

Laser Fax

Modification 5
Modification 5.47
April 16, 2007

CERTIFIED CONSTABLE VERIFICATION

As many of you are aware, the warning message which informs you that a constable is not certified has now been replaced with an error message. You are now prevented from issuing documents to a non-certified constable; however, you can still create and print checks to the individual regardless of the certification status. (The assumption is that the constable was certified when the service was assigned, and therefore, is due any associated server payments.)

AOPC receives updates several times a day from PCCD. We have found that most of the status issues/questions that arose since this change was first put in place are related to the lapse or expiration of the required insurance that the constable must maintain. When a lapse occurs, PCCD sends the deactivation transaction to AOPC and the constable's record is considered inactive.

If there are issues as to why the error message appears, first ask the constable. If the constable is unaware, he can place a call to PCCD to determine the reason. While AOPC can provide you with the transactional history of specific constable records, we will not be able to determine the reason for a deactivated record.

SPECIAL SERVICES

Special Services is a new option on the Events Menu. The option is used to capture information about case participants (interested parties) who may require an interpreter or may have a disability that requires reasonable accommodations. This will also alert the Court of Common Pleas of these conditions when the case is uploaded to CPCMS. Knowing this information prior to the scheduling of events will be beneficial.

To record either of these conditions, select Option 6 from the Events Menu. Next, select the interested party to associate to the condition(s). On the Special Services screen, press F6 to add a condition. On the Category field, press F4 to display and select either an Interpreter or Disability code. On the Type field, press F4 to display descriptions of either the various languages or disabilities, depending on which category code was recorded.

NEW THIN CLIENT HARDWARE

The deployment of the new thin clients is complete. During the rollout process, not everyone received a copy of the New Thin Client Quick Reference guide. Therefore, the following two pages are being republished for your review and reference. The document is saved in the "MDJS Documentation" folder in the Statewide folder.

Please remember, it is very important that you sign off both the MDJS and the MDJ Desktop properly before you leave at the close of business. Otherwise, you may experience reconnection problems when attempting to sign on the next time.

What's New?

AOPC is the process of a deployment of new Thin Clients in the offices statewide. This means you will be receiving new hardware equipment in your office. Please note that your current Magisterial District Judge System (MDJS) and Desktop applications will not change. Only the hardware will be upgraded.

The new Thin Client setup includes the following components:

✍ Wyse S30 System



Note: DO NOT TURN OFF the Thin Client S30 System at the end of each day. Turn the system off ONLY when asked to do so by an AOPC staff member.

✍ 17" Dell Flat Panel LCD Monitor with Speaker Sound Bar



Note: The monitor should be turned off at the end of each day. The energy saver will turn the monitor off after 45 minutes of inactivity.

✍ USB Keyboard & Optical Mouse

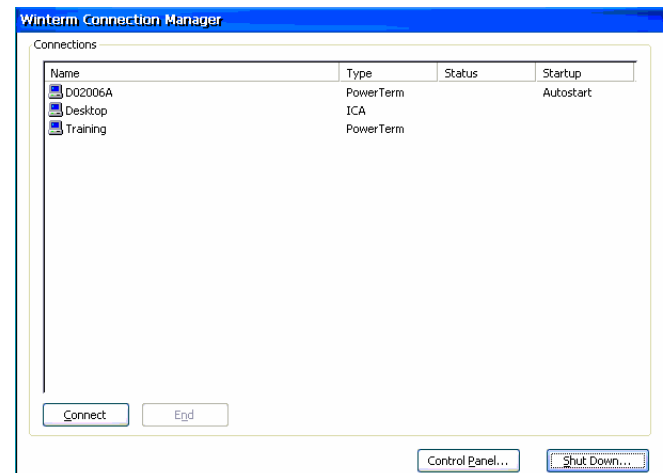


Need Help?

If you need help with your new Thin Client, please continue to contact the MDJS Help Desk at 1-800-2-HELP-DJ (or 1-800-243-5735).

Sign-In Procedures

If necessary, turn on the monitor. If the monitor is on but the screen is blank, due to the energy saver, press the space bar once to activate the monitor. The Winterm Connection Manager displays:



From the Winterm Connection Manager screen, you can connect to the MDJS, the Desktop, or a Training System.

MDJS

1. Click the D##### icon which represents your court then click the **Connect** button.
2. When prompted, type your MDJS User Name and press **<Field Exit>**.
3. Type your Password and press **<Enter>** to sign-on. The MDJS displays.

Desktop

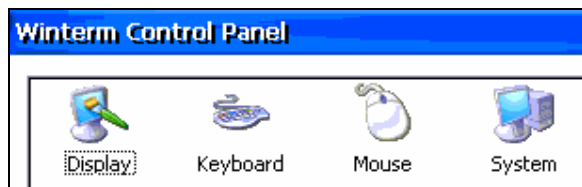
1. Click the Desktop icon then click the **Connect** button.
2. When prompted, enter your User Name and Password then click **OK**. The Desktop displays.

Training

Call the Help Desk before clicking this icon because you will need to be given sign-on instructions and assigned a training library. Your current User Name and Password will not work in the training environment. You are encouraged to request training libraries as needed. However, there are only 20 training sessions available statewide, so please limit your requests to times when you or others in the court will actually use it for training/review purposes.

Control Panel Options

Through the Control Panel, you can access options for adjusting your display, keyboard, and mouse.



You can now access these options by clicking the **Control Panel** button located in the lower right corner of the Winterm Connection Manager screen.

Log Off Procedures

When you are done using the applications, you can log off using the same procedures you used prior to receiving your new Thin Client.

MDJS

1. From the Case Processing Menu, type **90 – Signoff** and press **<Enter>** to end the session.
2. Click the **X** in the upper right corner of the screen to return to the Winterm Connection Manager.
3. Turn off the monitor.

Desktop

1. Click the **Start** button in the lower left corner then click **Log Off**.
2. Click the **Log Off** button when you are asked, "Are you sure you want to log off?" You will be returned to the Winterm Connection Manager.
3. Turn off the monitor.

Important Key Combinations

1. **<CTRL><ALT><END>** - Use this key combination to access the Winterm Connection Manager screen. From here you can access the MDJS, Desktop, or a Training System as detailed above.
2. **<CTRL><ALT><↵>** or **<CTRL><ALT><⏏>** - Use these key combinations to switch between the MDJS and the Desktop after connections have been established.