



USER TIPS

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GENERAL INFORMATION

General Data Entry

- ◆ No need to press shift when entering data, the computer automatically caps the first letter of each word.
- ◆ .12345 (zip code) in city field will automatically enter city, state, zip.
- ◆ .123 (badge number) in officer field will automatically enter officer once they are in officer list.
- ◆ After entering a date in a date field use the '+' and '-' keys to move the date forward or backward a day at a time.
- ◆ Touch the plus key '+' on the number pad of the keyboard to enter the current date in a date field.
- ◆ Touch the F4 key on the top of your keyboard to enter the current date in the notes field.

Adding a New Case/Case Information Screen

- ◆ When adding a speeding case, enter the speed in the *Description* field following the word Speeding or Speed. The format should be 75/55 (actual speed/speed limit). If applicable, enter the BAC in the *Description* field.
- ◆ When manually entering a VTL case with multiple charges, be sure to enter the ticket number for each charge. Often, the first seven digits are the same, so only the last 2 digits need to be entered.
- ◆ Print downloaded tickets on pink paper to differentiate them from other pieces of paper on your desk. Remember the old TSLED tickets that came on pink paper? You may find other uses for colored paper to make documents easier to identify.
- ◆ When viewing a defendant's information screen press 'C' on the keyboard to access the list of checkbook records for that case. They are available for viewing and editing.
- ◆ Place the mouse anywhere on the **Case Information** screen and right click for more options, such as Print Case History.
- ◆ The case number is built in the following manner: **09010001.01** where 09 is the year, 01 is the month 0001 is the first case of the month and .01 is the charge number. So, if a five charge case is the 104th case to be entered in of April 2008, then case number would be 09040104.01, 09040104.2, 09040104.03, 09040104.04 and 09040104.05. This satisfies the requirement of every charge having a unique docket number.
- ◆ For non-civil cases, select either option from the **Add a Case** screen. On the **Charges** screen, be sure to back up to the *Statute* field and enter the proper statute.

◆ There are 5 types of Seals. On the **Seal Suppress** screen hold the mouse over the seal type field to get the proper seal types: 0 for 160.50, 5 for 160.55, Y for Youthful Offender, F for Family Court Removal, 8 for Drug Court Seal or E for Apparently Eligible Youth.

◆ All tasks related directly to one case can be done from the defendant's information screen. Click on **Modify Case** to see all the choices.

◆ When a defendant has multiple cases with the same crime date they may be merged together into one case. Click on **Modify Case -> Case Modification -> Merge in another case**. This option is used to combine charges from the same incident but downloaded into the program on different days as separate cases.

◆ When a defendant has other open charges pending in the court, a button labeled **More Charges** displays above the defendant's name on the **Case Information** screen. Moving the mouse over the new button displays the number of open charges. A left click of the mouse opens the **Case Search** screen to display all open charges

◆ Often a defendant has two different residences (college, home). On the **Case Information** screen, click **Name/Address** to change the address. You'll have the option to save the old address as an alias. When you make a *correction* to an existing address, you do not need to keep the original address as an alias. It is recommended you save all addresses for a defendant.

◆ Quickly identify which judge 'owns' a case by setting the **Case Information** screen background to a unique color for each judge. Click on **Utility -> Edit Databases-> Judges**. Click on the **Set BG Color** button and select a color, **Save/Exit**. Do this for each judge, being sure to select different colors.

◆ Barcodes can be printed on letters, tickets and calendars. Scanning the barcodes makes screen access quick and easy.

Letters

◆ Letters are designed to fit into window envelopes.

◆ When selecting a letter to print, add the letter E to the end of any letter # (i.e. 8E) to edit the body of the letter for that defendant's letter only. All letters can be changed to fit your needs, call SEi for assistance.

◆ Letters can be archived providing the ability to access a copy of the original letter with the original date. Call SEi if you do not see **Archive a Copy** on the **Send Letter Screen**, we can help initiate the feature.

Calendars and Reports

◆ Create calendars for any action code or multiple action codes, i.e. a list of defendants with warrants or a list of scofflawed defendants. Select **Reports-> Calendars** and select the style of calendar you want. Enter *Today's Date* and set *Exact Date Match* to N. Enter the action code(s) you wish to search on.

Exact Date match = No searches for all cases prior to the date you entered.

To get a list of ACD's, enter a future date to make sure you get a complete list.

◆ When viewing a calendar go directly to the **Case Information** screen by clicking on the defendant's name OR you can go directly to the **Case Disposition** screen by clicking on the charge information OR go directly to the **Adjourn** screen by clicking on the action area. The arrow changes into a hand to go to these tasks. If the mouse does not change from an arrow to a hand when moving around the calendar, give us a call and we'll help you pick a different calendar format.

◆ When viewing the Audit and Control report go directly to a **Case Information** screen by clicking on the name of the defendant in the report.

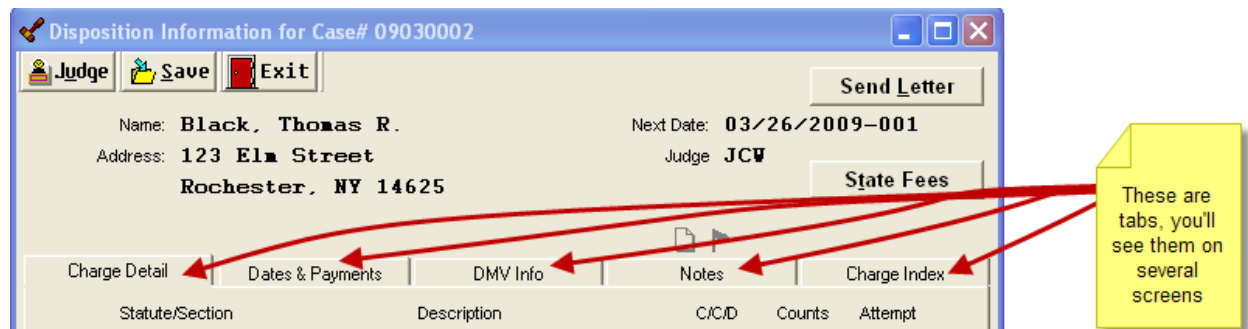
Money

◆ State fees such as the scoff lift fee are entered on the **State Fees** screen which can be accessed from the **Fine/Fee Payment** screen, the **Plea by Mail** screen or the Modify Case list.

◆ The deposit date controls the financial reports (deposit slip, cashbook report); report date is the Audit and Control report date.

◆ Bail poundage is reported as a checkbook record in the original case in *civil fee*. View the bail poundage checkbook record by pressing 'C' from the **Case Information** screen.

Miscellaneous



- ◆ Prompts at the bottom of the **CDR** screen give hints for each field.
- ◆ Seal the case at the information screen before doing the CDR so the seal type appears on the CDR.
- ◆ Backup your data at end of work for the day onto a flash drive, floppy disk or CD. We recommend multiple disks or jump drives to be used on alternate days. Periodically, send a backup to SEi by clicking on **Help -> Upload your backup to SEi**. Select **Show Progress** to create a new backup or **Run in Background** to send the last backup you created.
- ◆ Get a program update monthly by clicking on **Help -> Get latest Program Update**. After updating, select **Help -> Recent Changes** to read about the modifications made in the new version. If your court is networked each machine should get the update when the CourtRoom Program is opened the first time. **IF A MACHINE DOES NOT GET AN UPDATE, CALL SEI FOR ASSISTANCE.**
- ◆ SEi holds several user group meetings each year. Check our website www.nycourts.us for the schedule. They are packed with great information.
- ◆ While performing any task press 'F1' for help.
- ◆ There are multiple ways to approach tasks in The CourtRoom Program. Generally, you can work in either Batch Mode or Individual Mode. To enter payments for several defendants, it is easy to enter them in the Batch Mode. Click on **Cases -> Fine/Fee Payment**. Select the first defendant, enter the payment information, SAVE/EXIT. A prompt asks for the second name. Continue in this manner until all payments are processed. You can also enter Plea By Mails in the Batch Mode by selecting **Cases-> Plead Guilty by Mail ->Individuals**.

To work in Individual Mode, from the Case Information screen click Modify Case and select your task. This is a little slower process, but is probably what you would select if you need to do multiple things on an individual case.

FREQUENTLY ASKED QUESTIONS

A case is missing from my Audit & Control Report (AC1030)

- ◆ Some or all of the case is on the wrong judge

Hon. George S. McDonald

INFORMATION SCREEN (case# order)

Sex: M, DOB (Age 16): 10/12/1992, Motorist ID #: 396-157-995, SS Number: --, Charge: --, Notes: --, DMV: --

Attorney: [?], Prosecutor: Rosell, Timothy J. [?], Officer: Burchard, A. [?], Force: Judge, Judge: SD, GSM +++

TOWN OF SOMEBURG JUSTICE COURT
 Monthly Report for September, 2009
 Form AC-1030(sei)

ID#: 4612043856M
 Justice Name: George S. McDonald
 125 Elm Street
 Someburg, NY 1455
 County: Steuben
 Phone: 607-555-1818

Judge McDonald is the active judge.

Case has Judge McDonald's initials but with 3 red plus (+++) signs meaning, some part of the case has a different judge's initials probably a check book record.

This audit and control report is created for Judge McDonald, but money for the case is not on report because the checkbook record is on a different judge. This is indicated by the 3 red plus signs on the case information screen.

How to Fix Click Modify Case->Case Modification->Transfer Case Totally, pick the judge who should own the case paying attention to the button asking whether any money on the case should be transferred.

- ◆ The Report Date is incorrect

Crime	Arrest
08/23/2009	08/23/2009
Arraignment	Adjudication
/ /	09/26/2009
Sentence	Case Closed
09/26/2009	09/30/2009

IndexNo	BankDate	ReportDate	Bail	Fine	Civ_Fee	SC
09090003.01	10/01/2009	10/01/2009	0.00	75.00	0.00	85.00

Disposition Date is September but case is not on report

Report Date is October

How to fix – From the case information screen, touch the letter “C” on your keyboard. Check the Report date column to be sure date is correct. If the report date needs to be changed, click Edit and modify any dates which need fixing. Click Save then click Exit.

A transaction is missing from my deposit slip and/or Cashbook Report

In addition to the some or all of the case being on the wrong judge, there are a couple of other reasons the case could be missing

There are several things to look for –

JUDGE - GSM INDEX_NO - 09090003.01

FINE 75.00
CIVIL FEE 0.00
SURCHARGE 85.00
BAIL 0.00
OTHER 0.00

TODAY 10/01/2009
BANK DATE 10/01/2008
REPORT DATE 10/01/2009

PAYEE Have, Domenico
CHECK NO 0
RECEIPT NO 13327
WHY Fine/Fee Payment
THEIR CHECK NO

CASH
DEPOSIT
CLEAR BANK
SPECIAL None

10/09/2009

Judge's initials must be correct
Receipt number must be correct
Deposit date must be correct
Deposit needs to have a checkmark to be included on deposit slip or cashbook report

◆ Payment is on the wrong judge

How to fix – From the case information screen, touch the letter “C” on your keyboard. Check the judge’s initials. If the payment is on the wrong judge, you will have to transfer the money to the correct judge by returning to the Case Information screen, clicking Modify Case->Case Modification->Transfer Case totally.

◆ Deposit date is incorrect If you run the Cashbook or Deposit slip by Bank or Deposit date check to be sure the date is correct.

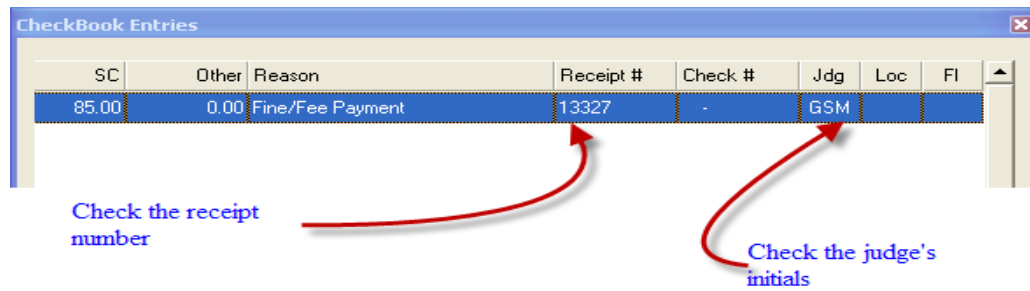
IndexNo	BankDate	ReportDate	Bail	Fine	Civ_Fee	SC
09090003.01	10/01/2008	10/01/2009	0.00	75.00	0.00	85.00

Deposit date has incorrect year

How to fix – From the case information screen, touch the letter “C” on your keyboard. Check each column to be sure the information is correct. If any field needs to be changed, click Edit and modify any field that needs fixing. Click Save then click Exit.

◆ The Receipt number is incorrect

This would apply if you run your reports by receipt number



How to fix – From the case information screen, touch the letter “C” on your keyboard. Check the receipt number column to be sure number is correct. If it needs editing or is missing, click Edit and fix the number. Click Save then click Exit.

NOTE: If you computer generate receipts, call SEi for assistance as the receipt number is a protected field.

Can I scroll through Cases in a specific order?

◆ Alphabetical Order

Search for a case by last name and open the case.

Ascending Scroll Use the PageUp key to scroll forward through the cases in ascending order

Descending Scroll Use the PageDown key to scroll through the cases in descending order

◆ Docket Number Order

Search for a case by docket number and open the case.

Ascending Scroll Use the PageUp key to scroll forward through the cases in ascending order

Descending Scroll Use the PageDown key to scroll through the cases in descending order

◆ Ticket Number Order

Search for a case by ticket number and open the case.

Ascending Scroll Use the PageUp key to scroll forward through the cases in ascending order

Descending Scroll Use the PageDown key to scroll through the cases in descending order

You can also set the order with a right mouse click on the Case Information screen and clicking Select Case Order.

What are the Alert and Tickler fields?

◆ Alert

Use the Alert field to set a flag on the defendant’s name. Normally, it’s used to set a reminder or a notification to other users that there is something they should know about this defendant.

The Alert field is completely free-form so any text, numbers or symbols can be entered. It’s totally up to you. **NOTE:** An entry in the Alert field triggers the flag.

◆ Tickler

Use the Tickler field to describe the Alert. Again, this field is completely free form so you can enter any text, numbers or symbols. Both fields do not have to be filled in, but only the Alert field triggers the flag.

Enter a code in Alerts to trigger the flag. Enter text in Tickler to describe the Alerts code. Use your own codes and descriptions

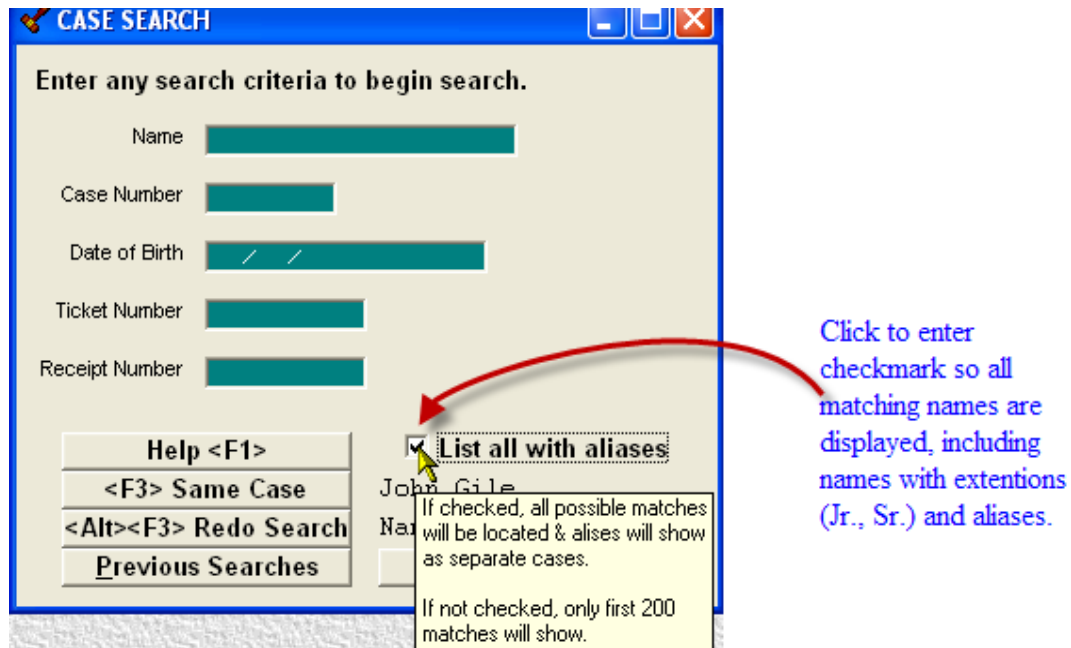
Anywhere the defendant's name appears, the Alert flag displays.

Where ever the defendant's name displays, put the mouse on the flag to see the Tickler and Alert

Edit the Name and Address screen to add or delete the Tickler and/or Alert.

How to case search for Jr., Sr., III or aliases

Normally, only the first 252 names display on the case search screen. Click the List with all Aliases option to list all matches.



Are there Case Search shortcuts?

Yes. Any of the following searches work in the Name field using the special character as the first character in the field and entering your specific search criteria

BIRTHDAY	*(12/20/1990)
TICKET#	@XXXXXXXXXX
RECEIPT #	=123456
REFERENCE	>MALL
COMPANY	/BIG BUSINESS

Other shortcuts – you use the keyboard or click the applicable button on the Case Search screen

- <F3> searches on the case you just searched on
- <Alt><F3> OK repeats the search you just made
- <Ctrl><P> lists the most recent searches made. The list is password specific, so different users will have different lists

How do I add a new judge?

Best thing is to call SEi for assistance as there are several areas that need to be addressed

Can I print **all** Case Histories for a defendant with multiple cases?

Yes, but you probably need to import a new 'letter'.

Click **Utility->Edit Databases->Form Letters**

Click New and respond to the prompt to add a new letter

Click Import->Search SEi Website for Letters

In the seek box start typing CASE and select CASE_HISTORIES.LTR

Click Save/Exit

Select this as a letter from the case and all histories print for the defendant.

How do I add Miscellaneous Civil Fees?

Miscellaneous Civil fees include money taken for Transcripts of Judgment, Certificates of Disposition, Certificates of Conviction and Counterclaim filing fees. It is NOT where filing fees for Small Claims cases, Civil cases or Summary Proceedings are entered. Those payments go directly on the case.

Click Cases->Misc Money Transactions and select the type of payment.



All the payments received in a month are combined and reported as a lump sum on the judge's audit and control report.

How do I find a Miscellaneous Civil or Parking Payment?

Click **Main->Case Search**, in Name enter either CIVIL or PARKING. The list of available records displays for each judge. Select the appropriate record to open the Information Screen. Touch the letter C on your keyboard (or click View Checkbook) to see the checkbook records.

How do I add a new Action Code or Disposition Code?

If you have any questions, call SEi before making changes to either code set.

◆ Disposition Codes

Disposition Codes indicate how a case was adjudicated and eventually closed out. You can add your own codes to indicate Community Service or Driver Program or any dispositions you might use. Add Disposition codes by clicking **Utility->Edit Databases->Disposition Codes**. Click NEW, respond to the prompt to add a new code. Type in a code that is not being used and add the description. **NOTE: Do not reorder your existing code list and do not rename codes. Doing this changes codes on existing cases.**

◆ Action Codes

Action Codes are useful for managing calendars and keeping track of cases. You can create codes for scheduling appearances or defendant follow-ups as well as action codes identifying where a defendant's folder is or noting that you need to talk to the judge or someone else in the office. Following are some actions codes used by one of our courts for managing the organization of the court office – this is not their complete list.

001 - 1st Court Appear	028 - On B's Desk	066 - Warrant Viol of Prob
002 - 1st Appearance NS	036 - Control date	067 - DA File Folder
003 - Adjourned 1st appear	037 - Summons to Appear	069 - Awaiting Pymnt
004 - Adjourned for proof	038 - Viol of Prob	070 - Pay mail-in fine
006 - Adj.checking priors	039 - Same J.Other Case	071 - Pay court fine
007 - Meet for Discussion	050 - Sentence	077 - Unable2ProcessFurthr
008 - On Judge's Desk	052 - Overload resched.	080 - Look in FNC
009 - Adj./No plea taken	053 - Judge took file home	081 - FILE-Warning
011 - Meet with ADA	060 - FTA(Fail to Appear)	083 - Scofflawed
012 - Pre Trial	061 - Civil Motions	084 - Registration Susp.
013 - Adj.for sentencing	062 - Civil Trial	085 - FNC-Filed w/scoffs
024 -WalkIn/Arr/SeeDA	063 - Civil Jury Trial	086 - Rec'd-onJudgeDesk
026 - Crim Summons	064 - Warrant Project	099 - Disposed
027 - On J's desk	065 - Appeal(File in Pend)	999 - Paperwk Destroyed

Add Action codes by clicking **Utility->Edit Databases->Action/Status Codes**. Click NEW, respond to the prompt to add a new code. Type in a code that is not being used and add the description. Save/Exit. **NOTE: Do not reorder your existing code list and do not rename codes. Doing this changes codes on existing cases.**

DOB Age(xx) displays above Date of Birth on Case Information Screen

If the defendant was 18 or younger at the time of the crime the message **DOB Age (xx)** displays above the date of birth. When the age appears unrealistic: **DOB Age(2)**, the crime date may be incorrect. To fix, click **Modify Case->Case Modification->Edit Charge Record** and correct the crime date.

How often should I backup?

Backups should be done every day the program is used. The program can be setup to send backups to a Flash Drive, CD or floppy disk. Once you decide what you're going to backup to, give SEi a call so we can help you set it up. If your computer person has your computers set to do a backup outside of The CourtRoom Program that's fine, you can never have too many backups, but you should still do The CourtRoom Program backup so we can help you if necessary. We would not be able to help with any other kind of backup.

As an added service, backups can be uploaded to SEi. **THIS SHOULD NOT BE YOUR PRIMARY BACKUP.** Initiate the process of uploading your backup by clicking **Help->Upload your backup to SEi.** We recommend you do this at least once a month.

If you don't want to remember to upload the backup to us, the program can be told to send backups automatically. Give SEi a call to initiate this feature.

How often should I get CourtRoom Program Updates?

We recommend updating the program at least once a month. Click **Help->Get Latest Program Update.** Many courts have established a month-end routine. They transmit the Audit and Control Report, send SEi a current backup and get an update. After installing the update, click **Help->Recent Changes** to see an explanation of the changes in the new version. If your computers are networked, it is very important that all the computers use the same version of the program. If, after getting the update computers have different versions, call SEi.



Program version number

1 indicates the version,
09 indicates the year
10 indicates the month
A indicates the week

So, this version is from the first
week of October, 2009

What does FILTER mean on some of the report screens?

Filters are a way of focusing a report on a specific set of records. For example, a filter could be created to look for defendants living on a specific street or all tickets with a specific crime date. Call SEi for help defining a filter.

Read E-ticket XML and Reprint eTickets are not listed under Utility

This usually occurs when you have downloaded tickets for the first time on a new computer. Exit/Quit The CourtRoom Program then come back in, the two options should be listed under Utility. If not, call SEi for further assistance.

Read E-ticket XML finds no tickets even though some were downloaded

This usually happens because the tickets were not downloaded into the DMVTRAN folder. Go back to the OCA website, download the tickets again and be sure the etkin.xml file is saved in the DMVTRAN folder. Call SEi for help if you don't see a DMVTRAN folder.

The Scofflaw Lift Fee does not show in Amount Due

The current action code must include the word "Scofflawed" in the description. The words Amount Due change to FEES DUE indicating Scoff Lift fees may be collected.

Next Date: 11/16/2009
 Action (083): No Show - Scofflawed
 Crime: 04/24/2009
 Arrest: 04/25/2009
 History: 11/16/09 No Show - Scofflawed (Time: 5:30PM), 05/04/09 First Appearance
 Arraignment: / /
 Adjudication: / /
 Sentence: / /
 Case Closed: / /

Fines	0.00
Civil Fees	0.00
SurCharge	0.00
Bail	0.00
Other	0.00
FEES DUE	0.00

Total with maximum Scoff Lift Fee = \$70.00

Action code contains 'Scofflawed', so Fees Due message includes scoff lift fee

The Scofflaw Lift Fee does not show in Fine Notices

The Action code must contain the word "Scofflawed". If the scoff lift fee still doesn't show on the fine notice a new letterhead # 5 must be imported. Click **Utility->Edit Databases->Forms and Calendars**, select letterhead #5, click Auto Update to retrieve the current letterhead. Click Save/Exit. The text of the letter also changes to reflect the scoff status.

Patrick A. Picard
 125 Elm Street
 Nunda, NY 14517

Case Number: 09050147
 Viol. Date: 05/27/2009

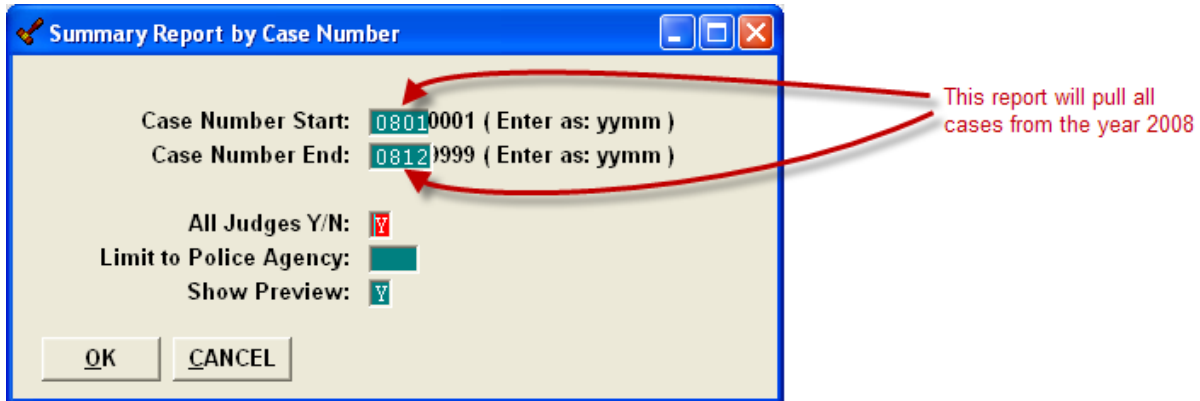
Ticket Number	Statute/Section	Charge Text	Disposition	Fine	SurChg
3E14020SSP	VTL 1180.0B	Speeding 70/55	Fine/SC	95.00	85.00
				Previous Payments:	\$ 60.00
				State mandated Scofflaw Lift Fee:	\$ 70.00
				Total Due:	\$ 190.00

Scoff lift fee added to amount due

NOTE: The program automatically calculates the scoff lift fee based on Scoff issue date. Any scofflaws issued prior to July 6, 2009 are scoffed at \$35 with a cap of \$200. Scofflaws issued on or after July 6, 2009 are scoffed at \$70 with a cap of \$400.

I'm applying for a grant and need a Summary Report for the past 3 years

Click **Reports->Misc Reports>Summary Report by Case number**. Typically, a report is created for each of the past 3 years.



Horton Town Court
Summary Report of Cases Started
Judge Helen E. Platt

Index Numbers: 08010001 to 08129999
 All Judges

Report date: 11/16/2009

STATUTE	STARTED	CLOSED	FINE	SURCHG	CIVIL FEE
PL	104	40	900.00	2515.00	0.00
VTL	1438	1158	78690.00	66290.00	280.00
CIV	160	0	0.00	0.00	3165.00
VO	5	1	65.00	170.00	0.00
TL	92	73	5575.00	1175.00	0.00
NYC	1	1	100.00	0.00	0.00
ECL	10	5	800.00	205.00	0.00
AM	2	1	25.00	0.00	0.00
ABC	8	6	575.00	0.00	0.00
VO/	1	1	0.00	0.00	0.00
AVC	1	0	0.00	0.00	0.00
CPL	1	1	0.00	0.00	0.00
TOTALS	1823	1287	86730.00	70355.00	3445.00

ADDITIONAL INFORMATION

Number of DWIs - 1192:	91	Closed: 64	Fines/Fees: \$23555.00
Number of AUOs - 511:	0	Closed: 0	Fines/Fees: \$0.00
Number of Speeds - 1180:	364	Closed: 309	Fines/Fees: \$53885.00
Number of Defendants:	1420		
Total Number Charges:	1823		
Average Charges/Defendant:	1.28		
Number of Small Claims:	8		

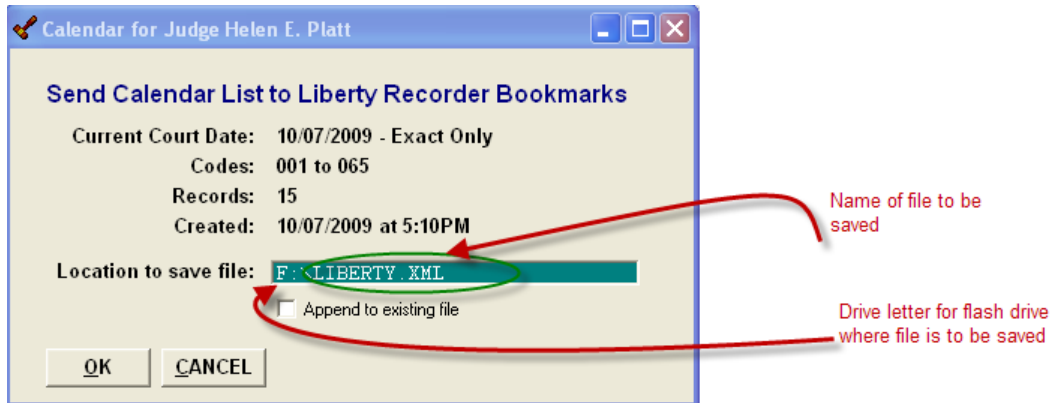
NOTE: Dollars are calculated for fines assessed, not amount collected.

How do I get names from The CourtRoom Program to Liberty recording software?

You need a flash drive to copy the information to. Put the flash drive in the computer and make a note of the drive letter that is assigned to the flash drive. Click **Reports->Calendars** and create your court calendar, any style will be fine.

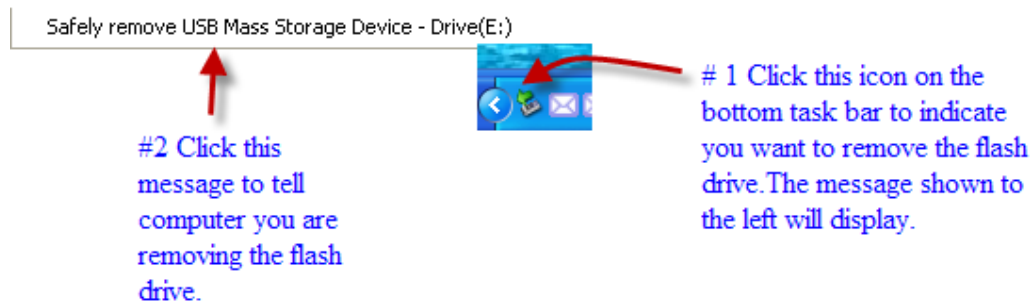
Click **Reports->Calendars ->Create Liberty Bookmark File**

Note: It's helpful to run the calendar in Name order so the names are easier to find once in the Liberty software.



After the LIBERTY.XML file is saved on the flash drive, safely remove the flash drive from the computer and take it to the Liberty recording laptop.

To safely remove the flash drive, look at the bottom task bar on your screen, click the small icon with the green arrow to indicate you want to remove the flash drive. Then click the message that appears to tell the computer you are removing the specified flash drive.



Start the Liberty Recording program, Click **TOOLS -> Predefined bookmarks**, on the Bookmarks screen select: **FILES -> Open**, browse to your flash drive and select the 'Liberty.xml' file.

If the Liberty recording laptop is connected to a network call SEi and we'll help you set up access through the network so you won't need a flash drive.

Can I run calendars for specific action codes, e.g. list all warrants, or all scofflaws?

Yes, calendars can be run for any action code or range of action codes. The following example will select all cases for the current judge with an adjournment date of 11/17/2009 or before with an action code of 083.

Build Calendar List

Court date: 11/17/2009

Exact date match: N

Action codes from: 083 thru: 083

Time from: 08:00 AM thru: 11:00 PM

Sort Order: N (N)ame (C)ode (T)ime (P)olice (A)ttny

All judges Y/N: N

(N)o to exact date match will include cases on or before the indicated court date.

OK CANCEL Defaults

Exact date match = N
selects cases with
adjourn date of
11/17/2009 and before

Only select cases with an
action code of 083