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# Disposition Client User Documentation

##### Prepared

##### for

### Maricopa County Attorney’s Office

#### and

### Maricopa County Clerk of Court

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**Introduction**

The Automated Disposition Client Server sends the final disposition reports electronically to the Central State Repository.  Dispositions reflect the final sentencing including jail/ imprisonment, probation, and fines.

**Search Screen**

The search screen is the first to appear when the Disposition Client is first started (Figure 1).  The search screen is used to scan the disposition database for records that match specific criteria.

**Figure 1: Search Screen**

|  |  |
| --- | --- |
|  |  |
| **TYPES OF SEARCHES** |
|
|  |
| PCN |
| DEFENDANT NAME |
| SID |

More often than not, a search will be conducted on the PCN (DPS Process Control Number), however, all of the following fields can be used to search the disposition database:

|  |  |
| --- | --- |
| ***Field*** | ***Description*** |
| Booking Number | MCSO Booking Number |
| Sequence | MCSO booking sequence number |
| Arrest Number | Arresting Agency case number; three-letter MCSO agency prefix must proceed the case number (i.e.: PHX = Phoenix, DPS = Department of Public Safety, etc.) < /P > < /P > |
| Arresting | ORI of the arresting agency |
| Arrest Date | Date of Arrest\* |
| PCN | DPS Process Control Number |
| Case/Warrant | Maricopa County Court Case, Summons, or Warrant |
| Court Code | 4-digit Maricopa County Court Code |
| Last Name | Last Name |
| First Name | First Name |
| Middle Name | Middle Name |
| SID | Arizona SID |
| Date of Birth | Date of Birth\* |
| Social Security | Social Security Number |

If you wish to clear the search criteria, click the "Clear" button.  To exit the Disposition Client, click the "Quit" button.  Once you have completed the desired search fields, click the "Search" button to continue.

**Disposition Browser**

If the search criteria you entered in the previous screen matches more then one arrest record, the Disposition Browser screen appears (Figure 2).  At the top of the Disposition Browser screen, the total number of records matching the search criteria is displayed.  The grid in the middle of the browser contains the matching arrest records.

**Figure 2: Disposition Browser**

To view the full arrest record and charges for a specific record, move your mouse pointer anywhere over the specific record, and click the mouse button.  Next, move your mouse pointer to the "Charges" button, and click the mouse pointer.  These steps will open the Arrest Screen.

Once finished with the Disposition browser, click on the "Close" button to exit back to the search screen.

**Arrest Screen**

The Arrest Screen displays arrest and charge information for a specific arrest record.  The Arrest Screen is opened one of two ways: by pressing the "Charges" button on the Disposition Browser screen, or if the search criteria entered in the Search Screen matches only one arrest record (Figure 3).  Arrest information is broken down into three sections in the Arrest Screen: Defendant, Arrest, and Charge information.

Defendant information contains any information that is specific to an individual person, or defendant.  Arrest information contains information related to a specific arrest, or booking.  Charge information contains information related to each charge on an arrest.

An arrest may contain many types of charges; some charges are referred to city magistrates, while others are referred to the County Superior Court.  When the Arrest Screen is initially loaded, it only displays charges intended for the Superior Court.  To display all charges, move your mouse pointer to the "View ALL Charges" check box, and click your mouse button.

**Figure 3: Arrest Screen**

From the arrest screen, the disposition of charges can be edited, or new charges can be added.

To edit a charge and update its disposition information, move your mouse pointer to the specific charge and click your mouse button.  Next, move your mouse pointer to the "Edit Charge" button, and click your mouse button.

Adding a new charge is accomplished by moving your mouse pointer to the "New Charge" button, and clicking your mouse button.

When either the "Edit Charge" or "New Charge" buttons are clicked, the Charge Edit screen appears.

**Charge Edit**

The Charge Edit screen is used to add or update charges attached to a specific arrest.  Complete charge and disposition information can be updated from this screen.  The Charge Edit screen appears differently depending upon the agency processing the disposition.

The County Attorney is responsible for adding new charges to an arrest and determining whether or not to prosecute an offense.  Consequently, the Charge Edit screen for the County Attorney’s office requires limited data entry.

The Clerk of Court must perform the same data entry tasks as the County Attorney, and provide additional sentencing information.  Moreover, Charge Edit screen for the Clerk of Court is more complex and contains more data entry fields.

***County Attorney***

When adding and editing a charge, the County Attorney’s office must provide ACCH code, ARS code, a Disposition, an Offense Type, and a Court Code. Optionally, the County Attorney can add Court Case or Charge Description information.  When adding new charges to an arrest, the Charge sequence number is automatically updated, and requires no intervention.

After charge information has been updated, move your mouse pointer to the "Save" button, and click your mouse button.  *If you wish to abandon your charge edits or are only reviewing charge information, be sure and click on the "Cancel" button.*

**Figure 4: Charge Edit, County Attorney**

***Clerk of Court***

When adding or editing a charge, the Clerk of Court’s office must provide ACCH code, ARS code, Disposition, Offense Type, and Court Code.  Court Case, Charge Description, Fine, Prison/Jail, Confinement, Probation, and Victim Code are all optional fields.  Disposition (Figure 6), Prison/Jail (Figure 7), and Sentence Code (Figure 8) are all available from DropDown menus.  When adding new charges to an arrest, the Charge sequence number is automatically updated, and requires no intervention.

After charge information has been updated, move your mouse pointer to the "Save" button, and click your mouse button.  *If you wish to abandon your charge edits or are only reviewing charge information, be sure and click on the "Cancel" button.*

**Figure 5: Charge Edit, Clerk of Court**

**Figure 6: Disposition**

**Figure 7: Prison/Jail**

**Figure 8: Sentence Code**