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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Completed by: | |  |  | Title/Position: | |  |  | Date: |  |
| County: |  | | | |  | |  | | |
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**Instructions:**

Please complete the questions below. Please be as specific and detailed as possible with your answers. The SC-CMS Project Team will use your answers to discuss business processes with you and to help with the configuration of Odyssey for your implementation.

**Adult Criminal**

1. When a defendant is arrested or charged, how do you receive the information?  (e.g. what information do you receive from the jail?) Is there enough information to formally charge the defendant or do you use a “non-charge” process? Please describe this process in detail.

1. Who enters the data from the above scenario?

1. What are the steps to schedule the first appearance in court? Please describe steps for a defendant in custody and a defendant not in custody who is notified to appear through a summons.

1. Do you file a case in SCOMIS using a “non-charge” RCW on the case prior to the first appearance for tracking purposes?
   1. If utilizing non-charge, do you enter one case number per defendant or do you assign one case number to multiple non-charge defendants?
   2. Do these cases get scheduled on a preliminary calendar using the defendant name?
   3. If no, how do you track “potential” cases?
   4. Other: (describe in detail)
2. Does your court track speedy trial time? If yes, who tracks this? (e.g. Clerk;  Administration; other)

1. How do you share your documents with your internal and external stakeholders? (defendants, attorneys, and outside agencies, both during the life of the case and upon case resolution)
2. What is the process to ensure the information above is captured into SCOMIS and shared with external agencies? (e.g. local law enforcement, WSP, DOL, etc.)
3. How do you currently track your Criminal exhibits? Please describe the process from the time the exhibit is admitted to the time the exhibit is eligible for destruction.
   1. Do you have a system in place for exhibit custody? Please describe your current process.
   2. Are your exhibits stored differently during trial as opposed to pre-trial or post-trial? Please describe any differences.

**List Existing Forms and Reports**

1. Please list forms originated by the court at any point during the life of an adult criminal case. If possible, please include a sample document (in Word format) used to create the form.

1. Please list any reports necessary for completion of an adult criminal case. If a report is automatically generated by AOC, please include it in the list and state whether you’re using it or not.

Please submit the completed worksheet and any supporting documentation, if any, to [sccmsproject@courts.wa.gov](mailto:sccmsproject@courts.wa.gov).