Getting Started, Generating Documents and How To's

ACTION for USERS

COLORADO DISTRICT ATTORNEYS' COUNCIL

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Getting Started

We, at the Colorado District Attorneys' Council are VERY pleased to present the ACTION case management system. ACTION is a state-of-the-art case tracking application architected on the most advanced Microsoft technologies available and built using proven architectural design methodologies. But perhaps more importantly, ACTION was designed by all of you. ACTION will give each District Attorney's office access to the most up-to-date information available, while allowing users to quickly and efficiently accomplish the daily business of prosecution. We would like to take this opportunity to express our sincere gratitude to all of you who gave your time and ideas to bring ACTION from an idea to a reality. Without all of you ACTION would not be the exceptional system it is today.

THINGS TO KNOW BEFORE YOU START….

Case Numbers and Codes

ACTION uses the court's docket number format and many of their codes. In developing ACTION, and redesigning the database behind it, we took the opportunity to reduce the complexity of sharing information with the courts and the other CICJIS member agencies. Adopting the court's docket number format and transitioning to their codes for information that originates with them will allow us to consistently track events, dispositions, and sentences from one system to the next.

Basic Buttons

Save, **Save and Close**, and **Close** are the basic buttons used within the ACTION application.

Save will save the entered information to the database, clear the entry fields, and take you back to the top of the form. This allows you to work through multiple entries of like information such as charges. All required fields (fields marked with an '*') must be entered before the button will enable.

Save and Close will save the entered information to the database and close the entry form. This allows you to enter a single item of information, such as an offense number, and continue with the flow of case entry. All required fields (fields marked with an '*') must be entered before the button will enable.

Close will close the form without saving any information.

Intake Navigation Buttons

Stop, **Prev**, **Next**, and **Cancel** are the basic navigation buttons used within the ACTION Intake Process as it drives you through case entry in a logical manner.

Stop will save the data on the current form and take you back to the process navigation section.

Prev will save the data on the current form and take you to the previous form.

Next will save the data on the current form and take you to the next form.

Cancel will cancel the process on the current form without saving any data. Depending on your progress through the case entry process you will either be taken to the next form or returned to the process navigation section.

There are three ways to activate buttons:

- Click the button once with your mouse
- Use the short cut keys by pressing Alt + the underlined letter on the button. **If the underlined letters do not display, press the ALT key to display the shortcut key.**
- Tab to the button and hit 'Enter'.

Errors

Entry errors or invalid information will be identified with an orange symbol placed to the right of the invalid entry field. If you hover over the symbol, with your mouse, a description of the error will display.

'Active' Row Indicator

Much of the data, within ACTION, is displayed in a 'grid' format. When a form opens, and a grid displays, the 'active' row can be identified by the arrow symbol on the left-side of the row. If you highlight a different row with your mouse or the (up/down) arrow keys, the 'active' row indicator will move to the selected row.

Caps Lock/Shift Key

ACTION recognizes, and makes use of, upper and lower case characters. **Do not enable your 'Caps Lock' key.** All text fields automatically capitalize as needed, for example, typing '123 elm street' will change to '123 Elm Street' when you tab to the next field. We suggest you type only in lower case to make use of this convenience.

Drop-down Entry Fields

ACTION utilizes drop-down entry fields for code-related data such as filing type and ORI. Most drop-down fields display the code, as well as, the translation to make entry and user training easier.

To enter data in a drop-down entry field:

- Type the entire code, OR

- Type the first letter of the code to bring you to that section of the code list and then use your mouse, or the (up/down) arrow keys, to find the desired code. Tab to the next field.

To clear an error in a drop-down entry field:

- Use your mouse, or the (up/down) arrow keys, to select the blank row at the top of the list. Tab to the next field.

Intake

ACTION starts at the point of intake. This aligns the entry process with the task of creating the Complaint/Information, which will be filed with the Courts. A case is considered 'pending', or a work in progress, until you print the Complaint/Information document. No data is transferred to the Courts or CICJIS until you indicate you are ready to proceed with that step. This allows for cooperative entry if you have attorneys that will enter charges and charging language.

Note: This user guide, and the ACTION application in general, refers to cases requiring a Complaint/Information. The Intake Process is also functional for juvenile cases in which the instrument of filing is a juvenile petition.

Note: Because the entry of disposition and sentence information occurs after the completion of the intake process, this information in entered and maintained through the Case Maintenance process.

User Guide Conventions

This symbol indicates a helpful hint or tip you should remember.

Intake/Case Entry

The headings in the user guide indicate the navigation choices that brought you to a specific point in the entry process. For example, the heading above would indicate you chose the 'Intake' Process, then the 'Case Entry' subprocess, and you are now viewing the 'Case Tab' within that subprocess.

Case Statuses

ACTION identifies the status of a case in detail:

P – Pending	R – Re-Opened
O – Open	S - Sealed
C – Closed	N – No File

Moving Through Fields – To move forward use the Tab key, to move backward use 'Shift + Tab' key combination.

Processes

ACTION is organized, from a functional and navigational perspective, based on processes. Within ACTION there are currently seven processes to choose from with subprocesses within each process. The seven processes are: 'Intake', 'Case Maintenance', 'Subpoena', 'Victim Witness', 'Mandated Costs', 'Maintenance' and 'Security'. The highlighted area at the bottom left displays your current location within the system. Navigation selections are made from these options. The subprocesses, within the selected process, are displayed at the top left.

Intake - This process is used to enter case information. A case is considered 'pending' while in the intake process. When a case completes the intake process, the status is changed to 'open'.

Case Maintenance - This process is used to add to, or otherwise modify, defendant demographics (Daid) and cases that have completed the 'Intake Process' and are no longer 'pending'.

Subpoena – This process is used to flag and print subpoenas.

Victim Witness – This process is used to add to, or otherwise modify, victim/witness information. This process is also used to track victim impact statements, as well as, CVC and/or restitution amounts paid.

Mandated Costs – This process is used to track costs associated with the case.

Maintenance - This process is restricted to users with 'Power User' capability. This process is used to maintain the code lookup tables.

Security - This process is restricted to users with 'Power User' capability. This process is used to setup and maintain district-specific security and user roles.

ACTION Main Toolbar

While in the ACTION application you are provided with a toolbar that allows you easy access to commonly used tools.

File – This button provides a quick way to:

- Open an existing case
- Start a new case
- Print a form
- Exit from the application

Edit – This button will be functional in a future release.

View – This button provides a quick way to:

- Return to the ‘Alerts’ form or Home screen
- Search ‘Pending’ cases
- Search ‘Open’ cases
- Search Daids

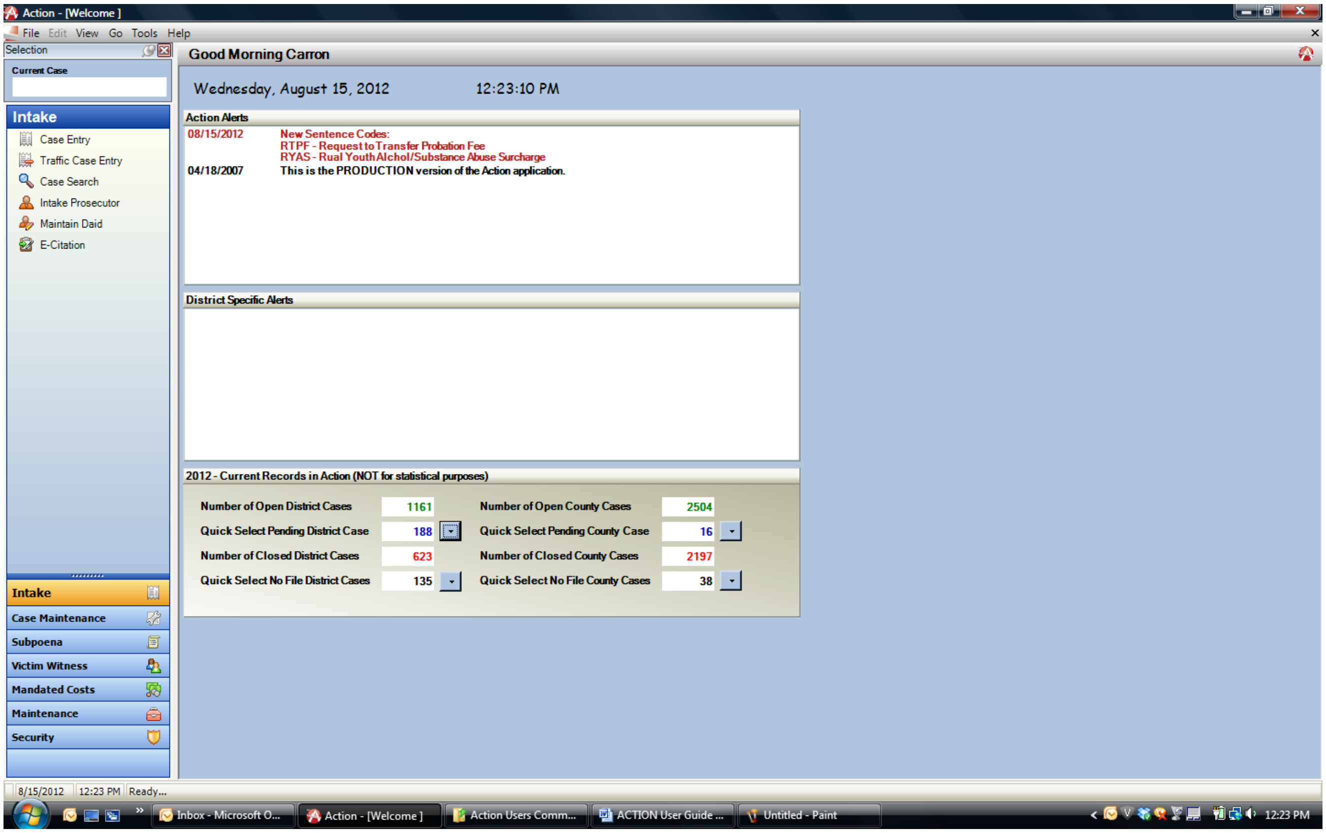
Go – This button provides a quick way to go to any of the seven ‘Process’ areas.

Tools – This button provides a quick way to open adjunctive applications within the ACTION application:

- ACTION Viewer
- Report Server
- CDAC Website
- Courts Data Access
- COPS
- ReLoad Lists – Update or reload all dropdown lists within Action when changes are made.
- Change Password – Allows user ability to change their Action password with a 6 character requirement

Help – This button provides a quick way to access application help-related topics and links such as contact information and Action version running.

Alerts Form



The ‘Alerts’ page is the first form you will see when you open the ACTION application. It provides useful, dynamic information, as well as, drop-downs to quickly access ‘pending’ and ‘no file’ cases. To return to this form at any point, click ‘View’ (main top toolbar) then ‘Alerts’.

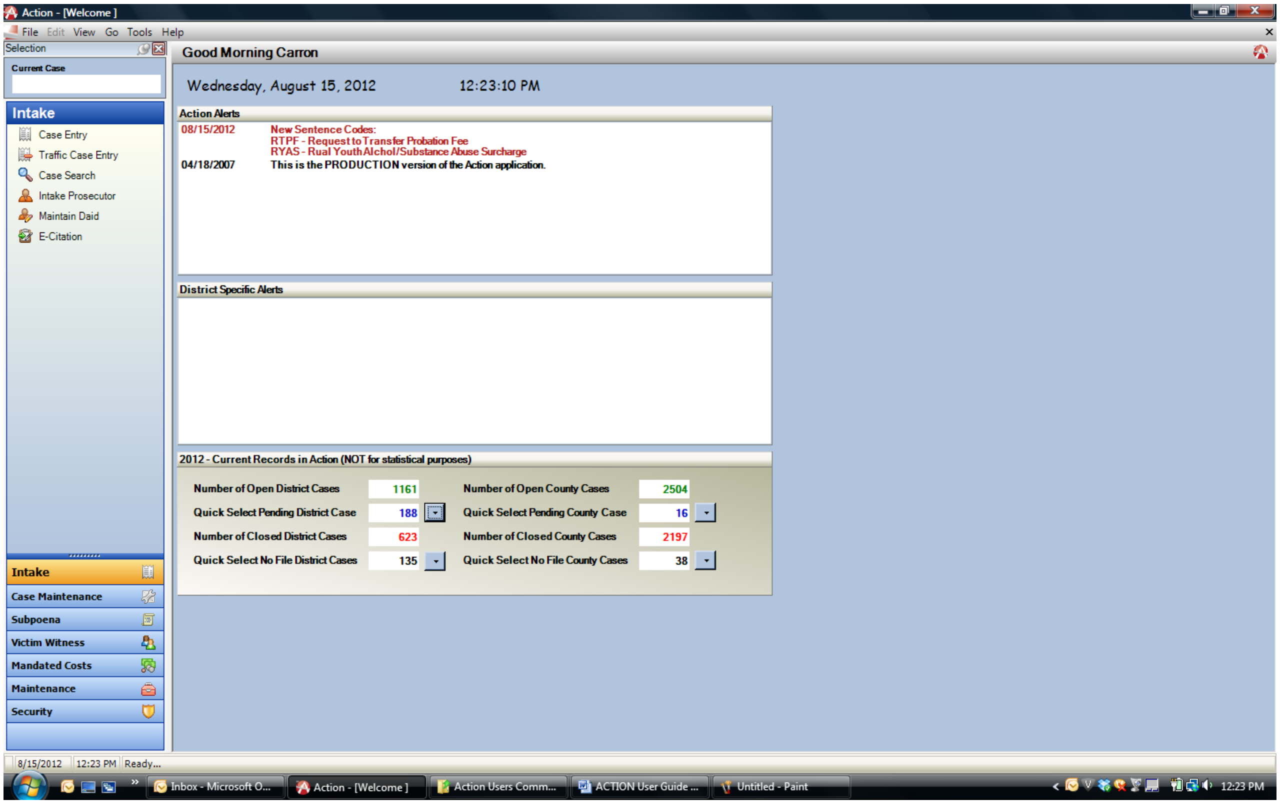
Action Alerts – This section provides application-related information from CDAC.

District Specific Alerts – This section provides district-specific information from your ‘Power User’.

Current Office Statistics – This section provides case counts based on case status.

Pending and No File Case Drop-down(s) – To view the list of pending or no file cases, click on the appropriate ‘down arrow’ (district or county). This will display a list of case numbers in descending order. Double-click on a case number to open the case for entry.

Intake Process

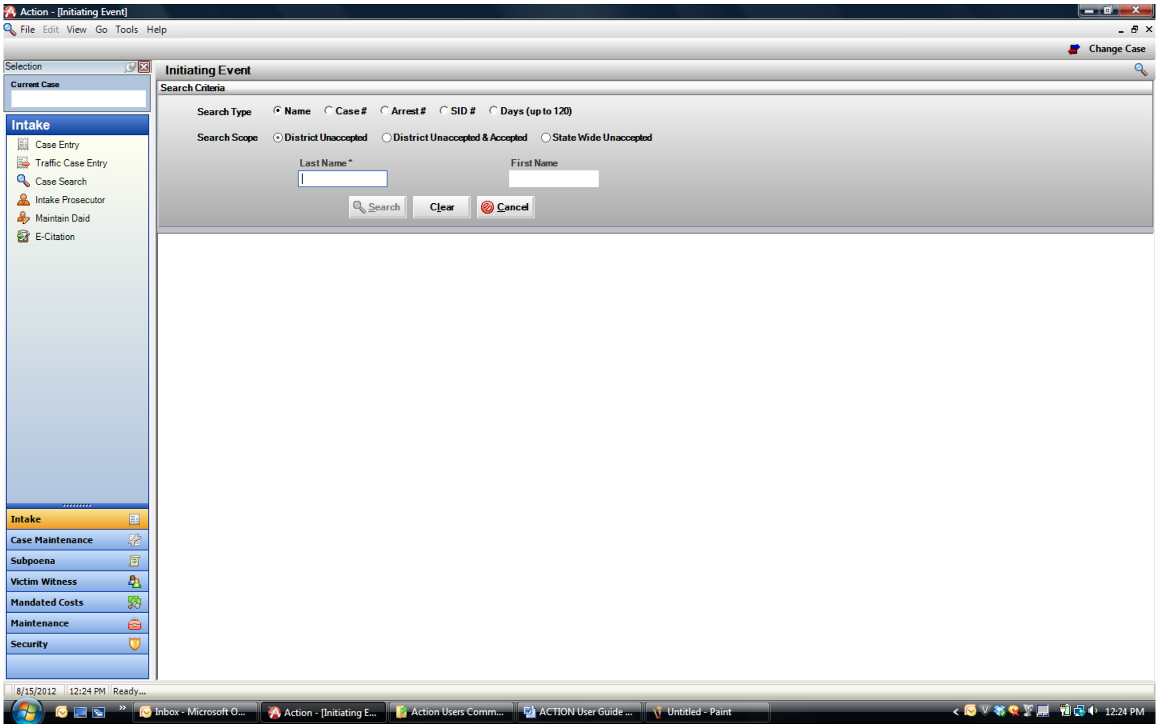


In the **Intake process**, your choice of subprocess depends on the type of case you are entering.

Intake/Case Entry

Choosing the **Case Entry** subprocess guides you through the process of entering a case in which a Complaint/Information or Juvenile Petition will be the instrument of filing. Cases in this process have a case status of 'pending' and can be modified and/or updated up to the point the Complaint/Information or Juvenile Petition document is printed. Once the document is printed the case information is transferred to CICJIS and the Courts and the case status is changed to 'open'. From this point forward, case access will be through the Case Maintenance process.

Intake/Case Entry/Initiating Event



Initiating Event

The Initiating Event form is the first step in the C&I Case subprocess. This form displays the CICJIS data transferred from CBI (Arrest) or Judicial ICF (Initial Case Filing). From this form you can query and view the CICJIS data, select an Arrest or ICF record, and begin a case in ACTION. The data from the selected record will be brought into the ACTION application and streamline the data entry process.

<u>Search Type:</u>

- **Name** – (Default) Last name is required.

  A first initial is suggested to limit the number of records returned and to return the results more quickly.

- **Case #** - You can enter a specific case number as the search criteria.

- **Arrest #** - You can enter a specific arrest number as the search criteria.

  Make sure to enter all dashes, etc. If there is a match on arrest number the record(s) will be displayed in the results grid.

- **SID #** - You can enter the SID (State Identification Number) as the search criteria. If there is a match on the SID the record(s) will be displayed in the results grid.

- **Days (up to 120)** – Enter the number of days you want to search. This option checks the date the CICJIS record was received and it will display all of those records within that specific time period.

Note: Only one record can be accepted at this time.

Search Scope:
In addition to the Search Type, you must select a Search Scope.

- **District Unaccepted** (Default) – This option will only display the CICJIS records that match the Search Type (see above) and Arrest and ICF records filtered by ORI based upon the login district.   Only the records that have not been accepted will be displayed.

- **District Unaccepted & Accepted** - This option will only display the CICJIS records that match the Search Type (see above) and the Arrest and ICF records filtered by ORI based upon the login district. All of the records, whether or not they have been accepted will be displayed.

- **State Wide Unaccepted** - This option will display all the CICJIS records that match the Search Type (see above) for all judicial districts. Only the records that have not been accepted will be displayed.

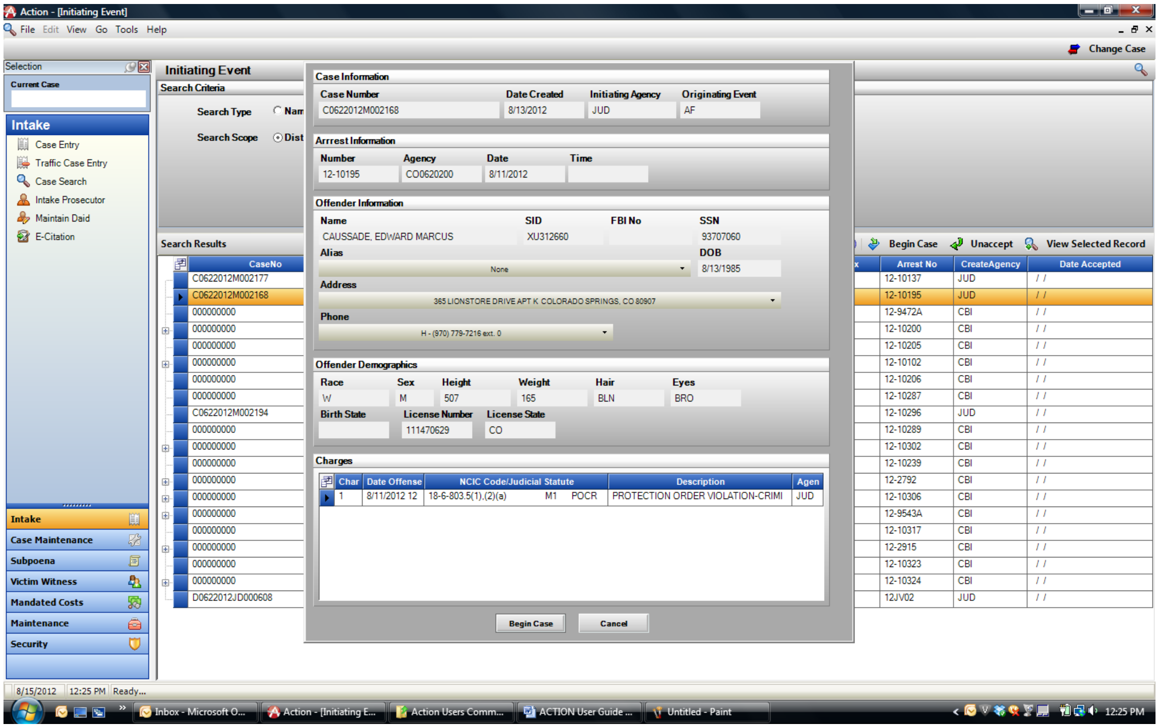
Once the record(s) are returned, you can select a record and choose one of the following actions:

- **Begin Case** – This choice will take you to the Daid Search form to begin a new case.

- **Unaccept** – This choice will allow you to 'Unaccept' an 'Accepted' record and use the CICJIS data on a new case.

- **View Selected Record** – This choice displays the CICJIS data associated with the record. This allows you to verify that the record selected is the correct one. The 'Begin Case' button can be selected from this form and will take you to the Daid Search form to begin a case.

  You can also view the record by highlighting the selected row, with your mouse, and clicking the 'right' mouse button.



Daid Search

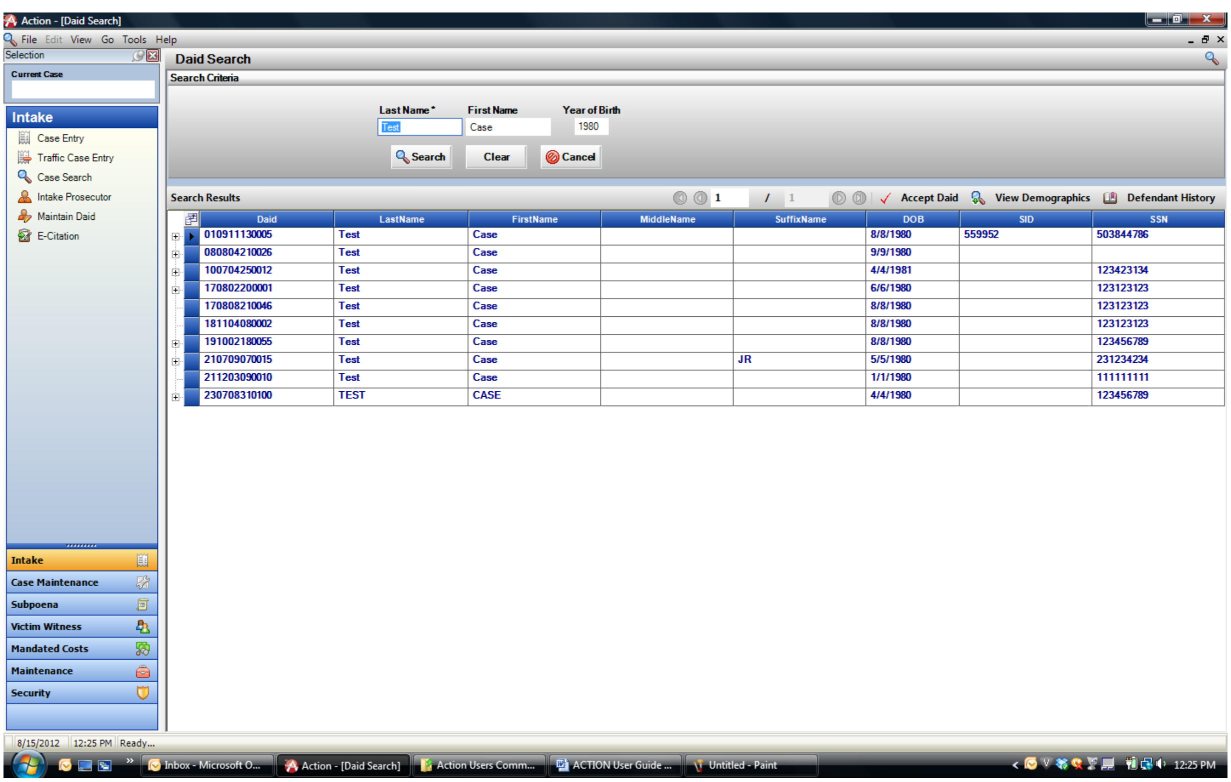
Once you have selected a CICJIS record and clicked 'Begin Case', the Daid Search form is displayed. If the SID number, on the accepted record, matches an existing Daid SID number, the Daid record will be displayed. Alias names will display in green font. You can click on 'View Demographics' to view and verify additional demographic information.

You can also view the record by highlighting the selected row, with your mouse, and clicking the 'right' mouse button.

At this point, you have two options:

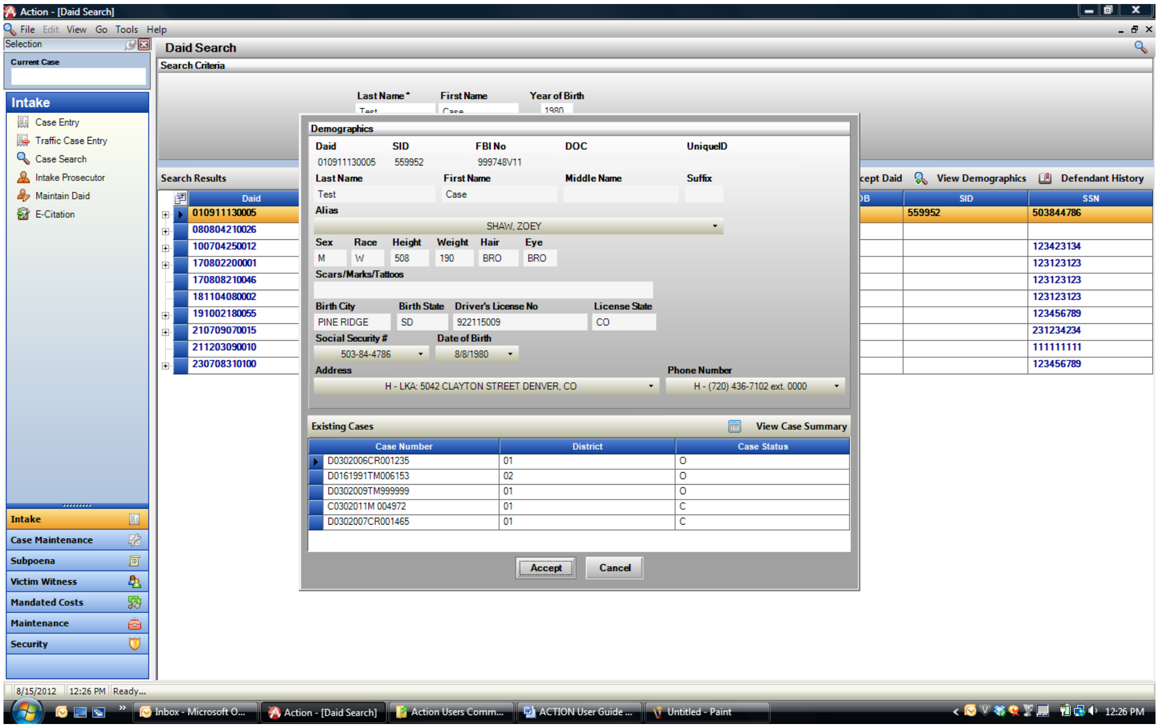
1) Highlight the suggested Daid record and click 'Accept Daid'. This option will attach the new case to the existing Daid record and populate the demographic data with the existing Daid demographics.

2) Ignore the suggested Daid and click 'Cancel'. The ACTION application will proceed to the Case Entry Tab form. A new system Daid will be assigned in this situation.



View Demographics

The ‘View Demographics’ button will display the demographics associated with the highlighted Daid record. You can verify that this is the correct Daid and click ‘Accept’ to accept the Daid and proceed to the Case Entry Tab form.

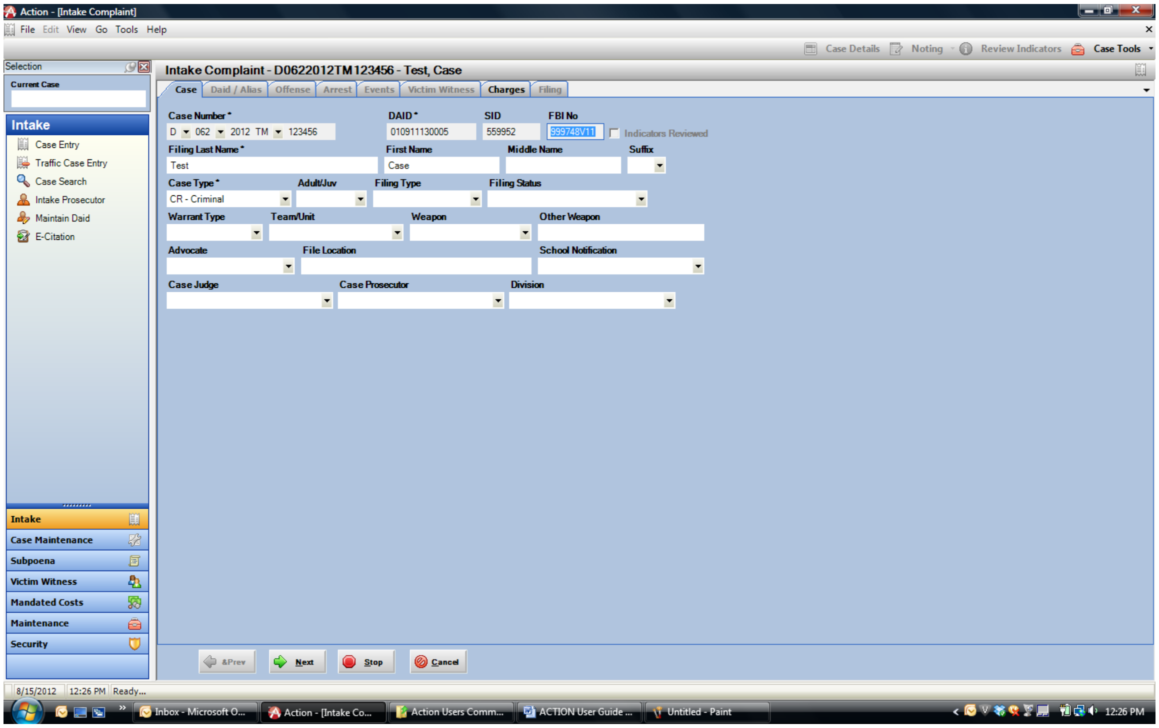


View Case Summary – This button allows you to view a summary of an individual case, in a report format. First, highlight the case you would like to view and click the button.

Defendant History

The ‘Defendant History’ button allows you to view a summary of all cases, associated with a given Daid, in a report format. First, highlight a Daid and click the button. The report will open in a viewer. You can page through the information and print if you wish.

Intake/Case Entry /Case Tab



At this point in the entry process the Case Tab form may be populated with initiating event data and/or Daid information. This form allows you to enter information about the case.

Required entry fields:

- Case Number
- Daid
- Filing Last Name
- Case Type

If the **Next** button is not enabled, make sure all required fields have been entered. Required fields are marked with an asterisk * next to the field name.

Indicators

As part of the case entry process, you are guided to the 'Indicators' form as you complete entry of the Case Tab form. Indicators allow you to identify important aspects of a case for query or reporting purposes. Some indicators, such as 'Domestic Violence', are required and available for all districts, however, each district has the ability to add or remove non-required indicators as necessary for their unique needs.

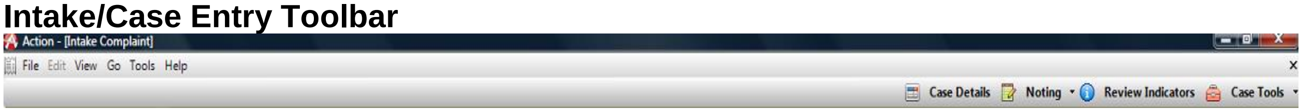
In the 'Indicators' form, you may use the (up/down) arrow keys to move through the list and select, or un-select checkboxes by using the space bar.

The 'Indicators' form must be reviewed, but no indicators have to be chosen.

If checked, the 'Domestic Violence' indicator will appear on the Complaint/Information.

The indicators may be reviewed, or updated, at any point in Action, by using the 'Review Indicators' option from the toolbar.

Intake/Case Entry Toolbar



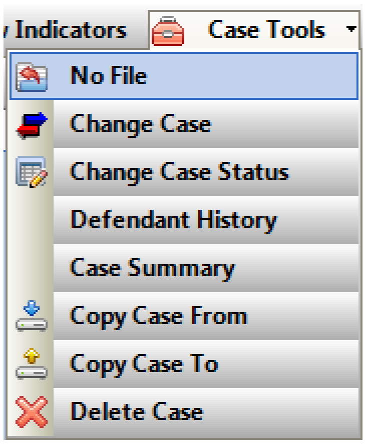
While in the Intake Process you are provided with a toolbar that allows you easy access to commonly used tools.

Case Details – This button provides a quick way to view all of the information that has been entered on a case. The Case Detail tool is available throughout Action.

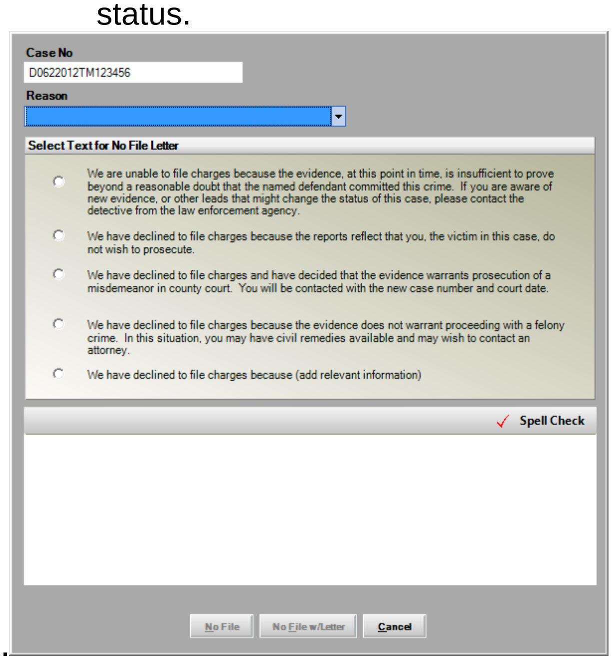
Noting – This button provides a quick way to add, modify, or view notes. Notes can be added to either of two 'Note Types': Case or Daid. 'Note Subtypes' may be chosen if you require more specificity. Notes can be added, viewed, and/or updated at any time throughout Action.

Review Indicators – This button provides a quick way to add, modify, or view Indicators.

Case Tools – This button allows several options available for the case:



- **No File** – This button provides quick access to a tool that changes the case status to 'No File'. You can select a reason for the no file decision, as well as, additional notes of explanation. There is the ability to produce a no file Letter to be generated informing law enforcement of the no file status.



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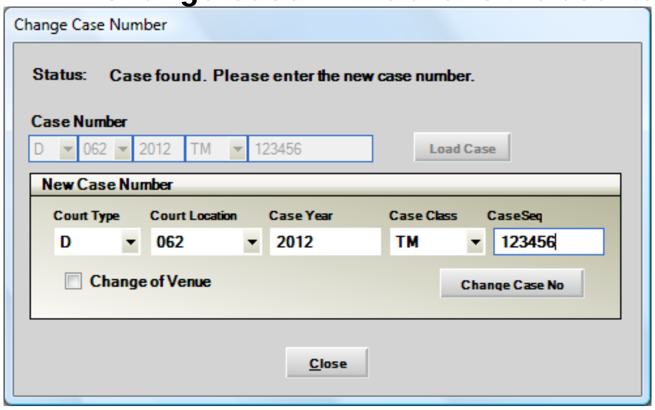
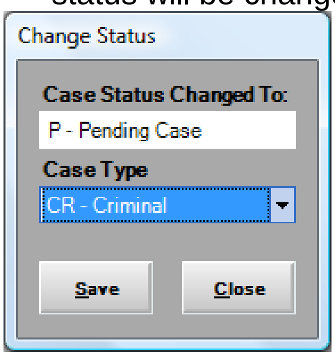
- **Change Case** – This allows the user to change the case number.



- **Change Case Status** – This allows a No File case to be set back to pending. For example, if evidence is recovered or a witness comes forward and the DA determines to move forward with a no file case the status will be changed back to a CR.



- **Defendant History** – This will generate the defendant history to view or print.

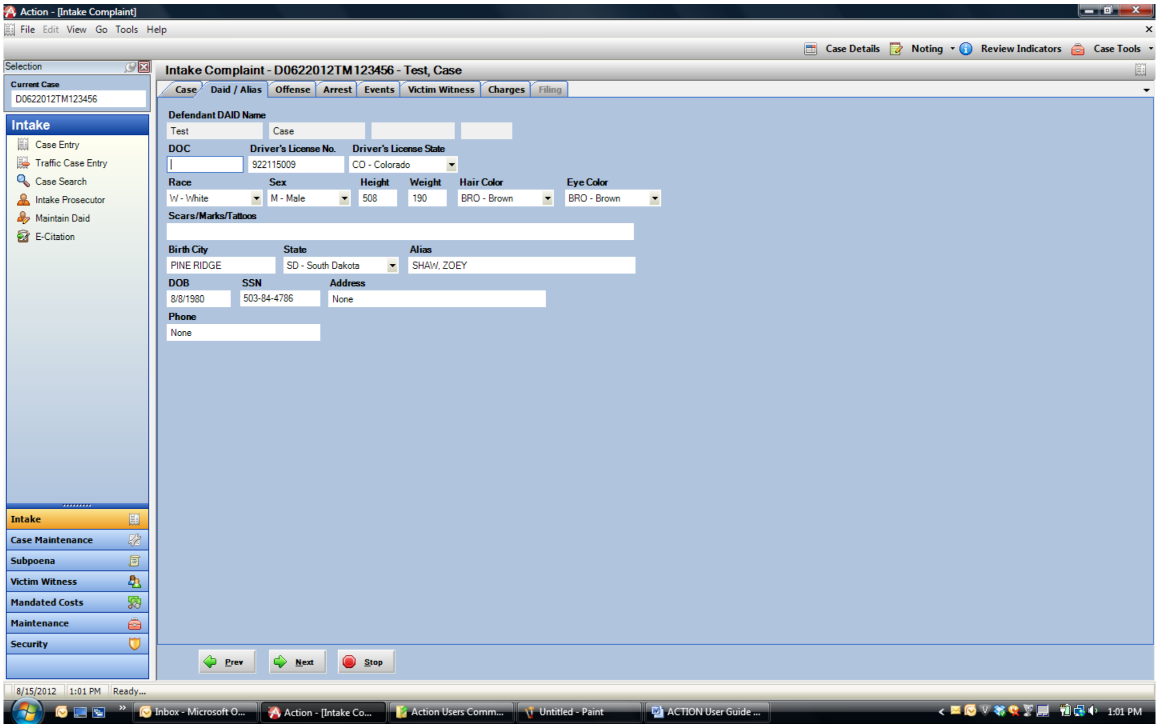
- **Case Summary** – This will generate the case summary to view or print.

- **Copy Case From –** This enables the user to copy any case data FROM this case to another pending case. (Refer to 'Link Case' instructions)

- **Copy Case To –** This enables the user to copy any case data from another case TO this case. (Refer to 'Link Case' instructions)

- **Delete Case –** Power Users can delete any pending case from Action.

Intake/Case Entry/DAID Alias Tab



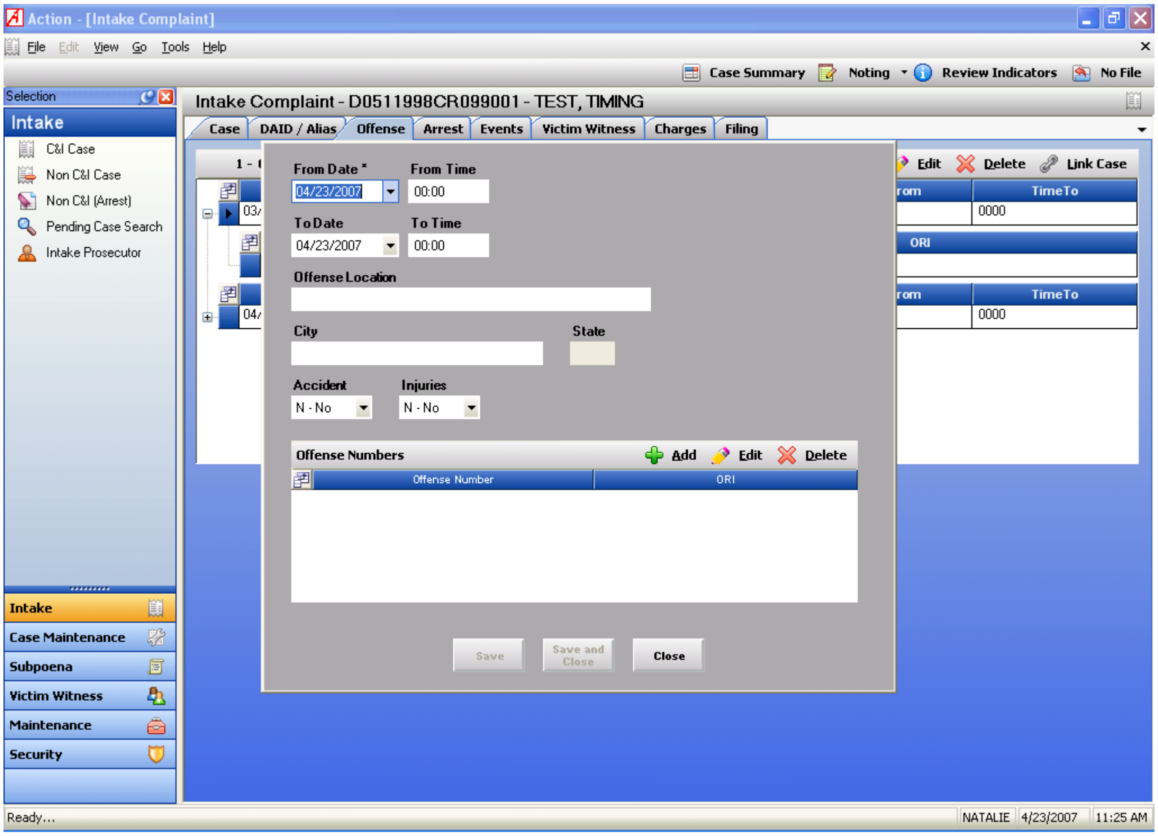
The DAID/Alias Tab form allows you to add or update information on the defendant's Daid record.

The following fields accept multiple entries:

- Alias
- DOB
- SSN
- Address
- Phone

If there is no preexisting information on the Daid record, the first information entered for DOB and SSN is 'promoted' to the current Daid DOB and SSN. This information can be updated using the DAID Maintenance process once the Complaint/Information has been printed.

Intake/Case Entry /Offense Tab



The Offense Tab form allows you to add, update, or delete offense information. The first form displays any existing offenses.

You can add more than one offense. You can also add multiple offense numbers for a given offense.

If offense information has been 'accepted' from the Initiating Event (CICJIS) Tab form, you will be directed to edit the offense record before proceeding.

Required entry fields (if you add an offense):

- From Date
- ORI Number
- Filing ORI

Add – This button allows you to add an offense. Clicking this button will bring up the offense detail entry form.

The Officers associated with the 'Filing ORI' will appear in the Officer drop-down list. If the Officer is not listed, you click on the '+' sign, next to the Officer drop-down, and add the Officer to the list. Once the offense information is saved, the Officer will appear in the Officer drop-down list.

Any officers entered will be automatically added on the Victim/Witness Entry screen.

The offense date is checked against the Adult/Juvenile indicator and the Daid DOB. You will see an error pop-up if the three values are not in agreement.

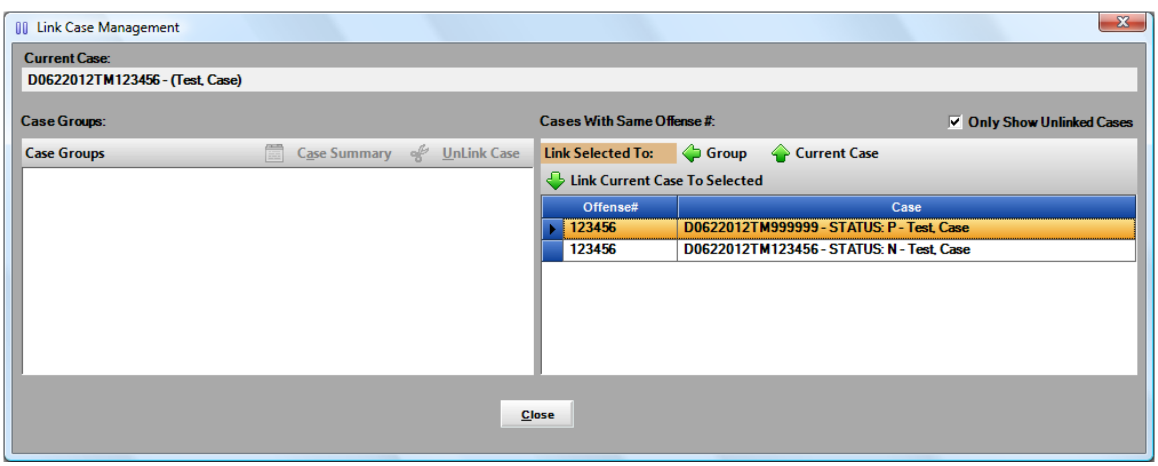
Edit – This button allows you to edit an existing offense. First, highlight the offense you wish to update, and then click the button.

Delete – This button allows you to delete an existing offense. First highlight the offense you wish to delete, and then click the button.

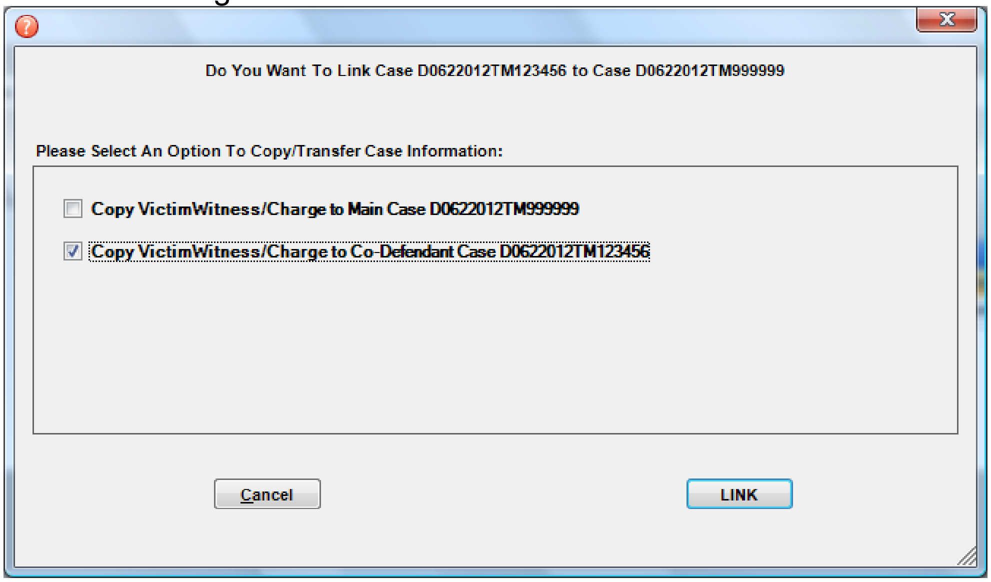
Link Case – This button allows you to view and select from a list of current cases that match the case you are entering based on the 'Offense Number' and the 'Filing ORI'. In the circumstance of co-defendants, when the first case exists, clicking the button will open a pop-up box displaying potential matching cases.

To link cases:

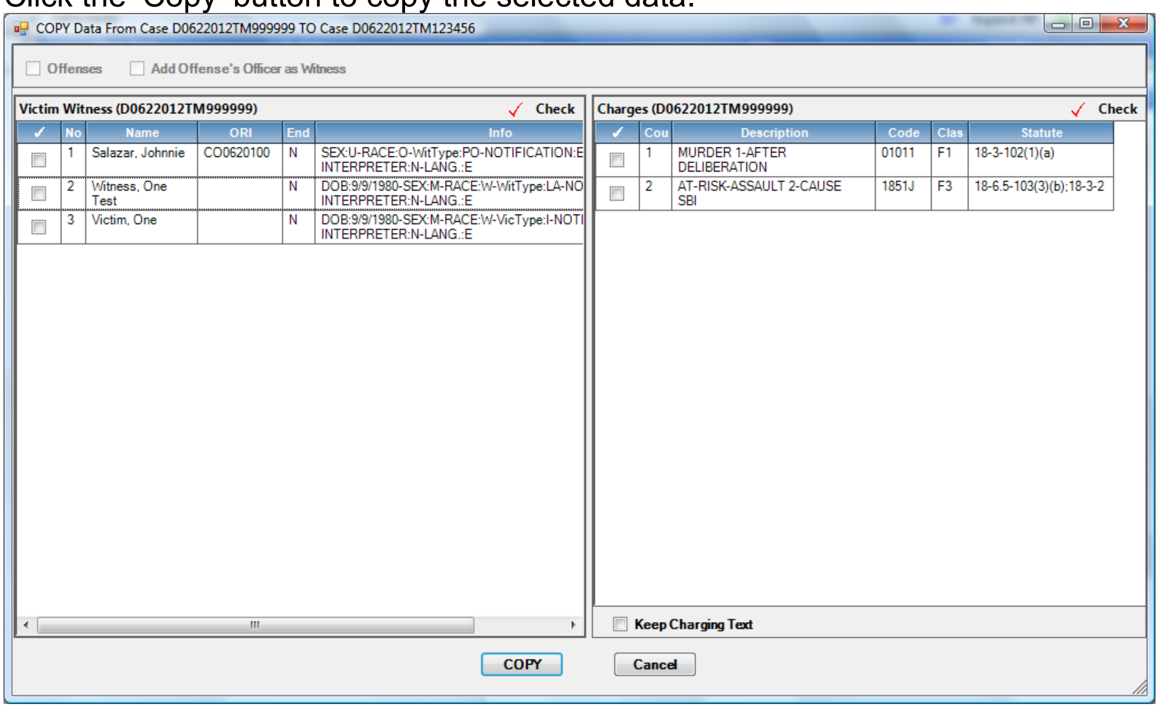
Highlight the case you want to link your current case to in the list on the right side and click on the 'Link Current Case To Selected'. For multiple co-defendant cases once a case is linked the others can be added by selecting the 'Group' button.



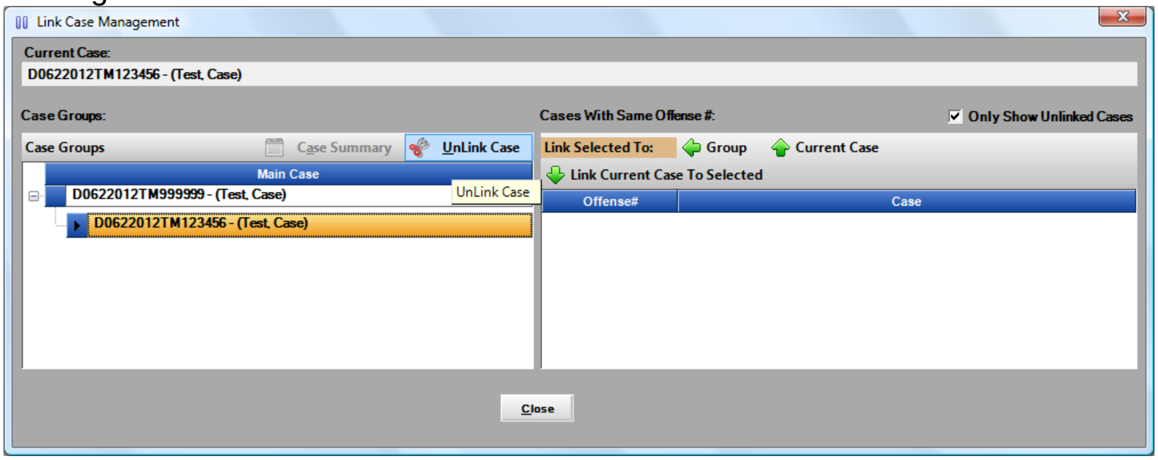
Select the ‘Copy VictimWitness/Charge to Co-Defendant Case #’by checking the box and clicking the ‘Link’ button



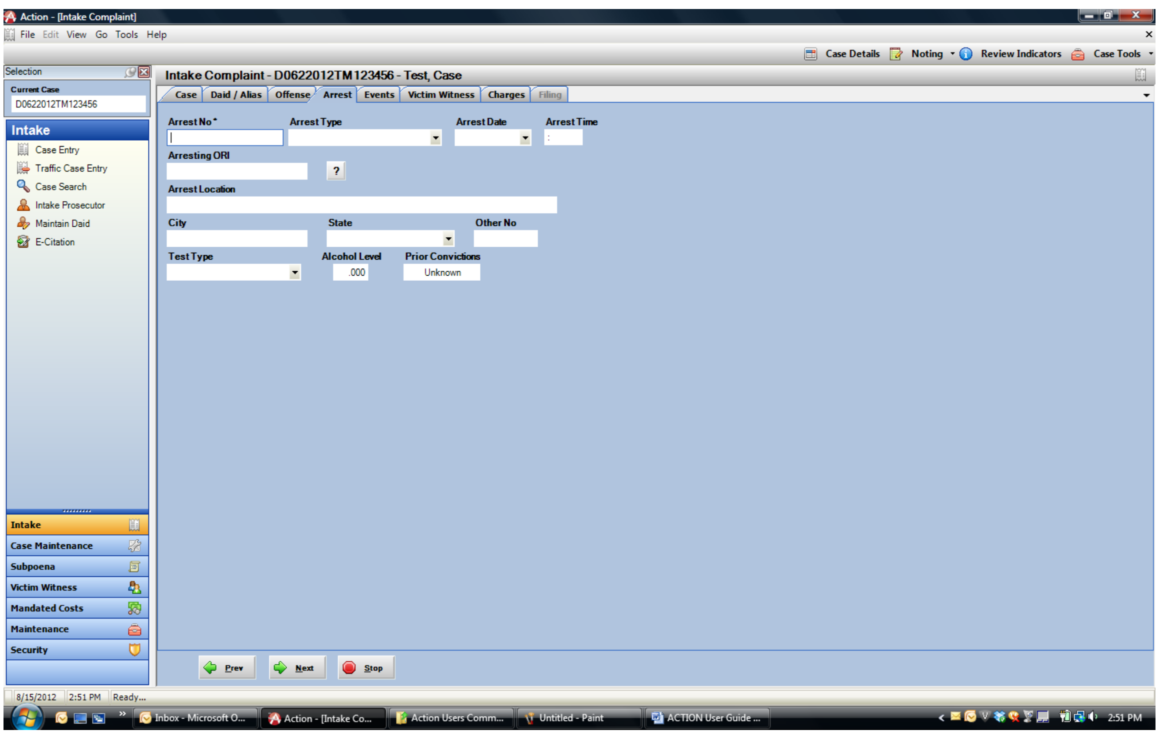
The user can select a vict/witn or charge specifically by checking the coinciding checkbox or the user can click on the ‘Check’ button and ‘Select All’
The charging language can also be copied exactly by checking the ‘Keep Charging Text’ checkbox.
Click the ‘Copy’ button to copy the selected data.



Cases can also be un-linked by highlighting the case listed on the right and clicking the ‘Unlink Case’ button.

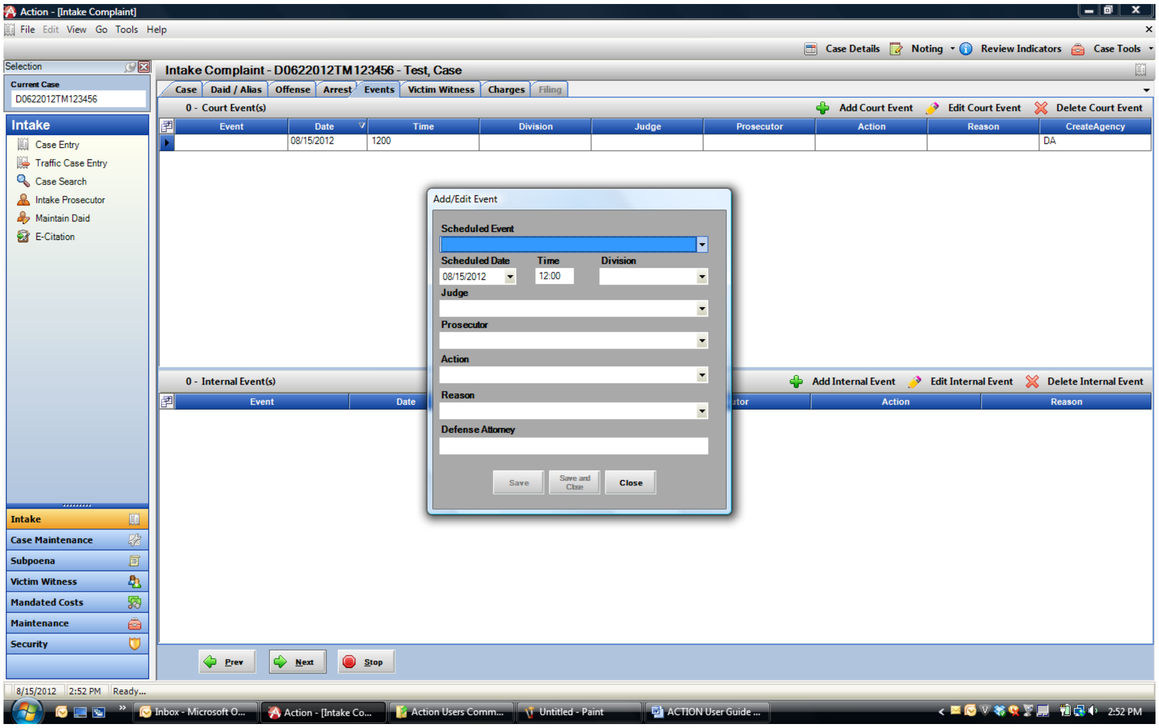


Intake/Case Entry /Arrest Tab



The Arrest Tab form allows you to add or update arrest information.

Intake/C & I Case /Events Tab



The Events Tab form allows you to add, update, or delete ‘Court’ and ‘Internal’ event information. The first form displays any existing information.

‘Court’ events are events originated by the Courts. The codes (4 characters) and translations match those used by State Judicial. Although ‘Internal’ events are optional, you can use them to track case processing within your office (not involving the Courts). The Internal event codes (2 characters) and translations can be created and/or modified to fit your needs.

Required entry fields (if you add a ‘Court’ event):

- Schedule Event
- Scheduled Date
- Time
- Division

Required entry fields (if you add an ‘Internal’ event):

- Event Type
- Event Date
- Event Time (can be 00:00)

Add – This button allows you to add an event. Clicking this button will bring up the event detail entry form.

Judges and Prosecutors, for your district, will appear in the drop-down boxes. Judge and Prosecutor codes are maintained by users with ‘Power User’ capability. Contact your local ‘Power User’ to update these fields.

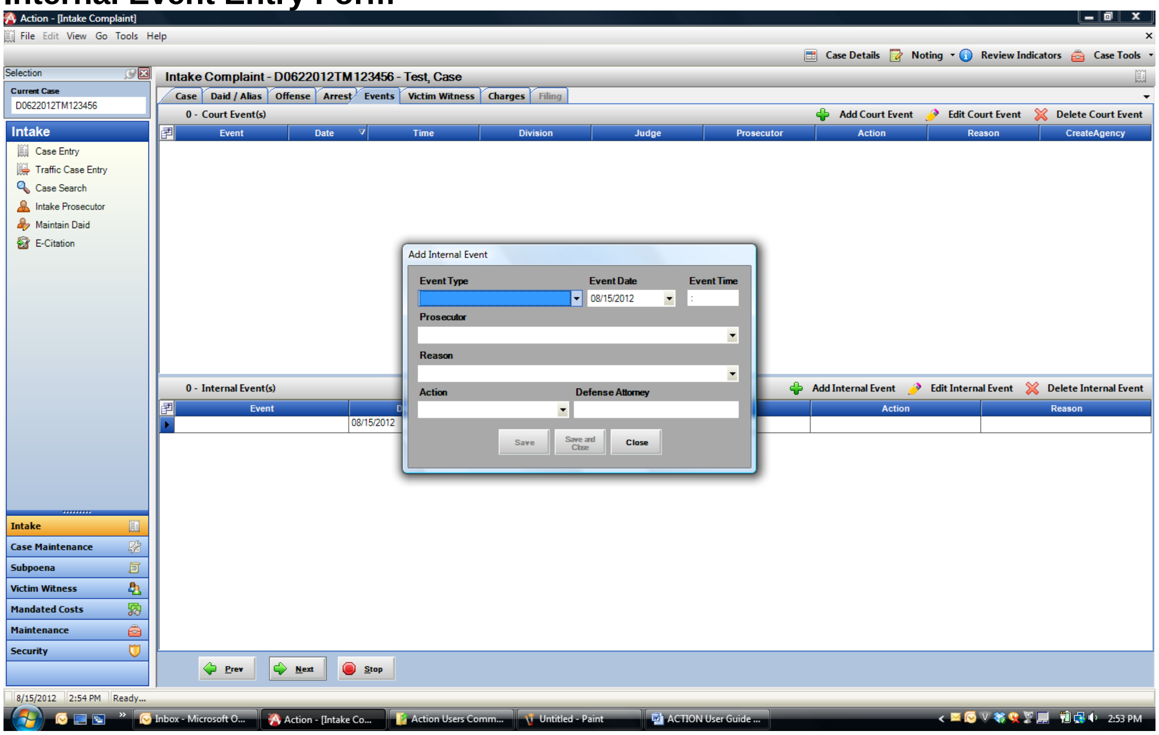
The Defense Attorney field is free-form and optional.

Check the ‘Writ’ box if a writ has, or will be issued. When you check the box a ‘Writ Date’ field will be enabled for entry.

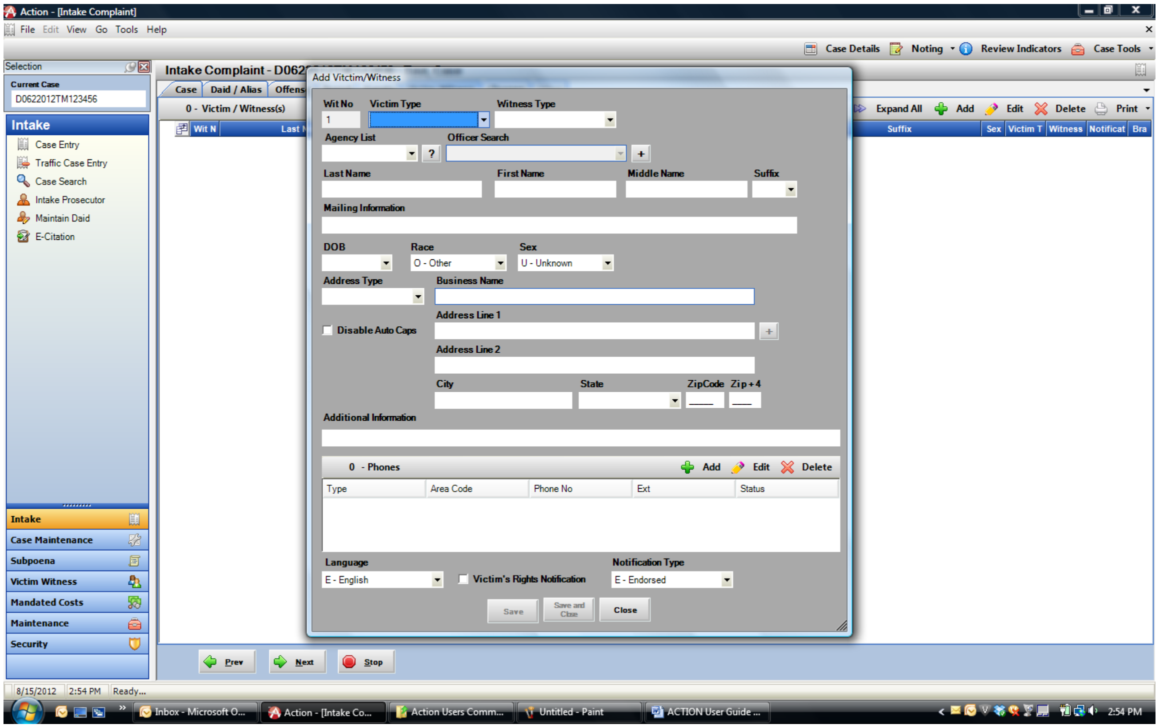
Edit – This button allows you to edit an existing event. First, highlight the event you wish to update, and then click the button.

Delete – This button allows you to delete an existing event. First highlight the event you wish to delete, and then click the button.

Internal Event Entry Form



Intake/Case Entry/Victim Witness Tab



The Victim Witness Tab form allows you to add, update, or delete victim/witness information. The first form grid displays any existing information.

Required entry fields – main form (if you add a victim/witness):

- Witness Number (automatically generated)
- Victim Type and/or Witness Type
- Last Name
- Notification Type

Required entry fields (if you add an address):

- Address Type
- Address Line 1

Required entry fields (if you add a phone number):

- Phone Type
- Area Code
- Telephone
- Phone Status

The following sections accept multiple entries:

- Address (click the '+')
- Phone

Add – This button allows you to add a victim/witness. Clicking this button will bring up the victim/witness detail entry form.

A person can be a victim, a witness, or both.

The order in which you enter the victim/witness records is the order in which they will appear on the Complaint/Information. If it is your business practice that all victims appear first on the Complaint/Information, before witnesses, then they should be entered in that order.

When you enter a Witness Type of ‘PO’ additional officer-related fields will appear. Additionally, the address/phone information section will populate once the ORI has been entered.

By default, the ‘Mailing’ address for a victim/witness will appear on the Complaint/Information. If a ‘Mailing’ address has not been added, then the ‘Home’ or ‘Business’ address will appear.

The ‘Additional Information’ field will appear on the subpoena. It can be selected or un-selected for display, on the subpoena flagging screen.

The ‘Mailing Information’ field is used to display the name on mailing documents. Please edit appropriately to display the name as you wish.

The ‘Victim’s Rights Notification’ check-box will automatically populate based on any qualifying charges entered, however, you can override the selection if you choose to change the notification status of the case.

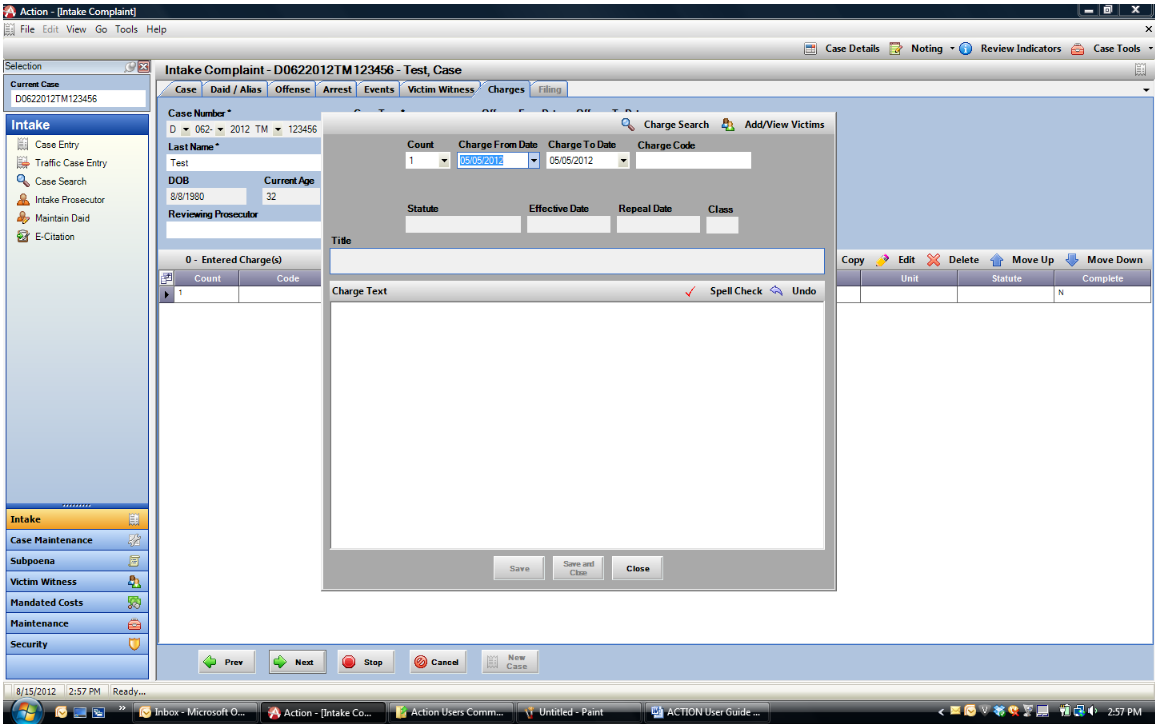
The notification types are:

- (E) Endorsed (default)
- (N) Notification
- (B) Both - meaning endorsed and notified

Edit – This button allows you to edit an existing victim/witness. First, highlight the victim/witness you wish to update, and then click the button.

Delete – This button allows you to delete an existing victim/witness. First highlight the victim/witness you wish to delete, and then click the button.

Intake/Case Entry /Charges Tab



The Charges Tab form allows you to add or update charge information. The first form displays any existing information.

Required entry fields – main form (if you add a charge):

- Case Number
- Case Type
- Last Name

Required entry fields - charge detail entry (if you add a charge):

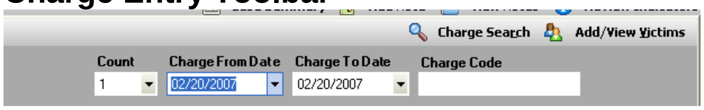
- Count (automatically generated)
- Charge From Date (defaults from 'Offense From Date', however, can be edited with offense date range.)
- Charge To Date (defaults from 'Offense To Date', however, can be edited with offense date range.)
- Charge Code

Add – This button allows you to add a charge. Clicking this button will bring up the charge entry form.

If you enter a drug-related charge code additional entry fields for 'Drug Type', Drug Quantity', and 'Drug Unit' will appear. If a [Drug] variable exists in the charging language, it will populate with the 'Drug Type' entered.

Any weapons entered in the weapon fields on the case screen will fill in the weapon variable within the charging language.

Charge Entry Toolbar



While in the charge entry process you are provided with a toolbar that allows you easy access to commonly used tools.

Charge Search – This button provides you a quick way to search for, and select, a charge code.

Search On (pick one) - You can search for charges based on full or partial values in the ‘Charge Code’, ‘Statute’ (default), ‘Class’, or ‘Title’ fields.

Begins With - You should choose this option to search for codes that ‘begin with’ the value you entered, based on your ‘Search On’ criteria.

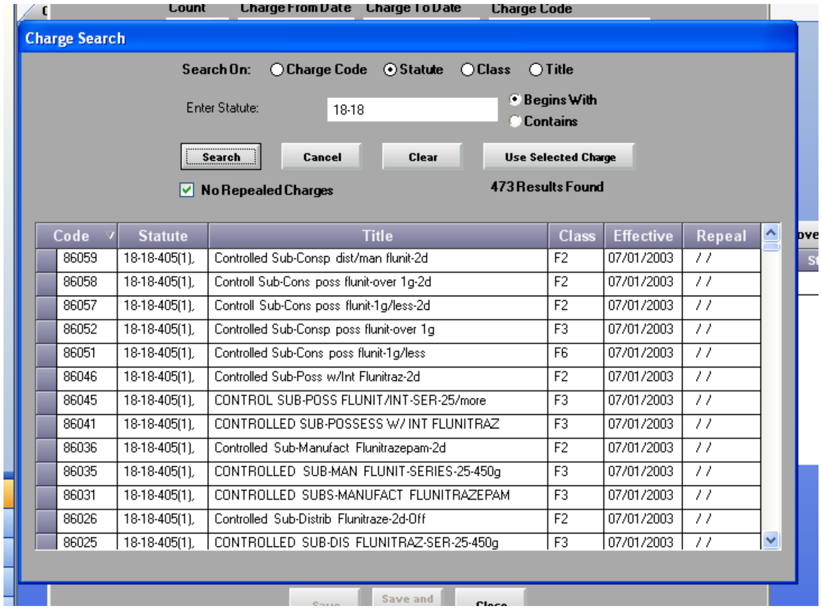
Contains - You should choose this option to search for codes that ‘contain’ the value you entered, based on your ‘Search On’ criteria.

No Repealed Charges – This check-box allows you to include or exclude repealed charges based on the offense date range of your case. If displayed, repealed charges will appear in red font.

Once the search results display you can ‘hover’ over the charge code column, with your mouse, to view the charging language.

There are three ways to select a displayed charge:

- Highlight the charge and click ‘ALT + U’
- Highlight the charge and click **Use Selected Charge**
- Use your mouse to double-click the charge



Add/View Victims – This button provides you a quick way to add new victim/witness information. This tool is useful as ACTION provides a choice of victim names in charging language that includes [Victim] as a variable.

This tool is for quick entry only. Only name, gender, and type can be entered. Other information should be entered using the Victim Witness Tab form.

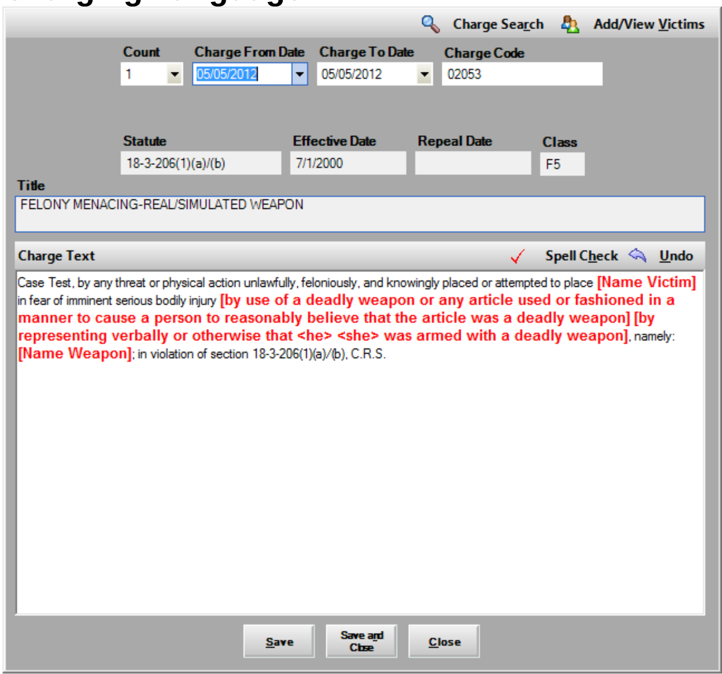
Copy – This button allows you to copy an existing charge. First, highlight the charge you wish to copy, and then click the button. The charge detail entry form will appear with the charge count incremented and the charge-related fields populated.

Edit – This button allows you to edit an existing charge. First, highlight the charge you wish to update, and then click the button.

Delete – This button allows you to delete an existing charge. First, highlight the charge you wish to delete, and then click the button.

Move Up/Down – This button allows you to re-order the charges. First, highlight the charge you wish to re-order, and click the appropriate button to move the charge up or down in the sequence number order.

Charging Language



ACTION allows you to update and complete the charging language at the point of charge entry rather than waiting until the Complaint/Information is created.

To enter the 'Charge Text' entry box, you can tab or use your mouse. From within the box you can add or modify the charging language. The language in the box is the language that will appear on the Complaint/Information.

Text displayed in red indicates a variable(s) that needs to be updated. Using the key combination 'ALT + Q' allows you to move from variable to variable within the language. If the variable choices are in a drop-down (victim names, or alternate subsection language) use the (up/down) arrow keys, or your mouse, to make your choice and hit 'Enter'.

Completed variables will display in blue font.

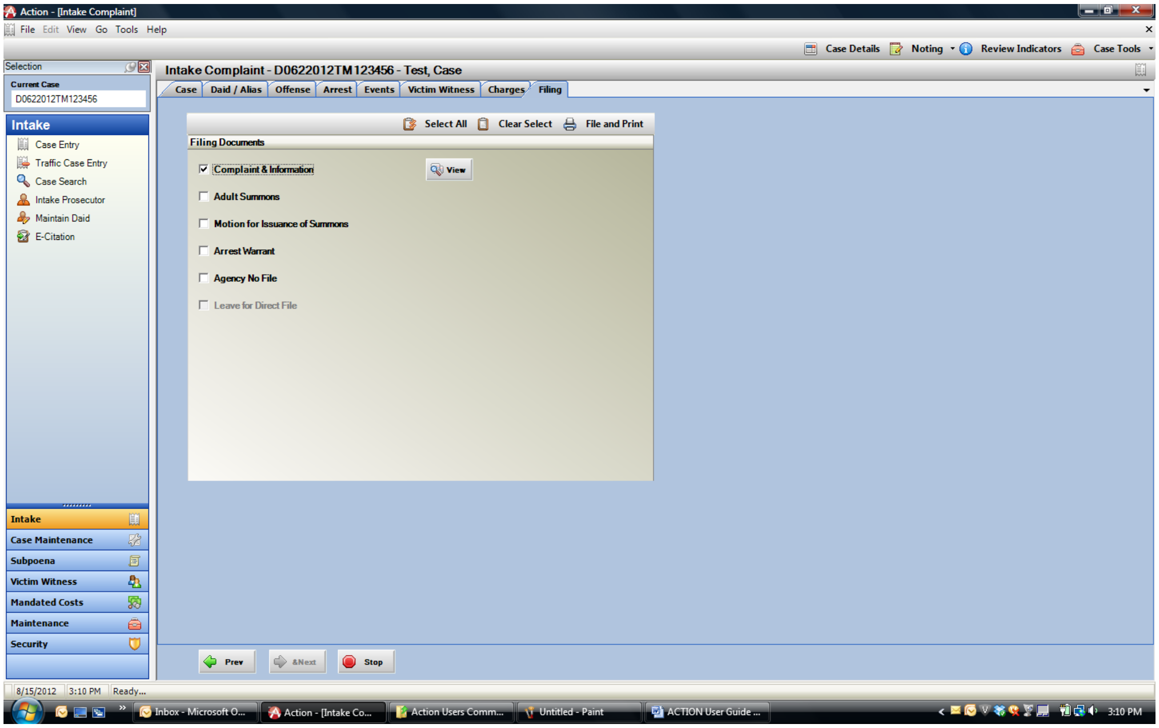
Charge Text Toolbar

While in the charge text completion process it functions as Microsoft Word and you are provided with a toolbar that allows you easy access to commonly used tools.

Spell Check – This button provides you a quick way to check the spelling of the words within charging language.

Undo – This button provides you a quick way to revert back to the original state of the charging language.

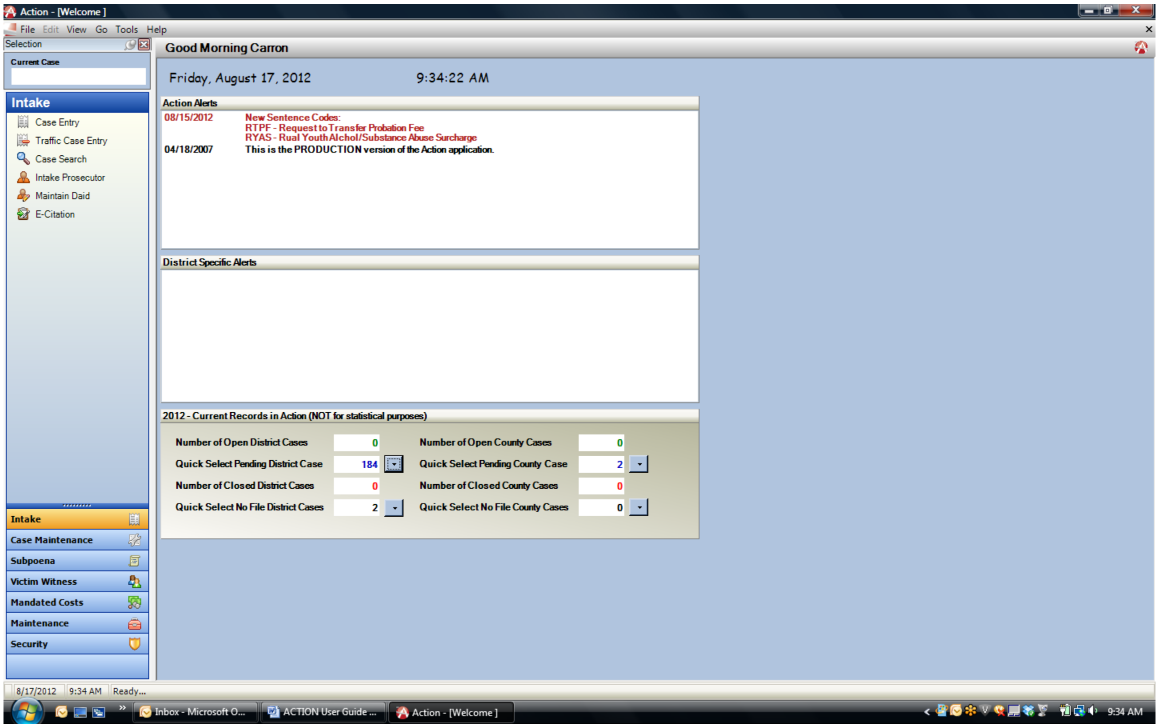
Intake/Case Entry/Filing Tab



The Filing Tab form allows you to view and print the necessary filing documents. Check the box and click the corresponding 'View' button to view the document in Microsoft Word format.

Once the case is complete clicking the 'File and Print' button from the toolbar will send the case information, to the Courts, through CICJIS and completes the Intake Process. The case status will change from 'pending' to 'open'. From this point forward, case access will be through the Case Maintenance process.

Intake Process

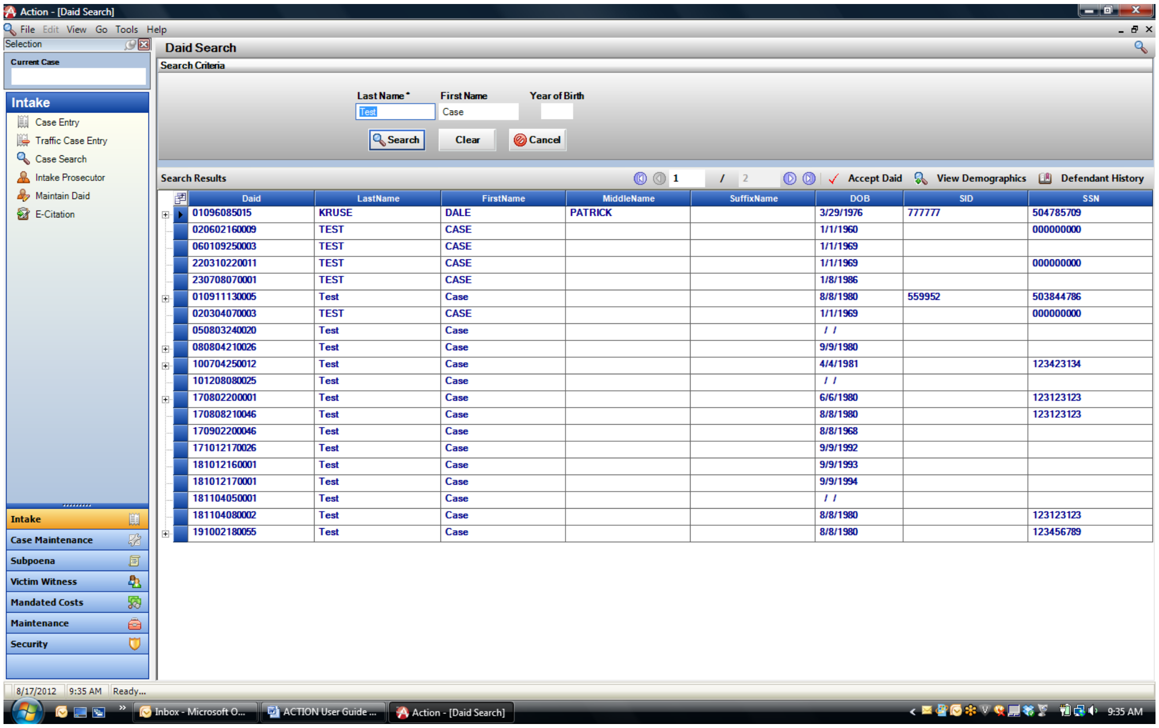


In the **Intake process**, your choice of subprocess depends on the type of case you are entering.

Intake/Traffic Case Entry

Choosing the **Traffic Case Entry** subprocess guides you through the process of entering a case in which a Ticket has been the instrument of filing. Cases in this process have a case status of ‘pending’ and can be modified and/or updated up to the point you choose to ‘complete’ the entry process. Once you have completed the entry process, the case status is changed to ‘open’. From this point forward, case access will be through the Case Maintenance process.

Intake/Traffic Case Entry/Daid Search



To search for any existing criminal history data, enter the defendant's last name.

A first initial is suggested to limit the number of records returned and to return the results more quickly.

Alias names will appear in green font.

Once you initiate the search, the matching Daid records will be displayed. You can highlight any of the records and click 'View Demographics' to view and verify additional demographic information.

You can also view the record by highlighting the selected row, with your mouse, and clicking the 'right' mouse button.

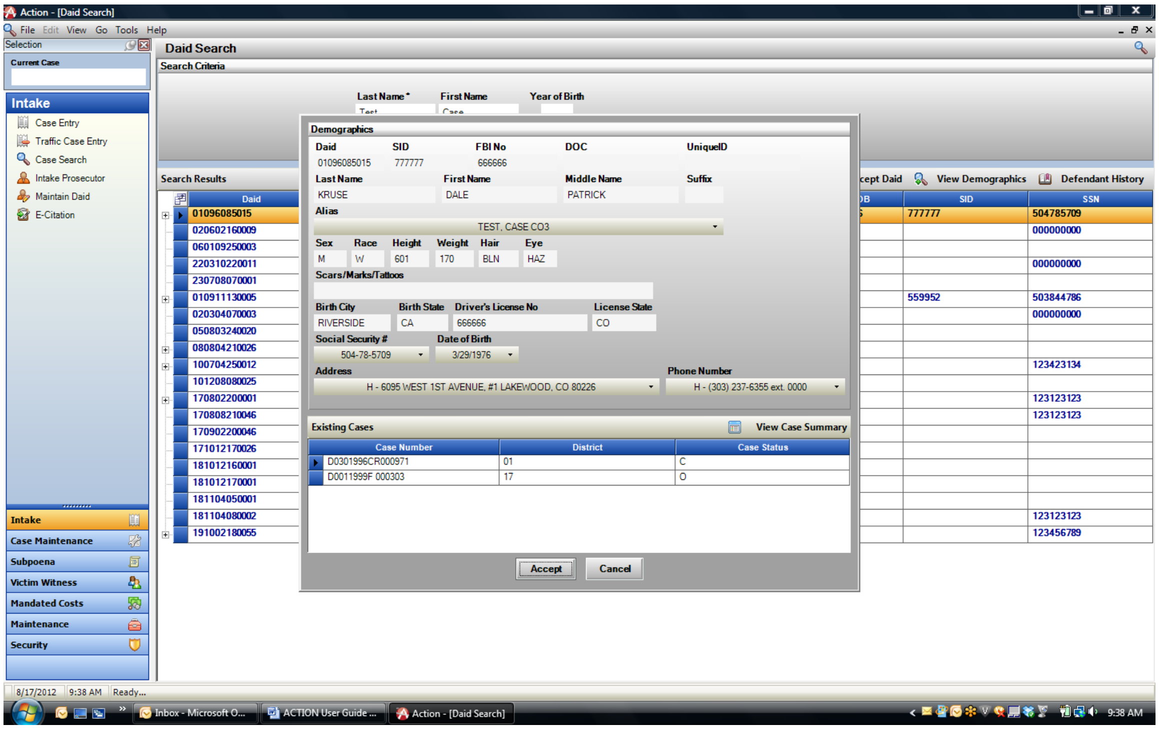
At this point, you have two options:

1) Highlight the record and click 'Accept Daid'. This option will attach the new case to the existing Daid record and populate the demographic data with the existing Daid demographics.

2) Ignore the Daid records and click 'Cancel'. The ACTION application will proceed to the Case/Defendant Tab form. A new system Daid will be assigned in this situation.

View Demographics

The ‘View Demographics’ button will display the demographics associated with the highlighted Daid record. You can verify that this is the correct Daid and click ‘Accept’ to accept the Daid and proceed to the Case/Defendant Tab form.

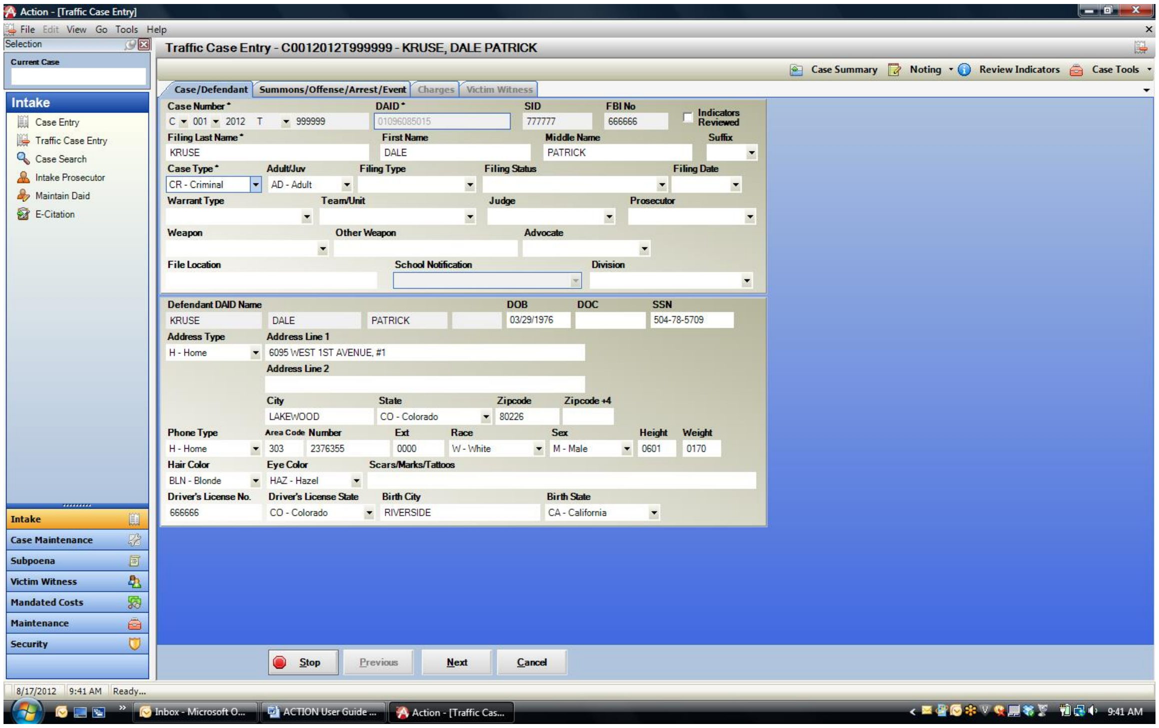


View Case Summary – This button allows you to view a summary of an individual case, in a report format. First, highlight the case you would like to view and click the button.

Defendant History

The ‘Defendant History’ button allows you to view a summary of all cases, associated with a given Daid, in a report format. First, highlight a Daid and click the button. The report will open in a viewer. You can page through the information and print if you wish.

Intake/Traffic Case Entry /Case–Defendant Tab



At this point in the entry process the Case/Defendant Tab form may be populated with Daid information. This form allows you to enter information about the case and the defendant.

If the **Next** button is not enabled, make sure all required fields have been entered.

If there is no preexisting information on the Daid record, the first information entered for DOB and SSN is 'promoted' to the current Daid DOB and SSN. This information can be updated using the DAID Maintenance process once the case entry process has been completed.

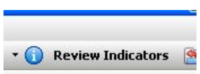
To add additional entries for Alias, DOB, SSN, Address, or Phone use the DAID Maintenance process once the case entry process has been completed.

Indicators

As part of the case entry process, you are guided to the 'Indicators' form as you complete entry of the Case/Defendant Tab form. Indicators allow you to identify important aspects of a case for query or reporting purposes. Some indicators, such as 'Domestic Violence', are required and available for all districts, however, each district has the ability to add or remove non-required indicators as necessary for their unique needs.

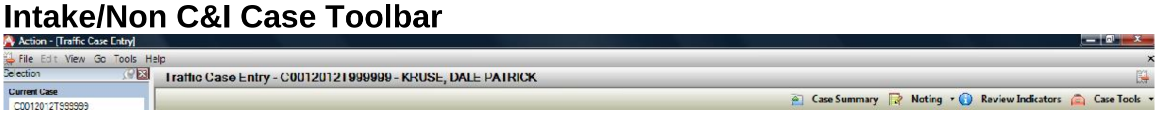
In the 'Indicators' form, you may use the arrow (up/down) keys to move through the list and select, or un-select checkboxes by using the space bar.

The 'Indicators' form must be reviewed, but no indicators have to be chosen.



The indicators may be reviewed, or updated, at any point in Action by using this option from the toolbar.

Intake/Non C&I Case Toolbar



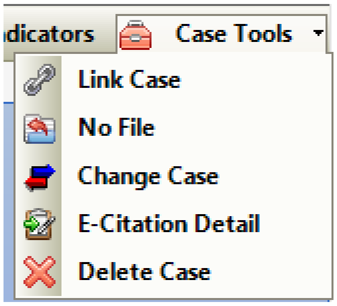
While in the Intake Process you are provided with a toolbar that allows you easy access to commonly used tools.

Case Summary – This button provides a quick way to view all of the information that has been entered on a case. The Case Summary tool is available throughout Action.

Noting – This button provides a quick way to add, modify, or view notes. Notes can be added to either of two 'Note Types': Case or Daid. 'Note Subtypes' may be chosen if you require more specificity. Notes can be added, viewed, and/or updated at any time in Action.

Review Indicators – This button provides a quick way to add, modify, or view Indicators.

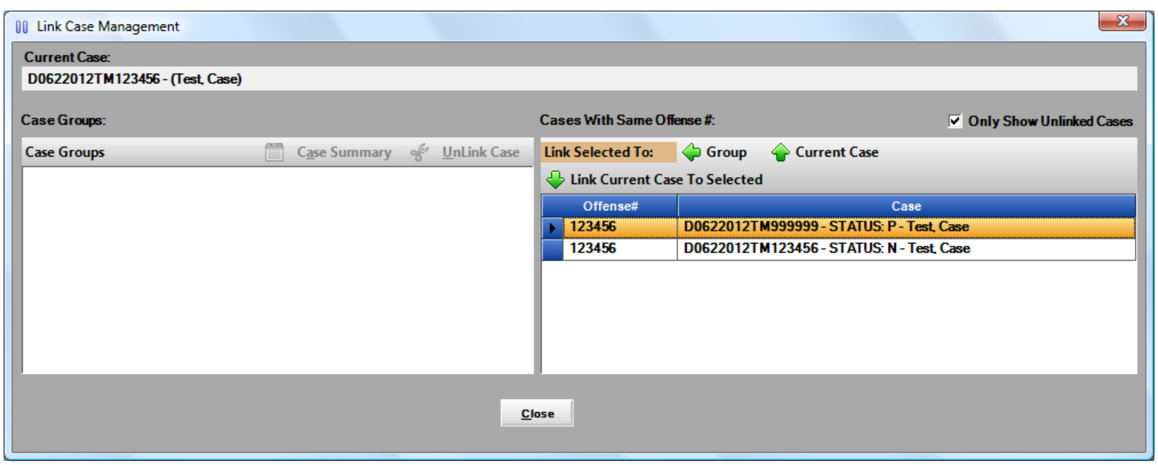
Case Tools – This button provides a quick way to open adjunctive tools within the Intake Process.



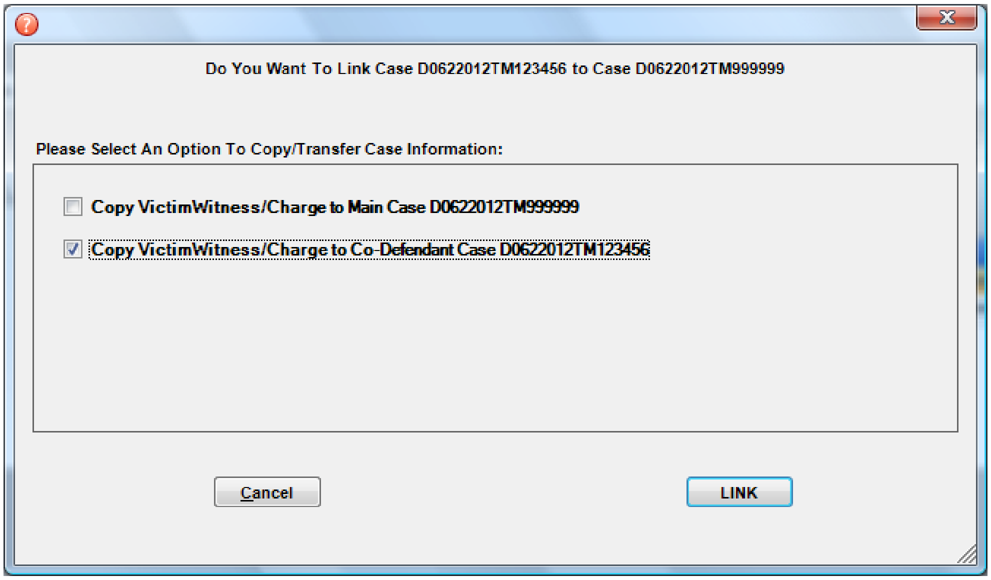
Link Case – This button allows you to view and select from a list of current cases that match the case you are entering based on the 'Offense Number' and the 'Filing ORI'. In the circumstance of co-defendants, when the first case exists, clicking the button will open a pop-up box displaying potential matching cases.

To link cases:

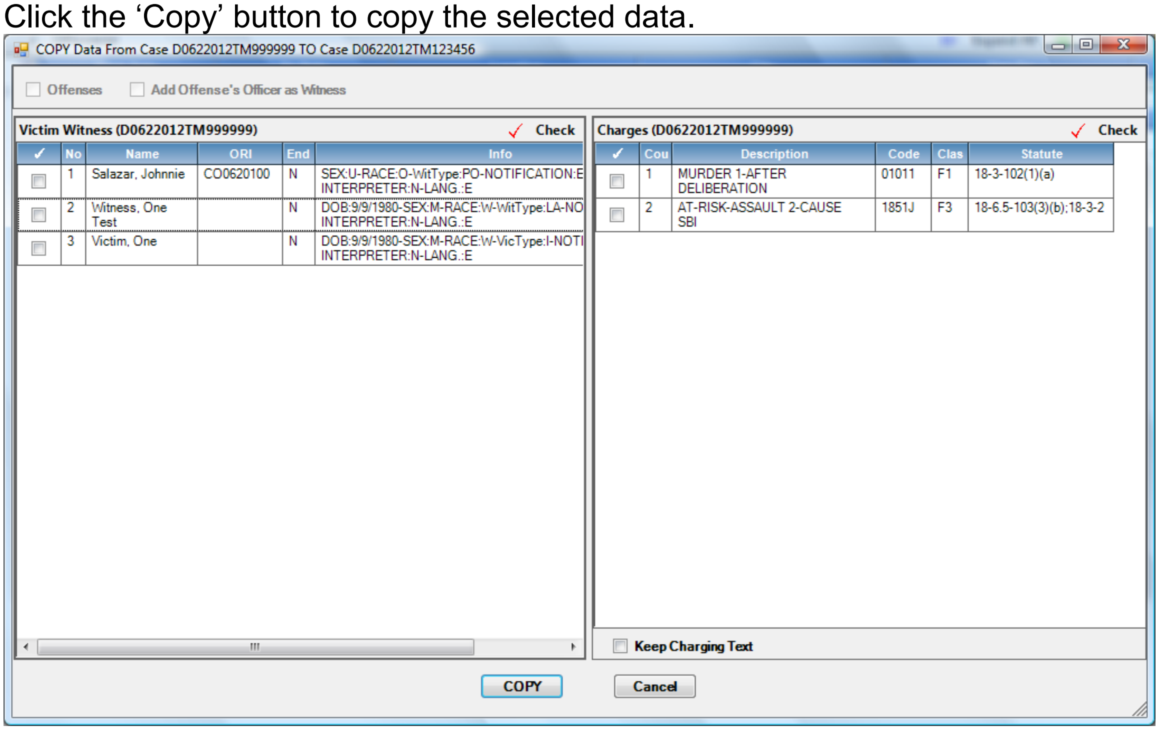
Highlight the case you want to link your current case to in the list on the right side and click on the 'Link Current Case To Selected'. For multiple co-defendant cases once a case is linked the others can be added by selecting the 'Group' button.



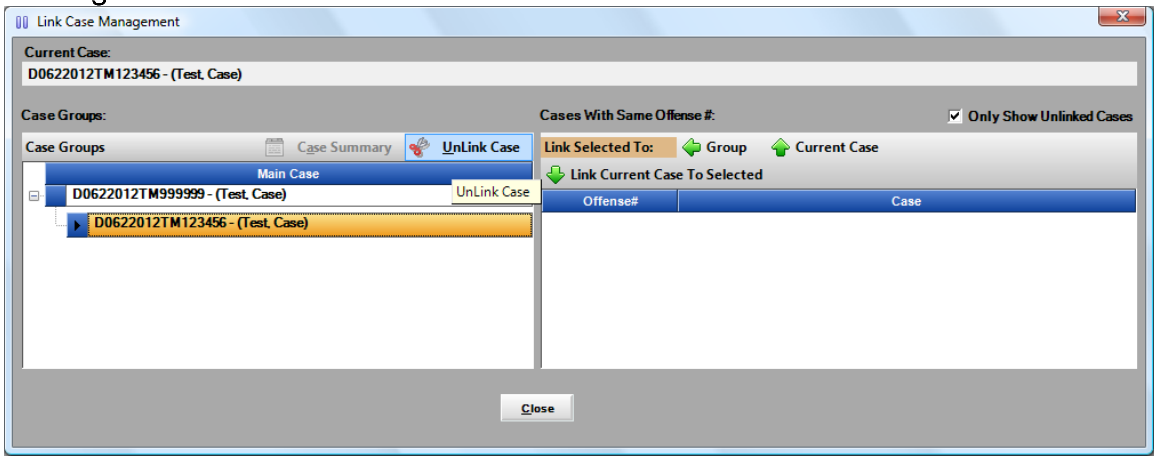
Select the ‘Copy VictimWitness/Charge to Co-Defendant Case #’by checking the box and clicking the ‘Link’ button



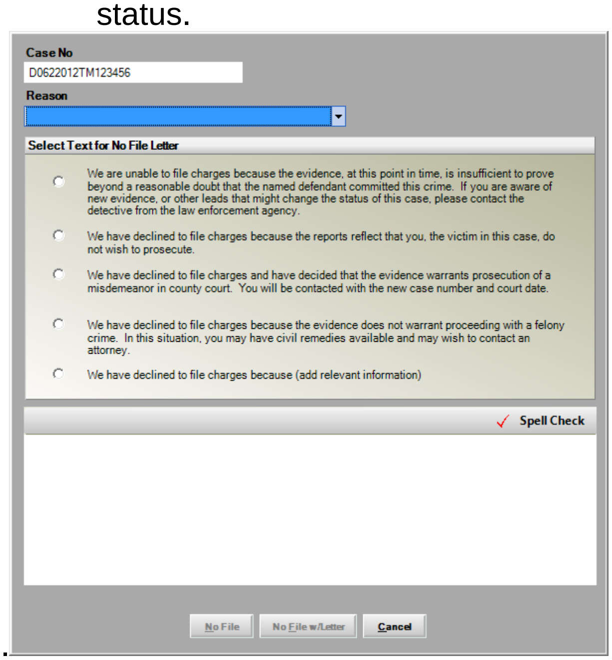
The user can select a vict/witn or charge specifically by checking the coinciding checkbox or the user can click on the ‘Check’ button and ‘Select All’
The charging language can also be copied exactly by checking the ‘Keep Charging Text’ checkbox.
Click the ‘Copy’ button to copy the selected data.



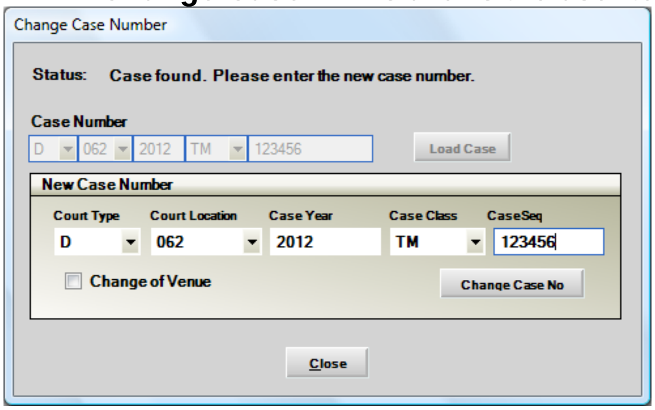
Cases can also be un-linked by highlighting the case listed on the right and clicking the ‘Unlink Case’ button.



- **No File** – This button provides quick access to a tool that changes the case status to ‘No File’. You can select a reason for the no file decision, as well as, additional notes of explanation. There is the ability to produce a no file Letter to be generated informing law enforcement of the no file status.



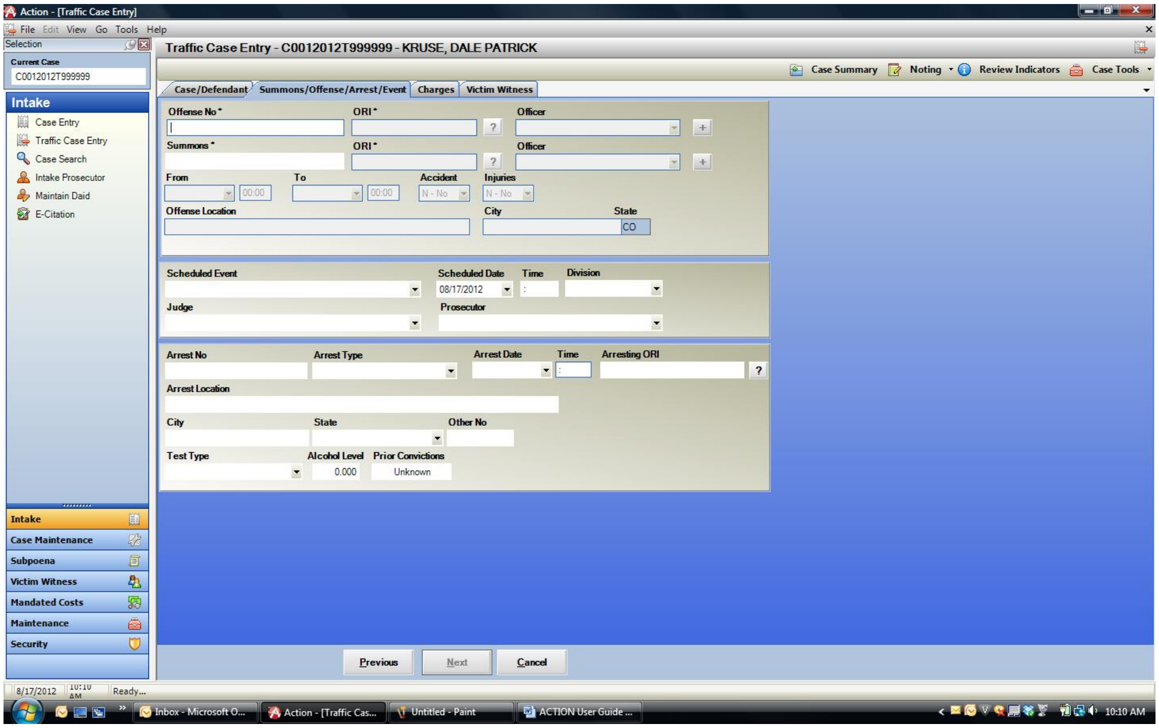
- **Change Case** – This allows the user to change the case number.



- **E-Citation Detail** – This pertains only to districts utilizing the E-Citation system with law enforcement. It is a detailed report of the citation issued.

- **Delete Case** – The option to delete a case is available to Power Users only.

Intake/Traffic Entry/Summons-Offense-Arrest-Event Tab



This form allows you to add summons, offense, arrest, and event information.

Required entry fields:

- Summons
- Offense Number
- ORI
- From (date)

The Officers associated with the 'ORI' will appear in the Officer drop-down list. If the Officer is not listed, you click on the '+' sign, next to the Officer drop-down, and add the Officer to the list. Once the offense information is saved, the Officer will appear in the Officer drop-down list.

Any officers entered will be automatically added on the Victim/Witness Entry screen.

Required entry fields (if you enter an event):

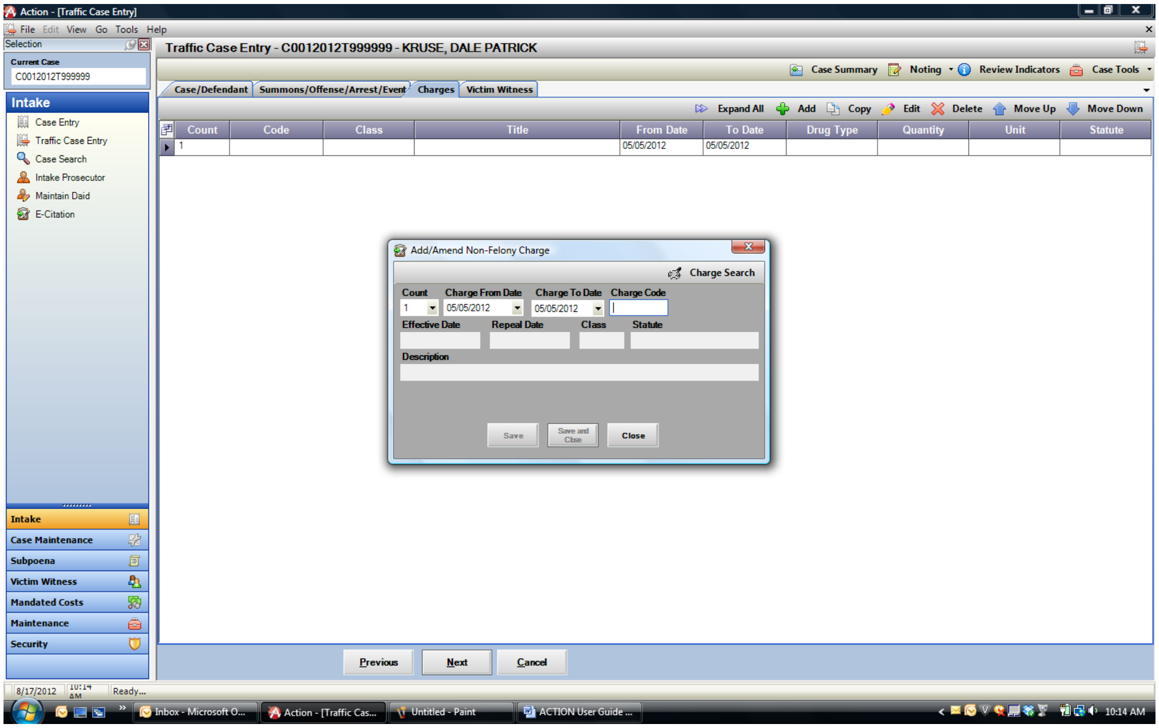
- Scheduled Event
- Scheduled Date
- Time
- Division

Judges and Prosecutors, for your district, will appear in the drop-down boxes. Judge and Prosecutor codes are maintained by users with ‘Power User’ capability. Contact your local ‘Power User’ to update these fields.

The offense date is checked against the Adult/Juvenile indicator and the Daid DOB. You will see an error pop-up if the three values are not in agreement.

Required entry fields (if you enter arrest-related information):

- Arrest Number
- Arresting ORI



The Charges Tab form allows you to add, update, or delete charge information.

Required entry fields:

- Charge From Date (defaults from 'Offense From Date' or today's date)
- Charge To Date (defaults from 'Offense To Date' or today's date)
- Charge Code

Add – This button allows you to add a charge. Clicking this button will bring up the charge entry form.

If you enter a drug-related charge code additional entry fields for 'Drug Type', Drug Quantity', and 'Drug Unit' will appear.

Charge Search – This button provides you a quick way to search for, and select, a charge code.

Search On (pick one) - You can search for charges based on full or partial values in the 'Charge Code', 'Statute' (default), 'Class', or 'Title' fields.

Begins With - You should choose this option to search for codes that 'begin with' the value you entered, based on your 'Search On' criteria.

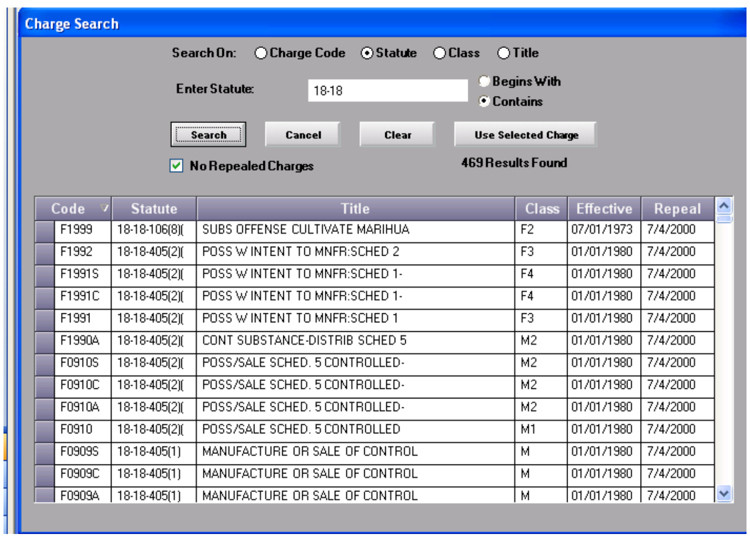
Contains - You should choose this option to search for codes that ‘contain’ the value you entered, based on your ‘Search On’ criteria.

No Repealed Charges – This check-box allows you to include or exclude repealed charges based on the offense date range of your case. If displayed, repealed charges will appear in red font.

Once the search results display you can ‘hover’ over the charge code column, with your mouse, to view the charging language.

There are three ways to select a displayed charge:

- Highlight the charge and click ‘ALT + U’
- Highlight the charge and click **Use Selected Charge**
- Use your mouse to double-click the charge



Copy – This button allows you to copy an existing charge. First, highlight the charge you wish to copy, and then click the button. The charge detail entry form will appear with the charge count incremented and the charge-related fields populated.

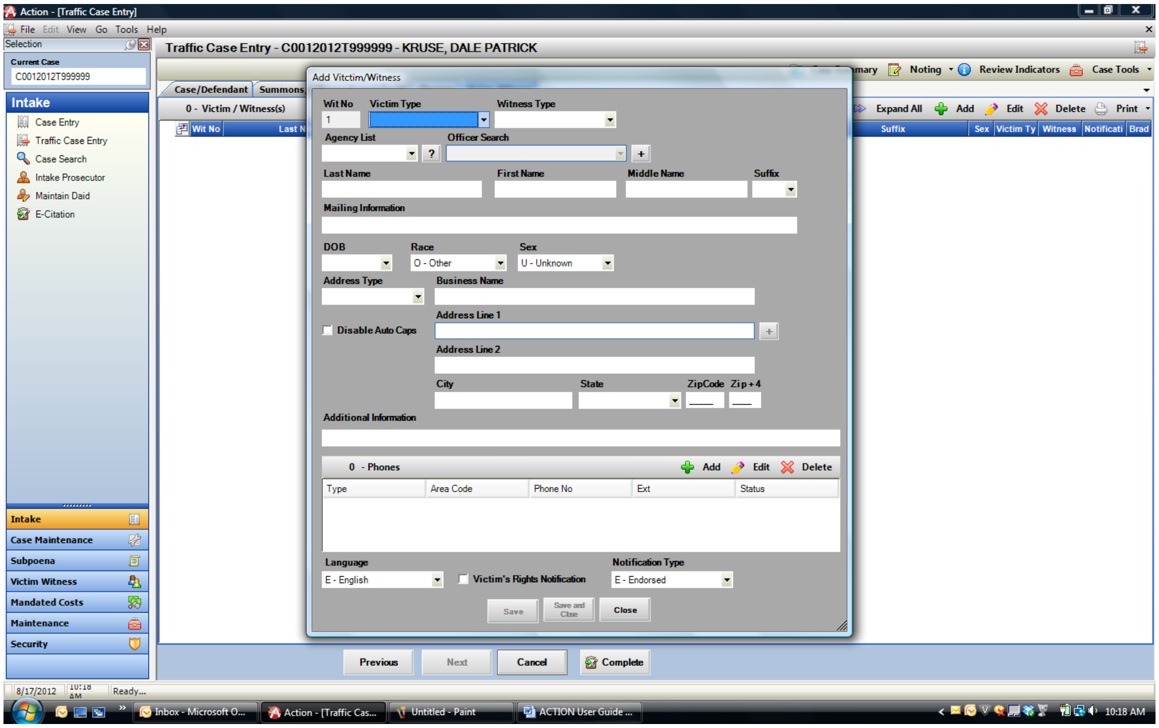
Edit – This button allows you to edit an existing charge. First, highlight the charge you wish to update, and then click the button.

Delete – This button allows you to delete an existing charge. First, highlight the charge you wish to delete, and then click the button.

Move Up/Down – This button allows you to re-order the charges. First, highlight the charge you wish to re-order, and click the appropriate button to move the charge up or down in the sequence number order.

This button completes the Intake Process. It may be selected at this point to by-pass entering any victim/witness information and complete the filing changing the case status from ‘pending’ to ‘open’. From this point forward, case access will be through the Case Maintenance process.

IntakeTraffic Case Entry/Victim Witness Tab



The Victim Witness Tab form allows you to add, update or delete victim/witness information.

Required entry fields – main form (if you add a victim/witness):

- Witness Number (generated automatically)
- Victim Type and/or Witness Type
- Last Name
- Notification Type

Required entry fields (if you add an address):

- Address Type
- Address Line 1

Required entry fields (if you add a phone number):

- Phone Type
- Area Code
- Telephone
- Phone Status

The following sections accept multiple entries:

- Address (click the ‘+’)
- Phone

Add – This button allows you to add a victim/witness. Clicking this button will bring up the victim/witness detail entry form.

A person can be a victim, a witness, or both.

When you enter a Witness Type of ‘PO’ additional officer-related fields will appear. Additionally, the address information section will populate once the ORI has been entered.

Once a victim/witness address has been entered it can be modified, but not deleted, within the Intake Process. It can be deleted, from Case Maintenance, once the case status is no longer ‘pending’.

The ‘Additional Information’ field will appear on the subpoena. It can be selected or un-selected for display, on the subpoena flagging screen.

The ‘Mailing Information’ field is used to display the name on mailing documents.

The ‘Victim’s Rights Notification’ check-box will automatically populate based on any qualifying charges entered, however, you can override the selection if you choose to change the notification status of the case.

The notification types are:

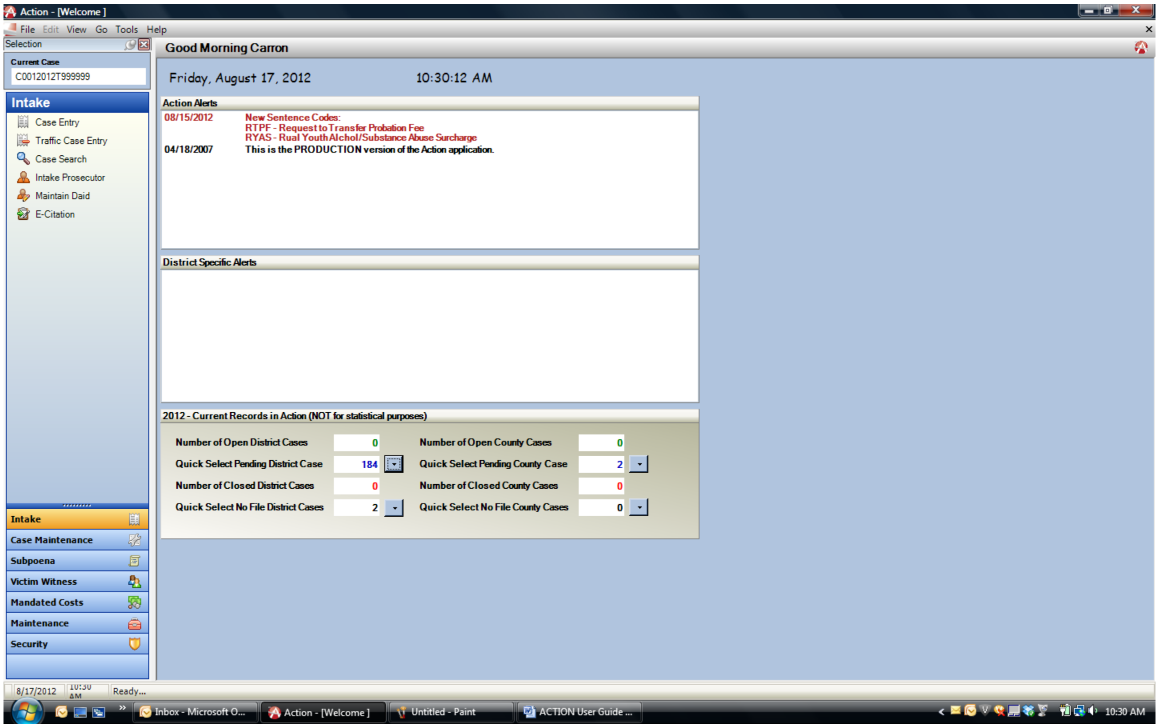
- (E) Endorsed (default)
- (N) Notification
- (B) Both - meaning endorsed and notified

Edit – This button allows you to edit an existing victim/witness. First, highlight the victim/witness you wish to update, and then click the button.

Delete – This button allows you to delete an existing victim/witness. First highlight the victim/witness you wish to delete, and then click the button.

This button completes the Intake Process. The case status will change from ‘pending’ to ‘open’. From this point forward, case access will be through the Case Maintenance process.

Intake Process



In the **Intake process**, your choice of subprocess depends on the type of case you are entering.

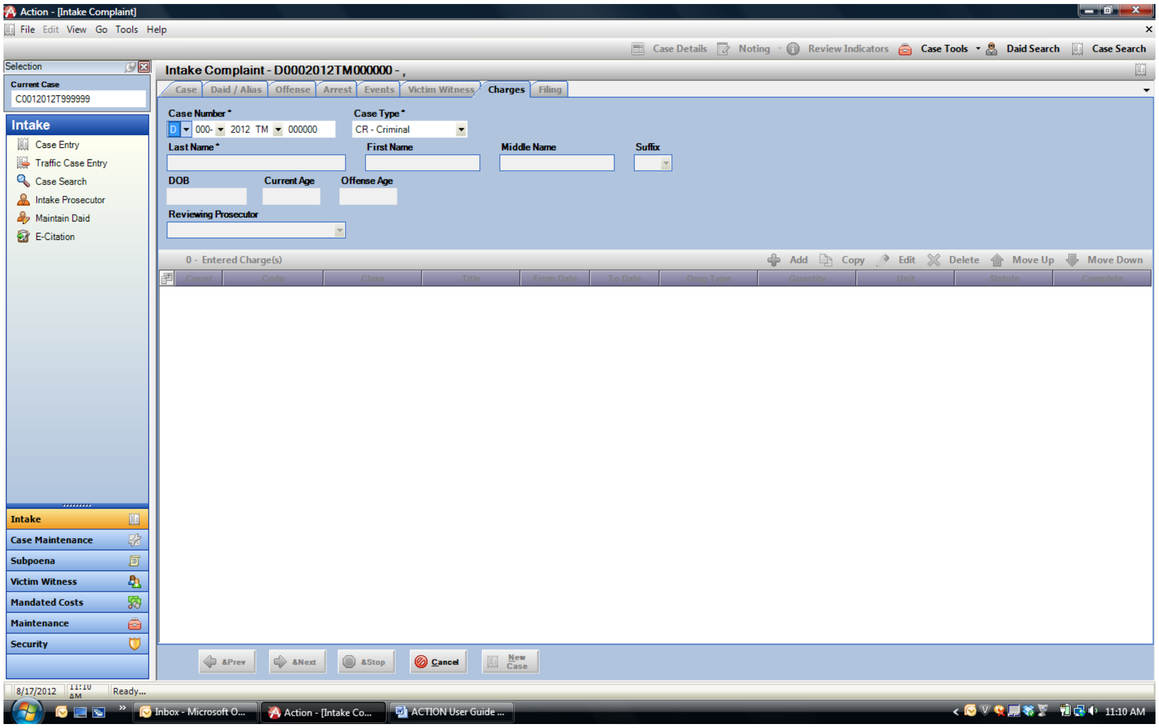
Intake/Intake Prosecutor Subprocess

Choosing the **Intake Prosecutor** subprocess provides Intake Prosecutors the ability to enter charging information and language. Use of this subprocess allows prosecutors, and entry staff, the ability to work cooperatively throughout the intake entry process.

Through this subprocess, prosecutors can:

- Create a case number or attach to an existing ‘pending’ case
- Add charges
- Add basic victim information
- Add case indicators and/or notes
- Manipulate and complete charging language

Intake/Intake Prosecutor/Charges



This Charges Tab form allows you (Intake Prosecutor) to enter basic information about the case, as well as, provides access to the charge detail entry form.

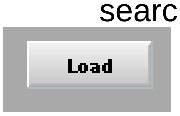
If you think case entry has already started, choose **Case Search** to search for a pending case.

<u>Search On:</u>

- **Case Number** (Default) – You can enter a specific case number as the search criteria.
- **Defendant Name, Victim/Witness Name** – Last name is required.

A first initial is suggested to limit the number of records returned and to return the results more quickly.

- **Offense Number** – You can enter a specific offense number as the search criteria.

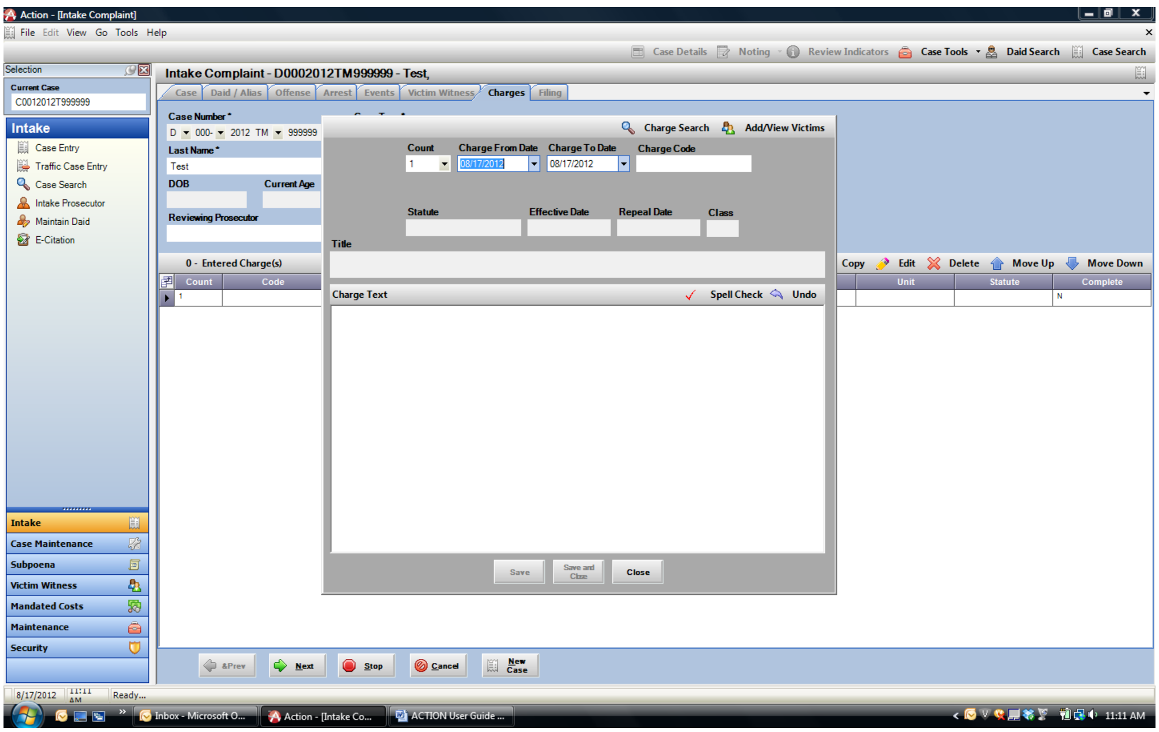


This button will load the case into the Charges Tab form.

Otherwise, if you (Intake Prosecutor) are starting the process of intake entry, enter the required fields:

- Case Number
- Case Type
- Last Name

If necessary, this button allows you to exit the process without saving any data.



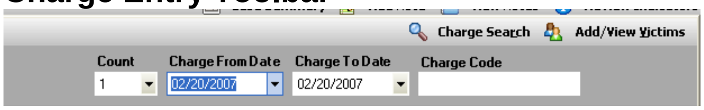
Required entry fields - charge detail entry (if you add a charge):

- Count
- Charge From Date
- Charge To Date
- Charge Code

Add – This button allows you to add a charge. Clicking this button will bring up the charge detail entry form.

If you enter a drug-related charge code additional entry fields for ‘Drug Type’, Drug Quantity’, and ‘Drug Unit’ will appear. If a [Drug] variable exists in the charging language, it will populate with the ‘Drug Type’ entered.

Charge Entry Toolbar



While in the charge entry process you are provided with a toolbar that allows you easy access to commonly used tools.

Charge Search – This button provides you a quick way to search for, and select, a charge code.

Search On (pick one) - You can search for charges based on full or partial values in the 'Charge Code', 'Statute' (default), 'Class', or 'Title' fields.

Begins With - You should choose this option to search for codes that 'begin with' the value you entered, based on your 'Search On' criteria.

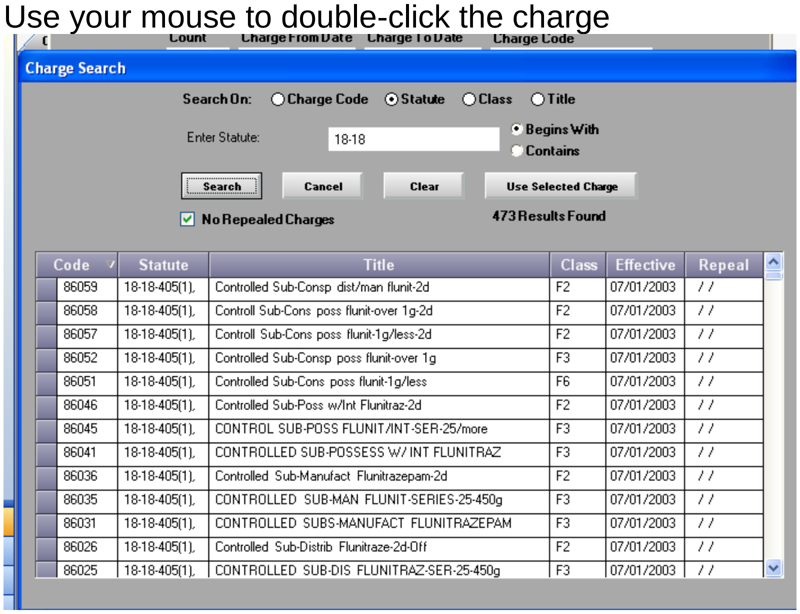
Contains - You should choose this option to search for codes that 'contain' the value you entered, based on your 'Search On' criteria.

No Repealed Charges – This check-box allows you to include or exclude repealed charges based on the offense date range of your case. If displayed, repealed charges will appear in red font.

Once the search results display you can 'hover' over the charge code column, with your mouse, to view the charging language.

There are three ways to select a displayed charge:

- Highlight the charge and click 'ALT + U'
- Highlight the charge and click **Use Selected Charge**
- Use your mouse to double-click the charge



Add/View Victims – This button provides you a quick way to add new victim/witness information. This tool is useful as ACTION provides a choice of victim names in charging language that includes [Victim] as a variable.

This tool is for quick entry only.   Only name, gender, and type can be entered. Other information should be entered using the Victim Witness Tab form.

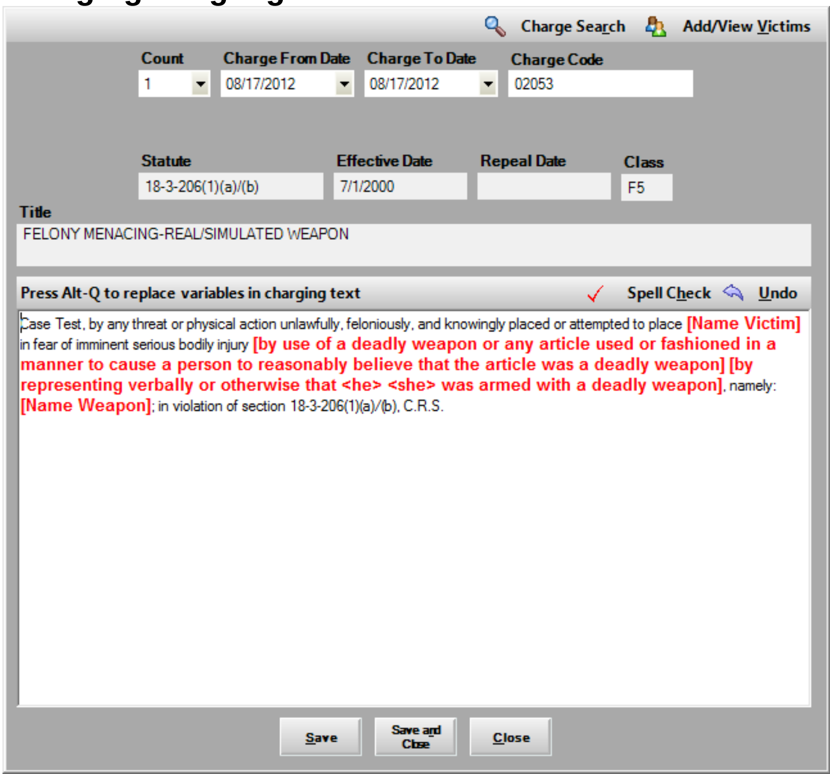
Copy – This button allows you to copy an existing charge. First, highlight the charge you wish to copy, and then click the button. The charge detail entry form will appear with the charge count incremented and the charge-related fields populated.

Edit – This button allows you to edit an existing charge. First, highlight the charge you wish to update, and then click the button.

Delete – This button allows you to delete an existing charge. First, highlight the charge you wish to delete, and then click the button.

Move Up/Down – This button allows you to re-order the charges. First, highlight the charge you wish to re-order, and click the appropriate button to move the charge up or down in the sequence number order.

Charging Language



ACTION allows you to update and complete the charging language at the point of charge entry rather than waiting until the Complaint/Information is created.

To enter the 'Charge Text' entry box, you can tab or use your mouse. From within the box you can add or modify the charging language. The language in the box is the language that will appear on the Complaint/Information.

Text displayed in red indicates a variable(s) that needs to be updated. Using the key combination '**ALT + Q**' allows you to move from variable to variable within the language. If the variable choices are in a drop-down (victim names, or alternate subsection language) use the (up/down) arrow keys, or your mouse, to make your choice and hit 'Enter'. Completed variables display in blue font.

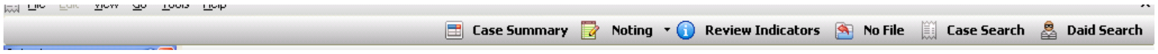
Charge Text Toolbar

While in the charge text completion process you are provided with a toolbar that allows you easy access to commonly used tools.

Spell Check – This button provides you a quick way to check the spelling of the words within charging language.

Undo – This button provides you a quick way to revert back to the original state of the charging language.

Intake/Intake Prosecutor Toolbar



While in the Intake Prosecutor entry process you are provided with a toolbar that allows you easy access to commonly used tools.

Case Summary – This button provides a quick way to view all of the information that has been entered on a case.

Noting – This button provides a quick way to add, modify, or view notes. Notes can be added to either of two 'Note Types': Case or Daid. 'Note Subtypes' may be chosen if you require more specificity. Notes can be added, viewed, and/or updated at any time during the Intake process.

Review Indicators – This button provides a quick way to add, modify, or view Indicators.

Indicators

Indicators allow you to identify important aspects of a case for query or reporting purposes. Some indicators, such as 'Domestic Violence', are required and available for all districts, however, each district has the ability to add or remove non-required indicators as necessary for their unique needs.

In the 'Indicators' form, you may use the arrow (up/down) keys to move through the list and select, or un-select checkboxes by using the space bar.

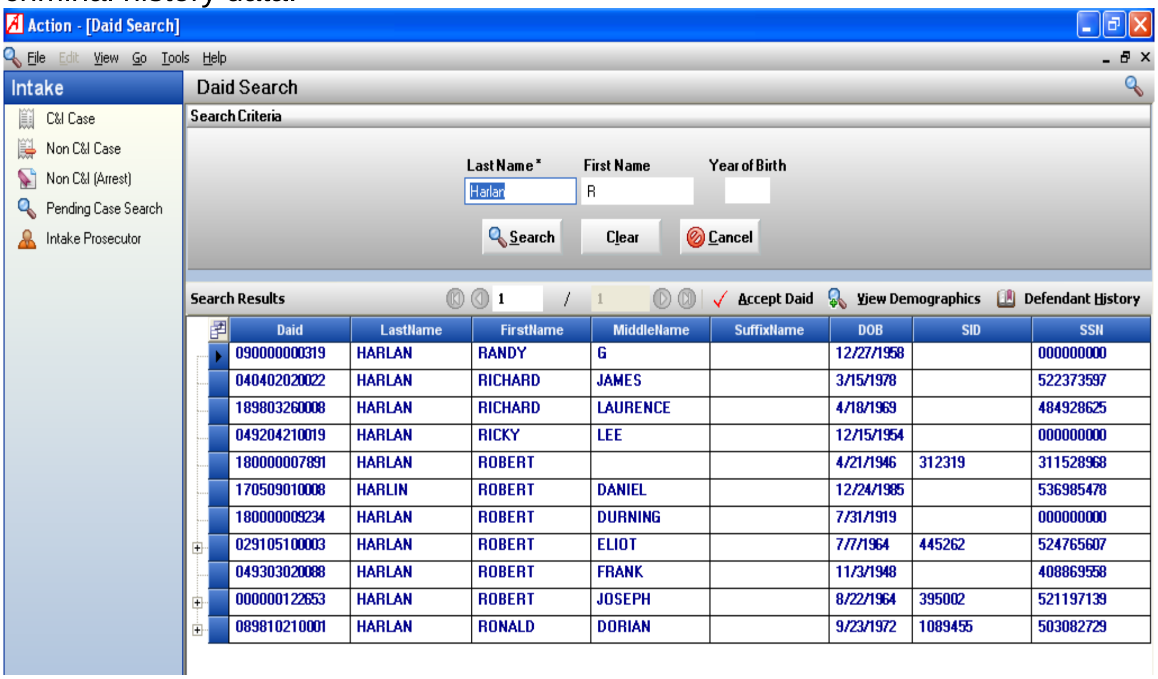
The 'Indicators' form must be reviewed, but no indicators have to be chosen.

If checked, the 'Domestic Violence' indicator will appear on the Complaint/Information.

No File – This button provides quick access to a tool that changes the case status to 'No File'. You can select a reason for the no file decision, as well as, add a note of explanation.

Case Search – This button provides a quick way to search 'pending' cases.

Daid Search – This button provides a quick way to search for any existing criminal history data.



Enter the defendant's last name.

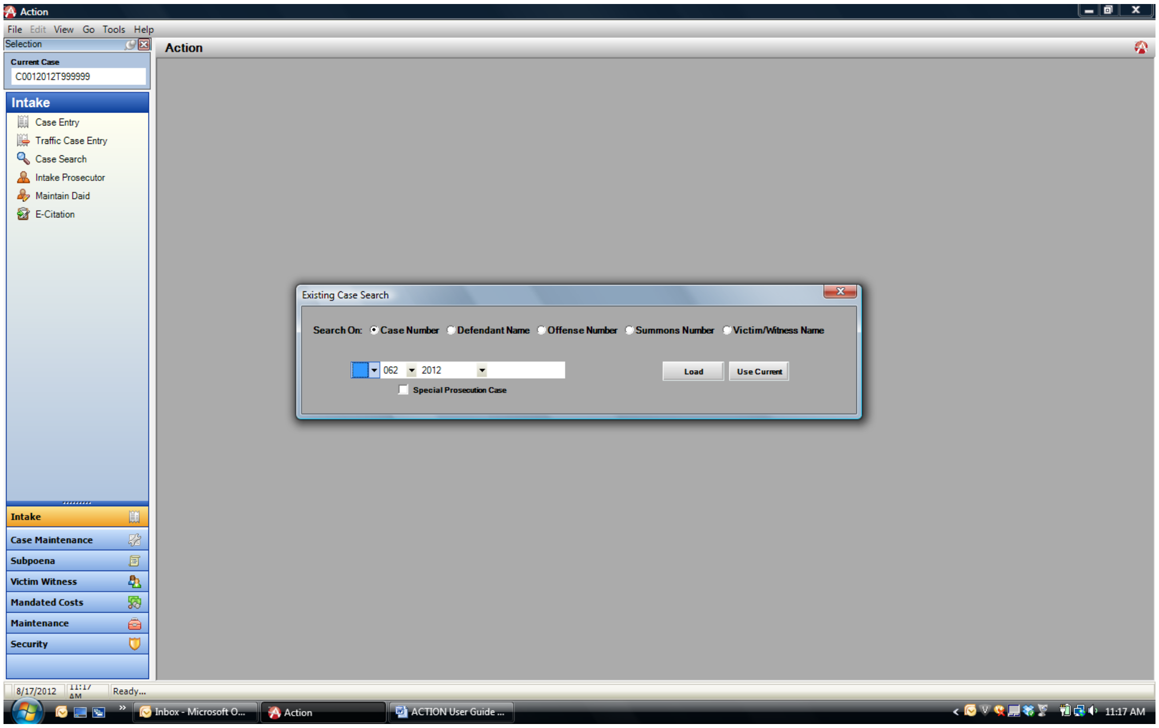
A first initial is suggested to limit the number of records returned and to return the results more quickly.

Once you initiate the search, the matching Daid records will be displayed. You can highlight any of the records and click 'View Demographics' to view and verify additional demographic information. Alias names display in green font.

You can also view the record by highlighting the selected row, with your mouse, and clicking the 'right' mouse button.

When you (Intake Prosecutor) are ready to stop the process of entry, and save all of the data entered, click this button.

Case Search



Choosing **Case Search** allows you to search for any case.

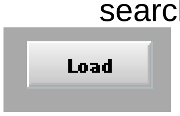
<u>Search On:</u>

- **Case Number** (Default) – You can enter a specific case number as the search criteria.
- **Defendant Name, Victim/Witness Name** – Last name is required.

A first initial is suggested to limit the number of records returned and to return the results more quickly.

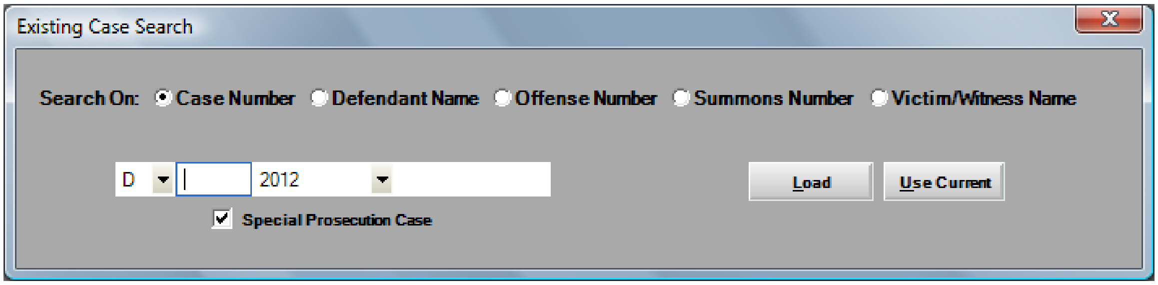
- **Offense Number** – You can enter a specific offense number as the search criteria.

- **Summons Number** – You can enter a specific summons number as the search criteria.



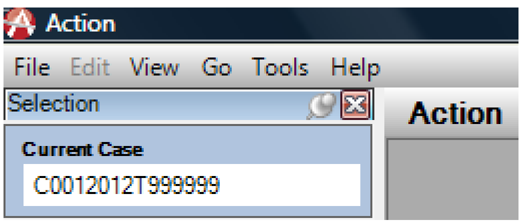
This button will load the case into the appropriate process.

Another way to search for a case is to choose the 'View' menu option and select 'Search'.

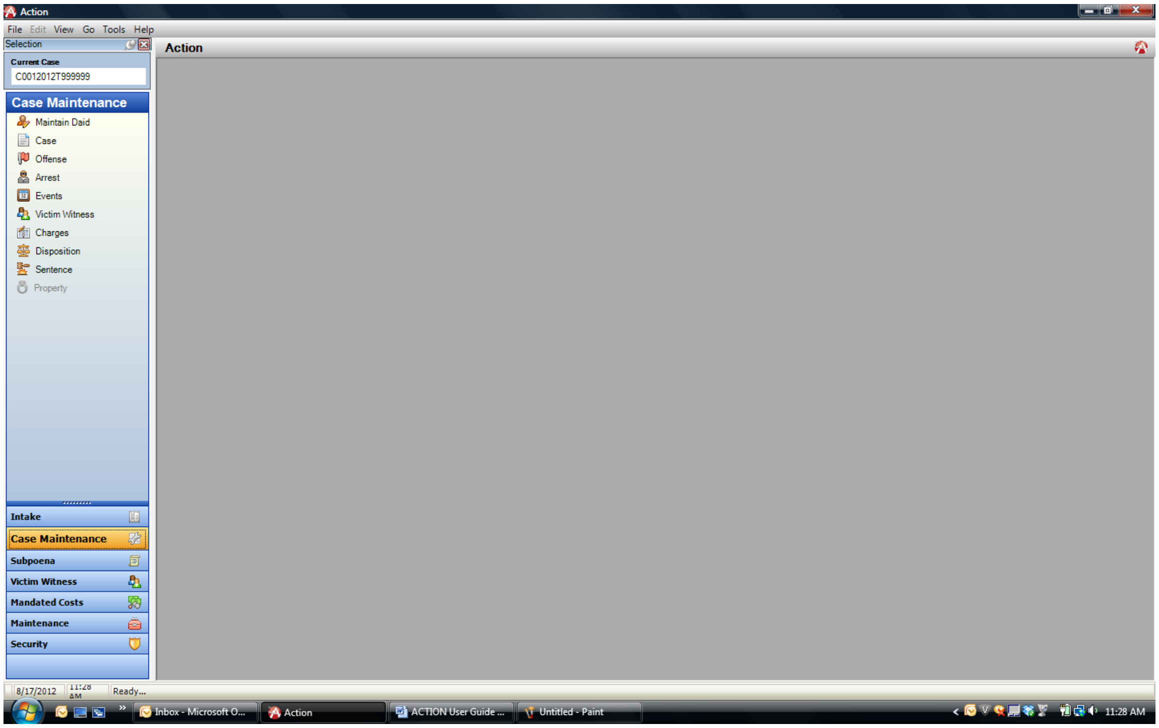


Case Search allows access to Special Prosecution cases by selecting the '**Special Prosecution Case**' checkbox and then entering in the originating district's entire case number and clicking the 'Load' button'.

The **'Use Current'** button allows the user to re-access the last case they were in for quick entry. That case number is always displayed in the top left corner of Action labeled 'Current Case'.



Case Maintenance Process



In the **Case Maintenance process**, your choice of subprocess depends on the type of data you wish to add, update, or delete.

Case Maintenance/Maintain Daid Subprocess

Daid information is person-centric rather than district specific. One Daid may be associated with many cases across multiple jurisdictions. As a result, changes made to Daid information may have wide-reaching impact.

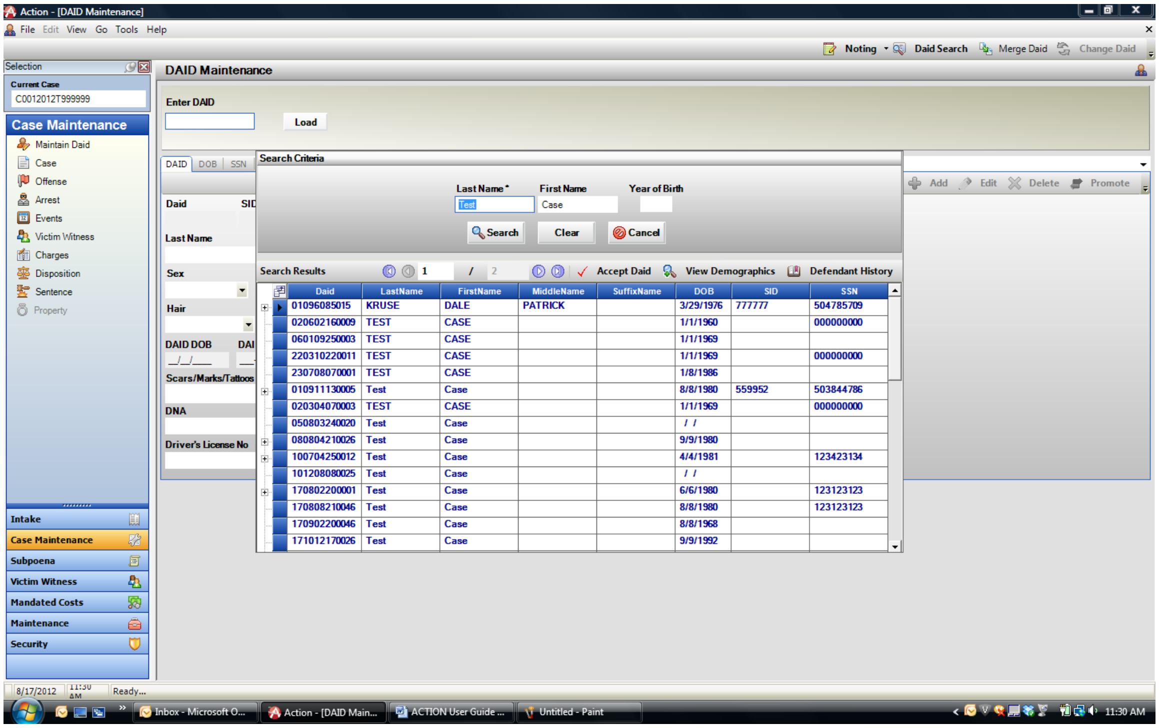
Choosing the **Maintain Daid** subprocess presents you with forms containing all of the demographic information associated with a specific, unique Daid.
Most, but not all, of the displayed information can be updated.

Once you bring up the Daid Maintenance form, there are two ways to access a specific Daid record:

- If you know the Daid number, 

enter it in the box and click the 'Load' button, or just hit 'Enter'.

- If you don't know the Daid number, use the **Daid Search** tool located on the top right toolbar:



To search for a Daid, enter the defendant's last name.

A first initial is suggested to limit the number of records returned and to return the results more quickly.

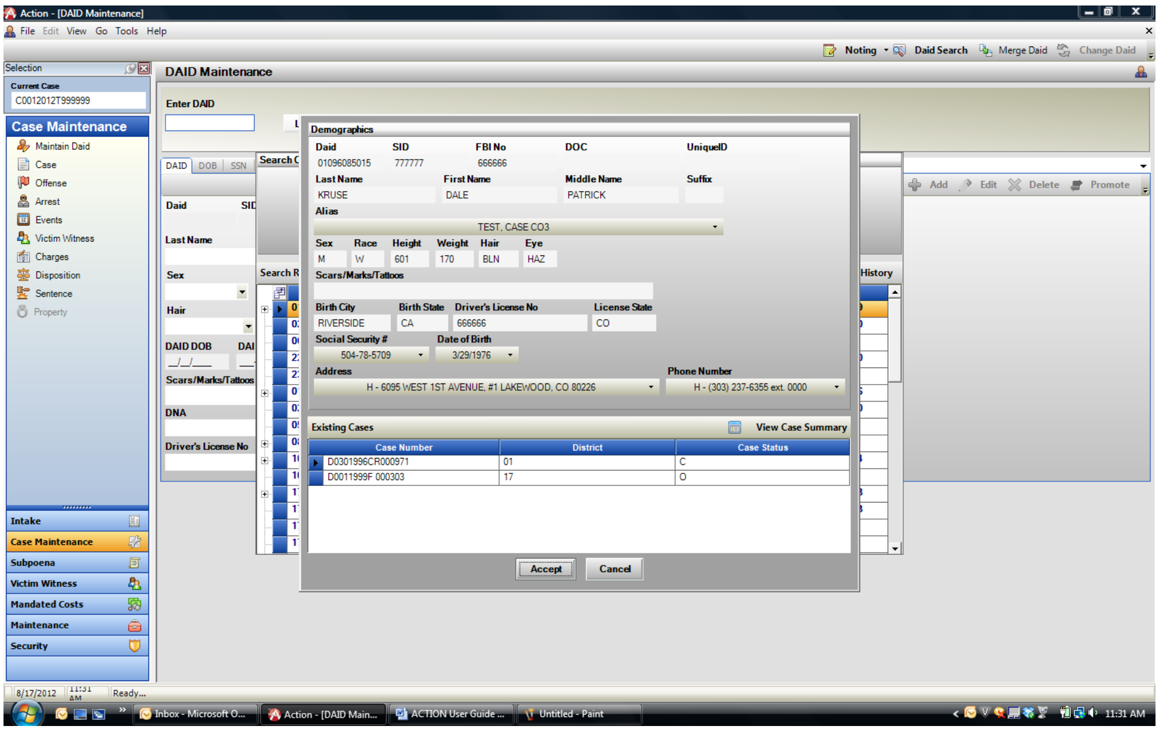
Once you initiate the search, the matching Daid records will be displayed. You can highlight any of the records and click 'View Demographics' to view and verify additional demographic information. Once you find the right Daid, highlight the record and click 'Accept Daid'. Alias names will display in green font.

You can also view the record by highlighting the selected row, with your mouse, and clicking the 'right' mouse button.

This action will populate the Daid Maintenance form with the Daid demographics.

View Demographics

The ‘View Demographics’ button will display the demographics associated with the highlighted Daid record. You can verify that this is the correct Daid and click ‘Accept’ to accept the Daid and proceed to the Daid Maintenance form.

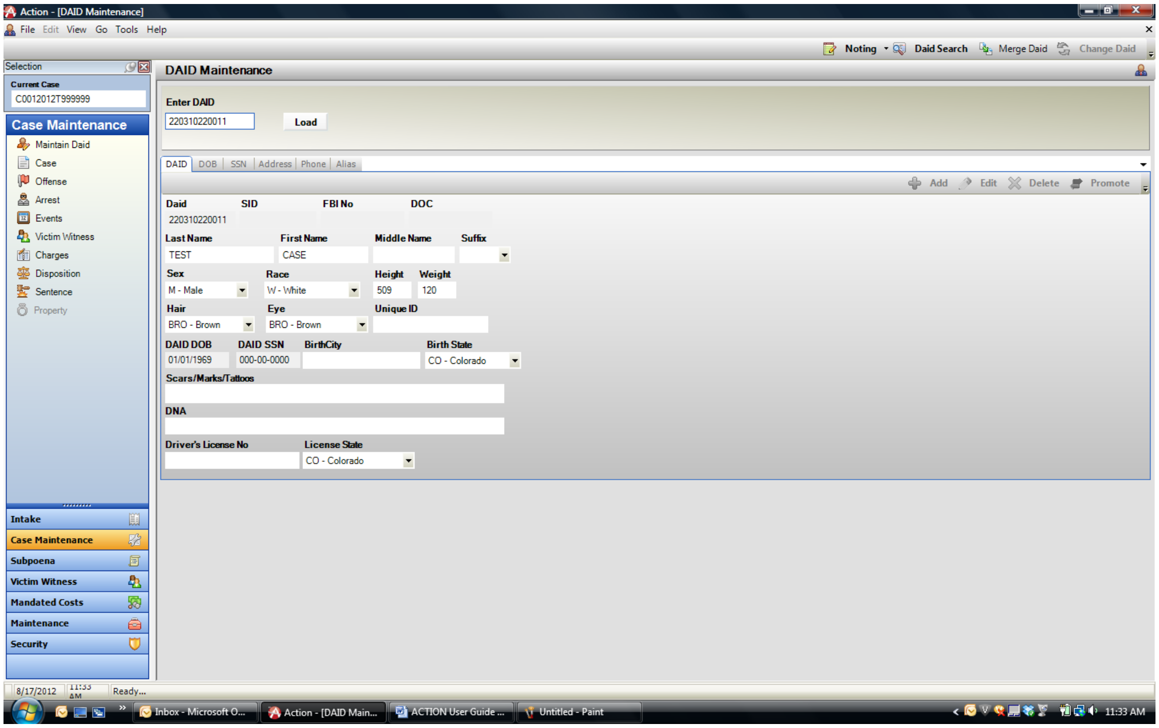


View Case Summary – This button allows you to view a summary of an individual case, in a report format. First, highlight the case you would like to view and click the button.

Defendant History

The ‘Defendant History’ button allows you to view a summary of all cases, associated with a given Daid, in a report format. First, highlight a Daid and click the button. The report will open in a viewer. You can page through the information and print if you wish.

Case Maintenance/Maintain Daid/DAID Tab



At this point in the maintenance process, the DAID Tab form is populated with what is believed to be the current and correct demographic information. All 'enabled' fields can be updated.

Within the ACTION application, multiple values are accepted for DOB and SSN. If multiple values are entered or exist, you have the option of deciding which specific value you believe to be current and correct and 'promoting' it to DAID DOB and/or DAID SSN. These values only display on this form, however, they are entered and/or 'promoted' on subsequent forms.

The DNA field is for 'DNA Strand' identification.

In the Maintenance process, there is no 'logical flow' of entry as exists in the Intake process, so there are no 'Next' or 'Prev' buttons. To move between tabs, use your mouse or the (up/down) (left/right) arrow keys (when the tab name is selected).

Updates made to the DAID tab form will be saved when you move to a subsequent form.

Case Maintenance/Maintain Daid Toolbar

While in the Maintain Daid subprocess you are provided with a toolbar that allows you easy access to commonly used tools.

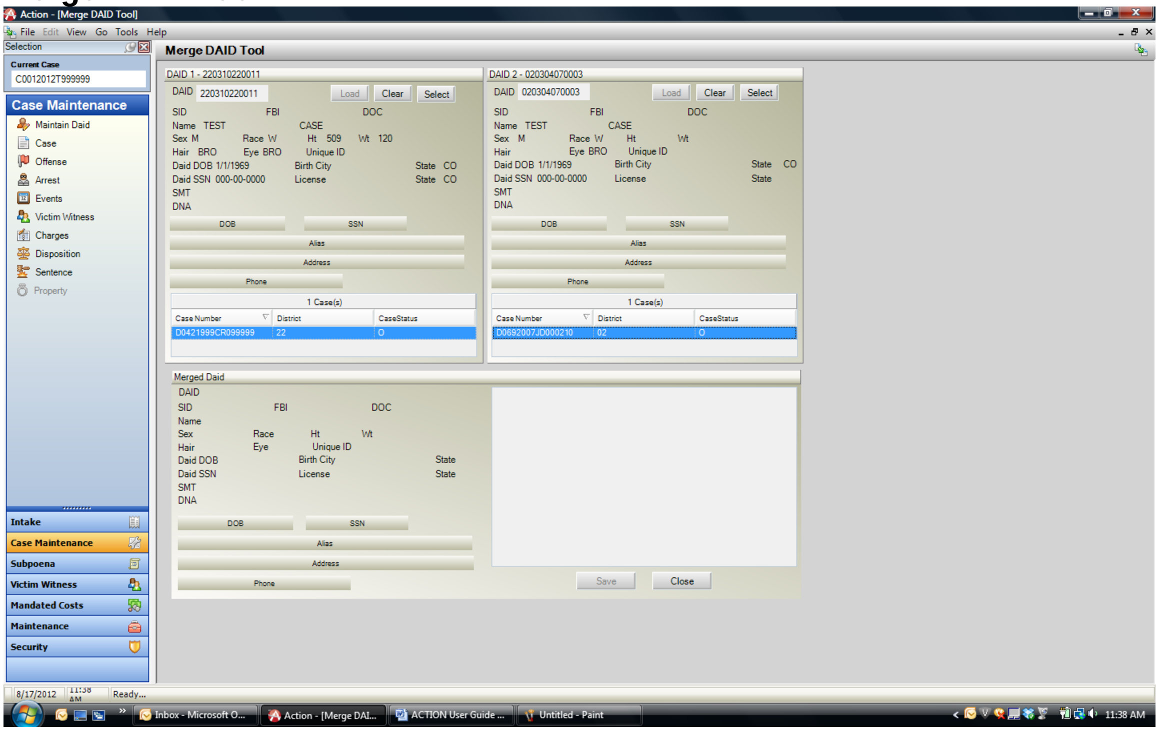
Noting – This button provides a quick way to add, modify, or view notes. Notes can be added to either of two ‘Note Types’: Case or Daid. ‘Note Subtypes’ may be chosen if you require more specificity. Notes can be added, viewed, and/or updated at any time during the Maintain Daid subprocess.

Daid Search - This button provides a quick way to search for any existing criminal history data. See instructions above.

Merge Daid – This button provides a quick way to examine possible non-unique Daid records and merge them into one, if appropriate.

You can only merge Daids with cases in your own district. Please contact CDAC for Daids you are unable to merge with the merge tool.

Merge DAID Tool



To use the Merge Daid tool:

1) Enter the first Daid number in the ‘Daid 1’ box on click ‘Load’. This will populate the box with the associated Daid information for your review.

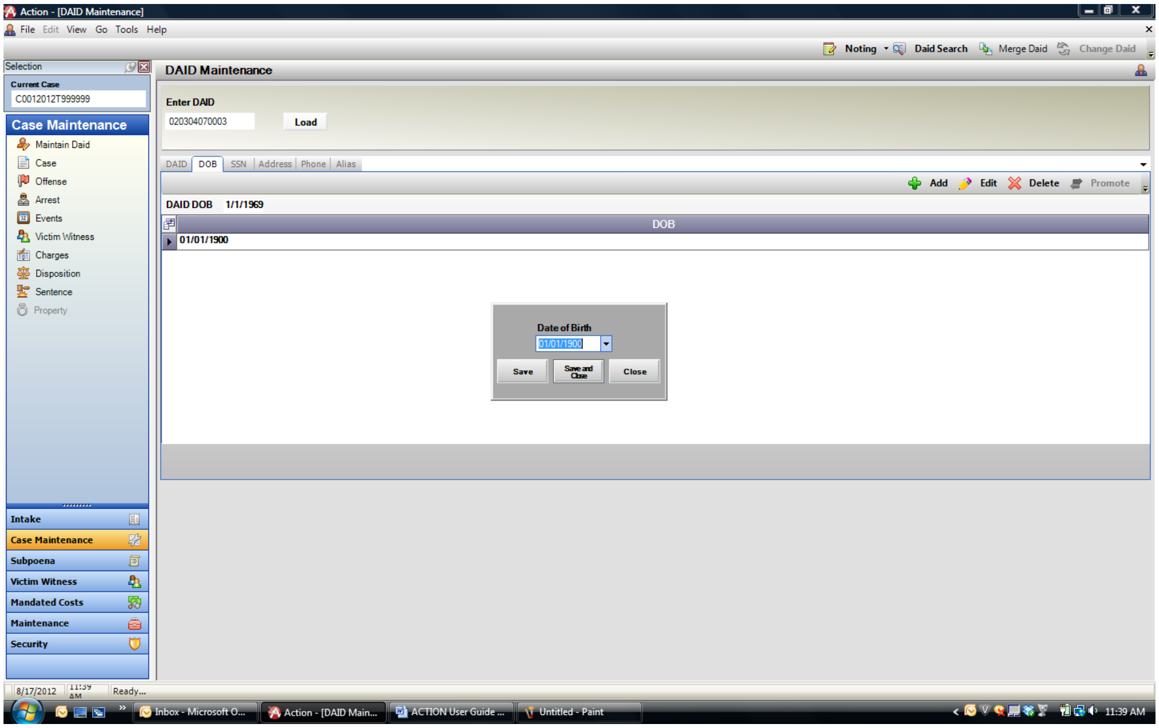
2) Enter the second Daid number in the ‘Daid 2’ box and click ‘Load’. This will populate the box with the associated Daid information for your review.

3) Click the ‘Select’ button of the Daid you wish to remain as the Defendant’s Daid and the merged information will appear in the bottom section of the form for review and/or update.

   You can still pick individual data fields, from the Daid you did not select, and move them to the ‘Merged Daid’ section. First, put your mouse on the field in the upper ‘Daid’ box that you want to use in the ‘Merged Daid’ section. Then click your ‘right’ mouse button and click ‘Use’. Notice it updates the data field in the ‘Merged Daid’ section.

4) To save your changes, click the ‘Save’ button. To cancel without saving changes, click ‘Close’.

Case Maintenance/Maintain Daid/DOB Tab



The DOB Tab form allows you to add, update, delete, or promote date of birth information. The first form displays any existing information.

You can add multiple DOB values. The DOB value designated as current and correct with the status of 'DAID DOB' is displayed at the top of the form.

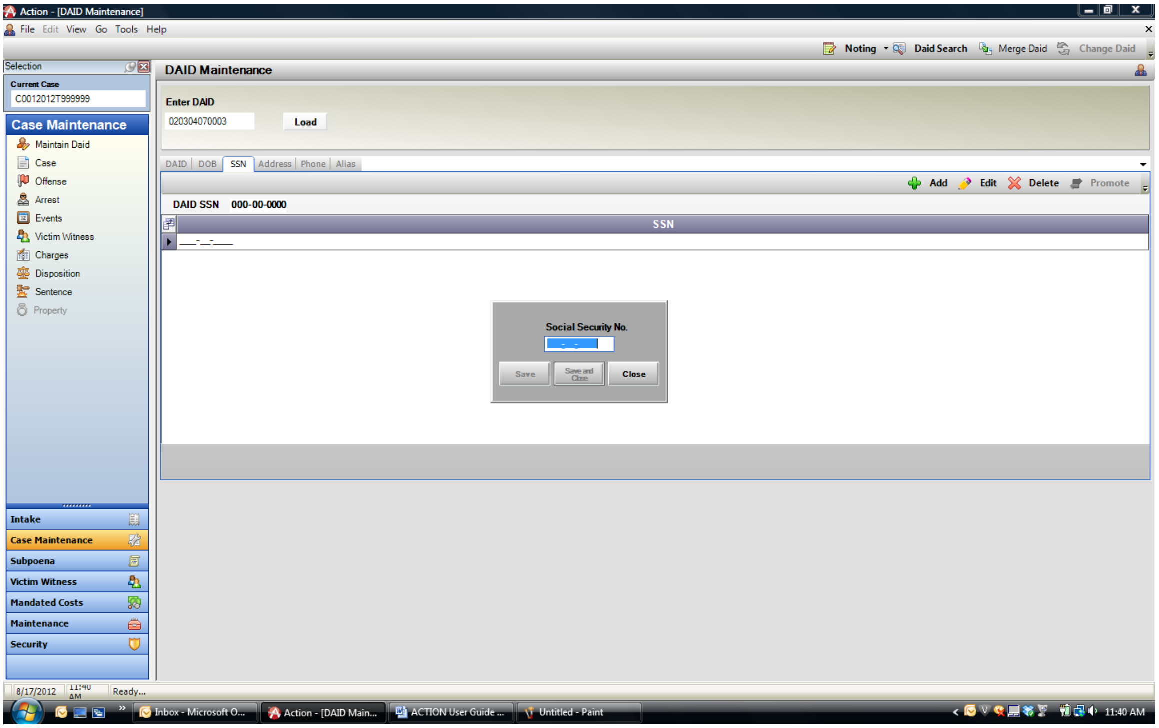
Add – This button allows you to add a DOB. Clicking this button will bring up the DOB entry from.

Edit – This button allows you to edit an existing DOB. First, highlight the DOB you wish to update, and then click the button.

Delete – This button allows you to delete an existing (non-Daid) DOB. First, highlight the DOB you wish to delete, and then click the button.

Promote – This button allows you to promote an existing DOB to the status of 'DAID DOB' based on your belief it is the most current and correct value.

Case Maintenance/Maintain Daid/SSN Tab



The SSN Tab form allows you to add, update, delete, or promote social security information. The first form displays any existing information.

You can add multiple SSN values. The SSN value designed as current and correct with the status of 'DAID SSN' is displayed at the top of the form.

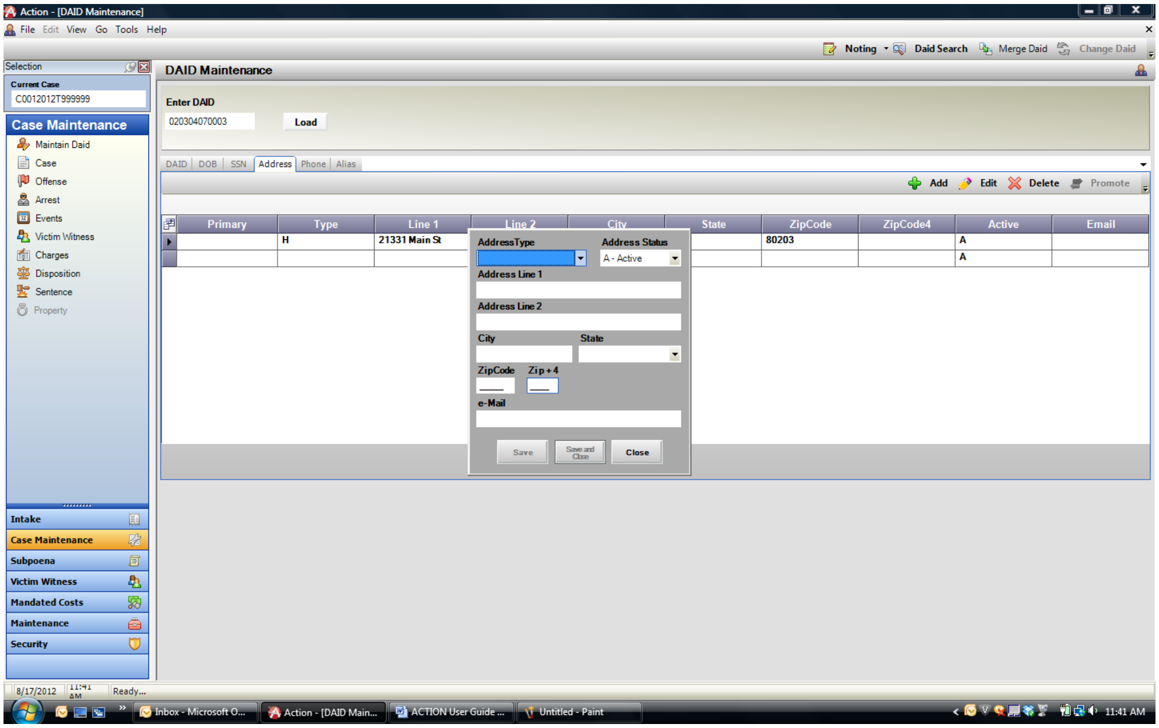
Add – This button allows you to add a SSN. Clicking this button will bring up the SSN entry from.

Edit – This button allows you to edit an existing SSN. First, highlight the SSN you wish to update, and then click the button.

Delete – This button allows you to delete an existing (non-Daid) SSN. First, highlight the SSN you wish to delete, and then click the button.

Promote – This button allows you to promote an existing SSN to the status of 'DAID SSN' based on your belief it is the most current and correct value.

Case Maintenance/Maintain Daid/Address Tab



The Address Tab form allows you to add, update, or delete address/e-mail information. The first form displays any existing information.

You can add multiple address/e-mail values.

Required entry fields (if you add address/e-mail information):

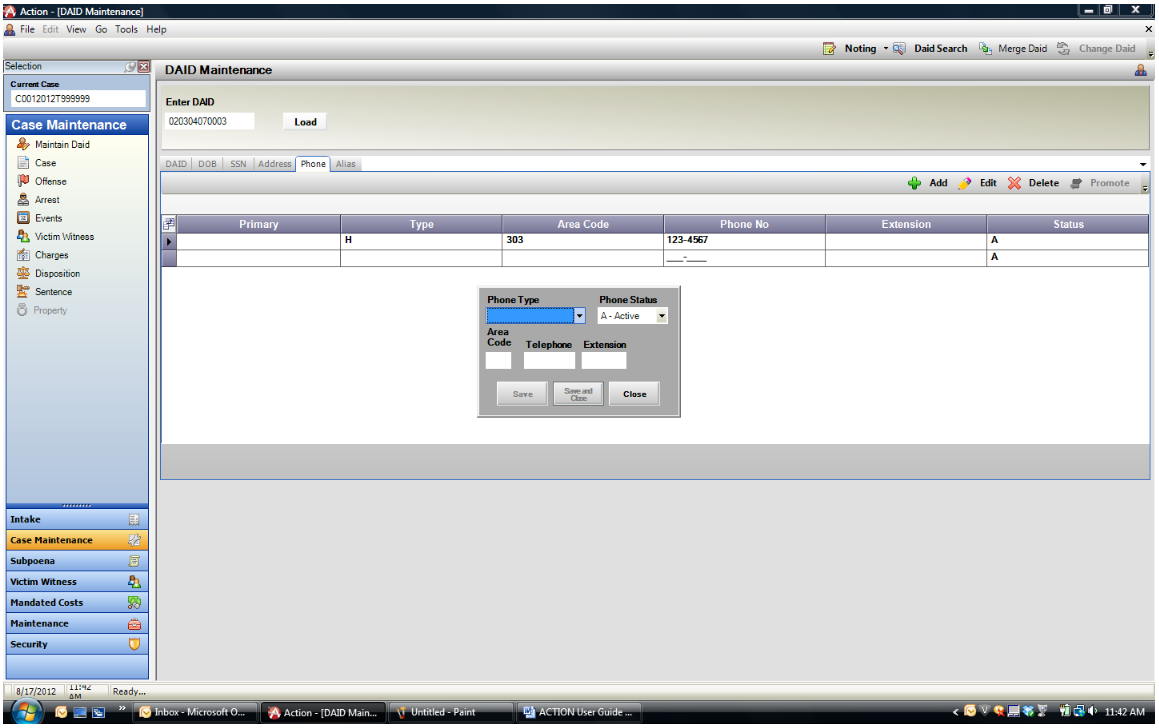
- Address Type
- Address Line 1

Add – This button allows you to add address/e-mail information. Clicking this button will bring up the address detail entry from.

Edit – This button allows you to edit existing address/e-mail information. First, highlight the address you wish to update, and then click the button.

Delete – This button allows you to delete existing address/e-mail information. First, highlight the address you wish to delete, and then click the button.

Case Maintenance/Maintain Daid/Phone Tab



The Phone Tab form allows you to add, update, or delete phone number information. The first form displays any existing information.

You can add multiple phone numbers.

Required entry fields (if you add a phone number):

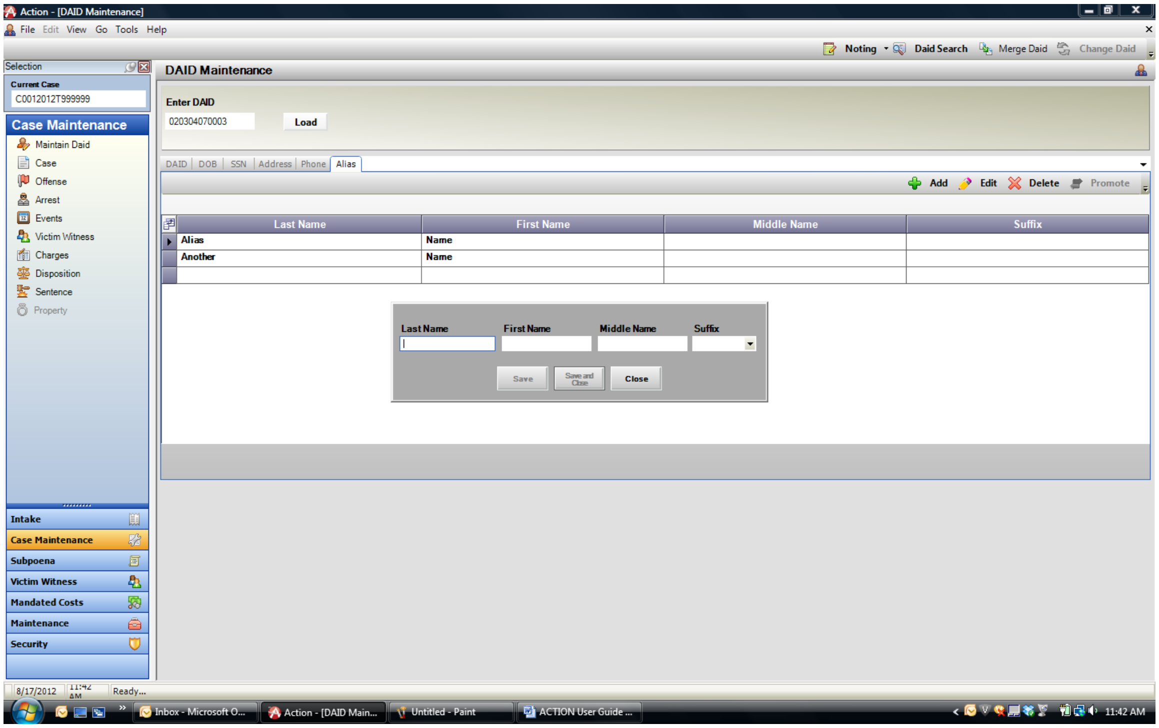
- Phone Type
- Area Code
- Telephone

Add – This button allows you to add a phone number. Clicking this button will bring up the phone number detail entry from.

Edit – This button allows you to edit an existing phone number. First, highlight the phone number you wish to update, and then click the button.

Delete – This button allows you to delete an existing phone number. First, highlight the phone number you wish to delete, and then click the button.

Case Maintenance/Maintain Daid/Alias Tab



The Alias Tab form allows you to add, update, or delete alias information. The first form displays any existing information.

You can add multiple aliases.

Required entry field (if you add an alias):

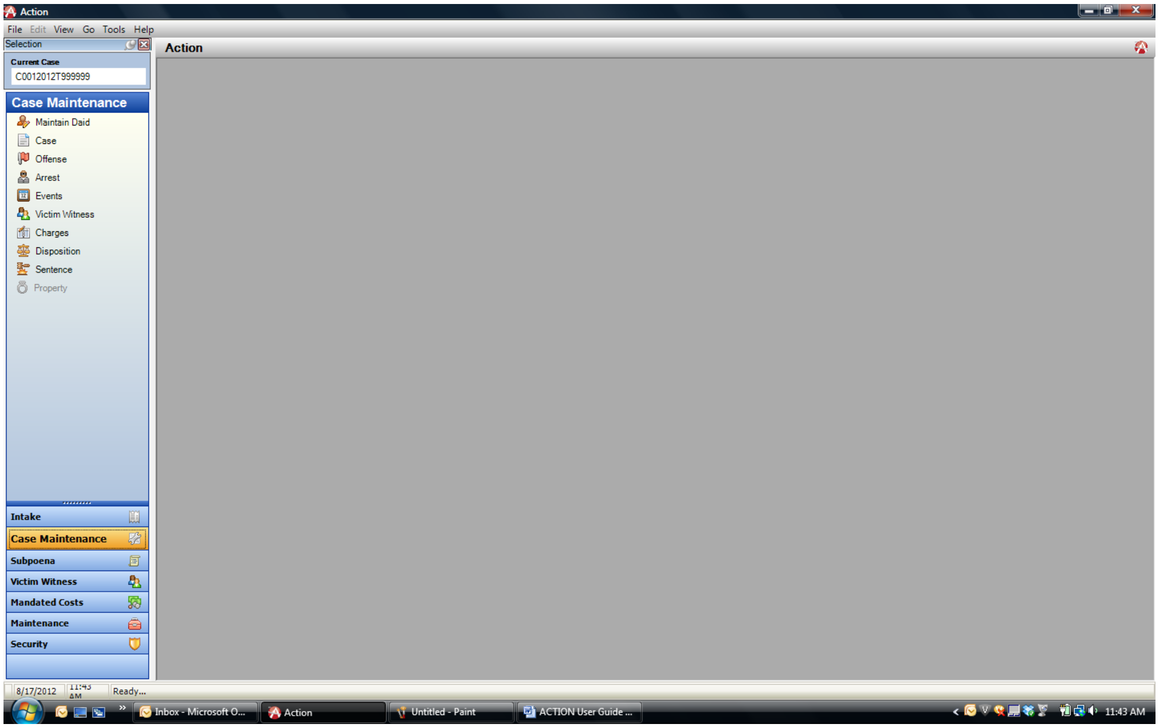
- Last Name

Add – This button allows you to add an alias. Clicking this button will bring up the alias detail entry from.

Edit – This button allows you to edit an existing alias. First, highlight the alias you wish to update, and then click the button.

Delete – This button allows you to delete an existing alias. First, highlight the alias you wish to delete, and then click the button.

Case Maintenance Process



In the **Case Maintenance process**, your choice of subprocess depends on the type of data you wish to add, update, or delete.

Case Maintenance/Case Subprocess

Choosing the **Case** subprocess presents you with forms containing all of the information associated with a specific case. Most, but not all, of the displayed information can be updated.

Use the Case Search tool to open a case.

Case Maintenance is used for cases that have completed the process of intake and no longer have a status of 'pending'.

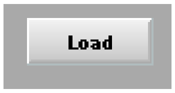
<u>Search On:</u>

- **Case Number** (Default) – You can enter a specific case number as the search criteria.
- **Defendant Name, Victim/Witness Name** – Last name is required.

A first initial is suggested to limit the number of records returned and to return the results more quickly.

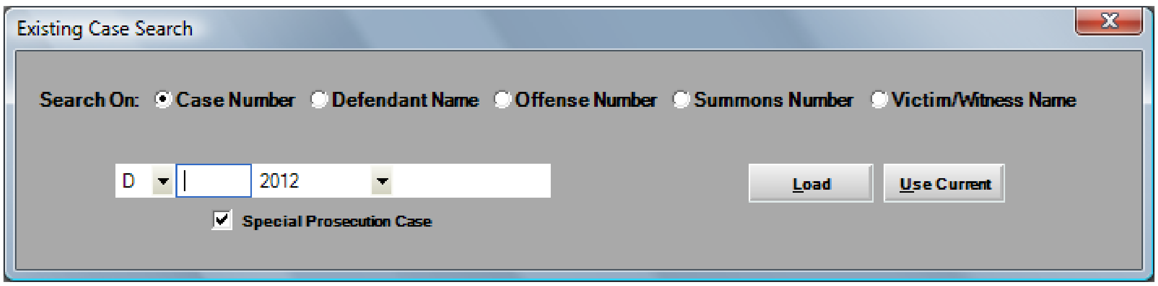
- **Offense Number** – You can enter a specific offense number as the search criteria.

- **Summons Number** – You can enter a specific summons number as the search criteria.



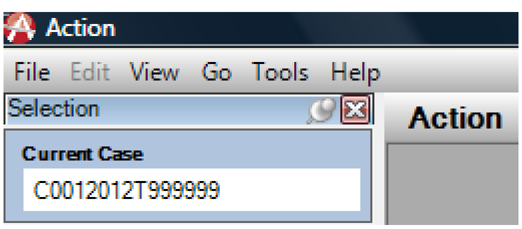
This button will load the case into the appropriate process.

Another way to search for a case is to choose the 'View' menu option and select 'Search'.

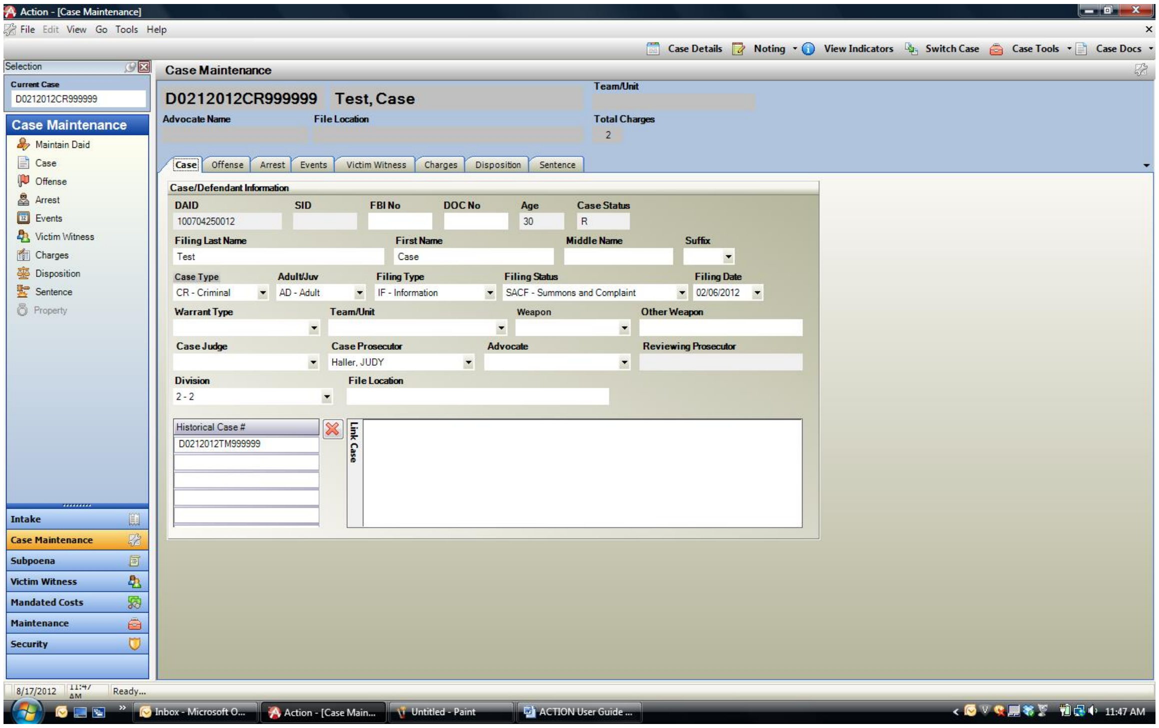


Case Search allows access to Special Prosecution cases by selecting the '**Special Prosecution Case**' checkbox and then entering in the originating district's entire case number and clicking the 'Load' button'.

The **'Use Current'** button allows the user to re-access the last case they were in for quick entry. That case number is always displayed in the top left corner of Action labeled 'Current Case'.



Case Maintenance/Case/Case Tab



At this point in the maintenance process, the Case Tab form is populated with case and defendant information. All 'enabled' fields can be updated.

In the Maintenance process, there is no 'logical flow' of entry as exists in the Intake process, so there are no 'Next' or 'Prev' buttons. To move between tabs, use your mouse or the (left/right) arrow keys (when the tab name is selected).

Historical Case numbers displayed in the Historical Case # box can be deleted by Power Users by highlighting the case number in the box and clicking on the red X.

Co-Defendant cases are listed in the 'Link Case' box and can be accessed by double-clicking.

To change the case status from 'closed' to 're-opened' you have two options:

- Click 'File' (main toolbar)
- Click 'Open Existing Case'
- Click 'Open Case' – notice that the case status field changes to 'R'

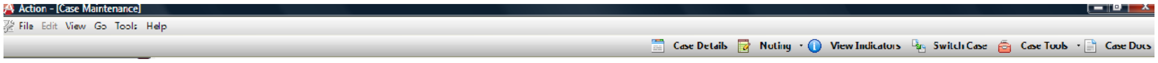
OR

- Click 'Case Tools' (process toolbar)

- Click ‘Open Case’ – notice that the case status field changes to ‘R’

The ‘File Location’ field can be updated on closed cases without having to re-open the case.

Case Maintenance/Case Toolbar



While in the Case Maintenance/Case subprocess you are provided with a toolbar that allows you easy access to commonly used tools.

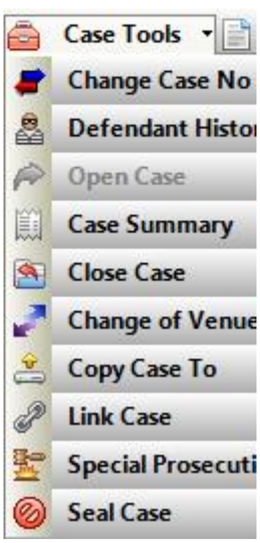
Case Details – This button provides a quick way to view all of the information that has been entered on a case.

Noting – This button provides a quick way to add, modify, or view notes. Notes can be added to either of two 'Note Types': Case or Daid. 'Note Subtypes' may be chosen if you require more specificity. Notes can be added, viewed, and/or updated at any time during the Case Maintenance/Case subprocess.

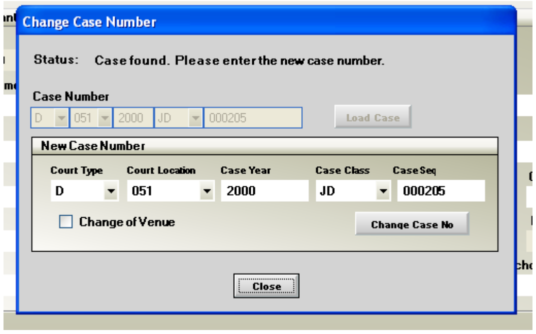
Indicators – This button provides a quick way to add, modify, or view Indicators.

Switch Case – This button provides a quick way to search for, and load, a new case into the Case Maintenance/Case subprocess using the 'Case Search' tool. Please see previous Case Search instructions.

Case Tools – This button provides a quick way to open adjunctive tools within the Case Maintenance/Case subprocess:



- **Change Case No** – This tool allows you to permanently change the case number.



  - Enter the new case number
  - Click 'Change Case No'

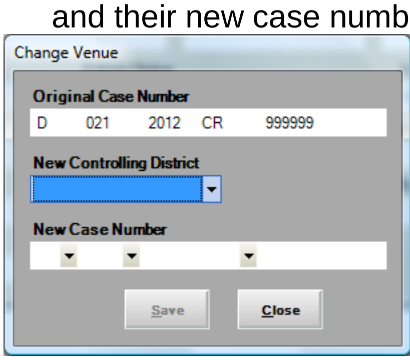
  Defendant History – This button allows you to view a summary of all cases, associated with a given Daid, in a report format. First, highlight a Daid and click the button. The report will open in a viewer. You can page through the information and print if you wish.

- **Open Case** – This tool allows you to 're-open' the case if its current status is 'closed'.

- **Close Case** – This tool allows you to 'close' the case if its current status is 'open' or 're-opened'.

- **View Case Summary** – This button allows you to view a summary of an individual case, in a report format. First, highlight the case you would like to view and click the button.

- **Change of Venue** – This button allows the case to be transferred as a change of venue to another district. Enter the district the case is going to and their new case number so the cases will be associated together.

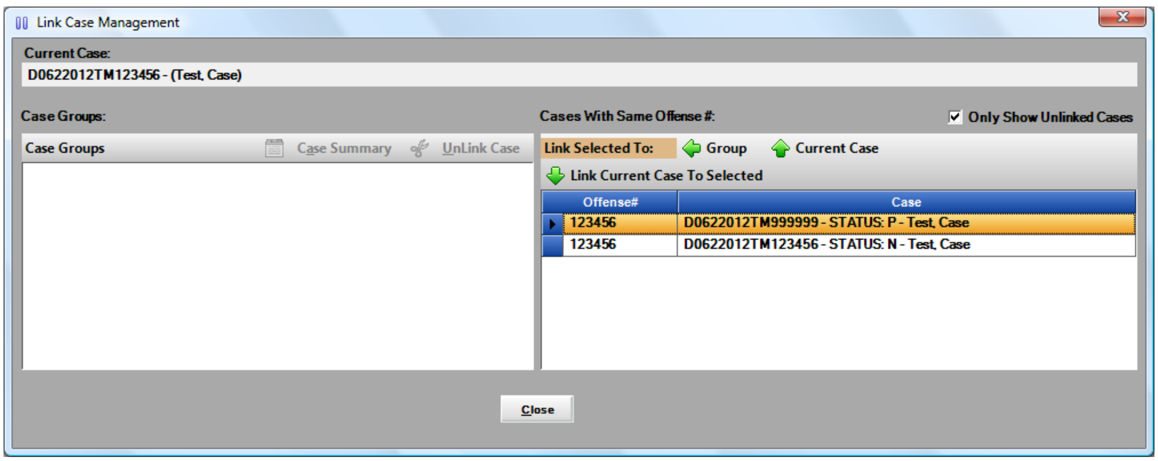


  - **Copy Case To** – This button allows case data from this case to be copied to another case that is in pending/intake status. Please follow instructions for 'Link Case'.

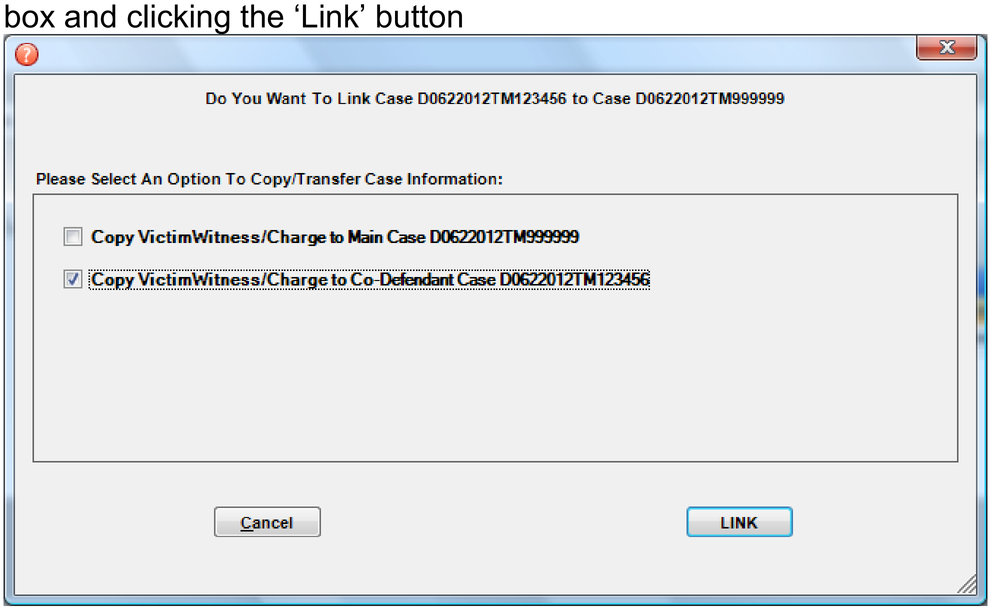
- **Link Case** – This button allows you to view and select from a list of current cases that match the case you are entering based on the 'Offense Number' and the 'Filing ORI'. In the circumstance of co-defendants, when the first case exists, clicking the button will open a pop-up box displaying potential matching cases.

  To link cases:

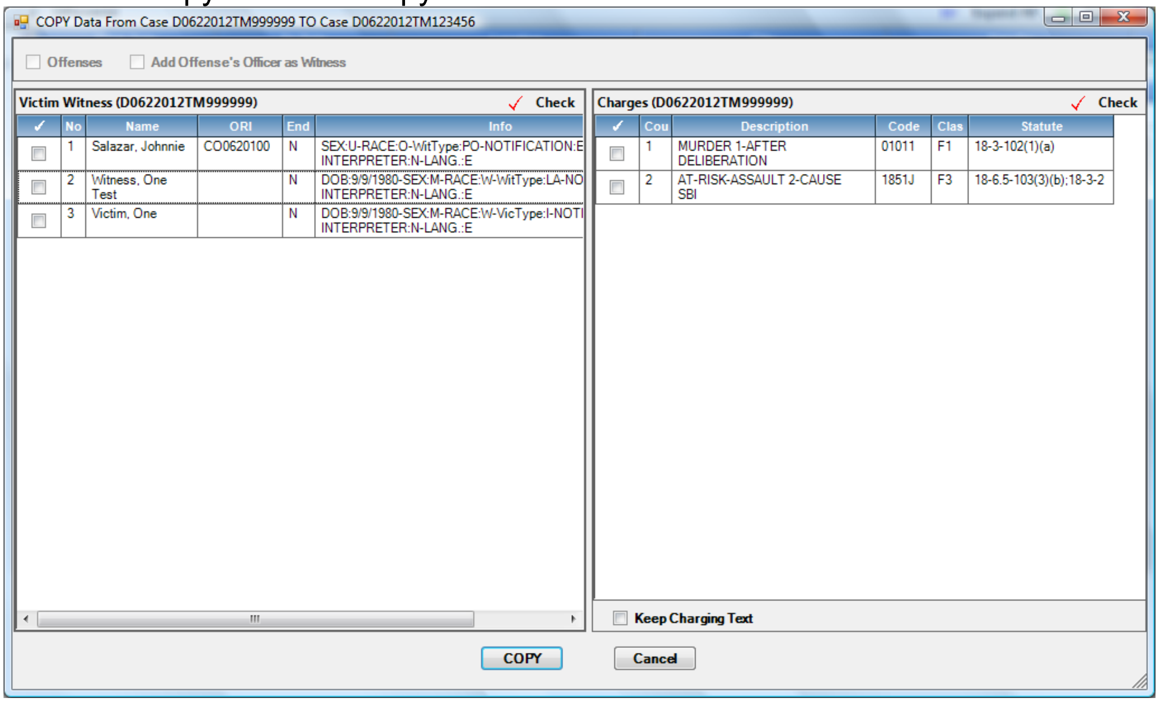
Highlight the case you want to link your current case to in the list on the right side and click on the 'Link Current Case To Selected'. For multiple co-defendant cases once a case is linked the others can be added by selecting the 'Group' button.



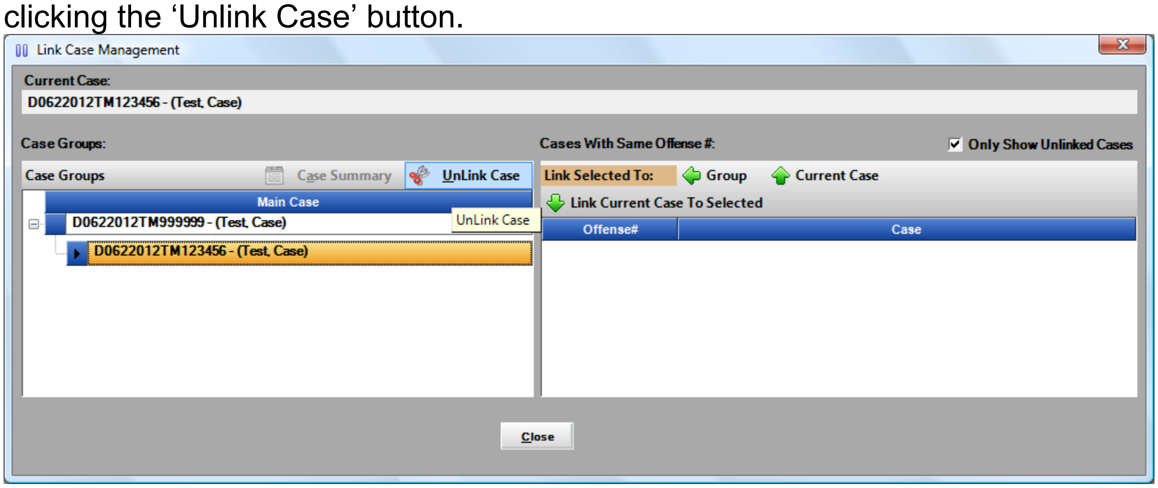
Select the 'Copy VictimWitness/Charge to Co-Defendant Case #'by checking the box and clicking the 'Link' button



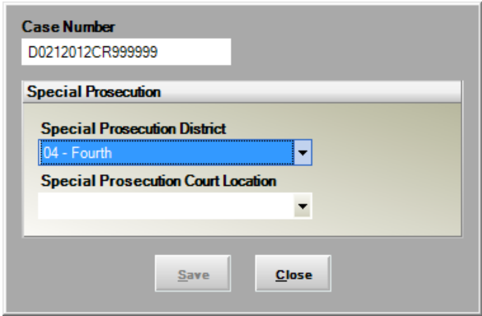
The user can select a vict/witn or charge specifically by checking the coinciding checkbox or the user can click on the ‘Check’ button and ‘Select All’
The charging language can also be copied exactly by checking the ‘Keep Charging Text’ checkbox.
Click the ‘Copy’ button to copy the selected data.



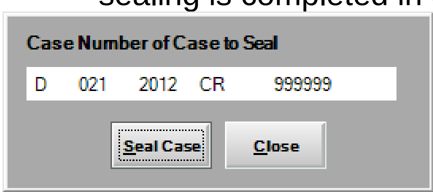
Cases can also be un-linked by highlighting the case listed on the right and clicking the ‘Unlink Case’ button.



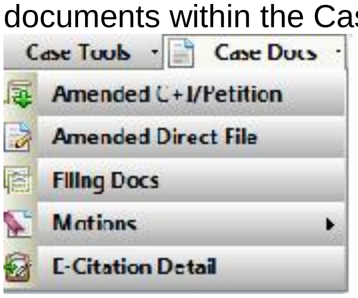
- **Special Prosecution** – This button allows this case to be transferred to another district as a special prosecution case. Select the new district the case is being transferred to, as well as, their court location from the dropdowns and click the 'Save' button. Your office will no longer have access to this case within Action.



- **Seal Case** – This button allows this case to be sealed by clicking the 'Seal Case' button. This action is IRREVERSIBLE. Please do not seal a case if you do not intend for it to be sealed. Please contact CDAC immediately if sealing is completed in error.



Case Docs - This button provides a quick way to produce amend-related documents within the Case Maintenance/Case subprocess:

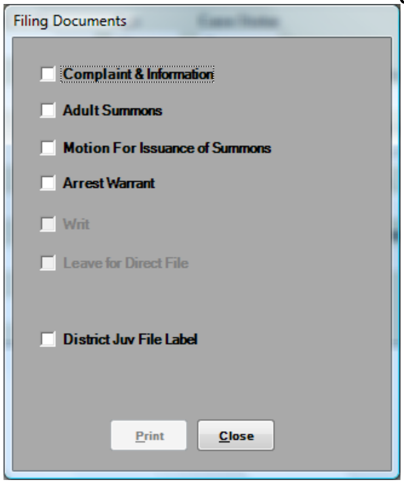


- **Amended Complaint/Petition** – This tool allows you to produce an Amended Complaint/Petition document.

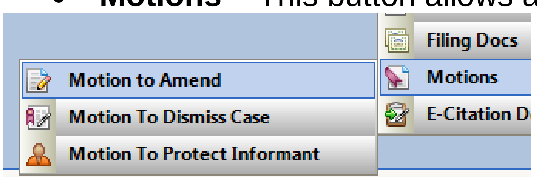
Enter amended charge(s) first.

- **Amended Direct File** – This button will produce an amended complaint for a juvenile direct file case.

- **Filing Docs** – This button allows the user access to the same documents that were available during the Intake process.



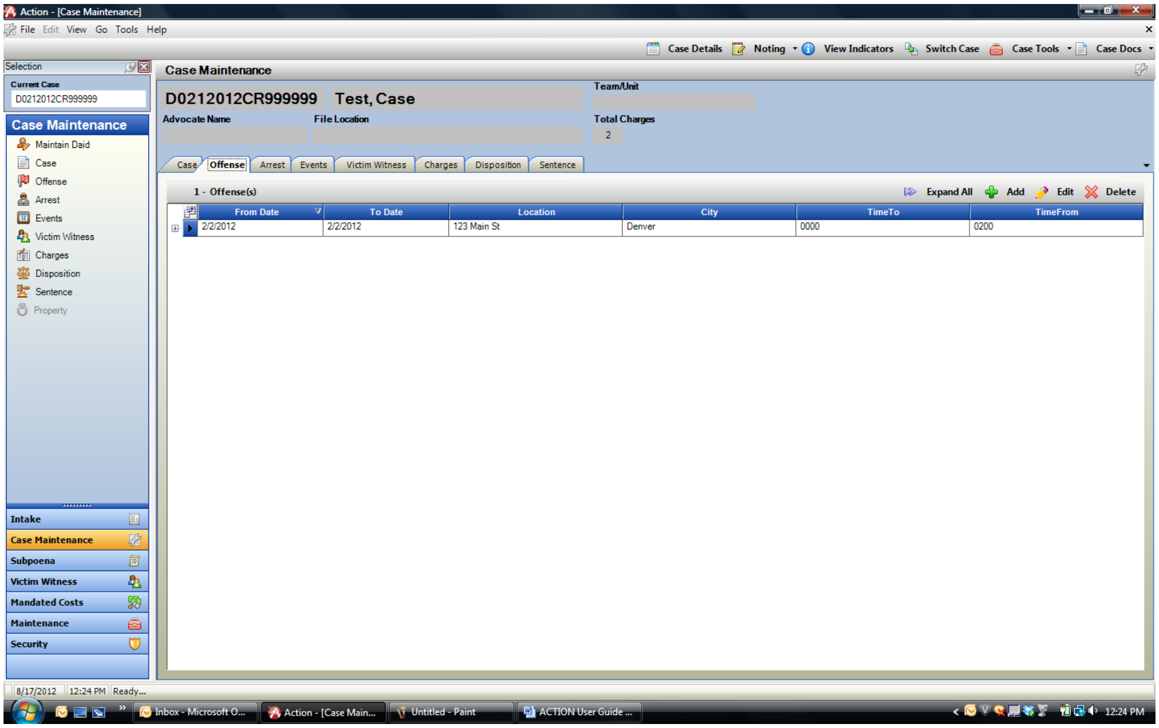
- **Motions** – This button allows access to several Motions documents



This tool prompts you to enter text in a popup to complete the text within the documents.   Once you save the text the completed document will be displayed with your newly added text included.

- **E-Citation Detail** – This feature is available only for districts utilizing the E-Citation system with Law Enforcement. It provides a report of the citation details.

Case Maintenance/Case/Offense Tab



The Offense Tab form allows you to add, update, or delete offense information. The form displays any existing information.

For existing offense information, click the '+' sign to see the offense number and ORI.

You can add multiple offenses. You can also add multiple offense numbers for a given offense.

Add – This button allows you to add an offense. Clicking this button will bring up the offense detail entry form.

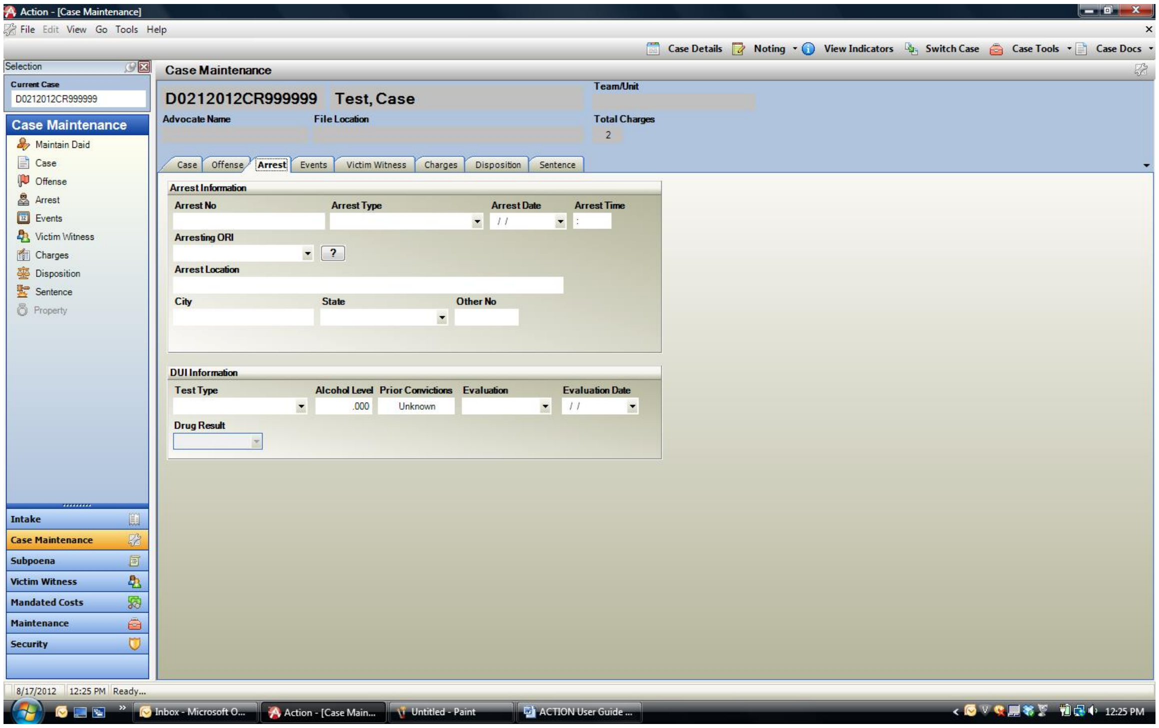
The Officers associated with the 'Filing ORI' will appear in the Officer drop-down list. If the Officer is not listed, you click on the '+' sign, next to the Officer drop-down, and add the Officer to the list. Once the offense information is saved, the Officer will appear in the Officer drop-down list.

The offense date is checked against the Adult/Juvenile indicator and the Daid DOB. You will see an error pop-up if the three values are not in agreement.

$\boxed{\textbf{Edit}}$ – This button allows you to edit an existing offense. First, highlight the offense you wish to update, and then click the button.

$\boxed{\textbf{Delete}}$ – This button allows you to delete an existing offense. First highlight the offense you wish to delete, and then click the button.

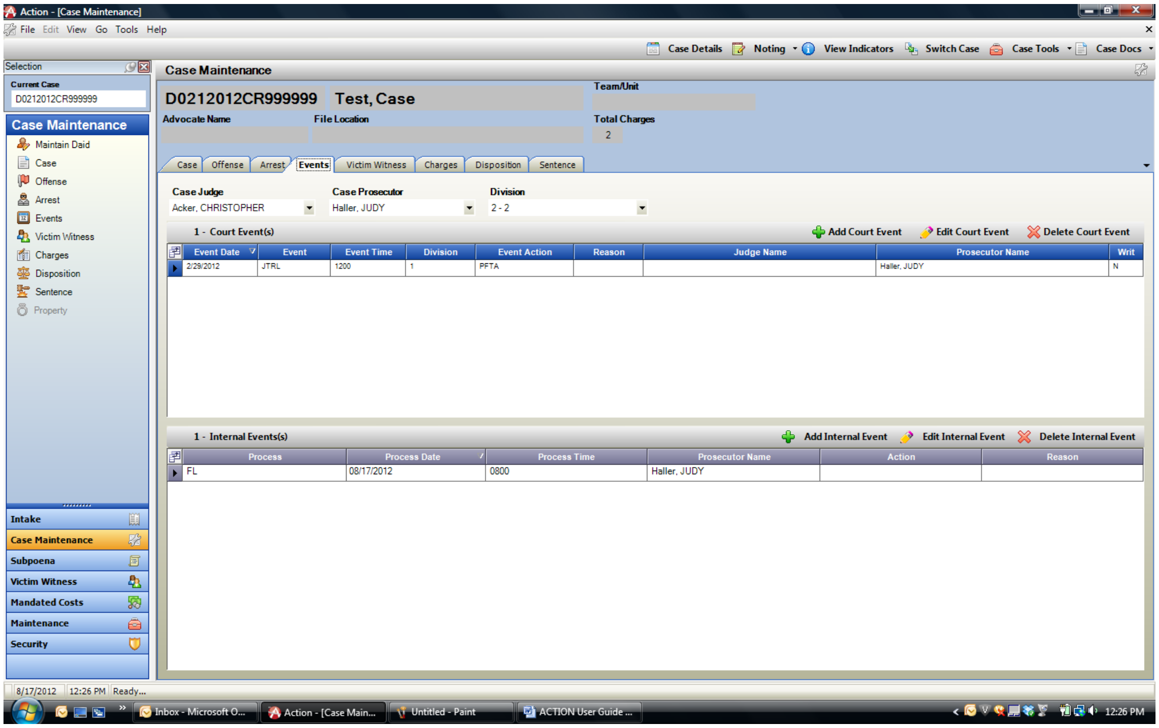
Case Maintenance/Case/Arrest Tab



The Arrest Tab form allows you to add or update arrest information.

DUI and Drug Information is also included.

Case Maintenance/Case/Events Tab



The Events Tab form allows you to add, update, or delete ‘Court’ and ‘Internal’ event information. The first form displays any existing information.

‘Court’ events are events originated by the Courts. Court events will transfer automatically from the courts and display here. The codes (4 characters) and translations match those used by State Judicial. Although ‘Internal’ events are optional, you can use them to track case processing within your office (not involving the Courts). The Internal event codes (2 characters) and translations can be created and/or modified to fit your needs.

Required entry fields (if you add a ‘Court’ event):

- Scheduled Event
- Scheduled Date
- Time
- Division

Required entry fields (if you add an ‘Internal’ event):

- Event Type
- Event Date
- Event Time (can be 00:00)

Add – This button allows you to add an event. Clicking this button will bring up the event detail entry form.

Judges and Prosecutors, for your district, will appear in the drop-down boxes. Judge and Prosecutor codes are maintained by users with ‘Power User’ capability. Contact your local ‘Power User’ to update these fields.

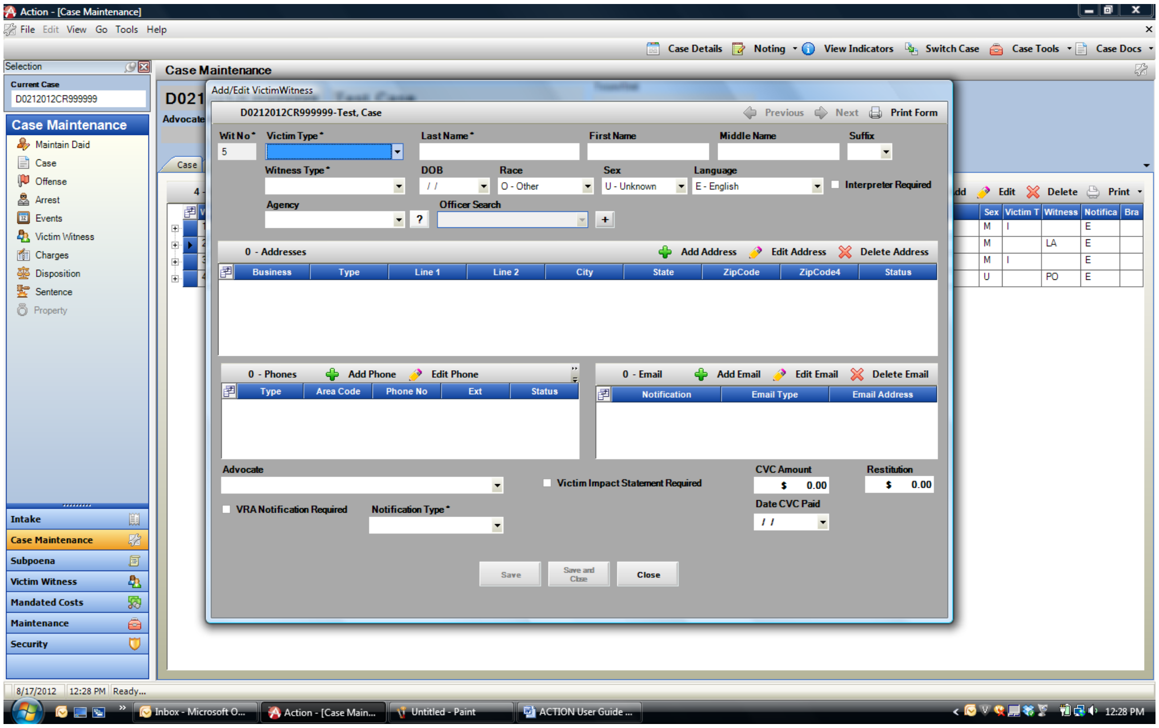
The Defense Attorney field is free-form and optional.

Check the ‘Writ’ box if a writ has, or will be issued. When you check the box a ‘Writ Date’ field will be enabled for entry.

Edit – This button allows you to edit an existing event. First, highlight the event you wish to update, and then click the button.

Delete – This button allows you to delete an existing event. First highlight the event you wish to delete, and then click the button.

Case Maintenance/Case/Victim Witness Tab



The Victim Witness Tab form allows you to add, update, or delete victim/witness information. The first form displays any existing information.

Required entry fields – main form (if you add a victim/witness):

- Witness Number
- Victim Type and/or Witness Type
- Last Name
- Notification Type

Required entry fields (if you add an address):

- Address Type
- Address Line 1

Required entry fields (if you add a phone number):

- Phone Type
- Area Code
- Telephone
- Phone Status

The following sections accept multiple entries:

- Address
- Phone

Add – This button allows you to add victim/witness information. Clicking the button will bring up a detail entry form.

A person can be a victim, a witness, or both.

When you enter a Witness Type of ‘PO’, additional officer-related fields will appear. Additionally, the address information section will populate once the ORI has been entered.

By default, the ‘Mailing’ address for a victim/witness will be used for mailed documents, letters, and forms. If a ‘Mailing’ address has not been added, then the ‘Home’ or ‘Business’ address will appear.

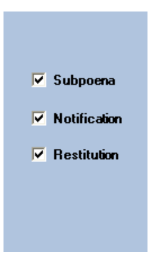
The ‘Additional Information’ (see the address detail entry form) field will appear on the subpoena. It can be selected, or un-selected, for display on the subpoena flagging screen.

The ‘Mailing Information’ (see the address detail entry form) is used to display the name on mailing documents, letters, and forms.

The ‘Victim’s Rights Notification check-box will automatically populate based on any qualifying charges entered, however, you can override the selection if you choose to change the notification status of the case.

The notification types are:

- (E) Endorsed
- (N) Notification
- (B) Both – meaning endorsed and notified



By checking these boxes (in Address entry detail) you are indicating that you want the address to appear on associated outputs.

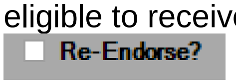
Edit – This button allows you to edit existing victim/witness information. First, highlight the information you wish to update, and then click the button.

By checking these boxes (in Address entry detail) you are indicating that you want the address to appear on associated outputs.

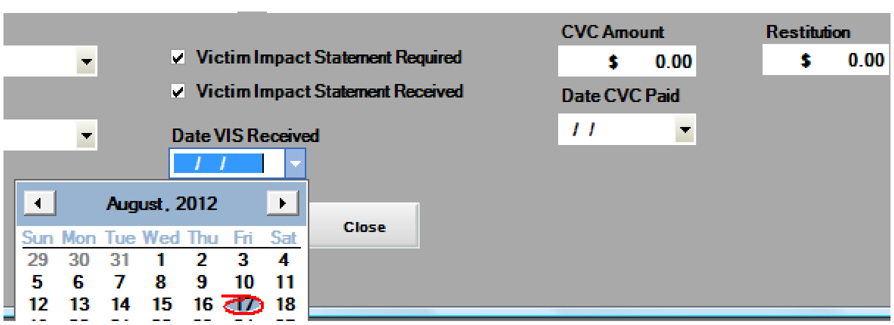
Delete – This button allows you to delete existing victim/witness information. First, highlight the information you wish to delete, and then click the button.

Motion to Endorse – This tool allows you to create a motions document. The completed 'Motion to Endorse Witnesses' document will automatically display any witnesses not already endorsed for review and printing.

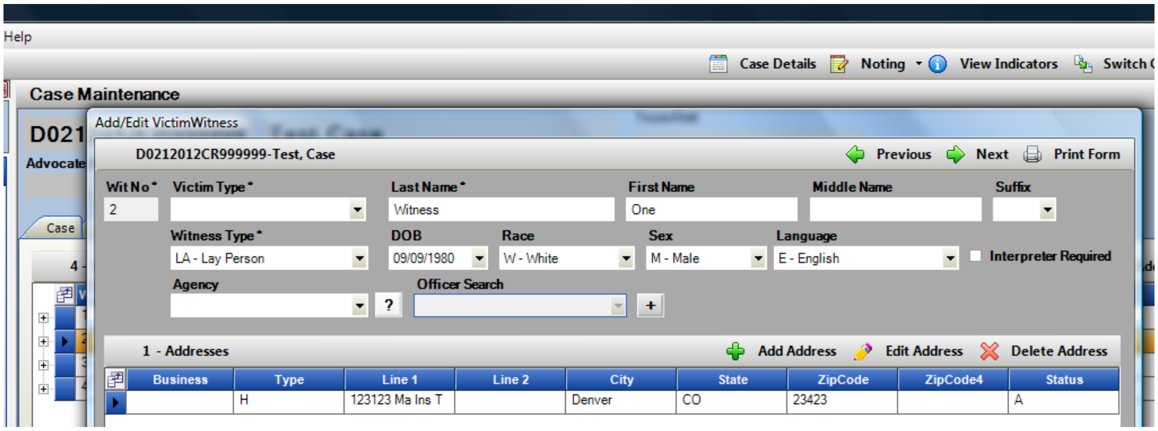
A witness can be re-endorsed by highlighting that witness and clicking on the 'Edit' button. Check the 'Re-Endorse?' checkbox and then the 'Save&Close' button. This witness will now be included on the endorsement document and eligible to receive a subpoena.



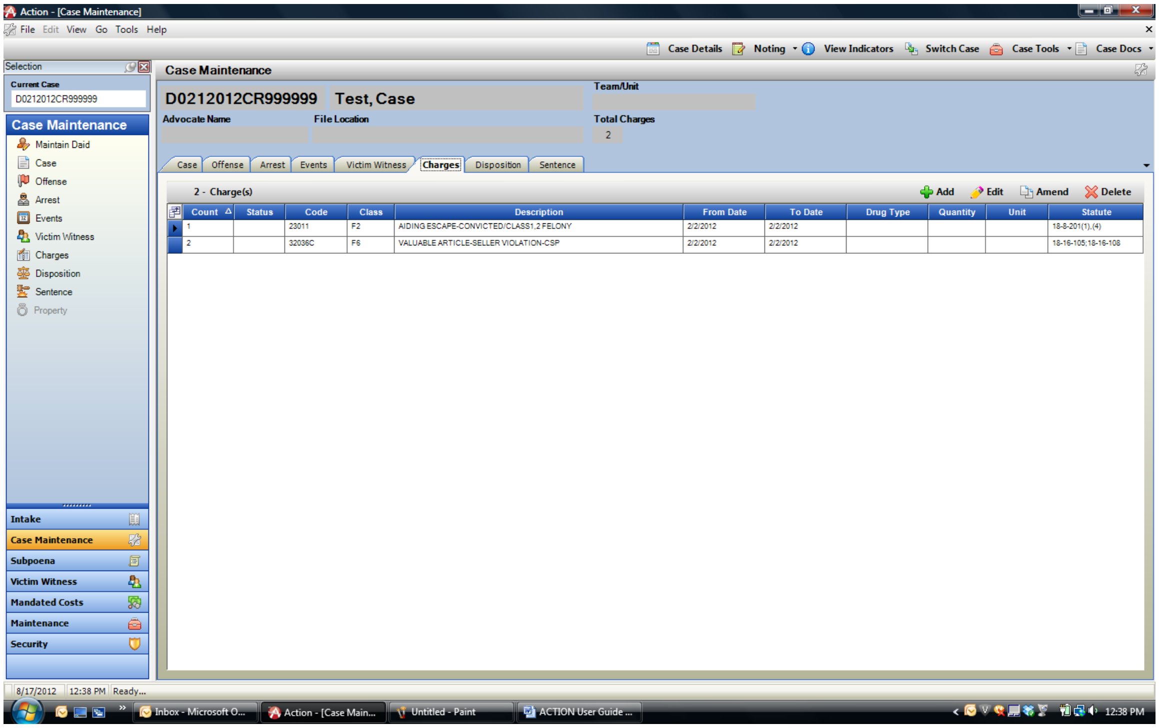
Victim Impact Statements can be tracked, as well as, CVC Amount and Restitution.



'Previous' and 'Next' buttons are available to quickly scroll through witnesses and use the 'Print Form' button to print the victim/witness form for informational purposes.



Case Maintenance/Case/Charges Tab



The Charges Tab form allows you to add, amend or delete charge information. The first form displays any existing information.

Required entry fields – main form (if you add a charge):

- Case Number
- Case Type
- Last Name

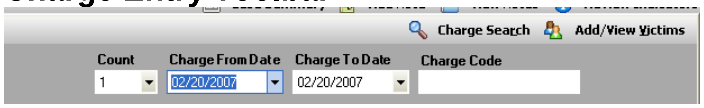
Required entry fields - charge detail entry (if you add a charge):

- Count (automatically generated)
- Charge From Date (defaults from 'Offense From Date')
- Charge To Date (defaults from 'Offense To Date')
- Charge Code

Add – This button allows you to add a charge. Clicking this button will bring up the charge entry form.

If you enter a drug-related charge code additional entry fields for 'Drug Type', Drug Quantity', and 'Drug Unit' will appear. If a [Drug] variable exists in the charging language, it will populate with the 'Drug Type' entered.

Charge Entry Toolbar



While in the charge entry process you are provided with a toolbar that allows you easy access to commonly used tools.

Charge Search – This button provides you a quick way to search for, and select, a charge code.

Search On (pick one) - You can search for charges based on full or partial values in the 'Charge Code', 'Statute' (default), 'Class', or 'Title' fields.

Begins With - You should choose this option to search for codes that 'begin with' the value you entered, based on your 'Search On' criteria.

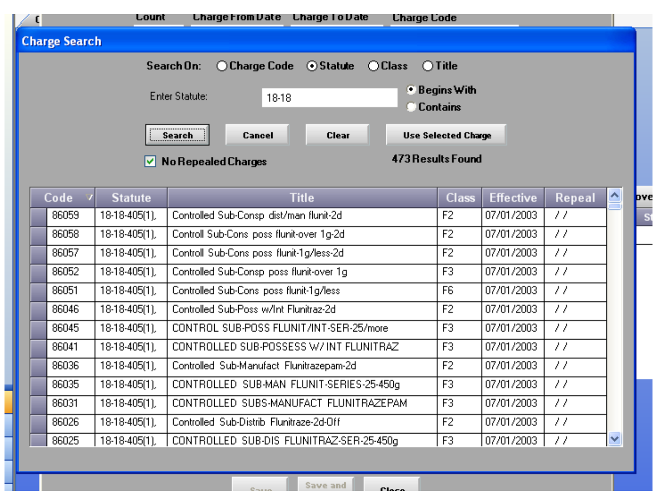
Contains - You should choose this option to search for codes that 'contain' the value you entered, based on your 'Search On' criteria.

No Repealed Charges – This check-box allows you to include or exclude repealed charges based on the offense date range of your case. If displayed, repealed charges appear in red font.

Once the search results display you can 'hover' over the charge code column, with your mouse, to view the charging language.

There are three ways to select a displayed charge:

- Highlight the charge and click 'ALT + U'
- Highlight the charge and click **Use Selected Charge**
- Use your mouse to double-click the charge



Add/View Victims – This button provides you a quick way to add new victim/witness information. This tool is useful as ACTION provides a choice of victim names in charging language that includes [Victim] as a variable.

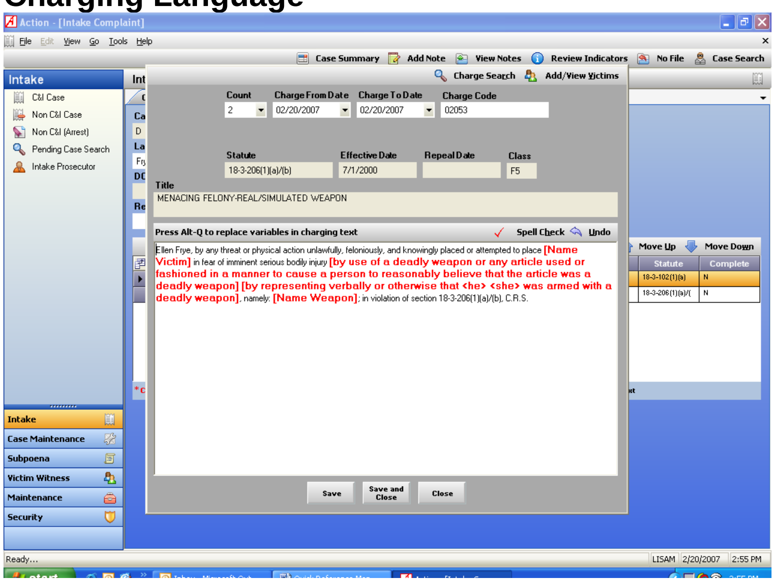
This tool is for quick entry only. Only name, gender, and type can be entered. Other information should be entered using the Victim Witness Tab form.

Amend – This button allows you to amend an existing charge. First, highlight the charge you wish to amend, and then click the button. The charge detail entry form will appear. Enter the amended charge and check the 'Lesser Included' box if applicable. When you save the amended charge the status of the original charge changes to 'A' or 'L'.

Amended counts can also transfer automatically from the courts.

Delete – This button allows you to delete an existing charge. First, highlight the charge you wish to delete, and then click the button. Charges already filed with the court on the original filing during the intake process <u>CANNOT</u> be deleted and must be amended.

Charging Language

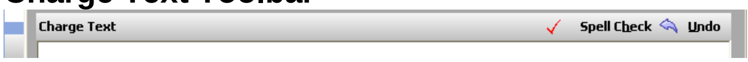


ACTION allows you to update and complete the charging language at the point of charge entry rather than waiting until the Amended Complaint/Information is created.

To enter the 'Charge Text' entry box, you can tab or use your mouse. From within the box you can add or modify the charging language. The language in the box is the language that will appear on the Amended Complaint/Information.

Text displayed in red indicates a variable(s) that needs to be updated. Using the key combination ‘ALT + Q’ allows you to move from variable to variable within the language. If the variable choices are in a drop-down (victim names, or alternate subsection language) use the (up/down) arrow keys, or your mouse, to make your choice and hit ‘Enter’. Completed variables will display in blue font.

Charge Text Toolbar

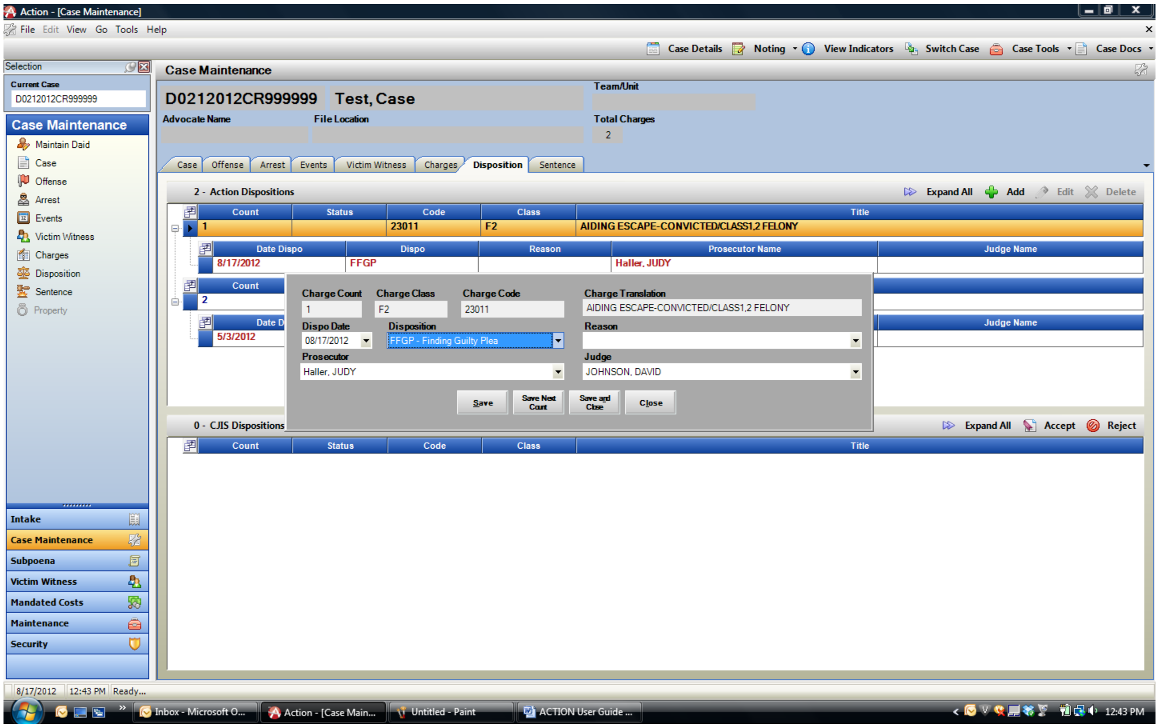


While in the charge text completion process you are provided with a toolbar that allows you easy access to commonly used tools.

Spell Check – This button provides you a quick way to check the spelling of the words within charging language.

Undo – This button provides you a quick way to revert back to the original state of the charging language.

Case Maintenance/Case/Disposition Tab



The Disposition Tab form allows you to add, update, or delete ACTION dispositions, as well as, accept or reject CICJIS dispositions. The first form displays any existing information.

<u>ACTION Dispositions</u>

Dispositions are associated with specific charges. Before you can add a disposition, you must first select a charge count. **If you want to add the same disposition to multiple charge counts, hold down the 'Ctrl' key while clicking the desired charge counts in succession. Click Add. The disposition entered will be added to all selected charge counts.**

Required entry fields – (if you add an ACTION disposition):

- Dispo Date
- Disposition

Add – This button allows you to add an ACTION disposition. Clicking this button will bring up the ACTION disposition entry form.
Edit – This button allows you to edit existing ACTION disposition information. First, highlight the information you wish to update, and then click the button.

Delete – This button allows you to delete existing ACTION disposition information. First, highlight the information you wish to delete, and then click the button.

Save Next Count – This button appears within the ACTION disposition entry form and is unique within the application. This button allows you to save current changes and bring up the next sequential charge count in the disposition entry form. This allows you to easily add dispositions to a series of charge counts.

This option works well if you are adding different dispositions to each charge count. If you want to add the same disposition to multiple charge counts, go back to the Disposition Tab form main page, and hold down the 'Ctrl' key while clicking the desired charge counts in succession. Click **Add**. The disposition entered will be added to all selected charge counts.

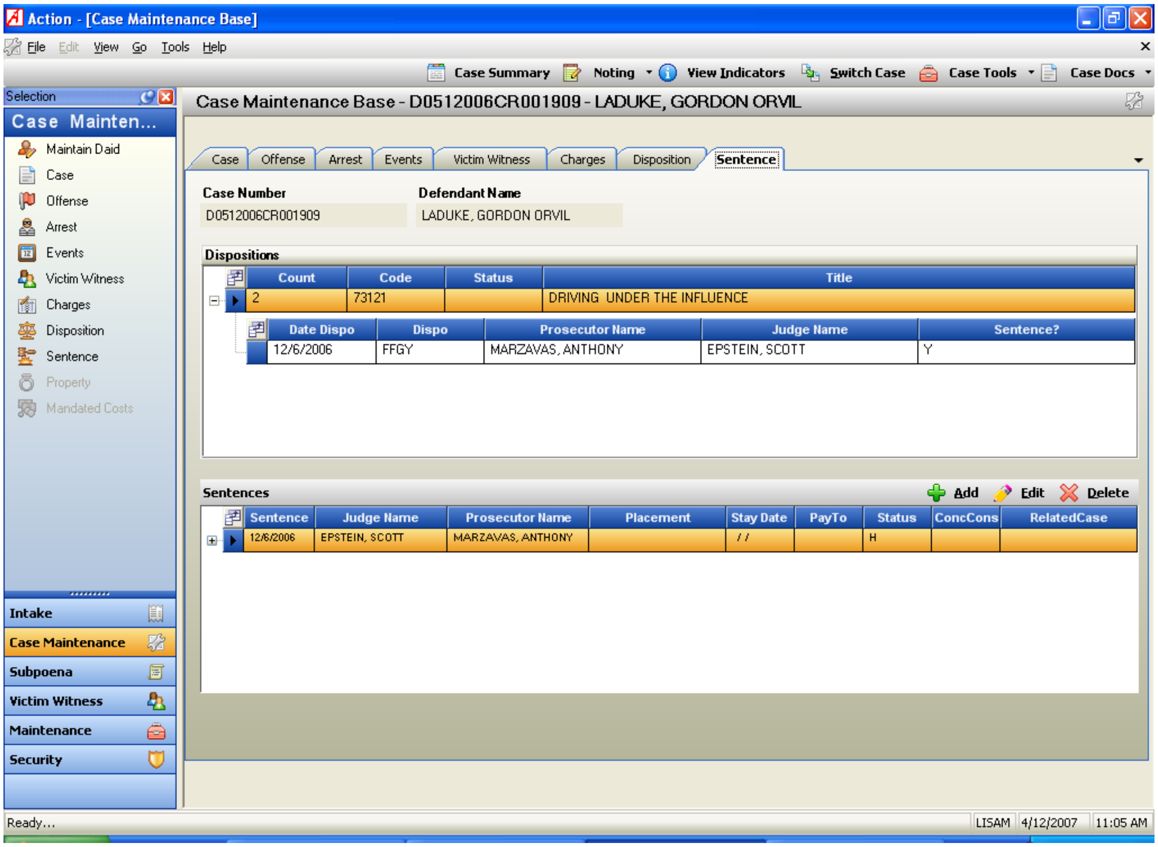
CICJIS Dispositions

CICJIS dispositions come from the Courts and reflect their data entry. You have the ability to 'Accept' or 'Reject' any CICJIS disposition. CICJIS dispositions, like ACTION dispositions are associated with a specific charge count. Each CICJIS disposition starts with an 'Action' code, e.g. 'A' for Add, 'D' for Delete, etc. This code tells you how the CICJIS disposition will affect any existing ACTION disposition data.

Accept – This button allows you to accept disposition data received from the Courts. Once the data is accepted, the ACTION database is updated, and the new information will be reflected in the ACTION disposition section. First, highlight the CICJIS disposition record you wish to accept, and then click the button. This will bring up a form that allows you to edit the disposition information before accepting or accept the information as it was sent.

Reject – This button allows you to reject disposition data received from the Courts. Rejected disposition data will be ignored by the application and will not update the ACTION database. First, highlight the CICJIS disposition record you wish to reject, and then click the button. The next time you open the Disposition Tab form, the information will no longer display.

Case Maintenance/Case/Sentence Tab



The Sentence Tab form allows you to add, update, or delete sentence information. The first form displays any existing information.

Sentences will transfer over from the courts.

Sentences are associated with specific dispositions. Some dispositions are logically ‘sentence-able’ and some are not, for example guilty is sentence-able while dismissed is not. Non-sentence-able dispositions will not display on the sentence screen.

Required entry fields – (if you add a sentence):

- Sentence Date
- Judge
- Prosecutor
- Sentence Penalty (type, length unit)

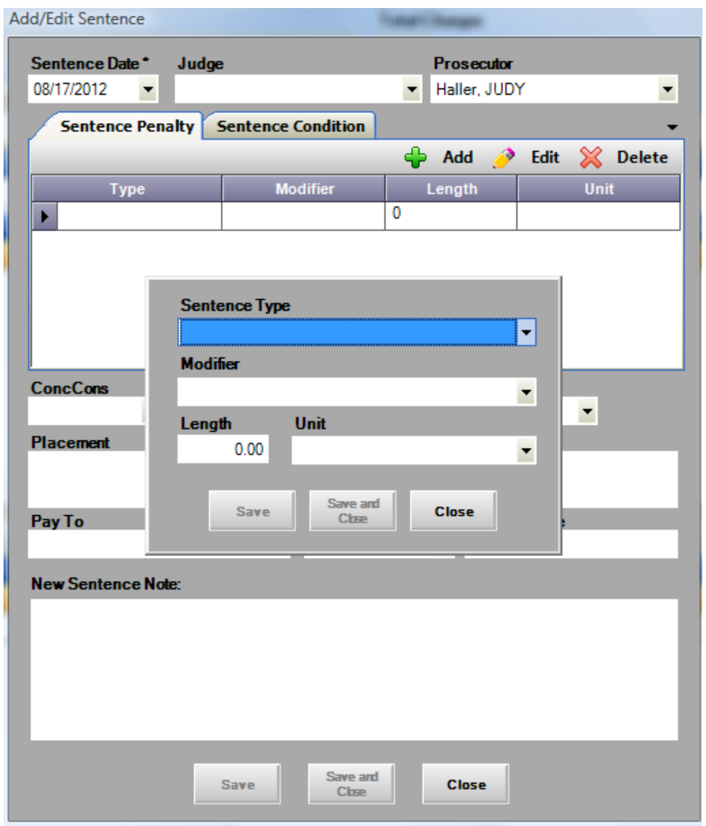
The following sections accept multiple entries:

- Sentence Penalty
- Sentence Condition

Add – This button allows you to add a sentence. First, highlight a 'sentence-able' disposition. Clicking the button will then bring up the sentence entry form.

When you are adding sentence information, add all of the sentence penalties and sentence conditions before saving the sentence record. There is no limit on the number of sentence penalties that can be added.

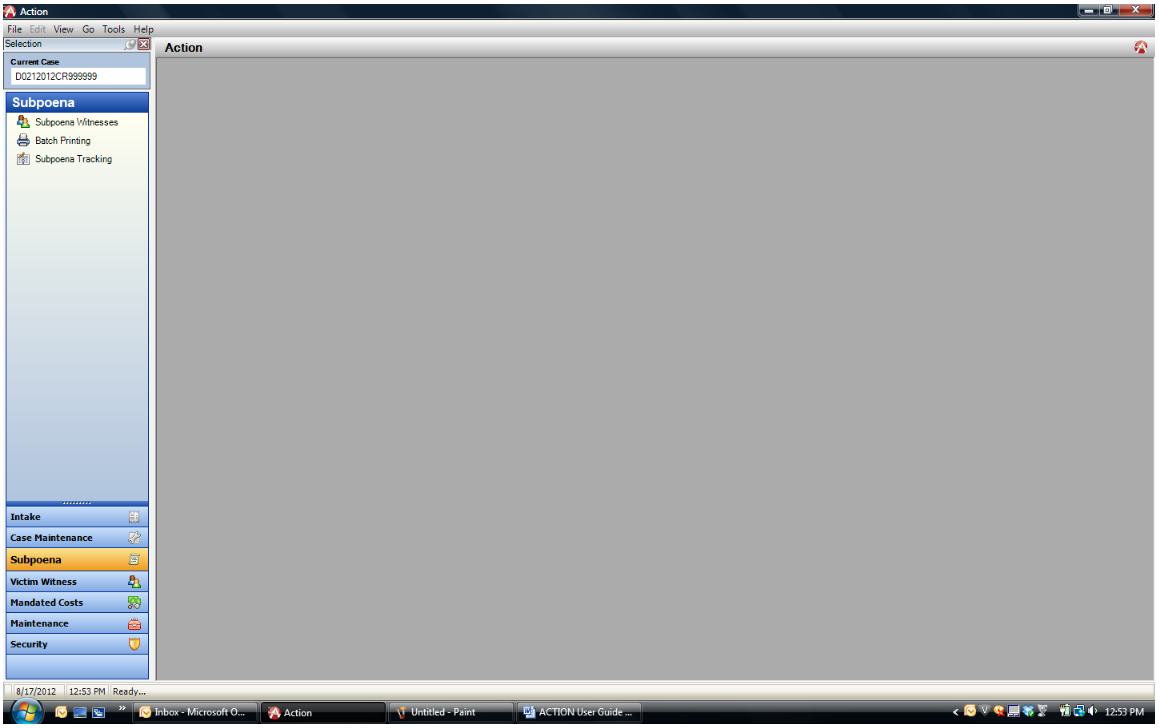
When you add a sentence, the status field defaults to 'Active' and the status of any previously entered sentences will change to 'Void'. Only one sentence can have an 'Active' status for a given disposition.



Edit – This button allows you to edit existing sentence information. First, highlight the information you wish to update, and then click the button.

Delete – This button allows you to delete existing sentence information. First, highlight the information you wish to delete, and then click the button.

Subpoena Process



In the **Subpoena process**, your choice of subprocess depends on whether you want to flag, print or track subpoenas.

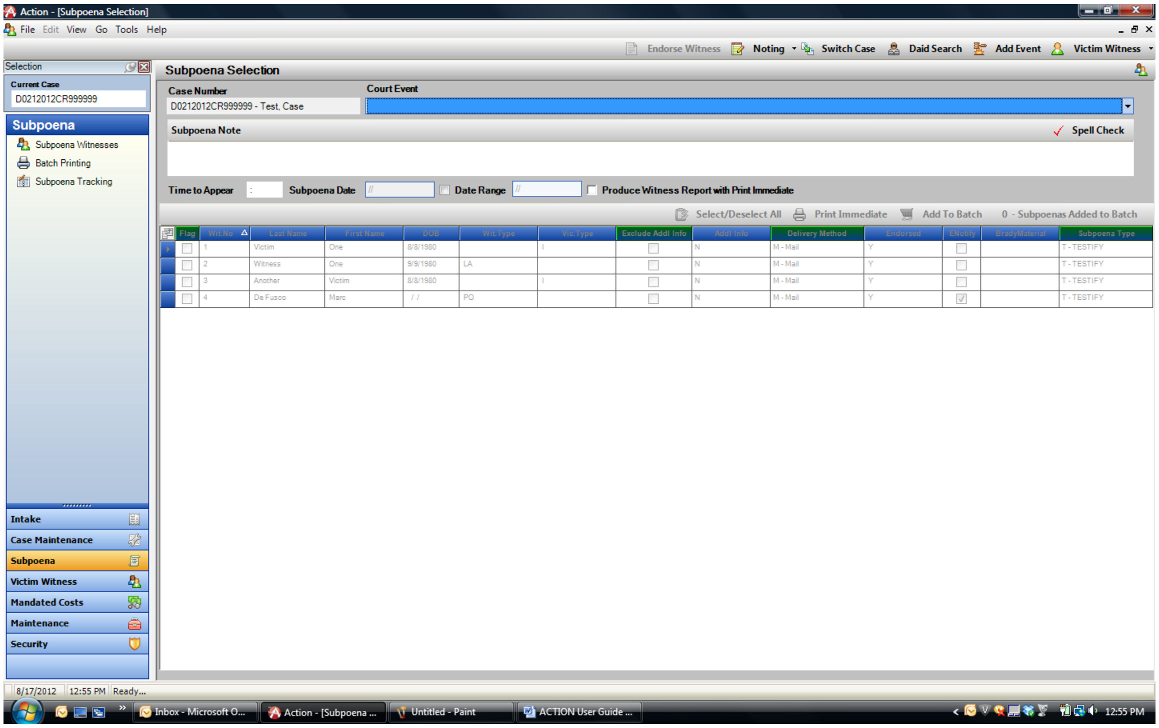
Subpoena/Subpoena Witnesses

Choosing the **Subpoena Witnesses** subprocess presents you with forms that allow you to flag subpoenas, add victim/witnesses, add events, add subpoena notes, as well as, send subpoenas to a batch or print them immediately.

The Subpoena process is used for cases that have completed the process of intake and no longer have a status of 'pending'.

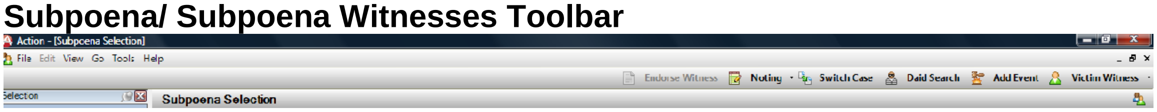
Use the Case Search tool to open a case and load the case information into the subpoena selection form.

Subpoena/Subpoena Witnesses



At this point in the subpoena process, the Subpoena Witnesses Tab form is populated with case, event, and victim/witness information.

Subpoena/ Subpoena Witnesses Toolbar



While in the Subpoena/Subpoena Witnesses subprocess you are provided with a toolbar that allows you easy access to commonly used tools.

Endorse Witness –This tool allows you to create the endorsement document. First, highlight the witness you wish to endorse, and then click the button. The completed 'Motion to Endorse Witnesses' document will display for review and printing.

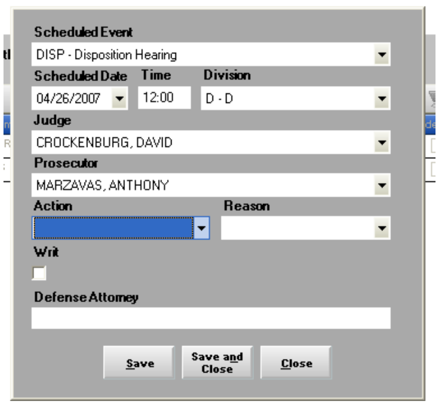
You must **print** the document in order to complete the process of endorsing the witness. Once completed, you will be able to flag the witness for a subpoena.

Noting – This button provides a quick way to add, modify, or view notes. Notes can be added to either of two 'Note Types': Case or Daid. 'Note Subtypes' may be chosen if you require more specificity. Notes can be added, viewed, and/or updated at any time during the Subpoena/Subpoena Witnesses subprocess.

Switch Case – This button provides a quick way to search for, and load, a new case into the Subpoena/Subpoena Witnesses subprocess using the Case Search tool.

Daid Search – This button provides a quick way to search for any existing criminal history data.

Add Event – This button provides a quick link to the Event detail entry form.



Required entry fields (if you add an event):

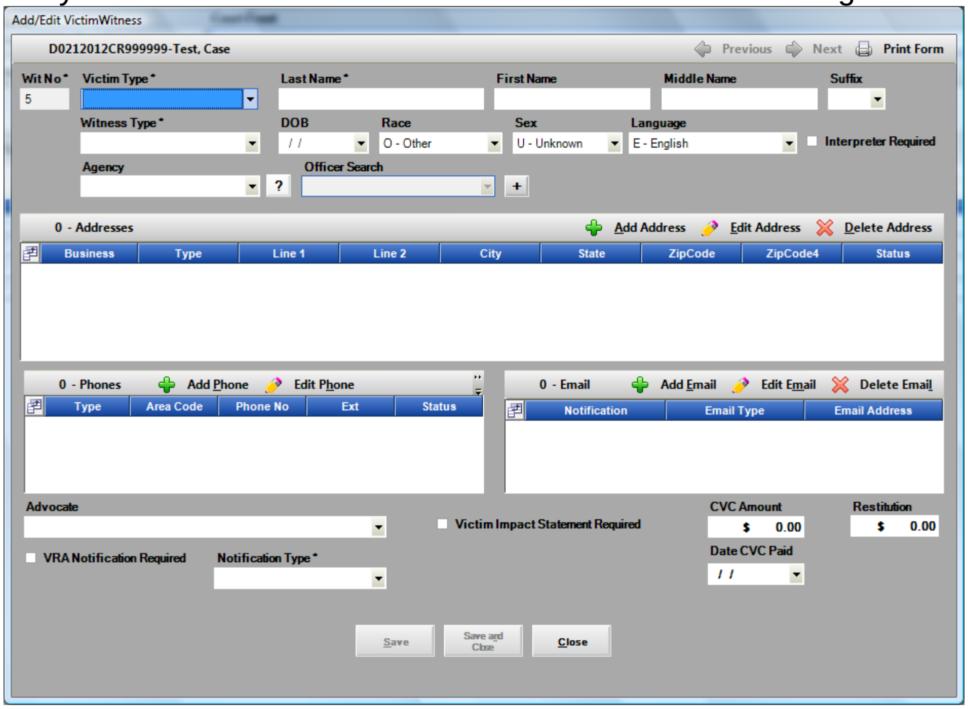
- Scheduled Event
- Scheduled Date
- Time
- Division

Judges and Prosecutors, for your district, will appear in the drop-down boxes. Judge and Prosecutor codes are maintained by users with ‘Power User’ capability. Contact your local ‘Power User’ to update these fields.

The Defense Attorney field is free-form and optional.

Check the ‘Writ’ box if a writ has, or will be issued. When you check the box a ‘Writ Date’ field will be enabled for entry.

Add/Edit Vict/Wit – This button provides a quick link to the Victim/Witness detail entry form to either add an additional witness or edit existing data..



Required entry fields – main form (if you add a victim/witness):

- Witness Number
- Victim Type and/or Witness Type
- Last Name
- Notification Type

Required entry fields (if you add an address):

- Address Type
- Address Line 1

Required entry fields (if you add a phone number):

- Phone Type
- Area Code
- Telephone
- Phone Status

The following sections accept multiple entries:

- Address
- Phone

A person can be a victim, a witness, or both.

When you enter a Witness Type of ‘PO’, additional officer-related fields will appear. Additionally, the address information section will populate once the ORI has been entered.

By default, the ‘Mailing’ address for a victim/witness will be used for mailed documents, letters, and forms. If a ‘Mailing’ address has not been added, then the ‘Home’ or ‘Business’ address will appear.

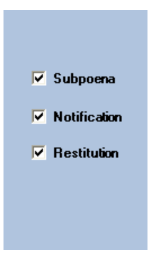
The ‘Additional Information’ (see the address detail entry form) field will appear on the subpoena. It can be selected, or un-selected, for display on the subpoena flagging screen.

The ‘Mailing Information’ (see the address detail entry form) is used to display the name on mailing documents, letters, and forms.

The ‘Victim’s Rights Notification check-box will automatically populate based on any qualifying charges entered, however, you can override the selection if you choose to change the notification status of the case.

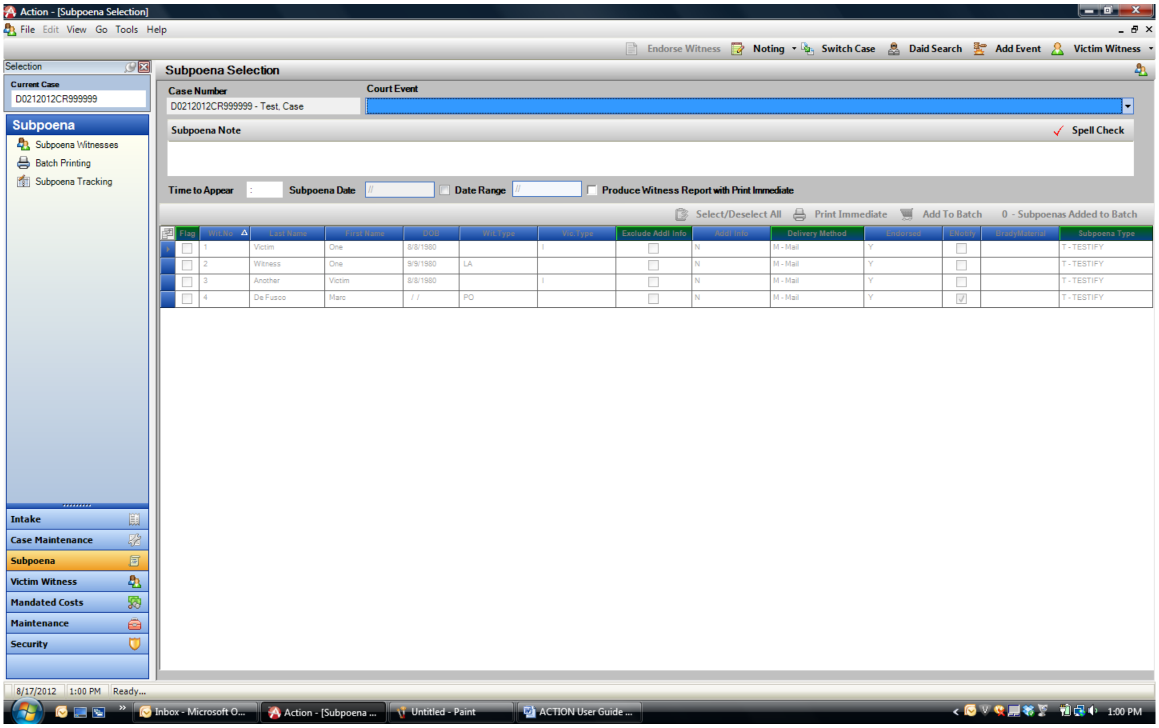
The notification types are:

- (E) Endorsed
- (N) Notification
- (B) Both – meaning endorsed and notified



By checking these boxes (in Address entry detail) you are indicating that you want the address to appear on associated outputs.

Subpoena/Flagging Subpoenas



Court Event – Pick an event from the drop-down. This will cause the 'Time to Appear' and 'Victim/Witness' grid to appear.

Only endorsed victims and witnesses are eligible to receive subpoenas although all victims and witnesses will appear in the grid.

Deceased victims will not display. Victim type of 'D'.

Subpoena Note – If you have information you want to appear on all of the subpoenas you are currently flagging (this case and event), enter it here.

Time to Appear – This field defaults to the event time but the time can be modified for output purposes. Modifications will not change the actual event time, only the time printed on the subpoenas.

Changing the time here is useful if you want witnesses to arrive early or later for an event.

Date Range – Check this box to enter the date range for an event occurring over several days. This enables one subpoena to be sent for multiple dates.

Produce Witness Report with Print Immediate – Check this box if a print immediate subpoena is selected and you would still like the witness report to print.

Any column heading can be clicked on to sort the list appropriately.

Flag – Flag checkboxes appear in the first column of the Victim/Witness grid. A check in the checkbox indicates you want to 'flag' that person to receive a subpoena. There are three ways to check the 'flag' checkboxes:

1) Click the flag box with your mouse. Repeat for each additional victim or witness you want to 'flag'. Repeat if you want to remove the 'flag' from the checkbox.

2) Tab to the flag box and hit the spacebar. Repeat for each additional victim or witness you want to 'flag'. Repeat if you want to remove the 'flag' from the checkbox.

3) Use the button on the toolbar 

. Clicking will 'flag' all checkboxes. Clicking again will remove the 'flag' from all checkboxes.

Additional Information – If 'Additional Information' was entered on the Victim/Witness detail entry form, the 'Addl Info' box will be populated with a 'Y'. An 'N' in the box indicates that no 'Additional Information' was entered. If information exists and you do not want the information to print on the subpoena, click the 'Exclude Addl Info' checkbox.

To see 'Additional Information' if it has been entered, use your mouse to 'hover' over the 'Y' in the 'Addl Info' column.

Delivery Method – Click to select 'Mail' or 'Personal' served.

Endorsed – Displays a 'Y' for yes this witness is endorsed or 'N' for no this witness is not endorsed and requires the endorsement document generated before this witness can be subpoenaed.

ENotify – This field identifies law enforcement that will receive this subpoena via email rather than a generated paper subpoena. Eligible ENotify officers will appear as checked.

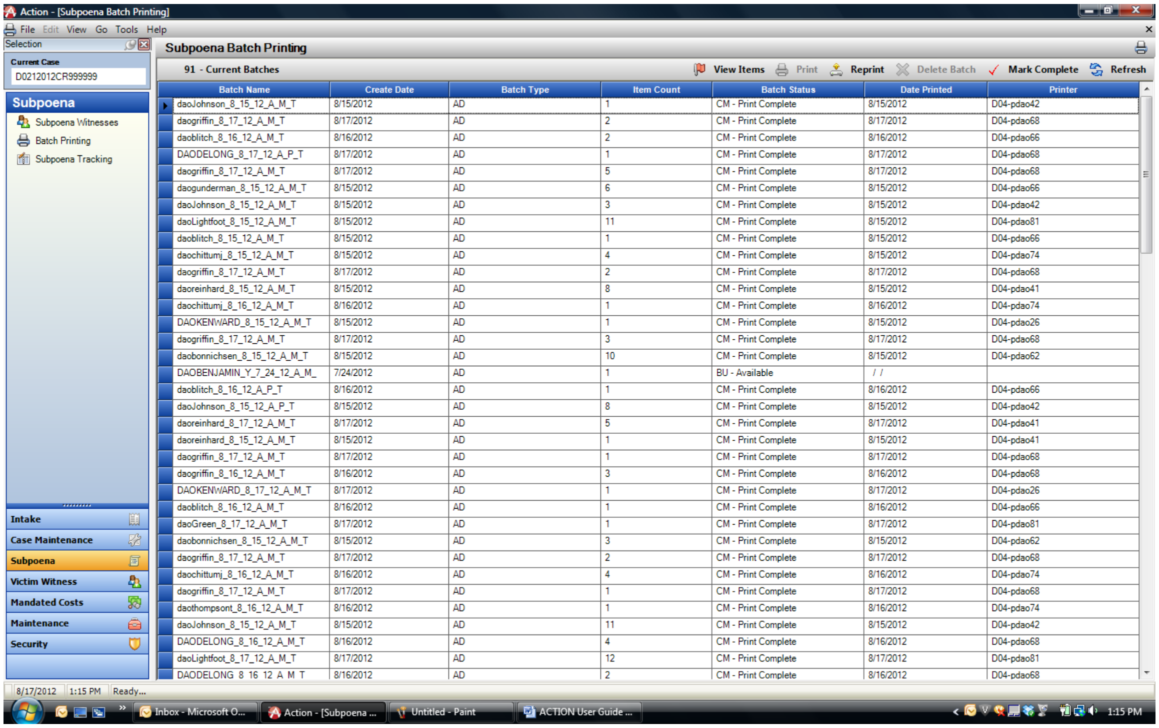
Brady Material – This field notifies the DA's office that this law enforcement witness has existing Brady Material.

Subpoena Type – Click to select the type of subpoena to 'Testify' or to 'Produce'.

Print Immediate – Click this button to print subpoenas for all individual flagged in the Victim/Witness grid immediately.

Add to Batch - Click this button to add subpoenas for all individuals flagged in the Victim/Witness grid, to a batch for later printing. Batches can be created as necessary and include as many subpoenas or cases as desired. The total count is displayed as 'Subpoenas Added to Batch'

Subpoena/Batch Printing



Choosing the **Batch Printing** subprocess presents you with a form that lists all of your subpoena batches that have not been deleted or marked as 'complete'.

Batch Name – This column identifies the name the batch was assigned when it was created. The naming convention is a combination of user, date, and time.

Create Date – This column identifies the date the batch as created.

Batch Type – This column identifies whether the batch contains adult or juvenile subpoenas.

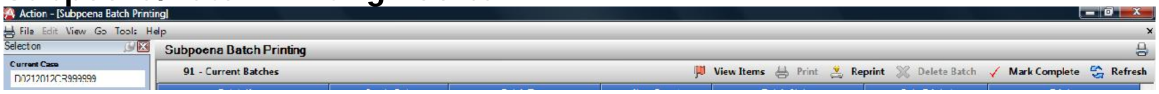
Item Count – The column shows the number of subpoenas in the batch.

Batch Status – The column identifies the status of the batch.

Date Printed – This column identifies the date the batch was printed.

Printer – This column displays the printer that was selected to print this batch of subpoenas.

Subpoena/Batch Printing Toolbar



While in the Subpoena/Batch Printing subprocess you are provided with a toolbar that allows you easy access to commonly used tools.

View Items – This tool allows you to view a list of subpoenas in the batch. First, highlight the batch you wish to view, and then click the button. When viewing the list, you are given the option to delete individual subpoenas.

Print – This tool allows you to print the batch. First, highlight the batch you wish to print, and then click the button.

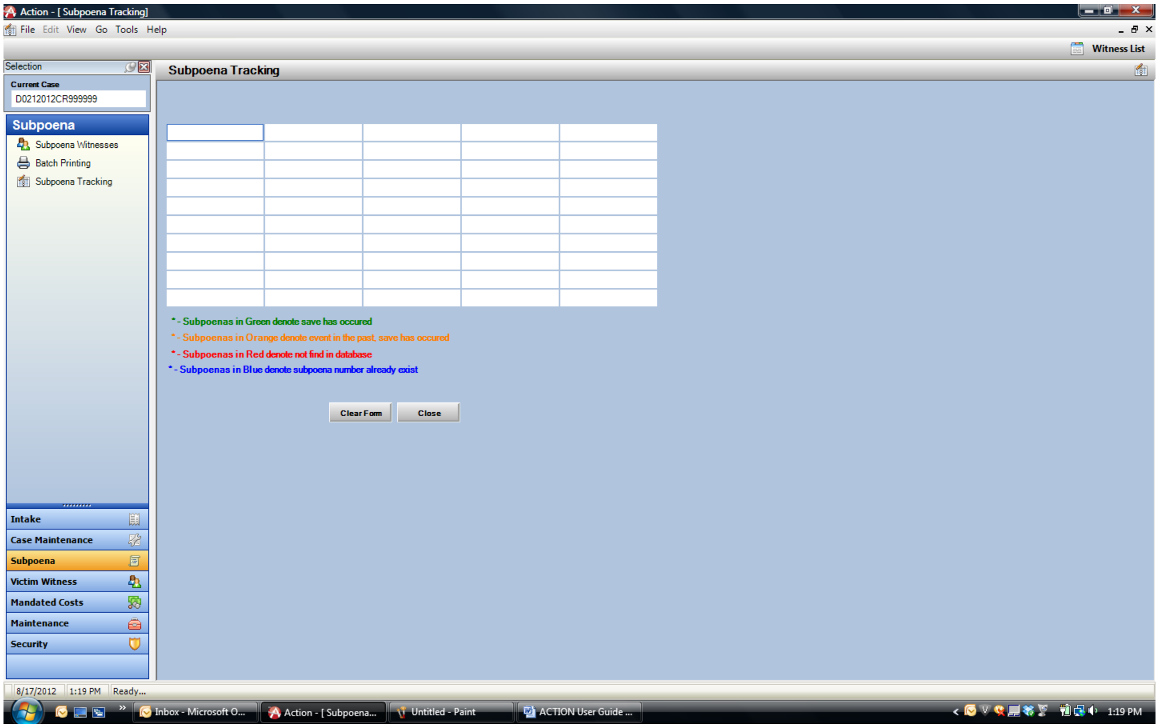
Reprint – This tool allows you to reprint a batch. First, highlight the batch you wish to reprint, and then click the button.

Delete Batch – This tool allows you to delete a batch of subpoenas and remove them from the database. First, highlight the batch you wish to delete, and then click the button.

Mark Complete – This tool allows you to mark a batch of subpoenas as 'complete'. This indicates that you acknowledge the batch has printed correctly. First, highlight the batch you wish to mark as complete, and then click the button.

Subpoena batches that have been marked as complete will no longer appear on the batch printing form, however, they will remain in the database for a short period of time.

Subpoena/Tracking

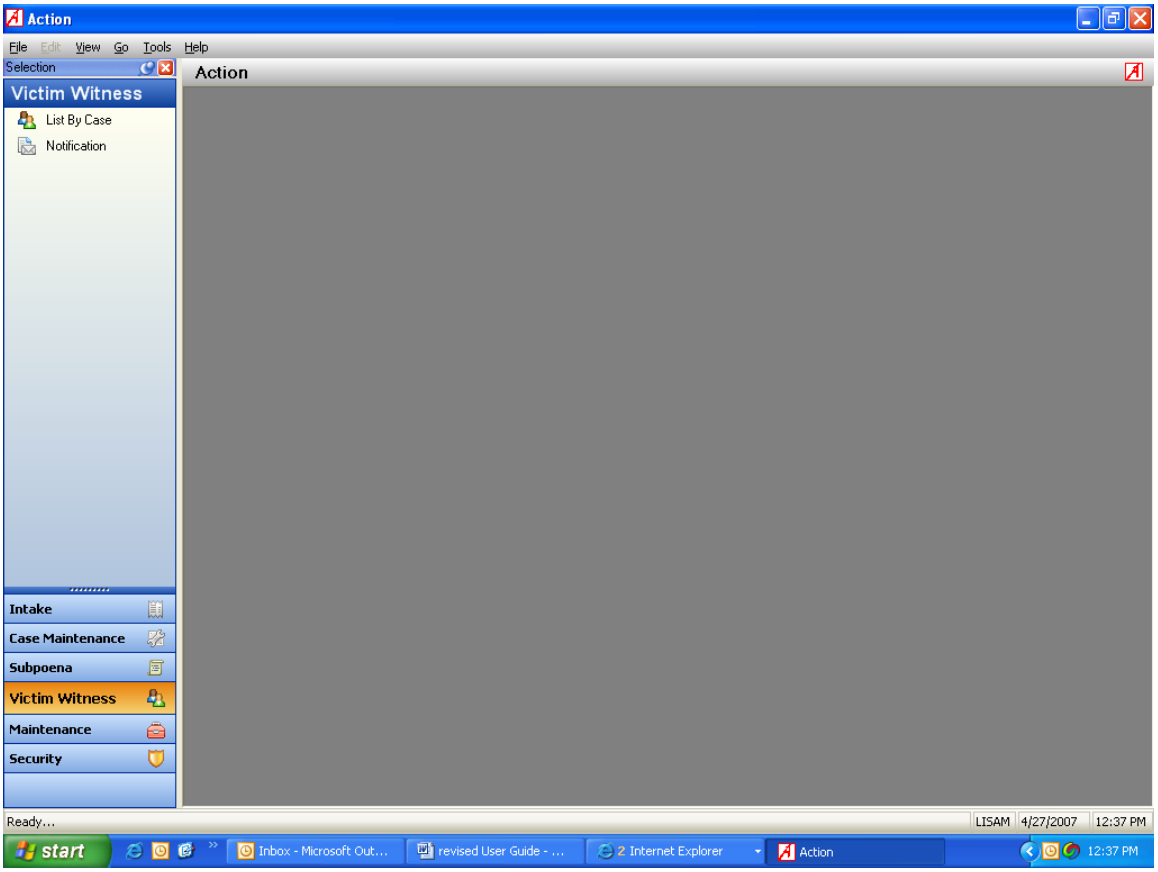


In Subpoena Tracking the subpoena number can be entered to track the status of the subpoena.
Enter the subpoena number and tab out, you can enter as many as 50 at a time. Once you tab out of the field the subpoena number font color will change:

- Green indicates the subpoena number has been entered and saved successfully.
- Orange indicates the warning that the event is in the past and has already occurred.
- Red indicates this specific subpoena number cannot be found. Please check for possible typographical error.
- Blue indicates this subpoena number already exists and was possibly already entered to be tracked.

Right-click on the subpoena number to access the following options:
- Edit the Victim Witness
- Add a comment
- Set as undeliverable
- View the Case Summary
- Change to Personally Serve
- Add or View Notes

Victim Witness Process



In the **Victim Witness process**, your choice of subprocess depends on whether you want to view and/or maintain victims and witnesses; or produce victim notification letters.

The Victim Witness process is used for cases that have completed the process of intake and no longer have a status of ‘pending’.

Victim Witness/List By Case

Choosing the **List By Case** subprocess presents you with forms that allow you to:

- View a list of all victims and witnesses and their subpoenas for the case
- Add new victims or witnesses
- Edit or delete existing victims or witnesses
- Create or view notes
- Create a ‘Motion to Endorse’ document

Case Search will open allowing you to access the case.

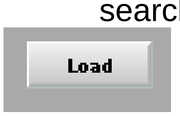
<u>Search On:</u>

- **Case Number** (Default) – You can enter a specific case number as the search criteria.
- **Defendant Name, Victim/Witness Name** – Last name is required.

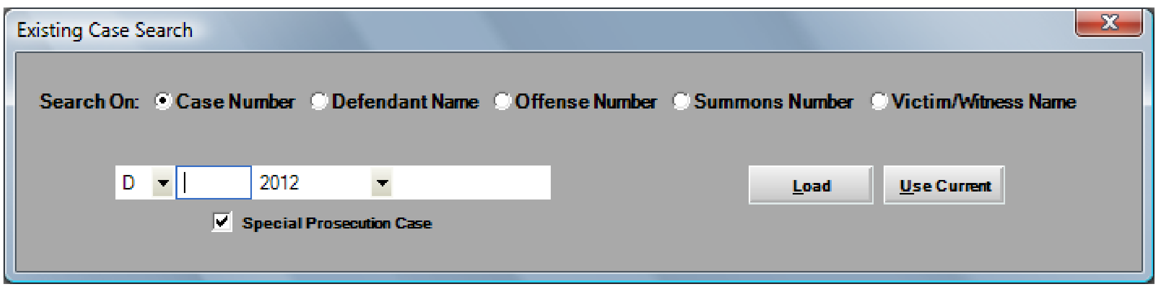
 A first initial is suggested to limit the number of records returned and to return the results more quickly.

- **Offense Number** – You can enter a specific offense number as the search criteria.

- **Summons Number** – You can enter a specific summons number as the search criteria.

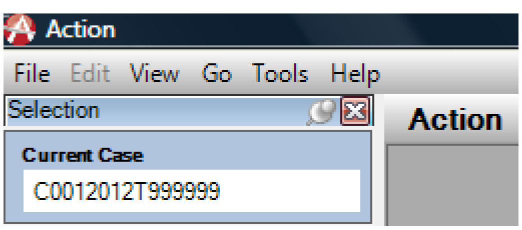


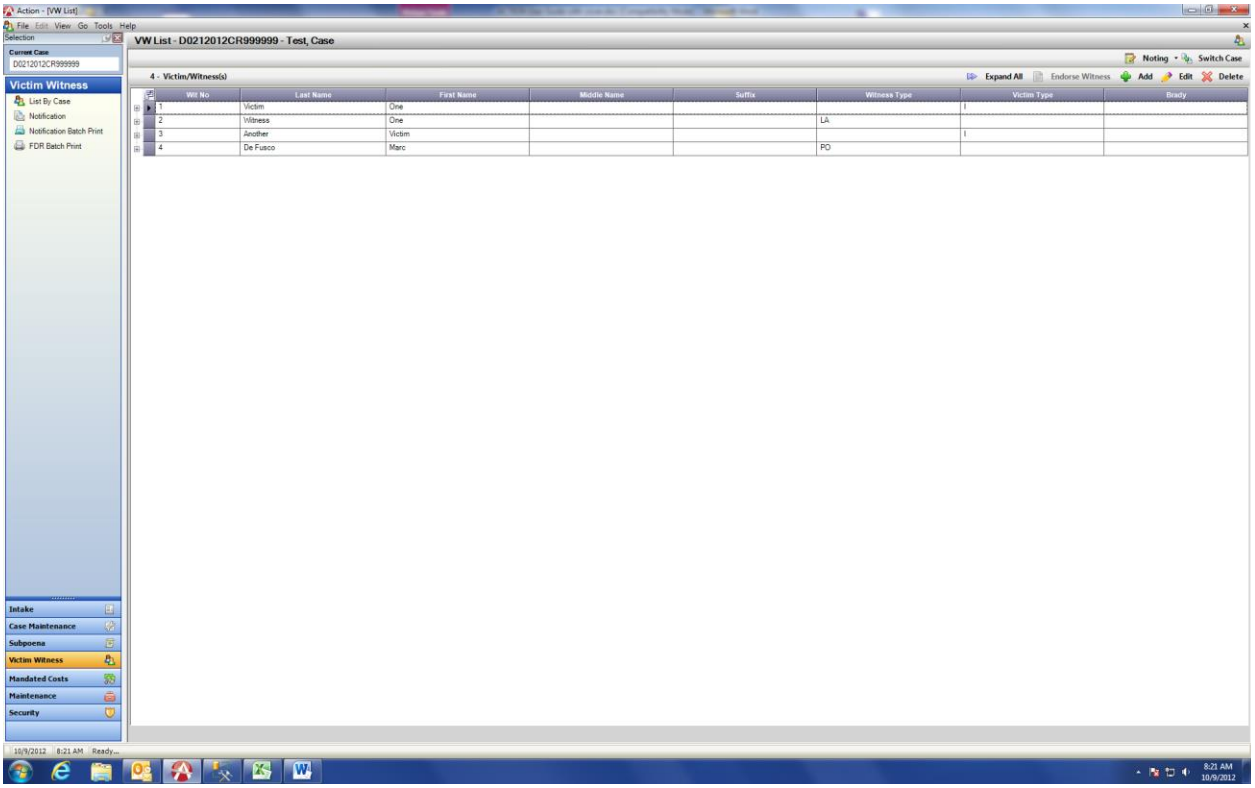
This button will load the case into the appropriate process.



Case Search allows access to Special Prosecution cases by selecting the '**Special Prosecution Case**' checkbox and then entering in the originating district's entire case number and clicking the 'Load' button'.

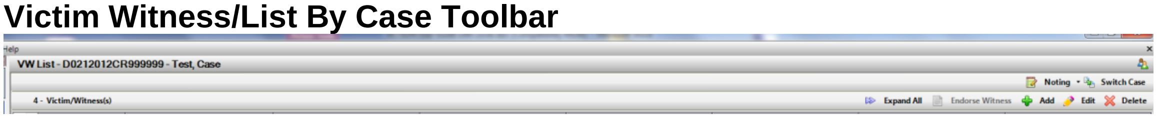
The **'Use Current'** button allows the user to re-access the last case they were in for quick entry. That case number is always displayed in the top left corner of Action labeled 'Current Case'.





At this point in the Victim Witness process, the Victim Witness List form is populated with a list of all victims and witnesses for the case.

Victim Witness/List By Case Toolbar



While in the Victim Witness/List By Case subprocess you are provided with a toolbar that allows you easy access to commonly used tools.

Noting – This button provides a quick way to add, modify, or view notes. Notes can be added to either of two ‘Note Types’: Case or Daid. ‘Note Subtypes’ may be chosen if you require more specificity. Notes can be added, viewed, and/or updated at any time during the Victim Witness/List By Case subprocess.

Switch Case – This button provides a quick way to search for, and load, a new case into the Victim Witness/List By Case subprocess.

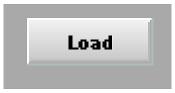
<u>Search On:</u>

- **Case Number** (Default) – You can enter a specific case number as the search criteria.

- **Defendant Name, Victim/Witness Name** – Last name is required.

A first initial is suggested to limit the number of records returned and to return the results more quickly.

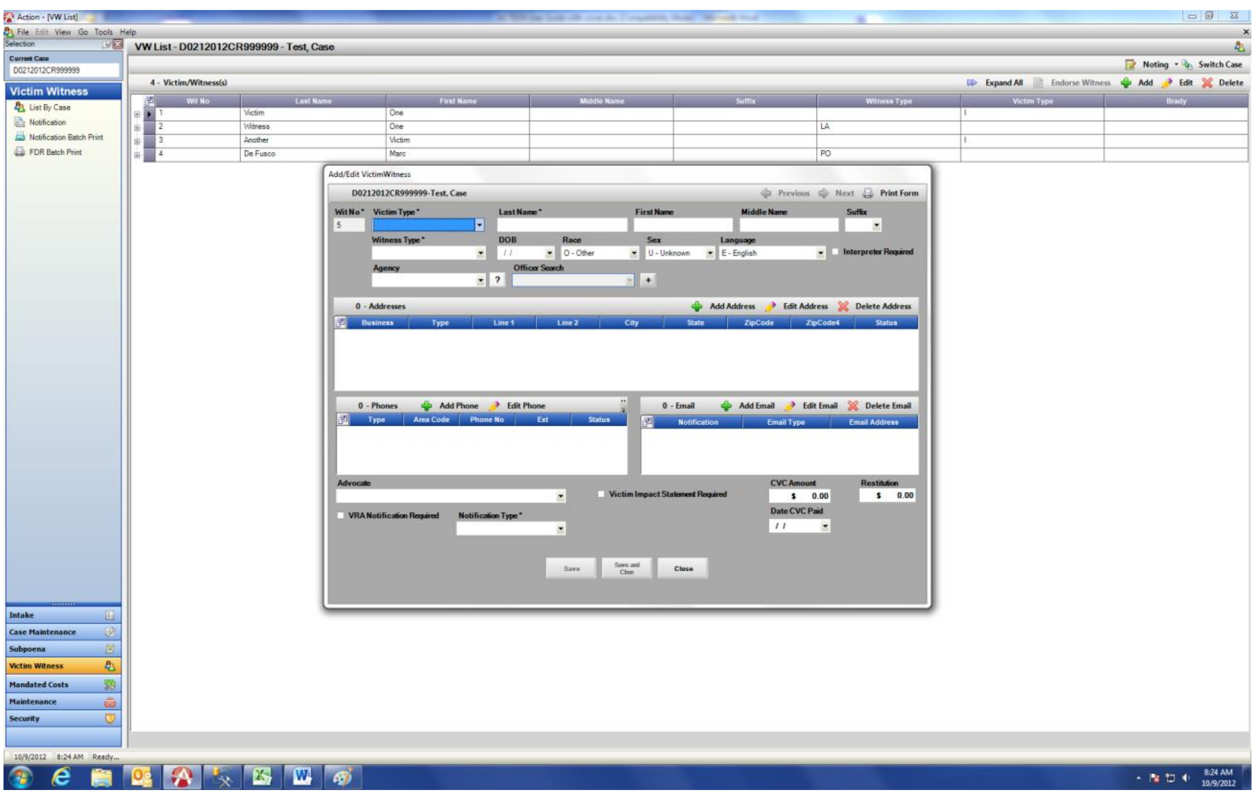
- **Offense Number** – You can enter a specific offense number as the search criteria.



This button will load the case into the Victim Witness List form.

Endorse Witness–This tool allows you to create the endorsement document. First, highlight the witness you wish to endorse, and then click the button. The completed 'Motion to Endorse Witnesses' document will display for review and printing.

Add – This button allows you to add a victim or a witness. Clicking this button will bring up the Victim/Witness entry form.



Required entry fields – main form (if you add a victim/witness):

- Witness Number
- Victim Type and/or Witness Type
- Last Name
- Notification Type

Required entry fields (if you add an address):

- Address Type
- Address Line 1

Required entry fields (if you add a phone number):

- Phone Type
- Area Code
- Telephone
- Phone Status

The following sections accept multiple entries:

- Address
- Phone

A person can be a victim, a witness, or both.

When you enter a Witness Type of 'PO', additional officer-related fields will appear. Additionally, the address information section will populate once the ORI has been entered.

By default, the 'Mailing' address for a victim/witness will be used for mailed documents, letters, and forms. If a 'Mailing' address has not been added, then the 'Home' or 'Business' address will appear.

The 'Additional Information' (see the address detail entry form) field will appear on the subpoena. It can be selected, or un-selected, for display on the subpoena flagging screen.

The 'Mailing Information' (see the address detail entry form) is used to display the name on mailing documents, letters, and forms.

The 'Victim's Rights Notification check-box will automatically populate based on any qualifying charges entered, however, you can override the selection if you choose to change the notification status of the case.

The notification types are:

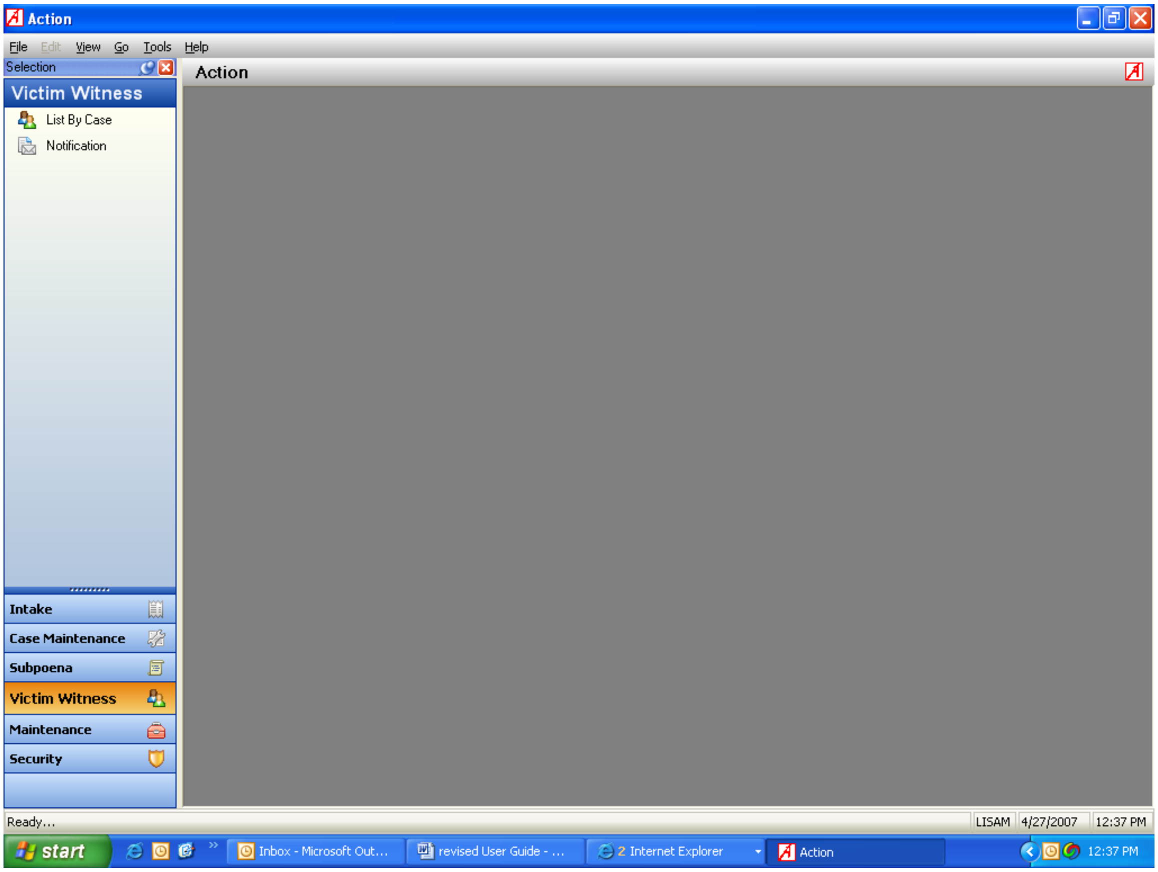
- (E) Endorsed
- (N) Notification
- (B) Both – meaning endorsed and notified

By checking these boxes (in Address entry detail) you are indicating that you want the address to appear on associated outputs.

Edit - This button allows you to edit an existing victim or witness. First, highlight the information you wish to update, and then click the button.

Delete – This button allows you to delete an existing victim or witness. First, highlight the information you wish to delete, and then click the button.

Victim Witness Process



In the **Victim Witness process**, your choice of subprocess depends on whether you want to view and/or maintain victims and witnesses; or produce victim notification letters.

The Victim Witness process is used for cases that have completed the process of intake and no longer have a status of ‘pending’.

Victim Witness/Notification

Choosing the **Notification** subprocess presents you with forms that allow you to:

- Add new victims or witnesses
- Edit existing victims or witnesses
- Create, view, print, and save victim notification letters

Case Search will open allowing you to access the case

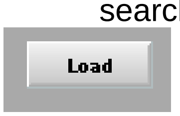
<u>Search On:</u>

- **Case Number** (Default) – You can enter a specific case number as the search criteria.
- **Defendant Name, Victim/Witness Name** – Last name is required.

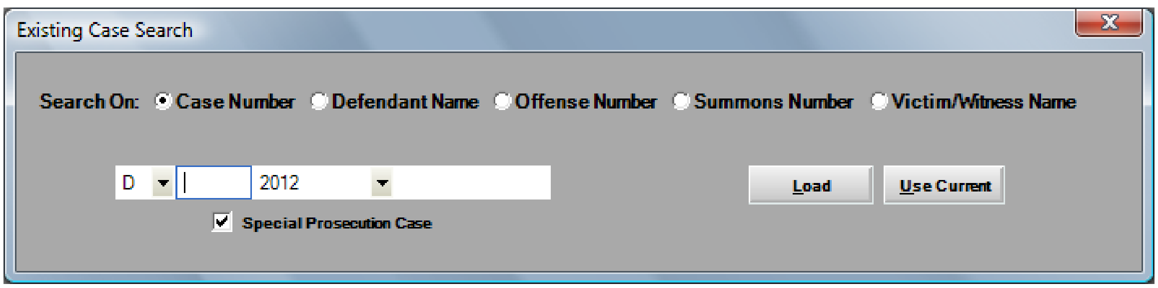
 A first initial is suggested to limit the number of records returned and to return the results more quickly.

- **Offense Number** – You can enter a specific offense number as the search criteria.

- **Summons Number** – You can enter a specific summons number as the search criteria.

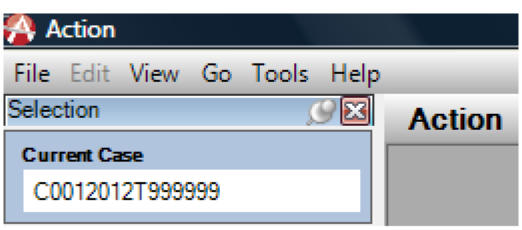


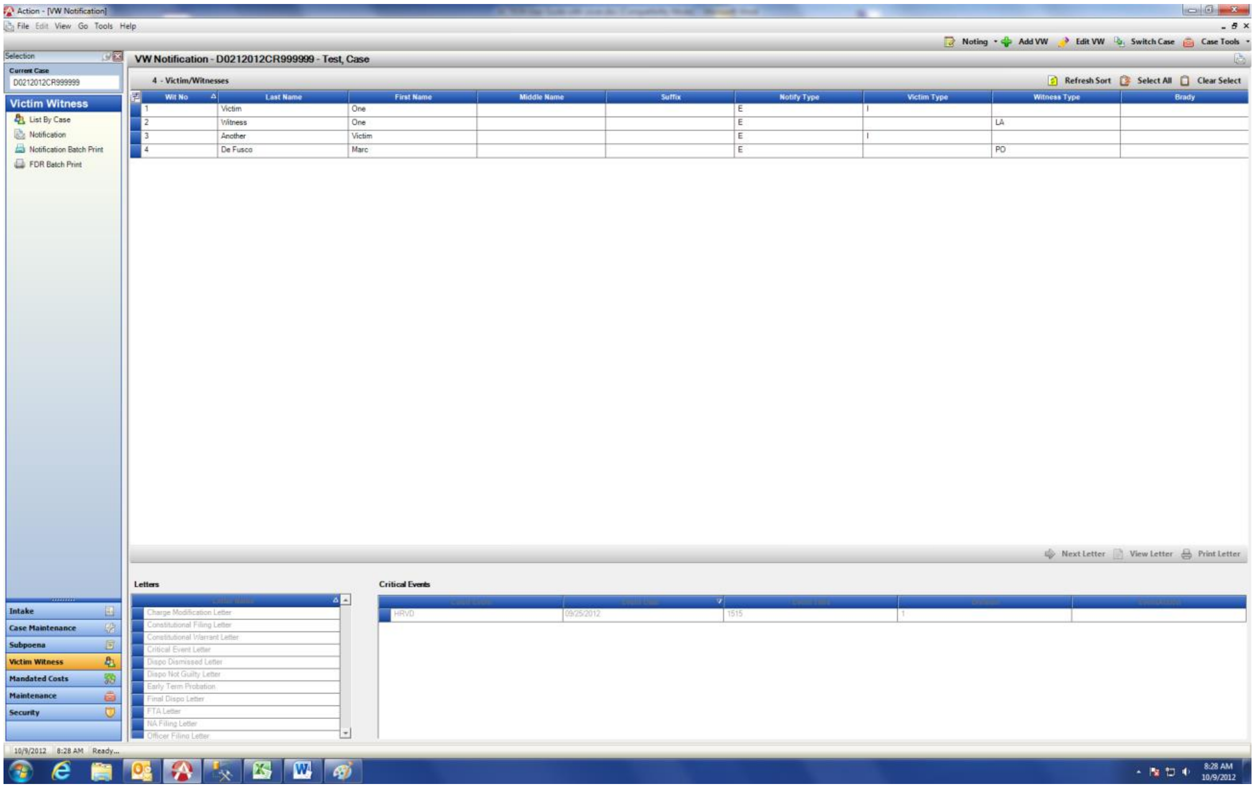
This button will load the case into the appropriate process.



Case Search allows access to Special Prosecution cases by selecting the '**Special Prosecution Case**' checkbox and then entering in the originating district's entire case number and clicking the 'Load' button'.

The **'Use Current'** button allows the user to re-access the last case they were in for quick entry. That case number is always displayed in the top left corner of Action labeled 'Current Case'.





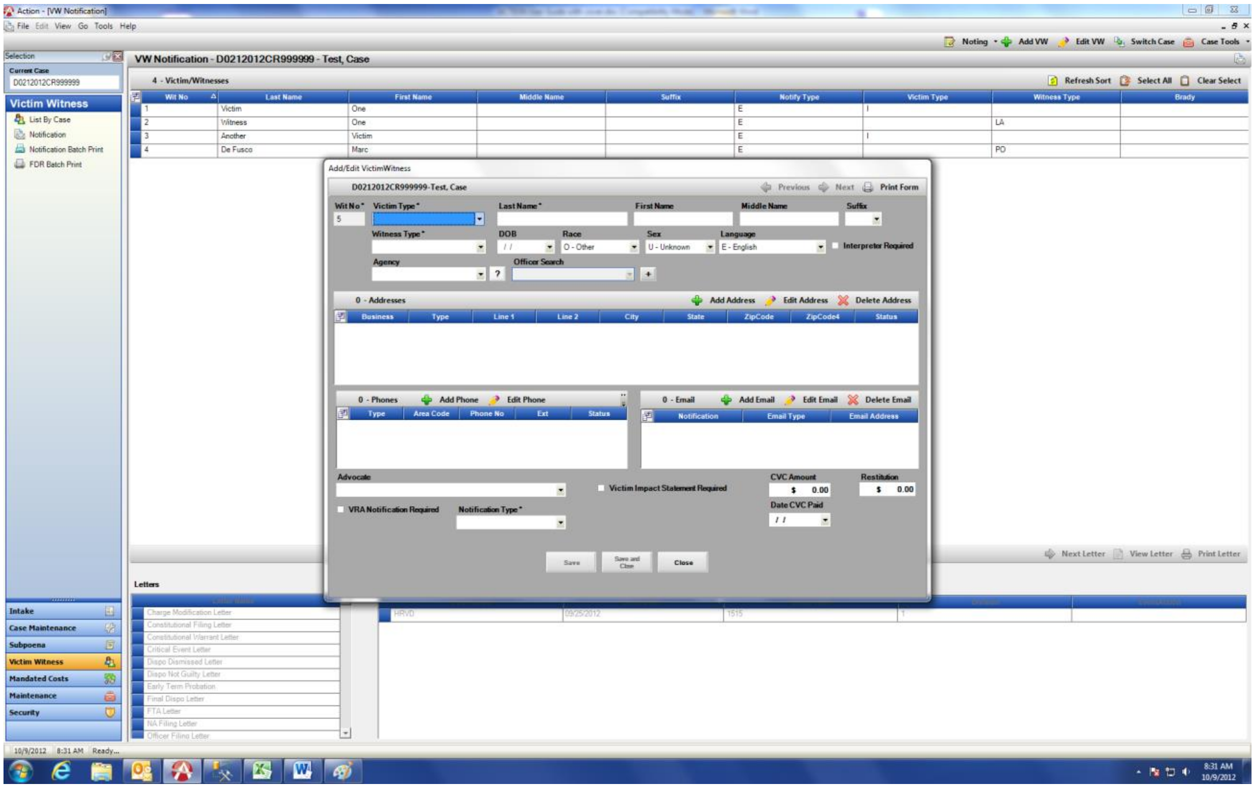
At this point in the Victim Witness process, the VW Notification form is populated with a list of all victims and witnesses for the case.

Victim Witness/Notification Toolbar

While in the Victim Witness/Notification subprocess you are provided with a toolbar that allows you easy access to commonly used tools.

Noting – This button provides a quick way to add, modify, or view notes. Notes can be added to either of two ‘Note Types’: Case or Daid. ‘Note Subtypes’ may be chosen if you require more specificity. Notes can be added, viewed, and/or updated at any time during the Victim Witness/List By Case subprocess.

Add VW – This tool allows you to add a victim or a witness. Clicking this button will bring up the Victim/Witness entry form.



Required entry fields – main form (if you add a victim/witness):

- Witness Number
- Victim Type and/or Witness Type
- Last Name
- Notification Type

Required entry fields (if you add an address):

- Address Type
- Address Line 1

Required entry fields (if you add a phone number):

- Phone Type
- Area Code
- Telephone
- Phone Status

The following sections accept multiple entries:

- Address
- Phone

A person can be a victim, a witness, or both.

When you enter a Witness Type of ‘PO’, additional officer-related fields will appear. Additionally, the address information section will populate once the ORI has been entered.

By default, the ‘Mailing’ address for a victim/witness will be used for mailed documents, letters, and forms. If a ‘Mailing’ address has not been added, then the ‘Home’ or ‘Business’ address will appear.

The ‘Additional Information’ (see the address detail entry form) field will appear on the subpoena. It can be selected, or un-selected, for display on the subpoena flagging screen.

The ‘Mailing Information’ (see the address detail entry form) is used to display the name on mailing documents, letters, and forms.

The ‘Victim’s Rights Notification check-box will automatically populate based on any qualifying charges entered, however, you can override the selection if you choose to change the notification status of the case.

The notification types are:

- (E) Endorsed
- (N) Notification
- (B) Both – meaning endorsed and notified

By checking these boxes (in Address entry detail) you are indicating that you want the address to appear on associated outputs.

Edit VW - This tool allows you to edit an existing victim or witness. First, highlight the information you wish to update, and then click the button.

Switch Case – This tool provides a quick way to search for, and load, a new case into the Victim Witness/Notification subprocess.

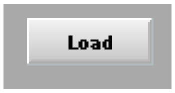
<u>Search On:</u>

- **Case Number** (Default) – You can enter a specific case number as the search criteria.

- **Defendant Name, Victim/Witness Name** – Last name is required.

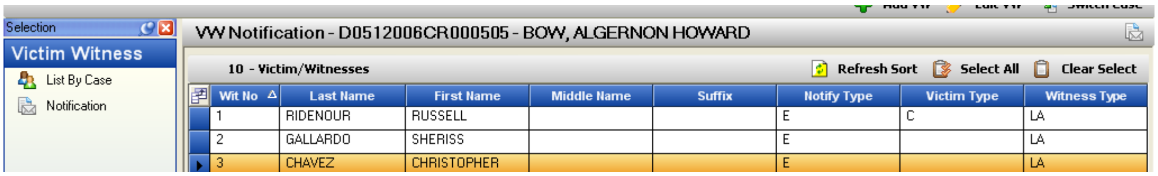
A first initial is suggested to limit the number of records returned and to return the results more quickly.

- **Offense Number** – You can enter a specific offense number as the search criteria.



This button will load the case into the Victim Witness/Notification form.

Victim Witness/Notification VW Grid Toolbar



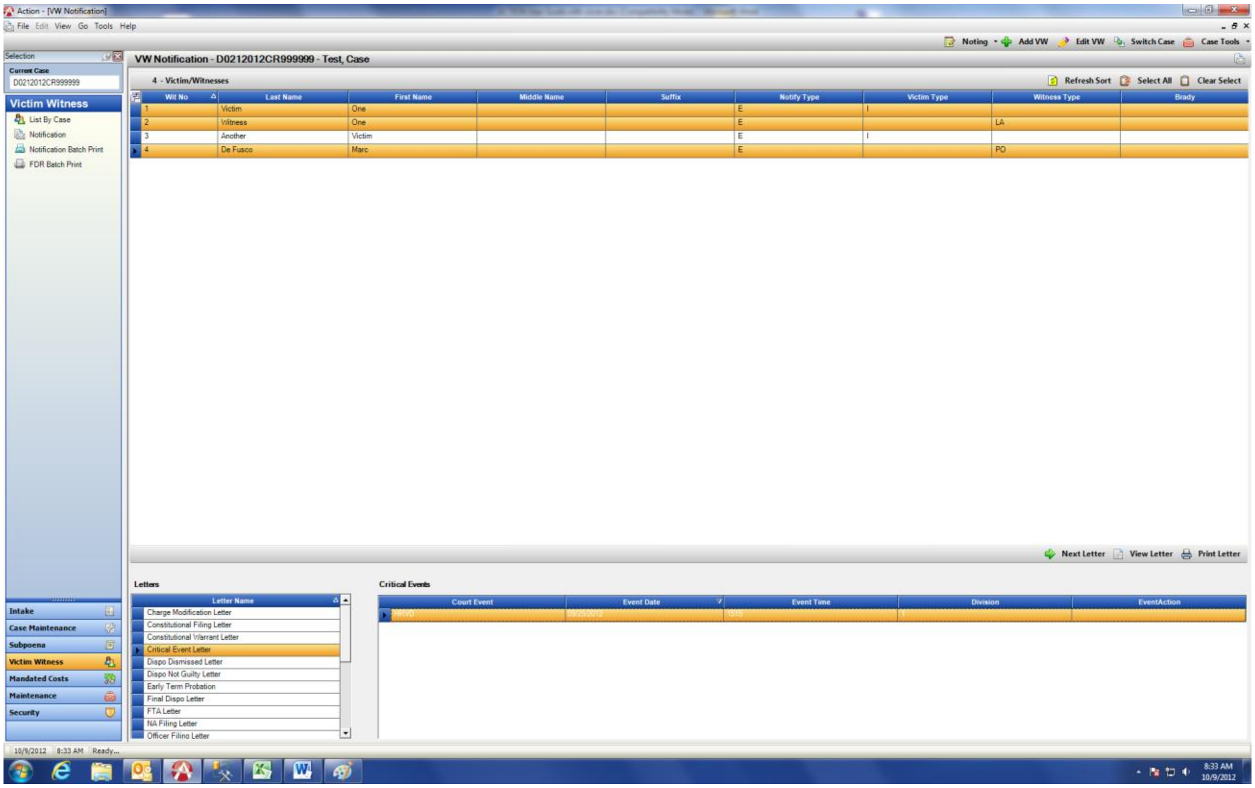
While in the Victim Witness/Notification subprocess you are provided with a toolbar that allows you to easy access to tools that interact with the victims and witnesses listed in the grid.

Refresh Sort – You can resort the names in the VW grid by clicking on any of the column headings. This tool provides a quick way to return the list to the default sequential sort.

Select All – This tool provides a quick way to select all of the victims and witnesses in the grid.

Clear Select – This tool provides a quick way to clear all of the selected victims and witnesses in the grid.

Victim Witness/Notification/Generating Letters



To generate a notification letter:

1. Select the recipients in the VW grid
2. Select a letter type from the ‘Letter Name’ list
3. Select a critical event from the ‘Critical Event’ list, if letter type is ‘Critical Event Letter’.

View Letter – This tool will generate the specified letter and allow you to view it.

Print Letter – This tool will generate the specified letter and allow you to print it.

Next Letter – This tool will retain the list of recipients in the VW grid but clear the selections in the ‘Letter Name’ and ‘Critical Event’ lists.

Mandated Costs

To track and maintain **Mandated Costs** select the 'Add Mandated Costs' sub-process menu option.

Case Search will open allowing you to access the case.

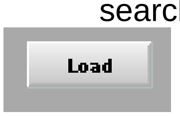
<u>Search On:</u>

- **Case Number** (Default) – You can enter a specific case number as the search criteria.
- **Defendant Name, Victim/Witness Name** – Last name is required.

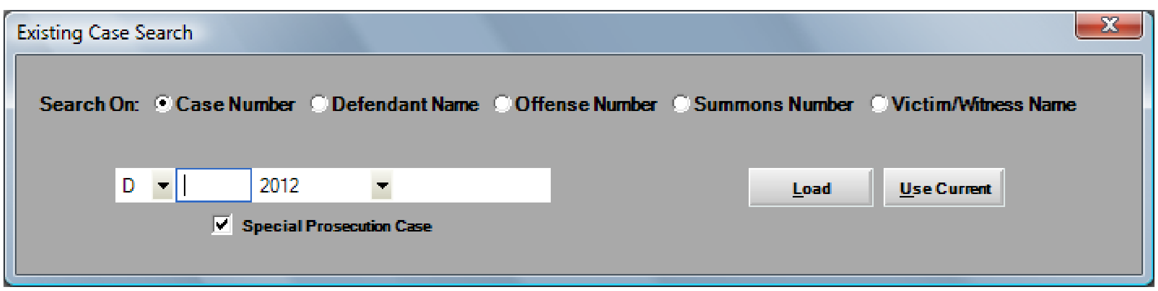
A first initial is suggested to limit the number of records returned and to return the results more quickly.

- **Offense Number** – You can enter a specific offense number as the search criteria.

- **Summons Number** – You can enter a specific summons number as the search criteria.

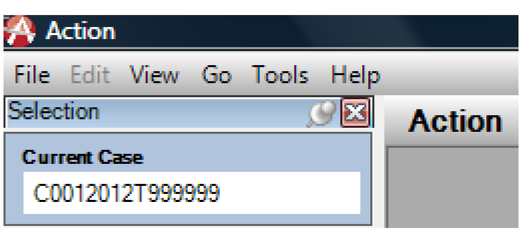


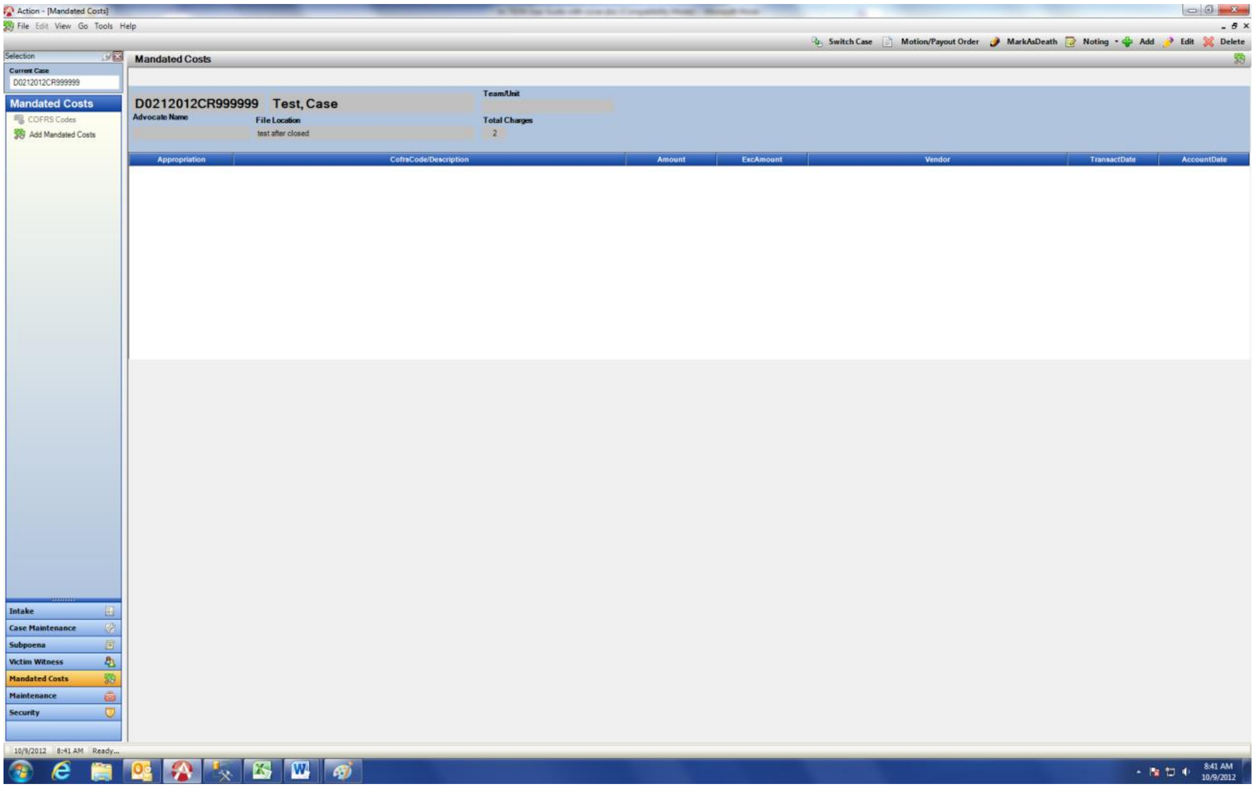
This button will load the case into the appropriate process.



Case Search allows access to Special Prosecution cases by selecting the '**Special Prosecution Case**' checkbox and then entering in the originating district's entire case number and clicking the 'Load' button'.

The **'Use Current'** button allows the user to re-access the last case they were in for quick entry. That case number is always displayed in the top left corner of Action labeled 'Current Case'.





Mandated Costs toolbar

While in the Victim Witness/Notification subprocess you are provided with a toolbar that allows you easy access to commonly used tools.

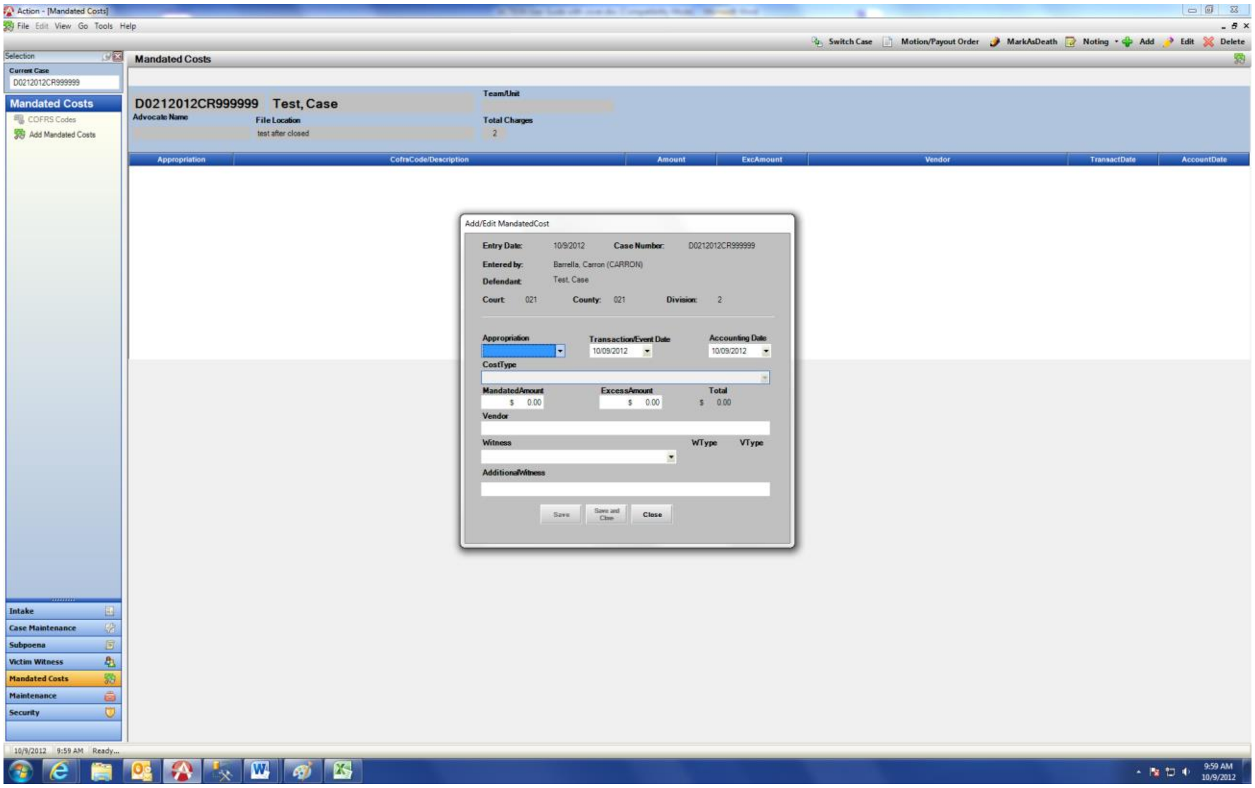
Switch Case – This tool provides a quick way to search for, and load, a new case into the Victim Witness/Notification subprocess.

Motion Payout Order – This tool allows you to generate a Motion payout form in Word format.

Mark As Death – This tool will identify all the costs as a death penalty case.

Noting – This button provides a quick way to add, modify, or view notes. Notes can be added to either of two 'Note Types': Case or Daid. 'Note Subtypes' may be chosen if you require more specificity. Notes can be added, viewed, and/or updated at any time during the Victim Witness/List By Case subprocess.

Add – This tool allows you to add a cost.



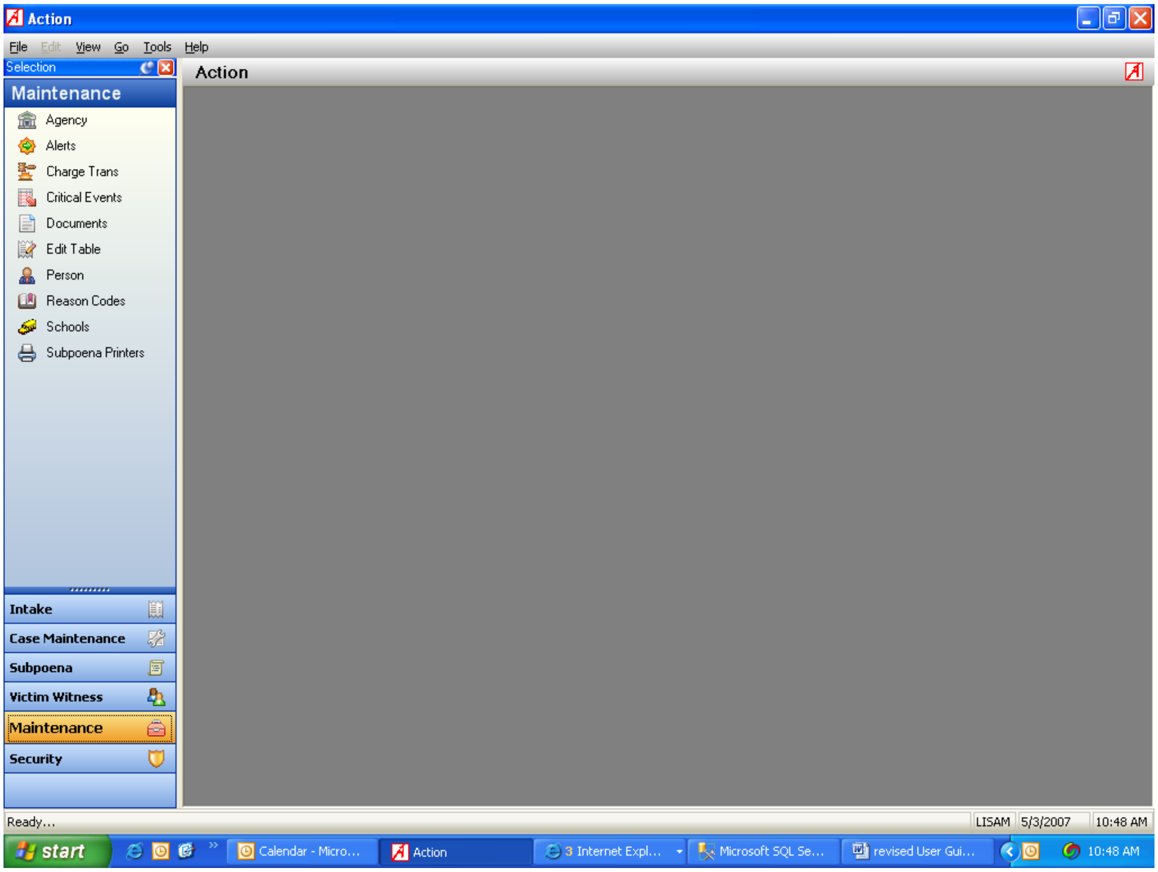
Select the appropriation code from the drop down list
Select the transaction and accounting dates
Enter the Cost Type, Mandated Amount and any Excess Amounts.
It will total automatically.

Enter the Vendor in the free-form Vendor field
Select a victim/witness from the case as they appear in the dropdown or you may add an 'Additional Witness' in the free-form text field. We suggest Last Name, (comma) First Name as a standard format. Please keep in mind you cannot do both on one entry. Please select a witness from the case in the dropdown or enter an additional witness per entry.

Edit – Only power users have the ability to edit an entry.

Delete – Only power user have the ability to delete an entry.

Maintenance Process



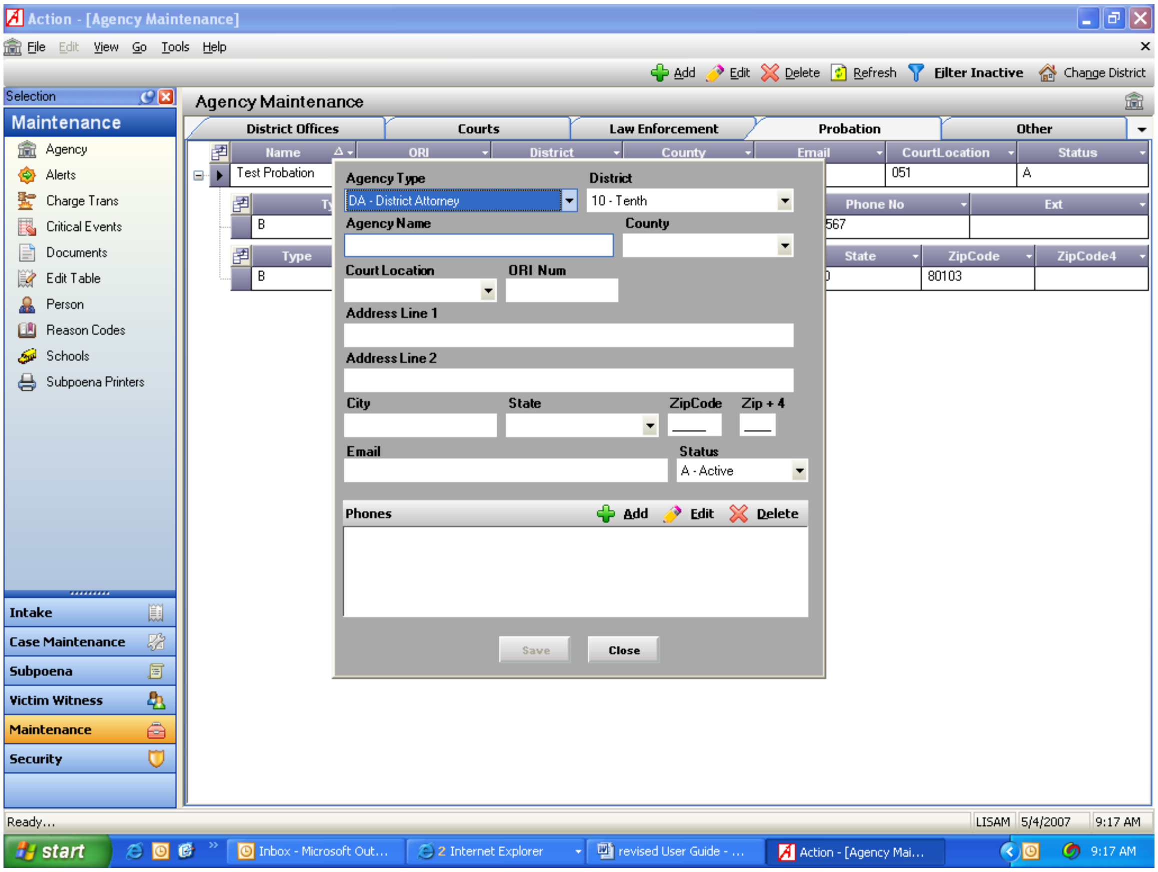
In the **Maintenance process**, your choice of subprocess depends on the type of code-related data you wish to add, update, or delete.

The subprocess maintenance tables and tabs you see will depend on your security level.

Maintenance/Agency Subprocess

Choosing the **Agency** subprocess presents you with forms containing all of the information about criminal justice agencies within, or associated with, your district. Agencies include:

- District Attorney Offices
- Courts
- Probation
- Other (user-defined)



The following section accepts multiple entries:

- Phone

Add – This button allows you to add an agency. Clicking this button will bring up the agency detail entry form.

Edit – This button allows you to edit an existing agency. First, highlight the agency you wish to update, and then click the button.

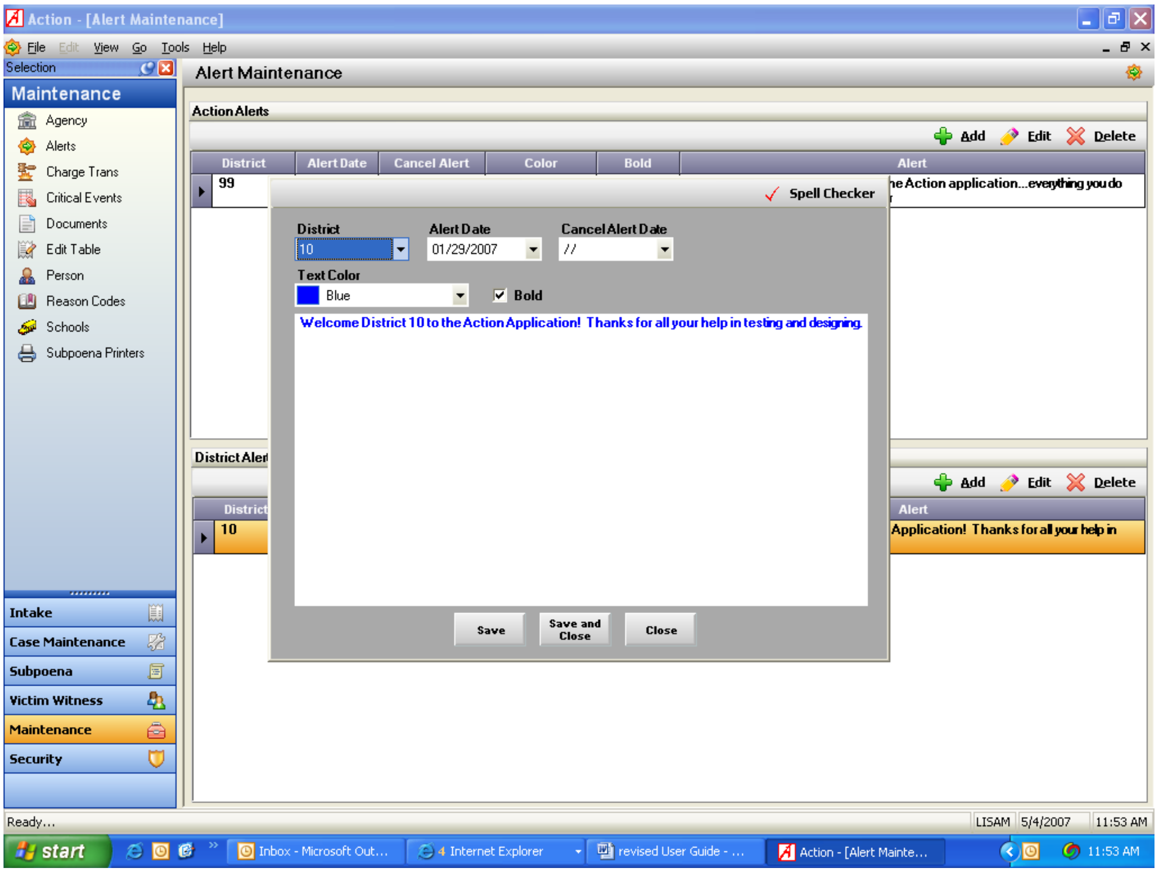
Delete – This button allows you to delete an existing agency. First, highlight the agency you wish to delete, and then click the button.

Refresh – This button allows you to refresh the current list.

Filter Inactive – This button allows you to filter the 'inactive' records from the list, so you see only the 'active' records.

Maintenance/Alerts Subprocess

Choosing the **Alerts** subprocess presents you with forms that allow you to communicate useful, dynamic information to other staff members within your district.

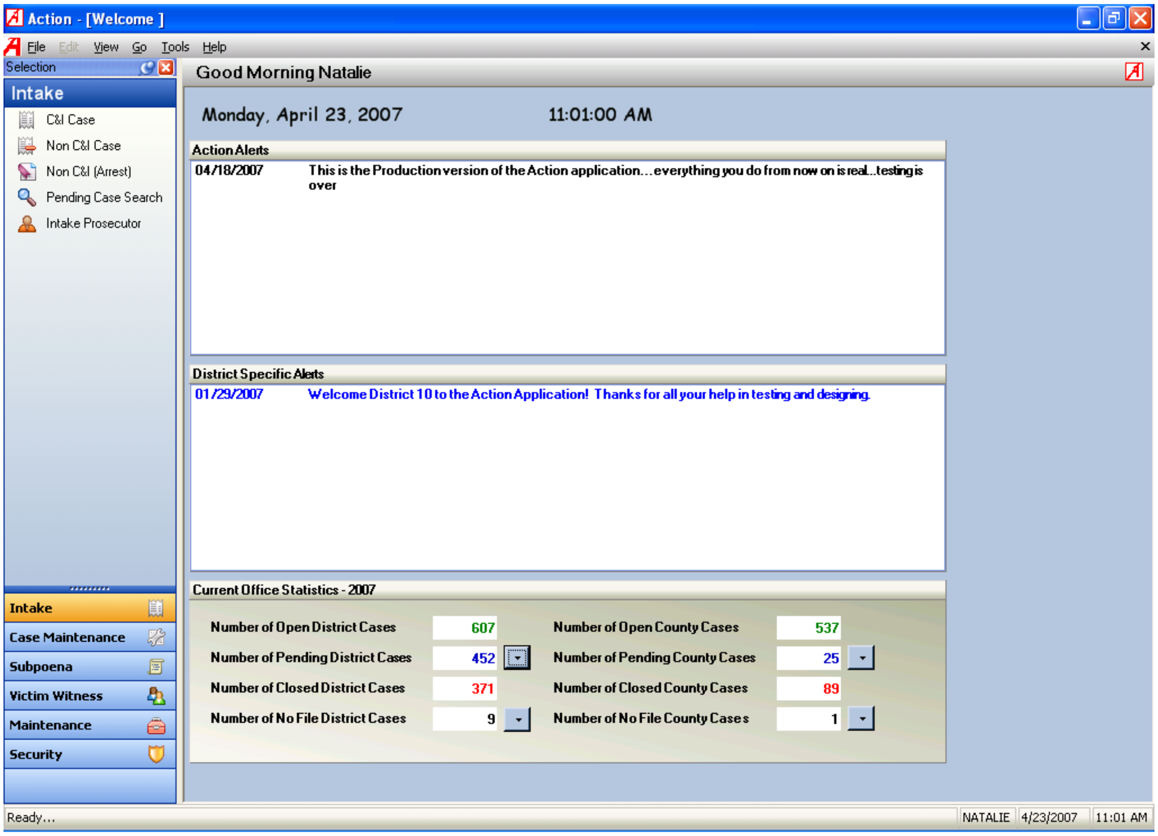


Add – This button allows you to add a district-specific alert message. Clicking the button will bring up the alert detail entry form.

Edit – This button allows you to edit an existing district-specific alert. First, highlight the alert you wish to update, and then click the button.

Delete – This button allows you to delete an existing district-specific alert. First, highlight the alert you wish to delete, and then click the button.

Alerts Form



The ‘Alerts’ page is the first form you see when you open the ACTION application. To return to this form at any point, click ‘View’ (main toolbar) then ‘Alerts’.

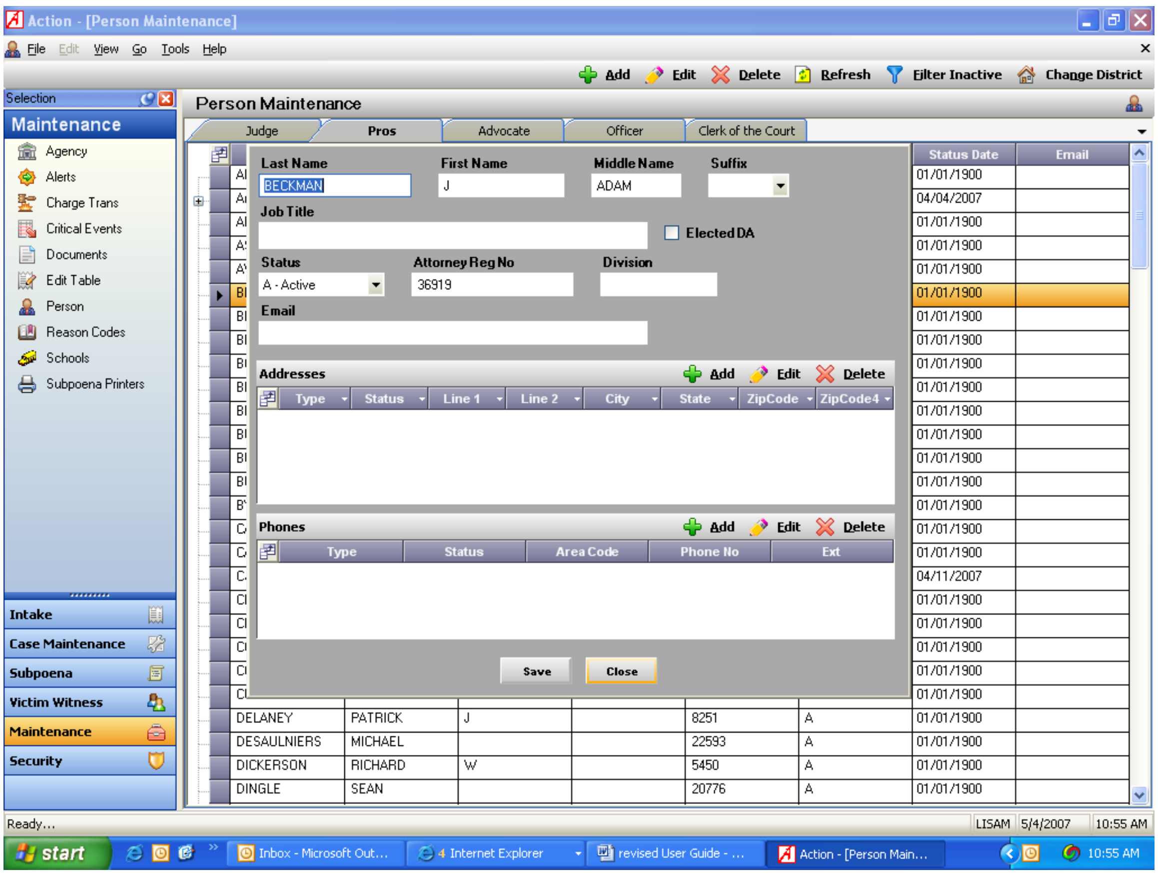
Action Alerts – This section provides application-related information from CDAC.

District Specific Alerts – This section provides district-specific information and can be maintained the Maintenance/Alerts subprocess.

Maintenance/Person Subprocess

Choosing the **Person** subprocess presents you with forms containing all of the information about people within, or associated with, your office or the Courts. Person types include:

- Judges
- Prosecutors
- Advocates
- Officers
- Clerk of the Court



The following sections accept multiple entries:

- Address
- Phone

Add – This button allows you to add a person. This will bring up the person detail entry form.

Edit – This button allows you to edit an existing person. First, highlight the person you wish to update, and then click the button.

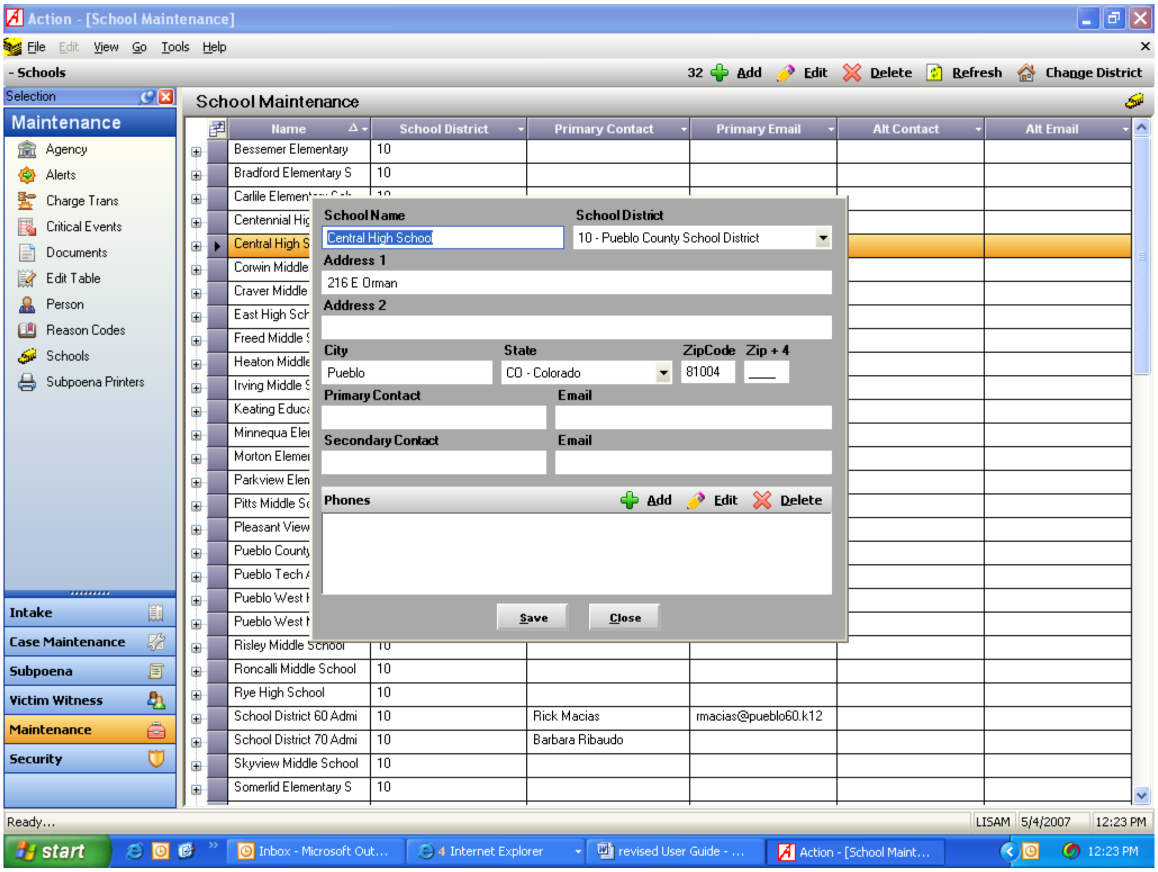
Delete – This button allows you to delete an existing person. First, highlight the person you wish to delete, and then click the button.

Refresh – This button allows you to refresh the current list.

Filter Inactive – This button allows you to filter the ‘inactive’ records from the list, so you see only the ‘active’ records.

Maintenance/Schools Subprocess

- Choosing the **School** subprocess presents you with forms containing all of the information about schools within, or associated with, your district.



The following section accepts multiple entries:

- Phone

Add – This button allows you to add a school. Clicking the button will bring up the school detail entry form.

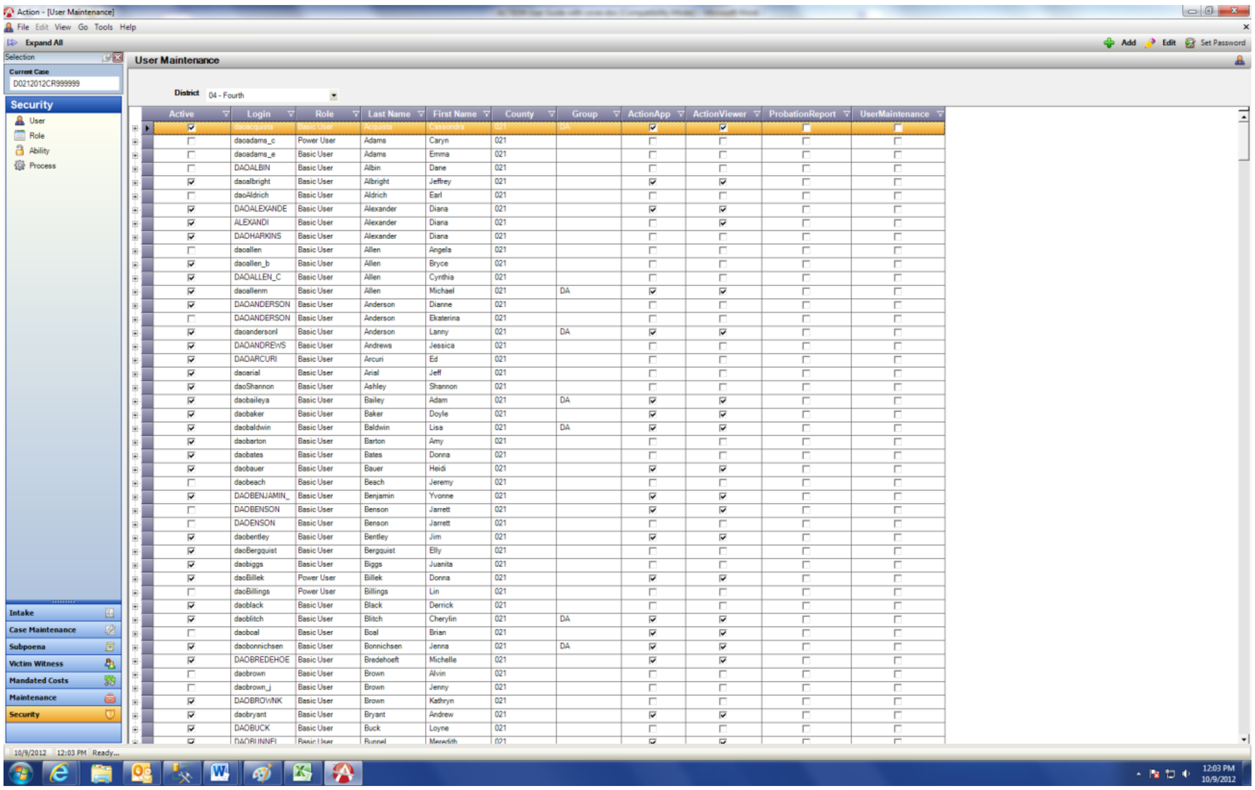
Edit – This button allows you to edit an existing school. First, highlight the school you wish to update, and then click the button.

Delete – This button allows you to delete an existing school. First, highlight the school you wish to delete, and then click the button.

Refresh – This button allows you to refresh the current list.

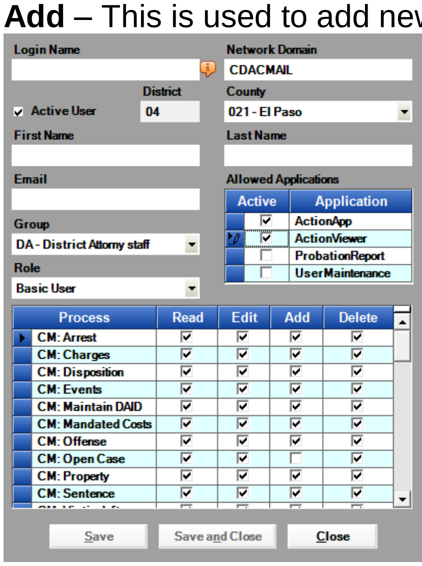
Security

The **Security** option is available depending upon your security role.
It is used to maintain your Action Users



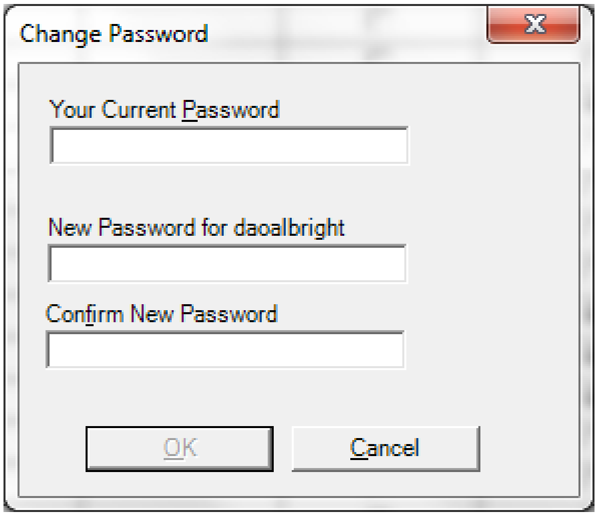
The following options are available:

Add – This is used to add new Action users by opening the add form.



Edit – This button allows you to edit any information on an existing Action user. By highlighting the user you wish to update.

Set Password – This button allows the power user to enter a password for any of their Action users. First, highlight the user you wish to set a password for. Enter YOUR password as the power user and then enter a new password (6 characters in length), confirm that new password to set it.



Case Statuses

ACTION identifies case status in detail – some case status changes occur automatically, as a natural part of the entry flow:

P – Pending
O – Open
C – Closed
R – Re-Opened
S – Sealed
N – No File

Pending - A case is considered 'pending' while in the Intake process, before it has been 'completed' or filed with the Courts. Modifications to a pending case must occur within the Intake process.

Open - When a case completes the Intake process, either by the printing of a Complaint/Information document or otherwise indicating the completion of the Intake entry process, the status is automatically changed to 'open'. Modifications to an open case must occur within the Case Maintenance process.

Closed - Closing cases is not an automatic process. To close a case, select the 'Close Case' tool from the main toolbar within the Case Maintenance process. If all the expected data entry is complete, the tools will allow you to close the case. The status will then be changed to 'closed'. If all of the expected data entry is not yet complete, you will be shown errors identifying the missing data items.

Closed cases can be viewed from the Case Maintenance process, but not modified unless they are 're-opened'.

Re-Opened – Re-opening cases is not an automatic process. To re-open a case, select the 'Open Case' tool from the main toolbar within the Case Maintenance process. The status will then be changed to 're-opened', indicating the case was once closed and has been re-opened.

Modifications to a re-opened case must occur within the Case Maintenance process.

Sealed – The process of sealing cases in ACTION is done completely automatically when the user selects Seal Case from Case Tools. The will trigger a transfer to CICJIS alerting both Judicial and CBI that the case has been sealed.

No-File – 'No-Filing' a case is not an automatic process. If the decision is made to 'no-file' a case within the Intake process, select the 'No File' tool from the main toolbar. This tool changes the case status to 'No File'. Within the tool you can select a reason for the no file decision, as well as, add a note of explanation.