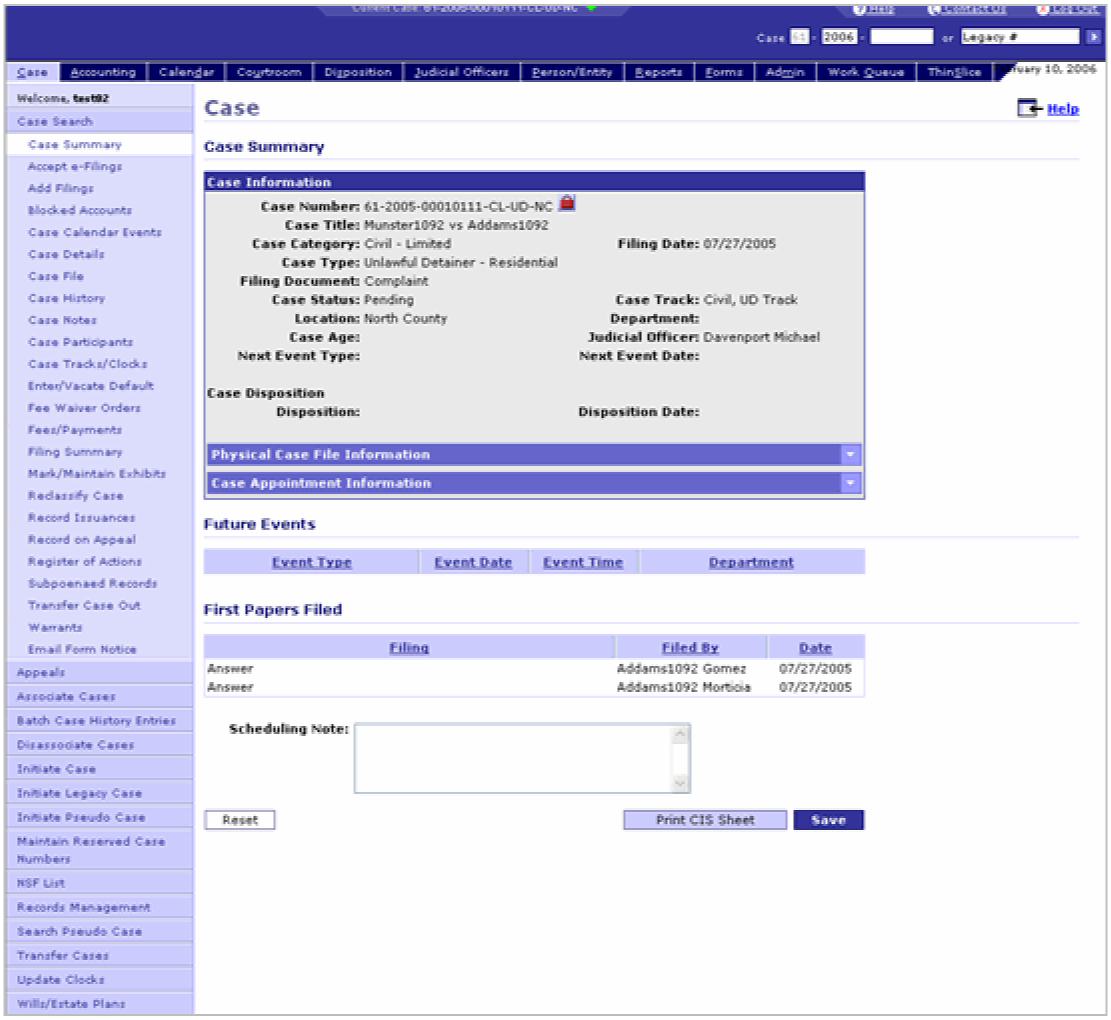
1. Select **[Case] > [Case Search]**.
   Result: The Case Search screen displays.



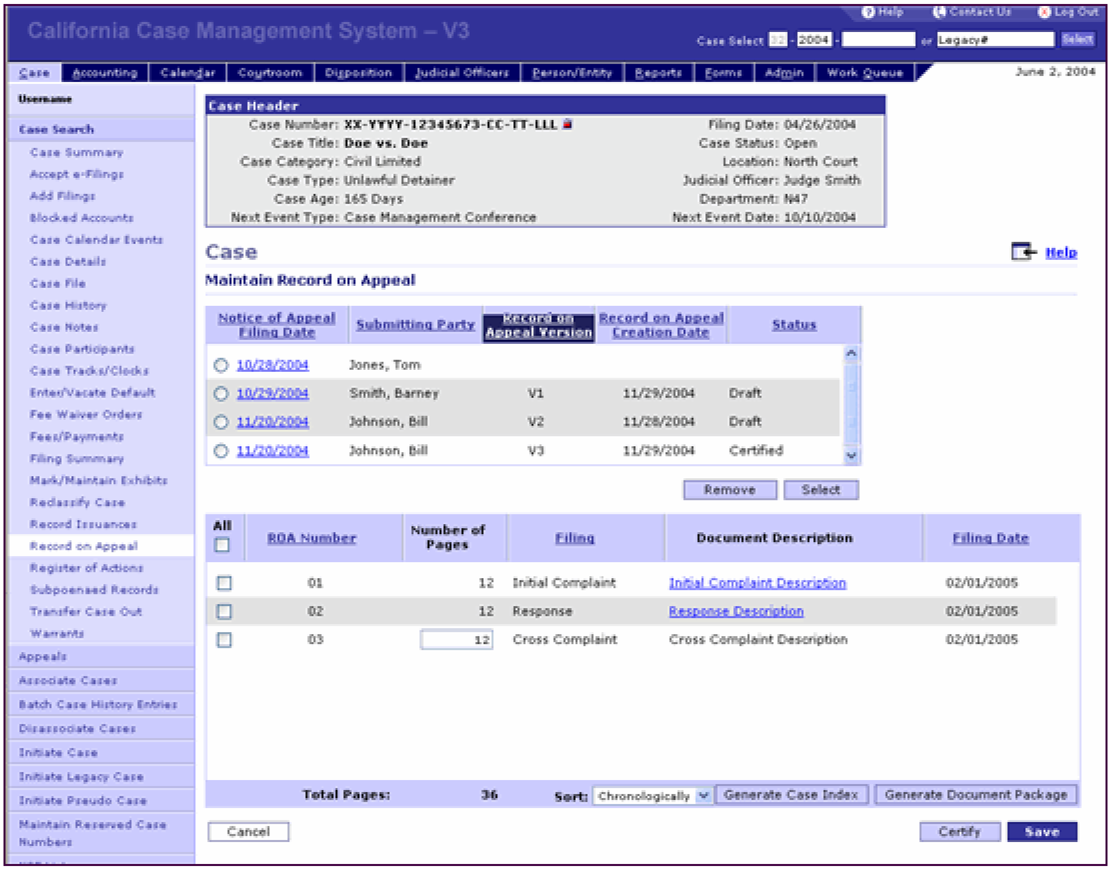
2. Enter data in a primary search field or two secondary search fields and any other fields as appropriate.
3. Click the **[Search]** button.
   Result: The Case Search Results screen displays.



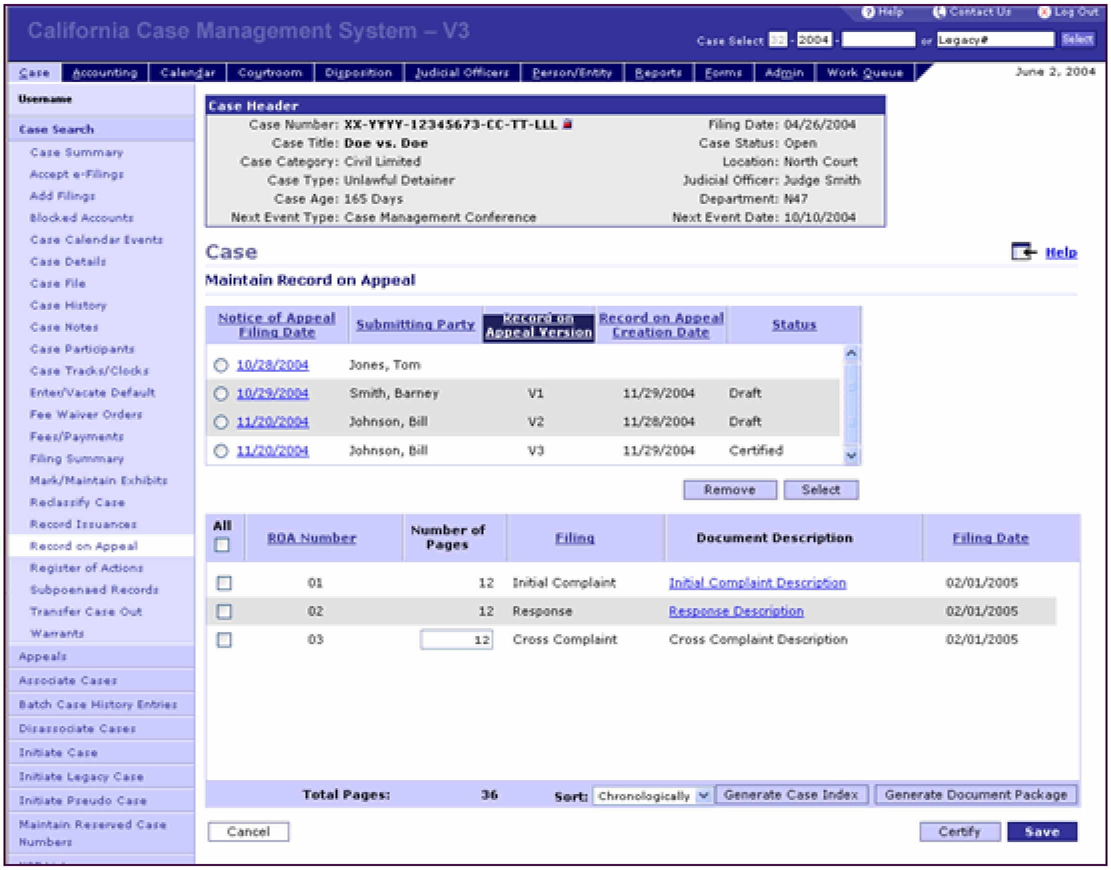
4. Select the case number hyperlink for the case in which to create the record on appeal.
   Result: The Case Summary screen displays.



5. Click the **[Record on Appeal]** left navigation item.
   Result: The Maintain Record on Appeal screen displays.



6. Select the radio button(s) for the filings to select the Notice of Appeal and the Version to add or update.
7. Click the **[Select]** button.
   Result: The Maintain Record on Appeal screen re-displays.



8. Select the checkbox for the documents to add to the record on appeal.
9. Click the **[Generate Case Index]** button to create a table of contents for the record on appeal.
   Result: The Case Index is generated as a PDF.
   NOTE This creates a table of contents for the record on appeal.
10. Click the **[Generate Document Package]** button.
    Result: The Record on Appeal is generated as a PDF.
    NOTE If the case is an Unlimited Civil case, then the system will also PDF the Register of Actions.

Related Links

Maintain Record on Appeal Overview

Case Search Screen

Case Summary Screen

Maintain Record on Appeal Screen

Receive Appeal Civil Case

Receive Appeal Civil Case Overview

Introduction

Receiving appeals for Limited Civil cases describes the activities involved in receiving a record on appeal in the Appellate Division.

These processes begin when the record on appeal is received by the clerk in the Appellate Division. The process ends when the remittitur is issued to the trial court, which may or may not change the judgment made on the case in the Trial Court.

Refer to the Submit Appeal Civil Case section for details on certifying a record on appeal from the Trial Court.

Task Activities

Receiving an appeal for a civil case includes the following task activities:

- Appeals to be Dismissed
- Generate Remittitur in Appellate Cases
- Receipt Remittitur
- Receipt Appeal Civil Case
- Record Opinion Cases Under Submission

Additional Resources

Other items related to this overview includes the following:

- Business Rules
- Maintain Record on Appeal Overview
- Submit Appeal Civil Case Overview

Related Links

Cases on Appeal - Appeals to be Dismissed Screen

Cases on Appeal - Appeal Cases: Remittitur Screen

Cases on Appeal - Receipt Appeals Civil Case Screen

Cases on Appeal - Receipt Remittitur Screen

Cases on Appeal - Cases Under Submission Screen

Create/Update Opinion Screen

Maintain Record on Appeal Screen

My Court Information

Appeals to be Dismissed

Introduction

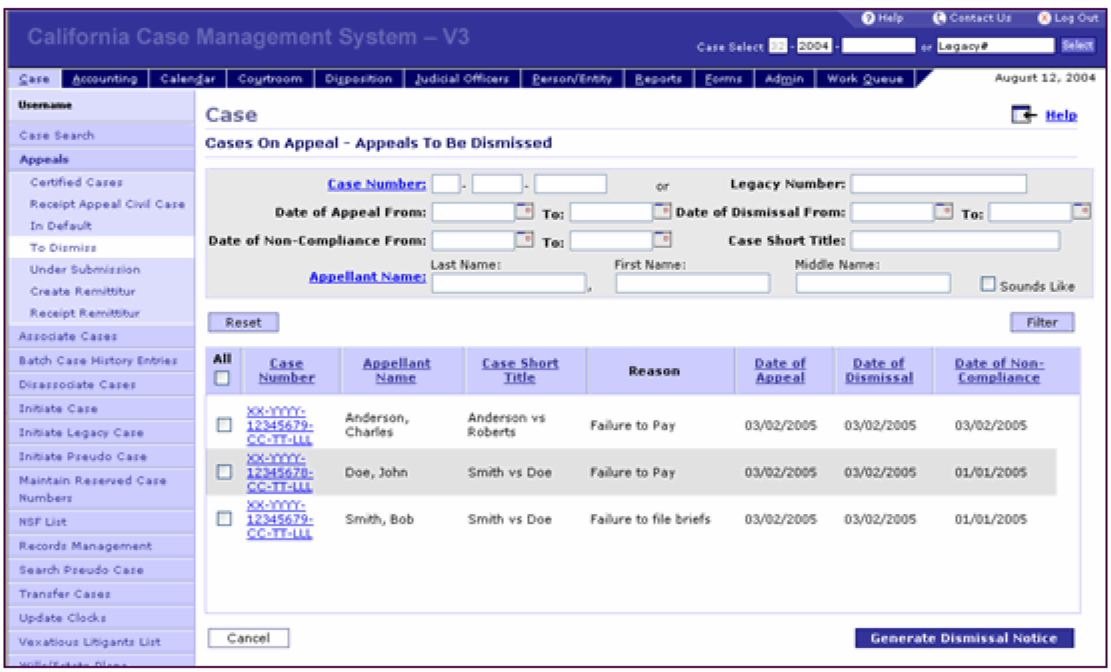
Cases on appeal may be dismissed by a Judicial Officer for various reasons, such as Failure to Pay or Failure to File Briefs. Appeals to be dismissed must be verified as having been dismissed by a Judicial Officer before a Dismissal Notice may be sent to the case participants.

Cases can only be dismissed if a date of dismissal is listed in the Cases On Appeal - Appeals To Be Dismissed screen.

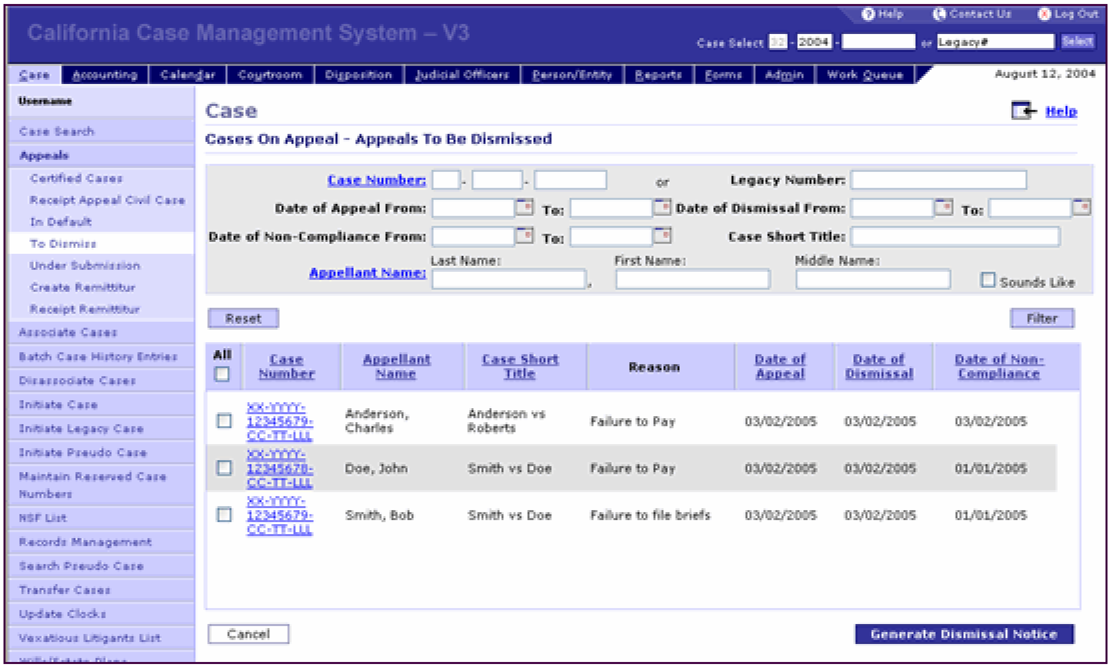
Task Activity

Perform the following steps to dismiss an appeal.

1. Select **[Case] > [Appeals] > [To Dismiss]**.
   Result: The Cases On Appeal - Appeals To Be Dismissed screen displays.



2. Select the checkbox of the appeal to be dismissed.
3. Click the **[Generate Dismissal Notice]** button.
   Result: The Cases On Appeal - Appeals To Be Dismissed screen refreshes with a confirmation message.



Related Links

Receive Appeal Civil Case Overview

Cases on Appeal - Appeals to be Dismissed Screen

My Court Information

Generate Remittitur in Appellate Cases

Introduction

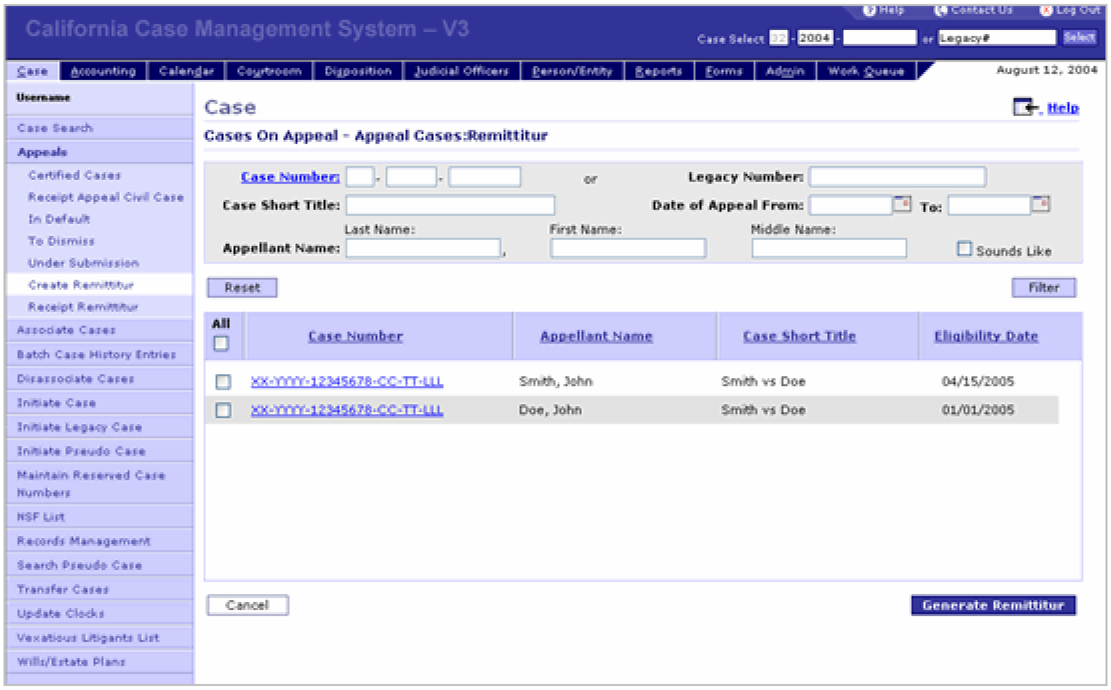
A Judicial Officer can record an opinion and has the option publishing the opinion. The system displays the recorded opinion in the Cases On Appeal - Appeal Cases:Remittitur screen 15 days after the mailing of the opinion or publication.

Generating a remittitur produces a PDF containing the Judicial Officer's opinion, which is printed and mailed to the case participants, as well as written to the Case History and to the original trial court case.

Task Activity

Perform the following steps to generate a remittitur.

1. Select **[Case] > [Appeals] > [Create remittitur]**.
Result: The Cases On Appeal - Appeal Cases:Remittitur screen displays.



2. Select the checkbox for the case on which to create a remittitur.
3. Click the **[Generate remittitur]** button.
Result: The Cases On Appeal - Appeal Cases:Remittitur screen refreshes with a confirmation message.

Related Links

Receive Appeal Civil Case Overview

Cases on Appeal - Appeal Cases: Remittitur Screen

My Court Information

Receipt Remitittur

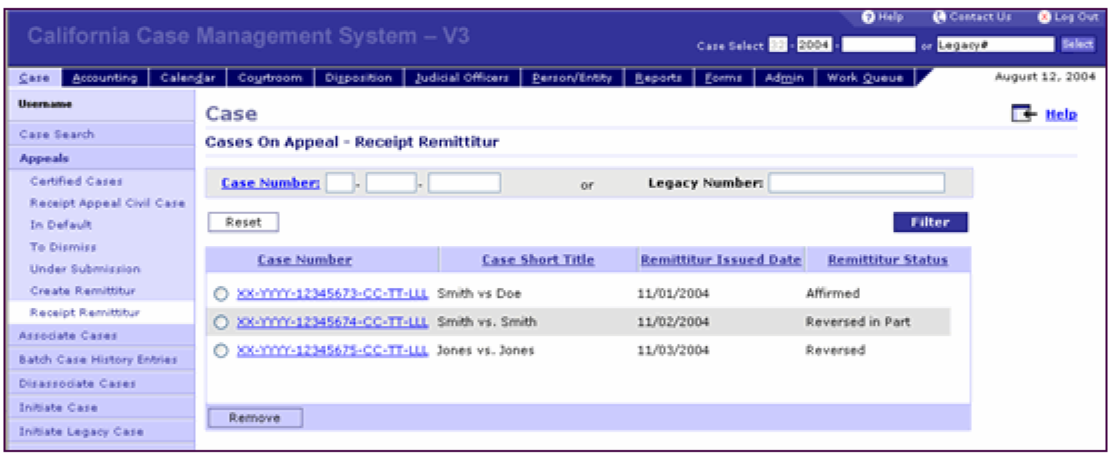
Introduction

Remittiturs that are received in the trial courts from reviewing courts are listed on the Cases On Appeal - Appeal Cases: Remittitur screen. Receipted remitittiturs are removed from this list once they are processed.

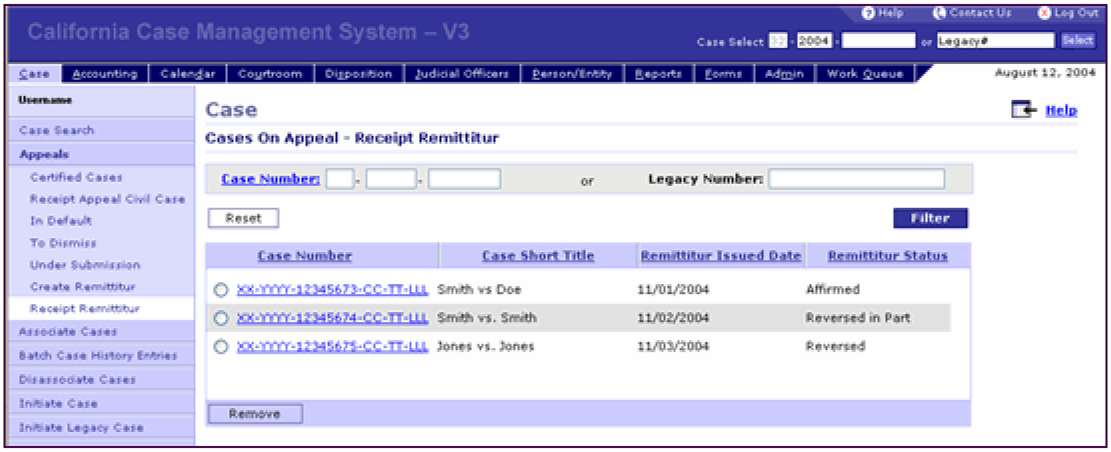
Task Activity

Perform the following steps to receipt a remitittur.

1. Select **[Case] > [Appeals] > [Receipt Remitittur]**.
   Result: The Cases On Appeal - Receipt Remittitur screen displays.



2. Select the radio button for the remitittur that has been reviewed and processed to remove.
3. Click the **[Remove]** button.
   Result: The Cases On Appeal - Receipt Remittitur screen refreshes with a confirmation message.



Related Links

Receive Appeal Civil Case Overview

Cases on Appeal - Receipt Remittitur Screen

My Court Information

Receipt Appeals Civil Case

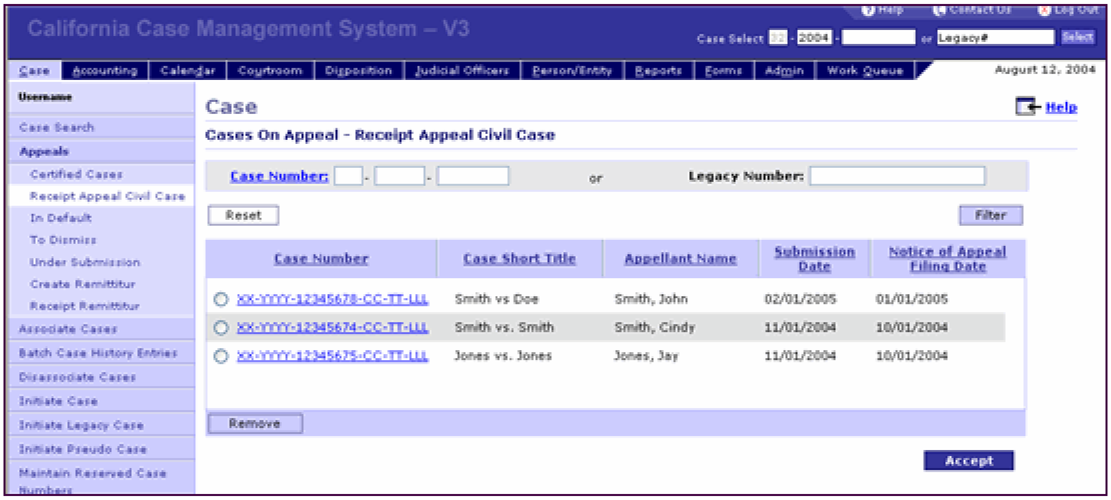
Introduction

Receipting the record on appeal for Limited Civil cases generates a new case number for the appellant cases. The Record on Appeal, which may include all case-related information, filing-related information, and Register of Actions, is copied over to the appellate case.

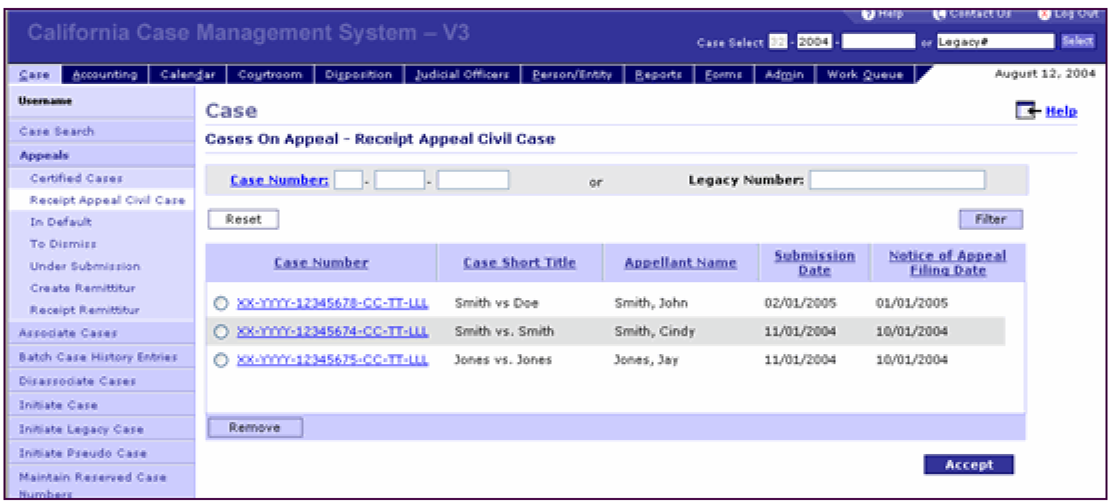
Task Activity

Perform the following steps to receipt an appeal for a civil case.

1. Select **[Case] > [Appeals] > [Receipt Appeal Civil Case]**.
   Result: The Cases On Appeal - Receipt Appeal Civil Case screen displays.



2. Select the radio button for the appeal to receipt.
3. Click the **[Accept]** button.
   Result: The Cases On Appeal - Receipt Appeal Civil Case screen refreshes with a confirmation message.



Related Links

Receive Appeal Civil Case Overview

Cases on Appeal - Receipt Appeals Civil Case Screen

My Court Information

Record Opinion Cases Under Submission

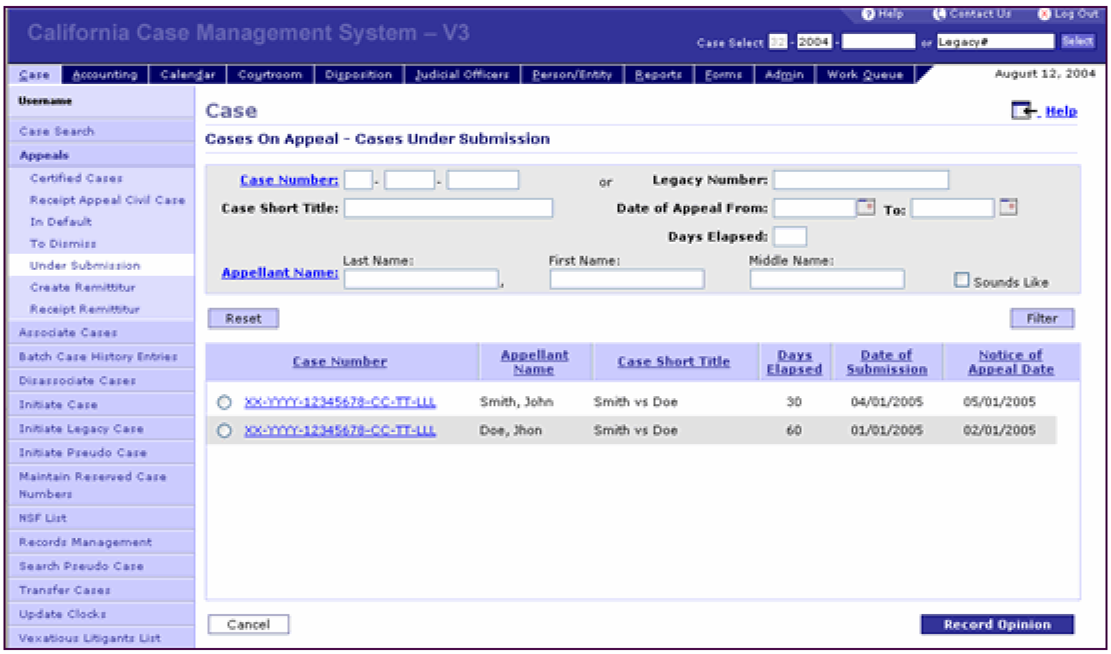
Introduction

Judicial Officers may take appeals under submission for the purpose of recording an opinion about the case at a later time. This opinion may be published and sent to the Court Clerk and case participants.

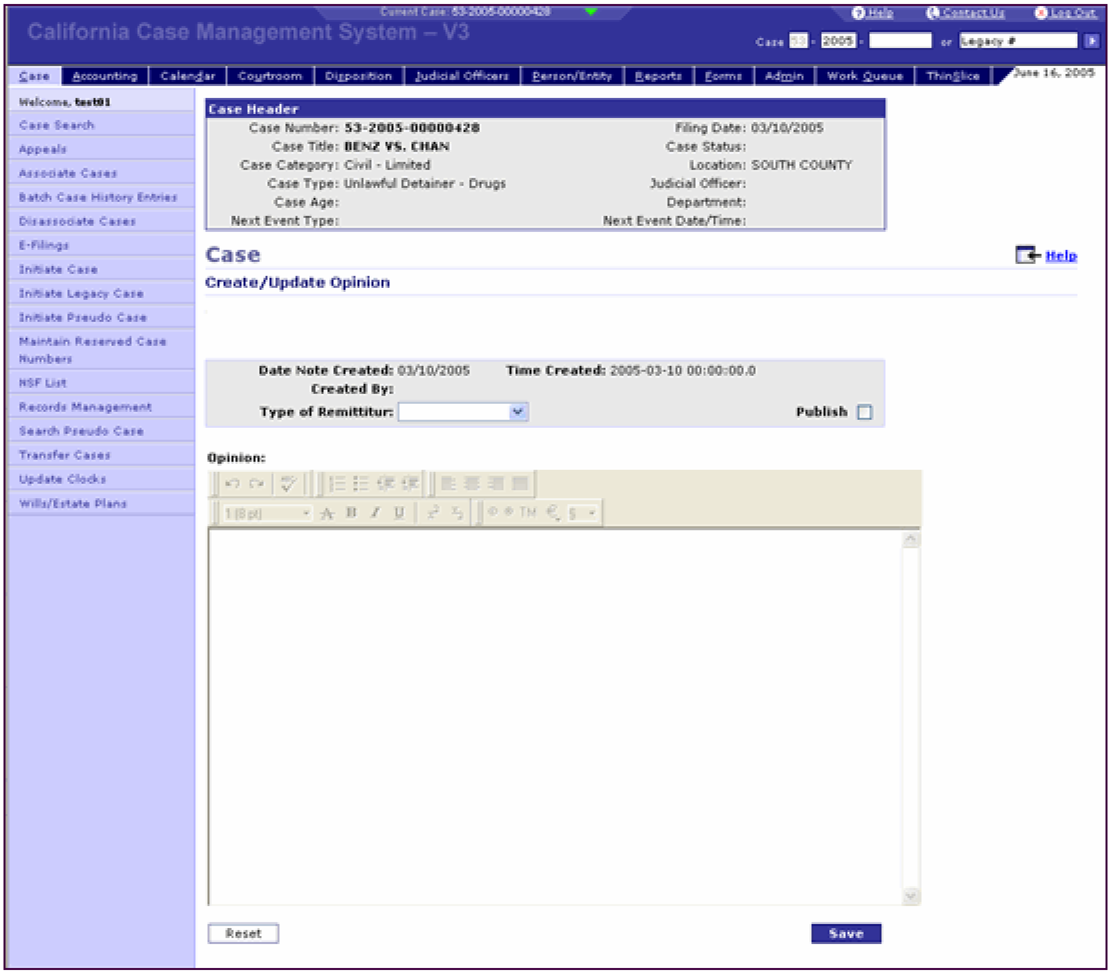
Task Activity

Perform the following steps to record an opinion for a case under submission.

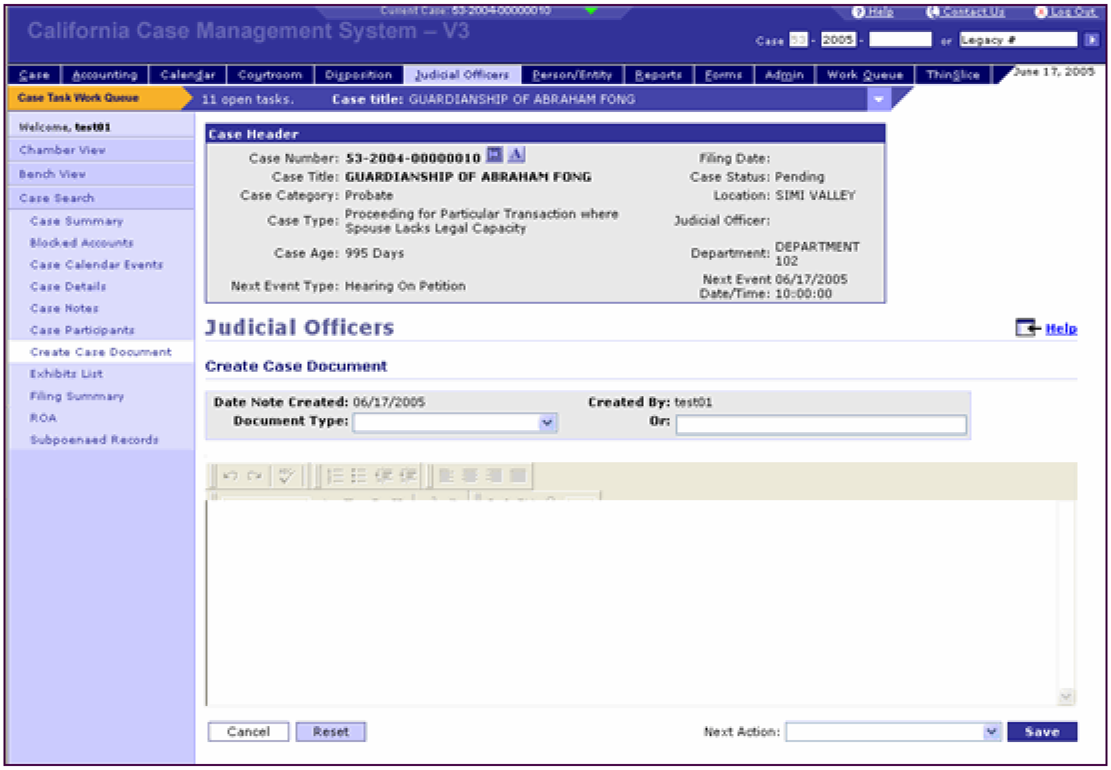
1. Select **[Case] > [Appeals] > [Under Submission]**.
   Result: The Cases on Appeal - Cases Under Submission screen displays.



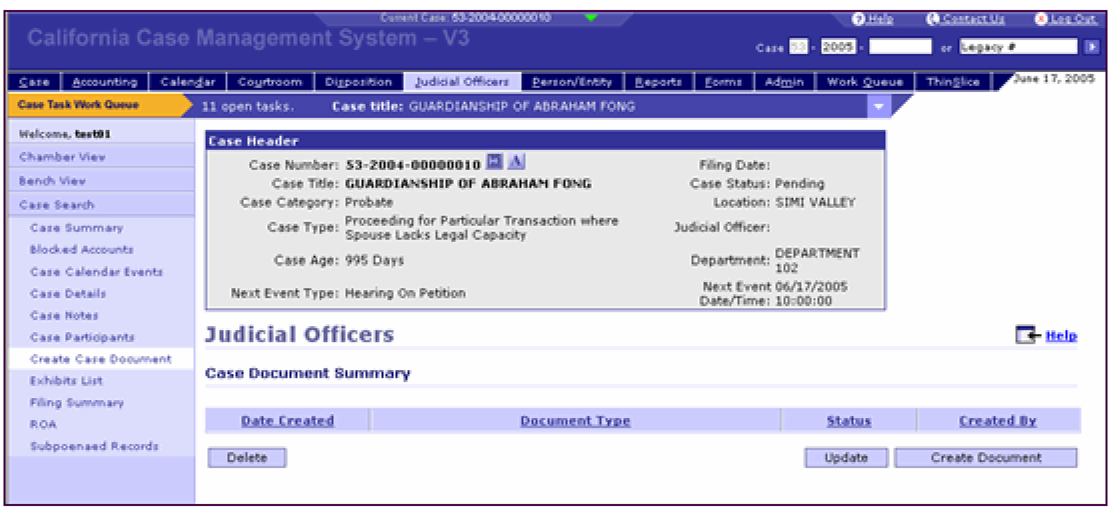
2. Select the radio button for the case under submission in which to record an opinion.
3. Click the **[Record Opinion]** button.
   Result: The Create/Update Opinion screen displays.



4. Enter data in the fields as appropriate.
   NOTE If the Judicial Officer decides to publish the option, select the **Publish** checkbox.
5. Click the **[Save]** button.
   Result: The Create Case Document screen displays.



6. Enter data in the appropriate fields.
7. Click the **[Save]** button.
   Result: The Case Document Summary screen displays.



Related Links

Receive Appeal Civil Case Overview

Cases on Appeal - Cases Under Submission Screen

Create/Update Opinion Screen

Create Case Document Screen

Case Document Summary Screen

Create Small Claims Appeal

Create Small Claims Appeal Overview

Introduction

Creating a small claims appeal describes the activities associated with appeals that occur for Small Claims cases.

Task Activities

Creating a small claims appeal references other task activities. Refer to the following task activities for details:

- Filing Notice of Appeal
- Notice of Hearing for Trial de Novo

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Submit Appeal Civil Case

Submit Appeal Civil Case Overview

Introduction

Submitting appeals for civil cases describes the activities involved in submitting a Limited Civil case to the Appellate Division, or submitting a Unlimited Civil case to the District Court of Appeals.

The activities defined here begin when a filing of Notice of Appeal is received on a case. The final process occurs when you transfer the certified case (Record on Appeal) to the Appellate Division or District Court of Appeals.

Task Activities

Submitting a civil case on appeal includes the following task activities:

- Cases in Default
- Certify Cases

Additional Resources

Other items related to this overview include the following:

- Business Rules
- Maintain Record on Appeal Overview
- Receive Appeal Civil Case Overview

Related Links

Cases on Appeal - Review Cases for Defaulting Appeal Screen

Cases on Appeal - Case Certified: Submit Civil Case For Appeal Screen

My Court Information

Cases in Default

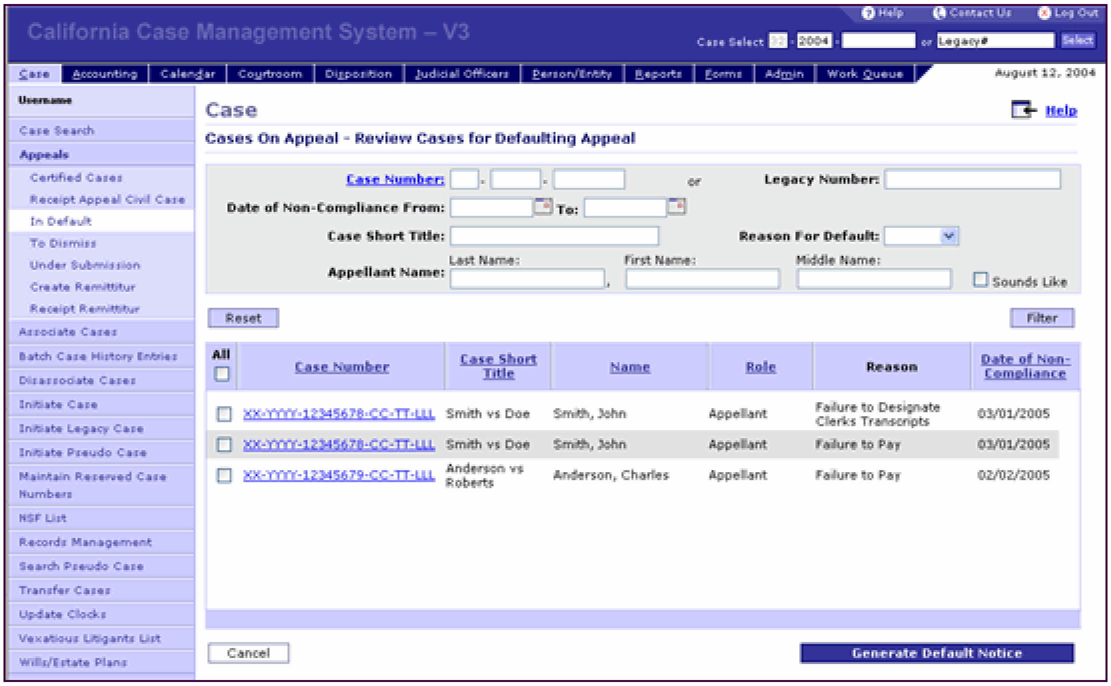
Introduction

Cases are reviewed from a list of case participants that are currently in default during appeals. When generated, the Default Notice will contain text and data specific to a case based on the reason that the case participant defaulted (such as failure to designate clerks transcripts, failure to pay, etc.)

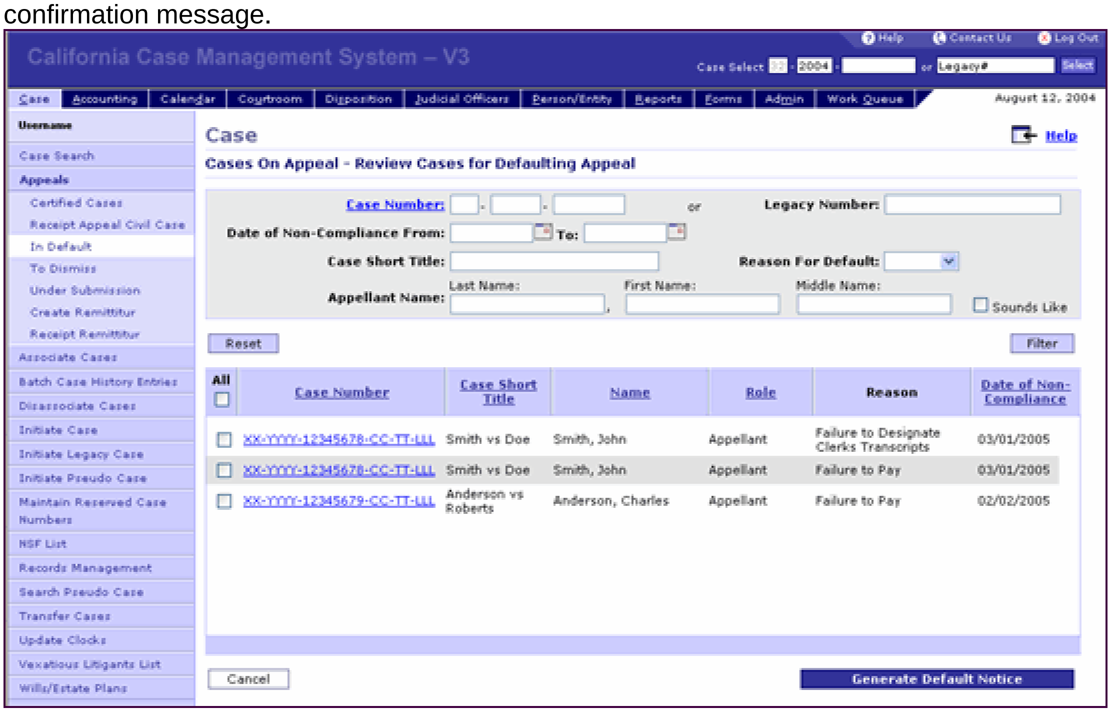
Task Activity

Perform the following steps to generate a default notice for cases in default.

1. Select **[Case] > [Appeals] > [In Default]**.
   Result: The Cases On Appeal - Review Cases for Defaulting Appeal screen displays.



2. Select the checkbox for the case on which to generate the default notice.
3. Click the **[Generate Default Notice]** button.
Result: The Cases On Appeal - Review Cases for Defaulting Appeal screen refreshes with a confirmation message.



Related Links

Submit Appeal Civil Case Overview

Cases on Appeal - Review Cases for Defaulting Appeal Screen

My Court Information

Certify Cases

Introduction

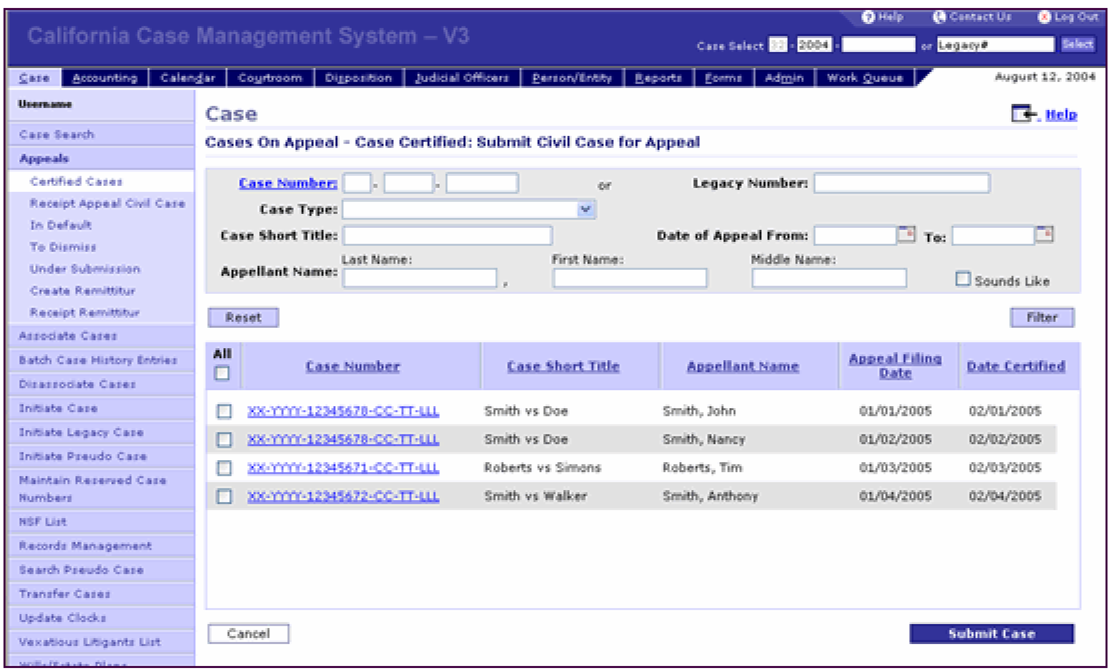
Certifying cases on appeal submits cases to the Receipt Appeals Civil Case work queue.

This process is only performed for appellate, Limited Civil cases that are sent to the Appellate Division. Unlimited Civil and Probate cases will not use this process, since they are sent to the District Court of Appeals. Small Claims does not use this process.

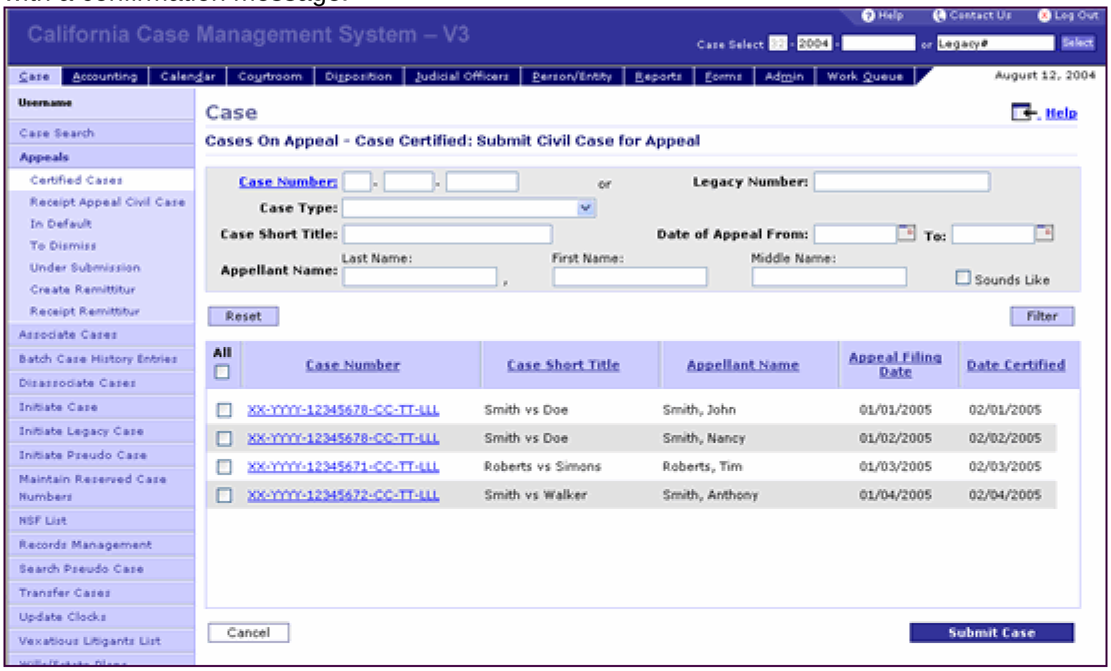
Task Activity

Perform the following steps to certify a case.

1. Select **[Case] > [Appeals] > [In Default]**.
   Result: The Cases On Appeal - Case Certified: Submit Civil Case for Appeal screen displays.



2. Select the checkbox for the cases to certify.
3. Click the **[Submit Case]** button.
   Result: The Cases On Appeal - Case Certified: Submit Civil Case for Appeal screen refreshes with a confirmation message.



Related Links

Submit Appeal Civil Case Overview

Cases on Appeal - Case Certified: Submit Civil Case For Appeal Screen

Transfer Cases Out

Transfer Case Out Overview

Introduction

Transferring a case out describes the activities involved in transferring the electronic data, physical case file, subpoenaed records and exhibits for a case out of a court location. It includes the following scenarios:

- County to County Transfers (Change of Venue)
- Location to Location Transfers

This activity may originate from a minute order. Refer to the Record Minutes - Code Based section for details on this process. When a minute order related to the transfer of a case is recorded, case transfer activities occur upon the finalization of the minute order.

Case transfers may be required for the following reasons:

- Before Commencement: An action is started in a court that lacks jurisdiction of the subject matter for that action (such as specifying an incorrect court).
- After Commencement:
    - JCCP Cases
    - Case Reclassifications
    - Stipulation of Change of Venue
    - Motion to Change Venue
    - Consolidation or Coordination
    - Relocation of conservatee or minor

Cases cannot be electronically transferred out of the State of California. This task targets activities relating to case transfers (out of a court location) that come as a result of a Change of Venue or location-to-location transfers. Case Reclassification and JCCP Cases are separate task activities. Refer to the Receive Transferred Cases section for details on transferring a case into a court location.

Transfers Between Courts

Transferring electronic data for a case assumes that your court and the target court are both running on the same instance of the system. The system will determine if the receiving court is deployed on the same instance of the system as the court submitting a case transfer. If so, the system will populate the Receive Transferred Cases list in the receiving court.

Associated Volumes

The system will determine all associated volumes that contain the physical case file for the case to be transferred out. These associated volumes will populate the case file and volume information within the Case File Location Change Request screen.

Associated Exhibits

The system will determine all associated exhibits for the case that will be transferred out. These associated exhibits will populate the case and exhibit information within the Exhibit Location Change Request screen.

Associated Subpoenaed Records

The system will determine if any subpoenaed records exist for the transferred cases that have not been disposed. If there are associated subpoenaed records, the system will prompt you that subpoenaed records must also be transferred to the receipting court.

Vacating Future Events

If a case is being transferred from one county to another, the system will automatically vacate any future events for the transferred case within the submitting court.

Change of Venue

If an ex parte petition to transfer a case (change of venue) is granted, then the system will navigate you from the Grant/Deny function to the Transfer Case Out function.

Task Activities

Transferring cases out includes the following task activity:

- Transfer Case Out (within the context of a case)

Additional Resources

Other items related to this overview includes the following:

- Business Rules

Related Links

Case Transfers Out Screen

Transfer Case Out Screen

My Court Information

Transfer Case Out

Introduction

Transferring a case out involves transferring the electronic data, physical case file, subpoenaed records, and exhibits for a case from one court location to another.

The system determines whether the transfer fee has been paid by the case participant. This depends on whether the transfer is location-to-location or county-to-count. If the reason for the change in venue is due to the plaintiff filing the case in the wrong court, then the plaintiff must pay for the transfer fees [CCP 399].

The system determines if the receipting court is using the same system instance as the submitting court. If so, then items such as case, participant, and Register of Actions data will be made visible to the receipting court when receiving the case.

Transfer Fee
The system determines whether the transfer fee has been paid by the case participant (dependant on if the transfer is location-to-location or county-to-county). If the reason for the change in venue is that the plaintiff filed the case in the "wrong court" the plaintiff must pay for the fees [CCP 399].

Selecting a Case to Transfer Out

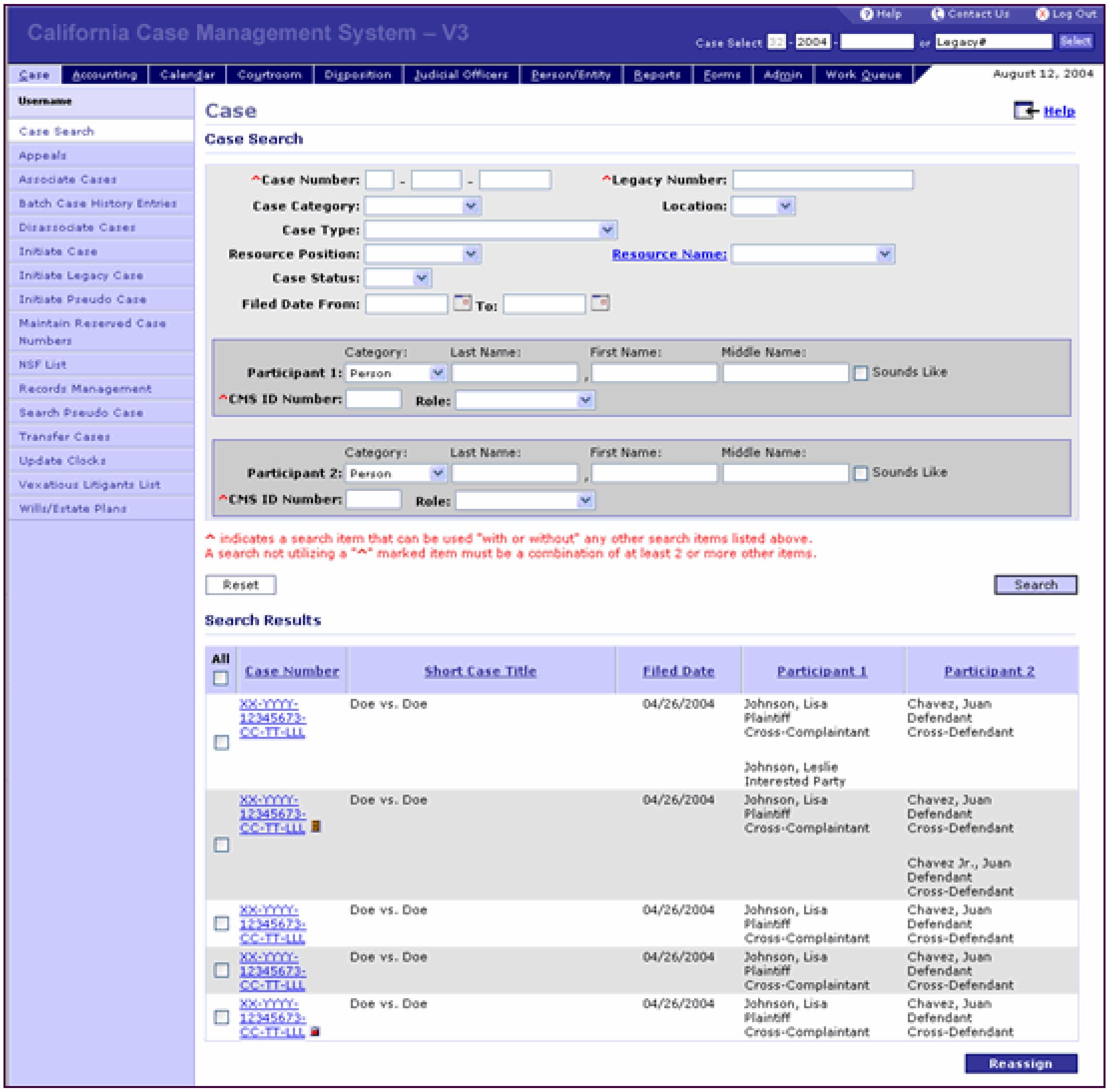
When viewing the list of cases to be transferred out, the system will pre-populate the result set with a list of cases to be transferred out of your location, without requiring you to enter any filter criteria.

Task Activity

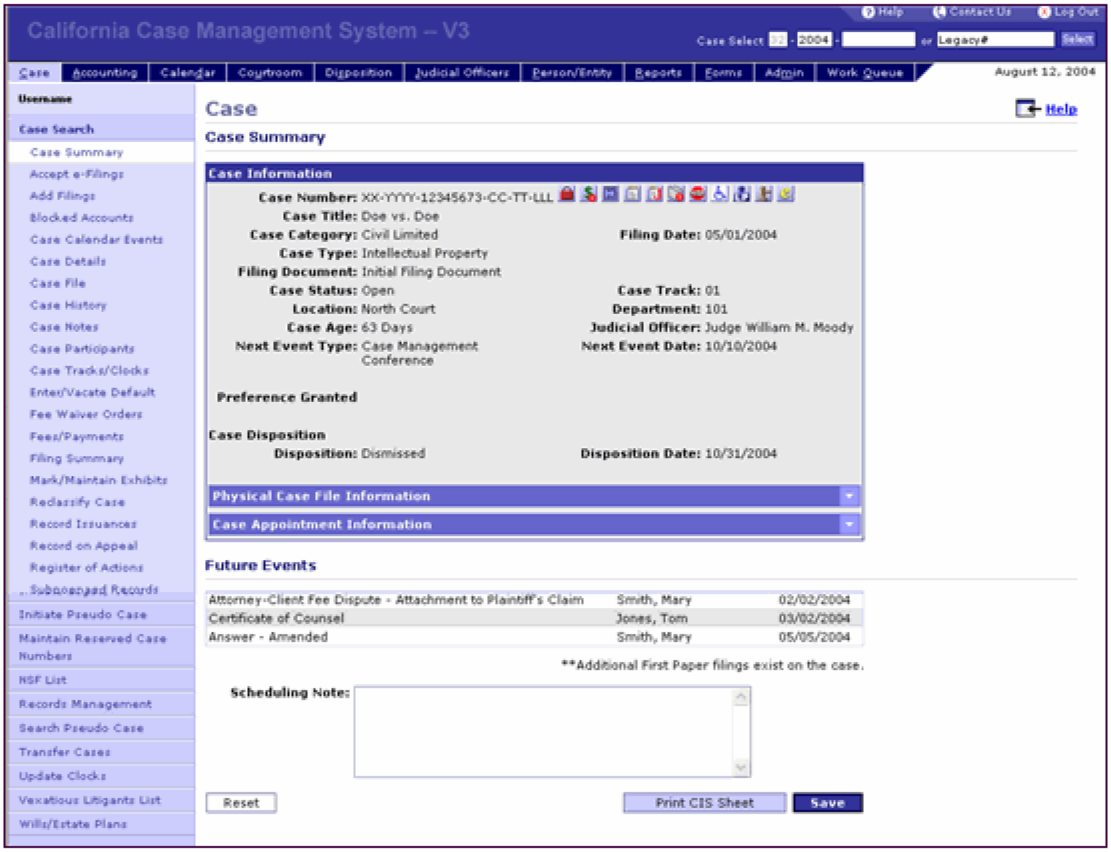
This activity takes place in the context of a case search. Refer to the Search Cases task activity for details on this process.

Perform the following steps to transfer a case out.

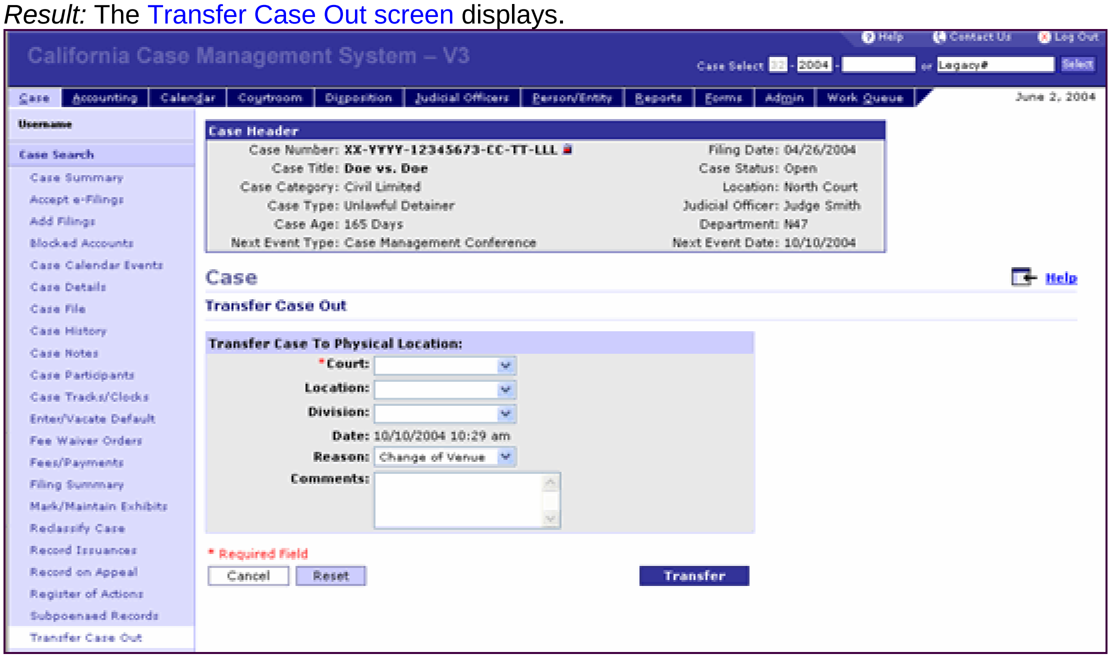
1. Select the **Case Number** hyperlink for the case to transfer out.
NOTE This selection occurs from the Search Case Results screen.



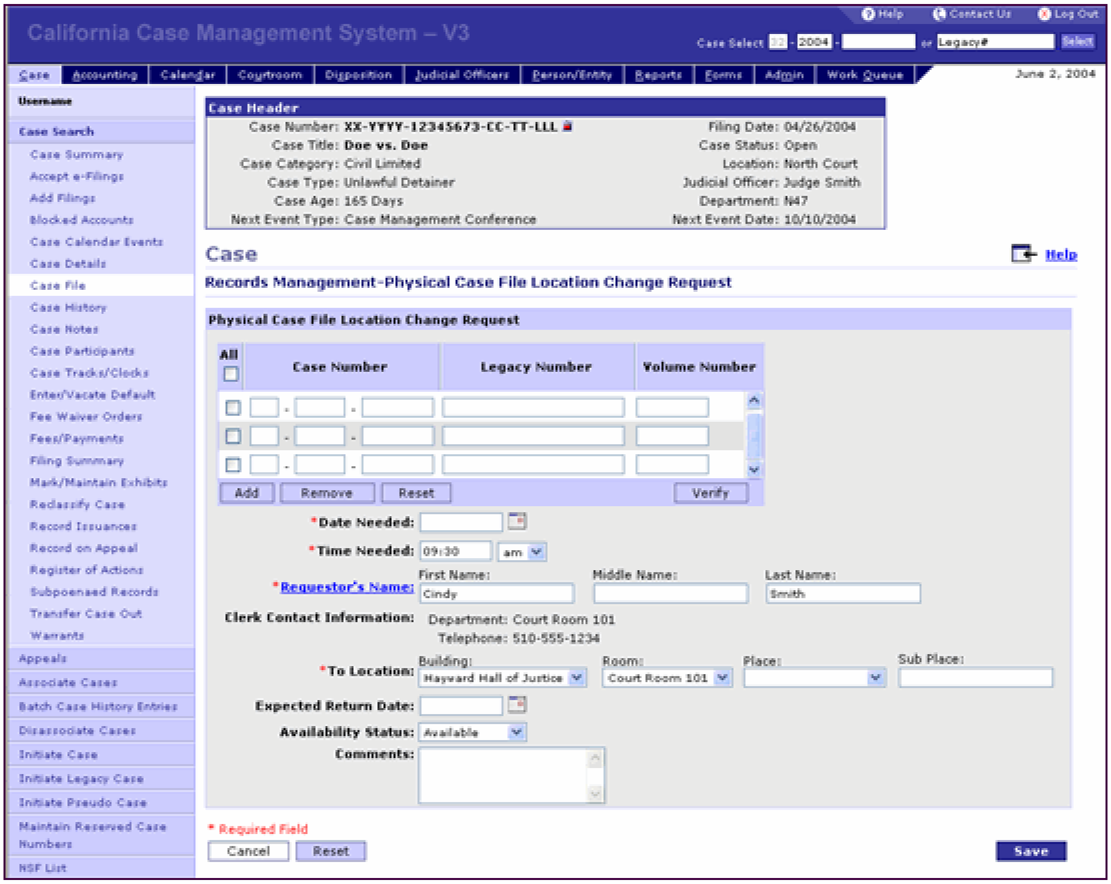
Result: The Case Summary screen displays.



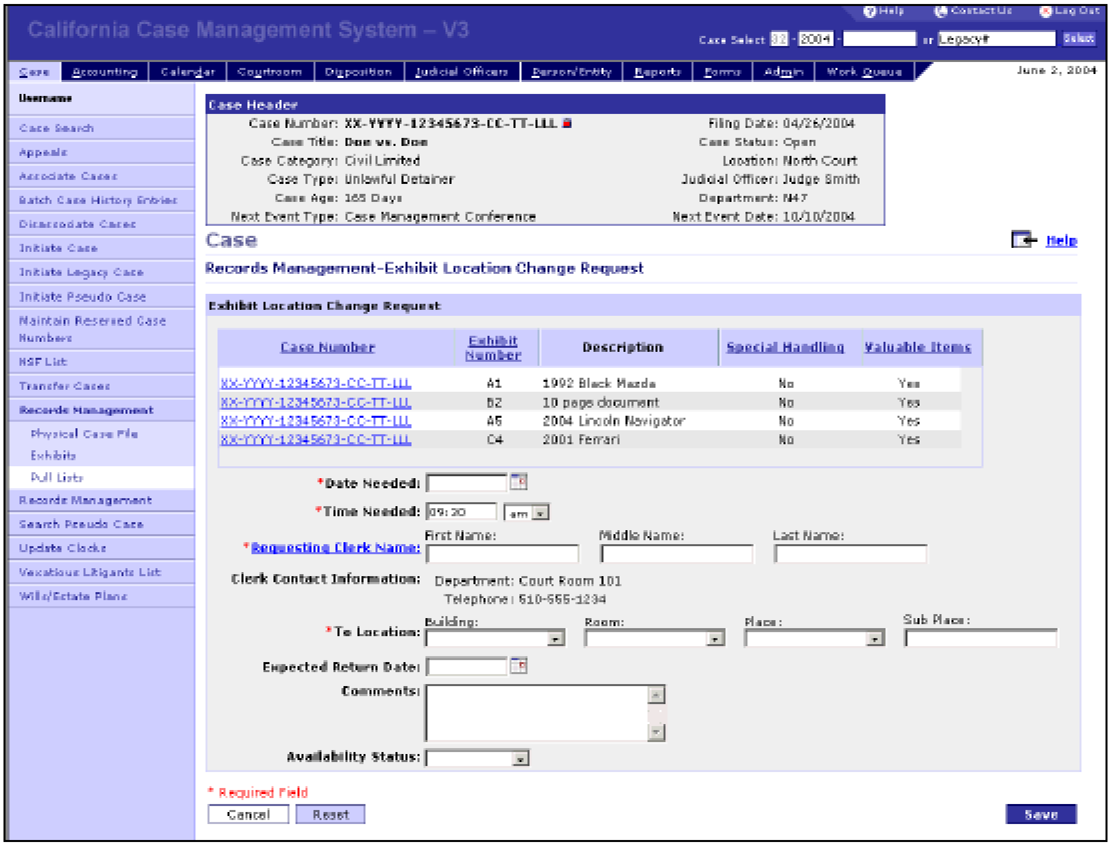
2. Select the **[Transfer Case Out]** left navigation item.
Result: The Transfer Case Out screen displays.



3. Select a **Court**.
4. Click the **[Transfer]** button.
   Result: The Physical Case File Location Change Request screen re-displays.
   NOTE Use this screen to transfer any physical case files associated with the case.



5. Click the **[Next]** button.
   Result: The Exhibit Location Change Request screen displays.
   NOTE Use this screen to transfer any exhibits associated with the case.



6. Click the **[Next]** button.
Result: The Transfer Case Out screen displays.
NOTE The system will determine if any subpoenaed records exist for the transferred case that have not been disposed. If there are associated subpoenaed records, then the system will prompt you that the subpoenaed records must be transferred to the receipting court.

7. Select a **Court**.
8. Click the **[Transfer]** button.
   Result: The Search Case Results screen re-displays.

Related Links

Transfer Case Out Overview

Case Search Screen

Case Summary Screen

Transfer Case Out Screen

Case Transfers Out Screen

Records Management - Physical Case File Location Change Request Screen

Records Management - Exhibit Location Change Request Screen

Receive Transferred Cases

Receive Transferred Cases Overview

Introduction

Receiving transferred cases involves receiving a transferred case from another court location, including the following:

- County to County Transfers
- Location to Location Transfers (within a county)

Transferring cases is used for location to location, intra-county transfers since the following information needs to be documented:

- The movement of the physical case file
- The movement of associated exhibits
- The movement of subpoenaed records
- The vacating or continuance of events in the submitting court
- The updating of case number attributes including location

When the receipted case is from a submitting court that is not on the same system instance as the receiving court, receipting the physical case file would involve the initiation of a new case within the system.

Method of Receipt

Case files that are receipted electronically are visible to you within the system. Case files that are receipted physically with no corresponding electronic record (as when the submitting court does not use the system) will be initiated as any other case within the system.

If both the submitting and receiving courts utilize the same system instance, this process would include accepting or rejecting the electronic case data and the physical case file.

Case Numbers

When transferring cases from one county to another, the system uses the case information provided from the originating court, and initiates a new case within the receiving court. The system will keep the association between the old and new case numbers.

Case Numbers

When transferring cases from one location to another within the same county, the system updates the location attribute of the case number. The system does not transfer any data to a new case, but provides visibility to the data in its current state within the original case.

Task Activities

Receiving transferred cases includes the following task activities:

- Accept Transfer Case
- Reject Transfer Case

Additional Resources

Other items related to this overview includes the following:

- Business Rules

Related Links

Receive Transferred Case Screen

Received Transfer Case Rejection Screen

Rejected Transferred Cases Screen

My Court Information

Accept Transfer Case

Introduction

Accepting transferred cases involves the receiving court viewing a received case and determining if the information is complete and accurate so that it can be accepted. Once accepted, the system vacates any future events for the original case in the submitting court.

The system determines, based on the submitting court location, if the transfer is inside or outside the court's jurisdictional county. This information is necessary as location-to-location transfers within a county do not require a new case number and will not automatically vacate the calendared events in the submitting court.

When transferring cases from one county to another, the system uses the case information provided from the originating court and initiates a new case within the receiving court. The system keeps the association between the old and new case numbers.

Case Financial/Accounting Transactions

When transferring a case, the accounting/financial transactions for the case will not be transferred from one county to another. Fees may be viewed based on their respective entries in the Register of Actions for Change of Venue (out-of-county) transfers. For transfers from one location to another within a case, financial transactions, as they relate to a county and not a location within the county.

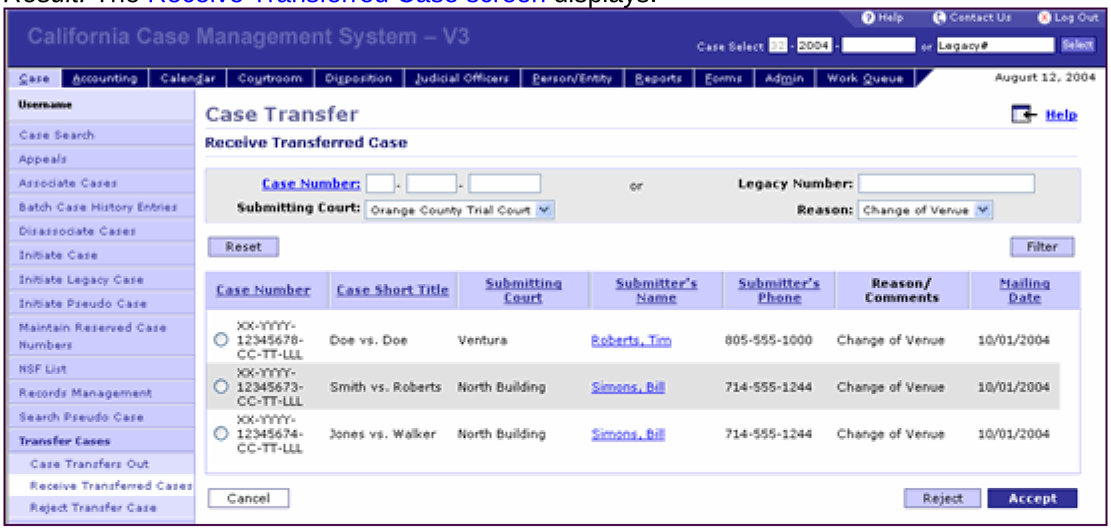
Cases From a Different County

When you accept a transferred case from a different county, the system automatically creates an initial appearance fee in the receipting court for the filing participant.

Task Activity

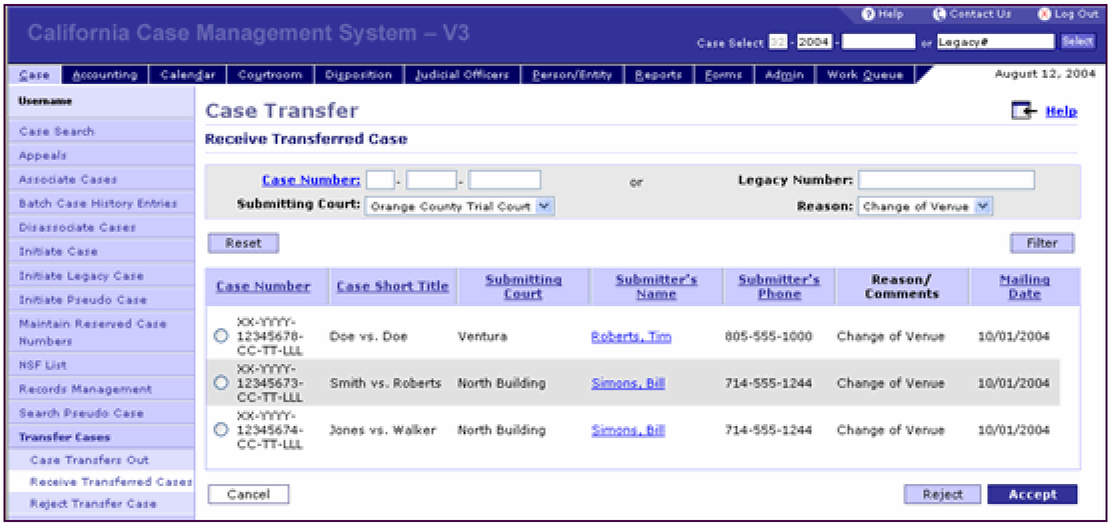
Perform the following steps to receive a transferred case.

1. Select **[Case] > [Transfer Cases] > [Receive Transferred Cases]**.
   Result: The Receive Transferred Case screen displays.



NOTE When viewing a list of cases to be received, the system pre-populates the result set with a list of cases to be transferred to your location. You may configure the results set by entering filter criteria.

2. Select the radio button for the cases to accept.
3. Click the **[Accept]** button.
   Result: The Receive Transferred Case screen refreshes with a confirmation message stating that the case transfer request was accepted.



Related Links

Receive Transferred Case Overview

Receive Transferred Case Screen

My Court Information

Reject Transfer Case

Introduction

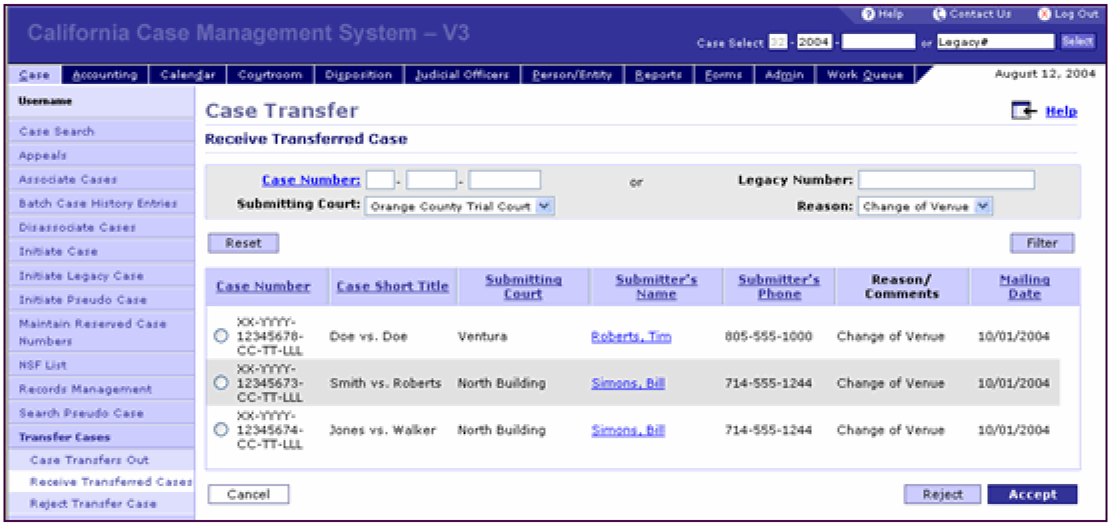
Rejecting transferred cases describes the process involved when a receiving court rejects a selected case, including the electronic case data and the physical case file, from the submitting court.

The system updates a "Case Rejected" flag in the system that will provide visibility to both the submitting and receiving courts showing that the case has been rejected. The flag will allow the receiving court to review rejected cases, providing visibility to actions that must be taken by the court when receipting the physical case file (such as forwarding the file on to the correct court).

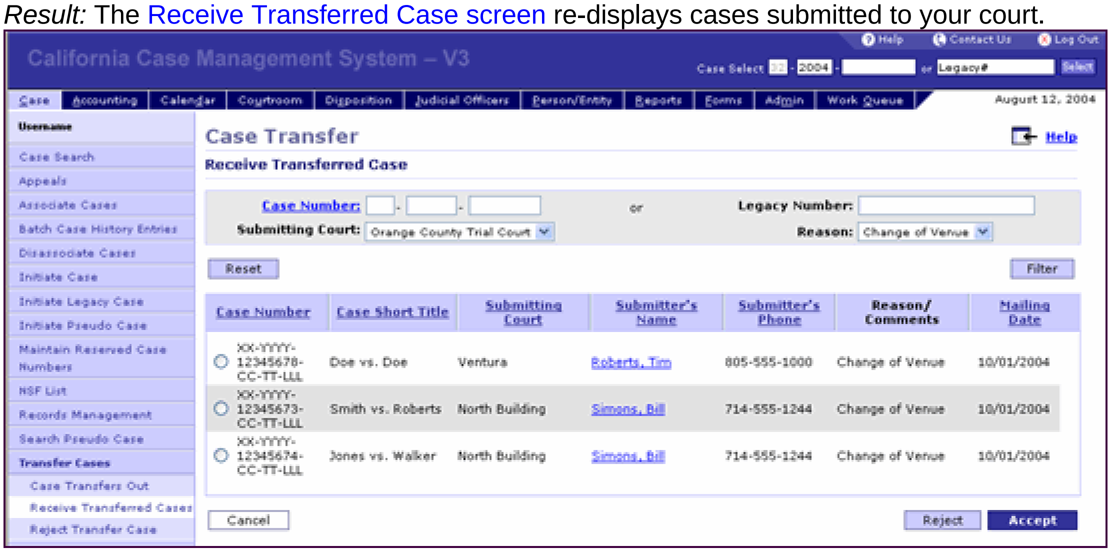
Task Activity

Perform the following steps to reject a transferred case.

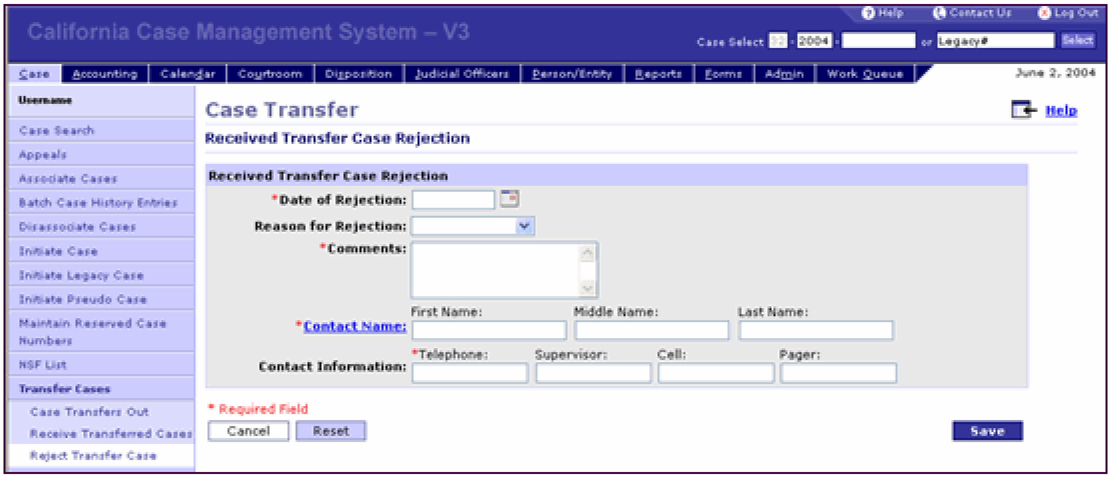
1. Select **[Case] > [Transfer Cases] > [Receive Transferred Cases]**.
   Result: The Receive Transferred Case screen displays.



2. Enter/Select data for the appropriate search parameter fields.
3. Click the **[Filter]** button.
   Result: The Receive Transferred Case screen re-displays cases submitted to your court.

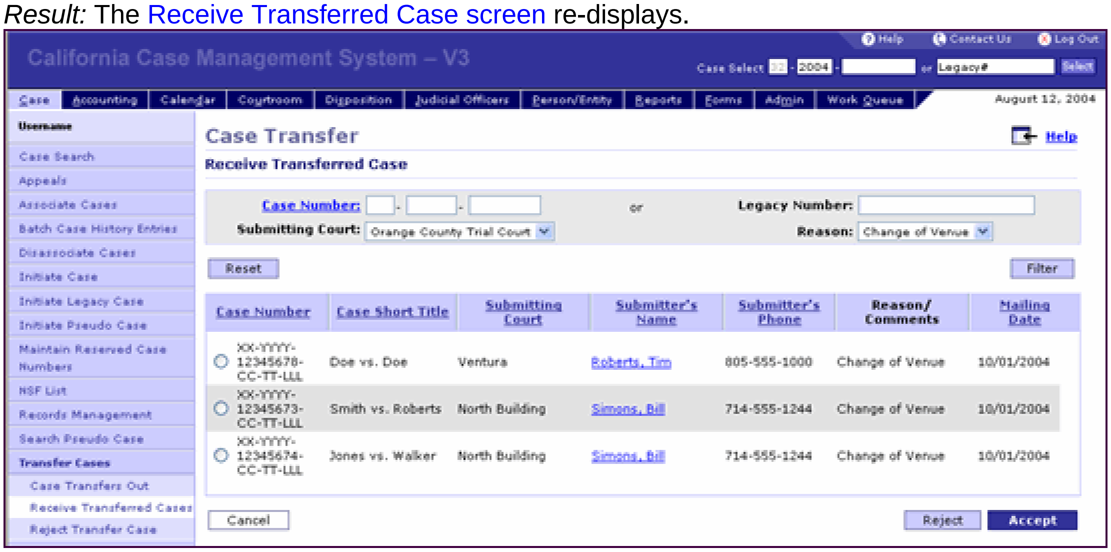


4. Select the radio button for the case to reject transfer.
5. Click the **[Reject]** button.
   Result: The Received Transfer Case Rejection screen displays.



6. Enter/Select data for the following required fields:
   - Date of Rejection
   - Comments
   - Contact Name

7. Click the **[Save]** button.
   Result: The Receive Transferred Case screen re-displays.



Related Links

Receive Transferred Cases Overview

Receive Transferred Case Screen

Received Transfer Case Rejection Screen

Records Management

Mark Exhibits

Mark Exhibits Overview

Introduction

Marking Exhibits allows you to mark exhibits in the courtroom or pre-mark exhibits for use in the courtroom during the hearing.

Previously marked exhibits can be re-marked along with other updates. Refer to the Maintain Exhibits section for details on updating previously marked exhibits.

Task Activities

Marking exhibits includes the following task activity:

- Mark Exhibits

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Mark/Maintain Exhibits - Event list Screen

Mark Exhibit Screen

My Court Information

Mark Exhibits

Introduction

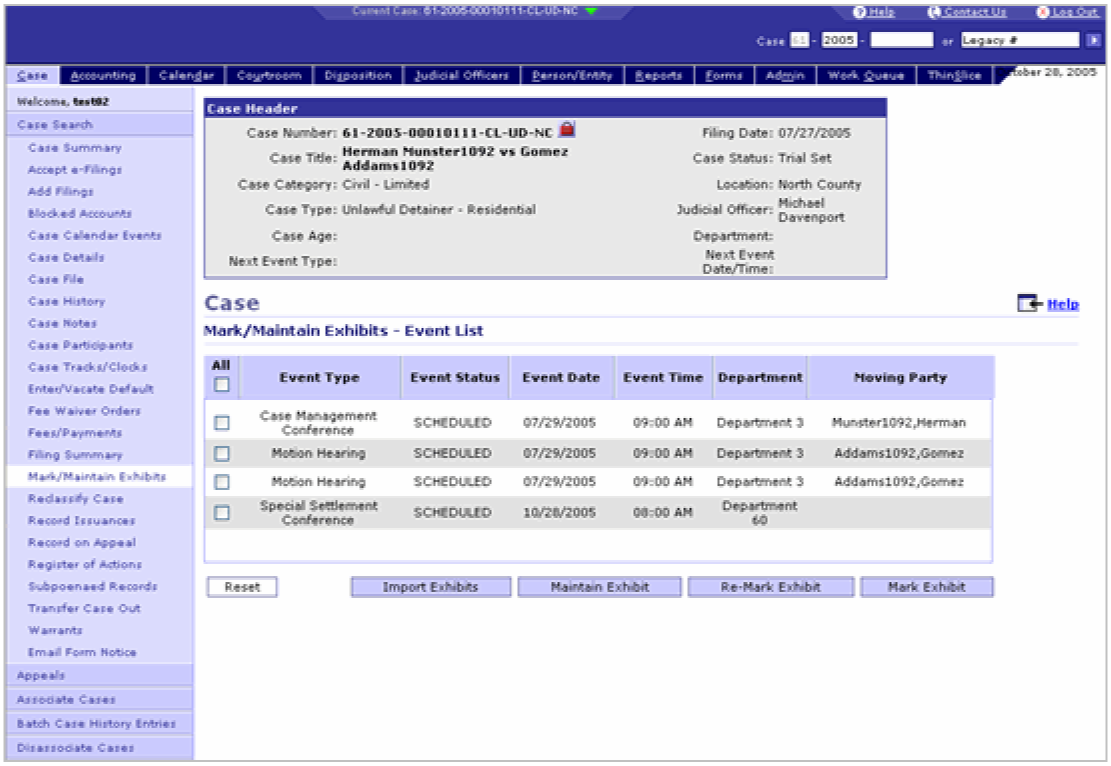
Marking exhibits allows you to associate an exhibit to a calendar event in the system.

Task Activity

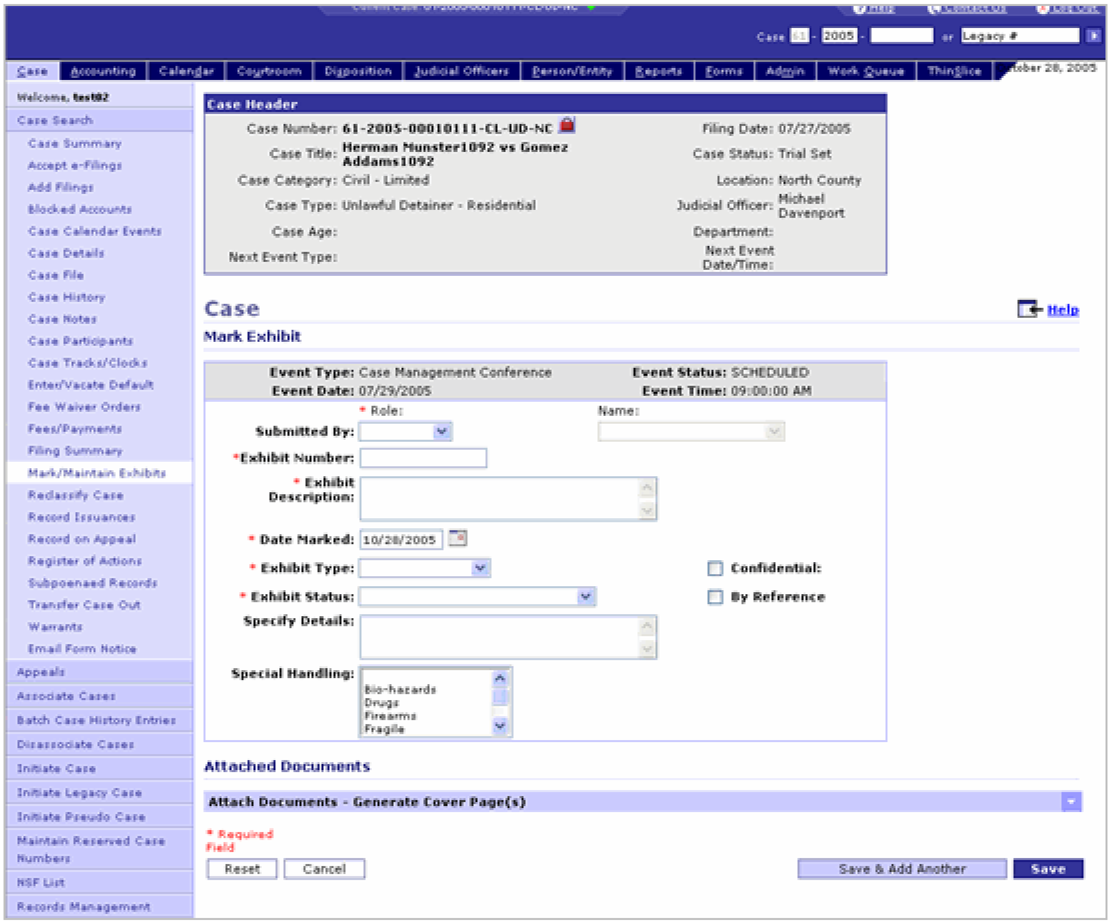
This activity takes place within a context of a case. Refer to the Search Cases task activity for details on performing a case search.

Perform the following steps to mark an exhibit.

1. Click the **[Mark/Maintain Exhibits]** left navigation item.
   Result: The Mark/Maintain Exhibits - Events List screen displays.



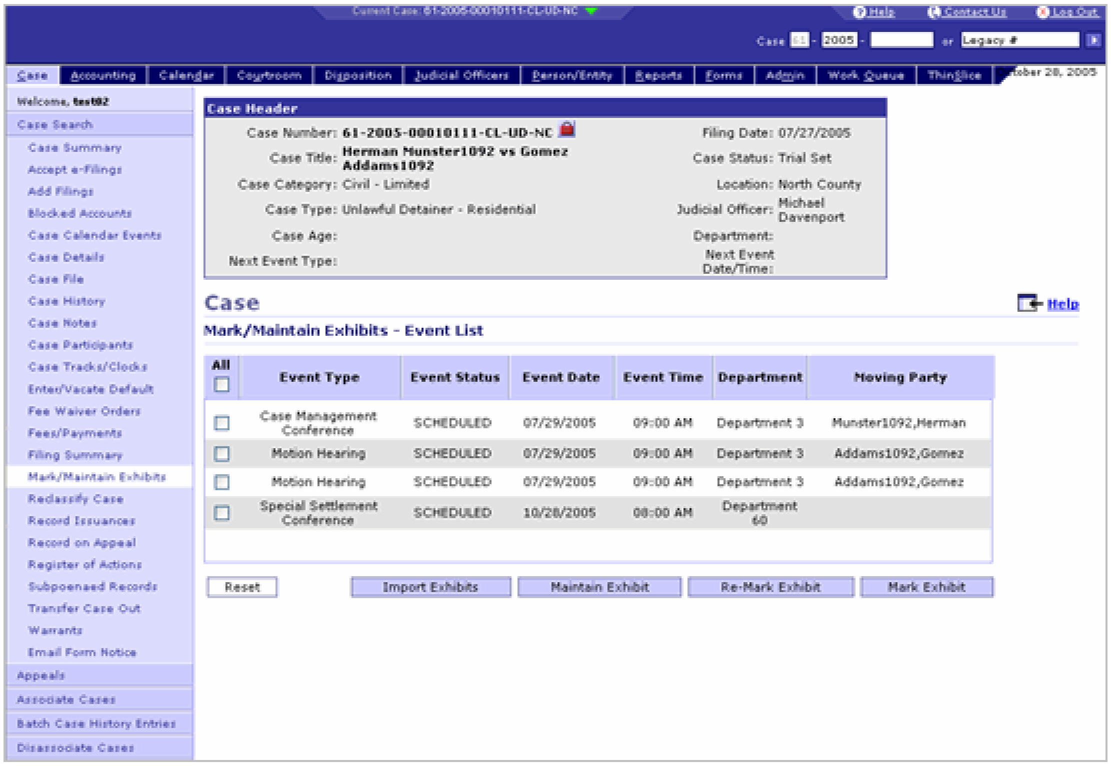
2. Select the checkbox for an event.
3. Click the **[Mark Exhibit]** button.
   Result: The Mark Exhibit screen displays.



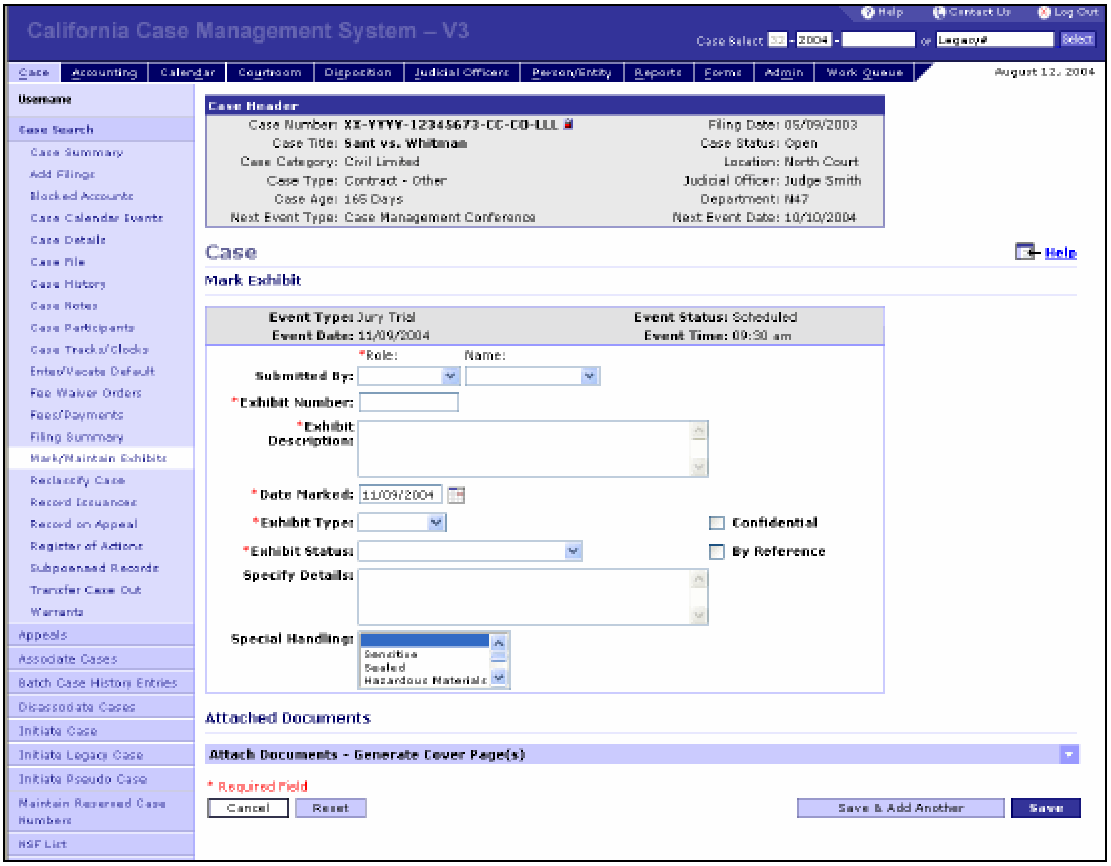
4. Enter/Select data for the following required fields:
   - Submitted By - Role
   - Submitted By - Name
   - Exhibit Number
   - Exhibit Description
   - Date Marked
   - Exhibit Status

   NOTE The **Exhibit Number** field must be unique.

5. Click the **[Save]** button.
   Result: The Mark/Maintain Exhibits - Events List screen displays with a confirmation message.



NOTE If you want to mark additional exhibits for the event, click the **[Save & Add Another]** button.
Result: The Mark Exhibit screen refreshes with a confirmation message.



Related Links

Mark Exhibits Overview

Mark/Maintain Exhibits - Event List Screen

Mark Exhibit Screen

Maintain Exhibits

Maintain Exhibits Overview

Introduction

Maintaining Exhibits describes the process of re-marking, releasing, and updating previously marked exhibits. It also allows you to declare exhibits as lost, print exhibit list and tags, and import the exhibit list.

In order to maintain exhibits, marked exhibits must exist in the system. Refer to the Mark Exhibits section for details on marking exhibits.

Your can re-mark a previously marked exhibit if it was marked/identified in a previous hearing and then re-used in another event. Re-marking an exhibit allows you to refer to the previously created exhibit and assign it a new exhibit number without having to re-enter the information associated with the exhibit.

Exhibits may be released to case participants after they are marked. Releasing an exhibit is considered a disposition of the exhibit.

Task Activities

Maintaining exhibits include the following task activities:

- Re-Mark Exhibit
- Re-Mark Exhibits in Mass
- Update Exhibit
- Update Exhibit Status in Mass
- Release Exhibit
- Return Exhibit
- Declare Exhibit Lost
- Print Exhibit List
- Print Exhibit Tags
- Import Exhibit List

Additional Resources

Other items related to this overview include the following:

- Business Rules
- Forms/Notices/Reports
- Exhibit List Example

Related Links

Mark/Maintain Exhibits - Event List Screen

Maintain Exhibits - Exhibit List Screen

Import Exhibit Screen

Release Exhibit Screen

Search and Re-Mark Exhibits Screen

Mark Exhibit Screen

My Court Information

Re-Mark Exhibit

Introduction

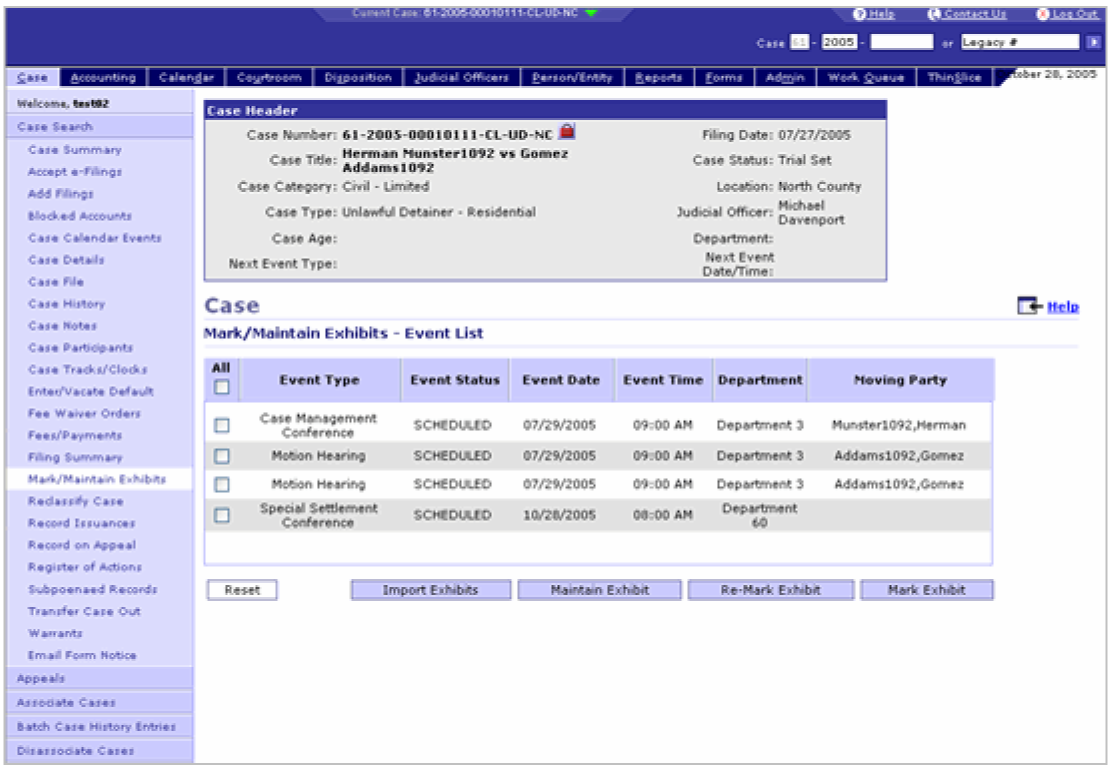
Remarking exhibits is the process of associating a previously marked exhibit to a new event/case in the system.

Task Activity

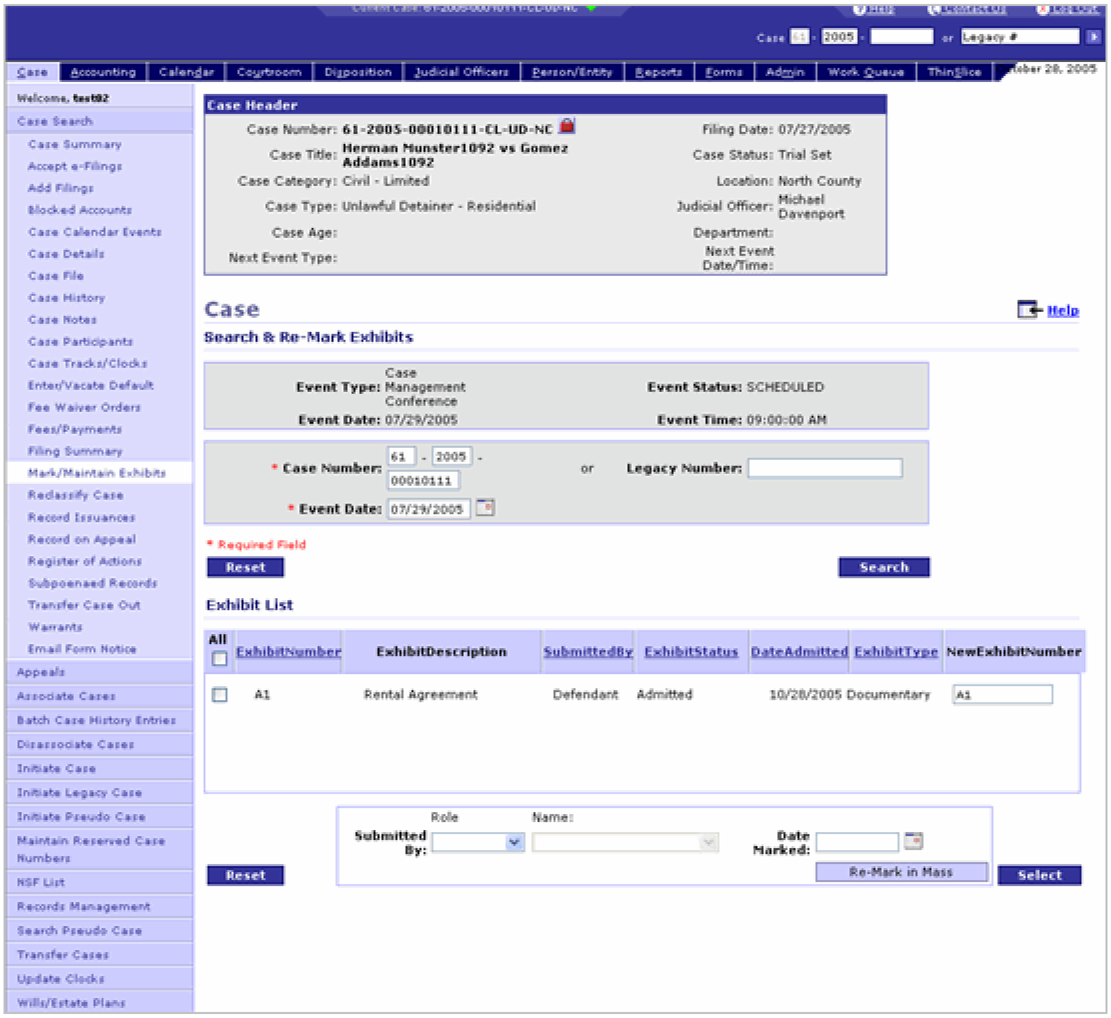
This activity takes place within a context of a case. Refer to the Search Cases task activity for more details on this process.

Perform the following steps to re-mark exhibits.

1. Click the **[Mark/Maintain Exhibits]** left navigation item.
   Result: The Mark/Maintain Exhibits - Events List screen displays.

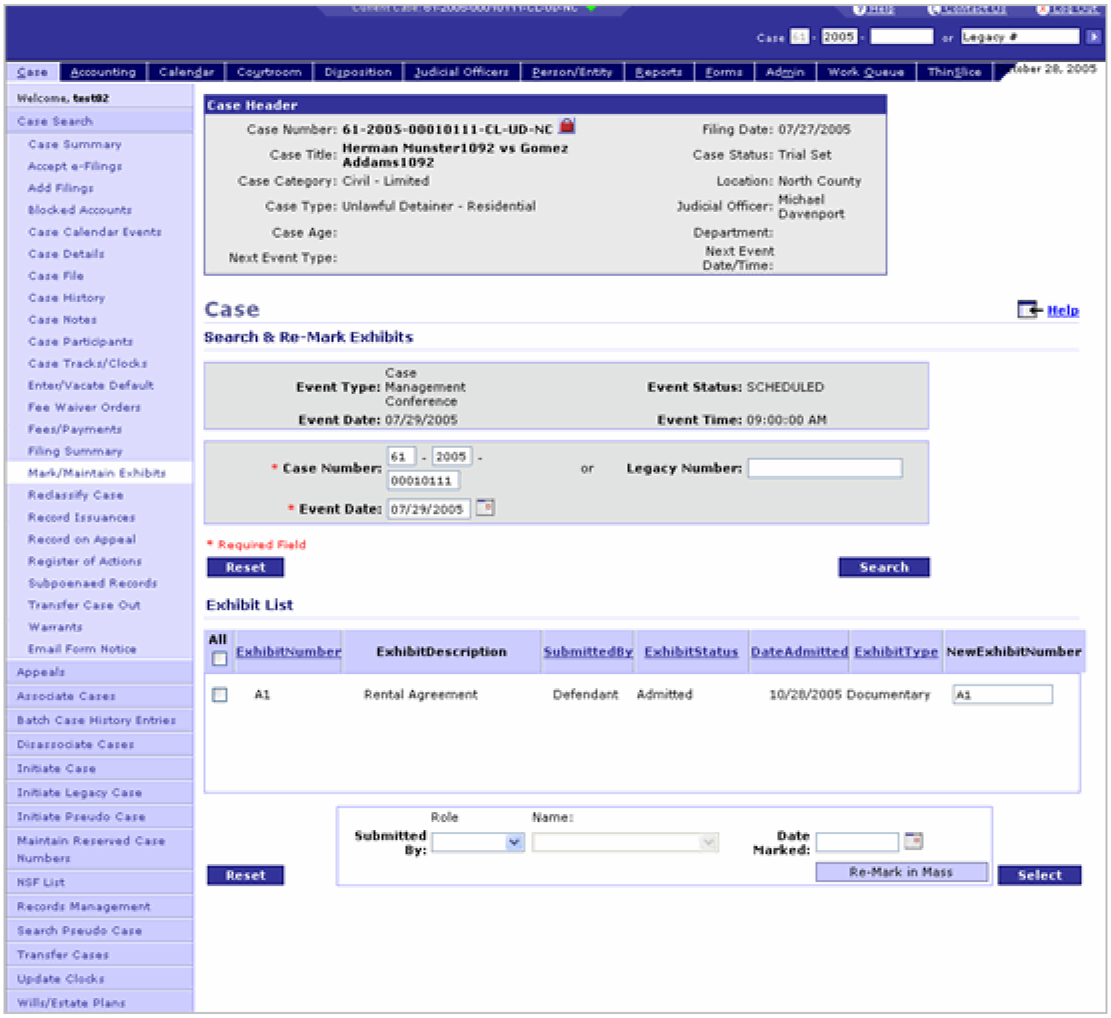


2. Select the checkbox for an event.
   NOTE Select the new event you would like to associate a previously marked exhibit with.
3. Click the **[Re-Mark Exhibit]** button.
   Result: The Search and Re-Mark Exhibits screen displays.

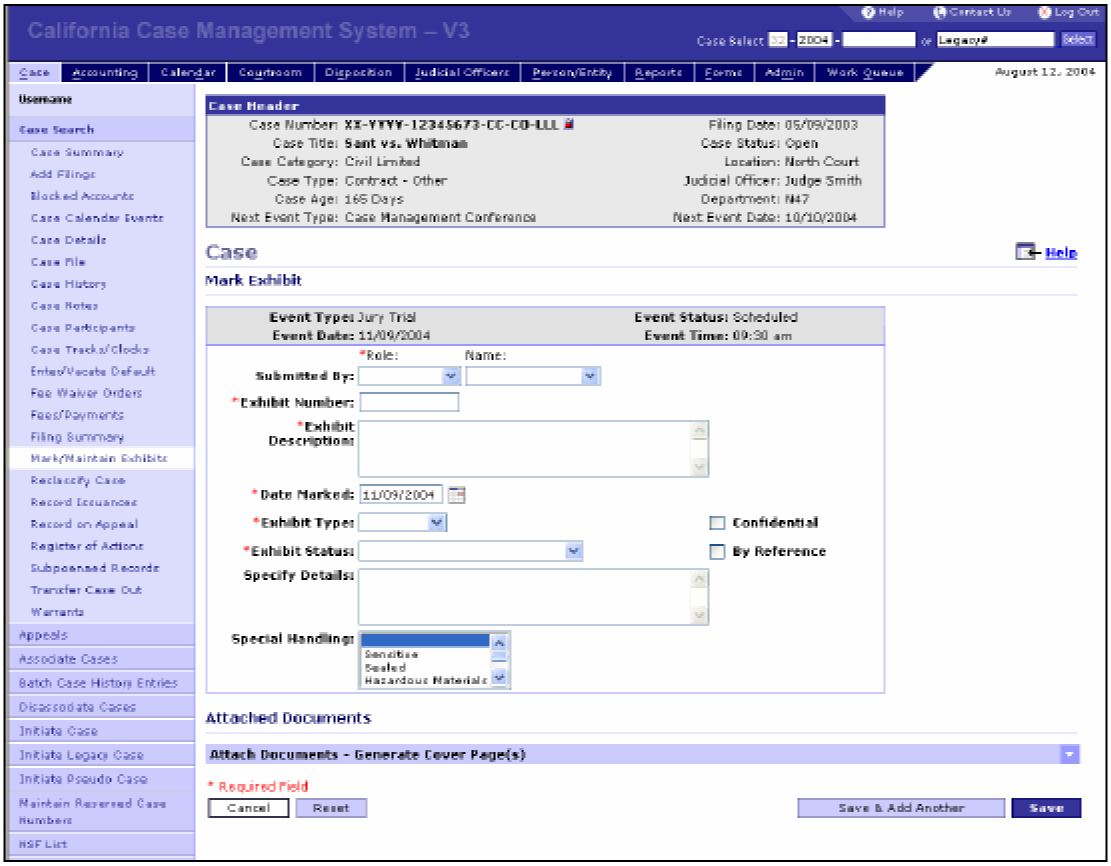


4. Enter/Select data for the following required fields:
   - Case Number or Legacy Number
   - Event Date

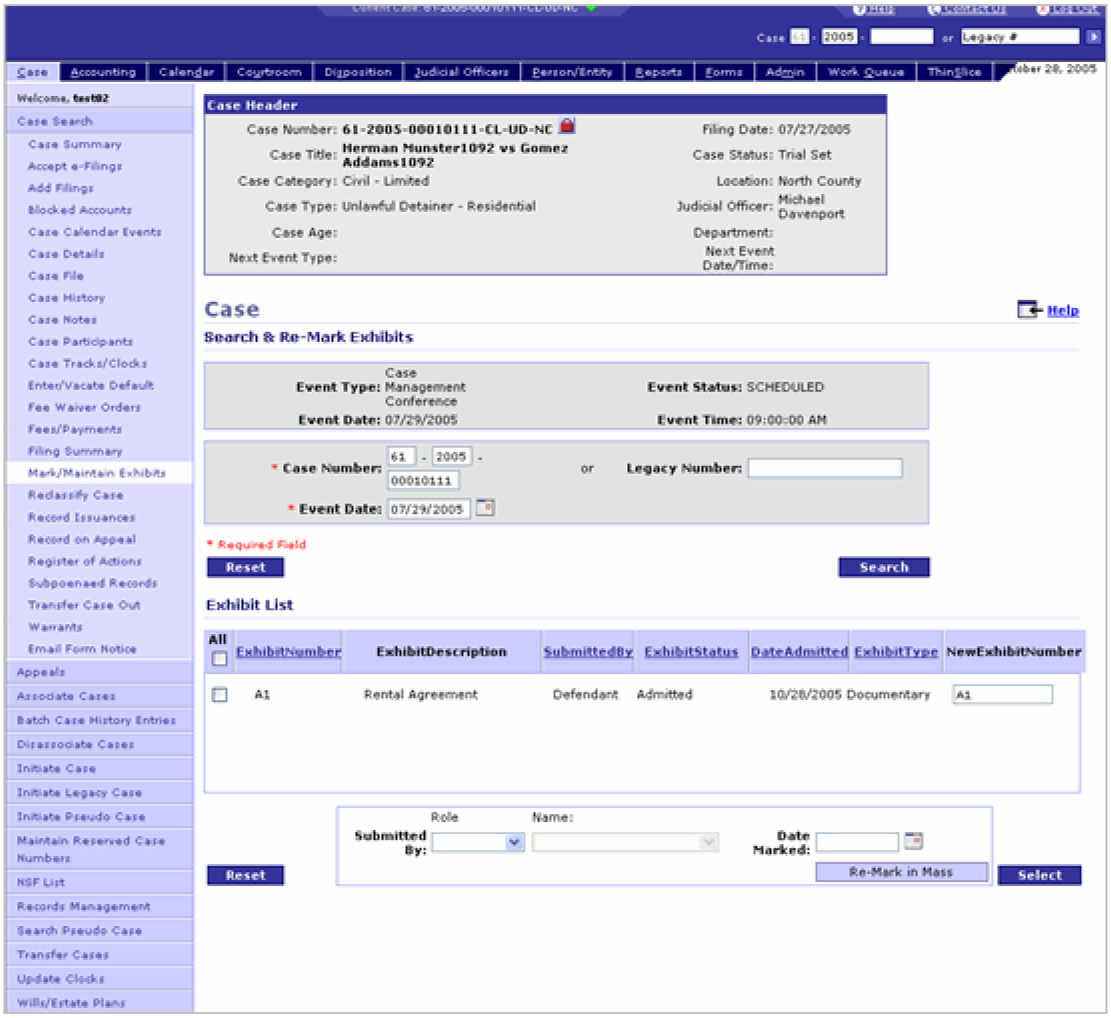
5. Click the **[Search]** button.
   Result: The Search and Re-Mark Exhibits screen refreshes with the search results.



6. Select the checkbox for an exhibit.
7. Click the **[Select]** button.
   Result: The Re-Mark Exhibit screen displays with the appropriate information.

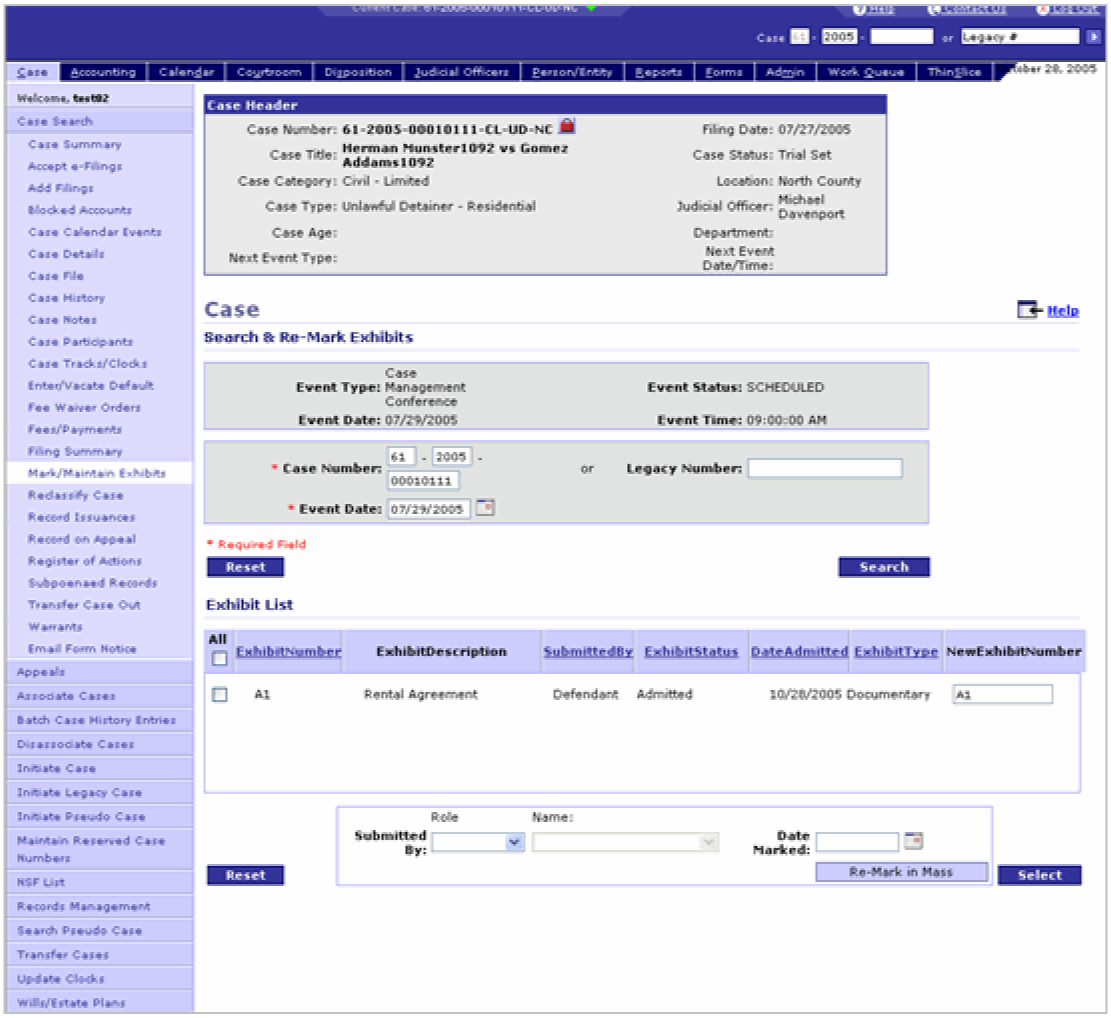


8. Enter/Update the available files as needed.
9. Click the **[Save]** button.
   Result: The Mark/Maintain Exhibits - Events List screen displays with a confirmation message.



NOTE If you want to re-mark additional exhibits, click the **[Save & Re-Mark Another]** button.

Result: The Search and Re-Mark Exhibits screen displays with a confirmation message containing the previous search results.



Related Links

Maintain Exhibits Overview

Mark/Maintain Exhibits - Event List Screen

Search and Re-Mark Exhibits Screen

Mark Exhibit Screen

My Court Information

Re-Mark Exhibits in Mass

Introduction

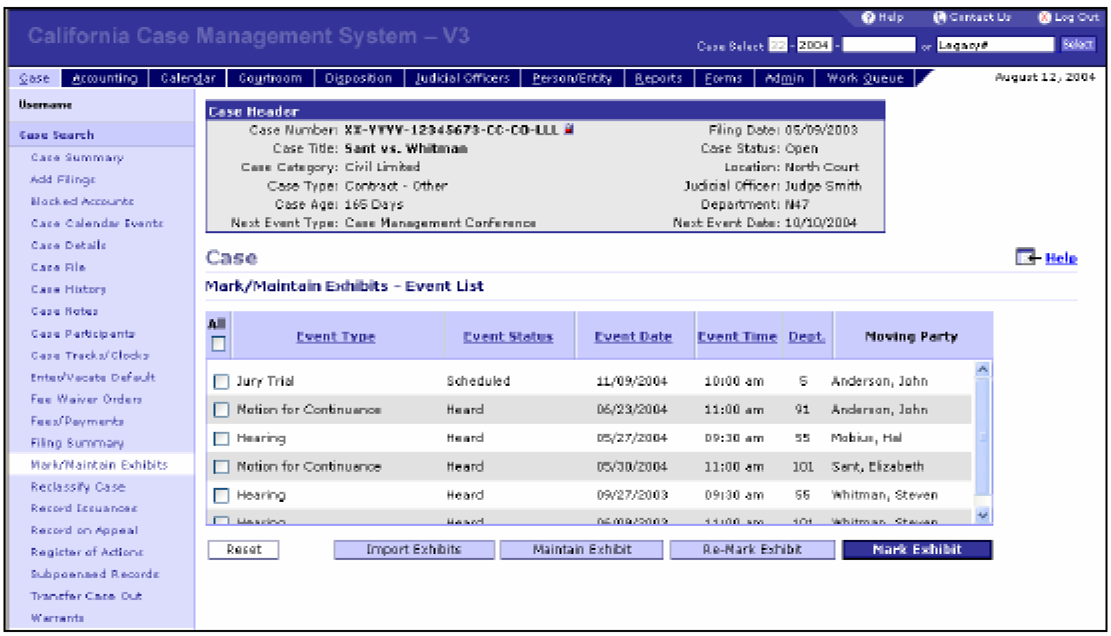
Remarking exhibits in batch allows you to update basic information for previously marked exhibits in mass.

Task Activity

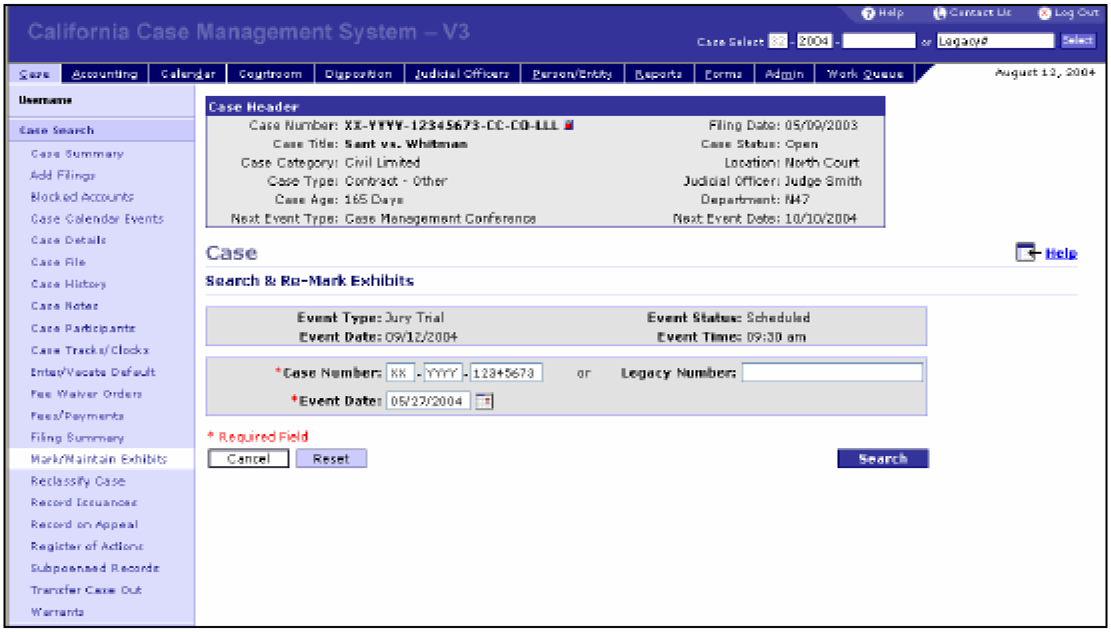
This activity takes place within a context of a case. Refer to the Search Cases task activity for more details on this process.

Perform the following steps to re-mark exhibits in mass.

1. Click the **[Mark/Maintain Exhibits]** left navigation item.
   Result: The Mark/Maintain Exhibits - Events List screen displays.

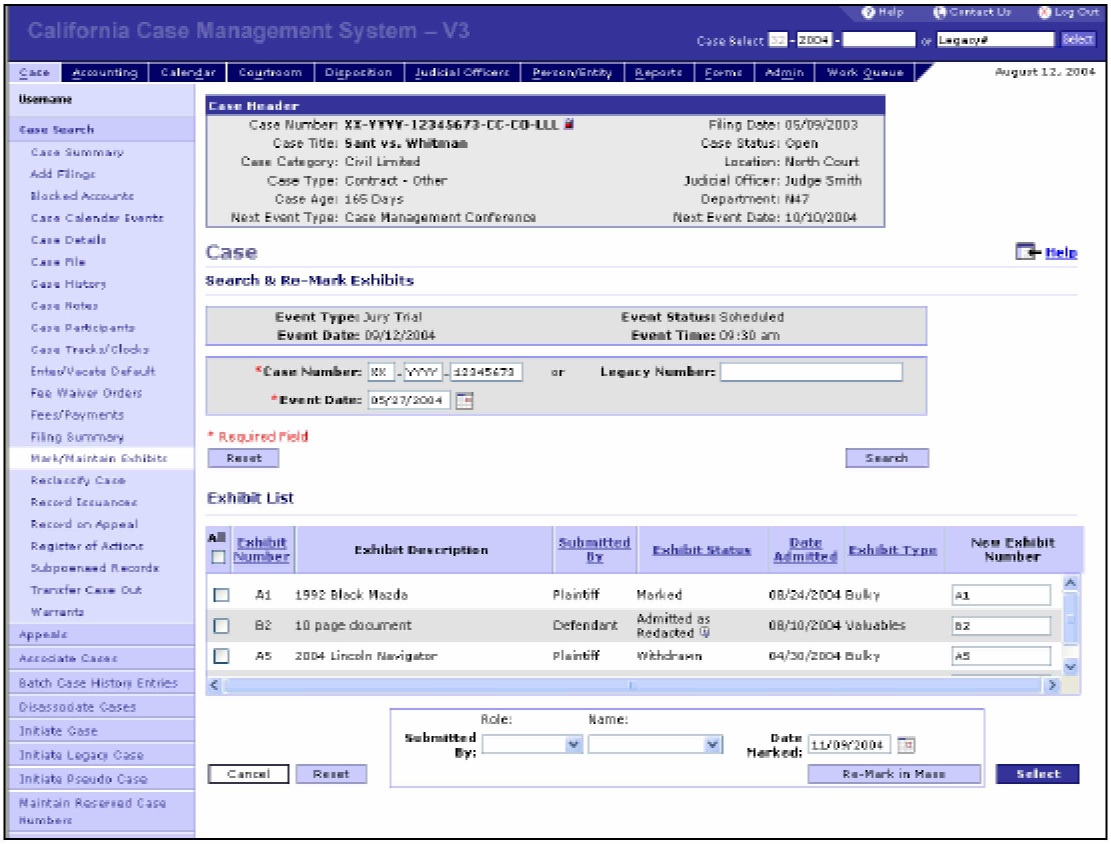


2. Select the checkbox for an event.
   NOTE Select the new event you would like to associate a previously marked exhibit with.
3. Click the **[Re-Mark Exhibit]** button.
   Result: The Search and Re-Mark Exhibits screen displays.



4. Enter/Select data for the following required fields:
    5. Case Number or Legacy Number
    6. Event Date

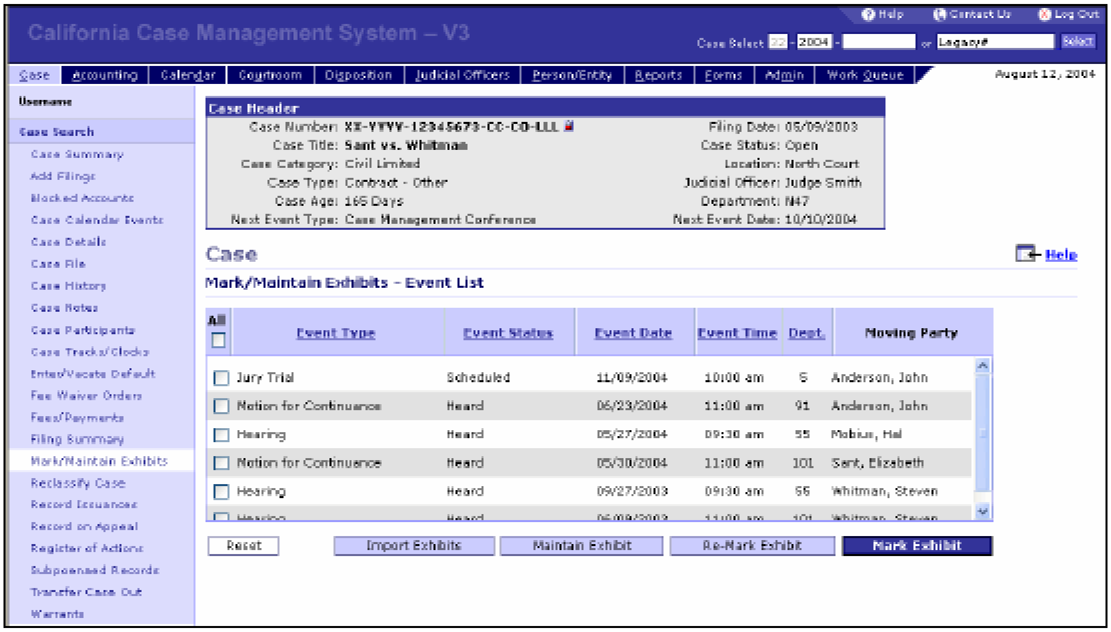
5. Click the **[Search]** button.
   Result: The Search and Re-Mark Exhibits screen refreshes with the search results.



6. Select the checkboxes for more than one exhibit.
7. Enter/Select data for the following required fields:
   - Submitted By - Role
   - Submitted By - Name
   - Date Marked

   NOTE You can also update the **New Exhibit Number** field.

8. Click the **[Re-Mark in Mass]** button.
   Result: The Mark/Maintain Exhibits - Events List screen displays with a confirmation message.



Related Links

Maintain Exhibits Overview

Mark/Maintain Exhibits - Event List Screen

Search and Re-Mark Exhibits Screen

My Court Information

Update Exhibit

Introduction

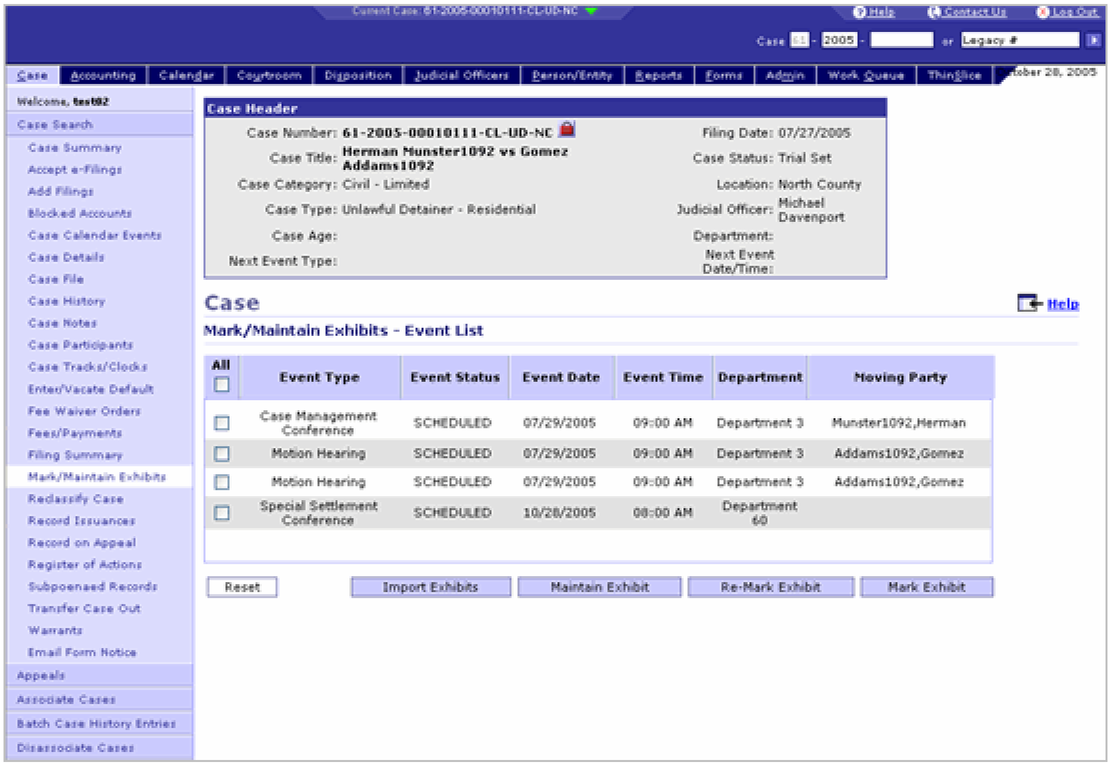
Updating an exhibit changes the record of a previously marked exhibit.

Task Activity

This activity takes place within a context of a case. Refer to the Search Cases task activity for more details on this process.

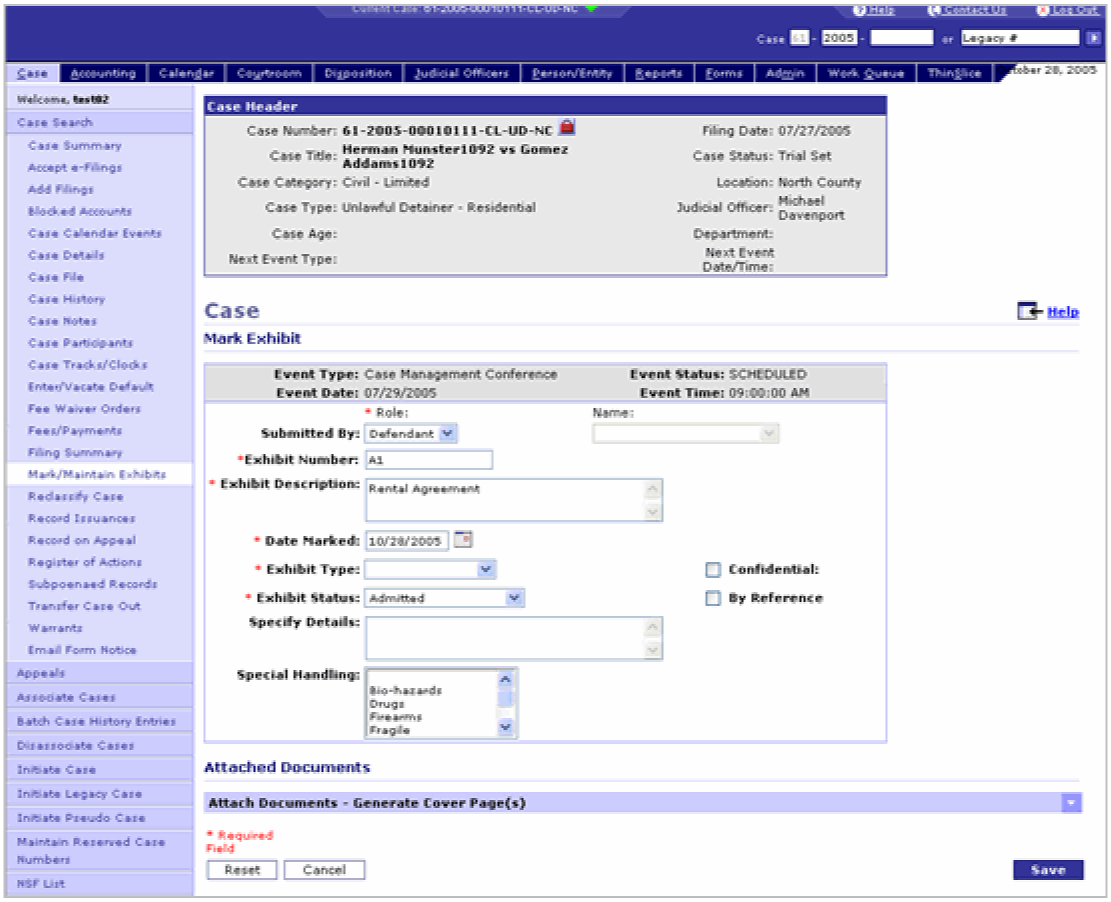
Perform the following steps to update exhibit information.

1. Click the **[Mark/Maintain Exhibits]** left navigation item.
   Result: The Mark/Maintain Exhibits - Events List screen displays.

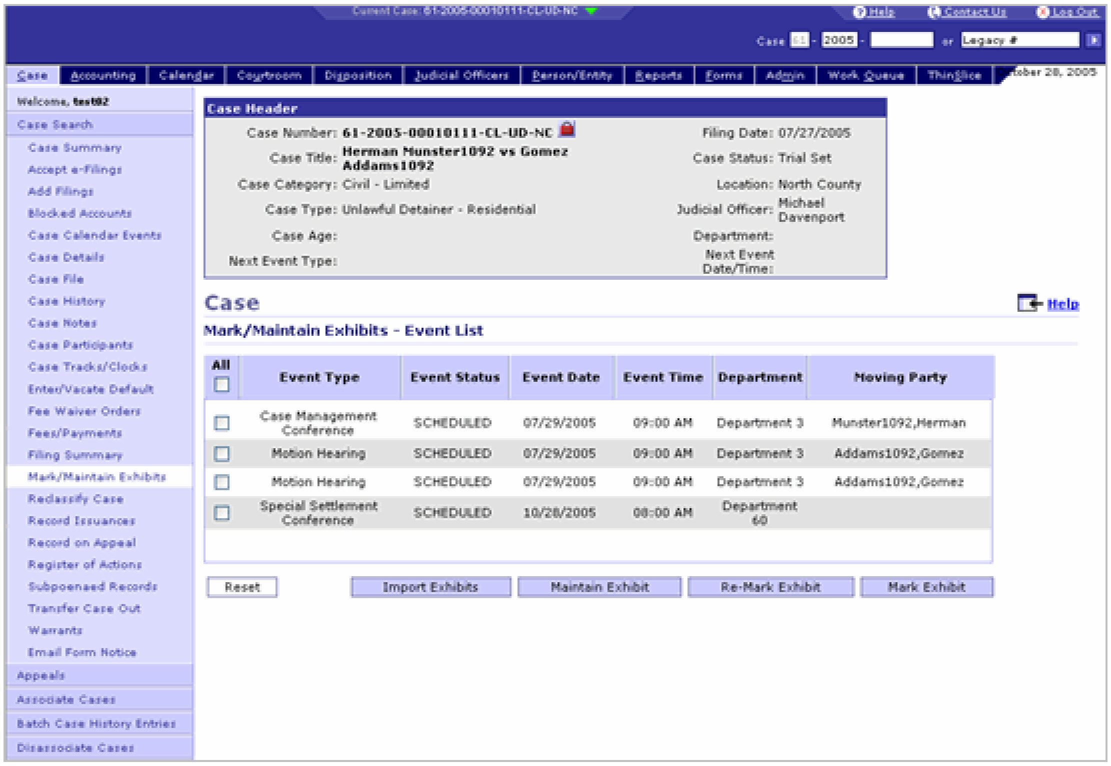


2. Select the checkbox for an event.
3. Click the **[Maintain Exhibit]** button.
   Result: The Maintain Exhibits - Exhibit List screen displays.

4. Select the checkbox for an exhibit.
5. Click the **[Update]** button.
   Result: The Update Exhibit screen displays with appropriate information.



6. Enter/Update the available fields as needed.
7. Click the **[Save]** button.
   Result: The Mark/Maintain Exhibits - Events List screen displays with a confirmation message.



Related Links

Maintain Exhibits Overview

Mark/Maintain Exhibits - Event List Screen

Maintain Exhibits - Exhibit List Screen

Mark Exhibit Screen

My Court Information

Update Exhibit Status in Mass

Introduction

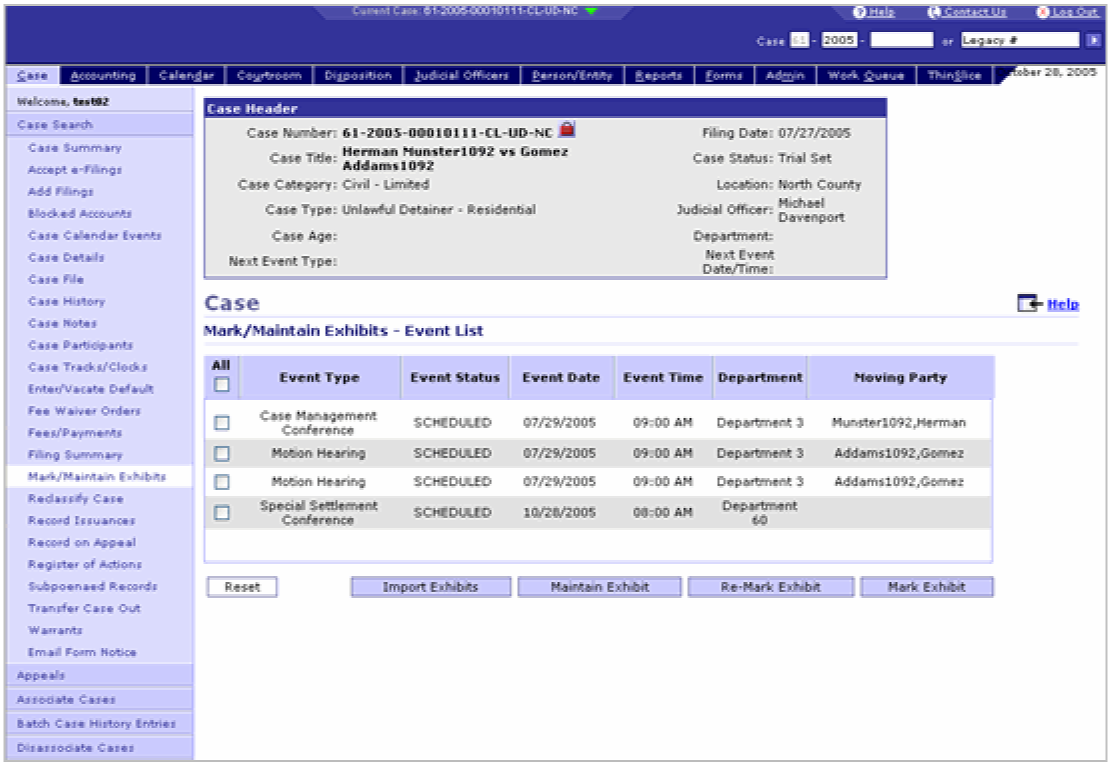
Updating an exhibit is batch is the process of editing the status of the previously marked exhibits in mass.

Task Activity

This activity takes place within a context of a case. Refer to the Search Cases activity for more details on this process.

Perform the following steps to update exhibits in batch.

1. Click the **[Mark/Maintain Exhibits]** left navigation item.
   Result: The Mark/Maintain Exhibits - Events List screen displays.



2. Select the checkbox for an event.
3. Click the **[Maintain Exhibit]** button.
   Result: The Maintain Exhibits - Exhibit List screen displays.

4. Select the checkboxes for more than one exhibit.
5. Select a new **Update Status**.
6. Click the **[Update Status]** button.
   Result: The Maintain Exhibits - Exhibit List screen refreshes with a confirmation message.

Related Links

Maintain Exhibits Overview

Mark/Maintain Exhibits - Event List Screen

Maintain Exhibits - Exhibit List Screen

My Court Information

Release Exhibit

Introduction

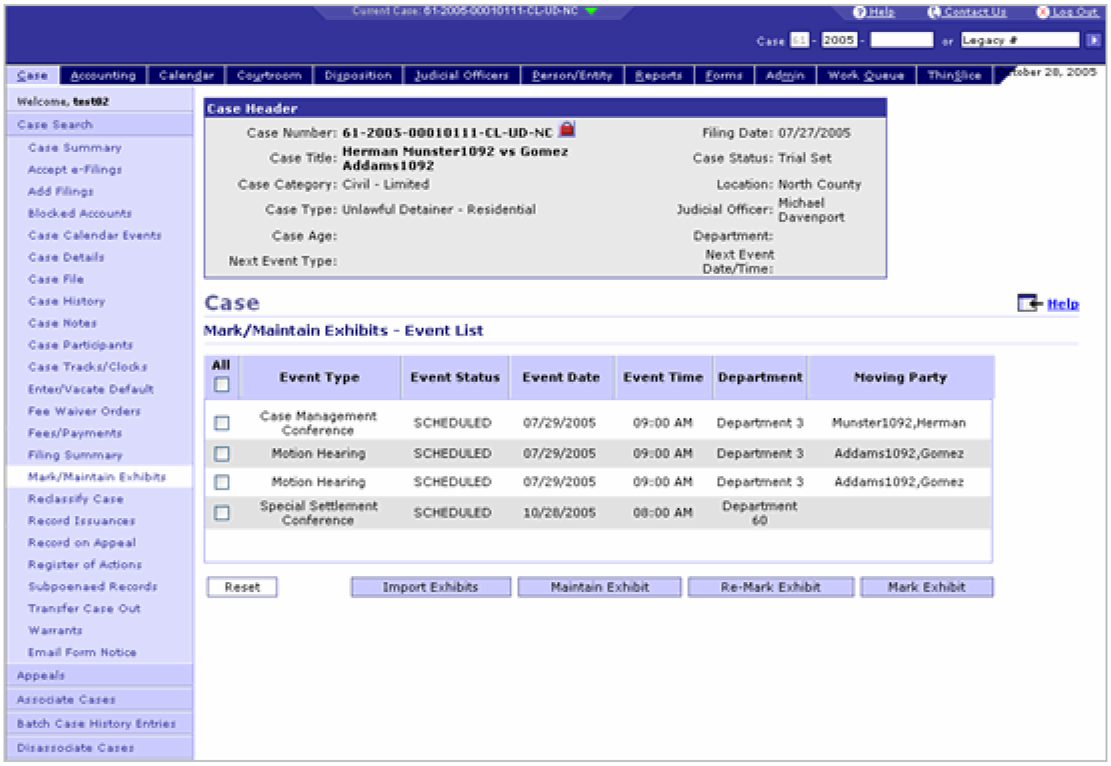
Releasing an exhibit returns the exhibit to a specified party. The exhibit can be released temporarily or permanently.

Task Activity

This activity takes place within a context of a case. Refer to the Search Cases task activity for more details on this process.

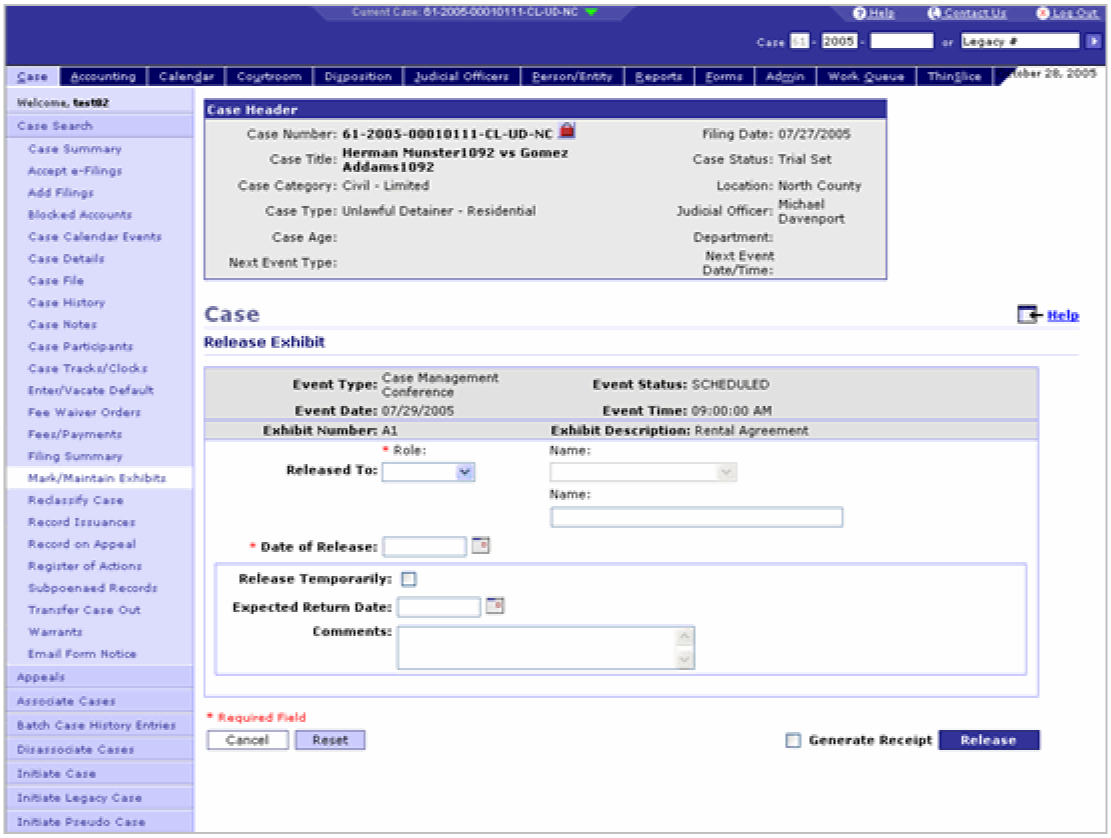
Perform the following steps to release exhibits.

1. Click the **[Mark/Maintain Exhibits]** left navigation item.
   Result: The Mark/Maintain Exhibits - Events List screen displays.



2. Select the checkbox for an event.
3. Click the **[Maintain Exhibit]** button.
   Result: The Maintain Exhibits - Exhibit List screen displays.

4. Select the checkbox for an exhibit.
   NOTE More than one exhibit may be selected to be released.
5. Click the **[Release]** button.
   Result: The Release Exhibit screen displays.



6. Enter/Select data for the following required fields:
   - Release To – Role
   - Release To – Name
   - Date of Release

   NOTE The **Release Temporarily** checkbox can be selected for exhibits to be released for a temporary period of time. The **Generate Receipt** checkbox can be selected for receipts to be generated.

7. Click the **[Release]** button.
   Result: The Maintain Exhibits - Exhibit List screen displays with a confirmation message.

Related Links

Maintain Exhibits Overview

Mark/Maintain Exhibits - Event List Screen

Maintain Exhibits - Exhibit List Screen

Release Exhibit Screen

My Court Information

Return Exhibit

Introduction

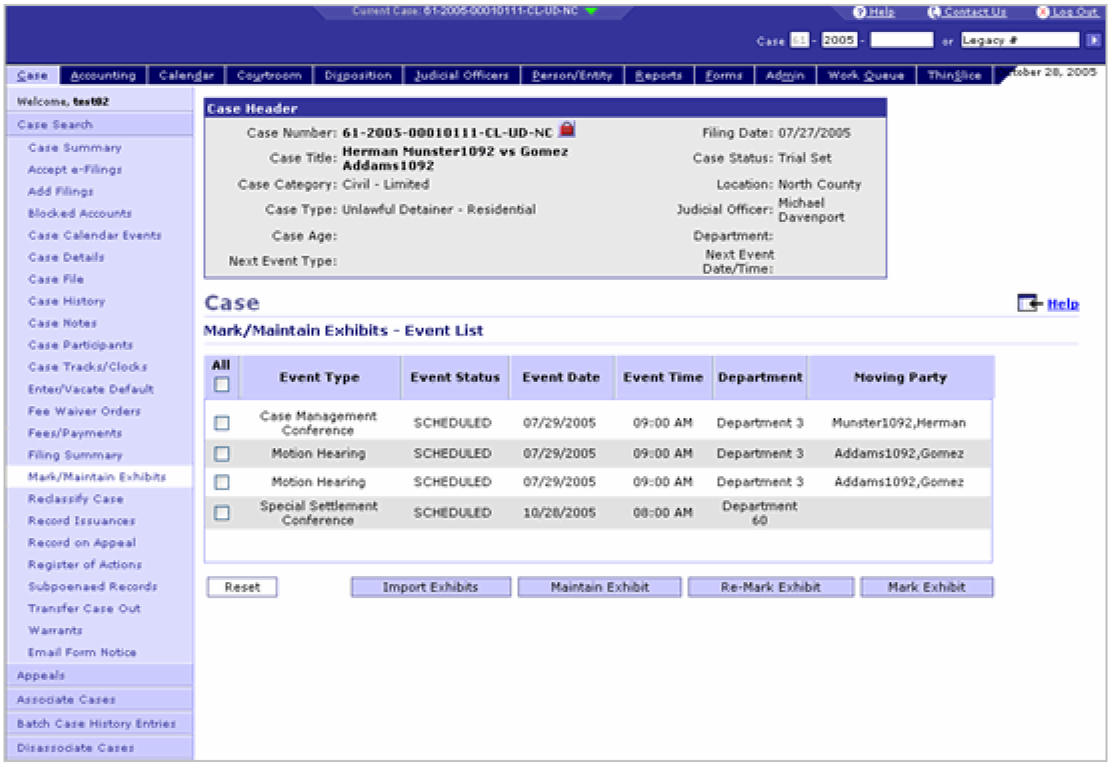
Returning an exhibit is the process of checking in a temporarily released exhibit.

Task Activity

This activity takes place within a context of a case. Refer to the Search Cases task activity for more details on this process.

Perform the following steps to return an exhibit.

1. Click the **[Mark/Maintain Exhibits]** left navigation item.
   Result: The Mark/Maintain Exhibits - Events List screen displays.



2. Select the checkbox for an event.
3. Click the **[Maintain Exhibit]** button.
   Result: The Maintain Exhibits - Exhibit List screen displays.

4. Select the checkbox for an exhibit.
   NOTE The exhibit selected must have a "Temporarily Released" icon associated to it.
5. Click the **[Returned]** button.
   Result: The Maintain Exhibits - Exhibit List screen refreshes with a confirmation message.

Related Links

Maintain Exhibits Overview

Mark/Maintain Exhibits - Event List Screen

Maintain Exhibits - Exhibit List Screen

My Court Information

Declare Exhibit Lost

Introduction

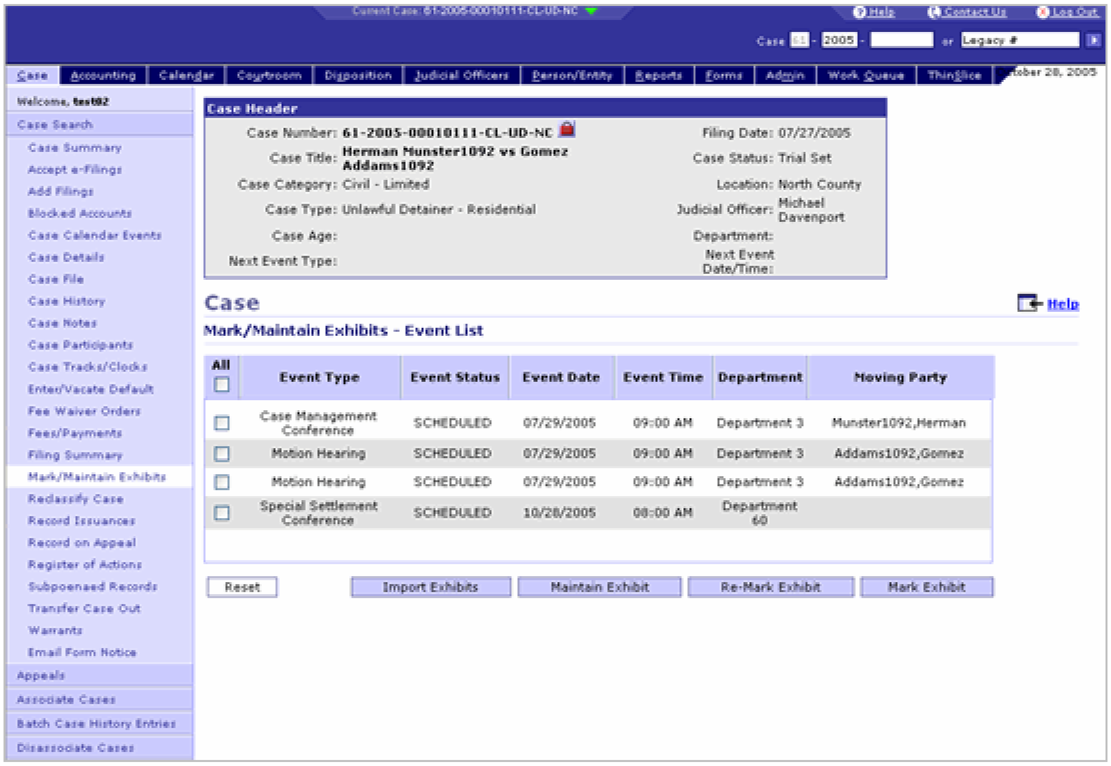
Declaring an exhibit lost is the process of flagging the exhibits as lost in the system.

Task Activity

This activity takes place within a context of a case. Refer to the Search Cases task activity for details on this process.

Perform the following steps to declare lost exhibits.

1. Click the **[Mark/Maintain Exhibits]** left navigation item.
   Result: The Mark/Maintain Exhibits - Events List screen displays.



2. Select the checkbox for an event.
3. Click the **[Maintain Exhibit]** button.
   Result: The Maintain Exhibits - Exhibit List screen displays.

4. Select the checkbox for the lost exhibit.
   NOTE More than one exhibit may be selected to declare multiple exhibits as lost.
5. Click the **[Declare Lost]** button.
   Result: The Maintain Exhibits - Exhibit List screen refreshes with a confirmation message. The "Declaration of Lost Exhibits" form is generated.

Related Links

Maintain Exhibits Overview

Mark/Maintain Exhibits - Event List Screen

Maintain Exhibits - Exhibit List Screen

My Court Information

Print Exhibit List

Introduction

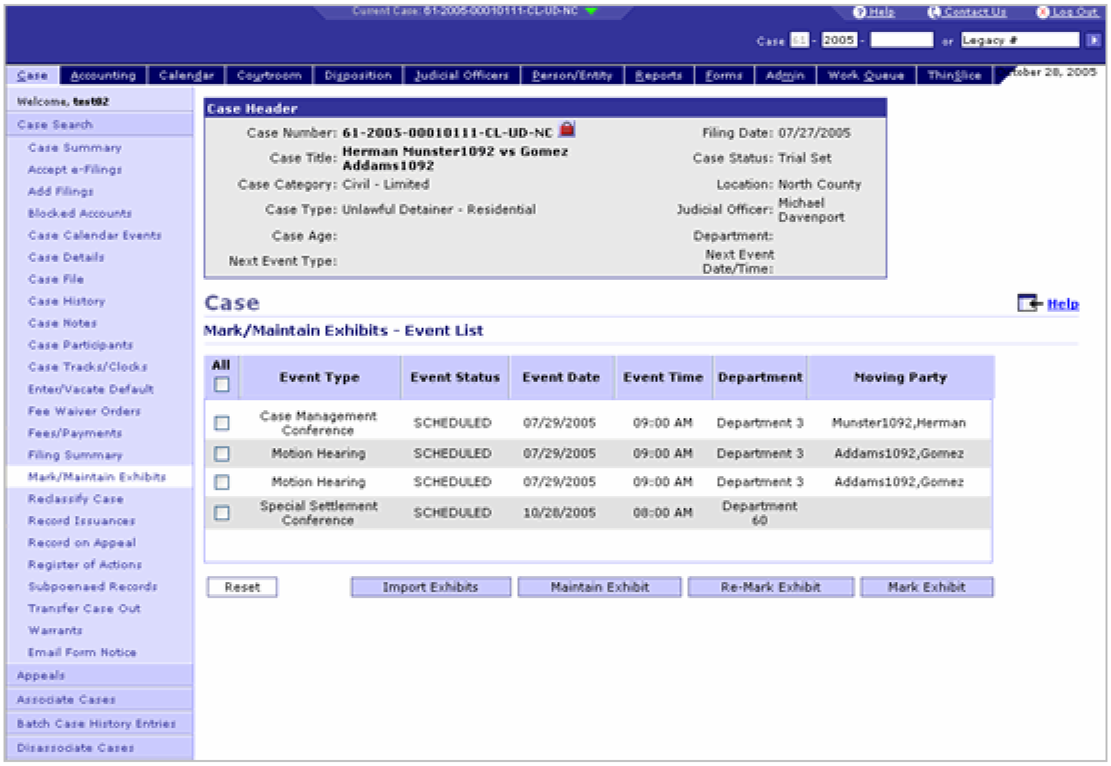
This activity allows you to print the exhibit information for a specified event.

Task Activity

This activity takes place within a context of a case. Refer to the Search Cases task activity for more details on this process.

Perform the following steps to the print exhibit list.

1. Click the **[Mark/Maintain Exhibits]** left navigation item.
   Result: The Mark/Maintain Exhibits - Events List screen displays.



2. Select the checkbox for an event.
3. Click the **[Maintain Exhibit]** button.
   Result: The Maintain Exhibits - Exhibit List screen displays.

4. Select the checkbox for an exhibit.
   NOTE More than one exhibit may be selected to print multiple exhibits.
5. Click the **[Print Exhibit List]** button.
   Result: The Printer Dialog box displays and the system prints the physical exhibit list report.

Related Links

Maintain Exhibits Overview

Mark/Maintain Exhibits - Event list Screen

Maintain Exhibits - Exhibit List Screen

My Court Information

Print Exhibit Tags

Introduction

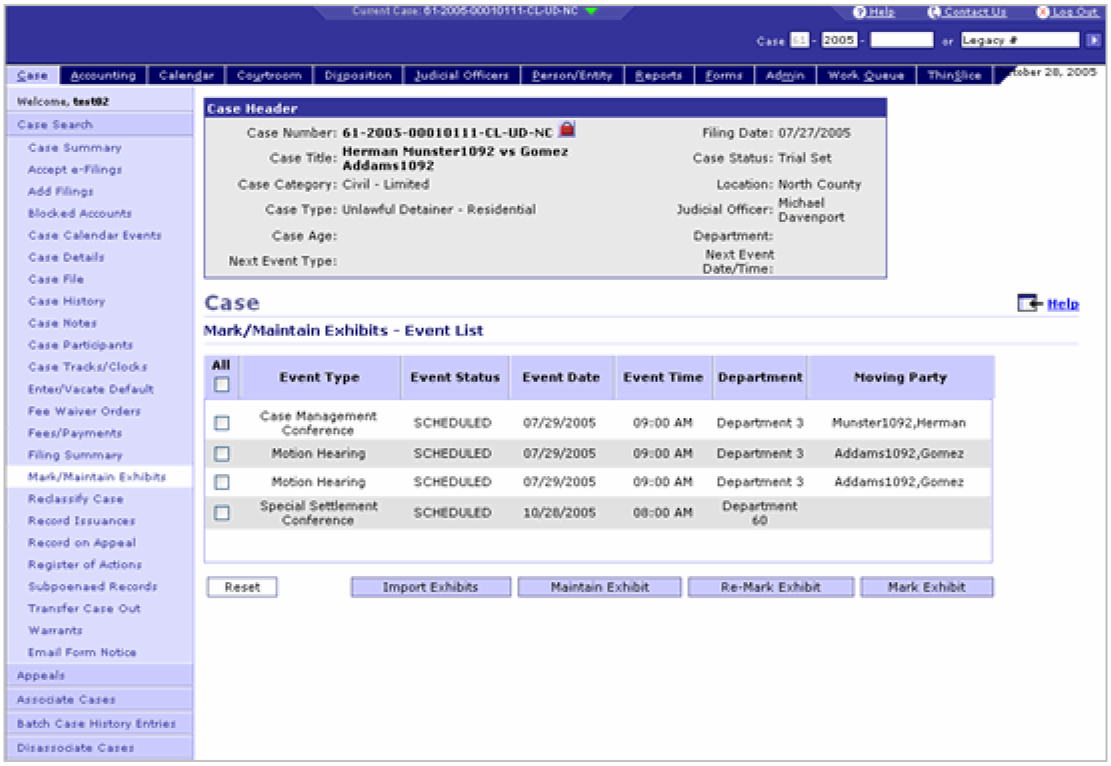
This activity allows you to print the exhibit tag information for a specified exhibit.

Task Activity

This activity takes place within a context of a case. Refer to the Search Cases task activity for more details on this process.

Perform the following steps to print exhibit tags.

1. Click the **[Mark/Maintain Exhibits]** left navigation item.
   Result: The Mark/Maintain Exhibits - Events List screen displays.



2. Select the checkbox for an event.
3. Click the **[Maintain Exhibit]** button.
   Result: The Maintain Exhibits - Exhibit List screen displays.

4. Select the checkbox for an exhibit.
   NOTE More than one exhibit may be selected to print multiple exhibit tags.
5. Click the **[Print Tags]** button.
   Result: The Printer Dialog box is displays and the system prints the physical exhibit tag(s).

Related Links

Maintain Exhibits Overview

Mark/Maintain Exhibits - Event list Screen

Maintain Exhibits - Exhibit List Screen

My Court Information

Import Exhibit List

Introduction

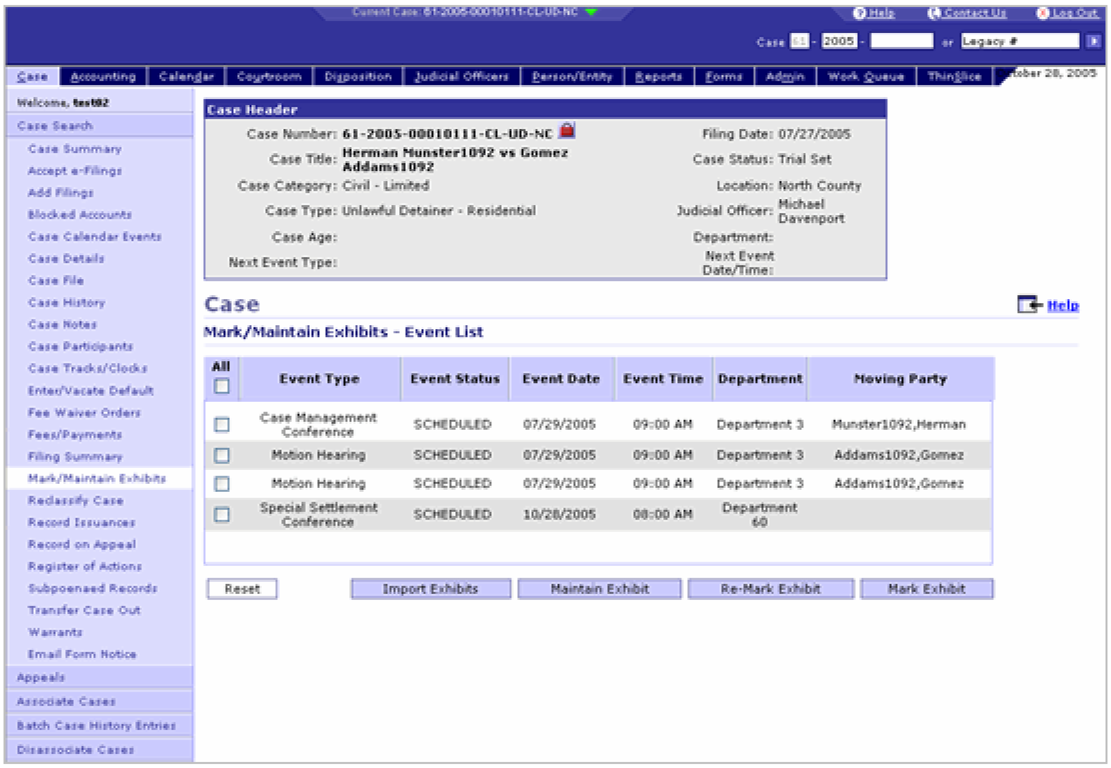
Importing exhibits is the process of importing exhibit information into the system. The imported exhibits will have the status of "Marked" in the system.

The exhibit list to be imported must have Microsoft Excel (version 2000 and above) as the file source and no formulas will be allowed. Please see the Import Exhibit - Exhibit List Example for more details.

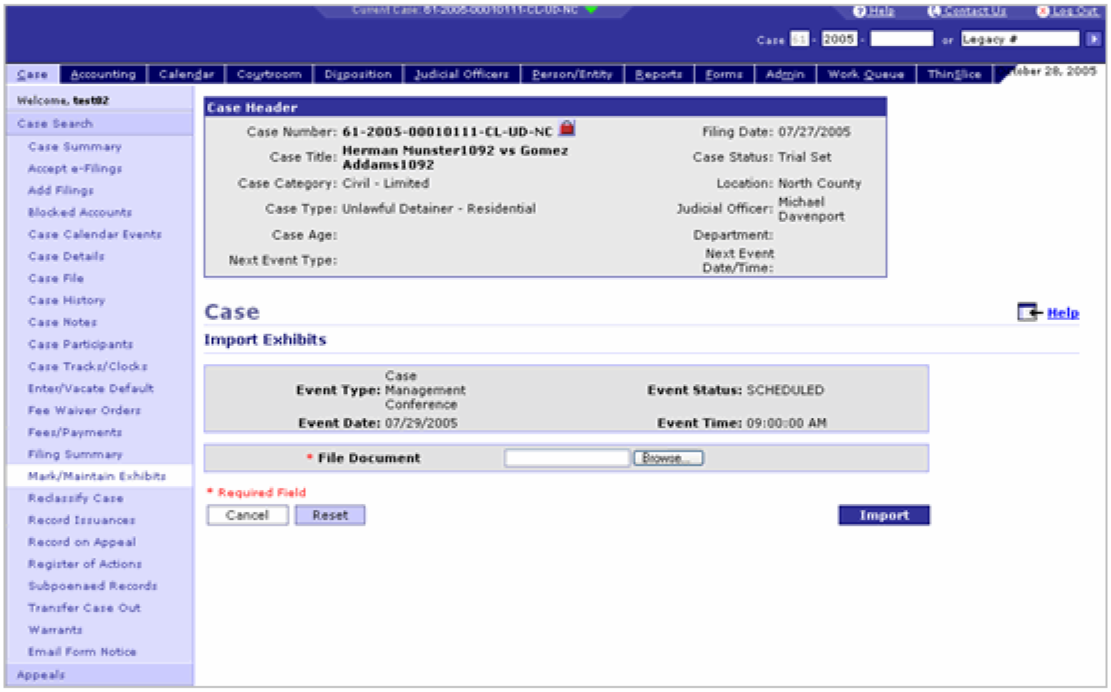
Task Activity

Perform the following steps to import an exhibit list.

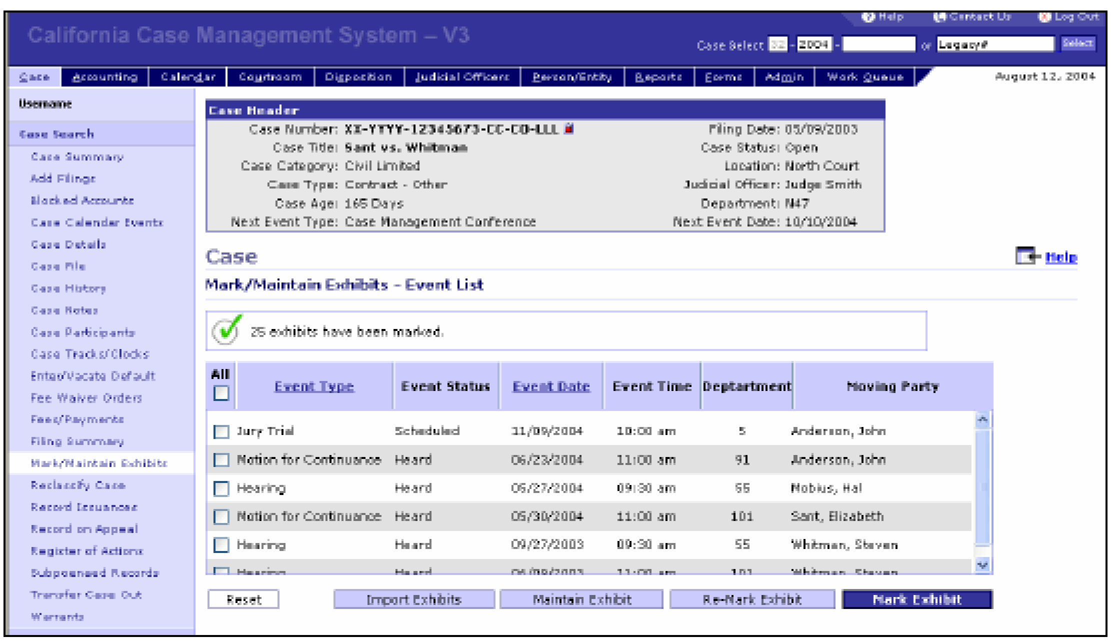
1. Click the **[Mark/Maintain Exhibits]** left navigation item.
   Result: The Mark/Maintain Exhibits - Events List screen displays.



2. Select the checkbox for an event.
3. Click the **[Import Exhibits]** button.
   Result: The Import Exhibits screen displays.



4. Enter the **File Name**..
NOTE If the File Name is not known, you can search for the file by using the **[Browse]** button.
5. Click the **[Import]** button.
Result: The Mark/Maintain Exhibits - Events List screen refreshes with a confirmation message.



Related Links

Maintain Exhibits Overview

Mark/Maintain Exhibits - Event List Screen

Import Exhibit Screen

Create Exhibit Pull List

Create Exhibit Pull List Overview

Introduction

You can request exhibits from your location as well as other facilities and locations that store exhibits. These requests supply information to the system used to create a "Pull List," which is a list of cases and associated exhibits required at a specific place, time and location.

The pull list can also be created from a list of exhibits associated with an event. Refer to the Maintain Exhibits and Mark Exhibits sections for details on this activity.

Requesting Exhibits

Requests for exhibits can be made within the context of a case. This will select all exhibits associated with an event on the case. Requests for exhibits can also be made outside of a case, such as when a request involves multiple cases based on a court calendar or other criteria.

Task Activities

Creating an exhibit pull list includes the following task activities:

- Add Exhibits to the Pull List
- Search Exhibits Inside the Context of a Case
- Search Exhibits Outside the Context of a Case

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Records Management - Search Screen

Records Management - Exhibit Location Change Request Screen

Mark/Maintain Exhibits - Event List Screen

My Court Information

Add Exhibits to the Pull List

Introduction

Adding an exhibit to the pull list records a request for a list of exhibits that are required for use at a specific time and location. The system will then confirm the availability of the exhibit before adding it to the pull list.

Exhibit Availability

If an exhibit is unavailable for the selected date and time, then the system will alert you of this unavailability. However, you can still add these exhibits to the pull list. The system will also confirm that the requested exhibit is not already in the specified location. If it is, then the system will warn you that the exhibit is already in the requested location.

Exhibit Status

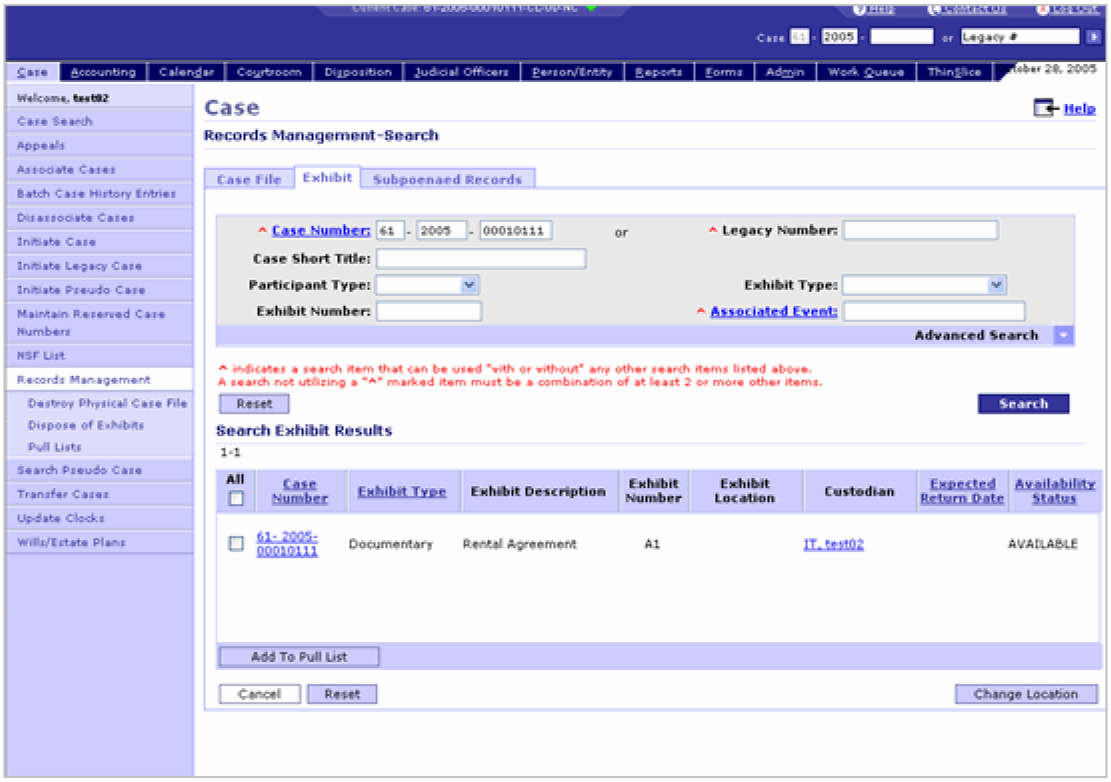
If an exhibit status is defined as "Missing," "Destroyed," "In Appeals" or "Change of Venue," then the system will display an error message and prevent you from completing the request.

Task Activity

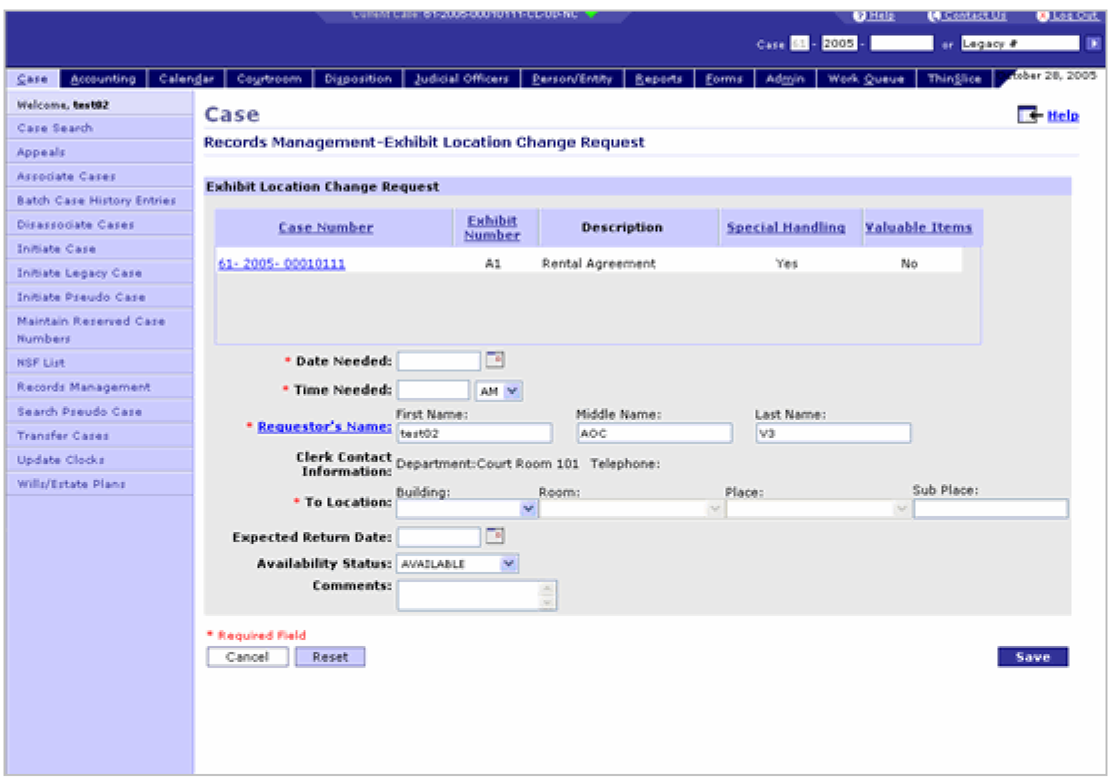
This activity takes place in the context of an exhibit search. Refer to the Search Exhibits Outside the Context of a Case task activity for details on this process.

Perform the following steps to add an exhibit to the pull list.

1. Select the checkbox for the exhibit to be pulled.
   NOTE This selection occurs from the Search Exhibits Results screen.



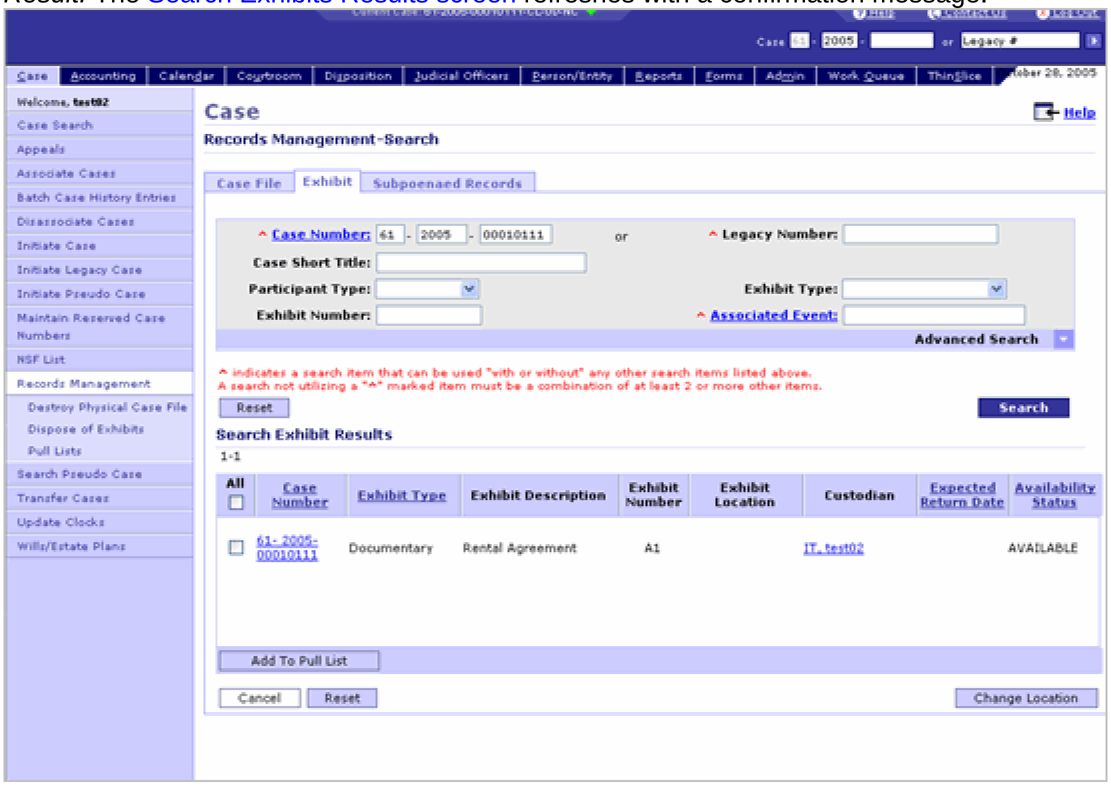
2. Click the **[Add to Pull List]** button.
   Result: The Exhibit Location Change Request screen displays.



3. Enter/Select data for the following required fields:
    - o Date Needed
    - o Time Needed
    - o Requester's Name
    - o To Location

   NOTE The Requester's Name field automatically displays the requester's system ID.

4. Click the **[Save]** button.
   Result: The Search Exhibits Results screen refreshes with a confirmation message.



Related Links

Create Exhibit Pull List Overview

Records Management - Exhibit Location Change Request Screen

Records Management - Search Screen

My Court Information

Search Exhibits Inside the Context of a Case

Introduction

This activity allows you to search for exhibits within the context of a case. You can perform this type of search when the location change request applies to exhibits that are associated with the case that you are currently viewing. You can then select the exhibits that are associated with the applicable events on that case.

Refer to the Search Feature Overview for details on performing a search in the system.

Default Search Location

When performing a search for exhibits, the location search criteria will default to your current location.

Exhibits in Your Location

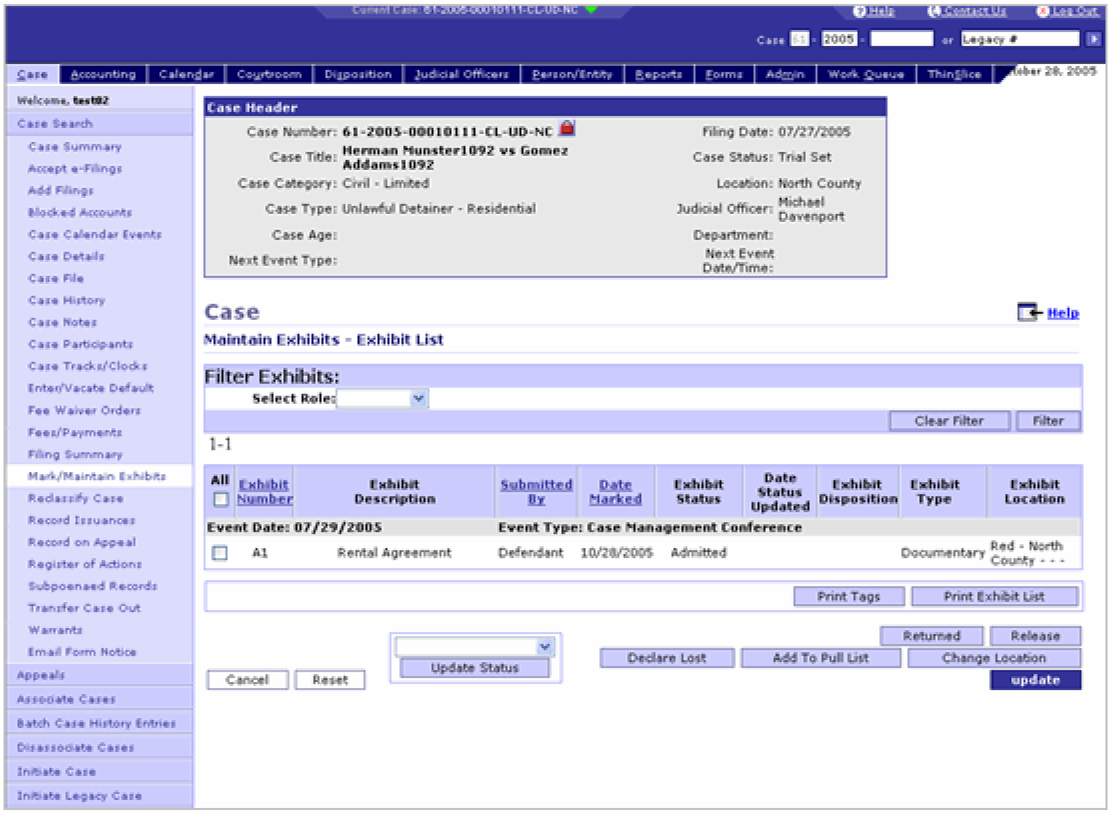
The system will display an error message if you attempt to add an exhibit to the pull list that is already stored in your location.

Task Activity

This activity takes place in the context of a case. It requires that you perform a case search and select the case on which to add a note. Refer to the Search Cases task activity for details on performing a case search.

Perform the following steps to search for exhibits within the context of a case.

1. Select the **[Mark/Maintain Exhibits]** left navigation item.
   Result: The Mark/Maintain Exhibits - Event List screen displays.



Related Links

Create Exhibit Pull List Overview

Mark/Maintain Exhibits - Event List Screen

My Court Information

Search Exhibits Outside the Context of a Case

Introduction

This activity allows you to search for exhibits outside the context of a case. You can perform this type of search when one or more exhibits apply to multiple cases that are calendared for a specific courtroom at a specific time.

Refer to the Search Feature Overview for details on performing a search in the system.

Default Search Location

When performing a search for exhibits, the location search criteria will default to your current location.

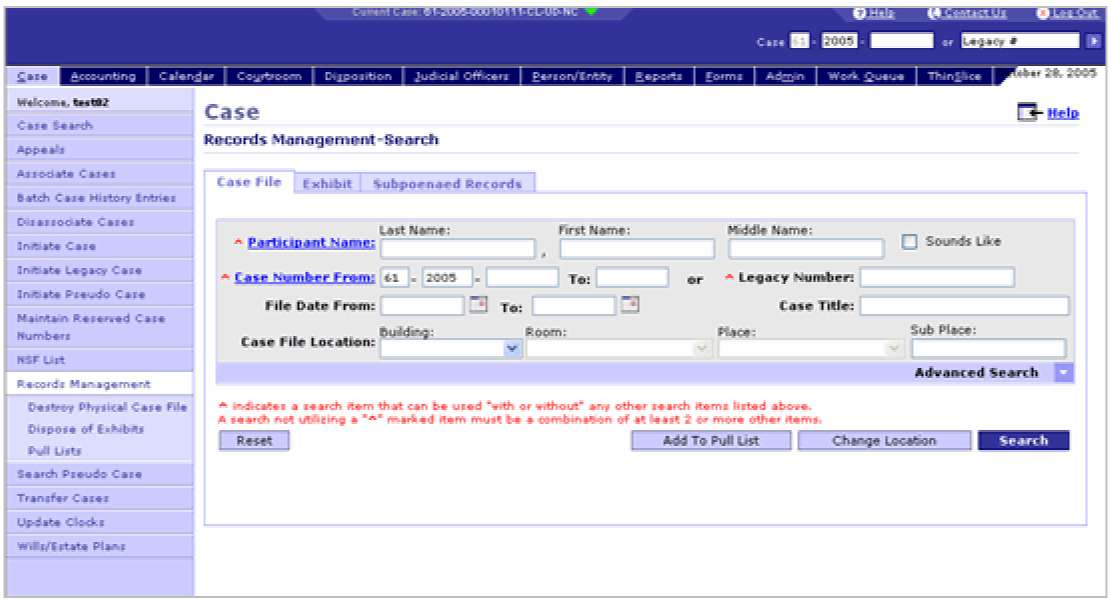
Exhibits in Your Location

The system will alert you if you attempt to add an exhibit to the pull list that is already stored in your location.

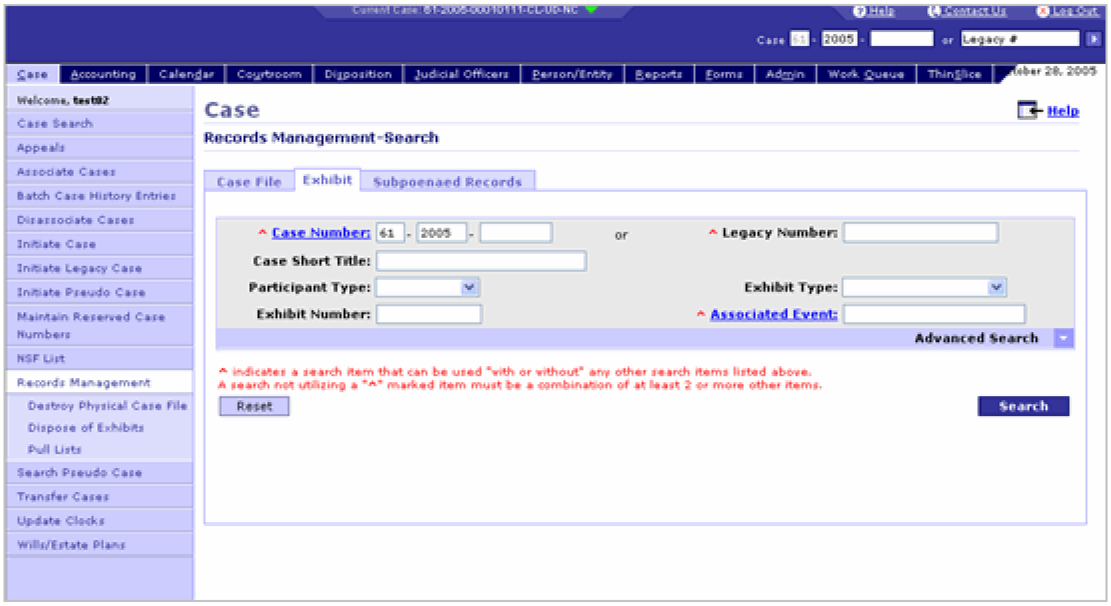
Task Activity

Perform the following steps to search exhibits outside the context of a case.

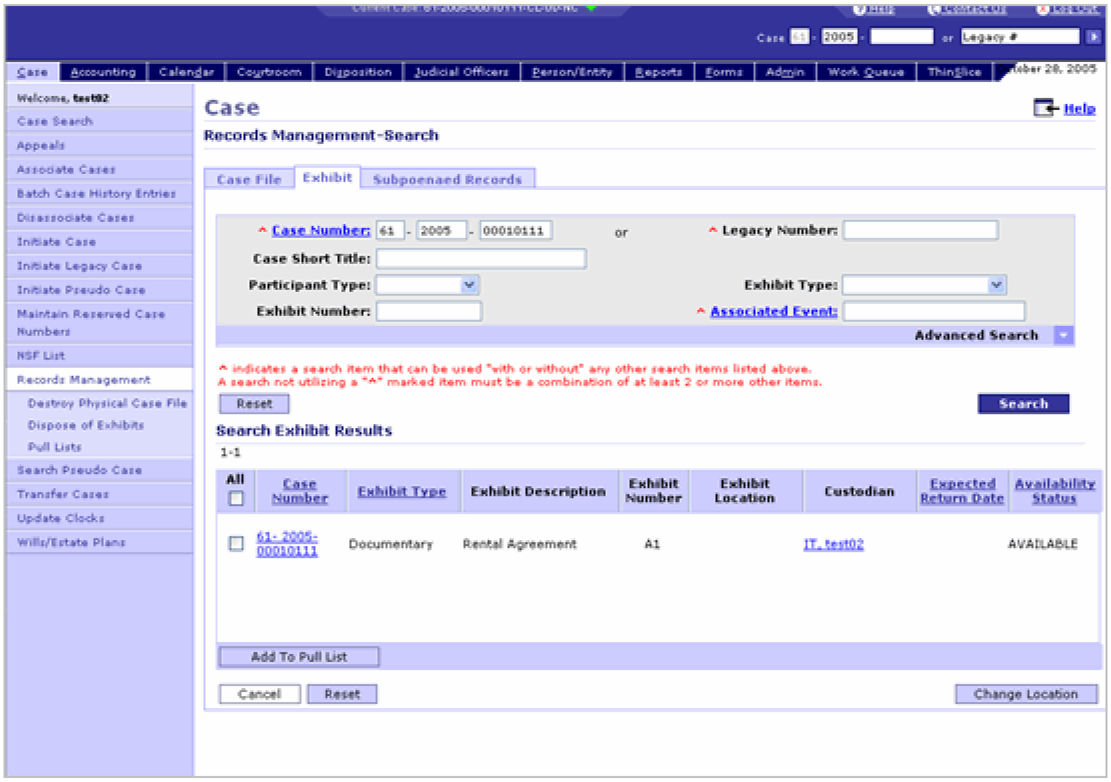
1. Select **[Case] > [Records Management]**.
   Result: The Records Management - Search screen displays.



2. Select the **[Exhibit]** tab.
   Result: The Exhibits tab highlights and displays the appropriate information.



3. Enter/Select data for the appropriate search parameter fields.
4. Click the **[Search]** button.
   Result: The Search Exhibits Results screen displays.



Related Links

Create Exhibit Pull List Overview

Records Management - Search Screen

Track Exhibits

Track Exhibits Overview

Introduction

Tracking exhibits changes the location of an exhibit from the Exhibit Unit to a separate courtroom, location, county/court, etc. and vice versa.

This process incorporates maintaining a "Chain of Custody" during the updating of the location of the exhibit and defines when a change of ownership of an exhibit has occurred at a specific time and where the exhibits are now located.

Exhibits may be located to separate locations (such as a building, room, or place) within a court's jurisdiction. Exhibits may also be located outside of a court's jurisdiction (such as through a Change of Venue).

You can update the location of an exhibit within the context of a case (selecting all exhibits associated with events in a case), or outside the context of a case (in the scenario where a request may span multiple cases based on a court calendar or any other criteria).

Task Activities

Tracking exhibits includes the following task activities:

- Change Exhibit Location Inside the Context of a Case
- Change Exhibit Location Outside the Context of a Case

Additional Resources

Other items related to this overview includes the following:

- Business Rules
- Forms/Notices/Reports

Related Links

Records Management - Search Screen

Mark/Maintain Exhibits - Event List Screen

Records Management - Exhibit Location Change Request Screen

My Court Information

Change Exhibit Location Inside the Context of a Case

Introduction

You can change the location of an exhibit that is inside the context of a case if the location update applies to exhibits associated with the case that you are currently viewing. You can then select exhibits associated with events applicable to the case.

Unavailable Exhibits

The system will prompt you if the exhibits that you selected are currently unavailable. Statuses that indicate unavailability include "In Transit," "Destroyed" or "Courier." In addition, if the last location of the exhibit is "Missing," then the user ID of the previous owner for the exhibit will display.

Exhibits Requiring Special Handling

When locating an exhibit to the Exhibit Unit, the system will prompt you if any of the following is true:

- **Biohazard:** Item should be placed in quarantine. This is a sensitive exhibit that requires special handling.
- **Valuable Items:** You will be prompted to place these items in the vault.
- **Weapons (firearms, knives, etc.):** You will be prompted that these items require special handling and need to be placed in the vault.
- **Hazardous Waste Material:** You will be prompted that these items require special handling (gloves, etc.) and need to be placed in a designated location.
- **Money:** You will be prompted to place these items in the vault.
- **Narcotics:** You will be prompted that these items require special handling and need to be placed in the vault.
- **Paraphernalia:** You will be prompted that these items require special handling and need to be placed in the vault.

Exhibit Change Location Details

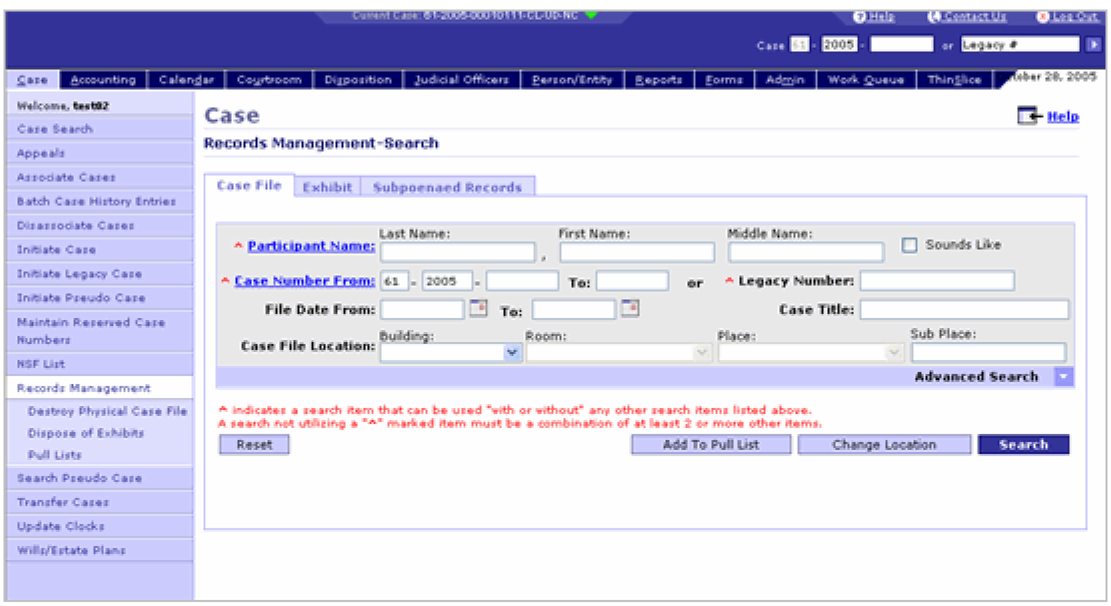
The Exhibit Change Location Details screen will display your system user ID, contact information, and location information by default. The Expected Return Date field defaults to 14 days after your request date.

Task Activity

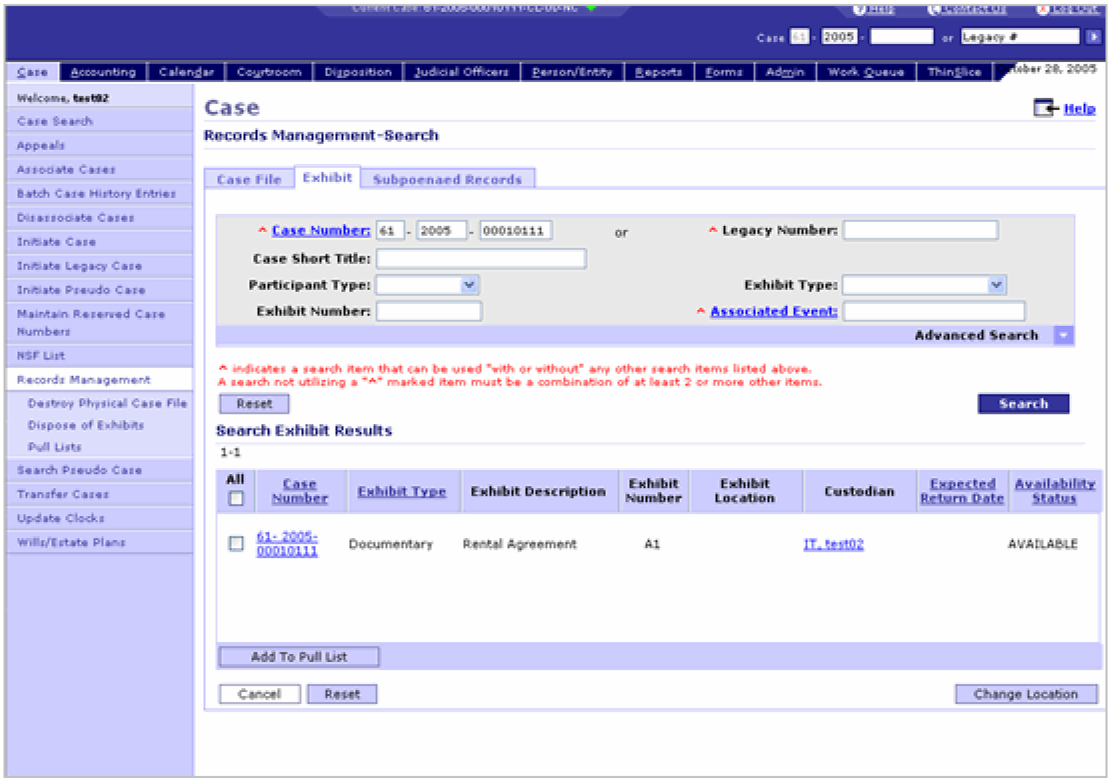
This activity takes place in the context of an exhibit search outside the context if a case. Refer to the Search Exhibits Outside the Context of a Case task activity for details on this process.

Perform the following steps to change an exhibit location.

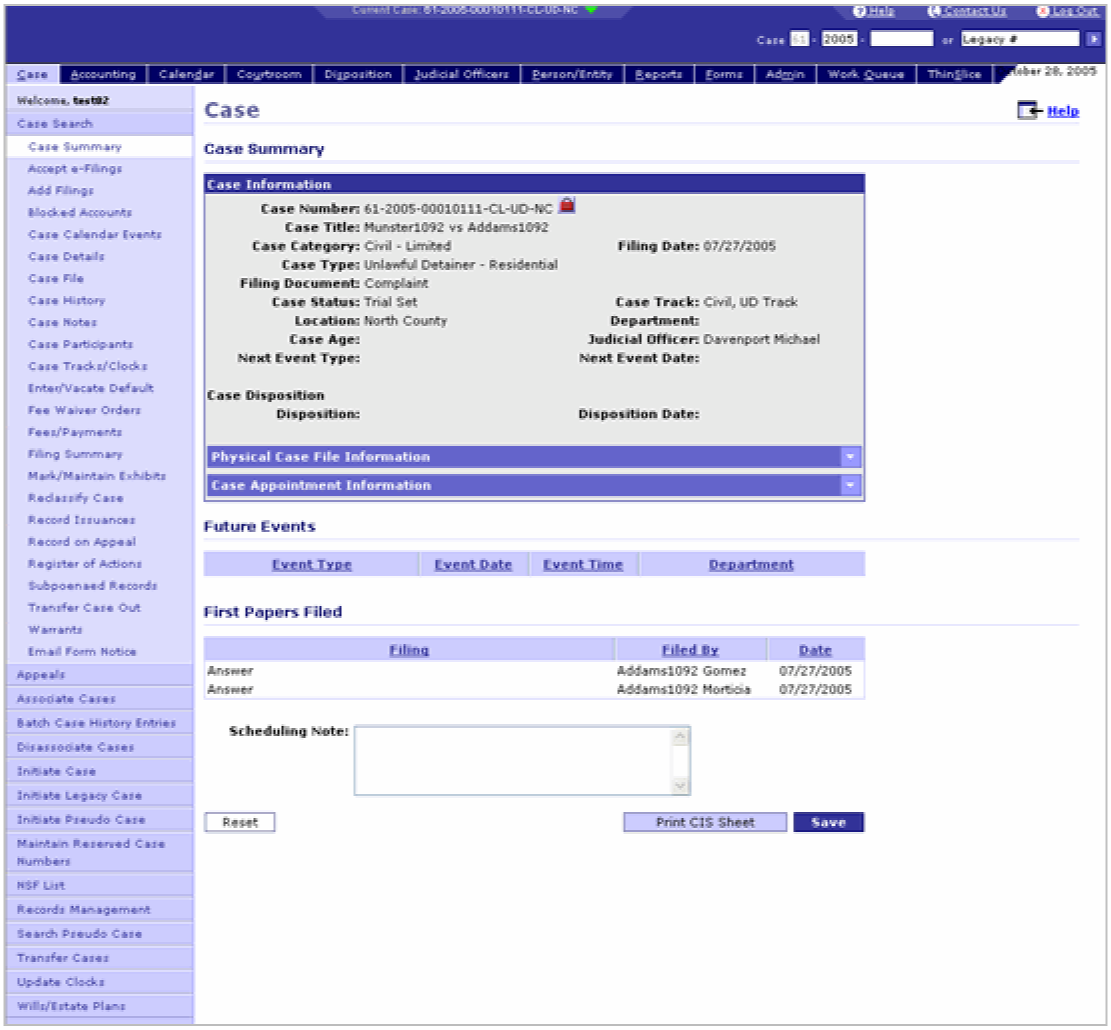
1. Select **[Case] > [Records Management] > [Exhibit]**.
   Result: The Records Management - Search screen displays.



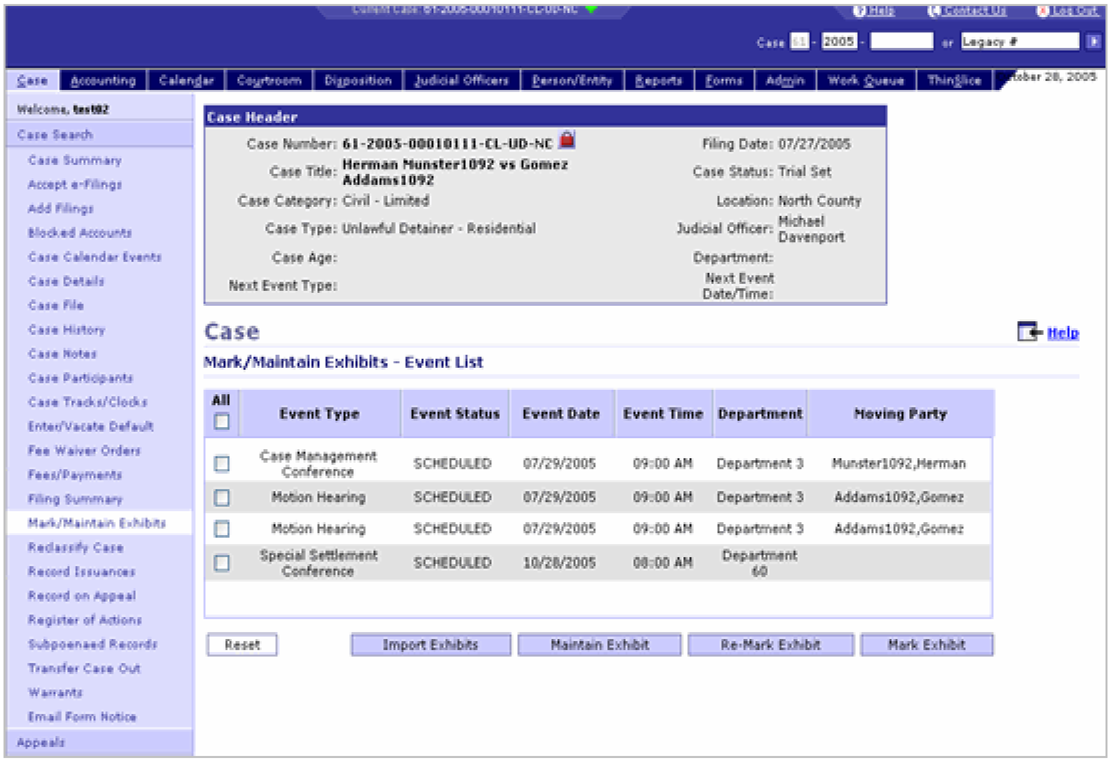
2. Enter/Select data for the appropriate search parameter fields.
3. Click the **[Search]** button.
   Result: The Search Exhibit Results screen displays.



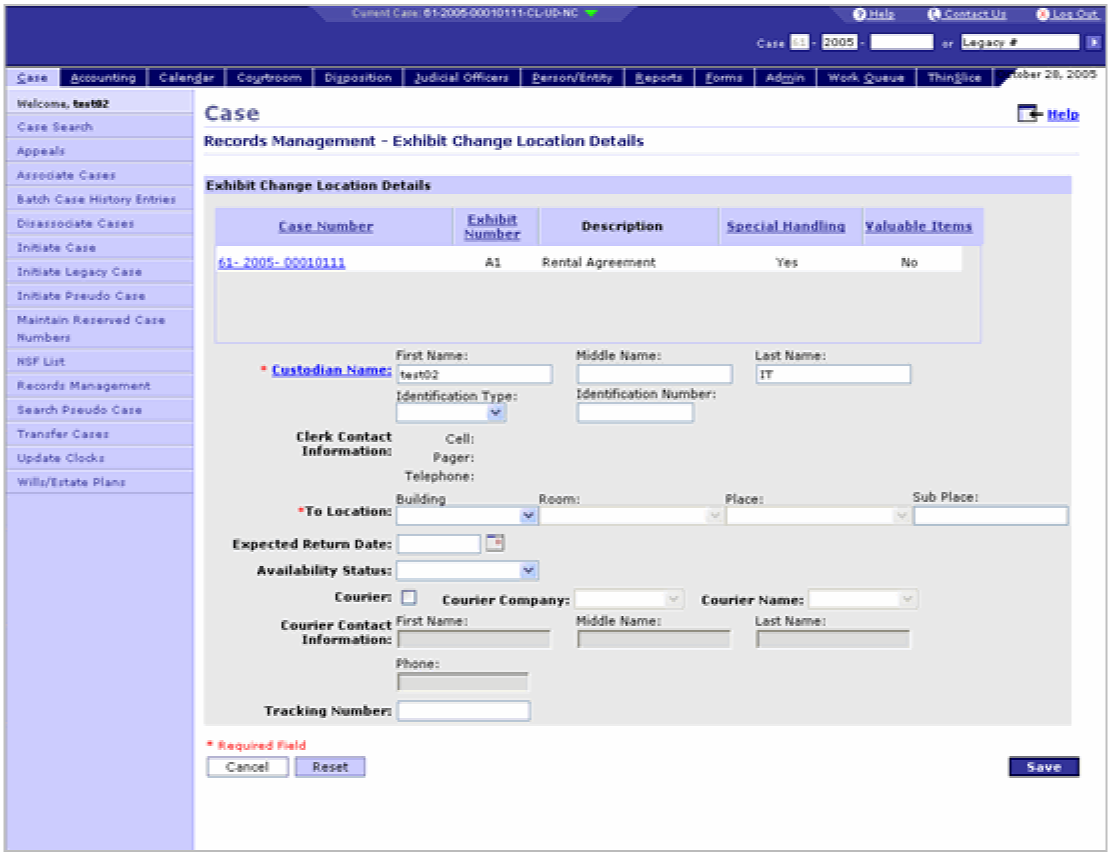
4. Click the **Case Number** hyperlink of the case in which to change the location of the exhibit.
Result: The Case Summary screen displays.



5. Click the **[Mark/Maintain Exhibits]** left navigation item.
   Result: The Mark/Maintain Exhibits - Event List screen displays.



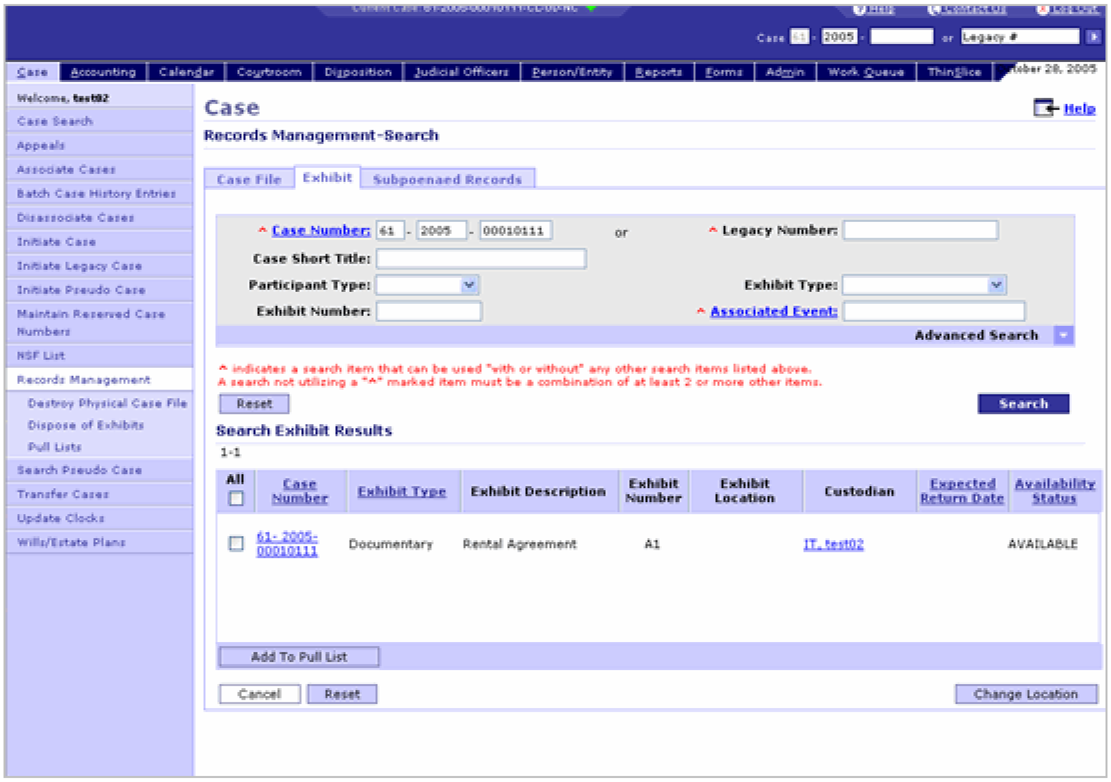
6. Select the checkbox for the exhibit to change location.
7. Click the **[Maintain Exhibit]** button.
   Result: The Maintain Exhibit screen displays.
8. Select the checkboxes for the exhibits to change location.
9. Click the **[Change Location]** button.
   Result: The Exhibit Change Location Details screen displays.



10. Enter/Select data for the following required fields:
    - o Custodian Name
    - o To Location

    NOTE The "To Location" is the new location of the exhibit.

11. Click the **[Save]** button.
    Result: The Search Exhibits Results screen refreshes to show the updated exhibit location details.



Related Links

Track Exhibits Overview

Records Management - Search Screen

Case Summary Screen

Mark/Maintain Exhibits - Event List Screen

Records Management - Exhibit Location Change Request Screen

My Court Information

Change Exhibit Location Outside the Context of a Case

Introduction

This activity allows you to change the location of an exhibit outside the context of a case. You can perform this activity when you require the exhibits which apply to multiple cases that are calendared for a specific courtroom at a specific time.

The location of an exhibit is changed after an exhibit has been added to the pull list and transferred to the requested location. Once a transferred exhibit is received, you can update the details of the exhibit location within the system.

Unavailable Exhibits

The system will prompt you if the exhibits that you selected are currently unavailable. Statuses that indicate unavailability include "In Transit," "Destroyed" or "Courier." In addition, if the last location of the exhibit is "Missing," then the user ID of the previous owner for the exhibit will display.

Exhibits Requiring Special Handling

When locating an exhibit to the Exhibit Unit, the system prompts you if any of the following is true:

- **Biohazard:** Item should be placed in quarantine. This is a sensitive exhibit that requires special handling.
- **Valuable Items:** You will be prompted to place these items in the vault.
- **Weapons (firearms, knives, etc.):** You will be prompted that these items require special handling and need to be placed in the vault.
- **Hazardous Waste Material:** You will be prompted that these items require special handling (gloves, etc.) and need to be placed in a designated location.
- **Money:** You will be prompted to place these items in the vault.
- **Narcotics:** You will be prompted that these items require special handling and need to be placed in the vault.
- **Paraphernalia:** You will be prompted that these items require special handling and need to be placed in the vault.

Exhibit Change Location Details

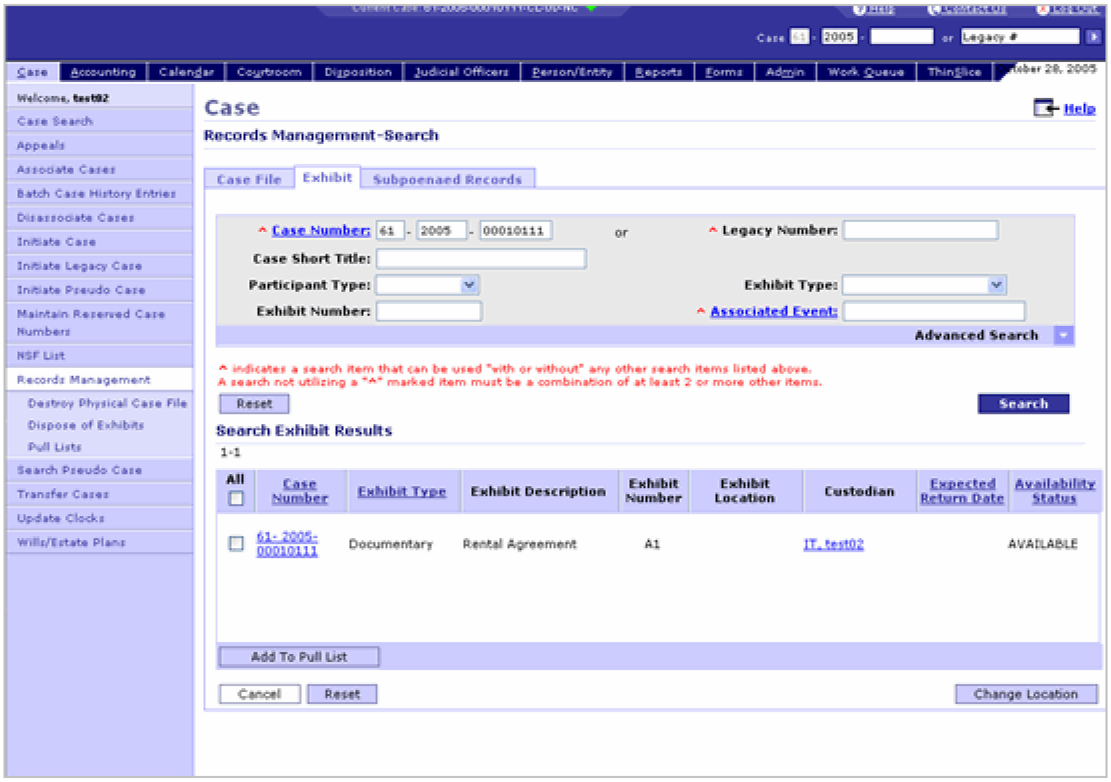
The Exhibit Change Location Details screen will display your system user ID, contact information, and location information by default. The Expected Return Date field defaults to 14 days after your request date.

Task Activity

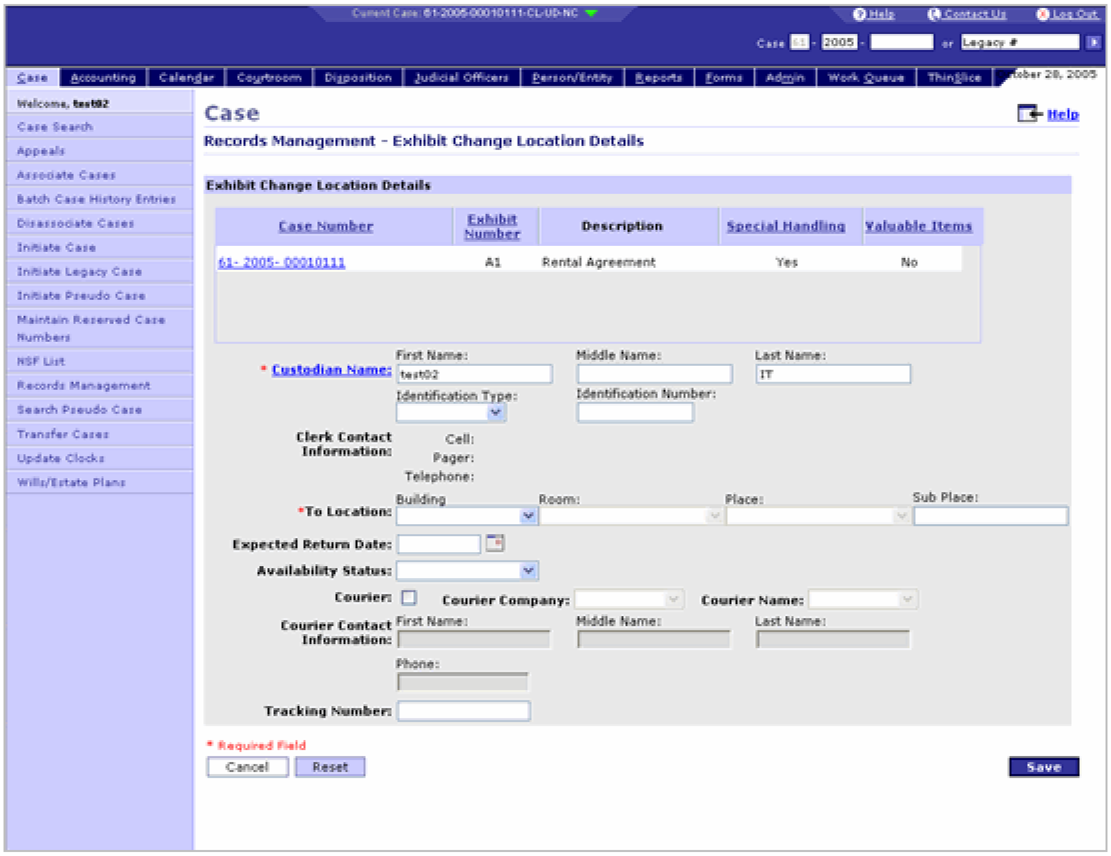
This activity takes place in the context of an exhibit search outside the context if a case. Refer to the Search Exhibits Outside the Context of a Case task activity for details on this process.

Perform the following steps to change an exhibit location.

1. Select the checkbox for the exhibit location to be changed.
   NOTE This selection occurs from the Records Management - Search screen.



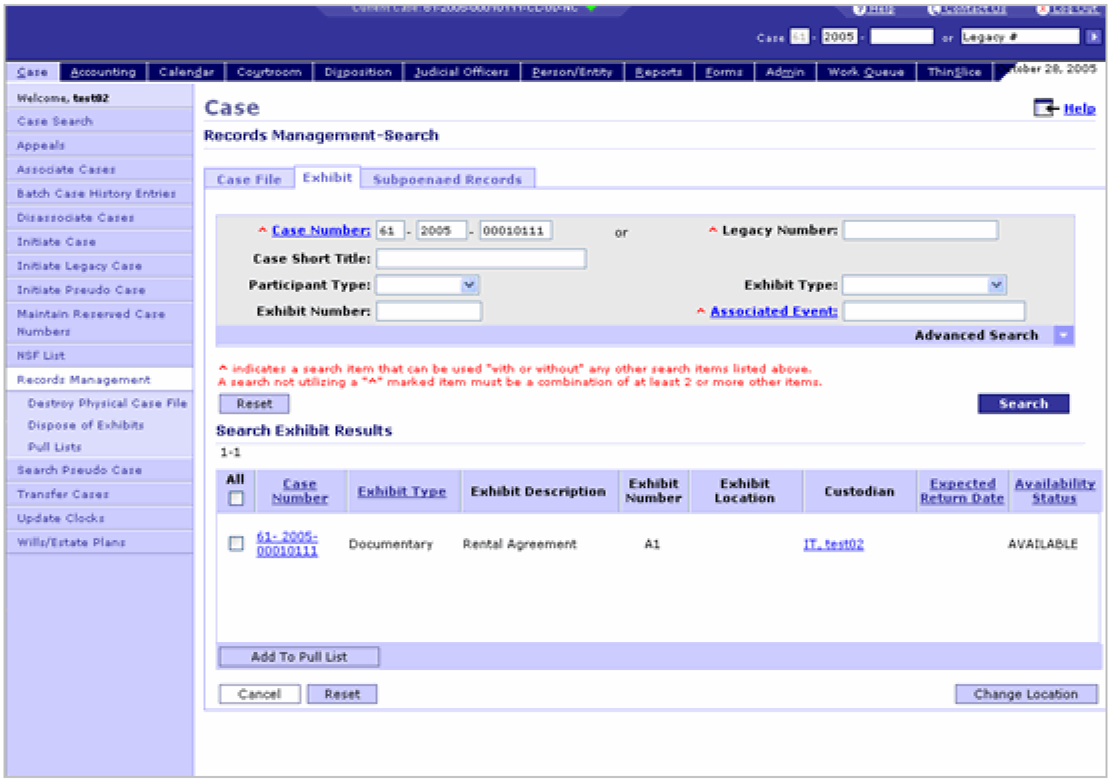
2. Click the **[Change Location]** button.
   Result: The Exhibit Change Location Details screen displays.



3. Enter/Select data for the following required fields:
    - o Custodian Name
    - o To Location

   NOTE The "To Location" is the new location of the exhibit.

4. Click the **[Save]** button.
   Result: The Search Exhibits Results screen refreshes to show the updated exhibit location details.



Related Links

Track Exhibits Overview

Records Management - Search Screen

Identify/Review Exhibits to be Destroyed

Identify Exhibits to be Destroyed Overview

Introduction

Identifying exhibits to be destroyed describes the activities performed by the system to identify those exhibits that could potentially be disposed of or destroyed. This process involves updating the status of the physical exhibit to "Eligible for Destruction" or "Pending destruction," depending on where the exhibit is in its life-cycle.

Notice of Intent to Destroy

Identifying exhibits to be destroyed involves determining the retention time frame, which follows the final disposition of a case, for an exhibit belonging to a specific case category and type. Once the retention time frame expires, the exhibit status is updated to "Eligible for Destruction." This allows you to generate and mail a "Notice of Intent to Destroy" document to all parties. Refer to the Review Cases to be Destroyed section for details.

Exhibits Pending Destruction

Once the "Notice of Intent to Destroy" is mailed to a party, sufficient time must pass in order to allow the party adequate time to respond to the notice. If the party does not respond within the defined time frame, then the system will update the status to "Pending Destruction," which identifies exhibits that you can now destroy. Refer to the Dispose or Destroy Exhibits section for details on this process.

Batch Utility

Identifying exhibits to be destroyed is accomplished through a batch utility that does not require user intervention. This batch utility runs based on a schedule that is defined by the system administrator (daily, weekly, monthly, quarterly, semi-annually, annually, etc.).

Exhibit Retention Time Frame for Case Category and Case Type

The exhibit retention period is configurable by case category and type. The retention period is defined as the amount of time an exhibit must be stored in order to allow for the notice of appeal time period to expire. This time frame is configurable by court.

The following retention timelines currently exist for each case category if a Notice of Entry of Judgment has been recorded within the Register of Actions on a case:

- Limited Civil exhibits: 30 days
- Unlimited Civil exhibits: 30 days
- Small Claims exhibits: 30 days

The following retention timelines currently exist for each case category if a "Notice of Entry of Judgment" has not been recorded within the Register of Actions on a case:

- Limited Civil exhibits: 90 days
- Unlimited Civil exhibits: 90 days
- Small Claims exhibits: 90 days

The total amount of time to wait before sending the "Notice of Intent to Destroy" must be equal to the retention period plus any additional time that you require to review the exhibit.

Additional Resources

Other items related to this overview includes the following:

- Business Rules

Related Links

Records Management - Search Screen

Review Exhibits to be Destroyed Overview

Introduction

Reviewing exhibits to be destroyed involves noticing an exhibit recipient of the intent to destroy an exhibit. You can also extend the time frame to research the exhibit or case further before noticing the exhibit recipient of the intent to destroy.

Refer to the Dispose or Destroy Exhibits section for details on destroying exhibits.

Notice of Intent to Destroy Exhibit

A "Notice of Intent to Destroy" must be mailed to an exhibit recipient for a selected exhibit before that exhibit can be destroyed. Once the notice is sent, the case associated with the exhibit that must be destroyed will not appear within the "Review exhibits to be destroyed" function. However, the case will appear at a later point in time (if no remedy is taken by the exhibit recipient) within the Dispose or Destroy Exhibits function.

Disposition Type

When selecting exhibits to review for destruction, you can filter the result set by the Disposition Type, as some disposition types allow for less research before sending the Notice of Intent to Destroy (as with "Dismissed" cases).

Exhibits to be Destroyed Results Set

When accessing the list of cases that have associated exhibits that need to be destroyed, the system pre-populates the result set with a list of cases that have associated exhibits within your court, without requiring you to select any filter criteria.

Task Activities

Reviewing exhibits to be destroyed includes the following task activities:

- Extend Time Frame for Review
- Generate Notice of Intent to Destroy Exhibits

Additional Resources

Other items related to this overview includes the following:

- Business Rules

Related Links

Records Management - Exhibits Screen

Mark/Maintain Exhibits - Event List Screen

Maintain Exhibits - Exhibit List Screen

Records Management - Extend Timeframe to Review Exhibits Screen

My Court Information

Extend Time Frame for Review

Introduction

Extending the time frame updates the status of an exhibit associated with the selected case to "Active." It also extends the number of days for reviewing an exhibit before it is destroyed.

The system allows you to enter an extension date or the number of days in which to review an exhibit. This extension causes the system to bypass cases associated with exhibits that are eligible for destruction until the extension date has expired. At that point, the system will update the exhibit status to "Eligible for Destruction."

Extend the Time Frame within an Exhibit Search

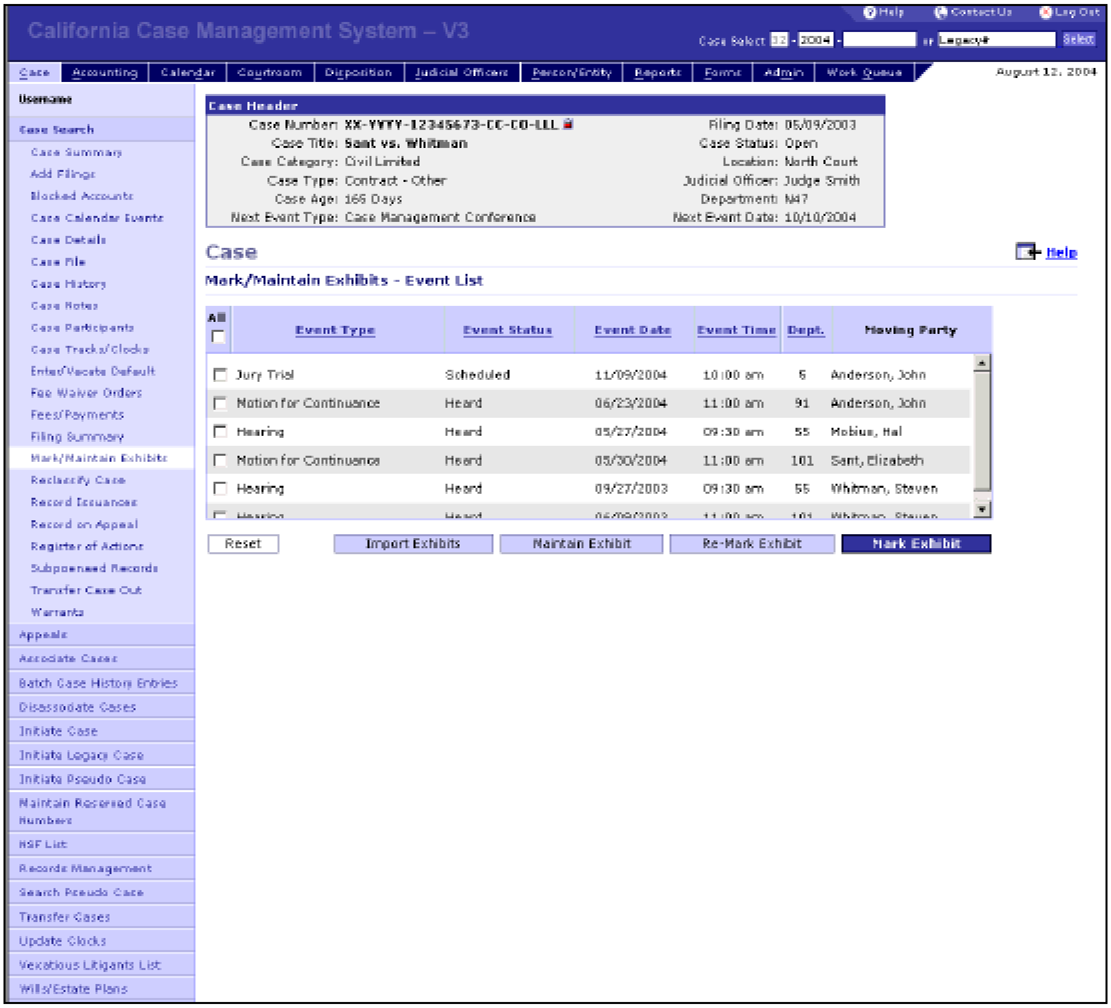
When the system saves the transaction to extend the time frame for reviewing an exhibit, it refreshes the information within the results set of the searched exhibits. As a result, the case containing the exhibit is removed from the results.

Task Activity

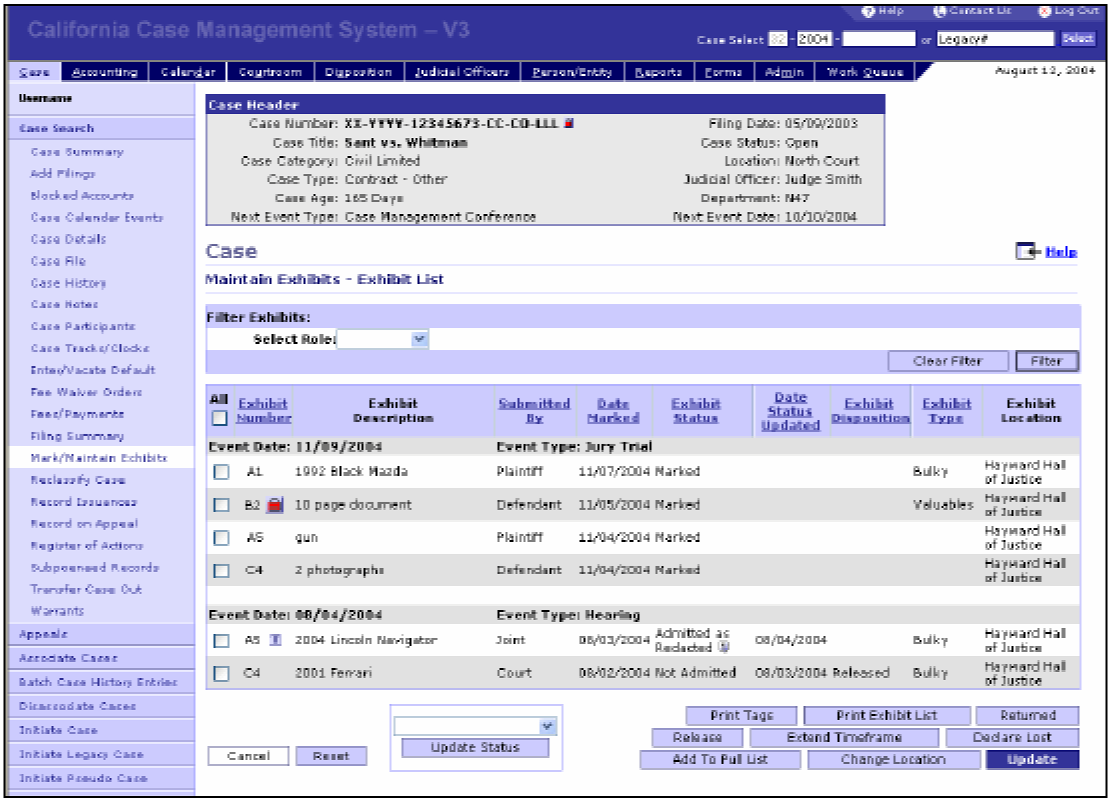
This activity takes place in the context of an exhibit search. Refer to the Search Exhibits Inside the Context of a Case or Search Exhibits Outside the Context of a Case task activities for details on this process.

Perform the following steps to extend the time frame to review an exhibit. Follow Steps 1-2 if you are inside the context of a case, or skip to Step 3 if you are outside the context of a case.

1. Select the checkbox for the event containing the exhibit to extend.
   NOTE This selection occurs from the Mark/Maintain Exhibits - Event List screen.

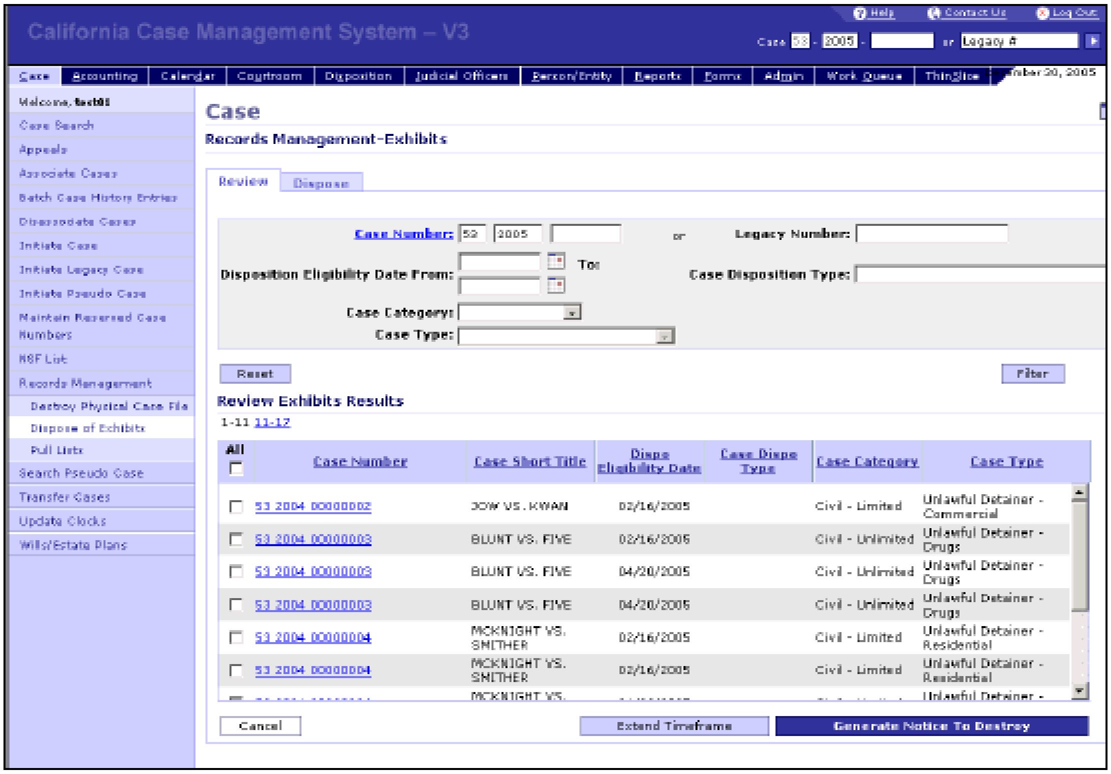


2. Click the **[Maintain Exhibit]** button.
   Result: The Maintain Exhibits - Exhibit List screen displays.

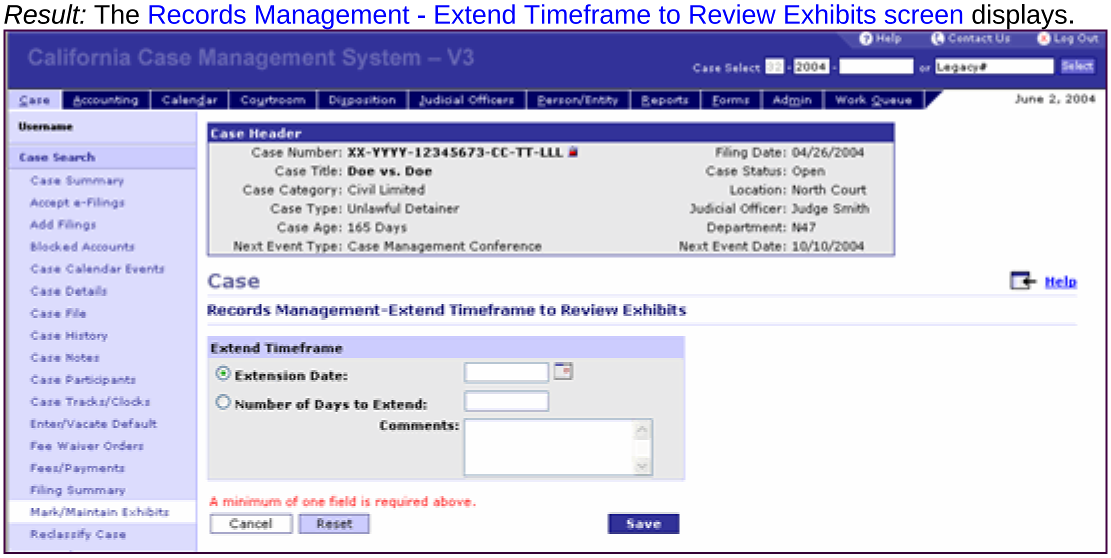


OR

1. Select **[Case] > [Records Management] > [Dispose of Exhibits]**.
   NOTE Use this step if you are outside the context of a case.
   Result: The Records Management - Exhibits screen displays with the Review tab highlighted.

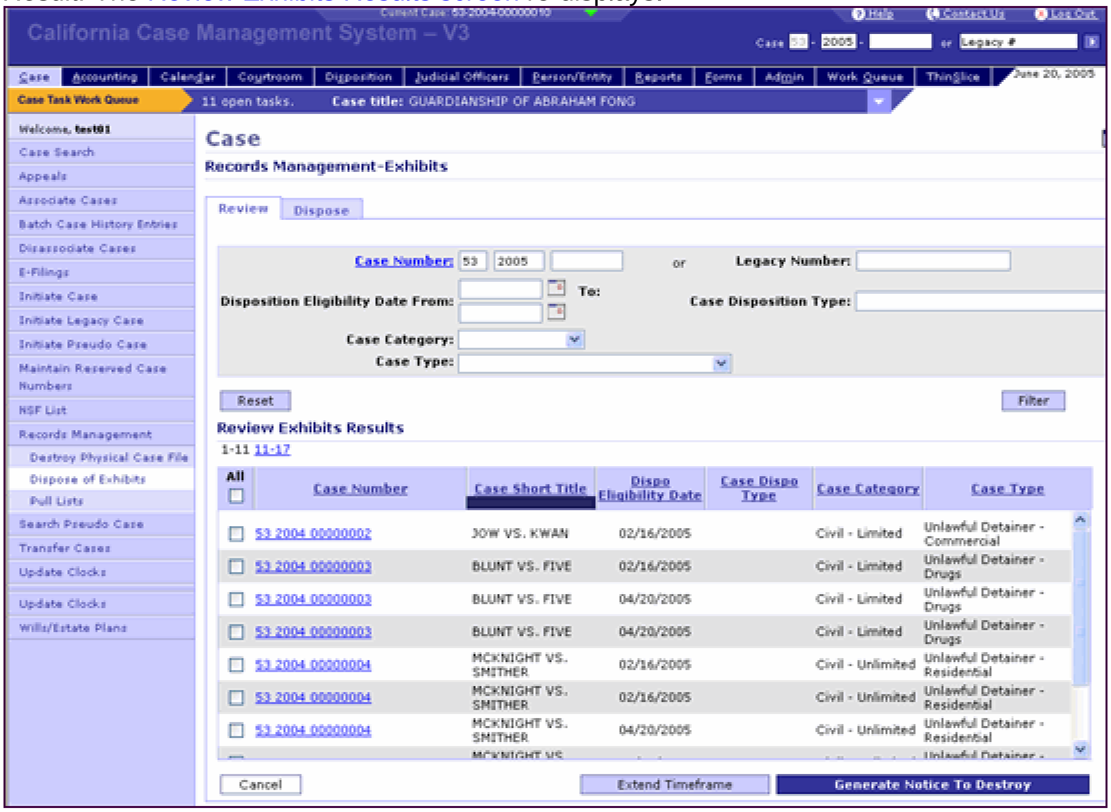


2. Select the checkbox for the exhibit on which to extend the time frame for review.
3. Click the **[Extend Timeframe]** button.
Result: The Records Management - Extend Timeframe to Review Exhibits screen displays.



4. Select the **[Extension Date]** radio button and enter an extension date OR
Select the **[Number of Days to Extend]** radio button and enter the number of days to extend the time frame for review.

5. Click the **[Save]** button.
   Result: The Review Exhibits Results screen re-displays.



Related Links

Review Exhibits to be Destroyed Overview

Mark/Maintain Exhibits - Event List Screen

Maintain Exhibits - Exhibit List Screen

Records Management - Extend Timeframe to Review Exhibits Screen

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My Court Information

Generate Notice of Intent to Destroy Exhibits

Introduction

You must mail a "Notice of Intent to Destroy" to the exhibit recipient before an exhibit may be destroyed. Once you have mailed the notice, the case that is associated with the exhibit to be destroyed will not appear on the "Review Exhibits to be Destroyed" list. The case will then only appear on the list if the exhibit recipient does not respond to the notice.

Generating the Notice of Intent to Destroy Exhibits

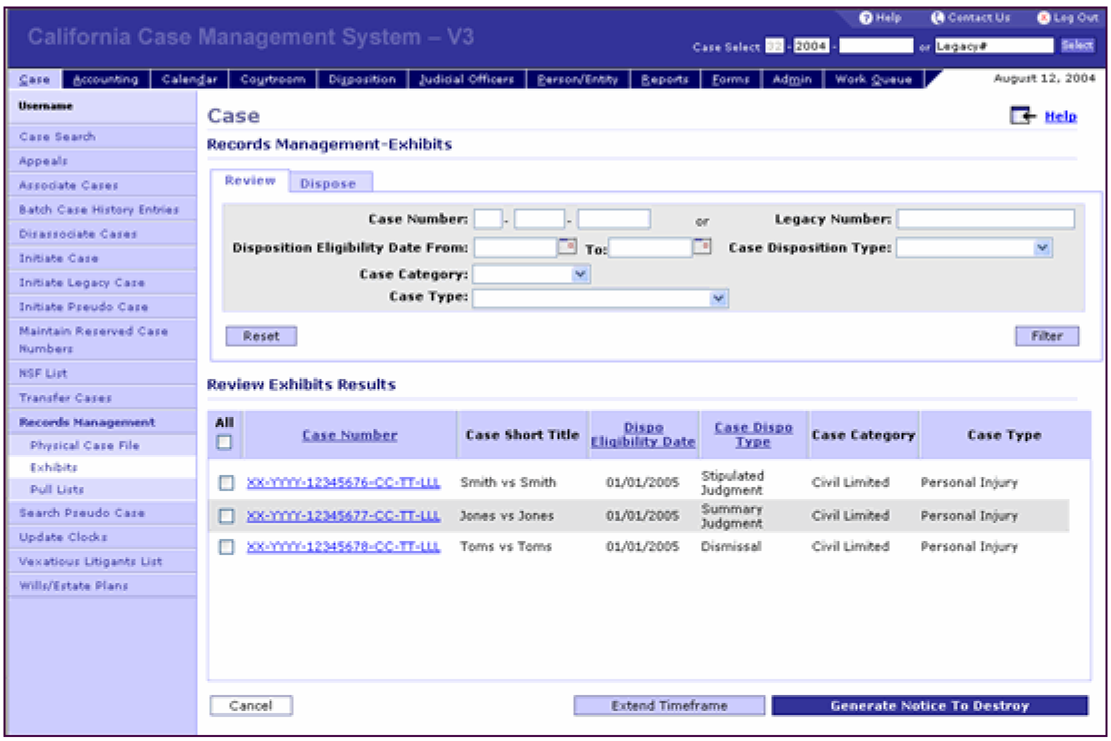
When you generate the "Notice of Intent to Destroy Exhibits," the system will generate one notice for each case participant within a party type (such as for the Plaintiff, Defendant, etc.).

Task Activity

This activity takes place in the context of an exhibit search. Refer to the Search Exhibits Outside the Context of a Case task activity for details on this process.

Perform the following steps to generate a Notice of Intent to Destroy Exhibits.

1. Select **[Case] > [Records Management] > [Dispose of Exhibits]**.
   Result: The Records Management - Exhibits screen displays with the Review tab highlighted.



2. Select the checkbox for the exhibit on which to generate a Notice of Intent to Destroy.
3. Click the **[Generate Notice to Destroy]** button.
   Result: The appropriate notice is generated.
4. Send the notice to the appropriate exhibit recipient.

Related Links

Review Exhibits to be Destroyed Overview

Records Management - Exhibits Screen

Dispose or Destroy Exhibits

Dispose or Destroy Exhibits Overview

Introduction

The system provides the ability to dispose of or destroy exhibits. It will display a list of exhibits that have met specified criteria and automatically marks them with a status of "Pending Destruction." These criteria and statuses are used when the "Identify Exhibits to be Destroyed" batch utility is run.

Once an exhibit status is changed to pending destruction, a "Notice of Intent to Destroy" is sent to the parties who submitted the exhibits. If no response is received from the submitting parties within the required amount of time (10 days for a response, plus 5 days for mail processing), then the system will update the exhibits to a status of "Pending Destruction".

From the list of exhibits that are pending destruction, you can choose to destroy an exhibit, extend the time frame for reviewing an exhibit, or remove the exhibit from the list. Any of these selections will cause the exhibit to not appear on the Destruction List report until the system reverts the status back to "Pending Destruction."

Special Handling

If the exhibit selected for destruction requires special handling, your supervisor's name and password are required. The system validates that you have provided these items in order to destroy exhibits.

Researching and Disposing of Exhibits

If the court requires the separation of job duties between the researching and disposing of exhibits, then the system will confirm that the person disposing of an exhibit is not the same person that updated the exhibit status to "Pending Destruction."

Task Activities

Disposing or destroying exhibits includes the following task activities:

- Destroy Exhibits
- Extend Time Frame for Review
- Release Exhibits

Additional Resources

Other items related to this overview include the following:

- Business Rules
- Forms/Notices/Reports

Related Links

Records Management - Exhibits Screen

Records Management - Dispose Exhibits Details Screen

Records Management - Extend Timeframe to Review Exhibits Screen

My Court Information

Destroy Exhibits

Introduction

Once a "Notice of Intent to Destroy" is sent to the parties who submitted exhibits, and no response is received from the submitting parties within the required amount of time (10 days for a response, plus 5 days for mail processing), the system will update the exhibits to a status of "Pending Destruction."

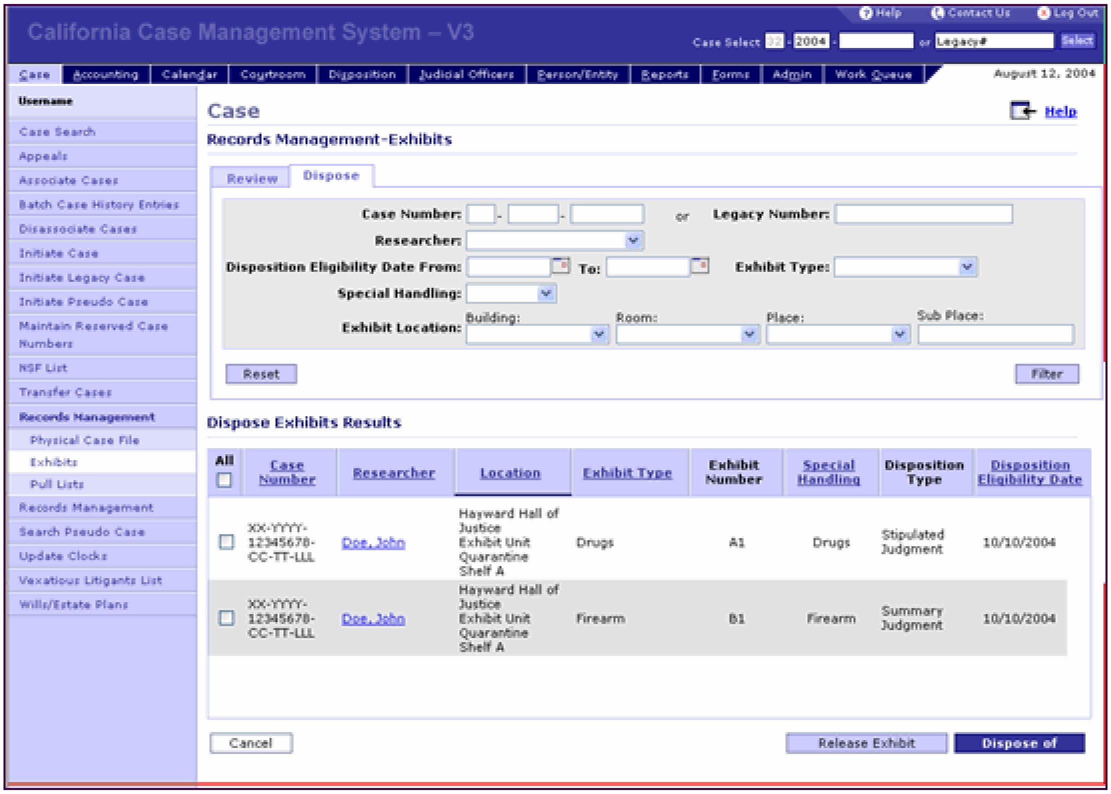
Once the system has identified exhibits that are pending destruction, you can destroy those exhibits.

Task Activity

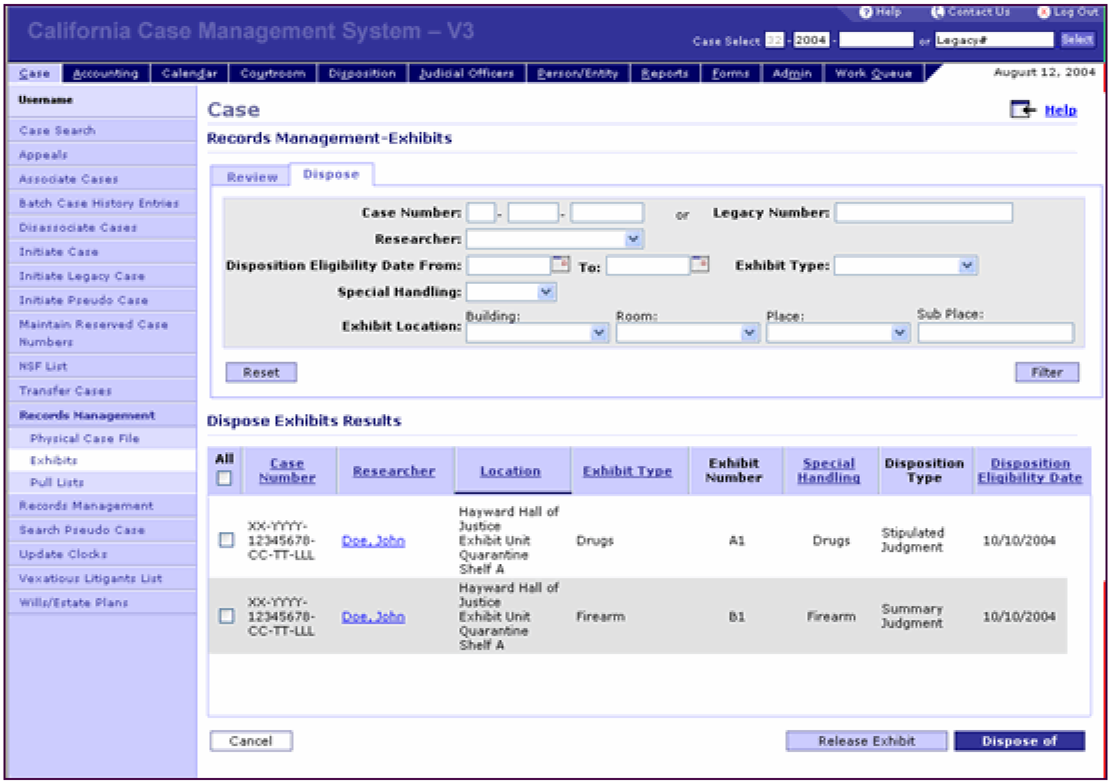
This activity takes place in the context of an exhibit search. Refer to the Search Exhibits Outside the Context of a Case task activity for details on this process.

Perform the following steps to destroy an exhibit.

1. Select **[Case] > [Records Management] > [Dispose of Exhibits]**.
   Result: The Records Management - Exhibits screen displays.

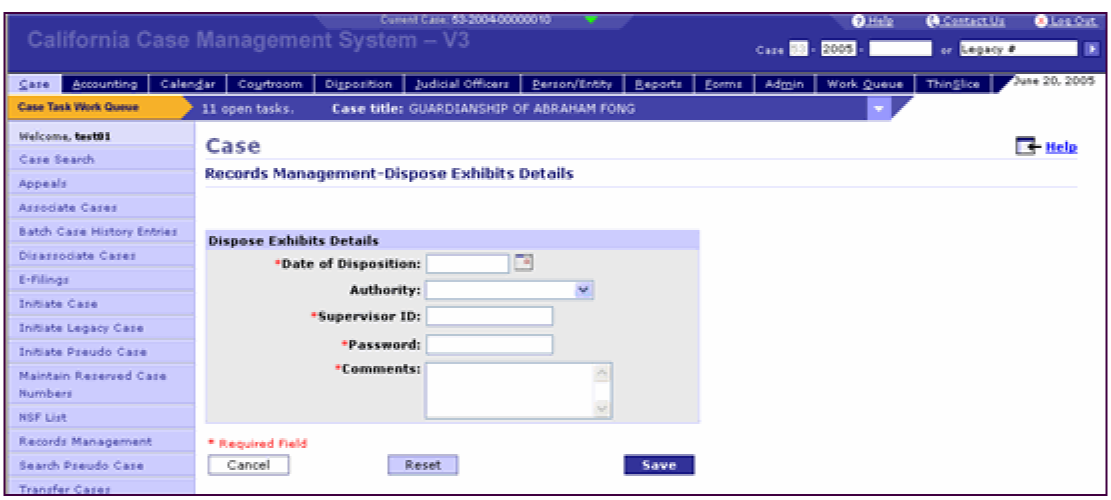


2. Select the **[Dispose]** tab.
   Result: The Dispose tab highlights and displays the appropriate information.
3. Enter/Select data for the necessary fields.
4. Click the **[Filter]** button.
   Result: The Dispose Exhibits Results screen displays.



NOTE The system will return a set of results with items that match your search request. You can either select exhibits to dispose of from this set or enter new filter criteria to generate a new results set.

5. Select the checkbox for the exhibit to dispose.
6. Click the **[Dispose of]** button.
   Result: The Dispose Exhibits Details screen displays.



7. Enter/Select data for the following required fields:

- Date of Disposition
- Supervisor ID
- Password
- Comments

8. Click the **[Save]** button.
   Result: The Dispose Exhibits Results screen refreshes to show the selected exhibit with a status of "Destroyed."

Related Links

Create Exhibit Pull List Overview

Records Management - Exhibits Screen

Records Management - Dispose Exhibits Details Screen

My Court Information

Release Exhibits

Introduction

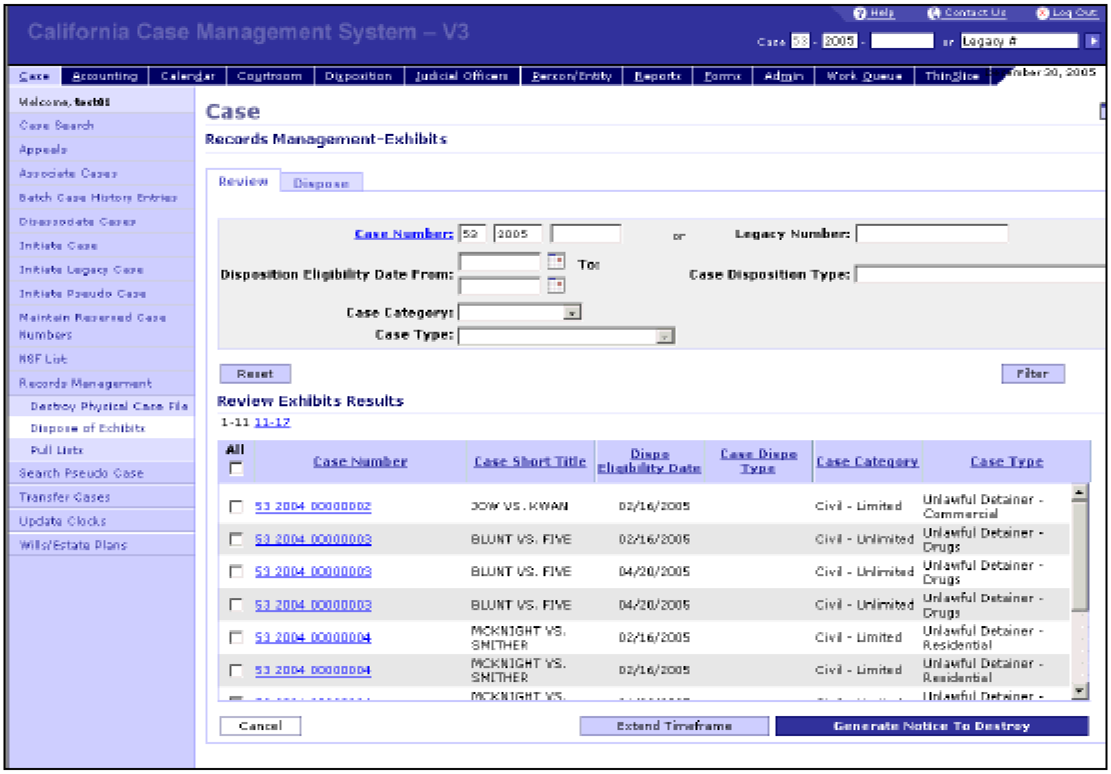
You can release an exhibit to a case participant or to an outside agency, such as the Sheriff's Department (as in the case of firearms) or a medical facility (as in the case of X-rays).

Task Activity

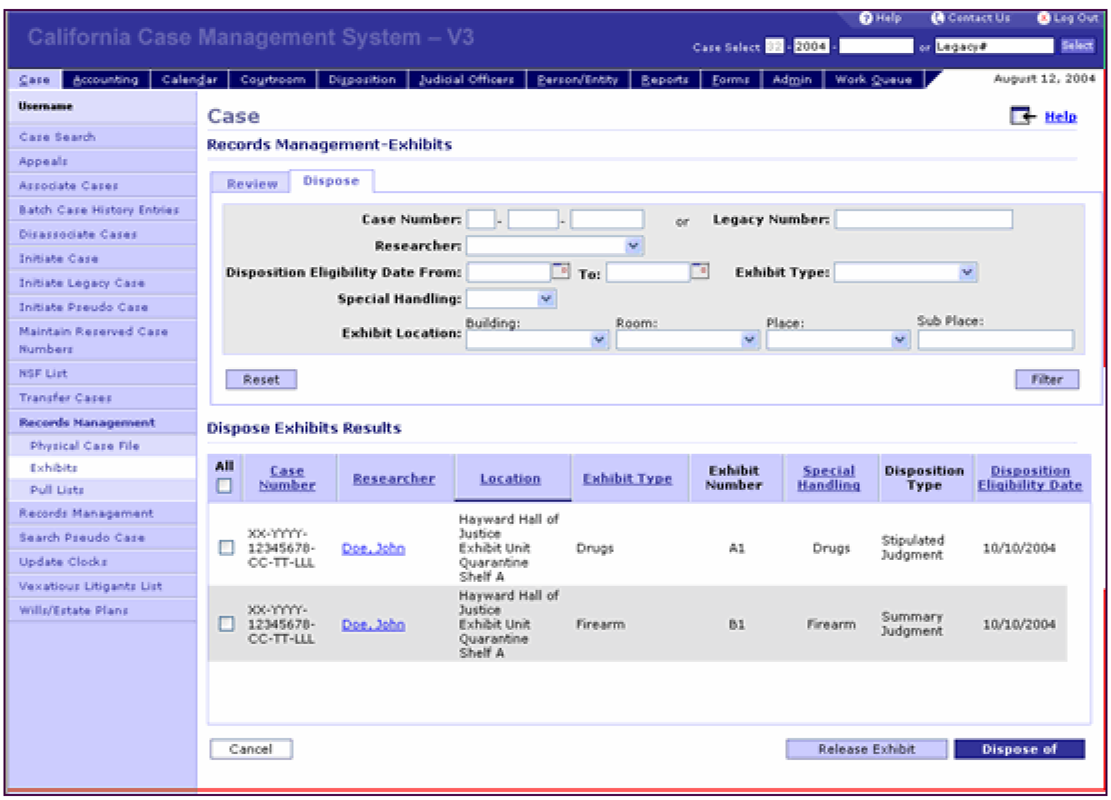
This activity takes place in the context of an exhibit search. Refer to the Search Exhibits Outside the Context of a Case task activity for details on this process.

Perform the following steps to release an exhibit.

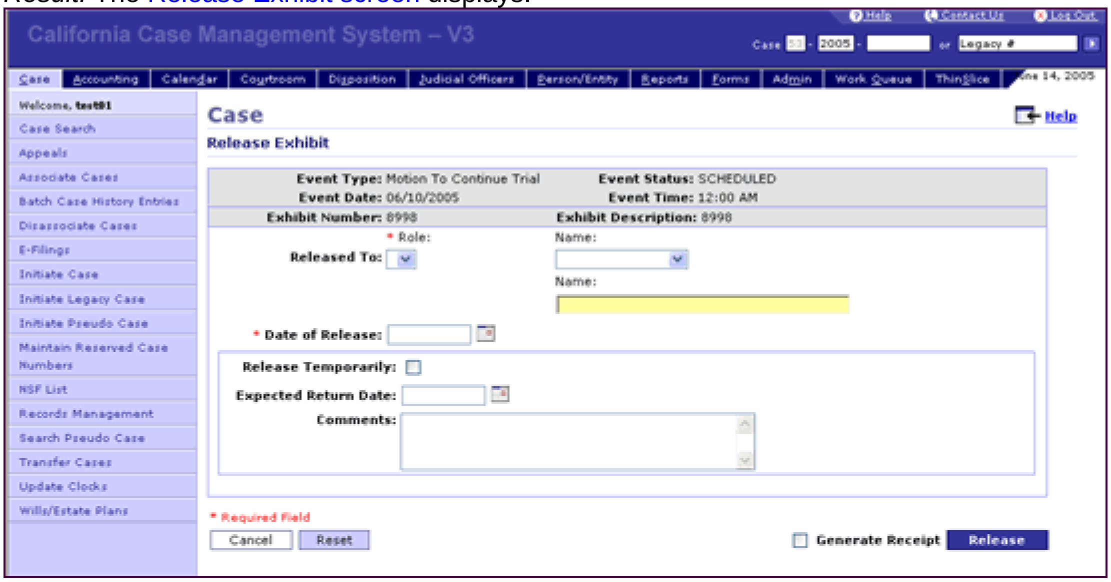
1. Select **[Case] > [Records Management] > [Dispose of Exhibits]**.
   Result: The Records Management - Exhibits screen displays.



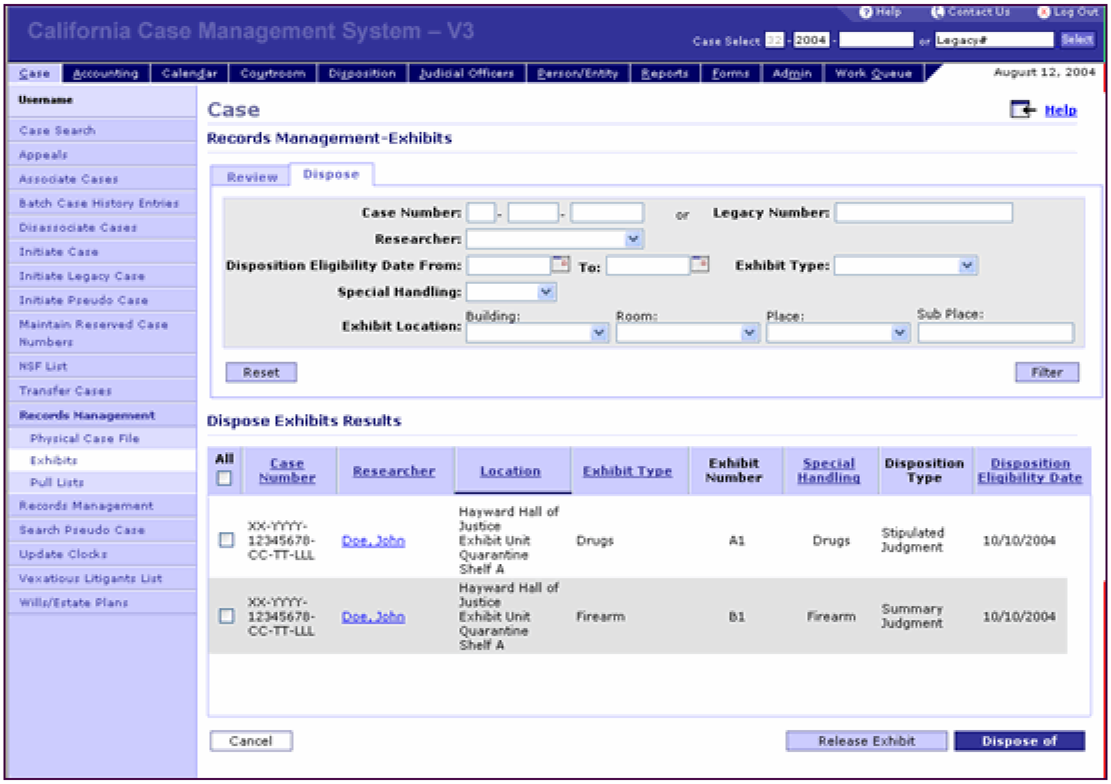
2. Select the **[Dispose]** tab.
Result: The Dispose tab highlights.



3. Select the checkbox for the exhibit to release.
4. Click the **[Release Exhibit]** button.
   Result: The Release Exhibit screen displays.



5. Enter/Select data for the following required fields:
   - Role
   - Date of Release
6. Click the **[Release]** button.
   Result: The Dispose Exhibits Results screen re-displays.



Related Links

Dispose or Destroy Exhibits Overview

Records Management - Exhibits Screen

Create Case File Pull List

Create Case File Pull List Overview

Introduction

Creating a case file pull list involves recording a request in the system for a list of case files and volumes that are required for use at a specific time and location. These requests include information regarding the requested date, requester's name and contact information, return date, location, etc.

Types of Requests

You may receive requests from individuals who want to view a case file. These requests are not necessarily related to a calendared event (such as research attorneys, general public, pull list requests related to case transfers, etc.).

The Pull List
The pull list is automatically populated from calendared events along with the identification information of the clerk who calendared an event, such as case files that are required for an upcoming hearing.

Inside and Outside the Context of a Case
Requests for case files may be made within the context of a case, which will include all associated volumes, or outside the context of a case, in which a request may span multiple cases based on a court calendar or other criteria.

Task Activities

Creating a case file pull list includes the following task activities:

- Add Case File to Pull List
- Search Case Files Inside the Context of a Case
- Search Case Files Outside the Context of a Case

Additional Resources

Other items related to this overview includes the following:

- Business Rules

Related Links

Records Management - Search Screen

Records Management - Pull Lists Screen

Records Management - Physical Case File Screen

Records Management - Physical Case File Change Location Screen

Records Management - Physical Case File Location Change Request Screen

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My Court Information

Search Case Files Inside the Context of a Case

Introduction

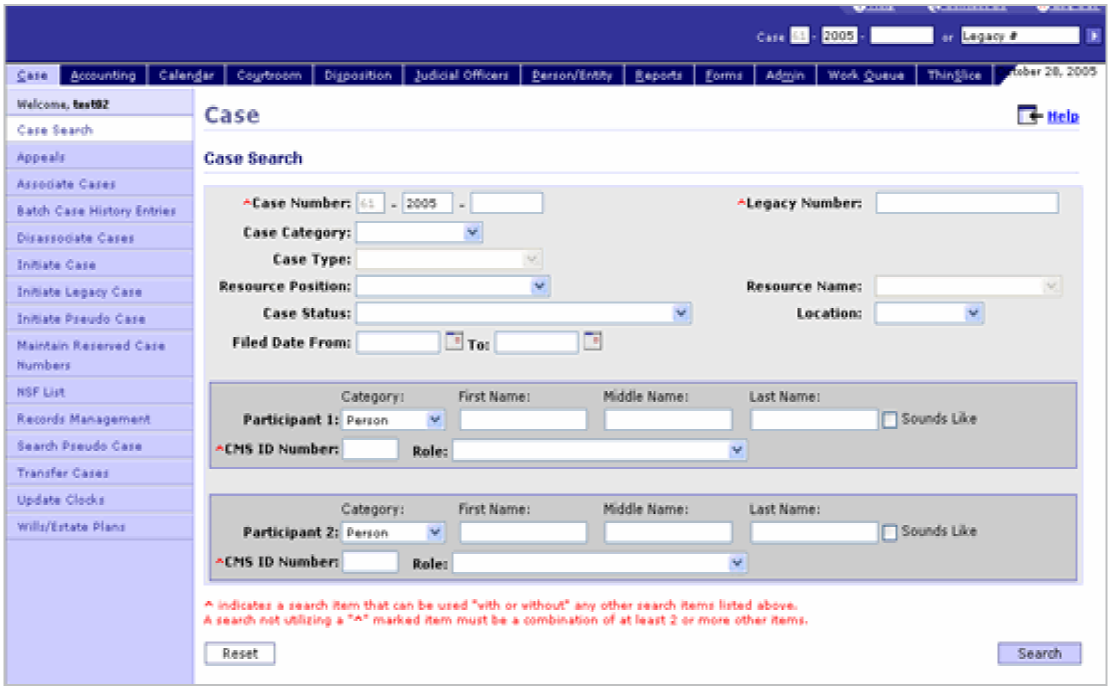
This activity allows you to search for case files within the context of a case. You can perform this type of search when the location change request applies to volumes within a case file that are associated with the case that you are currently viewing. You may then select the volumes associated with the applicable case file.

Refer to the Search Feature Overview for details on performing a search in the system.

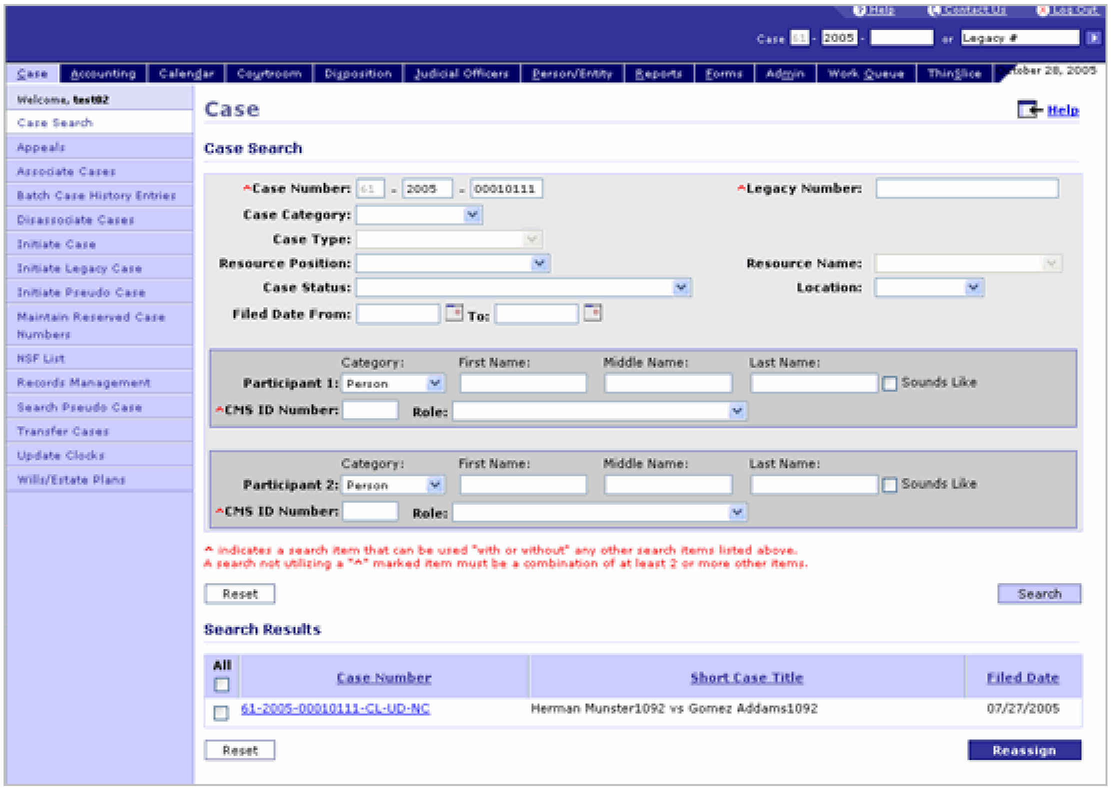
Task Activity

Perform the following steps to search case files within the context of a case.

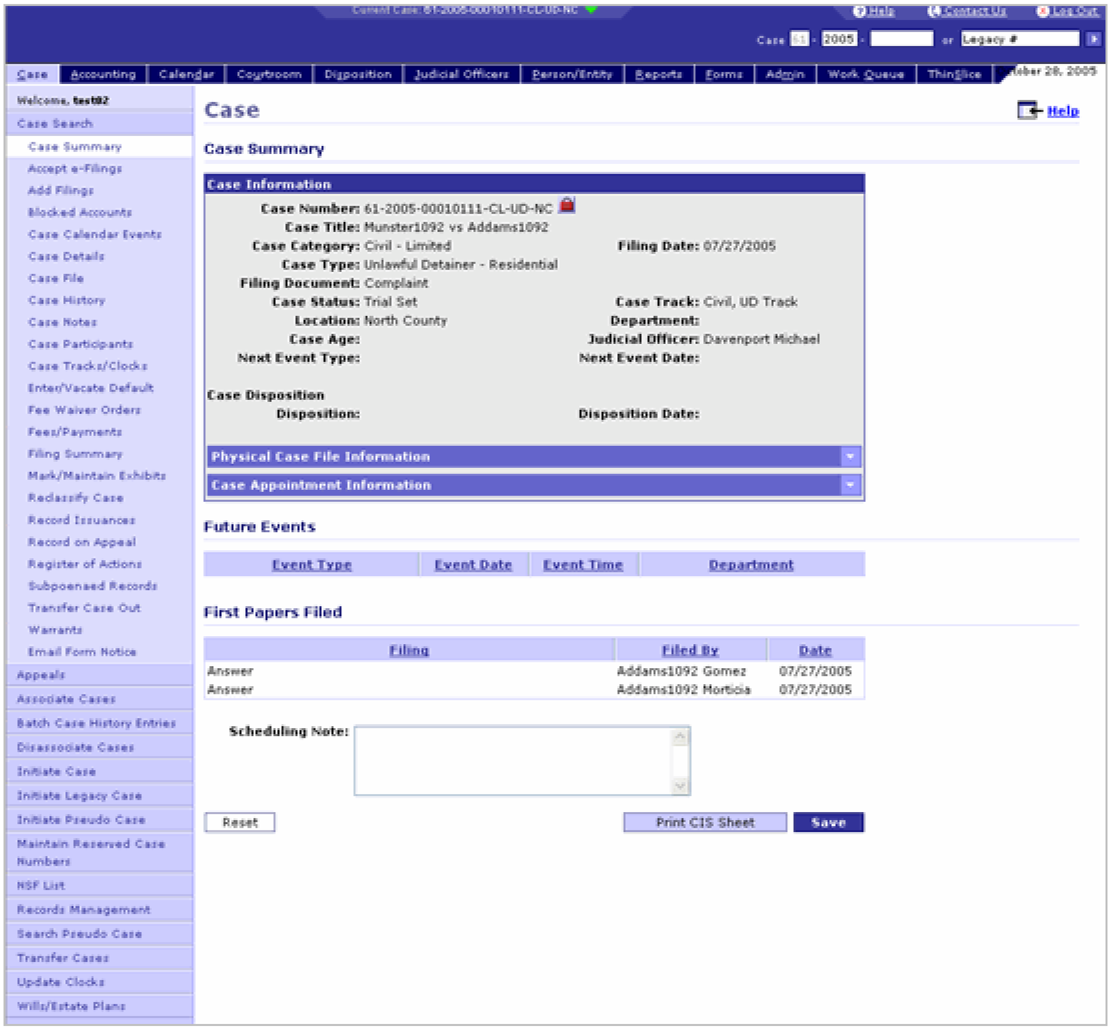
1. Select **[Case] > [Case Search]**.
   Result: The Case Search screen displays.



2. Enter/Select data for the appropriate search parameter fields.
3. Click the **[Search]** button.
   Result: The screen refreshes with the Search Results.



4. Click the **Case Number** link for the case file to be pulled.
   Result: The Case Summary screen displays.



5. Select the **[Case File]** left navigation item.
   Result: The Records Management Physical Case File screen displays.

Related Links

Create Case File Pull List Overview

Case Search Screen

Case Summary Screen

Records Management - Physical Case File Screen

My Court Information

Search Case Files Outside the Context of a Case

Introduction

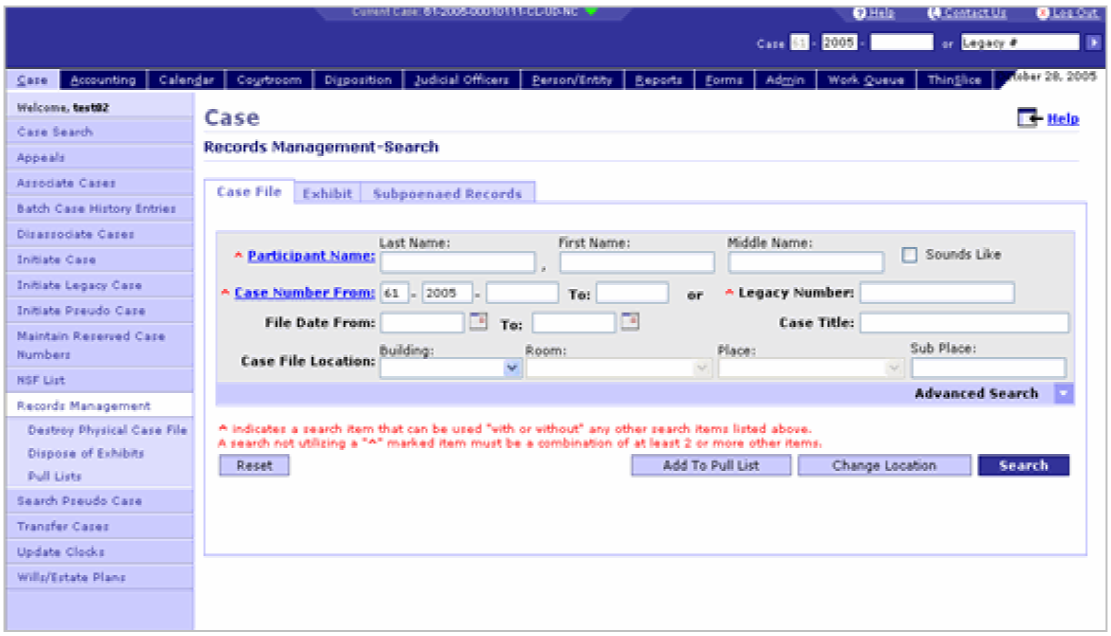
This activity allows you to search for case files outside the context of a case. You can perform this type of search when a location change request applies to case files for multiple cases. For instance, you may require the case files associated with multiple cases that are requested for a specific courtroom at a specific time.

Refer to the Search Feature Overview for details on performing a search in the system.

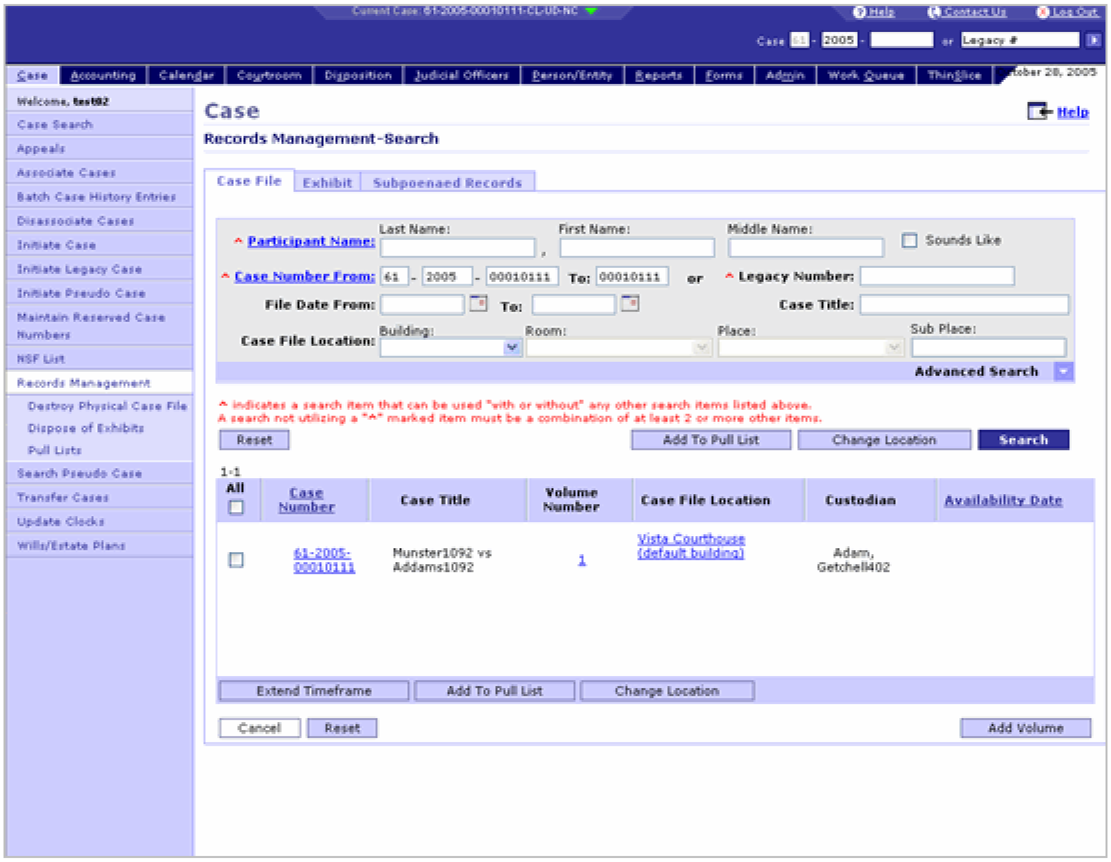
Task Activity

Perform the following steps to search case files outside the context of a case.

1. Select **[Case] > [Records Management]**.
   Result: The Records Management Search screen displays with the Case File tab highlighted.



2. Enter/Select data for the appropriate search parameter fields.
3. Click the **[Search]** button.
   Result: The Case File Search Results screen displays.



Related Links

Create Case File Pull List Overview

Records Management - Search Screen

Track Case Files

Track Case Files Overview

Introduction

Tracking case files involves managing the location of physical case files within the context of a case. This process involves maintaining a "Chain of Custody" list when the location of a physical case file changes and defining who has ownership of a physical case file at a particular place, time and location.

Case File Location

Case files may be relocated to any location (such as a branch, building, etc.) within a court's jurisdiction. They may also be relocated out of a court's jurisdiction (such as through a change of venue, etc.).

Case File Volumes

Along with tracking the case file (such as initial and subsequent volumes), this process also defines the association between volumes and the documents within the volumes.

Inside and Outside the Context of a Case

The location of case files may be updated within the context of a case (selecting associated volumes). If the location update applies to specific volumes associated with a single case, you can select the volumes associated with the applicable case file.

If the location update applies to volumes in a case file outside the context of a case where a location change request may span multiple cases - where all case files associated with multiple cases calendared for a specific courtroom at a specific time are required - you work outside the context of a case.

Task Activities

Tracking case files includes the following task activities:

- Change Case File Location
- Create Case File Volume
- Modify Case File Volume
- Search Physical Case Files Inside the Context of a Case
- Search Physical Case Files Outside the Context of a Case

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Records Management - Search Screen

Records Management - Physical Case File Change Location Screen

Records Management - Create New/Edit Physical Case File Volume Screen

Records Management - Physical Case File Screen

My Court Information

Change Case File Location

Introduction

Changing a case file location updates the location of physical case files from the Records Unit to a separate courtroom, location, county/court, etc. It can also update these locations back to the Records Unit.

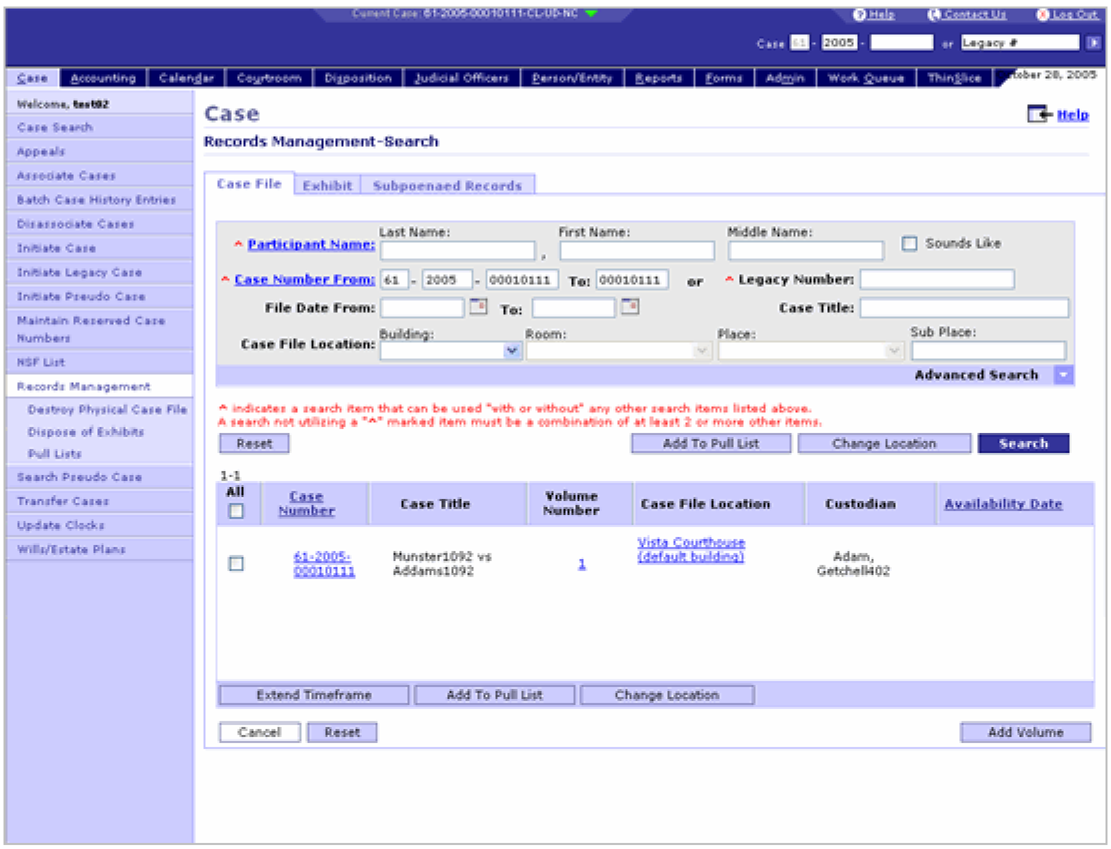
Changing the location of a physical case file also maintains a "Chain of Custody" that defines who has ownership of a physical case file at a specific place, time and location.

Task Activity

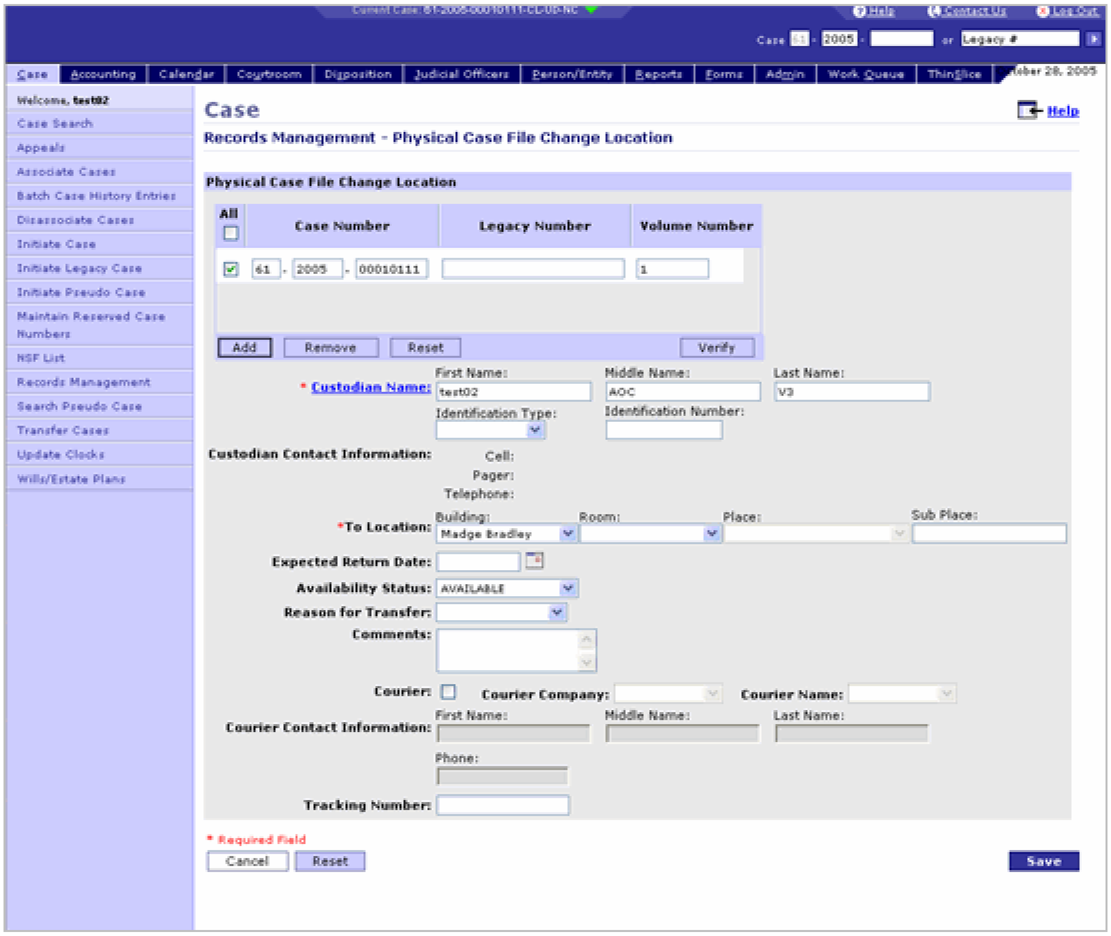
This activity takes place in the context of a case file search. Refer to the Search Physical Case Files task activity for details on this process.

Perform the following steps to change the location of a case file outside the context of a case.

1. Select the checkbox for the case file that is to change location.
   NOTE This selection occurs from the Case File Results screen.



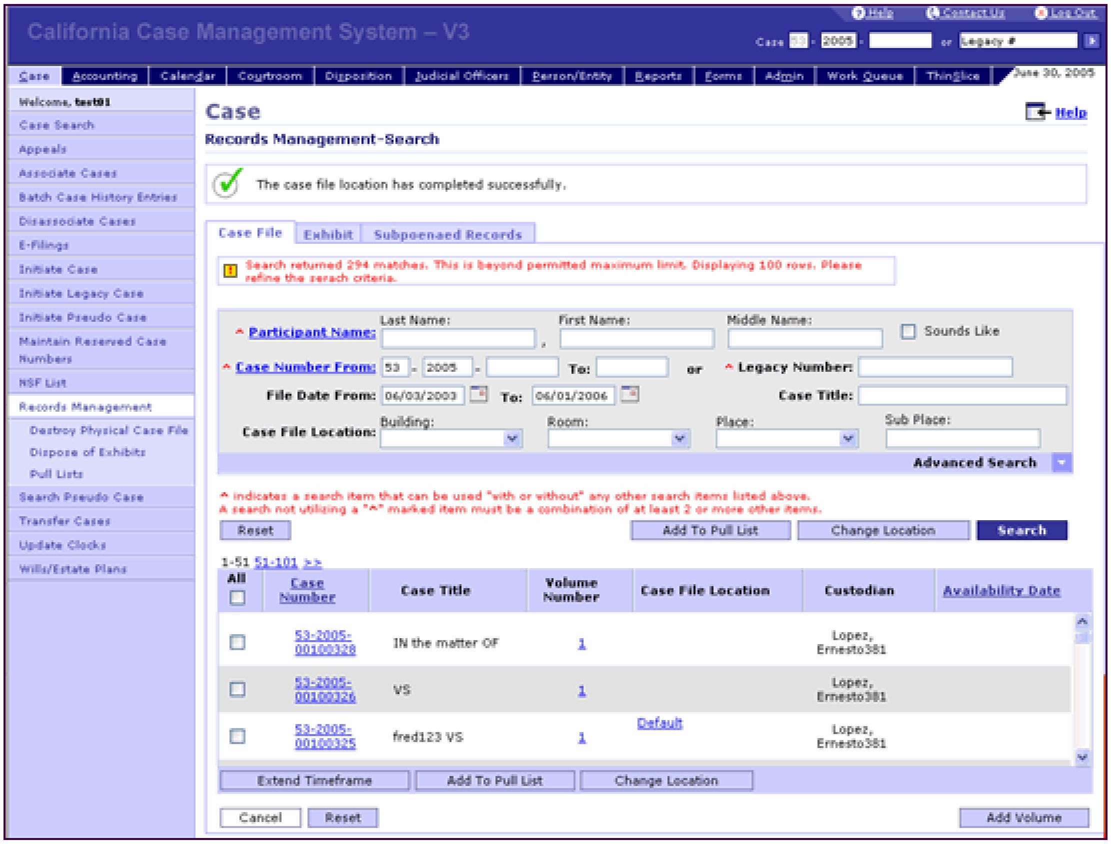
2. Click the **[Change Location]** button.
   Result: The Records Management Physical Case File Change Location screen displays.



3. Enter/Select data for the following required fields:
   - Custodian Name
   - To Location

   NOTE Click the **[Verify]** button to verify that the case number displayed and the volume associated with that case number is valid.

4. Click the **[Save]** button.
   Result: The Records Management Search screen refreshes with a confirmation message.



Related Links

Track Case Files Overview

Records Management - Search Screen

Records Management - Physical Case File Change Location Screen

My Court Information

Create Case File Volume

Introduction

If a new physical case file is created, then a new volume number may be created within the system. Creating a new case file volume includes entering or updating the volume tracking number, volume location, ROA start date, and comments.

If you create a new volume for a case file, then the Case History/ROA is updated to include the date and time that the volume becomes effective. This means that the system will assume that documents received after the effective volume date are to be associated with that volume until additional volumes are created.

If the court uses barcoding, then the volume tracking number can also be associated to the barcode identification number.

Volume Numbers

You do not need to create the volume number since the system will determine the next volume number in the case file series when the new volume is created.

Deleting Volumes

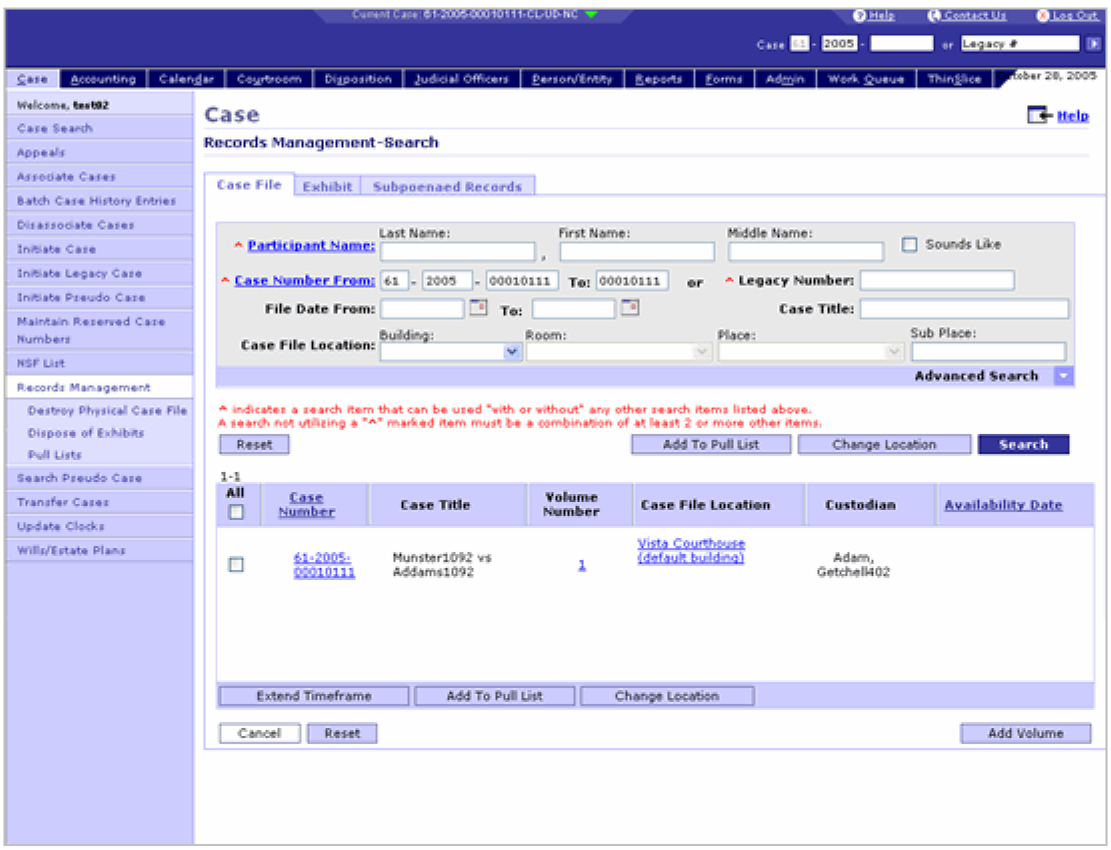
A volume cannot be deleted from the system since this would create gaps in the volume sequencing. You can instead note a physical case file volume as being disposed of within the Comments field.

Task Activity

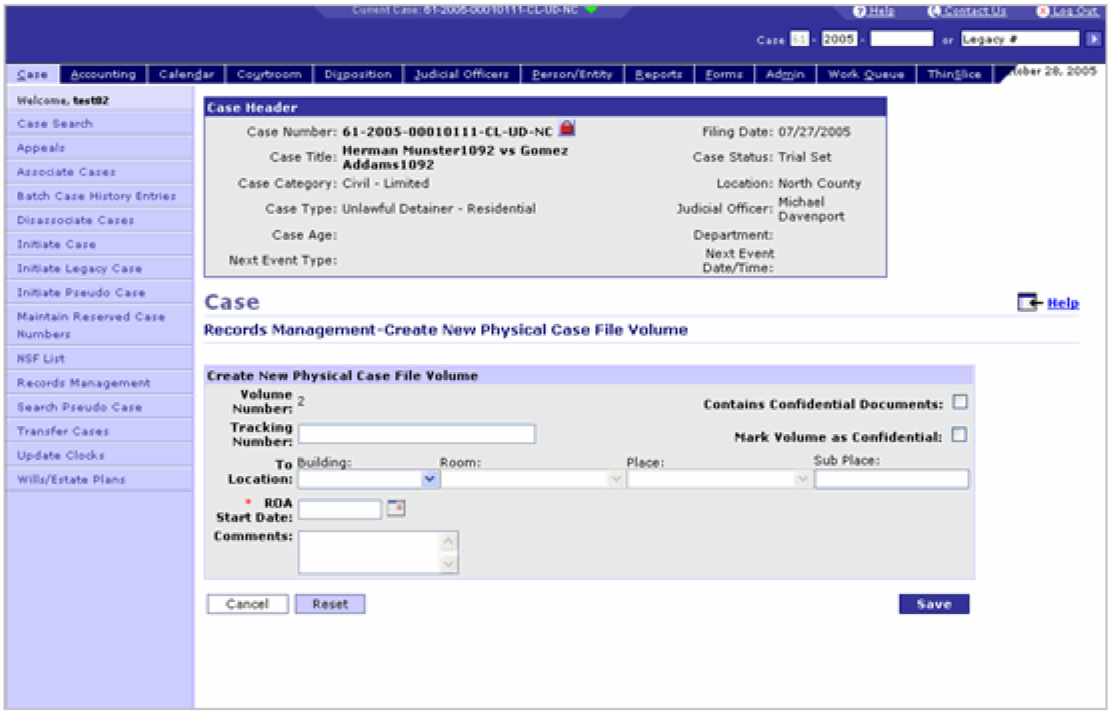
This activity takes place in the context of a case file search. Refer to the Search Physical Case Files task activity for details on this process.

Perform the following steps to add a case file volume.

1. Select the checkbox for the case file on which to add a volume.
   NOTE This selection occurs from the Case File Results screen.



2. Click the **[Add Volume]** button.
   Result: The Records Management - Create New Physical Case File Volume screen displays.



3. Enter/Select data for the necessary fields.
4. Click the **[Save]** button.
   Result: The screen refreshes to include the newly created volume.

Related Links

Track Case Files Overview

Records Management - Create New/Edit Physical Case File Volume Screen

My Court Information

Modify Case File Volume

Introduction

Modifying a case file volume allows you to update the ROA start date and comments, as well as change the location of a case file or modify a volume for a case file.

Updating Information

When changing a volume for a case file, you can only update the new Register of Actions start date and comments.

Task Activity

This activity takes place in the context of a case file search. Refer to the Search Physical Case Files Inside the Context of a Case task activity for details on this process.

Perform the following steps to modify a case file volume.

1. Click the **Volume Number** hyperlink of the case file volume to update.
   NOTE This selection occurs from the Case File Results screen.

Result: The Records Management - Edit Physical Case File Volume screen displays.

2. Enter/Update the available fields as needed.
3. Click the **[Save]** button.
   Result: The Records Management - Physical Case File screen re-displays.

Related Links

Track Case Files Overview

Records Management - Create New/Edit Physical Case File Volume Screen

Records Management - Physical Case File Screen

My Court Information

Search Physical Case Files Inside the Context of a Case

Introduction

This activity allows you to search for physical case files within the context of a case. You can perform this type of search when the location change request applies to case files that are associated with the case that you are currently viewing.

Refer to the Search Feature Overview for details on performing a search in the system.

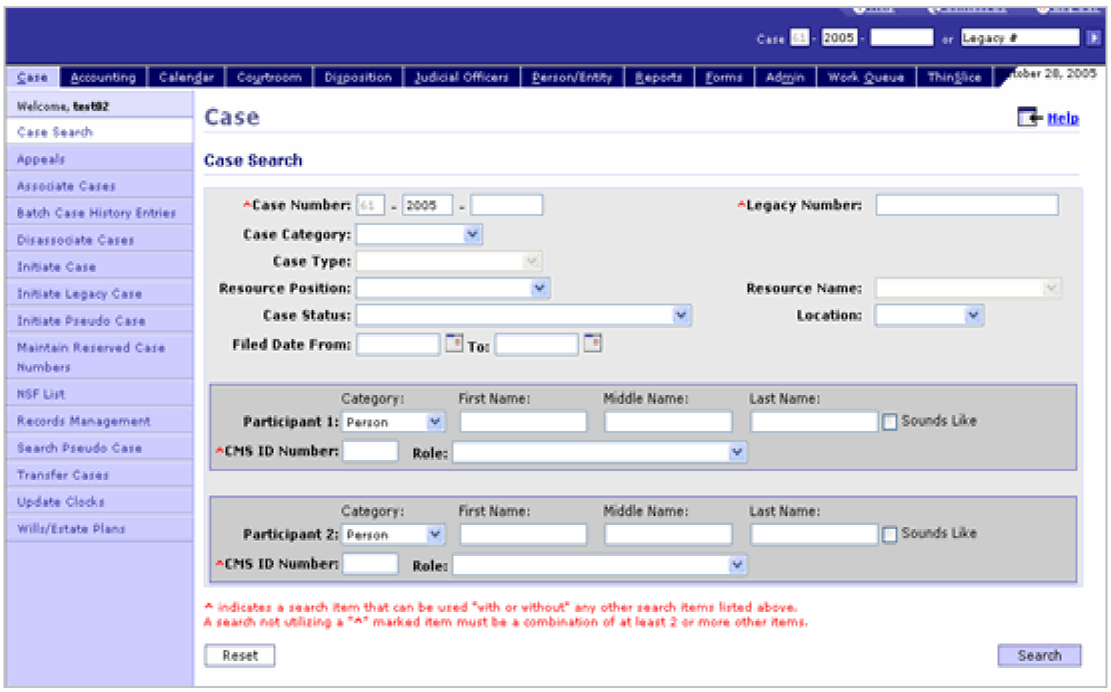
Manually Entering Case File Locations

Case files may be manually entered when changing multiple case file locations, as opposed to searching for case files. When manually entering multiple case files or volumes, the system validates if the case numbers are correctly specified, and that the volumes exist before submitting the change location request. When entering a case file, if an asterisk is entered for the case file volume, the system will perform the location update for all volumes associated with the case file entered.

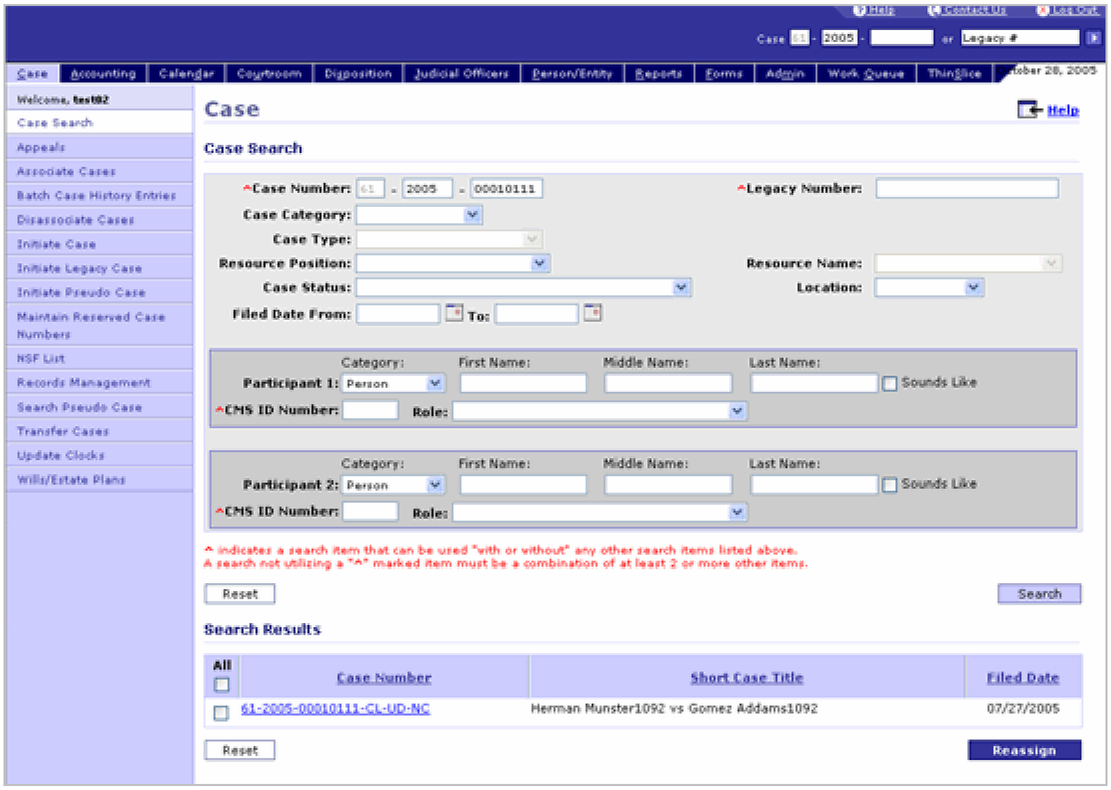
Task Activity

Perform the following steps to search for case files inside the context of a case.

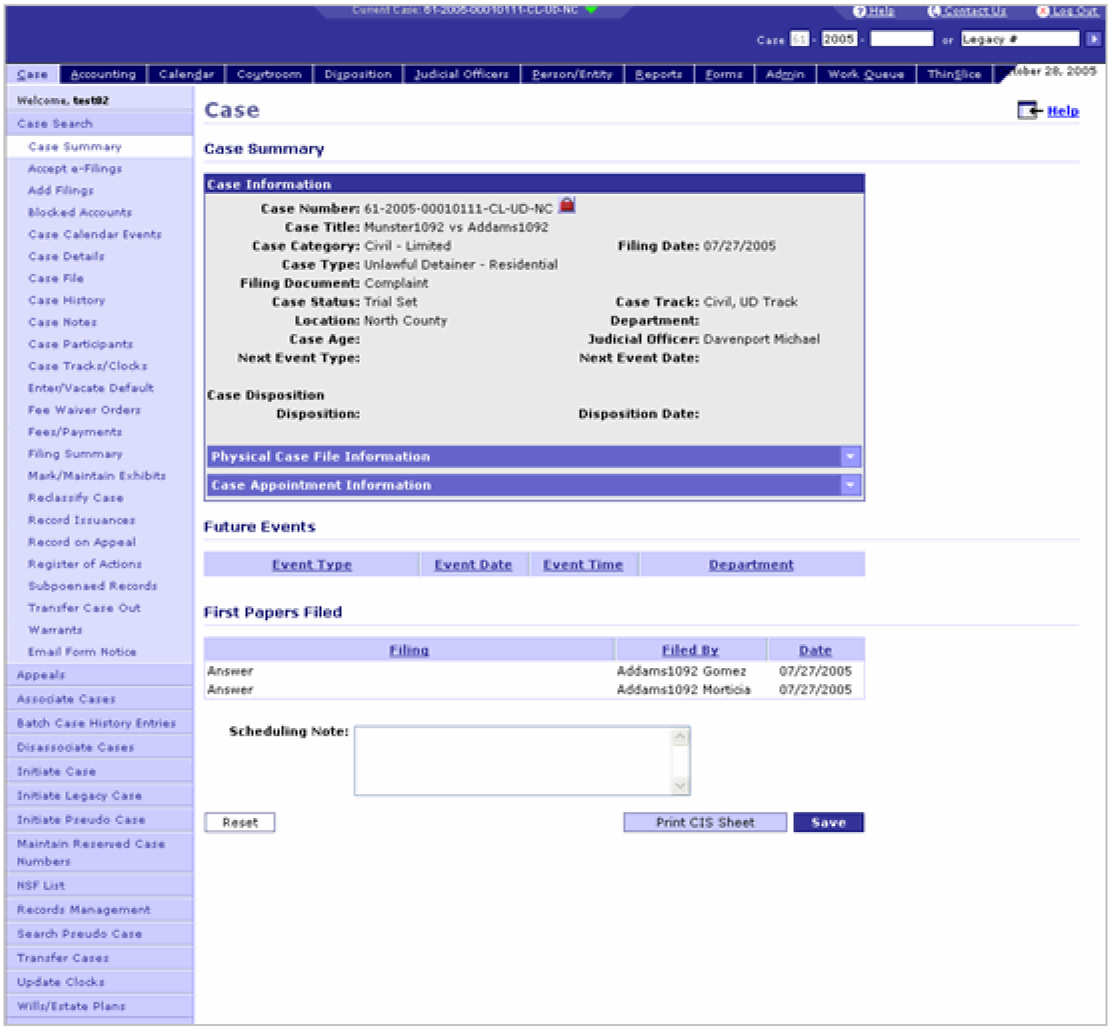
1. Select **[Case] > [Case Search]**.
   Result: The Case Search screen displays.



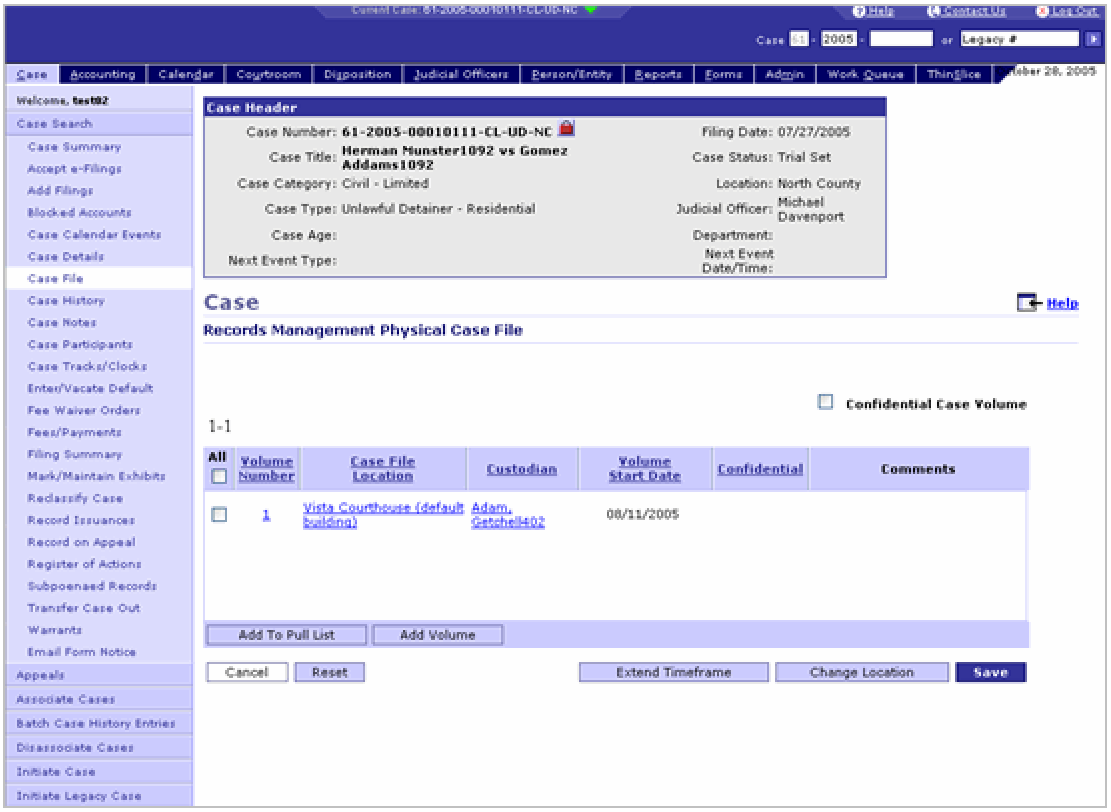
2. Enter/Select data for the appropriate search parameter fields.
3. Click the **[Search]** button.
   Result: The screen refreshes with the Search Results.



4. Click the **Case Number** link.
   Result: The Case Summary screen displays.



5. Select the **[Case File]** left navigation item.
Result: The Records Management - Physical Case File screen displays.



Related Links

Track Case Files Overview

Case Search Screen

Case Summary Screen

Records Management - Physical Case File Screen

My Court Information

Search Physical Case Files Outside the Context of a Case

Introduction

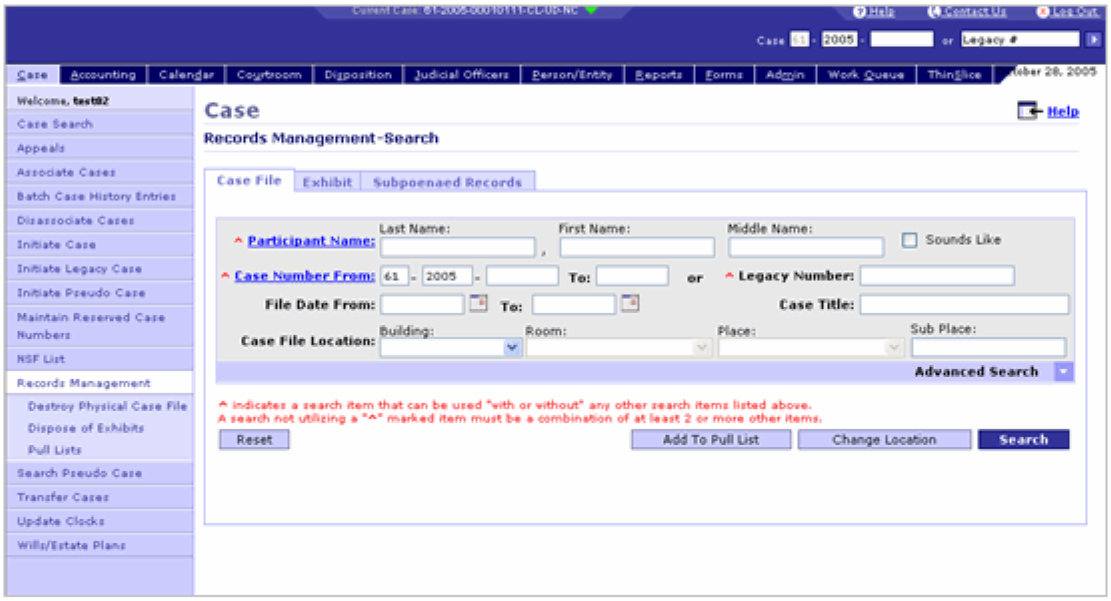
This activity allows you to search for physical case files outside the context of a case. You can perform this type of search when a location change request applies to case files for multiple cases. For instance, you may require the case files associated with multiple cases that are requested for a specific courtroom at a specific time.

Refer to the Search Feature Overview for details on performing a search in the system.

Task Activity

Perform the following steps to search for case files.

1. Select **[Case] > [Records Management]**.
   Result: The Records Management Search screen displays.



2. Select the **[Case File]** tab.
   Result: The Case File tab highlights and displays the appropriate information.
3. Enter/Select data for the appropriate search parameter fields.
4. Click the **[Search]** button.
   Result: The screen refreshes with the case file search results.

Related Links

Track Case Files Overview

Records Management - Search Screen

Identify/Review Cases to be Destroyed

Identify Case Files to be Destroyed Overview

Introduction

Identifying case files to be destroyed describes the activities performed by the system to identify physical case files that may be destroyed. This process refers to the guidelines set by the Government Code Section 68152, which states that certain types of cases must not be destroyed. For example, case files cannot be destroyed if they fall within CRC 6.755, Superior Court Records Sampling Program guidelines.

The system identifies cases for destruction and does not require user intervention. This process can be configured to run daily, weekly, monthly, quarterly, semi-annually, annually, etc., as determined by the system administrator. The system will update the status of a physical case file (if the required retention criterion has expired) to "Eligible for Destruction" or "Pending Destruction," as long as the final disposition of a case has been recorded in the system.

Physical Case Files

The list of physical case files associated with a case must be published in a destruction report. It must also be submitted to a Judicial Officer for a comprehensive order of destruction, and to historical societies to determine if a case file should be retained. Refer to the Review Cases to be Destroyed section for details.

Associated Volumes

The list of case files and associated volumes within a case file that must be destroyed is detailed in the Destroy Case Files section.

Destruction Report

The system determines whether a Destruction Report has been generated for the physical case file associated with the selected volume. The system will not flag physical case files marked as "Pending Destruction" unless a Destruction Report has been generated for the selected case.

Retention Period

The retention period refers to the amount of time a physical case file must be retained after the Destruction Report is generated. Once this time frame has expired, the case file status may be updated to "Pending Destruction."

The retention time period is set for 30 days in order to provide adequate time for a judicial officer's approval and historical agencies time to respond with a request for the case file based on historical significance.

Task Activities

There are no task activities related to this overview.

Additional Resources

Other items related to this overview includes the following:

- Business Rules

Related Links

Records Management - Search Screen

Review Cases to be Destroyed Overview

Introduction

Reviewing cases to be destroyed involves examining the list of cases eligible for destruction and selecting an option on how to handle a case. This includes extending the time frame needed to research a case file or retaining a case file permanently. You can also generate the "Destruction List Report," which is sent to a Judicial Officer for approval as well as historical societies to determine if the case file is of historical significance.

Extend Time Frame for Review

You can extend the time frame to review a case before destroying the physical case file. This allows you to either review the case until a specific date or to extend the review time frame by a certain number of days.

Retain Case File Permanently

You can choose to retain a case file permanently if a historical society or Judicial Officer determines that a case file is of historical importance, the case file is to be used for statistical sampling, or if the case file is of a certain size.

Mark for Destruction

Marking a case for destruction causes the following to occur:

1. A destruction report is generated for the case, which is sent to a Judicial Officer for approval, as well as to historical societies.
2. The system waits 30 days before updating the physical case file status to "Pending Destruction" to allow the Judicial Officer and historical societies enough time to request the case.

After 30 days, the Review Cases to be Destroyed result set is populated by a batch utility that determines the eligibility of case files for destruction. Refer to the Identify Cases to be Destroyed section for details on identifying cases eligible for destruction.

Task Activities

Reviewing cases to be destroyed includes the following task activities:

- Mark Case File for Destruction
- Retain Case File Permanently
- Review Cases Eligible for Destruction

Additional Resources

Other items related to this overview includes the following:

- Business Rules

Related Links

Records Management - Physical Case File Screen

Records Management - Retain Physical Case File(s) Screen

My Court Information

Mark Case File for Destruction

Introduction

Marking a case for destruction generates the Destruction List report. This report is sent to a Judicial Officer for approval to destroy the case file. It is also sent to relevant historical societies to determine if the case file is of historical significance.

After marking a case for destruction, the system waits 30 days before updating the physical case file status to "Pending Destruction." This allows the Judicial Officer and historical societies enough time to request and review the case to determine if it should be retained permanently.

Cases that appear in the Review Physical Case File Results are populated by a batch utility that determines the eligibility of case files for destruction. Refer to the Identify Cases to be Destroyed section for details on identifying cases eligible for destruction.

Conditions for Case File Destruction

A case file cannot be destroyed if:

- The retention time period for a case category and case type has not expired.
- The case is marked for permanent retention.
- Fewer than 30 days have passed since the case was identified in the case Destruction List report.
- The case is already identified as "destroyed."
- The location of the case file is "in transit" or "missing."

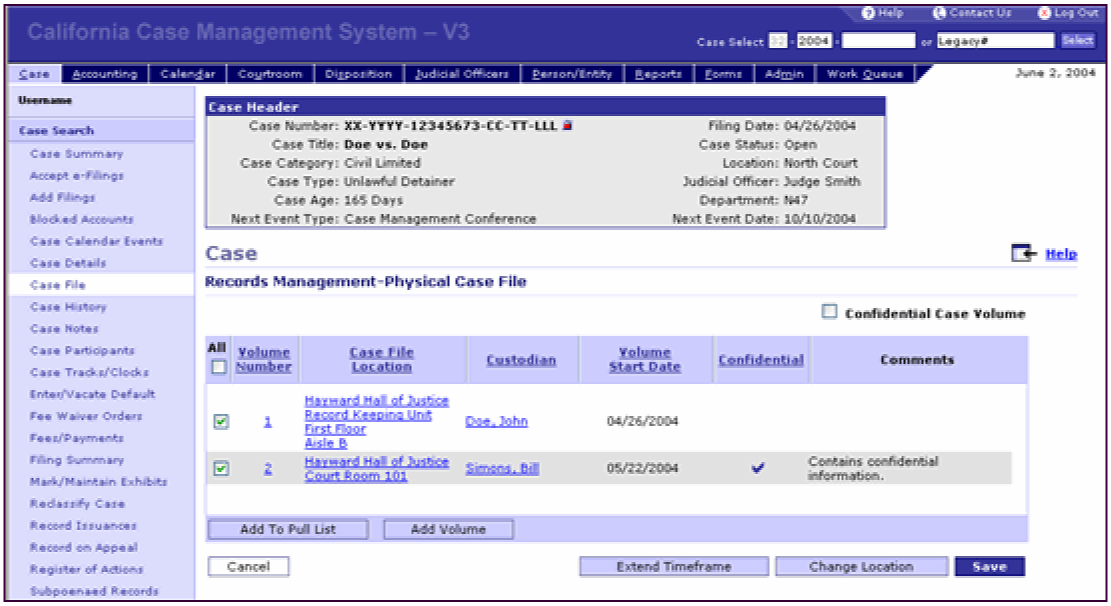
If you attempt to destroy a case file, and the criteria above are not met, then an error message will appear stating that the case cannot be destroyed for any combination of the five reasons listed above.

Task Activity

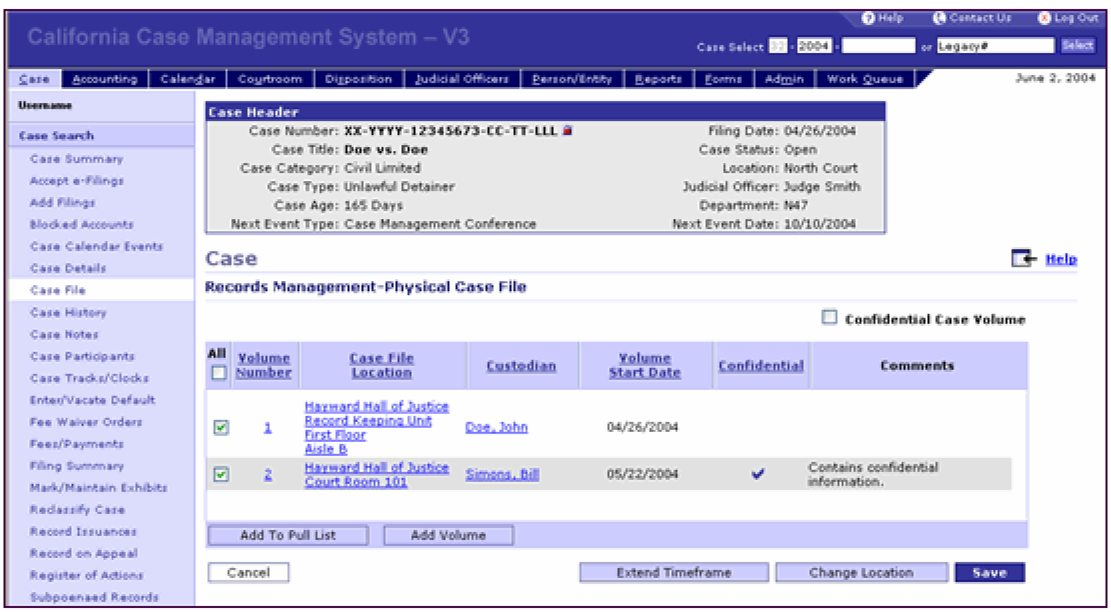
This activity takes place in the context of a physical case file search. Refer to the Search Physical Case Files task activity for details on this process.

Perform the following steps to extend the time frame to destroy a physical case file.

1. Select the checkboxes for the physical case files to mark for destruction.
   NOTE This selection occurs from the Records Management - Physical Case File screen.



2. Click the **[Mark for Destruction]** button.
   Result: The Records Management - Physical Case File screen refreshes.
   NOTE The system generates the Destruction List report with a list of case files, locations, volumes, and the date of the final disposition.



Related Links

Review Case Files to be Destroyed Overview

Records Management - Physical Case File Screen

My Court Information

Retain Case File Permanently

Introduction

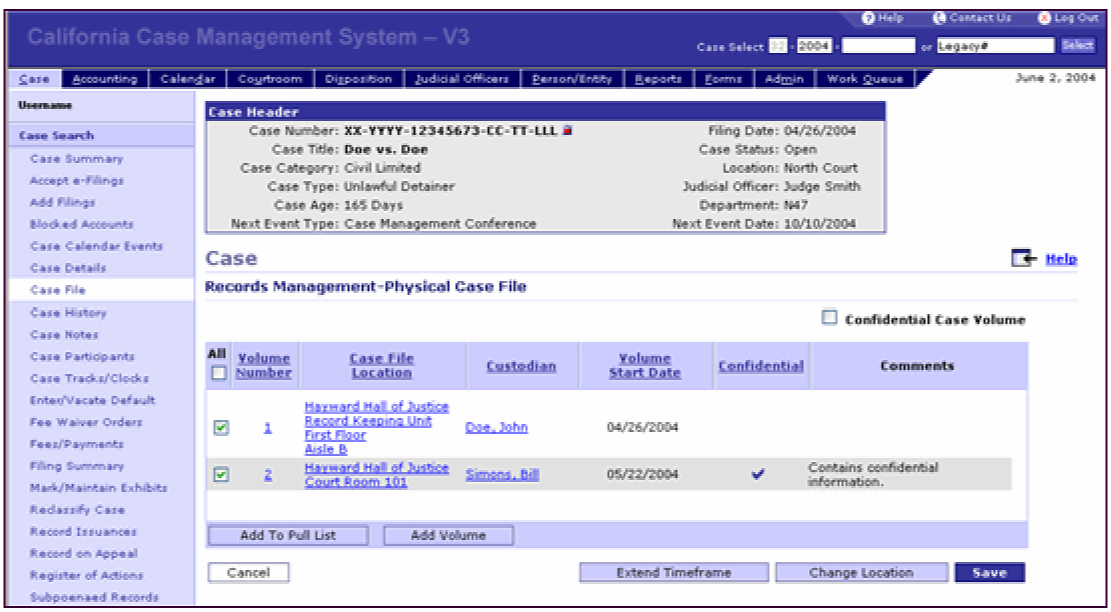
You can permanently retain a case file if a Judicial Officer or historical society determines that the case file is of historical significance, the case is to be used for statistical sampling, or the case file is of a certain size.

Task Activity

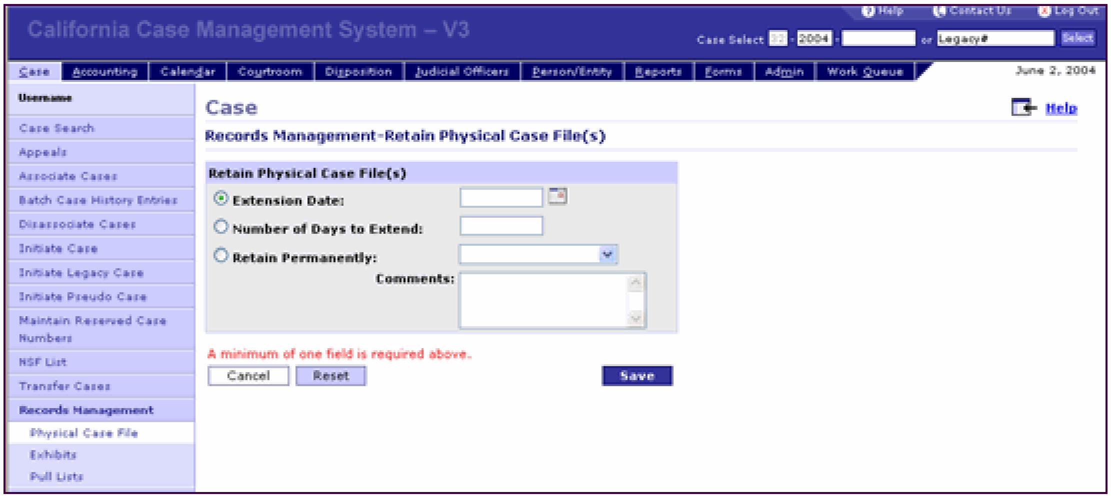
This activity takes place in the context of a physical case file search. Refer to the Search Physical Case Files task activity for details on this process.

Perform the following steps to retain a physical case file permanently.

1. Select the checkboxes for the physical case files to permanently retain.
   NOTE This selection occurs from the Records Management - Physical Case File screen.

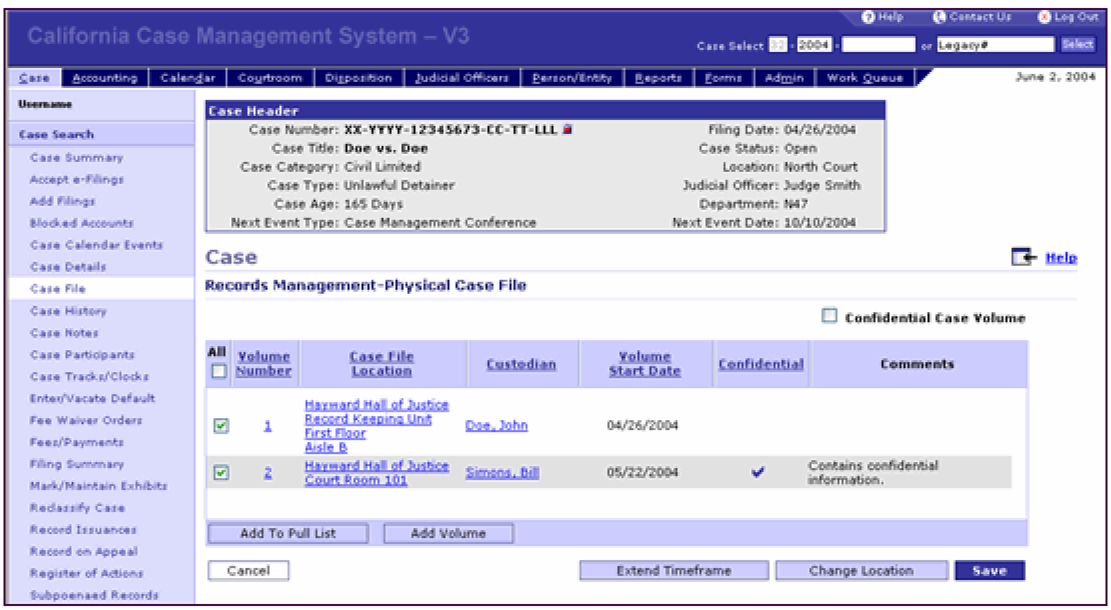


2. Click the **[Extend]** button.
   Result: The Records Management - Retain Physical Case Files screen displays.



3. Select the **[Retain Permanently]** radio button.
4. Enter/Select data for the following required fields:
    - o Reason
    - o Comments

5. Click the **[Save]** button.
   Result: The Records Management - Physical Case File screen displays the updated case file.



Related Links

Review Cases to be Destroyed Overview

Records Management - Physical Case File Screen

Records Management - Retain Physical Case File Screen

My Court Information

Review Cases Eligible for Destruction

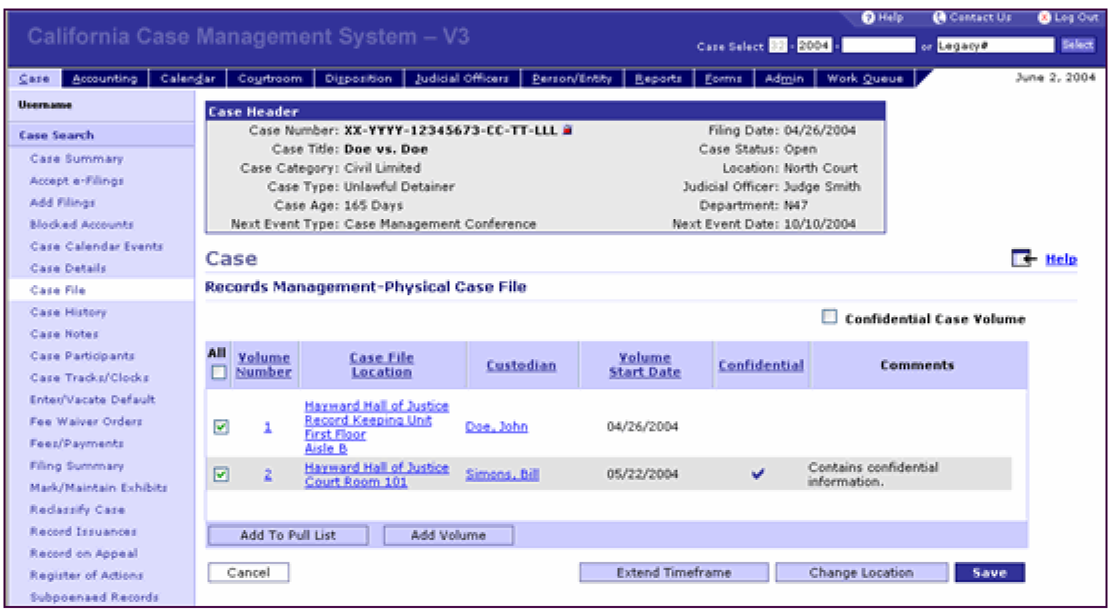
Introduction

You can choose to work with cases in the pre-populated Review Physical Case File Results set, or you can search files which meet specific criteria. The Review Physical Case File Results displays all cases pending destruction within your location.

Task Activity

Perform the following steps to review the case files that are eligible for destruction.

1. Select **[Case] > [Records Management] > [Physical Case File]**.
   Result: The Records Management - Physical Case File screen displays.



2. Select one or more filter criteria, if necessary.
3. Click the **[Filter]** button.
   Result: The screen refreshes and displays only those case files that match the selected filter criteria.

Related Links

Review Cases to be Destroyed Overview

Records Management - Physical Case File Screen

Destroy Case Files

Destroy Case Files Overview

Introduction

Destroying case files defines the process for the destruction of physical case files. It involves the electronic recording of the destruction of case files and updating the Case Index with the case file destruction information. A Case Index is a report containing all of the wills, documents and cases for a given court.

Destroying Multiple Case Files

The system allows you to destroy multiple case files within a single transaction.

When a Case File May Not Be Destroyed

A case file may not be destroyed if:

- The retention time period for the case category and case type has not expired.
- The case is marked for permanent retention.
- Fewer than 30 days have passed since the case was identified in the Case Destruction report.
- The case is already identified as "Destroyed."
- The location of the case file is "In Transit" or "Missing."

If you attempt to destroy a case file, and the above criteria are not met, then an error message will appear stating that the case cannot be destroyed for any combination of the five reasons listed above.

Task Activities

Destroying case files includes the following task activities:

- Extend Retention Time Frame
- Search Physical Case Files
- Undo Destroy Physical Case Files

Additional Resources

- Business Rules

Related Links

Records Management - Physical Case File Screen

Records Management - Destroy Physical Case Files Details Screen

Records Management - Retain Physical Case File Screen

My Court Information

Extend Retention Time Frame

Introduction

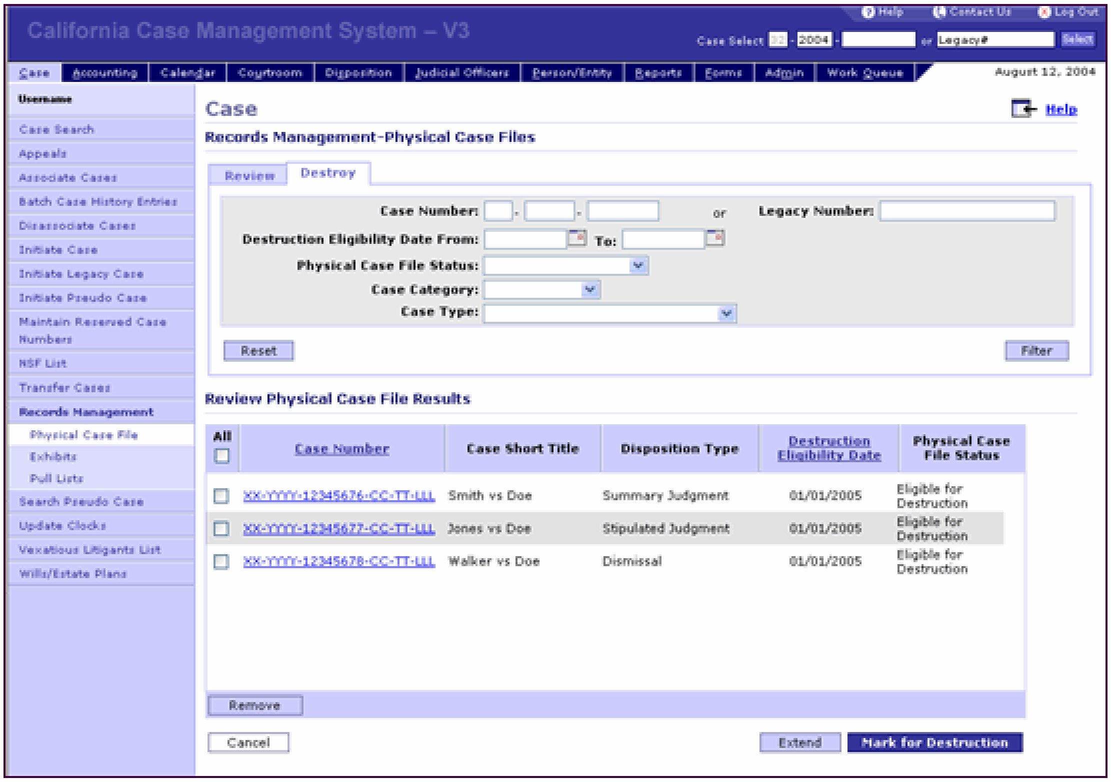
Extending the retention time frame of a case file changes the period of time in which the case file can be reviewed. It also updates the status of the case file to "Eligible for Destruction" or "Retained Permanently." This status is based on whether the case file destruction date is extended for a period of time or the case file is retained permanently.

Task Activity

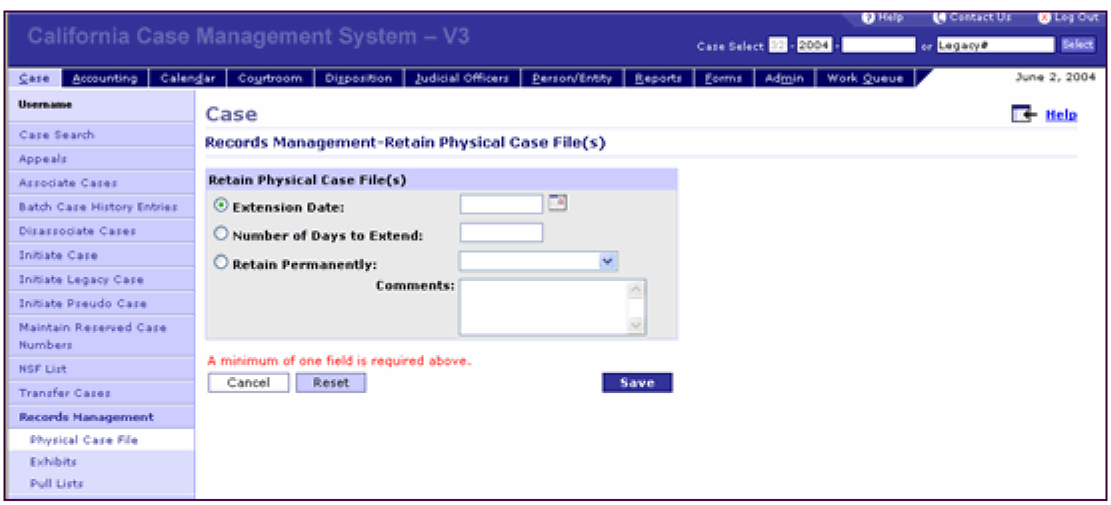
This activity takes place in the process of a physical case file search. Refer to the Search Physical Case Files task activity for details on this process.

Perform the following steps to extend the time frame to destroy a physical case file.

1. Select the checkboxes for the physical case files in which to extend the time frame for destruction.
   NOTE This selection occurs from the Records Management - Physical Case Files screen.



2. Click the **[Extend]** button.
Result: The Records Management - Retain Physical Case File(s) screen displays.

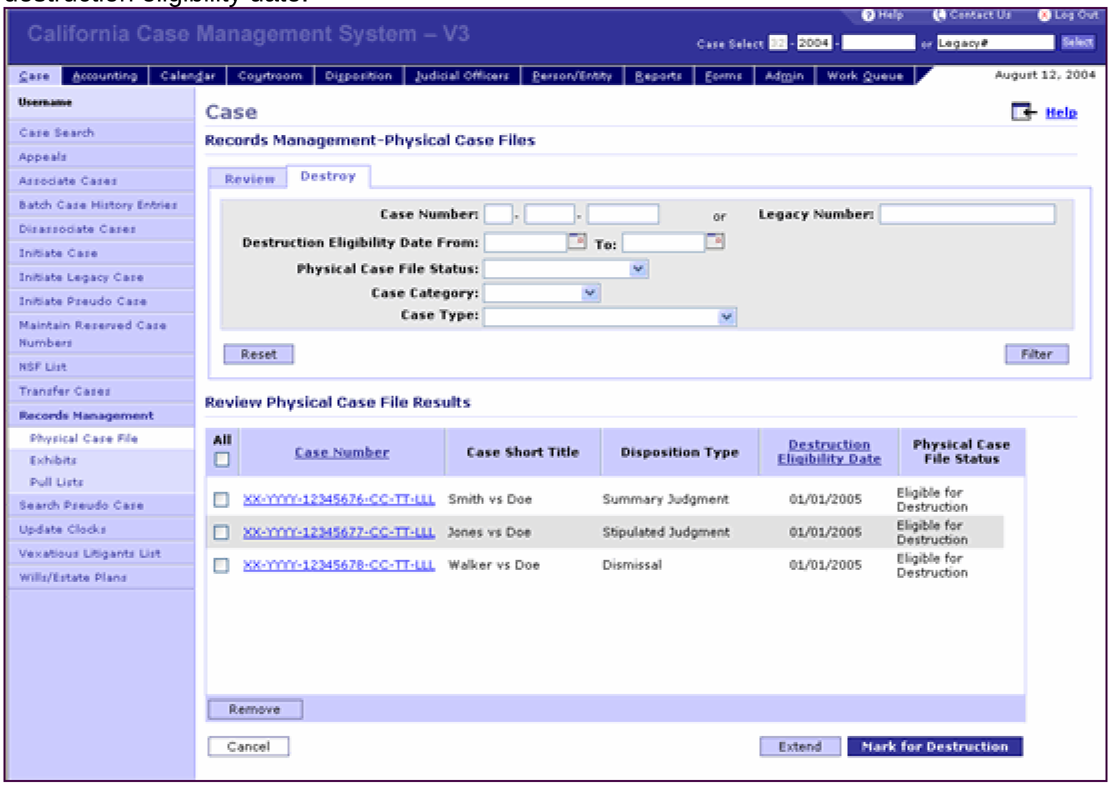


3. You can extend the retention period in one of three ways:
    4. Select the **[Extension Date]** radio button and enter a calendar date for which the destruction of the case file will be extended.
    NOTE This calendar date is the next time that the case file will be visible for further action.
    5. Select the **[Number of Days to Extend]** radio button and enter the number of days to extend the review period of the case file.

NOTE If the selected extension date for a case file is equal to or greater than 365 days, then the system will prompt you to confirm that the extension date is valid.

6. Select the **[Retain Permanently]** radio button and enter a reason for permanently retaining the case file.

4. Click the **[Save]** button.
Result: The Records Management - Physical Case Files screen displays the updated case file destruction eligibility date.



Related Links

Destroy Case Files Overview

Records Management - Retain Physical Case File Screen

Records Management - Physical Case File Screen

My Court Information

Search Physical Case Files

Introduction

This activity allows you to search for case files that have a status of either "Pending Destruction" or "Destroyed." Refer to the Search Feature Overview for details on performing a search in the system.

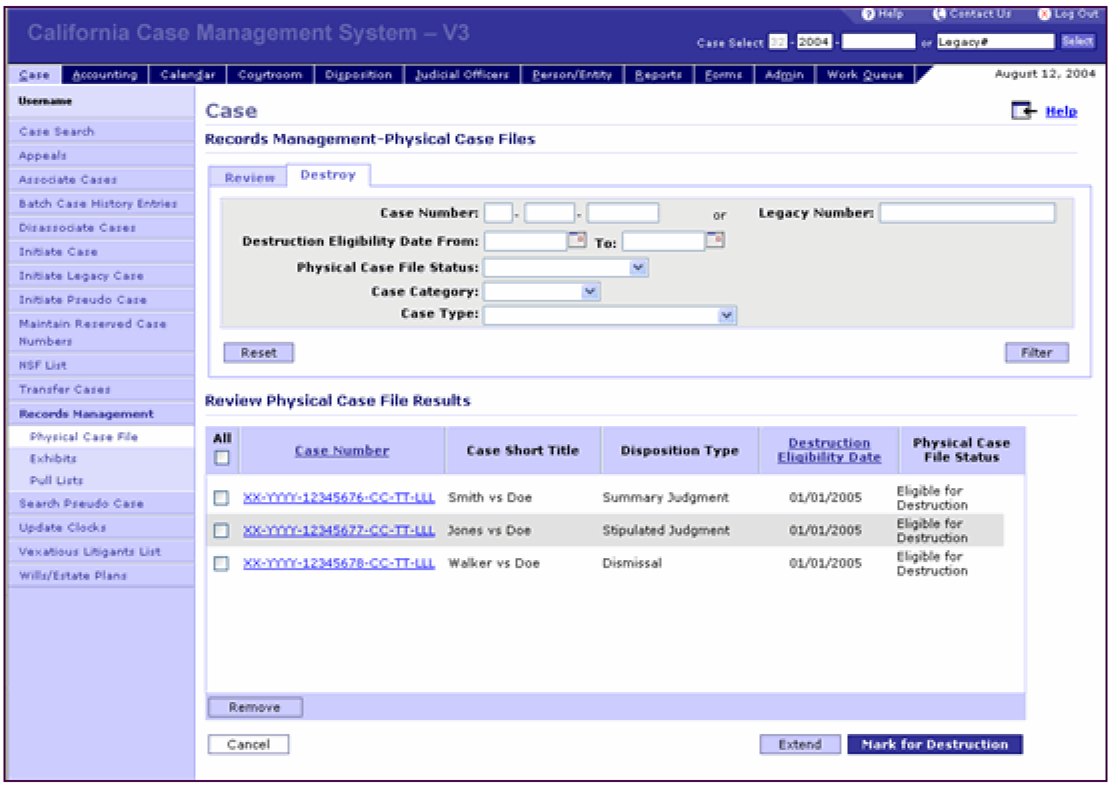
Cases to be Destroyed

When accessing the list of case files to be destroyed, the system will automatically populate the list with all cases pending destruction that are within your court location, without the need for any filter criteria to be entered.

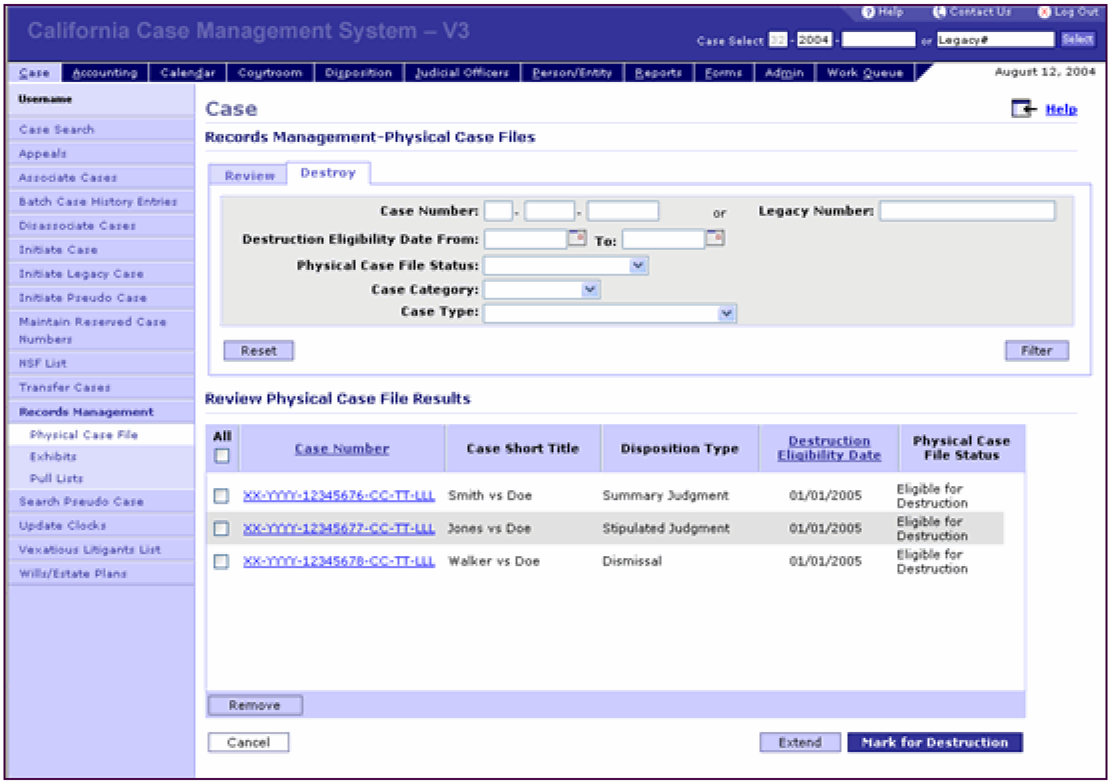
Task Activity

Perform the following steps to retrieve a set of physical case files to be destroyed.

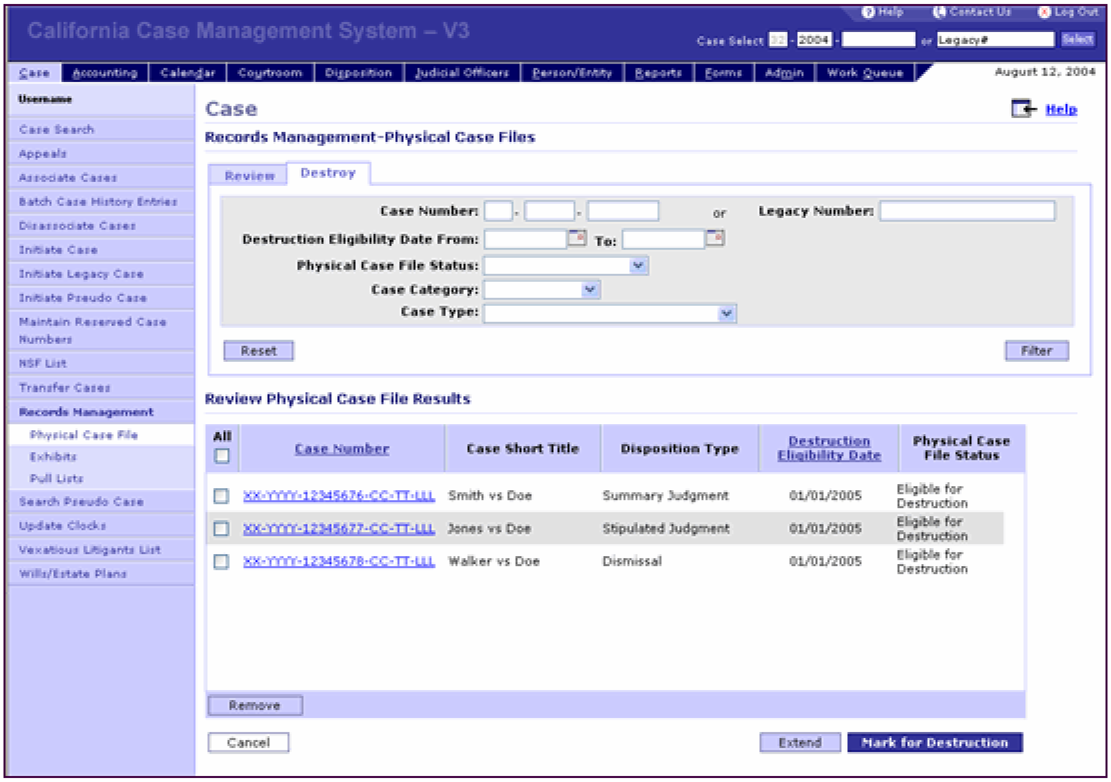
1. Select **[Case] > [Records Management] > [Physical Case File]**.
   Result: The Records Management - Physical Case Files screen displays.



2. Select the **[Destroy]** tab.
   Result: The Destroy tab highlights and displays the appropriate information.



3. Enter/Select data for the appropriate search parameter fields.
4. Click the **[Filter]** button.
   Result: The Review Physical Case Files Results screen displays.



Related Links

Destroy Case Files Overview

Records Management - Physical Case File Screen

My Court Information

Undo Destroy Physical Case Files

Introduction

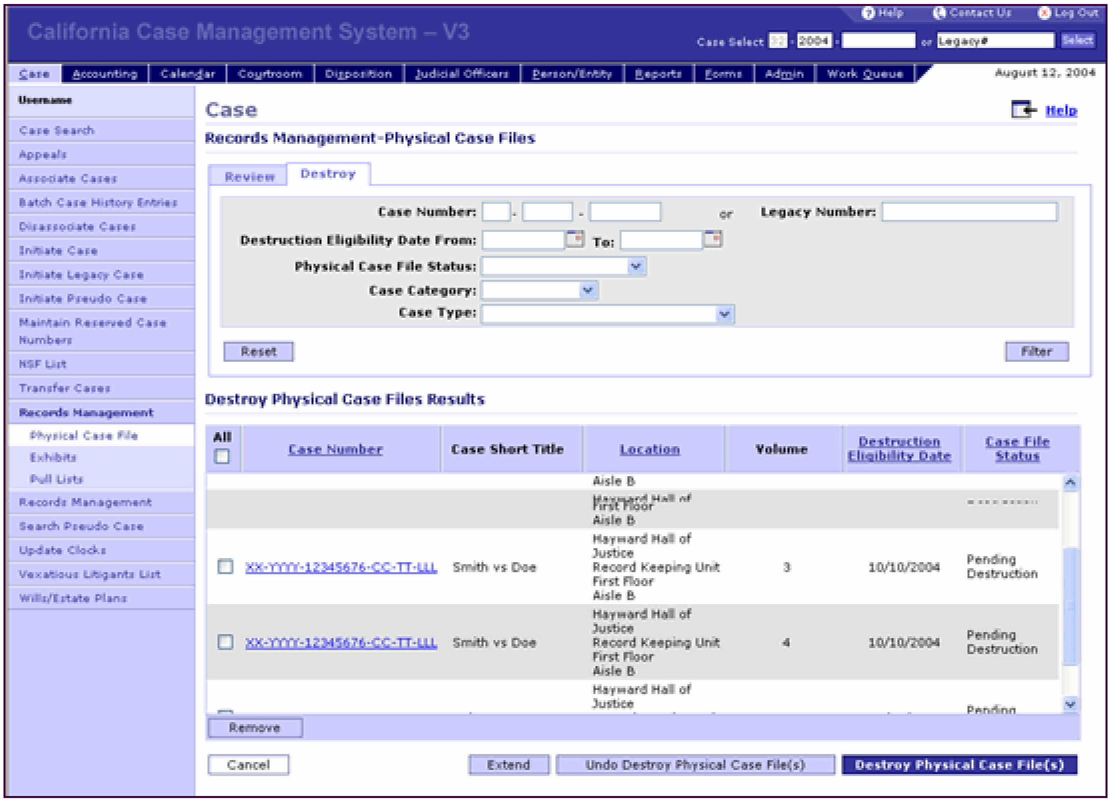
Undoing the destruction of a physical case file updates a case file status to "Pending Destruction." You can use this process if an event such as a case file was selected for destruction by mistake.

Task Activity

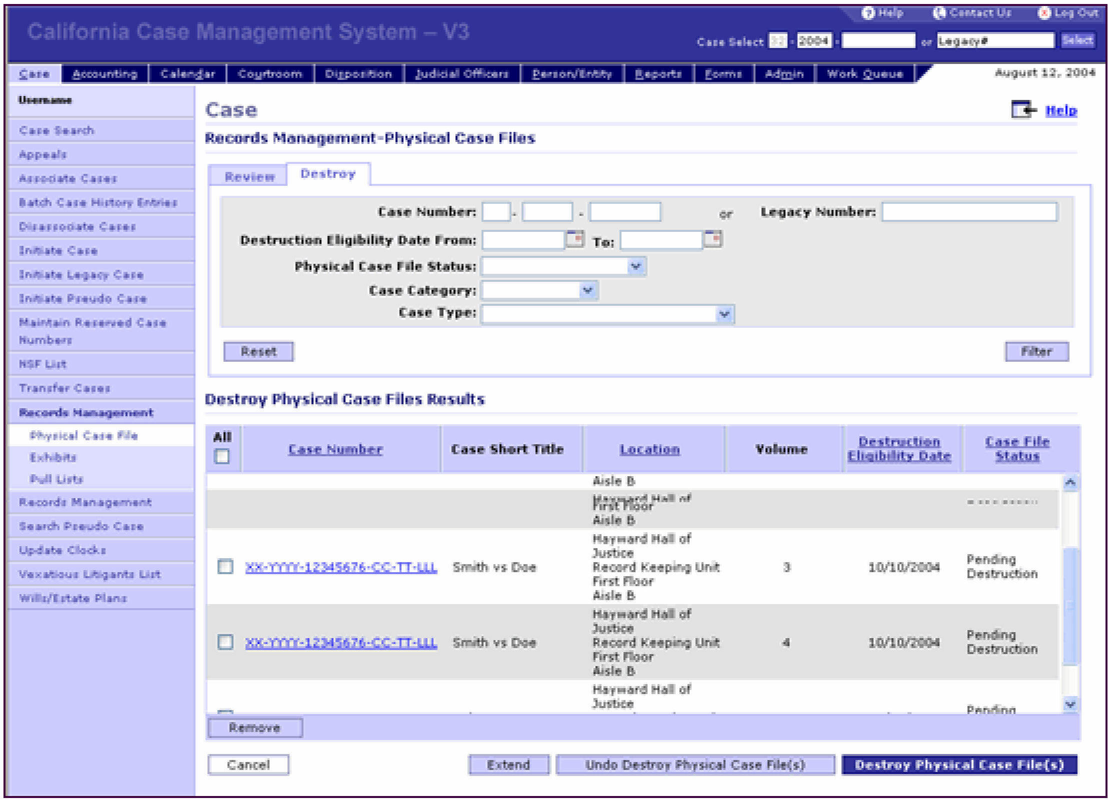
This activity takes place in the context of a physical case file search. Refer to the Search Physical Case Files task activity for details on this process.

Perform the following steps to undo the destruction of a physical case file:

1. Select the checkboxes for the physical case files to undo from destruction.
   NOTE Only case files with a status of "DESTROYED" can be "undestroyed."
   NOTE This selection occurs from the Destroy Case File Results screen.



2. Click the **[Undo Destroy Physical Case Files]** button.
   Result: The Destroy Case File Results screen refreshes to display the updated status as "PENDING DESTRUCTION."



Related Links

Destroy Case Files Overview

Records Management - Physical Case File Screen

Maintain Subpoenaed Records

Maintain Subpoenaed Records Overview

Introduction

Maintaining subpoenaed records involves creating, modifying, and deleting a subpoenaed record. You can also associate a subpoenaed record to an event.

Adding a Subpoenaed Record

When adding a subpoenaed record, you must be in the context of a case. You may update a subpoenaed record within the context of a case, or select a subpoenaed record from the search function if you are outside the context of a case.

Task Activities

Maintaining subpoenaed records includes the following task activities:

- Associate a Subpoenaed Record to an Event
- Create Subpoenaed Records
- Delete Subpoenaed Records
- Modify Subpoenaed Records
- Search for Subpoenaed Records Inside the Context of a Case
- Search for Subpoenaed Records Outside the Context of a Case

Additional Resources

Other items related to this overview includes the following:

- Business Rules

Related Links

Records Management - Search Screen

Records Management - Create/Modify Subpoenaed Record Screen

Records Management - Subpoenaed Records Screen

My Court Information

Associate Subpoenaed Records to an Event

Introduction

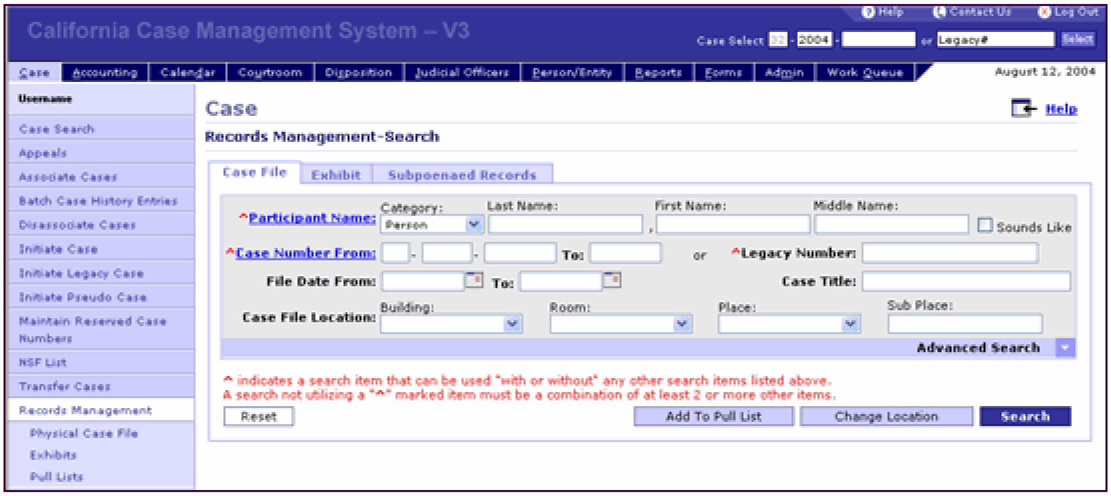
Associating subpoenaed records to a case involves scheduling hearings on a future date for cases associated with a subpoenaed record.

Task Activity

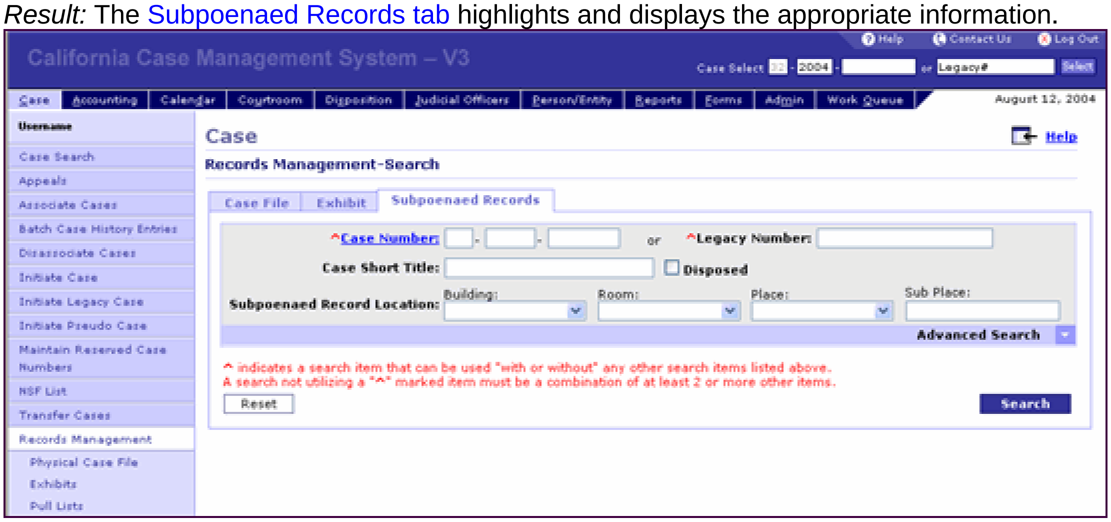
This activity takes place in the context of a subpoenaed record search. Refer to the Search for Subpoenaed Records Outside the Context of a Case task activity for details on this process.

Perform the following steps to associate a subpoenaed record.

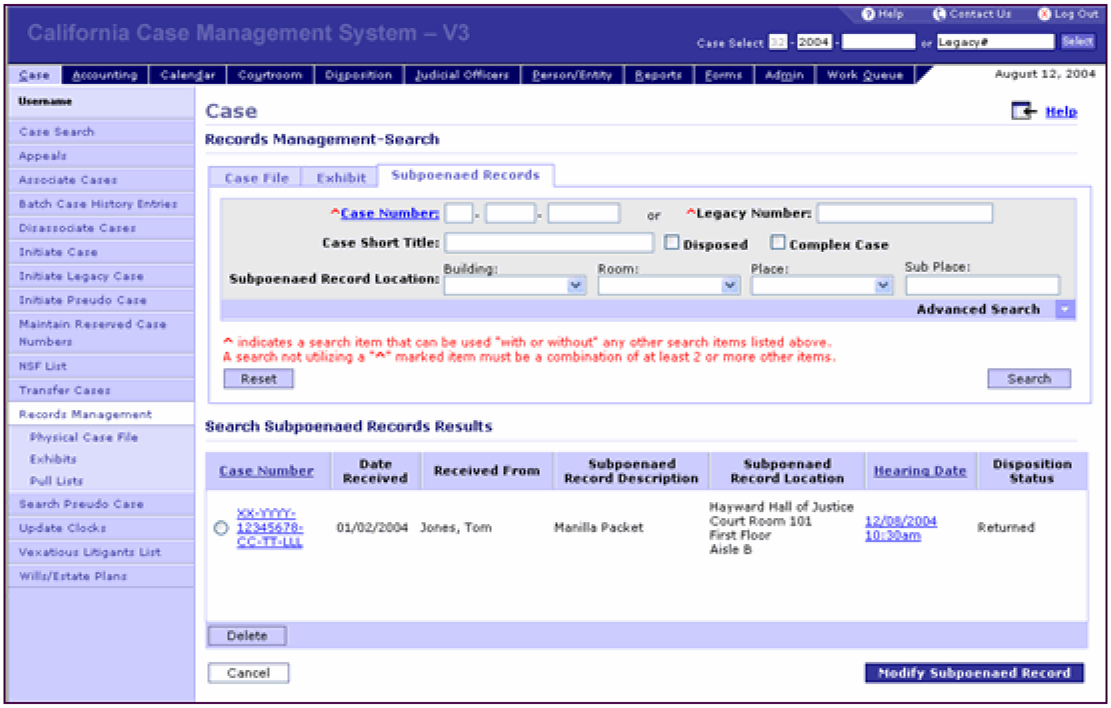
1. Select **[Case] > [Records Management] > [Subpoenaed Records]**.
   Result: The Records Management Search screen displays.



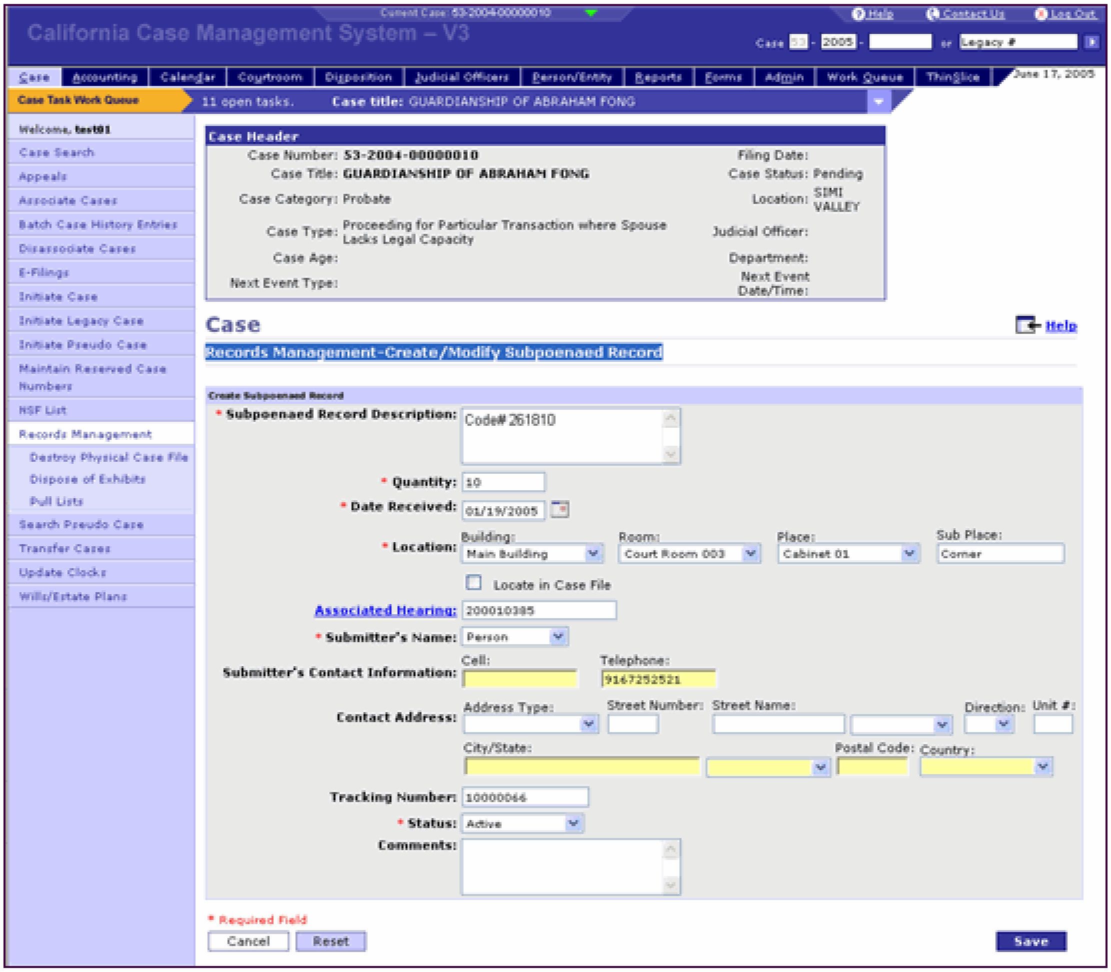
2. Select the **[Subpoenaed Records]** tab.
Result: The Subpoenaed Records tab highlights and displays the appropriate information.



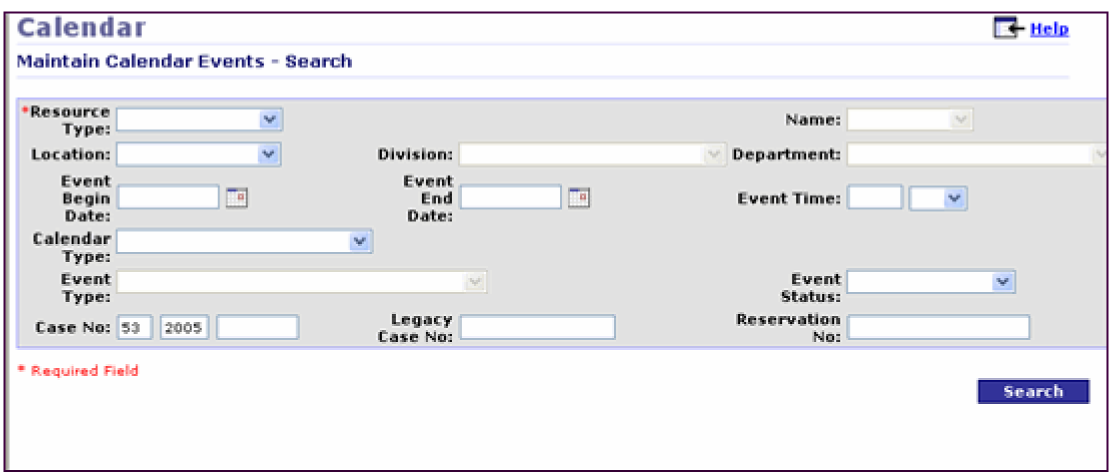
3. Enter/Select data for the appropriate search parameter fields.
4. Click the **[Search]** button.
Result: The Search Subpoenaed Records Results screen displays.



5. Select the radio button for the subpoenaed record to associate to an event.
6. Click the **[Modify Subpoenaed Record]** button.
   Result: The Records Management - Create/Modify Subpoenaed Record screen displays.

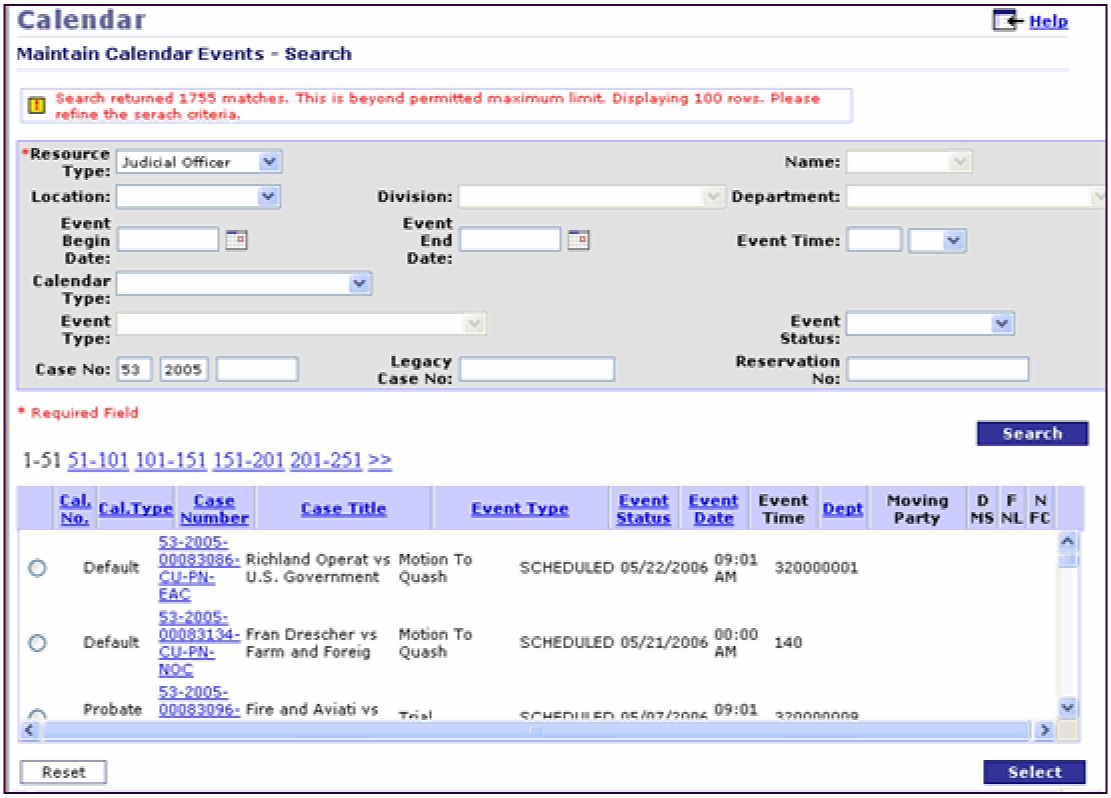


7. Click the **[Associated Hearing]** link.
Result: The Maintain Calendar Events - Search screen displays.

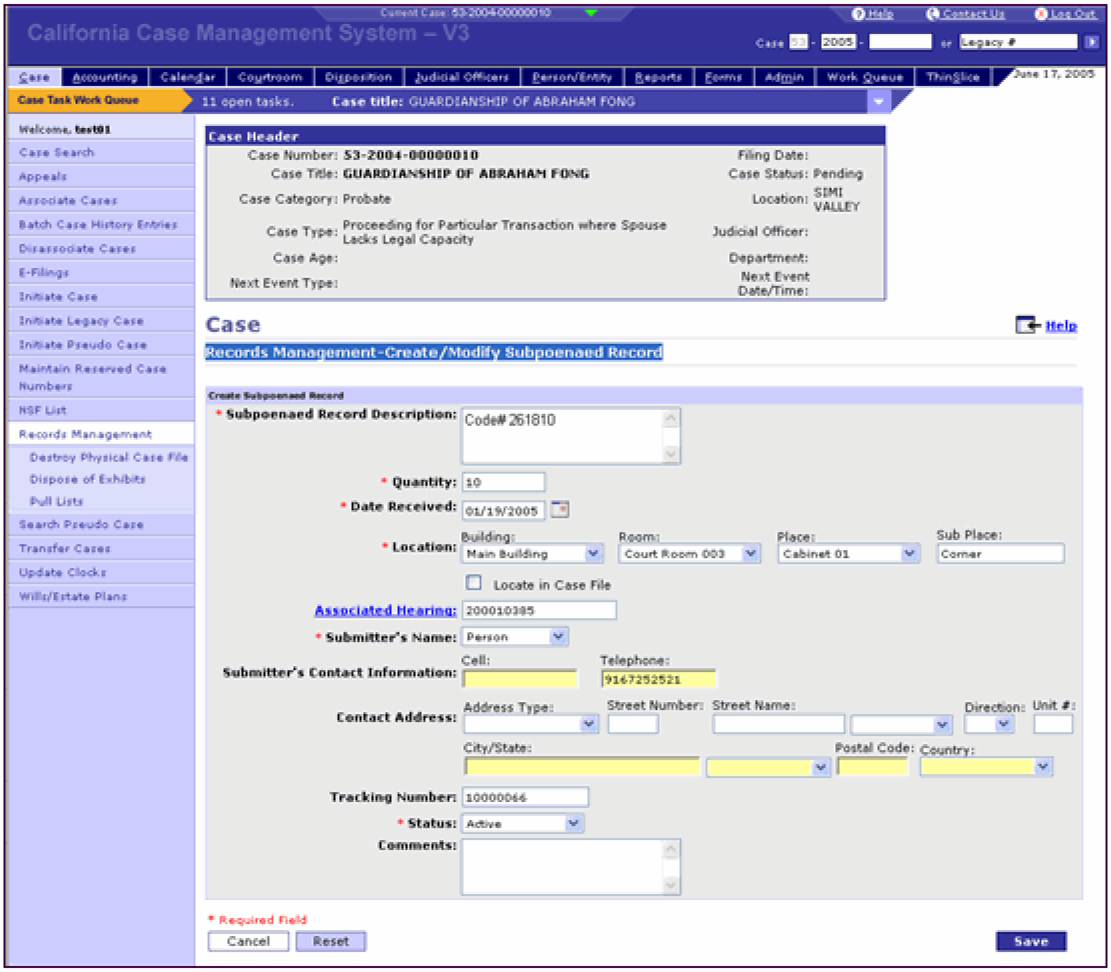


8. Select a **Resource Type**.

9. Click the **[Search Button]** button.
   Result: The Maintain Calendar Events Results displays.

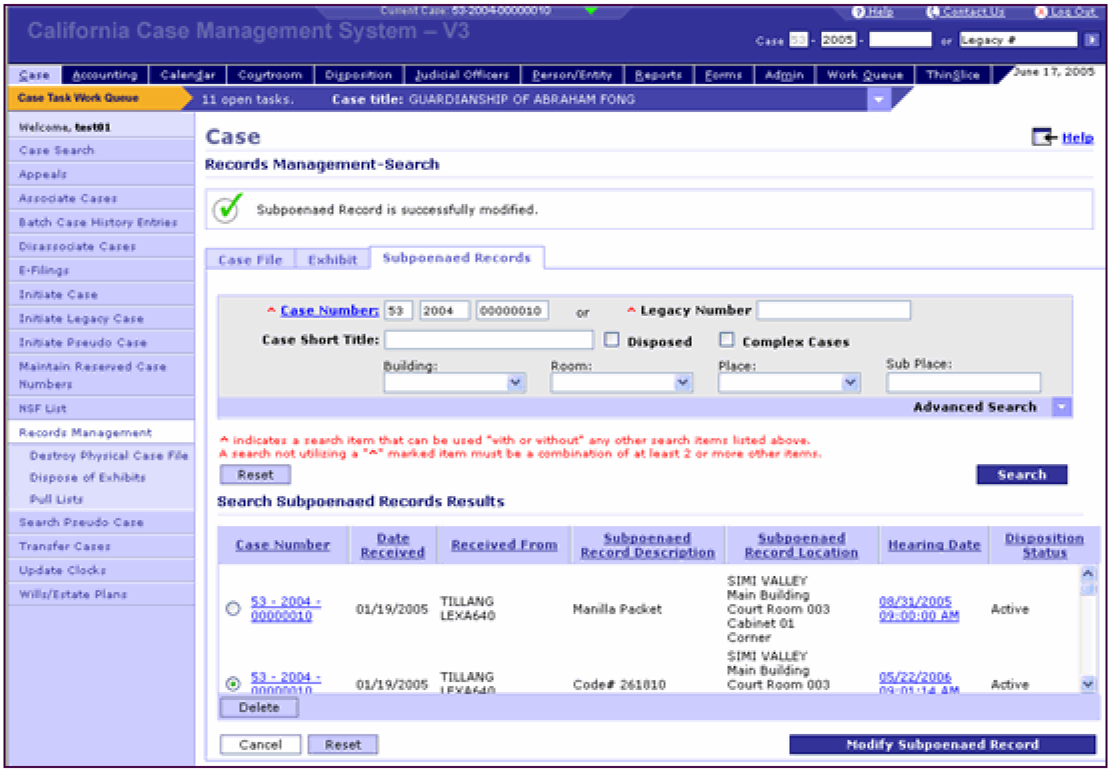


10. Select the checkbox for the hearing to associate.
11. Click the **[Select]** button.
    Result: The Records Management - Create/Modify Subpoenaed Record screen re-displays.



NOTE The Associated Hearing field should be populated with the Calendar ID number for the associated hearing.

12. Click the **[Save]** button.
Result: The Records Management - Create/Modify Subpoenaed Record screen refreshes with a confirmation message.



Related Links

Maintain Subpoenaed Records Overview

Records Management - Subpoenaed Records Screen

Maintain Calendar Events - Search Screen

Records Management - Create/Modify Subpoenaed Record Screen

My Court Information

Create Subpoenaed Records

Introduction

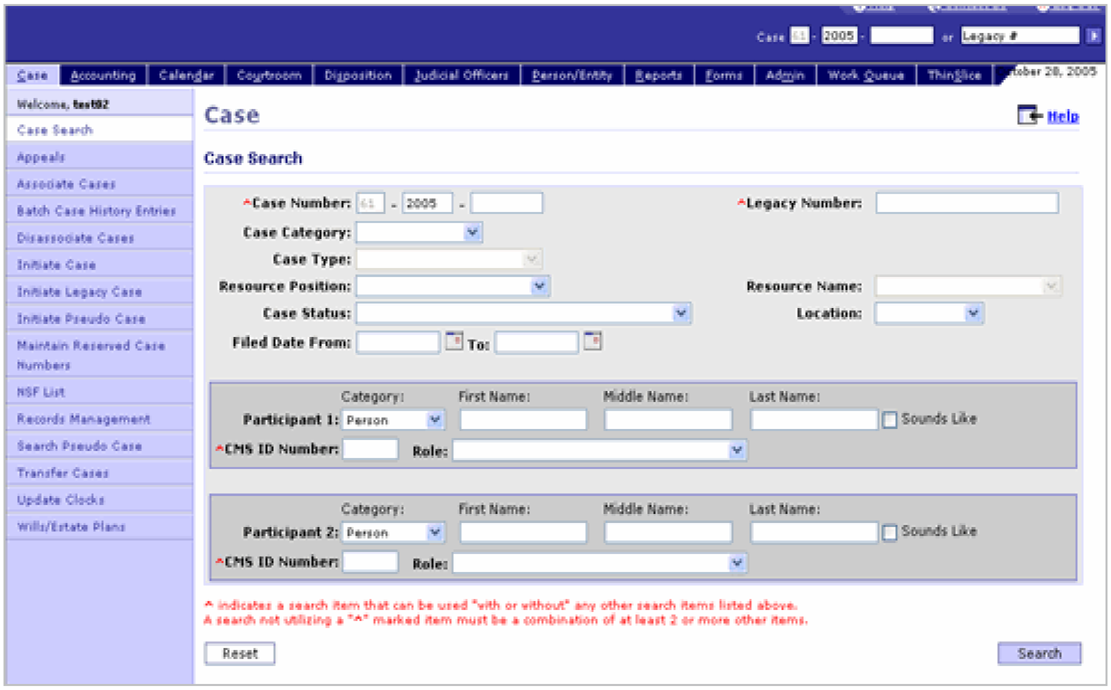
You can create a subpoenaed record for a case any time before or after performing a case search. When creating a subpoenaed record, the system automatically associates the subpoenaed record to that case.

Task Activity

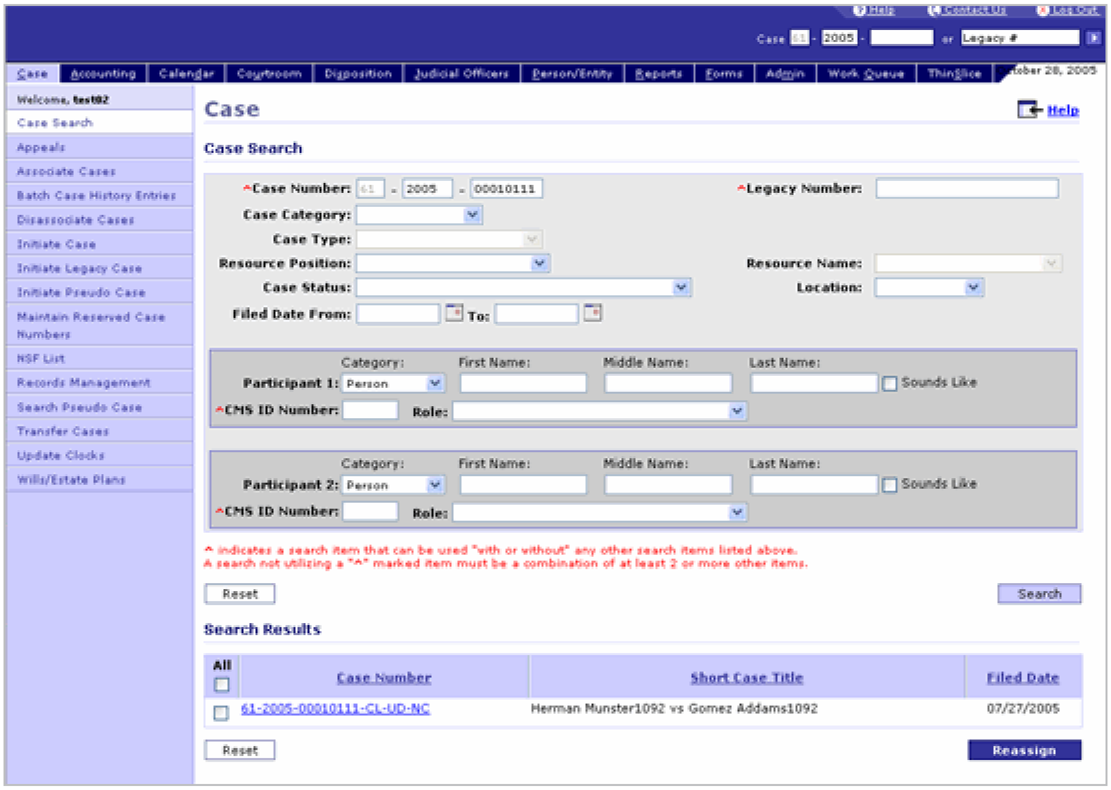
This activity takes place in the context of a subpoenaed record search. Refer to the Search for Subpoenaed Records Outside the Context of a Case task activity for details on this process.

Perform the following steps to create a subpoenaed record.

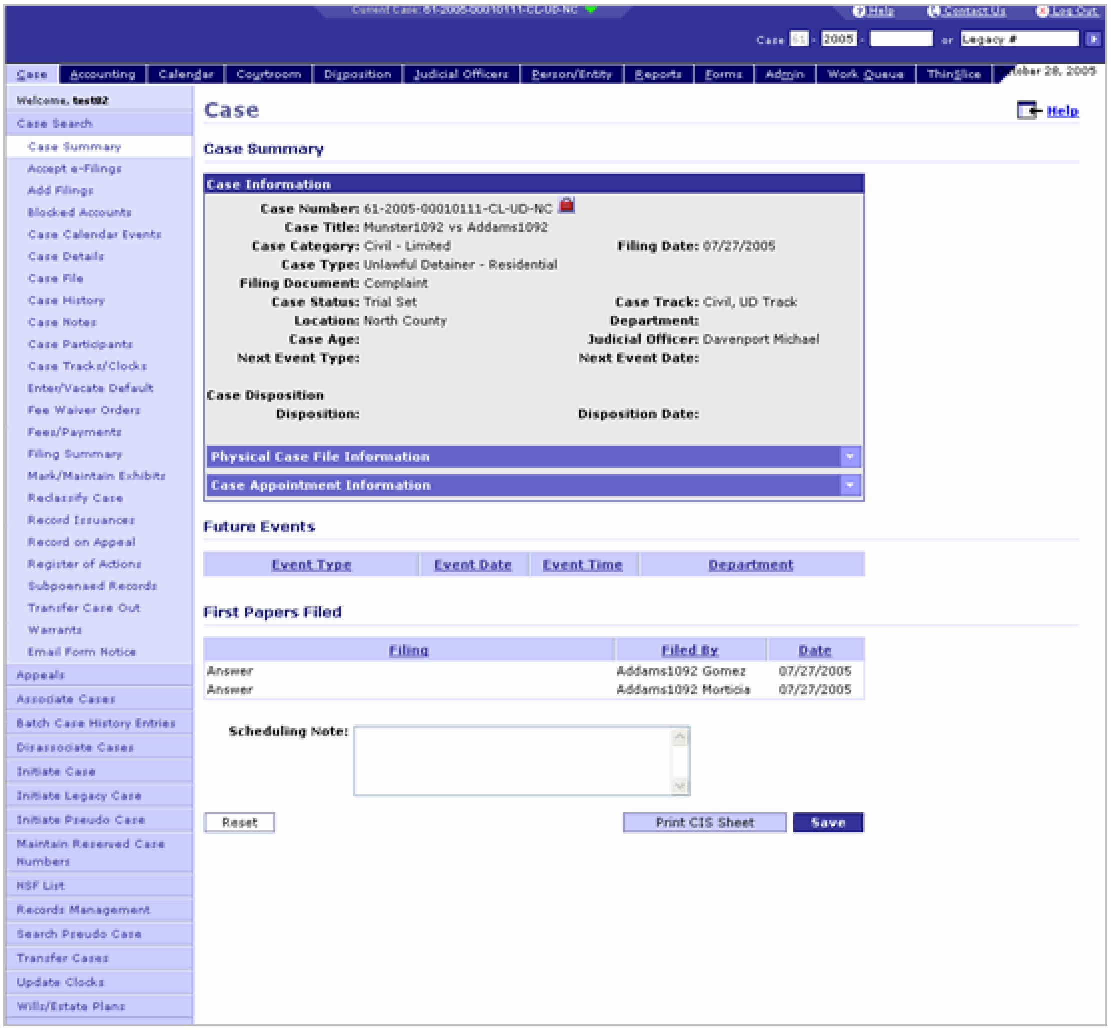
1. Select **[Case] > [Case Search]**.
   Result: The Case Search screen displays.



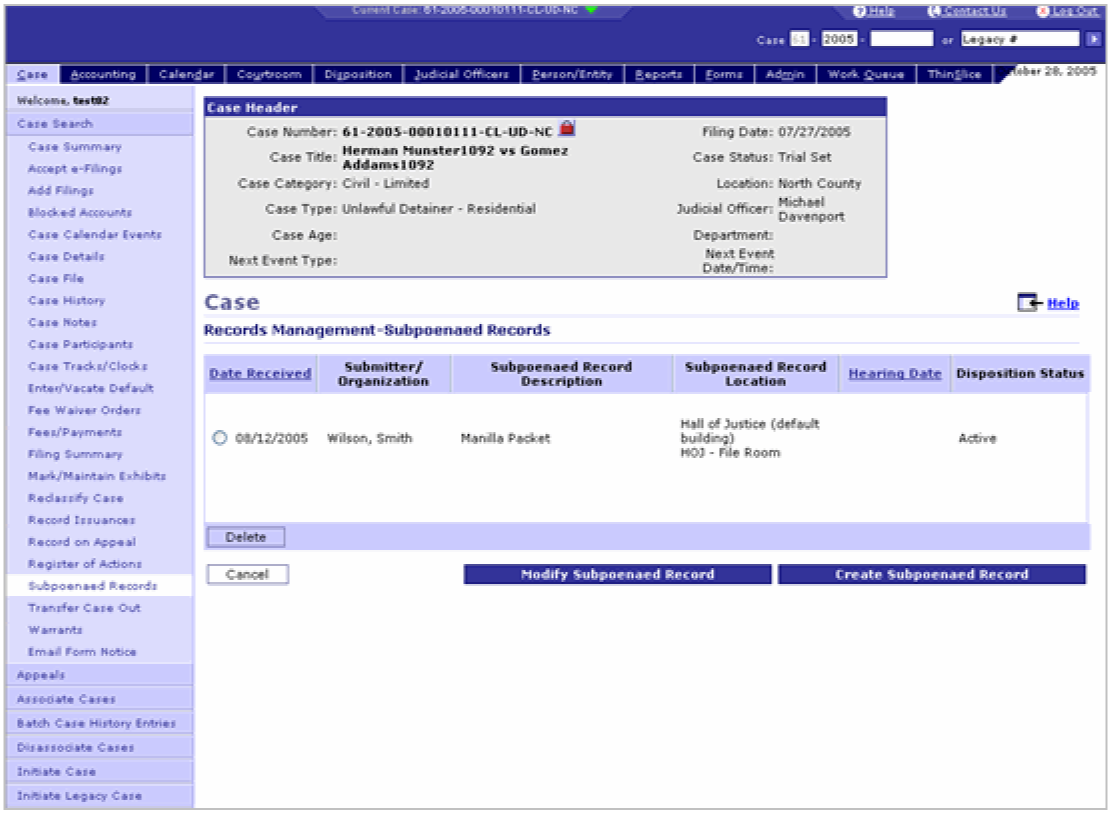
2. Enter/Select data for the appropriate search parameter fields.
3. Click the **[Search]** button.
   Result: The screen refreshes with the Search Results.



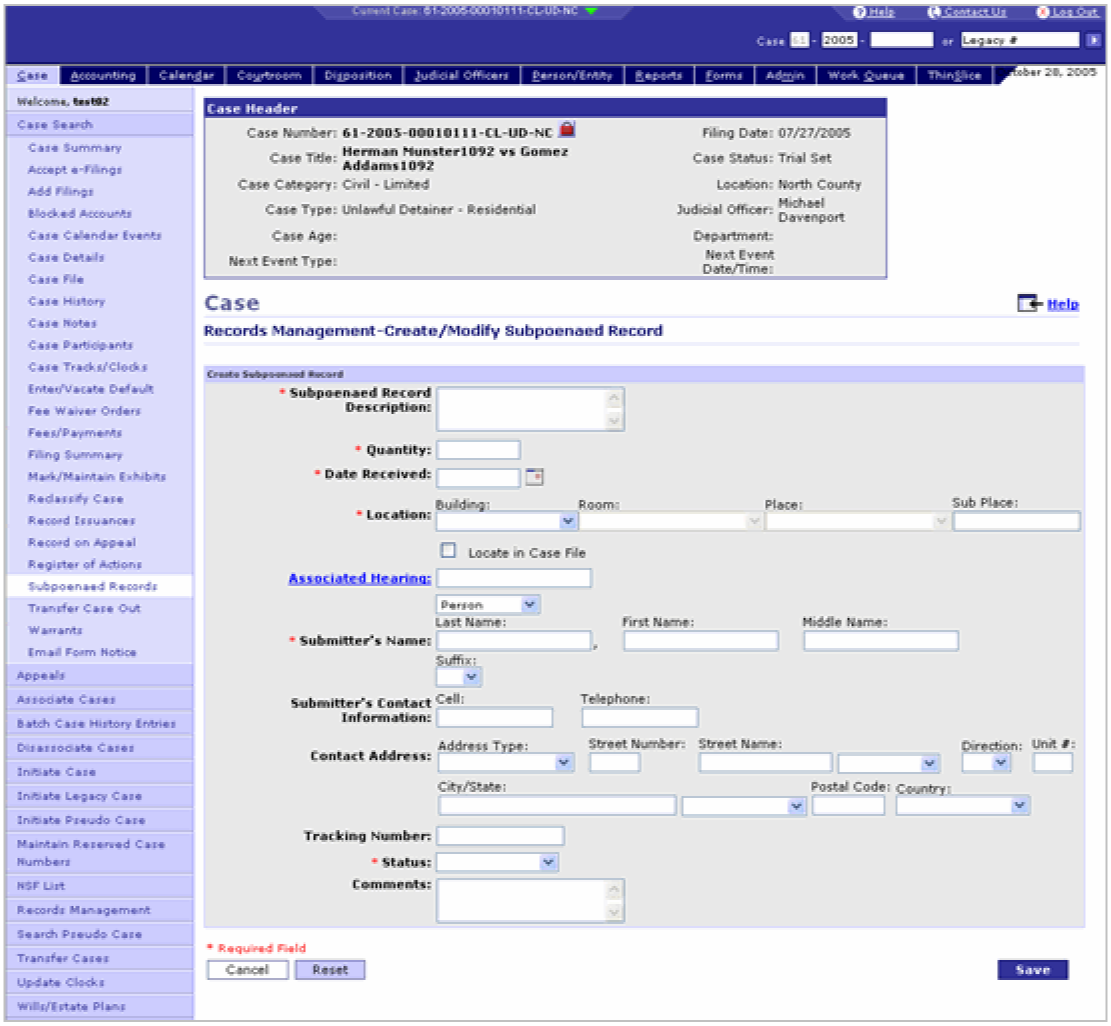
4. Click the **Case Number** link for the case on which to create a subpoenaed record.
   Result: The Case Summary screen displays.



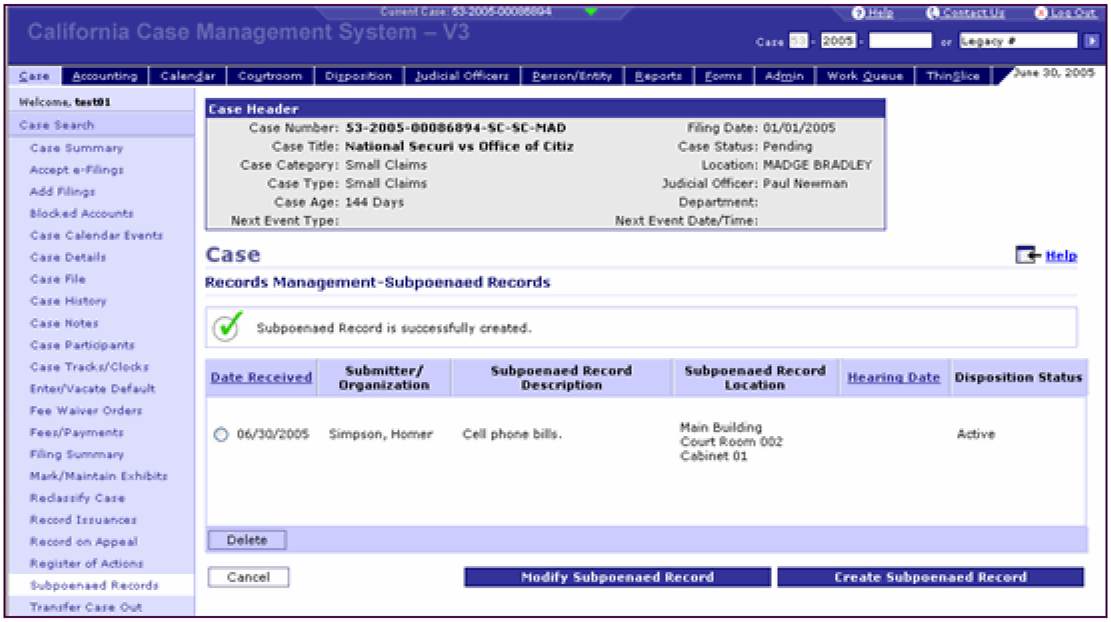
5. Select the **[Subpoenaed Records]** left navigation item.
Result: The Records Management - Subpoenaed Records screen displays.



6. Click the **[Create Subpoenaed Record]** button.
Result: The Records Management - Create/Modify Subpoenaed Record screen displays.



7. Enter/Select data for the following required fields:
    - Subpoenaed Record Description
    - Quantity
    - Date Received
    - Location
    - Submitter's Name
    - Status
8. Click the **[Save]** button.
   Result: The Records Management - Subpoenaed Records screen refreshes with a confirmation message.



Related Links

Maintain Subpoenaed Records Overview

Case Search Screen

Case Summary Screen

Records Management - Subpoenaed Records Screen

Records Management - Create/Modify Subpoenaed Record Screen

My Court Information

Modify Subpoenaed Records

Introduction

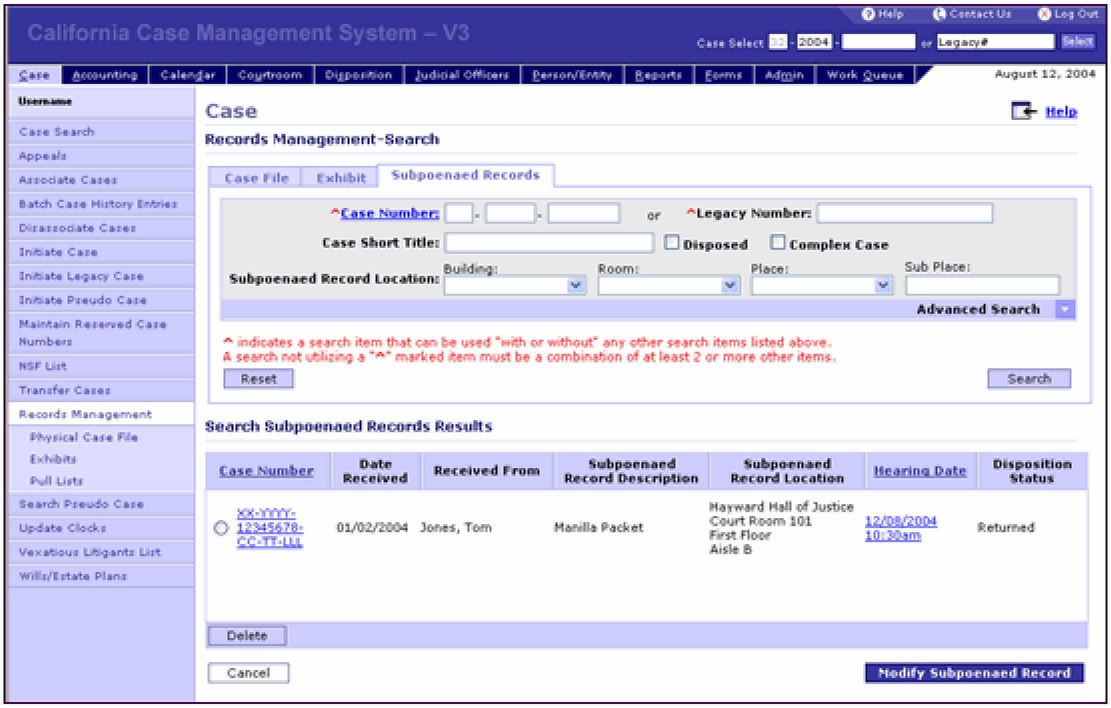
Modifying a subpoenaed record updates information about a subpoenaed record.

Task Activity

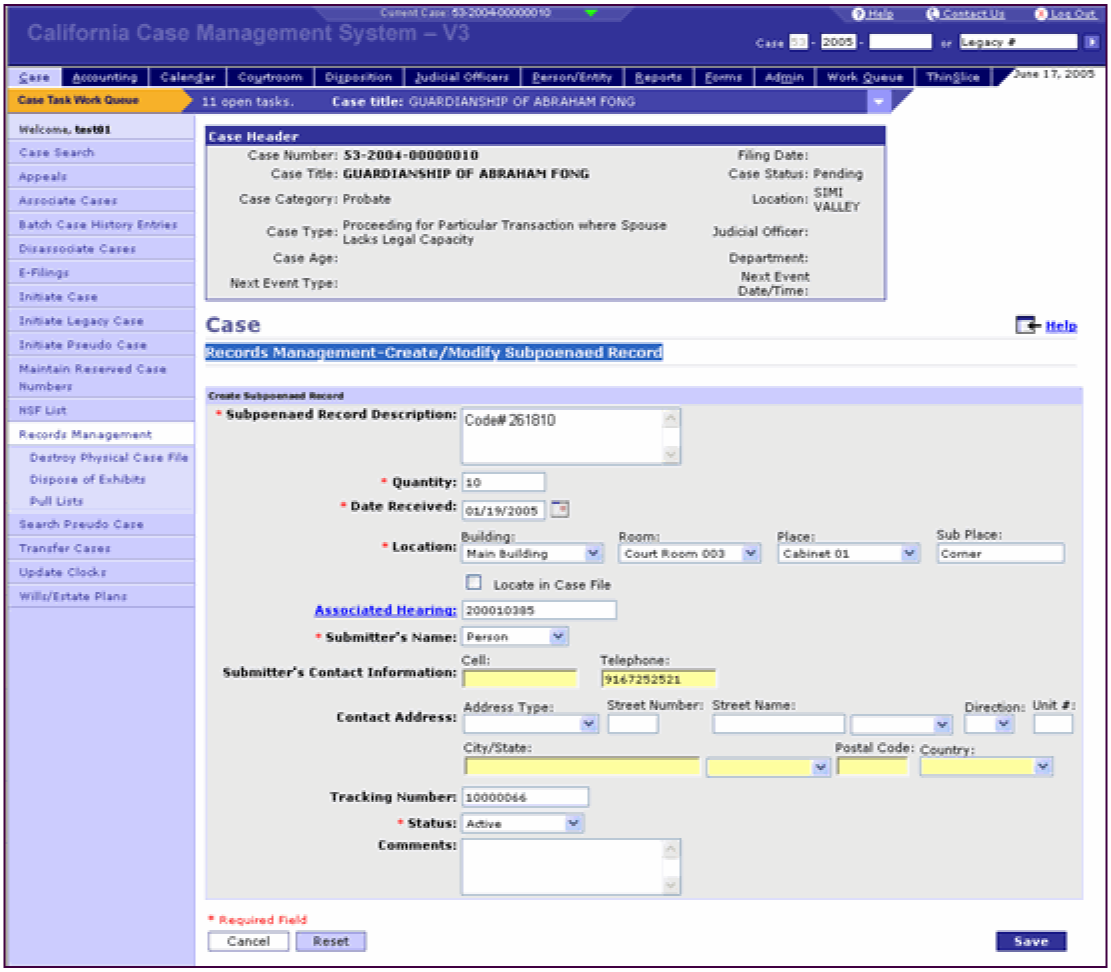
This activity takes place in the context of a subpoenaed record search. Refer to the Search for Subpoenaed Records Outside the Context of a Case task activity for details on this process.

Perform the following steps to modify a subpoenaed record.

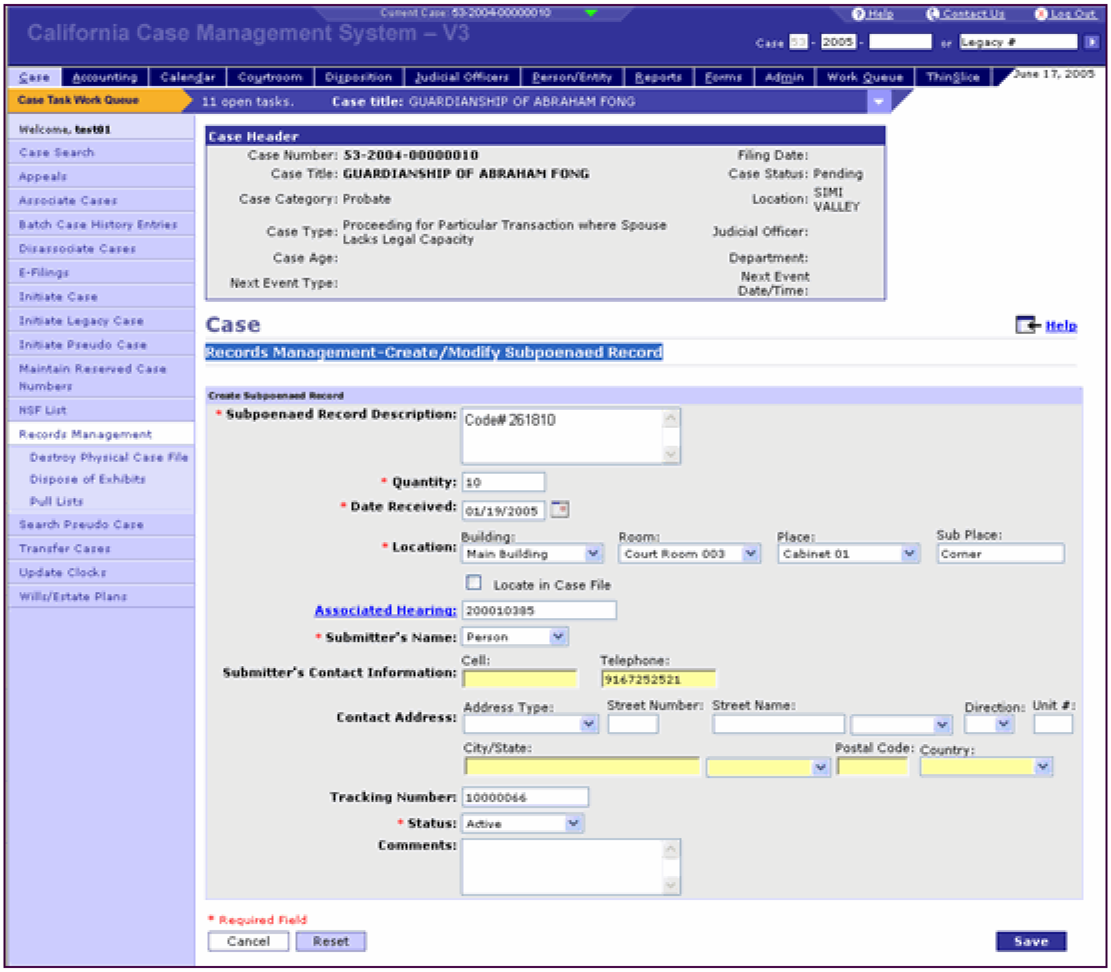
1. Select the radio button for the subpoenaed record to associate.
   NOTE This selection occurs from the Records Management - Search screen.



2. Click the **[Modify Subpoenaed Record]** button.
   Result: The Records Management - Create/Modify Subpoenaed Record screen displays.



3. Enter/Update the available fields as needed.
4. Click the **[Save]** button.
Result: The Records Management - Create/Modify Subpoenaed Record screen refreshes with a confirmation message.



Related Links

Maintain Subpoenaed Records Overview

Records Management - Create/Modify Subpoenaed Record Screen

My Court Information

Delete Subpoenaed Records

Introduction

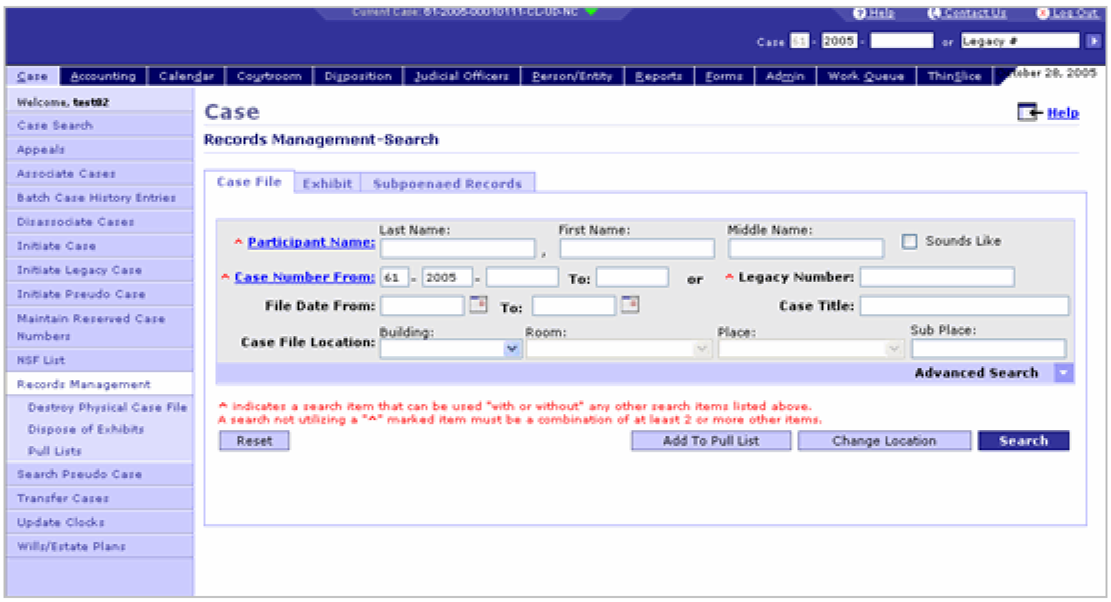
Based on security access, the system will allow you to delete a subpoenaed record. Deleting a subpoenaed record removes the information related to a subpoenaed record from the system. For example, you can delete a subpoenaed record that was entered in error.

Task Activity

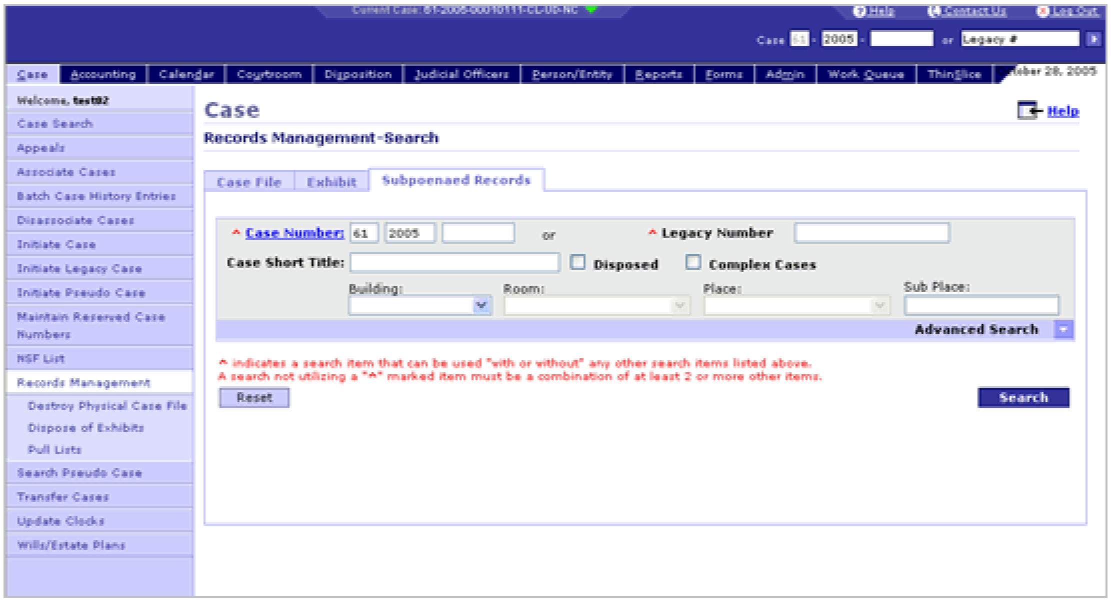
This activity takes place in the context of a subpoenaed record search. Refer to the Search for Subpoenaed Records Outside the Context of a Case task activity for details on this process.

Perform the following steps to associate a subpoenaed record.

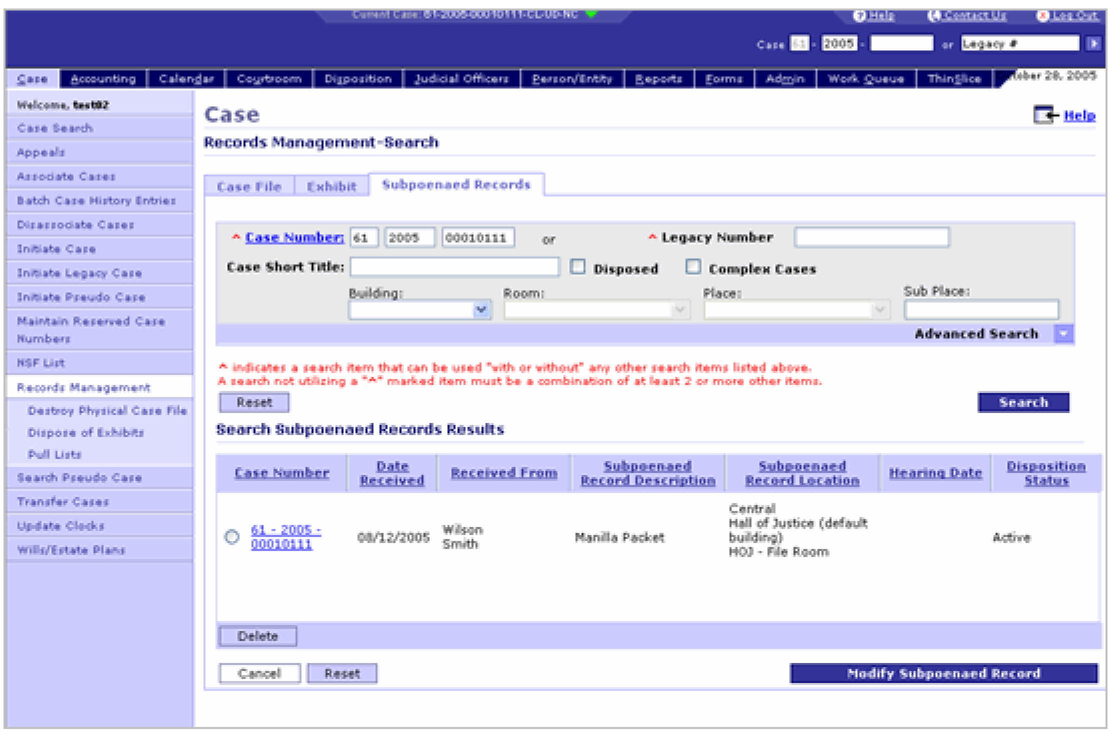
1. Select **[Case] > [Records Management] > [Subpoenaed Records]**.
   Result: The Records Management Search screen displays.



2. Select the **[Subpoenaed Records]** tab.
   Result: The Subpoenaed Records tab highlights and displays the appropriate information.

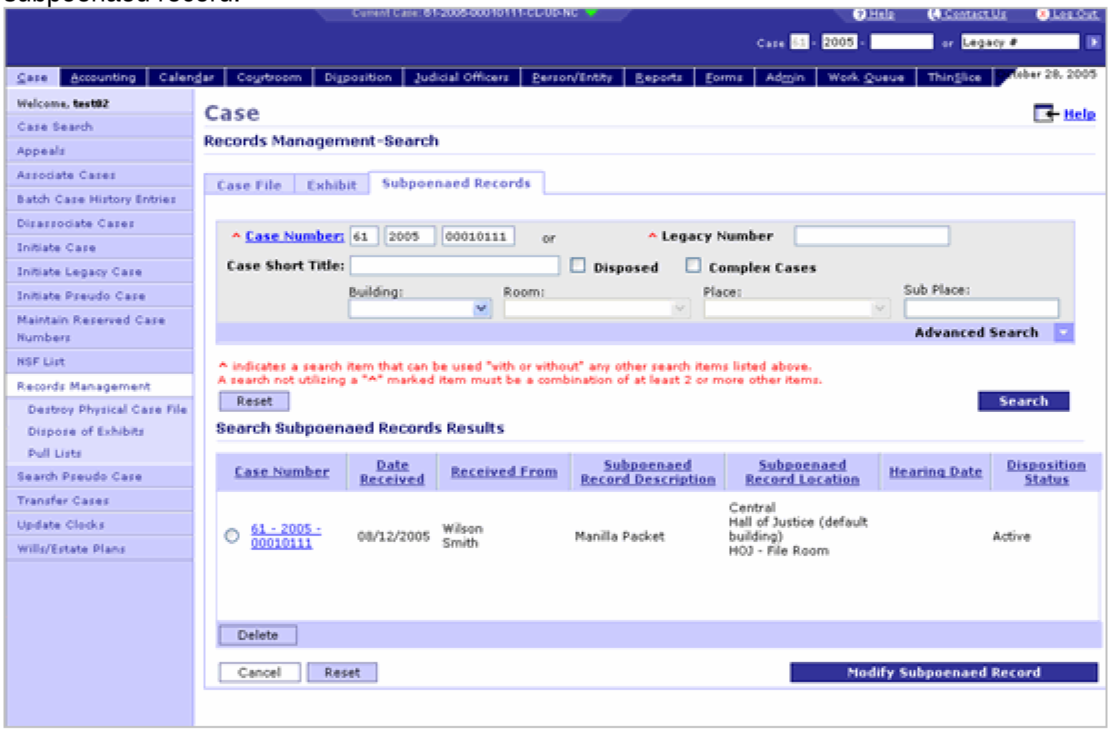


3. Enter/Select data for the appropriate search parameter fields.
4. Click the **[Search]** button.
Result: The Search Subpoenaed Records Results screen displays.



5. Select the radio button for the subpoenaed record to delete.

6. Click the **[Delete]** button.
   Result: The Search Subpoenaed Records Results screen refreshes and no longer displays the subpoenaed record.



Related Links

Maintain Subpoenaed Records Overview

Records Management - Search Screen

My Court Information

Search for Subpoenaed Records Inside the Context of a Case

Introduction

This activity allows you to search for subpoenaed records within the context of a case. You can perform this type of search if a subpoenaed record has been associated to a case. Refer to the Search Feature Overview for details on performing a search in the system.

The search function also provides the foundation for maintaining subpoenaed records. For example, you must perform a case search in order to update a record.

Disposed Calendared Events and Associated Subpoenaed Records

When a calendared event is disposed and subpoenaed records are associated to that event, a warning message will display stating that the subpoenaed records should be returned to the parties. If necessary, you may associate the subpoenaed records to a future event. This activity will display the Events Listing screen.

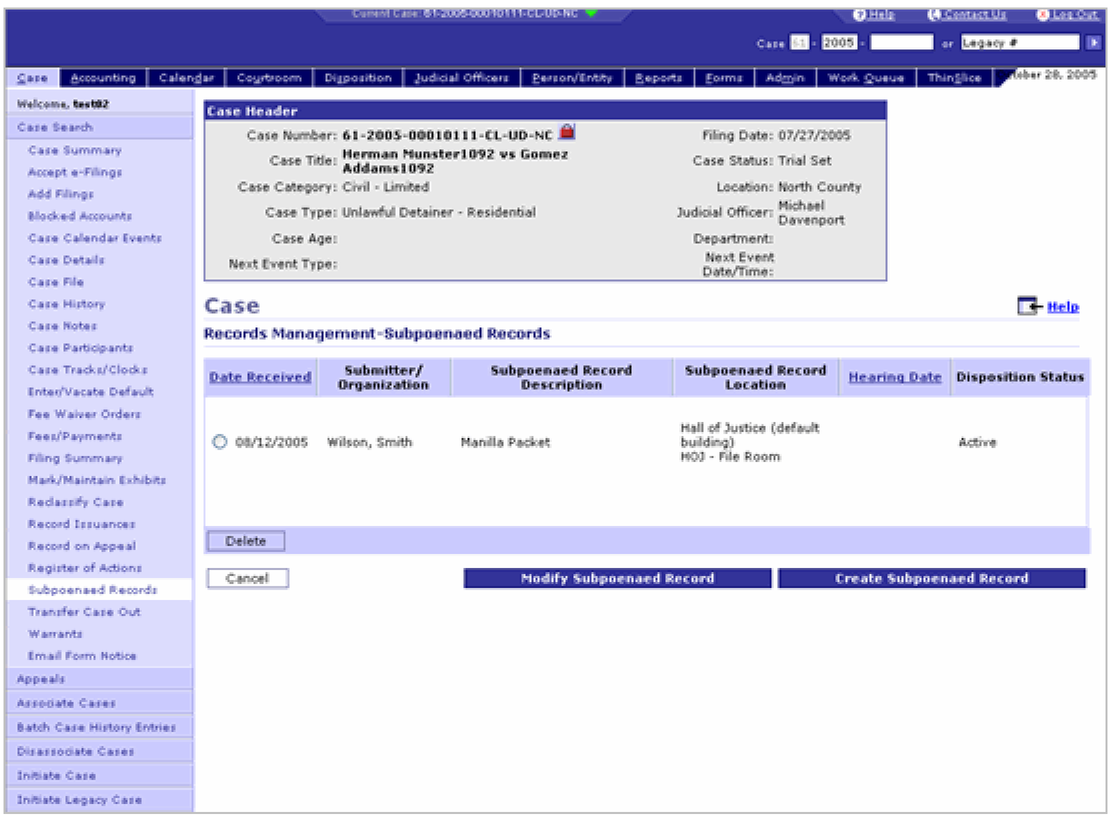
Subpoenaed Record Icon

When a subpoenaed record is associated with a hearing, the calendar will display an icon showing that the subpoenaed record is available for the calendared event.

Task Activity

Perform the following steps to search for subpoenaed records within the context of a case. Refer to the Search Cases task activity for details on performing a case search.

1. Select the **[Subpoenaed Records]** left navigation item.
   Result: The Records Management - Subpoenaed Records screen displays the subpoenaed records associated with the case.



Related Links

Maintain Subpoenaed Records Overview

Records Management - Subpoenaed Records Screen

My Court Information

Search for Subpoenaed Records Outside the Context of a Case

Introduction

This activity allows you to search for subpoenaed records outside the context of a case. You can perform this type of search when a location change request applies to subpoenaed records for multiple cases. For instance, you may require the subpoenaed records associated with multiple cases that are requested for a specific courtroom at a specific time.

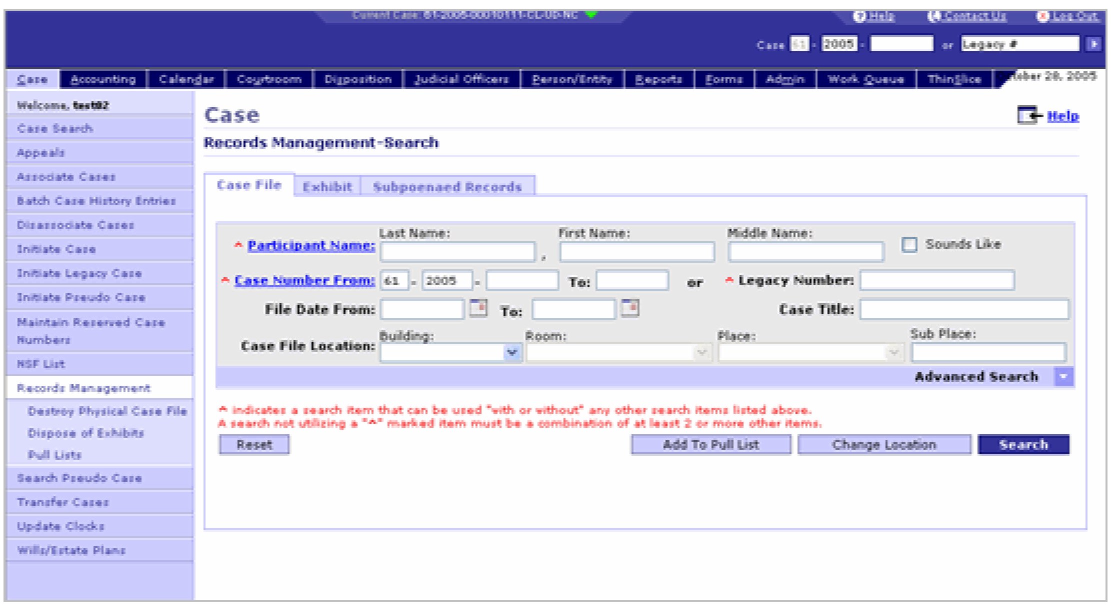
The search function also provides the foundation for maintaining subpoenaed records. For example, you must perform a subpoenaed record search in order to update a record.

Refer to the Search Feature Overview for details on performing a search in the system.

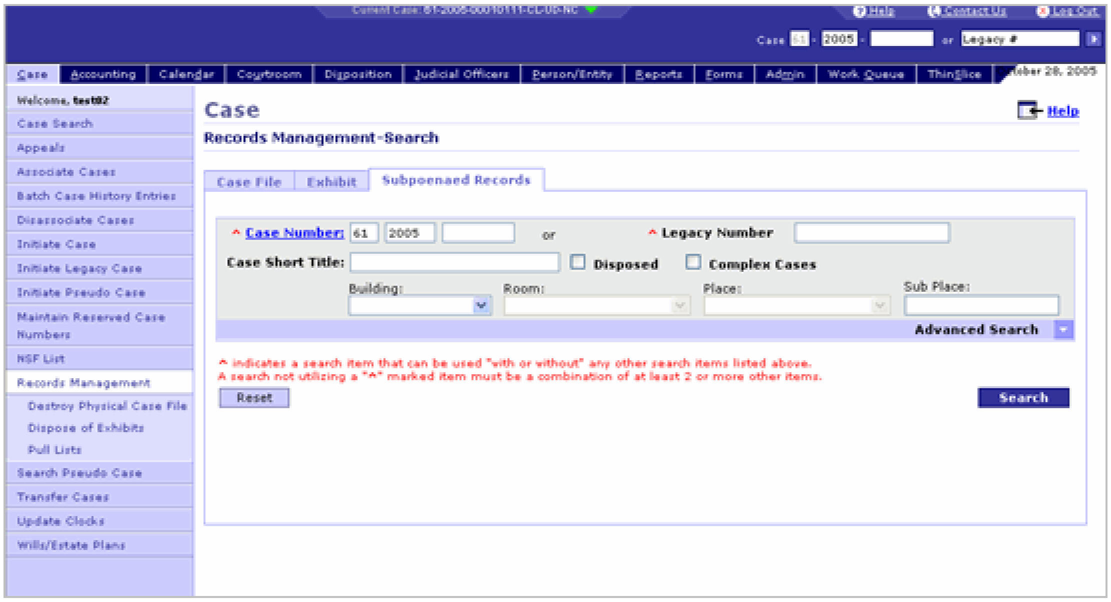
Task Activity

Perform the following steps to search for subpoenaed record outside the context of a case.

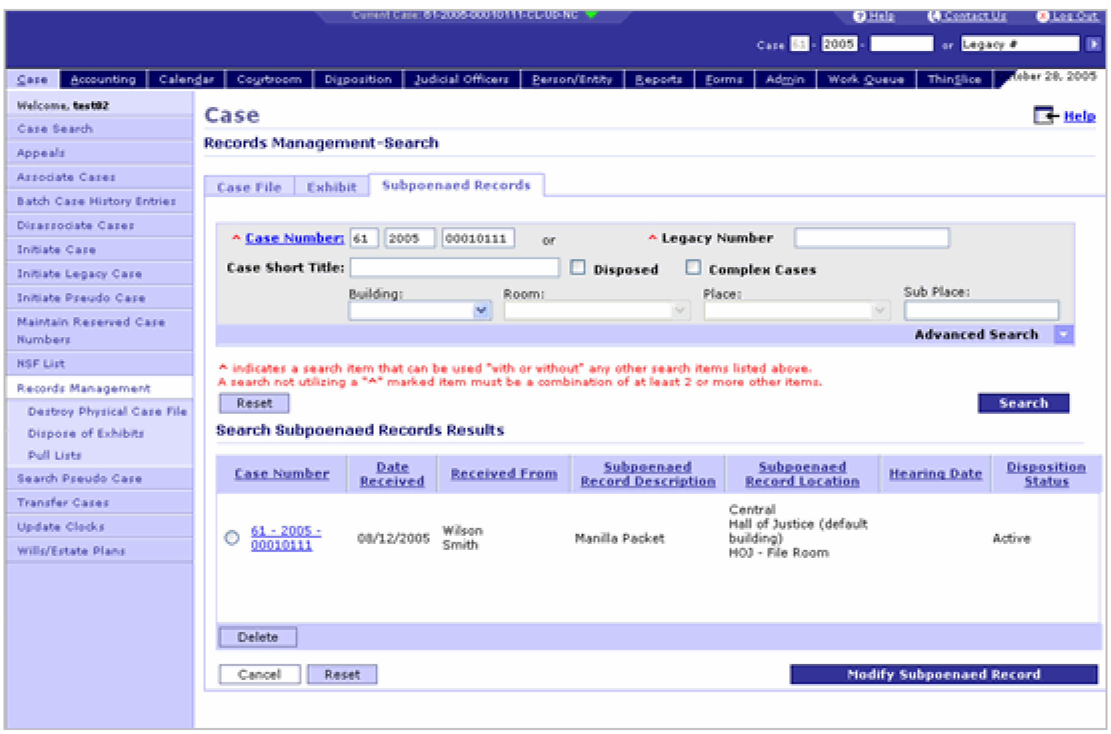
1. Select **[Case] > [Records Management]**.
   Result: The Records Management Search screen displays.



2. Select the **[Subpoenaed Records]** tab.
   Result: The Subpoenaed Records tab highlights and displays the appropriate information.



3. Enter/Select data for the appropriate search parameter fields.
4. Click the **[Search]** button.
   Result: The Search Subpoenaed Records Results screen displays.



Related Links

Maintain Subpoenaed Records Overview

Records Management - Search Screen

Maintain Wills/Estate Planning Documents

Maintain Wills/Estate Planning Documents Overview

Introduction

Maintaining wills/estate planning documents involves depositing or lodging miscellaneous wills, probate wills and/or estate planning documents. This includes assigning a tracking number, locating the document, and charging fees.

Associating Miscellaneous Wills and Codicils With Probate Cases

When a miscellaneous will is associated with a probate case, the will categorization will be updated to "Probate Will." The will is then placed into a case file volume, with the movement of the will tracked by the movement of the corresponding case file volume. If a will is not a part of a probate case, then the location of the will can be updated through the "create" or "modify" wills and estate plans function.

Associating Codicils and Estate Plans With a Will

Codicils and estate plans may also be associated to a will through the "create" or "modify" feature. If this occurs, a search for a will, codicil or estate plan will retrieve the associated documents.

Will Records

A will record may be deleted from the system (if entered in error) through the Delete Document feature. Access to this function is based on security privileges. If a will is lodged by anyone other than the State Bar, payment for the associated fee must be recorded before saving the transaction in the system.

Task Activities

Maintaining wills and estate planning documents includes the following task activities:

- Search Wills/Estate Planning Documents
- Create Documents
- Associate Documents
- Modify Documents
- Delete Documents

Additional Resources

Other items related to this overview includes the following:

- Business Rules
- Forms/Notices/Reports

Related Links

Records Management - Wills/Estate Planning Documents Search Screen

Records Management - Create/Modify Will/Estate Planning Document Screen

My Court Information

Search Wills/Estate Planning Documents

Introduction

This activity allows you to search for wills and estate planning documents. Refer to the Search Feature Overview for details on performing a search in the system.

Wills and Associated Documents

If you perform a search for a will that is associated to another document (such as an estate plan or codicil), the system retrieves and displays the associated documents in the search results.

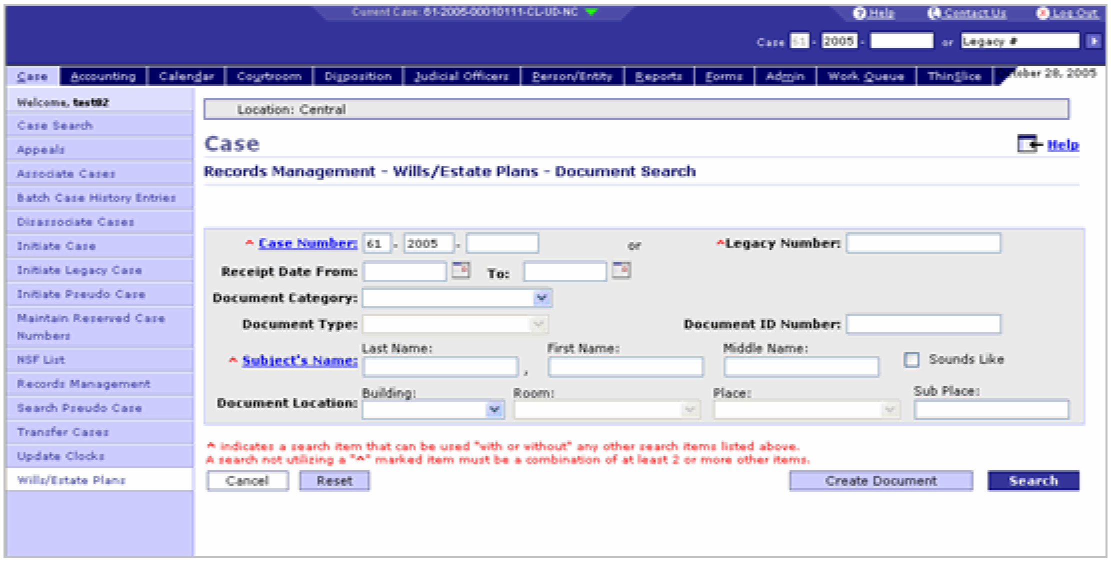
Location Information

If a will is located in a volume within a case file, the Document Location information is not required and those search fields will appear grayed out in the search screen.

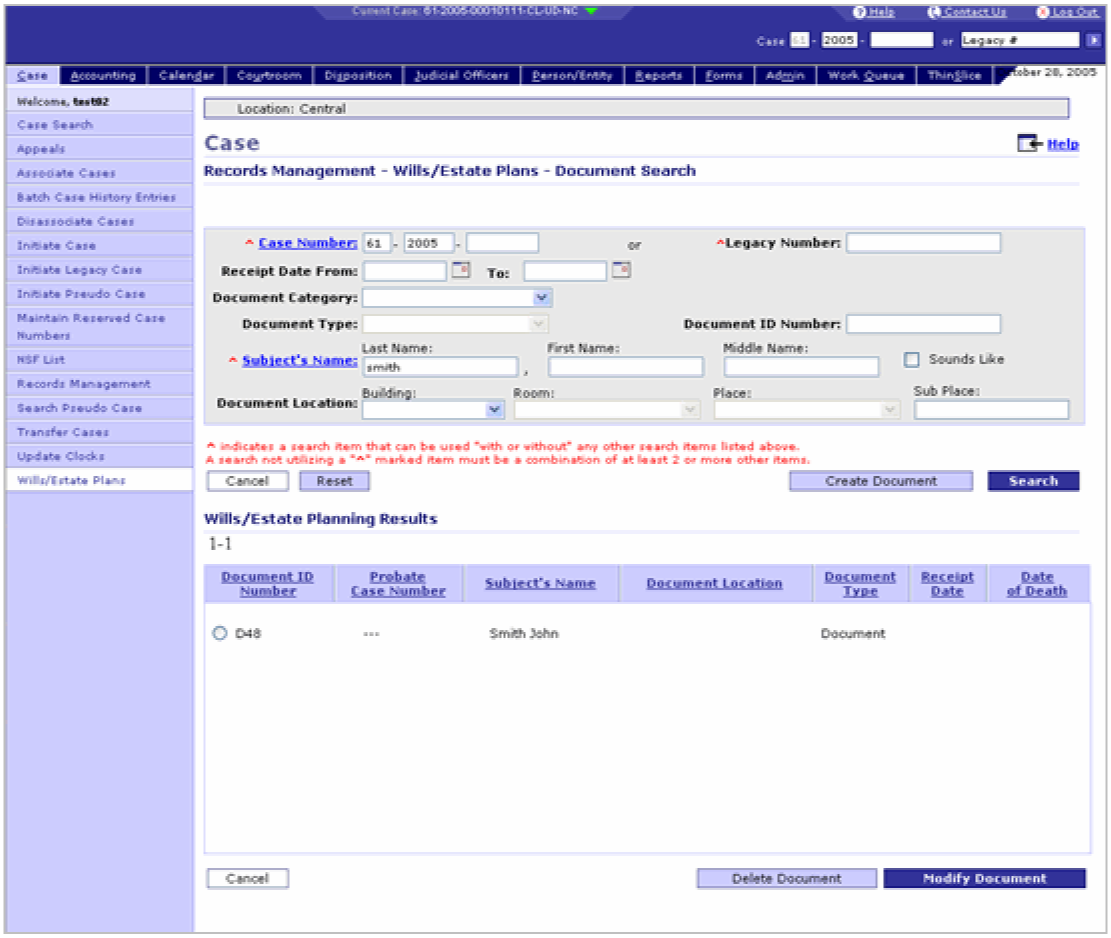
Task Activity

Perform the following steps to search for wills/estate planning documents.

1. Select **[Case] > [Wills/Estate Plans]**.
   Result: The Records Management - Wills/Estate Planning Document Search screen displays.



2. Enter/Select data for the appropriate search parameter fields.
3. Click the **[Search]** button.
   Result: The Records Management - Wills/Estate Planning Document Search screen refreshes with the Wills/Estate Planning Results.



Related Links

Maintain Wills/Estate Planning Documents Overview

Records Management - Wills/Estate Planning Documents Search Screen

My Court Information

Create Documents

Introduction

Creating documents involves depositing or lodging miscellaneous wills, codicils, or estate planning documents. When creating miscellaneous wills and/or estate planning documents, the Case Index is updated with the document ID number and document information. A Case Index is a report containing all of the wills, documents and cases for a given court.

Lodging Wills and Fees

A fee is charged for lodging a miscellaneous will, except when a will is lodged by the State Bar. If the status of the will or estate planning document is "Lodged," and the lodging agency is any agency other than the State Bar, then the system will create a fee for the lodging service. If the document is lodged, then it will be automatically marked as "Confidential."

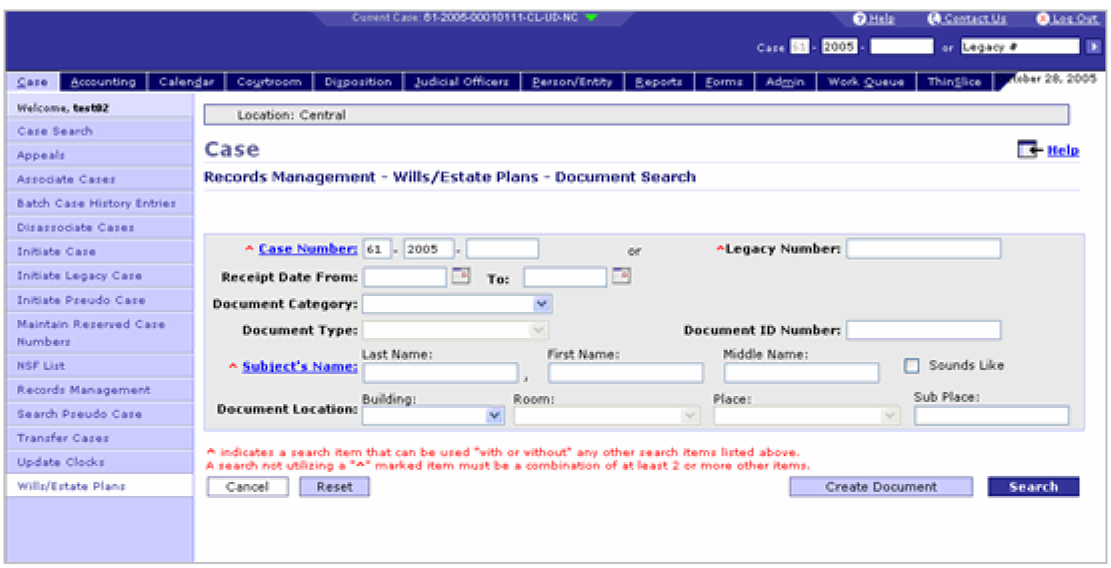
Document Labels

When you save a lodged document, the system generates a Document Label form containing the document identification number. These document labels are then placed on the lodged document for identification purposes. If a will is associated to a probate case, then the system will update the Case History/ROA with the date and time that the association was made.

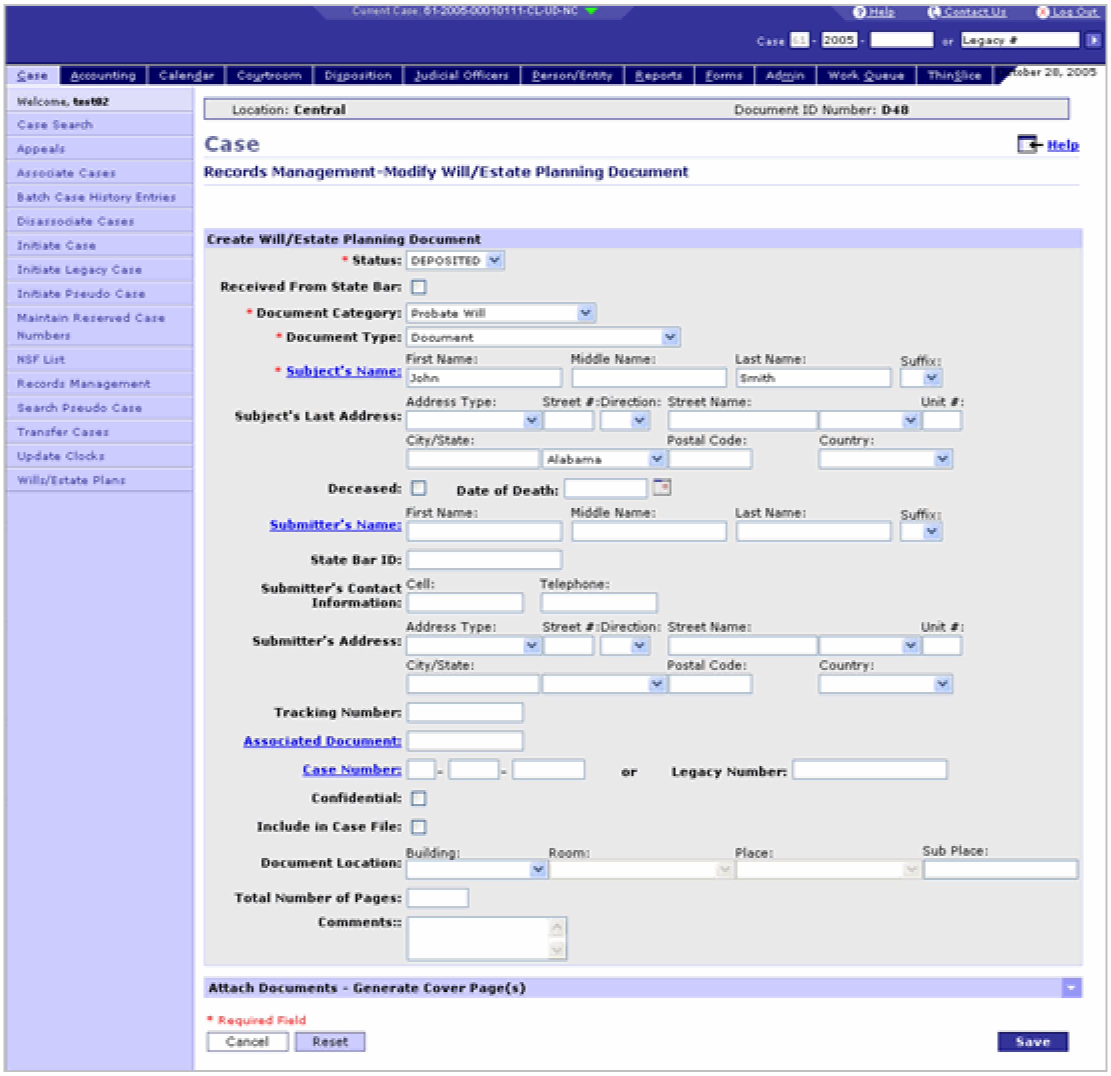
Task Activity

Perform the following steps to create a document.

1. Select **[Case] > [Wills/Estate Plans]**.
   Result: The Records Management-Wills/Estate Planning Document Search screen displays.

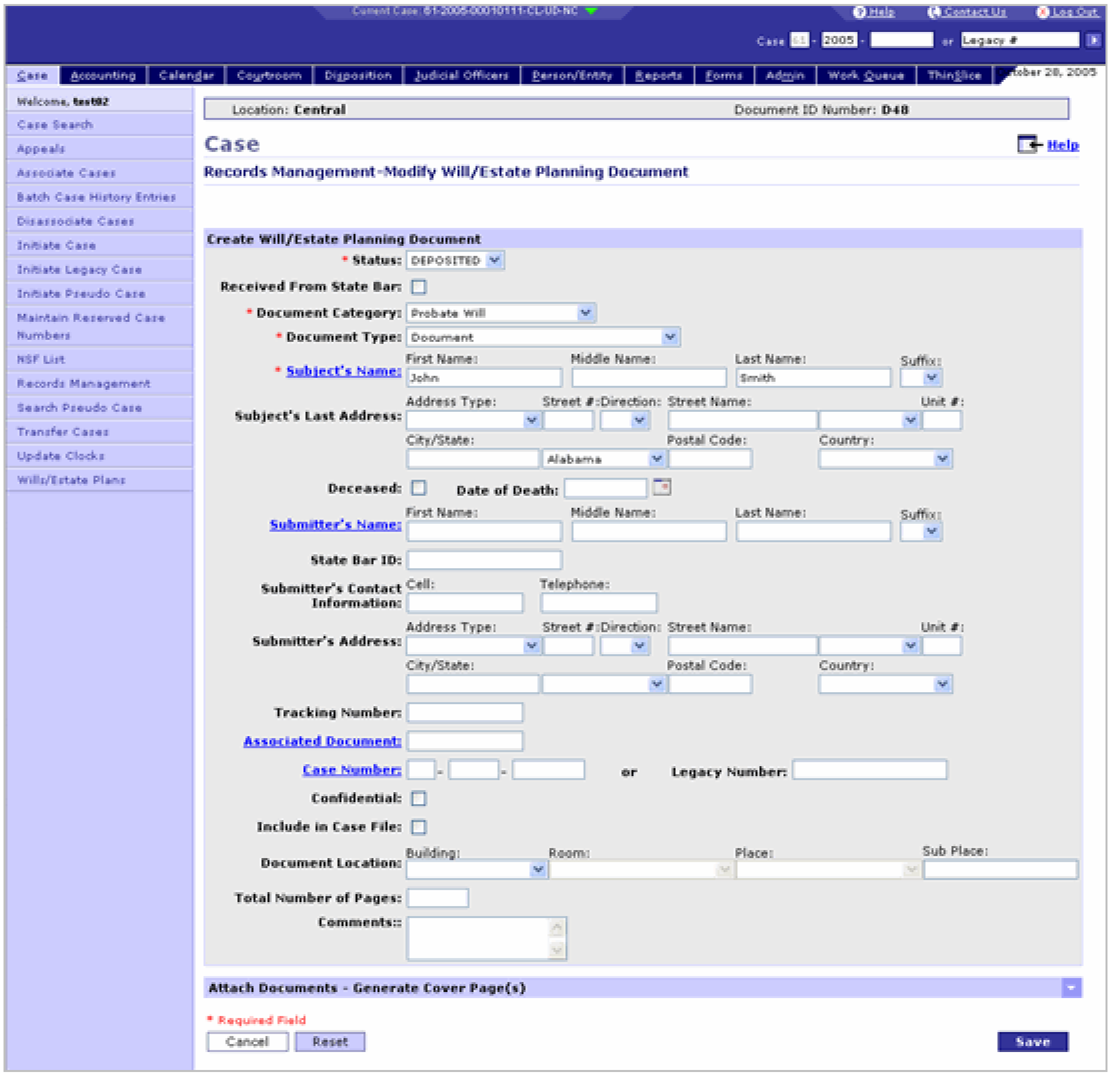


2. Click the **[Create Document]** button.
   Result: The Create Will/Estate Planning Document screen displays.

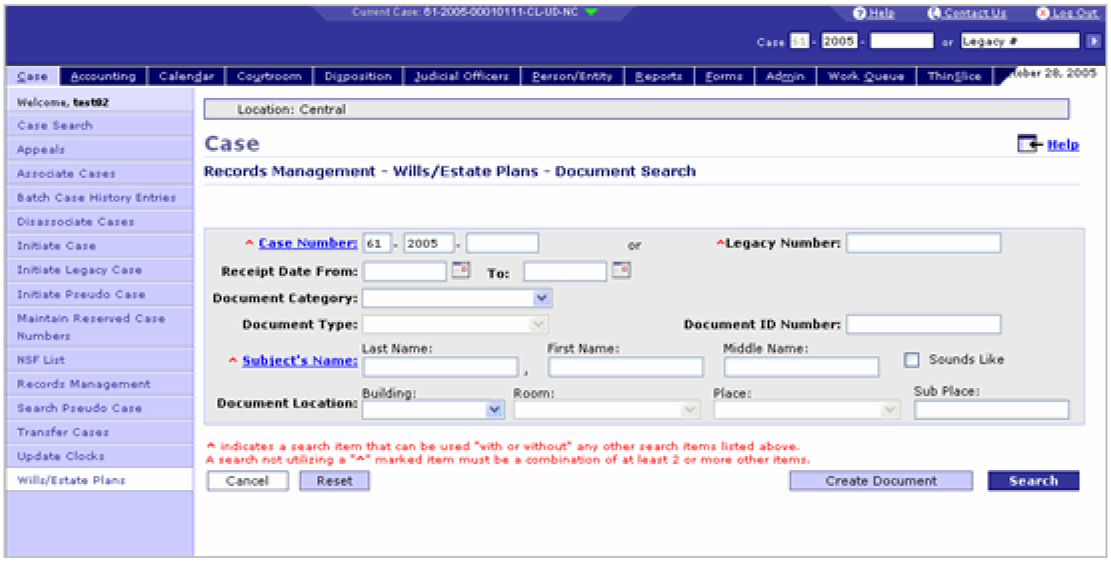


3. Enter/Select data for the following required fields:
    - o Status
    - o Document Category
    - o Document Type
    - o Subject's Name

4. Click the **[Save]** button.
   Result: The Create Will/Estate Planning Document screen re-displays. The Associated Document field should be pre-populated with the Document ID Number.



5. Click the **[Save]** button.
   Result: The Records Management - Wills/Estate Planning Document Search screen refreshes with a confirmation message.



Related Links

Maintain Wills/Estate Planning Documents Overview

Records Management - Wills/Estate Planning Documents Search Screen

Records Management - Modify Will/Estate Planning Document Screen

My Court Information

Associate Documents

Introduction

Associating wills, codicils, and/or estate planning documents assembles a will and associates other related documents such as advance directives, EPA's and tenancy severance deeds. All associated documents are displayed during a search if the search criteria has been met.

Wills Associated to Probate Cases

If a miscellaneous will is associated to a probate case, the will is categorized as "Probate." The will may then be located to a case file volume, and the relocation of the will can be tracked by the relocation of the corresponding case file volume.

If a will is not a part of a probate case, then the location of the will may be updated using the "create" or "modify" wills or document feature.

Wills Associated to Codicils and Estate Plans

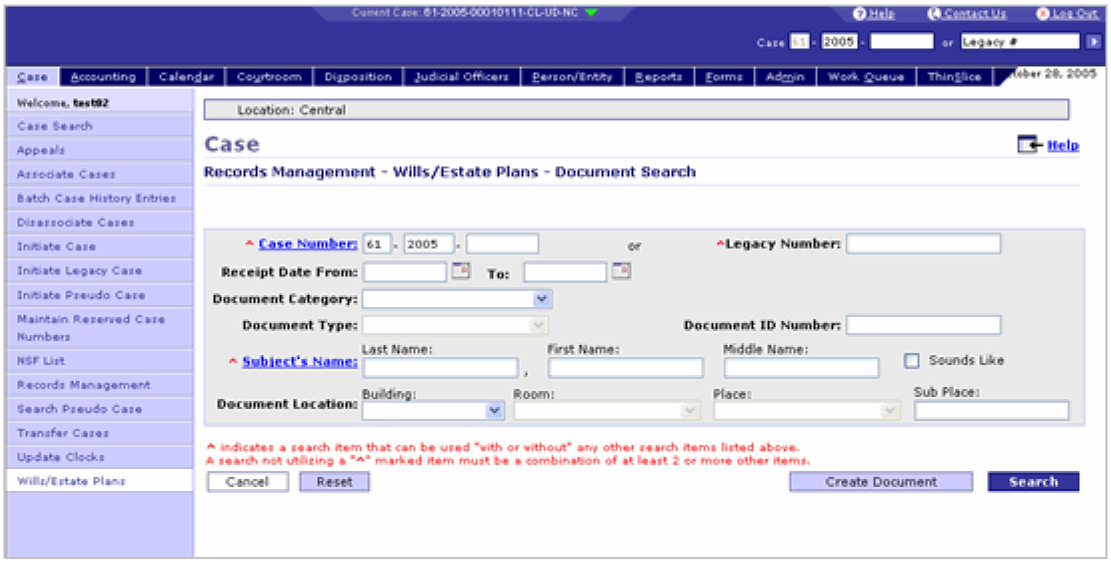
Codicils and estate plans may be associated to a will using the "create" or "modify" will for document features. If this occurs, a search for a will, codicil or estate plan will retrieve the associated documents.

Task Activity

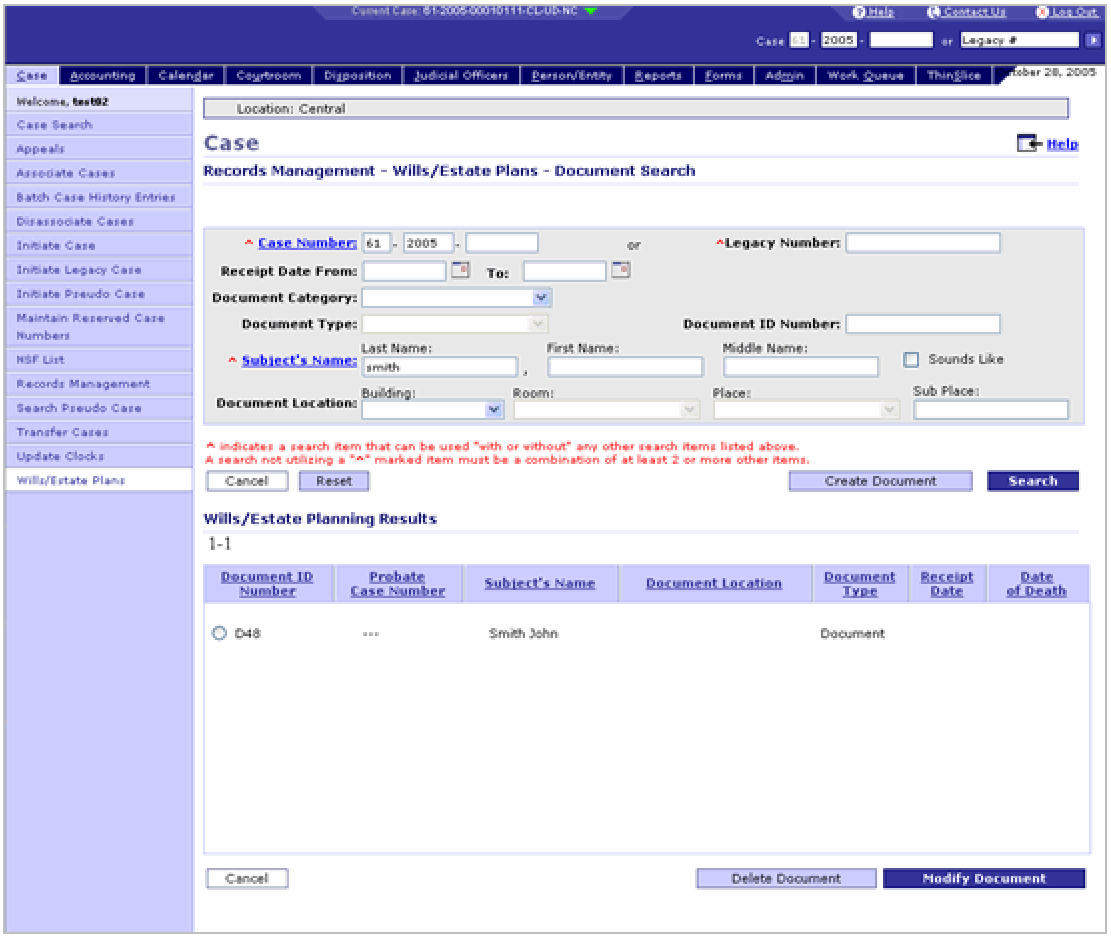
This activity takes place in the context of a will and/or estate planning document search. Refer to the Search Wills/Estate Planning Documents task activity for details on this process.

Perform the following steps to associate a document.

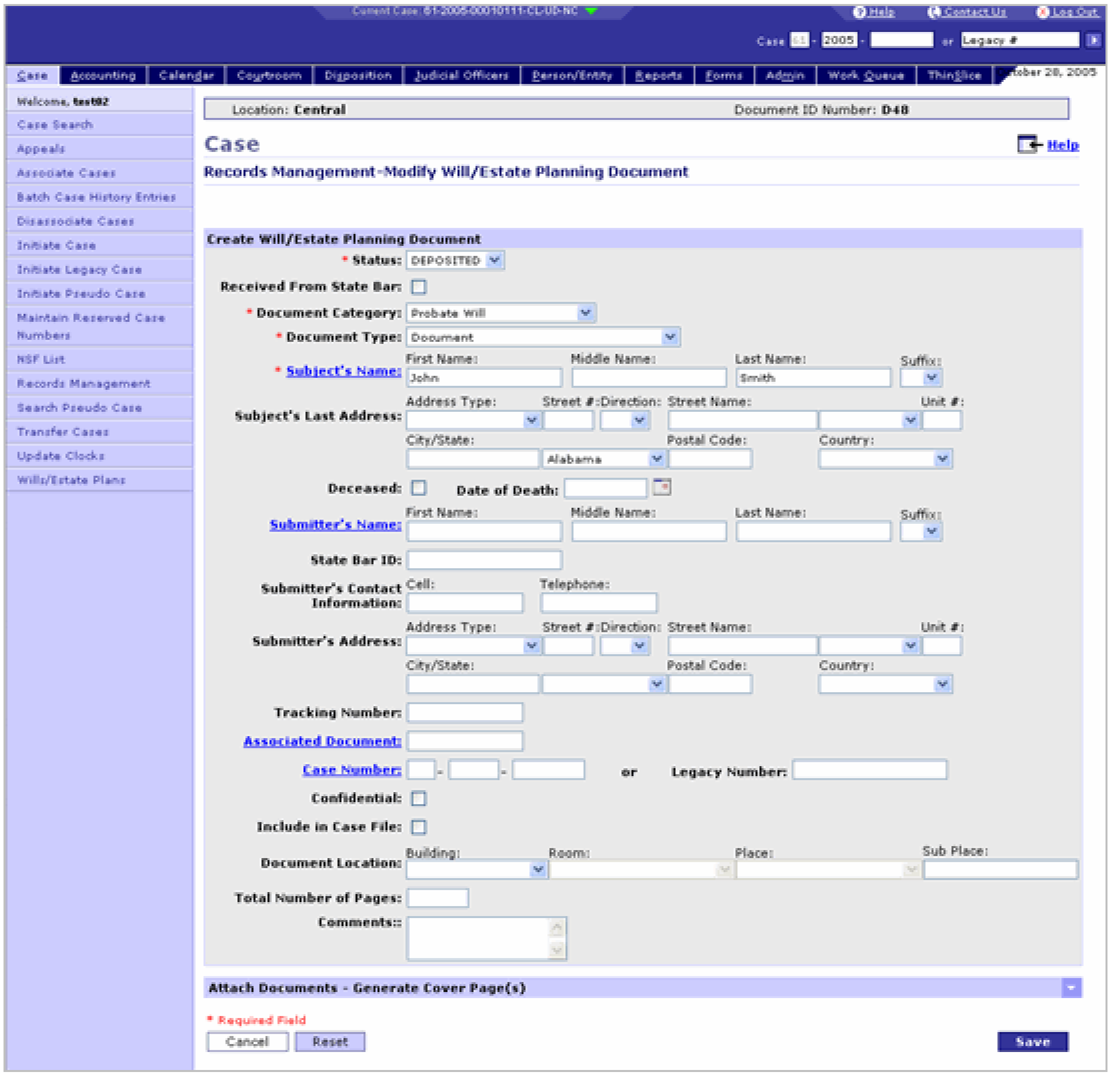
1. Select **[Case] > [Wills/Estate Plans]**.
   Result: The Records Management - Wills/Estate Planning Document Search screen displays.



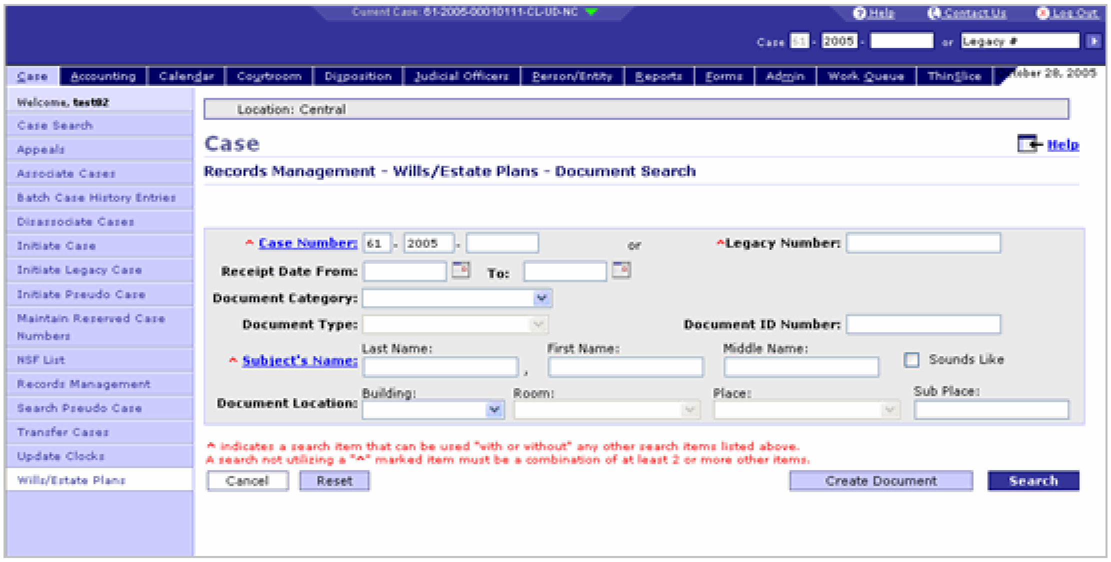
2. Enter/Select data for the appropriate search parameter fields.
3. Click the **[Search]** button.
   Result: The Records Management - Wills/Estate Planning Document Search screen refreshes to display the Wills/Estate Planning Results.



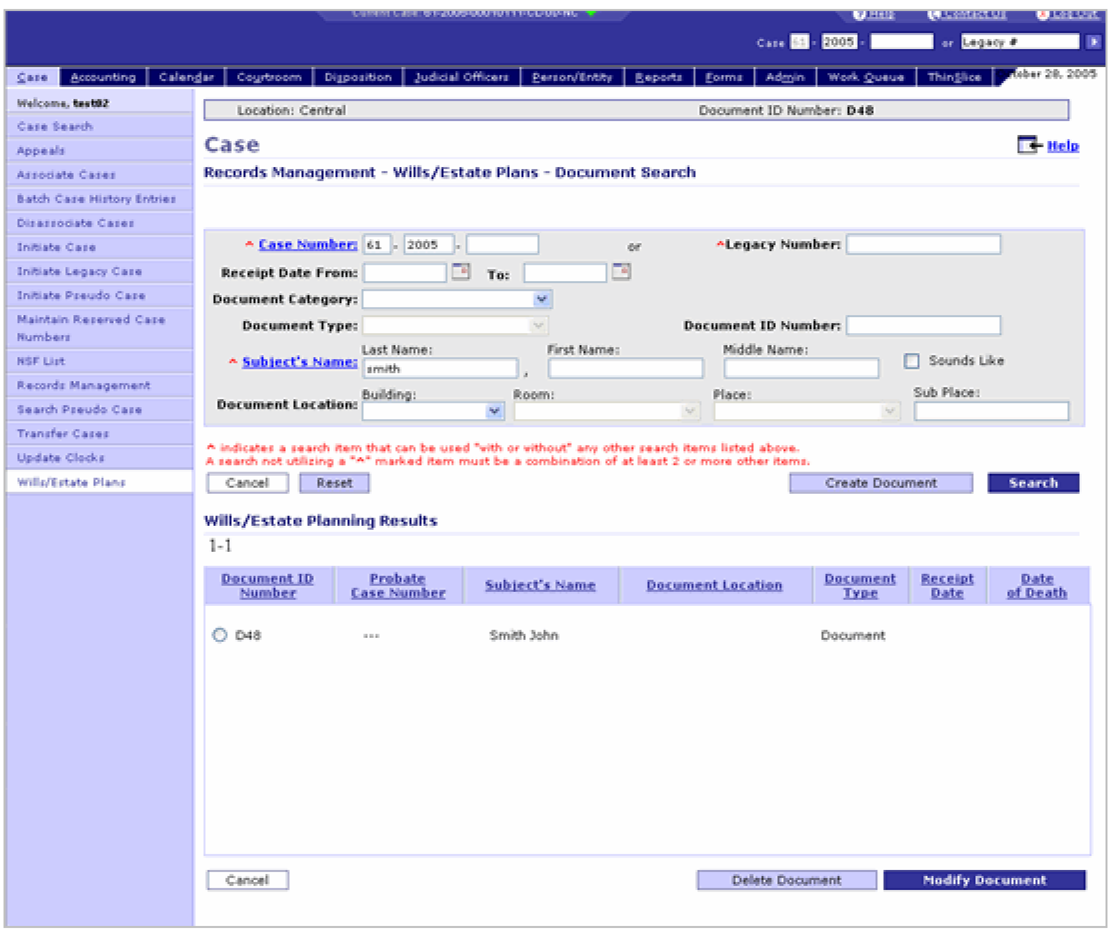
4. Select the radio button for the document type to associate.
5. Click the **[Modify Document]** button.
   Result: The Create Will/Estate Planning Document screen displays.



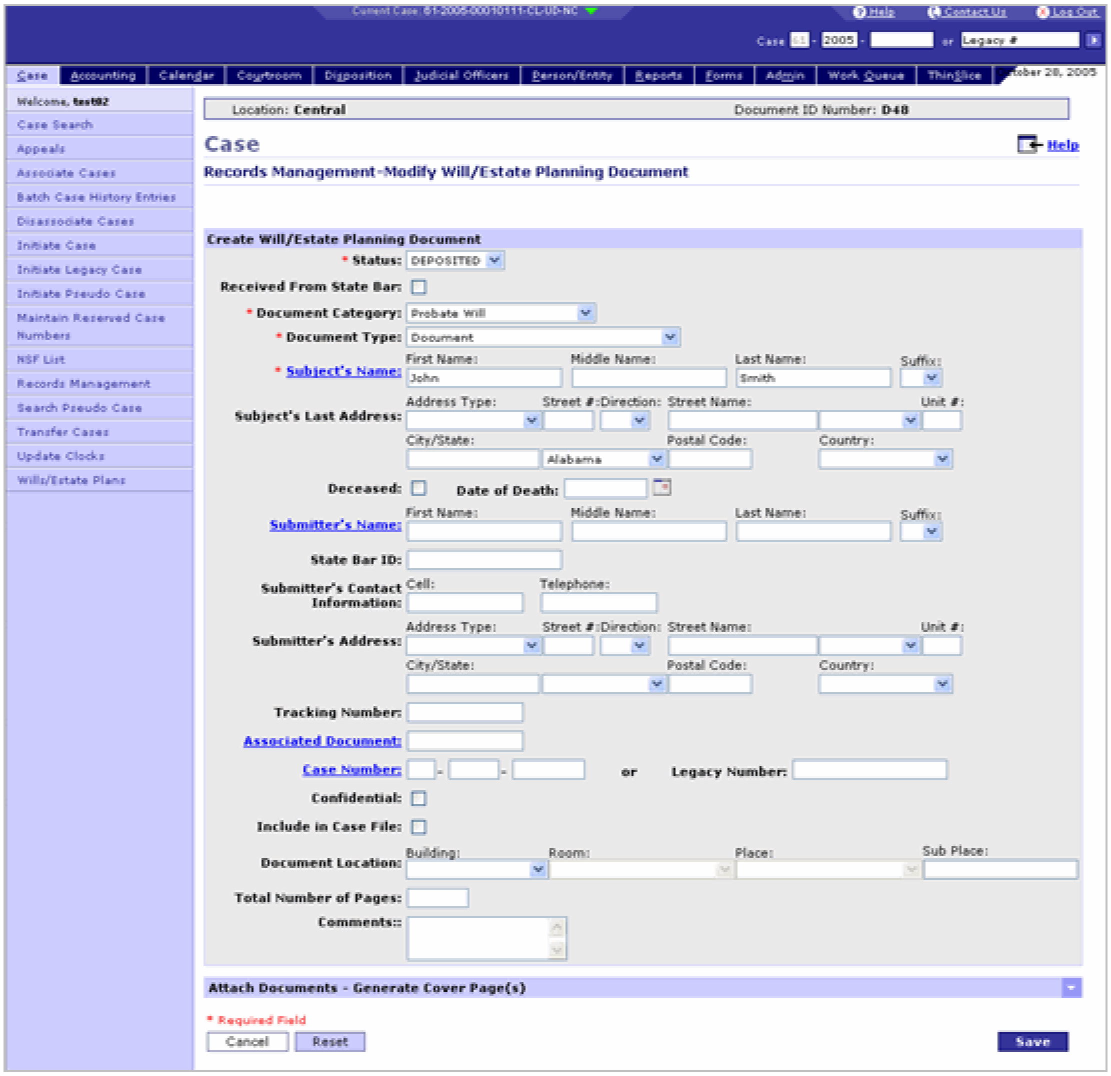
6. Click the **[Associated Document]** link, located below the tracking number.
Result: The Wills/Estate Planning Search Results screen re-displays.



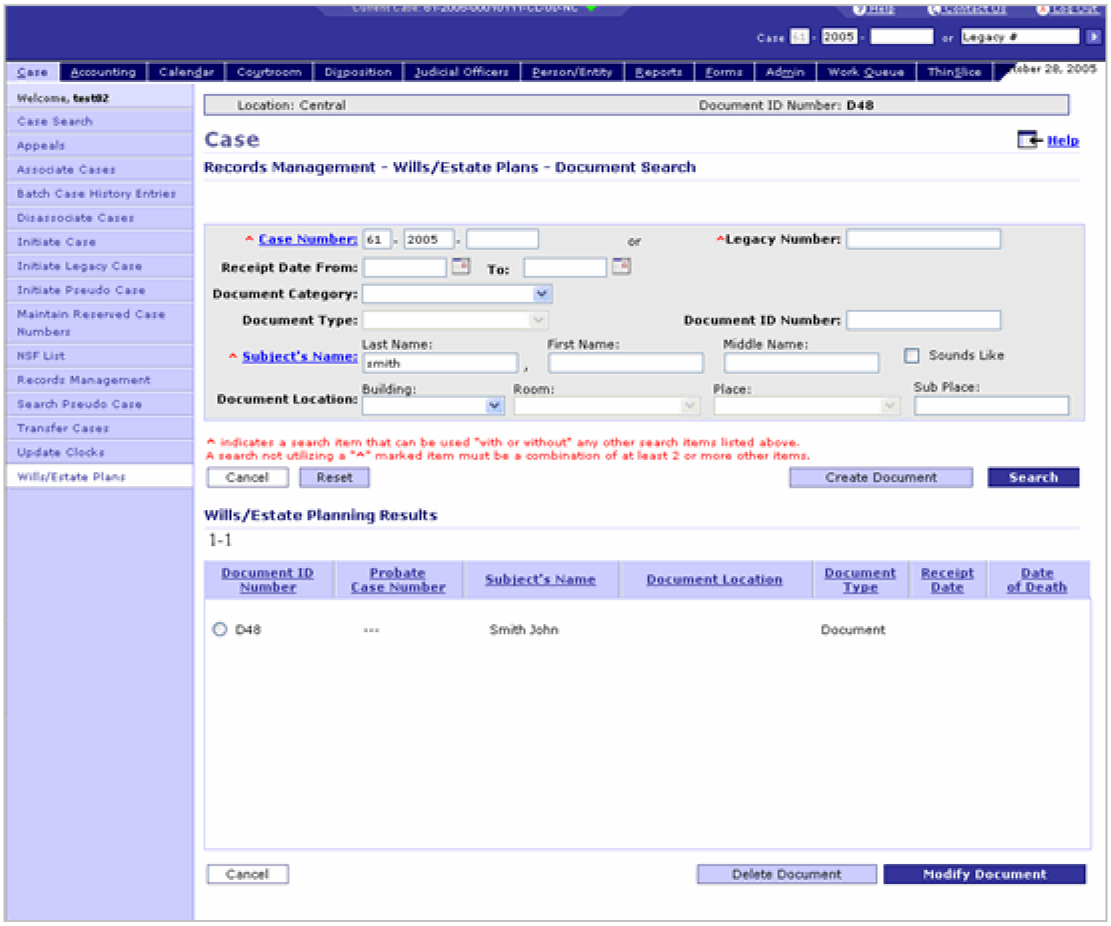
7. Enter/Select data for the appropriate search parameter fields.
8. Click the **[Search]** button.
   Result: The Wills/Estate Planning Results screen displays.



9. Select the radio button for the document to associate to the document selected above.
10. Click the **[Associate Document]** button.
    Result: The Create Will/Estate Planning Document screen re-displays.
    NOTE The Associated Document field should be populated with the Document ID Number.



11. Click the **[Save]** button.
    Result: The Wills/Estate Planning Results screen re-displays.



Related Links

Maintain Wills/Estate Planning Documents Overview

Records Management - Create/Modify Will/Estate Planning Document Screen

Records Management - Wills/Estate Planning Documents Search Screen

My Court Information

Modify Documents

Introduction

Modifying a will or estate planning document may occur when a document must be associated to a case, when a decedent's date of death must be entered, or if an error was made when the document was created.

You can search for an existing will or estate planning document in order to select and update a record from the results.

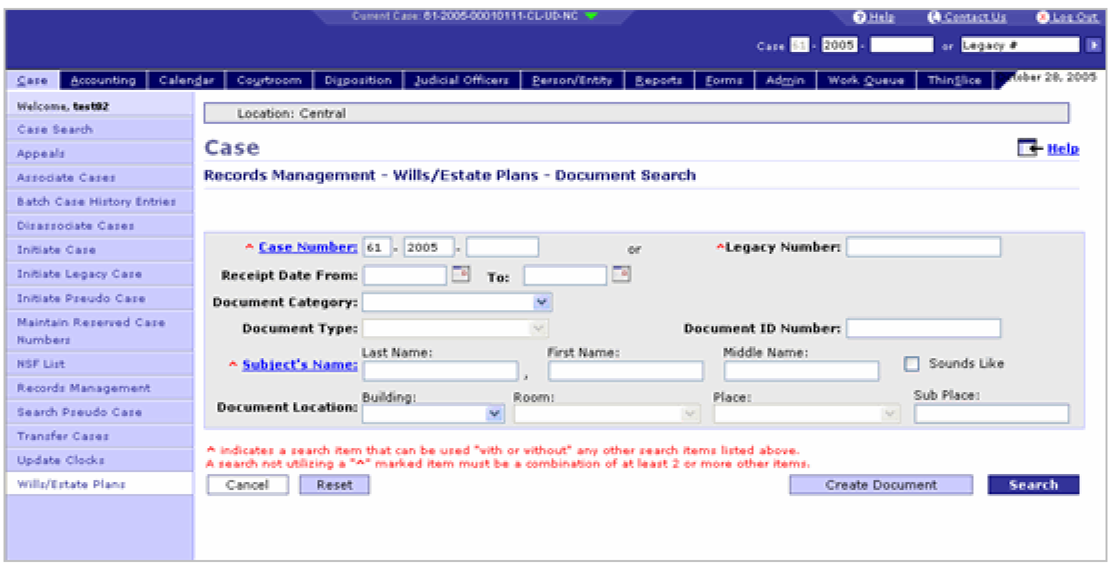
If you modify an existing record, some data fields will be pre-populated with information that had been previously entered. Otherwise, if no information exists in the database for the data fields, they will be blank.

Task Activity

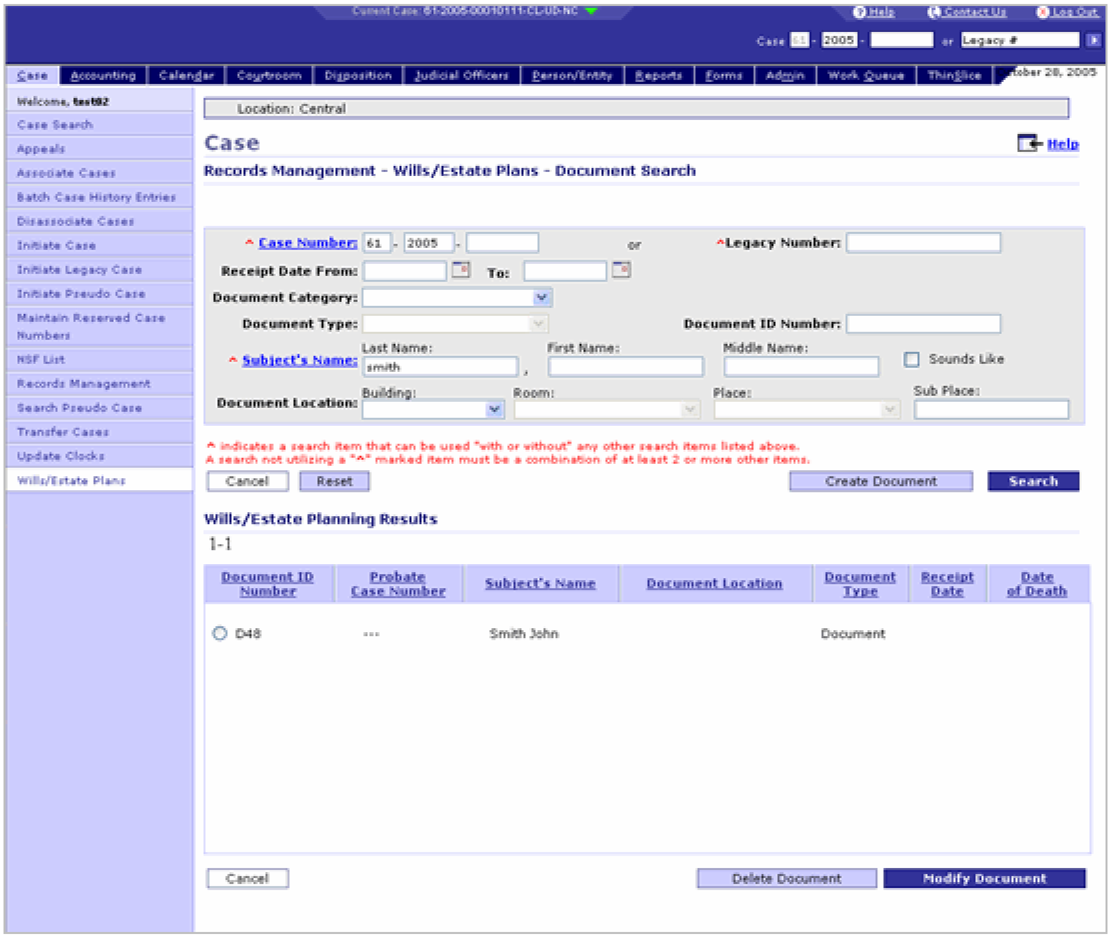
This activity takes place in the context of a will and/or estate planning document search. Refer to the Search Wills/Estate Planning Documents task activity for details on this process.

Perform the following steps to modify a document.

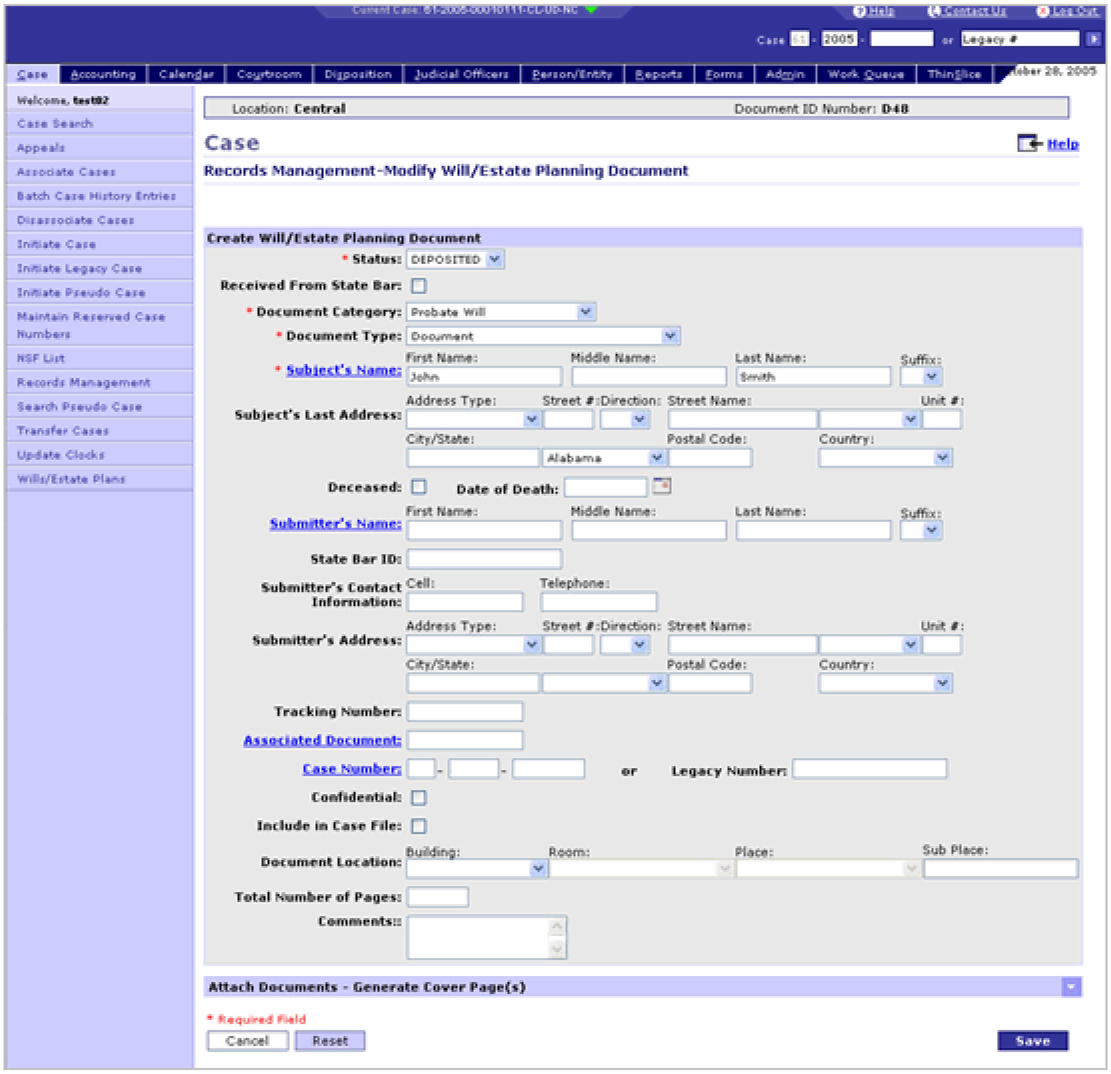
1. Select **[Case] > [Wills/Estate Plans]**.
   Result: The Records Management - Wills/Estate Planning Document Search screen displays.



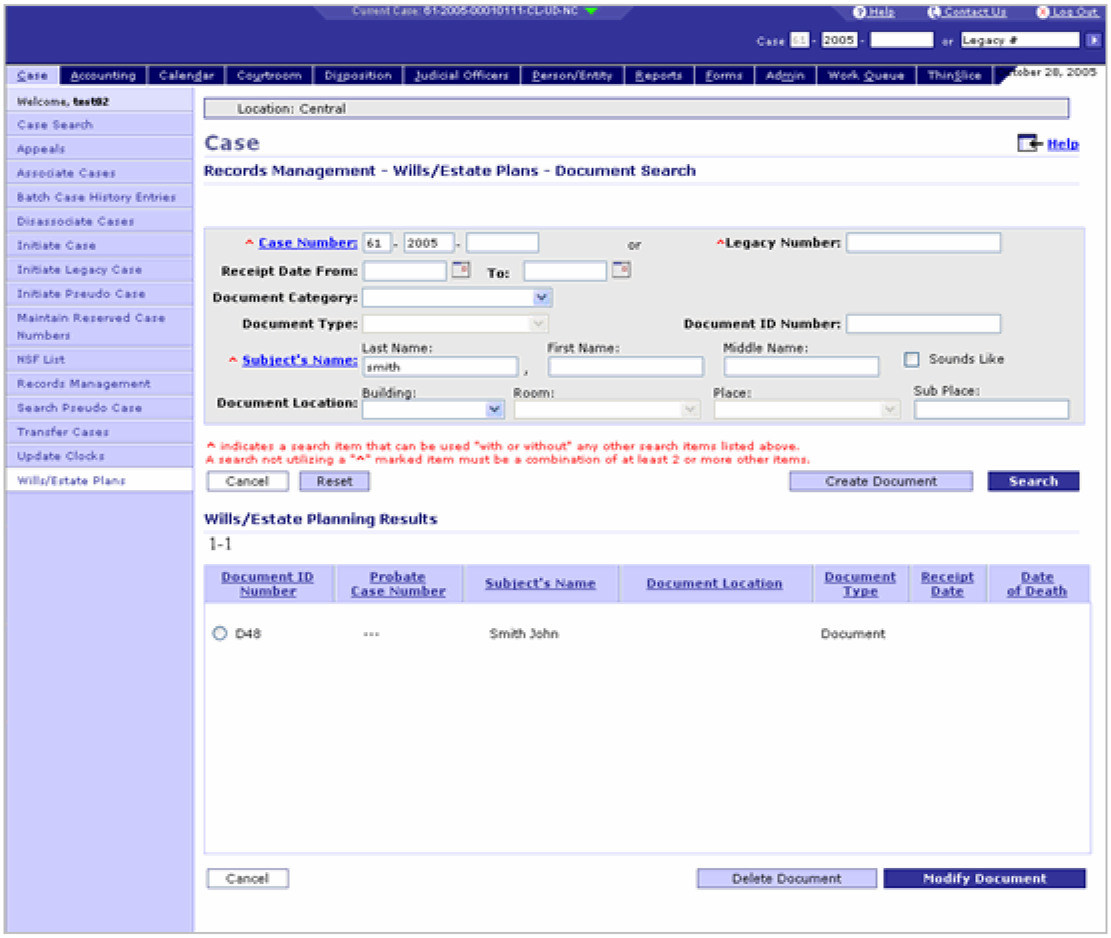
2. Enter/Select data for the appropriate search parameter fields.
3. Click the **[Search]** button.
   Result: The Records Management - Wills/Estate Planning Document Search screen refreshes with the Wills/Estate Planning Results.



4. Select the radio button for the document type to modify.
5. Click the **[Modify Document]** button.
   Result: The Modify Will/Estate Planning Document screen displays.



6. Enter/Update the available fields as needed.
7. Click the **[Save]** button.
   Result: The Wills/Estate Planning Results screen refreshes.



Related Links

Maintain Wills/Estate Planning Documents Overview

Records Management - Wills/Estate Planning Documents Search Screen

Records Management - Modify Will/Estate Planning Document Screen

My Court Information

Delete Documents

Introduction

Based on security roles, the system will allow you to delete documents. When deleting a will or estate plan document from the database, the system records the following information:

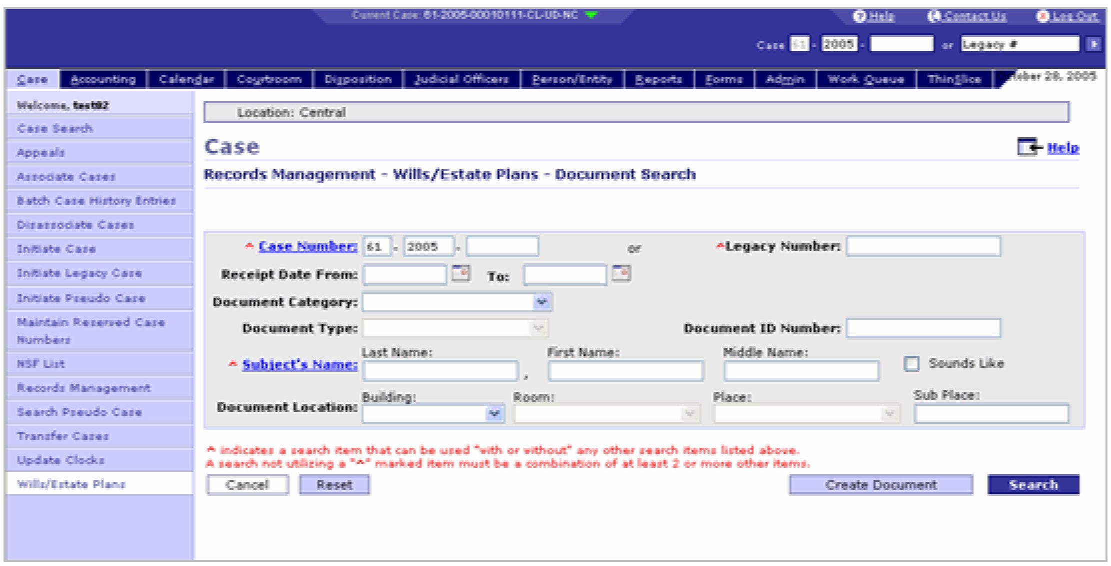
- Your system User ID
- Date and time (of the deletion)

Task Activity

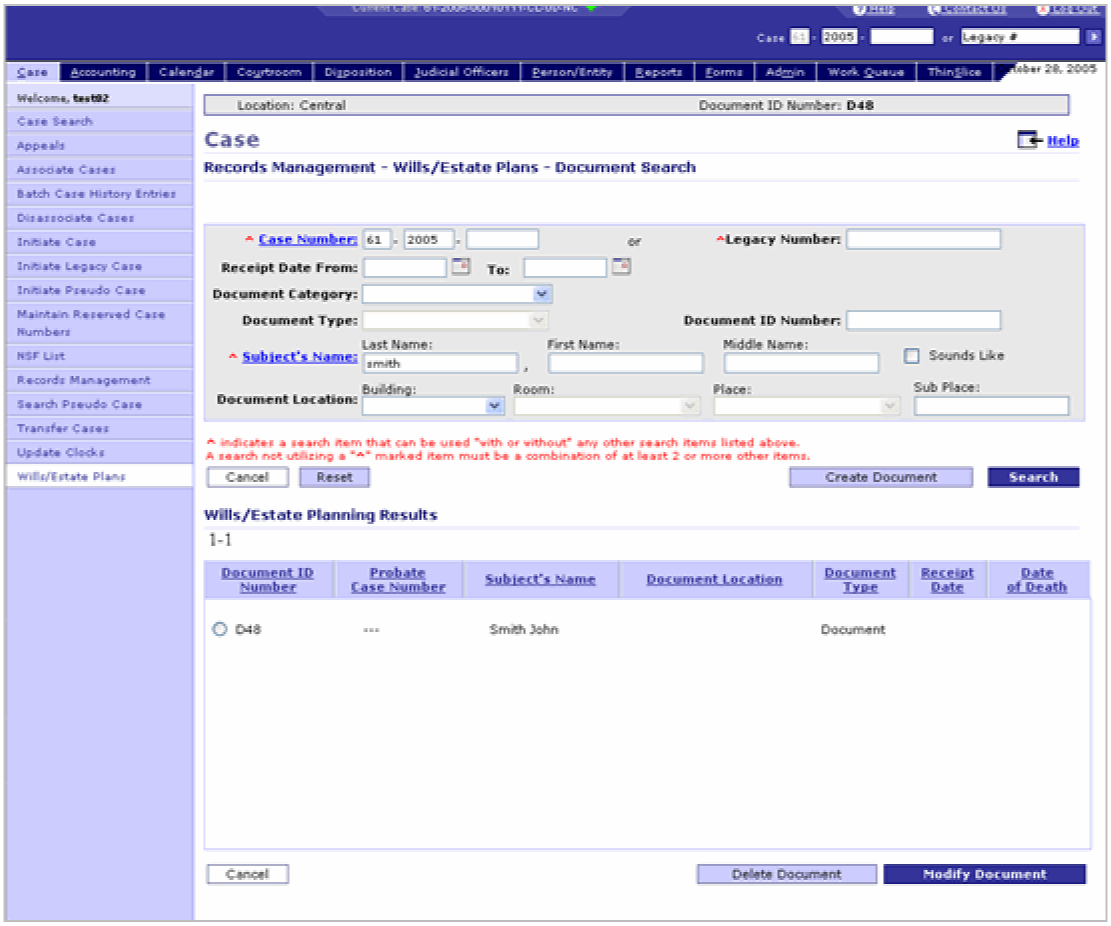
This activity takes place in the context of a will and/or estate planning document search. Refer to the Search Wills/Estate Planning Documents task activity for details on this process.

Perform the following steps to delete a document.

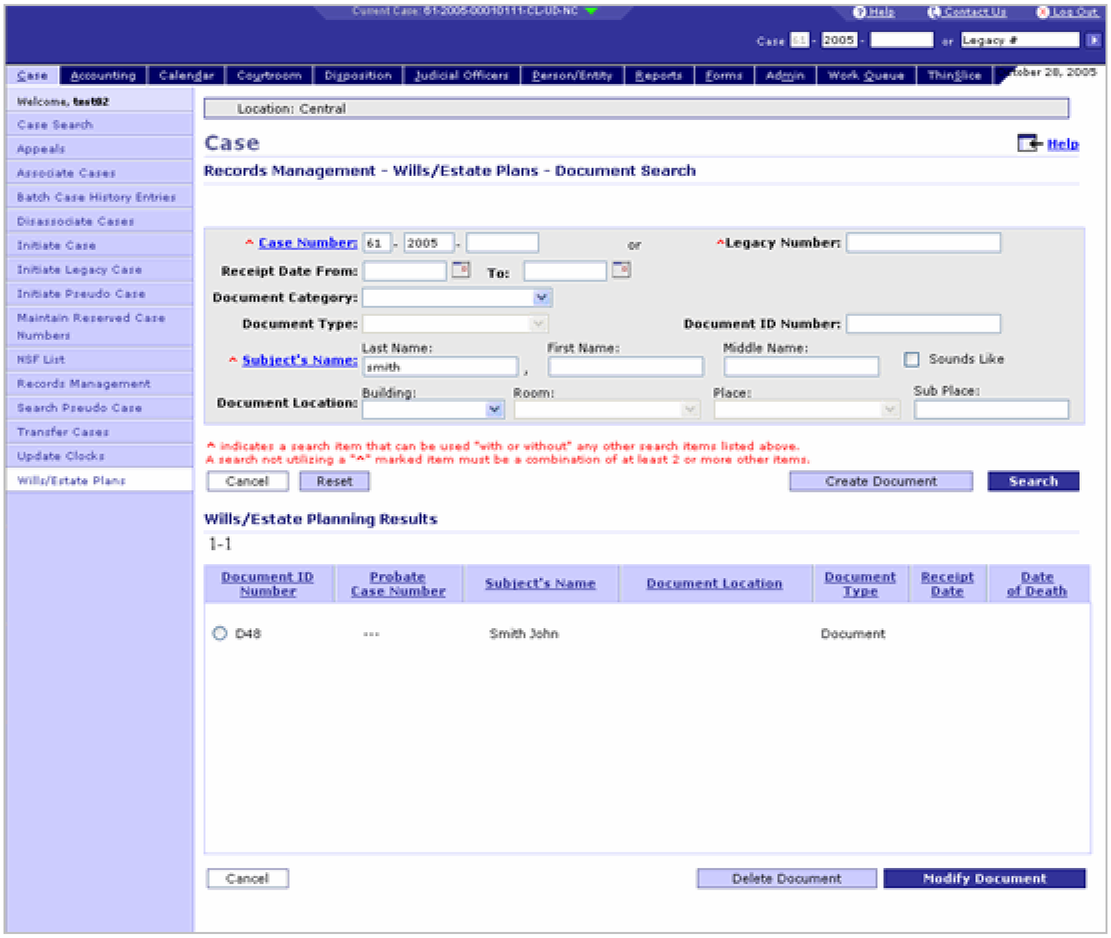
1. Select **[Case] > [Wills/Estate Plans]**.
   Result: The Records Management - Wills/Estate Planning Document Search screen displays.



2. Enter/Select data for the necessary fields.
3. Click the **[Search]** button.
   Result: The Records Management - Wills/Estate Planning Document Search screen refreshes with the Wills/Estate Planning Results.



4. Select the radio button for the document to delete.
5. Click the **[Delete Document]** button.
   Result: The Wills/Estate Planning Results refreshes and no longer displays the selected document.



Related Links

Maintain Wills/Estate Planning Documents Overview

Records Management - Wills/Estate Planning Documents Search Screen

The Accounting Section

Manage Cashier Sessions

Manage Cashier Session Overview

Introduction

A cashier session is a collection of transactions for an individual cashier. A session is a defined period of time, such as a day, morning, or afternoon when you do cashiering activities.

Task Activities

Managing cashier sessions includes the following task activities:

- Open a Cashier Session
- Manage a Cashier Session
- Close a Cashier Session
- Balance a Cashier Session
- View Associated Receipts

Additional Resources

Other items related to this overview include the following:

- Business Rules
- Forms/Notices/Reports

Related Links

Balance Cashier Session Screen

Manage Cashier Sessions - Open Session Screen

Manage Cashier Sessions - Search Screen

View Associated Receipts Screen

My Court Information

Open a Cashier Session

Introduction

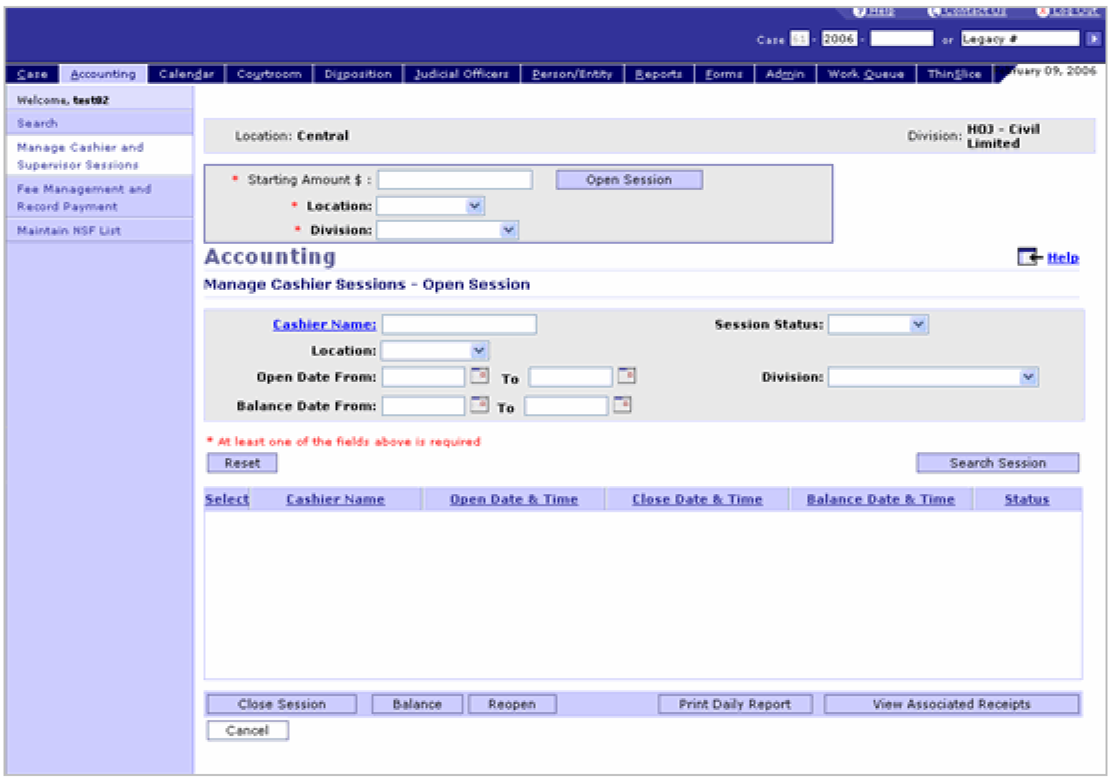
In order for you to enter cashiering transactions, you must open a cashier session. Opening a cashier session involves entering the starting balance or "cash on hand" for the cash drawer into the system.

You can only have one cashier session per person open at a time. This helps with the reconciliation process between the amount of monies in the cashier drawer and the amount recorded in the cashiering session.

Task Activity

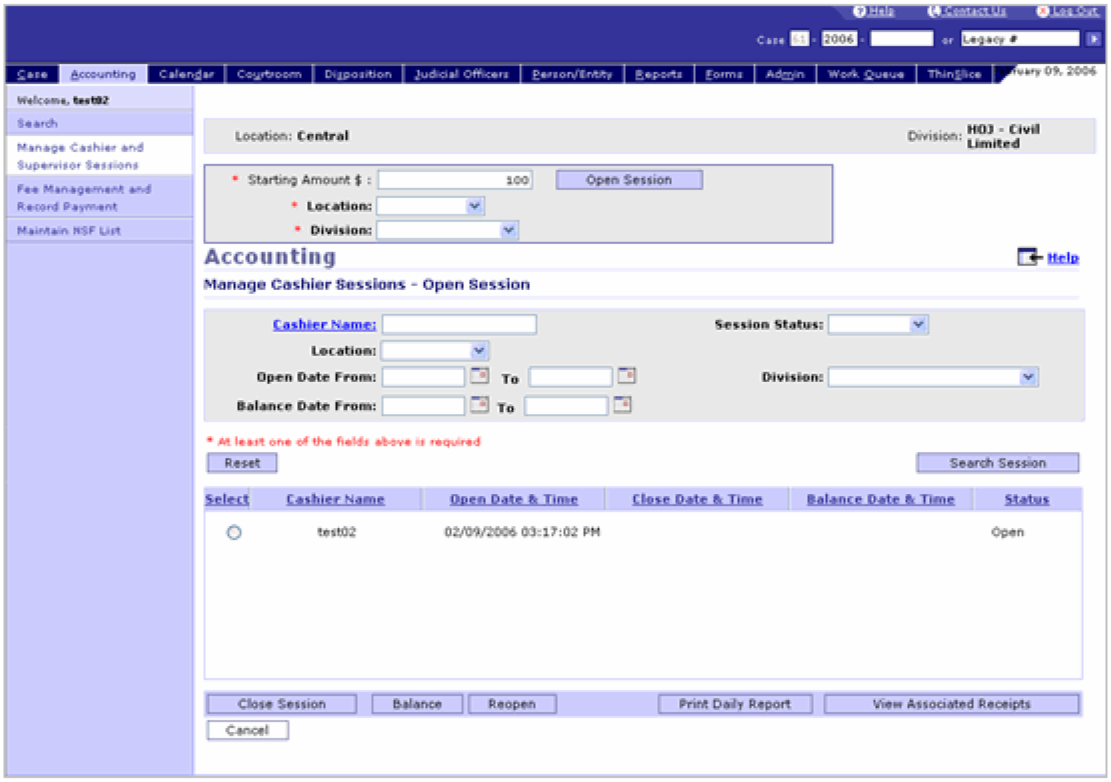
Perform the following steps to open a cashier session.

1. Select **[Accounting] > [Manage Cashier and Supervisor Sessions]**.
   Result: The Manage Cashier Session Open Session screen displays.



2. Enter/Select data for the following required fields:
   - Starting Amount
   - Location
   - Division

3. Click the **[Open Session]** button.
   Result: The Manage Cashier Session Open Session screen refreshes.



NOTE The system validates that you do not have other cashier sessions open before allowing you to open a cashier session.

NOTE Check that your cashiering session is open by reviewing the record within the cashiering session table on the Manage Cashier Sessions screen. This table should display cashiering session information including the Cashier Name, Open Date, Time (which should match the current date and time), Close Date and Time (which will not be populated until the cashiering session is closed), and the Cashier Session Status, which should be "Open."

NOTE If the Starting Amount is incorrect, go back to the Manage Cashier Session screen by clicking the **[Cancel]** button and then re-enter the Starting Amount. This will override the previous starting amount. However, you can only change the starting amount if no previous payment transactions have been processed.

Related Links

Manage Cashier Sessions Overview

Manage Cashier Sessions - Open Session Screen

My Court Information

Manage a Cashier Session

Introduction

Managing a cashier session is a supervisor function associated with searching for and accessing multiple cashiering sessions. These may be open, closed, or balanced sessions. You can also view associated receipts.

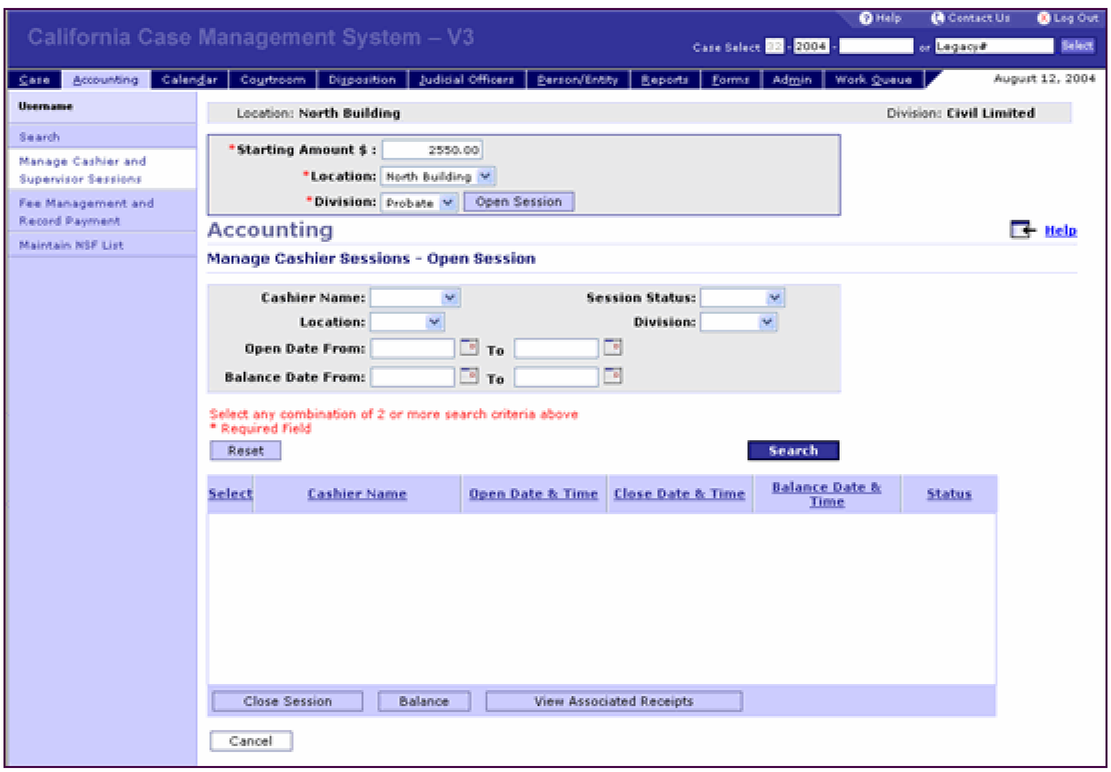
This function is necessary if you are not available to close a cashiering session, or if your supervisor needs to open a previously closed or unbalanced cashiering session.

Task Activity

This task activity assumes that the Accounting Supervisor is already logged into the system and has identified a cashier session to close, balance, or view associated receipts.

Perform the following steps to manage (multiple) cashier sessions.

1. Select **[Accounting] > [Manage Cashier and Supervisor Sessions]**.
   Result: The Manage Cashier Sessions Open Session screen displays.

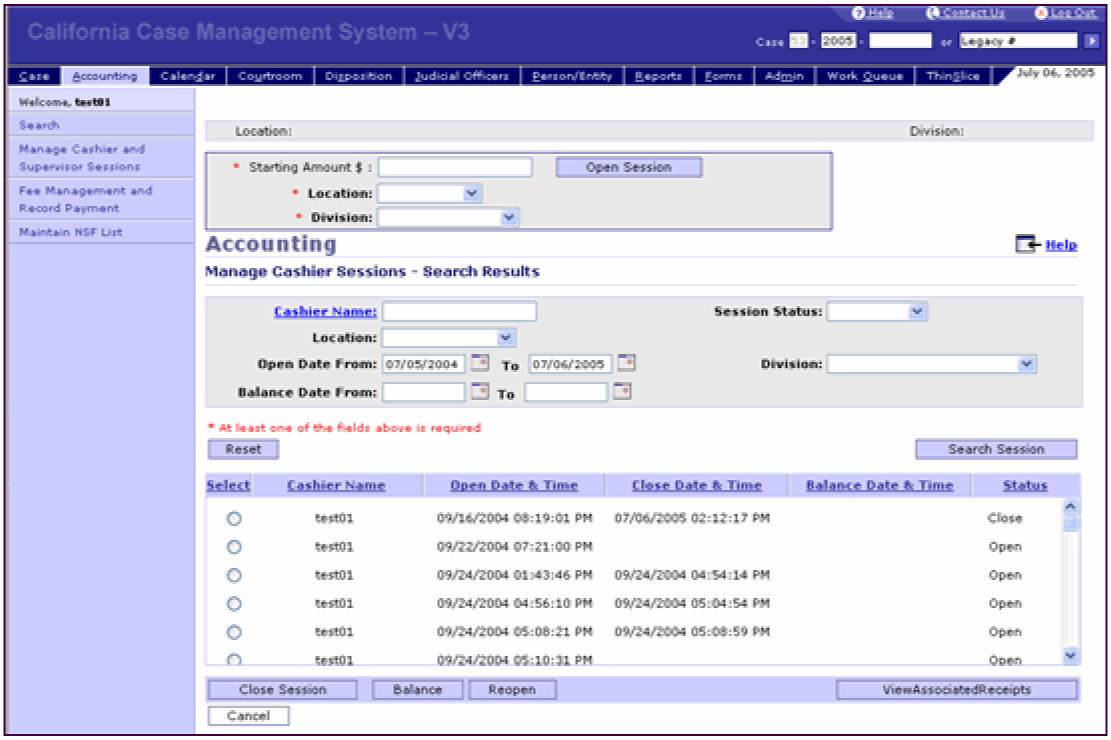


2. Enter/Select data for the appropriate search parameter fields:
   - Cashier Name
   - Location
   - Open Date From and To

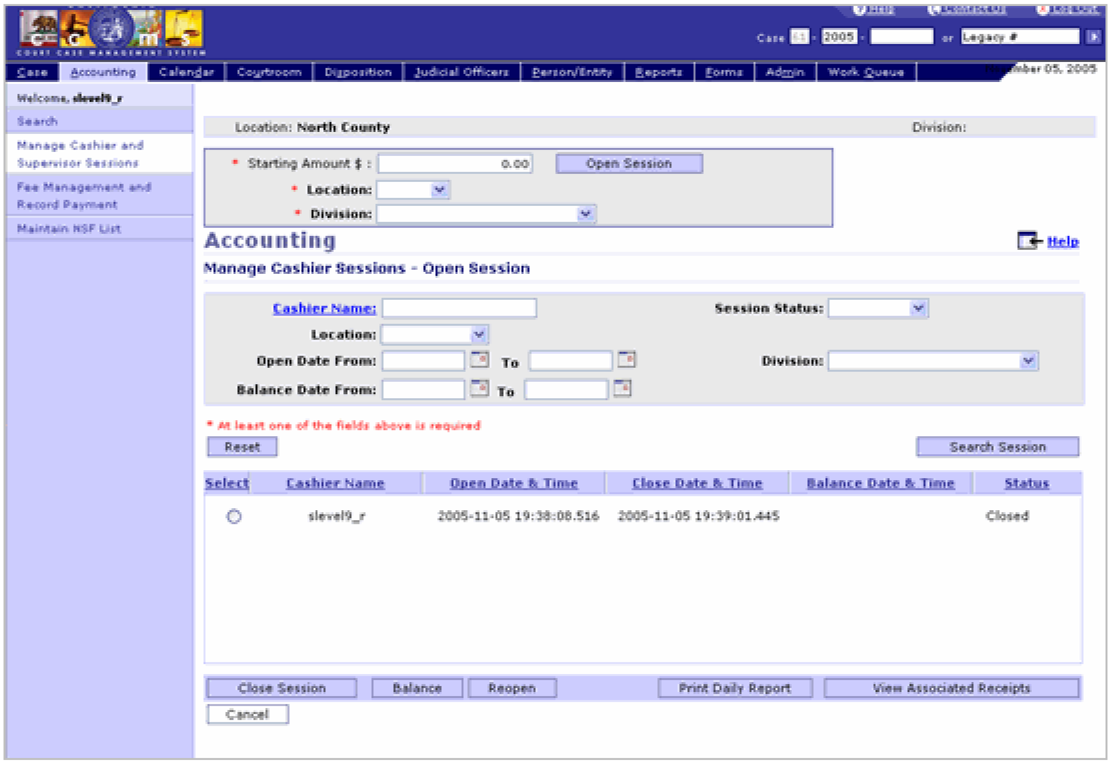
- o Balance Date From and To
- o Session Status
- o Division

NOTE The Court and Location fields refer to the court where the cashiering session was initiated. The Unit refers to the branch of the court where the cashiering is taking place (such as Probate, Small Claims, Family Law, etc.).

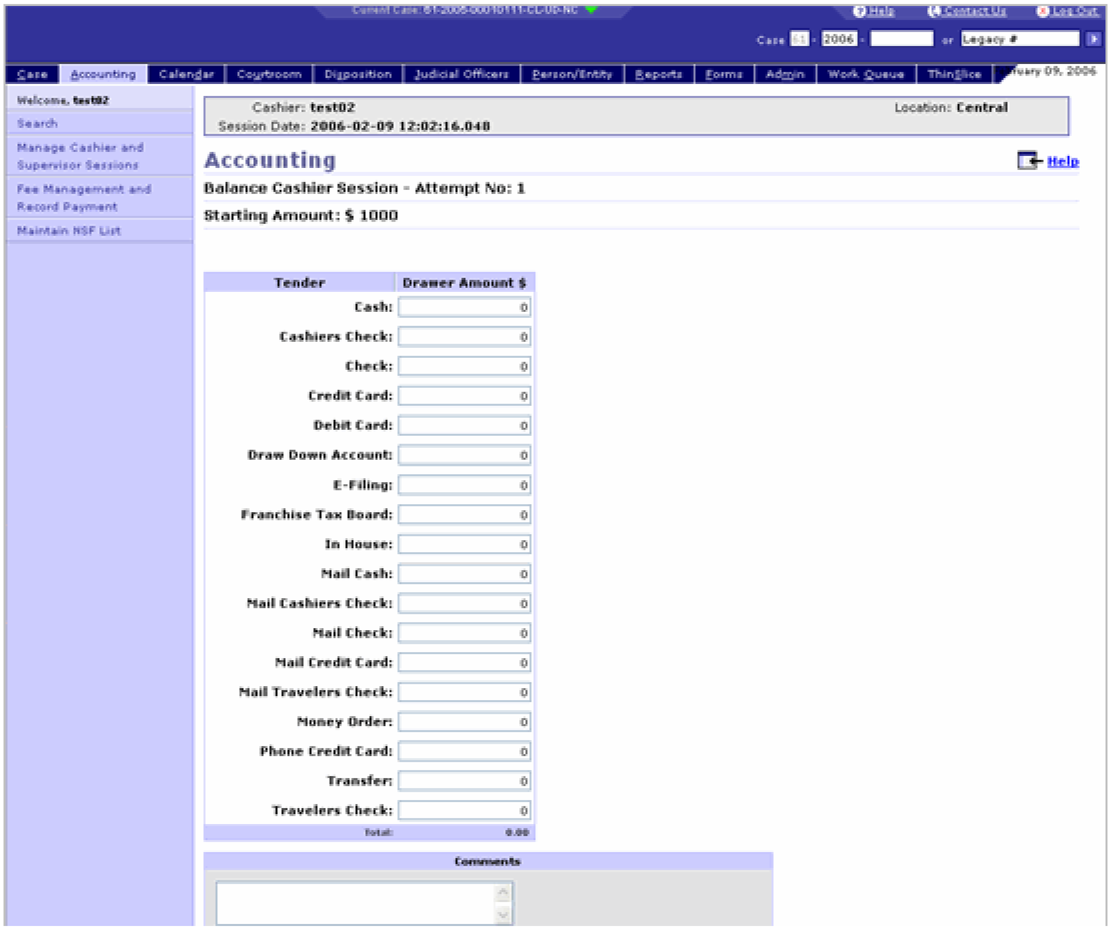
3. Click the **[Search]** button.
   Result: The Manage Cashier Sessions - Search Results screen displays.



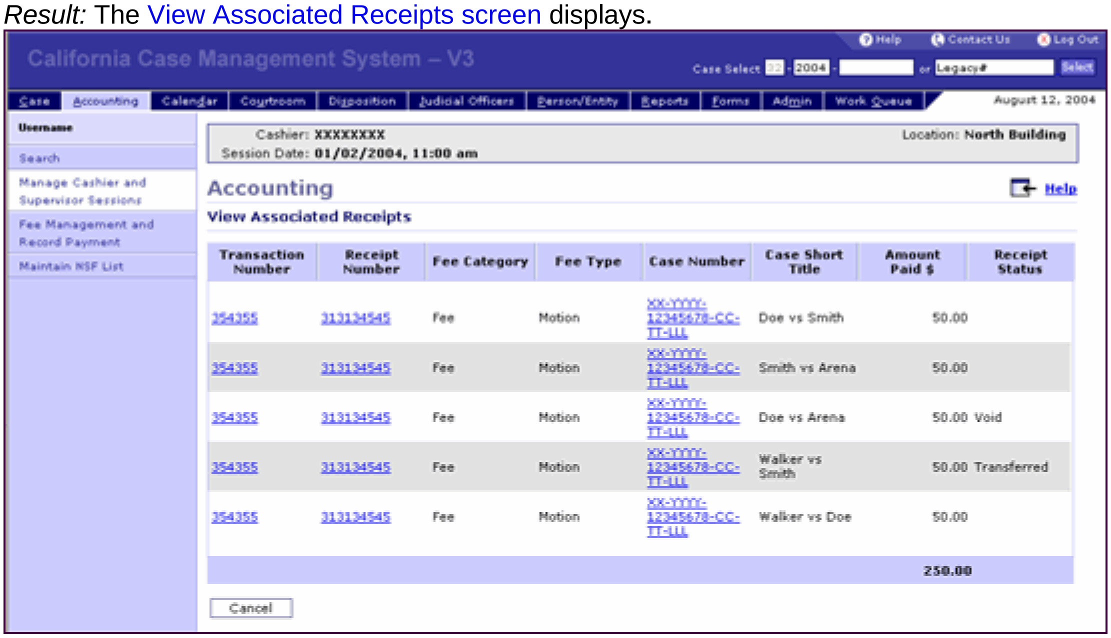
4. Select the radio button to the left of the cashiering session that must be closed, balanced, or to view associated receipts.
5. Click the **[Close Session]** button to close the cashier session.
   Result: The Manage Cashier Sessions - Search Results screen refreshes to show the Status changed to "Closed."



6. Click the **[Balance]** button to balance the cashier session.
   Result: The Balance Cashier Session screen displays.



7. Click the **[View Associated Receipts]** to see the receipts of payment transactions associated with a cashier session.
Result: The View Associated Receipts screen displays.



Related Links

Manage Cashier Session Overview

Manage Cashier Sessions - Open Session Screen

Manage Cashier Sessions - Search Screen

Balance Cashier Session Screen

View Associated Receipts Screen

My Court Information

Close a Cashier Session

Introduction

The system allows cashiering sessions open and close multiple times, as long as the session does not have a status of "Balanced" and the session is being re-opened on the same day. You must close your cashier session at the end of your workday.

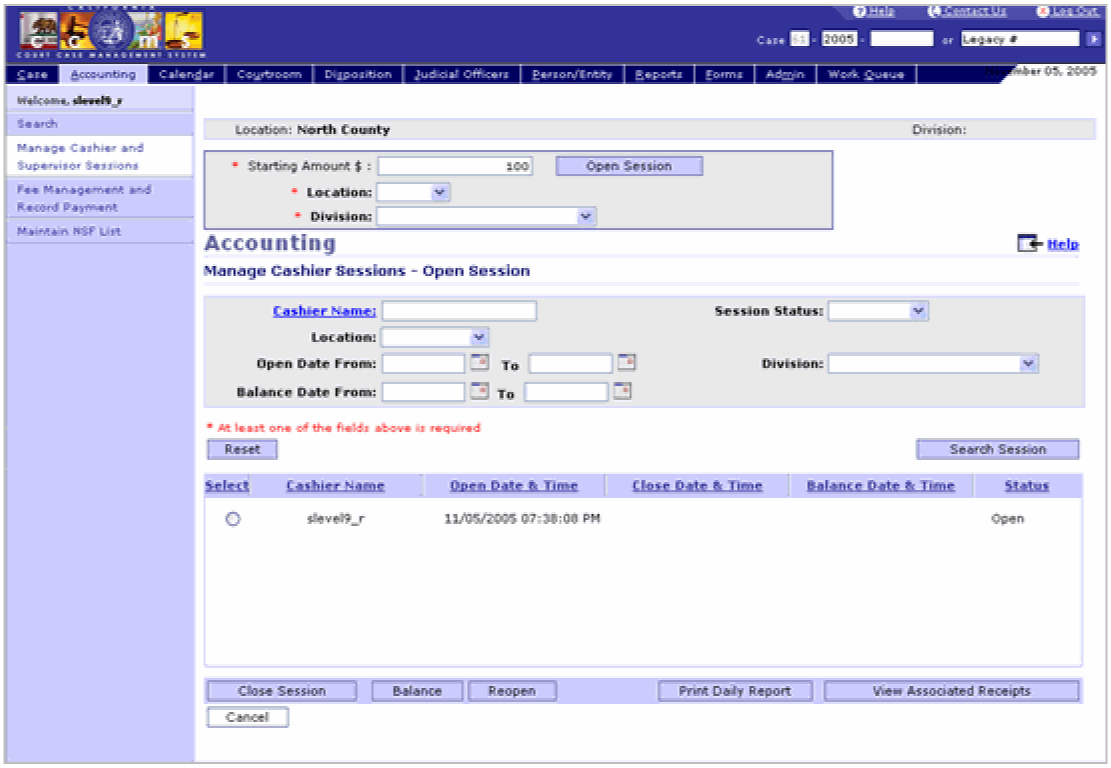
You may choose to close a cashier session at any time during the day without balancing the session. Refer to the Balance a Cashier Session task activity for details on this process. In addition, you can only close your own cashier sessions. However, if you have Accounting Supervisor security privileges, then you can close any cashier session within the system.

Cashiering sessions are closed automatically at 12:00 AM every business day in accordance with AOC Guidelines for cashiering [AOC Guidelines for Closing Cashing Sessions].

Task Activity

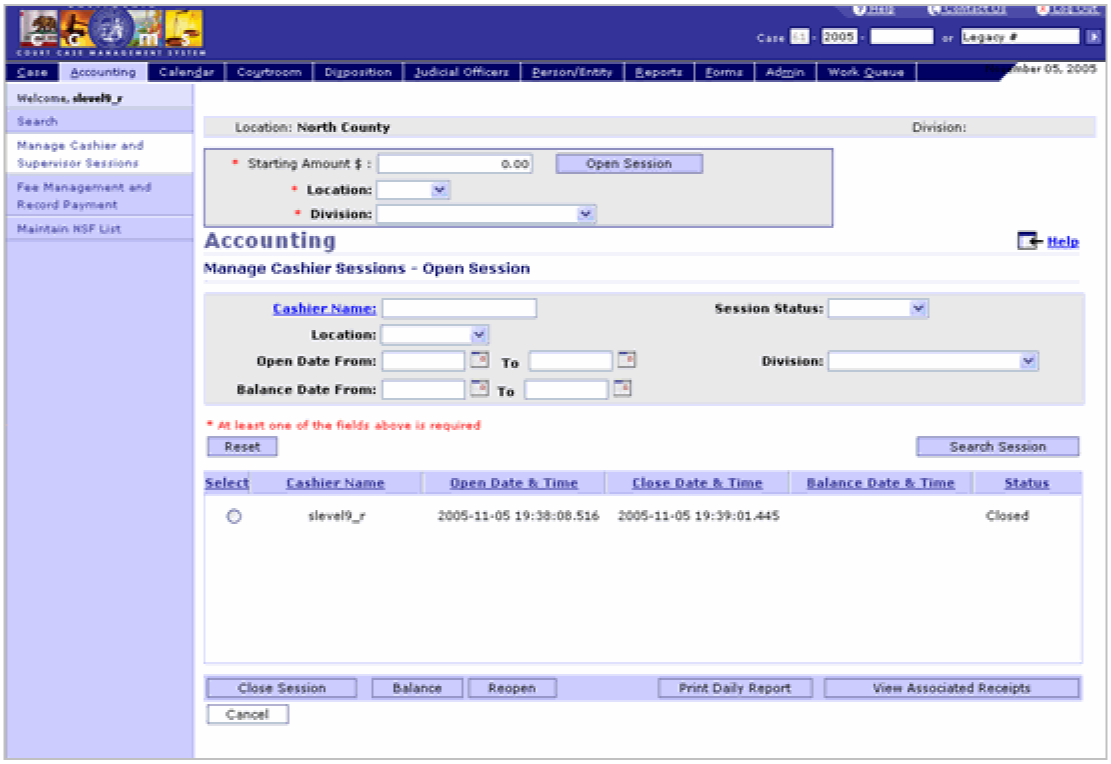
Perform the following steps to close a cashier session.

1. Select **[Accounting] > [Manage Cashier and Supervisor Sessions]**.
   Result: The Manage Cashier Session Open Session screen displays.



NOTE The radio button to the left of your cashiering session will be automatically selected, since the system recognizes which cashier session you have open.

2. Click the **[Close Session]** button.
   Result: The Manage Cashier Session Open Session screen refreshes to show the cashier status as "Closed."



Related Links

Manage Cashier Sessions Overview

Manage Cashier Sessions - Open Session Screen

My Court Information

Balance a Cashier Session

Introduction

Balancing the cashier session is a mandatory task that occurs at the end of each business day. It involves the reconciliation of the monies within the system and the physical cash drawer. The amount of monies must be reconciled for each payment method (such as for cash, check, credit, etc.).

Only closed cashiering sessions may be balanced. In addition, only the person that opened the session or someone with Accounting Supervisor security privileges can balance the session. This process includes the generation of the "Daily Balance Report," which is used to report the findings of the Balance Cashier process.

The system supports "Blind Balancing," which means that you will not have visibility to the system totals for each payment type for a cashiering session. If the total you submit does not match the total in the system, you will be given more attempts to review the cash drawer totals and re-enter the amounts into the system. The number of attempts that you have to reconcile the cash drawer with the system will be stipulated by your court.

Cash Drawer Reconciliation

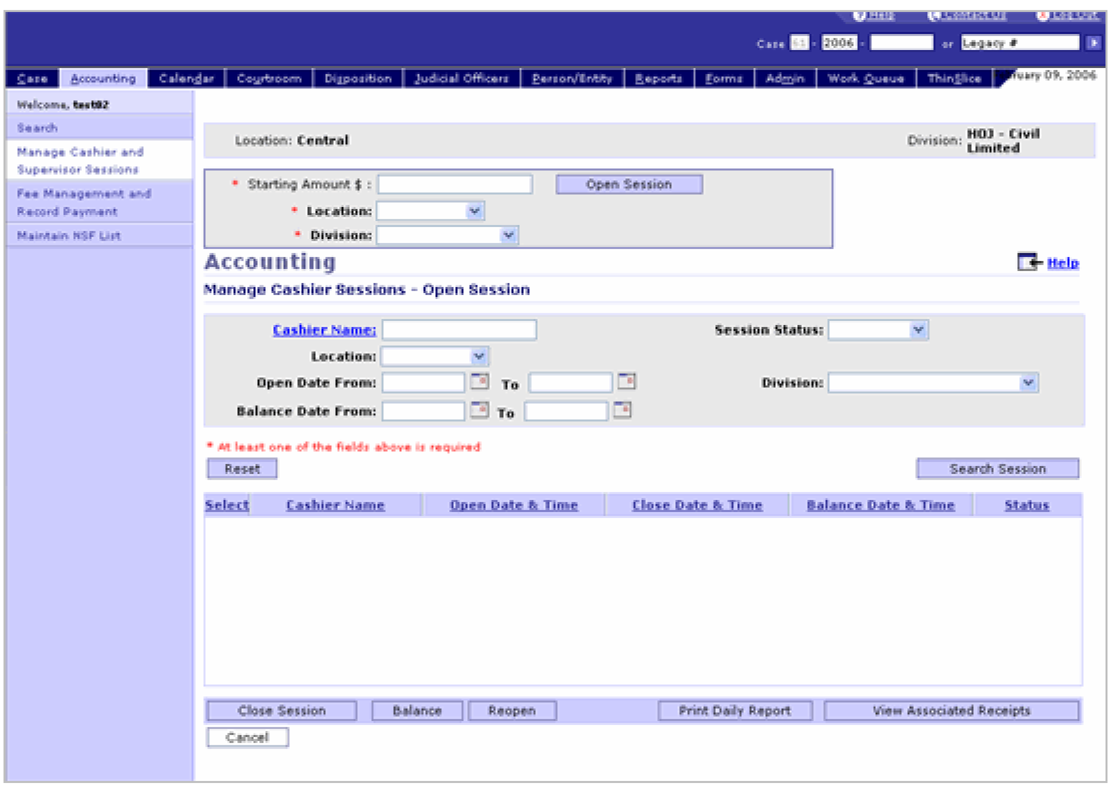
Possible reasons that a cashier drawer may not reconcile with the system include:

- Incorrect cash is tendered by the customer, resulting in a surplus or deficit of cash in the cash drawer.
- An incorrect check amount is recorded into the payment transaction. This could occur if the numbers for the check amount are transposed, or if the customer entered the wrong amount on the check.
- An incorrect payment method is specified for a payment type. For example, you may have accidentally entered a "check" payment method type, when the customer has instead tendered cash.

Task Activity

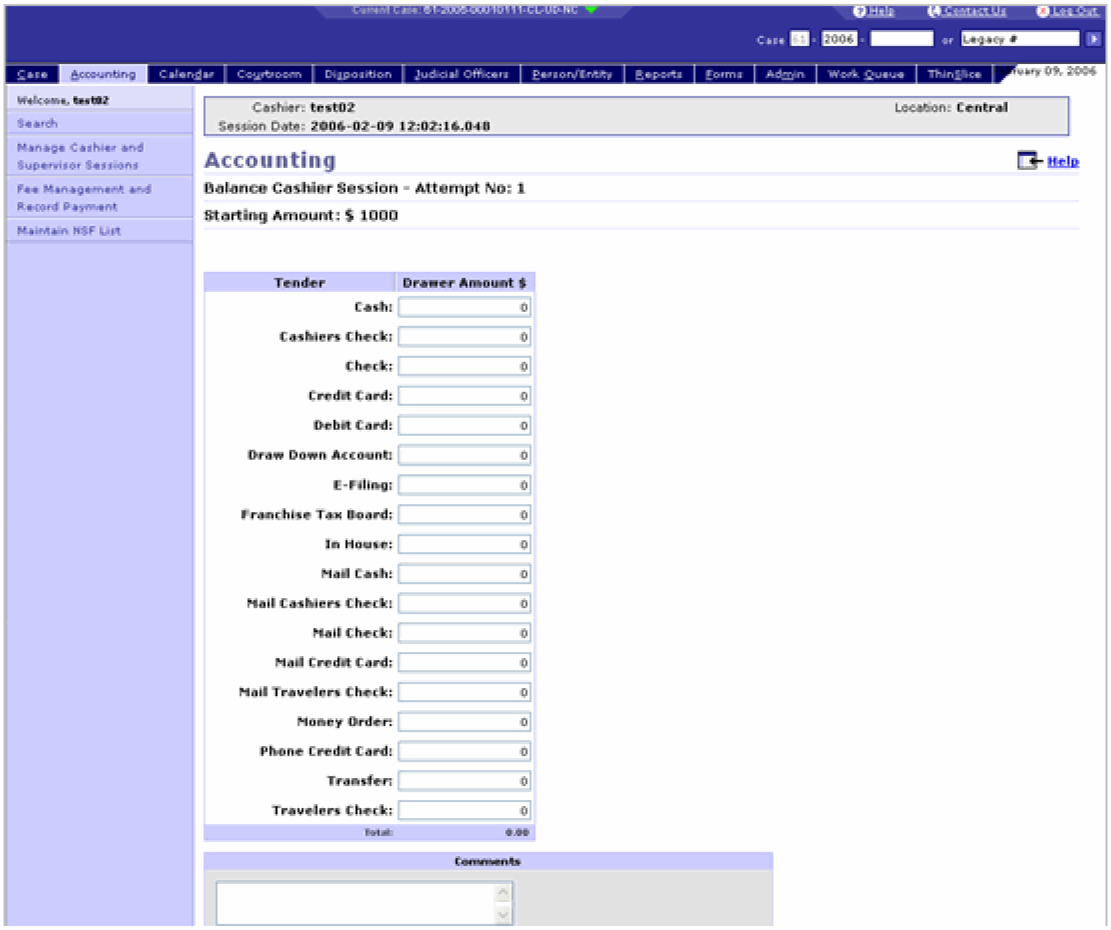
Perform the following steps to balance a cashier session.

1. Select **[Accounting] > [Manage Cashier and Supervisor Sessions]**.
   Result: The Manage Cashier Session Open Session screen displays.

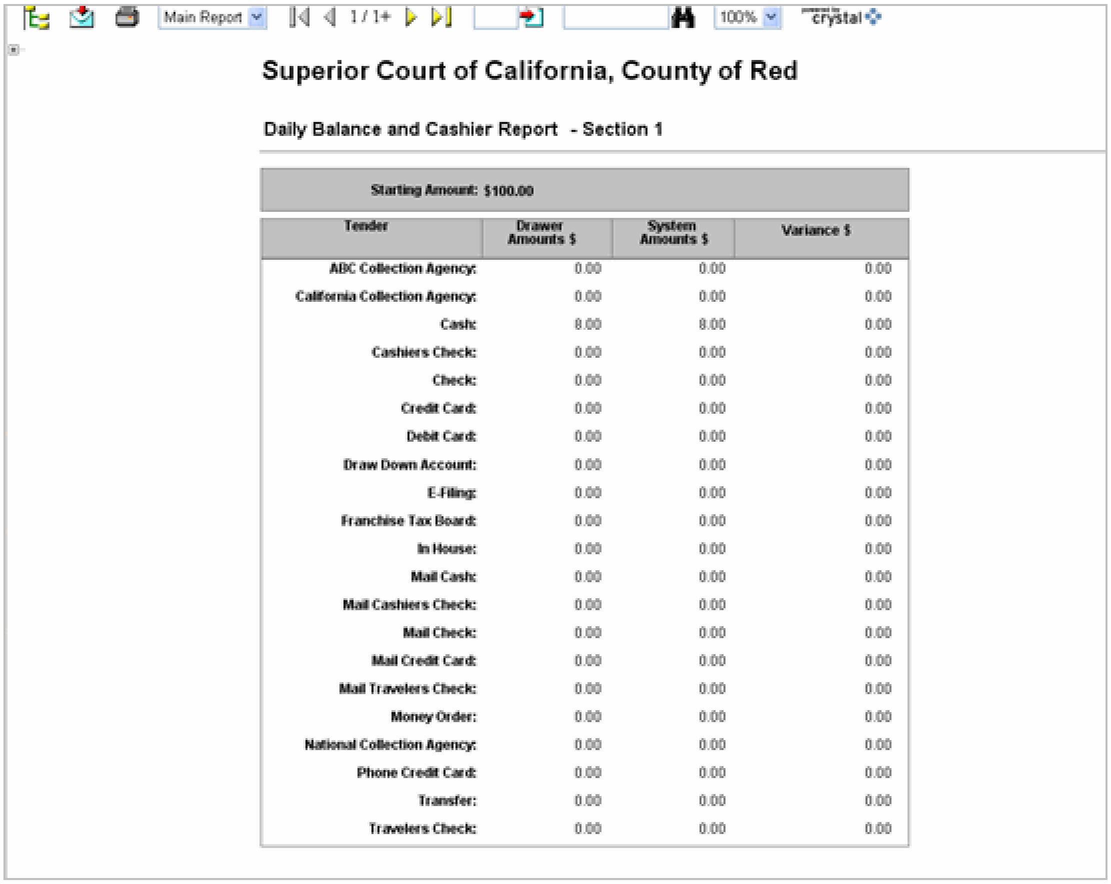


NOTE The radio button to the left of your cashiering session will be automatically selected, since the system recognizes which cashier session you have open.

2. Click the **[Balance]** button.
   Result: The Balance Cashier Session screen displays.



3. Count the amounts in the cashier drawer for each payment method. Enter the total amount for each payment method into the appropriate fields.
   NOTE If there is no amount for a payment method, enter "0.00". Be sure to include both the dollars and cents.
4. Click the **[Save]** button.
   Result: The system will alert you that your cashier session has balanced successfully and generate the Daily Balance and Cashier Report.


Superior Court of California, County of Red

Daily Balance and Cashier Report - Section 1

Starting Amount: $100.00

Tender	Drawer Amounts $	System Amounts $	Variance $
ABC Collection Agency:	0.00	0.00	0.00
California Collection Agency:	0.00	0.00	0.00
Cash:	8.00	8.00	0.00
Cashiers Check:	0.00	0.00	0.00
Check:	0.00	0.00	0.00
Credit Card:	0.00	0.00	0.00
Debit Card:	0.00	0.00	0.00
Draw Down Account:	0.00	0.00	0.00
E-Filing:	0.00	0.00	0.00
Franchise Tax Board:	0.00	0.00	0.00
In House:	0.00	0.00	0.00
Mail Cash:	0.00	0.00	0.00
Mail Cashiers Check:	0.00	0.00	0.00
Mail Check:	0.00	0.00	0.00
Mail Credit Card:	0.00	0.00	0.00
Mail Travelers Check:	0.00	0.00	0.00
Money Order:	0.00	0.00	0.00
National Collection Agency:	0.00	0.00	0.00
Phone Credit Card:	0.00	0.00	0.00
Transfer:	0.00	0.00	0.00
Travelers Check:	0.00	0.00	0.00

NOTE The system determines whether there are any discrepancies in the total drawer amounts based on the reconciliation report. If so, you can re-enter the totals up to three times.

Related Links

Manage Cashier Sessions Overview

Manage Cashier Sessions - Open Session Screen

Balance Cashier Session Screen

Balance Cashier Session - Third Attempt Screen

My Court Information

View Associated Receipts

Introduction

Viewing associated receipts describes the steps required to display receipts associated to a particular cashier session.

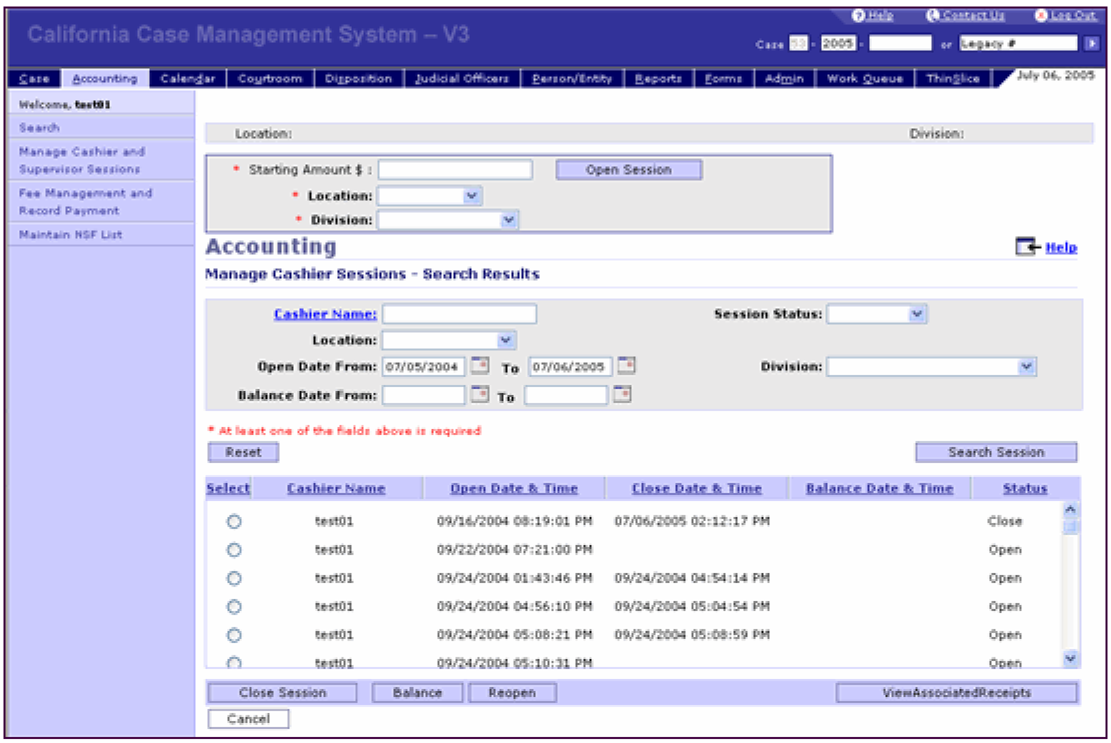
If you are a supervisor, you will have access to view any cashier's receipts. Otherwise, you will only have access to your own receipts.

Task Activity

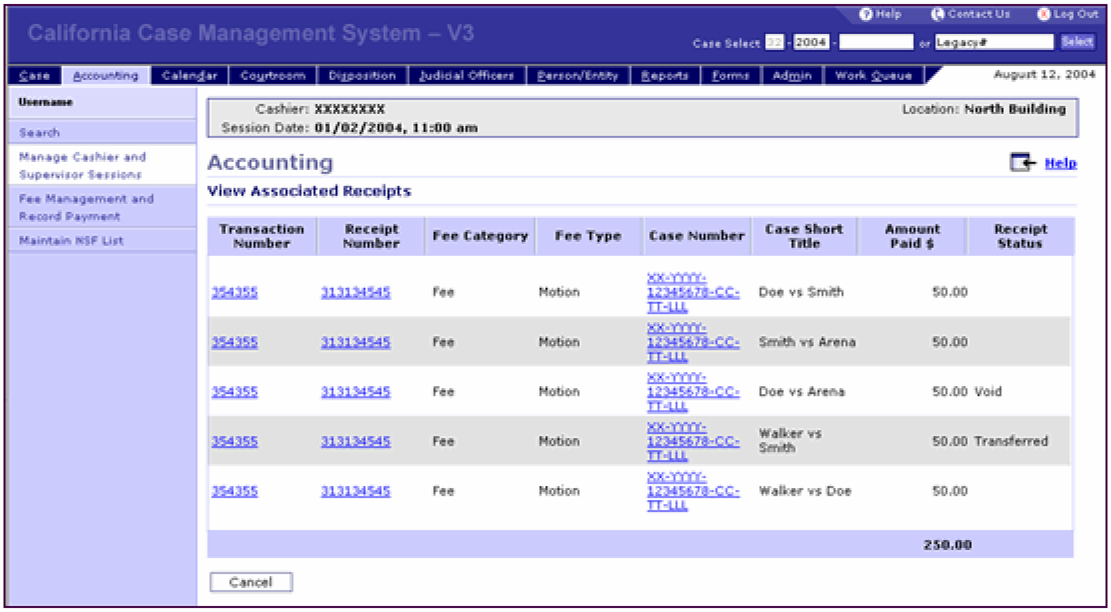
This activity takes place in the context of a cashier session search. Refer to the Manage Cashier Session task activity for details on this process.

Perform the following steps to view associated receipts.

1. Select the radio button of the cashier session to view its receipts.
   NOTE This selection occurs from the Manage Cashier Session Search Results screen.



2. Click the **[View Associated Receipts]** button.
   Result: The View Associated Receipts screen displays.



Related Links

Manage Cashier Session Overview

View Associated Receipts Screen

Maintain Fees

Maintain Fees Overview

Introduction

Maintaining fees within the system involves adding, maintaining, searching, adjusting and/or canceling fees. Fees are monies due resulting from services provided by the court. Fees can be related to filings, sanctions, returned checks, and miscellaneous services.

Refer to the Configure Fee Schedule section for details on configuring the fee schedule. Refer to the Fee Waivers section for details on related fee waiver information.

Fee Types

Non case-related fees include fees associated with creating certified copies of a filing, such as a complaint. On the other hand, case-related fees are those fees that are associated with a case, such as filing fees, motion fees, or trust deposits.

Fees Automatically Generated by the System

When the system creates a fee, an entry is made into the Register of Actions. An associated fee is also generated within the system based on the court's Fee Schedule.

Task Activities

Maintaining fees includes the following task activities:

- Search Fees
- Create Case-Related Fees
- Create Non Case-Related Fees
- Adjust Fees
- Cancel Fees

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Accounting Search Screen

Adjust Fees Screen

Cancel Fees Screen

Case Related Fees Screen

Non Case Related Fees Screen

Record Payment/Trust Deposit Screen

My Court Information

Search Fees

Introduction

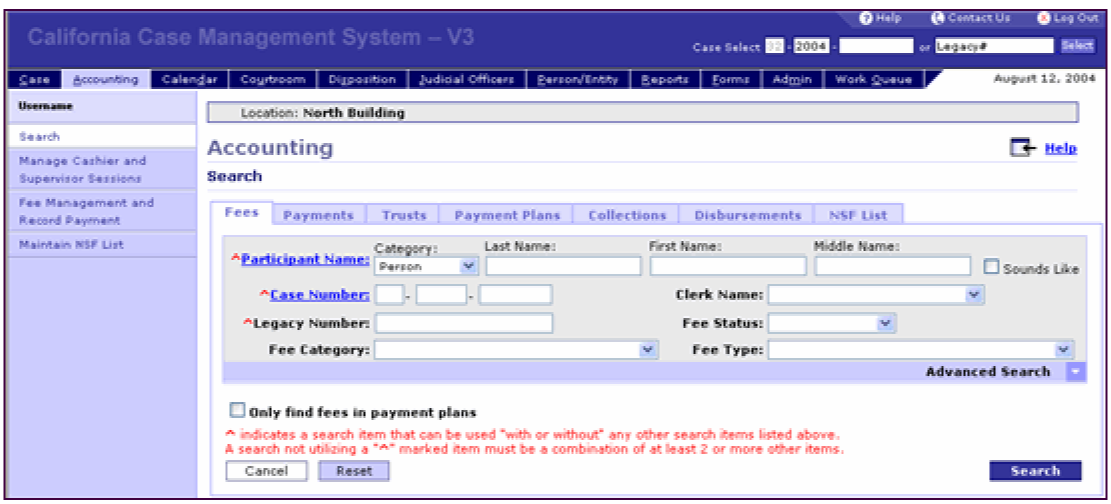
This activity allows you to search for case-related fees that have been assessed for a party in a case.

Task Activity

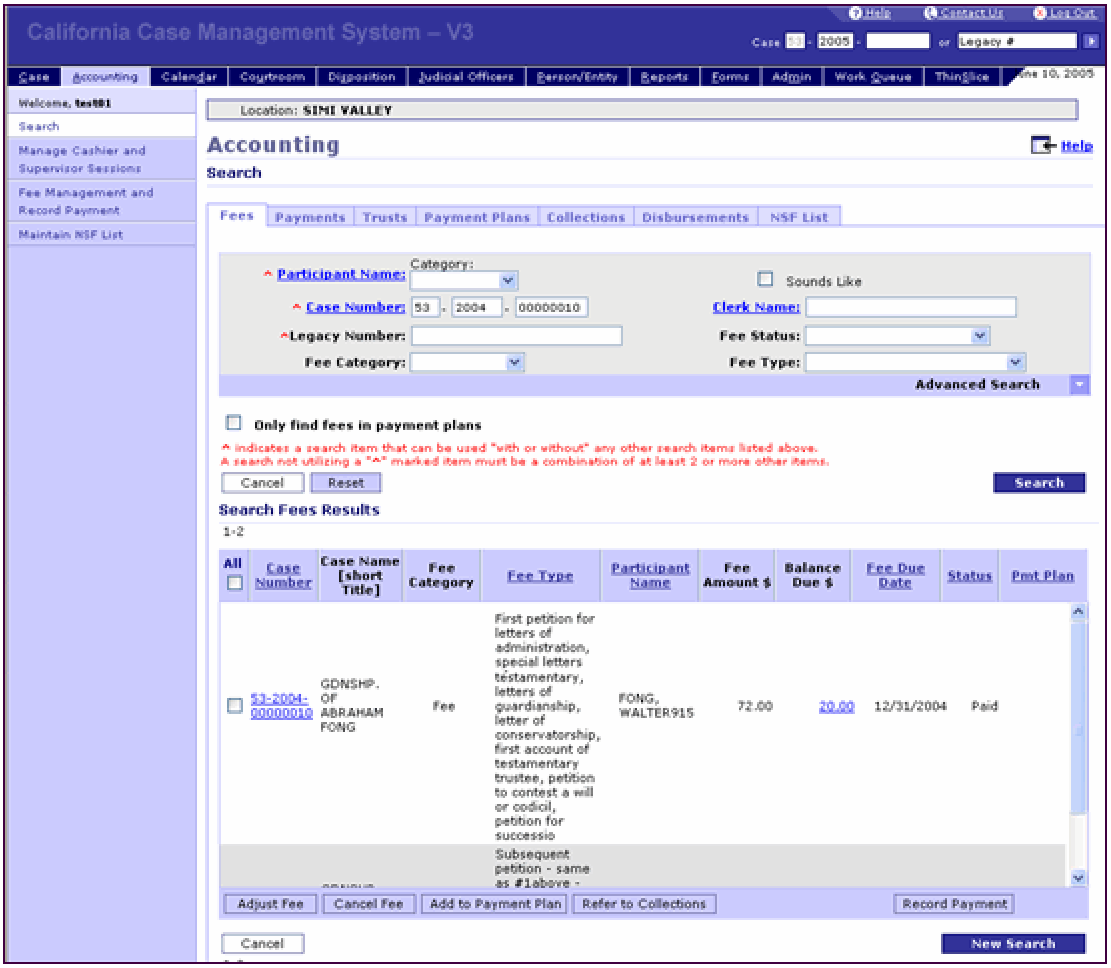
Perform the following steps to search for fees.

1. Select **[Accounting] > [Search]**.
   Result: The Accounting Search screen displays.

2. Select the **[Fees]** tab.
   Result: The Fees tab highlights and displays the appropriate information.



3. Enter/Select data for at least the following search fields:
   - Participant Name
   - Case Number
   - Legacy Number
4. Enter/Select data for other search parameter fields, as necessary.
5. Click the **[Search]** button.
   Result: The Search Fees Results screen displays.



Related Links

Maintain Fees Overview

Accounting Search Screen

My Court Information

Create Case-Related Fees

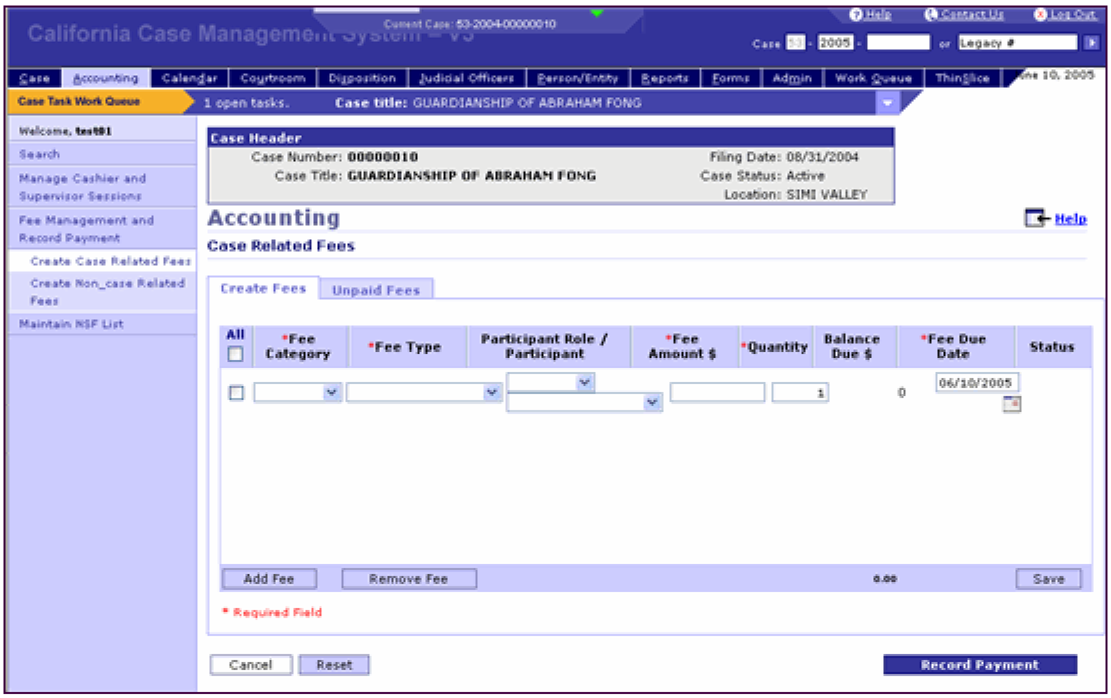
Introduction

In addition to automatically creating fees when certain activities happen, such as the court accepting a filing, the system allows you to manually create a case-related fee within the context of a case. An example of a manually created fee involves creating a trust for a customer or agency.

Task Activity

Perform the following steps to create a case-related fee.

1. Select **[Accounting] > [Fee Management and Record Payment] > [Create Case Related Fees].**
   Result: The Case Related Fees screen displays.

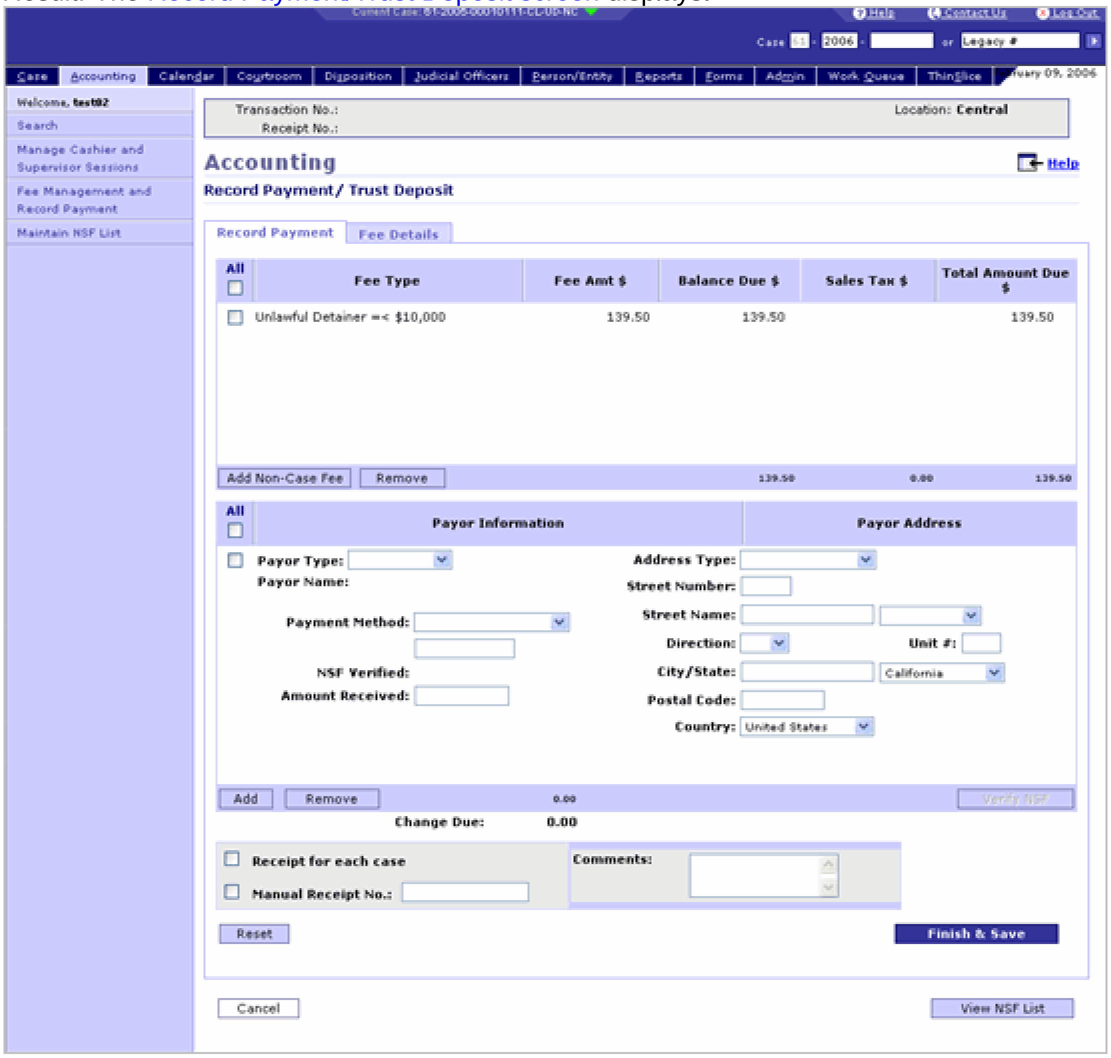


2. Enter/Select data for the following required fields:
   - Fee Category
   - Fee Type
   - Fee Amount
   - Quantity
   - Fee Due Date

NOTE The **Balance Due** and **Status** (fee waiver status) will be automatically populated based on your entries to other fields.

NOTE Based on the **Fee Category** and **Type**, the **Fee Amount** will automatically populate if a Fee Schedule Amount exists for the Fee Category/Fee Type combination. Otherwise, if no corresponding Fee Schedule Amount exists, you must manually enter the fee amount.

3. Click the **[Record Payment]** button.
   Result: The Record Payment/Trust Deposit screen displays.



NOTE To add additional fees, click the **[Add Fee]** button.
NOTE To remove unwanted fees, select the checkbox to the left of the fee that will be removed and click the **[Remove Fee]** button.

4. Enter/Update the available fields as needed.
5. Click the **[Save]** button.
   Result: The Payment Confirmation and Receipt displays.

SUPERIOR COURT OF CALIFORNIA

COUNTY OF RED

Superior Court of California, County of RED

3439 Vikram Ave.
Costa Mesa, CA 92626

PAYMENT RECEIPT

Receipt #: 956

Clerk ID: test02 **Transaction No:** 9900006677 **Transaction Date:** 02/09/2006 **Transaction Time:** 02:55:37 PM

Case Number	Fee Type	Qty	Fee Amount$	Balance Due	Amount Paid		Remaining Balance
61-2006-00010111-CL-UD-NC	Motion Fee	1	$36.30	$36.30	36.30		$0.00
				Sales Tax:	$0.00		
				Total:	**$36.30**	**Total Rem. Bal:**	**$0.00**
				Cash	$36.30		
				Total Amount Tendered:	$36.30		
				Change Due:	**$0.00**		
				Balance:	**$0.00**		

Return Check is subject to $25.00 fee.

ORIGINAL

6. Click the **[Print Receipt]** button.
   Result: The Payment Confirmation and Receipt generates.

SUPERIOR COURT OF CALIFORNIA

COUNTY OF RED

Superior Court of California, County of RED

3439 Vikram Ave.
Costa Mesa, CA 92626

PAYMENT RECEIPT

Receipt #: 956

Clerk ID: test02 **Transaction No:** 9900006677 **Transaction Date:** 02/09/2006 **Transaction Time:** 02:56:37 PM

Case Number	Fee Type	Qty	Fee Amount$	Balance Due	Amount Paid		Remaining Balance
61-2006-00010111-CL-UD-NC	Motion Fee	1	$36.30	$36.30	36.30		$0.00
				Sales Tax:	$0.00		
				Total:	**$36.30**	**Total Rem. Bal:**	**$0.00**
				Cash	$36.30		
				Total Amount Tendered:	$36.30		
				Change Due:	**$0.00**		
				Balance:	**$0.00**		

Return Check is subject to $25.00 fee.

ORIGINAL

NOTE Case-related fees that are saved will create entries in the Case History with a status of "Due," "Partially Waived," "Waived," etc., based on the fee waiver status. Cases involving pending fee waivers will not have a balance due for these fees until the fee waiver is revoked, partially waived, or fully waived.

NOTE Click the **[Record Payment]** button to proceed to the Recording Payment screen. Do this if the customer wants to pay for fees immediately after recording the fees in the system. Because creating fees and payments are separate transactions within the system, fees may be created without immediately accepting the monies due from the customer.

Related Links

Maintain Fees Overview

Case Related Fees Screen

Record Payment/Trust Deposit Screen

My Court Information

Create Non Case-Related Fees

Introduction

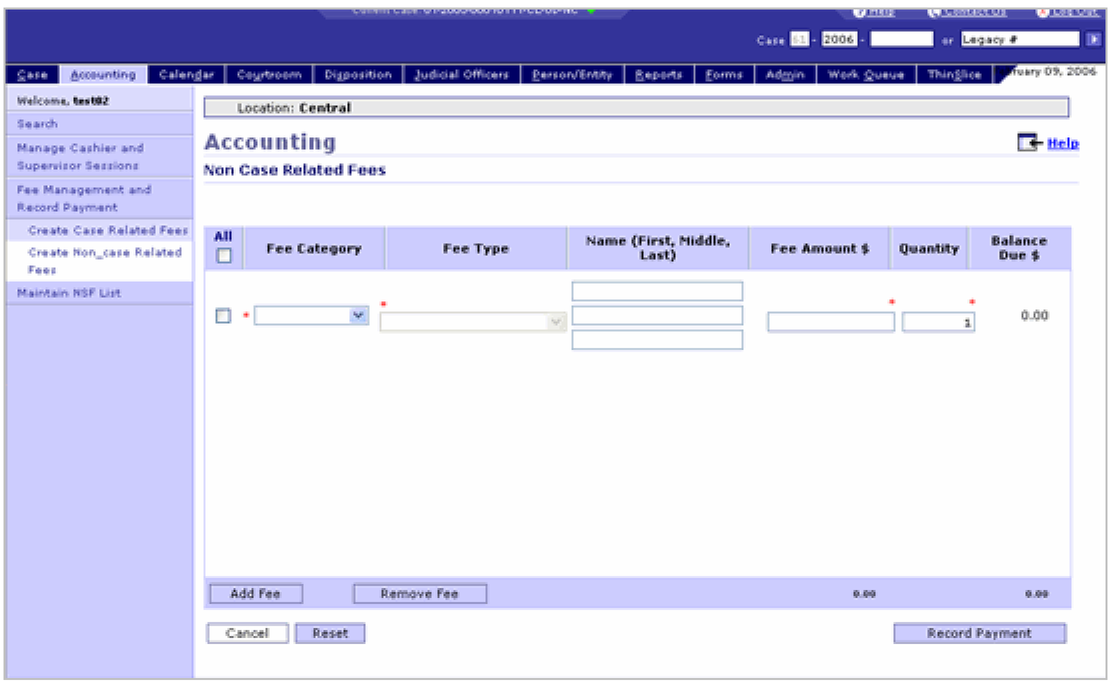
Creating non case-related fees is the process of capturing the fees incurred for services. This may include such activities as creating printed copies of a filing or certifying copies of a filing.

Non case-related fees are not written to the Case History.

Task Activity

Perform the following steps to create a non case-related fee.

1. Select **[Accounting] > [Fee Management and Record Payment] > [Create Non Case-Related Fees].**
   Result: The Non Case Related Fees screen displays.



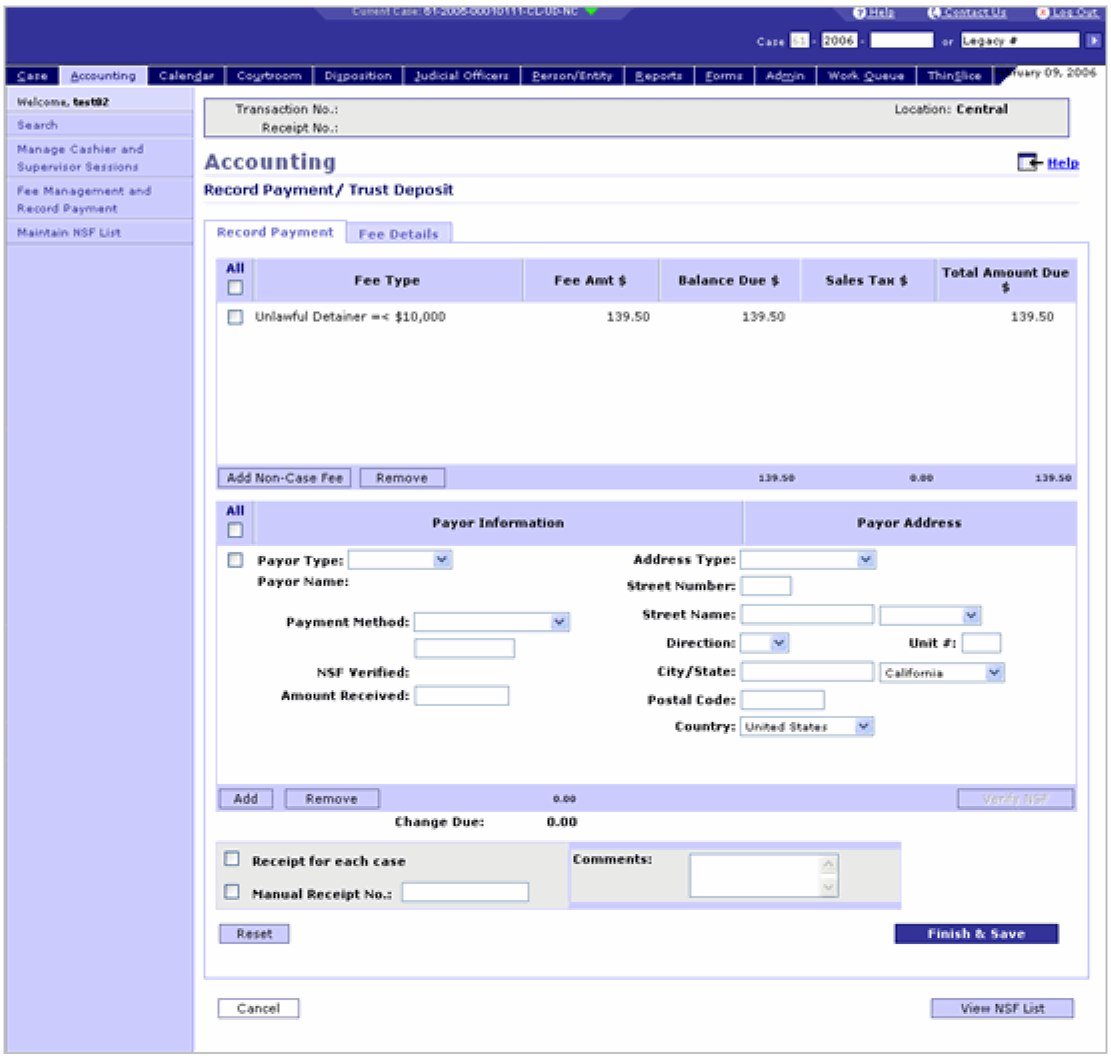
2. Enter/Select data for the following required fields:
   - Fee Category
   - Fee Type

- Name
- Fee Amount $
- Quantity

NOTE The **Fee Amount** and **Balance Due** will be automatically populated based on the Fee Schedule configuration and the **Quantity** entered. If the **Fee Amount** does not populate automatically (as no corresponding Fee Schedule Amount exists), then the **Fee Amount** must be manually added.

NOTE Although the **Payor Name** is not listed as a required field, it must be entered if the fee type is a type of Trust, since the payor may become the recipient of any funds disbursed from the Trust.

3. Click the **[Record Payment]** button.
   Result: The Record Payment/Trust Deposit screen displays.



NOTE To add additional fees, select **[Add Fee]**. To remove unwanted fees, select the fee checkbox to the left of the fee and click the **[Remove Fee]** button.

4. Enter/Update the available fields as needed.
5. Click the **[Save]** button.
   Result: The Payment Confirmation and Receipt displays.

SUPERIOR COURT OF CALIFORNIA

COUNTY OF RED

Superior Court of California, County of RED

3439 Vikram Ave.
Costa Mesa, CA 92626

PAYMENT RECEIPT

Receipt #: 956

Clerk ID: test02 **Transaction No:** 9900006677 **Transaction Date:** 02/09/2006 **Transaction Time:** 02:55:37 PM

Case Number	Fee Type	Qty	Fee Amount$	Balance Due	Amount Paid		Remaining Balance
61-2006-00010111-CL-UD-NC	Motion Fee	1	$36.30	$36.30	36.30		$0.00
				Sales Tax:	$0.00		
				Total:	**$36.30**	**Total Rem. Bal:**	**$0.00**
				Cash	$36.30		
				Total Amount Tendered:	$36.30		
				Change Due:	**$0.00**		
				Balance:	**$0.00**		

Return Check is subject to $25.00 fee.

ORIGINAL

Related Links

Maintain Fees Overview

Non Case Related Fees Screen

Record Payment/Trust Deposit Screen

My Court Information

Adjust Fees

Introduction

Fees must be adjusted one at a time. Adjusting multiple fees at the same time would cause complications in determining which of the fees should be adjusted and by what amount.

Adjusting fees provides the ability to reduce the amount owed by a customer for a fee. You can adjust the fee amount if one of the following has occurred:

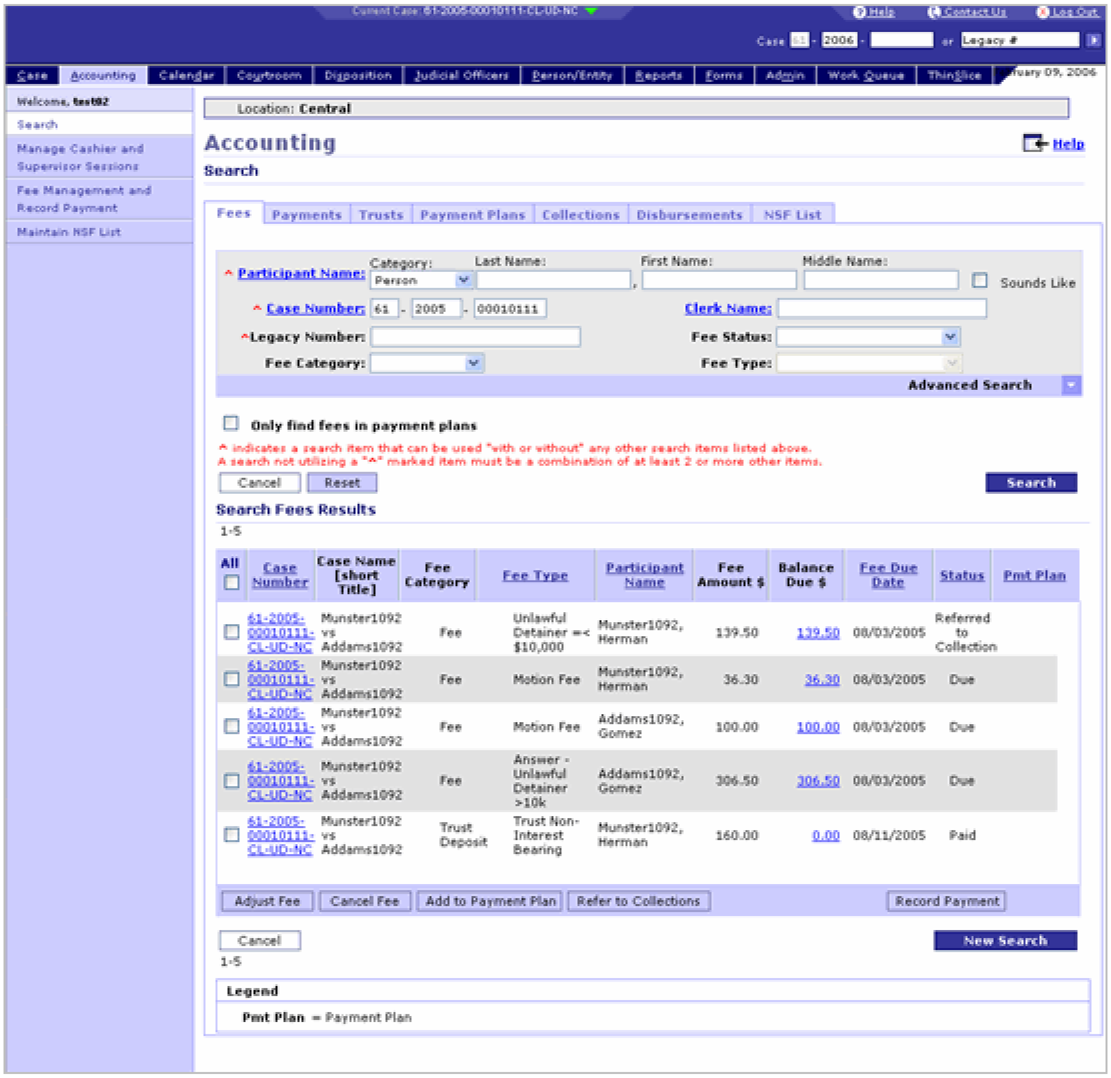
- The fee is incorrect in the fee schedule.
- A new fee schedule applies that has not been updated within the system.
- A fee is incorrectly entered into the system.
- A Judicial Officer orders a reduction of a fee amount.

Task Activity

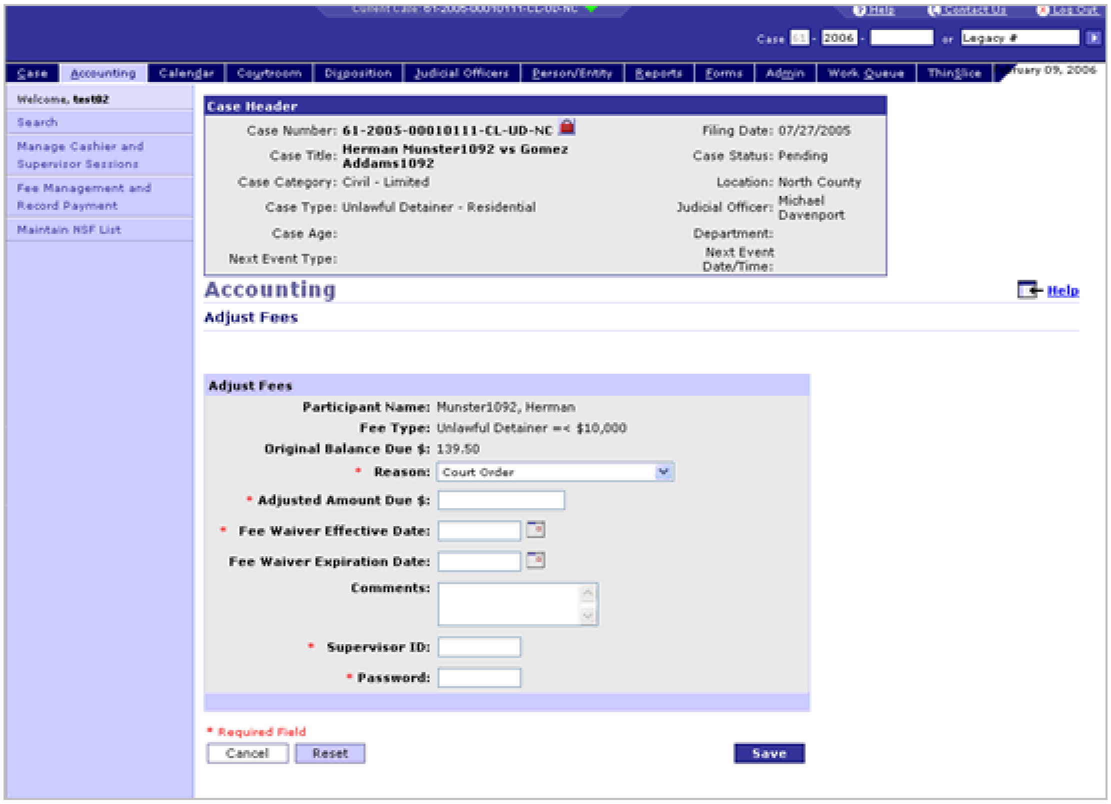
This activity takes place in the context of a fee search. Refer to the Search Fees task activity for details on this process.

Perform the following steps to adjust a fee.

1. Select the checkbox for the fee to be adjusted.
   NOTE This selection occurs from the Fee Search Results screen.

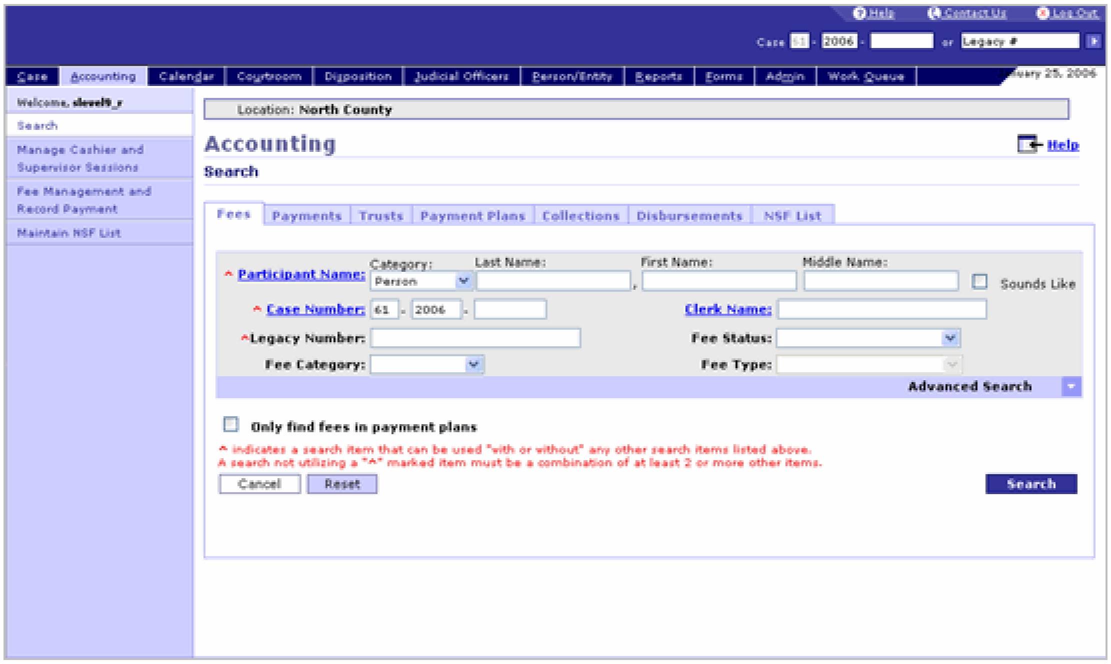


2. Click the **[Adjust Fee]** button.
   Result: The Adjust Fees screen displays.



3. Enter/Select data for the following required fields:
   - Reason
   - Adjusted Amount Due
   - Supervisor ID
   - Password

4. Click the **[Print Form/Save]** button.
   Result: The Accounting Search screen re-displays. The Adjust Fees form is displayed.
   NOTE To print this form, select File > Print from your browser menu.



Related Links

Maintain Fees Overview

Adjust Fees Screen

Accounting Search Screen

My Court Information

Cancel Fees

Introduction

Canceling fees allows you to remove any amount owed for a fee. Fees may be cancelled if the fee is incorrectly assessed for the case, was entered in error, the customer refused to continue the transaction, or is a part of the void payment process.

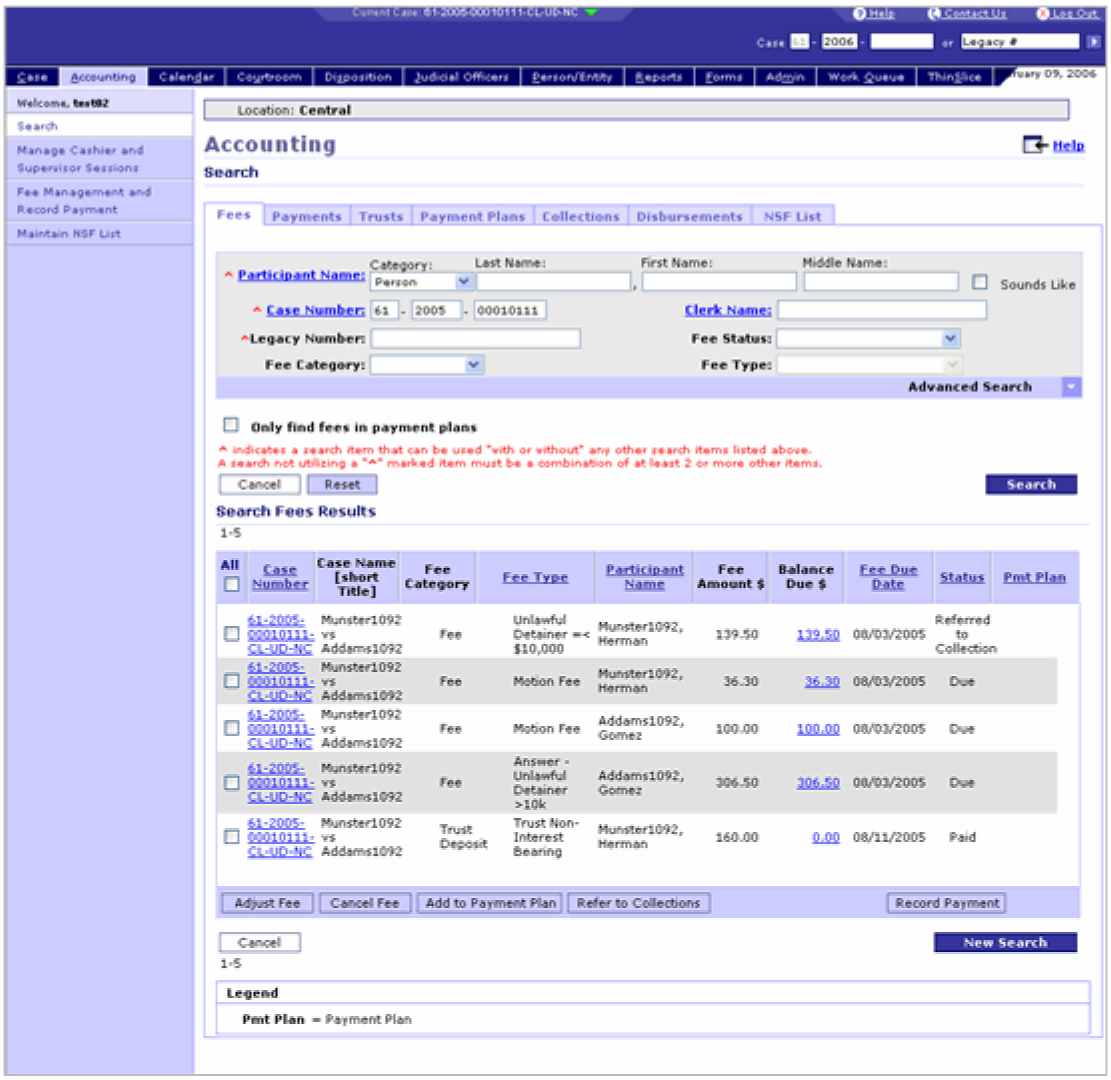
If a fee is cancelled, the court may revoke the services associated with the fee. For example, if the fee related to a complaint is cancelled because a customer chooses not to pay for the filing, the corresponding complaint would be cancelled from the system.

Task Activity

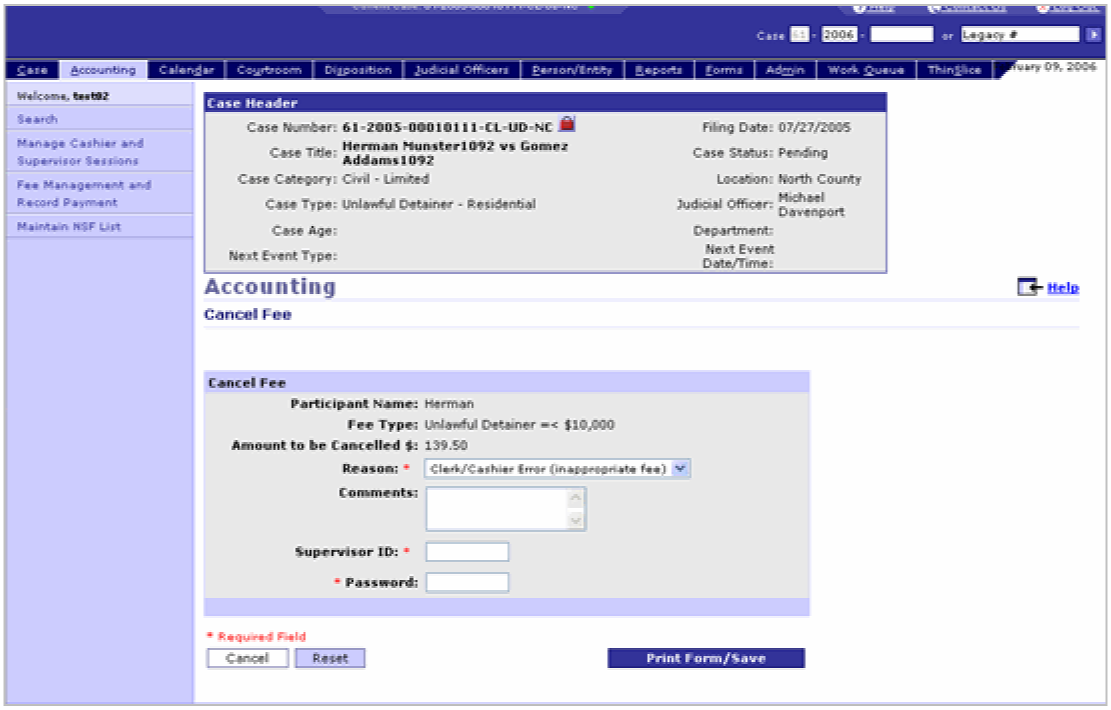
This activity takes place in the context of a fee search. Refer to the Search Fees task activity for details on this process.

Perform the following steps to cancel a fee.

1. Select the checkbox for the fee to be adjusted.
   NOTE This selection occurs from the Search Fees Results screen.

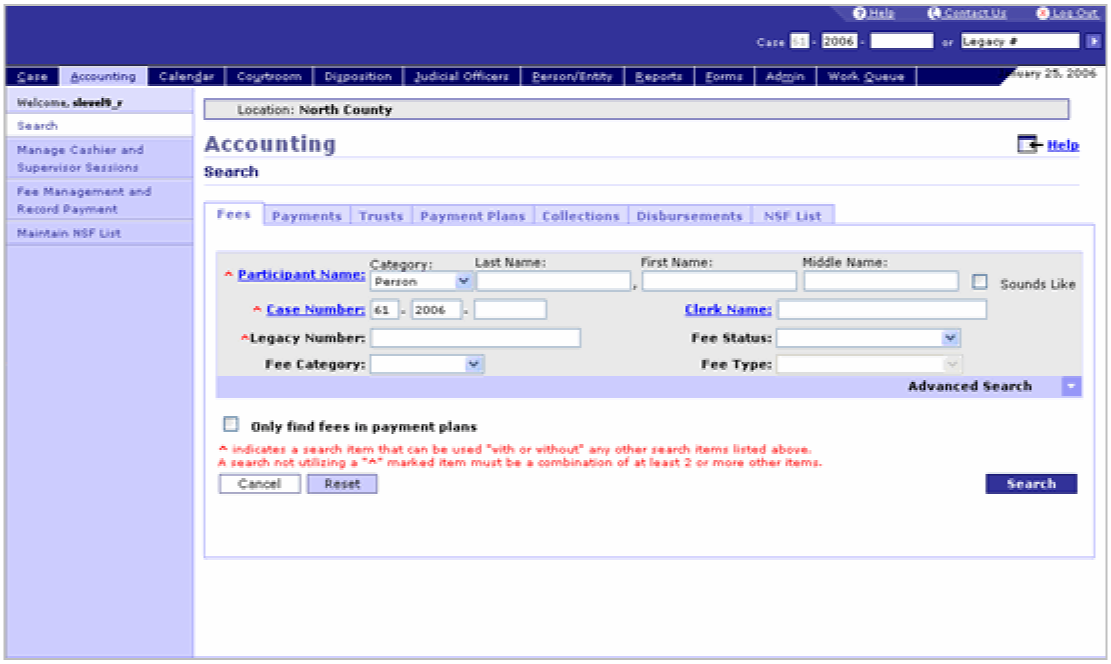


2. Click the **[Cancel Fee]** button.
   Result: The Cancel Fees screen displays.



3. Enter/Select data for the following required fields:
   - Reason
   - Supervisor ID
   - Password

4. Click the **[Print Form / Save]** button.
   Result: The Accounting Search screen re-displays. The Cancel Fees form is displayed.
   NOTE To print this form, select File > Print from the browser menu.



Related Links

Maintain Fees Overview

Cancel Fees Screen

Accounting Search Screen

Record Payments and Trust Deposits

Record Payments and Trust Deposits Overview

Introduction

Recording payments and trust deposits describes how the system captures payments recorded for case-related fees (fees associated with filings and motions) or non case-related fees (such as miscellaneous fees associated with preparing copies or certifying documentation), or how to establish a trust.

Since the system supports the creation of a trust, customers can deposit monies with the court to be applied to future court fees. The customer must stipulate the case number the trust will be established for, as well as contact information including name, address, and phone number. This information is required if monies are returned to the customer from the trust.

Task Activities

Recording payments and trust deposits includes the following task activities:

- Search Payments
- Record Payments
- Void Payments
- Search Trusts
- Create a Trust
- Create a Trust Deposit From Overpayment
- Replenish a Non-Interest Bearing Trust
- Deactivate Draw Down Account
- Transfer Payment to Case
- Transfer Payment to Trust
- Verify NSF
- View NSF List

Additional Resources

Other items related to this overview include the following:

- Business Rules
- Forms/Notices/Reports

Related Links

Accounting Search Screen

Calculate Interest Detail/Show Trust Deposit History Screen

Deactivate Draw Down Account Screen

Deposit Trust Screen

Record Payment/Trust Deposit Screen

Transfer To Trust Screen

Verify NSF Screen

View NSF List Screen

Void Payment Screen

Void Payment Confirmation and Receipt Screen

My Court Information

Search Payments

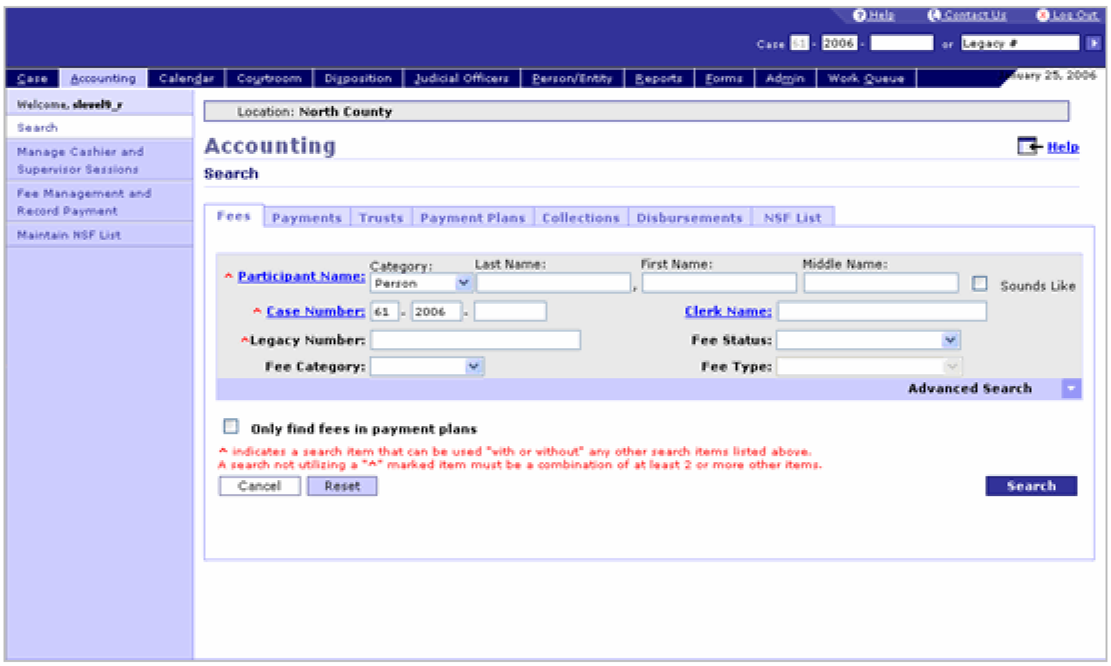
Introduction

This activity allows you to search for payments in the system. Refer to the Search Feature Overview for details on performing a search in the system.

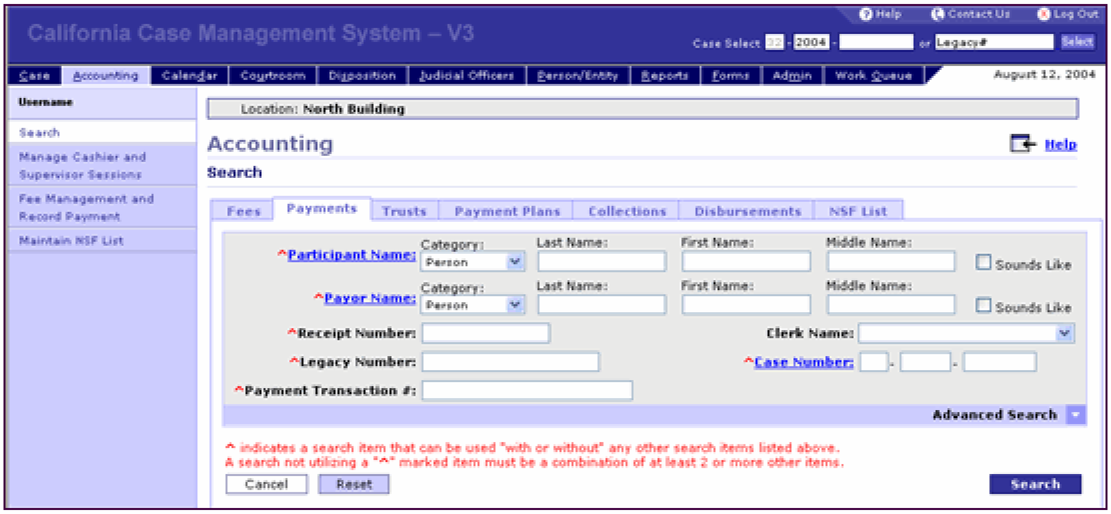
Task Activity

Perform the following steps to search for a payment.

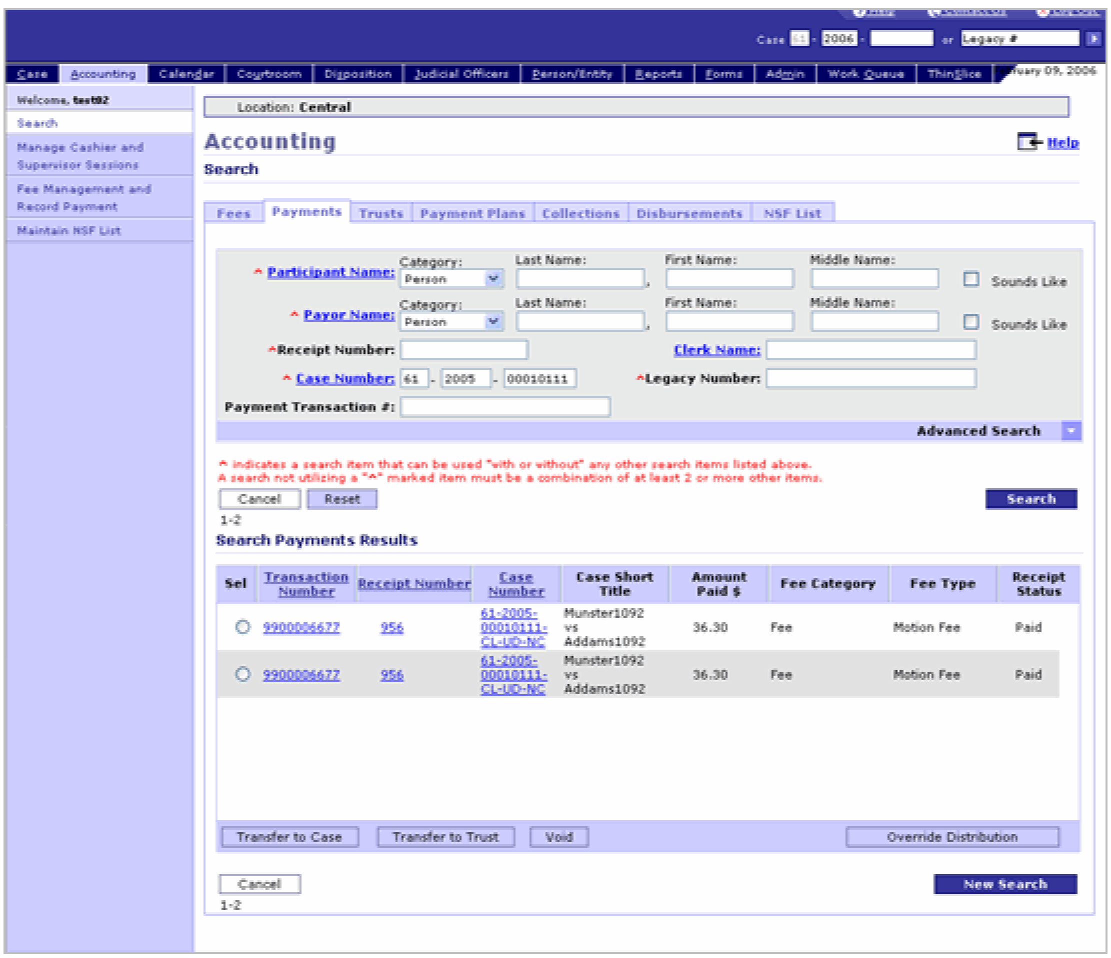
1. Select **[Accounting] > [Search]**.
   Result: The Accounting Search screen displays.



2. Select the **[Payments]** tab from the menu bar.
   Result: The Payments tab highlights and displays the payment search criteria.



3. Enter/Select data for the appropriate search parameter fields.
4. Click the **[Search]** button.
   Result: The Search Payments Results screen displays.



Related Links

Record Payments and Trust Deposits Overview

Accounting Search Screen

My Court Information

Record Payments

Introduction

The system provides the ability to record payments against fees associated with services provided by the court. The creation of a fee and the recording of a payment for a fee are treated as two distinct transactions. This means that the fee may be created at a different time and place than the recording of payment for that fee.

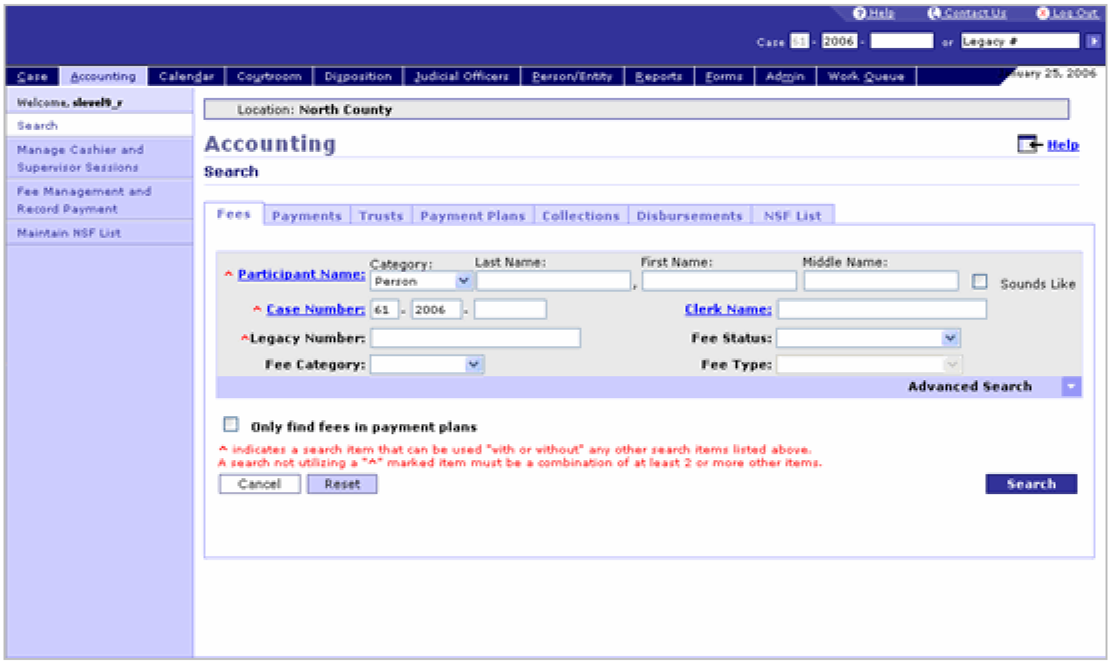
Recording payments for fees occurs within the Record Payment screen. This screen allows you to view fees that are outstanding for a party or case, as well as other details regarding each fee. You can record payment for case-related fees (associated with filings, motions, etc.) and non case-related fees (such as creating printed copies of a filing and/or certifying copies for a filing).

You must also select which fees are to be paid as stipulated by the customer. You can also capture payment information such as the payor organization (if the payor is a business, such as a law firm), the payor's name, the payment method, amount, payor address, check number, form of identification and identification number, comments, and trust deposits for overages.

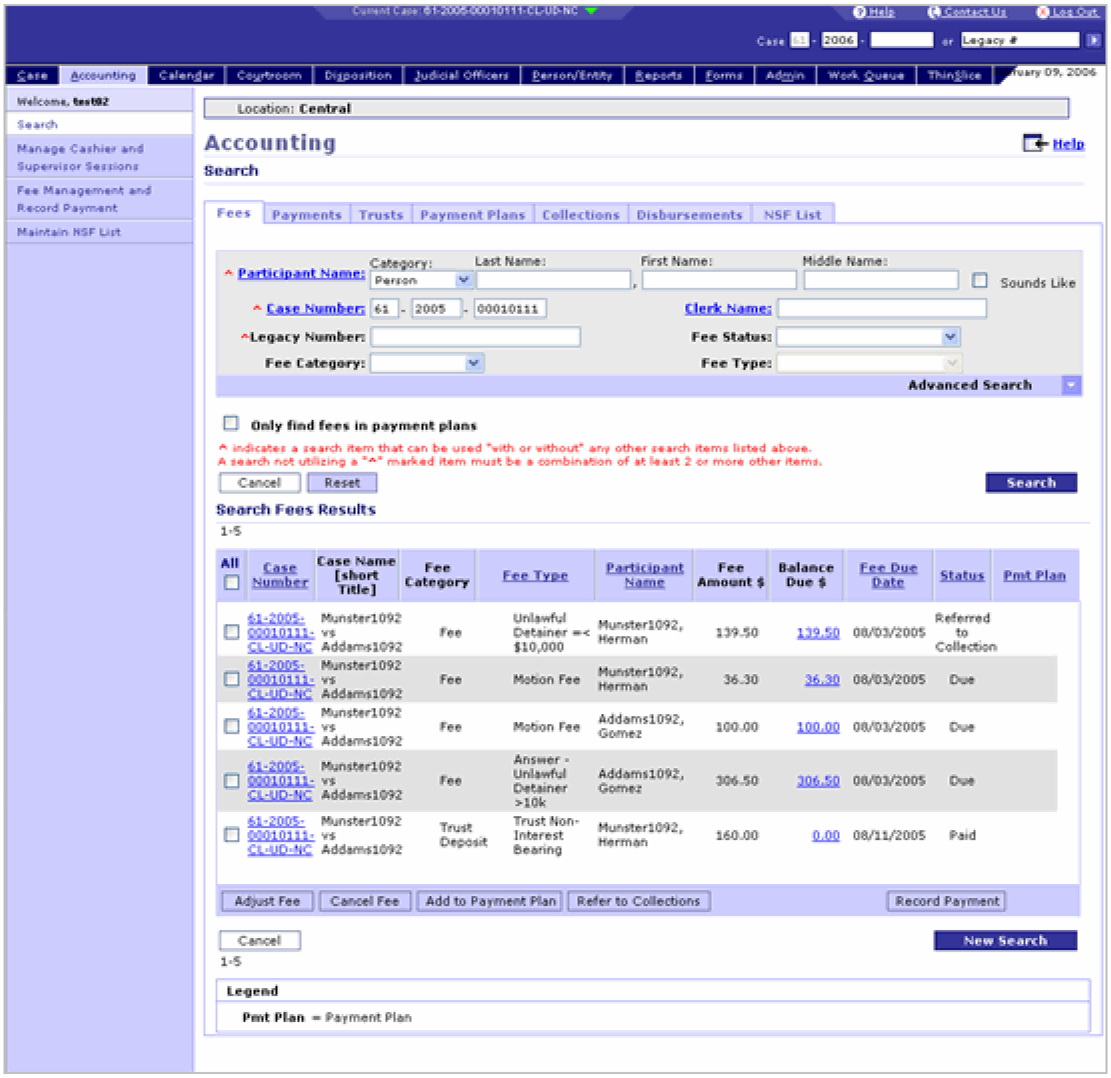
Task Activity

Perform the following steps to record a payment for a fee.

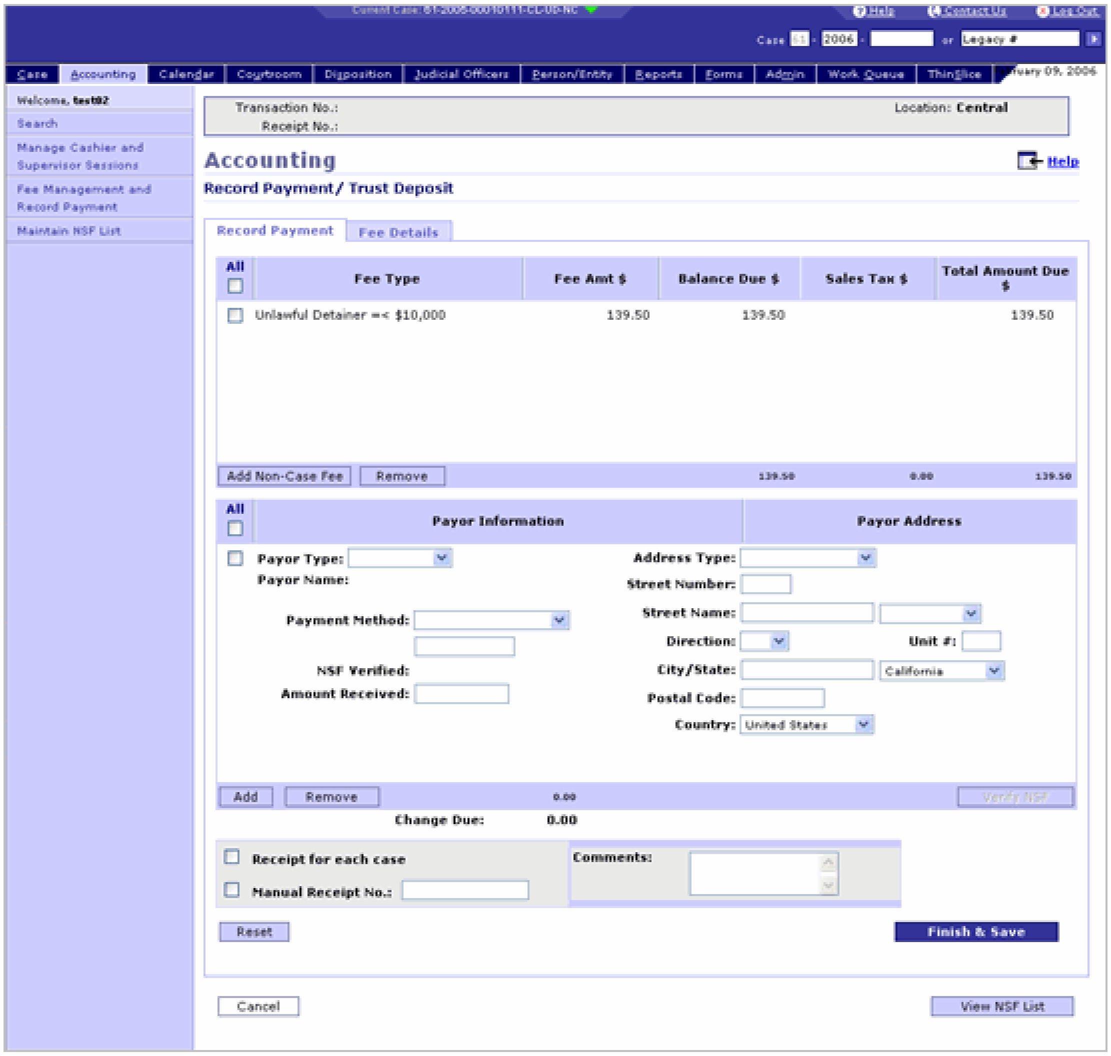
1. Select **[Accounting] > [Search]**.
   Result: The Accounting Search screen displays.



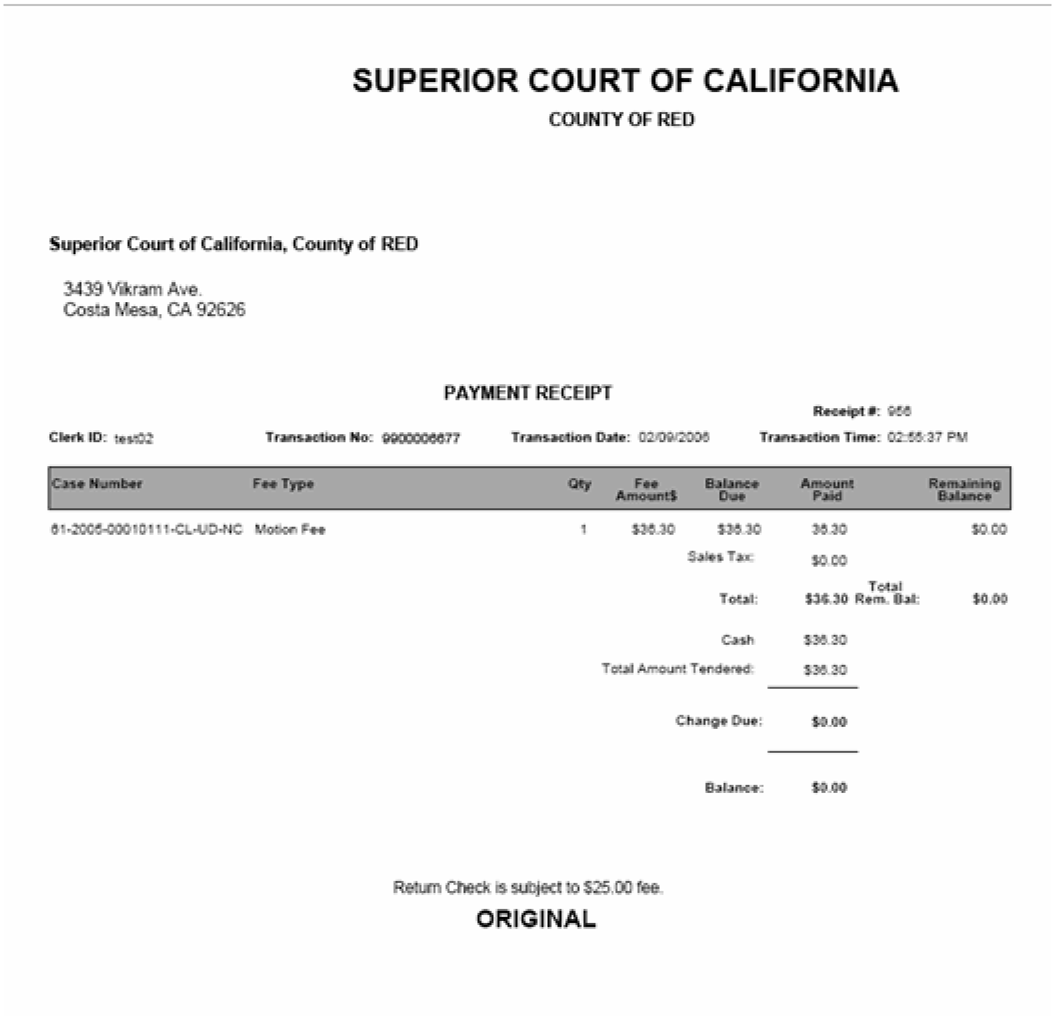
3. Enter data in a primary search field or two secondary search fields and any other fields as appropriate.
4. Click the **[Search]** button.
   Result: The Search Fees Results screen displays.



5. Select the checkbox for the fee on which to record payment.
6. Click the **[Record Payment]** button.
   Result: The Record Payment/Trust Deposit screen displays.



7. Enter/Select data for the necessary fields.
8. Click the **[Add Non-Case Related Fee]** button to enter any miscellaneous fees incurred by the customer for non case-related services provided by the court.
9. Select the checkbox to the left of any fees that should be deleted.
10. Click the **[Remove]** button.
11. Select the **[Receipt for each case]** and/or **[Manual Receipt No.]** checkboxes to create a unique receipt number for each case and/or create a receipt manually.
12. Click the **[Verify NSF]** button to search the non-sufficient funds list for a matching payor name. NOTE If the payor name matches to a name provided within the NSF list, the Verify NSF list displays and requires further action from the Accounting Clerk/Cashier. Otherwise, if no match is found, then you are notified that "No match exists", and a status bar at the bottom of the Payment Information table will display "NSF Verified."
13. Click the **[Finish & Save]** button.
Result: The Payment Confirmation and Receipt generates.



SUPERIOR COURT OF CALIFORNIA

COUNTY OF RED

Superior Court of California, County of RED

3439 Vikram Ave.
Costa Mesa, CA 92626

PAYMENT RECEIPT

Receipt #: 956

Clerk ID: test02 Transaction No: 9900006677 Transaction Date: 02/09/2006 Transaction Time: 02:55:37 PM

Case Number	Fee Type	Qty	Fee Amount$	Balance Due	Amount Paid		Remaining Balance
61-2006-00010111-CL-UD-NC	Motion Fee	1	$36.30	$36.30	36.30		$0.00
				Sales Tax:	$0.00		
				Total:	$36.30	Total Rem. Bal:	$0.00
				Cash	$36.30		
				Total Amount Tendered:	$36.30		
				Change Due:	$0.00		
				Balance:	$0.00		

Return Check is subject to $25.00 fee.

ORIGINAL

Related Links

Record Payments and Trust Deposits Overview

Accounting Search Screen

Record Payment/Trust Deposit Screen

My Court Information

Void Payments

Introduction

Voiding a payment involves reversing the payment for a fee. Voiding a payment may be required for a variety of reasons and requires supervisor approval. Voiding payments can occur as a cashiering function or accounting function, depending on the reason for the void, and whether the payment and void payment transactions occur within the same cashiering session.

When you void a payment you can cancel all fees associated with the voided payment. The court will revoke any services associated with the cancelled fees. If you do not cancel the fees associated with the voided payment, the status of the fees will revert to the status before payment (such as due, partially waived, or government deferral). The system allows you to create a void payment receipt if the customer requests one.

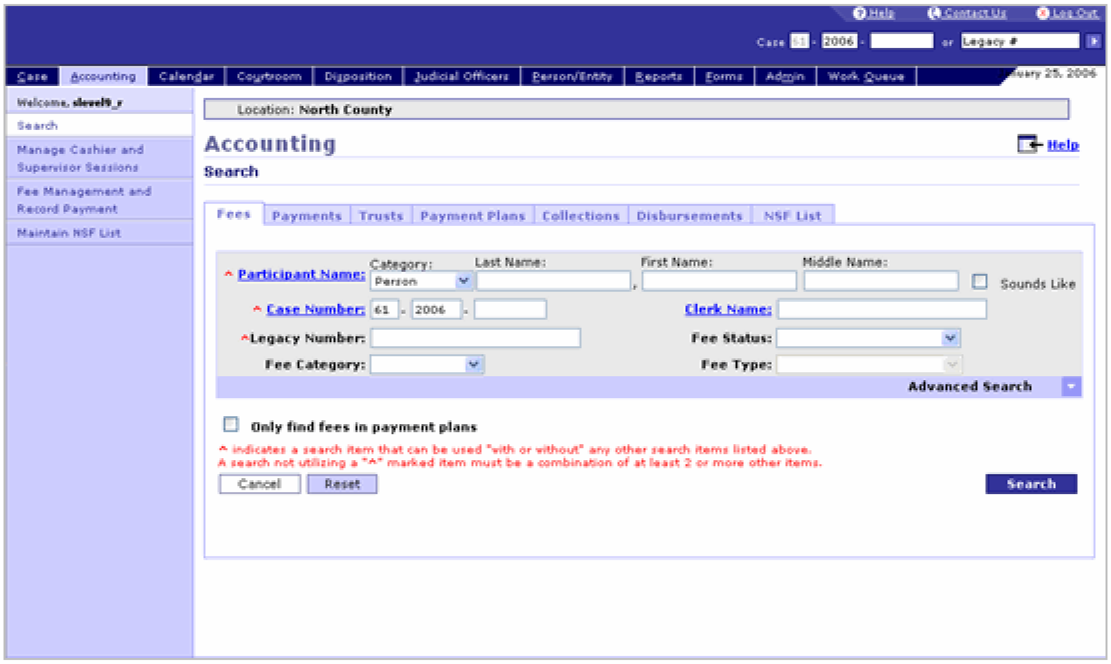
Reasons for Voiding Payment

- If an incorrect payment document (such as an unsigned check) is received.
- If payment was recorded for a given set of fees, but the monies associated with the payment were not physically received from the customer.
- If the customer requests a refund for payments made in a payment transaction for fees.
- If the payment transaction contains incorrect information such as an incorrect payment method, incorrect fee, incorrect miscellaneous fees and quantities, incorrect party type (such as plaintiff or defendant) or incorrect party name, etc.
- The Void Payment function is used during the transfer payment process.
- A valid reason exists to reverse a payment (and disperse the monies back to the party) for a previously filed document in scenarios such as duplicate payments, payments made for the same fees by both parties in a case or by multiple individuals within a party, etc.
- An NSF check is returned to the court.

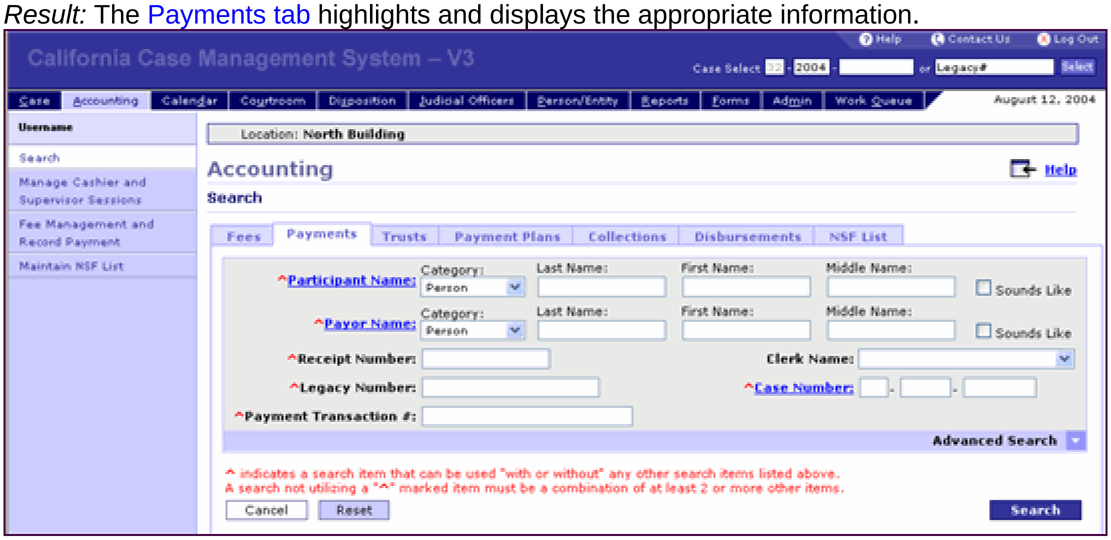
Task Activity

Perform the following steps to void a payment.

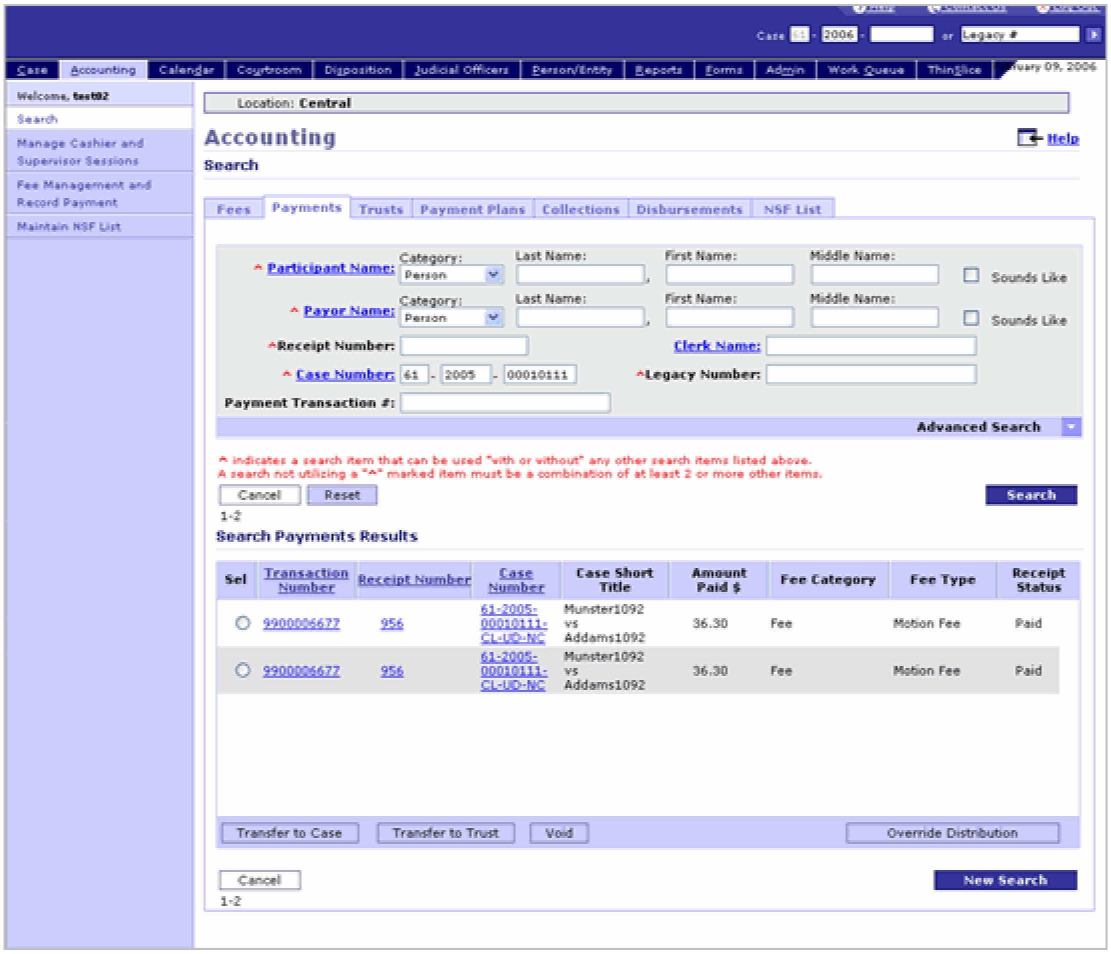
1. Select **[Accounting] > [Search]**.
   Result: The Accounting Search screen displays.



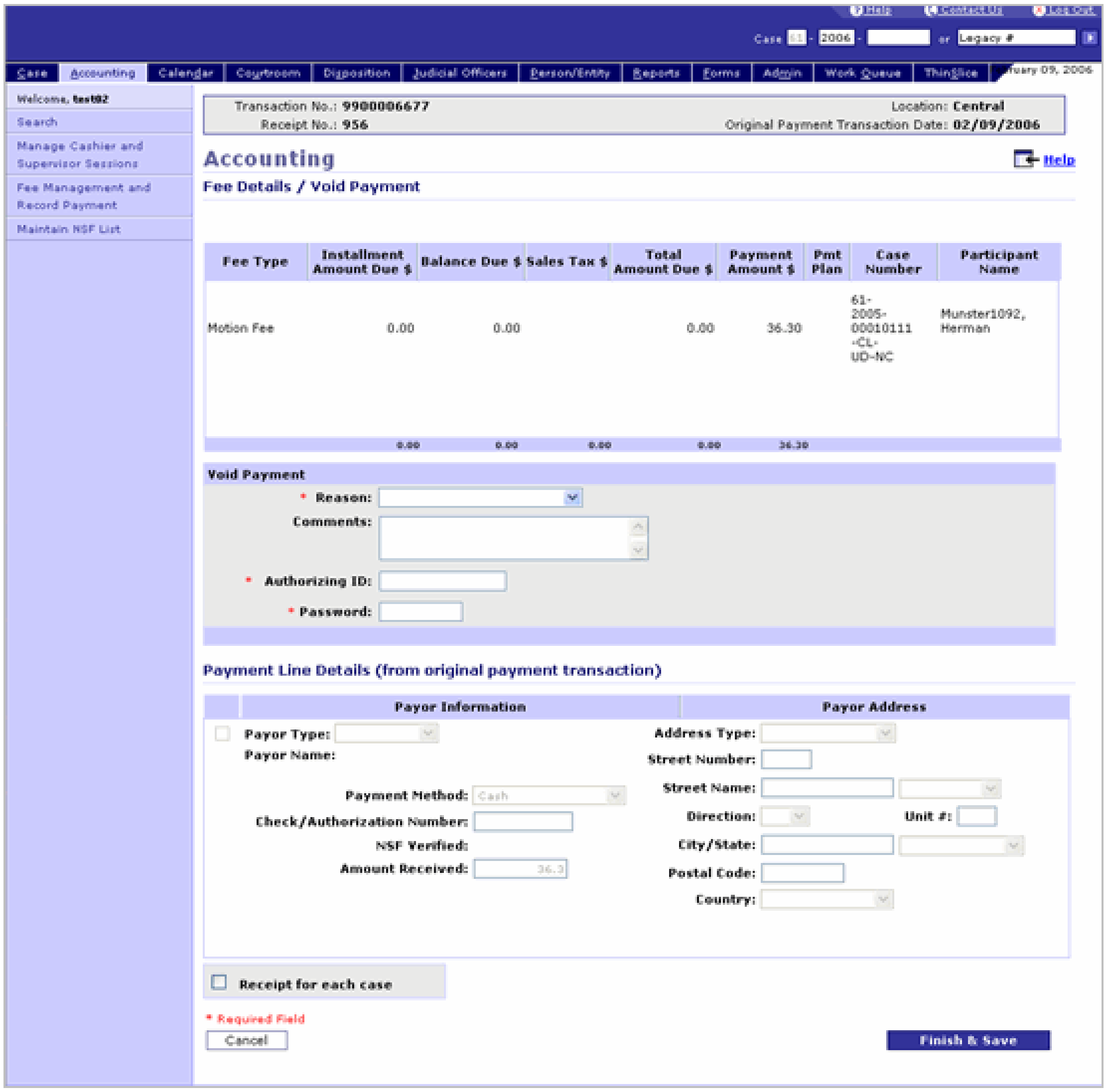
2. Select the **[Payments]** tab.
Result: The Payments tab highlights and displays the appropriate information.



3. Enter data in a primary search field or two secondary search fields and any other fields as appropriate.
4. Click the **[Search]** button.
Result: The Search Payments Results screen displays.

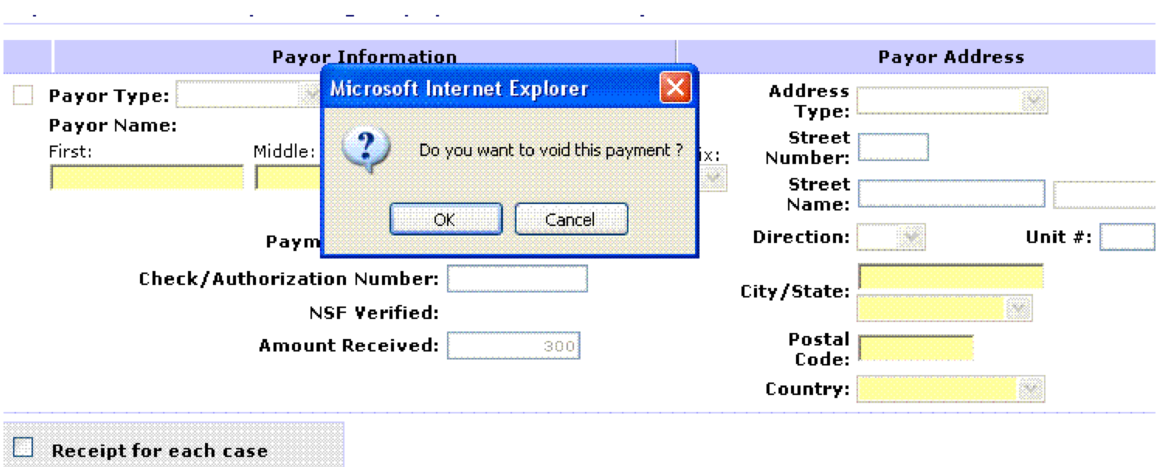


5. Select the payment radio button to be voided from the Search Payment Results.
6. Click the **[Void]** button.
   Result: The Fee Details/Void Payment screen displays.



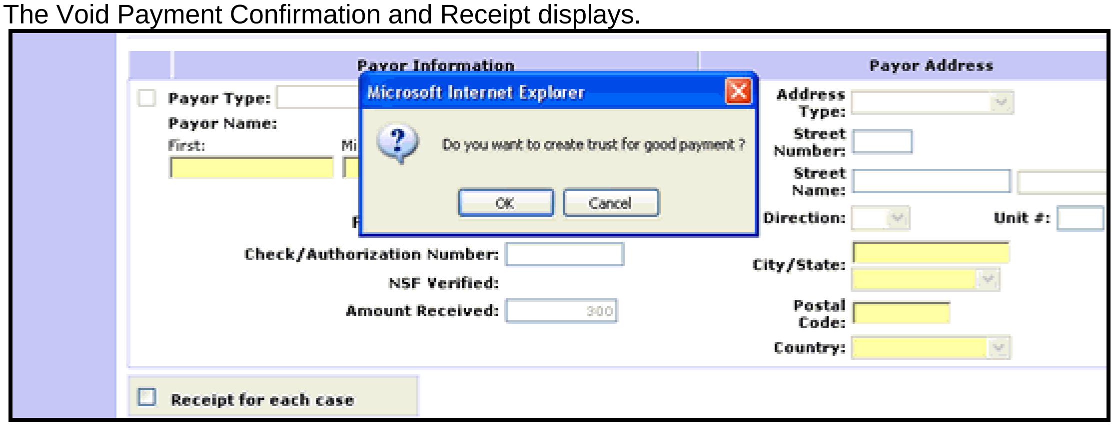
7. Enter/Select data for the following required fields:
    - Reason
    - Authorizing ID
    - Password

8. Click the **[Finish & Save]** button.
   Result: A pop-up displays confirming that you want to void the payment. Click **[OK]** to proceed.



A pop-up displays confirming that you want to create a trust for good payment. Click **[OK]** to proceed.

Result: The Void Payment Confirmation and Receipt displays.



9. Click the **[Print Acknowledgement Form]** button to print the acknowledgement form from your browser.
10. Click the **[Print Receipt]** button to print the receipt from your browser.

Related Links

Record Payments and Trust Deposits Overview

Accounting Search Screen

Void Payment Screen

Void Payment Confirmation and Receipt Screen

My Court Information

Search Trusts

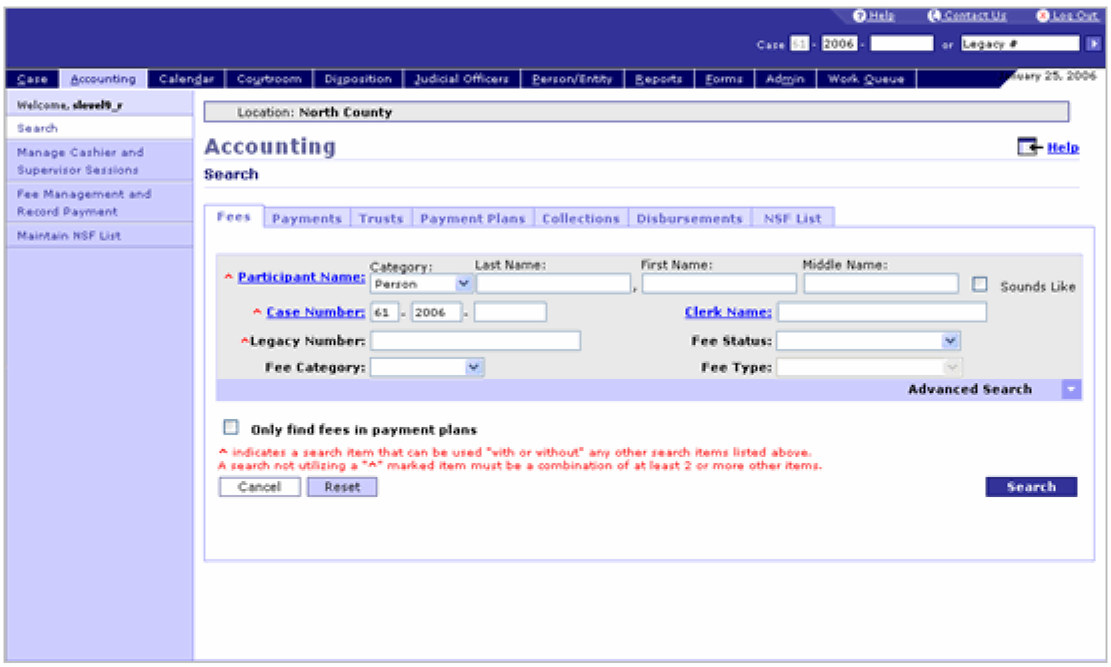
Introduction

This activity allows you to search for trusts in the system. Refer to the Search Feature Overview for details on performing a search in the system.

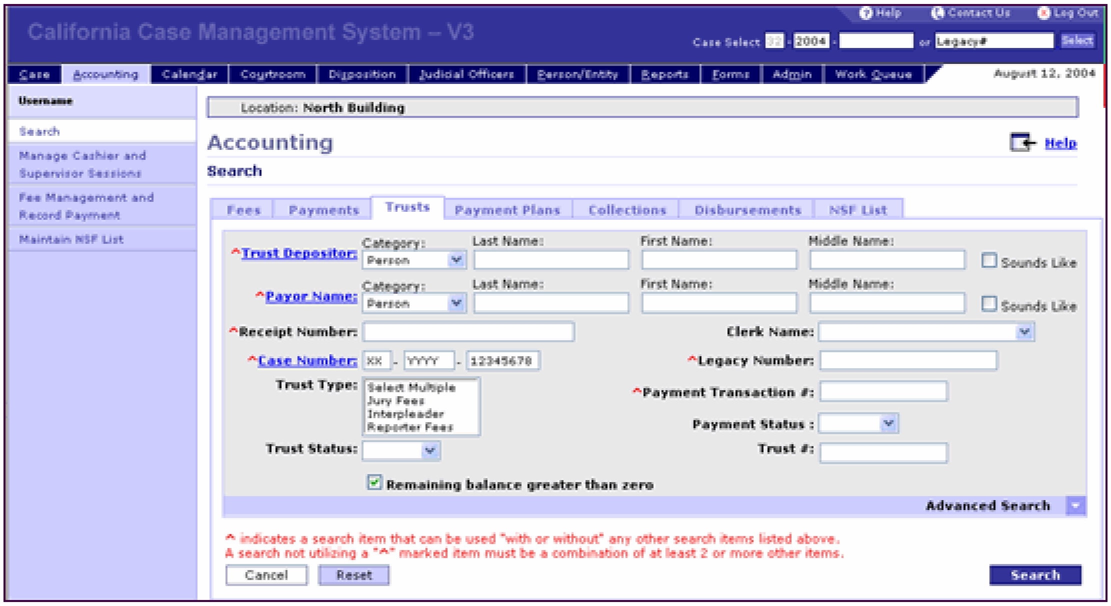
Task Activity

Perform the following steps to search for a trust.

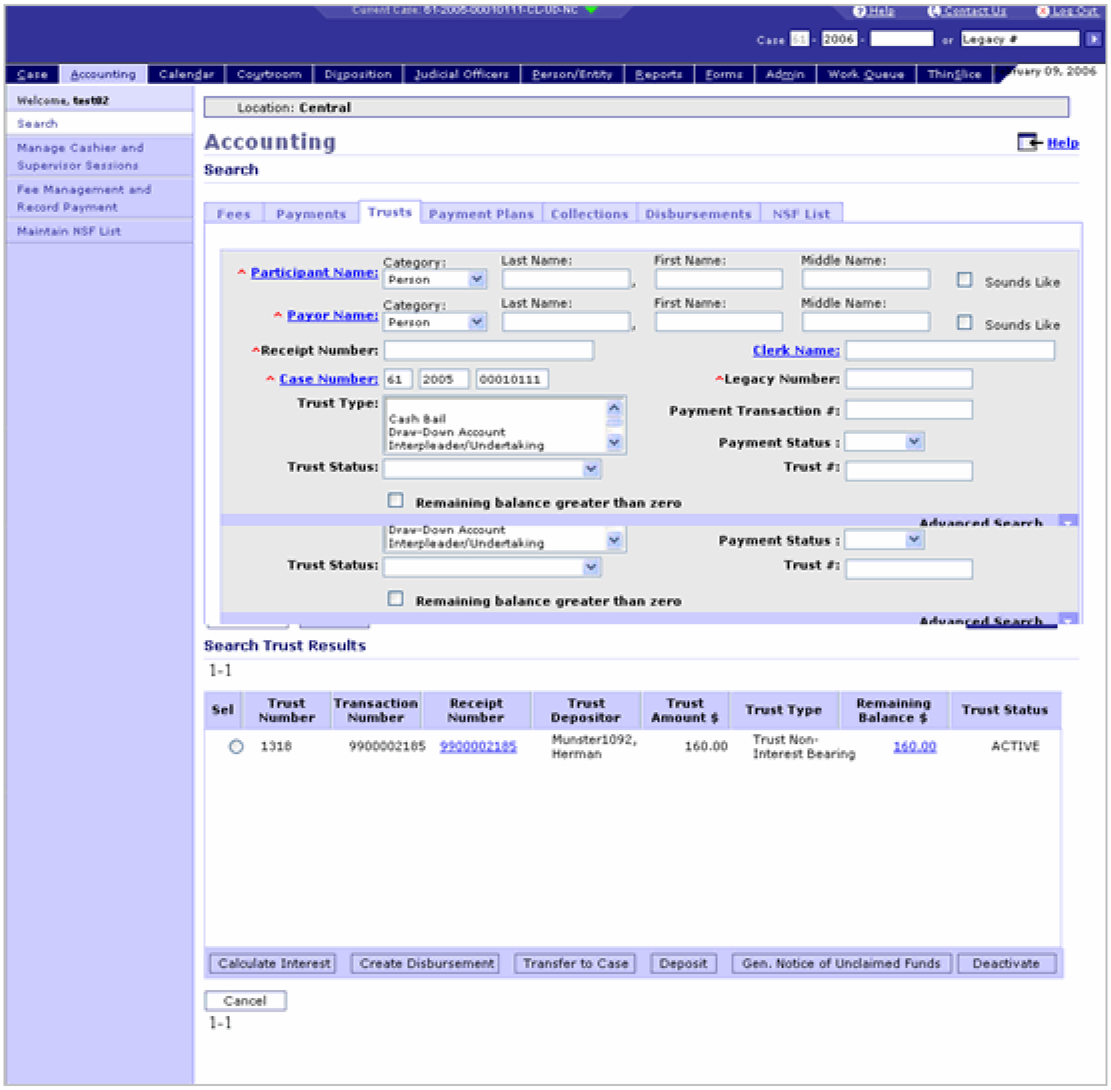
1. Select **[Accounting] > [Search]**.
   Result: The Accounting Search screen displays.



2. Select the **[Trusts]** tab.
   Result: The Trusts tab highlights and displays the Trust search criteria.



3. Enter/Select data for the appropriate search parameter fields.
4. Click the **[Search]** button.
   Result: The Search Trust Results screen displays.



Related Links

Record Payments and Trust Deposits Overview

Accounting Search Screen

My Court Information

Create a Trust

Introduction

Creating a trust refers to monies deposited into a holding account (or "in suspense") to be applied against fees associated with services provided by the court.

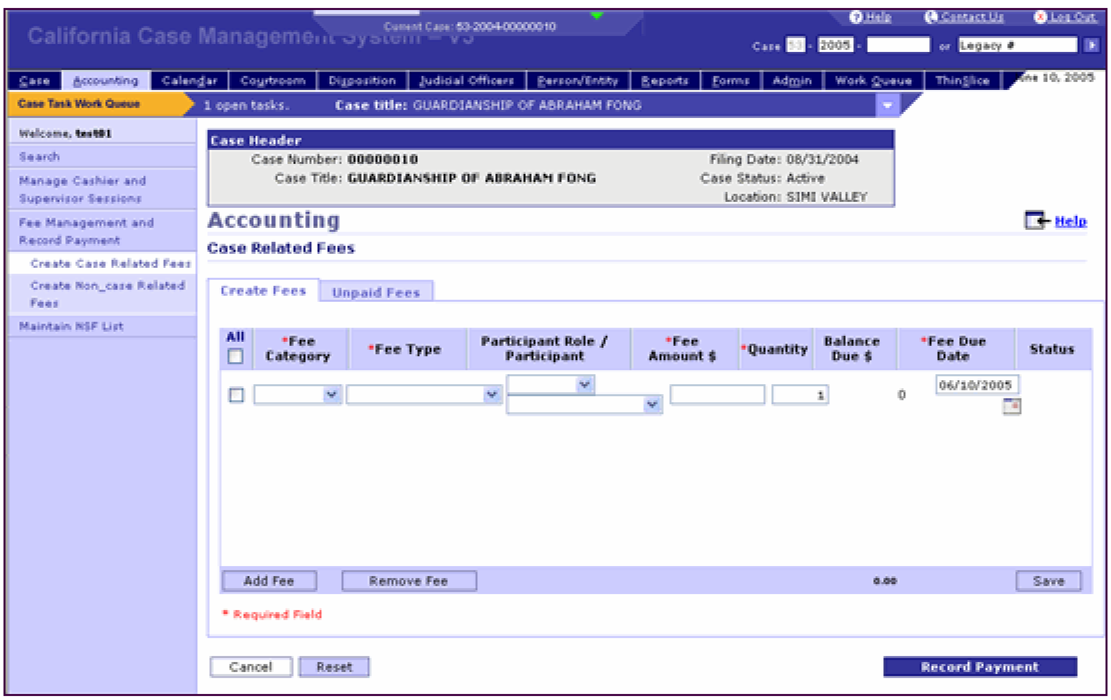
To establish a Trust, the system uses a two-step process for generating fees and recording payments for fees. The first step in the process is that a "Trust" fee category and type must be recorded. Trusts are also created automatically as part of the Record Payment process, if the Trust is used to capture an overpayment made by a customer who pays with a check. If the Trust is not used for the payment of subsequent fees within a time period specified by the court, trust monies will be refunded to the payor during a disbursement process.

The second step is to record payment for the Trust. Once payment has been recorded for the Trust and monies are accepted from the customer, funds may be dispersed from the Trust to pay subsequent court-related fees. A trust within the system can be interest-bearing or not.

Task Activity

Perform the following steps to create a trust.

1. Select **[Accounting] > [Fee Management and Record Payment] > [Create Case Related Fees]**.
   Result: The Case Related Fees screen displays.

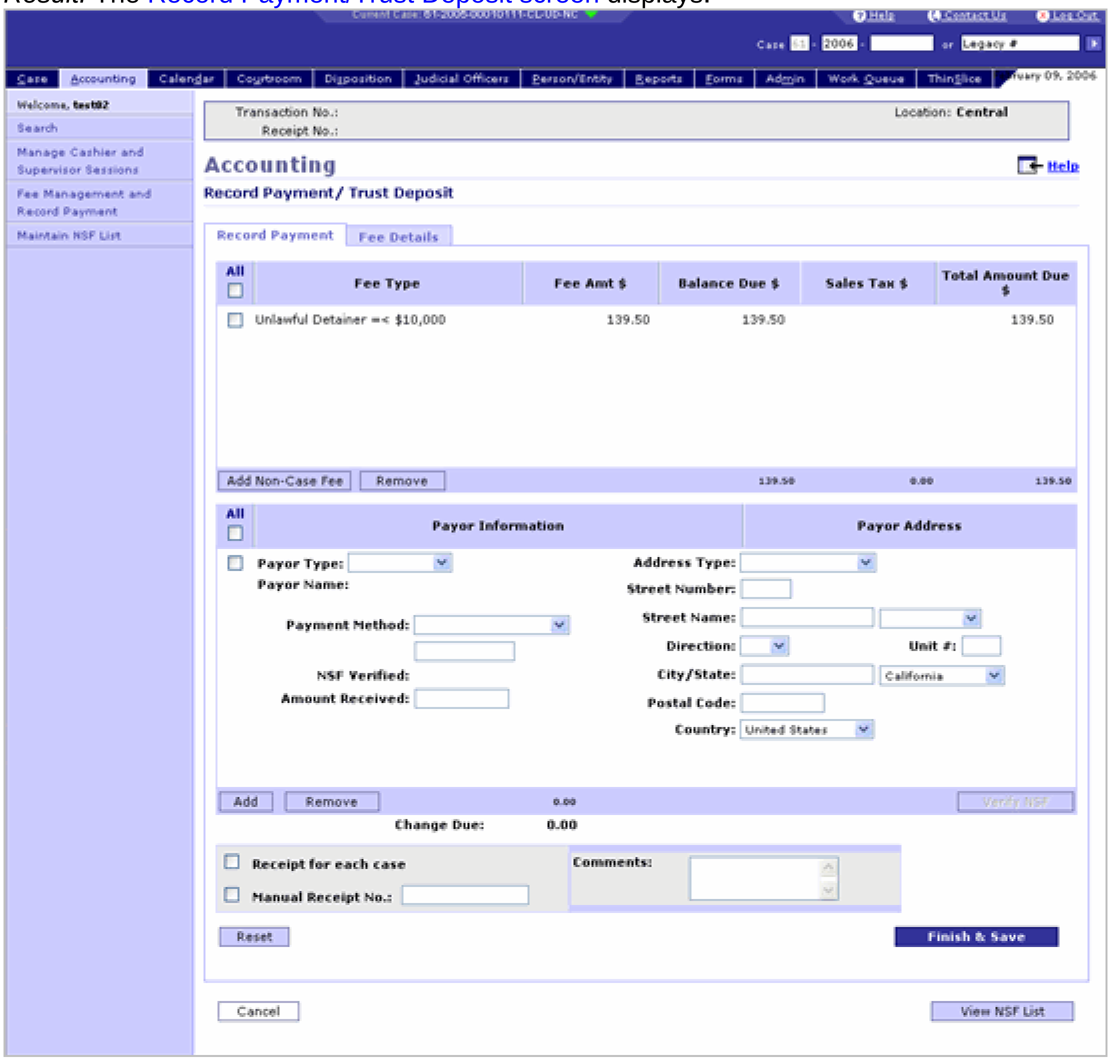


2. Enter/Select data for the following required fields:
   - Fee Category

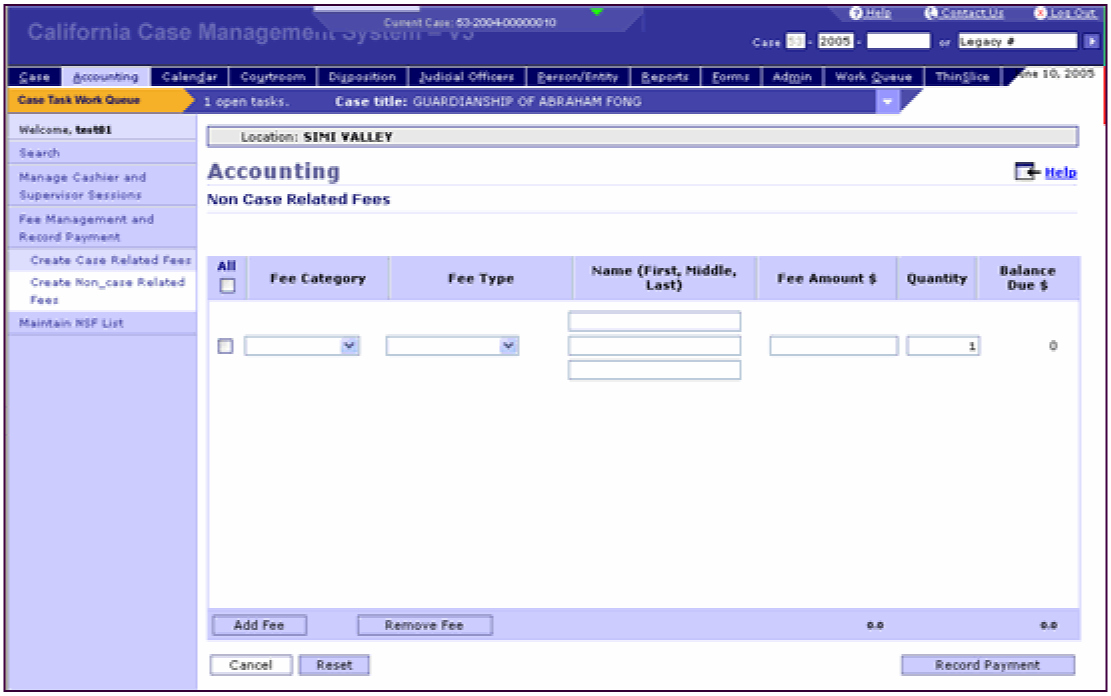
- Fee Type
- Fee Amount $
- Quantity
- Fee Due Date

NOTE To create a Trust, select "Trust Deposit" from the **Fee Category** drop-down list. This will filter the Fee Types associated with the "Trust" category. Select the appropriate Trust from the Fee Type drop-down list.

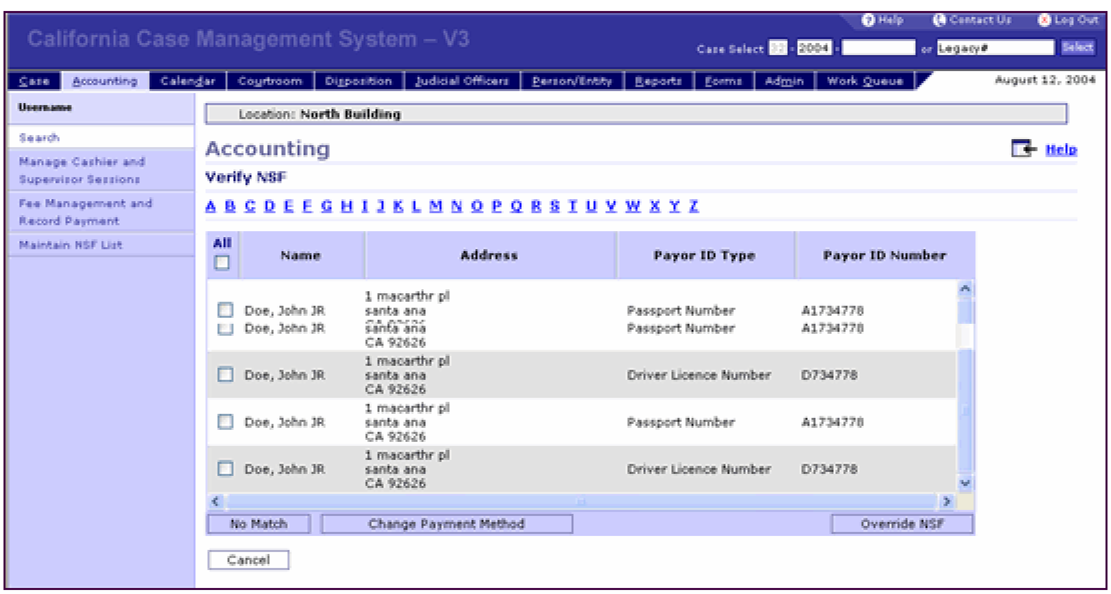
4. Click the **[Record Payment]** button.
   Result: The Record Payment/Trust Deposit screen displays.



5. Enter/Select data for the necessary fields.
6. Click the **[Add Non-Case Fee]** button to enter any miscellaneous fees incurred by the customer for non case-related services provided by the court.
   Result: The Non-Case Related Fees screen displays.



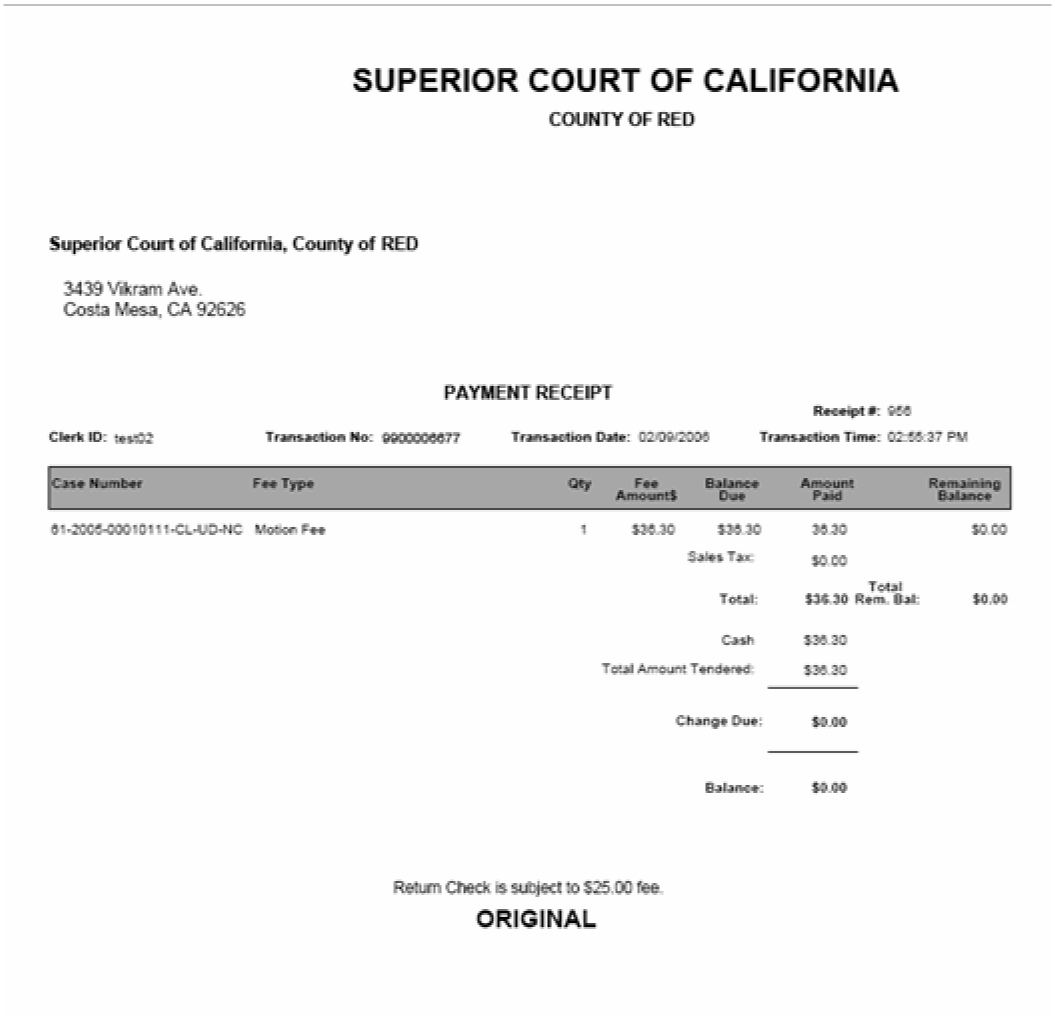
7. Select the checkbox to the left of any fees that should be deleted.
8. Click the **[Remove]** button.
9. Click the **[Verify NSF]** button to search the non-sufficient funds list for a matching payor name.
   Result: The Verify NSF screen displays.



10. Select the **[Receipt for each case]** and/or **[Manual Receipt No.]** checkboxes to create a unique receipt number for each case and/or create a receipt manually.
    NOTE If the payor name matches a name on the NSF list, the Verify NSF list displays; requiring

approval to accept payment. If no match is found, you will be notified that “No match exists” and a status bar at the bottom of the Payment Information table will display "NSF Verified."

11. Click the **[Finish & Save]** button.
Result: The Payment Confirmation and Receipt generates.



SUPERIOR COURT OF CALIFORNIA

COUNTY OF RED

Superior Court of California, County of RED

3439 Vikram Ave.
Costa Mesa, CA 92626

PAYMENT RECEIPT

Receipt #: 956

Clerk ID: test02 **Transaction No:** 9900006677 **Transaction Date:** 02/09/2006 **Transaction Time:** 02:55:37 PM

Case Number	Fee Type	Qty	Fee Amount$	Balance Due	Amount Paid		Remaining Balance
61-2006-00010111-CL-UD-NC	Motion Fee	1	$36.30	$36.30	36.30		$0.00
				Sales Tax:	$0.00		
				Total:	**$36.30**	**Total Rem. Bal:**	**$0.00**
				Cash	$36.30		
				Total Amount Tendered:	$36.30		
				Change Due:	**$0.00**		
				Balance:	**$0.00**		

Return Check is subject to $25.00 fee.

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12. Click the **[Print Receipt]** button to print the receipt.

Related Links

Record Payments and Trust Deposits Overview

Case Related Fees Screen

Record Payment/Trust Deposit Screen

Non Case Related Fees Screen

Verify NSF Screen

My Court Information

Create a Trust Deposit For Overpayment

Introduction

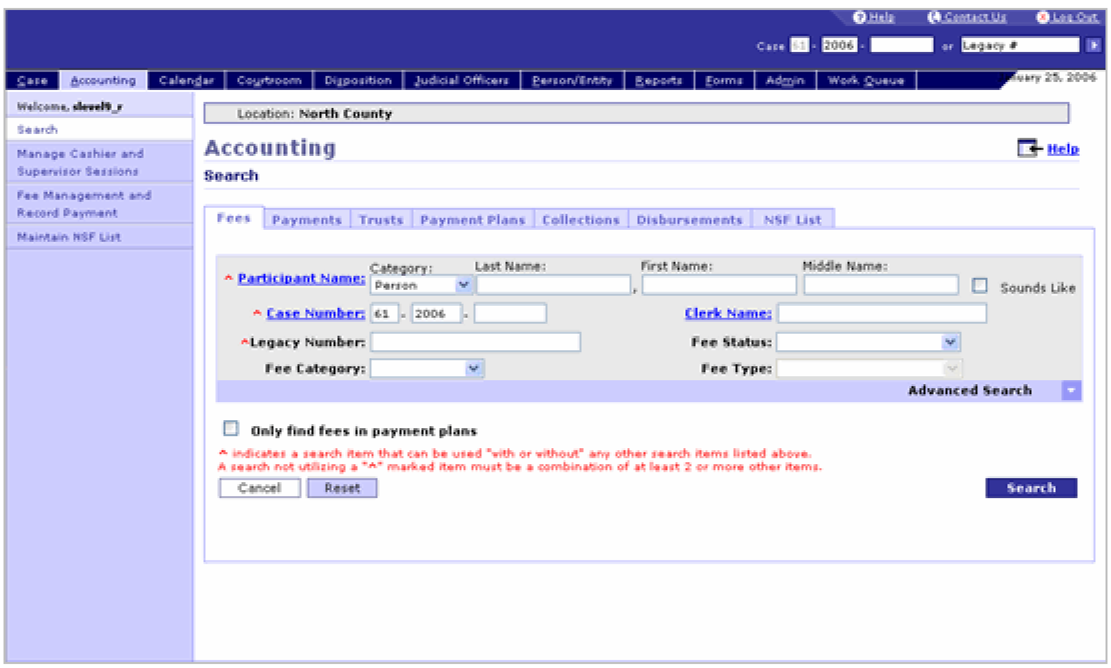
If a payment amount is greater than the fee amount, you can create a trust deposit to allocate the difference. This can be a general overage account or a specific trust fund. This process only applies when the total fees due is less than the amount paid by the customer via a check payment.

Task Activity

This activity takes place in the context of a recording a payment. Refer to the Record Payment task activity for details on this process.

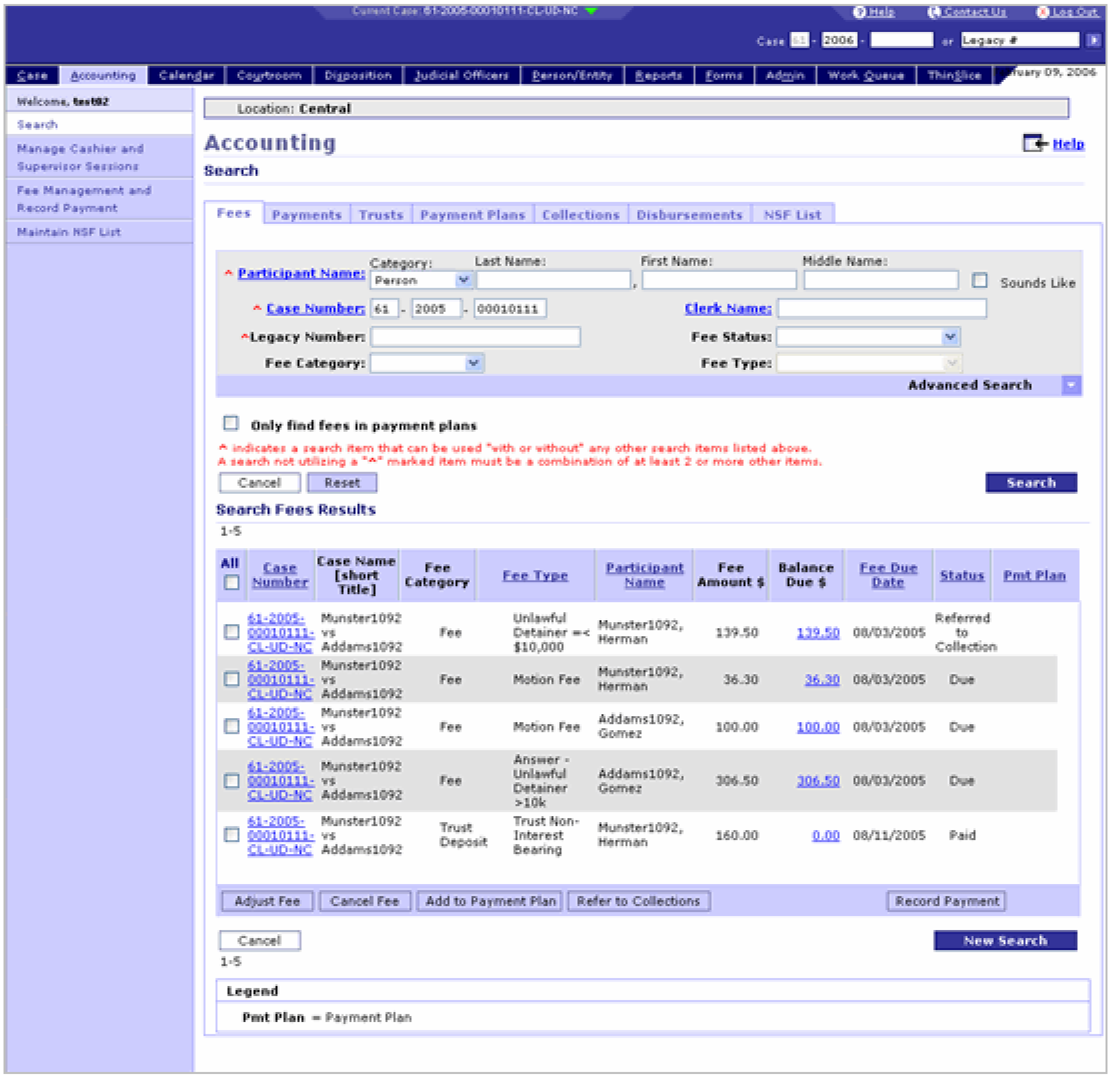
Perform the following steps to create a trust deposit from overpayment.

1. Select **[Accounting] > [Search]**.
   Result: The Accounting Search screen displays.

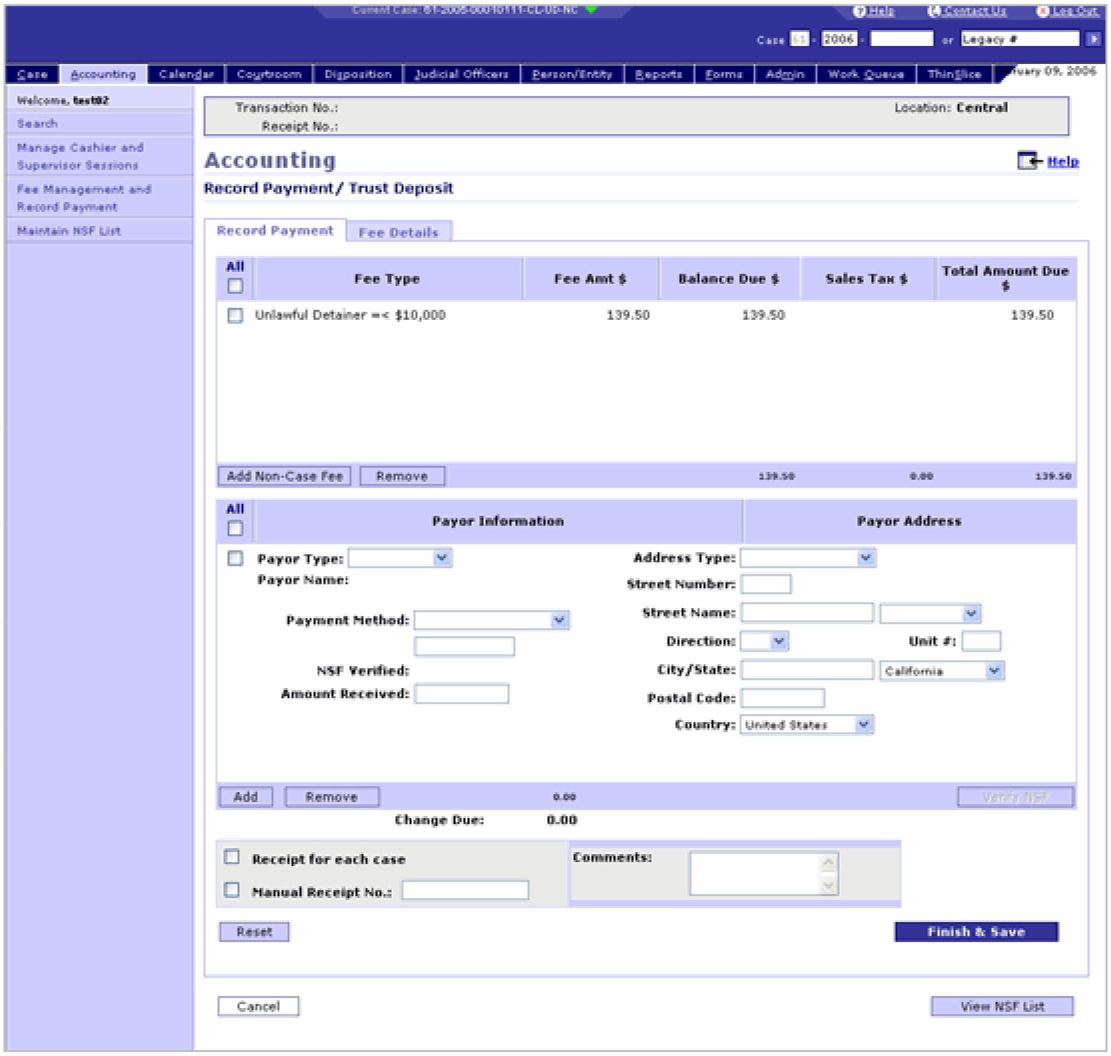


2. Select the **[Fees]** tab.
   Result: The Fees tab highlights and displays the appropriate information.

3. Enter data in a primary search field or two secondary search fields and any other fields as appropriate.
4. Click the **[Search]** button.
   Result: The Search Fees Results screen displays.



5. Select the checkbox for the fee to record payment against.
6. Click the **[Record Payment]** button.
   Result: The Record Payment/Trust Deposit screen displays.



7. Enter/Select data for the necessary fields.
8. Click the **[Add Non-Case Related Fee]** button to enter any miscellaneous fees incurred by the customer for non case-related services provided by the court.
9. Select the checkbox to the left of any fees that should be deleted.
10. Click the **[Remove]** button.
11. Click the **[Verify NSF]** button to search the non-sufficient funds list for a matching payor name.
12. Select the **[Receipt for each case]** and/or **[Manual Receipt No.]** checkboxes to create a unique receipt number for each case and/or create a receipt manually.

    NOTE If the payor name matches a name on the NSF list, then the Verify NSF list will display. You would then require approval of payment from an Accounting Supervisor. Otherwise, if no match is found, you will be notified that "No match exists" and a status bar at the bottom of the Payment Information table will display "NSF Verified."

12. Click the **[Finish & Save]** button.
    Result: The Payment Confirmation and Receipt generates.

SUPERIOR COURT OF CALIFORNIA

COUNTY OF RED

Superior Court of California, County of RED

3439 Vikram Ave.
Costa Mesa, CA 92626

PAYMENT RECEIPT

Receipt #: 956

Clerk ID: test02 **Transaction No:** 9900006677 **Transaction Date:** 02/09/2006 **Transaction Time:** 02:55:37 PM

Case Number	Fee Type	Qty	Fee Amount$	Balance Due	Amount Paid		Remaining Balance
61-2005-00010111-CL-UD-NC	Motion Fee	1	$36.30	$36.30	36.30		$0.00
				Sales Tax:	$0.00		
				Total:	**$36.30**	**Total Rem. Bal:**	**$0.00**
				Cash	$36.30		
				Total Amount Tendered:	$36.30		
				Change Due:	**$0.00**		
				Balance:	**$0.00**		

Return Check is subject to $25.00 fee.

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Related Links

Record Payments and Trust Deposits Overview

Accounting Search Screen

Record Payment/Trust Deposit Screen

My Court Information

Replenish a Non-Interest Bearing Trust

Introduction

Replenish a non-interest bearing trust describes the process of depositing money into an existing, non-interest bearing trust account. Deposits are only allowed into non-interest bearing trusts (this is handled through the fee schedule).

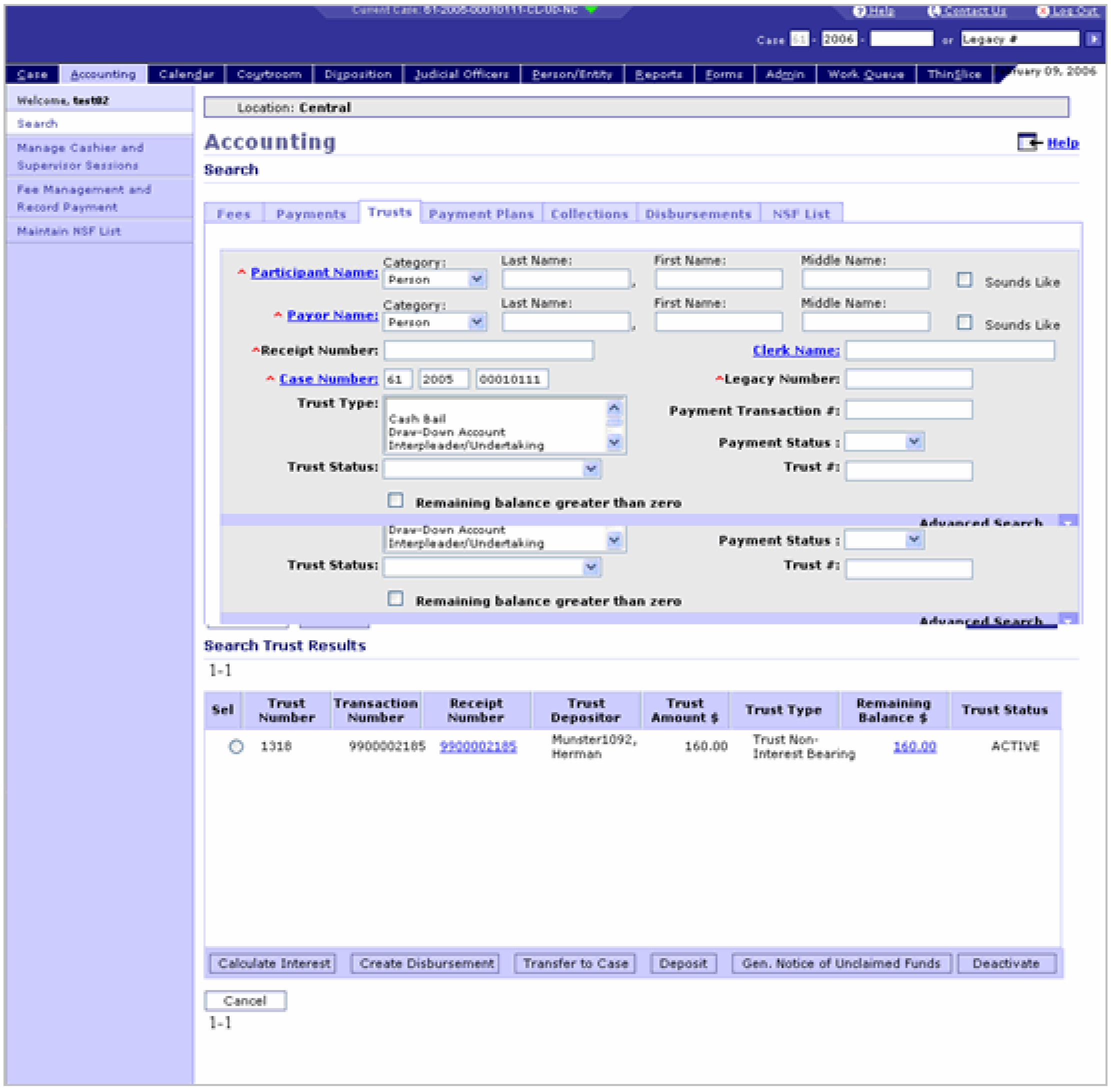
This task activity does not cover the actual process of recording a payment against a trust fee, which is the initial creation of the trust.

Task Activity

This activity takes place in the context of a trust search. Refer to the Search Trusts task activity for details on this process.

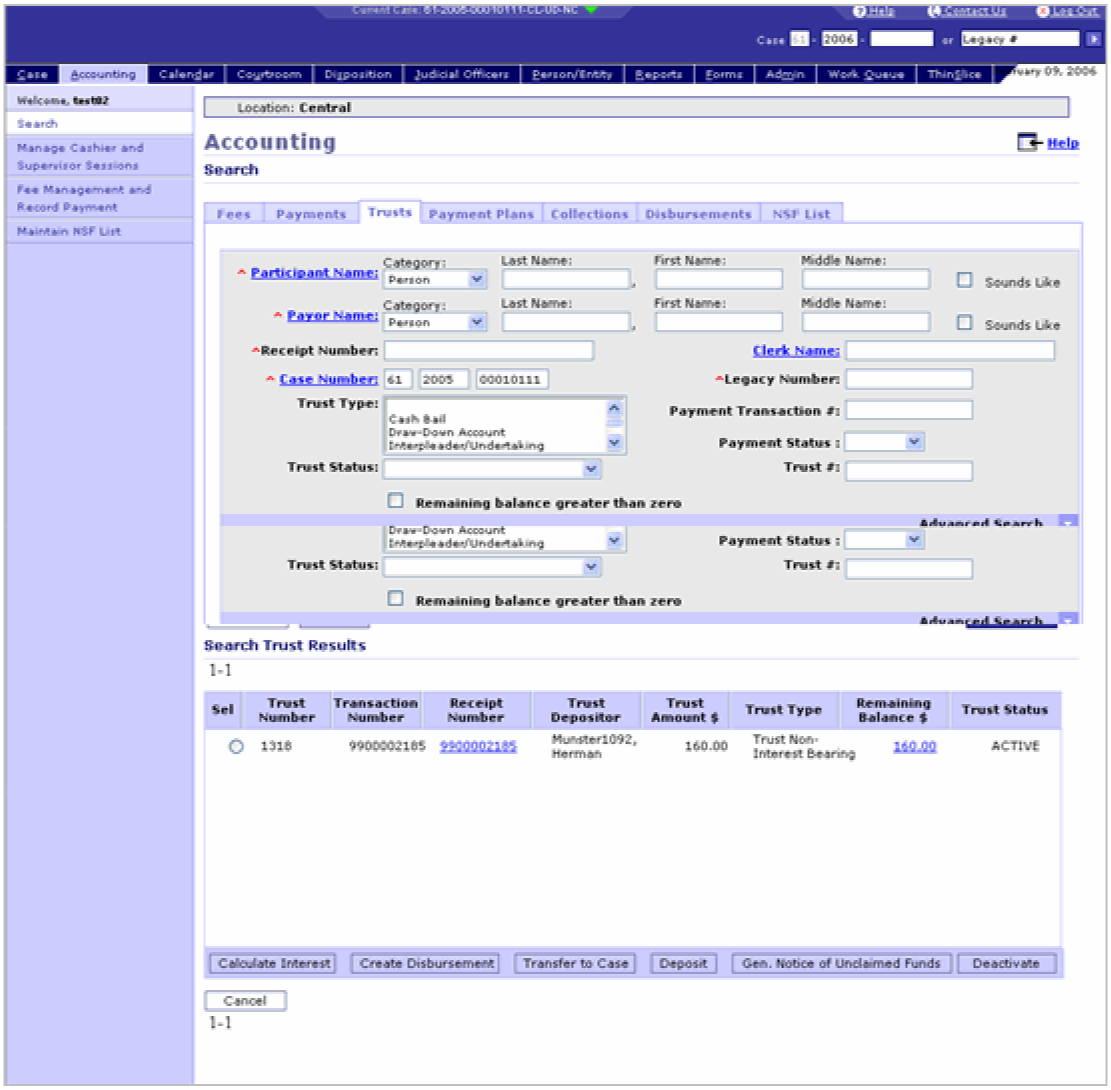
Perform the following steps to replenish a non-interest bearing trust account.

1. Select the checkbox for the trust account in which to deposit money.
   NOTE This selection occurs from the Search Trust Results screen.



2. Click the **[Deposit]** button.
   Result: The Deposit Trust screen displays.

3. Enter a **Trust Amount**.
4. Click the **[Save]** button.
   Result: The Search Trust Results screen re-displays.



Related Links

Record Payments and Trust Deposits Overview

Accounting Search Screen

Deposit Trust Screen

My Court Information

Deactivate Draw Down Account

Introduction

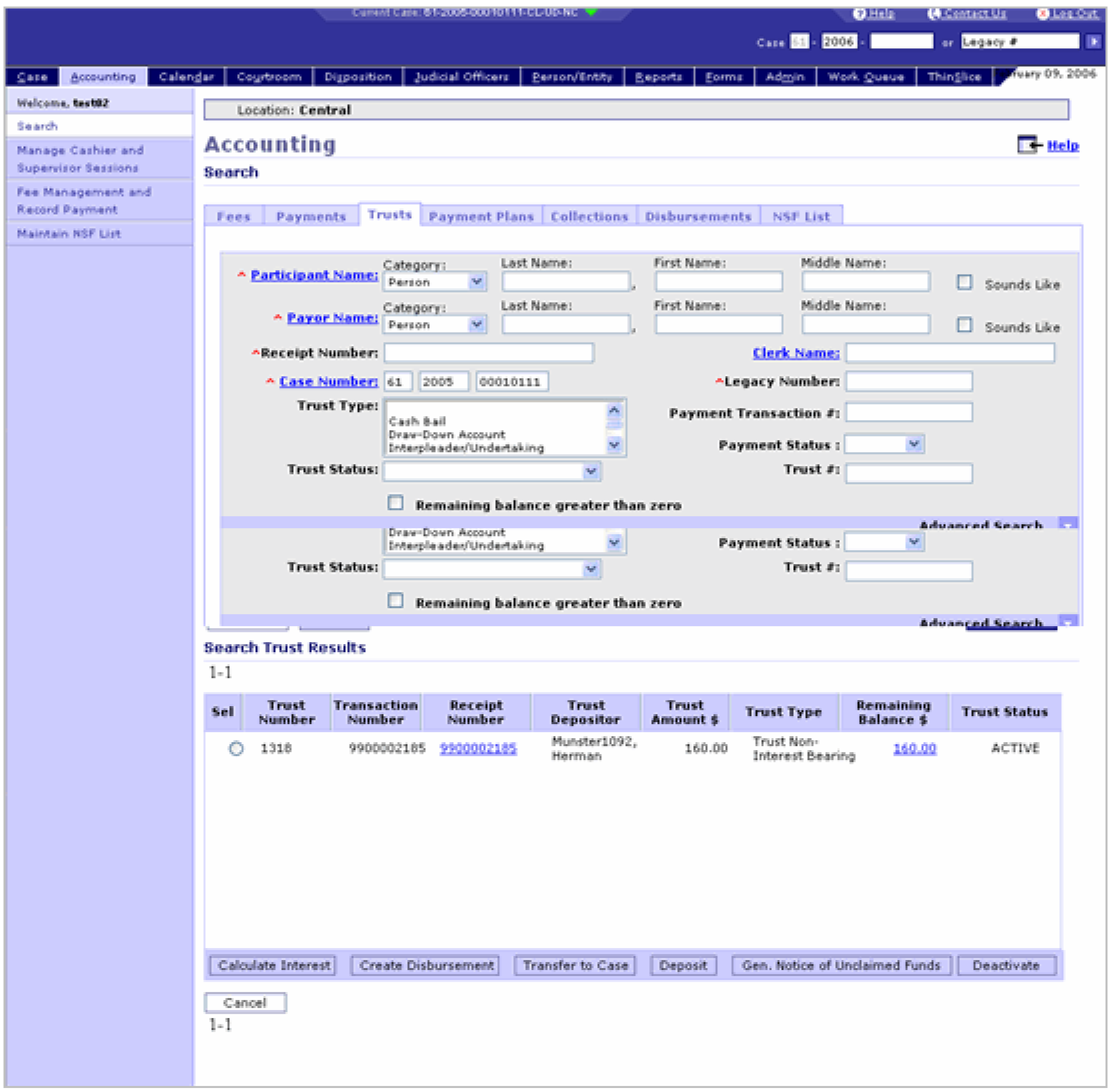
Deactivating a draw down account is the process of disabling trust accounts used to pay for court-related fees and services.

Task Activity

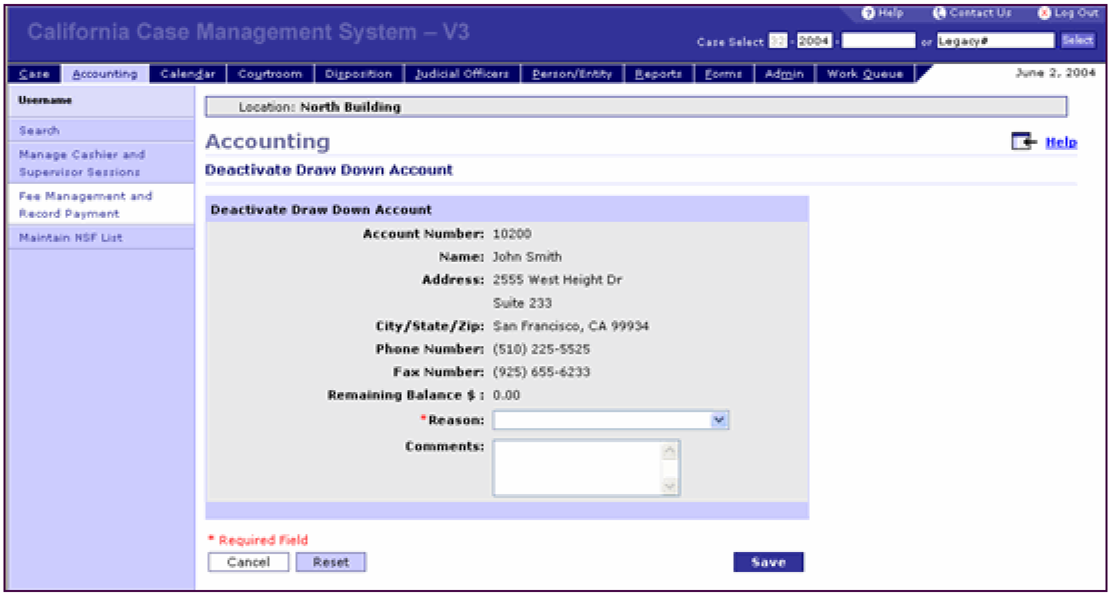
This activity takes place in the context of a Trust search. Refer to the Search Trusts task activity for details on this process.

Perform the following steps to deactivate a draw down account.

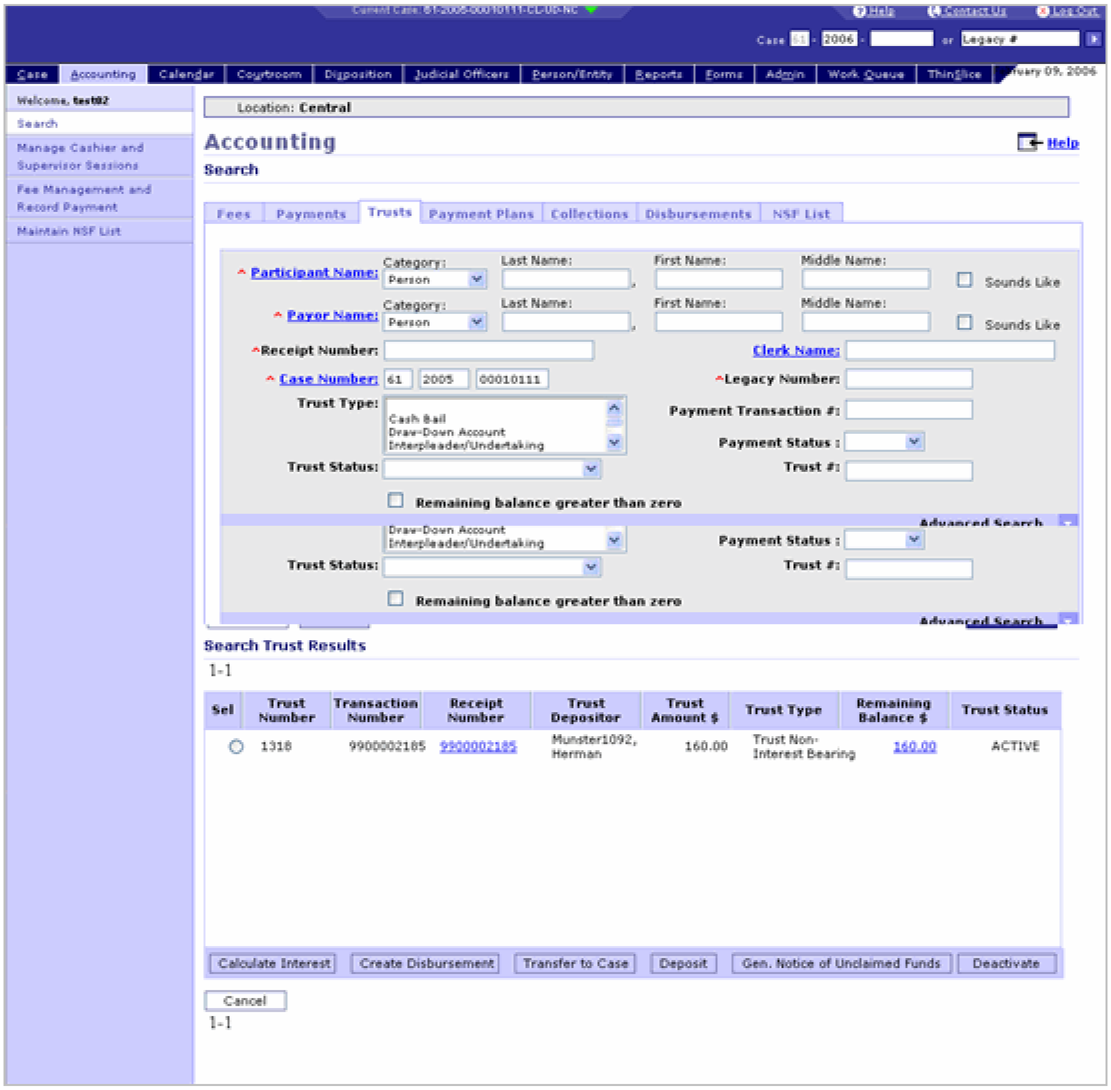
1. Select the checkbox for the trust account that has the draw down account to deactivate.
   NOTE This selection occurs from the Search Trust Results screen.



2. Click the **[Deactivate]** button.
   Result: The Deactivate Draw Down Account screen displays.



3. Select a **Reason**.
4. Click the **[Save]** button.
   Result: The Search Trust Results screen re-displays.



Related Links

Record Payments and Trust Deposits Overview

Deactivate Draw Down Account Screen

Accounting Search Screen

My Court Information

Transfer Payment to Case

Introduction

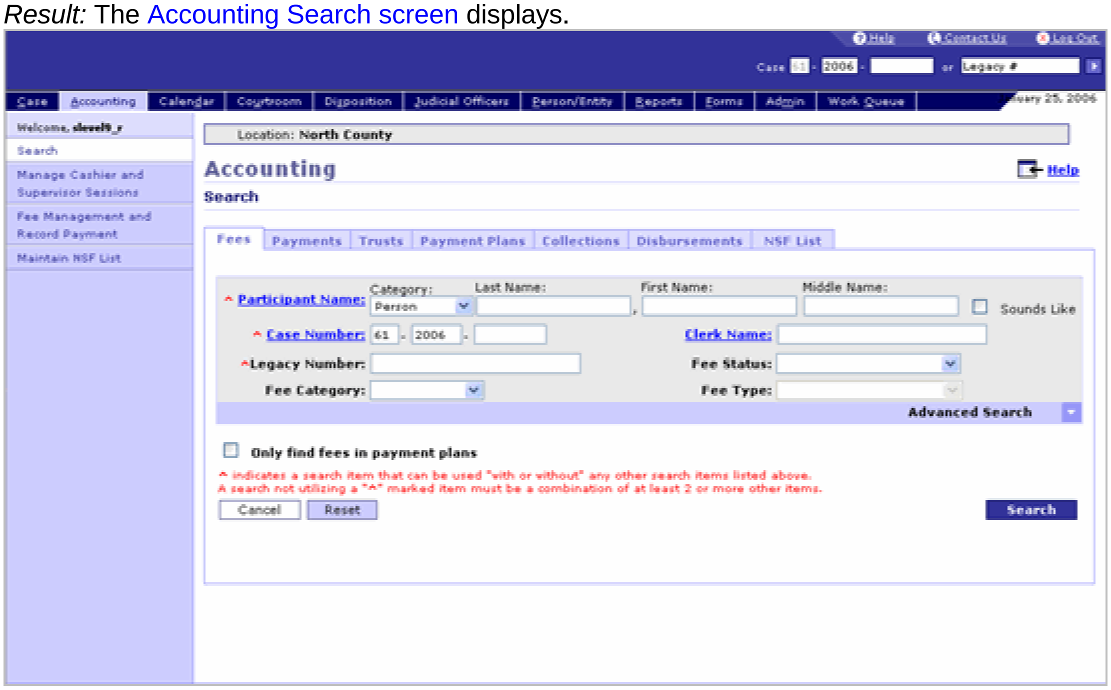
Transfer to case describes the activities associated with transferring an original payment for a set of fees (either related or not related to a case) to pay for a different set of fees.

Task Activity

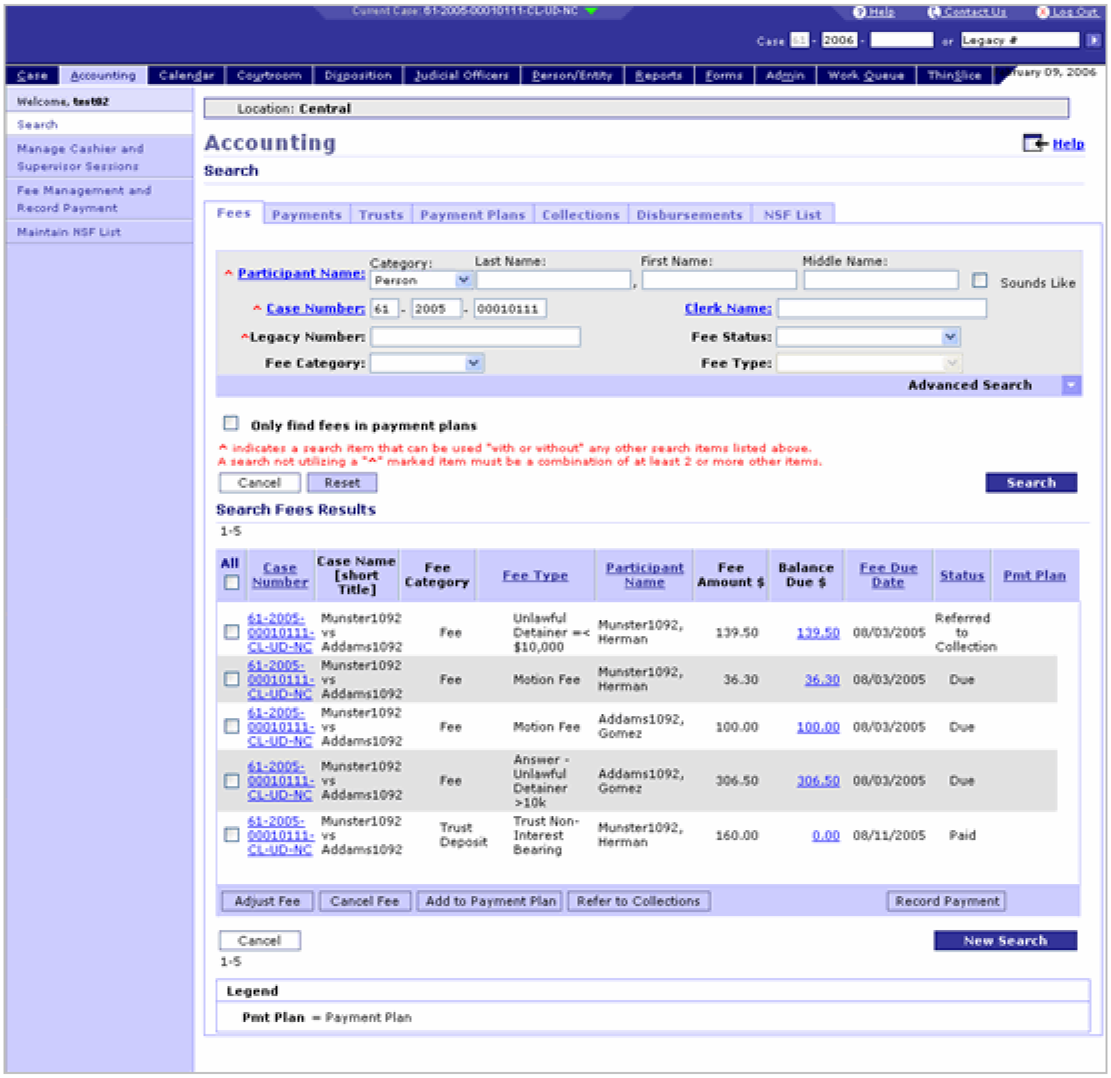
This activity takes place in the context of a payment search. Refer to the Search Payments task activity for details on this process.

Perform the following steps to transfer a payment to a case.

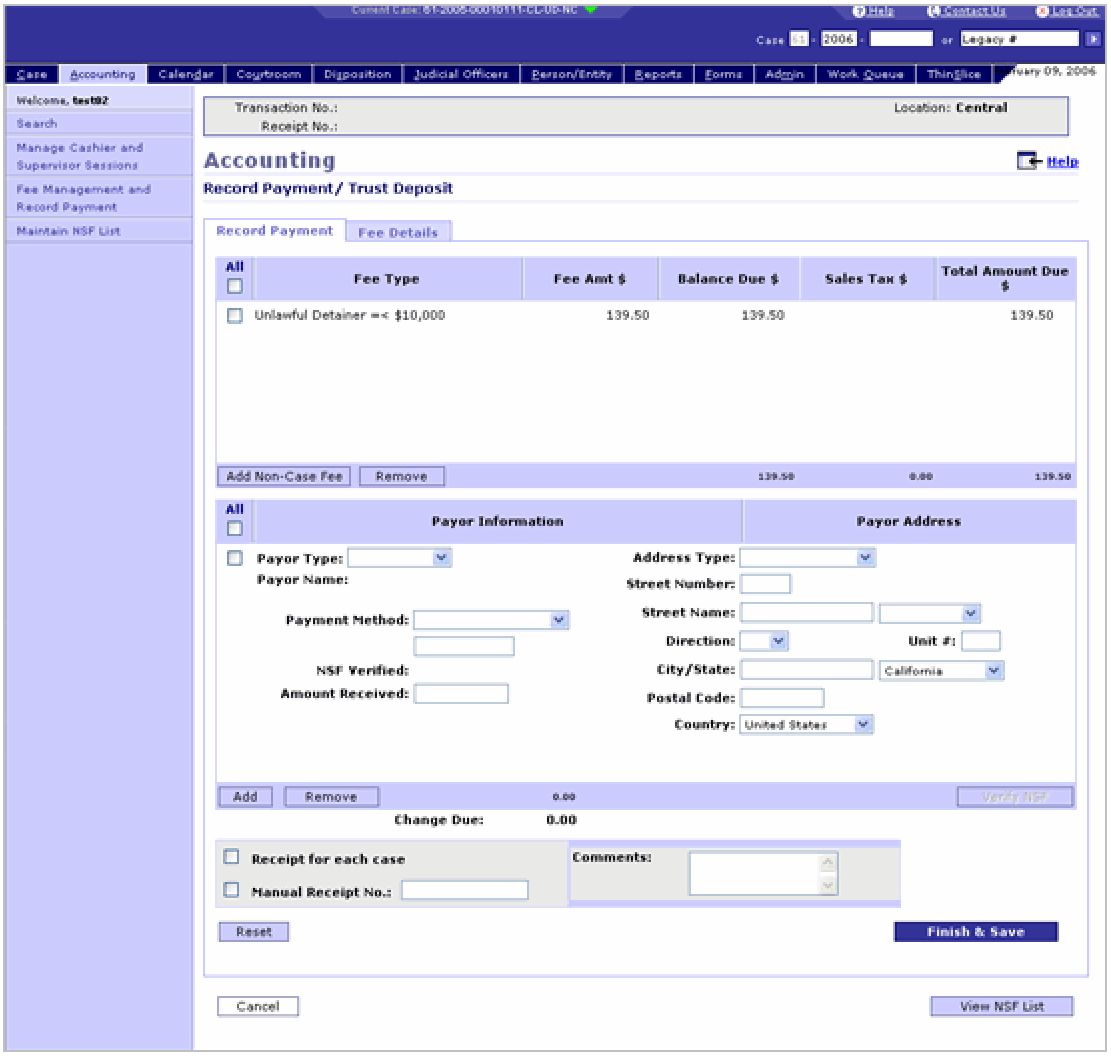
1. Select the radio button of the payment to transfer to a case.
2. Click the **[Transfer to Case]** button.
   Result: The Accounting Search screen displays.



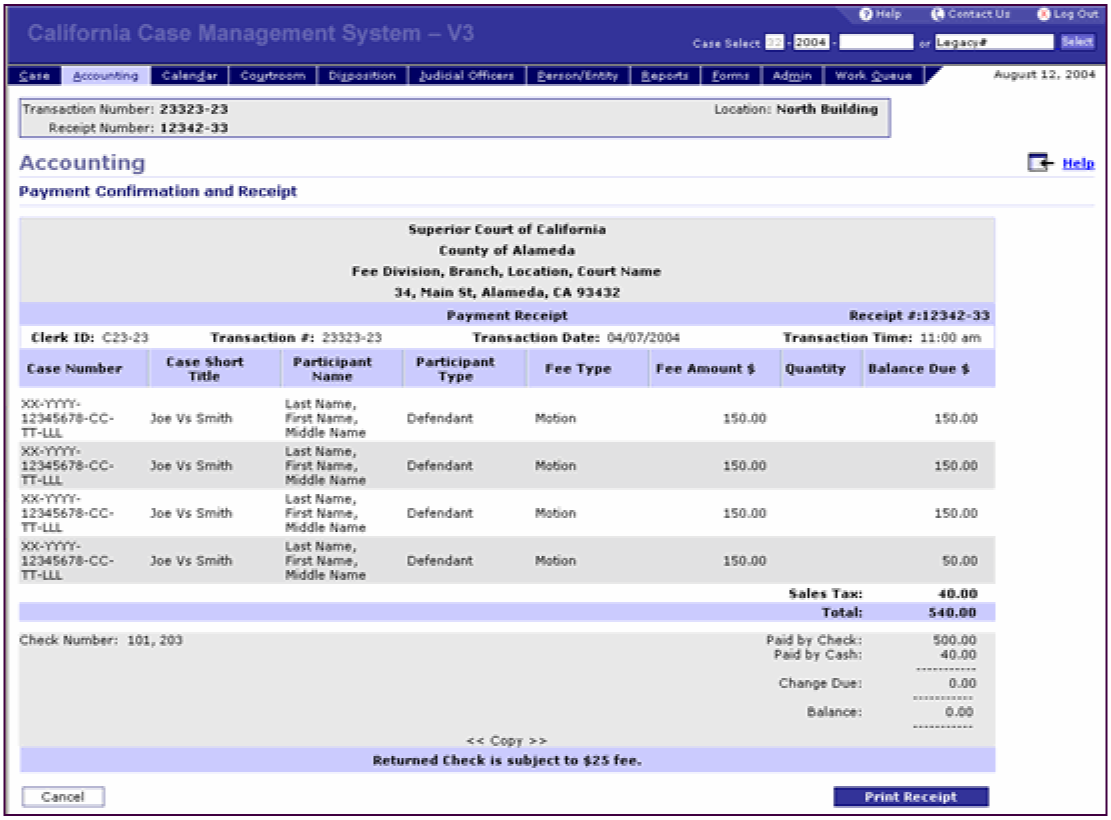
3. Enter/Select data for the appropriate search parameter fields.
   NOTE Use this screen to search for the case to which the payment is to be transferred.
4. Click the **[Search]** button.
   Result: The Search Fees Results screen displays.



5. Select the checkbox for the case on which to apply the payment.
6. Select the **[Record Payment]** button.
   Result: The Record Payment/Trust Deposit screen displays.



7. Enter/Select data for the necessary fields.
8. Click the **[Save]** button.
   Result: The Payment Confirmation and Receipt screen displays.



Related Links

Record Payments and Trust Deposits Overview

Accounting Search Screen

Record Payment/Trust Deposit Screen

My Court Information

Transfer Payment to Trust

Introduction

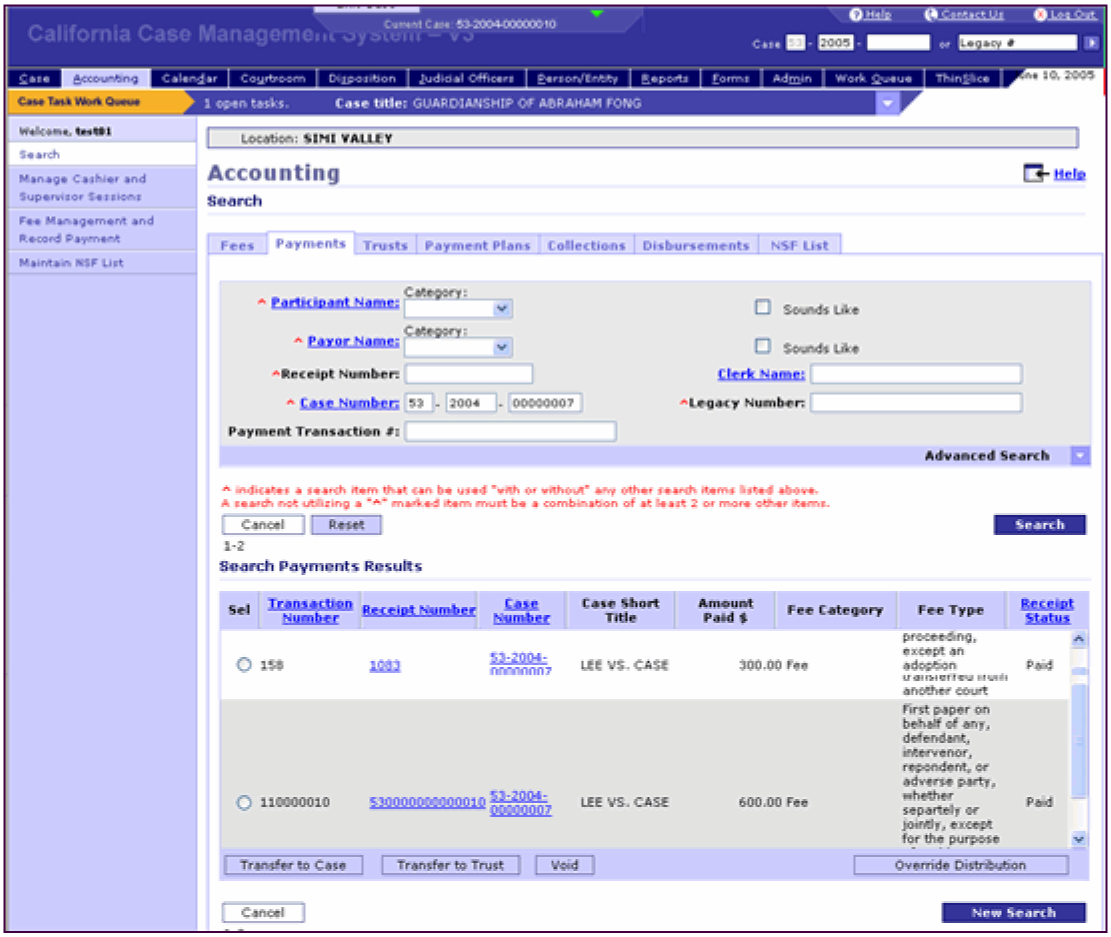
Transfer to trust describes the activities associated with transferring an original payment for a trust deposit (either related or not related to a case) to serve as a trust deposit for a different case or participant.

Task Activity

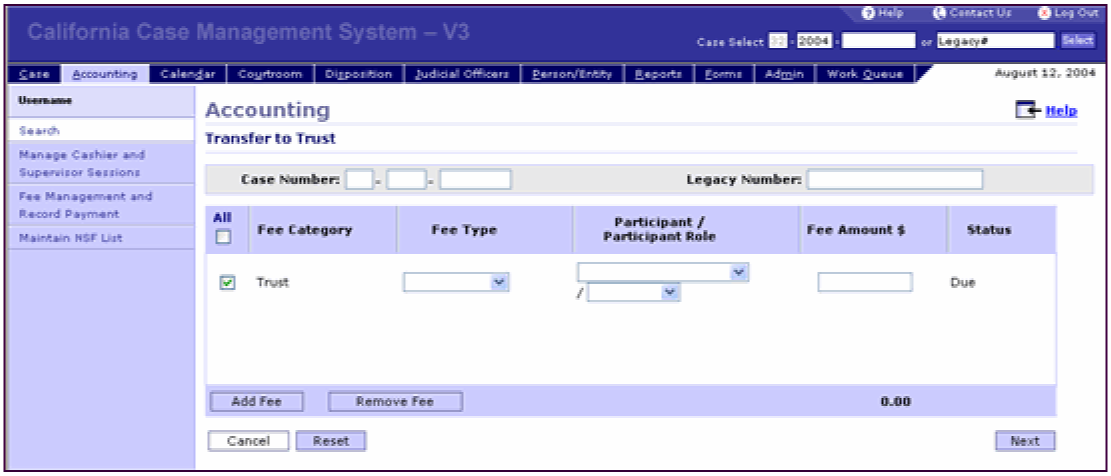
This activity takes place in the context of a payment search. Refer to the Search Payments task activity for details on this process.

Perform the following steps to transfer a payment to a trust.

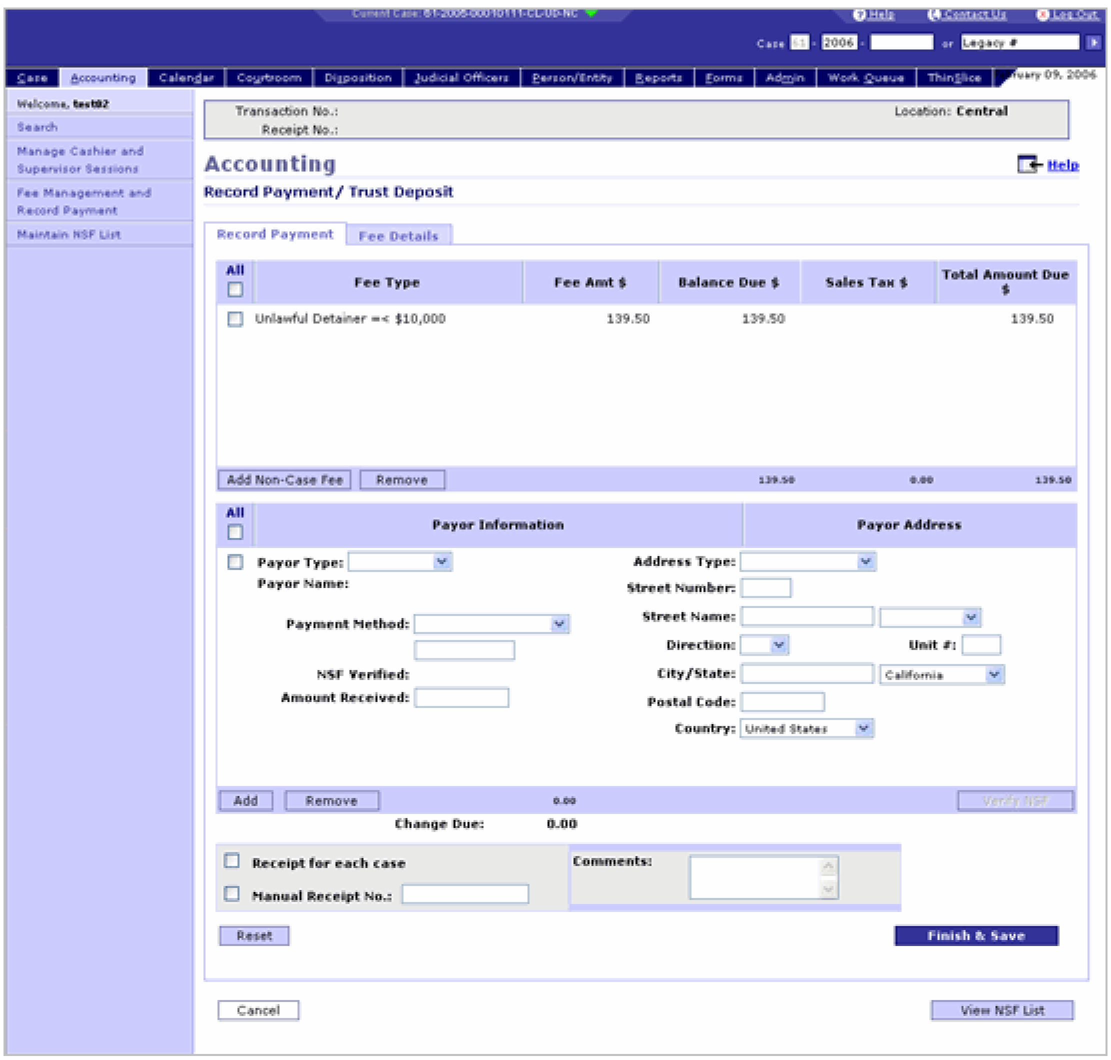
1. Select the radio button for the payment to transfer to a trust account.
   NOTE This selection occurs from the Search Payments Results screen.



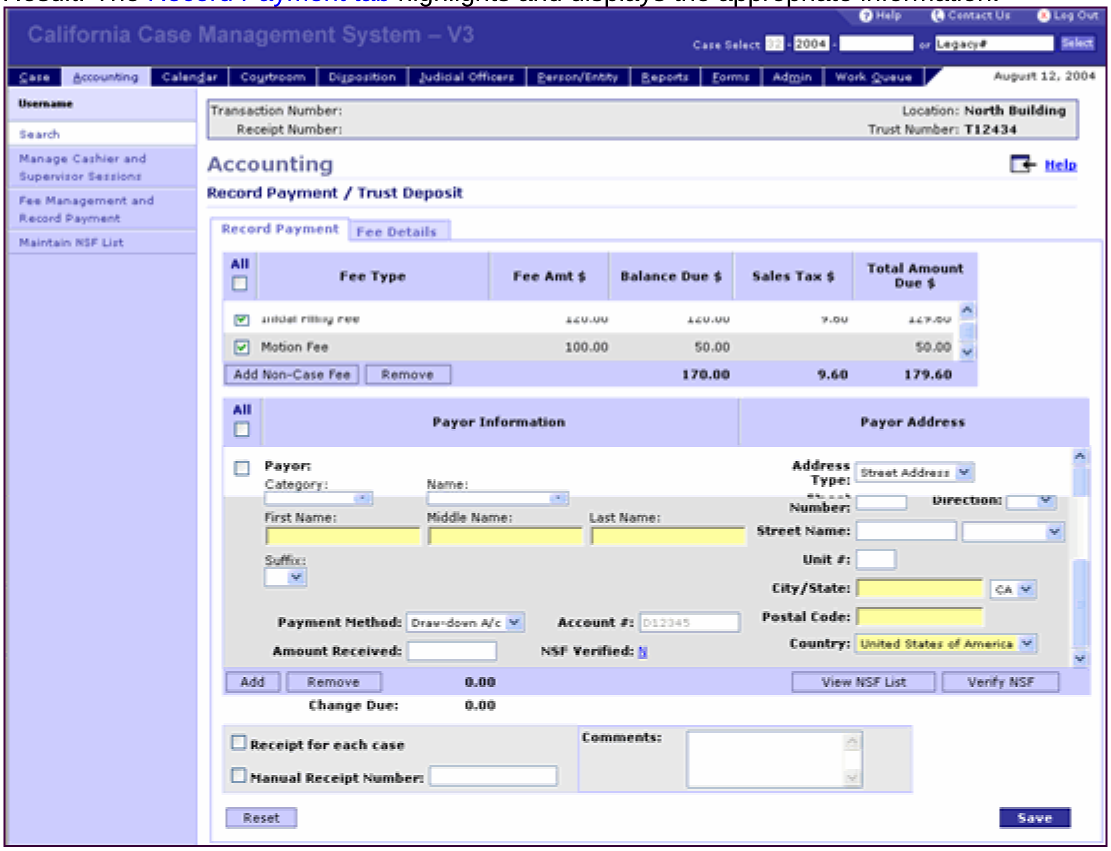
2. Click the **[Transfer to Trust]** button.
   Result: The Transfer to Trust screen displays.



3. Enter/Select data for the necessary fields.
4. Click the **[Next]** button.
   Result: The Record Payment/Trust Deposit screen displays.



5. Select the **[Record Payment]** tab.
   Result: The Record Payment tab highlights and displays the appropriate information.



6. Enter/Select data for the necessary fields.
7. Click the **[Save]** button.
   Result: The Payment Confirmation and Receipt screen displays.

SUPERIOR COURT OF CALIFORNIA

COUNTY OF RED

Superior Court of California, County of RED

3439 Vikram Ave.
Costa Mesa, CA 92626

PAYMENT RECEIPT

Receipt #: 958

Clerk ID: test02 **Transaction No:** 9900006677 **Transaction Date:** 02/09/2006 **Transaction Time:** 02:55:37 PM

Case Number	Fee Type	Qty	Fee Amount$	Balance Due	Amount Paid	Remaining Balance
61-2006-00010111-CL-UD-NC	Motion Fee	1	$36.30	$36.30	36.30	$0.00

Sales Tax:	$0.00
Total:	**$36.30**
Total Rem. Bal:	**$0.00**
Cash	$36.30
Total Amount Tendered:	$36.30
Change Due:	**$0.00**
Balance:	**$0.00**

Return Check is subject to $25.00 fee.

ORIGINAL

Related Links

Record Payments and Trust Deposits Overview

Accounting Search Screen

Transfer To Trust Screen

Record Payment/Trust Deposit Screen

My Court Information

Verify NSF

Introduction

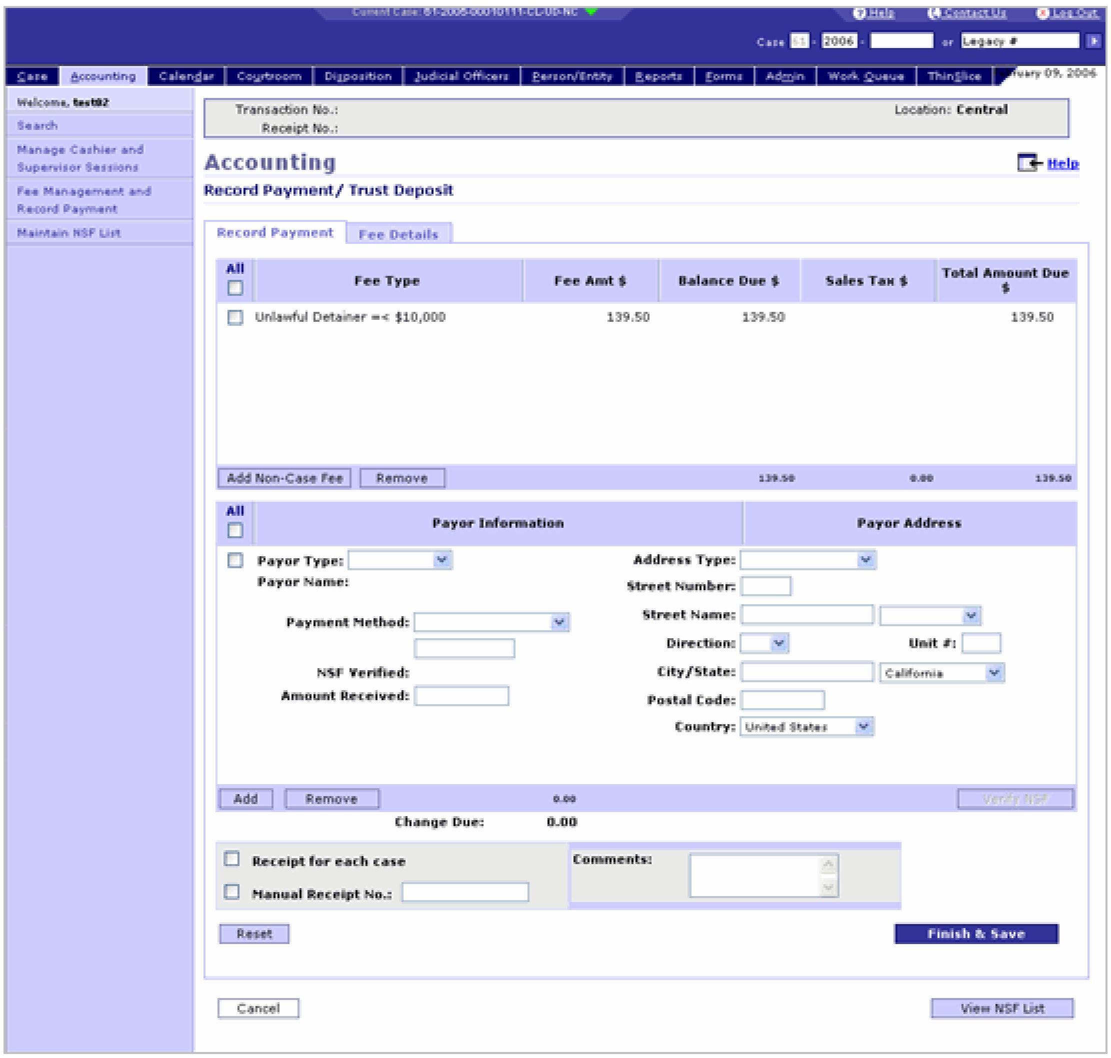
Verify NSF describes the activities associated with determining whether or not a check can be accepted from a potential payor. These activities include verifying whether the payor's name is listed on the NSF list, requesting your supervisor's approval if necessary, and either accepting or rejecting the check as payment.

Task Activity

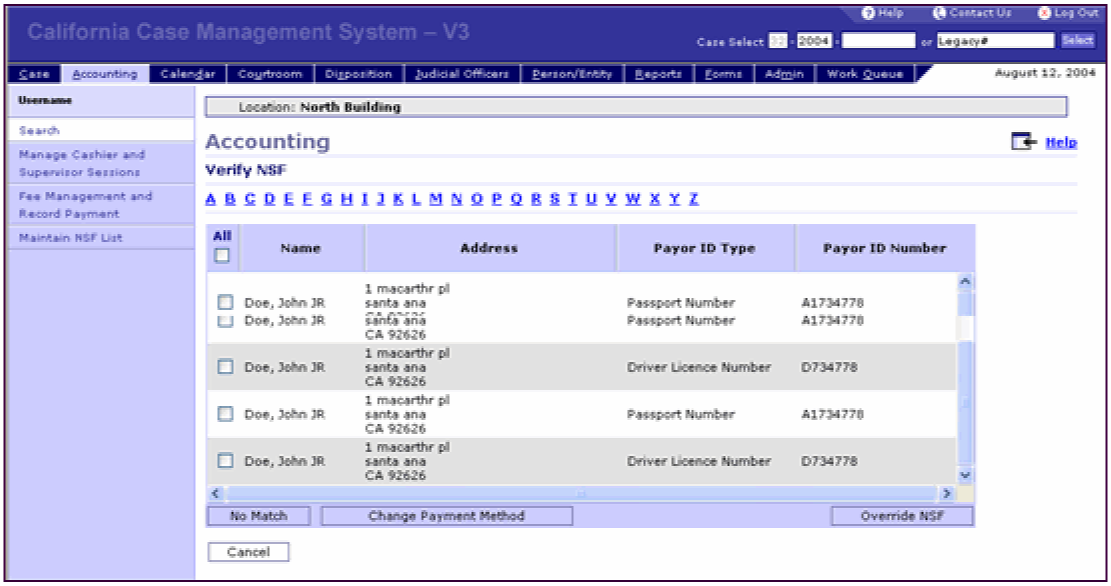
This activity takes place in the context of recording a payment. Refer to the Record Payment task activity for details on this process.

Perform the following steps to verify NSF.

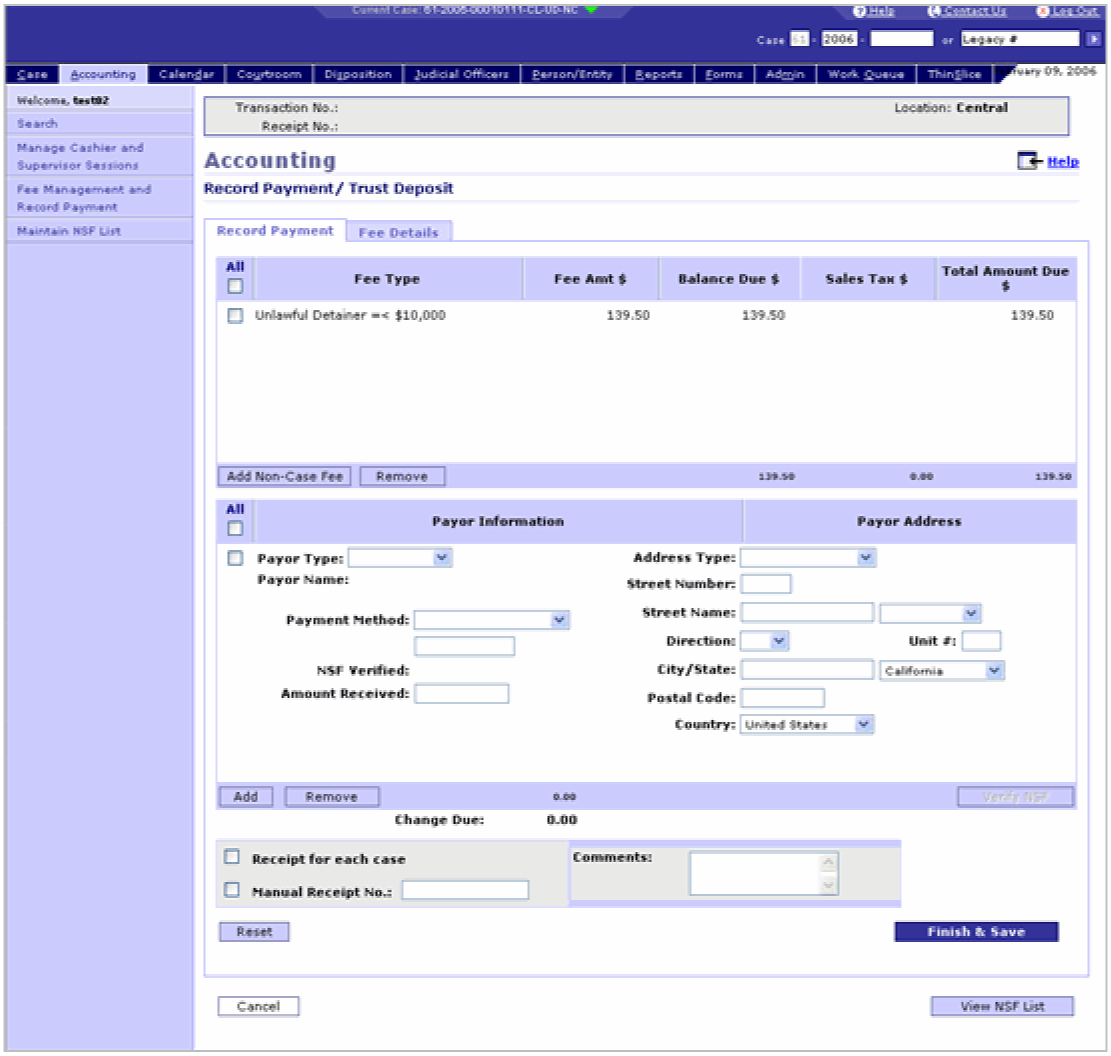
1. Click the **[Verify NSF]** button.
   NOTE This selection occurs from the Record Payment/Trust Deposit screen.



Result: The Verify NSF screen displays.

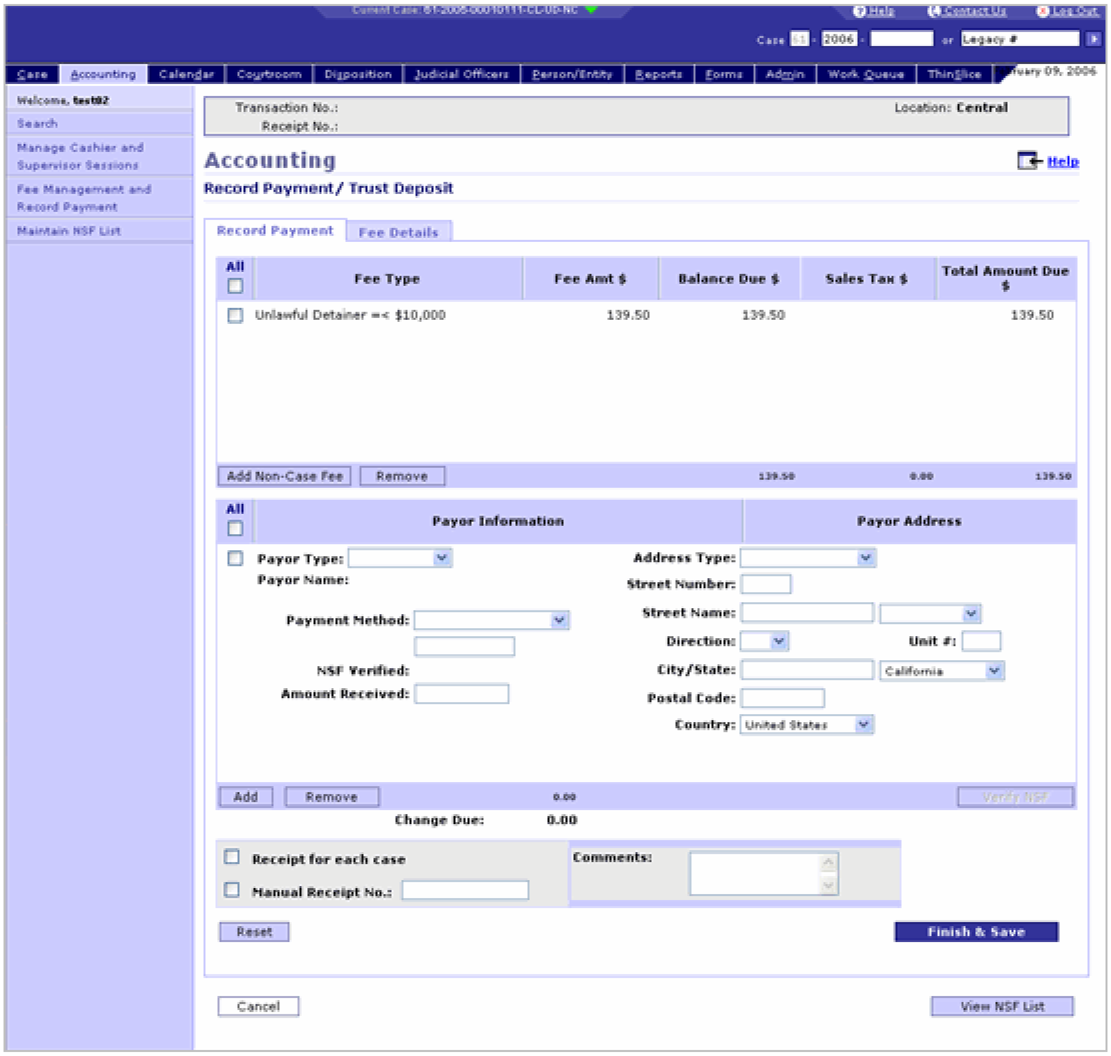


2. Review the NSF list for name of the payor.
3. Click the **[No Match]** button if no match is found.
   Result: The Record Payment/Trust Deposit screen re-displays. Continue with the payment by check.

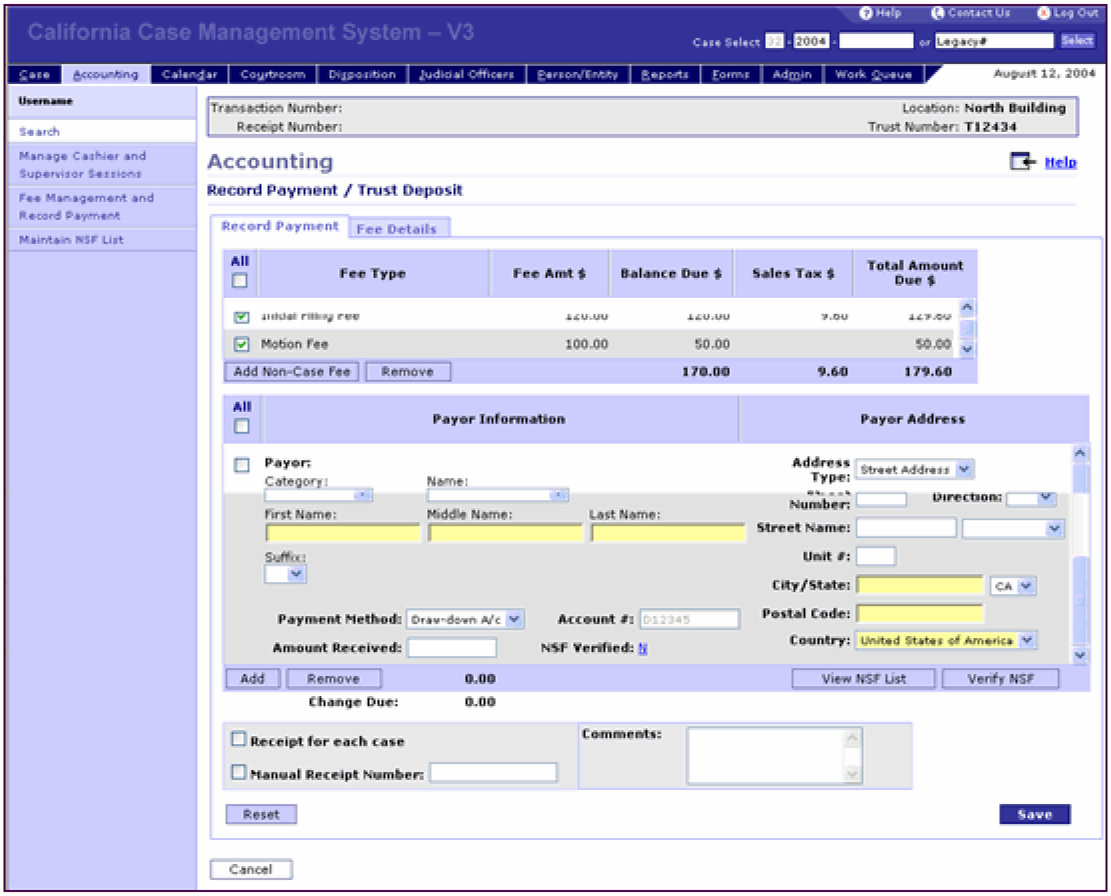


NOTE If the payor's name appears on the NSF list, and the payor wishes to make payment other than by check, click the **[Change Payment Method]** button.

Result: The Record Payment/Trust Deposit screen re-displays. Proceed using a method of payment other than check.



4. Click the **[Override NSF]** button to accept payment by check if the payor's name is found on the NSF list.
Result: The Record Payment/Trust Deposit screen re-displays. Proceed with the payment by check.
NOTE You must obtain your supervisor's approval to override NSF.



Related Links

Record Payments and Trust Deposits Overview

Record Payment/Trust Deposit Screen

Verify NSF Screen

My Court Information

View NSF List

Introduction

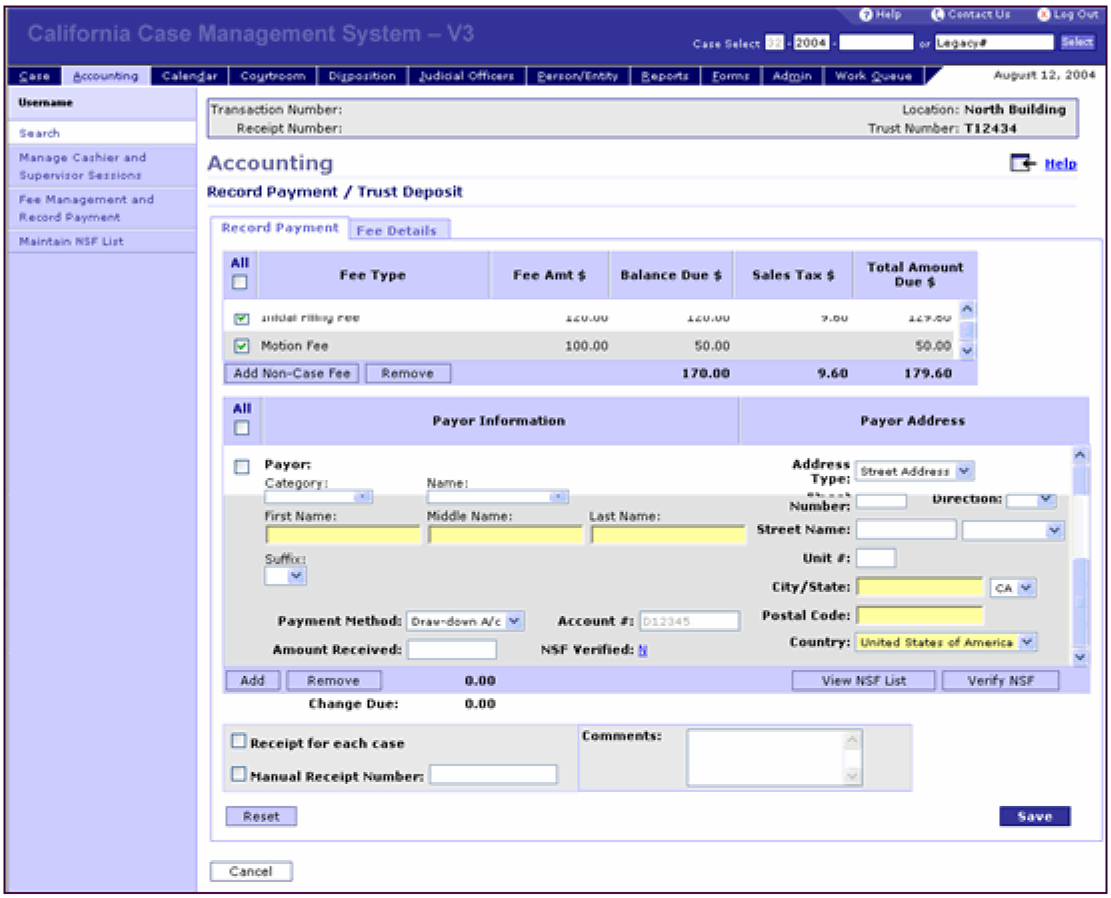
View NSF List describes the activities associated with reviewing payor names on the NSF list and searching for a specific payor name.

Task Activity

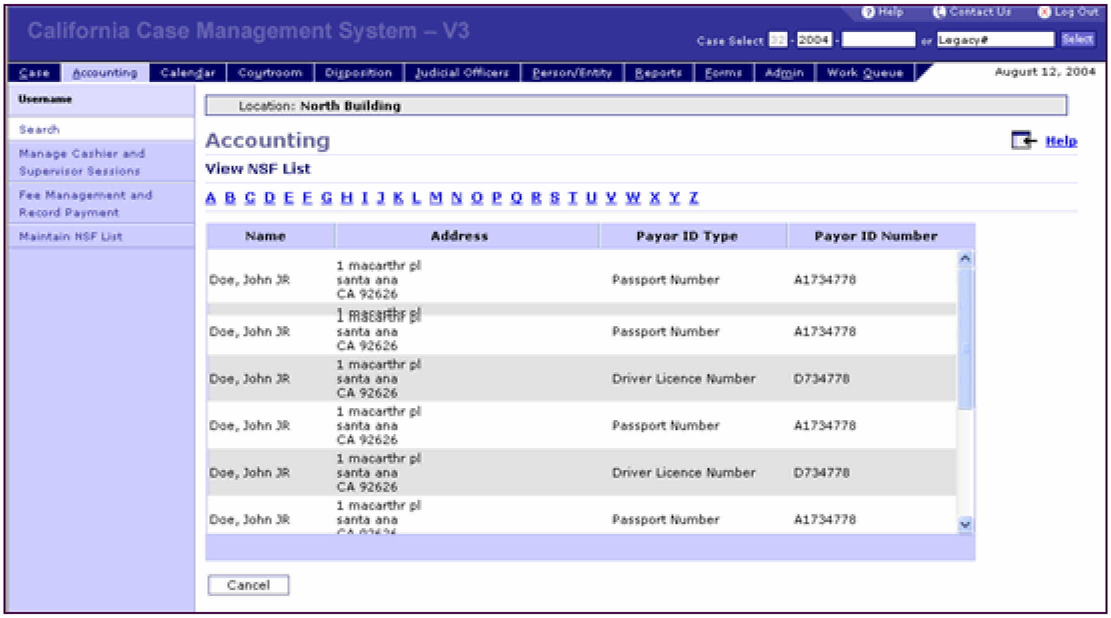
This activity takes place in the context of recording a payment by check. Refer to the Record Payment task activity for details on this process.

Perform the following steps to view the NSF list.

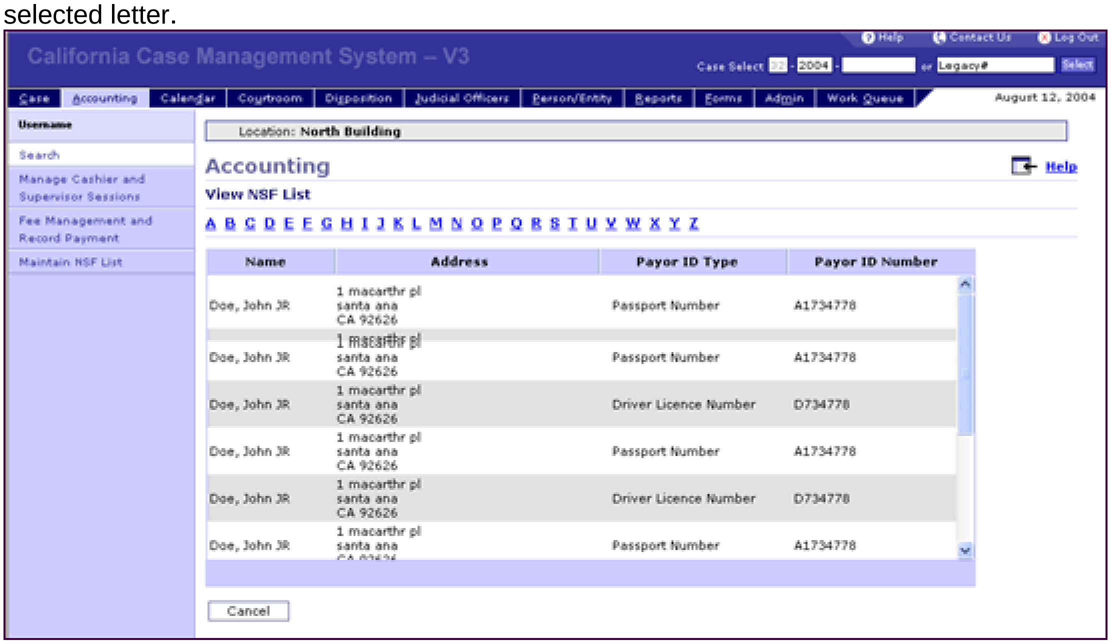
1. Click the **[View NSF List]** button.
   NOTE This selection occurs from the Record Payment/Trust Deposit screen.



Result: The View NSF List screen displays.



2. Select a letter of the alphabet from the list provided.
Result: The View NSF List screen refreshes to display only payor names that begin with the selected letter.



Related Links

Record Payments and Trust Deposits Overview

Record Payment/Trust Deposit Screen

View NSF List Screen

Calculate Interest

Calculate Interest Overview

Introduction

The system calculates interest that is accrued by an interest-bearing trust deposit for a specified period of time using the Compound Interest Method. This means that the interest accrued by a trust deposit will include interest calculated on interest. Through the fee schedule, the system will alert you if a trust deposit is interest bearing or non-interest bearing.

Interest can be calculated at the same time a disbursement is created or at a later time.

This activity does not include the process of maintaining interest rates. This activity is performed by a system administrator.

Where This Information is Saved

Once the accrued interest is calculated for an interest-bearing trust, the Accrued Interest Form is generated and saved as a PDF file, which is then attached to the Case History as a DMS filing.

How Interest is Calculated

To calculate the interest on an interest-bearing trust, the system uses the current trust balance, the date that the money was deposited, and the effective interest rates for that time period.

Task Activities

Calculating interest includes the following task activity:

- Calculate Interest

Additional Resources

Other items related to this overview include the following:

- Forms/Notices/Reports
- Configure Fee Schedule

Related Links

Accounting Search Screen

Calculate Interest Screen

Calculate Interest Detail/Show Trust Deposit History Screen

My Court Information

Calculate Interest

Introduction

The system calculates interest that is accrued by an interest-bearing trust deposit for a specified period of time using the Compound Interest Method. Based on the selected trust type, the system will verify whether it is an interest-bearing trust.

The system will then display the total interest accrued for the time period specified, as well as the case number (if applicable). If interest is calculated during the creation of a disbursement, then the system will display the Accrued Interest Form in a PDF format within a pop-up window. Once you review and confirm the details of the Accrued Interest Form, the form can be printed and saved in the database.

Pre-Conditions to This Activity

The interest rates for the period of time that the account has been accruing interest must be entered by a system administrator.

Trust Account Information

Calculating interest for trust accounts occurs within the Accounting Search screen. The Accounting Search screen allows you to view which trusts are interest-bearing, as well as other details regarding trusts, such as trust amount, accrued interest, and total trust amount.

Non Interest-Bearing Trusts

The system displays an alert if the selected trust is non-interest bearing and will confirm whether or not you want to proceed with the interest calculation. If you continue with this process, then the system will retrieve the effective interest rates for the trust from the deposit date to the current date and apply these rates to the current balance.

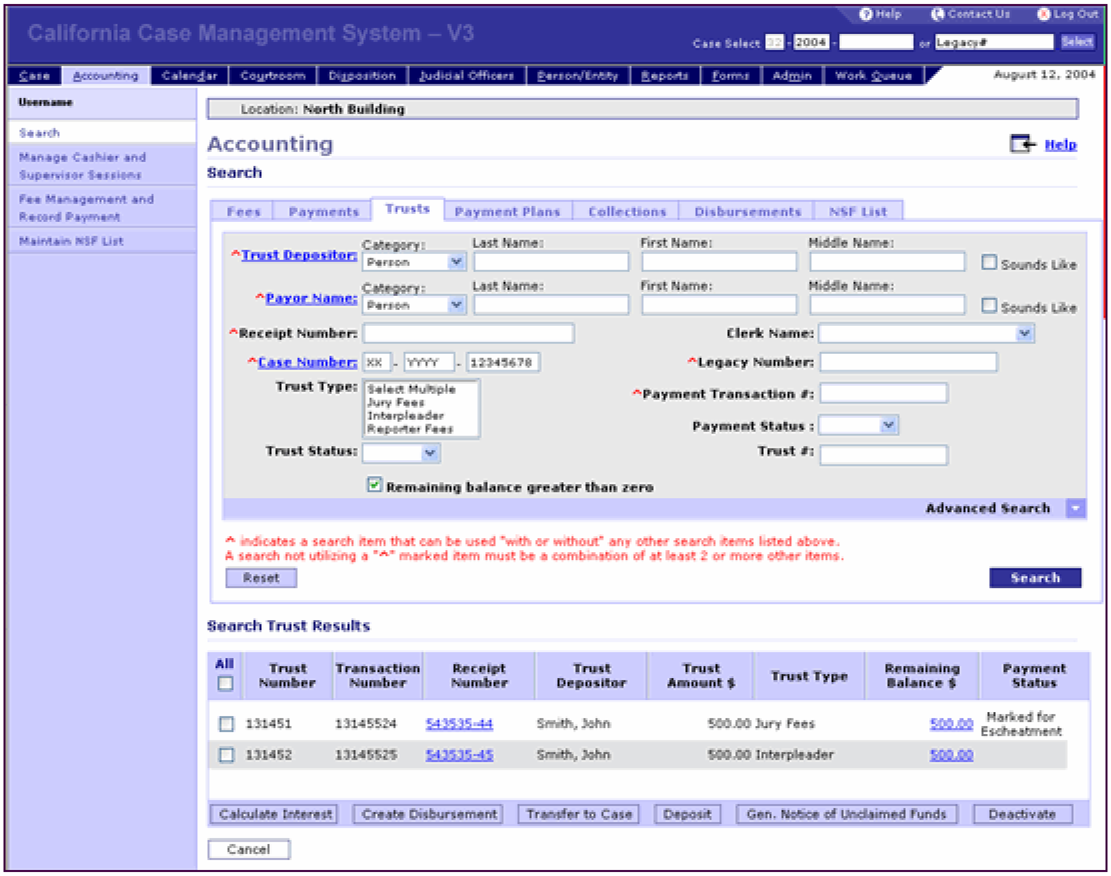
The system is only configured to alert you that a non interest-bearing trust has been selected. You may proceed with the interest calculation after this alert has displayed.

Task Activity

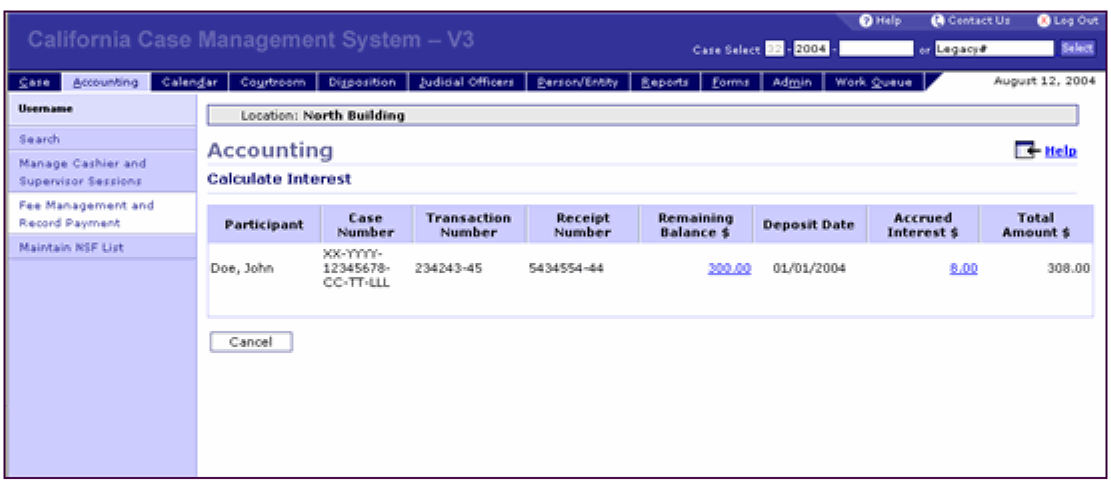
This activity takes place in the context of a trust search. Refer to the Search Trusts task activity for details on this process.

Perform the following steps to calculate interest.

1. Select the checkbox for the trust on which you want to calculate interest.
   NOTE This selection occurs from the Trusts tab on the Accounting Search screen.



2. Click the **[Calculate Interest]** button.
   Result: The Calculate Interest screen displays.



Related Links

Calculate Interest Overview

Accounting Search Screen

Calculate Interest Screen

Manage Payment Plan

Manage Payment Plan Overview

Introduction

A participant may seek to defer payment of fees. If the court determines that the participant is unable to pay in full, a payment plan may be established in which the participant is allowed to make installment payments for monies owed to the court. Maintaining a payment plan involves creating and modifying a payment plan based on a court order.

Refer to the Maintain Fees section for details on creating fees.

Number of Payment Plans

Only one payment plan may exist for each combination of case number and participant name.

Task Activities

Maintaining a payment plan includes the following task activities:

- Search Payment Plans
- Create Payment Plan
- Modify Payment Plan
- Deactivate Payment Plan

Additional Resources

Other items related to this overview include the following:

- Business Rules
- Forms/Notices/Reports

Related Links

Manage Payment Plan Screen

Accounting Search Screen

Deactivate Payment Plan Screen

My Court Information

Search Payment Plans

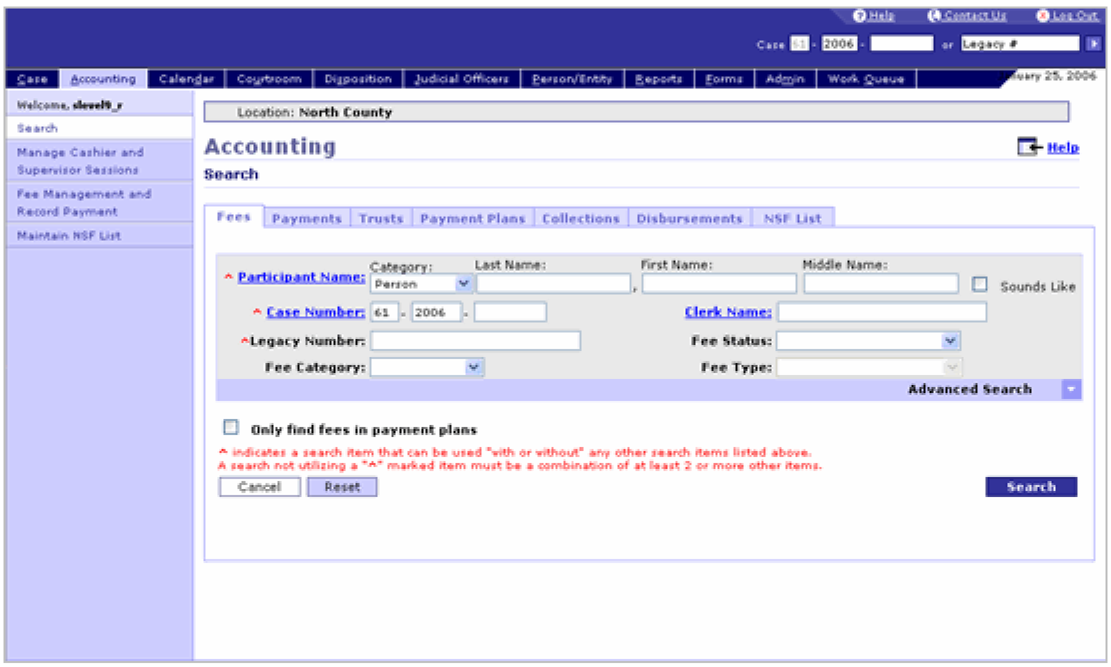
Introduction

This activity allows you to search for payment plans. Refer to the Search Feature Overview for details on performing a search in the system.

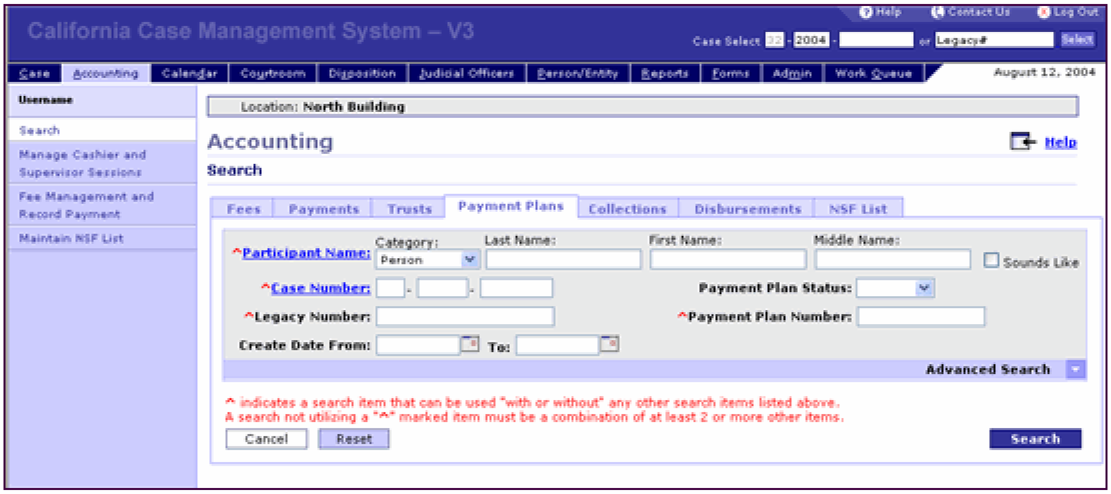
Task Activity

Perform the following steps to search for a payment plan.

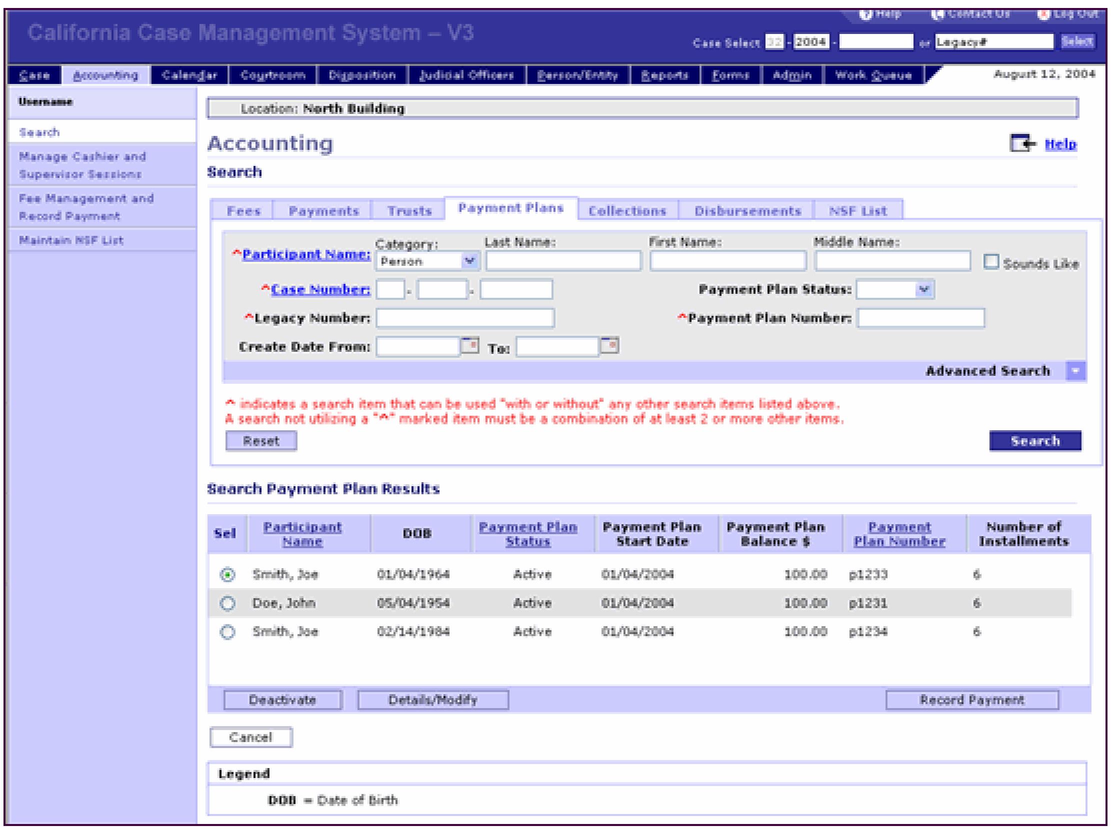
1. Select **[Accounting] > [Search]**.
   Result: The Accounting Search screen displays.



2. Select the **[Payment Plan]** tab.
   Result: The Payment Plan tab highlights to displays the appropriate information.



3. Enter/Select data for the appropriate search parameter fields.
4. Click the **[Search]** button.
Result: The Accounting Search screen refreshes with the Search Payment Plan Results.



Related Links

Manage Payment Plan Overview

Accounting Search Screen

My Court Information

Create Payment Plan

Introduction

You can create a payment plan for customers who are ordered to pay the balance of fees due in installments. The terms and conditions for payment plans are configurable. As a result, the Court may revoke a payment plan and begin the debt collection process any time a debtor fails to meet a payment deadline.

Applying Overpayments

When creating a payment plan, you can choose to apply any overpayment to the next installment payment. This would move it to the next due date, but would leave the end date unchanged. Or you can apply the overpayment to the remaining balance, which leaves the next due date unchanged but moves the end date.

Multiple Payment Plans

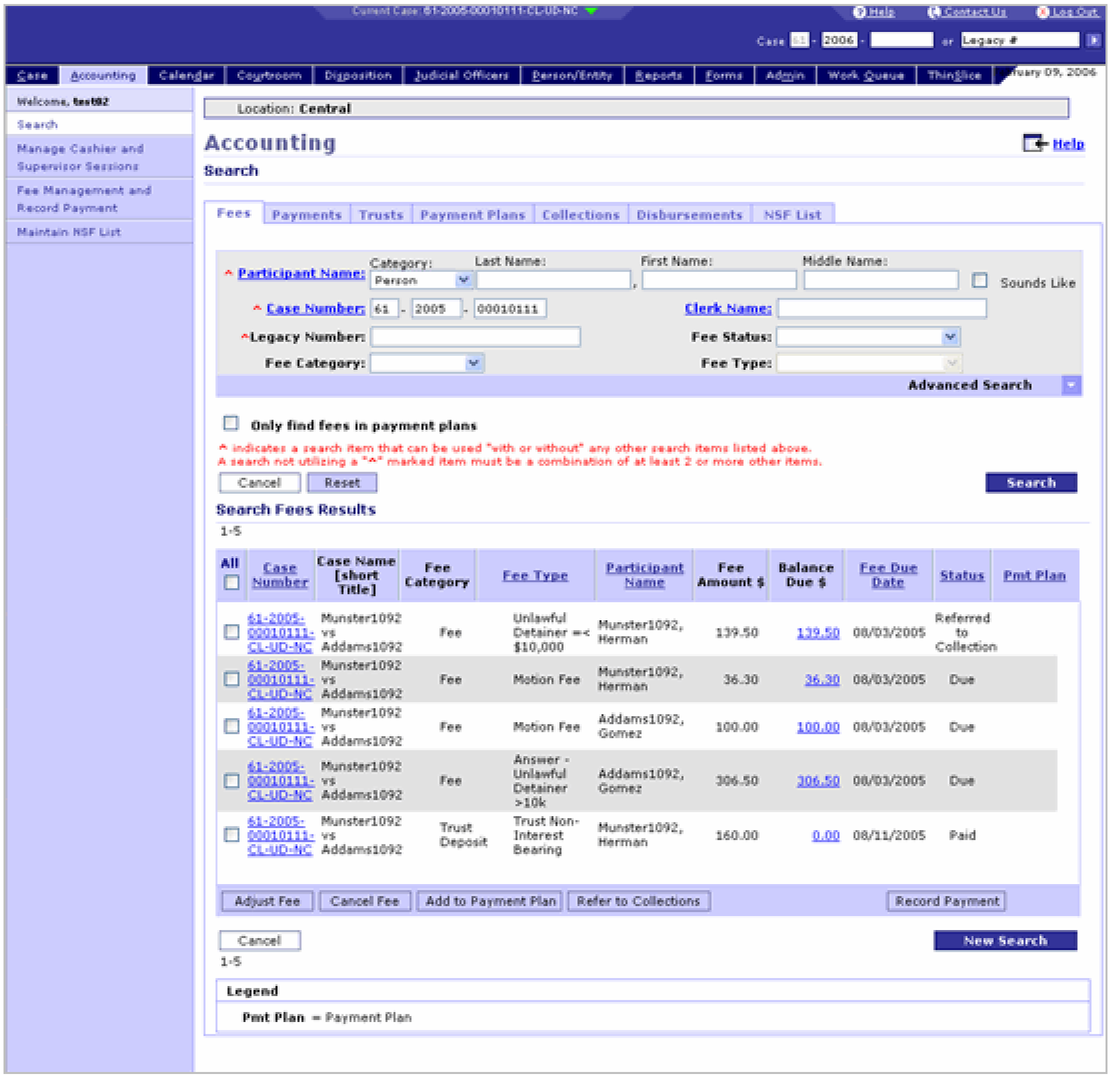
Although a payment plan may relate to multiple cases, only one payment plan may be assigned to each combination of case number and participant name.

Task Activity

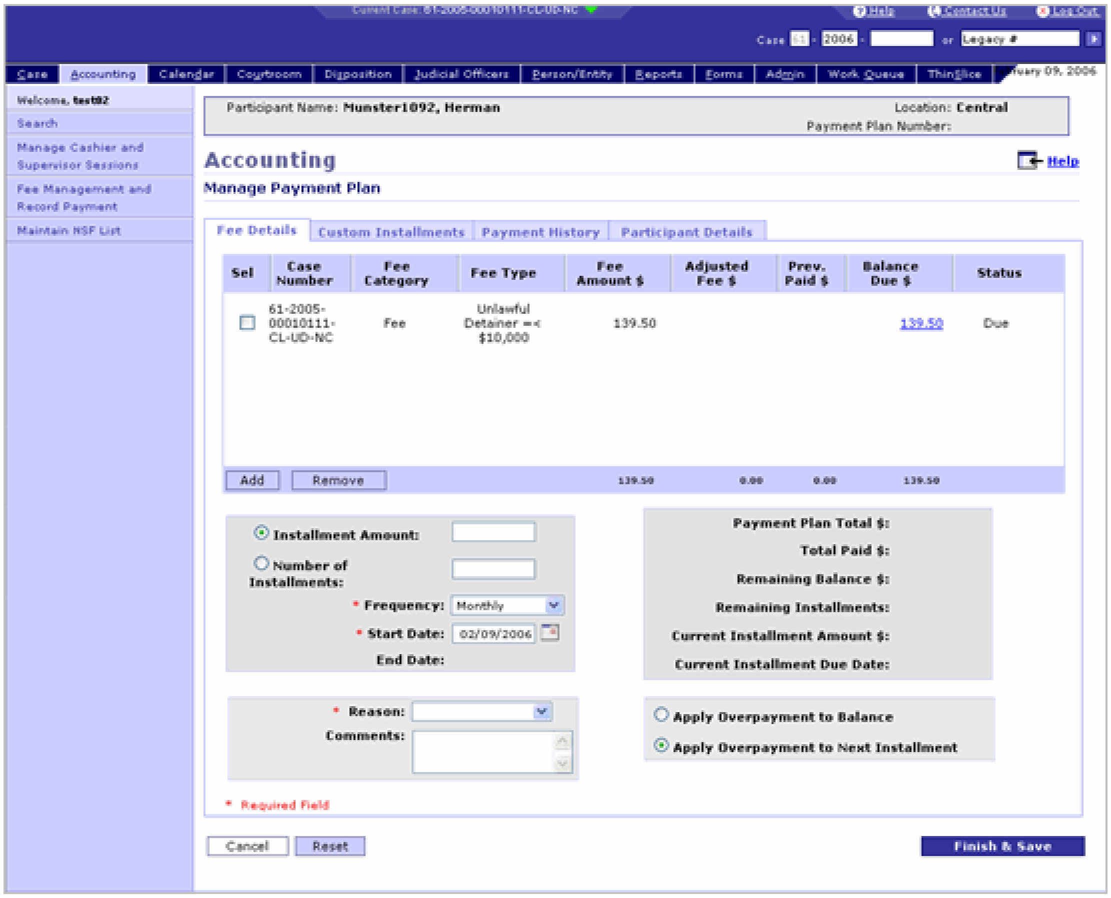
This activity takes place in the context of a fee search. Refer to the Search Fees task activity for details on this process.

Perform the following steps to create a payment plan.

1. Select the checkbox for the fee on which to add to the payment plan.
   NOTE This selection occurs from the Search Fees Results screen.

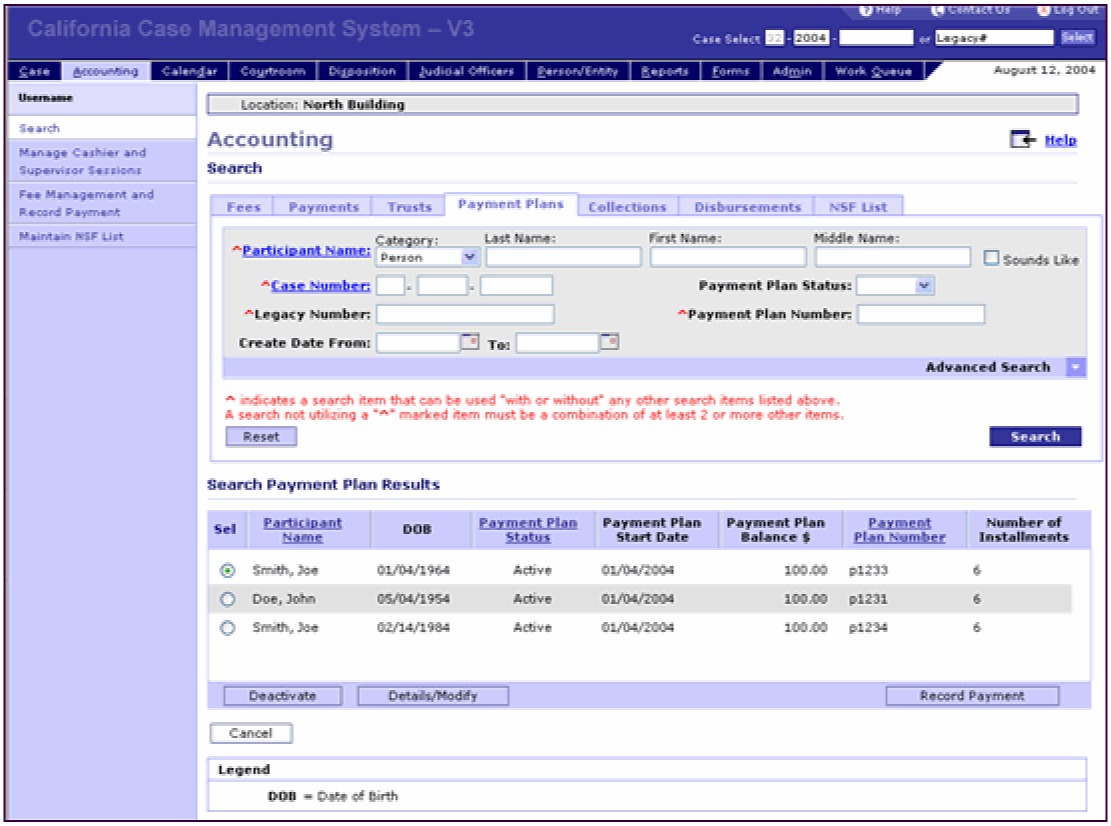


2. Click the **[Add to Payment Plan]** button.
   Result: The Manage Payment Plan screen displays.



3. Enter/Select data for the following required fields:
    - o Installment Amount $
    - o Frequency
    - o Start Date
    - o Reason

5. Click the **[Save]** button.
   Result: The Search Payment Plan Results screen displays to show the added payment plan.



Related Links

Manage Payment Plan Overview

Manage Payment Plan Screen

Accounting Search Screen

My Court Information

Modify Payment Plan

Introduction

Modifying a payment plan includes specifying the start date, payment frequency (weekly, bi-weekly, semi-monthly, monthly, yearly), and installment amount (or the number of installments). It also includes adding or removing fees that belong to the same participant. These fees may relate to multiple cases.

A payment plan can be changed by configuring the installment amounts (or installment amounts that vary) instead of using the defaulted equal installments. An installment can be partially paid.

Payment Plan Balance

After a payment plan modification, the system verifies that the total payment plan balance remains the same. For example, a payment plan can be modified even if some installments have already been paid. You must then specify the number of installments remaining, or set a new start date.

Associated Fees

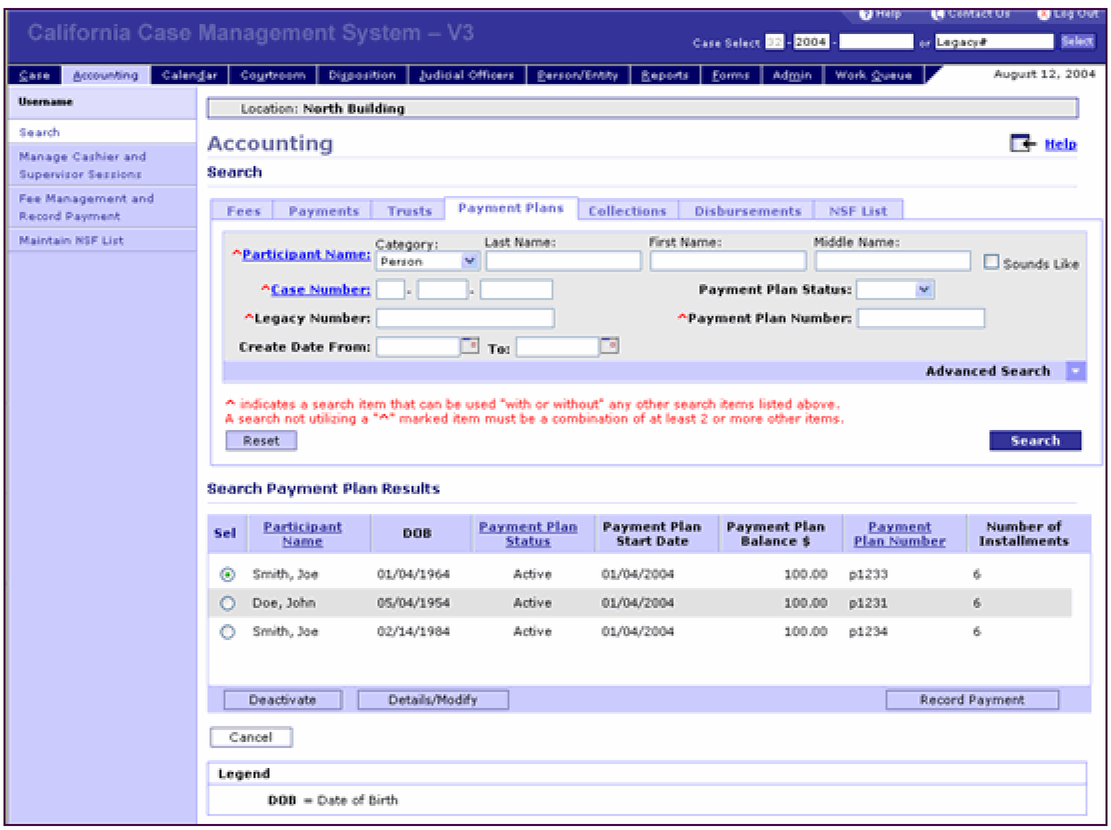
The fees associated with a payment plan can be adjusted or cancelled. This automatically updates the payment plan by adjusting the end date and the amount of the last installment, if appropriate. The frequency and default installment amount will not be changed by the system, but may be updated later.

Task Activity

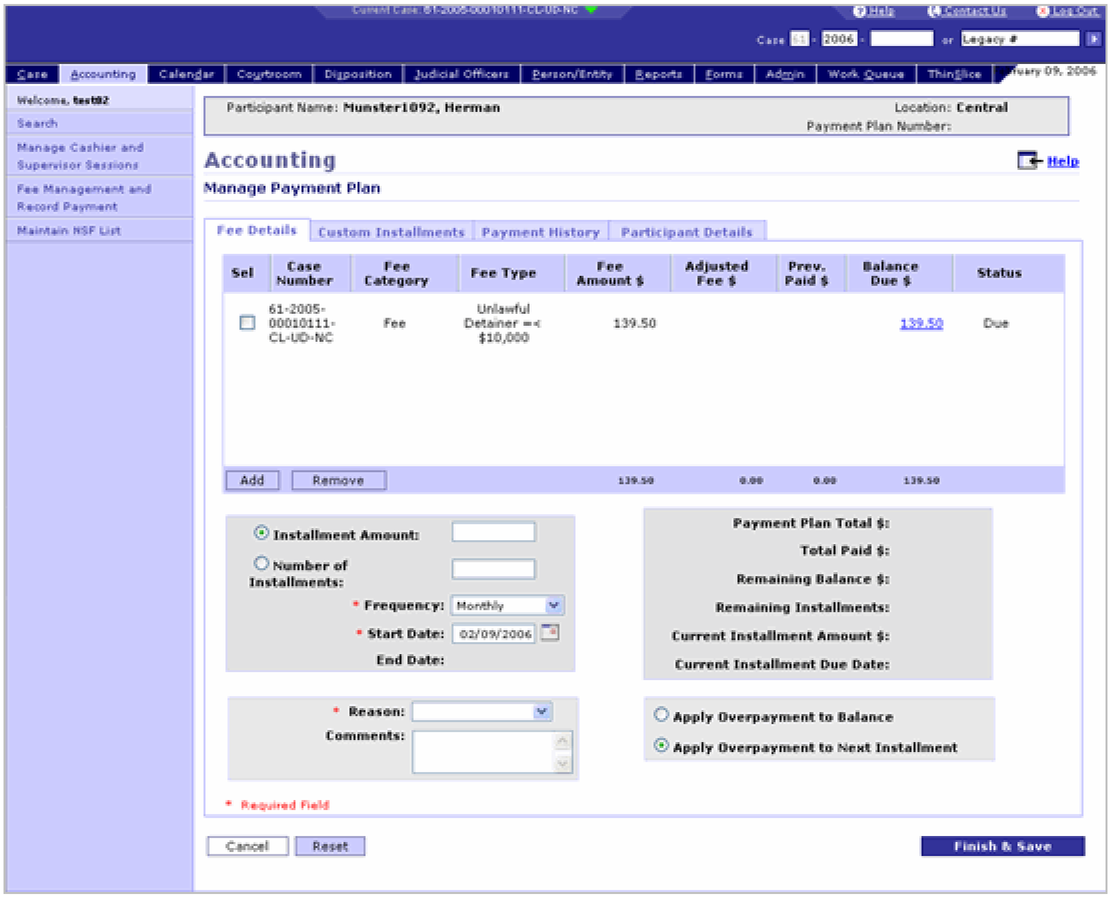
This activity takes place in the context of a payment plan search. Refer to the Search Payment Plans task activity for details on this process.

Perform the following steps to modify a payment plan.

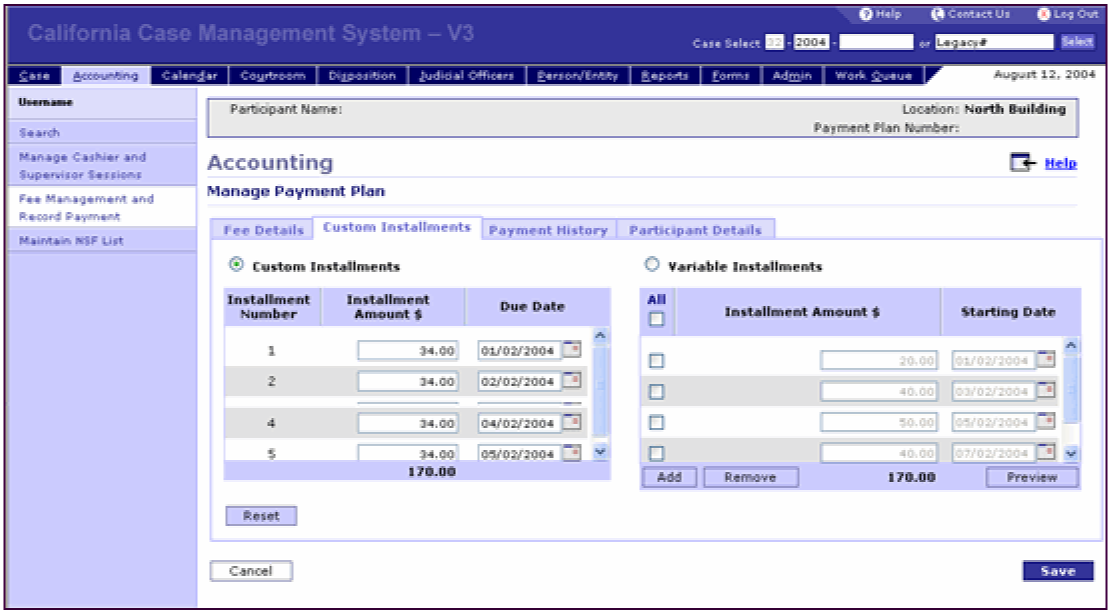
1. Select the radio button of the payment plan to modify.
   NOTE This selection occurs from the Search Payment Plans Results screen.



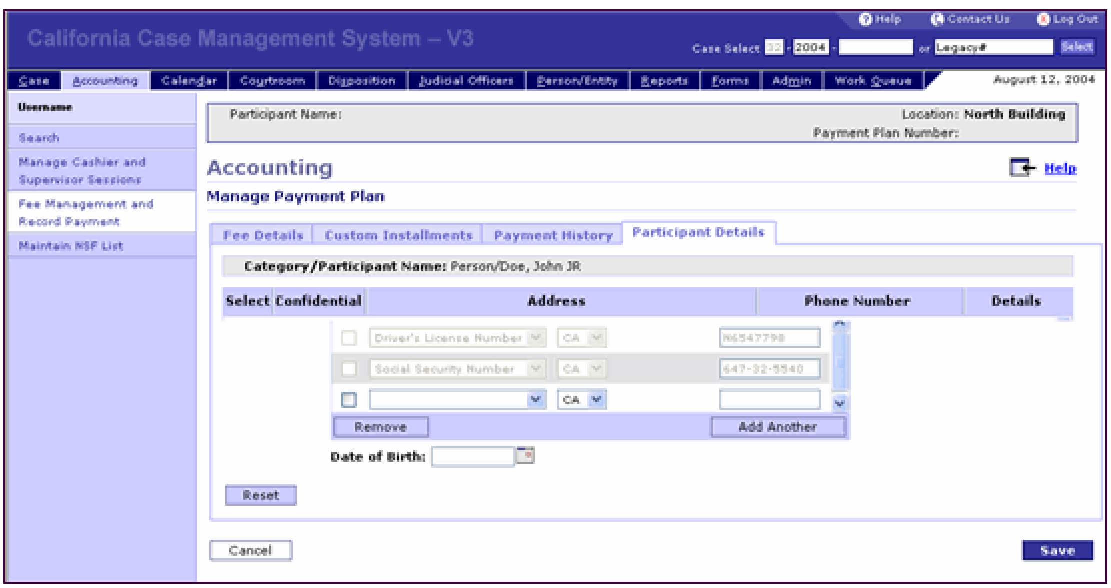
2. Click the **[Details/Modify]** button.
   Result: The Manage Payment Plan screen displays.



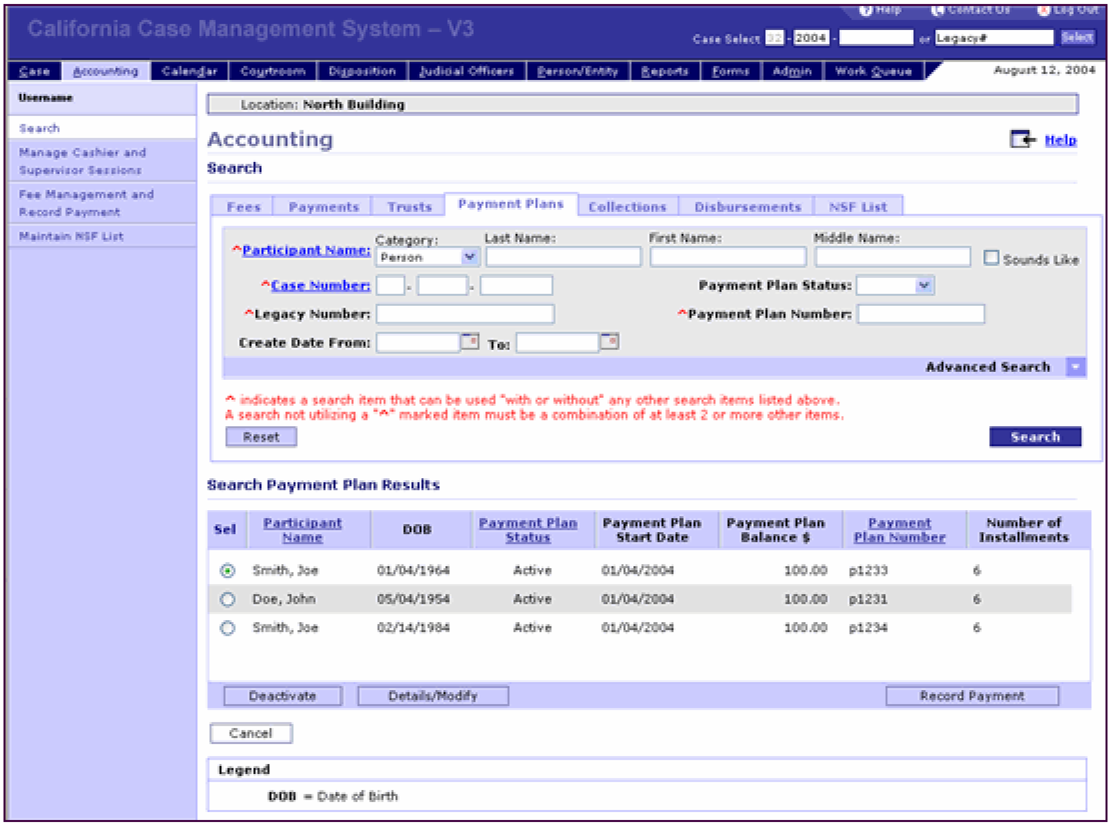
3. Enter/Select data for any necessary fields.
4. Select the **[Custom Installments]** tab.
   Result: The Custom Installments tab highlights and displays the appropriate information.



5. Enter/Select data for any necessary fields.
6. Select the **[Participant Details]** tab.
   Result: The Participant Details tab highlights and displays the appropriate information.



7. Enter/Select data for any necessary fields.
8. Click the **[Save]** button.
   Result: The Search Payment Plans Results screen displays to show the modified payment plan.



Related Links

Manage Payment Plan Overview

Accounting Search Screen

Manage Payment Plan Screen

My Court Information

Deactivate Payment Plan

Introduction

Deactivating a payment plan can be done for several reasons, including:

- If the payment plan was created in error, or

- If the payor wishes to pay the full amount owed.

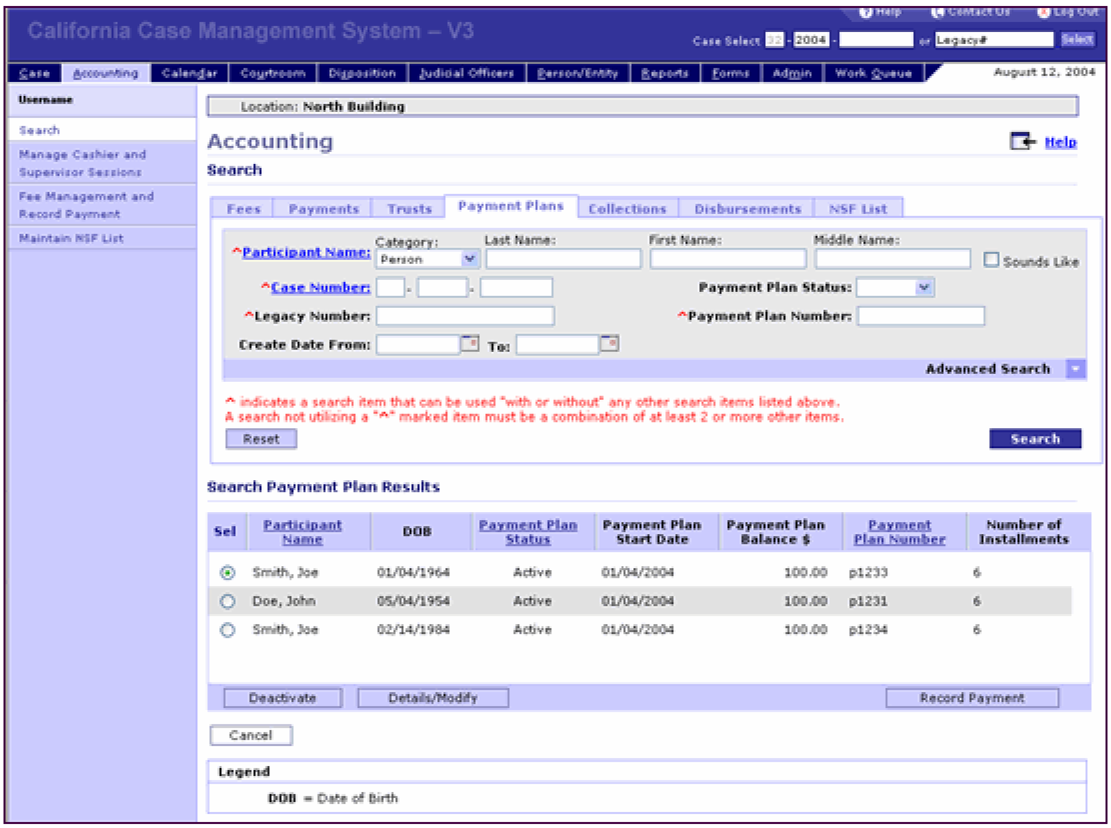
Deactivating a payment plan removes fees from installment status. However, the status and fee amounts will remain due and do not change.

Task Activity

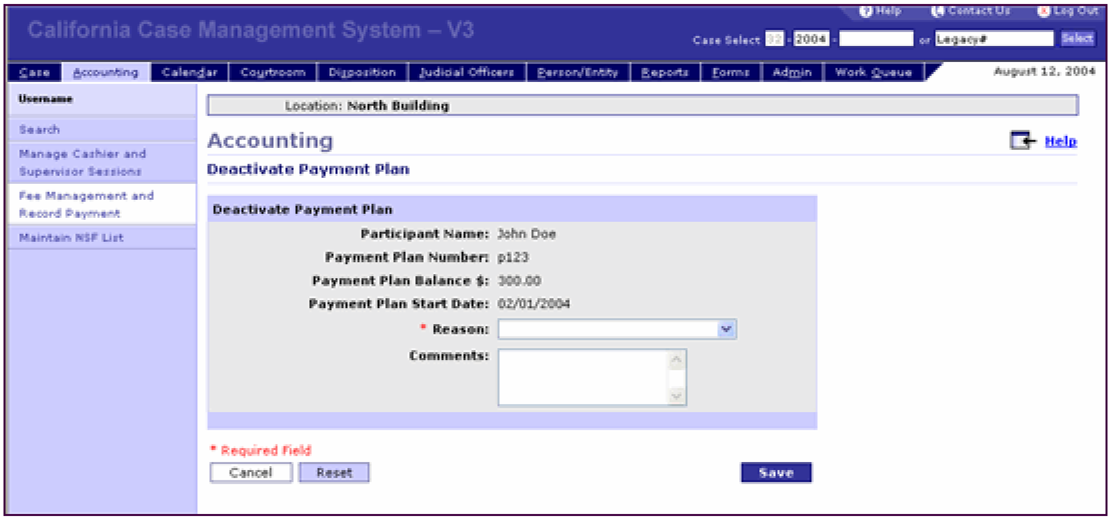
This activity takes place in the context of a payment plan search. Refer to the Search Payment Plans task activity for details on this process.

Perform the following steps to deactivate a payment plan.

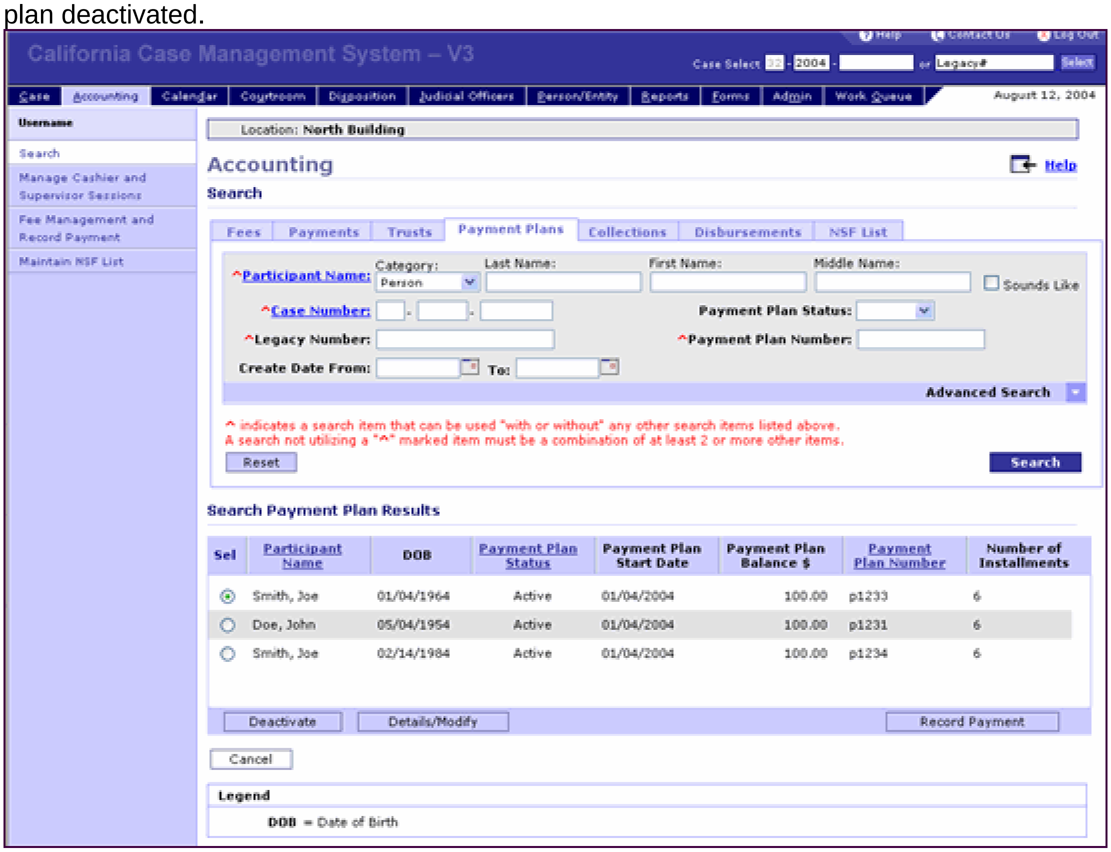
1. Select the radio button of the payment plan to deactivate.
   NOTE This selection occurs from the Search Payment Plans Results screen.



2. Click the **[Deactivate]** button.
   Result: The Deactivate Payment Plan screen displays.



3. Select a **Reason**.
4. Click the **[Save]** button.
   Result: The Search Payment Plans Results screen refreshes and shows the selected payment plan deactivated.



Related Links

Manage Payment Plan Overview

Accounting Search Screen

Deactivate Payment Plan Screen

Create Disbursements

Create Disbursement Overview

Introduction

Creating a disbursement allows disbursements to be made to one or more payees in reference to the original payment transaction.

Disbursements to payees may only be made against monies in a trust account. Funds in a trust account can be disbursed to one or multiple payees, not necessarily the trust holder, as when third party deposits monies with the court. If the trust being disbursed is interest bearing, then the interest accrued can be calculated through the disbursement date. Refer to the Calculate Interest section for details on this process.

Funds in a trust account can be partially disbursed - with partial amounts left in the trust - or disbursed in full. For payments made by check, disbursements can be made based on local court policy regarding payment clearance.

Issuing and Tracking Checks

The process of issuing and tracking checks lies outside of the system and is not detailed here.

Task Activities

Creating a disbursement includes the following task activity:

- Create Disbursement

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Accounting Search Screen

Create Disbursement Screen

My Court Information

Create Disbursement

Introduction

Creating disbursements allows these disbursements to be paid from a trust account for either case-related or non case-related payments.

If the trust payment was made by check, then the system will verify that the disbursement date meets the local court policy regarding the number of days that have passed since the original trust payment was received. If the trust deposit was created as the result of a voided payment, then the disbursement date will be based on the original payment date.

Where a Disbursement is Made

The Create Disbursement screen may be accessed from either the Accounting Search screen or within the context of a case from the Case Search screen.

Updating a Trust Account

After a disbursement is processed, the system automatically updates the trust account details as appropriate.

Trusts Marked for Escheatment

When a disbursement is created from a trust account which has been marked for Escheatment, the system allows the option to set the reason for disbursement to "Escheatment." If the trust is fully disbursed, the trust status will be set to "Escheated."

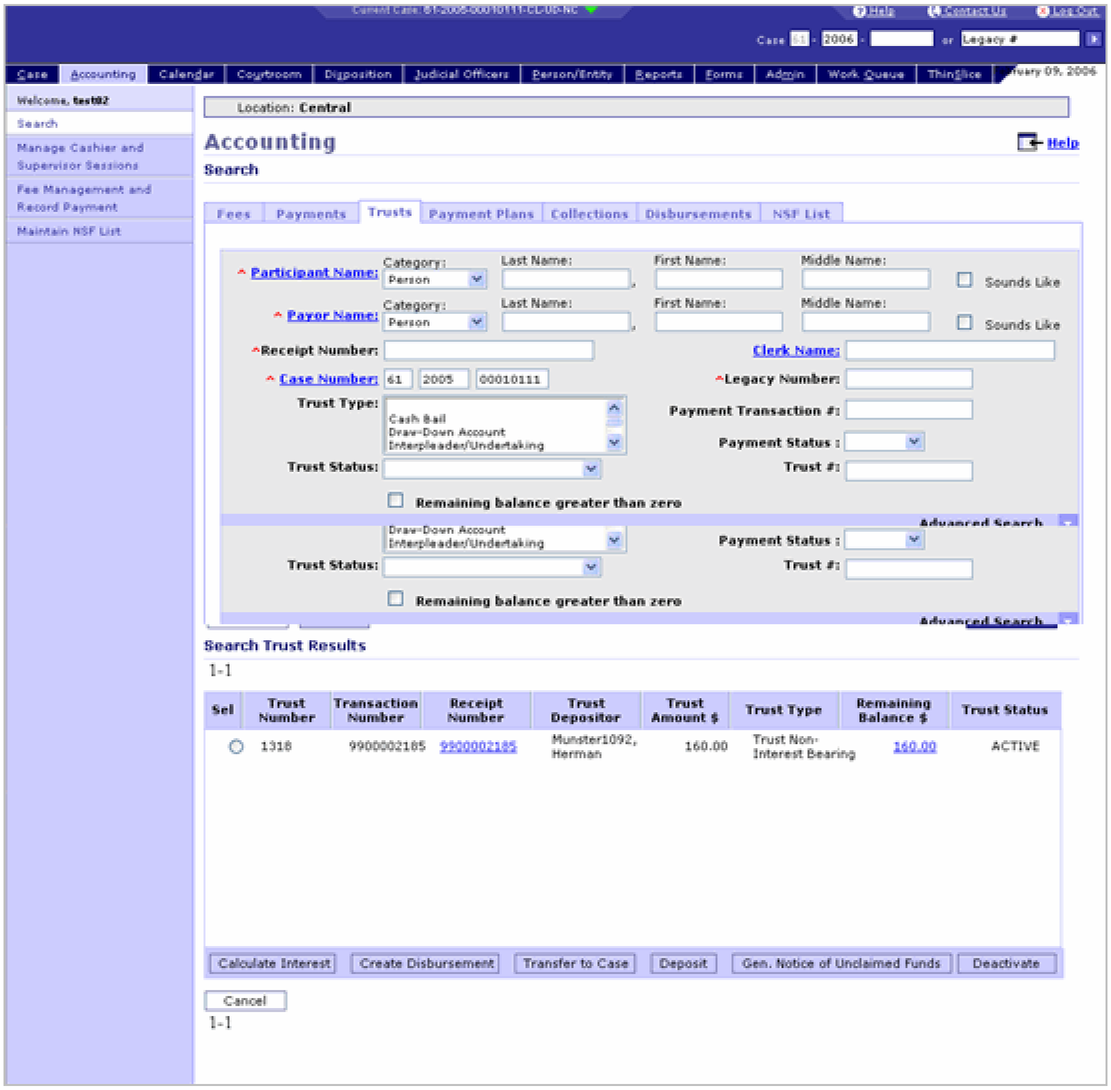
This reason is available only when the selected trust has a status of Marked for Escheatment. Refer to the Maintain Escheatment section for details on this process.

Task Activity

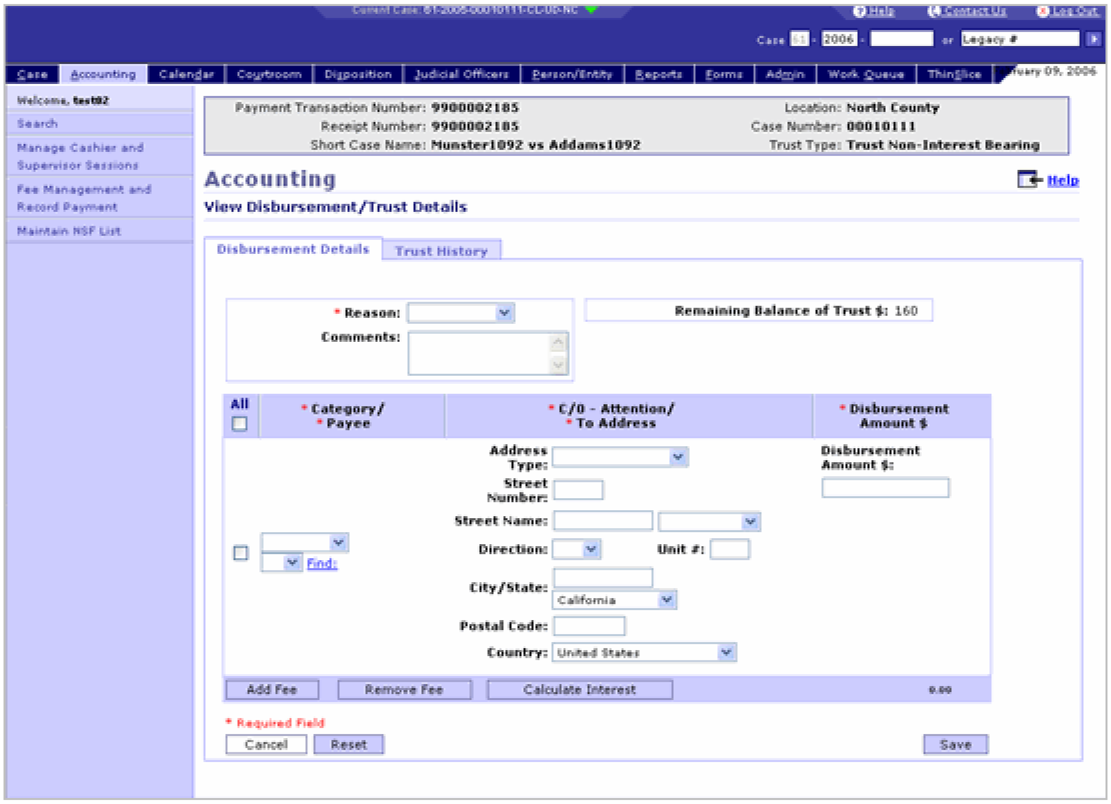
This activity takes place in the context of a Trust search. Refer to the Search Trusts task activity for details on this process.

Perform the following steps to create a disbursement.

1. Select the checkbox of the trust to disburse.
   NOTE This selection occurs from the Trusts tab on the Accounting Search screen.



2. Click the **[Create Disbursement]** button.
   Result: The Create Disbursement screen displays.



3. Select the **[Disbursement Details]** tab.
   Result: The Disbursement Details tab highlights and displays the disbursement payee information.
4. Enter/Select data for the following required fields:
   5. Reason
   6. Category/Payee
   7. C/O - Attention/To Address
   8. Disbursement Amount $

   NOTE If the reason for disbursement is escheatment, then the system will verify that the Notice of Unclaimed Funds has been generated and that the escheat date has passed. The disbursement will not be created if the notice has not been generated or if the escheat date has not passed.
5. Click the **[Add]** button to create additional disbursement payees.
6. Click the **[Remove]** button to delete a payee.
7. Click the **[Calculate Interest]** button to calculate the interest on the disbursement amount.
8. Click the **[Save]** button.

Related Links

Create Disbursement Overview

Accounting Search Screen

Create Disbursement Screen

Maintain Disbursements

Maintain Disbursements Overview

Introduction

A disbursement is the distribution of monies from a trust. Maintaining disbursements involves updating an existing disbursement record with check information (such as the check number) after a check has been processed, cancelling an existing disbursement as needed (such as when a check has not been cashed), and assigning/unassigning a refund number.

The process of issuing and tracking checks against recorded disbursements lies outside of the system and is not described here.

Canceling a Disbursement

A disbursement can be cancelled with appropriate authorization if it was recorded in error or if the disbursement check has not been cashed. Once a check is issued against a recorded disbursement, the disbursement can be manually updated with the check information. A disbursed trust payment, whether partial or in full, cannot be voided. It requires that all related payments must first be cancelled. After canceling a disbursement, the system updates the Case History with the date, cancelled amount, reason for cancellation, clerk's name, payee and trust information.

Voided Payments

Disbursements to payees can only be made against monies in a trust account. This means that when a voided payment is to be refunded, it must first be automatically or manually transferred to a trust. A disbursed trust payment, whether partially paid or paid in full, cannot be voided until all related disbursements are first cancelled. At that point, the trust payment may then be voided.

Task Activities

Maintaining disbursements includes the following task activities:

- Search Disbursements
- Assign/Unassign a Refund Number
- Update Disbursements
- Cancel Disbursements

Additional Resources

Other items related to this overview include the following:

- Business Rules
- Forms/Notices/Reports

Related Links

Accounting Search Screen

Cancel Disbursement Screen

Update Disbursement Screen

My Court Information

Search Disbursements

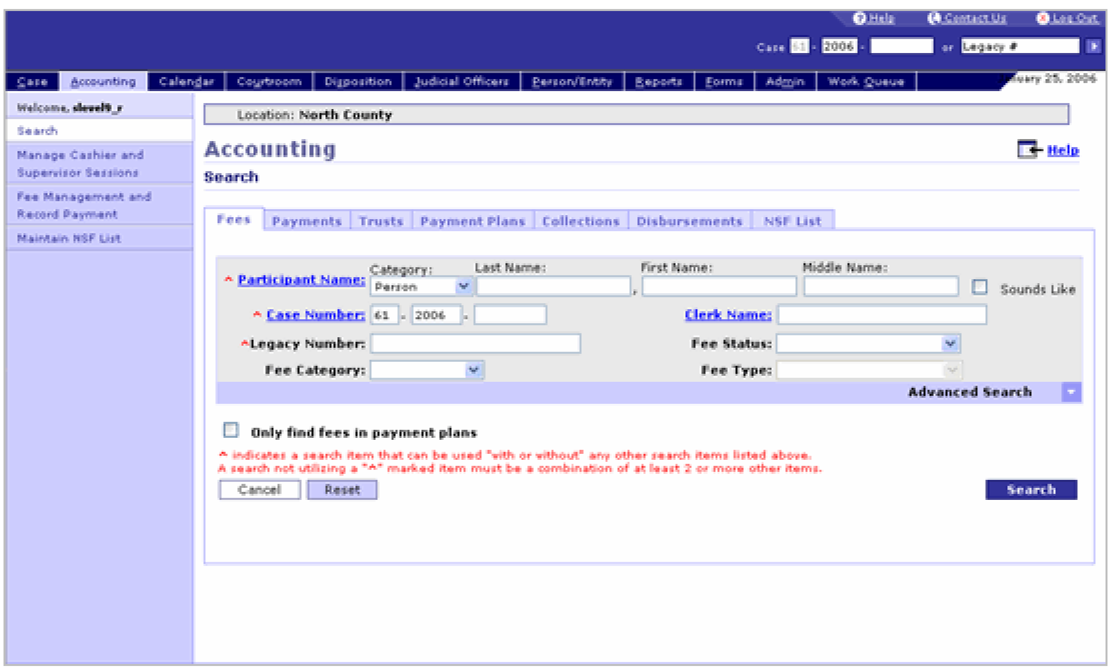
Introduction

This activity allows you to search for disbursements in the system. Refer to the Search Feature Overview for details on performing a search in the system.

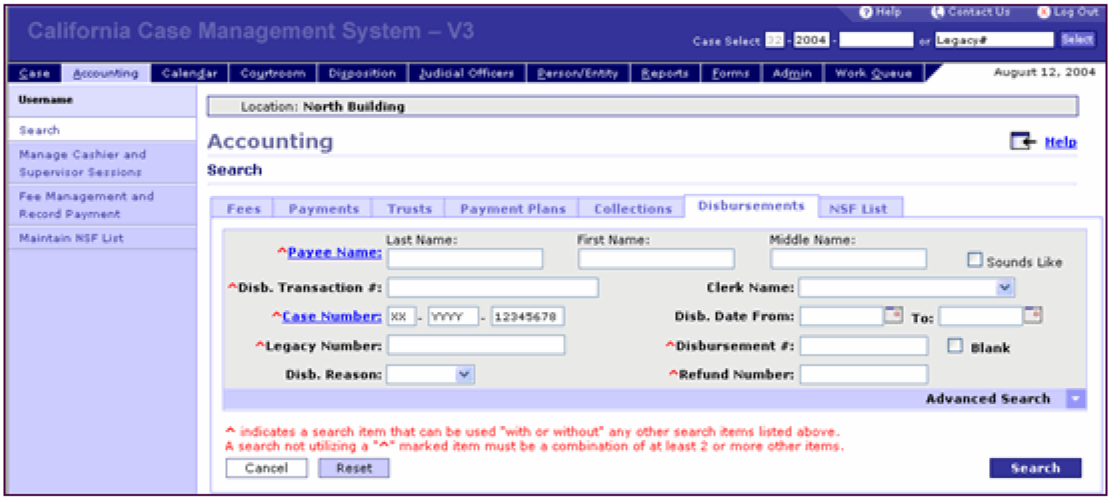
Task Activity

Perform the following steps to search for a disbursement.

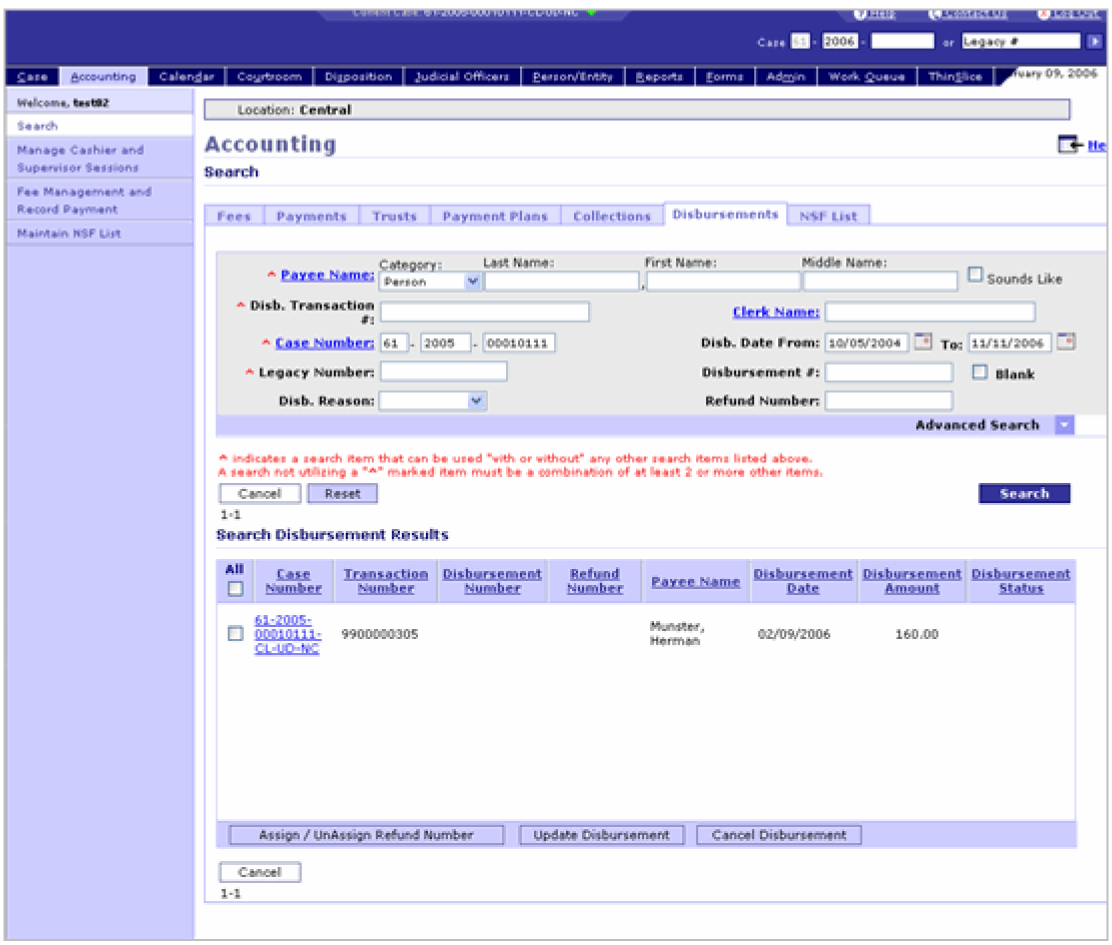
1. Select **[Accounting] > [Search]**.
   Result: The Accounting Search screen displays.



2. Select the **[Disbursements]** tab.
   Result: The Disbursements tab highlights and displays the disbursements search criteria.



3. Enter/Select data for the appropriate search parameter fields.
4. Click the **[Search]** button.
   Result: The Search Disbursements Results screen displays.



Related Links

Maintain Disbursements Overview

Accounting Search Screen

My Court Information

Assign/Unassign a Refund Number

Introduction

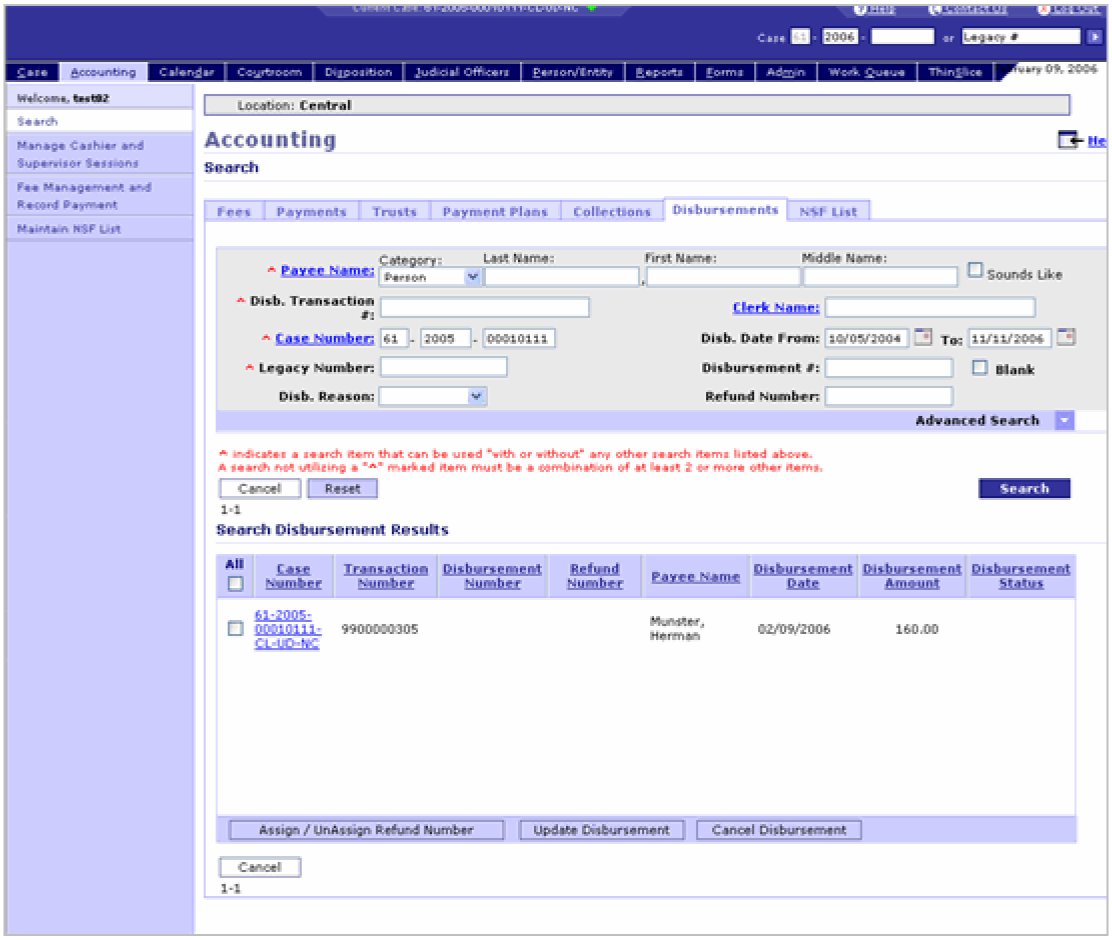
Assigning or unassigning a refund number creates/removes a sequential, court-generated number to a trust disbursement. The system automatically generates the refund numbers for you to assign to a trust disbursement.

Task Activity

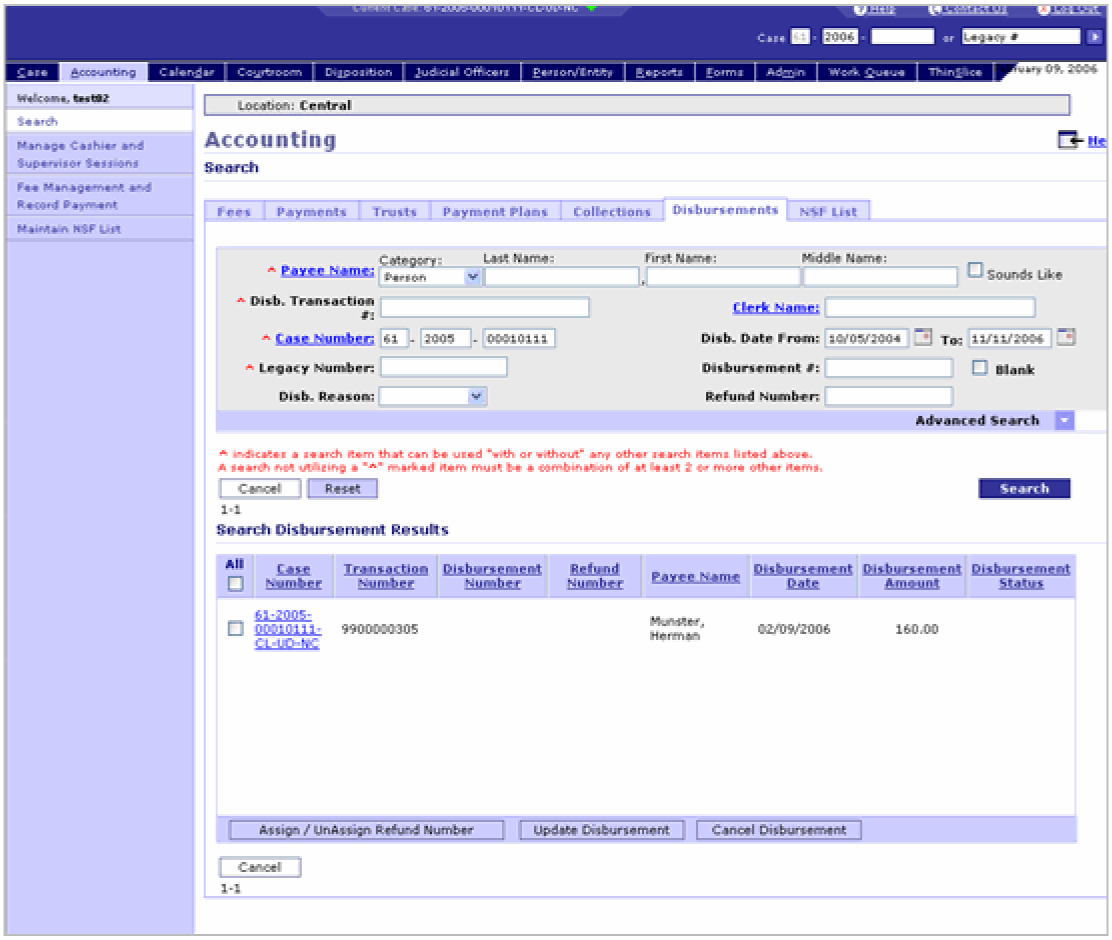
This activity takes place in the context of a disbursement search. Refer to the Search Disbursements task activity for details on this process.

Perform the following steps to assign/unassign a refund number to a trust disbursement.

1. Select the checkboxes of the disbursements on which to assign refund numbers.
   NOTE This selection occurs from the Search Disbursements Results screen.



2. Click the **[Assign/Unassign Refund Number]** button.
   Result: The Search Disbursements Results screen refreshes to display a refund number assigned to the trust disbursement.



NOTE If a refund number has already been assigned to a trust disbursement, performing the steps above will unassign the refund number.

Related Links

Maintain Disbursements Overview

Accounting Search Screen

My Court Information

Update Disbursements

Introduction

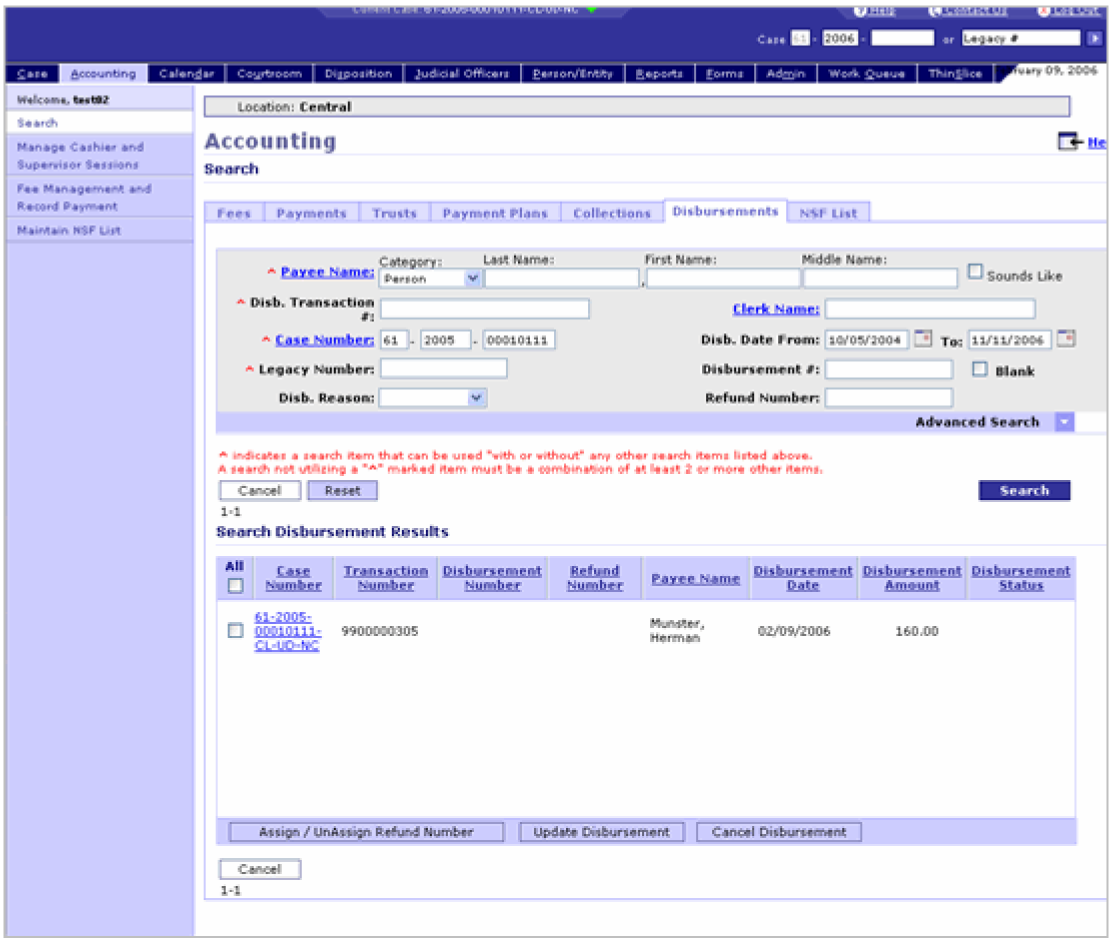
Updating a disbursement allows you to manually update disbursement information including the disbursement type, disbursement number, date of issuance, check clearance date, and check status.

Task Activity

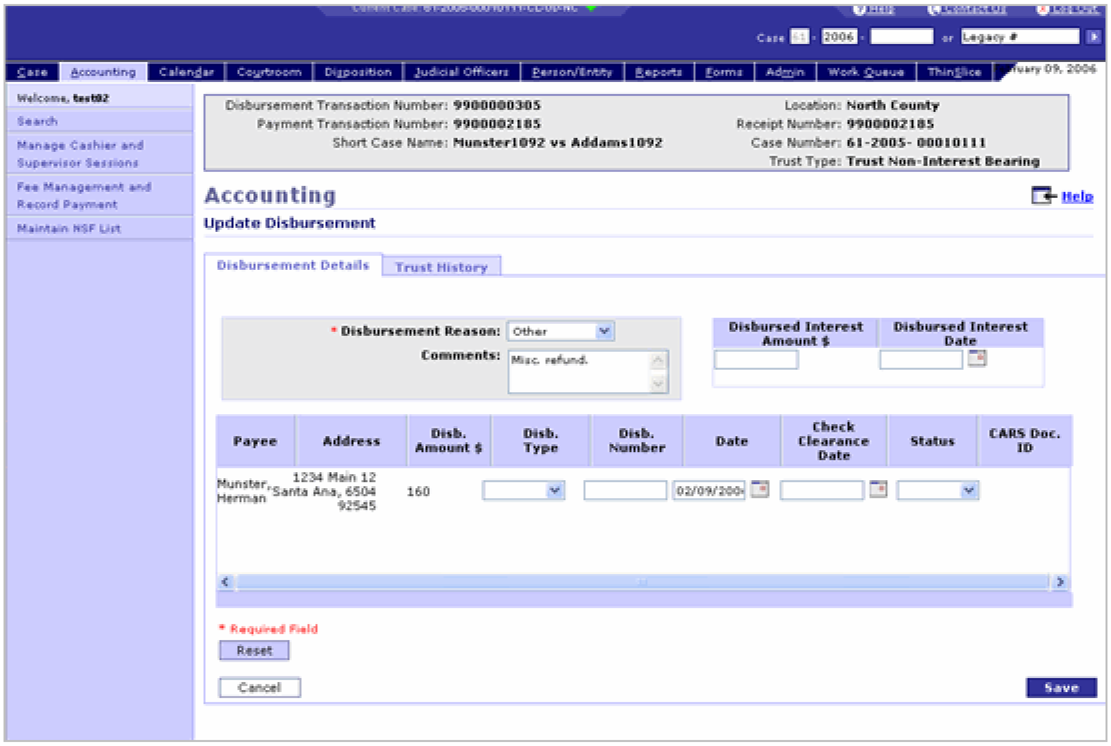
This activity takes place in the context of a disbursement search. Refer to the Search Disbursements task activity for details on this process.

Perform the following steps to update a disbursement.

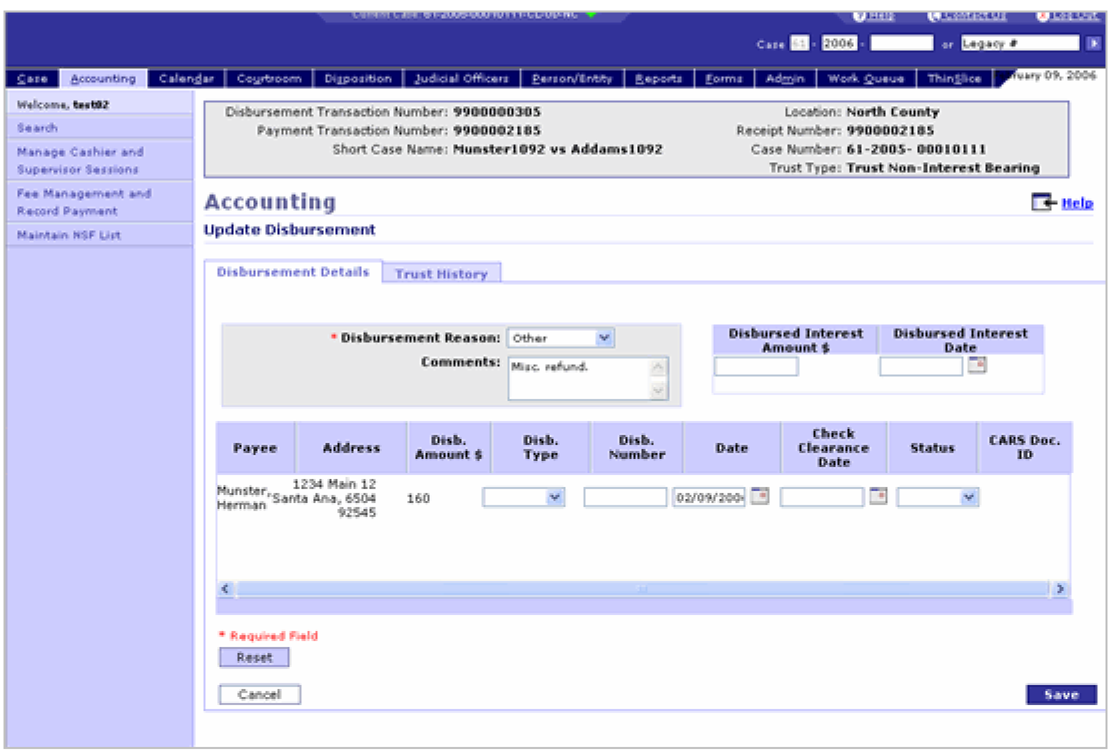
1. Select the checkbox of the disbursement to update.
   NOTE This selection occurs from the Search Disbursements Results screen.



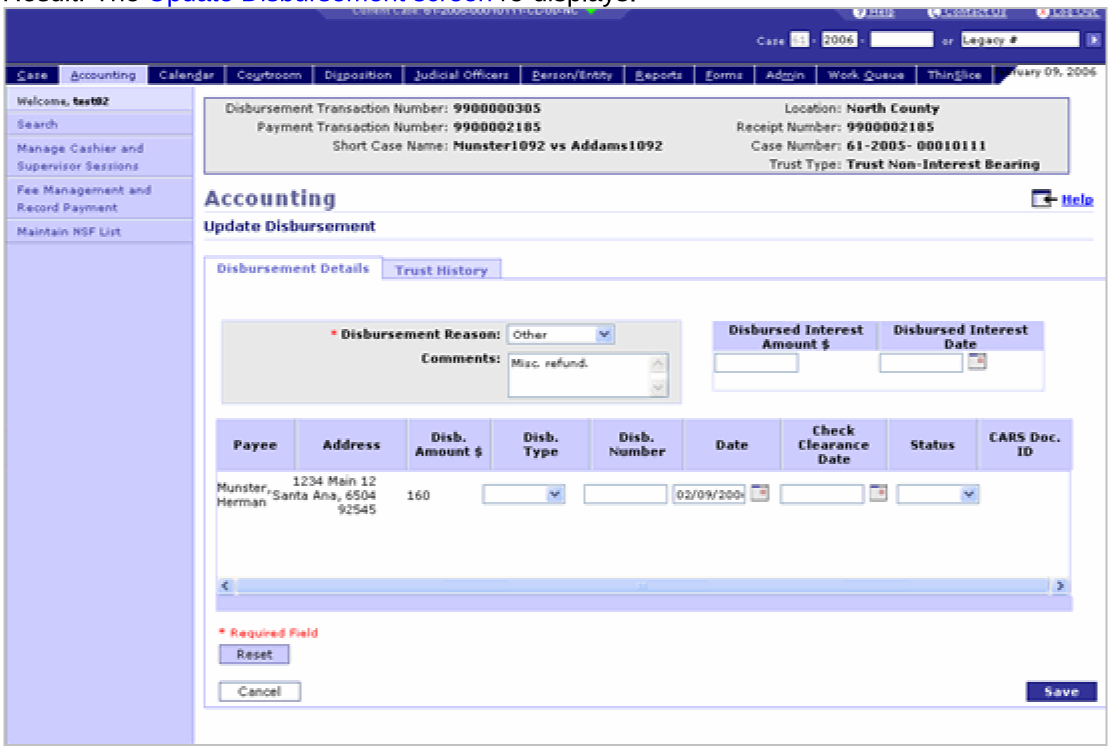
2. Click the **[Update Disbursement]** button
   Result: The Update Disbursement screen displays.



3. Select the **[Disbursement Details]** tab.
Result: The Disbursement Details tab highlights and displays the disbursement payee information.



4. Enter a **Disbursement Reason**.
5. Click the **[Save]** button.
   Result: The Update Disbursement screen re-displays.



Related Links

Maintain Disbursements Overview

Accounting Search Screen

Update Disbursement Screen

My Court Information

Cancel Disbursements

Introduction

The system allows you to cancel a disbursement if one of the following has occurred:

- The disbursement was recorded in error.
- The disbursement check has not been cashed within a specified period of time.

The process of issuing checks against recorded disbursements is tracked outside of the system. However, once checks are issued, disbursement check information in the system can be updated, including the check number, check issuance date, check clearance date, and check status.

Trust Payments

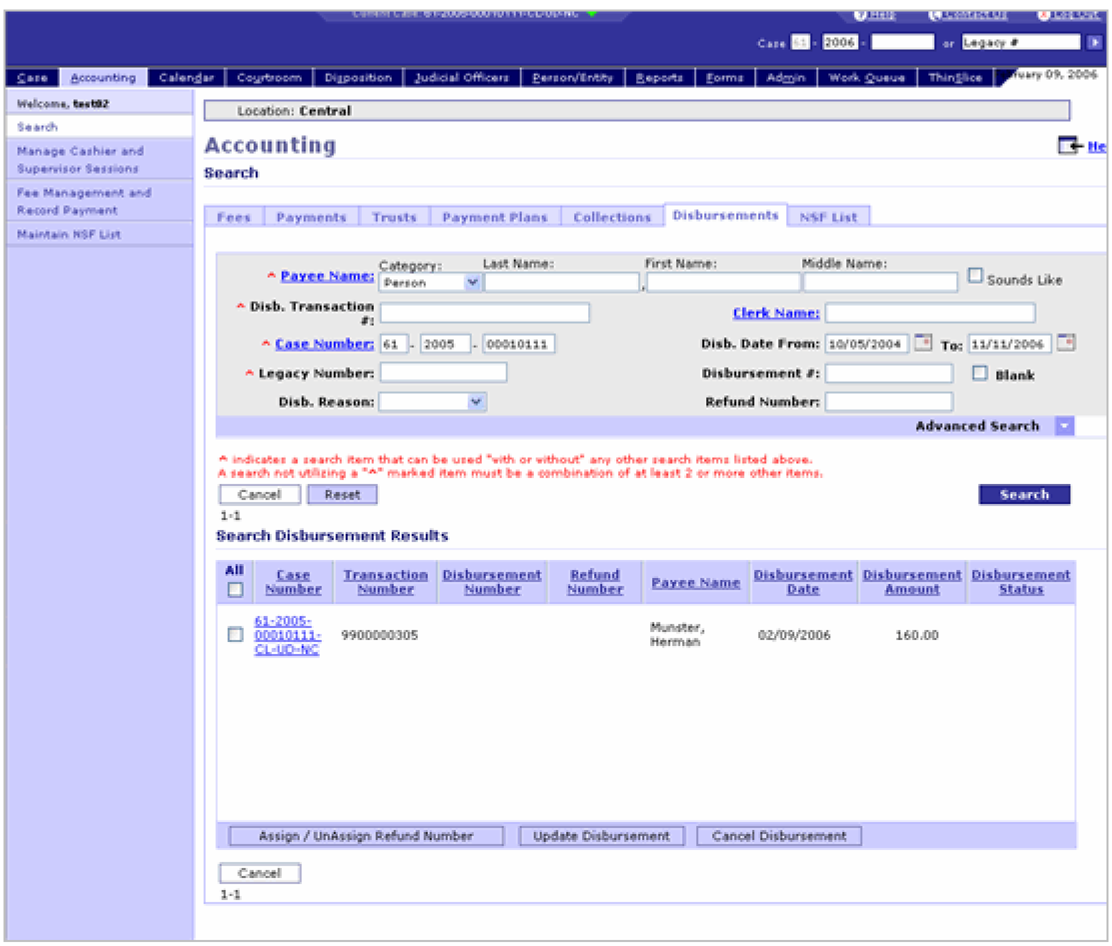
A disbursed trust payment, whether a partial payment or a payment in full, cannot be voided. All related disbursements must be cancelled first.

Task Activity

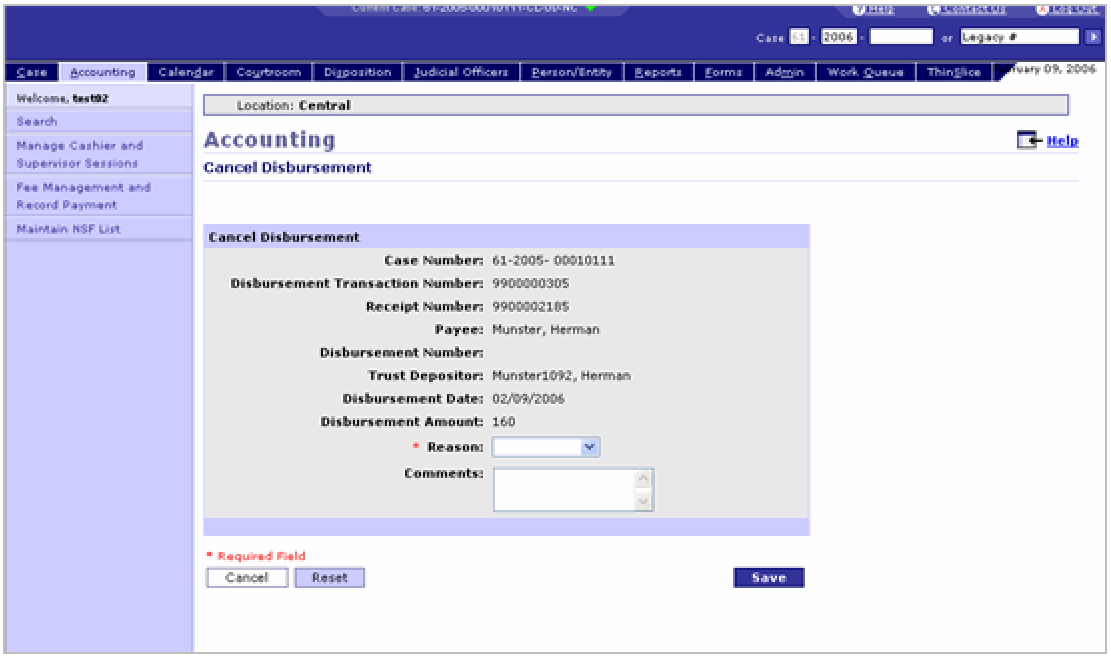
This activity takes place in the context of a disbursement search. Refer to the Search Disbursements task activity for details on this process.

Perform the following steps to cancel a disbursement.

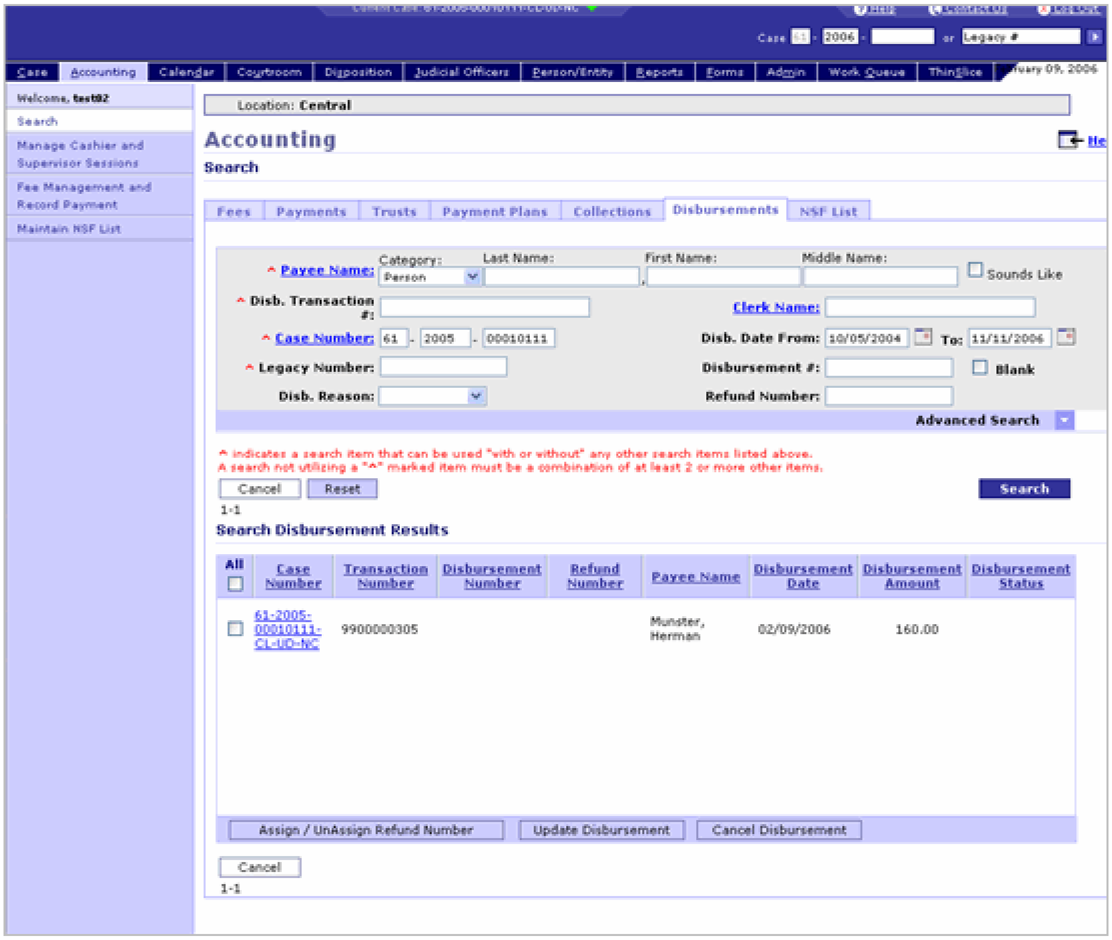
1. Select the checkbox of the disbursement to cancel.
   NOTE This selection occurs from the Search Disbursement Results screen.



2. Click the **[Cancel Disbursement]** button.
Result: The Cancel Disbursement screen displays.



3. Select a reason for cancellation from the **Reason** dropdown list.
4. Click the **[Save]** button.
Result: The Search Disbursement Results screen displays.



NOTE The Disbursement Status now reads "CANCELLED."

Related Links

Maintain Disbursements Overview

Accounting Search Screen

Cancel Disbursement Screen

Maintain Collections

Maintain Collections Overview

Introduction

Maintaining collections includes referring overdue fees to the collection process, recording a payment from a collection agency, and canceling or adjusting fees currently in collections. If the fees are case-related, then the system will update the Case History with the new information.

You also have the ability to apply additional fees which have resulted from a late payment or collection process.

Fees may be referred to collections at any time by the accounting office or the courtroom even if the fees have not been marked for collections. Also, to cover expenses incurred in the collections process, an additional fee may be charged to the participant.

Generating Notices

Maintaining collections also covers the process of generating notices regarding unpaid fees.

OSC Hearing

Maintaining Collections also covers the process of submitting fees to a work queue so that an OSC Hearing can be scheduled. If an OSC Hearing is not scheduled, then you must cancel the fee, adjust the fee, or change the payment due date to prevent it from being re-added to the OSC Hearing work queue. Each night the system performs the following tasks related to collections:

- Generates the Delinquent Payment Notice to participants regarding fees that are overdue.
- Populates the work queue to allow you to schedule an OSC Hearing for unpaid fees.
- Marks fees that are overdue for collections.

Reporting Fees to Collections

If a fee is adjusted and the fee status is “Referred to Collections,” then the system will track this fee information in a report that can be submitted to collection agencies. If a fee status is updated to “Referred to Collections,” then it will also appear on this report. This activity only covers recently adjusted fees and does not discuss the process of reporting newly referred or previously referred fees to a collection agency. Refer to the Maintain Fees section for details on this process.

Task Activities

Maintaining collections includes the following task activities:

- Search Overdue Fees
- Refer to Collections
- Return from Collections
- Record Payment From a Collection Agency

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Accounting Search Screen

Select Collections Agency Screen

My Court Information

Search Overdue Fees

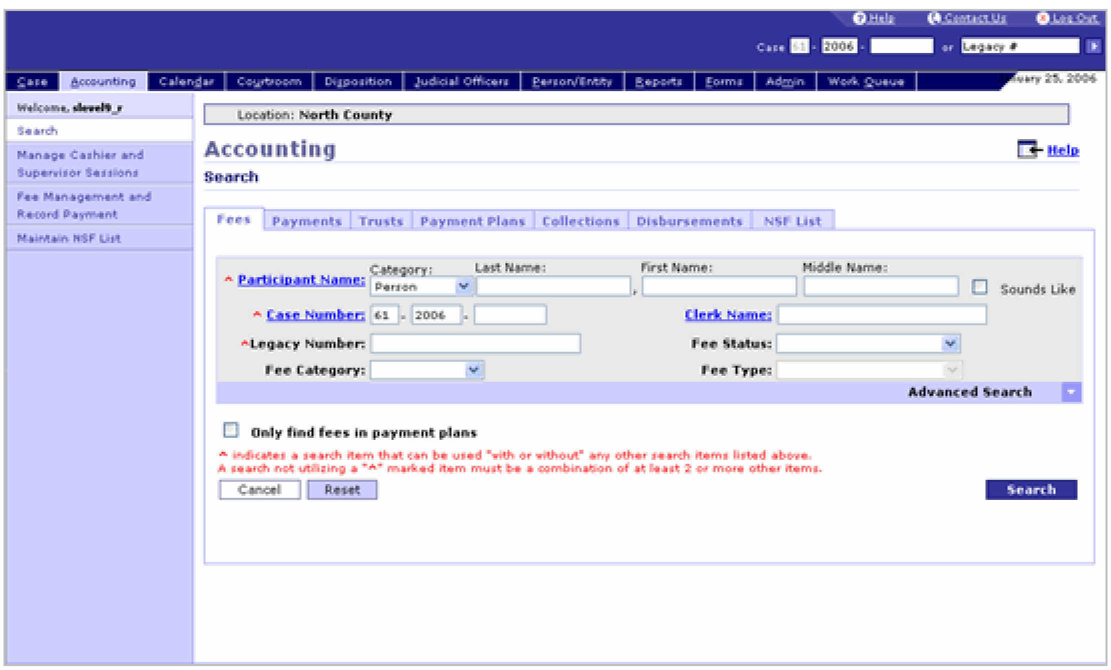
Introduction

This activity allows you to search for overdue fees. Refer to the Search Feature Overview for details on performing a search in the system.

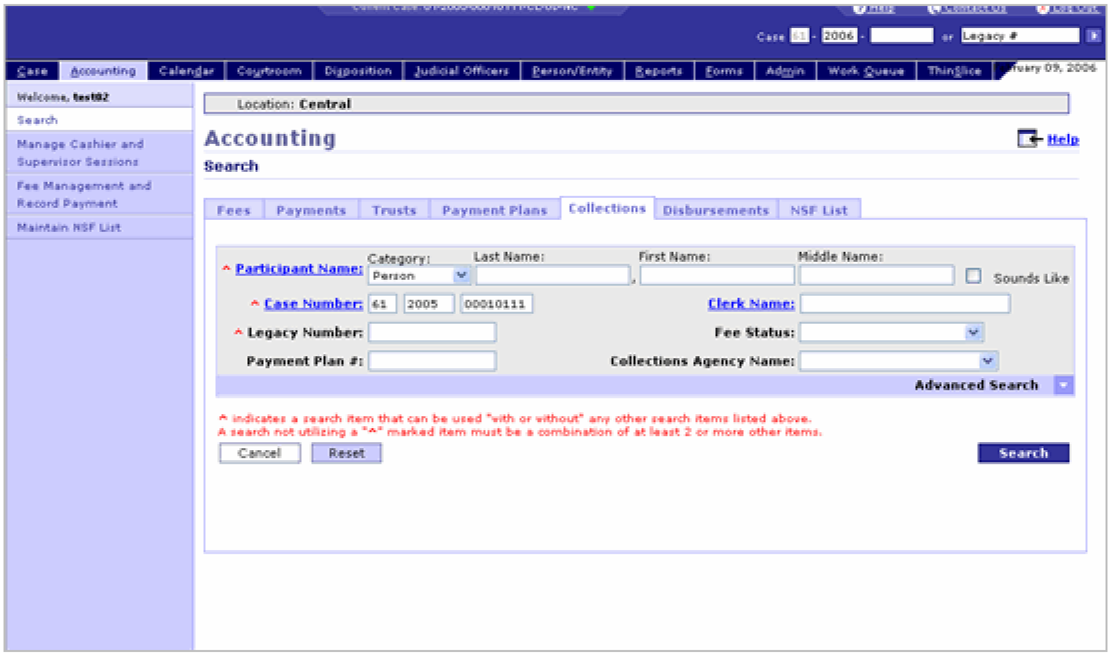
Task Activity

Perform the following steps to search for overdue fees.

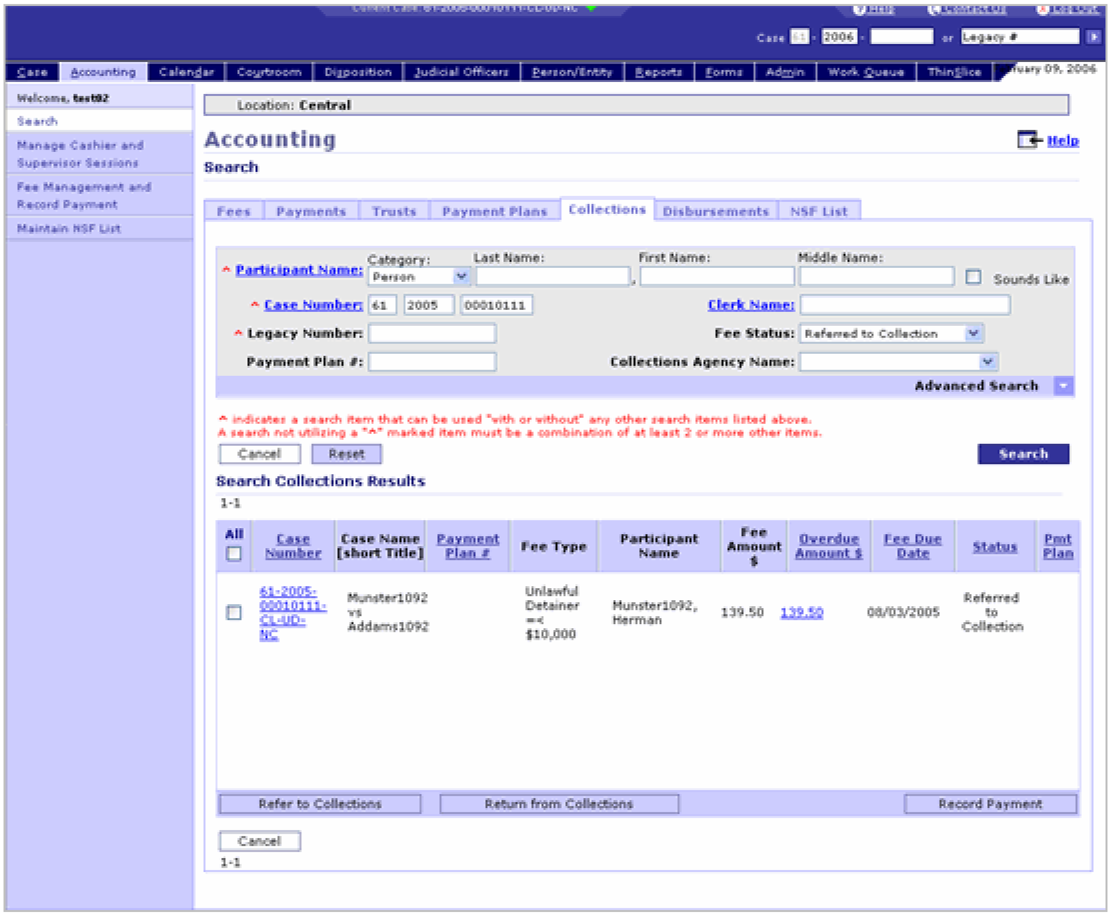
1. Select **[Accounting] > [Search]**.
   Result: The Accounting Search screen displays.



2. Select the **[Collections]** tab.
   Result: The Collections tab highlights and displays the appropriate information.



3. Enter/Select data for the appropriate search parameter fields.
4. Click the **[Search]** button.
   Result: The Search Collections Results screen displays.



Related Links

Maintain Collections Overview

Accounting Search Screen

My Court Information

Refer to Collections

Introduction

When fees due to the court are not paid on time, the court is responsible for their recovery. The court may then refer these unpaid fees to a collection agency. However, certain criteria must be met in order for this referral to occur. For example, the minimum dollar amount, type and age of the fee must be met.

The court also processes payments from collection agencies and adjusts accounts that currently have fees assessed.

Determining Overdue Fees

Every night the system determines which overdue fees should be referred to collections. You can then review the Collection Report to see the fees that have been marked for collections and confirm that the referral is valid.

A fee must have a status of "Due" or "Marked for Collections" before it can be referred to collections. Fees may be referred to collections from the Accounting Office or Courtroom, even if the fees have not yet been marked for collections.

Additional Costs

Additional costs may be incurred by the court to collect overdue fees. To offset these costs, an additional fee may be assessed to a participant. This additional fee is configured by the court.

Collection Agency Commissions

Commissions charged by collection agencies to cover costs are not deducted from recorded payments. They are instead distributed to a special bucket that you can override. If a collection agency successfully recovers a fee, whether partially paid or paid in full, the payment must be recorded as a regular payment.

Adjusted or Cancelled Fees

If a fee is referred to collections and later adjusted or cancelled, then that fee will be included in a separate section of the Collections Report. The status of fees that are “Marked for Collections” can be changed when the fee is paid, adjusted, cancelled, or referred to collections.

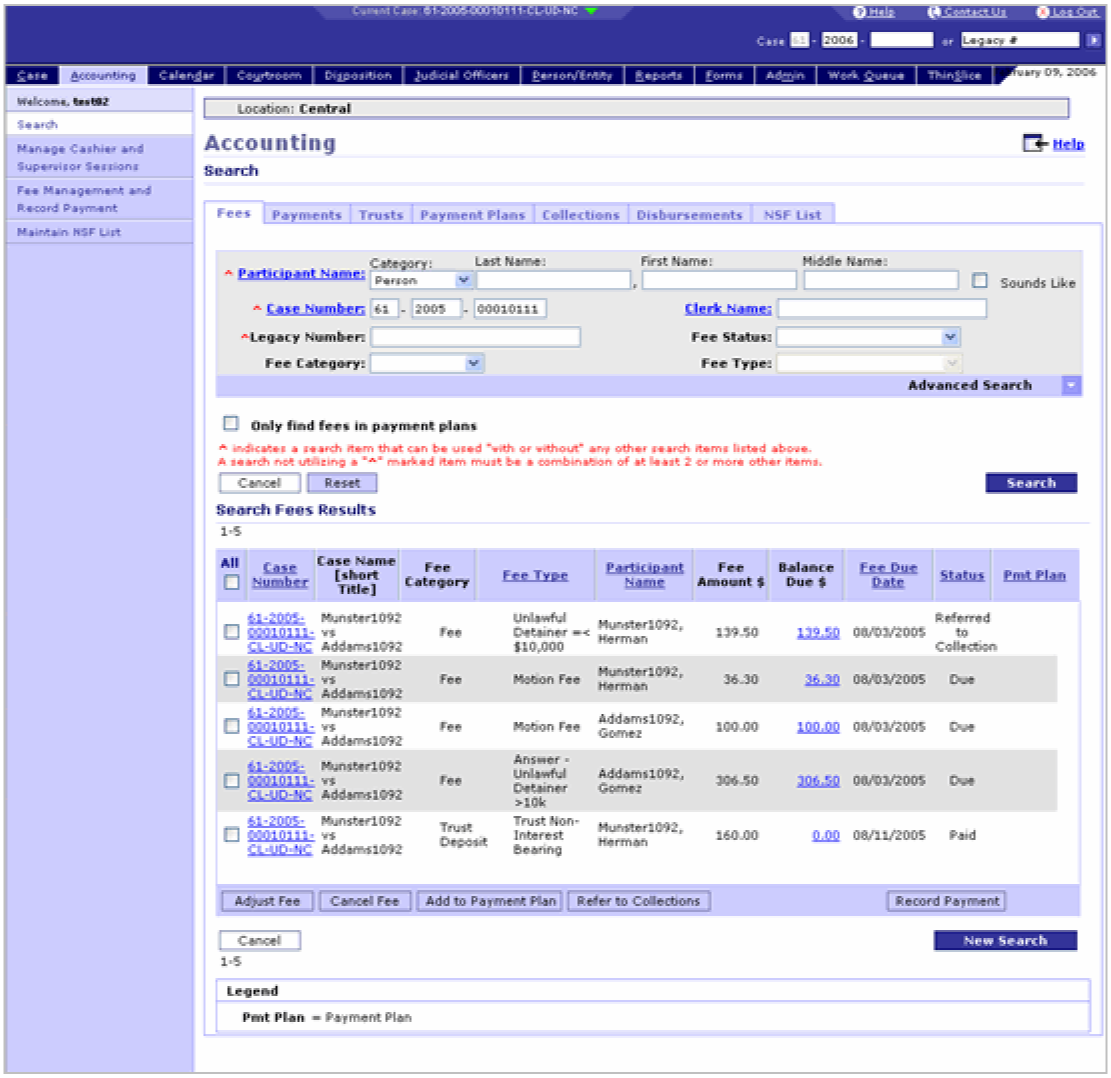
Payments made for due fees are not applied to fees that are “Referred to Collections” or “Marked for Collections.” Participants must resolve overdue fees referred to collections directly with the collection agency, unless the court is configured to accept payments for fees that have been referred to collections.

Task Activity

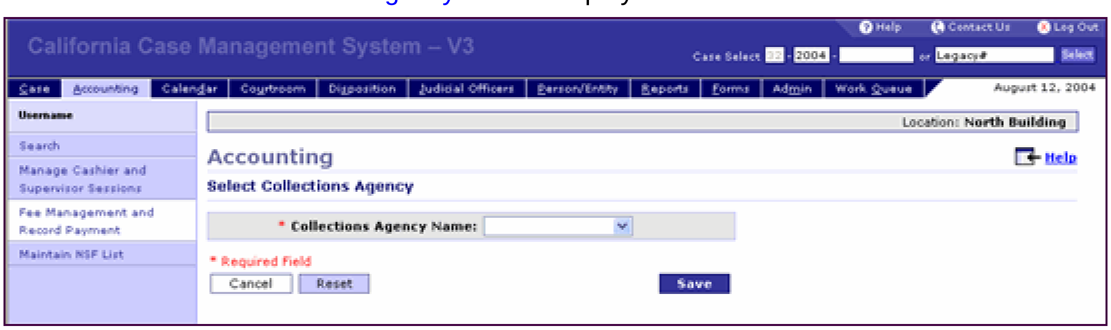
This activity takes place in the context of a fee search. Refer to the Search Fees task activity for details on this process.

Perform the following steps to refer a fee to collections.

1. Select the checkboxes for the fees to refer to collections.
   NOTE This selection occurs from the Search Fees Results screen.

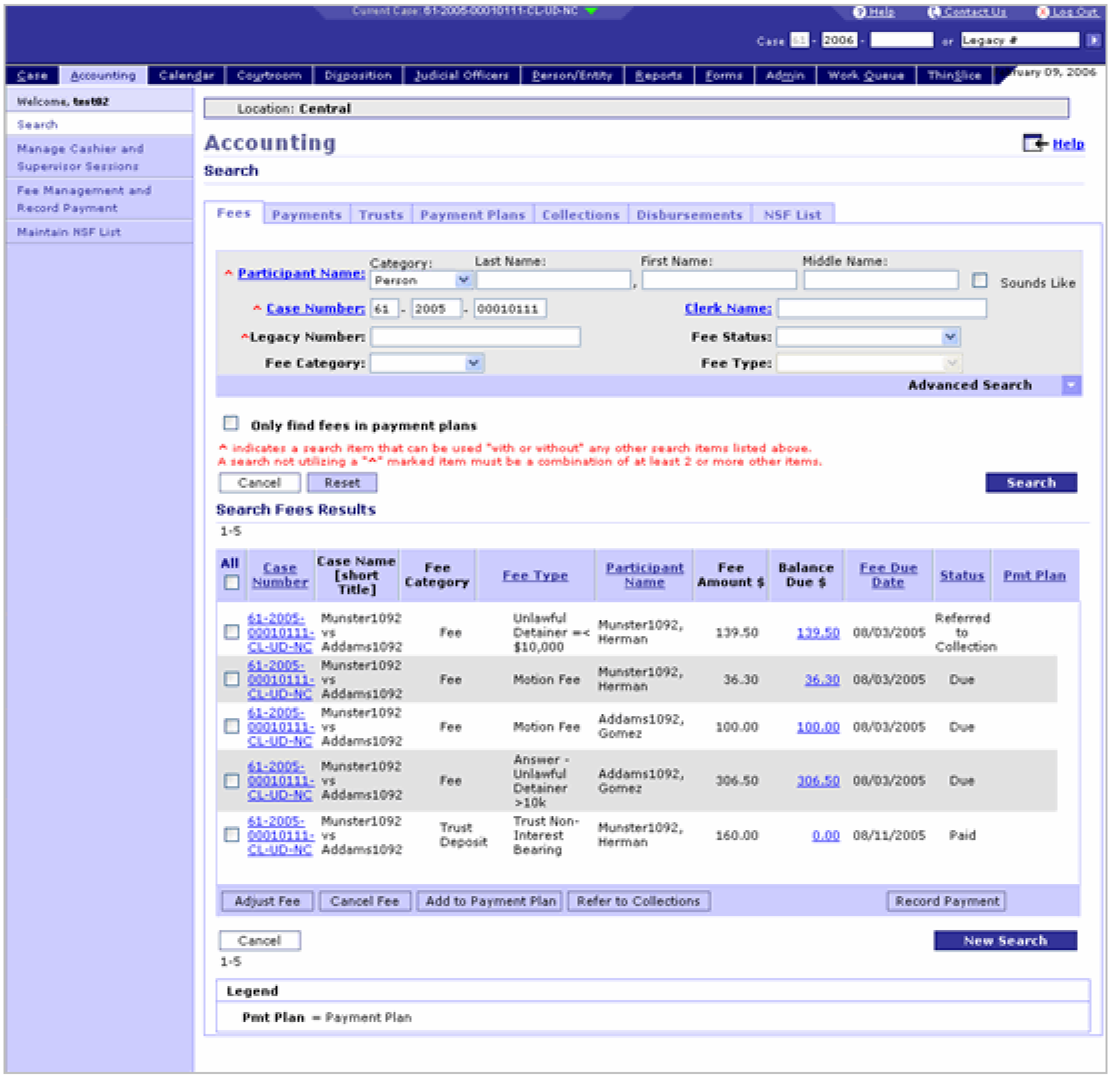


2. Click the **[Refer to Collections]** button.
Result: The Select Collections Agency screen displays.



3. Select a collection agency from the Collection Agency Name drop-down list.
NOTE This drop-down list only appears if your court refers overdue fees to more than one collection agency.

4. Click the **[Save]** button.
   Result: The Search Fees Results screen displays.



NOTE The status of the fee should now read "Referred to Collections."

Related Links

Maintain Collections Overview

Accounting Search Screen

Select Collections Agency Screen

My Court Information

Return From Collections

Introduction

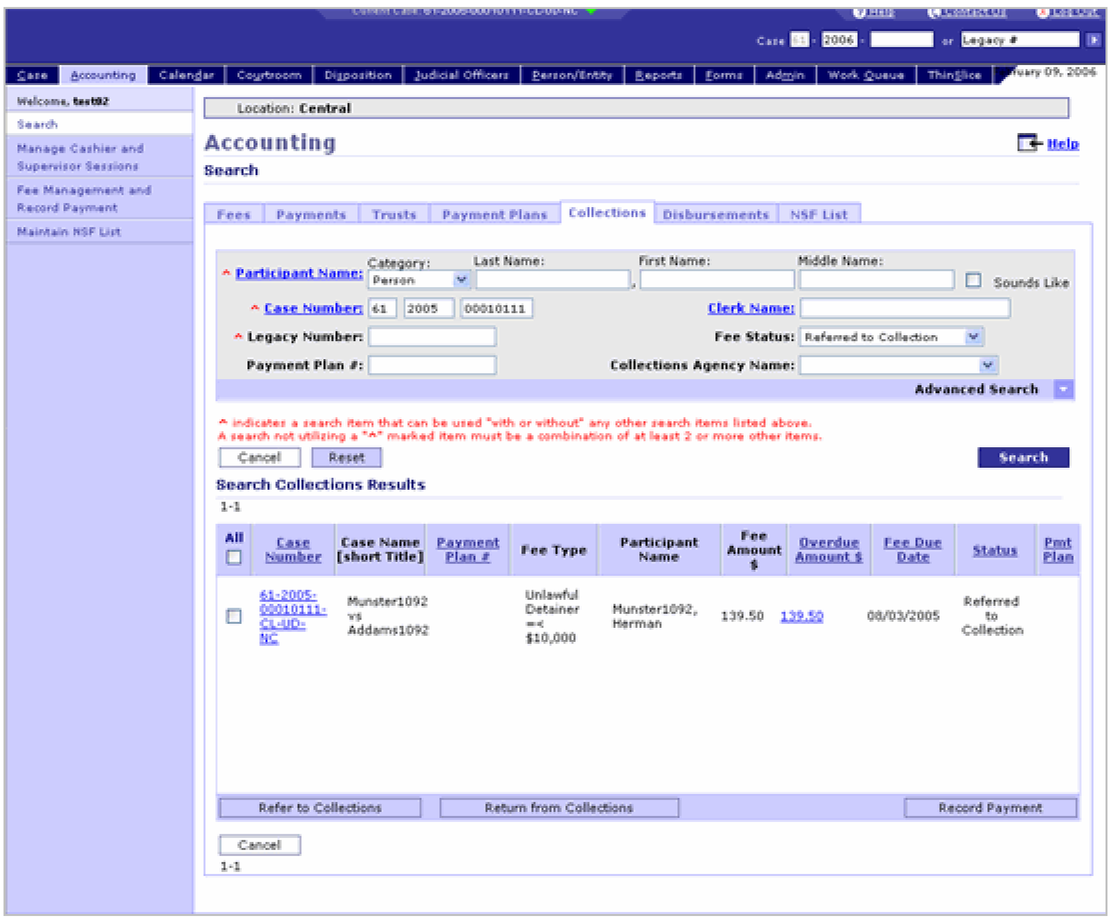
When a court-approved collection agency is not successful in recovering fees, the responsibility of collecting those fees is then returned back to the court. The court may then adjust or cancel the fee as appropriate, or pursue other collection methods.

Task Activity

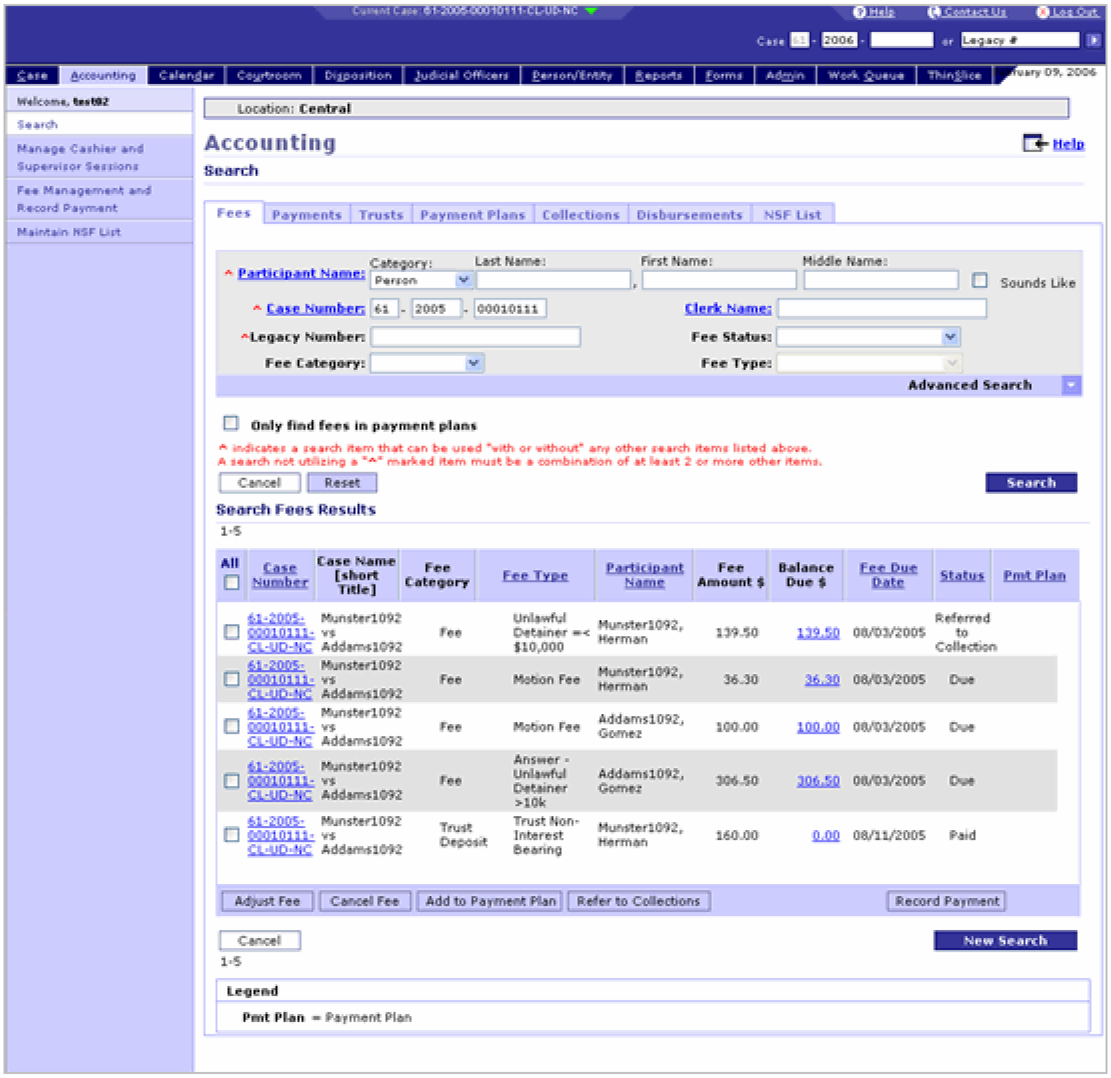
This activity takes place in the context of a search for fees that have been referred to collections. Refer to the Search Overdue Fees task activity for details on this process.

Perform the following steps to return a fee from collections.

1. Select the checkboxes for the fees to return from collections.
   NOTE This selection occurs from the Search Collections Results screen.



2. Click the **[Return from Collections]** button.
   Result: The Search Fees Results screen displays.



NOTE The status of the fee should now read "Marked for Collections." This status will allow you to resubmit the fees for collection to a different agency (if your court uses more than one agency.)

Related Links

Maintain Collections Overview

Accounting Search Screen

My Court Information

Record Payment From a Collection Agency

Introduction

Recording a payment from a collection agency involves applying monies against fees due (either partial or in full) that have been collected by a collection agency. Fees that are paid and are part of a payment plan will be applied to all of the fees in a payment plan. Payments made by checks that are more than the total balance due will alert you to create a trust deposit and transfer the excess amount.

Generating Alerts

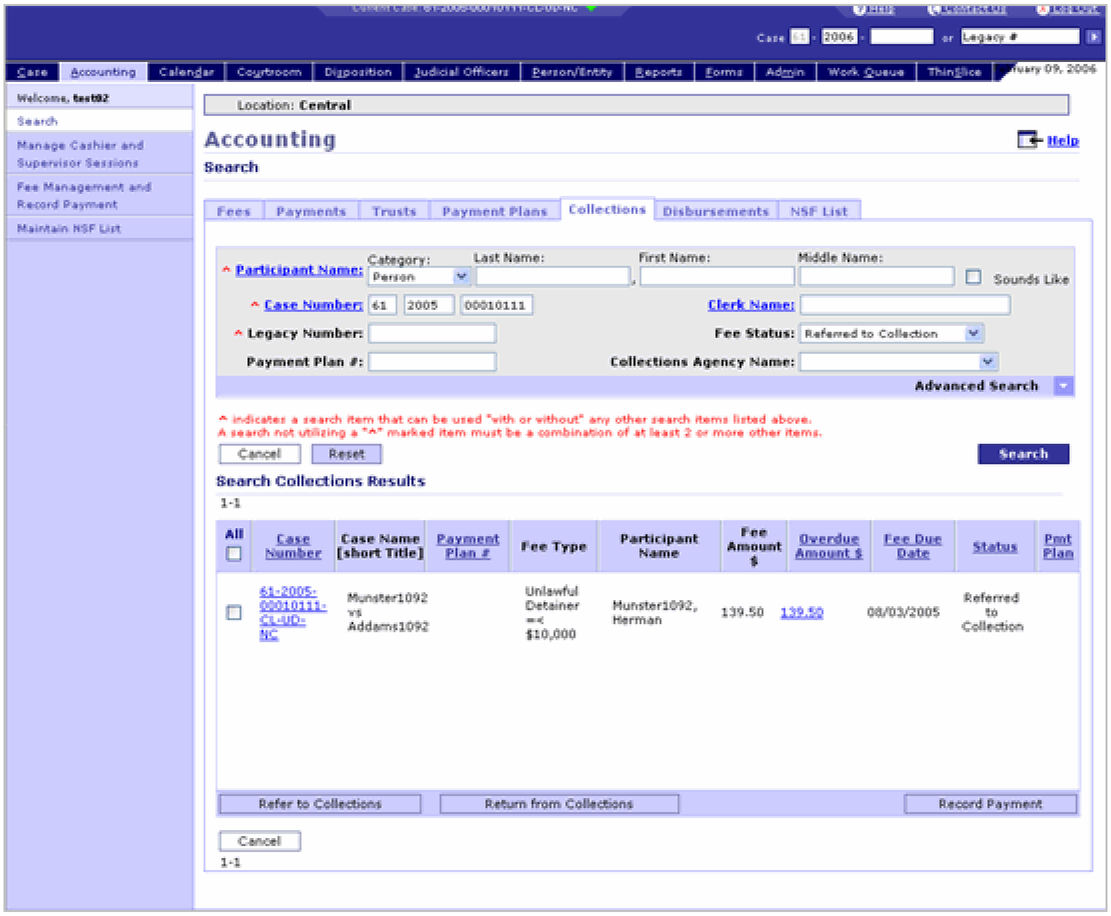
Fees recovered by a collection agency, whether partially paid or paid in full, must be recorded as a regular payment. The system can be configured to allow some users to record these regular payments. The system can also be configured to display alerts showing that a collected payment has been recorded.

Task Activity

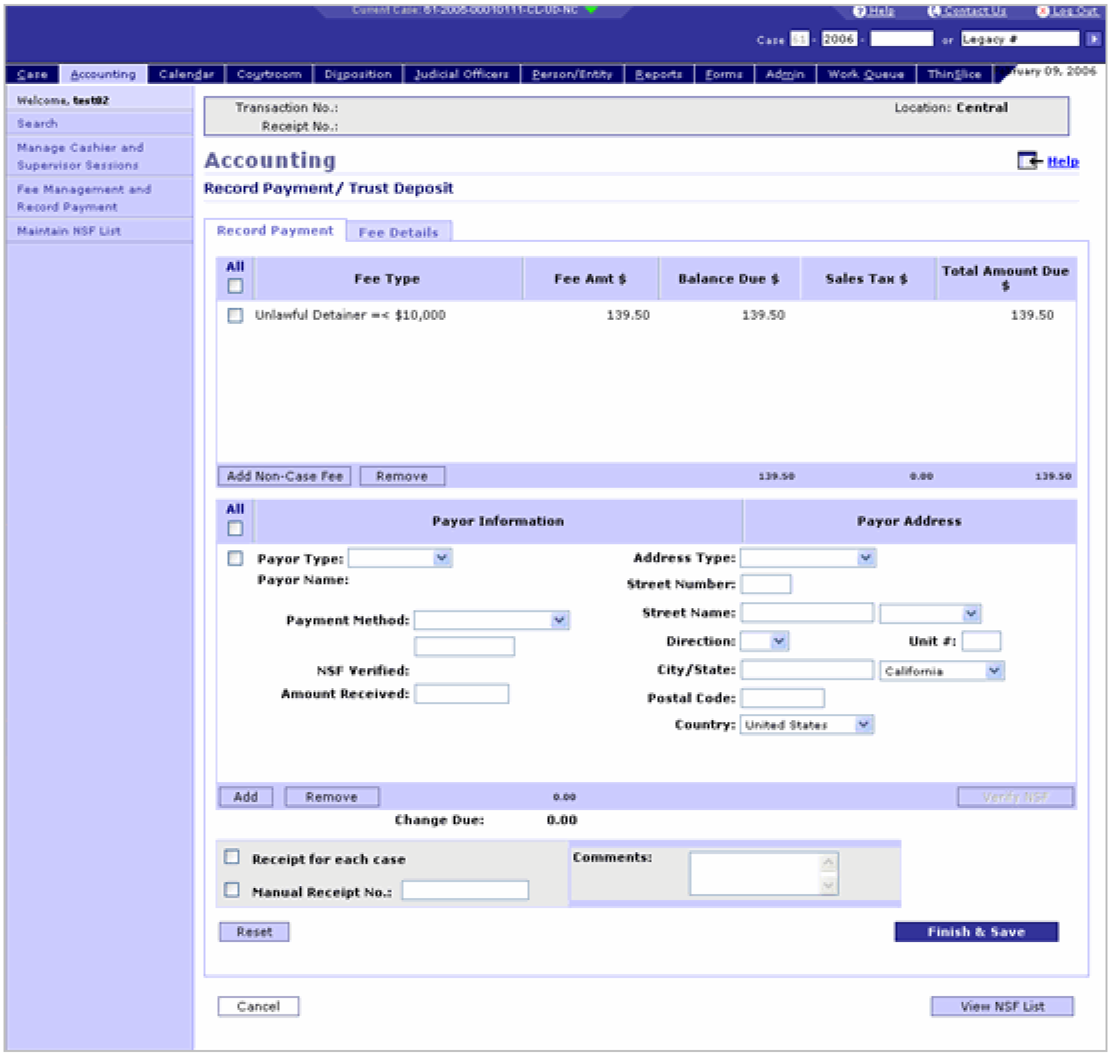
This activity takes place in the context of a search for overdue fees. Refer to the Search Overdue Fees task activity for details on this process.

Perform the following steps to record a payment from a collections agency.

1. Select the checkbox for the fee in which to record the payment.
   NOTE This selection occurs from the Search Collections Results screen.



2. Click the **[Record Payment]** button.
   Result: The Record Payment/Trust Deposit screen displays.



3. Select the checkbox for the fee on which to record a payment.
4. Enter/Update the available fields as needed.
5. Click the **[Finish & Save]** button.
Result: The Accounting Search screen displays with a payment confirmation message. The payment receipt is produced.

NOTE The status of the fee should now be "Paid" if it was paid in full.

Related Links

Maintain Collections Overview

Accounting Search Screen

Record Payment/Trust Deposit Screen

Maintain NSF List

Maintain NSF List Overview

Introduction

Maintaining the NSF List includes adding and updating name entries when checks are returned from the bank due to non-sufficient funds, closed accounts, invalid signatures, and/or stopped payments.

The NSF List is populated when a payor submits a payment by check to the court that is returned by the bank. NSF entries contain the payor’s information and specific information regarding checks that have been returned unpaid. While you can add first-time NSF payors to this list, you can also update a payor's status. Requests for the payor to be removed from the NSF list can also be processed by the court.

Status Changes

The court may configure the system to update a payor's status from "Warning" to "Reject" after a payor commits a certain number of NSF transactions. A status of "Reject" will alert you to stop accepting checks from the payor.

NSF Transaction Fees

Payors are charged a fee as the result of an NSF transaction. If the payor is excused from paying that fee for any reason, the fee may be cancelled. The amount of these fees varies and is configurable by the court. Refer to the Maintain Fees section for details on related fee processes.

If the payor information is not available from the original payment transaction, you can get this information during the void payment process. This process occurs when the payor's check is returned from the bank. Refer to the Void Payment task activity for details on voiding payments.

Task Activities

Maintaining the NSF List includes the following task activities:

- Search NSF List
- Add Payors to NSF List
- Remove Payors From NSF List
- Add Checks to NSF List

Additional Resources

Other items related to this overview include the following:

- Business Rules
- Forms/Notices/Reports

Related Links

Maintain NSF Screen

Accounting Search Screen

Override NSF Screen

My Court Information

Search NSF List

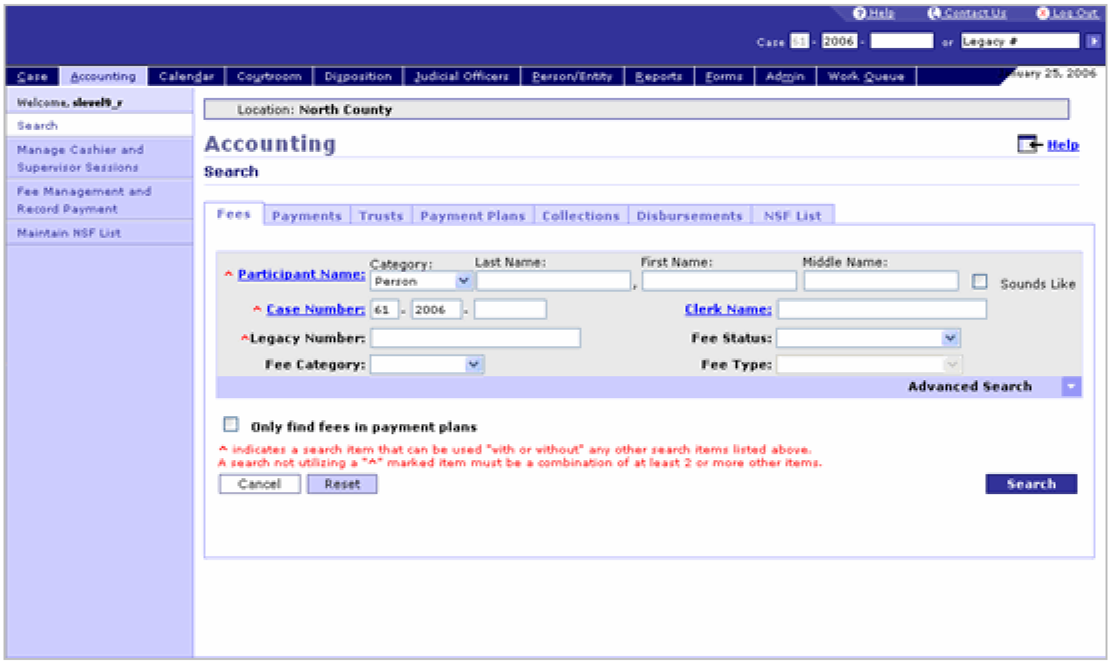
Introduction

This activity allows you to search for NSF List-related information and information for a given payor. Refer to the Search Feature Overview for details on performing a search in the system.

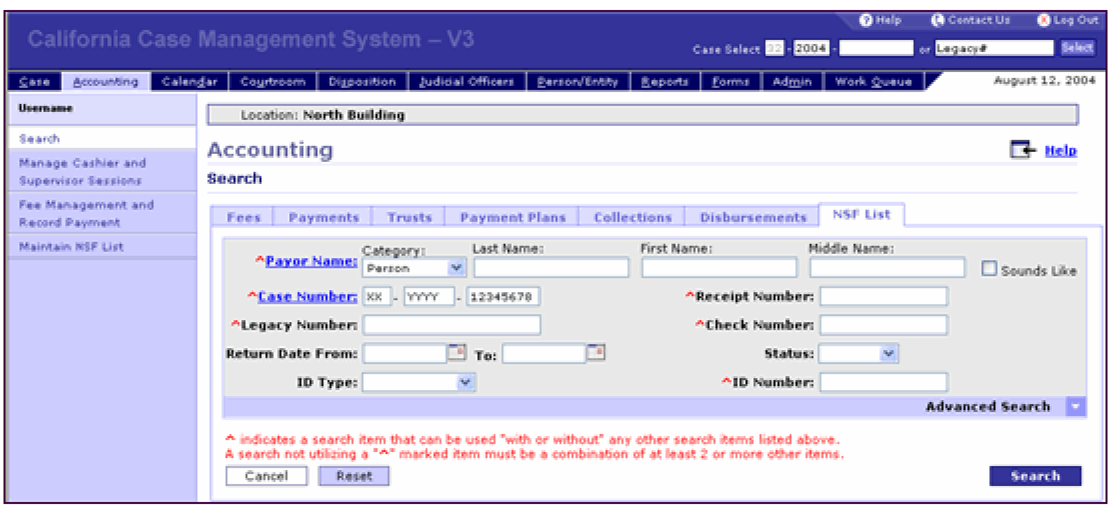
Task Activity

Perform the following steps to search the NSF List.

1. Select **[Accounting] > [Search]**.
   Result: The Accounting Search screen displays.

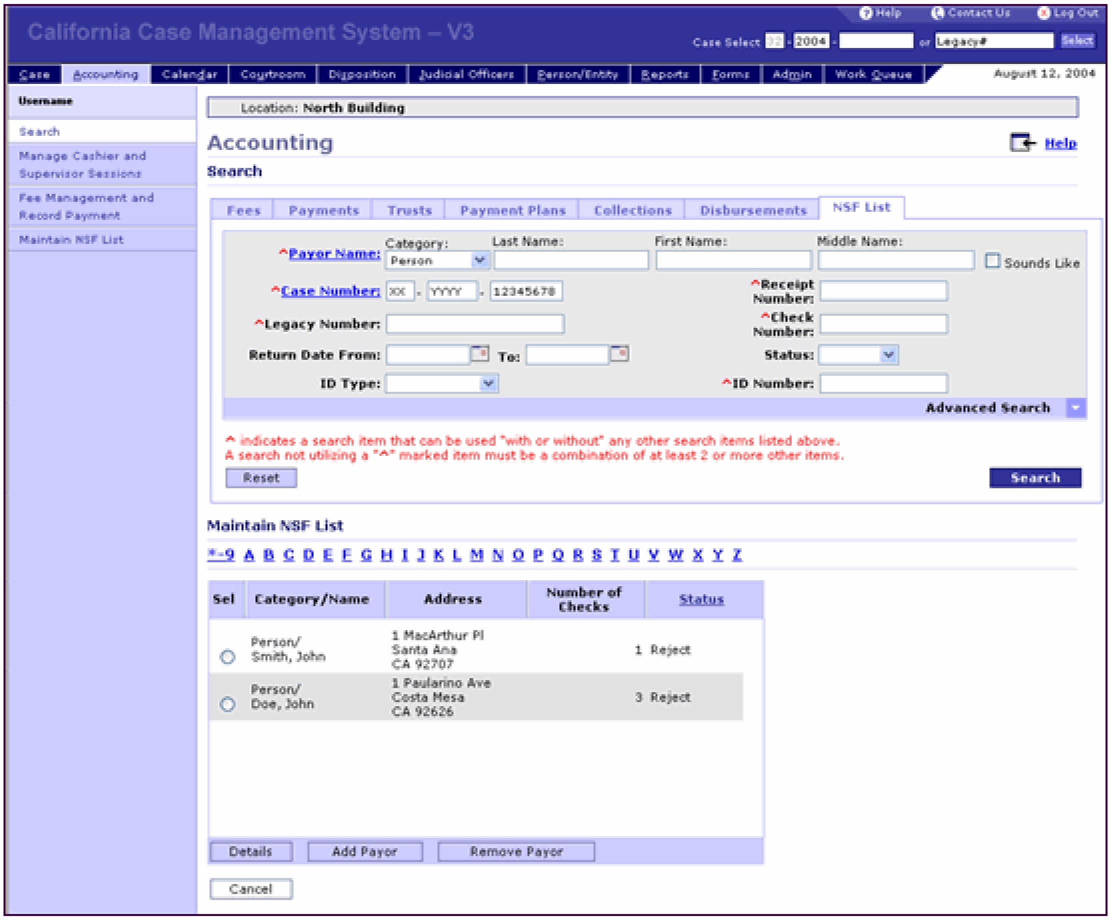


2. Select the **[NSF List]** tab from the menu bar.
   Result: The NSF List tab highlights and displays the payor search criteria.



3. Enter/Select data for the appropriate search parameter fields.

4. Click the **[Search]** button.
   Result: The Maintain NSF List screen displays.



Related Links

Maintain NSF List Overview

Accounting Search Screen

Maintain NSF Screen

My Court Information

Add Payors to the NSF List

Introduction

Adding a payor to the NSF List occurs when the bank returns a payor's check for reasons such as non-sufficient funds, no account, stop payment, or a closed account. When a payor's name is recorded on the NSF List, a Returned Check Notice must be issued.

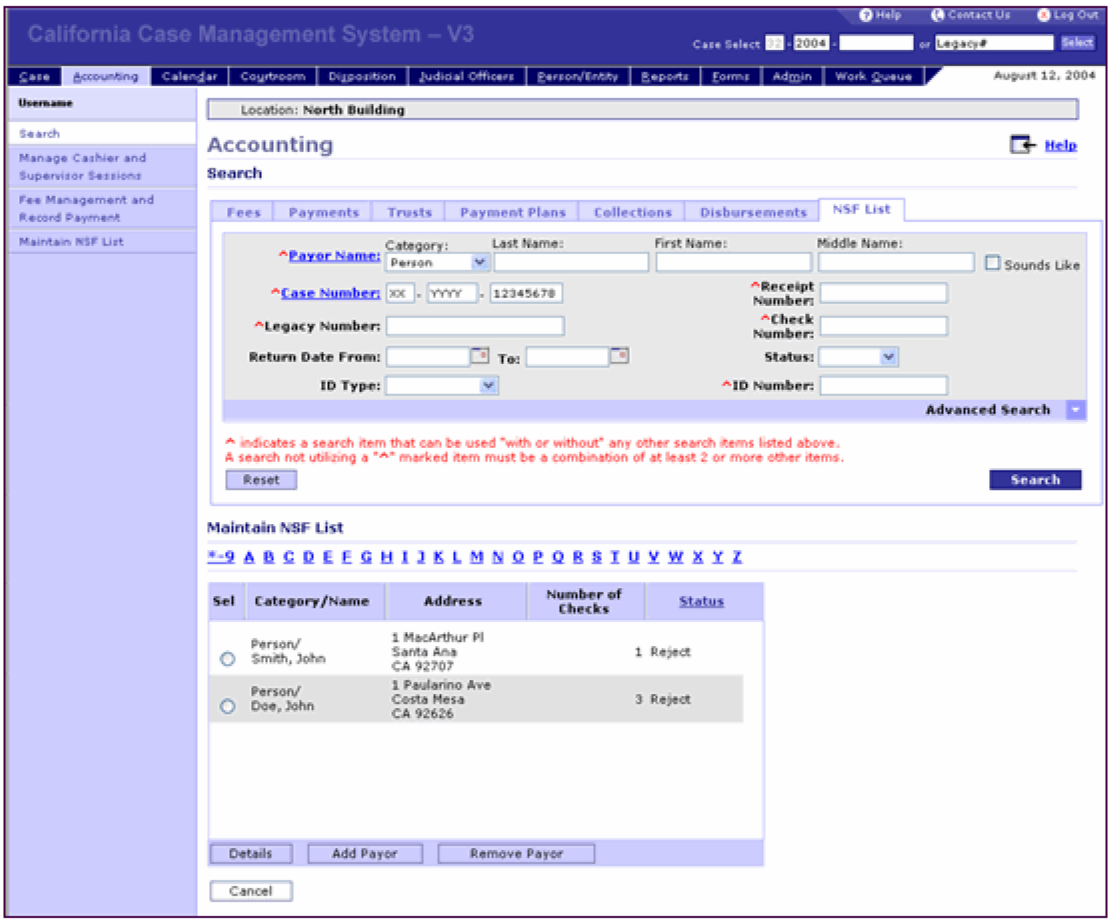
Refer to CODE OF CIVIL PROCEDURE SECTION 411.20.

Task Activity

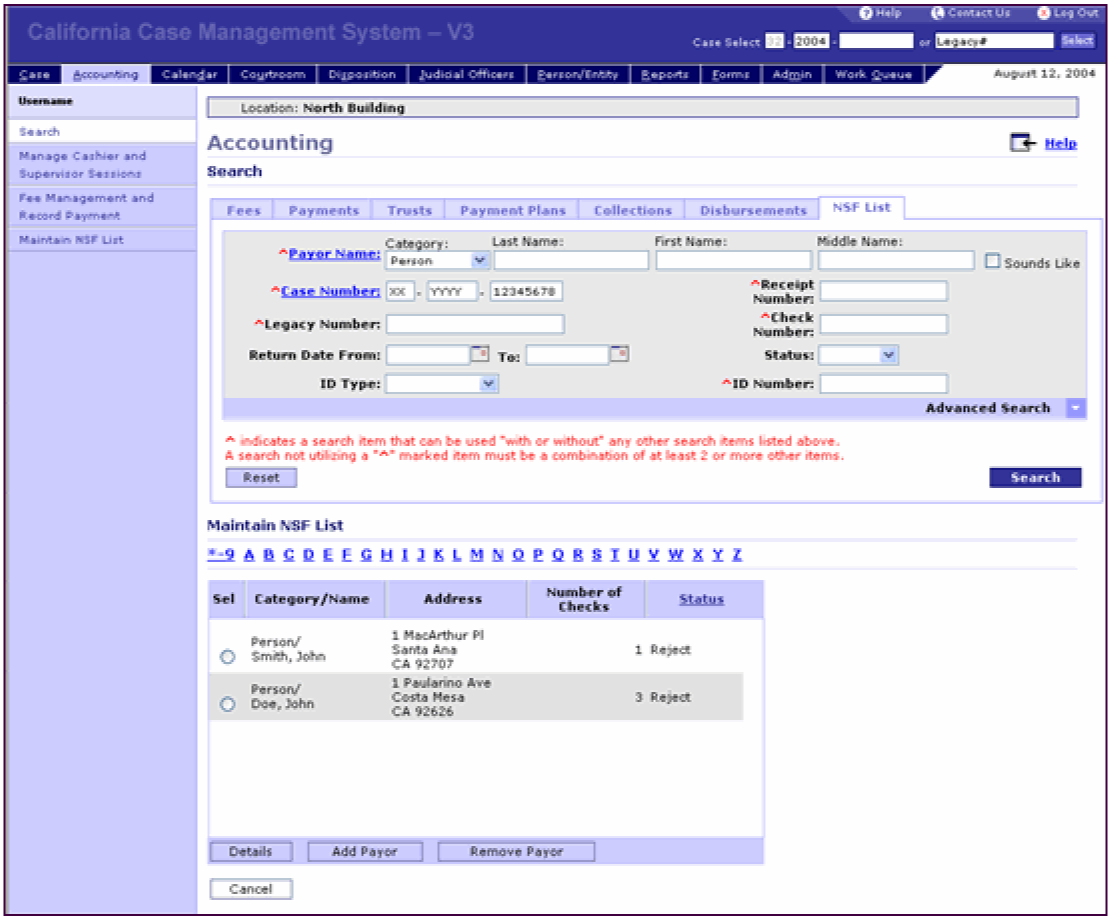
This activity takes place in the context of a payor search. Refer to the Search NSF List task activity for details on this process.

Perform the following steps to add a payor to the NSF list.

1. Click the **[Add Payor]** button.
   NOTE This selection occurs from the Maintain NSF List screen.

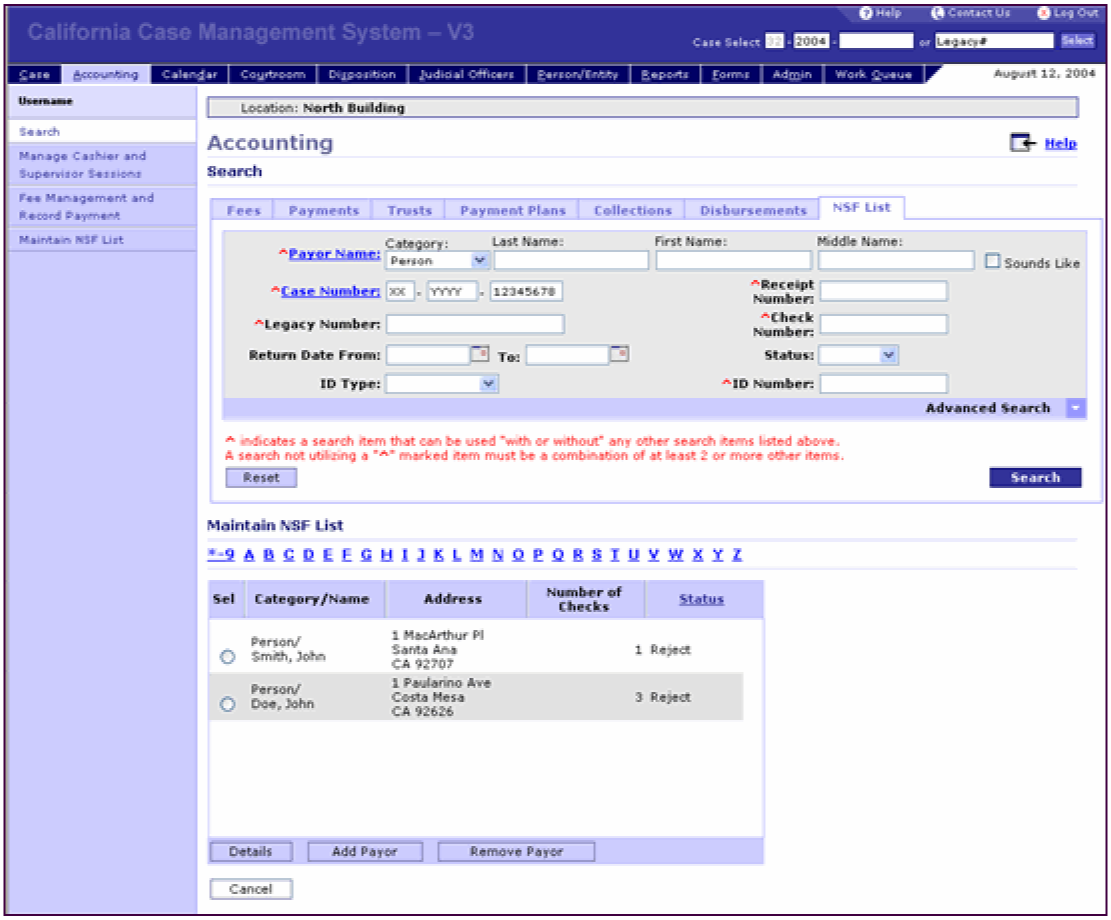


Result: The Maintain NSF List screen refreshes with the Add Payor information.



2. Enter/Select data for the following required fields:
    - Payor Type
    - Payor Name
    - Address Type
    - Check #
    - Check Amount $
    - Check Returned Date
    - Payment Transaction #
    - City/State
    - Postal Code

3. Click the **[Save]** button.
   Result: The Maintain NSF List screen refreshes to show the added payor.



Related Links

Maintain NSF List Overview

Accounting Search Screen

Maintain NSF Screen

My Court Information

Remove Payors from the NSF List

Introduction

You can change the status of a payor on the NSF List at any time as long as you have the appropriate security role and have received the necessary approvals.

A payor may submit a request to be removed from the NSF List. It is recommended that you review the validity of this request as well as the payor's information regarding specific NSF checks before processing the request.

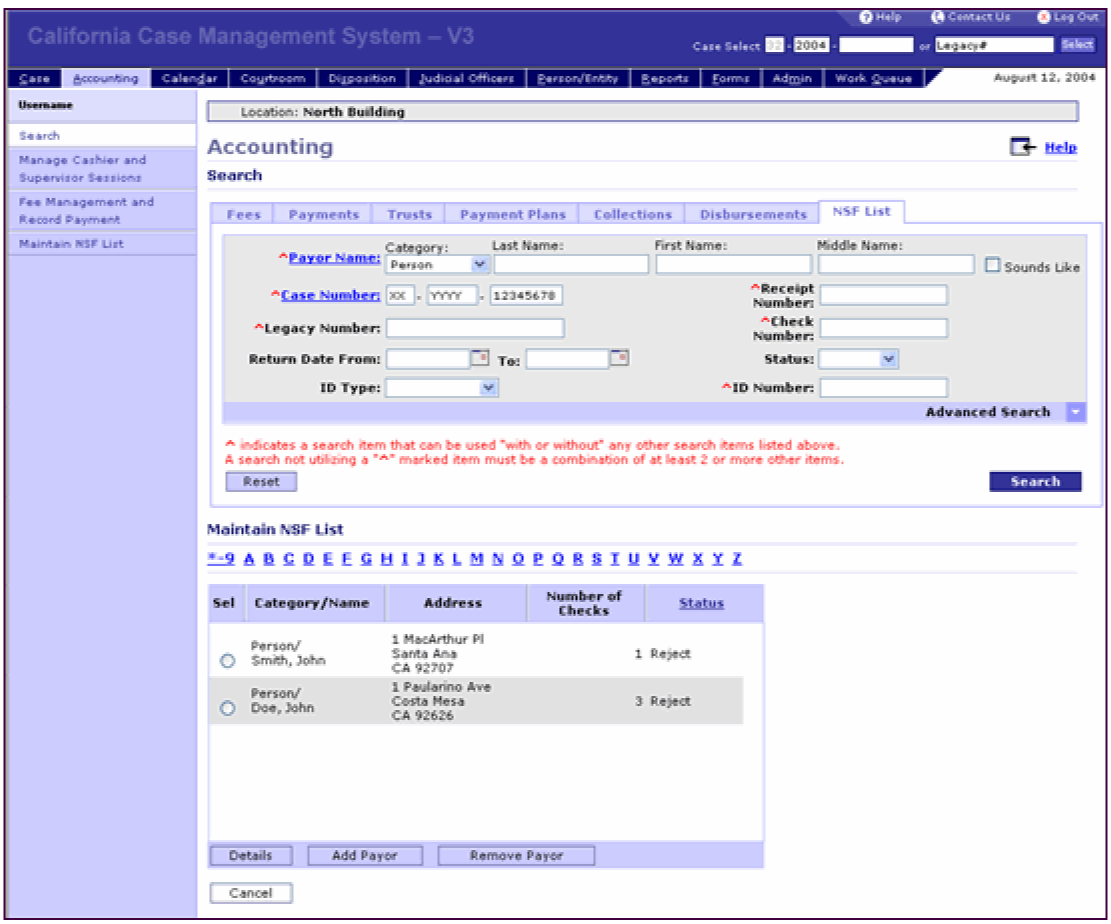
When you remove a "Warning" or "Reject" status from a payor’s name, a status of "Removed" appears on the NSF List next to the payor’s name. This indicates that payments by check may be accepted from a payor.

Task Activity

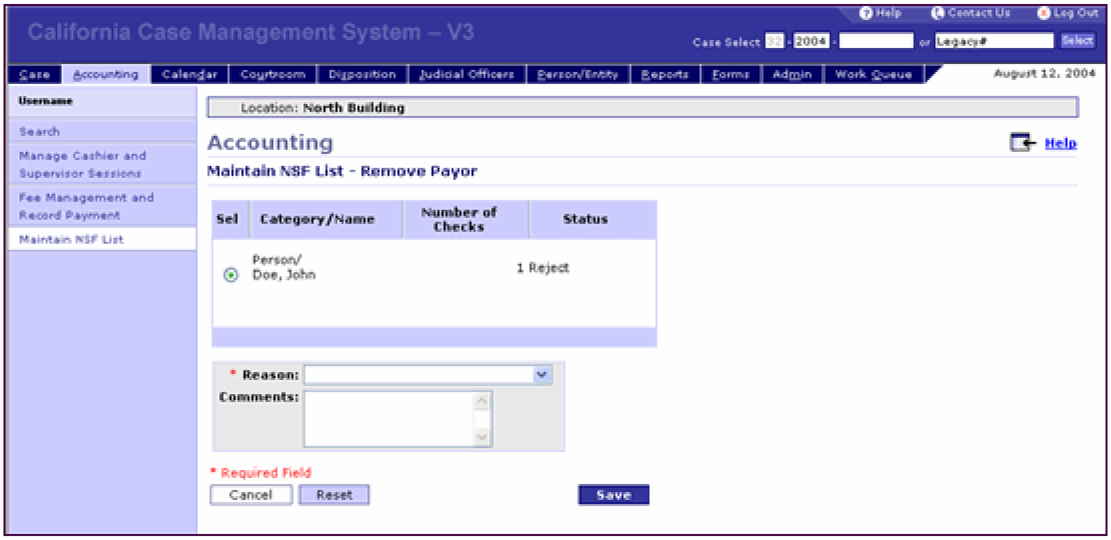
This activity takes place in the context of a NSF List search. Refer to the Search NSF List task activity for details on this process.

Perform the following steps to remove a payor from the NSF list.

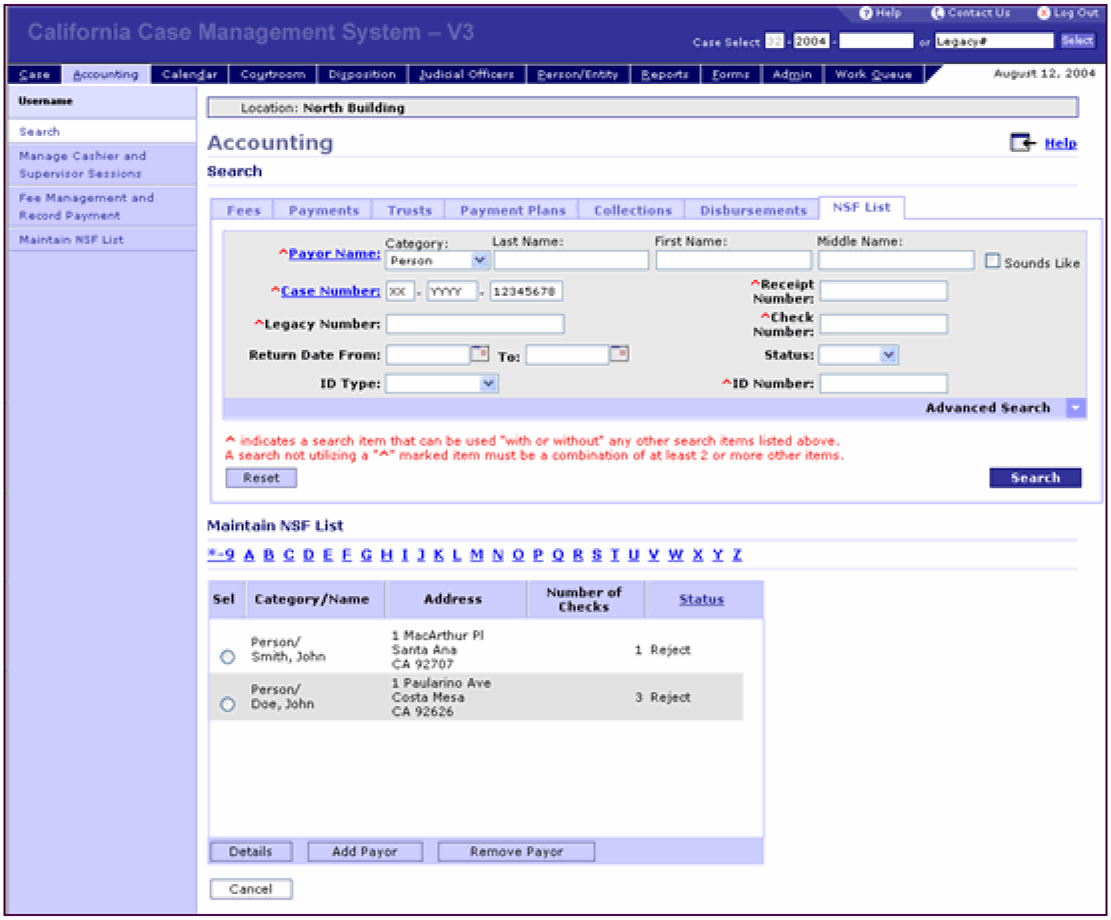
1. Select the radio button of the payor to remove from the NSF List.
   NOTE This selection occurs from the Maintain NSF List screen.



2. Click the **[Remove Payor]** button.
Result: The Maintain NSF List - Remove Payor screen displays.



3. Select the appropriate reason from the **Reason** drop-down list.
4. Click the **[Save]** button.
Result: The Maintain NSF List screen refreshes to show that the payor status has been updated to "Removed."



Related Links

Maintain NSF List Overview

Accounting Search Screen

Maintain NSF Screen

My Court Information

Add Checks to the NSF List

Introduction

When a check presented to the court is not honored by the bank, the payor's name may be placed on the NSF List. This placement may be due to such events as insufficient funds, no account, stop payment, or a closed account.

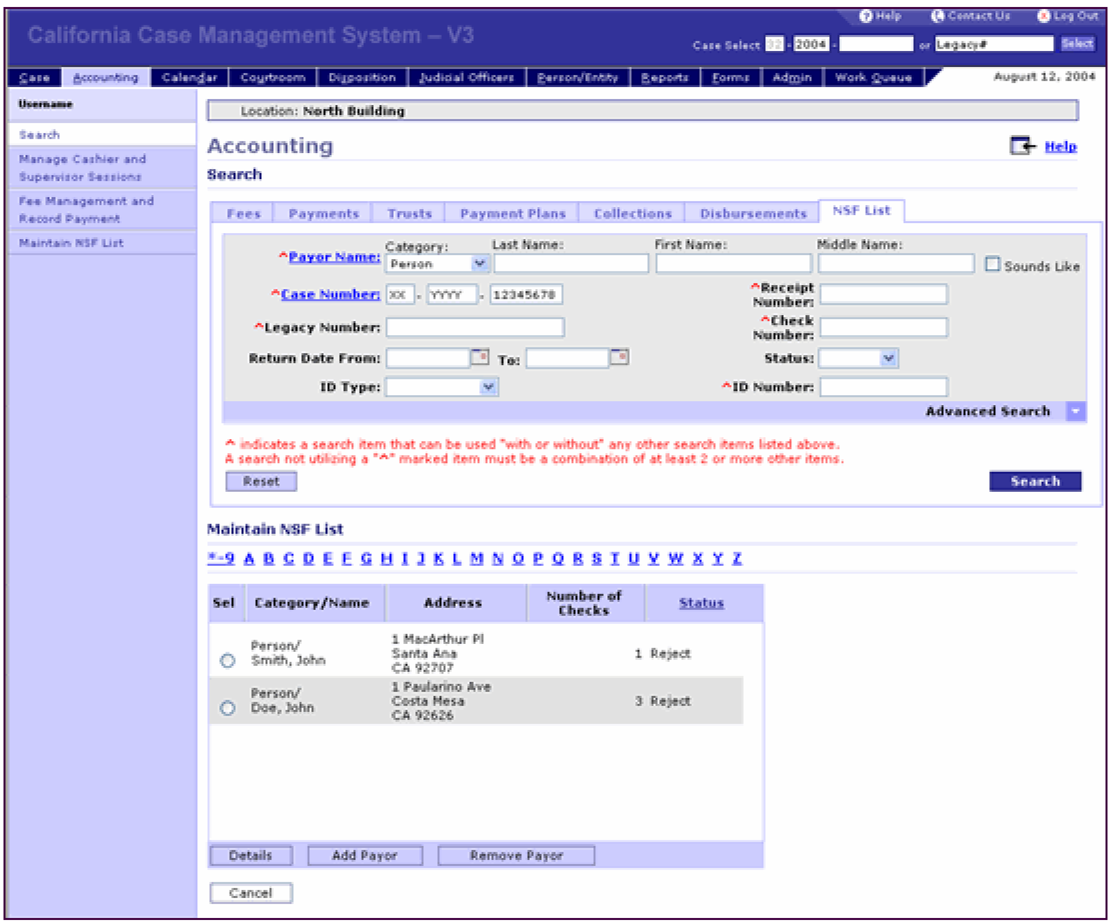
Once on the NSF List, additional information can be captured about a payor and returned checks. The Returned Check Notice is sent when adding a returned check to a new or existing payor name on the NSF List.

Task Activity

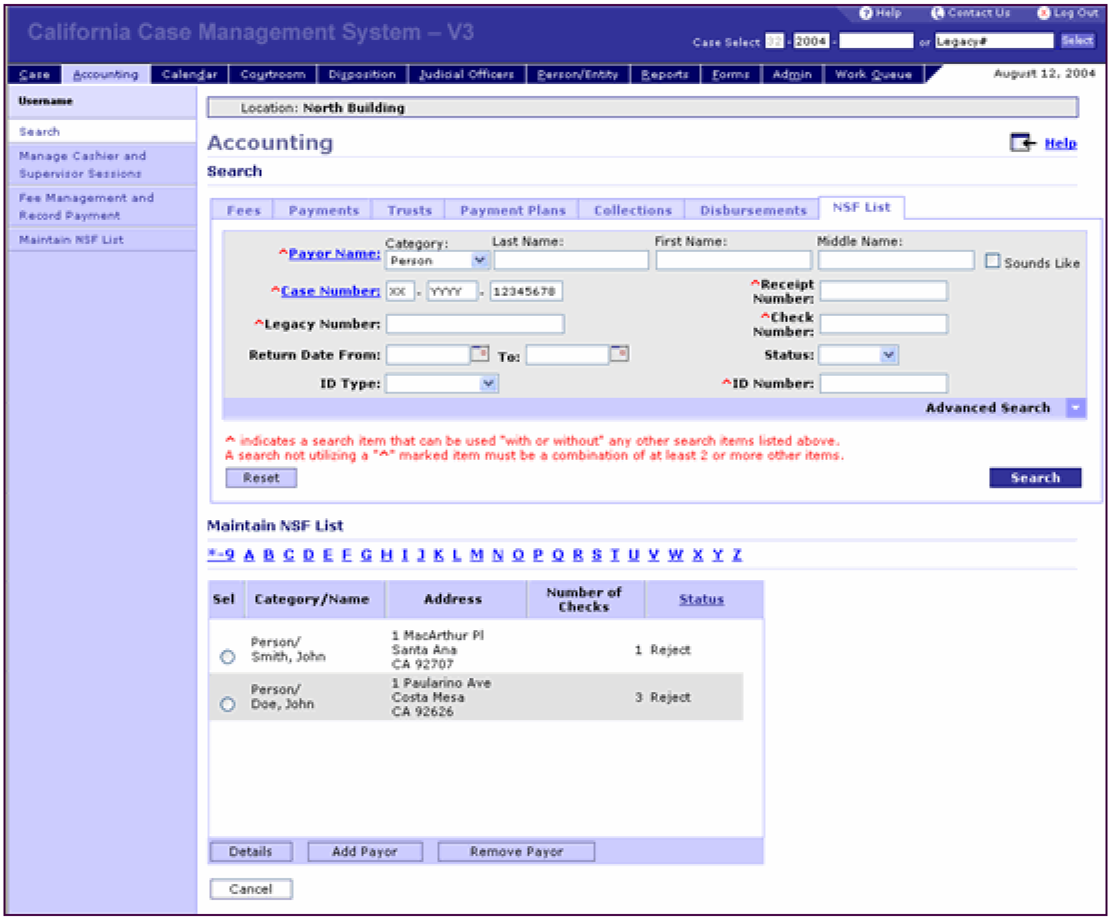
This activity takes place in the context of a NSF List search. Refer to the Search NSF List task activity for details on this process.

Perform the following steps to add additional check information to a payor's name that is already on the NSF list.

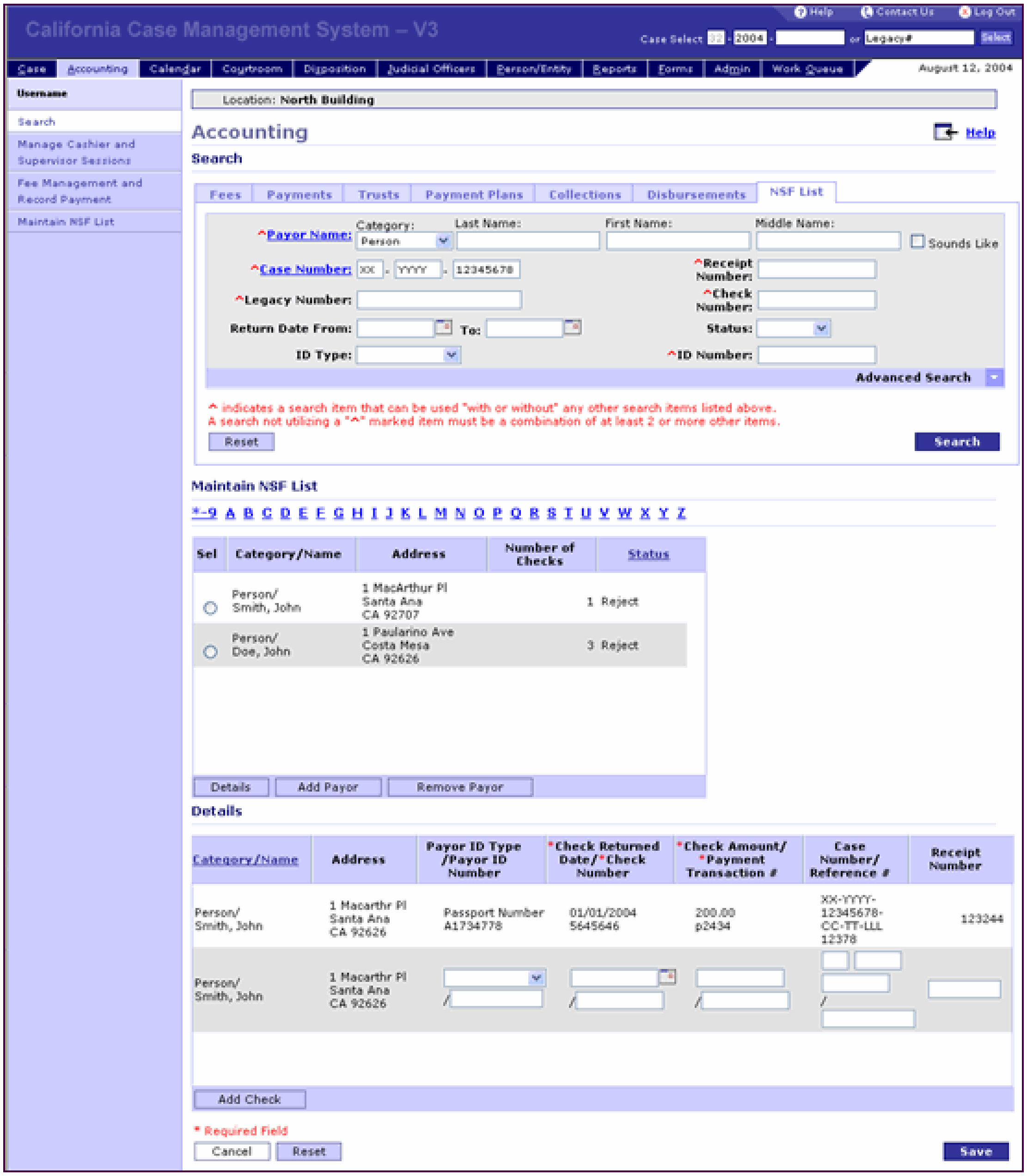
1. Select the radio button for the payor account on which to add a check.
   NOTE This selection occurs from the Maintain NSF List screen.



2. Click the **[Details]** button.
   Result: The Maintain NSF List screen refreshes with the payor details.

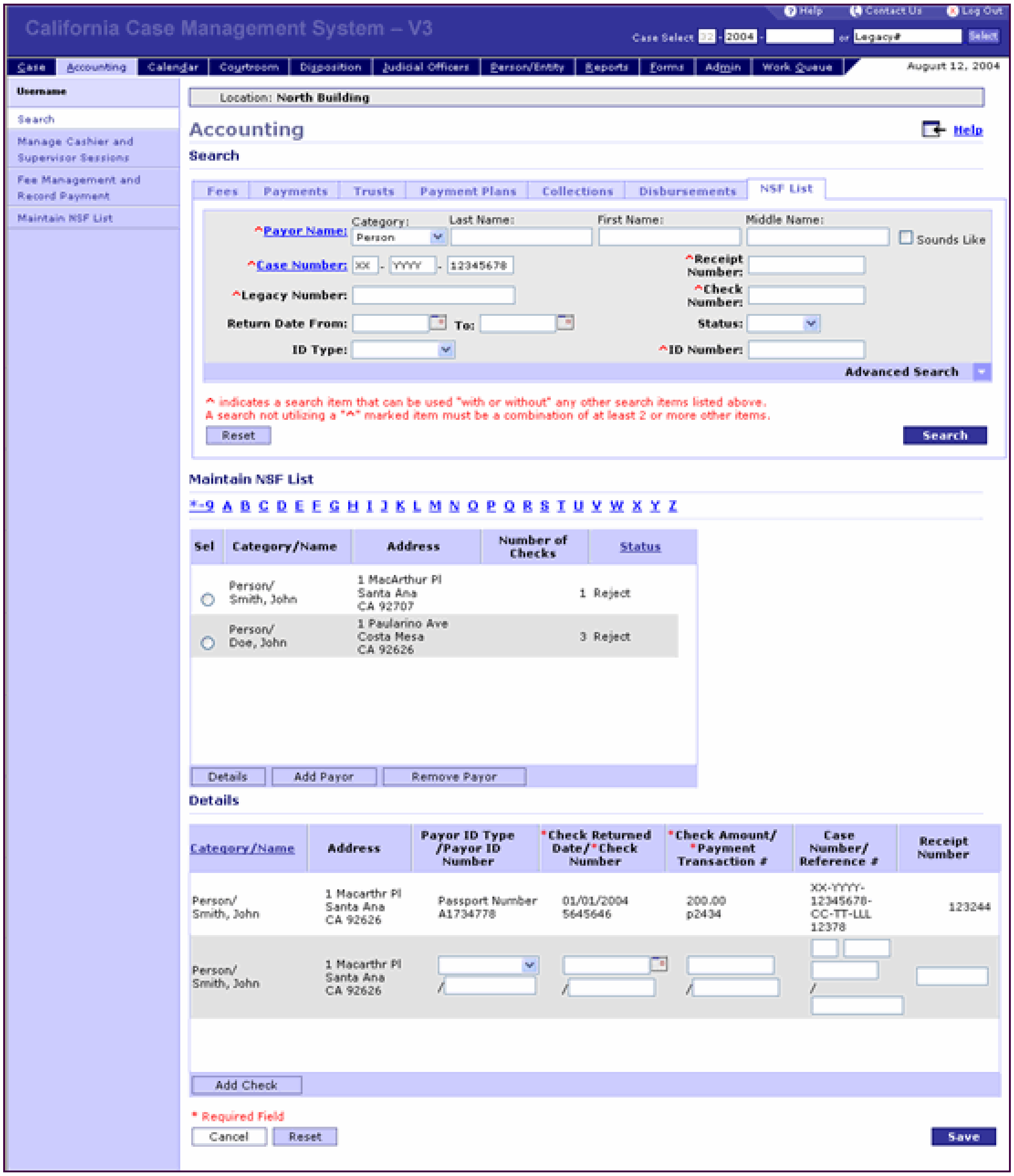


3. Click the **[Add Check]** button.
   Result: The Details section refreshes to allow new check data to be entered.



4. Enter/Select data for the following required fields:
    5. Check Returned Date/Check Number
    6. Check Amount/Payment Transaction #

5. Click the **[Save]** button.
   Result: The Details section refreshes to show the added check.



Related Links

Maintain NSF List Overview

Maintain NSF Screen

View NSF List Screen

Override NSF Screen

Maintain Escheatment

Maintain Escheatment Overview

Introduction

The court is required to report when money in a trust account has been abandoned or unclaimed. Before a trust account can be considered abandoned or unclaimed, three years of account inactivity must have elapsed, and the court must make a diligent effort to locate the trust depositor. After 30 months have elapsed, the system will mark the funds for escheatment. You must then mail a "Notice of Unclaimed Funds" to the intended recipient and report the funds marked for escheatment to a newspaper of general circulation. If the intended recipient has not successfully retrieved the funds marked for escheatment, then the court will mark the account for disbursement. The state may then claim the funds through a process called "escheatment."

If the funds are successfully retrieved by the trust depositor, then the funds that are marked for escheatment may be disbursed without any delay. If the funds are not retrieved by the trust depositor and the court has exhausted all of the required process steps, the funds can be escheated.

Task Activities

Maintaining escheatment includes the following task activity:

- Notice of Unclaimed Funds

Additional Resources

Other items related to this overview include the following:

- Business Rules
- Forms/Notices/Reports

Related Links

Accounting Search Screen

My Court Information

Notice of Unclaimed Funds

Introduction

When a trust account has been inactive for 30 months, it is marked for escheatment. These trusts are then added to the Trusts to Escheat work queue for you to investigate further. Once this investigation period is completed, you can perform such steps as generating a Notice of Unclaimed Funds and/or publishing the unclaimed funds to a newspaper.

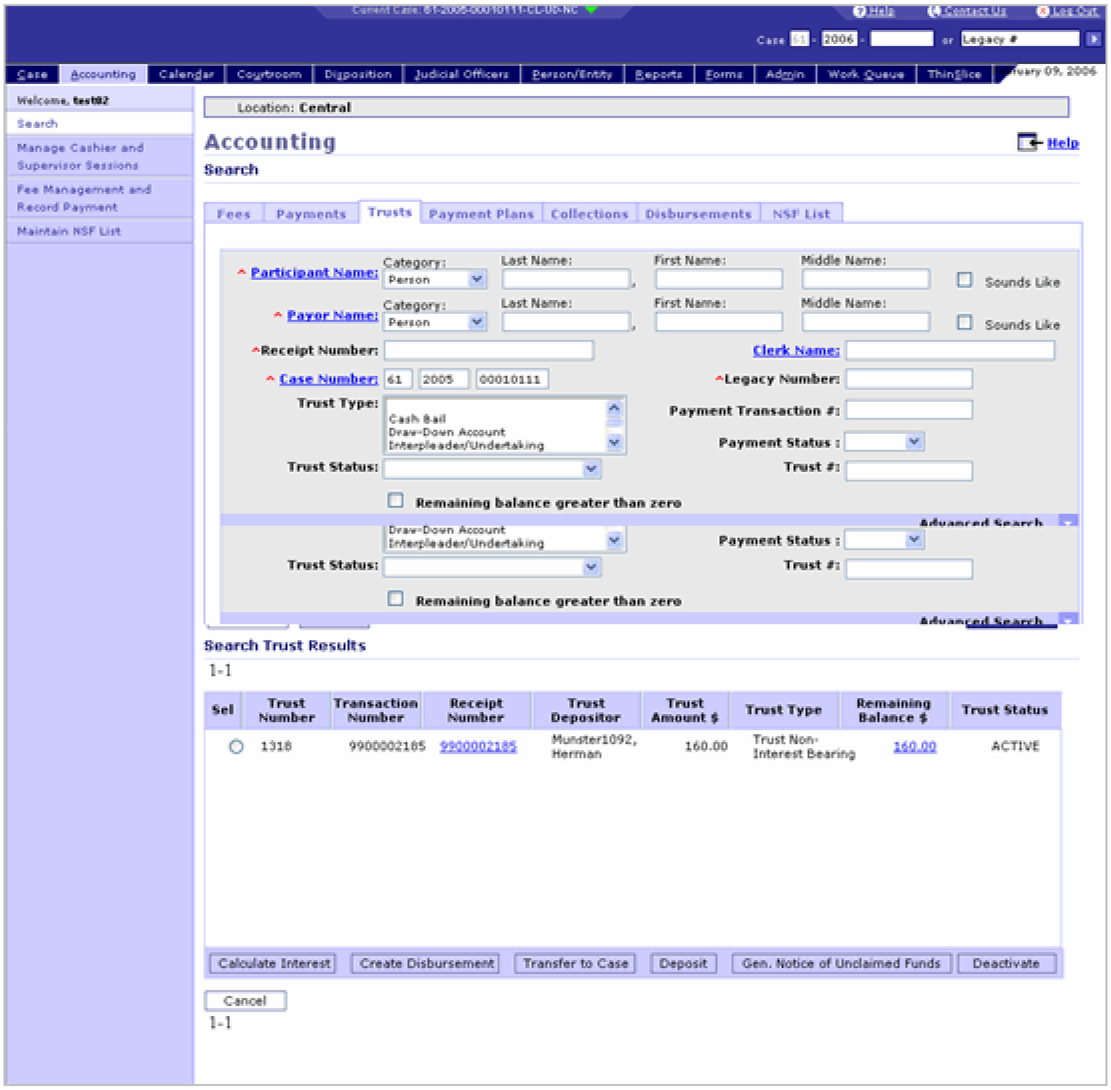
A Notice of Unclaimed Funds informs the trust recipient that the trust in question will be escheated unless a claim is filed with the court on or before the scheduled escheatment date [Government Code 50050-50056].

Task Activity

This activity takes place in the context of a trust search. Refer to the Search Trusts task activity for details on this process.

Perform the following steps to generate a Notice of Unclaimed Funds.

1. Select the checkboxes for the trusts on which to generate the Notice of Unclaimed Funds.
   NOTE This selection occurs from the Search Trust Results screen.



2. Click the **[Gen. Notice of Unclaimed Funds]** button.
   Result: The Notice of Unclaimed Funds displays.

SUPERIOR COURT OF CALIFORNIA, COUNTY OF [COURT COUNTY]
STREET ADDRESS: [COURT ADDRESS]
MAILING ADDRESS: [COURT ADDRESS]
CITY AND ZIP CODE: [COURT ADDRESS]
BRANCH NAME: [COURT LOCATION]

NOTICE OF UNCLAIMED FUNDS

Pursuant to Government Code 50050-50056 for funds held, which remain unclaimed, notice is hereby given that the following trusts will become the property of the <county> Superior Court unless a claim is filed on or before <escheatment date>:

<trust depositor> <trust balance> (list of all trust marked for escheatment)

To make a claim on funds listed above a claim form must be filled out. You can contact:

<clerk's name>
<title>
<street address>
<mailing address>
<city, state, zip code>
<branch name>
<telephone number>

<variable text>

By <V3 user name, title>

Dated: <system date>

NOTICE OF UNCLAIMED FUNDS

NOTE The system verifies whether the Notice of Unclaimed Funds has already been generated for the selected trust. If already generated, then the system will display an error message indicating that the notice has already been sent.

3. Print and mail the Notice of Unclaimed Funds to a newspaper of general circulation for publication.

Related Links

Maintain Escheatment Overview

Accounting Search Screen

Override Distribution

Override Distribution Overview

Introduction

Overriding a distribution allows you to manually override the default fee distribution bucket for an individual payment. Fee distribution buckets are used for the allocation of monies paid to the court to be distributed to various agencies, funds, and programs.

This activity should only when the fee schedule is incorrect.

Distributions

Manually overriding a distribution does not change the dollar amounts in the fee schedule, it only modifies the associated payment distribution. The Case History is updated with the new, manually overridden distribution information, including the transaction date, the reason for override, the clerk's name, and payment-related information.

Task Activities

Overriding a distribution includes the following task activity:

- Override Distributions

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Accounting Search Screen

Override Distribution Screen

My Court Information

Override Distribution

Introduction

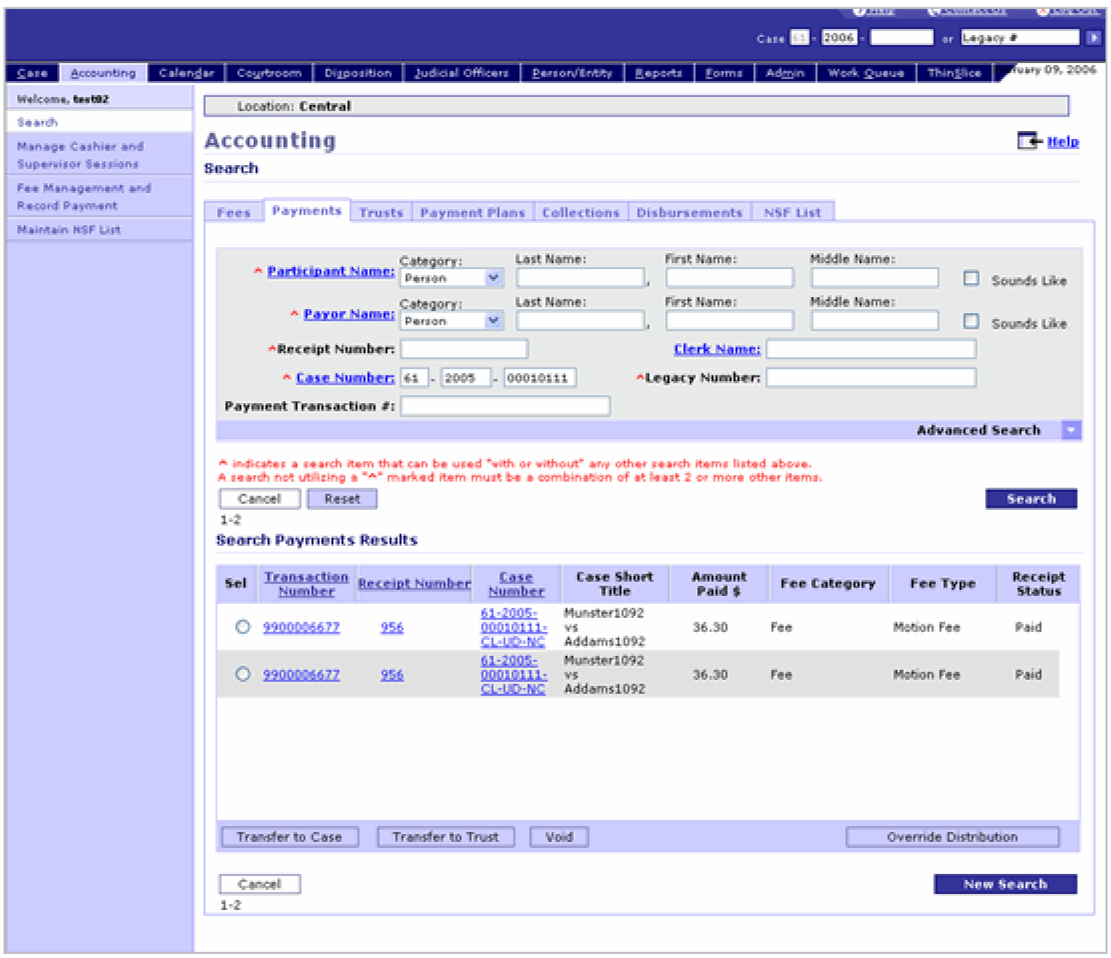
You can override the distributions for an individual payment once the system saves the payment information and the initial distribution buckets have been calculated and saved. The distribution override does not update the configured amounts in the fee distribution schedule. It only changes the associated payment distribution transactions.

Task Activity

This activity takes place in the context of a payment search. Refer to the Search Payments task activity for details on this process.

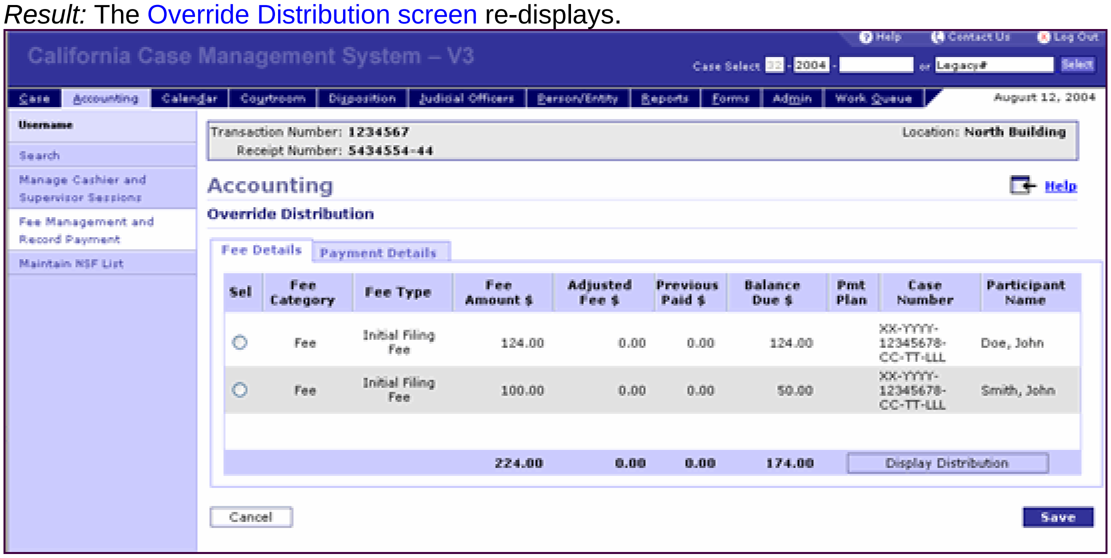
Perform the following steps to override a distribution.

1. Select the radio button for the desired payment to override.
   NOTE This selection occurs from the Search Payments Results screen.



2. Click the **[Override Distribution]** button.
   Result: The Override Distribution screen displays and highlights the Fee Details tab.

3. Click the **[Display Distribution]** button.
   Result: The screen refreshes with the fee distribution amounts.
    4. To update a fee distribution bucket, select the appropriate radio button and re-configure the distribution dollar amount as appropriate.
       NOTE When updating a fee distribution bucket, a reason for that procedure must be selected from the **Reason** drop-down list.
5. Click the **[Save]** button.
   Result: The Override Distribution screen re-displays.



Related Links

Override Distribution Overview

Accounting Search Screen

Override Distribution Screen

The Calendar Section

Schedule/Reserve Calendar Events

Schedule/Reserve Calendar Events Overview

Introduction

Scheduling/Reserving calendar events allows you to schedule and/or reserve events on a court's calendar based on pre-configured resource allocation rules, resource unavailability information, and scheduling rules.

In order to schedule/reserve events on the calendar, resource allocation rules and unavailability information must be pre-configured in the system. Refer to the Configure Resource Allocation Rules and Configure Resource Unavailability Information sections for details on configuring a resource's scheduling preferences.

Scheduling rules are pre-configured in the system. Refer to the Configure Scheduling Rules section for details on configuring scheduling rules.

The Judicial Officer recusal information has been entered into the system. Refer to the Manage Judicial Officers section for more information on Judicial Officer functionality.

This functionality also describes the process of scheduling one event for one case, and batch scheduling of multiple events for a single case, or a single event type on multiple cases.

Scheduled calendar events can be rescheduled/reassigned along with other updates to the event. Refer to the Maintain Calendar Events section for details on updating calendar events.

System Conflict Checks

When scheduling/reserving an event, you can enter a specific date/time for the calendar event, or request the system to suggest a date/time combinations based on the pre-configured scheduling rules, resource allocation rules, and resource unavailability information.

The system performs conflict checks during the process of validating the event date/time and alerts you to existing conflicts.

The following conflict checks are performed for the following scheduling/reserving event options:

Scheduling Options	Conflict Checks
1 case, 1 event	1. Judicial Officer recusal check 2. Check resource allocation rules 3. Check resource unavailability information 4. Check scheduling rules
1 case, multiple events	1. Judicial Officer recusal check 2. Check resource allocation rules 3. Check resource unavailability information 4. Check scheduling rules

Multiple cases, 1 event	1. Judicial Officer recusal check 2. Check resource allocation rules 3. Check resource unavailability information

If multiple scheduling rules apply to the scheduling of an event, the most specific and granular rule will be used. For example, rules specific to an event will override rules specific to that calendar type only, which will override rules defined at the level of the case category or case type.

Conflict Messages

If the specified date/time does not have conflicts with pre-set business rules and is acceptable, the system will not suggest three possible date/time combinations for the event.

If you do not specify a date/time for the event, then the system will suggest up to three possible date/time combinations for the event.

If there is a conflict with the requested date/time combination or if no date was entered, then the system will suggest up to three possible date/time combinations that the event can be scheduled on based on pre-configured business rules.

These three date/time combinations are the first available date/times on or after the requested date or the current date if no date was entered, that satisfy the scheduling rules, resource allocation rules and resource unavailability information.

If the suggested date/time combinations are not acceptable, you can enter a new date/time in order for the system to return three new date/time combinations.

Override Option

You can bypass the scheduling conflict checks by using the "override" option. The only scheduling item that cannot be overridden is a Judicial Officer recusal conflict.

Task Activities

Schedule/Reserve Calendar Events includes the following task activities:

- Calendar Day/Month View
- Schedule/Reserve an Event
- Schedule Events - One Event on Multiple Cases
- Schedule Events - Multiple Events on One Case
- Error Process - Schedule/Reserve an Event

Additional Resources

Other items related to this overview include the following:

- Business Rules
- Forms/Notices/Reports

Related Links

Schedule/Reserve Calendar Event Screen

Calendar Month View Screen

Calendar Day View Screen

Calendar Events Listing Screen

My Court Information

Calendar Day/Month View

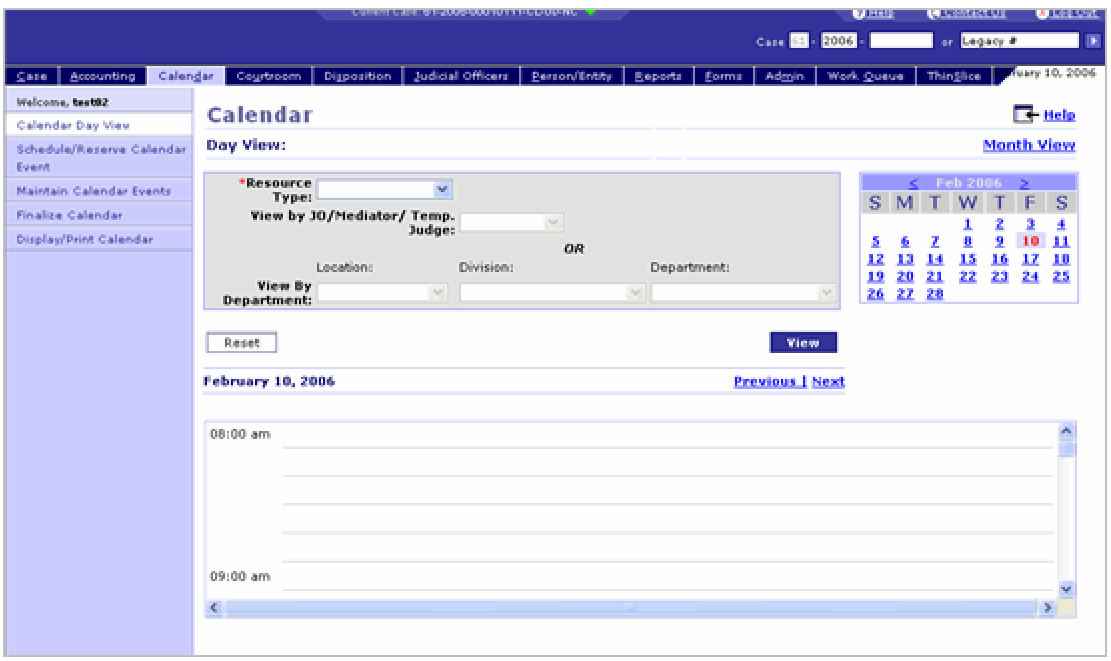
Introduction

Checking the calendar day/month views allows you to see a specific resource's calendar. You can navigate to schedule an event by clicking the **[Schedule an Event]** hyperlink.

Task Activity

Perform the following steps to view the day/month calendar for a specific resource.

1. Select **[Calendar] > [Calendar Day View]**.
   Result: The Day View screen displays.

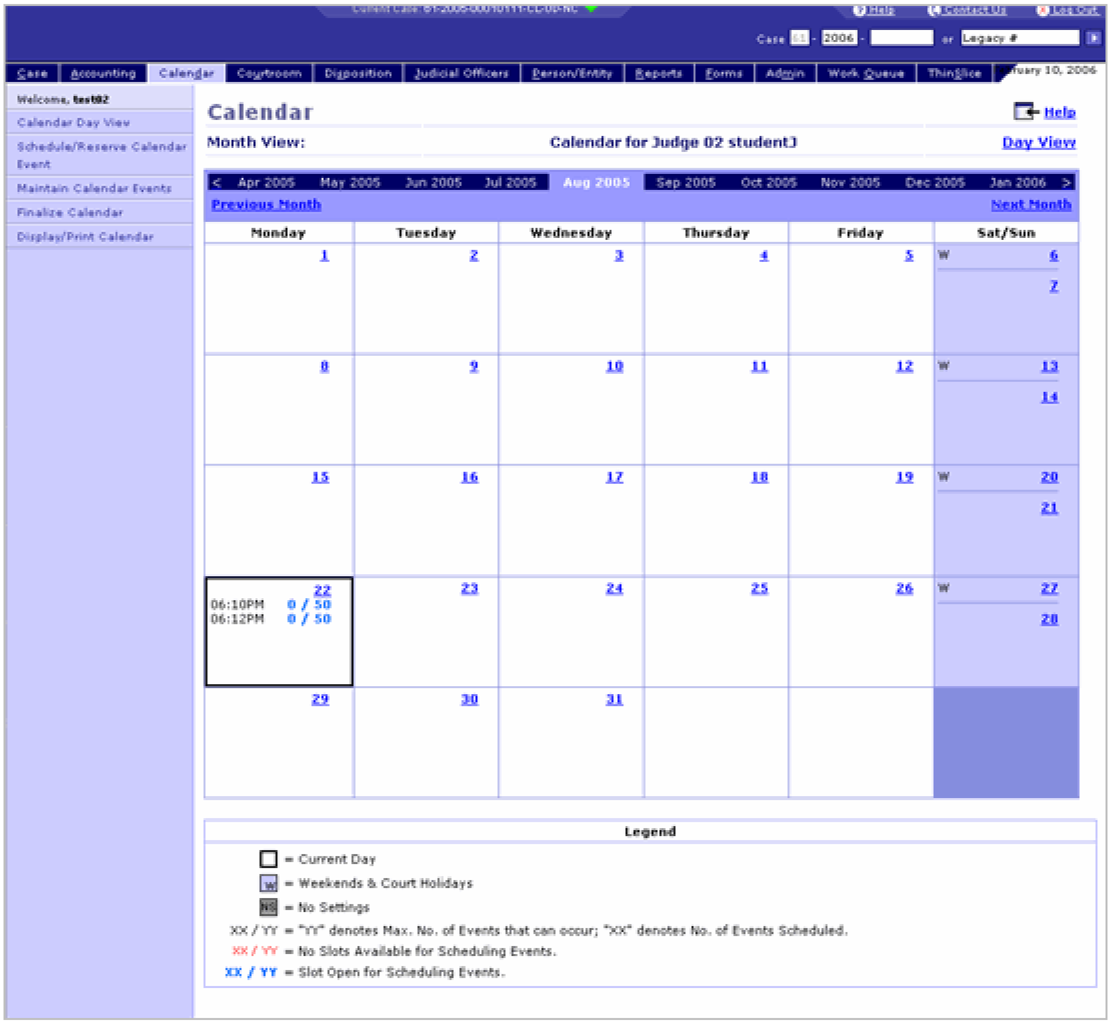


2. Enter/Select data for the following required fields:
   3. Resource Type
   4. View by JO/Mediator/Temp. Judge

NOTE The calendar can also be filtered by the "View by Department" option by entering data for the Location and Department fields. The Division and Department fields are filtered depending on your selection of the Location field. The Division field is optional.

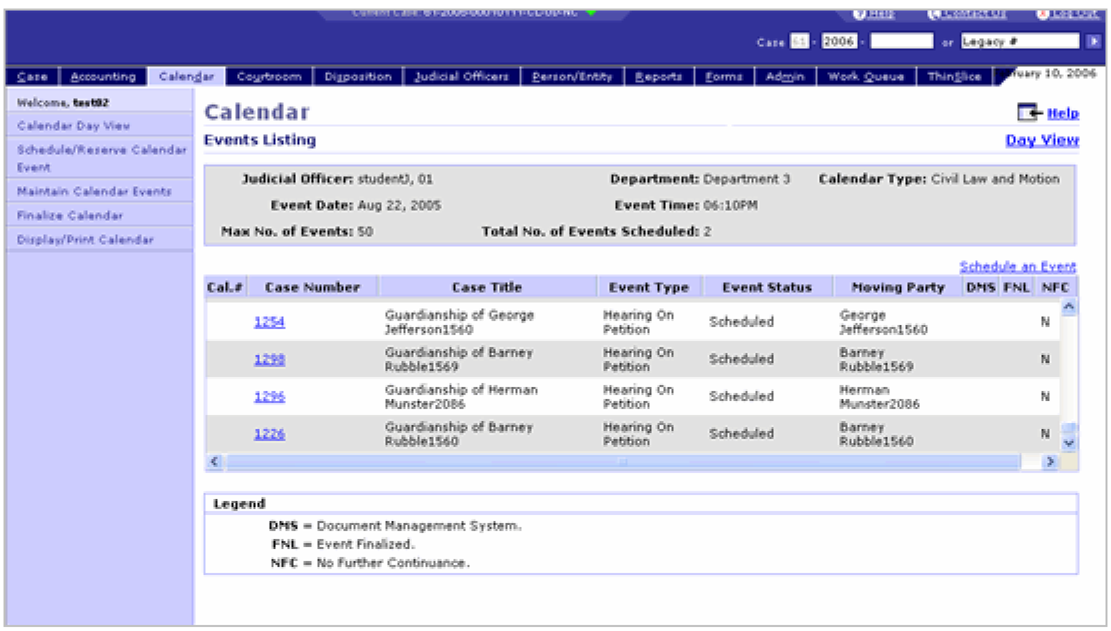
3. Click the **[View]** hyperlink.
   Result: The Day View screen displays.

4. Click the **[Month View]** hyperlink.
   Result: The Month View screen displays.



5. Click the **[Day View]** hyperlink.
   Result: The Day View screen displays.

6. Click the **[Time Details]** hyperlink.
   Result: The Events Listing screen displays.



Related Links

Schedule/Reserve Calendar Events Overview

Calendar Day View Screen

Calendar Month View Screen

Calendar Events Listing Screen

My Court Information

Schedule/Reserve an Event

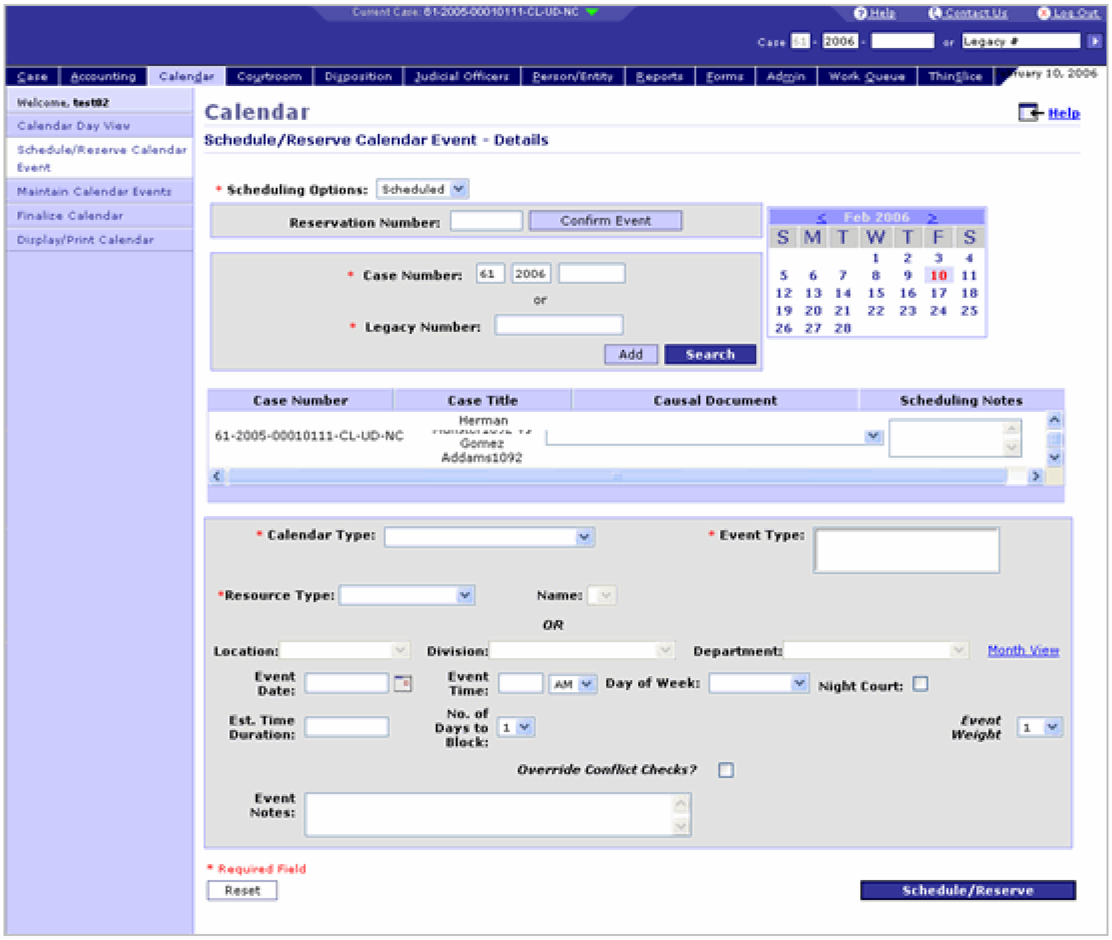
Introduction

Scheduling/Reserving an event sets an event on a court's calendar based on pre-configured business rules.

Task Activity

Perform the following steps to schedule/reserve one event on a single case.

1. Select **[Calendar] > [Schedule/Reserve Calendar Event]**.
   Result: The Schedule/Reserve Calendar Event screen displays.



2. Enter a **Case Number** or **Legacy Number**.
3. Click the **[Add]** button.
4. Enter/Select data for the following required fields:
    5. Scheduling Options
    6. Calendar Type
    7. Event Type
    8. Resource Type
    9. Department

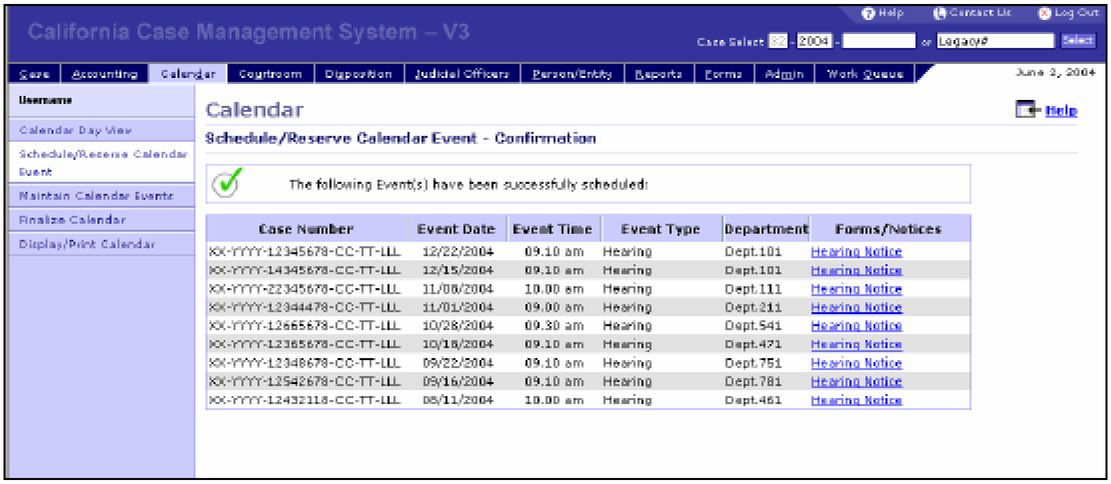
    NOTE The Case Number or Legacy Number is required if the Scheduling Option is "Schedule."

    NOTE The event can also be scheduled to a department by entering data for the Location and Department fields. The Division and Department fields are filtered depending on your selection of the Location field. The Division field is optional.

    NOTE If the Resource Type field is selected, the Name field is filtered and required.

    NOTE If the Night Court checkbox if selected, the Event Time field is disabled and the system will assume to check the rules after 5:00 pm.

5. Click the **[Schedule/Reserve]** button.
   Result: The Schedule/Reserve Calendar Event - Confirmation screen displays.



NOTE If the **Override Conflict Check?** checkbox is selected, then the system will overlook the scheduling related rules except the recusal conflict and schedule/reserve the event on the calendar.

Related Links

Schedule/Reserve Calendar Events Overview

Schedule/Reserve Calendar Event Screen

My Court Information

Schedule/Reserve Events - One Event Type on Multiple Cases

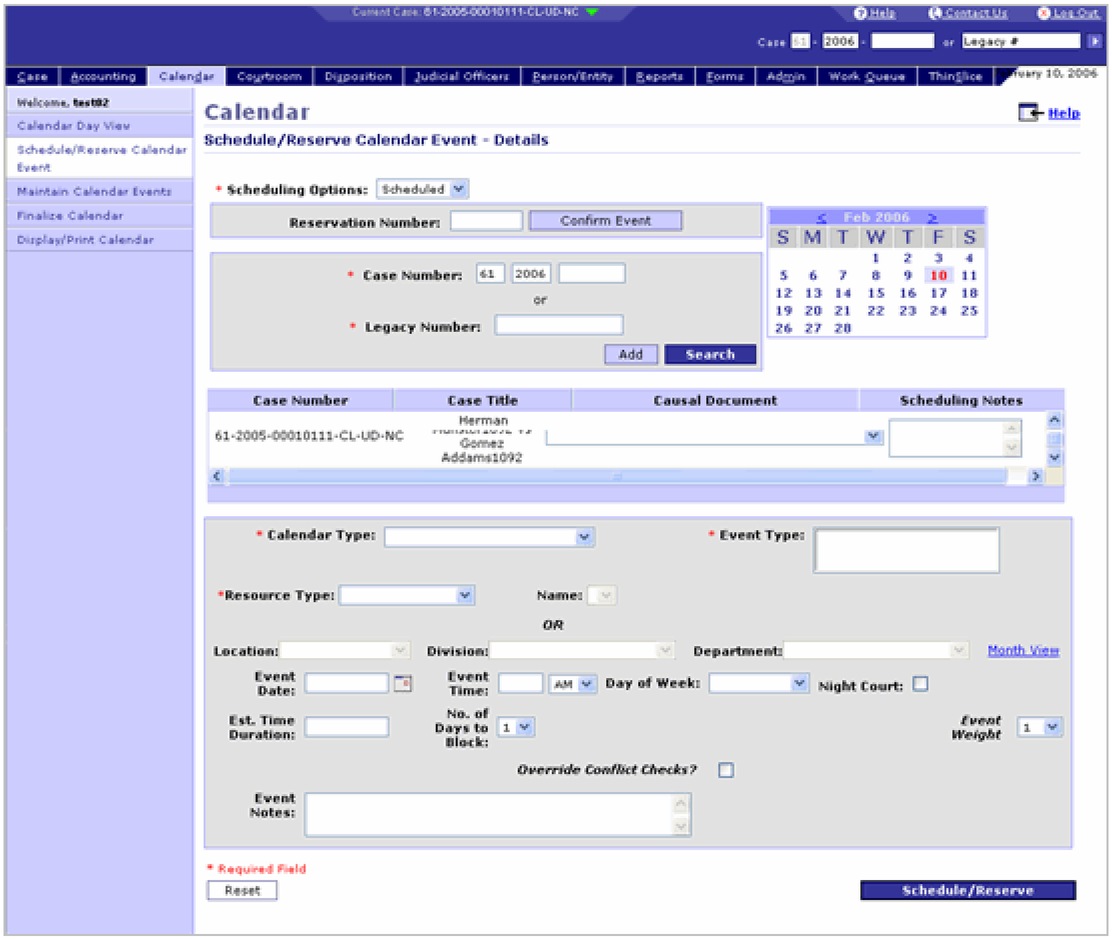
Introduction

Scheduling/Reserving events in batch is the process of scheduling one event type for multiple cases. This gives you the flexibility of scheduling one event on multiple cases at the same time.

Task Activity

Perform the following steps to schedule/reserve an event on multiple cases.

1. Select **[Calendar] > [Schedule/Reserve Calendar Event]**.
   Result: The Schedule/Reserve Calendar Event screen displays.



2. Enter a **Case Number** or **Legacy Number**.
3. Click the **[Add]** button.
   NOTE Repeat Steps 2-3 to add as many cases as needed.
4. Enter/Select data for the following required fields:
   5. Scheduling Options
   6. Calendar Type
   7. Event Type
   8. Resource Type
   9. Department

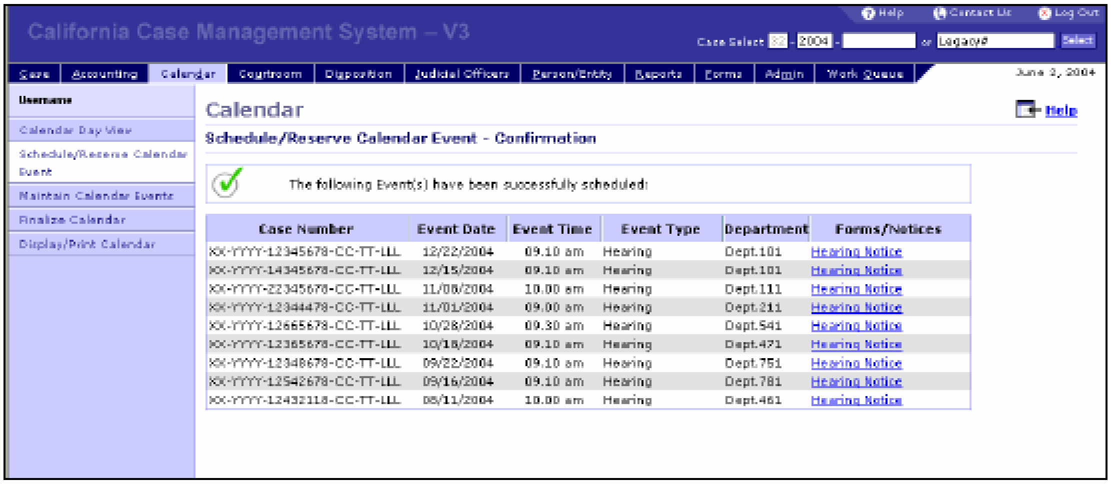
   NOTE The Case Number or Legacy Number is required if the Scheduling Option is "Schedule."

   NOTE The event can also be scheduled to a department by entering data for the Location and Department fields. The Division and Department fields are filtered depending on your selection of the Location field. The Division field is optional.

   NOTE If the Resource Type field is selected, then the Name field is filtered and required.

   NOTE If the Night Court checkbox if selected, then the Event Time field is disabled and the system will assume to check the rules after 5:00 pm.

5. Click the **[Schedule/Reserve]** button.
   Result: The Schedule/Reserve Calendar Event - Confirmation screen displays.



NOTE When scheduling in batch, multiple events cannot be scheduled for multiple cases at the same time.

Related Links

Schedule/Reserve Calendar Events Overview

Schedule/Reserve Calendar Event Screen

My Court Information

Schedule/Reserve Events - Multiple Events on One Case

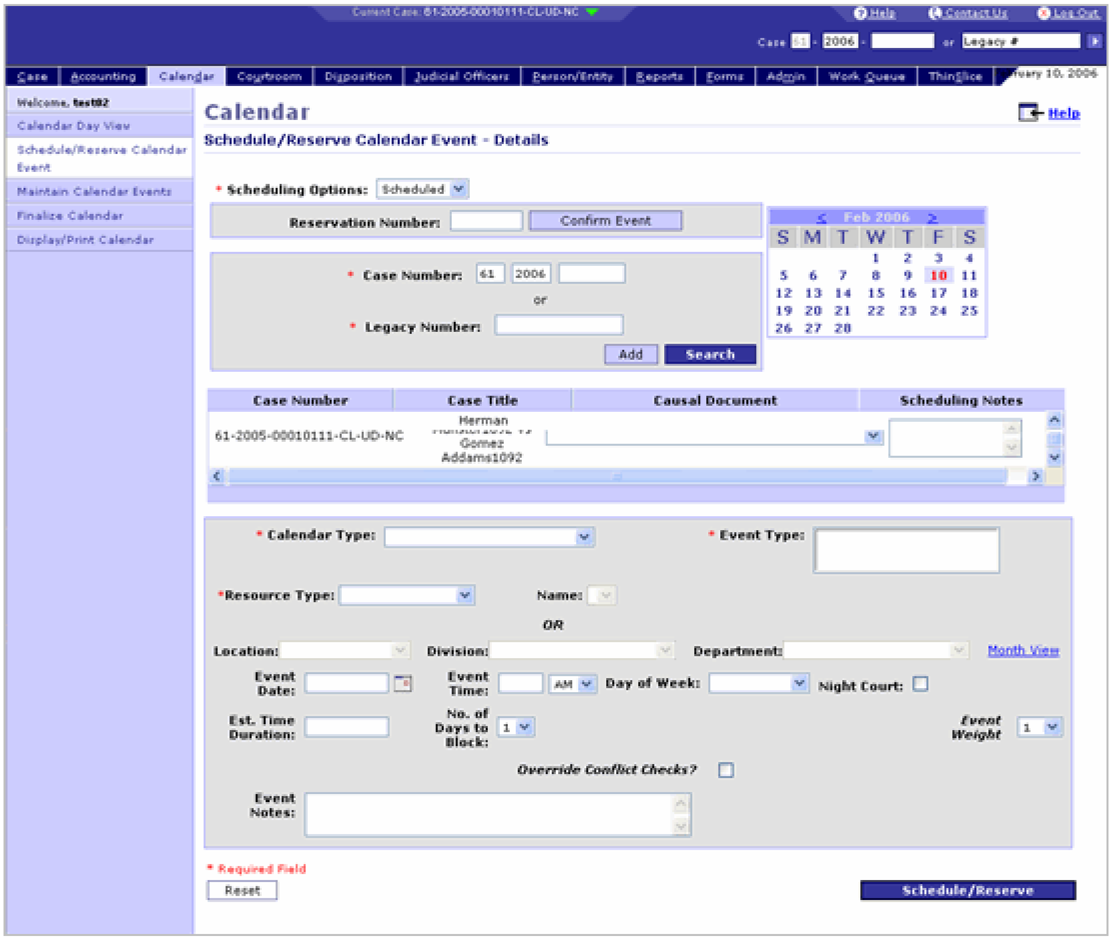
Introduction

Scheduling/Reserving events in batch is the process of scheduling multiple events for one case. It gives the flexibility of scheduling multiple types of events on one case simultaneously.

Task Activity

Perform the following steps to schedule/reserve multiple events on a single case.

1. Select **[Calendar] > [Schedule/Reserve Calendar Event]**.
   Result: The Schedule/Reserve Calendar Event screen displays.



2. Enter a **Case Number** or **Legacy Number**.
3. Click the **[Add]** button.
4. Enter/Select data for the following required fields:
    5. Scheduling Options
    6. Calendar Type
    7. Event Type (select more than one)
    8. Resource Type
    9. Department

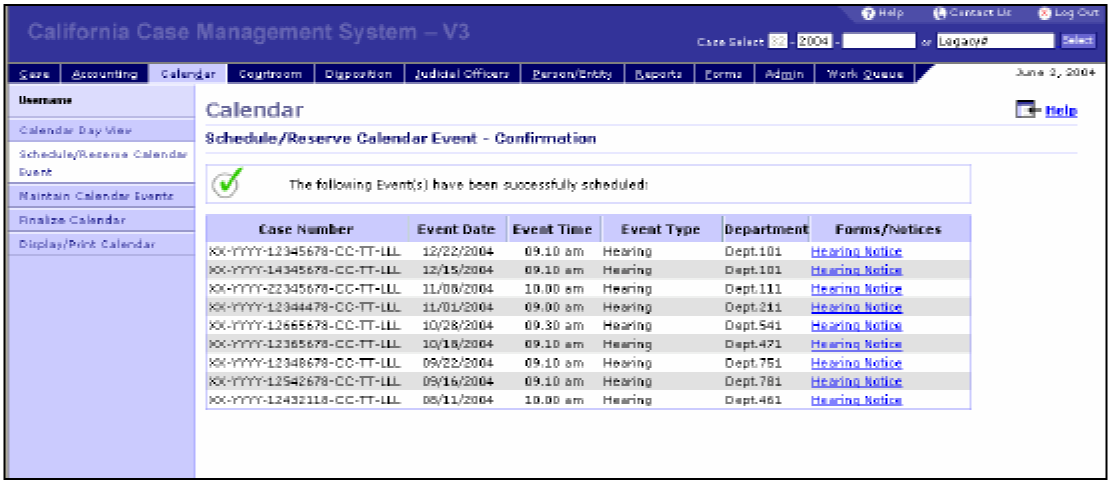
    NOTE The Case Number or Legacy Number is required if the Scheduling Option is "Schedule."

    NOTE The event can also be scheduled to a department by entering data for the Location and Department fields. The Division and Department fields are filtered depending on your selection of the Location field. The Division field is optional.

    NOTE If the Resource Type field is selected, then the Name field is filtered and required.

    NOTE If the Night Court checkbox if selected, then the Event Time field is disabled and the system will assume to check the rules after 5:00 pm.

5. Click the **[Schedule/Reserve]** button.
   Result: The Schedule/Reserve Calendar Event - Confirmation screen displays.



Related Links

Schedule/Reserve Calendar Events Overview

Schedule/Reserve Calendar Event Screen

My Court Information

Error Process - Schedule/Reserve an Event

Introduction

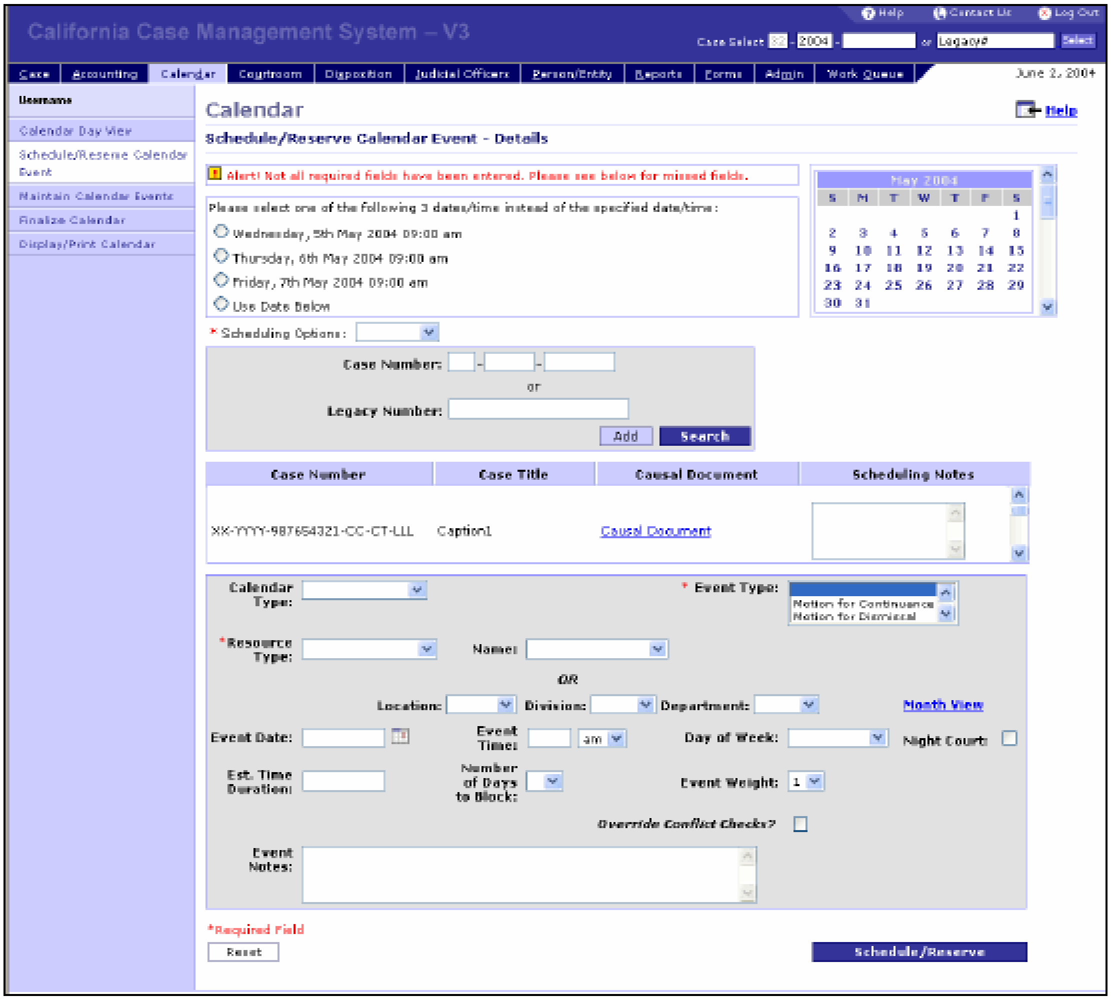
This activity outlines the process of resolving possible errors that can occur at the time of scheduling/reserving an event.

Task Activity

This activity takes place within the context of scheduling/reserving an event. Refer to the Schedule/Reserve an Event task activity for details on this process.

Perform the following steps to resolve the error message.

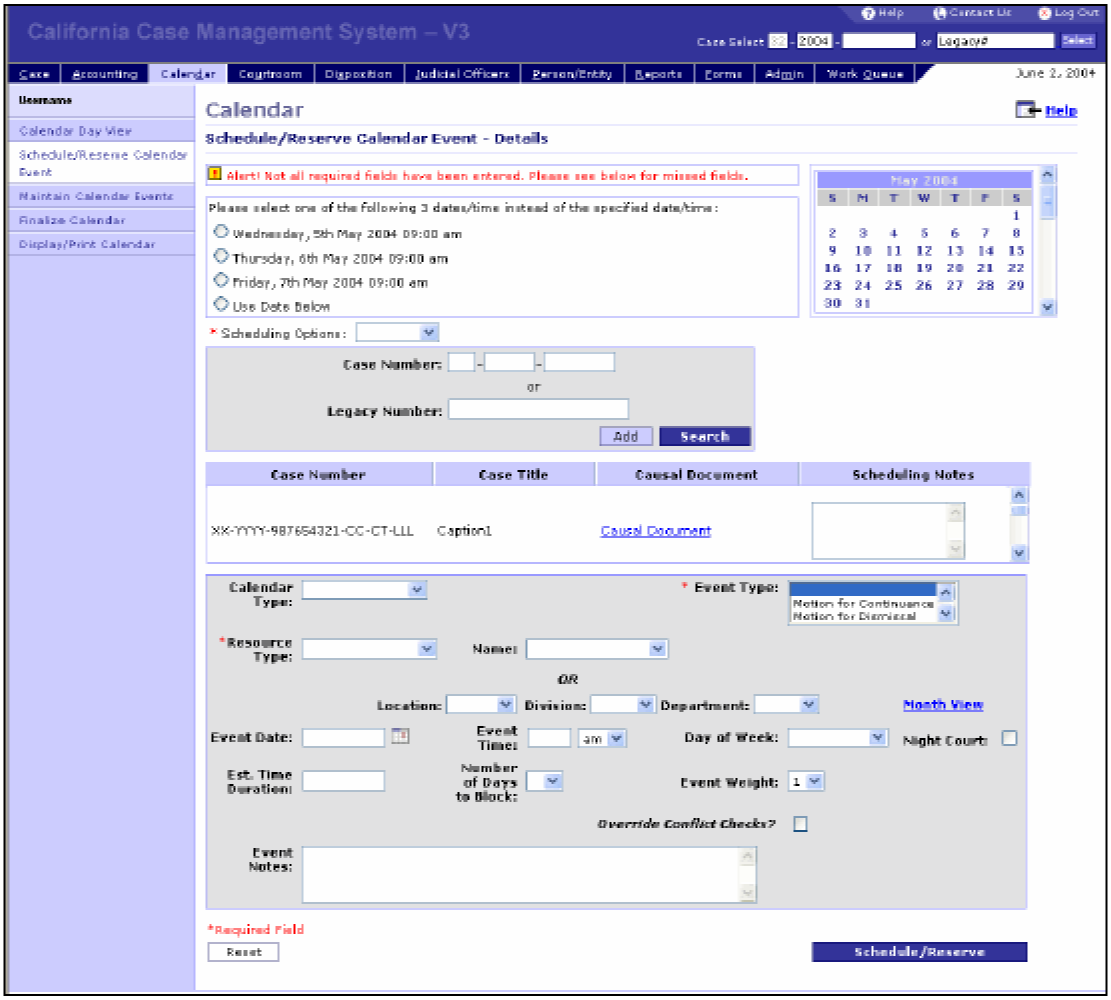
1. View the possible error message on the Schedule/Reserve Calendar Event screen.



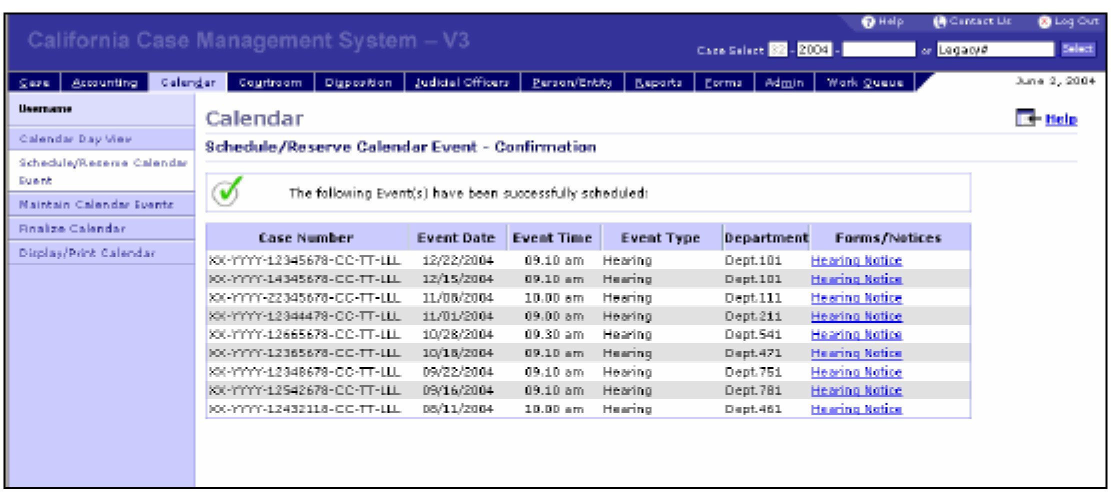
2. Perform one of the following steps:
    3. Select the radio button for one of the suggested dates, OR
    4. Select the radio button for "Use Date Below."

3. If "Use Date Below" has been selected, enter data for the following fields:
    4. Event Date
    5. Event Time

4. Click the **[Schedule/Reserve]** button.
NOTE Depending on conflict checks done by the system and the information you entered, there are two possible outcomes.
Result #1: If you enter data that has a conflict, then the Schedule/Reserve Calendar Event screen refreshes with an error message and the process steps above should be repeated.



Result #2: If you enter data that has no conflicts, then the Schedule/Reserve Calendar Event - Confirmation screen displays.



Related Links

Schedule/Reserve Calendar Events Overview

Schedule/Reserve Calendar Event Screen

Maintain Calendar Events

Maintain Calendar Events Overview

Introduction

Maintaining calendar events allows you to reschedule, reassign, extend, flag for no further continuance, confirm a reserved event, restore, vacate, and delete existing calendar events.

In order to maintain calendar events, scheduled events must exist in the system. Refer to the Schedule/Reserve Calendar Events section for details on scheduling/reserving events on the calendar.

Confirm Event

Confirming a calendar event allows you to change the status of the event from reserved to scheduled.

Reschedule Event

Rescheduling a calendar event moves a calendar event from the original date/time to a new date/time.

Reassign Event

Reassigning a calendar event allows you to change the court resource assignment associated with an event. Refer to the Manage Resource Assignments section for details on reassigning a court resource from the case itself. If the Judicial Officer is reassigned, then the system will check for recusal conflicts that the Judicial Officer may have with the cases on the events that are being reassigned.

Extend Event

Extending an existing event results in a new date/time being set for the next session. This is not considered a new event in the system (such as trial). Extending an event is different from rescheduling an event in that rescheduling results in a new event being created, while extending results in the same event being extended to another date/time.

Flag Event for No Further Continuance

No further continuance allows you to flag events so that they cannot be rescheduled again.

Restore Event

Restoration of calendar events allows you to change the status of previously "vacated" events to "scheduled" again.

Vacate Event

Vacating calendar events allows you to remove previously "scheduled" events off the calendar.

Delete Event

Events may also be deleted from the calendar if they were scheduled in error or were reserved but never scheduled.

System Conflict Checks

When rescheduling/reassigning an event, you can enter a specific date/time for the calendar event. You can also request the system to determine three possible date/time combinations based on the pre-configured scheduling rules, resource allocation rules, and resource unavailability information.

The system performs conflict checks when it validates the event date/time and it will alert you of an existing conflict.

The following conflict checks are performed for the following rescheduling/reassigning event options:

Rescheduling/Reassigning Options	Conflict Checks
1 case, 1 event	1. Recusal Check 2. Check resource allocation rules 3. Check resource unavailability information 4. Scheduling rules
1 case, multiple events	1. Recusal Check 2. Check resource allocation rules 3. Check resource unavailability information 4. Scheduling rules
Multiple cases, 1 event	1. Recusal Check 2. Check resource allocation rules 3. Check resource unavailability information

You can bypass these conflicts by using the "override" option. Refer to the Schedule/Reserve Calendar Events section for details on handling conflict messages and using override options.

Task Activities

Maintaining calendar events includes the following task activities:

- Search Calendar Events
- Search Calendar Events - Context of a Case
- Reschedule/Reassign an Event
- Reschedule/Reassign Events - One Event Type on Multiple Cases
- Reschedule/Reassign Events - Multiple Events on One Case
- Confirm an Event
- Flag an Event - No Further Continuance
- Extend an Event

- Restore an Event
- Vacate an Event
- Delete an Event
- Error Process - Reschedule/Reassign Events

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Maintain Calendar Events - Search Screen

Maintain Case Calendar Events Screen

Reschedule/Reassign Calendar Event Screen

My Court Information

Search Calendar Events

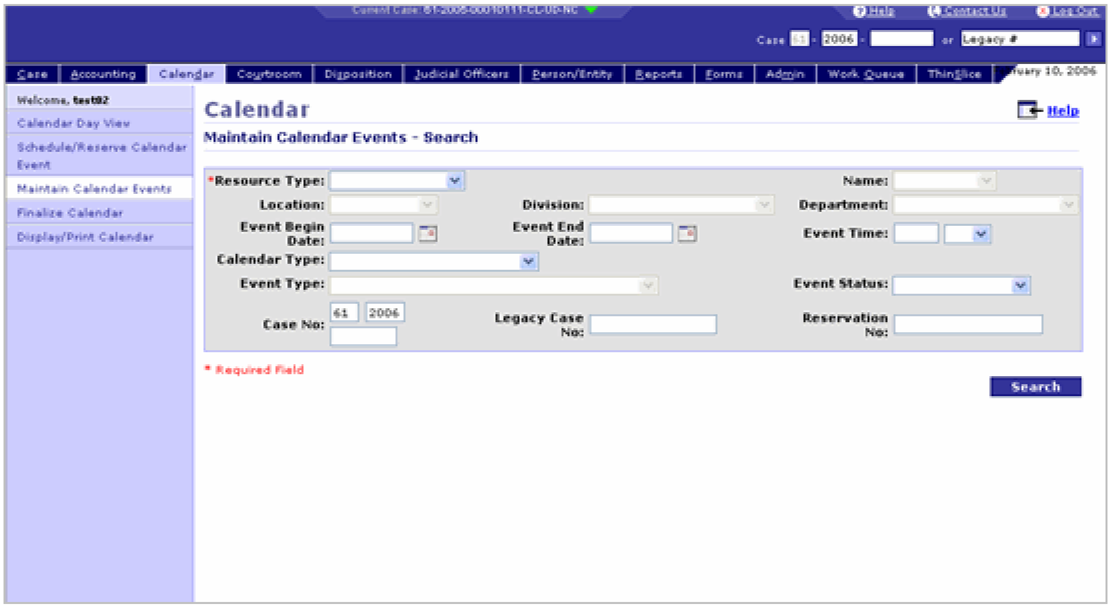
Introduction

This activity allows you to search for scheduled events in the system.

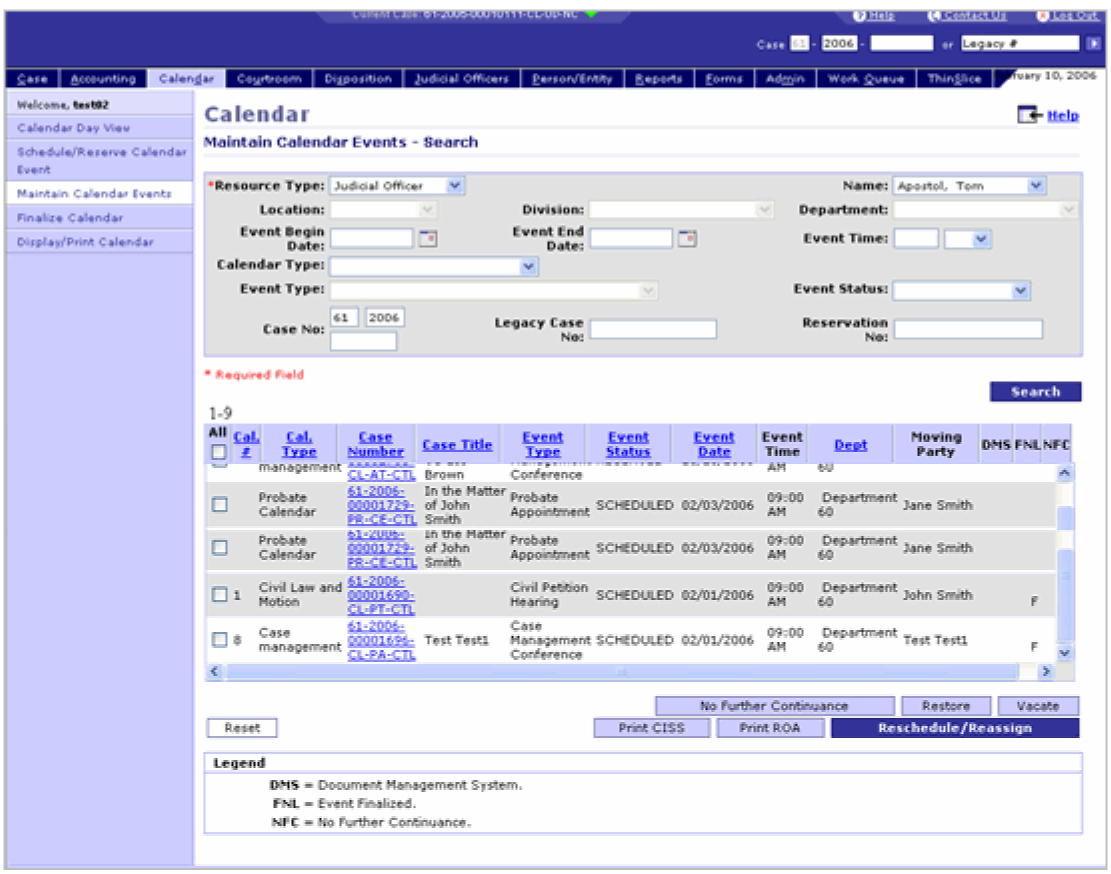
Task Activity

Perform the following steps to search for a scheduled event.

1. Select **[Calendar] > [Maintain Calendar Events]**.
   Result: The Maintain Calendar Events Search screen displays.



2. Select a **Resource Type**.
3. Enter/Select data for the appropriate search parameter fields.
4. Click **[Search]** button.
   Result: The Maintain Calendar Events Search screen refreshes with the Search Results.



Related Links

Maintain Calendar Events Overview

Maintain Calendar Events - Search Screen

My Court Information

Search Calendar Events - Context of a Case

Introduction

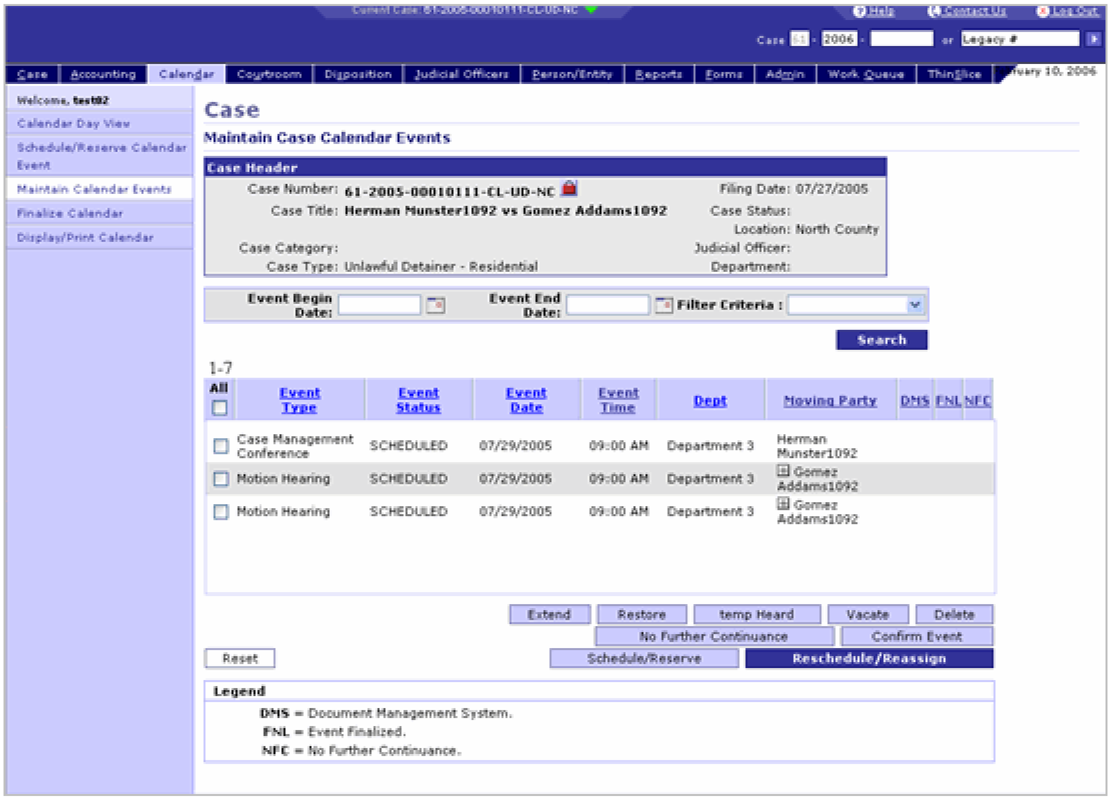
This activity allows you to search for scheduled events that belong to a specific case.

Task Activity

This activity takes place within a context of a case. Refer to the Search Cases activity for details on this process.

Perform the following steps to search for a scheduled event.

1. Select the **[Case Calendar Events]** left navigation item.
   Result: The Maintain Case Calendar Events screen displays.



NOTE The search results can be filtered by **Event Begin Date** and **Event End Date** field combination or **Filter Criteria** field.

Related Links

Maintain Calendar Events Overview

Maintain Case Calendar Events Screen

My Court Information

Reschedule/Reassign an Event

Introduction

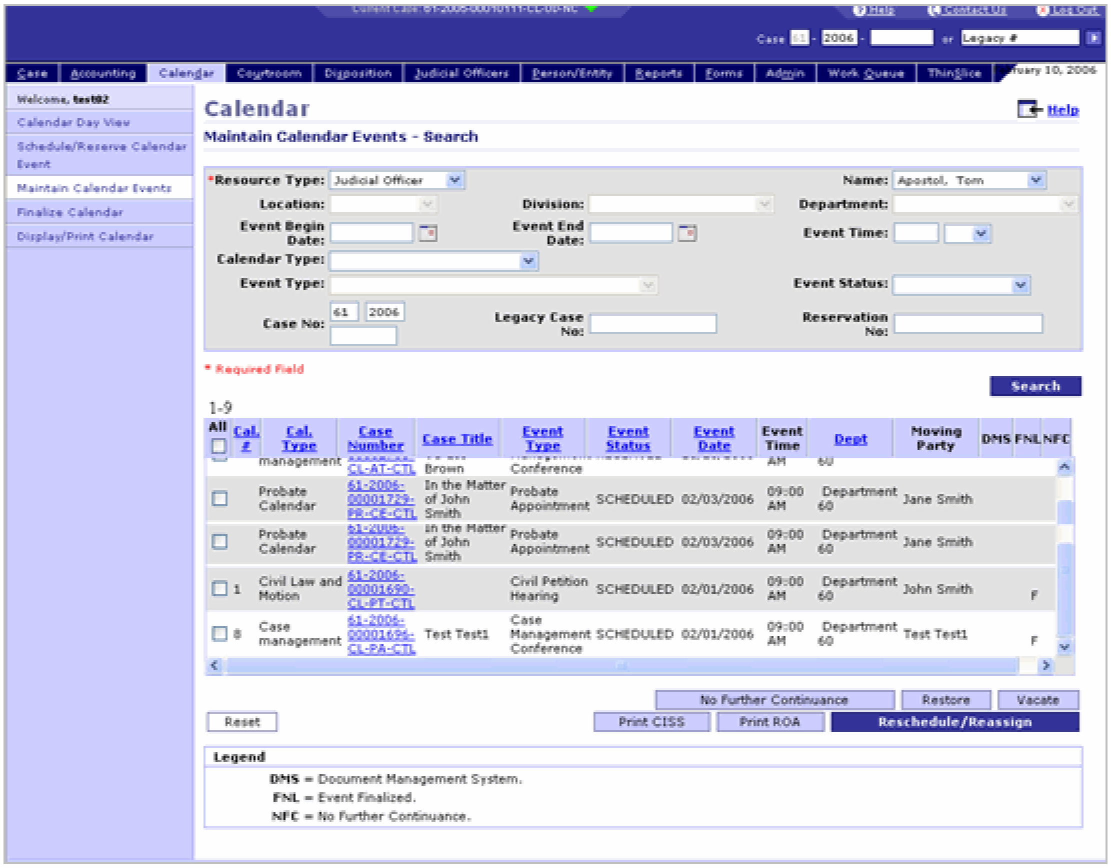
Rescheduling an event allows you to move a calendar event from one date/time to a new date/time. Reassigning an event changes the court resource associated with the event.

Task Activity

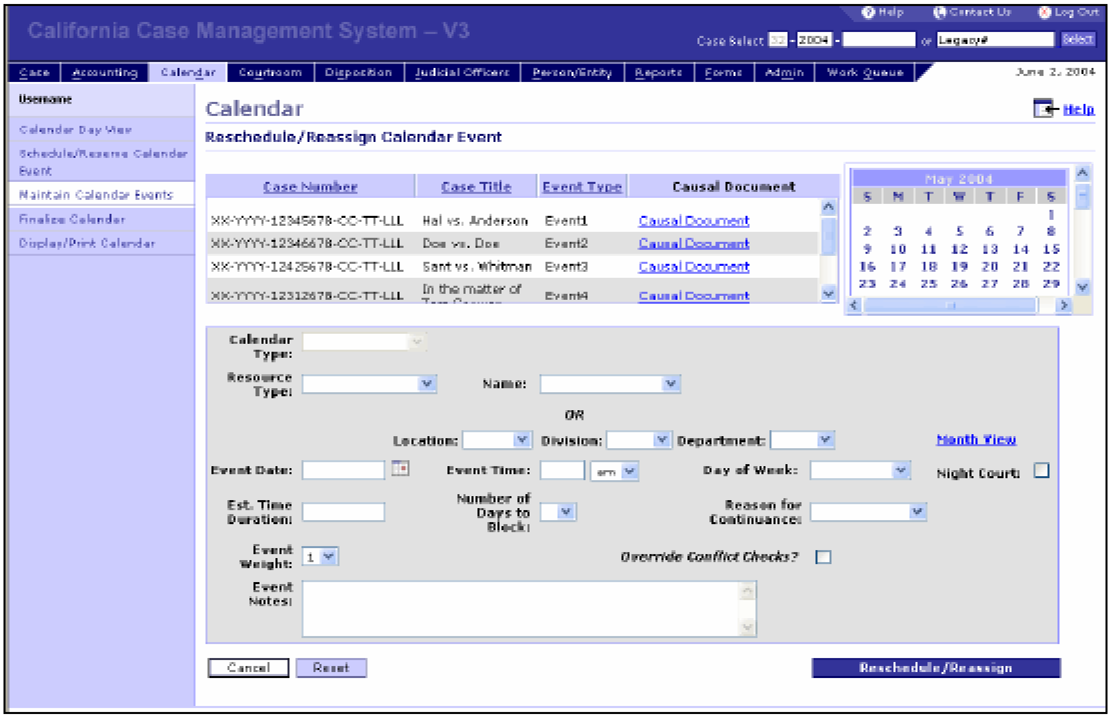
This activity takes place in the context of calendar events search. Refer to the Search Calendar Events and Search Calendar Events - Context of a Case task activities for details on this process.

Perform the following steps to reschedule/reassign an event to new time and different court resource.

1. Select the checkbox for an event from the maintain calendar events search results.



2. Click the **[Reschedule/Reassign]** button.
   Result: The Reschedule/Reassign Calendar Event screen displays with appropriate information.



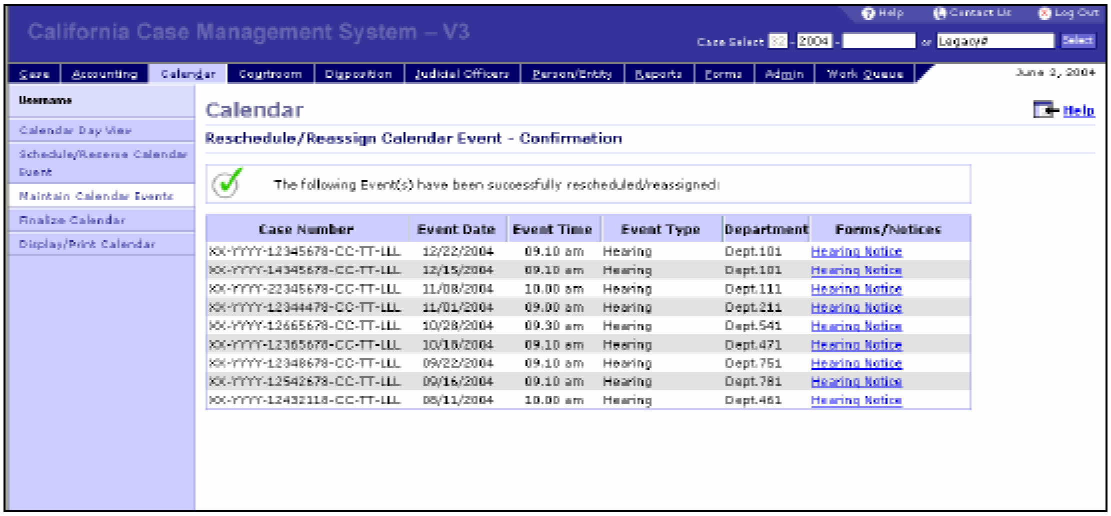
3. Enter/Select data for the following required fields:
    - Resource Type
    - Event Date
    - Event Time
    - Department

    NOTE You cannot change the Calendar Type field.

    NOTE If Resource Type field is selected, then the Name field is filtered and required.

    NOTE The event can also be re-scheduled to a department by entering data for the Location and Department fields. The Division and Department fields are filtered depending on your selections of the Location field. The Division field is optional.

3. Click the **[Reschedule/Reassign]** button.
   Result: The Reschedule/Reassign Calendar Event - Confirmation screen displays.



NOTE You can choose to only reschedule the event by only updating the Event Date and Event Time fields.

NOTE You can choose to only reassign the event by updating Resource Type and Name fields combination or Location, Division, and Department fields combination.

Related Links

Maintain Calendar Events Overview

Maintain Calendar Events - Search Screen

Reschedule/Reassign Calendar Event Screen

My Court Information

Reschedule/Reassign Event - One Event Type on Multiple Cases

Introduction

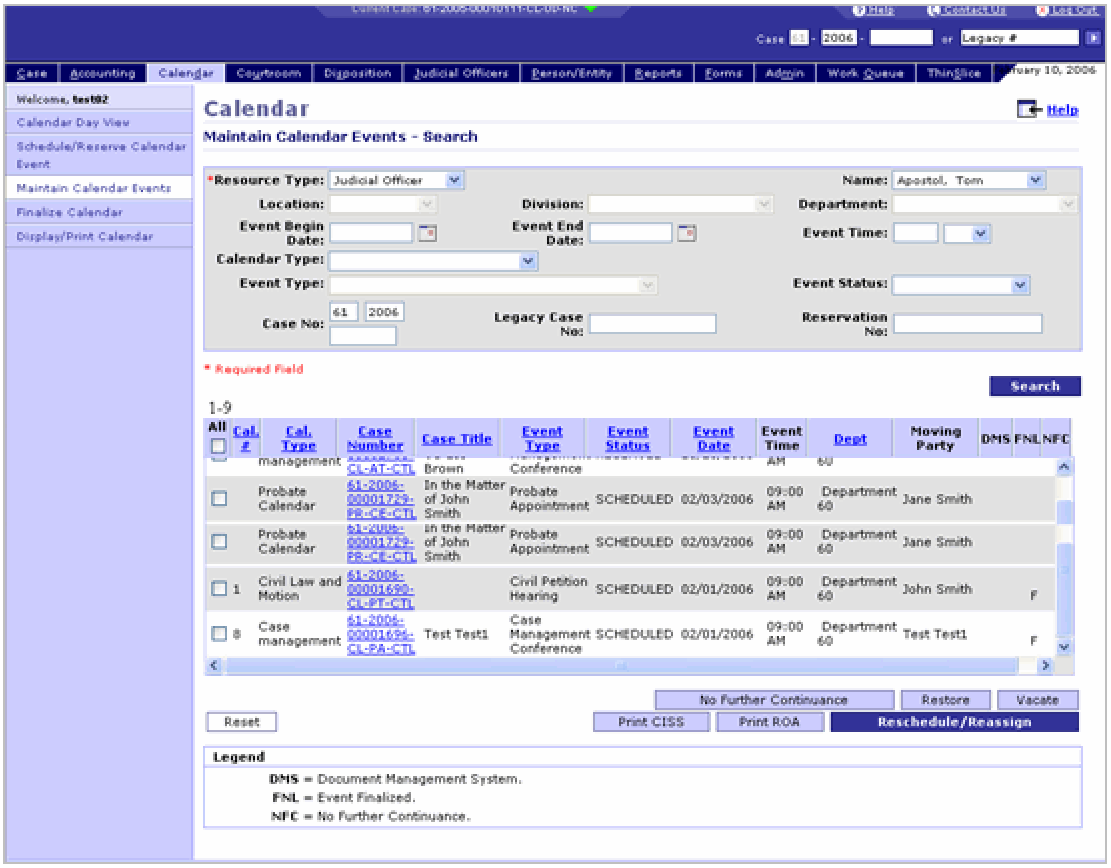
Rescheduling/Reassigning in batch is the process of updating multiple events at the same time.

Task Activity

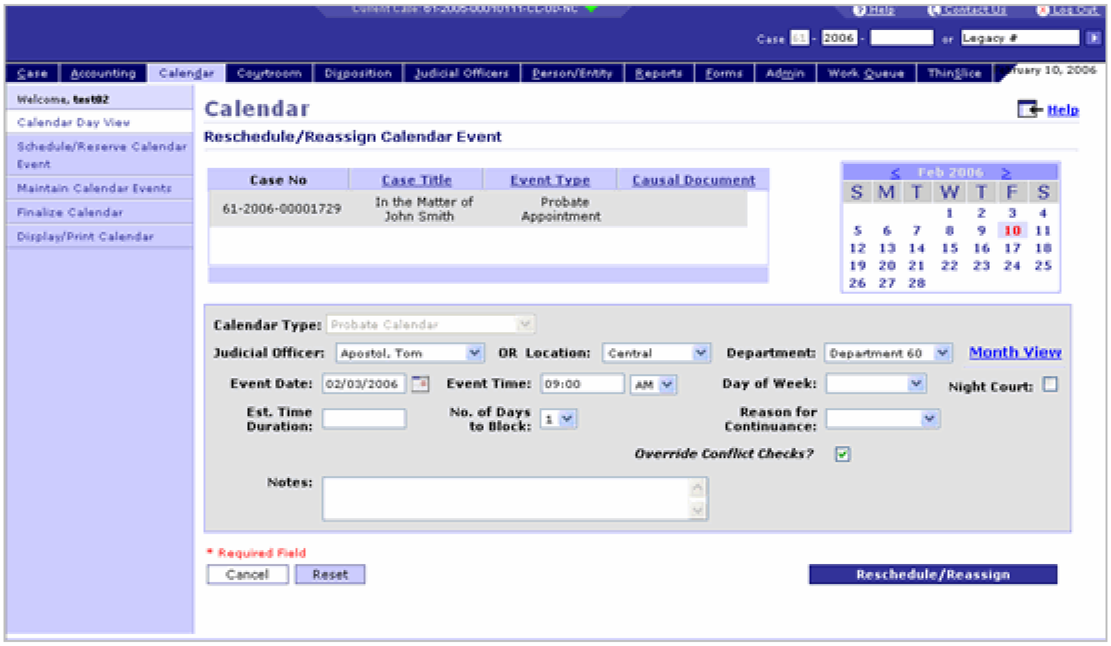
This activity takes place in the context of calendar events search. Refer to the Search Calendar Events and Search Calendar Events - Context of a Case task activities for details on this process.

Perform the following steps to reschedule/reassign one event on multiple cases.

1. Select the checkboxes for one event type related to multiple cases.
   NOTE This selection occurs from the Maintain calendar events search results.



2. Click the **[Reschedule/Reassign]** button.
   Result: The Reschedule/Reassign Calendar Event screen displays with appropriate information.



3. Enter/Select data for the following required fields:

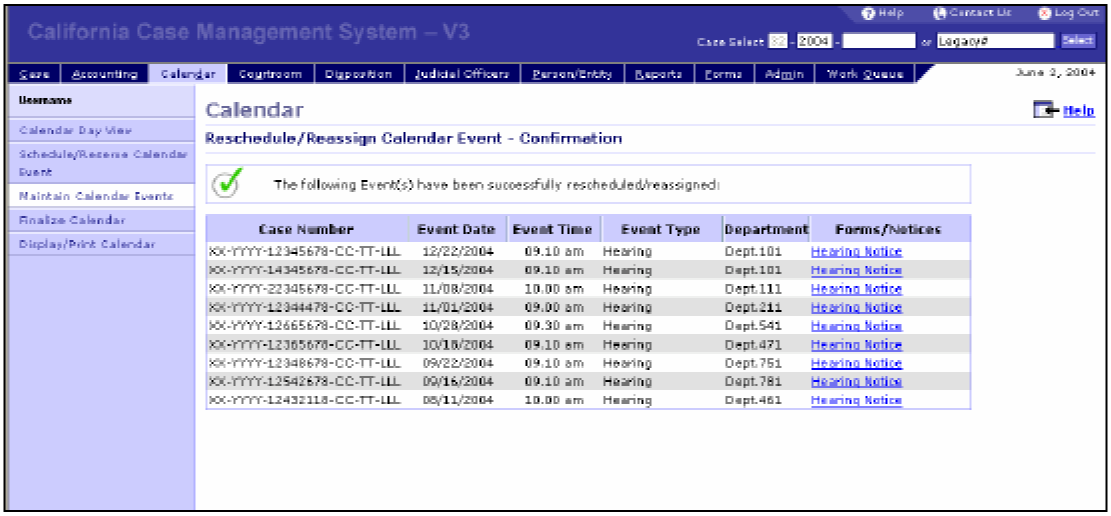
    4. Resource Type
    5. Event Date
    6. Event Time
    7. Department

    NOTE You cannot change the Calendar Type field.

    NOTE The Name field is filtered and required if a Resource Type value is selected.

    NOTE The event can also be re-scheduled to a department by entering data for the Location and Department fields. The Division and Department fields are filtered depending on your selections of the Location field. The Division field is optional.

4. Click the **[Reschedule/Reassign]** button.
   Result: The Reschedule/Reassign Calendar Event - Confirmation screen displays.



NOTE You can choose to only reschedule the event by only updating the Event Date and Event Time fields.

NOTE You can choose to only reassign the event by only updating Resource Type and Name fields combination or Location, Division, and Department fields combination.

Related Links

Maintain Calendar Events Overview

Maintain Calendar Events - Search Screen

Reschedule/Reassign Calendar Event Screen

My Court Information

Reschedule/Reassign Events - Multiple Events on One Case

Introduction

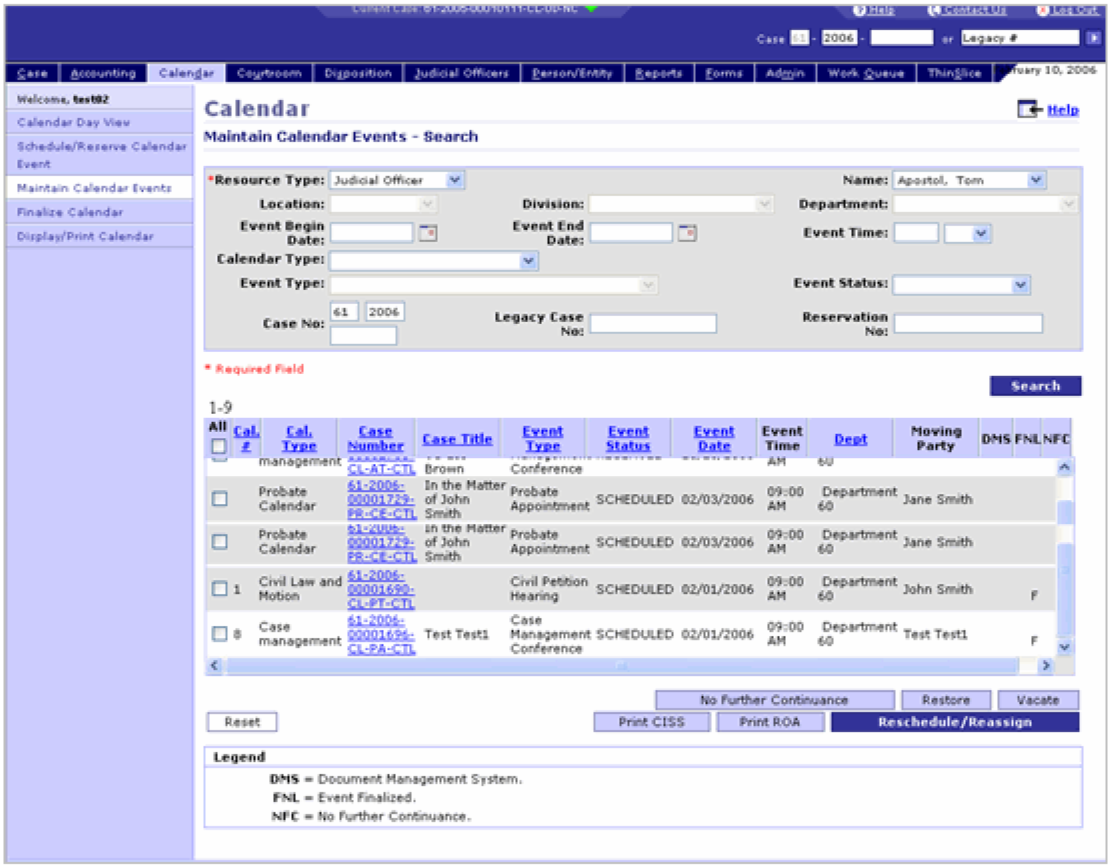
Rescheduling/Reassigning multiple events allows you to update multiple events on one case at the same time.

Task Activity

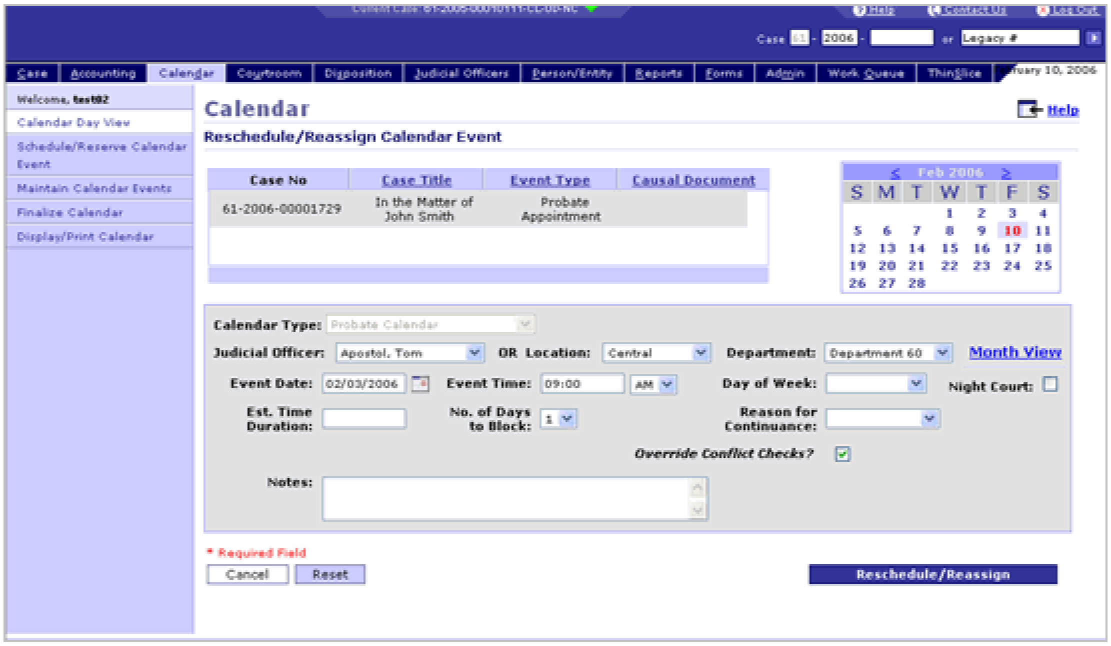
This activity takes place in the context of calendar events search. Refer to the Search Calendar Events and Search Calendar Events - Context of a Case task activities for details on this process.

Perform the following steps to reschedule/reassign multiple events on a single case.

1. Select the checkboxes for more than one event type related to the same case.
   NOTE This selection occurs from the Maintain calendar events search results.



2. Click the **[Reschedule/Reassign]** button.
   Result: The Reschedule/Reassign Calendar Event screen displays with appropriate information.



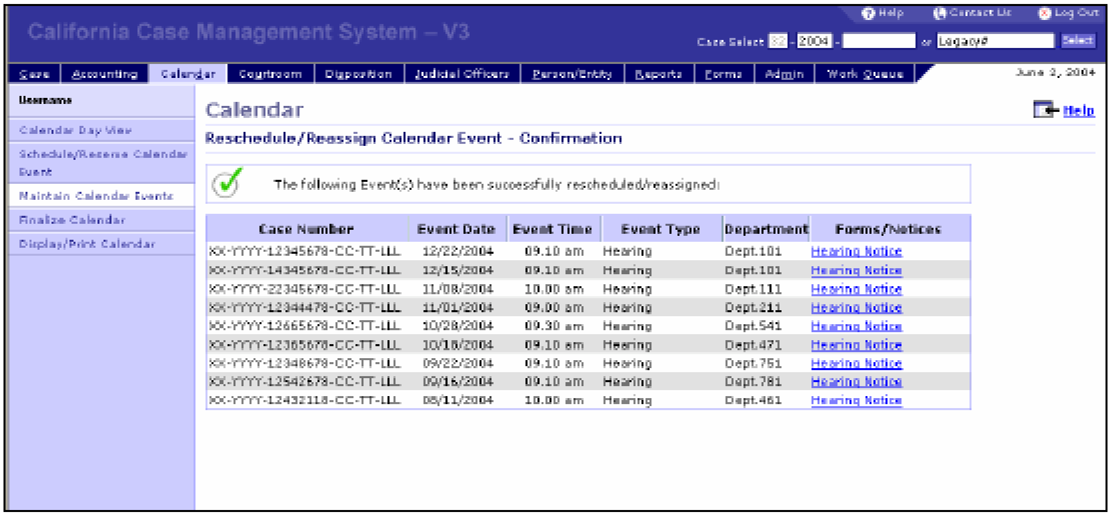
3. Enter/Select data for the following required fields:
    4. Resource Type
    5. Event Date
    6. Event Time
    7. Department

    NOTE You cannot change the Calendar Type field.

    NOTE The Name field is filtered and required if a Resource Type value is selected.

    NOTE The event can also be re-scheduled to a department by entering data for the Location and Department fields. The Division and Department fields are filtered depending on your selections of the Location field. The Division field is optional.

4. Click the **[Reschedule/Reassign]** button.
   Result: The Reschedule/Reassign Calendar Event - Confirmation screen displays.



NOTE You can choose to only reschedule the event by only updating the Event Date and Event Time fields.

NOTE You can choose to only reassign the event by only updating Resource Type and Name fields combination or Location, Division, and Department fields combination.

Related Links

Maintain Calendar Events Overview

Maintain Calendar Events - Search Screen

Reschedule/Reassign Calendar Event Screen

My Court Information

Confirm an Event

Introduction

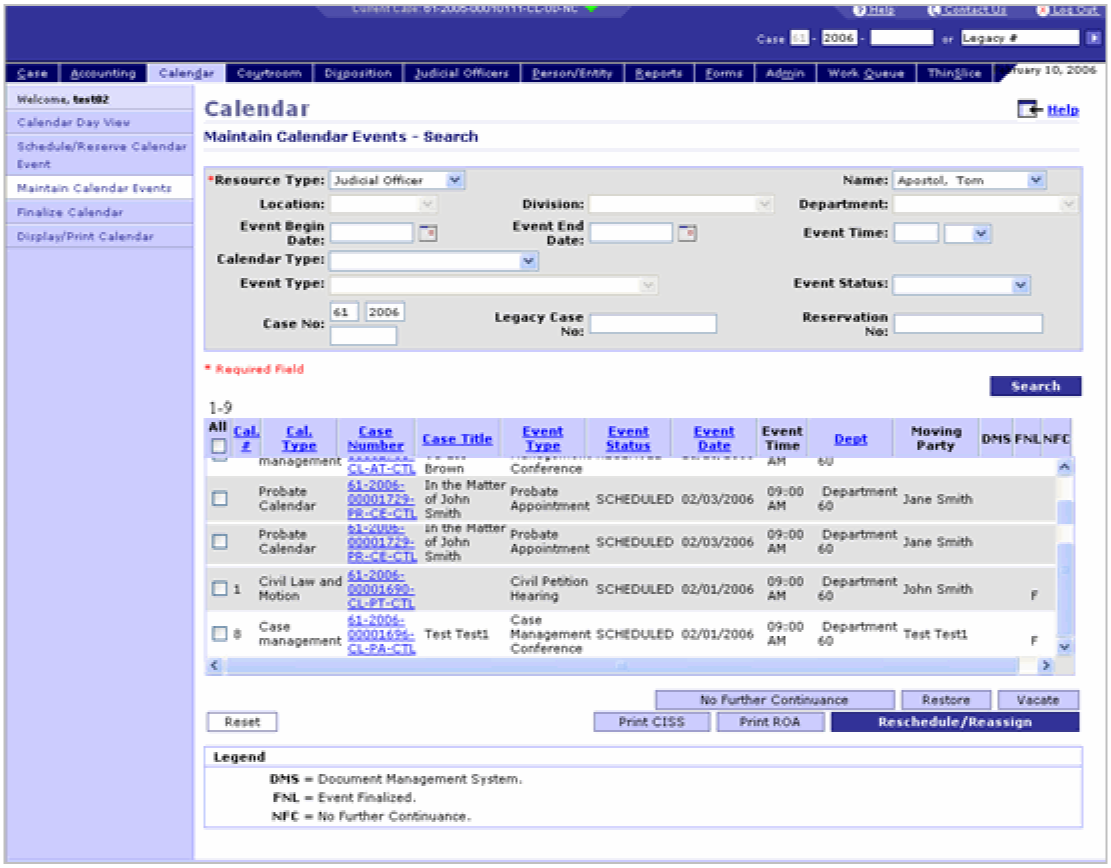
Confirming an event allows you to change the status of an event from "Reserved" to "Scheduled."

Task Activity

This activity takes place in the context of calendar events search. Refer to the Search Calendar Events - Context of a Case task activity for details on this process.

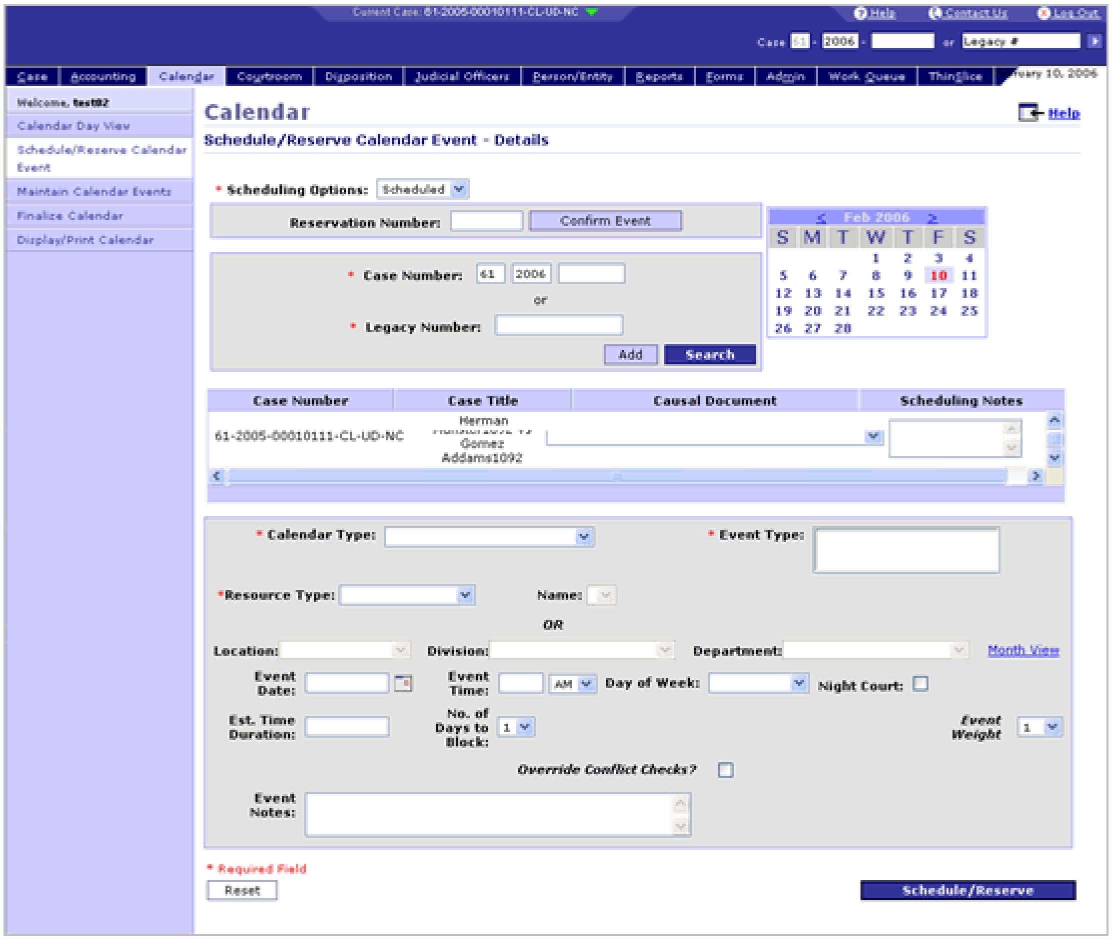
Perform the following steps to confirm a reserved event.

1. Select the checkbox for an event from the Maintain Case Calendar Events screen.
   NOTE The selected event must have a status of "Reserved."



2. Click the **[Confirm Event]** button.
   Result: The Maintain Case Calendar Events Confirmation screen displays with confirmation message.
   NOTE The event status is updated to "Scheduled."

   NOTE Events that have been previously reserved without a Case Number can be confirmed through the Schedule/Reserve Calendar Event screen.



Related Links

Maintain Calendar Events Overview

Maintain Calendar Events - Search Screen

Maintain Case Calendar Events Screen

My Court Information

Flag an Event -- No Further Continuance

Introduction

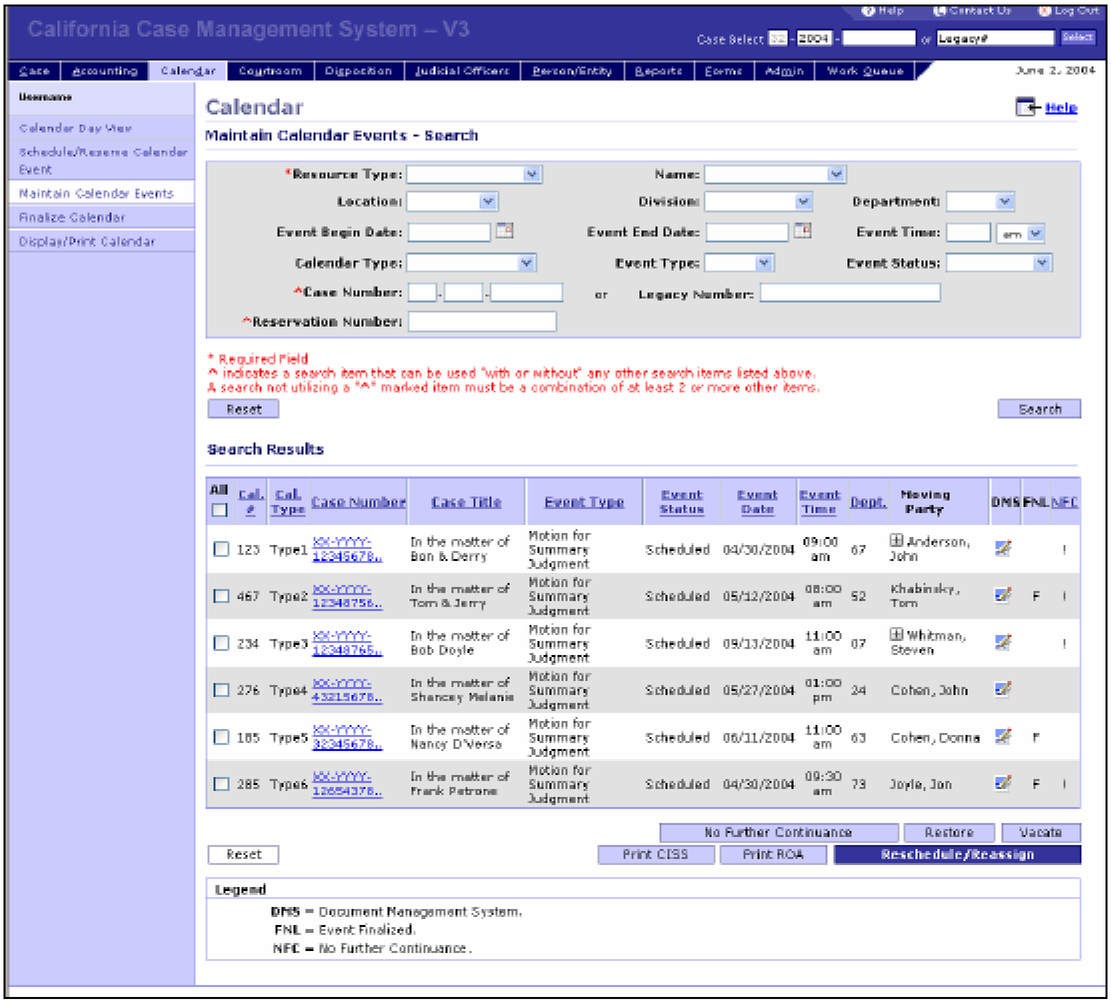
You can flag an event with "No Further Continuance" so that it cannot be rescheduled. Flagged events can only be rescheduled through the override option.

Task Activity

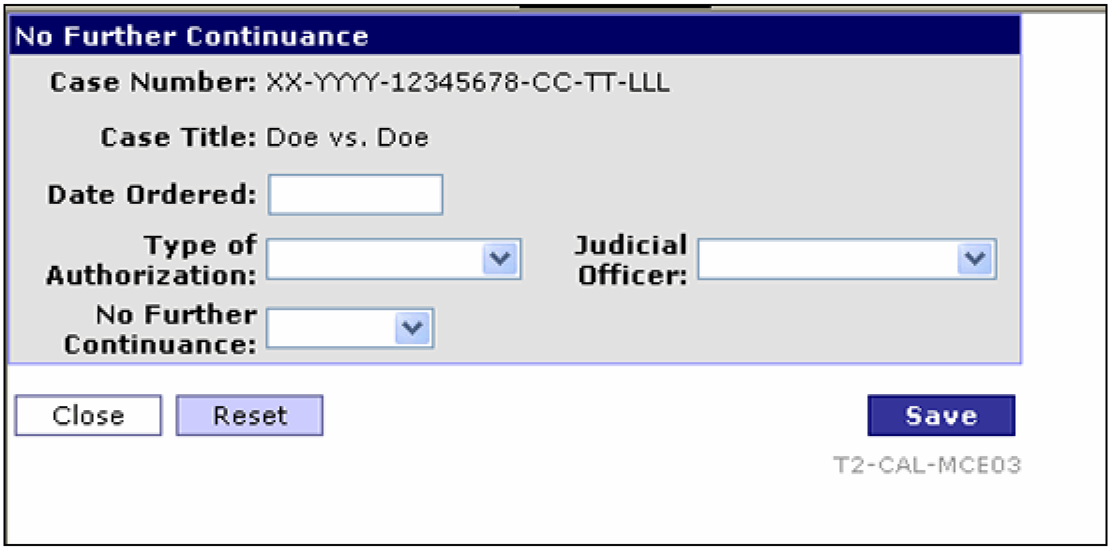
This activity takes place in the context of calendar events search. Refer to the Search Calendar Events and Search Calendar Events - Context of a Case task activities for details on this process.

Perform the following steps to flag an event for no further continuance.

1. Select the checkbox for an event from the maintain calendar events search results.

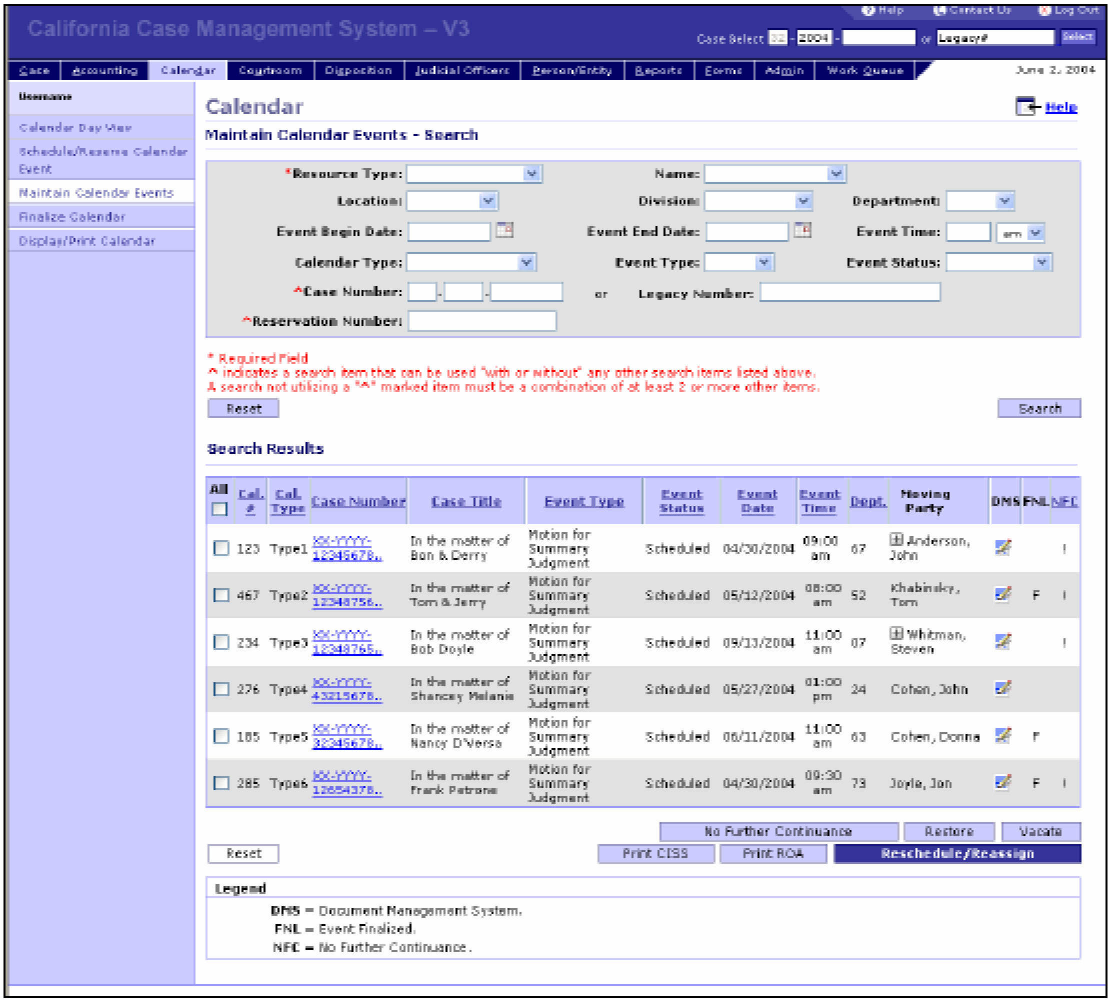


2. Click the **[No Further Continuance]** button.
Result: The No Further Continuance pop-up screen displays.



3. Enter/Select data for the following required fields:
    4. Date Ordered
    5. No Further Continuance

4. Click the **[Save]** button.
   Result: The Maintain Calendar Events Search screen displays with a confirmation message. The selected event's NFC column indicator is displayed.



Related Links

Maintain Calendar Events Overview

Maintain Calendar Events - Search Screen

My Court Information

Extend an Event

Introduction

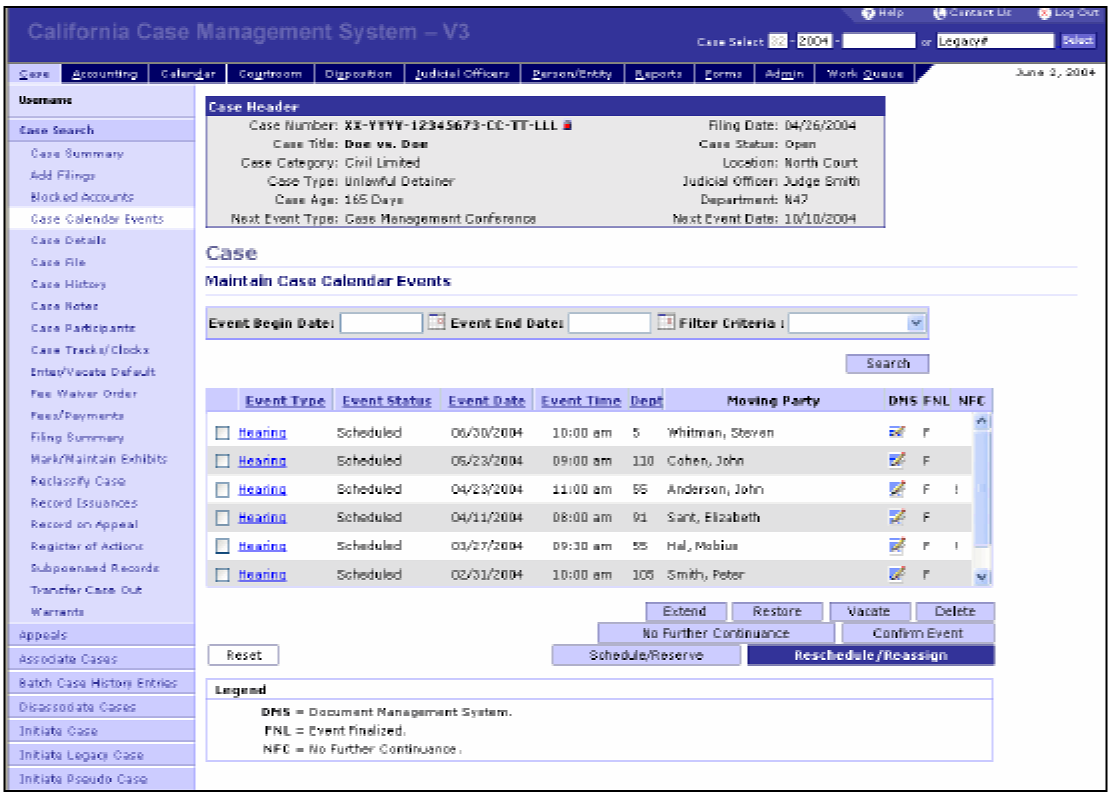
Extending an event allows you to continue an event that extends over multiple days. This process is different from rescheduling an event since it results in the same event being extended to another date/time for the next session of that same event.

Task Activity

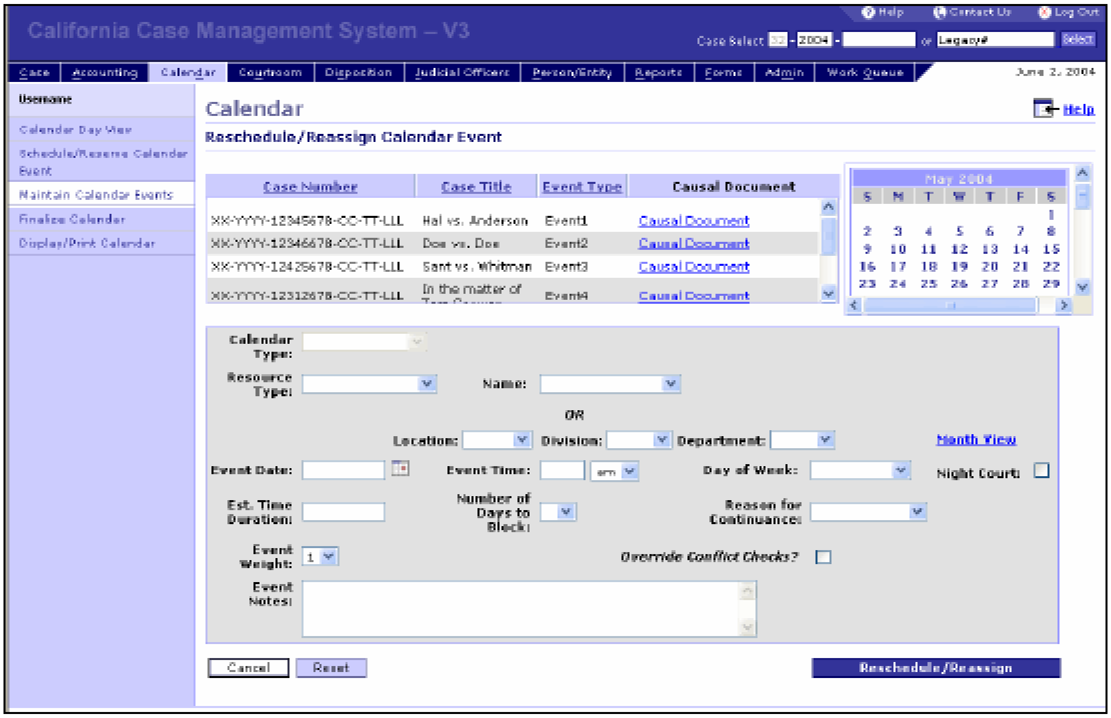
This activity takes place in the context of calendar events search. Refer to the Search Calendar Events - Context of a Case task activity for details on this process.

Perform the following steps to extend an event.

1. Select the checkbox for an event from the Maintain Case Calendar Events screen.
   NOTE The selected event must have a status of "Heard."



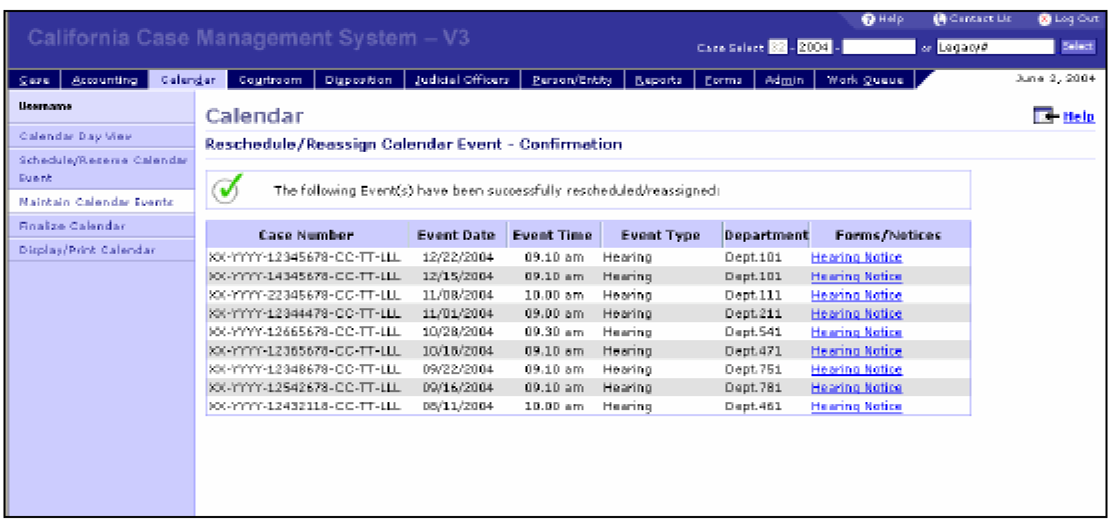
2. Click the **[Extend]** button.
   Result: The Reschedule/Reassign Calendar Event screen displays with appropriate information.



3. Enter/Select data for the following required fields:
   4. Event Date
   5. Event Time

   NOTE You cannot change the Calendar Type field.

4. Click the **[Reschedule/Reassign]** button.
   Result: The Reschedule/Reassign Calendar Event - Confirmation screen displays.



Related Links

Maintain Calendar Events Overview

Maintain Calendar Events - Search Screen

Reschedule/Reassign Calendar Event Screen

My Court Information

Restore an Event

Introduction

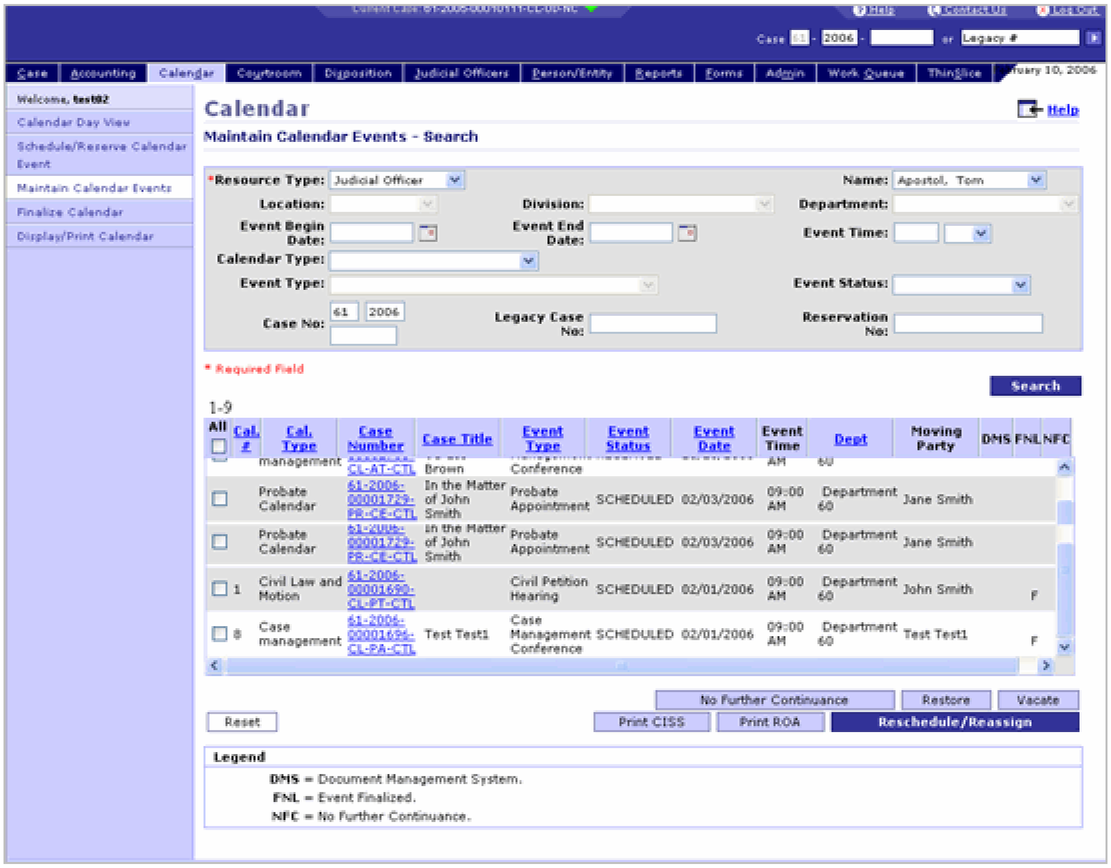
Restoring an event allows you to change the status of previously "Vacated" event to "Scheduled."

Task Activity

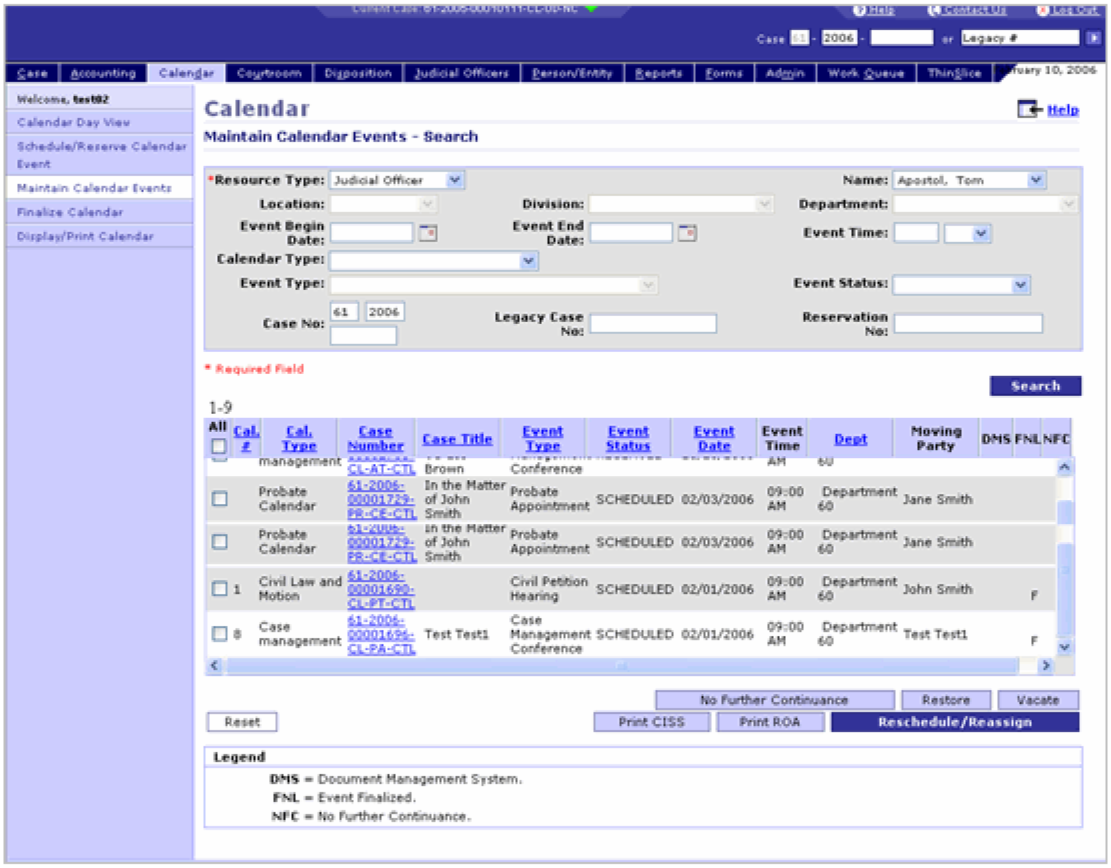
This activity takes place in the context of calendar events search. Refer to the Search Calendar Events and Search Calendar Events - Context of a Case task activities for details on this process.

Perform the following steps to restore an event.

1. Select the checkbox for an event from the Maintain calendar events search results.
   NOTE The selected event must have a status of "Vacated."



2. Click the **[Restore]** button.
   Result: The Maintain Calendar Events - Search screen displays with a confirmation message.
   NOTE The event status is updated to "Scheduled."



Related Links

Maintain Calendar Events Overview

Maintain Calendar Events - Search Screen

My Court Information

Vacate an Event

Introduction

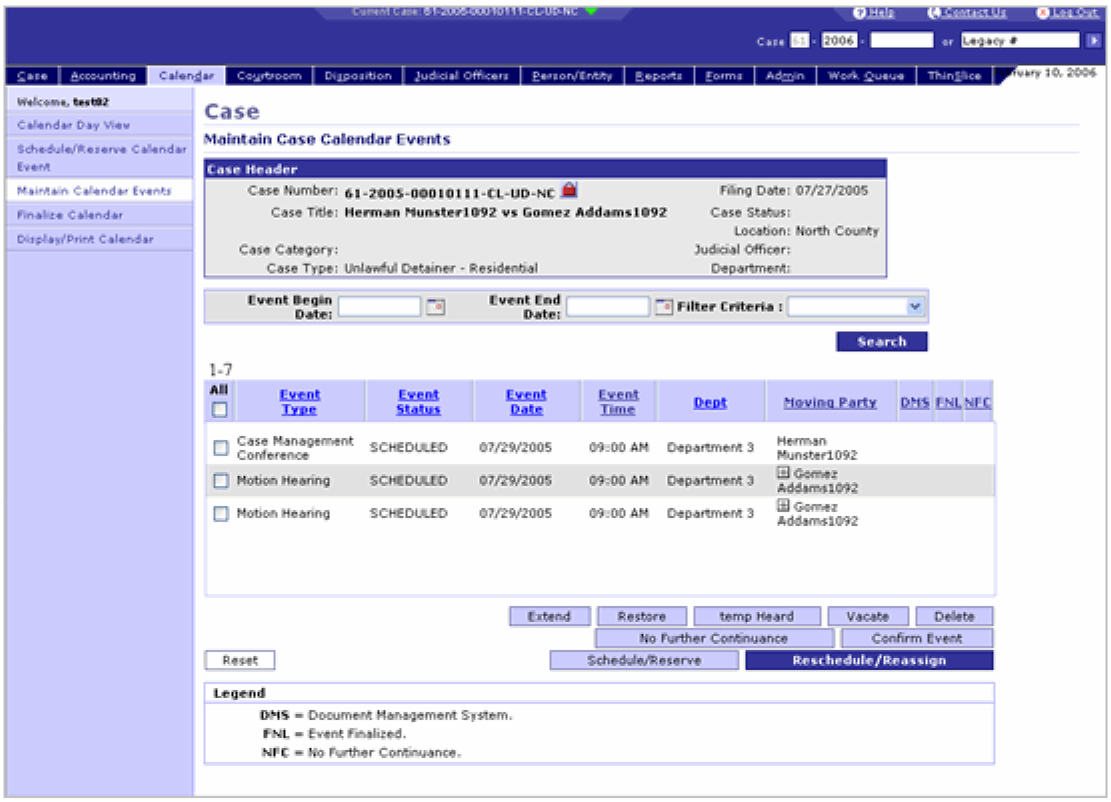
Vacating a calendar event allows you to remove an event from the calendar. Vacated events can be restored back to the calendar.

Task Activity

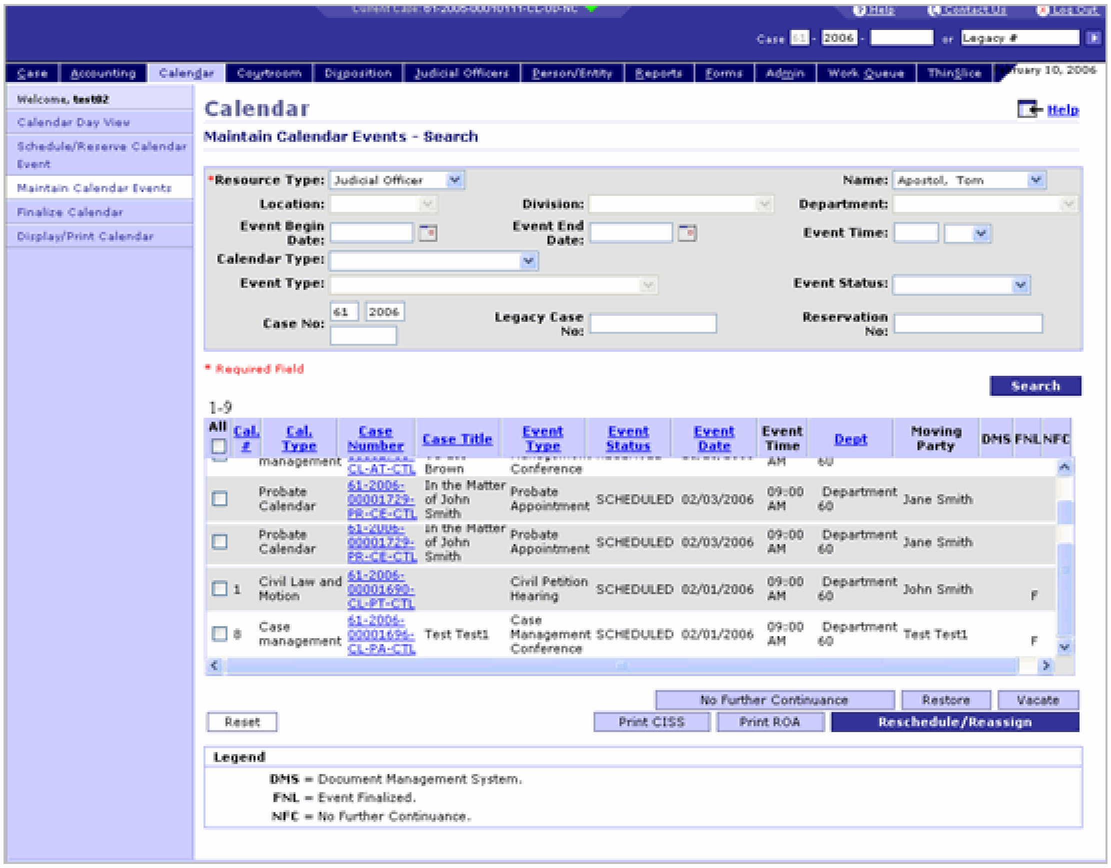
This activity takes place in the context of calendar events search. Refer to the Search Calendar Events and Search Calendar Events - Context of a Case task activities for details on this process.

Perform the following steps to vacate an event.

1. Select the checkbox for an event from the Maintain calendar events search results.
   NOTE The selected event must have a status of "Scheduled."



2. Click the **[Vacate]** button.
   Result: The Maintain Calendar Events - Search screen displays with a confirmation message.
   NOTE The event status is updated to "Vacated."



Related Links

Maintain Calendar Events Overview

Maintain Calendar Events - Search Screen

My Court Information

Delete an Event

Introduction

Deleting an event allows you to remove an event record from the system.

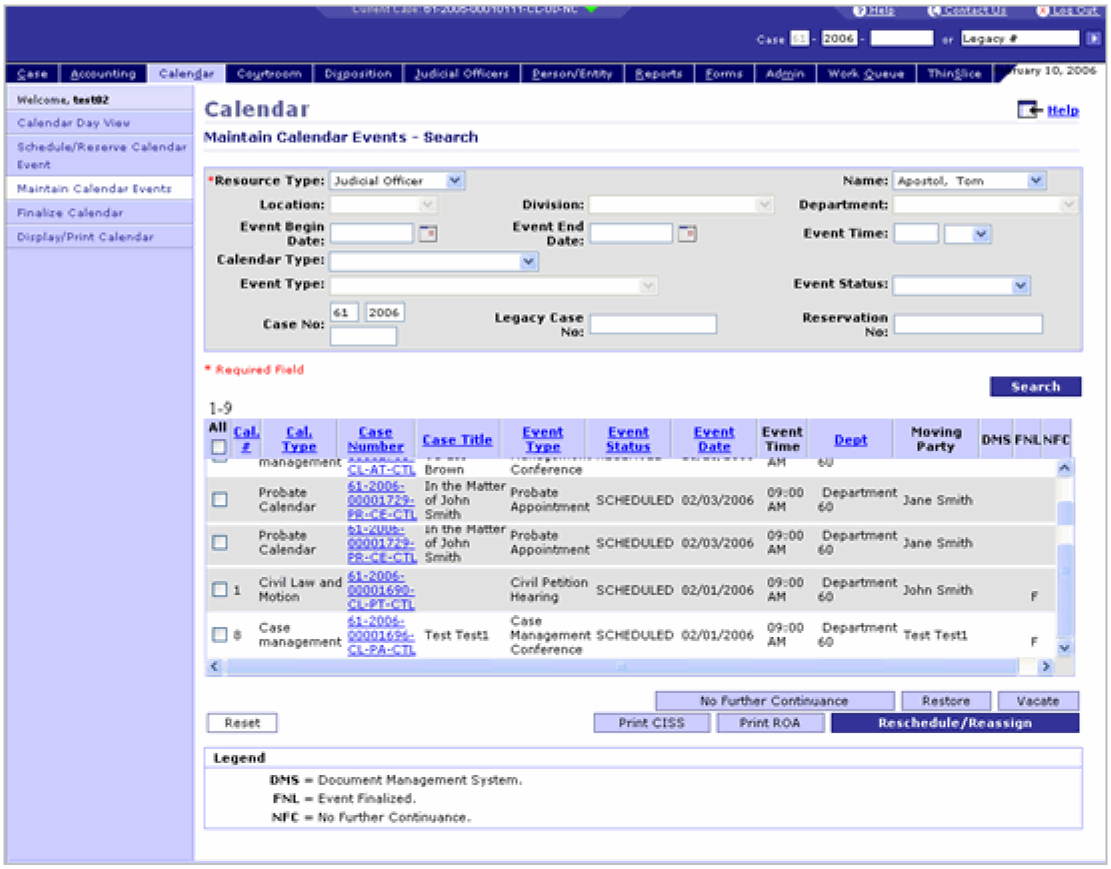
You can delete events from the calendar if the events were scheduled in error or were reserved but never confirmed. Events deleted from the system cannot be restored back to the calendar.

Task Activity

This activity takes place in the context of calendar events search. Refer to the Search Calendar Events - Context of a Case task activity for details on this process.

Perform the following steps to delete an event.

1. Select the checkbox for an event from the Maintain Case Calendar Events screen.
   NOTE The selected event must have a future event date.



2. Click the **[Delete]** button.
   Result: The Maintain Case Calendar Events Confirmation screen displays.
   NOTE The event is no longer displayed in the search results.

Related Links

Maintain Calendar Events Overview

Maintain Calendar Events - Search Screen

My Court Information

Error Process - Reschedule/Reassign Events

Introduction

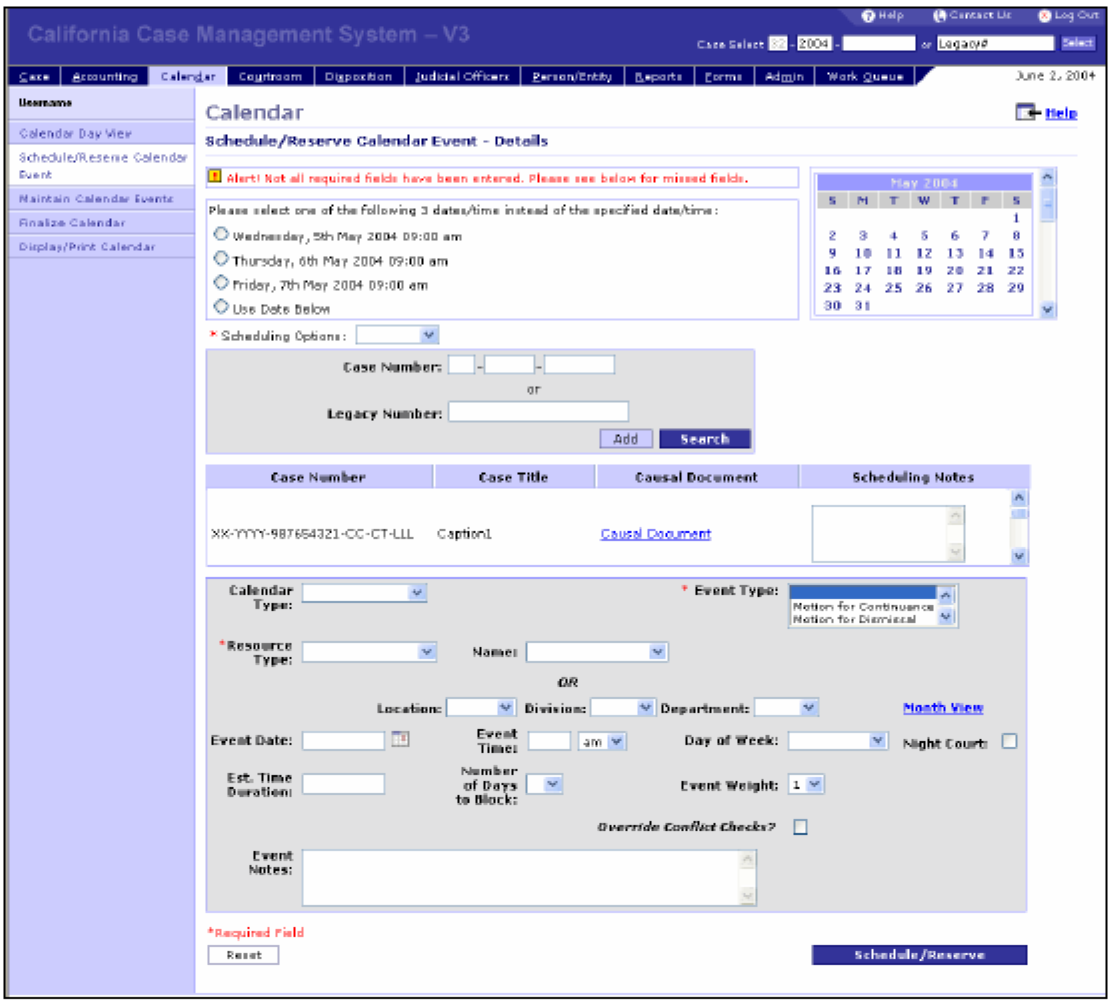
This activity outlines the process of resolving possible errors that can occur at the time of rescheduling or reassigning an event.

Task Activity

This activity takes place within the context of rescheduling/reassigning an event. Refer to the Reschedule/Reassign an Event task activity for more details on this process.

Perform the following steps to resolve the error message.

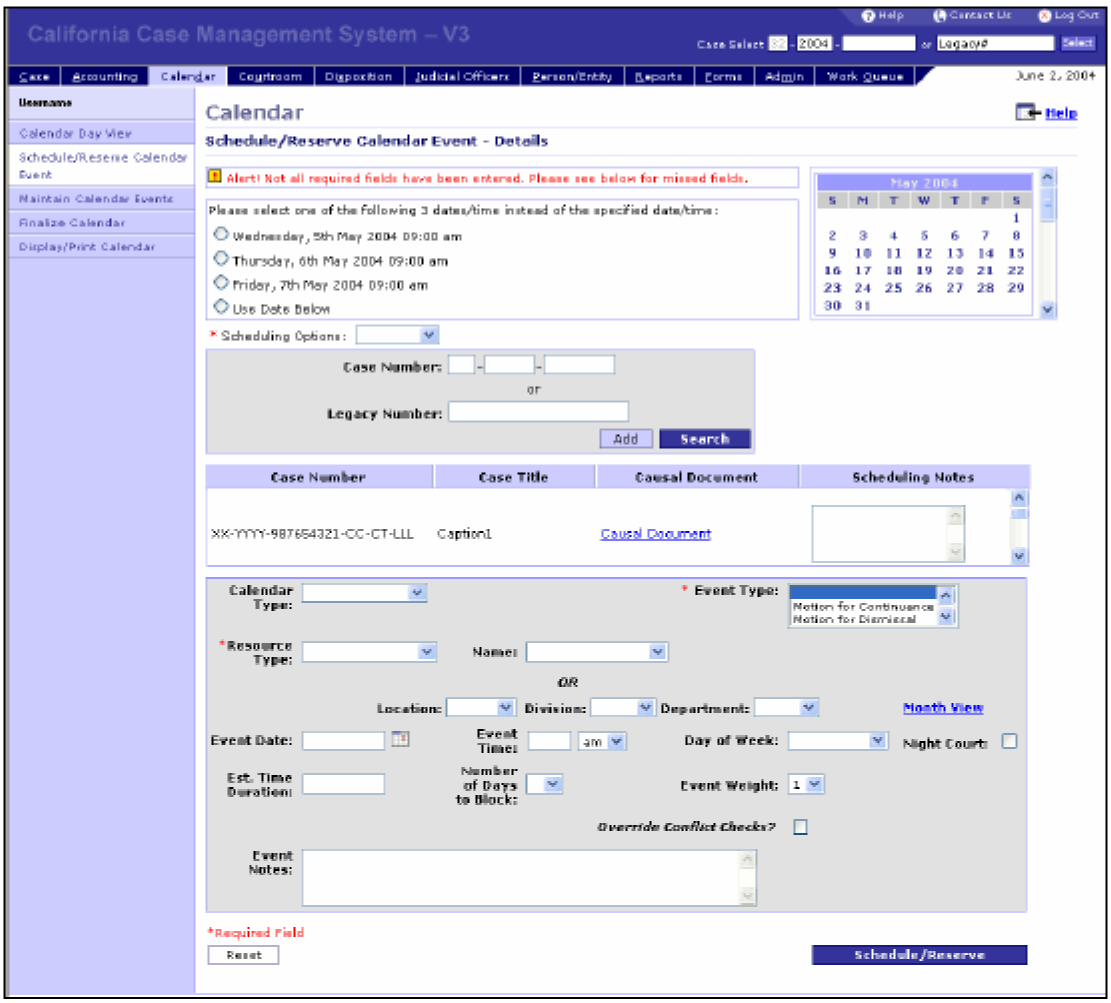
1. View the possible error message on the Reschedule/Reassign Calendar Event screen.



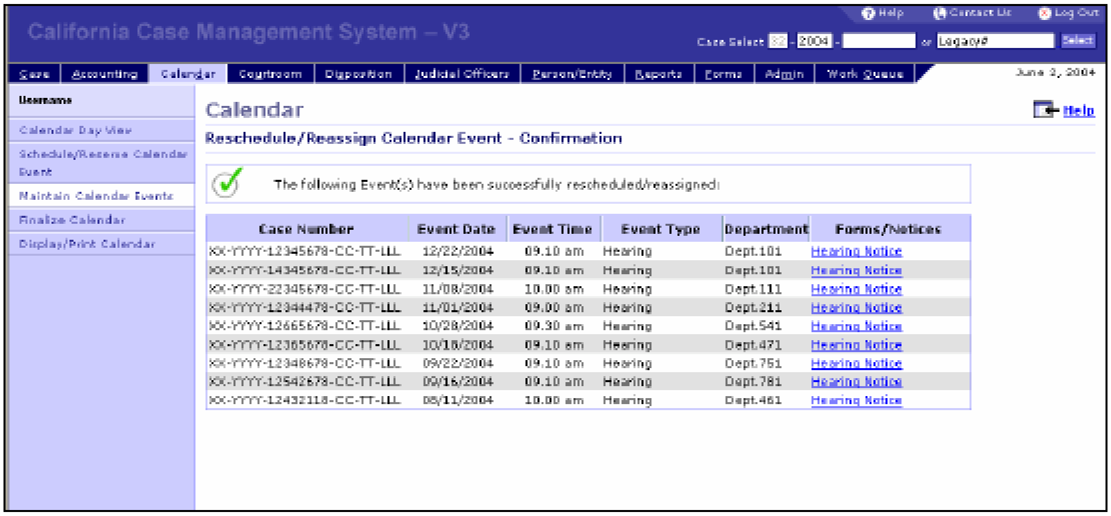
2. Perform one of the following steps:
    3. Select the radio button for one of the suggested dates, OR
    4. Select the radio button for "Use Date Below."

3. If "Use Date Below" has been selected, enter data for the following fields:
    4. Event Date
    5. Event Time

4. Click the **[Reschedule/Reassign]** button.
NOTE Depending on conflict checks performed by the system and the information you entered, there are two possible outcomes.
Result #1: If you enter data that has a conflict, then the Reschedule/Reassign Calendar Event screen refreshes with an error message and the process steps above should be repeated.



Result #2: If you entered data that has no conflicts, then the Reschedule/Reassign Calendar Event - Confirmation screen displays.



Related Links

Maintain Calendar Events Overview

Reschedule/Reassign Calendar Event Screen

Finalize Calendars

Finalize Calendar Overview

Introduction

Finalizing a calendar assigns a sequential calendar number to each calendar event. The calendar to finalize can be selected from specified range elements including Calendar View, Calendar Type, Date Range, Time Range, or Department(s).

The calendar numbers become the permanent ID number by which the event is referred to and will be displayed on the calendar when it is viewed/printed.

The same calendar number is displayed with the event for every future displaying/printing of the finalized calendar. Calendars that are finalized will not have the calendar numbers re-sequenced by the system for future displaying/printing. Refer to the Display/Print Calendar section for details on this process.

Once a calendar has been finalized, additional events scheduled to the calendar are considered "Add-ons." An “add-on” calendar will display/print the events added to the calendar after the calendar has been finalized. Refer to the Schedule/Reserve Calendar Events section for details on scheduling/reserving events.

Task Activities

Finalizing calendars includes the following task activity:

- Finalize Calendar

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Finalize Calendar Details Screen

My Court Information

Finalize Calendar

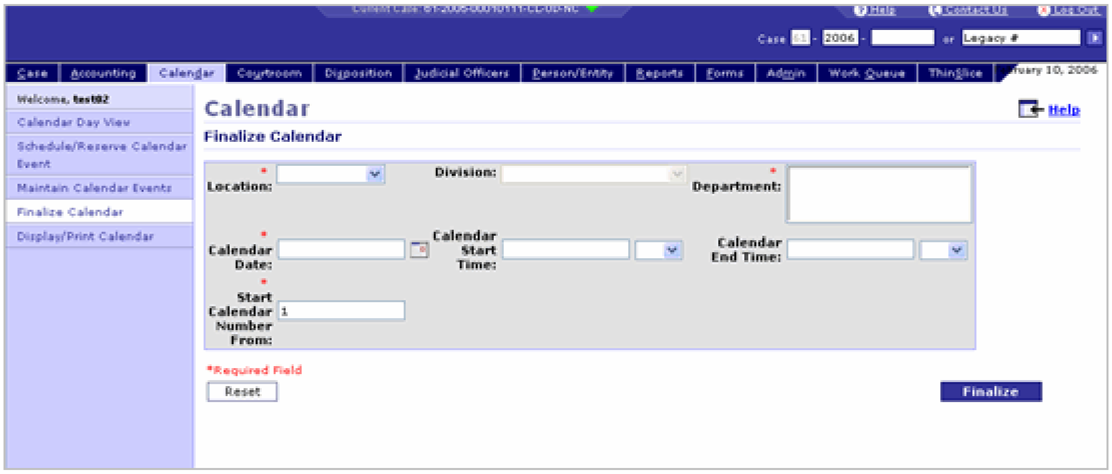
Introduction

The process of finalizing the calendar assigns sequential calendar number to each scheduled event on the specified calendar.

Task Activity

Perform the following steps to finalize a calendar.

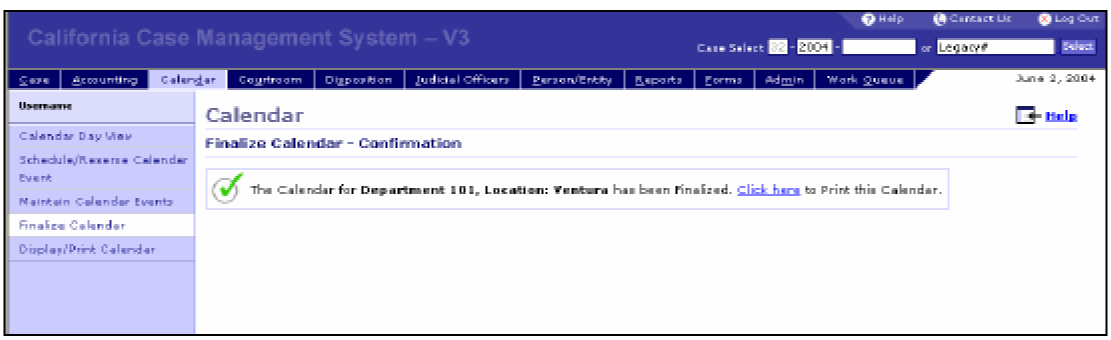
1. Select **[Calendar] > [Finalize Calendar]**.
   Result: The Finalize Calendar screen displays.



2. Enter/Select data for the following required fields:
   - Location
   - Department
   - Calendar Date
   - Start Calendar Number From

3. Click the **[Finalize]** button.
   NOTE Events that have been assigned calendar numbers through the finalize process are not re-sequenced during calendar reprints.

   Result: The Finalize Calendar Confirmation screen displays.



Related Links

Finalize Calendar Overview

Finalize Calendar Details Screen

Display/Print Calendars

Display/Print Calendar Overview

Introduction

Displaying or printing a calendar allows you to view and print informal drafts, finalized, or add-on calendars. You can specify the calendar to view and print for a Judicial Officer and/or Department by selecting a pre-configured calendar view, a specific date/date range, and a time range.

For specific calendar views to be viewed/printed, pre-configured calendar views must first exist in the system. Refer to the Configure Calendar Views section for details on configuring calendars.

The "final" calendar will display/print events with sequential calendar numbers. Refer to the Finalize Calendar section for details on finalizing calendar events.

The “add-on” calendar will display/print the events added to the calendar after the calendar has been finalized. Refer to the Schedule/Reserve Calendar Events section for details on scheduling/reserving events.

Task Activities

Displaying/Printing calendars includes the following task activities:

- Display Calendar
- Print Calendar

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Display/Print Calendar - Details Screen

My Court Information

Display Calendar

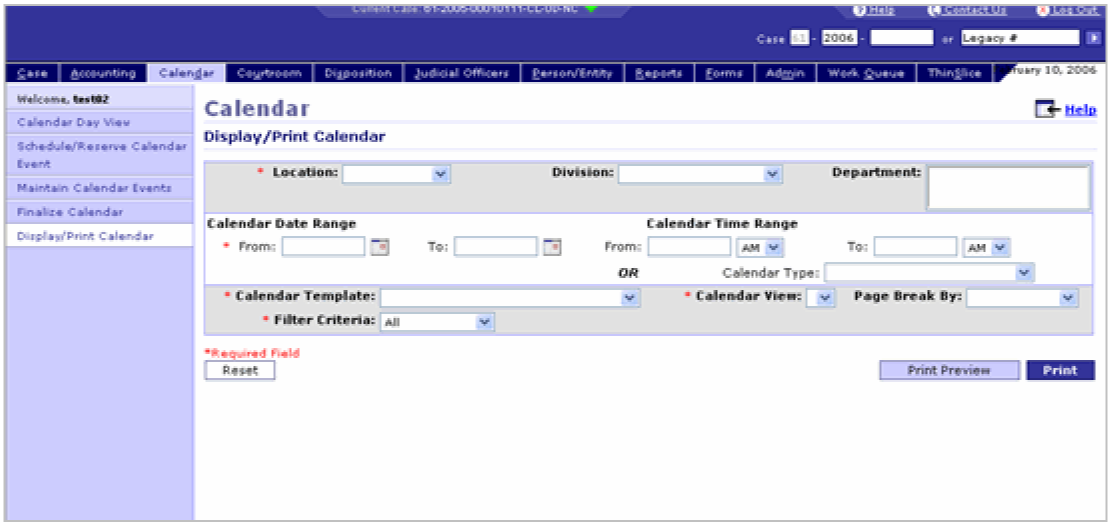
Introduction

Displaying the calendar allows you to view and print the scheduled events for a specified calendar. You can choose to view the "finalized," "add-on," or entire calendar.

Task Activity

Perform the following steps to display a calendar.

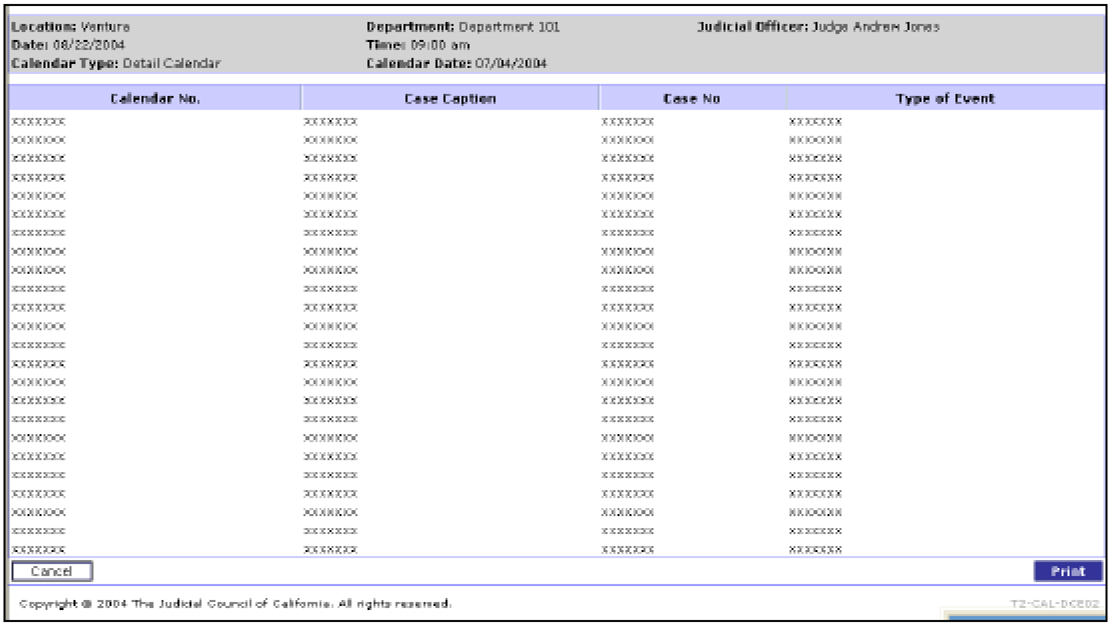
1. Select **[Calendar] > [Display/Print Calendar]**.
   Result: The Display/Print Calendar screen displays.



2. Enter/Select data for the following required fields:
   - Location
   - Calendar Date Range - From
   - Calendar Template
   - Calendar Time Range *or* Calendar Type
   - Filter Criteria

   NOTE The Filter Criteria field is defaulted to "All."

3. Click the **[Print Preview]** button.
   NOTE You can only view one calendar at a time.
   Result: The Display/Print Calendar screen displays in a new window.



NOTE The system will re-sequence the **Calendar No.** field for calendars that have not been finalized every time the calendar is run.

Related Links

Display/Print Calendar Overview

Display/Print Calendar - Details Screen

My Court Information

Print Calendar

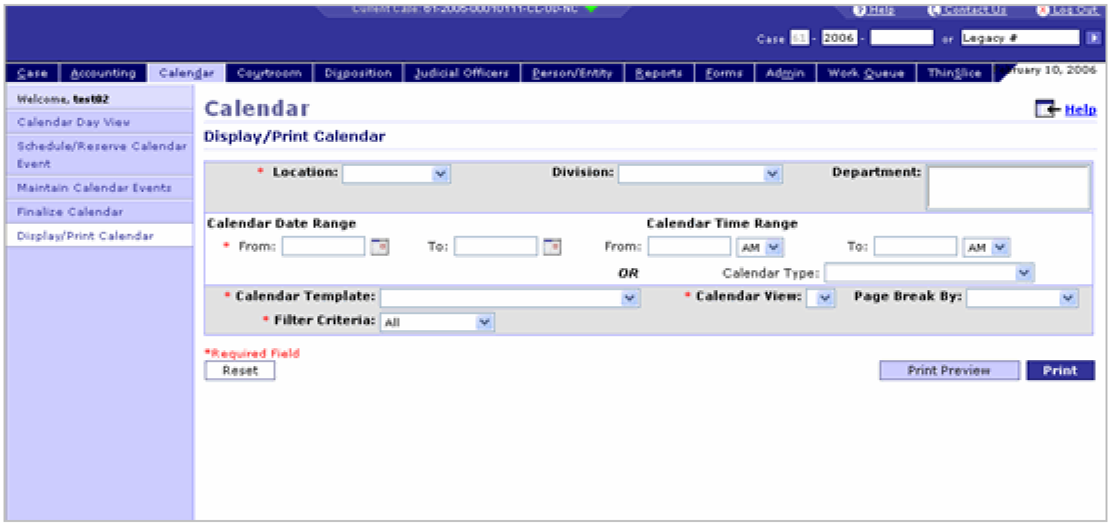
Introduction

Printing a calendar allows you to print the scheduled events for a specified calendar. You can print the "finalized," "add-on," or entire calendar.

Task Activity

Perform the following steps to print a physical calendar.

1. Select **[Calendar] > [Display/Print Calendar]**.
   Result: The Display/Print Calendar screen displays.



2. Enter/Select data for the following required fields:
   3. Location
   4. Calendar Date Range - From
   5. Calendar Template
   6. Calendar Time Range *or* Calendar Type
   7. Filter Criteria

   NOTE The Filter Criteria field is defaulted to "All."

3. Click the **[Print]** button.

   NOTE You may have to specify the printer at this time.

   NOTE If calendars are being printed for multiple departments or the location/division, then the Calendar Template field value must be set to "Summary."

   Result: The Printer Dialog box displays and calendar is printed.

Related Links

Display/Print Calendar Overview

Display/Print Calendar - Details Screen

The Courtroom Section

Maintain Check-In Information

Maintain Check-In Information Overview

Introduction

Maintaining check-in information allows you to capture and update details of a scheduled event, including the attendance information for the case parties. In order for the check-in information to be recorded, the events must be scheduled and exist in the system.

The check-in functionality provides the ability to capture/update information about an event prior to its scheduled hearing. For courts that do not have a check-in process, the system will provide the ability to capture attendance information at the time of recording minutes.

This attendance information will also be available to you during the Record Minutes activity, in which the previously recorded check-in information will be displayed. At the time of recording minutes, you can override the displayed attendance information or capture the attendance information of the participants that are actually present during the event. This will then be printed on the minutes. Refer to the Record Minutes - Code Based section for details on recording minutes.

Task Activities

Maintaining check-in information includes the following task activities:

- Add Check-In Information
- Edit Check-In Information

Additional Resources

Other items related to this overview include the following:

- Business Rules
- Forms/Notices/Reports

Related Links

Create/Maintain Minutes - Search Screen

Create/Maintain Minutes - Search Results Screen

Courtroom - Check-In Screen

My Court Information

Add Check-In Information

Introduction

Adding the check-in information records the attendance information and other details of a scheduled event.

Printing Forms/Notices

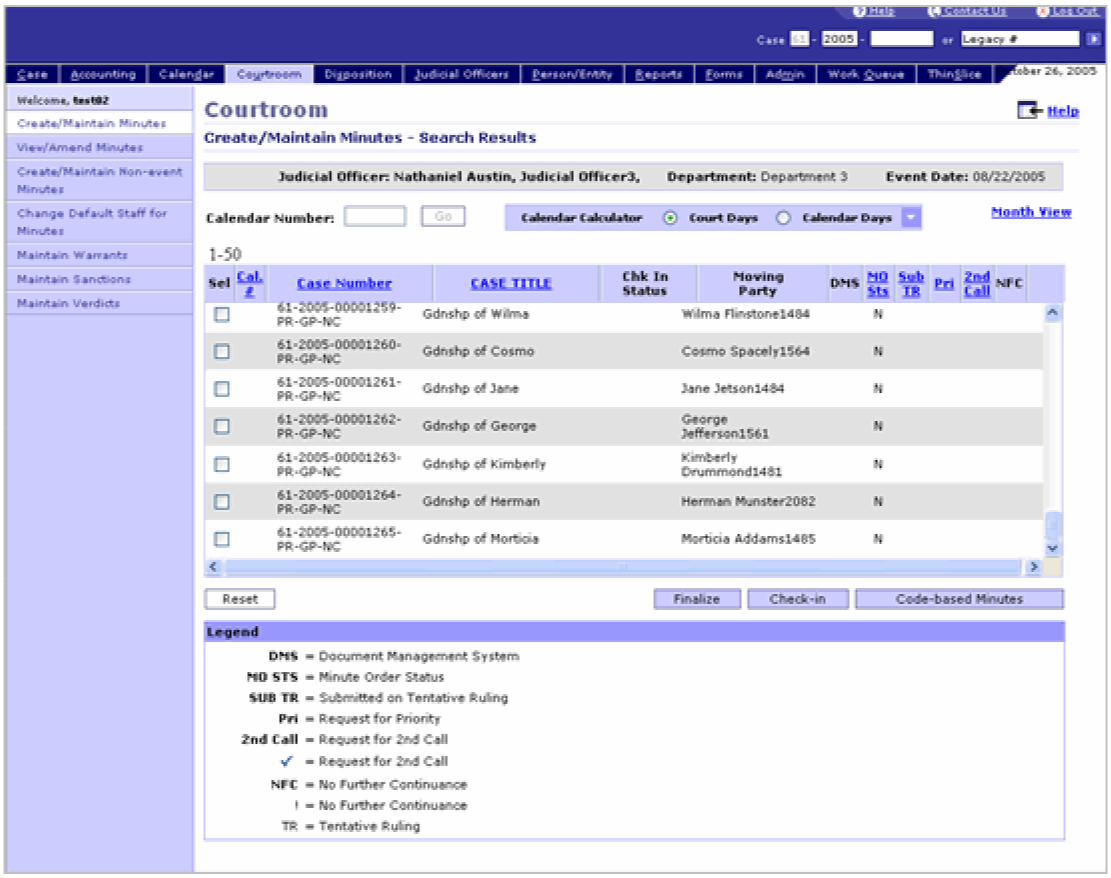
You can print forms and notices during the check-in process by selecting a form and clicking the **[Print Form]** button.

Task Activity

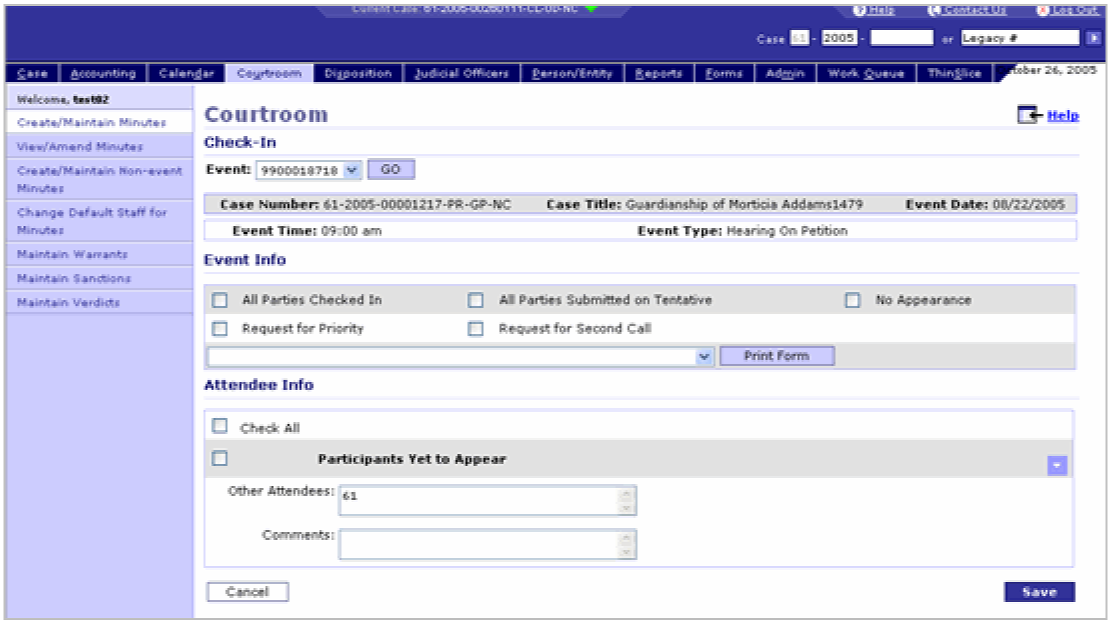
This activity takes place in the context of a minutes search. Refer to the Search Minutes task activity for details on this process.

Perform the following steps to add check-in information.

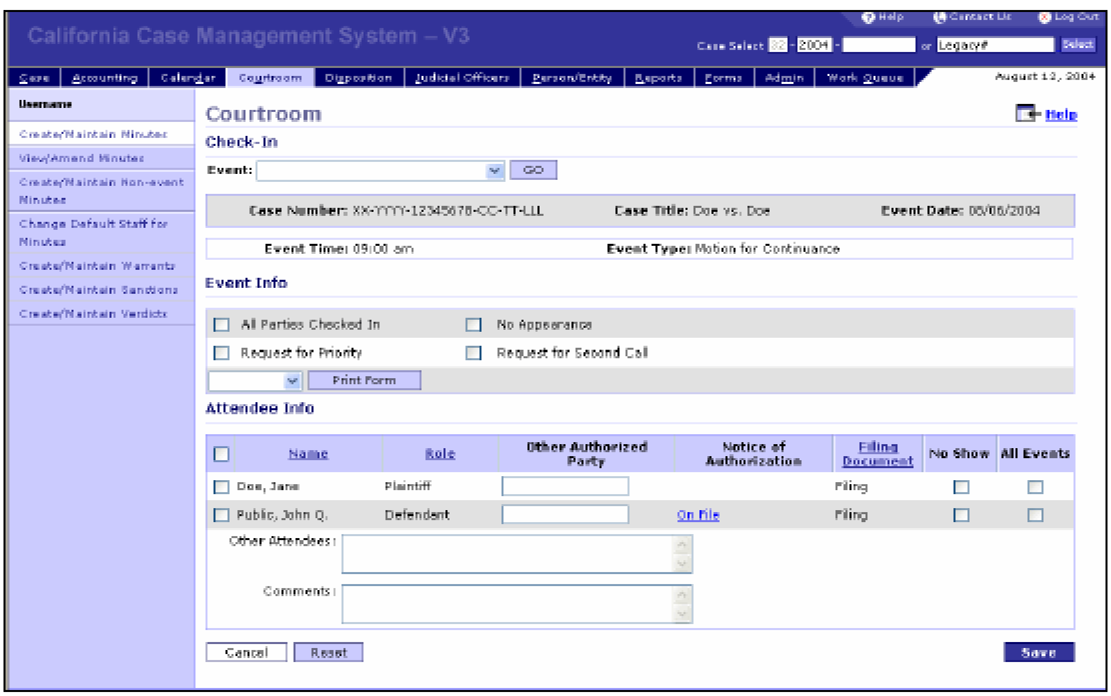
1. Select the checkbox for an event to add information.
   NOTE This selection occurs from the create/maintain minutes search results.



2. Click the **[Check-in]** button.
NOTE Depending on the Case Category of the event for which the check-in information is being recorded, different data fields will be displayed.
Result #1: The Check-In - Civil/Probate screen displays.



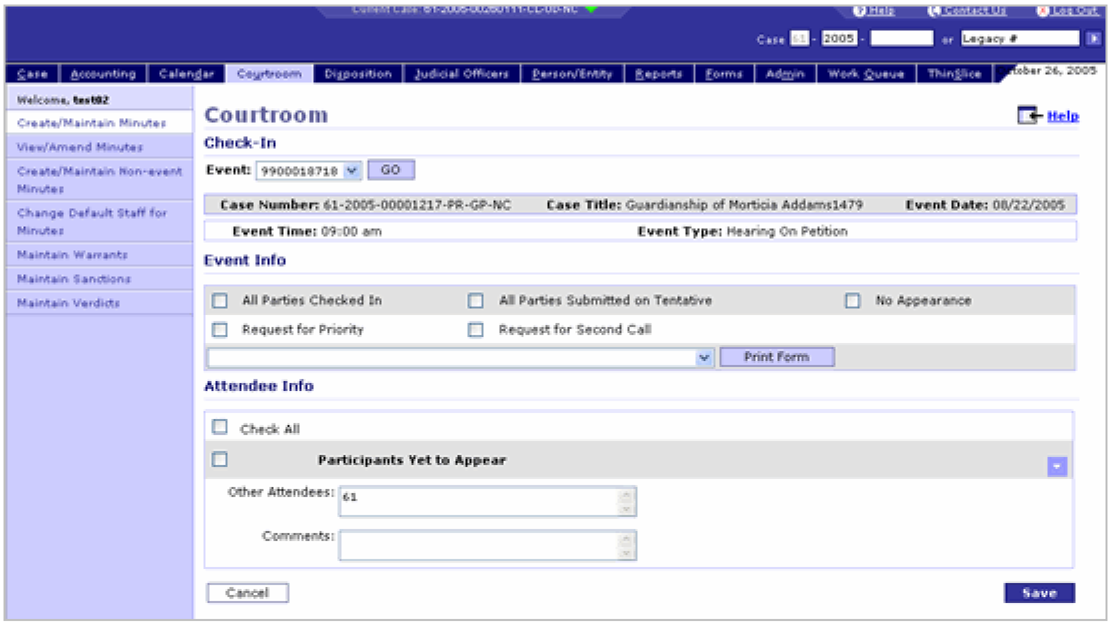
Result #2: The Check-In - Small Claims screen displays.



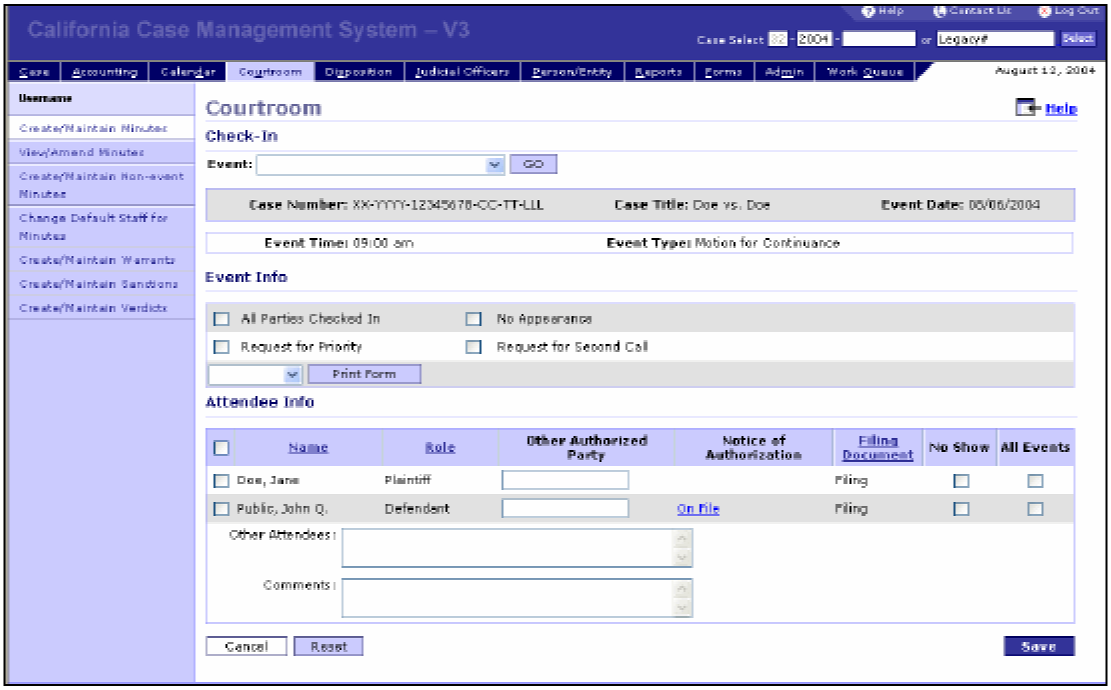
3. Enter/Select the attendance and other details of the scheduled event.
   NOTE If a party has multiple events scheduled for the same date/time/department on multiple cases, then the system will consider the party checked-in for the events (for the same date/time/department) if you select the **[All Events]** checkbox related to the party.

   NOTE If a case has multiple events scheduled for the same date and time and department, then the participants will be considered checked-in for the events on the case (for the same date/time/department) even if you only choose one event for which to record check-in information.

4. Click the **[Save]** button.
   NOTE The appropriate check-in screen displays with a confirmation message.
   Result #1: The Check-In - Civil/Probate screen displays.



Result #2: The Check-In - Small Claims screen displays.



Related Links

Maintain Check-In Information Overview

Create/Maintain Minutes - Search Screen

Create/Maintain Minutes - Search Results Screen

Courtroom - Check-In Screen

My Court Information

Edit Check-In Information

Introduction

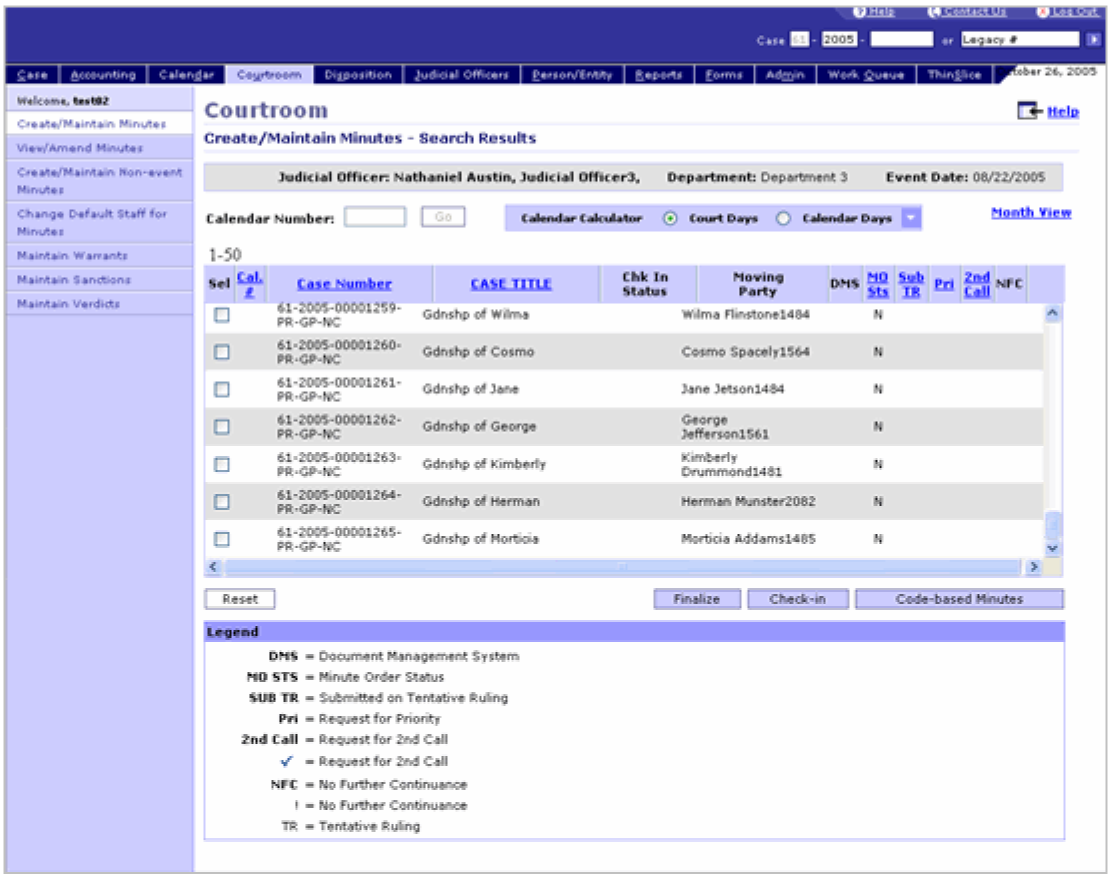
Editing the check-in information updates the attendance information and other details of a scheduled event.

Task Activity

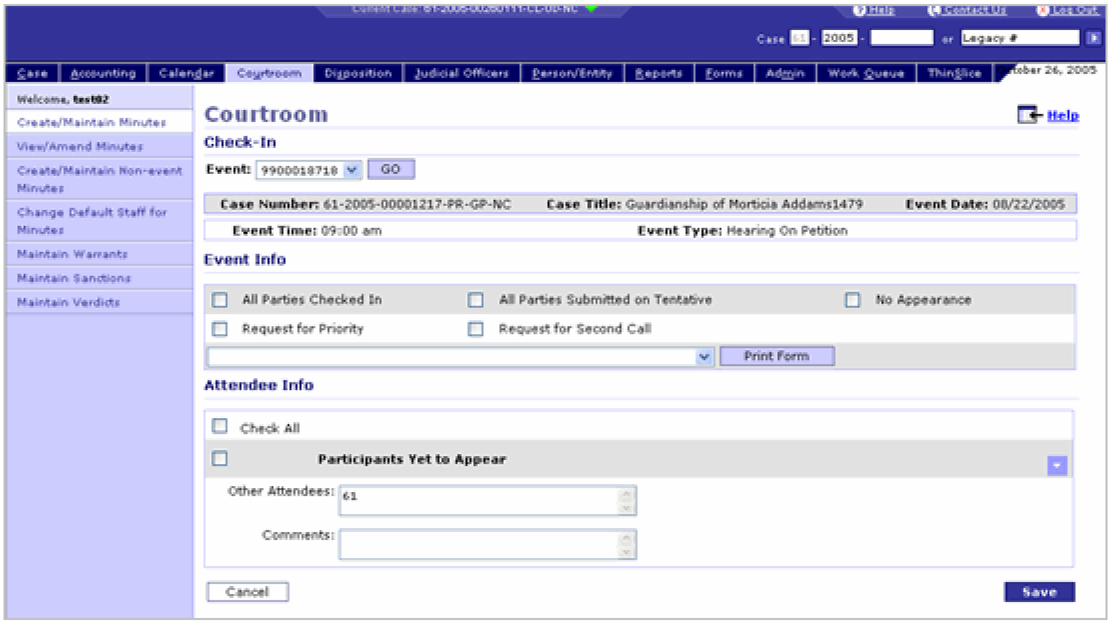
This activity takes place in the context of a minutes search. Refer to the Search Minutes task activity for details on this process.

Perform the following steps to edit check-in information.

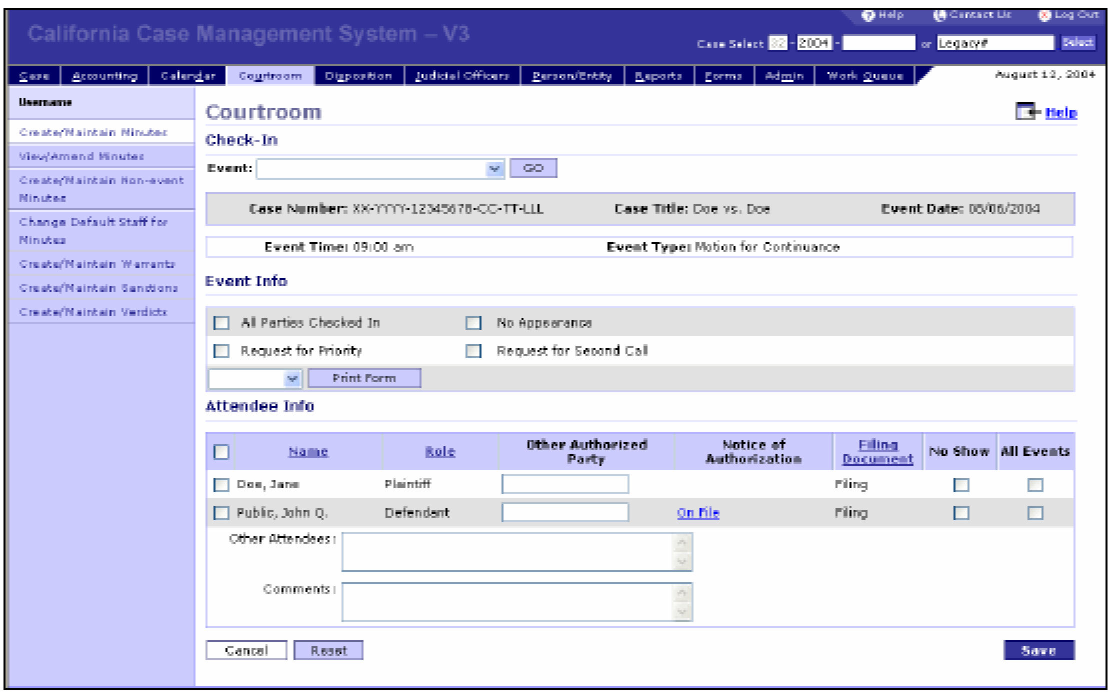
1. Select the checkbox for an event to edit.
   NOTE This selection occurs from the create/maintain minutes search results.



2. Click the **[Check-in]** button.
   NOTE Depending on the Case Category of the event for which the check-in information is being recorded, different data fields will be displayed.
   Result #1: The Check-in - Civil/Probate screen displays.



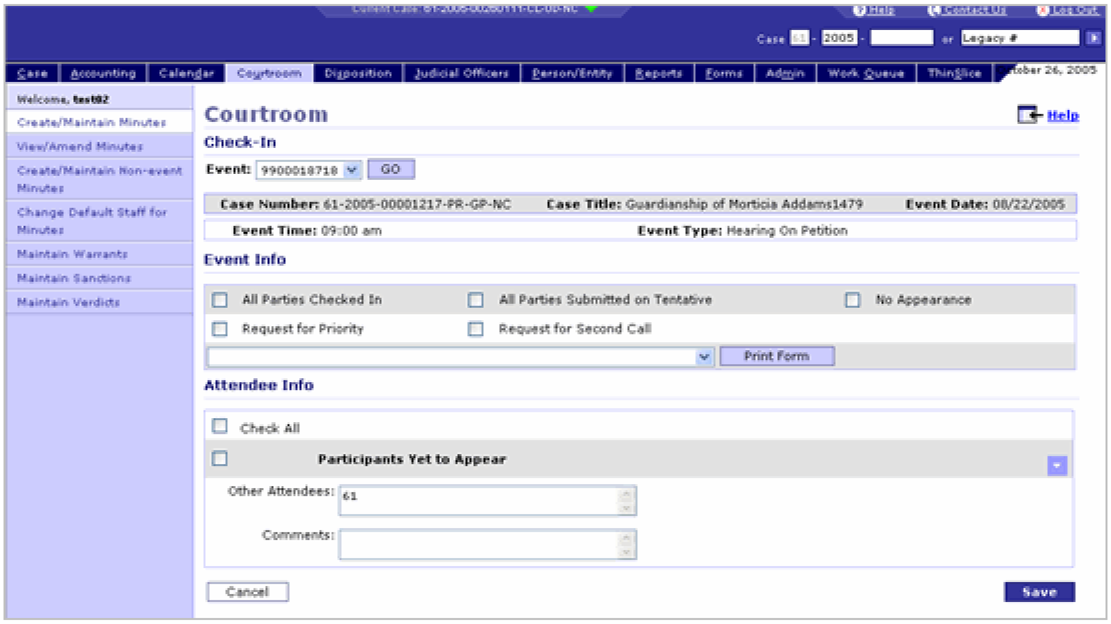
Result #2: The Check-in - Small Claims screen displays.



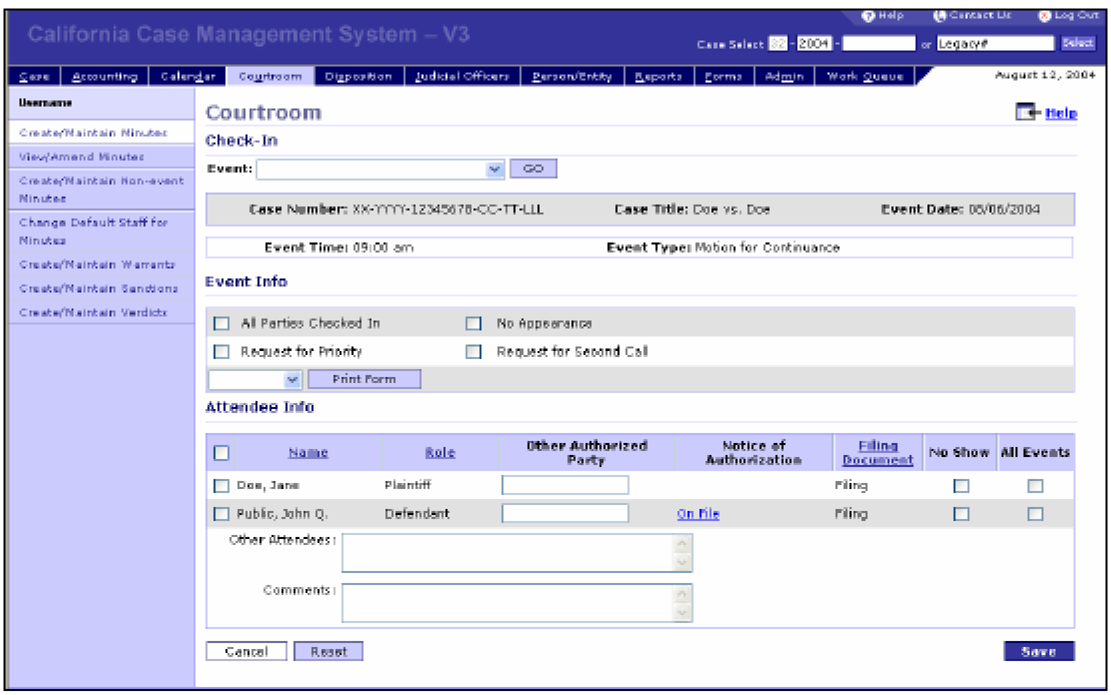
3. Enter/Update the available fields as needed.
NOTE If a party has multiple events scheduled for the same date/time/department on multiple cases, then the system will consider the party checked-in for the events (for the same date/time/department) if you select the **[All Events]** checkbox related to the party.

NOTE If a case has multiple events scheduled for the same date and time and department, then the participants will be considered checked-in for the events on the case (for the same date/time/department) even if you only choose one event for which to record check-in information.

4. Click the **[Save]** button.
NOTE The appropriate check-in screen displays with a confirmation message. Forms and notices can be printed during the check-in process by selecting a form and clicking the **[Print Form]** button.
Result #1: The Check-in - Civil/Probate screen displays.



Result #2: The Check-in - Small Claims screen displays.



Related Links

Maintain Check-In Information Overview

Create/Maintain Minutes - Search Screen

Create/Maintain Minutes - Search Results Screen

Courtroom - Check-In Screen

Record Minutes - Code Based

Record Minutes - Code Based Overview

Introduction

The Record Minutes - Code Based allows you to record or update minutes for scheduled events. You can record minutes through the use of Minutes codes (text/action). However, in order to record minutes, scheduled events must exist in the system. Refer to the Schedule/Reserve Calendar Events section for details on event scheduling.

The Minutes codes and macros to be used in recording minutes must be pre-configured. Refer to the Configure Codes and Configure Minute Macros sections for details on these processes.

In addition, the header/footer information to be printed on the minutes form as well as the staff to department assignment has been pre-configured. Refer to the Configure Minutes Header/Footer and Configure Department Resources sections for details on configuring these items.

If the minutes are sent for Judicial Officer review or sent for Judicial Officer electronic signature, the Judicial Officer may review the minutes. Refer to the Judicial Notes section for details on understanding Judicial Officer functionality.

The finalized minutes can also be amended. Refer to the View/Amend Minutes section for details on amending the finalized minutes. The minutes can be recorded as pre-work for an event prior to the event. However, you cannot finalize the minutes until the event has taken place.

Use of Minute Codes in Minutes

Recording minutes is done through the use of codes in the system. Codes can either be text-based or action-based. Each code has associated text that will be translated into the minutes.

Text codes translate into pre-configured text and do not require the system to take an action. Action codes require the system to perform an action(s) such as scheduling an event or updating a party status. When using action codes, the system may require values to be specified for the input parameters in order for the system to perform the action(s) associated to the code.

Minute codes can also include text boxes that you can specify. The system will not perform an action based on these text boxes.

Code Execution Process

When minutes are "finalized," the system will validate the minute entry codes and input parameter combinations. If the minute codes execute successfully, then you will have the ability to generate additional forms (if required).

While executing the codes in batch, the system will not prompt you to correct errors. If the system finds an error while executing the minute codes for an event, it will flag the minutes associated with the event as being in error and move on to the next event/case, if processing multiple minutes simultaneously. Once the system has executed the codes for the events/cases, a confirmation message will be displayed with the status of the minutes associated with each case.

If the minutes were not finalized due to an error, you will have the ability to select and correct the event that was in error. The system will return you to the appropriate screen and display the minutes only for that particular event, including an error message that indicates what code produced the error. After correcting the error, you may request the system to "finalize" the minutes.

If minutes were created for multiple events, then the confirmation message will be displayed for the multiple events that were successfully finalized.

Finalize Only/Finalize Minutes

Finalize Minutes: If you have completed the minutes and want the system to create minutes, then you can request that the system finalize and create the minutes. If this action is requested, then the system will execute the codes, finalize the minutes, create a Case History/ROA entry, create a PDF document and link the minutes to the Case History/ROA entry.

Finalize Only: If this action is requested, then the system will finalize the minutes, create a Case History/ROA entry, and create a PDF document. However, it will not link the minutes to the Case History/ROA entry. This provides you with the ability to associate an image of the minutes to the Case History/ROA entry including attachments using the court's Imaging/Document Management System (external to the system).

Judicial Officer Review/Judicial Officer Signature

Send for Judicial Review: If the minutes are saved with the status of "Send for Judicial Officer Review," then the system will not execute the codes associated with the minutes. It will instead update the status of the minutes to allow for them to appear in a Judicial Officer work queue. This provides the Judicial Officer with the ability to review the text translation of the minutes and approve or provide feedback on them. Minutes are sent to the Judicial Officer that was specified as the hearing officer related to the minutes.

The Judicial Officer will then send the minutes back to the Courtroom Clerk. If the Judicial Officer approves the minutes, then the Clerk will "finalize" the minutes. However, if the Judicial Officer has additional feedback on the minutes, then the Clerk will incorporate the feedback and either send them back for Judicial review or finalize the minutes (based on the business process of the court). Additionally, if the Judicial Officer authorizes the use of electronic signature for the minutes, the "finalized" minutes will also include the electronic signature.

Send for J.O. electronic signature: If the minutes are saved with the status of "Send for Judicial Officer Electronic Signature," then the system will execute the codes associated with the minutes and update the status of the minutes to allow for the minutes to appear in the Judicial Officer work queue. This allows the Judicial Officer to attach an electronic signature. Refer to the Judicial Notes section for details on understanding Judicial Officer functionality.

Status of Minutes

Minutes can be saved with the following statuses in the system:

STATUS	RESULTING ACTIONS
Save as Draft	1. Minutes information saved.
Finalize Minutes	1. Minutes information saved. 2. System executes the actions associated to the minute codes (for code based minutes) 3. Writes Case History/ROA entry associated with each minute code (if applicable). 4. Finalizes the minutes in PDF format. 5. Writes the Case History/ROA entry for the creation of the minutes. 6. Creates a link between the minutes (PDF format) and the Case History/ROA entry. 7. Send minutes for deferred printing (if necessary) 8. Display Confirmation Screen which provides the ability to open and print the finalized minutes.
Finalize Only	1. Minutes information saved. 2. System executes the actions associated to the minute codes (for code based minutes). 3. Writes Case History/ROA entry associated with each minute code (if applicable). 4. Creates the minutes in PDF format. 5. Writes the Case History/ROA entry for the creation of the minutes. 6. Send minutes for deferred printing (if necessary) 7. Display Confirmation Screen which provides the ability to open and print the finalized minutes."
Send Minutes for Judicial Review	1. Minutes information saved. 2. Updates the status to make minutes available to a Judicial Officer Work Queue for reviewing minutes. 3. The "Review Probate Notes" work queue is updated for use by the Judicial Officer, with a status of "Review/Approval Required."
Send Minutes for Judicial Officer Electronic Signature	1. Minutes information saved. 2. System executes the actions associated to the minute codes (for code based minutes). 3. Writes Case History/ROA entry associated with each minute code (if applicable). 4. Updates the status of minutes to make it available to a Judicial Officer Work Queue for recording electronic signature. 5. The "Probate Notes" For E-Signature" Work Queue is updated for use by the Judicial Officer, with a status of ""E-Signature Required."

NOTE If the selected status is "Finalize Minutes," "Finalize Only," or "Send for Electronic Signature," then you will have the ability to generate additional forms once the minutes codes have executed successfully.

Task Activities

Recording Minutes - Code Based includes the following task activities:

- Search Minutes
- Record Minutes for One Event
- Record Minutes for Multiple Events/Multiple Cases
- Finalize Multiple Minutes
- Search Non-Calendar Event Minutes
- Record Non-Calendar Event Minutes
- Update Non-Calendar Event Minutes
- Error Process - Record Minutes

Additional Resources

Other items related to this overview include the following:

- Business Rules
- Forms/Notices/Reports

Related Links

Create/Maintain Minutes - Search Screen

Create/Maintain Minutes - Search Results Screen

Maintain Minutes - Select Forms Screen

Maintain Minutes - Confirmation Screen

Maintain Non-Event Minutes - Search Screen

My Court Information

Search Minutes

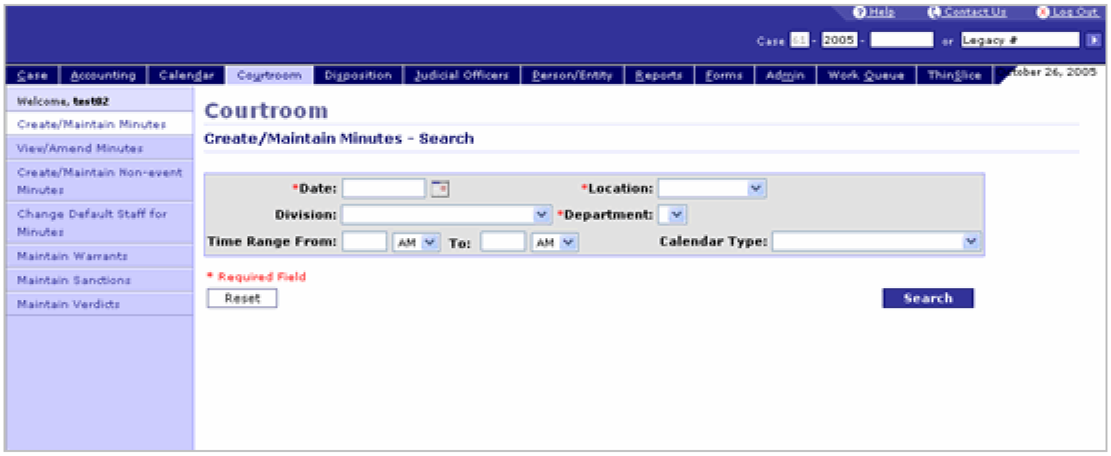
Introduction

This activity allows you to search for scheduled events and recorded minutes in the system. Refer to the Search Feature Overview for details on performing a search in the system.

Task Activity

Perform the following steps to search for scheduled events.

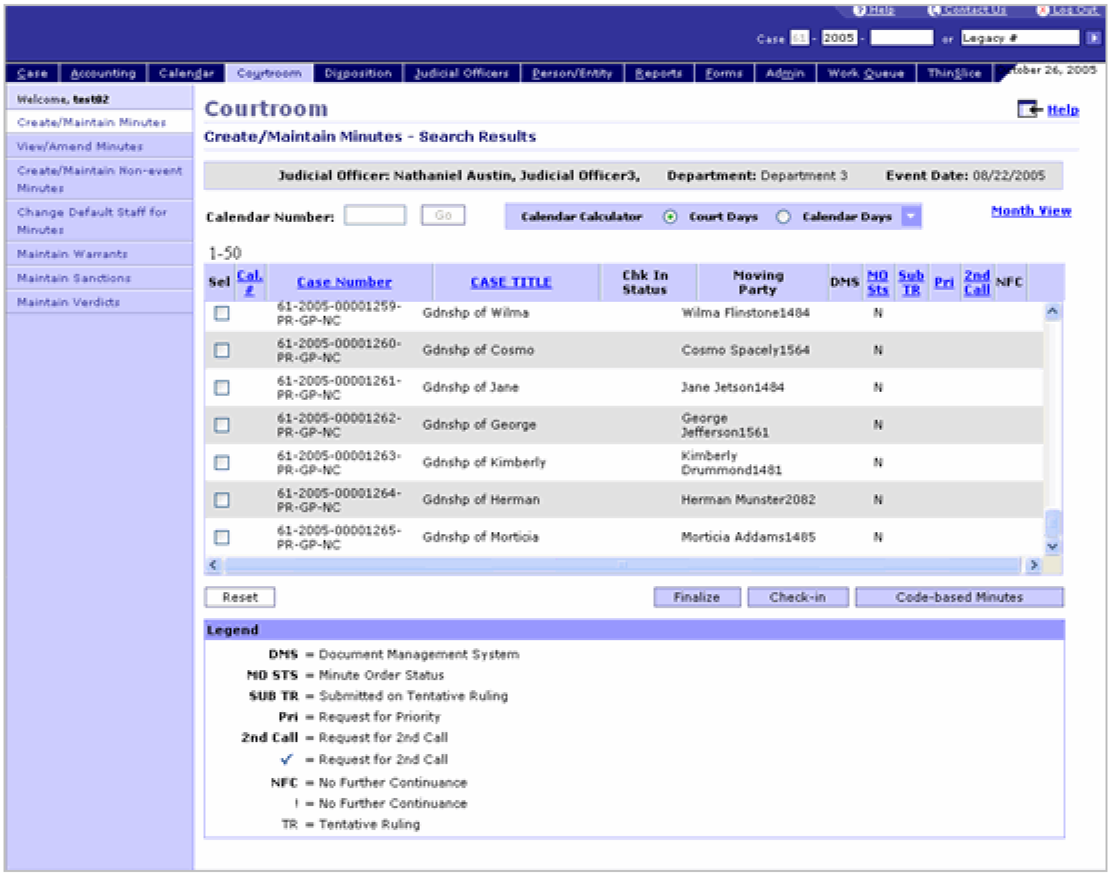
1. Select **[Courtroom] > [Create/Maintain Minutes]**. Courtroom_-_Create_Maintain_Minutes_-_Search.gif
   Result: The Create/Maintain Minutes – Search screen displays.



2. Select data for the following required fields:
    - Date
    - Location
    - Department

    NOTE The Division and Department fields are filtered depending on your selected Location value. The Division field is an optional field.

3. Enter/Select data for other search parameter fields, as necessary.
4. Click the **[Search]** button.
   Result: The Create/Maintain Minutes – Search Results screen refreshes with the Search Results.



Related Links

Record Minutes - Code Based Overview

Create/Maintain Minutes - Search Screen

Create/Maintain Minutes - Search Results Screen

My Court Information

Record Minutes for One Event

Introduction

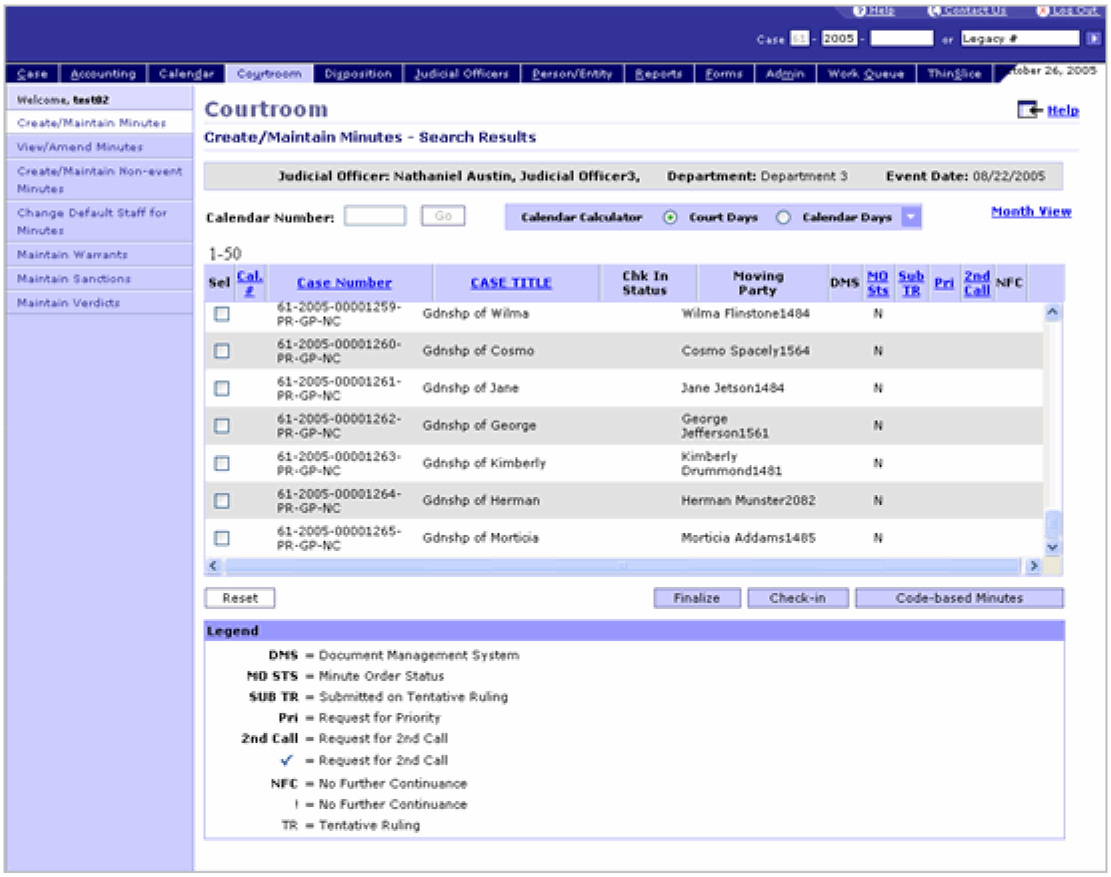
Recording minutes for one event allows you to create minutes for a scheduled event on a case. This activity describes how to search for minute codes as well as how to preview the content of a minute order during the process of recording minutes.

Task Activity

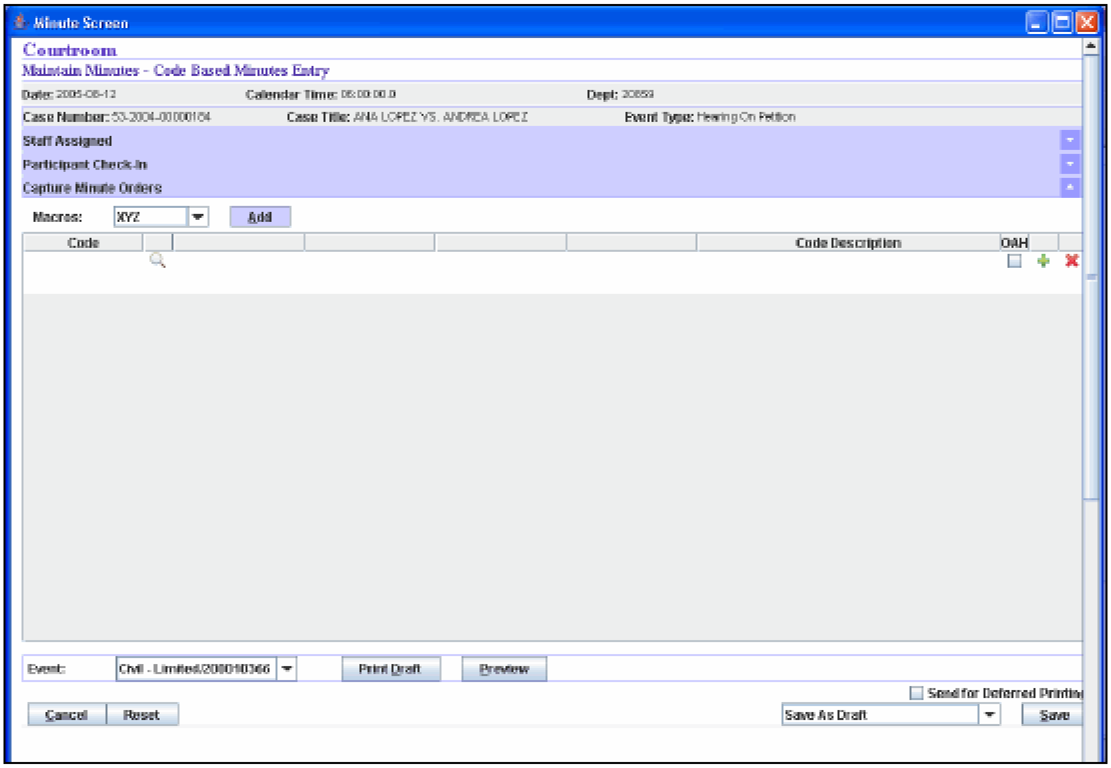
This activity takes place in the context of a minutes search. Refer to the Search Minutes task activity for details on this process.

Perform the following steps to record minutes for one scheduled event on a case.

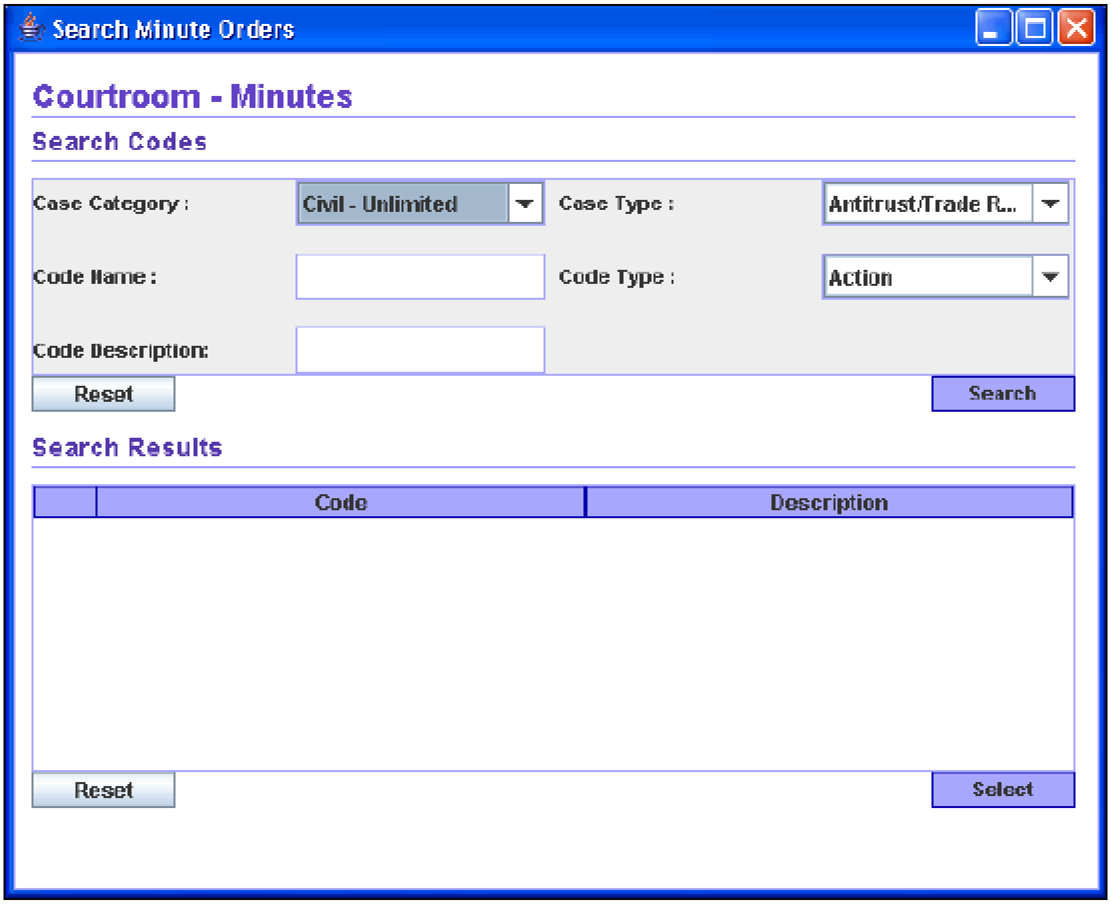
1. Select the checkbox for an event from the create/maintain minutes search results.



2. Click the **[Code-Based Minutes]** button.
Result: A new window opens and the Maintain Minutes - Code-Based Minutes Entry screen displays.

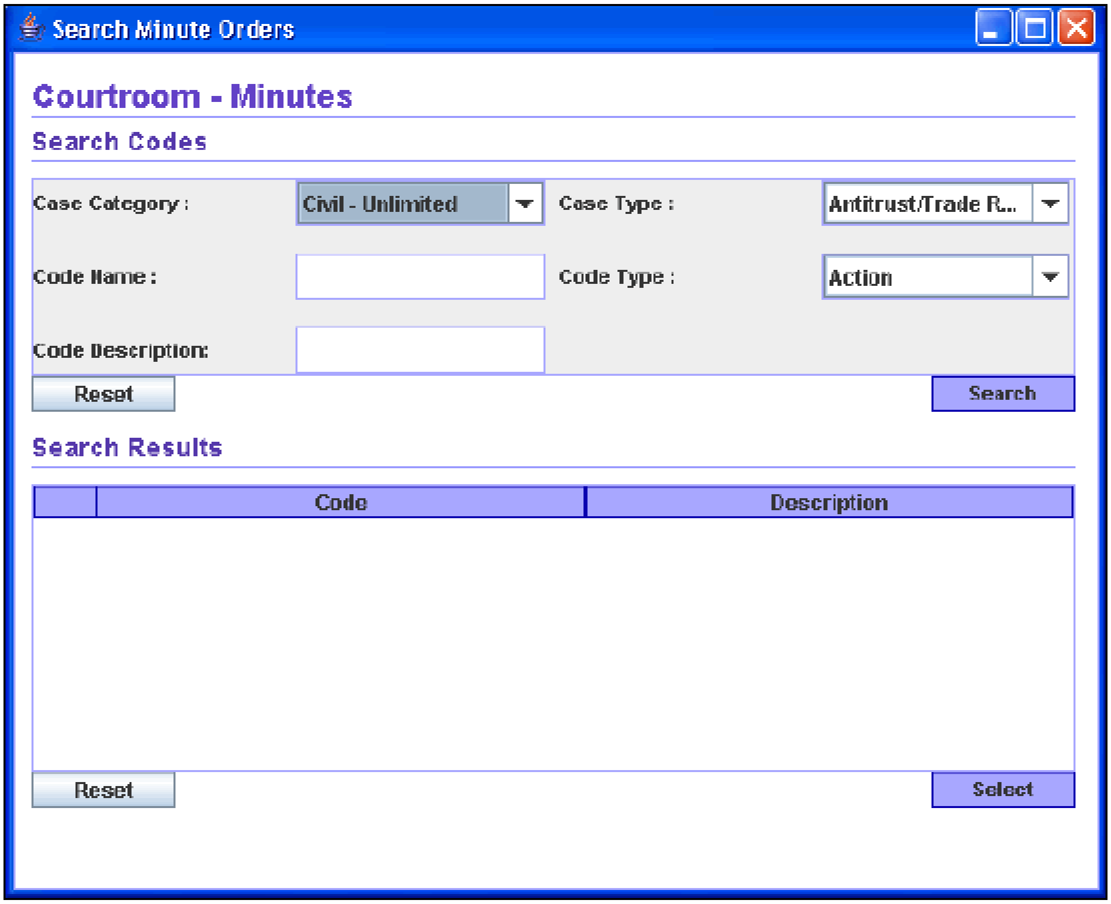


3. Click the **[Capture Minute Orders]** section.
NOTE The appropriate information in the Staff Assigned and Participant Check-in section can be entered/updated.
4. Click the **[Magnifying Glass]** icon.
NOTE This is an optional step.
Result: The Search Codes pop-up screen displays.

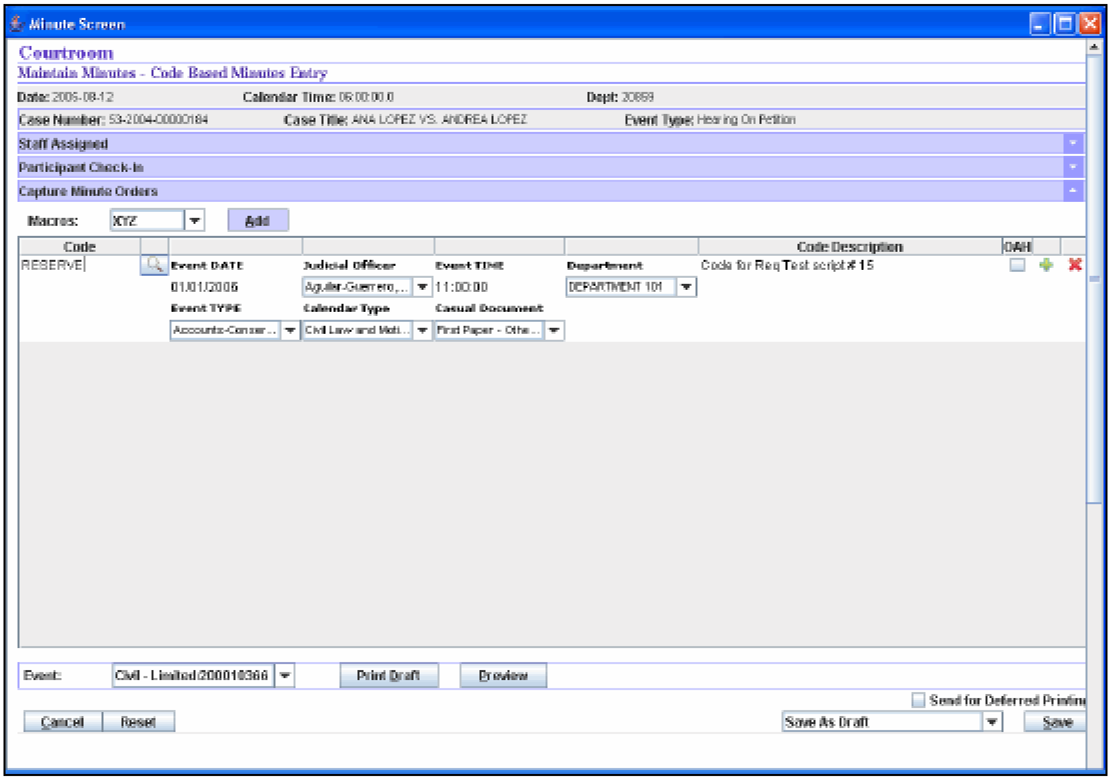


5. Enter/Select data for at least one of the following fields:
    6. Case Category
    7. Case Type
    8. Code Name
    9. Code Type
    10. Code Description

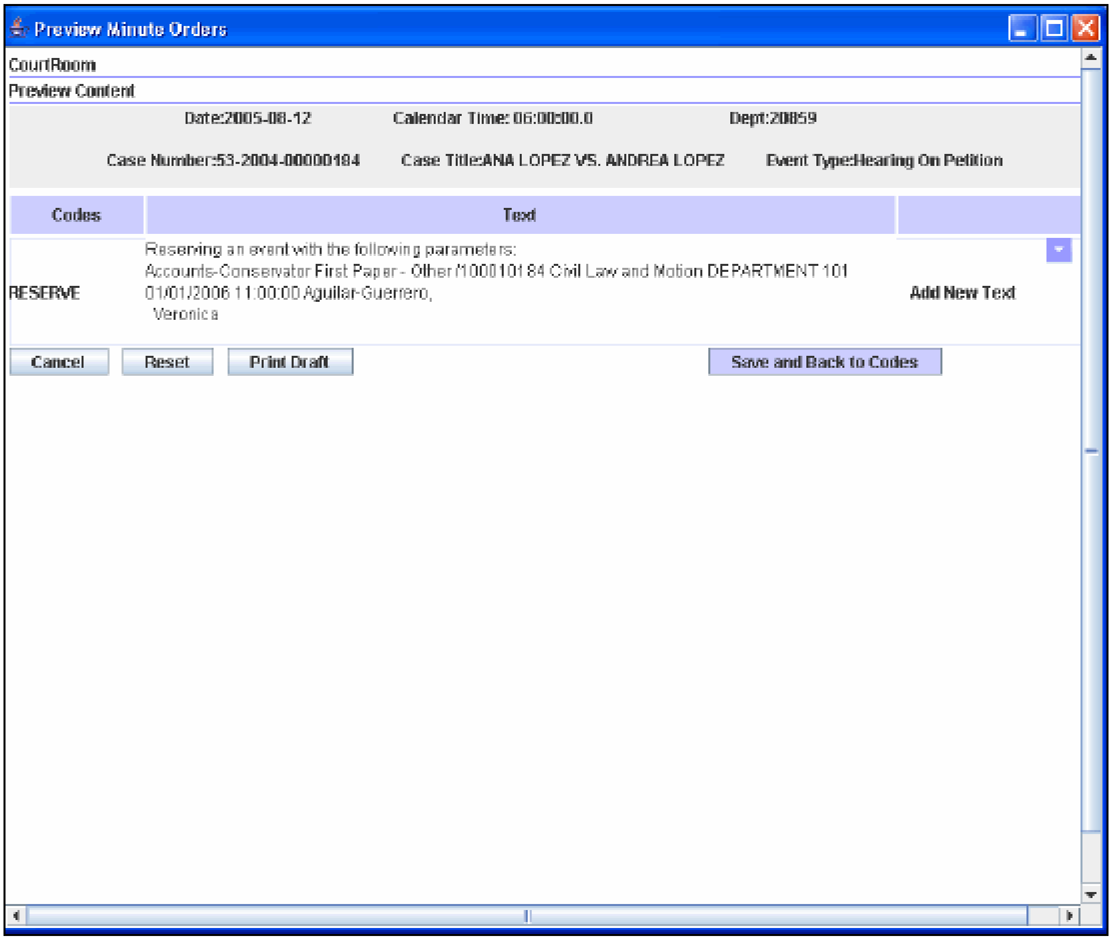
6. Click the **[Search]** button.
   Result: The Search Codes pop-up screen refreshes with the search results.



7. Select the checkbox for a minute code.
8. Click the **[Select]** button.
   Result: The Search Codes pop-up screen closes and the Maintain Minutes - Code-Based Minutes Entry screen displays with selected code information.
   NOTE The required **Input Parameters** and **Code Descriptions** display appropriate fields depending on the code selected.

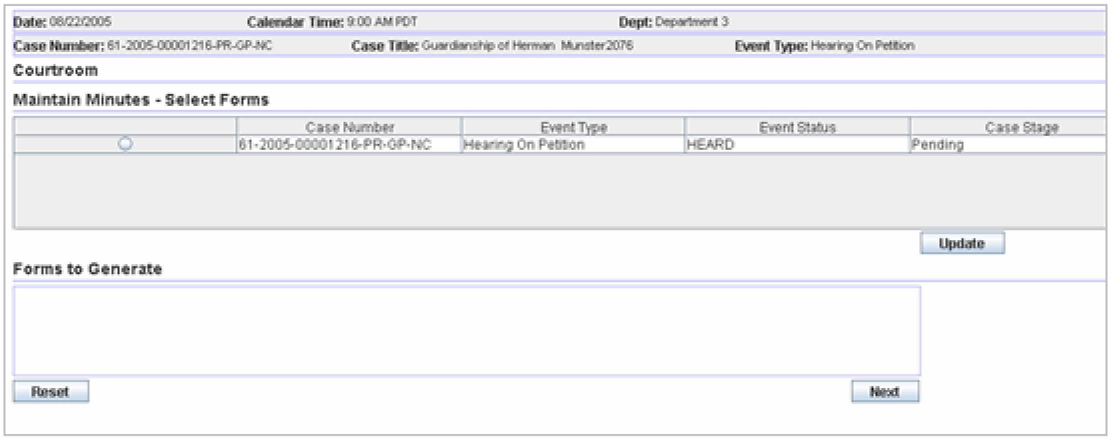


9. Click the **[Preview]** button.
   Result: The Preview Content pop-up screen displays with the text translation minute codes. Close out of the pop-up screen before proceeding to the next step.

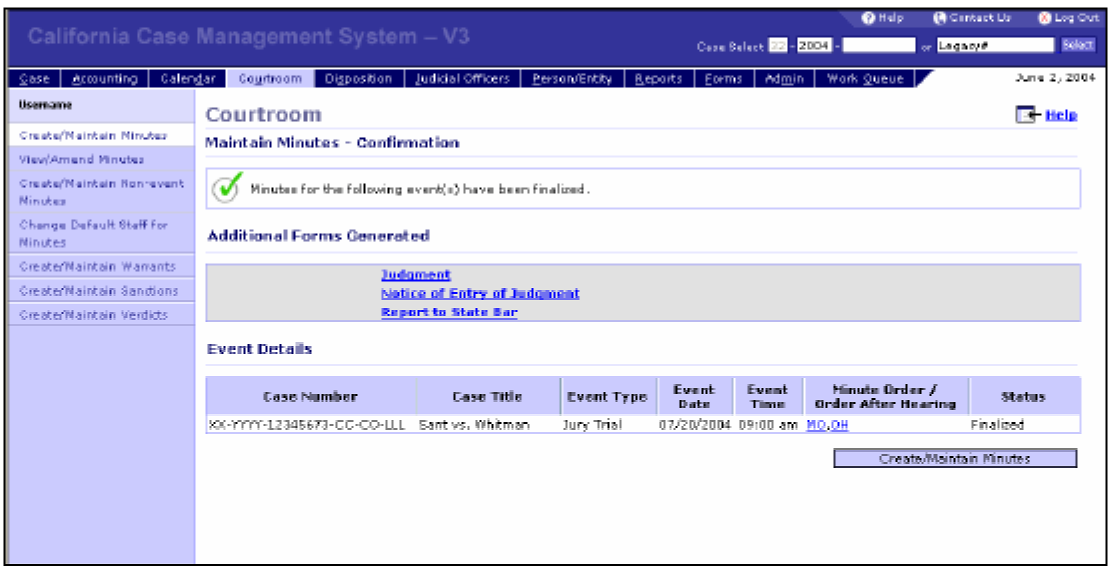


10. Select a status from the Save field.
    NOTE You can indicate that the minute order is available for deferred printing by selecting the **[Send for Deferred Printing]** checkbox. Likewise, a draft version of the minute order can be printed at the time by selecting the **[Event]** field clicking the **[Print Draft]** button.
11. Click the **[Save]** button.
    NOTE The window closes and displays one of two possible outcomes:

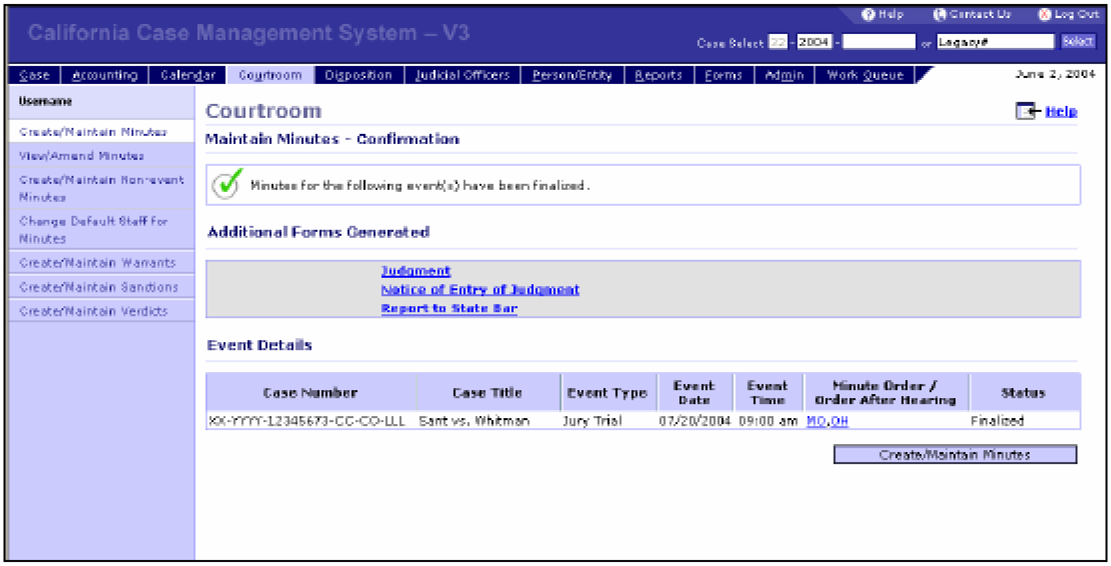
Result #1: If the status of "Finalize Minutes," "Finalize Only" or "Send Minutes for Judicial Officer Electronic Signature" have been selected, the Maintain Minutes - Select Forms screen displays.



Result #2: If the status of "Save as Draft" or "Send Minutes for Judicial Review" have been selected, the Maintain Minutes - Confirmation screen displays and the activity ends here.



12. Select the necessary forms to be generated.
13. Click the **[Next]** button.
    Result: The Maintain Minutes - Confirmation screen displays.



Related Links

Record Minutes - Code Based Overview

Create/Maintain Minutes - Search Screen

Create/Maintain Minutes - Search Results Screen

Maintain Minutes - Select Forms Screen

Maintain Minutes - Confirmation Screen

My Court Information

Record Minutes for Multiple Events/Multiple Cases

Introduction

Recording minutes in batch allows you to record minutes for multiple scheduled events on one case or multiple scheduled events for multiple cases.

This process allows for one minutes instance to be created for multiple events on one case. It also provides the flexibility of recording minutes for multiple events on multiple cases.

Assumptions for Recording Minutes - Multiple Events/Multiple Cases

If minutes are created for multiple events on multiple cases, then the participant check-in information cannot be recorded while recording minutes. However, the check-in information can be recorded for each case prior to recording minutes in batch. This information will be retrieved and displayed in the minutes.

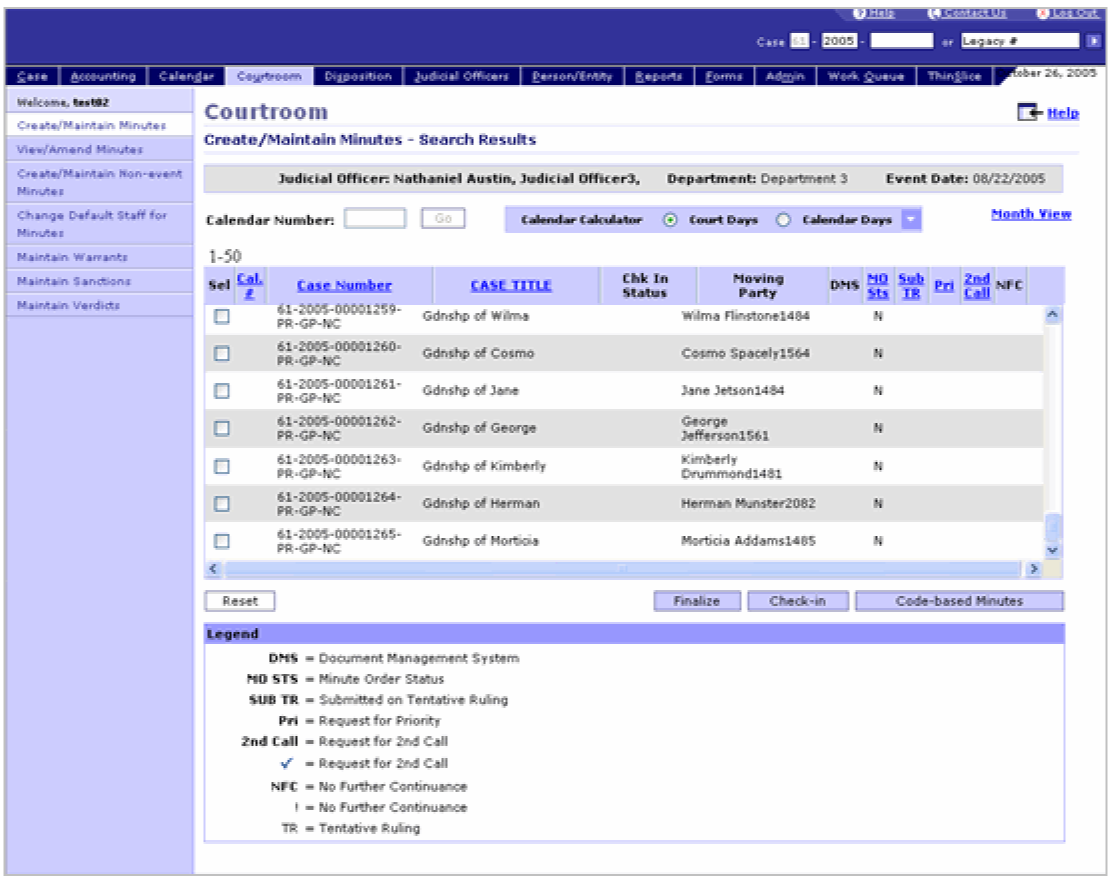
If minutes are created for multiple events on a single case, then the system will create a single minutes instance. Otherwise, if minutes are created for multiple events on multiple cases, then the system will create the minutes for each event. During this process, it is assumed that the codes apply to the cases for which minutes are being created.

Task Activity

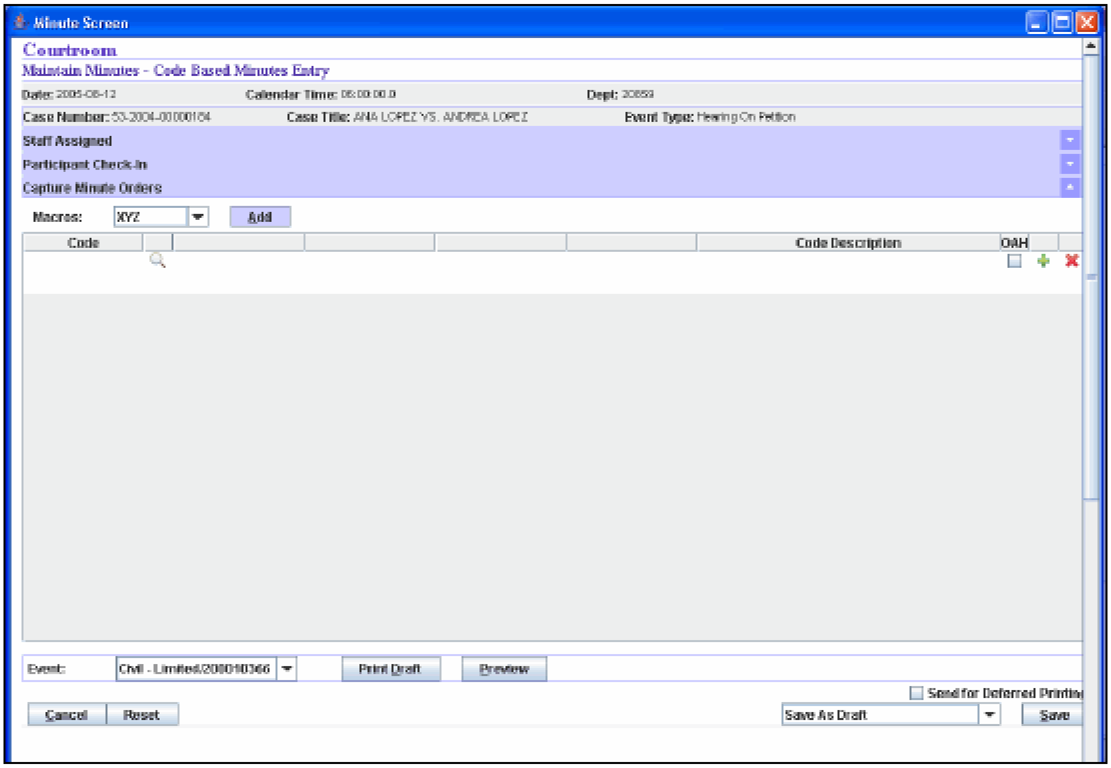
This activity takes place in the context of a minutes search. Refer to the Search Minutes task activity for details on this process.

Perform the following steps to record minutes for multiple events on one case or multiple events on multiple cases.

1. Select the checkboxes for more than one event on either a single case or multiple cases.
   NOTE This selection occurs from the create/maintain minutes search results.



2. Click the **[Code-Based Minutes]** button.
   Result: A new window opens and the Maintain Minutes - Code-Based Minutes Entry screen displays.

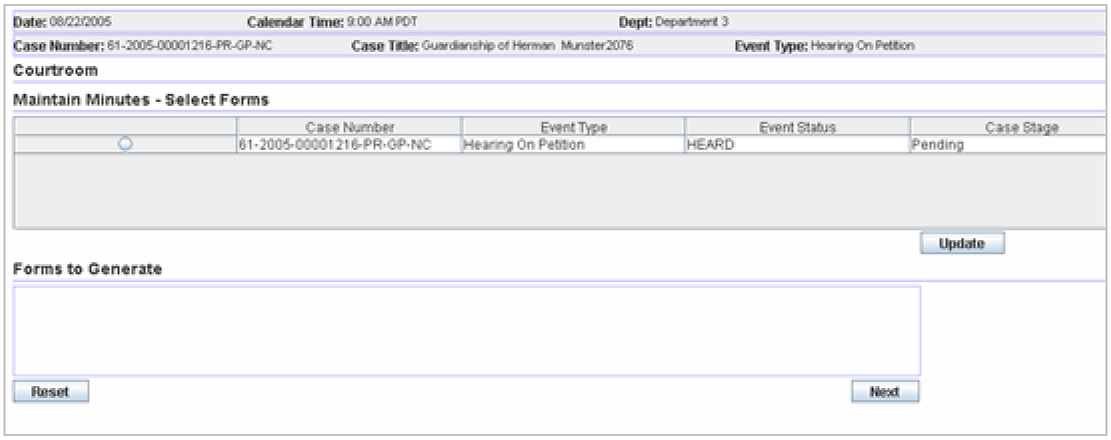


3. Click the **[Capture Minutes]** section.
   NOTE The appropriate information in the Staff Assigned and Participant Check-in section can be entered/updated.
4. Enter/Update the available fields as needed.

   NOTE The required **Input Parameters** and **Code Descriptions** display appropriate fields depending on the selected code. Only certain codes are available to you when minutes are recorded for multiple events/multiple cases.

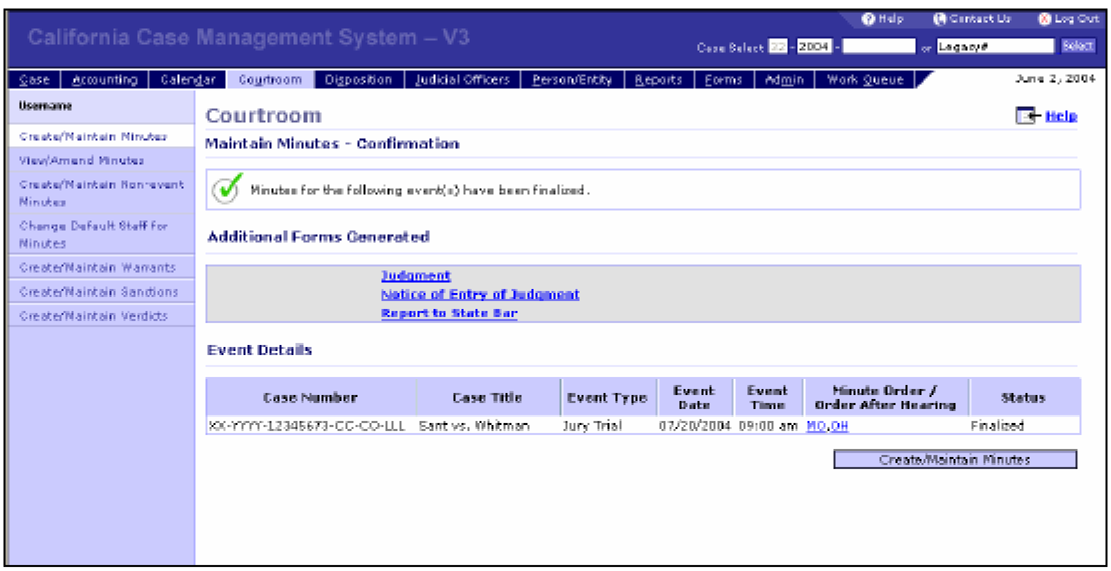
5. Select a status from the **Save** field.
   NOTE You may add an additional indicator to denote the minutes as available for deferred printing by selecting the **[Send for Deferred Printing]** field. A draft version of the minutes can be printed by selecting the **[Event]** field clicking the **[Print Draft]** button.
6. Click the **[Save]** button.
   NOTE The MOCS client application closes and displays one of two possible outcomes:

Result #1: If the status of "Finalize Minutes," "Finalize Only" or "Send Minutes for Judicial Officer Electronic Signature" have been selected, the Maintain Minutes - Select Forms screen displays.

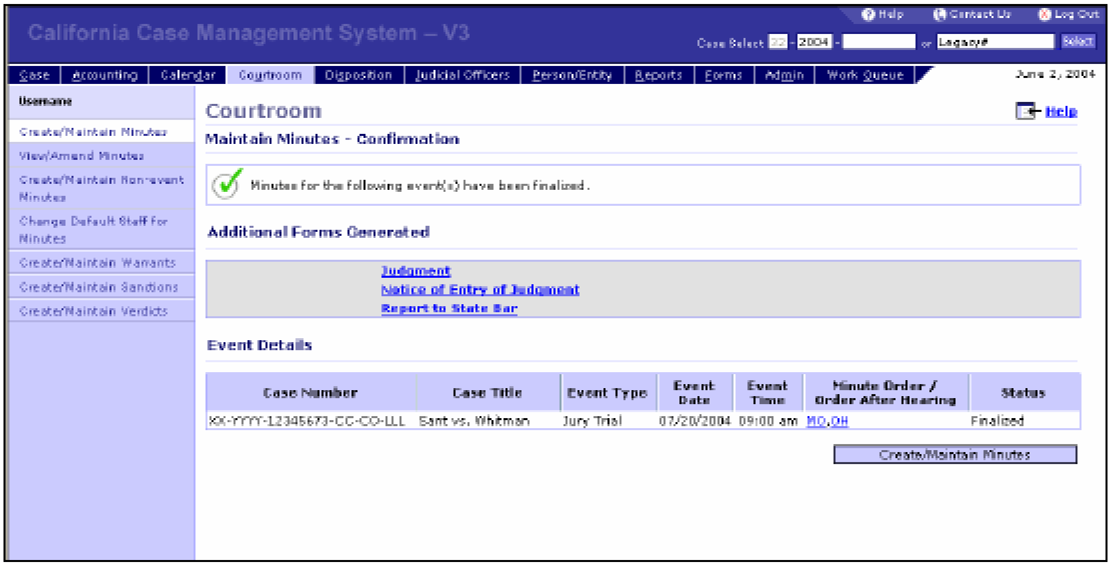


NOTE The "Order After Hearing" is the only form available when recording minutes on multiple events/multiple cases.

Result #2: If the status of "Save as Draft" or "Send Minutes for Judicial Review" have been selected, the Maintain Minutes - Confirmation screen displays and the activity ends here.



7. Select the necessary forms to be generated.
8. Click the **[Next]** button.
   Result: The Maintain Minutes - Confirmation screen displays with confirmation text.



Related Links

Record Minutes - Code Based Overview

Create/Maintain Minutes - Search Screen

Create/Maintain Minutes - Search Results Screen

Maintain Minutes - Select Forms Screen

Maintain Minutes - Confirmation Screen

My Court Information

Finalize Multiple Minutes

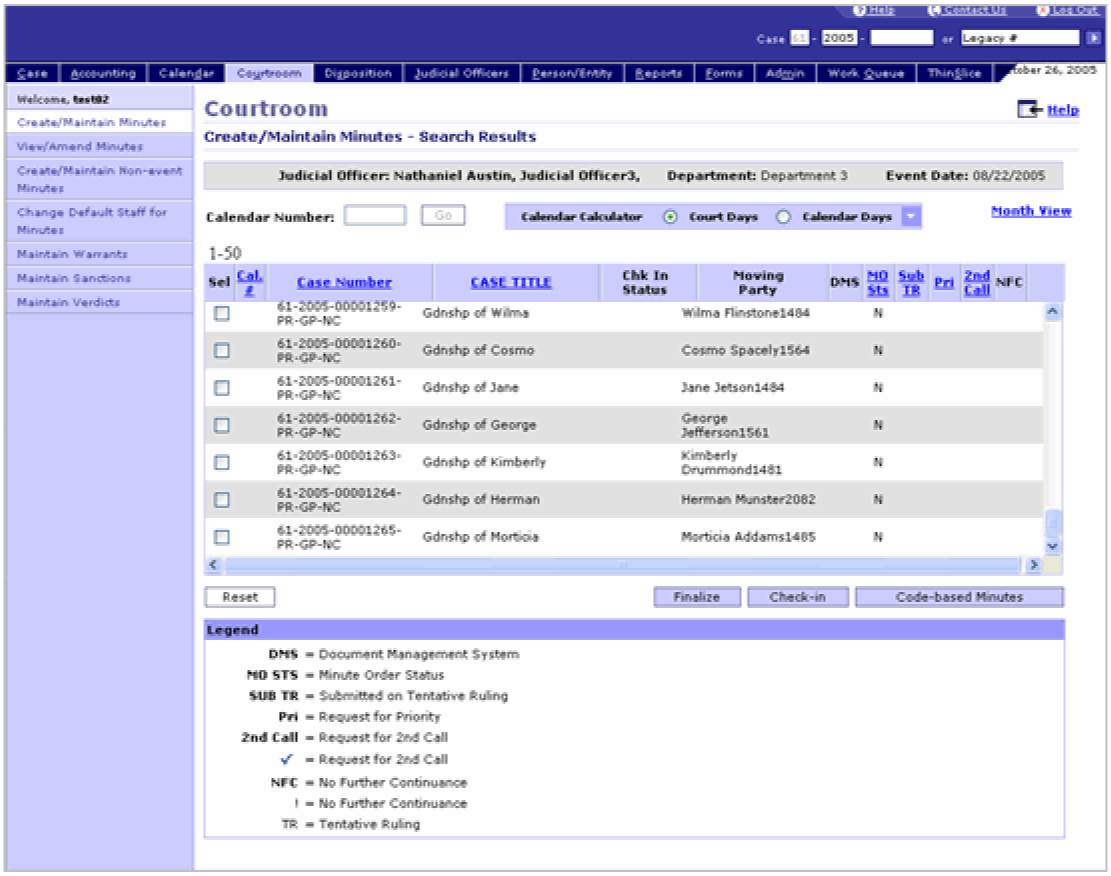
Introduction

Finalizing minutes in batch allows you to finalize multiple minutes at the same time.

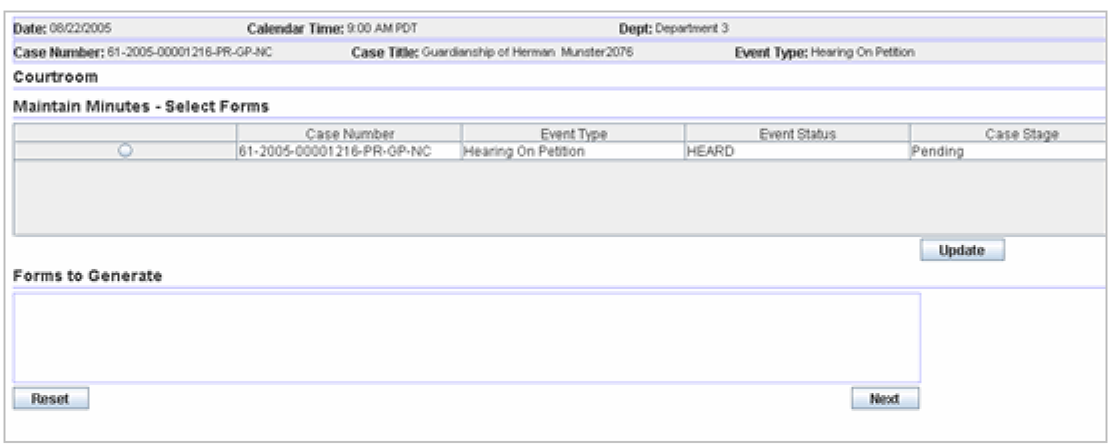
Task Activity

Perform the following steps to finalize multiple minutes.

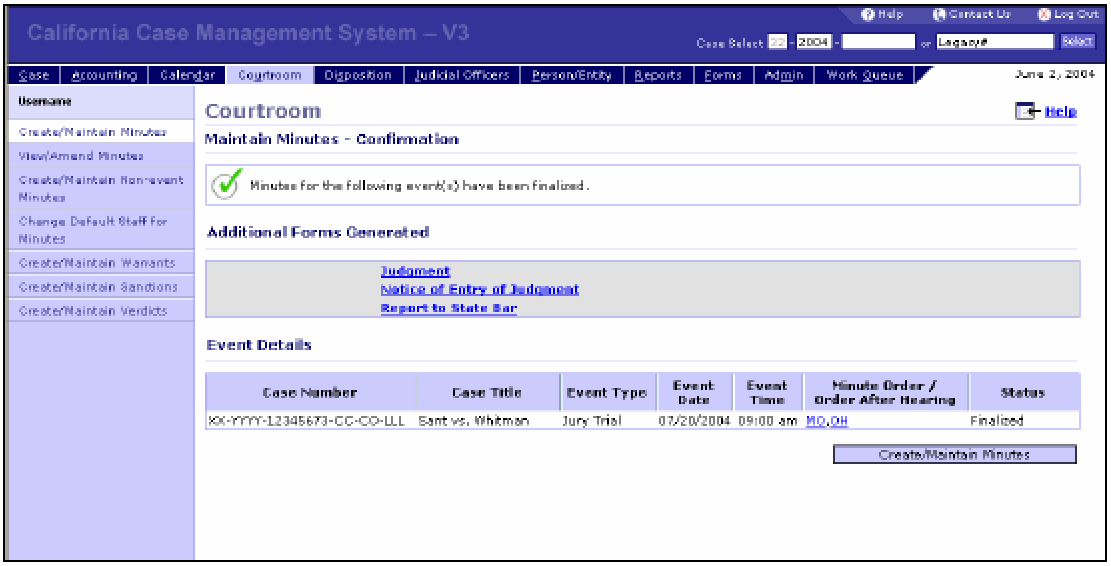
1. Select the checkboxes for more than one event from the create/maintain minutes search results.



2. Click the **[Finalize]** button.
   Result: The Maintain Minutes - Select Forms screen displays.



3. Select the necessary forms to be generated.
4. Click the **[Next]** button.
   Result: The Maintain Minutes - Confirmation screen displays.



Related Links

Record Minutes - Code Based Overview

Create/Maintain Minutes - Search Screen

Create/Maintain Minutes - Search Results Screen

Maintain Minutes - Select Forms Screen

Maintain Minutes - Confirmation Screen

My Court Information

Search Non-Calendar Event Minutes

Introduction

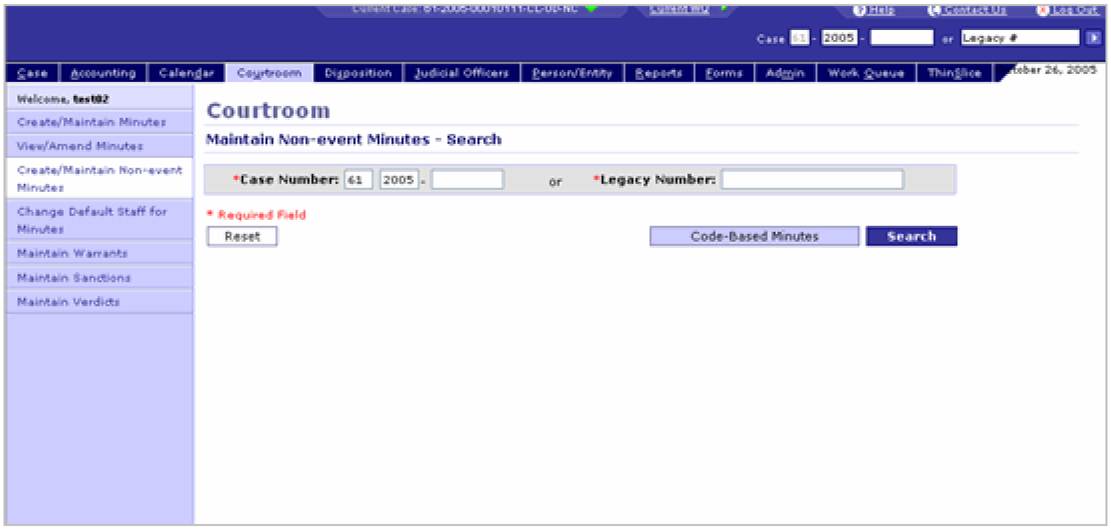
This activity allows you to search for previously recorded minutes for non-calendar events. These minutes will be instead tied to the case number.

Refer to the Search Feature Overview for details on performing a search in the system.

Task Activity

Perform the following steps to search for previously recorded non-calendar minutes.

1. Select **[Courtroom] > [Create/Maintain Non-Event Minutes]**.
   Result: The Maintain Non-Event Minutes - Search screen displays.



2. Enter data for one of the following required fields:
   3. Case Number
   4. Legacy Number

3. Click the **[Search]** button.
   Result: The Maintain Non-Event Minutes - Search screen refreshes with the Search Results.

Related Links

Record Minutes - Code Based Overview

Maintain Non-Event Minutes - Search Screen

My Court Information

Record Non-Calendar Event Minutes

Introduction

Recording minutes for non-calendar events allows you to create minutes that are not tied to a calendared event. These minutes will be instead tied to the case number.

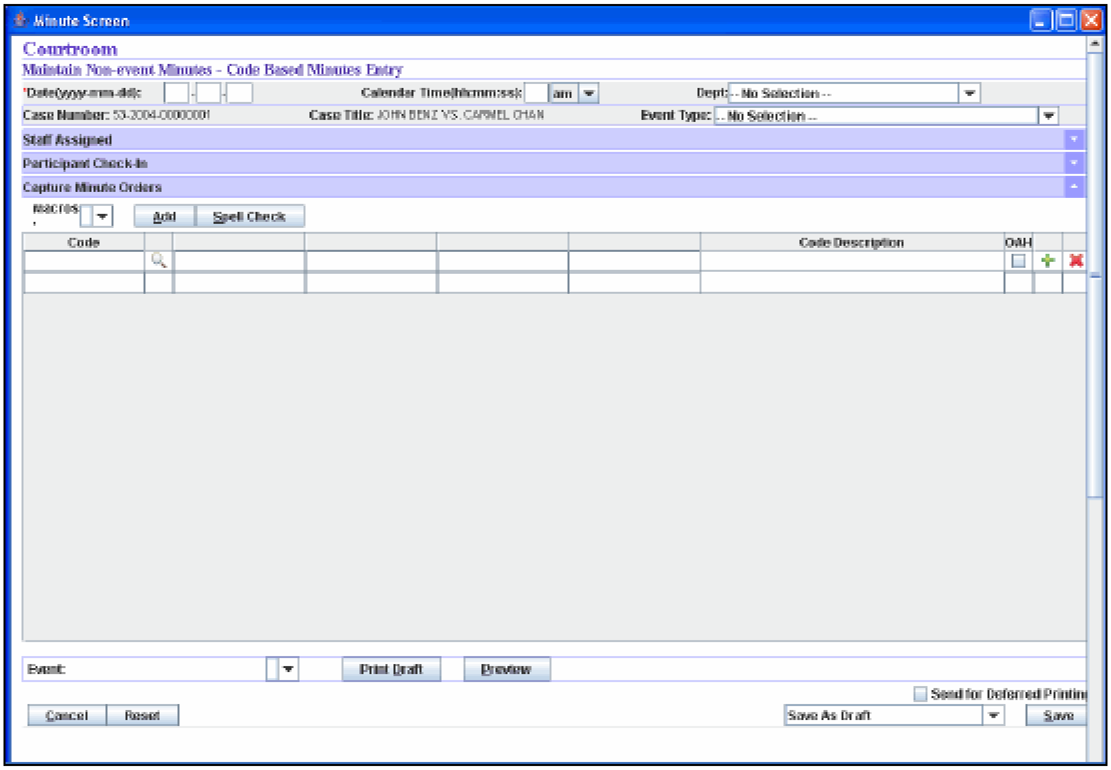
Task Activity

Perform the following steps to record non-calendar event minutes.

1. Select **[Courtroom] > [Create/Maintain Non-Event Minutes]**.
   Result: The Maintain Non-Event Minutes Search screen displays.

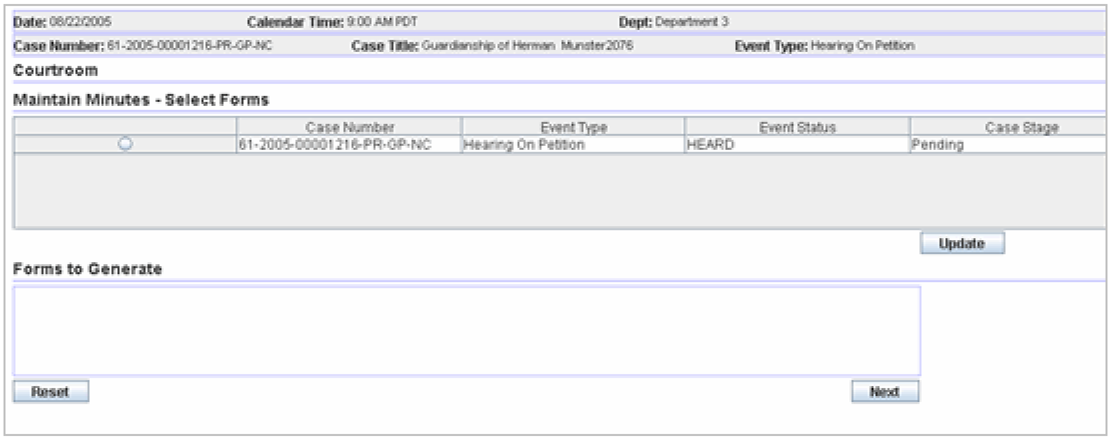
2. Enter data for one of the following required fields:
   3. Case Number
   4. Legacy Number

3. Click the **[Code-Based Minutes]** button.
   Result: A new window opens and the Maintain Non-Event Minutes - Code Based Minutes Entry screen displays.

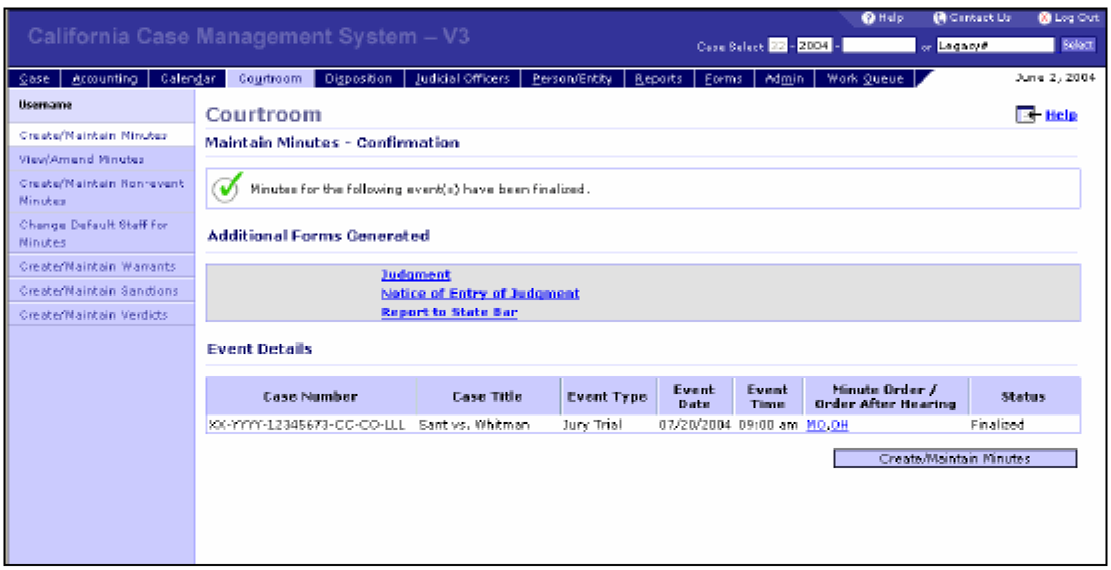


4. Click the **[Capture Minute Orders]** section.
   NOTE The appropriate information in the Staff Assigned and Participant Check-in section can be entered/updated.
5. Enter/Update the available fields as needed.
   NOTE The required **Input Parameters** and **Code Descriptions** display appropriate fields depending on the selected code.
6. Select a status from the **Save** field.
   NOTE You can indicate that the minutes is available for deferred printing by selecting the **[Send for Deferred Printing]** checkbox.
7. Click the **[Save]** button.
   NOTE The window closes and displays one of two possible outcomes:

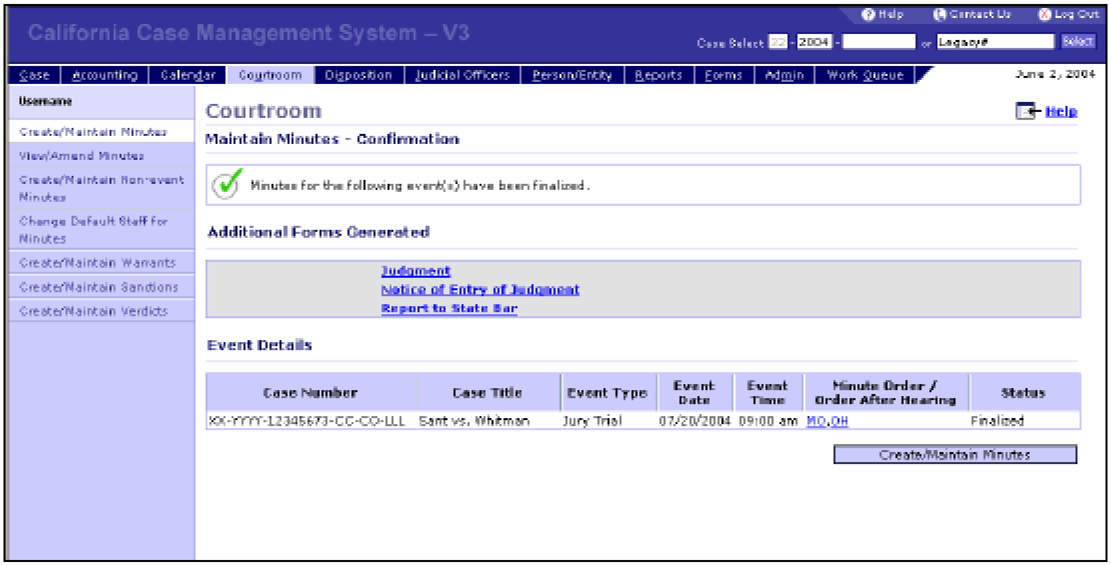
Result #1: If the status of "Finalize Minutes," "Finalize Only" or "Send Minutes for Judicial Officer Electronic Signature" have been selected, the Maintain Minutes - Select Forms screen displays.



Result #2: If the status of "Save as Draft" or "Send Minutes for Judicial Review" have been selected, the Maintain Minutes - Confirmation screen displays and the activity ends here.



8. Select the necessary forms to be generated.
9. Click the **[Next]** button.
   Result: The Maintain Minutes - Confirmation screen displays.



Related Links

Record Minutes - Code Based Overview

Maintain Non-Event Minutes - Search Screen

Maintain Minutes - Select Forms Screen

Maintain Minutes - Confirmation Screen

My Court Information

Update Non-Calendar Event Minutes

Introduction

Updating minutes for non-calendar events allows you to edit previously recorded minutes that are not tied to a calendared event. These minutes will be instead tied to the case number.

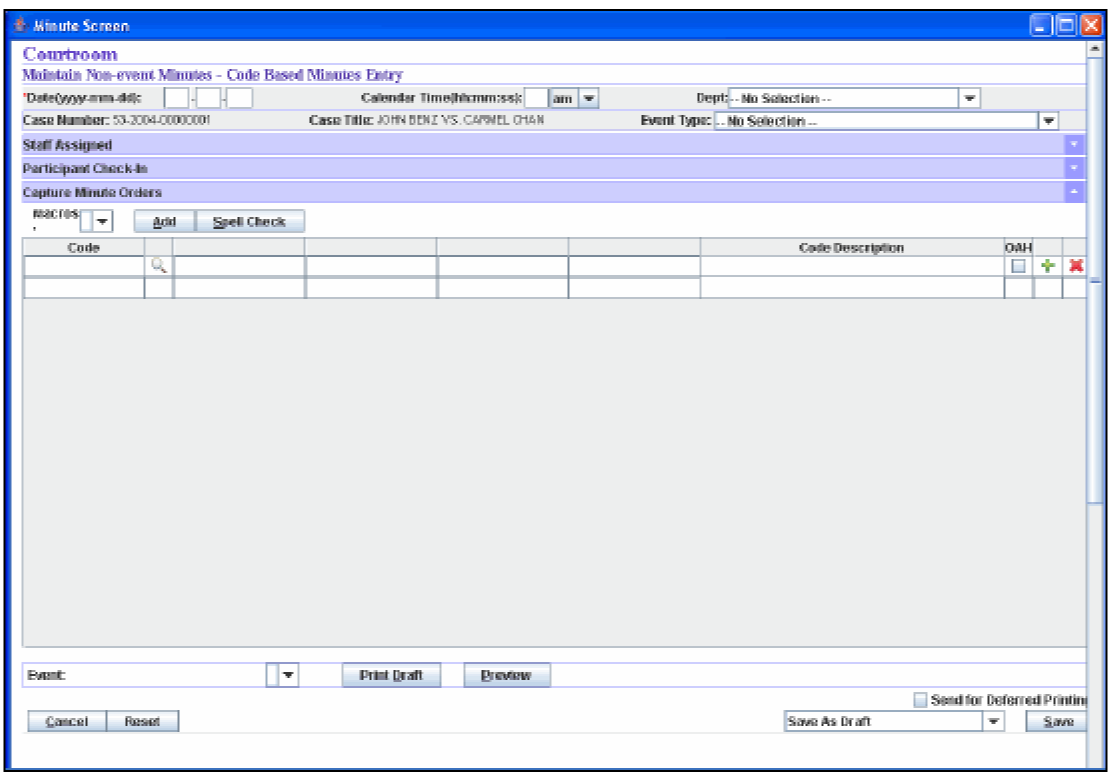
Task Activity

This activity takes place in the context of a non-calendar event minutes search. Refer to the Search Non-Calendar Event Minutes task activity for details on this process.

Perform the following steps to update non-calendar event minutes.

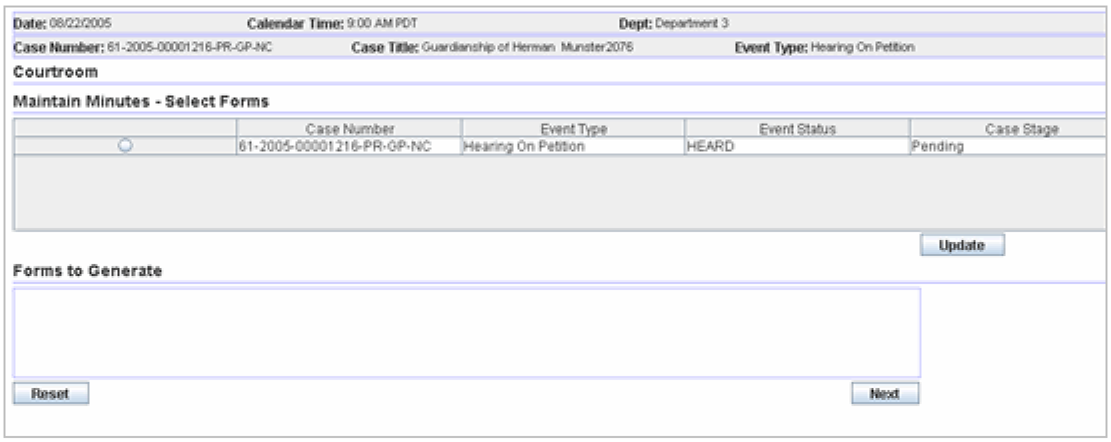
1. Select the radio button for an event from the maintain non-event minutes search results.

2. Click the **[Update]** button.
Result: A new window opens and the Maintain Non-Event Minutes - Code Based Minutes Entry screen displays.

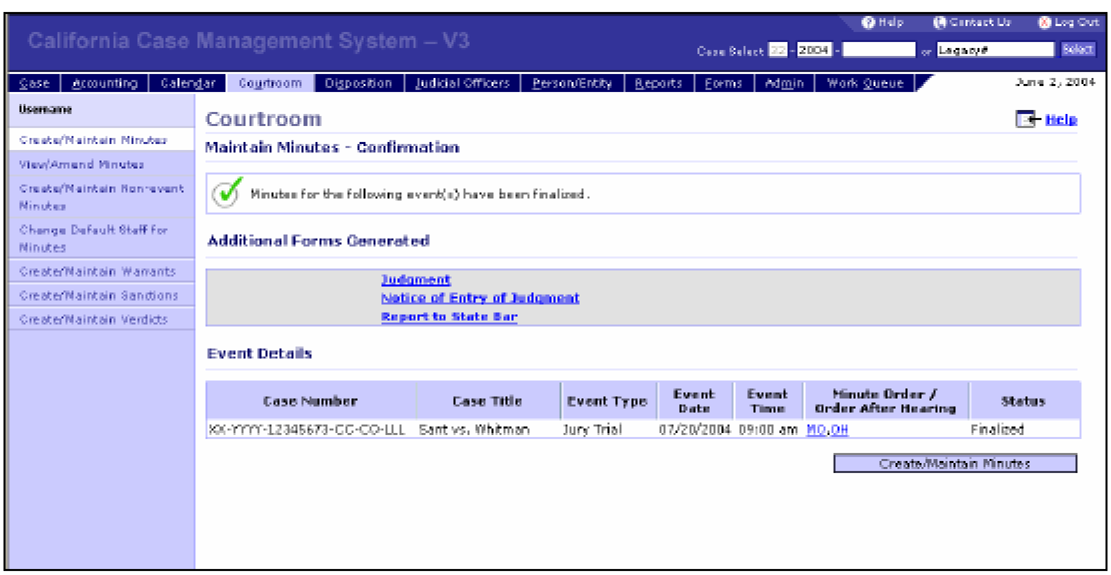


3. Click the **[Capture Minute Orders]** section.
   NOTE The appropriate information in the Staff Assigned and Participant Check-in section can be entered/updated.
4. Enter/Update the available fields as needed.
   NOTE The required **Input Parameters** and **Code Descriptions** display appropriate fields depending on the selected code.
5. Select a status from the **Save** field.
   NOTE You may add an additional indicator to denote the minute order as available for deferred printing by selecting the **[Send for Deferred Printing]** field.
6. Click the **[Save]** button.
   NOTE The window closes and displays one of two possible outcomes:

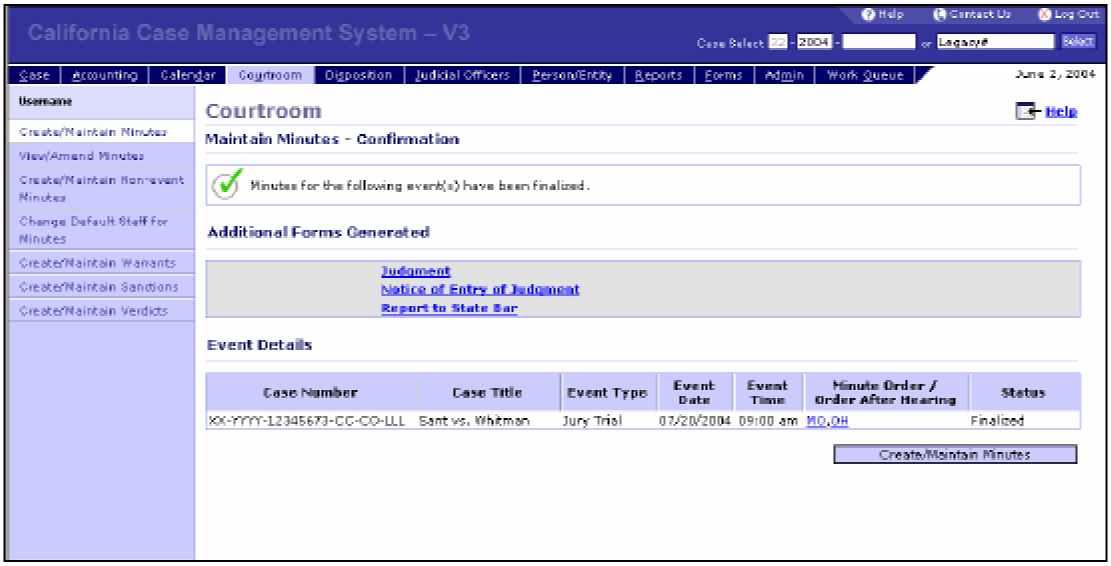
Result #1: If the status of "Finalize Minutes," "Finalize Only" or "Send Minutes for Judicial Officer Electronic Signature" have been selected, the Maintain Minutes - Select Forms screen displays.



Result #2: If the status of "Save as Draft" or "Send Minutes for Judicial Review" have been selected, the Maintain Minutes - Confirmation screen displays and the activity ends here.



7. Select the necessary forms to be generated.
8. Click the **[Next]** button.
   Result: The Maintain Minutes - Confirmation screen displays.



Related Links

Record Minutes - Code Based Overview

Maintain Non-Event Minutes - Search Screen

Maintain Minutes - Select Forms Screen

Maintain Minutes - Confirmation Screen

My Court Information

Error Process - Record Minutes

Introduction

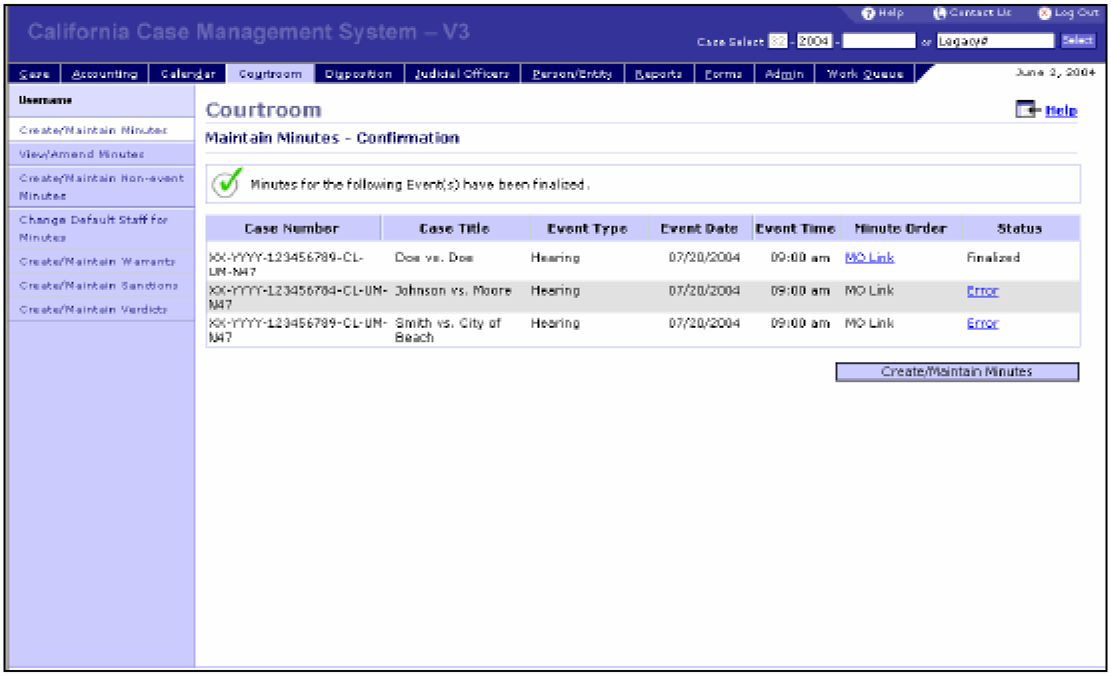
This activity describes the process of resolving possible errors that can occur when you save the minutes in the "Finalize Only" or "Finalize Minutes" status. These statuses initiate the minutes codes to execute in the system.

Task Activity

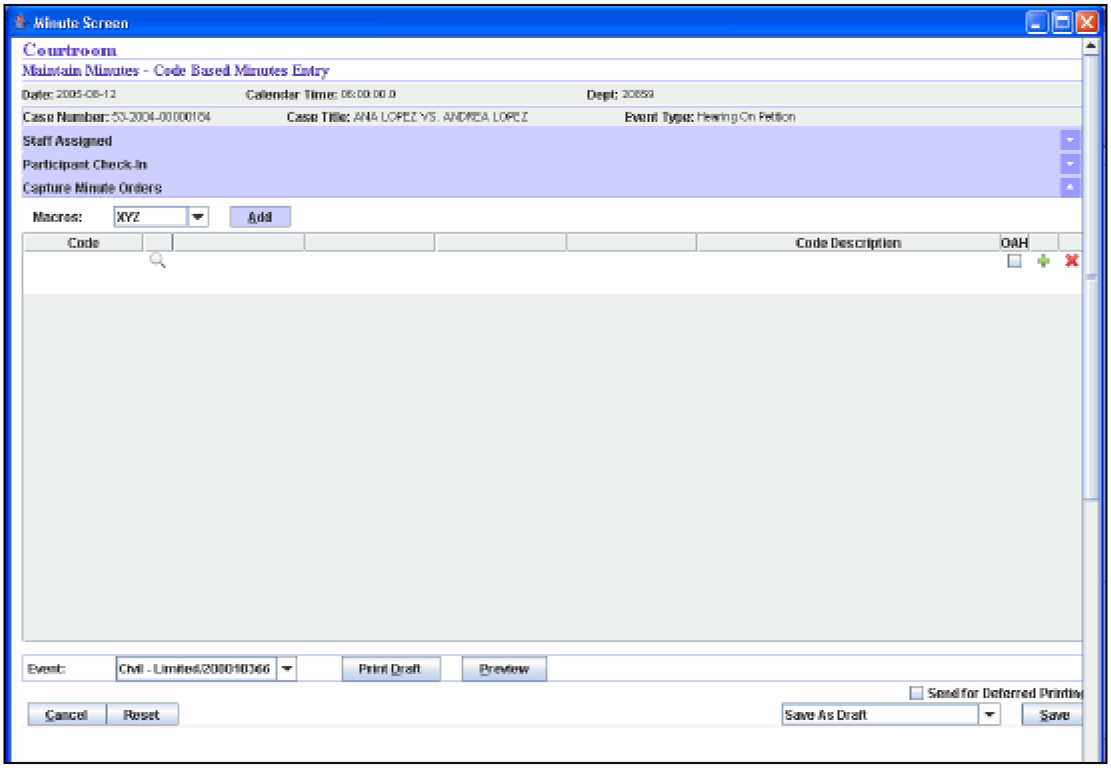
This activity takes place within the context of recording minutes for an event. Refer to the Record Minutes for One Event task activity for details on this process.

Perform the following steps to resolve the error message.

1. View the possible error message on the Maintain Minutes - Confirmation.

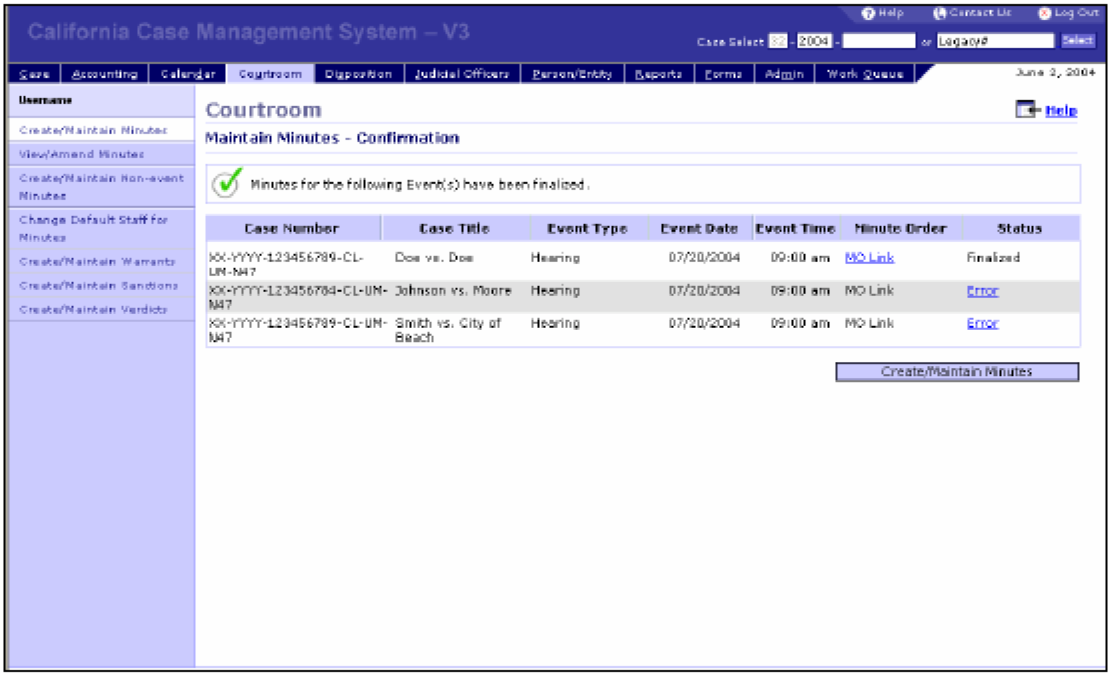


2. Click on the **[Error]** hyperlink.
   Result: The MCS client application launches in a new window. The Maintain Minutes - Code-Based Minutes Entry screen displays with the codes in error highlighted.

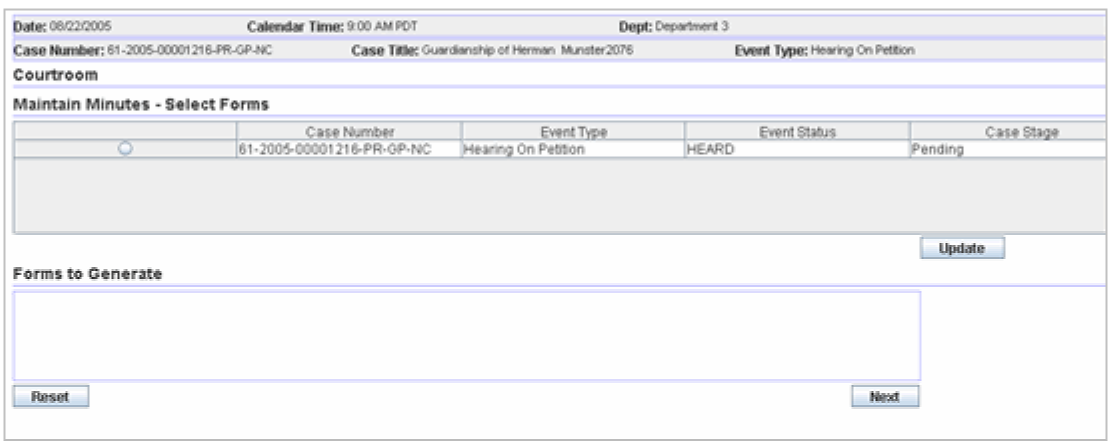


3. Enter/Update the available fields as needed.
NOTE The required **Input Parameters** and **Code Descriptions** display appropriate fields depending on the code selected.
4. Select a status from the **Save** field.
5. Click the **[Save]** button.
NOTE The window closes and displays one of three possible outcomes:

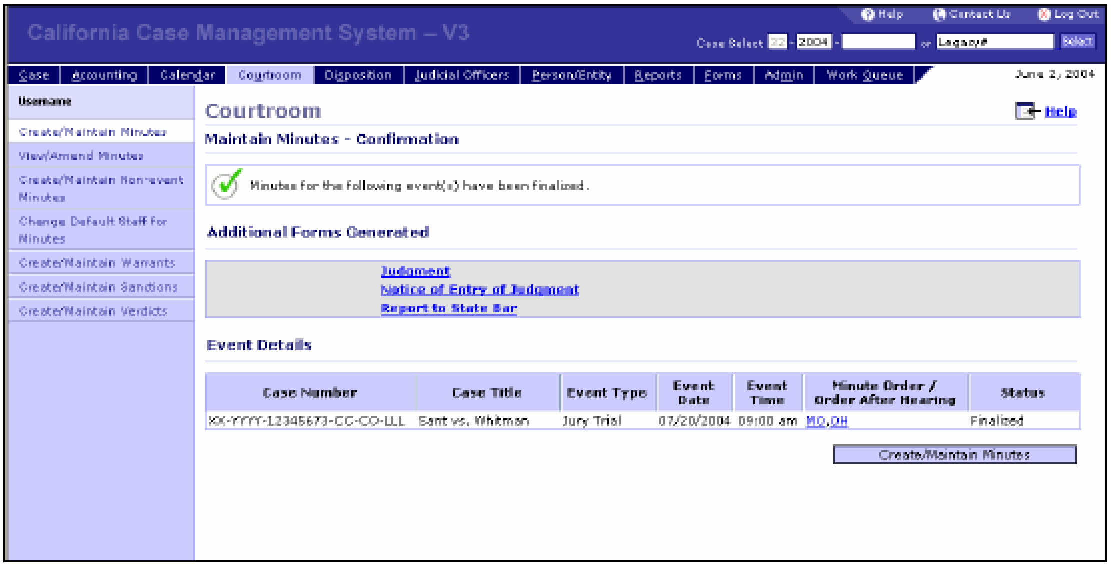
Result #1: If the minute codes have an error in executing the Maintain Minutes - Confirmation screen refreshes with an error message and the process steps should be repeated.



Result #2: If the status of "Finalize Minutes," "Finalize Only" or "Send Minutes for Judicial Officer Electronic Signature" have been selected, the Maintain Minutes - Select Forms screen displays.



Result #3: If the status of "Save as Draft" or "Send Minutes for Judicial Review" have been selected, the Maintain Minutes - Confirmation screen displays and the activity ends here.



Related Links

Record Minutes - Code Based Overview

Maintain Minutes - Select Forms Screen

Maintain Minutes - Confirmation Screen

View/Amend Minutes

View/Amend Minutes Overview

Introduction

Viewing or amending minutes allows you to view or update previously finalized minutes. You can append text to existing minutes or create new minutes and save it as amended minutes. Both of these instances will create new minutes that are separate instances and will not update the existing original minutes. You can also view previously finalized minutes for a case.

In order for you to view/amend minutes, finalized minutes must exist in the system. Refer to the Record Minutes - Code Based section for details on recording minutes.

The Minutes codes to be used in amending minutes must be pre-configured. Refer to the Configure Codes section for details on configuring minute codes.

Retrieving Previously Entered Minutes

When you open previously finalized minutes to update, the system will display the previously entered minutes codes. The codes are locked and displayed in read-only format so that the system does not execute the same codes again. However, you will have the ability to delete the associated text with previously entered codes, insert new codes between previously entered codes, and add new codes.

Amending Minutes

The amended minutes will be created based on text from previously entered codes, if these codes were not deleted.

Only newly added/inserted action codes will be executed by the system. Previously entered codes will not be executed, but will be a part of the text in the new amended minutes, if they are not deleted. Deleting a locked action code will not cause the system to undo the update/action previously executed by the system.

You will have the ability to configure a text code to retrieve specific language associated with amended minutes.

Status of Amended Minutes

The new instance of the amended minutes can have the following statuses:

STATUS	RESULTING ACTIONS
Save as Draft Clerk	1. Minutes information saved.
Finalize Minutes	1. Minutes information saved. 2. System executes the actions associated to the minute codes (for code based minutes) 3. Writes Case History/ROA entry associated with each minute code (if applicable). 4. Finalizes the minutes in PDF format. 5. Writes the Case History/ROA entry for the creation of the minutes. 6. Creates a link between the minutes (PDF format) and the Case History/ROA entry. 7. Send minutes for deferred printing (if necessary) 8. Display Confirmation Screen which provides the ability to open and print the finalized minutes.
Finalize Only	1. Minutes information saved. 2. System executes the actions associated to the minute codes (for code based minutes). 3. Writes Case History/ROA entry associated with each minute code (if applicable). 4. Creates the minutes in PDF format. 5. Writes the Case History/ROA entry for the creation of the minutes. 6. Send minutes for deferred printing (if necessary) 7. Display Confirmation Screen which provides the ability to open and print the finalized minutes."
Send Minutes for Judicial Review	1. Minutes information saved.

	2. Updates the status to make minutes available to a Judicial Officer Work Queue for review. 3. The "Review Minutes" work queue is updated for use by the Judicial Officer, with a status of "Review/Approval Required."
Send Minutes for Judicial Officer Electronic Signature	1. Minutes information saved. 2. System executes the actions associated to the minute codes (for code based minutes). 3. Writes Case History/ROA entry associated with each minute code (if applicable). 4. Updates the status of minutes to make it available to a Judicial Officer Work Queue for recording electronic signature. 5. The "Minutes For E-Signature" Work Queue is updated for use by the Judicial Officer, with a status of "E-Signature Required."

Task Activities

Viewing/Amending Minutes includes the following task activities:

- Search Amended Minutes
- Amend Minutes

Additional Resources

Other items related to this overview include the following:

- Business Rules
- Forms/Notices/Reports

Related Links

View/Amend Minutes - Search Screen

Maintain Minutes - Confirmation Screen

Maintain Minutes - Select Forms Screen

My Court Information

Search Amended Minutes

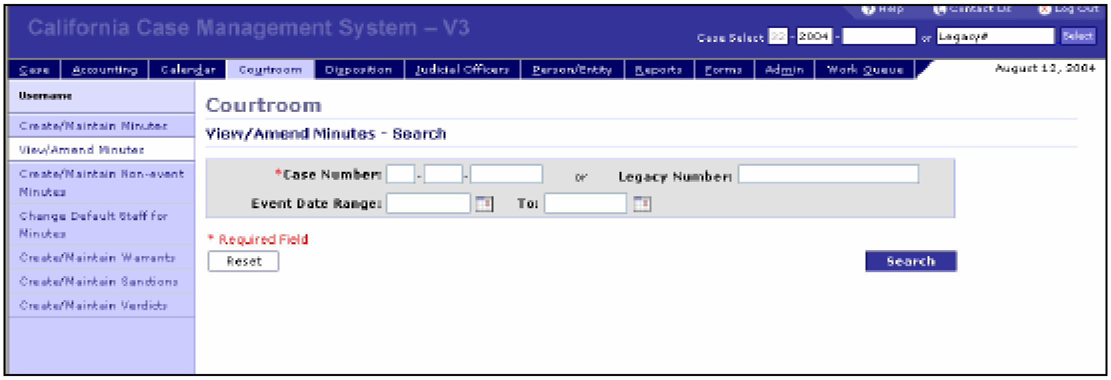
Introduction

Search amended minutes describes how to search for the finalized minutes associated with a case. Original and amended minutes for an event will be available to you.

Task Activity

Perform the following steps to search for finalized minutes.

1. Select the **[Courtroom] > [View/Amend Minutes]**.
   Result: The View/Amend Minutes – Search screen displays.



2. Enter data for one of the following required fields:
   3. Case Number
   4. Legacy Number

3. Enter/Select data for other search parameter fields, as necessary.
4. Click the **[Search]** button.
   Result: The View/Amend Minutes – Search refreshes with the Search Results.
   NOTE You can click on the **Minutes** hyperlink to view the previously captured minutes.

Related Links

View/Amend Minutes Overview

View/Amend Minutes - Search Screen

My Court Information

Amend Minutes

Introduction

Amending minutes allows you to update previously finalized minutes in the system.

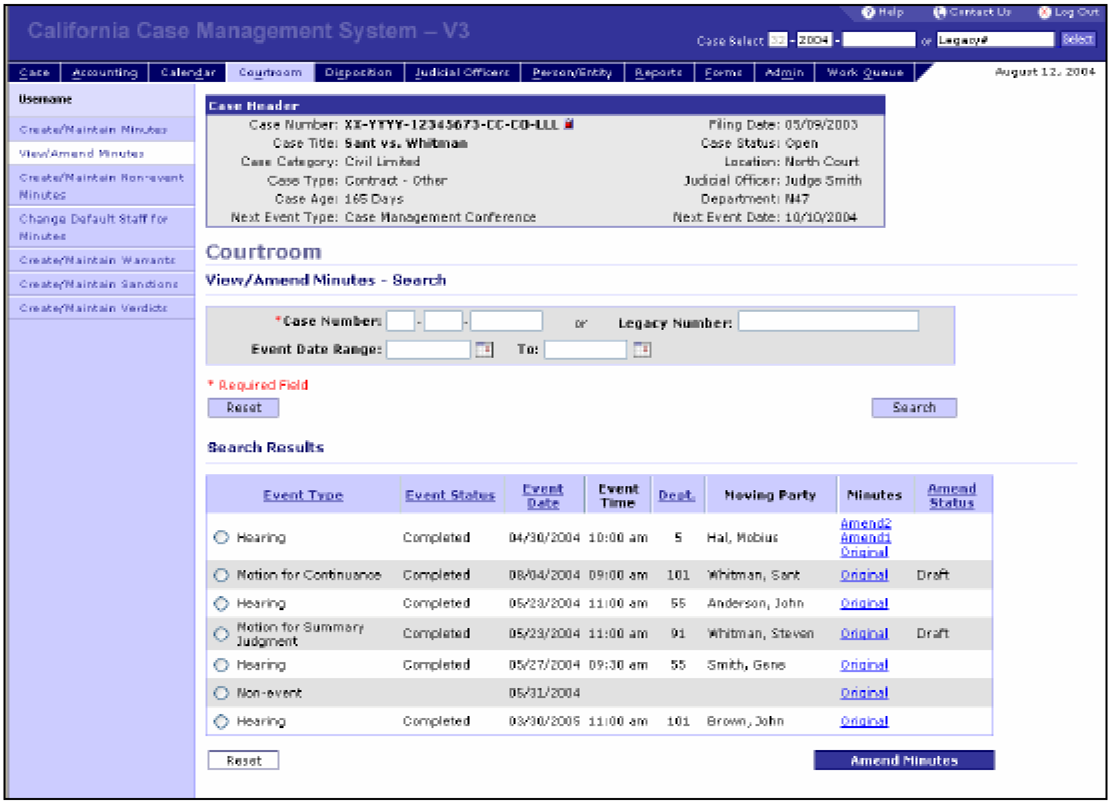
This activity describes how to amend minutes and save them with the status of "Finalize Minutes."

Task Activity

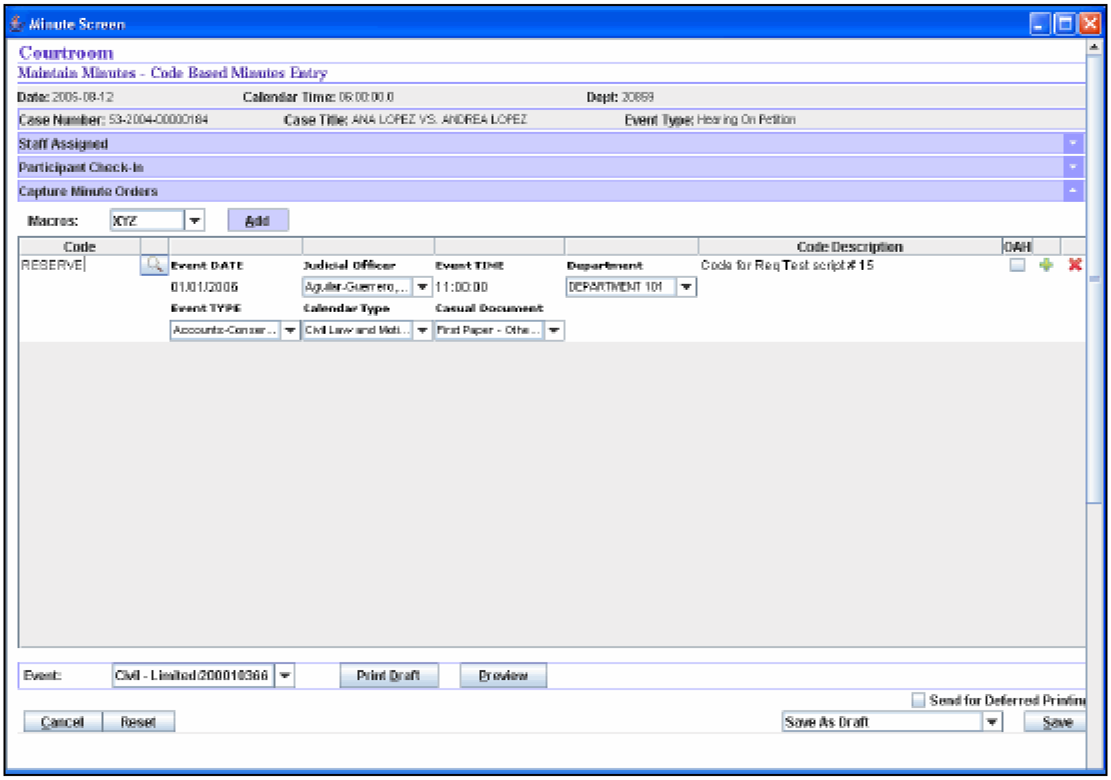
This activity takes place in the context of a minutes search. Refer to the Search Amended Minutes task activity for details on this process.

Perform the following steps to amend minutes.

1. Select the radio button for an event from the view/amend minutes search results.

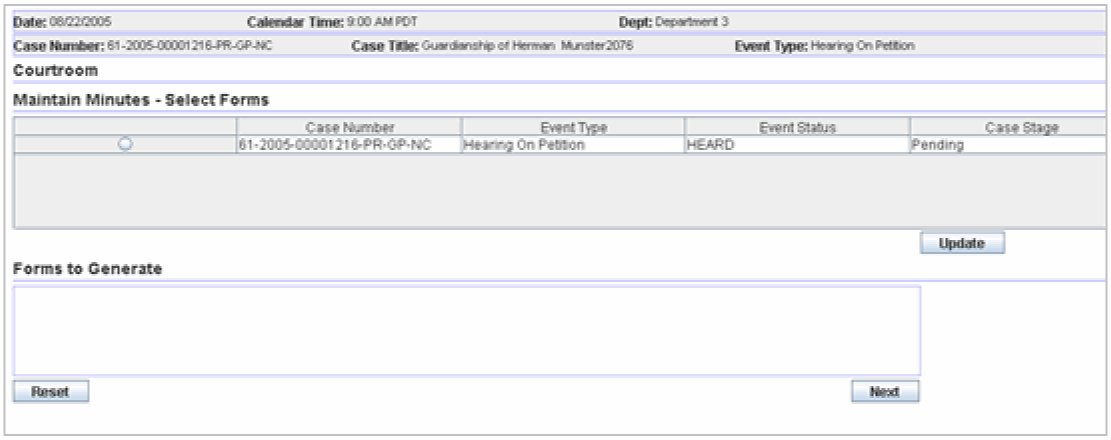


2. Click the **[Amend Minutes]** button.
   Result: A new window opens and the Maintain Minutes - Code-Based Minutes Entry screen displays with appropriate information.

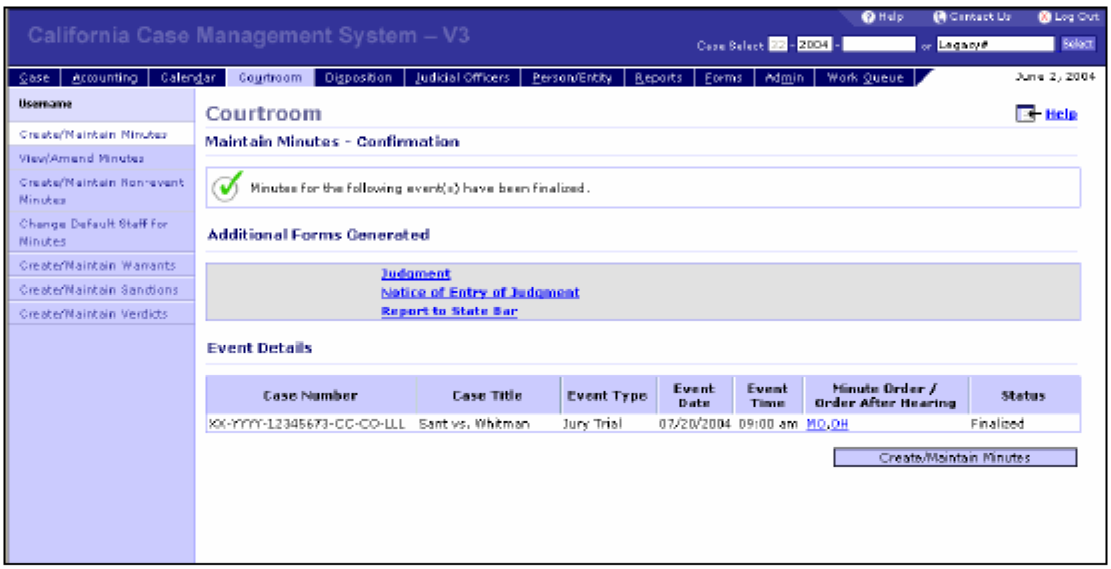


3. Click the **[Capture Minutes]** tab section.
   NOTE The previously entered codes are locked and not editable.
4. Enter/Update the available fields as needed.
   NOTE The required **Input Parameters** and **Code Descriptions** display appropriate fields depending on the code selected.
5. Select a status from the **Save** field.
   NOTE You can add an additional indicator to indicate that the minutes as available for deferred printing by selecting the **[Send for Deferred Printing]** checkbox.
6. Click the **[Save]** button.
   NOTE The window closes and displays one of two possible outcomes:

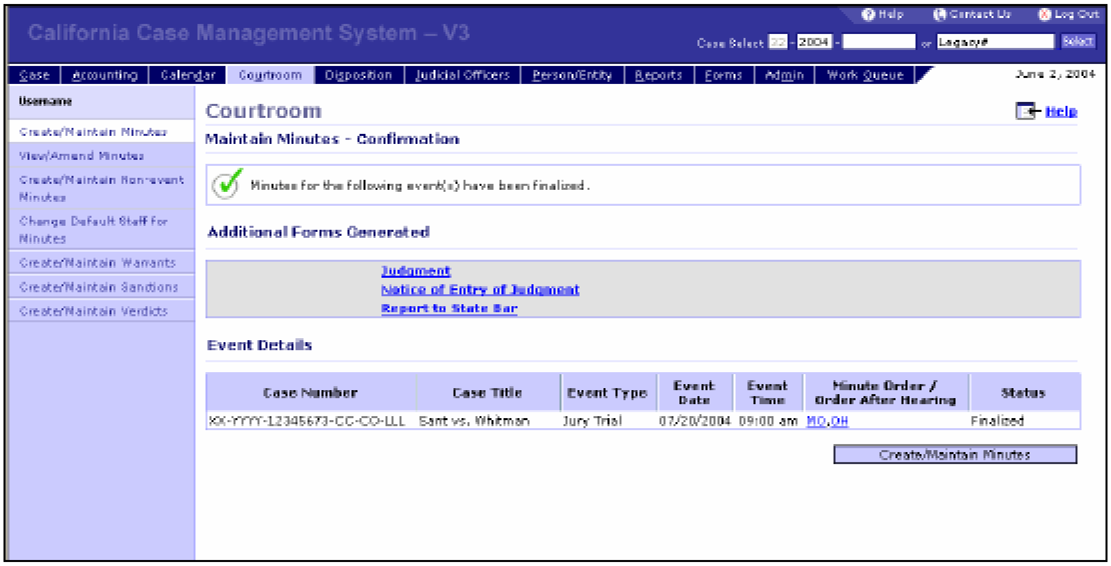
Result #1: If the status of "Finalize Minutes," "Finalize Only" or "Send Minutes for Judicial Officer Electronic Signature" have been selected, the Maintain Minutes - Select Forms screen displays.



Result #2: If the status of "Save as Draft" or "Send Minutes for Judicial Review" have been selected, the Maintain Minutes - Confirmation screen displays and the activity ends here.



7. Select the necessary forms to be generated.
8. Click the **[Next]** button.
   Result: The Maintain Minutes - Confirmation screen displays.



Related Links

View/Amend Minutes Overview

View/Amend Minutes - Search Screen

Maintain Minutes - Select Forms Screen

Maintain Minutes - Confirmation Screen

Maintain Verdicts

Maintain Verdicts Overview

Introduction

You can record a verdict associated with a Jury Trial on a case. A verdict must be recorded in the system prior to the judgment being rendered. The verdict can then be included as a part of the Minute and the judgment. You can search, record or update a verdict as required.

In order to record a verdict, an event on which the verdict will be recorded must first exist within the system.

Task Activities

Maintaining verdicts includes the following task activities:

- Search Verdict

- Record Verdict
- Update Verdict

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Maintain Verdicts - Search Screen

Record Verdict - Details Screen

My Court Information

Search Verdicts

Introduction

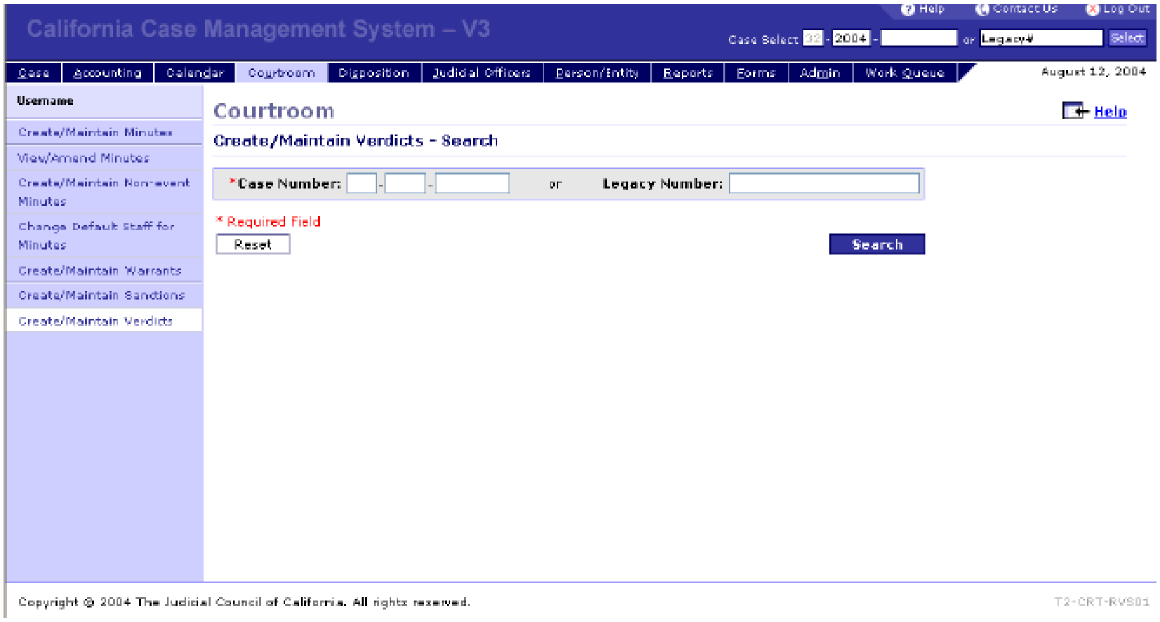
This activity allows you to search for verdicts on any case for which a Jury Trial event has occurred. The search results will only display events on the case for Jury Trials. You can search for verdicts on a case in order to review the verdict (before it is incorporated within a minute order) or to update a verdict as necessary.

Refer to the Search Feature Overview for details on performing a search in the system.

Task Activity

Perform the following steps to search for a verdict.

1. Select **[Courtroom] > [Create/Maintain Verdicts]**.
   Result: The Create/Maintain Verdicts- Search screen displays.



2. Enter data for at least one of the following required fields:
    - Case Number
    - Legacy Number

3. Enter/Select data for other search parameter fields, as necessary.
4. Click the **[Search]** button.
   Result: The Create/Maintain Verdicts- Search screen refreshes with the search results.

Related Links

Maintain Verdicts Overview

Maintain Verdicts - Search Screen

My Court Information

Record Verdict

Introduction

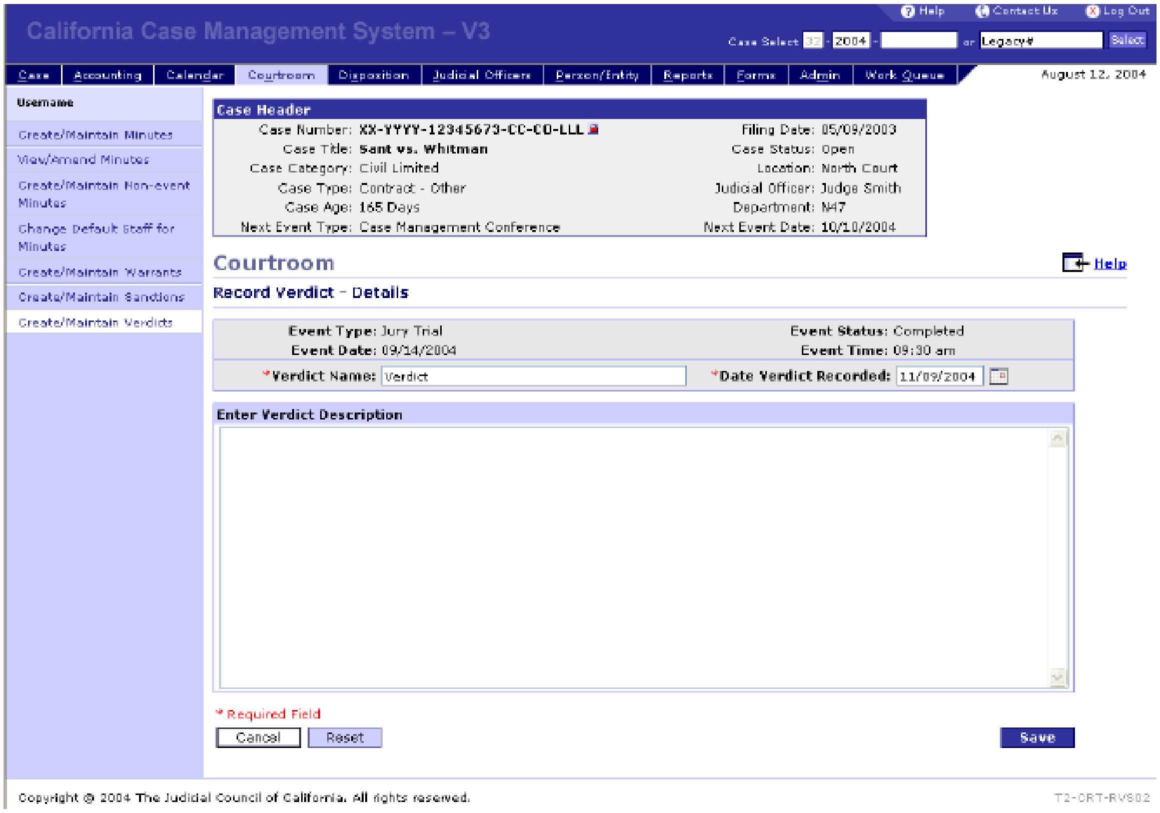
You can record a verdict in the system for a Jury Trial event. A verdict must be recorded prior to the judgment being rendered. In order to record a verdict, a Jury Trial event on which the verdict will be recorded must exist within the system. The system will only allow a verdict to be recorded if the type of event is "Jury Trial."

Task Activity

Perform the following steps to record a verdict.

1. Select the radio button for the event on which to record a verdict.
   NOTE This selection occurs from the search results of the Create/Maintain Verdicts - Search screen.

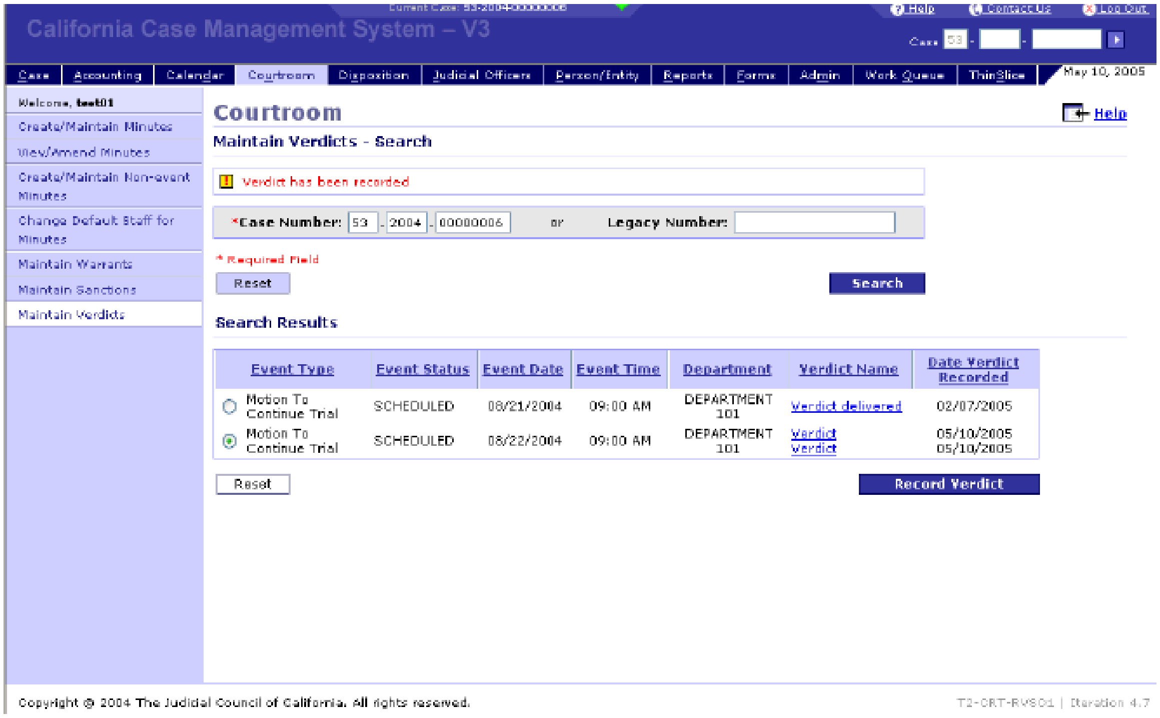
2. Click the **[Record Verdict]** button.
Result: The Record Verdict - Details screen displays.



3. Enter/Select data for the following required fields:
   - Verdict Name
   - Date Verdict Recorded
   - Verdict Description

   NOTE The **Date Verdict Recorded** field is defaulted to the date on the Minute/event date. The **Verdict Name** field is defaulted to "Verdict."

4. Click the **[Save]** button.
Result: The Create/Maintain Verdicts- Search screen displays with a confirmation message.



Related Links

Maintain Verdicts Overview

Maintain Verdicts - Search Screen

Record Verdict - Details Screen

My Court Information

Update Verdict

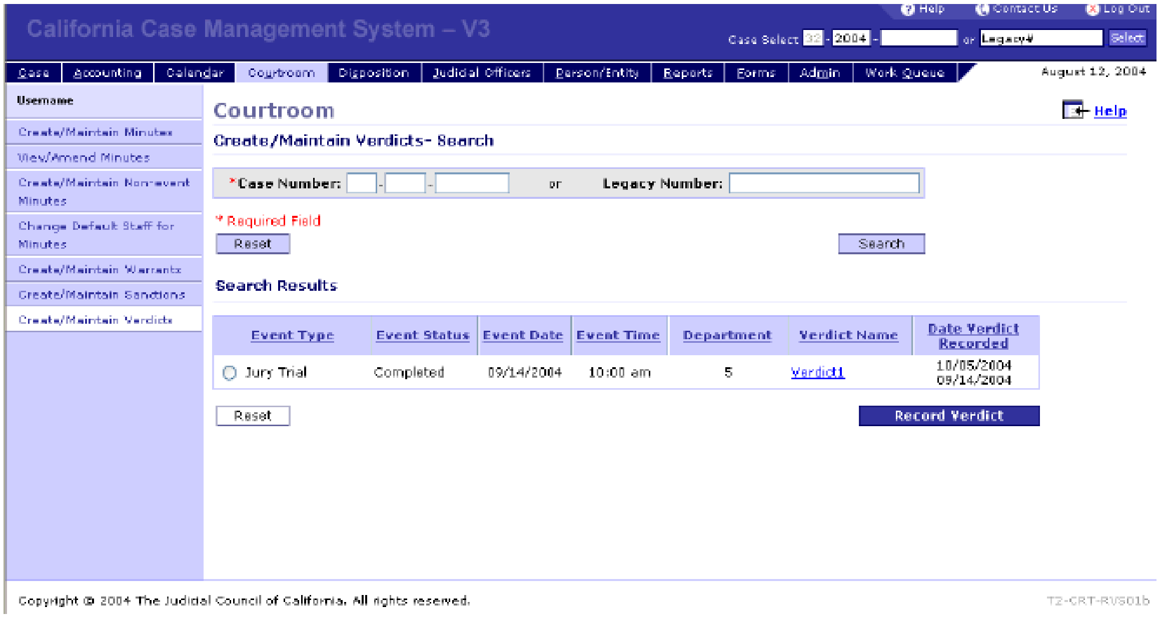
Introduction

You can update a verdict recorded for a Jury Trial on a case by searching for and selecting the verdict to update. Refer to the Search Verdicts task activity for details on searching and recording verdicts.

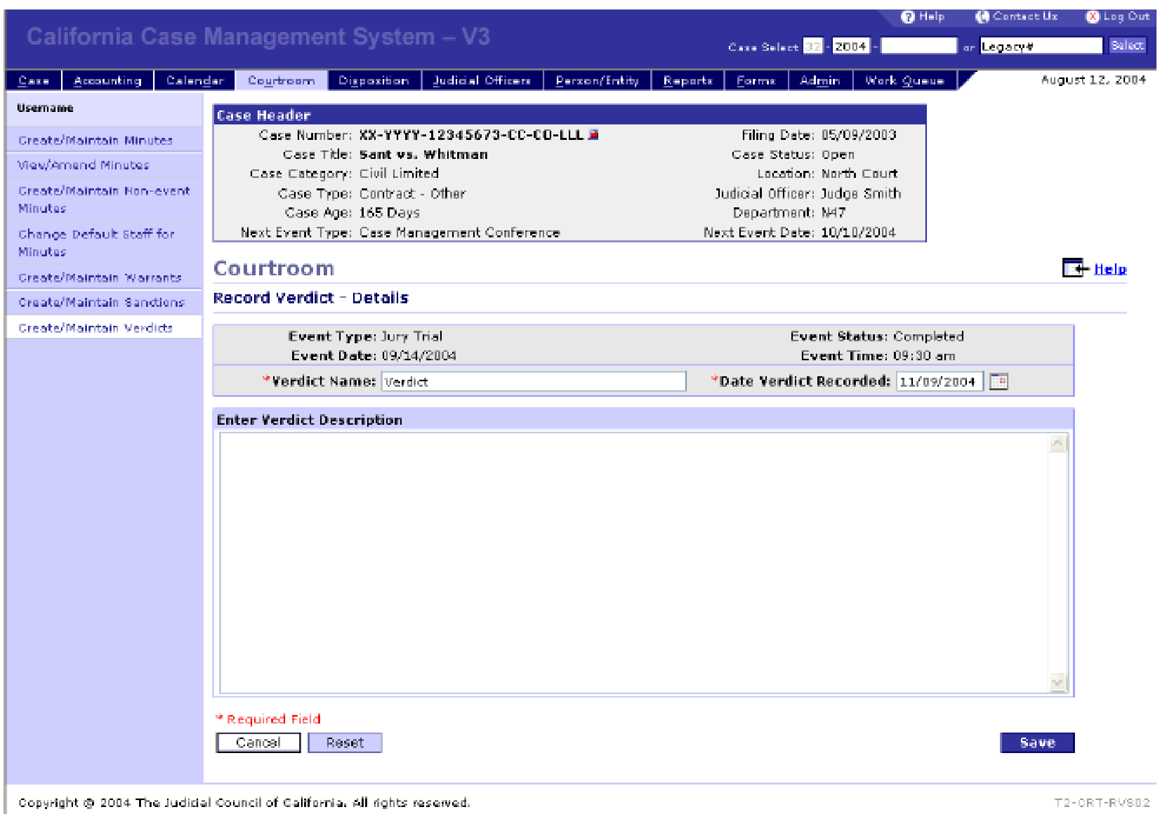
Task Activity

Perform the following steps to update a verdict.

1. Click the **[Verdict Name]** link of the verdict you want to update.
   NOTE This selection occurs from the search results of the Create/Maintain Verdicts - Search screen.

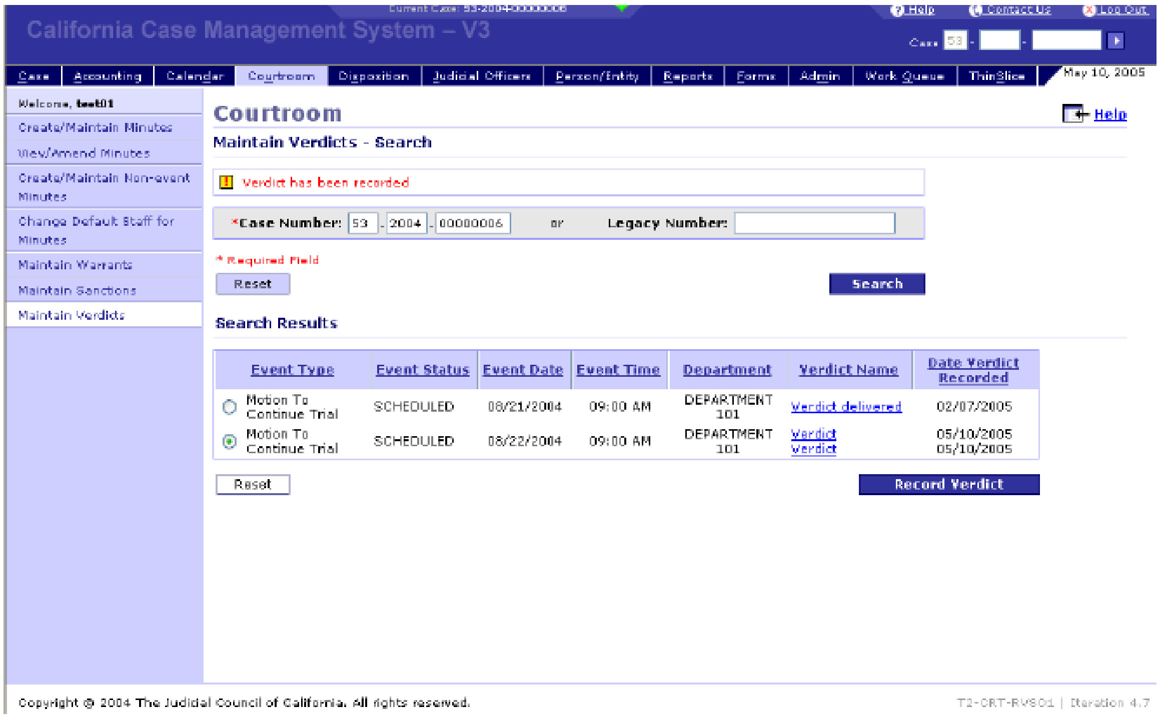


Result: The Record Verdict - Details screen displays with the information pre-populated.



2. Enter/Update the data for the following required fields, as necessary:
    - Verdict Name
    - Date Verdict Recorded
    - Verdict Description

3. Click the **[Save]** button.
   Result: The Create/Maintain Verdicts - Search screen displays with a confirmation message.



Related Links

Maintain Verdicts Overview

Maintain Verdicts - Search Screen

Record Verdict - Details Screen

Maintain Sanctions

Maintain Sanctions Overview

Introduction

A sanction might be ordered against a participant/attorney as result of not meeting certain guidelines set forth by the court. It can also be ordered as a result of a court-initiated order or as a result of a request made by a participant/attorney. Depending on the party initiating the request, the participant/attorney against whom the sanction is ordered can be directed to pay the sanction amount to the court or to another participant/attorney. If the participant/attorney is ordered to pay the sanction amount to the court, then a Fee will be created in the system to allow the system to track the payment of the fee.

Adjusting Sanction Fees

You should not adjust the fee associated with a sanction from the accounting functions within the system. In order to change the sanction amount imposed on a participant/attorney, it must be changed from within the record sanctions function. Performing this activity will cause the associated fee to be adjusted to the new sanction amount.

Sanction fees in an amount greater than $1,000 will cause the system to confirm whether the reporting requirements to the California State Bar apply (for Non-Discovery matters), as per B&P 6086.7. If you determine that the sanction must be reported to the State Bar Association, the system will generate the "Report to State Bar Association" form.

Vacating and Suspending Sanctions

In some cases, a sanction may need to be vacated or suspended. The court does not track vacated sanctions (for example, a sanction entered in clerical error). However, the court does track suspended sanctions, which occur when an order is made where the sanction does not have to be paid.

If the sanction is payable to the court, then at the time of vacating/suspending the sanction the associated fees will be cancelled. If a payment was recorded against this sanction, then the payments received will be transferred to a trust deposit for the participant against whom the sanction was ordered.

Task Activities

Maintaining sanctions includes the following task activities:

- Record Sanction
- Search Sanctions
- Update Sanction
- Suspend Sanction
- Vacate Sanction

Additional Resources

Other items related to this overview include the following:

- Business Rules
- Forms/Notices/Reports

Related Links

Maintain Sanctions - Search Screen

Record Sanctions Screen

My Court Information

Search Sanctions

Introduction

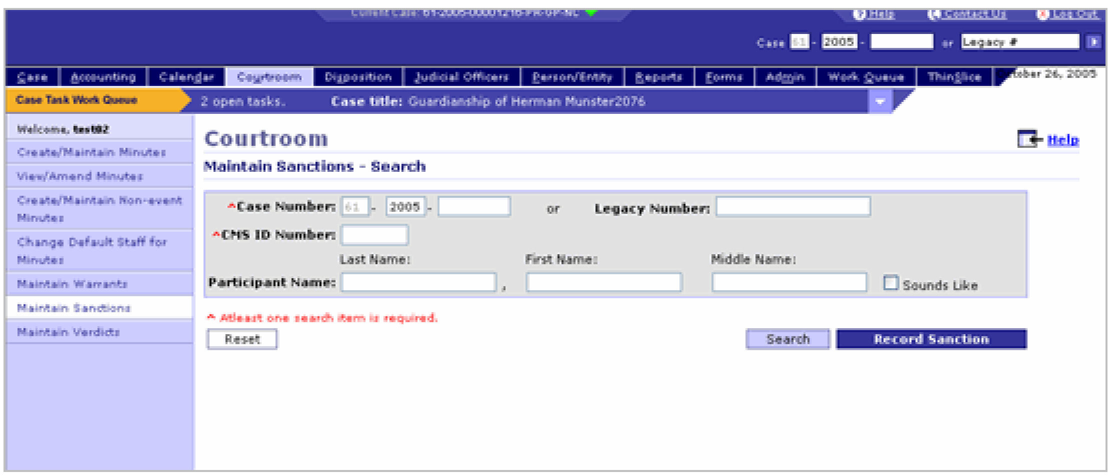
This activity allows you to search for sanctions that have been previously recorded on a case and have not been vacated. Refer to the Search Feature Overview for details on performing a search in the system.

The search function also provides the foundation for maintaining sanctions. For example, you must perform this search in order to update, vacate, or suspend a sanction.

Task Activity

Perform the following steps to search for sanctions.

1. Select **[Courtroom] > [Maintain Sanctions]**.
   Result: The Create/Maintain Sanctions - Search screen displays.



2. Enter data for at least one of the following required fields:
   - Case Number
   - CMS ID Number
3. Enter/Select data for other search parameter fields, as necessary.
4. Click the **[Search]** button.
   Result: The Create/Maintain Sanctions - Search screen refreshes with the Search Results.

NOTE Searching for sanctions using a case participants "CMS ID Number" will retrieve all sanctions entered against the case participant, even across multiple cases.

Related Links

Maintain Sanctions Overview

Maintain Sanctions - Search Screen

My Court Information

Record Sanction

Introduction

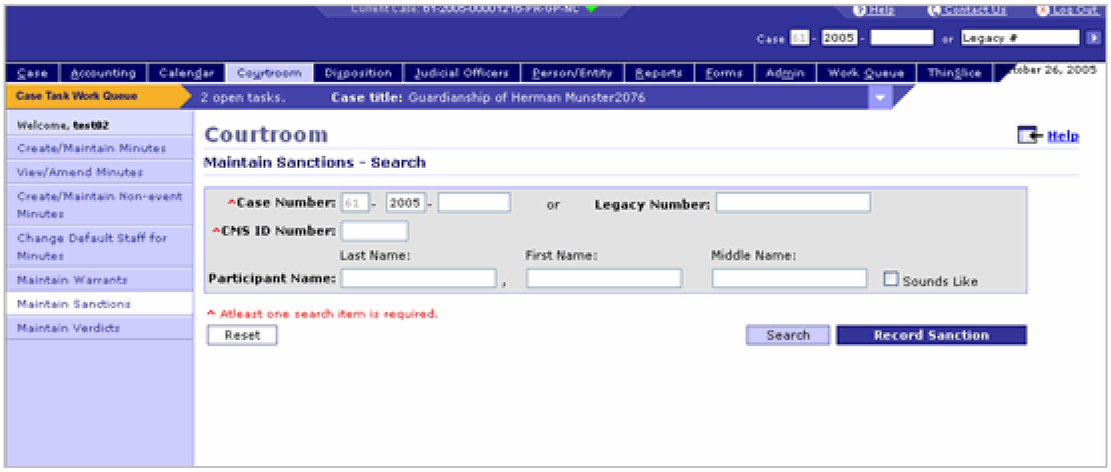
You can record a sanction against one or multiple participants in a case. In order to record a sanction, the sanctioned participant/attorney must be associated with the case on which the sanction is ordered.

Refer to the Manage Person/Entity Information and Manage Case Participants sections for details on entering a new participant into the system and associating the participant with the selected case.

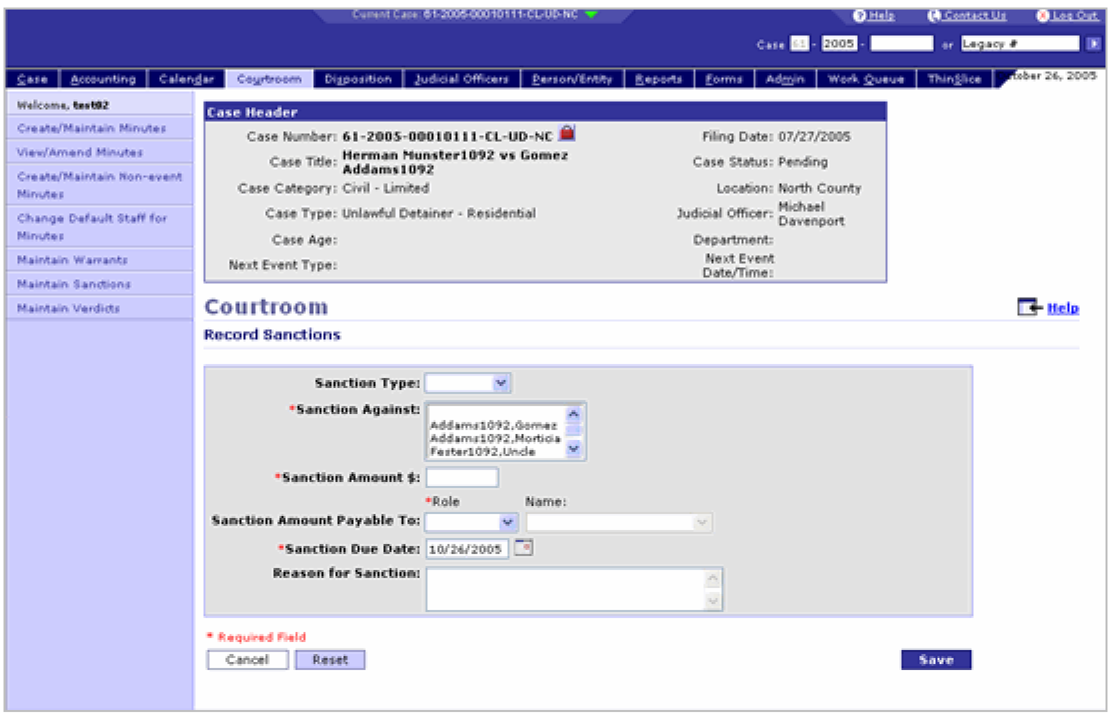
Task Activity

Perform the following steps to record a sanction.

1. Select **[Courtroom] > [Maintain Sanctions]**.
   Result: The Create/Maintain Sanctions - Search screen displays.



2. Click the **[Record Sanction]** button.
   Result: The Record Sanctions screen displays.



3. Enter/Select data for the following required fields:
   - Sanction Against
   - Sanction Amount $
   - Sanction Amount Payable To (Role)
   - Sanction Amount Payable To (Name)

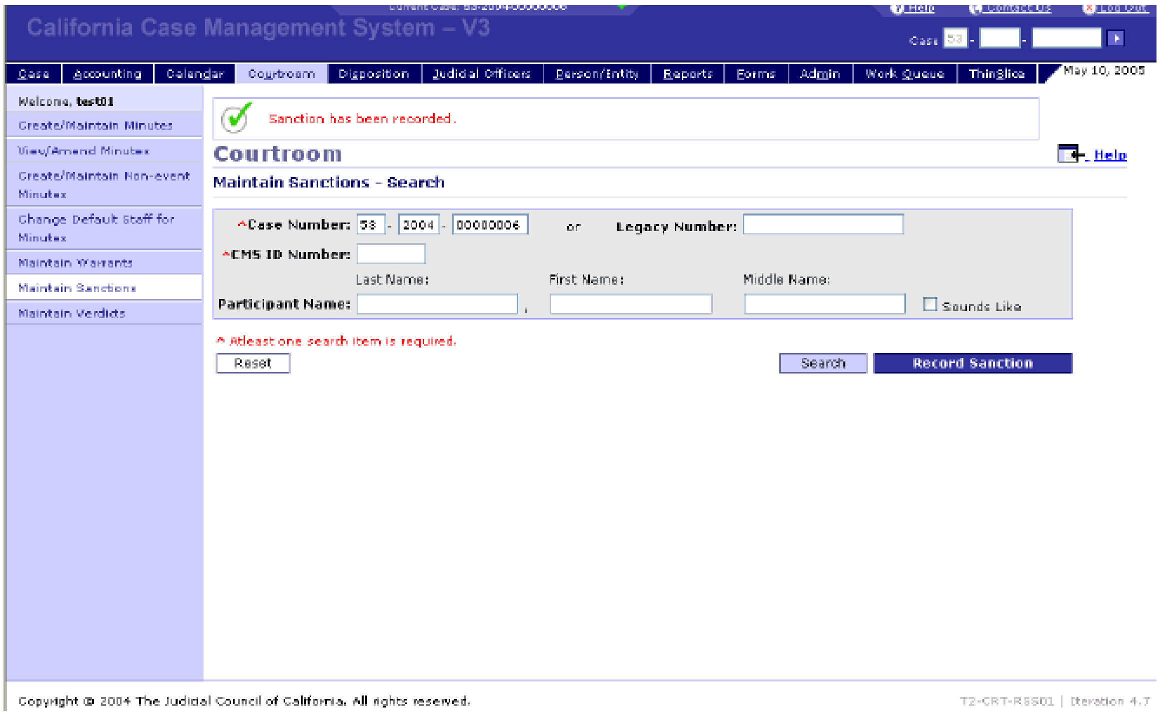
- Sanction Due Date

NOTE If **Court** is entered for the "Sanction Amount Payable To" field, then the system will record a sanction fee in the amount of the sanction against the specified participant/attorney.

If this sanction fee is greater than $1,000, then you must confirm whether the reporting requirements to the California State Bar apply (for Non-Discovery matters), as per B&P 6086.7.

If you determine that the sanction must be reported to the State Bar Association, then select "Yes".The system will then generate the "Report to State Bar Association" form.

4. Click the **[Save]** button.
   Result: The Create Maintain Sanctions- Search screen displays with a confirmation message.



Related Links

Maintain Sanctions Overview

Maintain Sanctions - Search Screen

Record Sanctions Screen

My Court Information

Update Sanction

Introduction

You may be required to update a sanction if it was entered incorrectly, against the wrong case participant/attorney, payable to the wrong entity, recorded in the wrong amount, or ordered by the court.

If the sanction is for the wrong amount, it is important that you do not adjust the fee through the Accounting module. You must reduce the sanction amount through the update sanction function. Updating the sanction amount will cause the fee to be adjusted to the newly entered sanction amount.

Before Updating a Sanction

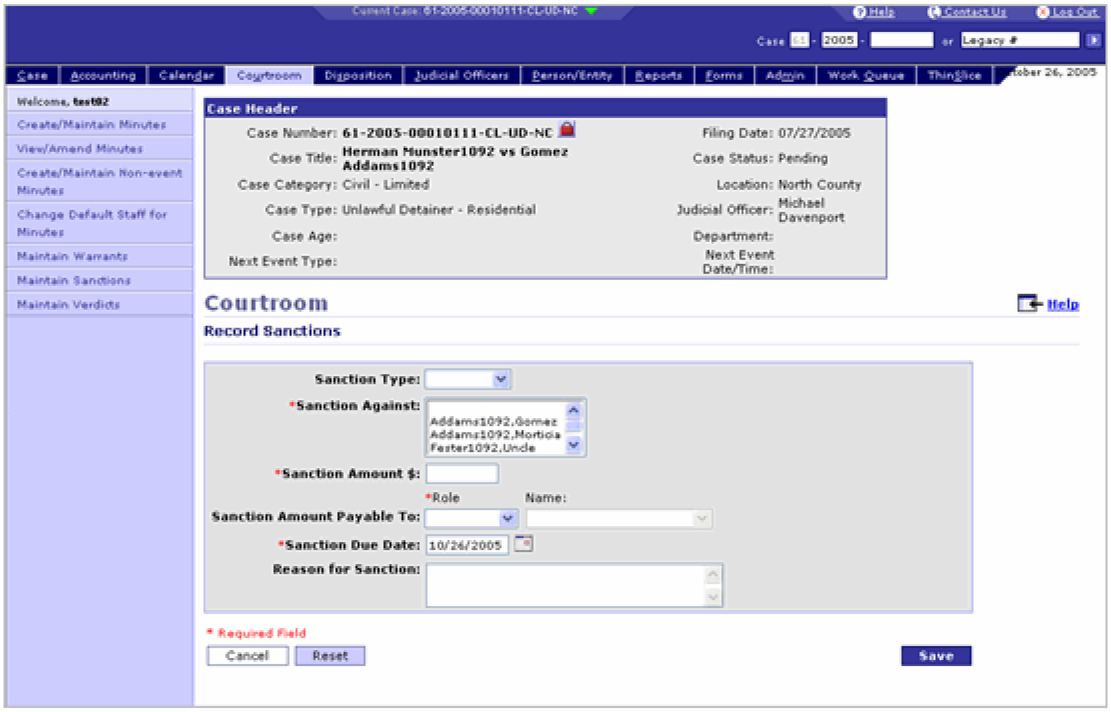
Before you can suspend a sanction, you must first perform a sanction search. Refer to the Search Sanctions task activity for details on this process.

Task Activity

Perform the following steps to update a sanction.

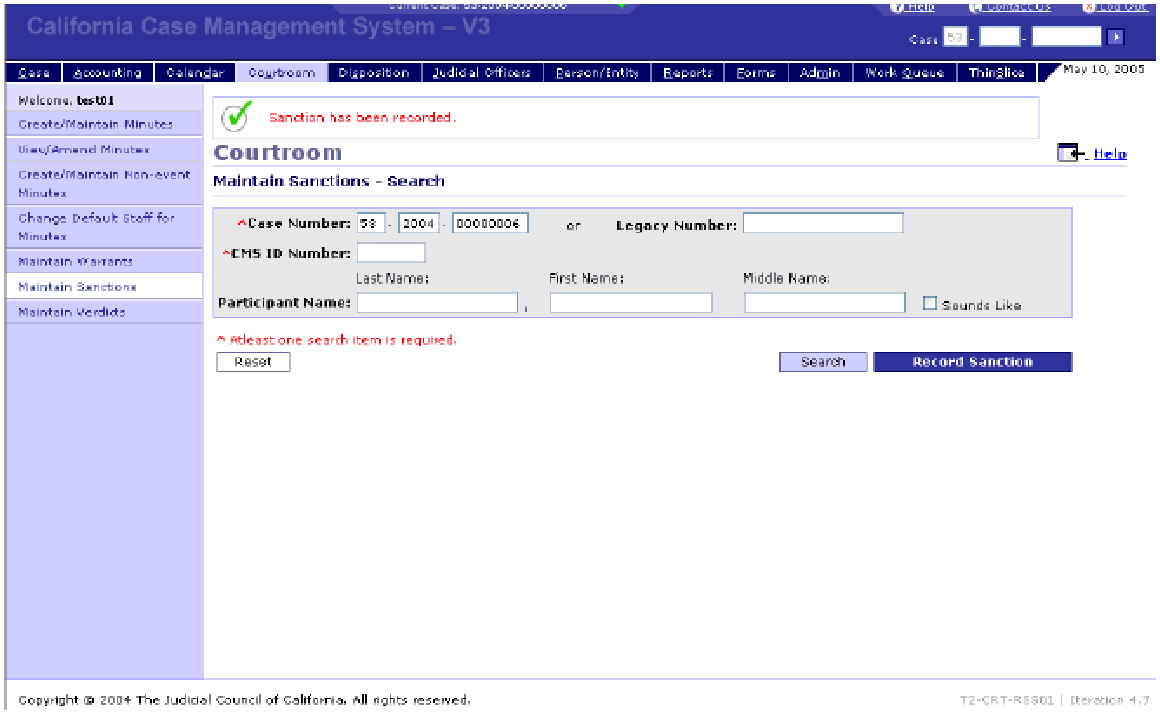
1. Select the radio button for the sanction you want to suspend.
   NOTE This selection occurs from the search results of the Create/Maintain Sanctions - Search screen.

2. Click the **[Select]** button.
   Result: The Record Sanctions screen displays.



3. Update the data for the following required fields as necessary:
    - Sanction Against
    - Sanction Amount $
    - Sanction Amount Payable To (Role)
    - Sanction Amount Payable To (Name)
    - Sanction Due Date

4. Click the **[Save]** button.
   Result: The Create/Maintain Sanctions - Search screen displays with a confirmation message.



Related Links

Maintain Sanctions Overview

Maintain Sanctions - Search Screen

Record Sanctions Screen

My Court Information

Suspend Sanction

Introduction

Suspending a sanction will cause the sanction to remain on the case, but it will suspend or cancel any monies due for the sanction if the sanction was payable to the court. If the case participant/attorney for whom the sanction was levied against has already paid the sanction fee, then the payment for the sanction will be voided and the monies will be transferred to a trust. These monies may then be disbursed back to the case participant/attorney, if so requested.

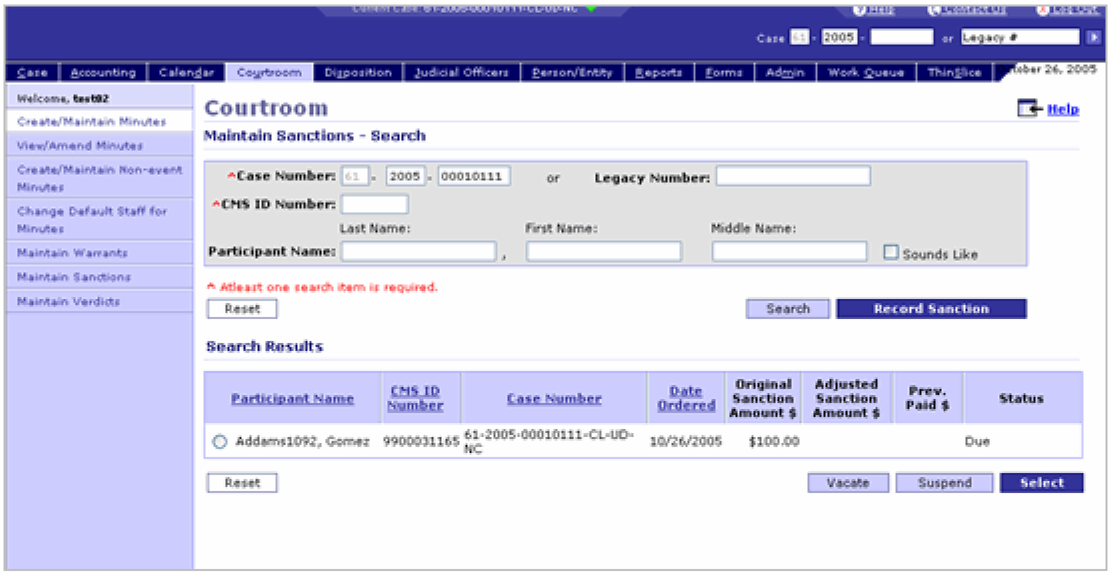
Before Suspending a Sanction

Before you can suspend a sanction, you must first perform a sanction search. Refer to the Search Sanctions task activity for details on this process.

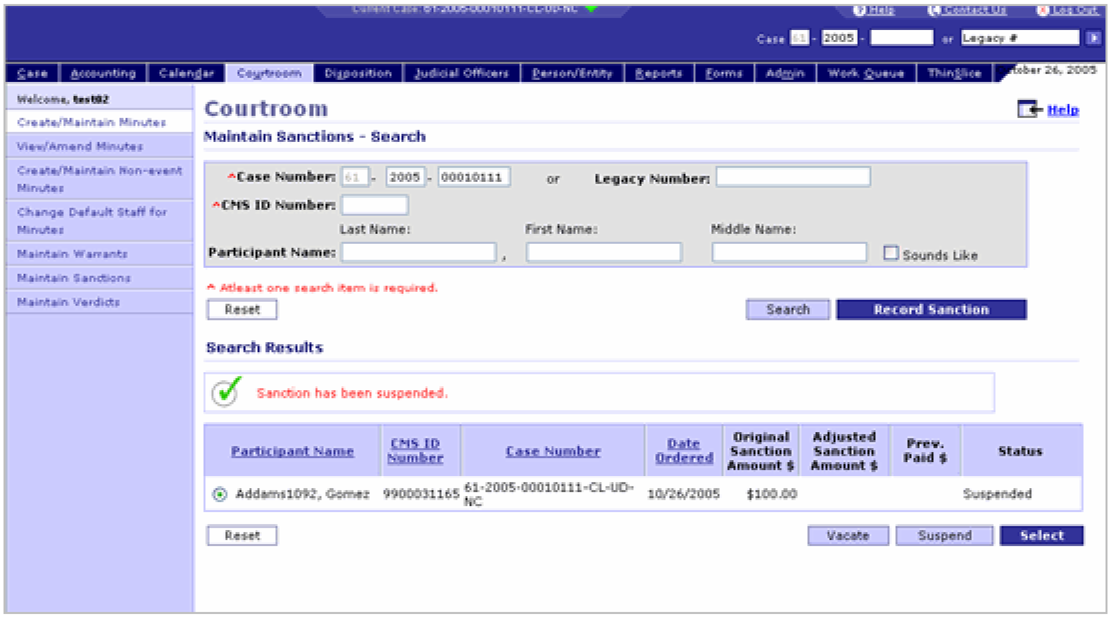
Task Activity

Perform the following steps to suspend a sanction.

1. Select the radio button for the sanction you want to suspend.
   NOTE This selection occurs from the search results of the Create/Maintain Sanctions - Search screen.



2. Click the **[Suspend]** button.
   Result: The Create/Maintain Sanctions - Search screen displays with a confirmation message. The status of the sanction is updated to "Suspended" in the system.



Related Links

Maintain Sanctions Overview

Maintain Sanctions - Search Screen

My Court Information

Vacate Sanction

Introduction

Vacating a sanction will cause the sanction to be removed entirely from the case. Any monies due for the sanction will then be cancelled if the sanction was payable to the court. If the case participant/attorney the sanction was made against has already paid the fee, then the payment will be voided and the monies will be transferred to a trust. These monies may then be disbursed back to the case participant/attorney at their request.

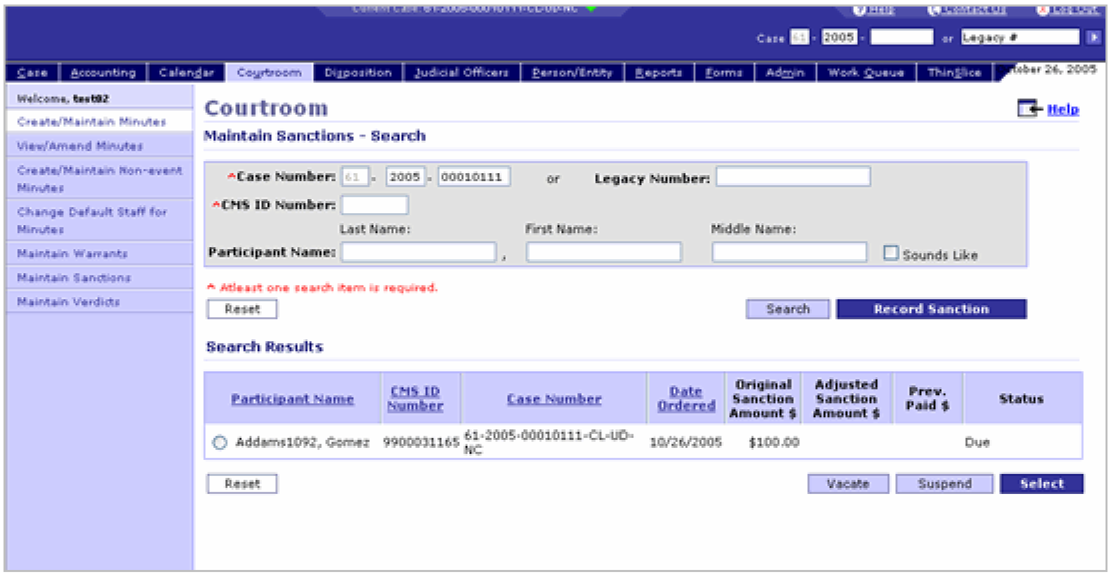
Before Vacating a Sanction

Before you can suspend a sanction, you must first perform a sanction search. Refer to the Search Sanctions task activity for details on this process.

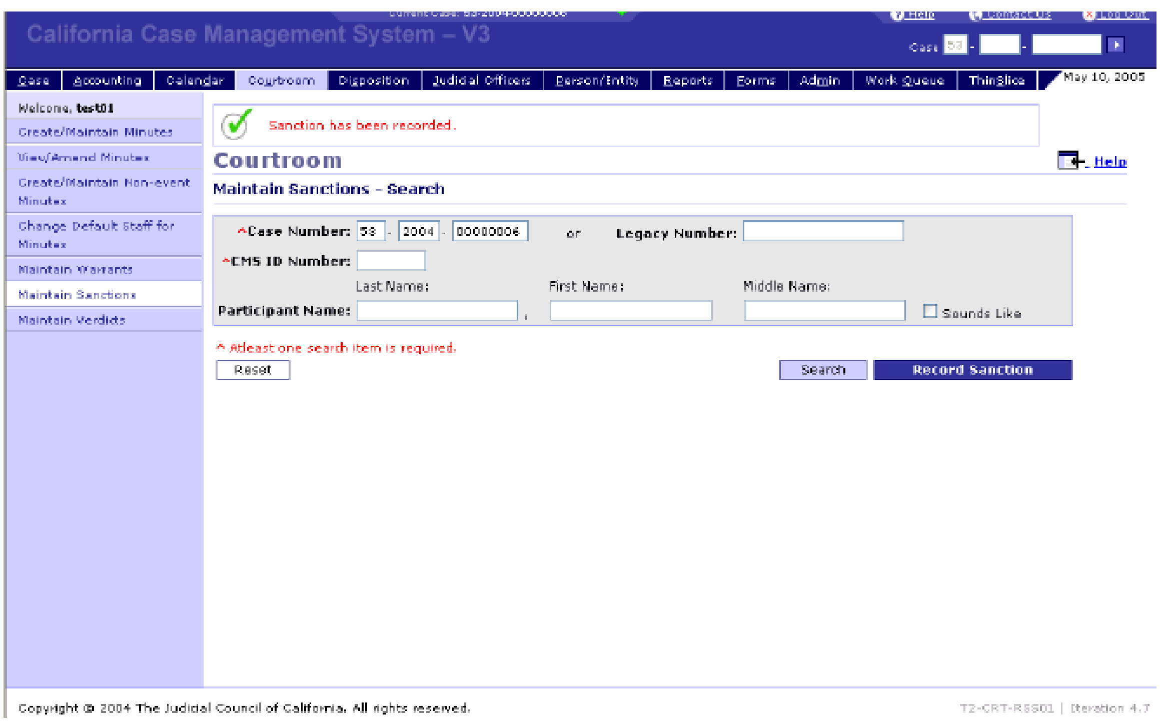
Task Activity

Perform the following steps to vacate a sanction.

1. Select the radio button for the sanction you want to suspend.
   NOTE This selection occurs from the search results of the Create/Maintain Sanctions - Search screen.



2. Click the **[Vacate]** button.
   Result: The Name of Create/Maintain Sanctions - Search screen displays with a confirmation message. The record of the sanction is removed from the system.



Related Links

Maintain Sanctions Overview

Maintain Sanctions - Search Screen

Maintain Tentative Rulings

Maintain Tentative Rulings Overview

Introduction

You can create or update Tentative Rulings related to a scheduled event. You can record Tentative Rulings through the use of free-form text entry (text-based) or through the use of minute codes (code-based) using the MCS client application.

In order for the Tentative Rulings to be entered, scheduled events must first exist in the system. Once an event is scheduled, the appropriate Research Attorney's work queue will be populated. Refer to the Work Queues section for details on completing work queue tasks.

Depending on the business process of the courts, you may finalize and publish the Tentative Rulings or send it for Judicial Review. If the Tentative Rulings have not been finalized and published, then a draft version can be printed at anytime. Otherwise, the Tentative Rulings are accessible through the Case History.

If the Tentative Rulings are sent for Judicial Officer review, the Judicial Officer may provide comments relating to the Tentative Rulings and send the input back to you for follow-up work. Refer to the Judicial Notes section for details on understanding Judicial Officer functionality.

You can update Tentative Rulings any time before a scheduled event is heard. Tentative Rulings may always be accessed from the related courtroom event, even if the event is continued to a future date.

Text-Based Tentative Rulings

You can record and format Tentative Rulings information within the free-form entry text field of the Tentative Rulings/Research Text sections.

Code-Based Tentative Rulings

You can record Tentative Rulings information by using Minutes codes through the MCS client application. The MCS client is a separate application that will be launched when you select to record code-based Tentative Rulings. The Minutes codes to be used in recording of Tentative Rulings must be pre-configured. Refer to the Configure Codes section for details on configuring codes.

If the Tentative Rulings are created using the code-based feature, the text translation of the codes will be stored as the Tentative Rulings. However, the codes will also be stored as minute codes and will be considered work-up for Minutes. Also, codes are only stored and not executed. They will only be executed when the minutes associated with the event are finalized.

If you retrieve this event to create minutes, then these entered codes will be retrieved and displayed. You will then have the ability to finalize these minutes, which will cause the system to perform the actions related to the codes as well as convert the text associated with the codes into the Minutes for the event. You will also have the ability to enter new codes or delete previously entered codes during this process.

Judicial Officer Review

Once the Tentative Rulings are sent for Judicial Officer Review, the associated event will be made available in the Judicial Officer's work queue for reviewing Tentative Rulings. This associated event will be dropped from the Research Attorney's work queue.

For text-based Tentative Rulings, the Judicial Officer will have the ability to add Judicial Notes related to the Tentative Rulings and have the ability to enter/update the Tentative Rulings/Research Text sections.

For code-based Tentative Rulings, the text translation of the codes of the Tentative Rulings will display to the Judicial Officer in read-only mode. The Judicial Officer will not have the ability to change previously created Tentative Rulings saved by other users, but can update the Research Text/Comments sections by writing comments in the Judicial Notes section.

Once the Tentative Rulings are done being reviewed, the Judicial Officer can either choose to finalize and publish the Tentative Rulings or send it back to you for follow-up work. If the Tentative Rulings are sent back, you can make the necessary updates to the Tentative Rulings by reviewing the non-editable Judicial Officer Notes section.

Status of Tentative Rulings

Tentative Rulings can be saved with the following statuses in the system:

STATUS	RESULTING ACTIONS
Save as Draft	1. Tentative Rulings information is saved.
Send Tentative Rulings for Judicial Review	1. Tentative Rulings information is saved. 2. Tentative Rulings are available to the assigned Judicial Officer Work Queue for review.
Publishing	1. Tentative Rulings information is saved. 2. Tentative Rulings will be available for posting to the internet or other external systems. 3. A PDF format of the Tentative Ruling is created. 4. A Case History/ROA entry is made signifying that the Tentative Rulings were created with a link to the PDF. 5. Based on the configuration of the work queues, the scheduled events with “Published” Tentative Rulings will remain/drop from the work queue.
Further Action Required	1. Tentative Ruling available to the Research Attorney's Work Queue for follow-up on the comments made by the Judicial Officer. Refer to Maintain Judicial Notes for more information on this functionality.

NOTE The Tentative Rulings section will be made available for publishing once the status is updated to "Published," while the Research Text section will only be used for internal purposes.

Based on configuration of the work queues, the scheduled events with “Published” Tentative Rulings will remain/drop from the Research Attorney’s work queue. Tentative Rulings marked as "Published" will be made available for printing on the calendar.

Task Activities

Maintaining Tentative Rulings includes the following task activities:

- Record Tentative Rulings - Text- Based
- Record Tentative Rulings - Code-Based
- Edit Tentative Rulings

Additional Resources

Other items related to this overview include the following:

- Business Rules
- Forms/Notices/Reports

Related Links

Maintain Tentative Rulings Screen

My Court Information

Record Tentative Rulings - Text-Based

Introduction

Recording Tentative Rulings is the process of gathering and entering information about a scheduled event. You will have the ability to record information in the Tentative Rulings/Research Text sections.

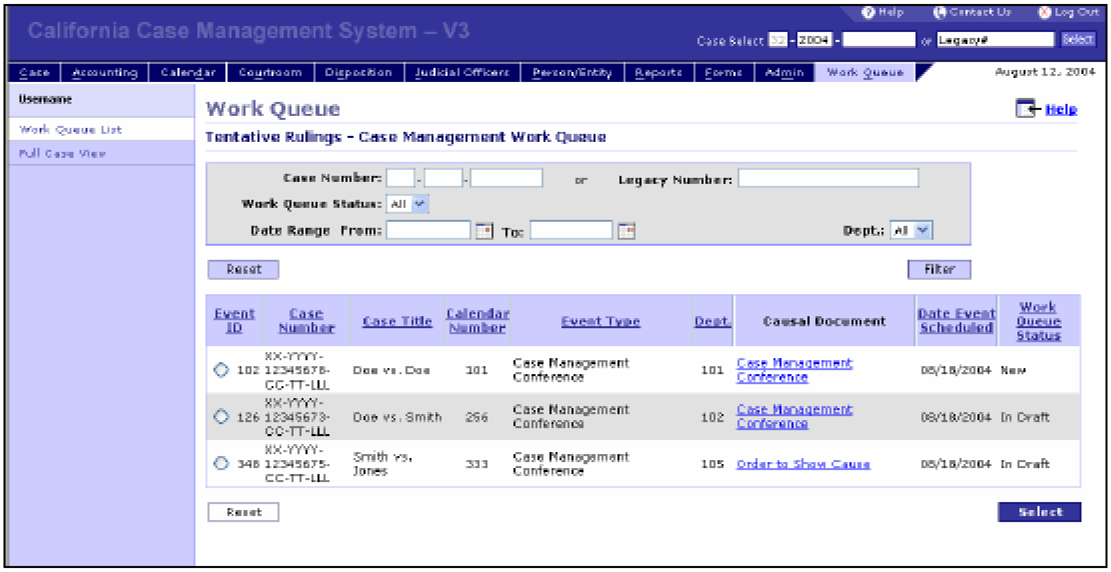
The activity below outlines the use of recording Tentative Rulings by free-form (text) entry.

Task Activity

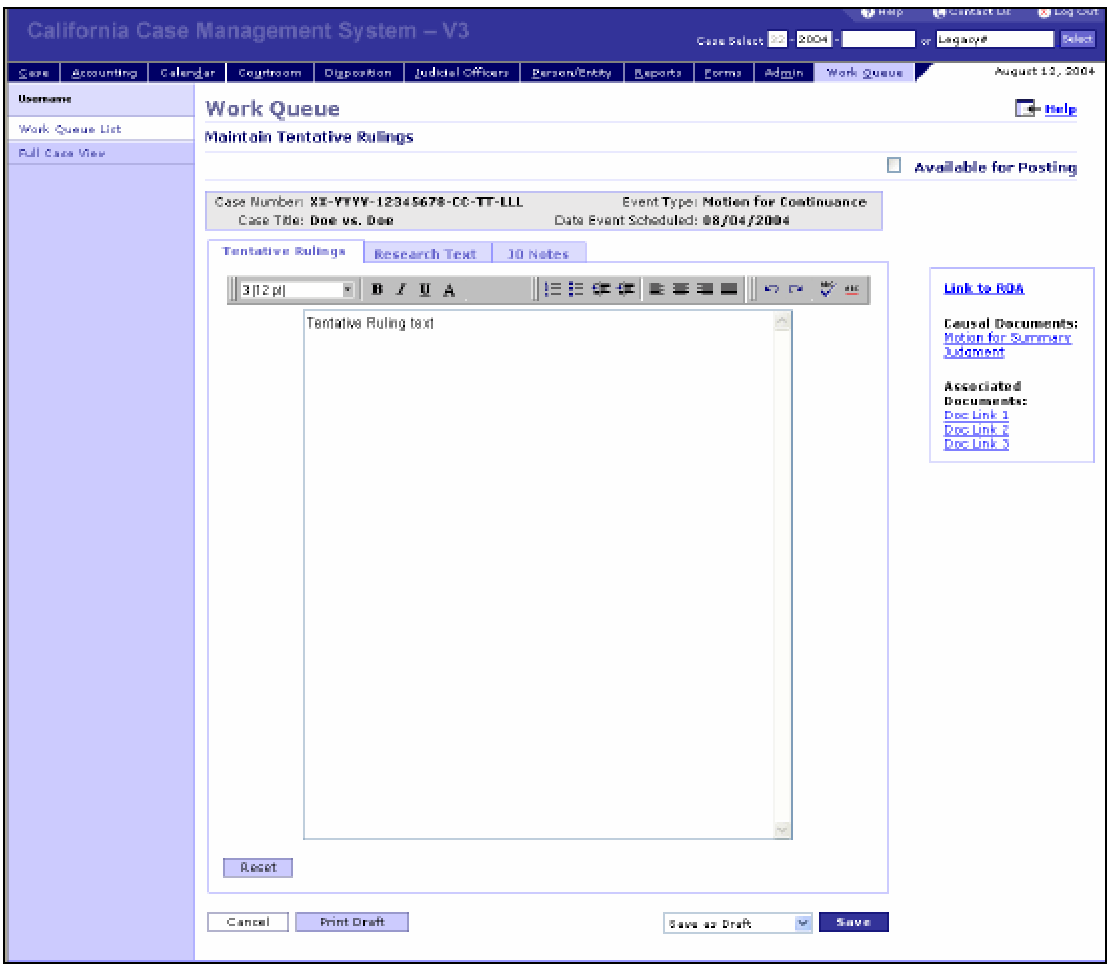
This activity takes place within a context of a work queue. Refer to the Work Queues section for details on this process.

Perform the following steps to record Tentative Rulings information.

1. Select the radio button for an event in the Tentative Rulings Work Queue.



2. Click the **[Select]** button.
Result: The Maintain Tentative Rulings screen displays.



3. Enter free-form text in the appropriate **Tentative Rulings** and **Research Text** tabs.
4. Select a status from the **Save** field.
   NOTE You can select an additional indicator to denote the Tentative Rulings as available for posting by selecting the **[Available for Posting]** field.
5. Click the **[Save]** button.
   Result: The Tentative Rulings Confirmation screen displays.

   NOTE The Edit Tentative Rulings in free-from (text) based has the same process steps as Record Tentative Rulings. The previously recorded Tentative Rulings information will be displayed to you in the appropriate sections.

Related Links

Maintain Tentative Rulings Overview

Maintain Tentative Rulings Screen

My Court Information

Record Tentative Rulings - Code-Based

Introduction

Recording Tentative Rulings involves gathering and entering information about a scheduled event. You will have the ability to record information in the Tentative Rulings/Research Text sections.

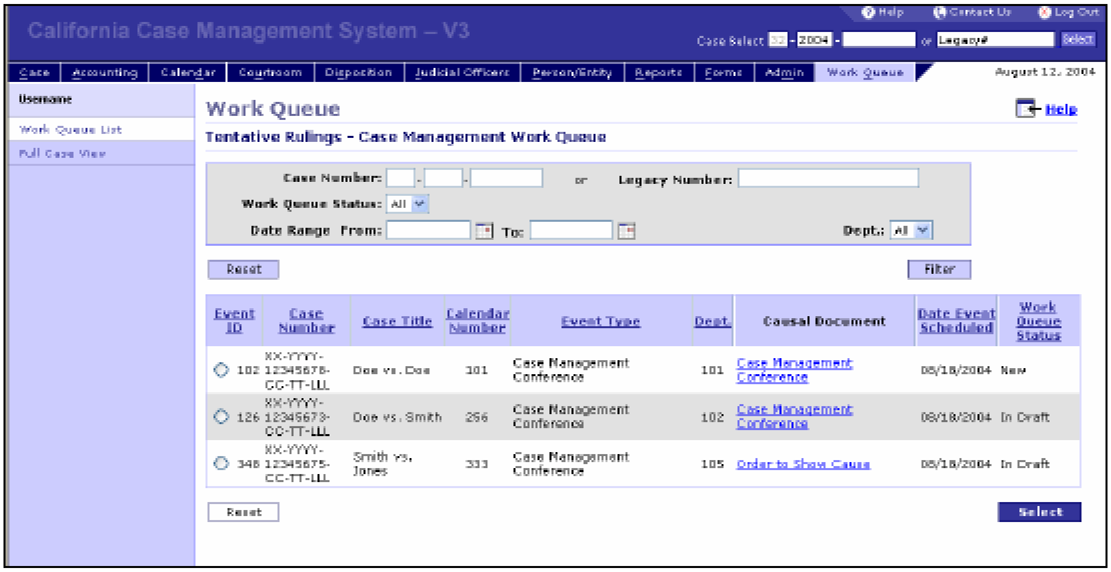
The activity below outlines the Record Tentative Rulings by the use of Minutes codes through the MCS application. This will include the process of previewing the text translation of the codes.

Task Activity

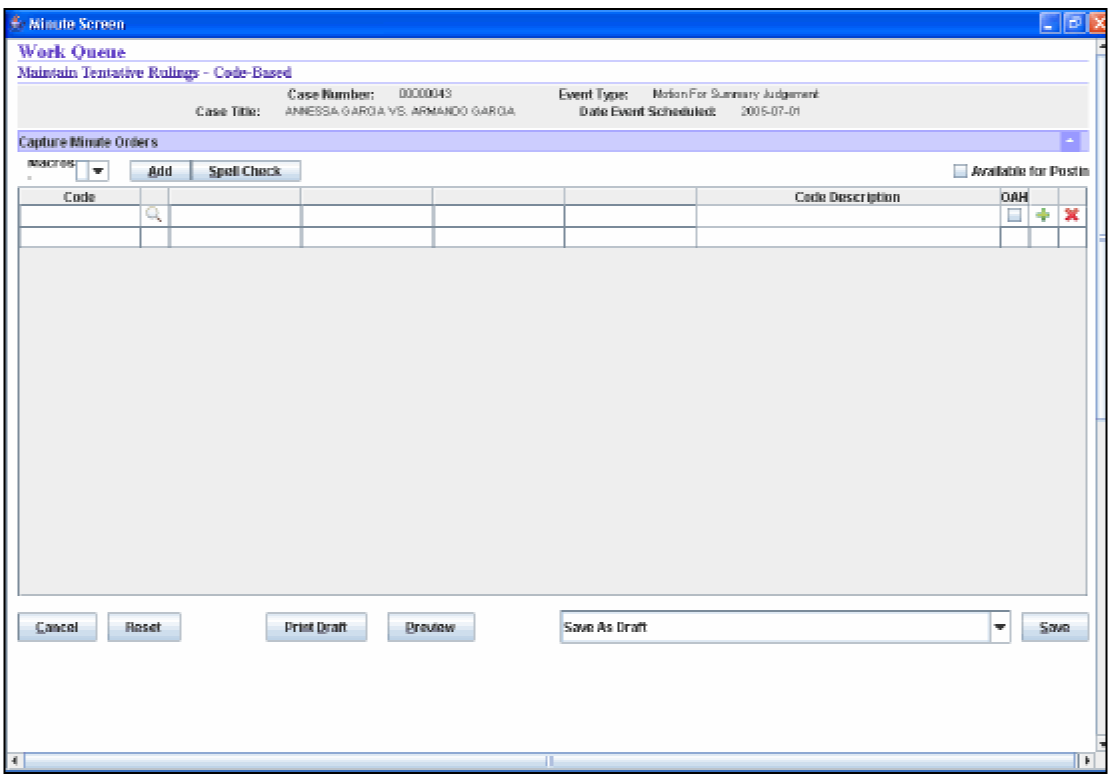
This activity takes place within a context of a work queue. Refer to the Work Queues section for details on this process.

Perform the following steps to record Tentative Rulings information.

1. Select the radio button for an event in the list of events in the Tentative Rulings Work Queue.



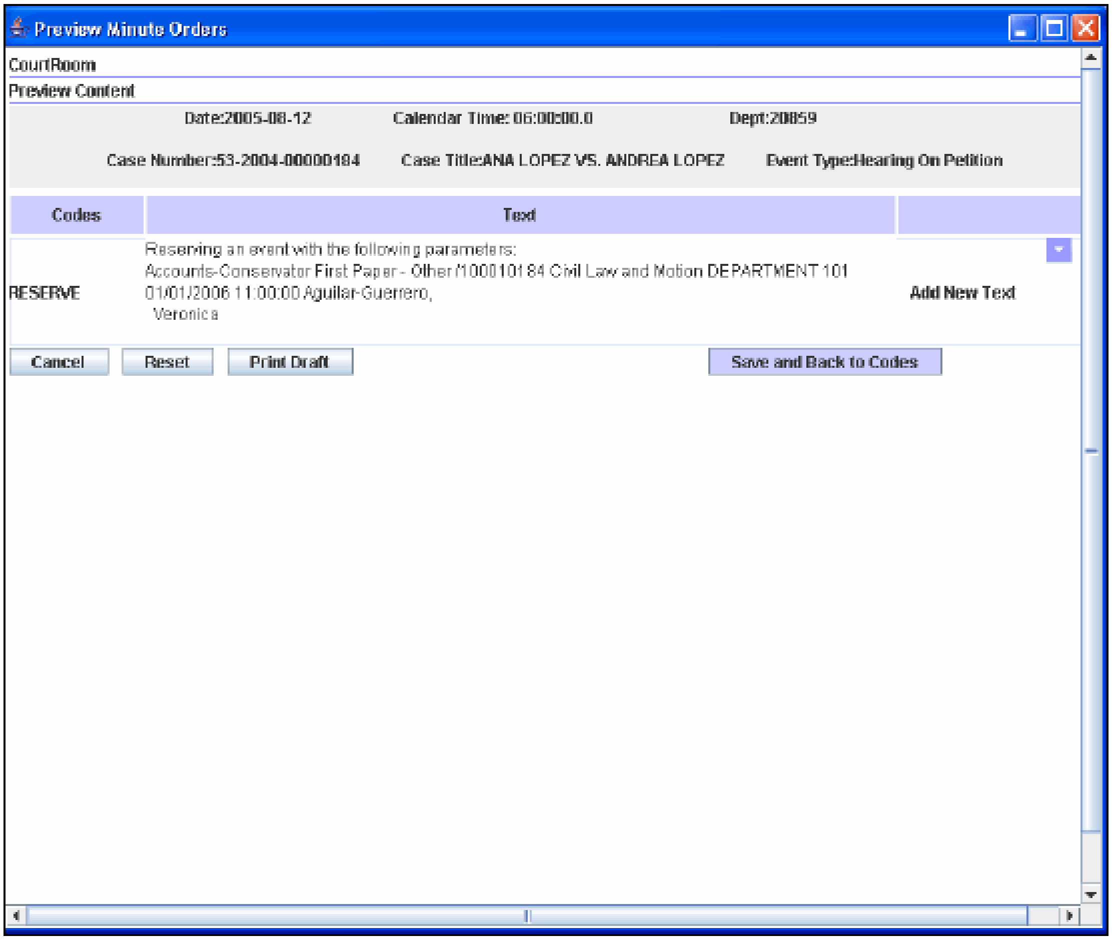
2. Click the **[Select]** button.
Result: The MCS client application launches in a new window. The Maintain Tentative Rulings - Code-Based screen displays.



3. Enter/Update the available fields as needed.
    4. Date
    5. Codes

NOTE The required **Input Parameters** and **Code Descriptions** display appropriate fields depending on the selected code.

4. Click the **[Preview]** button.
   Result: The Preview Content pop-up screen displays with the text translation minute codes.



5. Select the a status from the **Save** field.
6. Click the **[Save]** button.
   Result: The MCS client application closes and the Tentative Rulings Confirmation screen displays.

Related Links

Maintain Tentative Rulings Overview

My Court Information

Edit Tentative Rulings

Introduction

Editing Tentative Rulings allows you to update previously recorded Tentative Rulings information about a scheduled event.

The system will retrieve the previously recorded Tentative Rulings information and display it the original mode that you captured. This can be either code-based or text-based. You also have the ability to update information in the Tentative Rulings/Research Text sections.

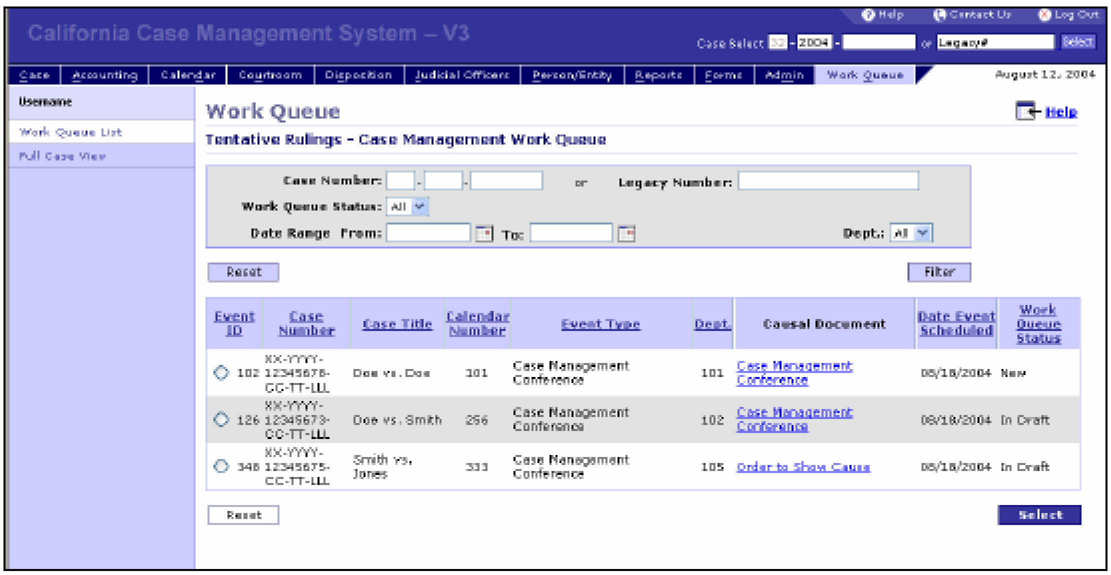
The activity below outlines Edit Tentative Rulings by the use of Minutes codes through the MCS application.

Task Activity

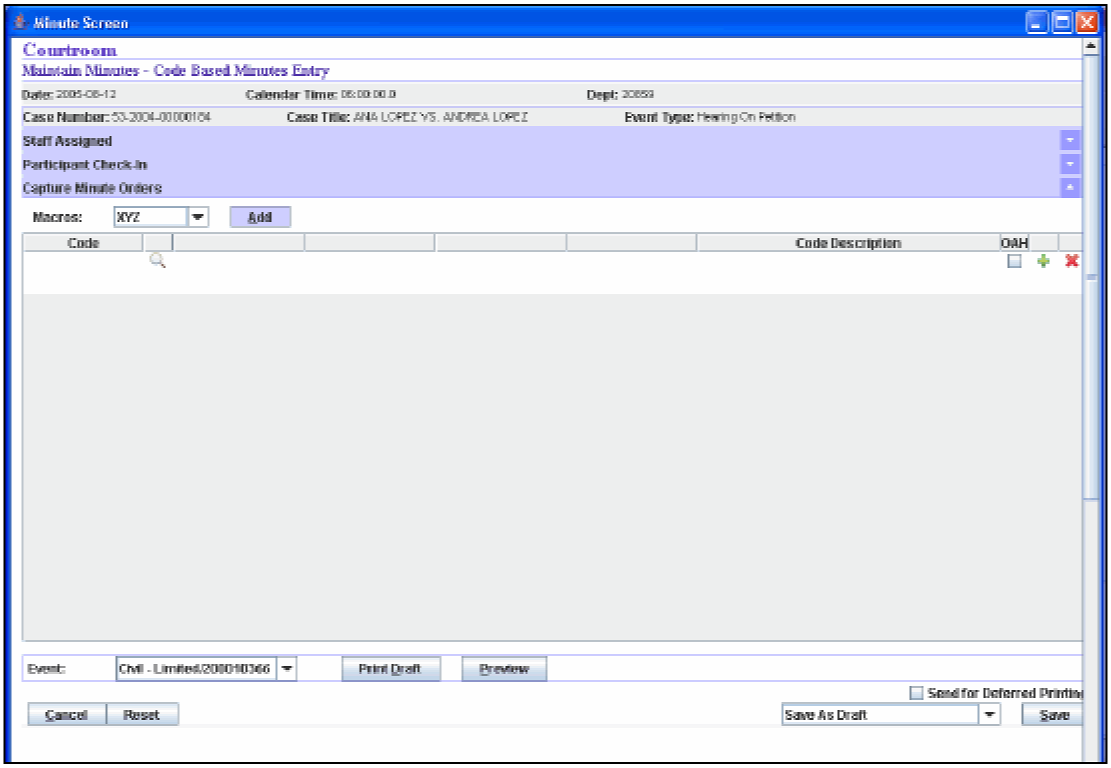
This activity takes place within a context of a work queue. Refer to the Work Queues section for details on this process.

Perform the following steps to edit Tentative Rulings information.

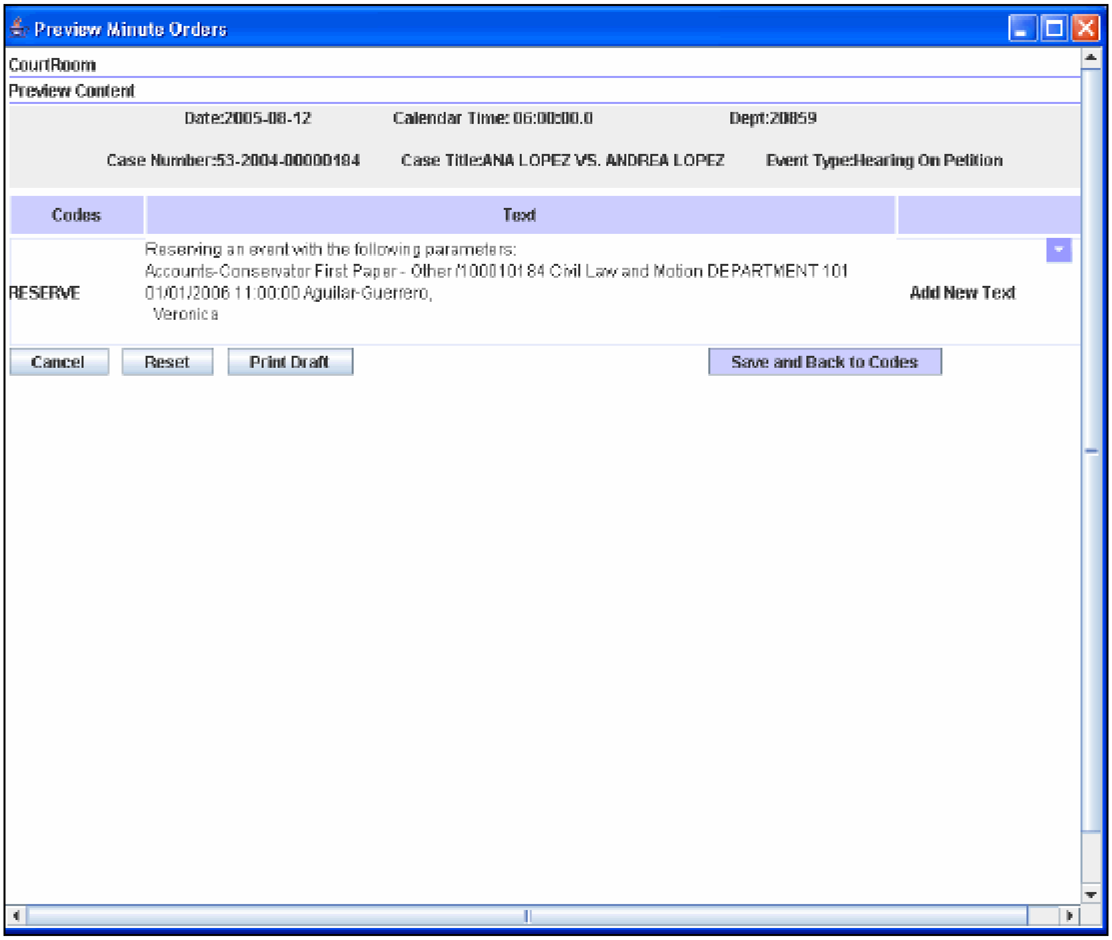
1. Select the radio button for an event in the list of events in the Tentative Rulings Work Queue.



2. Click the **[Select]** button.
Result: The MCS client application launches in a new window. The Maintain Tentative Rulings - Code-Based Entry screen displays.



3. Enter/Update the available fields as needed.
   NOTE The required **Input Parameters** and **Code Descriptions** display appropriate fields depending on the selected code.
4. Click the **[Preview]** button.
   Result: The Preview Content pop-up screen displays with the text translation minute codes.



5. Select the a status from the **Save** field.
6. Click the **[Save]** button.
   Result: The MOCS client application closes and the Tentative Rulings Confirmation screen displays.

Related Links

Maintain Tentative Rulings Overview

Maintain Tentative Rulings Screen

Maintain Probate Notes

Maintain Probate Notes Overview

Introduction

You can create or update Probate Notes related to a scheduled event in a Probate Case. You can record Probate Notes through free-form text entry and through the use of Probate Notes macros. However, the Probate Note macros must be pre-configured. Refer to the Configure Minute Macros section for details on this process.

In order for the Probate Notes to be entered, scheduled events must first exist in the system. Once a Probate Case event is scheduled, the appropriate Probate Examiner’s work queue will be populated. Refer to the Work Queues section for details on completing work queue tasks.

Depending on the business process of the courts, you may finalize and publish the Probates Notes or send it for Judicial Review in which the Judicial Officer will finalize and publish the Probate Notes. If the Probate Notes have not been finalized and published, then a draft version can be printed at anytime. Otherwise, the notes are accessible through the Case History.

If the Probate Notes are sent for Judicial Officer review, then the Judicial Officer will have the ability to update the Probate Notes in order to fix defects, add additional inputs, and finalize and publish the Probate Notes. Refer to the Judicial Notes section for details on understanding Judicial Officer Probate Notes functionality. You will not receive the comments back from the Judicial Officer for follow-up work.

You can update Probate Notes any time before a scheduled event is heard. Probate Notes can be accessed from the related courtroom event, even if the event is continued to a future date.

Text-Based Probate Notes

You can record and format Probate Notes information within the free-form entry text field of the Probate Notes/Comments/Research Text sections.

Use of Macros in Probate Notes

At the time of recording Probate Notes, you may use macros that consist of pre-defined text as a way to reduce data entry. If you choose to use macros, the system will retrieve a list of macros available for recording Probate Notes information. Only those macros designated as Probate Notes will be available for use. Probate Notes macros do not perform system actions such as scheduling an event. Refer to the Configure Codes section for details on configuring codes.

When using macros, you will have the ability to include or remove text codes from the list to be translated into text. You will also have the ability to enter text in the fields associated with the pre-configured codes.

Based on the pre-configuration of each code, the system will translate each code into either the Probate Notes section or Comments section. Codes that are pre-configured to be available for publishing will be translated into the Probate Notes section. Codes pre-configured not to be available for publishing will be translated into Comments section. In addition, codes that are not pre-configured to belong to the Comments section or the Probate Notes section will be displayed in the Comments section by default.

For both Probate Notes/Comments sections, the translated text will be appended to the previously entered text. You can update the Research Text as a free-form field.

Judicial Officer Review

Once the Probate Notes are sent for Judicial Officer Review, the associated event will be made available in the Judicial Officer's work queue for reviewing Probate Notes. This associated event will drop/remain on the Probate Examiner’s work queue depending on the work queue configuration.

The Judicial Officer will have the ability to add Judicial Notes related to the Probate Notes and have the ability to enter/update information in the Probate Notes/Comments/Research Text sections. Once the

Judicial Officer is done reviewing the Probate Notes they will have the ability to finalize and publish the Probate Notes.

Status of Probate Notes

The Probate Notes can be saved with the following statuses in the system:

STATUS	RESULTING ACTIONS
Save as Draft	1. Probate Notes information is saved.
Send for Judicial Officer Review	1. Probate Notes information is saved. 2. Probate Notes are available to the assigned Judicial Officer Work Queue for review.
Publishing	1. Probate Notes information is saved. 2. Probate notes will be available for posting to the internet or other external systems. 3. A PDF format of the Probate Notes is created. 4. A Case History/ROA entry is made signifying that the Probate Notes were created with a link to the PDF. 5. Based on the configuration of the work queues, the scheduled events with “Published” Probate Notes will remain/drop from the work queue.

NOTE The Probate Notes section will be made available for publishing once the status is updated to "Published," while the Comments/Research Text section will be used for internal purposes.

Based on configuration of the work queue, the scheduled events with “Published” Probate Notes will remain/drop from the Probate Examiner’s work queue.

Probate Notes marked as "Published" will be made available for printing on the calendar.

Task Activities

Maintaining Probate Notes includes the following task activities:

- Record Probate Notes
- Edit Probate Notes

Additional Resources

Other items related to this overview include the following:

- Business Rules
- Forms/Notices/Reports

Related Links

Maintain Probate Notes Screen

Maintain Probate Notes - Macros Screen

My Court Information

Record Probate Notes

Introduction

Recording Probate Notes involves gathering and entering information related to a scheduled event on a Probate Case. You will have the ability to enter free-form text in the Probate Notes/Comments/Research Text sections.

Task Activity

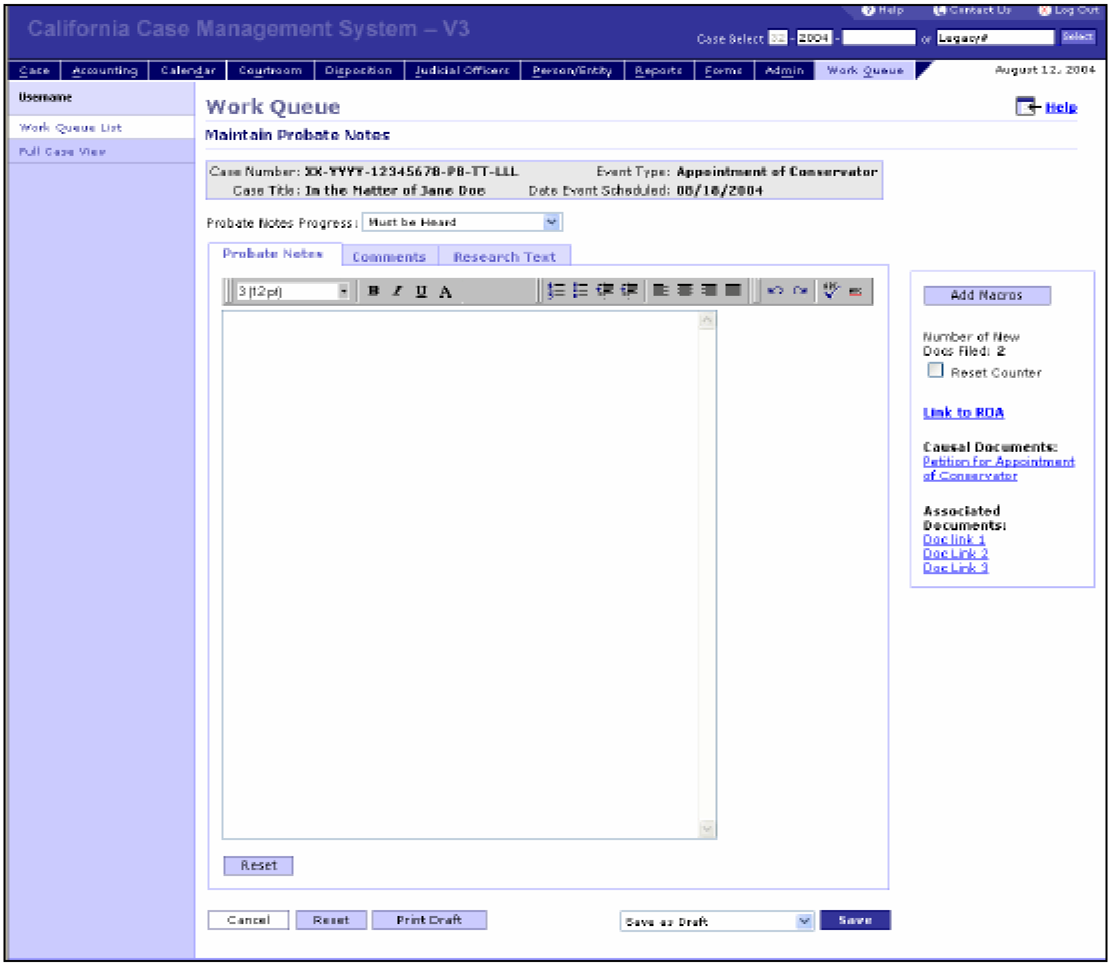
This activity takes place within a context of a work queue. Refer to the Work Queues section for details on this process.

In the activity below, the optional use of macros will be incorporated within the process steps. This will include the process of previewing the text translation of the macros.

Perform the following steps to record Probate Notes information.

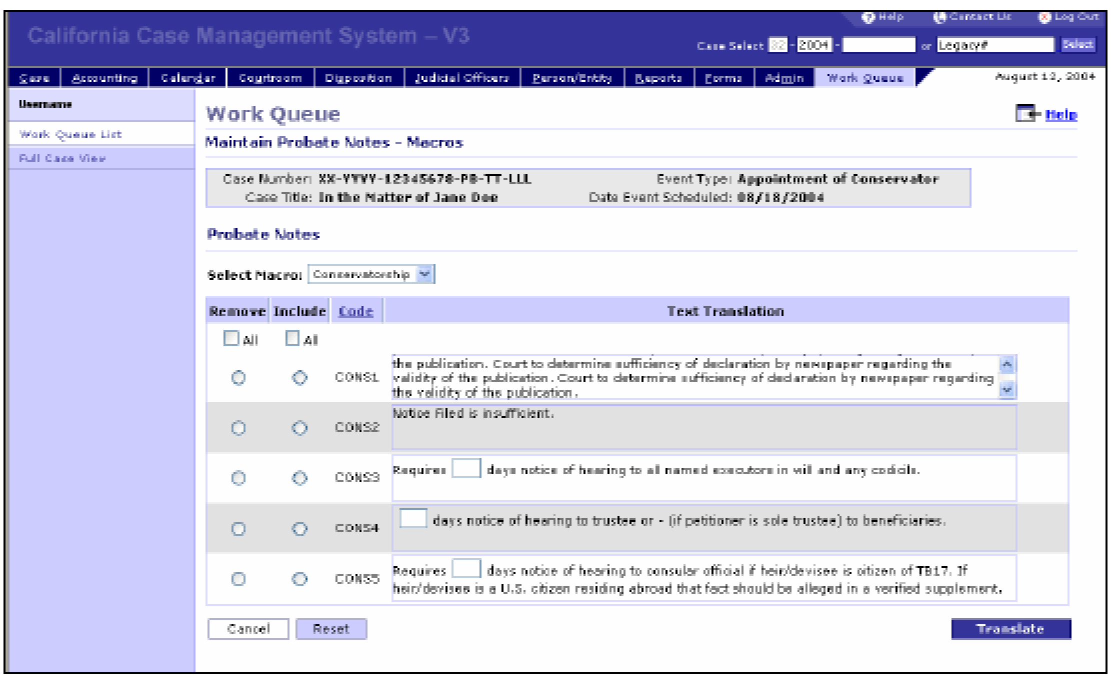
1. Select the radio button for an event in the Probate Notes Work Queue.

2. Click **[Select]** button.
Result: The Maintain Probate Notes screen displays.

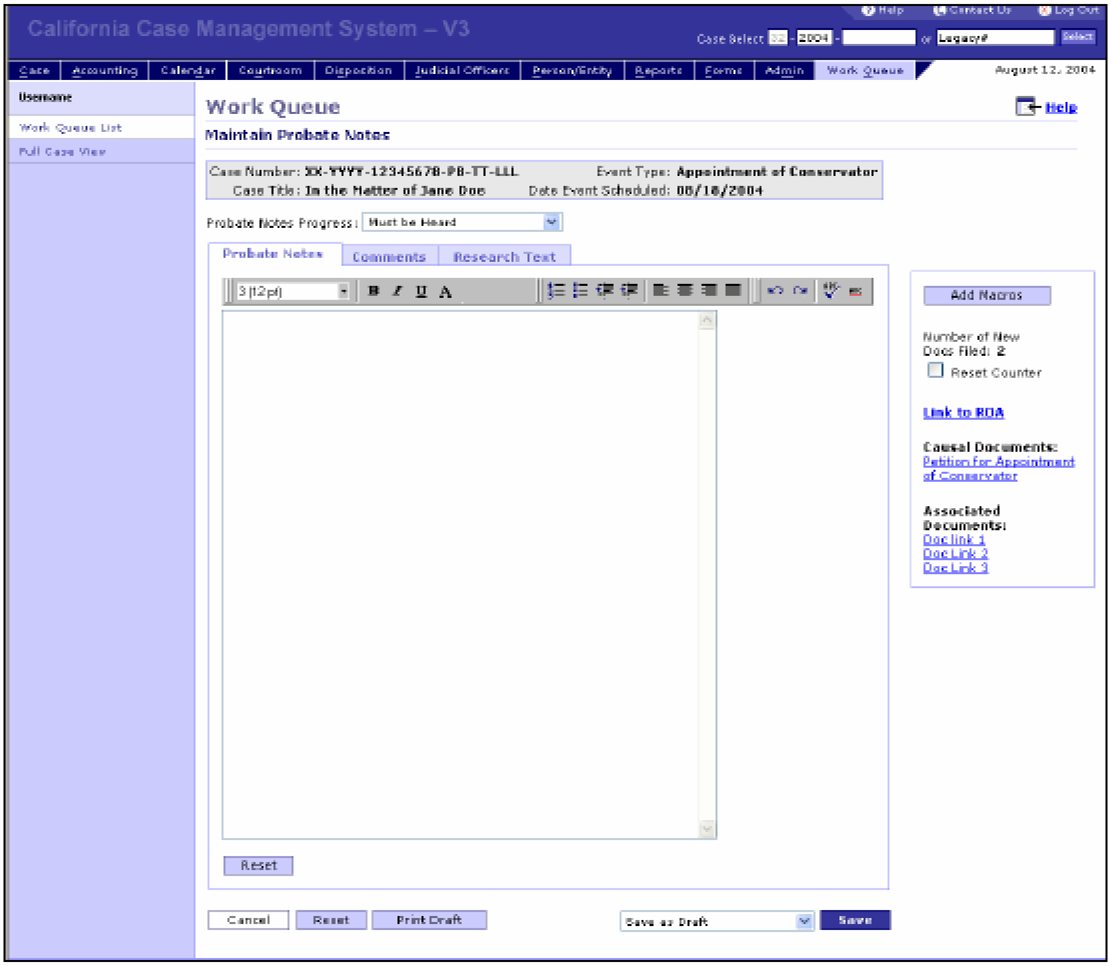


3. Enter free-form text in the appropriate **Probate Notes**, **Comments**, and **Research Text** tabs.
   NOTE If the work queue is configured to first display the macros, then the system will provide you with the ability to first select the appropriate macro and then work on the Probate Notes in free-form entry (text) mode.
4. Click **[Add Macros]** button.
   Result: The Maintain Probate Notes - Macros screen displays.

5. Select data from the **Select Macros** field.
Result: The Maintain Probate Notes - Macros screen refreshes with the loaded information.



6. Click the **[Translate]** button.
Result: The Maintain Probate Notes screen re-displays with text translation of the macros loaded into the appropriate sections.



7. Select a status from the **Save** field.
   NOTE You can add an additional indicator to identify the progress of the Probate Notes by selecting data from the Probate Notes Progress field.
8. Click the **[Save]** button.
   Result: The Probate Notes Confirmation screen displays.

Related Links

Maintain Probate Notes Overview

Work Queue Screen

Maintain Probate Notes Screen

Maintain Probate Notes - Macros Screen

My Court Information

Edit Probate Notes

Introduction

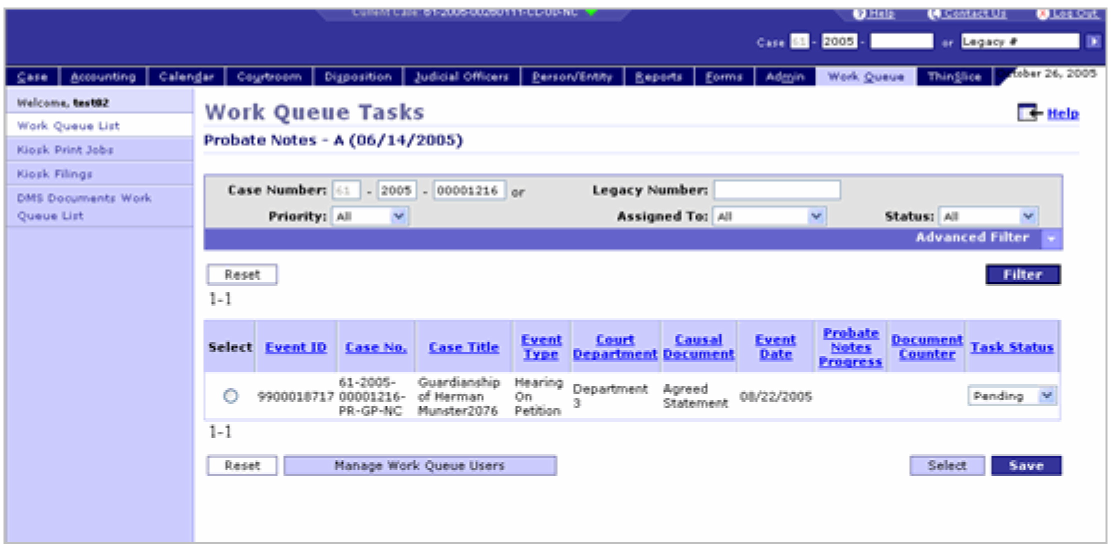
Editing Probate Notes changes the previously recorded Probate Note information related to a scheduled event on a Probate Case.

Task Activity

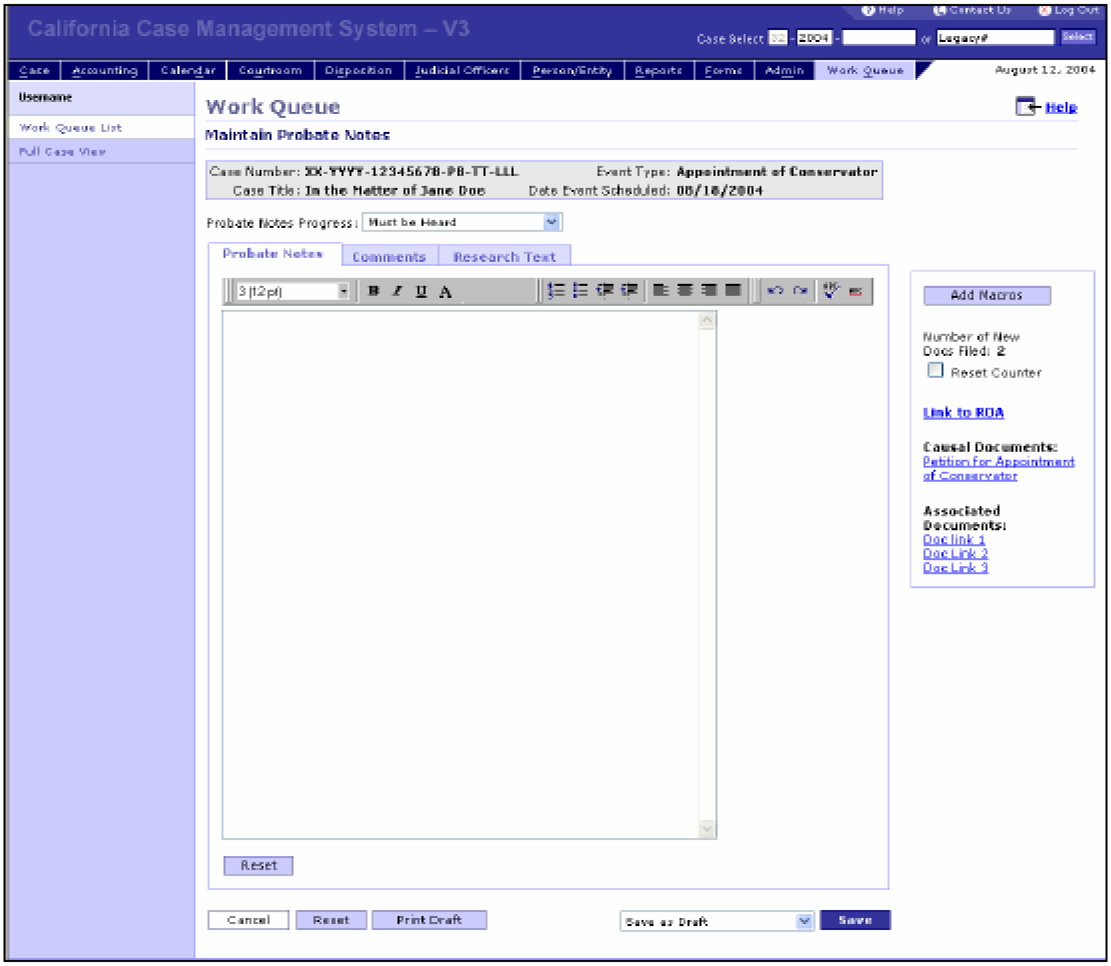
This activity takes place within a context of a work queue. Refer to the Work Queues section for details on this process.

Perform the following steps to record Probate Notes information.

1. Select the radio button for an event from the Probate Notes Work Queue.



2. Click **[Select]** button.
   Result: The Maintain Probate Notes screen displays with previously entered information.



3. Update the appropriate text within the Probate Notes/Comments/Research Text sections.
   NOTE The system will retrieve previously recorded text that you have saved. Depending on the configuration of the work queue, the system will either display the macros or the Probate Notes in free-form (text) entry mode.
4. Select a status from the **Save** field.
   NOTE You can add an additional indicator to identify the progress of the Probate Notes by selecting data from the Probate Notes Progress field.
5. Click **[Save]** button.
   Result: The Probate Notes Confirmation screen displays.

Related Links

Maintain Probate Notes Overview

Work Queue Screen

Maintain Probate Notes Screen

Change Default Staff for Minutes

Change Default Staff for Minutes Overview

Introduction

Changing the default staff for minutes allows you to set the default staff for a specific department and date. This information will be displayed on the header of the minutes for events held in the specified department on the requested date, and is used at the time of recording minutes. However, in order for the default staff to be changed, the staff information must first exist in the system.

This activity will override the assignments for a specific department and date that have been set when configuring and assigning court resources to departments. Refer to the Configure Department Resources section for details on this process.

The change to the default staff information is associated with the event and becomes available for use at a later time. For example, if minutes are created a few days after an event occurred, then the system will populate the staff to the values set for the day that the event was heard (using the specified department and date).

When recording minutes for an event, you can override the displayed staff information with the details about the staff that are actually present during the event. Refer to the Record Minutes - Code Based section for details on recording minutes.

Task Activities

Changing the default staff for minutes includes the following task activity:

- Change Default Staff for Minutes

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Change Default Staff for Minutes Screen

My Court Information

Change Default Staff for Minutes

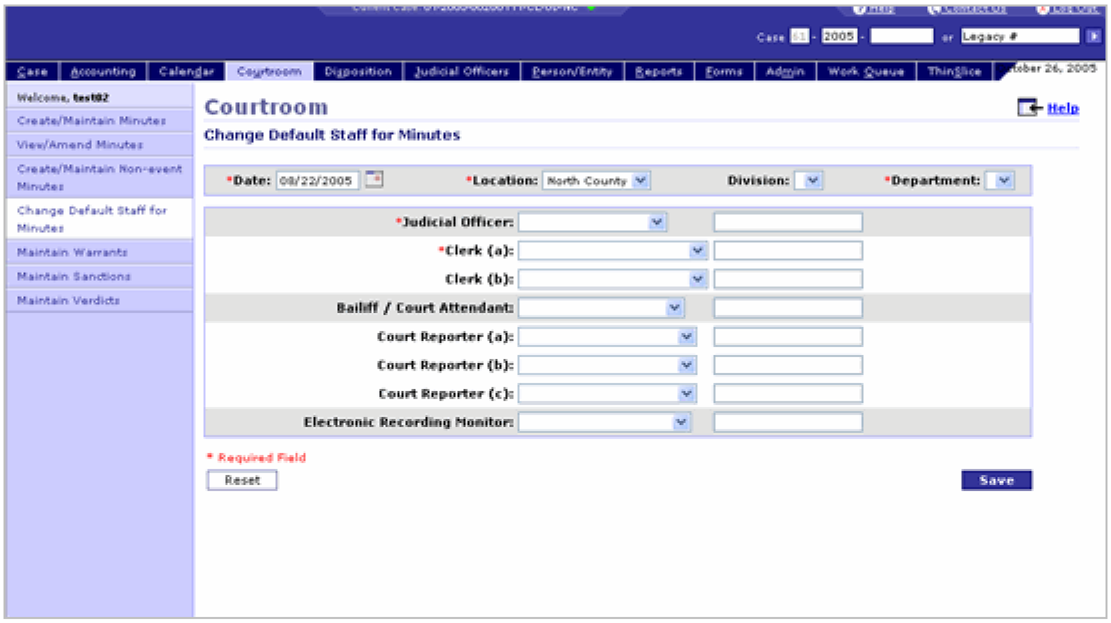
Introduction

This activity allows you to change the default staff information for events identified for a specific department and date.

Task Activity

Perform the following steps to change the default staff for minutes.

1. Select the **[Courtroom] > [Change Default Staff for Minutes]**.
   Result: The Change Default Staff for Minutes screen displays.



2. Select data for the following required fields:
   - Date
   - Location
   - Department

   NOTE The **Division** and **Department** fields are filtered depending on your selected Location value. The Division field is optional.

3. Enter/Select the data for at least one of the remaining screen fields.

   NOTE In order to change the default staff, you must select information associated with at least one staff member must be selected or an error message will display.

4. Click the **[Save]** button.
   Result: The Change Default Staff for Minutes Confirmation screen displays.

Related Links

Change Default Staff for Minutes Overview

Change Default Staff for Minutes Screen

The Disposition Section

Maintain Judgments

Maintain Judgments Overview

Introduction

The system supports recording, entering and amending judgments, including calculating judgment awards. Judgments can be recorded and entered as part of minutes, recorded and entered outside the minutes functionality, or recorded through the minutes and enter the judgment at a later time.

As part of the judgment, the system will allow you to include the verdict (if applicable), who the judgment was for and against, the amount of any awards, and any detailed instructions such as judgment stays and ability to pay in installments. The system will also allow you to print any applicable forms associated with the judgment.

A judgment can have one or more associated judgment awards. If several judgments are rendered, there can be multiple associated judgment awards, each detailing out a specific amount that the judgment debtor(s) owes the judgment creditor(s).

Refer to the Record Minutes - Code Based section for details on recording a judgment through the minutes functionality

Recording Judgments

You can record a judgment that is rendered by the Court (including default judgment and judgment on verdict) as well as the Clerk's default judgment. Judgments can be recorded as a result of a filing, as part of a Minute process or as a result of a Judicial Officer ruling. If the judgment is recorded through a filing, then the system will navigate you from the filing screen to the Record/Enter judgment screen.

Entering Judgments

A judgment can be entered as part of minutes or outside the minutes functionality at the same time judgment information is recorded. You can also enter judgments using the Minute functionality within the Courtroom section of the application. Refer to the Record Minutes - Code Based section for details on this process.

Once a judgment is entered, you can update the pre-judgment costs, attorney fees, amount payable to the court, post-judgment amount payable to the court, interest and costs, and stay information. If you need to make any other changes, then the judgment must be amended.

When a judgment is entered, the system will update the status of the selected defendants/cross-defendants on the related filing(s). Based on the status of the participants on the filing, the system will update the status of the filing according to the JBSIS disposition hierarchy.

Amending Judgments

Once a judgment is entered, most changes must be made by amending the judgment. You can update previously entered judgment information, including adding or removing participants related to the judgment, as well as updating the judgment award information. You can also update the sub-type of the judgment but not the type of disposition.

The request to amend a judgment may be entered as a result of a filing or as part of minutes.

Task Activities

Maintaining Judgments includes the following task activities:

- Search Judgments
- Record a Judgment
- Enter/Update a Judgment
- Amend a Judgment

Additional Resources

Other items related to this overview include the following:

- Business Rules
- Forms/Notices/Reports

Related Links

Record/Enter Disposition - Search Screen

Record/Enter Judgment Screen

Calculate Judgment Award Screen

View/Amend Judgment - Search Screen

View/Amend Judgment Screen

My Court Information

Search Judgments

Introduction

This activity allows you to search for previously recorded judgments or entered dismissals in the system. Refer to the Search Feature Overview for details on performing a search in the system.

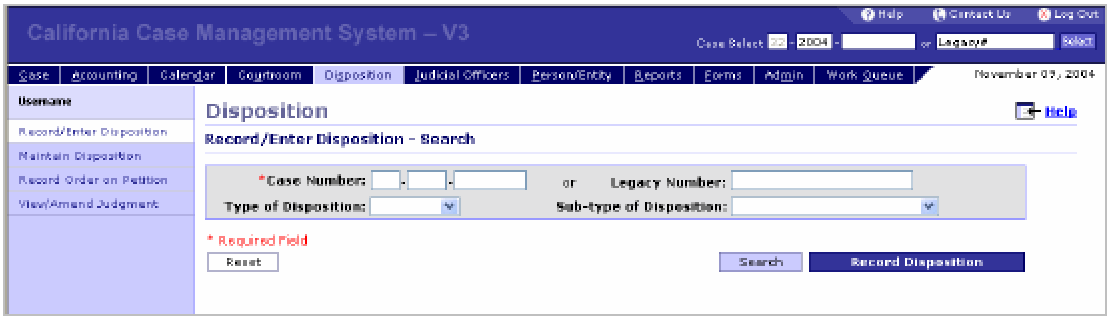
The search function also provides the foundation for maintaining judgments. For example, you must perform this search in order to enter a judgment outside of Minutes or record a judgment.

However, refer to the View/Amend Judgment - Search for details on searching for and viewing previously entered judgments.

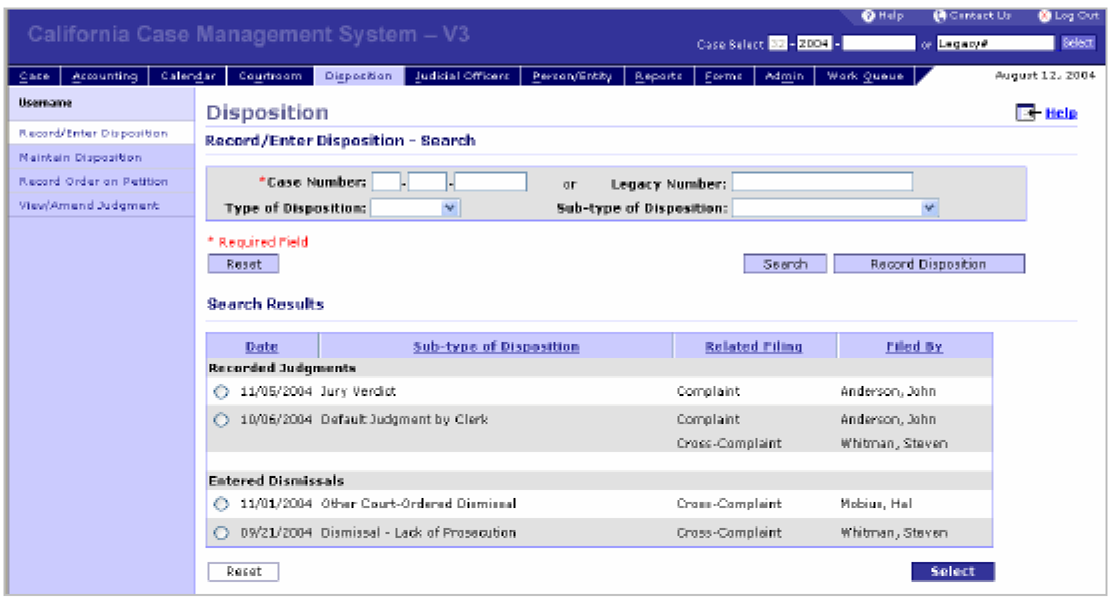
Task Activity

Perform the following steps to search for a previously entered or recorded judgment.

1. Select **[Disposition] > [Record/Enter Disposition]**.
   Result: The Record/Enter Disposition - Search screen displays.



2. Select a **Case Number**.
3. Enter/Select data for other search parameter fields, as necessary.
4. Click the **[Search]** button.
   Result: The Record/Enter Disposition - Search Results screen displays.



Related Links

Maintain Judgments Overview

Record/Enter Disposition - Search Screen

My Court Information

Record a Judgment

Introduction

You can record a judgment as a result of a filing, as a result of a Judicial Officer ruling outside the courtroom, or as part of minutes. The following process describes how record a judgment outside the Minute process.

Refer to the Record Minutes - Code Based section for details on recording a judgment within a minute order.

Recording a Judgment from a Filing

If you are recording a judgment as a result of a filing and you have entered the filing details, then the system will take you to the Record/Enter Judgment screen where you can enter the judgment details.

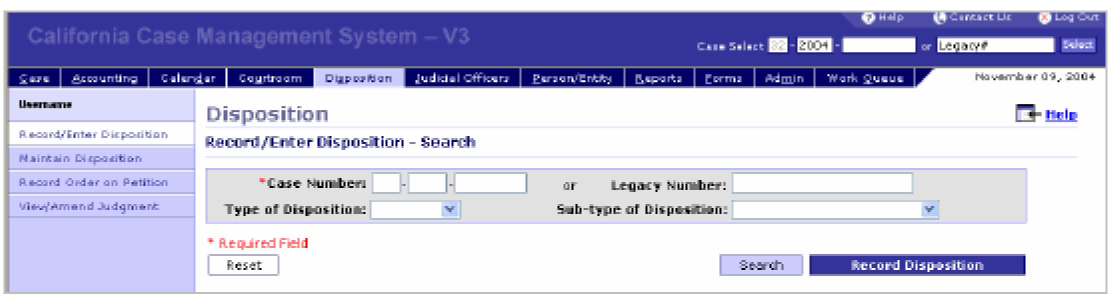
Recording a Judgment from a Judicial Officer Ruling Outside the Courtroom

If you are recording a judgment as a Judicial Officer ruling outside the courtroom, at the Record/Enter Disposition - Search screen, you must select the Case Number, Type of Disposition (Judgment) and Sub-Type of Disposition.

Task Activity

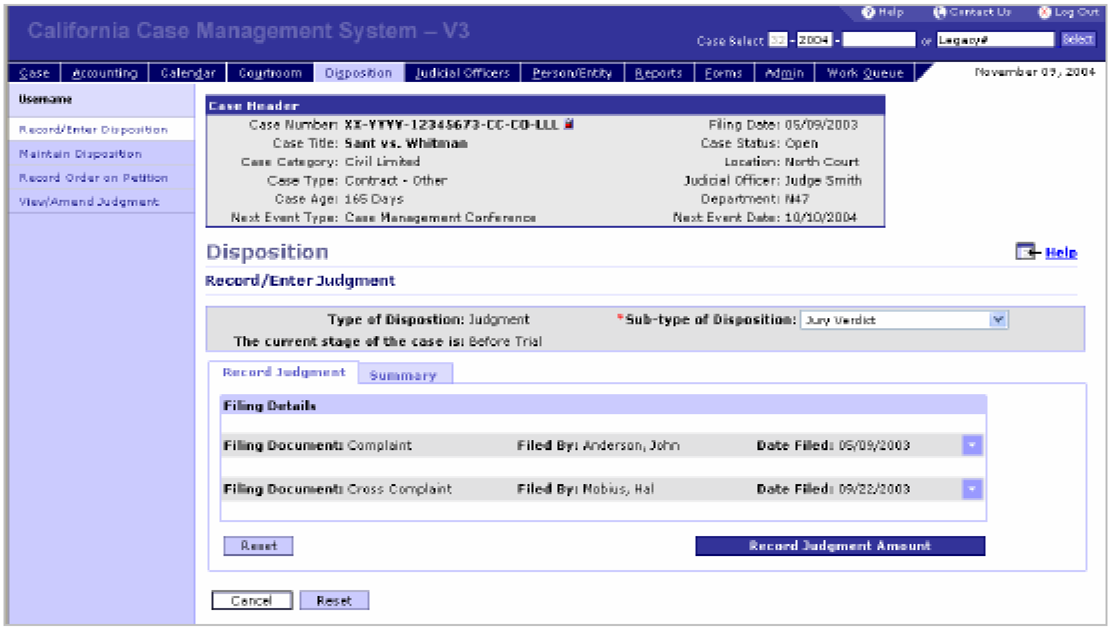
Perform the following steps to record a judgment.

1. Select **[Disposition] > [Record/Enter Disposition]**.
   Result: The Record/Enter Disposition - Search screen displays.

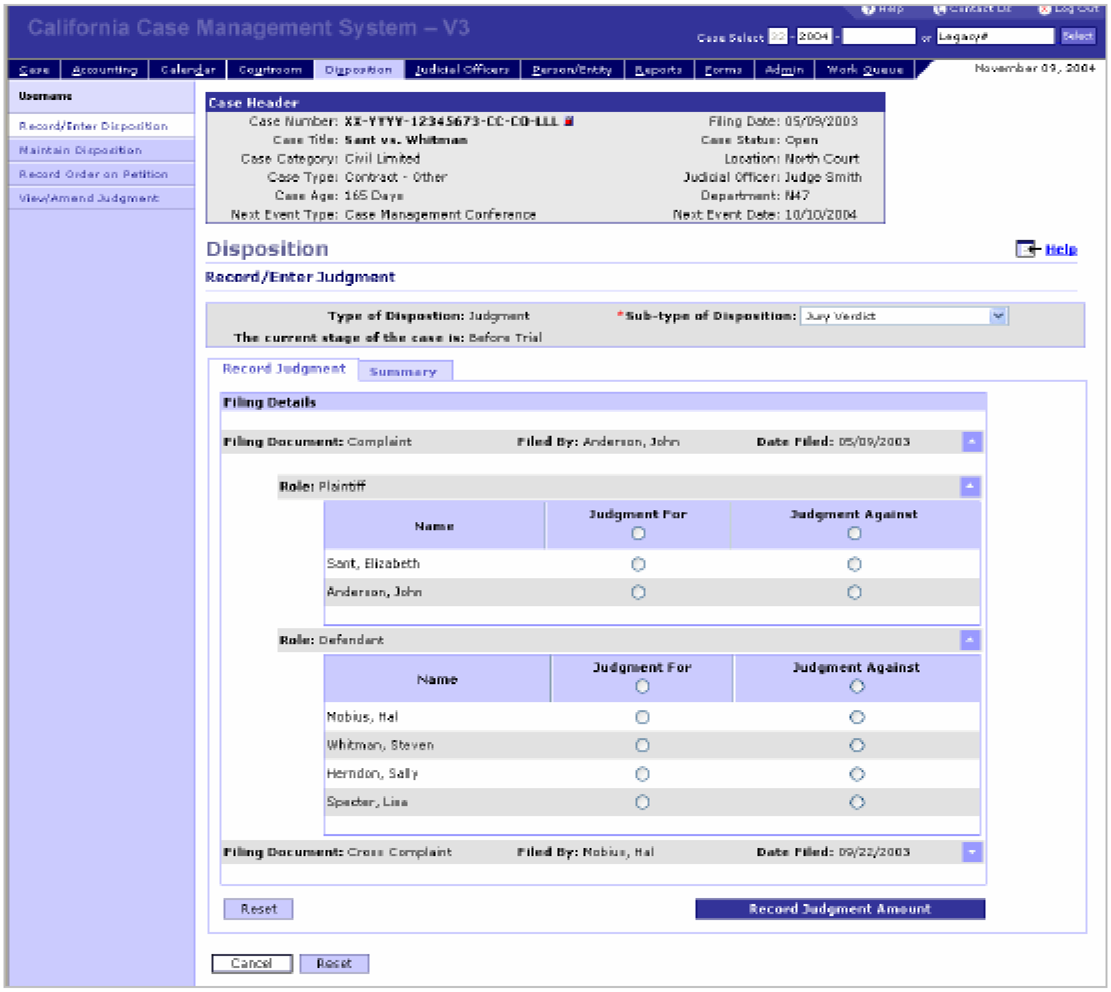
   

2. Enter/Select data for the following required fields:
   - Case Number
   - Type of Disposition
   - Sub-type of Disposition

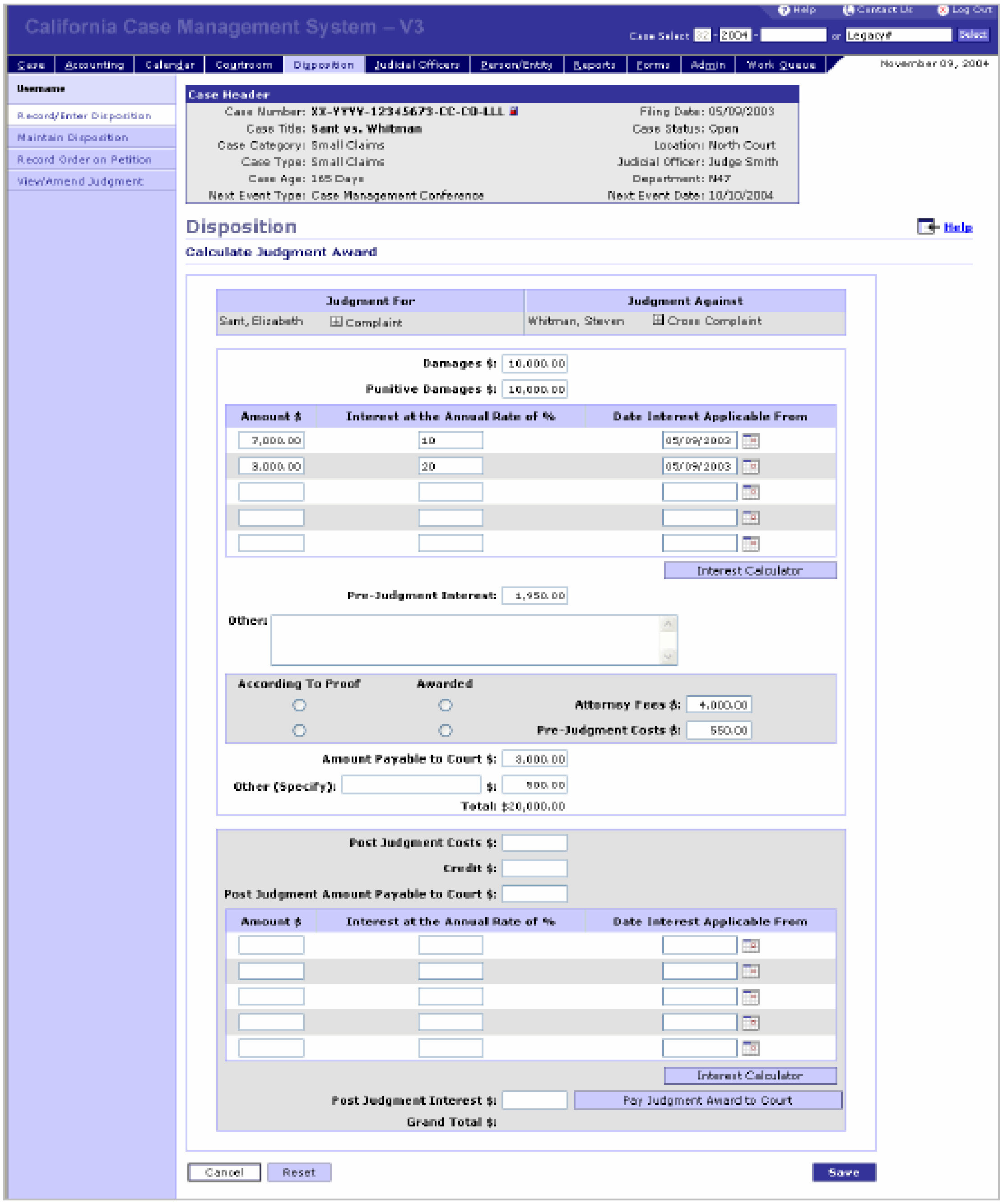
3. Click the **[Record Disposition]** button.
   Result: The Record/Enter Judgment screen displays with the Record Judgment tab highlighted.



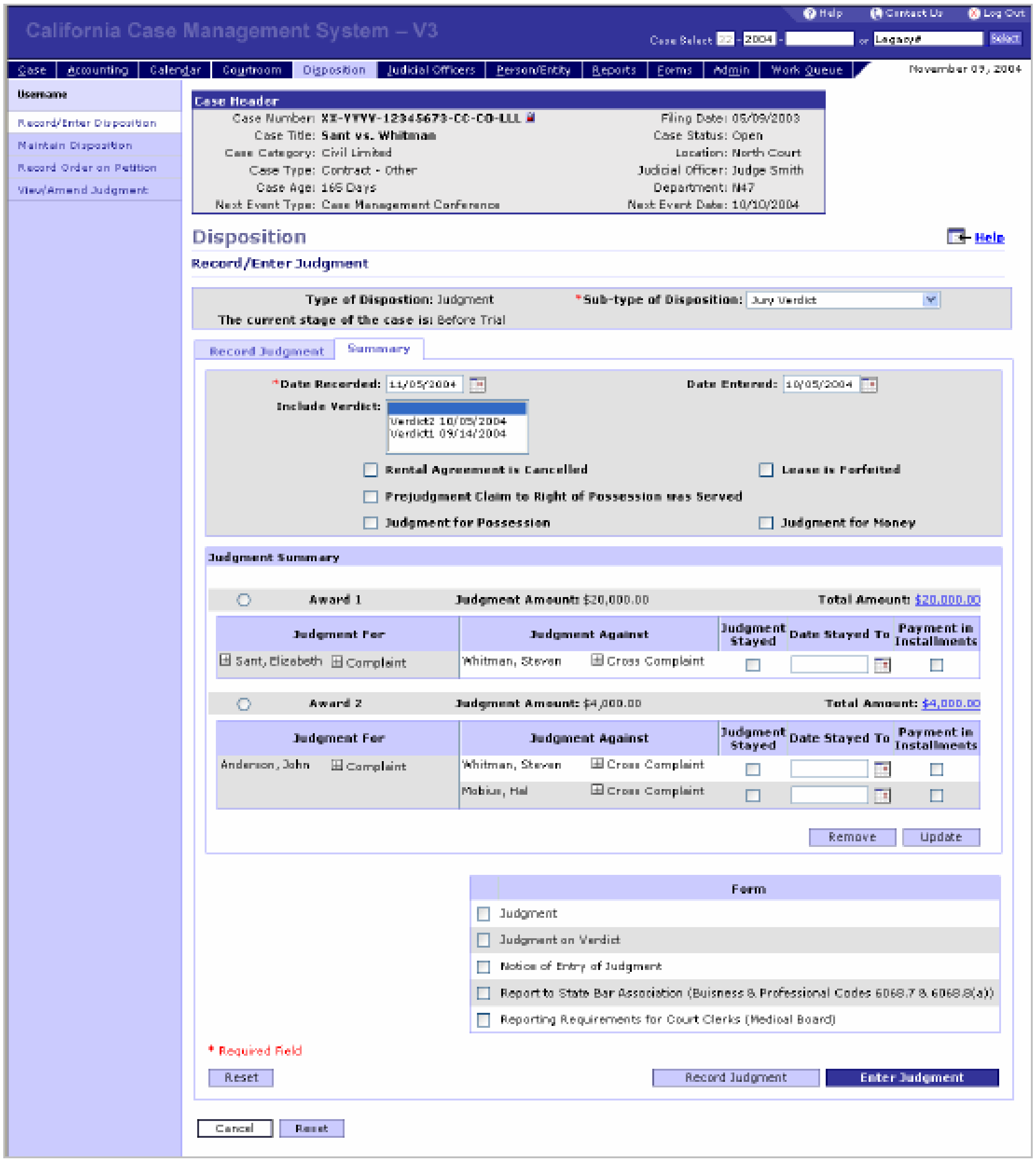
4. Select the **Sub-type of Disposition** from the drop-down list, if you need to change the judgment sub-type.
5. Select the toggle button to expand the filing document and role(s) on which to record a judgment. *Result:* The Record/Enter Judgment screen expands.



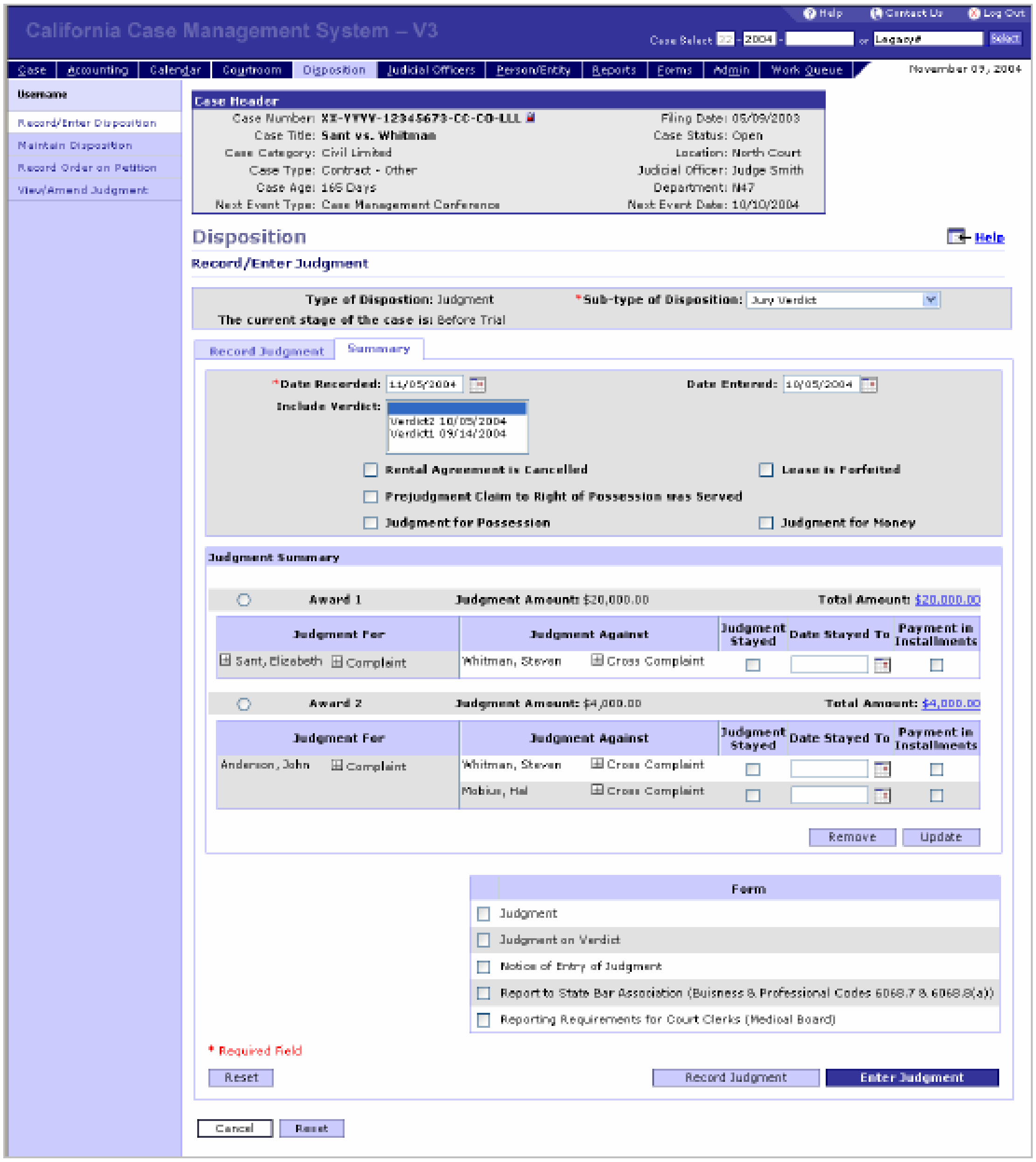
6. Select the **Judgment For** and **Judgment Against** for the appropriate case participants.
NOTE You must select participants for both of these fields in order to record a judgment award.
7. Select the **[Record Judgment Amount]** button.
Result: The Calculate Judgment Award screen displays.



8. Enter/Select data for the necessary fields.
9. Click the **[Next]** button.
   Result: The Record/Enter Judgment screen displays.



10. Select the **[Summary]** tab.
 Result: The Summary tab highlights and displays the appropriate information.



11. Enter/Select data for the necessary fields.
12. Select the **[Record Judgment]** button.
    Result: The Record/Enter Disposition - Search screen displays with a confirmation message.

Related Links

Maintain Judgments Overview

Record/Enter Disposition - Search Screen

Record/Enter Judgment Screen

Calculate Judgment Award Screen

My Court Information

Enter/Update a Judgment

Introduction

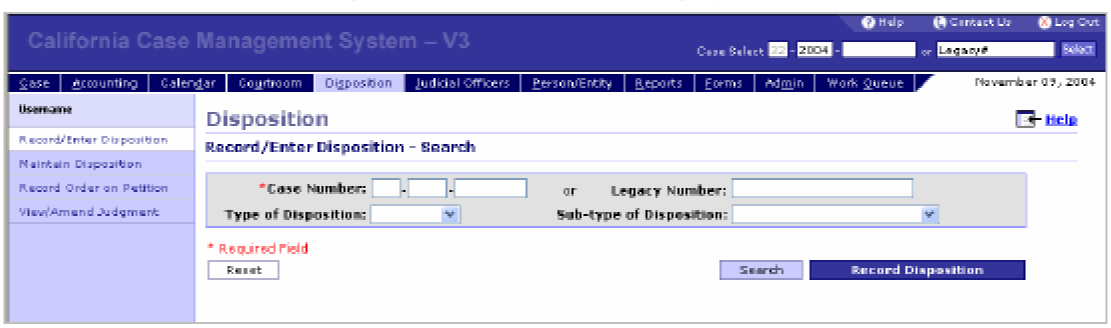
After a judgment is recorded, either through minutes or outside the minutes functionality, it can then be updated with additional details or entered into the system. Entering a judgment can update (typically dispose) the status of filings and potentially the entire case. Based on the entered judgment information, the system will automatically perform the status updates mentioned above.

Once a judgment is entered, you can update the pre-judgment costs, attorney fees, amount payable to the court, post-judgment amount payable to the court, interest and costs, and stay information. If other updates are needed, then the judgment must be amended. Refer to the Amend a Judgment task activity for details on this process.

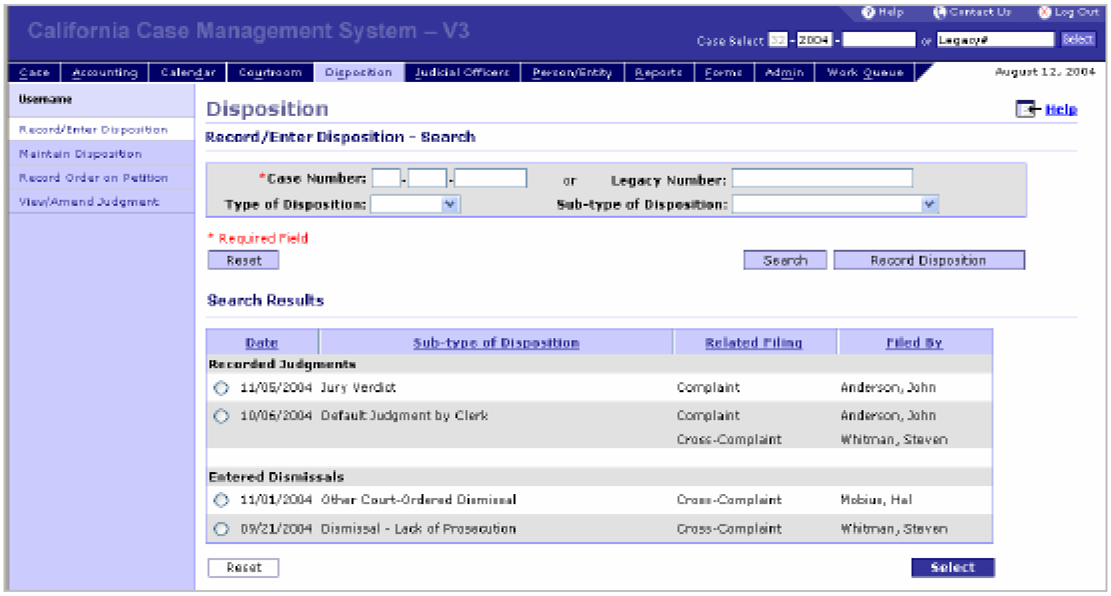
Task Activity

Perform the following steps to enter a judgment.

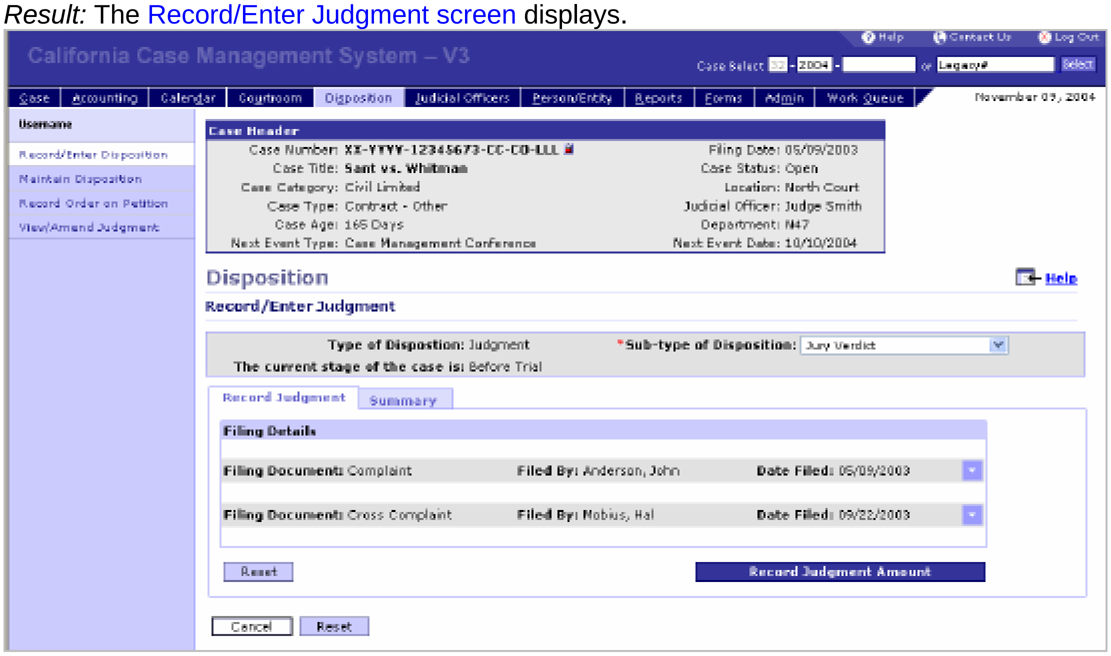
1. Select **[Disposition] > [Record/Enter Disposition]**.
   Result: The Record/Enter Disposition - Search screen displays.



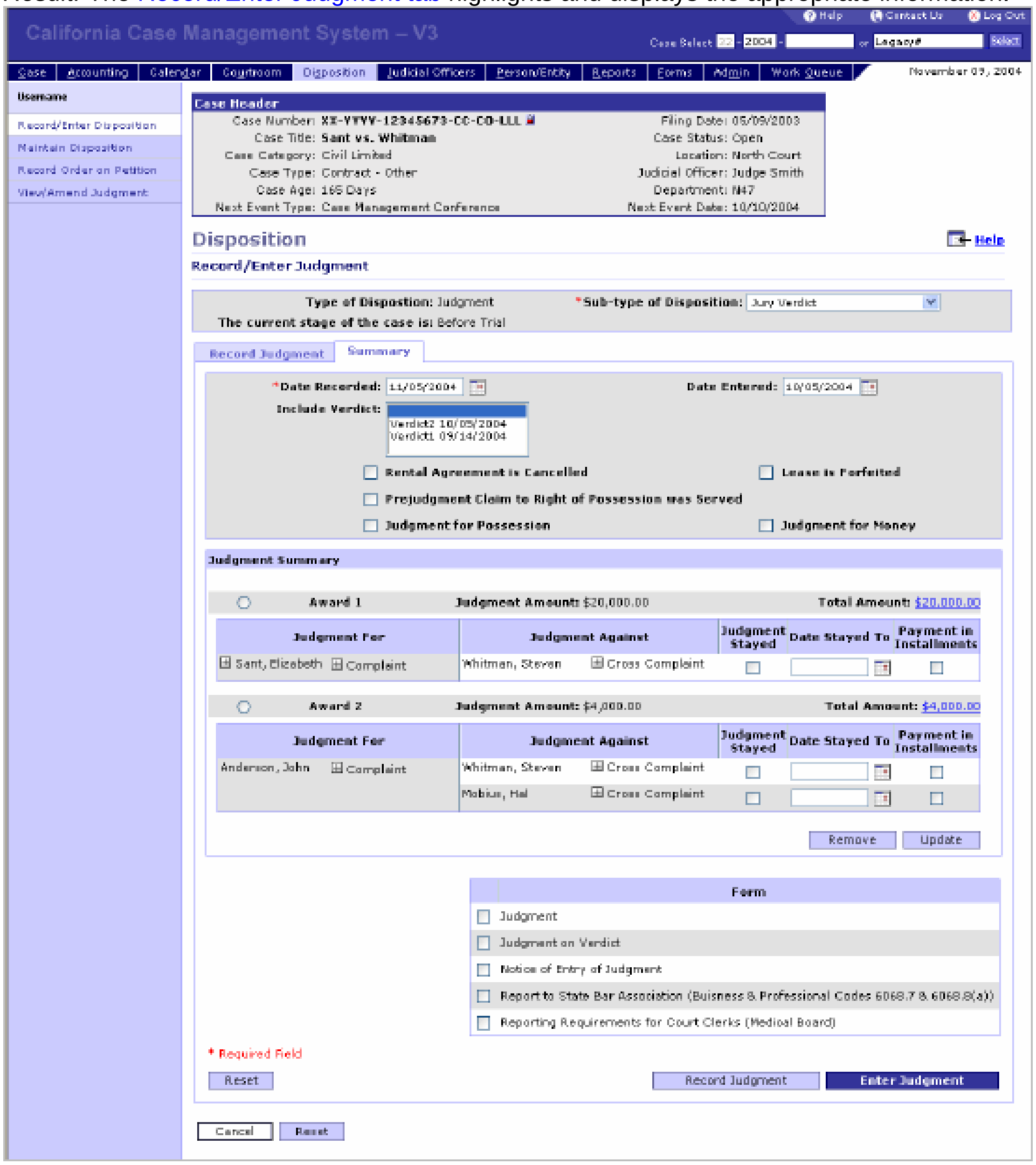
2. Enter a **Case Number** or **Legacy Number**.
3. Click the **[Search]** button.
   Result: The Record/Enter Disposition - Search Results screen displays.



4. Select the radio button for the Recorded Judgment you want to enter.
5. Select the **[Select]** button.
   Result: The Record/Enter Judgment screen displays.

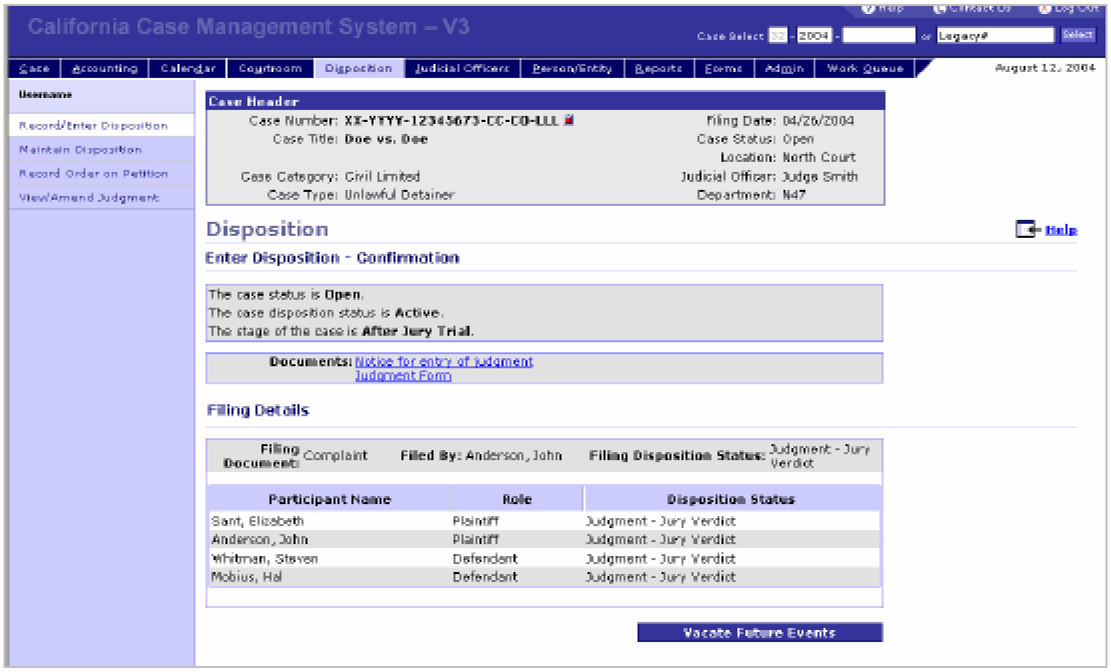


6. Select/update data for the necessary fields.
   NOTE Select the **[Record Judgment Amount]** button if you need to update any information regarding the judgment award, including any payment to the court.
7. Select the **[Record/Enter Judgment Summary]** tab.
   Result: The Record/Enter Judgment tab highlights and displays the appropriate information.



8. Select/update data for the necessary fields.
   NOTE You can select the forms that you generated when the judgment is entered into the system.

9. Select the **[Enter Judgment]** button.
   Result: The Enter Disposition - Confirmation screen displays.



NOTE The screen will display updated case information as well as details related to the filing on which the select judgment was entered. If you select the **[Vacate Future Events]** button, then you will be taken to Maintain Calendar Events screen where you must manually select the events to be vacated.

Related Links

Maintain Judgments Overview

Record/Enter Disposition - Search Screen

Record/Enter Judgment Screen

Enter Disposition - Confirmation Screen

My Court Information

Amend a Judgment

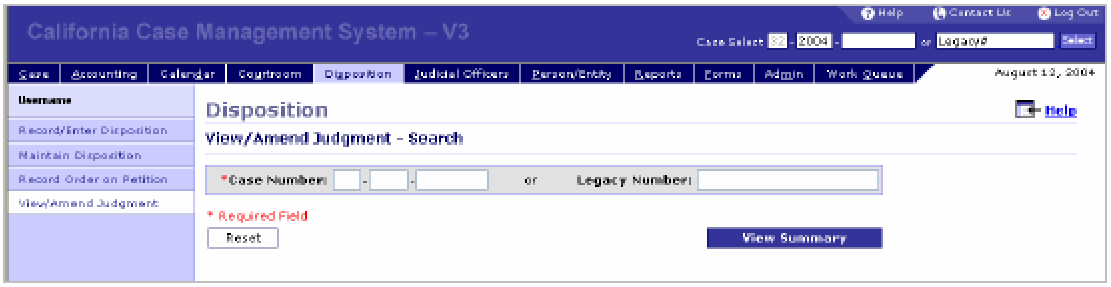
Introduction

The system supports amending a judgment either through minutes or through the amend judgment steps described below.

Task Activity

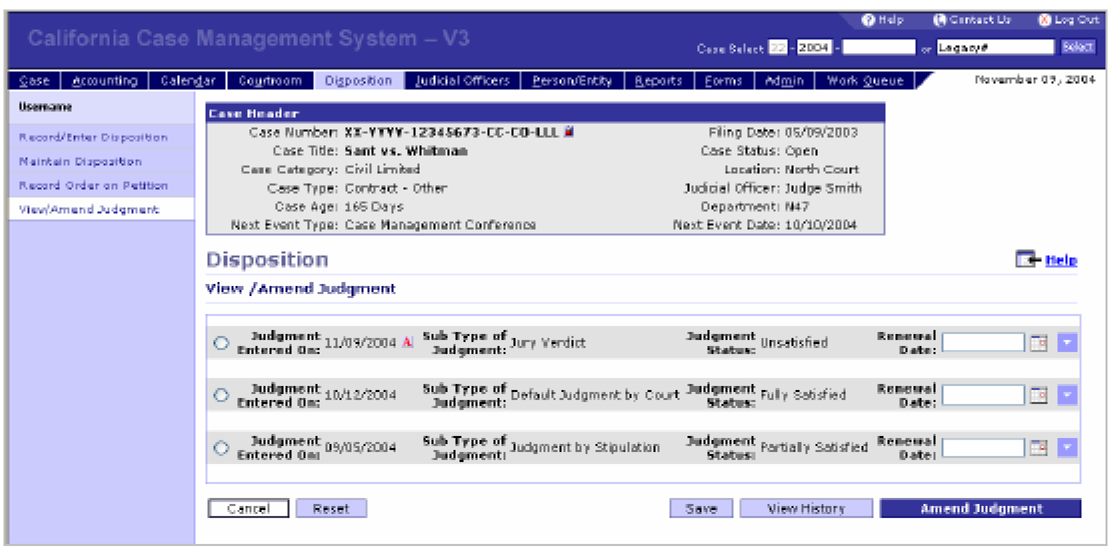
Perform the following steps to amend a judgment.

1. Select **[Disposition] > [View/Amend Judgment]**.
   Result: The View/Amend Judgment - Search screen displays.

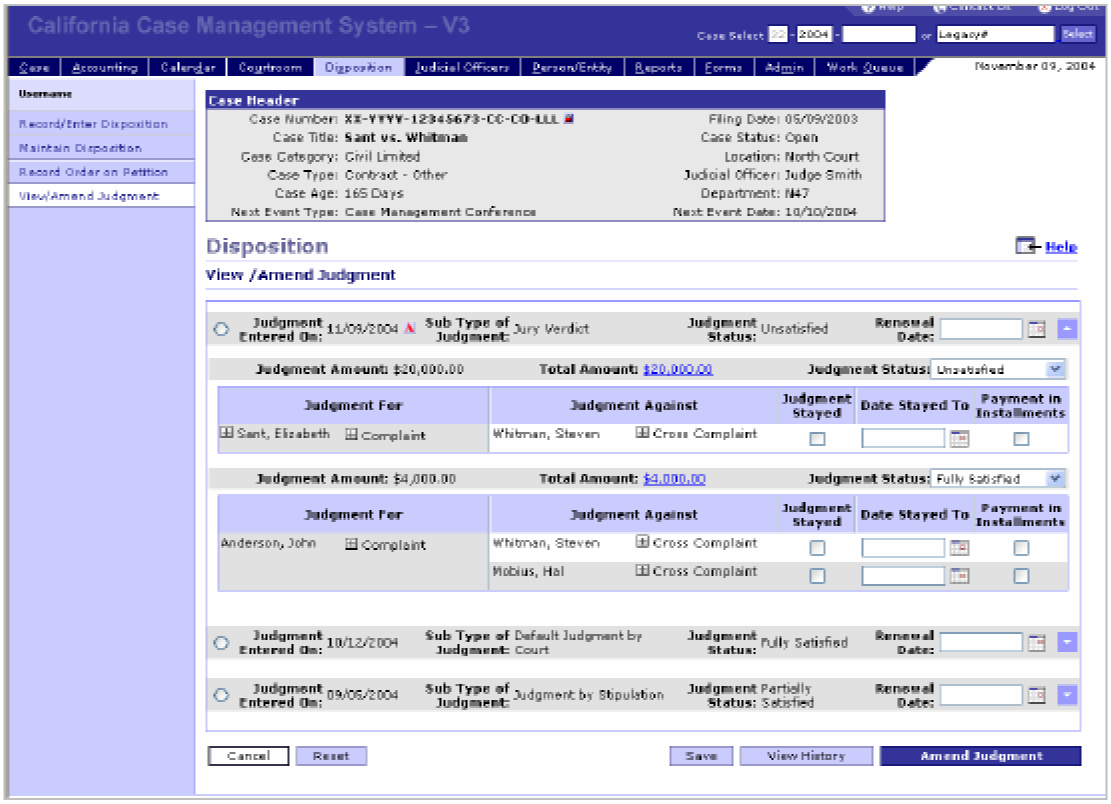


2. Enter data for one of the following required fields:
   - Case Number
   - Legacy Case Number

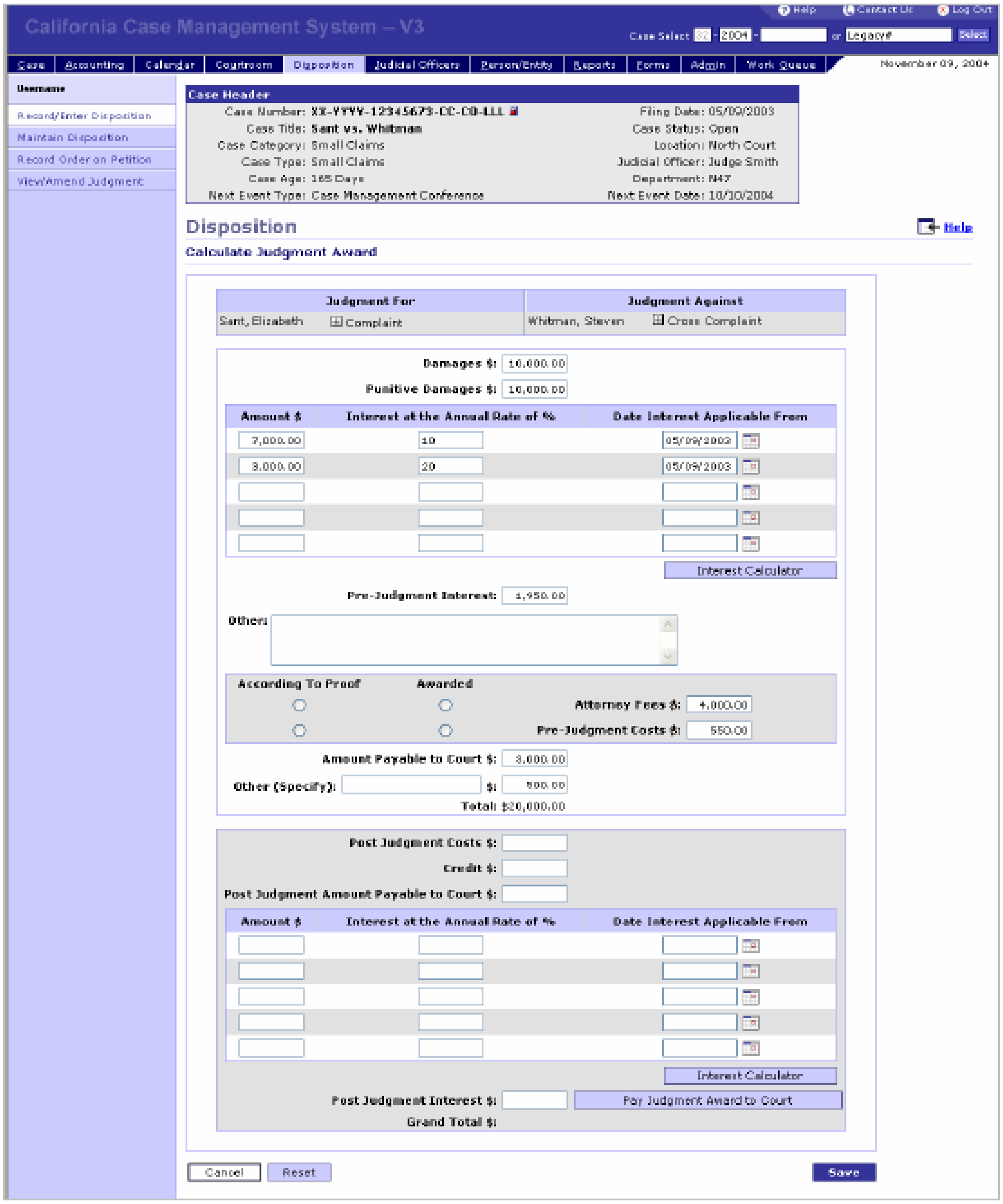
3. Click the **[View Summary]** button.
   Result: The View/Amend Judgment screen displays.



4. Select the toggle button to expand the details of the judgment you want to amend.
   Result: The View/Amend Judgment screen displays the judgment details.

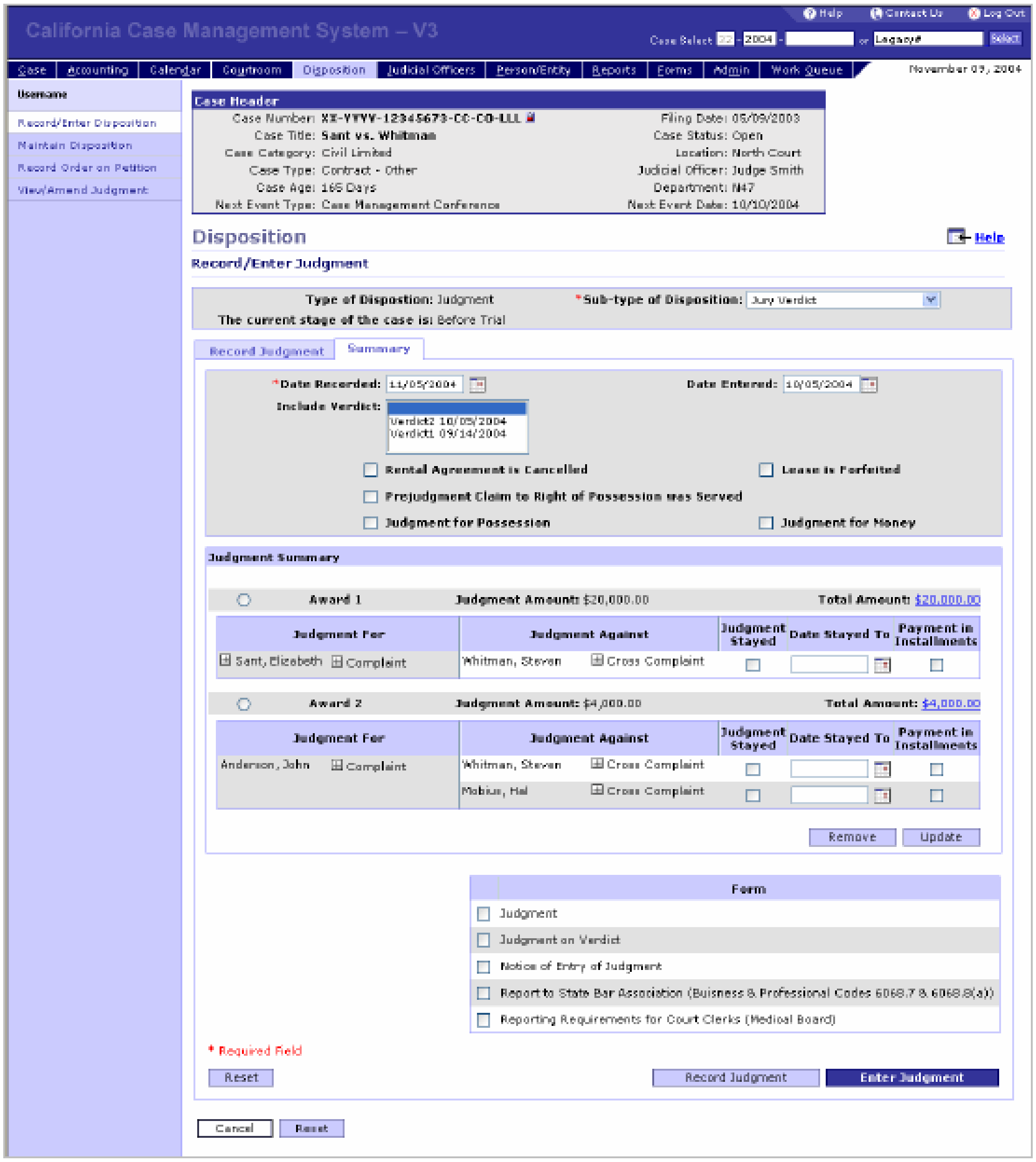


NOTE If you do not want to amend a judgment but need to make updates to the post-judgment award information, select the **Total Amount** hyperlink to update the details of the judgment award on the Calculate Judgment Award screen.



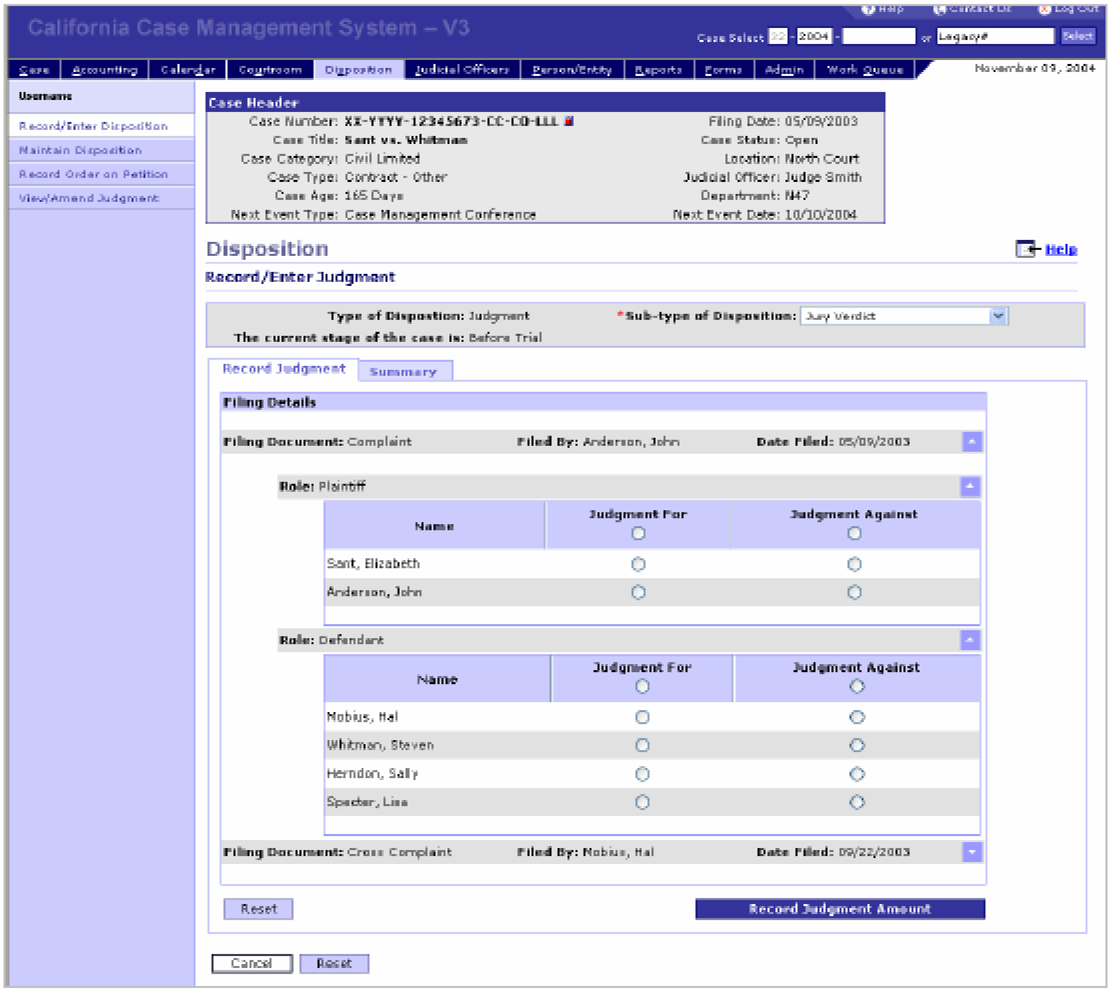
5. Select the radio button for the judgment to be amended.
6. Click on the **[Amend Judgment]** button.

Result: The Record/Enter Judgment Summary tab displays with the previously entered information.

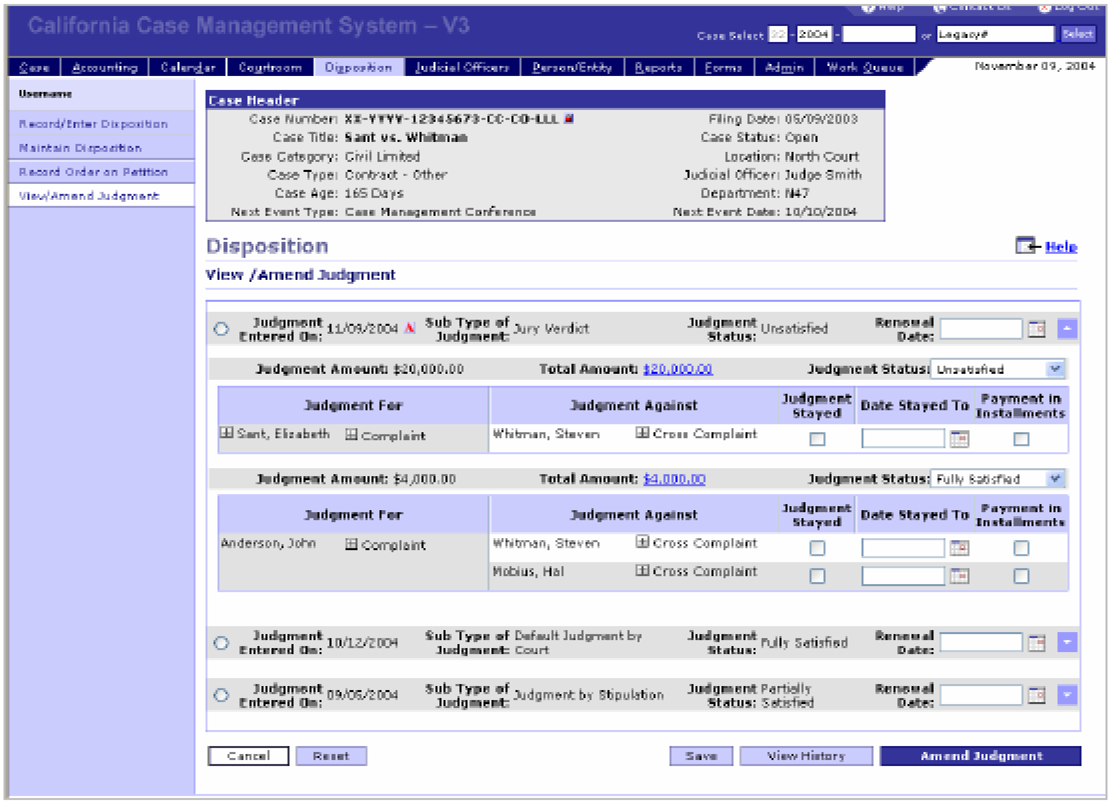


NOTE To view a history of amended judgments on the case, select the **[View History]** button.

7. Select the radio button for the judgment award to update.
8. Click the **[Update]** button.
   Result: The Record/Enter Judgment screen displays with the Record Judgment tab highlighted and previously entered information available.



9. Click on the **[Record Judgment Amount]** button.
10. Enter/Update the available fields as needed.
11. Click the **[Next]** button.
    Result: The View/Amend Judgment screen displays.



12. Click the **[Amend Judgment]** button.
 Result: The screen refreshes with a confirmation message.

Related Links

Maintain Judgments Overview

View/Amend Judgment - Search Screen

View/Amend Judgment Screen

Calculate Judgment Award Screen

Maintain Dispositions

Maintain Dispositions Overview

Introduction

You can vacate and update the disposition status of a previously entered disposition. A disposition may be updated for a participant, filing or case. Based on security privileges, you may have the ability to update the case disposition status as well as the stage of the case.

For Civil and Small Claims cases, the case disposition status as well as the stage of the case is needed for reporting to the Judicial Branch Statistical Information System (JBSIS). For Probate cases, the stage of the case at the time of entering the disposition and the disposition status of the initiating petition is also required for JBSIS reporting. Vacating and updating the disposition status can also cause an update to JBSIS information.

Updating the Disposition Status

A disposition sub-type is a further classification of a disposition. For example, you may have a judgment for a disposition but a summary judgment for the disposition sub-type. You can update the sub-type of disposition on the participant, the filing or the case. You have the ability to update to the sub-type of disposition but not the type of disposition.

At the time of updating the disposition, you will also need to specify whether changing the disposition is required as a result of an Order or as a result of a clerical error. This information will be used when reporting to JBSIS.

The system makes an entry in the Case History/Register of Actions indicating that the disposition has been updated.

Vacating Dispositions

You can vacate a disposition against a selected participant on the case. At the time of vacating the disposition, you will need to specify whether the change is being made as a result of an Order or as a result of a clerical error. If you request to vacate a disposition, then the system will associate a newly entered Case History/Register of Actions entry with the previous entry for the disposition you vacated.

If you choose to vacate or set aside the disposition for selected case participants, then the system will update the status of the selected participants to "Active." Based on the updates to the participant status, the system updates the filing status from disposed (for Judgments / Dismissals) to "Active." The status will be set to "Active" only if the previous status was "Judgment/Dismissal." Based on the updates to the filing status, the system updates the case status from disposed (Judgment/Dismissal) to "Active." The status will be set to "Active" only if the previous status was "Judgment/Dismissal."

Task Activities

Maintaining dispositions includes the following task activities:

- Maintain Case Disposition
- Update Filing/Participant Disposition
- Vacate Filing/Participant Disposition

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Maintain Disposition - Search Screen

Maintain Disposition - Details Screen

Enter Disposition - Confirmation Screen

My Court Information

Maintain Case Dispositions

Introduction

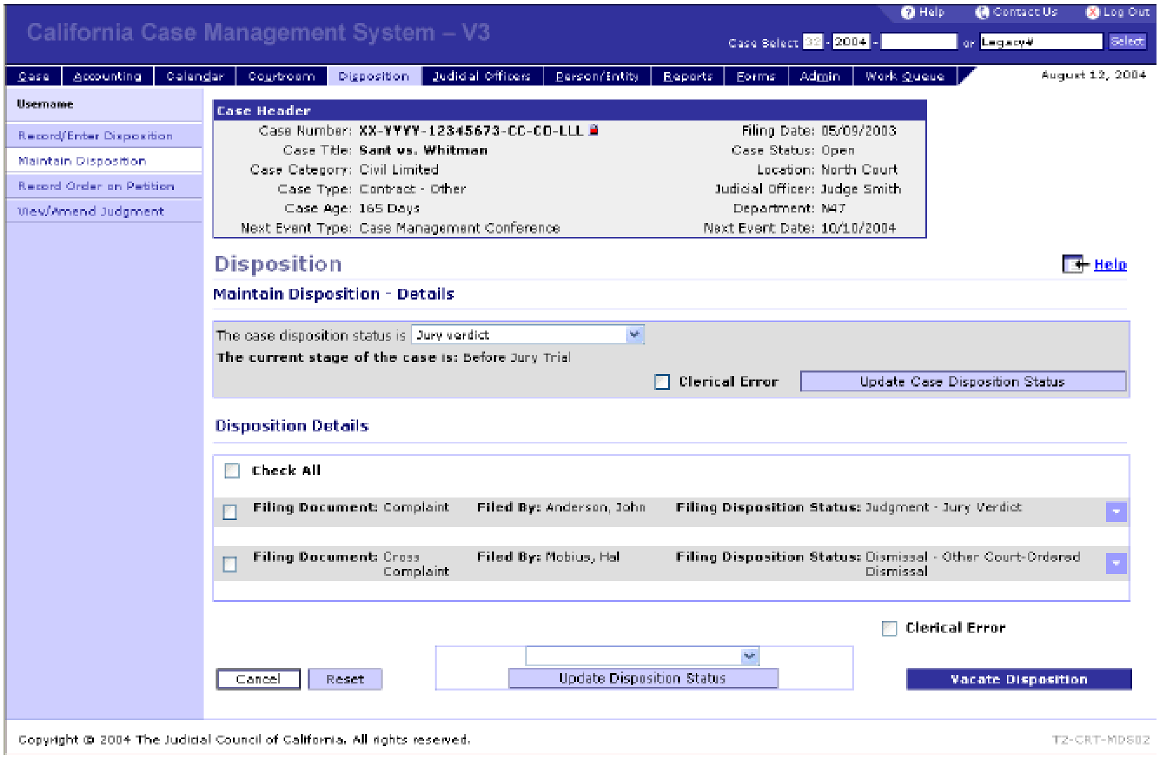
Based on security privileges, you may have the ability to update the case disposition status as well as the stage of the case.

Task Activity

Perform the following steps to maintain a disposition on a case.

1. Select **[Disposition] > [Maintain Disposition]**.
   Result: The Maintain Disposition - Search screen displays.

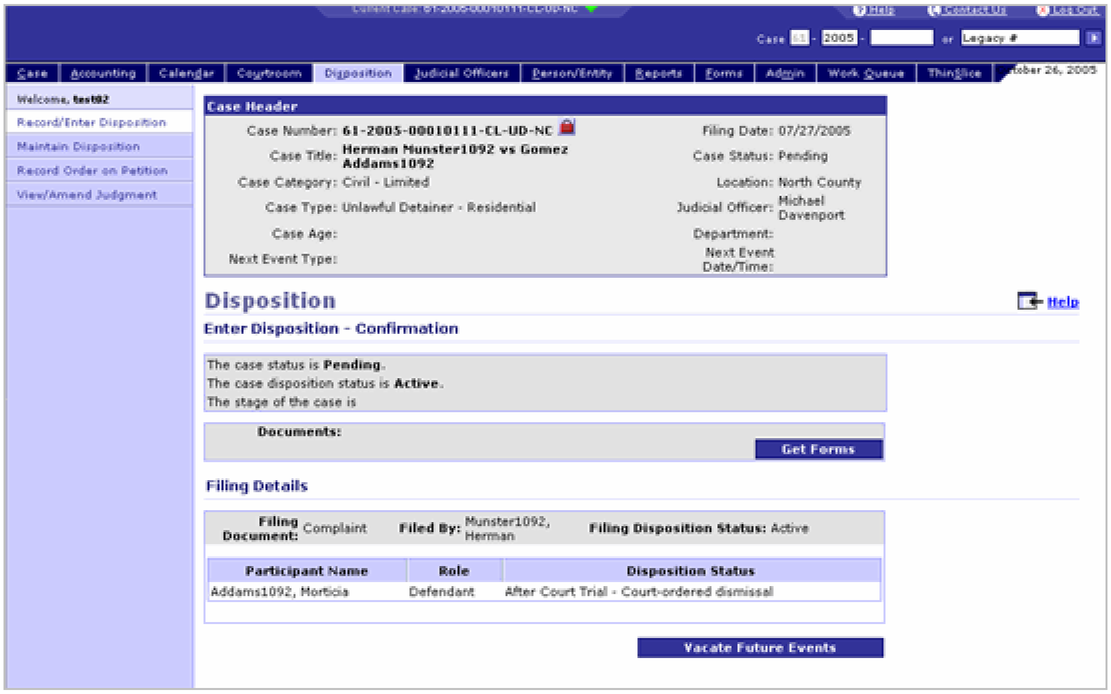
2. Enter the **Case Number** or **Legacy Number** for the Order on Petition search fields.
3. Click the **[Maintain Disposition]** button.
   Result: The Maintain Disposition - Details screen displays.



4. Select the desired case disposition status from the **case disposition status** drop-down list.
   NOTE You may specify if the update to the case disposition status is necessary due to clerical error by selecting the **[Clerical Error]** checkbox. This is necessary for reporting to the Judicial Branch Statistical Information System (JBSIS).

5. Click the **[Update Case Disposition Status]** button.

   Result: The Maintain Disposition - Details screen displays with a confirmation message.



NOTE You may change the disposition status of the case to "Active," even if all of the underlying filings on the case are disposed.

Related Links

Maintain Dispositions Overview

Maintain Disposition - Search Screen

Maintain Disposition - Details Screen

My Court Information

Update Filing/Participant Dispositions

Introduction

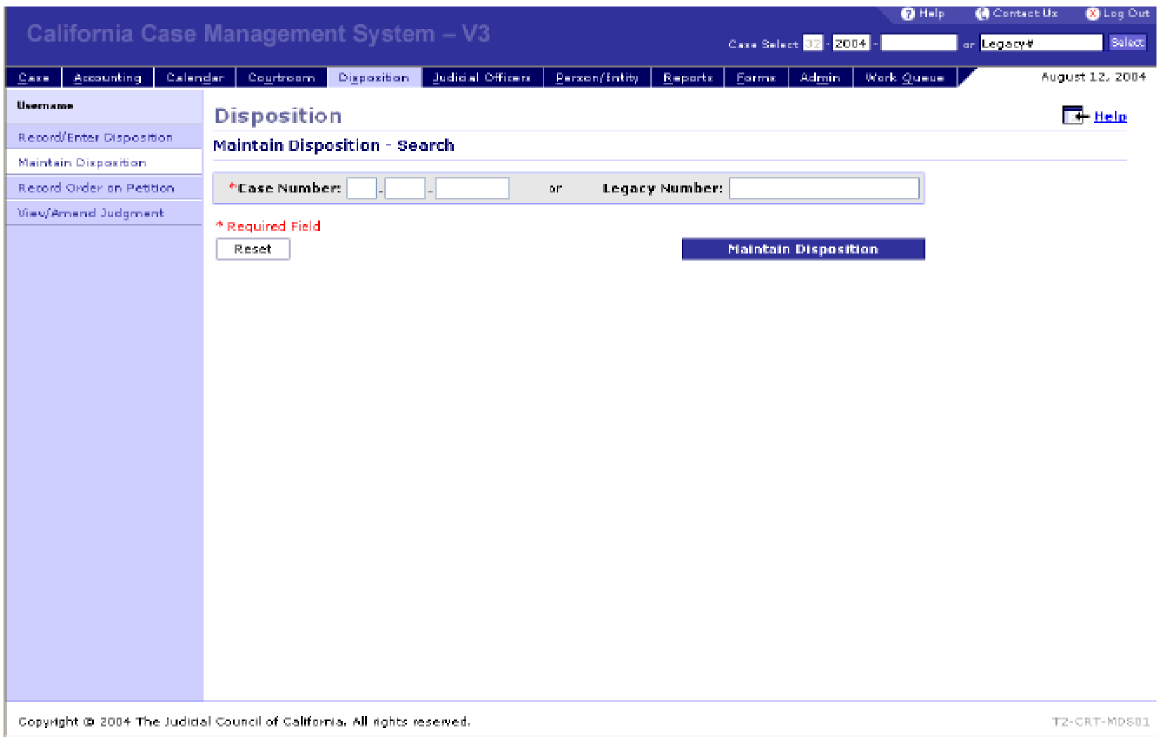
You can update the disposition type or sub-type on the participant, the filing or the case. You have the ability to update to the sub-type of disposition but not the type of disposition. At the time of updating the disposition, you will also need to specify whether changing the disposition is required as a result of an Order or as a result of a clerical error. This information will be used when reporting to JBSIS.

The system makes an entry in the Case History/Register of Actions indicating that the disposition has been updated.

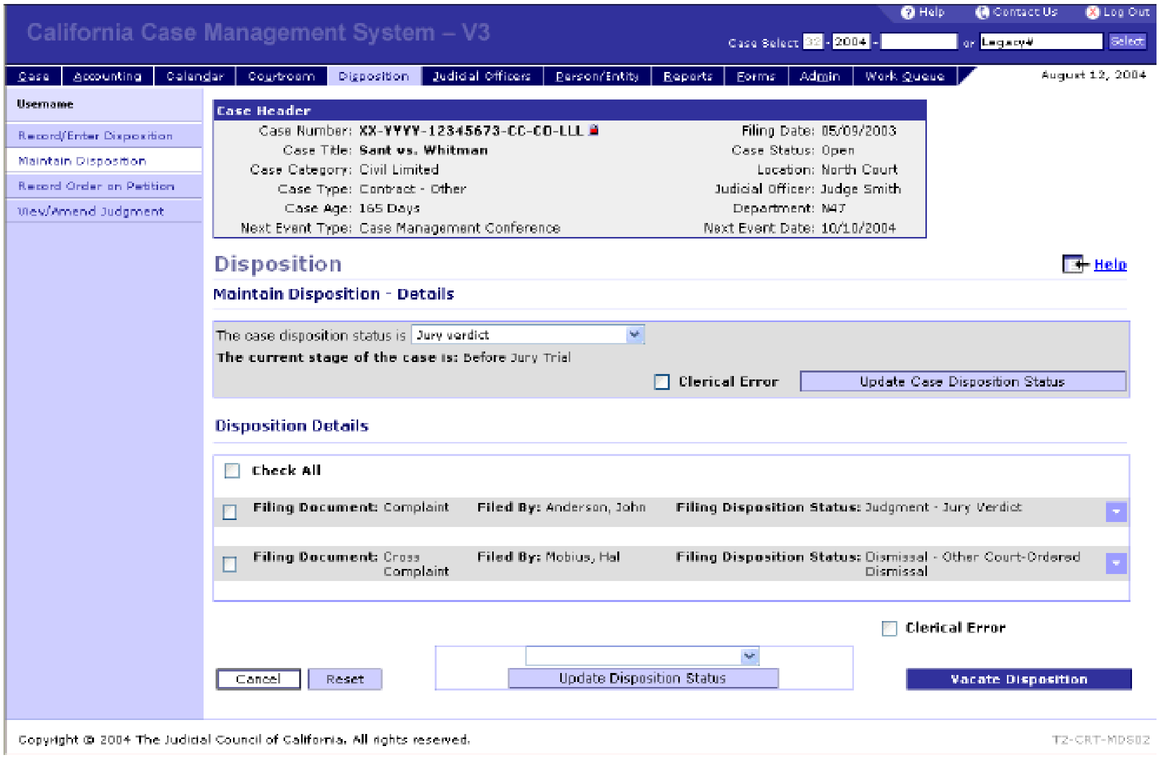
Task Activity

Perform the following steps to maintain a disposition on a filing or participant in a case.

1. Select **[Disposition] > [Maintain Disposition]**.
   Result: The Maintain Disposition - Search screen displays.



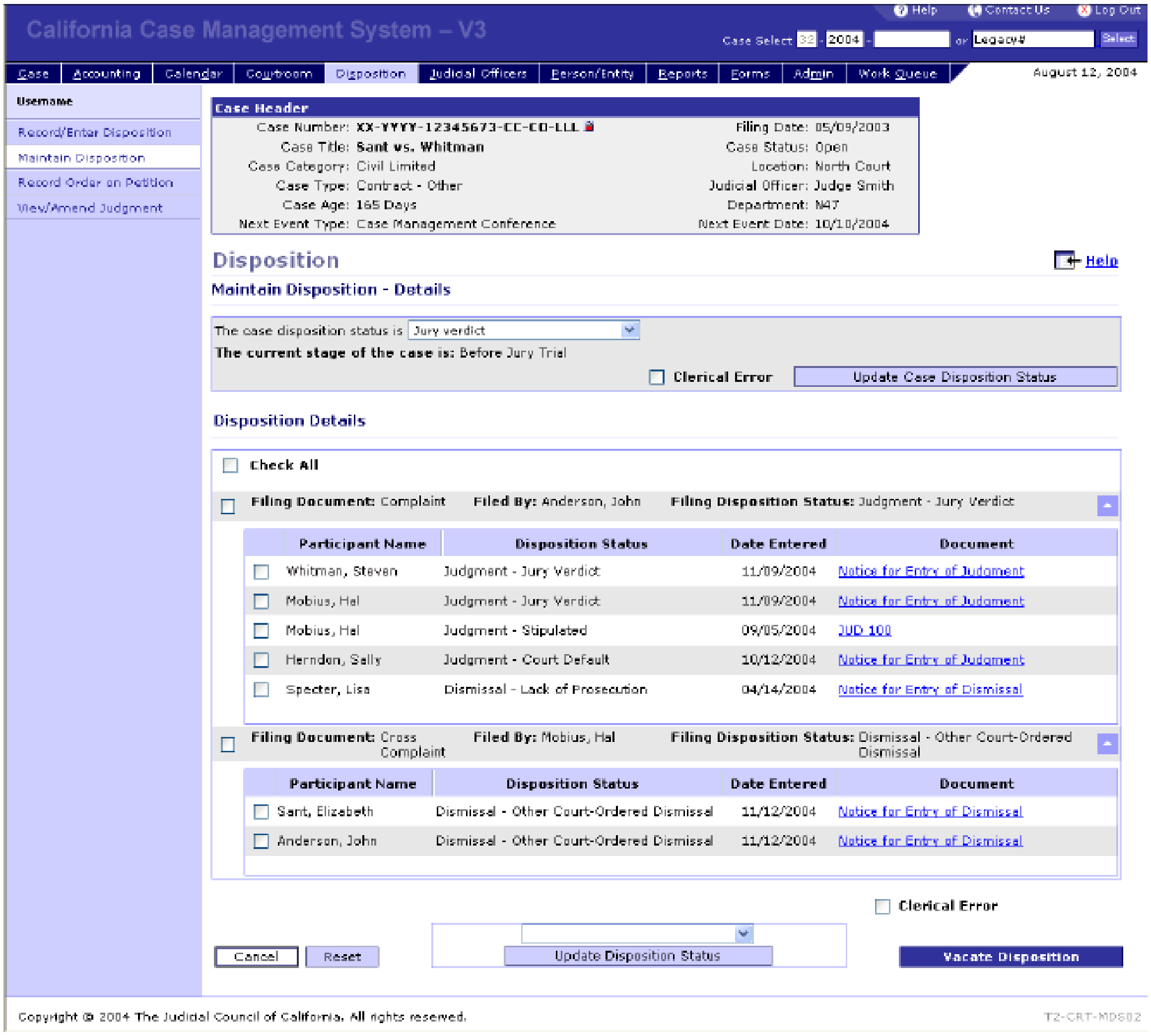
2. Enter the **Case Number** or **Legacy Number** search fields.
3. Click the **[Maintain Disposition]** button.
   Result: The Maintain Disposition - Details screen displays.



4. Select the checkbox for the filing document for which the disposition status will be updated.

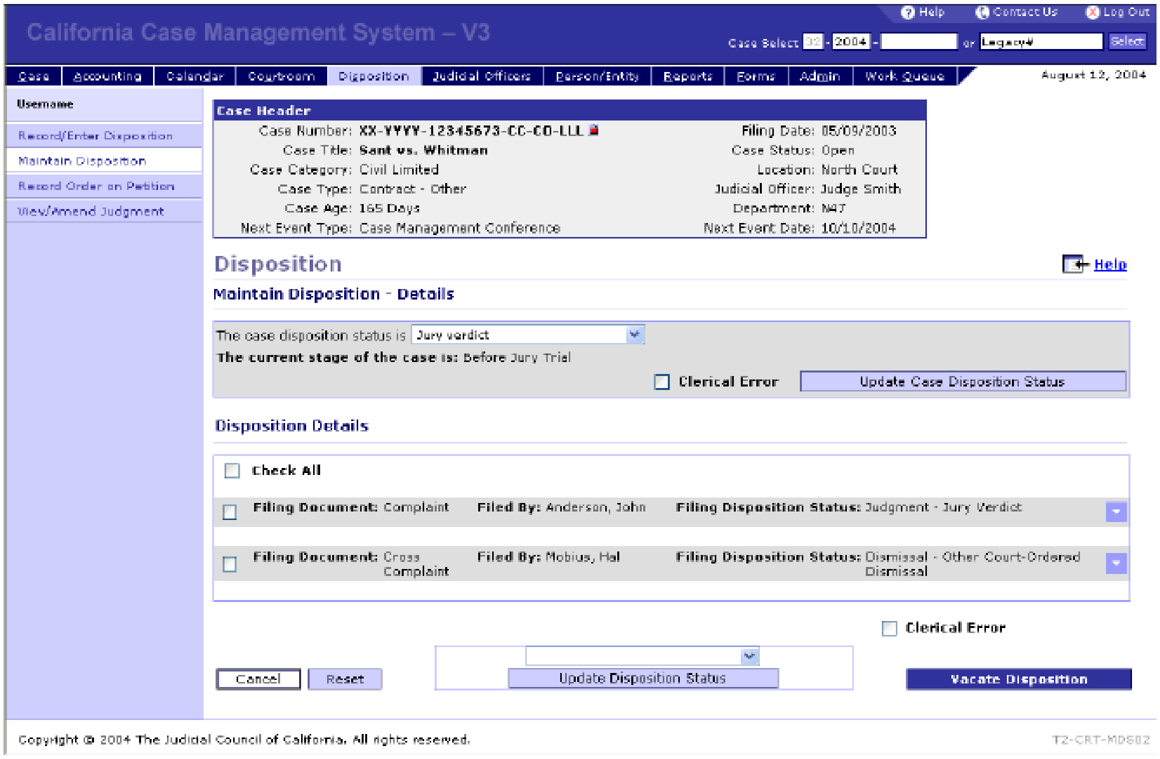
   NOTE You can select the toggle button to the right of the filing to see the disposition status of the associated participants.

Result: The Maintain Disposition - Details screen displays with the filing participants visible under the selected filing.



NOTE You may update or vacate the disposition status of all filings on the case by selecting the checkbox to the left of "Check All." If you are updating the disposition status of a filing and do not want to update the disposition status of case participants associated with a filing, skip to step 7.

5. Select the checkbox for the filing participant for which the disposition status will be updated.
6. Select the toggle button above the **[Update Disposition Status]** button to select the desired disposition status for the selected filing/participants.
7. Click the **[Update Disposition Status]** button.
   Result: The Maintain Disposition - Details screen displays with a confirmation message.



Related Links

Maintain Dispositions Overview

Maintain Disposition - Search Screen

Maintain Disposition - Details Screen

My Court Information

Vacate Filing/Participant Dispositions

Introduction

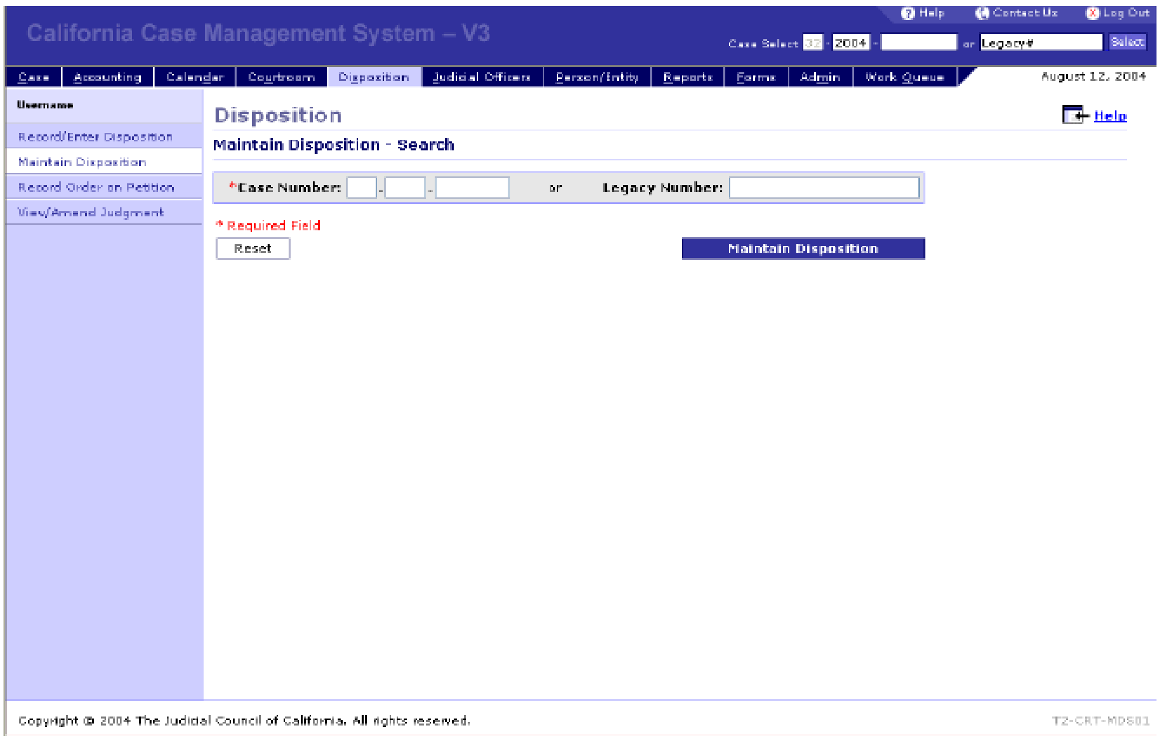
You can vacate a disposition for a selected participant on the case. At the time of vacating the disposition, you will need to specify whether the change is being made as a result of an Order or as a result of a clerical error. If you request to vacate a disposition, the system will associate a newly entered Case History/Register of Actions entry with the previous entry for the disposition you vacated.

If you choose to vacate or set aside the disposition for selected case participants, then the system will update the status of the selected participants to "Active." Based on the updates to the participant status, the system updates the filing status from disposed (for Judgments / Dismissals) to "Active." The status will be set to "Active" only if the previous status was "Judgment/Dismissal." Based on the updates to the filing status, the system updates the case status from disposed (Judgment/Dismissal) to "Active." The status will be set to "Active" only if the previous status was "Judgment/Dismissal."

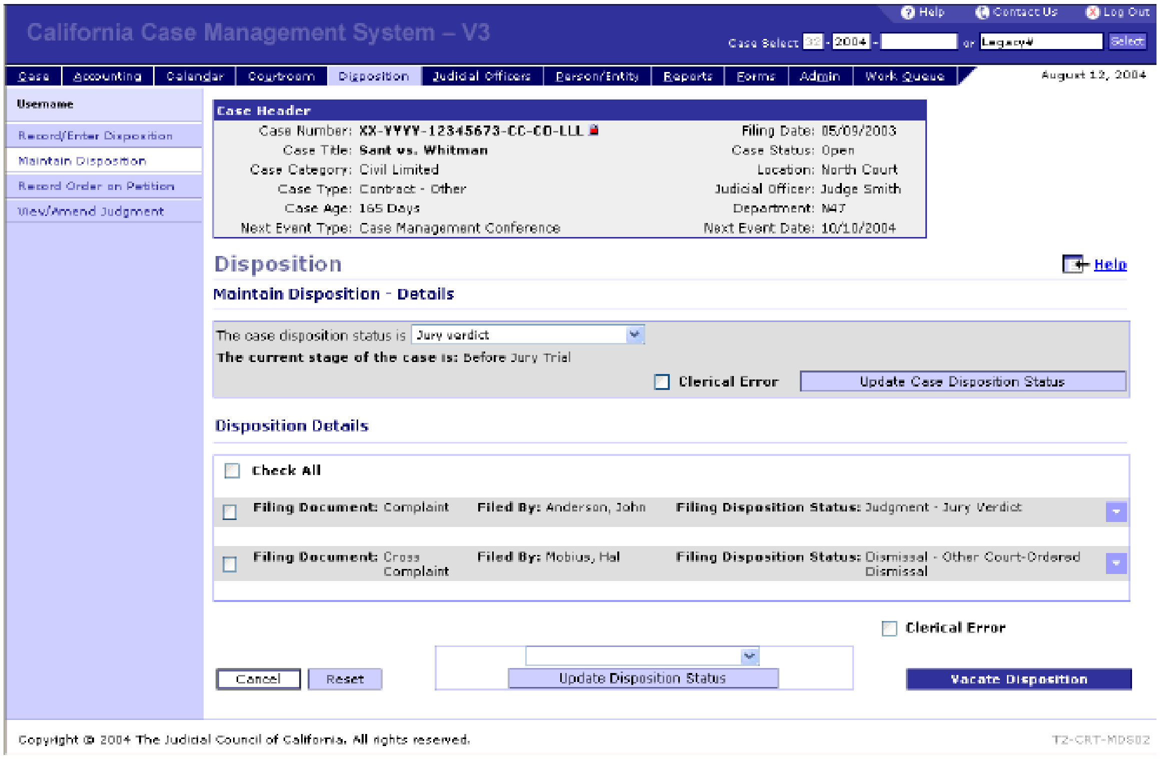
Task Activity

Perform the following steps to maintain a disposition on a filing or participant in a case.

1. Select **[Disposition] > [Maintain Disposition]**.
   Result: The Maintain Disposition - Search screen displays.



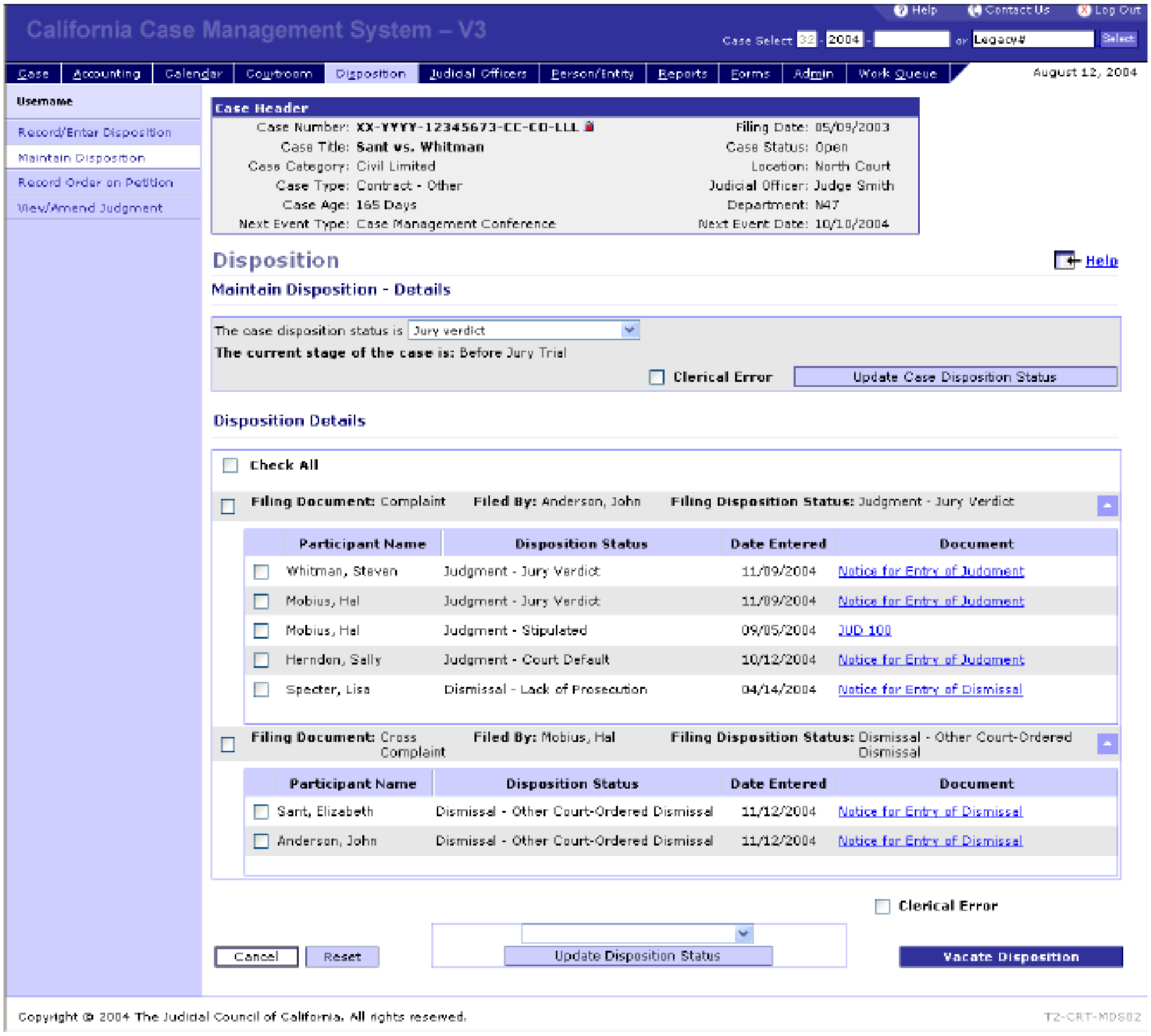
2. Enter the **Case Number** or **Legacy Number** search fields.
3. Click the **[Maintain Disposition]** button.
   Result: The Maintain Disposition - Details screen displays.



4. Select the checkbox for the filing document for which the disposition status will be vacated.

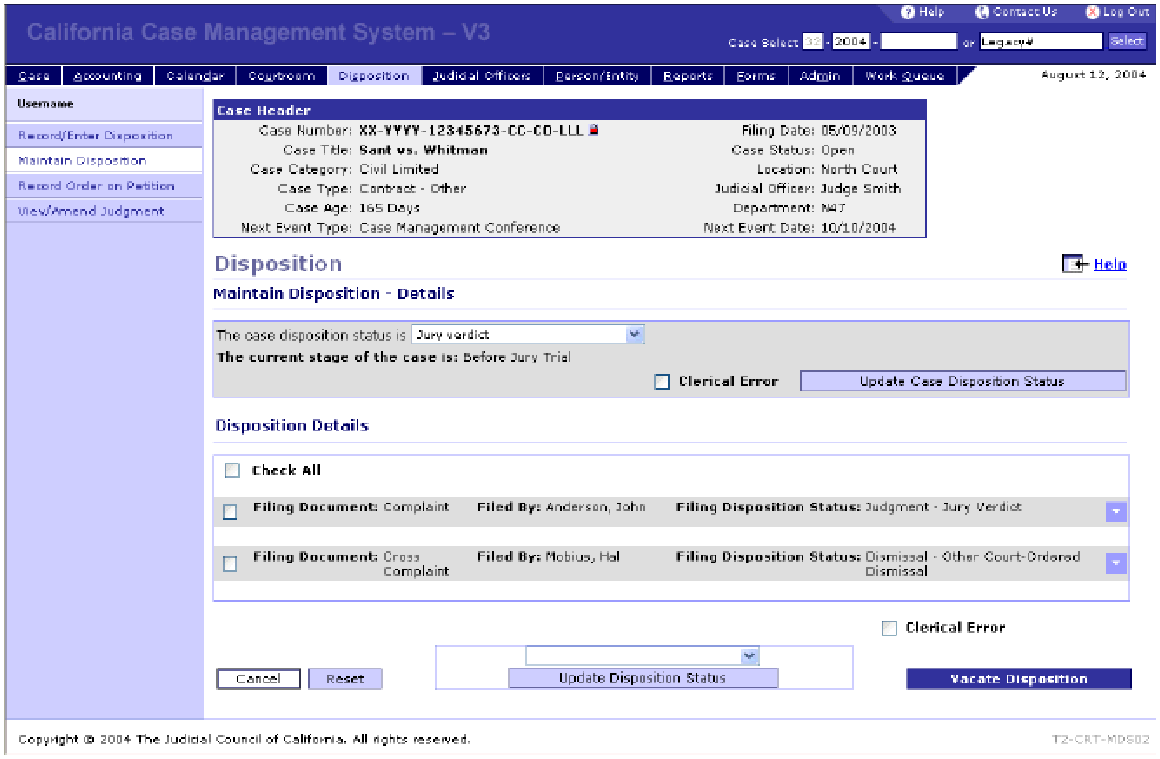
   NOTE You can select the toggle button to the right of the filing to see the disposition status of the associated participants.

Result: The Maintain Disposition - Details screen displays, with the filing participants visible under the selected filing.



NOTE You may vacate the disposition status of all filings on the case by selecting the checkbox to the left of "Check All." If you are updating the disposition status of a filing and do not want to vacate the disposition status of case participants associated with a filing, skip to step 7.

5. Select the checkbox for the filing participant for which the disposition status will be vacated.
6. Select the toggle button above the **[Update Disposition Status]** button to select the desired disposition status for the selected filing/participants.
7. Click the **[Vacate Disposition Status]** button.
   Result: The Maintain Disposition - Details screen displays with a confirmation message.



Related Links

Maintain Dispositions Overview

Maintain Disposition - Search Screen

Maintain Disposition - Details Screen

Record Order on Petition

Record Order on Petition Overview

Introduction

You can enter information related to the granting, denying, dismissing or taking a petition off a calendar within the system. The order to grant or deny a petition might be entered as a result of a filing or as a part of a Minute. Granting, denying or dismissing a petition will update the disposition status of the petition, and in some scenarios, close the case.

Depending on the business process of the court, you might use the minute codes to grant or deny petitions when recording minutes. For these scenarios, the signed Minute or the Order after Hearing will be deemed the order of the court.

Otherwise, you might only make text entries in the minutes to indicate that the petition has been granted. In this case, the formal order will be received by the court as a filing. Once the filing is submitted, you will enter the order on the petition by selecting the applicable petition for the case.

The system determines if the petition is dispositive (for civil cases) or if the petition is the initiating document (for probate cases). In civil cases, the system will update the disposition status of the selected petition to disposed. In probate cases, the system will update the role of the participants based on the order (such as when petition for guardianship is granted, the role of a proposed guardian may be changed to Guardian).

The system also determines and maintains the stage of the case at the time of the disposition for the petition. For probate cases, the disposition on the initial petition will be reported to Judicial Branch Statistical Information System (JBSIS). If a petition is disposed, then a Case History entry will be created to indicate this information. If the case closes as a result of the order on petition, then an entry will be written in the Case History/Register of Actions to indicate that the case has been closed.

Granting and Denying Petitions that Close a Case

In civil cases, the system determines whether there are any other filings on the case. If this petition was the only non-disposed filing on the case, the system will also update the disposition status of the case. Additionally, the case status is updated to reflect that the case has been disposed. The system also determines and maintains the stage of the case at the time of the disposition of the case.

For probate cases, you may select to grant or deny a petition. You will have the ability to specify whether the order on the petition also closes the case. If you choose to close the case, you must also specify the reason for closing the case. The applicable reasons for closing a probate case include:

- Change of venue
- Approval of final distribution
- Approval of no assets
- Order terminating Conservatorship
- Order terminating Guardianship
- Approval of final accounting with no successor appointed
- Operation of Law (Person Only).

If the system determines that the order on the petition closes the case, it will update the status of the case to closed. At the time of closing the case, the system will also check if there are any outstanding petitions on the case. If so, the system will generate a message stating that the case cannot be closed.

Order to Grant/Deny: List of Associated Petitions

Based on the type of petition filed by the case participant, you will be navigated to the Grant/Deny Order on Petition screen, where you may grant, deny, dismiss or take an order of calendar. The following is a list of petition types that may be filed by a participant.

- Compromise - Judgment
- Decree Changing Name
- Decree Changing Name (Change of
- Order for Final Discharge
- Order for Probate
- Order for Reappointment of Conservator

Name of Minor by Guardian)
- Decree Changing Name and Gender
- Ex Parte Application for Order Declaring Information on Affidavit of Voter Registration Confidential, Declaration, Points and Authorities, Order
- Order After Hearing on Petition for Injunction Prohibiting Harassment (CLETS)
- Order After Hearing on Petition of Employer for Injunction Prohibiting Violence or Threats of Violence Against Employee (CLETS) (Workplace Violence)
- Order Appointing Guardian of Minor
- Order Appointing Probate Conservator
- Order Appointing Temporary Guardian or Conservator
- Order Approving Compromise of Minor's Claim
- Order Authorizing Conservator to Give Consent for Medical Treatment
- Order Determining Entitlement to Distribution
- Order Determining Petition Does Not Violate No Contest Clause
- Order for Preliminary Distribution
- Order Fixing Residence Outside the State of California
- Order Granting Vexatious Litigant Permission to Proceed
- Order on Final Accounting
- Order on Status of Administration
- Order on Waiver of Accounting
- Order on Final Distribution
- Order on Writ of Mandate
- Order Removing Trust from Continuing Court Jurisdiction
- Order Removing Trustee
- Order Settling Current Account of Guardian/Conservator
- Order Terminating Guardianship
- Order Terminating Trust
- Order Terminating Proceedings
- Order to Deposit Money into Blocked Acct.
- Orders to Increase Bond
- Out of County Abstract
- Permanent Injunction
- Tax Collector - Rev and Tax Code (RTC)

Dismissing Petitions

A dismissal might be entered as a result of a filing (request for dismissal), or as a part of a Minute (dismissals entered by the court's own motion). Unlike judgments, dismissals are entered at the same time as they are recorded. When entering a dismissal for an order on a petition, the system will validate that the dismissal cannot be granted due to anyone of the following business rules:

- For probate cases - a case initiating petition and petitions required by statute cannot be dismissed.
- If the petition has been granted/denied, then a dismissal cannot be recorded against this petition.
- If there are fees with balance due against a participant on a petition, then a dismissal should not be entered against this petition.

Depending on the type of petition being dismissed, you will have the ability to specify the list of forms (if any) to be generated.

Task Activities

Recording an Order on Petition includes the following task activities:

- Search Order on Petition
- Record Order on Petition

Additional Resources

Other items related to this overview include the following:

- Business Rules
- Forms/Notices/Reports

Related Links

Record Order on Petition - Search Screen

Record Order on Petition Screen

My Court Information

Search Order on Petition

Introduction

This activity allows you to search for an order on petition. Refer to the Search Feature Overview for details on performing a search in the system.

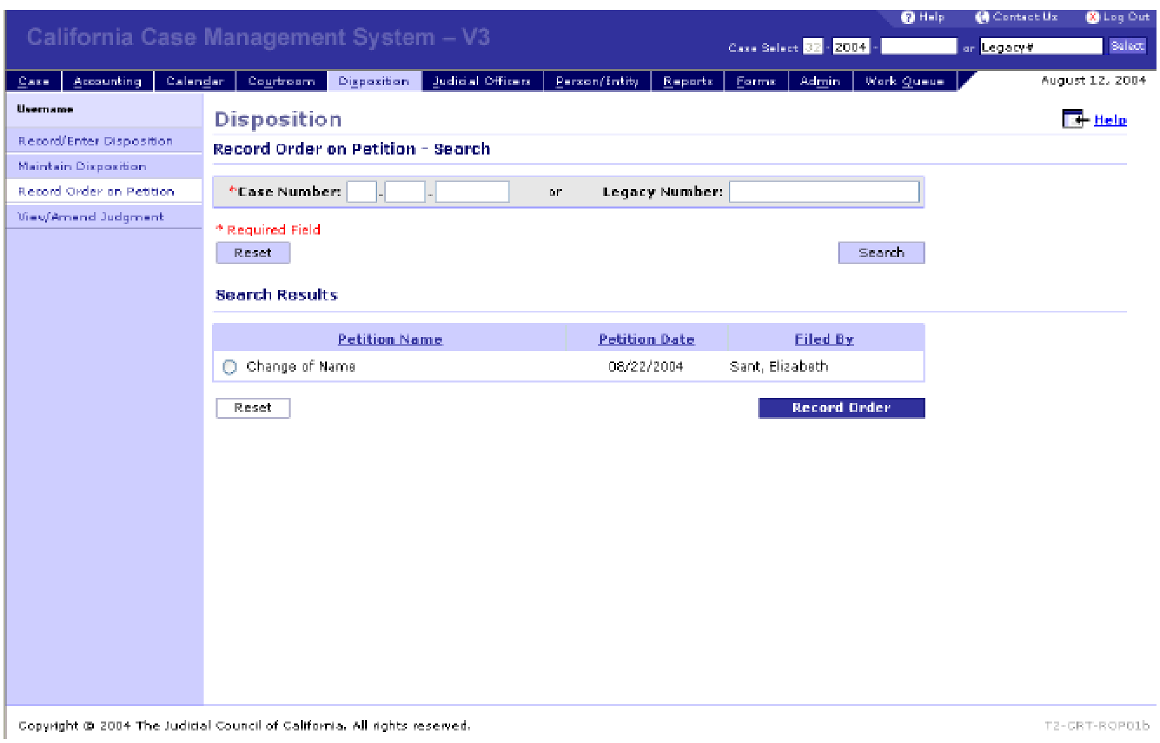
The search function also provides the foundation for maintaining order on petition information. For example, you must perform this search in order to grant, deny, dismiss or take an order on petition off a calendar.

Task Activity

Perform the following steps to search for an Order on Petition.

1. Select **[Disposition] > [Record Order on Petition]**.
   Result: The Record Order on Petition - Search screen displays.

2. Enter a **Case Number** or **Legacy Number** in the appropriate search fields.
3. Click the **[Search]** button.
Result: The Record Order on Petition - Search screen refreshes with the Search Results.



Related Links

Record Order on Petition Overview

Record Order on Petition - Search Screen

My Court Information

Record Order on Petition

Introduction

You can enter information related to the granting, denying, dismissing or taking a petition off calendar within the system. The order to grant or deny a petition can be entered as a result of a filing or as a part of Minutes. Granting, denying or dismissing a petition will update the disposition status of the petition, and in some scenarios, close the case.

Before Granting or Denying an Order on Petition

This activity takes place within the context of a case. It is assumed that you have performed one of the following activities before granting, denying, dismissing or taking the petition off calendar:

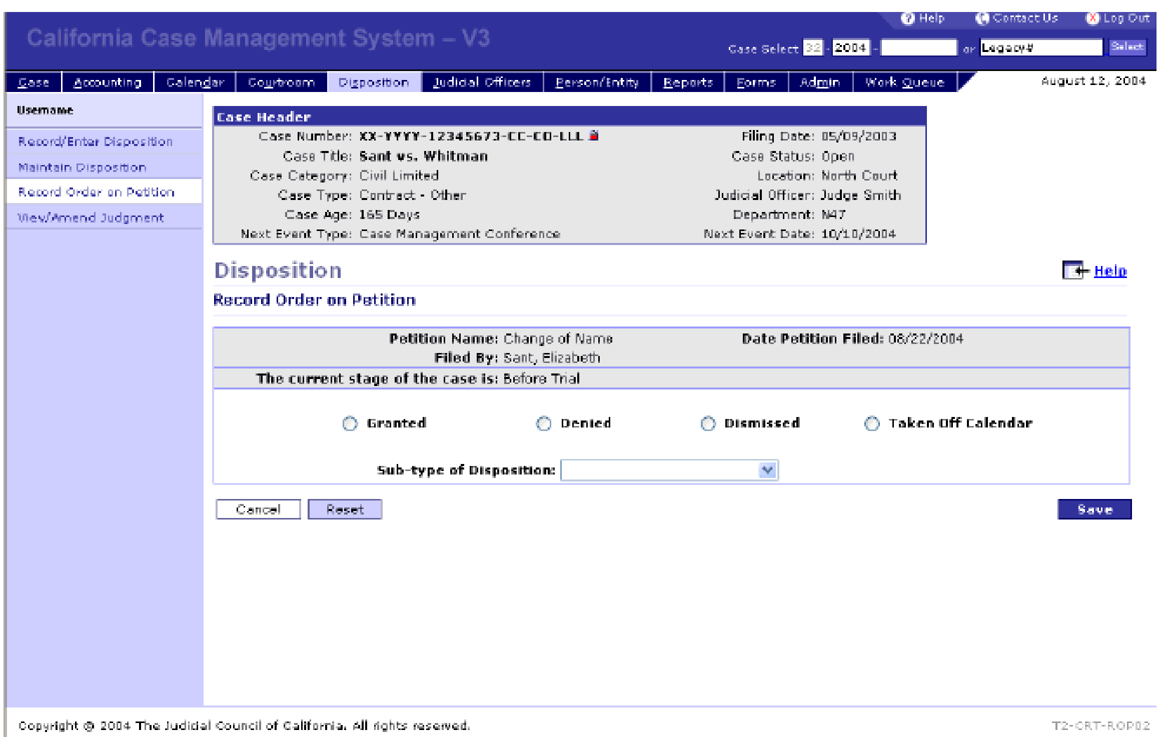
- Filed a petition in the system based on the list of petitions provided in the Record Order on Petition section. Filing one of these petition types will navigate you to the Order on Petition details screen.
- Performed an Order on Petition search and selected the petition on which to update. Refer to the Search Order on Petition task activity for details on this process.

Task Activity

Perform the following steps to grant/deny an Order on Petition.

1. Select the radio button for the petition you want to record an order.
   NOTE This selection occurs from the search results of the Record Order on Petition - Search screen.

2. Click the **[Record Order]** button.
   Result: The Record Order on Petition screen displays.



3. Select the radio button for one of the following options:
    - Granted
    - Denied
    - Dismissed
    - Taken off Calendar

    NOTE If entering an order on a petition in a probate case, you will also be able to select a checkbox in order to close the case, and specify the reason for closing the case.

4. Click the **[Save]** button.
   Result: The Record Order on Petition - Search screen displays with a confirmation message.

Related Links

Record Order on Petition Overview

Record Order on Petition - Search Screen

Record Order on Petition Screen

Request to Pay Judgment to Court

Request to Pay Judgment to Court Overview

Introduction

If a judgment is awarded to the plaintiff in a Small Claims case, then the defendant may make a request to pay the total judgment amount due for the award directly to the court. This request will be entered into the system when the defendant files the "Request to Pay Judgment to Court (SC145)" filing with the court. Once you indicate that this filing has been received, you will be automatically navigated to the View/Amend judgment screen where you can record the judgment amount on the selected award as payable to court. You can be navigated directly to the Record Payment screen in order to record payment for the amount payable to court.

Judgment Satisfactions

When recording payment for an award that is payable to the court, the system may update the status of the associated judgment award to "Fully Satisfied" based on the payment method. If the payor pays the amount of the award with a payment method other than check, then the selected judgment award is updated to "Fully Satisfied" when the payment transaction is complete.

If the payment method used to record payment for the judgment award is a check, then the system will not update the judgment award status to "Fully Satisfied." However, a batch job will be run nightly to determine if the status of the judgment needs to be updated. If the check was not returned, the system will update the status of the corresponding judgment award to "Fully Satisfied" on the 31st day after the payment was posted. The system will also generate the Certificate of Satisfaction of Judgment form and send it to a work queue for printing. If the check is returned within 30 days of posting the payment, the system will void the payment and the fee for the judgment award will revert to a status of "Due."

Refer to the Maintain Judgment Satisfaction section for more information regarding the satisfaction of judgments.

Warrants

The system will verify whether there are any warrants with a status of "issued" against the judgment debtor. If there are any warrants with this status, then the system will flag those warrants for recall. Refer to the Maintain Warrants section for more information on how to recall warrants.

Task Activities

Requesting to pay judgment to the Court includes the following task activity:

- Request to Pay Judgment to Court

Additional Resources

Other items related to this overview include the following:

- Business Rules
- Forms/Notices/Reports

Related Links

View/Amend Judgment Screen

Calculate Judgment Award Screen

Pay Judgment Award to Court Screen

My Court Information

Request to Pay Judgment to Court

Introduction

If a judgment is awarded to the plaintiff in a Small Claims case, then the defendant may make a request to pay the total judgment amount due for the award directly to the court. This request will be entered into the system when the defendant files the "Request to Pay Judgment to Court (SC145)" filing with the court. Once you indicate that this filing has been received, you will be automatically navigated to the View/Amend judgment screen where you can record the judgment amount on the selected award as payable to court. You can be navigated directly to the Record Payment screen in order to record payment for the amount payable to court.

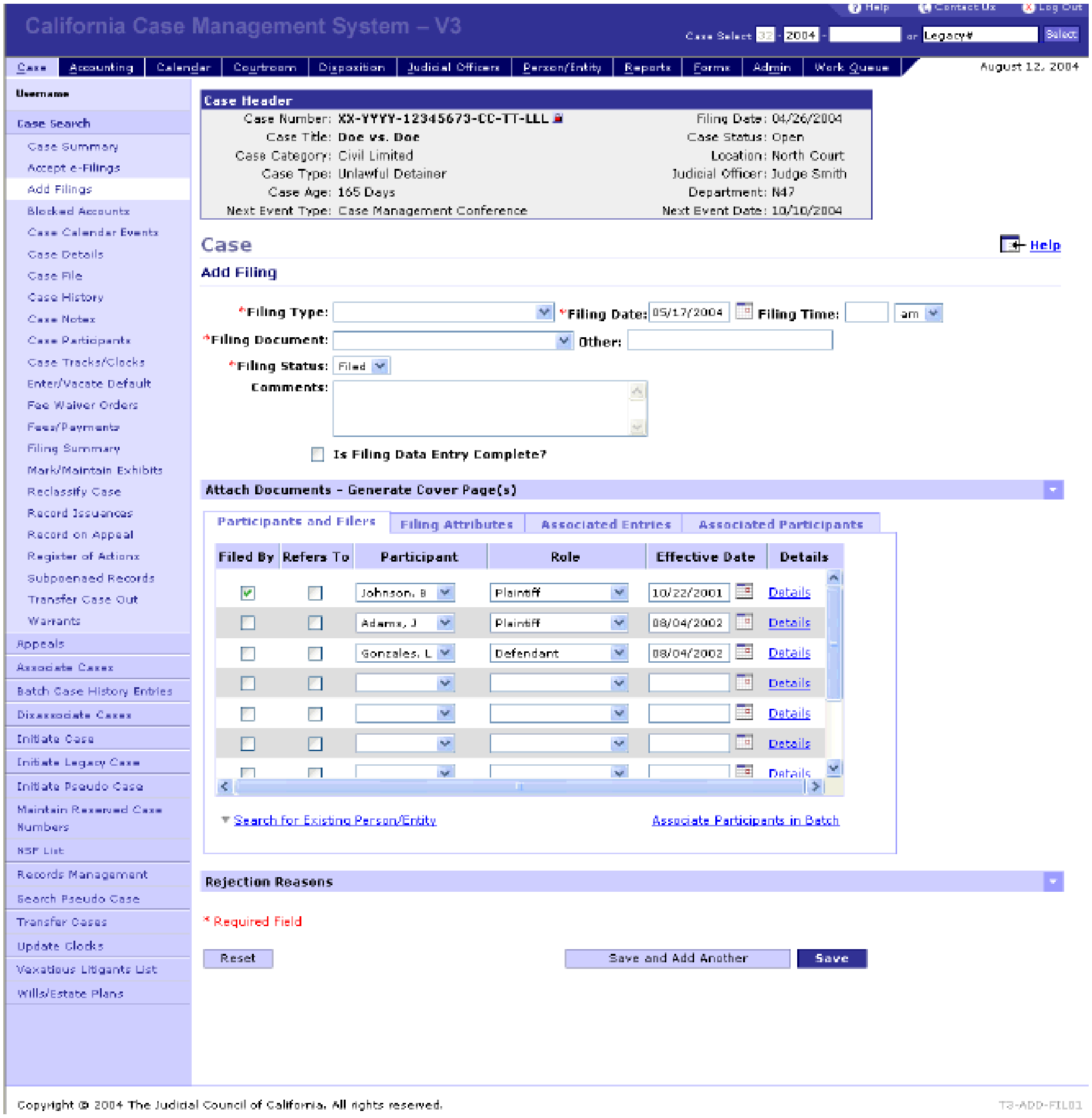
Before Paying Judgment to Court

This activity takes place within the context of a case. It is assumed that you have performed a case search and selected a case for which to enter the request to pay judgment to court. Refer to the Search Cases task activity for details on performing a case search.

Task Activity

Perform the following steps to mark a judgment award as payable to the court.

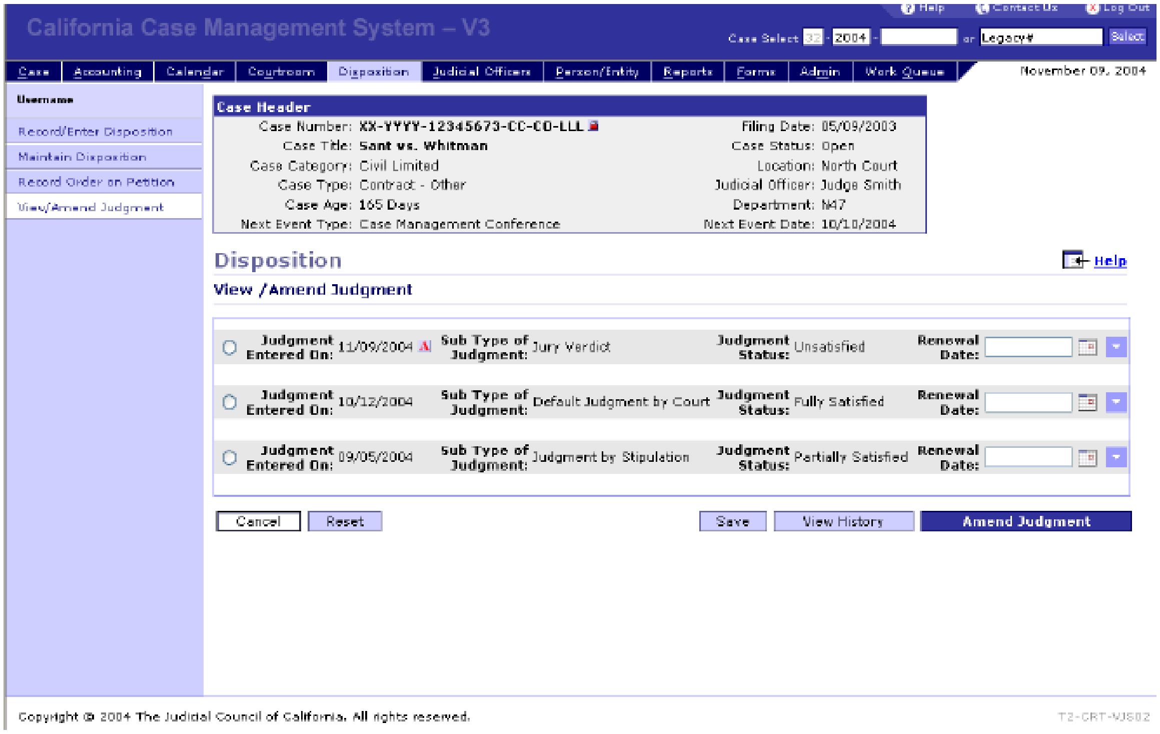
1. Select **[Case] > [Add Filing]**.
   Result: The Add Filing screen displays.



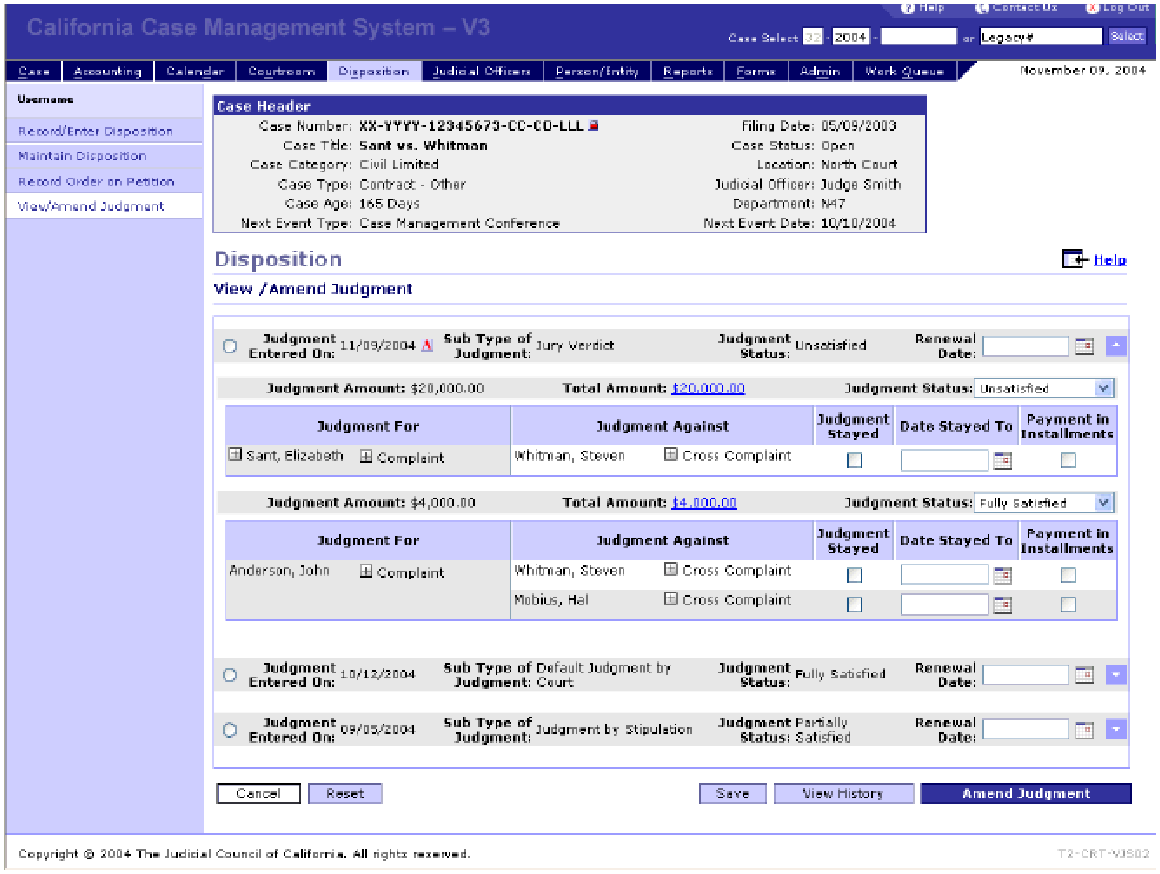
2. Enter/Select data for the following required fields:
   - Filing Type
   - Filing Date
   - Filing Document (select "Request to Pay Judgment to Court")
   - Filing Status

   NOTE You must enter "Request to Pay Judgment to Court" for the filing document name in order to be navigated to the View/Amend Judgment screen. Refer to the Maintain Case Filings section for details on adding a filing to a case.

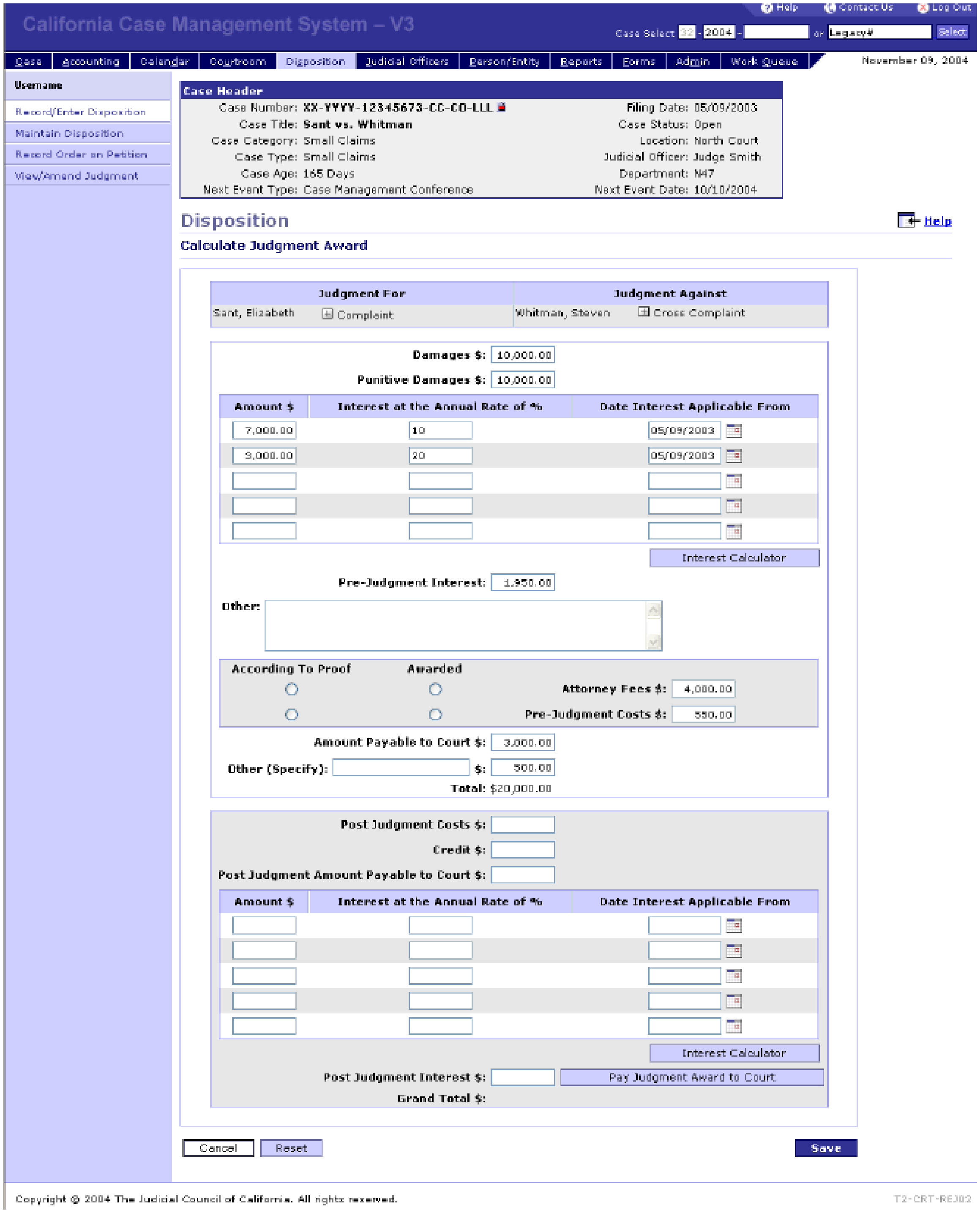
3. Click the **[Save]** button.
   Result: The View /Amend Judgment screen displays.



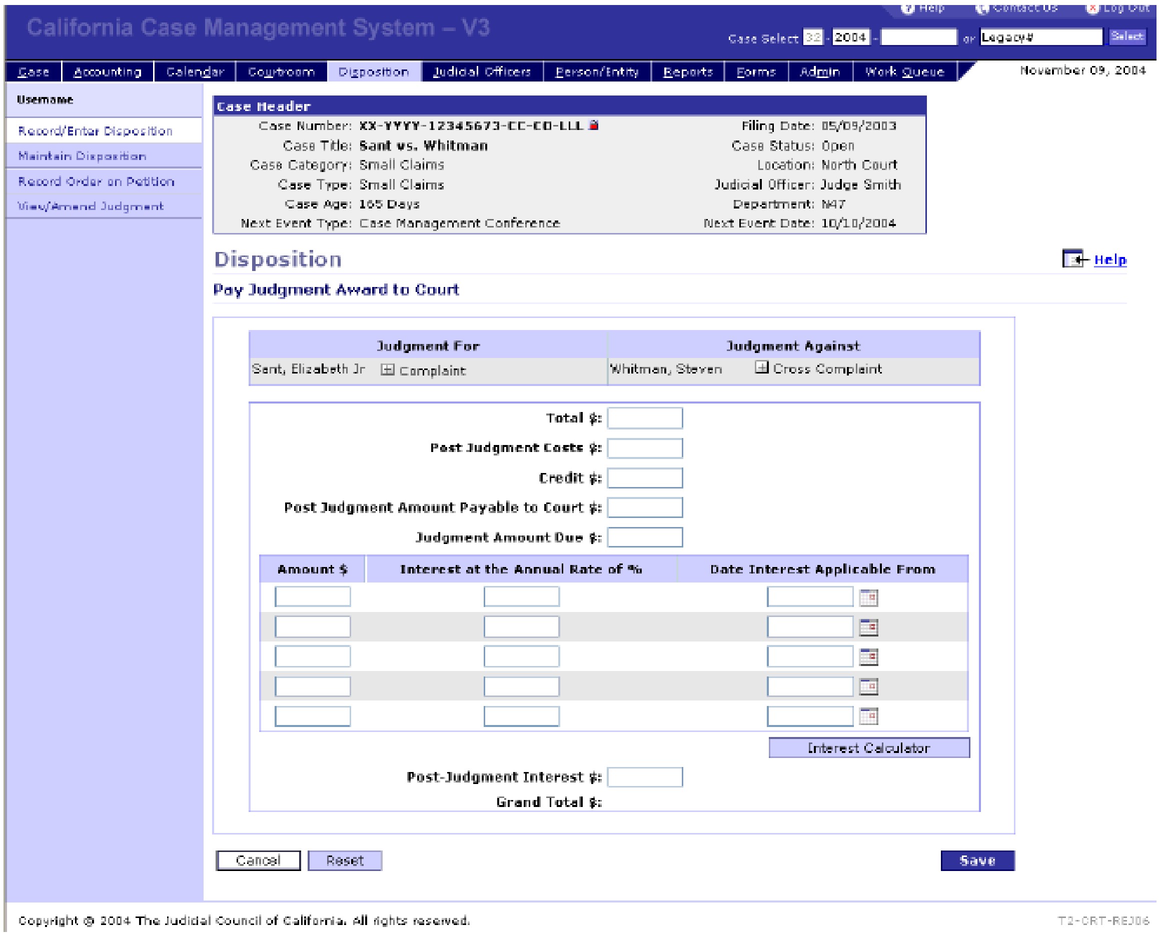
4. Select the toggle button next to the judgment associated to the award you want to make payable to the court.
Result: The View /Amend Judgment screen displays with an expanded view of a judgment on the selected case.



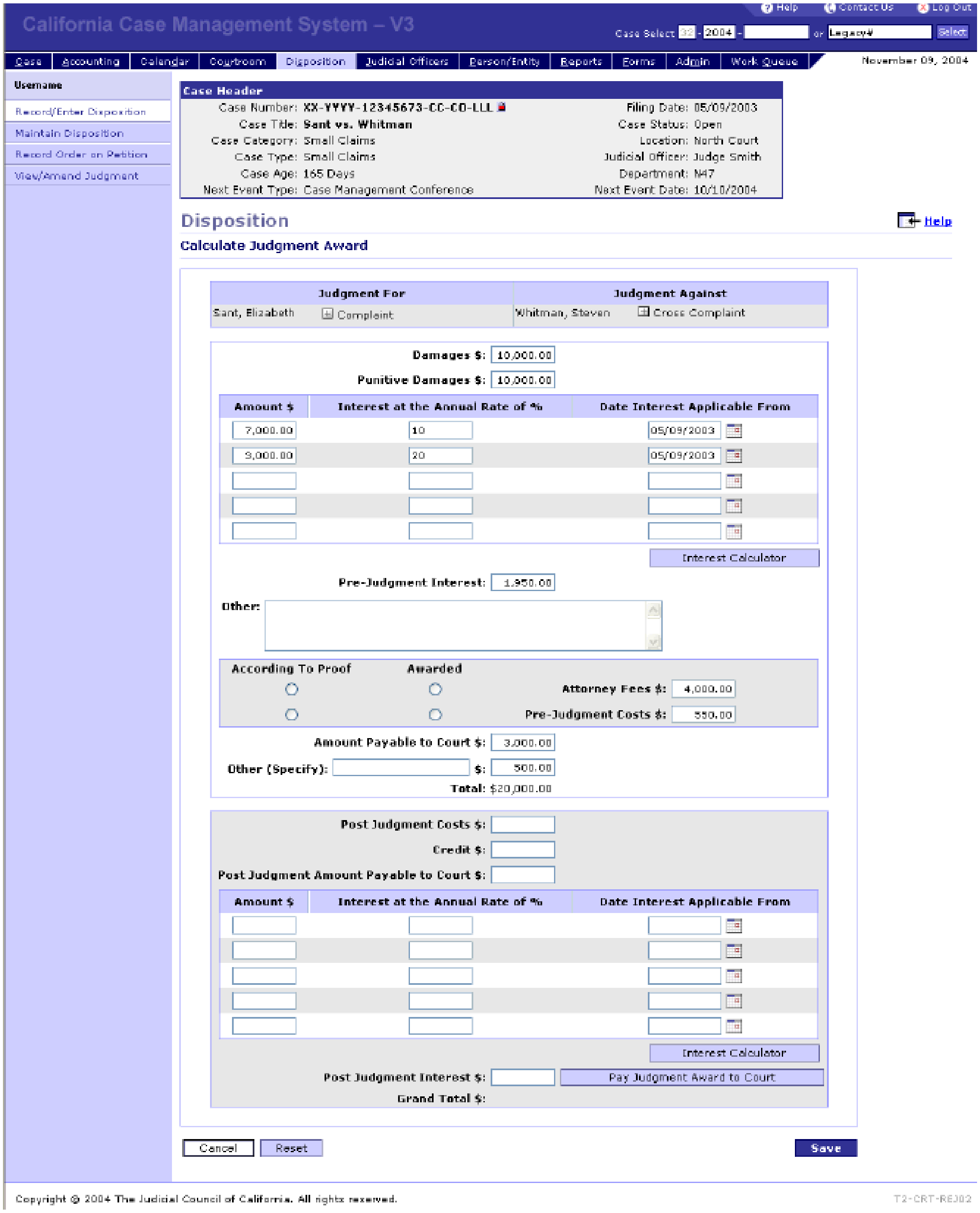
5. Click the **[Total Amount]** link.
Result: The Calculate Judgment Award screen displays.



6. Click the **[Pay Judgment Award to Court]** button.
   Result: The Pay Judgment Award to Court screen displays.



7. Enter/Update the available fields as needed.
8. Click the **[Save]** button.
   Result: The Calculate Judgment Award screen displays with a confirmation message.



NOTE The Record Payment screen appears when selecting the **[Save]** button on this screen. Refer to the Record Payment task activity for details on recording payments.

Related Links

Request to Pay Judgment to Court Overview

Add Filing Screen

View/Amend Judgment Screen

Calculate Judgment Award Screen

Pay Judgment Award to Court Screen

Maintain Judgment Satisfaction

Maintain Judgment Satisfaction Overview

Introduction

You can enter or update the status of a judgment award. This process may update the status of a judgment or the status of a case based on the satisfaction of all judgments within that case. A case may contain one or multiple judgments, based on the number of dispositive filings in the case (such as the number of complaints and cross complaints, etc.). Each judgment may contain multiple awards (such as an award for one or multiple plaintiffs and defendants for a judgment).

The status of a judgment is maintained at the judgment award level, at the judgment level and at the case level. The status of a judgment can be: (1) Fully Satisfied, (2) Partially Satisfied or (3) Unsatisfied.

Satisfied Judgments

Updating a judgment award status to "Fully Satisfied" means that the judgment debtor has paid the judgment creditor required monies or has performed required duties as ordered by the court within the judgment.

If all awards on a judgment have a status of "Fully Satisfied," then the status of that Judgment will be updated to "Fully Satisfied." If all of the judgments on a case have a status of "Fully Satisfied" and the case has a disposition status of "Judgment" (for instance, all dispositive filings on the case have been disposed), then the status of the case will be "Judgment Satisfied."

The judgment award status may be updated automatically to "Judgment Satisfied" based on a case participant's request to pay judgment to court. This can occur if the case participant files a "Request to Pay Judgment to Court," and then pays the award in full.

Additionally, you may update the case disposition status to "Judgment Satisfied" even if all judgments on the case have not been satisfied. This is useful in complex or large cases in which many judgments may occur on the case requiring satisfaction, and the case needs to be disposed quickly.

Unsatisfied Judgments

A judgment award status is "Unsatisfied" until the judgment debtor has paid the judgment creditor required monies or has performed required duties as stipulated by the court. A judgment will retain a status of "Unsatisfied" until all related judgment awards have been satisfied. A case's disposition status will remain as "Unsatisfied" until all judgments on the case have been satisfied, or until the case disposition status is manually updated to "Judgment Satisfied."

Updating a judgment award status from "Fully Satisfied" to "Unsatisfied" may cause the judgment level status to change to "Unsatisfied" if the current status of the judgment is "Judgment Satisfied."

If the judgment status is updated to "Unsatisfied," then the case status will change back to the previous case status if the case status is currently "Judgment Satisfied."

Partially Satisfied Judgments

A judgment award status can be updated to "Partially Satisfied" if the judgment debtor has paid the judgment creditor part of the required monies or has performed some of the required duties as stipulated by the court. A judgment will remain in a status of "Unsatisfied" until all related judgment awards have been fully satisfied.

Updating a judgment award status from "Fully Satisfied" to "Partially Satisfied" will cause the judgment status to change to "Unsatisfied" if the current status of the judgment is "Judgment Satisfied." If the judgment status is updated to "Unsatisfied," then the case status will change back to the previous status if the case status is currently "Judgment Satisfied."

Conditions for Updating Judgment Status

The judgment status of an award will be updated in the following situations-

- If a writ is returned as "Fully Satisfied," then the status of the applicable judgment awards will be updated to "Fully Satisfied." If the writ is returned "Partially Satisfied," then the status of the applicable judgment awards will be updated to "Partially Satisfied." If the writ is returned "Unsatisfied" then the status of the applicable judgment awards will be updated to "Unsatisfied."
- If a "Request to Pay Judgment to Court" is entered successfully (and the corresponding payment to court is good), then the status of the applicable judgment award is updated to "Fully Satisfied." Refer to the Request to Pay Judgment to Court section for details on paying a judgment to the court.
- If an Acknowledgement of Satisfaction of Judgment (either in full or partial) has been filed, then the status of the applicable judgment awards are updated appropriately to either "Fully Satisfied" or "Partially Satisfied."
- If a Clerk's Certificate of Satisfaction of Judgment is issued, then the status of the applicable judgment award is updated to "Fully Satisfied."

The judgment award status can be updated as a result of a successful filing of an Acknowledgement of Satisfaction of Judgment or issuance of a Clerk's Certificate of Satisfaction of Judgment. The judgment award status may also be updated as a result of a returned writ. Depending on whether the writ is returned Fully Satisfied, Partially Satisfied, or Unsatisfied the status of the applicable judgment award will be updated to "Fully Satisfied," "Partially Satisfied," or "Unsatisfied," appropriately.

Task Activities

Maintaining judgment satisfaction includes the following task activity:

- Maintain Judgment Satisfaction

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

View/Amend Judgment - Search Screen

View/Amend Judgment Screen

My Court Information

Maintain Judgment Satisfaction

Introduction

You may enter or update the status of a judgment award, which in turn will update the status of a judgment, or the status of a case based on the satisfaction of all judgments within that case. A case may contain one or multiple judgments, based on the number of dispositive filings in the case, (i.e. the number of complaints and cross complaints, etc.). Each judgment may contain multiple awards (e.g. an award for one or multiple plaintiffs and defendants for a judgment).

The status of a judgment is maintained at the judgment award level, at the judgment level and at the case level. The judgment status can be: (1) Fully Satisfied, (2) Partially Satisfied or (3) Unsatisfied.

Task Activity

Perform the following steps to maintain a judgment satisfaction.

1. Select **[Disposition] > [View/Amend Judgment]**.
   Result: The View/Amend Judgment - Search screen displays.

2. Click the **[View Summary]** button.
   Result: The View/Amend Judgment screen displays.

3. Select the toggle button next to the judgment associated with the award for which you want to update the status to "Fully Satisfied," "Partially Satisfied," or "Unsatisfied."
   Result: The View/Amend Judgment screen displays, with an expanded view of a judgment on the selected case.

4. Select the appropriate judgment and judgment award status from the **Judgment Satisfied** drop-down list.
5. Click the **[Amend Judgment]** button.
   Result: The View/Amend Judgment screen displays with a confirmation message.

Related Links

Maintain Judgment Satisfaction Overview

View/Amend Judgment - Search Screen

View/Amend Judgment Screen

Dismiss Complaints/Cross-Complaints

Dismiss Complaints/Cross-Complaints Overview

Introduction

You can dismiss a case participant, party, filing or entire case within the system. You can also dismiss filings that are petitions, or dispositive filings such as Complaints and Cross-Complaints. Refer to the Record Order on Petition task activity for details on dismissing a petition.

When entering a dismissal, you can generate the Dismissal Form, which notifies the case participants of the dismissal entered on the case. The dismissal might be entered as a result of a filing (request for dismissal), or as a part of Minutes (dismissals entered on the court's own motion or resulting from the granting of a dispositive motion). When entering a dismissal, the following rules must be satisfied:

- There is no outstanding Bench Warrant for the selected case participant
- There is no Motion for Transfer pending on the case
- There is no Judgment entered fully disposing the case
- The case has not been transferred out of County or reclassified to another Court
- Class action cases cannot be dismissed without a Court Order
- There are no pending appeals on the case
- There is no Stay Order on the case

If the applicable court rules have not been satisfied, then the system will display a warning message indicating why the dismissal cannot be entered. You can determine whether the warning message should be overridden in order to continue with entering the dismissal information.

When entering a dismissal at the case, filing or participant level, the information regarding the disposition is recorded and made available to the Judicial Branch Statistical Information System (JBSIS).

Dismissing Cases

The system updates the disposition status of the case based on the disposition status of all dispositve filings on the case. This status will be automatically calculated based on the highest disposition status (by JBSIS hierarchy) of the filings associated with the case. The system also determines and maintains the stage of the case at the time of its disposition. The case status is also updated to reflect that the case has been disposed.

If a case is disposed, an entry will be written in the Case History/ROA to indicate that the case has been disposed with a disposition status calculated based on the JBSIS hierarchy. The following table defines how the status of a case is updated when the case disposition status is updated:

Case Category	Case Disposition Status	Case Status
Limited and Unlimited Civil	Judgment	Post Judgment
Limited and Unlimited Civil	Dismissal	Dismissed
Small Claims	Judgment	Judgment Enforcement Stayed
Small Claims	Dismissal	Dismissed

In addition, you have the option to dispose the case but skip the dismissal of all of the flings on the case. Refer to the Maintain Dispositions section for details on directly updating the case disposition status for a selected case.

Dismissing Filings

Based on the case category and type, you can also enter the dismissal at the filing level. Dismissing the filling automatically updates the status of all participants associated to the filing to "Dismissed". If the filing is the last dispositive filing on the case without a status of "Dismissed", when the status of that filing is updated to "Dismissed" the case disposition status will be updated to "Dismissed" as well.

In Limited and Unlimited Civil cases, you can only enter a dismissal for filings that are petitions. For all other dispositive types of filings (such as complaints and cross-complaints), you must first dismiss all of the participants on the filing, which will update the filing disposition status automatically. In Probate cases, you can only dismiss filings. The following filings are classified as either Complaints or Cross-Complaints:

- Appeal on the Award of Labor Commissioner
- Application for Entry of Judgment on Sister-State Judgment
- Complaint
- Complaint - Amended
- Complaint in Interpleader
- Complaint in Intervention
- Confession of Judgment
- Cross Complaint - Amended
- Cross-Complaint
- EDD State Judgments
- Out of County Abstract
- Request for and Entry of Labor Board Judgment
- Summary Judgment on Bail Bond Forfeiture

If a filing is disposed, then the Case History entry will indicate that the filing has been disposed with a disposition status calculated based on the JBSIS hierarchy. If any filing on a case has already been disposed, and you want to dismiss the filing, you must first vacate the disposition on the filing before entering the dismissal.

Dismissing Case Participants

When dismissing case participants from a filing, the system will update the status of these case participants as "Dismissed" for the selected case. If all case participants associated with the Complaint or Cross-Complaint are dismissed from the case, then the filing disposition status is updated to "Dismissed" as well.

When multiple participants associated with a filing each have different statuses, the status of the associated filing will be automatically calculated based on the highest disposition status (as determined by JBSIS hierarchy) of the participants associated with the filing.

If a participant is dismissed from a filing on a case, then the Case History Entry will indicate that the participant has been disposed with a status of "Dismissed."

If you are working within a Small Claims case, you can only dismiss participants and will not have the ability to directly dismiss the associated filing.

Task Activities

Dismissing complaints/cross-complaints includes the following task activities:

- Dismiss Complaints/Cross-Complaints

Additional Resources

Other items related to this overview include the following:

- Business Rules
- Forms/Notices/Reports

Related Links

Maintain Disposition - Search Screen

Enter Dismissal Screen

Record/Enter Disposition - Search Screen

My Court Information

Dismiss Complaints/Cross-Complaints

Introduction

You can dismiss a case participant, party, filing or entire case within the system. You may dismiss filings that are petitions or dispositive filings such as complaints and cross-complaints. When entering a dismissal at the case, filing or participant level, the information regarding the disposition is recorded and made available to the Judicial Branch Statistical Information System (JBSIS).

Based on the business rules for entering a dismissal on a case, you may or may not be able to enter the dismissal at the case, filing, party or participant level. Refer to the Dismiss Complaints/Cross-Complaints section for details on entering a dismissal for cases, filings and participants.

Before Dismissing a Case Participant or Filing

Filing one of the following documents will navigate you directly to the enter dismissal screen:

- Request for Dismissal with Prejudice - Entire Action
- Request for Dismissal with Prejudice - Party
- Request for Dismissal without Prejudice - Entire Action
- Request for Dismissal without Prejudice - Party

Task Activity

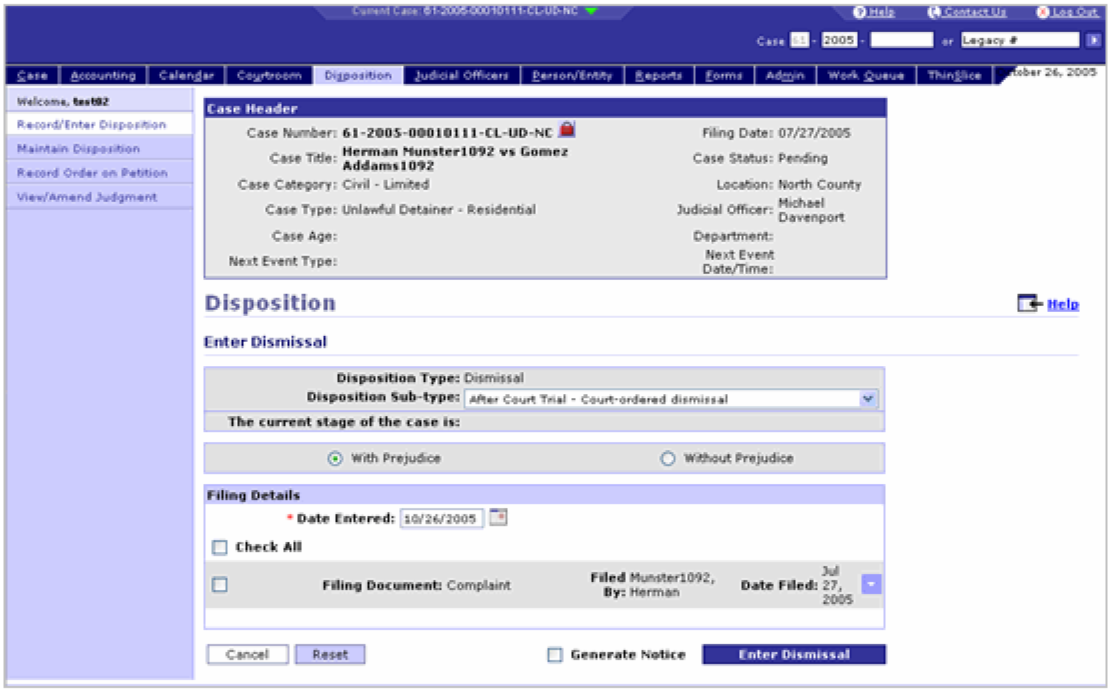
Perform the following steps to dismiss a complaint or cross-complaint.

1. Select **[Disposition] > [Record/Enter Disposition]**.
   Result: The Record/Enter Disposition - Search screen displays.

2. Enter/Select data for the following required fields:
   - Case Number
   - Type of Disposition

   You must select "Dismissal" for the **Type of Disposition** value in order to enter a dismissal on the case.

3. Click the **[Record Disposition]** button.
   Result: The Enter Dismissal screen displays.



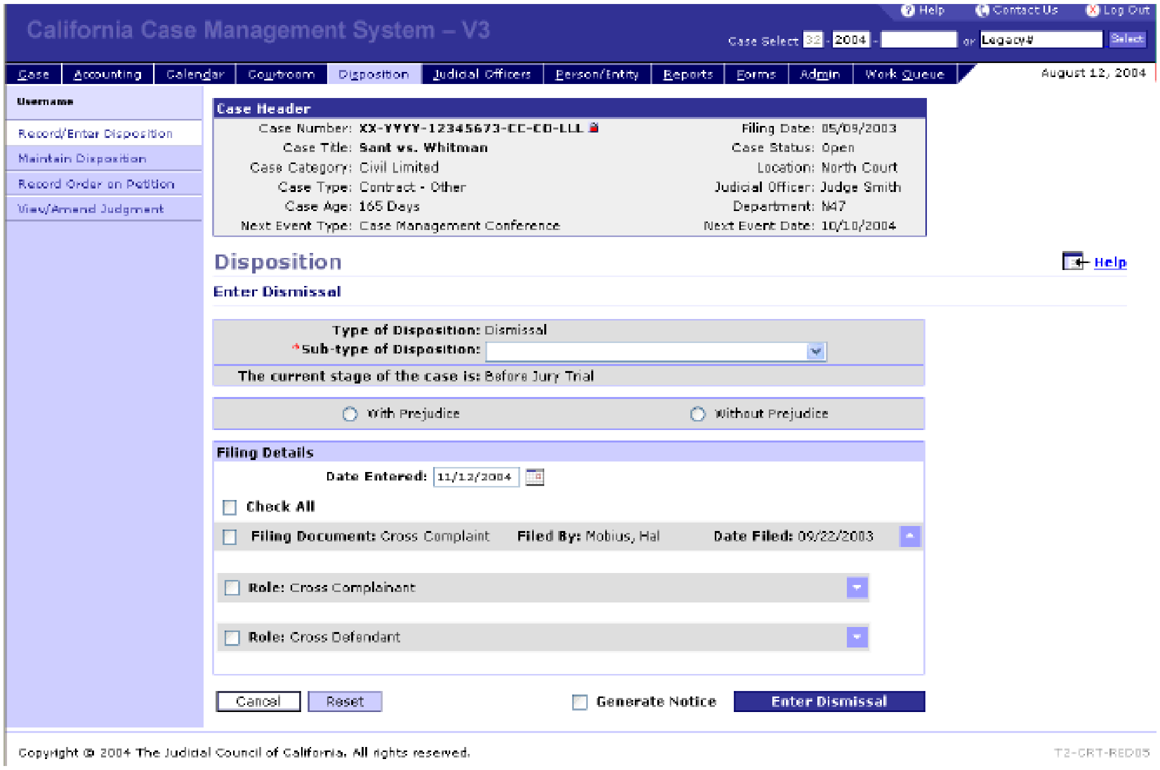
4. Enter/Select data for the following required fields:
   - Sub-Type of Disposition
   - With Prejudice / Without Prejudice
   - Date Entered

   NOTE You may dismiss the case by selecting the checkbox to the left of "Check All," which dismisses all dispositive filings and all associated case participants on the case. If you are dismissing a filing and do not want to enter the dismissal at the party or participant level, skip to step 8.

5. Select the checkbox for the filing to be dismissed.

   NOTE You may select the toggle button to the right of the filing to see the associated parties. If you choose to dismiss a filing, all case participants associated with the filing will be dismissed.

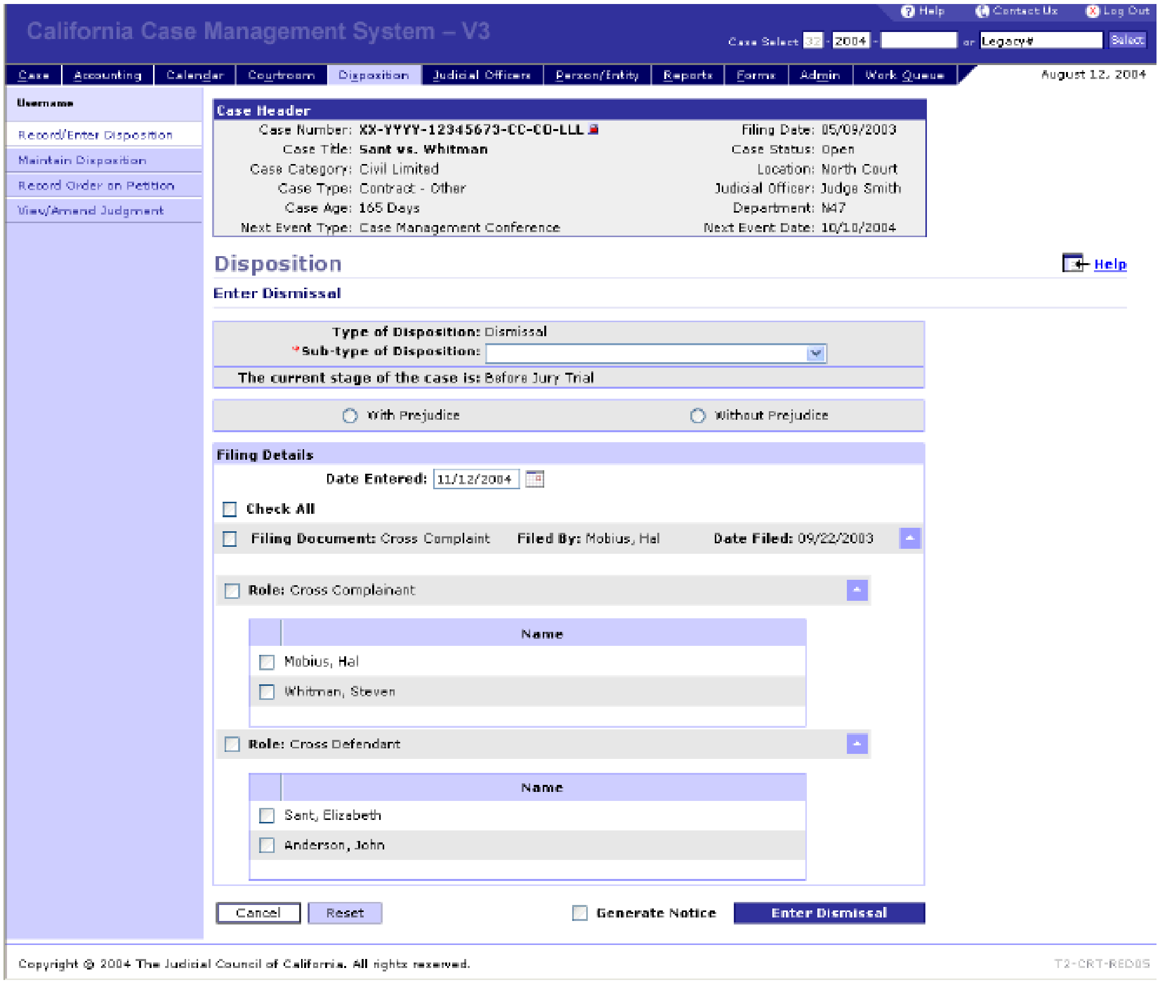
Result: The Enter Dismissal screen refreshes with the parties visible under the selected filing.



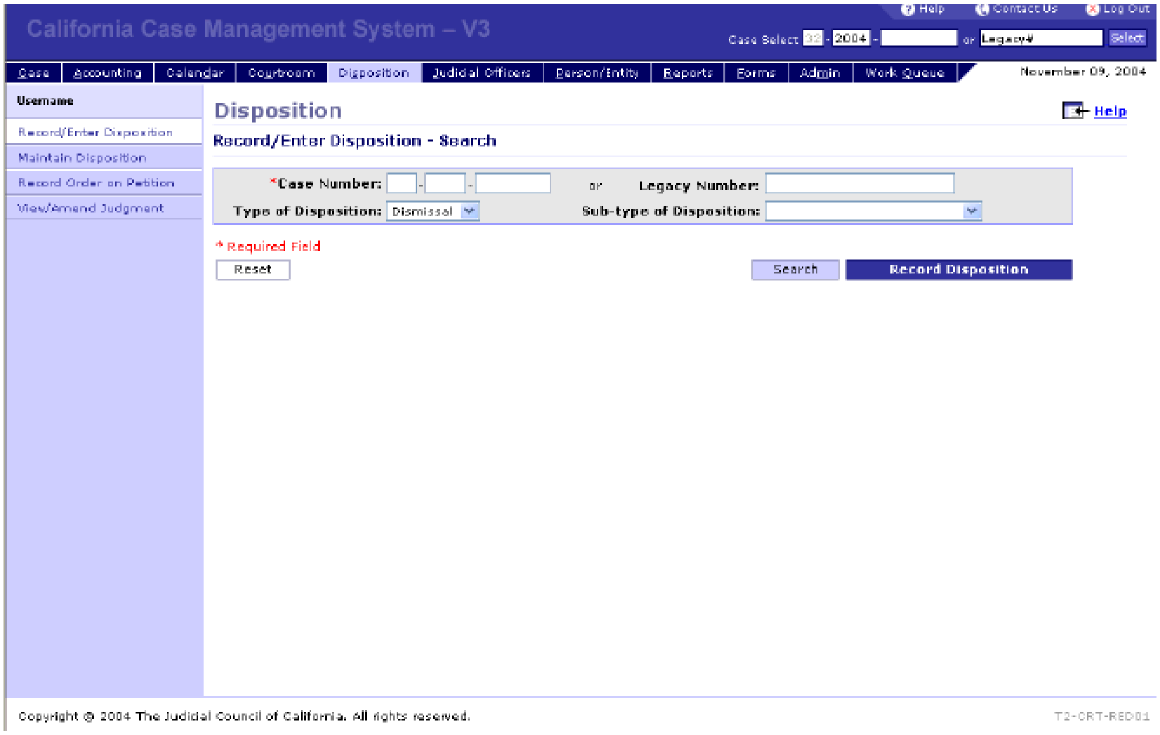
6. Select the checkbox for the party to be dismissed.

   NOTE You may select the **[dropdown arrow]** to the right of the case participants to see the associated participants for each party.

Result: The Enter Dismissal screen displays, with the parties visible under the selected filing.



7. Select the **[Checkbox]** to the left of the case participants to be dismissed.
8. Click the **[Enter Dismissal]** button.
   Result: The Record/Enter Disposition - Search screen displays with a confirmation message.



Related Links

Dismiss Complaints/Cross-Complaints Overview

Record/Enter Disposition - Search Screen

Enter Dismissal Screen

The Judicial Officers Section

Chamber View

Chamber View Overview

Introduction

The chamber view allow you to easily access calendars for a specific place and time, as well as your "To Do" items and Reports that are applicable to your court. From the chamber view, you can select a specific calendar, access event details within the calendar, and view case details for each scheduled event.

Selecting Reports

Based on your court's configuration, a predefined set of reports are available to you. These reports may be generated at any point in time. Reports may require input parameters such as dates, departments, etc. In this case, you will be navigated to the reporting screen where you can enter this information before generating the report.

Selecting "To Do" Items

The chamber view provides easy access to view your "To-Do" items, such as reviewing proposed orders, tentative rulings or cases under submission, as well as displaying statistics on what items have never been viewed before and pending items.

Viewing the Monthly Calendar

You can also view your calendar for current, previous or future months. This is helpful for planning time for personal calendars, determining workload, and viewing what will be occurring on your calendar for future weeks. You can select a specific day from the month calendar to drill-down to the specific calendars and events to be called on that day. The monthly calendar view allows you to see the number of events scheduled and allotted at specific points during each day.

Events Listing

The events listing allows you to view event details for a specific calendar. You will see calendar type information, such as Case Management Conference Calendar, Probate Calendar, Trial Calendar, etc. You can also view information regarding specific events within the calendar, such as the case number and title, the event name and an indicator as to whether or not you have previously viewed any probate notes or tentative rulings associated with the event.

Selecting the Case Number link from the Events Listing will allow you to access the contents of a case. Once in the "context" of a case, you can view summary information regarding the case, as well as:

- Blocked Accounts
- Future Events on the Case
- Case Associations and Consolidations
- Case Notes
- Case Participants
- Case Documents
- Exhibits and Subpoenaed Records
- Filings

- Register of Actions

Based on the case category of Probate, Civil or Small Claims, selecting the Event Link from the Events Listing will allow you to access any tentative rulings (for Civil cases) or probate notes (for Probate Cases), or the Case Summary (for Small Claims cases) associated with the event. Once you have reviewed the probate notes/tentative rulings, you may mark as "Viewed." The "Viewed" indicator in the Events Listing provides a way to filter events that have already been viewed during the course of a calendar.

You may also filter the hearings displayed within the Events Listing based on other criteria as well, such as the Pre-Hearing status, the Request Status or the Calendar Number.

Pre-Hearing Status

The pre-hearing status will differ based on the case category, since probate cases, small claims and civil cases each have their own set of pre-hearing statuses. The following is a list of pre-hearing statuses by case category and a brief description:

- **Probate Cases:** A Probate Examiner will select the pre-hearing status for probate cases prior to submitting the probate notes for your review. Probate Event Recommendations include:
  - Pre-Approved
  - Must Be Heard
  - Call and Grant
  - Review Complete

- **Civil Cases:** The pre-hearing status options for Limited and Unlimited Civil cases are based on whether a tentative ruling exists for the case event. If a tentative ruling exists, then the tentative ruling available will display in the pre-hearing status. Otherwise, this column will be blank.
  - Ready - A "Ready" status means that all required parties are checked in and the hearing is ready to be called.
  - Submitted on Tentative - A status of "Submitted on Tentative" means that the attorneys for the case participants have agreed to the tentative ruling. The hearing may be called, but there are no anticipated objections to be heard in open court.
  - No Appearance - A "No Appearance" status means that one or multiple required case participants are not present for the hearing.

- **Small Claims Cases:** The pre-hearing status options are for Small Claims cases are determined based on whether or not a Proof of Service has been filed with the court. If any Proof of Service has been filed for the event, then "Proof of Service Filed" will display for the pre-hearing status. If no "Proof of Service" has been filed with the court, then the pre-hearing status will be blank.

Request Status

The request status refers to any requests made by the case participant. The request status is determined by the Courtroom Clerk during the Check-In process through the Minutes. The following is a list of request statuses and a brief description:

- **Request for Priority:** A case participant may make a request for priority, so that their hearing may be called earlier in the calendar.
- **No Appearance:** The clerk may specify "No Appearance" for the request status if one or more case participants are not present for their hearing.
- **Request for Second Call:** A case participant may make a request for a second call if they wish to have their hearing called at the end of the calendar.

Task Activities

The Chamber View Overview includes the following task activities:

- View Reports from the Chamber View
- View "To Do" Items from the Chamber View
- View Calendars within the Chamber View

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Chamber View - Day View Screen

Chamber View - Month View Screen

My Court Information

View Reports from the Chamber View

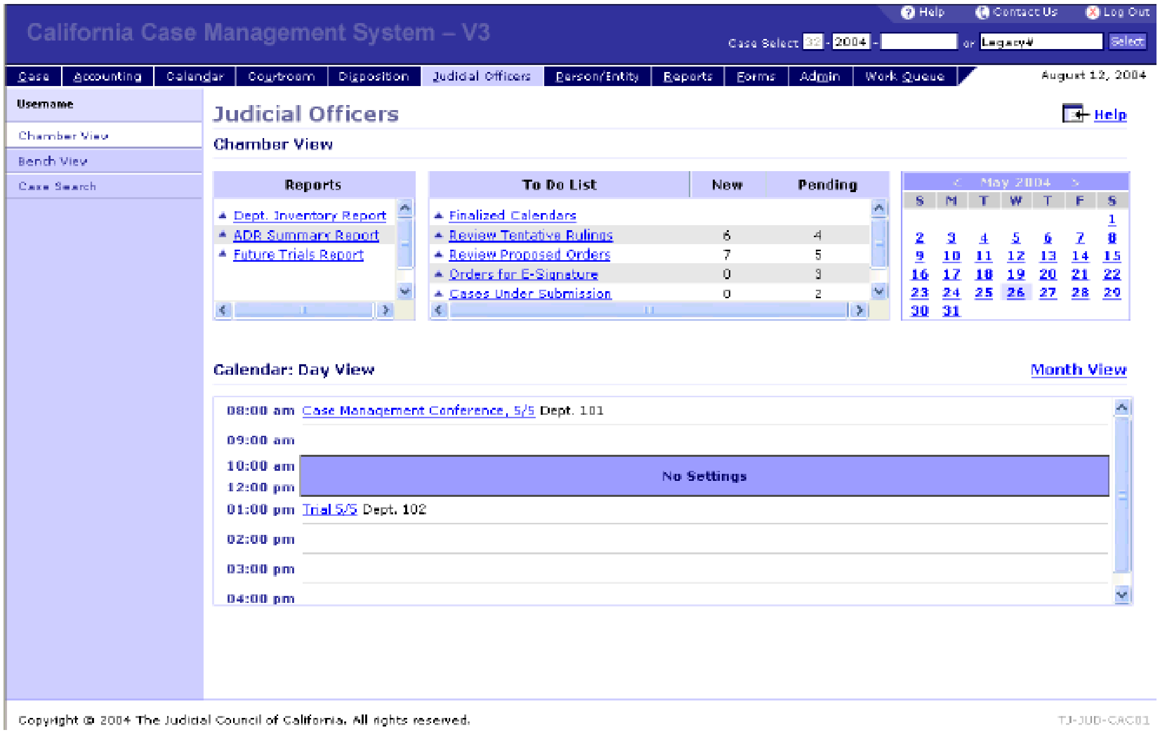
Introduction

You can view reports which have been designated by your court as relative to all Judicial Officers from the reports section of the Chamber View.

Task Activity

Perform the following steps to view reports from the chamber view.

1. Select **[Judicial Officers] > [Chamber View]**.
   Result: The Chamber View screen displays.



2. Click the **[*Report Name*]** link.
   Result: The desired report appears in a new window.

   NOTE You have access to a predefined set of reports based on your court's configuration. To see all reports available to your court, select the **[Reports]** menu link in the top menu bar.

Related Links

Chamber View Overview

Chamber View - Calendar: Day View Screen

My Court Information

View "To Do" Items from the Chamber View

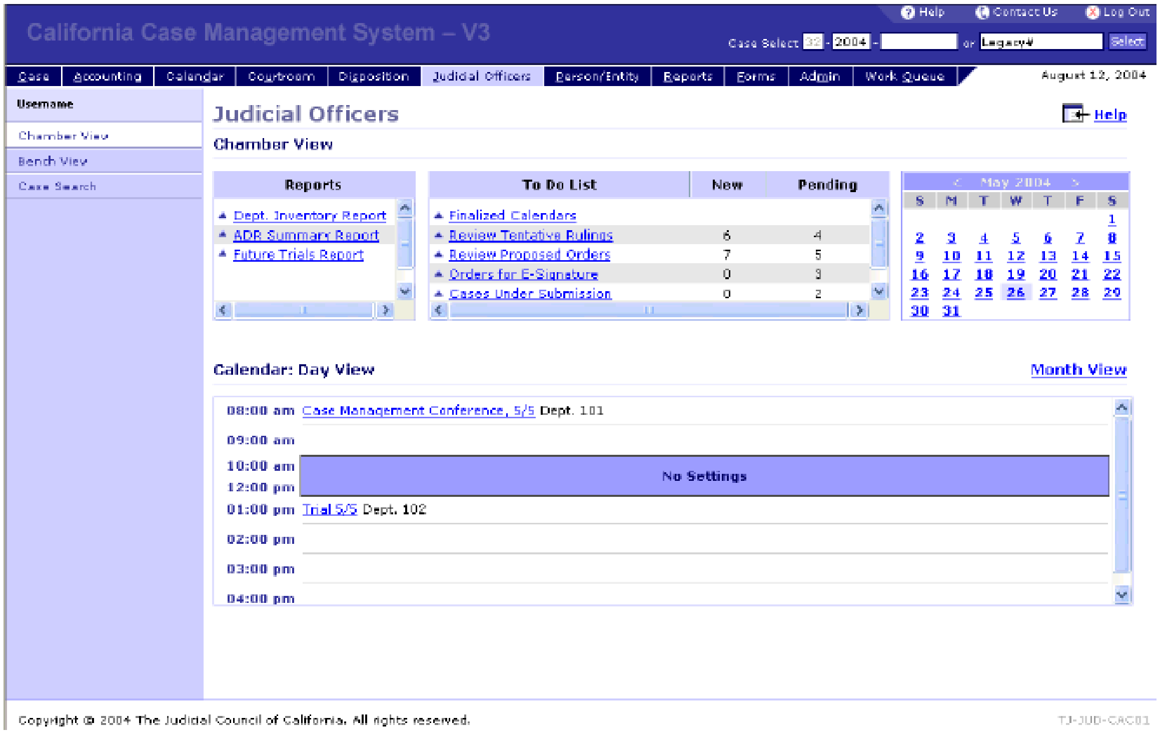
Introduction

The "To-Do" list is a collection of different categories of tasks (i.e. Work Queue items) that require you to take action to complete a given task. Judicial Officer "To-Do" lists may include activities for reviewing and signing proposed orders, tentative rulings, probate notes, cases under submission, etc.

Task Activity

Perform the following steps to view an item from the "To Do" list.

1. Select **[Judicial Officers] > [Chamber View]**.
   Result: The Chamber View screen displays.



2. Click the **["*To Do" List Item*]** link.
   Result: The desired report appears in a new window.

   NOTE You have access to a predefined set of "To Do" lists based on your personal setup in the system.

   NOTE The "To Do" list displays statistics on pending items and which items have never been viewed.

Related Links

Chamber View Overview

Chamber View - Calendar: Day View Screen

My Court Information

View Calendars within the Chamber View

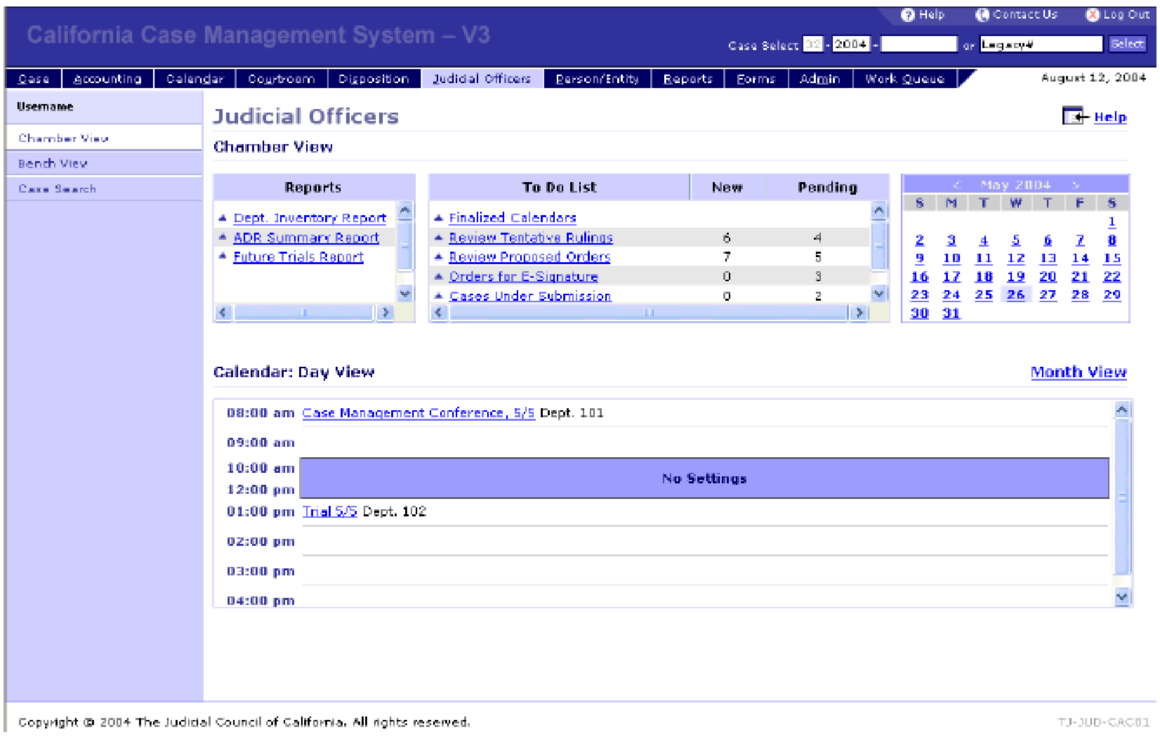
Introduction

The chamber view provides you with the ability to see your calendar, which will display the current day's events.

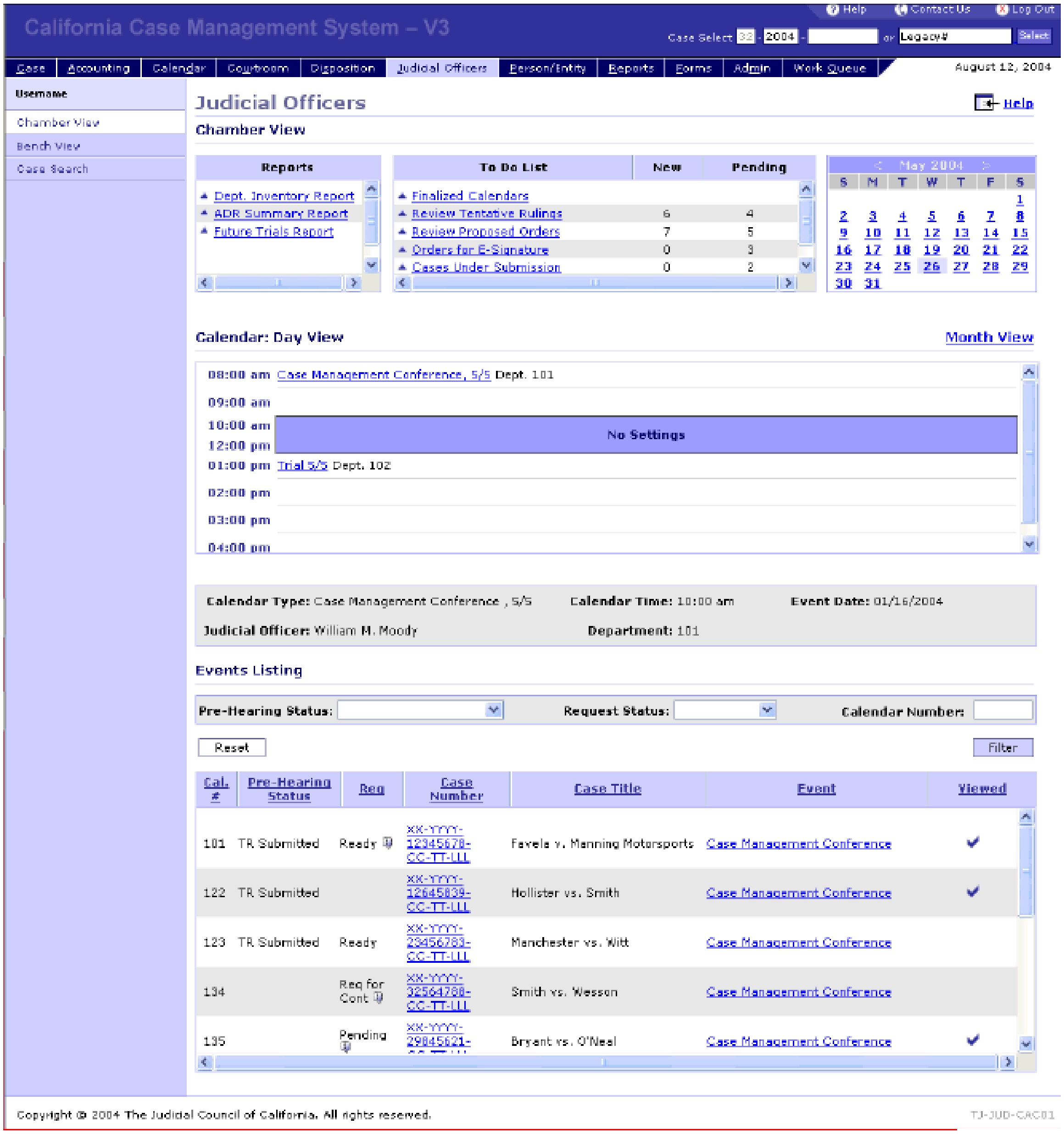
Task Activity

Perform the following steps to view calendars from the chamber view.

1. Select **[Judicial Officers] > [Chamber View]**.
   Result: The Chamber View screen displays.



2. Click the **[Calendar Name]** link.
   Result: The Chamber View screen displays with an expanded view of the selected calendar.



NOTE You can also view calendars for different dates. To view the calendar for a different date, select the link for the desired day from the **Month Calendar** in the top-right corner of the screen.

NOTE In addition, you can select to see a month view of the calendar by clicking the **[Month]** link.

Related Links

Chamber View Overview

Chamber View - Calendar: Day View Screen

Chamber View - Calendar: Month View Screen

Review Judicial To-Do List

Review Judicial To Do List Overview

Introduction

You can access "To Do" items based on the configuration of your court and your court's procedures. These "To Do" items relate to many activities, such as reviewing orders, probate notes or tentative rulings, etc. The chamber view provides easy access to these items and displays statistics on what items are new and pending (pending items may have been previously viewed but not completed). The following are descriptions for types of To Do items that you can access as a Judicial Officer.

Proposed Orders / Orders for e-Signature

Based on the procedures of your court, Proposed Orders may be sent to you for review, approval and e-signature at the request of the Courtroom Clerk. When the request is made, an item is added to your To Do list. You may access proposed orders requiring your input from the To-Do list. While reviewing a proposed order, you can enter instructions for the clerk or notes that you can refer to at any time. You can also choose to approve the order or to remit the order back to the Courtroom Clerk for further action. The following is a list of instructions you can select to provide the Courtroom Clerk with instructions for further action:

- **Approved, Approved with Electronic Signature or Further Action Required -** The clerk may send you a proposed order with a status of "Send Minutes for Judicial Review." If the minutes were created using codes or text, then the text translation will be presented to you in a read-only format. In this case, you can indicate any necessary changes in the Judicial Officer notes section of the proposed order.

  When you are finished reviewing the minutes, you can select to approve the minutes (with or without an electronic signature) or send them back to the clerk for additional updates. Based on your selection, the proposed order will be sent back to the submitting clerk with instructions to approve or modify the order. If you select to approve the order with an electronic signature, then your signature will appear on the court order when the form is generated.

- **Add e-Signature** - The clerk may send you a proposed order with a status of "Send Minutes for Judicial Officer Electronic Signature". These orders will appear in a separate To Do list, specifically designed for orders that only require an electronic signature. You may choose a Minute from your To Do list and select generate an electronic signature.

  When you select the option to attach an electronic signature to a proposed order, the form for the order will be created and a Case History entry is generated for the associated order.

Probate Notes

Based on your court's procedures, a Probate Examiner within your court may send you Probate Notes for review. These probate notes are also available to you associated with a case event based on a finalized Court Calendar. At any time before the associated hearing, a Probate Examiner may send probate notes to you for your review. When this action occurs, a new task will appear in your To Do items for reviewing probate notes.

While reviewing probate notes, you can perform one of the following actions:

- **Save** - While reviewing the probate notes, you may choose to add additional notes that you may refer to during the hearing. If you create any Judicial notes corresponding to the probate notes, you must save the notes before exiting the screen. Any changes or additions to probate notes become part of the public record.
- **Mark as Viewed** - While reviewing a series of probate notes within a finalized calendar, marking the note as "Viewed" will update an indicator on the note that it has been viewed in preparation for the hearing. This is useful if you wish to view which probate notes have and have not been reviewed for a finalized calendar.

- **Available for Posting** - You can choose to make the probate notes available for posting to the internet or other external systems. If you select this option, the probate notes are finalized in an Adobe PDF format and a Case History entry is created associated to the generated document.

Tentative Rulings

Based on your court's procedures, a Research Attorney within your court may send you Tentative Rulings for review. When the Research Attorney requests that you review a tentative ruling, an item is added to your To Do list. You may access tentative rulings requiring your input from the To-Do list. While reviewing a tentative ruling, you may enter instructions for the Research Attorney or notes you can refer to at any time. You may also choose to remit the order back to the Research Attorney for follow-up work. The following is a list of instructions you can select to provide the Research Attorney with instructions for further action:

- **Further Action Required** - If a Research Attorney sends you a tentative ruling with a status of "Send TR for Judicial Review," the tentative ruling will be available in your "To Do" item list. If the ruling was created using text or codes, the text translation will be presented to you in a read-only format. You can indicate any changes necessary on either the Research Text or Judicial Officer Notes sections of the tentative ruling.

  When you are finished reviewing the tentative ruling, you can send them back to the Research Attorney for additional changes by selecting the "Further Action Required" option.

- **Available for Posting** - You can make the tentative ruling available for posting to the Internet or other external systems. If you select this option, the tentative rulings are finalized in an Adobe PDF format and a Case History entry is created associated to the generated document

Cases Under Submission

When hearing a matter on a case, you can choose to take the matter under submission. In the event that this occurs, the Courtroom Clerk will indicate that the matter has been taken under submission, and a task will appear in your "Review Cases Under Submission" To Do list.

The "Review Cases Under Submission" To Do list provides you with a list of matters currently under submission for each of your cases. This list of cases under submission provides you with the name of each matter under submission, the date the matter was taken under submission and the number of days that have elapsed since the matter was taken under submission.

A task will be removed from your "Review Cases Under Submission" To Do list if a Minute is generated removing the matter from under submission.

Task Activities

Reviewing the Judicial To Do List includes the following task activities:

- Review Probate Notes
- Review Tentative Rulings
- Review Proposed Orders
- Review Orders for e-Signature
- Review Cases Under Submission

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Chamber View - Calendar: Day View Screen

Chamber View - Calendar: Month View Screen

Judicial Notes on Probate Notes Screen

Judicial Notes on Proposed Order Screen

Judicial Notes on Tentative Rulings Screen

My Court Information

Review Probate Notes

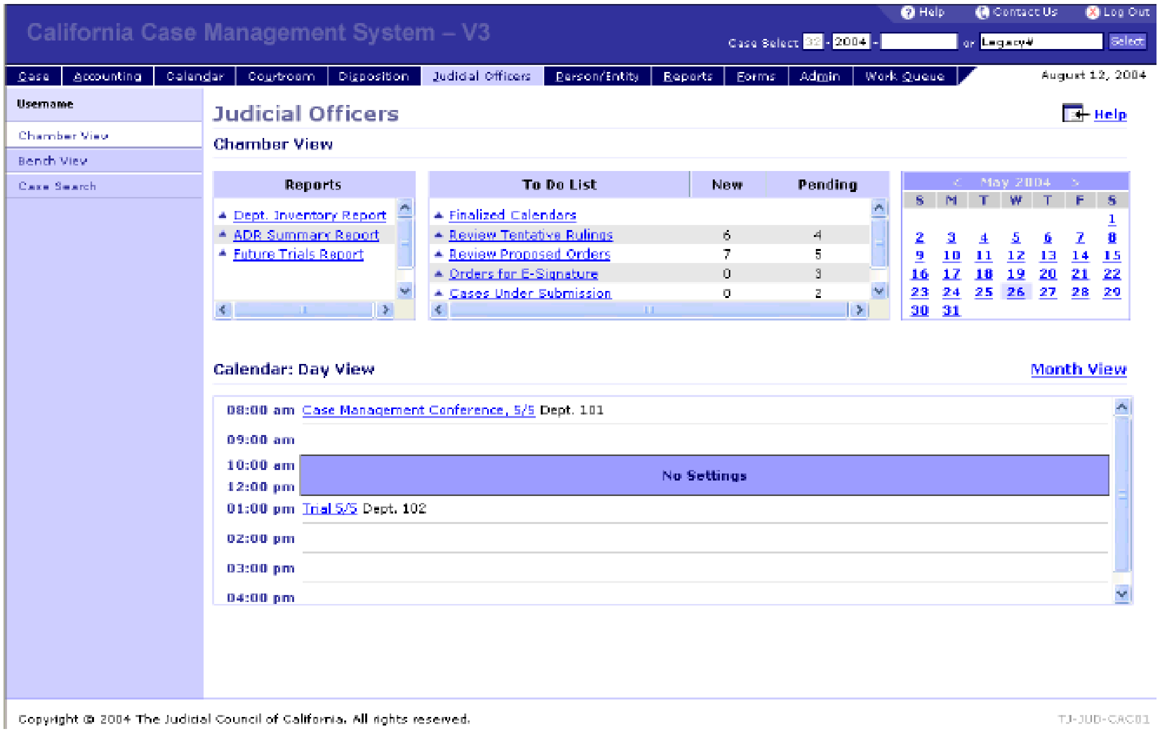
Introduction

Based on your court's procedures, a Probate Investigator within your court may send you Probate Notes for review. These probate notes are also available to you associated with a case event based on a finalized Court Calendar. At any time before the associated hearing, a Probate Investigator may send probate notes to you for your review. When this action occurs, a new task will appear in your To Do items for reviewing probate notes.

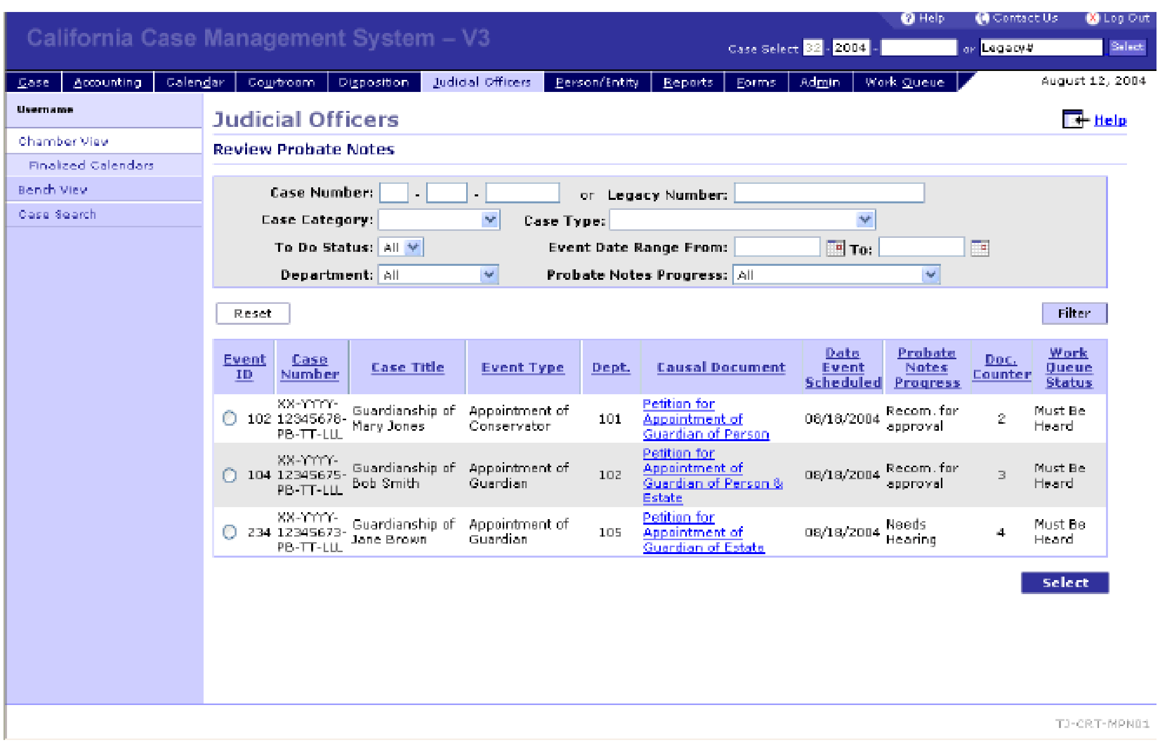
Task Activity

Perform the following steps to review probate notes.

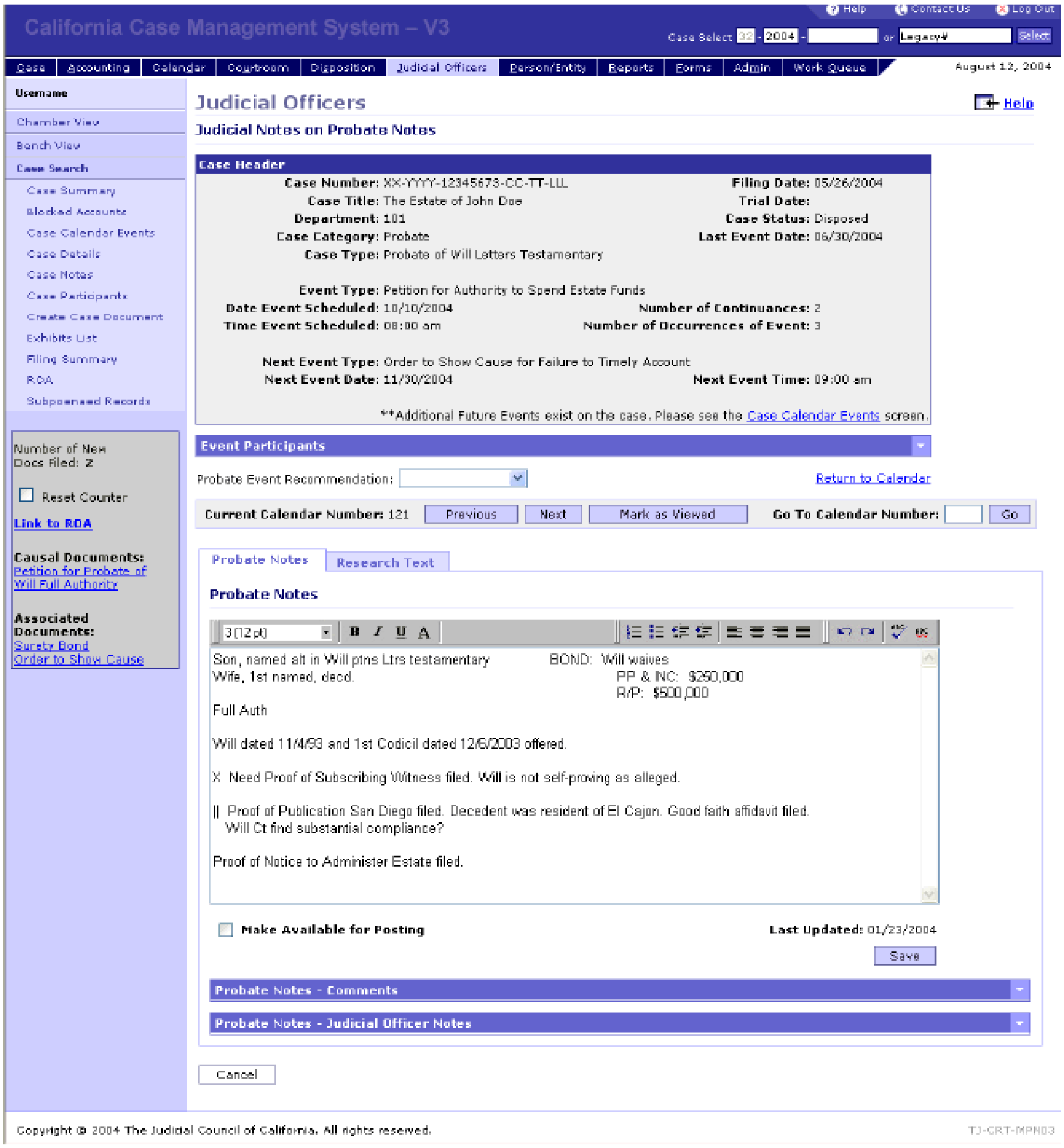
1. Select **[Judicial Officers] > [Chamber View]**.
   Result: The Chamber View screen displays.



2. Click the **[Review Probate Notes]** link.
   Result: The Review Probate Notes screen displays.



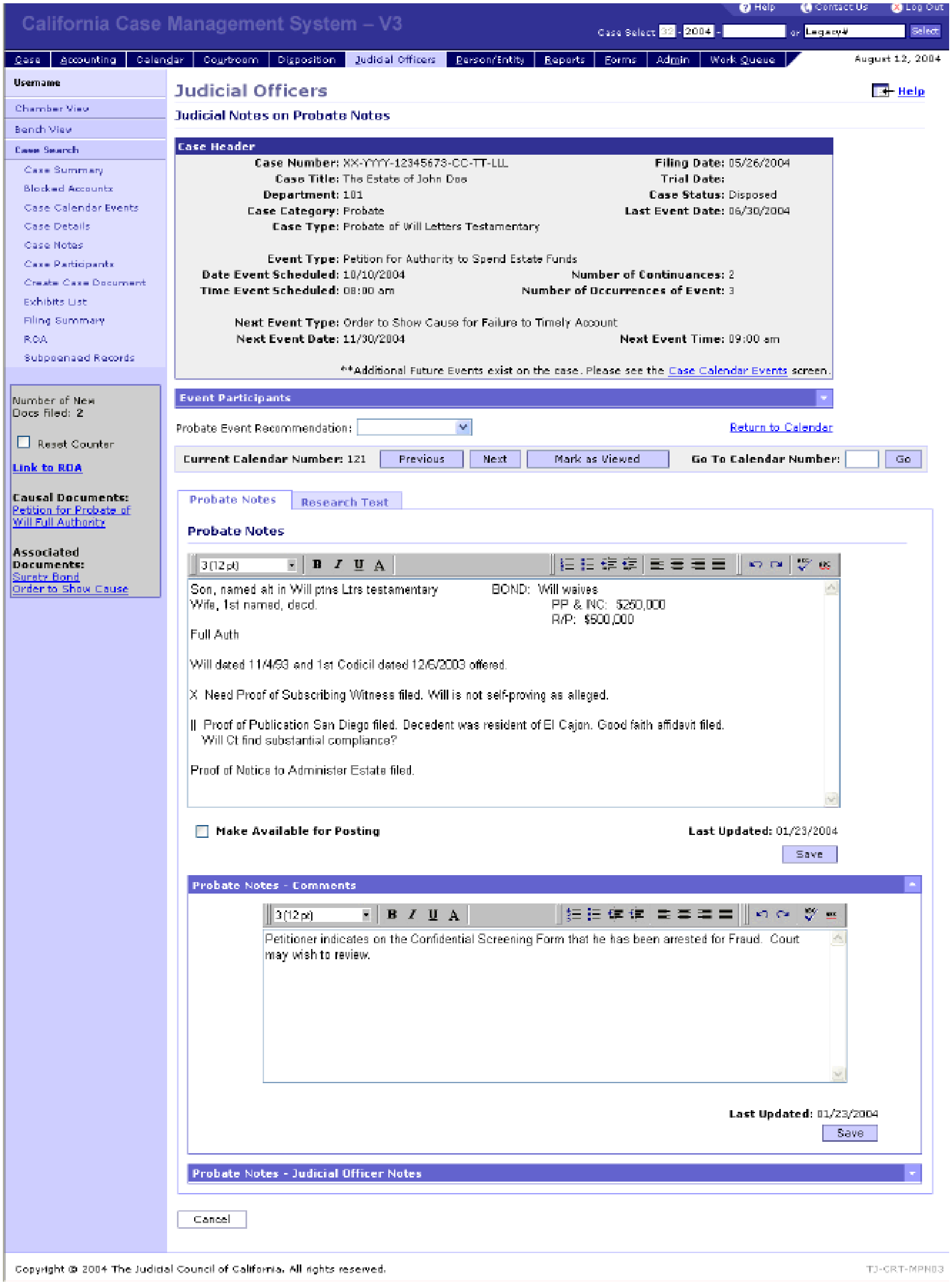
3. Select the radio button for the case you wish to review the probate notes for.
4. Click the **[Select]** button.
   Result: The Judicial Notes on Probate Notes screen displays.



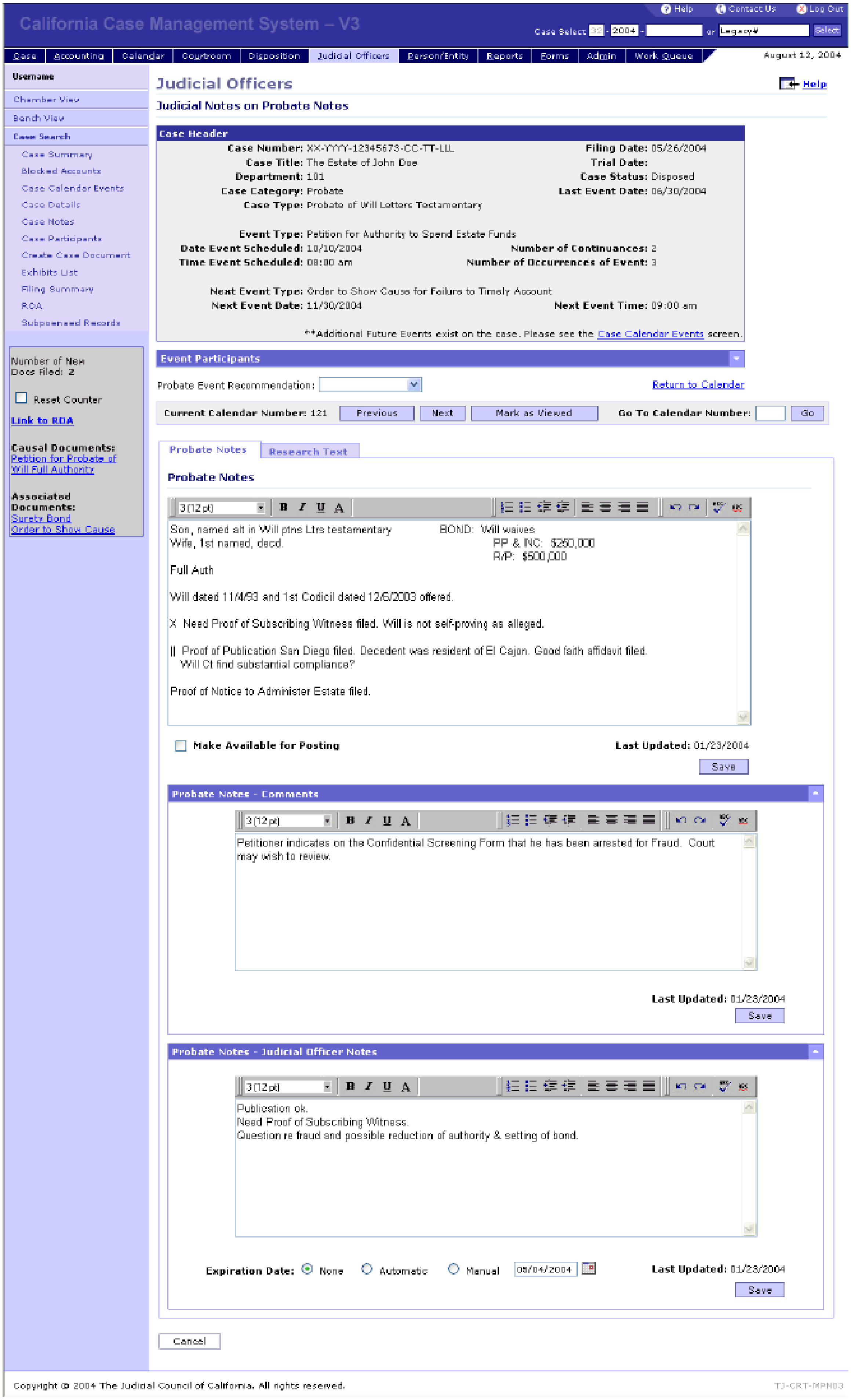
NOTE Select an option from the **Probate Event Recommendation** drop-down list to make an event recommendation for the probate hearing. Your recommendation will be available to you while reviewing the summary probate note information on the day of the event. Refer to the Bench View section for details on probate event recommendations as they relate to the Bench.

NOTE Selecting the **[Next]** and **[Previous]** buttons will navigate you through the list of probate notes that need to be reviewed within the "Review Probate Notes" To-Do list.

5. Click the toggle button next to the Probate Notes - Comments label, to review or enter comments on the probate notes.
Result: The Judicial Notes on Probate Notes screen displays with an expanded view of the probate comments.



6. Click the toggle button next to the Probate Notes - Judicial Officer Notes label, to review or enter Judicial Notes on the probate notes.
   Result: The Judicial Notes on Probate Notes screen displays with an expanded view of the Judicial Officer notes.


California Case Management System – V3
Help
Contact Us
Log Out
Case Select 32 - 2004 - or Legacy# Select
Case
Accounting
Calendar
Courtroom
Disposition
Judicial Officers
Person/Entity
Reports
Forms
Admin
Work Queue
August 12, 2004
Username
Chamber View
Bench View
Case Search
Case Summary
Blocked Accounts
Case Calendar Events
Case Details
Case Notes
Case Participants
Create Case Document
Exhibits List
Filing Summary
ROA
Subpoenaed Records
Number of New Docs Filed: 2
Reset Counter
Link to ROA
Causal Documents:
Petition for Probate of Will Full Authority
Associated Documents:
Surety Bond
Order to Show Cause
Judicial Officers
Help
Judicial Notes on Probate Notes
Case Header
Case Number: XX-YYYY-12345673-CC-TT-LLL
Filing Date: 05/26/2004
Case Title: The Estate of John Doe
Trial Date:
Department: 101
Case Status: Disposed
Case Category: Probate
Last Event Date: 06/30/2004
Case Type: Probate of Will Letters Testamentary
Event Type: Petition for Authority to Spend Estate Funds
Date Event Scheduled: 10/10/2004
Number of Continuances: 2
Time Event Scheduled: 08:00 am
Number of Occurrences of Event: 3
Next Event Type: Order to Show Cause for Failure to Timely Account
Next Event Date: 11/30/2004
Next Event Time: 09:00 am
**Additional Future Events exist on the case. Please see the Case Calendar Events screen.
Event Participants
Probate Event Recommendation:
Return to Calendar
Current Calendar Number: 121
Previous
Next
Mark as Viewed
Go To Calendar Number:
Go
Probate Notes
Research Text
Probate Notes
3 (12 pt)
Son, named alt in Will ptns Ltrs testamentary
BOND: Will waives
Wife, 1st named, decd.
PP & INC: $250,000
R/P: $500,000
Full Auth
Will dated 11/4/93 and 1st Codicil dated 12/6/2003 offered.
X Need Proof of Subscribing Witness filed. Will is not self-proving as alleged.
|| Proof of Publication San Diego filed. Decedent was resident of El Cajon. Good faith affidavit filed.
Will Ct find substantial compliance?
Proof of Notice to Administer Estate filed.
Make Available for Posting
Last Updated: 01/23/2004
Save
Probate Notes - Comments
3 (12 pt)
Petitioner indicates on the Confidential Screening Form that he has been arrested for Fraud. Court may wish to review.
Last Updated: 01/23/2004
Save
Probate Notes - Judicial Officer Notes
3 (12 pt)
Publication ok.
Need Proof of Subscribing Witness.
Question re fraud and possible reduction of authority & setting of bond.
Expiration Date: None Automatic Manual 08/04/2004
Last Updated: 01/23/2004
Save
Cancel
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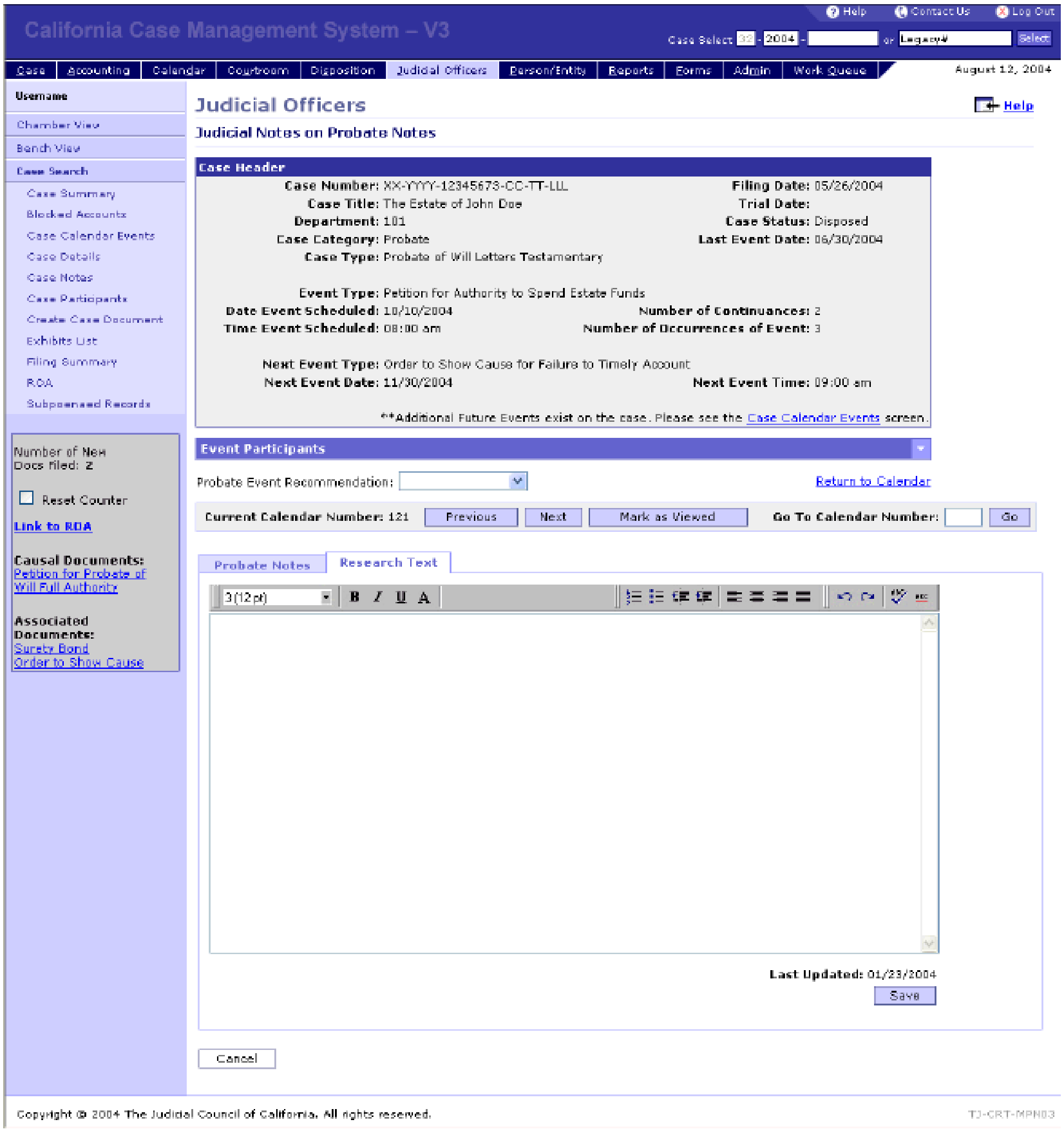
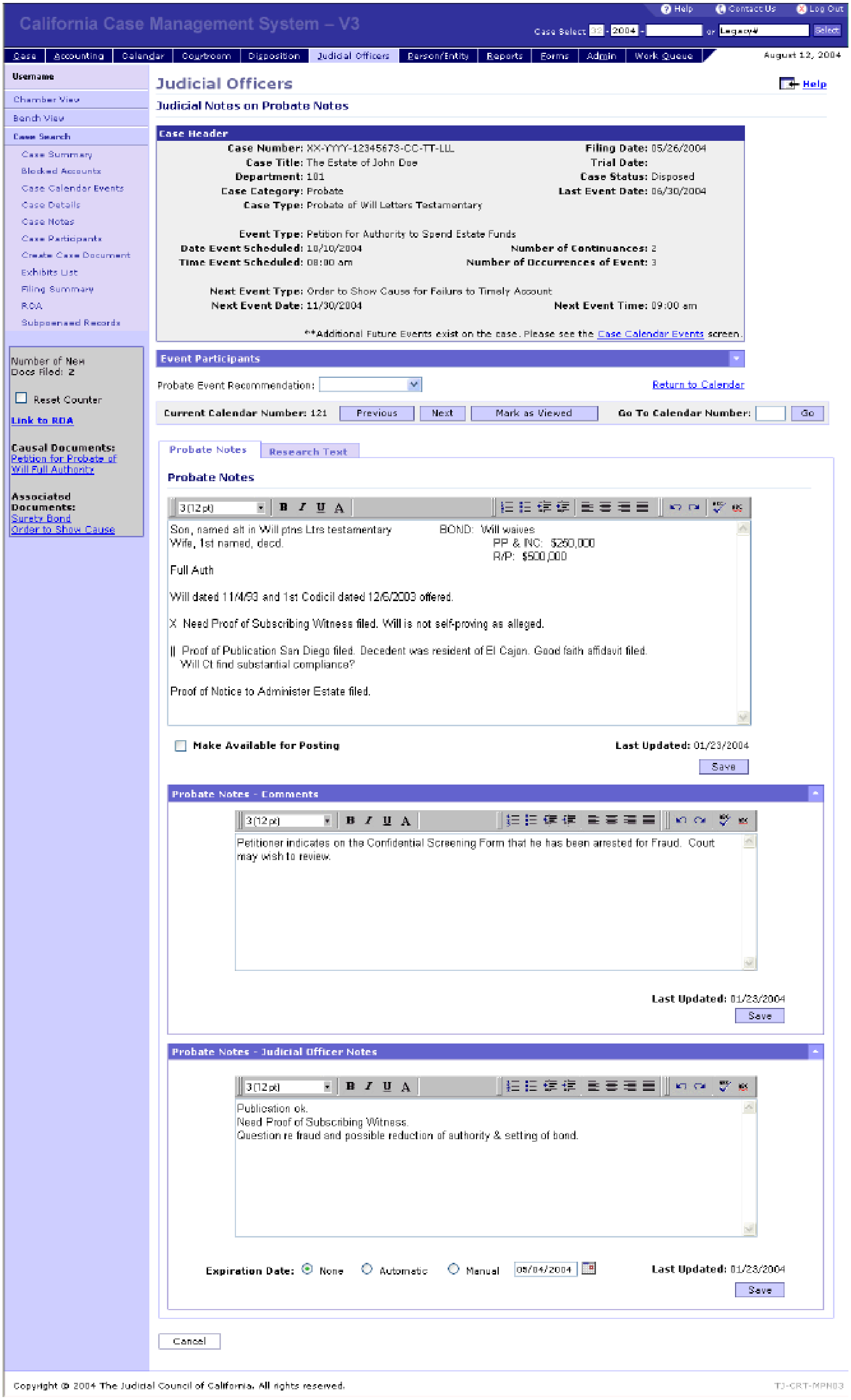
TJ-CRT-MPN03

NOTE You may select an expiration date for the Judicial Officer notes. Refer to the Judicial Notes section for details on expiring Judicial Officer notes.

7. Select the **[Research Text]** tab to review any research text associated with the probate note. *Result:* The Judicial Notes on Probate Notes screen displays with the Research Text tab highlighted.



8. Select the **[Probate Notes]** tab navigate back to the Probate Notes. *Result:* The Judicial Notes on Probate Notes screen displays with the Probate Notes tab highlighted.


California Case Management System – V3
Help
Contact Us
Log Out
Case Select
2004
or
Legacy#
Select
Case
Accounting
Calendar
Courtroom
Disposition
Judicial Officers
Person/Entity
Reports
Forms
Admin
Work Queue
August 12, 2004
Username
Chamber View
Bench View
Case Search
Case Summary
Blocked Accounts
Case Calendar Events
Case Details
Case Notes
Case Participants
Create Case Document
Exhibits List
Filing Summary
ROA
Subpoenaed Records
Number of New Docs Filed: 2
Reset Counter
Link to ROA
Causal Documents:
Petition for Probate of Will Full Authority
Associated Documents:
Surety Bond
Order to Show Cause
Judicial Officers
Help
Judicial Notes on Probate Notes
Case Header
Case Number: XX-YYYY-12345673-CC-TT-LLL
Filing Date: 05/26/2004
Case Title: The Estate of John Doe
Trial Date:
Department: 101
Case Status: Disposed
Case Category: Probate
Last Event Date: 06/30/2004
Case Type: Probate of Will Letters Testamentary
Event Type: Petition for Authority to Spend Estate Funds
Date Event Scheduled: 10/10/2004
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Number of Occurrences of Event: 3
Next Event Type: Order to Show Cause for Failure to Timely Account
Next Event Date: 11/30/2004
Next Event Time: 09:00 am
**Additional Future Events exist on the case. Please see the Case Calendar Events screen.
Event Participants
Probate Event Recommendation:
Return to Calendar
Current Calendar Number: 121
Previous
Next
Mark as Viewed
Go To Calendar Number:
Go
Probate Notes
Research Text
Probate Notes
3 (12 pt)
Son, named alt in Will ptns Ltrs testamentary
BOND: Will waives
Wife, 1st named, decd.
PP & INC: $250,000
R/P: $500,000
Full Auth
Will dated 11/4/93 and 1st Codicil dated 12/6/2003 offered.
X Need Proof of Subscribing Witness filed. Will is not self-proving as alleged.
|| Proof of Publication San Diego filed. Decedent was resident of El Cajon. Good faith affidavit filed.
Will Ct find substantial compliance?
Proof of Notice to Administer Estate filed.
Make Available for Posting
Last Updated: 01/23/2004
Save
Probate Notes - Comments
3 (12 pt)
Petitioner indicates on the Confidential Screening Form that he has been arrested for Fraud. Court may wish to review.
Last Updated: 01/23/2004
Save
Probate Notes - Judicial Officer Notes
3 (12 pt)
Publication ok.
Need Proof of Subscribing Witness.
Question re fraud and possible reduction of authority & setting of bond.
Expiration Date:
None
Automatic
Manual
08/04/2004
Last Updated: 01/23/2004
Save
Cancel
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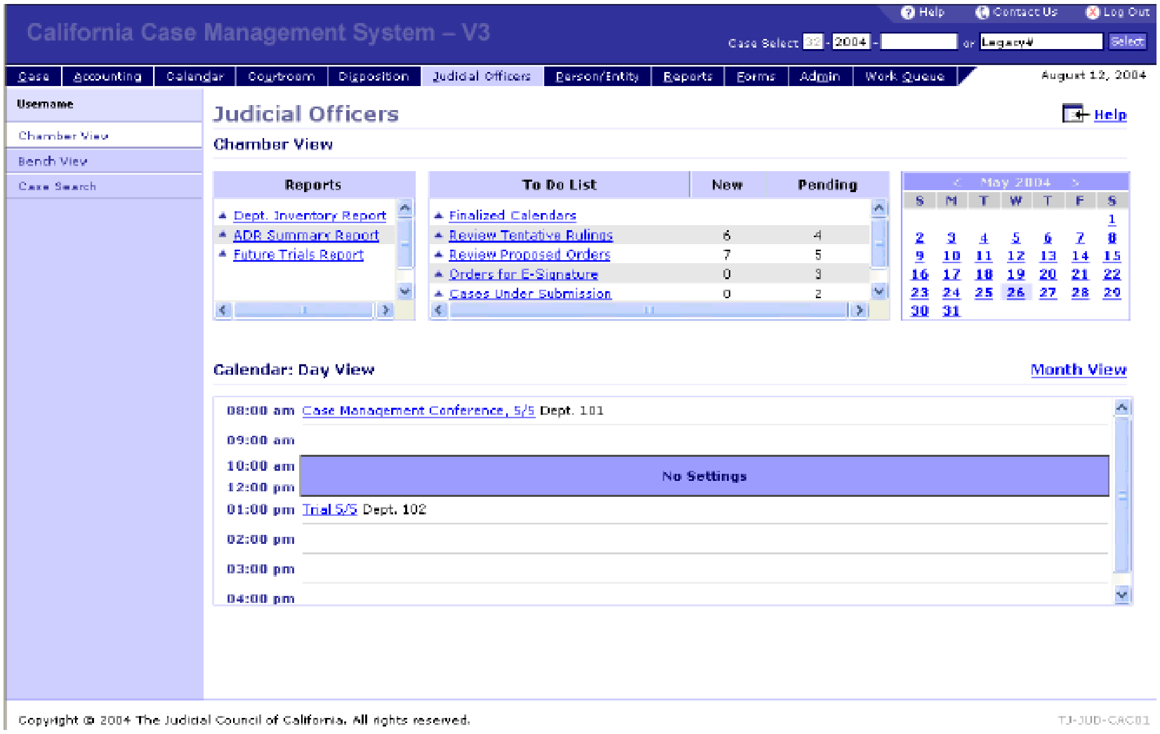
TJ-CRT-MPN03

9. Click the **[Save]** button.
   Result: The Chamber View screen displays with one less item in the Review Probate Notes To-Do list.



Related Links

Review Judicial To Do List Overview

Chamber View - Calendar: Day View Screen

Judicial Notes on Probate Notes Screen

My Court Information

Review Tentative Rulings

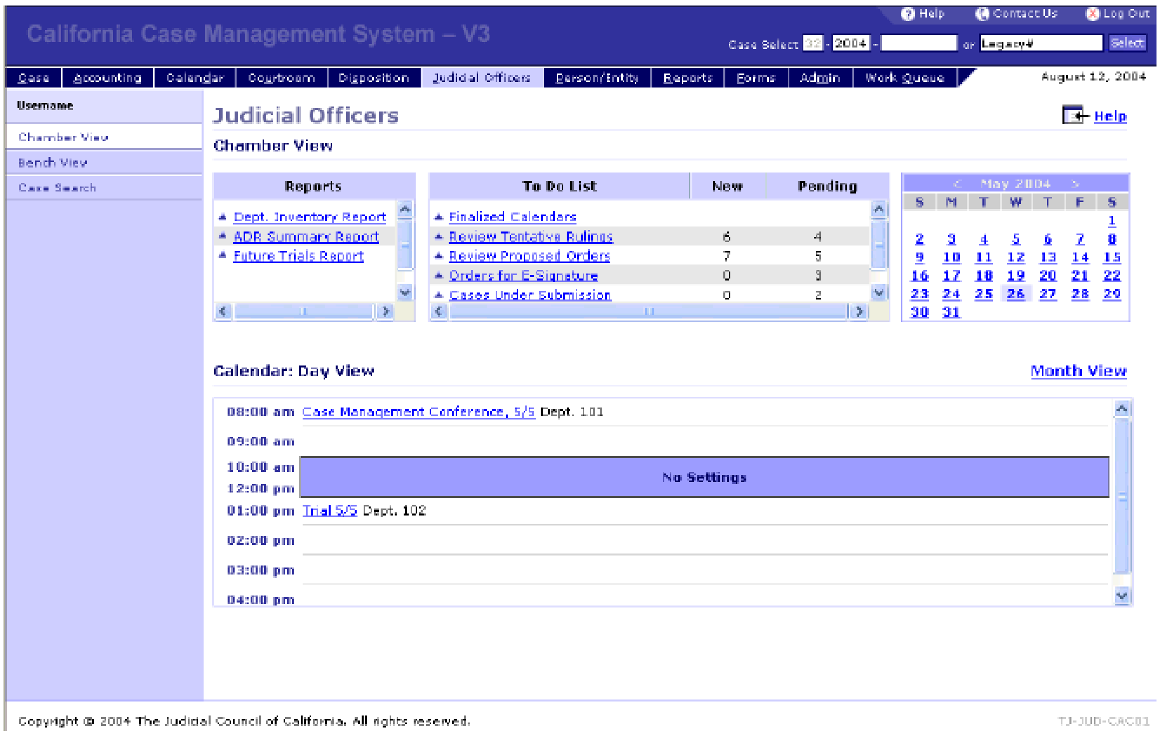
Introduction

Based on your court's procedures, a Research Attorney within your court may send you Tentative Rulings for review. When the Research Attorney requests that you review a tentative ruling, an item is added to your To Do list. You may access tentative rulings requiring your input from the To-Do list. While reviewing a tentative ruling, you may enter instructions for the Research Attorney or notes you can refer to at any time. You may also choose to remit the order back to the Research Attorney for follow-up work.

Task Activity

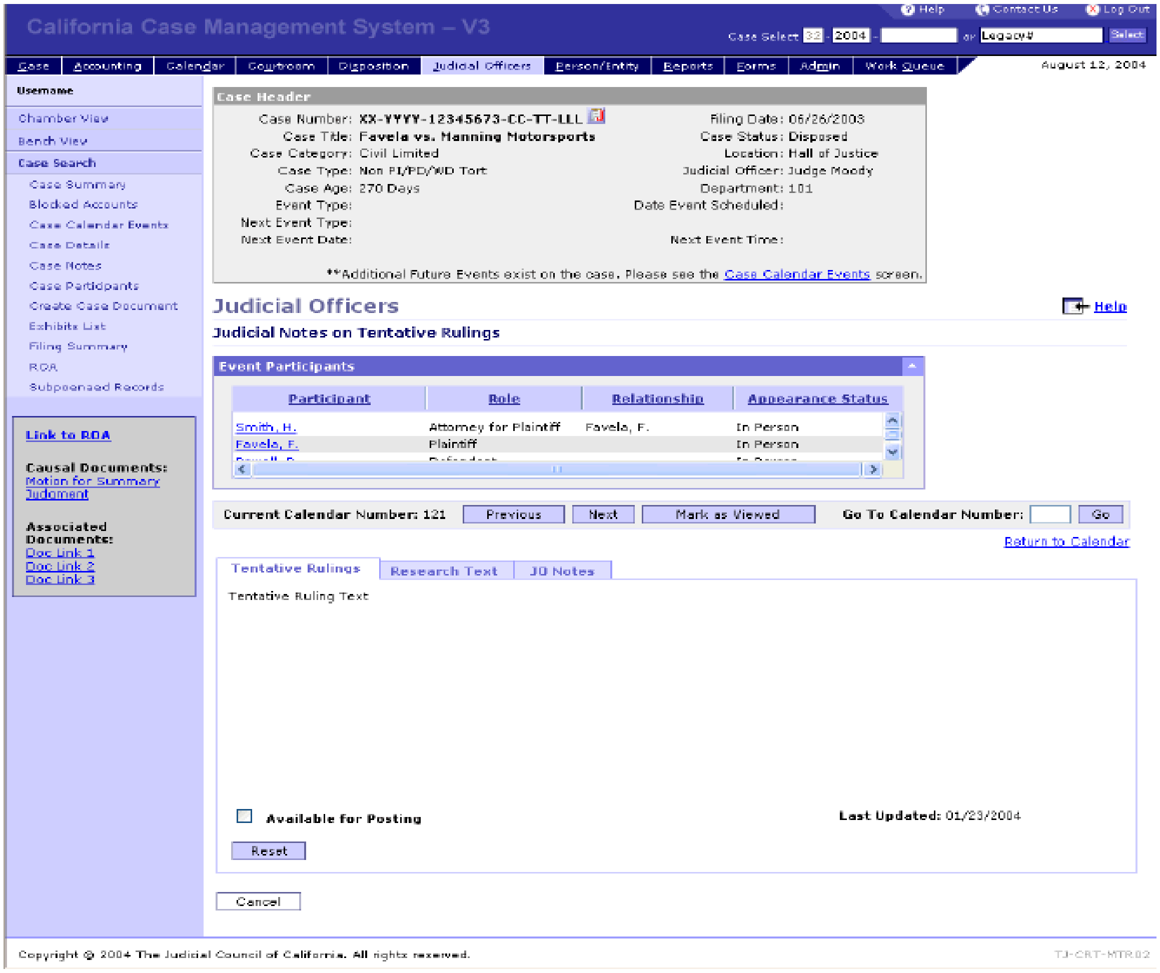
Perform the following steps to review tentative rulings.

1. Select **[Judicial Officers] > [Chamber View]**.
   Result: The Chamber View screen displays.



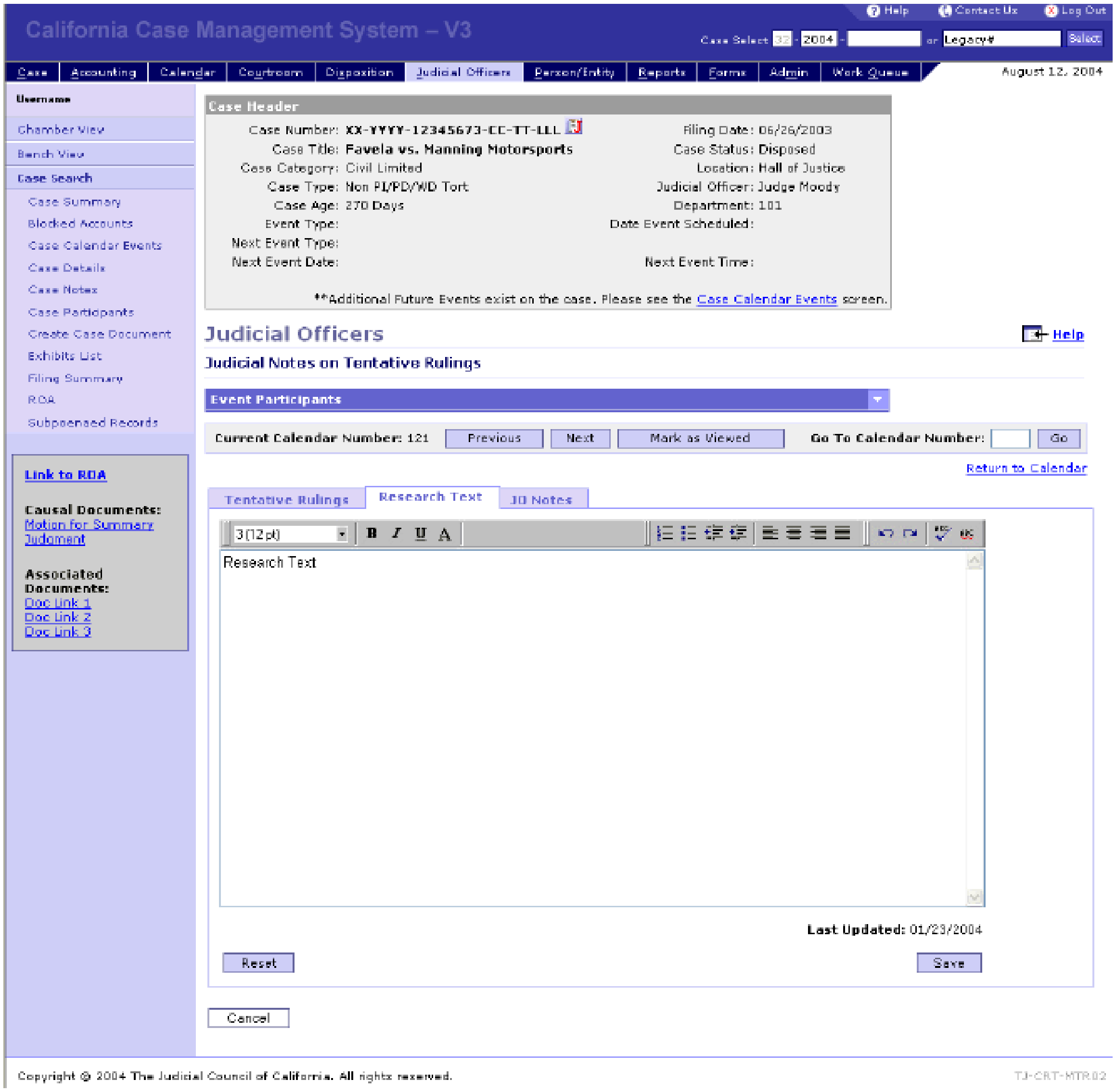
2. Click the **[Review Tentative Rulings]** link.
   Result: The Tentative Rulings Work Queue screen displays.

3. Select the radio button for the tentative ruling you want to review/approve.
4. Click the **[Select]** button.
   Result: The Judicial Notes on Tentative Rulings screen displays.

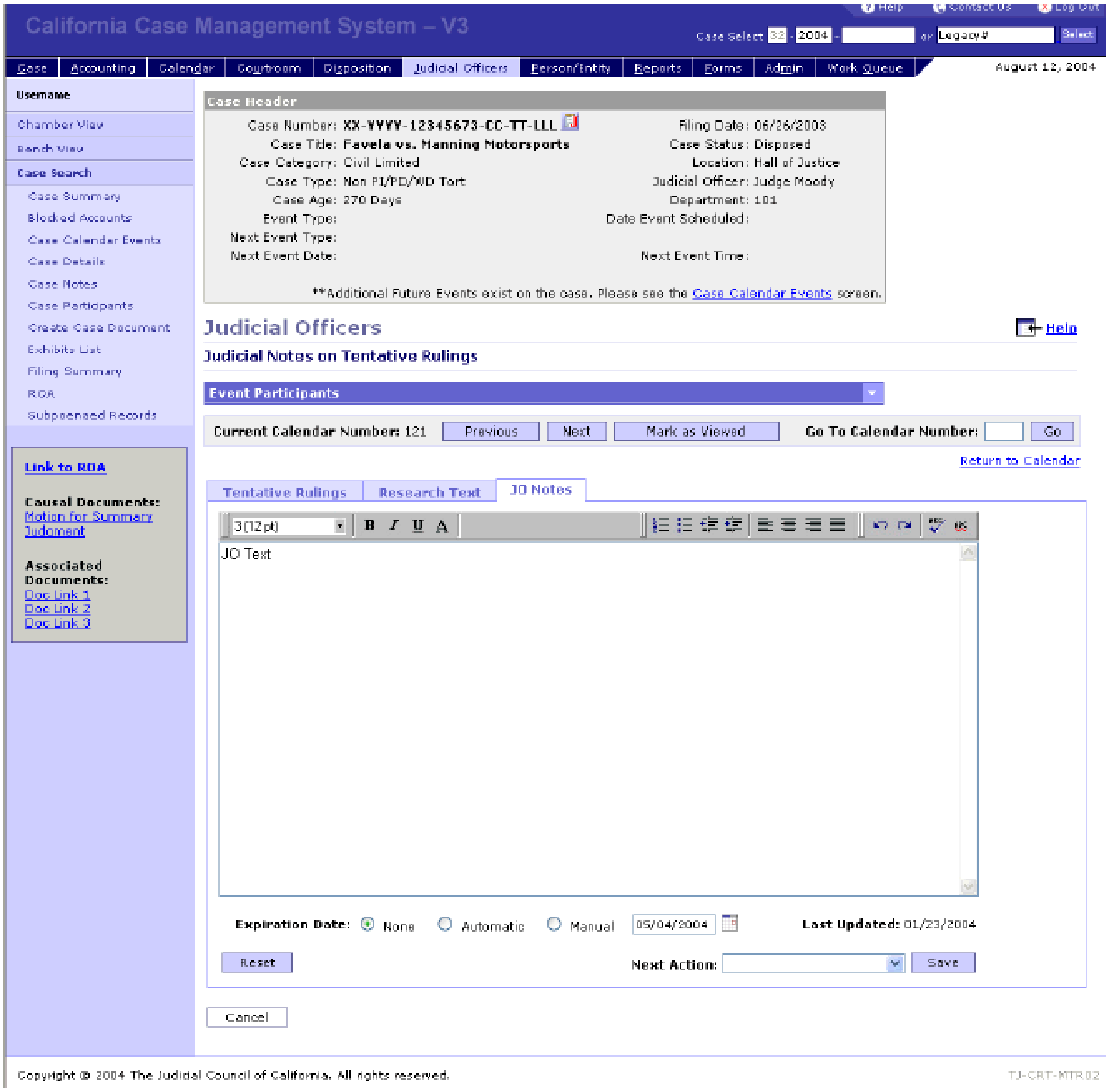


NOTE Selecting the **[Next]** and **[Previous]** buttons will navigate you through the list of tentative rulings that need to be reviewed within the "Tentative Rulings" To-Do list.

5. Select the **[Research Text]** tab to review the research text associated with the tentative ruling. *Result:* The Judicial Notes on Proposed Order screen displays, with the Research Text tab highlighted.



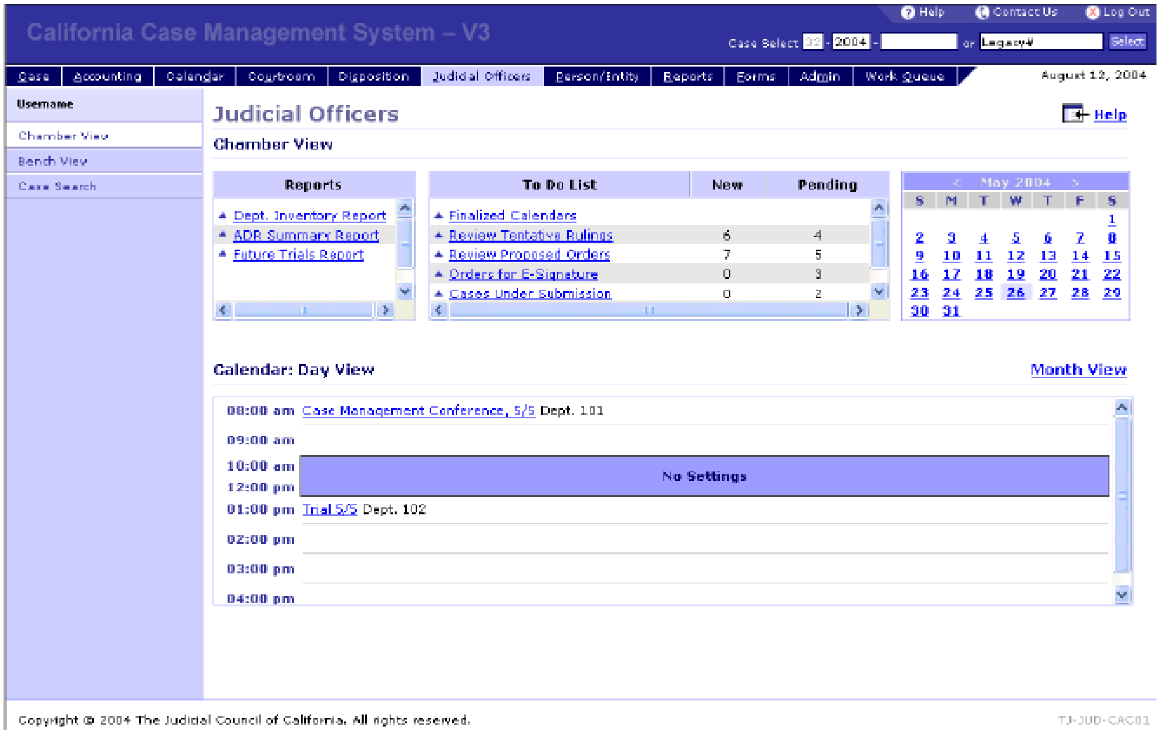
6. Select the **[JO Notes]** tab to create/review Judicial Officer notes associated to the tentative ruling.
   Result: The Judicial Notes on Proposed Order screen displays with the JO Notes tab highlighted.



7. Select an appropriate action from the **Next Action** drop-down list.

   NOTE The action you select from the **Next Action** drop-down list will dictate what further action the Research Attorney will take regarding the selected tentative ruling. Refer to the Review Judicial To Do List Overview for a list of available actions and their meanings.

8. Click the **[Save]** button.
   Result: The Chamber View screen displays with one less task in the "Review Tentative Rulings" To Do list.



Related Links

Review Judicial To Do List Overview

Chamber View - Calendar: Day View Screen

Judicial Notes on Tentative Rulings Screen

Judicial Notes on Proposed Order Screen

My Court Information

Review Proposed Orders

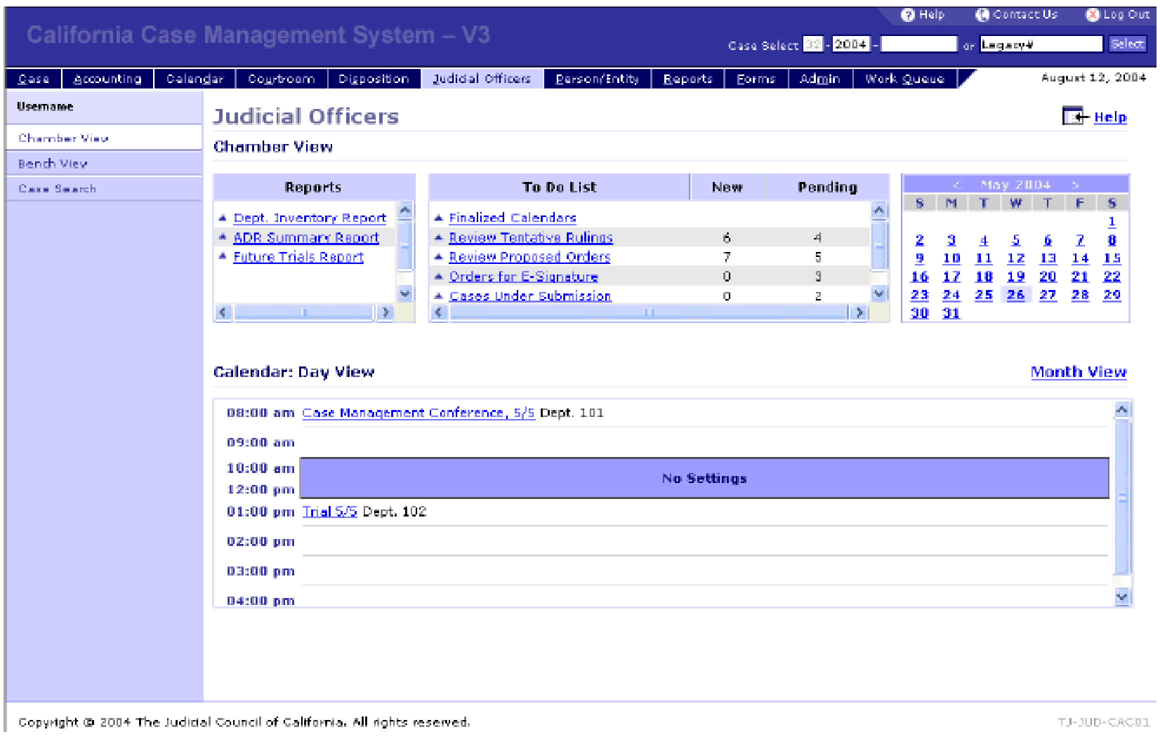
Introduction

Based on the procedures of your court, Proposed Orders may be sent to you for review, approval and e-signature at the request of the Courtroom Clerk. When the request is made, an item is added to your To Do list. You can access proposed orders requiring your input from the To-Do list. While reviewing a proposed order, you may enter instructions for the clerk or notes you can refer to at any time. You can also choose to approve the order or to remit the order back to the Courtroom Clerk for further action.

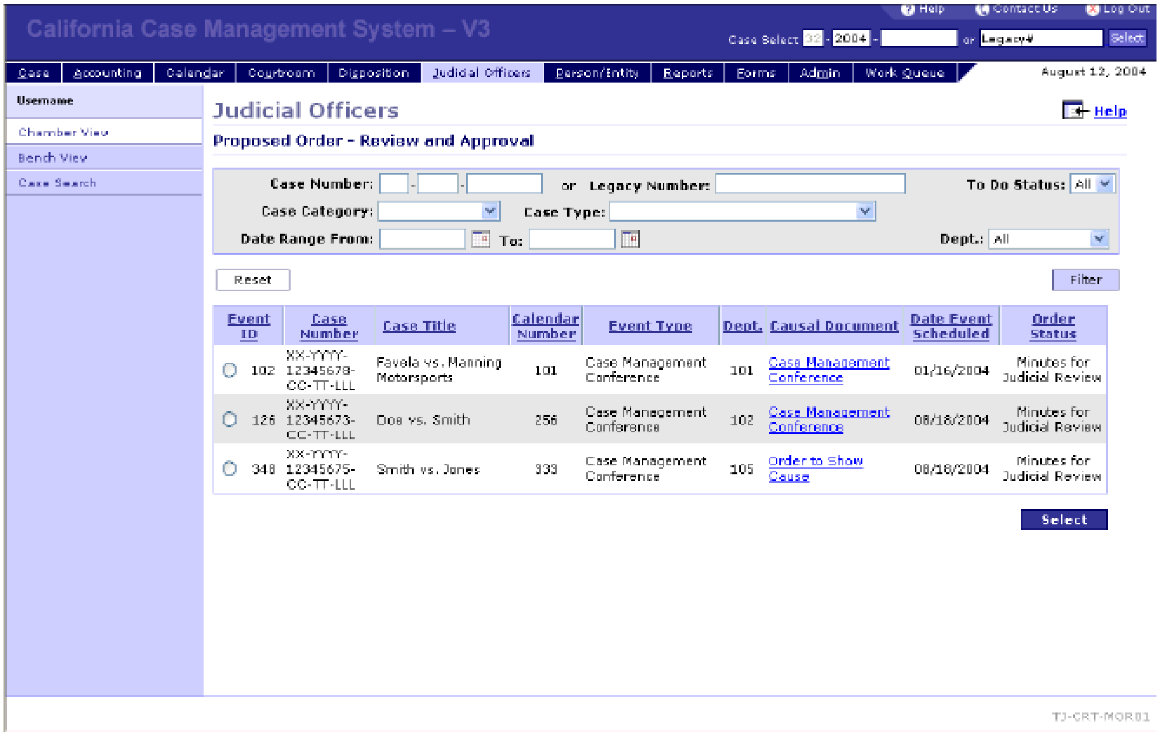
Task Activity

Perform the following steps to review proposed Orders.

1. Select **[Judicial Officers] > [Chamber View]**.
   Result: The Chamber View screen displays.



2. Click the **[Review Proposed Orders]** link.
   Result: The Proposed Order - Review and Approval screen displays.



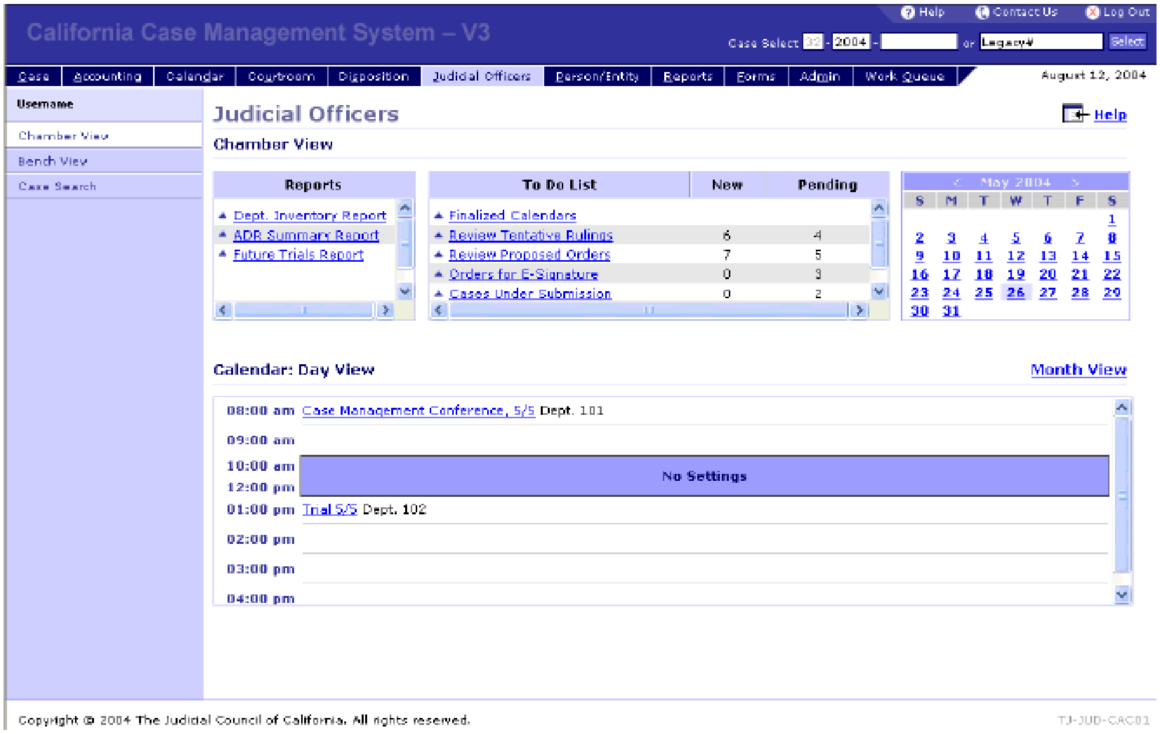
3. Select the radio button for the order you wish to review/approve.
4. Click the **[Select]** button.
   Result: The Judicial Notes on Proposed Order screen displays.

5. Select the **[JO Notes]** tab.
   Result: The Judicial Notes on Proposed Order screen displays with the JO Notes tab highlighted.

6. Select an appropriate action from the **Next Action** drop-down list.

   NOTE The action you select from the **Next Action** drop-down list will dictate what further action the Courtroom Clerk will take regarding the selected proposed order. Refer to the Judicial To Do List Overview for a list of available actions and their meanings.

7. Click the **[Save]** button.
   Result: The Chamber View screen displays with one less task in the "Review Proposed Orders" To Do list.



Related Links

Review Judicial To Do List Overview

Chamber View - Calendar: Day View Screen

Judicial Notes on Proposed Order Screen

My Court Information

Review Orders for e-Signature

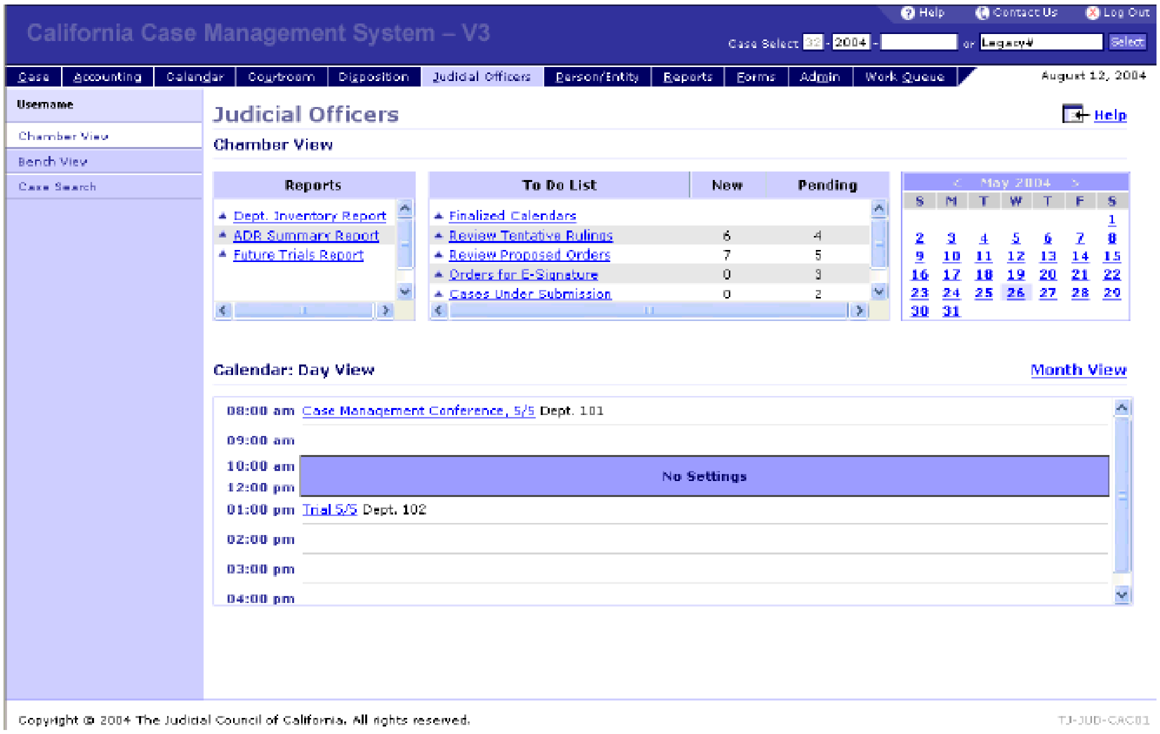
Introduction

Based on the procedures of your court, Proposed Orders may be sent to you for review, approval and e-signature at the request of the Courtroom Clerk. When the request is made, an item is added to your To Do list. You may access proposed orders requiring your input from the To-Do list. While reviewing a proposed order, you may enter instructions for the clerk or notes you can refer to at any time. You may also choose to approve the order or to remit the order back to the Courtroom Clerk for further action.

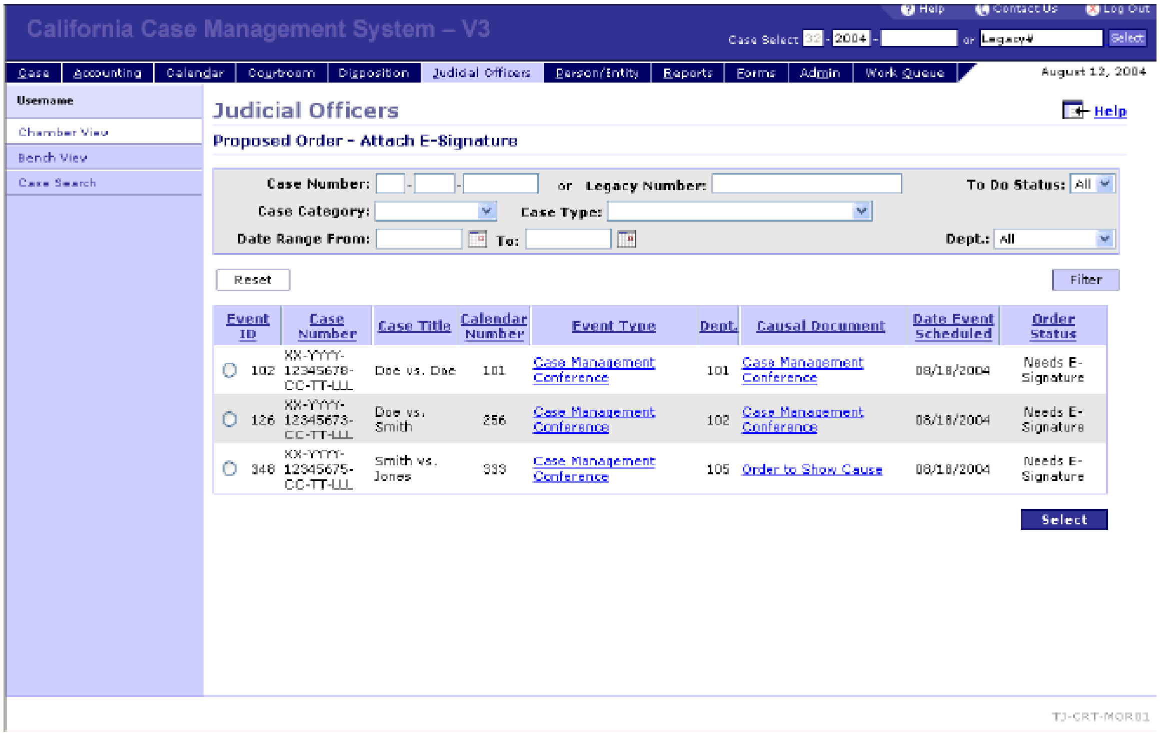
Task Activity

Perform the following steps to review Orders for e-Signature.

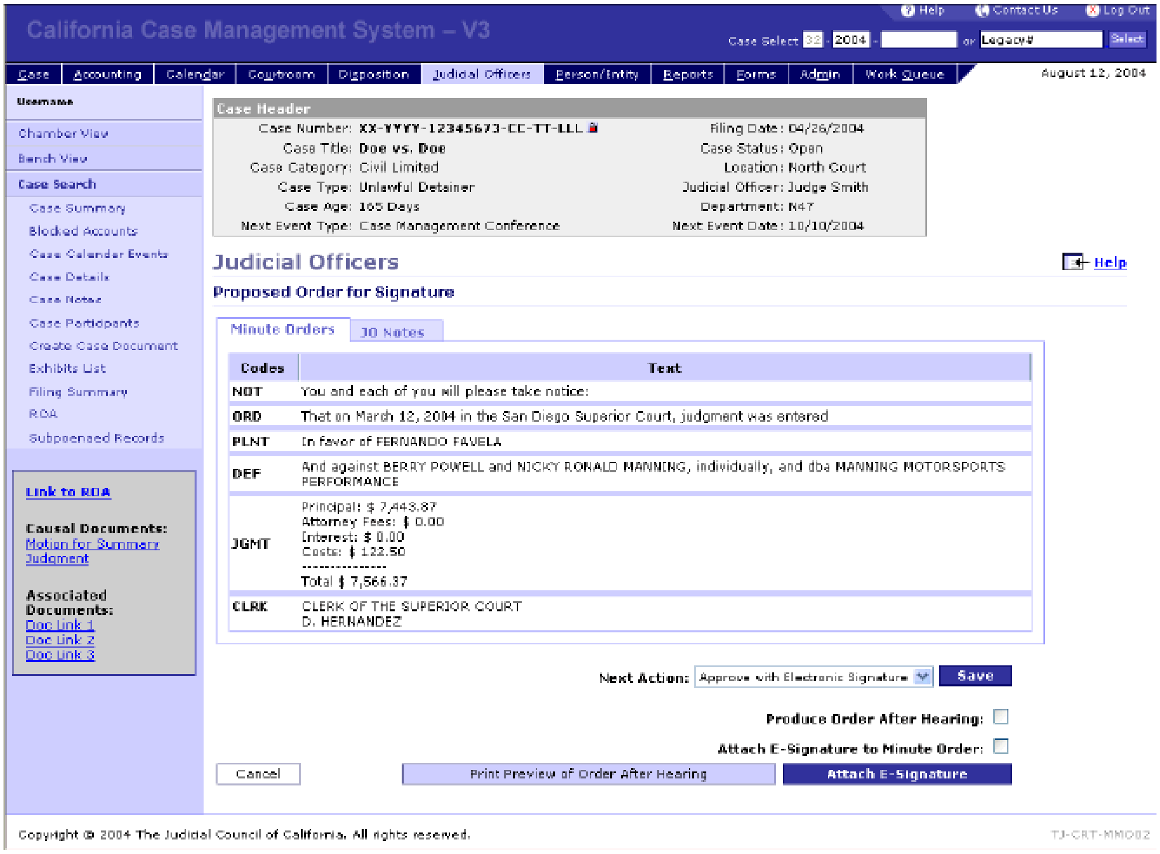
1. Select **[Judicial Officers] > [Chamber View]**.
   Result: The Chamber View screen displays.



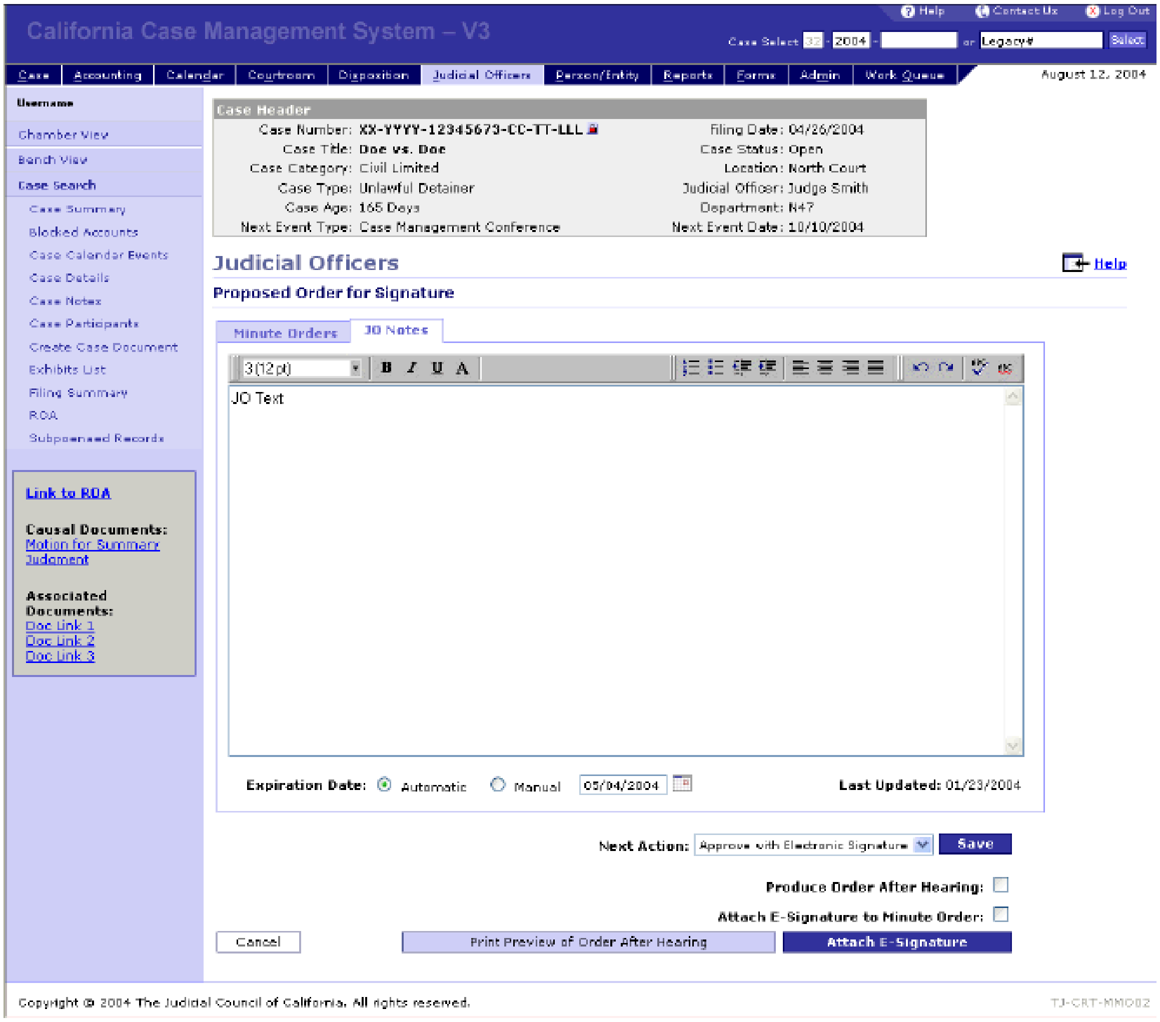
2. Click the **[Orders for eSignature]** link.
   Result: The Proposed Order - Attach e-Signature screen displays.



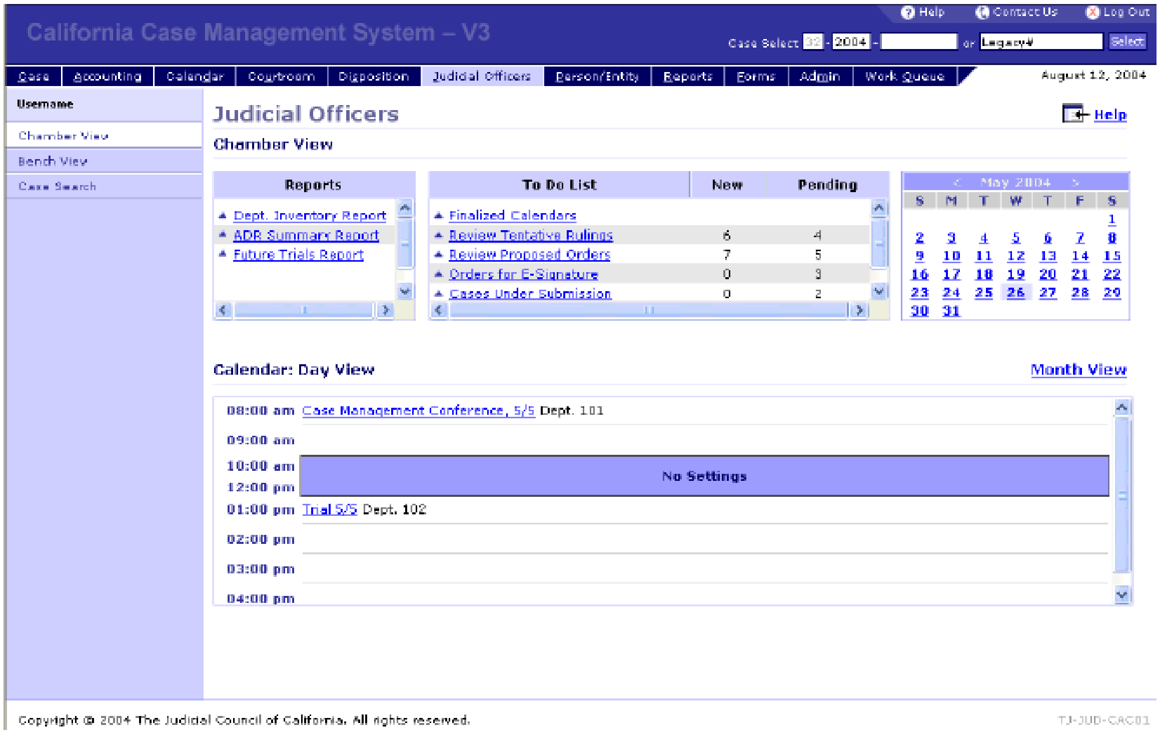
3. Select the radio button for the order on which to attach an e-Signature.
4. Click the **[Select]** button.
   Result: The Proposed Order for Signature screen displays.



5. Select the **[JO Notes]** tab.
   Result: The Proposed Order for Signature screen displays with the JO Notes tab highlighted.



6. Click the **[Attach e-Signature]** button.
   Result: The Chamber View screen displays with one less task in the Orders for eSignature To Do list.



Related Links

Review Judicial To Do List Overview

Chamber View - Calendar: Day View Screen

My Court Information

Review Cases Under Submission

Introduction

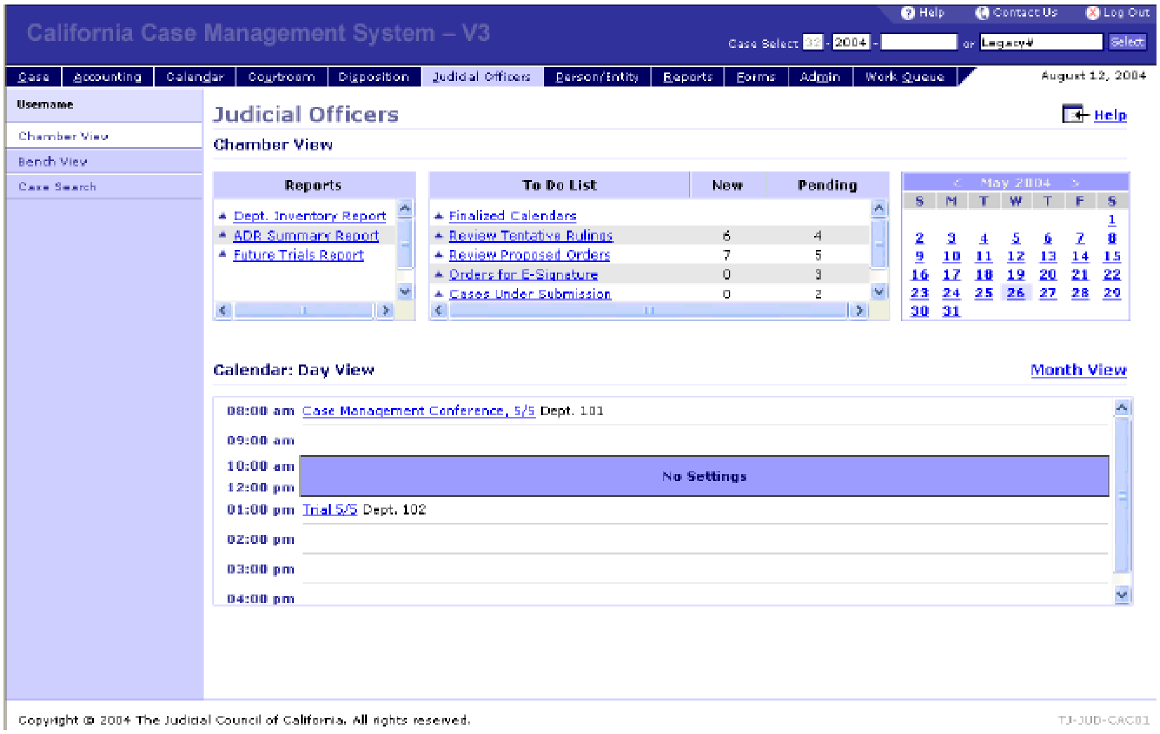
The "Review Cases Under Submission" To-Do list provides you with a list of matters currently under submission for each of your cases. This list of cases under submission provides you with the name of each matter under submission, the date the matter was taken under submission and the number of days that have elapsed since the matter was taken under submission.

To complete the task, select the desired case and enter an order for the event that was taken under submission. This action will remove the task from your To-Do list.

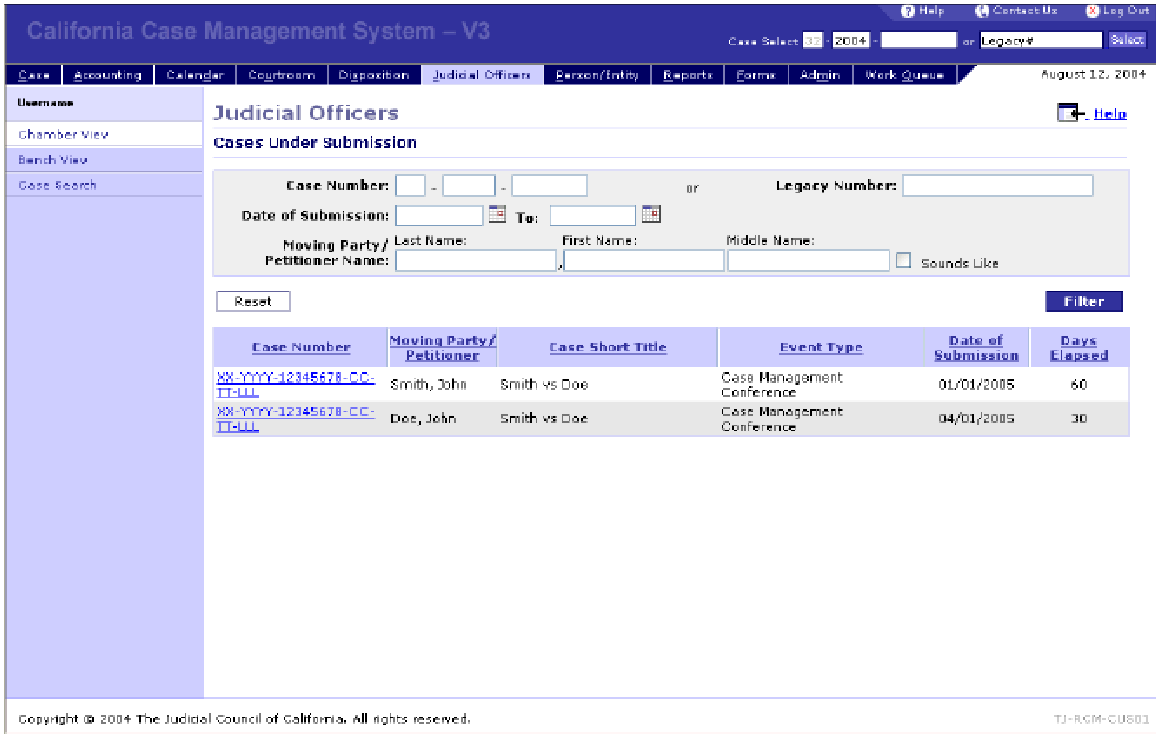
Task Activity

Perform the following steps to review cases under submission.

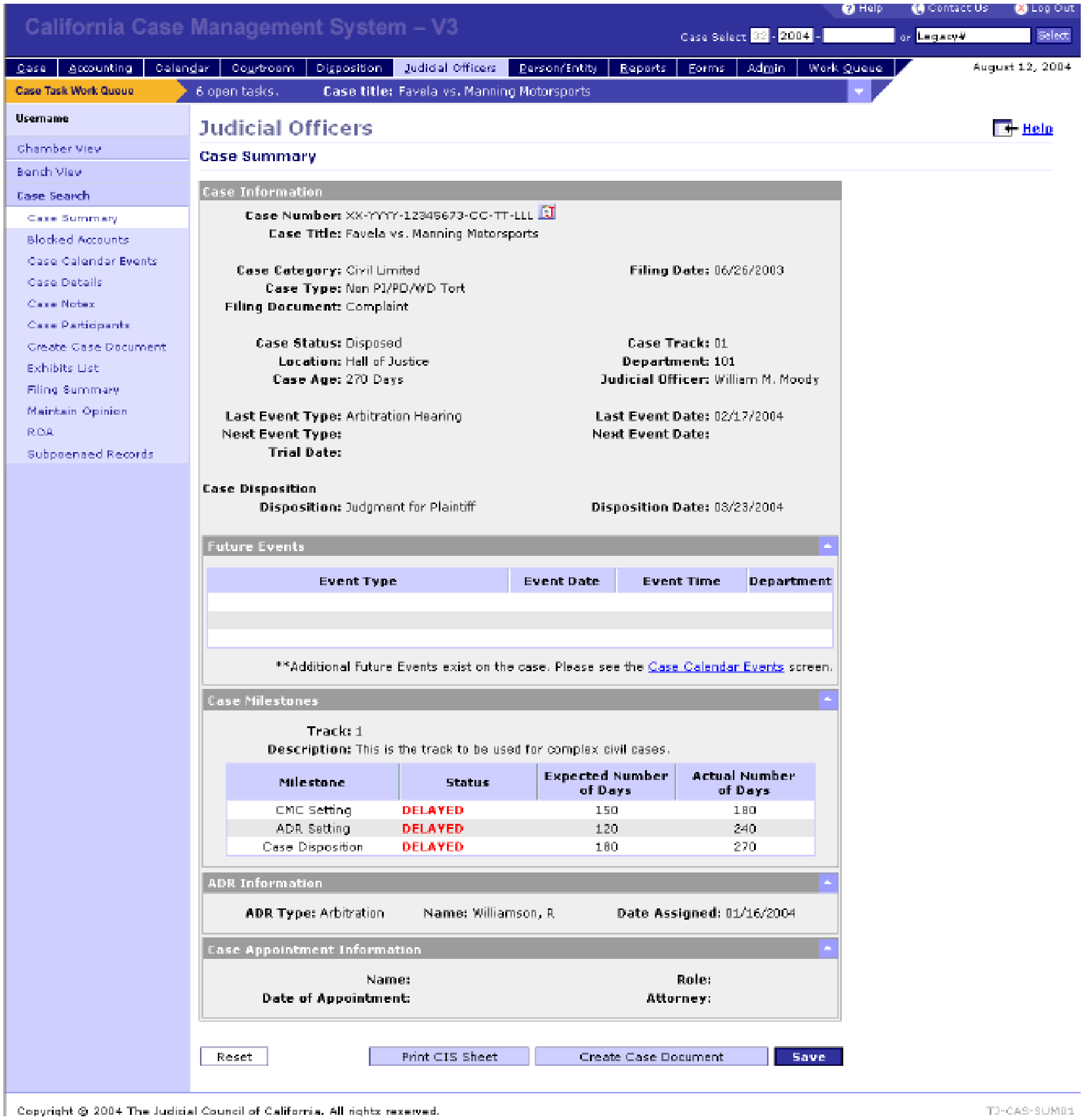
1. Select **[Judicial Officers] > [Chamber View]**.
   Result: The Chamber View screen displays.



2. Click the **[Review Cases Under Submission]** link.
   Result: The Cases Under Submission Work Queue screen displays.



3. Select the **Case Number** link for the case under submission you want to enter a ruling for.
   Result: The Case Summary screen displays.



4. After reviewing the case, you can request that a Courtroom Clerk generate Minutes, removing the matter from under submission. Once the Minutes are generated and finalized, the task will be removed from your "To Do" item list.

Related Links

Review Judicial To Do List Overview

Chamber View - Calendar: Day View Screen

Case Summary Screen

Review Finalized Calendars

Review Finalized Calendars Overview

Introduction

A finalized calendar is a grouping of scheduled events with finalized hearing dates and times. The purpose of the finalized calendar is to provide you with case information (such as probate notes, tentative rulings or a case overview) in preparation of a hearing for that case.

Once a calendar is finalized, you can view all of the hearings and cases associated with that calendar. You will have access to review the probate notes, tentative rulings or case summaries for finalized calendars where you are the assigned Judicial Officer. As you review each case, you can mark the underlying probate note or tentative ruling as reviewed. Once you have reviewed all of the events from the finalized calendar, the finalized calendar will be removed from the list of calendars you need to review.

Task Activities

Reviewing finalized calendars includes the following task activity:

- Review Finalized Calendars

Additional Resources

There are no other resources related to this overview.

Related Links

Bench View - Events Listing Screen

Case Summary Screen

Judicial Notes on Probate Notes Screen

Judicial Notes on Tentative Rulings Screen

My Court Information

Review Finalized Calendars

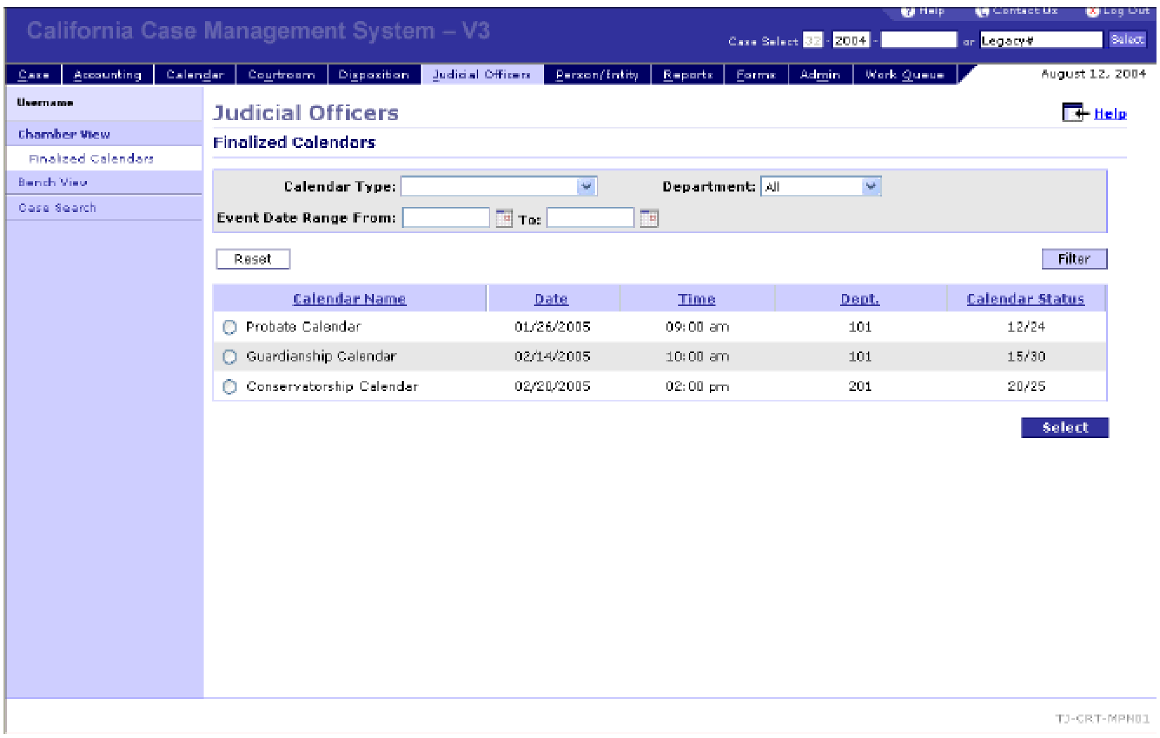
Introduction

A finalized calendar is a grouping of scheduled events with finalized hearing dates and times. The purpose of the finalized calendar is to provide you with case information (such as probate notes, tentative rulings or a case overview) in preparation of a hearing for that case.

Task Activity

Perform the following steps to review finalized calendars.

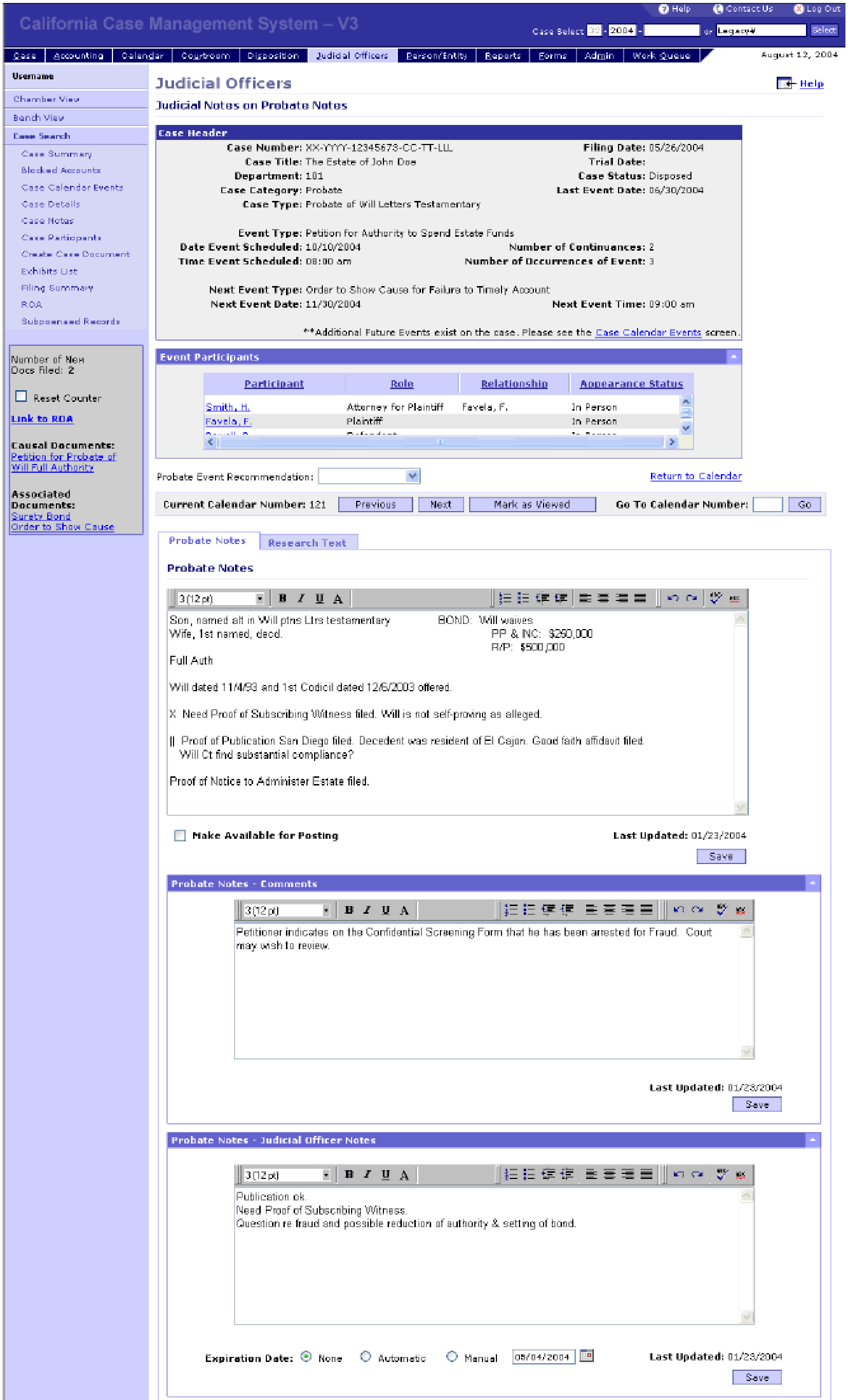
1. Select **[Judicial Officers] > [Chamber View] > [Finalized Calendars]**.
   Result: The Finalized Calendar screen displays.



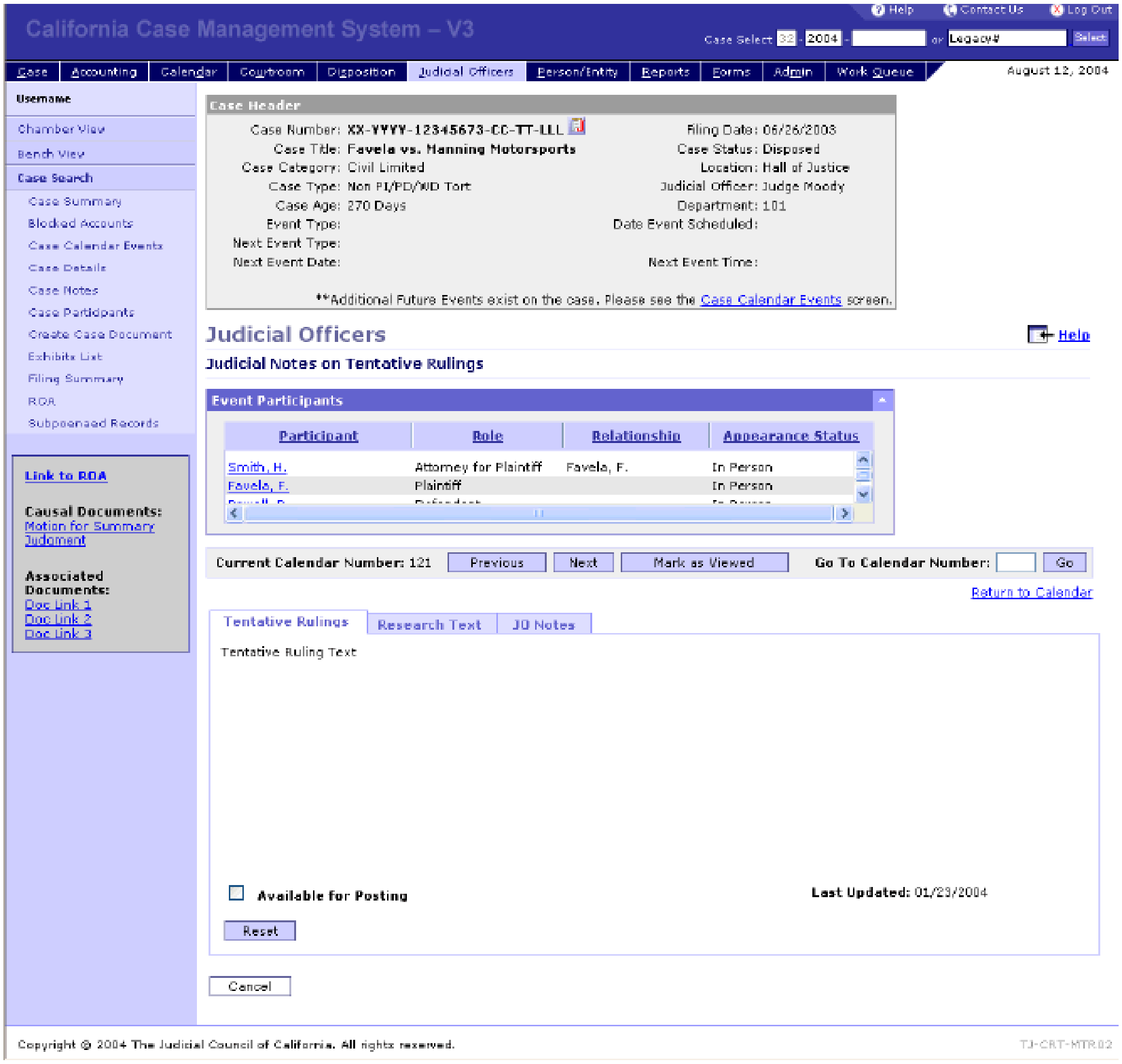
2. Select the radio button for the finalized calendar you want to review.
3. Click the **[Select]** button.
   Result: The Events Listing screen displays.

NOTE The **Viewed** column on the events listing screen is checked if you have previously viewed the probate note, tentative ruling or case summary for that hearing. Once all events in a finalized calendar have been viewed, the finalized calendar will be removed from the list of finalized calendars you have to review.

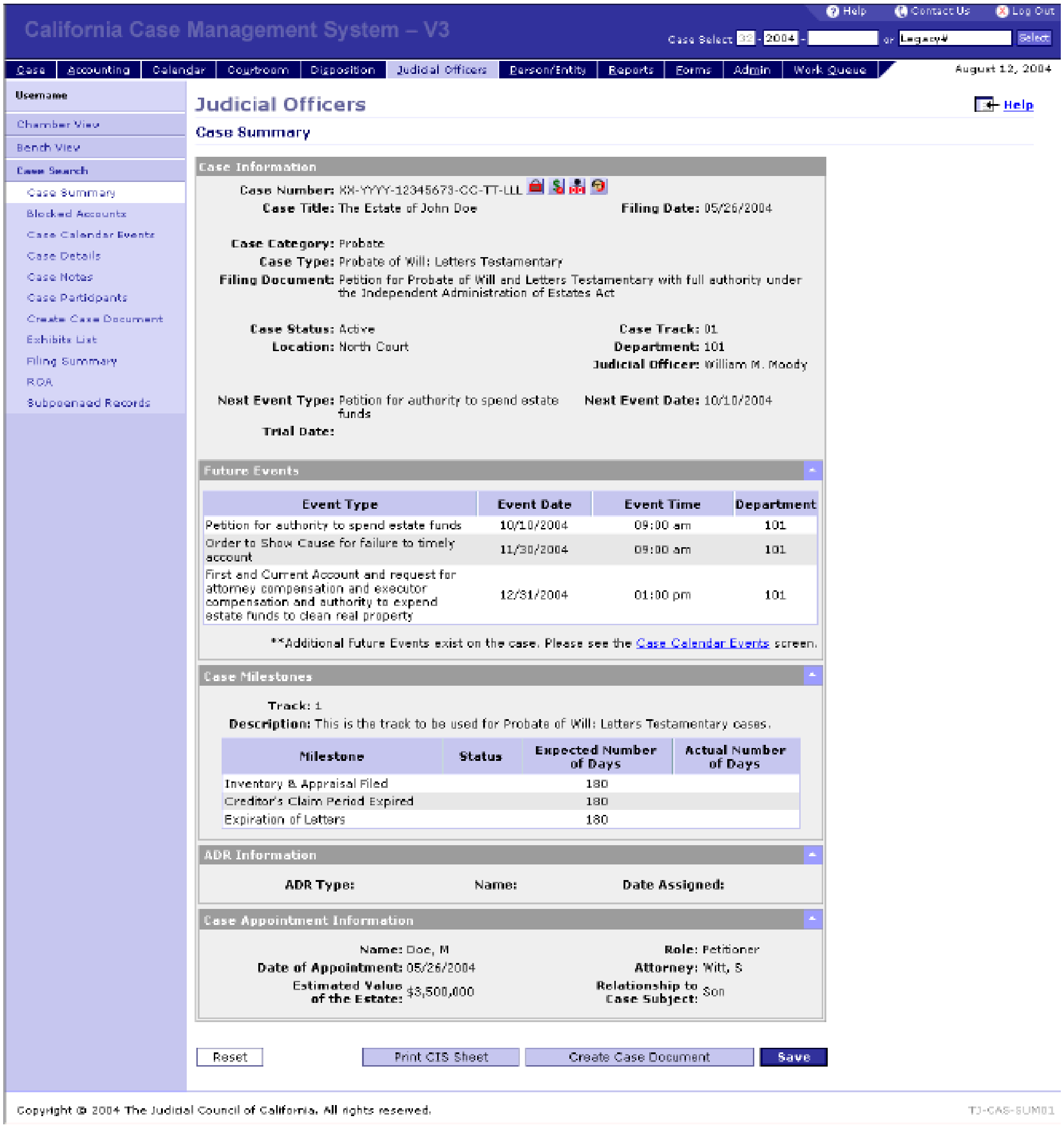
4. Click the **[Event]** link. Based on the case category associated with the event (e.g. Small Claims, Civil or Probate) one of the following screens will display:
Result 1: The Judicial Notes on Probate Notes screen displays for Probate cases.


California Case Management System – V3
Help Contact Us Log Out
Case Select 2004 - or Legacy# Select
Case Accounting Calendar Courtroom Disposition Judicial Officers Person/Entity Reports Forms Admin Work Queue
August 12, 2004
Username
Chamber View
Bench View
Case Search
Case Summary
Blocked Accounts
Case Calendar Events
Case Details
Case Notes
Case Participants
Create Case Document
Exhibits List
Filing Summary
ROA
Subpoenaed Records
Number of New Docs Filed: 2
Reset Counter
Link to ROA
Causal Documents:
Petition for Probate of Will Full Authority
Associated Documents:
Surety Bond
Order to Show Cause
Judicial Officers
Help
Judicial Notes on Probate Notes
Case Header
Case Number: XX-YYYY-12345678-CC-TT-LLL
Filing Date: 05/26/2004
Case Title: The Estate of John Doe
Trial Date:
Department: 101
Case Status: Disposed
Case Category: Probate
Last Event Date: 06/30/2004
Case Type: Probate of Will Letters Testamentary
Event Type: Petition for Authority to Spend Estate Funds
Date Event Scheduled: 10/10/2004
Number of Continuances: 2
Time Event Scheduled: 08:00 am
Number of Occurrences of Event: 3
Next Event Type: Order to Show Cause for Failure to Timely Account
Next Event Date: 11/30/2004
Next Event Time: 09:00 am
**Additional Future Events exist on the case. Please see the Case Calendar Events screen.
Event Participants
Participant Role Relationship Appearance Status
Smith, H. Attorney for Plaintiff Favela, F. In Person
Favela, F. Plaintiff In Person
Probate Event Recommendation:
Return to Calendar
Current Calendar Number: 121
Previous
Next
Mark as Viewed
Go To Calendar Number:
Go
Probate Notes
Research Text
Probate Notes
3 (12 pt)
Son, named alt in Will ptns Ltrs testamentary
Wife, 1st named, decd.
BOND: Will waives
PP & INC: $250,000
R/P: $500,000
Full Auth
Will dated 11/4/93 and 1st Codicil dated 12/6/2003 offered.
X Need Proof of Subscribing Witness filed. Will is not self-proving as alleged.
|| Proof of Publication San Diego filed. Decedent was resident of El Cajon. Good faith affidavit filed.
Will Ct find substantial compliance?
Proof of Notice to Administer Estate filed.
Make Available for Posting
Last Updated: 01/23/2004
Save
Probate Notes - Comments
3 (12 pt)
Petitioner indicates on the Confidential Screening Form that he has been arrested for Fraud. Court may wish to review.
Last Updated: 01/23/2004
Save
Probate Notes - Judicial Officer Notes
3 (12 pt)
Publication ok.
Need Proof of Subscribing Witness.
Question re fraud and possible reduction of authority & setting of bond.
Expiration Date: None Automatic Manual 08/04/2004
Last Updated: 01/23/2004
Save

Result 2: The Judicial Notes on Tentative Rulings screen displays for Civil cases.



Result 3: The Case Summary screen displays for Small Claims cases.



NOTE When accessing probate notes and tentative rulings, you can make recommendations that you can review at the time of the hearing on the bench.

NOTE When accessing probate notes and tentative rulings, click the **[Mark as Viewed]** button to indicate that you have reviewed the information in preparation for the hearing. You may navigate through all of the probate notes and tentative rulings for each hearing in the finalized calendar by using the **[Back]**, **[Next]** and **[Go To Calendar]** buttons.

Related Links

Review Finalized Calendars Overview

Bench View - Events Listing Screen

Judicial Notes on Probate Notes Screen

Judicial Notes on Tentative Rulings Screen

Case Summary Screen

Bench View

Bench View Overview

Introduction

The Bench View provides easy access to calendars for a specific department and time. From the bench view, you can select a specific calendar, access events within the calendar, and view case details for each event.

Calendar Calculator

The purpose of the calendar calculator is to provide you with future dates to choose from when scheduling an event. These dates may be 15, 30, 60, 75, 90 or 120 days in the future and are based on the current date. You can also extend a scheduled event by selecting any future calendar date. You may choose between court days and calendar days (court days do not include Saturday and Sunday). You can navigate your calendar or the calendar for a specific department by selecting from the Monthly Calendars available to you.

Viewing the Monthly Calendar

You may also view your calendar for the current, previous or future months. This is helpful for determining workload, and viewing what will occur on your calendar for future weeks. You can select a specific day from the month calendar to drill-down to the specific calendars and events to be called on that day. The monthly calendar view allows you to see the number of events scheduled and allotted at specific points during each day.

Events Listing

The events listing allows you to view event details for a specific calendar. You will see information regarding the calendar such as the type of calendar (such as Case Management Conference Calendar, Probate Calendar, Trial Calendar, etc.). You can also view information regarding specific events within the calendar, such as the case number and title, the event name and an indicator as to whether or not you have previously viewed any probate notes or tentative rulings associated with the event.

Selecting the Case Number link from the Events Listing will allow you to access the contents of a case. Once in the "context" of a case, you may view summary information regarding the case, as well as:

- Blocked Accounts
- Future Events on the Case

- Case Associations and Consolidations
- Case Notes
- Case Participants
- Case Documents
- Exhibits and Subpoenaed Records
- Filings
- Register of Actions

Based on the case category (e.g. Probate, Civil or Small Claims), selecting the Event Link from the Events Listing will allow you to access any tentative rulings (for Civil cases) or probate notes (for Probate Cases), or the Case Summary (for Small Claims cases) associated with the event. Once you have reviewed the probate notes / tentative rulings, you may mark as "Viewed." The "Viewed" indicator in the Events Listing provides a way to filter events that have already been viewed during the course of a calendar.

You can also filter the hearings displayed within the Events Listing based on other criteria as well, such as the Pre-Hearing status, the Request Status or the Calendar Number.

Pre-Hearing Status

The pre-hearing status will differ based on the case category, since probate cases, small claims and civil cases each have their own set of pre-hearing statuses. The following is a list of pre-hearing statuses by case category and a brief description:

- **Probate Cases:** A Probate Examiner will select the pre-hearing status for probate cases prior to submitting the probate notes for your review. Probate Event Recommendations include:
  - Pre-Approved
  - Must Be Heard
  - Call and Grant
  - Review Complete

- **Civil Cases:** The pre-hearing status options for Limited and Unlimited Civil cases are based on whether a tentative ruling exists for the case event. If a tentative ruling exists, then the tentative ruling available will display in the pre-hearing status, otherwise this column will be left blank.
  - Ready - A "Ready" status means that all required parties are checked in and the hearing is ready to be called.
  - Submitted on Tentative - A status of "Submitted on Tentative" means that the attorneys for the case participants have agreed to the tentative ruling. The hearing may be called, but there are no anticipated objections to be heard in open court.
  - No Appearance - A "No Appearance" status means that one or multiple required case participants are not present for the hearing.

- **Small Claims Cases:** The pre-hearing status options are for Small Claims cases are determined based on whether or not a Proof of Service has been filed with the court. If any Proof of Service has been filed for the event, then "Proof of Service Filed" will display for the pre-hearing status. If no "Proof of Service" has been filed with the court, then the pre-hearing status will be blank.

Request Status

The request status refers to any requests made by the case participant. The request status is determined by the Courtroom Clerk during the Check-In process through the Minute. The following is a list of request statuses and a brief description:

- **Request for Priority:** A case participant may make a request for priority, so that their hearing may be called earlier in the calendar.
- **No Appearance:** The clerk may specify "No Appearance" for the request status if one or more case participants are not present for their hearing.
- **Request for Second Call:** A case participant may make a request for a second call if they wish to have their hearing called at the end of the calendar.

Task Activities

The Bench View Overview includes the following task activities:

- Calculate Future Event Dates
- View Calendars from the Bench

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Bench View - Calendar: Month View Screen

Bench View - Calendar: Day View Screen

Bench View - Events Listing Screen

My Court Information

Calculate Future Event Dates

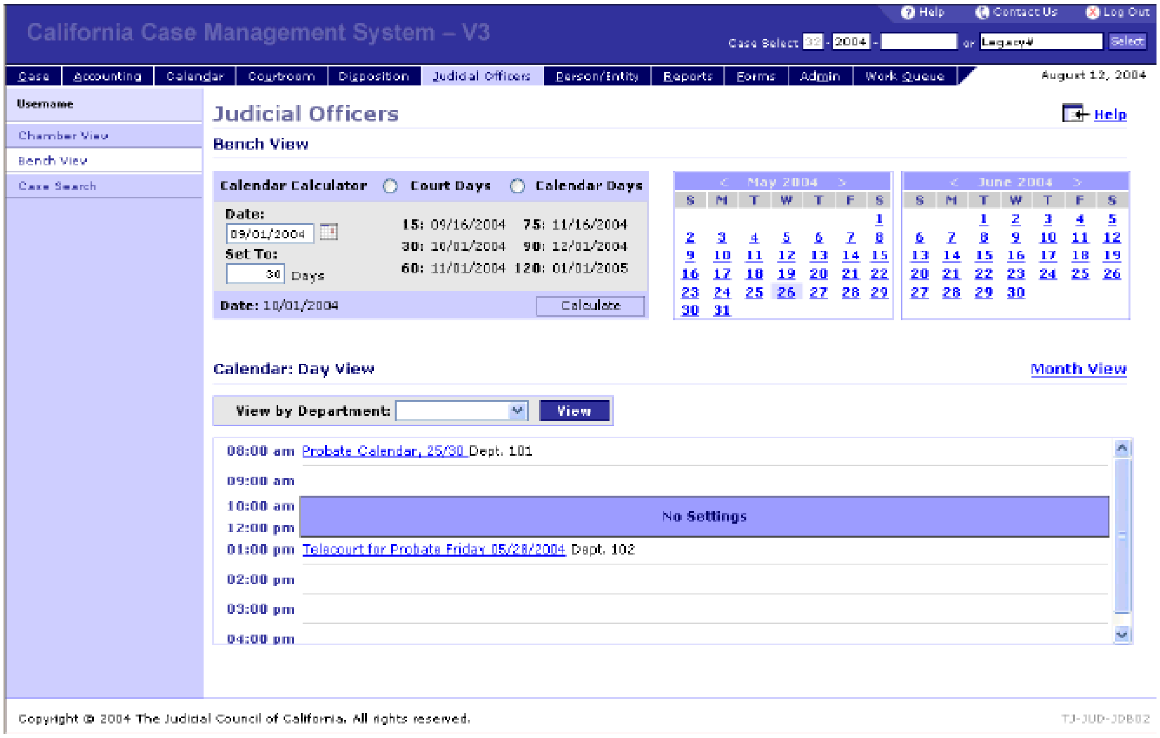
Introduction

The purpose of the calendar calculator is to provide dates to choose from when scheduling a future event. These dates may be 15, 30, 60, 75, 90 or 120 days in the future and are based on the current date. You can also extend a scheduled event by selecting any future calendar date. You may choose between court days and calendar days (court days do not include Saturday and Sunday). You may easily navigate your calendar or the calendar for a specific department by selecting from the Monthly Calendars available on the Bench View.

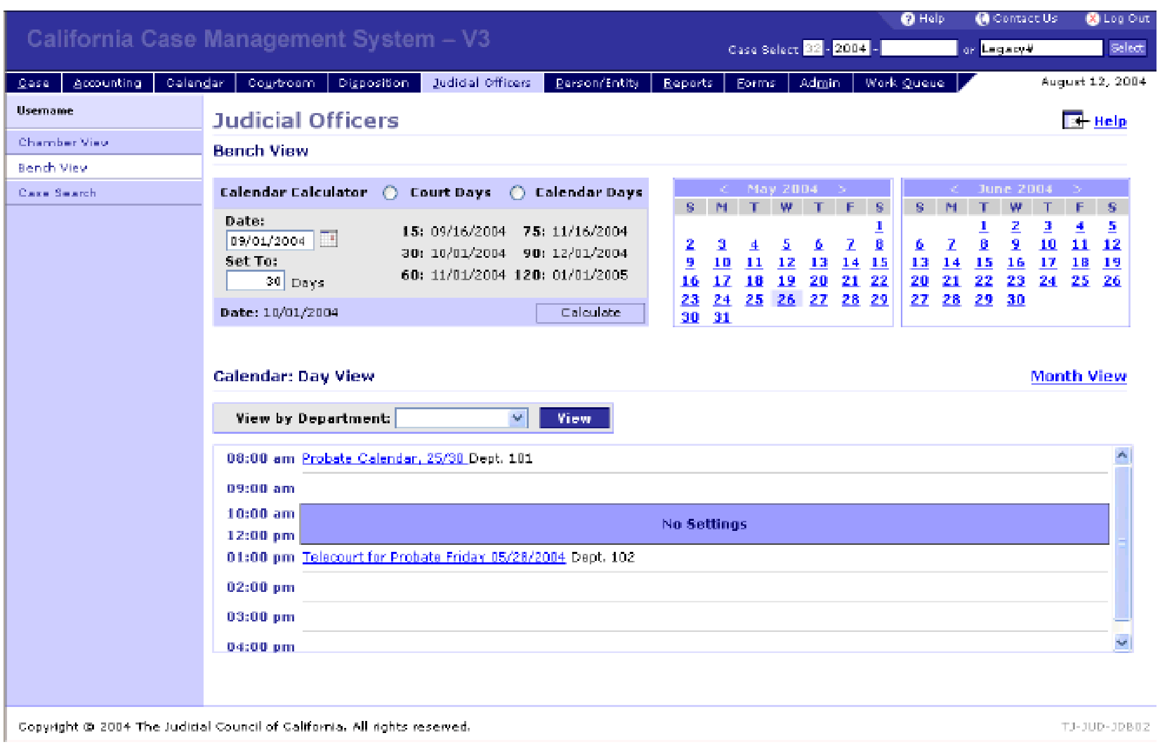
Task Activity

Perform the following steps to calculate a future event from the bench view.

1. Select **[Judicial Officers] > [Bench View]**.
   Result: The Bench View screen displays.



2. Select the **Court Days** or **Calendar Days** radio button.
3. Enter a valid date into the **Date** field or a number into the **Set To** field.
4. Click the **[Calculate]** button.
   Result: The Bench View screen refreshes.



NOTE The date field will be set to the current date when you open the Bench View.

Related Links

Bench View Overview

Bench View - Calendar: Day View Screen

My Court Information

View Calendars from the Bench

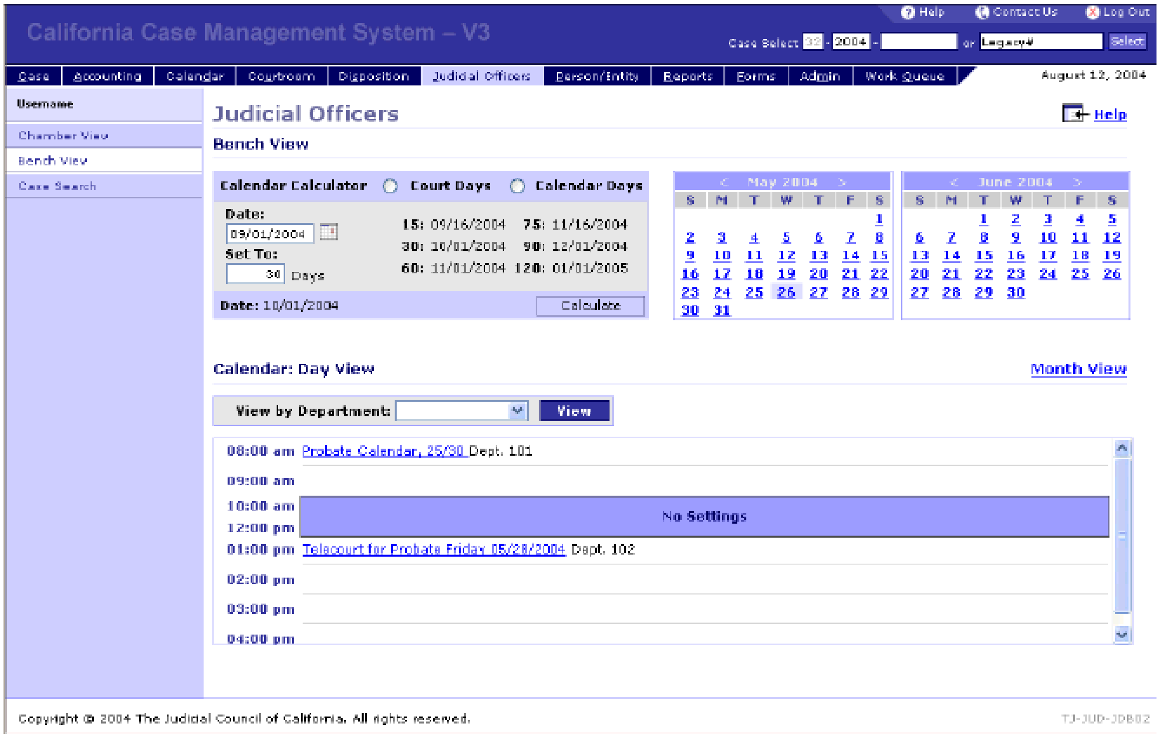
Introduction

The Bench View provides a view to department calendars for use while on the bench. The purpose of the Bench View is to allow you easy access to calendars for a specific place and time. From this view, you can select a specific calendar and access events within the calendar.

Task Activity

Perform the following steps to view calendars from the bench.

1. Select **[Judicial Officers] > [Bench View]**.
   Result: The Bench View screen displays.

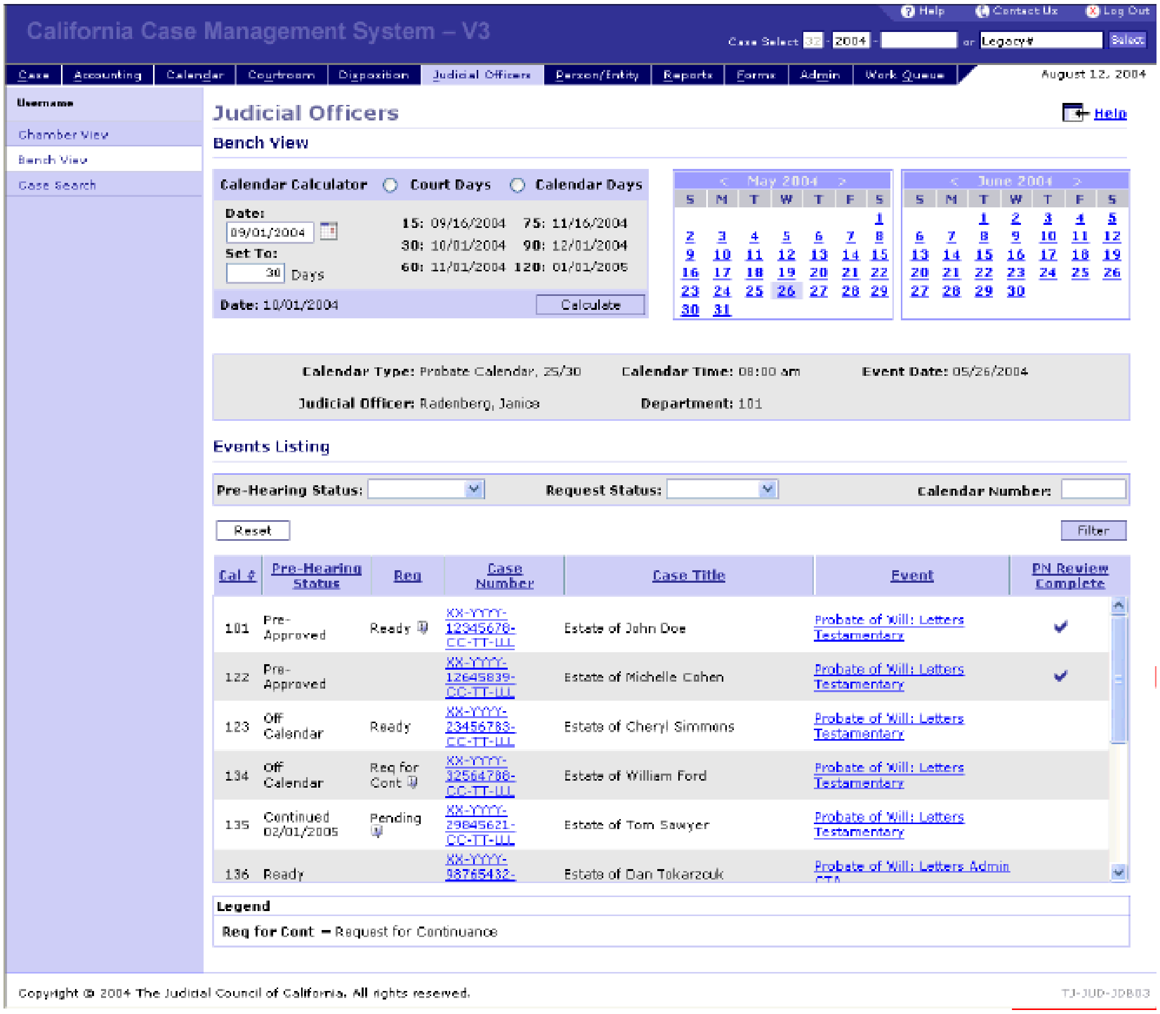


NOTE You can select to see the calendars of different departments for a selected date. To view the calendar for a different department, select the **View by Department** drop-down and click the **[View]** button.

NOTE You can also select to see calendars for different dates. To view the calendar for a different date, select the link for the desired day from the **Month Calendar** in the top-right corner of the screen.

NOTE Additionally, you can select to see a month view of the calendar by clicking the **[Month]** link.

2. Click the **[Calendar Name]** link.
   Result: The Bench View - Events Listing screen displays, replacing the calendar day view.



Related Links

Bench View Overview

Bench View - Calendar: Day View Screen

Bench View - Events Listing Screen

Manage Judicial Notes

Manage Judicial Notes Overview

Introduction

You can enter notes for a case within the system. Judicial Officer notes may be shared with other Judicial Officers, relay instructions to Courtroom Clerks, or remain private. The system provides features for formatting of the text font and size, indentations, un-do, bold, italics, underline and a spell checker.

You can choose to expire any note you create within the system. Upon the note's expiration, the note will be deleted from the system and will not be able to be viewed by you or anyone else in your court. You may choose to expire your notes automatically, in which case the note will expire a specific number of days after the disposition of the case, based on your court's configuration. You can also select a specific future date for the expiration of a note.

When creating a case-level note, you can choose personnel from your court that will be able to view the note. The system will allow you to share information you enter regarding the case with other Judicial Officers, or provide instruction to selected court personnel.

Task Activities

Managing case-level judicial notes includes the following task activities:

- Create Case-Level Judicial Notes
- Update Case-Level Judicial Notes
- Delete Case-Level Judicial Notes

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Judicial Officer Case Notes Screen

Judicial Officer Notes - Create/Update Note Screen

My Court Information

Create Case-Level Judicial Notes

Introduction

You can enter notes for any case within the system. The system provides features for formatting of the text font and size, indentations, un-do, bold, italics, underline and a spell checker.

When creating a note, you can choose specific personnel from your court to view the note. This will allow you to share information you enter regarding the case with other Judicial Officers, or provide instruction to selected court personnel. If you do not select individuals to view your notes, then only you can access them.

Before Creating Judicial Notes

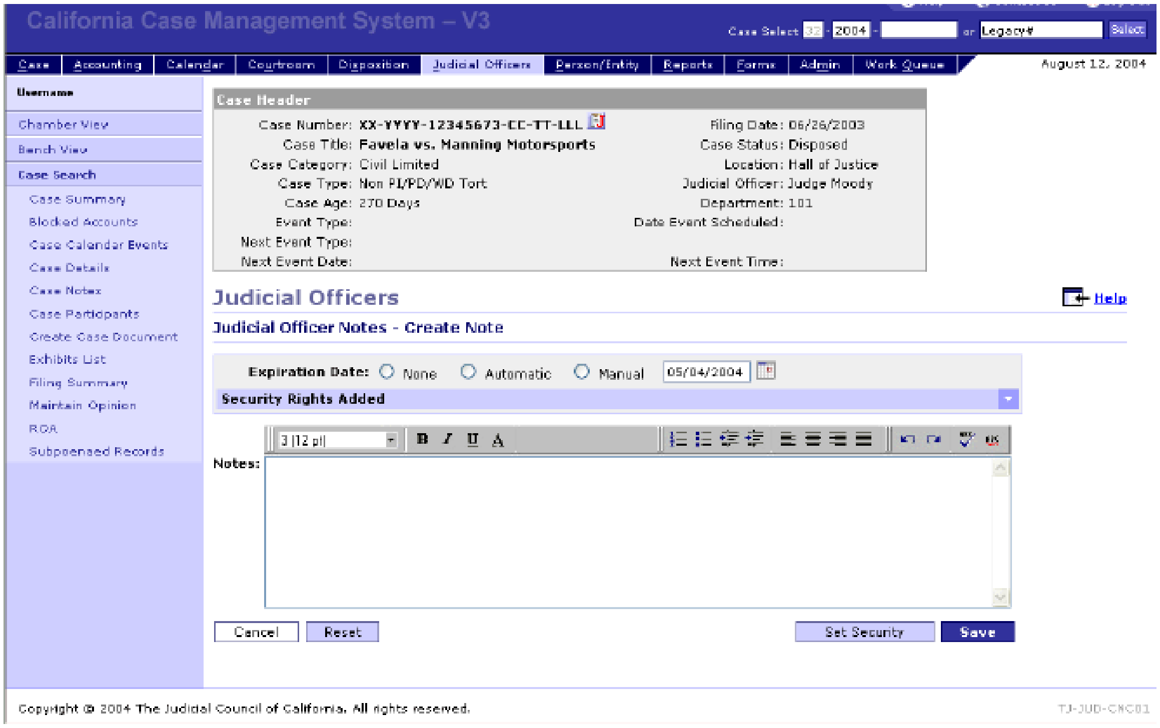
This activity takes place within the context of a case. It is assumed that you have performed a case search and selected the case on which to create a judicial note. Refer to the Search Cases task activity for details on performing a case search.

Task Activity

Perform the following steps to create a judicial note.

1. Select **[Judicial Officers] > [Case Search] > [Case Notes]**.
   Result: The Case Notes screen displays.

2. Click the **[Create New]** button.
   Result: The Judicial Officer - Create Notes screen displays.

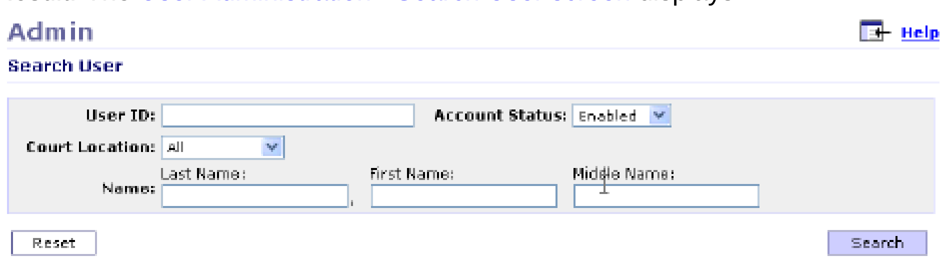


3. Select the **None**, **Automatic** or **Manual** radio button for the note expiration date.

   NOTE Selecting **None** for the expiration date will cause the note to be retained within the system permanently until otherwise specified. Selecting **Automatic** will cause the note to expire some amount of time (as configured by your court) after the disposition of the case. You must enter a valid date in the **Expiration Date** field if you select a **Manual** expiration of the notes.

4. Select the toggle button next to the **Security Rights Added** label in order to set security for this note.
   Result: The Judicial Officer - Create Notes screen displays with an expanded view of the personnel that have access to the note.

5. Click the **[Set Security]** button.
   Result: The User Administration - Search User screen displays.

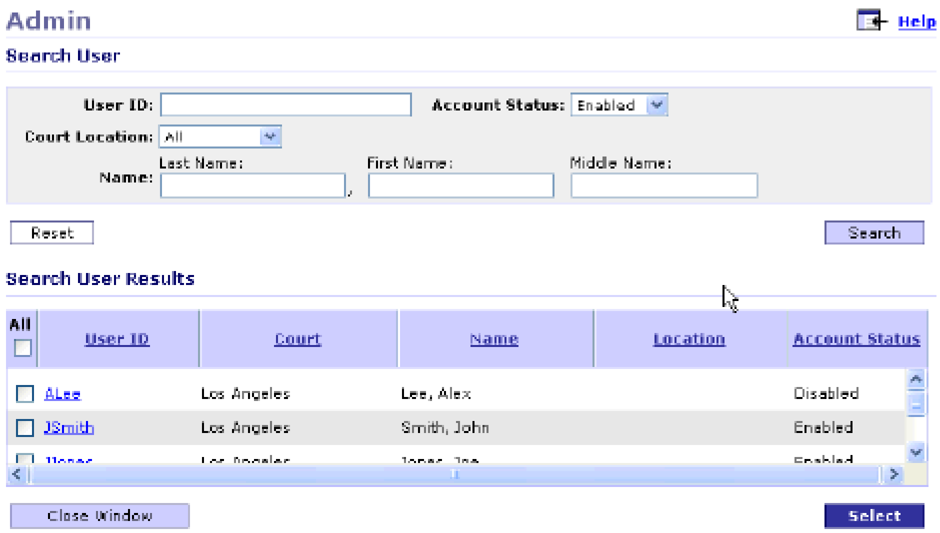


NOTE Clicking the **Set Security** button will navigate you to a screen that allows you to search for and add view privileges to system users that you want to have access to your note. If you do not choose to Set Security on the note, the default security access is that only you may view your note.

6. Enter/Select the search criteria for at least one of the following fields:
   - User ID
   - Account Status

- Court Location
- User Last Name

7. Click the **[Search]** button.
Result: The User Administration - Search User screen displays with the result set visible at the bottom of the screen.



8. Select the checkboxes for the court employees that should have access to the note.
9. Click the **[Select]** button.
Result: The Judicial Officer - Create Notes screen displays with the selected users in the 'Security Rights Added' table.

10. Enter the note into the **Notes** field.
11. Click the **[Save]** button.
    Result: The Case Notes screen displays with a confirmation message. The newly created note is now visible in the Judicial Officer Notes table.

Related Links

Manage Judicial Notes Overview

Judicial Officer Case Notes Screen

Judicial Officer Notes - Create/Update Note Screen

My Court Information

Update Case-Level Judicial Notes

Introduction

You can edit existing case-level notes in the system. The system provides features for formatting of the text font and size, indentations, un-do, bold, italics, underline and a spell checker.

Before Creating Case Documents

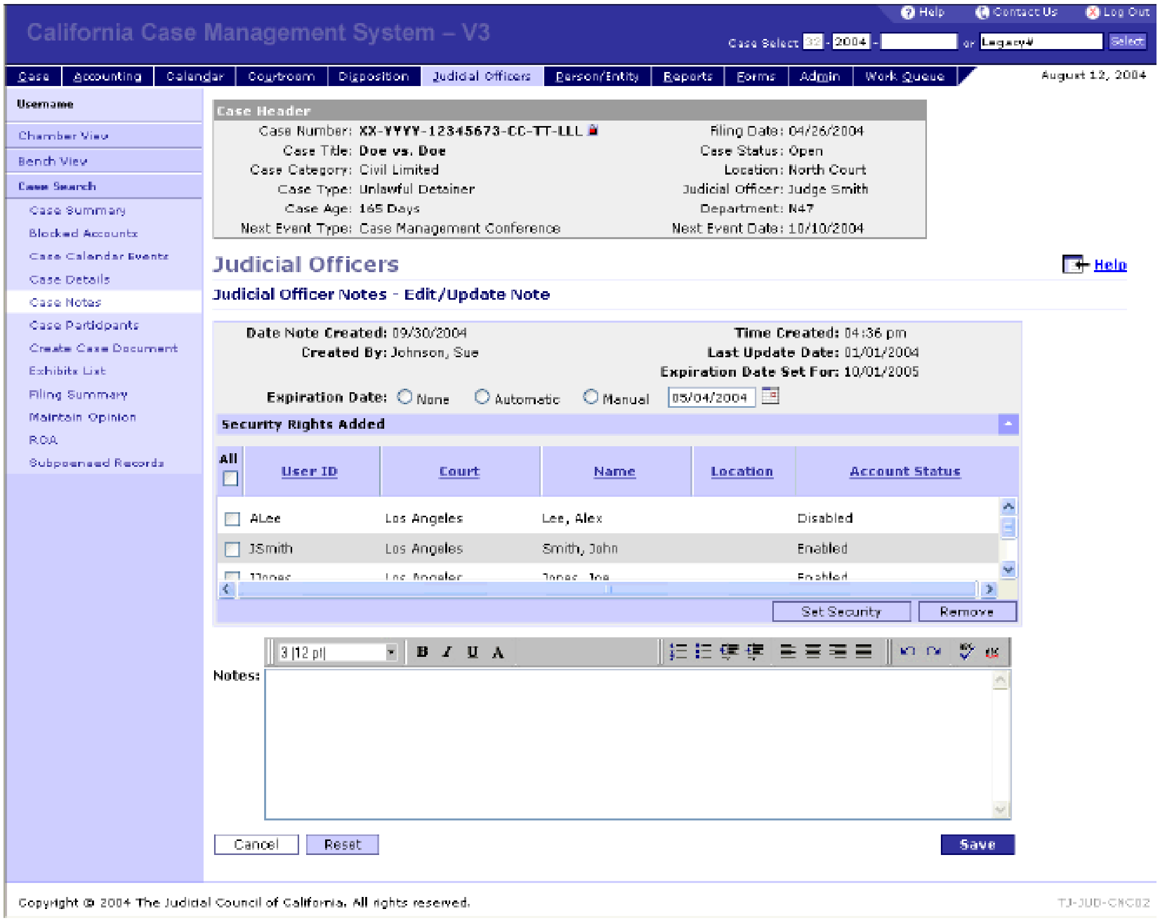
This activity takes place within the context of a case. It is assumed that you have performed a case search and selected the case on which to update a judicial note. Refer to the Search Cases task activity for details on performing a case search.

Task Activity

Perform the following steps to update a judicial note.

1. Select **[Judicial Officers] > [Case Search] > [Case Notes]**.
   Result: The Case Notes screen displays.

2. Select the radio button for the note you want to update.
3. Click the **[Update]** button.
   Result: The Judicial Officer - Edit/Update Notes screen displays with the screen populated with the information from the note.



4. Enter/Update the available fields as needed.
5. Click the **[Save]** button.
   Result: The Case Notes screen displays with a confirmation message. The newly updated note is now visible in the Judicial Officer Notes table.

Related Links

Manage Judicial Notes Overview

Judicial Officer Case Notes Screen

Judicial Officer Notes - Create/Update Note Screen

My Court Information

Delete Case-Level Judicial Notes

Introduction

You can delete case-level notes within the system. Once you delete a note, it will no longer be available within the system.

Before Creating Case Documents

This activity takes place within the context of a case. It is assumed that you have performed a case search and selected the case on which to delete a judicial note. Refer to the Search Cases task activity for details on performing a case search.

Task Activity

Perform the following steps to delete a judicial note.

1. Select **[Judicial Officers] > [Case Search] > [Case Notes]**.
   Result: The Case Notes screen displays.

2. Select the radio button for the case note you want to delete.
3. Click the **[Delete]** button.
   Result: The Case Notes screen displays with a confirmation message.

Related Links

Manage Judicial Notes Overview

Judicial Officer Case Notes Screen

Manage Case Documents

Manage Case Documents Overview

Introduction

You can record information in the system that can be used to generate forms. You may generate one of the following types of forms:

- Opinions and Judgments
- Statements of Decision
- Ruling on Submitted Matter
- Engrossed Settled Statement

- Order on Petition or Writs
- Notice of Decision
- Order Ruling on Motion

If you select a form type of "Other," then you can enter the form name as you would like it to appear. When creating case documents, the system provides formatting features including text font and size, indentations, un-do, bold, italics, underline and a spell checker. You may choose to save a document as a draft, in which case no form will be generated. If you choose to publish the case document, a form will be generated and associated with a Register of Actions entry. You may also attach an e-Signature with a generated form.

Task Activities

Managing case documents includes the following task activities:

- Create Case Documents
- Update Documents
- Delete Case Documents

Additional Resources

Other items related to this overview include the following:

- Business Rules
- Forms/Notices/Reports

Related Links

Case Document Summary Screen

Create Case Document Screen

My Court Information

Create Case Documents

Introduction

When creating case documents, the system provides formatting features including text font and size, indentations, un-do, bold, italics, underline and a spell checker. You may choose to save a document as a draft, in which case no form will be generated. If you choose to publish the case document, a form will be generated and associated with a Register of Actions entry. You may also attach an e-Signature with a generated form.

Before Creating Case Documents

This activity takes place within the context of a case. It is assumed that you have performed a case search and selected the case you wish to create a case document for. Refer to the Search Cases task activity for details on performing a case search.

Task Activity

Perform the following steps to create a case document.

1. Select **[Judicial Officers] > [Case Search] > [Create Case Document]**.
   Result: The Case Document Summary screen displays.

2. Click the **[Create Document]** button.
   Result: The Create Case Document screen displays.

3. Select a **Document Type**.
   If you select a document type of "Other," enter the document name into the **Or** field.
4. Select a **Next Action** from the drop-down list. You may choose to save a document as a draft, and no form will be generated. If you choose to publish the case document, a form will be generated and associated with a case history entry. You may also attach an e-Signature with a generated form.
5. Click the **[Save]** button.
   Result: The Case Document Summary screen displays with the new case document visible in the Case Document Summary history.

Related Links

Manage Case Documents Overview

Case Document Summary Screen

Create Case Document Screen

My Court Information

Update Case Documents

Introduction

You can select and make changes to an existing case document. Updating a case document will not change any previously generated versions of the selected form for the case document, but it will create a new form and associate it with a new Register of Actions entry.

Before Updating Case Documents

This activity takes place within the context of a case. It is assumed that you have performed a case search and selected the case document you wish to update. Refer to the Search Cases task activity for details on performing a case search.

Task Activity

Perform the following steps to update case document.

1. Select **[Judicial Officers] > [Case Search] > [Create Case Document]**.
   Result: The Case Document Summary screen displays.
2. Select the radio button for the case document you want to update.
3. Click the **[Update Document]** button.
   Result: The Update Case Document screen displays.
4. Update the **Document Type**, if necessary.
5. Select a **Next Action** from the drop-down list.

   You may choose to save a document as a draft and no form will be generated. If you choose to publish the case document, a form will be generated and associated with a case history entry. You may also attach an e-Signature with a generated form.
6. Click the **[Save]** button.
   Result: The Case Document Summary screen displays.

Related Links

Manage Case Documents Overview

Case Document Summary Screen

Create Case Document Screen

My Court Information

Delete Case Documents

Introduction

You may delete any document associated with a case. Deleting a document from a case will not remove any previously created forms or case history entries associated with the document.

Before Deleting Case Documents

This activity takes place within the context of a case. It is assumed that you have performed a case search and selected the case document you wish to delete. Refer to the Search Cases task activity for details on performing a case search.

Task Activity

Perform the following steps to delete a case document.

1. Select **[Judicial Officers] > [Case Search] > [Create Case Document]**.
   Result: The Case Document Summary screen displays.

2. Select the radio button for the case document you want to delete.
3. Click the **[Delete Document]** button.
Result: The Case Document Summary screen displays with a confirmation message. The selected case document is now removed from the list.

Related Links

Manage Case Documents Overview

Case Document Summary Screen

The Person/Entity Section

Manage Person/Entity Information

Manage Person/Entity Information Overview

Introduction

Managing person/entity information involves creating, updating, and/or securing a person/entity profile in the system.

About Person/Entity Profiles

A person/entity profile record consists of information relating to a unique person, entity, government agency or Trust. The system saves this information outside the context of a case, at the Court level.

Person/entity records help Courts to track and organize various data elements for a given person/entity. The case participants, Court resources, and interested parties have person/entity profiles in the system.

Accessing Person/Entity Information

The Person/Entity screens allow you to directly create and access person/entity information in the system. However, you may also create person/entity information from other processes, such as by entering a case participant name into the Initiate Case screen. This entry automatically creates a person/entity record with related data collected from the case initiation process. The updates made to the participant record automatically update the participant's person/entity record in the system.

Many other processes and screens also use person/entity searches and data to complete specific activities. View the Person/Entity Search screen for a list of these processes.

Activities Performed Prior to Managing Profiles

You must conduct a person/entity search in order to select a person/entity profile to update or secure. However, it is recommended that you also conduct this search prior to creating a person/entity profile in the system. This helps to check whether a given person/entity already exists, which may reduce the risk of entering a duplicate profile record.

Defining Person/Entity Associations

A person/entity profile may have a relationship with another person/entity record. As a result, you can create associations between person/entities.

These associations describe a more "permanent" type of relationship than case participant associations. For example, they can define familial and employment relationships between person/entities, such as the relationship between an attorney and a law firm. These associations do not rely on a case to exist.

On the other hand, participant associations only exist within a case, and do not extend to other cases or system data. Refer to the Manage Case Participants section for details on these types of associations.

There are three person/entity association types that you may create for a given person/entity profile. These relationships may include:

- A person and another person
- A person and an entity

- An entity and another entity

Identifying Vexatious Litigants

Based on an Order, you can label a person/entity as a vexatious litigant in the system. Refer to the Add Vexatious Litigant Entries task activity for details on adding a person/entity record to the Vexatious Litigant List.

Task Activities

Managing person/entity information includes the following task activities:

- Search Person/Entity Profiles
- Create Person/Entity Profiles
- Update Person/Entity Profiles
- Secure Person/Entity Profiles

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

My Court Information

Search Person/Entity Profiles

Introduction

Searching for a person/entity searches and displays person/entity profile records that currently exist in the system.

Person/Entity Search Functionality

The system performs a search based on field parameters that you provide. Only person/entity profiles that match the entered search criteria will display in the results list. Refer to the Create Person/Entity Profiles task activity for details on adding a person/entity profile to the system.

You must provide data for at least one primary search field or two secondary search fields in order for the search utility to function. Providing other parameter data helps to narrow the search results and increases the likelihood of finding a closer match. Refer to the Search Feature Overview for details on performing a search in the system.

Using Advanced Search Fields

You must have the appropriate security roles to use advanced search fields. These fields help to limit the search results based on more personal person/entity attributes.

Using the Search Results

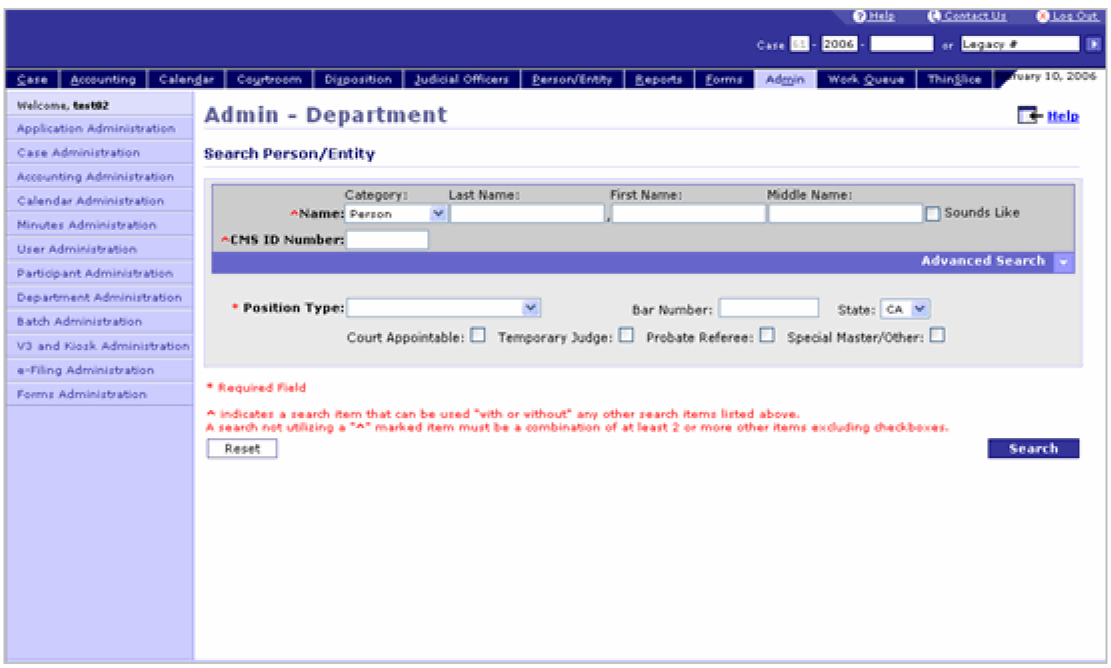
The search function also provides the foundation for maintaining person/entity profile information. For example, you must perform a person/entity search in order to update a person/entity record or maintain person/entity associations.

From the Search Results section, you can perform the Secure Person/Entity Profiles or the Update Person/Entity Profiles task activities.

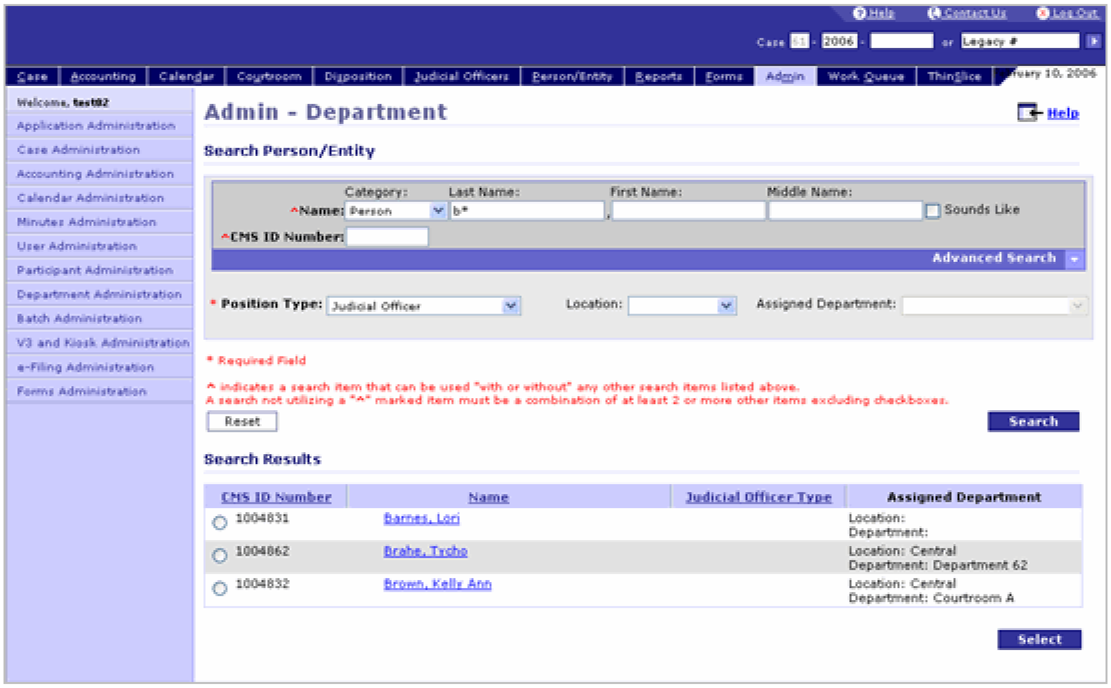
Task Activity

Perform the following steps to search for a person/entity profile record.

1. Select **[Person/Entity] > [Person/Entity Search]**.
   Result: The Person/Entity Search screen displays.

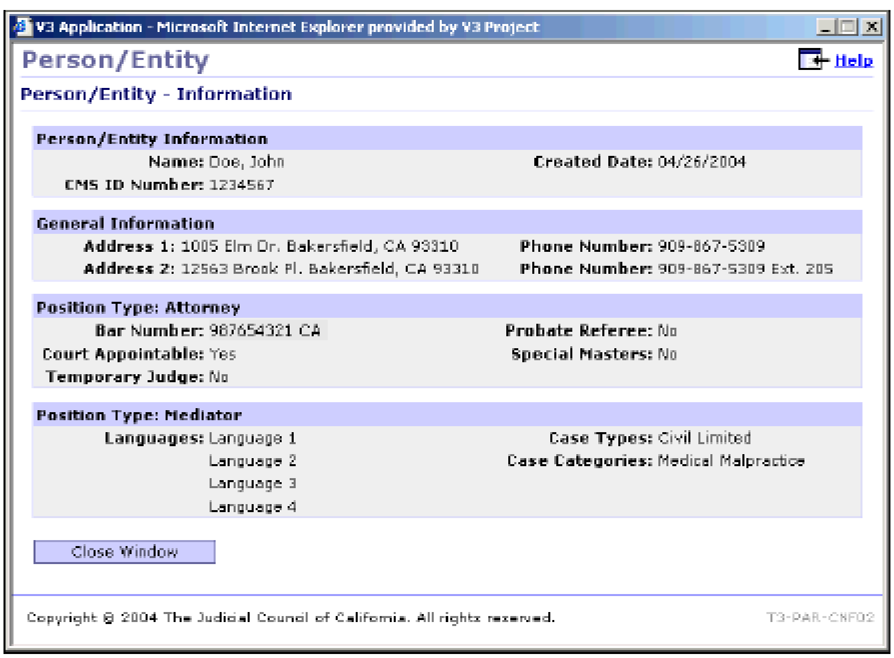


2. Enter/Select data for the appropriate search parameter fields.
   NOTE The **CMS ID Number** is the only value that will return an exact person/entity match.
3. Click the **[Search]** button.
   Result: The screen refreshes with the Search Results.



You can quickly view the details of person/entity profile from the Search Results. Follow the steps below to view this information.

1. Click the person/entity name link to display its profile details.
   Result: The Person/Entity - Information pop-up window displays.



2. Click the **[Close Window]** button to return to the Search Results.

Related Links

Manage Person/Entity Information Overview

Person/Entity Search Screen

Person/Entity Confirmation Screen

My Court Information

Create Person/Entity Profiles

Introduction

Creating a person/entity profile record saves information about a specific person/entity directly in the system. This activity takes place outside the context of a case.

Providing General Information

Creating a person/entity profile involves collecting data about the person/entity. This data helps to identify the person/entity record. For example, you can save multiple names for a single person/entity. However, the name type depends on the selected person/entity category. Other attributes that you may save include contact information and email addresses.

You may also label a person/entity as a frequent filer, if necessary. Refer to the Manage Frequent Filers section for details on this type of assignment.

Creating Person/Entity Associations

You may create associations with the person/entity. These associations occur between two person/entities. For example, a person-to-entity association exists between an Attorney and a law firm.

A person/entity may have multiple person/entity associations. You must search for and select the person/entity record to associate with the active profile.

Assigning Position Information

You may assign one or more position types to a person/entity. These types identify the Court resource roles that this person/entity may perform. The system will use these attributes to recommend appropriate resources during the case assignment process.

Refer to the Configure Case Assignment Rules and Manage Resource Assignments sections for details on setting up resource rules and assignments.

Providing Additional Information

You may also provide additional information about a person/entity. This information is optional and allows you to collect specific data to further identify the profile.

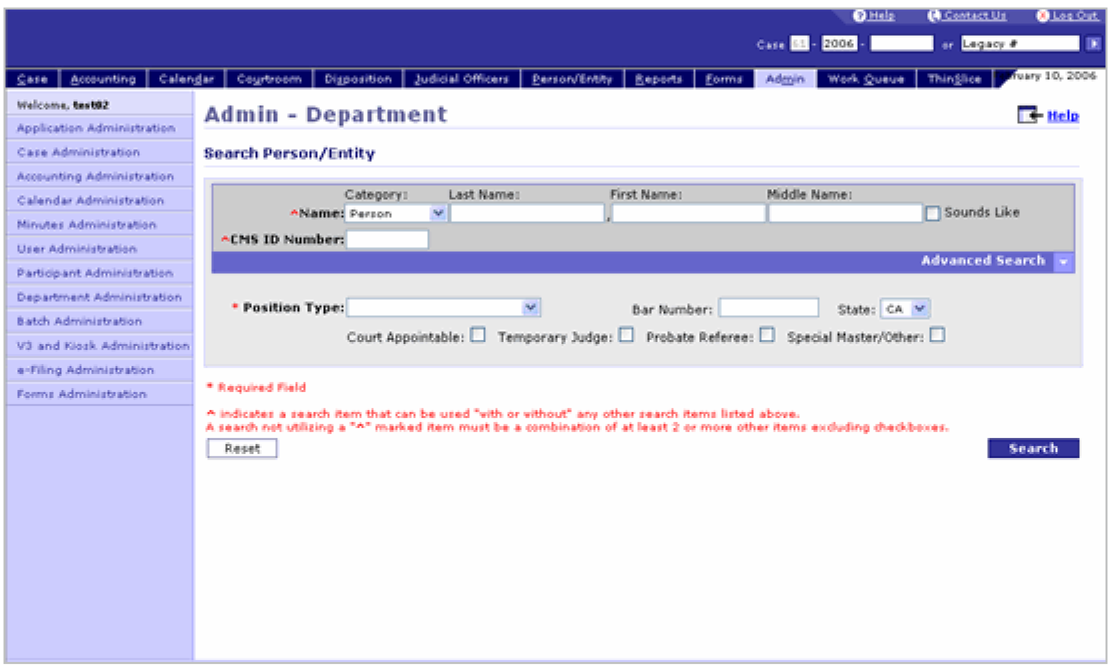
Saving the Profile

When you save person/entity profile, the system will assign a CMS ID number to the profile record. You can use this number in order to search for and access this profile record in the future.

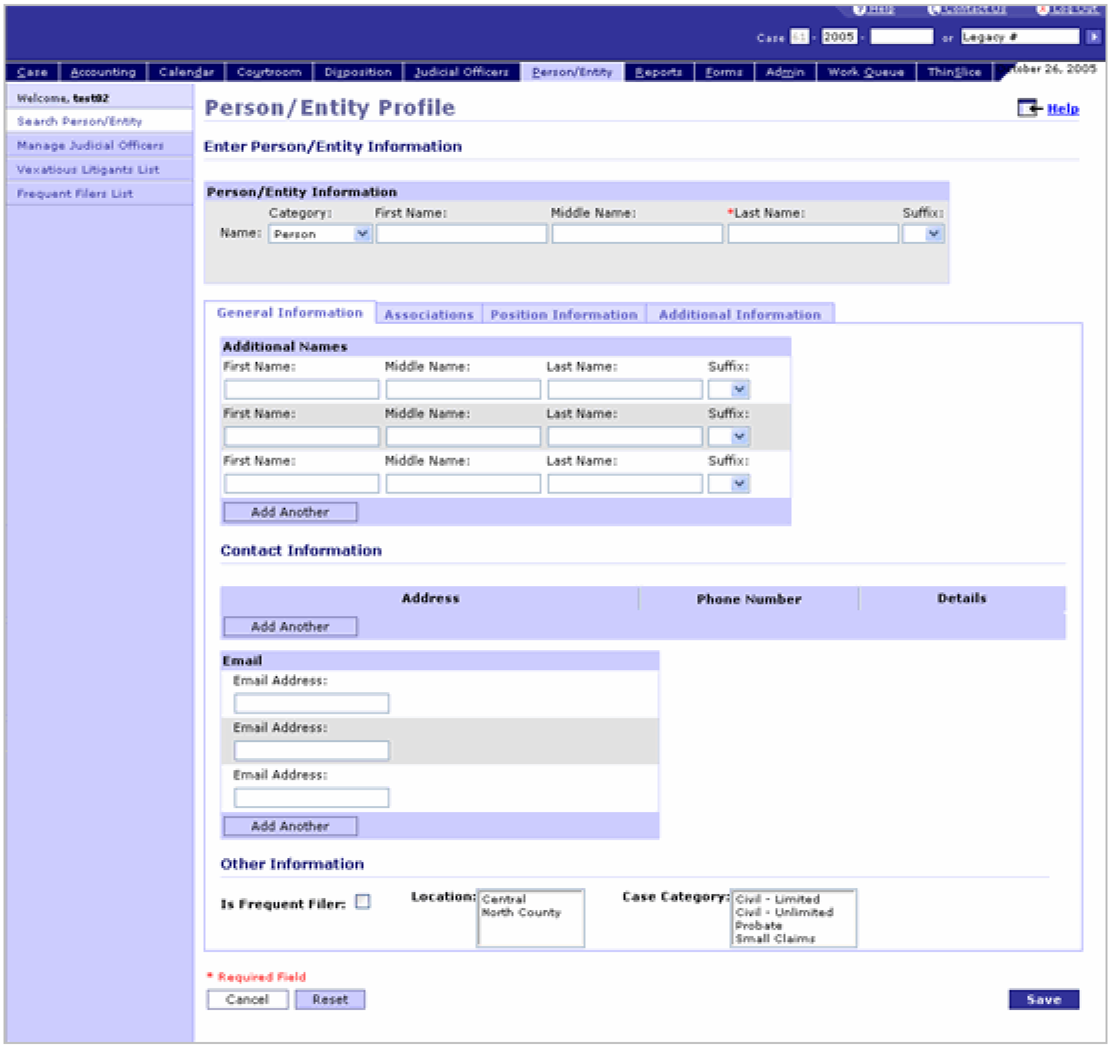
Task Activity

Perform the following steps to create a person/entity profile record directly in the system.

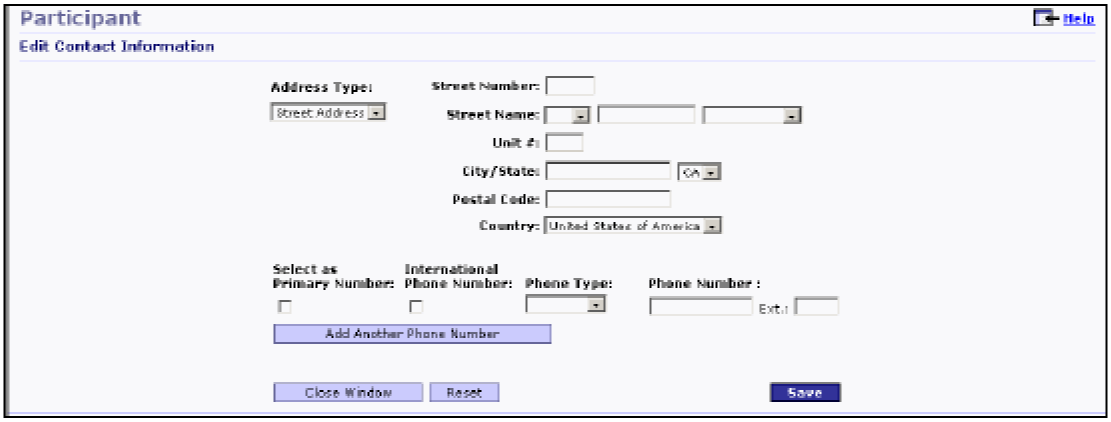
1. Select **[Person/Entity] > [Person/Entity Search]**.
   Result: The Person/Entity Search screen displays.



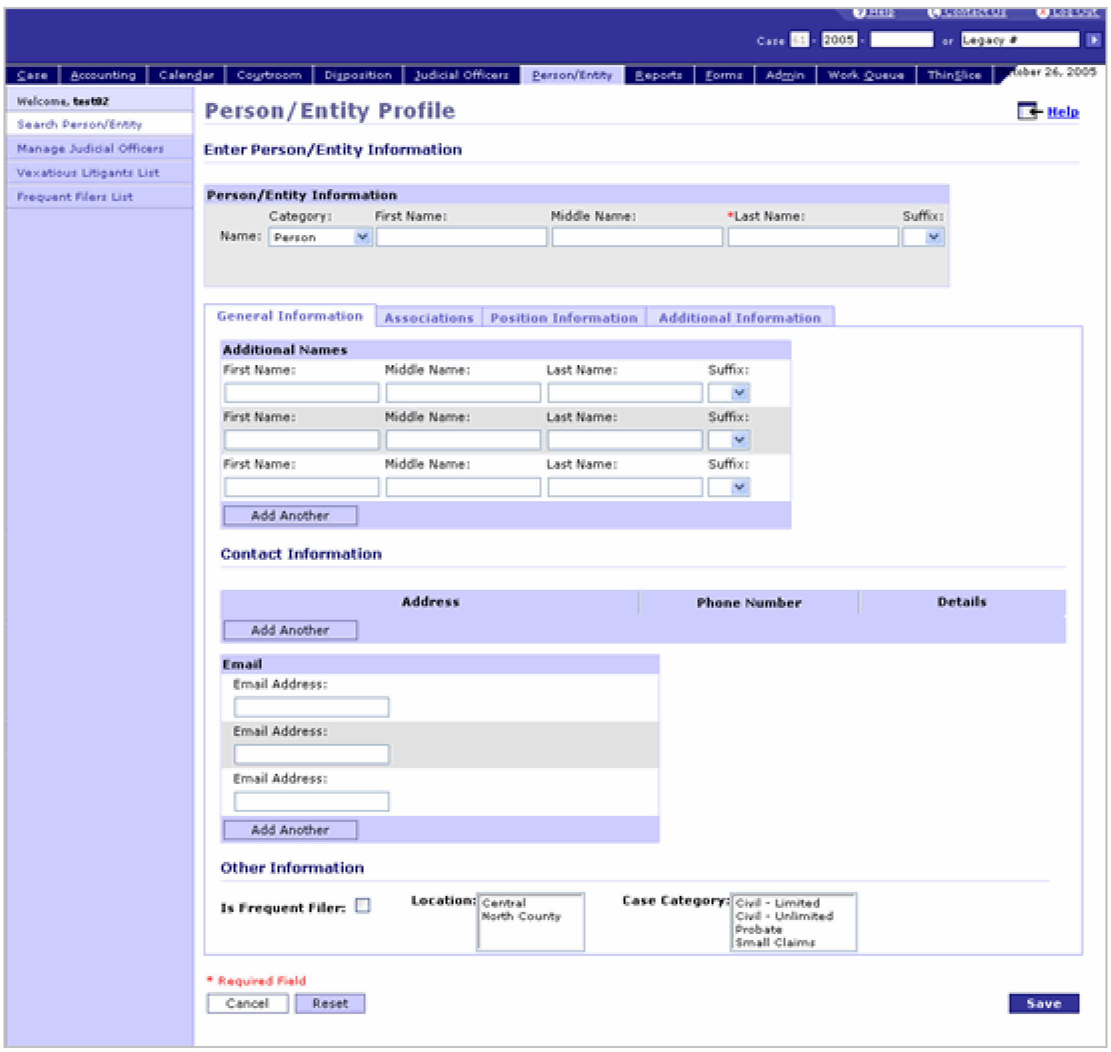
2. Click the **[Add New Person/Entity]** button.
   Result: The Person/Entity Profile screen displays.



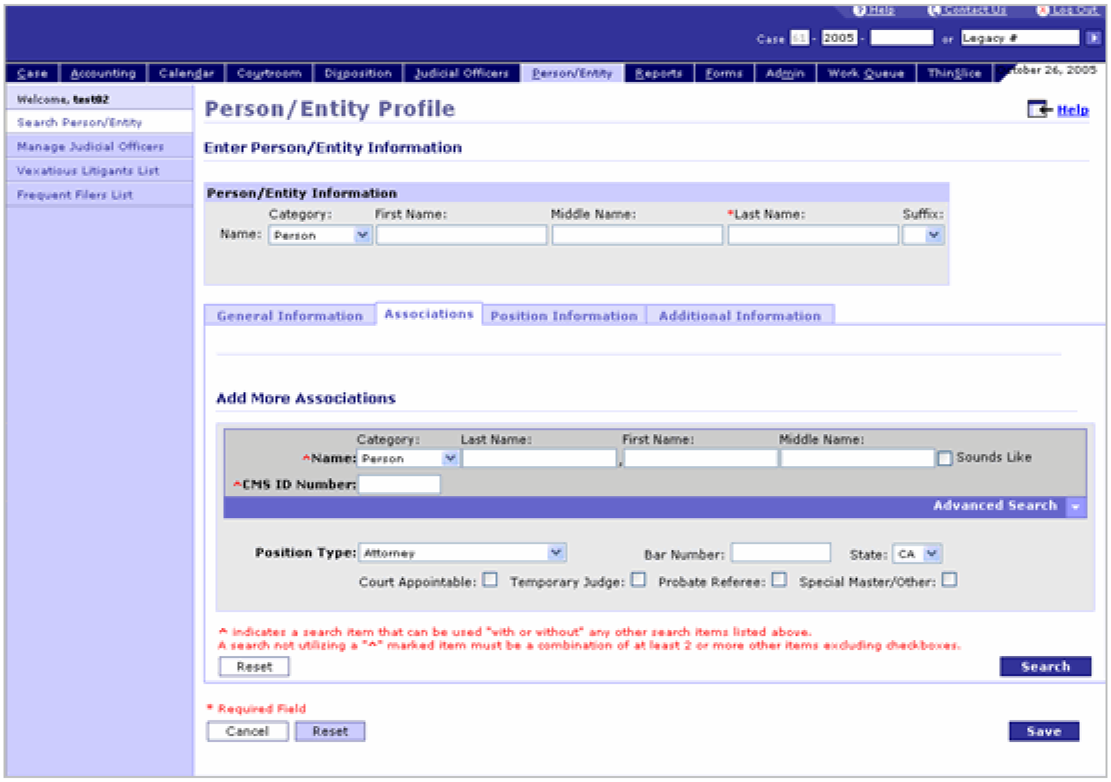
3. Select a **Category** for the person/entity.
   NOTE This selection will change the Additional Name fields. It defaults to "Person."
4. Enter a **Last Name** or **Name** data for the person/entity.
   NOTE The type of name depends on the selected person/entity category.
5. Edit/Update the available fields as needed.
   NOTE Follow Steps 6-8 to add an address and/or phone number.
6. Click the **[Add Another]** button to add an address for this person/entity.
   Result: The Edit Contact Information pop-up window displays.



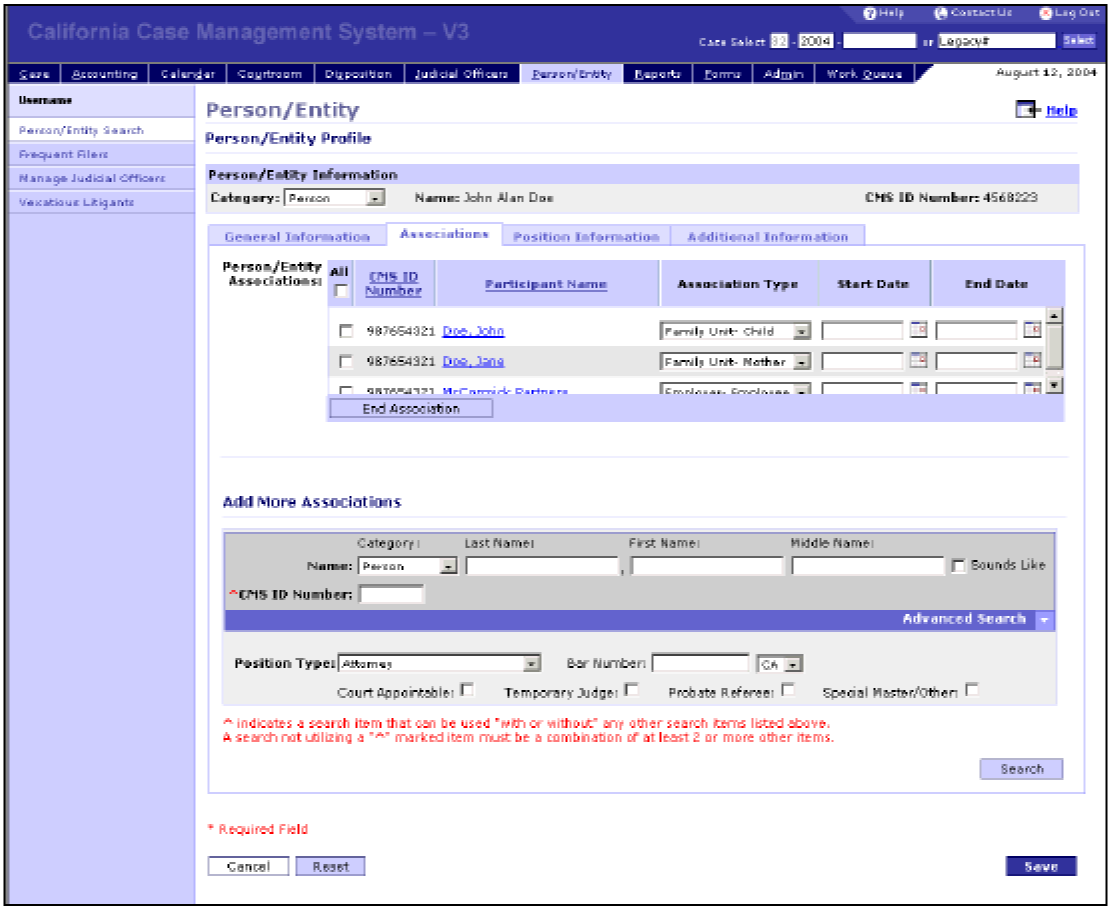
7. Edit/Update the available fields as needed.
8. Click the **[Save]** button.
   Result: The Person/Entity Profile screen re-displays. The new address and/or phone number(s) display as read-only data.



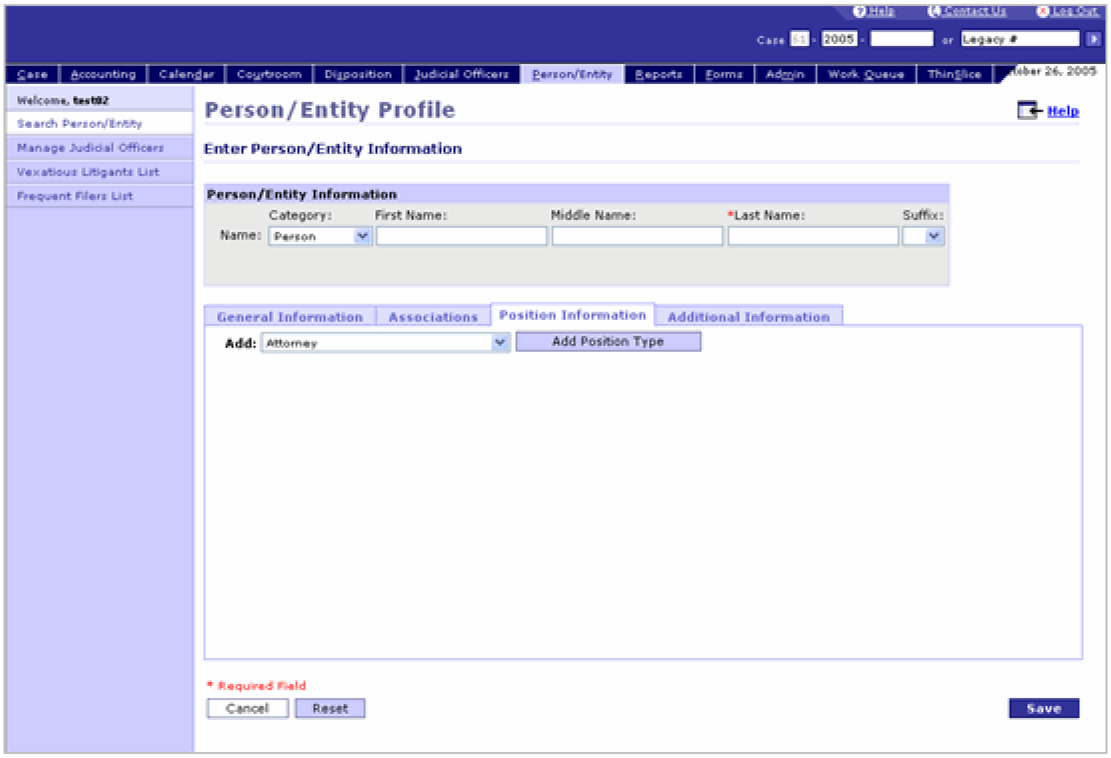
9. Click the **[Associations]** tab.
   Result: The Associations tab highlights.
   NOTE Follow Steps 10-15 to create a person/entity association. The person/entity to associate with must already exist in the system.



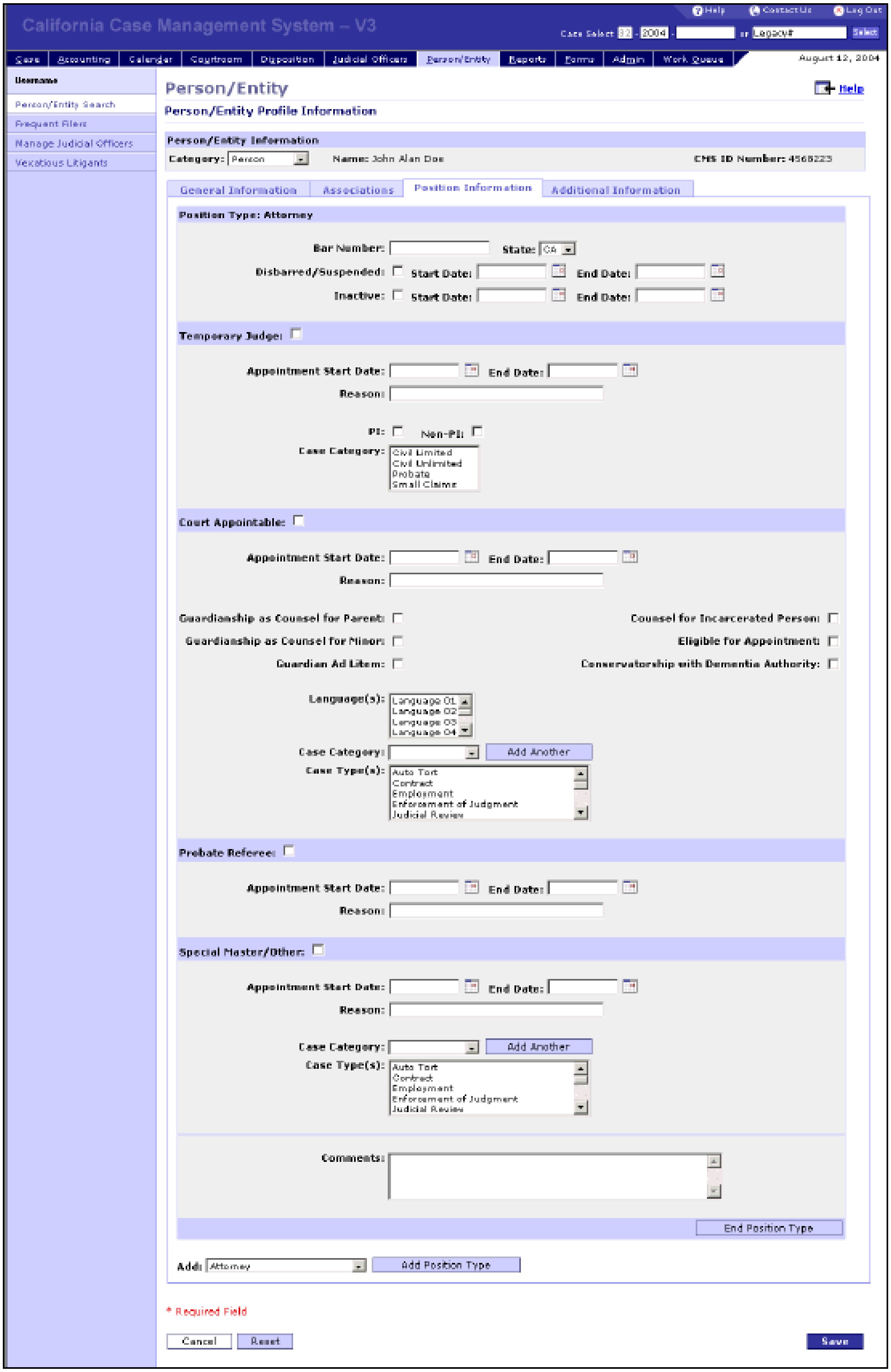
10. Enter/Select data for the appropriate search parameter fields.
    NOTE Refer to the Search Person/Entity Profiles task activity for details on performing this search.
11. Click the **[Search]** button.
    Result: The screen refreshes with the search results.



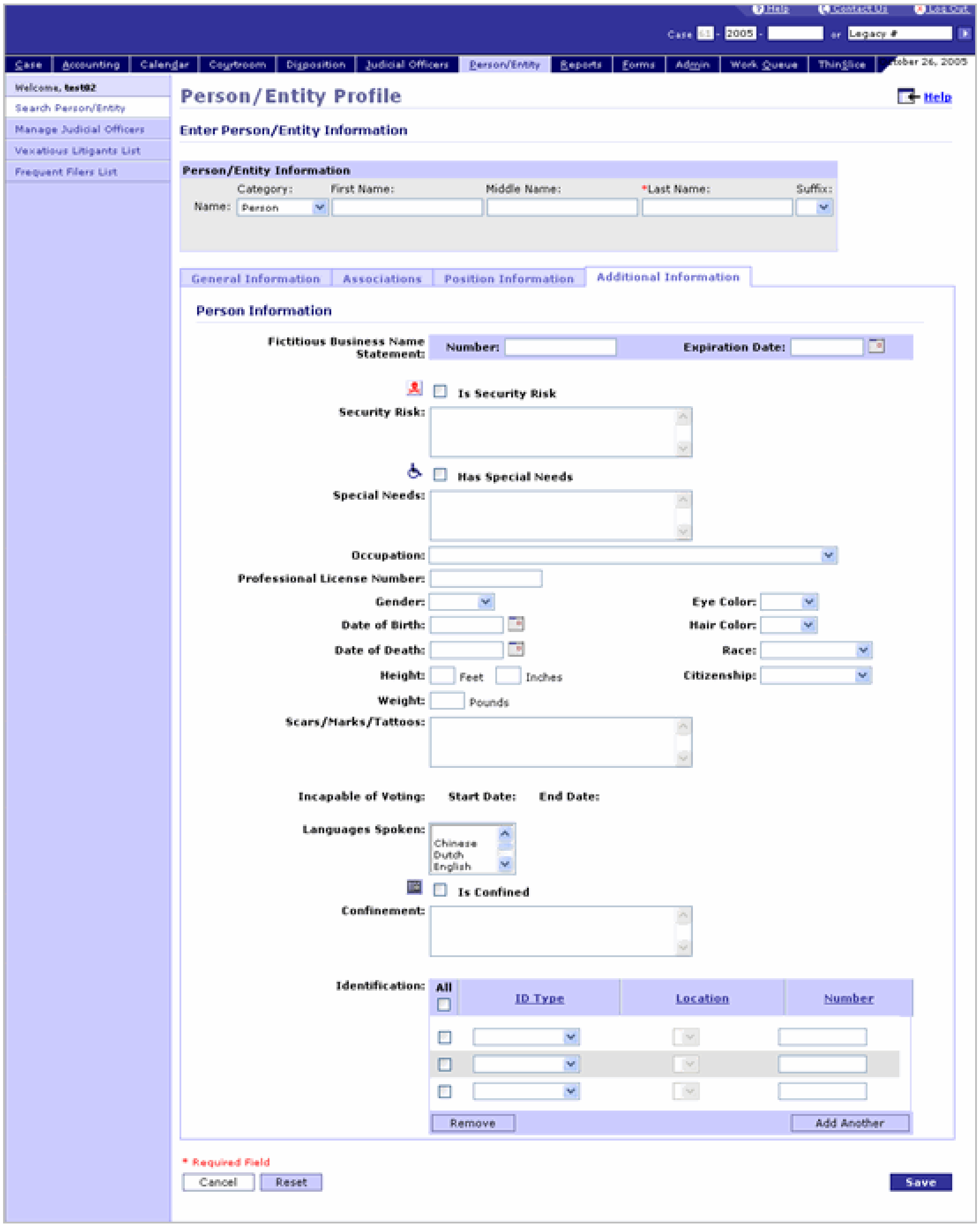
12. Select the radio button for the person/entity to associate.
13. Click the **[Select]** button.
    Result: The screen refreshes and displays the person/entity in the Person/Entity Associations section.
14. Select an **Association Type**.
15. Edit/Update the available fields as needed.
16. Click the **[Position Information]** tab.
    Result: The Position Information tab highlights.
    NOTE Follow Steps 17-19 to assign a position type to the person/entity.



17. Select a position type value from the **Add** drop-down list.
18. Click the **[Add Position Type]** button.
    Result: The screen refreshes and displays the position type and related fields.
    NOTE Different fields will display depending on the selected position type.

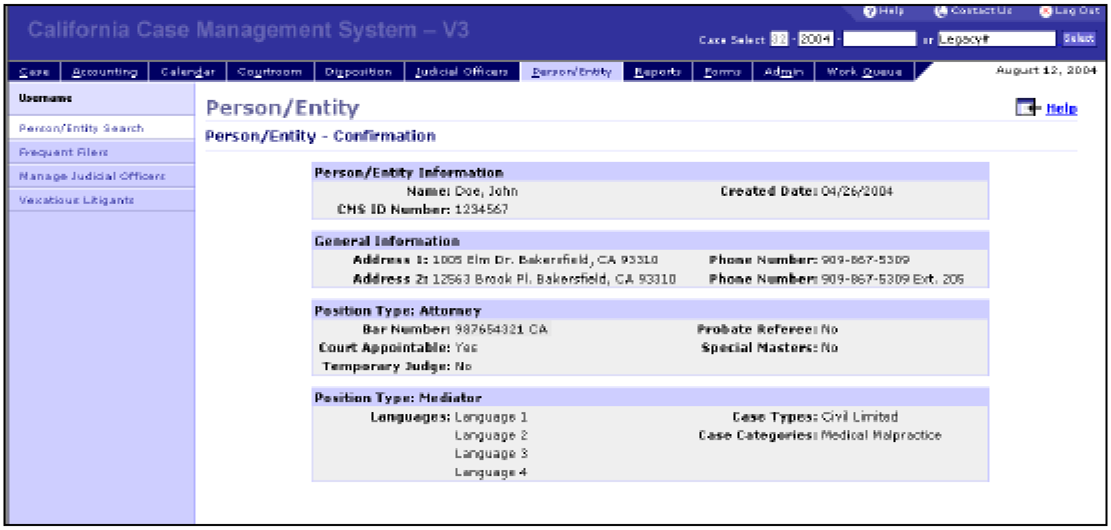

California Case Management System – V3
Help
Contact Us
Log Out
Case Select
2004
or
Legacy#
Select
Case
Accounting
Calendar
Courtroom
Disposition
Judicial Officers
Person/Entity
Reports
Forms
Admin
Work Queue
August 12, 2004
Username
Person/Entity Search
Frequent Filers
Manage Judicial Officers
Vexatious Litigants
Person/Entity
Help
Person/Entity Profile Information
Person/Entity Information
Category: Person
Name: John Alan Doe
CMS ID Number: 4568223
General Information
Associations
Position Information
Additional Information
Position Type: Attorney
Bar Number:
State: CA
Disbarred/Suspended:
Start Date:
End Date:
Inactive:
Start Date:
End Date:
Temporary Judge:
Appointment Start Date:
End Date:
Reason:
PI:
Non-PI:
Case Category:
Civil Limited
Civil Unlimited
Probate
Small Claims
Court Appointable:
Appointment Start Date:
End Date:
Reason:
Guardianship as Counsel for Parent:
Counsel for Incarcerated Person:
Guardianship as Counsel for Minor:
Eligible for Appointment:
Guardian Ad Litem:
Conservatorship with Dementia Authority:
Language(s):
Language 01
Language 02
Language 03
Language 04
Case Category:
Add Another
Case Type(s):
Auto Tort
Contract
Employment
Enforcement of Judgment
Judicial Review
Probate Referee:
Appointment Start Date:
End Date:
Reason:
Special Master/Other:
Appointment Start Date:
End Date:
Reason:
Case Category:
Add Another
Case Type(s):
Auto Tort
Contract
Employment
Enforcement of Judgment
Judicial Review
Comments:
End Position Type
Add: Attorney
Add Position Type
* Required Field
Cancel
Reset
Save

19. Enter/Select data for the necessary fields.
20. Click the **[Additional Information]** tab.
    Result: The Additional Information tab highlights and displays miscellaneous person/entity fields.



21. Edit/Update the available fields as needed.

22. Click the **[Save]** button.
Result: The Person/Entity - Confirmation screen displays.



Related Links

Manage Person/Entity Information Overview

Person/Entity Search Screen

Person/Entity Profile Screen

Edit Contact Information Pop-Up Screen

Person/Entity Confirmation Screen

My Court Information

Update Person/Entity Profiles

Introduction

Updating a person/entity profile changes the existing profile details for a specific person/entity. This activity allows you to add, edit, or remove profile information and associations.

Activities Performed Prior to Updating

You must conduct a person/entity search in order to select a person/entity profile to update.

Updating Associations

You may choose to update or remove person/entity associations if the wrong association was created or an association no longer exists.

Impacting Case Data

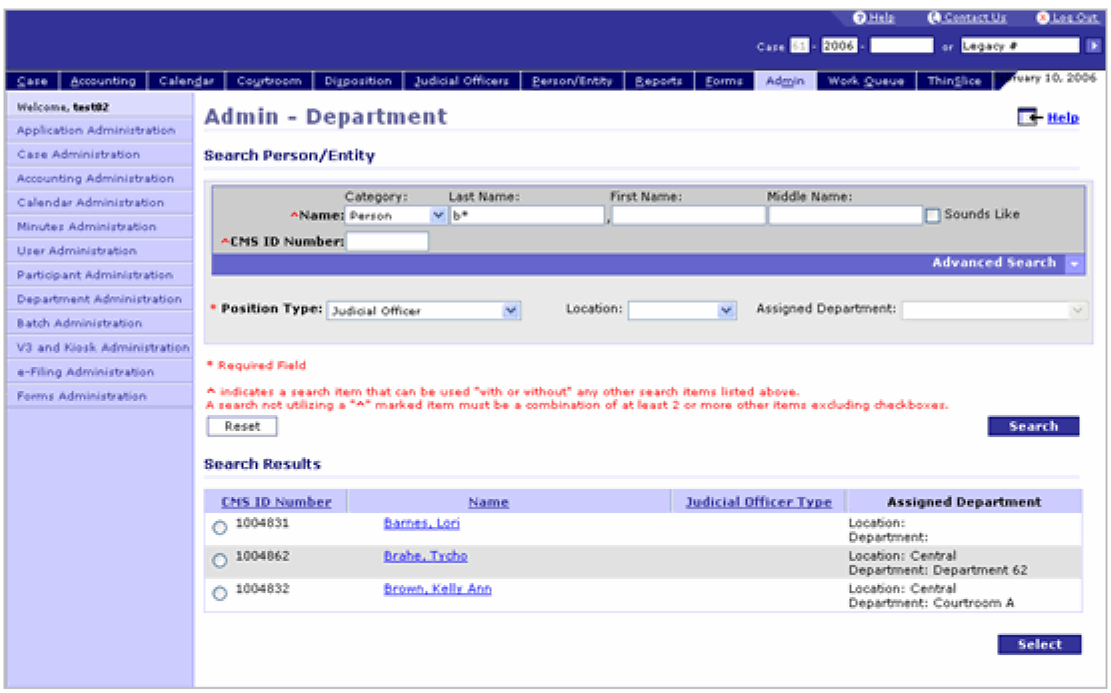
Some person/entity updates may impact certain case data. For example, if you delete an address from a profile record, you may also choose to remove this address instance from the cases that reference it. If you do not remove this address from the cases, then the address is marked as "inactive" on these cases, and it will not be available for selection on future cases.

Task Activity

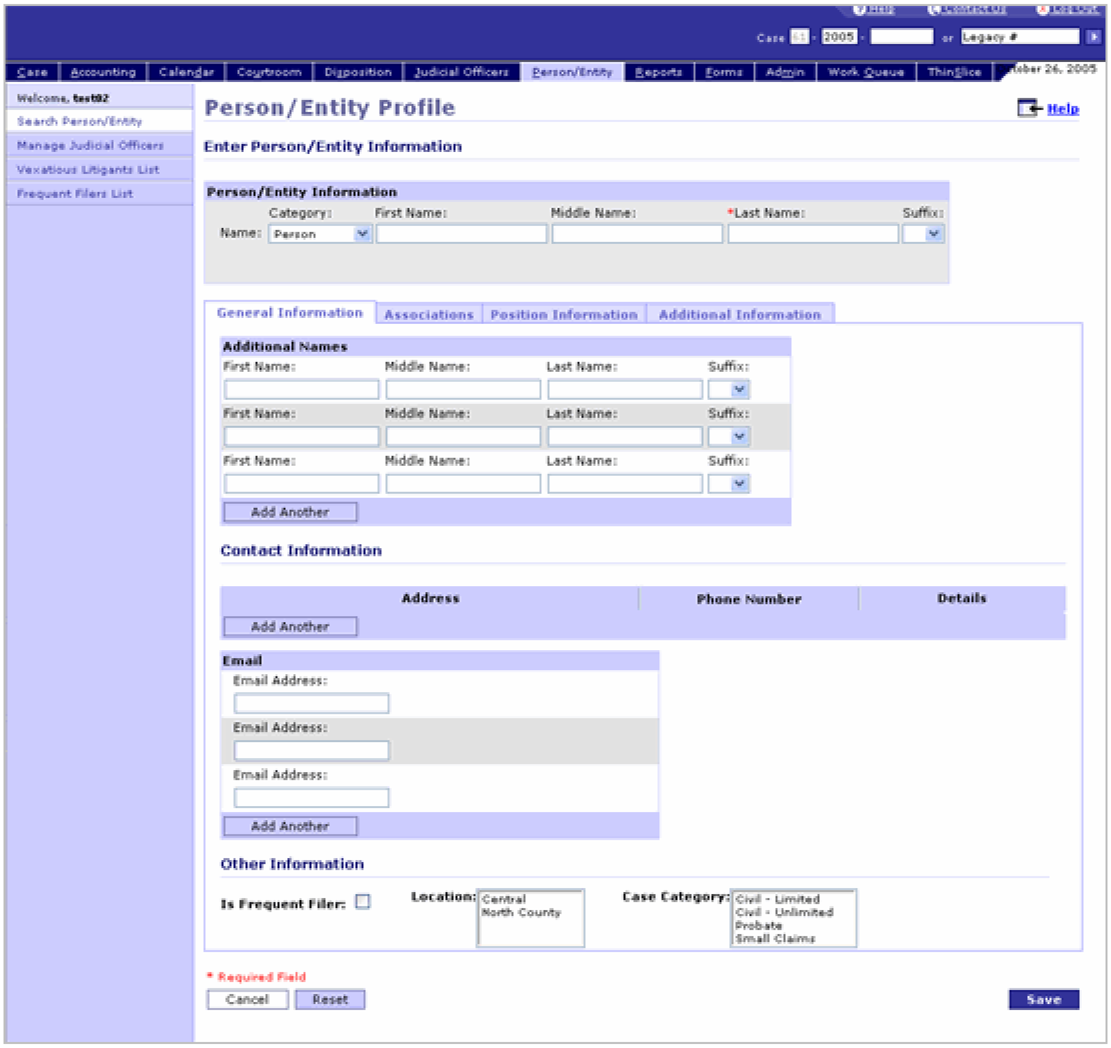
This activity takes place within the context of a person/entity search. Refer to the Search Person/Entity Profiles task activity for details on performing this search.

Perform the following steps to update a person/entity profile record.

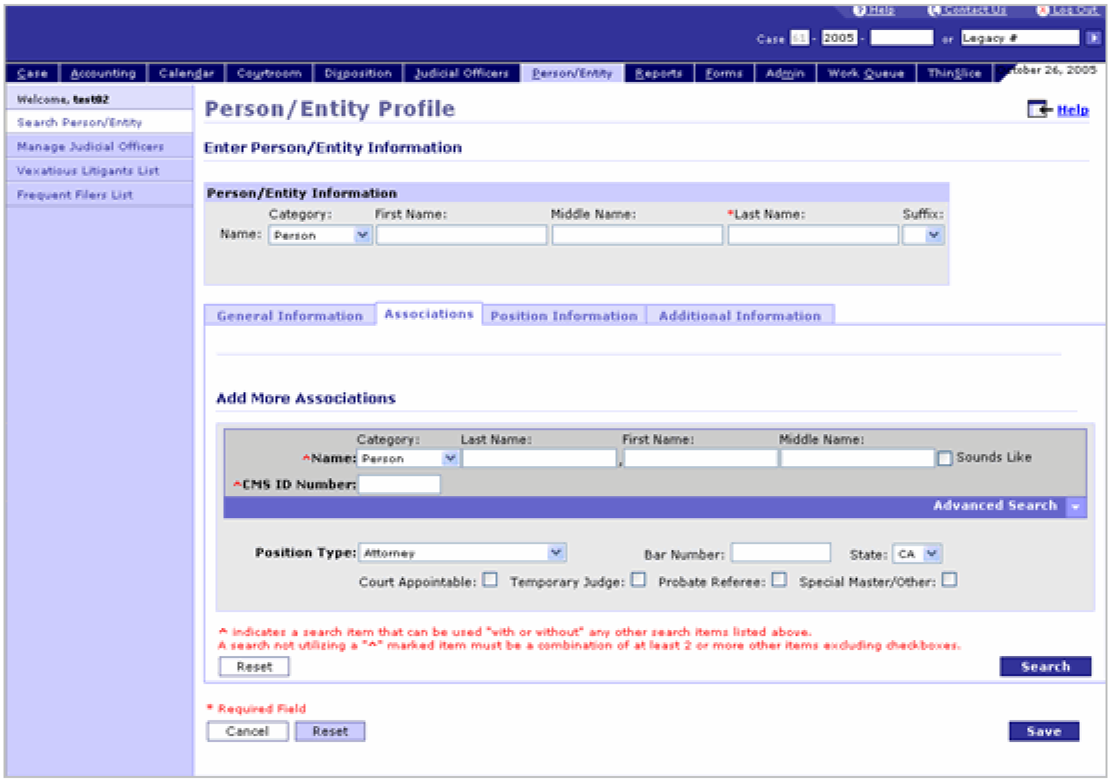
1. Select the radio button for the person/entity to update.
   NOTE This selection occurs from the Person/Entity Search screen.

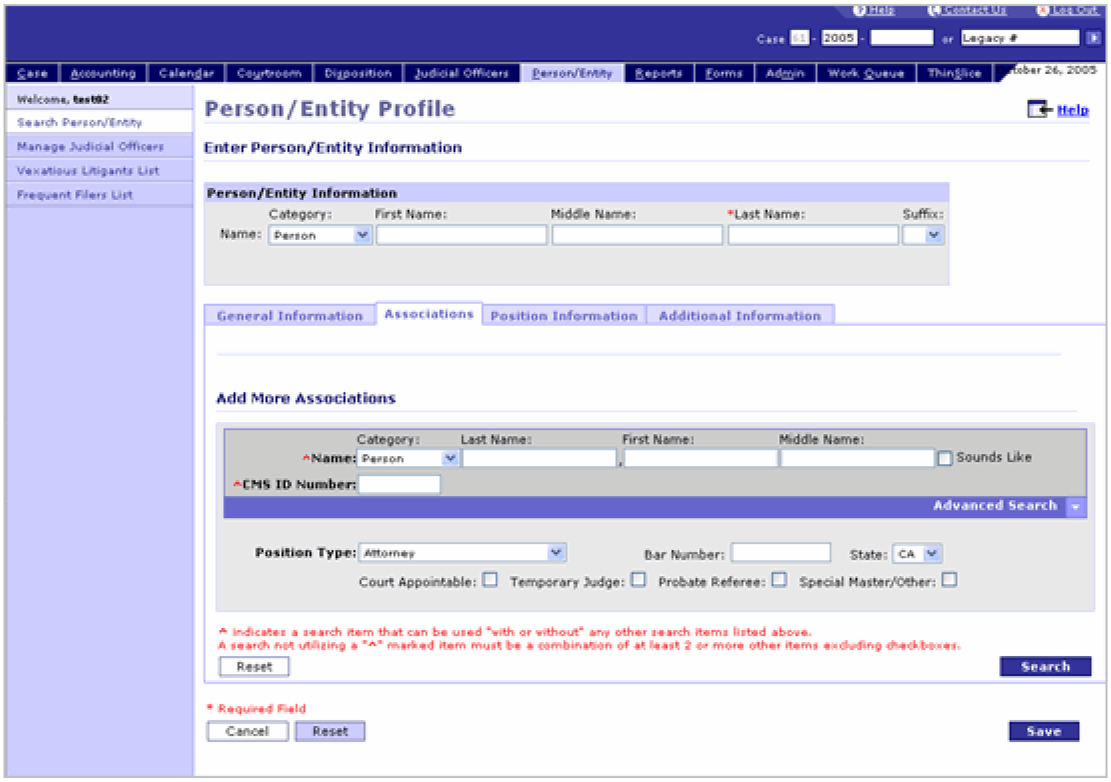
2. Click the **[Select]** button.
   Result: The Person/Entity Profile screen displays.



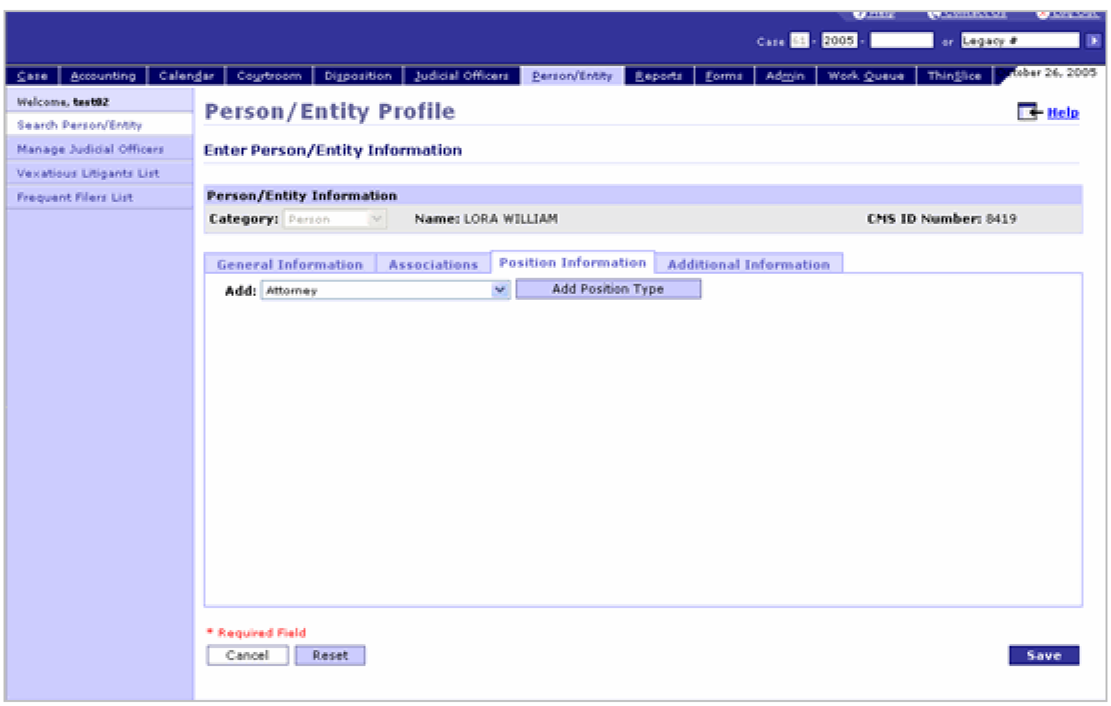
3. Enter/Update the available fields as needed.
4. Click the **[Associations]** tab.
   Result: The Associations tab highlights and displays the relationships for this person/entity.



5. Edit/Update the available fields as needed.
   NOTE Follow Steps 6-7 to remove a person/entity association from the profile.
6. Select the checkboxes for the associations to remove.
7. Click the **[End Association]** button.
   Result: The screen refreshes with a confirmation message. The selected associations no longer display.



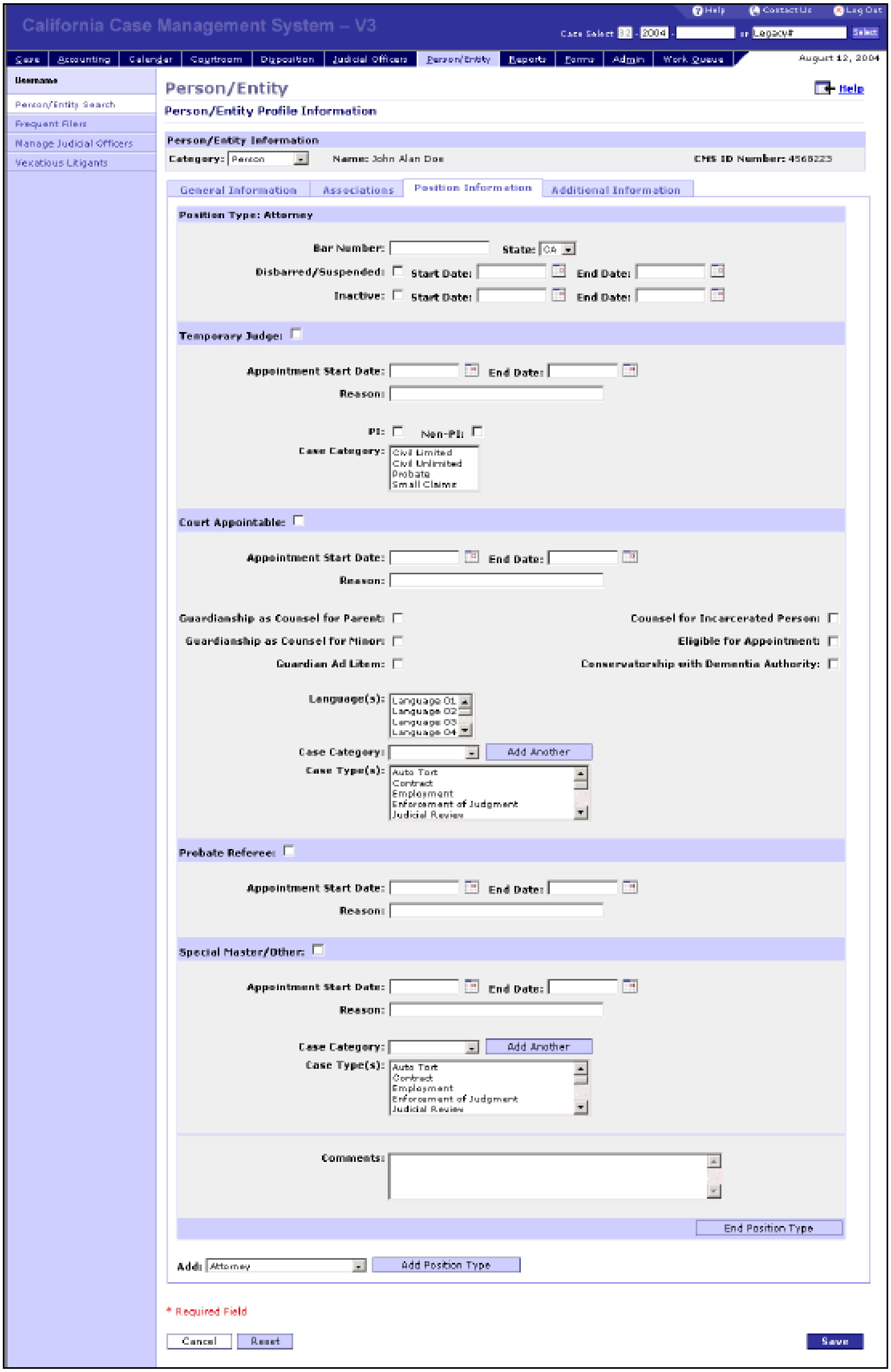
8. Click the **[Position Information]** tab.
Result: The Position Information tab highlights and displays the positions held by this person/entity.



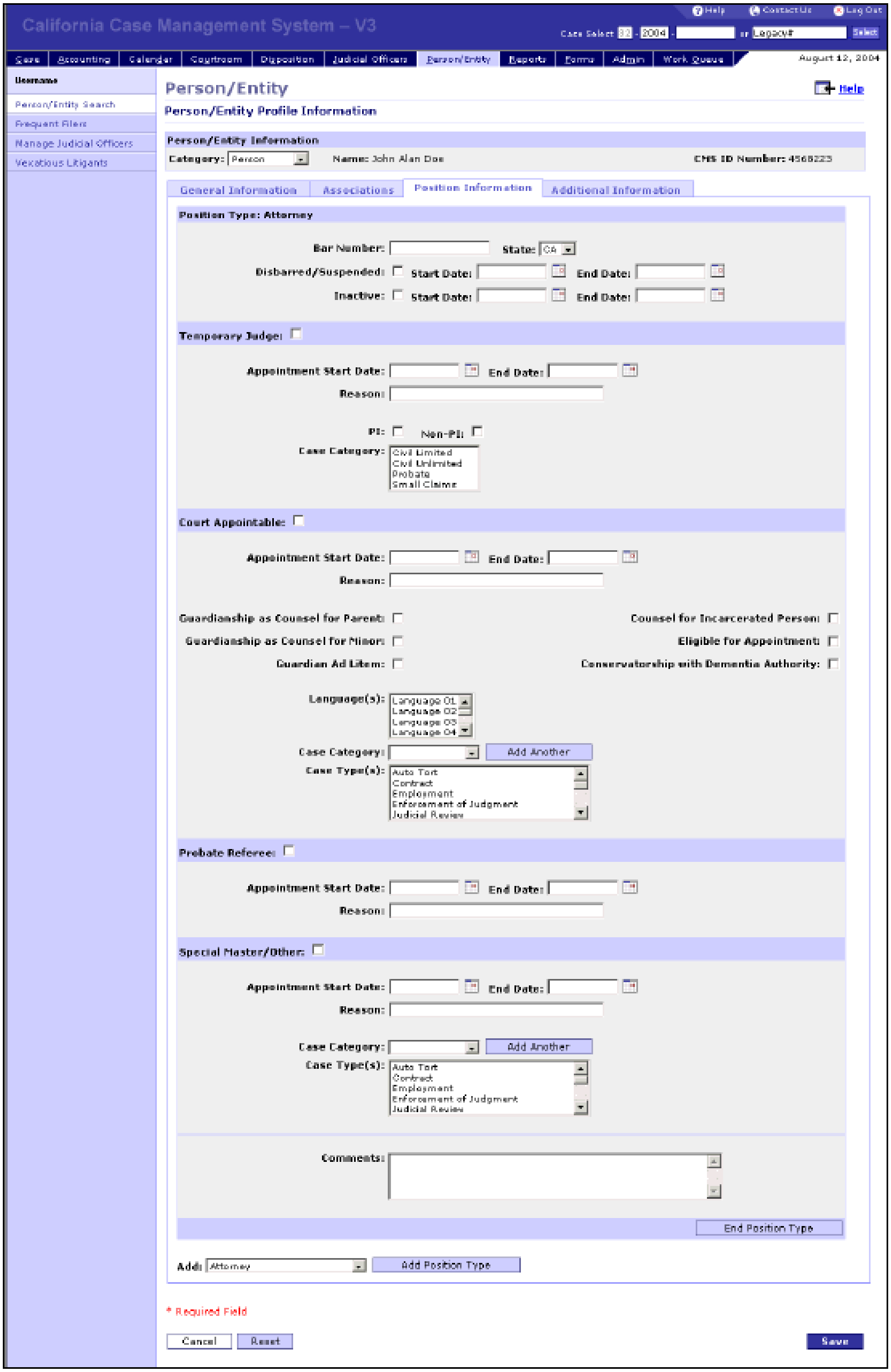
9. Enter/Update the available fields as needed.
   NOTE Follow Steps 10-12 to assign a position type to the person/entity.

   NOTE Follow Steps 13 to remove a position type.

10. Select a position type value from the **Add** drop-down list.
11. Click the **[Add Position Type]** button.
    Result: The screen refreshes and displays the position type and related fields.
    NOTE Different fields will display depending on the selected position type.


California Case Management System – V3
Help
Contact Us
Log Out
Case Select
Legacy#
Select
Case
Accounting
Calendar
Courtroom
Disposition
Judicial Officers
Person/Entity
Reports
Forms
Admin
Work Queue
August 12, 2004
Username
Person/Entity Search
Frequent Filers
Manage Judicial Officers
Vexatious Litigants
Person/Entity
Help
Person/Entity Profile Information
Person/Entity Information
Category: Person
Name: John Alan Doe
CMS ID Number: 4568223
General Information
Associations
Position Information
Additional Information
Position Type: Attorney
Bar Number:
State: CA
Disbarred/Suspended:
Start Date:
End Date:
Inactive:
Start Date:
End Date:
Temporary Judge:
Appointment Start Date:
End Date:
Reason:
PI:
Non-PI:
Case Category:
Civil Limited
Civil Unlimited
Probate
Small Claims
Court Appointable:
Appointment Start Date:
End Date:
Reason:
Guardianship as Counsel for Parent:
Counsel for Incarcerated Person:
Guardianship as Counsel for Minor:
Eligible for Appointment:
Guardian Ad Litem:
Conservatorship with Dementia Authority:
Language(s):
Language 01
Language 02
Language 03
Language 04
Case Category:
Add Another
Case Type(s):
Auto Tort
Contract
Employment
Enforcement of Judgment
Judicial Review
Probate Referee:
Appointment Start Date:
End Date:
Reason:
Special Master/Other:
Appointment Start Date:
End Date:
Reason:
Case Category:
Add Another
Case Type(s):
Auto Tort
Contract
Employment
Enforcement of Judgment
Judicial Review
Comments:
End Position Type
Add: Attorney
Add Position Type
* Required Field
Cancel
Reset
Save

12. Enter/Select data for the necessary fields.
13. Click the **[End Position]** button for the position type to remove from the profile.
    Result: The screen refreshes and no longer displays the position type.


California Case Management System – V3
Help
Contact Us
Log Out
Case Select
Select
Case
Accounting
Calendar
Courtroom
Disposition
Judicial Officers
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Reports
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Admin
Work Queue
August 12, 2004
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Person/Entity Search
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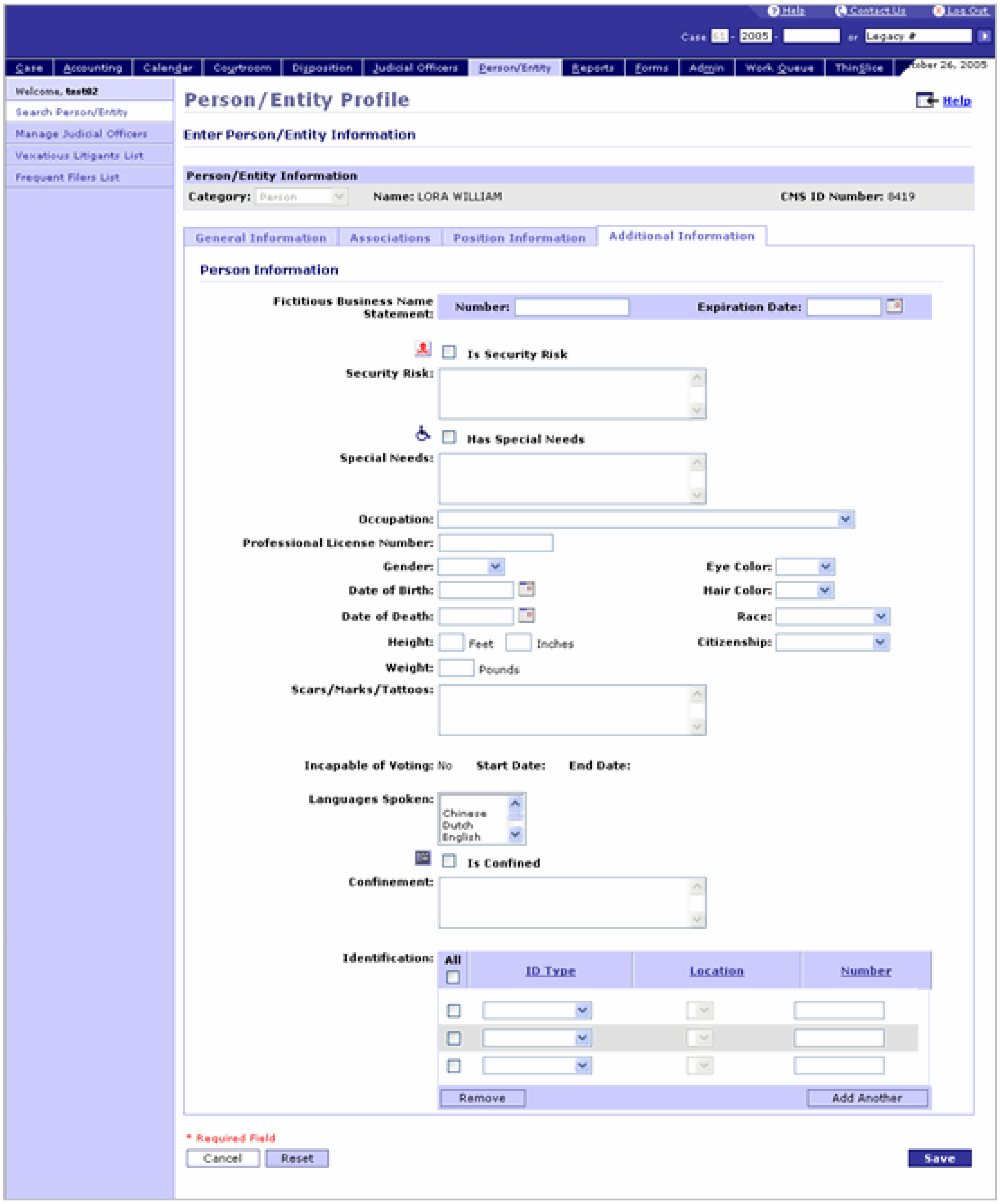
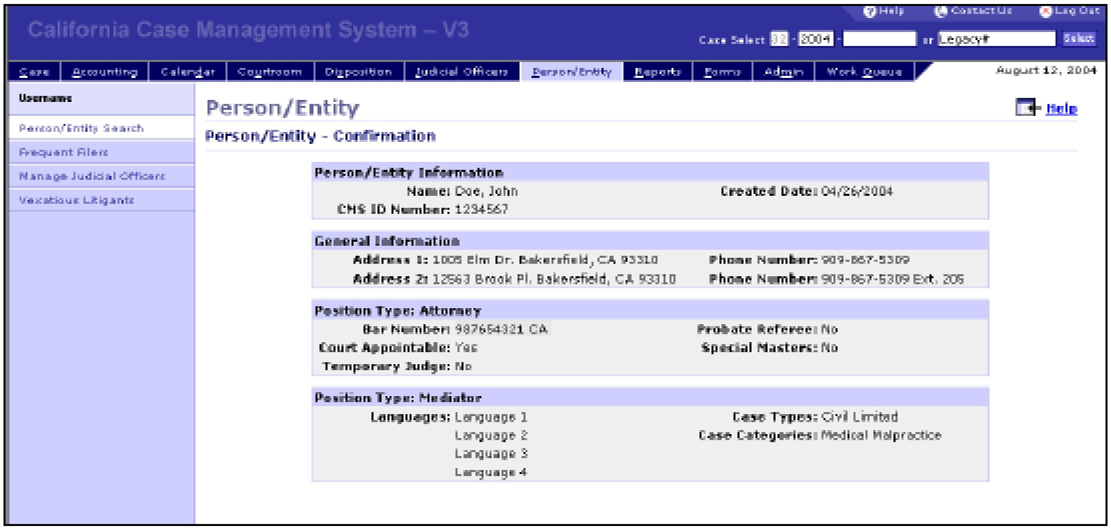
Person/Entity
Help
Person/Entity Profile Information
Person/Entity Information
Category: Person
Name: John Alan Doe
CMS ID Number: 4568223
General Information
Associations
Position Information
Additional Information
Position Type: Attorney
Bar Number:
State: CA
Disbarred/Suspended:
Start Date:
End Date:
Inactive:
Temporary Judge:
Appointment Start Date:
Reason:
PI:
Non-PI:
Case Category:
Civil Limited
Civil Unlimited
Probate
Small Claims
Court Appointable:
Guardianship as Counsel for Parent:
Counsel for Incarcerated Person:
Guardianship as Counsel for Minor:
Eligible for Appointment:
Guardian Ad Litem:
Conservatorship with Dementia Authority:
Language(s):
Language 01
Language 02
Language 03
Language 04
Add Another
Case Type(s):
Auto Tort
Contract
Employment
Enforcement of Judgment
Judicial Review
Probate Referee:
Special Master/Other:
Comments:
End Position Type
Add: Attorney
Add Position Type
* Required Field
Cancel
Reset
Save

14. Click the **[Additional Information]** tab.
    Result: The Additional Information tab highlights and displays miscellaneous information about this person/entity.



15. Enter/Update the available fields as needed.
16. Click the **[Save]** button.
    Result: The Person/Entity - Confirmation screen displays.



Related Links

Manage Person/Entity Information Overview

Person/Entity Search Screen

Person/Entity Profile Screen

Person/Entity Confirmation Screen

My Court Information

Secure Person/Entity Profiles

Introduction

Securing a person/entity profile restricts your access to certain profile data or to the entire record.

About Person/Entity Profile Security

You can secure person/entity addresses or profiles for the cases in which a person/entity has an active case participant role. You may select the cases on which to secure the profile data. However, this activity is only available for person/entities with position types of “Existing Case Participants.”

These activities take place outside the context of a case. As a result, the security applied to a person/entity will affect its profile across the system. In addition, if you choose to secure a profile, the system automatically secures the addresses for that profile.

Activities Performed Prior to Securing

You must conduct a person/entity search in order to select a person/entity profile to secure.

Viewing Secured Profile Data

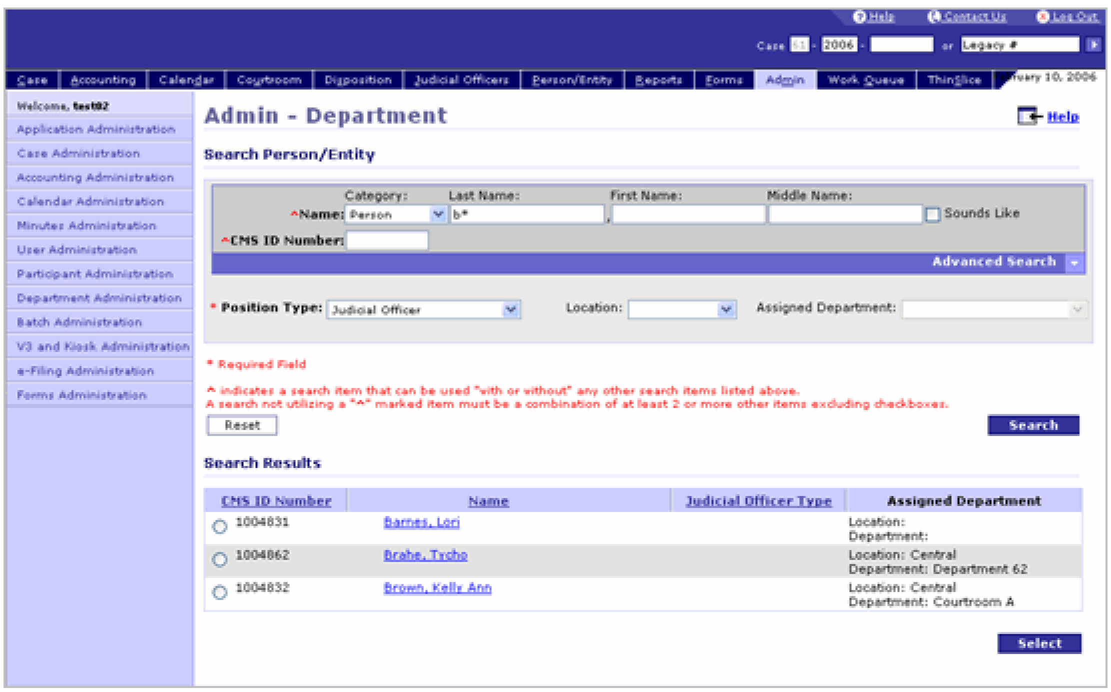
Secured person/entity profile information becomes masked to you when you do not have security access to that data. Masked data replaces secure case information with X's. Refer to the Secure Case Information section for details on securing participant profiles within a case.

Task Activity

This activity takes place within the context of a person/entity search. Refer to the Search Person/Entity Profiles task activity for details on performing this search.

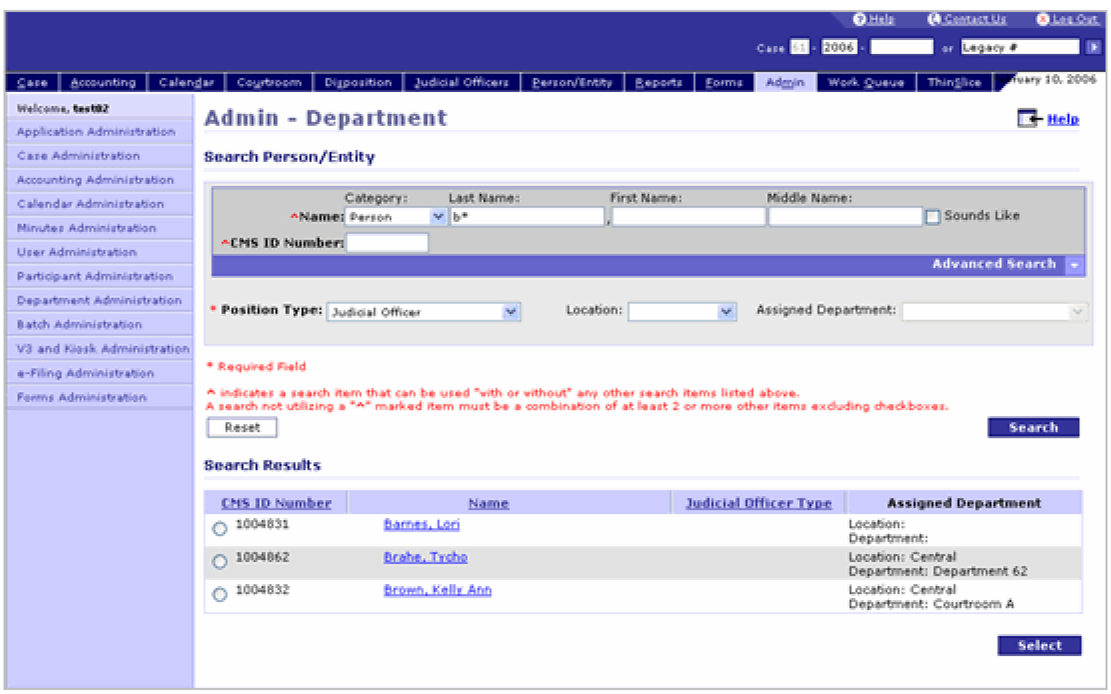
Perform the following steps to secure person/entity information.

1. Select the radio button for the person/entity to secure.
   NOTE This selection occurs from the Person/Entity Search screen.



2. Click the **[Secure Person/Entity]** button.
   Result: The Edit Security Level screen displays.

3. Select one or more of the following security checkboxes:
    - Secure Person/Entity
    - Secure Address
4. Select the checkboxes for the cases that will be impacted by the person/entity security.
NOTE The Applicable Cases section lists cases in which this person/entity has a participant role.
5. Click the **[Save]** button.
Result: The Person/Entity Search screen re-displays.



Related Links

Manage Person/Entity Information Overview

Person/Entity Search Screen

Edit Security Level Screen

Manage Judicial Officers

Manage Judicial Officers Overview

Introduction

Managing Judicial Officer information involves creating and updating a Judicial Officer profile in the system.

About Judicial Officer Profiles

A Judicial Officer profile stores non-personal information about a specific Judicial Officer. In other words, these profiles do not collect the addresses or contact information for the individual. The information instead focuses on case assignment details and scheduling restrictions.

For example, you can specify the locations where a Judicial Officer is available and the case categories that this person may hear. You can also identify the blanket recusal conflicts involving the Judicial Officer.

You must have the appropriate security roles to search for and view Judicial Officer data.

Using Judicial Officer Profiles

A Judicial Officer profile must exist in the system to be considered as an available Court resource. The system will then use the profile information to appropriately schedule events and assign cases for the Judicial Officer. Refer to the Configure Assignment Rules and Manage Resource Assignments sections for details on these processes.

Resource Allocation

You have the option of configuring the calendar preferences for a Judicial Officer. This configuration defines the various calendar and/or event types that are available for the Judicial Officer on a given day. However, refer to the Configure Resource Allocation section for details on this process.

Resource Unavailability

You may also configure the Court days and time of day that this Judicial Officer will be unavailable. These Court "dark days" or unavailable times affect the way an event is scheduled for a Judicial Officer. However, you must refer to the Configure Resource Unavailability section for details on this process.

Task Activities

Managing Judicial Officers includes the following task activities:

- Search Judicial Officers
- Create Judicial Officer Profiles
- Update Judicial Officer Profiles

Additional Resources

There are no other resources related to this overview.

Related Links

Manage Judicial Officers - Search Screen

Manage Judicial Officers Screen

My Court Information

Search Judicial Officers

Introduction

This activity allows you to search for Judicial Officer profile records that currently exist in the system.

Judicial Officer Search Functionality

The system performs a search based on field parameters that you provide. Only Judicial Officer profiles that match the entered search criteria will display in the results list. Refer to the Create Judicial Officer Profiles task activity for details on adding a Judicial Officer profile to the system.

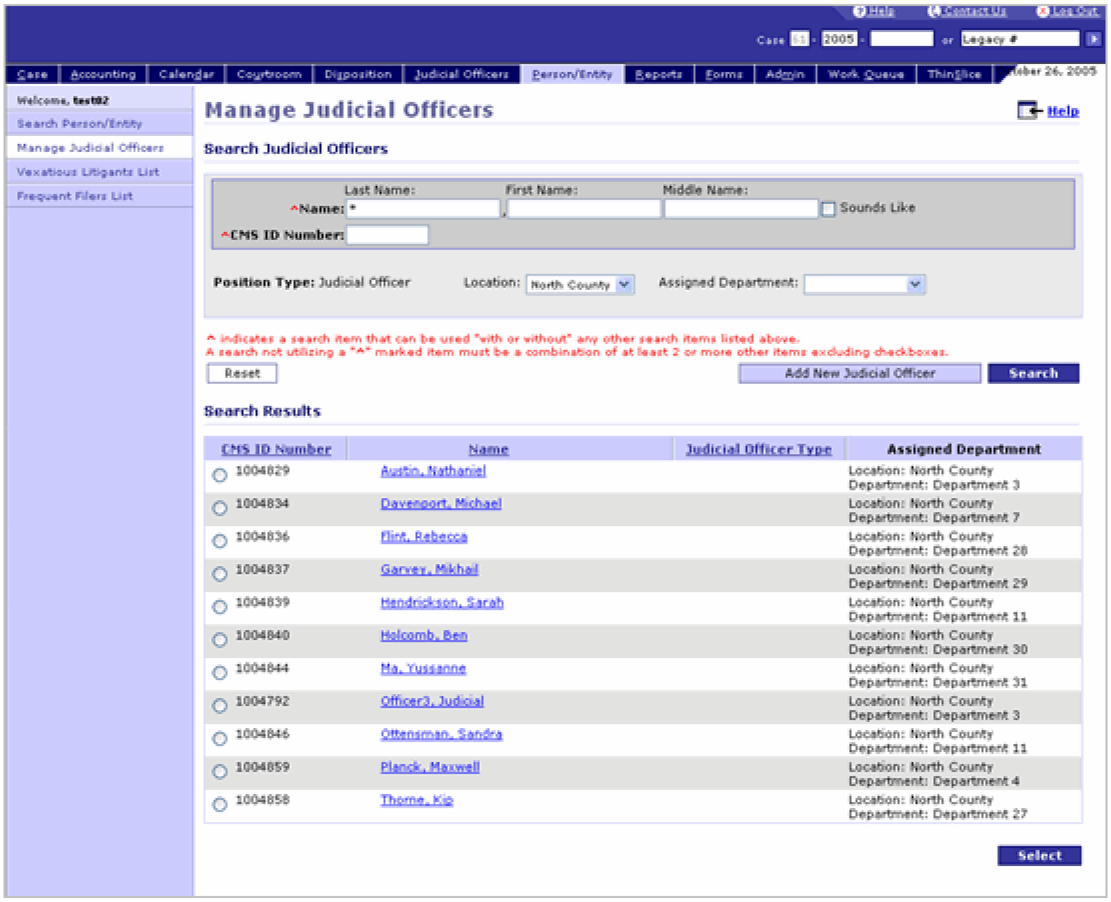
The search function also provides the foundation for maintaining Judicial Officer profile information. For example, you must perform a Judicial Officer search in order to update a Judicial Officer record. Refer to the Search Feature Overview for details on performing a search in the system.

Task Activity

Perform the following steps to search for a Judicial Officer profile record.

1. Select **[Person/Entity] > [Manage Judicial Officers]**.
   Result: The Manage Judicial Officers screen displays.

2. Enter/Select data for the appropriate search parameter fields.
   NOTE You must provide data for at least one primary search field or two secondary search fields. Providing other parameter data helps to narrow the search results and increases the likelihood of finding a closer match.
   NOTE The **CMS ID Number** is the only value that will return an exact Judicial Officer match.
3. Click the **[Search]** button.
   Result: The screen refreshes with the Search Results.



NOTE From the Search Results section, you can perform the Update Judicial Officer Profiles task activity.

Related Links

Manage Judicial Officers Overview

Manage Judicial Officers - Search Screen

My Court Information

Create Judicial Officer Profiles

Introduction

Creating a Judicial Officer profile saves information about a specific Judicial Officer in the system. This profile acts as the “person/entity” record for the individual.

Providing General Information

The Judicial Officer profile collects both the name and type of Judicial Officer. The type defines the title held by the individual, such as “Judge” or "Commissioner." You may also specify the locations where the Judicial Officer is available and the case categories that this person may hear.

The profile can also store the electronic signature of the Judicial Officer. The system can then attach this signature file to the appropriate forms, notices, and orders.

Adding Blanket Recusals

You can also identify the blanket recusal conflicts involving the Judicial Officer. This activity allows you to select the case participants and their related cases that have recusal issues with the Judicial Officer. Recusals saved to the profile will affect the future scheduling of case events for this resource.

Entering an end date will prompt the system to change the recusal status to “Complete” on that date.

Resource Allocation and Unavailability

Refer to the Configure Resource Allocation and Configure Resource Unavailability sections for details on performing these processes.

Saving the Profile

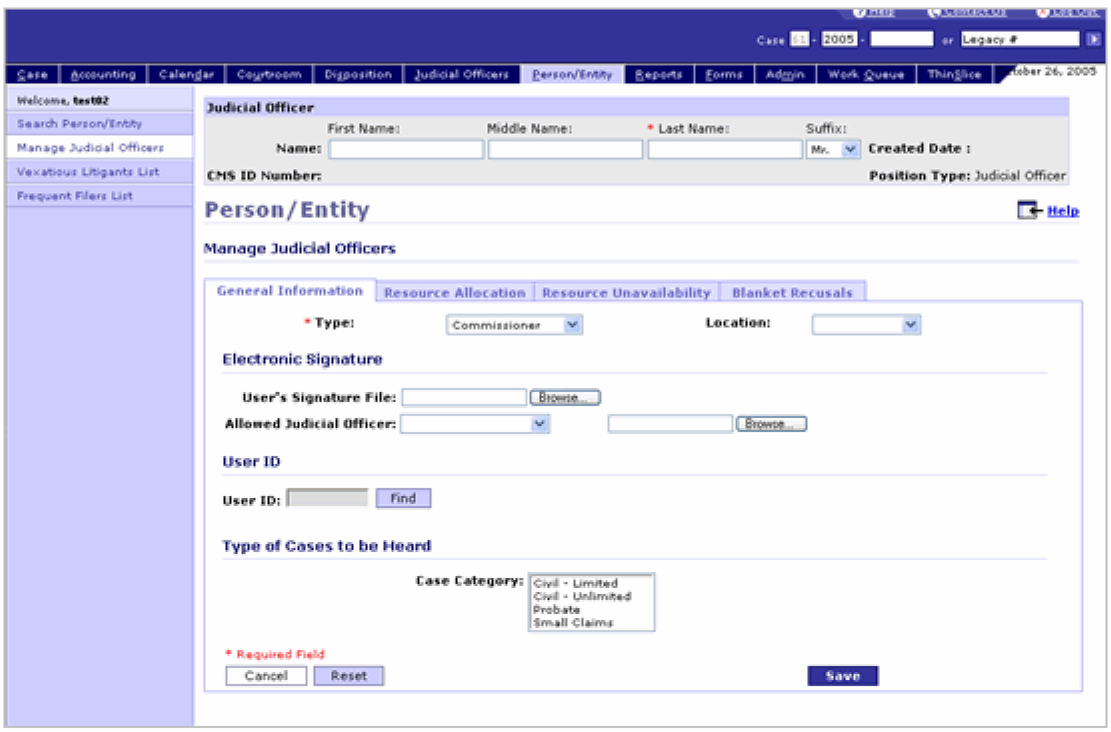
Saving the profile will generate a CMS ID number to identify the Judicial Officer. The system will also consider these resource settings when assigning cases to Judicial Officers and performing load balancing events.

Task Activity

Perform the following steps to create a Judicial Officer profile record.

1. Select **[Person/Entity] > [Manage Judicial Officers]**.
   Result: The Manage Judicial Officers screen displays.

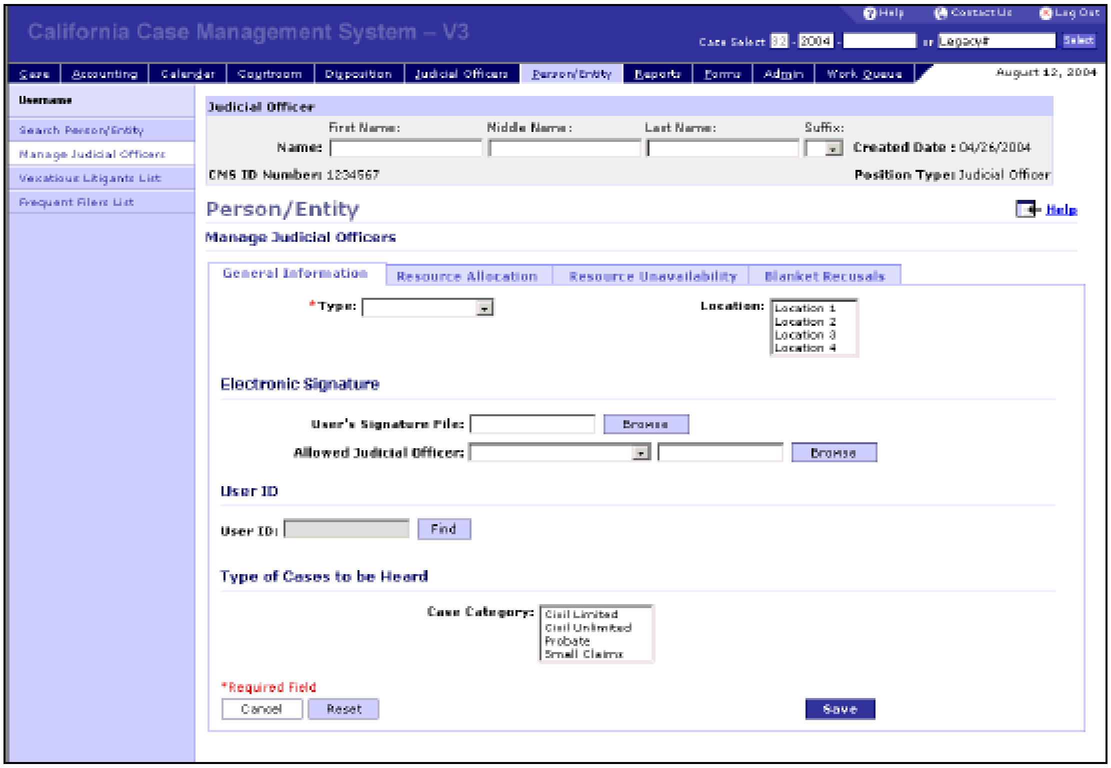
2. Click the **[Add New Judicial Officer]** button.
Result: The Judicial Officer screen displays.



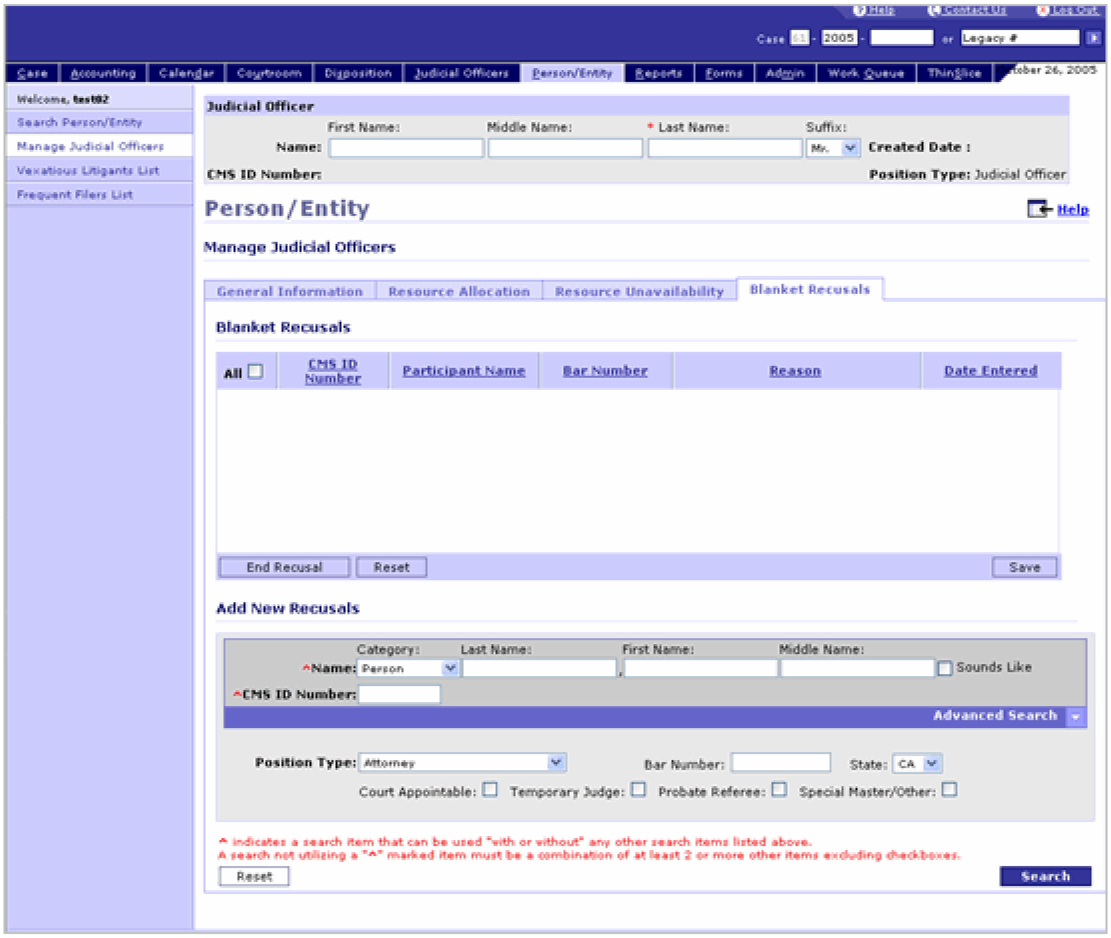
3. Enter/Select data for the following required fields:
    - Last Name
    - Type

4. Enter/Select data for the other necessary fields.

5. Click the **[Save]** button to save the data from the General Information tab.
   NOTE You must save the data on this tab before moving to another tab.
   Result: The screen refreshes with a confirmation message.



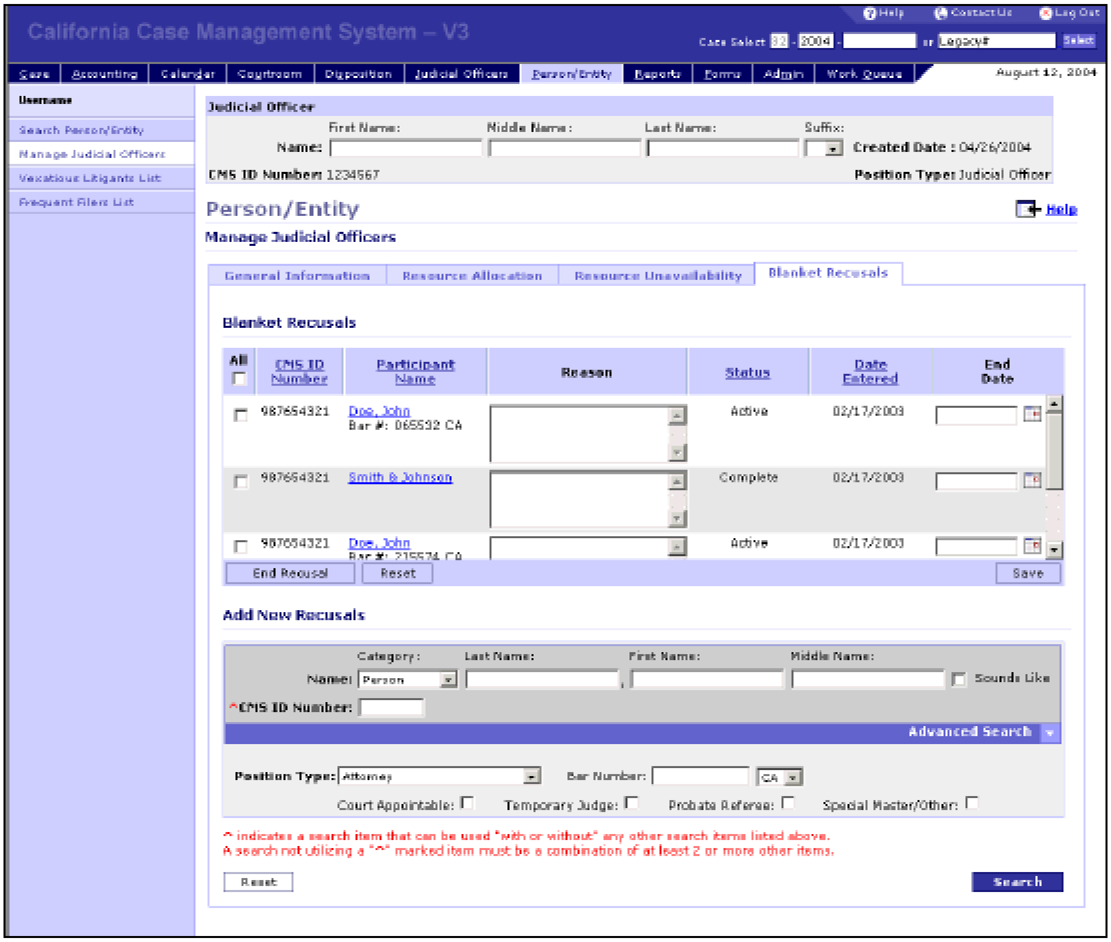
6. Click the **[Blanket Recusals]** tab.
   Result: The Blanket Recusal tab highlights.
   NOTE Follow Steps 7-10 to add a recusal entry to the profile.



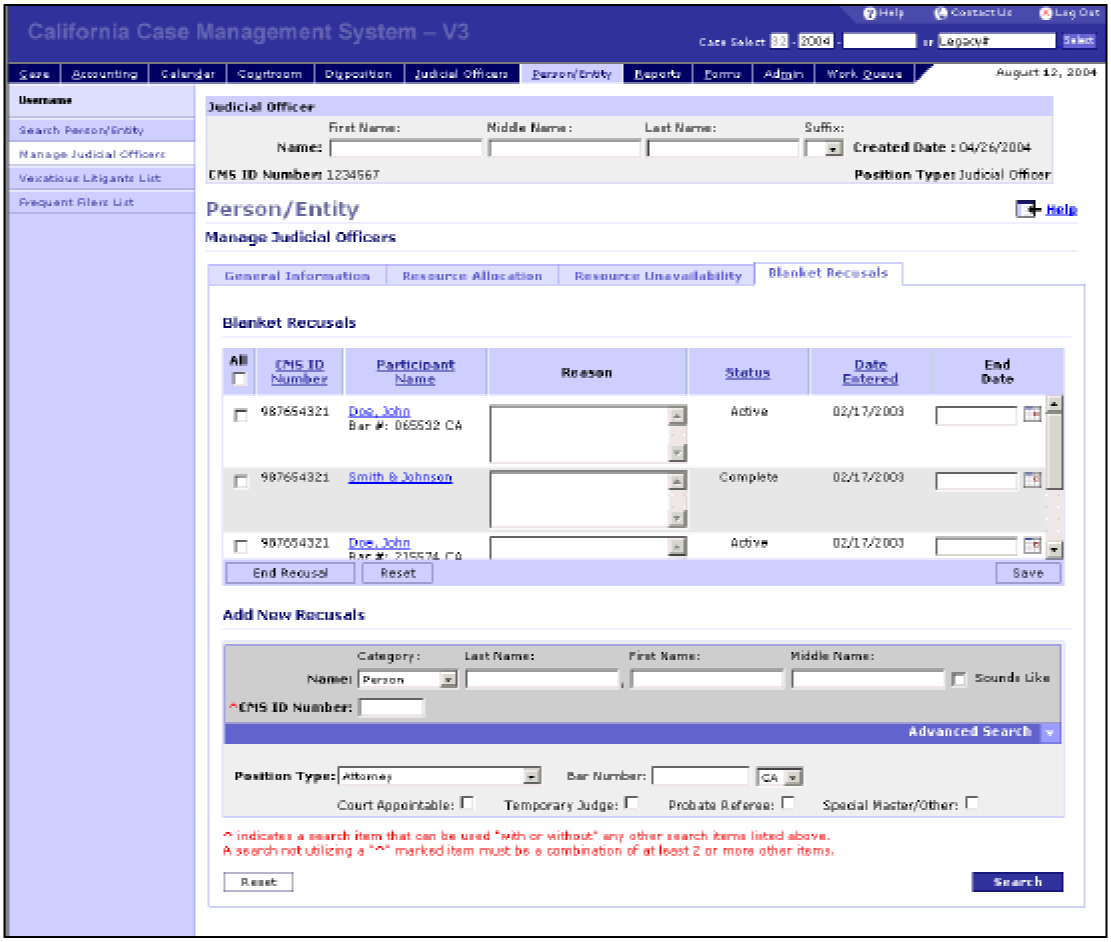
7. Enter/Select data for the appropriate search parameter fields within the Add New Recusals section.
   NOTE You must provide data for at least one primary search field or two secondary search fields. Providing other parameter data helps to narrow the search results and increases the likelihood of finding a closer match.

   NOTE The **CMS ID Number** is the only value that will return an exact person/entity match.

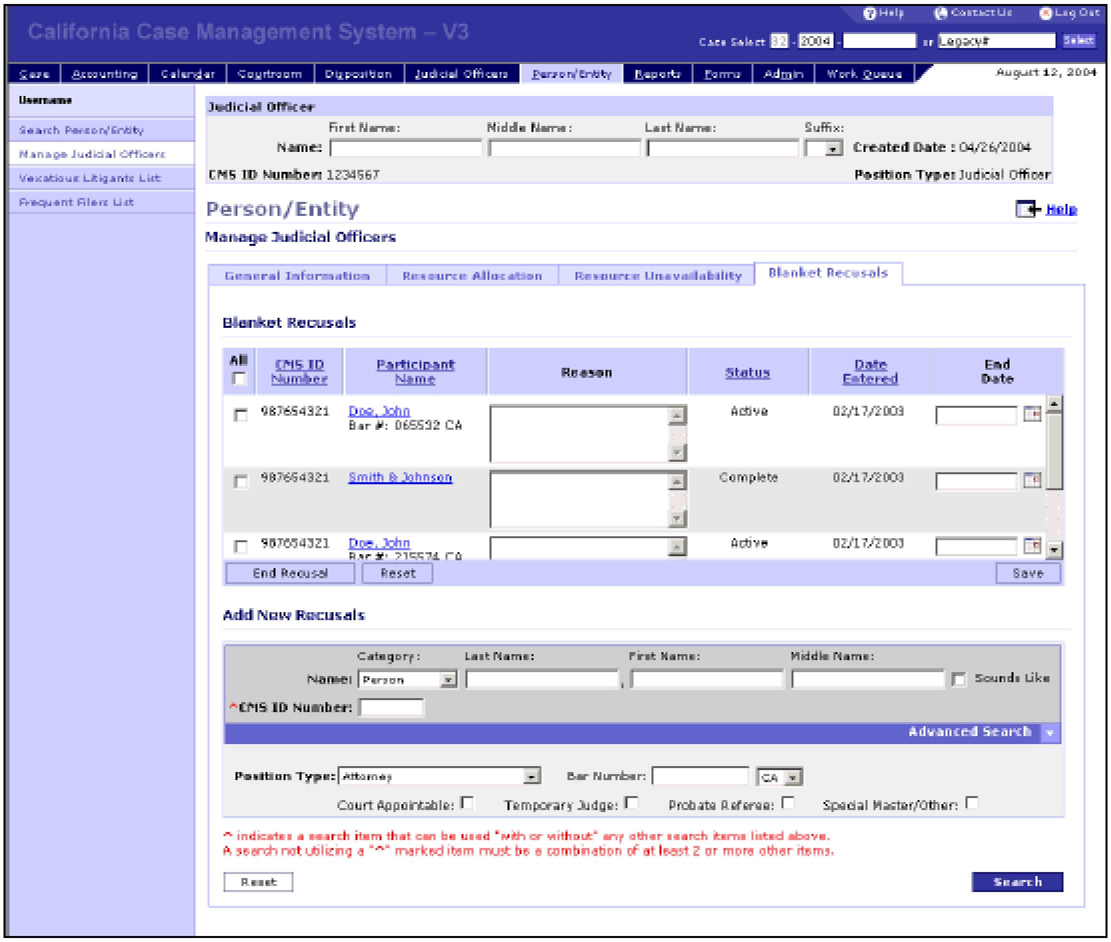
8. Click the **[Search]** button.
   Result: The screen refreshes with the search results.



9. Select the radio button for the person/entity to include as a recusal.
10. Click the **[Select]** button.
    Result: The screen refreshes and displays the participant name and case in the Blanket Recusals section.



11. Enter data for the other necessary fields.
    NOTE You can enter a **Reason** or **End Date** for the recusal.
12. Click the **[Save]** button to save the recusal to the profile.
    Result: The screen refreshes with a confirmation message.



Related Links

Manage Judicial Officers Overview

Manage Judicial Officers Screen

Person/Entity Search Screen

My Court Information

Update Judicial Officer Profiles

Introduction

Updating a Judicial Officer profile changes the existing profile details for a specific Judicial Officer.

Activities Performed Prior to Updating

You must conduct a Judicial Officer search in order to select a judicial officer profile to update.

Updating Recusals

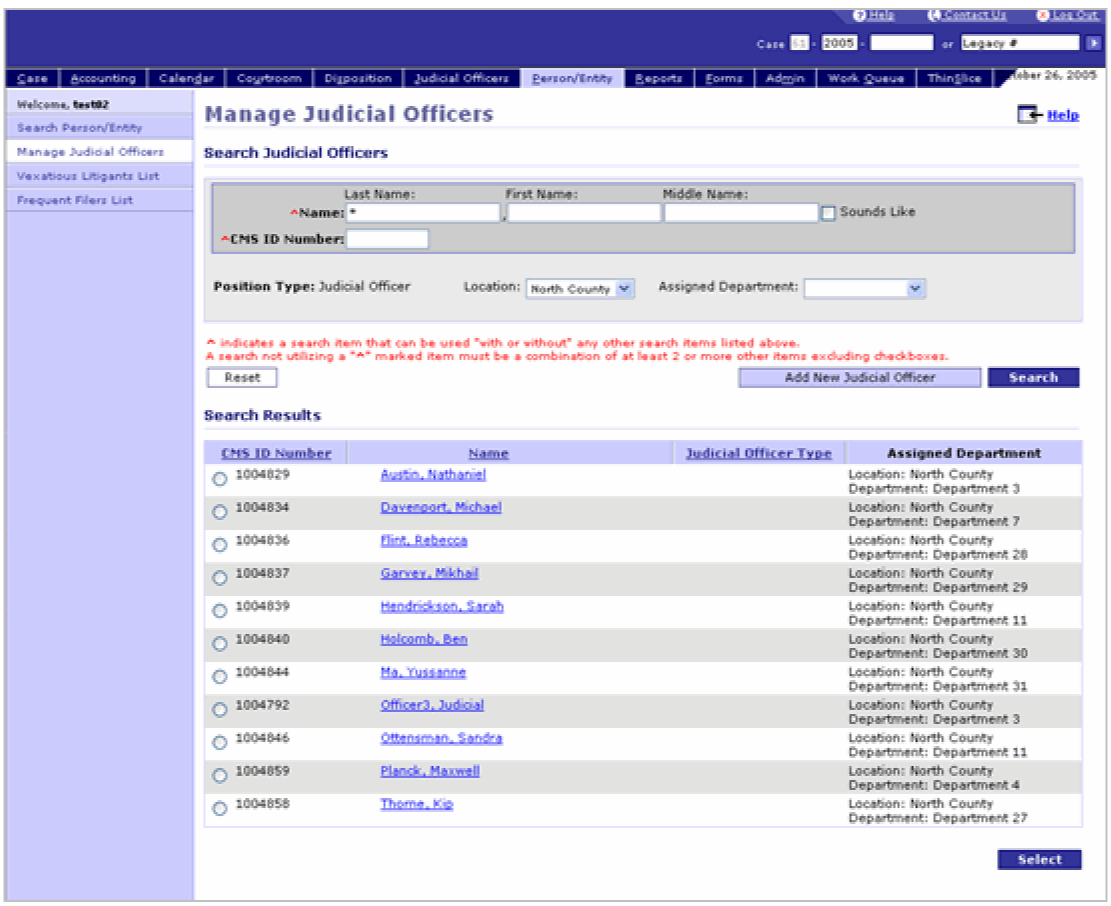
You may choose to add or update a recusal entry. You may also end a recusal, which removes the recusal from the profile.

Task Activity

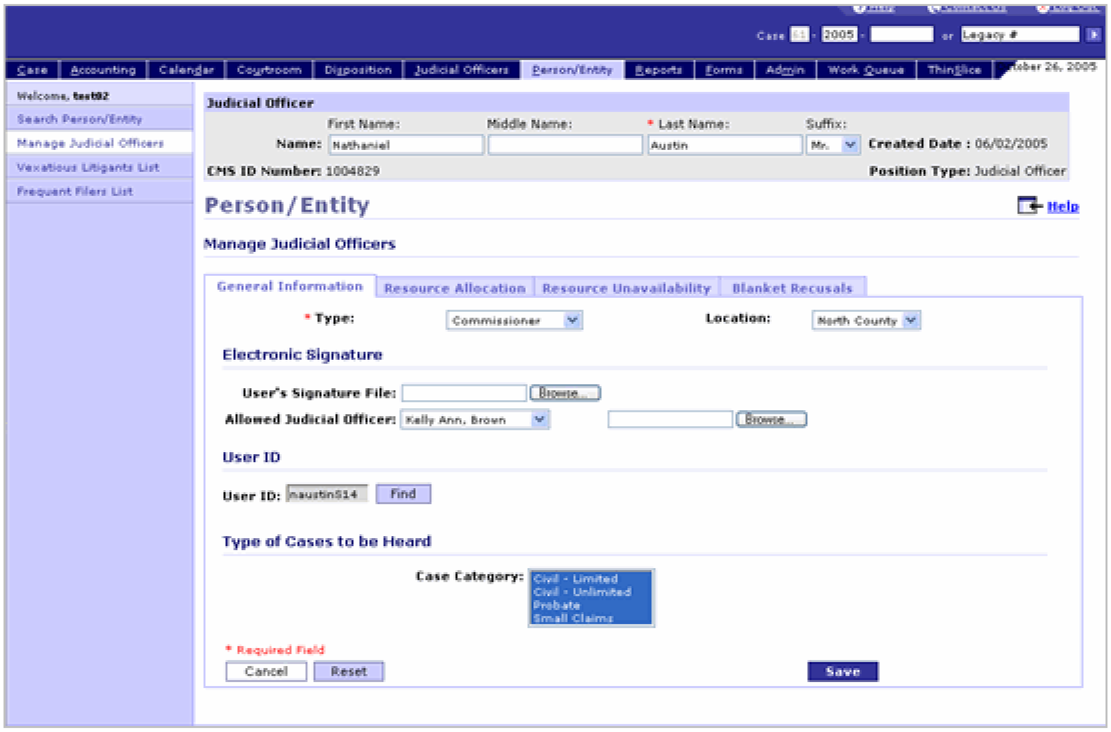
This activity takes place within the context of a Judicial Officer search. Refer to the Search Judicial Officer Profiles task activity for details on performing this search.

Perform the following steps to update a Judicial Officer profile record.

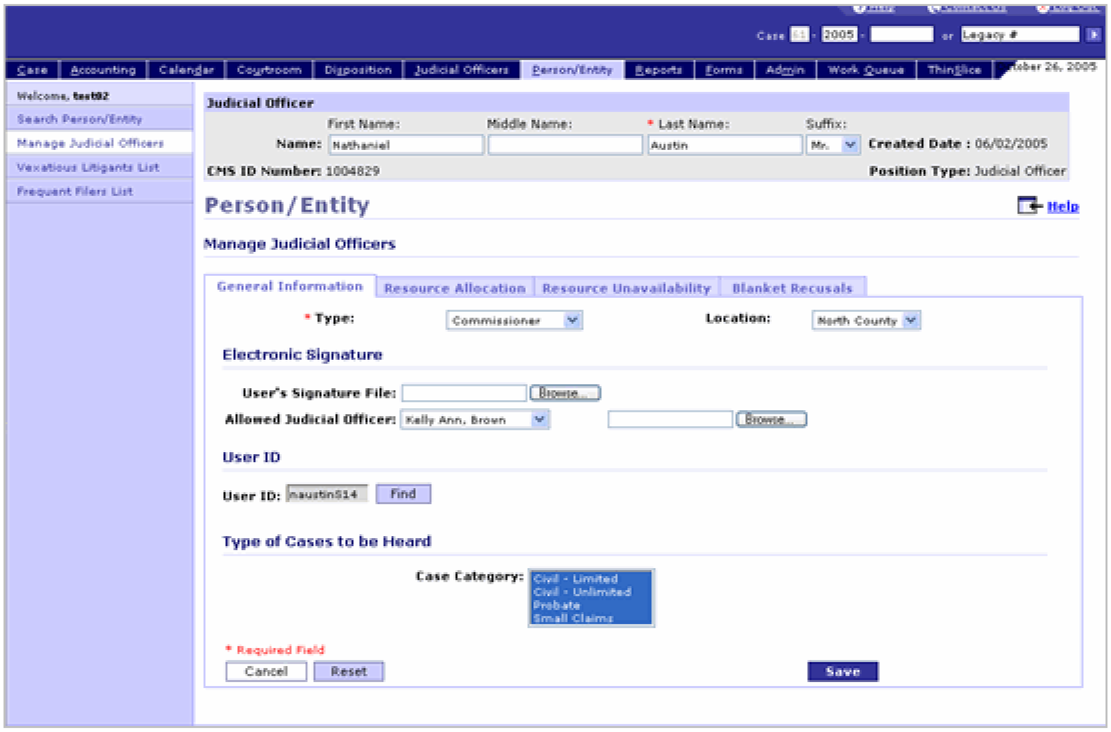
1. Select the radio button for the Judicial Officer profile to update.
   NOTE This selection occurs from the Manage Judicial Officers - Search screen.



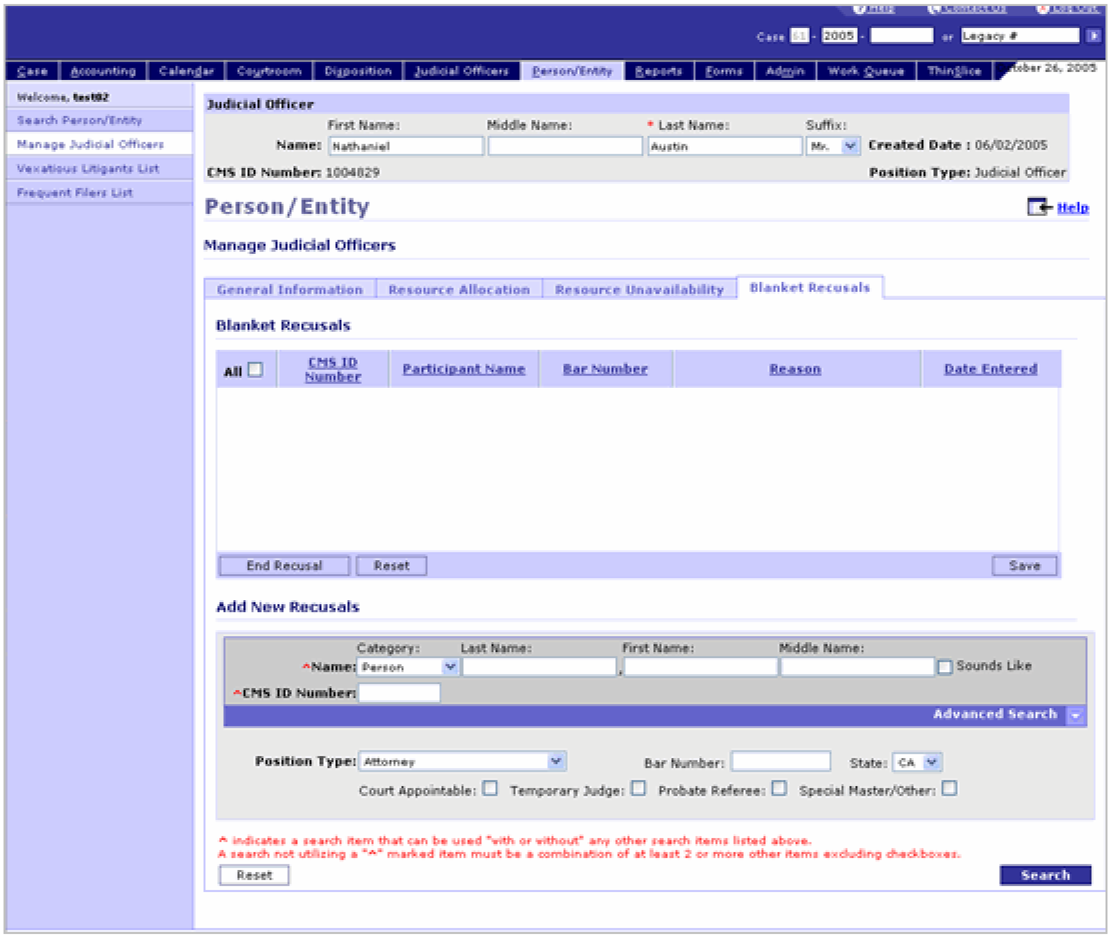
2. Click the **[Select]** button.
   Result: The Judicial Officer screen displays with the saved profile data.



3. Enter/Select data for the necessary fields.
4. Click the **[Save]** button to save the data from the General Information tab.
   NOTE You must save the data on this tab before moving to another tab.
   Result: The screen refreshes with a confirmation message.



5. Click the **[Blanket Recusals]** tab.
   Result: The Blanket Recusal tab highlights.



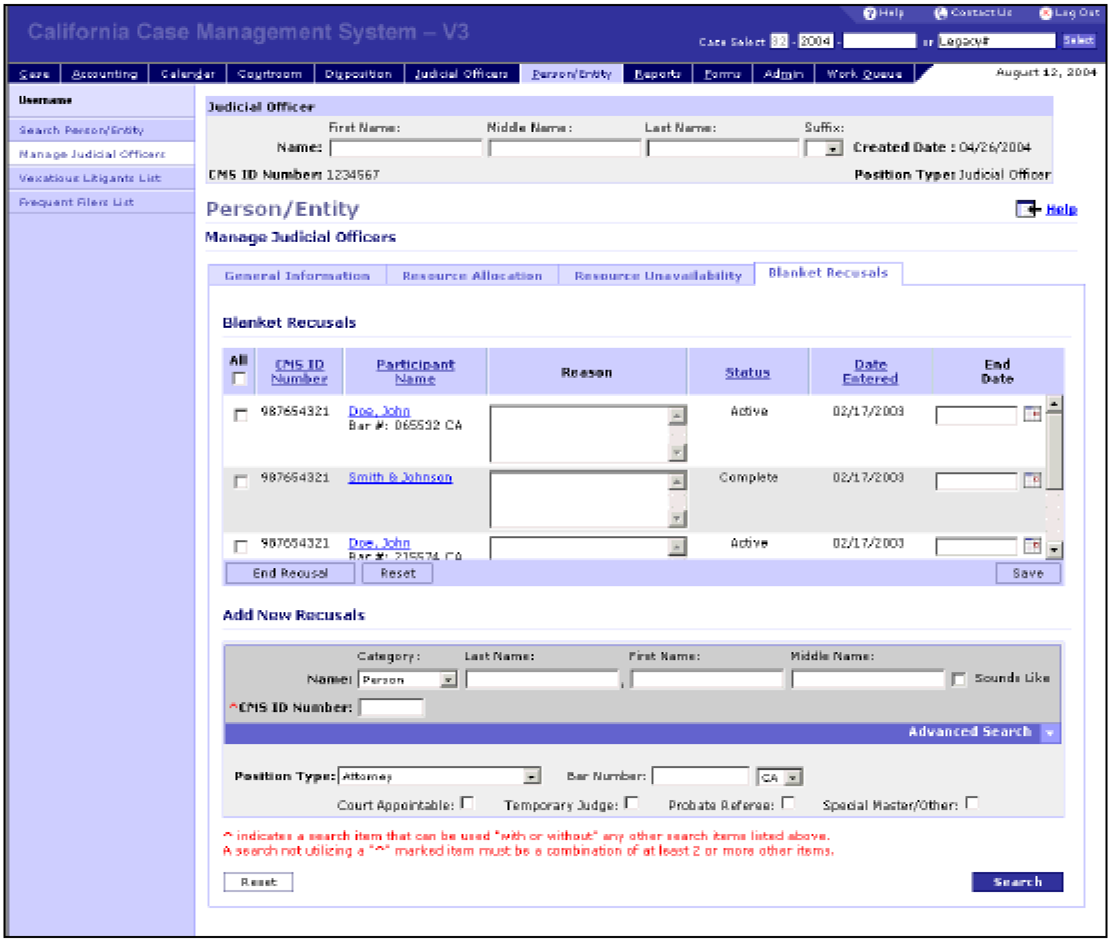
NOTE Follow Steps 6-9 to add a recusal entry to the profile.

NOTE Follow Steps 10-11 to remove a recusal from the profile.

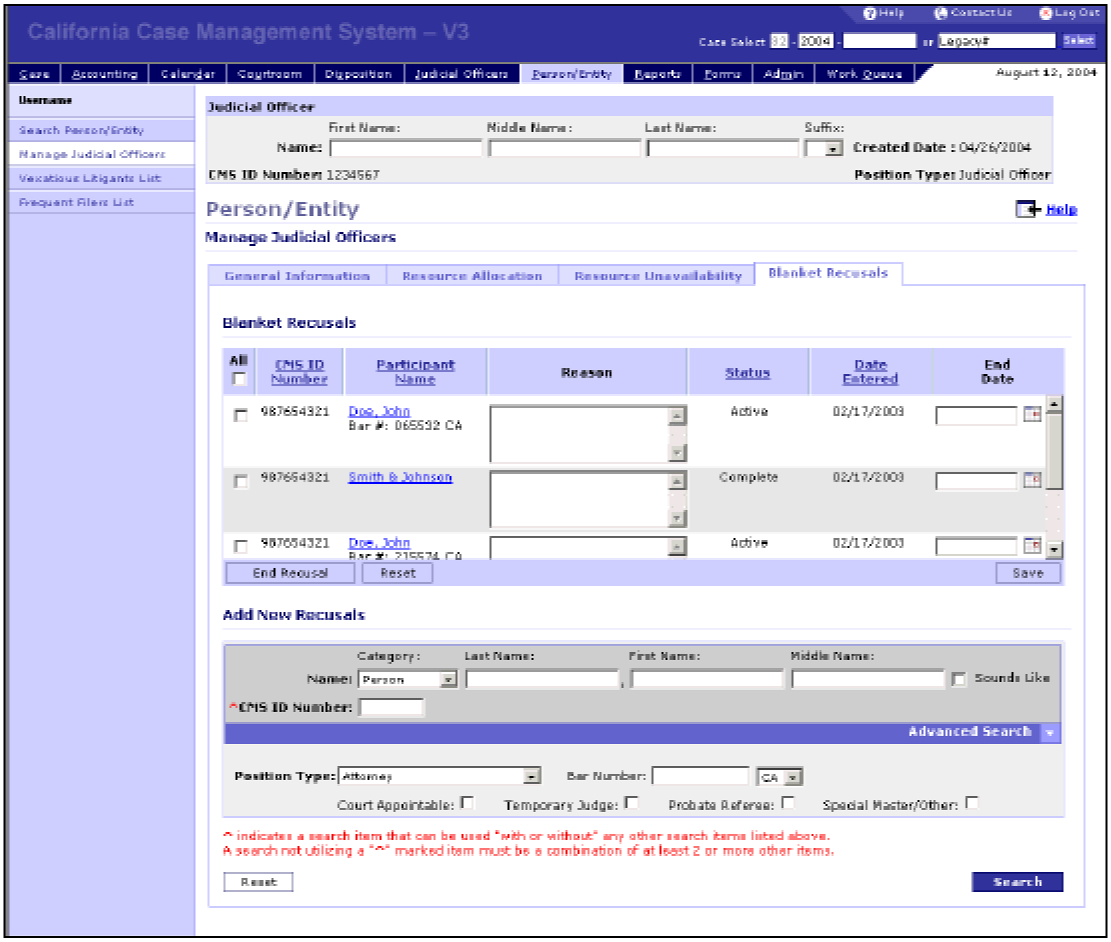
6. Enter/Select data for the appropriate search parameter fields within the Add New Recusals section.
NOTE You must provide data for at least one primary search field or two secondary search fields. Providing other parameter data helps to narrow the search results and increases the likelihood of finding a closer match.

   NOTE The **CMS ID Number** is the only value that will return an exact person/entity match.

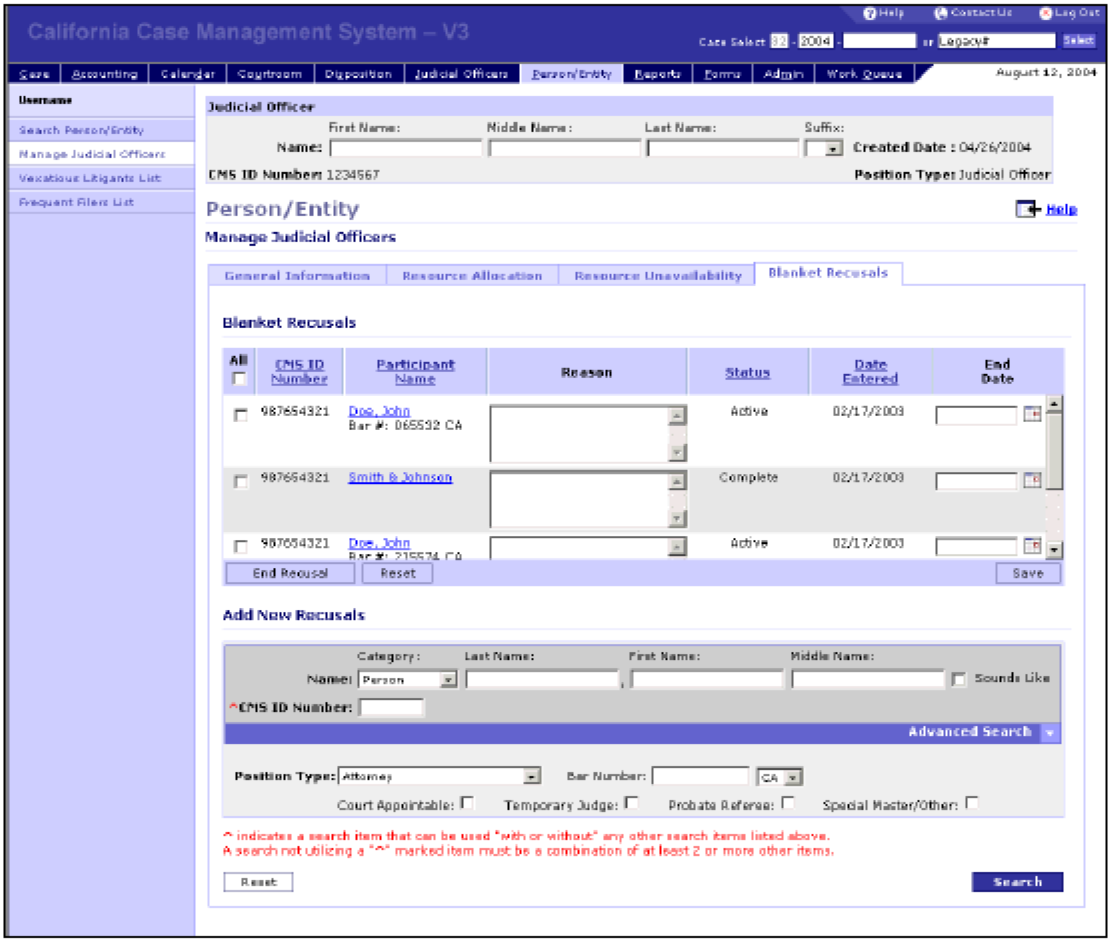
7. Click the **[Search]** button.
Result: The screen refreshes with the search results.



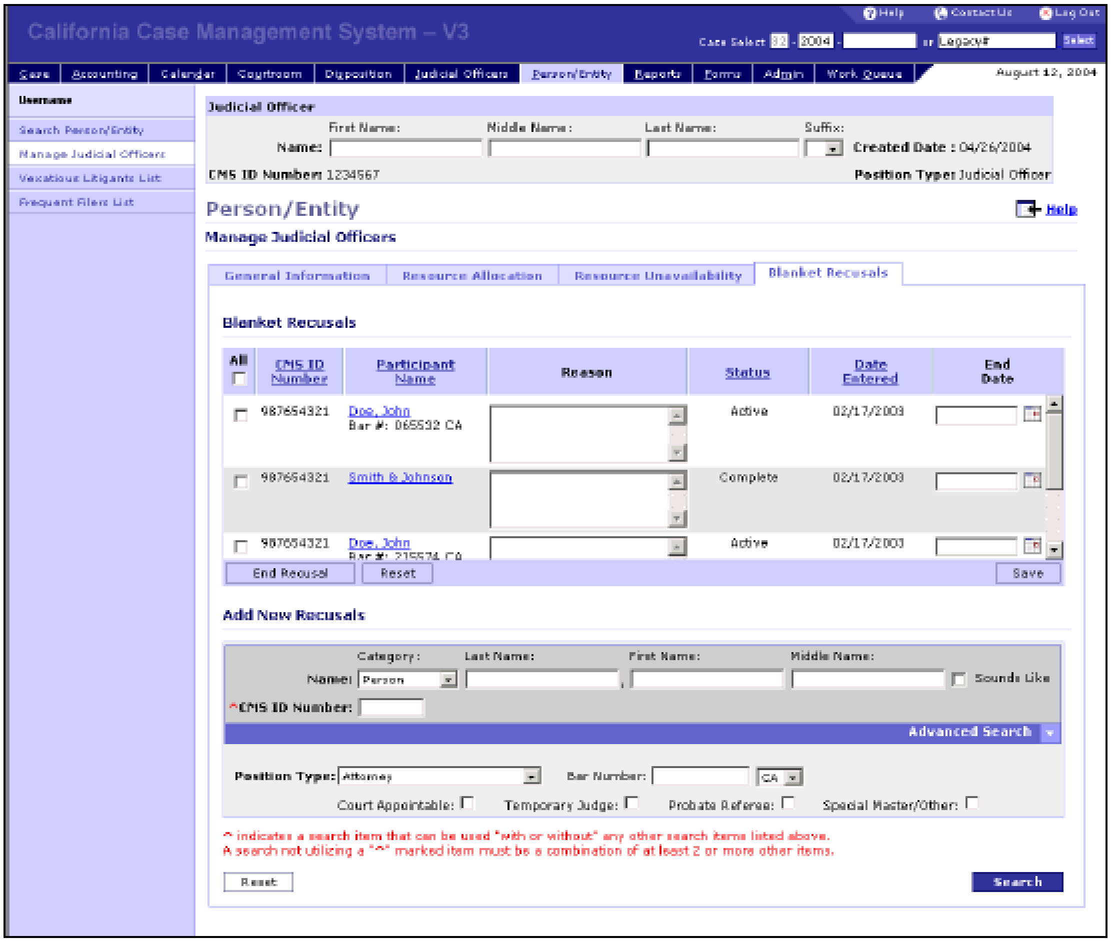
8. Select the radio button for the person/entity to include as a recusal.
9. Click the **[Select]** button.
   Result: The screen refreshes and displays the participant name and case in the Blanket Recusals section.



10. Select the checkbox for the recusal to remove from the profile.
11. Click the **[End Recusal]** button.
    Result: The screen refreshes with a confirmation message. The recusal no longer displays.



12. Enter/Update the available fields as needed.
13. Click the **[Save]** button.
    Result: The screen refreshes with a confirmation message.



Related Links

Manage Judicial Officers Overview

Manage Judicial Officers - Search Screen

Manage Judicial Officers Screen

Person/Entity Search Screen

Manage Frequent Filers

Manage Frequent Filers Overview

Introduction

Managing frequent filers involves adding and/or removing person/entity profiles to or from the Frequent Filers List.

About Frequent Filers

Frequent filers are person/entities that file with the Court regularly. Adding person/entities to the Frequent Filers List allows you to easily select these profiles whenever they initiate a case.

Changing Frequent Filer Attributes

Labeling a person/entity as a frequent filer requires you to specify the location(s) and/or case category(ies) to which this filer applies. You may update these attributes to include additional or different locations and/or case categories, if necessary.

Selecting a Frequent Filer

While maintaining the Frequent Filers List occurs outside of a case, you may select a frequent filer as a case participant during the case initiation process. Refer to the Initiate Cases section for details on adding a frequent filer to a case.

Task Activities

Managing Frequent Filers includes the following task activities:

- Add/Remove Frequent Filer Entries
- Display the Frequent Filers List

Additional Resources

There are no other resources related to this overview.

Related Links

Frequent Filers Screen

Person/Entity Search Screen

Person/Entity Profile Screen

Person/Entity - Confirmation Screen

My Court Information

Add/Remove Frequent Filer Entries

Introduction

Adding a person/entity record to the Frequent Filers List labels this person/entity as a frequent filer in the system. Likewise, removing a person/entity from the Frequent Filers List deletes this status for the selected person/entity.

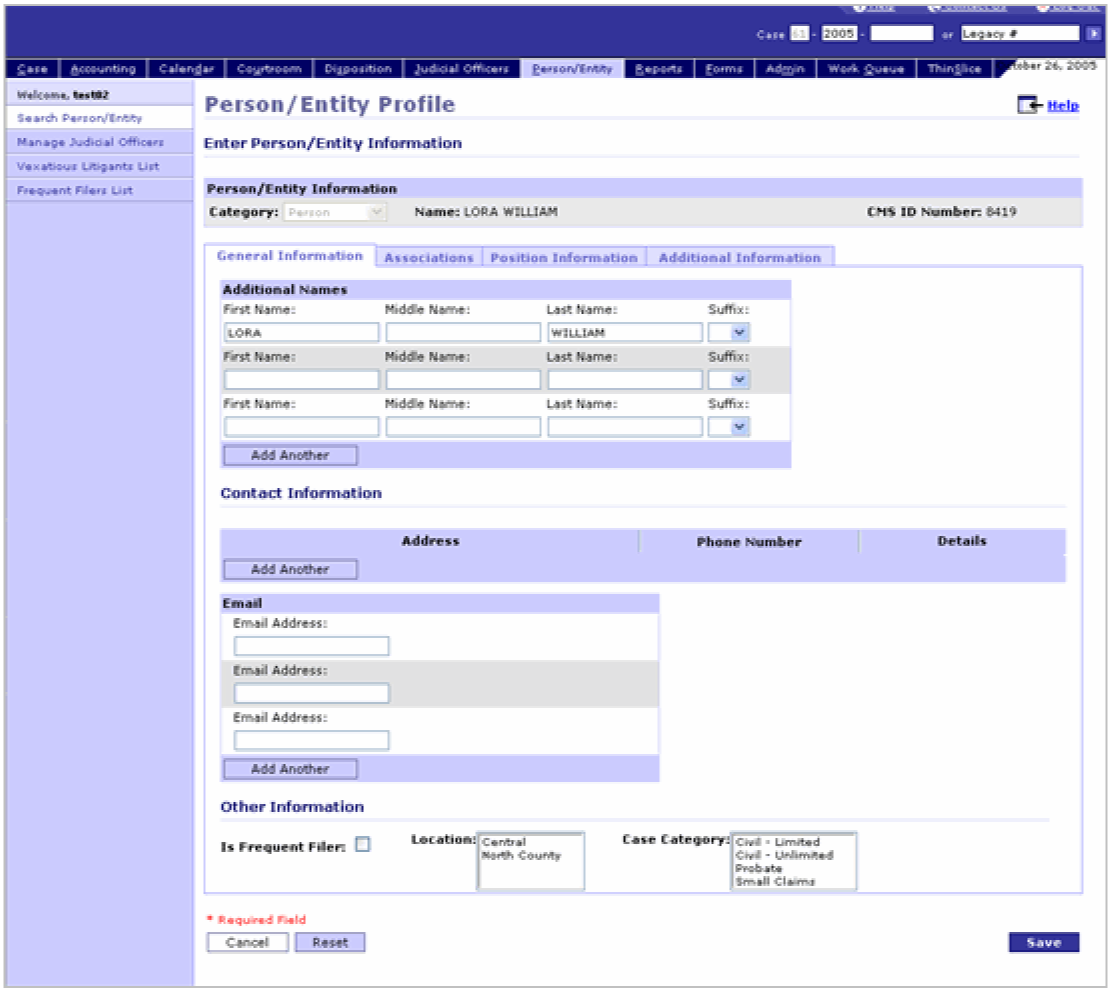
Task Activity

This activity occurs within a person/entity profile. Refer to the Search Person/Entity Profiles task activity for details on searching for and accessing person/entity records.

Perform the following steps to add or remove a person/entity profile to (or from) the Frequent Filers List.

1. Select the radio button for the person/entity record to add/remove from the list.
   NOTE This selection occurs from the Person/Entity Search screen.

2. Click the **[Select]** button.
   Result: The Person/Entity Profile screen displays.



3. Enter/Select data for the necessary profile fields.
NOTE Refer to the Manage Person/Entity Information section for details on maintaining profile information.
4. Click to select or clear the **[Is Frequent Filer]** checkbox.
NOTE Choose the appropriate action to add or remove this person/entity from the Frequent Filers List.

   NOTE If removing the person/entity from the list, then skip to Step 6.

5. Select the **Location(s)** and/or **Case Category(s)** to which this filer applies.
NOTE You must choose at least one location or case category.
6. Click the **[Save]** button.
Result: The Person/Entity – Confirmation screen displays. The system saves/removes this person/entity to (or from) the Frequent Filers List.

Related Links

Manage Frequent Filers Overview

Person/Entity Search Screen

Person/Entity Profile Screen

Person/Entity Confirmation Screen

My Court Information

Display the Frequent Filers List

Introduction

Displaying the Frequent Filers List shows the person/entity records assigned to this status within the system.

Filtering Frequent Filer Entries

You may filter the Frequent Filers List in order to view person/entity records for a specific location and/or case category.

Task Activity

Perform the following steps display the Frequent Filers List.

1. Select **[Person/Entity] > [Frequent Filers]**.
   Result: The Frequent Filers screen displays.

2. Select one or more filter criteria, if necessary.
   NOTE The list contains the frequent filers in the system. Choosing a location and/or case category will filter the list results.
3. Click the **[Filter]** button.
   Result: The screen refreshes and displays only those frequent filers that match the selected filter criteria.
   NOTE You can also sort the list based on the column headers. This organizes the list in ascending order.

Related Links

Manage Frequent Filers Overview

Frequent Filers Screen

Manage Vexatious Litigants

Manage Vexatious Litigants Overview

Introduction

Managing vexatious litigant entries involves adding, updating, and/or removing person/entity profiles to or from the Vexatious Litigant List.

Identifying a Vexatious Litigant

If an Order identifies a specific person/entity as having behavior(s) consistent with Code of Civil Procedure Section 391(b), then you can add this person/entity to the Vexatious Litigants List. This label will then indicate to court staff that one or more Courts have prohibited this person/entity from filing new litigation without first obtaining leave of the presiding judge.

Maintaining the Vexatious Litigant List

The AOC distributes the official Vexatious Litigant List to Courts at regular intervals. It is each Court's responsibility to keep the system's information consistent with the issued hard-copy version. You can identify these changes by comparing the system's current list with the newly issued list.

Checking for Vexatious Litigants

While maintaining the Vexatious Litigant List occurs outside of a case, you may only check case participants against this List during the case initiation process. This allows Courts to reject initial case filings submitted by this litigant. Refer to the Initiate Cases section for details on performing this vexatious litigant check.

Task Activities

Managing vexatious litigants includes the following task activities:

- Add Vexatious Litigant Entries
- Update Vexatious Litigant Entries
- Remove Vexatious Litigant Entries

Additional Resources

There are no other resources related to this overview.

Related Links

Vexatious Litigants - List Screen

Vexatious Litigants - Details Screen

My Court Information

Add Vexatious Litigant Entries

Introduction

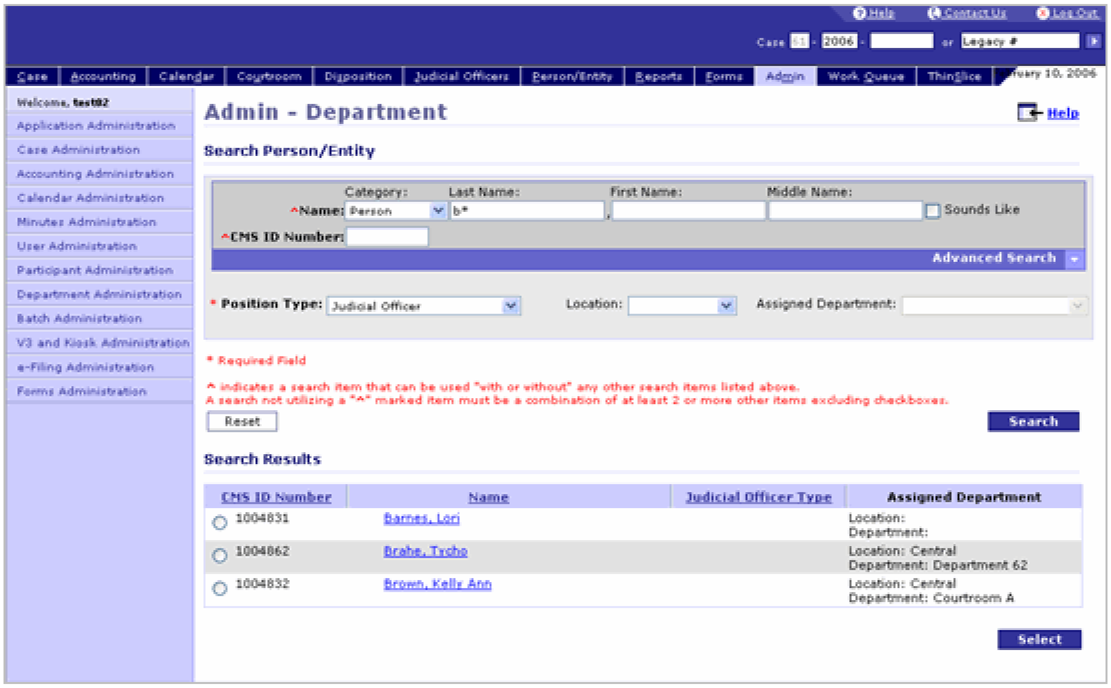
Adding a person/entity record to the Vexatious Litigants List labels this person/entity as a vexatious litigant in the system.

Task Activity

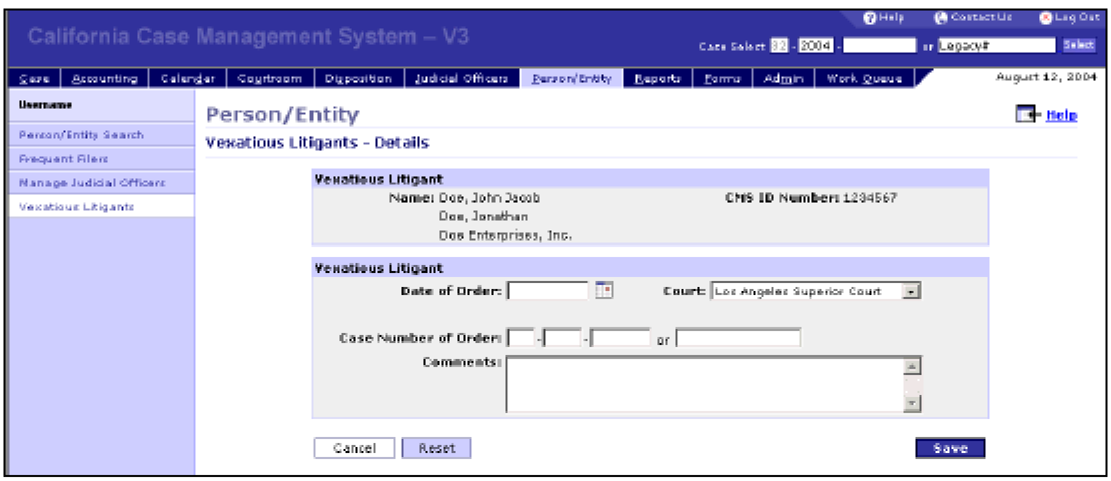
This activity occurs within the context of a person/entity search. Refer to the Manage Person/Entity Information for details on searching for person/entity records.

Perform the following steps to add a person/entity profile to the Vexatious Litigant List.

1. Select the radio button for the person/entity record referenced in the Order.
   NOTE This selection occurs from the Person/Entity Search screen.



2. Click the **[Add to Vexatious Litigants List]** button.
   Result: The Vexatious Litigants - Details screen displays.



3. Enter/Select data for the necessary fields.
   NOTE These are the Order details for this vexatious litigant entry.
4. Click the **[Save]** button.
   Result: The system checks the entered information and displays the appropriate warnings. If there are no conflicts, then the Vexatious Litigants - List screen displays with a confirmation message.

Related Links

Manage Vexatious Litigants Overview

Person/Entity Search Screen

Vexatious Litigant - Details Screen

My Court Information

Update Vexatious Litigant Entries

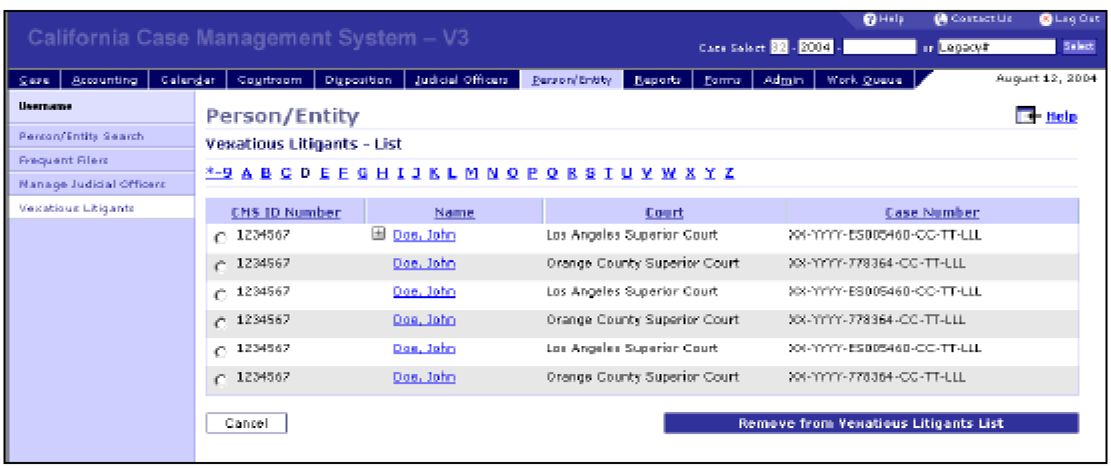
Introduction

Updating a vexatious litigant entry changes the Order information for an existing vexatious litigant record. While Courts must manually update this list, updates require a Court Order or Amendment.

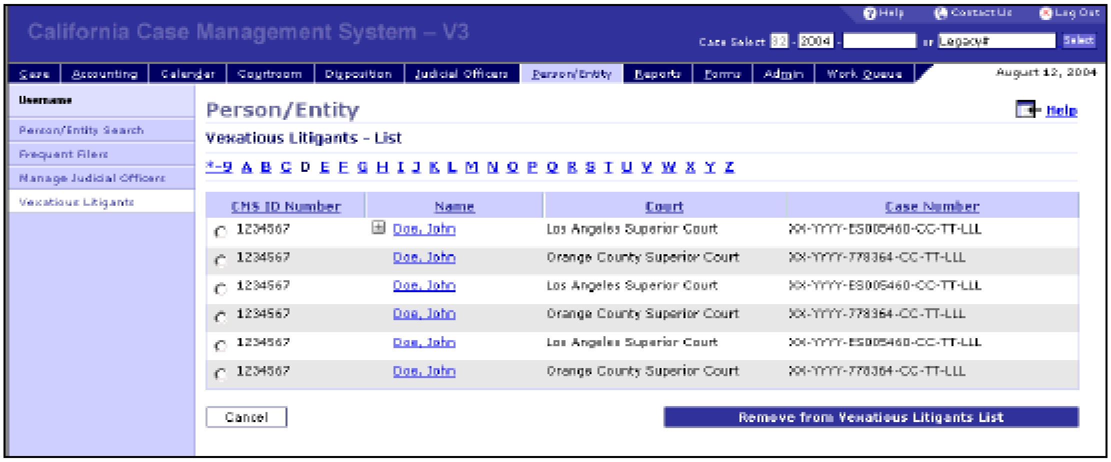
Task Activity

Perform the following steps to update a vexatious litigant entry.

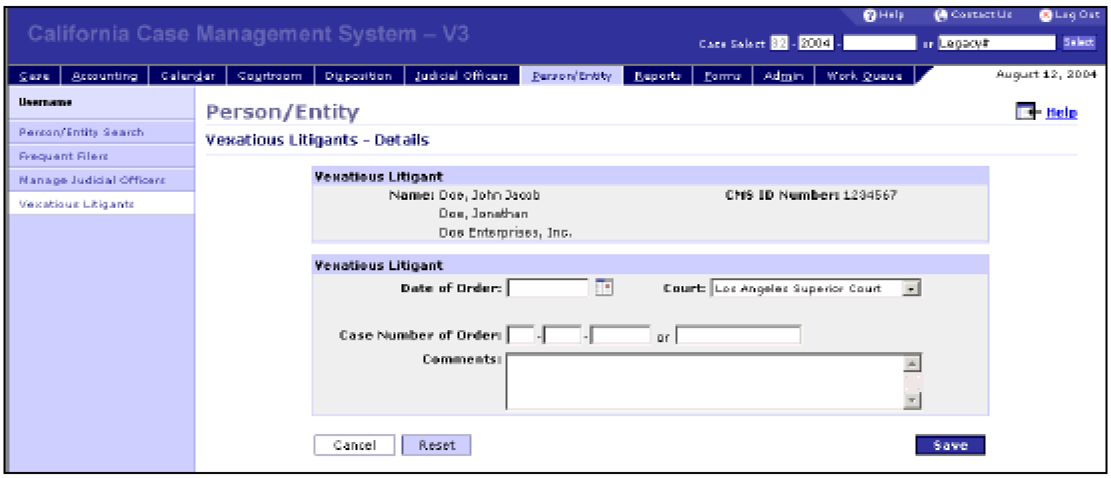
1. Select **[Person/Entity] > [Vexatious Litigants]**.
   Result: The Vexatious Litigants - List screen displays.



2. Click the letter of the person/entity's name from the alphabet menu.
   NOTE The list is alphabetized by the last name of a person, or the first name of an entity.
   Result: The screen refreshes and displays the names that begin with this letter.



3. Click the **[Name]** link of the desired vexatious litigant entry to update its details.
Result: The Vexatious Litigants - Details screen displays.



4. Enter/Update the Order details for this vexatious litigant entry as needed.
5. Click the **[Save]** button.
Result: The Vexatious Litigants - List screen re-displays with a confirmation message.

Related Links

Manage Vexatious Litigants Overview

Vexatious Litigants - List Screen

Vexatious Litigants - Details Screen

My Court Information

Remove Vexatious Litigant Entries

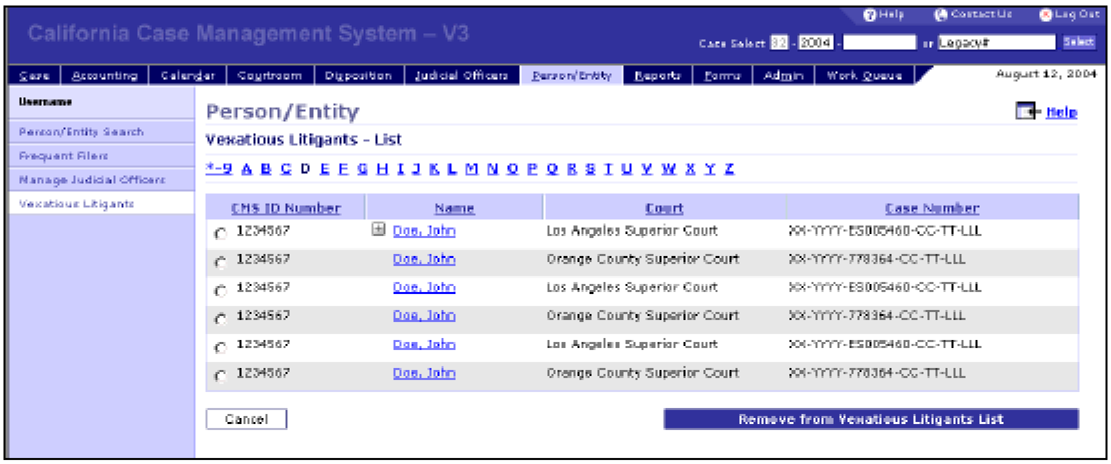
Introduction

Deleting a vexatious litigant entry removes the selected person/entity name from the Vexatious Litigant List. This activity requires a Court Order before you can remove an entry.

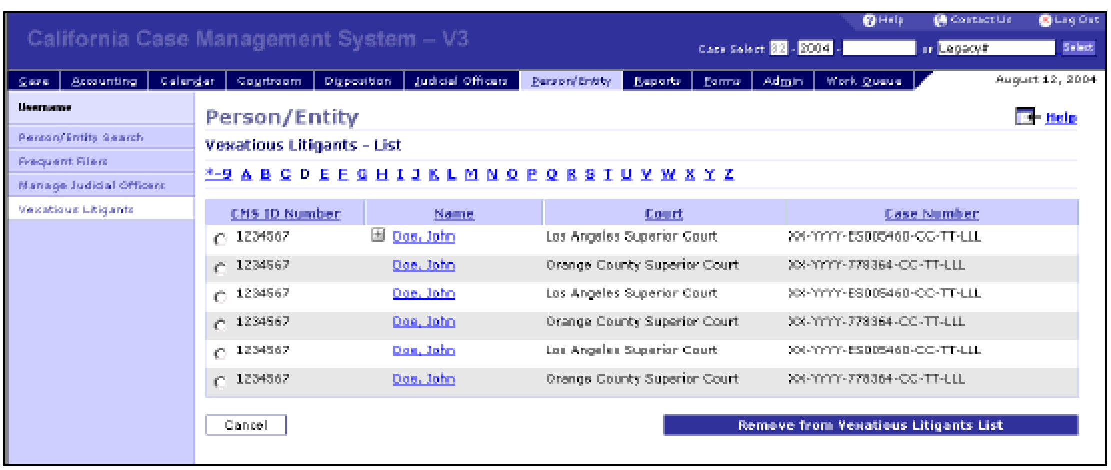
Task Activity

Perform the following steps to remove a person/entity from the Vexatious Litigants List.

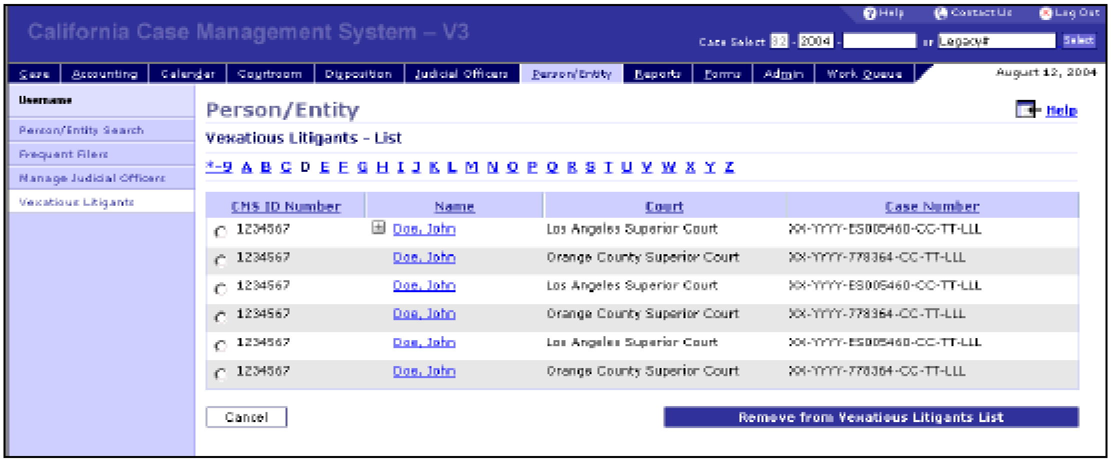
1. Select **[Person/Entity] > [Vexatious Litigants]**.
   Result: The Vexatious Litigants - List screen displays.



2. Click the letter of the person/entity's name from the alphabet menu.
   NOTE The list is alphabetized by the last name of a person, or the first name of an entity.
   Result: The screen refreshes and displays the names that begin with this letter.



3. Click the radio button for the vexatious litigant entry to remove.
4. Click the **[Remove from Vexatious Litigants List]** button.
   Result: The screen refreshes with a confirmation message. The previously selected vexatious litigant no longer displays in the list.



Related Links

Manage Vexatious Litigants Overview

Vexatious Litigants - List Screen

The Reports Section

Manage Out-of-Process Reports Overview

Introduction

Out-of-process reports are reports that are generated, viewed, and printed outside of a system process. At this time, the system contains about 60 out-of-process reports.

Dates

When working with out-of-process reports, the user interface that enables you to retrieve reports, create reports, and schedule reports has both a start and end date. Although you can enter a start and end date for all out-of-process report task activities, the system only uses these dates when retrieving saved reports.

Understand the Differences Between "Saved" Reports

When you generate and save a report using the Create Report task, a record of that report is saved in both the system and the Crystal Enterprise report archive. Because these two records are linked, you are able to retrieve these records using the Retrieve Report task.

However, when a report is generated and saved as a result of a report schedule, a record of that report is only stored in the Crystal Enterprise report archive. Therefore, you can only access these "types" of saved reports using Crystal Enterprise.

Refer to Crystal Enterprise documentation for more information.

Batch Generation

When you schedule a report to print, you are actually defining a batch process that runs based on the schedule's parameter settings.

This process is similar to setting up other batch processes. However, batch processes related to running reports are configured when you schedule a report, whereas all other batch processes are requested by local administrators and scheduled by Central Administrators. Refer to the Schedule Batch Jobs section for details on this process.

About Printing

Generate and retrieve reports

When you run or retrieve a report, the report displays within a browser window. You can print what you see in the browser window by using the browser's Print option. You can also export the report to a selected file format, such as ".pdf" or ".doc," etc., and print the report using the corresponding application. You export the report by clicking the appropriate icon displayed in the browser above the report information.

Schedule a report

When you schedule a report to generate, the system uses the printer defined with your batch printer parameter settings.

Task Activities

Maintaining out-of-process reports includes the following task activities:

- Create a Report
- Retrieve a Saved Report
- Schedule a Report
- Configure Printers

Additional Resources

Other items related to this overview include the following:

- Business Rules
- About System Reports

Related Links

Run Reports Screen

Run Reports - Create Report Screen

Run Reports - Retrieve Report Screen

Run Reports - Schedule Report Screen

My Court Information

Create a Report

Introduction

The Create a Report task enables you to:

- Generate, view, and print a report
- Generate and save a report

Create View Only Reports or Publish and View Later

When you create a report, you have two options: **View** or **Publish**.

View Report	Publish Report
When you select **View**, the system generates and	When you select Publish Report, the system generates

displays the report in a browser window. You can print the displayed report using the browser's print functionality. However, when you close the browser, you close the report. No copies of the report are saved.	the report but does not display it in a browser window. To view the saved report, you must retrieve it using the Retrieve Report functionality.

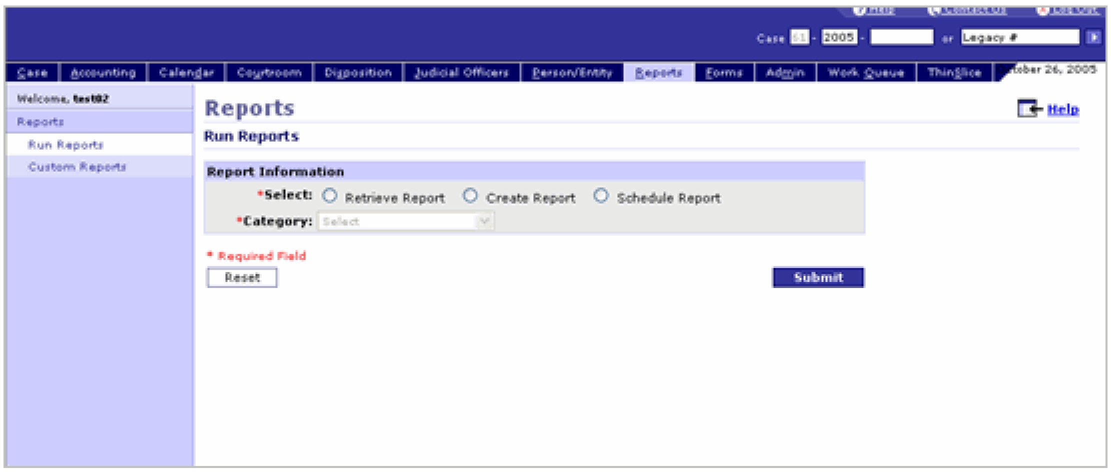
Filter Criteria

Filter criteria is specific to the Report Name.

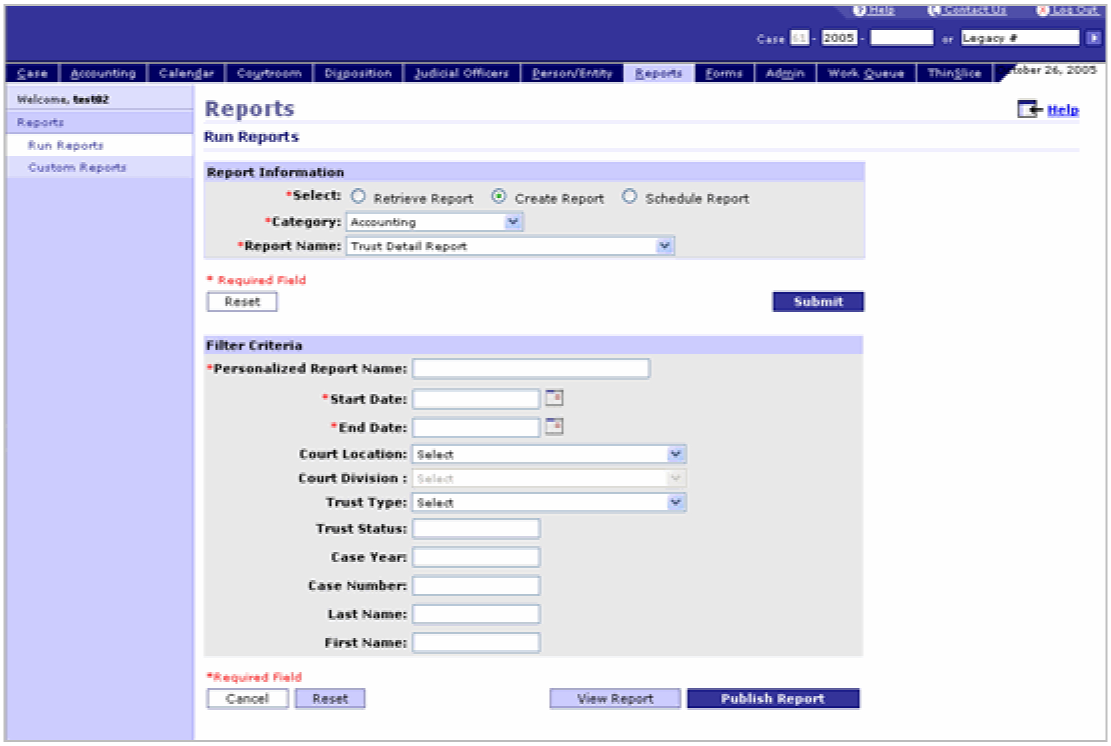
Task Activity

Follow this procedure to generate, view and print a report or generate and save a report.

1. Select **[Reports] > [Run Reports]**.
   Result: The Run Reports screen displays.



2. Select the **[Create Report]** radio button.
3. Select data for the following required fields:
   - Category
   - Report Name
4. Click the **[Submit] button.**
   Result: The Run Reports - Create Reports screen displays.



5. Enter a personalized name for the report being generated.
6. Enter report filter criteria as appropriate.
7. To generate and save the report, click the **[Publish Report]** button.
   Result: The system saves the report. To view the report, use the Retrieve Report functionality.

   OR

8. To generate, view, and print the report, click the **[View Report]** button.
   Result: The report displays on the screen. Use the appropriate options/icons to print the report.

Related Links

Manage Out-of-Process Reports Overview

Run Reports Screen

Run Reports - Create Reports Screen

My Court Information

Retrieve a Saved Report

Introduction

Retrieving a saved report allows you to search for saved reports that you generated and saved using the Create a Report task activity.

Saved Reports You Cannot Retrieve

Even though scheduled reports are generated and saved, you cannot retrieve them using this task. You must retrieve these reports using Crystal Reports.

Returned Records

The maximum number of records returned after a search is 100 records, displaying 50 records on each page. This is true even when more records meet your search criteria. Selecting a date range enables you to control the records returned to you and may help to reduce the number of records you retrieve.

Data Access Privileges

Data access privileges assigned to you affect your ability to retrieve saved reports. Generally, you retrieve reports that you generated and saved. Access to data and reports is based upon access rights assigned by your local administrator.

Generate a Transmission File

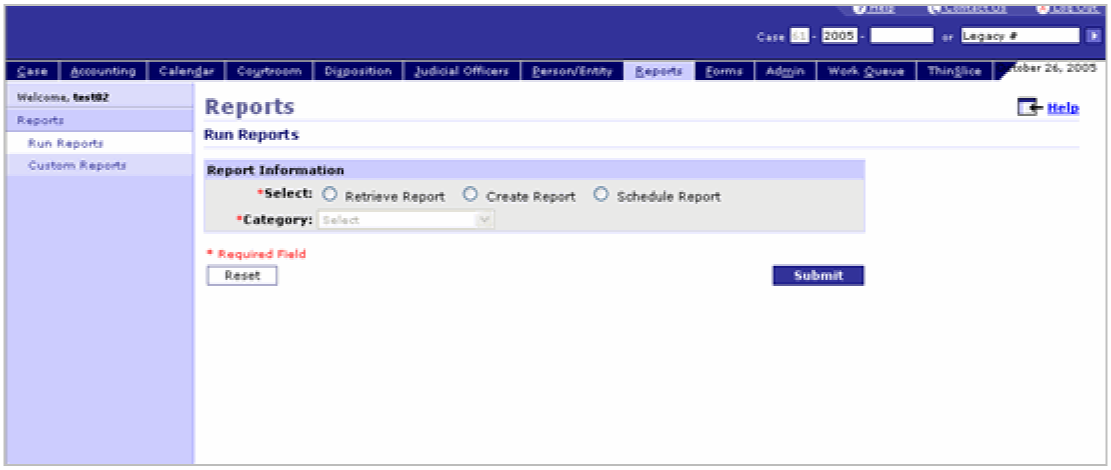
The **[Generate a Transmission File]** button enables you to transmit statistical report data from the system to the AOC for any retrieved reports that are JBSIS compliant.

JBSIS is an electronic statistical reporting system that defines and collects summary information for each major case processing area of the court and makes court data available via the JBSIS data warehouse. Refer to the http://www2.courtinfo.ca.gov/jbsis/ website for more information.

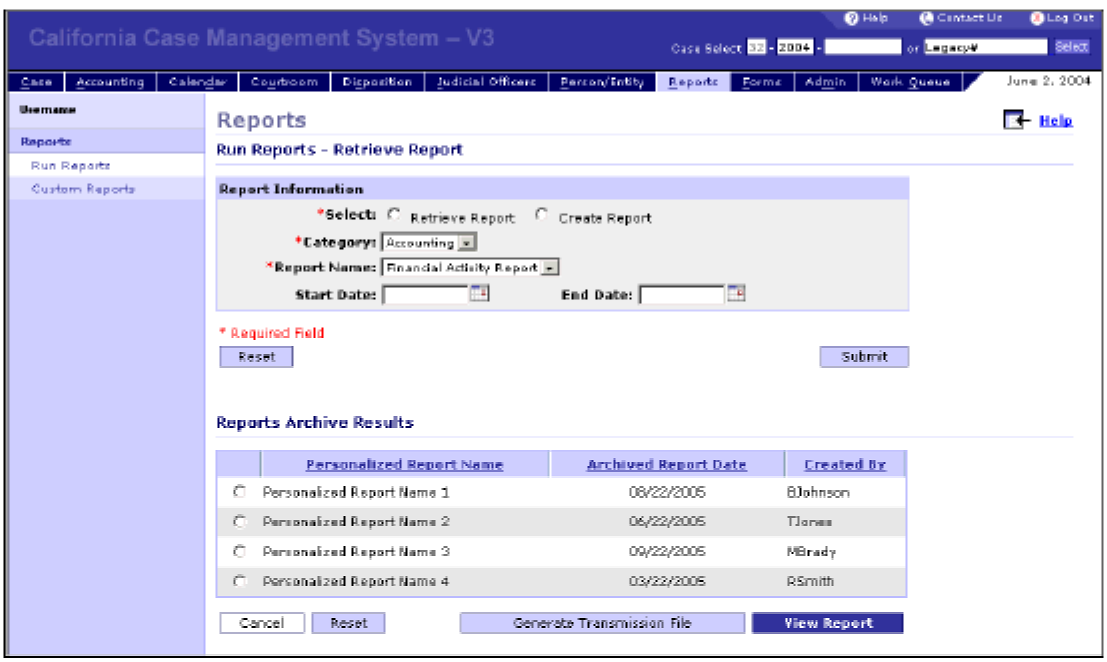
Task Activity

Perform the following steps to retrieve reports that you generated and saved using the Create a Report task.

1. Select **[Reports] > [Run Reports]**.
   Result: The Run Reports screen displays.



2. Select the **[Retrieve Report]** radio button.
3. Enter/Select the following required fields:
    - Category
    - Report Name
4. Enter a start and end date to indicate a range of dates in which the reports you want to retrieve were generated and saved.
5. Click the **[Submit]** button.
   Result: The Run Reports - Retrieve Report screen displays.



6. To view a report, select the radio button of the report you want to view and click the **[View Report]** button.
   Result: The report displays on the screen. Use the appropriate options/icons to print the report.

7. To transmit statistical report data to the AOC, select the radio button of the JBSIS compliant report and click the **[Generate a Transmission File]** button.
   Result: The system displays a "File Sent" message when the transmission is complete.

   NOTE If you select a report that is not JBSIS compliant, the **[Generate a Transmission File]** button will be inactive.

Related Links

Manage Out-of-Process Reports Overview

Run Reports Screen

Run Reports - Retrieve Report Screen

My Court Information

Schedule a Report

Introduction

The Schedule a Report task enables you to pre-define the various times a specific report prints and where it prints.

Editing and Deleting of Scheduled Reports

The system only supports setting up of report schedules. Editing and deleting of report schedules and retrieving of saved scheduled reports must be performed in Crystal Enterprise.

Refer to the Technical Architecture document for more information.

Filter Criteria

Filter criteria is specific to the Report Name.

Schedule Criteria

Schedule criteria are specific to the Frequency setting.

For example, if you select "weekly" as the frequency, the schedule criteria requires you to enter the day in which the weekly report will run along with the time of day the report will run. The "hourly" frequency setting has schedule criteria that requires you to enter the day and time the hourly report will run along with the details about how often the report runs: every 1 hour, every 3 hours, every 5 hours and 30 minutes, etc.

Selecting a Printer

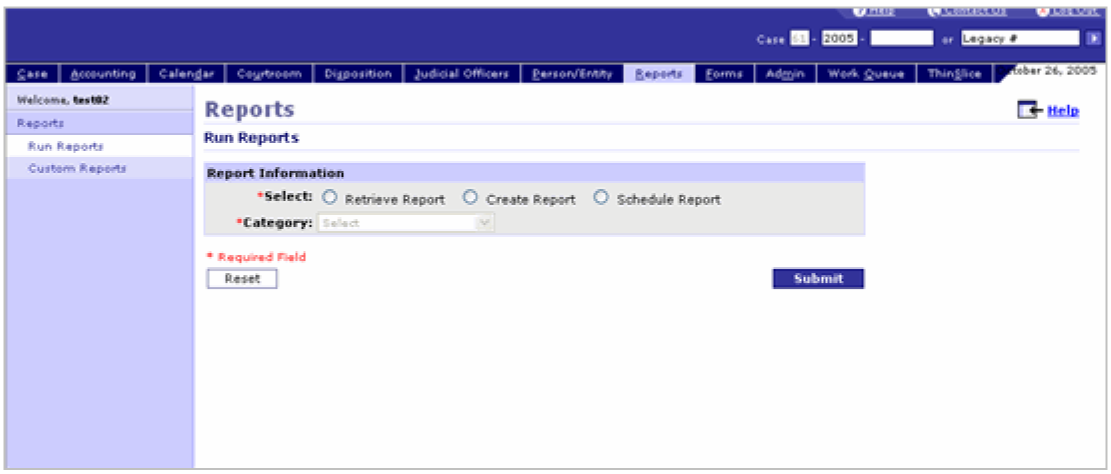
By entering a printer name you are not only indicating that the report should print at the same time it is generated and saved but you are indicating where the report should print. If you do not enter a printer name in the corresponding Printer field, you are indicating to the system that the report should be generated and saved at the scheduled time but not printed.

You must have your printers configured properly before you can select them in this screen. Refer to the Configure Printers task activity for details on this process.

Task Activity

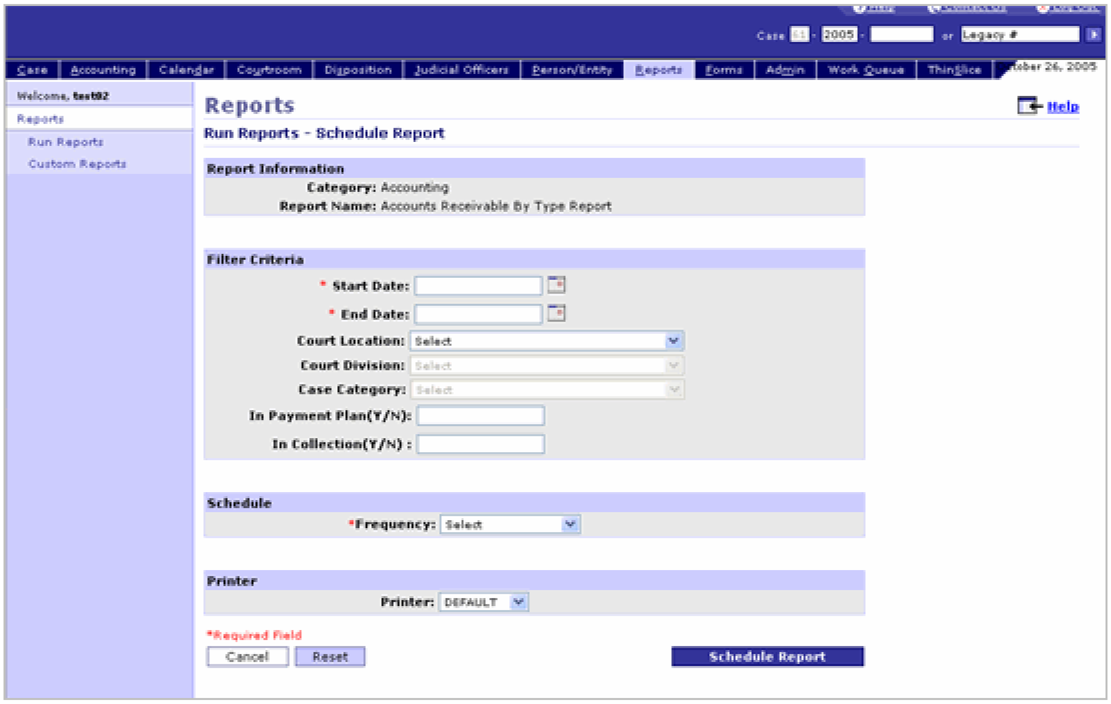
Perform the following steps to schedule a report to run automatically.

1. Select **[Reports] > [Run Reports]**.
   Result: The Run Reports screen displays.



2. Select the **[Schedule Report]** radio button.
3. Enter/select the following required fields:
    4. Category
    5. Report Name

4. Click the **[Submit]** button.
   R*esult:* The Run Reports - Schedule Report screen displays.



5. Enter report filter criteria, as appropriate.
6. Select a frequency.
   Result: The screen refreshes (not shown) and displays schedule criteria according to the selected frequency.
7. Enter a printer name if you want the report to print when it is generated.
8. Click the **[Schedule Report]** button.

Related Links

Manage Out-of-Process Reports Overview

Run Reports Screen

Run Reports - Schedule Report Screen

Configure Printers Screen

The Forms Section

Manage Forms, Notices, and Document Sets

Manage Forms, Notices, and Document Sets Overview

Introduction

This section provides information about preparing forms, notices, and document sets so that they can be used in your court system.

Form, Notice, and Document Set Selection

When selecting a form, notice, or document set to generate, or print, you select them all from the same list. You differentiate them by their titles/names.

This documentation refers to forms and/or notices as "forms/notices." When including document sets, they are all referred to as "documents."

Form/Notice Templates

The system provides you with a set number of form/notice templates to choose from when customizing your forms/notices. This section assumes you are familiar with these form/notice templates.

Task Activities

Preparing documents to court specifications includes the following task activities:

- Manage Forms/Notices
- Edit Configurable Text
- Manage Document Sets

Additional Resources

Other items related to this overview include the following:

- Business Rules
- Background Information
- In-Process Form, Notices and Document Sets Overview
- Out-of-Process Forms/Notices and Document Sets Overview

Related Links

Define Forms Screen

Define Forms - Update Form Screen

Define Document Sets Screen

Define Document Sets - Select Form Screen

Configure Editable Text Table Screen

In-Process Forms, Notices, and Document Sets Overview

Introduction

In-process forms/notices and document sets are documents that are generated, viewed, and printed from inside a system process. The system supports two different types of in-process forms/notices and document sets:

- Ones associated with case clocks
- Ones associated with action entries

Case Clocks

You can configure a case clock to batch print documents when the case clock expires or when it is close to expiring.

Configuring forms/notices and document sets to batch print at/near the time of a case clock expiration works in conjunction with the "Case Clock Expiry" batch process, which searches for expired or near expired cases and prints any associated documentation.

When the system batch prints documents resulting from expired or near expired case clocks, system users will not prompted to select document recipients or document parameter information. Document recipients are pre-selected by local administrators and document parameter information is extracted from the associated case information, when available. Refer to the Maintain Case Clocks section for details on this process.

Action Entries

Documents can generate at virtually any point within a process providing the appropriate action entries are defined. Refer to the Manage Action Entries section for details.

Task Activities

Since action entries determine when documents generate within a process, it is not possible to list all of the potential task activities. However, the system comes with a standard list of pre-configured action entries which are reflected throughout the task activities in this documentation.

Listed below is a high-level process that highlights what a user can expect if a given case activity is configured to generate documents.

1. A user performs an action entry configured to generate documents.
2. The system determines the effective version based on filing date of the action entry, not the system date.
3. If a version is not available, the system prompts the user to print the appropriate documents out-of-process.
4. If a version is available, the system prompts the user to select the document recipients.
5. The system prompts the user to enter document parameter information.
6. The system generates and prints the documents according to the configured print options:
    - Print without preview

- Preview in browser
- Defer to work queue
- Print in batch
- No printing

7. No other immediate action is required of the user except if the documents preview in browser. When documents display in a browser window, users can print the documents using the browser **Print** option.

   NOTE When the system batch prints documents, system users are not prompted to select document recipients or document parameter information. Document recipients are pre-selected by local administrators and document parameter information is extracted from the associated case information, when available.

Print options

Document generation resulting from an action entry has five print options. They are selected when action entries are defined.

- **Print Without Preview** – This option generates documents and prints them directly to the user's desktop default printer. Users will have to select participants and enter document parameter information but they will not see the final documents in a browser screen.

- **Preview in Browser** – This option generates documents and displays them in a browser window. Users have the option to print using the browser's Print option.

- **Defer to Work Queue** – This option generates documents but does not display or print them. Using Entry Action configuration for work queues, the system creates a work queue task in the appropriate work queue. Users print the generated documents when performing the work queue task.

- **Print in Batch** - This option generates documents but does not display or print them immediately. Documents print when the associated batch job runs.

- **No Printing** - This option generates documents but does not display or print them. Documents can later be retrieved using the Retrieve Form/Notice Document Set task activity and printing using the browser's Print option.

Additional Resources

Other items related to this overview include the following:

- Business Rules
- Background Information

My Court Information

Manage Forms/Notices

Introduction

Once defined, forms/notices are available for:

- Defining of document sets
- Configuring in-process forms/notices
- Managing form/notices outside of a process, including:
    - Generating forms/notices
    - E-mailing forms/notices
    - Retrieving forms/notices

Field Information

The following contains additional information about the fields you see during this process. This information is intended to assist you in your configuration selections.

- **Form Template Name** – The Form Template Name displays only after you have created your form. It is added by the system and identifies the underlying "*.mdf" template used to support the selected form/notice.

- **Form Name** – The Form Name represents one of the various form/notice "templates" provided by the system.

- **Form Description** – The Form Description provides additional information about the form/notice that may not be apparent by reading the form name.

- **Effective Start and End Dates** – The Effective Start Date indicates when the form/notice is available in the list of available forms/notices. The Effective End Date indicates when the form/notice is no longer available in the list of available forms/notices.

- **Form Category** – The Form Category value enables filtering of forms/notices when users are looking for the form/notice to generate, print, etc.

- **File Copy** – The File Copy indicator specifies if an additional copy of a form/notice should print when the print option is activated—one-to-many copies for the intended purpose and one copy for the case file.

- **Write to Case History** – The Write to Case History Indicator specifies if a copy of the form/notice is saved and written to a Case History/Register of Action entry when the form is generated/printed. If set to "No," the system will not keep a record of the report after it is generated/printed.

- **Possible Recipients** – When a form/notice is generated, a list of possible recipients displays. This list appears in the Select Form Recipients screen and the user must indicate the participants that will/will not receive a copy of the form/notice.
  A Name/Address header is coded into each form/notice template and the system automatically personalizes the form/notice output according to the user's selections. The information you enter in these fields affects what the user sees when making these participant selections.

- **Role** – Only the participants in the selected roles appear in the list of possible recipients. If the Role check box is clear, then the By Default and Display Participants Only fields are not applicable.

- **By Default** – The By Default indicator specifies if the participants in the role are automatically included in the list of persons who will receive the form/notice.

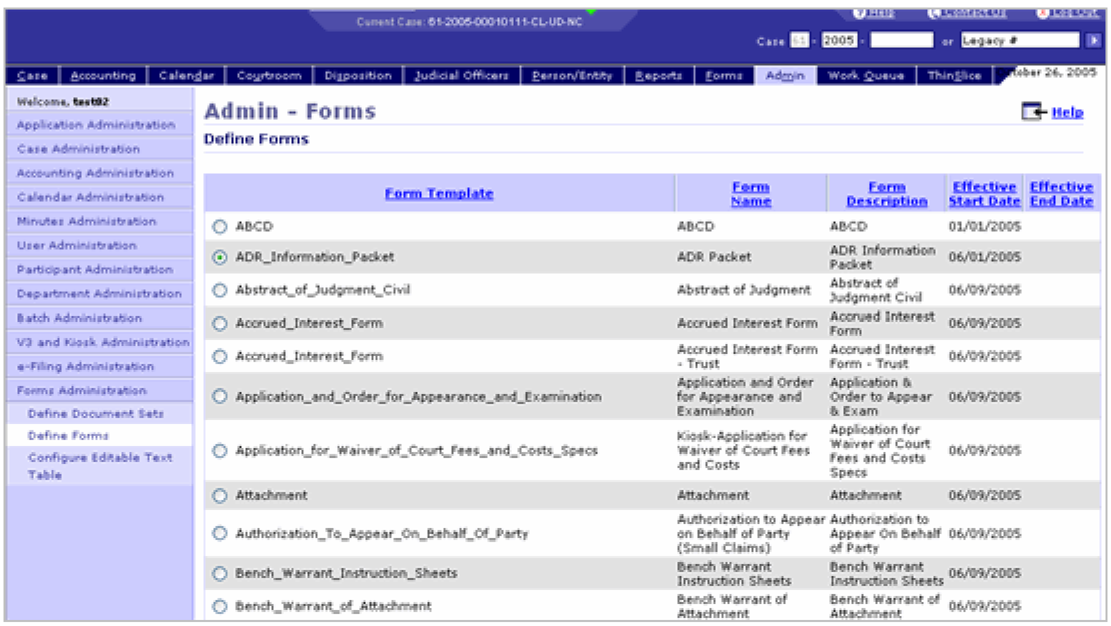
- **Display Participants** – The Display Participants Only field determines if all case participants are displayed as possible form/notice recipients or only those considered as "current" participants are displayed.
  Current participants are determined by the effective start and end dates assigned to the participant in the case participant profile information.

When users generate a form/notice or document set, they have the opportunity to either accept or change the following settings: Display Current or All Participants and the File Copy Indicator.

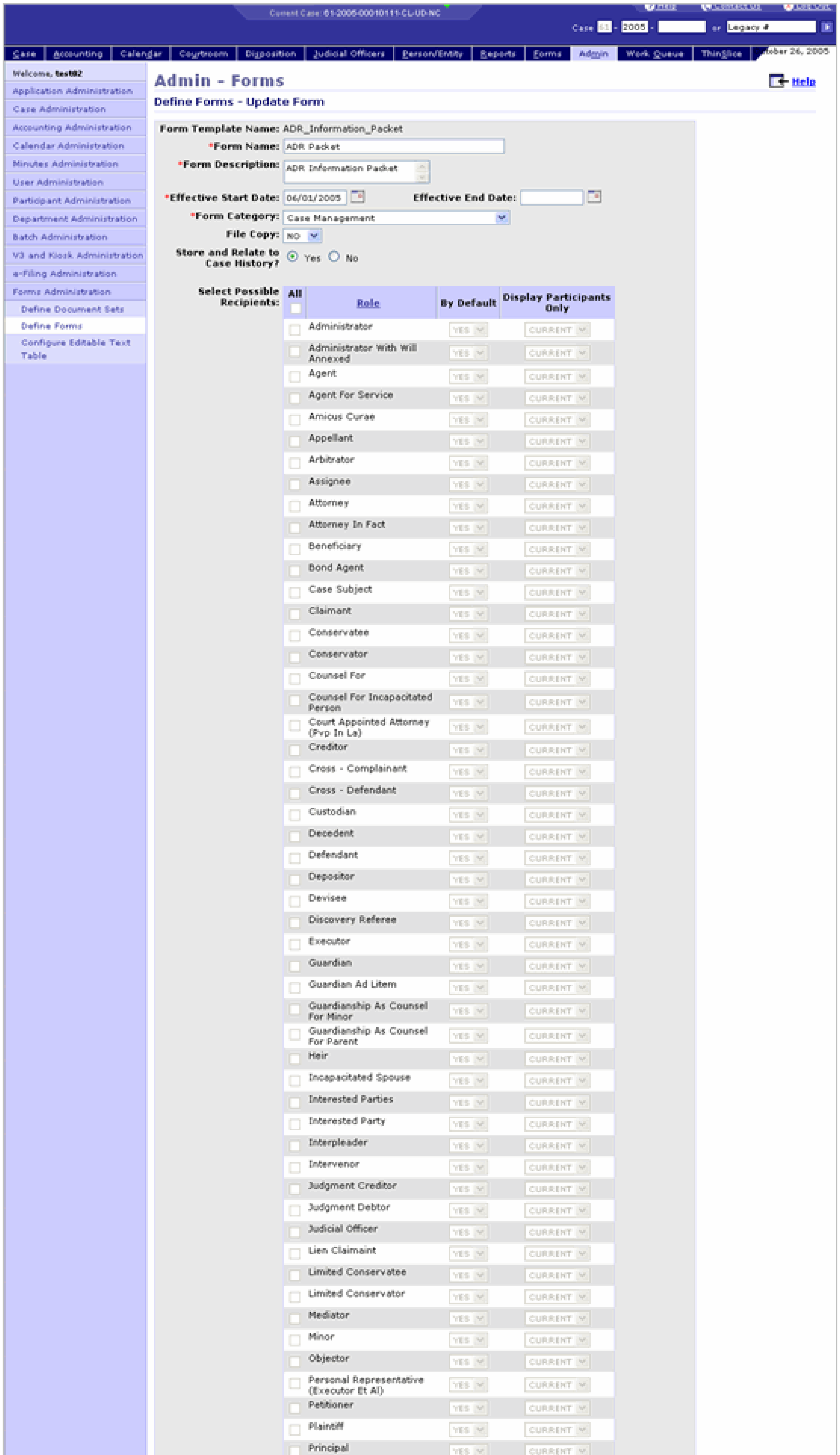
Task Activity

Perform the following steps to manage the forms/notices customized for your court.

1. Select **[Admin] > [Forms Administration] > [Define Forms]**.
   Result: The Define Forms screen displays.



2. To update a form, select the radio button associated with a form/notice and click the **[Update]** button.
   Result: The Define Forms - Update Form screen displays.


Current Case: 61-2005-00010111-CL-UD-NC
Case 61 - 2005 - or Legacy #
Case
Accounting
Calendar
Courtroom
Disposition
Judicial Officers
Person/Entity
Reports
Forms
Admin
Work Queue
ThinSlice
tober 26, 2005
Welcome, test02
Application Administration
Case Administration
Accounting Administration
Calendar Administration
Minutes Administration
User Administration
Participant Administration
Department Administration
Batch Administration
V3 and Kiosk Administration
e-Filing Administration
Forms Administration
Define Document Sets
Define Forms
Configure Editable Text Table
Admin - Forms
Help
Define Forms - Update Form
Form Template Name: ADR_Information_Packet
*Form Name: ADR Packet
*Form Description: ADR Information Packet
*Effective Start Date: 06/01/2005
Effective End Date:
*Form Category: Case Management
File Copy: NO
Store and Relate to Case History?
Yes
No
Select Possible Recipients:
All
Role
By Default
Display Participants Only
Administrator
Administrator With Will Annexed
Agent
Agent For Service
Amicus Curae
Appellant
Arbitrator
Assignee
Attorney
Attorney In Fact
Beneficiary
Bond Agent
Case Subject
Claimant
Conservatee
Conservator
Counsel For
Counsel For Incapacitated Person
Court Appointed Attorney (Pvp In La)
Creditor
Cross - Complainant
Cross - Defendant
Custodian
Decedent
Defendant
Depositor
Devisee
Discovery Referee
Executor
Guardian
Guardian Ad Litem
Guardianship As Counsel For Minor
Guardianship As Counsel For Parent
Heir
Incapacitated Spouse
Interested Parties
Interested Party
Interpleader
Intervenor
Judgment Creditor
Judgment Debtor
Judicial Officer
Lien Claimaint
Limited Conservatee
Limited Conservator
Mediator
Minor
Objector
Personal Representative (Executor Et Al)
Petitioner
Plaintiff
Principal
YES
CURRENT

3. When adding a form/notice, select a template from the **Form Template Name** drop-down list.
4. Enter/update the following required fields:
   - Form Name
   - Form Description
   - Effective Start Date
   - Form Category
   - File Copy
   - Write to Case History
5. Enter/Update the other available fields as needed.
6. Click the **[Save]** button.
7. If the form/notice has configurable text, you will see a **[Edit Configurable Text]** button at the bottom of the screen. If you want to edit the configurable text, do not click the **[Save]** button. Instead, click the **[Edit Configurable Text]** button.
   Result: The Edit Configurable Text screen displays. Refer to the Edit Configurable Text task activity to continue with this process.
8. To remove a form/notice, select the radio button associated with a form/notice and click the **[Remove]** button.

Related Links

Manage Forms, Notices and Document Sets Overview

Define Forms Screen

Define Forms - Update Form Screen

My Court Information

Edit Configurable Text

Introduction

Configurable text is text that is court specific and affects all copies of a selected form/notice. The two ways to access the necessary screen are defined below.

Using the Define Forms/Notices Task Activity

When a form/notice has associated configurable text, you see a **[Edit Configurable Text]** button at the bottom of the Define Forms screen. If you know how the configurable text should read, you can click this button to save your form/notice and start this task activity.

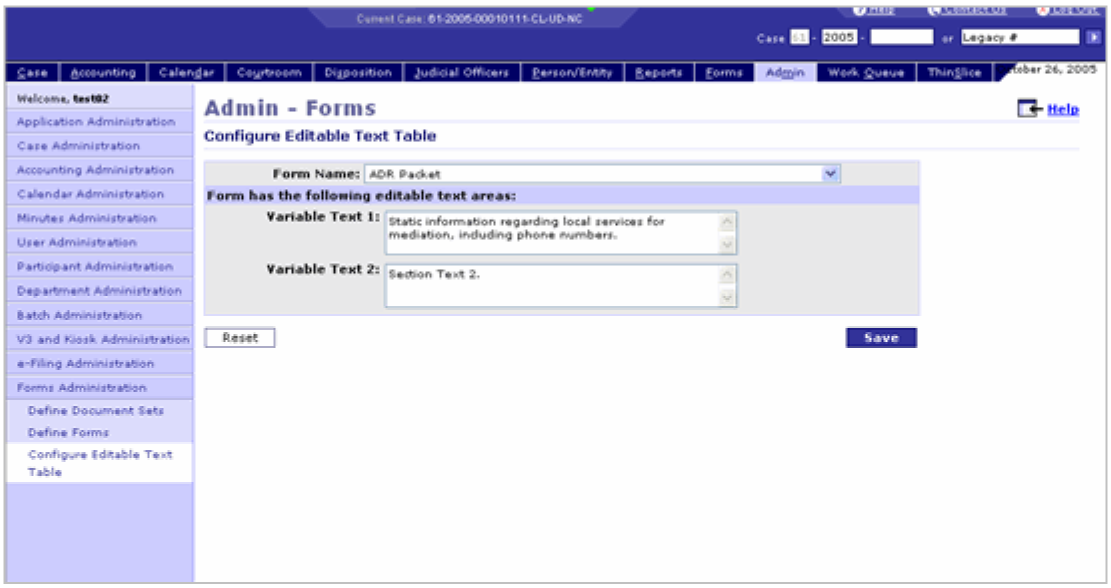
Using the System Menu Tree

If you do not know how the configurable text should read at the time you define a form/notice, you can return at a later time to enter this information using the system menu tree: **[Admin] > [Forms Administration] > [Configure Editable Text Table]**.

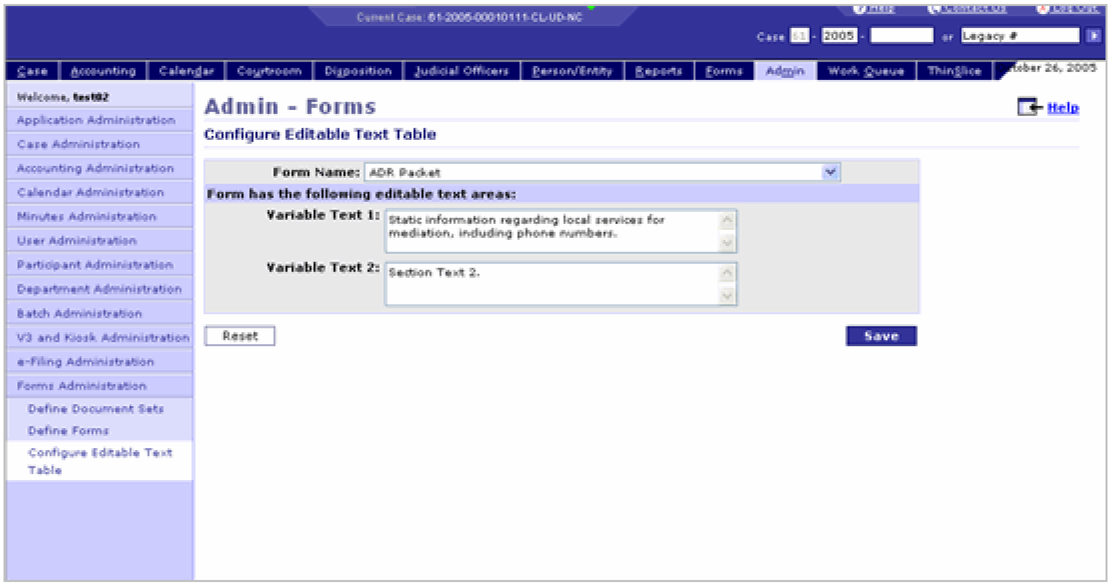
Task Activity

Perform the following steps to update the configurable text associated with a form/notice.

1. Select **[Admin] > [Forms Administration] > [Configure Editable Text Table]**.
   OR
   From within the Define Forms screen, click the **[Edit Configurable Text]** button.
   Result: The Configure Editable Text Table screen displays.



2. Select form or notice from the **Form Name** drop-down list.
   Result: The Configure Editable Text Table screen refreshes and displays the sections of the form/notice that contains editable text.



3. Enter/Update the editable text as appropriate.
4. Click the **[Save]** button.

Related Links

Manage Forms, Notices and Document Sets Overview

Configure Editable Text Table Screen

My Court Information

Manage Document Sets

Introduction

Document sets are available for:

- Configuring in-process forms/notices
- Managing form/notices outside of a process, including
  - Generating forms/notices
  - E-mailing forms/notices
  - Retrieving forms/notices

Save As

The **[Save As]** button enables you to create a new document set using an existing one.

Updates and Versions

When you update a document set, use the **[Update]** button to access the screen that enables you to make changes.

When you first create a document set, you will have only one version and therefore will not be able to use the **[Update Version]** option. However, once you update the Effective End Date on a document set, you can create a new version of the same document set. You need to use the **[Update Version]** button to access the screens enabling changes to the document set versions.

Out of Process Indicator

The out of process indicator specifies if the document set is available to generate outside of a process.

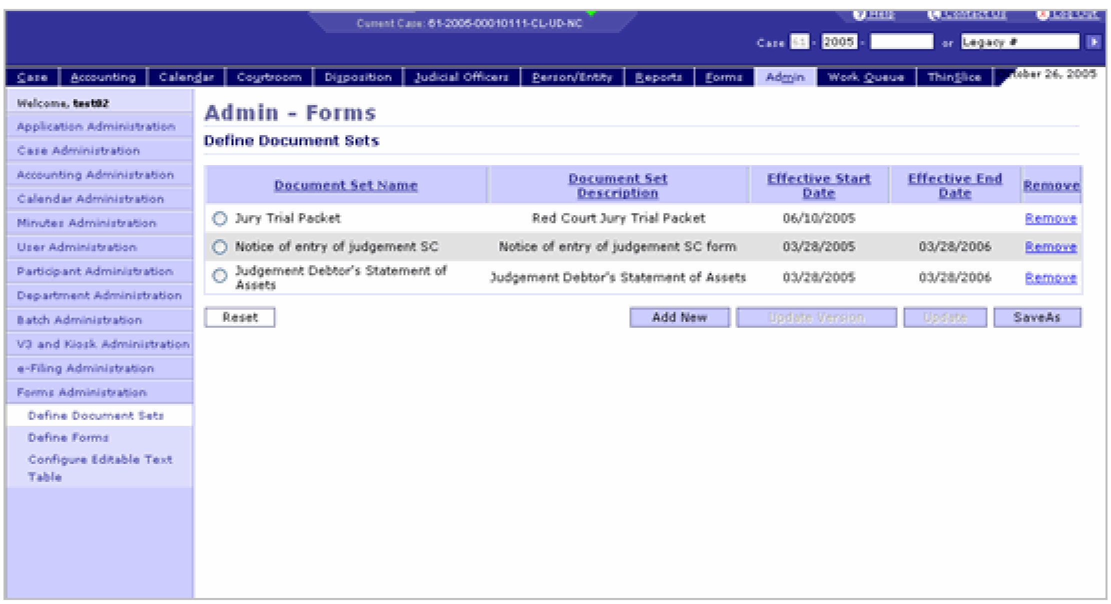
Effective Start and End Dates

The Effective Start Date indicates when the document set is available in the list of available forms/notices/document sets. The Effective End Date indicates when the document set is no longer available in the list of available forms/notices/document sets.

Task Activity

Perform the following steps to view, add, update, and remove document sets defined for your court.

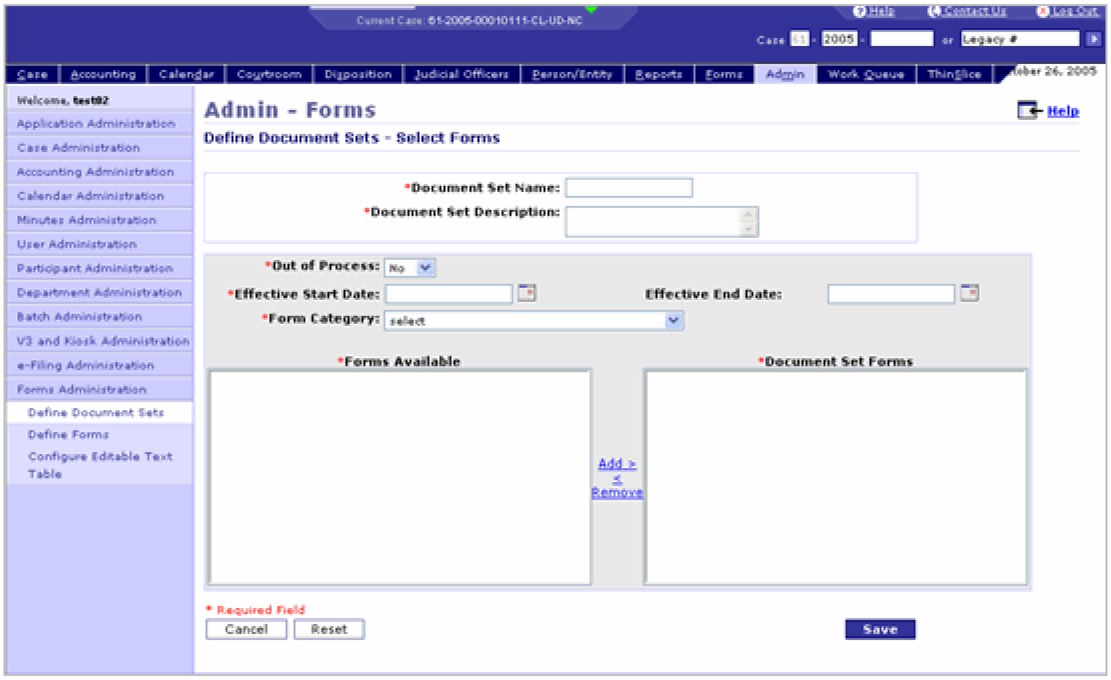
1. Select **[Admin] > [Forms Administration] > [Active Documents]**.
   Result: The Define Document Sets screen displays.



2. To remove a document set, click the **Remove** link associated with the document set being deleted.
   Result: The system removes the document set from the list of available document sets.

3. Consider the following options:
    4. To add a new document set click the **[Add New]** button.
    5. To copy an existing document set, select the radio button associated with the document set being copied and click the **[Save As]** button.
    6. To update an existing document set, select the radio button associated with the document set being updated, and click the **[Update]** button or the **[Update Version]** button.

   Result: For all of these actions, the Define Document Sets - Select Forms screen displays.



4. Select/Update the following required fields:
    - Document Set Name
    - Document Set Description
    - Out-of-Process Indicator
    - Effective Start Date
    - Category

    Result: All documents sets that are part of the selected category display in the Forms Available box.

5. Use the **Add>** and **<Remove** links to move forms/notices between the Forms Available box and the Document Set Forms box.
6. Continue this process using the appropriate categories until the document set is completely defined.
7. Click the **[Save]** button.

Related Links

Manage Forms, Notices and Document Sets Overview

Define Document Sets Screen

Define Document Sets - Select Forms Screen

Manage Out-of-Process Forms

Manage Out-of-Process Forms, Notices and Document Sets Overview

Introduction

Out-of-process forms/notices and document sets are documents that are generated, retrieved, viewed, printed, and e-mailed outside of a system process.

Task Activities

Out-of-process documents include the following task activities:

- Generate a Form/Notice or Document Set
- Retrieve a Form/Notice or Document Set
- Configure E-Mail Options (Local Administrator)
- Email Forms/Notices or Document Sets to Case Participants

Additional Resources

Other items related to this overview include the following:

- Business Rules
- Background Information

Related Links

Generate Form/Notice Screen

Select Form Recipients Screen

Configure Email Options Screen

Email Form Notice Screen

Select Email Recipients Screen

My Court Information

Generate a Form/Notice or Document Set

Introduction

This task activity allows you to generate documents outside of a system process.

Unavailable Forms/Notices and Document Sets

Since some forms/notices and document sets use contextual data that is entered in screens leading up to the form/notice generation, not all forms/notices and document sets are available for out-of-process generation.

Print Options

Generating out-of-process forms/notices and document sets has three print options:

- **Print Without Preview** – This option generates the form/notice or document set and prints it directly to the user's computer's default printer without displaying them in a browser window.
- **Preview in Browser** – This option generates the form/notice or document set and displays it in a browser window. The user can print the displayed results using the browser Print option.
- **Defer to Work Queue** – This option generates documents but does not display or print them. Using Entry Action configuration for work queues, the system creates a work queue task in the appropriate work queue. Users print the generated documents when performing the work queue task.

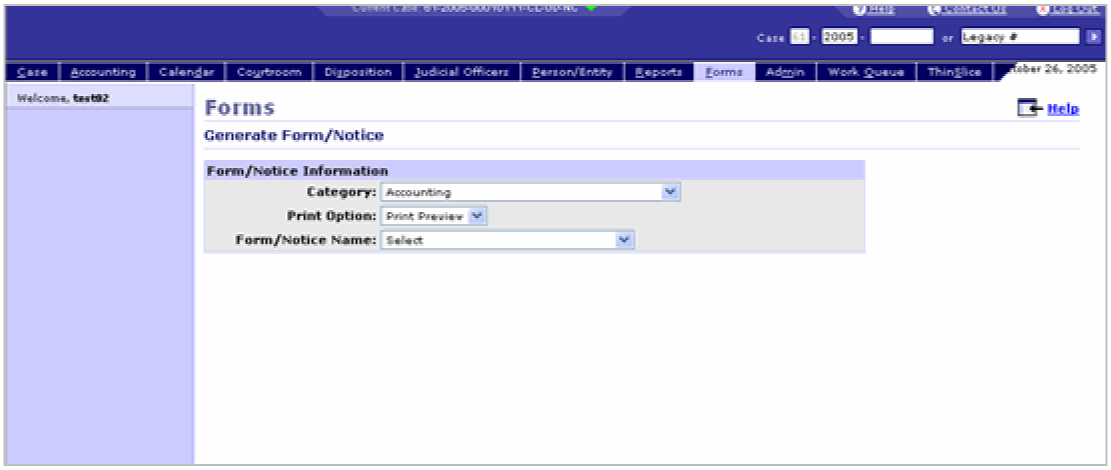
Typically, once you generate a form/notice or document set, the system will save a copy so that a user can retrieve it at a later date. However, the configuration options associated with defining a form/notice will determine whether or not a copy will be saved.

Task Activity

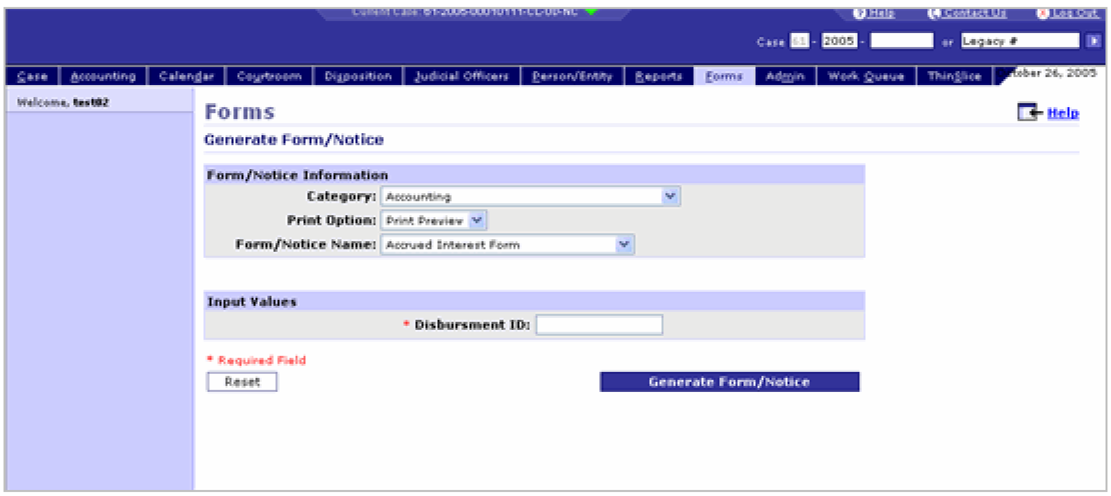
Perform the following steps to generate out-of-process forms/notices and document sets.

1. Select the **[Forms]** top navigation item.
   Result: The Generate Form/Notice screen displays.

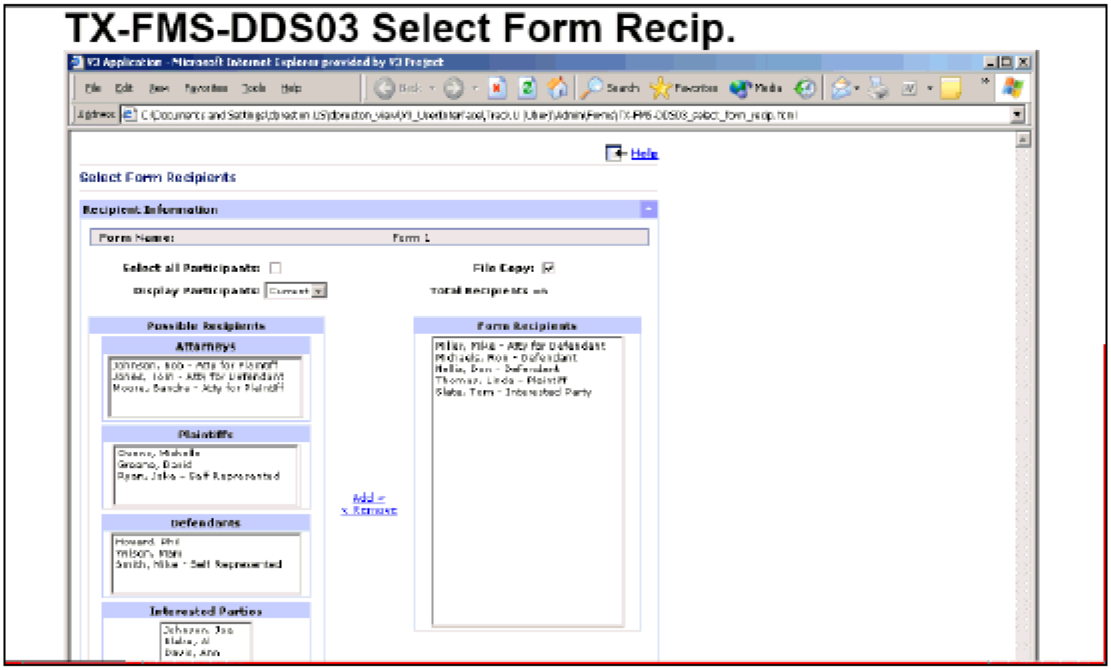
2. Select the form/notice/document set **Category**.
   Result: The screen refreshes and displays an additional field that allows you to select a form/notice or document set from the selected category.



3. Select the form/notice or document set from the **Form/Notice Name** field.
   Result: The screen refreshes again and displays a section for input values specific to the selected form/notice or document set.



4. Enter/Select data values as appropriate.
5. Select the appropriate **Print Option**.
6. Click the **[Generate Form/Notice]** button.
   Result: The Select Form Recipients screen displays.



7. Use the **Add>** and **<Remove** links to transfer names to and from the Possible Recipients and Form Recipients boxes.
   NOTE You must first select a name from the appropriate recipient box.
8. Click the **[Save]** button.

Related Links

Manage Out-of-Process Forms, Notices and Document Sets Overview

Generate Form/Notice Screen

Select Form Recipients Screen

My Court Information

Retrieve a Form/Notice or Document Set

Introduction

This task activity allows you to find and print forms/notices and/or document sets that have been already generated for a case.

Task Activity

This task activity takes place within the context of a case. Refer to the Search Cases task activity for details on performing a case search.

Perform the following steps to find and print forms/notices and/or document sets that are already generated for a case.

1. Select the **[Case History]** left navigation item.
   Result: The Case History screen displays.

2. Find the appropriate form/notice or document set and click the associated document icon.
   Result: The document opens in a browser window.
3. Use the browser **Print** option to print the displayed documents.

Related Links

Manage Out-of-Process Forms, Notices and Document Sets Overview

Case History Screen

My Court Information

Email Forms/Notices and Document Sets to Case Participants

Introduction

When you email documents to case participants, you are responsible for selecting the email recipients and attaching the correct documentation. All other information is populated as specified:

- **From Name** – Configured by local administrator.
- **Subject** – Derived from the case you are working in.
- **Email Introduction Text** – Configured by local administrator.
- **Email Text** – Derived from the case you are working in and organized according to a system-supplied template.

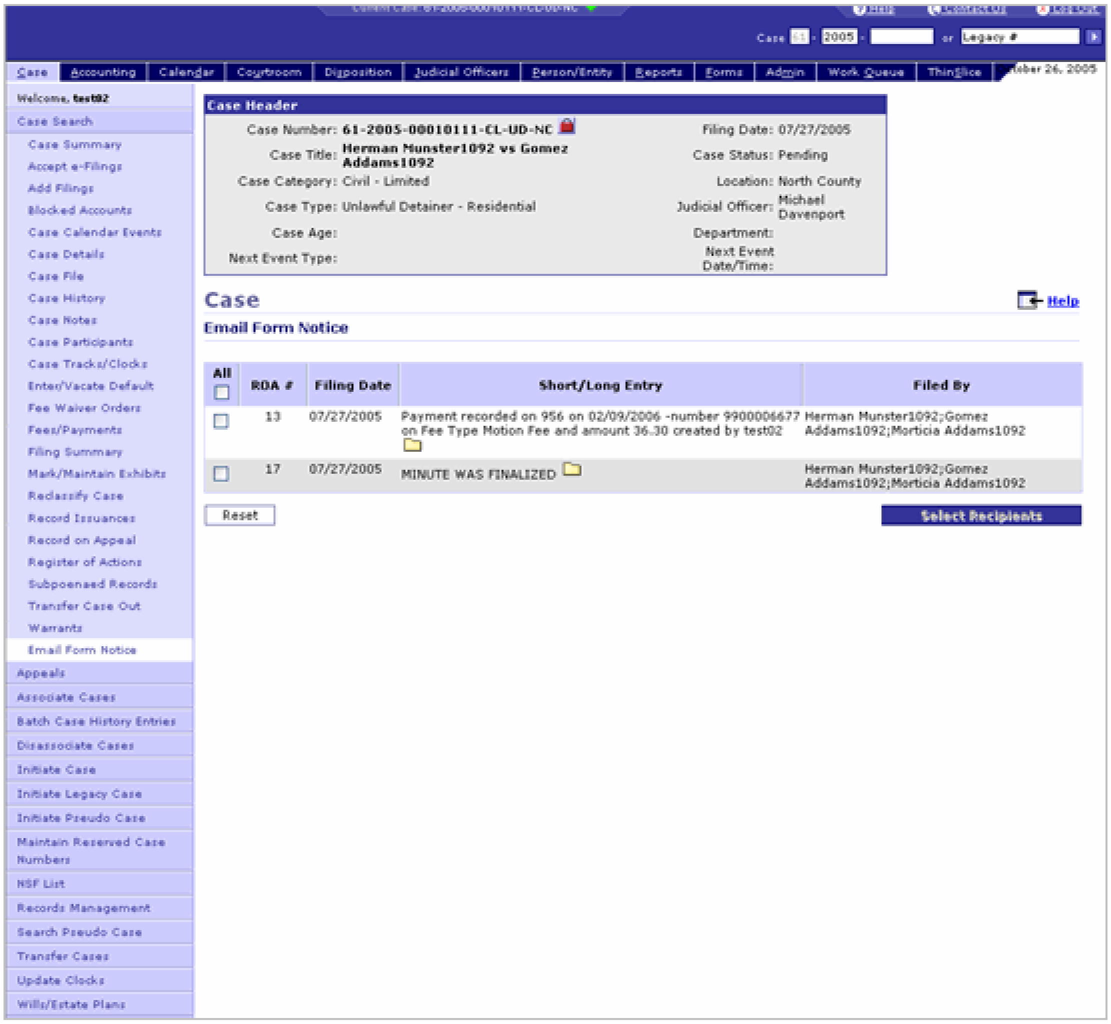
You will not see case participant names who do not have an e-mail address defined in the system.

Task Activity

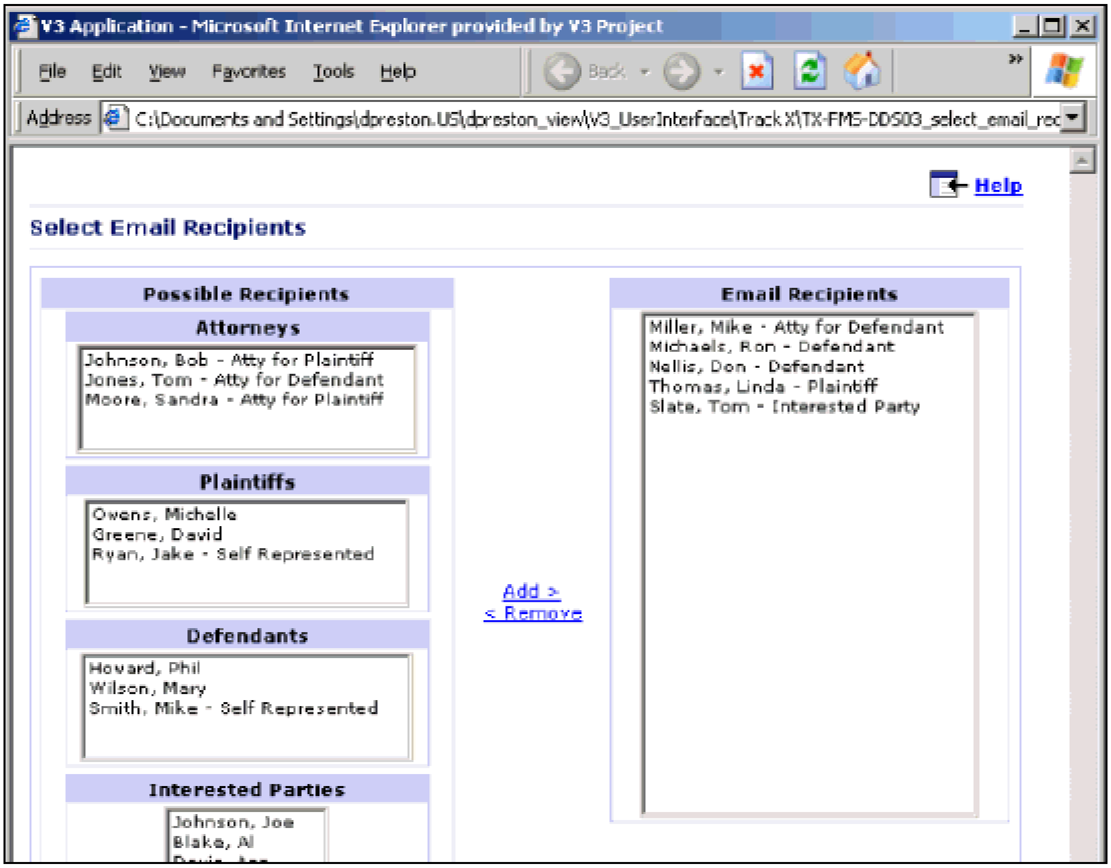
This task activity takes place within the context of a case. Refer to the Search for a Case task activity for details about performing a case search.

Perform the following steps to email forms/notices and document sets to case participants.

1. Select the **[Email Form Notice]** left navigation item.
   Result: The Email Form Notice screen displays.



2. Select the checkboxes for the forms/notices and/or document sets that you want to email.
3. Click the **[Select Recipients]** button to continue.
   Result: The Select Email Recipients screen displays.



4. Use the **Add>** and **<Remove** links to move recipient names between the Possible Recipients box and the Email Recipients box.
   NOTE You must first select a name from the appropriate recipient box.
5. Click the **[Send]** button.

Related Links

Manage Out-of-Process Forms, Notices and Document Sets Overview

Email Form Notice Screen

Select Email Recipients Screen

The Admin Section

Application Administration

Reference Table Manager

Reference Table Manager Overview

Introduction

The term "Reference Tables" refers to tables within the system that may be configured to meet the needs of your court. You can configure reference table values through the Reference Table Manager.

When configuring reference tables, you can create, update or expire reference table values. Since reference tables are pre-defined and already exist in the system, you cannot create new reference tables.

In addition, you cannot add, edit or expire values from non-configurable reference tables (such as system tables). Non-configurable reference tables contain values that are used to support overall system functionality. You will be able to view both configurable and non-configurable reference tables from the Reference Table Manager, but you will not have access to modify non-configurable reference table values.

Reference Table Relationships

The system contains pre-defined relationships between tables, such as case and filing data. In the event that a pre-defined relationship exists between two different sets of data, you can create a new reference table relationship. Reference Table Relationships allow you to relate two separate pieces of data together. For example, you can create a relationship between a specific division and a specific court location. These relationships can also be created with an effective date range to help manage the creation and deletion of relationships.

When creating a Reference Table relationship, you will specify the parent table and the child table. The child table will contain one or multiple values that are related to the parent table.

Parent Tables and Value Attributes

Some reference tables may have parent tables. Parent tables contain values that may be associated to one or many reference table values. For example, multiple fee types may be associated to a fee category, which would make the fee category a parent table of fee type. When adding and updating values within the system, you will be required to specify the parent table value if the selected Reference Table is associated to a parent table.

Each reference table may contain different types of attributes. Attributes are additional data that may be assigned to a reference table value. When adding or updating a value to a reference table value, you may be required to enter data for any attributes associated to the reference table.

Task Activities

The Reference Table Manager includes the following task activities:

- Add Reference Table Values
- Search Reference Table Values
- Update Reference Table Values
- Expire Reference Table Values
- Edit Reference Table Descriptions

- Create Reference Table Relationships
- Expire Reference Table Relationships

Additional Resources

Other items related to this overview includes the following:

- Reference Table Manager Reference Materials
- Business Rules
- Forms/Notices/Reports

Related Links

Add Reference Relationships - Select Rows Screen

Add Reference Relationships - Select Tables Screen

Maintain Reference Tables - Add/Update Value to Table Screen

Maintain Reference Tables - Edit Table Description Screen

Maintain Reference Tables - Search for Values in Table Screen

Maintain Reference Tables - Table Listing Screen

My Court Information

Search Reference Table Values

Introduction

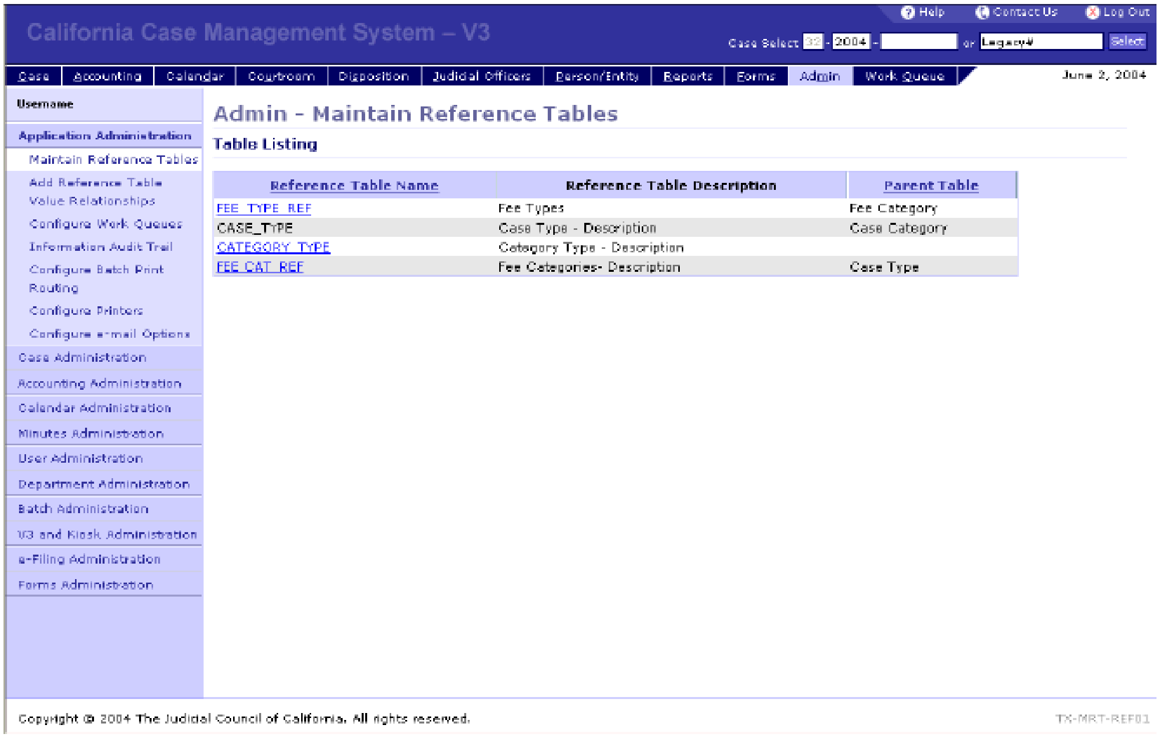
This activity allows you to search for records within a reference table. It also provides the foundation for maintaining reference table values. For example, you must perform this search in order to add, expire or update table values.

Refer to the Search Feature Overview for details on performing a search in the system.

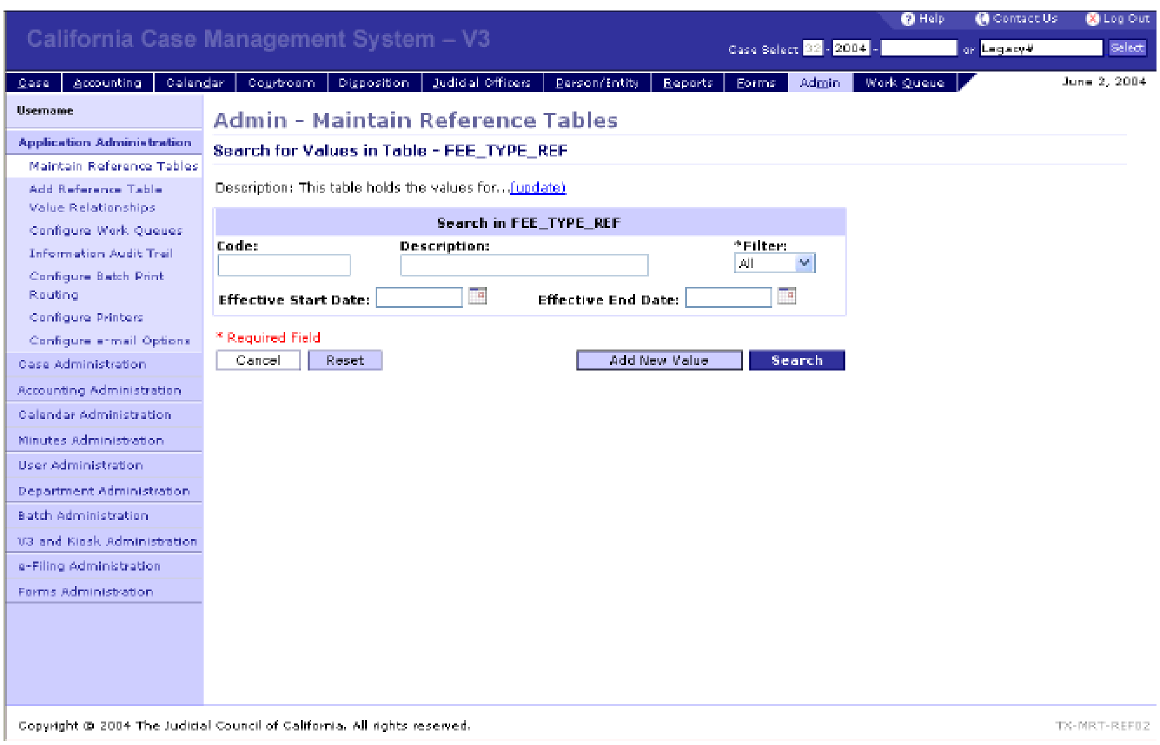
Task Activity

Perform the following steps to search for a Reference Table value.

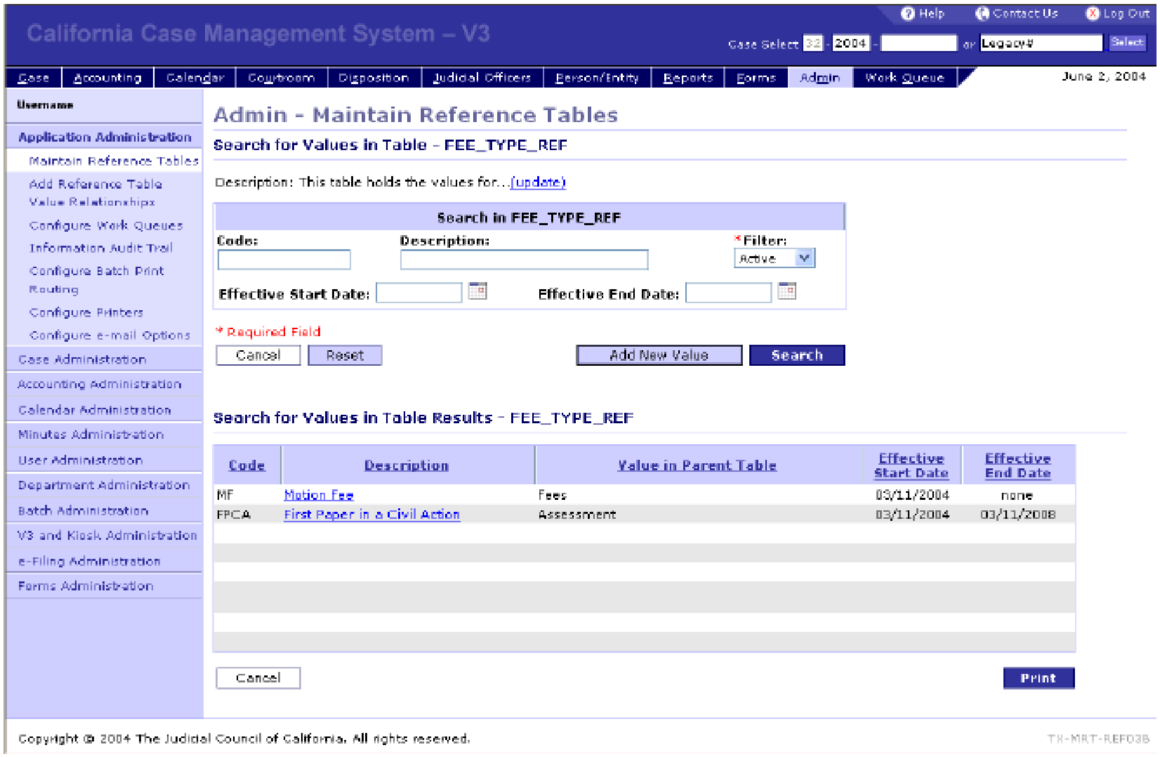
1. Select **[Admin] > [Application Administration] > [Maintain Reference Tables]**.
   Result: The Table Listing screen displays.



2. Click the **[Reference Table Name]** link for the table for which you want to search values.
Result: The Search for Values in Table screen displays.



3. Select a **Filter** value.
4. Enter/Select data for other search parameter fields, as necessary.
5. Click the **[Search]** button.
   Result: The Search for Values in Table screen displays.



Related Links

Reference Table Manager Overview

Maintain Reference Tables - Table Listing Screen

Maintain Reference Tables - Search for Values in Table Screen

My Court Information

Add Reference Table Values

Introduction

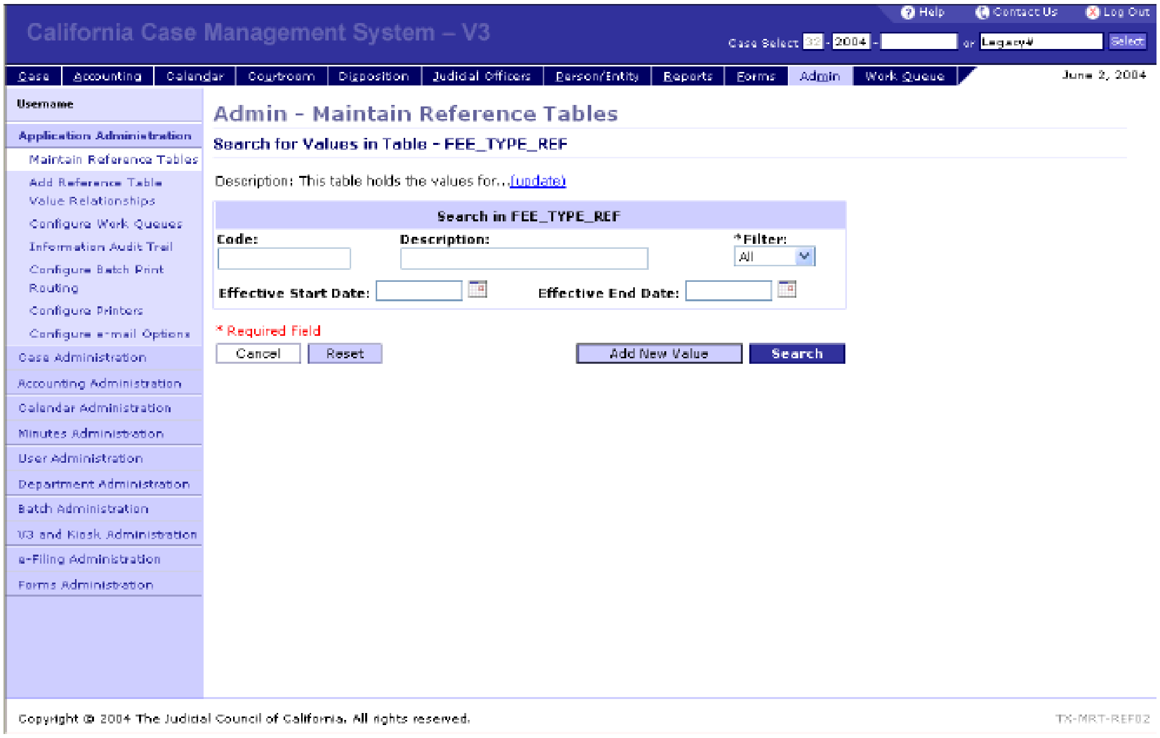
You can add values to a reference table. This process will cause these values to become available in screens that use the associated values from the reference table. Refer to the Reference Table Manager - Additional Materials for details on reference tables and their use.

Task Activity

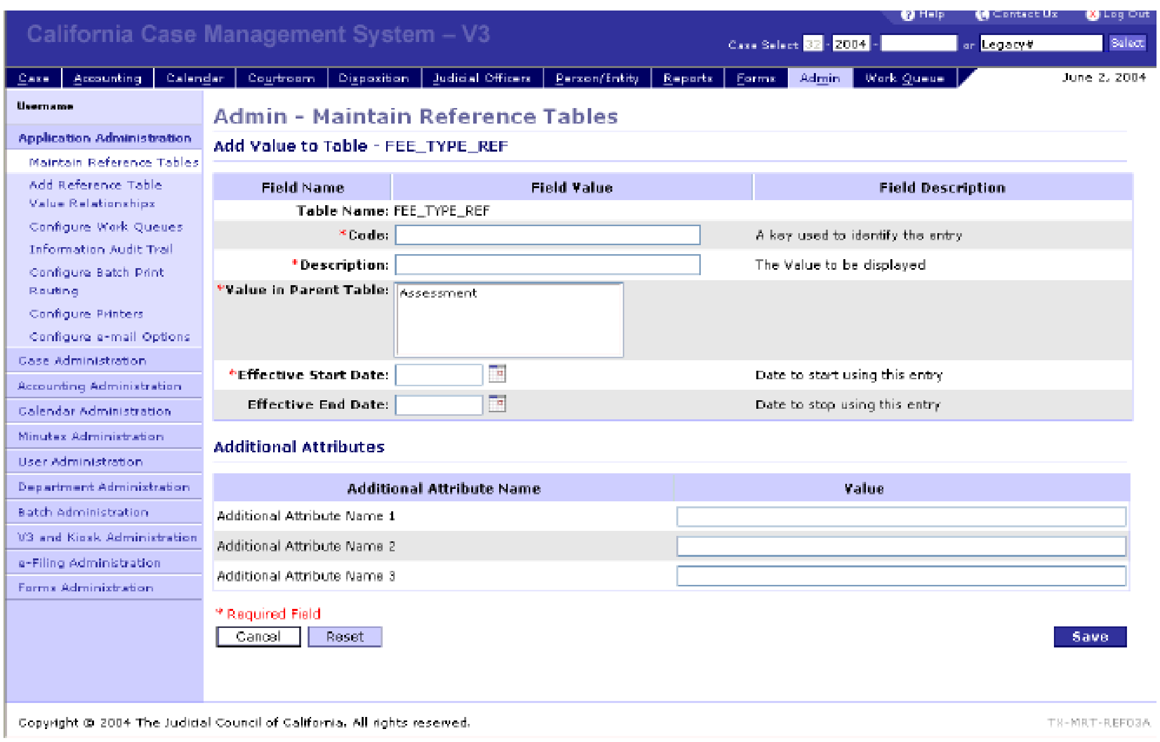
Perform the following steps to add a value to a reference table.

1. Select **[Admin] > [Application Administration] > [Maintain Reference Tables]**.
   Result: The Table Listing screen displays.

2. Click the ***[Reference Table Name]*** link for the table you wish to add a value to.
   Result: The Search for Values in Table screen displays.

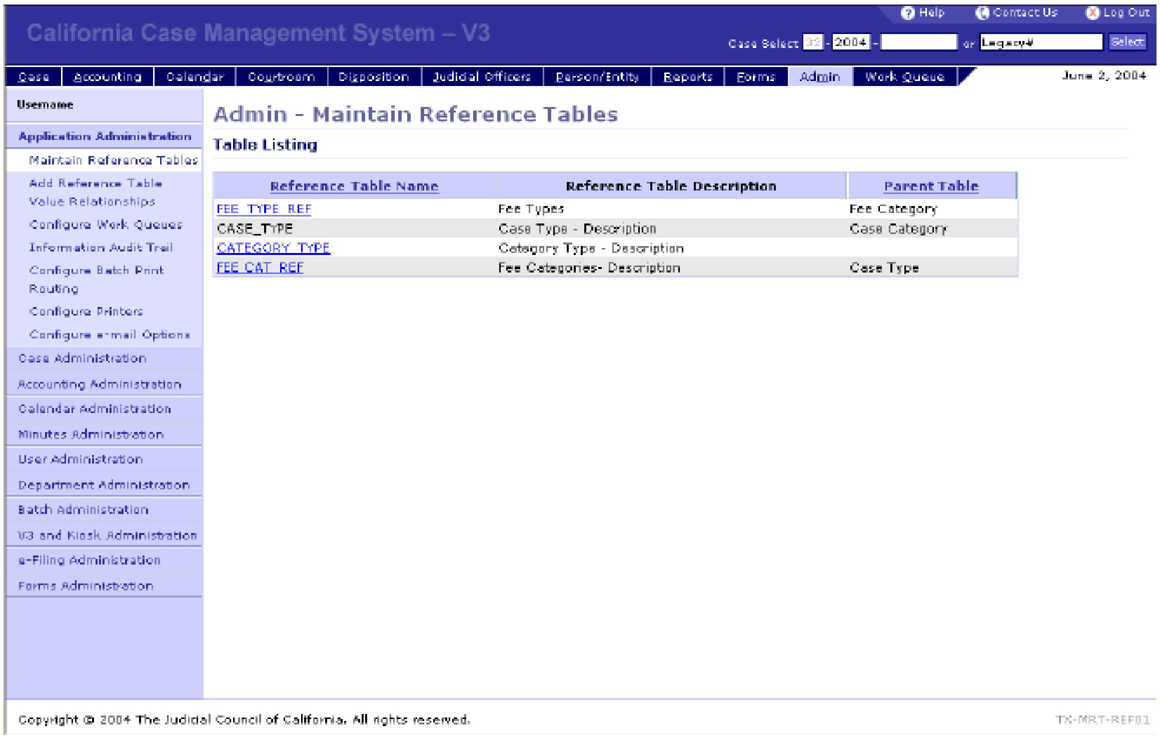


3. Click the **[Add New Value]** button.
   Result: The Add Value to Table screen displays.



4. Enter/Select data for the following required fields:
   - Code
   - Description
   - Value in Parent Table
   - Effective Start Date

5. Click the **[Save]** button.
   Result: The Table Listing screen displays.



Related Links

Reference Table Manager Overview

Maintain Reference Tables - Table Listing Screen

Maintain Reference Tables - Search for Values in Table Screen

Maintain Reference Tables - Add/Update Value to Table Screen

My Court Information

Update Reference Table Values

Introduction

You can update values in a reference table. Updating values in a reference table will cause these values to change in screens that use the associated values from the reference table. Refer to the Reference Table Manager - Additional Materials for details on Reference Tables and their use.

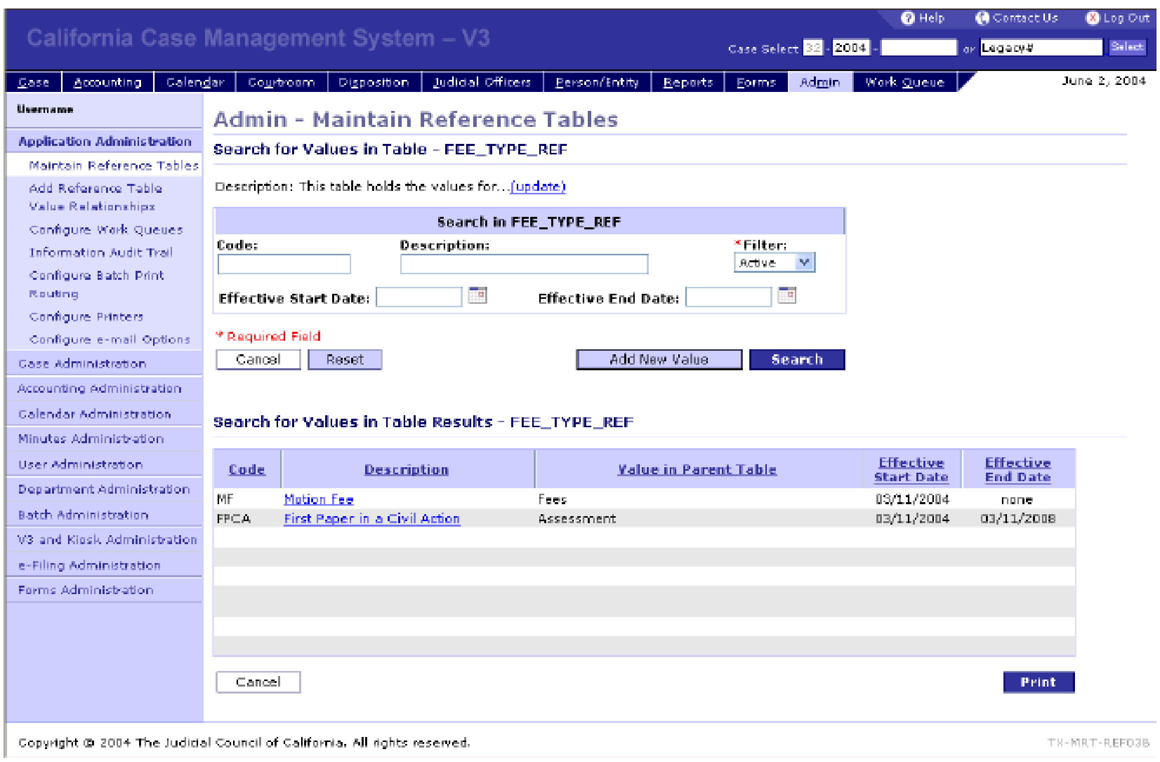
Activities Performed Before Performing "Update"

This activity takes place after performing a search for a reference table value within a selected reference table. Refer to the Search Reference Table Values task activity for details on performing this search.

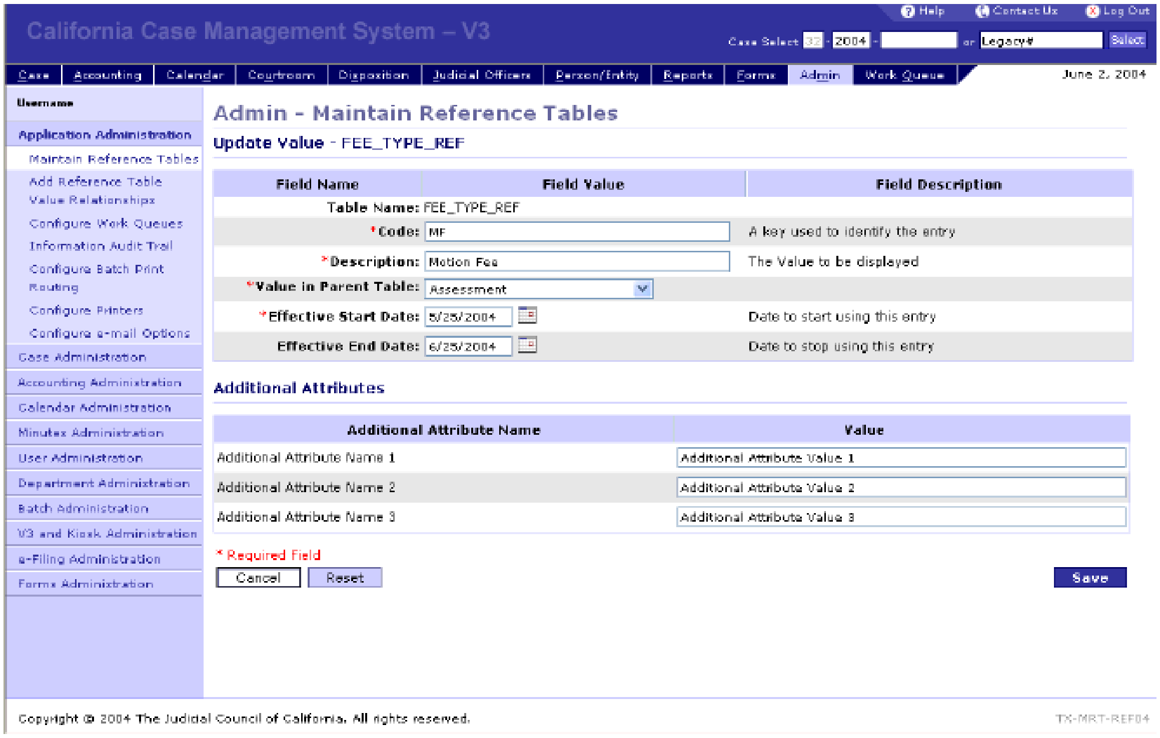
Task Activity

Perform the following steps to update a Reference Table value.

1. Select the **[Description]** link for the reference table value you wish to update.
NOTE This selection occurs from the search results of the Search for Values in Table screen.

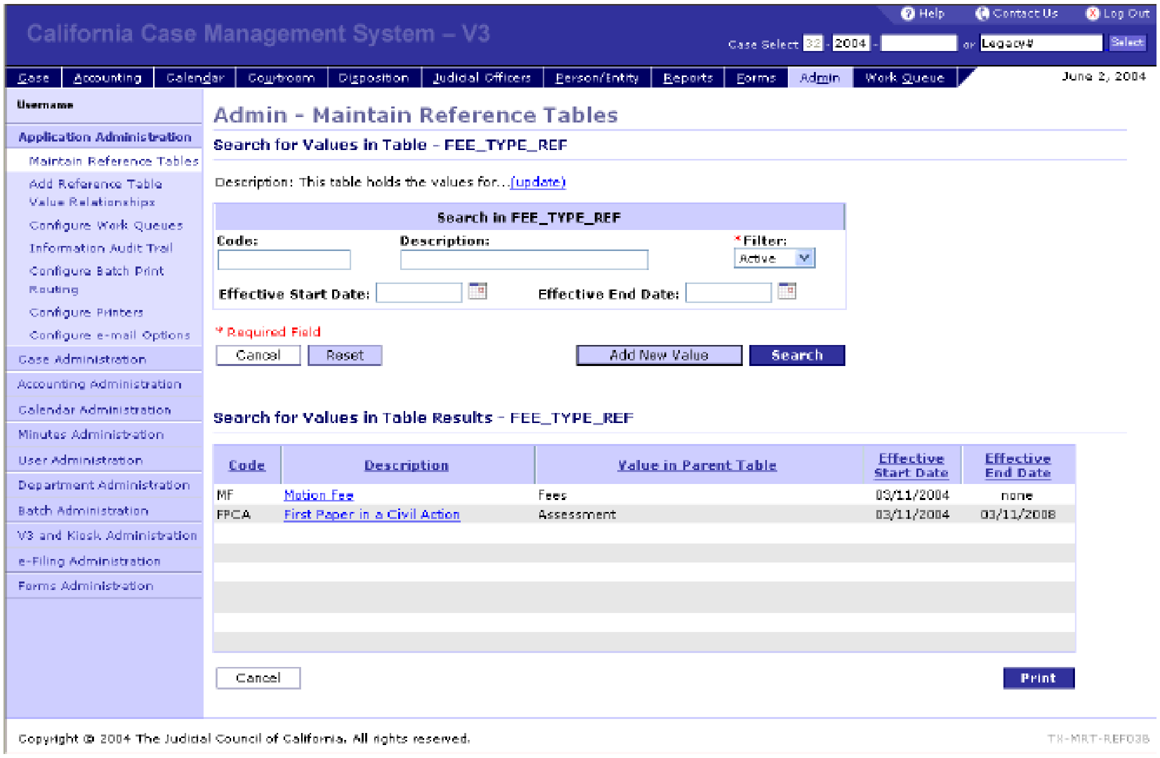


Result: The Update Values screen displays.



2. Enter data for the following required fields:
    - Code
    - Description
    - Value in Parent Table
    - Effective Start Date

3. Click the **[Save]** button.
   Result: The Search for Values in Table screen displays.



Related Links

Reference Table Manager Overview

Maintain Reference Tables - Add/Update Value to Table Screen

Maintain Reference Tables - Search for Values in Table Screen

My Court Information

Expire Reference Table Values

Introduction

You can expire values in a reference table. Expiring values in a reference table will cause these values to no longer be available in screens that use the associated value. Refer to the Reference Table Manager - Additional Materials for details on Reference Tables and their use.

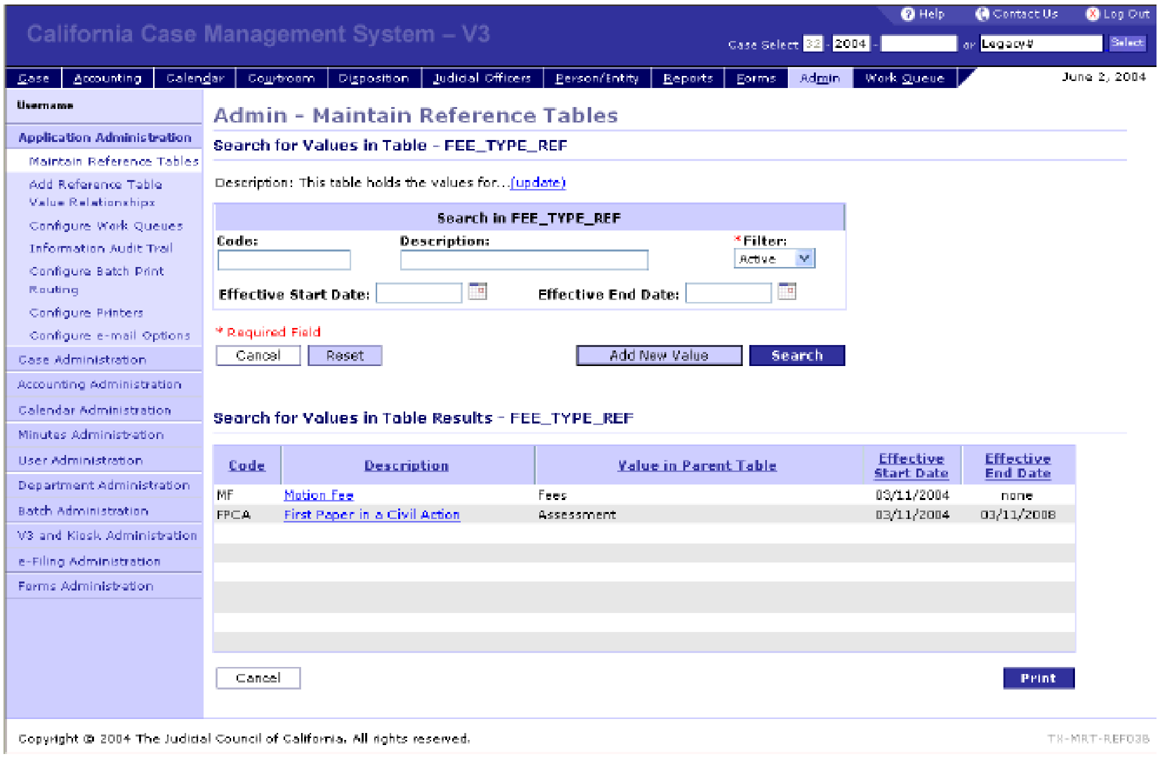
Activities Performed Before Expiring a Value

This activity takes place after performing a search for a reference table value within a selected reference table. Refer to the Search Reference Table Values task activity for details on performing this search.

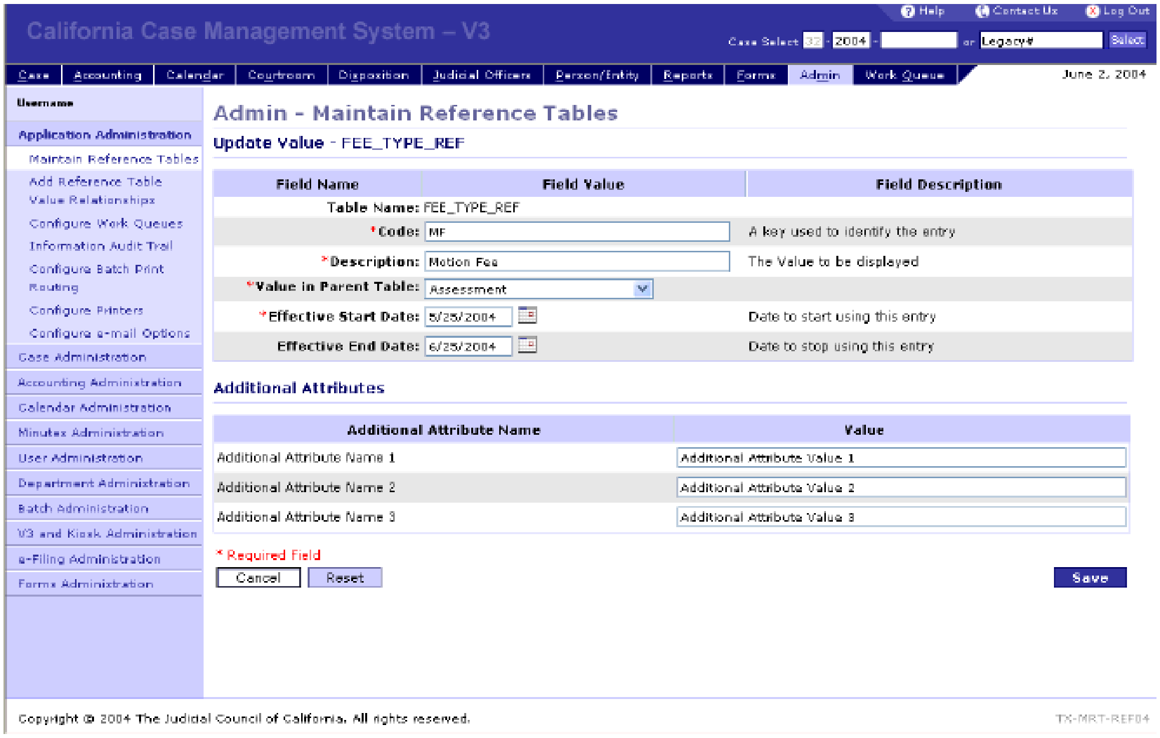
Task Activity

Perform the following steps to expire a Reference Table value.

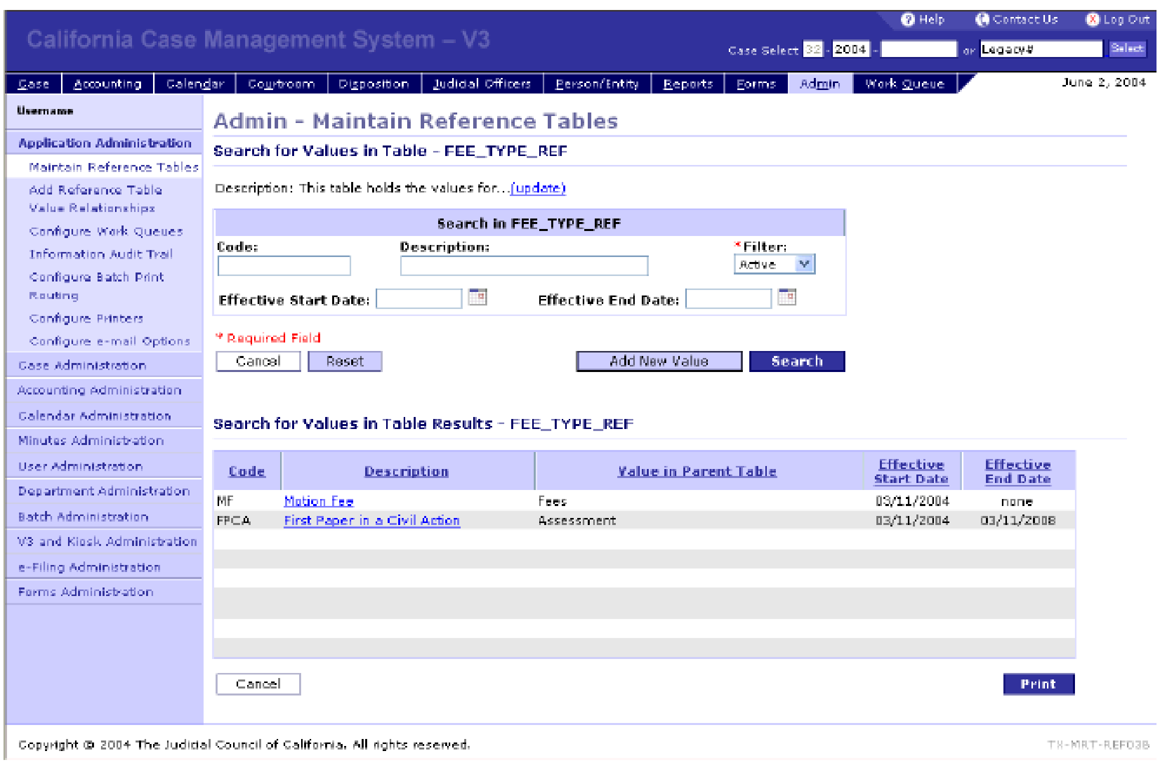
1. Select the **[Description]** link for the reference table value you wish to expire.
   NOTE This selection occurs from the search results of the Search for Values in Table screen.



Result: The Update Values screen displays.



2. Enter the date you want the reference table value to expire into the **Effective End Date** field.
3. Click the **[Save]** button.
   Result: The Search for Values in Table screen displays.



Related Links

Reference Table Manager Overview

Maintain Reference Tables - Search for Values in Table Screen

Maintain Reference Tables - Add/Update Value to Table Screen

My Court Information

Edit Reference Table Descriptions

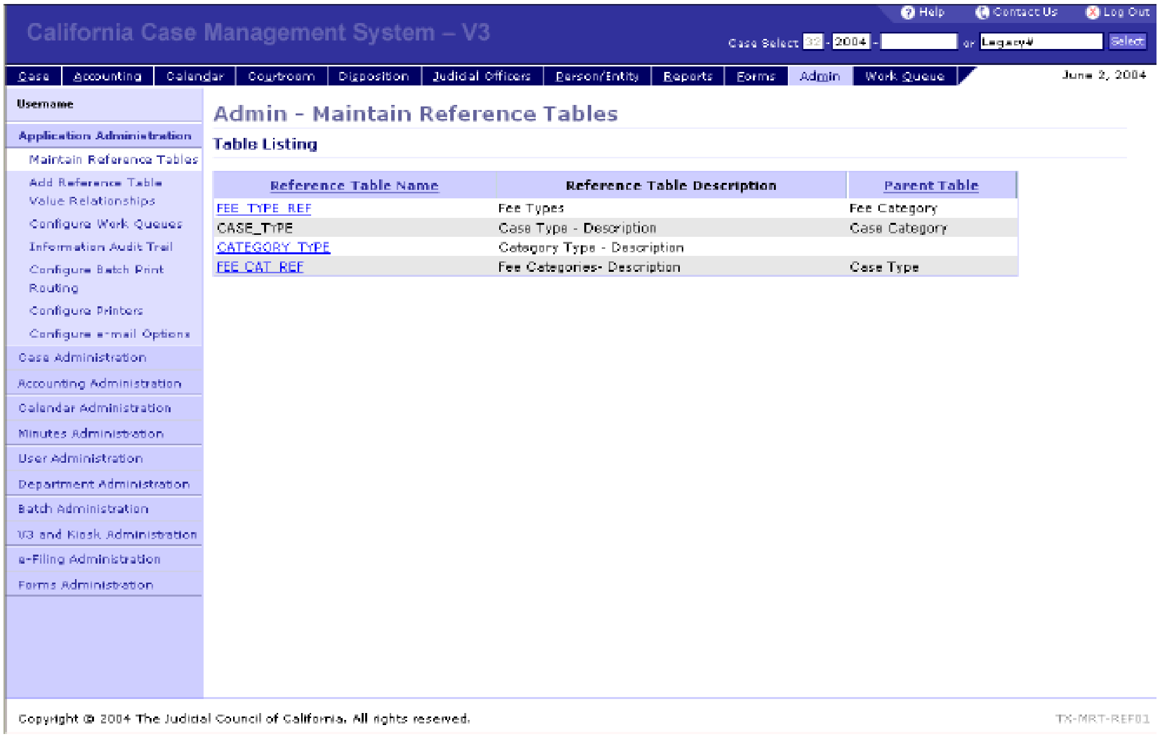
Introduction

You can edit the description of a Reference Table. Each reference table contains a description accessible by only System Administrators.

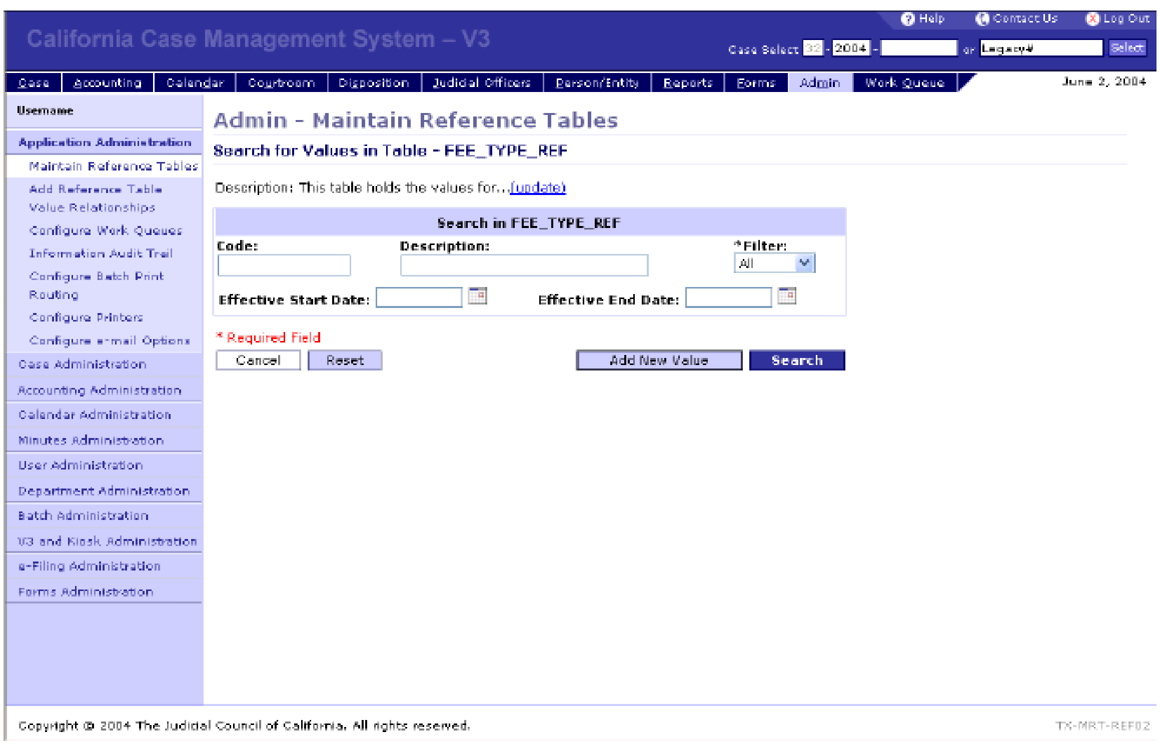
Task Activity

Perform the following steps to edit a Reference Table description.

1. Select **[Admin] > [Application Administration] > [Maintain Reference Tables]**.
   Result: The Table Listing screen displays.

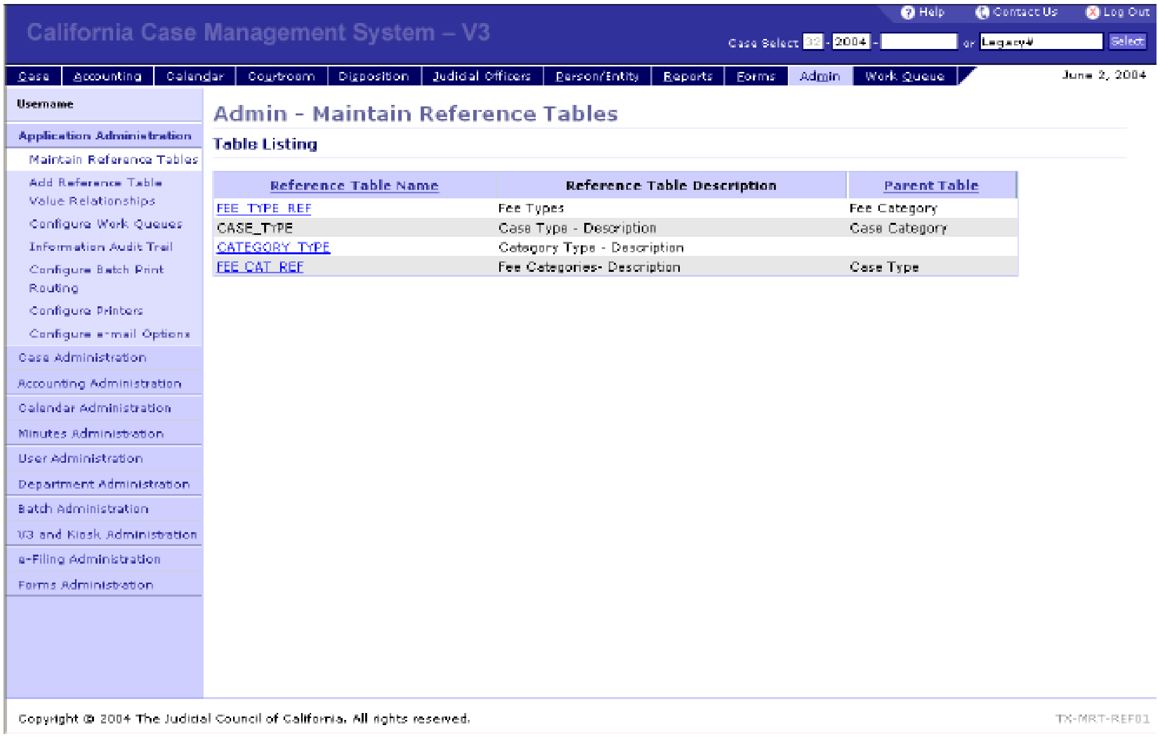


2. Click the **[*Reference Table Name*]** link for the table you want to update.
Result: The Search for Values in Table screen displays.



3. Click the **[Update]** link.
   Result: The Edit Table Description screen displays.

4. Enter/Update the description for the **Table Description** field.
5. Click the **[Save]** button.
   Result: The Table Listing screen displays, with an updated description for the selected reference table.



Related Links

Reference Table Manager Overview

Maintain Reference Tables - Table Listing Screen

Maintain Reference Tables - Search for Values in Table Screen

Maintain Reference Tables - Edit Table Description Screen

My Court Information

Create Reference Table Relationships

Introduction

Reference Table Relationships allow you to relate two separate pieces of data. For example, you can create a relationship between a specific division and a specific court location. These relationships can also be created with an effective date range to help manage the creation and deletion of the relationships.

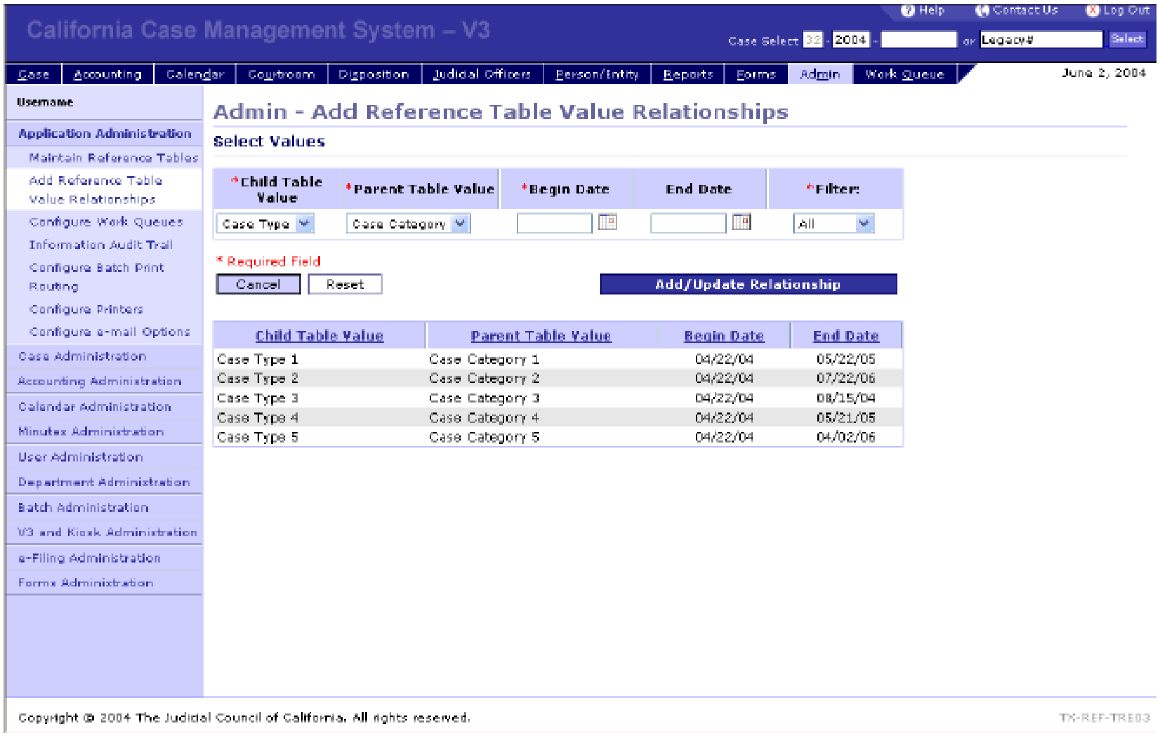
Task Activity

Perform the following steps to create a Reference Table relationship.

1. Select **[Admin] > [Application Administration] > [Add Reference Table Value Relationships]**.
   Result: The Add Reference Table Value Relationships screen displays.

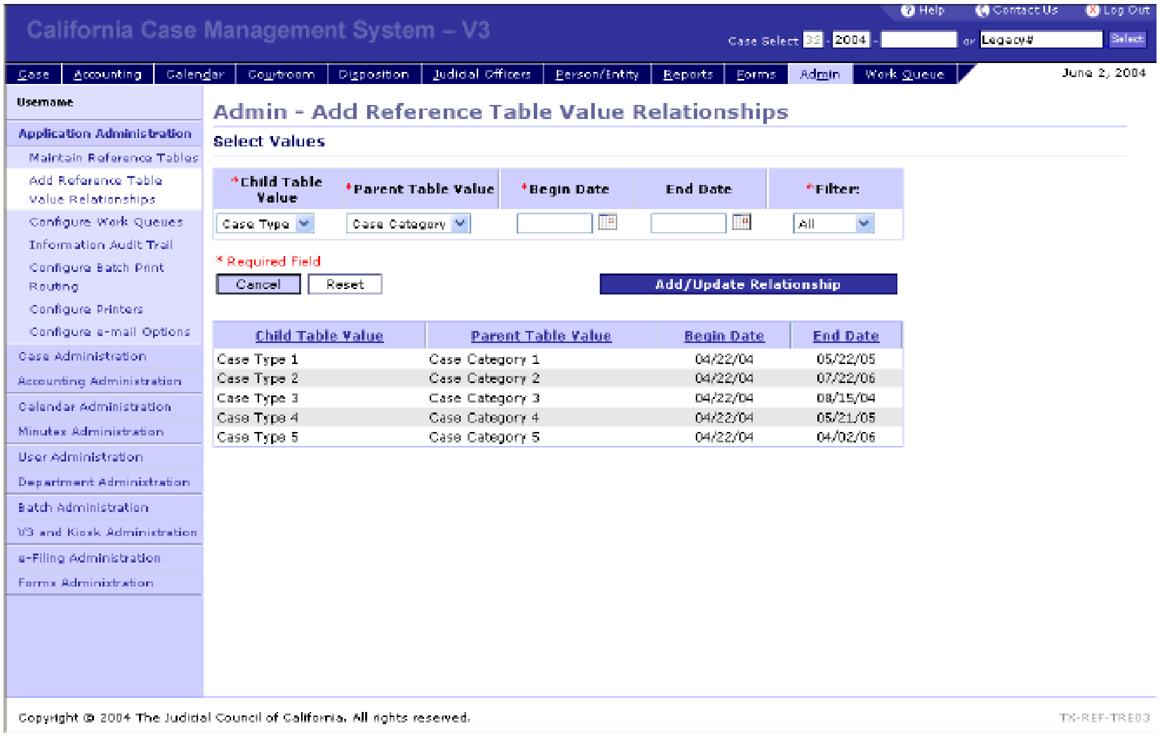
2. Enter/Select data for the following required fields:
   - Child Table
   - Parent Table

3. Click the **[Next]** button.
   Result: The Select Values screen displays.



4. Enter/Select data for the following required fields:
    - Child Table Value
    - Parent Table Value
    - Begin Date
    - Filter

5. Click the **[Add/Update Relationship]** button.
   Result: The Select Values screen displays.



Related Links

Reference Table Manager Overview

Add Reference Relationships - Select Tables Screen

Add Reference Relationships - Select Rows Screen

My Court Information

Expire Reference Table Relationships

Introduction

Reference Table Relationships allow you to relate two separate pieces of data. For example, you can create a relationship between a specific division and a specific court location. These relationships can also be created with an effective date range to help manage the creation and deletion of the relationships. You may expire a reference table relationship by entering a date for the End Date of the relationship.

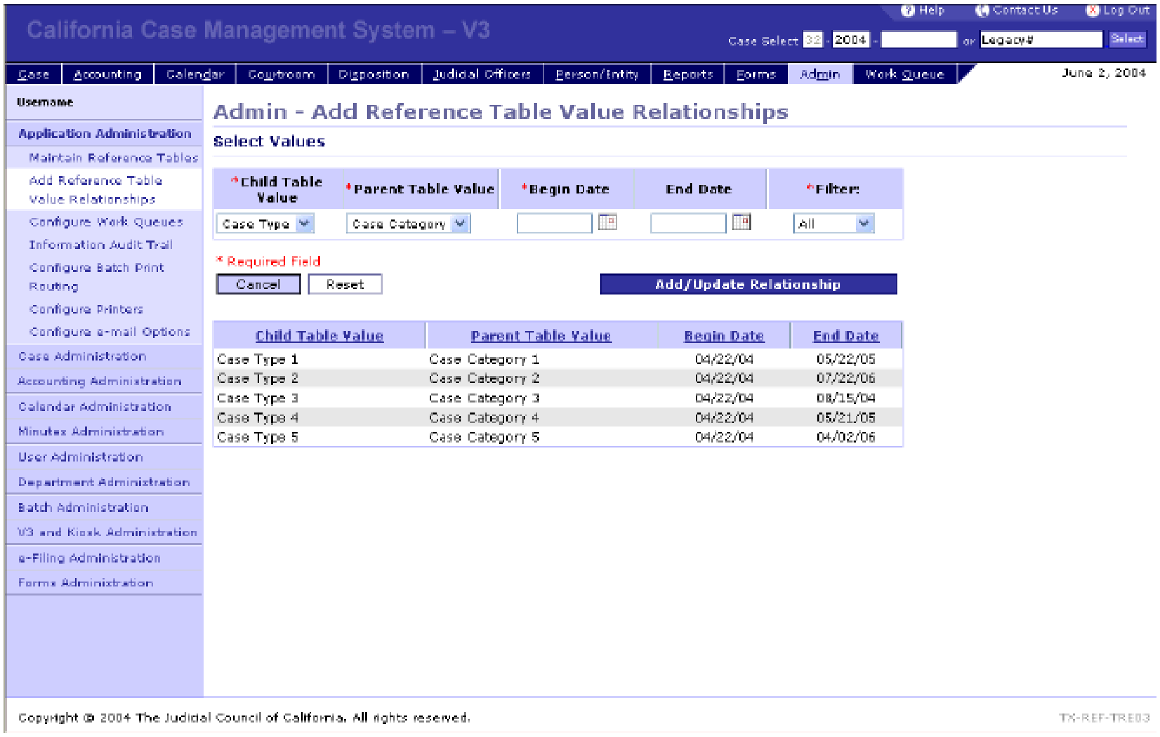
Task Activity

Perform the following steps to expire a reference table relationship.

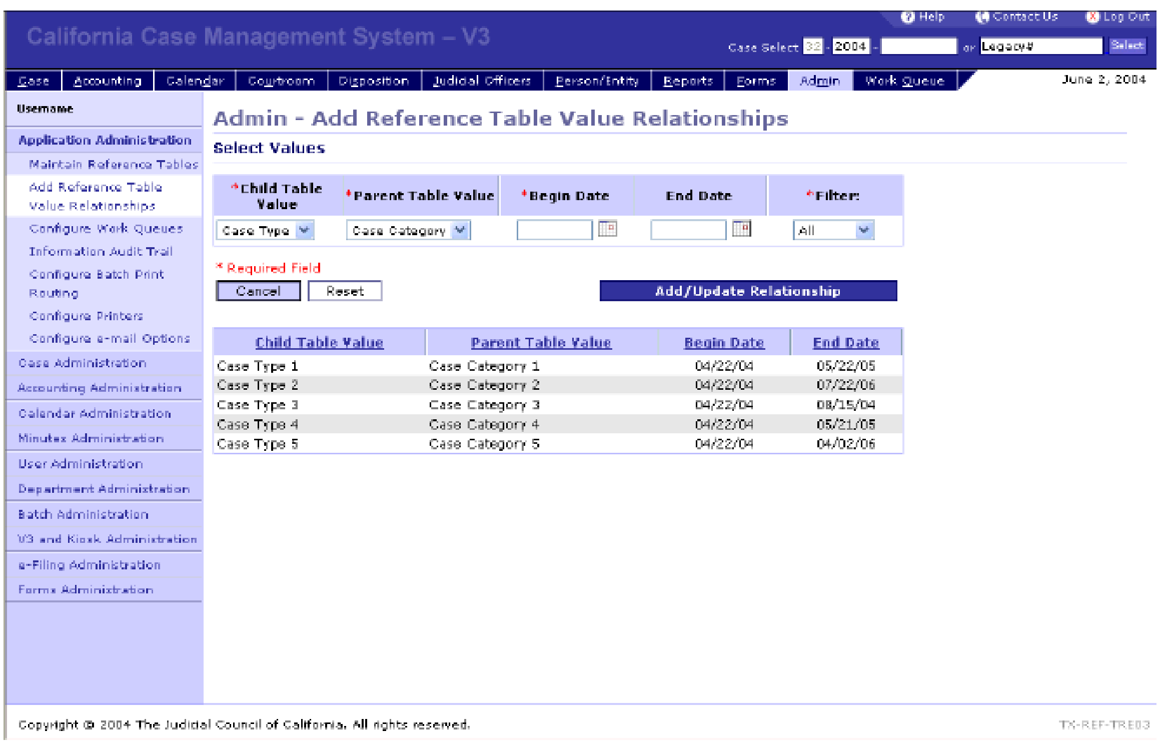
1. Select **[Admin] > [Application Administration] > [Add Reference Table Value Relationships]**.
   Result: The Add Reference Table Value Relationships screen displays.

2. Enter/Select data for the following required fields:
   - Child Table
   - Parent Table

3. Click the **[Next]** button.
   Result: The Select Values screen displays.



4. Enter the date you want the reference table relationship to expire into the **End Date** field of the selected **Parent Table Value** and **Child Table Value** relationship.
5. Click the **[Add/Update Relationship]** button.
   Result: The Select Values screen displays.



Related Links

Reference Table Manager Overview

Add Reference Relationships - Select Tables Screen

Add Reference Relationships - Select Rows Screen

Information Audit Trail

Information Audit Trail Overview

Introduction

The audit trail provides functionality to search for, view, and print information about system changes made to a case. For example:

- Name of updated field
- Old and new field values
- Date change was made
- User ID of the person who made the change
- Computer ID that identifies the computer used to make the change

Audited Fields and Exceptions

Audited fields are a non-configurable setting in the system. This means field changes that are tracked within the system are pre-defined and cannot be changed.

Accounting

Accounting changes are not tracked in the audit trail because all financial transactions are saved in the database and may be searched for and viewed within the Accounting section.

Reference and Lookup Tables

Changes made in the reference and lookup tables are not tracked in the audit trail, since these tables have start and end dates that indicate when the associated functionality is in effect, and the records are not actually changed. When changes are made, they indicate the expiration of one record and the start of another. Therefore, all records are saved and not changed, and create their own audit trail.

Printing

Although it is not a required step, the system does provide functionality to print your audit trail search results from an ".html" page.

Task Activities

Viewing the audit trail includes the following task activity:

- Search the Information Audit Trail

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Information Audit Trail - Search Screen

My Court Information

Search the Information Audit Trail

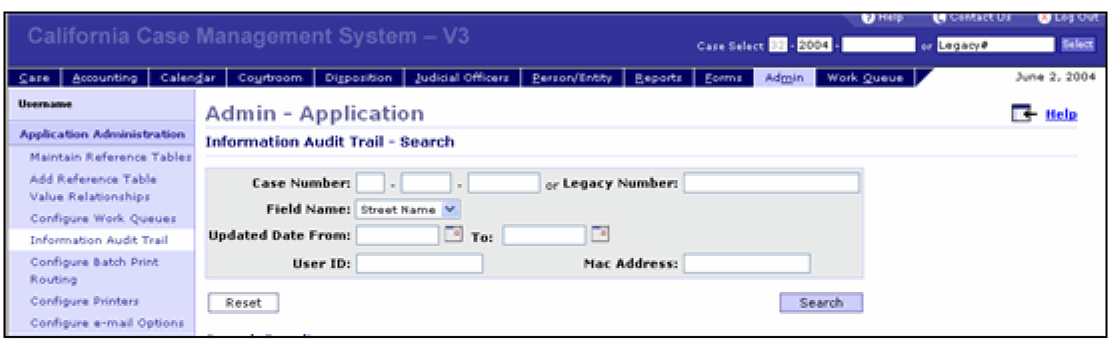
Introduction

This activity allows you to search for audit trail information. Refer to the Search Feature Overview for details on performing a search in the system.

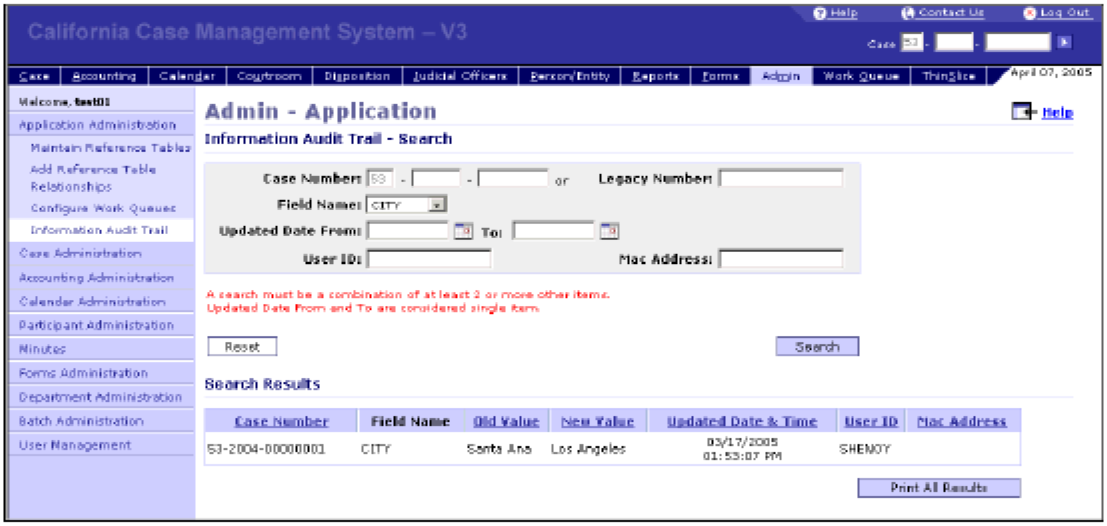
Task Activity

Perform the following steps to search for and print audit trail information.

1. Select **[Admin] > [Application Administration] > [Information Audit Trail]**.
   Result: The Information Audit Trail - Search screen displays.



2. Enter/Select data for the appropriate search parameter fields.
   NOTE When searching by date range, the range cannot exceed 30 days.
3. Click the **[Search]** button.
   Result: The Information Audit Trail - Search screen refreshes with the Search Results.



NOTE Click the **[Print All Results]** button to create a report displaying the search results.

Related Links

Information Audit Trail Overview

Information Audit Trail - Search Screen

Printing

Printing Overview

Introduction

This section provides information about configuring printers that are used to print:

- Both in-process and out-of-process forms/notices and document sets
- Both in-process and out-of-process reports

Printer Options

All reports, forms, notices, and document sets, regardless of how they are generated, will print to the user's desktop default printer, with one exception - documents/reports printed in batch.

Batch printing generated reports

Reports that print at the same time they are generated use the printer specified when the report batch was scheduled. The source of the printer selection list comes from the printers defined in Configure Printers screen.

Batch printing associated with an action entry or case clock expiration

Documents that batch print as the result of an action entry or a case clock expiration use printer routing information to determine the correct printer to use. The source of the printer selection list provided during printer routing configuration comes from the printers defined in the Configure Printers screen.

Task Activities

Printing of reports, forms, notices, and document sets include the following task activities:

- Configure Printers
- Configure Batch Print Routing

Additional Resources

Other items related to this overview include the following:

- Manage Action Entries Overview
- Batch Scheduling and Printing Background Information
- Schedule a Report

Related Links

Configure Printers Screen

Configure Batch Print Routing Screen

My Court Information

Configure Printers

Introduction

You can configure printers so they are available when:

- Users schedule reports to generate in batch and want them to print when they are generated.
- Printer mapping criteria is defined for forms/notices and document sets that batch print.

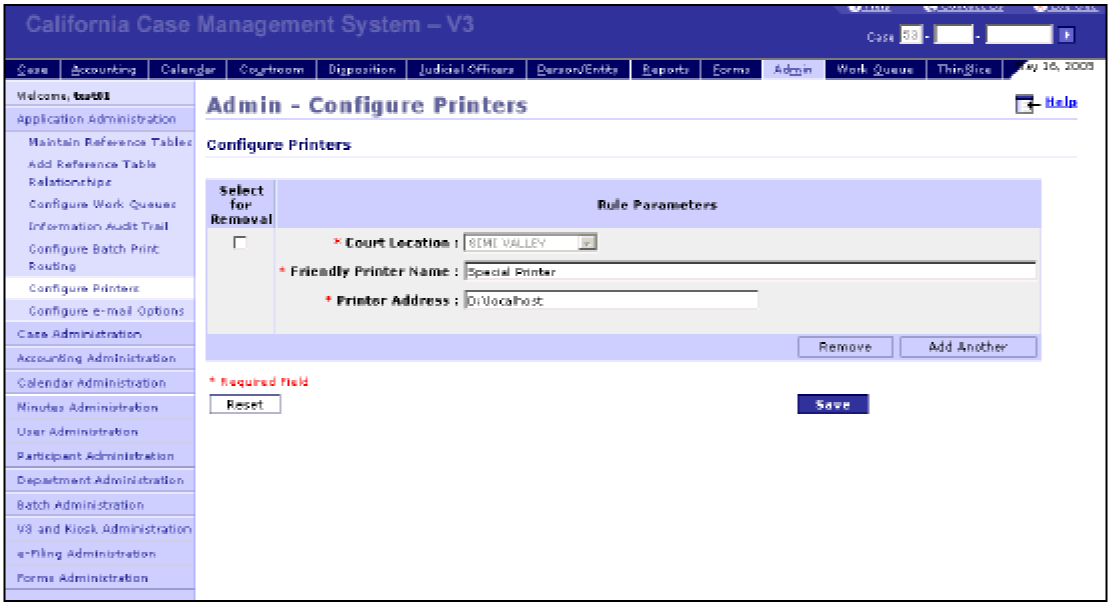
Assumptions

This task activity assumes that printers are defined in Crystal Enterprise™ when printers are used to print reports and Adobe® Central Pro Output Server when printers are used to batch print forms/notices and document sets.

Task Activity

Perform the following steps to configure printers.

1. Select **[Admin] > [Application Administration] > [Configure Printers]**.
   Result: The Configure Printers screen displays.



2. Enter/Select data for the following required fields:
   - Court Location
   - Friendly Printer Name
   - Printer Address
3. Click the **[Save]** button.
4. To add another printer, click the **[Add Another]** button and enter the required fields.
5. Click the **[Save]** button.
6. To remove a printer, select the check boxes associated with the printers to be removed and click the **[Remove]** button.
   NOTE Follow this process until all printers are added.

Related Links

Printing Overview

Configure Printers Screen

My Court Information

Configure Batch Print Routing

Introduction

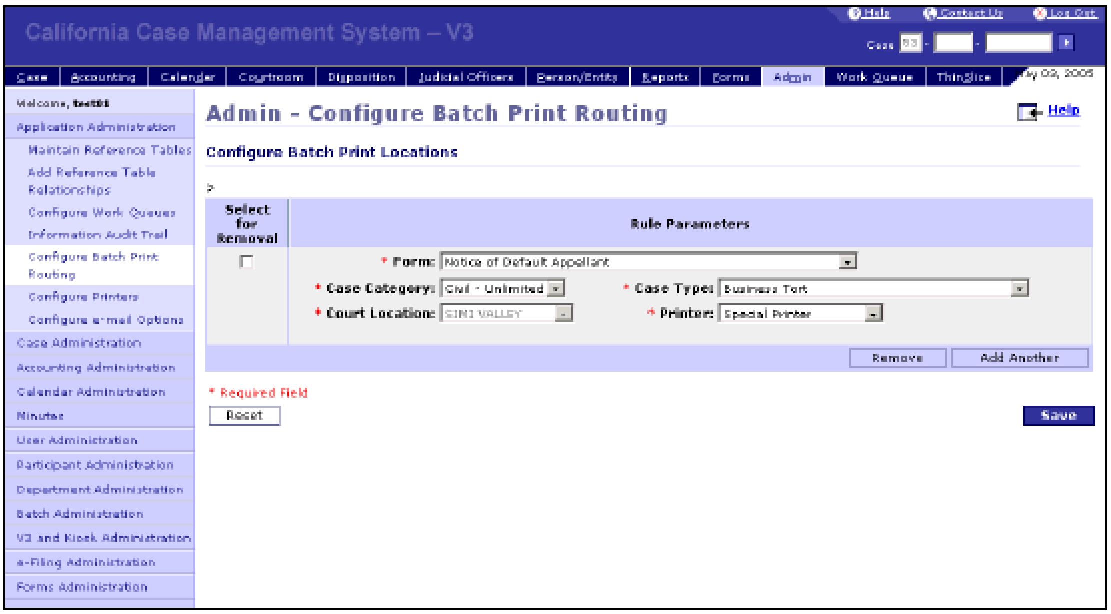
You can define printer routing information for a particular form/notice or document set that batch prints from either the ROA or a case clock.

This information identifies the specific printer to be used when documents being printed in batch meet the defined conditions. For example, when printing "this" form with "this" case category and "this" case type, etc., use "this" printer.

Task Activity

Perform the following steps to define the printer routing information.

1. Select **[Admin] > [Application Administration] > [Configure Batch Print Routing]**.
   Result: The Configure Batch Print Routing screen displays.



2. Enter/Select data for the following required fields:

   3. Form
   4. Case Category
   5. Case Type
   6. Court Location
   7. Printer

3. Click the **[Save]** button.
4. To add another record, click the **[Add Another]** button and enter the required fields.
5. Click the **[Save]** button.
6. Follow this process until all routing records are added.
7. To remove a routing record, select the check boxes associated with the routing records to be removed and click the **[Remove]** button.
   NOTE Follow this process until all routing records are added.

Related Links

Printing Overview

Configure Batch Print Routing Screen

My Court Information

Configure Email Options

Introduction

When documents are e-mailed to case participants, the email contains the following configured information:

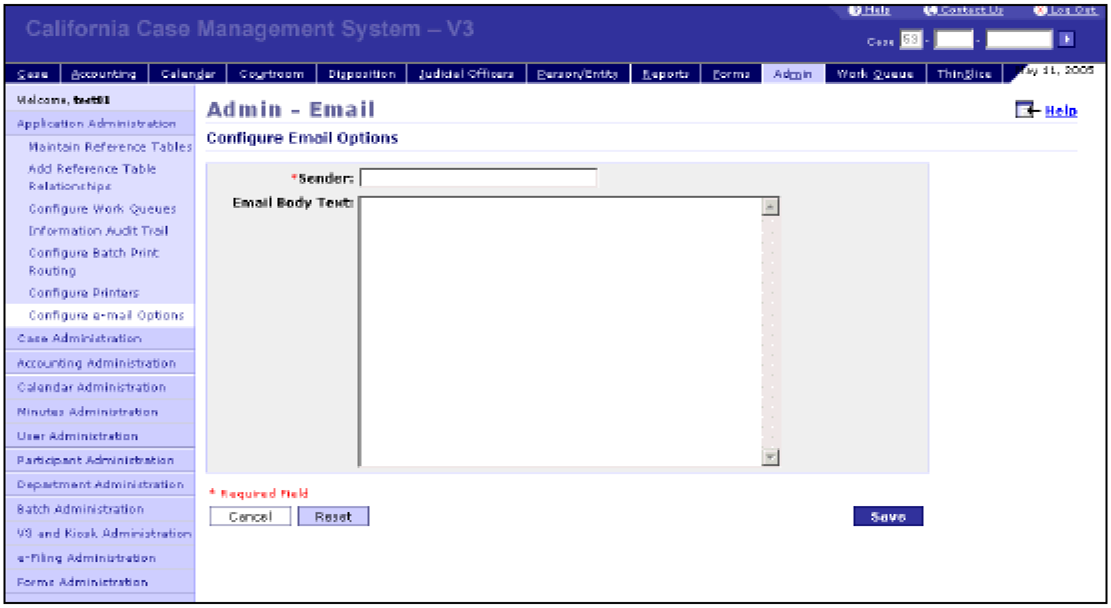
- Sender information
- Introduction text

The system extracts information from the associated case and uses a system-supplied template to populate the body of the email. The introduction text that you configure includes any information that is not included in the template. Typically, the introduction text has a "Do Not Reply to This Email" message since replying to the email is not possible.

Task Activity

Perform the following steps to configure email options for forms/notices and document sets.

1. Select **[Admin] > [Application Administration] > [Configure Email Options]**.
   Result: The Configure Email Options screen displays.



2. Enter **Sender** information.
   NOTE You can enter either the court's email address or the court name in the Sender field.
3. Enter **Email Body Text**, if needed.
4. Click the **[Save]** button.

Related Links

Out-of-Process Forms, Notices and Document Sets Overview

Configure Email Options Screen

Case Administration

Configure ROA Entries

Configure ROA Entries Overview

Introduction

Configuring Register of Action (ROA) entries defines the text and additional actions that need to be recorded when an action takes place on the case.

Only local System Administrators may perform ROA configuration processes.

About Case History Entries

Case History entries, also known as action entries, represent the actions and events that occurred on a case. Each entry is a piece of text that records a case-related activity. This collection of entries provides you with a "history" of case events.

About ROA Entries

The ROA is the public view of a case. These entries initially have a security level of "1," which allows the public to view these case details and events. Basically, these entries are a sub-set of the Case History.

Configuring Entries

You must configure case history/ROA entries prior to system use. This means that a Court must provide the system with configured entries for each case type before it can write entries to the ROA/Case History. These configure entries apply to both the ROA and the Case History, since the ROA is a subset of the Case History.

Configuring a history entry records the basic information about the entry. For example, an entry consists of both short and long entries. These entries are the standard, static text that the system uses to describe a case action that occurred. Additional parameters can be combined with this static text. You must also specify which case categories and case types can use this entry, and when this entry can be executed in the system.

Defining Causal Actions

You must select the action that prompts the system to record the selected case history entry. A causal action is defined by a function, a system action, and optionally a parameter.

For example, if you select an entry function of "filing," you can then choose a causal action of "filed" and a parameter value of "Proof of Service." This selection indicates that the filing of the Proof of Service filing document should record a history entry.

Setting Automated Logic

The automated logic component allows you to select what system actions should occur based on the entry. You can apply different logic for each case type that you select.

You should record automated logic in order to execute certain actions based on the creation of an entry. For example, you can choose to have an entry automatically update the security level and/or status of an entire case. You can also have an entry generate and display/print a form.

You can also configure an entry to start a series of "next steps" that may accompany a business process. For example, the recording of an entry may send a task to a work queue. This task would direct you to a specific screen and request you to record a payment, schedule an event, or update case participant information in order to complete a certain process.

Entry Validations

The configured case history/ROA entries in the system must be unique. A unique entry is defined by its function, type, causal action, parameter, effective dates, case category(ies) and case type(s).

Task Activities

Configuring ROA History entries includes the following task activities:

- Configure ROA Entries
- Update ROA Entries
- Save As New ROA Entries

Additional Resources

There are no other resources related to this overview.

Related Links

Add ROA History Entries Screen

List ROA History Entries Screen

My Court Information

Configure ROA Entries

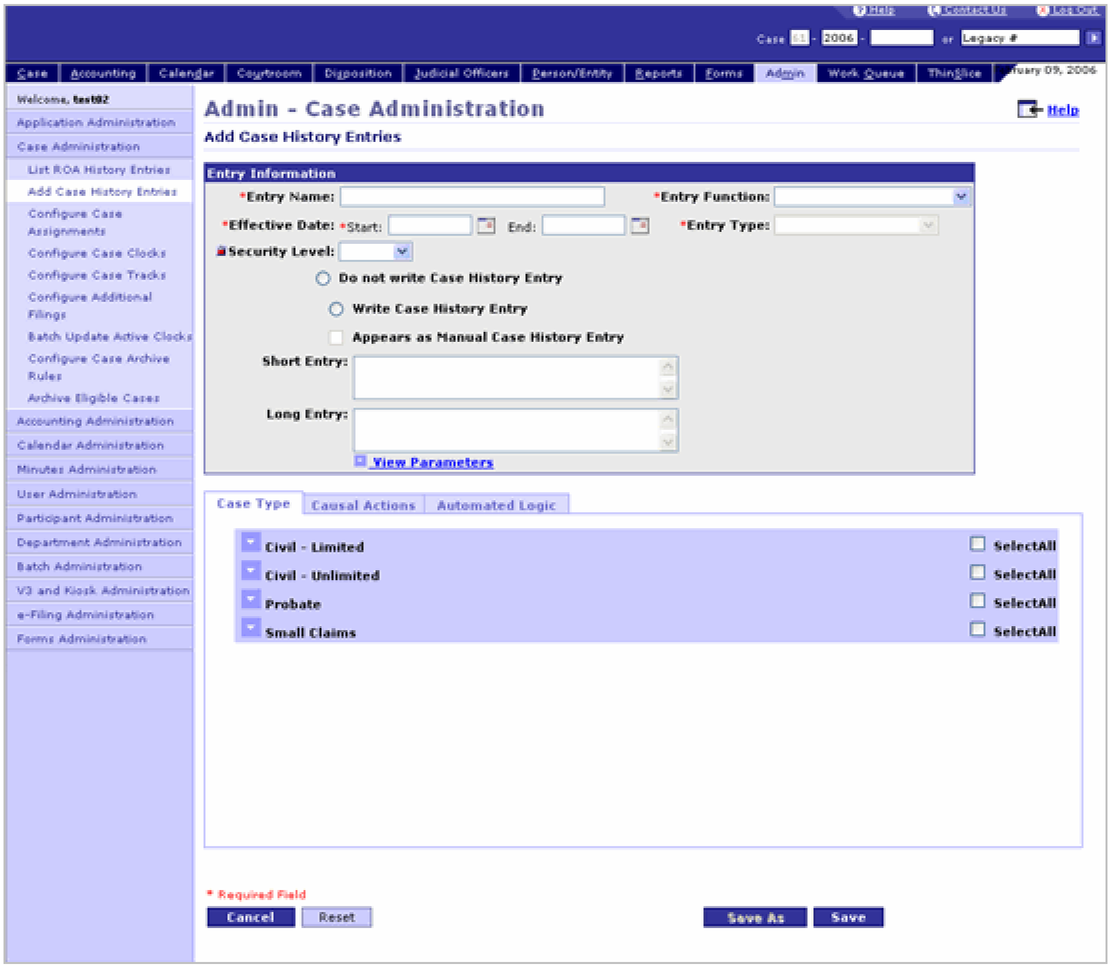
Introduction

Adding a history entry defines a set of actions and parameters that the system uses to execute the appropriate action entry for a given case event.

Task Activity

Perform the following steps to configure case history entries.

1. Select **[Admin] > [Case Administration] > [Add ROA History Entries]**.
   Result: The Add ROA History Entries screen displays.



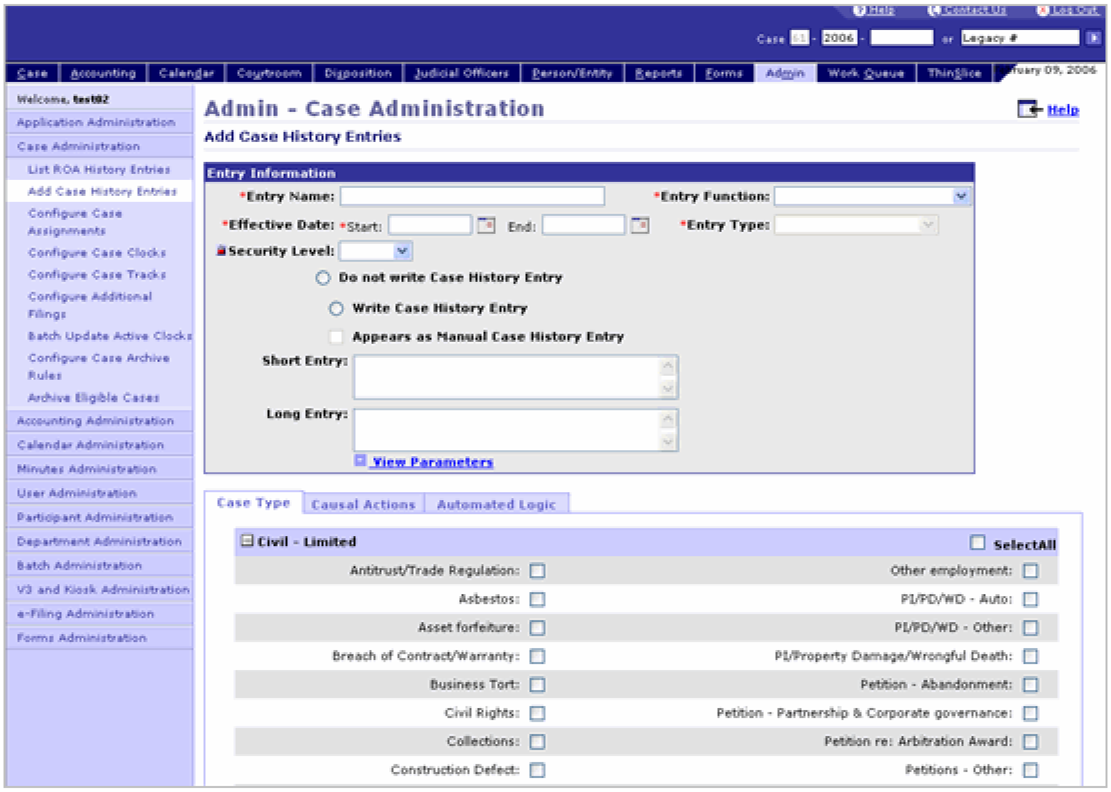
2. Enter/Select data for the following required fields:

   3. Entry Name
   4. Entry Function
   5. Effective Date Start
   6. Entry Type

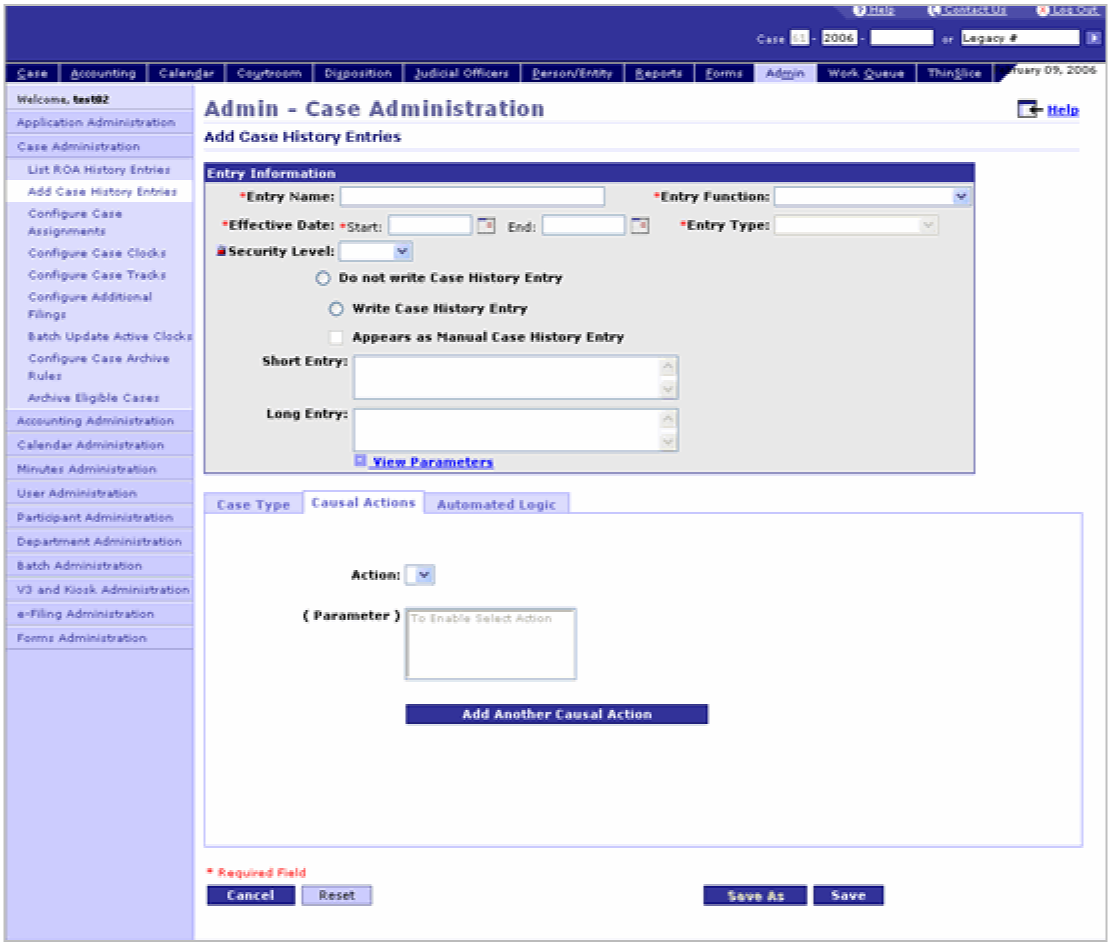
   NOTE If you select the **Write Case History Entry** option, then you must provide the appropriate Short Entry text.

   NOTE If you choose a parameter to be included in the short entry or long entry, then the system will combine this standard text with information collected from the case. For example, if you select a short entry parameter of "Hearing Scheduled for ((Event Date))," an entry on the case will display as "Hearing Scheduled for 05/27/2004."

3. Enter/Select data for the other necessary fields within the Entry Information section.
4. Click the toggle button for the appropriate case category.
   NOTE You can also **Select All** of the case types for a specific case category.
   Result: The screen refreshes and displays the case types listed for the selected case category.



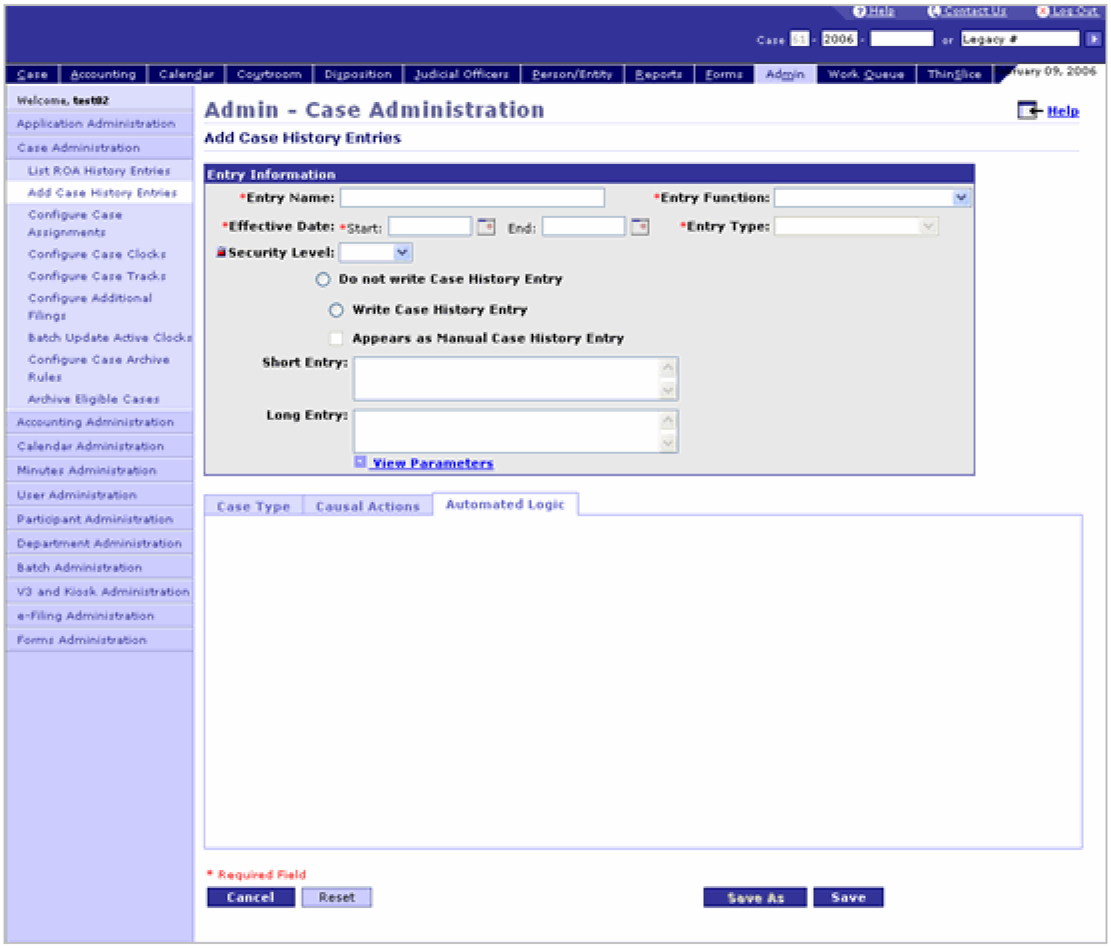
5. Select the checkboxes for the case types to which this entry refers.
   NOTE Each case type selection will produce a separate section on the Automated Logic tab.
6. Select the **[Causal Actions]** tab.
   Result: The Causal Actions tab highlights.



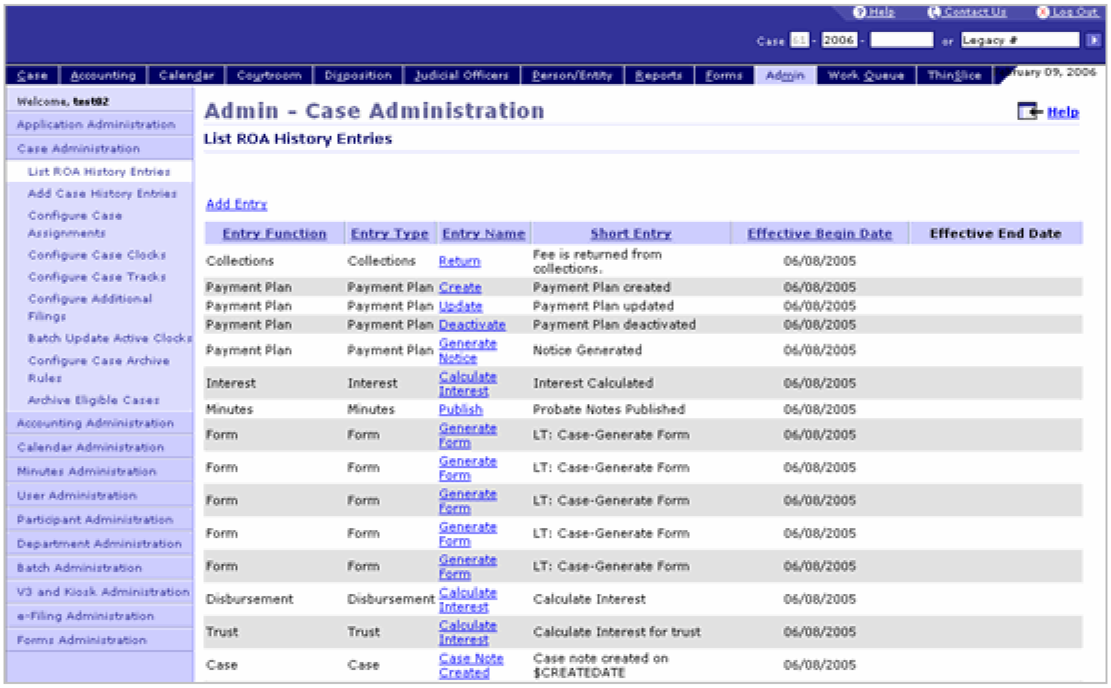
7. Select data for the following required fields:
    8. Action
    9. (Parameter)

    NOTE The Action field is populated based on the selected Entry function.

8. Click the **[Add Another Causal Action]** button if necessary.
   NOTE This option allows you to select more causal actions for the entry. Additional causal actions may be necessary if two actions in the system can cause the same entry.
   Result: The screen will refresh and display another row of action and parameter fields.
9. Click the **[Automated Logic]** tab.
   Result: The Automated Logic tab highlights.



10. Enter/Select data for the necessary fields.
    NOTE These fields allow you to define what system actions should occur after recording the selected entry.
11. Click the **[Save]** button.
    Result: The List ROA History Entries screen displays with a confirmation message.



Related Links

Configure ROA Entries Overview

Add ROA History Entries Screen

List ROA History Entries Screen

My Court Information

Update ROA Entries

Introduction

Updating an ROA history entry changes the configuration settings for an ROA entry. A system administrator can update an entry only while the newly changed entry remains unique to the system.

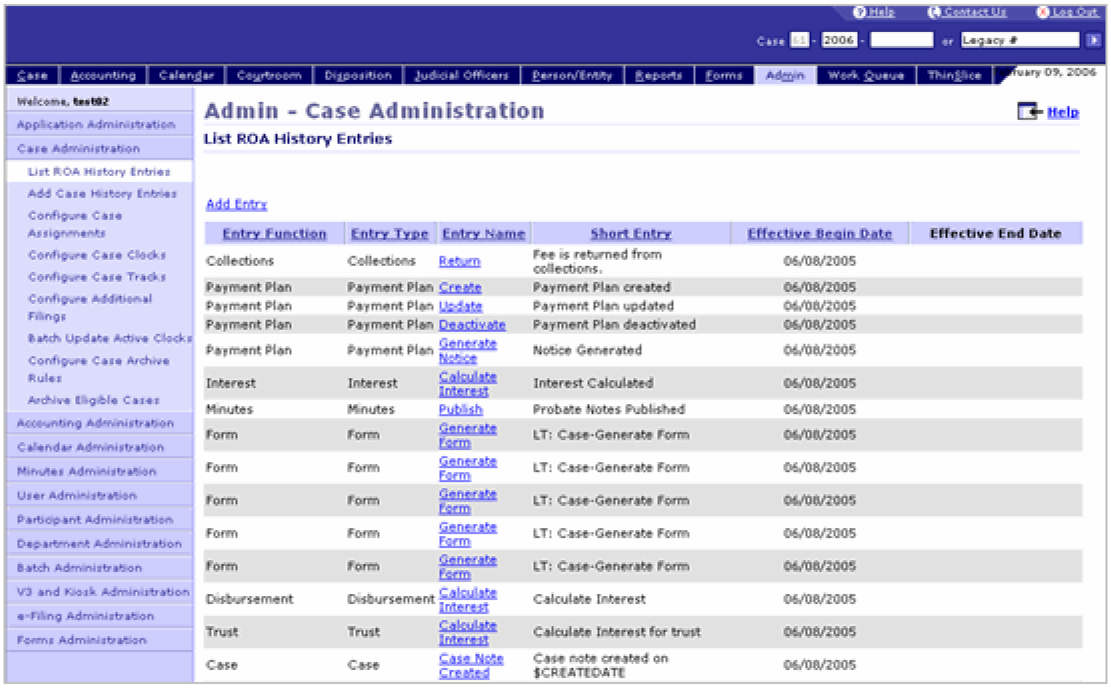
Changing ROA Entry Settings

You can change many different entry settings. For example, you can add or update the case types that use this entry or redefine the causal actions. You can also add or change the available automatic logic assigned to the entry. However, refer to the Configure ROA History Entries task activity for details on adding a new entry to the system.

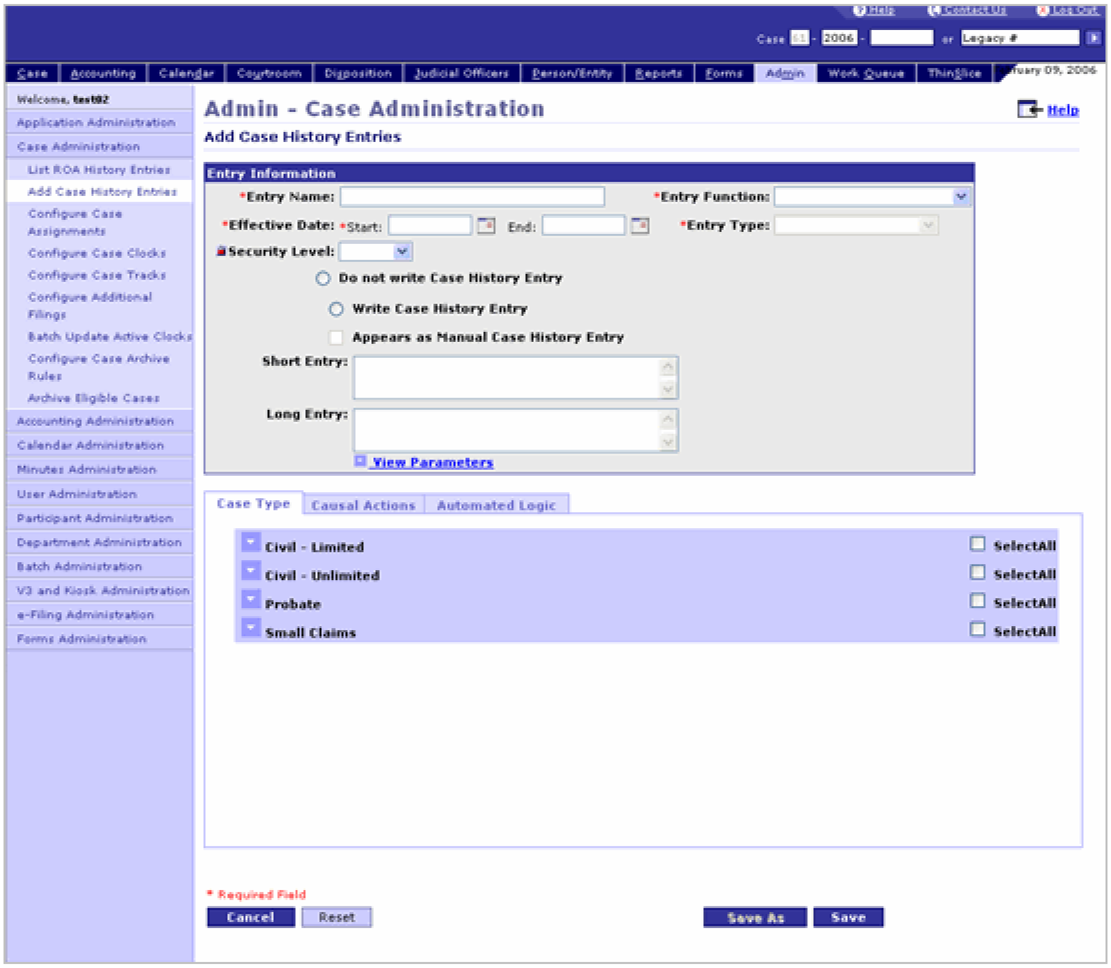
Task Activity

Perform the following steps to update the configuration of a ROA History entry.

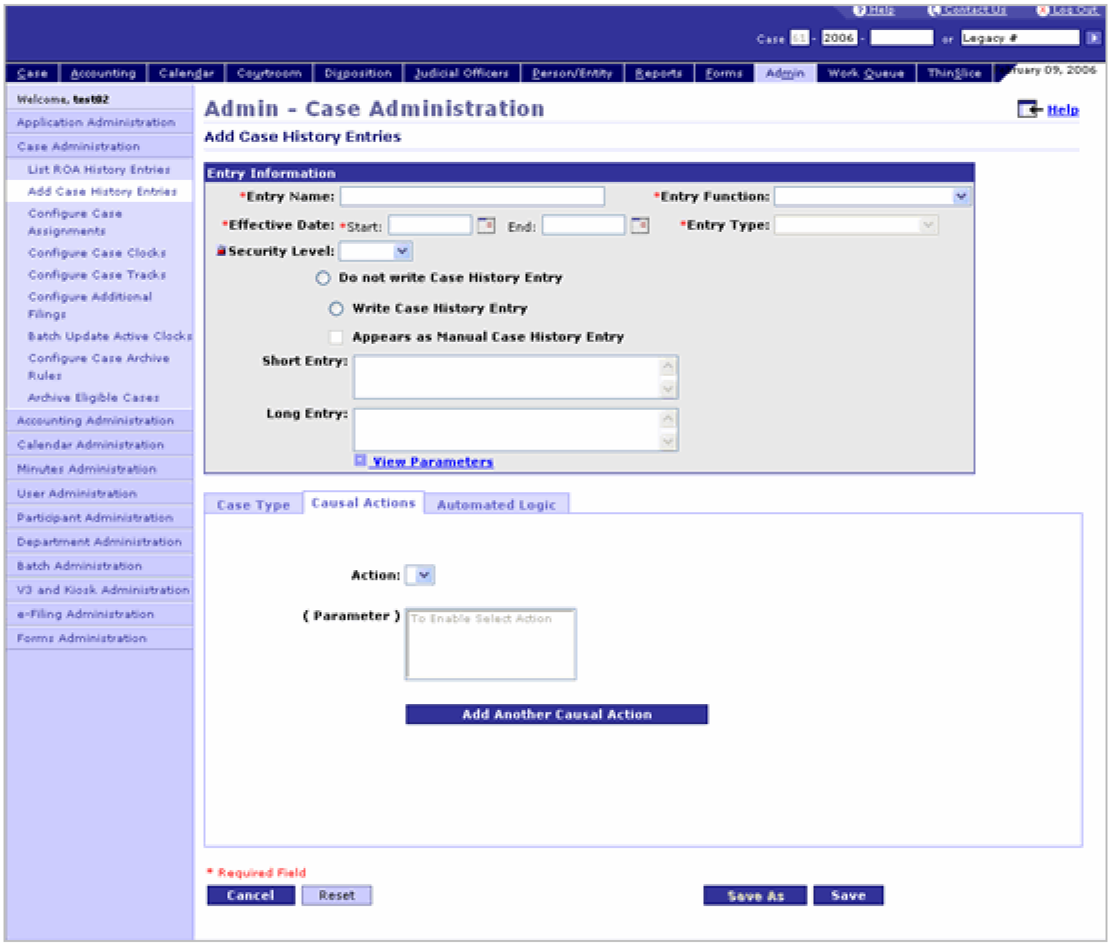
1. Select **[Admin] > [Case Administration] > [List ROA History Entries]**.
   Result: The List ROA History Entries screen displays.



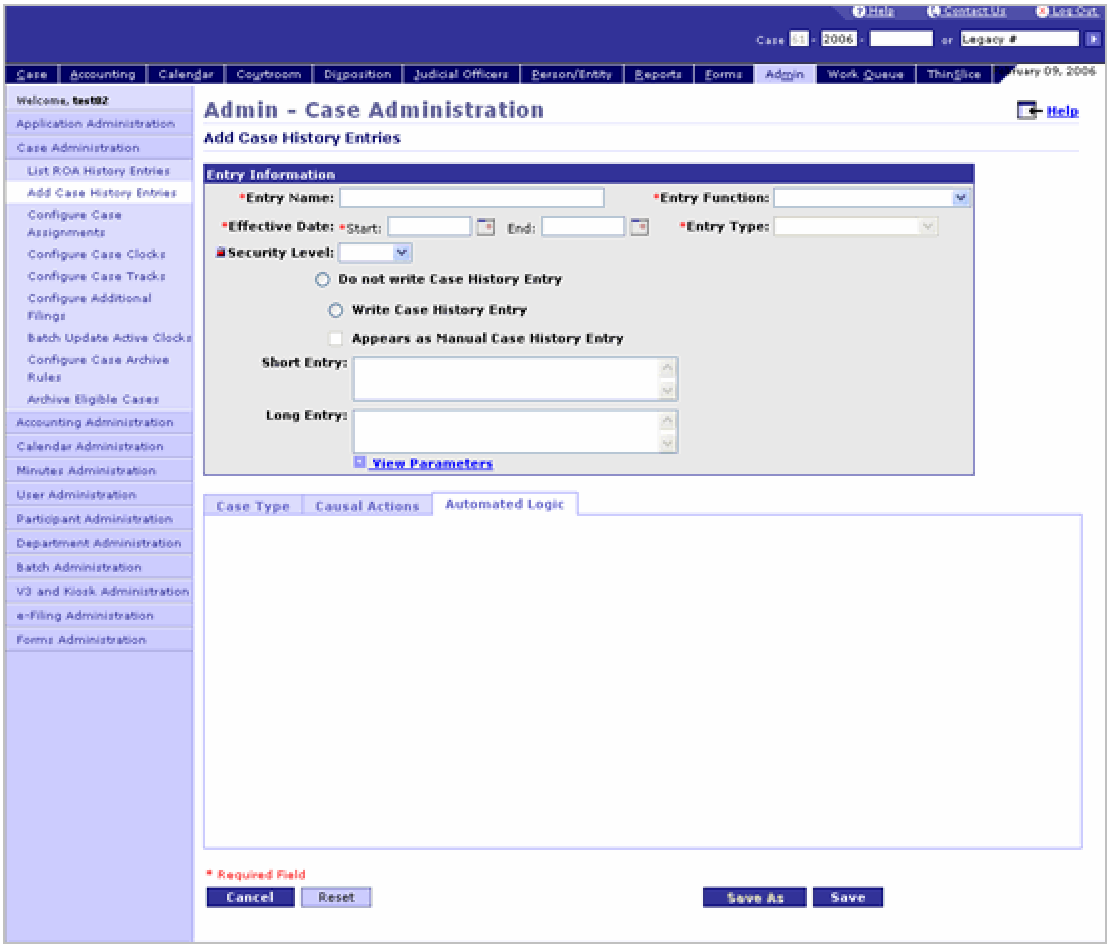
2. Click the **[Entry Name]** hyperlink for the entry to update.
   Result: The Add ROA History Entries screen displays.



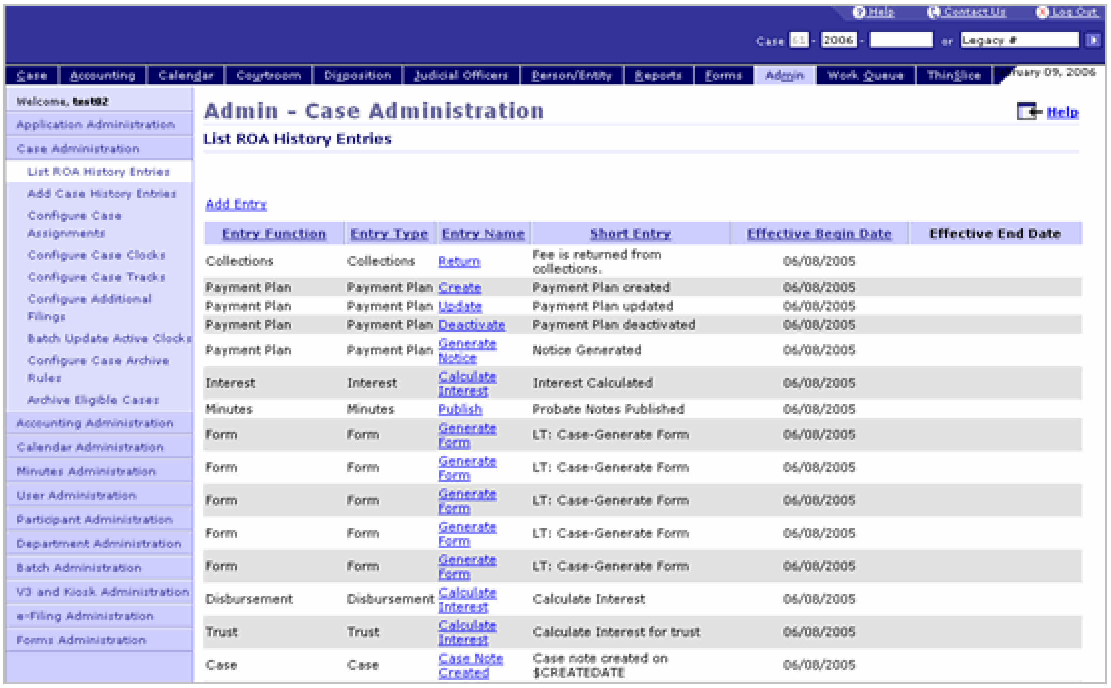
3. Enter/Update the available fields as needed.
4. Select the **[Causal Actions]** tab.
   Result: The Causal Actions tab highlights.



5. Enter/Update the available fields as needed.
6. Click the **[Automated Logic]** tab.
   Result: The Automated Logic tab highlights.



7. Enter/Update the available fields as needed.
8. Click the **[Save]** button.
   Result: The List ROA History Entries screen displays with a confirmation message. This screen will list the appropriate changes made to the entry.



Related Links

Configure ROA Entries Overview

List ROA History Entries Screen

Add ROA History Entries Screen

My Court Information

Save As New ROA Entries

Introduction

Using the “Save As” feature allows an existing ROA configuration to be used as a “template” for a new ROA entry. Changes made to the ROA configuration only apply to this new entry and do not change the selected template.

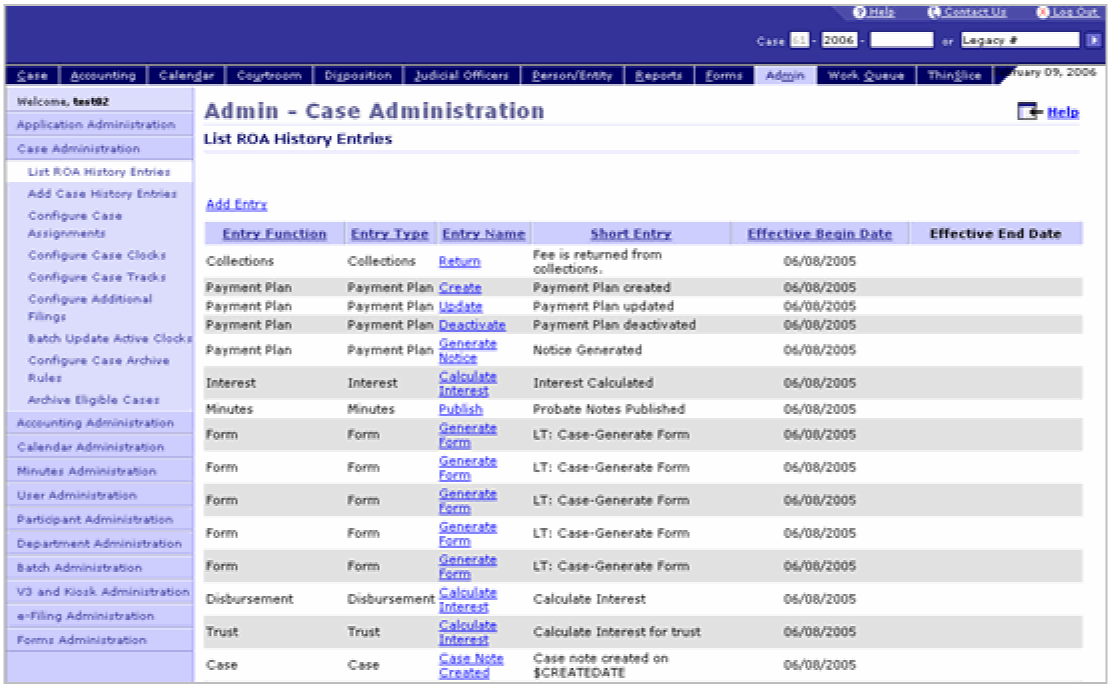
Required Entry Changes

After selecting a template entry, you must change at least one parameter to make the entry unique. Otherwise, this “new” ROA entry will be an exact copy of the template, and the system does not support duplicate entries.

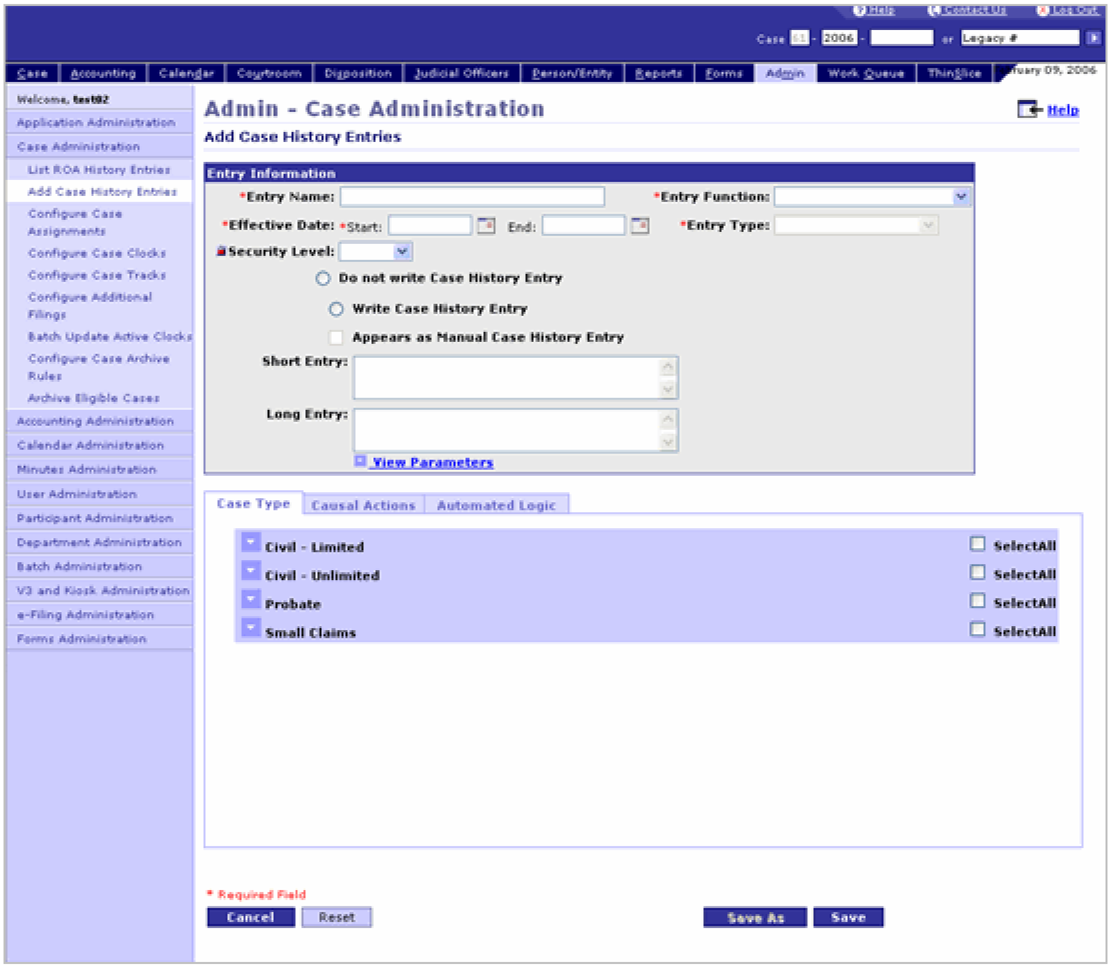
Task Activity

Perform the following steps to save a configured ROA entry as a new entry.

1. Select **[Admin] > [Case Administration] > [List ROA History Entries]**.
   Result: The List ROA History Entries screen displays.



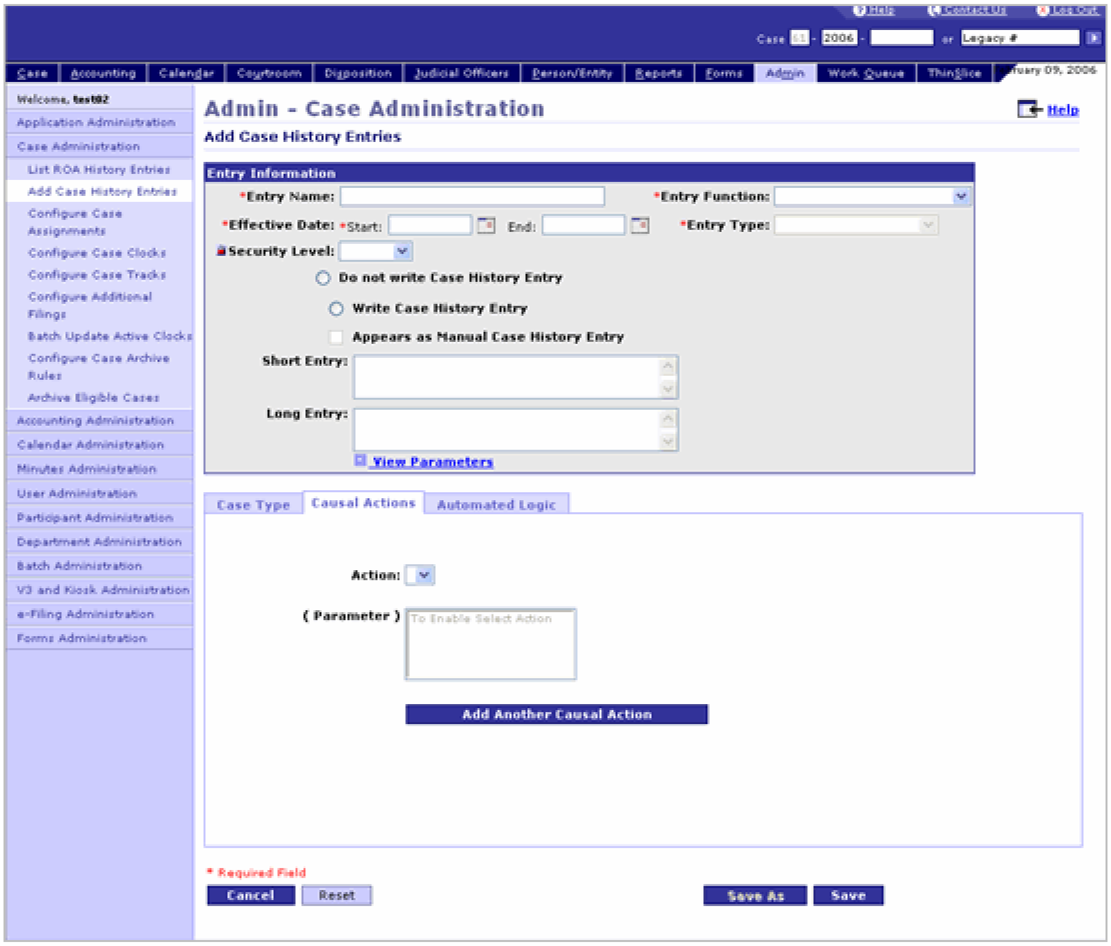
2. Click the **[Entry Name]** hyperlink for the entry to update.
   Result: The Add ROA History Entries screen displays.



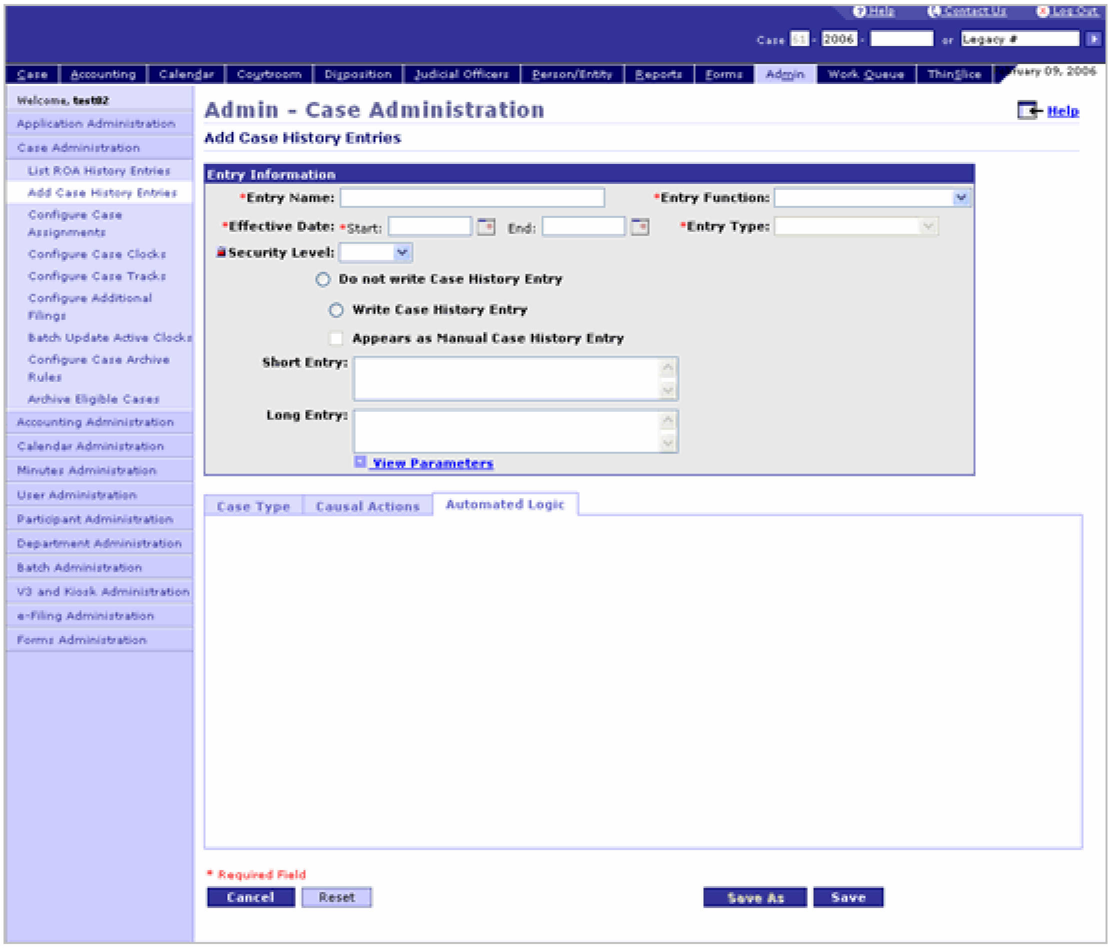
3. Change at least one of the following data fields:
    4. Entry Function
    5. Effective Date Start
    6. Effective Date End
    7. Entry Type
    8. Causal Action
    9. Parameter

    NOTE A unique entry is defined by its function, type, causal action, parameter, effective dates, case category(ies) and case type(s).

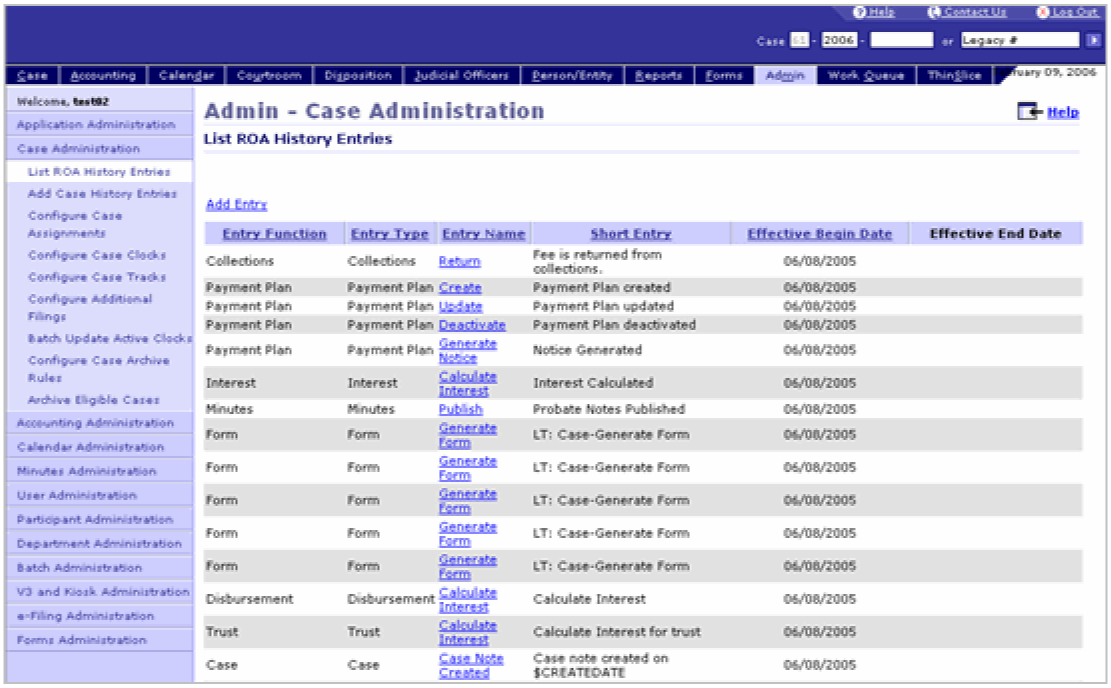
4. Enter/Select data for the other necessary fields.
5. Select the **[Causal Actions]** tab.
   Result: The Causal Actions tab highlights.



6. Enter/Select data for the necessary fields.
7. Click the **[Automated Logic]** tab.
   Result: The Automated Logic tab highlights.



8. Enter/Select data for the necessary fields.
   NOTE These fields allow you to define what system actions should occur after recording the selected entry.
9. Click the **[Save As]** button.
   Result: The List ROA History Entries screen displays with a confirmation message. This screen will list the appropriate changes made to the entry.



Related Links

Configure ROA Entries Overview

List ROA History Entries Screen

Add ROA History Entries Screen

Configure Case Assignment Rules

Configure Case Assignment Rules Overview

Introduction

Configuring case assignment rules defines a set of criteria that the system will follow when recommending a resource to a case. You must have a System Administrator security role to perform rule configuration activities.

About Assignment Rules

An assignment rule is an algorithm that the system follows when proposing a resource to be assigned to a case. A case resource is a person/entity involved with helping to process a case to completion. Assignment rules come into effect either during case initiation or in case management activities.

Courts can only configure assignment rules for the following six resource types: Judicial Officers, Departments, Arbitrators, Mediators, Court Appointed Attorneys and Probate Investigators.

You can configure assignment rules for a given location, case category, and case type combination. However, this configuration also depends on the selected resource type. For example, the required field selections for a Judicial Officer resource rule are more complex than those for a Probate Investigator rule.

About Case Distribution

Each resource type has its own method of assignment. These methods help to evenly and fairly distribute resources of the same type to cases.

For example, some resource types require that you choose either a rotational or random method of assignment. A Rotational assignment is similar to a sequential selection. The system will follow a virtual "list" of resources and always propose the "next" resource on the list to a case. For random assignments, the system will arbitrarily propose a resource based on the list of resources that qualify. A Random assignment, on the other hand, is similar to a weighted percentage.

Activities Performed Prior to Configuring a Rule

You must conduct an assignment rule search in order to select a rule to update or use as a template. However, it is recommended that you also conduct this search prior to creating an assignment rule in the system. This helps to check whether a given rule already exists, which may reduce the risk of entering a duplicate assignment rule.

Rule Validations

The system rules must be unique. A unique case assignment rule is defined by its resource type, case category(ies), case type(s), location(s), and effective start and end dates.

Date ranges for assignment rules are exclusive. This means two rules that share the same attributes cannot overlap the dates in which they are effective.

Once saved, the rule will become available from the Search Case Assignment Rules screen and go into effect at the specified start date.

Task Activities

Configuring case assignment rules includes the following task activities:

- Search Case Assignment Rules
- Add Case Assignment Rules
- Update Case Assignment Rules
- Save As New Assignment Rules

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Configure Case Assignments - Search Case Assignment Rules Screen

Configure Case Assignments - Add Assignment Rule Screen

Configure Case Assignments Screen

My Court Information

Search Case Assignment Rules

Introduction

Searching for a case assignment rule searches and displays rules that currently exist in the system. You must have a System Administrator security role to have access to the search and related rule configuration screens.

Rule Search Functionality

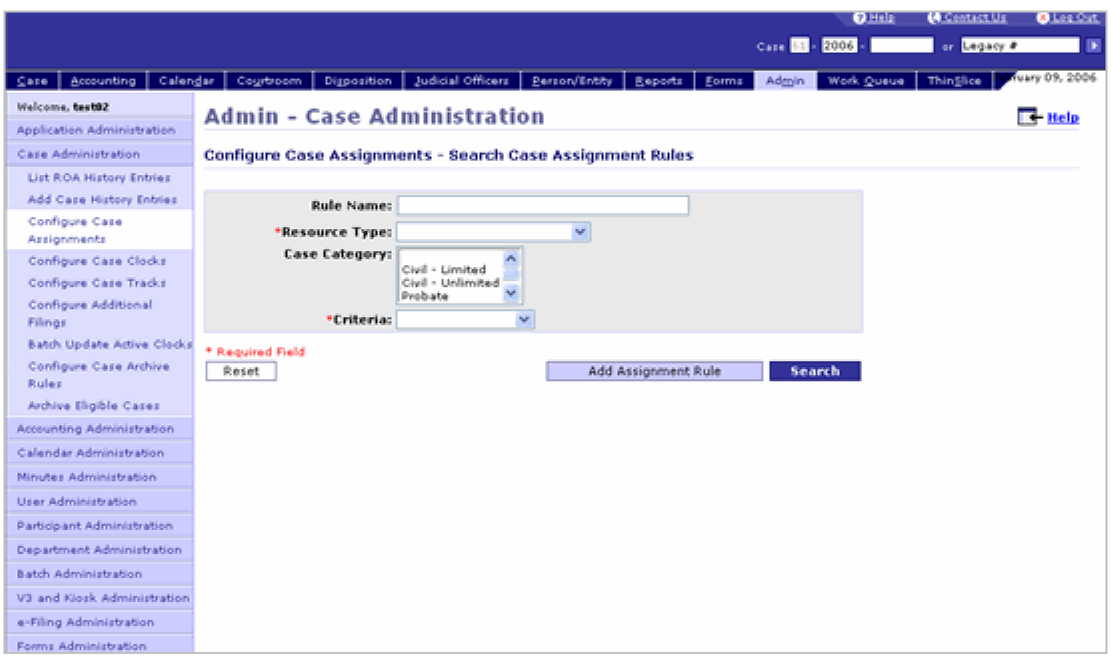
The system performs a search based on field parameters that you provide. Only configured case assignment rules that match the entered search criteria will display in the results list. Review the Add Case Assignment Rules task activity for details on creating and configuring a rule.

The search function also provides the foundation for maintaining case assignment rule information. For example, you must perform a case assignment rule search in order to update rules or save an existing rule as a new rule.

Task Activity

Perform the following steps to search for a case assignment rule.

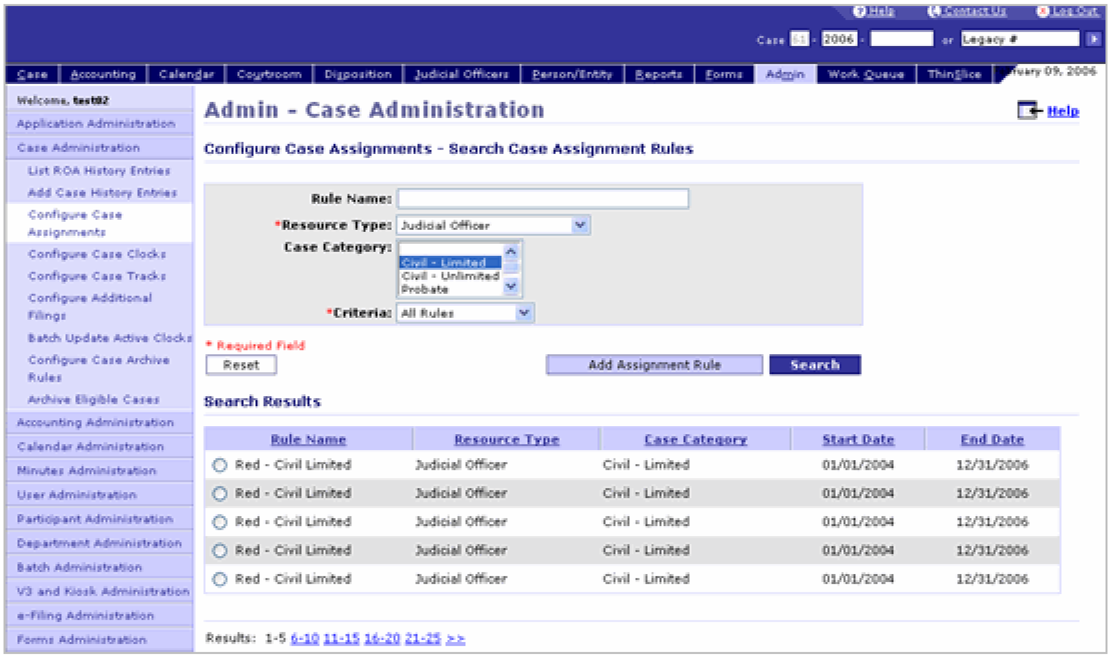
1. Select **[Admin] > [Case Administration] > [Configure Case Assignments]**.
   Result: The Configure Case Assignments – Search Case Assignment Rules screen displays.



2. Select data for the following required fields:
    3. Resource Type
    4. Filter Criteria

    NOTE Selecting other filter criteria, such as the rule name and case category, narrows the search results and increases the likelihood of finding a closer rule match.

3. Click the **[Search]** button.
   Result: The screen refreshes with the Search Results.



NOTE From the Search Results, you can perform the Update Case Assignment Rules or the Save as New Assignment Rules task activities.

Related Links

Configure Case Assignment Rules Overview

Configure Case Assignments - Search Case Assignment Rules Screen

My Court Information

Add Case Assignment Rules

Introduction

Adding a case assignment rule creates a set of assignment criteria for a resource type. These criteria provide guidelines for the system to follow when recommending the selected resource type to a case.

Methods for Configuring Resource Types

The method and requirements for adding a new assignment rule depend on the resource type. For example, the "Method of Selection" for some resource types requires you to choose either a rotational or random distribution method. Other resource types may also require you to select assignments either by case number or by a distribution percentage.

If you select the **Recommend at Case Initiation** checkbox for a given resource type, the system will propose a resource that matches the case criteria during the case initiation process. The resources with this option include: Judicial Officers, Departments, Court Appointed Attorneys, and Probate Investigators.

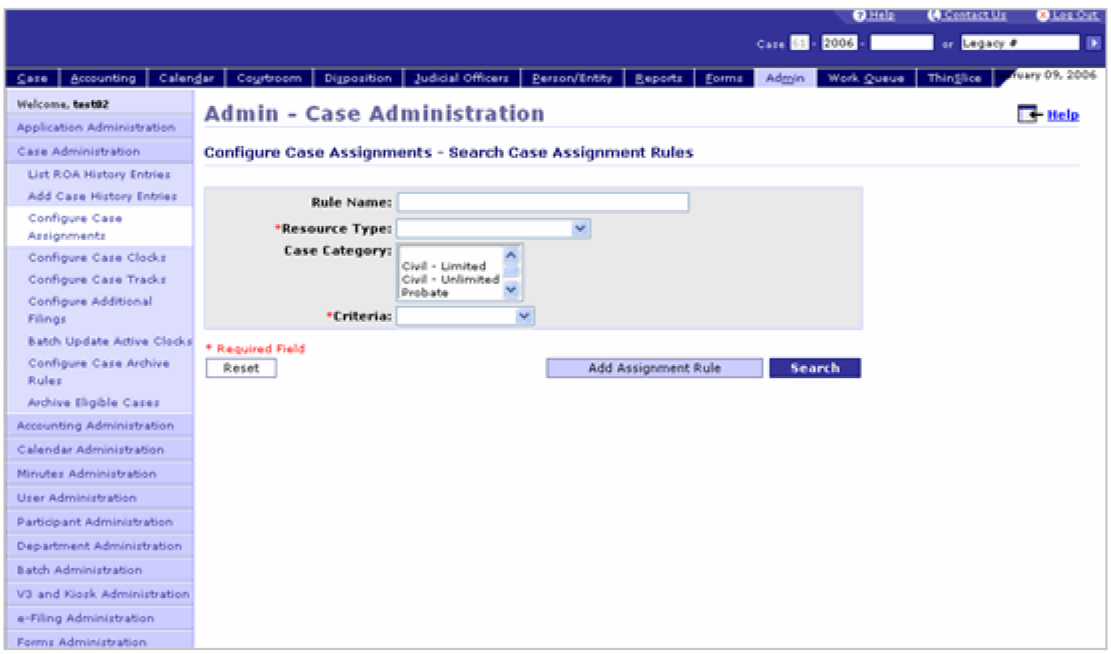
Rule Start Dates

Case assignment rules require a start date. However, providing an end date is optional. The date range affects the rule filter criteria and also determines when and for how long the system may use this rule. The search filter uses the date range in relation to the current date.

Task Activity

Perform the following steps to configure a case assignment rule. These steps are broken down based on the selected resource type.

1. Select **[Admin] > [Case Administration] > [Configure Case Assignments]**.
   Result: The Configure Case Assignments – Search Case Assignment Rules screen displays.



2. Click the **[Add Assignment Rule]** button.
   Result: The Configure Case Assignments – Add Assignment Rule screen displays.

3. Enter/Select data for the following required fields:
    4. Resource Type
    5. Case Category
    6. Location

    NOTE Not selecting a **Case Type** from the list will automatically assign every case type (belonging to the selected category) to this new rule.

4. Click the **[Next]** button.
   Result: The Configure Case Assignments - [Resource Type] screen displays.

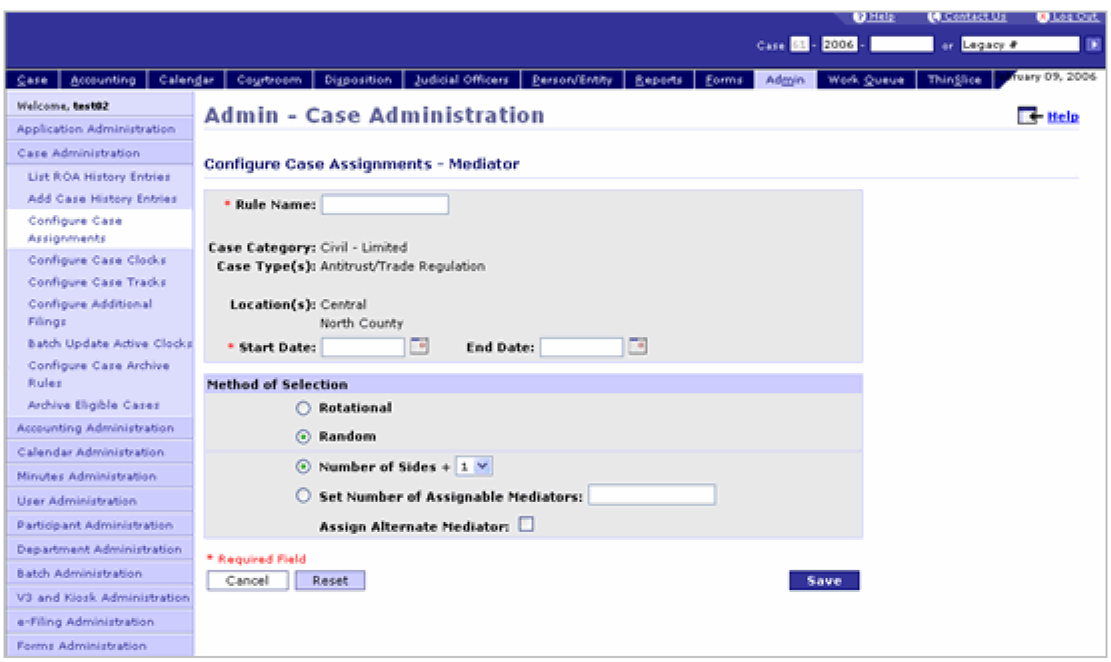
    NOTE This screen will be different depending on the selected resource type. Refer to the following options:

    - Follow Steps 5-7 for Court Appointed Attorneys and Probate Investigators.
    - Follow Steps 8-12 for Arbitrators and Mediators.
    - Follow Steps 13-17 for Judicial Officers and Departments.

5. Review the Configure Case Assignments – [Court Appointed Attorney/Probate Investigator] screen.

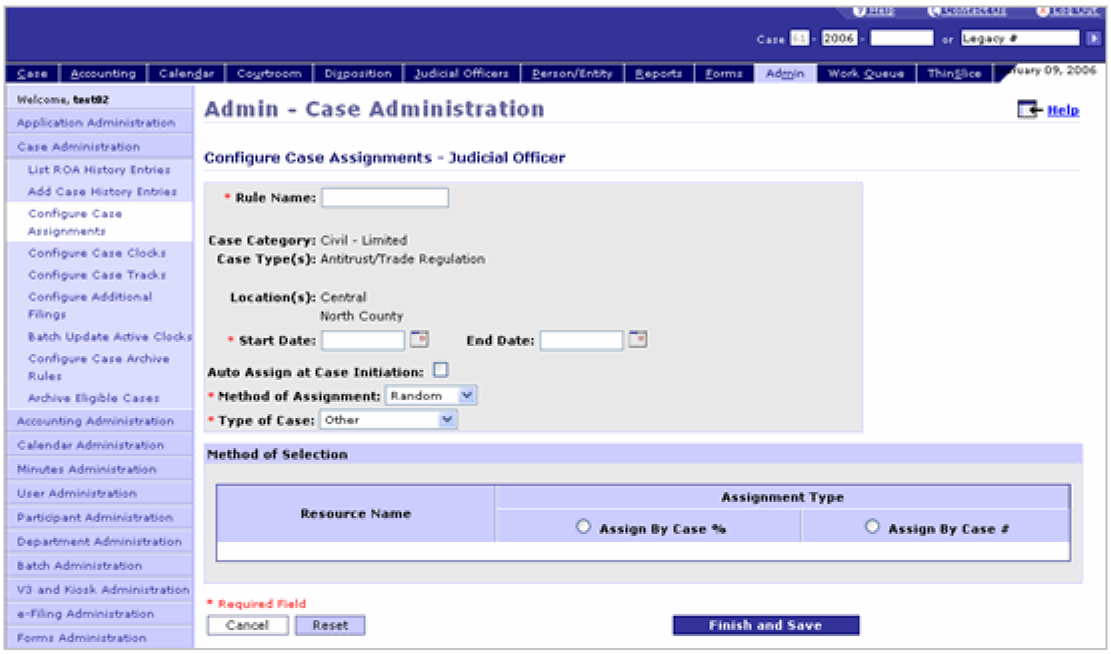
6. Enter data into the following required fields:
    7. Rule Name
    8. Start Date

7. Skip to Step 18 to save this resource rule.
8. Review the Configure Case Assignments – [Arbitrator/Mediator] screen.



9. Enter data into the following required fields:
    10. Rule Name
    11. Start Date

10. Select either a **Rotational** or **Random** method of assignment.
11. Choose a method of selection.
    NOTE If choosing a set number of assignable arbitrators/mediators, enter the number value in the appropriate field.
12. Skip to Step 18 to save this resource rule.
13. Review the Configure Case Assignments – [Judicial Officer/Department] screen.
    NOTE This screen displays the Judicial Officers/departments available for the selected case category(ies) and location(s). Refer to the Configure Department Resources and Manage Judicial Officers sections for details on assigning Judicial Officers and departments to Court locations.



14. Enter/Select data into the following required fields:
    15. Rule Name
    16. Start Date
    17. Method of Assignment
    18. Type of Case
    NOTE Follow Steps 15-17 if you select a “Random” method of assignment. Otherwise, skip to Step 18.

15. Select an assignment type.
    NOTE Assign by either a case percentage or by case number.
16. Enter a new percentage for the resource(s).
    NOTE Only perform this step if the **Assign By Case %** option was selected.
    NOTE The system will automatically calculate an equal distribution for empty percentage fields when saving this rule.

17. Select the case number attribute for assigning cases to the resource.
    NOTE Only perform this step if the **Assign by Case #** option was selected.
    NOTE Select the number value(s) if choosing the **Ends In** option.
18. Click the **[Finish & Save]** button.
    Result: The screen refreshes with a confirmation message. This rule will now go into effect for new case resource assignments.

Related Links

Configure Case Assignment Rules Overview

Configure Case Assignments - Search Case Assignment Rules Screen

Configure Case Assignments - Add Assignment Rule Screen

Configure Case Assignments Screen

My Court Information

Update Case Assignment Rules

Introduction

Updating a case assignment rule changes an existing set of assignment rule criteria. You must have a System Administrator security role to update a rule while the changed rule remains unique to the system.

Reasons for Updating a Rule

A case assignment rule may require changes due to load leveling events or Court policies. This allows you to change the applicable case types or the weighted distribution percentage for a rule, as necessary. Other updates, such as changing the number of arbitrators recommended by the system for a certain case type, may also occur.

System Overrides - Judicial Officer Load Balancing

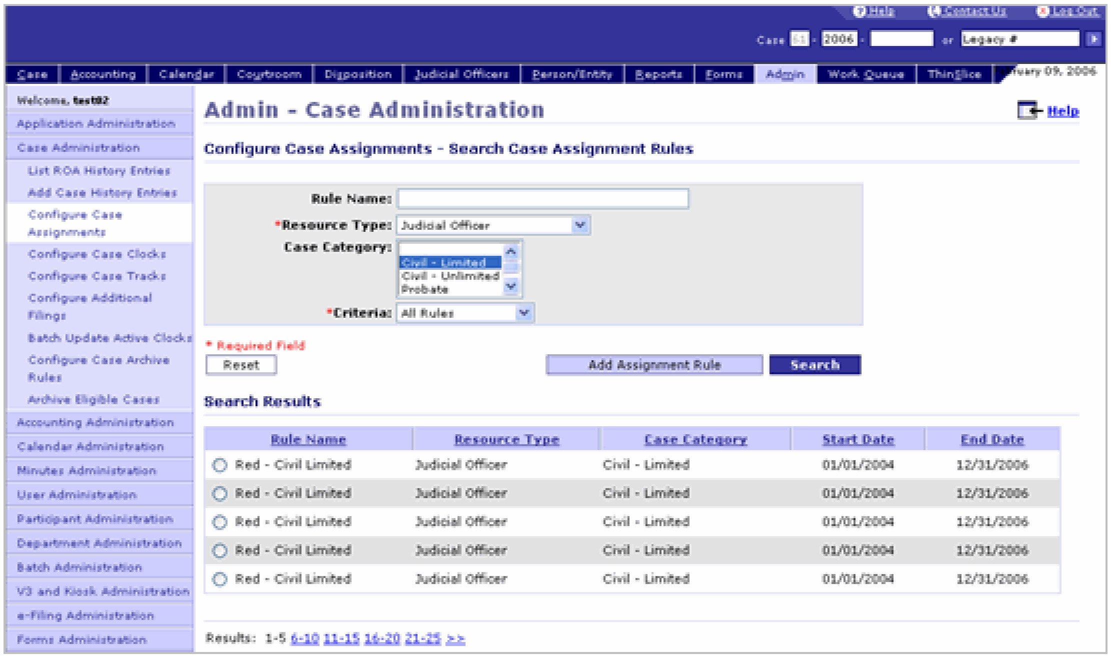
While updating assignment rules allows you to change rule configurations, situations exist where the system may override these rules. For instance, Judicial Officer resource rules may occasionally require a "catch-up" or load balancing activity to allow for equitable case distribution. The system will run a batch job to "automatically" perform Judicial Officer load balancing. This process then overrides the configured case assignment rule for Judicial Officers until these resources have equal case distribution.

Task Activity

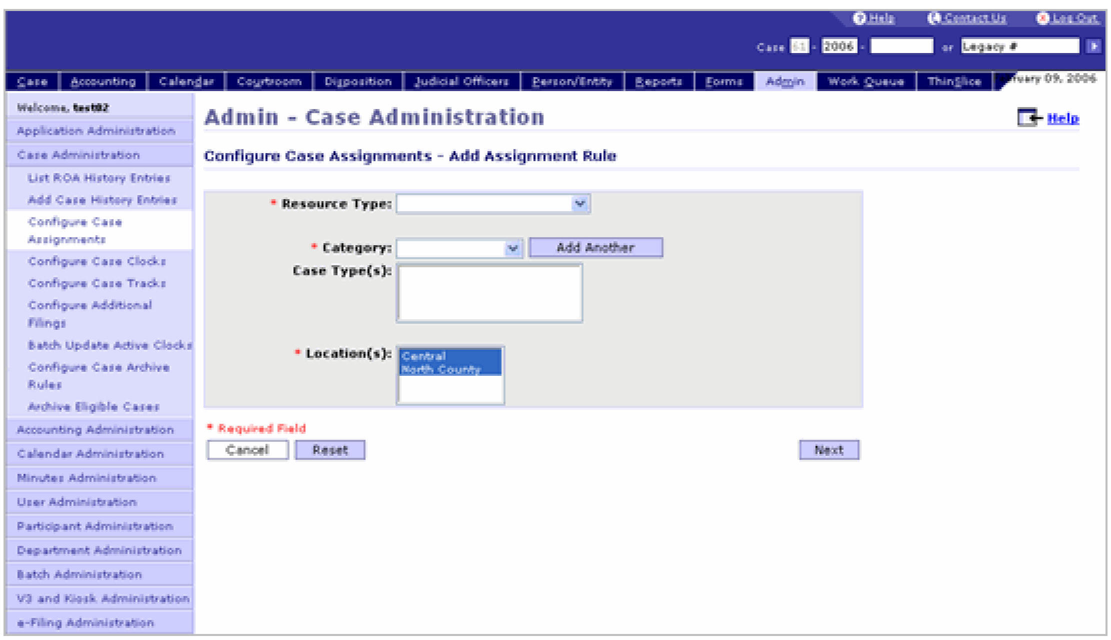
This activity takes place within the context of an assignment rule search. Refer to the Search Case Assignment Rules task activity for details on performing this search.

Perform the following steps to edit case assignment rule configuration.

1. Select the radio button for the assignment rule to update. This selection occurs from the Configure Case Assignment Rules - Search Case Assignment Rules screen.

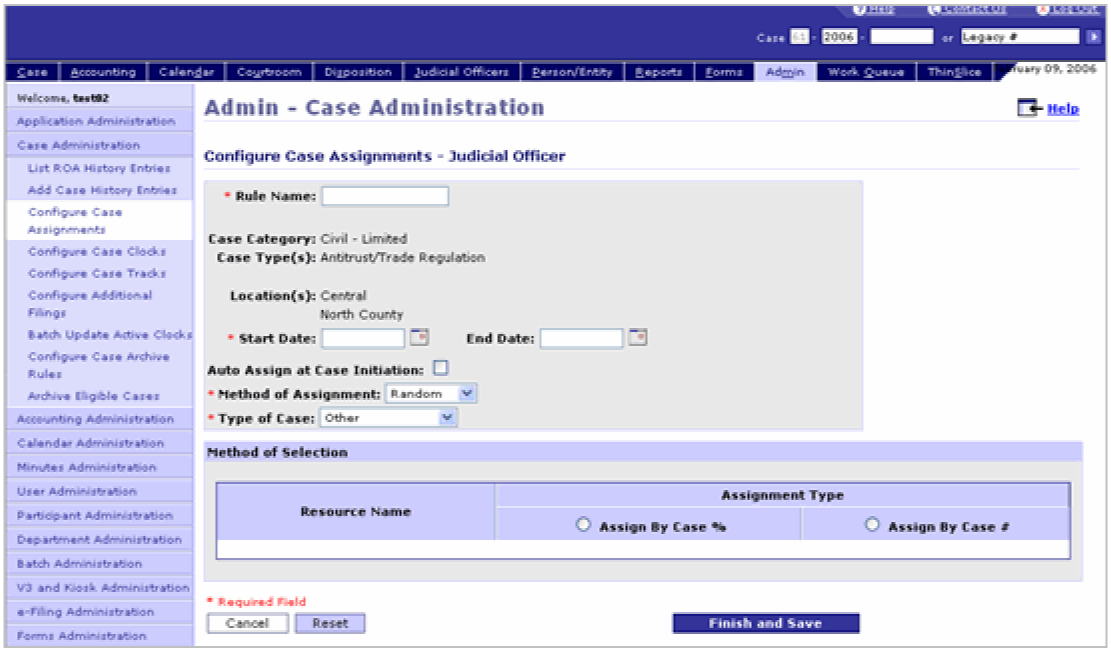


2. Click the **[Update]** button.
Result: The Configure Case Assignments – Add Assignment Rule screen displays.



3. Enter/Update the available fields as needed.
NOTE Fields except for **Case Type(s)** are listed as read-only values.

4. Click the **[Next]** button.
   Result: The Configure Case Assignments – [Resource Type] screen displays.
   NOTE This screen will be different depending on the selected resource type.

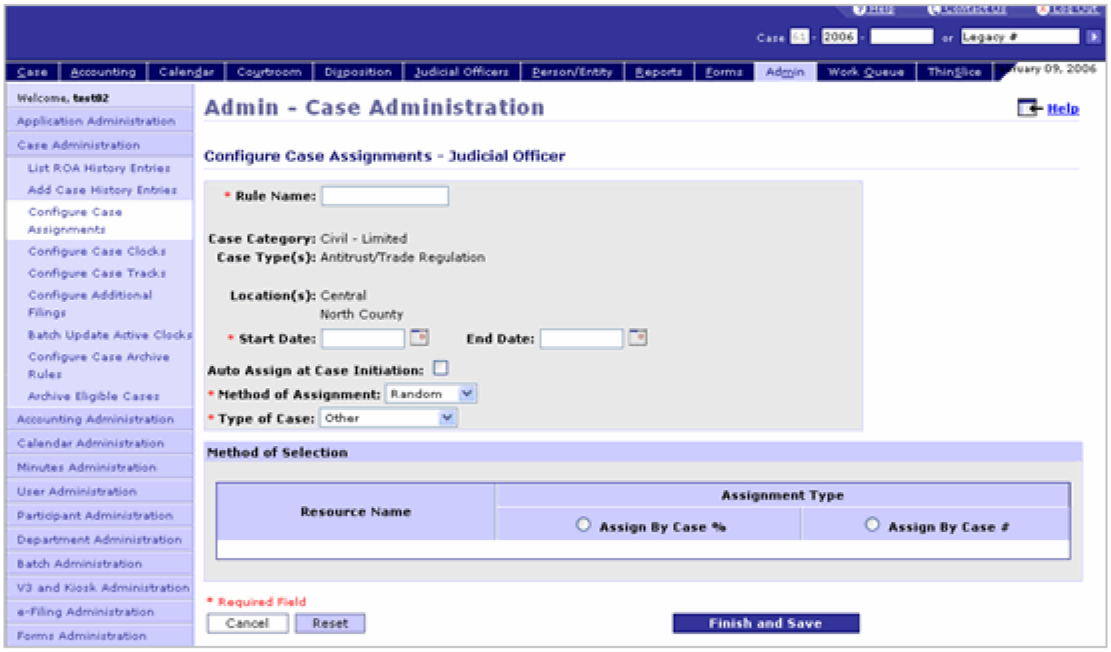


5. Enter/Update the available fields as needed.

   NOTE For Judicial Officer or department resource types, selecting the **Assign By Case %** option will display blank fields for the new distribution percentages. A new value entered in these fields will replace the current percentage displayed for that resource. You must re-enter a percentage into the new **Percentage** field if previously held percentages are to be carried over.

   NOTE When you save the rule, the system will equally distribute the remaining percentage among those Judicial Officers/departments that did not have a percentage specifically stated.

6. Click the **[Finish & Save]** button.
   Result: The screen refreshes with a confirmation message. Updates to this rule go into effect in a go-forward basis.



Related Links

Configure Case Assignment Rules Overview

Configure Case Assignments - Search Case Assignment Rules Screen

Configure Case Assignments - Add Assignment Rule Screen

Configure Case Assignments Screen

My Court Information

Save As New Assignment Rules

Introduction

Using the "Save As" feature allows an existing assignment rule to be used as a "template" for a new rule. Changes made to these rule parameters only apply to this new rule and do not change the selected template.

Required Rule Changes

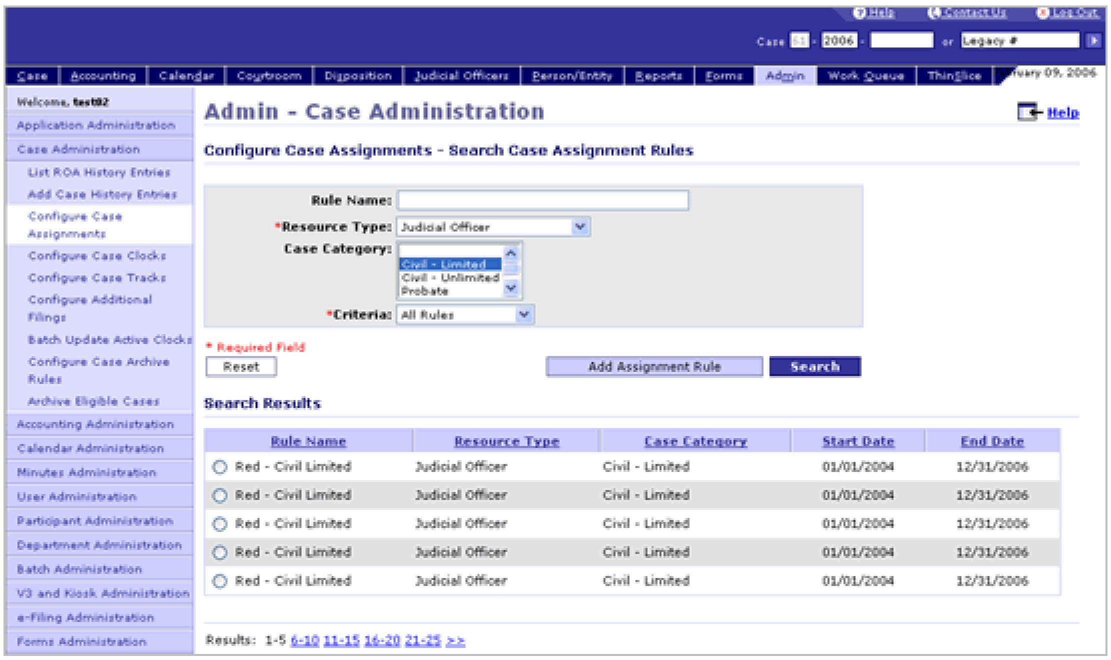
After selecting a template rule, you must change at least one rule setting to make the new rule unique. Otherwise, this "new" rule will be an exact copy of the template, and a duplicate rule validation will occur in the system.

Task Activity

This activity takes place within the context of an assignment rule search. Refer to the Search Case Assignment Rules task activity for details on performing this search.

Perform the following steps to save a rule as a new assignment rule.

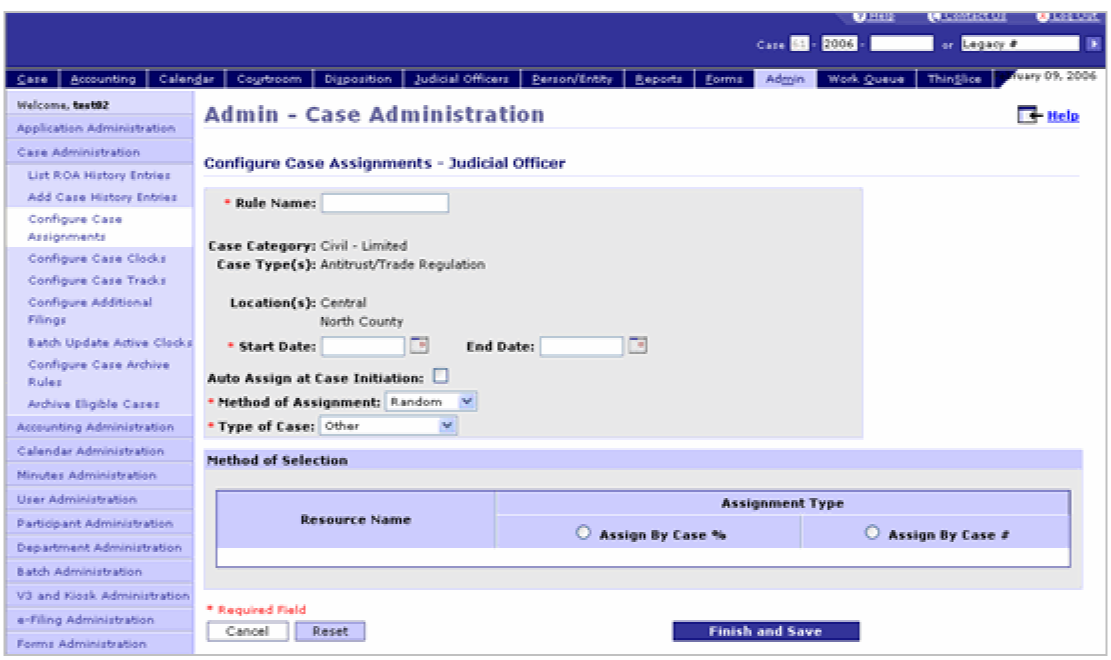
1. Select the radio button for the rule to be used as a template.
   NOTE This selection occurs from the Configure Case Assignment Rules - Search Case Assignment Rules screen.



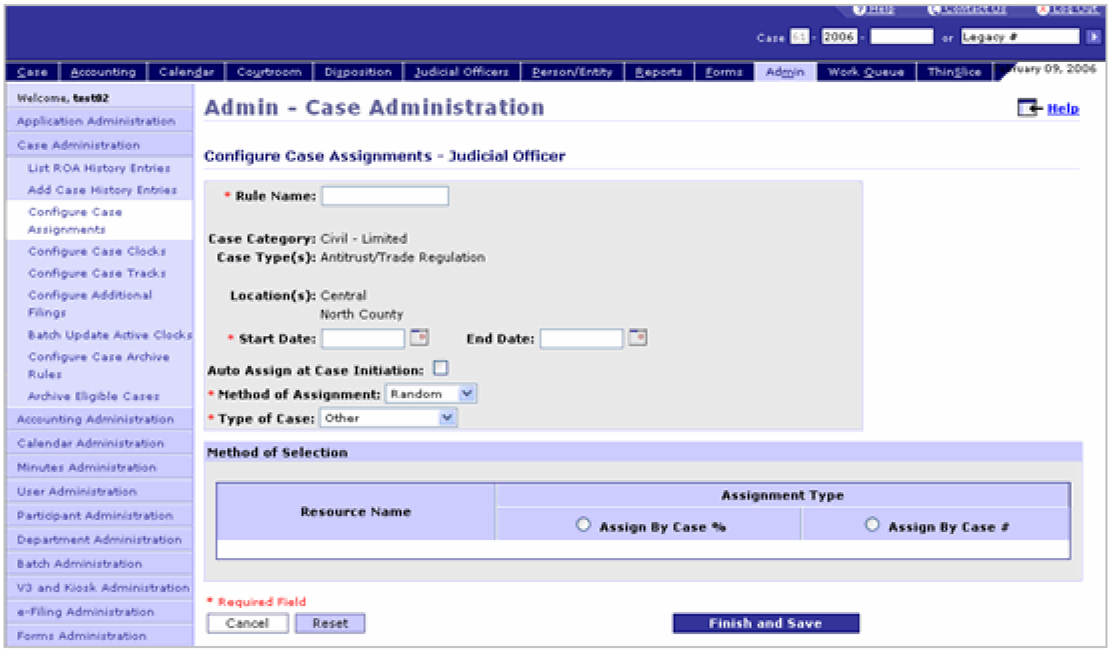
2. Click the **[Save As]** button.
   Result: The Configure Case Assignments – Add Assignment Rule screen displays.

3. Change at least one of the following data fields:
    4. Resource Type
    5. Case Category
    6. Location(s)

4. Click the **[Next]** button.
   Result: The Configure Case Assignments – [Resource Type] screen displays.
   NOTE This screen will be different depending on the selected resource type.



5. Enter/Select data for the necessary fields.
6. Click the **[Save]** button.
   Result: The screen refreshes and displays a confirmation message.



Related Links

Configure Case Assignment Rules Overview

Configure Case Assignments - Search Case Assignment Rules Screen

Configure Case Assignments - Add Assignment Rule Screen

Configure Case Assignments Screen

Configure Automatic Case Clocks

Configure Automatic Case Clocks Overview

Introduction

Configuring case clocks defines the action settings and events for an automatic case clock. Refer to the Maintain Case Clocks section for details on maintaining both automatic and manual clocks.

You must have the System Administrator security role to perform clock configuration processes.

About Case Clocks

A clock is a mechanism used by the system to enforce timeliness of actions on a case. Certain actions on a case require the case participants to perform the next action within a specified number of days. Clocks are used to inform you that an expected action has not occurred, or that a new action may be required.

Clocks start when certain defined actions occur and stop when the defined clock completing action takes place. For example, a clock starting action may be the appointment of an arbitrator, and the clock stopping action may be the filing of the arbitrator award. Clocks can also be paused and restarted.

Clocks track the number of days in which a completing action should occur. If a completing action does not occur within the expected time frame, then the system will perform an action to alert you of this issue. This action depends on the event(s) configured for when a clock “expires.” For example, you may configure an expired clock to generate a report or schedule an event.

Activities Performed Prior to Configuring a Clock

You must conduct a case clock search in order to select an automatic clock to update or use as a template. It is also recommended that you conduct this search prior to creating a new clock in the system. This helps to check whether a given clock already exists, which may reduce the risk of entering a duplicate clock.

Clock Validations

Clocks in the system must be unique. A unique case clock is defined by its name and effective start and end dates.

Assign Clocks to Tracks

You will assign clocks to cases through track configuration. Refer to the Configure Case Tracks section for details on this process.

Task Activities

Configuring automatic case clocks includes the following task activities:

- Search Case Clocks
- Add Automatic Case Clocks
- Update Automatic Case Clocks
- Save As New Case Clocks

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Configure Case Clocks - Search Case Clocks Screen

Configure Case Clocks Screen

Configure Case Clocks - Add/Edit Action Screen

My Court Information

Search Case Clocks

Introduction

Searching for a case clock searches and displays clocks that currently exist in the system. This activity includes both active and inactive clocks. You must have a System Administrator security role to access the search and related clock configuration screens.

Clock Search Functionality

The system performs a search based on field parameters that you provide. Only configured case clocks that match the entered search criteria will display in the results list. Refer to the Add Automatic Case Clocks task activity for details on creating and configuring a case clock.

You must select a filter criteria in order for the search utility to function. Providing other parameter data helps to narrow the search results and increases the likelihood of finding a closer match. Refer to the Search Feature Overview for details on performing a search in the system.

Using the Search Results

The search function also provides the foundation for maintaining case clock information. For example, you must perform a case clock search in order to update a clock's configured settings or save an existing clock as a new clock.

Task Activity

Perform the following steps to search for an automatic case clock.

1. Select **[Admin] > [Case Administration] > [Configure Case Clocks]**.
   Result: The Configure Case Clocks – Search Case Clocks screen displays.

2. Select a **Filter Criteria** for the search.
   NOTE This field limits the types of clocks returned in the search results.
3. Enter/Select the other necessary filter criteria.
4. Click the **[Search]** button.
   Result: The screen refreshes with the Search Results.

NOTE From the Search Results section, you can perform the Update Automatic Case Clocks or Save as New Case Clocks task activities.

Related Links

Configure Automatic Case Clocks Overview

Configure Case Clocks - Search Case Clocks Screen

My Court Information

Add Automatic Case Clocks

Introduction

Adding an automatic case clock defines a set of actions that must occur on a case. These configured settings allow you to schedule required case activities to occur in a timely manner.

Configure a Case Level Clock

An automatic clock may be set at the case level. The configured actions for a case level clock apply to the participants on a given case at the same time. Basically, case level clock actions affect the activities of an entire case.

Configure a Participant Level Clock

The other configuration option is to set an automatic clock at the participant level. Participant level clocks apply to each case participant individually. In other words, the system will assign this clock to each participant on the case. As a result, the system actions defined by the clock must then happen in relation to each case participant.

For example, if one of the participants performs an action that triggers a clock starting action, then this participant level clock will start for only this participant.

Define Clock Actions

Several different action types may exist on a clock. These include starting, stopping, pausing, and restarting actions.

A clock action consists of four components: a function, an action type, a parameter type, and a parameter value. For example, you may configure a specific clock to start when a “Proof of Service” filing document is filed with the Court. In this scenario, the function is “Filing”, the action is “Filed”, the parameter type is “Filing Document”, and the parameter value is “Proof of Service”.

A clock may also include multiple actions of the same type. For example, if you define two or three different starting actions for a clock, then the system will start the clock when those actions occur. It is also possible that the completing action of one clock may be the defined starting action of another clock.

Define Clock Duration

Clock configuration includes defining the clock’s effective start date and duration. The duration is the number of days that a clock has to complete a stopping action after a start action has occurred. If the stopping action does not occur before the configured duration, then the clock expires.

Clock Exception and Expiry Warning Actions

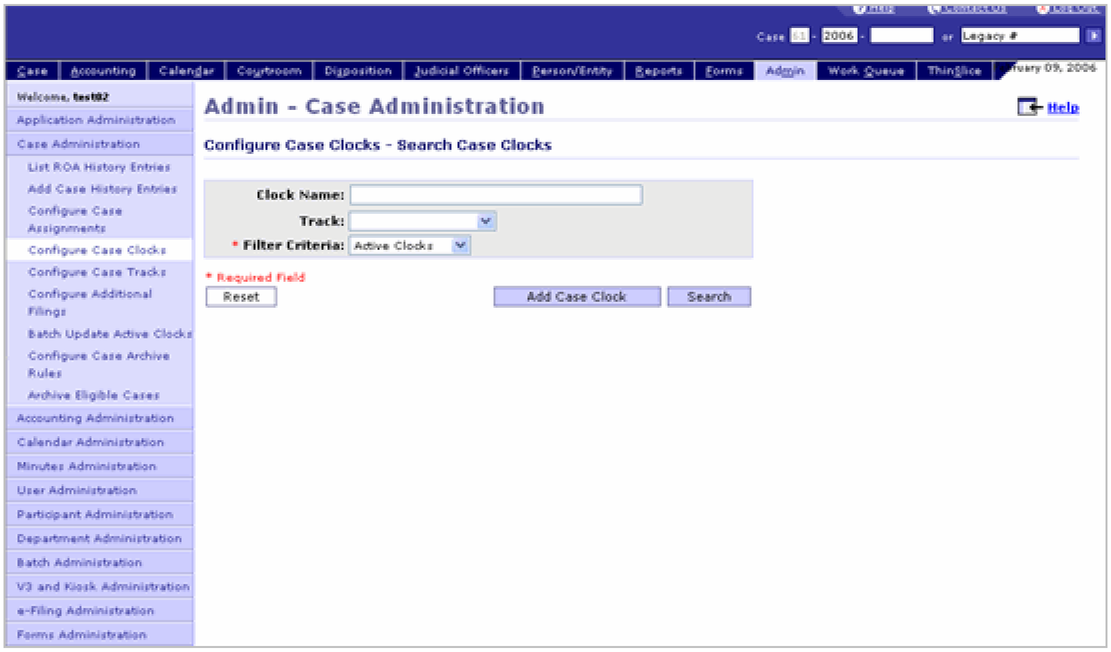
It is recommended that you configure exception actions for a clock. These actions define what the system should do if this clock expires on a case. For instance, an expired or overdue clock could populate a work queue, generate a form, or schedule an event in order to inform you of this issue. These configured events would occur through a nightly batch job, which searches and finds expired clocks.

You can also configure clock expiry warning actions, which alert you that the clock on a specific case is about to expire.

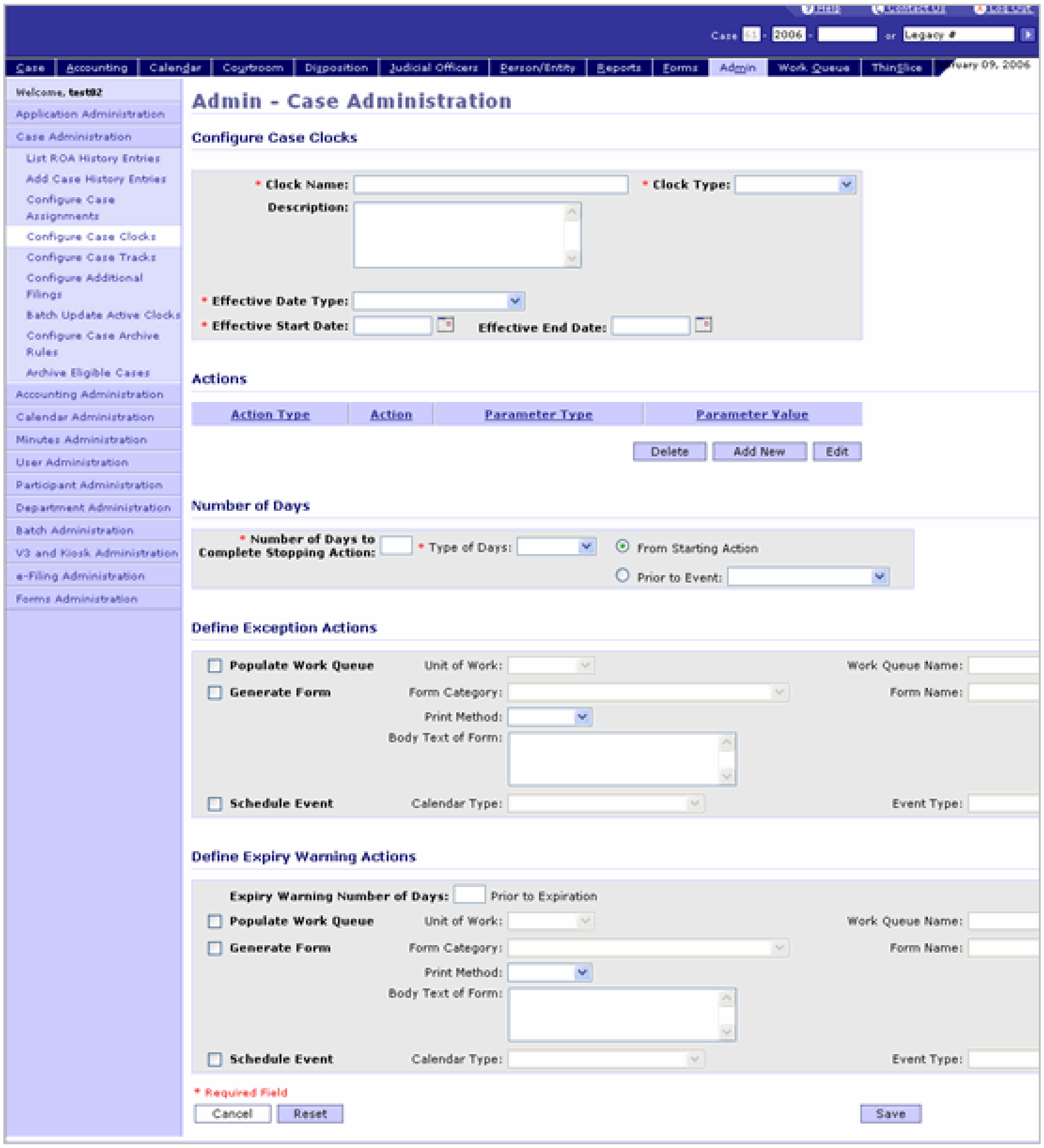
Task Activity

Perform the following steps to configure a case clock.

1. Select **[Admin] > [Case Administration] > [Configure Case Clocks]**.
   Result: The Configure Case Clocks – Search Case Clocks screen displays.



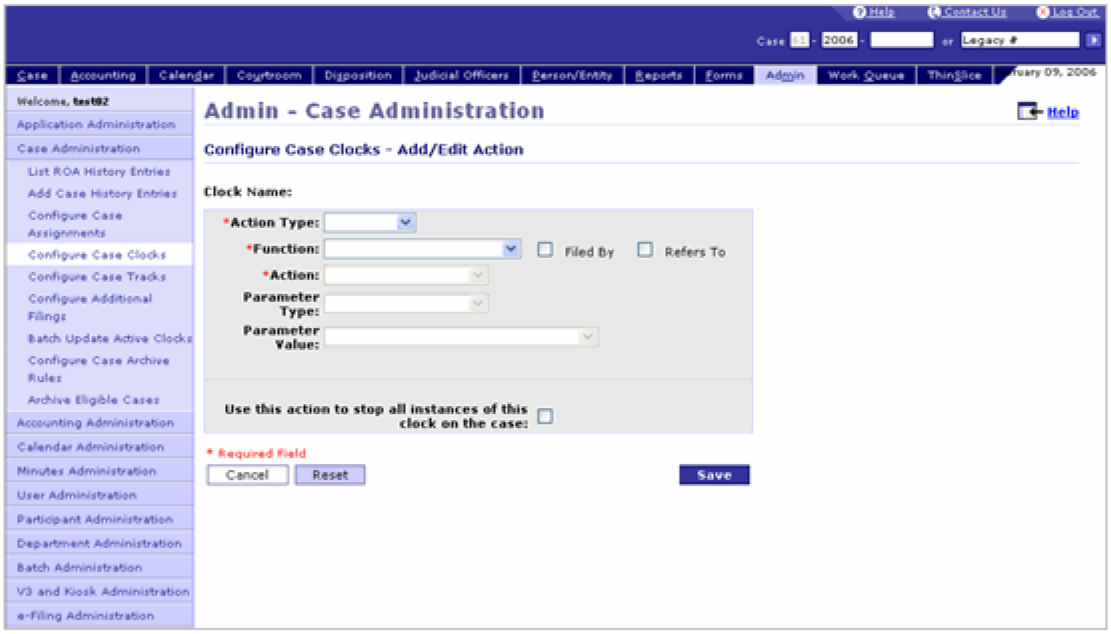
2. Click the **[Add Case Clock]** button.
   Result: The Configure Case Clocks screen displays.



3. Enter/Select data for the following required fields:
    4. Clock Name
    5. Clock Type
    6. Effective Date Type
    7. Effective Start Date

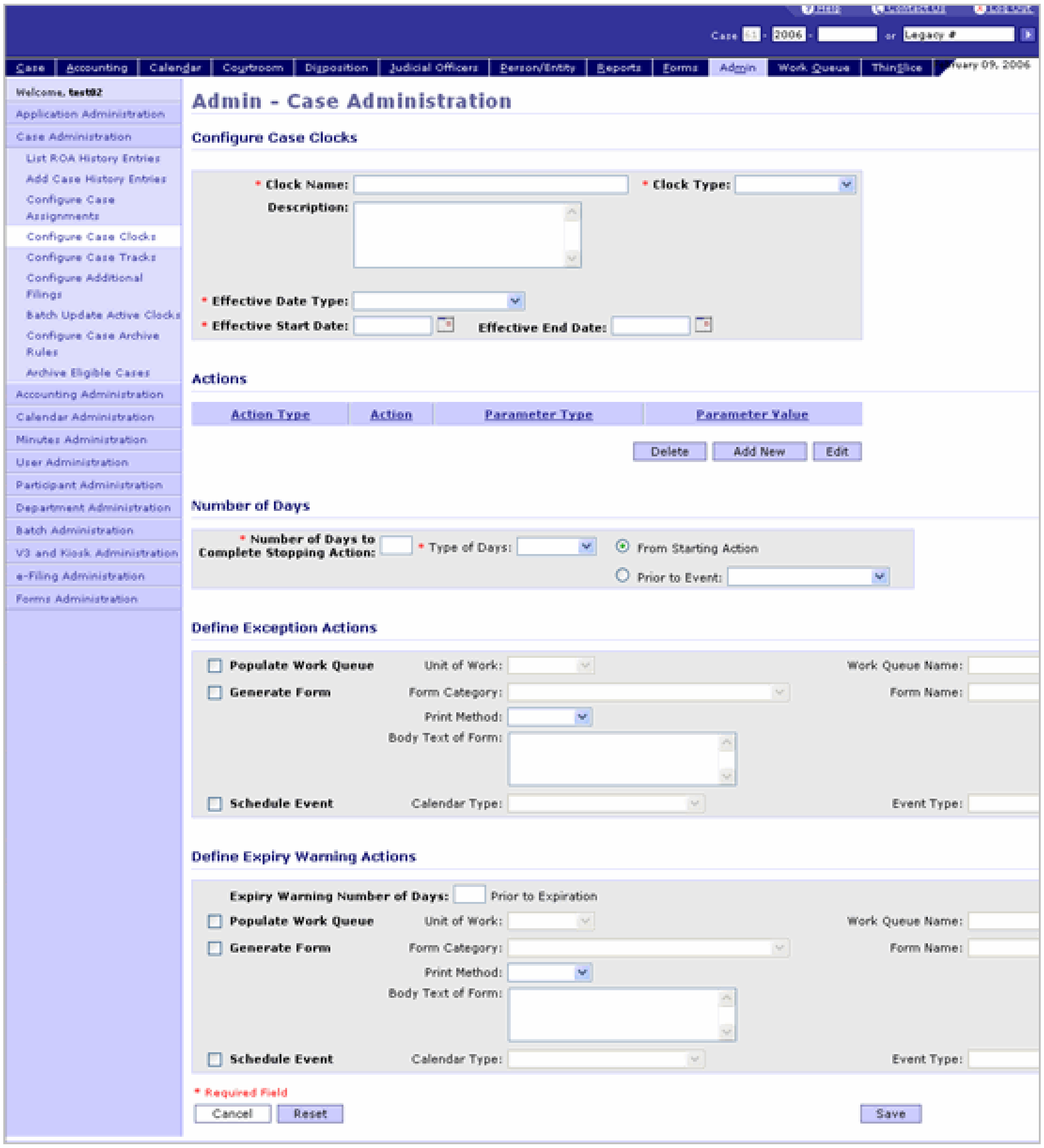
    NOTE Follow Steps 4-6 to add clock actions. These actions may be defined as starting, pausing, restarting, and stopping events (or triggers).

4. Click the **[Add New]** button.
   Result: The Configure Case Clocks – Add/Edit Action screen displays.



5. Enter/Select data for the following required fields:
    6. Action Type
    7. Function
    8. Action
    9. Parameter Type
    10. Parameter Value

6. Click the **[Save]** button.
   Result: The Configure Case Clocks screen re-displays. The new action item is now available in the Actions section.



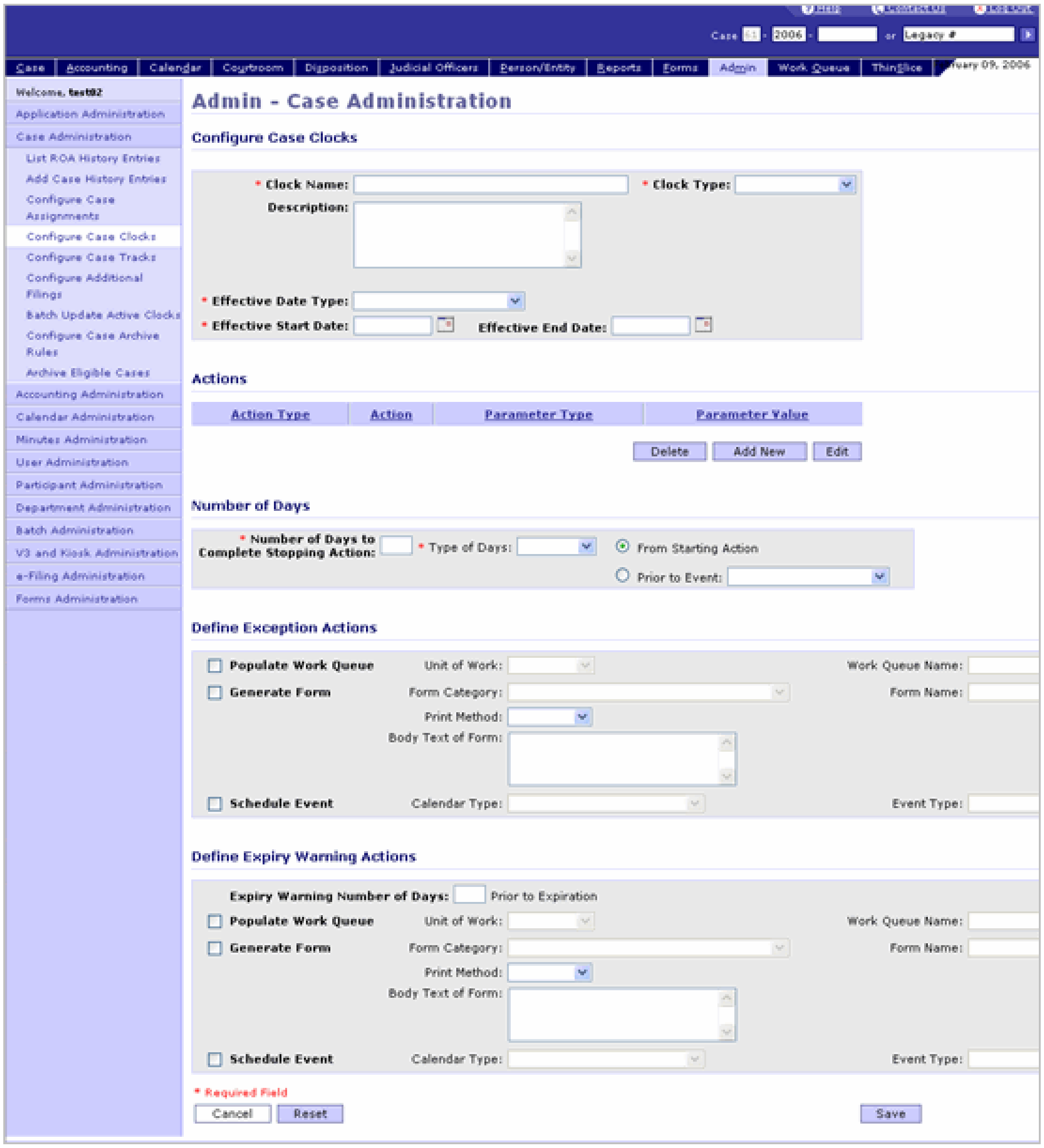
7. Enter/Select data for the following required fields:
    8. Number of Days to Complete Stopping Action
    9. Type of Days

    NOTE The type of days occurs either from the starting action or prior to the event. These are based on calendar or court days. Select the appropriate frame of reference.

8. Select the appropriate exception action(s) for the clock.
   NOTE This selection will determine which additional exception action fields will require data entry.

9. Enter the **Expiry Warning Number of Days**.
   NOTE This entry tells the system when to display a warning message to you indicating that the clock is about to expire.

10. Select the appropriate expiry warning action(s) for the clock.
    NOTE This selection will determine which additional expiry warning fields will require data entry.
11. Click the **[Save]** button.
    Result: The screen refreshes with a confirmation message.
    NOTE At this point, the clock becomes available from the Search Case Clocks screen and you can assign it to a case track.



Related Links

Configure Automatic Case Clocks Overview

Configure Case Clocks - Search Case Clocks Screen

Configure Case Clocks Screen

Configure Case Clocks - Add/Edit Action Screen

My Court Information

Update Automatic Case Clocks

Introduction

Updating a case clock changes the configuration settings for an automatic clock. You must have the System Administrator security role to update a clock while the newly changed clock remains unique to the system.

Changing Clock Components

You can change many different clock settings. For example, you can add or update the clock duration, exception actions, and/or expiry warning actions. You may also add, update or remove clock actions. However, refer to the Add Automatic Case Clocks task activity for details on adding a new action to a clock.

You also have the option of updating a clock that is assigned to multiple cases. Refer to the Batch Update Active Clocks section for details on updating a group of active clocks.

When Changes Go Into Effect

Some clock updates require that you perform additional changes on the impacted cases. For example, if you update the duration of an automatic clock, then you must also change this duration for the cases on which this clock is assigned. Refer to the Maintain Case Clocks section for details on this process.

Some clock updates may only affect cases in a go-forward basis. For example, a new clock action for a clock that has already started on a case will not affect this particular case. The action will only occur if it happens after the clock configuration was updated.

The system will instantly apply the clock changes to those cases where this clock has not yet started.

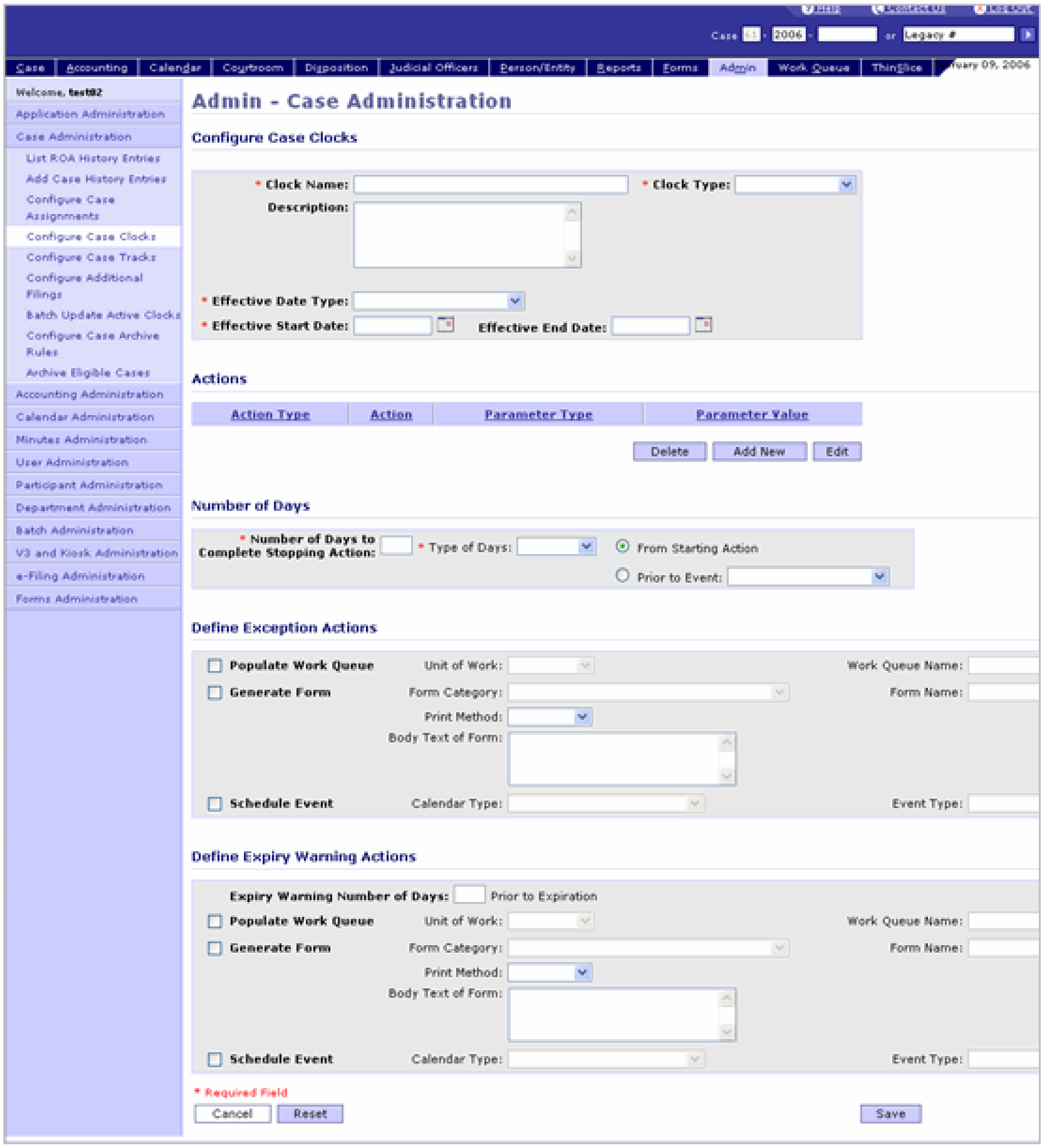
Task Activity

This activity takes place within the context of a clock search. Refer to the Search Case Clocks task activity for details on performing this search.

Perform the following steps to edit a case clock.

1. Select the radio button for the clock to update.
   NOTE This selection occurs from the Configure Case Clocks - Search Case Clocks screen.

2. Click the **[Update]** button.
   Result: The Configure Case Clocks screen displays.

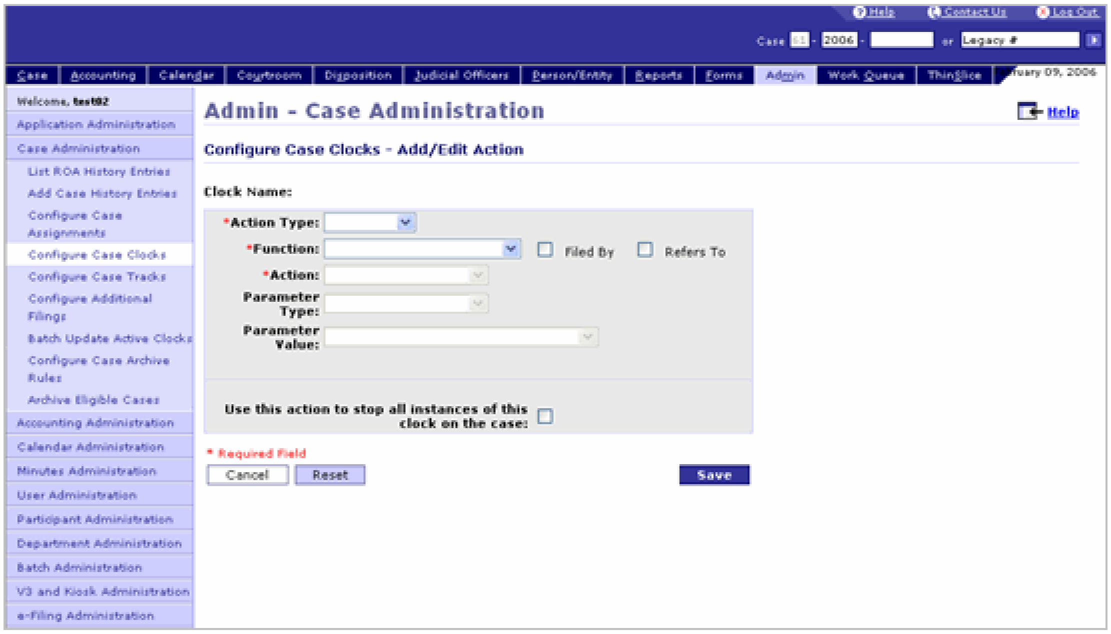


3. Enter/Update the available fields as needed.

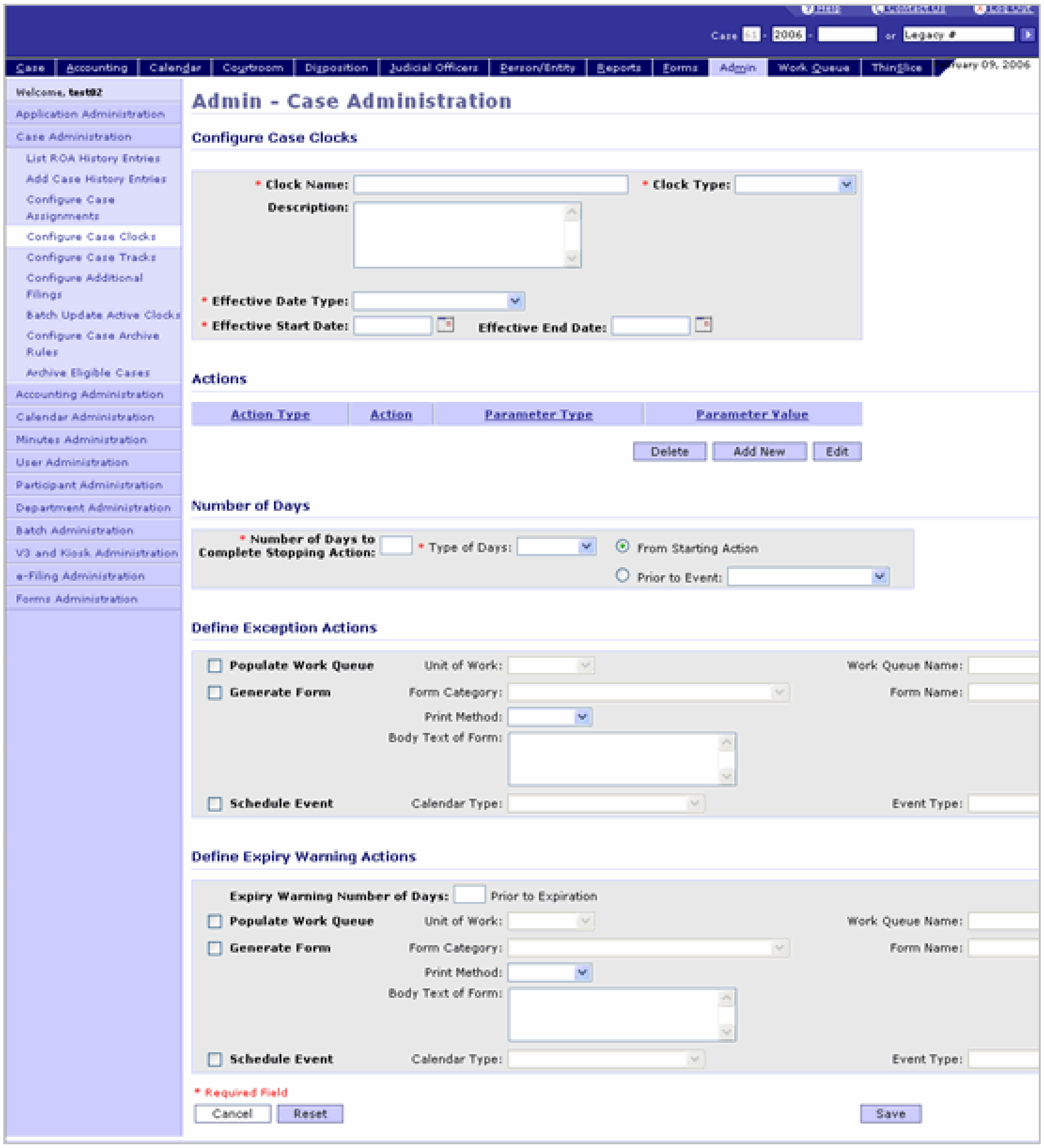
   NOTE Follow Steps 4-7 to update a clock action entry.

   NOTE Refer to the Add Automatic Case Clocks task activity for details on adding an action to a clock.

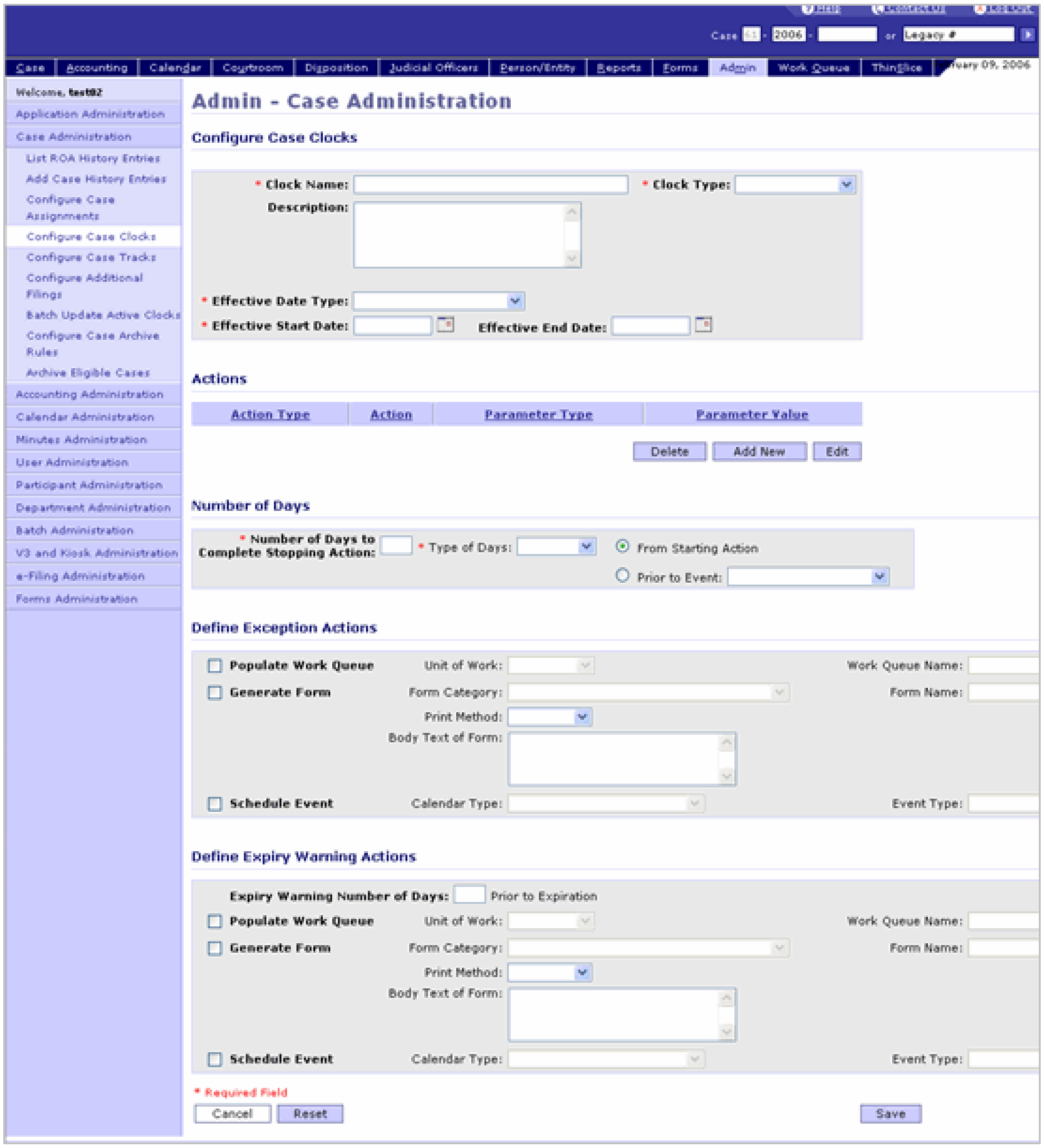
4. Select the radio button for the action entry to update.
5. Click the **[Edit]** button.
   Result: The Configure Case Clocks – Add/Edit Action screen displays.



6. Enter/Update the available fields as needed.
7. Click the **[Save]** button to save the action updates to the clock.
   Result: The Configure Case Clocks screen re-displays.



8. Click the **[Save]** button.
   Result: The screen refreshes with a confirmation message.



Related Links

Configure Automatic Case Clocks Overview

Configure Case Clocks - Search Case Clocks Screen

Configure Case Clocks Screen

Configure Case Clocks - Add/Edit Action Screen

My Court Information

Save As New Case Clocks

Introduction

Using the “Save As” feature allows an existing case clock to be used as a “template” for a new clock. Changes made to the clock settings only apply to this new clock and do not change the selected template.

Required Clock Changes

After selecting a template clock, you must change at least one clock setting to make the new clock unique. Otherwise, this “new” clock will be an exact copy of the template, and the system does not support duplicate clocks.

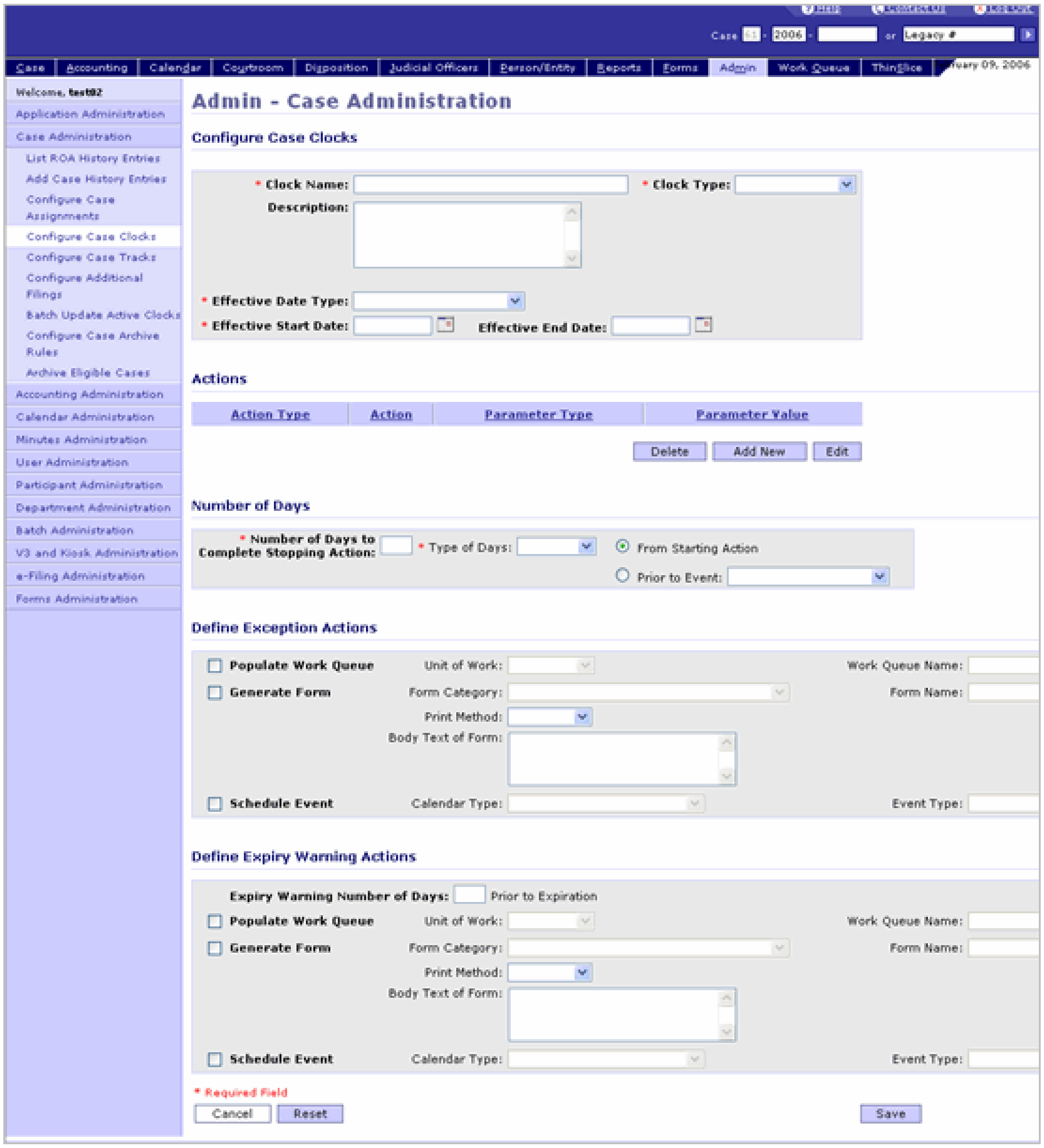
Task Activity

This activity takes place within the context of a clock search. Refer to the Search Case Clocks task activity for details on performing this search.

Perform the following steps to save a clock as a new case clock.

1. Select the **[Clock Name]** option of the clock to use as a template.
   NOTE This selection occurs from Configure Case Clocks – Search Case Clocks screen.

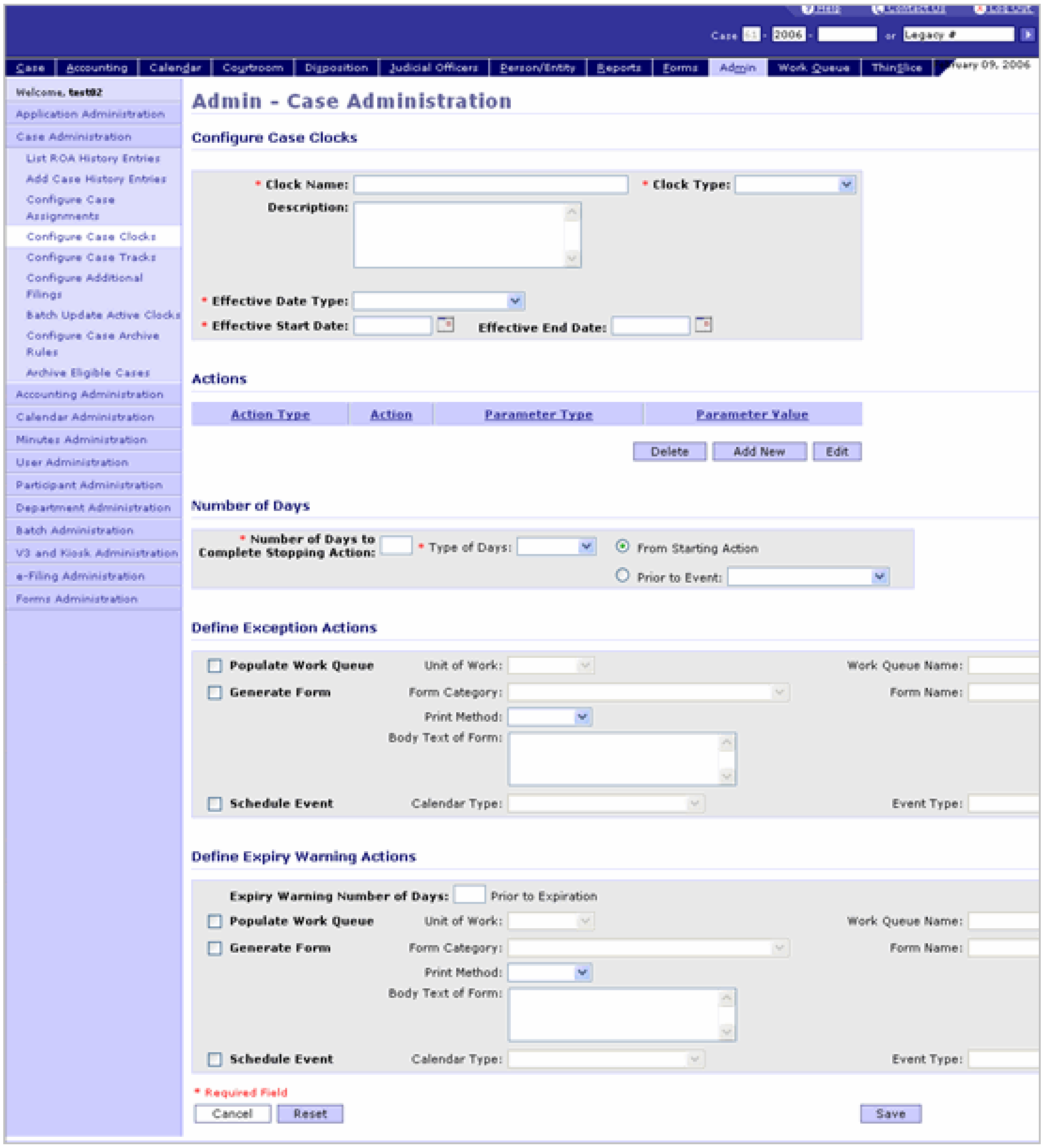
2. Click the **[Save As]** button.
   Result: The Configure Case Clocks screen displays.



3. Change at least one of the following data fields:
    4. Clock Name
    5. Clock Type
    6. Effective Date Type
    7. Effective Start Date

    NOTE A unique case clock is defined by its name and its effective start and end dates.

4. Enter/Select data for the necessary fields.
5. Click the **[Save]** button to save this new clock.
   Result: The screen refreshes with a confirmation message.



Related Links

Configure Automatic Case Clocks Overview

Configure Case Clocks - Search Case Clocks Screen

Configure Case Clocks Screen

Configure Case Tracks

Configure Case Tracks Overview

Introduction

Configuring case tracks defines clock and milestone settings for specific case categories and case types. You must have a System Administrator security role to perform track configuration activities.

About Case Tracks

A track is a monitoring mechanism used by Courts to check the progress of a case. Tracks compare where a case should be based on expected milestone and clock events with where the case is currently. However, tracks do not impact or change case events.

A case can belong to only one track at a given time. Refer to the Initiate Cases and Maintain Case Information sections for details on assigning a case to a track.

About Case Milestones

Milestones provide guidelines for identifying the key activities that should happen on a case. Each milestone also has an expected time frame as to when it should be complete. Milestones are specific to a track and may be based on local Court rules, policies or statutes.

Case History entries will indicate when configured milestones have been met on a case. It is possible for a milestone [action or entry] to be “met” multiple times on a case. That is, the Case History entry referenced by a milestone may occur more than once during the life of a case. As a result, the system considers the milestone “met” upon the first such occurrence on the case.

About Case Clocks

A track also consists of one or more case clocks. A clock is a mechanism to support the timely completion of case activities. Clocks consist of a set of system actions or activities that a case is expected to meet and define the number of days to complete these activities. Clock actions can also trigger other system events to occur. For example, a clock action may generate a form or schedule an event.

Refer to the Configure Automatic Case Clocks and Maintain Case Clocks sections for details on related clock processes.

Activities Performed Prior to Configuring a Track

You must configure an automatic case clock prior to adding the clock to a track.

You must also conduct a case track search in order to select a track to update or use as a template. However, it is recommended that you also conduct this search prior to creating a new track in the system. This helps to check whether a given track already exists, which may reduce the risk of entering a duplicate track.

Track Validations

The tracks in the system must be unique. A unique case track is defined by its track name, case category, case type, and effective start and end dates.

Task Activities

Configuring case tracks includes the following task activities:

- Search Case Tracks
- Add Case Tracks
- Update Case Tracks
- Save As New Case Tracks

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Configure Case Tracks - Search Case Tracks Screen

Configure Case Tracks - Update Case Track Information Screen

Configure Case Tracks - Add/Edit Milestone Screen

Configure Case Tracks - Clock Listing Screen

My Court Information

Search Case Tracks

Introduction

Searching for a case track searches and displays tracks that currently exist in the system. You must have a System Administrator security role to access the search and related track configuration screens.

Track Search Functionality

The system performs a search based on field parameters that you provide. Only configured case tracks that match the entered search criteria will display in the results list. Refer to the Add Case Tracks task activity for details on creating and configuring a case track.

You must select a filter criteria in order for the search utility to function. Providing other parameter data helps to narrow the search results and increases the likelihood of finding a closer match. Refer to the Search Feature Overview for details on performing a search in the system.

Using the Search Results

The search function also provides the foundation for maintaining case track information. For example, you must perform a case track search in order to update a track's configured settings or save an existing track as a new track.

Task Activity

Perform the following steps to search for a case track.

1. Select **[Admin] > [Case Administration] > [Configure Case Tracks]**.
Result: The Configure Case Tracks – Search Case Tracks screen displays.

2. Select a **Filter Criteria** for the search.
NOTE Selecting other filter criteria, such as the track name, case category, and/or case type, narrows the search results and increases the likelihood of finding a closer track match.

3. Click the **[Search]** button.
Result: The screen refreshes with the Search Results.

NOTE From the Search Results section, you can perform the Update Case Tracks or Save as New Tracks task activities.

Related Links

Configure Case Tracks Overview

Configure Case Tracks - Search Case Tracks Screen

My Court Information

Add Case Tracks

Introduction

Adding a case track to the system assigns a collection of milestones and clocks to a track. These tracks help to monitor a case's progress in meeting expected events and timelines.

Since every case belongs to a track, you should configure case tracks prior to case assignment. Cases are assigned to tracks during case initiation. Refer to the Initiate Cases section for details on this process.

Configuring Tracks

Adding a track involves defining the track's attributes. For example, you must provide a track name and identify the case category(ies) and case type(s) to which this track applies. You can also specify a track as the default track used at case initiation. This attribute allows the system to automatically assign this track to a new case. However, this option is limited to only one track for a given case category/case type combination.

Adding Case Milestones

Additional attributes include assigning case milestones to a track. Milestones provide guidelines as to what events should occur on a case and how long each event should take. These ideal timeline standards help Courts to monitor the progress and performance of a case assigned to that track.

Adding Case Clocks

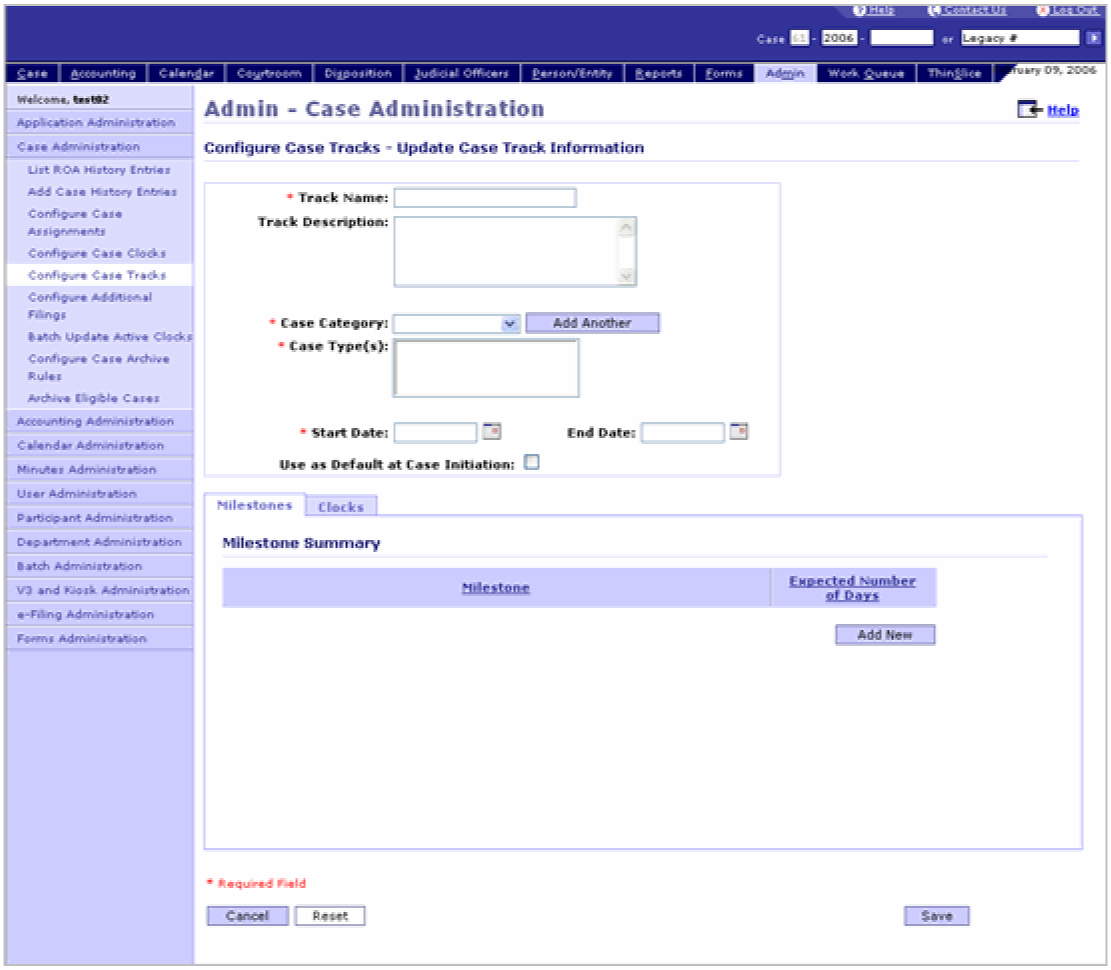
Clocks assigned to a track can schedule certain actions on a case to occur in a timely manner. This assignment also indicates that the clock is "valid" for the cases that belong to this track. Multiple tracks may have the same case clock(s) assigned. Refer to the Configure Automatic Case Clocks and Maintain Case Clocks sections for details on related case clock activities.

Task Activity

Perform the following steps to configure a case track.

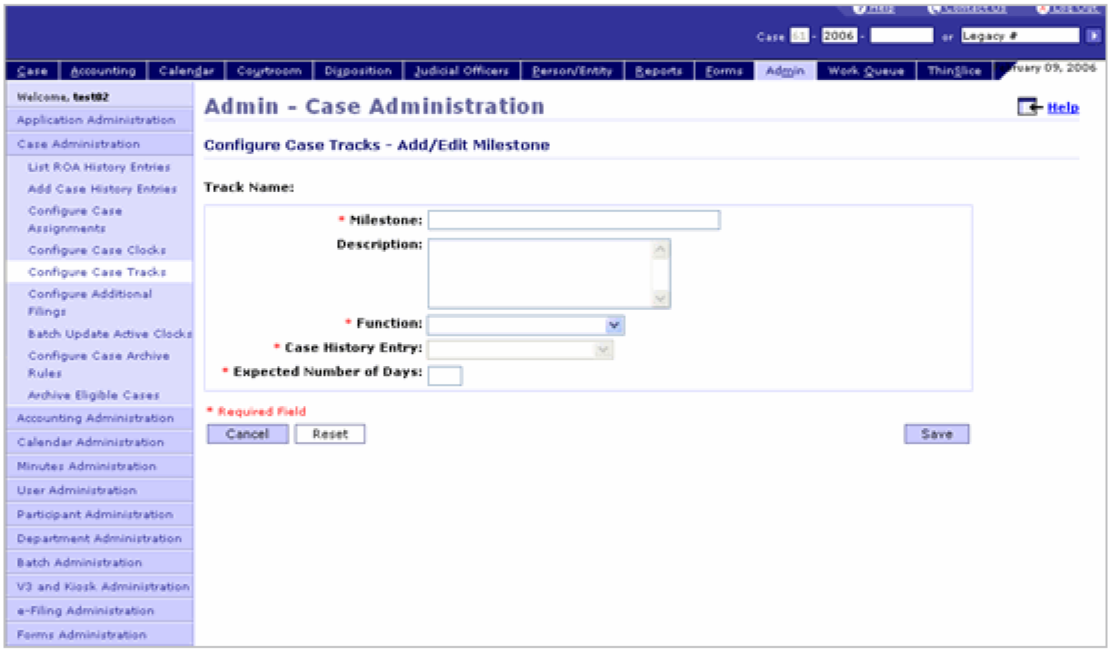
1. Select **[Admin] > [Case Administration] > [Configure Case Tracks]**.
   Result: The Configure Case Tracks – Search Case Tracks screen displays.

2. Click the **[Add Case Track]** button.
   Result: The Configure Case Tracks – Update Case Track Information screen displays.



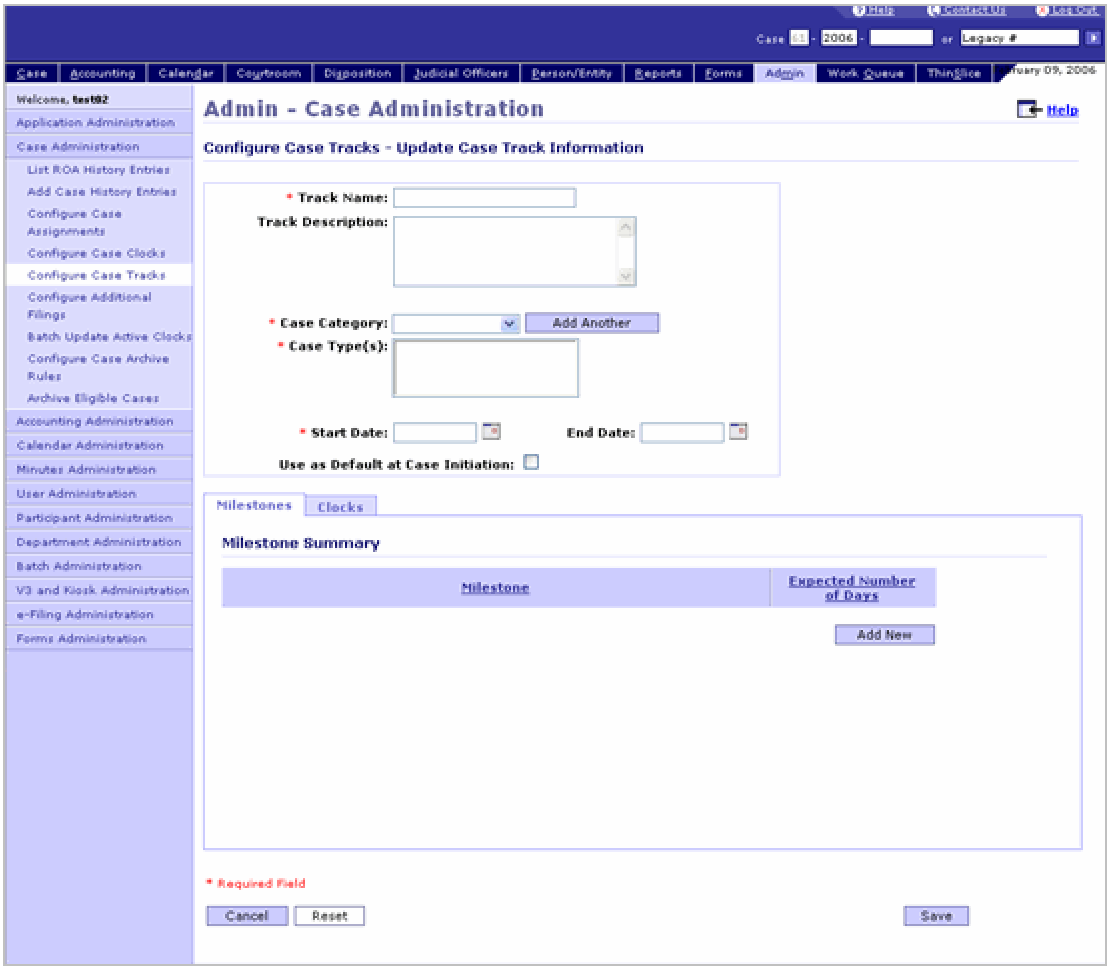
3. Enter/Select data for the following required fields:
    4. Track Name
    5. Case Category
    6. Case Type
    7. Start Date

4. Click the **[Add New]** button within the Milestones tab.
   Result: The Configure Case Tracks - Add/Edit Milestone screen displays.
   NOTE This option allows you to create a milestone for this track.

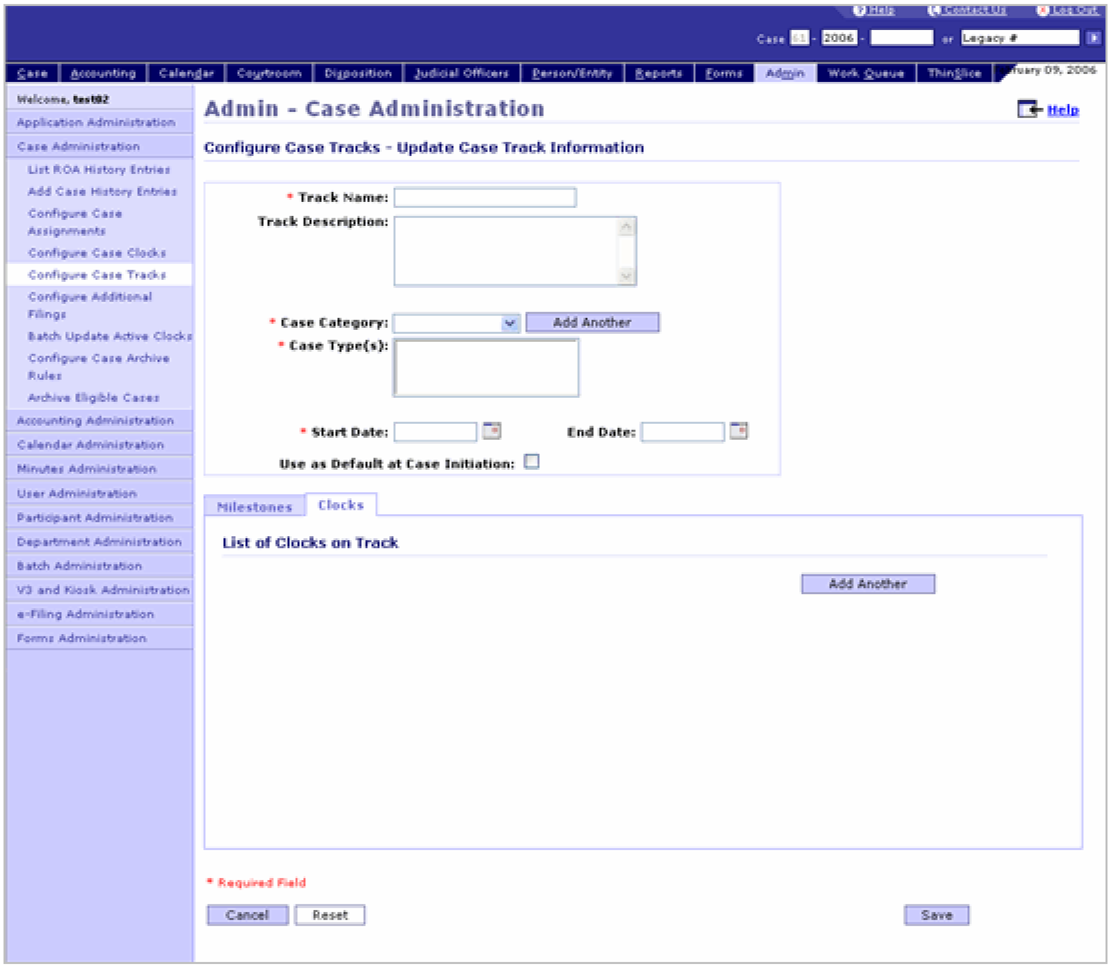


5. Enter/Select data for the following required fields:
    6. Milestone
    7. Function
    8. Case History Entry
    9. Expected Number of Days

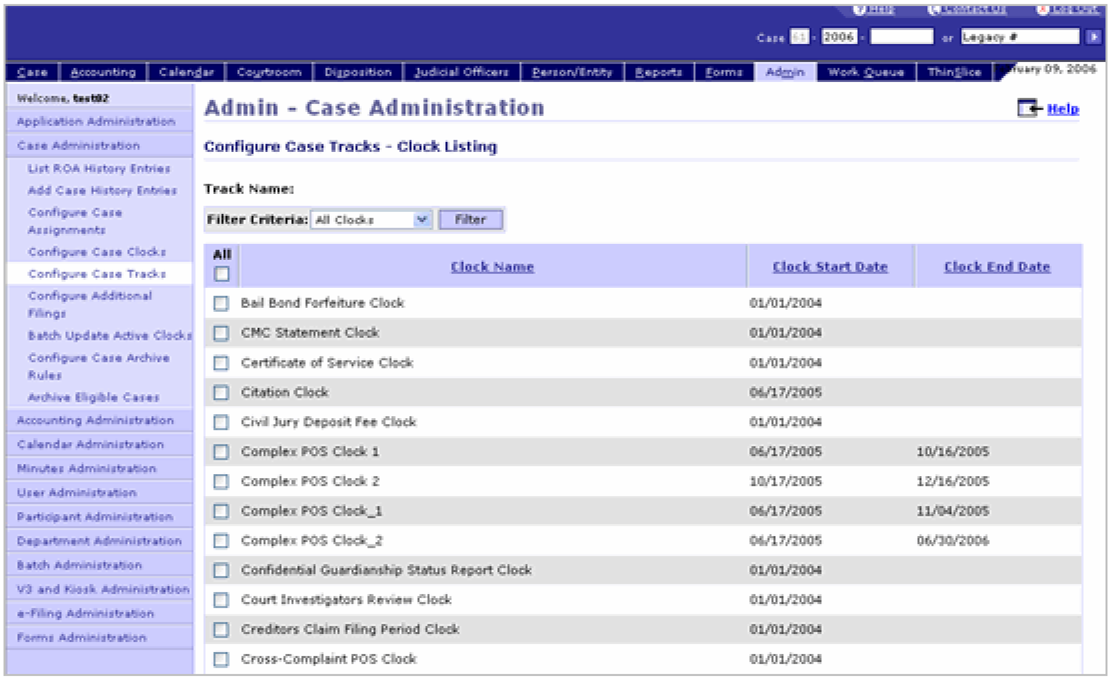
6. Click the **[Save]** button.
   Result: The Configure Case Tracks – Update Case Track Information screen re-displays. The new milestone is now available in the Milestone Summary section.



7. Select the **[Clocks]** tab.
   Result: The Clocks tab highlights.

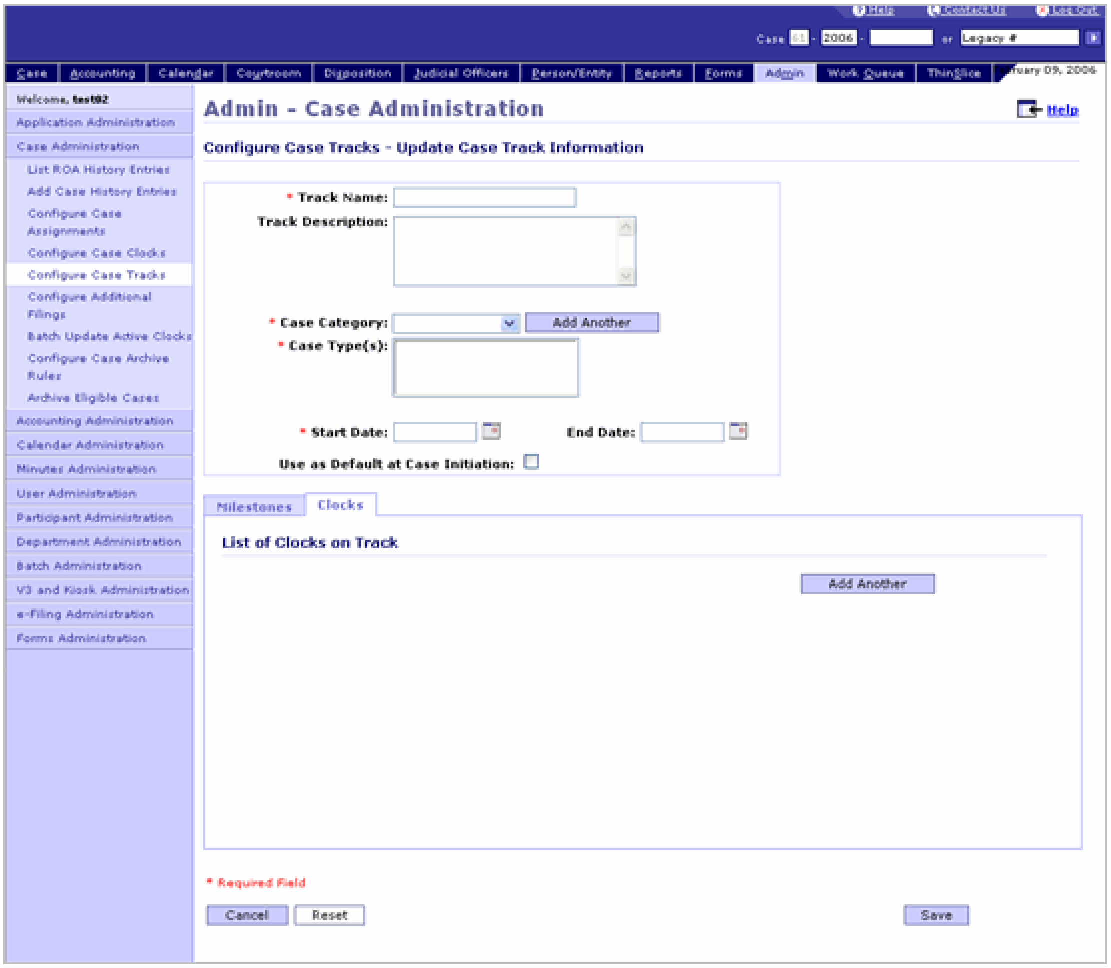


8. Click the **[Add Another]** button.
   NOTE This option allows you to assign existing automatic clocks to the track.
   Result: The Configure Case Tracks - Clock Listing screen displays.

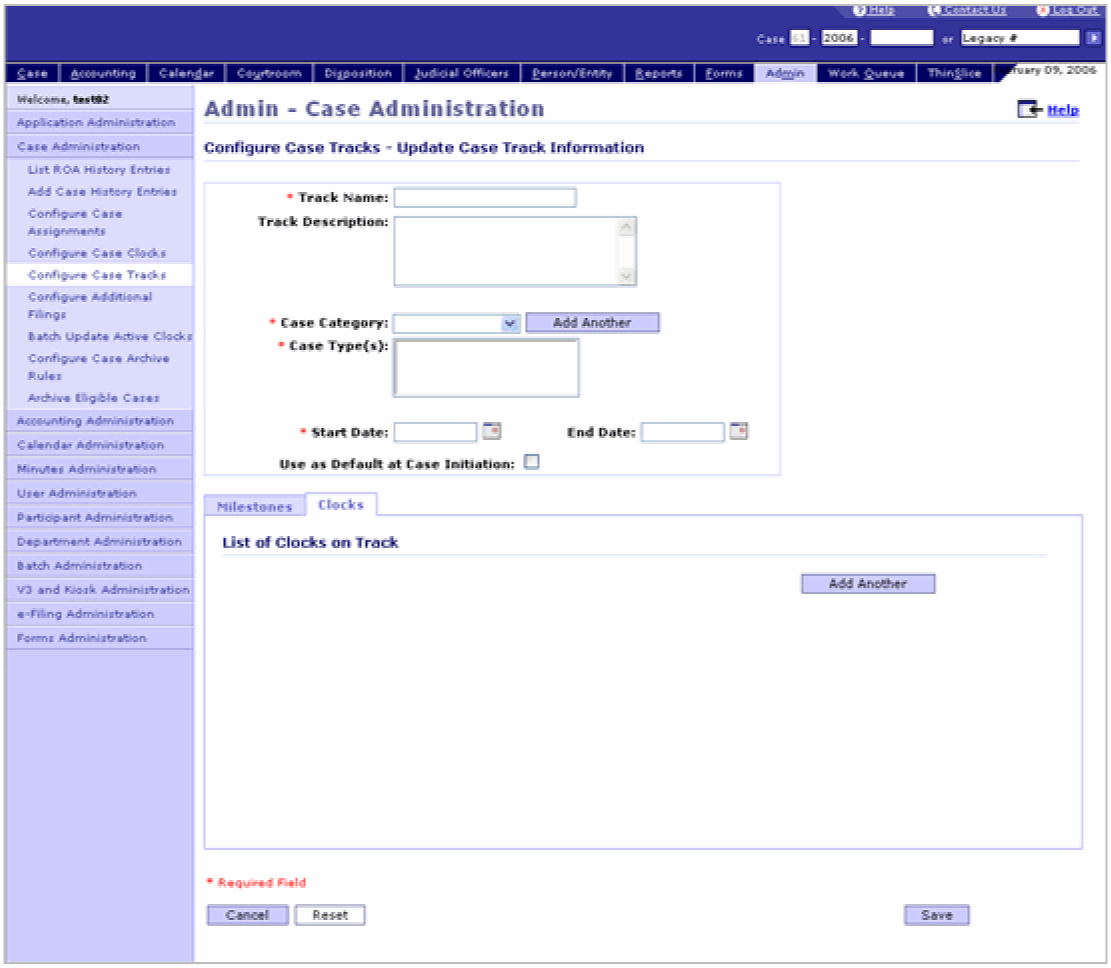


9. Select the clock **Filter Criteria**.
10. Click the **[Filter]** button.
    Result: The Clock Listing only displays configured automatic clocks that match the selected filter criteria.
    NOTE If the clock does not display within the search results list using the "All Clocks" filter criteria, then the desired clock may not exist.

11. Select the checkboxes for the automatic clocks to add to the track.
12. Click the **[Select]** button.
 Result: The Configure Case Tracks – Update Case Track Information screen re-displays. The newly assigned clocks are now available in the List of Clocks on Track section.



13. Click the **[Save]** button.
    Result: The screen refreshes with a confirmation message.



Related Links

Configure Case Tracks Overview

Configure Case Tracks - Search Case Tracks Screen

Configure Case Tracks - Update Case Track Information Screen

Configure Case Tracks - Add/Edit Milestone Screen

Configure Case Tracks - Clock Listing Screen

My Court Information

Update Case Tracks

Introduction

Updating a case track changes the configuration settings for a track. For example, you may change the case category(ies), case type(s), milestones and/or automatic clocks associated with the track.

You must have a System Administrator security role to update a track while the newly changed track remains unique to the system.

When Changes Go Into Effect

Certain track changes will occur upon saving the update. For example, the system will immediately apply updates to existing milestone information for the cases that belong to this track. These updates may include changing a milestone name, extending a milestone's expected number of days, or deleting a milestone entirely from the track.

The system will apply updates to the track information including changing the assigned case clocks.

However, some track changes do not occur right away. For instance, adding a new milestone to a track will trigger a batch job to be run in the evening. This new milestone will be applied to the existing cases belonging to this track on the following day.

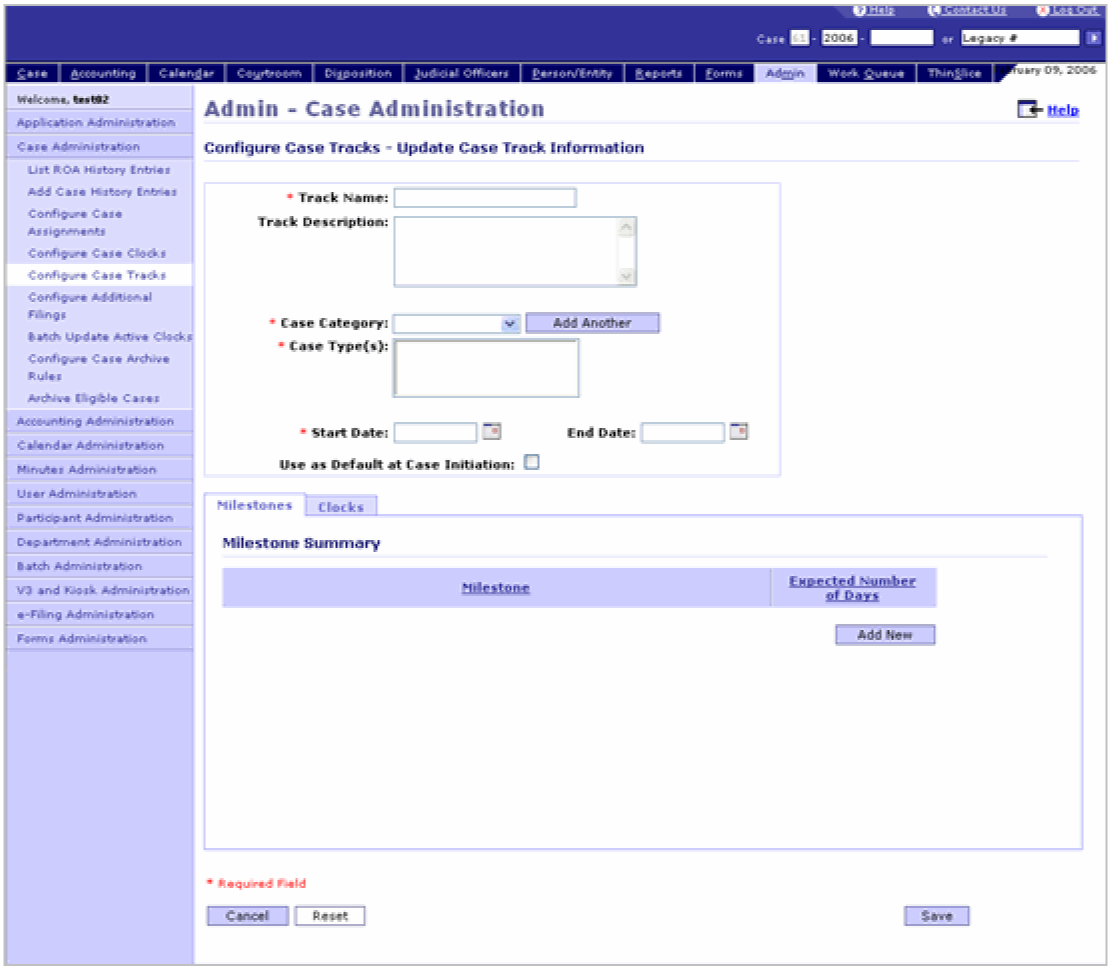
Task Activity

This activity takes place within the context of a track search. Refer to the Search Case Tracks task activity for details on performing this search.

Perform the following steps to edit case track configuration.

1. Select the radio button for the track to update.
   NOTE This selection occurs from the Configure Case Tracks - Search Case Tracks screen.

2. Click the **[Update]** button.
   Result: The Configure Case Tracks – Update Case Track Information screen displays.

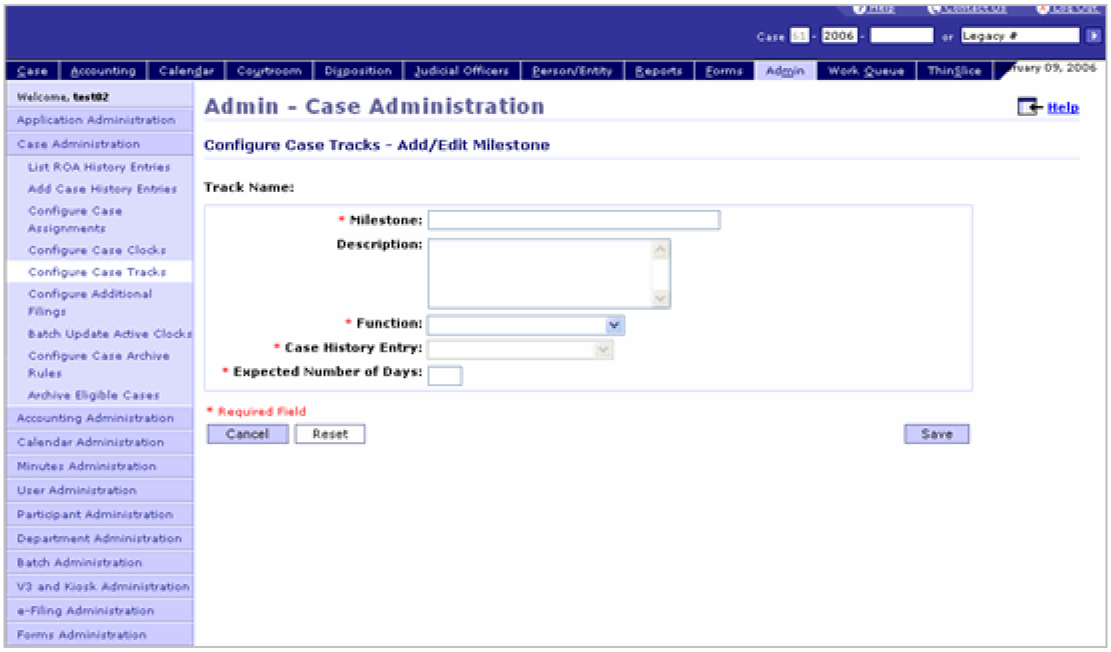


3. Enter/Select data for the necessary fields.

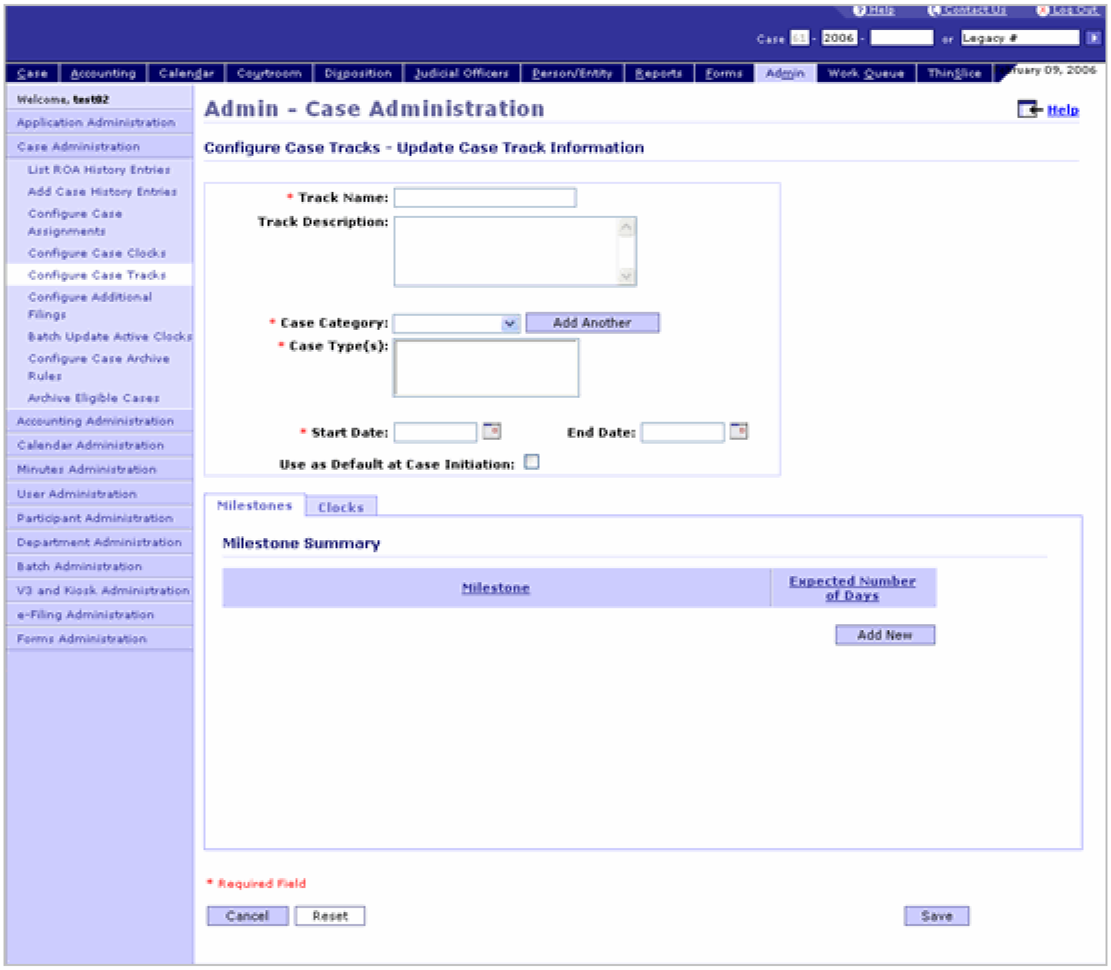
   NOTE Follow Steps 4-7 to edit a milestone on the track.

   NOTE Follow Steps 8-11 to edit the available automatic clocks on the track.

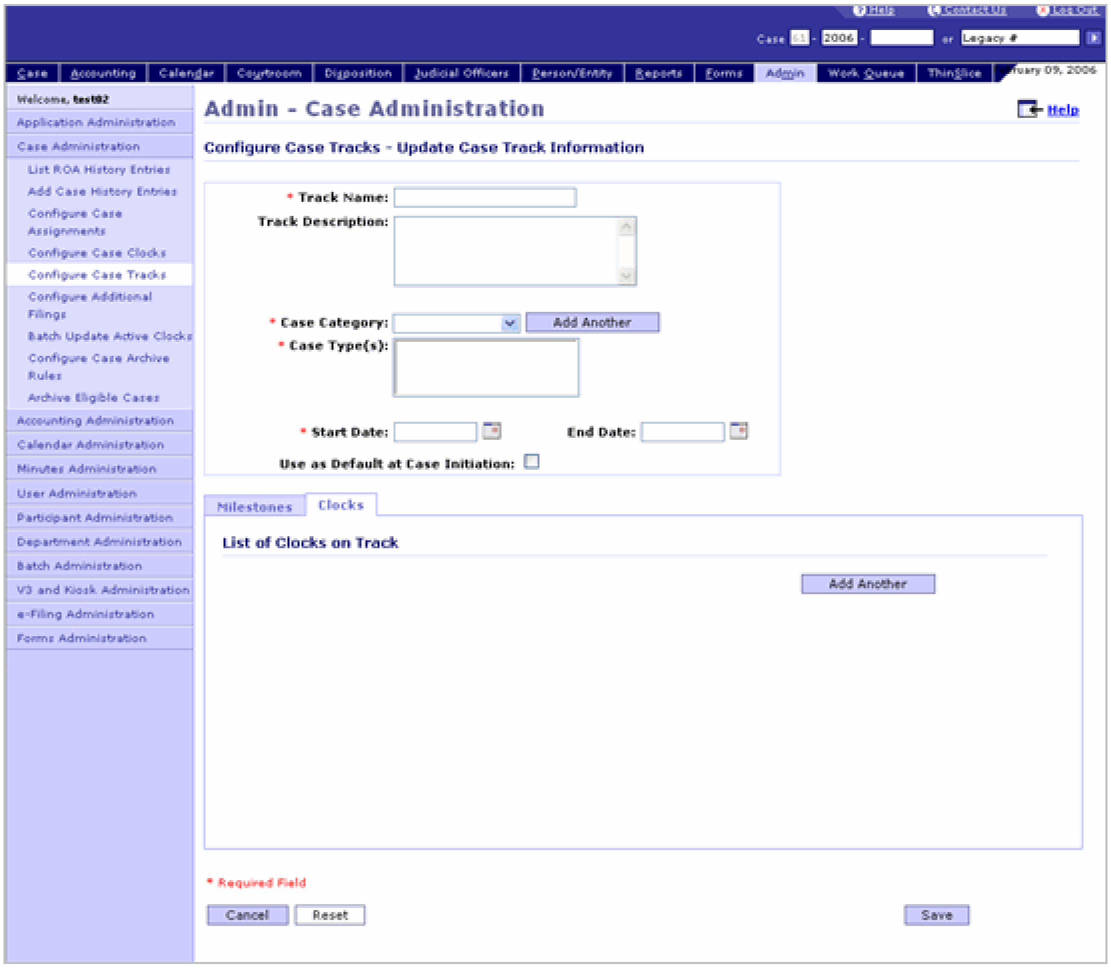
4. Select the radio button for the milestone to update.
   NOTE Refer to the Add Case Tracks task activity for details on adding a milestone to a track.
5. Click the **[Edit]** button.
   Result: The Configure Case Tracks – Add/Edit Milestone screen displays.



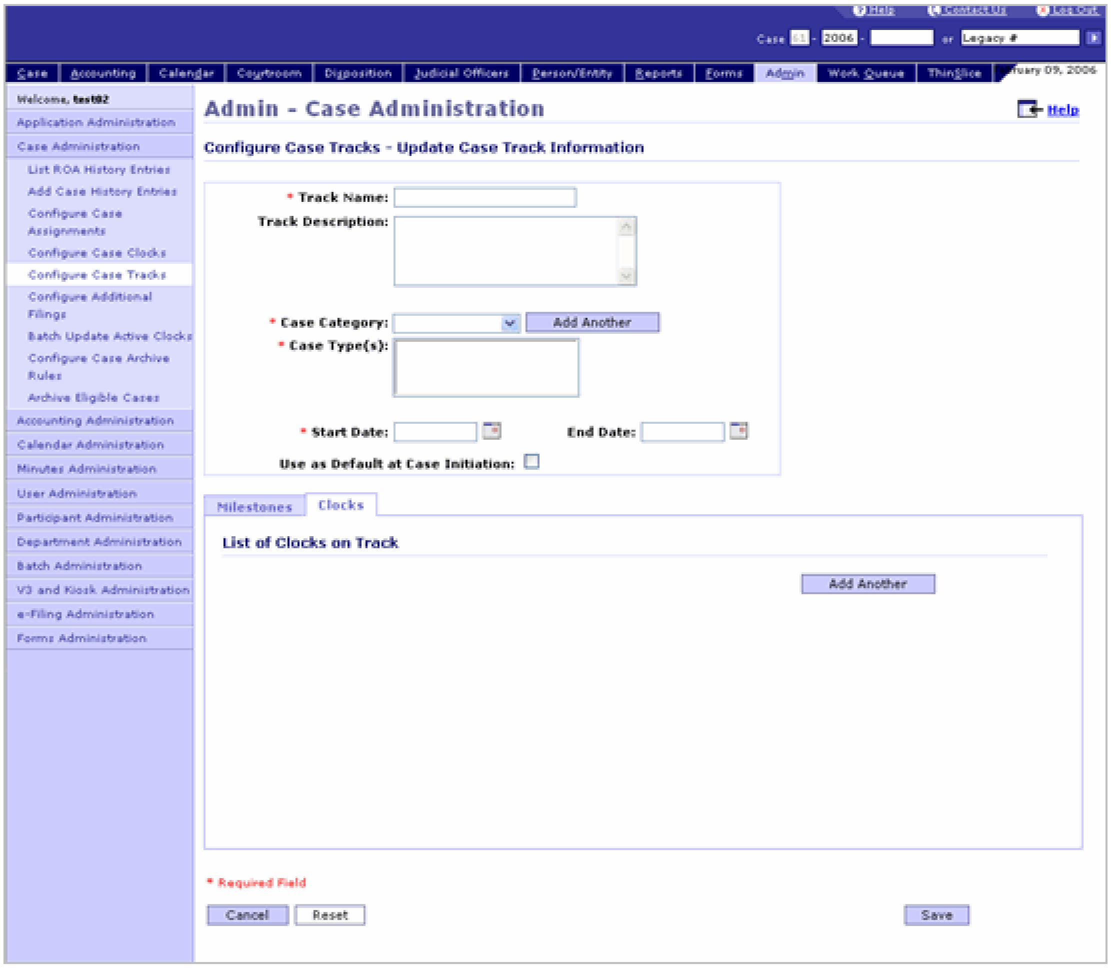
6. Enter/Select data for the necessary fields.
7. Click the **[Save]** button to save the milestone updates to the track.
   Result: The Configure Case Tracks – Update Case Track Information screen re-displays.



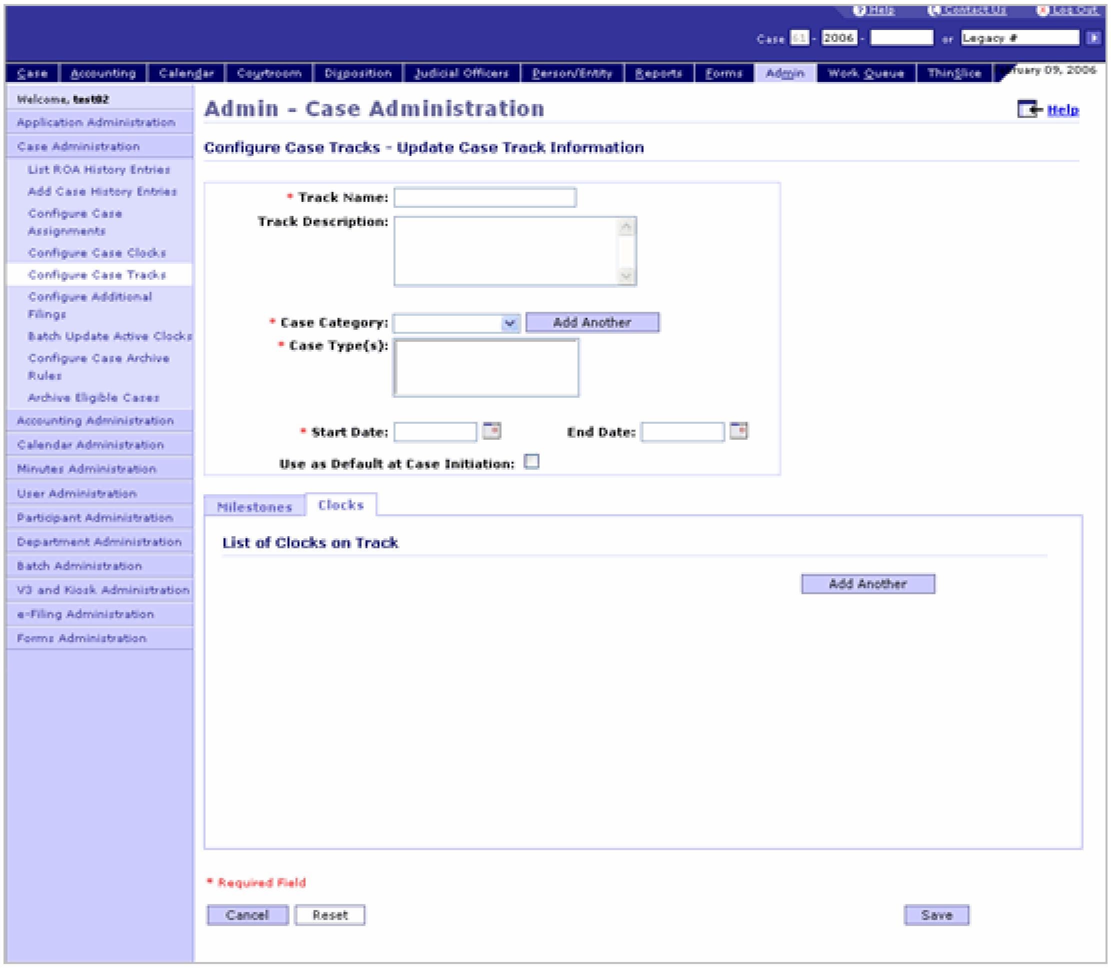
8. Select the **[Clocks]** tab.
   Result: The Clocks tab highlights and lists the automatic clocks assigned to the track.
   NOTE Refer to the Add Case Tracks task activity for details on adding a clock to a track.



9. Edit/Update the start and/or end dates for the clock(s), as needed.
   NOTE Follow Steps 10-11 to remove an automatic clock from the track.
10. Select the checkboxes for the clocks to remove.
11. Click the **[Remove]** button.
    Result: The screen refreshes and no longer displays the selected clock(s).



12. Click the **[Save]** button to save the track updates.
    Result: The screen refreshes with a confirmation message.



Related Links

Configure Case Tracks Overview

Configure Case Tracks - Search Case Tracks Screen

Configure Case Tracks - Update Case Track Information Screen

Configure Case Tracks - Add/Edit Milestone Screen

My Court Information

Save As New Case Tracks

Introduction

Using the “Save As” feature allows an existing case track to be used as a “template” for a new track. Changes made to the track settings only apply to this new track and do not change the selected template.

Required Track Changes

After selecting a template track, you must change at least one track setting to make the new track unique. Otherwise, this "new" track will be an exact copy of the template, and the system does not support duplicate tracks.

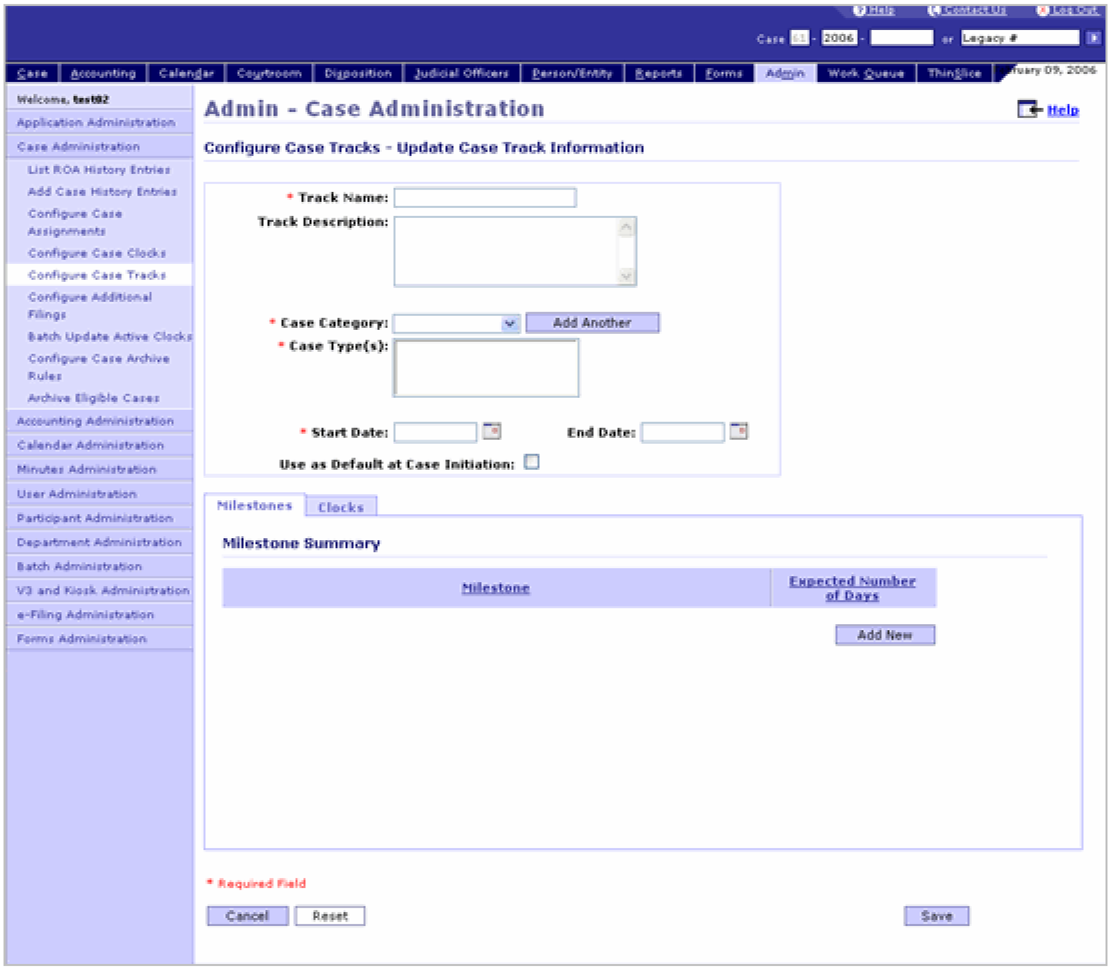
Task Activity

This activity takes place within the context of a track search. Refer to the Search Case Tracks task activity for details on performing this search.

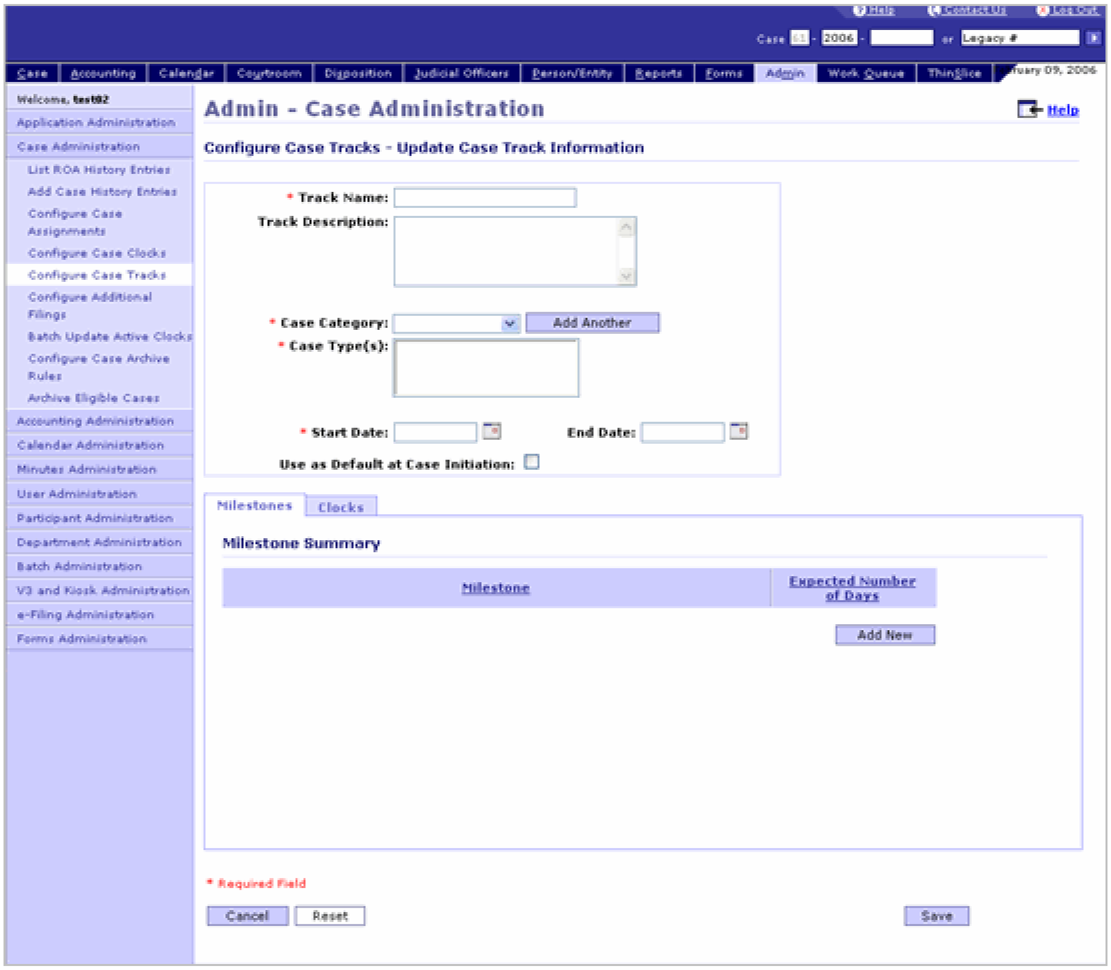
Perform the following steps to save a track as a new case track.

1. Select the radio button for the track to use as a template.
   NOTE This selection occurs from the Configure Case Tracks - Search Case Tracks screen.

2. Click the **[Save As]** button.
   Result: The Configure Case Tracks – Update Case Track Information screen displays.



3. Change at least one of the following data fields:
    4. Track Name
    5. Case Category
    6. Case Type(s)
    7. Start Date
4. Enter/Select data for the other necessary fields.
5. Click the **[Save]** button.
   Result: The screen refreshes with a confirmation message.



Related Links

Configure Case Tracks Overview

Configure Case Tracks - Search Case Tracks Screen

Configure Case Tracks - Update Case Track Information Screen

Configure Additional Filings

Configure Additional Filings Overview

Introduction

Configuring additional filings defines a list of filing documents that usually accompany an initial case filing. While these filings are not required in order to complete the case initiation process, they provide a "checklist" of filings that a filer may submit during case initiation.

These additional filings must be defined for a specific case category/case type - initial filing combination.

Task Activities

Configuring additional filings includes the following task activities:

- Configure Additional Filings
- Update Additional Filings

Additional Resources

There are no other resources related to this overview.

Related Links

Configure Additional Filings Screen

My Court Information

Configure Additional Filings

Introduction

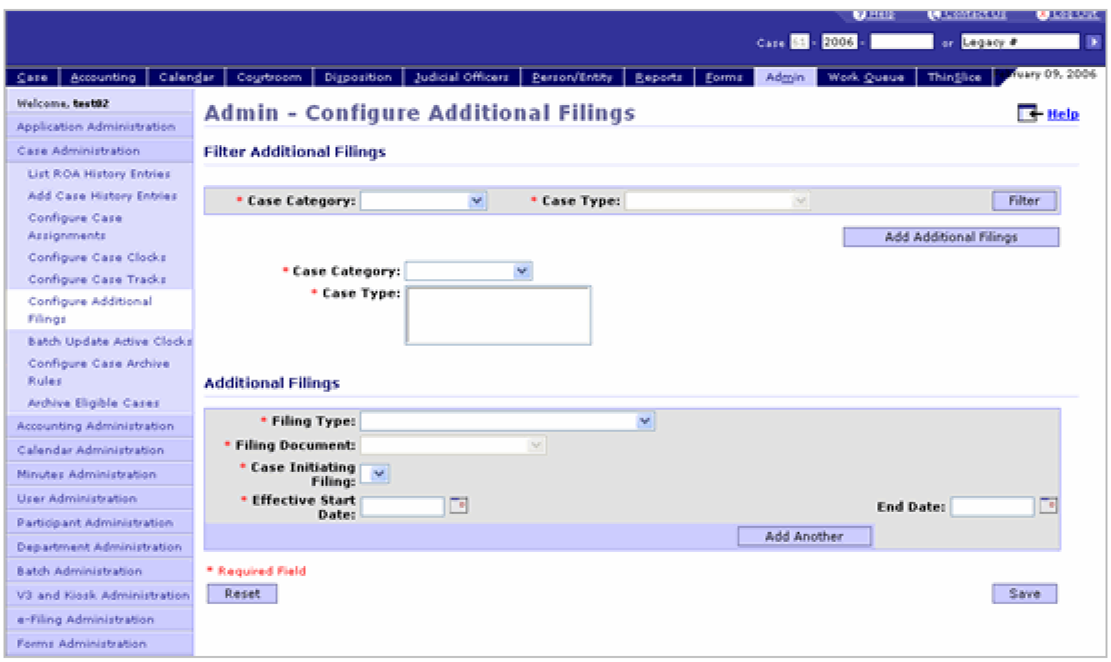
Configuring additional filings adds a document to the list of documents that may accompany an initial case filing. You must define these additional filings for a specific case category/case type - initial filing combination.

Task Activity

Perform the following steps to add a configured filing to the system.

1. Select **[Admin] > [Case Administration] > [Configure Additional Filings]**.
   Result: The Configure Additional Filings screen displays.

2. Click the **[Add Additional Filings]** button.
Result: The screen refreshes with the Additional Filings section.



3. Select data for the following required fields:
   4. Case Category
   5. Case Type

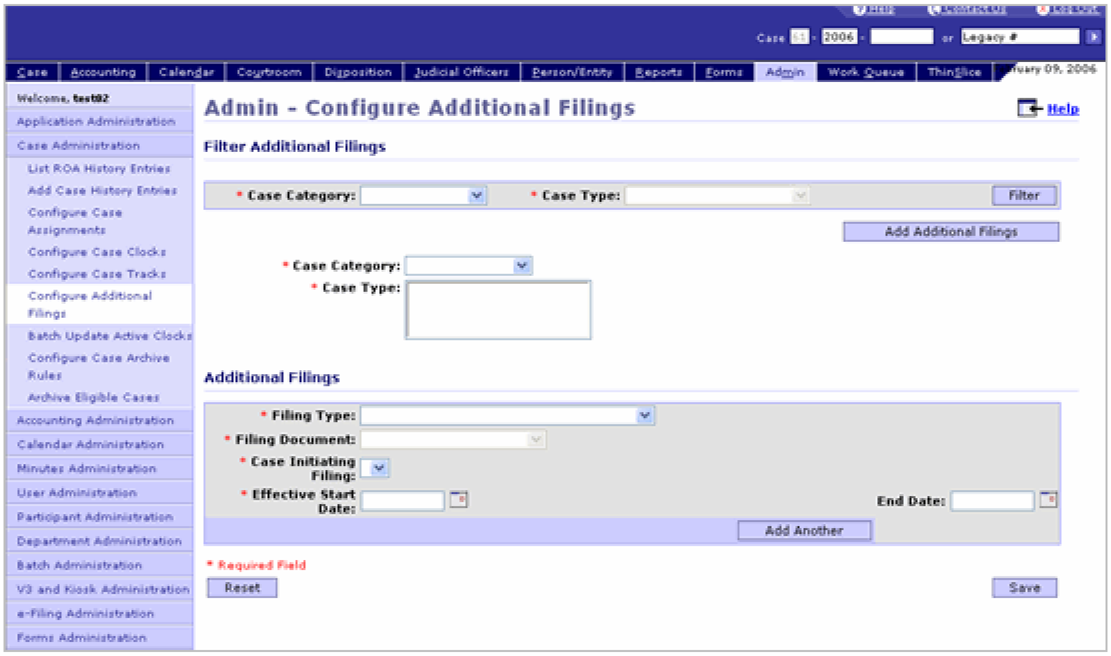
   NOTE You may select more than one case type.

4. Enter/Select data for the following required fields within the Additional Filings section:

    5. Filing Type
    6. Filing Document
    7. Case Initiating Filing
    8. Effective Start Date

    NOTE Click the **[Add Another]** button to add more filings for the selected case category and case type. The screen will refresh with a blank set of filing fields.

5. Click the **[Save]** button.
Result: The screen refreshes with a confirmation message.



Related Links

Configure Additional Filings Overview

Configure Additional Filings Screen

My Court Information

Update Additional Filings

Introduction

Updating additional filings changes filings that are available for a selected case category/case type - initial filing combination. You can edit the start and end dates for an existing filing, or add a new filing to the selection.

Removing Filings

The only way to remove a filing is by changing or entering an end date equal to or greater than today's date for the filing. The system does not accept past dates. Once you save this new end date, the system will no longer list the filing on the case initiation screens.

Task Activity

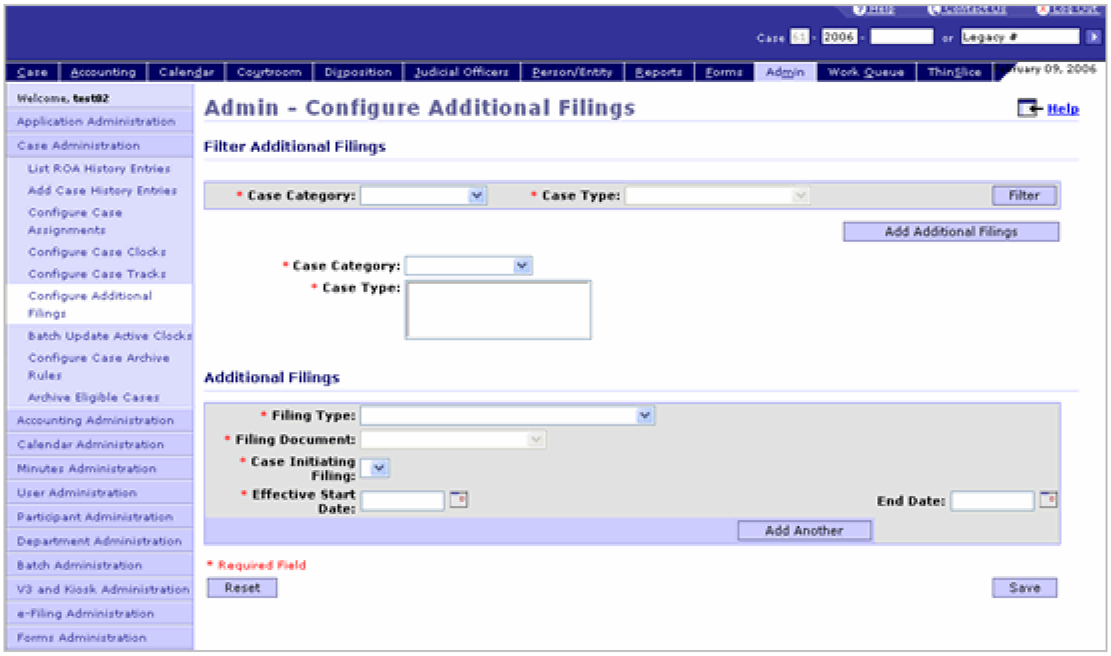
Perform the following steps to filter and update a configured filing.

1. Select **[Admin] > [Case Administration] > [Configure Additional Filings]**.
   Result: The Configure Additional Filings screen displays.

2. Select data for the following required fields:
   3. Case Category
   4. Case Type

   NOTE You may select more than one case type.

3. Click the **[Filter]** button.
   Result: The screen refreshes with the Additional Filings section.
   NOTE This screen will contain a list of the filings that have been configured for the selected case category and case type(s).

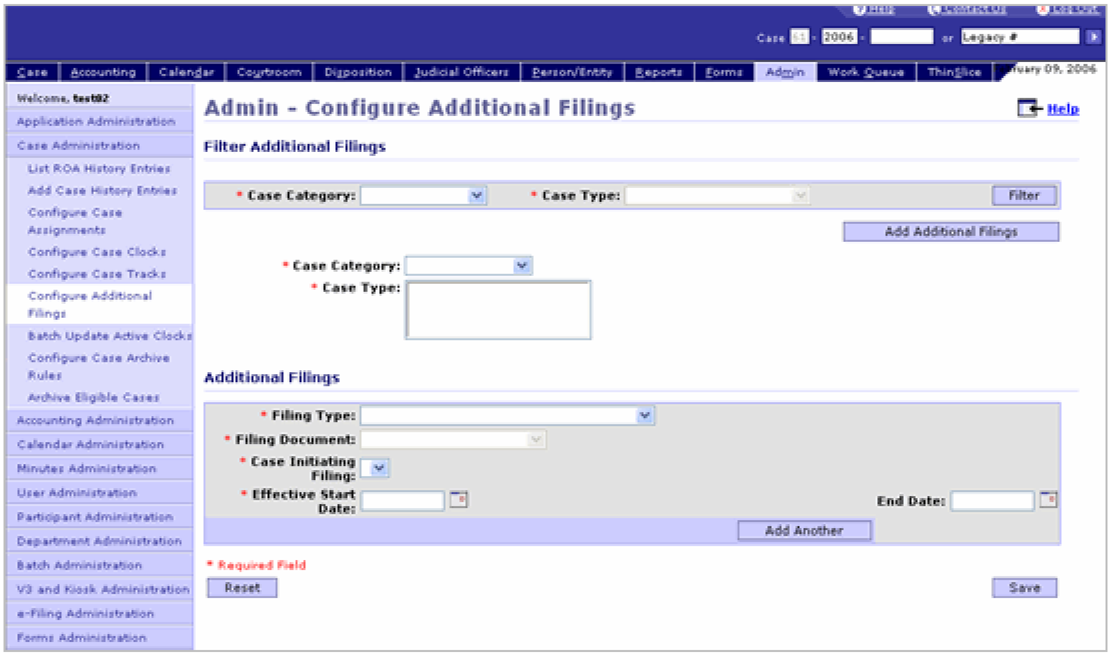


4. Enter/Update the available fields as needed:
    5. Effective Start Date
    6. End Date

    NOTE These are the only fields that you can change for existing configured filings.

    NOTE Click the **[Add Another]** button to add more filings for the selected case category and case types. The screen will refresh with a blank set of filing fields.

5. Click the **[Save]** button.
   Result: The screen refreshes with a confirmation message.



Related Links

Configure Additional Filings Overview

Configure Additional Filings Screen

Batch Update Active Clocks

Batch Update Active Clocks Overview

Introduction

Updating clocks in batch changes the number of days for which a specific clock is valid for a selected group of cases. This process allows you to change the same clock on multiple cases at one time.

Only System Administrators may perform batch updates. Local Administrators can request the update and Central Administrators can review and schedule the update.

Batch Restrictions

This batch job is limited to only active automatic clocks. These are clocks that have a status of either "Started" or "Paused" on a case. As a result, if a clock has expired or not yet started on a case, then this new duration cannot apply to this clock.

You must change the configuration of a clock in order for a new duration to update on the cases that contain this clock. Refer to the Configure Automatic Case Clocks section for details on changing a clock's valid number of days at the system level.

In addition, this batch job is designed for making clock updates on more than one case at the same time. You will select the cases that will be impacted by this active clock. Refer to the Maintain Case Clocks section for details on changing a clock's duration for a single case.

Task Activities

Batch updating active clocks includes the following task activity:

- Batch Update Active Clocks

Additional Resources

There are no other resources related to this overview.

Related Links

Batch Update Active Clocks Screen

My Court Information

Batch Update Active Clocks

Task Activity

Perform the following steps to batch update active clocks.

1. Select **[Admin] > [Case Administration] > [Batch Update Active Clocks]**.
   Result: The Batch Update Active Clocks screen displays.

2. Select a **Clock Name**.
3. Select a **Case Category**, if necessary.
4. Click the **[Filter]** button.
   Result: A list of cases that contain the selected [active] clock displays.

5. Select the checkboxes for the cases that will be impacted by the new clock duration.

6. Click the **[Edit]** button.
   Result: The Edit Clock Information screen displays.

7. Enter data into the following required fields:
   8. Total Number of Days
   9. Comments

   NOTE This is the new number of days allowed for completing the clock's stopping action. This new duration can extend or reduce the current expiration time frame.

8. Click the **[Save]** button to run the batch job.
   Result: The Batch Update Active Clocks screen re-displays with a confirmation message. The system updates this clock for the selected cases.

Related Links

Batch Update Active Clocks Overview

Batch Update Active Clocks Screen

Edit Clock Information Screen

Case Archive

Case Archive Overview

Introduction

Archiving is a two-step process where records are archived in the system and then later purged. This process moves records from the "live" system tables to "history" tables. History tables are identical to the live tables but are unaffected by system functionality. When records are removed from the history tables, they are saved to fixed-length flat record text files and then deleted from the system entirely. These files are stored in a directory on a UNIX® file system accessible by the Oracle® database server and can later be transferred to long-term storage media.

Exceptions

When a case is archived, the system maintains a "skeleton" record of the case which allows you to retrieve basic case information, when needed. The "skeleton" record consists of the following fields:

- Case Number
- Filing Date
- Disposition

- Disposition of Case Data
- Judgment
- Satisfaction
- Physical Case File Information
    - Volume
    - Building
    - Room
    - Place
    - Sub-Place
- Participant Names
- Participant Roles

Process Information

The following process information highlights the steps involved in archiving a case:

1. Define archive rules, which determine when cases are eligible for archive.
2. View the list of cases eligible for archive and individually select those to be flagged for archive.
3. Archive batch process searches for case records flagged for archive and archives them. Refer to the Schedule Batch Jobs section for details on creating and scheduling batch jobs in the system.

Retrieve an Archived Case

Retrieval of an archived case requires running an archive restore script.

The following occurs when an archived case is restored:

- The restore script marks the case record with a restoration date. This restoration date prevents the record from being eligible for another archive within 30 days after it is restored.
- A case history entry is logged for the restored case.

NOTE A UNIX system administrator is typically the person responsible for retrieving an archived case. Refer to the system Technical Architecture Design document for more information and details related to this activity.

Archive Case Documents

The case archive functionality does not archive any associated case documents stored in either the internal file system or the external document management system (DMS). Archiving of case documents is a separate process and is determined by the Archive Method selection made when a case is marked for destruction. Each court defines its own case documents archive methods by setting values in the ARCHIVAL METHOD reference table.

How a user performs the selected destruction/archive method is beyond the scope of this documentation.

Task Activities

Case archive includes the following task activities:

- Define Case Archive Eligibility Requirements
- Mark Eligible Cases for Archive

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Archive Eligible Cases Screen

Configure Archive Rules Screen

My Court Information

Define Case Archive Eligibility Requirements

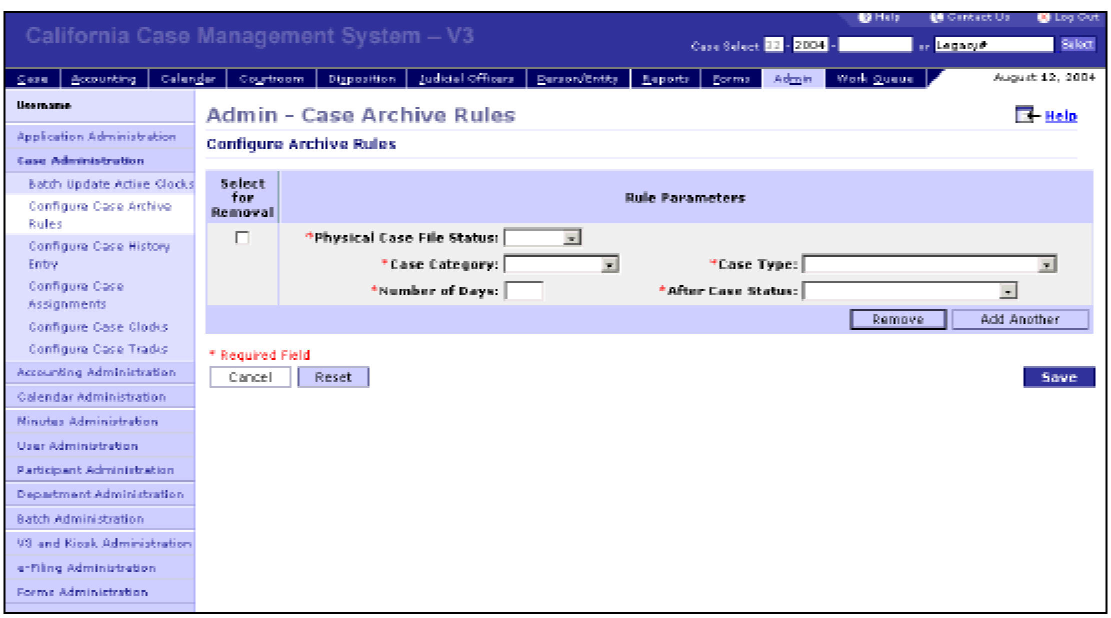
Introduction

Before you can archive a case, you must define the rules that determine when/if cases are eligible for archive.

Task Activity

Perform the following steps to define archive eligibility rules.

1. Select **[Admin] > [Case Administration] > [Configure Case Archive Rules]**.
   Result: The Configure Archive Rules screen displays.



2. Enter/Select data for the following required fields:
    - Physical Case File Status
    - Case Category
    - Case Type
    - Number of Days
    - After Case Status
3. Click the **[Save]** button.
4. To add another rule, click the **[Add Another]** button and repeat this process.
5. To delete a rule, select the check box associated with the rule and click the **[Remove]** button.
6. Click the **[Save]** button after adding or deleting rules.

Related Links

Case Archive Overview

Configure Archive Rules Screen

My Court Information

Mark Eligible Cases for Archive

Introduction

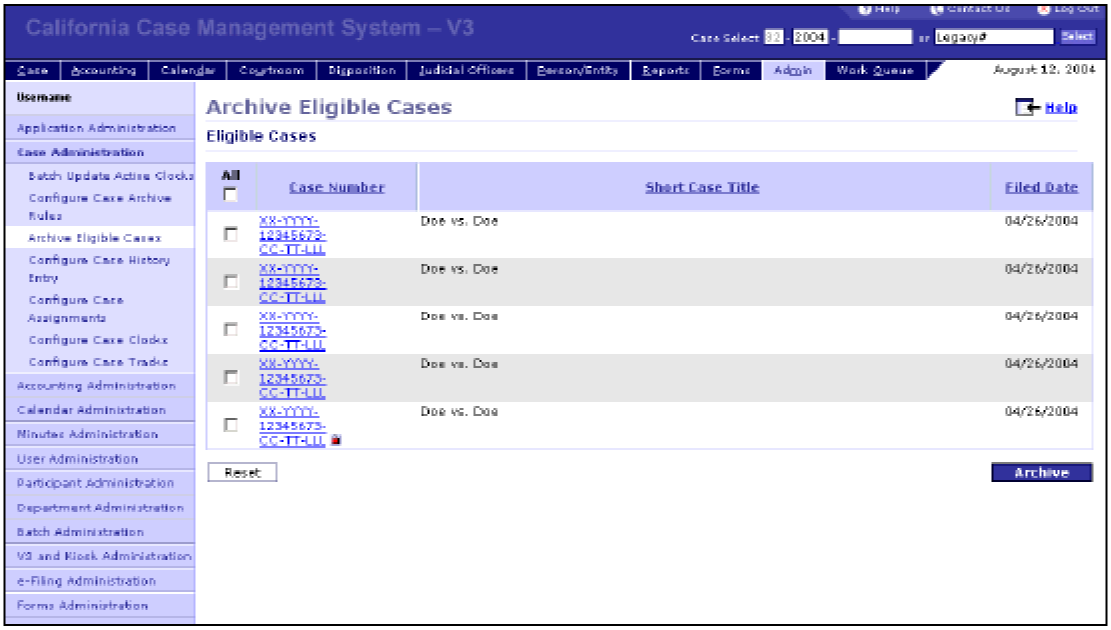
The case archive process requires you to view cases that are eligible for archive and select the ones you want to archive.

Marking cases for archive does not archive the record, but it flags case records that need to be archived. The archive batch process actually archives the case records.

Task Activity

Perform the following steps to define case records eligible for archive and mark the ones that need to be archived.

1. Select **[Admin] > [Case Administration] > [Archive Eligible Cases]**.
   Result: The Archive Eligible Cases screen displays.



NOTE This screen returns a maximum of 2500 records.

NOTE To view more information about the case before you select it for archive, click the case link. When you are finished reviewing case details, return to this screen.

2. Select the checkbox associated with each case you want to archive.
3. Click the **[Archive]** button.

Related Links

Case Archive Overview

Archive Eligible Cases Screen

Accounting Administration

Configure Fee Schedule Overview

Introduction

The fee schedule is the complete listing of fees and distribution of monies for services provided by the court. Fees can be related to such items as filings, sanctions, returned checks, and miscellaneous services. Only a System Administrator can configure the fee schedule.

Configuring the fee schedule involves configuring a fee category, fee type, case category, case type, fee waiver category, and the distribution buckets. A fee schedule can be specified for a case category, case type, filing document and/or issuance type.

Task Activities

Configuring the fee schedule includes the following task activities:

- Search Fees in the Fee Schedule
- Configure Fee Distribution Buckets
- Add Fees to the Fee Schedule
- Update an Existing Fee in the Fee Schedule
- Save As a New Fee in the Fee Schedule

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Configure Fee Schedule - Search Screen

Configure Fee Buckets Screen

My Court Information

Search Fees in the Fee Schedule

Introduction

This activity allows you to search for fees listed in the Fee Schedule. Only those fees that have been previously created and that match the entered search criteria will display in the search results. Refer to the Create Case-Related Fees and Create Non Case-Related Fees task activities for details on creating fees.

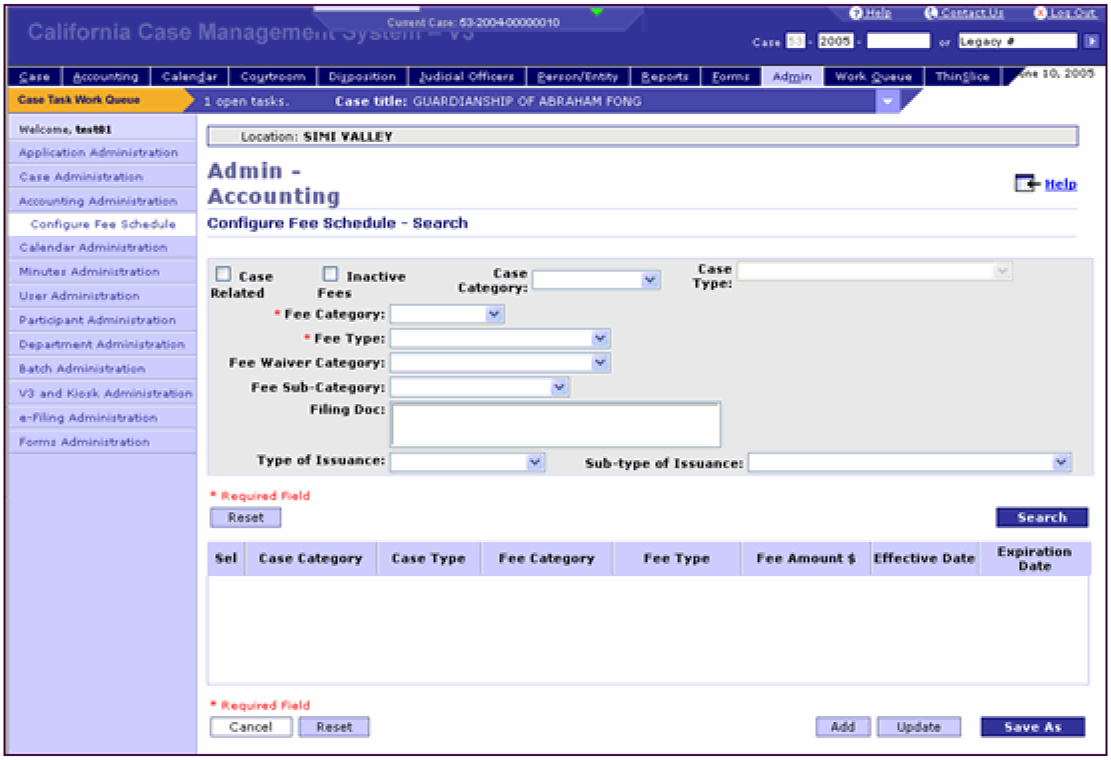
The system searches for both "Active" and "Expired" fees, depending on the selected fee status. It will retrieve the appropriate fee details including distribution bucket information.

Refer to the Search Feature Overview for details on performing a search in the system.

Task Activity

Perform the following steps to search fees.

1. Select **[Admin] > [Accounting Administration] > [Configure Fee Schedule]**.
   Result: The Configure Fee Schedule Search screen displays.

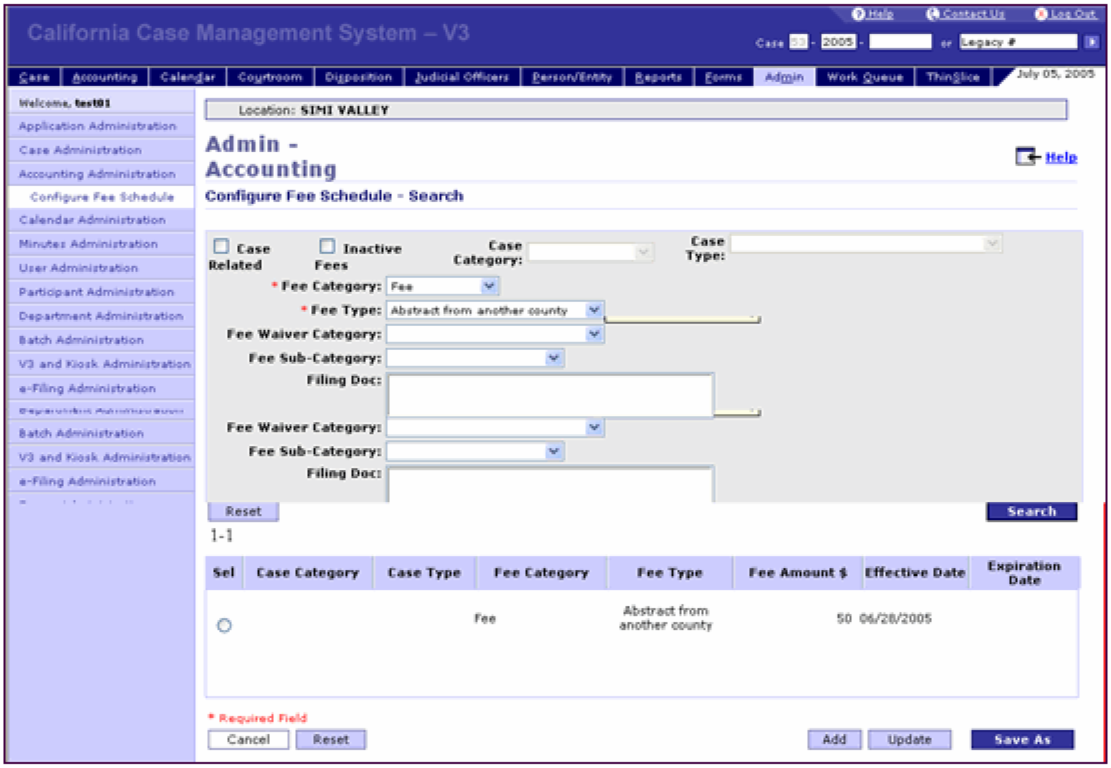


2. Select data for the following required fields:
   - o Fee Category
   - o Fee Type

   NOTE Select the **[Case Related]** checkbox if you are searching for case-related fees. Or select the **[Inactive Fees]** checkbox if you are searching for fees that are no longer in the active fee schedule.

3. Enter/Select data for other search parameter fields, as necessary.

4. Click the **[Search]** button.
   Result: The Search Fees Results screen displays.



Related Links

Configure Fee Schedule Overview

Configure Fee Schedule - Search Screen

My Court Information

Configure Fee Distribution Buckets

Introduction

A fee distribution bucket is a general ledger account used for the allocation of monies paid to the court that is later distributed to various agencies, funds, and programs. Once you add or update a fee, the option to configure fee distribution buckets becomes available. When adding a new fee, the bucket information is blank. When updating an existing fee, the distribution bucket information is populated with the previously configured information.

When you save at least one distribution bucket for the selected fee, the system will verify that the sum of the configured buckets is equal to the fee amount.

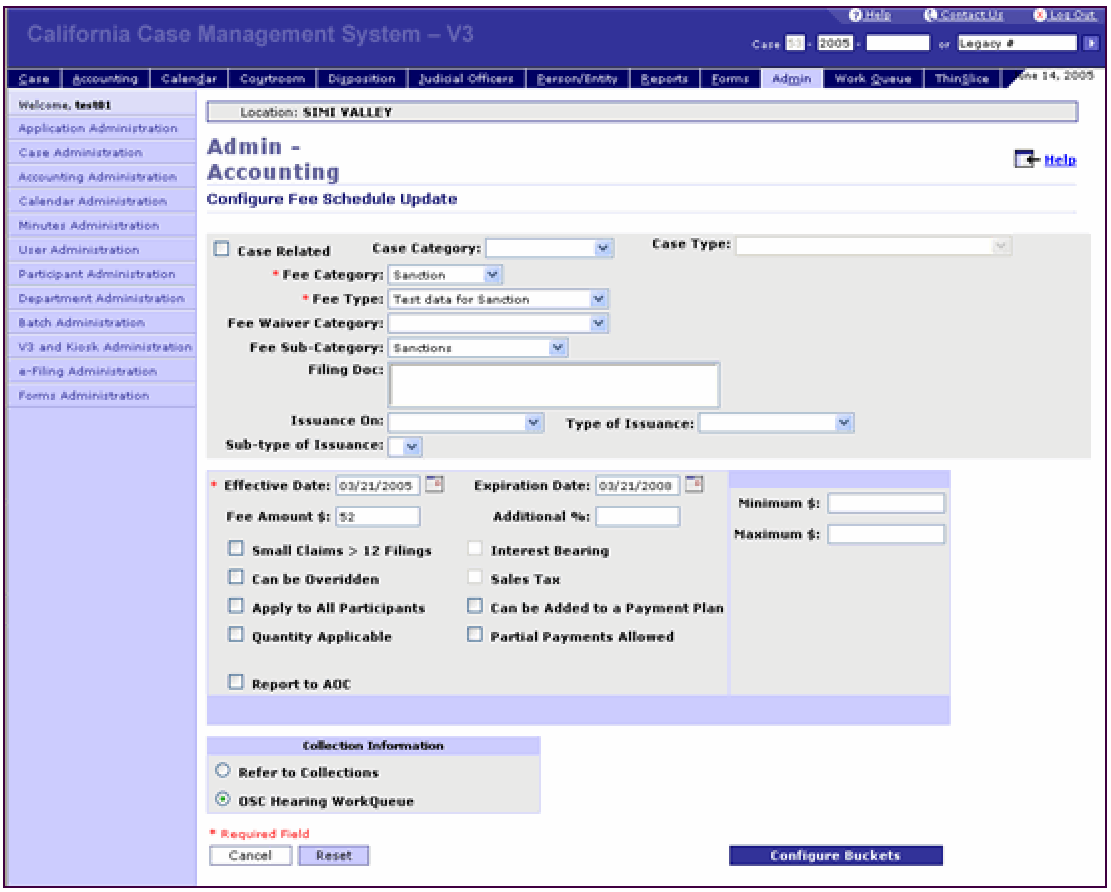
If you select to add a new fee or use the "Save As" feature, then a new fee record as well as one or more bucket records are saved to the system database.

Task Activity

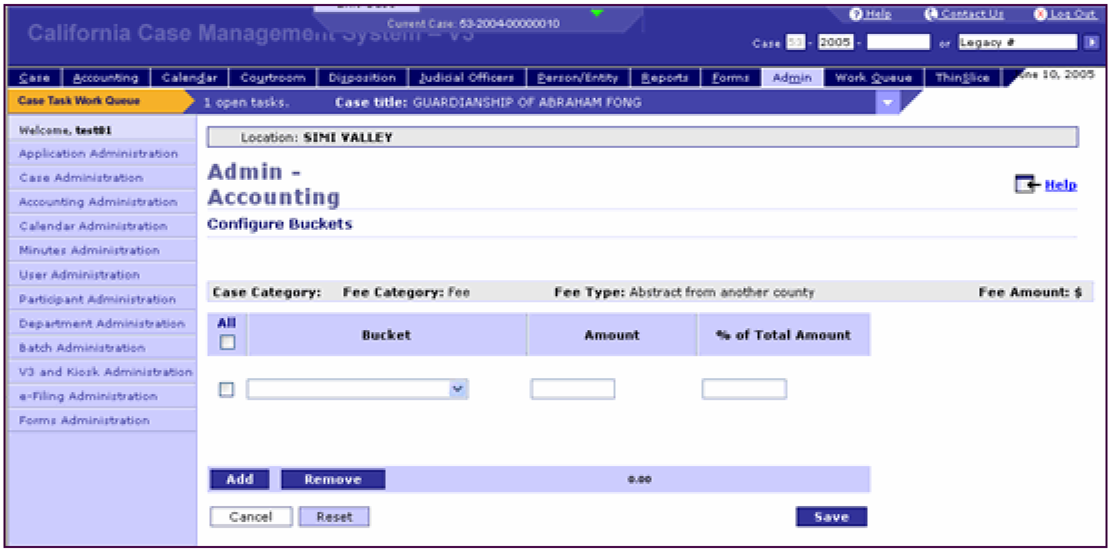
This activity takes place in the context of a fee search within the Fee Schedule. Refer to the Search Fees in the Fee Schedule task activity for details on this process.

Perform the following steps to configure fee distribution buckets:

1. Select the radio button for the fee in which to configure the distribution buckets.
2. Click the **[Update]** button.
   Result: The Configure Fee Schedule Update screen displays.



3. Click the **[Configure Buckets]** button.
   Result: The Configure Buckets screen displays.



4. Select a bucket from the **Bucket** drop-down list.
5. Enter a fee amount in the **Amount** field to apply to the distribution bucket, or enter the **% of Total Amount** of the fee for sales tax calculation.
   NOTE Entering a value in the Amount field will automatically calculate the % of Total Amount. Likewise, entering a value in the % of Total Amount field will automatically calculate the Amount.
6. Click the **[Add]** button to add another bucket.
7. Select the checkbox of a Bucket to remove and click the **[Remove]** button.
8. Click the **[Save]** button once all of the necessary fee distribution buckets have been configured.

Related Links

Configure Fee Schedule Overview

Configure Fee Buckets Screen

My Court Information

Add Fees to the Fee Schedule

Introduction

Adding a new fee creates a fee in the Fee Schedule. This activity can be performed as long as the new fee is unique to the system. A unique fee is defined by its case category, case type, fee category, fee type, fee waiver category, and type of issuance.

A fee search is required to determine if the fee already exists in the Fee Schedule. If the fee does not display within the search results list, then it can be added as a new fee.

Upon saving, the system will verify if the newly created fee is a copy of another fee. If no duplicate fees are found, then the system will save and display the new fee in the Fee Schedule. However, if there is a duplicate fee, then the system will display an alert to reconfigure the newly created fee to make it unique to the system.

Fee Configuration

A fee can be specified for a case category, case type, filing document and/or issuance type. The configuration of a fee includes:

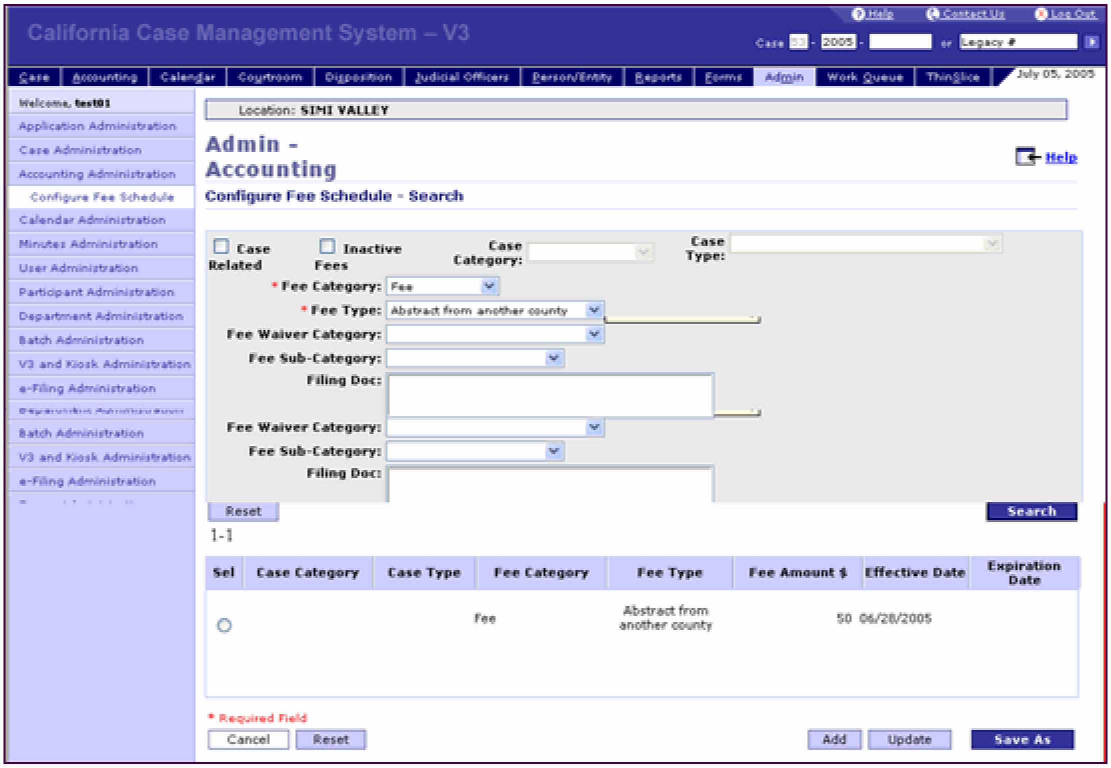
- Defining the fee category and fee type
- Associating the new fee to a filing document or issuance (if applicable)
- Defining a fee amount based on criteria such as the number of parties filing, whether the participant is a frequent filer (Small Claims), Estate Value Range/Demand Amount (Probate/Civil respectively), etc.
- Defining if a fee type is a First Appearance Fee
- Identifying if a trust is interest-bearing or non interest-bearing
- Specifying the distribution of accounts
- Indicating if the fee type will be reported to the AOC

Task Activity

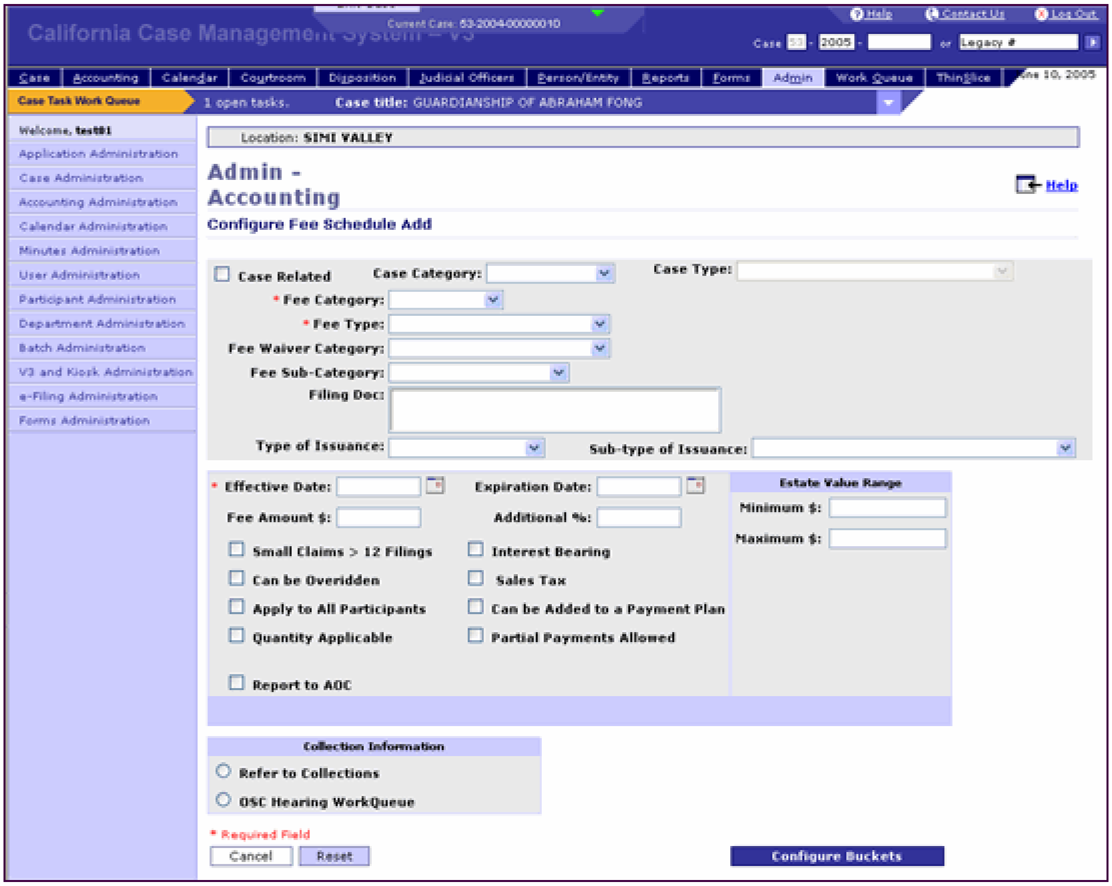
This activity takes place in the context of a fee search. Refer to the Search Fees in the Fee Schedule task activity for details on this process.

Perform the following steps to add a fee.

1. Select the radio button for the fee to add to the Fee Schedule.
   NOTE This selection occurs from the Configure Fee Schedule - Search screen.



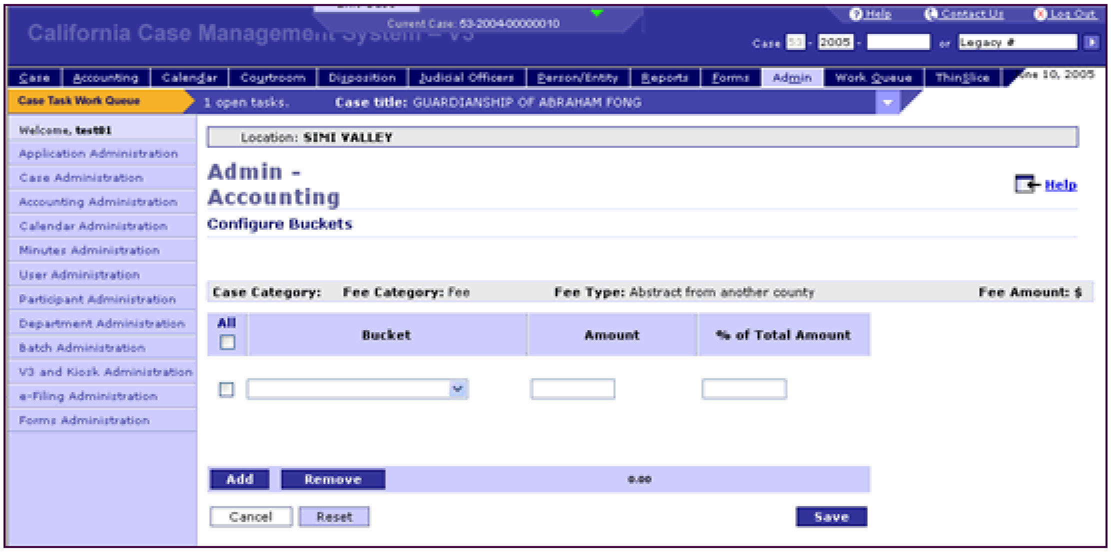
2. Click the **[Add]** button.
   Result: The Configure Fee Schedule Add screen displays.



3. Enter/Select data for the following required fields:
   - Fee Category
   - Fee Type
   - Effective Date

   NOTE If the case category is Probate, then the **Estate Value Range** may be entered. Otherwise, this field is disabled. Also, if the case category is Probate, an **Additional %** may be entered.

4. Click the **[Configure Buckets]** button.
   Result: The Configure Buckets screen displays.



5. Select the **Bucket** drop-down list to update the distribution bucket.
6. Enter a new value in the **Amount** field to update the dollar amount for a bucket, or update the **% of Total Amount**.
   NOTE Entering a value in the Amount field will automatically calculate the % of Total Amount. Likewise, entering a value in the % of Total Amount field will automatically calculate the Amount.
7. Click the **[Add]** button to add and configure a fee distribution bucket.
8. Select the checkbox of a Bucket to remove and click the **[Remove]** button.
9. Click the **[Save]** button.

Related Links

Configure Fee Schedule Overview

Configure Fee Buckets Screen

My Court Information

Update an Existing Fee in the Fee Schedule

Introduction

The System Administrator can update any fee attribute as long as the newly changed fee remains unique in the system. A unique fee is defined by the combination of case category, case type, fee category, fee type, fee waiver category, type of issuance, and effective dates that do not overlap.

The System Administrator must first perform a fee search in order to select a fee to update. If the fee does not display within the search results list, then the desired fee may not exist. In this situation, the System Administrator should consider adding this new fee. Refer to the Add Fees to the Fee Schedule task activity for details on this process.

Upon saving, the system will verify if the newly created fee is unique within the system. If it is, then the system will save and display the new fee in the Configure Fee Schedule Search Results screen. However, if there is a duplicate fee, then the system will alert the System Administrator to re-configure the newly created fee to make it unique.

Updated Fees and Cases

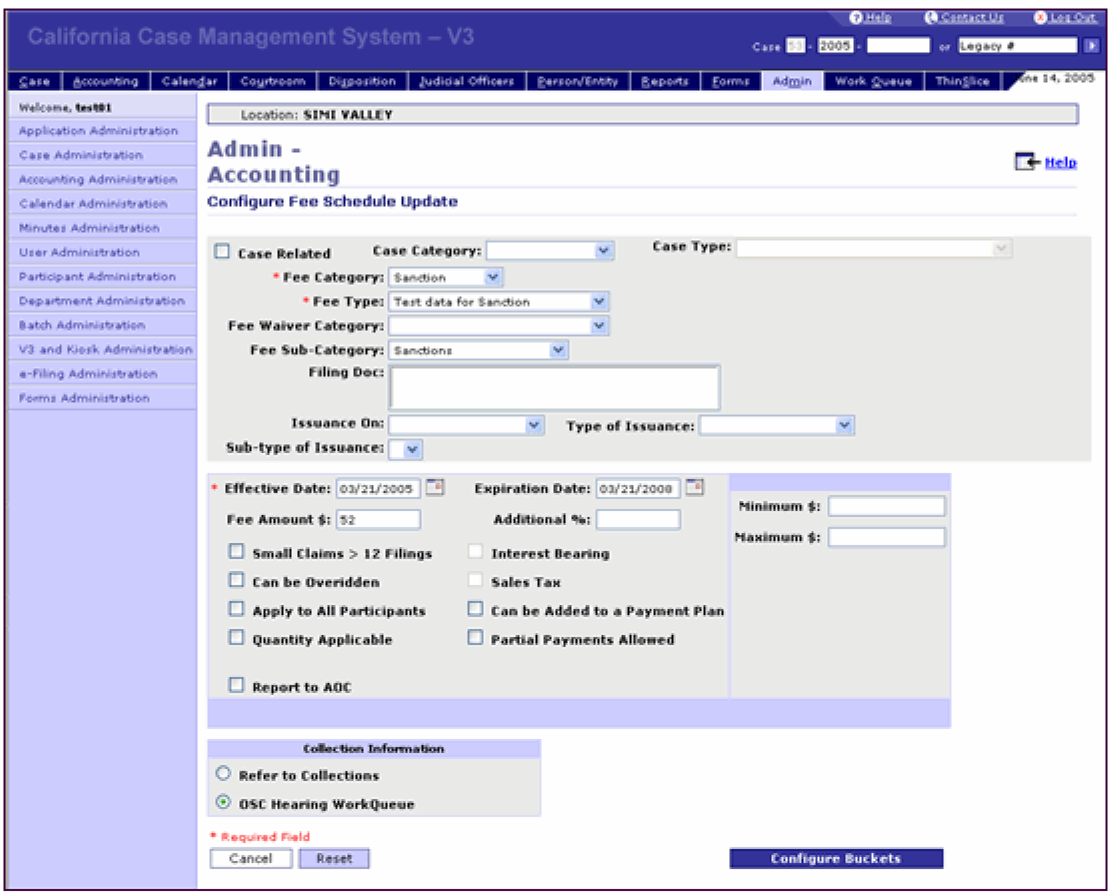
All updates to a fee will apply to new cases to which the fee is assigned. Cases where this fee has been previously assessed will not be impacted.

Task Activity

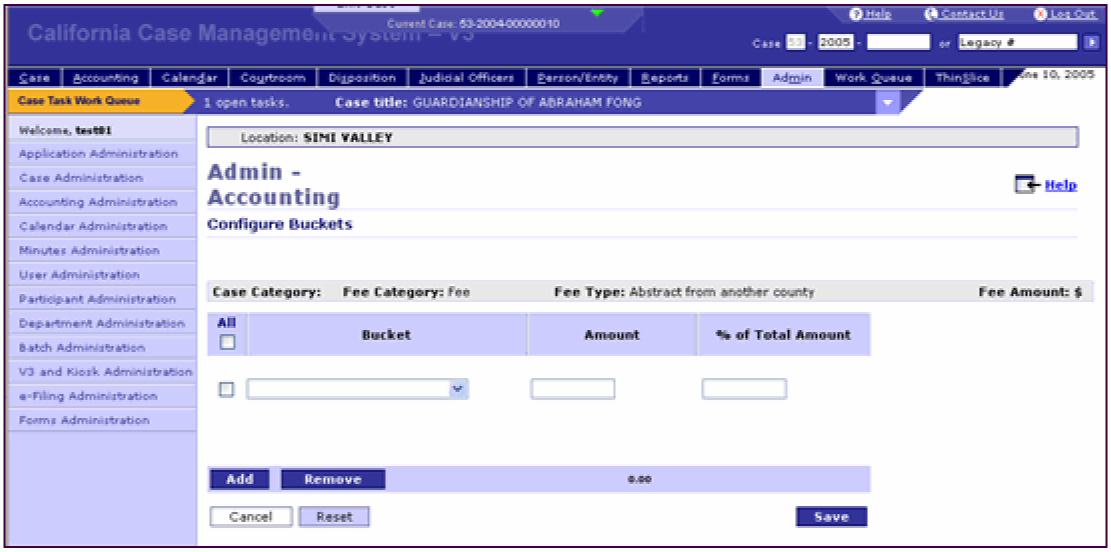
This activity takes place in the context of a fee search within the Fee Schedule. Refer to the Search Fees task activity for details on this process.

Perform the following steps to configure a fee schedule.

1. Select the radio button of the fee to update.
2. Click the **[Update]** button.
   Result: The Configure Fee Schedule Update screen displays.



3. Enter/Update the available fields as needed.
   NOTE If the case category is Probate, the **Estate Value Range** may be entered. Also, if the case category is Probate, an **Additional %** may be entered.
4. Click the **[Configure Buckets]** button.
   Result: The Configure Buckets screen displays.



5. Select the **Bucket** drop-down list to update the distribution bucket.
6. Enter a new value in the **Amount** field to update the dollar amount for a bucket, or update the **% of Total Amount**.
   NOTE Entering a value in the Amount field will automatically calculate the % of Total Amount. Likewise, entering a value in the % of Total Amount field will automatically calculate the Amount.
7. Click the **[Add]** button to add a add and configure a fee distribution bucket.
8. Select the checkbox of the bucket to remove and click the **[Remove]** button.
9. Click the **[Save]** button once all of the necessary fee distribution buckets have been updated.

Related Links

Configure Fee Schedule Overview

Configure Fee Buckets Screen

My Court Information

Save As a New Fee in the Fee Schedule

Introduction

Using the "Save As" feature allows an existing fee to be used as a "template" for a new fee. Changes made to the fee only apply to this new fee and do not change the selected template.

Required Changes

After selecting a template fee, you must change at least one fee setting to make the new fee unique. Otherwise, this "new" fee will be an exact copy of the template, which is not allowed in the Fee Schedule.

In addition, since the existing fee must be configured with an expiration date, the effective date for the new fee must not overlap the effective date of the old "template" fee.

Activity Requirements

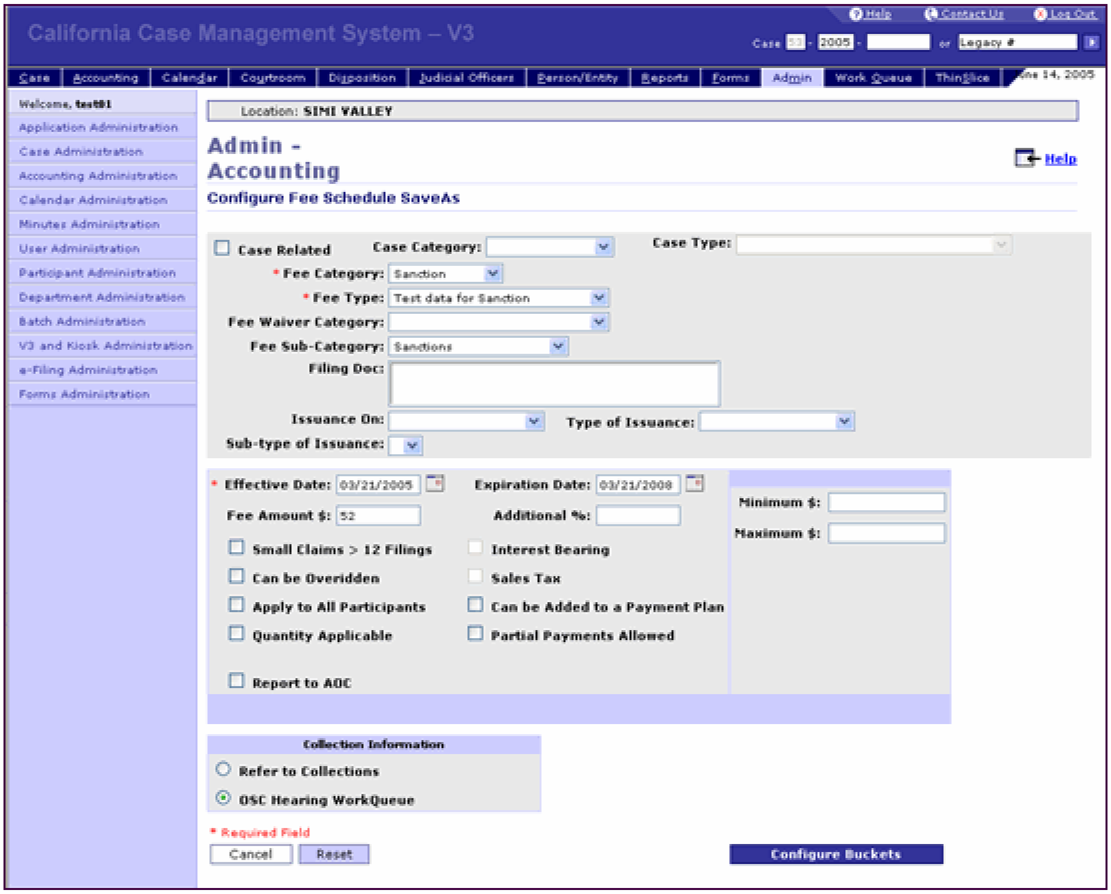
A search for fees in the Fee Schedule must be performed in order to select a fee to use as a template. If the fee searched for does not display within the search results list, then this fee may not exist. In this situation, you should consider adding a new fee. Refer to the Add Fees to the Fee Schedule task activity for details on this process.

Task Activity

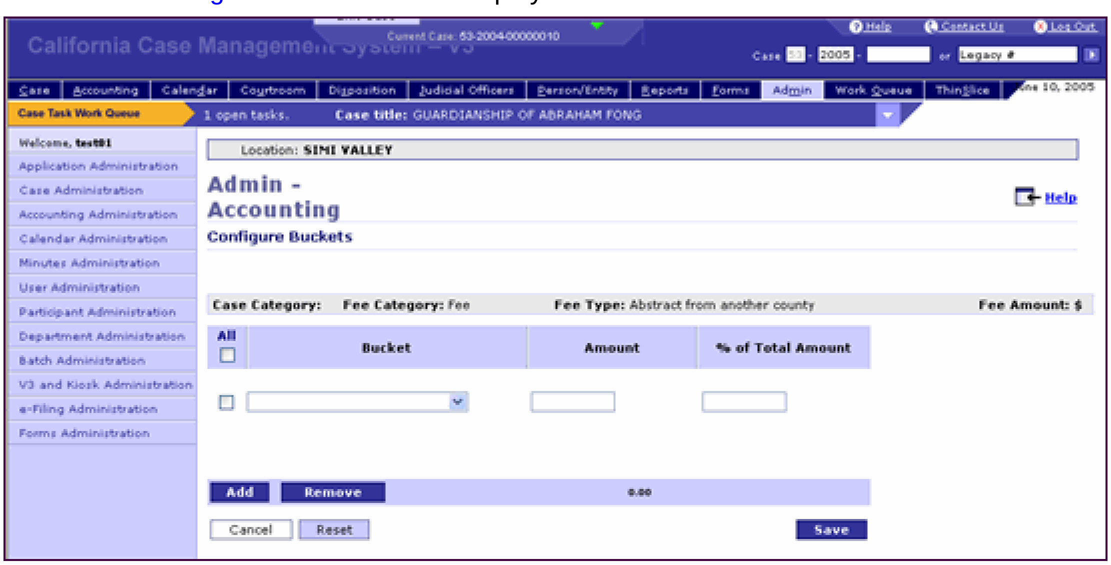
This activity takes place in the context of a fee search. Refer to the Search Fees in the Fee Schedule task activity for details on this process.

Perform the following steps to save a fee as a new fee in the Fee Schedule.

1. Select the radio button of the fee to use as a template.
2. Click the **[Save As]** button.
   Result: The Configure Fee Schedule Save As screen displays.



3. Enter/Update the available fields as needed.
   NOTE If the case category is Probate, the **Estate Value Range** may be entered. Also, if the case category is Probate, an **Additional %** may be entered.
4. Click the **[Configure Buckets]** button.
   Result: The Configure Buckets screen displays.



5. Select the **Bucket** dropdown list to update the distribution buckets.
6. Enter a new value in the **Amount** field to update the dollar amount for a bucket, or update the **% of Total Amount**.
   NOTE Entering a value in the Amount field will automatically calculate the **% of Total Amount**. Likewise, entering a value in the % of Total Amount field will automatically calculate the Amount.
7. Click the **[Add]** button to add and configure a fee distribution bucket.
   NOTE At least one bucket must be present and configured before saving.
8. Select the checkbox of the bucket to remove and click the **[Remove]** button.
9. Click the **[Save]** button.

Related Links

Configure Fee Schedule Overview

Configure Fee Buckets Screen

Calendar Administration

Configure Resource Allocation Rules

Configure Resource Allocation Rules Overview

Introduction

Configuring resource allocation rules establishes the availability and calendaring related scheduling preferences of a court's resources including Court, Divisions, Departments, Judicial Officers, Mediators, and Temporary Judges.

Resource allocation rules define the various calendar types and/or event types that court resources may be available for on a given day and/or time. Information about recommended case event scheduling limits can also be set through this process.

If no resource allocation rules are configured, it assumed that the resource is not available. If no rules have been configured for a specific court resource, then the rules set up for the entire court can be used when scheduling an event. The system recognizes these rules as the "default" allocation rules.

The configuration of court dark days and other resource unavailable days can also be set in the system. Refer to the Configure Resource Unavailability section for details on setting unavailability information.

The configuration of scheduling related business rules can also be set in the system. Refer to the Configure Scheduling Rules section for details on defining scheduling rules.

Use of Resource Allocation Rules

Resource allocation rules will be used by the system when scheduling a calendar event. However, when scheduling an event, the existing resource allocation rules may be overridden, if necessary.

The functionality of scheduling an event is described in detail in the Schedule/Reserve Calendar Event. Refer to the Schedule/Reserve Calendar Events section for details on scheduling/reserving events.

Task Activities

Configuring resource allocation rules includes the following task activities:

- Search Resource Allocation Rules
- Add Resource Allocation Rules
- Update Resource Allocation Rules
- Save As New Resource Allocation Rules

Additional Resources

There are no other resources related to this overview.

Related Links

Configure Resource Allocation - Search Screen

Configure Resource Allocation - Add/Update/Save Screen

My Court Information

Search Resource Allocation Rules

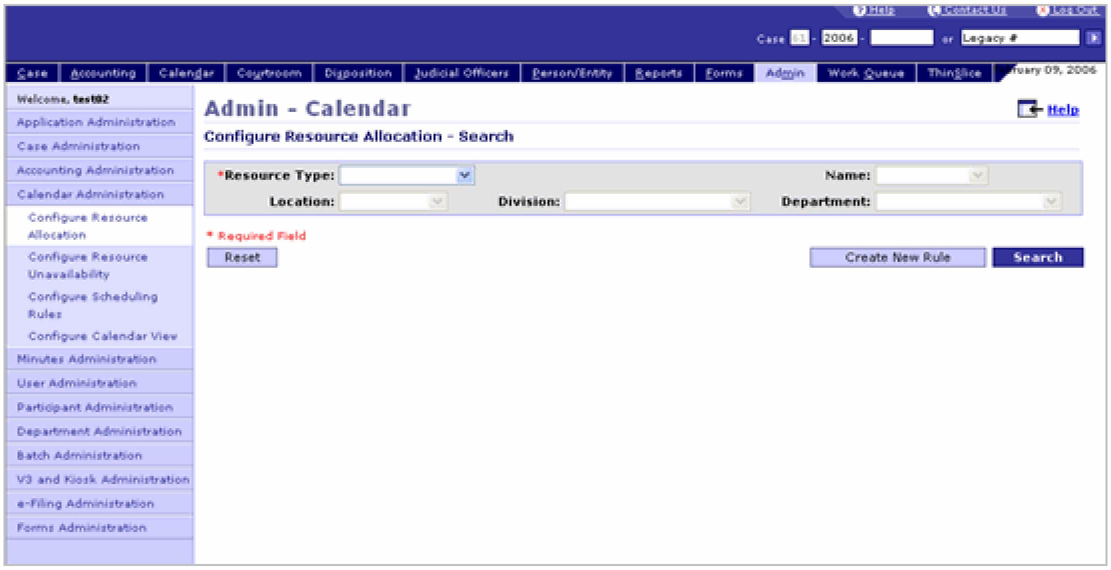
Introduction

This activity allows you to search for existing resource allocation rules in the system. Refer to the Search Feature Overview for details on performing a search in the system.

Task Activity

Perform the following steps to search for existing resource allocation rules.

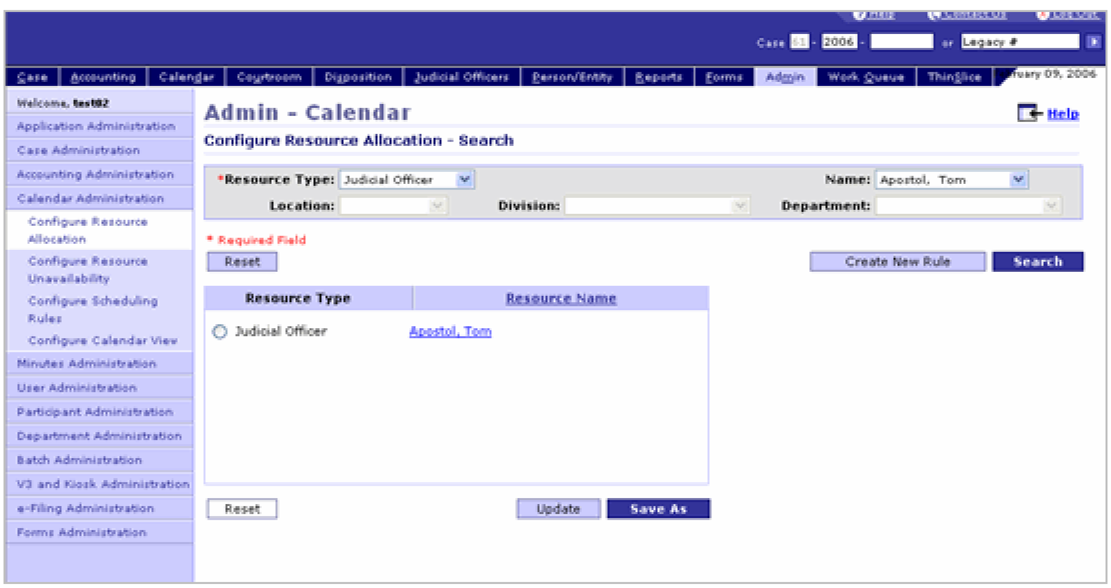
1. Select **[Admin] > [Calendar Administration] > [Configure Resource Allocation]**.
   Result: The Configure Resource Allocation - Search screen displays.



2. Select data for the **Resource Type** field.

   NOTE Depending on the Resource Type selected, the fields will be filtered and enabled/disabled. For Resource Type values of "Division" or "Department," these fields will become available and required.

3. Click the **[Search]** button.
   Result: The Configure Resource Allocation - Search screen refreshes with the Search Results.



NOTE Entering the most known data into the fields before initiating the search will produce the best results. The search results are then sortable by the search result column hyperlinks.

Related Links

Configure Resource Allocation Rules Overview

Configure Resource Allocation - Search Screen

My Court Information

Add Resource Allocation Rules

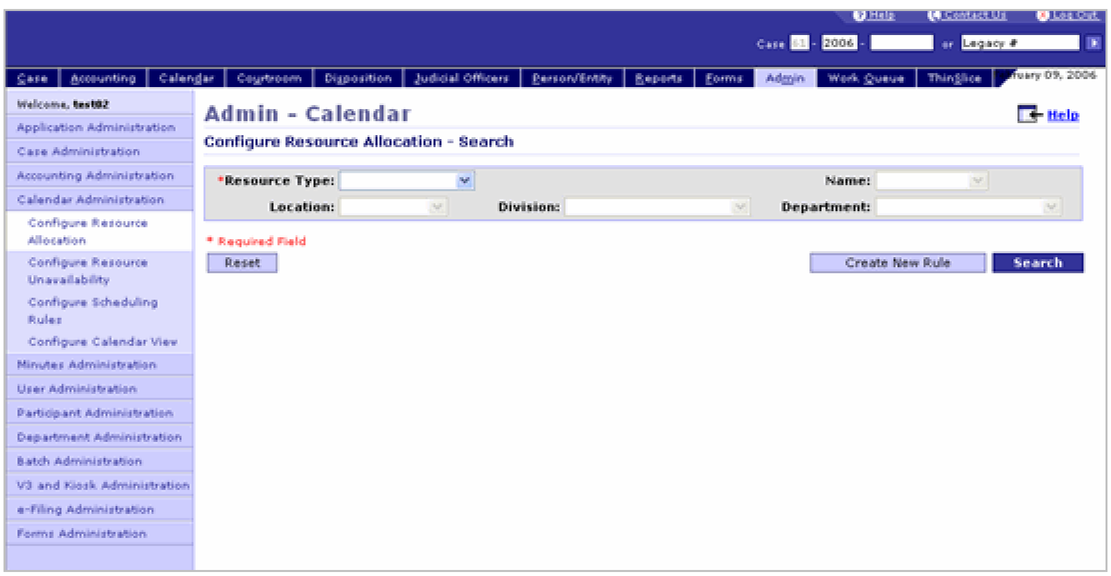
Introduction

Adding resource allocation rules is the process of configuring a new set of availability and scheduling preference information for a specific court resource.

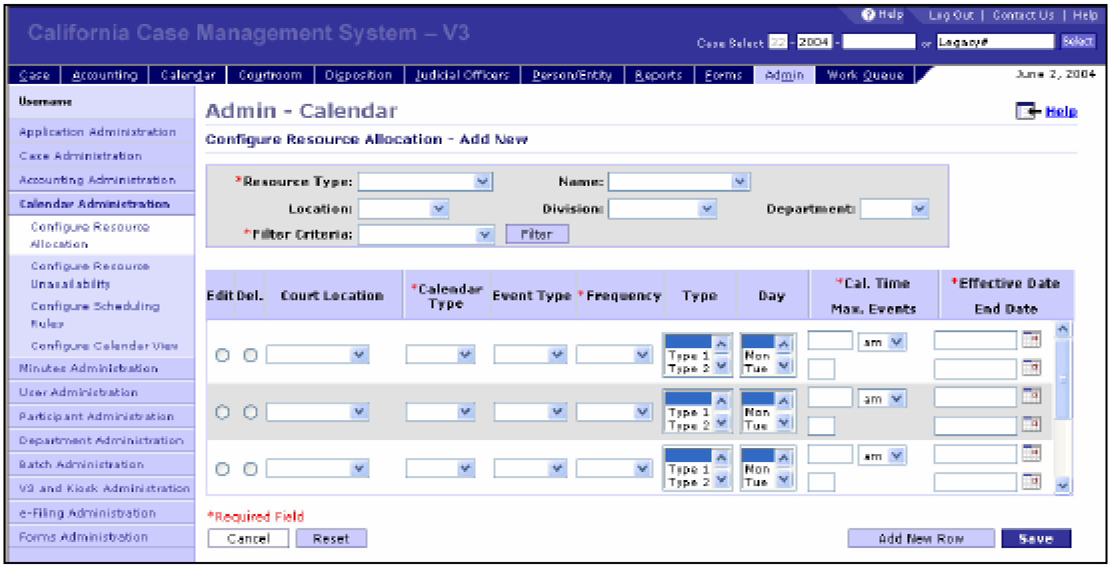
Task Activity

Perform the following steps to add a set of resource allocation rules.

1. Select **[Admin] > [Calendar Administration] > [Configure Resource Allocation]**.
   Result: The Configure Resource Allocation - Search screen displays.



2. Click the **[Create New]** button.
   Result: The Configure Resource Allocation - Add New/Update/Save As screen displays.



3. Enter/Select data for the following required fields:
    4. Resource Type
    5. Calendar Type
    6. Frequency
    7. Cal. Time
    8. Effective Date

    NOTE The Filter Criteria field is disabled in add mode.

    The Edit radio button is defaulted for each row.

    Depending on the Resource Type selected, the appropriate fields will be filtered, enabled/disabled, and become mandatory.

4. Click the **[Save]** button.
   Result: The Configure Resource Allocation - Confirmation screen displays.

Related Links

Configure Resource Allocation Rules Overview

Configure Resource Allocation - Search Screen

Configure Resource Allocation - Add New/Update/Save As Screen

---

My Court Information

Update Resource Allocation Rules

Introduction

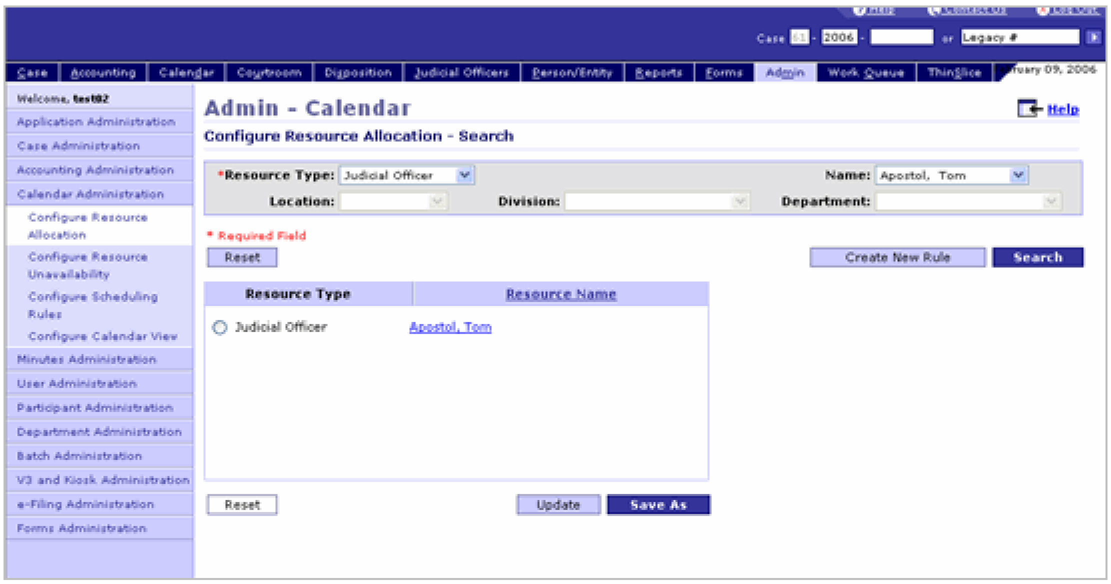
Updating resource allocation rules changes an existing set of resource allocation rules. This includes updating defined parameters of an existing set of resource allocation rule, adding new rules, or deleting existing rules.

Task Activity

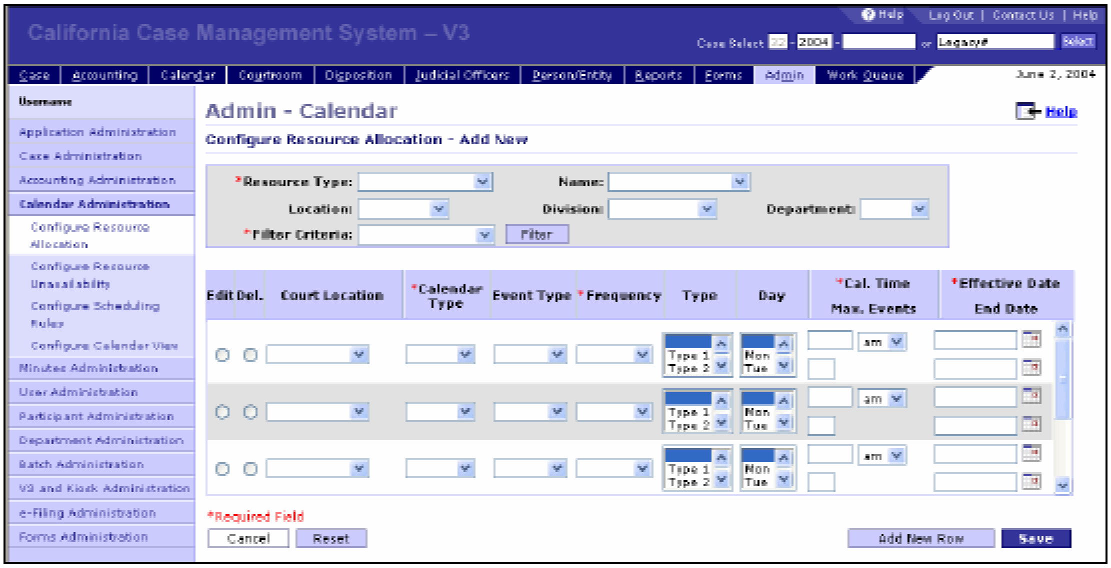
This activity takes place in the context of Configure Resource Allocation Rules search. Refer to the Search Resource Allocation Rules task activity for more details on this process.

Perform the following steps to update a set of resource allocation rules.

1. Select the radio button for a resource allocation rule to update.
   NOTE This selection occurs from the list of resource allocation rules search results.



2. Click the **[Update]** button.
   Result: The Configure Resource Allocation - Add New/Update/Save As screen displays with appropriate information.



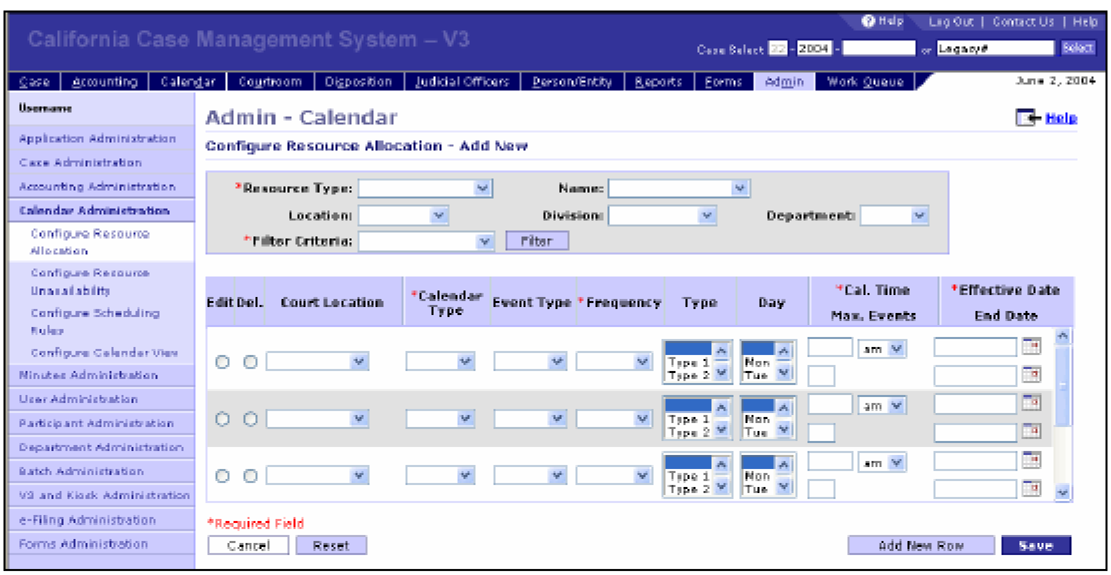
3. Enter/Update the available fields as needed.

   NOTE The Filter Criteria field is defaulted to "Active." You can select various filters to get a different view of the existing rules.

   The Edit radio button is defaulted for each row.

   Because you are editing an existing record, the Resource Type, Name, Location, Division, Department fields are not editable.

4. Click the **[Add New Row]** button.
   Result: The Configure Resource Allocation - Add New/Update/Save As screen refreshes with a new row added.



5. Select the **[Delete]** radio button for a specific rule/row to delete.

6. Click the **[Save]** button.
   Result: The Configure Resource Allocation - Confirmation screen displays with confirmation message.

Related Links

Configure Resource Allocation Rules Overview

Configure Resource Allocation - Search Screen

Configure Resource Allocation - Add New/Update/Save Screen

My Court Information

Save As New Resource Allocation Rules

Introduction

Using the "Save As" feature allows an existing set of resource allocation rules to be used as a "template" for a new set of resource allocation rules. Changes made to these rule parameters only apply to this new set of rules and do not change the selected template.

Required Changes

After selecting a template set of rules, you must change at least one rule setting to make the new set unique. Otherwise, this "new" set of resource allocation rules will be an exact copy of the template, which is not allowed in the system.

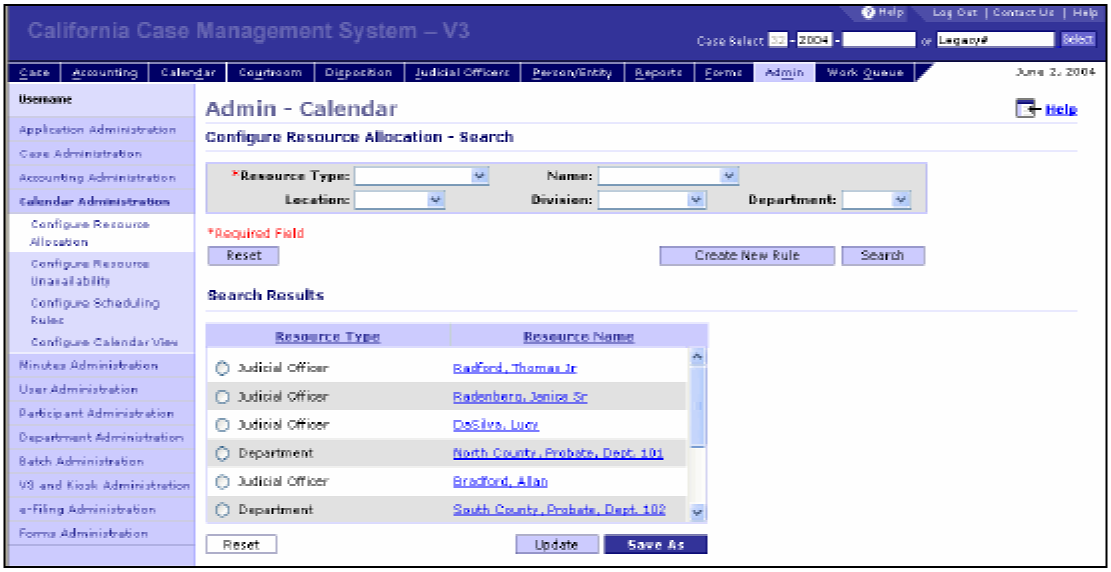
You cannot change the Resource Type for a scheduling rule using this process. In addition, the "Save As" feature is not available for Resource Type of "Court."

Task Activity

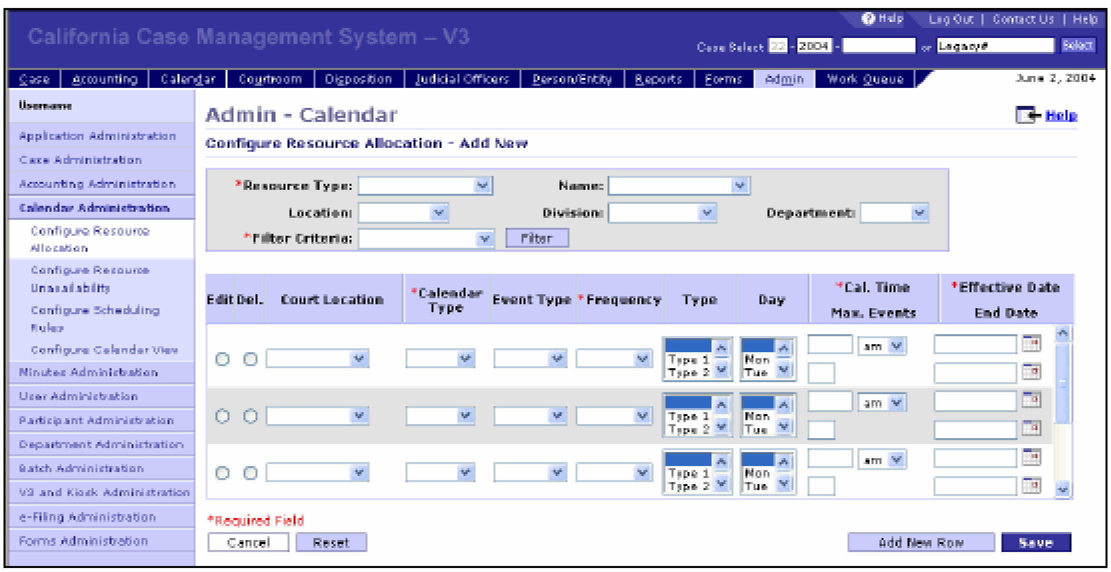
This activity takes place in the context of a resource allocation rule search. Refer to the Search Resource Allocation Rules task activity for more details on this process.

Perform the following steps to save as/copy a set of resource allocation rules.

1. Select the radio button for a resource allocation rule to use as a template.
   NOTE This selection occurs from the list of resource allocation rules search results.



2. Click the **[Save As]** button.
Result: The Configure Resource Allocation - Add New/Update/Save As screen displays with the appropriate information.



3. Enter/Update the available fields as needed.

NOTE The Filter Criteria field is defaulted to "Active." You can select various filters to get a different view of the existing rules.

The Edit radio button is defaulted for each row.

The Resource Type field is not editable.

The Original JO/Temp Judge/Med. Name, Original Location, Original Division, or Original Department fields are shown depending on the Resource Type.

4. Click the **[Save]** button.
   Result: The Configure Resource Allocation - Confirmation screen displays.

Related Links

Configure Resource Allocation Rules Overview

Configure Resource Allocation - Search Screen

Configure Resource Allocation - Add New/Update/Save Screen

Configure Resource Unavailability Information

Configure Resource Unavailability Rules Overview

Introduction

Configuring Resource Unavailability establishes a court's "dark days," which are the calendar dates that the court will be unavailable for scheduling, as well as unavailability information for resources including Court, Divisions, Departments, Judicial Officers, Mediators, and Temporary Judges.

The system defaults weekends and nights as unavailable unless otherwise configured by the court.

The configuration of court availability and calendaring related scheduling preferences of a court's resources can also be set in the system. Refer to the Configure Resource Allocation Rules section for details on defining allocation rules.

The configuration of scheduling related business rules can also be set in the system. Refer to the Configure Scheduling Rules section for details on defining scheduling rules.

Use of Resource Unavailability Information

Resource unavailability information will be used by the system when scheduling a calendar event. However, the existing resource unavailability information may be overridden, if necessary.

The functionality of scheduling an event is described in detail in the Schedule/Reserve Calendar Event. Refer to the Schedule/Reserve Calendar Events section for details on scheduling/reserving events.

Task Activities

Configuring resource unavailability rules includes the following task activities:

- Search Unavailability Information
- Add Unavailability Information
- Update Unavailability Information
- Save As New Resource Unavailability Information

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Configure Resource Unavailability - Search Screen

Configure Resource Unavailability - Add/Update/Save Screen

My Court Information

Search Resource Unavailability Information

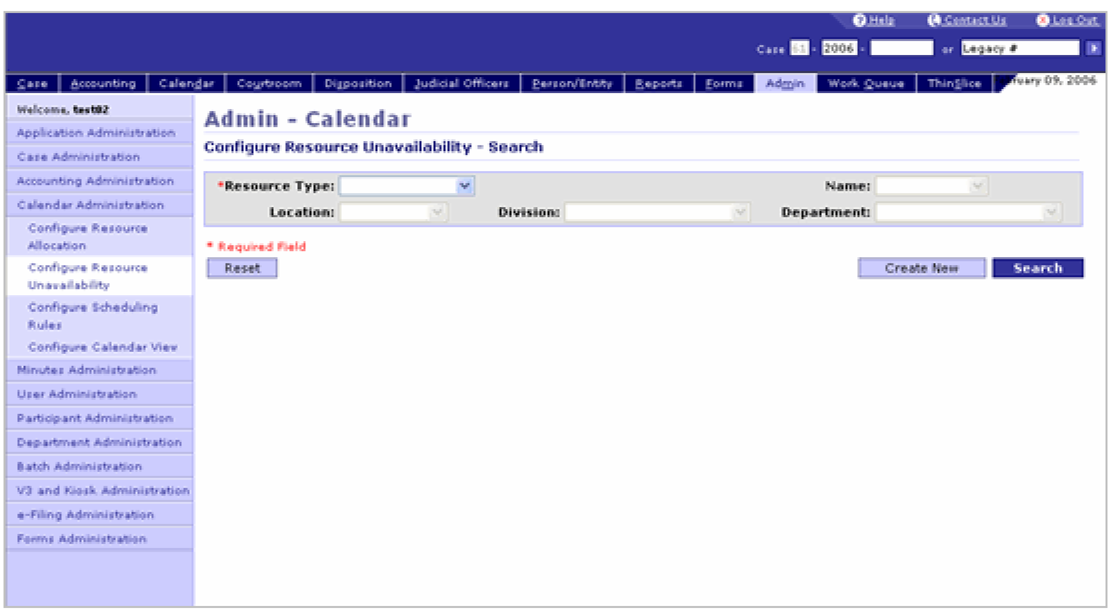
Introduction

This activity allows you to search for resource unavailability information that currently exists in the system. Refer to the Search Feature Overview for details on performing a search in the system.

Task Activity

Perform the following steps to search for resource unavailability information.

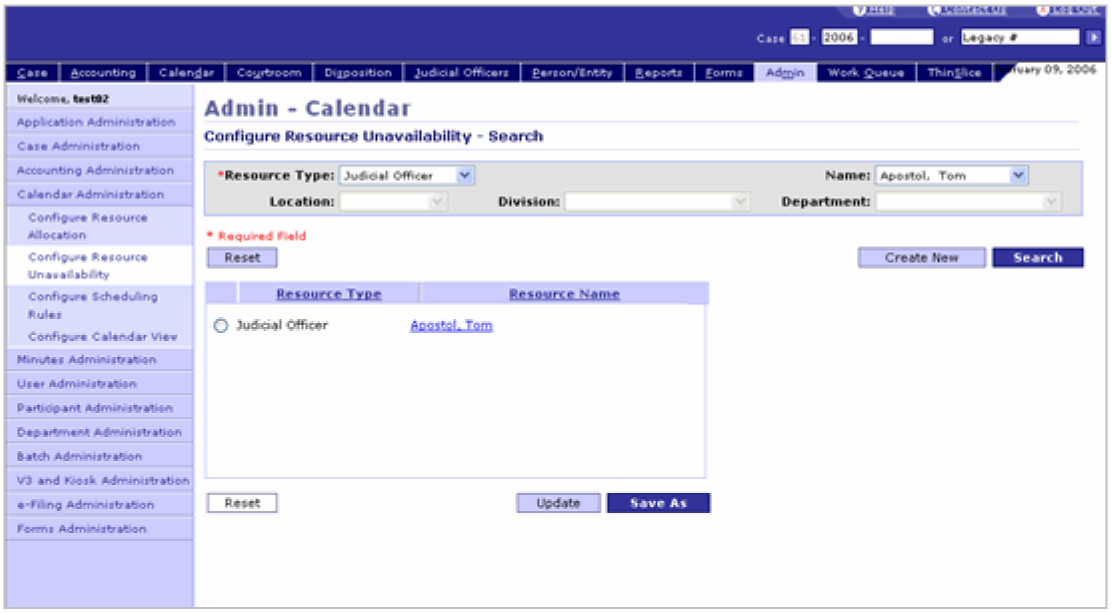
1. Select **[Admin] > [Calendar Administration] > [Configure Resource Unavailability]**.
   Result: The Configure Resource Unavailability - Search screen displays.



2. Select data for the **Resource Type** field.
   NOTE Depending on the Resource Type selected, the appropriate fields will be filtered and

enabled/disabled. For Resource Type values of "Division" or "Department," these fields will become available and required.

3. Enter/Select data for other search parameter fields, as necessary.
4. Click the **[Search]** button.
   Result: The Configure Resource Unavailability - Search screen refreshes with the Search Results.



NOTE Entering the most known data into the fields before initiating the search will produce the best results. The search results are sortable by the search result column hyperlinks.

Related Links

Configure Resource Unavailability Information Overview

Configure Resource Unavailability - Search Screen

My Court Information

Add Unavailability Information

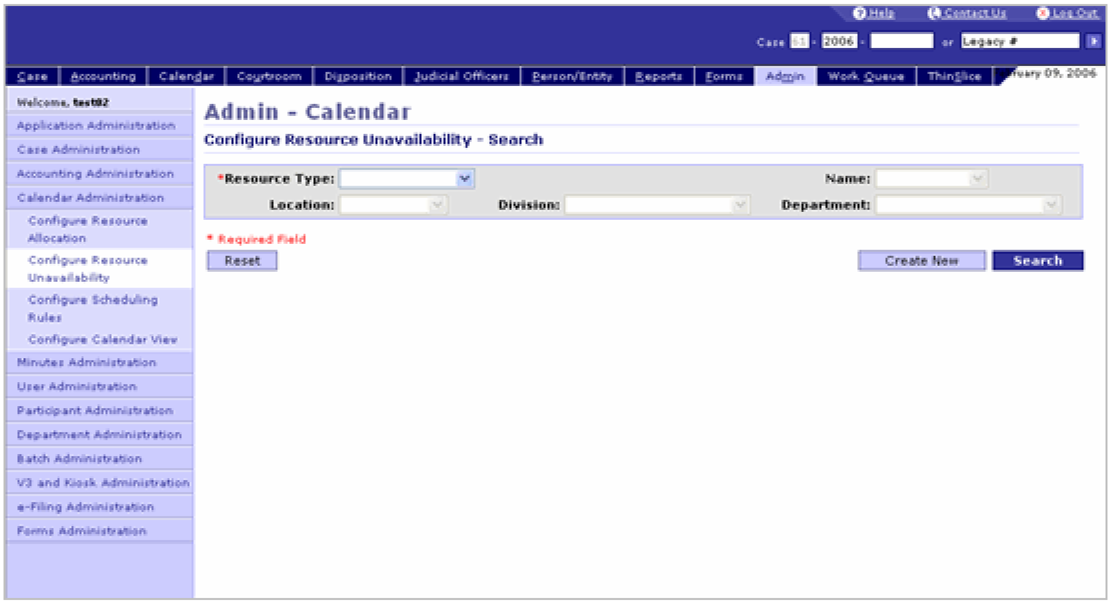
Introduction

Adding resource unavailability information is the process of configuring a new set of resource unavailability information for a specific court resource.

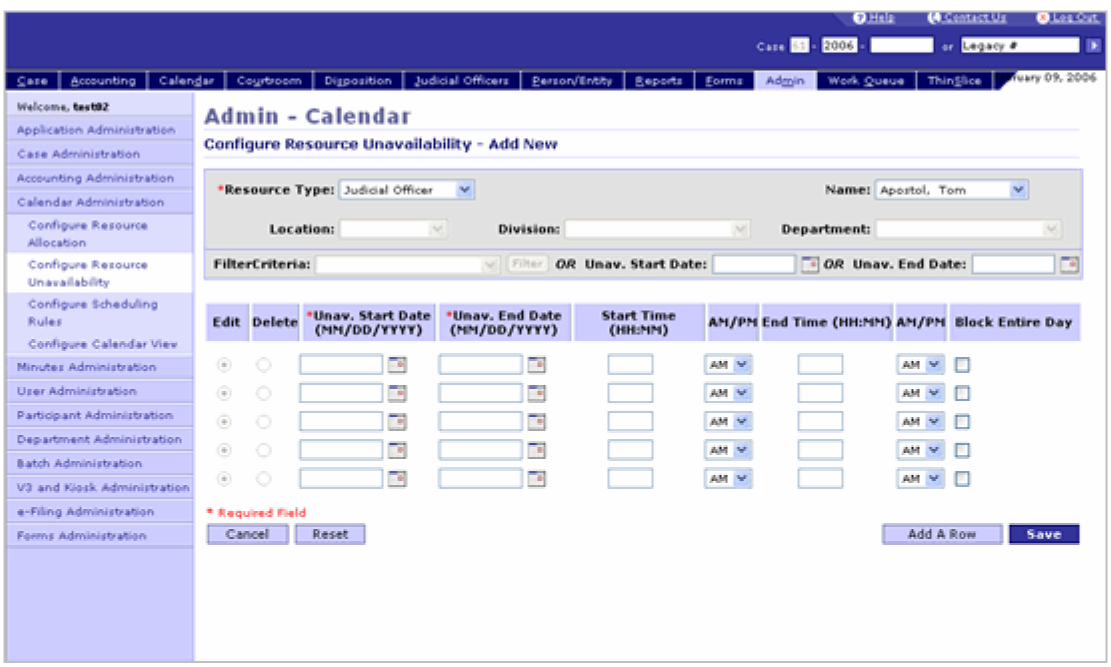
Task Activity

Perform the following steps to add a set of resource unavailability information.

1. Select **[Admin] > [Calendar Administration] > [Configure Resource Unavailability]**.
   Result: The Configure Resource Unavailability Information - Search screen displays.



2. Click the **[Create New]** button.
   Result: The Configure Resource Unavailability Information - Add New/Update/Save As screen displays.



3. Select data for the **Resource Type** field.
   NOTE Depending on the selected Resource Type, the appropriate fields will be filtered, enabled/disabled, and become required.
4. Enter/Select data for the following required fields:
    5. Unavailable Start Date
    6. Unavailable End Date

    NOTE The Start Time/End Time fields are mandatory if the **Block Entire Day** checkbox is not selected.

    The Filter Criteria field is disabled in add mode.

    The Edit radio button is defaulted for each row.
5. Click the **[Save]** button.
   Result: The Configure Resource Unavailability - Confirmation screen displays.

Related Links

Configure Resource Unavailability Information Overview

Configure Resource Unavailability - Search Screen

Configure Resource Unavailability - Add New/Update/Save Screen

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My Court Information

Update Unavailability Information

Introduction

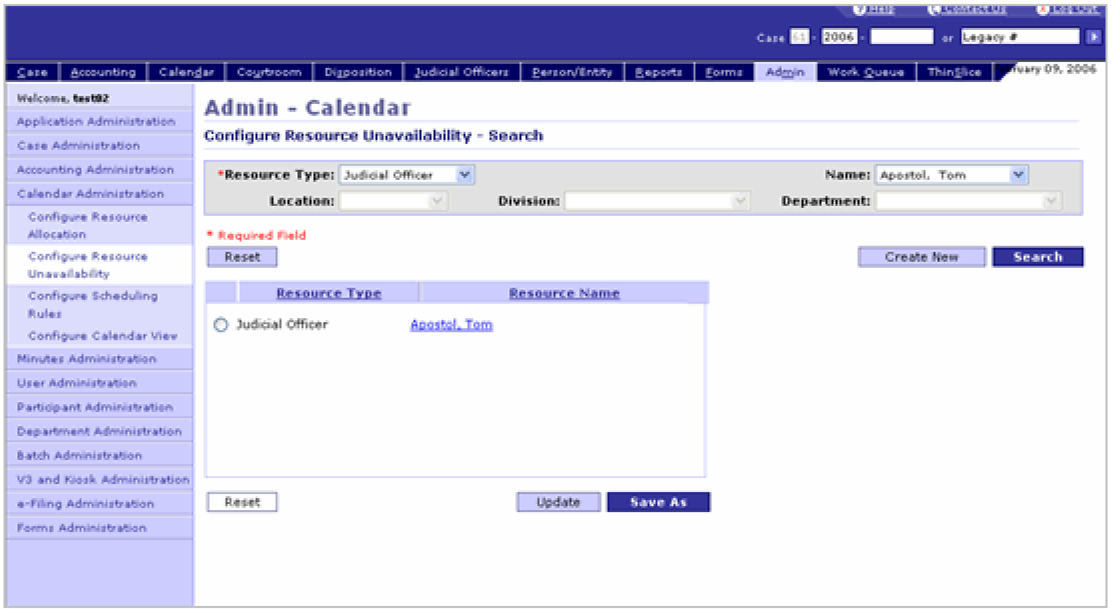
Updating resource unavailability information allows you to change a set of resource unavailability information. This includes updating an existing set of resource unavailability information, adding new information, or deleting existing information.

Task Activity

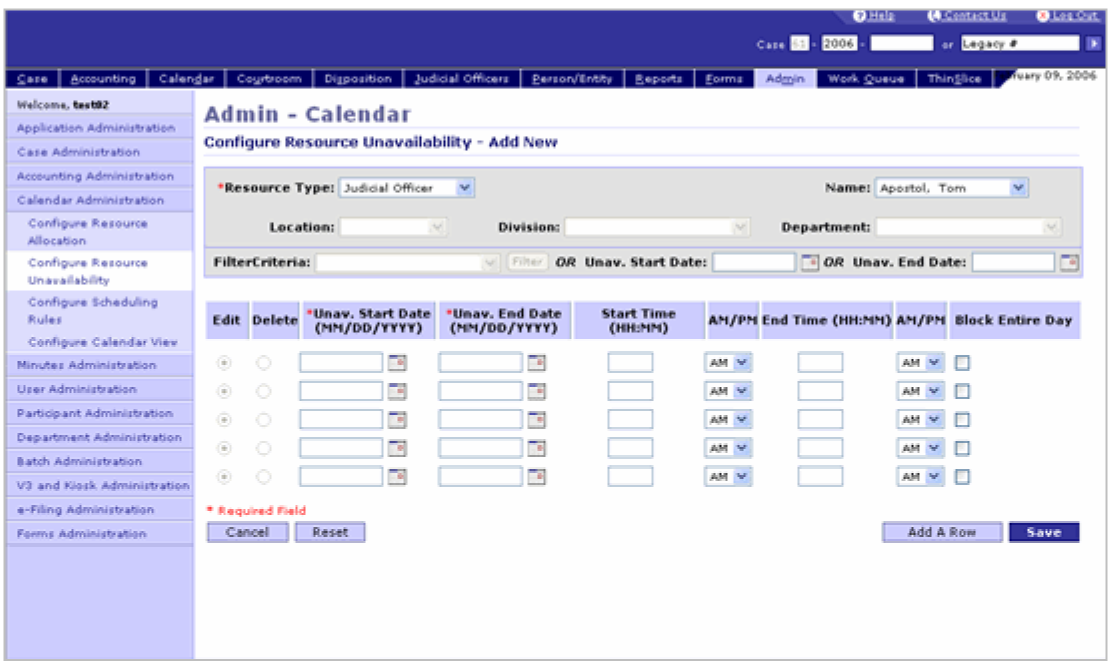
This activity takes place in the context of a resource unavailability search. Refer to the Search Unavailability Information task activity for more details on this process.

Perform the following steps to update a set of resource unavailability information.

1. Select the radio button for the resource unavailability information to update.
   NOTE This selection occurs from the list of resource unavailability information search results.



2. Click the **[Update]** button.
Result: The Configure Resource Unavailability Information - Add New/Update/Save As screen displays with the appropriate information.



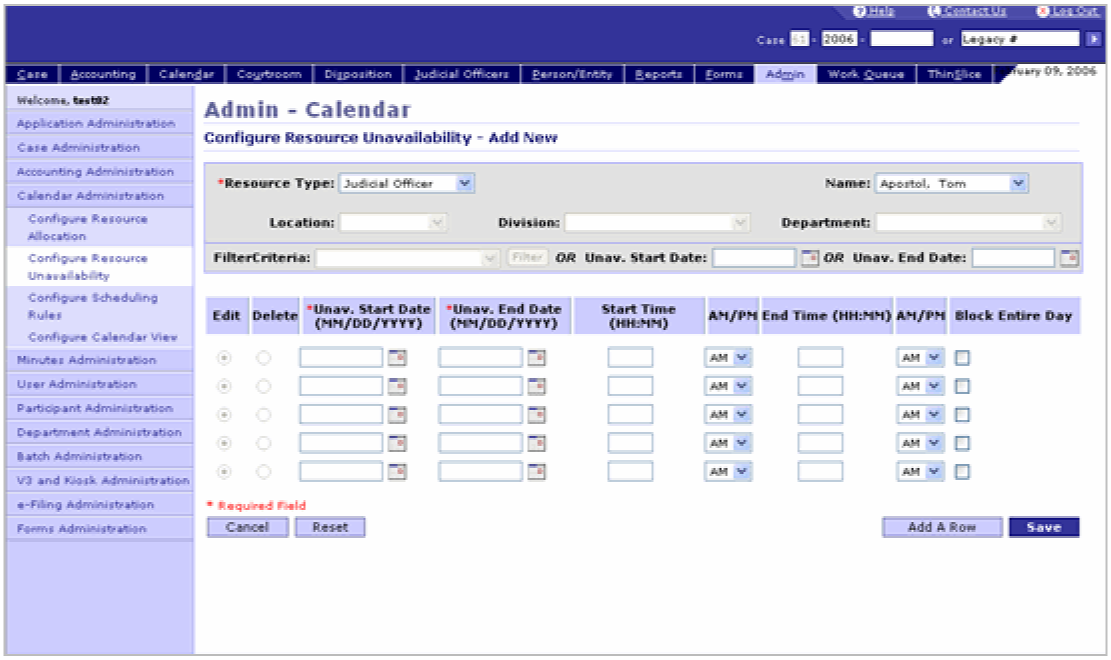
3. Enter/Update the available fields as needed.

   NOTE The Filter Criteria is defaulted to "Active." You can select various filters or enter data in the Unav. Start Date and Unav. End Date fields to get a different view of the existing information.

The Edit radio button is defaulted for each row.

Because you are editing an existing record, the Resource Type, Name, Location, Division, Department fields are not editable.

4. Click the **[Add New Row]** button.
   Result: The Configure Resource Unavailability Information - Add New/Update/Save As screen refreshes with a new row added.



5. Select the **[Delete]** radio button for a specific rule/row to delete.
6. Click the **[Save]** button.
   Result: The Configure Resource Unavailability - Confirmation screen displays.

Related Links

Configure Resource Unavailability Information Overview

Configure Resource Unavailability - Search Screen

Configure Resource Unavailability - Add New/Update/Save Screen

My Court Information

Save As New Resource Unavailability Information

Introduction

Using the "Save As" feature allows an existing set of resource unavailability information to be used as a "template" for a new set of resource unavailability information. Changes made to these parameters only apply to this new set of resource unavailability information and do not change the selected template.

Required Changes

After selecting a template set of information, you must change at least one setting to make the new set unique. Otherwise, this "new" set of resource unavailability information will be an exact copy of the template, which is not allowed in the system.

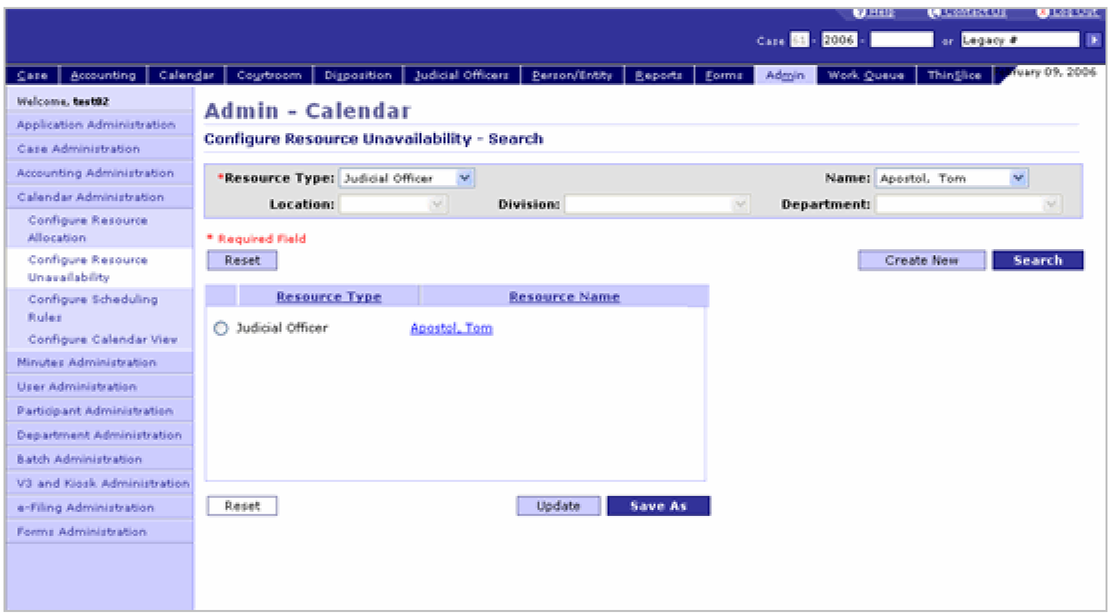
You cannot change the Resource Type for a set of resource unavailability information using this process.

Task Activity

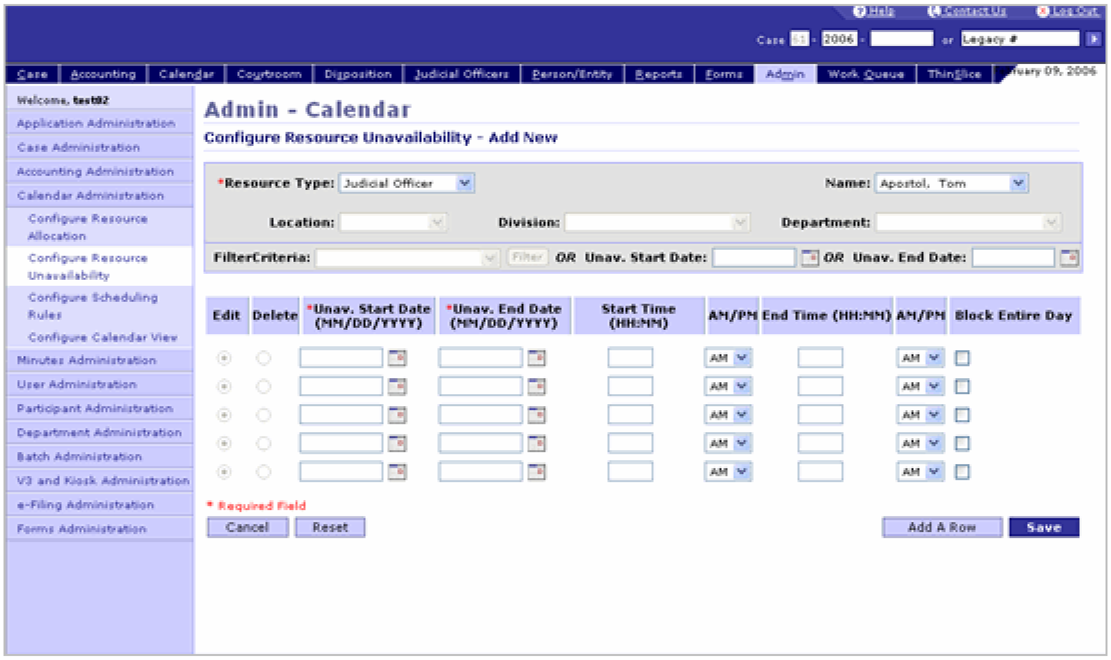
This activity takes place in the context of a resource unavailability search. Refer to the Search Unavailability Information task activity for more details on this process.

Perform the following steps to update a set of resource unavailability information.

1. Select the radio button for the resource unavailability information to use as a template.
   NOTE This selection occurs from the list of resource unavailability information search results.



2. Click the **[Save As]** button.
   Result: The Configure Resource Unavailability Information - Add New/Update/Save As screen displays with the appropriate information.



3. Enter/Update the available fields as needed.

   NOTE The Filter Criteria is defaulted to "Active." You can select various filters or enter data in the Unav. Start Date and Unav. End Date fields to get a different view of the existing information.

   The Edit radio button is defaulted for each row.

   The Resource Type field is not editable.

   The Original JO/Temp Judge/Med. Name, Original Location, Original Division, or Original Department fields are shown depending on the Resource Type.

4. Click the **[Save]** button.
   Result: The Configure Resource Unavailability - Confirmation screen displays.

Related Links

Configure Resource Unavailability Information Overview

Configure Unavailability Information Search

Configure Resource Unavailability - Add New/Update/Save Screen

Configure Scheduling Rules

Configure Scheduling Rules Overview

Introduction

Configuring Scheduling Rules establishes the court's scheduling related business rules within the system. These rules can be specified for a case category, case type, calendar type, and/or event type. Scheduling information, including time standards, department assignments for specific calendar types and event types, and prior actions that need to occur on the case can also be configured.

The configuration of court availability and calendaring related scheduling preferences of a court's resources can also be set in the system. Refer to the Configure Resource Allocation Rules section for details on setting allocation rules.

The configuration of court dark days and other resource unavailable days can also be set in the system. Refer to the Configure Resource Unavailability section for details on setting unavailability information.

Use of Scheduling Rules

These rules will be used by the system when scheduling a calendar event. In cases where multiple rules seem to apply to the scheduling of an event, the most granular (basic) rule will be used. The system will choose the most specific rule based on the following hierarchy (with Event Type being most specific and having highest hierarchy):

- Case Category
- Case Type
- Calendar Type
- Event Type.

More than one rule cannot be defined with identical values at the same level of hierarchy. Therefore, the rule that has the highest level of hierarchy matching the criteria of the event will be applied.

The functionality of scheduling an event is described in detail in the Schedule/Reserve Calendar Event. Refer to the Schedule/Reserve Calendar Events section for details on scheduling/reserving events.

Task Activities

Configuring scheduling rules includes the following task activities:

- Search Scheduling Rules
- Add Scheduling Rule
- Update Scheduling Rule
- Save As New Scheduling Rule
- Delete Scheduling Rule

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Configure Scheduling Rules - Search Screen

Configure Scheduling Rules - Add/Update/Save Screen

My Court Information

Search Scheduling Rules

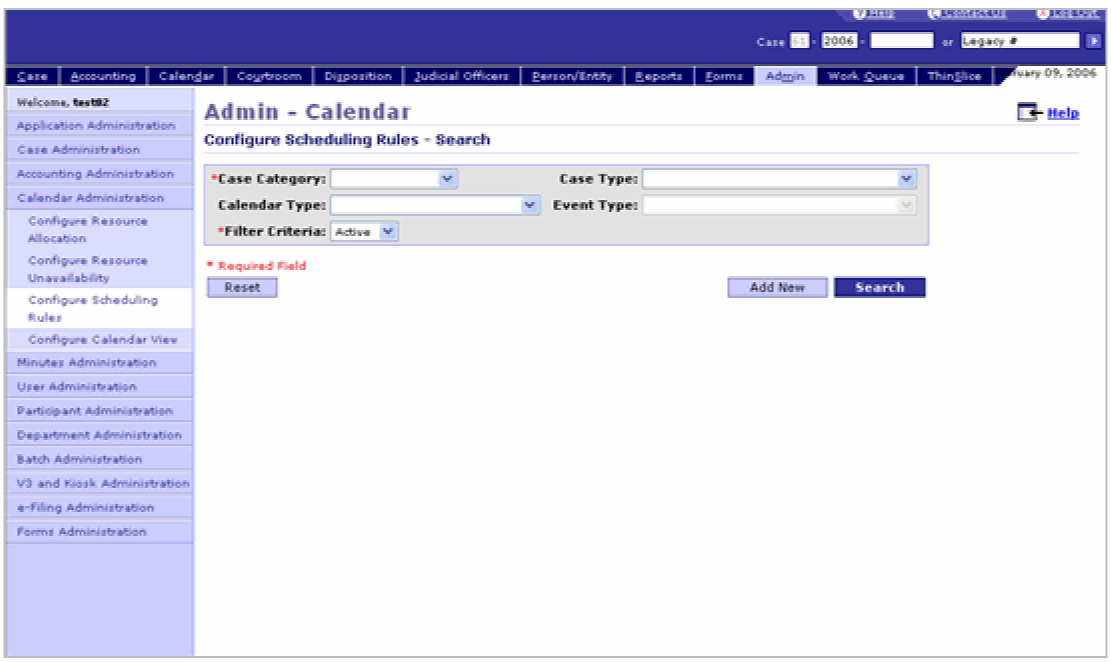
Introduction

This activity allows you to search for scheduling rules that currently exist in the system. Refer to the Search Feature Overview for details on performing a search in the system.

Task Activity

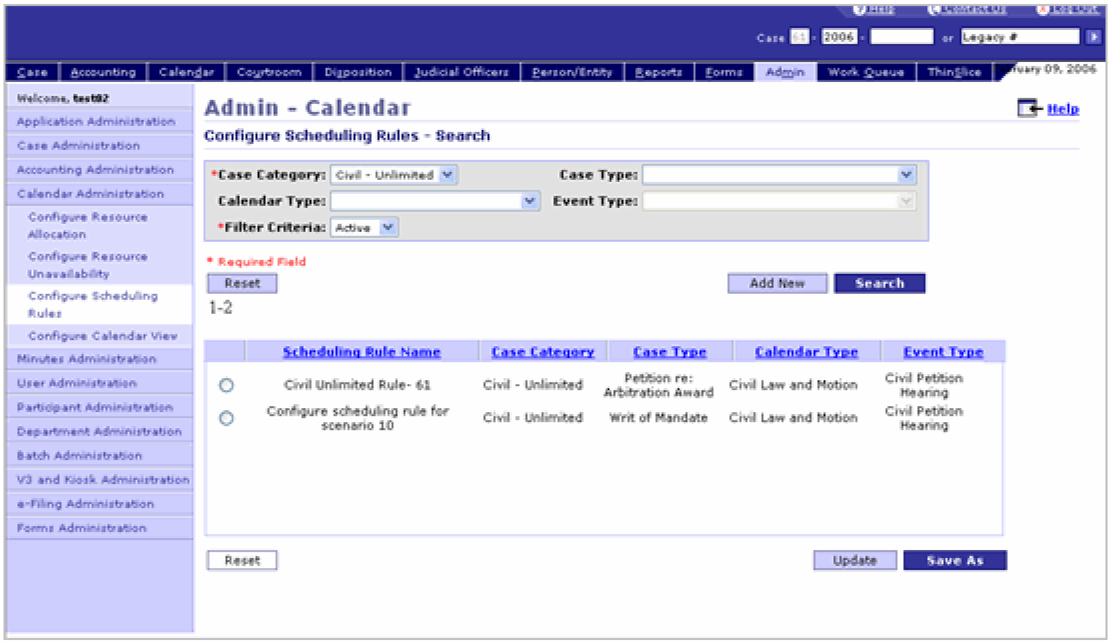
Perform the following steps to search for scheduling rules.

1. Select **[Admin] > [Calendar Administration] > [Configure Scheduling Rules]**.
   Result: The Configure Scheduling Rules - Search screen displays.



2. Select a **Case Category** value.
   NOTE The Filter Criteria field is defaulted to "Active." Depending on the selected Case Category, the Case Type, Calendar Type, Event Type fields will be filtered.

3. Click the **[Search]** button.
   Result: The Configure Scheduling Rules - Search screen refreshes with the Search Results.



NOTE Entering the most known data into the fields before initiating the search will produce the best results. The search results are then sortable by the search result column hyperlinks.

Related Links

Configure Scheduling Rules Overview

Configure Scheduling Rules - Search Screen

My Court Information

Add Scheduling Rule

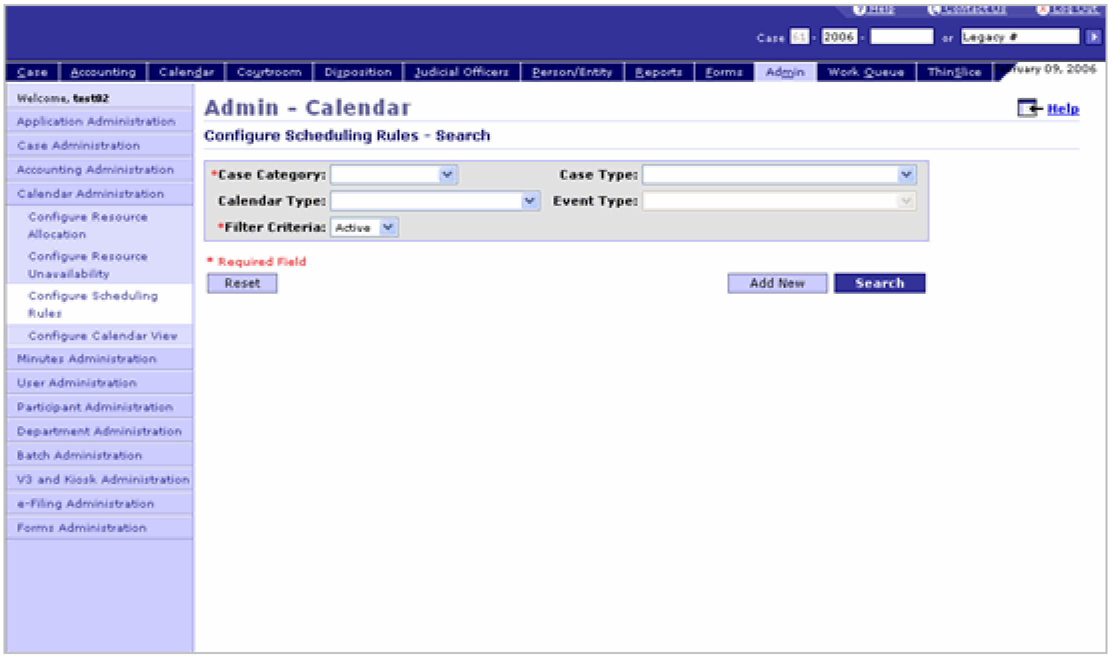
Introduction

Adding a scheduling rule allows you to create a scheduling related business rule in the system.

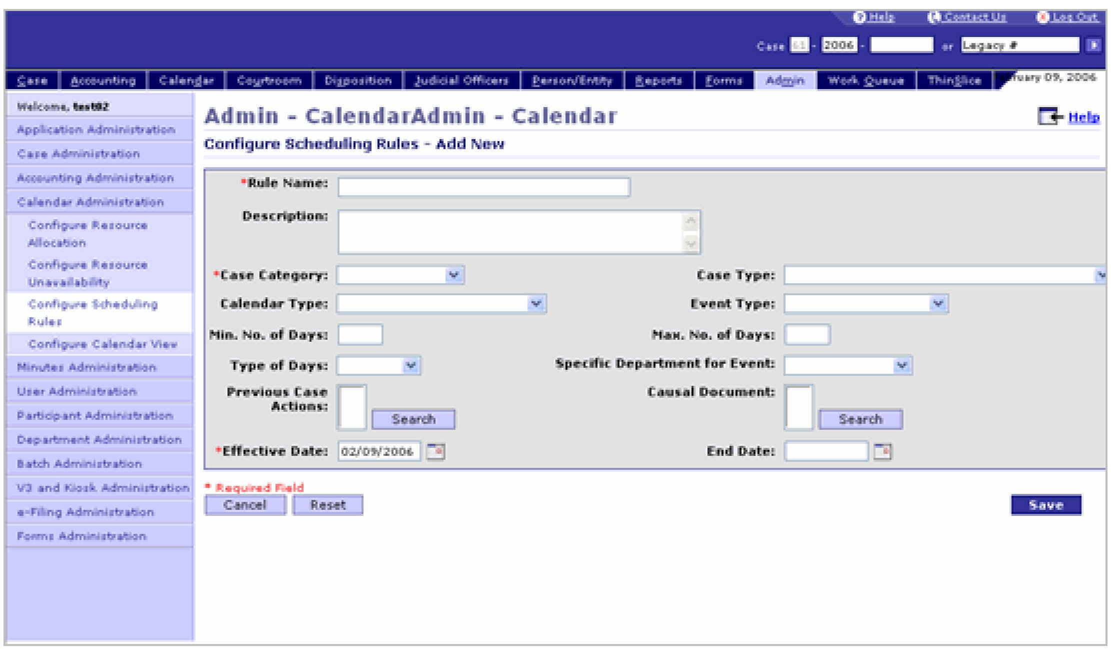
Task Activity

Perform the following steps to add a scheduling rule.

1. Select **[Admin] > [Calendar Administration] > [Configure Scheduling Rules]**.
   Result: The Configure Scheduling Rules - Search screen displays.



2. Click the **[Add New]** button.
   Result: The Configure Scheduling Rules - Details screen displays.



3. Enter/Select data for the following required fields:
   4. Rule Name
   5. Case Category

6. Effective Date
NOTE New information for the Rule Name and Effective Date fields must be entered. The entered combination of Rule Name and Effective date must be unique.

The Case Type, Calendar Type, Event Type are filtered depending on the Case Category selected.

If "Calendar" is selected for the Type of Days field, the system will consider weekend days. If "Working" is selected for the Type of Days field, the system will not consider weekend days.

Additional optional fields may be entered to make the rule more specific.

4. Click the **[Save]** button.
Result: The Configure Scheduling Rules - Confirmation screen displays.

Related Links

Configure Scheduling Rules Overview

Configure Scheduling Rules - Search Screen

Configure Scheduling Rules - Add New/Update/Save Screen

My Court Information

Update Scheduling Rule

Introduction

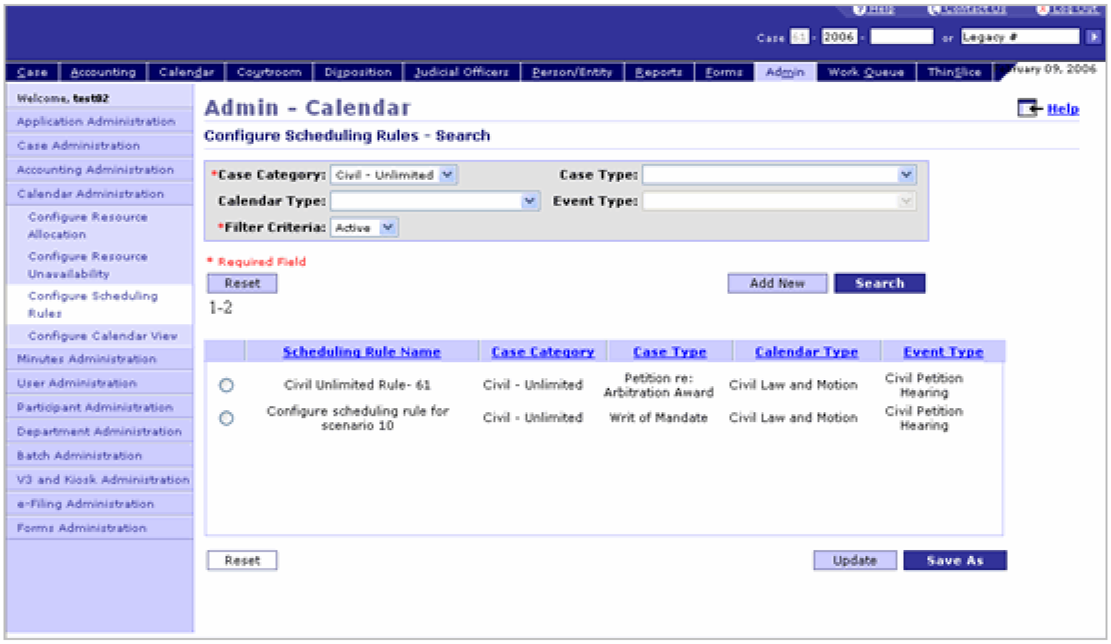
Updating a scheduling rule is the process of changing the details of an existing scheduling rule. During the updating process, the Case Category, Case Type, Calendar Type, Event Type fields are not editable.

Task Activity

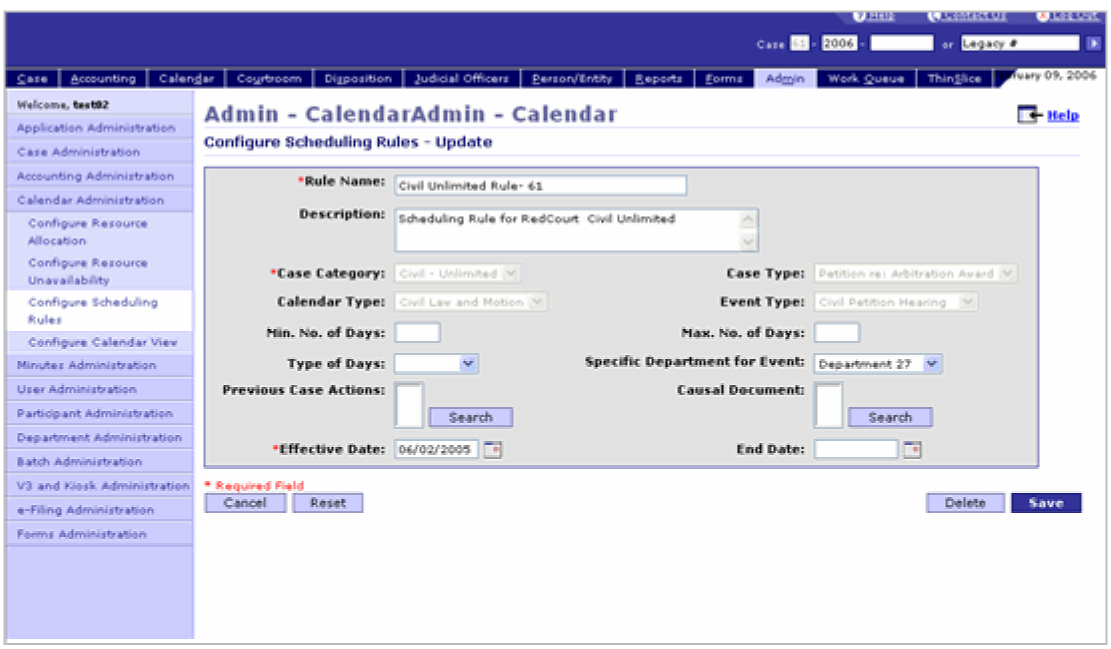
This activity takes place in the context of a scheduling rule search. Refer to the Search Scheduling Rules task activity for more details on this process.

Perform the following steps to update a scheduling rule.

1. Select the radio button for the scheduling rule name to update.
NOTE This selection occurs from the list of scheduling rule search results.



2. Click the **[Update]** button.
Result: The Configure Scheduling Rules - Details screen displays with appropriate information.



3. Enter/Update the available fields as needed.

   NOTE The combination of Rule Name and Effective Date fields must be unique. The Case Category, Case Type, Calendar Type, Event Type fields are not editable.

4. Click the **[Save]** button.
Result: The Configure Scheduling Rules - Confirmation screen displays.

Related Links

Configure Scheduling Rules Overview

Configure Scheduling Rules - Search Screen

Configure Scheduling Rules - Add New/Update/Save Screen

My Court Information

Save As New Scheduling Rule

Introduction

Using the "Save As" feature allows an existing scheduling rule to be used as a "template" for a new rule. Changes made to these rule parameters only apply to this new rule and do not change the selected template.

Required Changes

After selecting a template rule, you must change at least one rule setting to make the new rule unique. Otherwise, this "new" rule will be an exact copy of the template, and a duplicate rule validation will occur in the system.

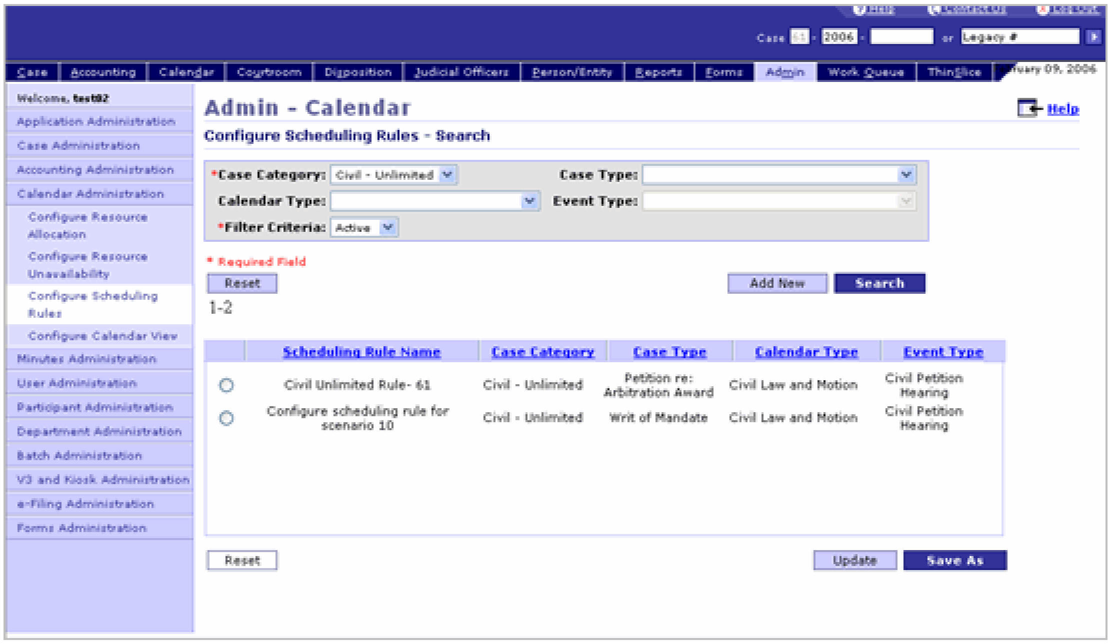
You cannot change the Resource Type for a scheduling rule using this process.

Task Activity

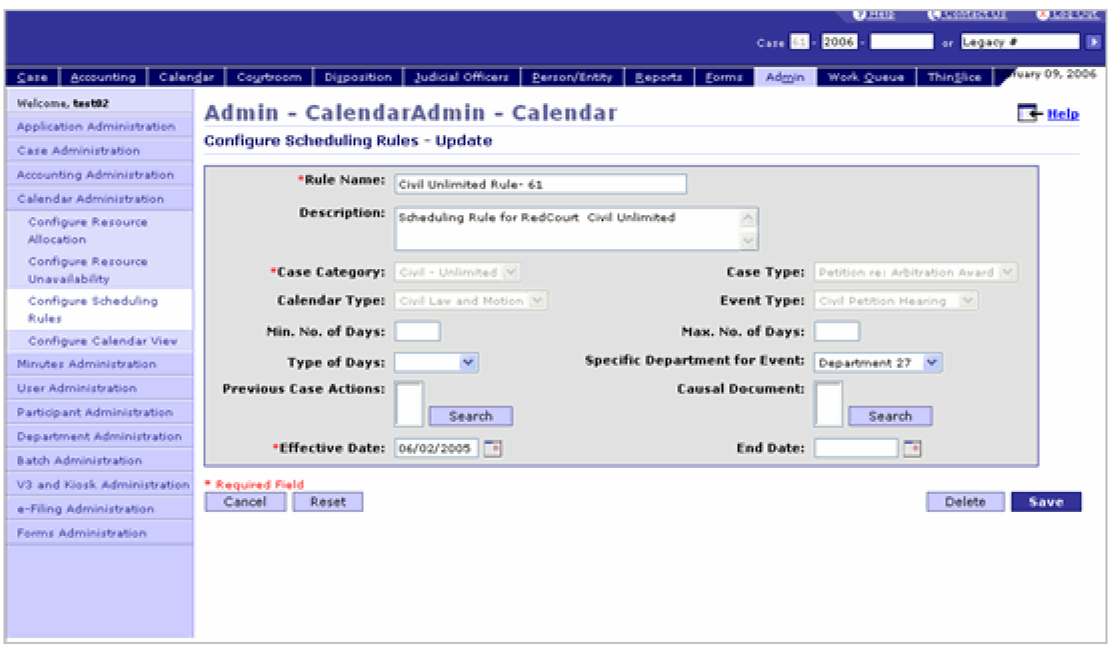
This activity takes place in the context of a scheduling rule search. Refer to the Search Scheduling Rules task activity for more details on this process.

Perform the following steps to update a scheduling rule.

1. Select the radio button for the scheduling rule name to use as a template.
   NOTE This selection occurs from the list of scheduling rule search results.



2. Click the **[Save As]** button.
Result: The Configure Scheduling Rules - Details screen displays with the appropriate information.



3. Enter/Update the available fields as needed.
NOTE The combination of **Rule Name** and **Effective Date** fields must be unique.

4. Click the **[Save]** button.
Result: The Configure Scheduling Rules - Confirmation screen displays.

Related Links

Configure Scheduling Rules Overview

Configure Scheduling Rules - Search Screen

Configure Scheduling Rules - Add New/Update/Save Screen

My Court Information

Delete Scheduling Rule

Introduction

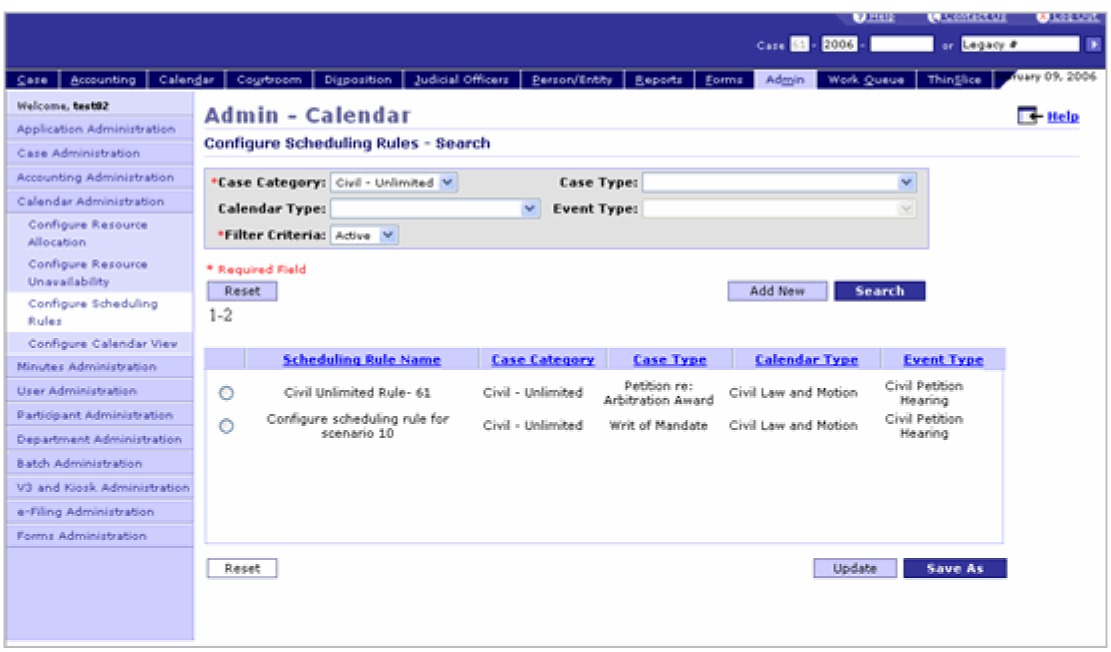
Deleting a scheduling rule allows you to remove an existing scheduling rule from the system.

Task Activity

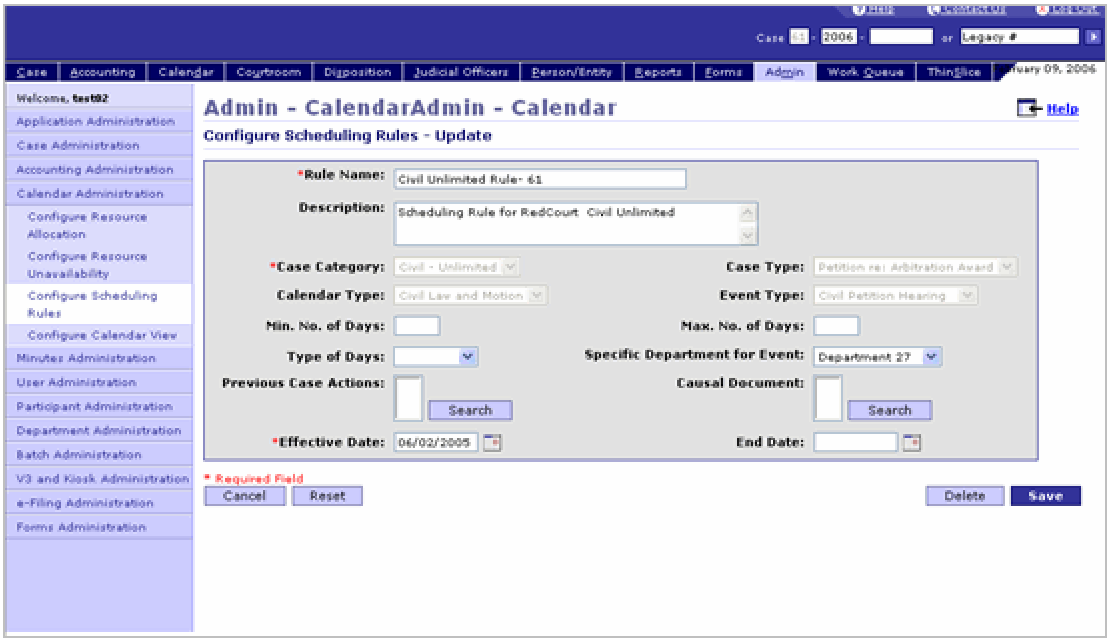
This activity takes place in the context of a scheduling rule search. Refer to the Search Scheduling Rules task activity for more details on this process.

Perform the following steps to delete a scheduling rule.

1. Select the radio button for the scheduling rule name to delete.
   NOTE This selection occurs from the list of scheduling rule search results .



2. Click the **[Update]** button.
   Result: The Configure Scheduling Rules - Details screen displays with appropriate information



3. Click the **[Delete]** button.
   Result: The Configure Scheduling Rules - Confirmation screen displays.

   NOTE The deleted scheduling rule is no longer shown as part of the search results.

Related Links

Configure Scheduling Rules Overview

Configure Scheduling Rules - Search Screen

Configure Scheduling Rules - Add New/Update/Save Screen

Configure Calendar Views

Configure Calendar Views Overview

Introduction

Configuring calendar views describes the process of configuring various calendar formats to be used in the courts. This allows each court to define the data elements that make up the calendar and also their relative placement in the view. Once a calendar view has been defined, it can be used by the court as needed.

During the process of configuring a view, you will choose a specific template (such as a summary template) and then select the fields that need to be shown on that template. These fields will be selected from a list of calendar related fields that are pre-defined in the system. Hence, a template, along with the relevant data elements and their sequences, and a unique calendar view name will constitute a calendar view.

In order for calendar views to be configured, calendar templates must exist in the system. There will be four base design templates available. These templates define the look and feel of the calendar, such as the summary calendar posted outside a department, which is different from the detailed calendar that is used by a Judicial Officer during an actual courtroom event.

The calendar can be viewed and printed. Refer to the Display/Print Calendar section for details on viewing and printing calendar views. The calendar can also be finalized by the court. Refer to the Finalize Calendar section for details on this process.

Use of Calendar Templates

During the process of configuring a view, you must select a specific template and then select the fields that need to be shown on that template. These fields will be selected from a list of calendar related fields pre-defined in the system.

A calendar view is composed of a base template and relevant data elements. The calendar view can be named by your discretion and saved in the system.

The system will also allow for multiple views to be configured using a single base template. However, the calendar view name must be unique.

Task Activities

Configuring calendar views includes the following task activities:

- Search Calendar Views
- Add Calendar View
- Update Calendar View
- Save As New Calendar View
- Delete Calendar View

Additional Resources

There are no other resources related to this overview.

Related Links

Configure Calendar View - Search Screen

Configure Calendar View - Details Screen

Configure Calendar View - Detail Template Screen

Configure Calendar View - Summary Template Screen

Configure Calendar View - Headers, Footers and Sorting Screen

My Court Information

Search Calendar Views

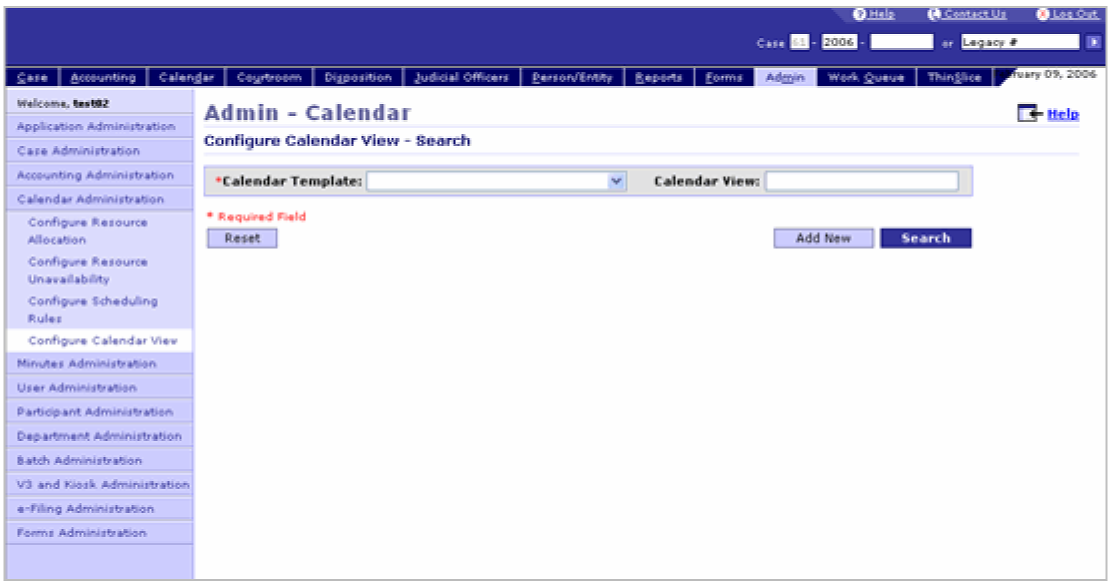
Introduction

This activity allows you to search for calendar views that currently exist in the system.

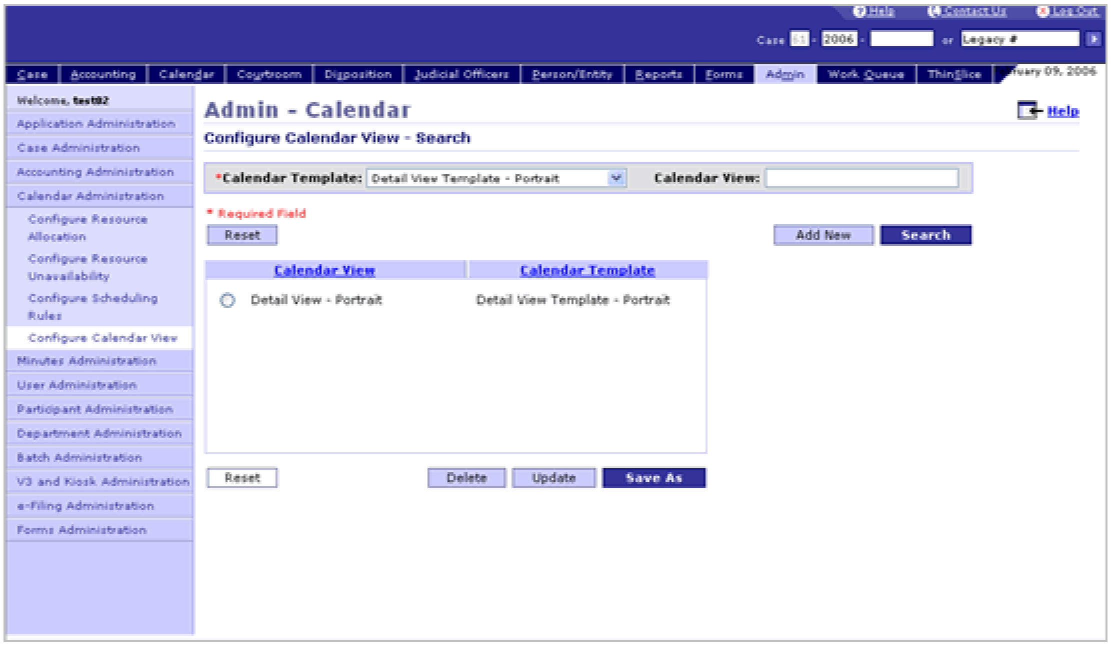
Task Activity

Perform the following steps to search for calendar views.

1. Select **[Admin] > [Calendar Administration] > [Configure Calendar View]**.
   Result: The Configure Calendar View - Search screen displays.



2. Select data for the **Calendar Template** field.
   NOTE The Calendar View is an optional field to narrow the search results.
3. Click **[Search]** button.
   Result: The Configure Calendar View - Search screen refreshes with the Search Results.



NOTE Entering the most known data into the fields before initiating the search will produce the best results. These results are sortable by the search result column hyperlinks.

Related Links

Configure Calendar Views Overview

Configure Calendar View - Search Screen

My Court Information

Add Calendar View

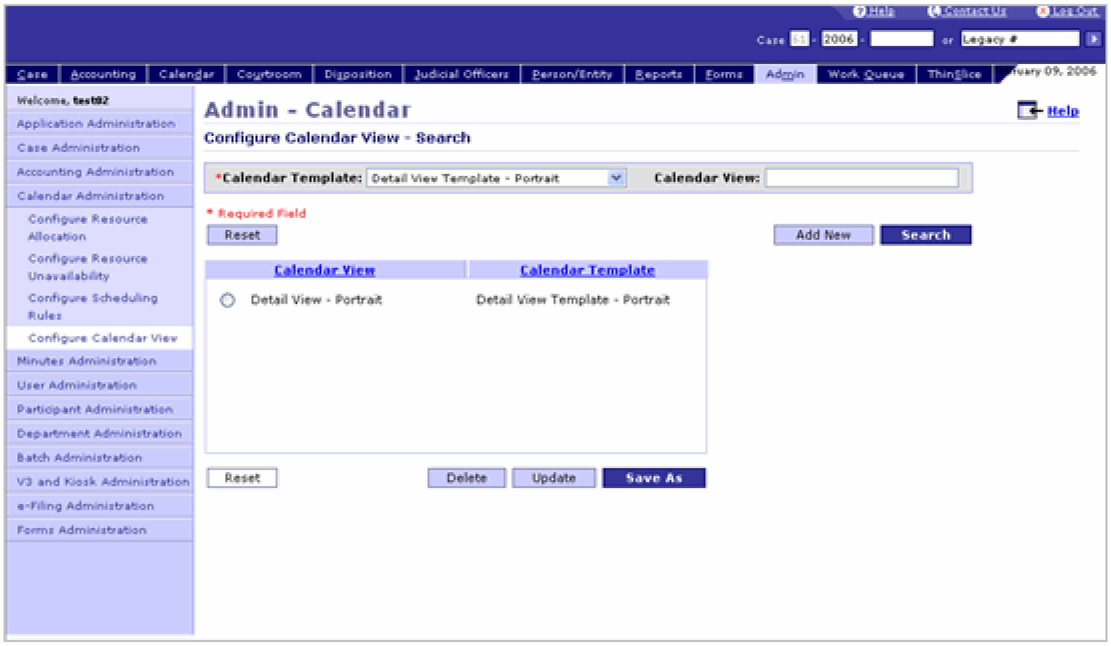
Introduction

Adding a calendar view is the process of creating a new calendar view using one of the base design templates.

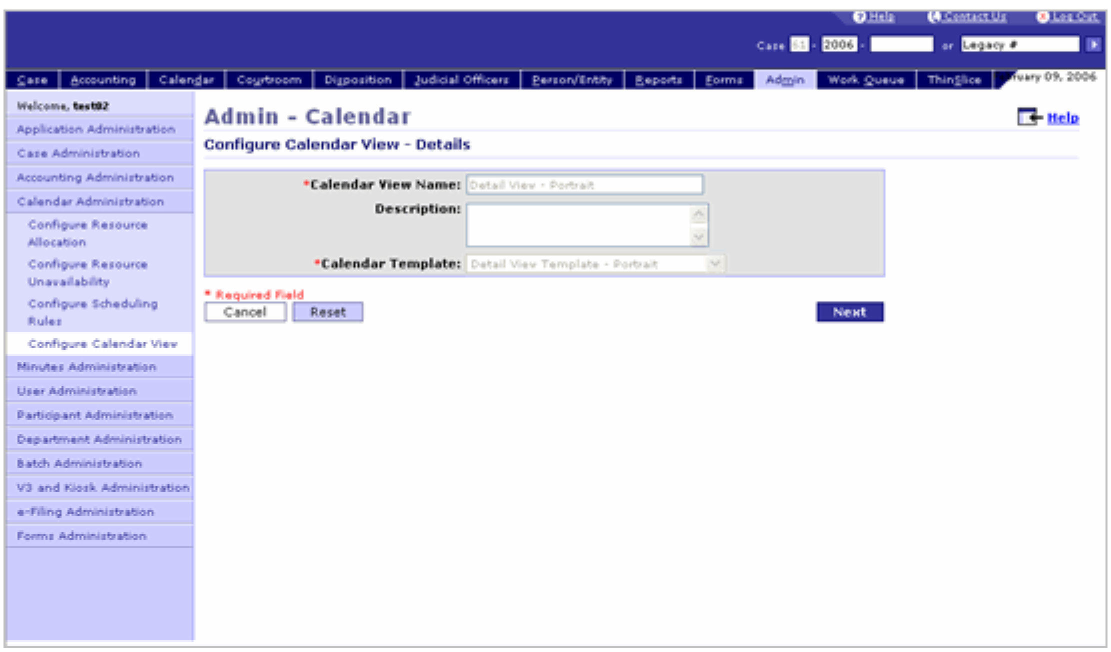
Task Activity

Perform the following steps to add a calendar view.

1. Select **[Admin] > [Calendar Administration] > [Configure Calendar View]**.
   Result: The Configure Calendar View - Search screen displays.



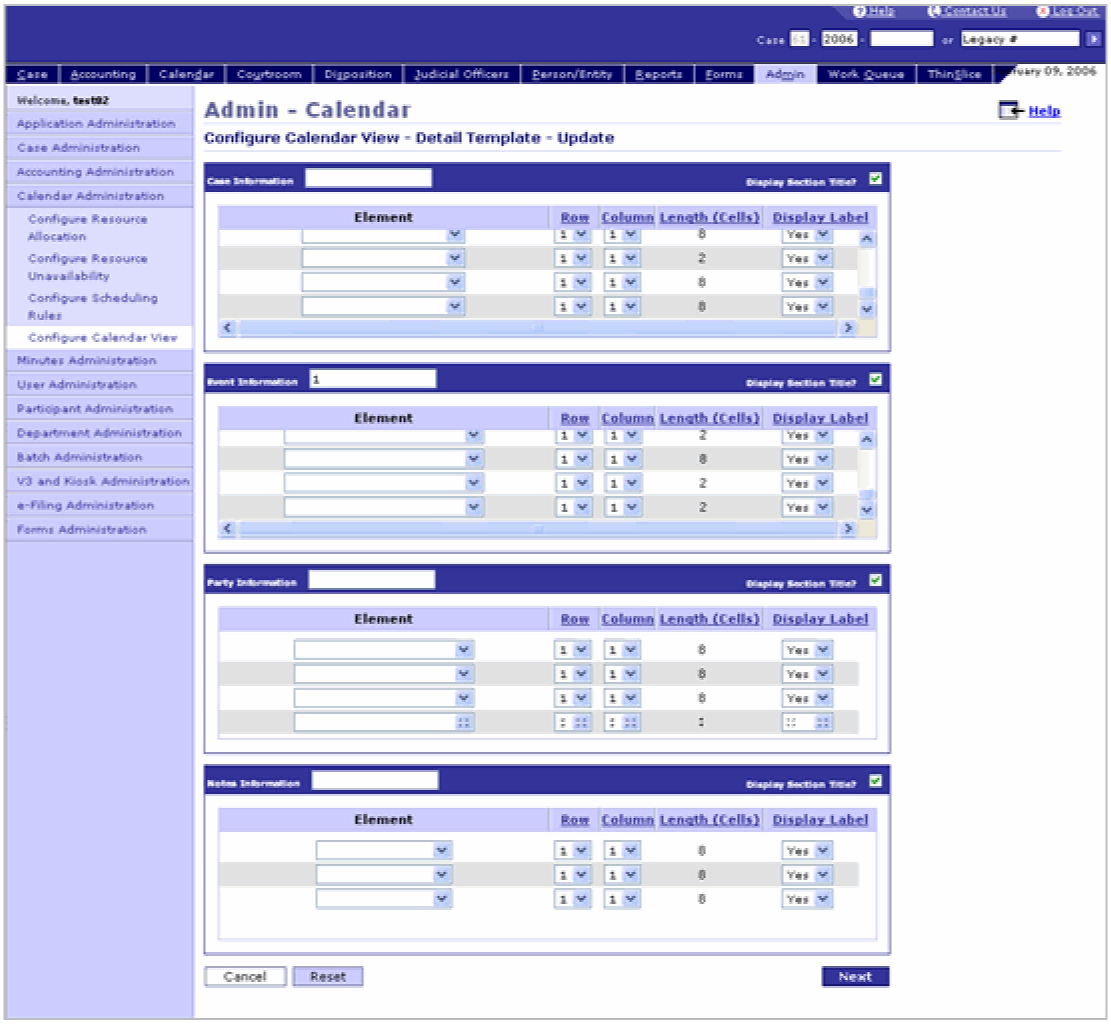
2. Click the **[Add New]** button.
   Result: The Configure Calendar View - Details screen displays.



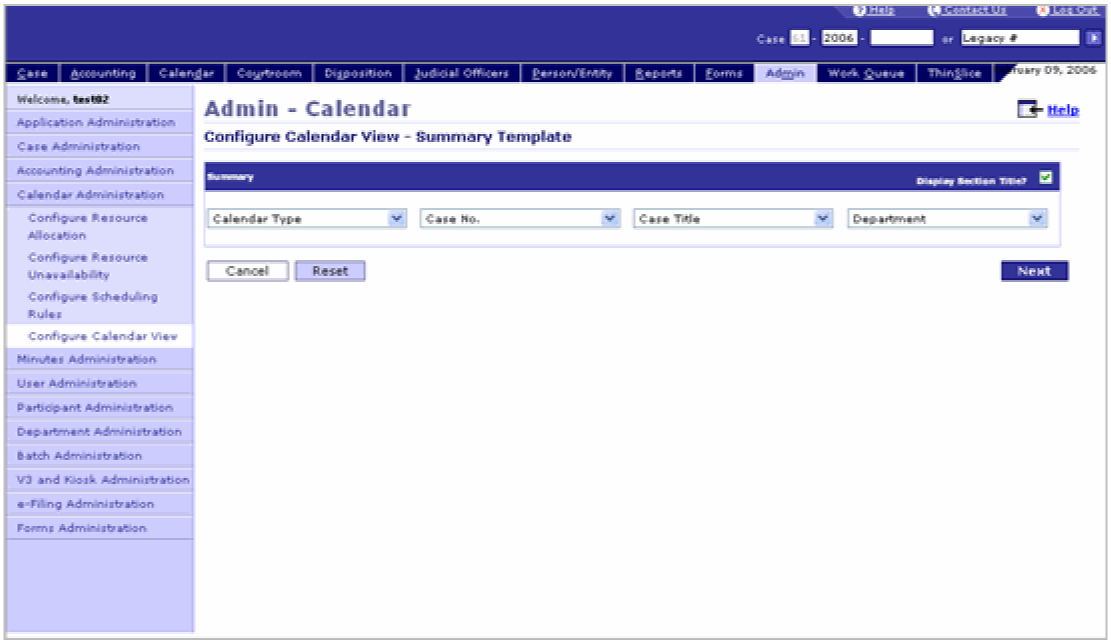
3. Enter data for the following required fields:
   - Calendar View Name
   - Calendar Template

NOTE The Calendar View Name field must be a unique name.

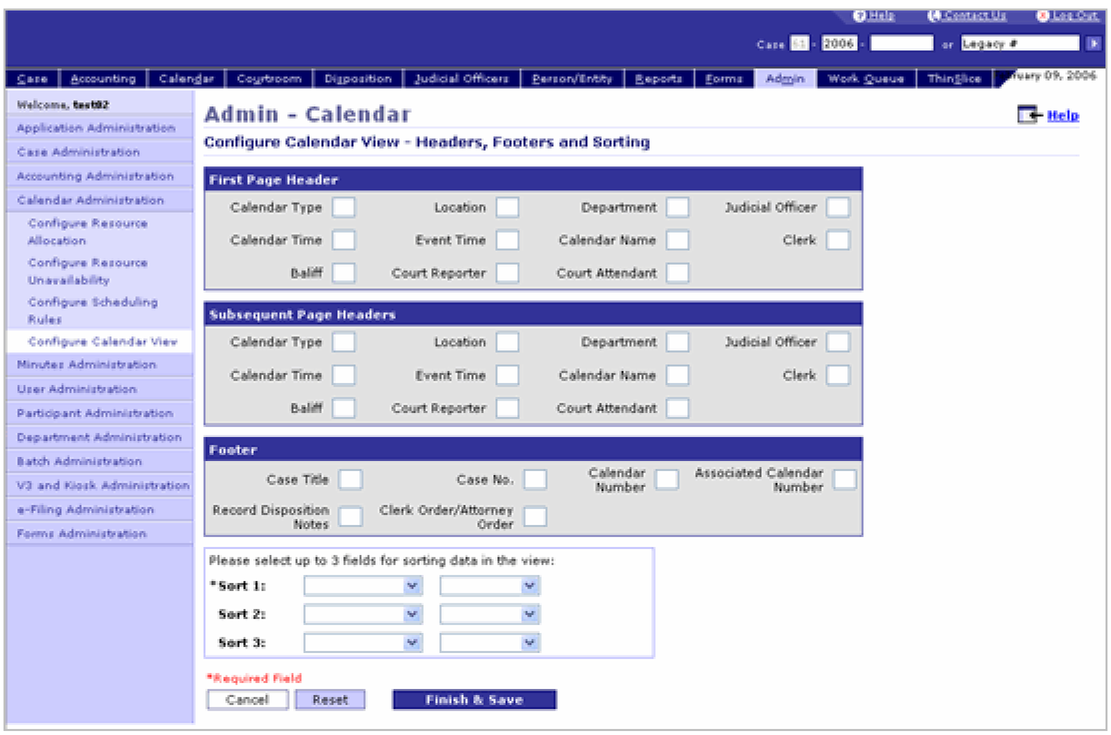
4. Click the **[Next]** button.
NOTE Depending on the Calendar Template selected, different screens will be displayed.
Result #1: If "Detailed Template" is selected, then the Configure Calendar View - Detail Template screen displays.



Result #2: If "Summary Template" is selected, then the Configure Calendar View - Summary Template screen displays.



5. Select at least one data field.
6. Click the **[Next]** button.
   Result: The Configure Calendar View - Headers, Footers and Sorting screen displays.

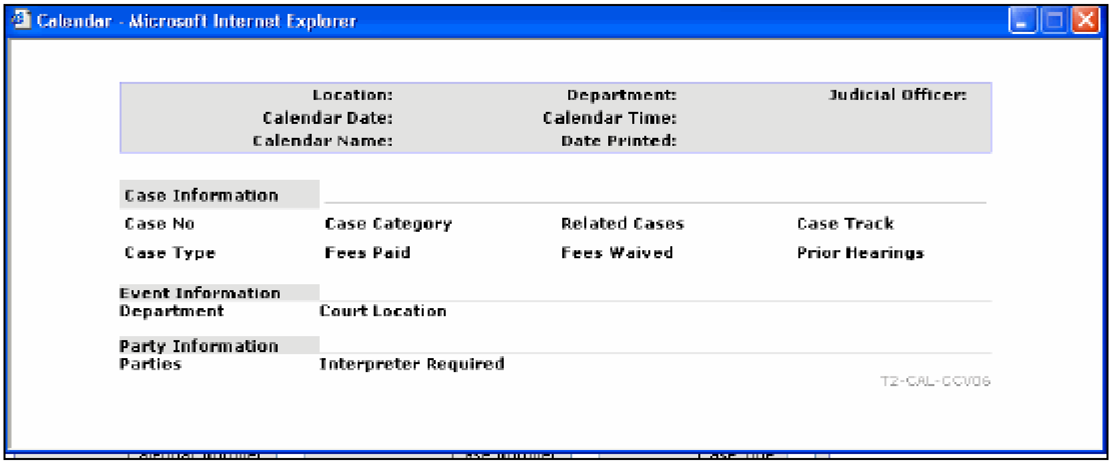


7. Select data for the **Sort 1** criteria.
   NOTE You can add additional filters by selecting the **Sort 2, Sort 3** fields. You can also select

additional optional fields in the **First Page Header, Subsequent Page Headers, Footer** sections.

8. Click the **[Finish & Save]** button.
   Result: The Configure Calendar View - Confirmation screen displays.

   NOTE The Preview screen displays in a new pop-up window.



Related Links

Configure Calendar Views Overview

Configure Calendar View - Search Screen

Configure Calendar View - Details Screen

Configure Calendar View - Detail Template Screen

Configure Calendar View - Summary Template Screen

Configure Calendar View - Headers, Footers and Sorting Screen

My Court Information

Update Calendar View

Introduction

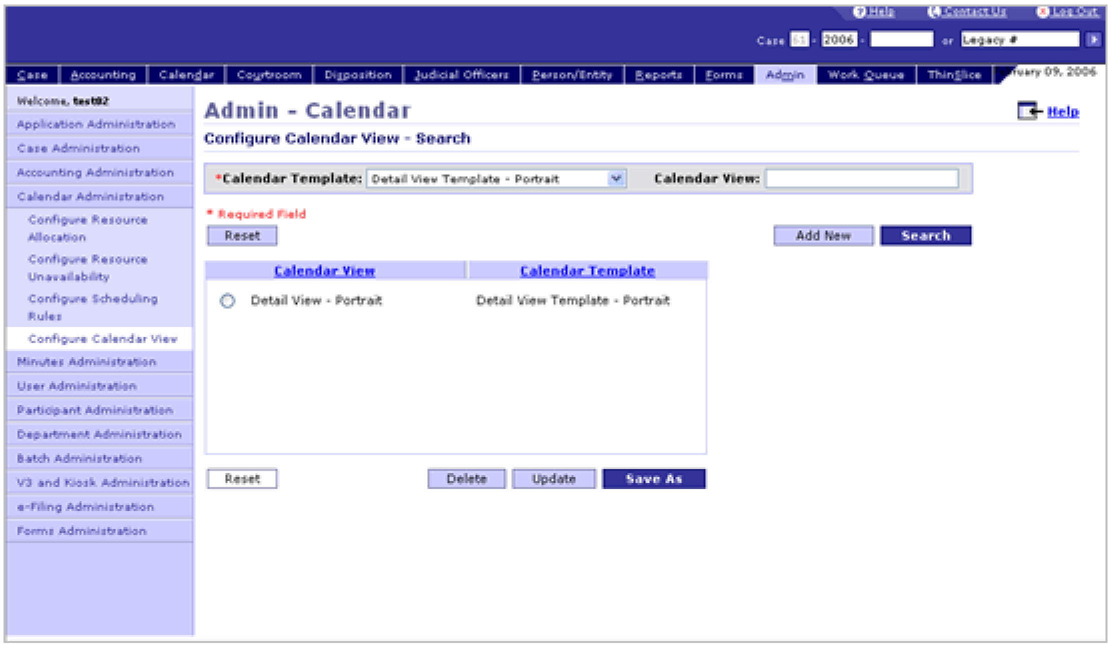
Updating a calendar view is the process of changing the look and feel and the data elements of an existing calendar view. The calendar view name and base template cannot be changed during an update mode.

Task Activity

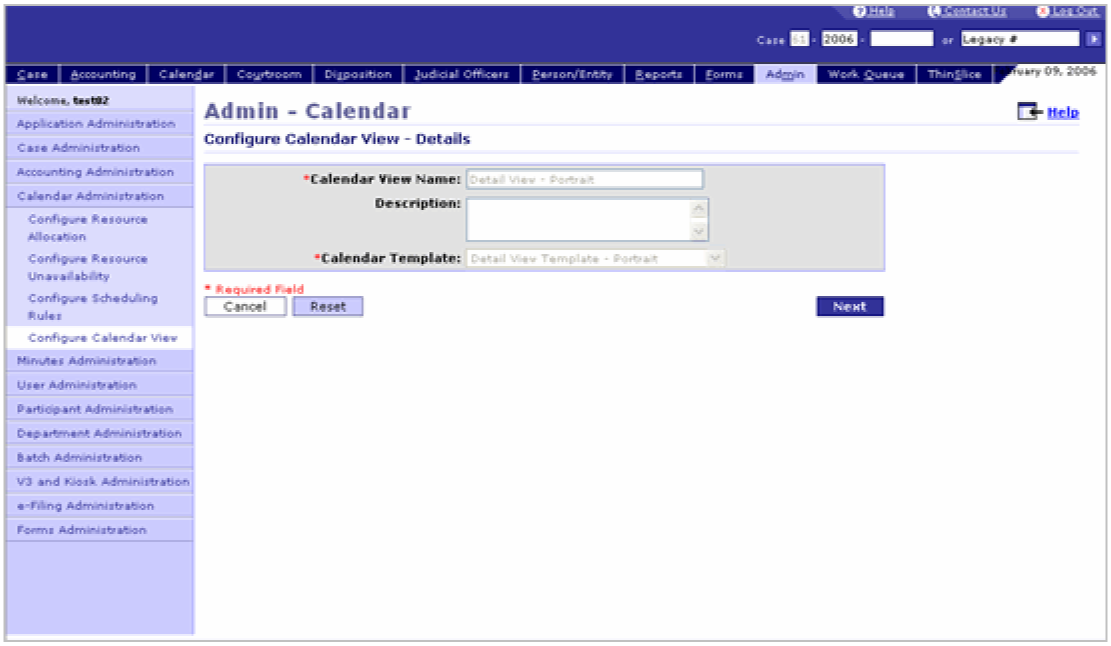
This activity takes place in the context of calendar views search. Refer to the Search Calendar Views task activity for more details on this process.

Perform the following steps to update a calendar view.

1. Select the radio button for a calendar view to update.
   NOTE This selection occurs from the list of calendar view search results.



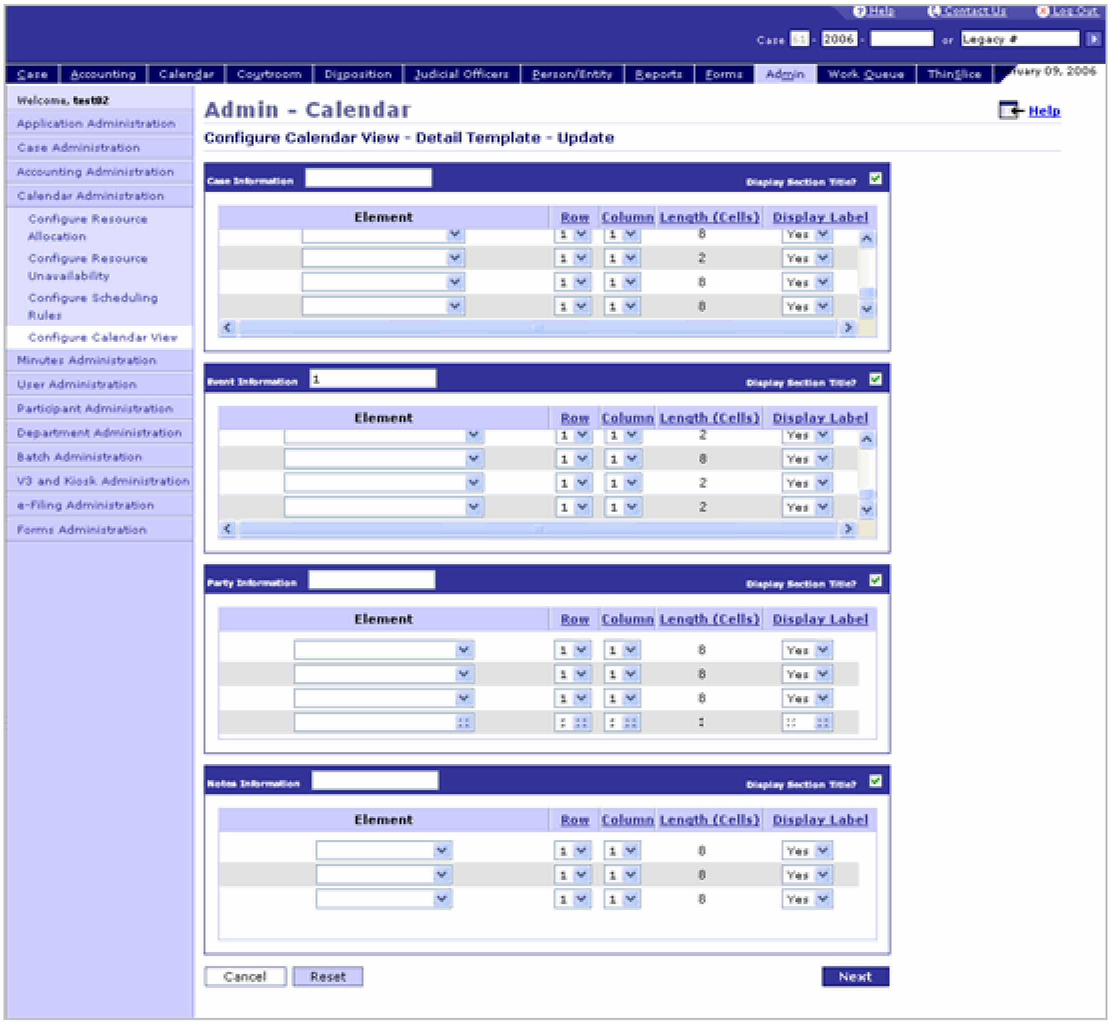
2. Click the **[Update]** button.
   Result: The Configure Calendar View - Details screen displays with the appropriate information.



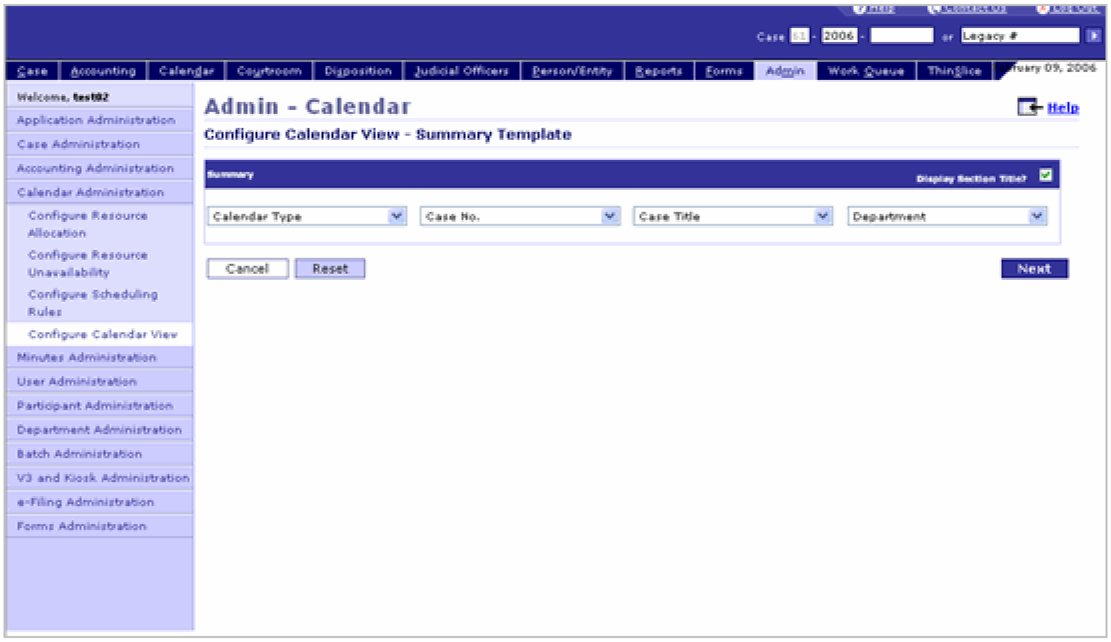
3. Enter/Update the available fields as needed.

   NOTE The Calendar View and Calendar Template is not editable.

4. Click the **[Next]** button.
   NOTE Depending on the Calendar Template selected, different screens will be displayed.
   Result #1: If "Detailed Template" is selected, then the Configure Calendar View - Detail Template screen displays.



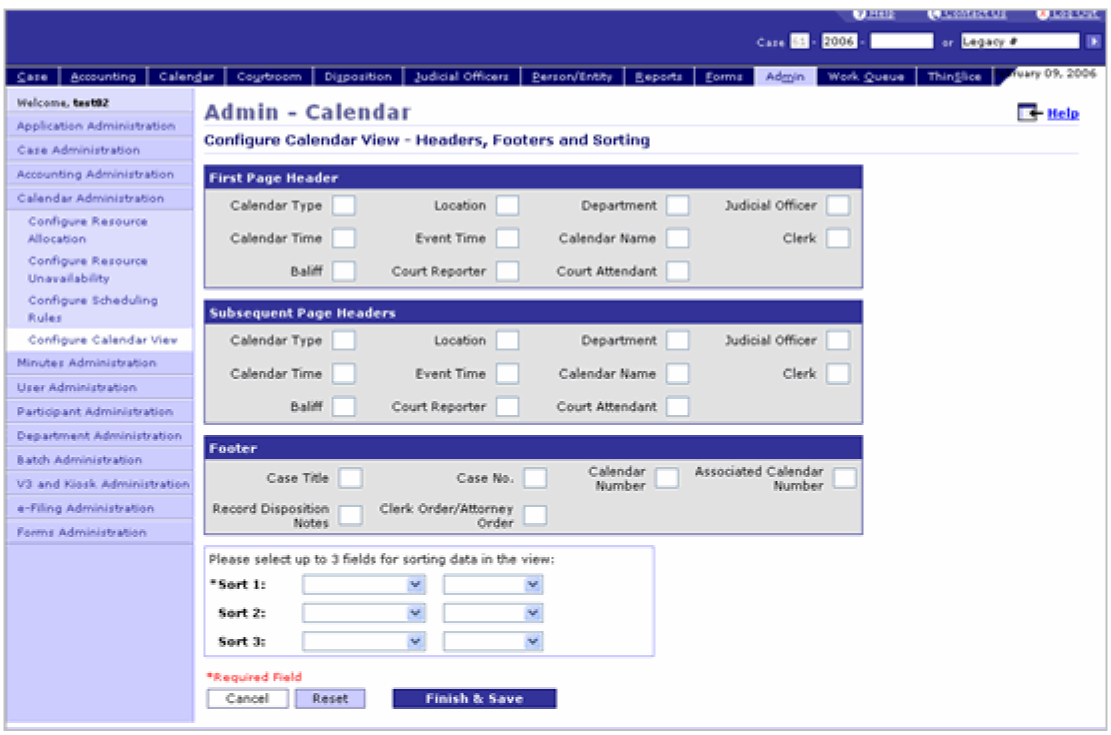
Result #2: If "Summary Template" is selected, then the Configure Calendar View - Summary Template screen displays.



6. Select/Update the available fields as needed.

7. Click the **[Next]** button.

Result: The Configure Calendar View - Headers, Footers and Sorting screen displays.



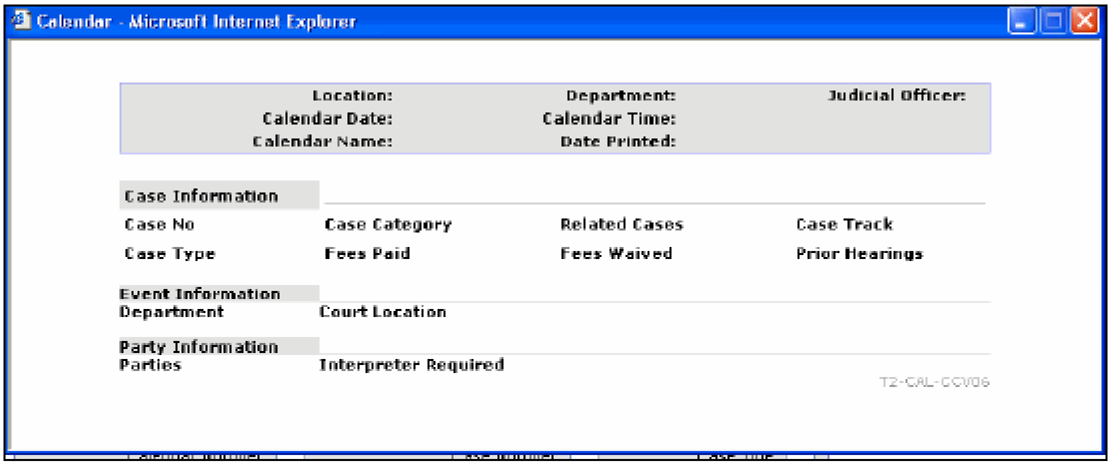
8. Select/Update data for the **Sort 1** criteria.

NOTE You can add/update additional filters by selecting the **Sort 2, Sort 3** fields. You can also select/update additional optional fields in the **First Page Header, Subsequent Page Headers, Footer** sections.

9. Click the **[Finish & Save]** button.

Result: The Configure Calendar View - Confirmation screen displays.

The Preview screen displays in a new pop-up window.



Related Links

Configure Calendar Views Overview

Configure Calendar View - Search Screen

Configure Calendar View - Details Screen

Configure Calendar View - Detail Template Screen

Configure Calendar View - Summary Template Screen

Configure Calendar View - Headers, Footers and Sorting Screen

My Court Information

Save As New Calendar View

Introduction

Using the "Save As" feature allows an existing calendar view to be used as a "template" for a new calendar view. Changes made to the calendar view only apply to this new view and do not change the selected template.

Required Changes

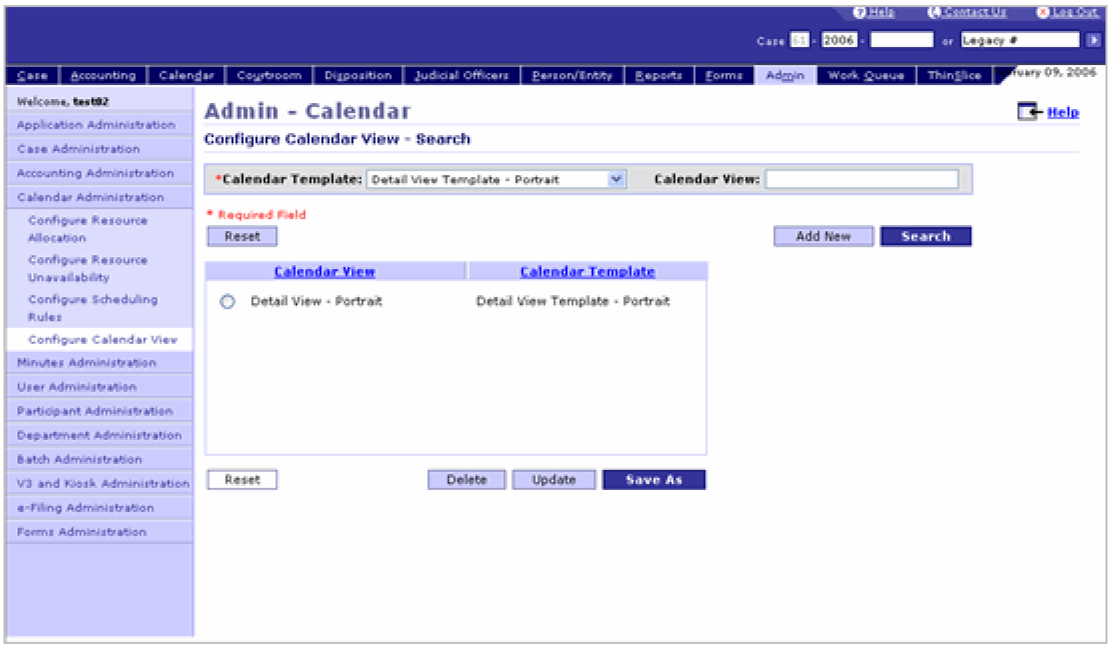
After selecting a template calendar view, you must change at least the calendar name to make the new view unique. Otherwise, this "new" view will be an exact copy of the template, which is not allowed in the system.

Task Activity

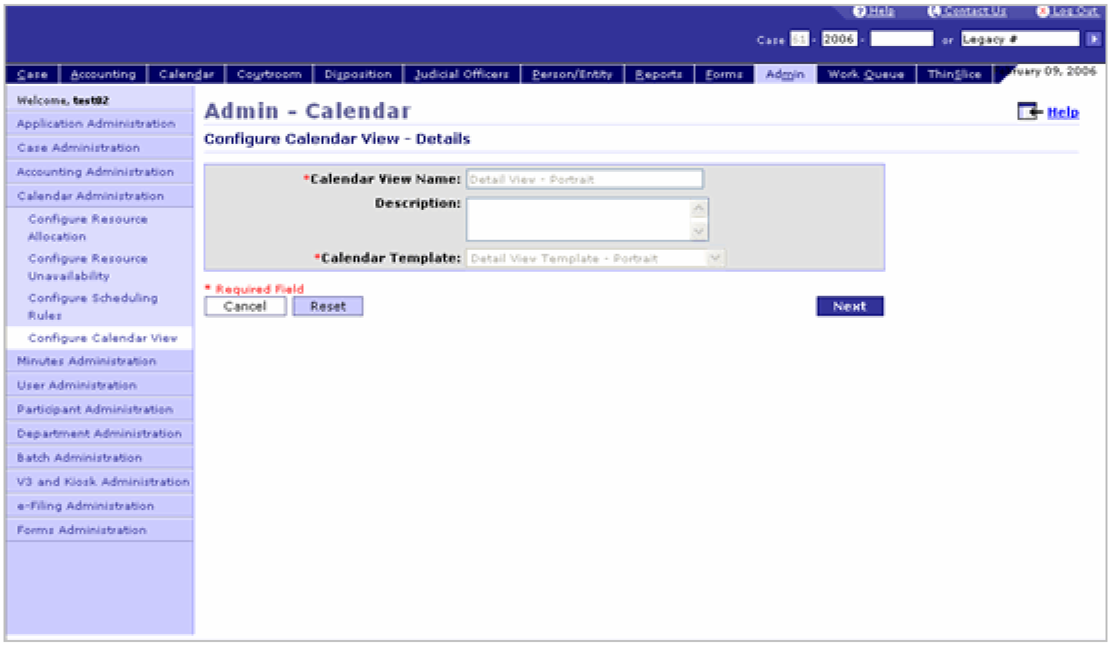
This activity takes place in the context of Configure Calendar Views search. Refer to the Search Calendar Views task activity for details on this process.

Perform the following steps to save a calendar view as a new calendar view.

1. Select the radio button for a calendar view to use as a template.
   NOTE This selection occurs from the list of calendar view search results.



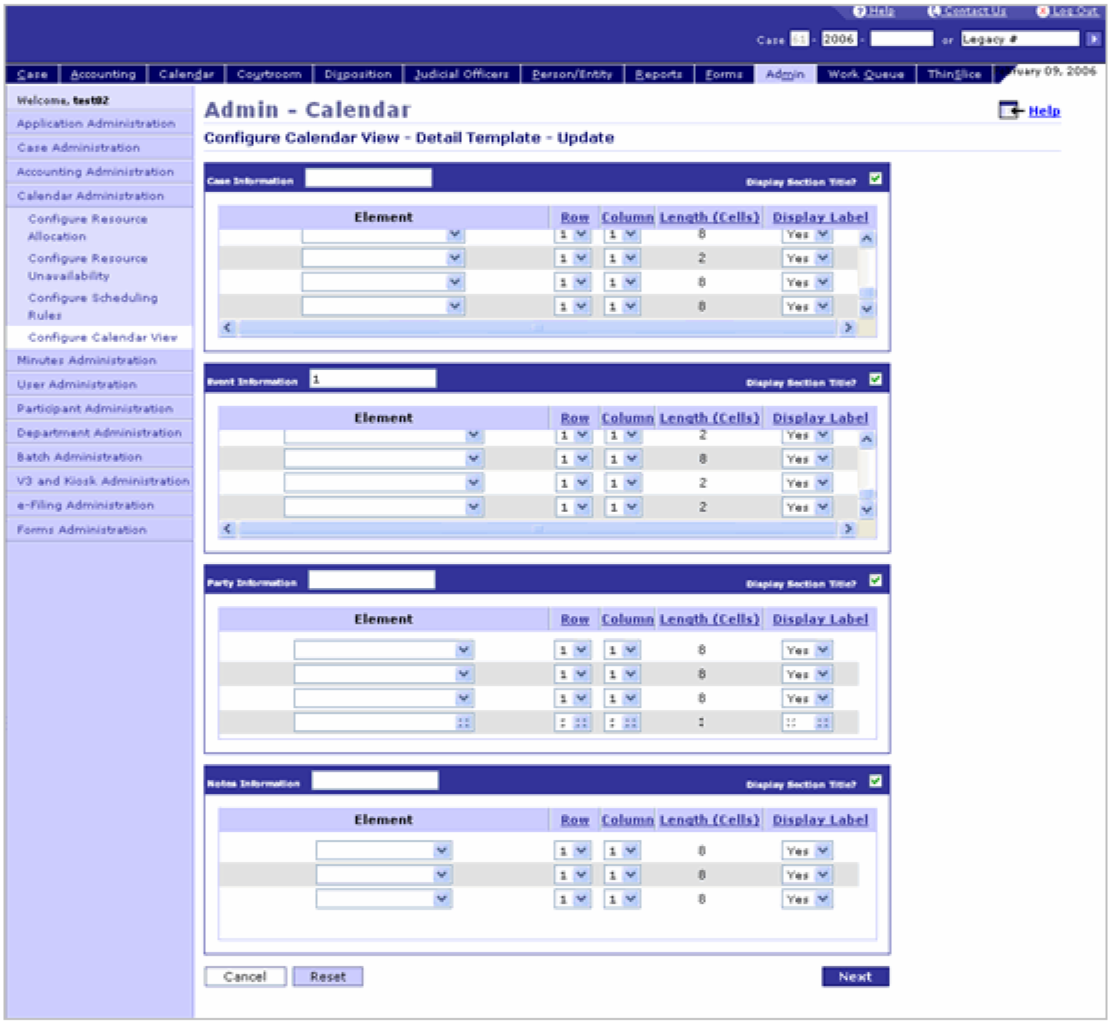
2. Click the **[Save As]** button.
   Result: The Configure Calendar View - Details screen displays with appropriate information.



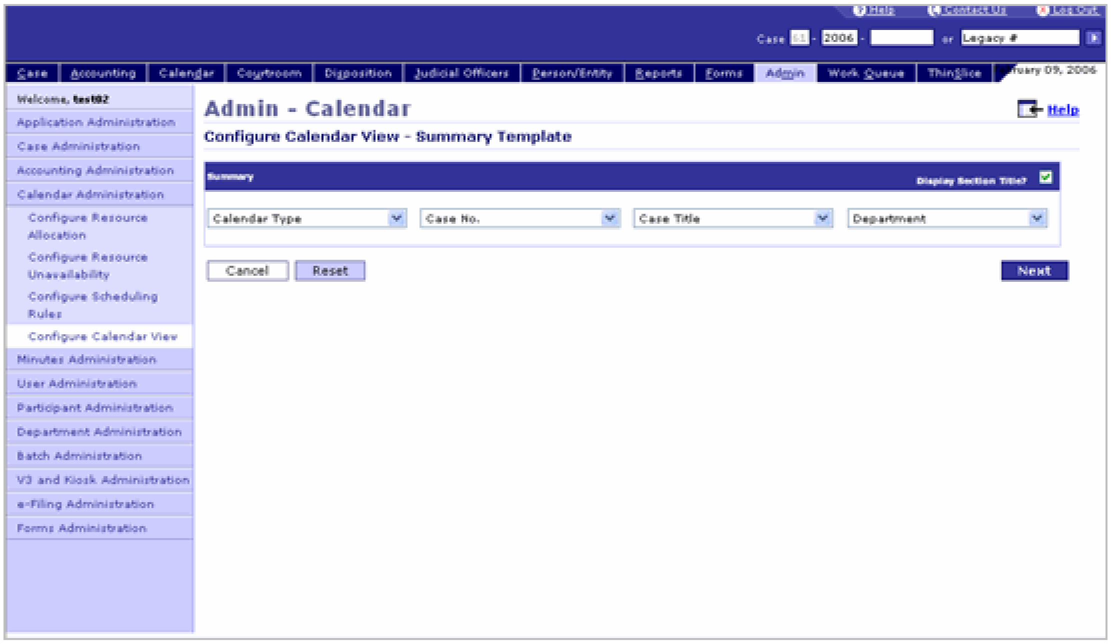
3. Enter/Update the available fields as needed.

   NOTE The Calendar View Name field must be a unique name or the system will prompt you with an error message. The Calendar Template is not editable.

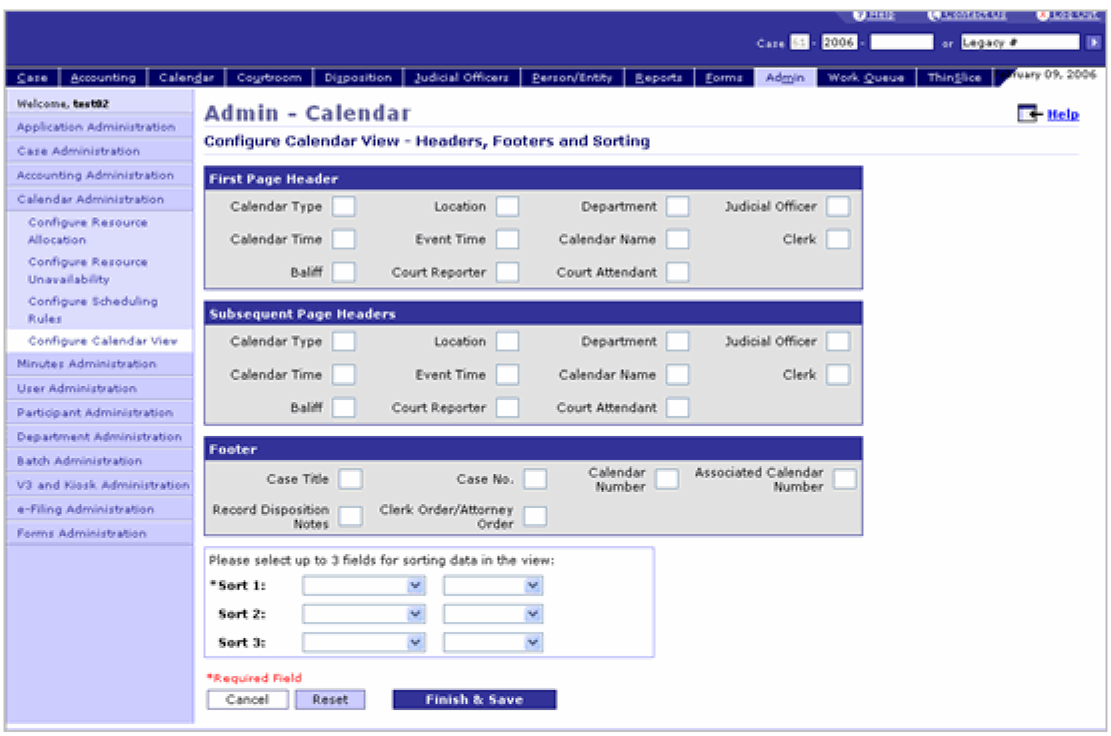
4. Click the **[Next]** button.
   NOTE Depending on the Calendar Template selected, different screens will be displayed.
   Result #1: If "Detailed Template" is selected, then the Configure Calendar View - Detail Template screen displays.



Result #2: If "Summary Template" is selected, then the Configure Calendar View - Summary Template screen displays.



5. Select/Update the available fields as needed.
6. Click the **[Next]** button.
   Result: The Configure Calendar View - Headers, Footers and Sorting screen displays.

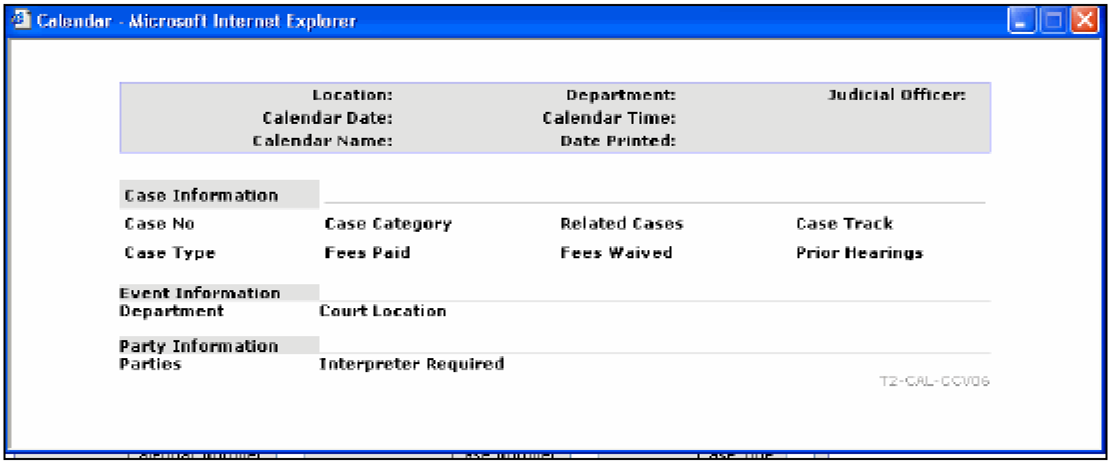


7. Select/Update data for the **Sort 1** criteria.
   NOTE You can add/update additional filters by selecting the **Sort 2, Sort 3** fields. You can also

select/update additional optional fields in the **First Page Header, Subsequent Page Headers, Footer** sections.

8. Click the **[Finish & Save]** button.
   Result: The Configure Calendar View - Confirmation screen displays with a confirmation message.

   The Preview screen displays in a new pop-up window.



NOTE The **[Save As]** button creates a new calendar view by copying a similar existing calendar view.

Related Links

Configure Calendar Views Overview

Configure Calendar View - Search Screen

Configure Calendar View - Details Screen

Configure Calendar View - Detail Template Screen

Configure Calendar View - Summary Template Screen

Configure Calendar View - Headers, Footers and Sorting Screen

My Court Information

Delete Calendar View

Introduction

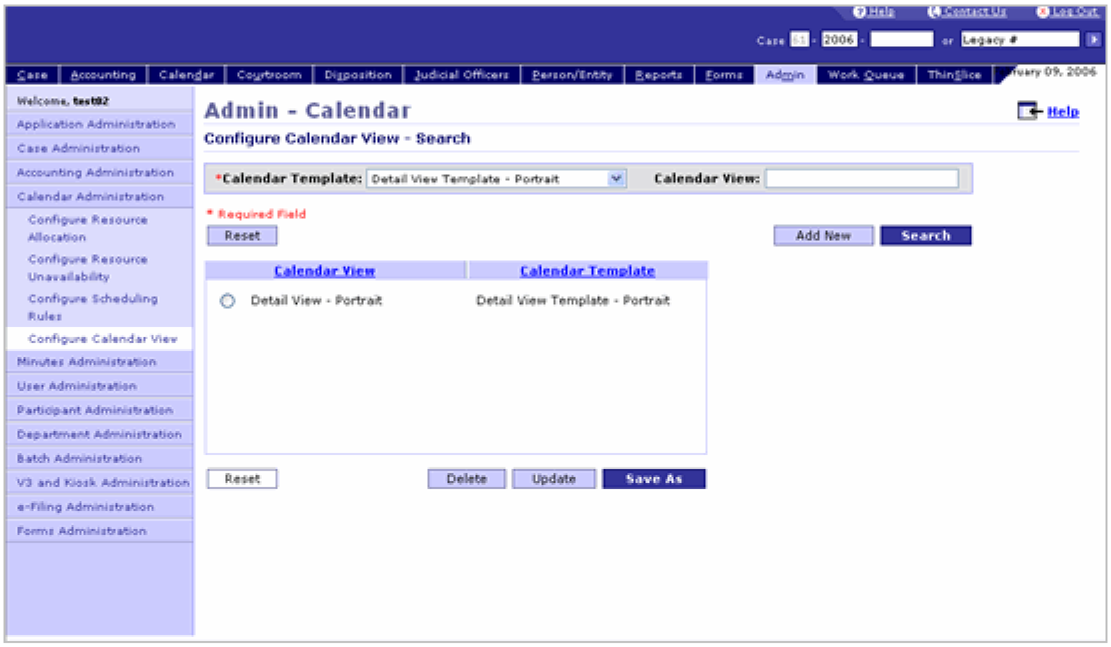
Deleting a calendar view is the process of removing an existing calendar view from the system.

Task Activity

This activity takes place in the context of calendar views search. Refer to the Search Calendar Views task activity for more details on this process.

Perform the following steps to delete a calendar view.

1. Select the radio button for a calendar view to delete.
   NOTE This selection occurs from the list of calendar view search results.



2. Click the **[Delete]** button.
   Result: The Configure Calendar View - Confirmation screen displays.
   NOTE The deleted calendar view is no longer shown as part of the search results.

Related Links

Configure Calendar Views Overview

Configure Calendar View - Search Screen

Minutes Administration

Configure Minute Codes

Configure Minute Codes Overview

Introduction

Courtroom personnel record the minutes of a hearing within the Minute Order Capture screen. Code-based minutes allow you to take advantage of pre-defined wording and provide you with the ability to customize content and to trigger actions related to other functions within the system by using the available minute codes.

These codes may cause an action to occur in the system, such as creating a fee or scheduling an event. Refer to the Function Actions Overview section for details on these actions. Minute codes may also cause pre-configured text to be recorded in the minutes, such as instructions by the court for a case participant to perform a specific task. This task describes the activities related to creating both code and text-based minute codes.

Configuring Minute Codes

Minute codes that require the system to do something, such as scheduling an event or updating a party's status, are called action-based codes. You can select existing system actions and relate them to a particular code. These codes might require values (for the input parameters associated with the actions- e.g. such as a fee amount field when generating an action related to fees) to be specified by the user at the time of using the code in order for the system to perform the actions associated to the code.

Codes can also include text fields. The values for these text fields will be provided by Courtroom personnel while entering minutes. The system will not perform any action based on these text fields.

You also have the ability to assign case categories and case types to each code. This classification does not prevent you from using the code while recording minutes for a different case category or case type. However, it helps during the search process to select the correct code when entering minutes. Additionally, at the time of minute entry, if a code is used for a different case category/case type than what has been configured, the system will display a warning message.

Before Configuring a Minute Code

In order to configure a code that will trigger a system action, the system action must already exist in the system. Refer to the Action Code List for a list of available actions in the system.

Task Activities

Configuring minute codes includes the following task activities:

- Search Minute Codes
- Create Minute Codes
- Save As New Minute Codes
- Update Minute Codes

Additional Resources

Other items related to this overview include the following:

- Business Rules

- Action Code List

Related Links

Configure Codes - Configure Parameters Screen

Configure Codes - Functions and Actions Screen

Configure Codes - Search Screen

Configure Codes - Text Screen

My Court Information

Search Minute Code

Introduction

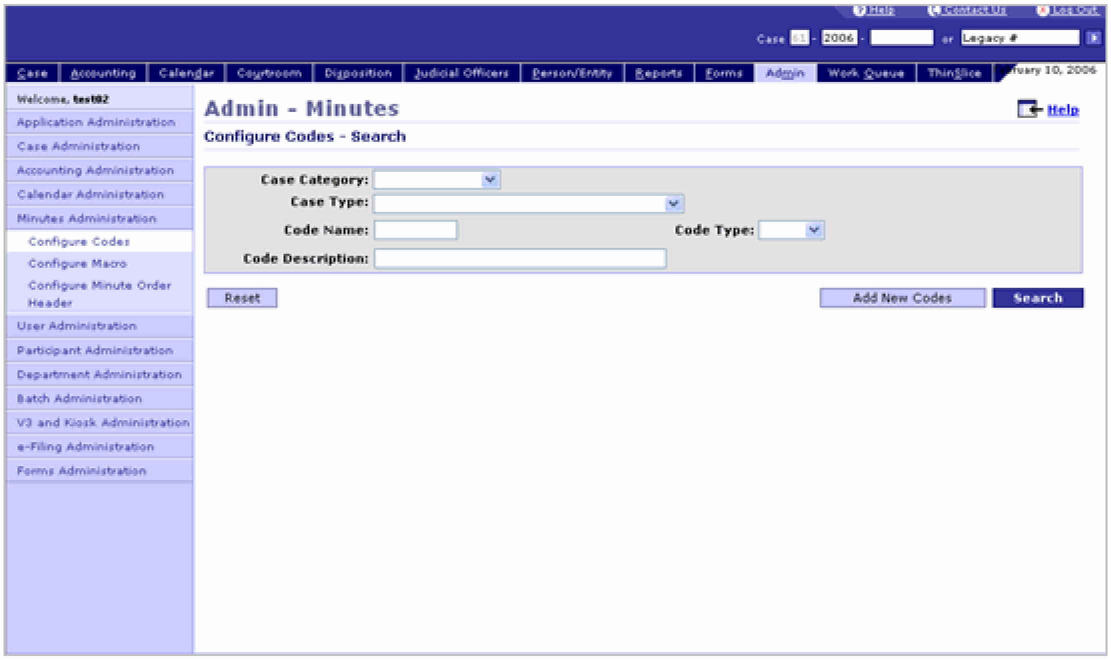
This activity allows you to search for minute codes. This search is helpful if you want to update an existing code or copy an existing code and modify it to create a new code, using the "Save As" functionality.

Refer to the Search Feature Overview for details on performing a search in the system.

Task Activity

Perform the following steps to search for a minute code.

1. Select **[Admin] > [Minutes Administration] > [Configure Codes]**.
   Result: The Configure Codes - Search screen displays.



2. Select either a **Case Category** or **Case Type**.
3. Enter/Select data for other search parameter fields, as necessary.
4. Click the **[Search]** button.
   Result: The Configure Codes - Search screen refreshes with the Search Results.

NOTE From the search results, you can Update a Minute code or "Save As" a New Minute code.

Related Links

Configure Minute Order Code Overview

Configure Codes - Search Screen

My Court Information

Create Minute Codes

Introduction

You can create a minute code that will perform an action within the system and write an entry into the minute and Case History/Register of Actions, based on your court's configuration.

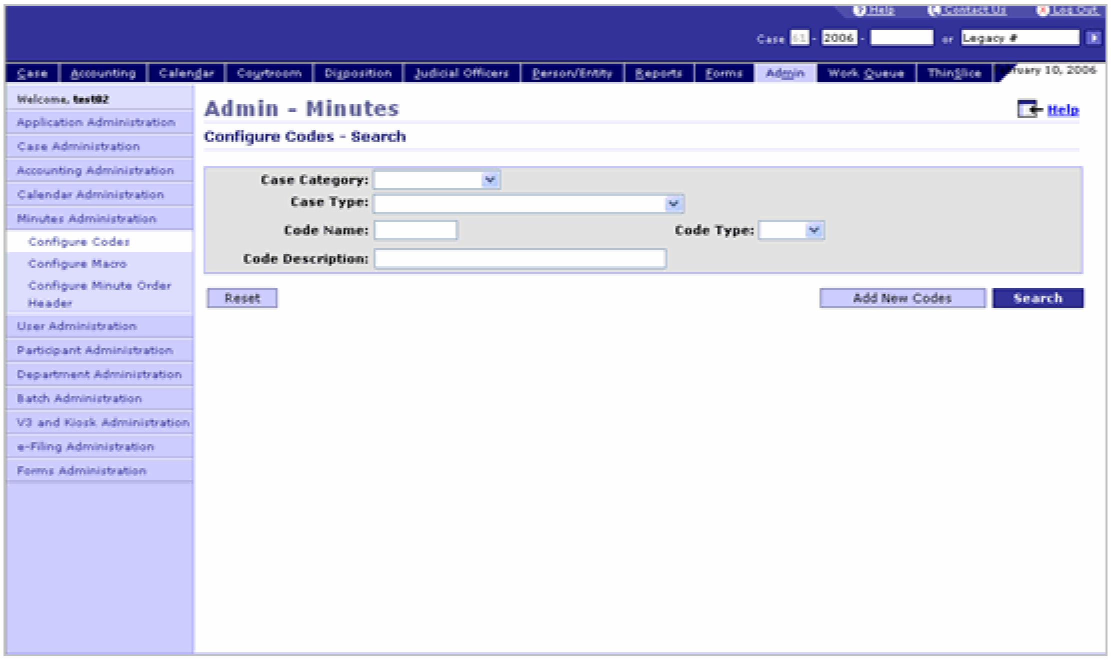
Before Creating a Minute Code

If you choose to create a new Minute code, you must first verify that a similar minute code does not already exist with the exact same values and parameters assigned. If a similar minute code already exists, you may choose to use the system's Save As functionality to save time. Searching for previously entered codes also validates that a duplicate action does not get assigned to two different codes.

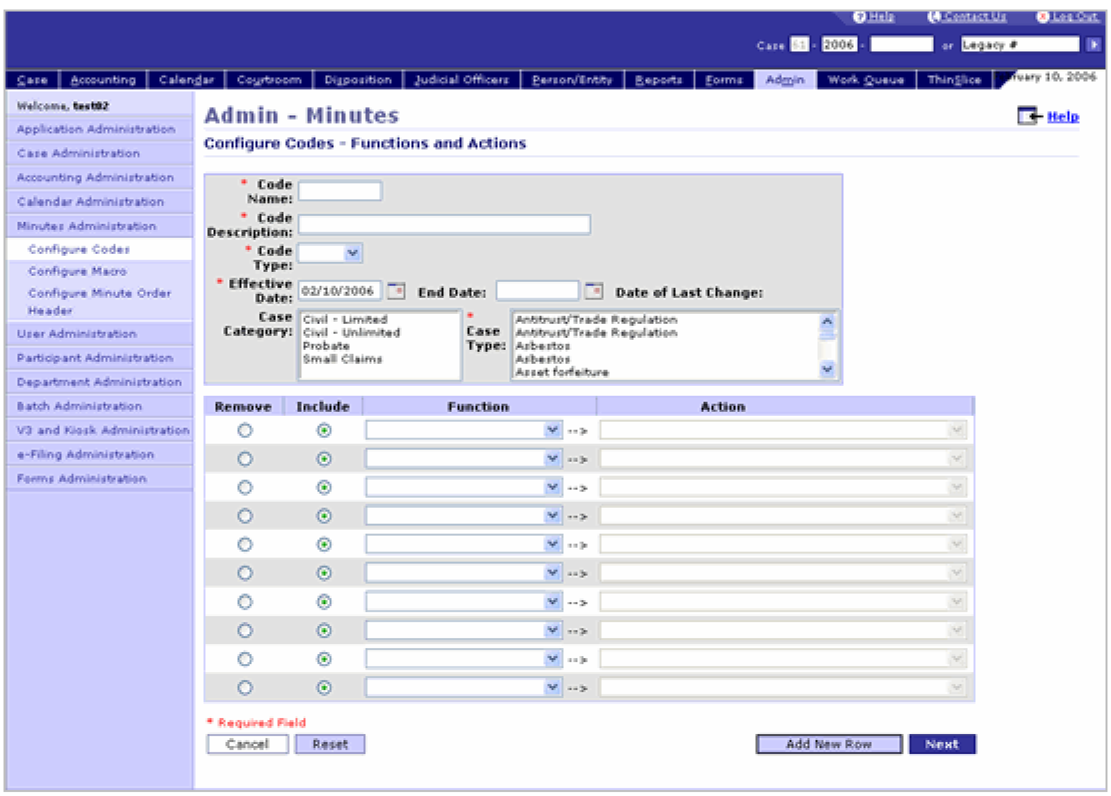
Task Activity

Perform the following steps to create a minute code.

1. Select **[Admin] > [Configure Codes]**.
   Result: The Configure Codes - Search screen displays.



2. Click **[Add New Code]**.
   Result: The Configure Codes - Functions and Actions screen displays.



3. Enter/Select data for the following required fields:

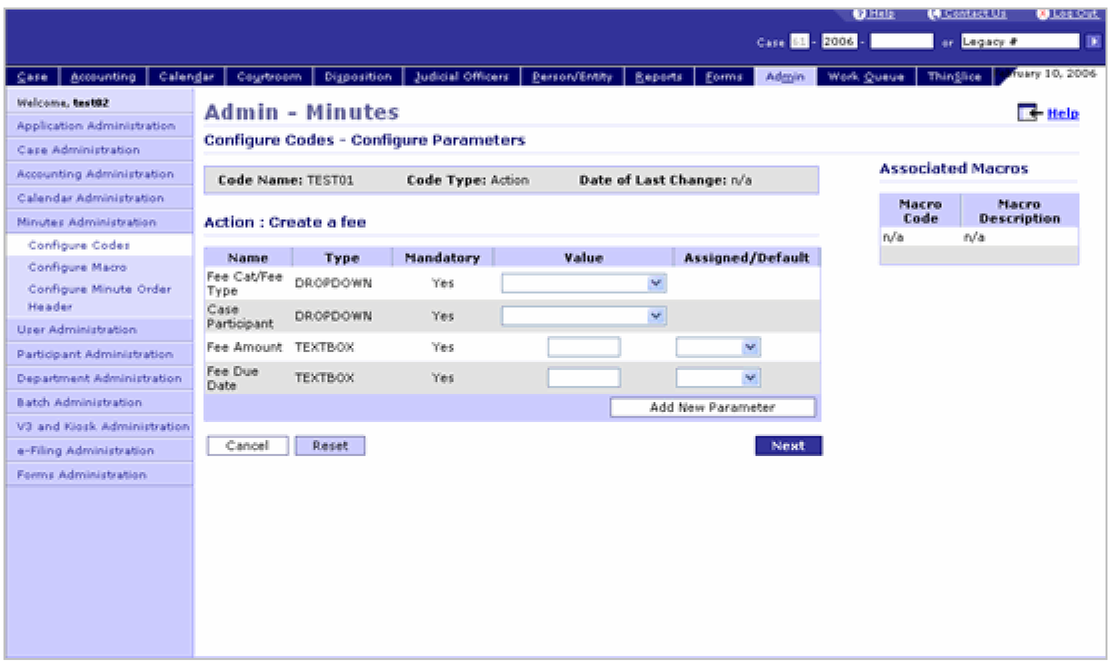
- Code Name
- Code Description
- Code Type
- Case Category
- Case Type (Not selecting a case type will select all case types for the case category)
- Effective Date

NOTE If selecting "text" for the Code Type, the available function actions at the bottom of the screen will appear grayed out, as a text based minute code will not cause any actions to occur in the system. You will also proceed to step 7 when you click the **[Next]** button.

NOTE Selecting a case category and type will allow the code to be identified when performing a search of all codes for a specific case category and type.

NOTE Click the **[Add Row]** button to add additional function actions as necessary.

4. Click the **[Next]** button.
   Result: The Configure Codes - Configure Parameters screen displays.



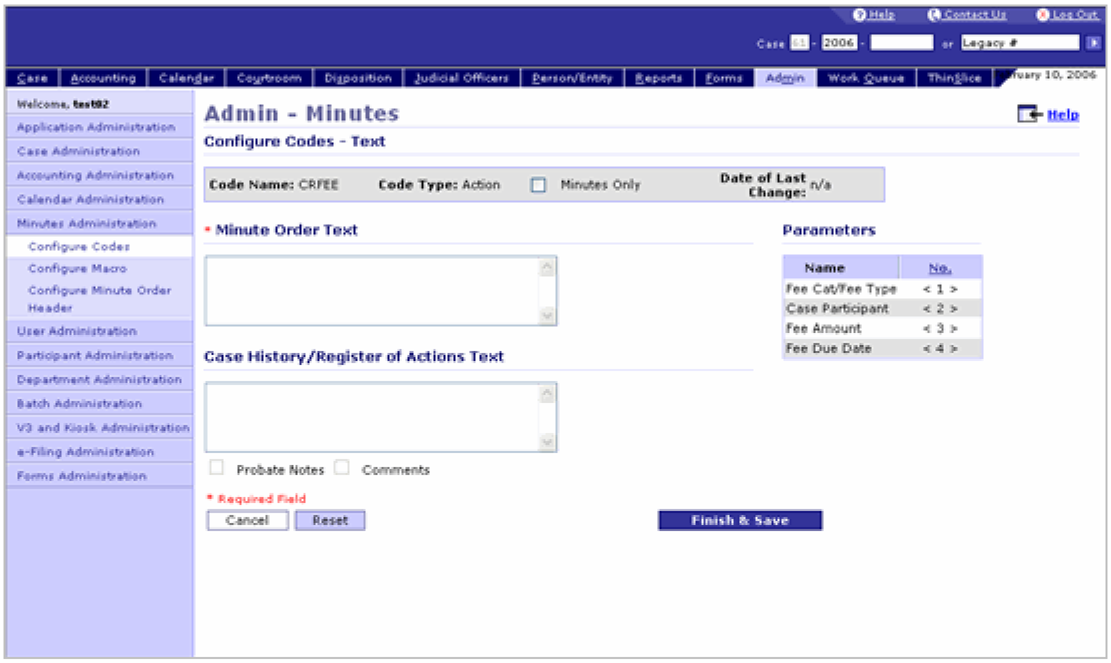
5. Enter/Select data for the function/action parameters based on the selected function/actions from the previous screen (shown previously in step 3).

NOTE Parameters are necessary to indicate how a defined function/action should work. For example, you can create an action code that uses a function/action for creating a fee, but you must specify the following parameters:

- The party that must pay the fee
- The type of fee
- The fee amount
- When the fee will be due

You may specify default or assigned values for function/action parameters. If you assign a value of "default" to a function/action parameter, then the system initially displays this value in the Minute but allows it to be modified. If you assign a value of "assigned" to a function/action parameter, then the value is fixed and the you will not have the ability to modify this within the minutes.

6. Click the **[Next]** button.
   Result: The Configure Codes - Text screen displays.



7. Enter the data for the **Minute Text** field.

   NOTE The data entered in this field will be displayed in the minutes when the configured code is selected. You may choose to enter parameters within the minutes text for each of the parameters available for the selected function actions.

   To enter a parameter within the Minutes text field, enter the parameter number for the desired parameter (e.g. entering "<1>", would cause the value for the parameter associated with <1> to appear when the minutes are recorded).

   Optionally, you may choose to enter information into the Case History/Register of Actions as well, using the same parameter values available to you when populating the Minutes Text field.

   For example, if the following parameters existed for the "Create Fee" function action:

   - The party that must pay the fee (e.g. Plaintiff)
   - The type of fee (e.g. Proof Of Service Fee)
   - The fee amount (e.g. $100.00)
   - When the fee will be due (e.g. 06/05/2006)

   And you configured the function/action text as:

   "The <1> must pay for the <2> in the amount of <3> by <4>."

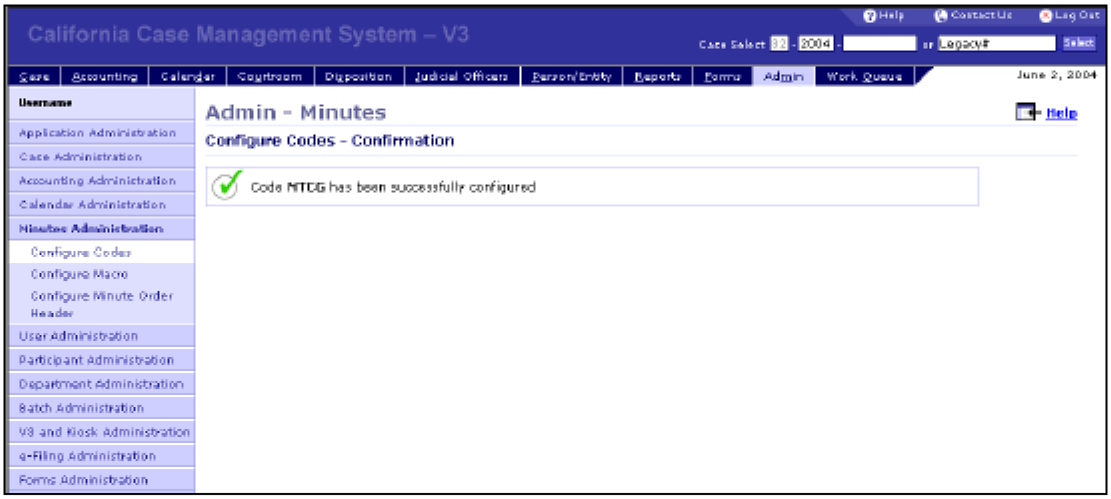
   The text in the Minute would be recorded as:

*"The **Plaintiff** must pay for the **Proof Of Service Fee** in the amount of $**100.00** by **06/05/2006**."*

You do not have to specify every parameter listed within the Parameters Table to appear in the Minute or Case History/Register of Actions Text.

NOTE Selecting "Minutes Only" from the Configure Codes- Text screen header will cause the text codes only to be entered into the minutes and not the Case History/Register of Actions. You may also specify if the configured code may be used in probate notes by selecting the "Probate Notes" checkbox. This option is only available to you when selecting text based codes.

8. Click the **[Finish and Save]** button.
   Result: The Configure Codes - Confirmation screen displays.



Related Links

Configure Minute Order Code Overview

Configure Codes - Search Screen

Configure Codes - Functions and Actions Screen

Configure Codes - Configure Parameters Screen

Configure Codes - Text Screen

My Court Information

Update Minute Code

Introduction

You can update a previously configured minute code by performing a minute code search and selecting a minute code to update. This activity may be necessary if the original code was configured incorrectly, or if new function actions, function action parameters or other changes are required.

Activities Performed Before Performing "Update"

In order to use the Update feature, the minute code must exist in the system. If the minute code cannot be found in the search results, consider retrying the search with different search parameters.

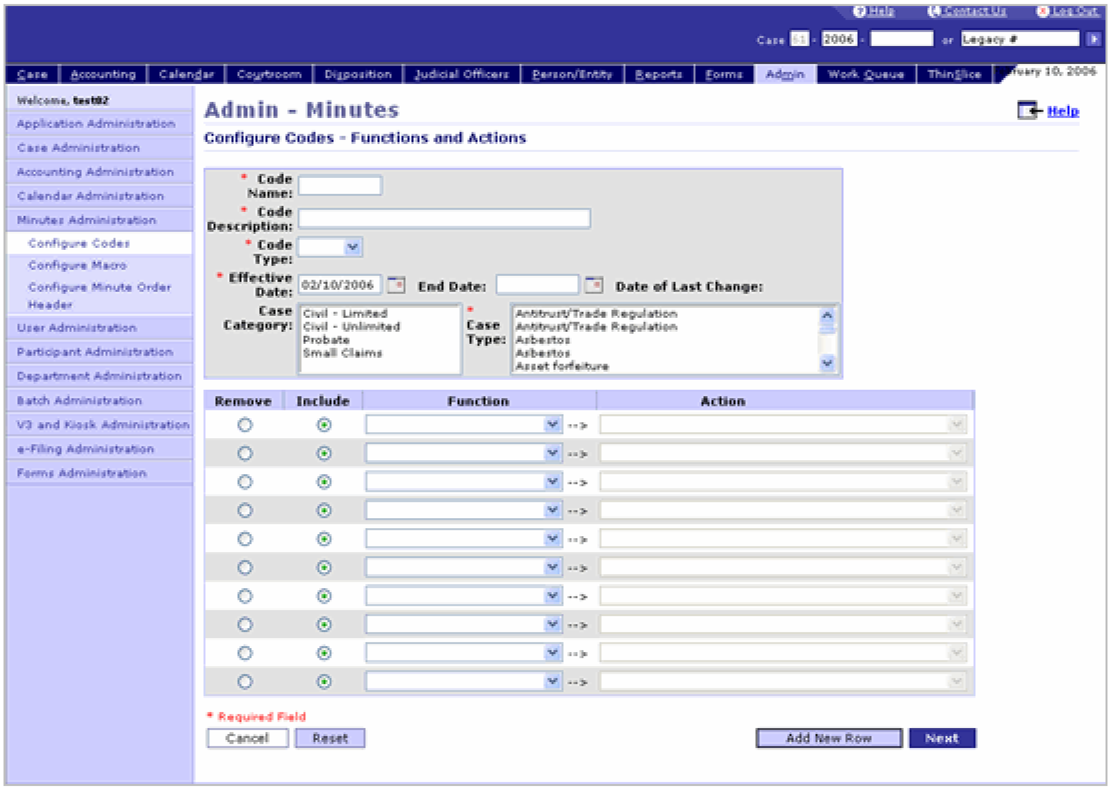
It is assumed that you have performed a minute code search before performing an update. Refer to the Search Minute Codes task activity for details on performing a minute code search.

Task Activity

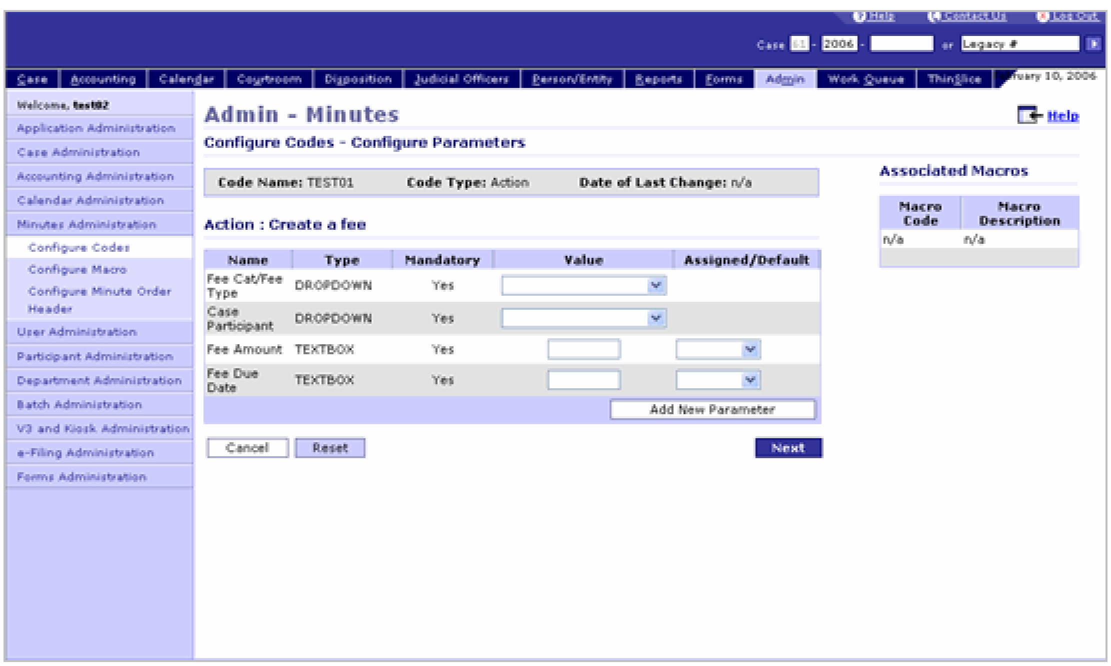
Perform the following steps to update an existing minute code.

1. Select the radio button for the Minute code you wish to use as a template.
   NOTE This selection occurs from the search results of the Configure Codes - Search screen.

2. Click the **[Update]** button.
   Result: The Configure Codes - Functions and Actions screen displays, with the information defaulted to the values of the selected code. Make any necessary changes to the selected functions and actions.

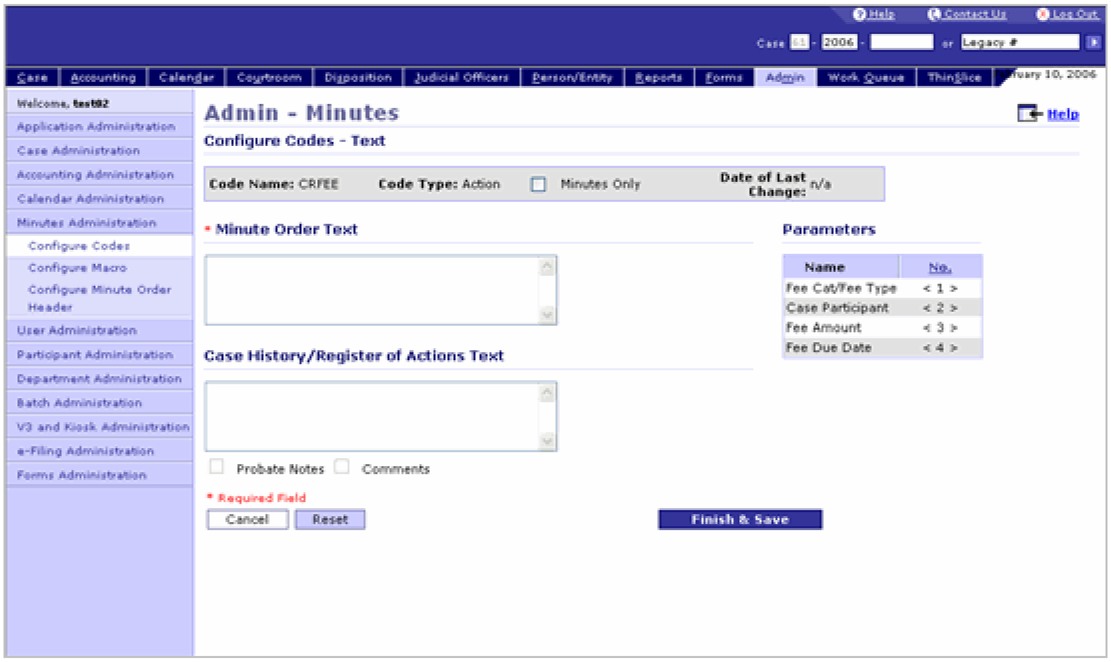


3. Click the **[Next]** button.
Result: The Configure Codes - Configure Parameters screen displays, with the information defaulted to the values of the selected minute code and specified function/actions. Make any necessary changes to the selected function/action parameters.

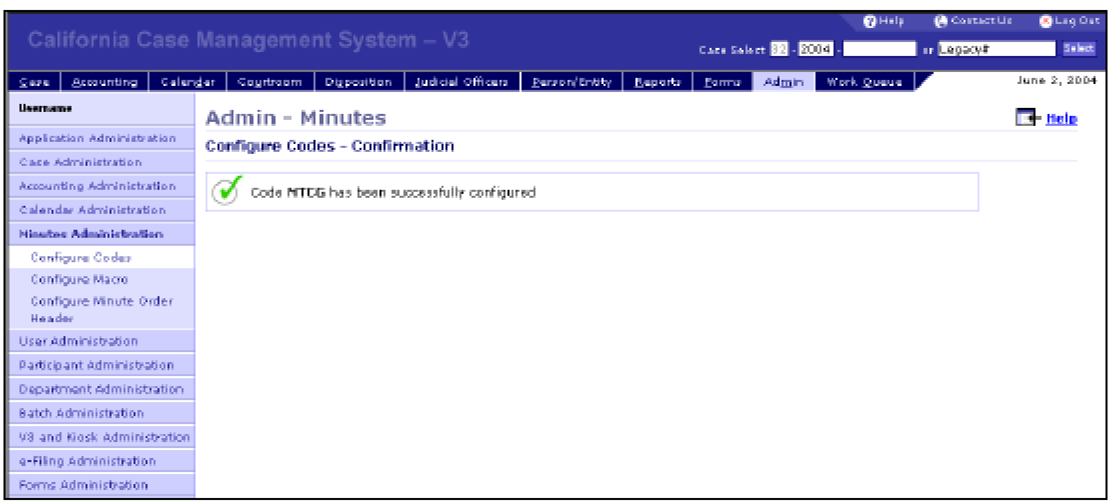


NOTE This screen allows you to configure parameter values (default or assigned) related to action codes. You will not be navigated to this screen if the code is a text based code.

4. Click the **[Next]** button.
Result: The Configure Codes - Text screen displays with the information defaulted to the text from the selected minute code and specified function/action parameters text. Make any necessary changes to the minute and/or Case History/Register of Actions text.



5. Click the **[Finish and Save]** button.
Result: The Configure Codes - Confirmation screen displays.



Related Links

Configure Minute Order Code Overview

Configure Codes - Search Screen

Configure Codes - Functions and Actions Screen

Configure Codes - Configure Parameters Screen

Configure Codes - Text Screen

My Court Information

Save As New Minute Codes

Introduction

Using the "Save As" feature allows an existing minute code to be used as a "template" for a new minute code. Changes made to the minute code only apply to this new minute code and do not change the selected template.

Required Minute Code Changes

After selecting a template minute code, you must change at least the minute code name to make the new minute code unique. Otherwise, this "new" minute code will be an exact copy of the template, which is not allowed in the system.

Activity Requirements

In order to use the **[Save As]** button, a Minute code must exist in the system to use as a template. Refer to the Create Minute Codes task activity for details on configuring a new minute code in the system.

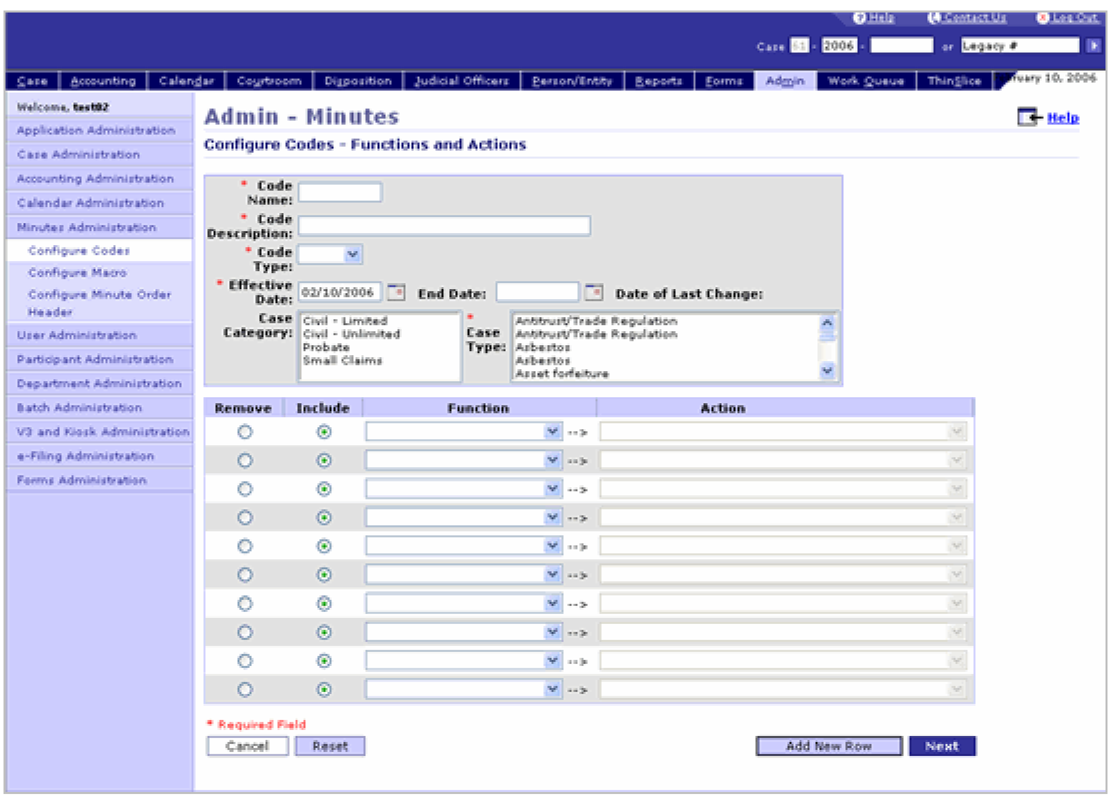
This activity takes place after performing a search for a template minute order code. It is assumed that you have performed a minute code search. Refer to the Search Minute Codes activity for details on performing a minute code search.

Task Activity

Perform the following steps to save an existing minute code as a new minute code.

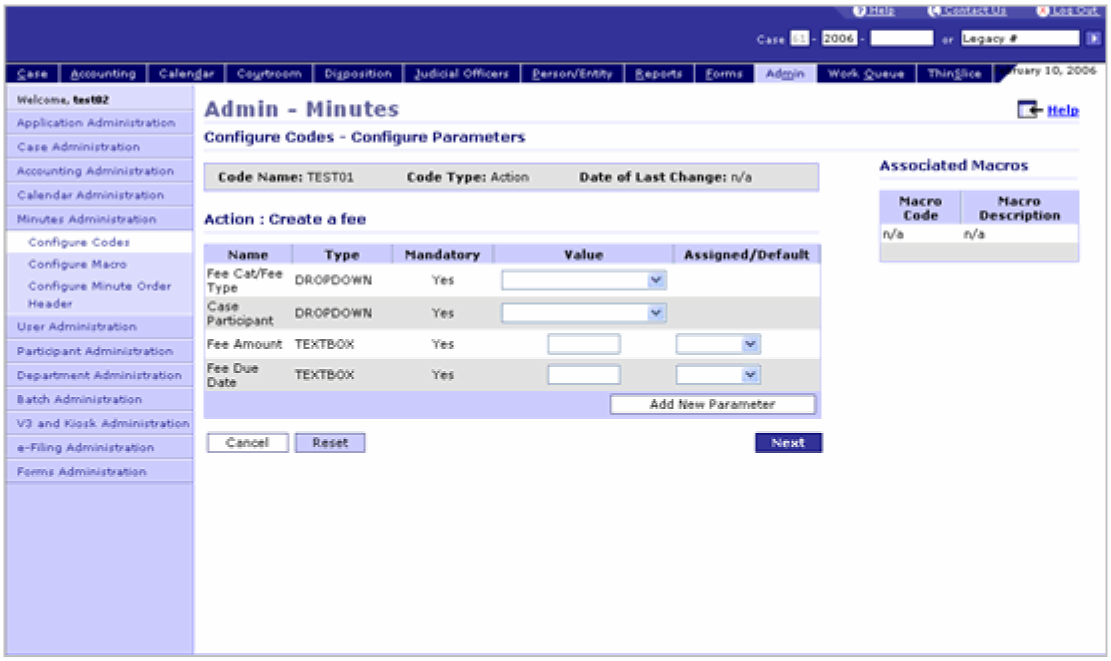
1. Select the radio button for the Minute code you wish to use as a template.
   NOTE This selection occurs from the search results of the Configure Codes - Search screen.

2. Click the **[Save As]** button.
Result: The Configure Codes - Functions and Actions screen displays, with the information defaulted to the values of the selected code. Make the required adjustments to the code name, type (i.e. action or text) and/or the functions and actions for the new minute code you wish to create.



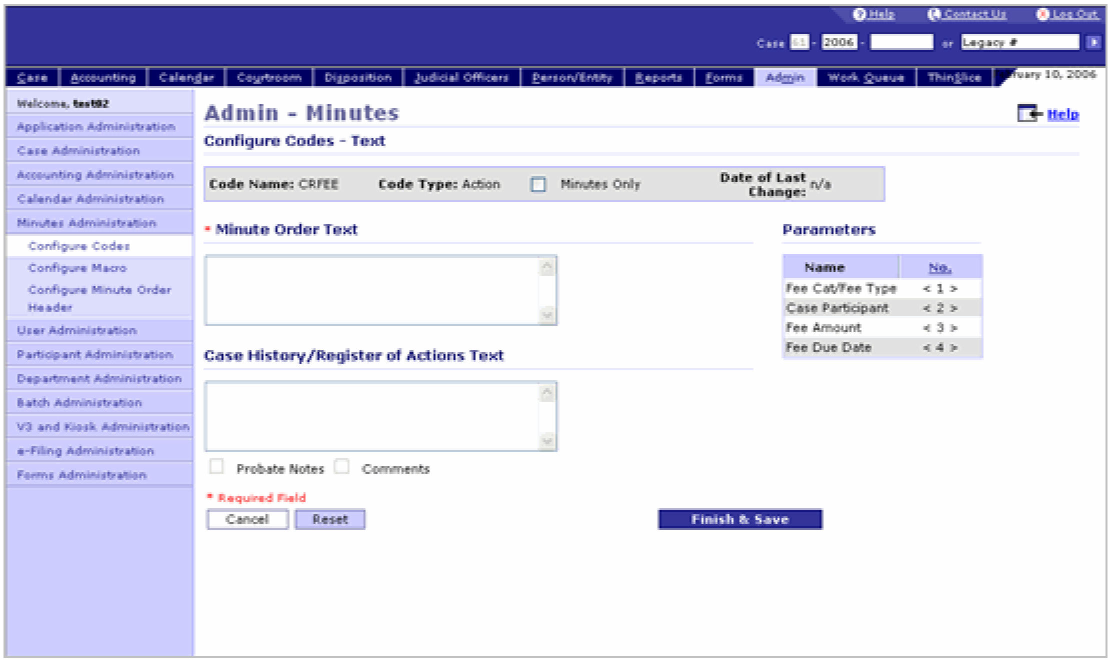
NOTE This screen allows you to configure code types and functions and actions related to action codes. You must change at least the code name to configure the new minute code.

3. Click the **[Next]** button.
Result: The Configure Codes - Configure Parameters screen displays, with the information defaulted to the values of the selected minute code and specified function/actions. Make any necessary adjustments to the parameters and minute code template.

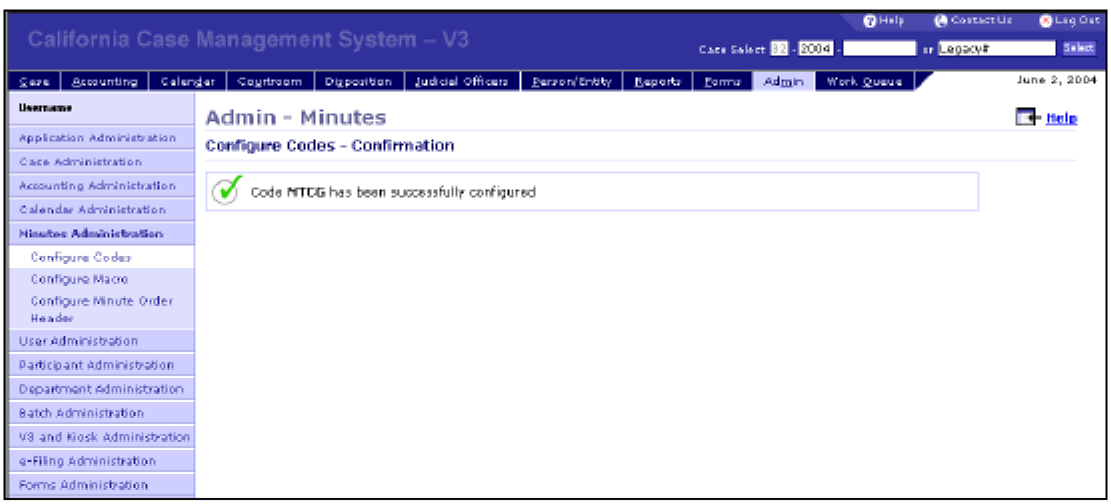


NOTE This screen allows you to configure parameter values (default or assigned) related to action codes. You will not be navigated to this screen if the code is a text based code.

4. Click the **[Next]** button.
Result: The Configure Codes - Text screen displays, with the information defaulted with text from the selected Minute Code template. Make any necessary changes to the minute text and/or Case History/Register of Actions text.



5. Click the **[Finish and Save]** button.
Result: The Configure Codes - Confirmation screen displays.



Related Links

Configure Minute Order Code Overview

Configure Codes - Search Screen

Configure Codes - Functions and Actions Screen

Configure Codes - Configure Parameters Screen

Configure Codes - Text Screen

Configure Minute Macros

Configure Minute Macros Overview

Introduction

You can configure macros within the system to define what specific minute codes will pre-populate the minute Order Capture Screen when recording minutes. These macros are used when recording information regarding a Courtroom Hearing or Court Order. Macros provide you with a pre-defined subset of minute codes to create specific text within minutes, or a way to perform specific actions in the system (such as scheduling an event or the creating a fee).

Configuring Macros

Macros can be used with probate notes and/or minutes. Macros associated with probate notes are available when capturing information regarding a probate case. Minute macros are available when recording minute information for an event or a Judicial Officer's order. The order in which you select the minute codes will determine the order in which they will display in the Minute Order Capture Screen.

Before Configuring Macros

Before you can add a minute code to a macro, the code must be configured within the system. Refer to the Configure Minute Overview section for details on configuring minute codes.

Task Activities

Configuring minute macros includes the following task activities:

- Create Minute Macro
- Search Minute Macro
- Save As New Minute Macro
- Update Minute Macro

Additional Resources

There are no other resources related to this overview.

Related Links

Configure Macro - Search Screen

Configure Macro - Select Code Screen

My Court Information

Search Minute Macro

Introduction

This activity allows you to search for an existing macro based on case category, case type or macro type. Refer to the Search Feature Overview for details on performing a search in the system.

Task Activity

Perform the following steps to search for a minute macro.

1. Select **[Admin] > [Minutes Administration] > [Configure Macro]**.
   Result: The Configure Macro - Search screen displays.

2. Enter/Select data for at least one of the following required search fields:
   3. Case Category
   4. Macro Type
3. Enter/Select data for other search parameter fields, as necessary.
4. Click the **[Search]** button.
   Result: The Configure Macro - Search screen refreshes with the Search Results.

NOTE From the search results, you can Update a minute code or use the Save As feature to create a new minute code.

Related Links

Configure Minute Order Macro Overview

Configure Macro - Search Screen

My Court Information

Create Minute Macros

Introduction

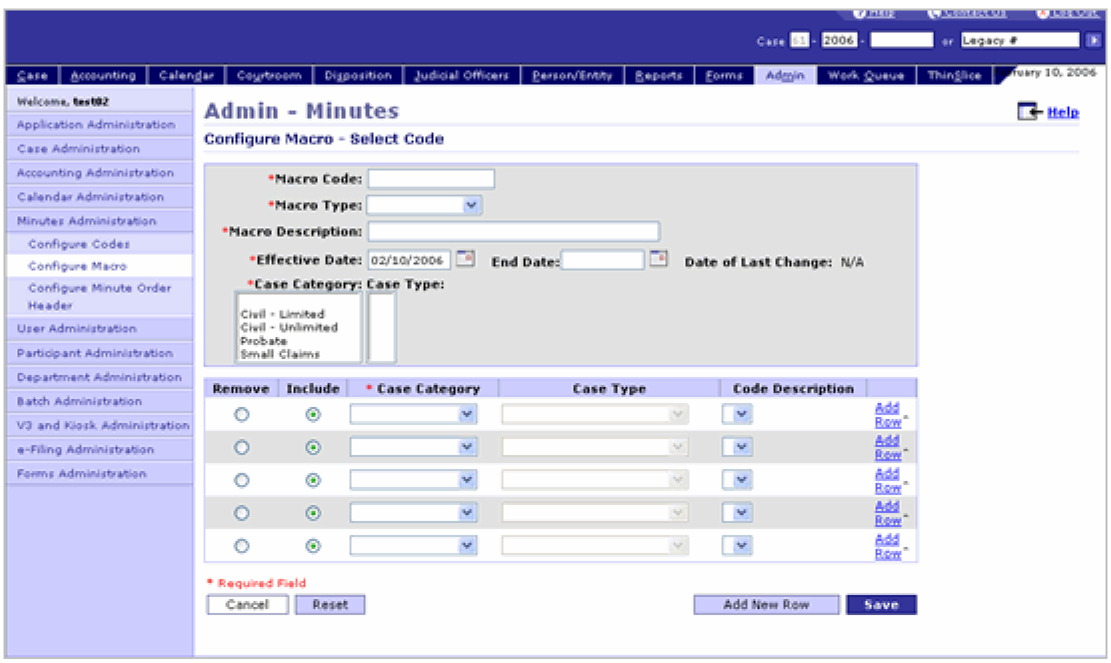
You can configure a minute macro and associate it with multiple case categories and case types. When you record minutes for a case, the macro will be available to you based on the selected case category and case type.

Task Activity

Perform the following steps to configure a minute macro.

1. Select **[Admin] > [Minutes Administration] > [Configure Macro]**.
   Result: The Configure Macro - Search screen displays.

2. Click the **[Add New Macro]** button.
   Result: The Configure Macro - Select Code screen displays.



3. Enter/Select data for the following required fields:
   - Macro Name
   - Macro Type
   - Macro Description

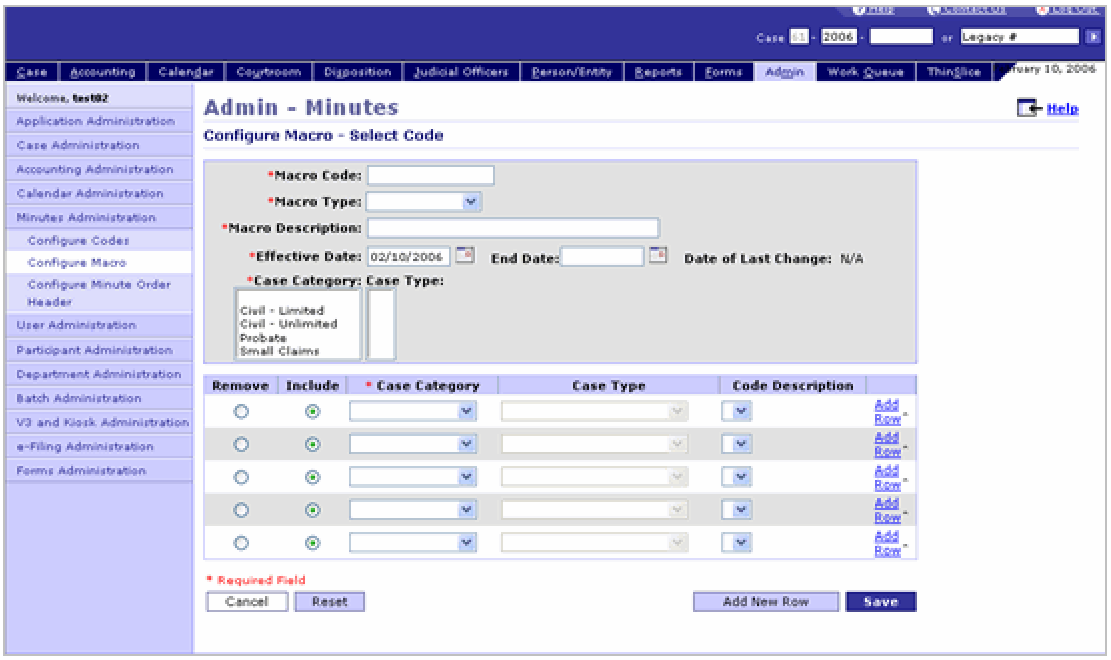
- Case Category
- Case Type
- Effective Date

NOTE Entering an effective date dictates that the Courtroom Clerk will not have access to the minutes macro until the inputted date. Entering an end date for a minutes macro means that the Courtroom Clerk will not be able to use the macro after the end date elapses.

4. Enter/Select data for the following required fields in the Macro - Select Code Results:
   - Case Category
   - Select Code

   NOTE The order of the Action Codes within the result set will determine the order in which the Action Codes appear in the minutes. Selecting the "**Add Row**" link to the left of any record within the results set will insert a record before the selected row.

5. Click the **[Save]** button.
   Result: The Configure Macro - Confirmation screen displays.



Related Links

Configure Minute Order Macro Overview

Configure Macro - Search Screen

Configure Macro - Select Code Screen

My Court Information

Update Minute Macro

Introduction

You can update an existing minute macro by searching for the macro and selecting the macro you wish to update. You may want to update a macro if the original macro was configured incorrectly, or if new action codes, case category or case type associations are required.

Activities Performed Before Performing "Update"

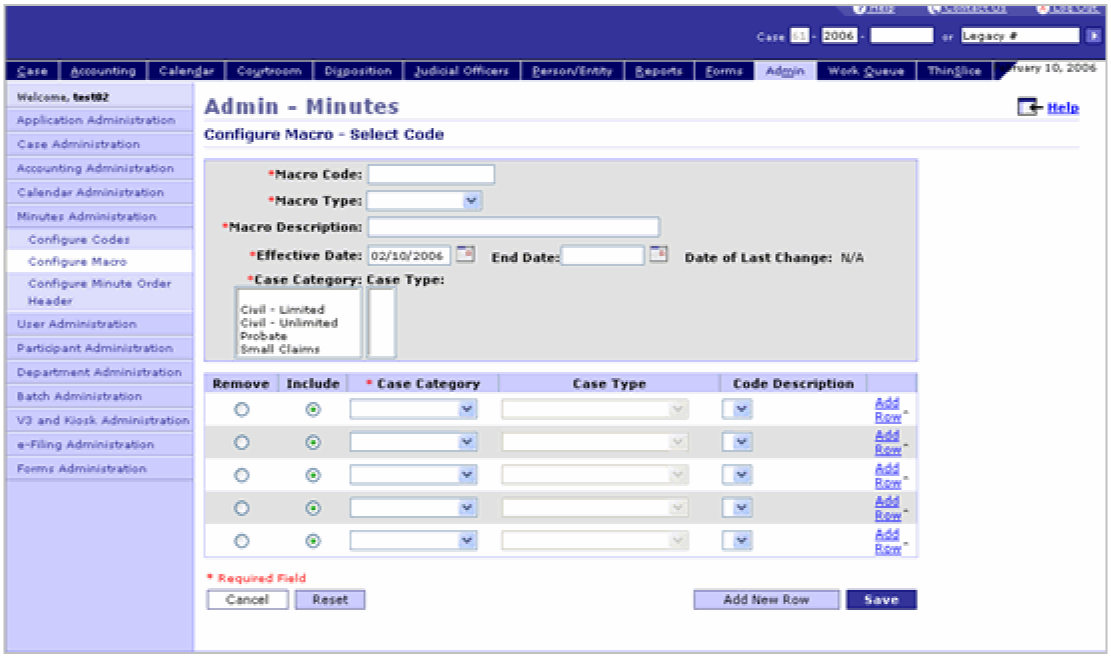
You must perform a macro search before using the "Update" feature. Refer to the Search Minute Macro task activity for details on performing this search.

Task Activity

Perform the following steps to update a minute Macro.

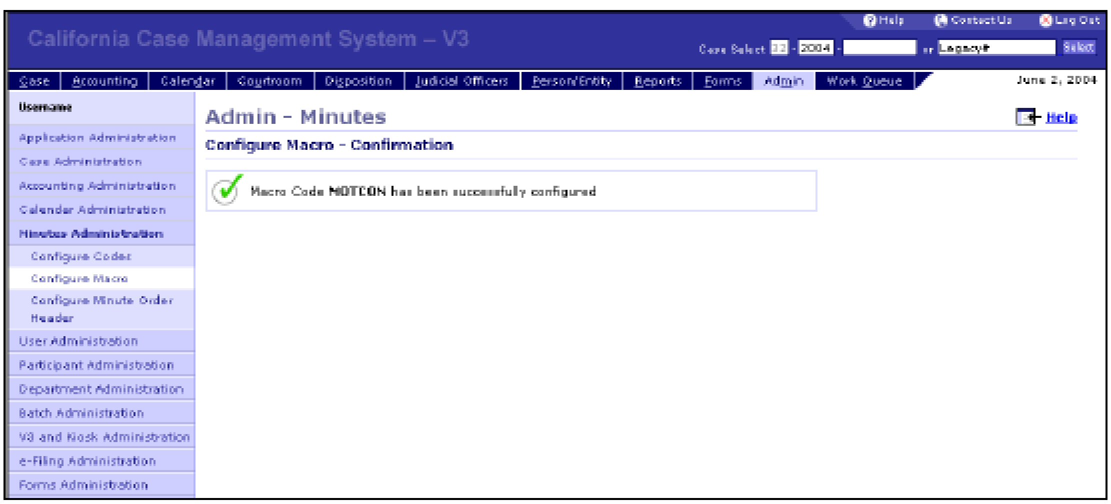
1. Select the radio button for the minute macro you wish to update.
NOTE This selection occurs from the search results of the Configure Macros - Search Results screen.

2. Click the **[Update]** button.
Result: The Configure Macro - Select Code screen displays, with the information defaulted to the values of the selected macro.



NOTE The Configure Macro - Select Code screen allows you to update the case category, type and action codes associated with the existing macro. Make the required adjustments to the macro type (i.e. probate or minutes) and/or the selected action codes for the macro you wish to update.

3. Click the **[Save]** button.
Result: The Configure Macro - Confirmation screen displays.



Related Links

Configure Minute Order Macro Overview

Configure Macro - Search Screen

Configure Macro - Select Code Screen

My Court Information

Save As New Minute Macro

Introduction

Using the "Save As" feature allows an existing minute macro to be used as a "template" for a new minute macro. Changes made to the minute macro only apply to this new minute macro and do not change the selected template.

Required Rule Changes

After selecting a template minute macro, you must change at least the minute macro name to make the new minute macro unique. Otherwise, this "new" minute macro will be an exact copy of the template, which is not allowed in the system.

Activity Requirements

In order to use the "Save As" feature, a usable minute macro must already exist in the system to use as a template. Refer to the Create Minute Codes task activity for details on configuring a new minutes macro.

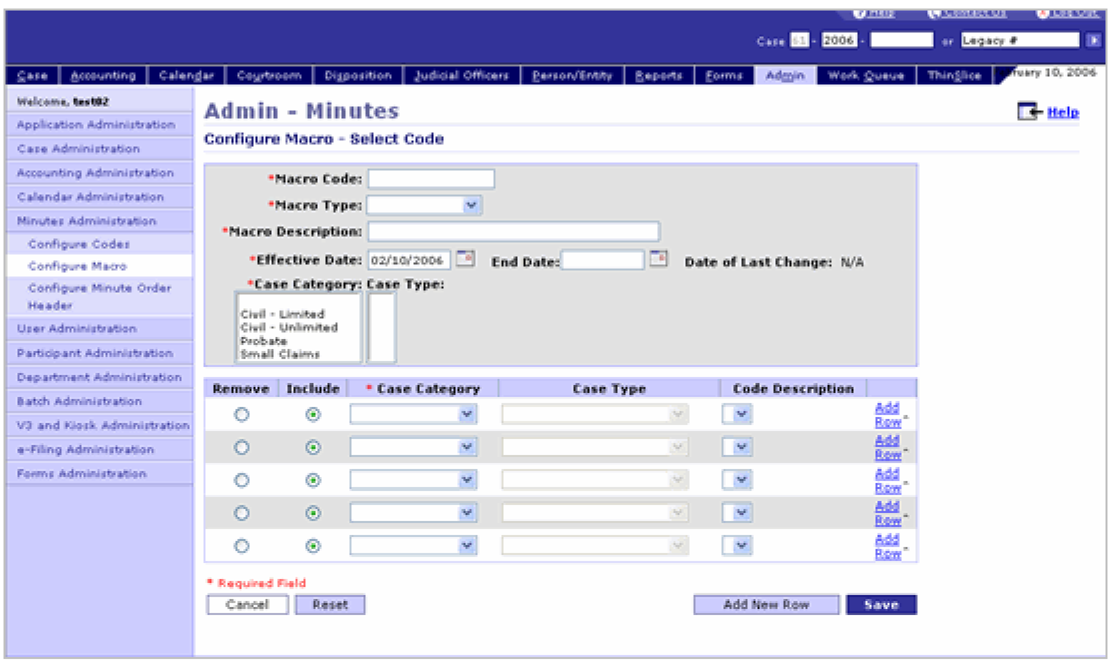
You must also perform a macro search before using the "Save As" feature. Refer to the Search Minute Macro task activity for details on performing this search.

Task Activity

Perform the following steps to "Save As" a new minute macro.

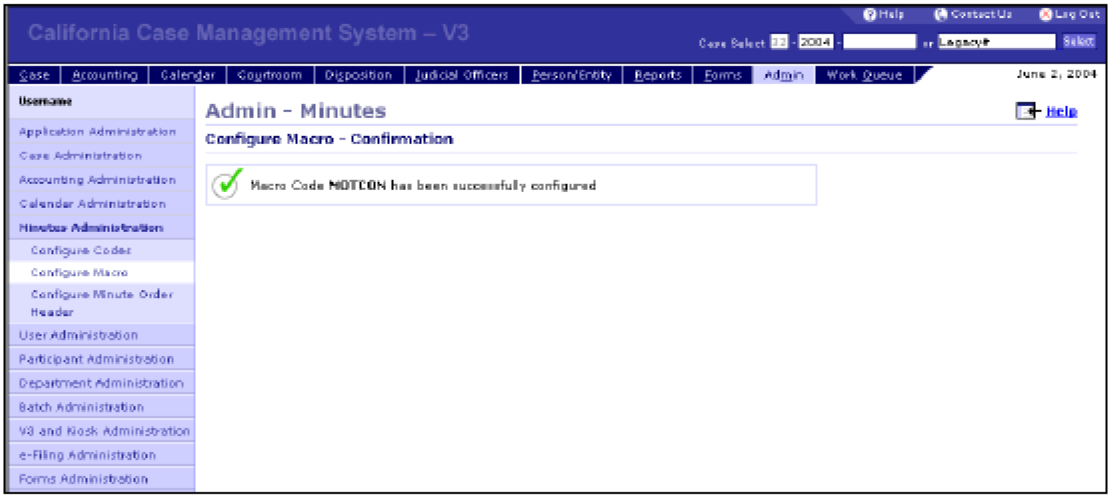
1. Select the radio button for the minutes macro you wish to use as a template.
   NOTE This selection occurs from the search results of the Configure Macros - Search Results screen.

2. Click the **[Save As]** button.
   Result: The Configure Macro - Select Code screen displays, with the screen defaulted to the values of the selected Minutes macro.



NOTE The Configure Macro - Select Code screen allows you to configure the case category, type and action codes associated with the macro. Make the required adjustments to the macro type (i.e. probate or minutes) and/or the selected action codes for the new Minutes Macro you wish to create. At a minimum, you must change the macro name in order to configure the new macro.

3. Click the **[Save]** button.
   Result: The Configure Macro - Confirmation screen displays.



Related Links

Configure Minute Order Macro Overview

Configure Macro - Search Screen

Configure Macro - Select Code Screen

Configure Minute Header

Configure Minute Header Overview

Introduction

You can configure the Minute Header to change what data is shown on a printed Minute form. Certain fields must always be visible on the minute form, such as:

- Calendar Time
- Case Number
- Case Title
- Clerk
- Court Title
- Date
- Department

- Judicial Officer Presiding
- Page Number

Task Activities

Configuring minute headers includes the following task activity:

- Configure Minute Header

Additional Resources

There are no other resources related to this overview.

Related Links

Configure Minute Header Screen

My Court Information

Configure Minute Header

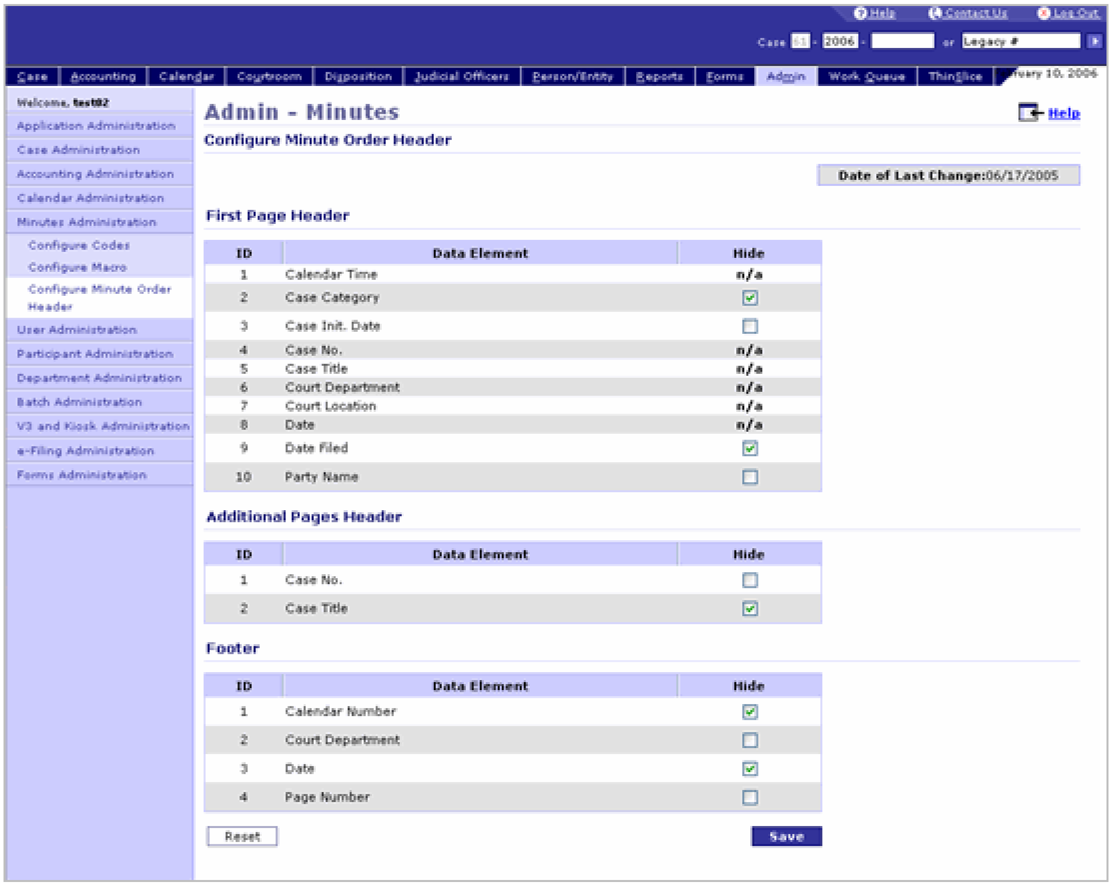
Introduction

You can configure the minute header to change the data that is shown on a printed minute form.

Task Activity

Perform the following steps to configure the Minute header.

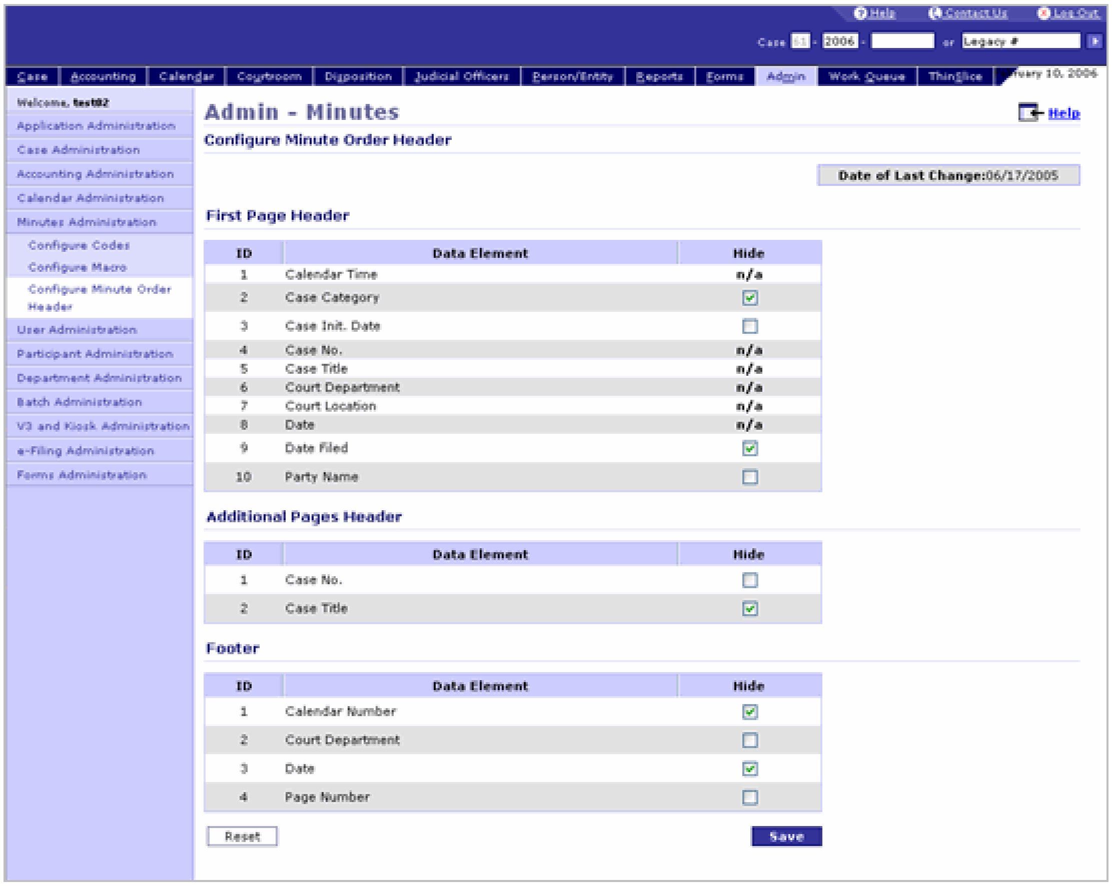
1. Select **[Admin] > [Minutes Administration] > [Configure Minute Header]**.
   Result: The Configure Minute Header screen displays.



2. Select to hide or display Minute Header data on the first page of the Minute for the following fields:
    - Bailiff/Court Attendant
    - Case Category
    - Case Initiation Date
    - Case Type
    - Causal Document
    - Clerk
    - Court Location
    - Date Field
    - Electronic Recording Monitor
    - Event Type
    - Moving Party
    - Reporter

3. Select to hide or display Minute Header data on the footer of the Minute for the following fields:
    - Calendar Number
    - Court Department

4. Click the **[Save]** button.
Result: The Configure Minute Header screen displays with the updated information.



Related Links

Configure Minute Header Overview

Configure Minute Header Screen

Security/User Administration

Data Access

Data Access Overview

Introduction

Data access privileges enable the local administrator to define specific types of case-related information a selected user can and cannot see:

- Secured Addresses
- Secured Participants
- Documents
- Case Histories
- Case Categories

Secured Addresses

When a user initiates a case or adds a case filing, they can designate a case participant's address as confidential. When a case participant's address is designated as confidential, only users who have the Secured Addresses option selected will be able to see the address when looking at or working with the associated case for which the address was secured. System users who do not have this option selected may see other case-related information, but will not see the participant's address.

A case participant's address can be designated as confidential from the following locations in the system:

- Case participant profile information associated with a case
- Case participant profile information associated with a payment plan

Secured Participants

A case participant can be designated as confidential (within the context of a case) from the following location in the system:

- Case participant profile information associated with a case

When a participant is designated as confidential, only users who have the Secured Participants option checked will be able to see the participant's name when looking at or working with the associated case for which the participant was secured.

Masking of Secured Addresses and Secured Participants

When a user does not have access to a secured address and is working within the context of a case, they will see the participant's name but the address field will be empty.

When a user does not have access to a secured participant and is working within the context of a case, the name field will be populated but the information will be covered with X's: XXXXXXXXXX.

Understand Security Access Levels for Documents, Case Histories, and Case Categories

Documents, case histories, and case categories are all rated with a security access level ranging from 1 to 9, with 1 being the lowest level of security access, and 9 being the highest. If a user has a security setting of 2 for case histories, the user will not be allowed to see case histories that are secured with a rating of 3 or higher.

Case Histories

Security levels are set on case history entries when a case history record is added to a case.

Case Categories

Security levels are set on case categories when a case is initiated for a given case category. However, an individual case may have its security level automatically updated if configured to do so as the result of an entry action.

Documents

Security levels are set on documents when a case is initiated and case filings are associated with the case.

High Profile Case Security

When a selected user needs access to a case that has a security setting that is higher than their case category security setting allows, they can be given access by a system administrator to the case by way of the case number or legacy number. When their work with the case is complete, access to the case can be reversed by removing the case or legacy number from the high profile cases section.

Task Activities

Data access privileges include the following task activities:

- Manage User Roles
- Manage Data Access Privileges
- Copy Roles and Data Access Privileges

Additional Resources

Other items related to this overview include the following:

- Business Rules
- Security Background Information
- Role Definitions

Related Links

Copy User Screen

View User Screen

Search User Session Screen

My Court Information

Manage User Roles

Introduction

This task activity provides local administrators instructions to manage user roles.

Definition

A role is a pre-defined group of menu options and page functionality that is assigned to a system user by a local administrator. Ultimately, a user's roles define the areas in the system in which the user can work.

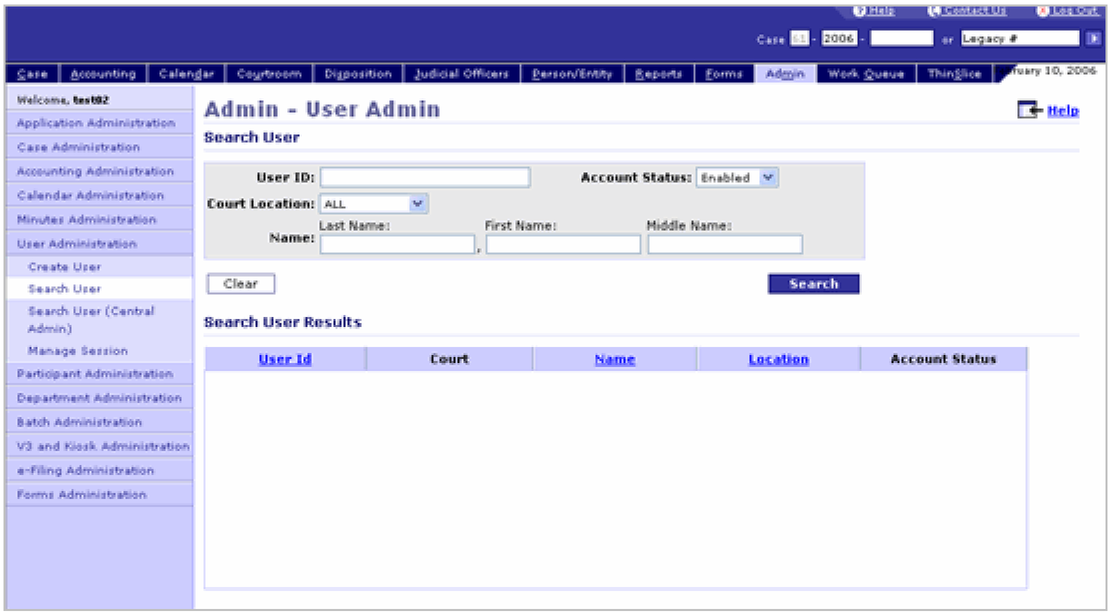
Pre-Defined Roles

User roles are pre-defined.

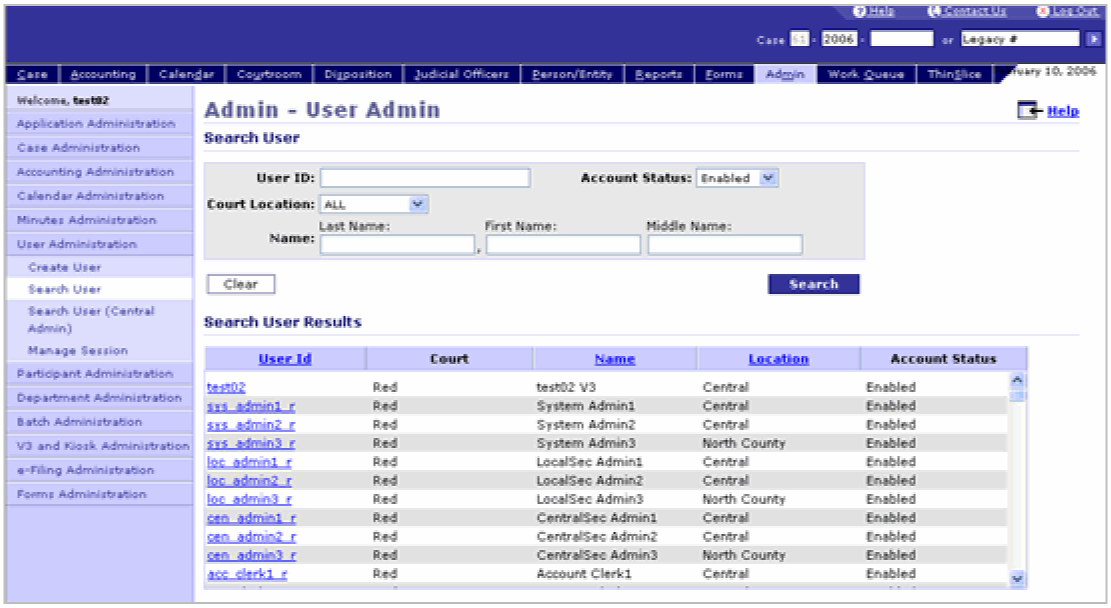
Task Activity

Perform the following steps to assign roles to or remove roles from a system user.

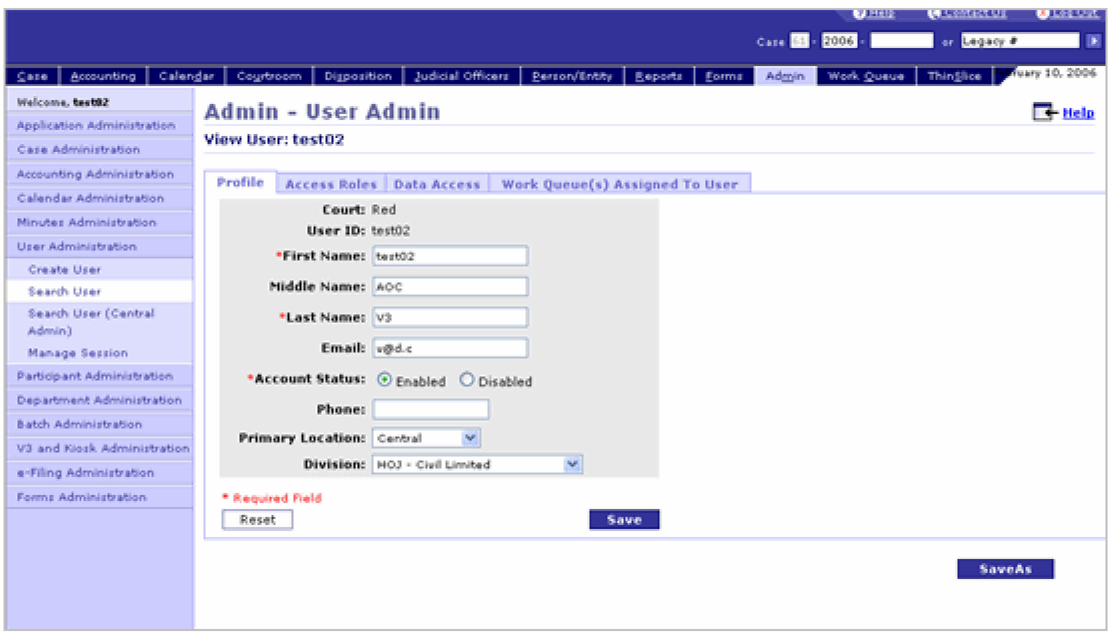
1. Select **[Admin] > [User Administration] > [Search User]**.
   Result: The Search User screen displays.



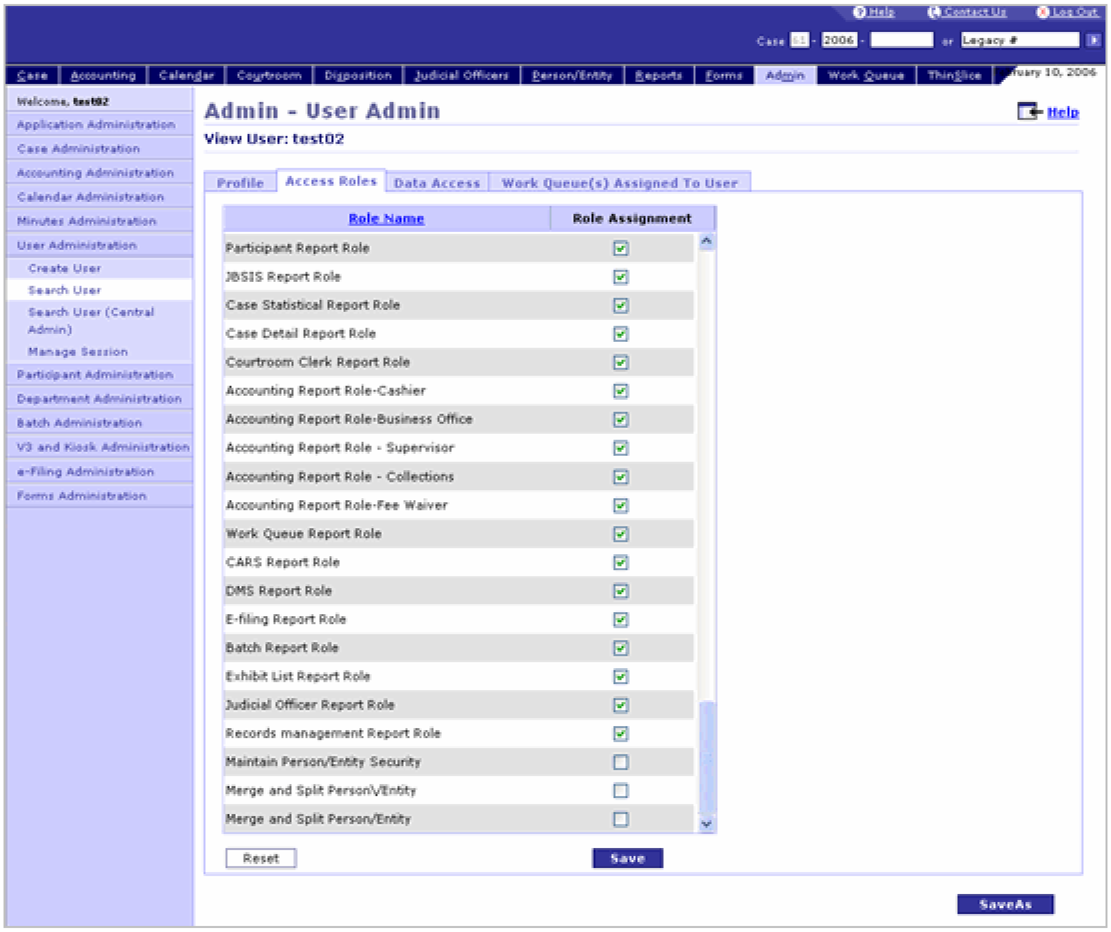
2. Enter/Select data in the appropriate search parameter fields.
3. Click the **[Search]** button.
   Result: The Search User screen refreshes and displays user IDs matching the search criteria.



4. Click the **User ID** hyperlink for the user whose roles you want to update.
   Result: The View User screen displays.



5. Click the **[Access Roles]** tab.
   Result: The Access Roles tab highlights and displays the appropriate information.



6. Scroll through the list of roles and select the check boxes for the roles you want the selected user to have.
7. Clear any checkmarks to remove role access.
8. Click the **[Save]** button.

Related Links

Data Access Overview

Search User Session Screen

View User Screen

My Court Information

Manage Data Access Privileges

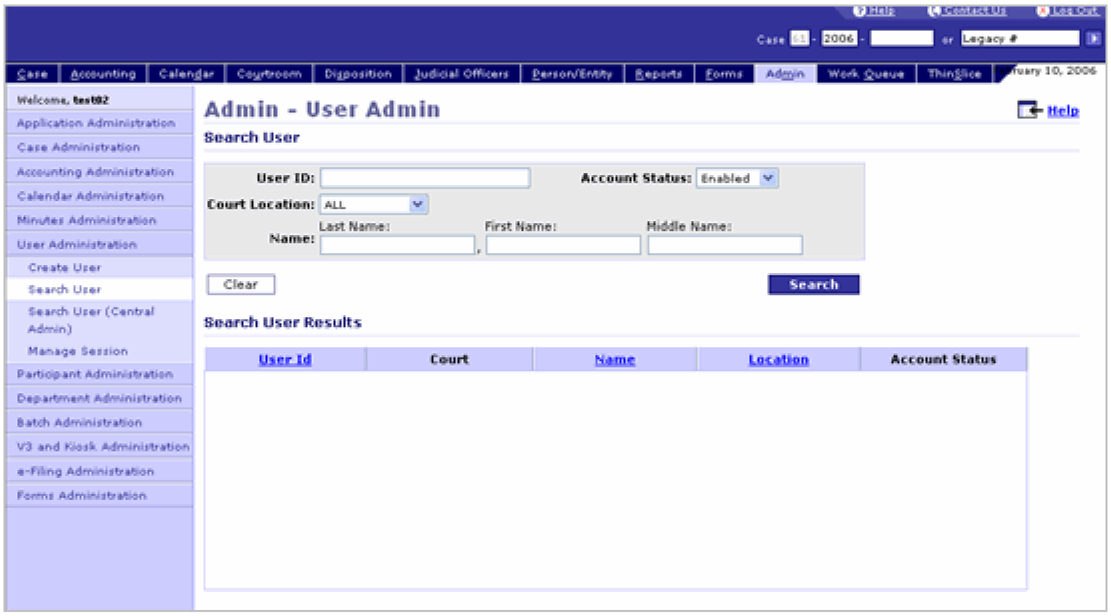
Introduction

This task activity provides local administrators instructions to manage user data access privileges.

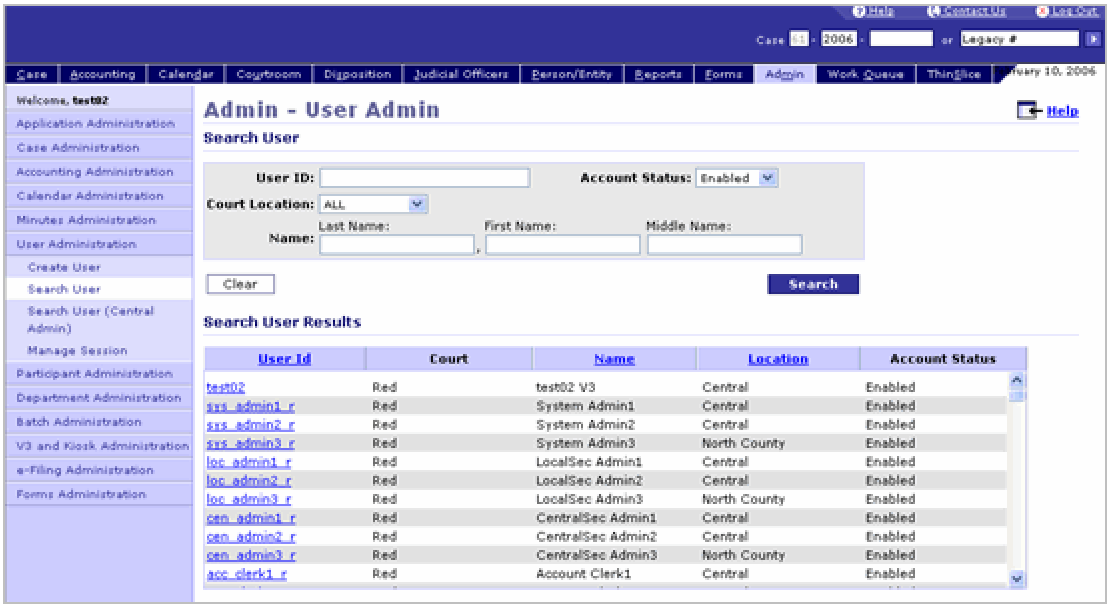
Task Activity

Perform the following steps to manage data access privileges assigned to a selected user.

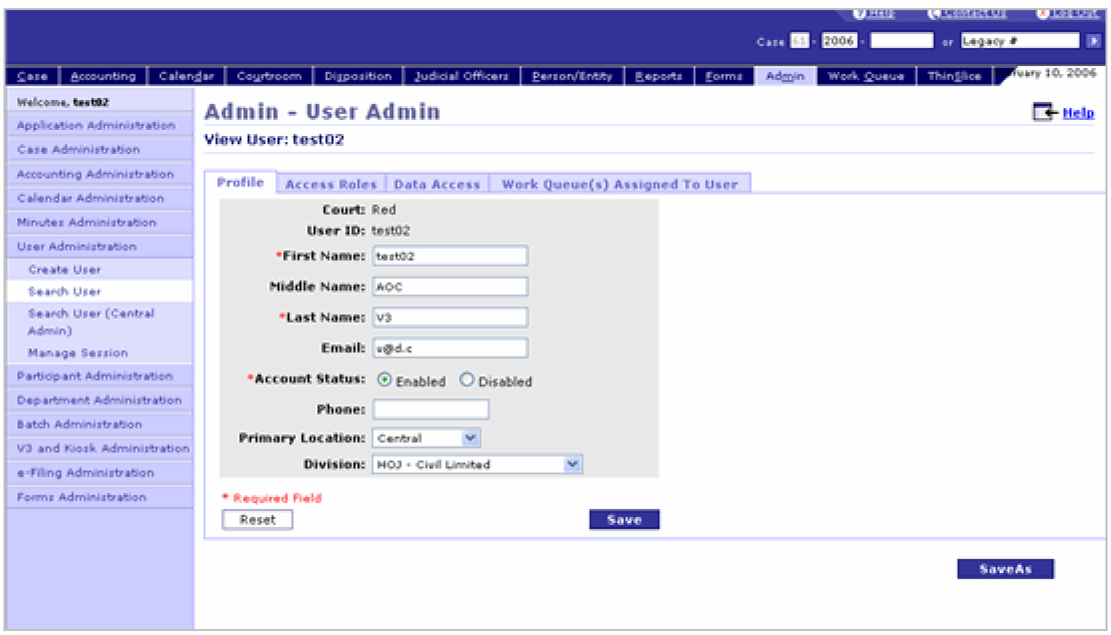
1. Select **[Admin] > [User Management] > [Search User]**.
   Result: The Search User screen displays.



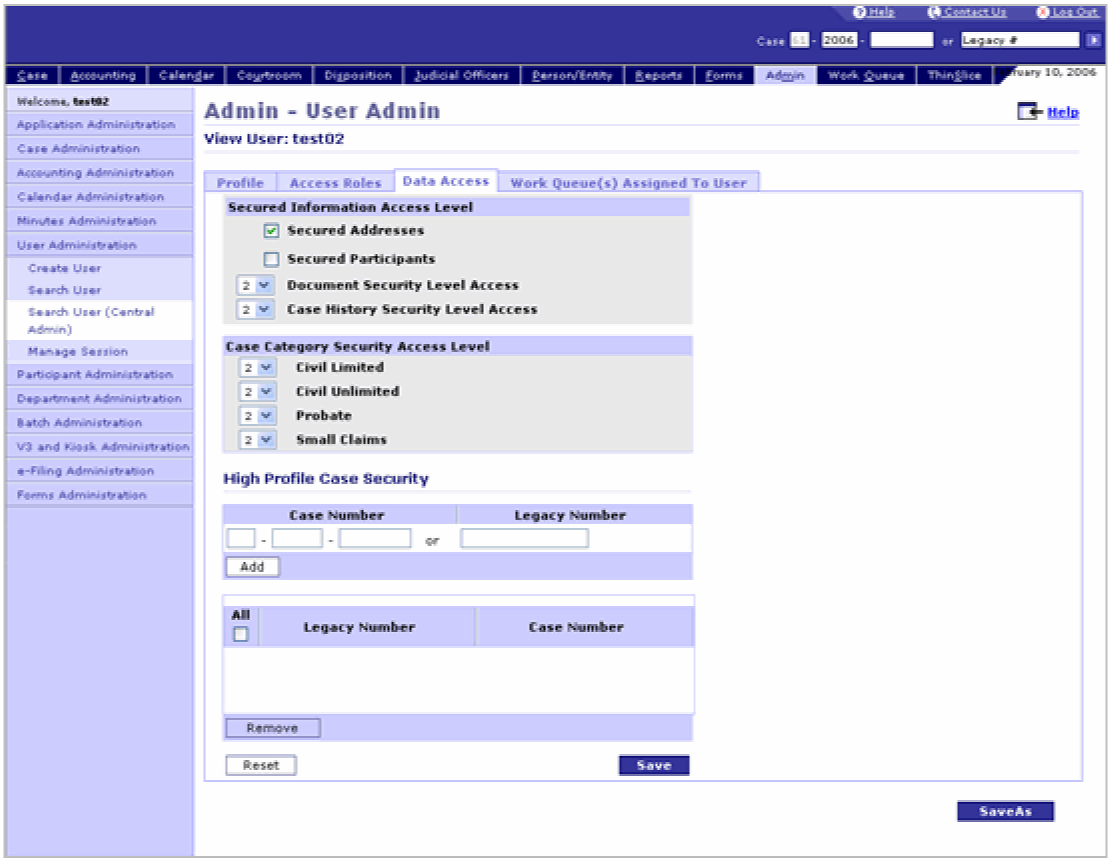
2. Enter/select data for the appropriate search parameter fields.
3. Click the **[Search]** button.
   Result: The Search User screen refreshes and displays user IDs matching the search criteria.



4. Click the **User ID** hyperlink for the user whose data access privileges you want to update.
Result: The View User screen displays.



5. Click the **[Data Access]** tab.
Result: The Data Access tab highlights and displays in the appropriate information.



6. Select the **[Secured Addresses]** and/or **[Secured Participants]** checkboxes according to the appropriate privileges.
7. Update the security level access settings for:
    - Documents
    - Case Histories
    - Limited Civil Cases
    - Unlimited Civil Cases
    - Probate Cases
    - Small Claims Cases
8. To add high profile cases, enter the **Case Number** or **Legacy Number** and click the **[Add]** button.
9. To remove high profile cases, select the appropriate case number or legacy number checkboxes and click the **[Remove]** button.
10. Click the **[Save]** button.

Related Links

Data Access Overview

Search User Session Screen

View User Screen

My Court Information

Copy Roles and Data Access Privileges

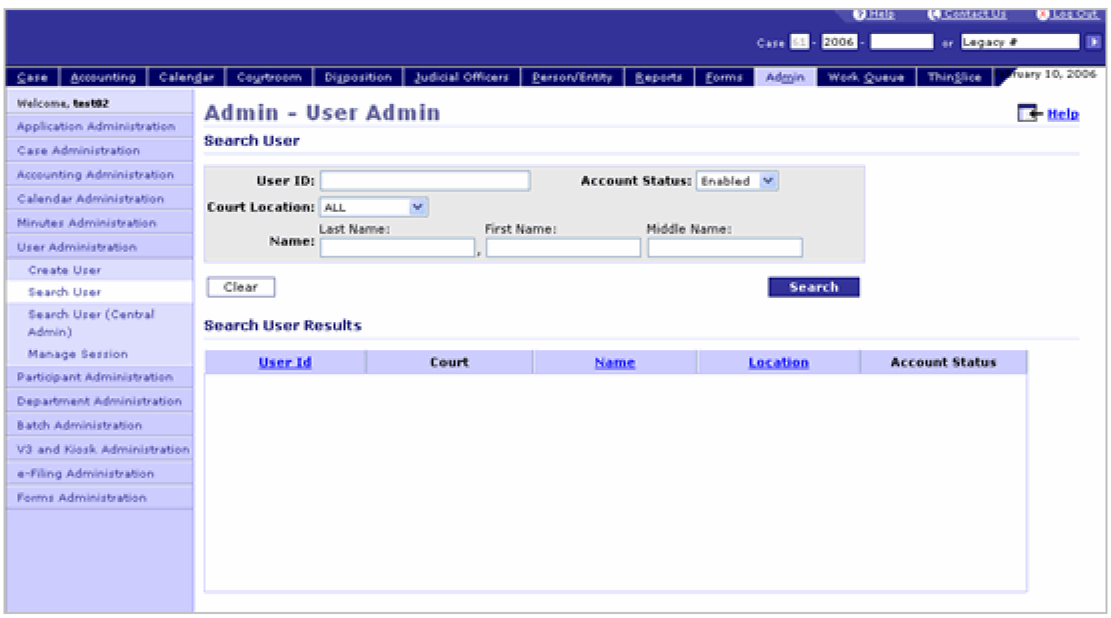
Introduction

Since it is likely that a group of users at a court will need identical security access, the system provides a feature that enables the local administrator to copy the roles and data access privileges from one user and assign them to other users needing identical roles and data access privileges.

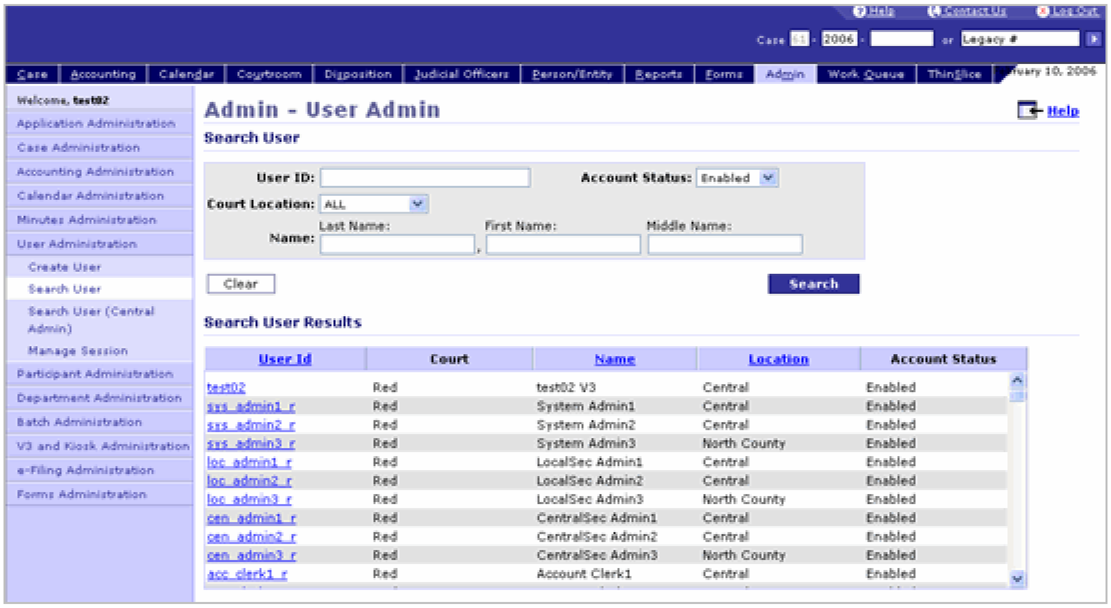
Task Activity

Perform the following steps to copy the user roles and data access privileges of one user and assign them to another user.

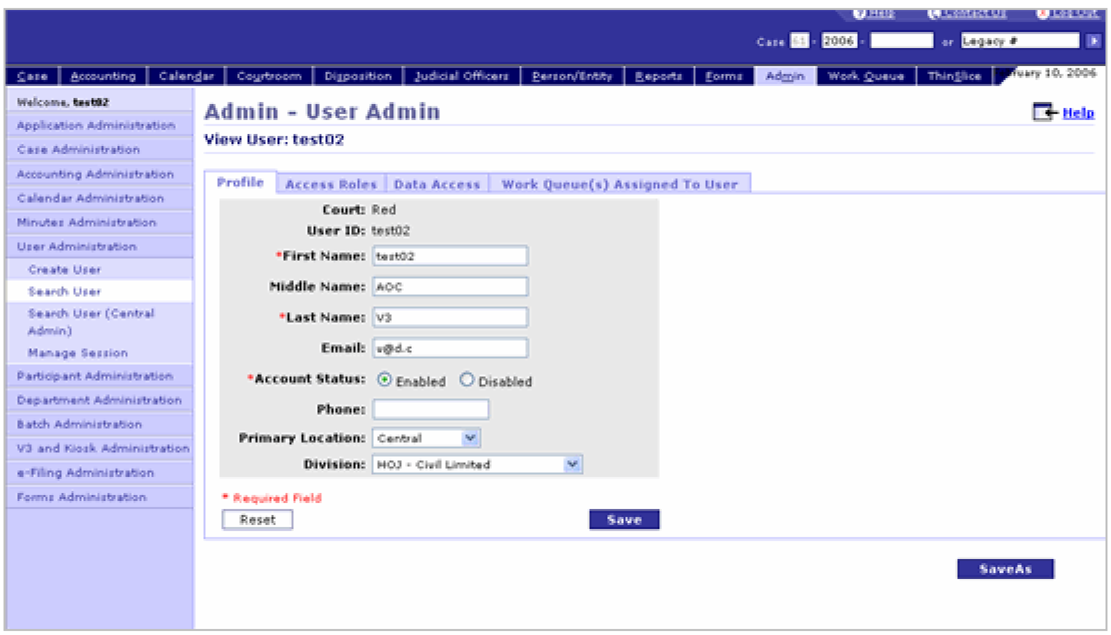
1. Select **[Admin] > [User Administration] > [Search User]**.
   Result: The Search User screen displays.



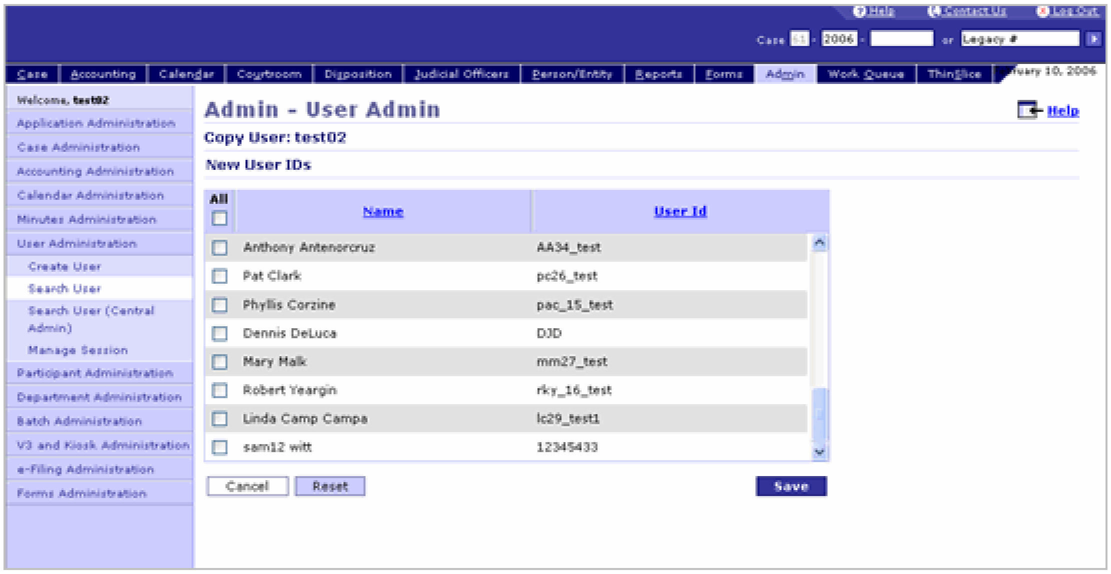
2. Enter/Select data in the appropriate search parameter fields.
3. Click the **[Search]** button.
   Result: The Search User screen refreshes and displays user IDs matching the search criteria.



4. Click the **User ID** hyperlink for the user whose roles and data access privileges you want to copy.
   Result: The View User screen displays with the **[Profile]** tab in the foreground.



5. Click the **[Save As]** button.
   Result: The Copy User screen displays all users who do not have any assigned roles or data access privileges.



6. Select the checkboxes for users who will receive the same roles and data access privileges as the user selected in the beginning of this task activity.
7. Click the **[Save]** button.

Related Links

Data Access Overview

Search User Session Screen

View User Screen

Copy User Screen

Manage Users

Manage Users Overview

Introduction

User setup and configuration is the first step in the security setup process. The configuration of user roles and user data access privileges follow this step.

Create a User

Only a central administrator can create system users. Additionally, the system user must exist in the Active Directory before the central administrator can add the user to the system. The central administrator must know the user's Active Directory User ID to create the user in the system since both IDs must match.

Different Processes and Screens for Different Administrators

Both central administrators and local administrators can update user profile information. However, the process and screens are different for each administrator. The main differences are:

- The Search User screen reserved for central administrators allows searching across all courts.
- The Search User screen reserved for local administrators allows searching within the court to which the local administrator is assigned.
- The screen that the central administrator accesses for updates (Update User Profile) only allows updates.
- The screen the local administrator accesses for updates (View User Profile) allows updates as well as other tasks such as assigning roles, data access, etc.

User roles affect what menu options a user sees. Therefore, only users with the Central Administrator role will see the menu option to activate the Search User screen reserved for central administrators. Only users with the Local Administrator role will see the menu option to activate the Search User screen reserved for local administrators.

Delete/Inactivate Users

The system does not provide functionality to delete users. However, user access may be disabled by setting/changing the user's account status when the user ID is created/updated, respectively.

Task Activities

User management includes the following task activities:

- Create a User (Central Administrator)
- Update a User Profile (Central Administrator)
- Update a User (Local Administrator)
- View/Terminate a User Session

Additional Resources

Other items related to this overview include the following:

- Business Rules
- Background Information

Related Links

Search User Session Screen

Create User Profile Screen

Update User Profile Screen

View User Screen

Search User Screen (Central Administrator)

Search User (Local Administrator) Screen

My Court Information

Create a User (Central Administrator)

Introduction

This task activity provides instruction for a central administrator to create a user.

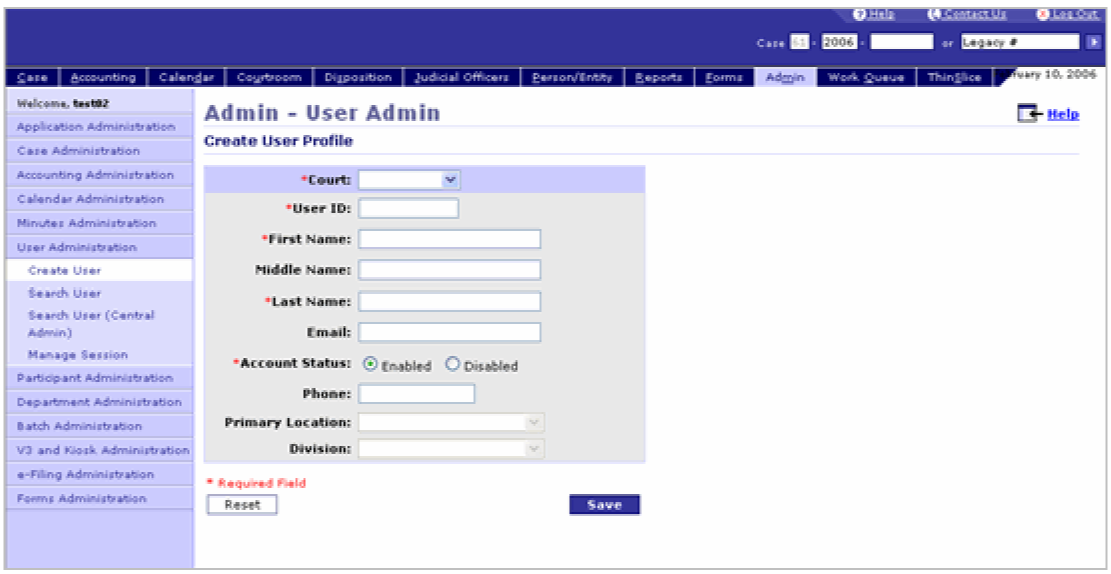
Assumptions

This task activity assumes you are a central administrator and have received the user's User ID from the Active Directory administrator.

Task Activity

Perform the following steps to create a user.

1. Select **[Admin] > [User Management] > [Create User]**.
   Result: The Create User Profile screen displays.



2. Enter/Select data for the following required fields:
   - Court
   - User ID
   - First Name
   - Last Name
   - Account Status

3. Enter any other information as appropriate.
4. Click the **[Save]** button.

Related Links

Manage Users Overview

Create User Profile Screen

My Court Information

Update User Profile (Central Administrator)

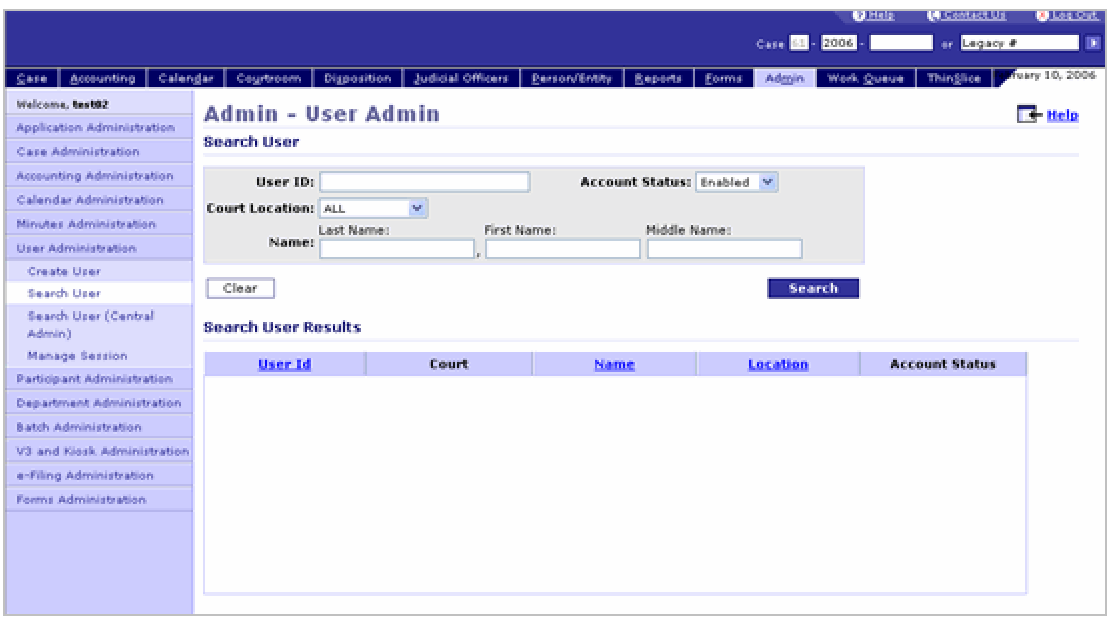
Introduction

This task activity provides instructions to update a user profile (from the central administrator perspective). The central administrator is responsible for adding users to the system as well as editing user profiles, as necessary.

Task Activity

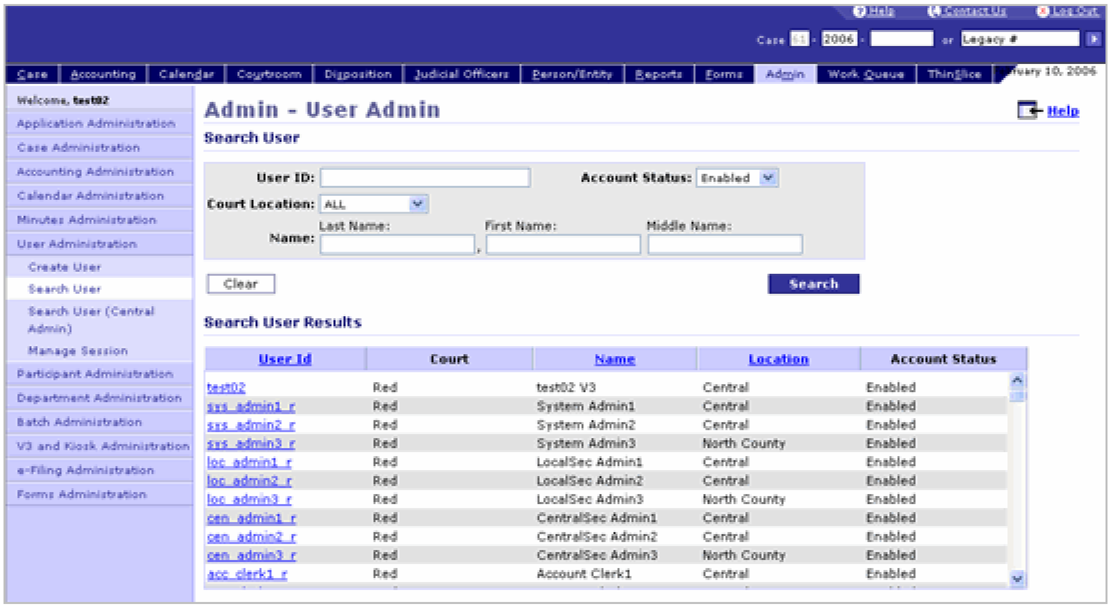
Perform the following steps to update a user's profile:

1. Select **[Admin] > [User Management] > [Search User (Central Admin)]**.
   Result: The Search User screen displays.

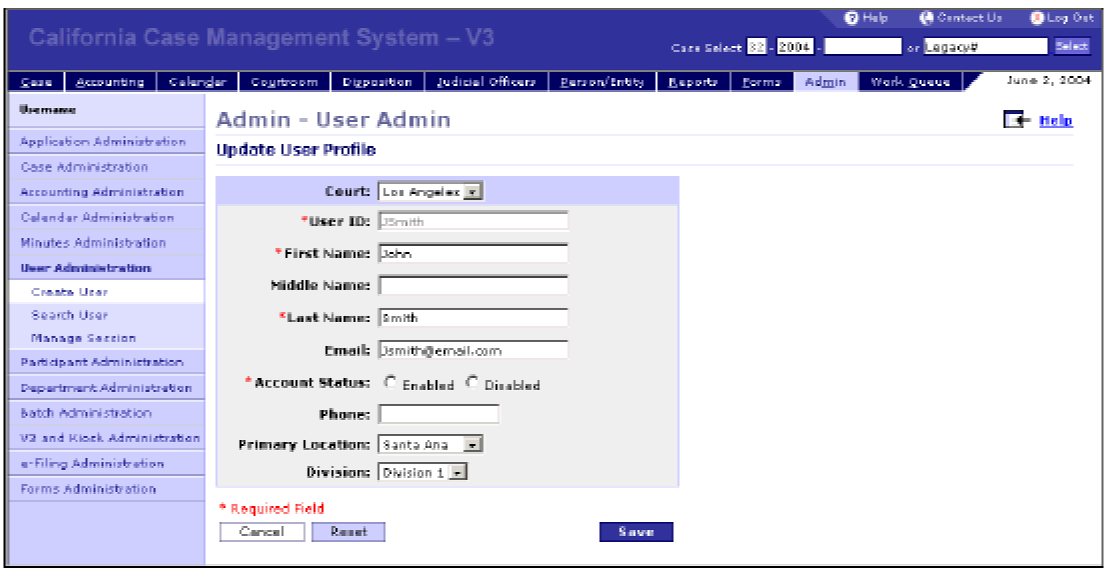


2. Enter/Select data for the appropriate search parameter fields.

3. Click the **[Search]** button.
   Result: The Search User screen refreshes and displays user IDs matching the search criteria.



4. Click the **User ID** hyperlink for the user whose profile you want to update.
   Result: The Update User Profile screen displays.



5. Update the user information as appropriate. The following required fields must have values:
   - Court
   - User ID
   - First Name
   - Last Name
   - Account Status

6. Click the **[Save]** button.

Related Links

Manage Users Overview

Search User Screen (Central Administrator)

Update User Profile Screen

My Court Information

Update User Profile (Local Administrator)

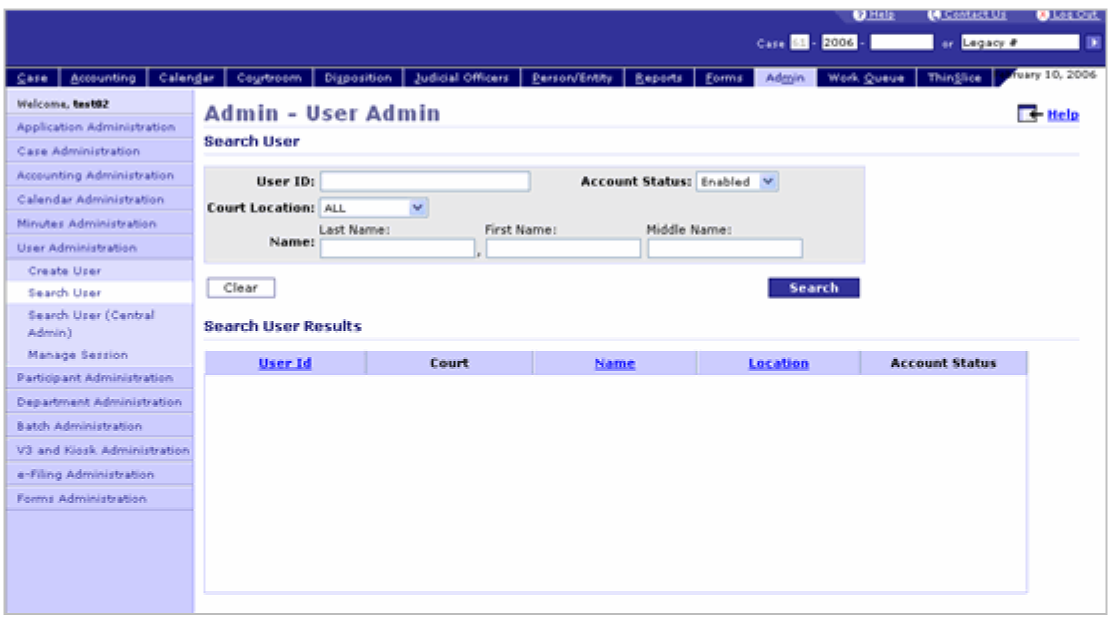
Introduction

This task activity provides instructions to update a user profile (from the local administrator perspective).

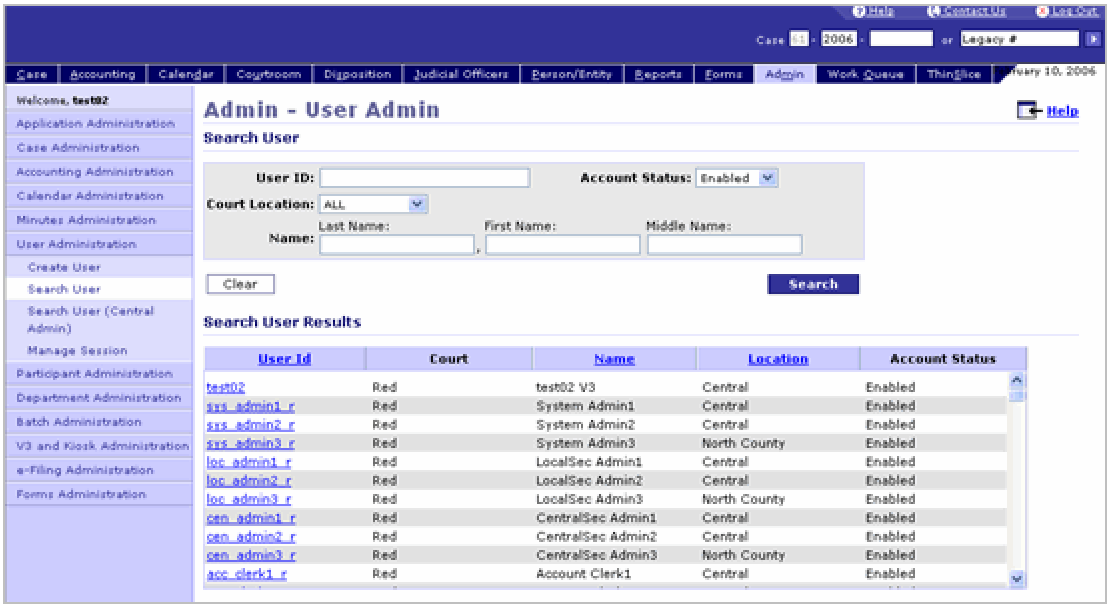
Task Activity

Perform the following steps to update a user's profile.

1. Select **[Admin] > [User Administration] > [Search User]**.
   Result: The Search User screen displays.



2. Enter/select data in the appropriate search parameter fields.
3. Click the **[Search]** button.
   Result: The Search User screen refreshes and displays user IDs matching the search criteria.



4. Click the **Name** hyperlink for the user whose profile you want to update.
   Result: The View User screen displays.

5. Update user information as appropriate. The following required fields must have values:
   - First Name
   - Last Name

    - Account Status

6. Click the **[Save]** button.

Related Links

Manage Users Overview

Search User Session Screen

View User Screen

My Court Information

View/Terminate a User Session

Introduction

This task activity provides the local administrator instructions to:

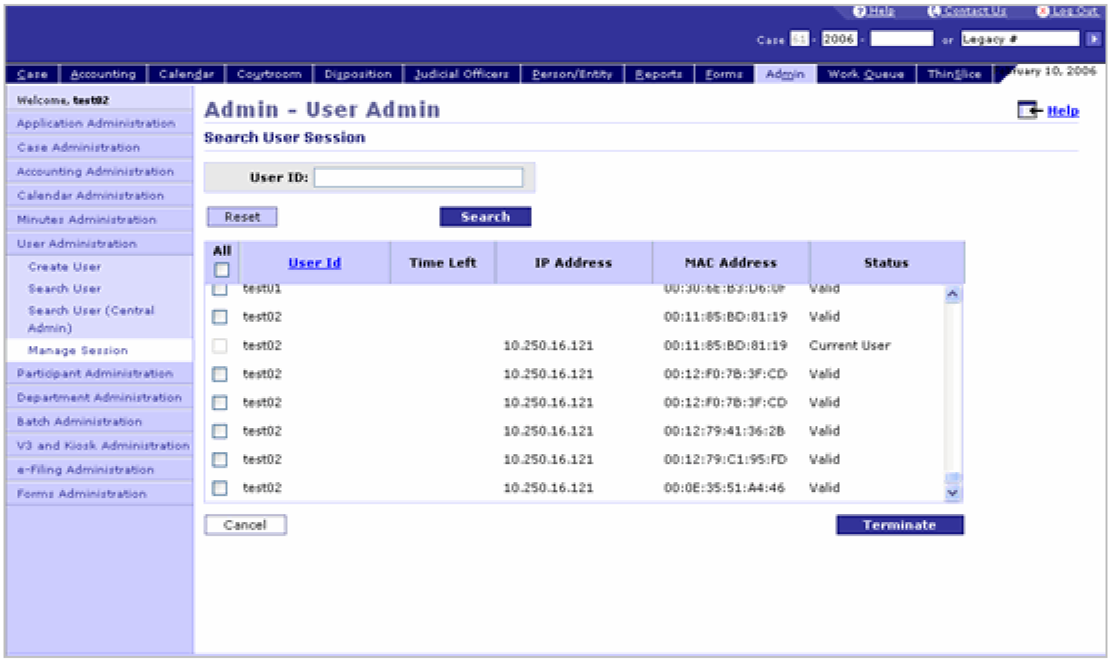
- View user session information
    - User ID
    - Time Left
    - IP Address
    - MAC Address
- Terminate a user session

Session termination ends all sessions for users logged in using the terminated user ID.

Task Activity

Perform the following steps to terminate a user session.

1. Select **[Admin] > [User Administration] > [Manage Session]**.
   Result: The Search User Session screen displays system users logged into the system.



2. If you cannot find the user ID of the person you are looking for, enter a **User ID** and click the **[Search]** button.
3. Select the checkboxes for all user IDs whose system access you want to terminate.
4. Click the **[Terminate]** button.

Related Links

Manage Users Overview

Search User Session Screen

Participant Administration

Merge or Split Person/Entity Records Overview

Introduction

Managing person/entity records allows you to merge and/or split person/entity profile records in the system. Refer to the Manage Person/Entity Information section for details on maintaining person/entity profile data.

You can only perform these activities outside of a case. However, a newly merged or split record may still affect case information. Only future case transactions and proceedings will change, as these activities do not update past or pending case data.

You must have the required security role to perform the merge and split activities.

About Merging Records

You may merge multiple person/entity records together if records exist for the same person/entity. This activity combines the profiles into a single record. Courts may use this "clean-up" activity to eliminate duplicate person/entity records.

Merging records is a different process than associating person/entity records. The merge activity only occurs with unique profile records that you created for the same individual or entity. Associating person/entity records adds relationships from one record to other person/entity records.

About Splitting Records

You can split a person/entity record if it was mistakenly merged with another record. This activity separates the previously merged person/entity record and restores it to its original, pre-merged state.

Task Activities

Merging/Splitting person/entity records includes the following task activities:

- Merge Person/Entity Records
- Split Person/Entity Records

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

Merge Person/Entity - Search Screen

Merge Person/Entity - Merge List Screen

Split Person/Entity - Search Screen

Split Person/Entity - Split List Screen

My Court Information

Merge Person/Entity Records

Introduction

Merging person/entity records combines two or more profiles into a single record. A Court may choose to merge person/entity records if there are multiple records available for the same person/entity. The system would then point to only one record for accessing the profile data used by this person/entity.

Activities Performed Prior to Merging

Selected records to merge may include different names and/or contact information. As a result, this process requires that a supervisor manually confirm that these records belong to the same person/entity before merging.

Selecting a Lead Record

You must conduct a person/entity search in order to select the records to merge. Refer to the Manage Person/Entity Information section for details on performing this search. Within the selected group of records, you must assign one profile as the lead. This lead record will represent the merged person/entity group as the master record.

Merge Functionality

Merging the selected records will associate the profile information from the non-lead records with the lead record.

The system will copy over the profile information that can have multiple entries (such as names, contact information, etc.) from the non-lead records to the lead record. However, information that is singular by nature (such as height, weight, etc.) instead becomes “associated” with the lead record. In other words, the lead record will reference these types of data from the non-lead records.

The future searches performed on the non-lead records will now only return the lead person/entity record.

Handling Case Information

The system does not automatically update merged person/entity data used within a case. For example, if you merge a case participant named "A" with a case participant named "B," and you select "A" as the lead record, then the system will not change the name "B" to "A" on the case. However, the CMS ID for the "B" record will change to match the lead record.

The merge function maintains each record’s previous associations with cases and other person/entities. For example, if an existing case participant profile becomes merged, then the case related transactions (filings, fees, etc.) will continue to be associated with the case participant and not the lead participant record of the merged group. This allows you to split the record(s) at a later time and restore the case data back to its original, pre-merged state. Refer to the Split Person/Entity Records task activity for details on the splitting process.

Handling Merged Case Participant Records

If you merge person/entity records that are participants on the same case, then the case will only show the lead person/entity profile of the merged group.

After the merge, filings and other case transactions will still occur on each person/entity profile, as necessary. However, you can only access the non-lead case data through the lead record. In other words, the pre-merge data is associated with the original records to allow for a potential split. The post-merge data is associated only with the lead record.

Merge Restrictions

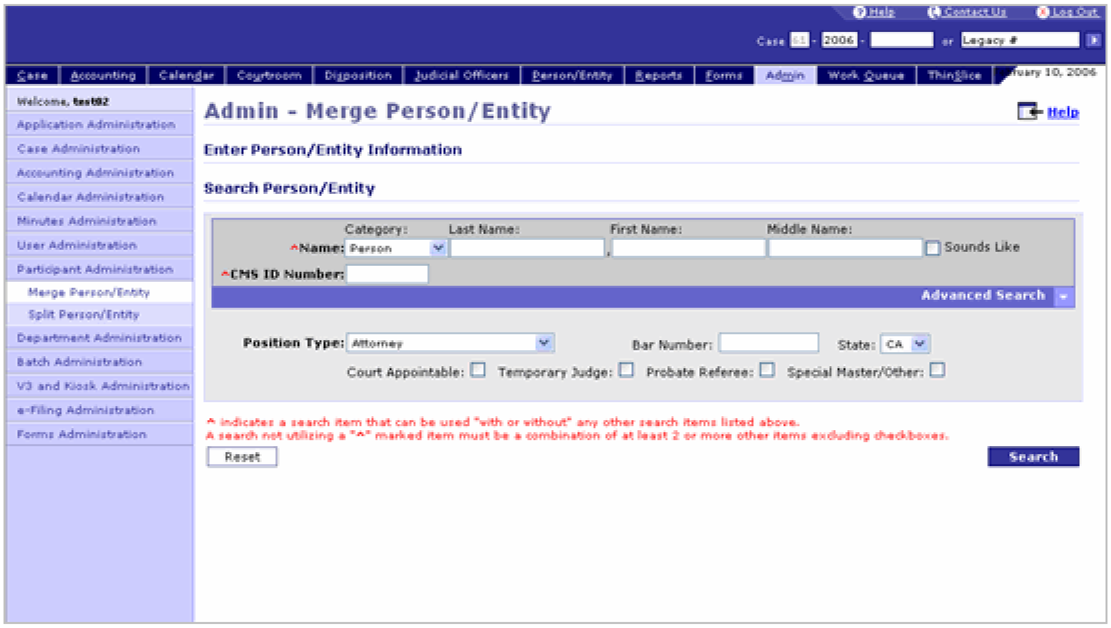
Merging a person/entity record that has a position type of “Private Professional Fiduciary (PPF)” requires additional system checks. These checks will alert you if the system discovers that this person/entity is used on more than one case as an unregistered PPF.

You may also choose to copy the lead PPF record information onto the probate cases that are associated with the PPF record. However, this activity will not allow you to split the records at a later time.

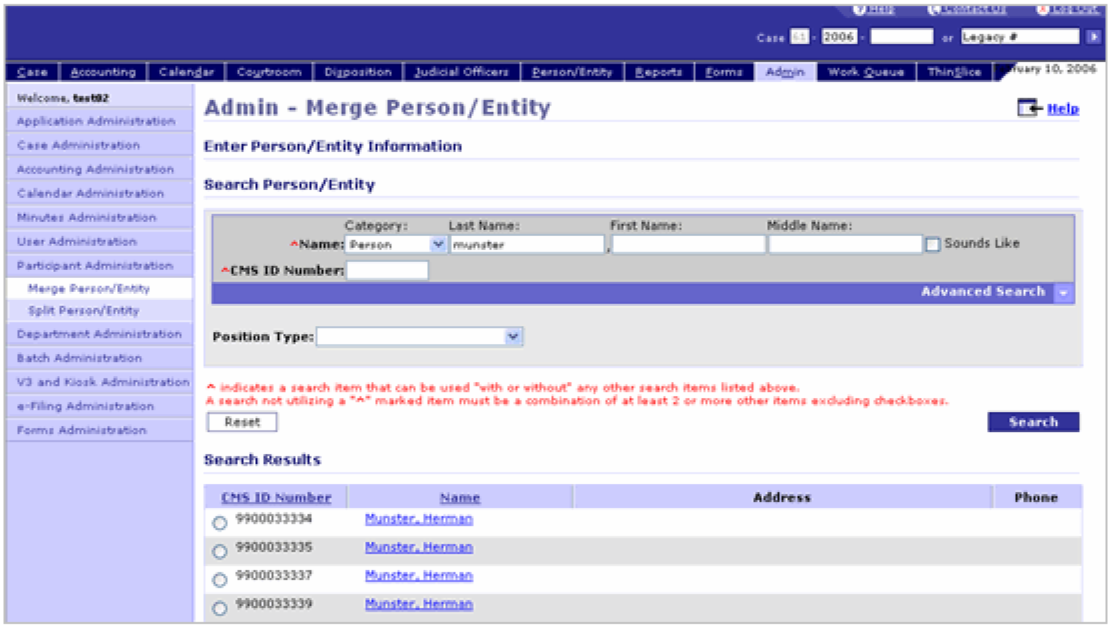
Task Activity

Perform the following steps to merge person/entity records.

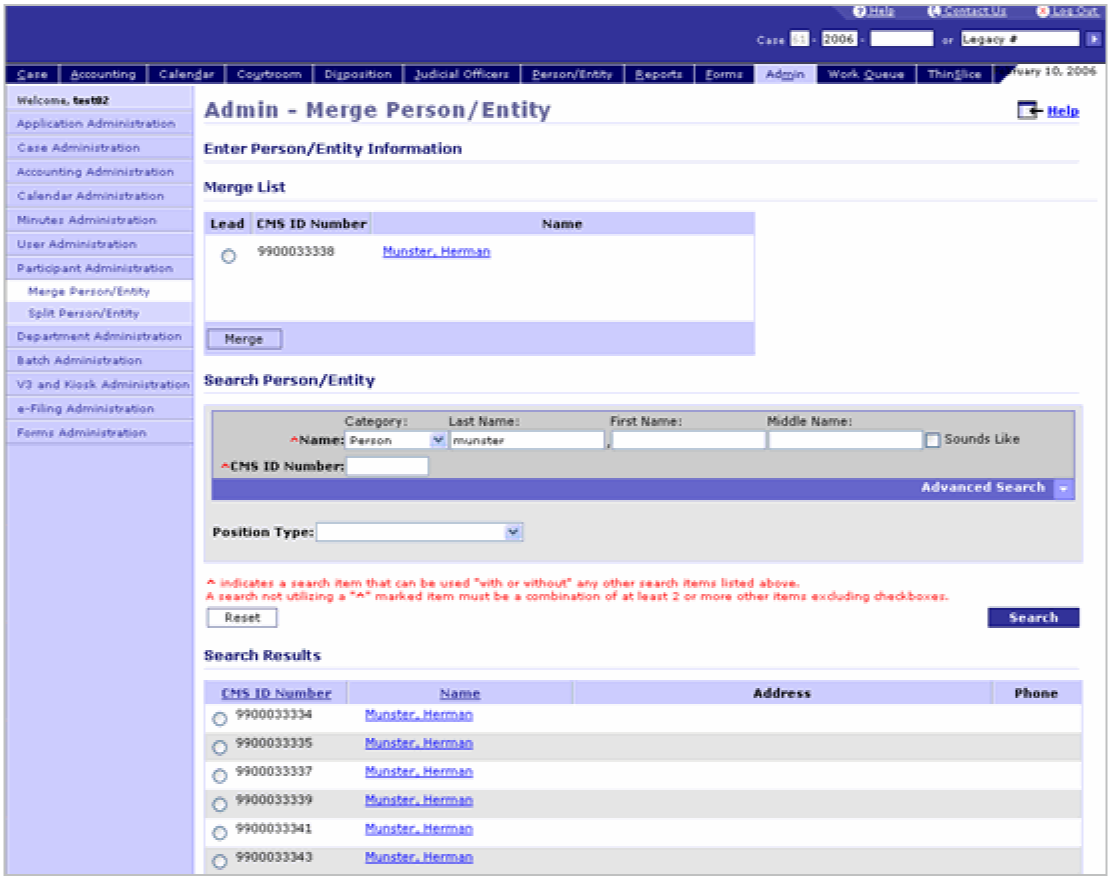
1. Select **[Admin] > [Participant Administration]**.
   Result: The Merge Person/Entity screen displays.



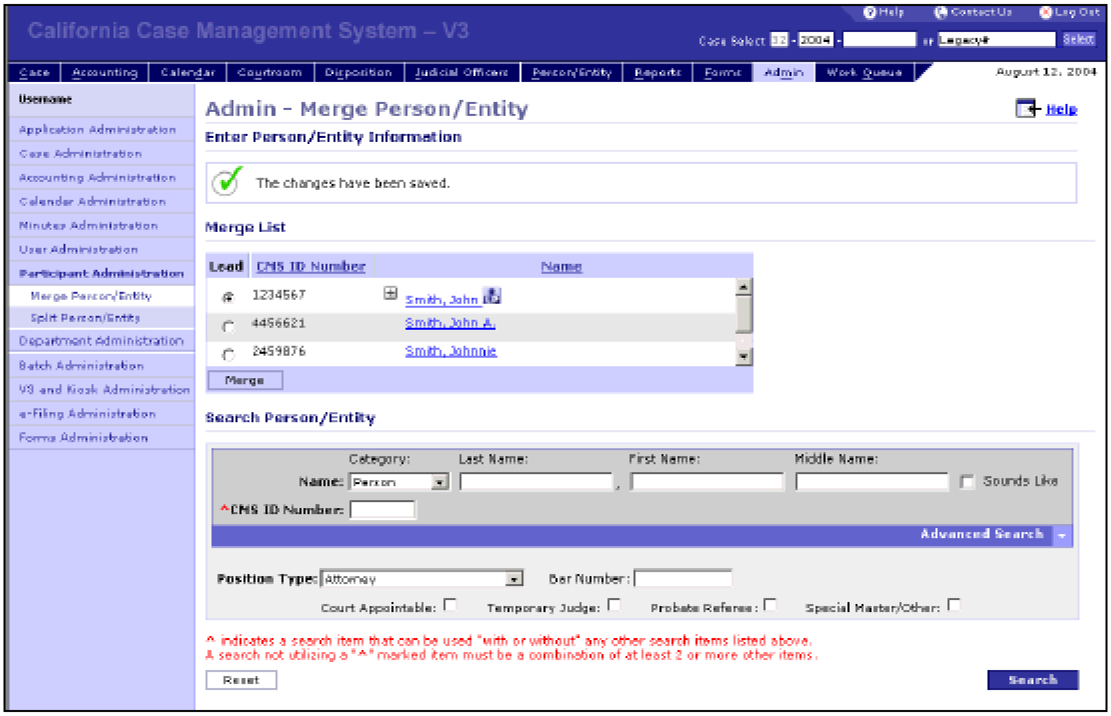
2. Enter/Select data into the appropriate search parameter fields.
   NOTE Refer to the Search Person/Entity Profiles task activity for details on performing person/entity searches.
3. Click the **[Search]** button.
   Result: The screen refreshes with the search results.



4. Select the radio button for the person/entity record to add to the merge list.
   NOTE You may select only one record at a time.
5. Click the **[Add To Merge List]** button.
   Result: The Enter Person/Entity Information - Merge List screen displays. The list now contains the selected record.



6. Repeat Steps 2-5 to add another person/entity record to the list.
   NOTE The Merge List must contain at least two records.
7. Select one of the person/entity records to be the "Lead" record.
   NOTE This record will represent the merged group as the master record.
8. Click the **[Merge]** button.
   Result: The screen refreshes with a confirmation message. The selected "lead" record is now identified by an icon.



Related Links

Merge or Split Person/Entity Records Overview

Merge Person/Entity - Search Screen

Merge Person/Entity - Merge List Screen

My Court Information

Split Person/Entity Records

Introduction

Splitting a person/entity record separates a record from a merged person/entity group. A Court may choose to split a person/entity record if you mistakenly merged one of the profiles. Refer to the Merge Person/Entity Records task activity for details on the merging process.

If the merged group only contains one person/entity record after the split, then the system will dissolve the merged group. In this situation, no records will display in the Split List.

Selecting the Record to Split

You must conduct a person/entity search in order to select the record to split. Refer to the Manage Person/Entity Information section for details on performing this search. You must then select the lead record of the merged group to display the associated person/entity profiles. You may then choose the record to split from the group.

Splitting the Lead Record

Splitting the lead record requires you to select a new lead for the merged group. The system will then associate the profile information (names, addresses, etc.) from the remaining non-lead records with this new lead record.

Split Functionality

Splitting the selected record removes the associations with the merged group. This split record then resumes its original, pre-merge state as a separate record.

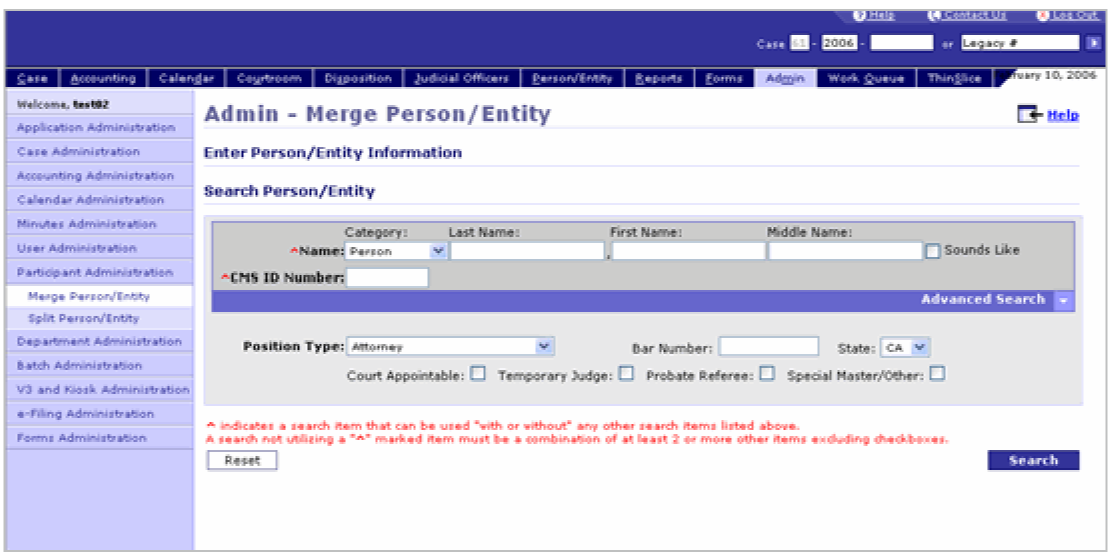
If two case participants had been merged and then split, then the pre-merge case data goes back to the original participant. Post-merge data will only go to the lead.

If the merged group only consisted of two records, then the system will also dissolve the group once the split occurs. This will make both of these profiles distinct person/entity records.

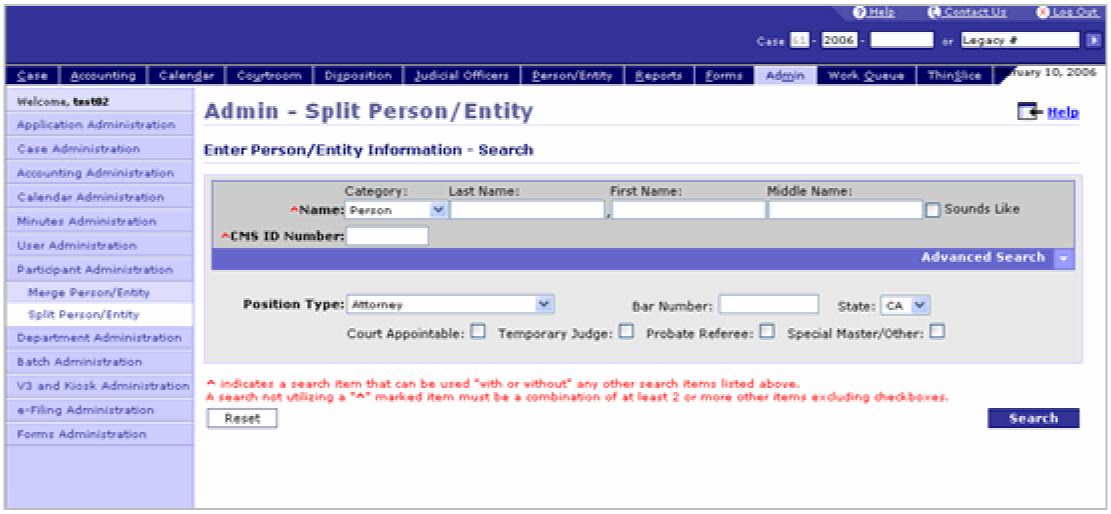
Task Activity

Perform the following steps to split a person/entity record from a merged group.

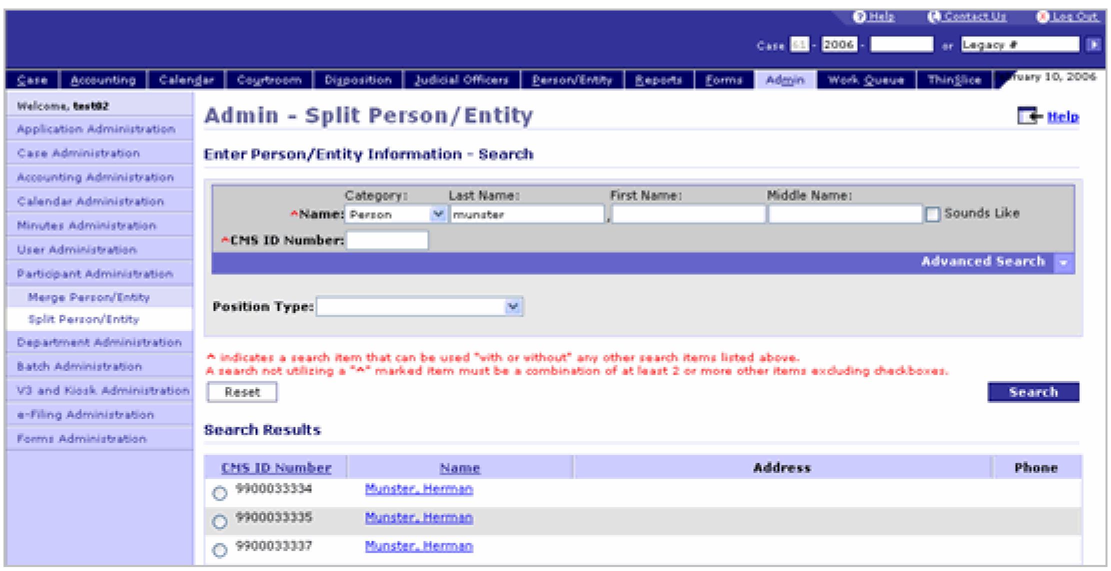
1. Select **[Admin] > [Participant Administration]**.
   Result: The Merge Person/Entity screen displays.



2. Select the **[Split Person/Entity]** left navigation item.
   Result: The Split Person/Entity screen displays.



3. Enter/Select data into the appropriate search parameter fields.
   NOTE Refer to the Search Person/Entity Profiles task activity for details on performing person/entity searches.
4. Click the **[Search]** button.
   Result: The screen refreshes with the search results.



5. Select the radio button for the merged person/entity record.
   NOTE This merged record should contain the person/entity record to split and is identified by a "lead" icon. You may select only one record.
6. Click the **[Select]** button.
   Result: The Enter Person/Entity Information - Split List screen displays. The list now contains the records that belong to the merged group.

7. Select the radio button for the person/entity record to split from the merged group.
8. Select one of the person/entity records to be the new "Lead" record, if necessary.
   NOTE Only perform this step if splitting the current lead record from the merged group.
9. Click the **[Split]** button.
   Result: The screen refreshes with a confirmation message. The split record no longer displays in the Split List.

Related Links

Merge or Split Person/Entity Records Overview

Merge Person/Entity - Search Screen

Split Person/Entity - Search Screen

Split Person/Entity - Split List Screen

Department Administration

Configure Department Resources Overview

Introduction

Configuring department resources defines the Court resources associated with a specific department. These activities also identify the effective dates for which a resource is available.

About Departments

Setting department assignments helps you to determine resource availability when scheduling case events for a specific department/location. The system considers these assignments as "associations," since a resource may belong to more than one department and/or location.

The system will apply these associations if you choose to configure assignment rules for a department. This type of assignment rule would only affect those resources that have been previously associated with this department.

Activities Performed Prior to Configuring a Department Resource

Your Court must provide the system with a list of available departments and their respective locations before you can associate resources with a department.

You must also conduct a department search in order to select a department to configure, update or use as a template.

Department Validations

The departments in the system must be unique. A unique department is defined by its name and location.

Task Activities

Configuring department resources includes the following task activities:

- Search Departments
- Add Department Resources
- Update Department Resources
- Save As New Department Resources

Additional Resources

There are no other resources related to this overview.

Related Links

Configure Department - Search Screen

Configure Department Screen

My Court Information

Search Departments

Introduction

Searching for a department searches and displays the available departments for a specific location. You must have a System Administrator security role to access the search and related department configuration screens.

Department Search Functionality

The system performs a search based on field parameters that you provide. Only those departments that a Court created in the system will display in the results list.

You must select values for the required fields in order for the search utility to function. Refer to the Search Feature Overview for details on performing a search in the system.

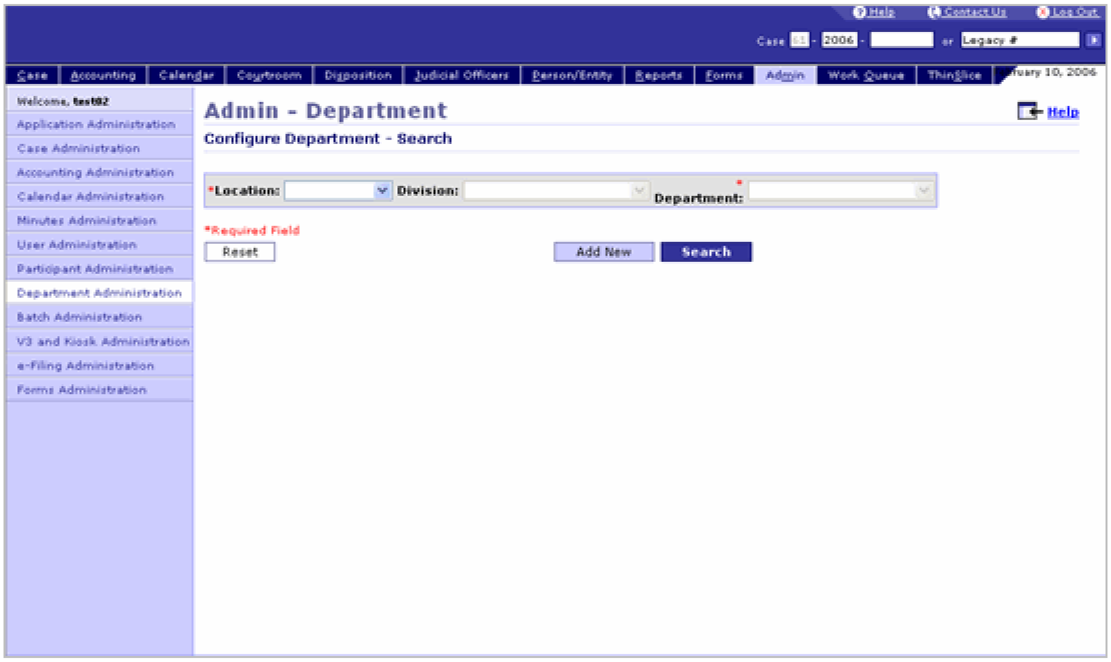
Using the Search Results

This search function also provides the foundation for maintaining department information. For example, you must perform a search in order to update the resources associated with a department or save the configured resources from a department to another.

Task Activity

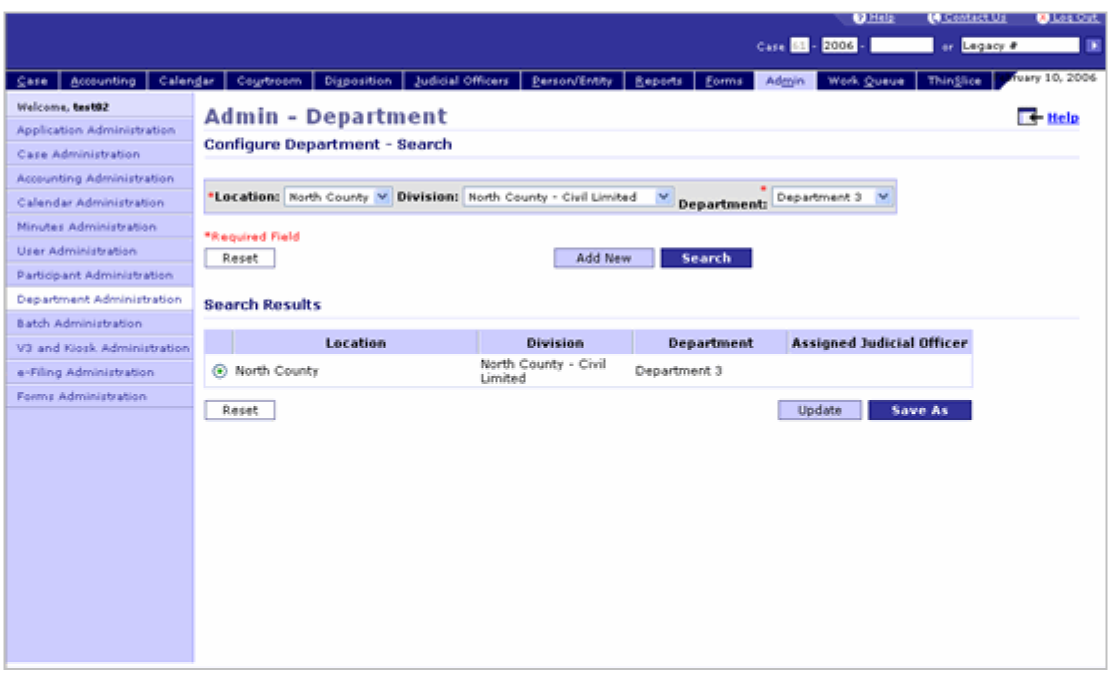
Perform the following steps to search for a Court department.

1. Select **[Admin] > [Department Administration]**.
   Result: The Configure Department – Search screen displays.



2. Select data for the following required fields:
    3. Location
    4. Department
    NOTE Selecting a **Division** will help to narrow the results.

3. Click the **[Search]** button.
   Result: The screen refreshes with the Search Results.



NOTE From the Search Results section, you can perform the Update Department Resources or Save as New Department Resources task activities.

Related Links

Configure Department Resources Overview

Configure Department - Search Screen

My Court Information

Add Department Resources

Introduction

Adding a resource to a department associates or assigns a Court resource to a specific department within a given location.

Associating a Resource

A resource must exist in the system before you can associate it with a department. The person/entity profile record for the resource must also identify the position type(s) held by the resource.

You may either select an existing resource from the person/entity search results, or create a new person/entity profile to add to the department. Refer to the Manage Person/Entity Information section for details on creating and maintaining person/entity records.

Associating Judicial Officers

You may also associate Judicial Officers with a department. The Judicial Officer profile must also exist in the system before you can add it to a department. Refer to the Manage Judicial Officers section for details on creating and maintaining Judicial Officer profile records.

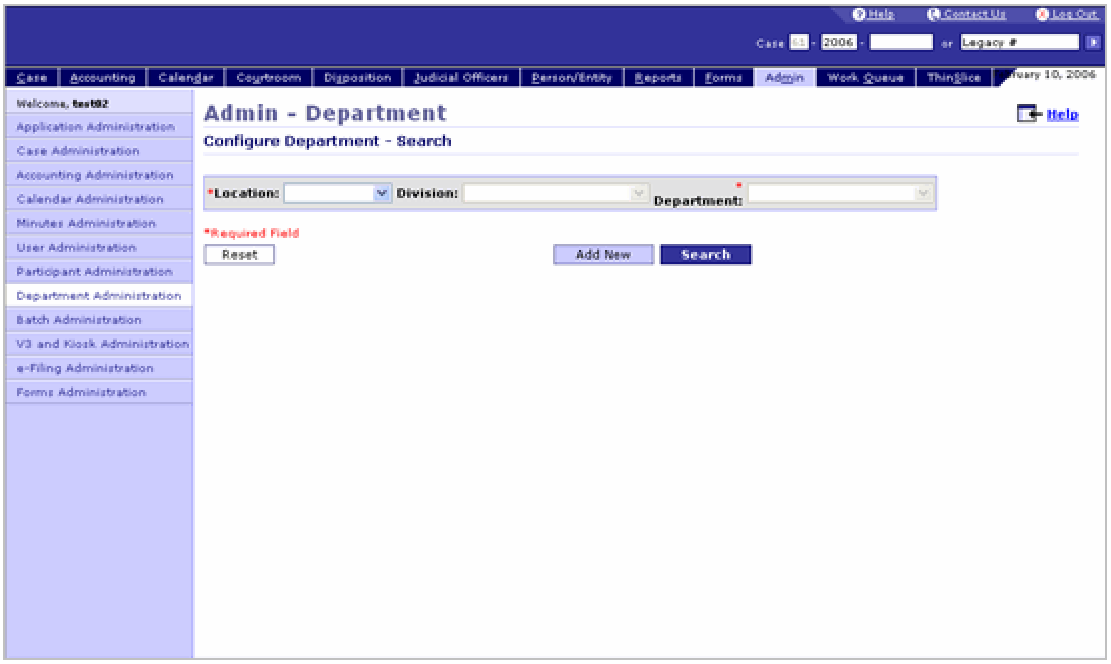
Sorting the Department Calendar

When configuring a department, you may define the sort type for department calendar events. Depending on your choice, the system will display the calendar events scheduled for the department in this selected hierarchical order.

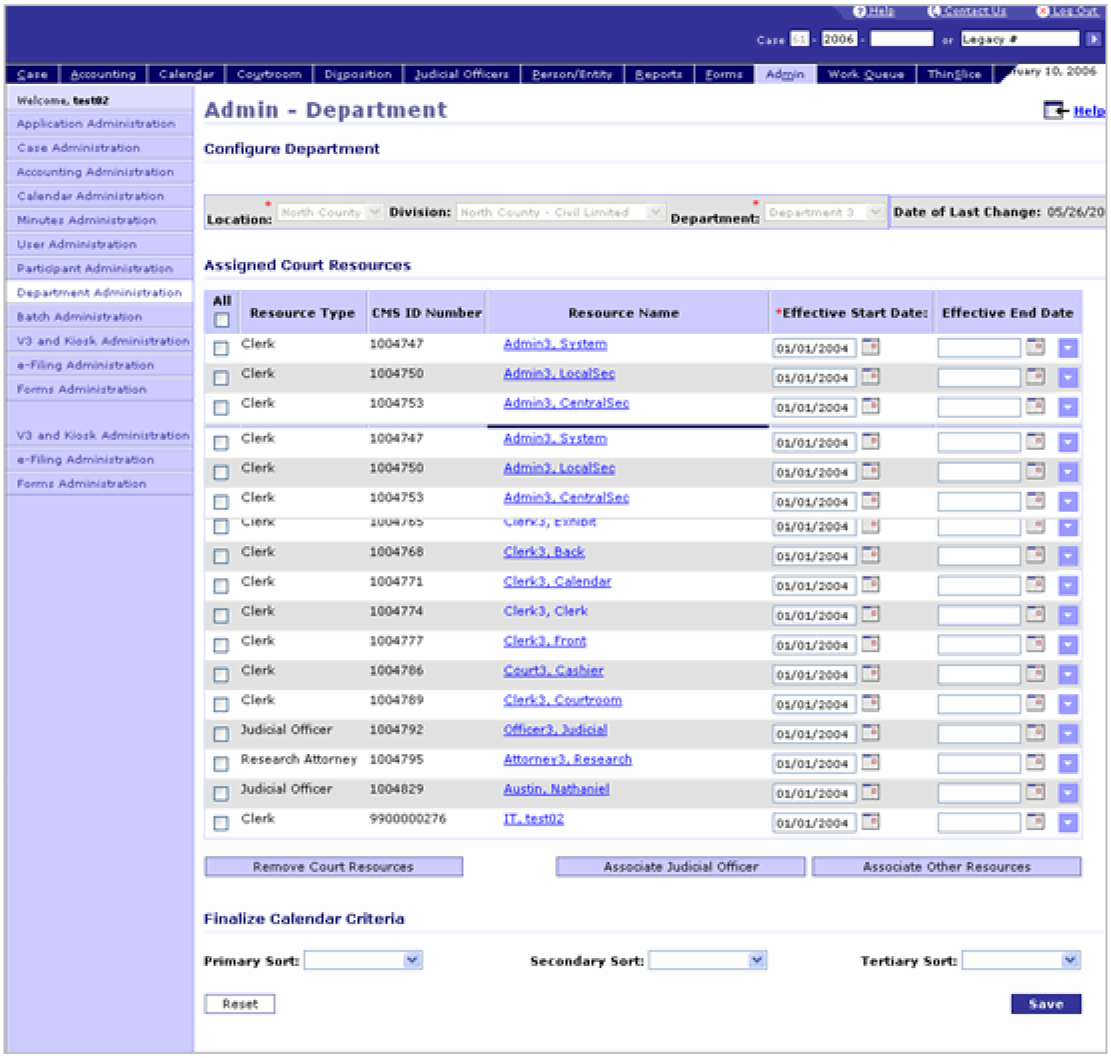
Task Activity

Perform the following steps to add [associate] a resource to a department.

1. Select **[Admin] > [Department Administration]**.
   Result: The Configure Department – Search screen displays.



2. Click the **[Add New]** button.
   Result: The Configure Department screen displays.

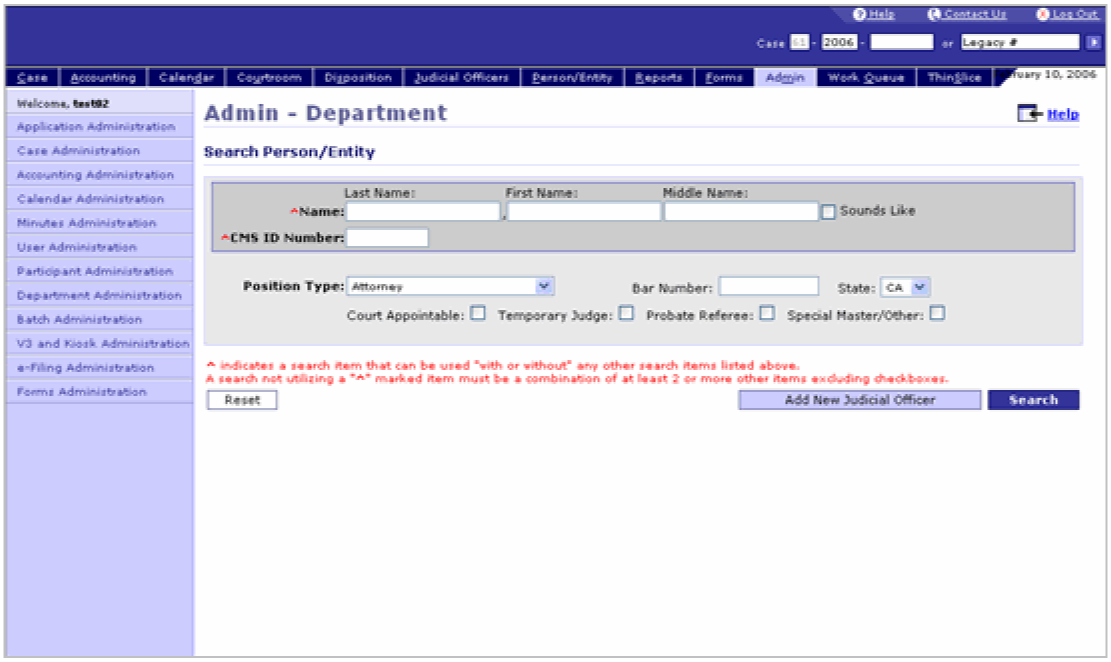


3. Select data for the following required fields:
    4. Location
    5. Department

    NOTE Follow Steps 4-5 to associate a Judicial Officer with the department.

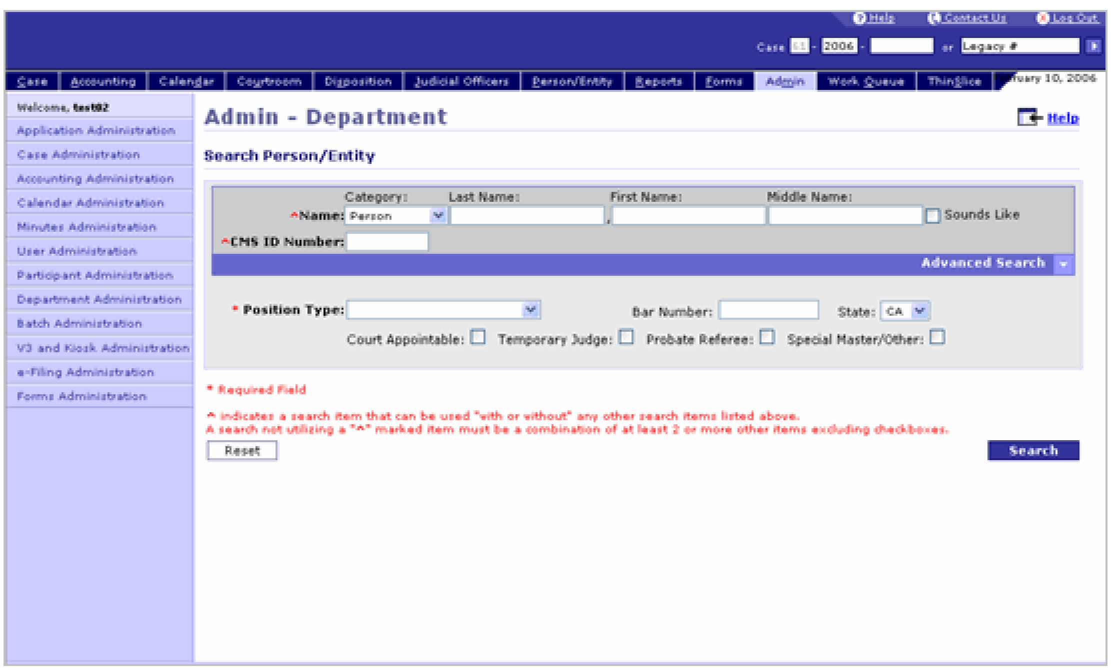
    NOTE Follow Steps 6-10 to associate other resources.

4. Click the **[Associate Judicial Officer]** button.
   Result: The Manage Judicial Officers - Search screen displays.
   NOTE Refer to the Manage Judicial Officers section for details on searching and selecting Judicial Officers.

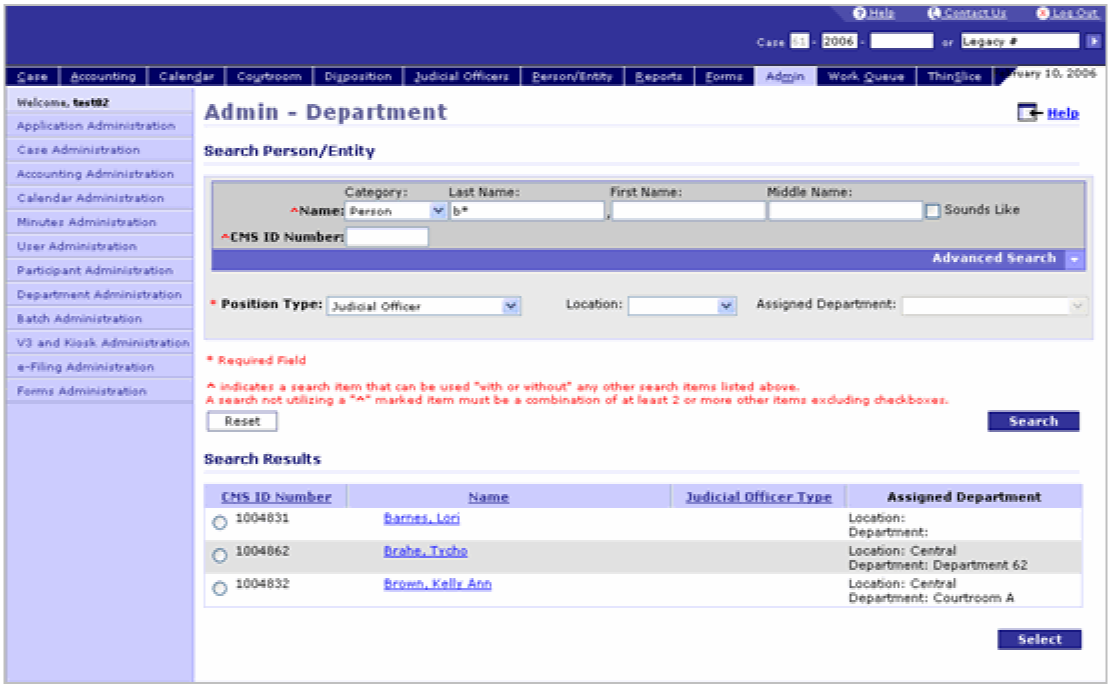


5. Click the **[Cancel]** button to return to the Configure Department screen.
NOTE If you selected Judicial Officers, click the **[Select]** button to have this screen display them in the Assigned Court Resources section.

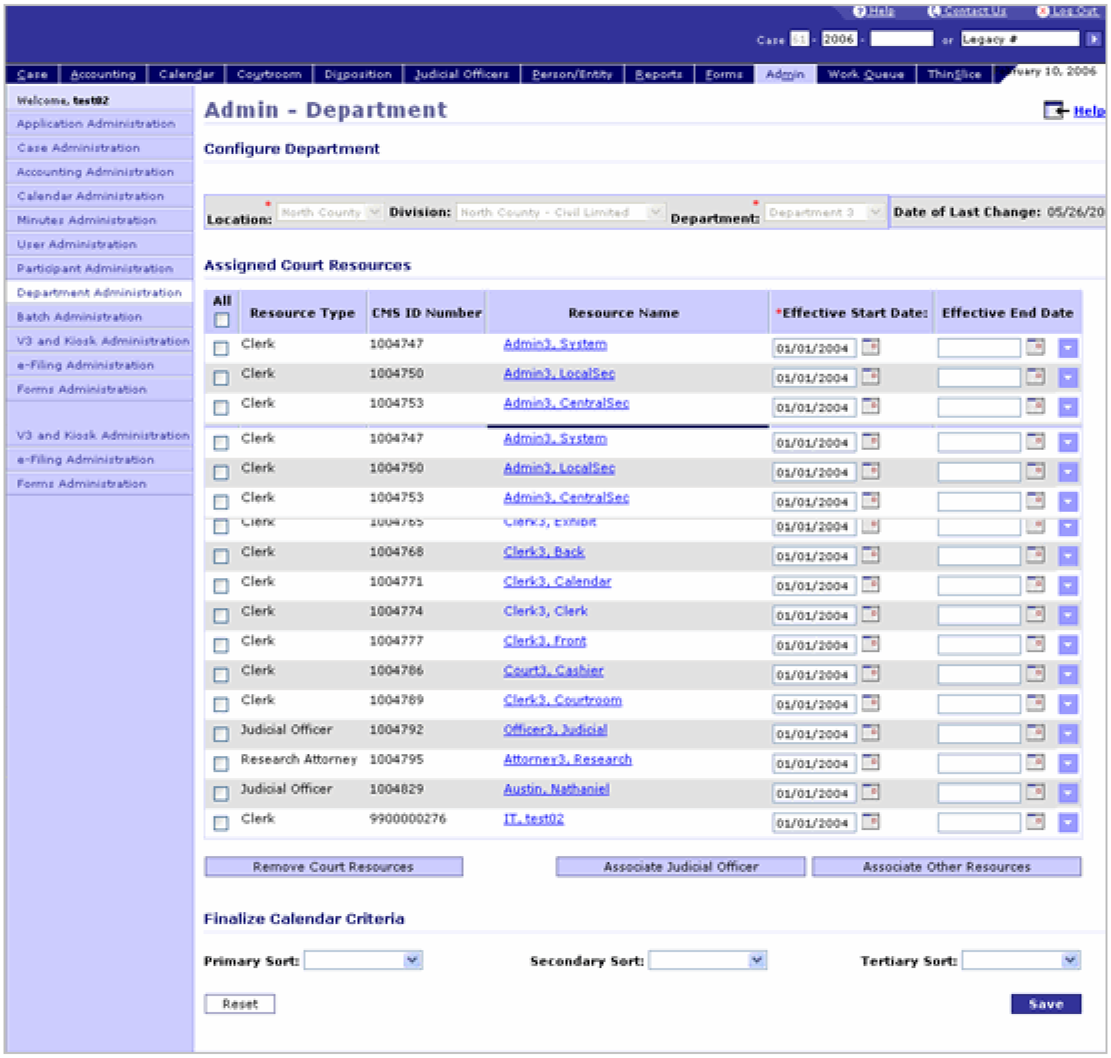
6. Click the **[Associate Other Resources]** button.
Result: The Person/Entity Search screen displays.



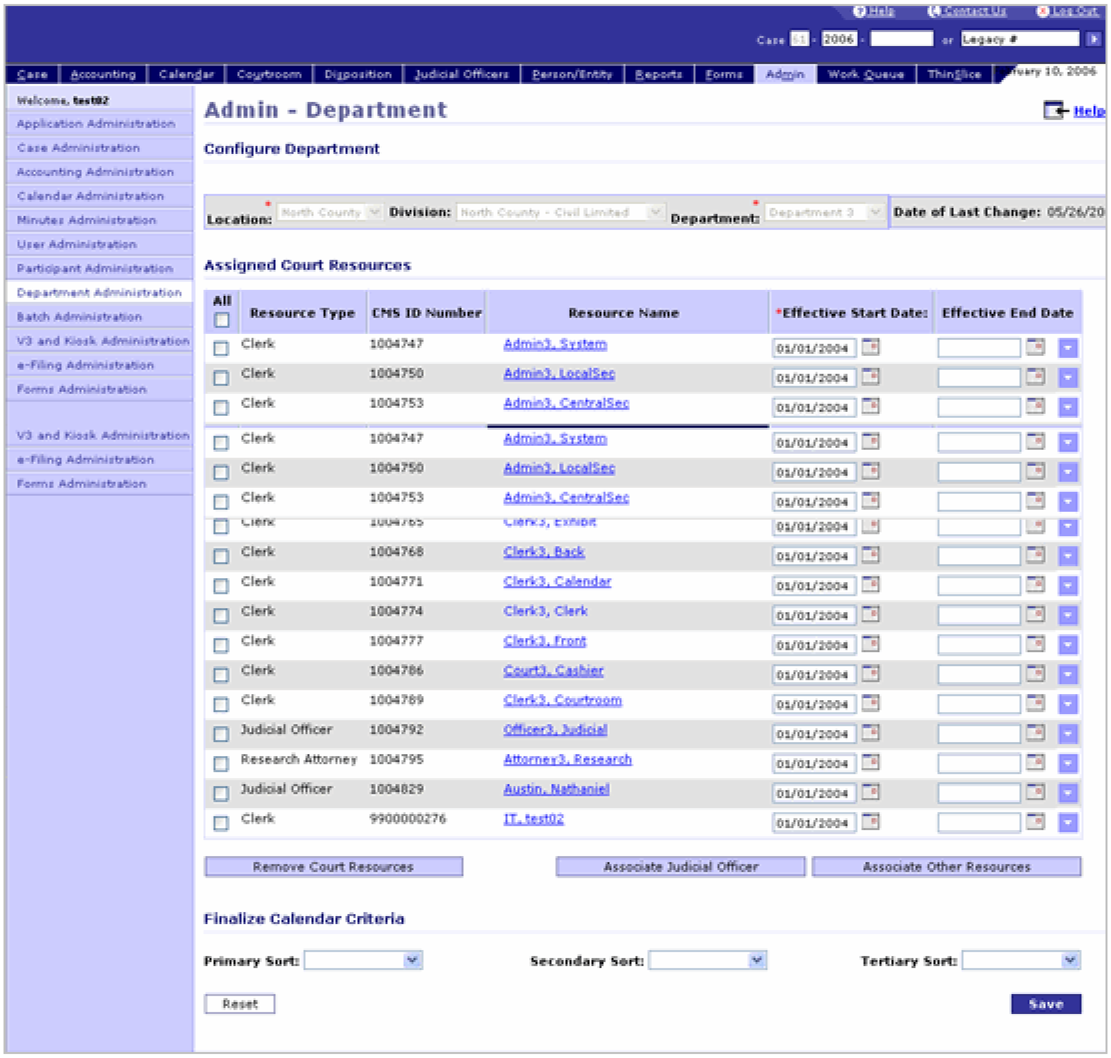
7. Enter/Select data for the appropriate search parameter fields.
   NOTE Refer to the Search Person/Entity Profiles task activity for details on performing person/entity searches.
8. Click the **[Search]** button.
   Result: The screen refreshes with the Search Results.



9. Select the radio button for the person/entity record to associate with the department.
   NOTE You may select only one record at a time.
10. Click the **[Select]** button.
    Result: The Configure Department screen re-displays. The new resource is now available in the Assigned Court Resources section.



11. Enter an **Effective Start Date** for this resource.
12. Enter/Select data for the other necessary fields.
    NOTE You may provide additional information, such as availability details for the resource and/or the calendar sort method(s).
13. Click the **[Save]** button.
    Result: The screen refreshes with a confirmation message.



Related Links

Configure Department Resources Overview

Configure Department - Search Screen

Configure Department Screen

Manage Judicial Officers - Search Screen

Person/Entity Search Screen

My Court Information

Update Department Resources

Introduction

Updating a department resource changes the assignment information for a Court resource within a department.

Changing Resource Settings

You may choose to change the effective start and end dates for a given resource or associate additional resources to the department. You may also change the calendar sort criteria for a department, which changes how you view the events scheduled for a particular department.

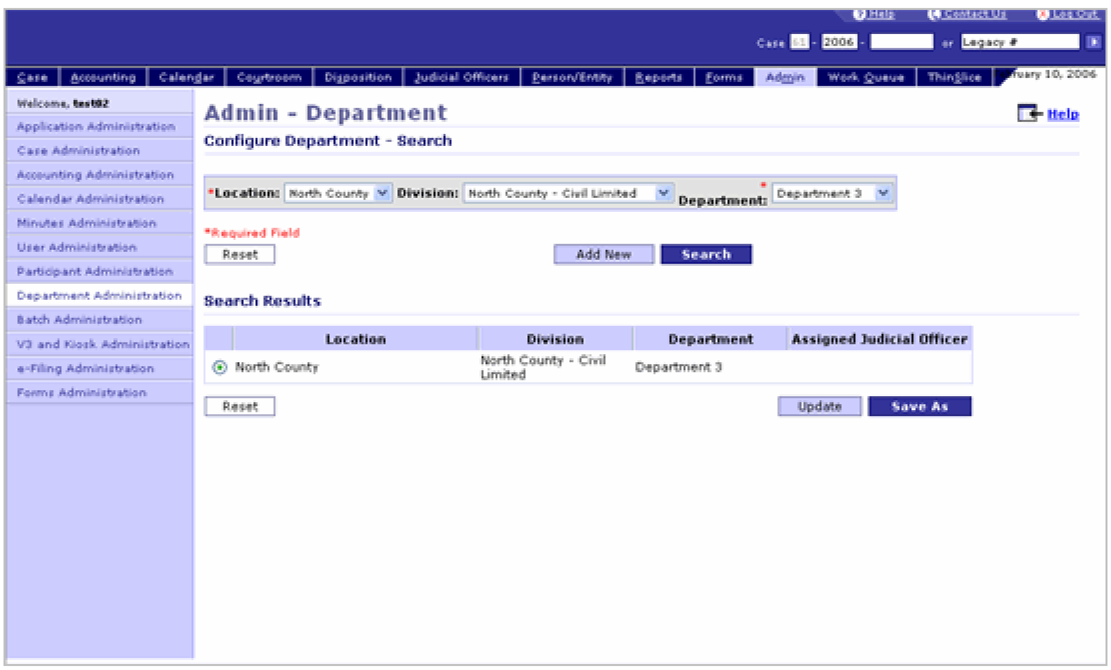
If necessary, you may also remove a resource from a department.

Task Activity

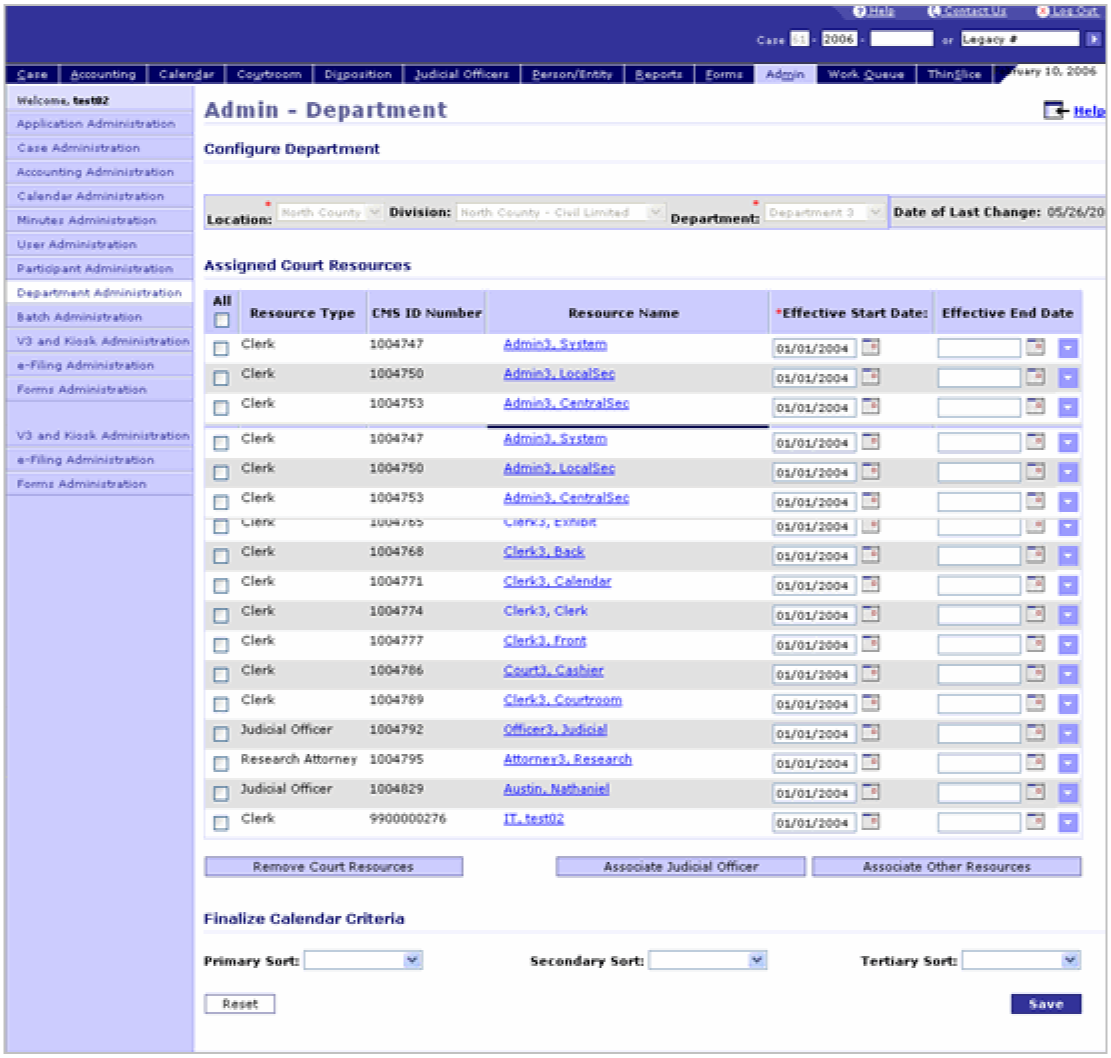
This activity takes place within the context of department search. Refer to the Search Departments task activity for details on performing this search.

Perform the following steps to edit the resource(s) for a specific department.

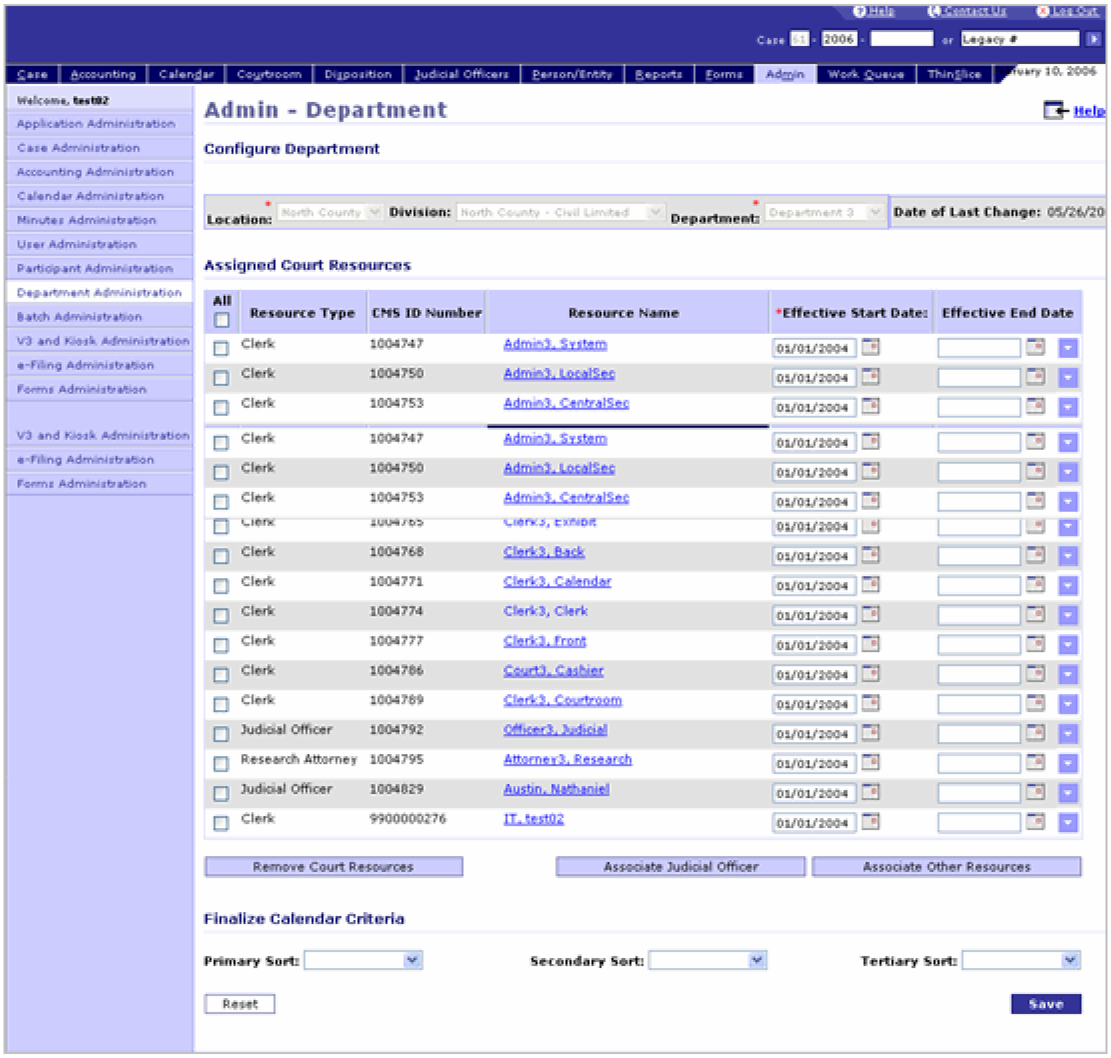
1. Select the radio button for the department to update.
   NOTE This selection occurs from the Configure Department - Search screen.



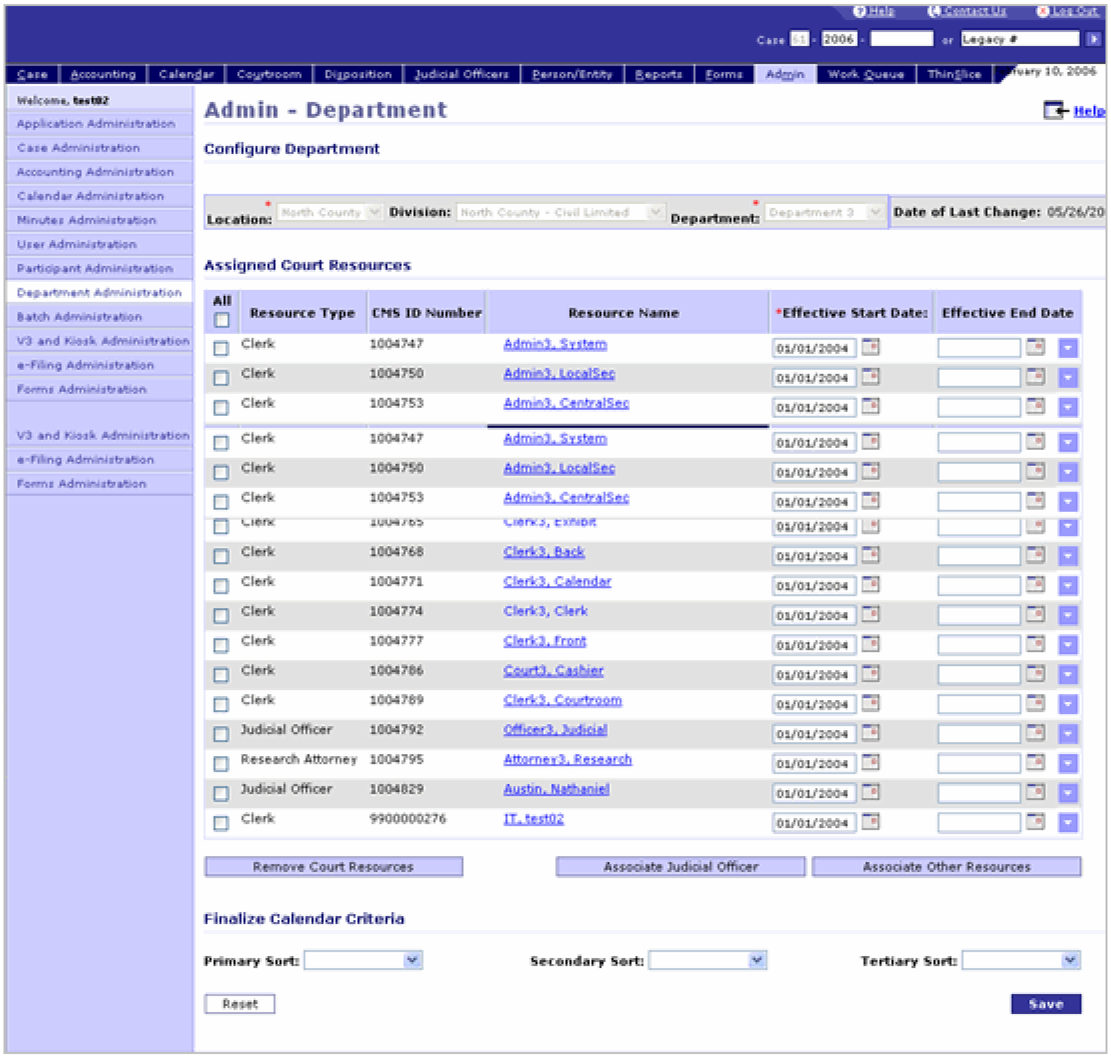
2. Click the **[Update]** button.
   Result: The Configure Department screen displays.



3. Enter/Update the available fields as needed.
   NOTE You may also associate a new resource with this department or remove a resource from this department.
4. Select the checkboxes for the resources to remove from the department.
5. Click the **[Remove Resource]** button.
   Result: The screen refreshes and no longer displays the selected resource.



6. Click the **[Save]** button to save the changes.
   Result: The screen refreshes with a confirmation message. The **Date of Last Change** field also updates to reflect the current date.



Related Links

Configure Department Resources Overview

Configure Department - Search Screen

Configure Department Screen

My Court Information

Save As New Department Resources

Introduction

Using the "Save As" feature allows the resource(s) configured for a department to be used as a "template" for another department. Changes made to the resource associations only apply to the newly configured department and do not change the selected department.

Required Department Changes

You may only use this activity to add resources to a department that has not been previously configured to include resources.

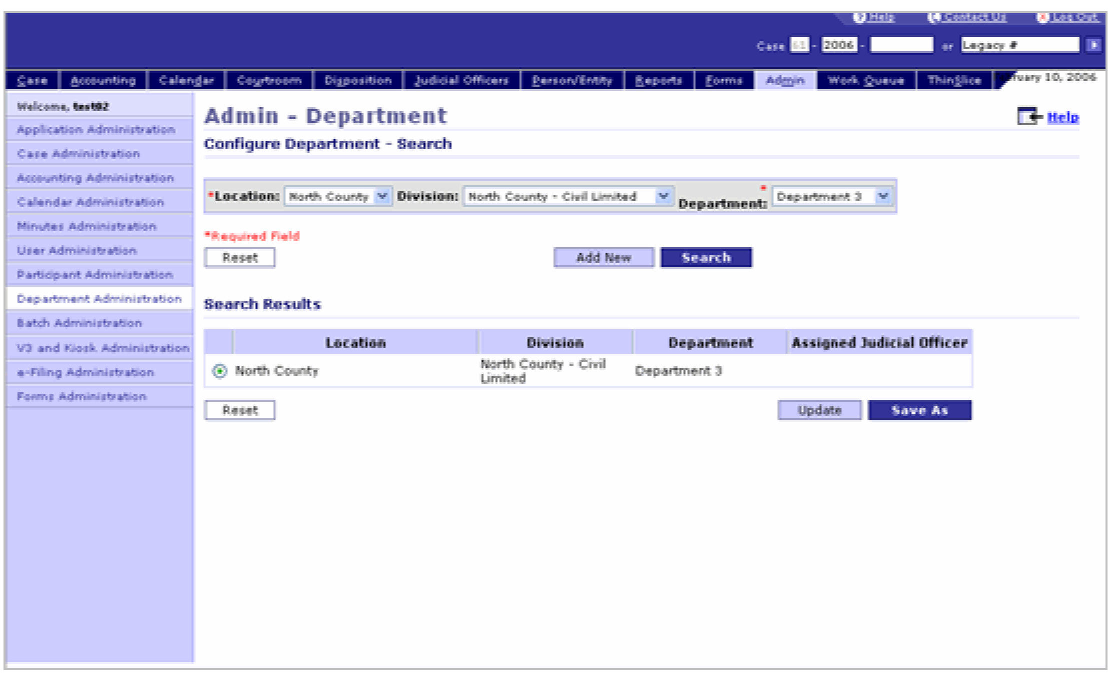
After selecting a template department, you must change the location and/or department name in order to identify this unique department. If you choose a department that already has an associated resource, then the system will display an error message and require you to select a different department.

Task Activity

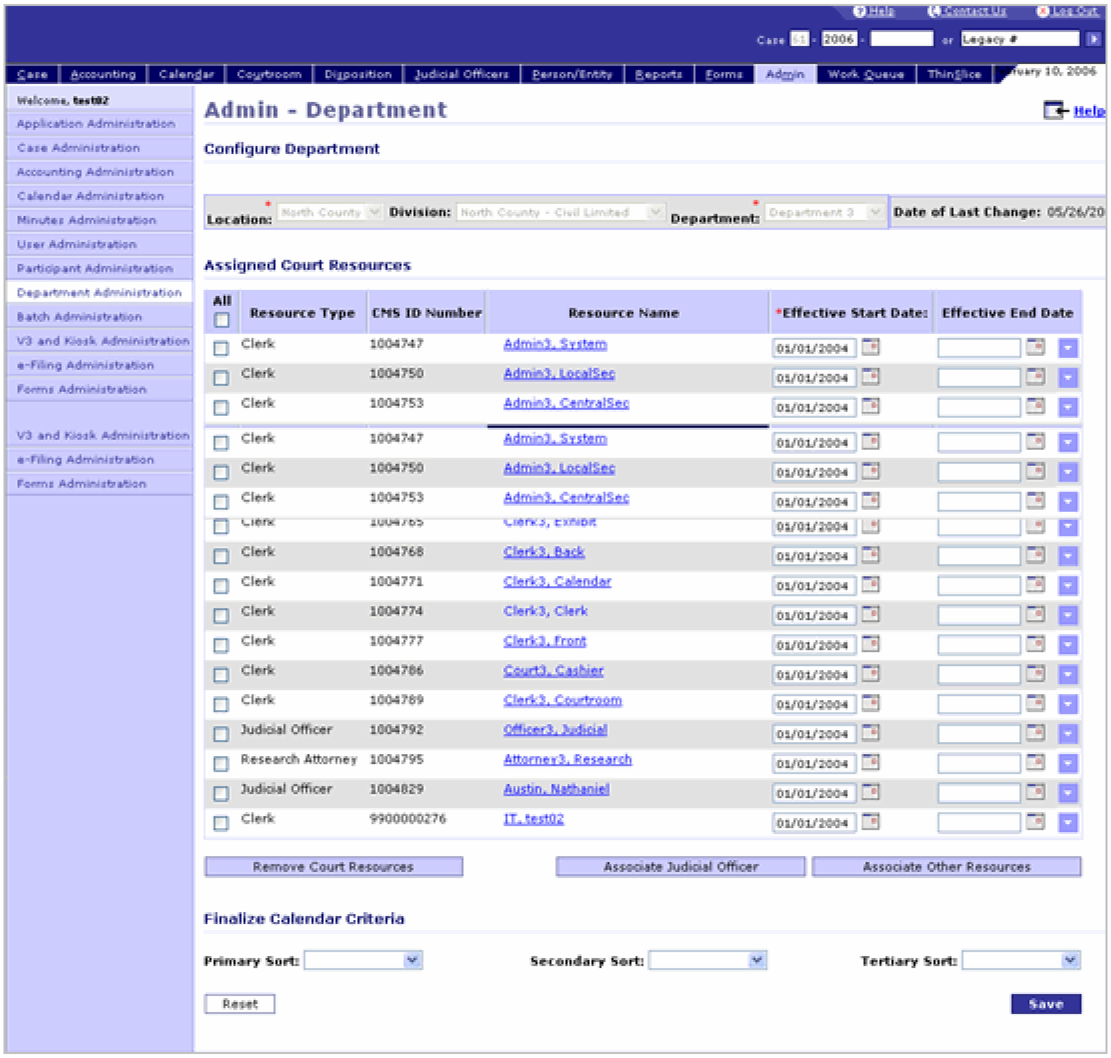
This activity takes place within the context of a department search. Refer to the Search Departments task activity for details on performing this search.

Perform the following steps to save the resources of one department to another department.

1. Select the radio button for the department to use as a template.
   NOTE This selection occurs from the Configure Department - Search screen.

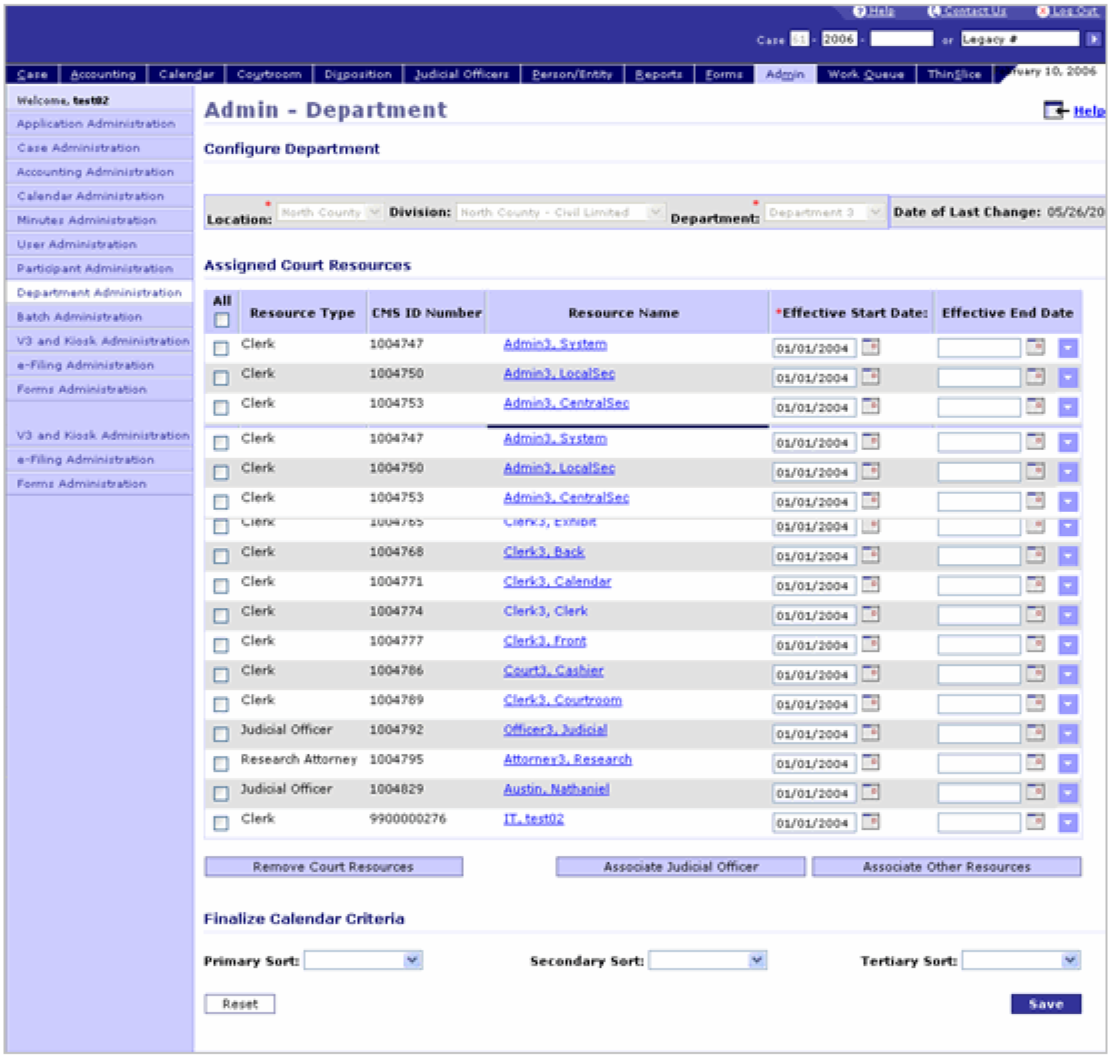


2. Click the **[Save As]** button.
   Result: The Configure Department screen displays.



3. Change at least one of the following data fields:
    4. Location
    5. Department

4. Enter/Update the available fields as needed.
5. Click the **[Save]** button to save the resources to this new department/location.
   Result: The screen refreshes with a confirmation message.



Related Links

Configure Department Resources Overview

Configure Department - Search Screen

Configure Department Screen

Batch Administration

Schedule Batch Jobs Overview

Introduction

The process of scheduling a batch job has two steps:

1. Local administrator requests scheduling of a batch job.
2. Central administrator reviews request and schedules the batch job accordingly.

To initiate a batch job, the local administrator must send a request to the central administrator. This request contains all of the details about the batch job setup. When the administrator reviews the request, all request details are visible and may be accepted as is or changed where appropriate.

Task Activities

Scheduling batch jobs includes the following task activities:

- Request Scheduling of a Batch Job
- Schedule a Batch Job

Additional Resources

Other items related to this overview include the following:

- Business Rules
- Batch Scheduling and Printing Background Information

Related Links

Configure Batch Print Routing Screen

Configure Printers Screen

Court Request Summary Screen

Request Scheduling Screen

Review and Schedule Court Request Screen

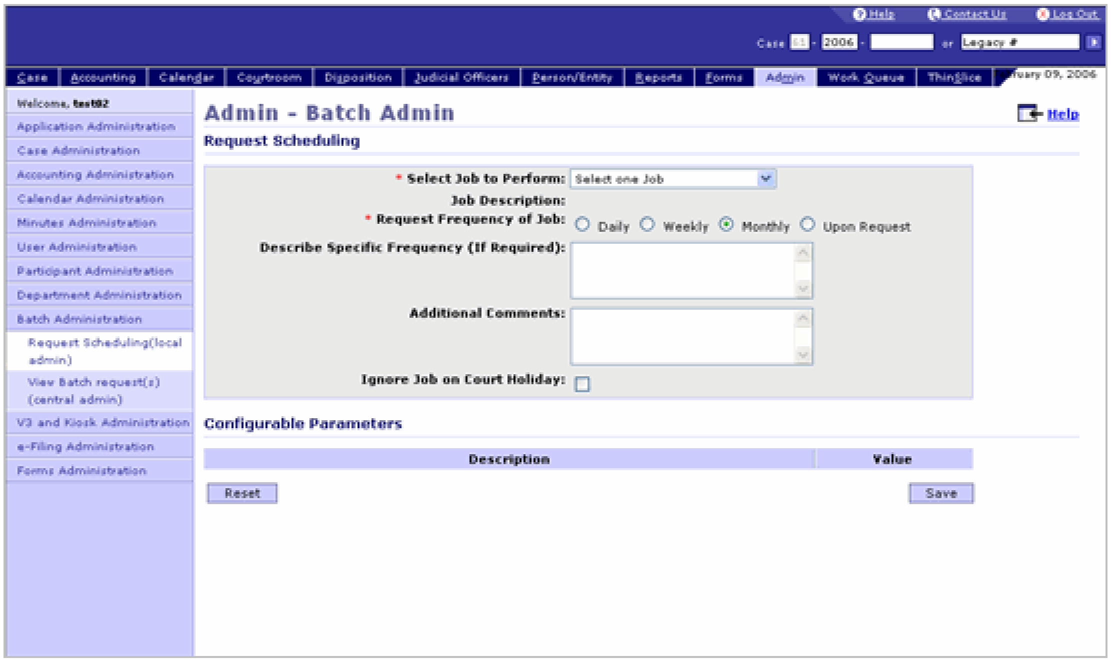
My Court Information

Request Scheduling of a Batch Job

Task Activity

Perform the following steps to request scheduling of a batch job.

1. Select **[Admin] > [Batch Administration] > [Request Scheduling (Local Admin)]**.
   Result: The Request Scheduling screen displays.



2. Enter/Select data for the following required fields:
   - Select Job to Perform
   - Request Frequency of Job

   NOTE Once you select a job to perform, the screen refreshes and displays the configurable parameters associated with the selected batch job. You are required to enter values for these fields.

3. Enter special instructions related to the selected frequency and comments about the batch job, if necessary.
4. Select the **Ignore Job on Court Holiday** checkbox if you do not want the batch job to run on court holidays.
5. Click the **[Save]** button.

Related Links

Schedule Batch Jobs Overview

Request Scheduling Screen

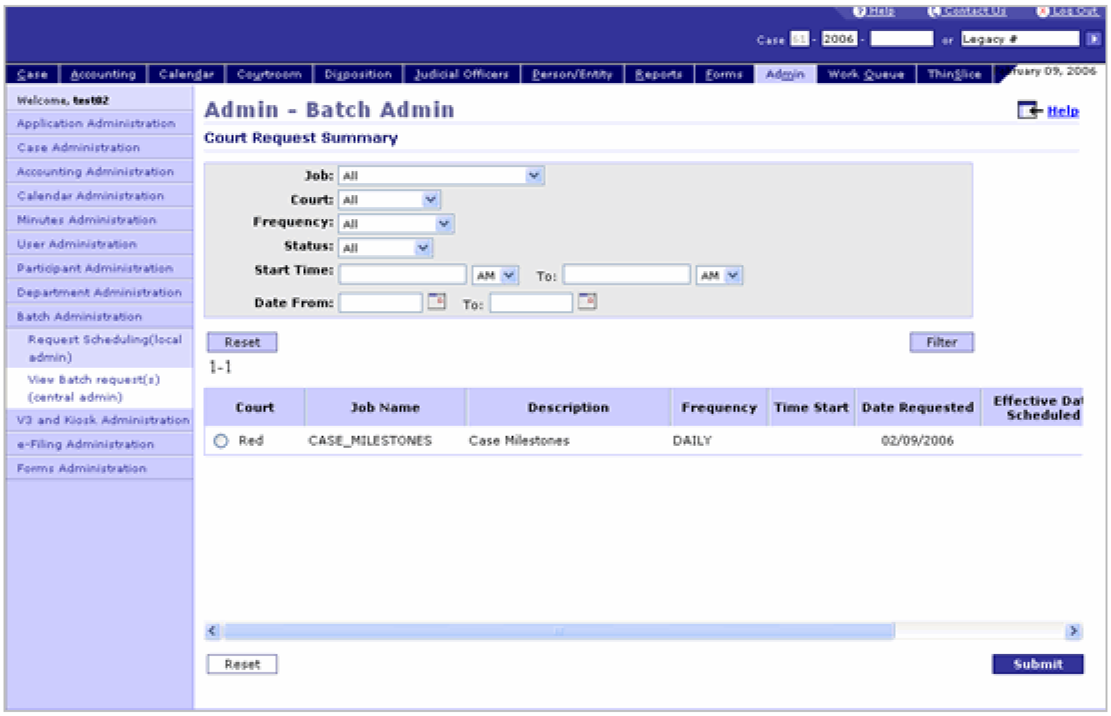
My Court Information

Schedule a Batch Job

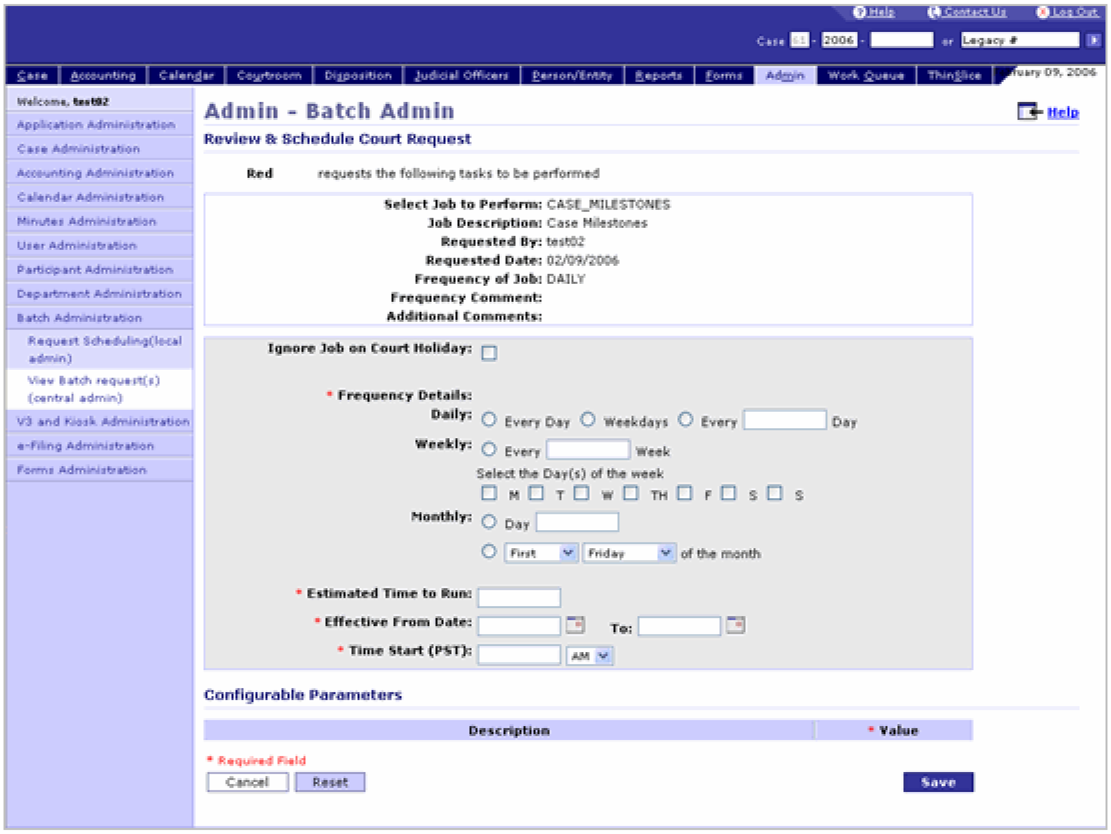
Task Activity

Perform the following steps to schedule batch jobs.

1. Select **[Admin] > [Batch Administration] > [View Batch Request (Central Admin)]**.
   Result: The Court Request Summary screen displays.



2. Select the radio button for the request you want to work with.
3. Click the **[Select]** button.
   Result: The Review and Schedule Court Request screen displays.



4. Review and update, if necessary, the requested batch schedule information.
5. Click the **[Save]** button.

Related Links

Schedule Batch Jobs Overview

Court Request Summary Screen

Review and Schedule Court Request Screen

V3/Kiosk Administration

My Court Information

Configure Home Screen Message

Introduction

This process allows you to configure the text message that displays on the system home screen. You have the ability to display configured text for the entire system and/or for only your specific court.

Task Activity

Perform the following steps to configure the home screen message.

1. *Select* **[Admin] > [V3 and Kiosk Configuration] > [V3 Home Screen Message]**.
   Result: The V3 Home Screen Message screen displays.

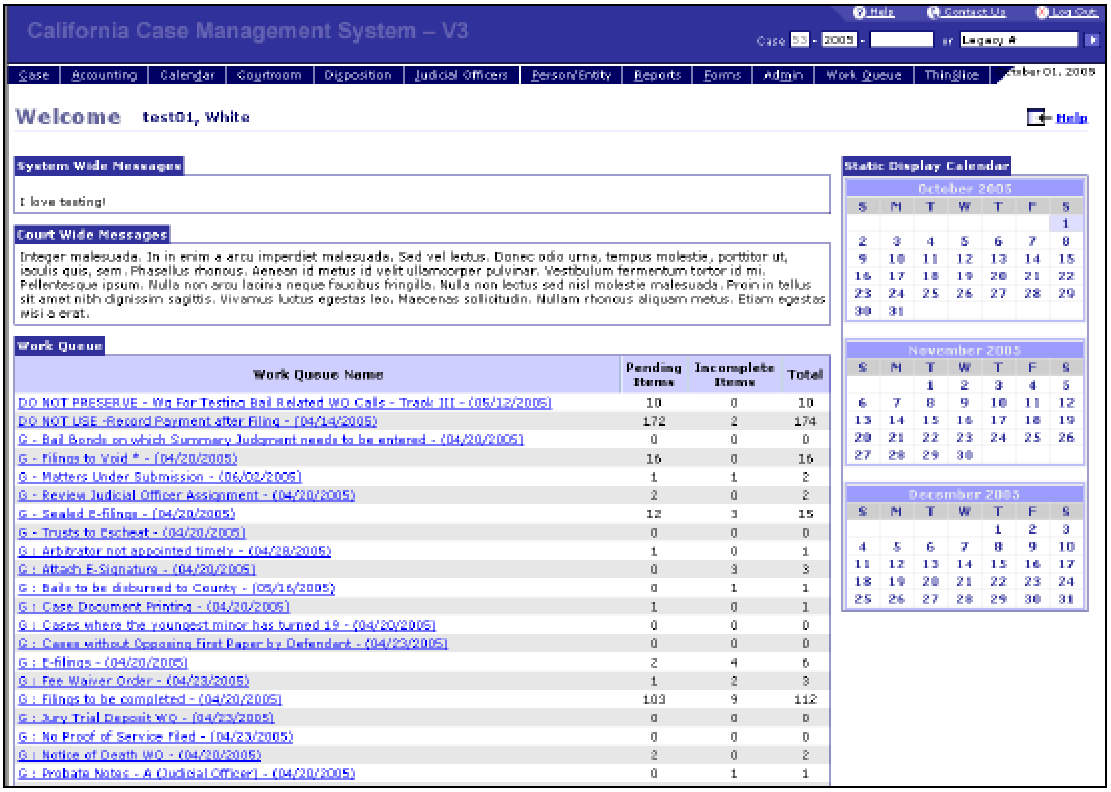
2. Enter/Update data within the **System Wide Message** open text field.
   NOTE Any text displayed in this field will display on the Home screen.
3. Format the text as necessary, using the e-WebEdit Pro toolbar.

4. Enter/Update data within the **Court Wide Message** open text field.
   NOTE Any text displayed in this field will display on the home screen for only your court.
5. Format the text as necessary, using the e-WebEdit Pro toolbar.

6. Click the **[Submit]** button.
   Result: The screen refreshes.

NOTE You can check your message text and formatting using the following steps:

1. Click the **California Case Management System - V3** logo/title in the screen header.
   Result: The Welcome screen displays.



2. View the System Wide Message and Court Wide Message text at the top of the screen.

Related Links

V3 Home Screen Message Screen

My Court Information

Configure Contact Information

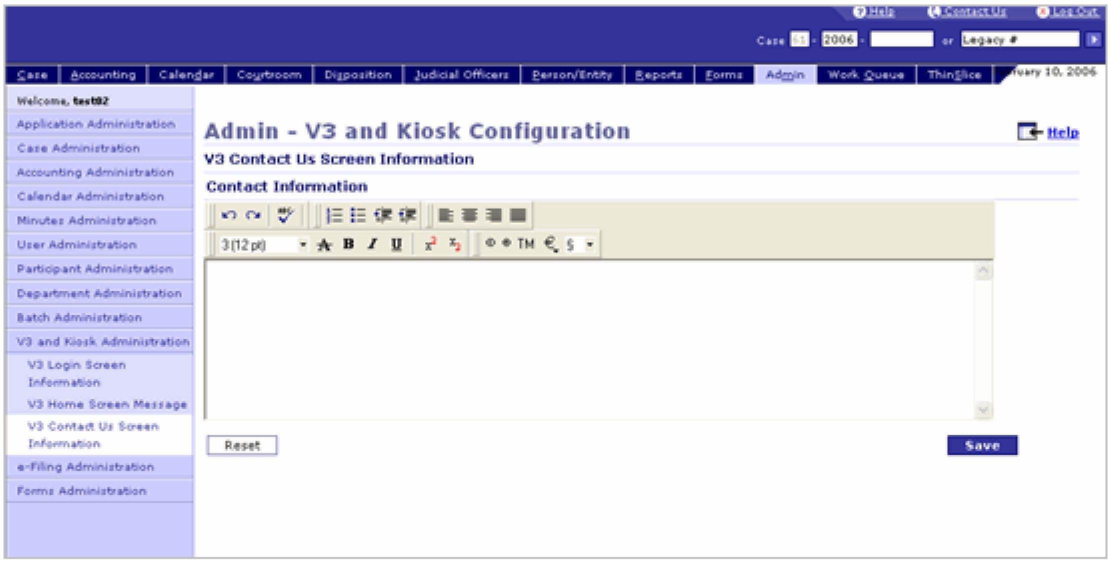
Introduction

This process allows you to configure the text message that displays on the Contact Us screen. This information will display above the system search component on that screen.

Task Activity

Perform the following steps to configure the Contact Us text.

1. Select **[Admin] > [V3 and Kiosk Configuration] > [V3 Contact Us Screen Information]**.
   Result: The V3 Contact Us Screen Information screen displays.

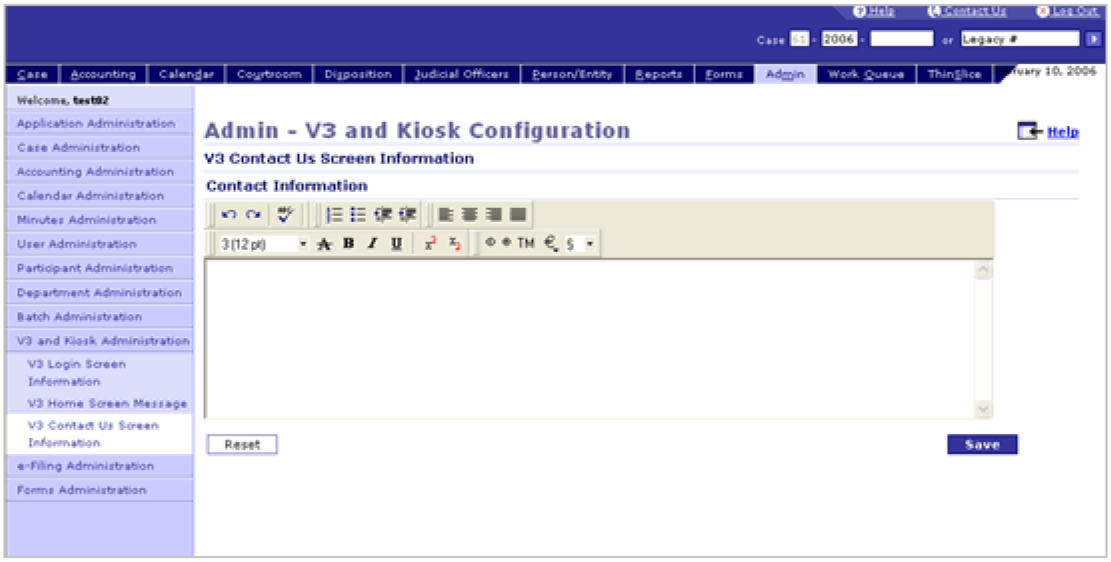


2. Enter/Update data within the open text field.
   NOTE Any text displayed in this field will display on the Contact Us screen.
3. Format the text as necessary, using the e-WebEdit Pro toolbar.
   NOTE This configuration screen also allows you to create hyperlinks and email links for your contact text.

4. Click the **[Submit]** button.
   Result: The screen refreshes.

NOTE You can check your message text and formatting using the following steps:

1. Click the **Contact Us** link in the screen header.
   Result: The Contact Information screen displays.



2. View the contact text displayed above the system search component.

Related Links

V3 Contact Us Screen Information Screen

My Court Information

Configure Kiosk Home Text

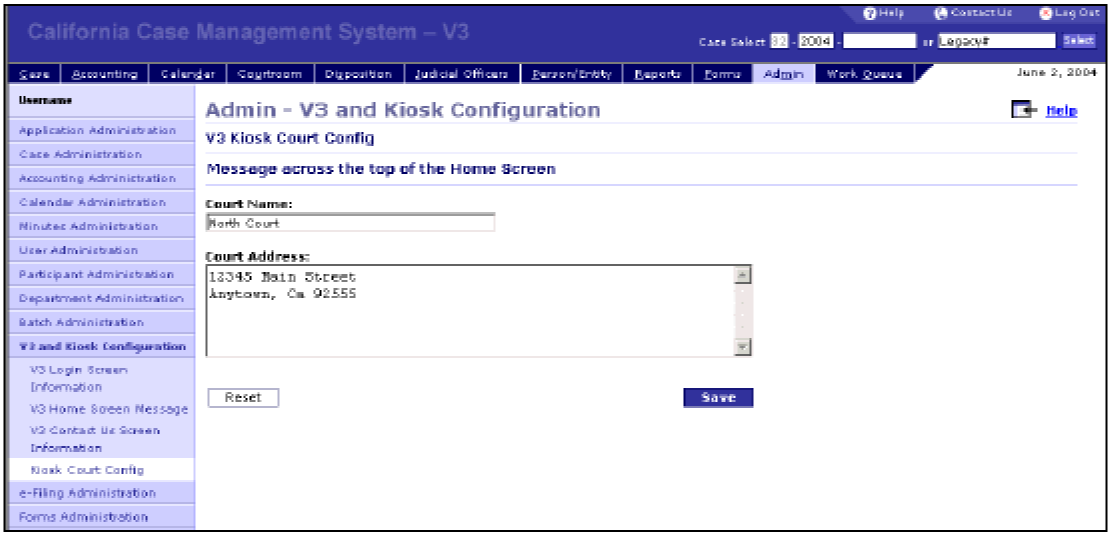
Introduction

This process allows you to configure the text located on the kiosk home screen. This text is configurable by court.

Task Activity

Perform the following steps to configure the kiosk text.

1. Select **[Admin] > [V3 and Kiosk Configuration] > [Kiosk Court Config]**.
   Result: The V3 Kiosk Court Config screen displays.



2. Enter/Update data within the open text field.
   NOTE Any text displayed in this field will display on the Login screen.
3. Format the text as necessary, using the e-WebEdit Pro toolbar.

4. Click the **[Submit]** button.
   Result: The screen refreshes.

Related Links

V3 Kiosk Court Config Screen

The Work Queue Section

Complete Work Queue Tasks

Complete Work Queue Tasks Overview

Introduction

This overview provides information about completing a work queue task.

Work Queue Assignment

Local administrators are responsible for assigning both users and work queue supervisors to a work queue during work queue creation. Once a work queue is created, work queue supervisors assigned to that work queue can update user access, as appropriate.

After a work queue is created, local administrators can still update user and work queue supervisor access. They may also copy the work queues assigned to one user and apply them to newly created users at the same time they give those new users roles and data access privileges.

Supervisor roles

Local administrators cannot designate users as work queue supervisors unless they are assigned to the Maintain Work Queue - Supervisor role as part of the security set up process.

Work Queue Access

Anytime a user/work queue supervisor logs into the system, they see their work queues along with system wide messages, court-specific messages, and a three-month static calendar on their Welcome page. Once they move off of their Welcome page, they can access their work queues by selecting the **[Work Queue] > [Work Queue List]** menu option.

Work Queue Task Assignment

The specific method of task assignment is determined by the local administrator during work queue creation. Work queue tasks are assigned to users in one of two ways:

- **By a work queue supervisor** – When the local administrator selects this option for task assignment, all tasks within the associated work queue are manually distributed to individual users by the work queue supervisor in the associated work queue screen.

- **Round-robin fashion** – When the local administrator selects this option for task assignments, all tasks within the associated work queue are automatically and equally distributed among the assigned work queue users.

Work Queue Re-assignment

Regardless of how a task is assigned to a user it does not mean that only that selected user can complete the work queue tasks. A work queue supervisor can re-assign the task at any time. Also, even though a task is assigned to a user, nothing prevents another user from completing the same work queue task.

Once another user starts a task assigned to different user, the system automatically re-assigns the task to the person working on the task. However, if the status is "In Progress," then the system will warn you before reassigning.

Two Ways to Complete Work Queue Tasks

Work queues can either be completed automatically or manually. Manual completion requires the user to explicitly click the **[Complete Tasks]** button from inside the work queue once the associated task has been completed. Automatic completion happens once the user activates the selected landing screen and completes the associated task.

However, work queues are configured for only one method. Completion types are determined by the local administrator during work queue creation. Work queues have two different completion types:

Landing Screen Links

Automatic completion

Task selection in an automatic completion work queue takes users to the appropriate landing screens to complete the work queue task.

Manual completion

Work queues that are manually completed may or may not have a landing screen link which takes users to the appropriate landing screen to complete the work queue tasks.

Whether the task has an associated landing screen link is determined by the local administrator during work queue creation. However, users need to understand that even though a link may take them to the appropriate page from which to perform the work queue tasks, they still have to return to the work queue to manually indicate completion of the task.

Deferred Printing Work Queues (Forms and Notices)

Forms and notices work queues are always manual work queues. Therefore, instead of directing you to the landing screen where you can print the form/notice a **[Print]** and **[Print Preview]** button may be inside the work queue to assist you with task completion.

Work Queues Within the Context of a Case

In addition to completing work queue tasks from the manual/automatic work queues previously mentioned, you can also complete work queue tasks within the context of a case. When inside the context of a case, the header portion of the UI displays the total number of work queue tasks pending against the case. You can click the associated work queues button to see a list of all work queues, both manual and automatic, for the selected case. And if you go to a completing screen from within the case it displays a tally of any specific tasks related to the same screen.

Work Queue Task Priority

Work queue tasks may have one of four priorities:

- Low
- Medium
- High
- Critical

Work Queue Task Status

Work queue tasks may have one of five statuses:

- **Pending** – Pending tasks are new and waiting for completion.
- **In-Progress** – In-progress tasks are ones where a user has selected the task and has been directed to the associated landing screen. In-Progress applies only to automatic completion work queues or manual work queues with landing screens.
- **Complete** – Tasks are completed. Only work queue supervisors can see completed tasks. Completed tasks stay in the work queue supervisor's queue for a configured number of days after completion. Leaving completed tasks in the work queue supervisor's queue provides them with the opportunity to change the task status, if needed.
- **Incomplete** – Incomplete tasks are ones that were adjusted by work queue supervisor after noticing the task was not completed correctly.
- **Cancelled** – Cancelled tasks have been cancelled.

Cancel a Work Queue Task

Work queue tasks can be cancelled in one of two ways:

- **By a canceling action** – Canceling actions are actions that cause a work queue task to be cancelled. Cancel actions are defined by the local administrator during work queue creation and are transparent to system users.
- **By a work queue supervisor** – A work queue supervisor may, at any time, cancel a work queue task.

Naming Conventions and Effective Dates

Work queues must be discrete entities. However, they do not have to have unique names. Two work queues may share the same name but may have different effective dates, thereby making them unique.

Effective dates are set by the local administrator during work queue creation and are helpful when certain tasks need to be separated from other similar tasks. For example, if a case is nearing a statute of limitations, setting effective dates on the associated work queues may help to expedite completion of these tasks. Effective dates are transparent to the system user unless they are included in either the work queue name or description.

Work Queue Screens

A work queue's screen appearance has four possible variations. What you see depends upon the type of task being completed and your security roles.

- Automatic completion tasks for non-work queue supervisors
- Automatic completion tasks for work queue supervisors
- Manual completion tasks for non-work queue supervisors
- Manual completion tasks for work queue supervisors

Differences between automatic and manual completion screens

Work queue screens for automatic completion tasks have radio buttons that enable you to select a single record before clicking the **[Select]** button, which takes you to the appropriate landing screen to complete the task.

Work queue screens for manual completion tasks have check boxes that enable you to select one or more records before clicking the **[Complete Task]** button, which confirms completion of the selected tasks.

Two additional variations exist for manual completion screens. They are:

- If the unit of work is = Form, the screen displays a print button.
- If a landing screen is configured, a button that takes you to the landing screen displays on the screen.

Differences between user's and work queue supervisor's work queues screens

User work queues and work queue supervisor work queue screens are essentially the same, except work queue supervisors can also:

- Update the list of users assigned to a work queue
- Update task statuses
- Update task priorities
- Reassign tasks

Filtering work queue tasks

Standard search criteria are common for all work queues. Advanced search criteria are specific to the work queue's unit of work (UOW).

Work queues and displayed fields

The fields you see when viewing tasks in a work queue are determined by the local administrator during the work queue creation process.

Task Activities

Completing a work queue task includes the following task activities:

- Complete Automatic Work Queue Tasks
- Complete Manual Work Queues Tasks
- Complete Work Queue Tasks Within the Context of a Case
- Supervisor-Related Work Queue Functions

Additional Resources

Other items related to this overview include the following:

- Business Rules
- About System Work Queues

Related Links

Work Queue List Screen

Work Queue Screen

Case Task Work Queue Screen

Add/Update Work Queue - Assign User Screen

My Court Information

Complete Automatic Work Queue Tasks

Introduction

Automatic work queue tasks can be completed from one of three locations:

- Work queue list displayed on the Welcome screen when you log in to the system
- Work queue list activated by the **[Work Queue] > [Work Queue List]** menu option
- Work queue task list accessed within the context of a case

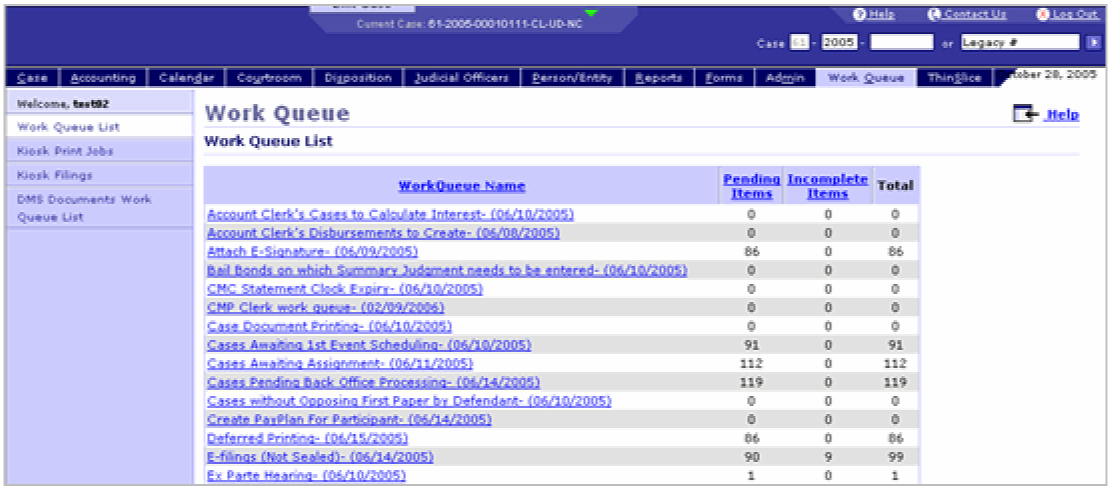
This task activity assumes you are accessing your work queue list by way of the menu option. Task procedures are the same when accessing the work queue list from the Welcome screen, only you do not follow the initial menu path.

Refer to the Complete Work Queue Tasks Within the Context of a Case task activity for details on completing a work queue tasks within the context of a case.

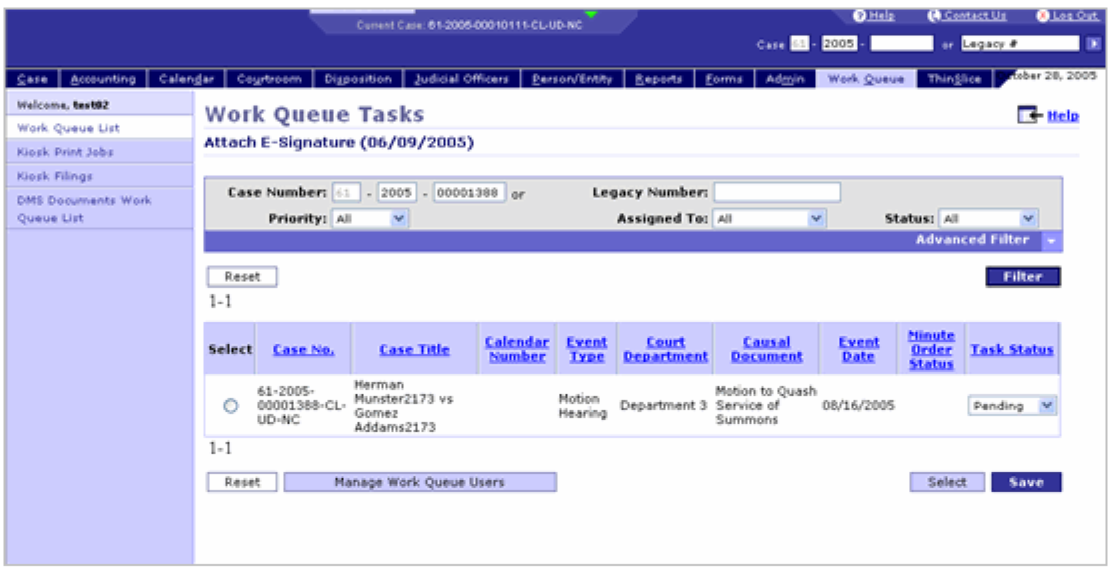
Task Activity

Perform the following steps to complete an automatic work queue task.

1. Select **[Work Queue] > [Work Queue List]**.
   Result: The Work Queue List screen displays your work queues in addition to the number of pending tasks, incomplete tasks and total number of tasks in each work queue.



2. Click the work queue name link of the automatic work queue.
   Result: The Work Queue screen for the work queue you selected displays.
   NOTE This screen capture is only a sample of what an automatic work queue screen looks like.



3. Select the radio button for the task to be completed.
4. Click the **[Select]** button.
   Result: The system opens the appropriate screen that enables you to complete the task.
5. Complete the task.

Related Links

Complete a Work Queue Task Overview

Work Queue List Screen

Work Queue Screen

My Court Information

Complete Manual Work Queues Tasks

Introduction

Manual work queue tasks can be completed from one of two locations:

- Work queue list displayed on the Welcome screen when you log in to the system
- Work queue list activated by the **[Work Queue] > [Work Queue List]** menu option
- Work queue task list accessed within the context of a case

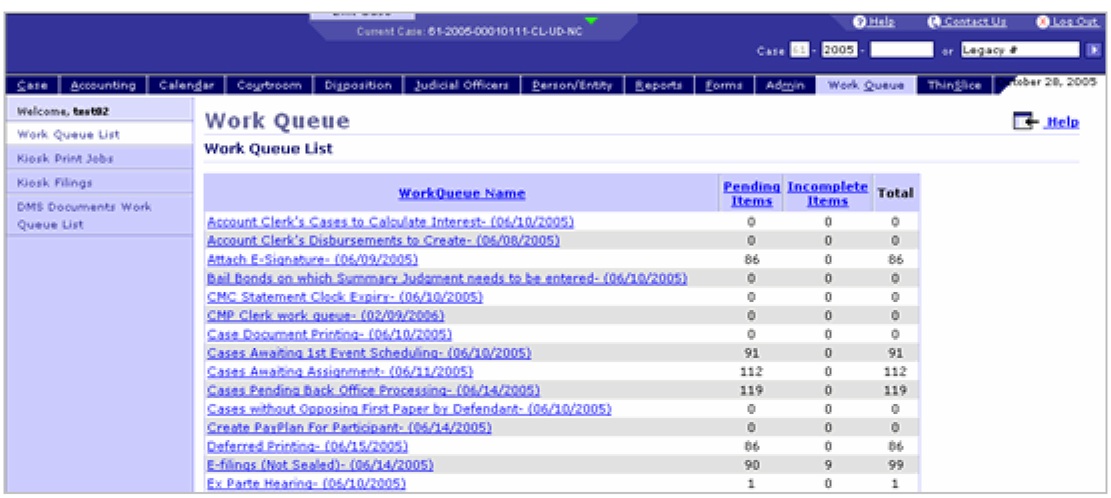
This task activity assumes you are accessing your work queue list by way of the menu option. Task procedures are the same when accessing the work queue list from the Welcome screen, only you do not follow the initial menu path.

Refer to the Complete Work Queue Tasks Within the Context of a Case task activity for details on completing work queue tasks within the context of a case.

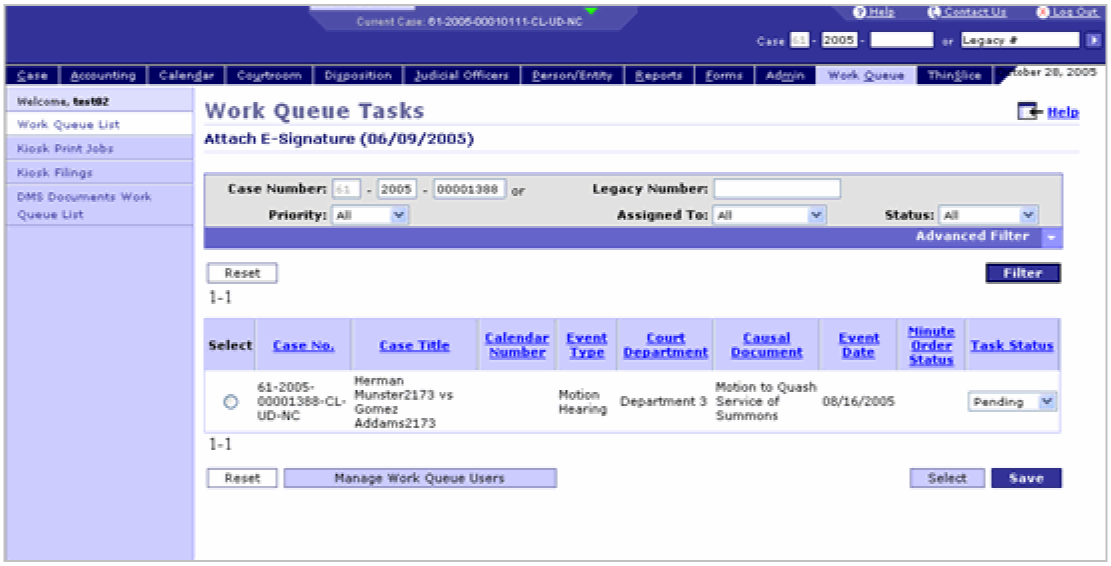
Task Activity

Perform the following steps to complete a manual work queue task.

1. Select **[Work Queue] > [Work Queue List]**.
   Result: The Work Queue List screen displays your work queues in addition to the number of pending tasks, incomplete tasks and total number of tasks in each work queue.



2. Click the work queue name link of the manual work queue.
   Result: The Work Queue screen for the work queue you selected displays.



NOTE This screen capture is only a sample of what a manual work queue screen looks like.

NOTE You may not see the landing screen link if your local administrator did not configure it to display in the work queue screen.

3. Determine the task(s) that need to be completed.
4. Go to the appropriate screen(s). You may click a landing screen link if one is available to you.
5. Complete the task(s).
6. Return to Work Queue screen using the same steps you used to first access the screen.
7. Select the check boxes associated with the task(s) you completed.
8. Click the **[Complete Tasks]** button.

Related Links

Complete a Work Queue Task Overview

Work Queue List Screen

Work Queue Screen

My Court Information

Complete Work Queue Tasks Within the Context of a Case

Introduction

This task activity provides instructions about completing a work queue task within the context of a case.

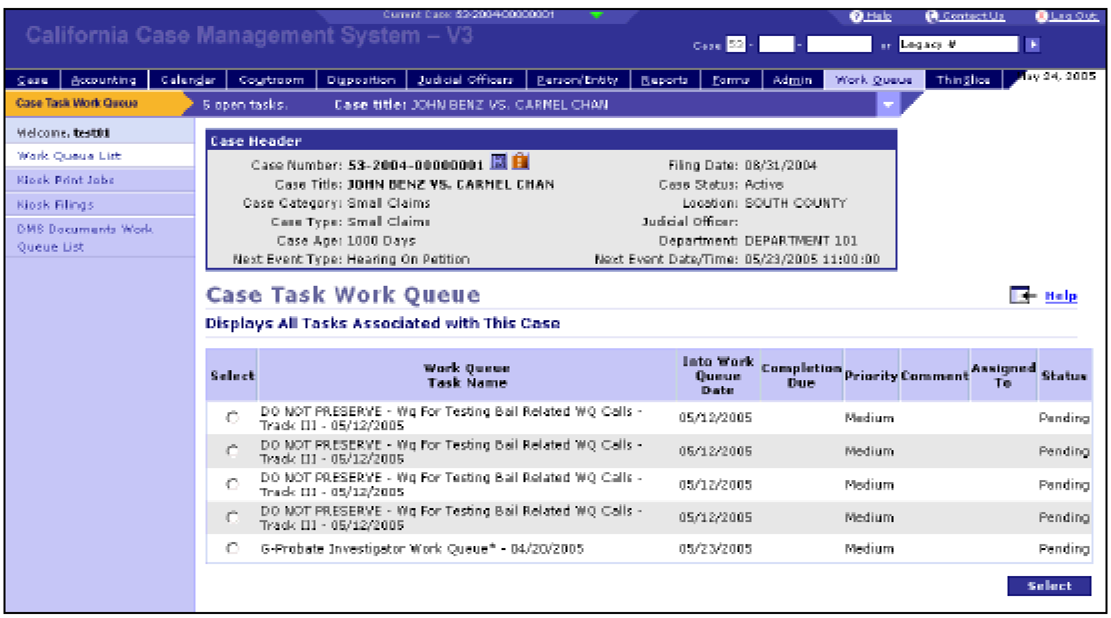
Task Activity

This task activity takes place within the context of a case. Refer to the Search Cases task activity for details about performing a case search.

Perform the following steps to complete a work queue task within the context of a case.

1. Locate the work queue task bar in the header portion of any screen within the context of a case.

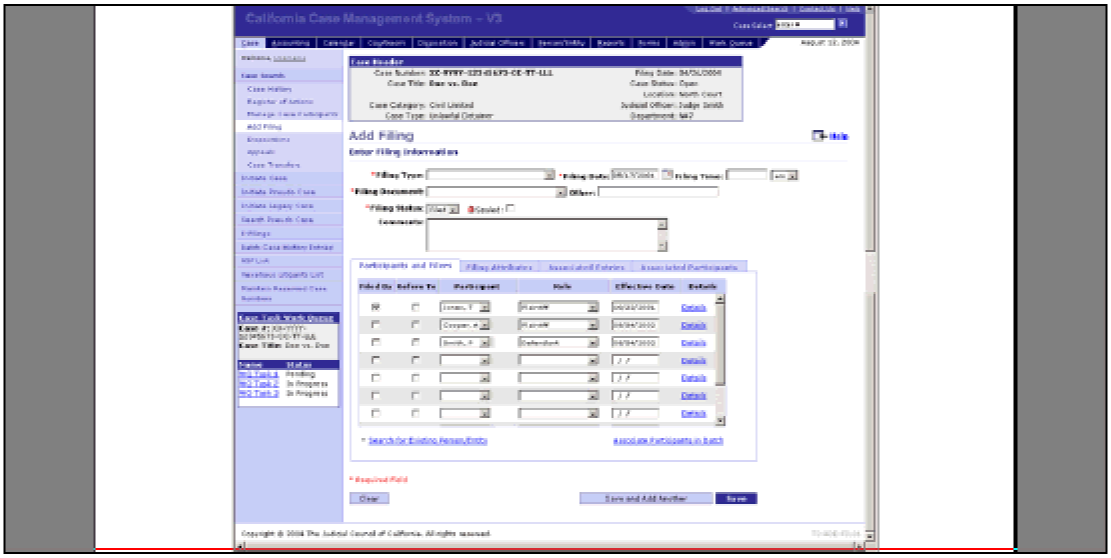
2. Click the yellow-gold portion of the header bar labeled, "Case Task Work Queue."
Result: The Case Task Work Queue screen displays.



NOTE Automatic completion tasks are displayed first. Manual completion tasks are displayed after the automatic completion tasks.

NOTE Task completion takes place just as if you were in a work queue outside of the context of a case. That is, manual completion task may have links to screens where you complete the task, but you still have to manually mark the task as complete.

3. Select a manual completion task screen link.
   OR
   Select a task and click the **[Select]** button.
   Result: The screen where the task needs to be performed displays.



4. Perform the required work queue task.
   NOTE Note that the screen displays the work queue tasks related to the selected screen. You can also perform these tasks by clicking the associated links.

Related Links

Complete Work Queues Tasks Overview

Case Task Work Queue Screen

My Court Information

Supervisor-Related Work Queue Functions

Introduction

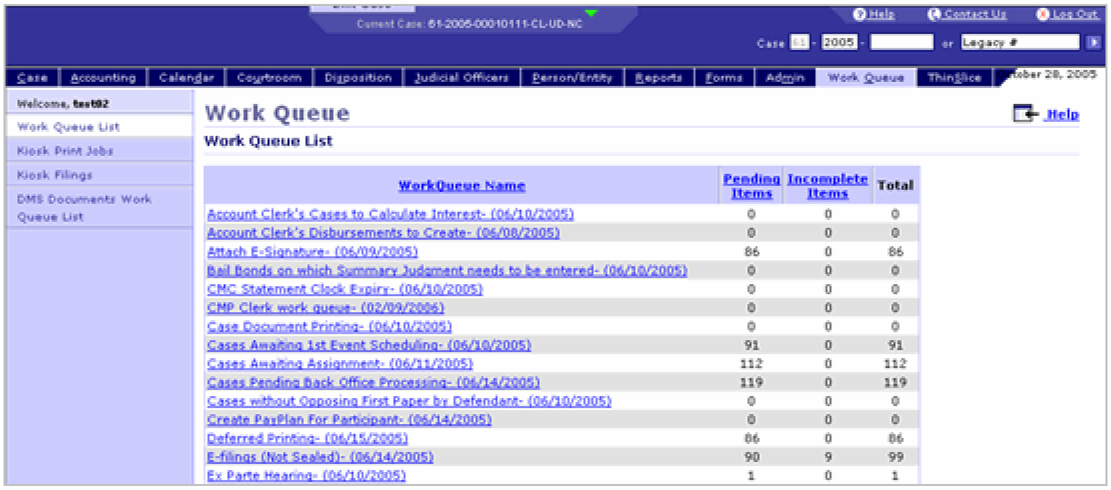
This task activity provides information to work queue supervisors about changing task statuses, changing who the task is assigned to, and writing any comments about the work queue task.

You can also perform work queue tasks from this screen. Refer to the appropriate task activity for more information.

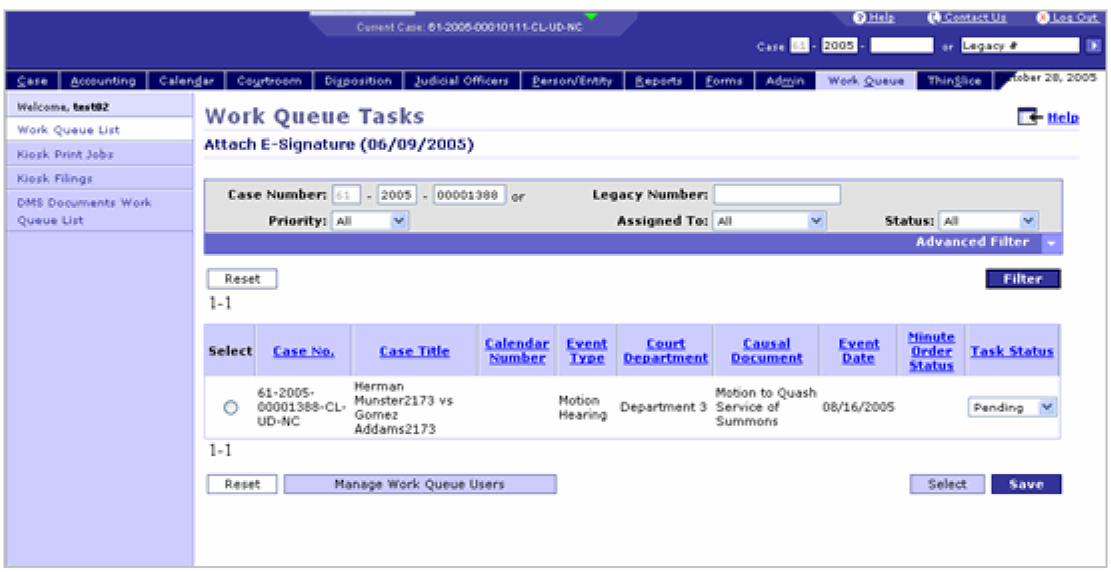
Task Activity

Perform the following steps to change details about a work queue task.

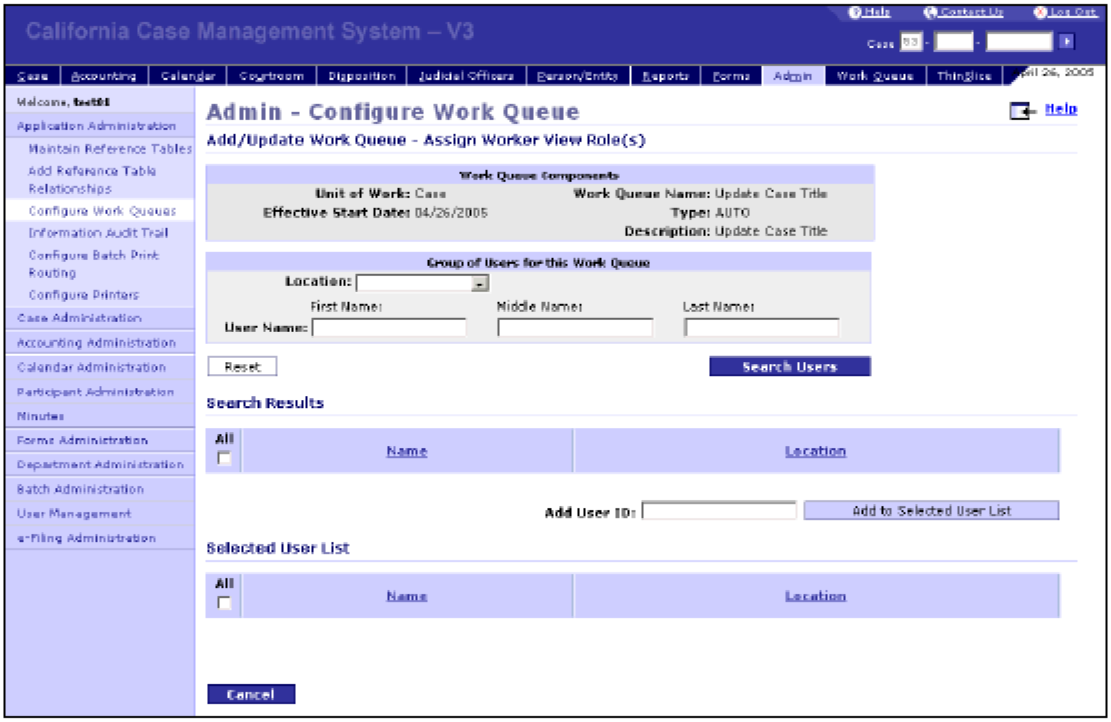
1. Select **[Work Queue] > [Work Queue List]**.
   Result: The Work Queue List screen displays your work queues in addition to the number of pending tasks, incomplete tasks and total number of tasks in each work queue.



2. Click the work queue name link of the work queue.
   Result: The Work Queue screen for the work queue you selected displays.



3. Update the work queue information, as appropriate.
4. To change the users who have access to this work queue, click the **[Manage Work Queue Users]** button.
   Result: The Add/Update Work Queue - Assign User screen displays.



5. Update user information, as appropriate.
6. Click the **[Save]** button.
   Result: The system returns you to the Work Queue screen.
7. Click the **[Save]** button.

Related Links

Complete Work Queues Tasks Overview

Work Queue List Screen

Work Queue Screen

Add/Update Work Queue - Assign User Screen

Configure Work Queues

Configure Work Queues Overview

Introduction

This overview provides information to local administrators responsible for configuring work queues. General information that also applies to the work queue configuration task can be found in the Work Queue Overview and the Complete a Work Queue Overview sections.

Assumptions

The process of setting up work queues has the following inherent assumptions:

- You have an in-depth knowledge of how your court system works, which includes but is not limited to:
    - You understand the "big picture" in terms of the various court system life cycles/process flows
    - You understand units of work
    - You understand the actions
    - You know all of the possible tasks that can take place within your court system and how they related to each unit of work
    - You know what tasks follow and precede other tasks
    - You know the criteria by which tasks should be filtered
    - You know the system screens where these tasks are performed
- You have pre-designed process flow documents highlighting the work queues that are needed.

Work Queue/Work Queue Task Creation

Work queue tasks are pointers to places in the system where court-related tasks are performed. An actual task does not exist in the system, which would prevent it from being completed outside of the work queue. If someone completes the action related to an entry in a work queue, the system simply marks the task as complete.

It is configuration data, which you define, that creates a work queue and ultimately controls the tasks, i.e., task pointers that appear in a work queue.

For instance, you know that once a single court-related task is completed, two other tasks cascade as a result and must also be completed. However, the third task cannot be performed until the second task is completed.

Therefore, you are dealing with three tasks but only two are logged within work queues: The one to be performed after the initiating task and the final task to be performed after the completion of the second task.

To configure work queues to handle this scenario you need to know:

- The tasks needing to be completed
- The tasks preceding the tasks to be completed
- The filter criteria enabling separation of work queues/work queue tasks
- The screens where these tasks are performed

With these ingredients, your configuration resembles the following formulas, which ultimately result in work queue tasks.

- *Initiating Task* + *Filter Criteria* + *Completing Task* = *Pointer to Screen to Perform Task* #2.
- *Completion of Task #2* + *Filter Criteria* + *Completing Task* = *Pointer to Screen to Perform Task #3.*

An even more simplistic "if/then" formula is:

- If someone does "this" action under "these" circumstance, then someone needs to "this new action" under "these other circumstances."

Work Queue/Work Queue Task Creation Example

Let's assume after initiating a case, the following tasks must be completed:

- Assign resources to a case
- Secure participant information for all cases under J. Smith, Judicial Officer

To support these activities, you need two work queues.

Canceling actions are not included in these examples since they are not *vital* to the creation of work queues. However, canceling actions are responsible for tasks being removed from a work queue and do affect the tasks that users see in a work queue.

Vital configuration data

The following table lists and describes information that is *vital* to the creation of these two example work queues and ultimately the tasks that later appear in these work queues.

Configuration Element	Importance
Work Queue Name and Description	The work queue name and description informs the assigned users about what they need to do when performing a task found in the work queue.
Entry Actions	The entry action acts as the next task trigger. Without an entry action, the system will not initiate calculations to determine if work queue entries are necessary.
Completing Actions	The completing action identifies the action a user must perform along with any circumstances surrounding the action.
Landing Screen	The landing screen identifies where the completion action takes place.
Filter criteria	The filter criteria enables the system to weed out records that do not need to appear in the task queue. Coupled with the entry action information and the completing action information, the system is now able to track and create a work queue task.

Vital configuration data applied

This next table lists the same configuration elements in the preceding table but provides example settings that enable successful creation of the two required work queues used in this example.

Configuration Element	Work Queue 1	Work Queue 2
• Work Queue Name and Description	Assign Resources This work queue stores tasks that enable you to assign court resources to a case after it has been initiated.	Secure participants for J. Smith, Judicial Officer This work queue stores tasks that enable you to secure information about participants involved in cases allocated to J. Smith, Judicial Officer.
• Entry Action	Initiate a Case	Assign Resource
• Completing Action	Assign Resource	Secure Case Participant
• Landing Screen	Case Participants Screen	Participant Profile Information Screen (From within a case)
• Filter Criteria	None specified. All cases that are initiated require resource assignment.	J. Smith, Judicial Officer The only cases that appear in this work queue are cases allocated to J. Smith, Judicial Officer.

Configuration results

The results of this configuration data are as follows:

- All newly initiated cases appear in Work Queue #1, requiring users to assign resources
- Only cases allocated to J. Smith, Judicial Officer, appear in Work Queue #2, requiring users to secure participant information

Work Queue Configuration – A Wizard Process

The configure work queue task activity is part of a "wizard" process. This means you will access a number of screens, one after the other, in order to complete the process of setting up/updating a work queue. If you exit the process before clicking the **[Save]** button located on the last screen of the wizard process, the system will not save any of your changes.

Following is a list of topics you will encounter during the work queue configuration process. It is recommended you have all relevant information ready since the system will not save your entries if you end the process before finishing all of the wizard steps:

- Enter basic information related to the work queue:
    - Unit of work (UOW)
    - Work queue name
    - Work queue description
    - Completion type (automatic or manual)
    - Assignment method (manual or round-robin)
    - Effective dates
- Enter filter criteria, specific to a selected unit of work, that determine how the system sorts information that will/will not be reflected as a work queue task

- Identify the data fields, which are specific to a selected unit of work that can be seen by the user in the work queue
- Select the users who have access to the work queue
- Designate the users who will act as work queue supervisors (Only users who have the Maintain Work Queue - Supervisor role are eligible.)
- Identify the entry actions
- Identify the completing actions (Configured for automatic-completion tasks only.)
- Identify the associated landing screen (Optional for manual-completion tasks.)
- Identify canceling tasks, if any (Optional for both automatic and manual completion tasks.)

Add and Update Work Queues

The add and update task activities are almost identical. Therefore, instruction for adding and updating work queues are merged in the corresponding task activity. The only differences between the two processes are:

Add Work Queue Process	Update Work Queue Process
• Local administrator accesses the Search Work Queues screen. A search is not necessary but can be performed to avoid entering duplicate records. • Local administrator clicks the **[Add new Work Queue]** button to access the Add/Update Work Queue - Basic Information screen. • The Add/Update Work Queue - Basic Information screen accepts input values for all fields.	• Local administrator accesses the Search Work Queues screen and performs a search to find the specific work queue to update. • Local administrator clicks **[View]** button after selecting the appropriate work queue from the search results to access the Add/Update Work Queue - Basic Information screen. • The Add/Update Work Queue - Basic Information screen accepts input values for only some of the fields. Fields like Unit of Work and Work Queue Name cannot be changed.

Screens Data Fields Controlled by Units of Work

Since work queues apply to nine different types of units of work, the data fields you see throughout the screens in this wizard process vary based upon the selected unit of work.

Refer to the screen's Field Definitions for definitions and data entry examples.

Filter Criteria

When you assign filter criteria to a work queue during the work queue configuration wizard process, you encounter a "sub" process that enables you to:

- Add filter criteria to the approved list of filter criteria
- Remove filter criteria from the approved list of filter criteria

Procedures for this sub process are not included in the corresponding Configure Work Queue task activity. In the task activity, you are only prompted to add/update filter criteria information, as appropriate. You add and remove filter criteria by selecting values from a drop-down list, and clearing the associated check boxes, and clicking the respective buttons: **[Add]** and **[Delete]**.

"And/Or" Operators

The system uses both "and" and "or" operator values between filter criteria entries. This means when you enter multiple filter criteria, you should read the expected results as: This criterion *and* this criterion *or* this criterion *and* this criterion are considered when filtering tasks for work queues.

Display Attributes

When assigning display attributes during the work queue configuration wizard process, you are actually specifying the data field elements users see when viewing tasks in the selected work queue.

The list provided to you for your selections is dependent on the selected unit of work. The minimum recommended list includes the following columns: Assigned To, Priority, Status, and Comments. Completion Date, Completion Reason, and Cancellation Reason are only displayed to the work queue supervisor even if selected for non-supervisor users.

Display order

The display order determines the sequence that fields display from left to right. For every selected checkbox, you must specify a display order, starting with the number 1 and continuing on sequentially until all selected attributes are accounted for.

Sort order

The default sort order determines order (A-Z or Z-A) that records are returned to the user when looking at tasks in the work queue. Users will be able to sort on fields individually on work queue screens.

Assign Users to Work Queues

When you assign users to a work queue during the work queue configuration wizard process, you encounter a "sub" process that enables you to:

- Search for the appropriate users
- Add users to your list of approved users for the work queue
- Remove users from your list of approved users for the work queue

Procedures for this sub process are not included in the corresponding Configure Work Queue task activity. In the task activity, you are only prompted to add/update user information as appropriate. The search portion of the screen works like any other search screen. You add and remove users by selecting and clearing the associated check boxes and clicking the respective buttons: **[Add to Selected User List]** and **[Remove from Selected User List]**.

Assign Supervisors to Work Queues

When you assign users to act as a supervisor of a work queue, only users who are assigned to the Maintain Work Queue - Supervisor role will appear in the list of potential supervisors.

Procedures to select and remove users as supervisors are not included with the Configure Work Queue task activity. You are only prompted to add/update supervisor information as appropriate. The Select Supervisors to Manage Work Queue section displays two windows, each containing a list of names. The window on the left is a list of potential supervisors for the work queue and the window on the right is a list of actual supervisors for the work queue. You move names across the two windows using the **[Add]** and **[Remove]** buttons.

Assign Entry, Completing, and Canceling Actions

When you assign entry, completing, and canceling actions, you do so by selecting from a list of possible actions. In some instances you must provide additional information for entry, completing and canceling actions so they can execute successfully. Therefore, when you select these actions, the screen refreshes and displays two additional fields: **Parameter Type** and **Parameter Value**. As with the action field itself, you select pre-defined values from drop-down lists to further define the action.

For example, Initiate Case is an action that requires no parameter values. You would simply select the Initiate Case action. However, the Assign Resource action provides a **Resource Type** parameter that enables you to refine this particular action to the type of resource, such as **Mediator**, **Judicial Officer**, etc. Leaving these fields empty indicates you want the associated action to include all parameter types and values.

Additionally, when you assign entry, completing, and canceling actions to a work queue during the work queue configuration wizard process, you encounter a "sub" process that enables you to:

- Add actions to the approved actions list
- Remove actions from the approved actions list

Procedures for this sub process are not included in the corresponding Configure Work Queue task activity. In the task activity, you are only prompted to add/update action information, as appropriate. You add and remove users by selecting and clearing the associated check boxes and clicking the respective buttons: **[Add Action]** and **[Delete Action]**.

And/Or operators

The system uses an "or" operator value and not an "and" operator value between action entries. This means when you enter multiple actions, you should read the expected results as: This action *or* this action *or* this action can be an entry, completing or canceling action, etc.

Viewing Work Queues Assigned to Users

If you are unsure of the work queues assigned to various users, you can access the View User screen, providing you have the appropriate roles, and view a consolidated list of work queues assigned to individual system users.

Task Activities

Configure a Work Queue Overview includes the following task activities:

- Add/Update a Work Queue
- View Work Queues Assigned to a User

Additional Resources

Other items related to this overview include the following:

- Business Rules
- About System Work Queues

Related Links

Search Work Queues Screen

Add/Update Work Queue - Basic Information Screen

Add/Update Work Queue - Filter Criteria Screen

Add/Update Work Queue - Display Attributes Screen

Add/Update Work Queue - Assign User Screen

Add/Update Work Queue - Assign Supervisor Screen

Add/Update Work Queue - Entry Actions Screen

Add/Update Work Queue - Completing Actions Screen

Add/Update Work Queue - Canceling Actions

Review Work Queue Summary Screen

My Court Information

Add/Update a Work Queue

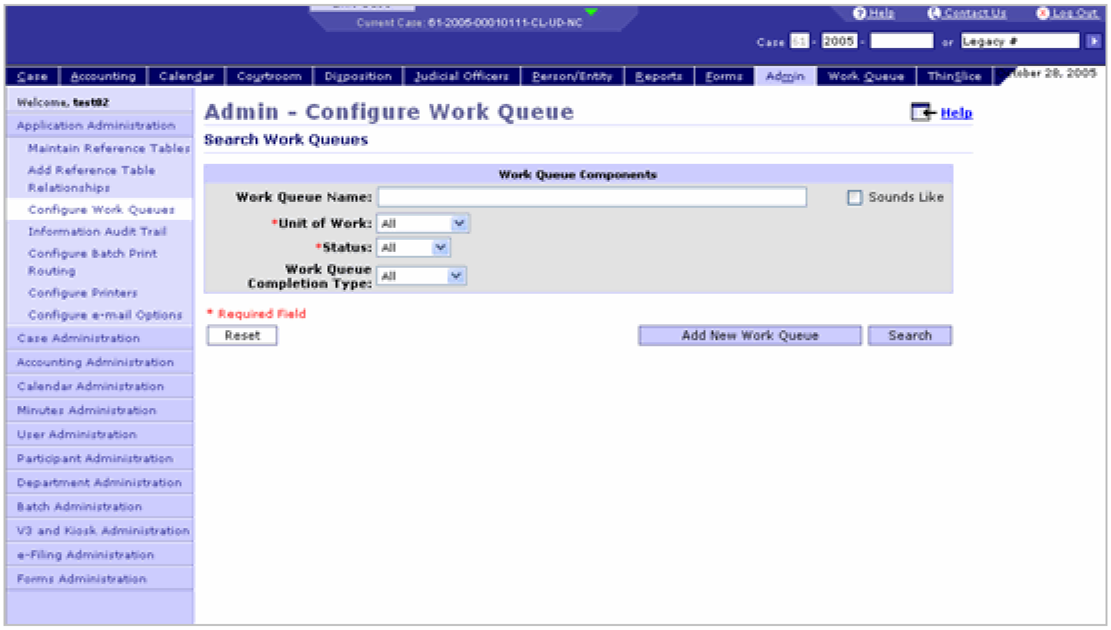
Introduction

This task activity provides instructions to add or update a work queue.

Task Activity

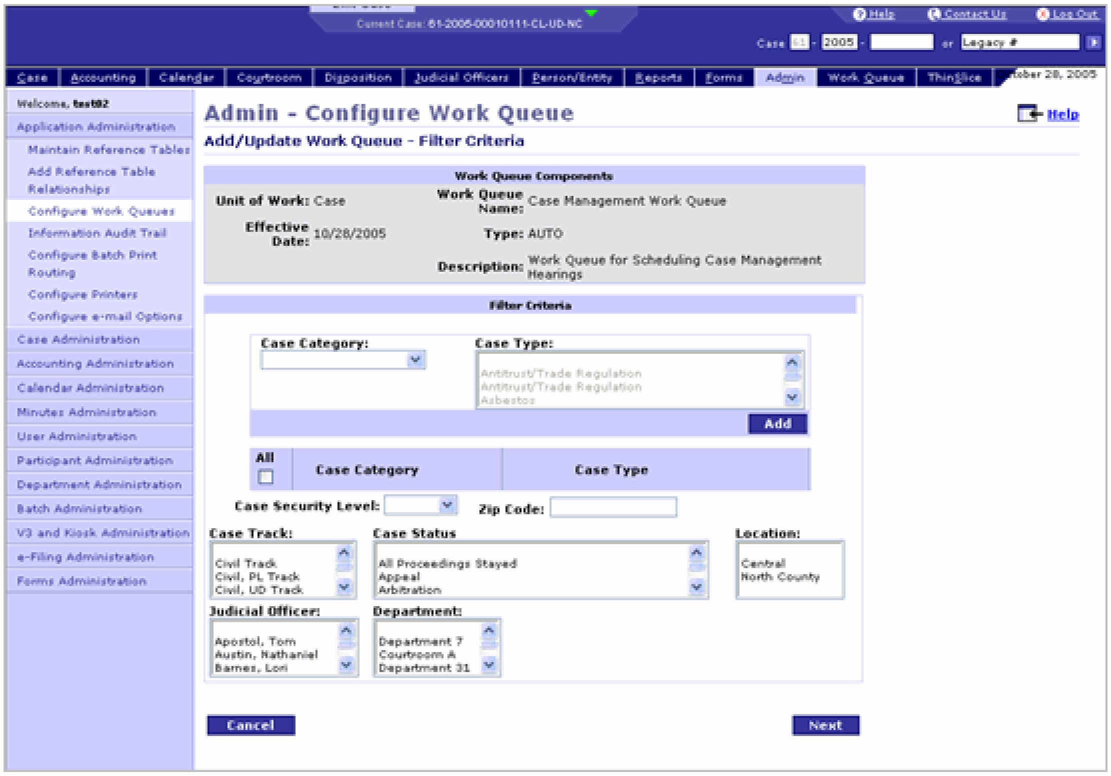
Perform the following steps to add or update a work queue.

1. Select **[Admin] > [Application Administration] > [Configure Work Queues]**.
   Result: The Search Work Queues screen displays.
2. Enter/Select data in the appropriate search parameter fields.
3. Click the **[Search]** button.
   Result: The Search Work Queues screen refreshes and displays the work queues matching your search criteria.



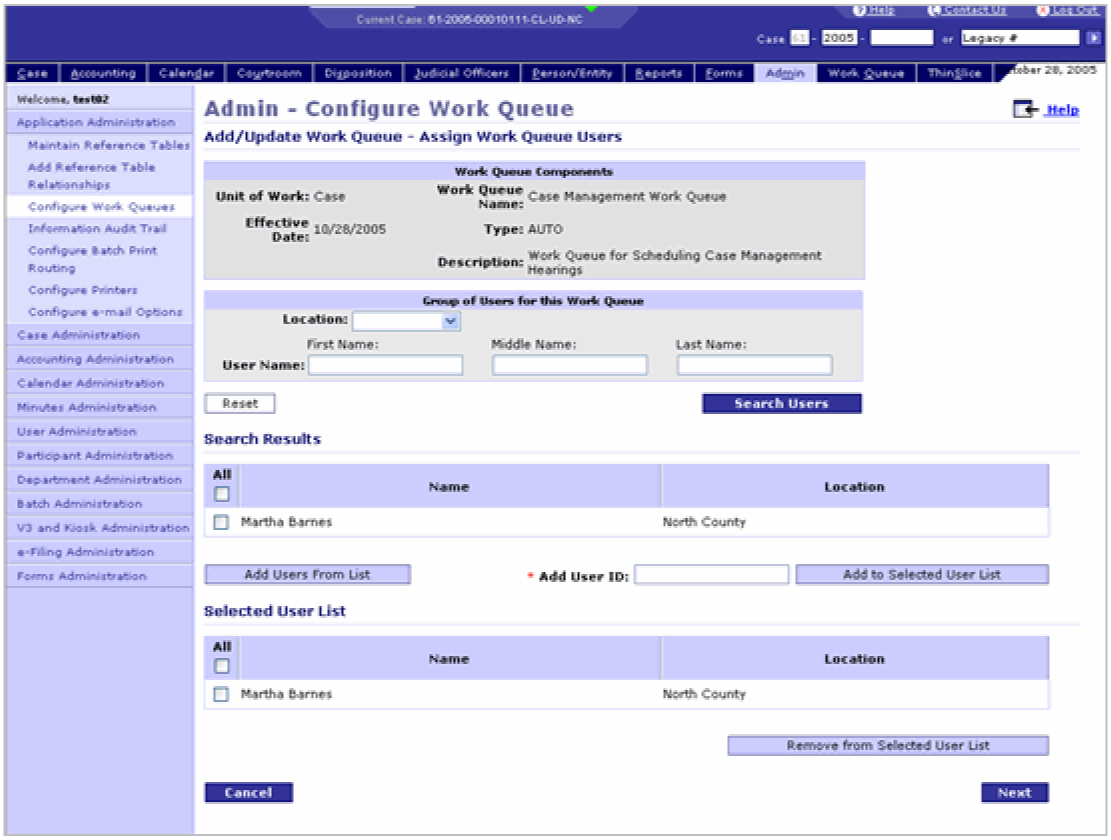
4. If you are adding a work queue, click **[Add New Work Queue]**. If you are updating a work queue, select the radio button for the work queue to update and select the **[View]** button.
Result: The Add/Update Work Queue - Basic Information screen displays.

5. Enter/Update basic information as appropriate and click the **[Next]** button.
Result: The Add/Update Work Queue - Filter Criteria screen displays.



6. Enter/Update filter criteria as appropriate and click the **[Next]** button.
   Result: The Add/Update Work Queue - Display Attributes screen displays.

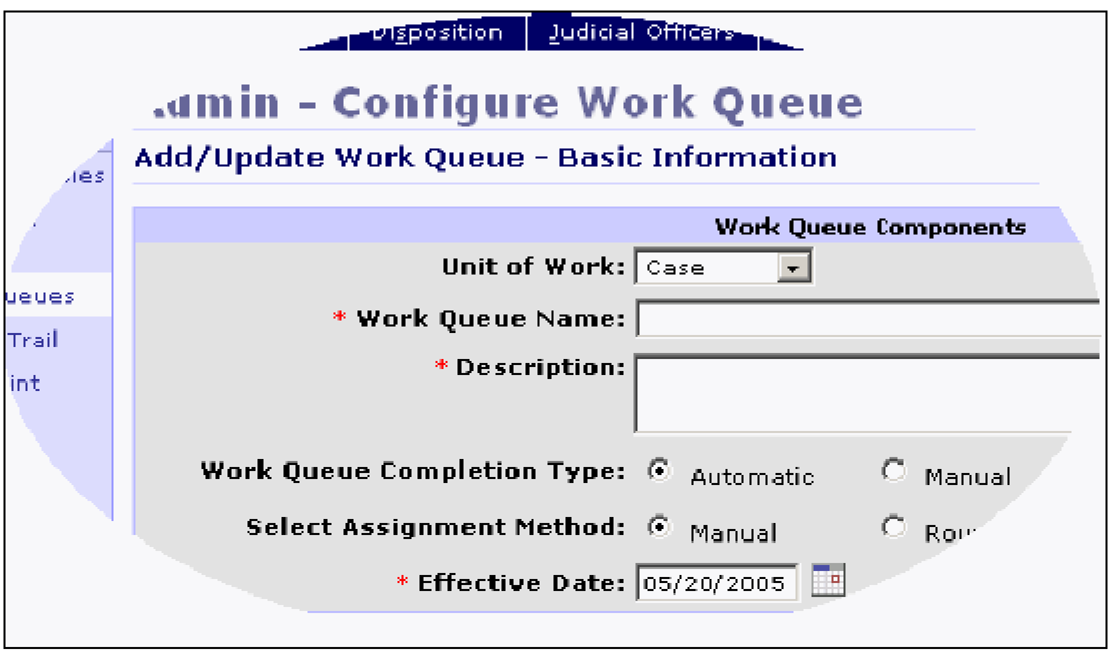
7. Enter/Update display attribute information as appropriate and click the **[Next]** button.
   Result: The Add/Update Work Queue - Assign User screen displays.



8. Enter/Update user information as appropriate and click the **[Next]** button.
Result: The Add/Update Work Queue - Assign Supervisor screen displays.

9. Add/Remove user names to/from the approved supervisors list and click the **[Next]** button.
   Result: The Add/Update Work Queue - Entry Actions screen displays.

10. Add/Update entry actions as appropriate and click the **[Next]** button.
    NOTE One of two things may happen at this point depending upon the Completion Type you entered in the "basic information" screen at the beginning of this process.

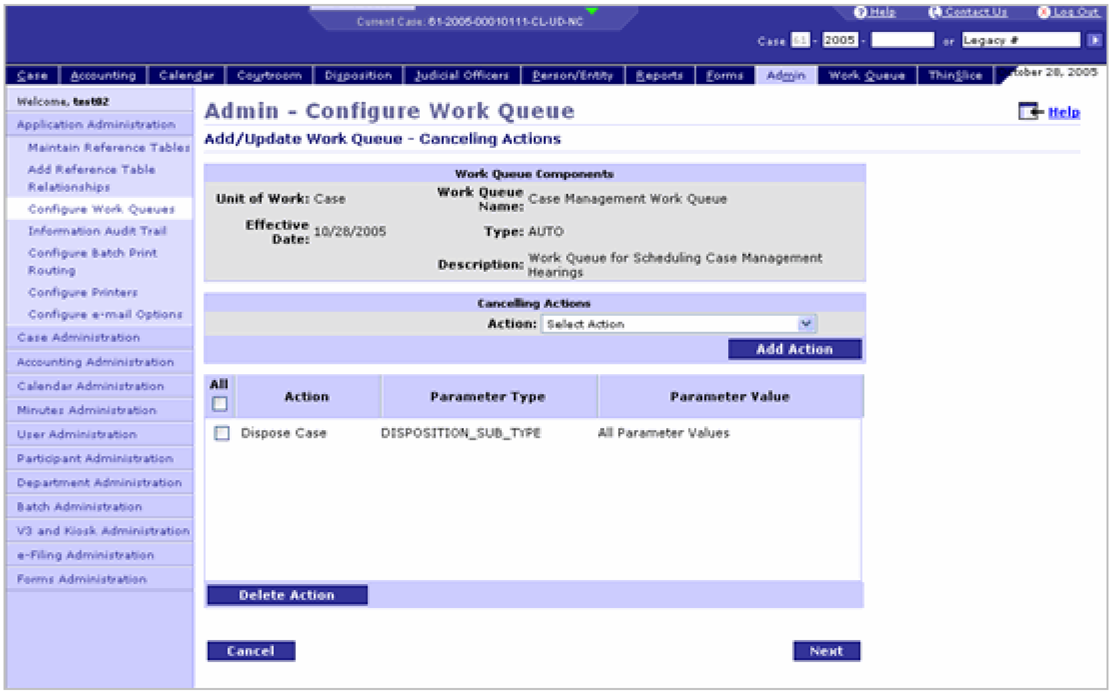


Result #1: If you selected Manual, the Add/Update Work Queue - Landing Screen displays, since you do not see the Completing Actions screen, skip the next step where you define the landing screen.

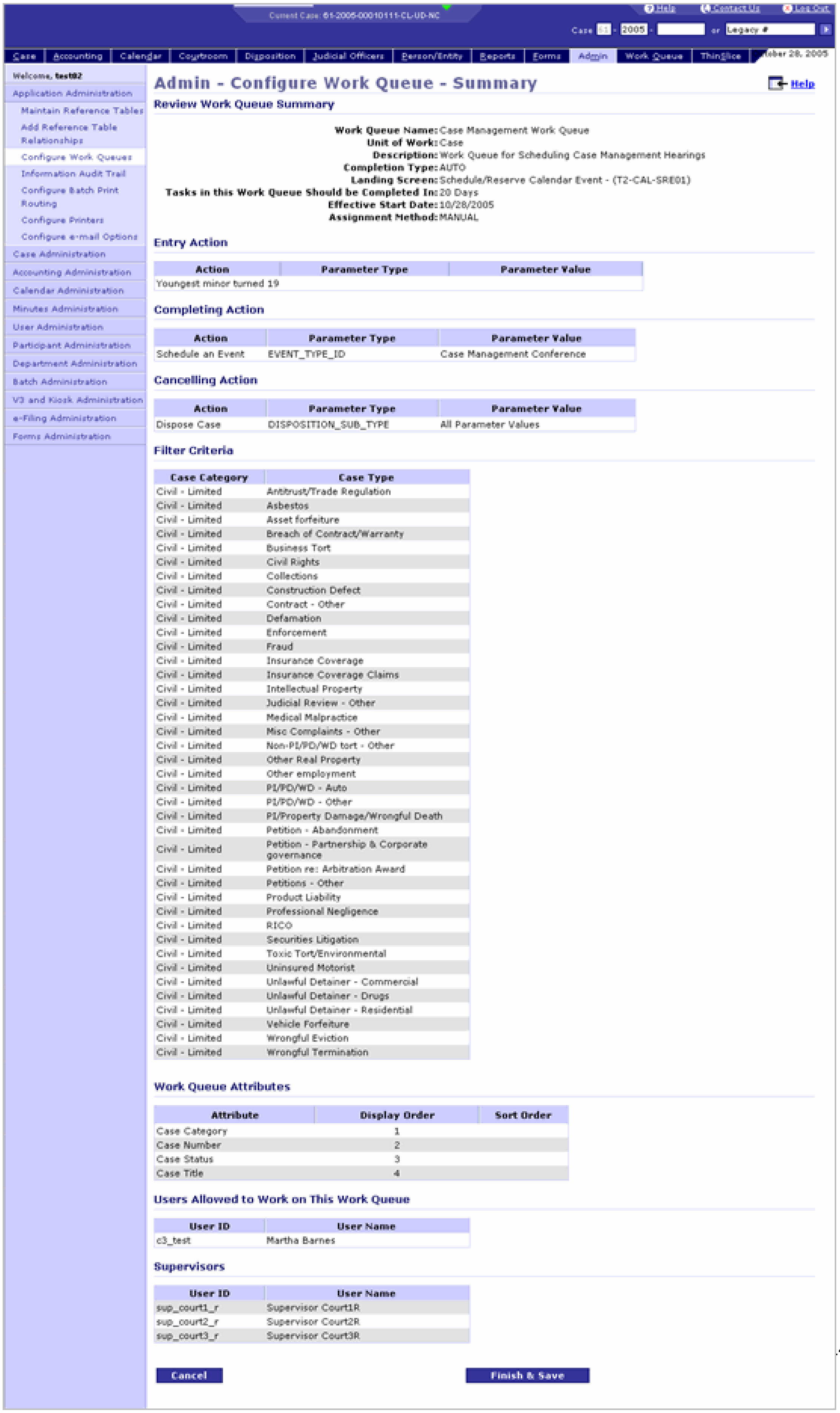
Result #2: If you selected Automatic, the Add/Update Work Queue - Completing Actions screen displays, go to the next step.

11. Add/Update completing actions as appropriate and click the **[Next]** button.
    Result: The Add/Update Work Queue - Landing Screen displays.

12. Add/Update landing screen information as appropriate and click the **[Next]** button.
Result: The Add/Update Work Queue - Canceling Actions screen displays.



13. Add/Update canceling actions as appropriate and click the **[Next]** button.
Result: The Review Work Queue Summary screen displays.



Current Case: 61-2005-00010111-CL-UD-NC

Help | Contact Us | Log Out

Case 61 - 2005 - or Legacy #

Case | Accounting | Calendar | Courtroom | Disposition | Judicial Officers | Person/Entity | Reports | Forms | Admin | Work Queue | ThinSlice | October 28, 2005

Welcome, test02

Application Administration
- Maintain Reference Tables
- Add Reference Table Relationships
- Configure Work Queues
- Information Audit Trail
- Configure Batch Print Routing
- Configure Printers
- Configure e-mail Options

Case Administration
Accounting Administration
Calendar Administration
Minutes Administration
User Administration
Participant Administration
Department Administration
Batch Administration
V3 and Kiosk Administration
e-Filing Administration
Forms Administration

Admin - Configure Work Queue - Summary

Help

Review Work Queue Summary

Work Queue Name: Case Management Work Queue
Unit of Work: Case
Description: Work Queue for Scheduling Case Management Hearings
Completion Type: AUTO
Landing Screen: Schedule/Reserve Calendar Event - (T2-CAL-SRE01)
Tasks in this Work Queue Should be Completed In: 20 Days
Effective Start Date: 10/28/2005
Assignment Method: MANUAL

Entry Action

Action	Parameter Type	Parameter Value
Youngest minor turned 19		

Completing Action

Action	Parameter Type	Parameter Value
Schedule an Event	EVENT_TYPE_ID	Case Management Conference

Cancelling Action

Action	Parameter Type	Parameter Value
Dispose Case	DISPOSITION_SUB_TYPE	All Parameter Values

Filter Criteria

Case Category	Case Type
Civil - Limited	Antitrust/Trade Regulation
Civil - Limited	Asbestos
Civil - Limited	Asset forfeiture
Civil - Limited	Breach of Contract/Warranty
Civil - Limited	Business Tort
Civil - Limited	Civil Rights
Civil - Limited	Collections
Civil - Limited	Construction Defect
Civil - Limited	Contract - Other
Civil - Limited	Defamation
Civil - Limited	Enforcement
Civil - Limited	Fraud
Civil - Limited	Insurance Coverage
Civil - Limited	Insurance Coverage Claims
Civil - Limited	Intellectual Property
Civil - Limited	Judicial Review - Other
Civil - Limited	Medical Malpractice
Civil - Limited	Misc Complaints - Other
Civil - Limited	Non-PI/PD/WD tort - Other
Civil - Limited	Other Real Property
Civil - Limited	Other employment
Civil - Limited	PI/PD/WD - Auto
Civil - Limited	PI/PD/WD - Other
Civil - Limited	PI/Property Damage/Wrongful Death
Civil - Limited	Petition - Abandonment
Civil - Limited	Petition - Partnership & Corporate governance
Civil - Limited	Petition re: Arbitration Award
Civil - Limited	Petitions - Other
Civil - Limited	Product Liability
Civil - Limited	Professional Negligence
Civil - Limited	RICO
Civil - Limited	Securities Litigation
Civil - Limited	Toxic Tort/Environmental
Civil - Limited	Uninsured Motorist
Civil - Limited	Unlawful Detainer - Commercial
Civil - Limited	Unlawful Detainer - Drugs
Civil - Limited	Unlawful Detainer - Residential
Civil - Limited	Vehicle Forfeiture
Civil - Limited	Wrongful Eviction
Civil - Limited	Wrongful Termination

Work Queue Attributes

Attribute	Display Order	Sort Order
Case Category	1	
Case Number	2	
Case Status	3	
Case Title	4	

Users Allowed to Work on This Work Queue

User ID	User Name
c3_test	Martha Barnes

Supervisors

User ID	User Name
sup_court1_r	Supervisor Court1R
sup_court2_r	Supervisor Court2R
sup_court3_r	Supervisor Court3R

Cancel | Finish & Save

14. Click the **[Save]** button to save the work queue information as displayed. Click the **[Cancel]** button to end the process without saving your additions or updates.

Related Links

Configure Work Queues Overview

Search Work Queues Screen

Add/Update Work Queue - Basic Information Screen

Add/Update Work Queue - Filter Criteria Screen

Add/Update Work Queue - Display Attributes Screen

Add/Update Work Queue - Assign User Screen

Add/Update Work Queue - Assign Supervisor Screen

Add/Update Work Queue - Entry Actions Screen

Add/Update Work Queue - Completing Actions Screen

Add/Update Work Queue - Canceling Actions

Review Work Queue Summary Screen

My Court Information

View Work Queues Assigned to a User

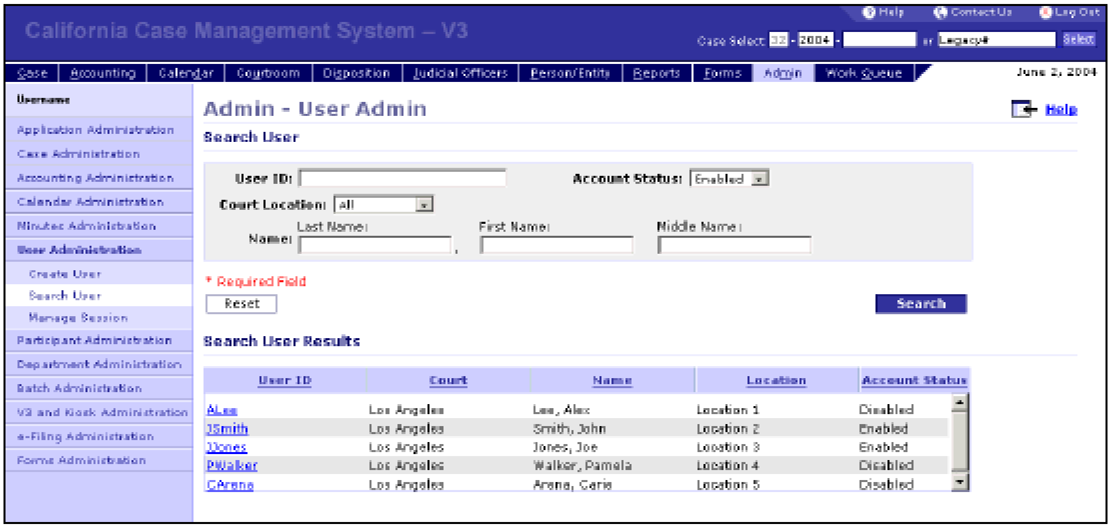
Introduction

This task activity provides instructions on how to view the work queues assigned to a selected user.

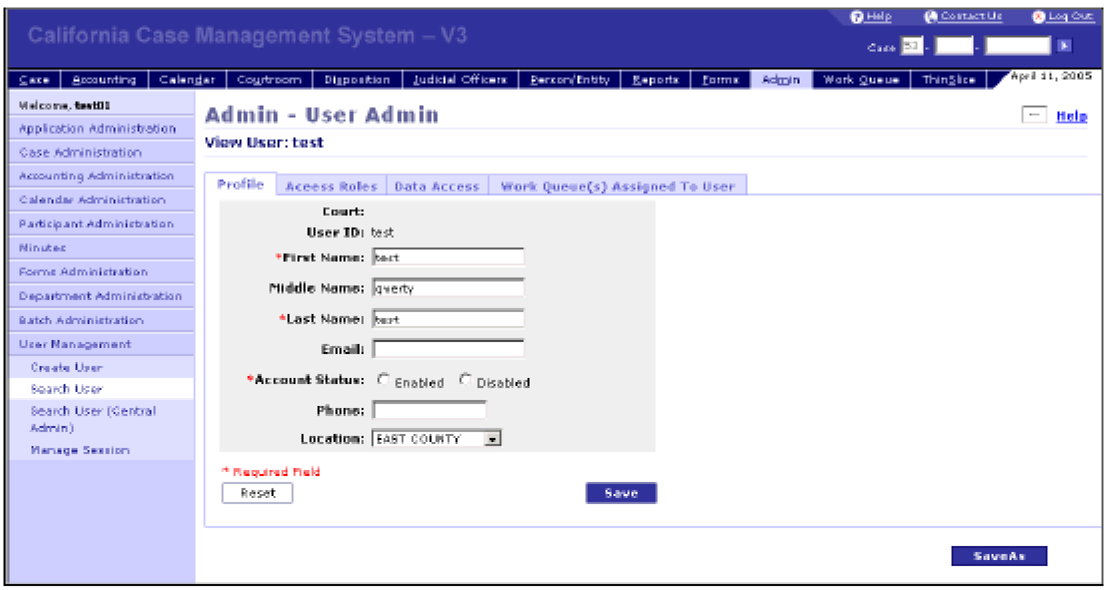
Task Activity

Perform the following steps to view the work queues assigned to a user.

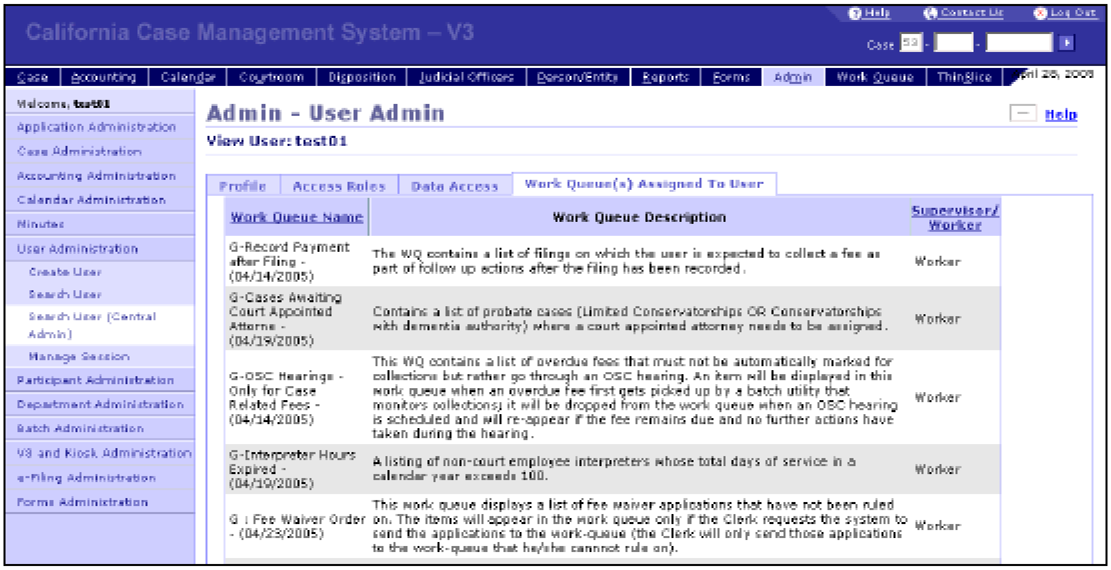
1. Select **[Admin] > [User Administration] > [Search User]**.
   Result: The Search User screen displays.
2. Enter/Select data in the appropriate search parameter fields.
3. Click the **[Search]** button.
   Result: The Search User screen refreshes and displays user IDs matching your search criteria.



4. Click the **Name** hyperlink of the user whose data access privileges you want to update.
   Result: The View User screen displays.



5. Select the **[Work Queue(s) Assigned to User]** tab.
   Result: The Work Queues Assigned to User tab highlights and displays in the foreground.



Related Links

Configure Work Queues Overview

Security Background Information

View User Screen

Document Management System

Document Management System Overview

Introduction

The system has two places where documents can be stored:

- Internal system file store
- External document management system (e.g. FileNet® Image Manager)

Documents generated in the system and e-filed documents

Documents that are generated in the system or e-filed can be stored in either the internal system file store or the external document management system. The DMS_IND system setting determines, per court, where these documents are stored.

Scanned documents

Documents that are scanned into the system can only be stored in the external document management system.

Assumptions

The remaining topics discuss linking documents stored in the external document management system to case file information stored in the system.

These topics assume the FileNet Image Manager system is the external document management system being used and that it is properly installed and setup to use the DMS API provided with the system.

Linking Documents to Case Files

The system supports four ways to link documents in an external document management system to case files in the system.

- Documents e-filed and linked automatically
- Documents scanned with a cover sheet and linked automatically
- Documents scanned with a barcode and linked automatically
- Documents scanned without a cover sheet or barcode and linked manually by a user using system functionality

Following are high-level process steps that represent each of the four ways of linking documents to case files. General information regarding what is expected from system users is also included.

The following process steps are intended to provide you with a high-level understanding of how the system works with the external document management system. These steps do not attempt to convey any technical details.

Linking Data

The term "linking data" represents: a Document Name, a Document Key, and a Document ID. Both systems use this linking data to match documents to case filing or exhibits. Linking data may also be referred to as document metadata.

Documents E-Filed and Linked Automatically

This example highlights when documents are e-filed and linked automatically.

1. User accepts an e-filing.
   NOTE Refer to the Accept an E-Filiing task activity.
2. Document linking data is associated with the system case filing and stored in the external document management system by way of the e-file XML document.
   Result: Linking complete.

Documents Scanned With a Cover Sheet and Linked Automatically

This example highlights when documents are scanned with a cover sheet and linked automatically.

1. User adds a filing or exhibit.
   NOTE Refer to the Add Case Filings or Add Exhibits to the Pull List task activity.
2. While adding a filing or exhibit the user adds document linking data without providing a document key.

Result: The system prints a cover page that contains the linking data with an auto-generated document key and a scannable barcode representing all of the linking data.

3. The physical document and the cover page are scanned into the external document management system.
4. A stand-alone batch application monitors the external document management system for any unlinked documents.
5. When unlinked documents are found, the batch application sends the document linking data to the system where it is matched with identical linking data in the system.
   Result: Linking complete.

Documents Scanned With a Barcode and Linked Automatically

This example highlights when documents are scanned with a barcode and linked automatically.

1. User adds a filing or exhibit.
   NOTE Refer to the Add Case Filings or Add Exhibits to the Pull List task activity.
2. While adding a filing or exhibit the user receives the physical document that has been barcoded. The user enters document linking data, including the document key, according to the data supplied with the barcode.
3. The physical document and barcode are scanned into the external document management system.
4. A stand-alone batch application monitors the external document management system for any unlinked documents.
5. When unlinked documents are found, the batch application sends the document linking data (from the barcode) to the system where it is matched with identical linking data.
   Result: Linking complete.

Documents Scanned Without a Cover Sheet or Barcode and Linked Manually by a User Using System Functionality

This example highlights when documents are scanned without a cover sheet or barcode and are manually linked to a filing or exhibit by a user using system functionality.

1. User adds a filing or exhibit.
   NOTE Refer to the Add Case Filings or Add Exhibits to the Pull List task activity.
2. User does not include any document linking information.
3. Documents are scanned into the external document management system indicating it is a system document needed to be linked with a system case file or exhibit.
4. A stand-alone batch application monitors the external document management system for any unlinked documents.
5. When unlinked documents are found, the batch application sends the document linking data, which was keyed in by person who scanned the documents, to the system where it does not find a match.
6. The system places a record of this document in the DMS Documents work queue list.
7. A user looks at the scanned document through a link to the external document management system and searches for the appropriate case filing or exhibit.
8. Once the case filing or exhibit is located the user associates it with the document.
   Result: Linking complete.

DMS Documents Work Queue

Although the DMS Documents work queue looks and operates like any other work queue, it is a non-configurable work queue designed to support linking of stranded documents in the document management system to case filings or exhibits. The term "non-configurable" is used because the DMS Documents work queue cannot be created/updated/deleted using the functionality designed to create/update/delete work queues.

Task Activities

The document management system includes the following task activities:

- Manage Document Linking Data
- Manually Link a Document to Case Filing or Exhibit

Additional Resources

Other items related to this overview include the following:

- Business Rules

Related Links

DMS Document Link Search Screen

DMS Document Work Queue List Screen

My Court Information

Manage Document Linking Data

Introduction

This task activity enables you to:

- View documents attached to a case filing or exhibit
- Add document linking data that ties a document to a case file or exhibit

Task Activity

This task activity takes place within the context of a case. This means you can see the left navigation pane that displays the additional **Case** options. The easiest way to get within the context of a case is to perform a search for a case and click the case link to view the case summary. Refer to the Search Cases task activity for details about performing a case search.

This task activity also includes the Attached Documents section of the screen that is seen when adding a case file or exhibit. The introductory steps take you to the respective screens, but the remaining steps focus on the Attached Documents section which is identical for both case filings and exhibits.

Perform the following steps to view documents attached to a case filing or exhibit and/or add document linking data to a case file or exhibit.

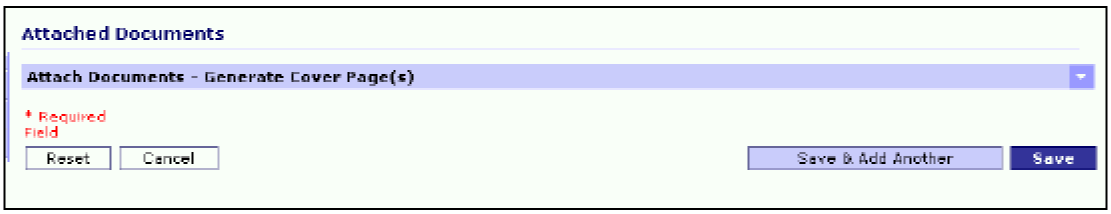
1. Select the **[Add Filings]** left navigation item.
   Result: The Add Filing - Enter Filing Information screen displays.

   OR

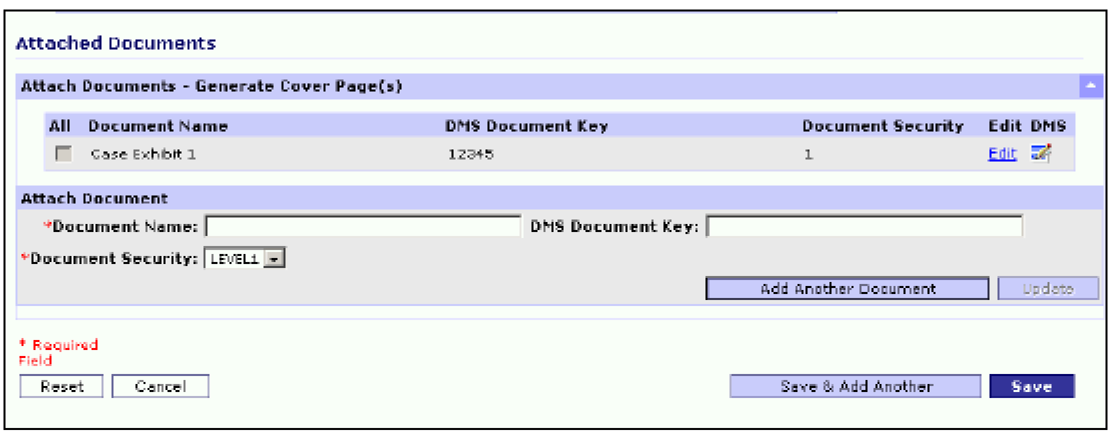
1. Select the **[Mark/Maintain Exhibit]** left navigation item.
   Result: The Mark/Maintain Exhibit - Event List screen displays.

   Select an exhibit record and click the **[Mark Exhibit]** button.
   Result: The Mark Exhibit screen displays.

2. Locate the Attach Document bar.



3. Click the toggle button located on the right hand side of the bar.
   Result: The Attached Documents section of the screen opens displaying any existing attached documents and spaces to add new linking data.



4. View a document by clicking the DMS icon associated with one of the listed documents.
   Result: The document management system displays the document.
5. To add document linking information and generate an associated cover sheet:
   - Enter the following required data:
     - Document Name
     - Document Security

   NOTE Do not enter a **DMS Document Key**.

- o Click the **[Add Another Document]** button.
  Result: The system displays the document linking information with the other documents attached to the case filing or exhibit.
- o Select the checkboxes for all documents you want to generate and print cover sheets for.
- o Click the **[Save]** button.

6. To add document linking information from a pre-barcoded document:
   - o Enter/select the following required data:
     - Document Name
     - DMS Document Key
     - Document Security
   - o Click the **[Add Another Document]** button.
   - o Enter a **Document Name** and a **Document Key**. Select a **Document Security** level.
   - o Click the **[Add Another Document]** button.
     Result: The system displays the document linking information with the other documents attached to the case filing or exhibit.
   - o Click the **[Save]** button.

NOTE The system generates document key IDs and prints cover sheets for all documents that do not have a document key and have their associated check boxes selected.

Related Links

Document Management System Overview

DMS Document Link Search Screen

DMS Document Work Queue List Screen

My Court Information

Manually Link a Document to Case Filing or Exhibit

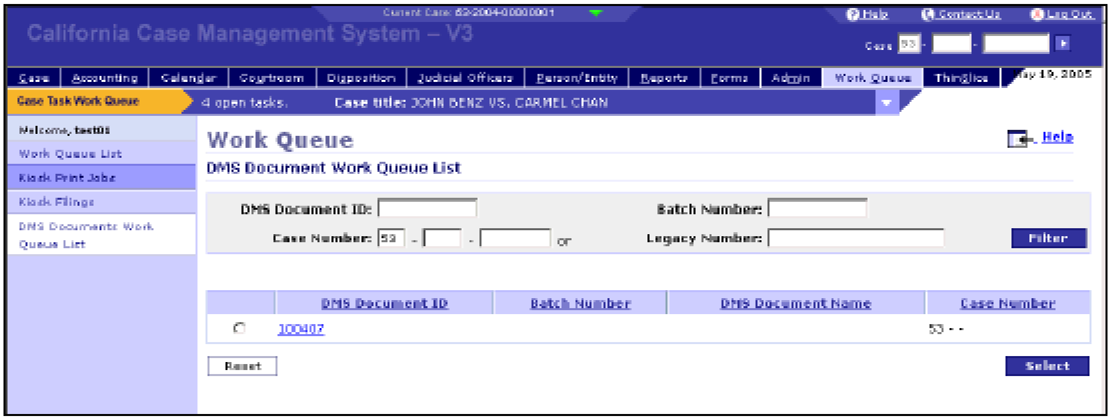
Introduction

This task activity allows you to manually link DMS documents to a case filing or exhibit.

Task Activity

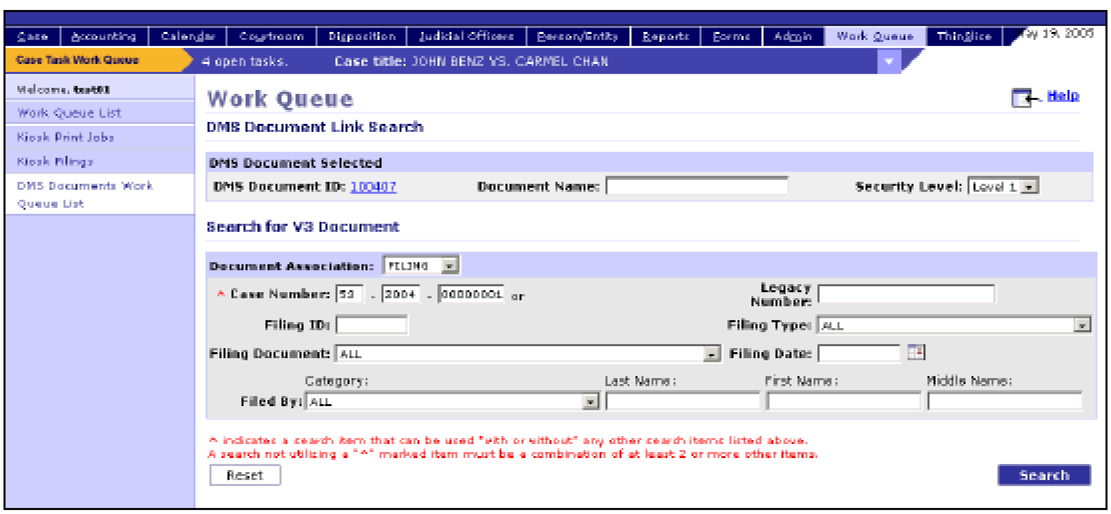
Perform the following steps to manually link documents to a case filing or exhibit.

1. Select **[Work Queue] > [DMS Documents Work Queue]**.
   Result: The DMS Documents Work Queue List screen displays.



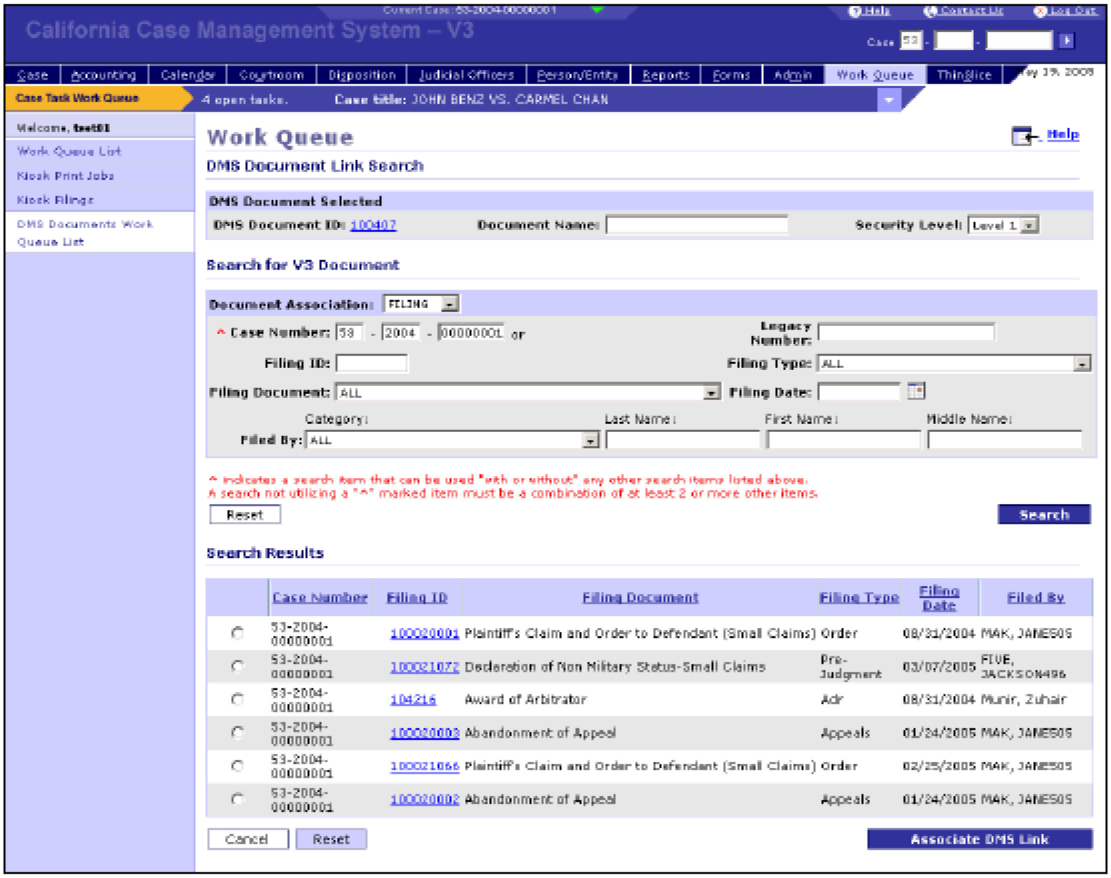
NOTE If you are unsure about any document, click the DMS Document ID link to view an image of the document (not shown).

2. Select the radio button associated with the DMS document you want to link.
3. Click the **[Select]** button.
   Result: The DMS Document Link Search screen displays. This screen allows you to search for case filings and exhibits to find the right one to link to the document.



4. Select either Filing or Exhibit from the **Document Association** drop-down list.
5. Enter any other search criteria, as appropriate.

6. Click the **[Search]** button.
Result: The DMS Document Link Search screen refreshes and displays all records matching your search criteria.



7. Select the radio button of the case filing or exhibit to be linked to the selected document.
8. Click the **[Associate DMS Link]** button.

Related Links

Document Management System Overview

DMS Document Link Search Screen

DMS Document Work Queue List Screen

Glossary

#

2nd Call: An indicator that marks when an event is requested for second roll call.

A

According to Proof: An indicator to select whether a Memorandum of Cost is filed with the court and has the applicable attorney fees.

Account Number: The account number that identifies a trust or blocked account.

Account Status: An indicator that marks whether a user's access to the system will be enabled or disabled upon creation.

Accrued Interest $: The amount of money that has accrued on a trust deposit.

Action: Something done by a user or the system that causes a system response. Examples include Entry Actions, Completing Actions, and Canceling Actions.

Action Type: The type of action that defines how a clock should behave once a trigger activates the clock. Action types include starting, stopping, pausing and restarting actions.

Active Military Duty: A checkbox indicator that marks a person/entity as being on active military duty.

Activity: The type of transaction that occurred on the fee.

Actual Number of Days: The number of calendar days that the case took to meet a milestone.

Additional Attachment: A checkbox indicator that allows the user to include multiple files in the e-filing acceptance message.

Additional Attribute Name: The name of an attribute that is associated with the reference table value. Attributes are pre-determined, additional data elements available based on the reference table value.

Additional Display Attributes: These fields are additional display attributes that have been configured to appear for the work queue. These additional fields include: Completed By, Completion Date, Probate Notes Progress, Document Counter, Comments, etc.

Adjusted Amount Due $: The amount due to the Court for fees based on fee waivers or other court orders.

Adjusted Fee $: The amount of money due which overrides the original fee amount.

Adjusted Sanction Amount $: The amount of money due which overrides the original sanction amount.

ADR Type: A classification of an alternative dispute resolution process that was entered on the case. This represents a type of arbitration or mediation.

Advanced Filter Criteria: These fields are additional filter criteria fields used for narrowing down the work queue task list to the tasks of interest. These fields include: Judicial Officer, Location, Division, Department, etc.

Allowed Judicial Officer: A selection to indicate another Judicial Officer name that can substitute for the selected Judicial Officer.

Alternate Arbitrator: If all other resources are inactive, rejected or alternates, the user can update the status of a single arbitrator to "assigned".

Amended #: A data entry field that marks the filing as having an amended number.

Amount Received: The amount of money tendered for a selected payment method (e.g., $100.00 for a check).

Amount Reserved: The quantity of case numbers reserved in a block or range instance (group).

Appearance Status: An indicator as to whether or not the case participant is present for the hearing. Options include Pending, Ready, and No Appearance.

Appearance Type: The type in which the attorney participated in the scheduled event. Options include In-Person and Telephonic.

Appears as Manual Case History Entry: A checkbox indicator that marks the entry as a manual entry.

Appointment Start Date: The date when a resource became assigned to a case.

Appt. End Date: The date when the resource became removed from the case.

Assign By Case #: An indicator that allows you to select a case number as the assignment method. Either the Assign by Case % or the Assign by Case # must be selected if the Method of Assignment value is "Random". This field is only available for Judicial Officer and Department.

Assign By Case %: An indicator that allows you to enter a percentage distribution as the assignment method. Either the Assign by Case % or the Assign by Case # must be selected if the Method of Assignment value is "Random". This field is only available for Judicial Officer and Department.

Assigned Department: A selection to indicate the department within the location where a Judicial Officer is assigned.

Assigned Judicial Officer: The name of the Judicial Officer that is currently assigned to the location/department combination.

Assigned Zip Code: The postal code in which a person/entity is assigned to perform work.

Assigned/Default Values: When specifying a value for a parameter, when the parameter is displayed within the Minutes, the configured value may be defaulted or assigned to the parameter. Assigned values may not be changed by the Courtroom Clerk when entering minutes.

Assignment Method: The method by which tasks will be assigned to the workers in the work queue. Work queues utilize either manual or round robin (automatic) task assignment.

Assignment Type: The type of assignment related to a resource. Options include Case or Filing.

Associated Case Type: A selection to indicate the type of case association entries to filter. This listing contains the consolidated, coordinated, or related case numbers applicable to the case. If the current case is a consolidated case or a JCCP case, the drop down shows a list of the cases that are associated with the case.

Associated Department(s): The departments that are associated with the person/entity.

Associated Documents: A list of documents associated with an event.

Associated Event: The calendared event associated to an exhibit or Case History/ROA entry.

Associated Hearing: The event for which the record was subpoenaed.

Associated Participant: The name of the participant that is associated with a filing or with a party.

Association Type: A selection to indicate the type of relationship between the participants. Examples include: Attorneys and firms, persons compromising a family unit, or duplicate person/entity records.

Attorney Name (Other): A text box that allows attorneys not displayed in the attorney name drop-down field to be entered.

Auto Assign: A checkbox indicator that marks the resource rule as the default rule used at case initiation. This field is only available for Judicial Officer and Department resources.

Availability Status: The availability of the exhibit or the case file.

Available for posting: A checkbox that indicates to the system that the tentative ruling or probate note is ready to be published.

B

Balance Due: The amount currently due. Equals Adjusted Amount or Installment Amount (if fee is paid through a payment plan).

Balance Due Total: The total amount due to the Court for all provided services.

C

Calendar Component: The standard component within the chamber view used to calculated a desired calendar date, based on the type of day selected, either court of calendar day.

Calendar Date: A parameter to specify a calendar to be finalized.

Calendar Days: Calendar days include both business days and non-business days from Monday to Sunday. (See Court Days)

Calendar Name: A field is used to specify a Calendar Name on the calendar view first page header.

Calendar Number: This field is used to specify the sequence of display for the Calendar Number on the calendar (same as sequence number).

Calendar Template: This field is used to specify the format in which the calendar is to be displayed. The system supports three different design templates.

Calendar Time: This field is used to specify the sequence of display for the Calendar Time on the calendar view first page header.

Calendar Type: An attribute of a scheduling rule. Examples include Law & Motion, Settlement Conference, and Trial.

Calendar View: A specific set of data elements selected to format the public calendar, the daily list calendar, and the courtroom calendar.

Calendared Event: A specific association of a case to a calendar day and time.

Case Age: The age of the case. This age is based on when the initial filing document was submitted with the court and is counted in calendar days.

Case Category: The main category of case classification used to identify a case. Examples include Civil, Small Claims and Probate.

Case Disposition Type: The type of disposition that occurred on the case, including Summary Judgment, Stipulated Judgment, Dismissal, and Judgment.

Case File Location: The physical location where the case file is stored. The four-tier format is: Building, Room, Place, and Sub-Place.

Case Information: A calendar that displays key information including case category, case type, case track, case status, and case title.

Case Initiating Filing: The filing that started the case.

Case Number: This field displays the unique identification code associated with the work queue task listed. The V3 format is a 2-digit county code, a 4-digit year code, and an 8-digit case identifier (XX-YYYY-ZZZZZZZZ).

Case Participant: Any person or entity involved with a case.

Case Short Title: A brief title that describes the case as the last name of the first plaintiff and first defendant, or the name of the petitioner.

Case Status: The current status of the case in the system. Options include: Pending, Arbitration, Mediation, Stayed, Appeal, Closed, Voided, Consolidated, Dismissed, Judgment, Trial, Trial De Novo.

Case Title: The formal title that describes the case. The title usually identifies the two parties in conflict or the name of the petitioner.

Case Track: The name of the track to which the case belongs. Courts can configure unique tracks with milestones that cases are expected to meet as well as clocks to track performance of a specific case.

Case Type: The second level of case classification used to identify a case, including Unlawful Detainer, Harassment, Business Tort, Guardianship, etc.

Cashier: A clerk who is authorized to receipt payments.

Causal Document: A document associated to a calendar event, such as a motion, or a document that triggers an action, such as a petition.

Certification Number: The AOC registration number for an Interpreter.

Clerical Error Checkbox: An indicator as to whether or not a previous case disposition status was entered in error due to data entry. Checking this checkbox means that the case disposition status is being updated from a previous disposition status that was entered in error.

Clock Name: The is one component for defining and identifying a unique case clock.

Clock Status: The current behavior or status of the clock on the case. This status is based on configured events occurring on the case, and includes Started, Stopped, Paused, and Restarted.

Clock Type: A classification used for defining a clock's behavior which determines how case participants may be affected by a configured clock action. Types include case level clocks or participant level clocks.

CMS ID Number: The unique identification code that is assigned to a person/entity profile in the system.

Collection Address: The case participant's address for purpose of collection notices.

Collections Agency Name: The name of a collection agency where fees are referred.

Completion Due: This field displays the date by which the task should be completed

Completion Type: This field displays the method of completing tasks assigned to the work queue. Work queues utilize either automatic or manual task completion.

Confidential: A Case History entry with a security level of more than one (not visible to the public).

Confidential Case Volume: A checkbox indicator as to whether the case file volume, as a whole, is considered confidential.

Configurable: A system parameter or feature that can be turned on or off at the time of installation.

Confinement: An attribute of a person. The system stores this as free-form text.

Contact Name: The name of a contact in the event a transferred case is rejected.

Coordinated Case Number: The unique identification code that is assigned to a JCCP (coordinated) case.

Courier: A yes/no indicator as to whether a courier company was responsible for the transfer of the physical case file.

Courier Company: The courier company whose employee took physical possession of the case file.

Courier Contact Information: The name and contact information of the courier who physically took receipt of the case file.

Courier Name: The name of the courier who physically took receipt of the case file.

Court Appointable: A yes/no indicator that shows whether an attorney is on the panel of court appointed attorneys.

Court Days: The days a court is open for business.

Court ID: The two digit county code of a court.

Court Ordered to ADR: A checkbox indicator that marks an assignment as ordered by the Court. This field is available for Arbitrator and Mediator resource types.

Court Title: The name of the court, synonymous with the county name.

Create Payment Plan Checkbox: An indicator specifying whether or not to create a payment plan so the fee waiver applicant may pay for fees over time. Checking this checkbox will cause a payment plan to be generated.

Current %: The current percentage stored as the assignment distribution for a resource. This may be a system-calculated value or a value that you enter. This field is only available for Judicial Officer and Department resource types.

Current Assigned JO/Dept.: The name of the Judicial Officer or department resource that is currently assigned to the case. This is a display-only value.

Current Location: The court building where an exhibit or file is located.

Current Resource: The current name of the Judicial Officer or department resource that is assigned to the case.

Custodian: The individual within the court who is responsible for the physical case file.

Custodian Contact Information: Contact information for the individual who is responsible for the case file.

Custodian Name: The name of the individual who took physical possession of the case file.

D

Date Needed: The date that an exhibit is needed in the new location, included on the pull list.

Date of Destruction: The date the case file is planned to be physically destroyed.

Date of Rejection: The date on which the rejection for the receipt of a case during case transfer processes or efiling process.

Days Elapsed: The number of days since the appeal case has been submitted.

Department: Designator of a specific courtroom.

Disassociate: The process of removing a participant added to a case or a merged group, or removing a case previously related to another case.

Disbursement Amount: The amount of money disbursed from a trust to a payee.

Disbursement Number: A numeric identifier used for identifying a disbursement within the system.

Disposed Checkbox: A checkbox indicator as to whether the case being searched for has already been disposed.

Disposition Date: The date when an exhibit, filing, or case was disposed.

Disposition Eligibility Date: The date that an exhibit retention period has elapsed.

Disposition Status: The disposition status of the case participant associated with the selected filing, or a case disposition status as defined by JBSIS, or the disposition status of the subpoenaed record.

Disposition Type: The type of disposition that occurred on the case, including summary judgment, judgment, stipulated judgment, or dismissal.

Division: A group of departments used to specify the court location on which to search for resource allocation rules.This field is required if Location is selected and the resource type specified is Division.

DMS: Document Management System. In courts that have imaging, clicking on the DMS icon displays an image of the document in a pop-up window.

DMS Document ID: A unique identifier used by the document managment system (DMS).

DMS Document Key: A unique identifier used by the document management system (DMS).

DMS Document Name: The document name in the document management system (DMS).

Document Category: The type of will or estate planning document submitted to the court, including Miscellaneous Will, Probate Will and Estate Plan.

Document ID Number: A unique identifier for any document on deposit or filed with the court.

Document Name: The name of a document on deposit or filed with the court.

Document Security: The security level assigned to a document. (See Security Level)

Document Set: An association of documents, including judgment forms, record on appeal, ADR notices, and Unlawful Detainter Packet.

Document Text: The text that will appear in the case document and on the form when the item is generated.

Document Type: The name assigned to a document, such as Probate Will, Miscellaneous Will, Codicil, etc.

Drawer Amount: Total amount in the drawer at the end of a cashier session to be balanced against the system. It does not include the starting amount.

E

Element: A data field.

Eligibility Date: The date on which an exhibit or physical case file may be destroyed.

End Date: The date a system component will expire within the system.

End Number: The ending number that defines a range of reserved case numbers.

End Time: The unavailability end time associated with the listed resource unavailability rule.

Entered in Error Checkbox: A checkbox indicator that marks an entry as having been entered in error.

Entity: A non-person in the system, such as a corporation, organization, trust or DBA.

Entry Action - Action: The type of action that will result in tasks being added to a work queue, including minute codes and ROA/Case History entries.

Entry Action - Parameter Type: A work queue configuration attribute, which includes Event Type and Filing Name.

Entry Action - Parameter Value: A work queue configuration attribute, which includes Trial and Answer.

Entry Function: Tthe function or category that an entry belongs to. Includes Fees, Scheduling, and Filings.

Entry Name: The name assigned to an action entry.

Event: The name of a specific hearing within a calendar.

Event Date: The date associated with an event in the system.

Event Information: Information that includes the Case Header, Event Type, Event Status, Event Date, Event Time, Event Department, and Moving Party.

Event Notes: A text area used to specify any additional comments to be made on the event being rescheduled/reassigned.

Event Status: The event status that the calendar event is currently in, including Trailed, Mistrial, Heard, Extended and Scheduled.

Event Time: The time when the event is scheduled to take place.

Event Type: The type of event that can be scheduled, including Trial, Pre-Trial Conference, Case Management Conference, OSC Hearing, Arbitration Hearing, etc.

Exceptional Case: A checkbox indicator that marks a legacy case as exceptional for purposes of case management.

Exceptional Reason: An open text field available for providing the reason for the legacy case as being exceptional.

Exhibit Disposition: The mannger of disposition of an exhibit, including Released, Remarked, Pending, and Destroyed.

Exhibit Location: A four-tier hierarchy describing the location of an exhibit, including Building, Room, Place and Sub-Place.

Exhibit Number: A unique number to identify an exhibit. The exhibit number can not exceed 10 characters.

Exhibit Status: The status of the exhibit, including Marked, Marked & Admitted, Marked & Not Admitted, Marked & Withdrawn, and Marked & Admitted as Redacted.

Exhibit Type: A category type in which the exhibit falls under, including Valuable, Bulky, Firearm, etc.

Existing List of Supervisors: A list of supervisor names that have been assigned to the work queue. At least one supervisor must be assigned to a work queue.

Expected Number of Days: The number of days from the start of a case that the milestone is expected to be met. This number is based on the case aging clock and is counted in calendar days.

Expected Return Date: The date that the requester of the case file is expected to return it to its primary storage location.

Expiration Date: The date that a system component is set to expire.

Expiry Warning Number of Days: The number of days prior to the expiration of the clock when the system will issue an alert.

Extension Date: The date that the physical case file will be retained by the court until.

F

Fee Category: A classification given to multiple fee types that share the same characteristics, including Fee, Trust, Assessment, Fine, Sanction, Penalty, and Miscellaneous.

Fee Due Date: The date a fee is due, which defaults to the current date.

Fee Type: Type of fee (related to a filing or miscellaneous fee) associated with services provided by the court, including filing fees, jury fees, and non-case related fees.

Fees Deferred Checkbox: A checkbox indicator that defers fees for the person/entity to defer fees in cases where they are acting in their official government capacity.

Fees Due: A display field that indicates if there are fee remaining for the case.

FEIN Number: The Federal Employee Identification Number for an entity. This field is not available if the selected person/entity category is "person".

File Copy Checkbox: A checkbox indicator specifying whether or not you want to generate an extra copy of the form for the case file. Checking this checkbox means that you want to generate the extra copy.

Filed By: The name of the person/entity who filed a document.

Filed by Category: A classification of the case participant who filed a filing (role).

Filer Email: The email address of the Filer. This is the email address that will be used for future correspondence with the Filer.

Filing Disposition Status: The disposition status of the selected filing. The filing disposition status is determined by any judgments or dismissals entered on the filing, and the status will be reported by JBSIS hierarchy.

Filing ID: A unique system identifier used to identify a filing.

Filing Status: The status of the case filing, including Rejected, Voided, Active, and Disposed.

Filing Type: A classification of filings that have the same characteristics, including Motion, Petition, and Ex Parte Request.

Filter: The means by which lists, views, and search results can be narrowed based on criteria provided by the user.

Filter Criteria: A selection used to specify the criteria by which to filter the available screen data, including case number, case category, and case type.

Firm: The most recent law firm associated with the person/entity.

Form Category: Identifies at a high level, the "type" of form/notice available for inclusion into a document set.

Form Recipients: A list of case participants that have been chosen to receive the selected form.

Form Template: A template used to derive the formatting and content within a form.

Franchise Site Number: The franchise site number for an entity, used as a data element in the Person/entity tab.

Friendly Printer Name: User- friendly name used to identify printers.

From Starting Action: An indicator as to the number of days that the system must reference to determine if a specific event has occurred. If this value is selected as the frame of reference, then the system will count forward from the starting action. This is a positive day count.

G

Government Agency: A public entity whose fees are deferred per Government Code Section 6103 (for example, local/state/federal agencies).

Guardian Ad Litem Checkbox: A checkbox indicator marks the attorney as participating on cases for guardian ad litems.

Guardianship as Counsel for Minor Checkbox: A checkbox indicator marks the attorney as participating on cases for guardianship as counsel for a minor.

Guardianship as Counsel for Parent Checkbox: A checkbox indicator marks the attorney as participating on cases for guardianship as counsel for a parent.

H

Has Special Needs: A checkbox indicator and free-form text that marks the person/entity as having some type of special need, such as ADA accommodations.

Held Until Date: The date for which an order remains in the "Held" status.The date in which a warrant cannot be issued until.

Home Address: The home address of the person for which the warrant is being issued against.

I

ID Type: The types of identification in the possession of the person/entity, including Passport, Drivers License, etc.

In Use: The quantity (number) of reserved case numbers that are currently assigned to cases. These numbers are unavailable for case assignment.

Incapable of Voting: A data element in the Person/Entity profile that shows whether the person has been determined by the court to be incapable of voting.

Investigator Notes: An open text field available for providing notes about the probate investigation.

IP Address: A virtual identifier that indicates the Electronic Filing Service Provider (EFSP) location on a TCP/IP network.

Is Case Initiation Complete? Checkbox: A checkbox indicator that marks a case as being complete in the system. This would then allow the case data to be available to the public ROA and index, unless the security level excludes the public.

Is Confined Checkbox: A checkbox indicator that marks a person/entity as being currently confined in jail. This field enables the Confinement text field.

Issuance Status: The status of the previously issued issuances (writs), including Rescinded, Held, and Held Until.

Issuance Type: The list of the names associated with the type of issuance being recorded, including Abstracts and Writs.

J

JO Notes: A text area in which notes regarding the tentative rulings could be entered by a judicial officer.

Job: The name of a batch utility. Batch utilities are programs that are executed by the system based on a frequency defined by the system administrator. Batch utilities are used to update multiple records in the system at one time, and are usually performed du

Job Description: The description of a batch utility you wish to execute at a future point in time. Batch utilities are programs that are executed by the system based on a frequency defined by the system administrator. Batch utilities are used to update multiple records in

Judgment Status: The status of the judgment. A judgment status is determined due actions taken by case participants to satisfy the judgment. Includes: Fully Satisfied, Partially Satisfied, Unsatisfied.

Judicial Officer Notes: Notes entered by the Judicial Officer regarding the probate notes, tentative rulings, or proposed orders. (same as JO Notes)

Judicial Officer Presiding: The name of the Judicial Officer presiding over the event.

Judicial Officer Type: The type of Judicial Officer resource, including Judge, Commissioner, Judge Pro Tem.

L

Landing Screen: The screen to which the user will be routed when a work queue task is selected.

Language: The language spoken by the person/entity.

Last Event Date: The date when the last event was completed for the case.

Last Event Type: The name of the last event that was completed for the case.

Last Role on Case: An indicator to display the case participants who have had that role as their last (most recent) role on the case. Either the "All Roles on Case" or "Last Role on Case" option must be selected if a Role filter value is chosen.An indicator that filters the associated participant list to display only the last role held by the participant on the case.

Last Update By: The name of the person who made the last update to the note.

Last Update Date: The date that indicates when the last update was made to the note.

Last Update Time: The time when the last update was made to the note.

Lead: The selected lead case of a consolidated group of cases. A lead can also apply to a person/entity profile designated as the "master" record of a merged group of profiles.

Lead Attorney checkbox: A checkbox indicator that marks the attorney as the lead attorney.

Lead Case Number: The unique identification code for the selected lead case of a consolidated group.

Leading Document Type: The first document included in the e-filing extracted from the e-filing XML provided by EFSP.

Legacy Case Number: The unique identification code used to add a specific legacy (pre-CCMS) case to the system. This number originates from the legacy system or physical file folder.

Legacy Source: The name of the legacy system in which this case resides. The open text field is required if the selected source is "Other". Examples include "JCCP, Bench Recusal" etc.

Locate in Case File: An indicator as to whether the item is stored in a case folder.

Location: The name of the Court location.

Long Entry: An open text field available for entering the standard, static text that the system uses to describe this case entry.

M

MAC Address: Hardware identifier that indicates the selected user's computer location on a network.

Macro Code: An abbreviated description for a group of Minute codes configured for use within a Minute.

Macro Description: A description for a group of Minute codes configured for use within Minutes.

Macro Type: A classification of a macro. Macro types may be 'Probate' or 'Minutes'. 'Probate' codes are available when recording probate notes. 'Minutes' codes are available when recording minutes within a Minute.

Make Available for Posting Checkbox: A checkbox indicator specifying whether or not the probate notes should be available for posting to an external environment such as the Internet. Selecting this checkbox means that the probate notes may be posted to an external environment.

Manual Receipt Number: A unique identifier for a transaction payment, payment for fees pertaining to a party, payment for fees pertaining to a case, or both. The first two digits of the receipt number refer to the court where the receipt is processed.

Mark as Secure Checkbox: A checkbox indicator that marks the participant profile information as secured only within the context of the selected case. This field is only viewable within the context of a case.

Mark Volume as Confidential Checkbox: A checkbox to indicate whether the entire volume should be considered confidential.

Maximum Number of Active Cases: The highest number of cases that a court appointed attorney can be assigned.

Method of Assignment: A selection to indicate how the system will select a resource. Methods may be rotational or random. This field is only available for Judicial Officer and Department resource types.

Milestone: The name of a configured milestone set for the track. It is a guideline as to what events should occur on a case that is assigned to this track. Examples include: Proof of Service, Appointment of Arbitrator, Judgment on Award, etc.

Minute Code: The configured codes used for creating minutes. Minute codes are abbreviated text of a court decided action such as record judgment, schedule events, etc. They can be configured to only do the minute order, or also onto the Case History/ROA.

Minute Code Type: A classification of a code. Code types may be "Action" or "Text". Action codes trigger events to occur within the system. 'Text' codes cause pre-configured text to appear within Minutes or the Case History / Register of Actions.

Minute Text: The configured text that will be displayed within the Minutes when a given code is selected. The Minute text may be comprised of static text and variables (based on available action code parameters).

Minutes Only Checkbox: A checkbox indicator specifying whether or not the configured code will only be available within the Minutes. Checking the checkbox will mean that the selected code will not be available for probate notes and other functions within the system.

Mode of Generation: A selection to indicate the method for generating the selected form, including Scheduled Printing, Automatic, Print.

Month View: This area displays the calendar month view for the month corresponding to the currently selected day.

Move Indicator: An indicator that will move the future scheduled event for the non-lead case onto the lead case.

N

Native American Ancestry Checkbox: A checkbox indicator that marks a person/entity as having Native American ancestry.

New Assigned JO/Dept.: A reclassification detail that defaults to the currently assigned Judicial Officer or department but contains a list of the Judicial Officers/Departments in the selected court.

Next Action: Instructions to Courtroom Clerks for the further processing and handling of a case document, such as publishing and generating the case document form.

Next Event Date: The date when the next expected event scheduled for the case occurs.

Night Court Checkbox: This checkbox is used to suggest the use of night court for the event. If this field is checked, the "Event Time" will be disabled, the system will only return date and time options for night court through allocation rules that have a start time of greate

No Appearance Checkbox: A check box, if selected, indicates that no event participants have appeared for the scheduled event. (See No Show Checkbox)

No Bail Checkbox: The checkbox to indicate no bail is allowed.

No Show Checkbox: A check box, if selected, indicates that the party did not show up for the scheduled event. (See No Appearance Checkbox)

Non-Monetary Transactions: Transactions that are not reflected in the cash drawer, including Voids and Transfers.

Non-PI Checkbox: A checkbox indicator that marks whether an arbitrator/mediator can provide services for Non-Personal Injury cases.

Not in Good Standing Checkbox: A checkbox indicator marks a Surety Company or Bond Agent as not in good standing with the Court.

Notes: An open text field available for entering relevant case notes.

Notice Checkbox: A checkbox indicator that marks the party as receiving court notices.

NSF Verified: Shows whether Non-Sufficient Fund (NSF) verification has been carried out successfully on the check.

Number of Sides +: A manner of creating a short list of ADR providers based on the number of sides in a case.

O

Order Status: The status of the fee waiver order or the issuance of warrant, which includes Granted in Whole, Granted in Part, Denied.

Original Balance Due: Amount due for a fee(s) before adjustment.

Original Filing Date: The date in which the legacy case was first filed in the legacy system. This is not the date of case initiation.

Original Payment Transaction Date: The date the original payment transaction was accepted.

Original Sanction Amount: The amount of money originally due by the sanctioned case participant on a case before adjustment.

Other Attendees: Additional event participants (usually not associated with the case or the event) to be checked in for the scheduled event.

Other Authorized Party: An additional authorized party associated with the event participant. (For Small Claims only)

Out of County Checkbox: A checkbox indicator that marks the participant as an out-of-county resident. This field is only viewable within the context of a case.

Out of Process: Identifies if the document set is available for generation outside of the context of a case (out-of-process).

Override Conflict Checks? Checkbox: This checkbox is used to indicate the option to override conflicting event times and resource allocation rules while rescheduling/reassigning the event.

P

Pager: The pager number of the contact to whom the rejection related issue could be communicated.

Participant: The name of a person/entity who is directly involved with a case. Includes parties, attorneys, guardian ad litem, minors, Assignees, Decendents, Executors, Administrators, Creditors, etc.

Participant Role: The role of a case participant on a case, including Plaintiff, Defendant, Petitioner, etc.

Participant Type: An identifier about the person/entity who owns the exhibit, including Person, Entity, Government Agency, and Trust.

Parties Checked In Checkbox: A check box, if selected, indicates that the event participants have been checked in for the scheduled event.

Password: The system password of the person authorized to use the system or to authorize certain activities.

Payee Name: The name of a person/entity that a trust has been disbursed to.

Payment in Installments Checkbox: A checkbox indicator specifying whether or not the judgment will be paid in installments. Checking this checkbox means that the payments made by the judgment debtor will be received by the judgment creditor or court in installments over a period of time.

Payment Method: Includes Check, Cash, Credit Card, Debit Card, Money Order, Electronic Fund Transfer, etc.

Payment Plan Number: A unique system identifier used to identify a payment plan.

Payment Plan Status: An indicator as to where a payment plan is in its life-cycle. Payment plans can be active or inactive.

Payment Status: An indicator as to where a payment is in its life-cycle. Payments can have a status of void if the payment has been voided. Includes: Paid, Partially Paid, Waived, Partially Waived, Govt or Non-Govt Deferral, Recovered.

Payment Transaction Number: A numeric system identifier generated for a payment transaction.

Payor Check Number: A unique system identifier for a check used in a payment transaction that has been identified as NSF.

Payor ID Type: The type of identification a payor used when making a payment transaction, including Passport, Drivers License, or other government issued ID.

Person: An individual in the system.

Personalized Report Name: Identifies the unique report name given to the report when it was generated and saved.

Physical Case File Status: The lifecycle status of the physical case file, including: Eligible for Destruction, Pending Destruction, Active, Not to be Destroyed, Destroyed.

Populate: To fill fields with data, as in bringing over data from one screen to another.

Position Type: The type of resource assigned to the person/entity, such as Arbitrator or PPF.

Pre-Hearing Status: Pre-Hearing statuses may be specified within probate notes, tentative rulings or Small Claims actions. The pre-hearing status is a way of filtering calendar events based on an action you intend to take during the hearing.

Previous Case Actions: This field is used to specify the prior actions on the case pulled from the case history.

Previous Value: The value or entry attribute that belonged to the entry before the update was made. This is a display-only value.

Primary Location: Identifies the court building where the user works.

Primary Sort: A selection to indicate the first sort criteria that will be used when viewing the department calendar.

Print Time: The time for when the system should schedule the print job for the selected form.

Printer Address: Printer IP address or UNC path name.

Prior to Event: An indicator as to the number of days that the system must reference to determine if a specific event has occurred. If this value is selected as the frame of reference, then the system will count back from the specified event. This is a negative day count

Priority: This field displays the priority level assigned to the work queue task to help the worker see which tasks require immediate attention.

Probate Event Recommendation: The recommended action to take during the probate hearing. This indicator displays as a Pre-Hearing status when viewing the hearing from the bench and calendar views.

Probate Notes: A text area in which notes can be entered by a probate examiner.

Probate Notes Progress: The state or recommended outcome of the probate note.

Probate Referee Checkbox: A checkbox indicator that marks whether an attorney can provide services as a probate referee.

Professional License Number: The professional license number for the person. Examples include Bar Association Number, Medical Bond License Number, etc.

Proposed Resource: The system recommended resource that matches the assignment criteria. This field contains a resource name only if there are configured assignment rules available.

Pseudo Case: A draft case, created at a kiosk or front desk and not yet accepted by the clerk.

Pseudo Case Category: The main category of case classification used to identify a pseudo case. This is a display-only value.

Pseudo Case ID: The system generated identifier that is assigned to the pseudo case, which is also referred to as the pseudo case “Confirmation Number”.

Pseudo Case Type: A selection to indicate the second level of case classification used to identify a pseudo case.

Q

Quantity to Reserve: The quantity (number) of case numbers that are to be reserved in an instance (group). This field pertains only to block reservations.

R

Random Indicator: An indicator that assigns resources by randomly selecting from a list of available resources of the appropriate type. Either a rotational or random method of selection must be chosen. This field is not available for Judicial Officer and Department resourc

Receipt Acknowledgement Date: The date that the court received a receipt from the bank for the account set up.

Receipt Field: An image that indicates whether a receipt was filed on the account.

Receipt for each case Indicator: Indicator to generate a distinct receipt number for every case within the payment transaction.

Receipt Number: A unique system identifier used to identify a payment in a numeric, whole integer format.

Receipt Status: The status of the payment receipted (i.e. active or void)

Received from the State Bar: An indicator as to whether a will was received from the State Bar Association.

Recommend at Case Initiation Checkbox: A checkbox indicator that allows the system to recommend a resource at case initiation. This field is only available for Court Appointed Attorney and Probate Investigator resource types.

Record on Appeal: The version number of the Record on Appeal.

Record Payment Checkbox: A checkbox indicator that marks the Record Payment screen as being triggered to display once this entry is recorded.

Reference Table: Reference tables are available for configuration in the system. The values within a reference table appear in the system for search, data entry, etc.

Refund Number: A unique numeric system identifier used to identify a refund.

Registered Checkbox: A checkbox indicator that searches for PPF's that are registered.

Registered with AOC Checkbox: A checkbox indicator that searches for interpreters that are registered with the Administrative Offices of the Court.

Registration Number: The registration number for a Legal Document Assistant.

Relationship to Case Subject: The association an appointed person has with a case subject.

Release Temporarily Checkbox: The checkbox to indicate an exhibit was released temporarily.

Remaining balance greater than zero: An indicator use to specify whether or not a trust has a remaining balance greater than zero. A zero balance will cause disbursed and escheated trusts not to be available in the search results.

Remittitur Status: The current status of the remittitur.

Renewal Date: The date a judgment was renewed for a selected case.

Report Due Date: The date when the report is scheduled to be submitted.

Reporter Number: The system-assigned reporter number for a person/entity labeled as a "Court Reporter".

Request Frequency of Job: The amount of time in between occurrences that a batch utility will execute in a period of time; such as monthly, weekly, daily, etc.

Request Status: The request status is captured by the courtroom clerk when entering check-in information into a Minute. The request status refers to priority or trailing requests made by case participants to determine at which point in the calendar their hearing is called.

Researcher: The individual responsible for the exhibits analysis prior to disposal.

Resequence Date: The date for which the resequence will apply. If this date was entered in the Resequence Date field on the Case History screen, it will be defaulted to that entered value. The entries listed to be resequenced were recorded on this date.The date for which the entry resequence will apply.

Reservation Number: This field is used to specify the system generated number associated to a reserved event on which to search for calendar events in the system for the purpose of restoring, vacating, deleting, or rescheduling / reassigning these events.

Reset Counter Checkbox: A checkbox indicator that tells the system to set the Number of New Docs Filed value to zero. This counter increments for each document that is filed on the case.

Resource Name: This field displays the name of the resource associated with the resource type.

Resource Position: A selection to indicate the type of resource or court role held by a person/entity on a case.

Resource Type: Resource types include: Judicial Officer, Department, Arbitrator, Mediator, Court Appointed Attorney, Probate Referee, Counsel for Incarcerated Person, Guardian Ad Litem, Settlement Attorney, and Guardianship for Counsel as Parent.

Retire Reason: An open text field available for providing a description of why a case number instance is to be retired.

ROA Entries Checkbox: A checkbox indicator that filters and displays only ROA entries in the list.

ROA Number: The system number used to identify an ROA entry. This number will only exist for those entries which are viewable on the ROA.

Role: The role the person/entity has as a participant on a case. Examples include: Plaintiff, Defendant, etc.

Role Assignment Checkbox: Checkbox that identifies if the selected user has (checked) or does not have (unchecked) the selected role.

Rotational: The assignment of resources by rotating through a list of available resources of the appropriate type. Either a rotational or random method of selection must be chosen.

Rule: Rules can be configured for the assignment of resources, such as Judicial Officers, Departments, and Arbitrators. The system provides the ability to specify the case category, case type, location, assignment method and distribution.

S

Sales Tax: The total sales tax due for the payment transaction and is required for tangible goods sold by the court.

Sanction Type: Examples include Discovery and Conduct.

Schedule Event Checkbox: A checkbox indicator that causes an expired clock to schedule an event on the court calendar.

Schedule/Reserve Calendar Event Checkbox: A checkbox indicator or action that marks the Schedule/Reserve Calendar Event screen as being triggered to display once this entry is recorded.

Scheduling Note: An open text field available for providing relevant notes or comments about events scheduled for the case.

Scheduling Options: This field is used to select the desired scheduling option - "Scheduled" or "Reserved". Based on the selection, the event status will be updated accordingly.

Secondary Sort: A field to enter the second sort criteria that will be used when executing a search and viewing the results.

Secure Checkbox: A checkbox indicator that marks the selected address/phone number as secured only within the context of this case. This field is only viewable within the context of a case.

Security Level: The security level you wish to assign to a system component. The security level will determine which system users will be able to access the document once it is linked with data within the system. Security levels may be set between 1 and 9.

Sender: Identifies the origin of the e-mail, usually the formal name of the court (Los Angeles Superior Court).

Sequence Number: An field for entering the new sequence number for the entry. This must be a positive whole number. (same as Calendar Number)

Session Date: The date the cashier session was opened.

Session Status: The status of the cashier session (i.e., Open, Closed, Balanced, Unbalanced).

Short Entry: The short version of the standard, static text that the system uses to describe this associated ROA entry.

Short List: A list of proposed arbitrator or mediator names based on the configured rules. This field is blank if the court has not configured assignment rules for arbitrators/mediators. This list does not contain arbitrators or mediators that were previously assigned or short-listed.

Sounds Like Checkbox: A checkbox indicator that will display similar sounding results in the results list.

Source: The external source referenced by a legacy case number.

Special Appearance Checkbox: A checkbox, if is selected, indicates that the other party specified is specially appearing. Note: This individual will not be associated to the list of participants on the case in participant management and doesn't indicate legal jurisdiction on the case

Special Handling: Additional special handling instructions for the exhibit.

Special Needs: An open text field available for describing what special needs this person/entity is requesting under the ADA.

Specific Department: This field is used to indicate the specific department of the court location on which to add the scheduling rule or in which the event type is heard.

Stage: The status of a case at a particular point in time, including Active, Dismissal, Answered, Before Trial, After Court Trial.

Start Date: The start date specified for a system event or component.

Starting Amount: The amount of cash-on-hand given to the Accounting Clerk/Cashier by the Accounting Supervisor to place in the cash drawer. This money will be used to give customer's change when recording payment transactions. The starting amount will also be used when determining the total monies collected during the cashiering session to balance against the System totals for each payment method.

Strike Checkbox: A checkbox indicator that marks the entry as being stricken from the case. An entry can be marked as stricken or entered in error, but cannot be deleted for security purposes.

Sub-type of Disposition: A further classification of disposition entered on a case. While a disposition may be entered as 'Dismissal', the disposition sub-type provides more information, such as 'Before Jury Trial - Entry of Court Order Dismissal'. Disposition sub-types are used

Sub Type of Judgment: A further classification of disposition entered on a case. While a disposition may be entered as 'Judgment', the disposition sub-type provides more information, such as 'Summary Judgment'. Disposition sub-types are used for JBSIS tracking.

Submitted on Tentative Checkbox: A check box, if selected, indicates that the parties have submitted to the tentative ruling for the scheduled event.

Suggested Number of Days to Complete Task: This field is used to specify the suggested number of days in which a work queue task should be completed.

System Amount: The total of what was posted in the system for each payment method or non-monetary transactions.

T

Table Description: A brief description that describes in summary the functional purpose of the values within the selected reference table.

Table Name: The name of the reference table you want to add an additional reference table value to.

Taken Off Calendar: One possible action that may be entered on a petition. Taking a petition off calendar means that the event associated to the petition will be taken of calendar and not heard.

Task Status: This field displays the status of the work queue task, including Pending, In Progress, Incomplete or Complete.

Temporary Judge Indicator: A yes/no indicator that shows whether the attorney can perform as a temp judge.

Tertiary Sort: A field to enter the third sort criteria that will be used when executing a search and viewing the results.

Text Translation: A brief description for a minute code. If pre-configured, the minute text is displayed on the minutes form when generated.

Time Block: A duration of time in which a resource is unavailable for scheduling.

Time Left: The amount of remaining idle time, in terms of seconds, that a user has before the system automatically logs them out.

To Do List: A list of work queue items where you have specifically been assigned a task. This list may differ by Judicial Officer, and what activities are assigned to you. Selecting an item from the 'To Do' list navigates you to the tasks associated to that 'To Do' l

Total Merge of Selected Cases Checkbox: A checkbox indicator that permanently consolidates the cases in the list upon selecting the Consolidate button.

Track: The name of the track assigned to the case, containing milestones to be met.

Transaction Date: The date when the transaction was entered/recorded into the system.

Transaction Number: A unique identifier for a payment transaction that represents payment for one or more fees.

Transaction Type: A classification given to a transaction that occurs on a trust, including receipts, voids, disbursements.

Triggering Action: An action that triggers a system response. Examples include recording minutes, scheduling an event, initiating a case, etc.

Trust Number: A numeric system identifier used to identify an established trust.

Trust Status: An indicator of where a trust is in its life-cycle. Trusts can be disbursed, escheated, active, etc.

Trust Type: A classification given to trusts that share similar characteristics. Examples include Draw-down Accounts, Jury Fee Deposit, Court Deposit, etc.

Type of Days: A selection to indicate what category of days either a clock or scheduling rule counts before expiring. These may be calendar or court days.

Type of Disposition: A classification of disposition entered on a case. Dispositions fall into broad categorizations for judgments and dismissals and are used for JBSIS tracking purposes as well.

U

Unavailable End Date: The last day that a resource is unavailable.

Unavailable Start Date: The first day that a resource becomes unavailable.

Unit of Work: The category that describes the type of work queue task. Examples include Case, Event, Fee, Payment, Filing, Forms, E-Filing, Participant and Bail Bonds.

Use as Default at Case Initiation Checkbox: A checkbox indicator that allows the system to automatically assign a track to the selected case category/case type(s) combination. Only one track per case category/case type combination may be selected as the default.

Use as Primary Case Number Checkbox: A checkbox indicator that marks a legacy case number as the primary number used throughout the system.

User's Signature File: A field available for selecting the electronic signature file to be attached to the necessary court filings in place of the Judicial Officer's handwritten signature.

User ID: Identifies the system user ID of the person logged in to the system.

V

Valuable Items: A yes/no indicator as to whether the exhibit is of value.

Variance Amount: An overage or shortage for each payment method (Drawer Amount - System Amount = Variance). Hidden for a cashier until the Drawer Amount is frozen after a number of attempts.

Variance Amount Subtotal: The variance between system and drawer totals.

Verdict Name: A name provided by a Judicial Officer or Courtroom Clerk for a verdict entered on a Jury Trial event.

View By Department - Division: This field is used to specify the division of the court location on which to view the calendar events and resource allocation rules.

View By Department - Location: This field is used to specify the court name (or physical location of where a court performs business) on which to view the calendar events and resource allocation rules.

View by JO/Mediator/ Temp. Judge: This field is used to specify the name of the resource on which to view the calendar events and resource allocation rules.

View Case Participants Checkbox: A checkbox indicator that marks the Case Participants screen as being triggered to display once this entry is recorded.

Viewed: Whether or not the court documentation (e.g. probate notes for Probate cases, tentative rulings for Civil cases or the case summary for Small Claims cases) has been viewed prior or during the hearing.

Volume Number: A display field for the new case file volume. This is populated based on the previous case file number.

Volume Start Date: The date when the first files/documents were stored in the physical case file.

W

Warrant Held Until: The date that warrant should be held until.

Warrant Issued Against: The person whom the warrant is issued against.

Warrant Status: The status of the warrant being issued. Examples include: Vacated/Rescinded, Returned with Service, Returned without Service, Recalled, and Quashed.

Work Queue Completion Type: This field is used to specify the method of completing tasks in the work queue. Work queues utilize either automatic or manual task completion.

Worker/ Supervisor: The user's work queue role. That is, it identifies if the user has worker-related privileges or supervisor-related privileges for the specified work queue.

Writ Requested Against: Displays the list of the Judgment Debtors on the selected judgment award(s).Displays the list of the people affected by a selected judgment award(s) or an ordered sanction.

Write Case History Entry Checkbox: A checkbox indicator that marks an entry as appearing on the Case History.

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