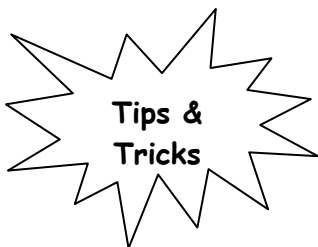
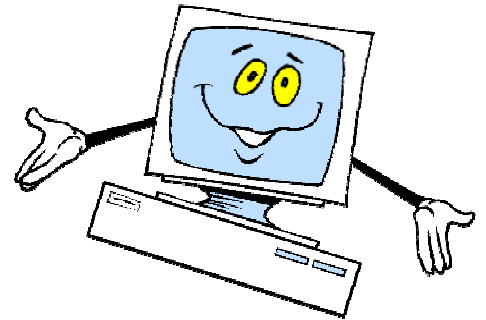


KICS Action

Check out this section for tips and tricks that come out of the KICS Committee meetings and from the staff at work. If anyone out there has new tips, tricks, or shortcuts you'd like to share, please pass them on to a committee member.



NEED REMINDER TO SET UP HEARING DATE

Are you have problems remembering to set up a hearing date when you receive an appearance bond? This idea was suggested by Jeanette in Franklin County and this is how we set it up in Coffey County.

FullCourt Table Maintenance

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

ROA Codes Maintenance

Code: REMIND Code: REMIND Statewide code:

Criminal Text: **** REMINDER TO SET UP HEARING DATE ON SCHEDULE ***** CANCEL THIS ROA
 Civil
 Juvenile

Hearing result
 Inactive

Automatic processing

Seal case
 Unseal case
 Bind Over
 Remand
 First Appearance
 Failure to appear
 FTA bond forfeiture
 Reset appearance / hearing date
 Preliminary hearing
 Preliminary hearing waived
 Arraignment
 Trial start
 Trial end (Civil only)
 Discovery conference (Civil only)
 Pretrial conference (Civil only)

Auto appeal:

None
 Appeal to District Court
 Appeal to Supreme Court
 Remand from District Court
 Remand from Supreme Court

Case status: None

Print

Find: Find Find Next

New Save Delete Close

First, you will need to set up a new ROA Code.

Go to TABLES, ROA Codes and select new. The screen will appear to allow you to set up your new ROA code.

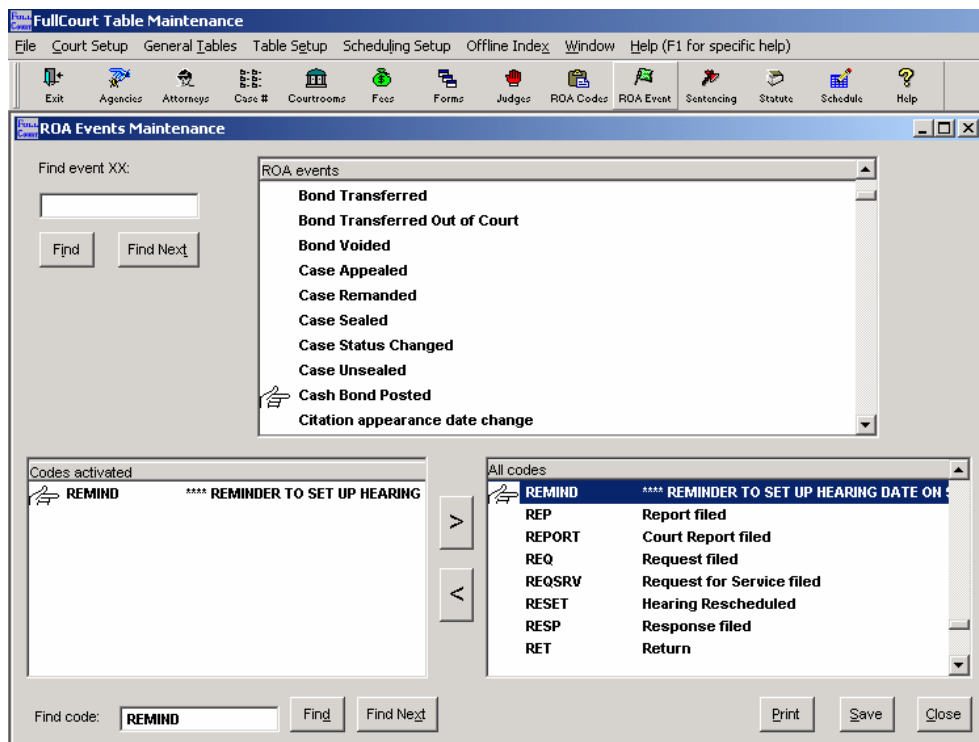
We named ours REMIND and the text is "*****REMINDER TO SET UP HEARING DATE ***** CANCEL THIS ROA"

Mark the type of cases the code will apply to.

SAVE & CLOSE.

NEXT, You will need to attach this ROA code to an ROA Event.

Go to TABLES, ROA EVENTS and on the top part of the screen find the event that you want to attach the REMIND ROA code to. We attached it to two events: Cash Bond Posted and Surety Bond Posted.



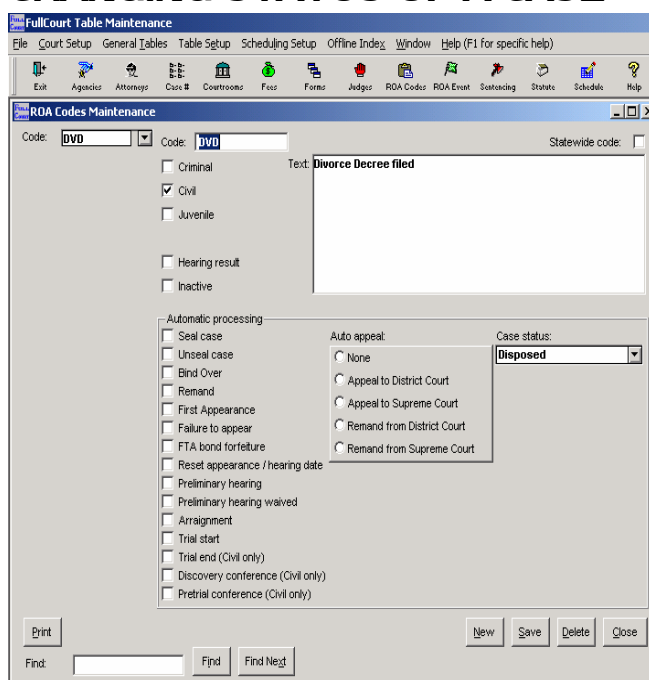
Under ROA Events, find Cash Bond Posted.

In the lower, right-hand side under All codes and find REMIND. Click on it to highlight it. Click on "<" to attach the code to this event. The code will appear on the left-hand side of the screen under Codes activated.

Save and then you can follow the same steps for the event Surety Bond Posted.

We also are experimenting with having this REMIND code attached to the summons issued event and document service issued event just as a reminder for Limited Actions, Criminal and Juvenile summons.

CHANGING STATUS OF A CASE -



Did you know that you can set an ROA code to change the status of a case?

Go to Tables, ROA Codes. Find the code that you want to change: ie: DVD – Decree of Divorce.

Find case status on the screen and select whether or not you want the status of the case to be disposed or closed. Save & Close.

When you use the DVD code in an ROA, the change status box will appear. We have set the case status function in several of our ROA codes in Coffey County.