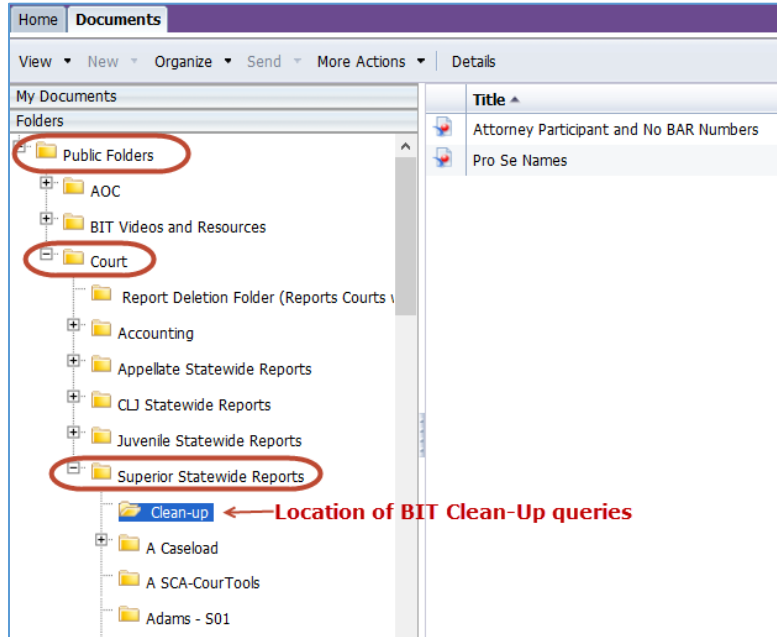
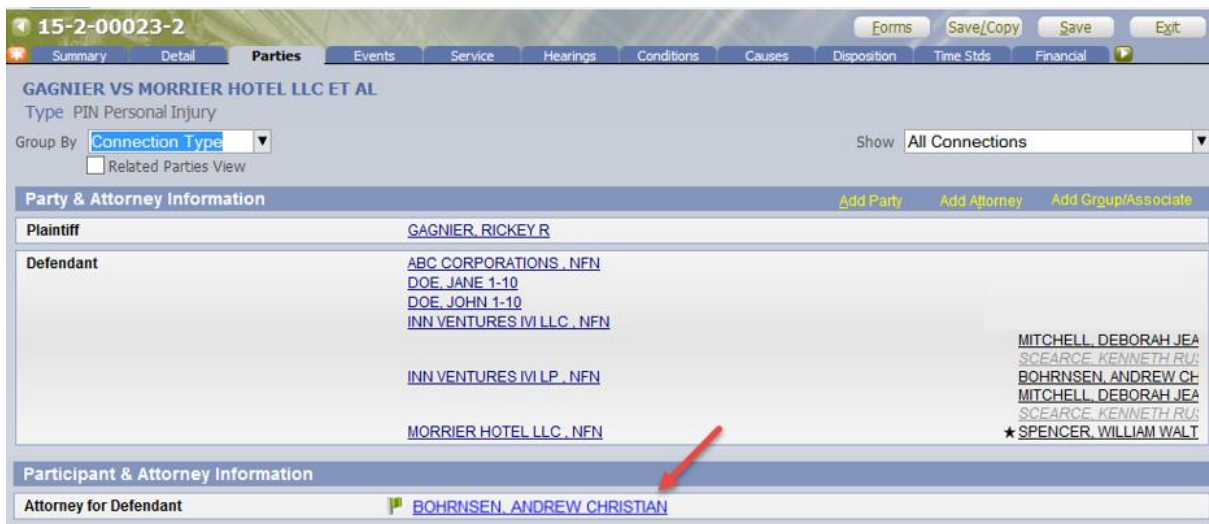


## Access BIT Superior Court Clean-up Reports



## Attorney Connection Codes

When an attorney is converted into Odyssey below the participant line, the attorney will not appear on calendars and will not have the ability to view the case in Portal. Follow these steps to improve your converted data into Odyssey and match the attorneys with their parties.



In the example below, on the SCOMIS Name screen, there are multiple Defendants (DEF) and Attorney's for Defendants (ATD). The logic to match the attorney with the party is the number in the Litigant column. This number corresponds with the number following each connection code.

**Example 1:**

Attorney Connection Code:	Number in Litigants Column:	Corresponds to:
ATD03	2-3	DEF02, DEF03

```
JSM005  DISPLAY NAMES                YAKIMA SUPERIOR  05-24-16  09:21  1 OF  1
CASE#:  15-2-00023-2
TITLE:  GAGNIER VS MORRIER HOTEL LLC ET AL

CONN.   LAST NAME,      FIRST MI TITLE      LITIGANTS      DATE
PLA01   GAGNIER, RICKEY R
DEF01   MORRIER HOTEL LLC
DBA     HILTON GARDEN INN
DEF02 ✓  INN VENTURES IVI LLC
DEF03 ✓  INN VENTURES IVI LP
DEF04   ABC CORPORATIONS
DEF05   DOE, JOHN 1-10
DEF06   DOE, JANE 1-10
ATD01   SPENCER, WILLIAM WALTER      1
BAR#    09592
WTD02   SCEARCE, KENNETH RUSSELL      2-3      04 20 2015
BAR#    17818
ATD03   MITCHELL, DEBORAH JEAN      2-3
BAR#    45316
ATD04   BOHRNSEN, ANDREW CHRISTIAN
BAR#    05549
```

**Example 2:**

Attorney Connection Code:	Number in Litigants Column:	Corresponds to:
ATP01	1	PLA01

```
JSM005  DISPLAY NAMES                YAKIMA SUPERIOR  05-24-16  10:17  1 OF  1
CASE#:  15-2-00045-3
TITLE:  ALVEY VS WASHBURN ET AL

CONN.   LAST NAME,      FIRST MI TITLE      LITIGANTS      DATE
PLA01 ✓  ALVEY, CLYDE
PLA02   ALVEY, RUBY
DEF01   WASHBURN, AARON B
DEF02   LASHA, SARAH K
ATP01   SPENCER, QUANAH M      1
BAR#    36302
```

1. On the SCOMIS name screen, enter the Litigant Number that corresponds with the Party Connection Code.

```

JSM005  DISPLAY NAMES                YAKIMA SUPERIOR  05-24-16  09:21   1 OF   1
CASE#:  15-2-00023-2
TITLE:  GAGNIER VS MORRIER HOTEL LLC ET AL

  CONN.   LAST NAME,      FIRST MI TITLE      LITIGANTS      DATE

  PLA01   GAGNIER, RICKEY R
  DEF01   MORRIER HOTEL LLC
  DBA     HILTON GARDEN INN
  DEF02   INN VENTURES IVI LLC
  DEF03   INN VENTURES IVI LP
  DEF04   ABC CORPORATIONS
  DEF05   DOE, JOHN 1-10
  DEF06   DOE, JANE 1-10
  ATD01   SPENCER, WILLIAM WALTER      1
  BAR#    09592
  WTD02   SCEARCE, KENNETH RUSSELL    2-3      04 20 2015
  BAR#    17818
  ATD03   MITCHELL, DEBORAH JEAN      2-3
  BAR#    45316
  ATD04   BOHRNSEN, ANDREW CHRISTIAN   2-3
  BAR#    05549

```

- After the next Conversion PUSH, the attorney will now appear attached to the correct party.  
**Note:** The Conversion PUSH is case data being drawn into the Odyssey environment before your county's Go Live date.

## Attorney Bar Number Clean Up

If an attorney was added to the name screen in SCOMIS WITHOUT a bar number, when the case converts, a new party record for the Attorney will be created in Odyssey. This can result in hundreds of unnecessary party records in Odyssey.

### Correct

```

CONN.   LAST NAME,      FIRST MI TITLE
  PLA01   GARNER, SAMUEL CLARK
  DEF01   MILLION, QUIN ET UX
  WTP01   DUGAW, PAUL JOSEPH
  BAR#    11278 ✓

```

### Incorrect

```

CONN.   LAST NAME,      FIRST MI TITLE
  PET01   BRIGGS, TANYA LEE
  RSP01   BRIGGS, DAVID A
  ATP01   DUGAW, PAUL
  ✗

```

In this example, since this attorney was added in SCOMIS without a Bar Number many times, he now has over **1000** party records in Odyssey.

The screenshot shows a web application interface for searching records. The title bar reads "Search Results" and includes navigation buttons: "Add", "Back", "Next", "Refine", and "Exit". The main content area displays a list of search results for the name "DUGAW, PAUL". Each result entry consists of a header row with the name and a Party ID, and a table below with columns for "Address", "Phone", and "Description". The results shown are:

DUGAW, PAUL		Party ID 15376066
Address	Phone	Description
DUGAW, PAUL		Party ID 15376860
DUGAW, PAUL		Party ID 15378590
DUGAW, PAUL		Party ID 15378763
DUGAW, PAUL		Party ID 15378798

At the bottom of the interface, a status bar indicates "Records 1 - 10 of 1000" and the date/time "5/24/2016 11:13am" with a "Messages" icon.

1. Review the name screen in SCOMIS and check that all attorneys on the case have a Bar number associated to them. Verify the correct Bar Number that should be associated to this attorney. This will create a cleaner data in Odyssey once your county goes live.

## Pro-Se Connections

For Pro-Se connections to properly convert into Odyssey, the Pro-Se connection code must have a name IDENTICAL to the connected party. In the first example, the Pro-Se connection code "PSP01" is assumed to be connected to PET01 without a name linking. When converted into Odyssey, Odyssey doesn't make the assumption that these parties are connected.

### SCOMIS Unassigned Pro-Se Party

```

JSM005  DISPLAY NAMES          SUPERIOR  09-14-16  09:29  1 OF 1
CASE#:  14-3-00108-7
TITLE:  IN RE THE MARRIAGE OF: EOSHAUNA D. FRISBEY AND KENNETH FRISBEY

CONN.  LAST NAME,    FIRST MI TITLE    LITIGANTS    SERVICE
-----
PET01  FRISBEY, EOSHAUNA D
NmCd   IN 186 06072
RSP01  FRISBEY, KENNETH ROGER
NmCd   IN 057 88366
MNR01  FRISBEY, DANTE M
NmCd   IN 375 59176
PSP01
    
```

### Converted Unassigned Pro-Se Party

The example below shows a Pro-Se code with a name properly linking the connections. The two names are spelled IDENTICALLY. When the information converts into Odyssey, the Pro-Se code is properly assigned.

### SCOMIS Assigned Pro-Se Party

```

JSM005  DISPLAY NAMES          SUPERIOR  09-14-16  09:29  1 OF 1
CASE#:  14-3-00108-7
TITLE:  IN RE THE MARRIAGE OF: EOSHAUNA D. FRISBEY AND KENNETH FRISBEY

CONN.  LAST NAME,    FIRST MI TITLE    LITIGANTS    SERVICE
-----
PET01  FRISBEY, EOSHAUNA D
NmCd   IN 186 06072
RSP01  FRISBEY, KENNETH ROGER
NmCd   IN 057 88366
MNR01  FRISBEY, DANTE M
NmCd   IN 375 59176
PSP01  FRISBEY, EOSHAUNA D
    
```

### Converted Assigned Pro-Se Party

## Open Cases with Date of Death on Person Record

The BIT query defaults to major case participants: Plaintiff, Defendant, Petitioner, and Respondent with a date of death on the Person Record.

The BIT report includes drop-downs to filter for case types and specific participant codes.

Please note: The (\*\*Deceased\*\*) notation in the Person Name column is coming from < >

Sample:

Report compiled on: 07/26/2017

COUNTY SUPERIOR COURT

**Open cases with Date of Death on Person Record**

NOTE: Cases not completed

Page 1 of 1

Case Type Code & Desc	01 - Criminal	08 - Juvenile C	Sum:
Case Count	4	3	7

**01 - Criminal**

Case Number	Case File Date	Party Type	Person Name	Birth Date	Death Date	Resolution Code	Resolution Date
07-1-00	04/16/2007	DEF	GUERIN, SEAN CHRISTOPHER (**DECEASED**)	09/27/1973	12/03/2014		
11-1-001	03/10/2011	DEF	HUDDLESTON, SCOTT EDWARD (**DECEASED**)	01/22/1957	07/30/2015		
11-1-009	11/03/2011	DEF	LITTLE, MATTHEW JACK (**DECEASED**)	05/07/1957	11/08/2016	CDTA	07/15/2013
15-1-003	04/17/2015	DEF	LITTLE, KENNETH LEVI (**DECEASED**)	07/27/1952	03/23/2016		

## Active Pending Caseload Listing Report

The BIT query prompts for a case status As of Date, and Time Standard Category Code, e.g., case type.

The report includes drop-down filters for Status Type and the option to limit the report to cases pending resolution and/or cases resolved pending completion.

COUNTY SUPERIOR COURT

**PENDING CASELOAD LISTING REPORT (PRELIMINARY VERSION)**

AS OF 7/26/2017 12:00:00 AM

**Total Criminal Cases: 1,527**

Case	Stage	Status	Case Number	Filing Date	Cause Code	Resolution Date	Resolution Code	Completion Date	Days Active
Criminal	Pending Resolution	ACT	02-1-00	05/20/2002					1,944
Criminal	Pending Resolution	ACT	04-1-006	05/03/2004					2,809
Criminal	Pending Resolution	ACT	05-1-001	02/14/2005					728
Criminal	Pending Resolution	ACT	05-1-012	08/19/2005					955