



# *OUTREACH*

*Text Messaging Basics*

- *Ask sheriff's department/agencies to gather cell phone numbers from defendants upon fingerprinting so they can be notified of hearing date and time*
  - *Court must be entering Criminal Hearing Dates and have a Cellular Number for the defendant*
  - *System polls ever ½ hour from 9:00 AM to 6:00 PM (local server time) – will cease polling once a batch is created for the day*
- ***Text messages are for CRIMINAL case types only***

- *Will send notification 7 days out and 1 day out from hearing date*
- *If a single defendant has multiple cases with hearings for same day, time and court, 1 text will be sent showing all case numbers*
- ***Notification Events Report** – shows Date and Time message sent, Contact Number Dialed, Status and Notes showing Court, Date /Time of Hearing and Case Number. The status will be posted 12 hours after message sent.*

➤ All of the following are excluded from receiving text messages:

- Parties marked as **Non-Public**
- Parties marked as **Sealed Indictment**
- Parties marked as **Juvenile**
- Parties **expunged** via the system expungement utility
- Cases marked as **Confidential**
- Cases marked as **Sealed**



http://10.170.102.50/ - TestBledsoeGS - Internet Explorer

show menu TestBledsoeGS

### Add Criminal Case - Defendant Information

Enter the required information below. Click Next to continue.

Defendant Name:  Social Security Number:

This is a non-public party

Address

Address Type: Home

Street:

City:

State: (None)

Zip Code:

This is the mailing address  
 This is a foreign mailing address  
 This is a non-public address

Sex: (None)

Race: (None)

Eye Color: (None)

Hair Color: (None)

Height (feet/inches):

Weight (lbs):

State ID:

Probation Officer: (None)

Bond Set At:

Warnings

Phone

Cellular

Personal

Driver License State: (None)

Driver License Type:

Driver License Number:

< Back Next > Cancel

- Enter the defendant's cellular / mobile number into the proper TnCIS field above for each defendant on the case. This number will be used to text message the defendant of upcoming hearings in your court. **For example:** REMINDER: John Q Public, you are scheduled to appear before the Bledsoe County Circuit Court on 04/06/2022 at 10:30AM in 2<sup>nd</sup> Floor Courtroom, located at 3150 Main Street, Pikeville, TN for the following case number: 4CC1-2018-CR-20220. Msg&data rates may apply. Reply STOP to no longer receive notifications.

- ***OutReach is currently setup in each office and available for use. If you aren't using and would like to start Text Messaging, phone LGC phone support or***
- ***email Deb Smith at [dsmith@localgovcorp.com](mailto:dsmith@localgovcorp.com)***
- ***LGC would be happy to assist!!!***