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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.

**Warrants**

1. When issuing a material witness or apprehension warrant, does your county consider this an active warrant status? (In Odyssey a warrant flag will show on the case when ordered)

1. What is the process after an Order Directing Issuance of a Bench Warrant is granted?

1. Who is responsible to file the warrant with the Clerk’s Office?

1. When a warrant is served, what is the process to get the warrant returned and no longer in an active status in SCOMIS?

**List Existing Forms and Reports**

1. Please list any forms (in Word format, if possible) the court originates at any time during the Warrants process. If possible, please include a sample document used to create the form.

1. Please list any reports necessary for completion of the Warrants process.

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