

## **Instructions for Prosecutors and Public Defenders – Running reports from JIS-Link PCS Screen.**

Calendars are prepared from the Print Calendar Selection screen (PCS). Any or all of the following reports can also be requested for each case or person on the calendar:

- Calendars
- Printed Docket Report.
- Case Financial History Report.

Up to three calendars can be submitted at one time. The date range for any one calendar cannot exceed thirty days.

To preserve online response time during the day, calendars and accompanying reports should be submitted to prepare overnight whenever possible. If prepared during the evening, the calendar will be ready for printing the following morning and will include any updates made to cases prior to its preparation.

From the MAM Type PCS in the command

same MAM screen type the court to print from (must be authorized)

### **Use**

**Calendars are used to inform court personnel and others of hearings scheduled for a given:**

- Date range.
- Time range.
- Judge and/or room.

### **Selection Criteria**

Cases are listed on a printed calendar if they are scheduled for a hearing during the specified date and time range and for the specified Judge and Room.

### **Sort Order**

**Cases are sequenced on the calendar by Hearing Date, Court Room, Judge, Time, and then by the court selected option of:**

- Case number; **OR**,
- Hearing type code; **OR**,
- Plaintiff name, **OR**,

- Defendant name; **OR**,
- Officer name.

A new page of the calendar begins each time there is change in:

- Hearing Date
- Hearing Time
- Judge
- Courtroom

## Calendar Preparation

To prepare a current or future calendar:

1. Display the Prepare Calendar Selection screen (PCS) using the PCS command.

```

08/16/18 12:49:07
DL1060MX Prepare Calendar Select. (PCS)  OLYMPIA MUNI  DVOL  WOS  1 of 1
----- Case: _____ Csh: _____ Pty: _____ StID: _____
      Name: _____ NmCd: _____

Prepare the following reports:          N Run Overnight?

Start Date/Time: 08 20 2018 at 09 00 a in Room: _____ with Judge: ska
End Date/Time: 08 20 2018 at 05 00 p Sequence: d (C/H/P/D/O) in Cus: N (Y/N)
DKTS: N (Y/N)          CFH: N (Y/N) DCH: N (Y/N) Sort: _ (C=cal,D=def nm)
Judge Nm: _____ Prev DKT: N (Y/N) HRH Done: _ (Y/N)

Start Date/Time: _____ at _____ in Room: _____ with Judge: _____
End Date/Time: _____ at _____ Sequence: _ (C/H/P/D/O) in Cus: N (Y/N)
DKTS: N (Y/N)          CFH: N (Y/N) DCH: N (Y/N) Sort: _ (C=cal,D=def nm)
Judge Nm: _____ Prev DKT: N (Y/N) HRH Done: _ (Y/N)

Start Date/Time: _____ at _____ in Room: _____ with Judge: _____
End Date/Time: _____ at _____ Sequence: _ (C/H/P/D/O) in Cus: N (Y/N)
DKTS: N (Y/N)          CFH: N (Y/N) DCH: N (Y/N) Sort: _ (C=cal,D=def nm)
Judge Nm: _____ Prev DKT: N (Y/N) HRH Done: _ (Y/N)

Sequence (C=LEA/Case #, H=Hearing Type, P=PLA, D=DEF, O=OFF)

```

2. Leave the default **N** in the **Run Overnight** field to prepare the calendar and any accompanying reports the same day; **OR**, Type **Y** to delay preparation until after 5:00 PM.
3. Type selection criteria in the **Start Date/Time** and **End Date/Time** fields.

**Note:** If the End Date field is left blank, it defaults to the Start Date.  
 If the Start Time and End Time fields are left blank, the Start Time defaults to 12:01 AM of the Start Date, and the End Time defaults to 12:00 AM of the End

Date.

4. (Optional) Type selection criteria in the **Room** and **Judge** fields.

**Note:** When either of these fields is left blank, it acts as a wildcard. Example, a blank Judge field would select hearings scheduled for all judge codes, including those hearings set with no judge code. If the room or judge codes were left blank when the cases were set, be sure to leave the corresponding field blank when you request the calendar.

5. Type the appropriate code to indicate the sort sequence for the printed calendar.

**C** prints the calendar in case number/**LEA** sequence.

**H** prints the calendar in hearing type code sequence.

**P** prints a civil calendar in plaintiff name sequence.

**D** prints the calendar in defendant name sequence.

**O** prints a non-civil calendar in officer name sequence.

6. (Optional) Type **Y** in the **In Cus** field for **In Custody** hearings where normal preparation time would delay the courtroom proceedings.

**Note:** To use this option, the **Start Date** and **End Date** must be the current date and the **Prepare Overnight** field must be **N**.

7. (Optional) Request ancillary reports for the calendar:

- 1.

- Type **Y** in the **DKTS** field to prepare a Printed Docket Report for each case listed on the requested calendar.

- Type **Y** in the **CFH** field to prepare a Case Financial History Report for each defendant listed on the requested calendar.

8. (Optional) For a calendar with domestic violence related cases, you may also wish to prepare the Individual Case and Order History Reports from the ICHB and IOHB screens.

9. (Optional) Type the name of the judge who will hear the calendar if the judge's name is different from the name associated with the judge code entered to select the calendar.

10. Repeat **Steps 3 - 10** to submit up to two additional calendars.

11. Press <ENTER>.

**Result:** If the **Run Overnight** field was **Y**, the calendar prepares after 5:00 PM and can be printed the following day.

If the **Run Overnight** field was **N**, the calendar prepares the same day and can be printed upon completion.

**Note:** The Print Menu displays a separate entry for each calendar, set of dockets, set of Case Financial History reports, and set of Defendant Case History reports.

## Court Calendar Sample

```
PL7020PX T25                EASTSIDE DISTRICT COURT                PAGE:    1
08/23/2005 10:54 AM          COURT CALENDAR
                               September 2, 2005                10:00 AM
Friday
BEFORE JUDGE: JORDAN, JOHN J          ROOM: Court Room # 1

-----
1. CIVIL MOTION                A09CV                CV
PLA: ABEL, RON M                DEF: ADAIR, CHARLES M
ATY: HALDEMAN, GEORGE P        ATY: CULLOM, PAUL C. JR
PLA: ABEL, RHODA
OFF: BALL, ED S

Personal Injury                DV: N 05/24/2002
MOTION TO SUPPRESS
XCL: JONES, JANE

-----
2. MOTION                      BAIL00001 WSP CT
PLA: STATE OF WASHINGTON        DEF: ZACKS, ADAM
OFF: BALL, ED S                DOB: 01/01/1950
OFF: FOX, MAUREEN K
OFF: TUNAMORE, CHARLES

RECKLESS DRIVING              DV: Y 01/01/1998
NCO expires 09/30/2005
MOTION TO RECONSIDER
**** BAIL/BOND POSTED ****
ATY: HALDEMAN, GEORGE P
ATY: CULLOM, PAUL C. JR
BON: ABC BONDING
PRB: TRAINING COUNTY PROBATION UNIT
FYR: ZACKS, MARTHA
RTN: ABEL, RON M
SPA: STADTER, GREGORY EDWARD
SPA: KNICKERBOCKER, T K
SPA: LIED, ERIK R.
VCT: SMITH, CHARLES C

END OF REPORT
□
```

## Court Calendar Field Names and Sources

Information prints on the Court Calendar without field headings or labels; the field names below serve to identify the types of information printed.

FIELD NAME	DESCRIPTION/SOURCE
<b>Day of the Week</b>	Derived from the scheduled hearing date.
<b>Date</b>	The date of the hearing as displayed on the Set Court Date (CDT) screen or the Batch Calendaring Update (BCA) screen.
<b>Time</b>	The time of the hearing as displayed on the Set Court Date (CDT) screen or the Batch Calendaring Update (BCA) screen.
<b>Before Judge:</b>	<ul style="list-style-type: none"> <li>• The name typed in the <b>Judge Nm</b> field on the Prepare Calendar Select (PCS) screen.</li> <li>• The name of the judge associated with the judge code used when setting the hearing.</li> <li>• If no judge was specified when setting the hearing or on the PCS screen, this field is blank.</li> </ul>
<b>Room:</b>	The room in which the hearing will be held. The first <b>15</b> characters of the <a href="#">Courtroom Code</a> description print on the calendar in this field. The Courtroom Codes and descriptions are maintained on the TABM screen for the CRTROOM table. The Courtroom Code is used when setting the hearing.
<b>Hearing Sequence Number</b>	A sequential number for each hearing is system generated. Numbering begins at one each time the hearing date, time, judge, or court room changes.
<b>Type of Hearing</b>	The default hearing description from the Hearing Type (HRT) screen OR the override description entered for the proceeding on the Hearing Print Options (HPO) screen.
<b>Case Number</b>	<p><b>Non-Civil:</b> The case number, LEA, and case type code as displayed on the Case Filing Update (NCC) screen or the Parking Ticket Maintenance (PKT) screen.</p> <p><b>Civil:</b> The case number and case type code as entered on the Civil Case Filing (CIVA/CIV) screens.</p>
<b>Originating Agency</b>	<b>Non-Civil:</b> The <b>Orig Agency</b> field from the Case Filing Update (NCCA/NCC) screens.
<b>Primary Participants</b>	The Participant type must be specified in the Calendar section of the Hearing Type (HRTA/HRT) screens and the participant

	<p>must be active on the case before they will print on the calendar. Participant codes print on the calendar as field headings prior to the participant's name.</p> <p><b>Note:</b> The following active primary participants print on either the left side or right side of the calendar sorted by participant begin effective date:</p> <ul style="list-style-type: none"> <li>• (PLA/PET/OLD) Plaintiff/Petitioner/OldName – left side</li> <li>• (OFF) Officer – left side</li> <li>• (DEF/RES/NEW) Defendant/Respondent/New Name – right side</li> <li>• (DBA) Doing Business As – right side</li> <li>• (GDF) Garnishee Defendant – right side</li> <li>• (TDF) Third Party Defendant – right side</li> </ul> <p>Attorneys (ATY) who are <b>active</b> civil case participants print below the client they represent. Attorneys not linked to a participant print with other participants at the end of the hearing information.</p> <p>Note: If the LEA is in the STATELEA (State of Washington LEAs) code table, then the PLA will be “State of Washington”. Otherwise, the PLA will be the name of the case’s jurisdiction. <b>For information to access <a href="#">JIS tables</a></b></p>
<b>Participant Language</b>	If a language code is entered in the <b>Interpreter</b> field on the Individual Information (PER) screen for the participant, the language description prints below the participant’s name.
<b>Date of Birth</b>	The defendant's date of birth from the Individual Information (PER) screen.
<b>Violation/Cause</b>	<p><b>Non-Civil Cases:</b> The description of the violation(s), the DV flag(s), and the date of violation(s) as displayed on the Case Filing Update (NCC) screen or Parking Ticket Maintenance (PKT) screen. Only violations which have not been amended or dismissed print.</p> <p><b>Civil Cases:</b> The description of the cause code, the DV flag, and the filing date as displayed on the Civil Case Filing Update (CIV) screen.</p>
<b>Protection Orders</b>	For any active protection order, the order type code and order expiration date prints.
<b>Court Entered Comment</b>	The text entered in the <b>Comments On Calendar</b> field on the Hearing Print Options (HPO) screen.

<b>Message Lines</b>	<p>The following messages print if the case has one or more of these listed items:</p> <p>**** FTA ORDERED/ISSUED ****  **** WARRANT ORDERED/ISSUED ****  **** BAIL/BOND POSTED ****</p>
<b>Other Participants</b>	<p>The participant type and name of any active non-primary case participant whose participant type is specified in the Calendar section of the Hearing Type (HRT) screen prints on the left side of the calendar.</p> <p><b>Note: When the LIST ALL PARTIES field is set to Y on the Hearing Type (HRT) screen, and a victim (VCT) is linked to a case, the victim's name prints in the Other Participants section of the calendar report.</b> The court may wish to review its hearing type definitions to determine which option is used to print participants on the calendar. For more information on establishing or updating hearing types, refer to the <a href="#">Hearing Type Codes</a> section.</p>

## Preparing Dockets for a Previous Calendar

Once calendared hearings have been heard and the after court work completed, dockets reports may be prepared so the most current docket is available for each case on a previous calendar.

### To prepare Case Dockets for a previous calendar:

1. Display the Prepare Calendar Selection (PCS) screen using the PCS command.

```

                                08/16/18 12:49:07
DL1060MX Prepare Calendar Select. (PCS)  OLYMPIA MUNI  DVOL  WOS  1 of 1
Case: _____ Csh: _____ Pty: _____ StID: _____
Name: _____ NmCd: _____

Prepare the following reports:          N Run Overnight?

Start Date/Time: 08 20 2018 at 09 00 a in Room: _____ with Judge: ska
End   Date/Time: 08 20 2018 at 05 00 p Sequence: d (C/H/P/D/O) in Cus: N (Y/N)
DKTS: N (Y/N)          CFH: N (Y/N) DCH: N (Y/N) Sort: _ (C=cal,D=def nm)
Judge Nm: _____ Prev DKT: N (Y/N) HRH Done: _ (Y/N)

Start Date/Time: _____ at _____ in Room: _____ with Judge: _____
End   Date/Time: _____ at _____ Sequence: _ (C/H/P/D/O) in Cus: N (Y/N)
DKTS: N (Y/N)          CFH: N (Y/N) DCH: N (Y/N) Sort: _ (C=cal,D=def nm)
Judge Nm: _____ Prev DKT: N (Y/N) HRH Done: _ (Y/N)

Start Date/Time: _____ at _____ in Room: _____ with Judge: _____
End   Date/Time: _____ at _____ Sequence: _ (C/H/P/D/O) in Cus: N (Y/N)
DKTS: N (Y/N)          CFH: N (Y/N) DCH: N (Y/N) Sort: _ (C=cal,D=def nm)
Judge Nm: _____ Prev DKT: N (Y/N) HRH Done: _ (Y/N)

Sequence (C=LEA/Case #, H=Hearing Type, P=PLA, D=DEF, O=OFF)

```

2. Leave the default **N** in the **Run Overnight** field to prepare the dockets during the same day; **OR**, Type **Y** to delay preparation until after 5:00 PM.
3. Type the Start Date/Time, Room, Judge, and End Date/Time selection criteria of the previous calendar for which dockets are to be prepared.

**Note: The Room and Judge fields must correspond to the Room and Judge fields on the Hearings Held (HRH) screen.** When requesting dockets for a previous calendar, a blank field DOES NOT act as a “wildcard.” For hearings marked H (Held) on the Hearings Held (HRH) screen, an identical entry in the Room and Judge fields must be made. For cases which have not been marked held on the Hearings Held (HRH) screen, if the room or judge codes are blank, leave the corresponding field blank when you request the dockets.

4. Type the appropriate code to indicate the sequence in which the dockets print.
  - C** prints dockets of cases listed on the calendar in case number/LEA sequence.
  - H** prints dockets of cases listed on the calendar in hearing type code sequence.
  - P** prints dockets of cases listed on the calendar in plaintiff name sequence.
  - D** prints dockets of cases listed on the calendar in defendant name sequence.
  - O** prints dockets of cases listed on the calendar in officer name sequence.
5. Leave the default **N** in the **DKTS**, and **CFH** fields.
6. Leave the **Sort** field blank.
7. Leave the **Judge Nm** field blank.

8. Type **Y** in the **Prev DKT** field.
9. Type **Y** in the **HRH Done** field to select cases that have been marked with **H** (Hearing Held) on the Hearings Held (HRH) screen; **OR**, Type **N** to select cases that have not been marked held.
10. Press <ENTER>.

**Result:** If the **Run Overnight** field was **Y**, the dockets prepare after 5:00 PM and can be printed the following day. If the **Run Overnight** field was **N**, the dockets prepare the same day and can be printed upon completion.

For downloading instructions, see eService [eService Answer – Transfer \(download\) a file from a Print Domain to a PC.](#)