Teen Court Database

Court User Guide | Current Version 1.0.1

Prepared By:

Andrew Thompson

Robert Reilly

Revision History

1/23/13	*Bobby Reilly*	*1.0.0*	*Initial version*
8/1/13	*Bobby Reilly*	*1.0.1*	*Updated to current functions*

Table of Contents

1.0 Scope

This document will cover all aspects of the Court User actions available in the Teen Court Database per user level. For Court Administrator actions, please see the Court User Guide.

Note that higher access level accounts have all actions associated with lower level accounts.

2.0 Program User

2.1 Home

The home tab contains important information for all program users. Listed on the top of the page are a few upcoming court cases with links to the defendant information. Check here often for information from the Court Administrator if you do not regularly see them.

2.2 Reports

Court Users will be able to print off reports from the Report tab. These reports are for program information, such as demographics and volunteer hours.

3.0 Program Manager

3.1 List Defendants

Clicking on the Defendant tab or hovering the mouse over the Defendant tab and clicking on the 'List Defendants' option will pull open a list of all active defendants. Court file number, last name, first name, location, and time/date added are all displayed. Clicking on 'View' will display the defendant's information on the 'Edit Defendant' page.

3.2 Add Defendant

To add a new defendant, hover the mouse over the Defendant tab and click on the 'New Defendant' option. Doing so will move you to the 'Add Defendant' page where you can enter last name, first name, middle initial, date of birth, home phone number, court file number, and agency case number. After clicking 'Add Defendant', you will be moved to the 'Edit Defendant' page to enter additional defendant information.

3.3 Edit Defendant

The 'Edit Defendant' Page is where you can set or alter defendant information for a selected defendant. You will be taken to the 'Edit Defendant' page after entering a new defendant and clicking on 'Add Defendant' or clicking on 'View' from the current defendants. Defendant primary information is listed at the top of the page, with tabs along the bottom to enter additional information.

3.3.1 Personal

The defendant's physical address, mailing address, school, description, and Driver's License information is recorded here. City, state, and zip location fields and school information fields are saved after being entered the first time for consistent entry. Click on the window icon to open a window and

select existing information. To save personal information, click on 'Update Personal Information' at the bottom of the page.

3.3.2   Guardian

Information for the defendant's parents or guardian is recorded here. Fields can use pre-existing options or take the defendant's information, if it has been entered. Click on the window icon to open a window and select existing information. After adding a guardian, use 'Update Guardian' to record changes or use 'Delete Guardian' to delete the guardian.

3.3.3   Citation

Information on the defendant's citation is recorded here, with general information, offense(s), stolen or vandalized items, and what vehicles were involved listed. Officers and offenses can be entered and stored for selection in other citations. Citation information is updated by clicking on 'Update Citation Information'. Offenses, stolen/vandalized items, and vehicles are recording upon being added to the citation.

3.3.5   Intake

Information relating to the defendant being brought into the Teen Court program is recorded here. Intake is updated by clicking on 'Update Intake Information'.

3.3.6   Court

This tab will display what court case the defendant has been assigned to, or allow the user to create a court for the defendant to be assigned to. Any sessions of jury duty that the defendant has been assigned to will be listed here as well.

3.3.7   Sentence

This tab records what sentence the defendant was given by the court. As the defendant completes their sentence, users can check off what has been completed.

3.3.8   Workshop

If the defendant has been assigned to any workshops, it will be listed here. If the defendant is required to attend a workshop but has not been assigned to one, the user will be able to create a new workshop.

3.3.9   Expunge

If the defendant has finished with the Teen Court program, they can be expunged from the database. The level of expunging the defendant from the database depends on what the Court Administrator has set. General statistics are kept even if the defendant is expunged from the database.

3.3.10 Forms
See 2.2

3.3.11 Case Notes
The case notes tab allows for notes to be taken on the defendant.

3.4   Search Defendants

Hovering over the Defendants tab and clicking on 'Search Defendants' will allow you to do a search over all defendants by name, city, date of birth, home phone, court case number, and agency case number. Defendants will not appear if they were expunged with partial or full expunge.

3.5   List Volunteers

Hovering over the Volunteers tab with the mouse and clicking 'List Volunteers' or clicking on the Volunteers tab will pull up a listing of all active volunteers. The volunteer name, contact information, and an option for editing the volunteer data is available.

3.6   New Volunteer

To create a new volunteer, hover over the Volunteer tab and click on 'New Volunteer'. You can enter name, if they are an adult or teen, grade, and contact information, and set what positions within the court they can apply for. Clicking on 'Add Volunteer' at the top of the screen will save the information and take you the Edit Volunteer page.

3.7   Edit Volunteer

To get to the Edit Volunteer page, go to the 'List Volunteer' page and click 'Edit' on the Volunteer you want to edit. The volunteer's name, contact information, and court positions will be listed. You can also switch a volunteer from active to inactive.

3.8   Search Volunteers

To search all volunteers in the program, hover over the Volunteers tab and click 'Search Volunteers'. The detailed search will let you select what to look for.

3.9   List Courts

Clicking on the Courts tab or hovering over the Courts tab with the mouse and clicking on 'List Courts' will pull up a list of upcoming court sessions. The defendant, date, and location are all listed and an option to edit the court is presented.

3.10   New Court

To create a new court session, hover over the Courts tab and clicking on 'New Court' will allow you to create a new court. The court location, date and time are set here.

3.11   Edit Court

To edit an existing court, search for the court from either the 'List Courts' page or 'Search Courts' page and click edit. All of the information that was recorded from the last time it was saved will be brought up to allow for editing. Multiple defendants can be assigned as seperate cases for the court.

3.12   Enter Court Hours

Case information and hours are entered from the Court Hours. Defendant name, court date, and court time are all presented. Court type for the defendant can be updated.

Court Members and Jury Members are assigned and entered from here. Valid volunteers for court positions will be presented from the drop down options and member hours can be entered at the same time. Jury members may come from volunteers or defendants and can be selected and entered as a group. Jury member hours may only be entered after they are assigned to the case.

3.13 Search Courts

To do a search of all courts, hover over the Courts tab and click 'Search Courts'. Defendant information is not guaranteed to be in the court if they have been expunged.

3.14 List Workshops

Clicking on the Workshops tab or hovering over the Workshops tab with the mouse and clicking on 'List Workshops' will pull up a list of upcoming workshops. Workshop information will be listed with an option to edit the workshop.

3.15 New Workshop

To create a new workshop, hover over the Workshops tab and click on 'New Workshop'. The date, time, topic, instructor, and officer present will need to be saved. Clicking on the 'Add Workshop' button will save the workshop and let you select workshop participants.

3.16 Edit Workshop

To edit an existing court, search for the workshop from either the 'List Workshops' or 'Search Workshops' page and click on edit. Workshop information will be listed on the top of the page. Users can select which participants will be at the workshop by clicking on 'Add Participant' at the bottom of the page and selecting defendants. Clicking 'Completed' will mark the defendant as having completed the workshop at the current time, while delete will remove a participant from the workshop. Click on 'Update' at the top of the page to save any changes made.

3.17 Search Workshops

To do an exhaustive search over all workshops, hover over the Workshops tab and click 'Search Workshops'. Workshops can be search over their information. Defendant information is not guaranteed to be in the workshop if they have been expunged.

4.0 Program Administrator

4.1 Users

The Users tab allows Administrators to manage all of the users within their program. All accounts that have been assigned to it are listed on this page.

4.2 New User

To add a new user, click User and click the 'New User' option. You will be taken to the new user page and need to fill out first name, last name, email, account password, and what court program they

will belong to. If someone is in charge of several different programs, the will need an account for each program they belong to. Lastly, select which access level a user has.

4.3   Edit User

To edit an existing user, click User and click 'View' for the user you want to edit. Editing a user lets you change their first name, last name, email, account password, and access levels.

4.4   Delete User

To delete an existing user, click User and click 'View' for the user you want to delete. Click 'Delete User' and confirm to delete the user.

4.5   My Program

The My Program tab allows you to view, edit, and delete program information and program data that is used on the site. It also has the program code listed at the beginning as a quick reference to give to others so they create an account for the program.

4.5.1   Primary Program Information

This contains all information that is used to identify your program such as name, code, phone number, time zone, and the current expunge type. The physical address and mailing address of the program are recorded as well.

4.5.2   Add/Edit Program Locations

These are the city, state, and zip codes that your program covers. Storing them within a list allows for quick retrieval and ensures the correct information is entered each time. New ones can be entered, while existing ones can be edited or deleted. A location cannot be deleted unless it is not in use anywhere within the program.

4.5.3   Add/Edit Program Common Locations

These are the common locations used for citation information. New ones can be entered, while existing ones can be edited or deleted. A common location cannot be deleted unless it is not in use on any citations.

4.5.4   Add/Edit Program Officers

These are the officers used for citation information. New ones can be entered, while existing ones can be edited or deleted. An officer cannot be deleted unless they are not in use on any citations.

4.5.5   Add/Edit Program Statutes

These are the statutes used for citation information. New ones can be entered, while existing ones can be edited or deleted. A statute cannot be deleted unless it is not in use on any citations.

4.5.6   Add/Edit Program Schools

These are the schools used for defendant information. New ones can be entered, while existing ones can be edited or deleted. A common location cannot be deleted unless it is not for any defendant.

4.5.7 Add/Edit Program Court Positions

These are the positions used for courts. New ones can be entered, while existing ones can be edited or deleted. A position cannot be deleted unless no volunteers are assigned to it.

4.5.8 Add/Edit Program Court Locations

These are the locations used for courts. New ones can be entered, while existing ones can be edited or deleted. A location cannot be deleted unless it is not in use for any court.

4.5.9 Add/Edit Program Sentences

These are the sentences used for defendants. New ones can be entered, while existing ones can be edited or deleted. A sentence cannot be deleted unless it is not in use on any defendant.

4.5.10 Add/Edit Workshop Locations

These are the locations used for workshops. New ones can be entered, while existing ones can be edited or deleted. A location cannot be deleted unless it is not in use for any workshop.