

Laser Fax

Modification 5
Modification 5.63
January 15, 2008

MULTI-COURT USER ACTION REPORT

The Multi-Court Users Action Report has been enhanced with the following modifications.

- ? All warrant activity will now display on the report.
- ? An extended description and an action code will display on the report to provide you with more detailed information about each action. Here are some examples:
 - Preliminary hearing scheduled displays as *"Calendar"* and *"PRHG"*
 - Bail set displays as *"Bail"* and *"SET"*
 - Arrest warrant issued displays as *"Arrest Warrant"* and *"ISSU"*
- ? Entries, such as posting of bail, that may be recorded by a Common Pleas user through a case upload to CPCMS will display on the report along with the CPCMS user's name and the name of their county.
- ? You may continue to select the report by docket ranges and date ranges, however, name range selections can no longer be performed. Only one User Name field appears on the selection screen.

PROPER MULTI-COURT SIGNOFF PROCEDURES

For staff currently using multi-court, this is a reminder to signoff properly. Remember it is important to signoff using Option 90 (Signoff) when you end a pass through session. Do not end the session by X'ing the close button in the upper right part of the screen. Second, do not sign on to more than one terminal to have concurrent remote sessions. Also as a multi-court user, please remember to verify the court number you are signed into in the upper right part of the screen before you complete your case processing actions.

Keep in mind when you signoff to end your pass through session, you will be returned to your home court. If you are ending your work shift, make sure you use Option 90 (Signoff) to end your home court session too. Finally, X the close button in the upper right part of the Sign On screen to return back to the Winterm Connection Manager screen.

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WARRANTS ISSUED FROM SERVICE OF OTHER COURTS **MISCELLANEOUS DOCKET**

Several weeks ago restrictions were placed on the Service for Other Courts option which is found under the Miscellaneous Docket Menu. The case type is generally used for accounting related functions such as receipting bail for another court or for paying your court's constable for service that originated and was requested by another district court.

Since Service for Other Courts does not have a charge entry screen and requires minimal information, if it was being used beyond its designed functionality, issues and errors were being detected particularly when publishing warrant information or when exchanges with other databases occurred.

Limiting the case actions and functions on the Service for Other Courts docket has solved these issues. But, AOPC ran a statewide query and found 1048 active warrants on Service for Other Courts dockets that were issued prior to the restrictions. The Warrant Entry screen is no longer available from inside a Service for Other Courts case so we are posting a document in the Statewide folder to inform you of these active warrants. The Microsoft Word document is sorted by court number so you will be able to easily find any warrants issued from your district court.

To view the document:

- ? From the Desktop, double-click the computer icon located in the upper left corner of the screen. The Network Drives window appears.
- ? Double-click the statewide network drive.
- ? Click on the folder labeled "MDJS Documentation."
- ? Double-click the document labeled "MD Warrants"

Most of these warrants were issued years ago and need to be returned or canceled. Please review your courts list by January 29th and call the MDJS Help Desk if there is a reason to keep a warrant active or if you have any questions. Otherwise, on January 30th, AOPC will run a program to cancel these warrants. Thank you for your cooperation.