

# Laser Fax

Modification 5  
Modification 5.29  
January 26, 2006

## FTA ISSUES

Several changes have been made to FTA (Failure to Appear) processing on the MDJS.

? The Notice of Results of Preliminary Hearing (AOPC 736) will now print copies just for the Magisterial District Judge, the defendant, and attorneys who are maintained as interested parties on the case.

? You can now print additional defendant copies of the Notice of Preliminary Hearing Notice (AOPC 629) when scheduling the event. On the Schedule/Record Events screen, "Number of Extra Copies for Defendant?" defaults to 0, but you can change this number to generate more defendant copies. Additional copies may be needed when the defendant is proceeded against by summons. As you are aware, the summons shall be served upon the defendant by both first class mail and certified mail, return receipt requested.

? When a preliminary hearing is continued on the MDJS, the service of process screen will now appear for all reason codes except P (No Cause). Previously, the service of process screen only displayed if the reason was S (Good Cause). The Notice of Continuance (AOPC 616A) generated when a preliminary hearing is continued must be served on the defendant either in person or by both first class mail and certified mail, return receipt requested.

? When the Service of Process screen appears after continuing a preliminary hearing on the MDJS, the mail code (HAND) is now enabled on the Service of Process screen. Previously, you could not change the default of CRCT (First Class/Certified).

## CREATE SERVER CHECK FOR CASES IN APPEAL STATUS

You can now create a server check for a case that has an appeal status. If the case is retaining server fees, you can now create the server check without having to cancel the appeal (APPL). Other functions and actions for a case in an appeal status continue to be disabled.

## TRUANCY OFFICER

When you request a truancy officer to be maintained in the centralized names file, please remember to fax school district documentation that authorizes the individual to work in the capacity of an attendance officer. This documentation can simply be a memo or letter on school district letterhead.

Individuals working as school police must continue to provide written transcripts or other documentation as confirmation that he/she has completed the necessary training requirements. For additional information on school police maintenance, refer to Informational Laser Fax 5.32.