

Laser Fax

Modification 5
Modification 5.27
December 30, 2005

SERVER MILEAGE DEFAULT

The default amount for server mileage on the Server Fees Entry screen will change from \$.485 to \$.445 on January 1. The \$.445 rate is consistent with the IRS rate that will be allowed as a deduction for 2006.

ATTN: NEW MAGISTERIAL DISTRICT JUDGES

Default Magisterial District Judge Name

The Magisterial District Judge's name ID appears on numerous screens throughout the Magisterial District Judge System. The default information must be changed for each screen on which the Magisterial District Judge's name ID appears when a new Magisterial District Judge takes office. The following screens contain the Magisterial District Judge's name ID as default information:

MDE25D01
CRE05D01
CSE61D01
SME20D01
SME05D01
TRE05D01
CLE05D01

1. From any menu selection screen outside the case, type **55** (Maintenance) and press **ENTER**.
2. On the Maintenance Menu, type **5** (Default File) and press **ENTER**.
3. On the Maintain Default File screen, type one of the screen IDs as listed above and press **ENTER**.
4. If necessary, press **TAB** until the cursor appears in the JDGE field under the Default column.
5. Type the name ID of the new Magisterial District Judge and press **FIELD EXIT** if necessary.
6. Type **A** for activate in the JDGE field under the A/D column.
7. Press **ENTER**. The Maintain Default File screen will clear.

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8. Press **F3** to return to the Maintenance Menu.

Repeat these instructions for each screen ID listed above.

Activate Facsimile Signature

If the Magisterial District Judge (MDJ) has completed and mailed the Facsimile Signature Request Form (AOPC 105), the MDJ will be able to activate the signature next week. Only the Magisterial District Judge is authorized to activate this option. The MDJS will verify that the user activating this option has a Magisterial District Judge User ID.

1. From any menu selection screen outside the case, type **55** (Maintenance) and press **ENTER**.
2. On the Maintenance Menu, type **5** (Default File) and press **ENTER**.
3. On the Maintain Default File screen, type **FORM** in the Screen ID field and press **ENTER**.
4. The default fields associated with the FORM Screen ID will appear. Press **TAB** until the cursor is in the Sign field under the Default column.
5. Type **Y** for yes and press FIELD EXIT.
6. Type **A** for activate in the Sign field under the A/D column.
7. Press **ENTER**. The Maintain Default File screen will clear.
8. Press **F3** to return to the Maintenance Menu.

MDJS TRAINING

AOPC will hold extra classes during the months of January and February particularly to accommodate new MDJs who will be taking office in January and who are encouraged to register for the 3-day Basic MDJS course. The 3-day "Basic MDJS" classes will be offered on Jan. 17–19, Jan. 24–26, Feb. 7–9, Feb. 14–16, or Feb. 21–23. To review the course description and register, click the "TRAINING" link on the left side of the MDJS Portal, then select "ONLINE MDJS REGISTRATION". All court staff are welcome to register for the "Basic MDJS" classes, other advanced MDJS classes, and JNET training.

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Classes are held at 5035 Ritter Road located in Mechanicsburg and classes are free of charge. Please note, all travel expenses are the responsibility of the county. Therefore, you should seek appropriate approval prior to registering. We welcome all Magisterial District Judges and court staff to attend classes, regardless of experience level. If you have any MDJS training inquiries, please contact Lisa Polonia at 717-795-2000 ext. 3236.

STATUTE UPDATES AND REMINDERS

Title 75 §3714 has been deactivated in the MDJS. As of May 7, 2005, the officer needs to specify a subsection of A, B, or C. Charge Entry will disallow the deactivated charge from being recorded in the MDJS. Please call the MDJS Help Desk if you need to docket a citation with this deactivated charge and the offense date is prior to May 7, 2005.