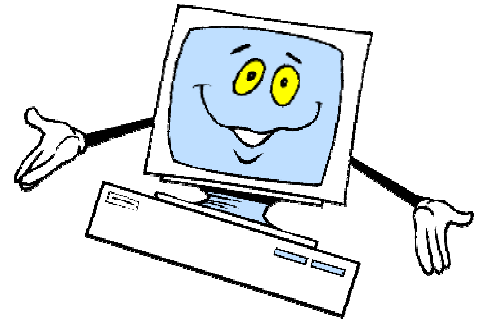


# KICS Action

**Check out this section for tips and tricks. If anyone out there has new tips, tricks, or shortcuts you'd like to share, please pass them on to Debbie and she will share them with everyone.**



## **APPEARANCE REQUIRED – RED FLAG**

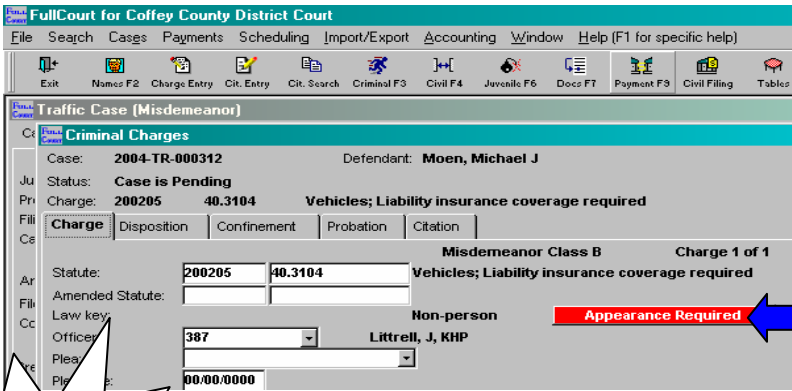
**DO YOU EVER WONDER WHEN YOU ARE ENTERING NEW TRAFFIC VIOLATIONS IF THEY REQUIRE AN APPEARANCE IN COURT? HERE IS A WAY TO FLAG THOSE VIOLATIONS.**

There is a way in KICS to have the system flag those statutes that require an appearance before the Judge. There is sometimes a question on traffic violations as to whether they require an appearance in court or not. Here is a way to help out.

Revision:	200205
Statute:	40.3104
Description:	Vehicles; Liability
Degree:	Misdemeanor CI
Bond type:	
Default amount:	.00
Report type:	CHAPTER 8
Aggregate Report Type:	Other violation
Fine distribution type:	
Overdue processing type:	MISD NA
Fee category:	INFRACTION
Mandatory requirement:	
DC66 form required:	<input checked="" type="checkbox"/>
Common:	<input checked="" type="checkbox"/> Local Statute
Common amended charge:	<input checked="" type="checkbox"/>
Appearance required:	<input checked="" type="checkbox"/>
Override amended for fees:	<input type="checkbox"/>

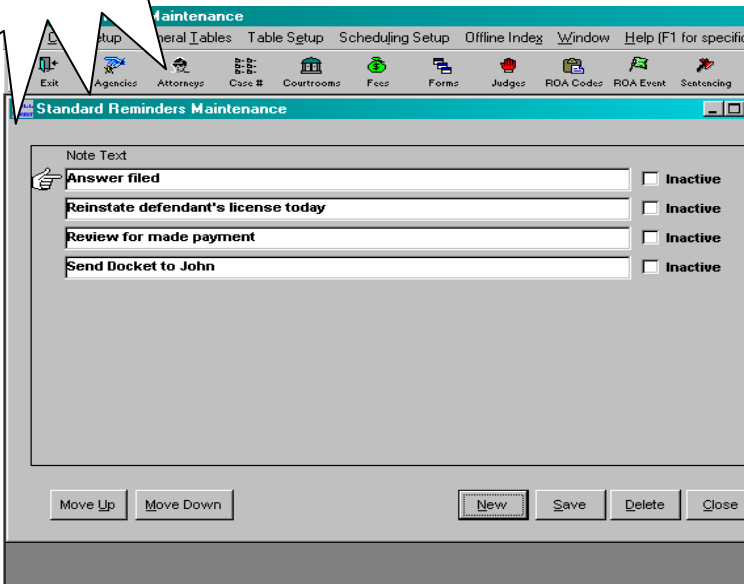
1. First, you will need to identify what traffic violations require an appearance.
2. In KICS, go to Tables, Statutes.
3. As you select each statute, you can check the “Appearance Required” box. Click “Save”.
4. You will need to mark each traffic statute that requires an appearance.

What does checking that “Appearance Required” box do for you? Well, let me show you.



As you go through the process of entering a new traffic citation in the citation entry screen, when you click the Detail button, the criminal charges screen appears after answering a couple of questions for the assigned judge and the first ROA. On the criminal charge screen, the red flag appears. This can serve as a reminder to set a hearing as well as advise other staff that a hearing is required for a violation.

**Tips & Tricks**

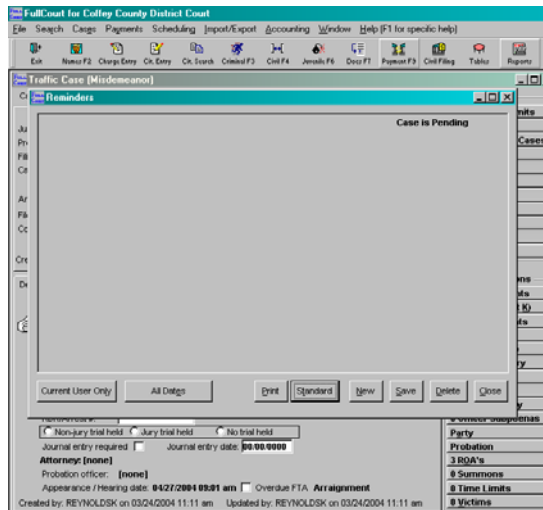


**STANDARD REMINDERS – SAVE SOME STROKES**

**DO YOU HAVE SOME REMINDERS THAT YOU TYPE OVER AND OVER AND OVER? HERE IS A WAY TO SAVE A KEY STROKE OR TWO.**

1. Go to Table, Table Setup, Standard Reminders.
2. Click, New and set up your new reminders.
3. Use the Move Up & Move Down to put in alphabetical order.

When you are in a case and setting up a reminder, instead of clicking New, click Standard and the list will appear.



Highlight the reminder that you are needing to enter and click on Select. You have just saved some key strokes.



**DON'T YOU JUST LOVE THOSE DC-66 FORMS!!!!  
KICS CAN GIVE YOU A LIST OF WHICH CASES NEED TO HAVE  
THE FORM COMPLETED. HERE'S HOW -----**

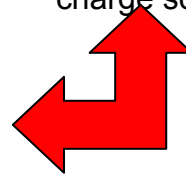
1. Go to Tables, Statutes.
2. Enter to statute number for No Proof of Insurance.
3. Make sure the DC66 form required box is selected.

To get a list of those cases which require a DC 66 form to be sent:

1. Go to Reports, Case Related, DC 66 Form Required.
2. The grace period is 10 days.
3. Click Print.

Criminal Charges			
Case:	2004-TR-000312		Defendant: Moen, Michael J
Status:	Case is Pending		
Charge:	200205	40.3104	Vehicles; Liability insurance coverage required
Charge	Disposition	Confinement	Probation Citation
Misdemeanor Class B Charge 1 of 1			
Statute:	200205	40.3104	Vehicles; Liability insurance coverage required
Amended Statute:			
Law key:			Non-person <b>Appearance Required</b>
Officer:	387		Littrell, J, KHP
Plea:			
Plea date:	00/00/0000		
Violation date:	03/07/2004		
Bond set at:	.00		
Bond schedule:	.00	Bond uncertain	
Police reference:			
Location:			
Comment:			
BAC:	<input type="checkbox"/> Refused		
		DC66 form date:	03/25/2004
		Agency reported date:	00/00/0000

The date is automatically stored on the charge screen.



Using the list that was printed, go into each case and print the DC66 form. Kara, in Coffey County, has developed a DC 66 form that pulls in almost all of the information for the form. If you would like to have that form, please e-mail me at [debbiecoffeyco@hotmail.com](mailto:debbiecoffeyco@hotmail.com) and I will gladly send it to you.

