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Modification 5
Modification 5.71
April 3, 2008

ISSUE WARRANT WITH NCIC/CLEAN ENTRY DELAY **(ISDL Cases and ISDL Warrants)**

The Issue Warrant with NCIC/CLEAN Entry Delay functionality (refer to Modification 5.42) which delays warrants from being transmitted to the FBI's National Crime Information Center (NCIC) database and PSP's Commonwealth Law Enforcement Assistance Network (CLEAN) for 72 hours has expanded. Now not only will the warrant be delayed into NCIC/CLEAN, but the criminal court case will need to be entered in ISDL status to prevent the case from being published to the public and secure web docket sheets for 72 hours. To accommodate ISDL cases and their corresponding ISDL warrants, a new "Order to delay warrant publishing (Y/N)" field has been added to the MDJS Criminal Court Case Entry screen. This new field is located above the Complaint/Incident No field.

The request to delay entry must be made by the attorney for the Commonwealth or a PSP officer. If the issuing authority grants the motion, an Order is signed by the issuing authority. As a reminder, Orders have been placed on the MDJS portal under the "Forms" link for the Magisterial District Judge to sign.

To docket the ISDL case, you will need to do the following:

1. On the Criminal Court Case Entry screen, move your cursor back to the "Order to delay warrant publishing" field and change this field from "N" to "Y".
2. Continue docketing the case as normal.
3. When you complete the entry of the new criminal case, a docket number will be assigned and the case status will be ISDL instead of FILE.

Important: After a case has been docketed, you cannot change the "Order to delay warrant publishing" from "N" to "Y" using the Maintenance menu. If you want to delay the case and warrant, you MUST select "Y" when docketing the case because the data will be immediately available to be published to the web docket sheets after you docket the case.

To issue the ISDL warrant, you will need to do the following:

1. Go to the Warrant Entry screen (63 – Actions and 3 – Warrant).
2. In the Action code field, enter PRNT to print the warrant. The pop-up box will display for a warrant reason.
3. After the warrant is printed, go back into the Warrant Entry screen and enter ISDL (ISSUE – NCIC/CLEAN DELAY) in the Action Code field.
4. Enter HAND in the Mailing Code field and select the server from the pop-up box.

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The case and warrant will remain in ISDL status for the next 72 hours. After 72 hours, the warrant will change to ISSU and the case status will change to FILE without any user action. This means that the case will be published to the web docket sheets and the warrant will be transmitted into the NCIC/CLEAN databases.

If a warrant status is changed to ISSU, SRVD, CNCL, USRV, or RCLD prior to the 72 hour period, the case status will automatically be changed from ISDL to FILE and the case will be published to the web docket sheets.

An indicator has been added to the Warrants to Issue batch list to help identify any ISDL cases which have a warrant that has been printed but not yet issued with delay.

CENTRALIZED NAMES

- ? At the request of the Office of the Attorney General, all ARAG records for the Attorney General have been collapsed under the ORI of PA0222400. In addition, all the statewide Attorney General agents are now linked to this one ARAG. Although there is only one ARAG record and address, forms will continue to print to the address associated to the OFID record which has not changed.
- ? AOPC is now receiving deputy sheriff record updates from PCCD (Pennsylvania Commission on Crime and Delinquency). These records will be maintained in the MDJS with an identification number (Badge Number) that is assigned by PCCD and transmitted to AOPC, however, AOPC is adding a two digit county number extension to the identification number because deputy sheriffs may be employed by multiple counties.

If you have any questions about these two MDJS centralized name changes, contact the MDJS Help Desk.