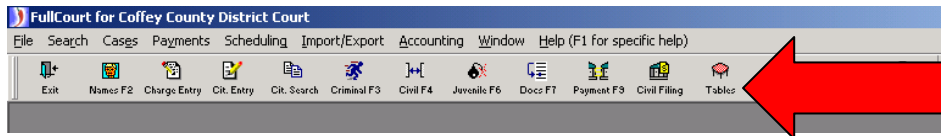
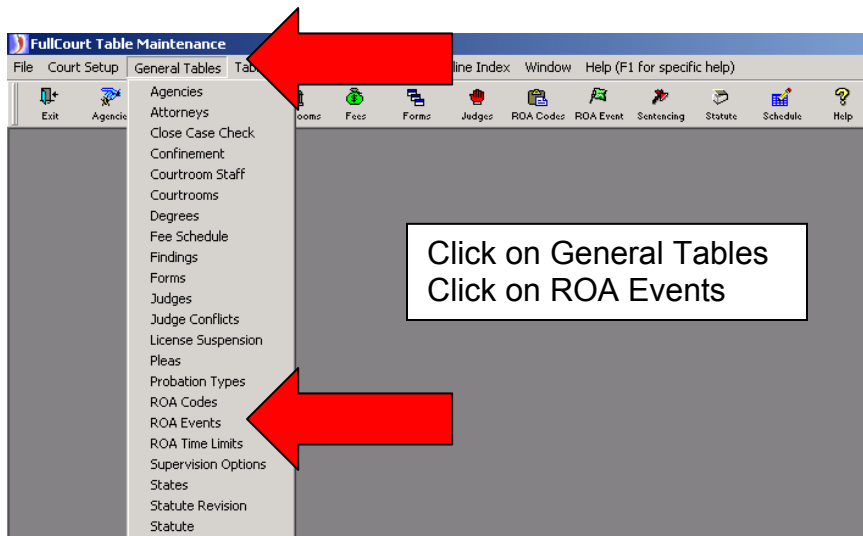


ROA EVENTS – A GOOD WAY TO SAVE SOME TIME AND STEPS –

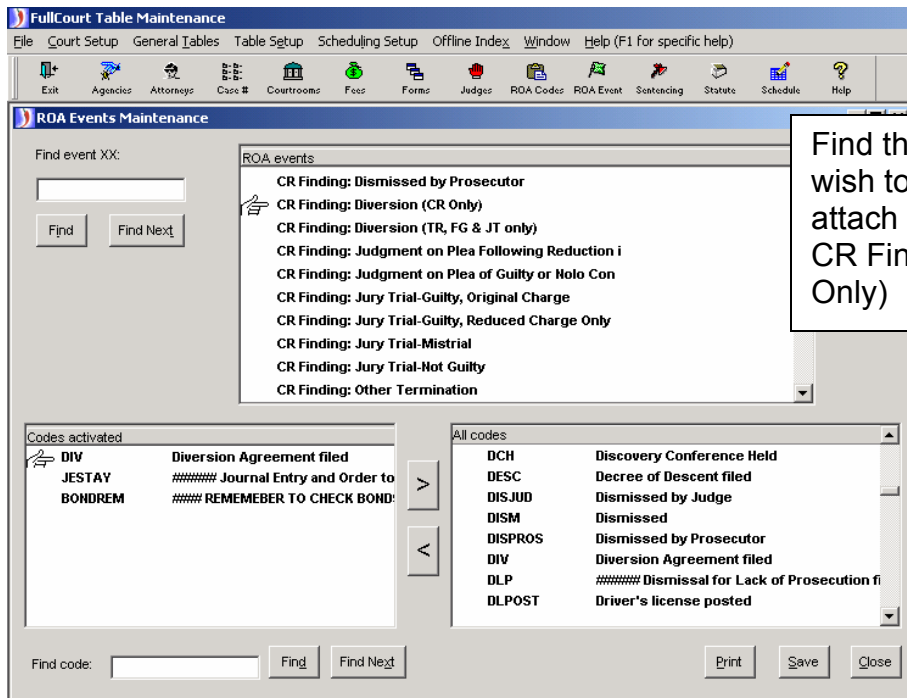
If you have not checked out the capabilities of the table setup for ROA Events, you might want to check it out. It is a mechanism within FullCourt that can save clerks time and clicks in entering information. One of the most recent changes that we have made is entering the diversion ROA's at the time we enter the disposition.



Click on Tables



Click on General Tables
Click on ROA Events



Find the ROA event you wish to which you wish to attach an ROA, for example:
CR Finding: Diversion (CR Only)

In this section of the screen, find the ROA's on the right hand side that you wish to appear when the above event occurs. Click on the ROA code to highlight it and then click on the < arrow to move to the Codes activated on the left hand side of this screen.

The ##### sign that you see in the body of the ROA codes means that the Journal Entry & Stay Order has been submitted to the judge for signature or we also use the ### in reminder ROA's.

When the judge signs the order, the clerk goes into the ROA's and changes the date to the correct filing date and removes the #### from in front of the ROA description. This would not work in every office but does work well in Coffey County.

In this instance, we also have the same ROA codes activated for CR Finding: Diversion (TR, FG & CT). You would follow the same procedure as shown above.

What having this event set up does is as follows:

FullCourt for Coffey County District Court

File Search Cases Payments Scheduling Import/Export Accounting Window Help (F1 for specific help)

Exit Newvz F2 Charge Entry Ctr. Entry Ctr. Search Criminal F3 Civil F4 Juvenile F6 Docs F7 Payment F9 Civil Filing Tab

Traffic Case (Misdemeanor)

Disposition Entry

2005-TR-001000 Letourneau, Matthew J

08.0142 Vehicles; Unlawful Acts - Registration Violations Charge 1 of 1

Plea: [Dropdown]

Plea date: 00/00/0000

Finding: Diversion (TR, FG & JT only)

Disposition date: 06/24/2005

Other finding description: [Text Box]

Sentencing date: 00/00/0000 Sentencing defer date: 00/00/0000

Retained jurisdiction: Days: None

Amend charge Probation

Fines/fees Probation

Dispose bond Appoint prosecutor

Schedule hearing Supervision options

Agreement terms Suspend license

Confinement Victim restitution

Officer Subpoena

Minutes Result ROA OK Close

When a diversion is being filed on a case, you go to your disposition entry screen, enter your finding and disposition date.

Click the fines/fees box so that you can set up your amounts due and any other information that you might need to set up for your local procedures.

The following ROA Boxes will appear:

Automatic Register of Actions

2005-TR-001000 Letourneau, Matthew J

ROA date: 06/24/2005 Code: DIV

Text: Diversion Agreement filed (Diversion (TR, FG & JT only) 08.0142 Vehicles; Unlawful Acts - Registration Violations)

Judge: Jones, Jon Stephen

Document sealed

Microfilm number: [Text Box]

OK Cancel Help

At this point, you can edit the ROA for additional information and then click OK.

Automatic Register of Actions

2005-TR-001000 Letourneau, Matthew J

ROA date: 06/24/2005 Code: JESTAY

Text: ##### Journal Entry and Order to Stay Criminal Proceedings filed

Judge: Jones, Jon Stephen

Document sealed

Microfilm number: _____

OK Cancel Help

The next ROA we had previously assigned to this event appears. You can edit it or cancel it. We save it in this format unless the judge has already signed the document. If he has not signed it yet, we edit the ROA later after it is signed. If for some reason, the document is not signed, we would delete the ROA.

Automatic Register of Actions

2005-TR-001000 Letourneau, Matthew J

ROA date: 06/24/2005 Code: BONDREM

Text: ##### REMEMBER TO CHECK BONDS - EXONERATE SURETY BONDS ##### CANCEL THIS ROA

Judge: Jones, Jon Stephen

Document sealed

Microfilm number: _____

OK Cancel Help

This ROA code is simply a reminder for the Coffey County staff to exonerate any bond that we might have active on this case. We always cancel this ROA.

We have entered our ROA's for the diversion process. FullCourt will proceed to allow us to cost in the amounts due and receipt any payment that you have.

Having the ROA event set up allows us to complete the process all through the disposition screen without having to go to the ROA "drawer" from the case detail screen.

I highly recommend using the ROA Events.