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Modification 5
Modification 5.57
October 9, 2007

CASE TRANSFER UPDATE

When transferring cases between courts, the Transfer Notice Form (AOPC 625-05) will now print in the sending court for all case types. This form only printed for CV and LT cases previously. Additionally when transferring CV cases with cross complaints, the MDJS will now transfer all the related cross complaints. Previously, the second cross complaint was not being transferred.

In addition to the Transfer Notice Form printing in the sending court, the MDJS will continue to print a Payment History Report and Escrow History Report for all case types if money is on the case. Furthermore, the Received Cases Report will continue to print at the receiving court.

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.

NT AND TR CITATION CHANGES

Effective February 1, 2008, pursuant to changes to the Rules of Criminal Procedure, some notice provisions on the Traffic and Non-Traffic Citation forms will be changed. Specifically, pursuant to changes to Pa.R.Crim.P. 409(B)(3), 414(B)(3) and 424(B)(3), an issuing authority may not accept a guilty plea submitted by mail when the offense carries a mandatory sentence of imprisonment. The notices to the Traffic and Non-Traffic citations will reflect these amendments. The use of citations with the old notice should be permitted until July 1, 2008. After that date, however, only citations containing the revised notice provisions should be accepted for filing at magisterial district courts. To ensure that stocks of old citations are depleted by July 1, 2008, purchasers of citations should limit themselves to what could reasonably be used within the next six months.

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Use of Outdated Citations

As a reminder, the hearing cost for a summary motor vehicle case increased from \$6.00 to \$7.00 on the traffic citation effective January 1, 2007. Law enforcement officers were provided an extension beyond this date to July 1, 2007 during which they could use supplies of old and outdated citations. The current traffic citation form has a revised date of 1/1/2007. Courts are reminded that they should no longer accept any citations that contain a different revised date.

RESTITUTION REMINDER

On the Maintain Restitution screen, if you change the answer from Y (for yes) to N (for no) to the question, MDJ Accept Payment, be sure to leave the dollar amount in the Amount field. This is necessary to remove the restitution amount from the case balance total.