

TRAFFIC CASES – AUTOMATIC HEARING DATE ENTRY

One of the newer features in FullCourt is a way that FullCourt will automatically enter the hearing date on a traffic case that must appear in front of a judge. To set up this feature so that it will work, first of all, there needs to be changes to the statute table. Each charge or violation for traffic that must appear in court needs to have the “Appearance Required” box checked on each statute in the statute table:

Go to Tables, Statutes, select the version and marking the necessary statutes:

Statute Maintenance

Revision: 200503
Statute: 08.0262.a.1.A

Description: Driving while suspended; 1st conviction
Degree: Misdemeanor Class B
Bond type: [dropdown]
Default amount: .00

Report type: CHAPTER 8
Traffic classification: Motor vehicle violation
Fine distribution type: [dropdown]
Overdue processing type: MISD NA
Fee category: INFRACTION
Mandatory requirement: [dropdown]

Penalties:
Jail minimum: [input]
Jail maximum: [input]
Fine minimum: .00
Fine maximum: .00
Probation minimum: [input]
Probation maximum: [input]

DMV code: VR2
DMV suspend: [input]
Excess fine distribution type: [dropdown]

SEXUAL OFFENSE:
DNA Coll: [input]
Sex Offe: [input]

DC66 form required: [checkbox]
Common: [checkbox]
Common amended charge: [checkbox]
Appearance required: ←
Override amended for fees: [checkbox]

Inactive: [checkbox]

Law Key: 4061
Attempt / Conspire / Solicit: Not applicable

Chapter: [dropdown]
Section: [dropdown]
Sub-section 1: [input]
Sub-section 2: [input]
Sub-section 3: A
Sub-section 4: [input]
Classification: Motor vehicle
Attempt / Conspire / Solicit: Not applicable

Buttons: Print, Miles Over Schedules, Pounds Over Schedules, Save, New, Delete, Close

The Appearance Required box must be checked in each traffic case statute that requires an appearance in front of the judge.

You can start out changing the ones that you are most familiar with and others can be changed as you come across them.

Next, in Tables, Go to General Tables, select Courtrooms: (You will need to assign a room number to your courtroom, if you have not already done so. The courtroom number is required.)

FullCourt Table Maintenance

File Court Setup General Tables Table Setup Scheduling Setup Offline Index Window Help (F1 for specific help)

Exit Agencies Attorneys Case # Courtrooms Fees Forms Judges ROA Codes ROA Event Sentencing Statutes

Courtroom Maintenance

Courtroom: 1
Room number: 1
Description: Main Courtroom
Building: [input]
Address: [input]
City: Burlington
State: KS
Zip: 66839

Buttons: Print, New, Save, Delete, Close

Now you are ready to go to Tables, Court Setup, Court System Values, Citation Entry Processing and set up the settings for Citations: (These entries are very important.)

The screenshot shows a window titled "Court System Values" with a dropdown menu set to "Citation entry processing". Below the menu is a table with three columns: "Description", "Maximum Length", and "Value". The table contains 14 rows of settings. At the bottom of the window are three buttons: "Print", "Save", and "Close".

Description	Maximum Length	Value
Citation Appearance Date Default (days)	3	21
Citation appear time (if no auto hearing)	10	[not used]
Citation number: length (5 - 10)	2	7
Citation number: allow alpha (Y/N)	1	Y
Citation number: right justify, zero fill (Y/N)	1	Y
Citation number: retain on new charge (Y/N)	1	N
Verify Appearance Date Courtroom	10	[not used]
Retain party on new case (Y/N)	1	Y
Automatic Hearing Entry(Y/N)	1	Y
Auto Hearing Only If Appearance Required (Y/N)	1	Y
Automatic Hearing Courtroom	10	1
Automatic Hearing Judge Bar Number for Citation Import	6	[not used]
Automatic Hearing Type	50	Arraignment
School Zone Fine Enhancement	10	[not used]

You must enter a number of days in the Citation Appearance Date Default (days). This will automatically enter the appearance date which will probably need to be changed since we never know how far down the road the officers are going to set appearance dates.

Continue entering the above settings through the Automatic Hearing Type shown on this screen. The above screen is how the settings are entered in Coffey County FullCourt and the automatic hearing function is working great and saves an extra step when entering those traffic violations that require a hearing in front of the judge.

Tina in Sedgwick County was the person that brought this feature to my attention. If you have any questions, you can give Debbie a call at Coffey County at 620-364-8628 and I will be glad to help you if I can.