# COURT MANUAL

## FILE MAINTENANCE

**Court Maintenance - Entering tickets**

All entries are date sensitive. Enter court date, you must select type of incident (traffic, criminal), tab through docket number to bring up the defendant listing then choose defendant from list or if new defendant click on the new button and the system will bring up a defendant maintenance window. Hit the tab and you will get a message box saying "Account not on file – do you wish to add?" click on yes to get the next defendant number. You will then enter name Last, First, Middle then you must re-enter name in the appropriate fields for name breakdown for the MHP file format. Enter defendant information including any aliases. Click on save when completed and the system will take you back to the court maintenance entry screen for you to complete the rest of the ticket. You will need to complete the entry for the ticket including the new citation tab with the citation information needed by MHP.

**Arrest Code Maintenance**

Enter arrest code, description and all assessments that are to be attached to the arrest code.

**Assessment Maintenance**

This program allows for maintenance and updating for all assessments needed for your court. This will include all state assessments and city assessments that are to stay with the city. This would also include restitution. You may set the budgetary account number that the particular assessment needs to be assigned to.

**Badge Maintenance**

This file contains all officers who write tickets for your court. Once an officer has been added to the file they should never be removed.

**Disposition Code Maintenance**

This program allows you to enter all dispositions needed for your court. This allows you to set whether the disposition should zero out the bond and or the assessment amounts. You must also set the state code for each disposition. Your court system may have many disposition but the state only sees 4 disposition, Not Guilty, Guilty, Dismissed and School.

**Defendant Maintenance**

This file contains all your defendants. This program is where you would need to go to change the spelling of the defendant name. All other information can be update at the time a ticket is entered.

**Control File**

This file contains the base information for all court cases.

### Notice Maintenance

This program allows you to maintain and update the message part of the late notice and 10 day letters.

### Defendant Transfer

This program allows you to combine defendants when they are found to be in the system multiple times.

### Docket Number Maintenance

This program allows for setting of docket numbers. Each docket number consist of 9 digits. For any docket number the first digit will be 1 for traffic and 2 for criminal. The next four digits will be the year and the final four digits will be issued by the system.

### Defendant Tran Rebuild

This program will check and correct any issues with the defendant transaction file.

## Court Listings

### Court Listing
Enter date of court you wish to print list for. Enter number of copies needed. Click on type of docket and order of docket. You may click on both traffic and criminal for type to get complete docket for date desired.

### Order of Trial Setting
This prints for those cases that have a name in the affiant field on the appearance tab. Enter court date you are working on, time of court and adjudged date.

### Order of Adjudication

This will print a accounts payable agreement for each court case by court date.

## Court Session Entry

Enter date of court and then enter docket number (you may also use search). When you tab it will bring up the docket number for court session entry. Enter the plea, if continued click on Continued and enter new court date, if not continued enter disposition and any comments needed. You may save at this time. If any witnesses need to be added click on the appearance tab and enter information then save. If the judge changed the bond amount or if you need to enter any additional assessments click on the charge tab and make necessary corrections then save. *Only after court session has been done and the docket number been adjudicated will the system see this defendant as owing money.*

## Other Fees

Click on search - you may search by court date or by name - to find the desired docket number/defendant.  Once you have selected the docket number you need you will see the current A/R record for that docket number and then you may make the desired changes.

## Fine Collections

Enter your name in the posted by field then enter docket number (or you may search) and docket information will come up.  Enter receipt number and item number (this is used when receipt is used for more than one docket number) and check number if paid by check.  Enter the date of the receipt  (the date will always default to system date).  If receipt is paid by someone other than defendant change the name in Paid by.  Enter type of receipt and the amount paid.  The system will automatically bring up the amount owed you may change if paying a different amount (if this is a payment then you must enter as a credit (negative amount)).  In the grid at the bottom of the screen you will be allowed to make changes if needed at to what it actually being paid in what order.  The grid information will show what was owed and what has already been paid.  If you wish to print a receipt click on the printer and print, otherwise save.  After you have entered all collections desired you will need to click on the report button (looks like two sheets of paper) and tell it to print the journal.  System will then ask if report printed yes or no, if report is correct then click on yes to update; if not click on no. Go back to search – receipts click on receipt that is incorrect to bring up delete this receipt and re-enter correctly.  Then print report again and update if correct.  The system will not show payments on accounts until entered and updated. Collections may be entered at any time.

## Notices

**Late Notices**   *Notices -- Late Notices*

Enter due date for notices and tab. If you are printing for a select docket number then enter docket number then click on select docket and click on printer to print. Otherwise leave docket number blank click on Build Late Notice File to build all and click on save.  This will build file for new notices.  Then click on Print Late Notice List and click on print for list of notices printed.  Then click on Print Late Notices and click on printer to print notices.  This will print Late notices for all accounts with a balance that has not received payments within the last 60 days.  This program will only print notices for cases within the last 2 years.

**Fail to Appear Notices**        *Notices -— Fail to Appear Notices*

Enter court date for notices and tab. Click on Build Fail to Appear Notice File and click on save. This will build file for new notices.  Enter due date then click on Print Fail to Appear Notice List and click on print to print list of notices that will be printed.  Then click on Print Fail to Appear Notices and click on printer to print notices.

**Fail to Respond Form**        *Notices -— Fail to Appear Form*

Enter court date for forms and click on Print Failure to Respond Form to print forms and click on print.  Then click on Print Failure to Respond List to print list of forms printed.

## Citation Processing

Before building citation file you must first have completed court session entry on the court date you are working on. Be sure you are connected to the Internet before beginning this procedure. Enter court date then hit enter and click on save. This will bring up a print screen window and allow you to choose a printer. This will print a list of items to be included in the citation file. The system will ask if "Report Printed? Ready to Update?"
If list is correct then click yes to update and create citation file. If the list is not correct then click no and you can make changes as needed - then build, print and update when ready. Once you click okay to update, the system will insert build date and you will not be able to build citation file for this court date again without using the resend option.

Once you say yes to update, the system will take you to MHP website for the upload. You will need to log in and click on upload file. Once uploaded you will see message "File successfully uploaded", then be sure to logout and close the window and the system will take you back to the BBI screen.

After 24 hours you will need to check the file for errors that can be corrected. Go to Citation Processing - Check Citation File. If connected to the Internet the program will connect you to the MHP website where you can login and then select "View file status report". If file has been processed you will see a file with the court date, click on this to see any errors. Make corrections if possible in court maintenance, check resend and then build citation file again for this court date. It will only build those records that have been selected for resend.

## Warrant Processing

Hit the tab and you will get a message box saying "Account not on file – do you wish to add?" click on yes to get the next warrant number. If this is a Capius Pro warrant use mouse to put check in Capius and hit enter this will allow you to enter the docket number for the Capius warrant then print – otherwise hit enter until the defendant list appears. Double click on the defendant and the general information on that defendant will appear (make any changes necessary). Then click on the Warrant tab and enter warrant information, then click on printer to print and save. If you have several to print you may make the status "*Ready to Print*" and then print all after you have completed them. Once warrant has been issued you must make status *"Closed"* to take off the warrant list. When ready to print warrant list click on short or full list and then click on printer.

## Mittimus Processing

Hit the tab and you will get a message box saying "*Account not on file – do you wish to add*?" click on yes to get the next Mittimus number. Then hit the down arrow key to get a list of defendants, double click on the defendant and the general information on that defendant will appear (make any changes necessary). Then click on the Mittimus tab and enter Mittimus information, then click on printer to print and save. Once Mittimus has been issued you must make status *"Closed"* to take off the Mittimus list. When ready to print Mittimus list click on short or full list and then click on printer.

## **Affidavits Processing**

Hit the tab and you will get a message box saying "*Account not on file – do you wish to add*?" click on yes to get the next Affidavit number. Then hit the down arrow key to get a list of defendants, double click on the defendant and the general information on that defendant will appear (make any changes necessary). If defendant not on the list you may add a defendant in Affidavit Processing. Enter defendant name (last name suffix, first name) and click on the icon at top of screen for add defendant. Then enter defendant information. Then click on the Affidavit tab and enter Affidavit information, then click on printer to print and save. Once Affidavit has been issued you must make status *"Closed"* to take off the Affidavit list. When ready to print Affidavit list click on short or full list and then click on printer.

## **Subpeona Processing**

Hit the tab and you will get a message box saying "*Account not on file – do you wish to add*?" click on yes to get the next Subpeona number. Tab to Subpeona date and enter date and tab to subpoena name and enter name (first name, last name) for person subpoena is for. Go to Defendant name and enter to get defendant list. Double click on defendant to enter defendant information into subpoena. If defendant not on the list you may add a defendant in Subpeona Processing. Enter defendant name (last name suffix, first name) and click on the icon at top of screen for add defendant. Then click on defendant tab and enter defendant information. Once Subpeona has been issued you must make status *"Closed"* to take off the Subpeona list. When ready to print Subpeona list click on short or full list and then click on printer.

## Inquiry and Reports

Defendant/Docket Inquiry - This will give docket and payment information on individual docket numbers. You may print this report by clicking on the printer. To exit this screen you cancel the inquiry by clicking on the red circle with the white X.

Print Docket – This will print legal docket signed off by the judge. Enter court date and print.

Outstanding Fines – This will print a list of outstanding fines.

Tickets by Officer – This will print a report sorted by officer for given date range.

Tickets by Date – This will print a report sorted by date for given date range.

Officer Report - This will print a report by court date for each officers tickets.

Continued Cases Report – This report will give a list of cases that are continued with new court dates.

Defendant Activity Inquiry - This will give information on all dockets on any defendant.

Court Abstract - This will print a court abstract record for any individual docket number.

Tickets Report – This report prints by ticket number for given date range.

Duplicate SSN Report – This report prints listing of any duplicated social security numbers.

Arrest Code Report – This prints report by arrest code by date. For all arrest codes by date do not enter an arrest code.

Disposition Code Report - This prints report by disposition code by date. For all disposition codes by date leave disposition code blank.

No Disposition Code Report – This will print a list of all cases with no disposition.

Exception Report – This report will compare the court master fine amount and the court transaction fine amount and print any exceptions.

Label Print – This will print jacket labels by court date.

# Monthly  Reports

### Monthly Fines

This report gives you the information on what cases have been entered in the system for a specific month.

### Assessment Report

This report gives you the information on the dollar amount of the assessments to be paid to the state.   The assessments will not show on this report until the fine is paid in full.

### Receipt Report

This report gives you a list of all receipts entered for the month desired.

### Ageing Report

This report gives you list of all accounts with balances and the age of that balance.

# Withdrawal of Suspension

This will print a withdrawal of suspension for Fail to Appear/Fail to Pay that have paid in full.