

Adding a New Judge

In the CRP select Utility → Edit Databases → Judges

The screenshot shows the 'Edit Judge Data' window with the following fields and values:

JUDGE	Joan J. Thomas	PAYMENT PRIORITY	<input checked="" type="radio"/> Pay Fines First
TITLE	Town Justice		<input type="radio"/> Pay SC First
INITIALS	JJT	REPORT DISMISSALS	<input type="radio"/> At Adjudication
ADDRESS	123 Courthouse Rd		<input checked="" type="radio"/> After All Paid
	Someburg, NY 12345		
PHONE	(123) 123-4445	FAX	(123) 123-4445

Buttons: Top, Prev, Next, Bott, New, Del, Save, Exit

Buttons: Set BG Color

Bank Accounts: Court Numbers/Times/Clerk, Receipts, nCourt Setup

	REGULAR	BAIL
BANK NAME	Glens Falls National	Bail Bank LIT
ACCOUNT NUMBER	63003	2342442341
BALANCE END DATE	/ /	/ /
BANK BALANCE	0.00	0.00

SEPARATE BAIL 'Other' money is in: Regular Bail

At the top of this screen select New.

ADD JUDGE

? Add a New Judge?

Copy Common Data to New Judge

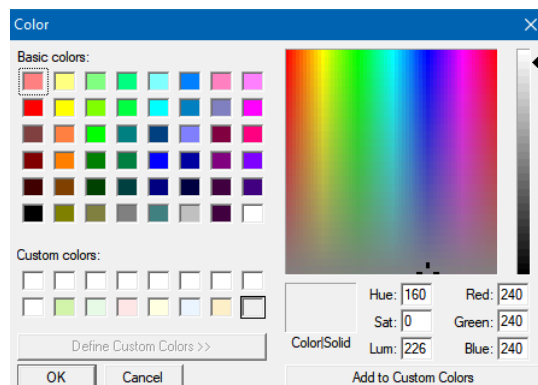
Copy Address/Phone to Court Page

OK CANCEL

- Leave the first box checked and click on OK, (it will carry over the court address and phone numbers).

Judges information:

- **Judge** – Enter judge’s full name
- **Title** – Enter in appropriate judge’s title
- **Initials** – Enter judges initials. **Note → Judge’s initials NEVER get changed once they have been entered.**
- **Address** – Enter court address
- **Phone** – Enter judge’s phone/fax number.
- **Payment Priority** – Can either select to pay fines first or surcharges first.
- **Report Dismissals** – Can either report dismissed charges (on a multi charge case) at the time of adjudication or when the case is finished (paid in full).
- **Set BG Color** - An easy way to distinguish between different judge’s cases is by setting the BG (background color). After clicking on the set BG color button it will open another screen where the user can select any color they wish for that judges case screens.



- **Bank Account Information:**

- Enter in the judge’s bank name, and account number (balance end date and bank balance is not needed).
- If there is a separate bail account, at the bottom check the box for separate bail. This will open another field for the bail bank name and account number. This will also open the option to distinguish where ‘other’ money gets deposited; either the regular account or the bail account.

	REGULAR	BAIL
BANK NAME	[Input Field]	[Input Field]
ACCOUNT NUMBER	[Input Field]	[Input Field]
BALANCE END DATE	[Input Field]	[Input Field]
BANK BALANCE	0.00	0.00
<input checked="" type="checkbox"/> SEPARATE BAIL		'Other' money is in: <input type="radio"/> Regular <input checked="" type="radio"/> Bail

- **Court Numbers/Times/Clerk:**

A/C NUMBER	1234567890S	CLERK	Mary Ann Smith
COURT TIME	04:30PM	HOURS	8:00am - 4:30pm
COURT DAY	Tuesday	ADA	Bachmann, Esq., Wick [Lookup]
NEXT OOP NUMBER	[Input Field]	SCOFF FEE DELAY	38 Days
1st APPEAR TIME	04:00PM		

- **A/C Number** – This is the Justice ID# assigned by Justice Court Fund for the monthly AC 1030 report. Justice ID# is always 10 numbers followed by the first letter of the judge’s last name.
- **Court Time** – Enter what time court is held
- **Court Day** – Enter the day(s) court is held
- **Next OOP Number** – this field is no longer used (*was used for orders of protection*).
- **1st Appear Time** – This is the default appearance time when adding a new case.
- **Clerk** – Enter in the full clerk’s name.
- **Hours** – Enter the court’s hours
- **ADA** – Click on the lookup key at the end of this field. That will open the attorney list. Select the ADA from this list –or- select add attorney at the bottom if not currently in the list.
- **Scoff Fee Delay** – Counts the number of days from when a case was submitted to DMV to be scoffed. If the cases goes unanswered it will automatically show scoffed in the CRP the day after the set amount of days.

- **Receipts:** The number of the day password is required to setup automatic receipt numbers, *please call the office for help (800) 622-2522 option 1 then option 2.*

- **Fine Receipts:**

- Click on the down arrow at the end of the field, you will see three options:

- **None** = No receipt number
- **Judge's Fine** = Creates fine receipt numbers unique for this judge
- **Combined Fine** = One source of fine receipt numbers for multiple judges

- **Bail Receipts:**

- Click on the down arrow at the end of the field, you will see five options:

- **None** = No receipt number
- **Judge's Bail** = Creates bail receipt numbers unique for this judge
- **Combined Bail** = One source of bail receipt numbers for multiple judges from the combined bail receipt numbers
- **Judge's Fine** = Bail receipt numbers will come from the fine receipt number field
- **Combined Fine** = One source of bail receipt numbers for multiple judges from the combined fine receipt numbers

- **Parking Receipts:**

- Click on the down arrow at the end of the field, you will see five options:

- **None** = No receipt number
- **Judge's Parking** = Creates parking receipt numbers unique for this judge
- **Combined Parking** = One source of parking receipt numbers for multiple judges from the combined parking receipt numbers
- **Judge's Parking** = Parking receipt numbers will come from the fine receipt number field
- **Combined Parking** = One source of Parking receipt numbers for multiple judges from the combined Parking receipt numbers

- **Combined Receipt Numbers:** Go to Utility → Edit Databases → Court Information. Click on the tab at the bottom that reads Automatic Receipt Numbers.

Law/Code Defaults	CDR Numbers	Automatic Receipt Numbers
Next Bail Receipt CB120012		

- This will only have active receipt number fields for the corresponding receipt setup indicated on the judges receipt tab. Enter in the requested receipt number then save and exit.

- **nCourt Setup:**

**The court will need to notify nCourt of the new judge and any outgoing judge.
Also please notify The CourtRoom Program Staff**

Bank Accounts	Court Numbers/Times/Clerk	Receipts	nCourt Setup
Setup the online payment options for nCourt			
ACCOUNT NUMBER:	UID456	PASSWORD:	PASS01X
INCLUDE PENAL LAW:	<input checked="" type="checkbox"/>	BLOCK 'Fail to Appear' SLF:	<input checked="" type="checkbox"/>
BLOCK ALL SCOFFS:	<input type="checkbox"/>	BLOCK 'Moving Violations':	<input type="checkbox"/>
ENABLE 'No-Name' Parkers:	<input type="checkbox"/>		
SET BANK DATE:	<input type="radio"/> Today's Date	<input type="radio"/> Date Paid	<input checked="" type="radio"/> Estimated
SET DISPOSITION DATE:	<input checked="" type="radio"/> Today's Date	<input type="radio"/> Date Paid	<input type="radio"/> Estimated
AUTO SEND:	<input checked="" type="radio"/> Full Auto	<input type="radio"/> Alert on Send	<input type="radio"/> No Auto Send
SCOFF RULE:	<input type="radio"/> Only One	<input type="radio"/> All Unpaid	<input checked="" type="radio"/> Actual Scoffs

- **Account Number and Password:** These are per court they are not judge specific. Therefore the account number and password can be copied from another judges nCourt setup screen, *(as well as removed from an outgoing judge)*.
- **Include Penal Law:** Check the box if they want PL cases to go to nCourt
- **Block 'Fail to Appear' SLF:** Check if the court wants to block fail to appear scoffs.
- **BLOCK Moving Violations:** Blocks all moving violations – this is used for courts who only want to send Parking tickets from the Parking PRG.
- **BLOCK ALL SCOFFS:** Check if the court wants to block all scoffed cases
- **ENABLE 'No-Name' Parkers:** Used for the Parking program. Will send tickets to nCourt for payment regardless if there is a name and address on the ticket screen.

- **Set Bank Date:** *(Dates are applied when the payments are imported/applied to the case/ticket)*
 - **Today's Date:** Will print the date the payment is imported into the PRG.
 - **Date Paid:** Will print the date the payment was made online.
 - **Estimated:** Will print the date the money will be in the judge's account.
- **Set Disposition Date:** *(Disposition date refers to the date the case was closed)*
 - **Today's Date:** Will print the date the payment is imported into the PRG.
 - **Date Paid:** Will print the date the payment was made online.
 - **Estimated:** Will print the date the money will be in the judge's account.
- **Auto Send:**
 - **Full Auto:** Case information is automatically uploaded to nCourt when the adjudication information is entered. No additional steps required.
 - **Alert on Send:** Will pop-up a message that the case information was uploaded to nCourt when entering in the adjudication information.
 - **No Auto Send:** Nothing is sent to nCourt unless forced by the user. The user would have to right click on the case information screen and select the option to upload to nCourt.
- **Scoff Rule:**
 - **Only One:** On a multi charge case only one scoff lift fee is uploaded to nCourt.
 - **All Unpaid:** Applies scoff lift fees to all outstanding tickets up to the allowed limit.
 - **Actual Scoffs:** Will upload scoff fee amount to scoffed charges only.

- To make a judge active, Utility → Edit Databases → Court Information

The screenshot shows a software window titled "Edit Court Data" with a toolbar containing "Save" and "Exit" buttons. The form fields are as follows:

- SERIAL #: #C0019SIQS (radio buttons for TOWN and VILLAGE)
- COURT NAME: Someburg Town Court
- STREET: 123 Elm Street
- CITY/ST/ZIP: Someburg, NY 12345
- CT_CNTY: Someburg
- CT_PHONE: (123) 123-4444
- MUNICIPALITY: Someburg
- POLICE FORCE: NPD
- CALENDARS BY: JUDGE (radio buttons for OPERATOR and BOTH)
- NUMBER OF JUDGES: 4
- JUDGES: JJT, TMW, LDA, WCH

At the bottom, there is a table for "Law/Code Defaults":

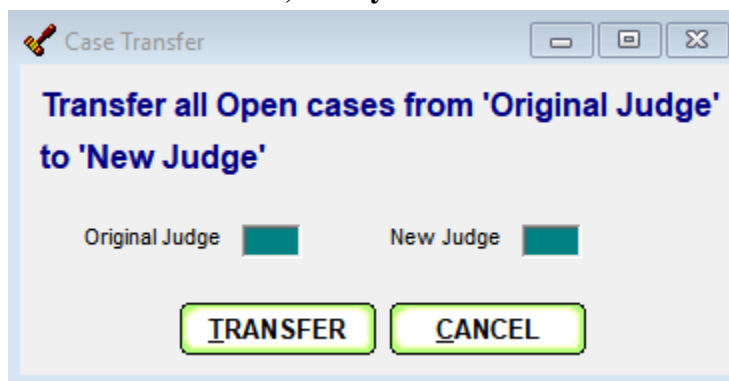
	VTL	Criminal	Civil
STATUTES	VTL	PL	CIV
ACTION CODES	001	002	003

- **Number of Judges:** Indicates the number of active judges. Increase the number by how many judges are to be added. Any outgoing judges need to stay active until all their final reports are completed, open/pending cases have been transferred, and any pending bail has been transferred. The maximum number of judges is 6. If all 6 fields are filled in with initials, talk to the court and find out which initials can be removed. It doesn't matter what order the inactive judges are listed.
- **Judges:** Shows the active/outgoing judge's initials. Once a judge is no longer needed as an option in the program advise the court to come back to this screen and reduce the number of judges and adjust the active judges initials as needed.

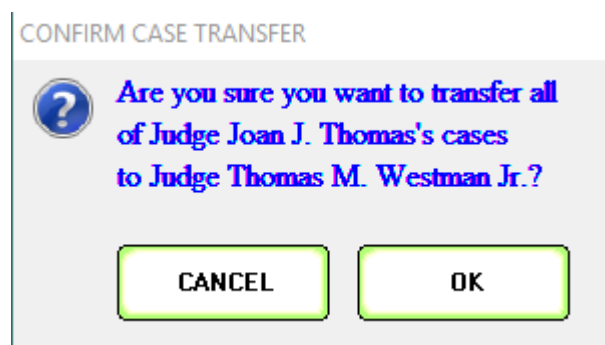
After updating the number of judges and entering in the judges initials click on save and exit at the top of the screen.

To transfer open/pending cases to another judge the court has three options. The first option to mass transfer all open/pending cases from one judge to another. The second is to transfer cases based on a calendar listing. The third is to transfer them individually on a case by case basis.

- **Mass Transfer Cases, Utility → Tools → Mass Transfer Cases**

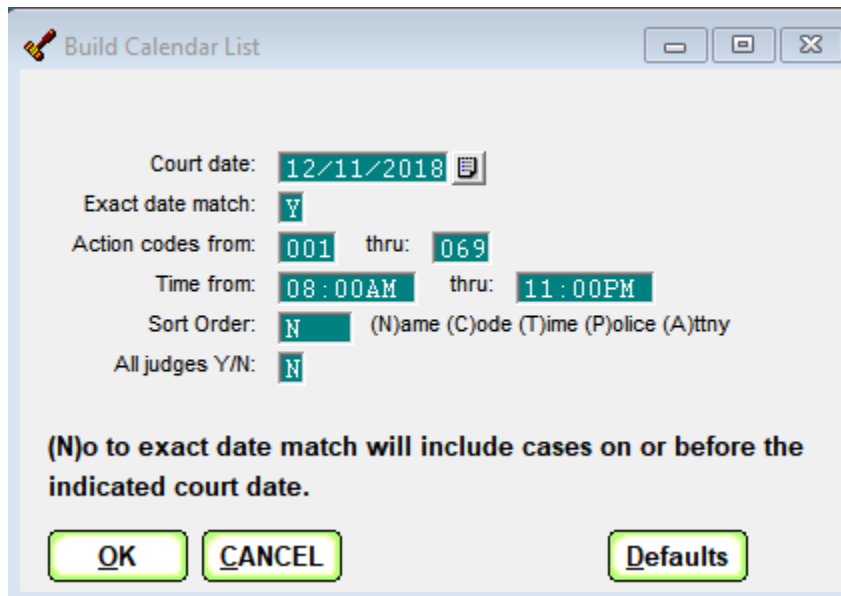


- Enter in the original judge's initials and then enter the judge who will be receiving all the cases then click on transfer



- The program will then confirm the information is correct. If the information is correct click on OK. This will then mass transfer all cases to the indicated judge.

- **Transfer cases based on a calendar list, Reports → Calendars → Build Calendar List**



Build Calendar List

Court date: 12/11/2018

Exact date match: Y

Action codes from: 001 thru: 069

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

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

All judges Y/N: N

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

OK CANCEL Defaults

- **First you want to make sure the original judge's name is at the top of the screen. If not go to, Main → Select Other Judge and select the correct judge.**
 - **Court Date** – Enter in the date for cases to be transferred
 - **Exact Date Match** – Y = yes
 - **Action Codes** – Enter in the action code range for the transfer
 - **Time** – Enter the time frame
 - **Sort Order** – This doesn't affect the transfer in any way
 - **All Judges** – N = no
- **Click on OK when the above is filled in**
- **Another screen will then appear showing the number of cases for the calendar listing.**

Calendar List Contains: 315 cases

Cases Scheduled: On or before 12/11/2018
(ie. Not exact match)

Court Time: 08:00AM to 11:00PM
Codes: 001 to 001
Sort Order: NAME

List Created: 12/11/2018 At: 12:19PM

- To transfer the cases go to, Calendars → Mass Adjourn Calendar List

Calendar for Judge Joan J. Thomas

Mass Adjourn Existing Calendar List

Current Court Date: 12/11/2018 - or before
Codes: 001 to 001
Records: 315
Created: 12/11/2018 at 12:19PM

Enter new adjournment date: 12/11/2018

Enter new adjournment time: : M

Enter code if mass change:

Enter new Judge if needed:

Enter new Prosecutor if needed:

Enter a Letter Code:

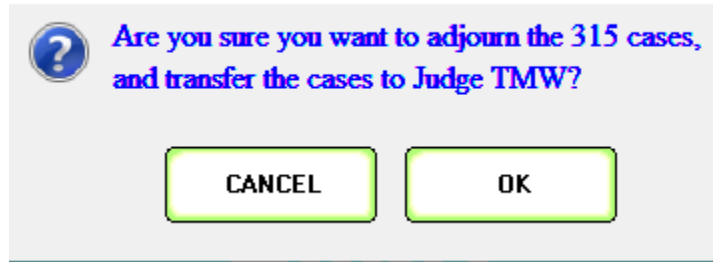
Leave code empty to use the original code for each case.
Leave time empty to to use original court time. (' : M')

Leave Judge empty if you do not want to transfer the cases.
Leave Prosecutor empty if you do not want to change the prosecutors.

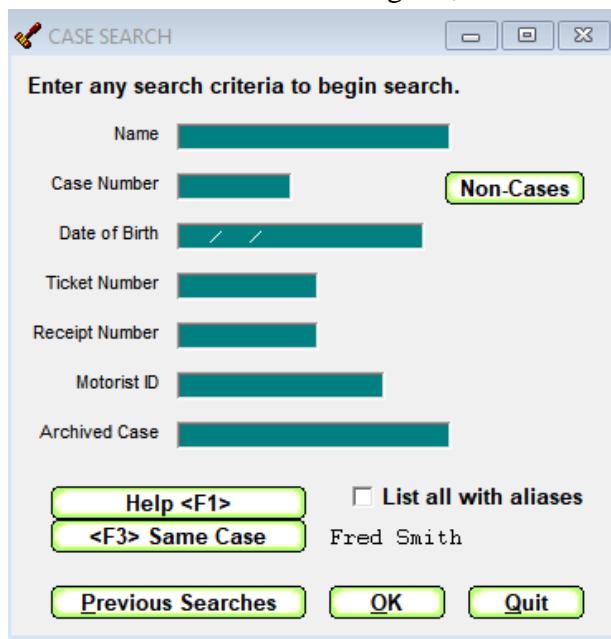
- **Enter new adjournment date** – Enter new court date if needed, or leave the date listed.
- **Enter new adjournment time** – If the court time has changed enter the time court will be held, otherwise leave blank.
- **Enter code if mass needed** – If a new action cone is needed for every case in the calendar listing enter it here, otherwise leave blank.

- **Enter new Judge if needed** – Enter the new/receiving judge’s initials here
 - **Enter new Prosecutor if needed** – If the Prosecutor has changed click on the look up key at the end of this field and select them from the attorney list. If there is no change leave the field blank.
 - **Enter a letter code** – If a letter to all the defendants listed is needed enter the letter number here, otherwise leave blank.
- After clicking on OK the program will confirm the information is correct. If so again click on OK and the selected cases will be transferred.

CONFIRM MASS ADJOURNMENT



- To transfer an individual case go to, Cases → Case Search



- Enter in any one of the above searchable fields and select OK. This will bring up the case information screen.

Case #18070005.01 - Smith, F INFORMATION SCREEN (case# order)

Name: Fred Smith Sex: M DOB: 10/30/1980

Address: 153 Elm St. Walworth, NY 14568

Motorist ID #: ABC123

Phone Number: 555-1234

Attorney: [?]

Prosecutor: [?]

Officer: Baldwin, Martin [?]

Force: SP Judge: JJT Other Players

Statute/Section	Description	C/C/D	Counts	Attempt	Fine
VTL 1111 A2	TRAF DEV VIOL	0 I 0	1	N	0.00
			0		Civil Fee 0.00
					SurCharge 0.00

Disposition: [?] Charge: 1 of 1 Ref #: [?]

Comment: [?]

Next Date	Action (001)	Crime	Arrest	Fines
01/15/2019	1st Appearance V&T	07/24/2018	07/24/2018	0.00
				Civil Fees 0.00
				SurCharge 0.00
				Bail 0.00
				Other 0.00
				AmountDue 0.00

History: 01/15/19 1st Appearance V&T Time: 04:30PM

Arraignment: [?/?/?] Adjudication: [?/?/?]

Sentence: [?/?/?] Case Closed: [?/?/?]

- Once the information screen is open select, Modify Case → Case Modification → Transfer Case Totally.

SELECT JUDGE

Select Judge to own case

- 1 Joan J. Thomas
- 2 Thomas M. Westman Jr.
- 3 Larry D. Adams
- 4 William C. Henderson

Selection: 1

- Select the judge who should receive the case. This will automatically transfer the case to the selected judge.

Be careful when transferring a case individually, if there has been any financial transactions done on the case the transfer case screen will have an extra field.

SELECT JUDGE

Select Judge to own case

- 1 Joan J. Thomas
- 2 Thomas M. Westman Jr.
- 3 Larry D. Adams
- 4 William C. Henderson

Transfer existing money records

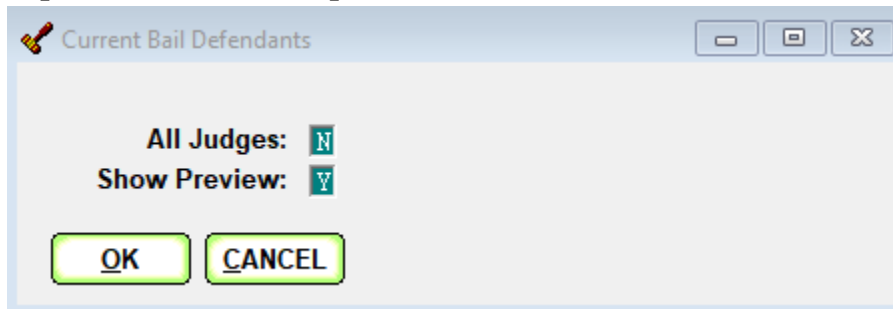
Selection: 1

OK CANCEL

Any money collected and reported under a previous judge needs to stay with that judge. Uncheck the box to Transfer existing money records.

Any bail being held by a judge that is leaving needs to be transferred. Prior to it being transferred make sure the balance that has been entered into CRP matches what is at the bank. In the CRP the current bail defendants report will show the dollar amount of bail being held.

- **Reports → Financial Reports → Current Bail Defendants**



- All Judges – Should be ‘N’ for no
- Show Preview – Can be either ‘Y’ for yes or ‘N’ for no

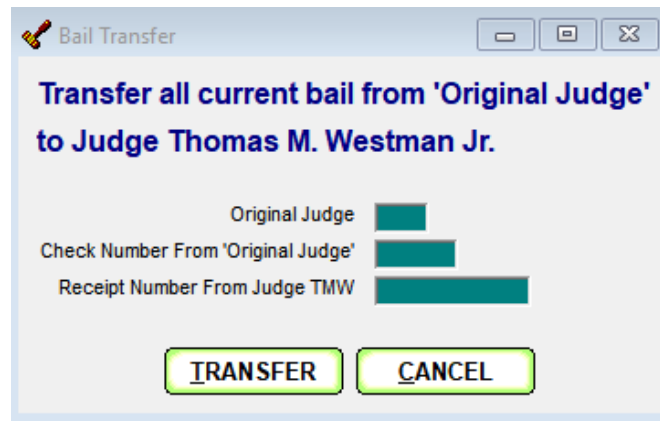
Someburg Town Court Current Bail Defendants Report Judge Thomas M. Westman Jr.

Re

Defendant	Case No.	Bail Balance	Deposit Date	Next Date
COLEMAN, MARCUS J.	05120035	100.00	08/05/11	12/13/05
TOTAL BAIL HELD		100.00		
1 DEFENDANTS				

- If the dollar amount on the report matches what is in the bank then a mass bail transfer can be done.

- o Utility → Tools → Mass Bail Transfer

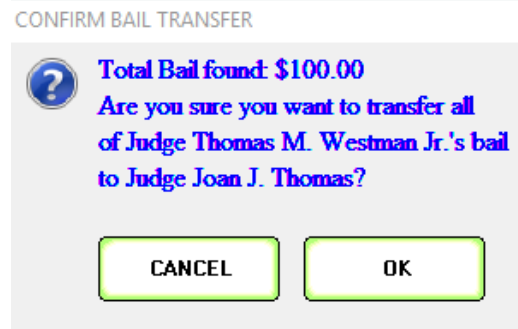


Make sure the judge's name at the top of this screen is the judge that is meant to receive the bail.

- Original Judge – Enter in the judges initials for the judge that is leaving
- Check Number From ‘Original Judge’ – Enter in the check number to be used to transfer the bail.
- Receipt Number From Judge – If the receiving judge gave a receipt for the transferred bail enter that in.

- o Click on Transfer when all the above is entered in

CONFIRM BAIL TRANSFER



- o Double check that the amount listed is correct and then click on OK.
- o A confirmation screen will then appear (*if a receipt number was given it would appear on this screen*).

INFORMATION

