

# Laser Fax

Modification 5  
Modification 5.69  
March 25, 2008

## **MDJS SUBPOENA MODIFICATIONS**

Effective today, the subpoena process has been modified to fulfill user needs reported to the Help Desk. The list below includes an outline of the changes.

### ***Reissuing Subpoenas***

The reissue process has been streamlined to allow staff to reissue subpoenas without requiring the user to change the "Requested By" and "On Behalf Of" fields since this information typically doesn't change when a subpoena is reissued. When selecting more than one interested party subpoena to reissue, the Subpoena Entry screen will display the "Requested By" and "On Behalf Of" data from the first Interested Party selected for the reissue. Also, in this scenario, you will select your mail code only once. For example, if you select "HAND" as the mail code, the server you select will be assigned to hand serve all the interested parties being reissued a subpoena.

IF YOU CHOOSE TO REISSUE SUBPOENAS TO MULTIPLE PARTIES, PLEASE BE CERTAIN THAT THE INFORMATION ON THE SUBPOENA ENTRY SCREEN ("REQUESTED BY", "ON BEHALF OF", AND MAILING CODE) IS CORRECT FOR ALL PARTIES FOR WHICH YOU ARE REISSUING A SUBPOENA. If you need to reissue subpoenas to more than one party with different "Requested By", "On Behalf Of", and mailing code options, please reissue each subpoena separately as you did when you originally issued the subpoena.

### ***Officer Copies***

When selecting AFFT in the "Requested By" field and COMM in the "On Behalf Of" field, one copy of the subpoena will print for the officer if the arresting officer and the officer to whom the subpoena is issued to are the same officer. However, two copies will print if the arresting officer and subpoena issued to officer are different (one copy per officer).

### ***CV/LT Subpoena Mail Code***

The Subpoena Entry screen will default to HAND for the mail code. This is the only permissible mail code for CV/LT subpoenas per Rule 214 (C) of the Rules of Civil Procedure. You can continue using 1<sup>st</sup> class, CERT, or HAND for subpoenas on all other case types.

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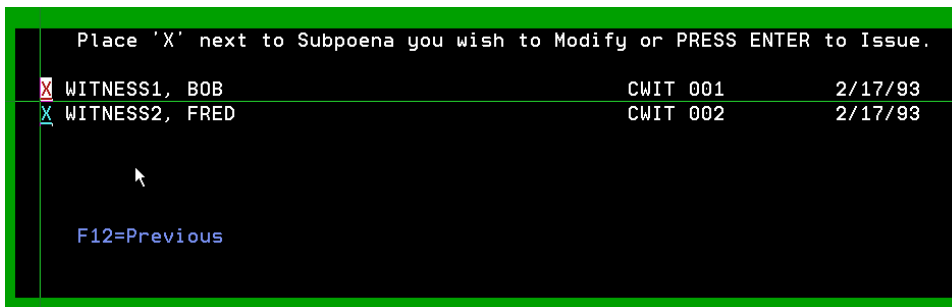
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Modification 5.69  
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## Attorney Information Printing

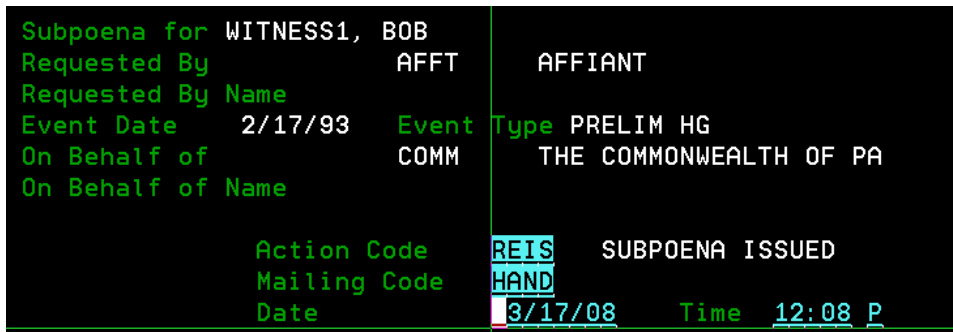
The requesting attorney information will print on the bottom of subpoenas issued for CR, TR, and NT case types. Copies for all attorneys will print if an attorney is requesting the subpoena.

### **Example: Reissue to multiple parties at the same time**

This example displays two subpoenas that were issued at the same time and have the same information entered at the Subpoena Entry screen. (i.e. same "Requested By and "On Behalf Of" information). You could "X" select these for reissue at the same time.



The Subpoena Entry screen will appear once. Verify the information and enter through to reissue the subpoena to multiple parties. Subpoenas for all IPs selected will print.



### **Example: Do not reissue to multiple parties at the same time**

This example displays two subpoenas that were issued separately and have varying information at the Subpoena Entry screen (i.e. different "Requested By" and "On Behalf Of" information). You would not "X" select these at the same time to reissue. Reissue these separately.

