

Laser Fax

Modification 5
Modification 5.52
June 22, 2007

MDJS SUBPOENA ENHANCEMENTS

Effective June 25, the steps for entering a subpoena in the MDJS have been enhanced to fulfill user needs reported to the Help Desk. Additionally, subpoenas entered in the system can now be edited by reselecting the recorded subpoena. The list below includes a detailed outline of the changes. You can also refer to the MDJS Manual available on the Portal for step-by-step instructions.

✍ **SUBPOENA ENTRY:** The order in which you enter the information for processing a subpoena has been changed. When you select 61 (Events) and 4 (Subpoena), you will enter the information in the following order:

1. **SELECT THE EVENT:** A pop-up window will display for you to select the event for which the IP is to appear. You must select an event before you can proceed. This ensures that an event is printed on the subpoena form. Previously, you could bypass the event selection pop-up window and no event was recorded on the subpoena form.
2. **SELECT THE IP WHO WILL RECEIVE THE SUBPOENA:** The screen which allows you to select the parties you wish to subpoena has not changed. You can still select an existing IP or press [Enter] to add a new IP.
3. **SELECT THE IP REQUESTING THE SUBPOENA AND THE IP ON WHOSE BEHALF THE SUBPOENA IS BEING REQUESTED:** Again, this screen has not changed. You will still be able to select the party (IP, JDGE, AFFT) requesting the subpoena as well as the party (IP, JDGE, AFFT, COMM) on whose behalf the subpoena is being requested. Additionally, you will continue to enter the Action Code, Mailing Code, and Date on this screen.

When you press [Enter], two pop-up windows will display for you to select the party if you entered IP or AFFT on the Subpoena Entry screen. After completing the pop-up windows, you will be returned to the Subpoena Entry screen to view the parties you selected as shown below.

```
CSE52D01          MAGISTERIAL DISTRICT JUDGE SYSTEM          6/13/07
QPADEV01F          Subpoena Entry                            05-2-04


Docket No: TR-0002094-07          Title: COMMONWEALTH OF PENNSYLVANIA
Case Type: TRAFFIC                vs SMITH, BOB
=====
Subpoena for JONES, MATT
Requested By          IP          INTERESTED PARTY
Requested By Name    DEF          SMITH, BOB
Event Date          6/15/07    Event Type SUMT TRIAL
On Behalf of        IP          INTERESTED PARTY
On Behalf of Name    DEF          SMITH, BOB

Action Code          ISSU          SUBPOENA ISSUED
Mailing Code         HAND          HAND DELIVERED
Date                 6/13/07     Time 4:54 P
```

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If you do not need to make any further changes, press [Enter]. If you entered a mailing code of HAND, you will get a pop-up window to select the server. To help you ensure you selected the correct Officer, the Arresting Agency will now display in the pop-up window.

 **SUBPOENA MAINTENANCE:** Now you have various options for editing an existing subpoena. Previously, you could only CNCL (Cancel) a subpoena. To edit a subpoena, do the following:

1. Select 61 (Events) and 4 (Subpoena).
2. A pop-up window will display to select the event.
3. A second pop-up window will display to select the subpoena.
4. On the Subpoena Entry screen, you will be able to modify the party information or select from the Action Codes listed below.

- ACPT	Subpoena Accepted
- CNCL	Subpoena Cancelled
- ISSU	Subpoena Issued
- REIS	Subpoena Reissue
- RJCT	Subpoena Rejected
- UNDE	Subpoena Undeliverable

Note: The action codes listed above will be captured in the Docket Inquiry screen so you can browse the information.

CASE AGING REPORTS

As another reminder and follow-up to a few break messages, the Case Aging Reports on the Case Management Reports Menu are fully functional. Remember that the summary report (Option 1) updates only on weekends due to the long compilation time. Therefore, it may not match the 28 detailed reports which immediately update when you run the reports.

RECALL FOR CANCEL

If an active warrant exists on a docketed case and you need to record a payment, you no longer need to cancel the warrant prior to recording the payment. The warrant status can now be RCLD (Recalled for Cancel). This change was made because of concerns that users were being forced to cancel a warrant prior to it being in the physical custody of the court.

SCHEDULE OFFICE EVENTS

A new event type code, OTHR (Other), has been added to the Schedule Office Events screen. Use this code for an office event that does not match any of the other seven event type codes.