# Enter Case Information

From the main menu, the user shall click on that button labeled “Open Data Entry Form”.  This will display to the user the sole data entry form within this application.  This form, utilized to capture the defendant information, consists of four major tabs.  The data that shall be entered on each tab has been organized to closely reflect the format that has historically been followed on the 'Green Slip'.

[Case Data](#Data)
[Change of Plea](#Plea)
[Probation Violation](#Probation)
[Judicial Notes](#Notes) *(\*New)*
[Clerk Notes](#ClkNotes) *(\*New)*

The Adult Probation Office location is determined by where the clerk entering the data is currently assigned.  If a Downtown clerk is completing a PSR request for the Southeast office, this may be changed.  That is accomplished by using the mouse to click on the appropiate location “button”.   Either the Central Court Facility or the Southeast Regional Facility.



**Notes:**

* The user may also navigate to and between tabs by using the hotkey combinations that have been identified on each tab.  Pressing, and holding, the “Alt” key while then pressing the key for whichever letter is underlined on the tab label will take the user directly to that tab.  For example, typing “Alt + B” will move the user to the Probation Violation tab.
* Additionally, the user may enter all party information (defendant, prosecutor, defense counsel, etc.) prior to the hearing.  At the time of the hearing, the user need only conduct a 'find' on that defendant's name or case number to retrieve that data previously entered.  The remaining data may then be entered and notification sent to APO.  The *minimum* amount of data that can be entered prior to the hearing is the Court Clerk name and the Defendant name.  These fields are 'flagged' with a red asterisk (\*).
* Lastly, when utilizing data that was imported from ACS, it is important that the act of 'finding' that data be done **before** any data entry is begun.

  For more detailed instruction regarding how to conduct a 'find', please click [here](#find).



Tab One, **Case Data**, will accept entry of:

* The Court Clerk's name.  This is selected from a drop down list and may be accomplished by either using the mouse to navigate up or down the list or by typing in the first two or three letters of the clerk's last name.



* The hearing date.  The default value for this field is the current date. If this date is entered manually, the format shall be MM/DD/YYYY (04/22/1995).
* The defendant's name.  (255 Character maximum.)
* The defendant's date of birth.  The format shall be MM/DD/YYYY (04/22/1995).
* The prosecutor's name.  (255 Character maximum.)
* The prosecutor's office.  This is selected from a drop down list and may be accomplished by either using the mouse to navigate up or down the list or by typing in the first letter of the desired selection.



* The defense attorney's name.  (255 Character maximum.)
* The defense attorney's office.  This is selected from a drop down list and may be accomplished by either using the mouse to navigate up or down the list or by typing in the first letter (or two) of the desired selection.



* The sentencing division.  This is selected from a drop down list and may be accomplished by either using the mouse to navigate up or down the list or by typing in the first two or three letters of the Judge's last name.

* Interpreter type.  This is selected from a drop down list and may be accomplished by either using the mouse to navigate up or down the list or by typing in the first letter of the desired selection.  If an interpreter is required for a language other than those available on the drop down list, this language may be typed directly into this field.  (50 Character maximum.)



* Custody Status.  Either Out of Custody, In Custody or neither of these buttons may be selected.  If a selection is desired, this is accomplished by either clicking on that option or by depressing the arrow keys to move the button to the desired option.  If no option is desired, the user may tab past this field.



* Victim notification.  Either Yes, No or neither of these buttons may be selected.  If a selection is desired, this is accomplished by either clicking on that option or by depressing the arrow keys to move the button to the desired option.  If no option is desired, the user may tab past this field.





Tab Two, **Change of Plea**, will accept entry of:

* Enter Offenses.  Clicking on the “Enter Offenses” button, or tabbing to this button and then depressing <Enter>, will open a new form into which the user shall enter offense information.
* Count Number.  Enter the number *only* for that count currently being entered.



* Offense.  The user shall type each of the offenses to which the defendant has entered a plea.  There is a drop down list available from which the clerk may select some of the longer offenses frequently used. ***This drop down list is not available to clerks assigned to the Southeast facility.***  If the actual offense is not on this list, the clerk shall enter it manually. If an option available from the drop down list is close to the actual charge, it may be selected and then edited for content.  Also, if two cases are being referrenced for two different charges, the user may type the case number directly into the offense field in order to identify which charge is relative to which case number.  (Unlimited character maximum.)
***Note:****If this new form is opened while an existing case is being viewed, the user shall see displayed the number of offenses of which that defendant has been found guilty.  This is displayed as “Record # of ##”.  The user may navigate forward or backward through these records by clicking on the buttons to the left or right of the record number.  If the user wishes to enter a new record, this is accomplished by clicking on that arrow to the far right that is followed by an asterisk (\*).*  If the user has started to enter data and later learns that that particular charge is going to be dropped, the user may select that row containing only a hyphen (-). This must be done for each selection: Determination, Offense and Class.  Doing so will print a blank row on the PSR Request.



* Class.  This is selected from a drop down list and may be accomplished by either using the mouse to navigate up or down the list or by typing in the first letter of the desired selection.  Typing a number between 1 and 6 will select that class of felony in the drop down list.



* Determination.  The user shall enter the Judicial determination of each offense to which the defendant has entered a plea.  This data is selected from a drop down list.



* Either enter additional offenses or click on “Close” to return to the main form.
* Charges to be dismissed.  (Unlimited character maximum.)
* Sentencing date.  The format shall be MM/DD/YYYY (04/22/1995).
* Sentencing time.  This is selected from a drop down list and may be accomplished by either using the mouse to navigate up or down the list or by typing in the first number of the desired selection.



* Booking number.  (50 Character maximum.  Entered only if readily available.)
* Type of report ordered.  Placing a check mark in the appropriate box shall indicate the type of report ordered.  This check mark is placed in the box by either using the mouse to click on it or by depressing the space bar.  If either of these boxes are checked in error, the user shall click on the button to the right of these fields to clear that selection.  This act can **not** be undone.
* PSI or Supplemental case number(s).
* Case Location(s) (for post-2003 Criminal cases - selected from a dropdown list)



Tab Three, **Probation Violation**, will accept entry of:

* Violation type.  This is accomplished by depressing the arrow keys to move the “button” designator between the Admission and Court Finding and Automatic Violation selections.
* Terms that have been violated.  (255 Character maximum.)
* Disposition date.  The format shall be MM/DD/YYYY (04/22/1995).
* Disposition time.  This is selected from a drop down list and may be accomplished by either using the mouse to navigate up or down the list or by typing in the first number of the desired selection.



* All case number information.  NOTE: multiple case numbers may be entered on a single line.
*If the data for a probation violation case was imported from ACS, the user will find that the case number is located in the field labeled “and New number(s):”.  It must be moved to the field labeled “Probation violation on cause number(s):”.  Clicking on the button labeled “PV Only” will do this.*
* All case location information (for post-2003 Criminal cases - selected from a dropdown list)



Tab Four, **Judicial Notes**, will accept entry of:

* Any judicial notes or comments that may be required by, or useful to, the Adult Probation Department.  (Unlimited character maximum.)



Tab Five, **Clerk Notes**, will accept entry of:

* Any notes that the clerk wishes to use for his/her own purposes.  These notes will not print on the Adult Probation copy - they will only appear on the copy that is sent to the clerk's default printer.  (255 Character maximum.)

Those buttons located at the bottom of the form each perform a different function.



* **Send APO Notification.**  Clicking on this button, or typing the hotkey combination “Alt + S” will cause a dialog box to appear requesting that the user enter the last name of the defendant.  The user shall type this information in the area provided and click on “OK”.  (Clicking on Cancel will abort the APO notification process.)



This will send to the Adult Probation Department an e-mail message notifying them that a presentence report has just been ordered.  Attached to this message will be a report that contains all of the information just entered into the database and that has been formatted to retain the look of the now obsolete Green Slip.  Additionally, a copy of this report will print to the user's default printer.  If the user does not want a copy of the report to print at this time, he or she may click on that check box labeled “Disable automatic printing of PSR form”.

**Note:**  If the user's Outlook is not open, an additional message box will appear asking for the user to choose a profile.  Accept whatever the default selection is and click on “OK”.



* **New Record.**  Clicking on this button, or typing the hotkey combination “Alt + W” will store any data currently resident in the form and will clear all of the fields for entry of new data.  **Never** type over existing data.  If ever in doubt, click on the New Record button before entering any case data.
* **Close.**  Clicking on this button, or typing the hotkey combination “Alt + L” will close this form.
* **Find Record**  Clicking on this button, or typing the hotkey combination “Alt + D” will open for the user a form into which can be typed any criteria (case number, party name, etc.) for which the user wishes to search.



Having typed in this criteria, the user shall click on that button labeled “Find First” to conduct the search.  When using this method of search, it is **very important** that the user change the selection in the “Match” field from “Whole Field” to “Any Part of Field”.  Failure to do so will cause many, if not all, searches to return a “search item not found” message box.  *Also*, if searching by defendant name, the user will see the case number (if any) displayed next to the defendant name on tab one, Case Data.  This is intended to aid the user in locating the correct case for defendants with more than one case number.



If a search is conducted and the desired record not found, it is *imperative* that the user not type over the data that is now displayed in the form.  Click on the **New Record** button before beginning any data entry.  If, at any time, the user wishes to abort a search he/she shall type “Ctrl + Break”.

* **Re-Print Report.**  Clicking on this button, or typing the hotkey combination “Alt + P” will produce for the user a dialog box asking whether the user wishes to preview or to print the report.  If “print form” is selected, an additional report for whichever case is currently in the data entry form will be sent to the user's default printer.  If “preview form” is selected, the user may view the report for whichever case is currently in the data entry form.
* **PV Only.**   Clicking on this button (there is no hotkey combination) will move that case number that has been imported from ACS from the 'New' number field, where it is inserted by default, to the 'Probation Violation on Case Number' field which is where it is required to be on those occasions when that is the only case number the defendant has.
* **Help.**  Clicking on this link will open for the user a browser window that will display this document.