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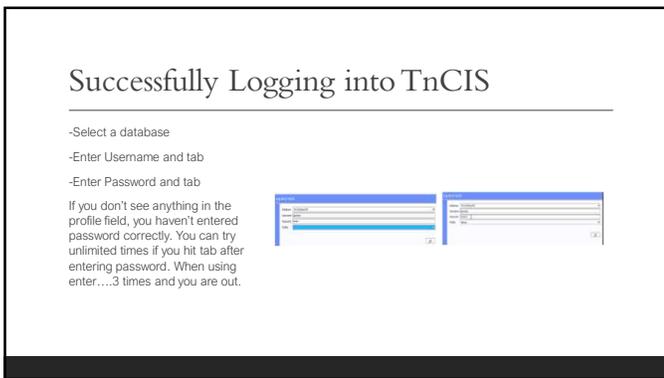
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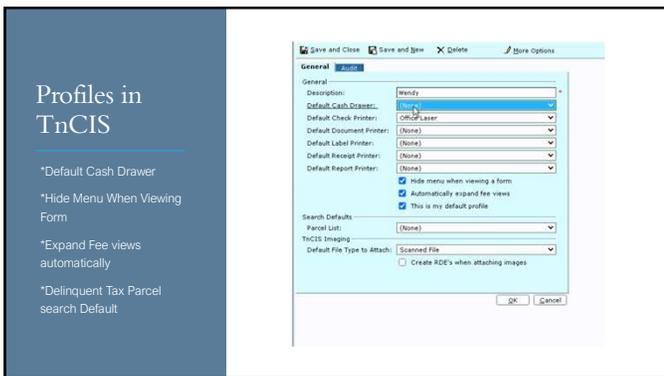
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## Correcting a Party Name in TnCIS

**CAUTION** needs to be taken when correcting a party name in TnCIS. Rather than editing the party name, the safest and preferred way is to use the Move Case Utility.

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## Utilities>Move Case

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## Rule Docket Entry displays party name change

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## Receipt Multiple Cases for a Party on One Receipt

\*Multiple cases can be receipted to one receipt if a party (one entity) has more than one case they are paying on.

\*If the party is listed in the party index multiple times then the Combine Names Utility will need to be used to combine names into one entity.

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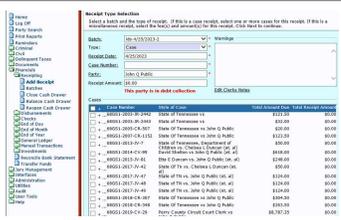
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## Financials>Receipting>Add Receipt



Case #	Party Name	Case Amount	Receipt Amount
89001-2010-01-2000	State of Tennessee vs. John G. Public	600.00	600.00
89001-2010-01-2001	State of Tennessee vs. John G. Public	200.00	200.00
89001-2010-01-1010	State of Tennessee vs. John G. Public	100.00	100.00
89001-2010-01-2002	State of Tennessee vs. John G. Public	200.00	200.00
89001-2010-01-2003	State of Tennessee vs. John G. Public	200.00	200.00
89001-2010-01-2004	State of Tennessee vs. John G. Public	200.00	200.00
89001-2010-01-2005	State of Tennessee vs. John G. Public	200.00	200.00
89001-2010-01-2006	State of Tennessee vs. John G. Public	200.00	200.00
89001-2010-01-2007	State of Tennessee vs. John G. Public	200.00	200.00
89001-2010-01-2008	State of Tennessee vs. John G. Public	200.00	200.00
89001-2010-01-2009	State of Tennessee vs. John G. Public	200.00	200.00
89001-2010-01-2010	State of Tennessee vs. John G. Public	200.00	200.00
89001-2010-01-2011	State of Tennessee vs. John G. Public	200.00	200.00
89001-2010-01-2012	State of Tennessee vs. John G. Public	200.00	200.00
89001-2010-01-2013	State of Tennessee vs. John G. Public	200.00	200.00
89001-2010-01-2014	State of Tennessee vs. John G. Public	200.00	200.00
89001-2010-01-2015	State of Tennessee vs. John G. Public	200.00	200.00
89001-2010-01-2016	State of Tennessee vs. John G. Public	200.00	200.00
89001-2010-01-2017	State of Tennessee vs. John G. Public	200.00	200.00
89001-2010-01-2018	State of Tennessee vs. John G. Public	200.00	200.00
89001-2010-01-2019	State of Tennessee vs. John G. Public	200.00	200.00
89001-2010-01-2020	State of Tennessee vs. John G. Public	200.00	200.00
89001-2010-01-2021	State of Tennessee vs. John G. Public	200.00	200.00
89001-2010-01-2022	State of Tennessee vs. John G. Public	200.00	200.00
89001-2010-01-2023	State of Tennessee vs. John G. Public	200.00	200.00
89001-2010-01-2024	State of Tennessee vs. John G. Public	200.00	200.00
89001-2010-01-2025	State of Tennessee vs. John G. Public	200.00	200.00
89001-2010-01-2026	State of Tennessee vs. John G. Public	200.00	200.00
89001-2010-01-2027	State of Tennessee vs. John G. Public	200.00	200.00
89001-2010-01-2028	State of Tennessee vs. John G. Public	200.00	200.00
89001-2010-01-2029	State of Tennessee vs. John G. Public	200.00	200.00
89001-2010-01-2030	State of Tennessee vs. John G. Public	200.00	200.00

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## Combining Names

If a Party has been added in TnCIS multiple times in error, the Combine Names utility can be used to combine the parties into one entity.

**THIS PROCESS NEEDS TO BE USED WITH CAUTION!!** Once names are combined, the process can not be undone.

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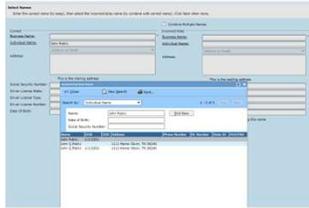
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# Utilities>Combine Names



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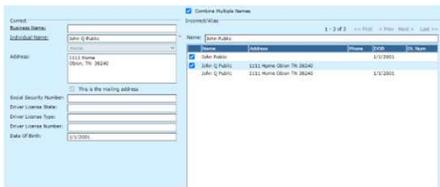
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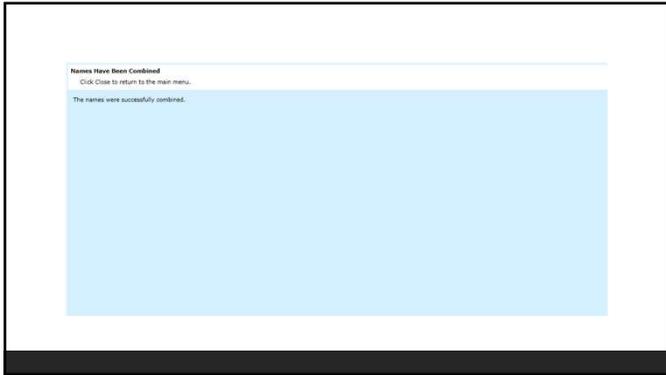
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**Overdue Actions**

Actions can be tied to the events by adding:

- Add a charge
- Add a document
- Add a fee
- Add a reminder
- or
- A rule docket entry

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Overdue Events are set up to trigger certain actions to be taken on cases which meets the criteria

- Example: A case has a defendant who failed to appear for court (FTA)

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Timeframe set up will determine the amount of time between the event and when it appears in the overdue process utility

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**STEPS NECESSARY FOR SETTING UP OVERDUE PROCESSING**

- Decide on actions your Judge does on a regular basis that can be used to set up overdue processing
- Contact LGC phone support to setup Overdue Processing for your office
- LGC will need to know all the actions associated with the type of event you will be using Overdue Processing for:
- How you would like the Hearing Result to read, EX: Failure to Appear for Court/Capias Issued, Failure to Comply/Capias Issued... Rule Dockets can be setup unique for your office

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**SORTING YOUR WORK**

- It's helpful if you sort your work according to the set band amount of the capias
- Whether a Scire Facias needs to be issue or not
- This utility can be run multiple times for the same dates

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**STARTING OVERDUE PROCESSING**

1. Record Hearing Results for each hearing for a specific court date
2. To trigger overdue processing, defendants that Fail to Appear, Fail to Comply or Fail to Pay must have Hearing Result of Failure to Appear for court, Failure to Comply or Failure to Pay that is set up with special processing.

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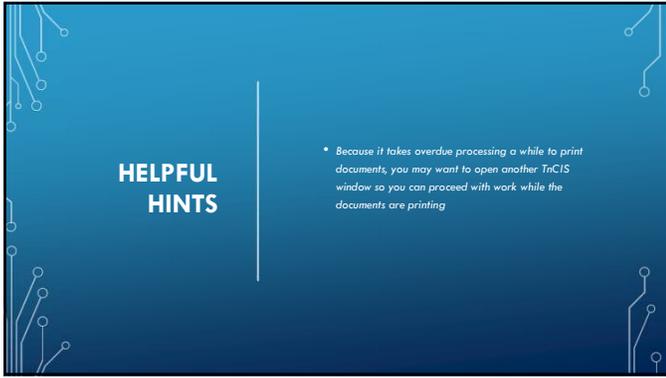
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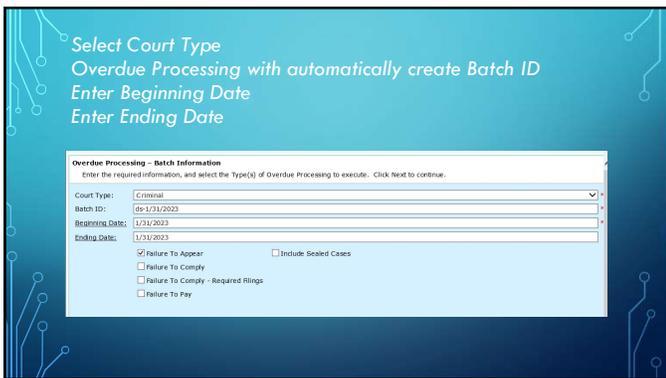
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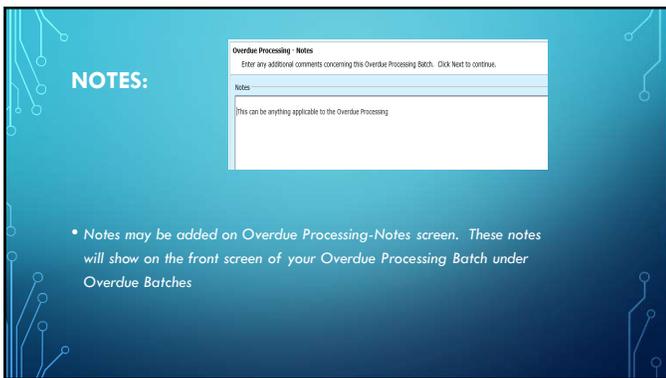
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**Completing Overdue Processing shows:**  
 Batch ID  
 Beginning Date  
 Ending Date  
 Number of cases selected for the Overdue Processing

**Completing Overdue Processing**  
 You have successfully specified the information required for Overdue Processing. Review the information below and click Finish to execute.

**Summary**

**Batch Information**

Court Type:	Criminal
Batch ID:	09/12/2023
Beginning Date:	9/16/2022
Ending Date:	9/16/2022
Include Sealed Cases:	No

**Counts**

FTA:	2
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**CLICK NEXT  
 CLICK FINISH:**

**FROM THIS SCREEN YOU CAN PRINT YOUR OVERDUE  
 PROCESSING REPORT**

**Overdue Processing has completed**  
 Click the task you wish to perform. Click Close to exit.

**Tasks**

- Print Overdue Processing Report
- Print Produced Documents

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**THIS IS THE OVERDUE PROCESSING REPORT WITH  
 THE CASES AND ACTIONS SELECTED**

Date: 8/1/2023 7:28:11AM  
 User: jgale  
 Blaine Co. Grand Session  
**Overdue Processing Report**  
 Page 1 of 1

Batch ID	Processed Date	Processed By	Case Type	Beginning Date	Ending Date	Used Date
FTA	9/16/2022	jgale	Criminal	9/16/2022	9/16/2022	
Case No.	Name	Case Number	Case Type	Case Date	Case Date	Case Date
9181302	Michelle	901-2013-08-08	FTA Charge			
9181303	Michelle	901-2013-08-08	FTA Charge			
9181302	Michelle	901-2013-08-08	FTA Charge			
9181302	Michelle	901-2013-08-11	FTA Charge			
9181302	Michelle	901-2013-08-11	FTA Charge			
9181302	Michelle	901-2013-08-11	FTA Multi-Offense Charge			

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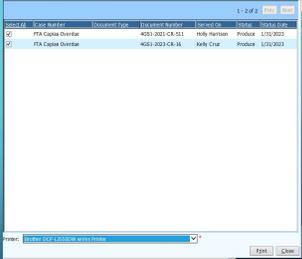
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• Select documents to Print

Select the printer



The screenshot shows a window titled 'Print' with a table of documents. The table has columns for document ID, name, date, author, and printer. Two documents are listed: 'ITA Capita Overdue' and 'ITA Capita Overdue'. Below the table is a dropdown menu for selecting a printer, currently showing 'Printer: HP LaserJet Pro P1102'. There are 'Print' and 'Cancel' buttons at the bottom right.

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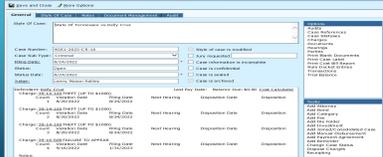
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You have the ability to view documents, rule docket entries and charges added to each case.

Upon disposition fees associated with the document and charge will drop in



The screenshot shows a 'View and Edit' window for a case. It has several tabs: 'General', 'Documents', 'Docket Entries', and 'Charges'. The 'Documents' tab is active, showing a list of documents with columns for document ID, name, date, and status. The 'Charges' tab is also visible, showing a list of charges with columns for charge ID, name, date, and amount.

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View Notes added during the process:  
Go Overdue to Processing  
Overdue Batches  
Select batch to review



The screenshot shows a 'View and Edit' window for a case. It has several tabs: 'General', 'Documents', 'Docket Entries', and 'Notes'. The 'Notes' tab is active, showing a list of notes with columns for note ID, name, date, and author. The 'General' tab is also visible, showing case information like 'Batch ID', 'Processed Date', and 'Batch Name'.

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### Emailing Multiple Images from TnCIS (Legacy or Refresh) using TnCIS scanning

Select each image that you wish to send and click the Extract button.

Item ID	Description	Date	Status
0	BlackBerry Logo	2020-10-20 10:28 AM	Ready
0	BlackBerry Logo	2020-10-20 10:28 AM	Ready
0	BlackBerry Logo	2020-10-20 10:28 AM	Ready
0	BlackBerry Logo	2020-10-20 10:28 AM	Ready

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The Zip file will be downloaded to your computer. You can then attach it to an email by searching for it in the File Explorer on your computer in the Downloads Folder.




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## LGCDM Scanning

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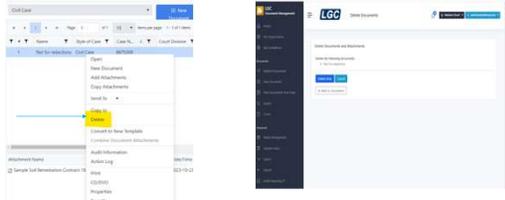
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## Deleting a Scanned Document



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## Make Changes to Document Name or Status

RIGHT-CLICK AND SELECT PROPERTIES FROM MENU

MAKE CHANGES TO DOCUMENT NAME OR STATUS (PUBLIC/NON-PUBLIC)



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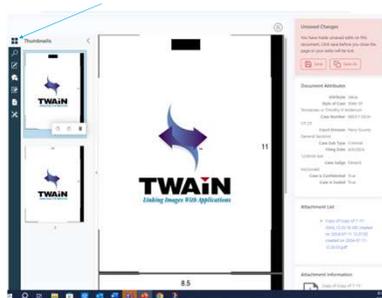
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## Deleting or Rotating a Page in a Document

A page can be deleted or rotated by clicking on the thumbnails and selecting the trashcan to delete or the arrow to rotate the image. Once desired changes have been made, changes should be saved. Selecting "save" will replace the existing image with the modified version, "save as" will create an additional document.



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### Redacting Information From a Document

To redact information from a document, click on the redact icon in the menu. Then click on the blue button labeled "Add Redaction Marks" and left-click the mouse to make the redactions needed. Once finished, select the way the changes should be saved. Select saved to permanently change the original scanned image or saved as to create a separate image in the case.

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