



This document provides answers to commonly asked questions from users regarding CPCMS functionality. For more information regarding any of these topics, please reference “The online CPCMS User’s Guide” or “The online User Alerts Library” located in the CPCMS Help System. Information on all of these topics can also be found in Training Workbooks prepared by the CPCMS training team.

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Accounting

How can I find escrow on a case without opening each individual case?

The Escrow Summary screen helps you to manage escrow across multiple cases over a selected period of time. To navigate to the Escrow Summary screen, select **Accounting** → **Escrow**. Using the various search criteria that are available, you can isolate one escrow type for a desired date range or search for a specific payor name or responsible participant. Escrow assessments matching the criteria are displayed in the Escrow Summary screen, where the escrow can be moved, cancelled, escheated, applied, refunded, or transferred. For example, this screen can be used to manage:

- Your list of Unidentified Remitter escrow to escheat after one year of holding the unidentified money.
- Your list of all Refund escrow to either move or apply it to a case.

Is there an easy way to manage my escrow?

Use the #1278 - Undisbursed Escrow With Outstanding Balance On Any Case daily to help manage the money in escrow so that it can be applied or moved to cases appropriately. This report displays all cases where participants have money in case escrow and a balance on another case. It includes the case with an escrow balance, as well as a total balance for all cases for the participant. This report can be run for any escrow types by multi-selecting the desired values from the listbox.

You can use this report to:

- Know when Pre Paid Escrow Cases have had the assessments added
- Apply money from Overpayment or Refund to a case
- Maintain a list of Unidentified Remitter's monies
- Manage the Unapplied escrow when assessments are added to a case
- Move escrow sitting on a case with no balance to another case where a balance does exist.

If I can't read the writing on a money order or check received by mail, what do I do with it?

There are occasions when a payment is received where the Payor is illegible or the docket number is missing or incomplete. Rather than placing the payment in a drawer or safe, it is recommended that these payments be receipted into Escrow as Unidentified Remitter.

1. Navigate to the Quick Receipt feature on the toolbar.
2. From the dropdown, select Receipt by Unidentified Remitter.
3. In the Payment Receipt screen, click ADD.
4. On the Case Assessment – Add/Edit screen, enter the amount of the check or money order in the Assessment Amount field. All other fields are defaulted and disabled. Click SAVE to create the assessment type of Unidentified Remitter.
5. On the Payment Receipt screen, enter the amount of the escrow into the green Applied Amount field in the top grid. Add any Receipt Comments – these would include information you have about the transaction and any details you know, such as identifiers on the exterior of the envelope, where the money order was purchased, or any partial information that could be used later to identify the money.
6. Continue processing this payment as you would on a normal receipt. Print the receipt.
7. Many users photocopy the front and back of the check or money order and keep a copy along with a list of the Unidentified Remitter escrow. As calls come in to follow up on missing monies, you can piece together the information about the receipt date, money order purchased, amount and other details to determine if the monies can be moved to the caller's account. Run the #1260 or #1205E Undisbursed Escrow Reports or use the Escrow Summary screen for a list of Unidentified Remitter's escrow.

Where do I process escheats in CPCMS?

The Escheat button is now available from a number of screens in CPCMS, including:

- Checks to be Created screen
- Bank Account Register (Void Transaction) screen
- Escrow Summary screen
- Case Escrow Summary screen
- Held Disbursement Summary screen

Clicking the Escheat button opens the Escheat Funds screen. This screen allows you to record a reason for the escheatment along with comments.

How can I work with one type of assessment on multiple cases without opening each individual case?

The Assessment Summary screen helps you to manage assessments across multiple cases over a selected period of time. To navigate to the Assessment Summary screen, select **Accounting → Assessments**. Using the various search criteria that are available, you can isolate one assessment type and determine on what cases that assessment occurs. Assessments can then be adjusted, added, edited, and cancelled from the Assessment Summary screen. For example, this screen can be used to manage:

- CVC – Juvenile assessments on Adult cases that need to be removed and assessed correctly.
- Civil Judgment assessments that are not on hold
- Cases with Private Detective License assessments
- Cases with Bail Forfeiture assessments
- OSP assessments on cases where a defendant is confined
- To find duplicate OSP assessments on a defendant who is being supervised on more than one case
- To find any specific assessment type, whether costs, fines, or restitution, using a combination of the Assessment Category and Assessment Type search options.

After sentencing when the assessments are added to the case, some of the assessment amounts don't appear to be correct. Why might this be happening?

If the assessment amounts do not appear to be correct, verify that the correct offenses are on the case. Statutory amounts for assessments are pre-determined by the statute, grade, filed date, and offense date. **Example:** For DUI offenses for repeat offenders, if the correct offense isn't selected the assessment amounts on the Case Assessment – Sentence Details screen for CAT Fund and EMS may be different from the amount ordered or expected.

Selecting incorrect offenses affects any reports that are based on specific offenses and also impacts the financial integrity of a case, including the original assessment amount for the offense.

Recommendation: Prior to disposing and sentencing, users should verify that the correct offense information is recorded and access the Assessment Preview screen to review applicable assessments for the offenses.

What is the different between Assessment Hold and Disbursement Holds and what can each be used for?

Assessment Holds can be in situations when partial payments are not accepted and when payments should not be disbursed until the assessment is paid in full.

- **Assessment—Hold Until Paid In Full** (Prothonotary or Judgment/Satisfaction Fee) – Some county users place a civil judgment against individuals with case balances over \$1000. Each county's fee is slightly different, and they handle them differently. If your Prothonotary will not accept partial payments against these fees, a judgment-related Assessment Type can be requested so that payments will not disburse until the assessment is paid in full. Then, the payment will be released for disbursement. Since the Prothonotary check is a Master Account assessment, the check is created through the master account reporting process at the end of the month.

- **Assessment—Hold Until Paid in Full** (Non-Master Account Checks) – You may also place an Assessment Hold Type of “Hold until Assessment Paid in Full” on any assessments that are not master accounts, typically restitution. Held assessments may be viewed on the Hold Details – Add/Edit screen.

Disbursement Holds may be placed on any amount to be disbursed, with the exception of a Master Account check. This type of hold pertains to applied payments that continue to accumulate until a hold is manually removed or the selected date of release is achieved, at which time the funds are released to the Checks to be Created screen. Disbursements may remain on hold until released or until escheated if the recipient cannot be located.

Recommendation: Navigate to **Accounting** → **Checks** → **Held Disbursements** to execute searches for disbursements that were placed on hold **OR** run the **Held Disbursements report (#1258)** to review those disbursements that have been placed on hold for various reasons.

[For more information on this topic, please refer to User Alerts #17-06 and #19-06]

If the Court and District Attorney set an amount for restitution to be paid in order for a Defendant to enter ARD, how does that work with the CVS and VWS assessments? They won't accept the defendant into ARD unless the full amount of specified restitution is paid.

The Uniform Disbursement Schedule outlines the distribution and disbursement of all fines, fees, costs, reparations, restitution, penalties and other remittances imposed and collected by the Criminal Division of the Courts of Common Pleas. The CVC (Crime Victim Compensation Fund) and VWS (Victim Witness Services Fund) must be paid first by statute if the defendant is admitted into an accelerated rehabilitative disposition program. **Recommendation:** This amount could be included in addition to any amount ordered to be paid up front.

How can I keep track of all of my Payment Plans?

It is possible to assign Payment Plans to a specific individual, department, or both to make tracking and management of the payment plans much easier. Reports such as the #1121 Delinquency report, the #1124 Payment Plans by Unit or Collection Officer, and the Overdue Payments Summary screen in CPCMS can all be used to help manage the payment plans.

Bail

How can I apply bail toward poundage or bail fees?

1. From the Bail Summary screen, select the Bail Set record in the top grid and the Bail Posted record in the bottom grid.
2. Click the Apply Bail button.
3. Apply the full amount of the bail to the poundage assessment on the Payment Receipt screen and click OK.
4. If there is unused bail money, you can produce a check for the remainder of the bail money. From the Overpayment options, select Issue Refund. This will move the overpayment funds to the Checks to be Created queue so that the remaining bail money can be refunded.

Why does my Surety Information page in my Bail Bond keep printing out blank?

When the Form Criteria screen is displayed, verify that a value has been selected from the “Print Surety Info. For Which Posting” listbox. No value will be selected by default, even if there is only one surety. Select the Surety and the Surety Information page will populate with information for the selected Surety.

Calendaring

Is it possible for me to view the CPCMS Calendar?

Court Administration may grant Read or Write access to any CPCMS user within their county by using the Calendar Group Administration screen. The calendar information is now also available on the public and secure UJS Web Portal site.

Docketing and Case Processing

Is it okay to choose a similar docket entry if I can't find the docket entry I'm looking for?

Can I just pick one and change the title?

Docket Entries are more than text; they are the driving force behind many of the functions and reports in CPCMS. Although CPCMS provides the flexibility to modify the title of the docket entry to anything you want, it is important to keep in mind that each docket entry you write may be tied to specific event/next events that may re-set the case processing status and case status of the case inappropriately.

CPCMS is event-based case management system that integrates work completed by multiple county offices to track the life cycle of a case. Many functions and reports are based on event/next events, case processing status, and case status that may be triggered by the docket entries that are recorded. Choosing an incorrect docket entry could result in an incorrect case processing status or case status or incorrect event/next events being triggered. Some of the areas impacted when incorrect docket entries are used and event/next events are triggered improperly:

- Reports (including Statistical Reporting)
- Scheduling
- Disposing and Sentencing
- Judicial Assignments
- Civil Judgment Tracking

- Appeal Tracking
- Expungements
- Certain Case Events act as prompts for CPCMS to share data with external governmental agencies.

When requesting new docket entries from the Help Desk, it is important you understand what that docket entry should trigger, if anything, with regard to setting the event/next event(s), changing the case processing status, and/or changing the case status.

Recommendations:

- Use the Daily Docketing Report (#2230) on a regular basis to identify inconsistencies and quality check the docket entries being used.
- Request a list of your county's docket entries and review the associated next events.
- Request additional, specific docket entries as needed when the ones you need aren't available. Generic docket entries where the event/next events cannot be appropriately set will not be added.

[For more information on this topic, please refer to CPCMS Update #11-07 and User Alert #61-05]

What are pending docket entries?

Security profiles dictate a user's screen access in CPCMS. Some users do not have the security role to write docket entries, yet certain actions that they take prompt the application to create an automatic docket entry. **Example** – Probation users create payment plans and send delinquency notices, actions which create docket entries. Because these users don't have the access to write official docket entries, pending docket entries are instead created. Pending Docket Entries accumulate in the Docket Entry Queue – Pending screen. In order for these docket entries to show on the official docket sheet, they need to be accepted from this screen. This can be done in batch.

Recommendations:

- Assign a user the security access to review the Pending Docket Entries screen on a periodic basis. The user should accept the appropriate entries, thus removing the pending status and making them official docket entries.
- Consider revising the security of certain users and granting them write access to docket entries.

[For more information on this topic, please refer to User Alerts #74-05 and #62-05]

How do I fix an incorrect Case Processing Status for cases that are showing as Active but should be Closed?

The Case Processing Status is important because it is an immediate indicator of where the case is in its lifecycle. An incorrect Active Case Status is usually due to docketing out of order or may be caused by updating a warrant status, particularly when warrants are issued on cases post-adjudication. New warrant statuses have been added in CPCMS to help keep the Case Status accurate. The Case Status cannot be edited directly, so adding an appropriate case processing status can correct situations like this. From the Case Processing Status screen, you can see a history of the major milestones in the case. To fix the Case Processing Status on a case:

1. Open the case and navigate to **Case → Case Docketing/Registry → Case Processing Status**.
2. The Case Processing Status Summary screen opens. Click ADD to add a new Case Processing Status.
3. Select the new Case Processing Status from the dropdown. Enter the date and time for the Case Processing Status change. **Note:** The date and time of the case processing status needs to be the exact date and time as the incorrectly triggered case processing status (essentially this corrects the Case Processing Status to the exact minute it was incorrectly triggered).
4. Next, enter an Action Changing Status – this is a note to show why the Case Processing Status is being changed manually.

5. Click SAVE.

[For more information on this topic, please refer to User Alerts #09-07, #63-05, and #13-05]

Can I change the Event Track for a case and how would I do this?

Event Tracks can be used to organize or group cases that will take a specific path or track to disposition. In fact, docket entries can be set up so that different event/next events are triggered depending on which Event Track is set for that case, making this an effective tool for differentiated case management. The Event Track can be changed at any time throughout the lifecycle of a case and can be done individually or in batch from screens such as the Case Calendar Event Summary, Case Details, or from the Event Track icon on the toolbar. Sample Event Tracks being used by counties include:

- ARD
- ARD - DUI
- Drug Court
- Guilty Pleas

At the regional workshop session in March, we were informed about the PSI Project. Can you explain again why is it so important that we docket PSI related activities on our cases in CPCMS?

CPCMS currently provides a feed to JNET's Pre-Sentence Investigation Index. The index provides probation officers with statewide information about a defendant's history of PSI or PSI-related investigations that have been ordered by the court.

Data is provided to the PSI Index by the CPCMS Case Event message. When a PSI or Mental Health Examination is ordered or filed, the action is entered as a Docket Entry in CPCMS. From this Docket Entry, a Case Event is automatically created. The Case Event triggers a message to JNET. This message contains all of the fields that need to be visible to the JNET user (ex: Docket Number, Defendant Name, SSN, DOB, etc.).

Below is a list of docket entries that trigger a message to the PSI Index. In order to feed this index, it is critical that all PSI and Mental Health related actions are docketed in CPCMS.

Docket/Registry Entry Code	Message to PSI Index
Drug and Alcohol Evaluation Ordered	Drug and Alcohol Evaluation Ordered
Mental Health Evaluation Ordered	Mental Health Evaluation Ordered
Pre-Sentence and Mental Health Evaluation Ordered	Mental Health Evaluation Ordered
Order of SOAB Assessment	Order of SOAB Assessment
Pre-Sentence Investigation Report Filed	PSI Filed
Pre-Sentence and Mental Health Evaluation Ordered	PSI Ordered
Pre-Sentence Investigation Ordered	PSI Ordered
Psychiatric Evaluation Ordered	Psychiatric Evaluation Ordered
Psychological Evaluation Ordered	Psychological Evaluation Ordered

Recommendation: If you are not currently receiving paperwork notifying you of the actions above so that you can make these docket entries, please work with the Probation Department and other offices in your county to determine appropriate methods for notification. **Note:** Because the PSI document contains secure information, it is unlikely that your office will receive a copy of the PSI. Generally, a copy of the PSI is maintained in Probation and one is provided to the sentencing Judge to assist in appropriately sentencing the defendant.

I recently noticed that the Warrant Statuses now available in the dropdown have changed. Why was this change made?

With increased emphasis on the accuracy of monthly statistical reports and case aging reports, we uncovered an issue with the warrant statuses and inaccurate case processing statuses being set on cases. To help alleviate this problem, new warrant status values were added to CPCMS. These new values correspond with the Case Status the case should be returned to once the warrant is lifted, returned served, cancelled and quashed. For example, if the case had been in a “Closed” status prior to the warrant being issued, the old warrant status of “Lifted” was returning the Case Status to “Active,” making the Case Status for cases in a post-adjudication situation inaccurate.

Warrant Status Examples:

- Selecting a warrant status of “Lifted – Active” will return the case to an Active status.
- Selecting a warrant status of “Lifted – Adjudicated” will return the case to an Adjudicated status. This created a Docket Entry of “Warrant Lifted – Adjudicated” and changes the Case Processing Status to “Awaiting Sentencing.” The Case Status is changed to “Adjudicated.”
- Selecting a warrant status of “Lifted – Closed” will return the case to a Closed status. This creates a Docket Entry of “Warrant Lifted – Closed” and changes the Case Processing Status to “Completed.” The Case Status is changed to “Closed.”

It is important to pay attention to the warrant status being selected, since this has a direct affect on the accuracy of the Case Status displayed for the case and the accuracy of the criminal statistical and case aging reports. **Reminder:** It is critical that warrants are updated in a timely manner, since statewide warrant data is now available on the secure UJS Portal website, as well as through JNET.

Recommendation: Review the Warrant Management Reports and Criminal Statistical Reports as tools to track warrants and to correct warrant status issues.

[For more information on this topic, please refer to User Alerts #09-07 and #51-06]

I recently noticed that the Warrant Type values now available in the dropdown have changed. Why was this change made?

To help control the incorrect changes to case status described in the previous answer, two new warrant types are now available in CPCMS. For all counties, “Bench Warrant – Probation Violation” and “Bench Warrant – Parole Violation” should be issued for a defendant during the Probation or Parole period of their sentencing for violations of their sentencing. The docket entries that are created automatically when these types of warrants are issued set the Case Status to “Inactive” and when the Warrant Status is updated to any other status, the Case Status is returned to “Closed”.

Recommendation: These new warrant types make it easier to track warrants specifically related to Probation and Parole violations.

Dispositions and Sentencing

How do I record a Violation of Probation sentence?

There is no need to add a new dispositional event every time a case receives a new sentence for violation of probation or parole or resentencing. The disposition of the case remains the same. All that is required is the addition of a new sentencing event so that the details of the new sentence can be recorded.

Exceptions: Revocations for Diversionary Programs would require the addition of a new dispositional event at the time the case is disposed by trial or the entry of a guilty plea. Other exceptions include the withdrawal of a guilty plea or an appeal where the conviction was overturned. Both of these examples would require the addition of a new dispositional event as well. The original disposition should no longer be marked as the final disposition so that accurate dispositional statistics can be maintained.

Note: The details of the original sentencing event should NOT be removed or changed, so that a history is maintained.

To record a new sentencing event for the violation of probation:

1. Open the case and navigate to the Sentence/Offense Selection screen.
2. Click ADD next to the Sentencing/Penalty Events grid.
3. Select the Violation of Probation Case Event and the Judge who handed down the new sentence, as well as other details from the court event. Click SAVE to add the record to the grid.
4. Select the newly added record in the top grid and select the appropriate offense(s) in the bottom grid. Click EDIT/VIEW under Sentence/Penalty Details.
5. Enter the new sentencing information and conditions on the Sentence Details Add/Edit screen. Click SAVE.

[For more information on this topic, please refer to CPCMS Update #14-07]

How do I get the sentence for a resentencing to display on the Amended DC300B?

A defendant was resentenced and the amended DC300B Court Commitment form is printed. If the original sentence is still appearing on the commitment rather than the new sentence details, the final step of recording the resentencing information was missed. When adding a new sentence event for the resentencing, the previous sentence carries over to the new event. On the Sentence/Offense Selection screen, select the resentencing event in the top grid and select the appropriate offense(s) in the bottom grid. Click EDIT/VIEW under Sentence/Penalty Details and adjust the sentence to reflect the outcome of the new sentence. Now, print the Amended DC300B and the new sentence will be reflected on the printed form.

How do I properly record entry into the ARD Program, ARD Revocations, and ARD Completion using the Disposition screen? What reports can I use to keep track of ARD cases?

Properly recording the disposition of ARD is critical for proper case flow tracking and reporting of this diversionary program.

- **Entry into ARD** – ARD-County Open and ARD-State Open are used when a Defendant is admitted into an ARD Program. Selecting ARD-County Open will place the case in an Adjudicated case status with a case processing status of Awaiting Completion of ARD Program. The case is not officially Closed/Completed until the Defendant successfully completes the program.
 - The ARD Program Tracking List report (#1002) lists cases assigned to ARD by offense, sentence date, type of ARD, and ARD program.

ARD Completion – When the Defendant has completed the ARD program, a Dispositional Event of ARD Completion must be added to the case. This case event changes the case status to Closed with a case processing status of Completed. This case event should be designated as the Final Disposition for the case. This action will notify PSP of the disposition on the case.

Note: If your County does not receive information when a Defendant completes the ARD Program, it is a good practice to coordinate with your Adult Probation Department

(or the department that tracks ARD) so you are notified when the defendant completes the Program.

- The ARD Open Cases – Past Completion Date Report (#1017) can be generated and forwarded to Adult Probation on a regular basis. They can then advise you which cases should be changed to ARD County, to show them as complete.
- **ARD Revocation** – ARD Revocation occurs when a defendant was accepted into ARD, but they do not complete the conditions of the ARD program. The ARD Revocation should be docketed, which moves the case status back to Active. Once the case goes to trial or a guilty plea is entered, the new disposition and sentence should be recorded appropriately as the new Final Disposition.

Note: Cases are removed from the case aging process while they are in a diversionary program such as ARD, so they will not appear as aged cases or as Awaiting Sentencing on the Age of Pending Cases report (#1246).

[For more information on this topic, please refer to CPCMS Update #14-07]

What if additional offenses are added to the case at the time of the guilty plea? What is the right way to record this?

Sometimes the Judge and District Attorney allow the defendant to plead guilty to a charge that was not on the original Bill of Information (such as a lesser offense). Rather than editing an existing original offense to change the title, section, or subsection, the original offenses should be disposed and new offenses should be added to the case. Editing an existing offense instead of adding a new one will affect the reporting of dispositions to PSP and may delay the defendant's criminal records from being updated.

How do I record charges that are Withdrawn?

When one of several offenses is Withdrawn and the case continues, the offense disposition should be recorded as Withdrawn, while the overall case disposition should be recorded as Proceed to Court.

1. Navigate to **Case → Dispositions**.
2. On the Disposition/Offense Selection screen, record the dispositional event in the top grid. This should reflect the court event where the specific charges were withdrawn.
3. Record the Disposition as Proceed to Court.
4. Select the charge(s) that were withdrawn in the bottom grid and click the OFFENSE DISPOSITIONS button.
5. On the Offense Disposition screen, record the Disposition as Withdrawn. Click SAVE.

Recommendation: To quality check for situations where Withdrawn was recorded as a case disposition instead of an offense disposition, review the Criminal Report (#1247) for cases reopened in a month. Cases that have a Withdrawn case disposition would have changed case status from Active to Adjudicated and to Active when they were scheduled for trial. The return to Active would indicate some event is taking place to re-dispose of the case.

Forms and Reports

How do I generate the Court Summary Report?

The Court Summary Information Report provides details and information on all of a defendant's cases statewide. Public and secure versions of the Court Summary report are available through CPCMS from the Forms menu on screens such as the Case Profile or Case Participant Summary. In addition, both versions are available to be viewed and printed from the UJS Web Portal site. The Court Summary report includes data such as:

- Details on all Active, Adjudicated and Closed Cases, grouped by County Name.
- Information displayed for each case includes:
 - Docket Number and OTN
 - Disposition Date, Disposition Details, and Disposition Judge
 - Sentencing Date and Sentencing Information
 - Attorney Names
 - Offense Information
 - Violation of Probation hearing dates
- Docket numbers for any old Archived cases for the defendant

Note: All cases attached to the selected Person/Org record will display on the Court Summary report for any and all cases the defendant has in CPCMS across the state.

There are reports that I need to run periodically that time out or take too long to generate. Can I schedule these reports to run after hours?

Certain reports that are large in size or require a sizeable amount of CPCMS data can be scheduled to run after hours using the Report Scheduling Wizard. This allows larger reports, and/or reoccurring reports to run automatically overnight so that system performance is not affected. These scheduled reports are then available to view or print as needed. Reports can be scheduled at certain intervals, criteria can be set, and an export type can be selected. Use the Schedule Summary screen in the Report Scheduling Wizard to manage and create report schedules.

1. Navigate to **Forms/Reports → Schedule Summary**.
2. To schedule a report from the Report Schedule Summary Screen, click ADD. This opens the Report Scheduling Wizard.
3. **Page 1** – Select the report to be scheduled and the frequency it should be run, such as Daily, Weekly, Monthly, or on a Specific Day. Also indicate the duration of the schedule and the Export Type, such as PDF or Excel. Click NEXT to go to Page 2.
4. **Page 2** – Select a report time frame (such as Current) and time period (such as Full Months). Click CALCULATE to display the run dates for the selected report in the grid. Click NEXT to go to Page 3.
5. **Page 3** – Enter additional parameters required for the selected report. The parameters displayed will vary based on the report selected. Click FINISH to save the Report Scheduling information to the

The Report Schedule Summary grid displays all reports schedules that have been created. Navigate to **Forms/Reports → Schedule Instance Summary** to view reports after they have been run.

If you need assistance using the Schedule Summary screen, please contact the CPCMS Help Desk.

What is the process for creating DL forms to submit to PennDOT?

In order to create a DL form in CPCMS, a case must meet the following requirements:

- Case must have a dispositional event
- Dispositional event must be checked as final
- The appropriate offense must be related to the vehicle
- A DL-related docket entry must be created

The steps for creating the DL form are as follows:

1. Create a docket entry, such as “DL-21 to be Prepared”.
2. Navigate to Case Administration → DL Functions → DL Process to open the DL Search screen.
3. Search for the docket number for which you created a docket entry.
4. Select the case in top grid and the applicable offenses in the bottom grid.
5. Click the Generate DL button. Enter the appropriate Issuing Authority on the Forms screen to generate the DL Report. **Note:** DL Forms can be printed in batch from this screen.

Person/Org and Case Details

What is Participant Merge and what is the benefit of using this functionality?

The Participant Merge function is used to combine duplicate Person/Org records that belong to the same person or entity, without losing any of the data from the records. In this way, statewide records for a participant are fully maintained and connected, including financial records, payment plan information, sentencing, confinement, and bail information. Statewide records, such as warrants, bail, and confinement, or reports like the Court Summary report, rely on having complete and accurate statewide participant records. **Caution:** Records should only be merged when you are certain that the participants are the same individual or organization.

How do I view how many active cases an attorney has?

The Attorney Administration screen can be used to search for attorney statistics and case inventories.

1. Navigate to Person/Org → Attorney Administration
2. Search for the Attorney
3. The Attorney Administration screen will show the number of active cases the attorney has for the year and the number of total cases for the year. NOTE: The Attorney must be listed as the attorney on the Case Details → Attorneys Tab for the case to show in the case count.

Do I need to remove all the additional addresses for a participant from Case Details?

There are no ramifications for leaving any additional addresses on the Participants tab, as long as they are NOT checked as 'Receives Mail'. In fact, all of the addresses that a defendant has ever used are maintained in the Person/Org record for the individual. Each time you "edit" an address, a new address record is added to preserve this address history.

How do I record that a defendant is being represented Pro Se?

Pro Se means that a defendant has chosen to represent himself/herself rather than acquiring an attorney. This can be recorded on the Participants tab in Case Details. Recording the fact that a defendant is acting Pro Se is important for reporting and statistics.

1. Open the Case and navigate to **Case Details → Participants** tab.
2. Select the Defendant row in the grid and click EDIT/VIEW.
3. Check the **Pro Se** checkbox.
4. Click APPLY and then SAVE to record the change.

Recommendation: When the defendant has a counsel status of “Not Represented”, verify the attorney information on the case. If it is determined that the defendant is representing himself/herself, the Pro Se checkbox should be selected.

What is the importance of recording an Entry of Appearance through Counsel Actions?

When a case is uploaded from the Magisterial District Judge System (MDJS), the applicable case information is passed into CPCMS, including the lower court attorney. However, the lower court attorney’s representation status displays as “Lower Court” until the entry of appearance is filed. To record the entry of appearance in CPCMS, navigation to **Case → Case Details → Attorneys** tab and click the COUNSEL ACTIONS button. Recording the information on the Counsel Actions screen automatically creates the Entry of Appearance docket entry on the case.

Recommendation: The representation status of “Lower Court” means the attorney is not considered active. If you identify an attorney with this representation status and they are actively participating on the case, use the Counsel Actions feature in CPCMS to record the Entry of Appearance.

Miscellaneous

Our office hasn't been using the Associated Case function in CPCMS because most of the time we don't know or don't have time to do it. What are the benefits when cases are associated?

- Case associations are necessary for civil judgment processing.
- Case associations should be done for consolidated cases. Creating the case association for a consolidated case allows docket entries to be added for all cases within the association. In addition, more effective searches can be run by selecting the 'consolidated' checkbox to include all cases listed within the consolidation.
- Associating Miscellaneous docket cases to Criminal cases makes it easier to locate and track the complete history on a case.
- Associated co-defendant cases are used by other offices to schedule and assign cases to Judges.

Case associations are listed on the first page of the docket sheet.

What is the Miscellaneous – Motions case category used for?

The Miscellaneous – Motions case category should be used for non-criminal miscellaneous motions. This case category does not allow for entering offenses or dispositions. Motions that are filed on cases that reside at the MDJ should continue to be docketed on the “Magisterial District Judge Matters” case category.

[For more information on this topic, please refer to User Alert #107-04]

Why would I electronically Transfer Supervision cases to another county?

Since CPCMS is a statewide system, counties are able to transfer cases to another county for the purposes of supervision using the **Case Admin → Transfer Case** function. Transferring supervision cases electronically through CPCMS can save counties from duplicating data entry efforts. To transfer a case for supervision to another county:

1. Navigate to Case Admin → Transfer Case.
2. Select Outside Local Court radio button.
3. Enter the Docket Number.
4. Click Apply.
5. Select Transfer Type “Supervision” and complete other fields as needed.
6. Click Save.

Cases that have been transferred to your county can be found in the **XCourt Admin → Cross Court → Transfer Case Maintenance** screen. This screen should be monitored regularly so that Supervision cases can be accepted rather than created manually. CPCMS docket numbers re assigned automatically using this process.

[For more information on this topic, please refer to User Alerts #80-05 and #74-05]