
Teen Court Database

Court User Guide | Current Version 1.0.0

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Revision History

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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. Below that is an information box set by the Court Administrator. Check here often for information from the Court Administrator if you do not regularly see them.

2.2 Defendant Forms

Most of the information in the Defendant tab is read only for Court Users, but all of the forms are available to Court Users. As long as the required information is filled out, Court Users are able to print Defendant Information, Verdict, Officer Status, Expunge Order, Sentence Report, Defendant Hearing Notes, Parent Hearing Notes, and Case Notes.

2.3 Reports

Court Users will be able to print off reports from the Report tab. These reports will be the same as those under the Defendant Forms tab, but will require the Court User to search for the specific Defendant they want to print the forms for.

2.4 Statistics

Court Users will be able to print off statistic reports from the Statistics tab. These reports will gather a large number of data points for users to be able to look through without being able to identify any of the defendants in the Teen Court Database.

3.0 Program Manager

3.1 List Defendants

Clicking on the Defendant tab or hovering and clicking on the 'List Defendants' option will pull open a list of all active defendants. Citation number, court case number, last name, first name, location, and time/date added are all displayed. Clicking on the edit option will open up their Defendant information.

3.2 New Defendant

To add a new defendant, hover over the Defendant tab and click on the 'New Defendant' option. Doing so will move you to the new defendant page where you can enter last name, first name, middle initial, date of birth, home phone number, court case number, and agency case number. After clicking 'Add Defendant', the database will check to make sure the defendant has not been in the system before and will move to the Edit Defendant page if it does not have the defendant in the database. If the defendant has been in the database already, the page will list an error message showing that they are already in the database.

3.3 Edit Defendant

The Edit Defendant Page is where you add the majority of defendant information.

3.3.1 Personal

The defendant's physical address, mailing address, school, description, and Driver's License information is recorded here. Several fields such as address city, state, zip, and school information can have pre-existing options after entering the information in the first time.

3.3.2 Parent

Information for the defendant's parents or guardian is recorded here. Fields can use pre-existing options or take the defendant information.

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.

3.3.5 Intake

Information relating to the defendant being brought into the Teen Court program is recorded here.

3.3.6 Court

This tab will display what court the defendant has been assigned to, or allow the user to create a court for the defendant to be assigned to.

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 was required to attend a workshop by the court, 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 assign them or 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, regardless of being active or not. The detailed search will only be limited by the setting that was used when a defendant was expunged.

3.5 List Volunteers

Hovering over the Volunteers tab 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 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 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 defendant option picks defendants that have yet to have a trial set for

them. Court date, time type, if the contract was signed, and where the court will be held will be filled in by the user. Court and jury members will be pulled from active volunteer members. The parent/guardian tab will be updated depending on which defendant is selected and what parental information was given. Clicking 'Add Court' will save the court and take you to the Edit Court page.

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. Update will save any changes made to the court, while Delete will remove the Court. Close will return the user to the 'List Courts' page.

3.12 Enter Court Hours

To enter volunteer and defendant hours for a court, click on the 'Enter Hours' button from the Edit Court page, 'Hours' option from the Edit Volunteer page, or 'Hours' option from the Defendant page. Hours can be entered per court member/jury member, or can be entered for all members to be given the same hours.

3.13 Search Courts

To do an exhaustive search of all courts, hover over the Courts tab and click 'Search Courts'. Courts can be searched for their information and volunteers, but cannot be searched by defendant. 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 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, they 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.