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DOWNTIME

The MDJS will be down starting at 8:00 pm on Monday, July 31 until 1:00 am on Tuesday, August 1. This downtime is necessary to move all the files, programs, and data into production to implement MDJS changes effective on August 1.

Since major changes are being released August 1, you should be prepared with manual forms. This release effort entails major program rewrites and a migration of all previous warrant data into a new database structure. While we certainly do not expect any problems that would cause the MDJS to be down, it is important to be prepared for any unforeseen downtime.

Please call the MDJS help desk for any computer procedural questions.

CHANGES TO BAIL PROCESSING, WARRANT PROCESSING AND CASE DOCKETING

Effective August 1, 2006, the Pennsylvania Supreme Court has adopted new Pa.R.Crim.P. 117 (Coverage: Issuing Warrants; Preliminary Arraignments and Summary Trials; and Setting and Accepting Bail); amended Pa.Rs.Crim.P. 131 (Location of Proceedings Before Issuing Authority), 132 (Continuous Availability and Temporary Assignment of Issuing Authorities), 430 (Issuance of Arrest Warrant), 431 (Procedure When Defendant Arrested with Warrant), 441 (Procedure Following Arrest without Warrant), 509 (Use of Summons or Warrant of Arrest in Court Cases), 519 (Procedure in Court Cases Initiated by Arrest without Warrant), 525 (Bail Bond), and 535 (Receipt for Deposit; Return of Deposit); approved the revision of the Comment to Rule 520 (Bail Before Verdict); and renumbered current Rule 117 as Rule 118 and current Rule 118 as Rule 119.

On August 1, system changes as described in the subsequent pages of this laser fax will be made to various processes and forms in the MDJS to comply with the new and amended Rules of Criminal Procedure.

Bail processing, warrant processing, and case creation (docketing) are the areas of MDJS functionality that are most affected by the above amendments. As a point of clarification, changes described in this laser fax will be written in present tense rather than future tense since this document will be referred to on and after August 1. The laser fax is divided into three primary topics:

- ? Bail Processing
- ? Warrant Processing
- ? Case Creation

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In order to describe the many changes in a logical fashion, each process will be described separately, beginning with bail.

BAIL PROCESSING

Bail Forms Printing from Commitment Screen

Currently, a bail bond with monetary or nominal conditions is generated only when bail is posted. Effective August 1, Rule 525(B) provides that at the time the bail is set, the bail authority shall have the bail bond prepared; and sign the bail bond verifying the conditions the bail authority imposed. If the defendant is unable to post bail at the time bail is set, when the bail authority commits the defendant to jail, he or she shall send the prepared and verified bail bond and the other necessary paperwork with the defendant to the place of incarceration.

The main impact to the MDJS is the printing of bail related forms when a commitment is recorded with Reason Code C (Did Not Post Bail). Specifically, if bail is set with monetary or nominal conditions and the defendant is unable to post at the magisterial district court, a commitment action is performed on the MDJS. After you complete the screen with the Reason Code C, the Bail Bond (AOPC 414A1), Surety Information Page (AOPC 414A5), Certification of Counter Indemnity and Premium (AOPC 414B), Affidavit of Surety (AOPC 414C), and a Bail Payment form (*new form*) generate. These forms travel with the defendant to the place of incarceration.

Because the bail authority shall have the bail bond prepared and signed at the time bail is set, the Bail Bond is modified with a signature line directly below the conditions for the MDJ to sign after bail has been set or at the time a commitment is being recorded. Another signature line at the bottom of the bail bond is signed by the official who receipts the bail deposit and witnesses the defendant's signature on the bail bond when the bail is received by the person designated by the president judge. The official who releases the defendant also shall sign the bail bond witnessing the defendant's signature.

The Certificate to Facilitate Bail (AOPC 607) form is now obsolete and has been deleted because all the pertinent information is included on the bail bond when generated from the Commitment screen.

Receipting

Per amended Rule 535, any deposit of cash in satisfaction of a monetary condition of bail shall be given to the issuing authority, the clerk of courts, or another official designated by the president judge by local rule pursuant to Rule 117(C). The issuing authority, clerk, or other official who accepts the deposit shall give the depositor an itemized receipt, and shall note on the bail bond the amount deposited and the name of the person who made the deposit.

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A new form, Bail Payment, accompanies the defendant to the prison in the event bail is posted while he is detained. The form is completed by the official who is designated by the president judge to accept a bail deposit.

Return of Case Documentation

The official who accepted the bail deposit shall deliver the deposit and the bail bond to either your court or to the clerk of court.

If the bail deposit is taken to the clerk of courts, common pleas staff will record the posting of bail in CPCMS (Common Pleas Court Management System). After a post action is recorded in CPCMS, the MDJS case will be electronically updated to reflect the last bail action of post.

For tracking purposes, the CPCMS user's name will appear on your court's Multiple Court User Action Report.

WARRANT PROCESSING

Substantial changes have been made to warrant processing procedures in both summary and court cases. Summary case warrants and criminal court case warrants are described separately on the pages.

Summary

Summary case rules distinguish between warrants that initiate proceedings, "Arrest Warrants (AOPC 417Z)," and warrants issued when a defendant has failed to do something, "Bench Warrants (AOPC 417E)."

Rule 430 enumerates circumstances when an arrest warrant should be issued and when a bench warrant should be issued.

Arrest:

- ? The citation or summons is returned undelivered.
- ? The issuing authority has reasonable grounds to believe that the defendant will not obey a summons.

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Bench:

- ? The defendant fails to respond to a citation or summons that was served upon the defendant personally or by certified mail return receipt requested.
- ? The defendant has failed to appear for the execution of sentences as required in Rule 454(E)(3).
- ? Defendant has entered a not guilty plea and fails to appear for the summary trial, if the issuing authority determines, pursuant to Rule 455(A), that the trial should not be conducted in the defendant's absence.
- ? The defendant has entered a guilty plea by mail and the money forwarded with the plea is less than the amount of fine and costs specified in the citation or summons .
- ? The defendant has been sentenced to pay restitution, a fine, or costs and has defaulted on the payment.
- ? The issuing authority has, in the defendant's absence, tried and sentenced the defendant to pay restitution, and/or to pay a fine and costs and the collateral deposited by the defendant is less than the amount of fine and costs imposed.

Reason Codes

New reason codes on the Warrant Entry screen have been added to match the reasons outlined above. Choosing the correct warrant reason code is very important because the code determines the type of warrant that prints.

Please be aware that all existing warrants will remain as arrest warrants and will not be converted to a bench warrant based on previously selected reason codes.

Each warrant type has an "other" warrant reason code for a situation when the reason does not match a code from the list. The chart below describes which reason codes generate arrest warrants and which codes generate bench warrants for summary cases.

Summary Case (Arrest)	Summary Case (Bench)
SADO- Summons Disobeyed SUND- Summons Undelivered OTAW- Other (Arrest Warrant)	FLRP- Failure to Make Pmt FLPY- Failure to Pay OTBW- Other (Bench Warrant) FLRS – Failure to Respond FLRA – Failure to Appear

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Court Cases

A number of correlative changes have been made to Rules 509 (Use of Summons or Warrant of Arrest in Court Cases) and 519 (Procedure in Court Cases Initiated by Arrest Without Warrant). Also, Pa.R.Crim.P. 150 applies to warrants in court cases that do not institute proceedings, (bench warrants) and sets forth the procedures to follow after a bench warrant is executed.

Arrest:

The bulleted list defines when an arrest warrant is issued rather than a summons as defined in Rule 509.

- ? One or more of the offenses charged is a felony or murder.
- ? The issuing authority has reasonable grounds for believing that the defendant will not obey a summons.
- ? The issuing authority has reasonable grounds for believing that the defendant poses a threat of physical harm to any other person or to himself or herself.
- ? The summons has been returned undelivered.
- ? A summons has been served and disobeyed by a defendant.
- ? The identity of the defendant is unknown.

Bench:

Rule 150(A)(3) and (A)(4) sets forth procedures when the individual is arrested on a bench warrant. Rule 150 (A)(1) requires that the individual arrested on a bench warrant be taken without unnecessary delay for a hearing before the judicial officer who issued the bench warrant or the president judge's designee.

The reasons for issuing a criminal court case bench warrant are:

- ? Failure to appear
- ? Failure to appear for a preliminary hearing (pursuant to Pa.Crim.P 543 (D)(2)(c))
- ? Failure to comply with a condition of bail

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As is the case with summary warrants, the type of warrant that prints is dependent upon the reason selected when the warrant is printed. So it is very important to select an accurate reason code in order to generate the appropriate warrant form. The chart below describes the reason codes and the dependent form that generates.

Criminal Court Case (Arrest)	Criminal Court Case (Bench)
CRCT- Criminal Contempt IDUK- Identity Unknown WNOS- Will not Obey Summons FLNY- Felony SADO- Summons Disobeyed SUND- Summons Undelivered PTPH- Threat to Self or Others OTAW- Other (Arrest Warrant)	FLRH- Fail to Appear RVHG FLRA- Failure to Appear VLRC- Violate Release Cond OTBW- Other (Bench Warrant)

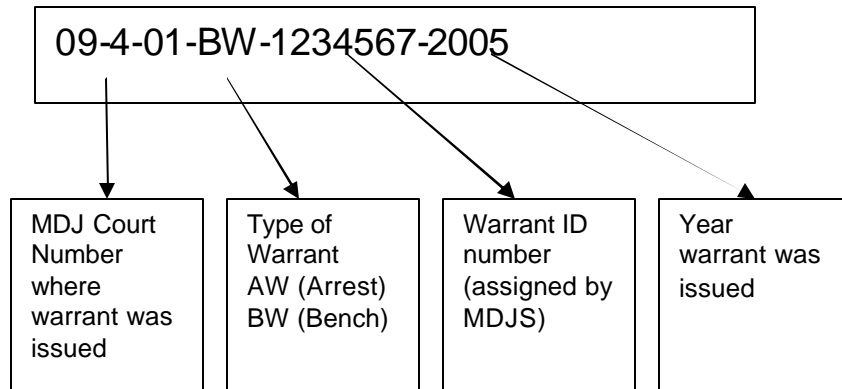
Warrant Entry – Other New Fields/Codes

- ? A new action code, PRIS (Print and Issue) is used when you know who will be serving the warrant at the time it is printed. It streamlines the process because you will not have to select the warrant option a second time to record the issuance.
- ? NCIC Extradition Code Type - This code is provided by the officer only when the officer is requesting a warrant for the defendant's arrest at the time the complaint is filed. The new criminal complaints will have a specific block for the officer to record this code. The code, which prints on the warrant, provides instructions to the server regarding the execution of the warrant and the defendant's extradition from other judicial districts, counties, states, or countries.
- ? Extradition Distance - Record the extradition distance if it is provided to you.
- ? Warrant Number - The warrant number is now 23 characters in length. The number displays on Warrant Entry screen, if an active warrant exists. Also, it displays on other screens, forms, and reports in the same location as it had prior to August 1.

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An example of a new warrant number is:



CASE DOCKETING – NEW FIELDS

In preparation for a new version of the police criminal complaint, several MDJS screens have additional fields for recording specific information and codes that the filing officer provides on the complaint. There is no scheduled release date for the new criminal complaint, but the changes to the MDJS are effective August 1. This new criminal complaint will have specific blocks for the officer to write information such as NCIC Offense Code, FBI number, or place of birth, as examples. But, until the new version of the police criminal complaint is in use, you probably won't be provided with the information to record in the MDJS, so you will leave the fields blank, when unknown.

As a reminder, it is becoming very important to record all known information that is presented to you on complaints and citations. Information is uploaded and/or shared among other databases outside the MDJS. It is crucial that others who may later work, search, or take action upon the docketed case, have access to all available information. The Magisterial District Judge and court staff members play a major role in insuring the success of accurate and complete court case information.

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Criminal Court Case Entry screen

- ? Function key F7 has been added to the screen for criminal court case dockets (Figure 1). If a criminal complaint contains information about a vehicle, press F7 to record this information. The information is similar to what is captured on traffic dockets.
- ? "Form #" is a required field that is used to track which version of the criminal complaint was filed. This field has a pop-up window to select the correct version. It will have more statistical importance when a new version is released.

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CRE05D01          MAGISTERIAL DISTRICT JUDGE SYSTEM          7/17/06
QPADEV00PS        Criminal Court Case Entry                  09- -0

Docket No:                               Title:  COMMONWEALTH OF PENNSYLVANIA
Case Type: CRIMINAL                        vs
=====
Complaint No. _____ Incident No. _____ Assign OTN? (Y/N) _____
Filing Date  0/00/00  Time _____ OTN _____

County  21  CUMBERLAND          Twp/Boro/City  404  MECHANICSBURG BORO
Place Occurred _____

Affiant Signature (Y/N) _____ Date Affiant Signed  0/00/00
Officer Signature (Y/N) _____ Officer ID _____
Arrest Agency _____

First Arrest Date  0/00/00  Second Arrest Date  0/00/00
District Attorney Approval (Y/N) _____ DA Signature _____ (Y/N) _____
Advised Right for Counsel (Y/N) _____
Requested Public Defender (Y/N) _____ Application Provided (Y/N) _____
Form # _____
Mag Dist Judge  JTSTDOE  TSTDOE, JOHN          Old Docket No. _____
F3=Exit  F4=List  F7=Vehicle Information  F2=Previous
    
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Figure 1

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Charge Entry screen

On the Charge Entry screen, Function Key F7 has been added to record NCIC information (Figure 2).

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Docket No:                               Title: COMMONWEALTH OF PENNSYLVANIA
Case Type: CRIMINAL                       vs
=====
Offense Date (on or about) 7/17/06   Time  2:00 P   Charge  1   of  1
Initial Charge Information:           Counts  1
Type  S
Title 75          Section/Sub-Sec 1543      / B2
Desc
Statute  DRIVING WHILE OPER PRIV SUSP OR REVOKED

Fines/Costs Allocation      Initial      Statute
FINE                        $0.00      $0.00
COURT COST                  $31.50     $31.50
EMERGENCY MEDICAL SE       $10.00     $10.00
MEDICAL CARE AVAIL.        $30.00     $30.00
Total                       $0.00      $81.50

Do Statute Descrs. & Amts. Match Initial Charge (Y/N) N More Charges (Y/N) N
F3=Exit  F6=Case Notes  F12=Previous
F7=NCIC Information
    
```

Figure 2

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Furthermore, when a Title 75 charge is docketed on a criminal court case and you press F7 (Figure 3), additional vehicle fields display allowing you to record accident number, safety zone indicator, and work zone indicator. Only the NCIC Offense Code field and the Lead Charge field will display for non-Title 75 charges.

The new criminal complaint will have a separate charge page, with each charge and details grouped in a defined area on the page. Each charge on the new criminal complaint form will contain a check box for lead charge. The lead charge check box should be clearly marked for one of the charges on the form. This charge is entered into the MDJS with a "Y" in the "Is this the Lead Charge" field. If none of the charges are marked as the lead charge, the MDJS will automatically mark the first charge on the case as the lead charge. Again, remember that at this time, the lead charge box is designed for a future version of the complaint.

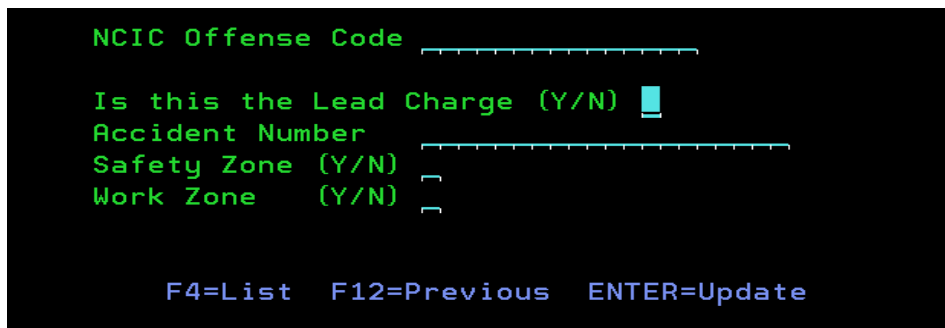


Figure 3 (After F7 is pressed from Criminal Charge Entry screen)

Interested Party Entry

Fields

Additional fields have been added to the Interested Party screen to capture the expiration date of the defendant's driver's license, the location of the facility that provided DNA analysis and the FBI number if any of this information is provided on the Criminal Complaint (Figure 4). Eye color, Hair Color, Weight, Height, Ethnicity, and Place of Birth are also all new fields. Keep in mind that in the near future, specific areas will be provided for the police to record this information on the criminal complaint.

Function Keys

Function Keys 13, 14, and 20 are new and appear at the bottom of the Interested Party screen (Figure 4). The Social Security Number and Birth Date are fields on the Interested Party screen; however, if the officer lists multiple social security numbers for the defendant, press F13 to record additional social security numbers. Similarly, if the officer provides you with multiple dates of birth for the defendant, press F14 to record these additional locations.

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F20 is used to record fingerprint results, if provided to your court when the case is filed. Each finger is listed on the MDJS with a two digit code field. The exact code will have to be provided to you or you may press F4 to select the code from a pop-window if only a description would be given.

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Docket No:                               Title: COMMONWEALTH OF PENNSYLVANIA
Case Type: CRIMINAL                       vs
=====
IP Type  DEF  DEFENDANT                    Confidential (Y/N) N
                                           Juvenile      (Y/N) N
Name (L/F/M) _____
Street No/Name _____ Apt #/Suite # _____
Address2 _____
City/State/Zip _____ PA _____ - _____
Telephone 717 _____ Business/Other Phone 717 _____
Birth Date 0/00/0000 Place Of Birth _____
Gender _____ Race _____ State ID _____ Soc Sec No 000000000
Oper Lic No _____ State PA Expiration Date 0/00/0000
Eye Color _____ Hair Color _____ Ethnicity _____
Height-Feet 0 Inches 00 Weight 000 Lbs. DNA _____
OTN K 288761-4 FBI Number _____

F5=Aliases  F13=SSN  F14=Birth  F20=Fingerprint Class
F3=Exit  F4=List  F9=Corporation  F10=Names File  F11=Deactivate  F12=Previous
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Figure 4