



*DID YOU
KNOW
TNCIS...
CAN?*

ALLOW MULTIPLE PROFILES PER USER

- Profile determines the Cash Drawer used by the clerk
- Printer used to print documents / receipts
- How documents are viewed (Preview or Print)
- Set permission to auto expand fees
- Hide menu on the left to view the screen in a larger view when completing task
- Set a profile as your default if you have multiple profiles

RECEIPT MULTIPLE CASES ON ONE RECEIPT

- Multiple receipts can be added if a person (one entity) has more than one case he/she is paying
- If John Q Public is listed in the name index multiple times, it would be beneficial to combine names before using multiple receipt option (ALWAYS USE CAUTION COMBINING NAMES)

FINANCIALS > RECEIPTING > ADD RECEIPT

Receipt Type Selection

Select a batch and the type of receipt. If this is a case receipt, select one or more cases for this receipt. If this is a miscellaneous receipt, select the fee(s) and amount(s) for this receipt. Click Next to continue.

Batch: Ids-4/25/2023-2 * **Warnings**

Type: Case *

Receipt Date: 4/25/2023 *

Case Number:

Party: John Q Public *

Receipt Amount: \$0.00

This party is in debt collection [Edit Clerks Notes](#)

Cases

	Case Number	Style of Case	Total Amount Due	Total Receipt Amount
<input type="checkbox"/>	+ ... 68GS1-2003-JR-2442	State of Tennessee vs	\$121.50	\$0.00
<input type="checkbox"/>	+ ... 68GS1-2003-JR-2443	State of Tennessee vs	\$32.00	\$0.00
<input type="checkbox"/>	+ ... 68GS1-2005-CR-507	State Of Tennessee vs John Q Public	\$20.00	\$0.00
<input type="checkbox"/>	+ ... 68GS1-2007-CR-1152	State Of Tennessee vs John Q Public	\$123.50	\$0.00
<input type="checkbox"/>	+ ... 68GS1-2013-JV-7	State of Tennessee, Department of Children vs. Chelsea L Duncan (et. al)	\$50.00	\$0.00
<input type="checkbox"/>	+ ... 68GS1-2014-CV-99	David Shelton vs John Q Public (et. al)	\$618.00	\$0.00
<input type="checkbox"/>	+ ... 68GS1-2015-JV-81	Etta E Duncan vs. John Q Public (et. al)	\$248.00	\$0.00
<input type="checkbox"/>	+ ... 68GS1-2017-JV-42	State Of Tn vs. Chelsea L Duncan (et. al)	\$50.00	\$0.00
<input type="checkbox"/>	+ ... 68GS1-2017-JV-47	State of TN vs. John Q Public (et. al)	\$124.00	\$0.00
<input type="checkbox"/>	+ ... 68GS1-2017-JV-48	State of TN vs. John Q Public (et. al)	\$124.00	\$0.00
<input type="checkbox"/>	+ ... 68GS1-2017-JV-49	State of TN vs. John Q Public (et. al)	\$124.00	\$0.00
<input type="checkbox"/>	+ ... 68GS1-2018-CR-307	State Of Tennessee vs John Q Public	\$304.50	\$0.00
<input type="checkbox"/>	+ ... 68GS1-2018-CR-348	State Of Tennessee vs John Q Public	\$263.50	\$0.00
<input type="checkbox"/>	+ ... 68GS1-2019-CV-29	Perry County Circuit Court Clerk vs John Q Public	\$8,787.35	\$0.00

MOVE CASE UTILITY

- DO NOT go into party/parties to change name on case...

THIS IS RISKY BUSINESS

- If this party was selected from Name Index list when party was originally entered all cases associated to name selected will be affected with the name change
- Use Utility function “MOVE CASE”

UTILITIES > MOVE CASE >

Select Case

Enter the case to be moved. Select the party to move the case from and the party it will be moved to.

Case Number: *

Move From Party: ▼ *

Move To Party: *

RULE DOCKET ENTRY LISTS THE PARTY/PARTIES NAME CHANGE

Rule Docket Entry

Enter rule docket entry information to be posted. Click Next to continue.

Date: 4/25/2023

Time: 8:55 AM

Entry:

Case has been moved from John Q Public Defendant to Marty J duncan Jr

VIEW DOCUMENTS ON THE WEB

- First and foremost you **MUST** currently have Web Subscription level
- LGC will absorb the cost for Web Inquiry Document upgrade if you are currently using Web Subscription
- Email dsmith@localgovcorp.com and we will discuss what needs to be completed prior to update.
- Disclaimer must be signed, dated and returned by email to rgibbons@localgovcorp.com and/or dsmith@localgovcorp.com
- Russell Gibbons will contact you for information prior to completion of the upgrade
- Permissions for viewable documents can be given to certain Subscription Users, it is not all or none you can define users to have permission within a certain database

After update has been completed. There is a new check box to allow users to see documents in Web Inquiry. You can see All documents or NO documents.

Edit User - usertest

Username: First Name:

Email Address: Last Name:

Employer:

Current Password:

New Password:

Confirm New Password:

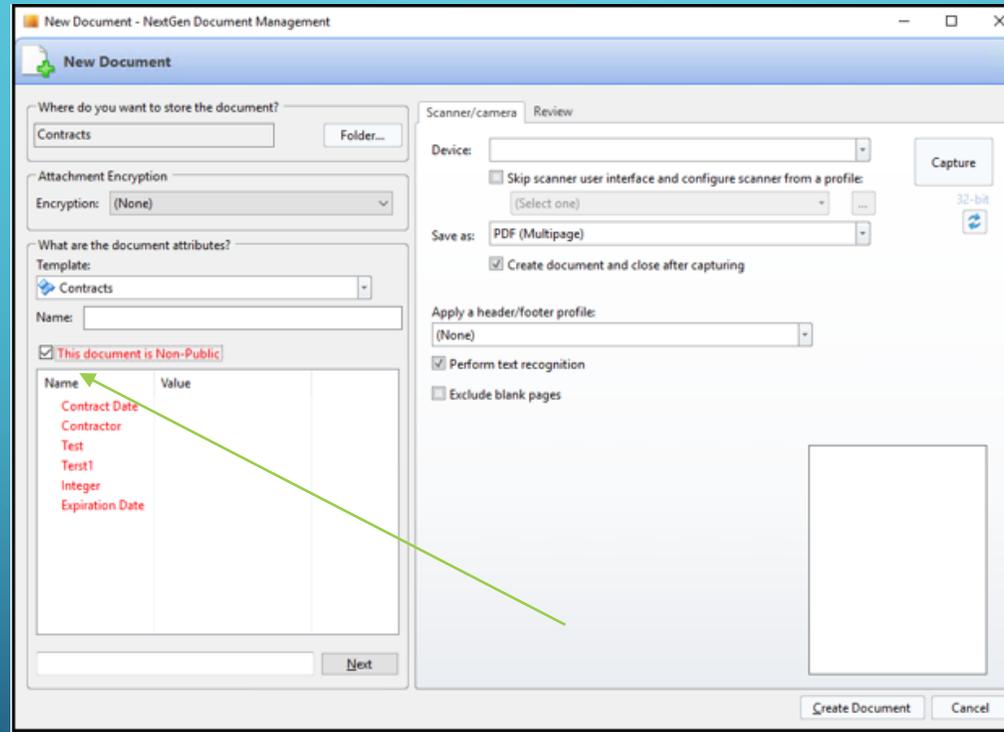
Select the database(s) the user should have access to:

Court	Image Access
<input checked="" type="checkbox"/> pubinfo_TnCISSampleGS	<input type="checkbox"/> View case images

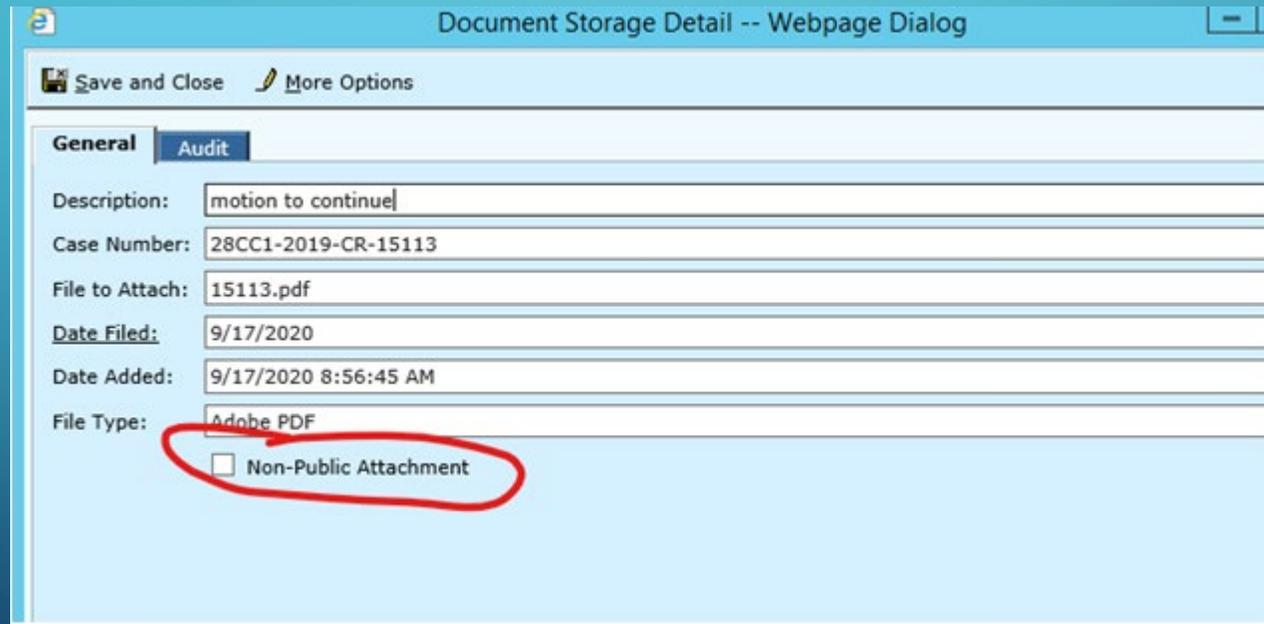
Methods for restricting documents

- If a case is marked Confidential/Sealed, no information from that case will be viewable on the web. There is a utility function LGC can run to confirm all selected case subtypes are Sealed/Confidential. Examples are:
 - Adoptions
 - Juvenile – no Juvenile information will be shown
 - Judicial Commitments
 - Orders of Protection
 - Expunged Cases
- If a document is marked non-public, the document will not be viewable on the web.

There is a check box on the New Document screen in NGDM to check if “The document is Non-Public”.



Also a check box in TnCIS scanning to be checked if the document is “Non-Public Attachment”.



The screenshot shows a software dialog box titled "Document Storage Detail -- Webpage Dialog". It has a menu bar with "Save and Close" and "More Options". Below the menu bar are two tabs: "General" and "Audit". The "General" tab is active, displaying several fields:

- Description: motion to continue
- Case Number: 28CC1-2019-CR-15113
- File to Attach: 15113.pdf
- Date Filed: 9/17/2020
- Date Added: 9/17/2020 8:56:45 AM
- File Type: Adobe PDF

At the bottom of the form, there is a checkbox labeled "Non-Public Attachment". This checkbox is currently unchecked and is circled in red.

How to suppress certain fields on documents using TnClS scanning.

- The original document will be scanned as non-public.
- A copy will need to be made of original document and fields manually redacted (magic marker?)
- The copy with “manually redacted” fields must be re-scanned as a public document

How to redact certain fields on documents using NGDM.

- Document will be scanned as non-public
- Any fields to be restricted will need to be redacted, printed with redactions
- Document with redacted information will need to be re-scanned and saved as a public document

E-filing

- Clerk will review E-Filed Cases before they are added. They will be responsible for reviewing those images and redacting or marking non-public as necessary.
- If an E-Filed case subtype is Sealed/Confidential, those cases will not be viewable.

Concerns

- Driver License Numbers
- Social Security Numbers
- Victims/Witness addresses
- TCA 10-7-504 (a) (29)

Disclaimer

- LGC will not be responsible for documents accessible through this portal since it's under the clerk's purview and controlled within the options they can select.

WEB INQUIRY - ONLINE PAYMENT

CIVIL AND CRIMINAL COURT

- They will log into tncrtinfo.com

Tennessee Public Court Records System

[Home](#)

Quick Links

- [Bedford County](#)
- [Blount County](#)
- [Carroll County](#)
- [Cheatham County](#)
- [Cocke County](#)
- [Coffee County](#)
- [Cumberland County](#)
- [Dickson County](#)
- [Franklin County](#)
- [Giles County](#)
- [Greene County](#)
- [Hamblen County](#)
- [Hamilton County](#)
- [Hawkins County](#)

Bedford County Bedford County Circuit Court Bedford County General Sessions	Blount County Blount County Circuit Court Blount County Clerk and Master Blount County General Sessions	Carroll County Carroll County Circuit Court Carroll County General Sessions
Cheatham County Cheatham County Circuit Court Cheatham County General Sessions	Cocke County Cocke County Circuit Court	Coffee County Coffee County Circuit Court Coffee County General Sessions
Cumberland County Cumberland County Circuit Court Cumberland County General Sessions	Dickson County Dickson County Circuit Court Dickson County General Sessions	Franklin County Franklin County Circuit Court Franklin County General Sessions
Giles County Giles County Circuit Giles County General Sessions	Greene County Greene County Circuit Court Greene County General Sessions	Hamblen County Hamblen County Circuit Court Hamblen County General Sessions
Hamilton County Hamilton County Equity Hamilton County Probate	Hawkins County Hawkins County Circuit Court Hawkins County Clerk and Master Hawkins County General Sessions	Henry County Henry County Circuit Court Henry County General Sessions

SEARCH BY PARTY NAME / CASE NUMBER AND CASE TYPE

Home **Criminal** Civil Contact [Subscription Login](#)

Criminal

Search by Party Name

Search by Case Number

First Name: Find Now

Last Name:

or

Business Name:

Enter selection criteria above and click 'Find Now'

SELECT THE APPROPRIATE CASE

General	Filings	Documents	Hearings	Fees	Payment Agreements	Additional Parties
Speedee Cash vs Michael B Kimbrell 50GS1-2017-CV-38636						
Michael B Kimbrell, Defendant						
Filing Date:	Dec 22 2017	Balance Due:	\$338.50 Make a Payment			
Case Judge:	Patricia McGuire	Last Pay Date:	Feb 14 2018			
Status:	Disposed	Next Hearing:				
Status Date:	Jan 10 2018					
Case References:	None					

CLICK HYPERLINK TO MAKE PAYMENT.

- When they click the hyperlink to make payment, they will see this message box:

Please note that balances are updated daily. The Lawrence County General Sessions's Office makes every effort to produce and publish the most accurate information possible; however, this material may be slightly dated which could have an impact on its accuracy. Any errors or omissions should be reported for investigation. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation.

NOTE: Online payments may not be reflected on the website for up to 48 - 72 hours after payment is made.

[YES, I accept these terms](#)

[NO, I DO NOT accept these terms](#)

ACCEPT TERMS OF PAYMENT.

- Once the terms are accepted, they will have the opportunity to enter the amount to be paid:

Please note that balances are updated daily. The Lawrence County General Sessions's Office makes every effort to produce and publish the most accurate information possible; however, this material may be slightly dated which could have an impact on its accuracy. Any errors or omissions should be reported for investigation. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation.

NOTE: Online payments may not be reflected on the website for up to 48 - 72 hours after payment is made.

Amount to Pay: x

ONCE THE TERMS ARE ACCEPTED, THEY WILL HAVE THE OPPORTUNITY TO ENTER PAYMENT AMOUNT:

- Once they have entered the amount to pay, the payer will click on “Select Payment Method”. The screen that appears next will depend on which payment vendor the court uses. Below are a couple of examples.

The screenshot shows a three-step payment process. Step 1, 'Payer Info', is highlighted in orange. It contains a 'Payer Information' section with the following fields: Name*, Billing Address*, Billing Address 2, City*, State* (dropdown), Zip*, Phone Number*, Email Address*, and Confirm Email Address*. A red asterisk indicates that all fields are required. At the bottom, there are 'Previous', 'Next', and 'Submit Payment' buttons. The footer includes 'Secure Online Checkout' and a 'Return to Case' button.

The screenshot shows a payment form with a table at the top and two main sections: 'Billing Information' and 'Payment Information'. The table lists a 'Citation Payment' with ID '37GS1-2017-TR-1916', a service fee of \$11.08, and a total amount due of \$221.50. The 'Billing Information' section includes fields for First Name, Last Name, Street, City, State/Territory (dropdown), Zip, and Phone Number. The 'Payment Information' section includes a 'Credit/Debit Card' radio button, a 'Select Card Type' dropdown, 'Enter Card Number', 'Enter CVV Code', and 'Expiration' (11/2016). A 'Submit Payment' button is located at the bottom right. The footer includes 'Secure Online Checkout' and a 'Return to Case' button.

Description	ID	Service Fee	Amount
Citation Payment	37GS1-2017-TR-1916	\$11.08	\$221.50
		\$11.08	\$221.50

SUBMIT PAYMENT.

- Once the payer information has been entered, they will submit payment.
- Clerk's office will be notified of payment. This will vary based upon vendor used.
- At this time, there is no import for online payments for civil or criminal cases. These will need to be receipted into TnCIS.

CHAT FEATURE WITH PHONE SUPPORT

- LGC now has a live chat feature used in phone support... did you know you can chat with a phone support representative on-line?

INTRODUCTION

- This new option for contacting LGC support is our Live Chat feature. You will need to be logged into the LGC website, lgc-tn.com.
- On the Clerk's Home Page, you will see the Live Chat button.



CONTACT SUPPORT
(800) 737-1826
Monday - Friday
7 AM - 5 PM CST

[Request Support](#)

If you need help with TNCIS or any NextGen product, you can use the live chat link below.
Monday - Friday
8 AM - 5 PM CST

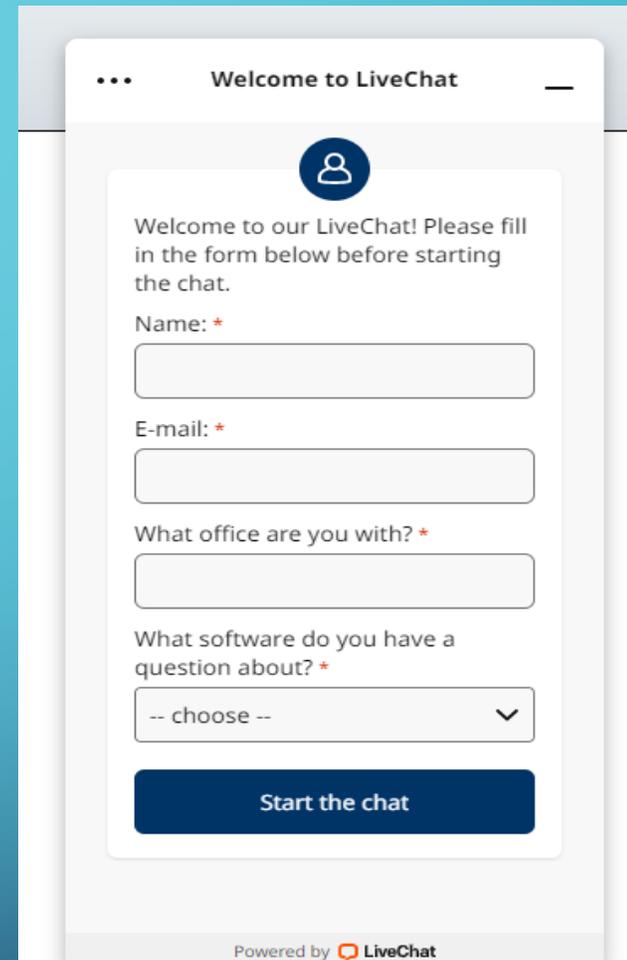
[LiveChat](#)

NextGen Sub-Tracker

SUBMITTED BY ANDY BROWN ON MON, 08/19/2019 - 14:56

Watch on YouTube

When you click on the LiveChat button, a chat window will appear. Enter the **appropriate** information for each field, then “Start the Chat”.



The image shows a mobile-style chat window titled "Welcome to LiveChat". At the top left is a three-dot menu icon, and at the top right is a close icon. Below the title is a dark blue circular profile icon. The main content area contains a welcome message: "Welcome to our LiveChat! Please fill in the form below before starting the chat." This is followed by four form fields, each with a red asterisk indicating it is required: "Name:", "E-mail:", "What office are you with?*", and "What software do you have a question about?*" (which is a dropdown menu). At the bottom of the form is a dark blue button labeled "Start the chat". At the very bottom of the chat window, it says "Powered by LiveChat" with the LiveChat logo.

... Welcome to LiveChat

...

...

...

Welcome to our LiveChat! Please fill in the form below before starting the chat.

Name: *

E-mail: *

What office are you with? *

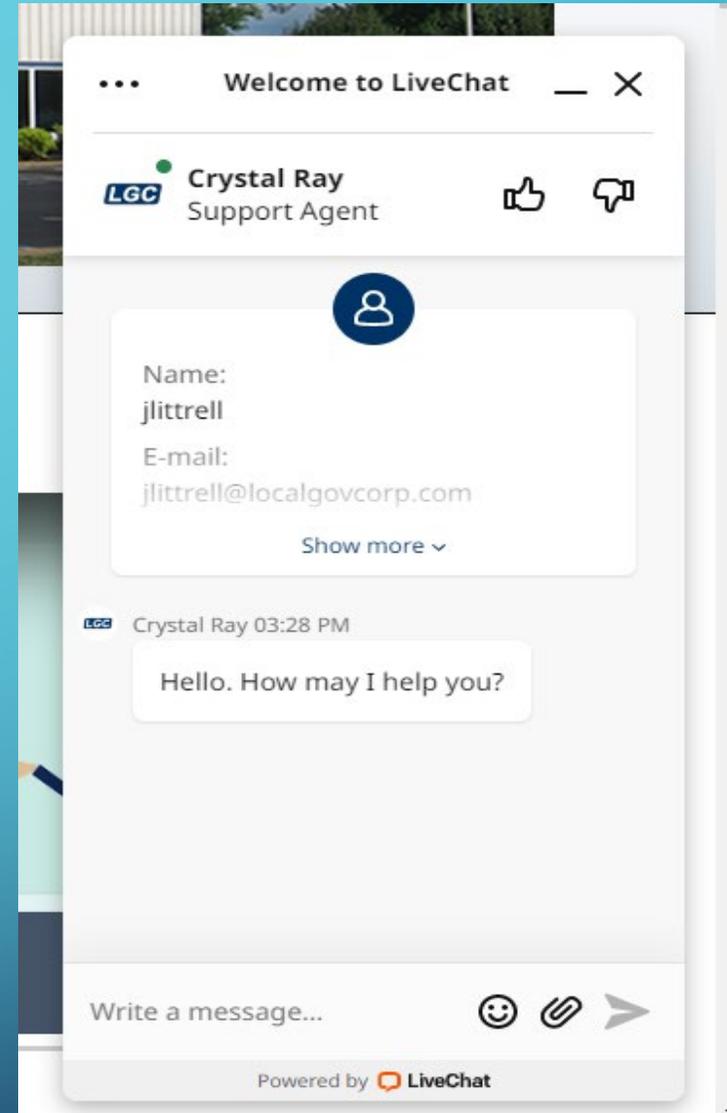
What software do you have a question about? *

-- choose --

Start the chat

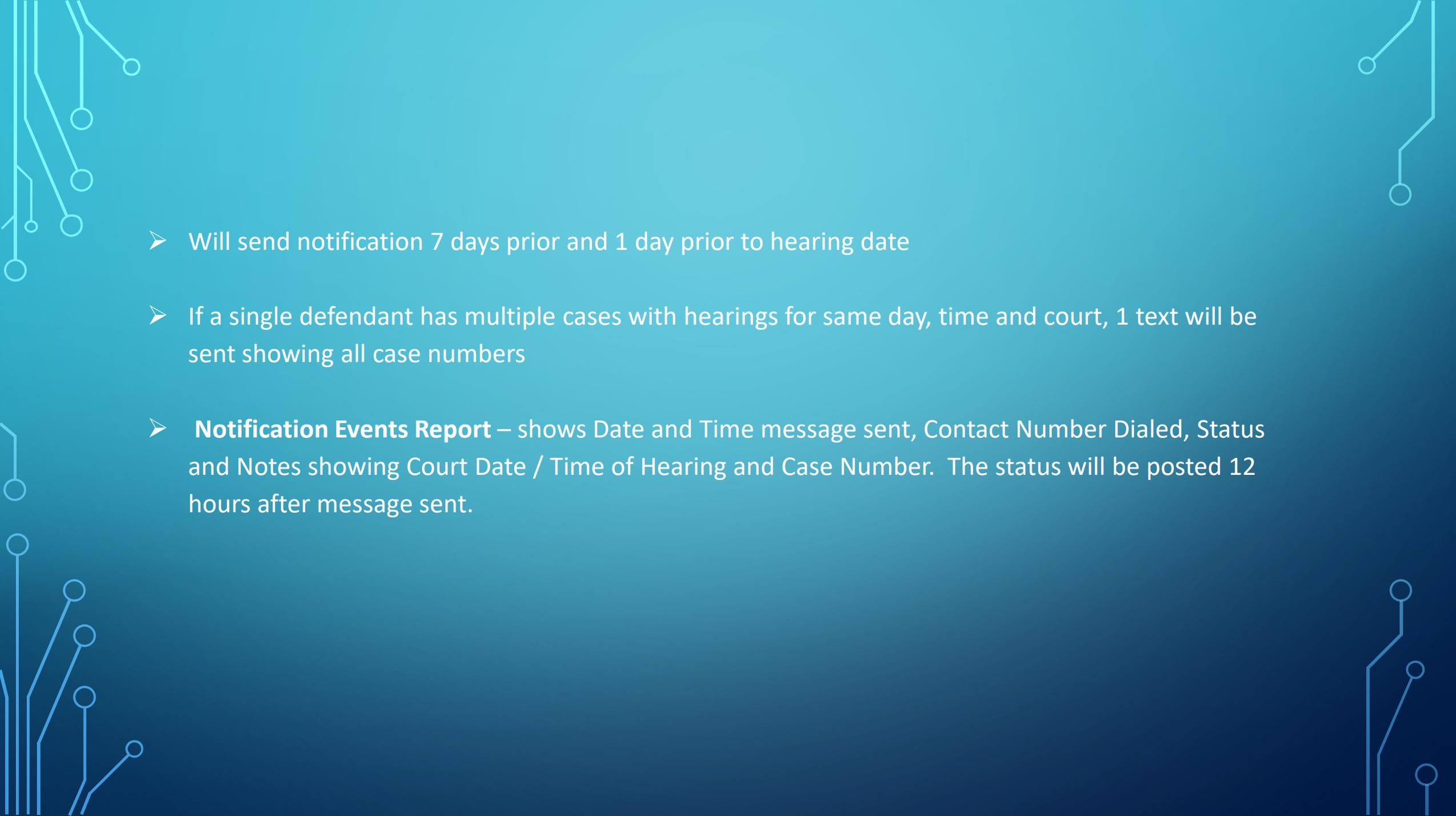
Powered by LiveChat

- Once you start the chat, you will be able to chat with a live support representative. This feature should be used for quick questions, such as a request Sample database updates, or any request that does NOT require a connection to resolve your issue.



NOTIFY A DEFENDANT IN A CRIMINAL CASE OF AN UPCOMING HEARING DATE

- Ask sheriff's department/agencies to gather cell phone numbers from defendants upon fingerprinting so they can be notified of upcoming 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*

- 
- The slide features a teal-to-blue gradient background. In the corners, there are decorative white line-art elements resembling circuit boards or neural networks, with lines connecting to small circles.
- Will send notification 7 days prior and 1 day prior to 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.

➤ Following are excluded from receiving text messages:

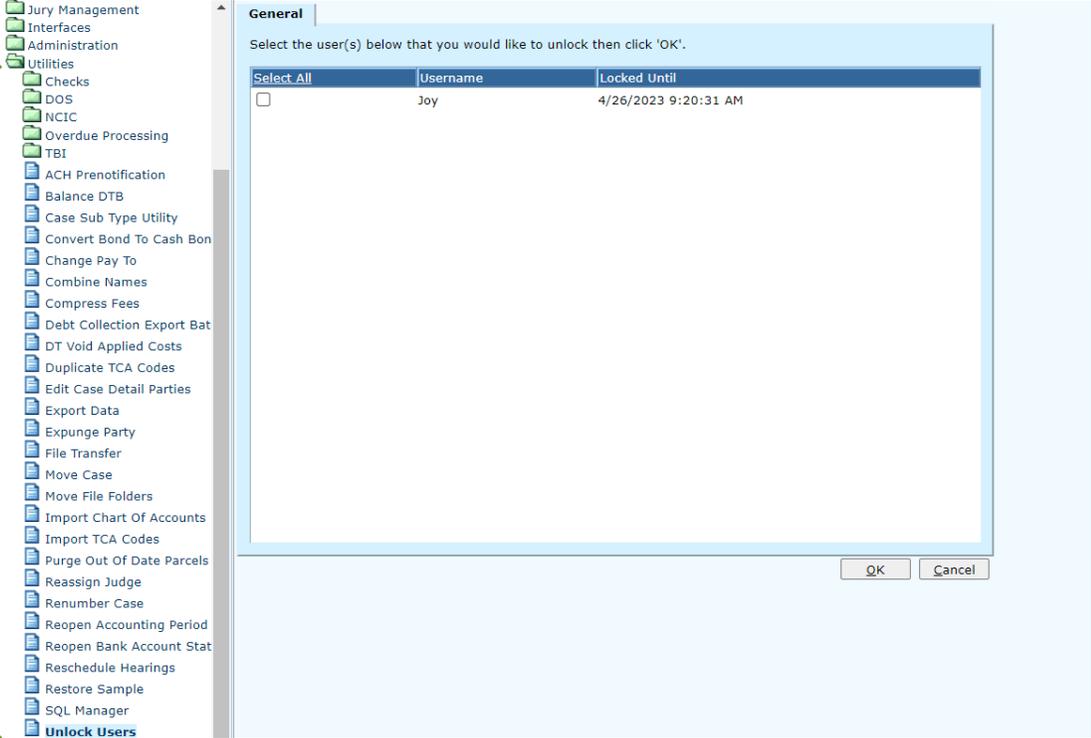
- Parties marked as Non-Public
- Parties marked as Sealed Indictment
- Parties marked as Juvenile
- Parties expunged via the system expungement utility
- Cases marked as Confidential
- Cases marked as Sealed

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 2nd 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.

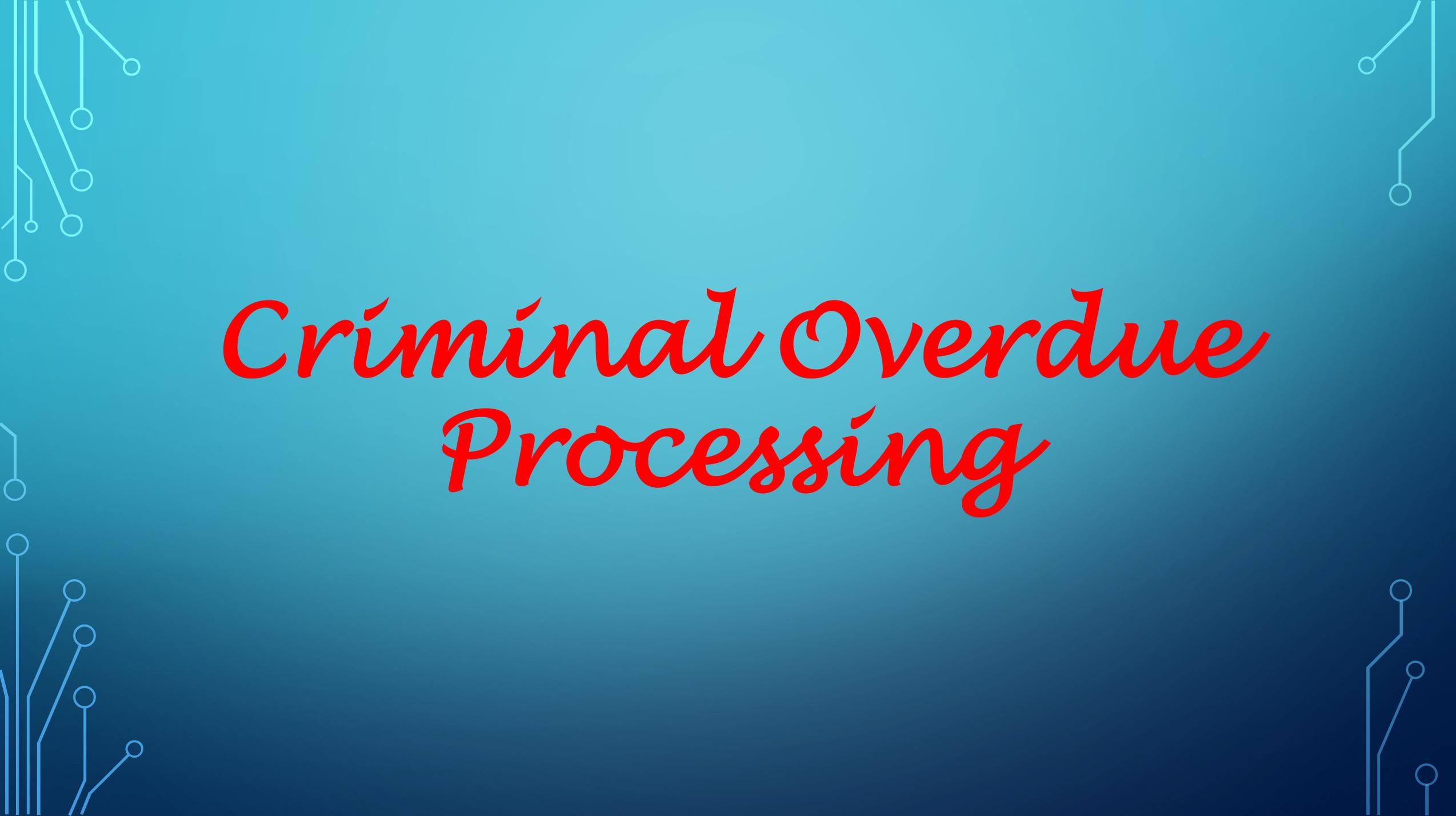
OutReach is currently setup in each office and available for use. If you aren't using and would like to start Text Messaging, phone LGC phone support or email Deb Smith at dsmith@localgovcorp.com LGC would be happy to assist!!!

ASSIGN A CLERK IN YOUR OFFICE TO UNLOCK USERS



The screenshot displays a software interface with a left-hand navigation pane and a main dialog box. The navigation pane lists various utilities, with 'Unlock Users' highlighted at the bottom. A green arrow points to this option. The dialog box, titled 'General', contains the instruction 'Select the user(s) below that you would like to unlock then click 'OK''. It features a table with three columns: 'Select All', 'Username', and 'Locked Until'. A single row is visible with a checkbox, the username 'Joy', and the date '4/26/2023 9:20:31 AM'. A second green arrow points to the 'Unlock Users' option in the navigation pane. At the bottom right of the dialog box are 'OK' and 'Cancel' buttons.

Select All	Username	Locked Until
<input type="checkbox"/>	Joy	4/26/2023 9:20:31 AM

The background is a gradient of blue, transitioning from a lighter shade at the top to a darker shade at the bottom. In the four corners, there are decorative white line-art elements resembling circuit traces or neural network connections, with small circles at the end of the lines.

Criminal Overdue Processing

WHAT IS CRIMINAL OVERDUE PROCESSING?

- *Overdue Processing is a utility which provides users an option to apply overdue actions to cases for events such as the following:*
 - *Failure To Appear*
 - *Failure To Comply*
 - *Failure To Pay on multiple cases if selected*

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*



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)*
- 

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

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 or email dsmith@localgovcorp.com 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*

SORTING YOUR WORK

- *It's helpful if you sort your work according to the set bond 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*

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*

HELPFUL HINTS

- *Because it takes overdue processing a while to print documents, my advice, open another TnClS window so you can proceed with work while the documents are printing*

TO RUN OVERDUE PROCESSING:

- *Utilities*
- *Overdue Processing Folder*
- *Overdue Processing*

Select Court Type

Overdue Processing with automatically create Batch ID

Enter Beginning Date

Enter Ending Date

Overdue Processing – Batch Information

Enter the required information, and select the Type(s) of Overdue Processing to execute. Click Next to continue.

Court Type:	<input type="text" value="Criminal"/>	*
Batch ID:	<input type="text" value="ds-1/31/2023"/>	*
<u>Beginning Date:</u>	<input type="text" value="1/31/2023"/>	*
<u>Ending Date:</u>	<input type="text" value="1/31/2023"/>	

Failure To Appear Include Sealed Cases

Failure To Comply

Failure To Comply - Required Filings

Failure To Pay

- *Choose Event from the dropdown*
- *This will populate the Overdue actions tied to chosen Overdue Event as well as drop in all cases that have Hearing Results of Failure to Appear for Court*
- *Delete any actions not needed*
- *Check box beside FTA parties to print documents*

Overdue Processing - FTA Selection

Select Event, Action(s), and Parties for Failure To Appear Overdue Processing. Click Next to continue.

Event: *

Actions

Action	Action Type
x ... <input type="text" value="FTA Capias"/>	▼ Document
x ... <input type="text" value="FTA Charge"/>	▼ Charge
x ... <input type="text" value="FTA Rule Docket Entry"/>	▼ Rule Docket
x ... <input type="text" value="(Select One)"/>	▼

FTA Parties

<input checked="" type="checkbox"/> Date	Name	Case Number
<input checked="" type="checkbox"/> 9/16/2022 9:00 AM	Holly Harrison	4GS1-2021-CR-511
<input checked="" type="checkbox"/> 9/16/2022 9:00 AM	Kelly Cruz	4GS1-2023-CR-16

NOTES:

Overdue Processing - Notes

Enter any additional comments concerning this Overdue Processing Batch. Click Next to continue.

Notes

This can be anything applicable to the Overdue Processing

- *Notes may be added on Overdue Processing-Notes screen. These notes will show on the front screen of your Overdue Processing Batch under Overdue Batches*

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:	ds-1/31/2023
Beginning Date:	9/16/2022
Ending Date:	9/16/2022
Include Sealed Cases:	No

Counts

FTA:	2
------	---

*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

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

Date: 1/31/2023 7:23:11AM

User: lgdeb

Bledsoe Co. General Sessions

Overdue Processing Report

Page 1 of 1

<u>Batch ID</u>	<u>Processed Date</u>	<u>Processed By</u>	<u>Court Type</u>	<u>Beginning Date</u>	<u>Ending Date</u>	<u>Void Date</u>
ds-1/31/2023	1/31/2023	lgdeb	Criminal	9/16/2022	9/16/2022	

FTA

<u>Date</u>	<u>Name</u>	<u>Case Number</u>	<u>Action</u>
9/16/2022	Kelly Cruz	4GS1-2023-CR-16	FTA Capias
9/16/2022	Kelly Cruz	4GS1-2023-CR-16	FTA Charge
9/16/2022	Kelly Cruz	4GS1-2023-CR-16	FTA Rule Docket Entry
9/16/2022	Holly Harrison	4GS1-2021-CR-511	FTA Capias
9/16/2022	Holly Harrison	4GS1-2021-CR-511	FTA Charge
9/16/2022	Holly Harrison	4GS1-2021-CR-511	FTA Rule Docket Entry

- Select documents to Print

Select the printer

The screenshot shows a software interface with a table of documents and a printer selection dropdown. The table has columns for 'Select All', 'Case Number', 'Document Type', 'Document Number', 'Served On', 'Status', and 'Status Date'. Two rows are visible, both with checked boxes in the 'Select All' column. Below the table is a 'Printer:' dropdown menu with 'Brother DCP-L2550DW series Printer' selected. At the bottom right are 'Print' and 'Close' buttons. The top right of the window shows '1 - 2 of 2' and 'Prev' and 'Next' buttons.

Select All	Case Number	Document Type	Document Number	Served On	Status	Status Date
<input checked="" type="checkbox"/>	FTA Capias Overdue		4GS1-2021-CR-511	Holly Harrison	Produce	1/31/2023
<input checked="" type="checkbox"/>	FTA Capias Overdue		4GS1-2023-CR-16	Kelly Cruz	Produce	1/31/2023

Printer: *

Print Close

You have 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 displays a software interface for managing legal cases. At the top, there are menu options: 'Save and Close' and 'More Options'. Below this is a tabbed interface with 'General' selected, and other tabs for 'Style Of Case', 'Notes', 'Document Management', and 'Audit'.

General Tab:

- Style Of Case:** A dropdown menu showing 'State Of Tennessee vs Kelly Cruz'.
- Case Number:** Text input field containing '4GS1-2023-CR-16'.
- Case Sub Type:** A dropdown menu set to 'Criminal'.
- Filing Date:** Text input field containing '8/24/2022' with a red asterisk.
- Status:** Text input field containing 'Open'.
- Status Date:** Text input field containing '8/24/2022' with a red asterisk.
- Judge:** Text input field containing 'Lenny Mason Ashley'.
- Options:** A list of checkboxes:
 - Style of case is modified
 - Jury requested
 - Case information is incomplete
 - Case is confidential
 - Case is sealed
 - Case is archived

Defendant: Kelly Cruz

Last Pay Date: **Balance Due:** \$0.00 [Cost Calculator](#)

Charge:	Count	Violation Date	Filing Date	Next Hearing	Disposition Date	Disposition
39-14-103 THEFT (UP TO \$1000)	1	8/20/2022	8/24/2022			
39-14-103 THEFT (UP TO \$1000)	2	8/20/2022	8/24/2022			
39-14-103 THEFT (UP TO \$1000)	3	8/20/2022	8/24/2022			
39-16-609 FAILURE TO APPEAR	4	9/16/2022	1/31/2023			

Notes:

Options Panel (Right):

- Audits
- Case References
- Case Statuses
- Charges
- Documents
- Hearings
- Parties
- Print Blank Documents
- Print Case Label
- Print Cost Bill Report
- Rule Docket Entries
- Transactions
- Trial Balance

Tasks Panel (Right):

- Add Attorney
- Add Bond
- Add Category
- Add Fee
- Add File Folder
- Add Investment
- Add Joined/Consolidated Case
- Add Manual Disbursement
- Add Payment Agreement
- Add Reminder
- Change Case Status
- Dispose Charges
- Receipting

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

Save and Close More Options

General FTA Audit

Batch ID: ds-4/20/2022

Processed By: lgdeb

Processed Date: 4/20/2022 4:03:31 PM

Court Type: Criminal

Beginning Date: 4/4/2022

Ending Date: 4/4/2022

Void Date:

Void Reason:

Tasks

- Print Overdue Processing Report
- Void Overdue Batch

Notes

This can be anything applicable to the Overdue Processing