

## RECORD SEALS JV596

Updated 11/19

These record seals may come from other places such as:

Other counties will send us a copy of their court's sealing for us to use in sealing whatever records we may have of him/her.

Our Public Defender's office may send us record seals on minors that have successfully terminated from probation. For the sake of continuity, we are sealing all the cases which are listed on the seal document and any old cases such as misdemeanor cases handled informally, SARB cases or JCWP cases. (In 2015) I met with the Public Defender (Peggy Huscher) and Court Clerk (Colleen Heffner) and it was decided that would be our practice from now on. The PD office will write the case number and petition numbers and add "et al" to encompass all cases under the defendant's name.

Or the JV596 gets returned to us from court after they get signed and certified. The files are sealed and stored here until the stated destroy date on the JV596.

### Procedure to Seal

Pull up minor's case.

Make copy of record seal and mail the original to the defendant. (Make out envelope prior to sealing the record or you will smack your hand against your forehead for not thinking of it.... ☹ )

Scan filed and certified record seal into the original probation case for minor.

F11 from defendant's menu

F10 to add document

Name it Record Seal and type the date it was sealed, place document face down in scanner, enter, click "scan"

Press enter once the document has been scanned

F12

Delete all ticklers from minor's cases.

Ensure that all programs are closed out; none left open without completion code.

Program closing list:

PC - Program complete

CW – Closed w/o Completing

FN – Fail, New Charge

FC – Failed

FR – Failed to Enroll

File the copy of the record seal in the court document section on top of the Court Notes in the green file.

Select #4 – events from minor's original case

F10, type S85, tab, type date of sealing, enter once

Type SE for File Status, enter 3 times

Do this for each petition listed on the sealing document

If minor is under 18, mark his/her date for reaching age 18 on the file tab next to the name and file it in our closed section of filing.

If the defendant is over 18, scan documents per scan instructions in the manual.

# JUVENILE CLERICAL MANUAL

## RECORD SEALS JV590

Update 11/19

After reaching age 18, persons who have acquired records as juveniles are permitted to petition the Juvenile Court to have those records "sealed". (Anyone terminated after January 1, 2015, can be sealed if they have terminated successfully or had their charges dismissed in court. Our office files a JV596 sealing document with the courts to seal their record.) The following instructions refer to a defendant terminating prior to January 1, 2015.

If the Court "seals" the records, the effect is that all arrests, court documents and probation reports, etc. are deemed to have not occurred. The person may lawfully answer "no" to any questions that may be asked of him or her, such as: were you ever arrested, prosecuted, etc. as a juvenile.

A person who has been found by the Juvenile Court to have committed a "serious felony" (as defined in Welfare and Institutions Code 707(b)) may not have his/her records "sealed". To save everyone time, please look up the person in the computer prior to them paying to see if they are disqualified due to serious juvenile charge or active adult cases.

The reception clerk will give the client the form entitled, "Instructions to Minors Concerning Sealing Juvenile Court Records", and a Juvenile Record Seal Application. The clerk will instruct the client that upon deciding to apply, he/she needs to complete the application and pay **\$150.00** processing fee (For Felony Conviction) or **\$60.00** (For Misdemeanor Conviction). A receipt for payment must be made out to the applicant (white=applicant, yellow=accounting, pink copy stays in the receipt book).

1. Once application and receipt of payment of fees are received, the assigned clerk will:  
Print and Fill out a "Record Seal Face Sheet" (Found in the Record Seal portion of the clerical manual) with the client's name and the current date. The sheet will be kept on top of the application packet. This sheet contains all the steps and information needed for quick reference as to the status of the record seal process.
2. Put a check mark by Fee Pd: to indicate receipt of the \$60.00 or \$150.00 fee. Note: Processing may not proceed any further if the fee has not been paid.
3. Run a previous records report:  
From Probation System Master Menu  
Press F11 = Page 2  
Select #2 = Print All Priors  
Press Enter  
At Name, type in clients last name  
Tab, type in first few letters of client=s first name  
Press Enter  
At Select Record type in # corresponding to desired name  
Press Enter  
Previous Record will print to default printer

Attach to application.

Put a check mark by Previous Records Reports on Face Sheet

Note: If applicant has an **Active Adult Record**, terminate process and consult your supervisor. A refund may be in order. This should be checked PRIOR to taking money, in a perfect scenario.

4. Pull any existing closed file if available, keep file with application packet. Ask your supervisor to run Clets (Rap Sheet) & DMV record check on the applicant, highlight the charges and dispos. Attach to the back of the application. Mark off on Face Sheet.

5. Complete data entry as follows:

From Probation System Master Menu

Select #5 = Proceedings / File Update

Press Enter

At Party Name, type in last name of minor

Tab, type in first few letters of minor's first name

Press Enter

At Select Record, type in # corresponding to desired name

Select the 01-petition case or the earliest case if minor never went to court.

Press Enter, Select #4 = Event Information

Press Enter

Press F10 = Add Record

Event Type = **RSR** (JUV RS REQUESTED)

Press Enter (2) times

Creates **JU** tickler (JUV. REC. SEAL REQ)

Put a check mark by RSR Event on Face Sheet

Event Type = **RSC** (JUV RS CHECKED CLETS)

Press Enter (2) times

Put a check mark by RSC Event/Clets on Face Sheet

Event Type = **RSS** (JUV RS LTR TO LAW EN)

Press Enter (2) times (address letter to 1<sup>st</sup> agency and change as needed)

Redding Police Department Snail mail 777 Cypress Ave, Redding 96001

Shasta County Sheriff's Office Inter office thru Mail Room

Anderson Police Department Snail mail 2220 North St, Anderson 96007

California Highway Patrol Please fax to CHP instead of mailing: 244-9389

Press Enter

Press F12

6. Select #9 = Work with File Documents

Press Enter

At Select Record

Type in # corresponding to  
JUV RS LTR TO LAW EN

Press Enter once, Print document. Change address for the next agency, Print  
Continue this until all 4 agencies has letters addressed to them.  
Sign letters and put in our Probation/out box to be mailed.

Note on the "Face Sheet" the date the letters are sent, and the date when the reply is received back from these agencies. Indicate if "Has Record" or "No Record" on the "Face Sheet".

7. **DOJ (BCII-2043) DOCUMENT** - "REQUEST FOR RECORD TRANSCRIPT"

This form is supplied by the Department of Justice. Available under "Clerical Forms" in manual.  
Refer to sample and fill in blanks indicated

Submit in duplicate, including only one subject per request, make extra copy for file, toss when original returns from DOJ.

The following mandatory information is required:

- Agency name and address
- Subject name and date of birth/age
- Purpose of request
- Authorized signature, title, phone, and date

Mail to the address listed on the form/Make note on Record Seal Face Sheet of date sent

8. When all law enforcement inquiries have been received (RSS letters and DOJ), the case file, with the "Face Sheet" on top, is given to the Juvenile Division Director for his/her approval or disapproval.  
Note Date Sent / Date Received Back / Approved or Disapproved

**If not approved by the Division Director, Skip to #12.**

**If approved** continue with the Record Seal process.

9. Return to minor's JALAN Folder / From Probation System Master Menu  
Select #17 = Proceedings by Tickler or PO  
Press Enter  
At Tickler Type, enter JU  
Press Enter  
At Select Record, enter # corresponding to desired name  
Press Enter  
Select #4 = Event Information  
Press F10 = Add Record  
Event Type = **RSD (JUV RS REQ TO DA)**  
Press Enter (3) times  
Press F12

Select #9 = Work with File Documents

Press Enter

At Select Record

Type in # corresponding to

RSD - JUV RECORD SEAL REQ DA

Press Enter

Type "See Attached Prior Record"

Print Document

Make copy of all agency letters, minor's application and letter to the DA with priors sheet.

Place note on packet for clerk to have their Juvenile DA look over and sign and return

Interoffice mail to DA Clerk

On Record Seal Face Sheet under Petition To DA, indicate Date Sent

DDA will return memo with signature

On Face Sheet, indicate Date Received Back, Approved or Disapproved

### **Record Seal Process Continues Even if DA Disapproved**

#### 11. **JV-590 FORM - ORDER TO SEAL JUVENILE RECORDS**

This form is available on the internet JV590.PDF

It IS NOT created by a JALAN event

Refer to sample and fill in blanks as indicated

Make a copy of the ORDER TO SEAL JUVENILE RECORDS

Paperclip the two copies of the JV590 and file with court clerk

One copy is to get "receive stamped" and returned to our green file

Make a copy of the DA response whether it's approved or denied

Paperclip the two copies of the DA response and have them "receive" stamped with court clerk

One copy comes back to us for our green file

Put file in designated area awaiting Court response

On Face Sheet under COURT, indicate Date Sent to Court

When document returned from Court

Indicate Date Received Back, Approved or Disapproved

#### 12. If Record Seal is **NOT APPROVED**

Return to minor' s JALAN Folder / From Probation System Master Menu

Select #17 = Proceedings by Tickler or PO

Press Enter  
 At Tickler Type, enter JU  
 Press Enter  
 At Select Record, enter # corresponding to desired name  
 Press Enter  
 Select #4 = Event Information  
 Press Enter  
 Press F10 = Add Record  
 Event Type = **RSN (JUV RS DENIED)**  
 Press Enter (3) times  
 Press F12  
 Select #9 = Work with File Documents  
 Press Enter  
 At Select Record  
 Type in # corresponding to  
 RSN - JUV RECORD SEAL LETTER DEF.  
 Press Enter  
 Press Rt. Ctrl + N (Takes you to Stop Code)  
 Type X if convicted of offense involving moral turpitude  
 Go to next Stop Code  
 Type X if not free from Probation or Parole  
 Go to next Stop Code  
 Type X if failed to demonstrate rehabilitation  
 Go to next Stop Code  
 Type in # of months before application can be made again  
 Go to next Stop Code  
 Type X if there are other circumstances  
 Go to next Stop Code  
 Type other circumstances here  
 F3 / Print Document  
 Press F12 / Select #6 = Tickler Information  
 Press Enter  
 Select # corresponding to JUV. REC. SEAL REQ  
 Press Enter  
 Press F11 (2) times / Deletes Tickler  
 Give Letter to Division Director for signature  
 When received back, Mail to applicant, Terminate Record Seal process  
 13. If Record Seal is **APPROVED**, signed by Judge, and dated

Return to minor's JALAN Folder / From Probation System Master Menu  
 Select #17 = Proceedings by Tickler or PO  
 Press Enter  
 At Tickler Type, enter JU  
 Press Enter  
 At Select Record, enter # corresponding to desired name

Press Enter  
 Select #4 = Event Information

Press Enter  
 Press F10 - Add Record  
 RSO – JUV RECORD SEAL GRANTED LETTER TO APPLICANT  
 Use date it was sealed

Enter 3 times  
 Press F12  
 Select #9 - Work with File Documents  
 Press Enter  
 At Select Record  
 Type in # corresponding to

Press F18 (Shift F6) = Ticklers  
 At Select Record, type in # corresponding to JUV.REC. SEAL REQ  
 Press Enter  
 Press F11 (2) times (**Deletes Tickler**)  
 F12  
 Select #4 – Events  
 Press F10 – Add record  
 Type S85, tab once, type SE, Enter

Event	Event Description	Who Enters	Action Taken Code	Attached Tickler	Tickler Description	Who Tickler Is For	Who Deletes Tickler
RSR	JUV RS Requested	Clerk		JU	JUV Rec Seal Req	Clerk to check how many ending	Clerk
RSC	JUV RS Checked Clts	Clerk					
RSS	JUV RS Ltr to Law Enf (R3SSODLT.B)	Clerk					
RSD	JUV RS Req to DA (R4SDAMEM.S)	Clerk					
RSN	JUV RS Denied (ROSDENYL.S)	Clerk					
RSO	JUV RS Grnted Ltrs (R5SRPDLT.B)	Clerk					

S85	JUV RS GRANTED	Clerk					
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# Juvenile Clerical Manual

## Courtesy Supervision

Update 11/19

(Between Counties Within State of California)

From Another County In California To Shasta County:

Courtesy Supervision requests made to or received from other counties within the state of California are made directly between the Juvenile Probation Agencies. These requests are for the purpose of "Supervision Only". Jurisdiction remains with the Juvenile Court of the referring county.

### WHEN PAPERWORK FROM THE SENDING COUNTY IS RECEIVED:

From **Probation Master Menu**

Select **#3** = Initiate a file

File Type = **JV**

Sub Type = **CS**

Type in Minor's **last name**

**Tab**, Type in first few letters of minor's **first name**

Press **Enter**

### Search for Person Screen

#### IF NAME LISTED

At Select Record type in # corresponding to desired name

Press **Enter**

If personal history is correct - Press **Enter**

If personal history needs to be updated –

Press **F6** = **Change History**

**Update information** available from paperwork received

Press **Enter** (2) times

You will now be at the **General File Data Screen:**

#### IF NAME NOT LISTED

**F10**=Add New Person

**Enter information** available from paperwork received

Press **Enter** (2) times

You will now be at the **General File Data Screen:**

Referral Type = **JC** Juvenile Courtesy Supervision

**Tab (3) times** to PO # = **PO099**

**Tab (3) times** to Court Case #, Hit **space bar (7) times**

Type **C/S**, then **name of County** request is from

Press **Enter**

### Offense/Charge Screen

**Tab (2) times to Book**

Type ?

**Tab (1) time to Code # and type in offense number**

Press **Enter**

A screen with a list of charges will appear

**Select** corresponding # to **desired charge**

(If charge not listed, notify clerical supervisor)

Press **Enter**

Continue this process until all charges are listed

Press **Enter**

### Charge Detail Screen

**Tab (7) times to Offense Date**

**Type** in **date** indicated on report (MMDDYY)

Press **right ctrl** key

Type disposition of offense (sus, dis, etc)

Tab to Disp Date, type in date of dispo

Press **Enter**

### Event Screen

Press **F10**=Add Record

**Event Type = JCS** (JUV C/S REQ. IN)

Press **Enter** (1) time

Type **PN** over **AC**

Press **Enter** (1) time

**Type** in name of **sending county**

Press **Enter**

**Event Type = RTS** (JUV REF. TO SPO ASSN)

(Creates JA Tickler (JUV REF. NEED ASSN)

Press **Enter** (2) times

**Event Type = CS1** (JUV C/S INVESTIGATION FORM)

Press **Enter** (3) times

Press **F12**

Select **#9** = Work With File Documents

Press **Enter**

Type in **# corresponding to CS1-** (JUV C/S Investigate Form)

Press **Enter** to open the file in MS Word

Fill in the document as follows:

Under "RE: Request from" – **type the county that is sending the C/S request**

At "For" type the reason for request **Courtesy Supervision**

**Type in name of person minor resides with** (In Shasta County)

Fill out form with any other information that you have

**Save Document**  
**Print document**

Others Involved screen

Enter these if available from paperwork received (Locate parent(s) most importantly)

**F8 = No More Others Involved**

SCAN DOCUMENTS RECEIVED FROM OTHER COUNTY. LABEL EACH SECTION i.e.: Family History, Crime reports, Dispo Rpts, Terms & Conditions, etc

Make File

Give to Supervision Unit Supervisor  
Supervisor will assign it to an officer for verification of residence

WHEN ACCEPTING:

Probation Officer:

Event = **JCA** (JUV C/S IN ACCEPTED)

Enter once

Type AC for "Active"

Enter Twice

Creates acceptance letter (JCSUPLET.S)

Officer returns file w/letter attached to Courtesy Supervision Basket

Clerk:

Select **#1** = General File Information

Press **Enter**

**Tab to Court Disposition, type 019**

**Tab to P.O. Num**

**Type in assigned** Supervision Unit officer's number = **PO#**

(Can be found on bottom of investigation letter...should be)

Press **Enter**

Select **#4** = Event Information

Press **F10** = Add Record

**Event Type = JCN** (Creates CE tickler)

Press **Enter**

Type initial case note = Residence has been verified, file set up, acceptance letter mailed. (Your initials)

**Event Type = F8F** (Creates field Sheet)

Press **Enter (3) times**

Press **F12**

Select **# 6** = Tickler Information

Press **Enter**

At Select Record, type in # corresponding to JUV REF.NEED ASSIGN

Press **Enter**

Press **F11 (2) times** (Deletes JA Tickler), F3 to exit

**Person Alert**

Press Shift F3 to get to Person Alerts

Press F10 to add event

Type date minor reaches 18 (mm/dd/yy)

At Alert Type, type J18

Press **Enter**

Give to assigned officer

**WHEN DENYING:**

Probation Officer

**Event = JCD (JUV C/S IN DENIED)**

Creates rejection letter (JCSUPLET.S)

Officer returns file w/letter attached to Courtesy Supervision Basket

Clerk:

Select #1 = General File Information

Press **Enter**

**Tab to Court Disposition, type 009**

**Tab to P.O. Num**

Type in **PO086**

Press **Enter**

Select #6 = tickler Information

Press **Enter**

At Select Record, type in # corresponding to JUV REF NEED ASSIGN

Press **Enter**

Press **F11 (2) times** (Deletes JA Tickler)

Press **F3** to exit

Attach rejection letter to packet papers, place in manila envelope

Mail packet back to the requesting county's prob dept

**WHEN CLOSING:**

Probation Officer:

**Event = J1C (JUV C/S TERMINATED)**

Enter once

Type CL

Enter three times

Creates Closing Interest letter (J7SUPLET.B) and closes the case

Clerk:

Delete ticklers

Select 1<sup>st</sup> Record, enter

Press **F11 (2) times** (Deletes Tickler)

**Repeat** until all ticklers are deleted

Press **F3** to exit

Mail Closing Interest letter

Write destroy year (Red ink), date minor turns 18 (Green ink) on file label

File goes to closed

Person Alerts: Close out the J18 person alert with CLS and the date of closing.

Press Enter.

Event	Event Description	Who Enters	Action Taken Code	Attached Tickler	Tickler Description	Who Tickler is For	Who Deletes Tickler
JCS	JUV C/S Req. In	Clerk		None	None		
JCA	JUV C/S In Accepted (JCSUPLET.S)	Prob Officer		None	None		
JCD	JUV C/S In Denied (JCSUPLET.S)	Prob Officer		None	None		
RTS	JUV Ref to SPO Assn	Clerk		JA	JUV Ref Need Assn	SPO/ Clerk	Clerk
CS1	Investigation Form (F4CSINVS.S)	Clerk		None	None		
JCN	JUV Case Note	Clerk		CE	JUV Casenote Due	Officer	Officer/ Clerk
F8F	Juv Field Sheet/Foto (F8FIELDS.S)	Clerk		None	None		

# Juvenile Clerical Manual

## Courtesy Supervision

Update 11/19

(Between Counties Within State of California)

### From Shasta County To Another County In California:

Courtesy Supervision requests made to or received from other counties within the state of California are made directly between the Juvenile Probation Agencies. These requests are for the purpose of "Supervision Only". Jurisdiction remains with the Juvenile Court of the referring county.

#### PROBATION OFFICER:

The Probation Officer will complete the Transfer IN/OUT Information Sheet and give it to a clerk when they wish courtesy supervision on a minor from another county.

#### ASSIGNED CLERK:

From Probation Master Menu

Select #5, look up minor, enter

Select minor's active home case (01 case if open)

From "File Master Update" screen

Select #4 = Event Information

Press **F10** = Add Record

**Event Type = CSJ (JUV WE REQ.C/S CNTY)**

Press **Enter (3) times** (Creates CS Tickler for tracking)

Press **F12**

Select #9 = Work with File Documents

At Select Record, choose # corresponding to CSJ00068.doc

Fill in areas shown by the "xx", ensuring that it is complete and unnecessary xx's are deleted.

Click File, Save, and print a copy of the Request Letter.

Sign letter for Probation Officer (i.e. Sally Sue for Joe Dirt)

F12

Make:

(1) Copy of Courtesy Supervision Request letter

Copy goes in Probation File, Stamp it "COPY"

(1) Copy of all dispositional reports

(1) Copy of all dockets

Attach copies to original Courtesy Supervision Request/Acceptance Letter.

Put in manila envelope, address and send to receiving County's Prob. Dept.

From "File Master Update" screen  
Select **#4** = Event Information  
Press **F10** = Add Record  
**Event Type = JCN (JUV CASE NOTE)**  
Press twice, type date packet was sent to **receiving county**.  
Press **Enter**  
Track CS tickler weekly: If acceptance or denial not rec'd within 10 working days, notify requesting PO to call receiving county's Prob. Dept. for update.

WHEN ACCEPTANCE NOTICE RECEIVED FROM OTHER COUNTY:

Access minor's 01 (or oldest Active) case  
From the "File Master Update" screen  
Select **#1** = General File Information  
**Tab (3) times** to PO# = **PO064**  
Press **Enter**  
Select **#4** = Event Information  
Press **F10** = Add Record  
**Event Type = JAC (JUV C/S ACCEPT BY:)**  
Press **Enter**, Type in name of **receiving county**  
Press **Enter**  
Press **Shift + F6** (F18 = Ticklers)  
**Select** corresponding **# to JUV CK CTSY/TRNSF**  
Press **Enter**  
Press **F11 (2) Times** to delete CS tickler

Complete PO# Change process on all open cases for minor.  
Give file to PO064 to let them know they have a new case

WHEN DENIAL NOTICE RECEIVED:

Access minor's 01 (or oldest) active case  
Select **#4** = Event Information  
Press **F10** = Add Record  
**Event Type = J2C (JUV C/S OUT DENIED)**  
Press **Enter (2) times**  
Press **Shift + F6** (F18 = Ticklers)  
**Select** corresponding **# to JUV CK CTSY/TRNSF**  
Press **Enter**  
Press **F11 (2) Times** to delete CS tickler  
Forward notice to requesting PO to notify them of denial.

When Closing Case:

Access minor's 01 (or oldest) active case

Select #4 = Event Information

Press F10 = Add Record

Event Type = J1C (JUV C/S TERMINATED)

Enter once

Type AC if case will still be open with us or if minor needs to be terminated from probation in our County.

Enter three times

Press F12

Select #9 – Work With File Documents

Select CSC00009.DOC = JUV C/S TERMINATED

“You may close your interest in this matter.....”

Add comments if desired, have SPO sign

Scan copy into case

Event	Event Description	Who Enters	Action Taken Code	Attached Tickler	Tickler Description	Who Tickler is For	Who Deletes Tickler
CSJ	JUV We Req.C/S Cnty (JCSUPLET.S)	Prob Officer		CS	JUV Ck Ctsy/Trnsf	Juv Clerk & PO	Clerk
JAC	JUV C/S Accept By	Clerk		None	None	None	None
J2C	JUV C/S Out Denied	Clerk		None	None	None	None
JCN	JUV CASENOTE	CLERK	NONE	CE	CASENOTE DUE	PO	PO CLERK
CSP	C/S PROGRESS RPT TO	PO	NONE	NONE	NONE	NO ONE	NO ONE
CSQ	C/S PROGRESS RPT REQUEST	PO	NONE	NONE	NONE	NO ONE	NO ONE

# JUVENILE CLERICAL MANUAL

## BOOKING SHEETS

Updated 11/19

Booking sheets arrive via our printer in the clerical file room. Use the current roster which is emailed from JRF daily.

- Ensure that you have a booking sheet for each person highlighted on the Roster (If not, call JRF Control for assistance #5824)
- Look up minor's name in computer
- Determine correct assigned officer
  - Currently supervised minors will have a PO assigned
  - Brand new minors will be assigned according to the intake scheduled officer; if charge is misd, check with officer to see if they are going to keep the minor or give to PO082.
  - Warrant bookings belong to latest PO listed in the "Witness" section of the minor's case, these will be calendared for next day court in most circumstances, but we do have 48 hrs
  - Booking sheets belonging to new minors that have been DRAI'd out of hall will go to referral clerk to process and be placed on the 82 caseload for misd and 99 caseload for felonies
- Ensure that booking is entered correctly
  - Every new offense requires a new case be initiated by the hall
  - Warrant bookings are entered in the case where the Warrant initially issued (Use WJ tickler to locate appropriate case)
  - Courtesy Supervision for another county will normally be handled by the PO supervisors in the hall as far as arranging transportation back to their county; we do not need to do any data entry at this point.
  - Transfers In from another county for either disposition or wardship will have two packets in manila envelopes that came with them, one is ours, and one is for court clerk. These will need to be scheduled for court w/in 48 hours. These are to go to the clerk doing transfers for immediate processing. These can be tricky, a new transfer in for dispo will need their own new case in Jalan, a minor being transferred BACK to us from us having transferred them out, will be booked into the same case. Ensure that the hall did this correctly. A minor being transferred in for Wardship, never having been here before, will also have a new case entered.

## **Data Entry**

- In Minor's case, enter the following:
  - Select #1- General File Information
    - Type as much info as available
    - Case type-JM or JF?
    - PO#
    - JSC for court location
    - DA for DA
    - Court Case # = space 6 times, type NONE (or other County if courtesy sup booking)
    - Agency code (i.e. RPD, APD SCSO, or other county)
    - Agency number
    - Crime category, use most serious for stats, enter
    - F12
  - Select #3—Charges
    - Ensure valid charges are entered w/date of occurrence, enter
    - If minor is on Formal Wardship, add a 777(a)(2)WI to the charges. (Do not add if it's already there.....)
    - F12
  - Select #4-Events
    - Press F10, type JRR for misd, 777 for VOP only or JFR for felony, enter twice
    - If charge is a 777(a)(2)WI w/NO police report, type RPO to alert the PO the case is ready to file (add parents to #5)
    - If minor is new to the system, type **ICL** to create the CFS, school forms, JV130 (Indian Heritage Form) and the Notification of Parents Right to a Hearing, enter
    - **ICP** is entered on every new booking; it carries a tickler to inform officers to complete an institutional case plan.
    - F12
  - Select #5- Witness/Victims etc
    - Enter parents or guardians from the booking sheet (or minor's other cases in computer) if available, enter, press F12
  - Select #9 – Documents
    - Select ICL document (if new minor to system) enter
    - Print documents, close out of documents
    - Fax CFS form to CFS (write your initials by the “from” section)

- School, JV130 and Notification of Hearing form stays w/ minor's file or booking sheet if no file yet.
- Press F12
- Press F11 to get to images
  - Place PC facedown in scanner
  - Press F10
  - Name it PC, date booked and press Rt control, enter

Fax agency cover sheet(s) and booking sheet (PC) to appropriate agencies to request the police reports for each booking, stamp faxed sheet w/ our "faxed stamp" to show it was sent and keep w/ booking packet. Only RPD, APD and SCSO will have reports in Spillman. CHP, Fire or Parks must deliver report through mail, or will call, or delivery. (Call them to request report) After sending the request for a report, check Spillman often to see if it's in so that we can file if needed asap.

Give copy of booking sheet to PO. Be sure someone else is covering that officer if they are unavailable that day.

Hold onto your copy of booking sheet to see if they are filing or if it should go to out of custody referral clerk.

# Petition To The DA's Office

## New Charges w/ or w/o 777

Updated 11/19

### **IN CUSTODY – NEW CHARGES:**

Probation Officers will review charges and circumstances of a booking to determine if they are going to file. If they are filing..

The officer will enter one of the following events:

JNO – Not on supervised caseload – new charges

JNZ – New charges for youth on supervised caseload

Officer will also enter INN in the Action Taken area to show In Custody and type the date youth going to court on the comment line.

Check SA tickler (SA is created when officer enters a petition event code to alert us)

Select #17 from main menu, type SA, enter

This tells you an officer has typed a petition, and you'll need to process it

### **Detention/Arraignment hearings are held:**

Mondays @ 1:30 in JRF via tele court

Tuesdays @ 8:30 in JRF via tele court

Wednesdays @ 8:30 in JRF via tele court

Thursdays @ 8:30 in JRF via tele court

Fridays @ 1:30 in JRF via tele court

When the officer gives you the petition request,

Check for accuracy as follows:

Check court number on petition, should be SCRDJDSQ year Crt # pet #

Make sure it is signed

Make sure it was done in correct case

Make sure they used correct petition code (JNZ or JNO for non-wards)

Make sure it has INN as the "action taken" code corresponding to the petition event and the date of court is on the comment line

Scan the petition, name it "Petition Request"

Check for prior record (new person only), if priors exist,

From main menu, select F11, select #2, print out all Priors

Scan the Prior Record Sheet

Name it "Prior Record Sheet"

The crime report should already be in scanned images, if not, scan it

Name it whatever the report number is

## Data Entry - #4 Events:

Once everything is scanned into case do the following:

Select JRR – JUV MISD REFERRAL

Or Select JFR – JUV FELONY REFERRAL

Tab to “Action Taken”, type RJC, today’s date, enter

Press F10, type RJC – Request to DA, enter, choose In or Out when box pops up, enter

Type ARD – Arraign/Detention

- Tab to date, enter Court Date, press RT control key
- Tab to time, enter Court time, press RT control key
- Adjust time for court in ticklers to show correct time
- Type “Arraignment” on Description line in tickler, enter

Fill out "Petition Cheat Sheet"

See sample on following pages

NOW, you can delete the JK tickler from the minor’s case, it is there to notify the officer that the report is in and ready for them to decide what to do with the case.

If a green file exists, place purple tag with 01 or whatever next petition number is on bottom of petition request and place in file under “Petitions”

If a physical file folder does not already exist, make a file

Add petition (from the cheat sheets you made) information to the “Addon” email distribution list that is sent every day. This email is sent between 9:00am and 9:30am each day. Technically, this email is to tell the DA what we are sending them, the others on the list are just to use it as a “heads up” not as a calendaring device.

Place file on shelf labeled “Petitions waiting DA acceptance” so you know you are waiting for it to be on the calendar prior to printing out the calendar for the next court day.

You will also be receiving a detention memo and a green advisement of rights signed by the minor to be filed at the court desk.

Make 4 copies of the Detention Memo (Court/Court Clerk/DA/PD or attorney/Probation)

File with court and deliver filed copies to the offices listed above.

The green advisement goes to court clerk with the Detention Memo

## **OUT OF CUSTODY –NEW CHARGES:**

### **Out of Custody Arraignment hearings are held:**

In Department 9

Wednesdays at 9:30am if Public Defender is attorney

or 1:30pm if the minor has a conflict attorney or private attorney

When the officer gives you the petition request, (basket on shelf under window)

Check court number on petition, should be SCRDJDSQ year Crt # pet #

Make sure it is signed

Make sure it was done in correct case

Make sure they used correct petition code (JNZ or JNO for non-wards)

Make sure it has OUT as the “action taken” code corresponding to the petition event and the date of court is on the comment line

Scan the petition, PC, and discovery (if any), and the JV625 into that case.

Name scanned items accordingly (Petition Request, PC, Discovery, JV625)

The crime report should already be in scanned images, if not, scan it and name it the report number

### **Data Entry - #4 Events:**

Select JRR – JUV MISD REFERRAL

Or Select JFR – JUV FELONY REFERRAL

- Tab to “Action Taken” , type RJC, today’s date, enter
- Press F10, type RJC – Request to DA, enter, choose In or Out, (In this case, it would be OUT) press enter
- Type ARR – JUV ARRAIGNMENT
  - Tab to date, enter Court Date, press RT control key
  - Tab to time, enter Court time, press RT control key
  - Press enter, F12
  - Select #6 – Ticklers
  - Adjust time for court in ticklers to show correct time
  - Press Enter
  - Delete the JK tickler, pull up tickler, Press F11 twice

**Fill out "Petition Cheat Sheet"**

See sample on following pages

Add petition (from the cheat sheets you made) information to the "Addon" email distribution list that is sent every day. This email is sent between 9:00am and 9:30am each day. Technically, this email is to tell the DA what we are sending them, the others on the list are just to use it as a "heads up" not as a calendaring device.

Place file on shelf labeled "Petitions waiting DA acceptance" so you know you are waiting for it to be on the calendar prior to printing out the calendar for the next court day.

You may be receiving a detention memo to be filed at the court desk, only if the officer wishes to have minor detained.

Make 4 copies of the Detention Memo (Court/Court Clerk/DA/PD or attorney/Probation)  
 File with court and deliver filed copies to the offices listed above.

Event	Event Description	Who Enters	Action Taken Code	Who Enters	Attached Tickler	Tickler Description	Tickler is For	Deletes Tickler
JRR	Juv Misd Ref	Clerk	RJC	Clerk	None	None	None	None
JFR	Juv Felony Ref	Clerk	RJC	Clerk	None	None	None	None
RJC	Req To DA	PROB CT CLERK	EX	DA Staff	JV	JUV Pet To DA	PROB CT CLERK	PROB CT CLERK
ARD	Arraign/Detention	PROB CT CLERK	None	None	JD	JUV Ct Hearing	PROB CT CLERK	PROB CT CLERK
ARR	JUV ARRAIGNMENT	PROB CT CLERK	INN OR OUT	PO	JD	JUV Ct Hearing	PROB CT CLERK	PROB CT CLERK

Before filing documents with the Court, they need to be copied.

All copies must be stapled and two-hole punched.

## RECEIVED STAMPED

(A petition has an Order that requires a Judge's signature. The "Received" stamped Probation copy is a form of receipt to show that it was filed with the courts. Once the Order has been signed by the Judge and Filed stamped, the "Filed" stamped Probation copy is returned in the will-call.)

### Order of Copies (front to back):

Probation

Original

Attorney

DA

Probation

Remember to bring back one Probation copy.

SOR Request/Modification - 4 copies - SFC

### NOTE:

- ✓ Make an extra copy for each additional case number.

To enter the event in JALAN after copying:

Beginning with the Probation System - Master Menu,

Select #5 "Proceedings / File Update" - enter

Enter the defendant's name - enter

Select the defendant's name with the case number on the petition - enter

Select #4 "Event Information" - enter

F10 to Event Type

Type SFC (SOR STAT REP TO CRT) and enter twice

## RECEIVED STAMPED cont.

### Petitions (Formal Probation) - 4 copies - PPP

- ❖ *Bench Warrant Petition*
- ❖ *Petition for Revocation*

#### NOTE:

- ✓ 2 copies with discovery for DA and Attorney, 2 copies without discovery for Probation.
- ✓ Discovery is scanned and then put back into the file on correct tab (Tab 4 across from the Pinks). It does not go with the original petition.
- ✓ It does not go with the original petition.  
(Discovery refers to any paperwork included behind the petition e.g. Probable Cause Declaration, drug test results, etc.)

To enter the event in JALAN after copying:

Beginning with the Probation System - Master Menu,  
Select #5 "Proceedings / File Update" - enter  
Enter the defendant's name - enter  
Select the defendant's name with the case number listed on the petition - enter  
Select #4 "Event Information" - enter  
F10 to Event Type

Type PPP (PET. FILED W/COURT) and enter twice

To scan discovery (Probable Cause Declaration, drug test, etc):

From the defendant's File Master Update screen, hit F11=Images

F10 "Activate Scanner"

Enter a description for the new scanned image (for Probable Cause Declaration, enter "PC# with the Agency Case # listed at the top right hand side of the document)

Insert the document(s) into the scanner - Enter

## RECEIVED STAMPED cont.

Petition for Modification - 4 copies - FMO

### NOTE:

- ✓ Petition needs to be sent to DA's office for signature BEFORE it is copied.
- ✓ Enter event code FMA (PET. MOD. TO DA SIGN). Put petitions in inner-office envelope to be placed in DA will-call at the courthouse. Put a post-it on the file with the date it was sent to the DA and place the file up front (in the area where files are kept while waiting from petitions to be returned from the DA's office).
- ✓ When the signed petition is returned to us from the DA, make the appropriate copies.
- ✓ Delete the MD tickler (MOD TO DA FOR SIG)

To enter the event in JALAN after copying:

Beginning with the Probation System - Master Menu,

Select #5 "Proceedings / File Update" - enter

Enter the defendant's name - enter

Select the defendant's name with the case number on the petition - enter

Select #4 "Event Information" - enter

F10 to Event Type

Type FMO (PET. MOD. TO CRT) and enter twice

F12

Select #6 Tickler Information - enter

Select "MOD TO DA FOR SIG" (MD tickler) - enter

F11 twice to delete the record

## RECEIVED STAMPED cont.

### AOP - 4 copies - AFC

To enter the event in JALAN after copying:

Beginning with the Probation System - Master Menu,

Select #5 "Proceedings / File Update" - enter

Enter the defendant's name - enter

Select the defendant's name with the case number on the petition - enter

Select #4 "Event Information" - enter

F10 to Event Type

Type AFC (AOP DOC FILED@COURT) and enter twice

### DEJ (DEFERRED ENTRY OF JUDGMENT) - 4 copies - DFD

❖ *Motion for Entry of Judgment*

❖ *Motion for Dismissal*

To enter the event in JALAN after copying:

Beginning with the Probation System - Master Menu,

Select #5 "Proceedings / File Update" - enter

Enter the defendant's name - enter

Select the defendant's name with the case number on the petition - enter

Select #4 "Event Information" - enter

F10 to Event Type

Type DFD (DEJ DOC FILED@COURT) and enter twice

## RECEIVED STAMPED cont.

### CP Petitions - 4 copies

- ❖ Community Supervision Petition - SPF
- ❖ CP Revocation - CVF

#### NOTE:

- ✓ 2 copies with discovery for DA and Attorney, 2 copies without discovery for Probation.
- ✓ Make an extra copy for each additional case number.
- ✓ Discovery is scanned and then put back into the file on correct tab (Tab 4 across from the Pinks). It does not go with the original petition.

To enter the event in JALAN after copying:

Beginning with the Probation System - Master Menu,  
Select #5 "Proceedings / File Update" - enter  
Enter the defendant's name - enter  
Select the defendant's name with the case number on the petition - enter  
Select #4 "Event Information" - enter  
F10 to Event Type  
Type SPF (CP PETITION FILED) if it is a Community Supervision Petition and enter twice  
Type CVF (CP REV REP FILED/CRT) if it is a CP Revocation Petition and enter twice

To scan discovery (Probable Cause Declaration, drug test, etc):

From the defendant's File Master Update screen, hit F11=Images

F10 "Activate Scanner"

Enter a description for the new scanned image (for Probable Cause Declaration, enter "PC# with the Agency Case # listed at the top right hand side of the document)

Insert the document(s) into the scanner - Enter

## RECEIVED STAMPED cont.

### CP Warrant and AB109 Checklist - PAW

#### NOTE:

- ✓ No copies of Warrant (green paper.)
- ✓ Make a copy of the AB109 Checklist to be scanned.
- ✓ The CP Warrant & AB109 Checklist are paper clipped behind the original petition when submitted for filing at the courthouse.

To enter the event in JALAN after copying:

Beginning with the Probation System - Master Menu,

Select #5 "Proceedings / File Update" - enter

Enter the defendant's name - enter

Select the defendant's name with the case number on the petition - enter

Select #4 "Event Information" - enter

F10 to Event Type

Type PAW (WARRANT FILED W/CRT) and enter twice

F12

F11=Images

Scan the AB109 Checklist into the file

F10 "Activate Scanner"

Enter a description for the new scanned image (e.g. AB109 Checklist 3/14/17)

Insert the copy of the AB109 Checklist into the scanner - Enter

## RECEIVED STAMPED cont.

MS Petitions (Mandatory Supervision) - 4 copies

- ❖ MS Petition Filed W/Court - MSF

### NOTE:

- ✓ All MS petitions are entered with the MSF event whether they are Bench Warrant petitions, In-Custody petitions or Out of Custody petitions.
- ✓ Make an extra copy for each additional case number.

To enter the event in JALAN after copying:

Beginning with the Probation System - Master Menu,

Select #5 "Proceedings / File Update" - enter

Enter the defendant's name - enter

Select the defendant's name with the case number on the petition - enter

Select #4 "Event Information" - enter

F10 to Event Type

Type MSF (MS PET FILED W/COURT) and enter twice

## RECEIVED STAMPED cont.

### 1203.9

Order for Transfer (w/Receiving Court Comment Form) - 3 copies - 3TT

- 2 copies for Probation, 2 originals

To enter the event in JALAN after copying:

Beginning with the Probation System - Master Menu,

Select #5 "Proceedings / File Update" - enter

Enter the defendant's name - enter

Select the defendant's name with the case number on the petition - enter

Select #4 "Event Information" - enter

F10 to Event Type

Type 3TT (1203.9 ORD FILED/CRT) and enter twice

Judicial Comment Form - 3 copies - FJC

- 2 copies for Probation, 2 originals

NOTE:

- ✓ Remove PSI Due tickler in #6

To enter the event in JALAN after copying:

Beginning with the Probation System - Master Menu,

Select #5 "Proceedings / File Update" - enter

Enter the defendant's name - enter

Select the defendant's name with the case number on the petition - enter

Select #4 "Event Information" - enter

F10 to Event Type

Type FJC (FILE JCF W COURT) and enter twice

F12

Select #6 Tickler Information - enter

Select "PSI DUE" (RE tickler) - enter

F11 twice to delete the record

## FILE STAMPED

(The Probation Department has been ordered by the Judge to prepare a report.)

### Order of Copies (front to back):

Original(s) w/Prison Rec. attached, if required

Attorney(s)

DA

Probation

Remember to bring back the Probation copy.

PSI - 3 copies - PID

### NOTE:

- ✓ Check behind the report for a copy of the General Conditions.  
Stamp Attorney at the top. Attach this copy behind the Attorney copy of the PSI.
- ✓ Copy the front page of the report and give to Kurt Sauer.
- ✓ Make a copy of all discovery attached to the report. Send the original defendant's statement with the original report (Judge's copy) but a copy of everything else. Scan all discovery and place them back in the file (shred copy of defendant's statement.)
- ✓ Attach a copy of the Prison Term and Recommendation to each original copy.
- ✓ Make an extra copy for each additional case number.
- ✓ Make an extra copy for each additional attorney.
- ✓ Remove PSI Due tickler in #6

To enter the event in JALAN after copying:

Beginning with the Probation System - Master Menu,  
Select #5 "Proceedings / File Update" - enter  
Enter the defendant's name - enter  
Select the defendant's name with the case number on the petition - enter  
Select #4 "Event Information" - enter  
F10 to Event Type  
Type PID (PSI FILED W COURT) and enter twice  
F12  
Select #6 Tickler Information - enter  
Select "PSI DUE" (RE tickler) - enter  
F11 twice to delete the record

## FILE STAMPED cont.

To scan discovery (defendant's statement, etc):

From the defendant's File Master Update screen, hit F11=Images

F10 "Activate Scanner"

Enter a description for the new scanned image (e.g. Defendant's Statement, Victim/Witness Statements, etc.)

If there is a variety of paperwork, they can all be scanned together. Enter the description as "PSI ATTACHMENTS".

Insert the document(s) into the scanner - Enter

## FILE STAMPED cont.

### Supplemental - 3 copies - SPL

#### NOTE:

- ✓ If it is a Supplemental PSI, make a copy of the front page of the report and give to Kurt Sauer.
- ✓ Make a copy of all discovery attached to the report. Send the original defendant's statement with the original document but a copy of everything else. Scan all discovery and place them back in the file (shred copy of defendant's statement.)
- ✓ Attach a copy of the Prison Term and Recommendation to each original copy.
- ✓ Make an extra copy for each additional case number.
- ✓ Make an extra copy for each additional attorney.
- ✓ Remove PSI Due tickler in #6.

To enter the event in JALAN after copying:

Beginning with the Probation System - Master Menu,

Select #5 "Proceedings / File Update" - enter

Enter the defendant's name - enter

Select the defendant's name with the case number on the petition - enter

Select #4 "Event Information" - enter

F10 to Event Type

Type SPL (ADL SUPPLT RPT FILED) and enter twice

F12

Select #6 Tickler Information - enter

Select "PSI DUE" (RE tickler) - enter

F11 twice to delete the record

To scan discovery (defendant's statement, etc):

From the defendant's File Master Update screen, hit F11=Images

F10 "Activate Scanner"

Enter a description for the new scanned image (e.g. Defendant's Statement, Victim/Witness Statements, etc.)

If there is a variety of paperwork, they can all be scanned together. Enter the description as "SUPP RPT ATTACHMENTS".)

Insert the document(s) into the scanner - Enter

## FILE STAMPED cont.

RPR (PSI / CS Revocation Report) - 3 copies - PID

### NOTE:

- ✓ Copy the front page of the report and give to Kurt Sauer.
- ✓ Make a copy of all discovery attached to the report. Send the original defendant's statement with the original document but a copy of everything else. Scan all discovery and put back into the file (shred copy of defendant's statement.)
- ✓ Attach a copy of the Prison Term and Recommendation (if any) to each original copy.
- ✓ Make an extra copy for each additional case number.
- ✓ Make an extra copy for each additional attorney.
- ✓ Remove PSI Due tickler in #6

To enter the event in JALAN after copying:

Beginning with the Probation System - Master Menu,  
Select #5 "Proceedings / File Update" - enter  
Enter the defendant's name - enter  
Select the defendant's name with the case number on the petition - enter  
Select #4 "Event Information" - enter  
F10 to Event Type  
Type PID (PSI FILED W COURT) and enter twice  
F12  
Select #6 Tickler Information - enter  
Select "PSI DUE" (RE tickler) - enter  
F11 twice to delete the record

## FILE STAMPED cont.

To scan discovery (defendant's statement, etc):

From the defendant's File Master Update screen, hit F11=Images

F10 "Activate Scanner"

Enter a description for the new scanned image (e.g. Defendant's Statement, Victim/Witness Statements, etc.)

If there is a variety of paperwork, they can all be scanned together. Enter the description as "PSI ATTACHMENTS".

Insert the document(s) into the scanner - Enter

## FILE STAMPED cont.

### POST - 3 copies - PST

#### NOTE:

- ✓ Stamp front of report with POST stamp before copying.
- ✓ Make an extra copy for each additional case number.
- ✓ Remove POST Rpt Due Steno tickler in #6.

To enter the event in JALAN after copying:

Beginning with the Probation System - Master Menu,

Select #5 "Proceedings / File Update" - enter

Enter the defendant's name - enter

Select the defendant's name with the case number on the petition - enter

Select #4 "Event Information" - enter

F10 to Event Type

Type PST (INT.POST SENT FILED) and enter twice

F12

Select #6 Tickler Information - enter

Select "POST RPT DUE STENO" (PR tickler) - enter

F11 twice to delete the record

## FILE STAMPED cont.

Memo - 3 copies - MFC

- ❖ *Memorandum to Court*
- ❖ *DEJ Memo to Court (will not have a title on the document, but will have Liz South's signature at the bottom)*

### NOTE:

- ✓ Make an extra copy for each additional case number.
- ✓ Make a copy of all discovery attached to the memo. Include discovery with all copies of the Memo. Scan all discovery and place them back in the file.

To enter the event in JALAN after copying:

Beginning with the Probation System - Master Menu,  
Select #5 "Proceedings / File Update" - enter  
Enter the defendant's name - enter  
Select the defendant's name with the case number on the petition - enter  
Select #4 "Event Information" - enter  
F10 to Event Type  
Type MFC (MEMO FILED W/ COURT) and enter twice  
F12  
Select #6 Tickler Information - enter  
Select "PSI DUE" (RE tickler) - enter  
F11 twice to delete the record

To scan discovery (Victim/Witness statements, Restitution Request Forms, etc):

From the defendant's File Master Update screen, hit F11=Images

F10 "Activate Scanner"

Enter a description for the new scanned image (e.g. Victim/Witness Statements, etc.)

Insert the document(s) into the scanner - Enter

## FILE STAMPED cont.

Dual Diversion (1001.22(c) PC ) - 3 copies - SPL

**NOTE:**

- ✓ Make an extra copy for each additional case number.

To enter the event in JALAN after copying:

Beginning with the Probation System - Master Menu,  
Select #5 "Proceedings / File Update" - enter  
Enter the defendant's name - enter  
Select the defendant's name with the case number on the petition - enter  
Select #4 "Event Information" - enter  
F10 to Event Type  
Type SPL (ADL SUPPLT RPT FILED) and enter twice  
F12  
Select #6 Tickler Information - enter  
Select "PSI DUE" (RE tickler) - enter  
F11 twice to delete the record

FIREARMS RELINQUISHMENT REPORT - 3 copies - FAR

**NOTE:**

- ✓ Make an extra copy for each additional case number.

To enter the event in JALAN after copying:

Beginning with the Probation System - Master Menu,  
Select #5 "Proceedings / File Update" - enter  
Enter the defendant's name - enter  
Select the defendant's name with the case number on the petition - enter  
If that case number isn't listed, select the case name with P63 as the case number - enter  
Select #4 "Event Information" - enter  
F10 to Event Type  
Type FAR (FIREARMS RPT FILED) and enter twice  
F12

## FILE STAMPED cont.

### 1203.9

Notice and Motion for Transfer  
(w/Declaration in Support of Order to Transfer Probation) - 2 copies - 3TO

- 1 copy for Probation, 2 originals

To enter the event in JALAN after copying:

Beginning with the Probation System - Master Menu,

Select #5 "Proceedings / File Update" - enter

Enter the defendant's name - enter

Select the defendant's name with the case number on the petition - enter

Select #4 "Event Information" - enter

F10 to Event Type

Type 3TO (1203.9 OUT FILED/CRT) and enter twice

## Court Run

### OVERVIEW

Paperwork between the Courts and Probation must be transported timely to ensure all parties receive needed documentation to process offenders and facilitate court hearings. Each clerk is responsible for one day per week. The court run typically is made at 10:30 a.m. every day.

### PROCEDURE

1. Collect documents from Probation
  - a. Collect any reports, petitions and Work Program paperwork from the Court Run tray at 1600 court Street, 1<sup>st</sup> Floor
  - b. Group paperwork
    - i. Group together all in-custody petitions and place on top of the pile
      1. In-custody petitions will all have today's date with a 1:30 time
    - ii. Group together all other petitions and place second in the pile
    - iii. Group together all other reports and place third in the pile
    - iv. Department 1 and 2's reports will already be packed in their respective folders. Place folder on bottom of pile.
  - c. Collect all documents for the District Attorney
    - i. Collect any items from the DA (District Attorney) tray which is next to the Court Run tray. Put DA mail in a county manila envelope – write "DA" on front of envelope.
  - d. Put all petitions, reports, DA mail and Work Program paperwork in a black or blue folder. This folder goes on top of Department 1 and Department 2's folders.
2. Court Run
  - a. File all documents in Room 219 (2<sup>nd</sup> floor) at the court house.
  - b. In-Custody petitions must be filed before 11:00 a.m. If there are in-custody petitions included in the pile and there is a line at the "Criminal" window, wait for a break and let the court clerk know that you have in-custody petitions and file according to instructions in 2.c.ii.
  - c. File petitions
    - i. At the "Criminal" window, let the court clerk know you have in-custody petitions (if any and if you didn't hand them in earlier).
    - ii. The Petitions will be "Received" stamped (they need a Judge's signature) by the clerk. The clerk will keep all copies except one Probation copy which you will retrieve and bring back for the department files.
  - d. File Reports
    - i. The reports will be "Filed" stamped. The court clerk will only take the original (Judge's) copy and return the remaining copies (Probation, DA, and Attorney.
      1. The probation copies of the reports that were originally in the Department 1 or 2 folders must be returned to their original folder.



2. If the petition or report has a future court date and the file is not in Open, put it in the respective mailbox (Department 1 or Department 2).
- iv. Place any yellow or pink copies granting DEJ (Deferred Entry of Judgment) into the mailbox of the clerk processing DEJ file set-ups.
- v. Place 1203.9 petitions in the mailbox of the clerk processing 1203.9 file set-ups.
- vi. Place Far Northern Regional Center reports in the mailbox of the clerk processing the Dual Diversion set-ups.
- vii. Give any medical reports and other miscellaneous paperwork to the Supervising Clerk.

## SETTING UP A FILE FOR ADULT FORMAL PROBATION

### OVERVIEW

When a defendant is sentenced to Formal Probation, the court clerks will enter the PRF (ADL FORM PRB GRANT) event on the Court side. Following this, the defendant needs to be set up on the Probation Side to begin supervision. This process is important because it informs the supervision officer of the new case which ensures offenders begin getting needed services sooner. In addition, this process informs law enforcement of the offender's supervision status.

### PROCEDURE

1. Get the Event from the Court
  - a. From the Master Menu, Choose #4 "Transfer Case From Court"
  - b. Type PRF – Enter
  - c. Select a name from the list and enter "I" (for Inquiry) to go into the case on the court side.
  - d. Select 9 (View Case Documents).
  - e. If there is a J&S Document Listed, continue with setup based on the J&S. If there is not, use the PSI in file for entry.
  - f. Hit F12 twice to return to Event Select Screen
  - g. Enter X next to Defendant name and Enter twice
2. Print J&S (If no J&S skip to #3)
  - a. Shift F1 to transfer to Court Side
  - b. Enter 9 (View Case documents) – Enter
  - c. Select J & S Document – Enter
  - d. Print Document
  - e. F12 to return to Case Master Inquiry
3. Print PSI (only if no J&S)
  - a. If you have the file, the PSI can be found under the pinks.
  - b. If you don't have the file, From the Master Menu choose #9 Work with File Documents – enter
    - i. Select "Short Form PSI" or "Adl Sup Rot New Off" – enter
    - ii. Report will open in Word and can either be viewed on the computer or printed.
4. Check Probation End Date
  - a. Enter 8 (View Printed Document)
  - b. Locate Probation End date as ordered by the judge and ensure it matches the J&S or PSI.
  - c. F12 twice to exit to File Master Update on Probation Side
5. Enter General File Information
  - a. Enter 1 (General File Information)
  - b. Referral Type – Enter AF for Adult Felony

- c. Court Disposition – Enter 001 for Adult Felony Probation
  - d. P.O. – Ensure this is a supervision officer (not an investigations officer)
    - i. If an investigations officer is still listed, give file to SPO who assigns caseloads following set up.
  - e. Probation Term – Enter number of years defendant is ordered to be on Probation
  - f. Date Probation to Start – Enter sentencing date
  - g. Date Probation to End – Enter the date for the number of years minus one day (example: 3 years from 6/23/2016 is 6/22/2019) – Enter
6. Enter Program Information
- a. If the J&S indicates restitution for the victim or reserved restitution as part of the court orders, enter the restitution in Program Information
    - i. From File Master Update select 2 (Program Information)
    - ii. F10 to enter additional Programs
    - iii. Enter RT in Program Type
    - iv. Enter PO in Agency
    - v. Enter Sentencing Date in Referred Date – Enter
    - vi. F12 to exit
  - b. INFORMATIONAL ONLY – The Probation Officer is responsible for entering any programs for offenders who must register with law enforcement (SZ – Sex Offenders, RD – Drug Offenders, RA – Arsonists, HV – HIV)
7. Verify Disposition of Charges
- a. From File Master Update select 3 (Charge/Issue Information)
  - b. Verify a disposition code is entered for each charge.
    - i. If a disposition code is enter for all charges, F12 to return to File Master Update
    - ii. If a disposition code is not entered for a charge, note the charge number(s) missing disposition and refer to the courtside on the second screen
      - 1. From File Master Update - Shift F1 to switch to courtside
      - 2. Select 3 (Charge Information)
      - 3. Locate Count number(s)
      - 4. Note Disposition Code
      - 5. F12 twice to return to Probation Side
      - 6. Select 3 (Charge Information)
      - 7. Select Record without Disposition
      - 8. Enter Disposition Code in Disp Code – Enter, F12 to return to File Master Update
8. Update Personal Record
- a. Use the personal history packet in the file to verify and update information in JALAN
    - i. From File Master Update – Select 10 (Update Person Record)
    - ii. Verify fields match the information in the personal history packet
    - iii. Verify data is entered in the correct form to ensure SR1 event will process successfully as follows:
      - 1. No special characters (i.e. period, commas, dashes, parenthesis)
      - 2. The Drivers License number only has the license number and no additional text (i.e. “Photo ID only)
      - 3. The State ID starts with an A

4. The zip code only has the first 5 digits e.g. 96001
5. Enter, F12 to return to File Master Update

9. Enter appropriate events

- a. From File Master Update – Select 4 Event Information
- b. SR1 – An SR1 event must be entered.
  - i. F10 to add event:
  - ii. Type SR1 (SRF NEW CASE TO DOJ)
  - iii. Enter sentencing date in Event Date – Enter twice
  - iv. Repeat for each case if there are multiple cases.
  - v. If you will receive an error message stating that “File Control # Already On File”, copy that screen as an image, paste the image into an email addressed to Tom Cloud at IJS ([tcloud@shasta.courts.ca.gov](mailto:tcloud@shasta.courts.ca.gov)) letting him know that you encountered an error message and also include the defendant’s name and case number.
- c. If the J&S or PSI indicate victim restitution is ordered or if restitution is reserved enter RTO event
  - i. F10 to Enter Record
  - ii. Enter RTO
  - iii. Enter Sentencing Date in Event Date – Enter
  - iv. Enter Person’s name and the amount (if listed) in the paragraph section – Enter
- d. If the J&S or PSI indicate a no contact order, enter A06 Event
  - i. F10 to Enter Record
  - ii. Enter A06
  - iii. Enter Sentencing Date in Event Date – Enter
  - iv. Type name(s) of person(s) or business(s) not to be contacted in the paragraph section – Enter
- e. Enter the Scheduled Termination Date from the J&S or PSI
  - i. F10 to Enter Record
  - ii. Enter STD
  - iii. Enter Defendant’s termination date in the Event Date – Enter twice
- f. Enter FSA event if this case is a new formal case
  - i. Determine if the defendant has any other active cases
    1. On the second screen – From the Master Menu select 5 (Proceedings/File Update)
    2. Enter Defendant’s Name
    3. If the Defendant does not have any additional cases with ADFM in the beginning of the File number and AC in the Status, Enter FSA event
      - a. F10 to Enter Record
      - b. Enter FSA In Event Type
      - c. Enter the sentencing date in the Event Date
      - d. If the Defendant has other active cases with different supervision types, enter action taken code for type of case
        - i. Refer to the second screen – if the defendant has another case with AC in the status and the file number starts with ADCP (Community Supervision) enter CMS in Action Taken. If the

defendant has another case with AC in the status and the file number starts with ADMS (Mandatory Supervision) enter MDS in Action Taken.

- e. Enter twice
- g. For defendants who do not have any active cases besides the current case, enter the appropriate event to indicate how long between the previous closed case and the current open one.
  - i. Refer to second screen – Check each case with CL in the status for Close Case and determine most recent case closed date:
    - 1. From File Master Update choose #4 Event Information
    - 2. Locate the “SRF PROB TERM TO DOJ” event and note only most recent closed date.
  - ii. Enter Event AJR or AAR Event
    - 1. If the file number of the most recent close case starts with JV, enter AJR (JUV PREV/AC RETURNS) event.
      - a. F10 to Enter Record
      - b. Enter AJR in Event Type
      - c. Enter sentencing date of current case in event date
    - 2. If the file number of the most recent closed case begins with AD (except for WP, SOR, DEJ, or Dual Diversion), enter AAR (ADULT/PREV/AC RETURNS)
      - a. F10 to Enter Record
      - b. Enter AAR in Event Type
      - c. Enter the sentencing date of current case in the event date
      - d. Based on the amount of time between the last closed case and the current sentencing date enter one of the following in the Action Taken field:
        - i. 0-6 months = 06M
        - ii. 6-12 months = 12M
        - iii. 12-18 months = 18M
        - iv. 18-24 months = 24M
        - v. 24-30 months = 30M
        - vi. 30-36 months = 3YR
        - vii. 3 or more years = 3MY
      - e. Enter the date of SRF PROB TERM TO DOJ event in the closed case in the event date.
      - f. Enter twice
- h. For defendants who do have other active Formal Probation Cases (case will have AC in the status and the file number will start with ADFM) enter FSP (FORMAL SETUP CASE)
  - i. F10 to Enter Record
  - ii. Enter FSP in the Event Type
  - iii. Enter sentencing date in Event Date
  - iv. Enter twice
- i. For cases that do not have a J&S (Judgement & Sentencing) and you are working with the PSI (Pre-sentence Investigation report) enter FSB (SET UP/W’OUT MIN ORD) event
  - i. F10 to Enter Record

- ii. Enter FSB in Event Type
    - iii. Enter sentencing date in Event Date
    - iv. Enter twice
  - j. For defendants who do not have any other active probation cases, enter FLD (ADL FIELD SHEET) event
    - i. F10 to Enter Record
    - ii. Enter FLD in Event Type
    - iii. Enter sentencing date in Event Date
    - iv. Enter three times
    - v. F12 to return to File Master Update Screen
10. Enter appropriate ticklers
- a. From File Master Update select 6 Tickler Information
    - i. Add Review Case Tickler
      - 1. F10 to add record
      - 2. Enter date six months from sentencing date in Tickle Date
      - 3. Enter 0800 in Tickle Time
      - 4. Enter 6R in Activity Code
      - 5. Enter
    - ii. Add Master Case Tickler
      - 1. If defendant has more than one case, enter tickler in case with PSI Event
        - a. Refer to second screen
        - b. From Master Case Update select 9 Work with File Documents
        - c. Locate "INT.PSI TYPED" or "SHORT FORM PSI" document. If the document doesn't exist, repeat in other cases until you locate the case with this document.
        - d. Refer to second screen and select same case
        - e. From Master Case Update select 6 Tickler Information
        - f. F10 to add record
        - g. Enter sentencing date in Tickle Date
        - h. Enter 0800 in Tickle Time
        - i. Enter ME in Activity Code
        - j. Enter
    - iii. Add Monthly Report Due only in the Master Case (see 10.a.ii)
      - 1. F10 to add record
        - a. Enter sentencing date in Tickle Date
        - b. Enter 0800 in Tickle Time
        - c. Enter WM in Activity Code
        - d. Enter "initial set up" in Description
        - e. Enter
    - iv. Delete SCH J&S DATE tickler
      - 1. Enter number in select record
      - 2. F11 twice to Delete Record
    - v. F12 to return to File Master Update
11. Enter/Update Probation Orders
- a. From Master File Update Select 11 Enter/Update Probation Orders

- b. Verify that an "X" is next to all terms and conditions listed on the J&S except the following:
    - i. Conditions related to fines & fees (unless Probation Officer marked previously)
    - ii. Conditions related to Work Program (unless Probation Officer marked previously)
    - iii. Conditions related to jail (unless Probation Officer marked previously)
    - iv. Mark an "X" next to any condition that should have been marked but isn't. These conditions will all begin with an "A" and should not include any that are for CP or MS except if the condition can only be found under CP conditions. These conditions include the following: CP Child Abuse Trtmn, CP Anger Managmnt Pr, CP-Sub Abuse Tx, CP Parenting Program, and CP MH Evaluation.
    - v. The following should always be marked:
      - 1. 01A – Formal Conditions
      - 2. A0C – Formal Conditions Sig
      - 3. A52 – General Conditions
    - vi. The following should always be marked if listed on the J&S (even if included in the General Conditions or Formal Conditions):
      - 1. A16 – No Firearm/Weapons
      - 2. A18 – No Contrl Substnce
      - 3. A82 – Submit Chemical Test
      - 4. A48 – Warrantless Search
      - 5. A25 – No Alcohol
      - 6. A25 – Reg Drug Offender
      - 7. A31 – Register Sex Offnd
      - 8. A62 – Sex Offender Prog
      - 9. A94 – Participate in AOP
      - 10. A67 – Register Arson
      - 11. A95 – Residential Treatment
      - 12. A89 – 1 YR Batterer's Prog
      - 13. A06 – No Contact With
      - 14. A08 – Rest – No \$ Spec
      - 15. 04A – DV Conditions
  - c. F8, F6, F9 to make the recommendations active
  - d. Confirm Probation Orders have been made active
    - i. From File Master Update select 8 View File History
      - 1. Scroll Down to Probation Orders – All orders selected should be listed
      - 2. F12 to return to File Master Update
12. Add No Contact Order – If an offender has a no contact order included in the J&S (and his terms and conditions).
- a. Refer to second screen – From Master Case Update, Shift F2 to transfer to DA Side
  - b. Select 4 Witness/Victim/Others Information
  - c. Select the person/address to view the information in the court records.
  - d. Refer to first screen – Select 5 Witness/Victim/Others Information
  - e. F10 to add any person not listed

- f. Enter name and birthdate as listed on DA Side for all parties except a confidential victim – Enter
- g. Enter Address and phone number as listed on the DA Side for all parties except a confidential victim – Enter
- h. Enter appropriate person type (i.e. VT – Victim, CD – Co-Defendant)
- i. For Confidential Victims, follow steps b-h but do not list full names as listed on the DA side. Enter their personal information as it's found on the PSI (i.e. initials and date of birth).
- j. Enter “No Contact Order” in comment line – Enter
- k. F12 to return to File Master Update

13. Enter Person Alerts

- a. Shift F3 to open Person Alert Search
  - i. Supervision Type Person Alert
    - 1. F10 to add supervision type person alert
    - 2. Enter Date of Sentencing in Start Date
    - 3. Enter SVT in Alert Type
    - 4. Enter AAF in Alert Xtra – Enter
  - ii. Enter other person alerts pertaining to the case as listed in the Person Alerts Worksheet located at <http://intranet/docs/libraries/probation-docs/procedures/adult-procedures/Adult Person Alert Table.pdf>
    - 1. Always use the sentencing date for the start date
    - 2. Examples of important Person Alerts to include when indicated are:
      - a. DUI – DUI Charges
      - b. DGR – Drug Registrant
      - c. DVO – Domestic Violence
      - d. SXO – Sex Offender
      - e. ARS – Arson Registrant
  - iii. Note the Risk Level Code listed in Person Alerts and enter the code in the Person Record
    - 1. F12 to return to File Master Update
    - 2. Select 10 Update Person Record
    - 3. Enter the one of the following that corresponds to the risk level in Classification
      - a. LR – Low Risk
      - b. AR – Moderate Risk
      - c. VH – High Risk Violence
      - d. PH – High Risk Property
      - e. DH – High Risk Drug

14. Scan the Personal History Packet into the Master Case (as established in Master Case Tickler Section)

- a. From File Master Update screen, F11 for Images
- b. F10 to Activate Scanner
- c. Remove staple and insert paperwork into the scanner
- d. Enter description, “PERS HIST PKT” with the date it was stamped (if any)
- e. Enter

15. Prep and file hard copy file

- a. File J&S (if available) in the file behind the pink court notes

- b. Write the termination date on the blue dot on the front of the file
- c. File in alphabetical order in the open section of the file room or give to SPO assigning caseloads if Supervision Officer has not yet been assigned (assigned PO listed is still Investigations Officer).

## FORMAL PROBATION TERMINATIONS

### OVERVIEW

When a defendant completes formal supervision, the defendant needs to be terminated from probation on the Probation Side to complete supervision. This process is important because it informs law enforcement of the offender's supervision status. Rules around how police officers can engage a citizen are different when the person is under probation's supervision. The liability related to civil rights is significant for all involved.

### PROCEDURE

1. List Cleanup
  - a. From Master Menu – Select #4 (Transfer Case from Court)
  - b. Enter TRM – Enter
  - c. Delete Misdemeanor (alphabetical portion of case number ends with “M”) and Traffic Cases (alphabetical portion of case number ends with “TR”)
    - i. Enter D by name – Enter once
  - d. Delete any Closed, Work Program Cases (alphabetical portion of case number ends with WP), MS Cases (alphabetical portion of case number ends with ADMS), and CP Cases (alphabetical portion of case number ends with ADCP)
    - i. On second JALAN session from Master Menu, Select #5 (Proceedings/File Update)
    - ii. Enter last and first name of offender – Enter
    - iii. If the status is CL or the alphabetical portion of the case number ends with ADMS, ADCP, or WP, delete the case off the TRM wheel on the first JALAN session.
      1. Enter D by name – Enter once
  - e. Check for events that don't create a new file
    - i. Enter X by each name, enter
      1. If a red line that reads “This event type does not create a new File” appears on the screen, enter to remove the name
      2. If the red line does not appear, F12
2. Process Termination
  - a. Blue Termination Sheet
    - i. Check the termination sheet to ensure a supervisor or lead officer has signed.
  - b. Terminate Case
    - i. From Master Menu – Select #4 (Transfer Case from Court)
    - ii. Enter TRM – Enter
    - iii. Enter X by defendant's name – Enter twice
    - iv. Select #2 (Program Information) – Enter
    - v. If there are programs listed, check the “CC” column for completion codes. If a program referral does not have a completion code, print screen and request the assigned Probation Officer to complete it.

- vi. F12 to return to File Master Update
- vii. Select #4 (Event Information) – Enter
- viii. F10 to enter a new event
- ix. Enter termination code from blue sheet – Enter three times
- c. Print Termination Letter if the termination code is FTM (ADL SUCC TERMINATED) or ETF (EARLY TERM FELONY).
  - i. F10 to enter a new event
  - ii. Enter FPD (ADL PRB TERM LTR) – Enter three times
  - iii. F12 to return to File Master Update
  - iv. Enter #9 (Work with File Documents)
  - v. Select Record for ADL PRB TERM LTR to view document
  - vi. Print the letter and put it in assigned Probation Officer's box for signature and mailing.
- d. If this case is the only active case on formal probation
  - i. Enter FTN event
    - 1. F12 to return to File Master Update
    - 2. Select #4 (Event Information)
    - 3. F10 to enter a new event
    - 4. Enter FTN (ADL TRM ALL CASES) in the Event Type – Enter three times.
    - 5. Update FTN event with Action Taken if a date is entered for "Recidivism Dates on the bottom of the blue sheet"
      - a. F10 to select record, select record with ADL TRM ALL CASES in Description.
      - b. Enter either FRC (if Felony is circled) or MRC (if Misdemeanor is circled) in Action Taken.
      - c. Enter Date from blue sheet - Enter twice
  - ii. Enter SR4 Event to cancel DOJ record (EXCEPT IF THE CASE TERMINATED IS IN THE ICOTS SECTION OF THE BLUE SHEET)
    - 1. Locate Event with SRF NEW CASE TO DOJ in the Event Description
    - 2. On second screen ensure DOJ number includes a string of numbers beginning with an A.
      - a. From File Master Update Select #10 (Update Person Record)
      - b. Confirm number
    - 3. On first screen F10 to enter new event
    - 4. Enter SR4 (SRF PROB TERM to DOJ)
    - 5. Enter 1 (Clear SRF, no longer on active supervision) – Enter twice
    - 6. F12 to return to File Master Update
  - iii. Verify DOJ Number has been deleted
    - 1. Select #10 (Update Person Record)
    - 2. Verify no entry is in DOJ Number Field
    - 3. F12 to return to File Master Update
  - iv. Close all person alerts except officer safety, warrants or Prop 47 person alerts.

1. A complete table for Person Alerts can be found on Probation's Intranet site at [http://intranet/docs/libraries/probation-docs/procedures/adult-procedures/Adult\\_Person\\_Alert\\_Table.pdf](http://intranet/docs/libraries/probation-docs/procedures/adult-procedures/Adult_Person_Alert_Table.pdf)
  2. From File Master Update, Shift F3
  3. Enter number of Person Alert that needs to be closed – Enter
  4. Enter appropriate code from following list table below in Action Taken. Check with supervisor if appropriate code is unclear.
    - a. Successfully completed – SUC
    - b. Terminated – TEM
    - c. Unsuccessful – UNS
    - d. Prison – PRN
    - e. Deceased – DSD
    - f. Sent to DAPO – CLS
    - g. Transferred to another County – CLS
  5. Enter current date in Action Taken Date – Enter
  6. Repeat steps 2-4 for each remaining alert
  7. Check Person Alerts Closed Box on blue sheet and initial in space provided.
  8. If there was a Prop 47 person alert, notify the Supervising Clerk of the P47 alert.
- e. Delete Ticklers
- i. From File Master Update select #6 (Tickler Information)
  - ii. Delete all ticklers EXCEPT for Work Program Ticklers (AWP, WP, or Community Service)
    1. Select first record
    2. F11 twice to delete
    3. Repeat for remaining ticklers (except work program)
    4. F12 to return to File Master Update
- f. If termination code is Convert felony case to CRR on blue sheet, update court disposition
- i. From File Master Update, select #1 (General File Information)
  - ii. Enter 003 in Court Disposition (to change the description to read "Adult CR&R) – Enter
- g. If Case reduced to P47 box is checked on the blue sheet, update charge information (to reduce to misdemeanor)
- i. From File Master Update, select #3 (Charge/Issue Information)
  - ii. On the second JALAN screen, from File Master update, Shift F1 to go to the Court Side
  - iii. Select #3 "Charge Information" – Enter
  - iv. Select the charge. The Court Side will list the type as M (misdemeanor) and the Disp as NCP or GPE.
  - v. On the first JALAN session, F10 to Add Record on the Probation Side in Charge/Issue Information
  - vi. Enter the new misdemeanor charge information as it appears on the court side: Code Identifier, Code Number, Crime Type, Count #, Offense Date (Violation Date on the court side), Disp Code and Disp Date – Enter

- vii. Edit the existing felony charge on the Probation side to include a DISP code of RDS. (The court side will show a Disp Code of REE but we have to enter RDS on the Probation side.)
  - 1. Select the existing felony record – Enter
  - 2. Change the Disp Code to RDS – Enter
  - 3. F12 to return to File Master Update
- h. If the case is terminated in the ICOTS section of the blue sheet, verify no SRI was entered previously
  - i. From File Master Update, select #4 (Event Information)
  - ii. Page down to review all events, confirm that SRF NEW CASE TO DOJ was never entered.
    - 1. If SRF NEW CASE TO DOJ was entered, F10 to add event
    - 2. Enter SR4 in Event
    - 3. Enter 1 (Clear SRF, no longer on active supervision) – Enter twice
  - iii. F12 to return to return to File Master Update
- i. Change PO Number only for ICOTS cases
  - i. From File Master update, select #1 (General File Information)
  - ii. Change PO Number to PO086 if there are no work program ticklers (in 2.e of the instructions) and PO100 if there are work program ticklers. – Enter
- j. If case was terminated because of Prop 64, update charge information (to reduce to misdemeanor)
  - i. From File Master Update, select #3 (Charge/Issue Information)
  - ii. On the second JALAN screen, from File Master update, Shift F1 to go to the Court Side
  - iii. Select #3 "Charge Information" – Enter
  - iv. Select the charge. The Court Side will list the type as M (misdemeanor) and the Disp as NCP or GPE.
  - v. On the first JALAN session, F10 to Add Record on the Probation Side in Charge/Issue Information
  - vi. Enter the new misdemeanor charge information as it appears on the court side: Code Identifier, Code Number, Crime Type, Count #, Offense Date (Violation Date on the court side), Disp Code and Disp Date – Enter
  - vii. Edit the existing felony charge on the Probation side to include a DISP code of RED (CT-REDUCED) or REO (CT-REDUCED OTHER).
    - 1. Select the existing felony record – Enter
    - 2. Change the Disp Code to RED or REO – Enter
    - 3. F12 to return to File Master Update
- k. Scan the termination sheet
  - i. From the File Master Update, F11 for Images
  - ii. F10 to activate scanner
  - iii. Insert the termination sheet into the scanner
  - iv. Enter FP TERMINATION SHEET and the date at the top left hand corner of the sheet as the description for the image
  - v. Delete any other information on the description line – Enter
  - vi. Stamp termination sheet "SCANNED" and place it in the file across from the pinks.

- I. If the last active case was terminated, close hard copy file
  - i. Paste a small round colored dot that corresponds to the current year on the lower right corner inside the back folder. Write the month/year the file was terminated.
  - ii. Do closed files scanning/purging (see additional instructions).
  - iii. Write "Closed" in pencil on the front of the file on the left side.
  - iv. File in the Closed Section of the File Room.

## **PSR = POST SENTENCE REPORT**

### **#1 General File Information – tab to each field**

**Referral Type = AP**

**Before changing PO to PO097, always write the PO caseload on the top right hand corner of the ½ sheet e.g. PO 9 (Supervision caseloads only). If it is a “pink” or an Investigations caseload, write INV on the top right hand corner of the ½ sheet.**

**PO # = PO097**

**Court Disposition = 004**

**Judge = J0001 or J0002**

**Attorney = Shift ? (Look Up) with first initials of attorney (this information is found on ½ sheet referral, enter**

### **F12 to File Master Update Screen**

**Shift F2 to check DA side to see if the police report has been scanned by entering #13 (Images for Case, F12**

### **#4 Event Information**

**Press F10 – Add Record**

**At “Event Type” field, enter the following events:**

**IDA (DA file requested) – If images are available: enter once, tab to Action Taken & type IDR - enter twice. If images were not available type the IDA – enter twice.**

**Do not enter future date for POSTS – IZZ Event**

**Don’t forget to stamp Scanned on half-sheet (if images are available)**

### **#6 Tickler Information**

**If images were available from DA side, delete DG tickler (DA FILE NEEDED)**

**IMPORTANT!! DOUBLE CHECK THAT EITHER “INV” OR A P.O. CASELOAD (E.G. PO 9) IS WRITTEN ON THE TOP RIGHT HAND CORNER OF THE ½ SHEET.**

**AFTER COMPLETING THE ABOVE STEPS FOR POST REPORTS, PLACE FILE IN THE INVESTIGATIONS BOX.**

## **POST TERMINATIONS**

### **#1 General File Information – tab to each field**

Court disposition = 004 (if not already entered)

**IMPORTANT!!** Check top right hand corner of the ½ sheet. If there is a caseload number (e.g. PO 9), enter that caseload. If INV is written, enter PO086.

PO # = PO caseload (as indicated on ½ sheet) or PO086 (if INV is written on ½ sheet)

### **F12 to File Master Update**

### **#4 Event Information**

Press F10 – Add Record

At “Event Type” field, enter the PBD event if not found

Tab to “Event Date” - enter Date on POST report

### **F12 to File Master Update**

### **#6 Tickler Information**

Delete all ticklers

### **F12 to File Master Update**

### **#4 Event Information**

Enter “Event Type” – PIZ (to scan pinks)

Enter “Event Type” – SKN (Closed File Shredded) (for temporary files)

### **F12 to File Master Update**

F11 = Images

Enter “C” next to scanned image and change description to “Pinks”

**NOTE: Always scan the pinks and shred the temporary file (handwritten name).**

**If it was an active case and terminated within the year, do Closed Files Scanning and keep.**

**If it was an active case and terminated more than a year ago, do Closed Files Scanning and shred.**

Revised 10/23/15

## **POST TERMINATIONS**

### **#1 General File Information – tab to each field**

Court disposition = 004 (if not already entered)

**IMPORTANT!!** Check top right hand corner of the ½ sheet. If there is a caseload number (e.g. PO 9), enter that caseload. If INV is written, enter PO086.

PO # = PO caseload (as indicated on ½ sheet) or PO086 (if INV is written on ½ sheet)

### **F12 to File Master Update**

#### **#4 Event Information**

Press F10 – Add Record

At “Event Type” field, enter the PBD event if not found

Tab to “Event Date” - enter Date on POST report

### **F12 to File Master Update**

#### **#6 Tickler Information**

Delete all ticklers

### **F12 to File Master Update**

#### **#4 Event Information**

Enter “Event Type” – PIZ (to scan pinks)

Enter “Event Type” – SKN (Closed File Shredded) (for temporary files)

### **F12 to File Master Update**

F11 = Images

Enter “C” next to scanned image and change description to “Pinks”

**NOTE: Always scan the pinks and shred the temporary file (handwritten name).**

**If it was an active case and terminated within the year, do Closed Files Scanning and keep.**

**If it was an active case and terminated more than a year ago, do Closed Files Scanning and shred.**

Revised 10/23/15

## RETURN COURT CALENDAR

### OVERVIEW

When the Court officer returns from Court, he/she will bring back the calendar, all files, and "pinks". These files and "pinks" must be returned to their appropriate location which must be documented for future reference.

### PROCEDURE

1. Check in the "Pinks"
  - a. If a "Pink" has a ½ sheet on the front indicating the need for a report (PSI, Supplemental, AOP, 288, POST) give the "Pink" to the clerk that is responsible for processing referrals and write the initials of the clerk in red ink in the margin to the left of the defendant's name on the return calendar.
  - b. If the "Pink" includes a reference to DEJ, give the "Pink" to the clerk who is responsible for DEJ file set-ups and write the initials of the clerk in red ink in the margin to the left of the defendant's name on the return calendar.
  - c. If the "Pink" has a ½ sheet referral for "Credits" only, write the Investigations Supervising PO's initials in red ink in the margin to the left of the defendant's name on the return calendar. Route that Pink to that Supervising PO's inbox in his/her office.
  - d. If the "Pink" references a future court date within the month, write "FCD" in red ink in the margin to the left of the defendant's name on the return calendar. File that "Pink" in the Pinks folder labelled "Future Court Dates" on the calendar clerk's desk.
  - e. If the "Pink" references a future court date more than a month away, write a dash ( - ) in the margin to the left of the defendant's name in red ink on the return calendar. File it in the "Pinks" file cabinet in alphabetical order.
  - f. If the "Pink" references that the defendant was an "FTA" (Failure to Appear) and that a Bench Warrant was issued, write a dash ( - ) in red ink in the margin to the left of the defendant's name on the return calendar. File it in the "Pinks" file cabinet in alphabetical order.
2. Check in the files
  - a. Scan the court notes into JALAN case file
    - i. From the Master Menu - #5 (Proceedings/File Update)
    - ii. Enter Defendants Name – Enter
    - iii. Select the Master Case – Enter
      1. If there is only one active case (AC listed under status), this case is the master case.

2. If there is more than one active case, locate the case with the Master Case Tickler
    - a. Select an active case (AC listed under status)
    - b. #6 (Tickler Information) – Enter
    - c. If “Master Case” is listed in the Ticklers, this case is the Master Case. If “Master Case is not listed”, repeat steps a-c until the master case is located.
    - d. F12
  - iv. Scan the court notes
    1. F11 (Images)
    2. F10 “Activate Scanner”
    3. Enter a description for the new scanned image (i.e. “Court Notes 2/6/17)
    4. Insert all the pink court notes into the scanner – Enter
  - v. Delete any images for court notes from a previous court date
    1. Enter “D” next to the selected image – Enter
    2. F2 to confirm
- b. Distribute Files
- i. If a file has a ½ sheet on the front indicating the need for a report (PSI, Supplemental, AOP, 288, POST) give the file to the clerk that is responsible for processing referrals and write the initials of the clerk in red ink in the margin to the left of the defendant’s name on the return calendar.
  - ii. If there is a reference to a future court date in the pink court notes, write the Court Date on the outside of the file in pencil and place in that future court date’s shelf on the Calendar Wall. Write the future court date in red ink in the margin to the left of the defendant’s name on the return calendar.
  - iii. If the defendant is on Active Probation (defendant’s status in General File Data is AC and a Supervision P.O. is listed) and the court notes indicate that the defendant was an FTA (Failure to Appear) and a Bench Warrant was issued, write “FTA” in pencil on the front of the file and put it in the FTA section of the Calendar Wall. Write “FTA” in red ink in the margin to the left of the defendant’s name on the return calendar.
  - iv. If the file is pending with an Investigations officer (the defendant’s status in General File Data is PN and a supervision officer is listed) and the court notes indicate that the defendant was an FTA (Failure to Appear) and a Bench Warrant was issued change the P.O. number in JALAN to indicate Bench Warrant by:
    1. #23 Master Menu – Enter
    2. #5 “Proceedings/File Update
    3. Enter Defendants Name – Enter
    4. #1 “General File Information – Enter

5. Enter PO29I in the PO Field – Enter
  6. Write “INV/FTA” in pencil on the front of the file and file it in the Intake Bench Warrant section of the Calendar wall. Write “INV/FTA” in red ink in the margin to the left of the defendant’s name on the return calendar.
- v. If the file is on Active Probation (defendant’s status in General File Data is AC and a Supervision P.O. is listed) and there is a ½ sheet for a POST referral (defendant was sentenced to prison), give the file to the Probation Officer handling the case (for termination). Write that officer’s initials in red ink in the margin to the left of the defendant’s name on the return calendar.
  - vi. If the file is a Closed case (defendant’s status in General File Data is CL) and there is a reference to DEJ, give the file to the clerk handling DEJ and write the clerk’s initials in red ink in the margin to the left of the defendant’s name on the return calendar.
  - vii. If the file is a Closed case (defendant’s status in General File Data is CL) and there is no reference to DEJ and there is not a future court date, file it back in closed section of the file room and write “Closed” on the return calendar in red ink in the margin to the left of the defendant’s name.
  - viii. If the court notes reference “As Recommended” or “As Rec” and the sentence is for Formal Probation, give the file to the clerk responsible for formal setups and write the clerk’s initials on the return calendar in red ink in the margin to the left of the defendant’s name.
  - ix. If the court notes reference “As Recommended” or “As Rec” and the sentence is for Mandatory Supervision
    1. Determine if the case reference is already on Formal Probation
      - a. From Master Menu - #5 (Proceedings/File Update)
      - b. Enter defendant’s name – ENTER
      - c. Select Active Case
      - d. If Sup-Type listed is “Adult Formal”, #4 (Event Information) – Enter
      - e. If “ADL FORM PRB GRANT” and “SRF NEW CASE TO DOJ” are listed in events, the file was set up for formal probation and is active.
    2. If the case is on formal probation, return the file to the assigned Probation Officer to terminate the formal case and write the officers initials on the return calendar in red ink in the margin to the left of the defendant’s name.

3. If the case is pending with an Investigations Officer (status in File Master Update is PN and an Investigations Officer is listed as the P.O.), put the file in the Open section of the file room. Write "Open" in red ink in the margin to the left of the defendant's name on the return calendar.
- x. If the file is pending (status in File Master Update is PN) and the sentence is for State Prison or CR&R, give the file to the clerk handing terminations and write their initials on the return calendar in red ink in the margin to the left of the defendant's name.
3. File the return calendar in the return calendar basket according to the month and retain for one year. Shred after one year.