

SMART Tip Sheets

Court & Other Criminal Justice

Court & Other Criminal Justice

- Court Hearings
- Probation Meetings

This tip sheet explains how to add criminal justice related information and court actions such as phase movement.

Total Pages: 2

IGSR Technical Support: 301.405.4870

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Court & Other Criminal Justice Criminal Justice Contacts

- Entry Steps:** Login, Select Facility, Client List, select client, Activity List, ECourt, Court & Other Justice.
- Click **Add New** to add a criminal justice contact (probation meeting, court hearing, etc.).
- Type the **Event Date** and select the type of **Event** from the drop-down menu. This will activate the remaining fields and enable all pertinent court supervision information to be entered including: **Staff Name**, **Type of Contact**, **Location**, **Outcome**, **Court Action**, and **Court Phase** (the system will *only allow a Court Phase to be entered if something is selected in the Court Action field*).
- Start time**, **end time**, and **persons involved** are only activated for DJJ Supervision Contacts.
- Signed/Unsigned Notes:** This screen contains a Signed/Unsigned note function. To make an editable note, enter the note in the **Unsigned Note** field and click **Save** or **Finish**. To electronically sign the note, enter the note in the **Unsigned Note** box and then click **Sign Note**. **Note:** By signing a note, this certifies its content and precludes further editing. However, if the signed note contained erroneous information or if additional data is required, simply enter the new information in the **Unsigned Note** box and click **Sign Note** again.
- Click **Save** or **Finish** when the court or supervision information is complete.

Under ECourt on the menu tree, click **Court & Other Justice**

Court and other Criminal Justice Supervision/Events for McCoy, Hank [Export](#)

Date	Event	Type of Contact	Location	Outcome	Court Action	Court Phase	Actions
8/22/2007	DC Status/Review Hearing	Case Review		N/A	Phase Started	Phase I	Review Delete

Detailed Information [Add New](#)

Event Date: 8/22/2007 Facility: 123 Gilmore Street

Event: DC Status/Review Hearing Staff Name: Butler, Rita

Type of Contact: Case Review Outcome: N/A

Location: Court Action: Phase Started

Purpose: Court Phase: Phase I

Start Time: End Time:

Length of Time: Persons Involved:

Signed Note:

Release this note? No

Unsigned Note (Work in Progress): [Sign Note](#)

[Cancel](#) [Save](#) [Finish](#)

To review an existing record, click **Review** or to delete a record, click **Delete**

Court and other Criminal Justice Supervision/Events for McCoy, Hank [Export](#)

Date	Event	Type of Contact	Location	Outcome	Court Action	Court Phase	Actions
8/22/2007	DC Status/Review Hearing	Case Review		N/A	Phase Started	Phase I	Review Delete

Detailed Information [Add New](#)

Event Date: 8/22/2007 Facility: 123 Gilmore Street

Event: DC Status/Review Hearing Staff Name: Butler, Rita

Type of Contact: Case Review Outcome: N/A

Location: Court Action: Phase Started

Purpose: Court Phase: Phase I

Start Time: End Time:

Length of Time: Persons Involved:

Signed Note:

Release this note? No

Unsigned Note (Work in Progress): [Sign Note](#)

[Cancel](#) [Save](#) [Finish](#)

If the event is a DC Status/Review Hearing, the **Court Action** field will populate. Enter the **Phase movement** and then the **Court Phase**

Click **Finish** when done