

# SMART Tip Sheets New Charges

---

## New Charges

This Tip Sheet explains how to add a charge received during the client's time in drug court.

**Total Pages: 2**

---

IGSR Technical Support: 301.405.4870

Updated: March 2012

## Documenting New Charges

- Entry Steps:** Login, Select Facility, Client List, select client, Activity List, eCourt, New Charges.
- Once you have opened the New Charges screen, click on the **Add New** hyperlink to add a charge.
- New Entries:** Enter the **New Arrest Date** and **New Arrest Charge** and/or **VOP date(s)** and **VOP Charge(s)**. Continue through the module completing the pertinent information for the event(s) (i.e., when entering a date [either New Arrest or VOP], also be sure to select the charge for the corresponding option).
- Signed/Unsigned Notes:** This screen contains a Signed/Unsigned note function. To make an editable note, enter your note in the **Unsigned Note** field and click **Save** or **Finish**. However, to electronically sign the note (thereby making it uneditable), enter the note in the **Unsigned Note** box and then click **Sign Note**. **Note:** If the signed note contained erroneous information or if you need to enter more data, simply enter the new information in the **Unsigned Note** box and click **Sign Note** again.
- Click **Save** or **Finish** when you have finished entering in the new charge(s).

Date	Offense	Disposition	Disposition Date	Disposition Charge	Actions
9/12/2007	Arson 1st Degree (abandoned/vacant)	Convicted, other sentence	9/12/2007	Arson 2nd Degree	<a href="#">Review</a>   <a href="#">Delete</a>
					<a href="#">Review</a>   <a href="#">Delete</a>

**Detailed Information** [Add New](#)

New Arrest Date: 9/12/2007

New Arrest Charge (Most Severe): Arson 1st Degree (abandoned/vacant)

Disposition Date: 9/12/2007 Disposition: Convicted, other sentence

Disposition Charge: Arson 2nd Degree

VOP Date: VOP Charge:

Signed Note: This is a signed note. This is a signed note. This is a signed note. This is a signed note. This is a signed note. This is a signed note. This is a signed note. This is a signed note. This is a signed note. This is a signed note. (Appended 10/22/2007 9:39:56 PM rbullert | Butler, Rita| Gilmore Agency (Training Agency))

Unsigned Note (Work in Progress):

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