



## **USER GUIDE**

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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.
- ◆ 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 104<sup>th</sup> 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.
- ◆ In order for the scoff lift fee to show on the fine notice and be included on the **Case Information** screen in the Amount Due, the action code must include the word 'Scofflawed'.
- ◆ 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 the **Case Information** screen by clicking on the name of the defendant in the report.

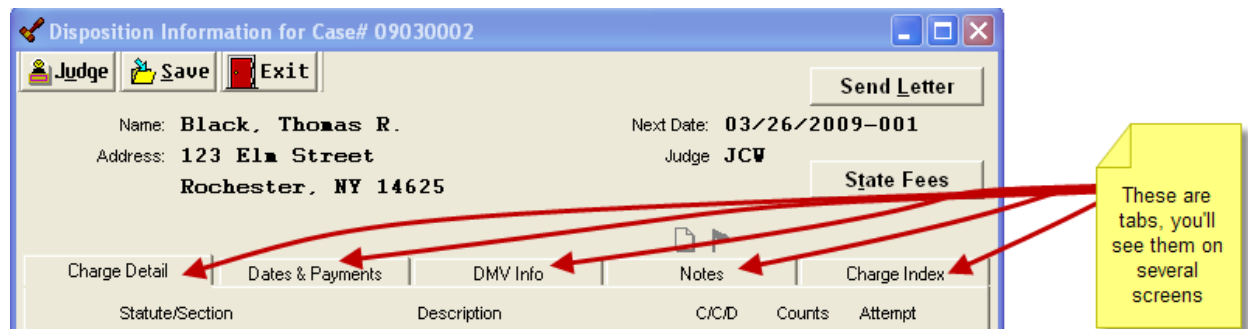
## Money

◆ 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.
- ◆ Back up 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](http://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.

◆ There are some buttons which appear on many screens:

**Send Letter** – Access the screen to indicate the letter you want to generate, see a history of all letters you've generated for this case, modify the list of letters generated for this case, access the Archived Letter list or print a receipt or label.

**Update Address** – Access the defendant's name and address screen to make changes.

**Show Notes** – Opens the free form **Notes** screen

**DMV Data** – Opens the **Edit DMV Data** for entering disposition or scofflaw information to be electronically reported to DMV.

**State Fees** – Enter Scoff Lift fees, Sex Offender Fees, DNA Registry fees or Sex Offense Victim Fees.

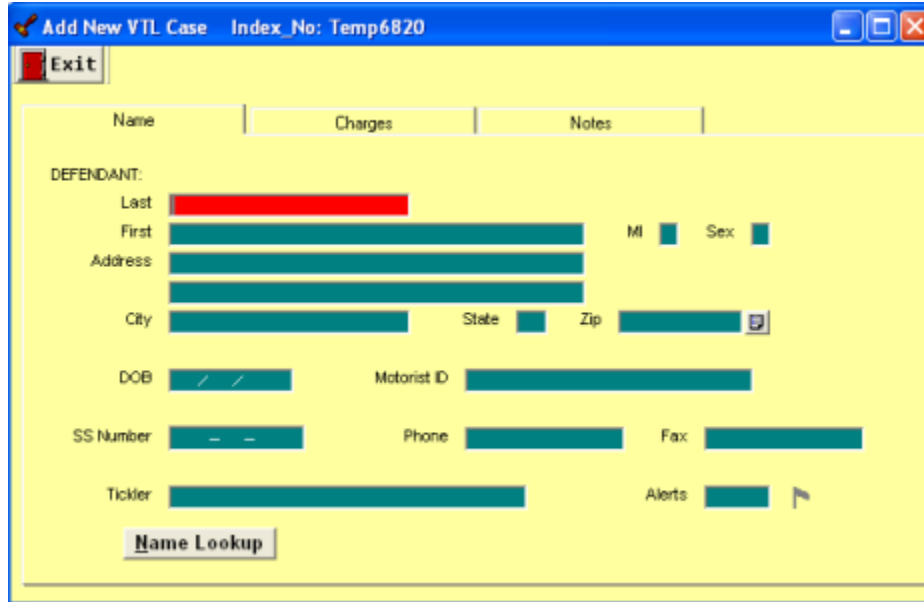
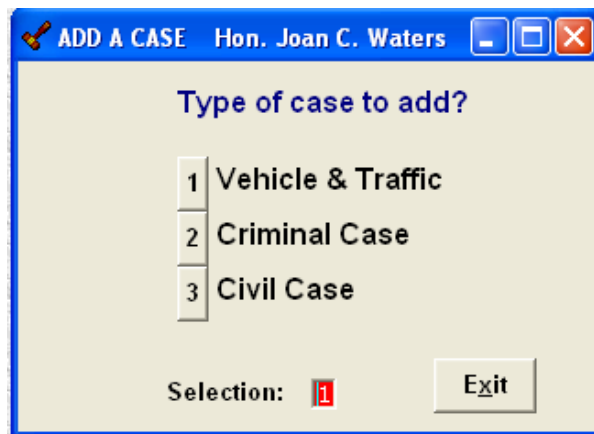
# CASES

## ADD A CASE

### Add VTL, PL and Non-Civil case

By now, most courts are probably downloading e-tickets from DMV. The following steps are for manually adding a VTL, PL or any other type of case except Civil/Small Claims or Civil Proceeding

- Click **Cases ->Add New Case** from the top task bar
- Choose the case type by clicking on the corresponding number



- Enter defendant information on the first screen. *If the defendant has already been in your court on other charges, type in the last name and click **Name Lookup**. Select the correct name from the list.*

- Click *Charges* to enter ticket and scheduling information. When the section is entered, the description fills in from the Laws database built into the program. *If the charge is Speeding enter the speed in the **Description** field following the word Speeding e.g.: Speeding 68/55. If the charge is a Town or Village Ordinance, add T/O or V/O to the **Description** field. If the charge is a parkway violation, add PKWY to the **Description**.*
- Click **Add another Charge** to continue adding charges for this defendant.

- Click *Notes* (if applicable) to enter any free form comments to save on the case
- **Exit** to save information and leave the screen

At this point, you click **Send Letter** to generate a letter on the new case, click **Open Case** to access the **Case Information** screen or **Docket Label** to print a docket label for the new case.

## Add a Small Claims, Civil or Civil Proceeding Case

- Click on **Cases->Add New Case**
- Press **3** for Civil

- Enter *plaintiff* information on the first screen  
*If the plaintiff has already been in your court on other charges, type in the last name and click **Name Lookup**. Select the correct name from the list.*
- Click on *Defendant* to enter defendant information
- Click on *Case Info & Fees* to enter all the filing information  
*Remember that small claims/civil cases get reported to A/C when they are filed and the filing fees are collected.*
- Click on *Notes* to enter any free form comments to save on the case
- **Exit** to save the new information and leave the screen
- At this point, there is the option to **Send Letter** to generate the Start Small Claims notice to defendant and plaintiff

**Downloading e-Tickets** – to use this function, you must first have access to the OCA website. Contact OCA or your judicial district representative to begin electronic downloading.

- On the task bar, Click **Help->Web Site Links ->OCA Website (for CDR DMV Reports)**
- When you get to the **Website Login** screen, follow the directions you received from OCA for downloading tickets.
- Be sure your tickets go into the DMVTRAN folder.  
*This folder must be created before you download tickets the first time. If you don't have a DMVTRAN folder, call OCA or SEi for help.*
- After the tickets are downloaded, click on **Utility->Read eTickets XML file** to bring the tickets into the program. The program automatically assigns the docket number and assigns the tickets to the proper judge.  
*The first time you download tickets into the program click Main-Exit/Quit, then log back into the program. Otherwise, the options on the Utility screen are not visible.*  
*If you have certain 'rules' for assigning tickets to judges we can help you set a custom command to do that automatically. Give us a call for further information.*

**CASE SEARCH-** Use this option to find any case which has been entered into the program.

- Click on **Cases ->Case Search**

**Name:** Type the last name of the defendant  
Type the last name of the defendant followed by a slash (/) and the first letter of the first name, i.e. Smith/R lists defendants whose last name is Smith and whose first name begins with R.  
Type in the Docket Number

The following are short cuts for searching – all these are typed into **NAME**

@ticket# searches by specific ticket number  
=receipt# searches by specific receipt number  
\*DOB searches by date of birth  
>xxxxx some courts put information in the Reference Field, this searches on Reference

**Case Number:** Enter the case or docket number

**Date of Birth:** Enter the DOB of the defendant.

*This is handy when you aren't sure of the spelling of the last name, have several defendants with the same name*

**Ticket Number:** Enter the ticket number

**Receipt Number:** Enter the receipt number given for a payment on this case

*Remember, using the barcode reader allows quick access to a specific case*

*When searching for a defendant who has an extension on the name such as JR, SR, III or are looking for a defendant who has an alias, click on **List with all aliases** for a complete list of matching names*

**<F1> Help**

Open The CourtRoom Program Help

**<F3> Same Case**

Open the last case you accessed

**Previous Search**

Lists the last several cases you accessed – *based on password, so you'll see only cases you looked at.*

**Case Information** - The **Case Information** screen displays all the information about a particular case. Any modification to the case can be accessed through this screen. As you can see, the screen is divided into sections showing specific information in each section.

The Defendant information area displays information about the defendant. Click on **Notes** to open a free form screen to enter notes on the case. A defendant may have multiple address, click on **Name & Address** to modify an existing address or add a new address and keep a list of all addresses. Letters, payment receipts and labels can be sent directly from a case by clicking on **Letters and Forms**.

The middle of the screen displays the charge(s). The top charge line displays the original charge. When a case has been adjudicated, the adjudicated charge information shows in the second line. The original charge always stays with the case. To see the other charges, if any, click on the arrows to scroll between charges. When a charge is adjudicated and money is due, the adjudicated fine and surcharge display to the right of the charge information. As you scroll through the charges notice the fine and surcharge display for each individual charge.

The screenshot shows the 'Case Information' screen for Case #09030002.01 - Black, T. The screen is divided into several sections:

- Defendant Information:** Name (Thomas R. Black), Sex (M), DOB (05/06/1981), Address (123 Elm Street, Rochester, NY 14625), Motorist ID # (123456789101), SS Number, and Phone Number.
- Other people involved with case:** Attorney, Prosecutor (Brundage, Theodore J), Officer (Sturgess), Force (SHP), Judge (JCM), and Other Players.
- Charge Information:** Statute/Section (VTI 1180 0B), Description (Speeding 61/45), C/C/D (0 1 0), Counts Attempt (1 N), Fine (0.00), Civil Fee (0.00), SurCharge (0.00), and Ticket # (LM123456 9).
- Case Payment information:** Fines (0.00), Civil Fees (0.00), SurCharge (0.00), Bail (0.00), Other (0.00), and AmountDue (0.00).
- Important Dates:** Next Date (03/26/2009), Action (001) (1st Apperance V T L), Time (10:30AM), Crime (03/17/2009), Arrest (03/17/2009), History (03/26/09 1st Apperance V T L), Arraignment, Adjudication, Sentence, and Case Closed.

Callouts point to the following areas:

- Defendant Information:** Points to the defendant's name and address fields.
- Other people involved with case:** Points to the Prosecutor field.
- The most important button on the screen:** Points to the 'Modify Case' button.
- Charge Information:** Points to the charge description and fine/surcharge fields.
- Case Payment information:** Points to the 'AmountDue' field.
- Important Dates:** Points to the 'Next Date' and 'History' fields.

The bottom left corner of the screen displays all the case dates. *When a case is adjourned, all charges on the case are adjourned to the same date.*

The bottom right corner displays payment information for all charges. It reflects the total amount the defendant has paid on the case.

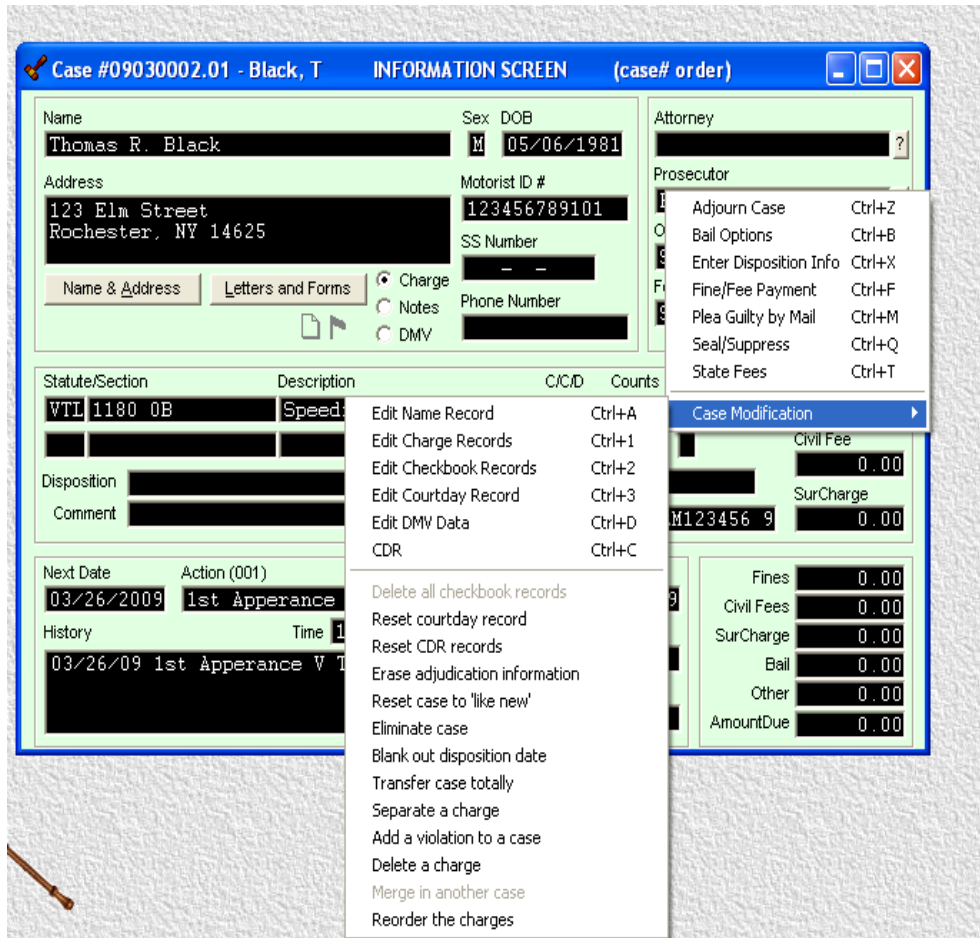
Just below the Name and address information are 3 buttons. Put a black dot next to **Charges** to display the **Case Information** screen with the charge information in the center (as shown above).

Click **Notes** to open the free form **Notes** screen. *On the **Notes** screen, touch the F4 key on the top of your keyboard to automatically enter the current date.*

Click the **DMV** button to view the DMV data for electronic reporting of Dispositions and Scofflaws.

To search for a different case from the **Case Information** screen, simply touch the letter 'S' on the keyboard to access the **Case Search** screen.

**Modify Case - The Case Information** screen is a 'View Only' screen, meaning there is no access to any of the information on this screen. Click **Modify Case** to access the screens and lists available for case modification.



*Remember, all these functions apply only to the current case*

Adjourn Case

Set defendant's next court date and time by updating the action code and new court appearance date.

Bail Options –

Access the **Bail** screen

Enter disposition Information

Add the adjudication information for each charge

Fine/Fee Payment

Enter payment information

Plea guilty by mail

Enter the guilty plea, adjudicate and generate fine notice when defendant has pled by mail

Seal/Supress

Indicate the Seal Type

State Fees

Enter fees that are not part of the adjudication, i.e. Scoff lift fee or DNA fee

The Edit functions

Name record, Charge Record, Checkbook Record and Courtday Record are mainly used for making corrections on previously entered information. They are not the screens to use to enter new information

Edit DMV data

Enter the information needed to electronically submit disposition or scofflaw information to DMV

CDR	Access the Criminal Disposition Report (540) if one is required
Reset Courtday Record	Any adjournments added to the case will be deleted and the original scheduled court day is all that displays
Reset CDR records	Reset the CDR record for this case back to it's original format
Erase Adjudication Information	Removes any adjudication information from the case
Reset Case to 'like new'	Reset the case to look exactly as it did when first entered into the program
Eliminate Case	Remove the entire case from The CourtRoom Program
Blank out Disposition Date	When the disposition date is filled in there are certain things that can't be done to the case, such as separate a charge or add a violation to the case. Blank out the dispo date, make what changes need to be made and fill the dispo date back in, or leave it blank if the case is not closed.
Transfer Case totally	Transfer the case from one judge to another judge, <i>within the same court</i>
Separate a charge	Occasionally, it is necessary to remove a charge or charges from one case and make a separate case. Use this function to indicate which charge(s) should be moved.
Add a violation to a case	Add another violation onto an existing case. Usually used when manually adding tickets and you get to the bottom of the pile and find another ticket for someone who has already been added in.
Merge in another case	Sometimes a defendant has more than one case with the same crime date. Use this option to merge those cases into one case.
Reorder the charges	Put the charges in order by severity of charges

**Plea by Mail** – Use this option to enter a defendant’s plea and generate the fine notice or appearance notice.

Normally when a defendant pleads by mail, there is no reduction in the original charges. The **Plea by Mail** screen displays the original charge which can be replaced with the reduced charge or accepted as is. *Remember, the original charge never goes away, it always displays on the Case Information Screen.*

	Disposition Statute	Disp Code	Fine	Civil Fee	Sur-Charge
1	WTL 1180 OB Speeding 61/45		0.00	0.00	0.00
2	WTL 0306 B NO INSP CERT		0.00	0.00	0.00
3	WTL 1192 01 DWAI ALCOHOL		0.00	0.00	0.00

Action Code: 001 1st Appearance U T L  
Date: 03/26/2009  
Time:   
Adjudication Date: 04/02/2009  
Comment: Plea by Mail  
Attorney:   
Prosecutor: Brundage, Theodore J  
State Fees

Place the cursor in the **Disp Code** field to enter the disposition of the charge. *For a list of codes, click on the list lookup key.* Enter the **Fine** and **Surcharge** due on the charge. Repeat for all charges on the case.

**Action Code** updates to show the case is adjourned for payment. Enter the **Date** the payment is due. *Click on the calendar lookup key which you see at the end of every date field to check a date.* **Adjudication Date** defaults to the current date. It can be changed. **Comment** automatically fills in with Plea by Mail. If applicable, enter the name of the **Attorney** and/or **Prosecutor**.

Click **UPDATE ADDRESS** to access the **Name/Address** screen.  
Click **SEND LETTER** to generate the fine notice.  
Click **SHOW NOTES** to access the free form **Notes** screen.  
To enter DMV data for electronic reporting, click on **DMV DATA**.

As always, click **Save**, then **Exit** to save the information entered and exit this screen.

**Fine/Fee Payment** - This screen is accessed from the **Case Information** screen (Modify Case ->Fine/Fee Payment), from the **Disposition Screen** (*Dates and Payments*) or from the main task bar (Cases->Fine/Fee Payment)

Enter the **Amount Paid**, or accept the default amount shown. Enter Y (cash), N (check or Money Order) or C (Credit Card) in **Cash** field to indicate the type of payment. The deposit slip shows subtotals of the different payment types for easier balancing.

**Deposit Date** shows when the money is going to the bank and **Report Date** shows when the transaction is going to appear on the Audit and Control Report. These dates are usually the same, but don't have to be.

Enter the receipt number you wrote, or if you computer generate receipts, type in a period (.) to fill in the **Receipt No.** field with the next available receipt number.

If payment was made in full and the case is closed, the **Action Code** updates to 099-Disposed and **Action Date** keeps the current date. When a partial payment is made, update **Action Code** with a code indicating a payment is due and put a payment due date in **Action Date**. **Time** is not necessary unless the case is being adjourned to a specific court appearance time or a specific time by which the payment should be made.

**Enter Disposition Information** - Use this screen to enter adjudication information.

The **Disposition Information** screen can be accessed from the **Case Information** screen (**Modify Case** ->**Enter Disposition Information**), or from the main task bar (**Cases**->**Enter Disposition Info**).

Disposition Information for Case# 09030002

Name: **Black, Thomas R.** Next Date: **03/26/2009-001**  
Address: **123 Elm Street** Judge: **JCW**  
**Rochester, NY 14625**

Buttons: Judge, Save, Exit, Send Letter, State Fees

Charge Detail | Dates & Payments | DMV Info | Notes | Charge Index

Statute/Section	Description	C/C/D	Counts	Attempt
Orig: <b>VTL 1180 0B</b>	<b>Speeding 61/45</b>	<b>0 I 0</b>	<b>1</b>	<b>N</b>
Disp: <b>VTL 1180 0B</b>	<b>Speeding 61/45</b>	<b>0 I 0</b>	<b>1</b>	<b>N</b>

Fields: Fine: 0.00, Civil Fee: 0.00, Surcharge: 0.00, Arraignment, Sentence, Disposition, Adjudicate, Charge Closed

Seal Type: [ ] Comment: [ ] Attorney: [ ] District Attorney: **Brundage, Theodore J** Force: **SHP** Officer: **Sturgess**

Charge: 1 of 3 [Slider Bar] [CarryOver OK]

Callout: Click on the arrows or drag the slider bar to scroll through charges

The original charge always displays. Enter the reduced charge or, if there is no change in the charge, skip to the **Fine** field. If applicable, enter the adjudicated Fine and/or Surcharge for **THIS CHARGE ONLY**. Fill in the applicable dates and disposition code.

When there are multiple charges on the case, click on the arrows or the slider bar in the bottom left hand corner to scroll through the charges. Be sure to adjudicate all charges. Click **CarryOver OK** to copy date information from one charge to the next.

When adjudication information has been entered for all charges, be sure to click **Dates & Payments**. This is where either payment information or adjournment information is entered.

As always, there are the options to **Send Letter**, enter **State Fees** go to the **DMV Data** screen, or add a **Note**. **Charge Info** opens a summary screen showing all charges on this case.

**Seal Charges** - Access **Seal Charges** from the **Case Information** Screen (Modify Case->Seal/Supress) or the main task bar (Cases->Seal/Suppress)

The screenshot shows a window titled "SEAL CHARGES" with a blue header. Below the header, it says "Enter Seal Information For: CASE: 09020002 - Yong McCarthy". The main area contains a table with three columns: "Charge", "Seal Type", and "Comment".

Charge	Seal Type	Comment
1 UTL 0375 35C UNSAFE TIRES	[Red Box]	Hardship granted 2/2
2 UTL 1192 03 DWI-1ST OFFENSE	[Red Box]	2/2
3 UTL 1192 02 DWI .08 OF 1PCT	[Red Box]	2/2

Below the table is a dropdown menu for "Seal Type" with the following options:

- 0 = Dismissal (160.50)
- 5 = Reduced (160.55)
- 8 = Drug Court Seal (160.58)
- F = Family Court Removal (725.15)
- Y = YO (CPL-720)
- E = Apparently Eligible Youth

At the bottom of the window are three buttons: "Save & Exit", "OverRide Seal", and "Quit".

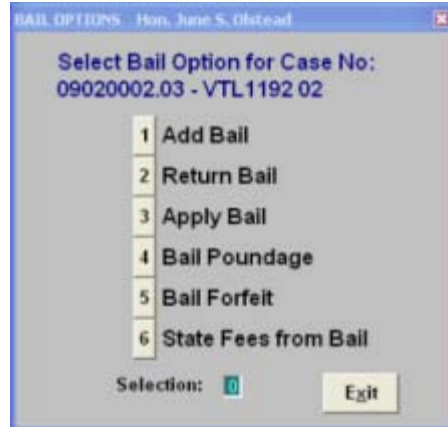
Indicate for each charge the applicable *Seal Type* and *Comment* if any. Depending on the type of seal, information is displayed on the **Case Information** screen or any documentation.

If, after the case has been sealed you need to see the blanked out information or print a Seal Order, click on **OverRide Seal**. The sealed information becomes visible for about 2 minutes so you can do what needs to be done with the case, after which the case is automatically resealed.

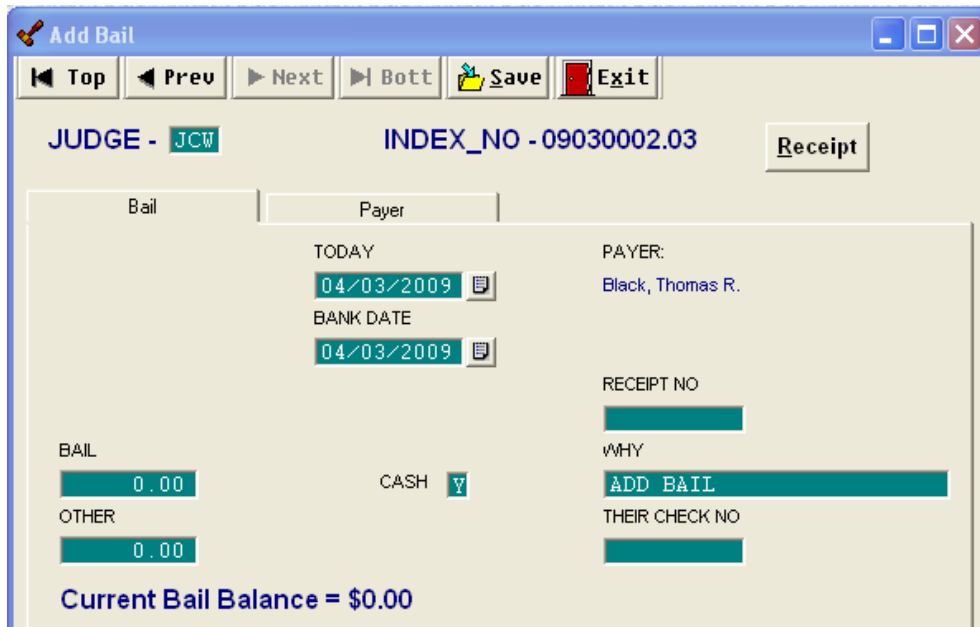
*When adding a sealable case for a defendant less than 18 years old, the case is automatically tagged with a seal type of E, indicating the defendant is an Apparently Eligible Youthful offender.*

A new prompt was added to the calendar set-up screen giving the option to print calendars showing detail on sealed YOs or EYO. Refer to the Calendar section of this manual for further information.

**Bail Options** Access this menu from a **Case Information** screen (Modify Case->**Bail Options**) to manage the bail transactions for a specific case, or click on **Cases->Bail Options**



## Add Bail



Enter in the amount of bail received in **Bail**. If other money was received by the court i.e. Restitution, enter in **Other**. **Today** is the date the information is entered into the computer. **Bank Date** is the bank deposit date. Enter the payment type in **Cash** (Y if Cash, N if Check and C if Credit Card). The deposit slip shows subtotals of the different payment types.

Enter the receipt number. **Why** defaults to ADD BAIL which can be modified. When bail is paid by check, enter the check number in **Their Check no**.

When someone other than the defendant makes the bail payment, click on **payer**. Enter the last name of the Payer and click **Name Lookup** at the bottom of the screen. If the payee's name is in your name list, select the name from the list. If the payee is new, click **Add New Name** to add in the name information.

**Bail Poundage** - Bail Poundage is a fee collected by the state. The amount of poundage collected is either 2% or 3% of the bail, depending on the county. The program adjusts the percentage automatically. *Please refer to your Handbook for Town and Villages Justices and Court Clerks (HELP->Justice Court Fund Handbook) for information on bail poundage.*

The screenshot shows a software window titled "Bail Poundage". At the top, there are navigation buttons: "Top", "Prev", "Next", "Bott", "Save", and "Exit". Below the navigation, it displays "JUDGE - JCM" and "INDEX\_NO - 09030002.03". The main area is titled "Bail" and contains several input fields: "POUNDAGE AMOUNT" with the value "15.00", "TODAY" with "04/07/2009", "BANK DATE" with "04/07/2009", "REPORT DATE" with "04/07/2009", "LAST PAYER" with "KENNETH G BLACKWELL", "CHECK NO" with "0", "RECEIPT NO" (empty), and "WHY" with "BAIL POUNDAGE". At the bottom, it displays "Current Bail Balance = \$500.00".

Upon accessing the **Bail Poundage** screen, notice The CourtRoom Program has already calculated the bail poundage depending on your county. *In order for the bail poundage amount to be calculated correctly, do the bail poundage steps before returning or applying bail.*

Enter the correct dates and receipt number, if applicable.

When the judge has a separate bail account enter the check number from the bail checking account in *Check No.* The receipt number from the Regular account can also be entered.

*When the bail and fine/surcharge monies are in the same bank account, this amount does not show on the Deposit Slip since the money was already deposited when the bail was received. It shows on the Cashbook report as a re-allocation of funds from the bail column to the Civil Fees column.*

*When the bail is initially deposited in a separate bail account, a check must be written from the bail account and deposited in the Fine/SC account (or Regular Account). This payment is shown as a deposit on the Deposit slip and Cashbook report as it is new money into the Regular Account.*

After deducting Bail Poundage, look at the checkbook on the **Case Information** screen. A red dollar sign (\$) displays next to *Civil Fees* indicating there was or is money in that field. Touch the letter "C" on your keyboard to see the checkbook entry.

**Apply Bail** - Use the bail money to pay some or all of the fine and surcharge. Whoever paid the bail must give permission to do this.

The screenshot shows the 'Apply Bail' application window. At the top, there is a title bar with the text 'Apply Bail' and standard window control buttons. Below the title bar is a menu bar with buttons for 'Top', 'Prev', 'Next', 'Bott', 'Save', and 'Exit'. The main content area is divided into several sections. On the left, it says 'JUDGE - JCW'. On the right, it says 'INDEX\_NO - 09030002.03'. Below this, there is a 'Bail' section. Under 'Bail', there are three columns of data. The first column is 'AMOUNT TO APPLY' with a value of '370.00'. The second column is 'TODAY' with a date of '04/07/2009'. The third column is 'LAST PAYER:' with the name 'KENNETH G BLACKWELL'. Below these are 'BANK DATE' (04/07/2009), 'CHECK NO' (0), and 'REPORT DATE' (04/07/2009). Further down are 'RECEIPT NO' and 'WHY' (APPLY BAIL). At the bottom of the window, it displays 'Total Due = \$370.00' and 'Current Bail Balance = \$485.00'.

The total amount due on the case displays in **Amount to Apply**, accept or modify the amount. Verify the dates. If the judge has a separate bail bank account, enter the check number used to write a check from the bail account to the fine/fee account. If a receipt was written, enter the number.

The payment gets deducted from bail and applied to the Fine and Surcharge.

*When the bail and fine/surcharge monies are in the same bank account, this amount does not show on the Deposit Slip since the money was already deposited when the bail was received. It shows on the Cashbook report as a re-allocation of funds from the bail column to the Fine and surcharge columns.*

*When the bail is initially deposited in a separate bail account, a check must be written from the bail account and deposited in the Fine/SC account (or Regular Account). This payment is shown as a deposit on the Deposit slip and Cashbook report as it is new money into the Regular Account.*

If all the bail was returned or applied to Fine/Surcharge payments, the defendant's checkbook record on the Case Information screen should show a red dollar sign (\$) next to the word Bail and the bail amount should be zero. Touch "C" on your keyboard to see all the checkbook transactions.

Bail money can also be applied to State Fees by clicking **State Fees from Bail** on the Bail Options Menu.

**Return Bail** - Use this screen to return the bail to the person who posted bail.

Return Bail

Top Prev Next Bott Save Exit

JUDGE - JCW INDEX\_NO - 09030002.03

Bail Payee

TODAY 04/07/2009

BANK DATE 04/07/2009

LAST PAYER: KENNETH G BLACKWELL

CHECK NO 0

BAIL 115.00

OTHER 0.00

WHY RETURN BAIL

Current Bail Balance = \$115.00

The amount showing in **Bail** is the total amount left after the bail poundage and/or fine and surcharge have been deducted. If nothing was paid out of bail, the total bail collected displays. Indicate the date the bail return check was written and the check number. Verify that the correct name displays as the LAST PAYER. This should be the person who posted the bail. If for some reason a different name shows, click on *Payee* and select the correct name.

After the bail balance has been returned, the defendant's checkbook record on the Case Information screen should show a red dollar sign (\$) next to the word Bail and the bail amount should be zero. Touch "C" on your keyboard to see all the checkbook transactions.

## Bail Forfeit

Please refer to your Handbook for Town and Villages Justices and Court Clerks (**HELP->Justice Court Fund Handbook**) for information on when bail can be forfeited.

Bail		
FORFEITED AMOUNT	TODAY	LAST PAYER:
500.00	04/07/2009	KENNETH G BLACKWELL
	BANK DATE	CHECK NO
	04/07/2009	0
	REPORT DATE	RECEIPT NO
	04/07/2009	
		WHY
		BAIL FORFEIT

Current Bail Balance = \$500.00

Indicate the amount of bail to be forfeited and the applicable dates.

*When the bail and fine/surcharge monies are in the same bank account, this amount does not show on the Deposit Slip since the money was already deposited when the bail was received. It shows on the Cashbook report as a re-allocation of funds from the bail column to the Fine and surcharge columns.*

*When the bail is initially deposited in a separate bail account, a check must be written from the bail account and deposited in the Fine/SC account (or Regular Account). This payment is shown as a deposit on the Deposit slip and Cashbook report since it is new money into the Regular account.*

If the judge has a separate bail account, enter the check number from the bail account in **Check No.** Enter the receipt number from the Regular Account in **Receipt No.**, if applicable.

After entering the Bail Forfeit, look at the checkbook on the Case Information screen. A red dollar sign (\$) displays next to Fines indicating there was or is money in that field. Touch the letter "C" on your keyboard to see the checkbook entry.

## MISCELLANEOUS MONEY TRANSACTIONS

Fees are collected for producing miscellaneous forms such as Transcripts of Judgment or Certificates of Disposition. Click on **Cases->Misc Money Transactions**. Select the type of form, enter the fee and applicable dates. Click on the Lookup box next to the ***Paid By*** field and select the name of the person who paid the fee, this could be a defendant or an attorney. If the name is not in the list, add it in by selecting **Add New Name**.

Each payment shows on the Deposit Slip and Cashbook Report as entered. The Audit and Control Report (AC1030) lumps together all the Misc Money Transactions for the month and reports one grand total as one of the first entries on the AC report as show below.

Defendant Name or Title of Action	TSLE&D # Statute & Section Description	Arrest Date	Disposition		Fines Forfeited Bail & Civil Penalties	Civil Fees	Mand Surchg
			Date	Sentence			
CIVILFEE	Misc Civil Fees			CIVILFEE	0.00	2.00	0.00

## PARKING PAYMENTS

When a Town or Village Parking ticket which was not written on a TSLED ticket is paid and you do not have our Parking Program, enter the payments by clicking on **Cases->Parking Payments**. Enter the fine and surcharge, if applicable and dates.

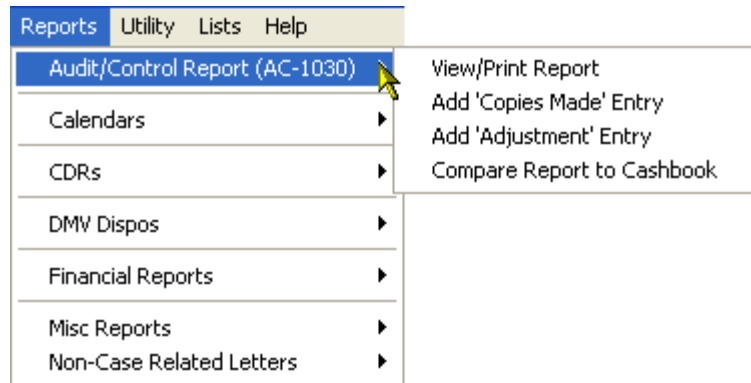
There are two ways to use this Parking Payment option. As individual payments are received, enter the payment, all the applicable dates and name of payee. When payments are entered this way each payment shows on the deposit slip and cashbook report.

Payments can also be entered in batch throughout the month, or just once at the end of the month. Enter the total amount of **all** the parking payments in the batch as one lump sum. In the ***Paid by*** field, type in PARKING and click on the lookup key. Select the Parking Record from the names list. In the ***Why*** field enter the number of tickets included in the batch or just leave it as Parking. The Deposit Slip and Cashbook Reports show the lump sum deposit(s) for the month.

No matter how the payments are entered, the Audit and Control Report (AC1030) lumps together all the Parking Payments for the month and reports one grand total as one of the first entries on the AC report as show below.

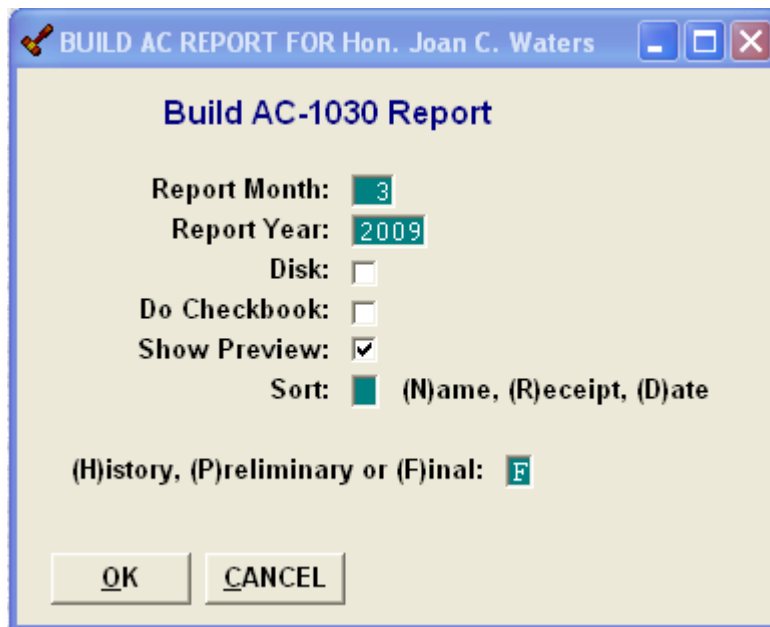
Defendant Name or Title of Action	TSLE&D # Statute & Section Description	Arrest Date	Disposition		Fines Forfeited Bail & Civil Penalties	Civil Fees	Mand Surchg
			Date	Sentence			
Parking, Fairport		09/15/05		Fine	75.00	0.00	0.00

**REPORTS** - There are several basic reports available when The CourtRoom Program is initially installed. In addition, there are dozens of reports available to add into the program. *If a report is not listed, give our office a call and we will try to help find the report you need.*



**AUDIT AND CONTROL (AC1030)** - The monthly report to Justice Court Fund reporting dispositions and money received by each judge.

View Print Report –



Enter the **Report Month** and **Report Year**. We suggest printing the report for review by putting a checkmark in **Show Preview** and clicking **OK**.

To show an entry on the cashbook report indicating the reportable money being deducted from the court checkbook, put a checkmark in **Do Checkbook**.

The Audit and Control Report can be sorted by Name, receipt number or Disposition Date. The default is Disposition Date.

**There are 3 versions of the Audit and Control Report.**

The **History Report** prints a case history for each case on the report.

The **Preliminary Report** prints the report in a simple list. This is a great way to balance the report as it can easily be checked against tickets or the receipt book.

Select the **History Report** or **Preliminary Report**, a date range prompt displays giving the option to print the report for a specific period of time.

The **Final Report** is the JCF approved format.

When the monthly report is in balance and ready to be submitted, indicate the month and year of the report and put a checkmark (√) in **Disk**. A message displays at the bottom of the box indicating where the electronic file is to be stored – normally either a folder on the hard drive, a flash drive or floppy disk. Normally, this is defined at the time of program installation. Call SEi for help setting up the destination drive.

After the electronic file is created, click on **Help>Website Links>OSC/JCF Website (for Monthly Audit Reports)**. A connection is made to the JCF website. For assistance with transmitting the AC report from the website, contact Justice Court Fund.

The following steps should be done before creating the Audit and Control Report.

**Add Copies Made** – Use this option to indicate the number of copies the court furnished during the month. Refer to the Handbook for Town and Village Justices and Court Clerks for guidelines on how to determine the number of copies to be reported

**Add Adjustment Entry** - Use this option to report any adjustments being reported. Refer to the Handbook for Town and Village Justices and Court Clerks for guidelines on reporting adjustments.

**Compare Report to Cashbook** - Use this option to look for checkbook records where the Bank Date is equal to the report month but the Report Date is set to a different month.

If any cases with date discrepancies are found, a message displays stating a version of: 'X Error(s) Found. Charge XXXXXXXX.XX Bank XX/XX/XX Report XX/XX/XX Fine/Fee Payment'. The message can be printed. Then, do a case Search to find the case, look at the checkbook records and edit the bank or report date.


**CALENDARS** - A calendar is a listing of defendants scheduled to appear in court on a given day. It is important to be consistent with assigning the correct Action Code and adjournment date/time in order for the calendars to work properly.

When The CourtRoom Program is installed 3 styles of calendars are included. The **Multi Line Calendar** shows the most information. Clerks and judges often have this calendar on the bench during court to take notes on the case.

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**Someburg Town Court  
Court Calendar**

All Judges      Court Date: 04/27/2009  
Listing created: 04/28/2009 at: 10:37AM


Defendant	Case No.	Officer	Force	Attorney	Statute	Section	Charge Text	Court Action
McCarthy, Yong	125 Elm Street, Penfield NY 14526							
	09020002.01 (010)	VTL 0375 35C UNSAFE TIRES		ER01003CFS			Adj/Dispose	_____
	09020002.02 (UM0)	VTL 1192 03 DWI-1ST OFFENSE		ER01003DFS			Adj/Dispose	_____
	09020002.03 (UM0)	VTL 1192 02 DWI .08 OF 1PCT		ER01003FFS			Adj/Dispose	_____
001 Action: Huntley Hearing								Receipt No: _____
Arrestment: 02/02/2009			Judge: JSO	Attorney: Morabito, Attorney, David			Date: _____	
Officer: Clancy, Steve		Force: ER	Arrest date: 01/27/2009	Age: 26	DOB: 03/13/1982	Next Action: _____		
Dates: 020-03/16/2009 020-03/30/2009 023-04/27/2009 023-05/11/2009 Ltrs: 008-03/10/2009 008-03/24/2009 026-04/01/2009 026-04/15/2009								

The **One-Line Calendar** has the least amount of information.

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**Someburg Town Court  
Court Calendar**

All Judges      Court Date: 04/27/2009  
Listing created: 04/28/2009 at: 10:37AM

Defendant	Case No.	Officer	Force	Attorney	Statute	Section	Charge Text	Court Action
McCarthy, Yong		JSO	09020002.01	VTL 0375 35C UNSAFE TIRES			Huntley Hearing	
				VTL 1192 03 DWI-1ST OFFENSE				
				VTL 1192 02 DWI .08 OF 1PCT				

The **Two-Line Calendar** is a happy medium between the Multi line and the One line.

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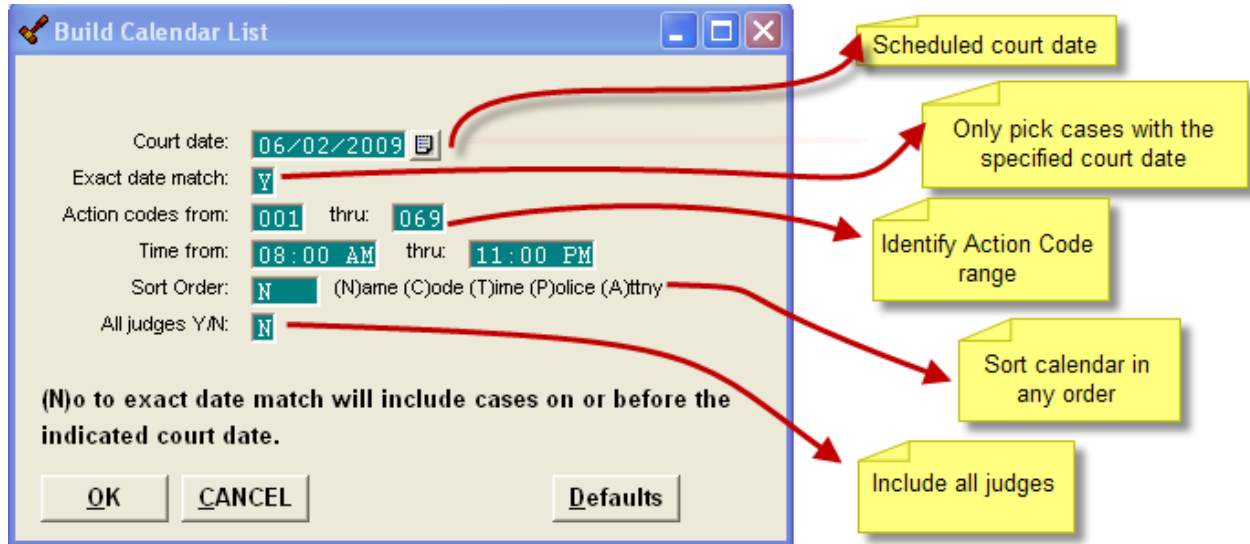
**Someburg Town Court  
Court Calendar**

All Judges      Court Date: 04/27/2009  
Listing created: 04/28/2009 at: 10:37AM

Defendant	Case No.	Officer	Force	Attorney	Statute	Section	Charge Text	Court Action
1 - McCarthy, Yong	JSO 09020002	VTL 0375 35C UNSAFE TIRES		ER01003CFS			Huntley Hearing	
		VTL 1192 03 DWI-1ST OFFENSE						
		VTL 1192 02 DWI .08 OF 1PCT						
	DOB: 03/13/1982	Ofcr: Clancy ER		Arrest/Ticket dt: 01/27/2009	Attn: Morabito, Attorney, David			

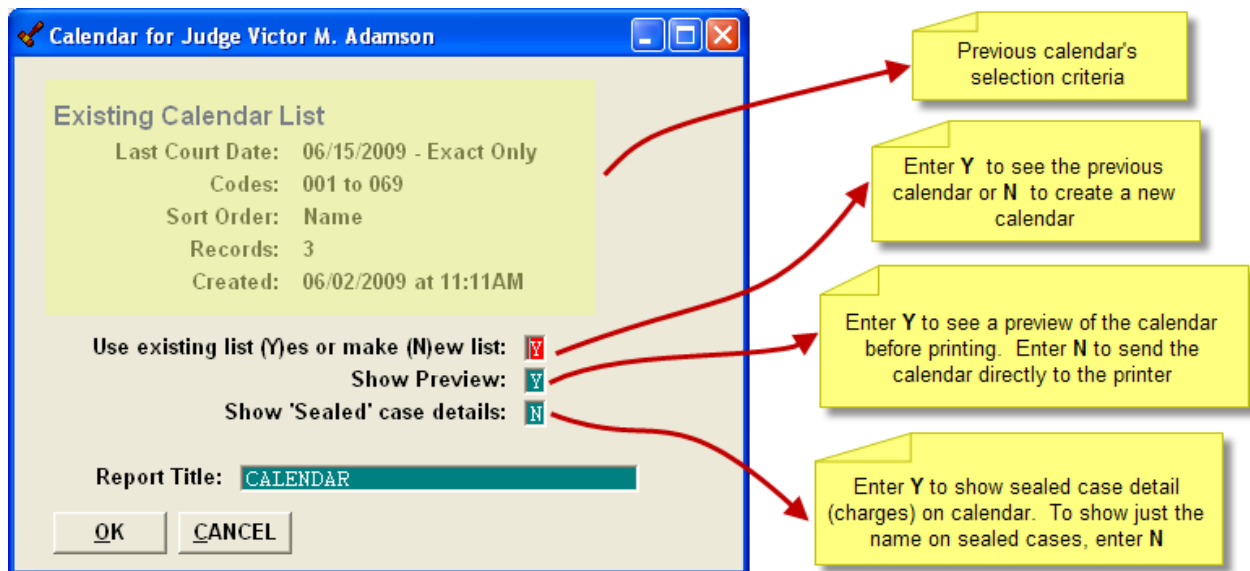
Select Calendars from the Report Menu. In addition to the 3 basic styles there are dozens more on our website to download into the system. If another court uses a calendar style you want, give us a call and we'll help find it.

To create a Court Calendar, click on **Reports->Calendars** and pick the style you want to use. Then tell the program which cases to include on the calendar.



Click **OK** to build and view/print the calendar.

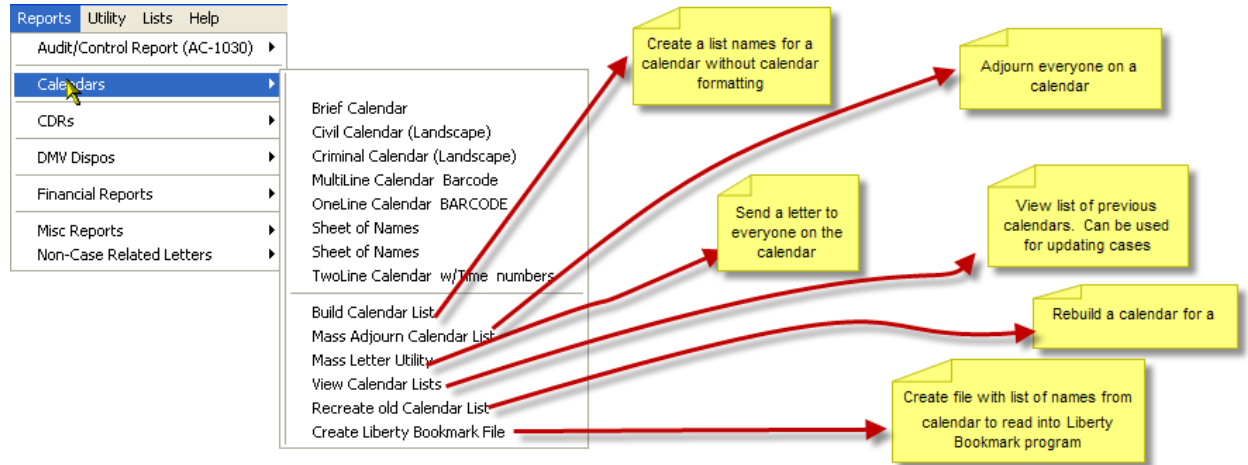
Once the calendar is created, the calendar setup screen remembers the information until you tell it to make a new calendar and enter new criteria to build a calendar.



*In addition to creating calendars for court appearances, use the Action Codes to create calendars listing scofflawed defendants or defendants who are 'adjourned' on a Bench Warrant or Arrest Warrant. Give our office a call for help creating special calendars.*

When viewing a calendar, place the cursor of the defendant's name and click to open the case information screen. Place the cursor on a charge and click to open the Enter Disposition screen. Place the cursor on the action code or date and click to open the adjournment screen.

## Other Calendar Options



Please give our office a call for help with any of these options.

**FINANCIAL REPORTS** - Several basic reports are loaded when the program is installed. There are many more reports on the website which can be downloaded into the program. Following are descriptions of some basic financial reports.

**BAIL ACTIVITY REPORT** - The Bail Activity Report lists all bail transactions within a defined date range for the currently selected judge.

**Someburg Town Court  
Bail Activity Report  
Judge June S. Olstead**

Report date: 07/07/2009  
Page 1 of 1

Transactions from: 02/01/2009 To: 04/30/2009

Defendant	Case No.	Transaction Date	(Check) Deposit	Chk/Receipt Number	Why
Mink, Margaret, R.	08120092	02/05/2009	-1000.00	1431	RETURN BAIL
Winig III, Marvin B.	07090064	02/26/2009	500.00	01162	ADD BAIL
Bickle, Mark K.	08070028	02/26/2009	500.00	01163	ADD BAIL
Bickle, Mark K.	08070028	03/09/2009	-15.00	0	BAIL POUNDAGE
Bickle, Mark K.	08070028	03/09/2009	-485.00	1433	RETURN BAIL
Rivera, Steven L.	08070080	03/12/2009	-15.00	0	BAIL POUNDAGE
Rivera, Steven L.	08070080	03/12/2009	-485.00	1434	RETURN BAIL
Burgos, Susana M.	09010021	03/17/2009	300.00	01164	ADD BAIL
Burgos, Susana M.	09010021	03/18/2009	-9.00	0	BAIL POUNDAGE
Burgos, Susana M.	09010021	03/18/2009	-160.00	0	APPLY BAIL
Burgos, Susana M.	09010021	03/18/2009	-131.00	1435	RETURN BAIL
Randone, Henry B.	09030174	04/02/2009	1000.00	01165	ADD BAIL
VanHolst, Paul F.	09030239	04/23/2009	500.00	01166	ADD BAIL
Schrank, Judson S.	08110090	04/27/2009	-60.00	0	BAIL POUNDAGE
Schrank, Judson S.	08110090	04/27/2009	-1940.00	1437	RETURN BAIL

Bail deposits this period \$	2800.00
Bail withdrawal this period \$	-4300.00
Bail deposits not this period \$	283950.00
Bail withdrawal not this period \$	-245255.00
Current bail account balance \$	37195.00
Bail account balance end of period \$	37195.00

**CURRENT BAIL REPORT** - This report lists all defendants who currently have a bail balance. It can be run for one judge or both judges.

**Someburg Town Court  
Current Bail Defendants Report  
Judge June S. Olstead**

Report date: 07/08/2009  
Page 2 of 2

Defendant	Case No.	Bail Balance	Deposit Date
SCHOOLS, SCOTT A.	08080002	1000.00	08/18/2008
CUENIN, ANDREA L.	08120028	5000.00	12/29/2008
BENJAMIN, KENNETH C.	08120094	2500.00	01/15/2009
WINIG III, MARVIN B.	07090064	500.00	02/26/2009
RANDONE, HENRY B.	09030174	1000.00	04/02/2009
VANHOLST, PAUL F.	09030239	500.00	04/23/2009

TOTAL BAIL HELD 37195.00  
41 DEFENDANTS

**The Cashbook Report** lists financial transactions within a specified range, either date or receipt number. *When the report is run by receipt number range, only transactions having a receipt number are included.* Transfers or applied transactions do not show, unless a receipt was written. Also, checks written by the court do not show.

A Cashbook Report run by date shows money received and money disbursed by the court within the specified date range. The transactions are separated by deposit or check date and show totals for that date. At the end of the report the totals for the entire range are shown.

**Someburg Town Court  
Cashbook Report  
Judge June S. Olstead**

Report date: 07/07/2009  
Page 1 of 1

Transactions from: 03/18/2009 To: 03/19/2009  
This report shows all cashbook activity.  
Checks show as negative numbers and do not affect deposit totals.

CHECK or RECEIPT	PAID	DEPOSIT	CASE#	DEFENDANT	REASON	FINE	CIV-FEE	SCHG	BAIL	OTHER
0	03/18/09	03/18/09	09010021	Susana Burgos	APPLY BAIL	75.00	0.00	85.00	-160.00	0.00
1435	03/18/09	03/18/09	09010021	Susana Burgos	RETURN BAIL	0.00	0.00	0.00	-131.00	0.00
28972	03/20/09	03/18/09	MPJSD		Posted Parking Credit Car	100.00	0.00	0.00	0.00	0.00 C
01164	03/17/09	03/18/09	09010021	Susana Burgos	ADD BAIL	0.00	0.00	0.00	300.00	0.00
0	03/18/09	03/18/09	09010021	Susana Burgos	BAIL POUNDAGE	0.00	9.00	0.00	-9.00	0.00
BankDeposit on 03/18/09 total deposit of \$						400.00				
28973	03/20/09	03/19/09	MPJSD		Posted Parking Cash	100.00	0.00	0.00	0.00	0.00 \$
28974	03/20/09	03/19/09	MPJSD		Posted Parking Checks	25.00	0.00	0.00	0.00	0.00
014813	03/19/09	03/19/09	08110049	Luis Bunt	Fine/Fee Payment	800.00	0.00	170.00	0.00	0.00 \$
BankDeposit on 03/19/09 total deposit of \$						1095.00				
Account totals for period including checks \$						1100.00	9.00	255.00	0.00	0.00

**C = credit card payment**

**\$ = Cash payment**

Total deposits this period NOT including credit cards: \$	1395.00
Total credit card payments: \$	100.00
<u>Total checks this period: \$</u>	<u>-131.00</u>
Total of all accounts this period including checks: \$	1364.00

Credit card payments are not included in deposit totals since they aren't deposited

**DEPOSIT SLIP** - After entering all payments and preparing to go to the bank it is advisable to run a Deposit Slip to verify that the money entered into the computer balances with the money being taken to the bank. When the money is balanced on a weekly (or daily) basis the month end balancing is much easier.

Deposit slips can be run by deposit date range or receipt number range.

**Bank Deposit Slip**  
**Someburg Town Court**  
**Judge June S. Olstead**  
 HSBC  
 Acct No: 552-78487-7  
 Report date: 07/08/2009  
 Deposit dates: 03/18/2009 To: 03/20/2009

**Bank Deposit Slip**  
**Someburg Town Court**  
**Judge June S. Olstead**  
 HSBC  
 Acct No: 552-78487-7  
 Report date: 07/08/2009  
 Deposit dates: 03/18/2009 To: 03/20/2009

Page 1 of 1

9186	O1164	09010021	\$	300.00
		Burgos, Susana M.		
(crdt)	28972	MPJSO001	\$	100.00
		Whithem, Micheal K.		
(cash)	O14813	08110049	\$	835.00
		Bunt, Luis R.		
(cash)	O14813	08110049	\$	135.00
		Bunt, Luis R.		
(cash)	28973	MPJSO001	\$	100.00
		Whithem, Micheal K.		
	28974	MPJSO001	\$	25.00
		Whithem, Micheal K.		
(cash)	O14814	09030045	\$	165.00
		German, Horace L.		
		<b>Total Cash:</b>	<b>\$</b>	<b>1235.00</b>
		<b>Total CreditCards:</b>	<b>\$</b>	<b>100.00</b>
		<b>Total Checks:</b>	<b>\$</b>	<b>325.00</b>
		<b>Deposit Total:</b>	<b>\$</b>	<b>1660.00</b>

9186	O1164	09010021	\$	300.00
		Burgos, Susana M.		
(crdt)	28972	MPJSO001	\$	100.00
		Whithem, Micheal K.		
(cash)	O14813	08110049	\$	835.00
		Bunt, Luis R.		
(cash)	O14813	08110049	\$	135.00
		Bunt, Luis R.		
(cash)	28973	MPJSO001	\$	100.00
		Whithem, Micheal K.		
	28974	MPJSO001	\$	25.00
		Whithem, Micheal K.		
(cash)	O14814	09030045	\$	165.00
		German, Horace L.		
		<b>Total Cash:</b>	<b>\$</b>	<b>1235.00</b>
		<b>Total CreditCards:</b>	<b>\$</b>	<b>100.00</b>
		<b>Total Checks:</b>	<b>\$</b>	<b>325.00</b>
		<b>Deposit Total:</b>	<b>\$</b>	<b>1660.00</b>

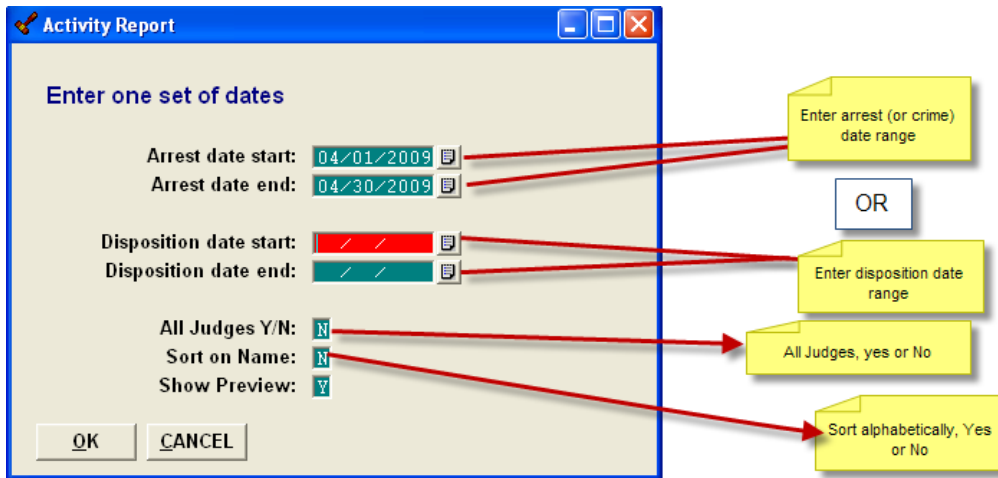
Notice the printout is in 2 parts. Cut the report in half. Include one half with the actual bank deposit slip and keep the other half with your records.

As with most of the reports, there are several variations of the Deposit Slip. We can help you find the style that best fits your needs.

In addition to these basic financial reports, there are others we can help you add to your list.

# MISCELLANEOUS REPORTS

The **Activity Report** lists the activity for any cases within specified arrest or disposition dates. It can be run for all judges or just the currently active judge. It can be sorted by defendant's last name or by case number.



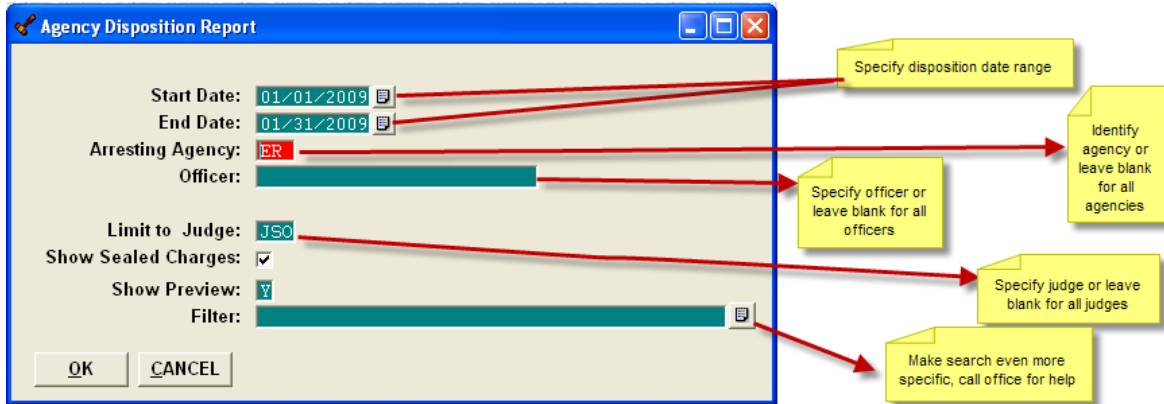
## Someburg Town Court Activity Report Judge June S. Olstead

Report date: 07/14/2009

Page 1 of 2

Case#	Name	Arrest	Statute/Section	Description	DispCode	\$Due	Action/Nextdate
09040001.01	Bray, Jay S.	/ /	CIV	Civil			047 06/18/09
09040022.01	Pectral Jr, Andrea R	04/02/2009	VTL 0306 B	NO INSP CERT			005 04/28/09
09040025.01	Dalton, Mitchel	04/02/2009	VTL 1110 0A	DIS TRFC DEVICE	078	235.00	097 06/08/09
09040026.01	Lento, Frances M.	04/02/2009	VTL 0375 12A2	NO SAFETY GLASS	002		099 04/27/09
09040027.02	Wittman, David A.	04/01/2009	VTL 1162	UNSAFE START	010		071 05/29/09
09040027.01	Wittman, David A.	04/01/2009	VTL 1180 0D	Speeding 52/30	010	370.00	071 05/29/09
09040032.01	Calkins, Dary L.	04/02/2009	VTL 1180 0D	Speeding 45/30			001 05/11/09
09040033.01	Gauthier, Brian J.	04/03/2009	VTL 0375 2A1	VIOL-LIGHTS	002		099 04/08/09
09040053.01	Ressler, Edmond	04/04/2009	VTL 1110 0A	DIS TRFC DEVICE	010	160.00	091 04/27/09
09040054.01	Dansingburg, Alice A	04/04/2009	VTL 0375 12A2	NO SAFETY GLASS	010	105.00	071 05/11/09
09040055.01	Ruisi, Tammy L.	04/05/2009	VTL 0375 12A2	NO SAFETY GLASS	002		099 04/16/09

The **Agency Disposition Report** lists all closed cases meeting the criteria you enter regarding disposition date, agency and officer.



**Someburg Town Court  
Agency Disposition Report (ER)  
Judge June S. Olstead**

Cases Closed From: 01/01/09 to 01/31/09  
Report date: 07/14/09  
Page 1 of 2

Case# Ticket No	Name	DOB	Arrest Statute/Section	Disposed Charge Text	Officer/Agency Disposition	Fine and Fees
06070003 1856003QFS	Borzucinski, Grant R. Reduced: VTL1180 0D	09/21/57	07/02/06 to: VTL1110 0A	01/05/09 DIS TRFC DEVICE	Officer: Sandle, J.R./ER Fine/fee	80.00
06090087 L0442073-2	Makas, Brian M.	09/11/66	09/12/06 VTL0600 01A	01/05/09 LV SCM ACCDNT	Officer: Meiers, William/ER Fine/fee	155.00
07120012 CR07-10704	Yeung, Carla J.	02/11/88	11/17/07 FL 221.05	01/28/09 POSS MARIJUANA	Officer: Brandenburg, Michael/ER ACD	0.00
08070047 185200DWFS 185200DVFS	Noixot, Vicki J.	06/23/74	06/21/08 VTL0401 01A VTL1229-C 03A	01/28/09 REGISTRATN VIO SEAT BELT VIOL	Officer: Tando, John/ER ACD ACD	0.00 0.00

## Pending Cases Report

The **Pending Cases** Report lists cases based on the specific search criteria entered. It can be very broad in scope or can be narrowed down by entering specific information in the various fields and even creating a filter to be even more concise.

The screenshot shows a dialog box titled "Pending Cases Report ST & END DT" with the following fields and callouts:

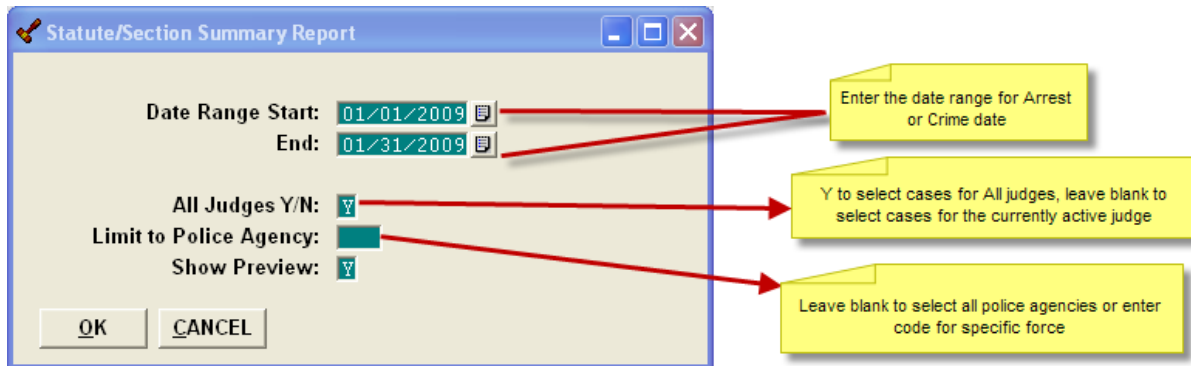
- Arrest date start:** 01/01/2009 (Callout: Identify date range)
- Arrest date end:** 01/31/2009 (Callout: Identify date range)
- Limit to cases with:**
  - Statute equal:** VTL (Callout: Specify statute or leave blank for all statutes)
  - Section containing:** 1180 (Callout: Narrow search even further by entering criteria any or all of these fields or leave them blank for all cases)
  - Attorney containing:** (Callout: Narrow search even further by entering criteria any or all of these fields or leave them blank for all cases)
  - Officer containing:** (Callout: Narrow search even further by entering criteria any or all of these fields or leave them blank for all cases)
  - Charge text containing:** (Callout: Narrow search even further by entering criteria any or all of these fields or leave them blank for all cases)
- Cases status:**  (O)pen (C)losed (B)oth (Callout: Show only Open cases or Closed cases or Both open and closed cases)
- Limit to Judge:** VMA (Callout: Identify judge or leave blank for all judges)
- Sort order:** N (C)ase number (N)ame (Callout: Select Sort Order)
- Show Preview:**  Y
- Filter:** (Callout: Narrow down search, call for help)

### Someburg Town Court Pending Cases Report Judge June S. Olstead

Page 1 of 1  
Report date: 07/15/2009

Defendant	Case#	Judge Statute/Section	Description	Arrest	Officer/Agency	Attorney	Action Code
Haddad, Janice L.	09010084.01	JSO VTL 1180 0D	Speeding 42/30	01/21/09	Rivera, Jo/ER		083
Oloff, Andrew P.	09010081.01	JSO VTL 1180 0D	Speeding 43/30	01/21/09	Rivera, Jo/ER		084
Seidel, Terry L.	09010082.01	JSO VTL 1180 0D	Speeding	01/22/09	Rivera, Jo/ER		091

The **Statute/Section Summary Report** looks at all cases with an arrest (or crime) date in the specified date range and gives a total count for each statute and section entered.



**Someburg Town Court**

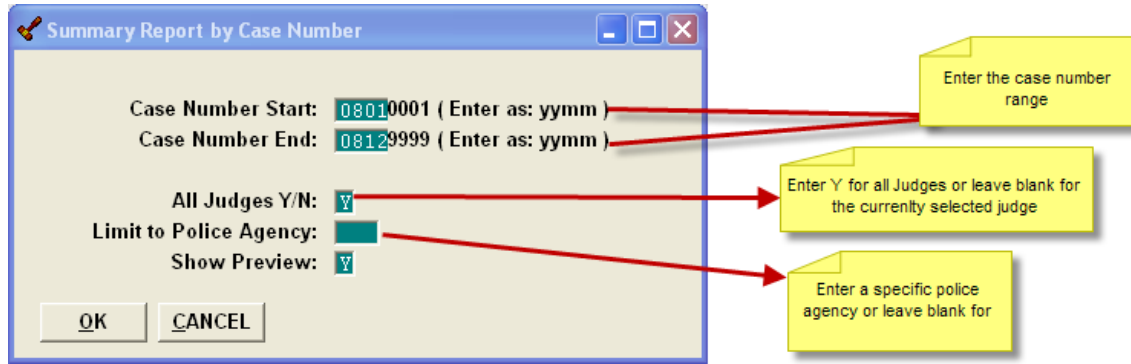
**Summary of Charges by Statute/Section** 01/01/2009 to 01/31/2009

All Judges

Report date: 07/15/2009

Statute/Section	Charge	Count
PL 120.00	ASSAULT-3	2
PL 100.05	SOLICITATION-4	1
PL 145.00 04A	CRIM MISCHIEF-4	1
PL 165.05	UNAUT USE VEH-3	1
PL 265.01	CRIM POS WEAP-4	2
PL 140.15	CRIM TRESPASS-2	2
PL 155.25	PETIT LARCENY	2
PL 155.35	GRAND LARCENY 3	1
PL 120.14 01	MENACING 2ND	2
PL 140.25 02	BURGLARY-2	1
PL 215.50 03	CRIM CONTEMPT-2	2
PL 240.26 01	HARASSMENT 2ND	1
PL 240.30 01	AGG HARASSMNT-2	2
VTL 0306 B	NO INSP CERT	41
VTL 0501-B 01C	JR OPERATR VIOL	1
VTL 0512	OP VEH REG SUSP	1
VTL 1102	FAIL COMP ORDER	1
VTL 1111 D1	TRAF DEV VIOL	2

The **Summary Report by Case Number** is one of the most frequently requested reports. This report gives the counts required on the JCAP Grant Application.



**Someburg Town Court**  
**Summary Report of Cases Started**  
**Judge June S. Olstead**  
 Report date: 07/15/2009

Index Numbers: 08010001 to 08129999  
 All Judges

STATUTE	STARTED	CLOSED	FINE	SURCHG	CIVIL FEE
PL	277	188	200.00	570.00	0.00
VTL	973	727	37465.00	26975.00	140.00
CIV	113	98	0.00	0.00	1890.00
VO	89	74	9850.00	0.00	0.00
ABC	4	3	0.00	0.00	0.00
COR	1	1	0.00	0.00	0.00
VI	1	1	100.00	0.00	0.00
<b>TOTALS</b>	<b>1458</b>	<b>1092</b>	<b>47615.00</b>	<b>27545.00</b>	<b>2030.00</b>

**ADDITIONAL INFORMATION**

Number of DWIs - 1192:	28	Closed: 23	Fines/Fees: \$7065.00
Number of AUOs - 511:	50	Closed: 21	Fines/Fees: \$4265.00
Number of Speeds - 1180:	171	Closed: 144	Fines/Fees: \$23605.00
Number of Defendants:	995		
Total Number Charges:	1458		
Average Charges/Defendant:	1.47		
Number of Small Claims:	38		

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

Remember the breakdown of the case or docket number – the first two digits, in this example 08 represent the year the case was entered into the program. The second two digits, 01, represent the month and the last four digits 0001 represent the sequential number of the case. So, for this report we are looking for all cases entered beginning with the first case entered in January of 2008 through the last case entered in December of 2008.

There are several variations of The Summary Report. Give our office a call for help determining which report will give you the information you need.

**NON CASE RELATED LETTERS** - Most letters in The CourtRoom Program are generated for a specific case, however, it is possible to create a letter which is not case related. The most commonly used non case related letter is the fax generated to the State Comptrollers Office notifying them that the electronic AC1030 (month-end) Report has been submitted.

Electronic Filing Affidavit

Month: January  
Year: 2009  
Date of Transmission: 02/02/2009  
Amount of Check: 5480.00  
Date Check Sent to Fiscal Officer: 02/02/2009  
Show Preview:

OK CANCEL

This information corresponds to the electronic AC1030 report transmitted to the State Comptrollers office. A separate report and affidavit must be sent for each judge

### Someburg Town Court

123 Elm Street  
PO Box 22

Someburg, NY 14445

Victor M. Adamson  
Town Justice

Phone: (555) 123-4567  
Fax: (555)123-5678

February 2, 2009

TO: Office of the State Comptroller  
Justice Court Fund  
PO Box 22110  
Albany, NY 12201-2110

This is to certify that my report for the month of January 2009 transmitted electronically to you on Monday, February 2, 2009 is a true and complete record of the activity of the court for the period. A check for the amount of \$5480.00 was sent to the Chief Fiscal Officer of The Town of Someburg on Monday, February 2, 2009.

Justice: \_\_\_\_\_

Justice Name: Victor M. Adamson

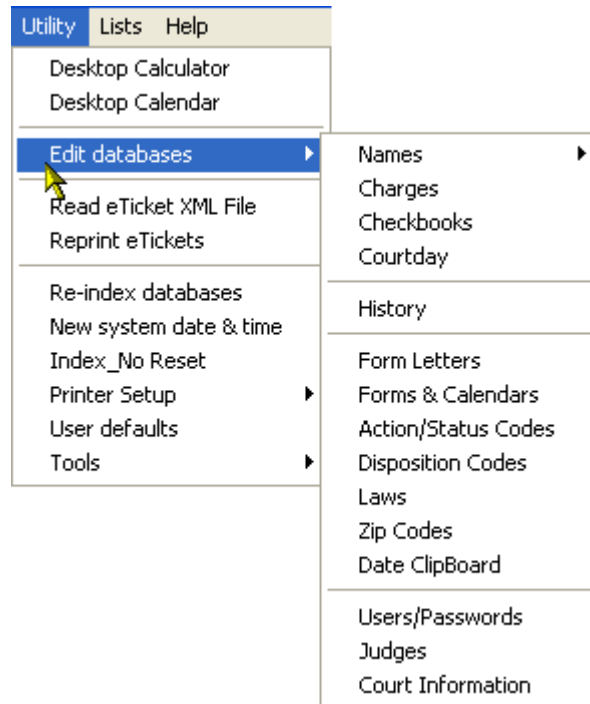
Justice ID #: 2632525328A

Date: February 2, 2009

(Please FAX this letter to (518)486-9899)

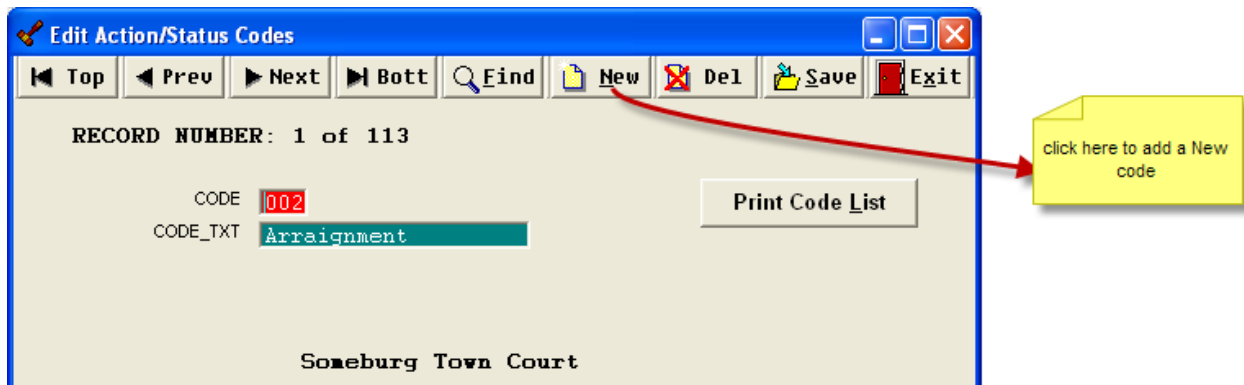
**UTILITY** - The Utility option of the task bar is thought of as the housekeeping section of the program. The Desktop Calendar and Desktop Calculator are just that, a calendar and calculator you can access while in the CourtRoom Program.

**Edit Databases** accesses the data files where all the information in the program is stored.



Probably, the most used option is **Form Letters**. The CourtRoom Program has the ability to add new letters either by importing letters from our website or creating new letters on your own. Download the Letters Manual from our website by clicking on **Help> Web-Site Links,>Service Education Website**. Click on **Help Options** and select **Letters Manual**.

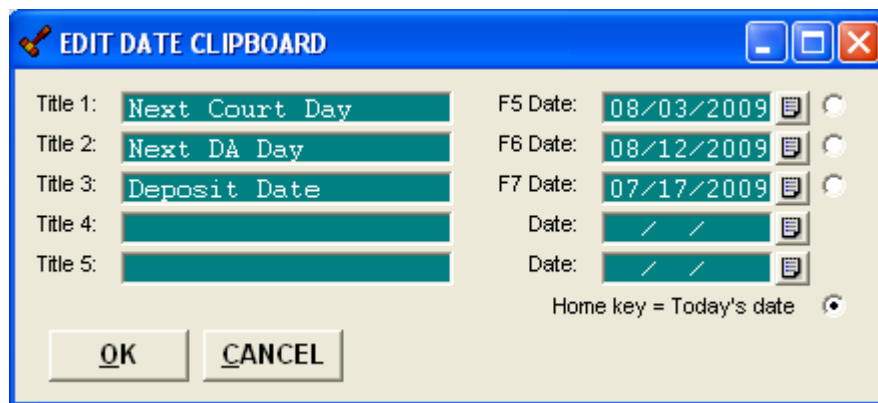
**Adding New Codes** - When the CourtRoom Program is installed, basic lists of Action, Disposition Codes, Laws and Zip codes are included. These lists can be added to by choosing the appropriate list from Edit Database. Once the Edit screen is accessed, click on **New**.



Respond YES to add a new code and fill in the blanks with the new code information. Be sure to click on **Save** and **Exit**.

The process is the same for adding new Disposition Codes, Laws and Zip codes. *It is best to call our office for help modifying the Users/Passwords, Judges or Court Information screens.*

**Date Clipboard** is a handy tool for entering repetitive dates. For example, after court when updating cases which are being adjourned for the same court day or entering payments having the same deposit date use the Date Clipboard to set speed keys for individual dates.



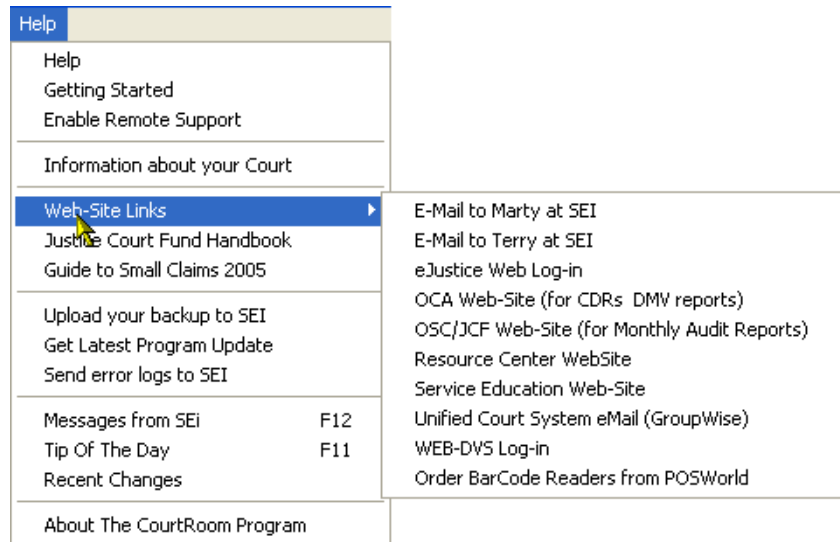
Open the Date Clipboard by clicking on **Utility->Edit Databases,>Date Clipboard**. Enter a title for the date and the corresponding date. *Notice the little black dot in Home key = Today's date. A black dot in any one of those circles programs the corresponding key to fill in the date set when the HOME key is pressed. If the black dot is next to Home key = Today's date, the current date is inserted when the Home key is pressed. The Date Clipboard is set for each password. Every user can set the clipboard with his or her preferred dates.*

Once the dates are defined, click **OK** to save and close the clipboard. The clipboard can be reopened and moved to a corner of the screen or minimized for quick reference.

As you work through updating cases, press the corresponding key to enter the appropriate date.

*It's best to call SEi for assistance with the rest of the Utility screen options.*

**HELP** offers many non case related functions. Please give our office a call for help or further explanations of these options.



Help	Provides Help on CourtRoom Program functions
Getting Started	Gives a list of steps to follow to learn how to use the fundamentals of the CourtRoom Program
Enable Remote Support	Provides Service Education the ability to access your computer remotely for immediate problem resolution and support
Web-Site Links	Click on any of these options for quick access to emails and website most frequently accessed by the courts
Justice Court Fund Handbook	A PDF version of the Handbook for Town and Village Justices and Court Clerks
Guide to Small Handbook	A PDF version of the handbook given to the parties of a Small Claims or Civil case
Upload your Backup to SEI	We ask courts to periodically send us a copy of the backup of The CourtRoom Program. Be sure to continue doing local backups on a floppy disk, CD or flash drive.
Get Latest Program Update	We suggest you get an update to the CourtRoom Program at least once a month.
Send error logs To SEI	Occasionally a court may have problems with The CourtRoom Program so we may ask for an error log documenting the problems
Messages from SEi	This option is not currently functioning
Tip of the day	Displays the CourtRoom Program Tip of the Day

Recent Changes      After updating The CourtRoom Program look at Recent Changes to see an explanation of the changes and new features

About the CourtRoom Program      Displays information about SEi and The CourtRoom Program

Key:

Screen names are bold, upper lower case  
Field Names are upper/lower case, bolded and Italicized  
Task Bar items are in Upper Case, Bolded in large print  
List items are upper case, bolded  
Buttons are written in shaded gray  
Tabs are italicized

**Case Information** screen  
*Receipt Number*  
**UTILITY**  
**EDIT DATABASES**  
**Letters**  
*Dates and Payments*

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