

Beraten Software Corporation



Think. Focus. Thrive.



TribalLEX

Comprehensive Tribal Court Solution

User Manual

Version 1.7

Last Updated: June 2023

Contents

1.0 CRIMINAL CASES.....	4
1.1 CRIMINAL COMPLAINT.....	4
1.1.1 <i>How Do I Create a New Criminal Complaint</i>	4
1.1.1 <i>How do I edit a Criminal Complaint that has already been submitted to a magistrate?.....</i>	13
1.1.2 <i>How Do I Edit a Defendant's Details?.....</i>	17
1.1.3 <i>How Do I Print a Draft Criminal Complaint (Before Magistrate Decision)?.....</i>	18
1.1.4 <i>How Do I Create a New Criminal Complaint for a Co-Defendant?.....</i>	23
1.1.5 <i>How do I create a new Criminal Complaint for a Petty Offense/Private Charge from a member of the public?.....</i>	24
1.2 CRIMINAL CASE CREATION – MAGISTRATE ACCEPTANCE.....	25
1.2.1 <i>How to Accept or Reject a Criminal Complaint</i>	25
1.2.2 <i>How to Accept or Reject a Criminal Complaint for a Petty Offense/Private Charge</i>	30
1.3 WARRANT CREATION BY MAGISTRATE	30
1.4 CRIMINAL SUMMONS CREATION BY MAGISTRATE.....	32
1.5 HOW TO PRINT A WARRANT AND ADD RETURN OF SERVICE INFO.....	34
1.5.1 <i>How to print a Criminal Summons and add Return of Service info?.....</i>	39
1.6 HOW TO COMPLETE INITIAL APPEARANCE PAPERS AFTER ARREST	42
1.6.1 <i>Once in the Case, how do I add/update Defendant Details?.....</i>	44
1.6.2 <i>How do I complete the Initial Determination of Jurisdiction form?</i>	45
1.6.3 <i>How do I complete the Bail Information Sheet?.....</i>	46
1.6.4 <i>How do I complete the Appearance Bond?</i>	47
1.6.5 <i>How do I complete the Order Setting Conditions of Release?.....</i>	49
1.6.6 <i>How do I complete the Order to Detain Defendant Temporarily?.....</i>	50
1.7 HOW TO PRINT ORIGINAL AND/OR DRAFT DOCUMENTS	52
1.8 HOW TO UPLOAD DOCUMENTS TO A CASE	56
1.9 HOW TO CREATE AN ARRAIGNMENT HEARING FORM AFTER THE INITIAL APPEARANCE	58
1.10 HOW TO CREATE AN ORDER FOR ARREST.....	62
1.11 HOW TO CREATE A RELEASE ORDER.....	69
1.12 PROSECUTOR'S: HOW TO CREATE A PLEA AGREEMENT	74
1.13 JUDGES: HOW TO ACCEPT A PLEA AGREEMENT	79
1.14 CLERKS/JUDGES: HOW TO CREATE A JUDGMENT AFTER ACCEPTING A PLEA AGREEMENT	80
1.15 CLERKS/JUDGES: HOW TO CREATE A JUDGMENT AFTER TRIAL (NO PLEA AGREEMENT).....	84
1.16 HOW TO CREATE AND MANAGE MINUTES – CRIMINAL	88
1.17 HOW TO ASSIGN A DEFENSE ATTORNEY	93
1.18 HOW TO VIEW A DEFENDANT'S TIMELINE	96
1.19 HOT SHEET	97
1.20 DOMESTIC VIOLENCE CASE REPORTS	99
1.21 REPORTS.....	101
1.22 FAMILY SAFETY REPORTS	103
1.23 ATTORNEYS	103
1.24 GALS (GUARDIAN AD LITEM)	105
2.0 CIVIL CASES	106
2.1 DOMESTIC VIOLENCE.....	106
2.1.1 <i>How to Create a New Motion & Complaint for DVPO.....</i>	106
2.1.2 <i>How to Upload Documents to a DVPO Case</i>	115
2.1.2 <i>Assign Attorneys.....</i>	121

2.1.3	<i>How to Issue an Ex Parte DVPO</i>	122
2.1.4	<i>How to Create Notice Papers after Issuing an Ex Parte DVPO</i>	126
2.1.5	<i>How to Create Notice Papers after Verifying a Motion and Complaint for DVPO – No Ex Parte DVPO being Issued</i>	129
2.1.6	<i>How to Create an Order Continuing Domestic Violence Hearing and Ex Parte Order</i>	131
2.1.7	<i>How to Create a Final DVPO</i>	136
2.1.8	<i>How to Create and Manage Minutes – DV</i>	140
2.2	CITATION CHARGES	143
2.2.1	<i>How to Create a New Citation</i>	144
2.2.2	<i>How to Schedule Citation Charges</i>	146
2.2.3	<i>How to Manage Citation Status'</i>	148
3.0	DOCKETS.....	149
3.1	HOW TO VIEW AND PRINT A DOCKET	149
3.2	HOW TO RESCHEDULE FULL DAYS.....	152
3.3	HOW TO RESCHEDULE BY DEFENSE ATTORNEY	155
3.4	HOW TO RESCHEDULE BY DEFENDANT – CRIMINAL CASES ONLY	157
3.5	HOW TO RESCHEDULE A DEFENDANT FROM THE DOCKET – CRIMINAL CASES ONLY	159
3.6	HOW TO USE THE DIGITAL DOCKET – CRIMINAL DOCKET LIST	162
3.7	HOW TO USE THE DIGITAL DOCKET – DV DOCKET LIST	164

1.0 Criminal Cases

1.1 Criminal Complaint

1.1.1 How Do I Create a New Criminal Complaint

Law enforcement users (CIPD, ALE, NRE, Marshals) and magistrates (on behalf of the public for petty offenses) can create Criminal Complaints.

General Workflow:

1. From the dashboard, select the New Criminal Complaint tab from the left menu bar.
2. Enter the Defendant info, complaint and complainant information and click the Save button.
3. Enter the Witness information, if available.
4. Upload any supported documents related to the complaint, as applicable.
5. Add all offenses related to the incident, selecting the elements for each as appropriate and adding narrative in the To Wit section for every offense.
6. Submit the complaint to the Magistrate for review.
7. Magistrate, after reviewing the complaint, either accepts or rejects the Complaint.

STEP 1: Click the "New Criminal Complaint" tab from the left menu bar. This will take you to the "New Criminal Complaint" screen.

Complaint Date	Defendant Name	Submit	Co Defendant	Remove
Jan-26-2021 09:57 PM	John P Taylor	Submit	Co Defendant	Remove
Jan-27-2021 08:48 AM	Colby Price	Submit	Co Defendant	Remove
Jan-28-2021 10:47 AM	John A. Doe	Submit	Co Defendant	Remove

STEP 2: Search to see whether the Defendant already exists in the system. DO NOT CREATE A NEW DEFENDANT IF THEY ALREADY EXIST IN THE SYSTEM. You can search by any of the fields below (Last Name, First Name, Sex, DOB, or Enrollment Number).

- If the defendant is already in the system, click the View button.
- If the defendant is NOT already in the system, click the Add New button to create a new defendant.

Search Existing Defendant

Last Name	First Name	Sex	Date of Birth	Enrollment Number	
Case	Check	Male	Feb-01-1954	9555	<button>View</button>
Check	PV	Transgender M-F			<button>View</button>
Mason	Nathan	Male	Mar-12-1990		<button>View</button>
Mason	Ethan	Male	Nov-05-1986		<button>View</button>
Lincoln	Carter	Female			<button>View</button>
name	co defendant	Female			<button>View</button>
Lincoln	Carter	Male			<button>View</button>
Lincoln	Carter	Male			<button>View</button>
Paul	mason	Male			<button>View</button>
Grayson	David	Male	Jun-17-1988		<button>View</button>

◀ ◀ 1 2 3 4 5 6 7 8 9 10 ... ▶ ▶

1 - 10 of 5353 items

If the Defendant You Are Looking For Does Not Exist in Current Database, Then Click the Button Below to Create a New Defendant and Complaint.

Add New

Only click here if you have searched and the defendant does not already exist in the system.

STEP 3: In the New Criminal Complaint page, enter all information available to you at the time you are completing the Complaint. Then click Save.

- All the entry fields for the complaint are optional, except for the Defendant name, DOB, and gender fields.
- You can also upload a picture of defendant if you have one available (circled in blue).

Gene Owl

Dashboard Search

New Criminal Complaint

Complaint Date	4/27/2021	Complaint Time	5:55 PM												
Defendant Information															
<input type="text" value="Enter or Select an existing Defendant..."/> <div style="position: absolute; top: -10px; left: 10px; background-color: red; color: white; padding: 5px; border-radius: 5px;">For repeat offenders (already have charges in Tribalex), start typing their name to autofill this section.</div>															
First Name	Middle Name	Last Name													
Suffix	Nickname														
Date of Birth	Gender														
<input type="checkbox"/> Is enrolled in tribe	Enrollment Number														
<input type="checkbox"/> Enrolled in other tribe	Tribe Affiliation Name														
Address		City													
State		Zip Code													
Employer Name		Employer Phone													
<input type="button" value="Choose File"/> No file chosen <div style="background-color: blue; color: white; padding: 5px; border-radius: 5px; margin-top: 10px;">Upload a recent picture of the defendant here.</div>															
Note <input type="checkbox"/> Approach With Caution															
Complainant Information <p>CHEROKEE POLICE DEPT</p> <table border="1"> <tr> <td>Physical Address</td> <td>City, State, Zip:</td> </tr> <tr> <td>137 Seven Clans Ln</td> <td>Cherokee, NC, 28719</td> </tr> <tr> <td>Mailing Address</td> <td>City, State, Zip:</td> </tr> <tr> <td>P.O.BOX 1330 CHEROKEE</td> <td>Cherokee, NC, 28719</td> </tr> <tr> <td>Phone</td> <td></td> </tr> <tr> <td>828-359-6600</td> <td></td> </tr> </table>				Physical Address	City, State, Zip:	137 Seven Clans Ln	Cherokee, NC, 28719	Mailing Address	City, State, Zip:	P.O.BOX 1330 CHEROKEE	Cherokee, NC, 28719	Phone		828-359-6600	
Physical Address	City, State, Zip:														
137 Seven Clans Ln	Cherokee, NC, 28719														
Mailing Address	City, State, Zip:														
P.O.BOX 1330 CHEROKEE	Cherokee, NC, 28719														
Phone															
828-359-6600															
<input type="button" value="Cancel"/> <input style="border: 2px solid red; border-radius: 5px;" type="button" value="Save"/>															

STEP 4: In the **Witnesses** page, add all witnesses to the incident, and identify the victim(s) by checking the 'Is Victim' checkbox.

File Number: F21-02-1025 Complaint Entry Date & Time: Feb-08-2021 at 12:16 PM

Complainant
Name: (EBCI)
Badge Number:

Defendant
Name: Defendant Tester
DOB: Jan-01-1980
Address: 8111 E Glen Dr Everett WA 98203
Gender: Male

Complaint Witnesses Documents Offenses

New Witness

First Name Victim Witness	Middle Name	Last Name Tester
<input checked="" type="checkbox"/> Is Victim		
Address 123 main		City Seattle
State Washington	Zip Code 98116	
Primary Phone 7045768007	Secondary Phone	
<input type="button" value="Cancel"/> <input type="button" value="Save"/> <input style="background-color: #002B36; color: white; border-radius: 5px; padding: 2px 10px; border: none;" type="button" value="Save & Add New"/>		

All witnesses added will appear in a witness table.

Note: For businesses, enter the business name in the 'First Name' field.

Witness table:

File Number: F21-02-1025 Complaint Entry Date & Time: Feb-08-2021 at 12:16 PM

Complainant
Name: (EBCI)
Badge Number:

Defendant
Name: Defendant Tester
DOB: Jan-01-1980
Address: 8111 E Glen Dr Everett WA 98203
Gender: Male

Victim(s)
Victim Witness Tester

Complaint Witnesses Documents Offenses

Witnesses

Add New				
Name	Address, City	Victim	Primary Phone	
Victim Witness Tester	123 main, Seattle	<input type="button" value="Yes"/>	7045768007	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Second Witness M Tester	8111 E Glen Dr, Everett		7045768007	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

STEP 5: In the **Documents** page, add any documents as applicable. All documents added will appear in a document table.

File Number: F21-02-1025
Complainant
Name: (EBCI)
Badge Number:
Defendant
Name: Defendant Tester
DOB: Jan-01-1980
Address: 8111 E Glen Dr Everett WA 98203
Gender: Male
Victim(s)
Victim Witness Tester

Complaint Witnesses **Documents** Offenses

Upload Document

Document Date 2/8/2021	Document Name Pictures of Survivor
Document Type Photos/Image	Document Choose File IMG_2602.jpg
Comments	

Cancel **Save** **Save & Add New**

Documents table:

Change Password
Log out
Criminal Complaint
New Motion for DVPO
DVPO Case Reports
Criminal Complaint Reports

File Number: F21-02-1025
Complainant
Name: (EBCI)
Badge Number:
Defendant
Name: Defendant Tester
DOB: Jan-01-1980
Address: 8111 E Glen Dr Everett WA 98203
Gender: Male
Victim(s)
Victim Witness Tester

Complaint Witnesses **Documents** Offenses

Documents

Date Uploaded	Document Name	Document Type	Comments	Audit Info
Feb-08-2021	Pictures of Survivor	Photos/Image		Feb-08-2021 By gene Download

STEP 6: In the **Offenses** add all offenses applicable to the incident by clicking the

Add New Offense button.

Change Password
Log out
Criminal Complaint
New Motion for DVPO
DVPO Case Reports
Criminal Complaint Reports

File Number: F21-02-1025
Complainant
Name: (EBCI)
Badge Number:
Defendant
Name: Defendant Tester
DOB: Jan-01-1980
Address: 8111 E Glen Dr Everett WA 98203
Gender: Male
Victim(s)
Victim Witness Tester

Complaint Witnesses **Documents** **Offenses**

Offenses

Add New Offense

STEP 7: In the **Offenses** page, enter the required information for each criminal offense.

File Number: F21-02-1025
Complainant
Name: (EBCI)
Badge Number:
Defendant
Name: Defendant Tester
DOB: Jan-01-1980
Address: 8111 E Glen Dr Everett WA 98203
Gender: Male
Victim(s)
Victim Witness Test

Violation Start Date: 2/8/2021
Violation Start Time:

Violation End Date: Violation End Time:

Violation Location: Harrah's Casino
Violation County: Swain County

Offense: 14-15.5 Intoxicated and disruptive in public
Offense Type: Misdemeanor

The defendant was unlawfully in a public place while intoxicated and disruptive in the following way(s):
 Blocking or otherwise interfering with traffic on a highway or public vehicular area.
 Blocking or lying across or otherwise preventing or interfering with access to or passage across a sidewalk or entrance to a building.
 Grabbing, shoving, pushing or fighting others or challenging others to fight.
 Cursing or shouting at or otherwise rudely insulting others.
 Begging for money or other property.

To wit:
Defendant was aggressively pushing the victim and shouting in their face.]

Cancel **Save** **Save & Add New**

- a) Enter the **Violation Start Date** and **Violation Start Time**.
 - o **Note:** The Violation End Date and End Time are NOT mandatory fields and are displayed generally for investigation related offenses.
- b) Enter the **Violation Location**. This is an open field, so there are no limits on what you can type here.
- c) Select the **Violation County** from the dropdown options. This information is collected for tracking and reporting purposes and will not appear in the complaint.
- d) Select the **Offense**.
 - o All criminal offenses in Cherokee Code Chapter 14 (with few exceptions) are included in the Offense field dropdown. Start typing either the offense name or Cherokee Code section number and the offense should appear in the dropdown options.
- e) If the criminal offense you wish to charge is not available (after searching by both name and section number), type '**Other**'. After selecting 'Other' from the Offense dropdown, blank entry fields will appear. Type the Offense Name and Section Number in the applicable fields.
- f) Select the **Offense Type**. The default selection is Misdemeanor. If you are charging a felony, click the down arrow in the field and select Felony from the dropdown.
- g) For each offense, select the relevant legal elements and include your narrative description in the **To Wit** section.
- h) Once you have entered all necessary information related to this offense, click **Save**. If you are charging more than one offense arising out of the same incident, click the Save & Add New button – which will generate a new offense page.

NOTE: Each offense, if accepted by a magistrate, will generate a unique CR number

NOTE TOO: The Offense Type will default to 'misdemeanor' so be sure to select 'felony' for felony offenses.

Offense table:

The screenshot shows a web-based application interface for managing complaints. On the left, a sidebar menu includes 'Change Password', 'Log out', 'Criminal Complaint', 'New Motion for DVPO', 'DVPO Case Reports', and 'Criminal Complaint Reports'. The main content area has a header with 'File Number: F21-02-1025', 'Complaint Entry Date & Time: Feb-08-2021 at 12:16 PM', and tabs for 'Complainant', 'Defendant', and 'Victim(s)'. Below this, 'Name: (EBCI)' and 'Badge Number:' fields are shown, along with defendant details: Name: Defendant Tester, DOB: Jan-01-1980, Address: 8111 E Glen Dr Everett WA 98203, and Gender: Male. A table lists two offenses: 'Intoxicated and disruptive in public' (Section 14-15.5, Violation Date Feb-08-2021) and 'Simple assault; assault and battery; simple affray' (Section 14-40.62, Violation Date Feb-08-2021). Navigation tabs at the bottom include 'Complaint', 'Witnesses', 'Documents', and 'Offenses'. The 'Offenses' section contains a table with columns: Violation Date, Section, Offense, DV Related, Status, Edit, Delete, and Print. Two rows of offense data are listed. Below the table are fields for 'CPD Case Number' (OCA 123456789), 'Officer Information' (Name: Sheena Meader, eSignature: Sheena Meader, Badge Number: 303), and a large blue button labeled 'Submit To Magistrate' which is circled in red.

Edit: You can edit the complaint, witness, document, and offense information before submitting the Complaint(s) to a magistrate, by clicking the **Edit** button.

Delete: You can remove an offense by clicking the **Delete** button.

Print: You can print a draft complaint prior to submitting to a magistrate by clicking the **Print** button. The complaint will be watermarked with a 'Draft' stamp.

- **CPD Case Number** – Enter the Southern Software RMS Incident Report number here.
- **Officer Information** – Enter your name, eSignature, and badge number prior to submitting the complaint to a magistrate.

NOTE: The submitted complaint will get displayed in your dashboard under the Widget "Complaints Under Magistrate Review"

1.1.7 Merge Defendants

This feature is going to be used to merge defendant with different incidents by using the same DOB and enrollment number. Selecting one of the Defendants would allow the user to merge with another defendant who has the same DOB and Enrollment number. On Merge Defendant, all the complaints and defendant specific records would be merged and available as part of the merged defendant.

Steps to merge defendant:

Step 1: As the judge or a clerk, you can click on the “Merge Defendant” tab and then it will take you to the page as shown below.

Step 2: Then click it and look for the defendant that you want to merge and then click “Go”.

“Merge Defendant” page

The screenshot shows a user interface for merging defendants. On the left is a sidebar menu with various legal options like 'New Criminal Complaint', 'Hot Sheet', and 'Merge Defendant'. The main area is titled 'Merge Defendant' with a sub-section 'Choose the Merging Defendant'. A red arrow points to the input field where 'Enter or Select a Defendant Name...' is displayed. A 'GO' button is located to the right of the input field.

Step 3: Once in the page shown below, you will choose a defendant that has the same DOB and enrollment number.

This screenshot continues the process from Step 3. It shows the 'Merge Defendant' page with the 'Choose the Merging Defendant' section populated with 'Walied, Dana | Feb-02-1980 | 65348'. Below this, under 'Complaints:', there is a pink box containing 'Feb-25-2021 (F21-02-1072)'. At the bottom, there is another dropdown for 'Choose Defendant To Be Merged With' set to 'Hashim, Lilly | Feb-02-1980 | 65348'. A 'Next' button is visible to the right of this section.

Step 4: Click “Next”

Step 5: Then you will be taken to the page shown below to “Merge Defendant”

Farahnaz Zaman

Dashboard Search

Merge Defendant

Choose the Merging Defendant

Waled, Dana | Feb-02-1980 | 65348

Complaints:

Feb-25-2021 (F21-02-1072)

Choose Defendant To Be Merged With

Hashim, Lilly | Feb-02-1980 | 65348

Complaints:

Feb-26-2021 (F21-02-1080)

Step 6: Once click the "Merge Defendant", it will say that the defendant has been Merged with other defendant.

Note: You can only merge one at a time. Also, the second merged defendant will be the survivor.

Merge Defendant

Defendant - DANA WALIED - has been Merged With - LILLY HASHIM

Choose the Merging Defendant

Enter or Select a Defendant Name...

Step 7: The description of the defendant's incidents can be found by going to the "Criminal Cases" widget and submit the information of defendant like name and look for the complaint history. It will provide all the details of the incidents, cases, summons, etc.

Dashboard Search

Lilly Hashim | 41 years

 Enrollment # : 65348
Date of Birth : Feb-02-1980
Gender : Male
Address :
City, State : , North Carolina
Phone :

Upcoming Court Date :
of Warrants Issued : 1
of Arrest Orders Issued : 1
of Outstanding WR/AO : 3
Last Served Date : Oct-06-2021
Bond Amount : 5000
Recent Release Order Date :

Active CRs : 21CR9089, 21CR9091

Incidents

Feb-25-2021 (F21-02-1072)

Criminal Offenses

Violation Date	Section	Offense	Status	DV Related	Child Involved	
Feb-25-2021	14-10.11	Injuring real property	Accepted - 21CR9089	<input type="button" value="Yes"/>	<input type="button" value="No"/>	<input type="button" value="View"/>

1.1.1 How do I edit a Criminal Complaint that has already been submitted to a magistrate?

Law enforcement users (CIPD, ALE, NRE, Marshals) and magistrates (on behalf of the public for petty offenses) can all create Criminal Complaints. If a modification/correction is needed for a complaint, the complaint may be edited as long as the status is 'pending', meaning a magistrate had not yet made a decision to accept/reject the Complaint.

General Workflow:

1. From the dashboard, scroll down to the CR Complaints Under Magistrate Review widget.
2. Click on the Undo Submit button.

STEP 1: Below the 'CR Complaints Under Magistrate Review' widget, click the **Undo Submit** button for the incident with the complaint(s) you wish to edit.

The screenshot shows the Gene Owl dashboard with the following sections:

- Gene Owl**: Includes links for Change Password and Log out.
- Dashboard**: Shows a summary of recent activity.
- Search**: A search bar.
- CR Warrants Past 30 Days**: A table showing warrants issued from 12-15-2020 to 01-08-2021. It includes columns for Date Of Issue, Service Number, Defendant Name, Last Attempted, and Last Printed. Actions like Print Warrant and Serve Warrant are available for each row.
- CR Complaints Under Magistrate Review**: A table showing complaints from Jan-25-2021 to Feb-08-2021. It includes columns for Complaint Date, Defendant Name, and CPD #. Actions like View, Co Defendant, and Undo Submit are available for each row. The 'Undo Submit' button is circled in red.
- Complaints Signed & Approved In The Last 24 Hours**: A table showing complaints signed and approved from Jan-29-2021 to Feb-08-2021. It includes columns for Complaint Date, CPD #, and Defendant Name. Actions like View Complaint are available.

STEP 2: Confirm this is the submission you wish to undo by reviewing the header information. If yes, click the **Confirm Undo Submit** button.

The screenshot shows a confirmation dialog for undoing a submission:

- File Number:** F21-02-1025
- Complainant:** Name: Sheena Meader (EBCI), Badge Number: 303
- Defendant:** Name: Defendant Tester, DOB: Jan-01-1980, Address: 8111 E Glen Dr Everett WA 98203, Gender: Male
- Victim(s):** Victim Witness Tester
- Case Number:** Violation Date: Feb-08-2021, Section: 14-15.5, Offense: Intoxicated and disruptive in public
- Case Number:** Violation Date: Feb-08-2021, Section: 14-40.62, Offense: Simple assault; assault and battery; simple affray

Undo Submit To Magistrate

Buttons: Cancel, **Confirm Undo Submit** (circled in red).

STEP 3: Select the complaint requiring edits. The complaints are grouped by incident, so select the specific complaint(s) you wish to edit by clicking the **Edit** button.

Log out

Criminal Complaint

New Motion for DVPO

DVPO Case Reports

Criminal Complaint Reports

File Number: F21-02-1025	Complaint Entry Date & Time: Feb-08-2021 at 12:16 PM		
Complainant		Defendant	
Name: (EBCI)		Name: Defendant Tester	
Badge Number: 303		DOB: Jan-01-1980	
		Address: 8111 E Glen Dr Everett WA 98203	
		Gender: Male	
Case Number	Violation Date	Section	Offense
	Feb-08-2021	14-15.5	Intoxicated and disruptive in public
	Feb-08-2021	14-40.62	Simple assault: assault and battery; simple affray

[Complaint](#) [Witnesses](#) [Documents](#) [Offenses](#)

Offenses

[Add New Offense](#)

Violation Date	Section	Offense	DV Related	Status		
Feb-08-2021	14-40.62	Simple assault: assault and battery; simple affray	No	Pending	Edit	Delete
Feb-08-2021	14-15.5	Intoxicated and disruptive in public	No	Pending	Edit	Delete

CPD Case Number

Officer Information

Name _____ eSignature _____ Badge Number _____

[Submit To Magistrate](#)

STEP 4: Make any necessary edits to the Complaint, Witnesses, Document, and/or Offenses sections, then once finished, click the **Update** button.

Change Password

Log out

Criminal Complaint

New Motion for DVPO

DVPO Case Reports

Criminal Complaint Reports

File Number: F21-02-1025	Complaint Entry Date & Time: Feb-08-2021 at 12:16 PM		
Complainant		Defendant	
Name: (EBCI)		Name: Defendant Tester	
Badge Number: 303		DOB: Jan-01-1980	
		Address: 8111 E Glen Dr Everett WA 98203	
		Gender: Male	
Case Number	Violation Date	Section	Offense
	Feb-08-2021	14-15.5	Intoxicated and disruptive in public
	Feb-08-2021	14-40.62	Simple assault: assault and battery; simple affray

[Complaint](#) [Witnesses](#) [Documents](#) [Offenses](#)

Edit Offense

Violation Start Date
2/8/2021

Violation Start Time
1:30 AM

Violation End Date

Violation End Time

Violation Location
Harrah's Casino

Violation County
Swain County

Offense
14-40.62 Simple assault: assault and battery; simple affray

Offense Type
Misdemeanor

DV Related

The defendant unlawfully
 committed a simple assault.
 committed a simple assault and battery.
 participated in a simple affray.

To wit

[Cancel](#) [Update](#)

STEP 5: After you have made all necessary edits, add your CPD Case Number, name, and eSignature, badge number, and click the **Submit to Magistrate** button.

File Number: F21-02-1025

Complainant

Name: (EBCI)
Badge Number: 303

Complaint Entry Date & Time: Feb-08-2021 at 12:16 PM

Defendant

Name: Defendant Tester
DOB: Jan-01-1980
Address: 8111 E Glen Dr Everett WA 98203
Gender: Male

Victim(s)

Victim Witness Tester

Case Number	Violation Date	Section	Offense
	Feb-08-2021	14-15.5	Intoxicated and disruptive in public
	Feb-08-2021	14-40.62	Simple assault: assault and battery: simple affray

Complaint Witnesses Documents Offenses

Offences has been updated successfully ×

Add New Offense

Violation Date	Section	Offense	DV Related	Status	Actions
Feb-08-2021	14-40.62	Simple assault: assault and battery: simple affray	No	Pending	Edit Delete Print
Feb-08-2021	14-15.5	Intoxicated and disruptive in public	No	Pending	Edit Delete Print

CPD Case Number
OCA 123456789

Officer Information

Name: Sheena Meader eSignature: Sheena Meader Badge Number: 303

Submit To Magistrate

1.1.2.1 As a Magistrate, how do I rollback a Criminal Complaint to LEO when edits/corrections are required?

If a modification/correction is needed for a complaint, the complaint may be edited as long as the status is 'pending', meaning a magistrate had not yet made a decision to accept/reject the Complaint. The magistrate can roll back the complaint - WITHOUT REJECTING IT – so LEO can edit and resubmit.

General Workflow:

1. From the dashboard, scroll down to the CR Complaints Awaiting Magistrate Signature widget.
2. Click the **Review** button to view the Criminal Offenses table.
3. Click the **Sign** button for the offense(s) requiring changes.
4. From the 'Offenses' page, scroll down past the Complaint elements and witnesses table and click on the 'Rollback to LE' button.
5. The rolled back complaint will appear in the LEO's dashboard under the 'CR Complaints Awaiting Submission' widget.

STEP 1: Below the 'CR Complaints Awaiting Magistrate Signature' widget, click the **Review** button for the complaint(s) you wish to edit.

Criminal Complaints Awaiting Magistrate Signature | 30

Click Header to Sort

QUICK TIP:
Start typing the D's name here

Complaint Date	Plaintiff Name	Defendant Name	CPD #	
Jan-05-2021	Eastern Band of Cherokee Indians	VS doe smith	1234	<button>Review</button>
Jan-19-2021	Eastern Band of Cherokee Indians	VS Jermey gary Spencer	123456	<button>Review</button>
Mar-12-2021	Eastern Band of Cherokee Indians	VS Substance Report	2345	<button>Review</button>
Mar-12-2021	Eastern Band of Cherokee Indians	VS Public Complaint		<button>Review</button>

STEP 2: From the Criminal Offenses table, click the Sign button for the offense(s) requiring changes.

FIR #: F21-01-000003 Complaint Entry Date & Time: Jan-05-2021 01:36 PM

Defendant	Co Defendants	Victim(s)
doe smith Male Oct-19-1972 137 Seven Clans Lane Cherokee NC 28719	case decision check	gbghfg hnlnhg hfnghn

Criminal Offenses

Violation Date	Section	Offense	Status	DV Related	Child Involved	
Feb-12-2021	14-60.30	False pretenses	Accepted - 21CR9054	No	No	<button>View</button>
Jan-11-2021	14-5.3	Telephone harassment	Accepted - 21CR9255	Yes	No	<button>View</button>
Jan-11-2021	14-95.5(a)	Possession of a controlled substance	Pending	No	No	<button>Sign</button>
Jan-05-2021	14-40.56	Assault on a female	Pending	Yes	No	<button>Sign</button>

STEP 3: From the Offense page, scroll past the complaint fields and Witnesses table to the Rollback Section. Click the 'Rollback to LE' button.

Violation Location
home

Violation County

Offense
(14-95.5(a)) Possession of a controlled substance

Type
Misdemeanor

The defendant, without authorization under Cherokee Law, unlawfully possessed a controlled substance.

To wit
adfaf

Witnesses 1

Name	Address, City	Victim	Primary Phone
gbghfg hnlnhg hfnghn	ghnghn ,	Yes	

To send the Criminal Complaint back to Law Enforcement - Click the Rollback button.
Only the "Pending (Unsigned)" cases can be changed by Law Enforcement.

Click here to return Complaint to LEO

Rollback to LE

Decision

Judicial Official

Judicial Name

Judicial eSignature

STEP 4: From the 'Rollback to Law Enforcement' page, click the 'Confirm Rollback' button.

FIR #: F21-01-000003 Complaint Entry Date & Time: Jan-05-2021 01:36 PM

Defendant	Co Defendants	Victim(s)
doe smith Male Oct-19-1972 137 Seven Clans Lane Cherokee NC 28719	case decision check	gbghfg hnlnhg hfnghn

Rollback to Law Enforcement

Click here to return Complaint to LEO

Confirm Rollback

STEP 5: The complaint will appear on the LEO's dashboard under the 'CR Complaints Awaiting Submission' widget.

CR Complaints Awaiting Submission 13		Search...
Complaint Date	Defendant Name	
Jan-05-2021 01:36 PM	doe smith	Submit Co Defendant Remove
Jan-26-2021 09:57 PM	John P Taylor	Submit Co Defendant Remove
Jan-27-2021 08:48 AM	Colby Price	Submit Co Defendant Remove
Jan-28-2021 10:47 AM	John A. Doe	Submit Co Defendant Remove

1.1.2 How Do I Edit a Defendant's Details?

Once a defendant's info has been added when creating a complaint, the Defendant's Details can be edited at any time.

General Workflow:

1. After submitting a complaint to the magistrate, select the Defendant Details tab from the left menu bar.
2. Click the Edit button at the bottom of the page.
3. Make the necessary edits, then click the Save button.

STEP 1:

- **From the Criminal Complaint page.** Select the Defendant Details tab from the left menu bar.

The screenshot shows the 'View Defendant Details' page. On the left, there is a sidebar with tabs: 'Log out', 'Criminal Complaint' (highlighted with a red circle), 'Cases', 'Documents', and 'Reports'. The main area contains fields for defendant information like First Name, Middle Name, Last Name, Date of Birth, SSN, Gender, and more. It also includes sections for physical address, mailing address, employer info, and a defendant picture. At the bottom, it shows 'Last Activity' and the date 'Recorded On: 2/8/2021'. The 'Edit' button at the bottom right is also circled in red.

- **From the Dashboard.** You can edit the Defendant details from a variety of locations, depending on the status of the complaint (pending, accepted, or rejected).

- o If the complaint is '**Pending**', it will appear under the 'CR Complaints Under Magistrate Review' widget. Circled in Red.
- o If the complaint has been '**Accepted**', it will appear under the 'Complaints Signed & Approved in the Last 24 Hours' widget. Circled in Blue.
 - If the complaint has been accepted over 24 hours ago, you can search for the complaint using the Search bar at the top of the screen.

The screenshot shows two administrative widgets. The top widget, titled 'CR Complaints Under Magistrate Review' (3 items), lists three entries: Jan-25-2021 10:22 AM (Bonnie Claxton, CPD #123456), Jan-25-2021 04:03 PM (Bonnie Claxton, CPD #77777777), and Feb-08-2021 12:16 PM (Defendant Tester, CPD #OCA 123456789). The bottom entry for Defendant Tester has a 'View' button circled in red. The second widget, titled 'Complaints Signed & Approved In The Last 24 Hours' (1 item), lists one entry: Jan-29-2021 05:51 PM (Layla Almohammad, CPD #82). The 'View' button for this entry is circled in blue. Below the widgets is a navigation bar with icons for back, forward, and search, followed by the text '1 - 1 of 1 items'.

CR Complaints Under Magistrate Review 3		
Complaint Date	Defendant Name	CPD #
Jan-25-2021 10:22 AM	Bonnie Claxton	123456
Jan-25-2021 04:03 PM	Bonnie Claxton	77777777
Feb-08-2021 12:16 PM	Defendant Tester	OCA 123456789

Complaints Signed & Approved In The Last 24 Hours 1		
Complaint Date	CPD #	Defendant Name
Jan-29-2021 05:51 PM	82	Layla Almohammad

STEP 2: Make the applicable changes, then click Save.

The screenshot shows the 'Edit Defendant' form. On the left is a sidebar with navigation links: Gene Owl, Log out, Criminal Complaint, Defendant Details (selected), Cases, Documents, and Reports. The main form area contains fields for personal information (First Name: Defendant, Date of Birth: 1/1/1980, Enrolled in EBCI: Yes, SSN: 01234, Last Name: Tester, Gender: Male), tribal enrollment (Affiliated Tribe Name: EBCI), immigration status, and contact information (Cell Phone, Home Phone, Driver's License No., State, City: Everett). It also includes physical address (Address: 8111 E Glen Dr, Zip Code: 98203, City: Everett), mailing address (Same as Physical Address, Zip Code: 98203, City:), employer info (Employer Name: Self Employed, Employer Address, Zip Code: 98203, Employer Phone: (099) 999-9999), and a file upload section (Upload a New Picture, Choose File: No file chosen). At the bottom, it shows last activity (Recorded By: gene, Recorded On: 2/8/2021) and a small thumbnail image of a person.

1.1.3 How Do I Print a Draft Criminal Complaint (Before Magistrate Decision)?

You can print a draft version of the Criminal Complaint after it has been saved.

General Workflow:

1. **Before** submitting the complaint to the Magistrate – from the **Complaint pages** -- under the Offenses screen, click the Print button for the offense displayed in the Offenses table.
2. **Before** submitting the complaint to the Magistrate - from the **Dashboard**—under the 'CR Complaints Awaiting Submission' widget, click the Submit button next to the applicable Defendant name, then click the Print button for the offense displayed in the Offenses table.
3. **After** submitting the complaint to a Magistrate, from the **Complaint pages** - under the Cases tab in the left menu bar, select the complaint you wish to print, and click the 'View' button from the 'Sign Criminal Offenses' table. Click the Print button at the top right of the complaint screen.
4. **After** submitting the complaint to a Magistrate, from the **Dashboard** - under the 'CR Complaints Under Magistrate Review' widget, click the View button next to the applicable Defendant name, select the complaint you wish to print, and click the 'View' button from the 'Sign Criminal Offenses' table. Click the Print button at the top right of the complaint screen.

STEP 1-A: BEFORE submitting complaint to a Magistrate.

- **From the Complaint page.** Click on the Offenses tab at the top of the page. This will list all the offenses you added to that complaint. Click the Print button for the complaint you wish to print.

The screenshot shows the Gene Owl software interface. On the left, there's a sidebar with options like 'Gene Owl', 'Change Password', 'Log out', 'Criminal Complaint' (which is circled in red), 'New Motion for DVPO', 'DVPO Case Reports', and 'Criminal Complaint Reports'. The main area is titled 'Dashboard' and 'Search'. It displays a 'File Number: F21-02-1003' and 'Complaint Entry Date & Time: Feb-03-2021 at 05:17 PM'. Below this, there are sections for 'Complainant' (Name: (EBC), Badge Number:), 'Defendant' (Name: Roman Test, DOB: Jan-01-2015, Address: 8111 E Glen Dr Everett WA 98203, Gender: Male), and 'Victim(s)' (Sheena Meader). A table shows an offense: Case Number, Violation Date (Feb-08-2021), Section (14-10.40.), Offense (Burglary - Second Degree). Below the table, tabs for 'Complaint', 'Witnesses', 'Documents', and 'Offenses' are shown, with 'Offenses' being the active tab. At the bottom, there's a table for adding new offenses with columns for 'Violation Date', 'Section', 'Offense', 'DV Related', 'Status', 'Edit', 'Delete', and 'Print' (which is circled in red). Other sections include 'CPD Case Number', 'Officer Information' (Name, eSignature, Badge Number), and a 'Submit To Magistrate' button.

STEP 1-B: BEFORE submitting complaint to a Magistrate.

- **From the Dashboard.** Under the 'CR Criminal Complaints Awaiting Submission' widget, click the **Submit** button next to the applicable Defendant's name.

The screenshot shows the Gene Owl software interface with a sidebar containing 'Gene Owl', 'Change Password', 'Log out', 'New Criminal Complaint', 'New Motion for DVPO', 'DVPO Case Reports', and 'Criminal Complaint Reports'. The main area has 'Dashboard' and 'Search' tabs. A prominent yellow box highlights the 'CR Complaints Awaiting Submission' section, which shows a count of 16. Below it is a table with columns 'Complaint Date', 'Defendant Name', and 'CPD #'. Each row has a 'Submit' button and a 'Co Defendant' button. The first row's 'Submit' button is circled in red.

- This will take you to the Complaint Offenses Table. Click the Print button for the complaint you wish to print.

File Number: F21-02-1003 Complaint Entry Date & Time: Feb-03-2021 at 05:17 PM

Case Number	Violation Date	Section	Offense
	Feb-08-2021	14-10.40.	Burglary - Second Degree

Offenses

Add New Offense					
Violation Date	Section	Offense	DV Related	Status	
Feb-08-2021	14-10.40.	Burglary - Second Degree	No	Pending	Edit Delete Print

STEP 2-A: AFTER submitting complaint to a Magistrate.

- From the Complaint page. Under the Cases tab in the left menu bar, select the complaint you wish to print, and click the 'View' button from the 'Sign Criminal Offenses' table. Click the Print button at the top right of the complaint screen.

File Number: F21-02-1025 Complaint Entry Date & Time: Feb-08-2021 at 12:16 PM

Case Number	Violation Date	Section	Offense
	Feb-08-2021	14-15.5	Intoxicated and disruptive in public
	Feb-08-2021	14-40.62	Simple assault: assault and battery; simple affray

Sign Criminal Offenses

Violation Date	Offense Section	Offense	Status	DV Related	
Feb-08-2021	14-40.62	Simple assault: assault and battery; simple affray	Pending	No	View
Feb-08-2021	14-15.5	Intoxicated and disruptive in public	Pending	No	View

- This will display the submitted complaint in read-only format. To print, click the Print button in the top right corner.

Gene Owl

Log out

Criminal Complaint

Defendant Details

Cases

Documents

Reports

Dashboard Search

File Number: F21-02-1025

Complainant

Name: Sheena Meader (EBCI)
Badge Number: 303

Defendant

Name: Defendant Tester
DOB: Jan-01-1980
Address: 8111 E Glen Dr Everett WA 98203
Gender: Male

Victim(s)

Victim Witness Tester

Case Number	Violation Date	Section	Offense
	Feb-08-2021	14-15.5	Intoxicated and disruptive in public
	Feb-08-2021	14-40.62	Simple assault; assault and battery; simple affray

Sign Criminal Offenses

Violation Date	Offense Section	Offense	Status	DV Related	
Feb-08-2021	14-40.62	Simple assault; assault and battery; simple affray	Pending	No	View
Feb-08-2021	14-15.5	Intoxicated and disruptive in public	Pending	No	View

Violation Start Date Feb-08-2021	Violation Start Time 01:30 AM	Print	
Violation End Date	Violation End Time		
Violation Location Harrah's Casino	Violation County Swain County		
Offense (14-40.62) Simple assault; assault and battery; simple affray	Type Misdemeanor		
The defendant unlawfully committed a simple assault and battery.			
To wit Defendant struck victim in the face.			
Witnesses 2			
Name	Address, City	Victim	Primary Phone
Victim Witness Tester	123 main , Seattle	Yes	7045768007
Second Witness M Tester	8111 E Glen Dr , Everett		7045768007
Decision Pending	Case Number		
Judicial Official			
Judicial Name	Judicial eSignature		
Sign Date	Sign Time		
Comments			

STEP 2-B: AFTER submitting complaint to a Magistrate.

- From the Dashboard. Under the 'CR Criminal Complaints Awaiting Submission' widget, click the [View](#) button next to the applicable Defendant's name.

Gene Owl

Change Password

Log out

New Criminal Complaint

New Motion for DVPO

DVPO Case Reports

Criminal Complaint Reports

Dashboard Search

CR Warrants Past 30 Days 5

Date Of Issue	Service Number	Defendant Name	Last Attempted	Last Printed	
12-15-2020	20W0006	Check New changes		gene @ 12-15-2020 05:42 PM	Print Warrant Serve Warrant
01-05-2021	W21-0006	CO-D Offense Tester		gene @ 01-05-2021 08:57 PM	Print Warrant Serve Warrant
01-06-2021	W21-0007	Richard Max		dick @ 01-06-2021 06:29 PM	Print Warrant Serve Warrant
01-08-2021	W21-0011	Mark Davis	dick @ 01-09-2021 08:08 PM	dick @ 01-08-2021 07:59 PM	Print Warrant Serve Warrant
01-08-2021	W21-0012	Richard Mason	gene @ 01-09-2021 08:07 PM	gene @ 01-08-2021 08:06 PM	Print Warrant Serve Warrant

1 - 5 of 5 items

CR Complaints Under Magistrate Review 3

Complaint Date	Defendant Name	CPD #	
Jan-25-2021 10:22 AM	Bonnie Claxton	123456	View Co Defendant Undo Submit
Jan-25-2021 04:03 PM	Bonnie Claxton	77777777	View Co Defendant Undo Submit
Feb-08-2021 12:16 PM	Defendant Tester	OCA 123456789	View Co Defendant Undo Submit

- Click the 'View' button from the 'Sign Criminal Offenses' table.

Criminal Complaint
Defendant Details
Cases
Documents
Reports

File Number:	F21-02-1025	Complaint Entry Date & Time:	Feb-08-2021 at 12:16 PM
Complainant		Defendant	Victim(s)
Name: Sheena Meader (EBCI) Badge Number: 303		Name: Defendant Tester DOB: Jan-01-1980 Address: 8111 E Glen Dr Everett WA 98203 Gender: Male	Victim Witness Tester
Case Number	Violation Date	Section	Offense
	Feb-08-2021	14-15.5	Intoxicated and disruptive in public
	Feb-08-2021	14-40.62	Simple assault; assault and battery; simple affray

Sign Criminal Offenses

Violation Date	Offense Section	Offense	Status	DV Related	
Feb-08-2021	14-40.62	Simple assault; assault and battery; simple affray	Pending	No	View
Feb-08-2021	14-15.5	Intoxicated and disruptive in public	Pending	No	View

- Click the Print button at the top right of the complaint screen.

Criminal Complaint
Defendant Details
Cases
Documents
Reports

Complainant	Defendant	Victim(s)	
Name: Sheena Meader (EBCI) Badge Number: 303	Name: Defendant Tester DOB: Jan-01-1980 Address: 8111 E Glen Dr Everett WA 98203 Gender: Male	Victim Witness Tester	
Case Number	Violation Date	Section	Offense
	Feb-08-2021	14-15.5	Intoxicated and disruptive in public
	Feb-08-2021	14-40.62	Simple assault; assault and battery; simple affray

Sign Criminal Offenses

Violation Date	Offense Section	Offense	Status	DV Related	
Feb-08-2021	14-40.62	Simple assault; assault and battery; simple affray	Pending	No	View
Feb-08-2021	14-15.5	Intoxicated and disruptive in public	Pending	No	View

Violation Start Date: Feb-08-2021
Violation Start Time: 01:30 AM [Print](#) (circled in red)

Violation End Date:
Violation End Time:

Violation Location: Harrah's Casino
Violation County: Swain County

Offense: (14-40.62) Simple assault; assault and battery; simple affray
Type: Misdemeanor

The defendant unlawfully committed a simple assault and battery.
To wit:

For all navigation options, follow these steps to print:

- Click the printer icon in the new window to print the complaint (circled in red). Click the down arrow to download as a .pdf, word, excel or another available document type (circled in green).

File no : **EASTERN BAND OF CHEROKEE INDIANS**
THE CHEROKEE COURT

CRIMINAL COMPLAINT

Offense
Simple assault; assault and battery; simple affray

EASTERN BAND OF CHEROKEE INDIANS VS

Name and Address of the Defendant

I accuse the above named defendant with willfully and unlawfully violating the law and order made and provided for the peace and dignity of the Eastern Band of Cherokee Indians at on or about Feb-08-2021 at 01:30 AM.
The following acts committed by the defendant constitute all of the necessary elements of Simple assault; assault and battery; simple affray on the violation of section 14-40.62 o

1.1.4 How Do I Create a New Criminal Complaint for a Co-Defendant?

Law enforcement users (CIPD, ALE, NRE, Marshals) and magistrates (on behalf of the public for petty offenses) can create Criminal Complaints. If there is more than one co-defendant(s) for a complaint already created, the user may duplicate the original complaint for each co-defendant.

General Workflow:

1. Create a criminal complaint for the first defendant (D1). Once saved, a green 'Co Defendant' button will appear in the 'Cr Complaints Awaiting Submission' widget (saved complaint – not submitted) or the 'CR Complaints Under Magistrate Review' widget (saved complaint – submitted to magistrate).
2. **Before** submitting the complaint to the Magistrate - from the **Dashboard** – under the 'CR Complaints Awaiting Submission' widget, click the 'Co Defendant' button next to the applicable Defendant name.
3. **After** submitting the complaint to a Magistrate, from the **Dashboard** - under the 'CR Complaints Under Magistrate Review' widget, click the 'Co Defendant' button next to the applicable Defendant name.
4. Add the second defendant (D2) demographic info (name, address, upload pic, etc.).
5. Modify the Witnesses and Offenses sections as necessary – noting that the charge and to wit sections are copied from the D1 complaint.
6. Submit to Magistrate.
7. Repeat these steps for each Co-Defendant.

STEP 1-A: BEFORE submitting complaint to a Magistrate.

From the Dashboard. Under the 'CR Criminal Complaints Awaiting Submission' widget, click the **Co Defendant** button next to the applicable Defendant's name.



CR Complaints Awaiting Submission		18
Complaint Date	Defendant Name	
Jan-19-2021 01:19 PM	jane doe	<button>Submit</button>
Jan-19-2021 08:13 PM	Jermey gary Spencer	<button>Submit</button> Co Defendant
Jan-26-2021 09:57 PM	John P Taylor	<button>Submit</button> Co Defendant

STEP 1-B: AFTER submitting complaint to a Magistrate.

From the Dashboard. Under the 'CR Criminal Complaints Awaiting Submission' widget, click the **Co Defendant** button next to the applicable Defendant's name.

CR Complaints Under Magistrate Review		9	Search...	
Complaint Date	Defendant Name			
Jan-05-2021 01:36 PM	doe smith	View	Co Defendant	Undo Submit
Jan-19-2021 04:58 PM	Omar M Zd	View	Co Defendant	Undo Submit
Jan-25-2021 04:03 PM	Bonnie Claxton	View	Co Defendant	Undo Submit
Feb-03-2021 05:17 PM	Roman Test	View	Co Defendant	Undo Submit

STEP 2: After clicking the **Co Defendant** button, you will be navigated to a blank Defendant Information page. Enter all available information for D2.

STEP 3: Next, review the Witness and Offense pages and modify as necessary.

NOTE: The Witness and Offense information will be an exact copy of that for D1. Make sure you edit the To Wit narrative section accordingly.

STEP 4: Once you have reviewed the information entered specifically for D2, click the **Submit to Magistrate** button.

1.1.5 How do I create a new Criminal Complaint for a Petty Offense/Private Charge from a member of the public?

Only Magistrates (on behalf of the public for petty offenses) can create Criminal Complaints for private charges.

General Workflow:

1. Follow Steps 1-6 outlined in detail in Section 1.1.1.
 - a. From the dashboard, select the New Criminal Complaint tab from the left menu bar.
 - b. Enter the Defendant info, complaint and complainant information and click the Save button.
 - c. Enter the Witness information.
 - d. Upload any supported documents related to the complaint, as applicable.
 - e. Add the petty offense(s) related to the incident, selecting the elements for each as appropriate and adding narrative in the To Wit section for every offense.
2. Add the member of public's name in the Officer Information fields.
3. Submit the complaint to the Magistrate for review.
4. Magistrate, after reviewing the complaint, either accepts or rejects the Complaint.

STEP 1: Follow STEPS 1-6 of **Section 1.1.1** of this guide to create a Criminal Complaint for a petty offense on behalf of a member of the public.

STEP 2: Before submitting the complaint, make sure to capture the public person's Name and eSignature under the 'Officer Information' section.

- Make sure to skip (leave blank) the fields for CPD Case Number and Badge Number.

File Number: F21-03-1000

Complainant

Name: (EBCI)
Badge Number:

Defendant

Name: Public Petty Offense Summons
DOB: Jan-01-1990
Address: 123 Main Cherokee NC 40744
Gender: Male

Victim(s)

Bothered Neighbor

Case Number	Violation Date	Section	Offense
	Mar-01-2021	14-10.11	Injuring real property

Complaint Witnesses Documents Offenses

Offenses

Add New Offense				
Violation Date	Section	Offense	DV Related	Status
Mar-01-2021	14-10.11	Injuring real property	No	Pending

CPD Case Number:

Officer Information

Name: <input type="text" value="Bothered Neighbor"/>	eSignature: <input type="text" value="Bothered Neighbor"/>	Badge Number: <input type="text"/>
--	--	------------------------------------

Submit To Magistrate

1.2 Criminal Case Creation – Magistrate Acceptance

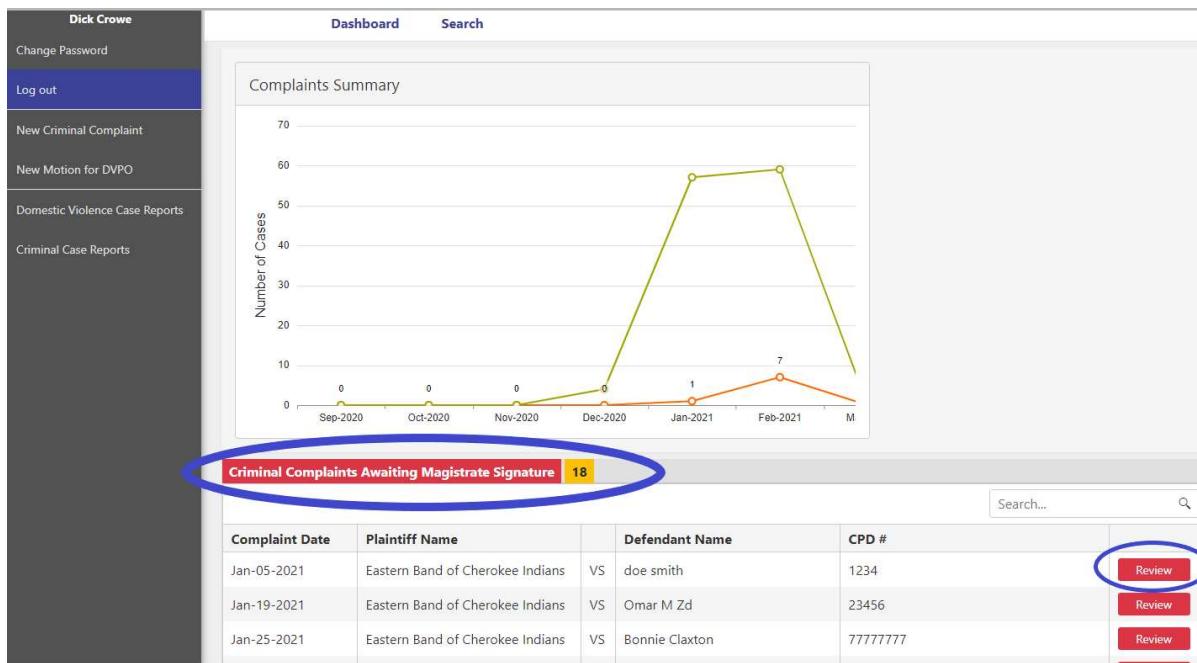
When a magistrate accepts the Criminal Complaint, a case is created and a CR number is auto assigned.

General Workflow:

1. Login as a Magistrate.
2. Click on the Review button from the dashboard widget Criminal Complaints Awaiting Magistrate Signature.
3. Review the complaint information and then either Accept or Reject the complaint.

1.2.1 How to Accept or Reject a Criminal Complaint

STEP 1: Select a submitted complaint to review. From the dashboard's 'Criminal Complaints Awaiting Magistrate Signature' widget, select a criminal complaint to review and click the Review button.



STEP 2: Review the content of the complaint. Select the Criminal Complaint tab from the left menu bar to review information about the defendant, witnesses, and officer submitting the complaint. This information is not editable by the Magistrate.

The 'Criminal Complaint' page displays the following details:

- FIR #:** F21-01-1006 **Complaint Entry Date & Time:** Jan-19-2021 08:13 PM
- Defendant:** Jermy gary Spencer | Unknown | Feb-12-2020
137 Seven Clan Lane Cherokee NC
- Co Defendants:** Sheena Tester M Meader
- Victim(s):** Jane Doe
- Criminal Complaint:**
 - Complaint Date: Jan-19-2021
 - Complaint Time: 08:13 PM
 - CPD Case Number: 123456
- Defendant Information:**
 - First Name: Jermy
 - Middle Name: gary
 - Last Name: Spencer
 - Date Of Birth: Feb-12-2020
 - Gender: Unknown
 - Employer Name:
 - Employer Phone: (828) 736-8380
 - Address: 137 Seven Clan Lane
 - City: Cherokee
 - State: North Carolina
 - Zip Code:
- Witnesses:**
 - First Name: Jane
 - Middle Name:
 - Last Name: Doe
 - Victim
 - Address:
 - City:
 - State: North Carolina
 - Zip Code:
 - Primary Phone:
 - Secondary Phone:

STEP 3: Review the Defendant Details. Select the Defendant Details tab from the left menu bar to review information about the defendant. This page can be edited by the Magistrate if necessary. To edit, select the Edit button at the bottom right of this screen, make any necessary updates including a recent picture, then click Save.

The screenshot shows the 'Defendant Details' page. The left sidebar has tabs for 'Criminal Complaint', 'Offenses' (which is highlighted with a yellow box), 'Documents', and 'Offenses'. The main content area is titled 'Defendant Details' and contains a red box with the message '• SSN/Roll Number is missing'. It includes fields for First Name (Jeremy), Middle Name (gary), Last Name (Spencer), Suffix, Nickname, Date of Birth (Feb-12-2020), SSN, Gender (Unknown), Enrolled in EBCI (Yes), If yes, Enrollment Number, Enrolled in Federally Recognized Tribe (unchecked), Affiliated Tribe Name (Enrollment #) (Jeremy Spencer), Immigration Status, Alien Registration No, Cell Phone, Home Phone, Drivers License No., State, Physical Address (Address: 137 Seven Clan Lane, State: North Carolina, Zip Code), Mailing Address (Address, State, Zip Code), Employer Info (Employer Name, Employer Address, Employer Phone: (828) 736-8380), and Initial Activity/Last Activity (Created By: gene, Created On: 1/20/2021, Updated By: gene, Updated On: 1/20/2021). At the bottom right is a green 'Edit' button with a red circle around it.

STEP 4: Review any documents which may have been uploaded from Complainant. Select the Documents tab from the left menu bar to review and/or upload documents related to the complaint.

The screenshot shows the 'Documents' page. The left sidebar has tabs for 'Log out', 'Criminal Complaint', 'Defendant Details', 'Offenses', and 'Documents' (which is highlighted with a yellow box). The main content area shows FIR # F21-01-1006, Complaint Entry Date & Time Jan-19-2021 08:13 PM, Defendant Jeremy gary Spencer | Unknown | Feb-12-2020, Co Defendants Sheena Tester M Meader, Victim(s) Jane Doe, and a green success message 'The Document has been Added successfully'. Below is a table for uploaded documents:

Date Uploaded	Document Name	Document Type	Comments	Download	Remove
Jul-15-2021	Pictures of Victim	Photos/Image	Pictures of victim's neck and chest.	Download	Remove

STEP 5: Click the 'Offenses' tab to review the offenses submitted by law enforcement in the complaint. Select the Offenses tab from the left menu bar then click the **Sign** button for the first offense listed in the 'Criminal Offenses' table.

Log out

Criminal Complaint	FIR #: F21-01-1006 Complaint Entry Date & Time: Jan-19-2021 08:13 PM		
Defendant	Jermye gary Spencer Unknown Feb-12-2020 137 Seven Clan Lane Cherokee NC		
Co Defendants	Sheena Tester M Meader		
Victim(s)	Jane Doe		
Offenses			
Documents			

Criminal Offenses

Violation Date	Section	Offense	Status	DV Related	Child Involved	
May-19-2021	14-40.62	Simple assault: assault and battery; simple affray	Accepted - 21CR9243	Yes	No	View
Apr-15-2021	14-95.5(a,b)	Possession of a controlled substance (Schedules I-V)	Pending	No	No	Sign
Apr-12-2021	14-40.62	Simple assault: assault and battery; simple affray	Pending	Yes	No	Sign
Jan-29-2021	14-95.5(a)	Possession of a controlled substance	Pending	No	No	Sign

Step 6: Review the offense violation and narrative sections of the complaint. The elements of the offense and the narrative portion of the violation are captured in the 'Offense' and 'To wit' sections of the page. These fields cannot be edited by the Magistrate.

Log out

FIR #: F21-01-1006 Complaint Entry Date & Time: Jan-19-2021 08:13 PM

Defendant	Co Defendants	Victim(s)
Jerney Gary Spencer Unknown Feb-12-2020 137 Seven Clan Lane Cherokee NC	Sheena Tester M Meader	Jane Doe

Offenses

Criminal Offenses

Violation Date	Section	Offense	Status	DV Related	Child Involved	
May-19-2021	14-40.62	Simple assault; assault and battery; simple affray	Accepted - 21CR9243	Yes	No	View
Apr-15-2021	14-95.5(a,b)	Possession of a controlled substance (Schedules I-V)	Pending	No	No	Sign
Apr-12-2021	14-40.62	Simple assault; assault and battery; simple affray	Pending	Yes	No	Sign
Jan-29-2021	14-95.5(a)	Possession of a controlled substance	Pending	No	No	Sign

Violation Start Date: Apr-15-2021 Violation Start Time: Child Involved [Print](#)

Violation End Date: Violation End Time:

Violation Location: Violation County: Jackson County

Victim Residence:

Offense: (14-95.5(a,b)) Possession of a controlled substance (Schedules I-V) Type: Misdemeanor

Cocaine 5 lbs The defendant, without authorization under Cherokee Law, unlawfully possessed a controlled substance.

To wit:
A lot of snow.

Witnesses 1

Name	Address, City	Victim	Primary Phone
Jane Doe		Yes	

To send the Criminal Complaint back to Law Enforcement - Click the Rollback button.
Only the "Pending (Unsigned)" cases can be changed by Law Enforcement.

Send back to LEO if edits are required. [Rollback to LE](#)

Accept or Reject the Complaint 

Decision: [Enter Existing CR Number](#)  **Click here to manually enter existing CR number (historical data entry)**

Judicial Official:

Judicial Name: Dick Crowe Judicial eSignature: Dick Crowe

Sign Date: 7/15/2021 Sign Time: 12:36 PM 

Comments:

[Cancel](#) **Save** 

Step 7: Decide whether to accept or reject the complaint. In the Judicial Official dropdown, select Magistrate. In the Decision Dropdown, select either 'Accepted' or 'Rejected'. Type in your name, just as you would write it in a paper complaint. The system will then generate an eSignature. Confirm the Sign Date and Sign Time are accurate, add any comments as necessary, and click Save.

Repeat Steps 6 and 7 for each offense in the 'Sign Criminal Offenses' table.

The screenshot shows a software interface for managing criminal complaints. On the left, a dark sidebar has a blue callout box with the text "Accept or Reject the Complaint". The main area contains several input fields: "Decision" (dropdown), "Enter Existing CR Number" (button with a tooltip), "Judicial Official" (dropdown), "Judicial Name" (text box containing "Dick Crowe"), "Judicial eSignature" (text box containing "Dick Crowe"), "Sign Date" (text box containing "7/15/2021"), "Sign Time" (text box containing "12:36 PM"), and "Comments" (text area). At the bottom right are "Cancel" and "Save" buttons, with "Save" being highlighted by a yellow circle.

NOTE: If you have Accepted the complaint, a new case (CR number) is created and a notification will be displayed in the PD, Clerks, and Prosecutor dashboard. The Complaint is now preserved in a read-only format (it can no longer be edited).

NOTE TOO: Once a decision has been saved, CIPD can no longer pull-back or undo that complaint. If changes need to be made to the complaint (typos, wrong date, etc.) you must **ROLLBACK** to the complainant PRIOR to Accepting or Rejecting and Saving the complaint.

1.2.2 How to Accept or Reject a Criminal Complaint for a Petty Offense/Private Charge

Only a magistrate can create a Criminal Complaint on behalf of a member of the public for a petty offense/private charge. When a magistrate accepts the Criminal Complaint, a case is created and a CR number is auto assigned.

General Workflow:

1. Login as a Magistrate.
2. Follow Steps 1-7 outlined in detail in Section 1.2.1.
 - (a) Click on the Review button from the dashboard widget Criminal Complaints Awaiting Magistrate Signature.
 - (b) Review the complaint information and then either Accept or Reject the complaint.
3. If accepted, skip to Section 1.4 to create a Criminal Summons.

STEP 1: Follow STEPS 1-7 described in detail in Section 1.2.1 of the user guide. Then go to Section 1.4 for more instruction on how to create a Criminal Summons.

1.3 Warrant Creation by Magistrate

Once the Criminal Complaint is accepted by a magistrate, a CR case number is created. A notification is sent to CIPD that the complaint has been approved. After a decision has been made (Accept/Reject) for ALL criminal offenses submitted by law enforcement for a defendant, the Magistrate can then create a Warrant for those

accepted offenses. Each Warrant issued is Incident-Based, meaning it contains all accepted criminal offenses submitted by a complainant for a given incident.

General Workflow:

1. CIPD creates a Criminal Complaint for each offense perpetrated by defendant during an incident.
2. Magistrate decides whether to accept or reject each Complaint submitted by CIPD.
3. After a decision has been made for each Complaint, additional tabs/pages will become available for selection by Magistrate in the left side case menu bar.
4. Click the Warrant tab from the case menu.
5. Complete the Warrant page with all applicable information, add your judicial official type (magistrate), name, date, and time.
6. Select the 'Seal this Warrant and Notify CIPD' box, then click Save to complete the warrant creation process.
7. The new warrant will automatically appear on the CIPD dashboards and Hot Sheet for service/arrest.

STEP 1: After accepting/rejecting the Complaints submitted by CIPD for a given defendant and incident (this process is outlined in more detail in section 1.2.1 above), click the Warrant tab (circled in yellow) from the IncidentMenu.

The screenshot shows the CIPD Incident Menu Bar. On the left, there is a sidebar with various links: Complaint History (circled in yellow), Detain Orders, Appearance Bonds, Arrest Orders, Release Orders, Plea Agreements, Judgments, and Probation Violation Hearings. The main area displays defendant information: Date of Birth: Feb-12-2020, Gender: Unknown, Address: 137 Seven Clan Lane, City, State: Cherokee, North Carolina, Phone: . It also shows Active CRs: 21CR9364, 21CR9363, 21CR9362, 21CR9243. Below this is the 'Incident Menu Bar' which includes links for Incidents (F21-01-1006), Criminal Complaint, Cases, Documents, Warrant (circled in yellow), Summons, Jurisdiction Determination, Bail Info, Arraignment Hearing, and Complaint Reports/Print-Forms. A red arrow points from the 'Incident Menu Bar' label to the Warrant tab. The 'Criminal Offenses' table lists five offenses with their status (Accepted or Rejected), DV Related (Yes or No), Child Involved (Yes or No), and a 'View' button for each row. A red arrow points from the 'Note that a decision has been made for each offense' callout to the 'View' buttons in the table. At the bottom, there are fields for Violation Start Date (Jan-29-2021), Violation Start Time, Child Involved (checkbox), Print button, Violation End Date, Violation End Time, Violation Location (house), Violation County, Offense, and Type.

Violation Date	Section	Offense	Status	DV Related	Child Involved	
May-19-2021	14-40.62	Simple assault; assault and battery; simple affray	Accepted - 21CR9243	Yes	No	<button>View</button>
Apr-15-2021	14-95.5(a,b)	Possession of a controlled substance (Schedules I-V)	Accepted - 21CR9362	No	No	<button>View</button>
Apr-12-2021	14-40.62	Simple assault; assault and battery; simple affray	Accepted - 21CR9363	Yes	No	<button>View</button>
Jan-29-2021	14-95.5(a)	Possession of a controlled substance	Accepted - 21CR9364	No	No	<button>View</button>

STEP 2: Once on the Warrant page, complete the fields as applicable (amount of bond, no contact info, etc.).

STEP 3: Review your entries, select the Judicial Official type (Magistrate), type your name, and confirm the date and time are accurate. After review, select the 'Seal this Warrant and Notify CIPD' box and click Save to complete the warrant creation process.

Incidents
F21-01-1006

Criminal Complaint | Cases | Document | **Warrant** | Summons | Jurisdiction Determination | Bail Info | Arraignment Hearing | Complaint Reports/Print-Forms

Warrant

CR Number	Section	Charges
21CR9243	14-40.62	Simple assault; assault and battery; simple affray
21CR9362	14-95.5(a,b)	Possession of a controlled substance (Schedules I-V)
21CR9363	14-40.62	Simple assault; assault and battery; simple affray
21CR9364	14-95.5(a)	Possession of a controlled substance

In Custody Prior Service (If Any) _____

Bond Info

Amount of Bond _____

No Contact With
Jane Doe

Not to Possess or use Firearm or Weapon Not to Possess or Consume Alcohol Or Control Substances Not to be Released until the Expiration of 72 Hours (DV) Pre-Trial Supervision

Judicial Info

Judicial Official
Magistrate

Judicial Name
Dick Crowe

Judicial eSignature
Dick Crowe

Sign Date
7/15/2021

Sign Time
1:15 PM

Seal this Warrant and Notify CIPD
Sealing and saving will send this Warrant to LEO and the Hot Sheet

Save

NOTE: If you are not able to complete this process but want to save the information you have entered, do not select the 'Seal this Warrant and Notify CIPD' box before saving. You can leave this box unchecked and still save the page.

NOTE AGAIN: Sealing the warrant and Notifying CIPD creates a Warrant which cannot be edited. It is automatically sent to the CIPD team for service/arrest.

1.4 Criminal Summons Creation by Magistrate

Once the Criminal Complaint is accepted by amagistrate, a CR case number is created and the Magistrate can then create a Criminal Summons for those accepted petty offenses/private charges.

General Workflow:

1. Magistrate creates a Criminal Complaint for each petty offense/private chargesworn by a member of the public.
2. Magistrate decides whether to accept or reject each petty offense/private charge.
3. After a decision has been made for each Complaint, additional tabs/pages will become available for selection by Magistrate in the left side case menu bar.
4. Click the Summons tab from the Incident Menu bar.

5. Complete the Summons page with all applicable information, add your judicial official type (magistrate), name, date, and time.
6. Select the 'Seal this Summons and Notify CIPD' box, then click Save to complete the Summons creation process.
7. The new Summons will automatically appear on the CIPD dashboards for service.

STEP 1: After accepting the Complaints submitted on behalf of the public (this process is outlined in more detail in section 1.2.2 above), click the Summons tab from the Incident Menu bar.

Date of Birth : Feb-12-2020 # of Warrants Issued :
Gender: Unknown # of Arrest Orders Issued : 0
Address : 137 Seven Clan Lane Bond Amount :
City, State : Cherokee, North Carolina Recent Release Order Date :
Phone :
Active CRs : 21CR9364, 21CR9363, 21CR9362, 21CR9243

Incidents
F21-01-1006

Criminal Complaint	Cases	Documents	Warrant	Summons	Jurisdiction Determination	Bail Info	Arraignment Hearing	Complaint Reports/Print-Forms
Criminal Offenses								
Violation Date	Section	Offense	Status	DV Related	Child Involved			
May-19-2021	14-40.62	Simple assault; assault and battery; simple affray	Accepted - 21CR9243	Yes	No	View	Print	
Apr-15-2021	14-95.5(a,b)	Possession of a controlled substance (Schedules I-V)	Accepted - 21CR9362	No	No	View	Print	
Apr-12-2021	14-40.62	Simple assault; assault and battery; simple affray	Accepted - 21CR9363	Yes	No	View	Print	
Jan-29-2021	14-95.5(a)	Possession of a controlled substance	Accepted - 21CR9364	No	No	View	Print	

Violation Start Date: Jan-29-2021 Violation Start Time:
 Child Involved [Print](#)

Violation End Date: Violation End Time:

Violation Location: house Violation County:

Offense: Type:

STEP 2: Select the Judicial Official type (Magistrate), type your name, and confirm the date and time are accurate. After review, select the 'Seal this Summons and Notify CIPD' box and click **Save** to complete the Criminal Summons creation process.

Summons

Date Summons Issued	Time Summons Issued	Enter Existing Summons Number
7/15/2021	1:20 PM	<input type="text"/>
CR Number	Section	Charges
21CR9243	14-40.62	Simple assault; assault and battery; simple affray
21CR9362	14-95.5(a,b)	Possession of a controlled substance (Schedules I-V)
21CR9363	14-40.62	Simple assault; assault and battery; simple affray
21CR9364	14-95.5(a)	Possession of a controlled substance

Additional Information

Judicial Info

Judicial Official:

Judicial Name: Dick Crowe Judicial eSignature:
Sign Date: 7/15/2021 Sign Time: 1:20 PM

Seal this Summons and Notify CIPD
Sealing and saving will send this Warrant to LEO and the Hot Sheet

Save

NOTE: If you are not able to complete this process but want to save the information you have entered, do not select the 'Seal this Summons and Notify CIPD' box before saving. You can leave this box unchecked and still save the page.

NOTE AGAIN: Sealing the summons and Notifying CIPD creates a criminal summons which cannot be edited. It is automatically sent to the CIPD team for service.

1.5 How to Print a Warrant and Add Return of Service Info

Once the Criminal Complaint is accepted by the Magistrate, a CR case number is created. A notification is sent to the CIPD that the complaint has been accepted. After acceptance, the Magistrate creates a Warrant for those offenses. The warrant is assigned a warrant record (WR) number and the new warrant will be available to print from a variety of screens.

General Workflow:

1. Once a Magistrate selects the 'Seal this Warrant and Notify CIPD' box, then clicks Save, the new warrant will automatically appear on the CIPD dashboard and Hot Sheet for service/arrest.
2. Depending on the age of the Warrant, the new warrant will be displayed in the 'CR Warrants In Last 30 Days' or the 'CR Warrants Past 30 Days' widget.
3. You can also search for a warrant by clicking the Search bar at the top of the page, then select the 'Search Warrant' button.
4. To print the warrant, click the yellow Print Warrant button.
5. Once service is attempted or completed, click the 'Add Return of Service' button. Add the relevant information, then click Save.
6. If service was completed, the warrant will be removed from the warrant-related widgets.
7. If service was attempted but not completed, the outstanding warrant will remain in the warrant-related widget and the last service attempt date and last print date will be displayed in the widget table.

****NOTE: Magistrates cannot complete the Initial Appearance paperwork unless the warrant has been saved as SERVED. ****

STEP 1: After a Magistrate selects the 'Seal this Warrant and Notify CIPD' box then saves the warrant, the new warrant will automatically appear on the CIPD (and other law enforcement) dashboards for service/arrest.

- **From the Dashboard:** Under the 'CR Warrants in Last 30 Days' widget, click the **Print/Serve Warrant** button.

Date Of Issue	Service Number	Defendant Name	Last Attempted	Last Printed	
04-08-2021	WR21-9147	Maya Hashim		dick @ 04-08-2021 01:32 PM	Print/Serve Warrant
04-08-2021	778899	Farah M Zd		dick @ 04-08-2021 07:07 PM	Print/Serve Warrant
04-09-2021	WR21-9152	Layth Yosef		jonathan @ 04-09-2021 01:46 PM	Print/Serve Warrant
04-09-2021	WR21-9153	Sofyan Saif		jonathan @ 04-14-2021 03:13 PM	Print/Serve Warrant
04-09-2021	WR21-9154	Case 19	Dick Crowe @ 04-10-2021 07:17 PM	dick @ 04-09-2021 07:18 PM	Print/Serve Warrant
04-14-2021	WR21-9155	salma ali Mosa		judge @ 04-20-2021 12:00 PM	Print/Serve Warrant
04-16-2021	WR21-9157	Zain Rema		dick @ 04-16-2021 12:42 PM	Print/Serve Warrant
04-22-2021	WR21-9162	Jaad Julia Husain		dick @ 04-22-2021 06:27 PM	Print/Serve Warrant
04-22-2021	WR21-9164	Jana Yasin		dick @ 04-22-2021 06:57 PM	Print/Serve Warrant
04-23-2021	WR21-9167	Wala Hat		dick @ 04-23-2021 03:16 PM	Print/Serve Warrant

- **From the Search Bar:** Click the '**Search Warrants**' button, enter the defendant's name, warrant number, or warrant issue date, then click the Search button.
 - The search results are displayed in a table below the search fields.
 - Click the **View Warrant** button next to the warrant you were looking for.

Gene Owl

Change Password

Log out

New Criminal Complaint

New Motion for DVPO

DVPO Case Reports

Criminal Complaint Reports

Dashboard [Search](#)

[Search Criminal Complaints](#) [Search Cases](#) [Search Warrants](#)

Warrant Number	From Warrant Issue Date	To Warrant Issue Date
John	Doe	
Search		

TIP: By Clicking on "Search Button" without any filter parameters, you can get the top 10 results

Warrant Number	Date Issued	Defendant	
W21-9003	01-18-2021	John Doe	View Warrant
W21-0016	01-12-2021	John Doe Doe	View Warrant

STEP 2: Once in the Warrant screen, click the **Print Warrant** button.

Incidents
F21-01-1006

Criminal Complaint | Cases | Document | **Warrant** | Summons | Jurisdiction Determination | Bail Info | Arraignment Hearing | Complaint Reports/Print-Forms

Warrant Has Been Added Successfully

Warrant

Warrant Date	Warrant Time	Warrant Number
7/15/2021	2:22 PM	WR21-9245
CR Number	Section	Charges
21CR9243	14-40.62	Simple assault; assault and battery; simple affray
21CR9362	14-95.5(a,b)	Possession of a controlled substance (Schedules I-V)
21CR9363	14-40.62	Simple assault; assault and battery; simple affray
21CR9364	14-95.5(a)	Possession of a controlled substance

In Custody Prior Service (If Any) _____

Bond Info

Amount of Bond _____ No Contact With _____
 Jane Doe

Not to Possess or use Firearm or Weapon Not to be Released until the Expiration of 72 Hours (DV)
 Not to Possess or Consume Alcohol Or Control Substances Pre-Trial Supervision

Judicial Info

Judicial Official: Magistrate
 Judicial Name: Dick Crowe Judicial eSignature: *Dick Crowe*
 Sign Date: 7/15/2021 Sign Time: 2:22 PM
 Seal this Warrant and Notify CIPD

Initial Activity:
 Created By: dick
 Created On: 7/15/2021 **Last Activity:**
 Updated By: dick
 Updated On: 7/15/2021

Click here to Print Warrant

Add Return of Service

Click here to Add Return of Service Info

Print Warrant

Add Return of Service

Return Type | **Date & Time** | Officer Name | Reason (if not Served)

STEP 3: A new window will open in your browser. To print, click the printer icon circled in red below. Your standard printer message should appear, select the printer you typically print from and follow the steps you normally take to print a document.

- o To download in another format, for example in PDF format, click the down arrow button circled in blue.

EASTERN BAND OF CHEROKEE INDIANS
The Cherokee Court

WARRANT

Name and Address of the Defendant Sheena M Meader 2331 42nd Ave SW, Apt 314 Seattle WA 98116		SSN /Roll Number	Date of Birth
		Sex Female	Prior Service
		Date Filed Jan-29-2021	Date of Trial Jan-29-
Complainant Josh Taylor	Complainant Phone No 828-359-6600	BOND INFORMATION	
		Amount of Bond	

A Acrobat (PDF) file
C CSV (comma delimited)
E Excel Worksheet
P PowerPoint Presentation
R Rich Text Format
T TIFF file
W Word Document

STEP 4: RETURN OF SERVICE. Once you have attempted or completed service, follow the steps below.

****NOTE: Magistrates cannot complete the Initial Appearance paperwork unless the warrant has been saved as SERVED.****

- **From the Dashboard:** Under the 'CR Warrants in Last 30 Days' Widget, click the **Print/Serve Warrant** button.

CR Warrants in Last 30 Days 16

Date Of Issue	Service Number	Defendant Name	Last Attempted	Last Printed	
04-08-2021	WR21-9147	Maya Hashim		dick @ 04-08-2021 01:32 PM	Print/Serve Warrant
04-08-2021	778899	Farah M Zd		dick @ 04-08-2021 07:07 PM	Print/Serve Warrant
04-09-2021	WR21-9152	Layth Yosef		jonathan @ 04-09-2021 01:46 PM	Print/Serve Warrant
04-09-2021	WR21-9153	Sofyan Saif		jonathan @ 04-14-2021 03:13 PM	Print/Serve Warrant

- **From the Search Bar:** Click the 'Search Warrants' button, enter the defendant's name, warrant number, or warrant issue date, then click the Search button.
 - The search results are displayed in a table below the search fields.
 - Click the **View Warrant** button next to the warrant you were looking for.

The screenshot shows a search interface for warrants. At the top, there are three buttons: 'Dashboard', 'Search' (circled in red), and 'Search Warrants'. Below these are search fields for 'Warrant Number', 'From Warrant Issue Date', 'To Warrant Issue Date', 'Defendant First Name' (set to 'John'), and 'Defendant Last Name' (set to 'Doe'). A 'Search' button is located on the right side of the search area, also circled in red. Below the search area is a tip: 'TIP: By Clicking on "Search Button" without any filter parameters, you can get the top 10 results'. A table of search results follows, showing two entries. Each entry has a 'View Warrant' button, which is circled in red. The table includes columns for 'Warrant Number', 'Date Issued', 'Defendant', and two 'View Warrant' buttons. At the bottom of the table, it says '1 - 2 of 2 items'.

STEP 5: RETURN OF SERVICE. Now that you are in the Warrant screen, click the **Add Return of Service** button.

This screenshot shows the 'Add Return of Service' page. It includes fields for 'Judicial Name' (set to 'Dick Crowe'), 'Judicial eSignature' (set to 'Dick Crowe'), 'Sign Date' (set to 'Jan-29-2021'), and 'Sign Time' (set to '04:41 PM'). On the right, there is a yellow 'Print Warrant' button. At the bottom left, there is a green 'Add Return of Service' button, which is circled in red. Below this are four columns: 'Return Type', 'Date & Time', 'Officer Name', and 'Reason (if not Served)'.

STEP 6: RETURN OF SERVICE. In the Return of Service screen, select the return type (either Served or Attempted).

- **Served:** If the warrant was served, select the Served radio button. Confirm the date, time, and Officer name & eSignature. Select the box to indicate you arrested the defendant and brought them before the Magistrate on duty and enter the Magistrate's name on shift. Once completed, click Save.

This screenshot shows the 'Return of Service' page. At the top, it lists warrant numbers '21CR9017' and '21CR9018' with their respective issue dates 'Jan-29-2021'. To the right, it shows '14-40.62' and '14-15.5' with their descriptions 'Simple assault; assault and battery; simple affray' and 'Intoxicated and disruptive in public'. Below this is a section titled 'Return of Service' with the following fields: 'Return Type' (radio buttons for 'Served' and 'Attempted', with 'Served' selected and circled in red), 'Date' (set to '2/16/2021'), 'Time' (set to '5:21 PM'), 'Officer Name' (set to 'Gene Owl'), and 'Officer eSignature' (set to 'Gene Owl'). There is a checkbox labeled 'By arresting the defendant and bringing the defendant before the magistrate' which is checked and circled in red. The 'Magistrate Name' field contains 'Dick Crowe' and is also circled in red. At the bottom right, there are 'Cancel' and 'Save' buttons, with 'Save' being circled in red.

- Not Served.** If the warrant was not served, but you attempted service, select the Attempted radio button. Confirm the date, time, and Officer name & eSignature. Select the box to indicate the warrant was not served and explain why in the text box below. Once completed, click Save.

Case Number	Violation Date	Section	Offense
21CR9017	Jan-29-2021	14-40.62	Simple assault; assault and battery; simple affray
21CR9018	Jan-29-2021	14-15.5	Intoxicated and disruptive in public

Return of Service

Return Type: Attempted (circled)

Date: 2/16/2021 Time: 5:21 PM

Officer Name: Gene Owl Officer eSignature: Gene Owl

Warrant was not served for the following reason:

Reason: Defendant not at last known location.

Cancel Save (circled)

STEP 7: RETURN OF SERVICE. All service-related information for a warrant will be displayed in the 'service table' below the Print Warrant button.

Sign Date		Sign Time		Print Warrant
Jan-29-2021		04:41 PM		

Return Type	Date & Time	Officer Name	Reason (if not Served)
Served	Feb-16-2021 05:36 PM	Gene Owl	
Attempted	Feb-16-2021 05:21 PM	Gene Owl	Defendant not at last known location.

****NOTE: Magistrates cannot complete the Initial Appearance paperwork unless the warrant has been saved as served.****

1.5.1 How to print a Criminal Summons and add Return of Service info?

After acceptance, the Magistrate creates a Summons for petty offenses/private charges. The summons is assigned a Criminal Summons (CS) number and the new summons will be available to print from a variety of screens.

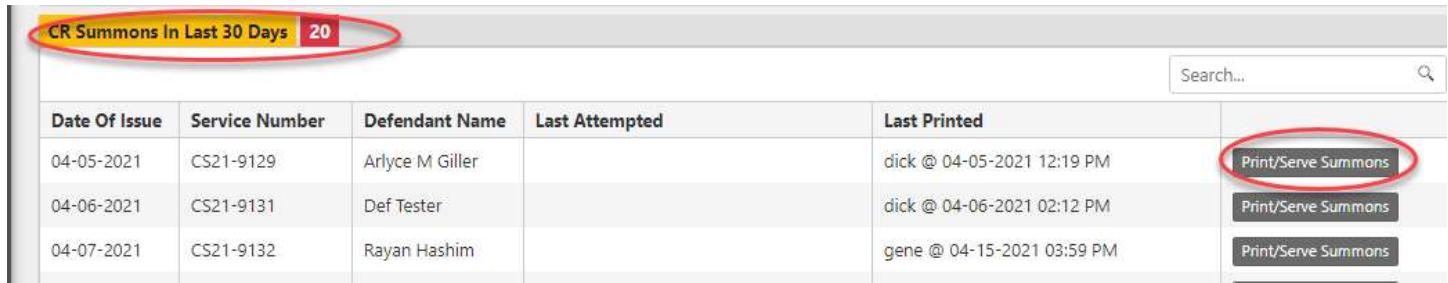
General Workflow:

- Once a Magistrate selects the 'Seal this Summons and Notify CIPD' box, then clicks Save, the new summons will automatically appear on the CIPD dashboards for service.
- Depending on the age of the summons, the new warrant will be displayed in the 'CR Summons In Last 30 Days' or the 'CR Summons Past 30 Days' widget.
- To print the summons, click the yellow Print Summons button.
- RETURN OF SERVICE. Once service is attempted or completed, click the 'Add Return of Service' button. Add the relevant information, then click Save.
- If service was completed, the summons will be removed from the summons-related widgets.

- If service was attempted but not completed, the outstanding summons will remain in the summons-related widget and the last service attempt date and last print date will be displayed in the widget table.

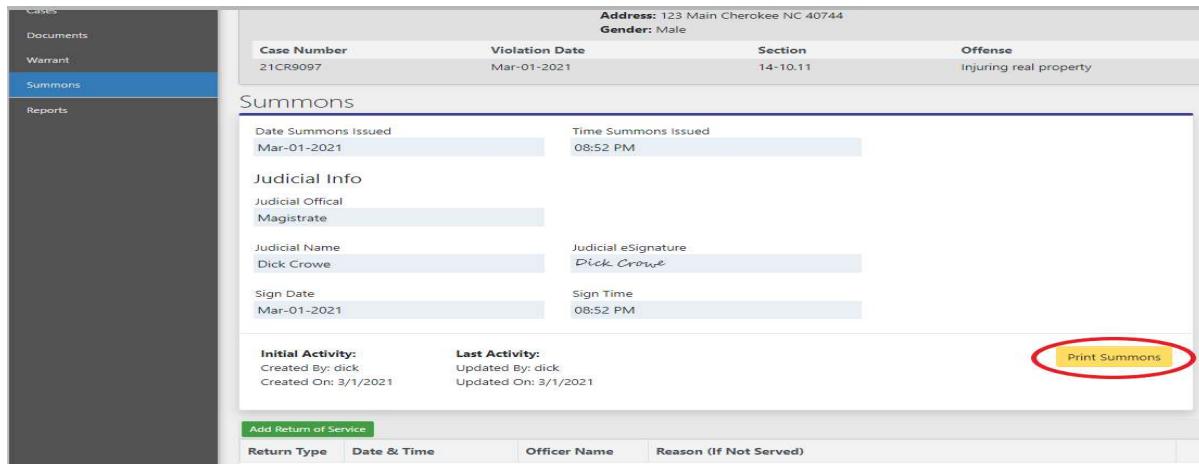
STEP 1: After a Magistrate selects the 'Seal this Summons and Notify CIPD' box then saves the summons, the new summons will automatically appear on the CIPD (and other law enforcement) dashboards for service.

- From the Dashboard:** Under the 'CR Summons in Last 30 Days' widget, click the Print Warrant button.



CR Summons in Last 30 Days 20					Search...
Date Of Issue	Service Number	Defendant Name	Last Attempted	Last Printed	
04-05-2021	CS21-9129	Arlyne M Giller		dick @ 04-05-2021 12:19 PM	Print/Serve Summons
04-06-2021	CS21-9131	Def Tester		dick @ 04-06-2021 02:12 PM	Print/Serve Summons
04-07-2021	CS21-9132	Rayan Hashim		gene @ 04-15-2021 03:59 PM	Print/Serve Summons

STEP 2: Once in the Summons screen, click the Print Summons button.



The screenshot shows the 'Summons' section of a software interface. On the left, there's a sidebar with 'Cases', 'Documents', 'Warrant', 'Summons' (which is highlighted in blue), and 'Reports'. The main area displays summonses for case number 21CR9097. It includes fields for 'Address: 123 Main Cherokee NC 40744', 'Gender: Male', 'Case Number: 21CR9097', 'Violation Date: Mar-01-2021', 'Section: 14-10.11', 'Offense: Injuring real property', and 'Summons' details like 'Date Summons Issued: Mar-01-2021' and 'Time Summons Issued: 08:52 PM'. Below these are sections for 'Judicial Info' (Magistrate: Dick Crowe) and 'Sign Date' (Mar-01-2021). At the bottom, there are 'Initial Activity' and 'Last Activity' logs, and a prominent 'Print Summons' button.

STEP 3: A new window will open in your browser. To print, click the printer icon circled in red below. Your standard printer message should appear, select the printer you typically print from and follow the steps you normally take to print a document.

- To download in another format, for example in PDF format, click the down arrow button circled in blue.

STEP 4: RETURN OF SERVICE. Once you have attempted or completed service, follow the steps below.

- **From the Dashboard:** Under the 'CR Summons in Last 30 Days' Widget, click the **Serve Summons** button.

Date Of Issue	Service Number	Defendant Name	Last Attempted	Last Printed	
04-05-2021	CS21-9129	Arylyce M Giller		dick @ 04-05-2021 12:19 PM	Print/Serve Summons
04-06-2021	CS21-9131	Def Tester		dick @ 04-06-2021 02:12 PM	Print/Serve Summons
04-07-2021	CS21-9132	Rayan Hashim		gene @ 04-15-2021 03:59 PM	Print/Serve Summons

STEP 5: RETURN OF SERVICE. Now that you are in the Summons screen, click the **Add Return of Service** button.

STEP 6: RETURN OF SERVICE. In the Return of Service screen, select the return type (either Served or Attempted).

- **Served:** If the summons was served, select the Served radio button. Confirm the date, time, and Officer name & eSignature. Once completed, click Save.

Return of Service

Return Type:
 Served Attempted

Date: 3/1/2021 Time: 9:50 PM

Officer Name: Gene Owl Officer eSignature: Gene Owl

Save

- **Not Served.** If the summons was not served, but you attempted service, select the Attempted radio button. Confirm the date, time, and Officer name & eSignature. Select the box to indicate the summons was not served and explain why in the text box below. Once completed, click Save.

Return of Service

Return Type:
 Served Attempted

Date: 3/1/2021 Time: 9:50 PM

Officer Name: Gene Owl Officer eSignature: Gene Owl

Summons was not served for the following reason:
 Reason : Defendant was not at residence provided.

Save

STEP 7: RETURN OF SERVICE. All service-related information for a summons will be displayed in the 'service table' below the Print Summons button.

Print Summons

Return Type	Date & Time	Officer Name	Reason (If Not Served)
Served	Mar-01-2021 09:54 PM	Det. Silvers	
Attempted	Mar-01-2021 09:50 PM	Gene Owl	Defendant was not at residence provided.

1.6 How to Complete Initial Appearance Papers After Arrest

After law enforcement makes an arrest, the defendant is brought before a magistrate for their initial appearance. At this time, the magistrate completes the following digital forms as applicable: Jurisdiction Determination, Bail Info, Appearance Bond, Release Conditions, and/or an Order to Detain.

NOTE: All initial appearance digital forms are only available AFTER the serving officer has marked the warrant/summons as 'Served' and has SAVED the return of service information.

General Workflow:

1. Once law enforcement has made an arrest and a warrant has been updated with return of service information, the magistrate can complete the Initial Appearance papers.
2. Under the Criminal Cases widget, click the **View** button for the arrested defendant. You will be routed to the Cases page in the Defendant's Incident Menu bar.
3. If not automatically routed, in the left menu bar, select the **Complaint History** tab and to display the Defendant's Incident Menu bar.
4. Select the **Jurisdiction Determination** tab from the Incident Menu bar, complete; click Seal and Lock, then select Save.
5. Then, in the Incident Menu bar, select the **Bail Infotab**, capture the Defendant's declaration and eSignature, mark as complete, then click Save.
6. If issuing a bond, select the **Appearance Bond** tab from the left Defendant Menu. Complete, acknowledge and capture Defendant's eSignature (and Surety's signature if applicable), check the Seal and Lock box, then click Save.
 - If no bond is being issued, skip to Step 8.
7. If issuing a bond, next select the **Release Conditions** button from the Appearance Bond table, complete, acknowledge and capture Defendant's eSignature (and Third Party's eSignature if applicable), add the Next Hearing Date, check the Seal and Lock box, then click Save.
8. If ordering the Defendant to be held, select the **Order to Detain** tab from the left Defendant Menu, complete, adds the Next Hearing Date, check the Seal and Lock box, then click Save.

****DO NOT COMPLETE A RELEASE ORDER FORM AT THE INITIAL APPEARANCE PHASE****

STEP 1: Select the case for the arrested defendant from the dashboard under the Criminal Cases widget, or by using the Search tool at the top menu bar.

- **From the Dashboard:** Under the 'Criminal Cases' widget, click the **Details** button.

The screenshot shows a table with columns: Defendant Name, CR Numbers, Complaint Date, and Warrant Issued. The 'Warrant Issued' column has a downward arrow icon. A 'QUICK TIP' callout says 'Start typing the D's name here' with an arrow pointing to the search bar. A yellow circle highlights the 'Details' button in the bottom right corner of the table row.

Criminal Cases 220			
Click Header to Sort			
Defendant Name	CR Numbers	Complaint Date	Warrant Issued ↓
Jermy gary Spencer	21CR9243, 21CR9362, 21CR9363, 21CR9364	Jan-19-2021	Jul-15-2021
Test one Test one	21CR9365, 21CR9366, 21CR9367	Jul-15-2021	Jul-15-2021
- **From the Search Bar:** Click the 'Search Cases' button, enter the defendant's name, then click the Search button.

Dashboard **Search**

Search Criminal Complaints **Search Cases** Search Warrants

Case Number	From Case Open Date	To Case Open Date
Defendant First Name	Defendant Last Name	Case Type
<input type="text" value="Doe"/> <input type="button" value="Criminal"/>		
<input type="button" value="Search"/>		

TIP: By Clicking on "Search Button" without any filter parameters, you can get the top 10 results

- The search results are displayed in a table below the search fields.
- Click the **View** button next to the case and defendant you were looking for.

Case #	Open Date	Defendant	Plaintiff	Status	
21CR9068	Feb-15-2021	Victim Petty Witness Tester	Eastern Band of Cherokee Indians	Accepted/Granted	<input type="button" value="View"/>
		Def Tester	Eastern Band of Cherokee Indians	Pending	<input type="button" value="View"/>
21CR9050	Feb-11-2021	Amy Witnes Tester	Eastern Band of Cherokee Indians	Accepted/Granted	<input type="button" value="View"/>
21CR9086	Feb-24-2021	Defendant Tester	Eastern Band of Cherokee Indians	Accepted/Granted	<input type="button" value="View"/>
21CR9087	Feb-24-2021	Defendant Tester	Eastern Band of Cherokee Indians	Accepted/Granted	<input type="button" value="View"/>

1.6.1 Once in the Case, how do I add/update Defendant Details?

STEP 2: See **STEP 1** for getting into a Case. Select the **Defendant Details** tab from the left Defendant Menu bar. Click the **Edit** button at the bottom right of the page, and then complete entry of all applicable fields. Click **Save**.

Log out

Defendant Details

Complaint History

Detail Orders

Appearance Bonds

Arrest Orders

Release Orders

Plea Agreements

Judgments

Probation Violation Hearings

Schedule Defendant

Defendant Docket

Minutes

Print Forms

Jermy gary Spencer | 1 years

Enrollment #:

Date of Birth : Feb-12-2020

Gender : Unknown

Address : 137 Seven Clan Lane

City, State : Cherokee, North Carolina

Phone :

Active CRs : 21CR9364, 21CR9363, 21CR9362, 21CR9243

Upcoming Court Date :

of Warrants Issued : 1

of Arrest Orders Issued : 0

Bond Amount :

Recent Release Order Date :

Defendant Details

- SSN/Roll Number is missing

First Name	Middle Name	Last Name
Jermy	gary	Spencer
Suffix	Nickname	
Date of Birth	SSN	Gender
Feb-12-2020		Unknown
Enrolled in EBCI	If yes, Enrollment Number:	
Yes		
<input type="checkbox"/> Enrolled in Federally Recognized Tribe	Affiliated Tribe Name (Enrollment #)	
	Jermy Spencer	
Immigration Status	Alien Registration No	
Cell Phone	Home Phone	
Driver's License No.	State	
Physical Address		
Address	City	
137 Seven Clan Lane	Cherokee	
State	Zip Code	
North Carolina		
Mailing Address		
Address	City/	
State	Zip Code	
Employer Info		
Employer Name	Employer Phone	
	(828) 736-8380	
Employer Address		
Initial Activity: Created By: gene Created On: 1/20/2021	Last Activity: Updated By: gene Updated On: 1/20/2021	

Edit

1.6.2 How do I complete the Initial Determination of Jurisdiction form?

STEP 3: See **STEP 1** above for getting to the case. From there, you will be routed to the Complaint History page which contains the Incident Menu.

Select the **Jurisdiction Determination** tab from the Incident Menu bar. Complete all fields including your determination, select Magistrate under Judicial Official, check the Seal and Lock box, then click **Save**.

Initial Jurisdiction Determination

Date: 7/15/2021 Time: 3:24 PM

Part A

- Does the Defendant have any quantum of Indian Blood?
 Yes No
 If so, what degree:
- Is the Defendant an enrolled member or eligible to be an enrolled member of any Federally recognized Indian Tribe?
 Yes No
- Is the Defendant a citizen of the United States?
 Yes No

Part B

- Does the Defendant reside in the Indian Country of the EBCI?
 Yes No N/A
- Is the Defendant employed in the Indian Country of the EBCI?
 Yes No N/A
- Is the Defendant an intimate partner of an EBCI enrolled member?
 Yes No N/A
- Is the Defendant an intimate partner of an Indian who resides in the Indian County of the EBCI?
 Yes No N/A

BASED UPON THE FOREGOING FINDINGS IT IS DETERMINED THAT THE DEFENDANT IS:

Indian

Judicial Info

Judicial Official: Magistrate

Judicial Name: Dick Crowe Judicial eSignature:

Sign Date: 7/15/2021 Sign Time: 3:24 PM

Seal and Lock

NOTE: If you are not able to complete this process but want to save the information you have entered, do not select the 'Seal and Lock' box before saving. You can leave this box unchecked and still save the page.

NOTE AGAIN: Sealing and Locking creates a form which cannot be edited once saved.

1.6.3 How do I complete the Bail Information Sheet?

STEP 4: See the STEPS above for getting to the case and adding Defendant Details.

NOTE: You must complete the Defendant Details page prior to completing the Bail Info Sheet.

Select the **Bail Info** tab from the left menu bar. Complete the fields as applicable, making sure to capture the Defendant's declaration and eSignature (circled in green). Once done, click the complete box, then click **Save**.

Gender : Unknown
Address : 137 Seven Clan Lane
City, State : Cherokee, North Carolina
Phone :
Active CRs : 21CR9364, 21CR9363, 21CR9362, 21CR9243

of Arrest Orders Issued : 0
Bond Amount :
Recent Release Order Date :

Incidents F21-01-1006 **Incident Menu**

Criminal Complaint Cases Documents Warrant Summons Jurisdiction Determination Bail Info Arrest Hearing Complaint Reports/Print-Forms

Bail Info Sheet

Date: 7/15/2021 Time: 3:31 PM

Acknowledgment of Habeas Corpus Rights
If I am detained by the Eastern Band of Cherokee Indians, I have the privilege to seek the Writ of Habeas Corpus in a court of the United States to test the legality of my detention pursuant to 25 U.S.C. §1303. If I file a petition for a Writ of Habeas Corpus in a court of the United States, I can ask that court to stay any further detention of me by the EBCI. Pursuant to 25 U.S.C. § 1304(e)(2), a United States court shall grant a stay of my detention if that court finds there is a substantial likelihood that my habeas petition will be granted, and after giving each alleged victim in the matter an opportunity to be heard, the court finds by clear and convincing evidence that under conditions imposed by that court, I am not likely to flee or pose a danger to any person or to the community if released.

I declare under penalty of perjury that the information I have provided for this form is true and that I understand I may have a right to seek the Writ of Habeas Corpus in a court of the United States.

Defendant Signature	Signature Date
Defendant Tester	7/15/2021

Persons whom the defendant will live with during pendency of the case

+ Add New

First Name	Last Name	Address	Phone

Persons residing in the United States who will know how to contact defendant

Same As Above Persons

+ Add New

First Name	Last Name	Address	Phone

Mark as completed and lock it

Save

NOTE: If you are not able to complete this process but want to save the information you have entered, do not select the 'Mark as completed and lock it' box before saving. You can leave this box unchecked and still save the page.

NOTE AGAIN: Marking as completed creates a form which cannot be edited once saved.

1.6.4 How do I complete the Appearance Bond?

STEP 5: If you are NOT issuing a bond, skip to **STEP 7**.

After completing STEPS 1-4, select the **Appearance Bonds** tab from the left Defendant menu bar. Click the **Add Bond** button to create an appearance bond.

Defendant Details
Complaint History
Detain Orders
Appearance Bonds
Arrest Orders
Release Orders
Plea Agreements
Judgments
Probation Violation Hearings

Jermy gary Spencer | 1 years
Enrollment # :
Date of Birth : Feb-12-2020
Gender : Unknown
Address : 137 Seven Clan Lane
City, State : Cherokee, North Carolina
Phone :
Upcoming Court Date :
of Warrants Issued : 1
of Arrest Orders Issued : 0
Bond Amount :
Recent Release Order Date :
Active CRs : 21CR9364, 21CR9363, 21CR9362, 21CR9243

Add Bond

Type Of Bond	Amount	Date Signed	Judicial Name
--------------	--------	-------------	---------------

- Complete the fields as applicable, acknowledge and capture Defendant's eSignature (and Surety's signature if applicable) circled in **green**, and check the Seal and Lock box. Once done, click the click **Save**.

Address : 137 Seven Clan Lane
City, State : Cherokee, North Carolina
Phone :
Active CRs : 21CR9364, 21CR9363, 21CR9362, 21CR9243

Add Appearance Bond

File # : 21CR9364, 21CR9363, 21CR9362, 21CR9243

NOTE: The File# will auto-fill with ALL active CRs. Modify this as necessary for the CRs applicable to each Bond.

Date : 7/15/2021 Time : 3:41 PM

Bond Info

- This is a personal recognizance bond.
- This is an unsecured bond.
- This is a secured bond secured by the Defendant satisfying one or more of the following conditions:

Secured/Unsecured bond amount \$: 5000

a. Depositing cash in the full bond amount with the Clerk of Court.

b. The agreement of the Defendant and each surety to forfeit the following real or personal property:
[Redacted]

c. A bail bond with a solvent surety licensed to do business on Tribal Trust Lands.

Acceptance
I, the Defendant - and each surety - have read this appearance bond and have either read all the conditions of release set by the Court or had them explained to me. I agree to this Appearance Bond. I, the Defendant - and each surety - declare under penalty of perjury that this information is true.

Defendant eSignature : **Defendant Tester** Defendant Sign Date : 7/15/2021

Surety Owner One Name : Surety Owner One eSignature : [Redacted]

Surety Owner Two Name : Surety Owner Two eSignature : [Redacted]

Judicial Info

Judicial Official : Magistrate
Judicial Name : Dick Crowe
Sign Date : 7/15/2021 Sign Time : 3:41 PM

Seal and Lock

Cancel Save

- Once the Appearance Bond form is completed, you can create the Order Setting Conditions of Release by following the steps outlined in the next page(**STEP 6**).

NOTE: If you are not able to complete this process but want to save the information you have entered, do not select the 'Seal and Lock' box before saving. You can leave this box unchecked and still save the page.

NOTE AGAIN: Sealing and Locking creates a form which cannot be edited once saved.

1.6.5 How do I complete the Order Setting Conditions of Release?

STEP 6: If you are NOT issuing a bond, skip to **STEP 7**.

- After completing STEPS 1-5, click the **Release Conditions** button from the Appearance Bond table.

The screenshot shows a software interface for managing bonds. On the left, a sidebar lists various legal documents: Appearance Bonds (highlighted with a yellow box), Arrest Orders, Release Orders, Plea Agreements, Judgments, Probation Violation Hearings, Schedule Defendant, and Defendant Docket. The main area displays a table titled 'Appearance Bonds'. A green success message 'Appearance Bond has been added successfully' is shown above the table. The table has columns for Type Of Bond, Amount, Date Signed, Judicial Name, View Bond, Release Conditions (which is highlighted with a red arrow and a callout box), and Print Bond. The table shows one row with 'Secured', '5000', 'Jul-15-2021', 'Dick Crowe', 'View Bond', 'Release Conditions' (with a red arrow pointing to it), and 'Print Bond'.

- Complete the fields as applicable, acknowledge and capture Defendant's eSignature (and Third Party's eSignature if applicable) circled in **green**, add the **Next Hearing Date**, and check the Seal and Lock box. Once done, click the complete box, then click **Save**.

The screenshot shows the 'Order Setting Conditions of Release' form. It includes fields for Order Date (4/27/2021) and Order Time (2:35 PM). The 'Order Setting Conditions Of Release' section contains a list of conditions with checkboxes, all of which are checked:

- The Defendant must not violate federal, state, or tribal law while on release.
- The Defendant must advise the Court Or his pretrial release supervision officer in writing before making any Change of residence number.
- The Defendant must appear in court on all future court dates.
- The Defendant, if convicted, must surrender as directed to serve any sentence the Court may impose.
- The Defendant must sign an Appearance Bond.

The 'Additional Conditions Of Release' section contains a list of options with checkboxes:

- (a) Submit to supervision by and report for supervision to the Cherokee Marshal and Community Supervision Service upon being i
- (b) Continue or actively seek employment
- (c) Continue or start an education program
- (d) Surrender any passport to the Clerk of this Court.
- (e) not obtain a passport or Other international travel document.
- (f) abide by the following restrictions on personal association, residence, or travel:

A text input field labeled 'Restrictions:' is provided. At the bottom, a checkbox is checked next to the instruction '(g) avoid all contact, directly or indirectly, with any person who is or may be a victim or witness in the investigation or prosecution'.

The Defendant is placed in the third party custody, who agrees to (a) supervise the Defendant, (b) use every effort to assure the Defendant's appearance at all court proceedings, and (c) notify the Court immediately if the defendant violates a condition of release or is no longer in the custodian's custody.

Address	City	
State North Carolina	Zip Code	Phone Number
Person Or Organization Name	Third Party Signature	Third Party Sign Date
Advise Of Penalties For Violating Conditions Of Release: <input checked="" type="checkbox"/> I acknowledge and agree. Defendant Signature Defendant Tester		
Defendant Sign Date 4/27/2021		
Directions To The Cherokee Marshal: <input checked="" type="checkbox"/> The Defendant is ORDERED released after processing. <input type="checkbox"/> The Cherokee Marshal is ORDERED to keep the Defendant in custody until notified by a Judge, Magistrate, or Clerk that the Defendant has posted bond and/or complied with all other conditions for release.		
Next Hearing Info Next Hearing Date 4/30/2021 Next Hearing Time 9:00 AM		
Judicial Info Judicial Official Magistrate Judicial Name Dick Crowe Judicial eSignature Dick_Crowe Sign Date 4/27/2021 Sign Time 2:35 PM <input checked="" type="checkbox"/> Seal and Lock		
<input type="button" value="Cancel"/> <input type="button" value="Save"/>		

NOTE: If you are not able to complete this process but want to save the information you have entered, do not select the 'Seal and Lock' box before saving. You can leave this box unchecked and still save the page.

NOTE AGAIN: Sealing and Locking creates a form which cannot be edited once saved.

1.6.6 How do I complete the Order to Detain Defendant Temporarily?

STEP 7: Select the **Detain Orders** tab from the left Defendant menu bar. Click the **Add New** button.

Complaint History Detain Orders Appearance Bonds Arrest Orders Release Orders Plea Agreements Judgments Probation Violation Hearings	Gender : Unknown Address : 137 Seven Clan Lane City, State : Cherokee, North Carolina Phone : Active CRs : 21CR9364, 21CR9363, 21CR9362, 21CR9243	# of Arrest Orders Issued : 0 Bond Amount : 5000 Recent Release Order Date :					
<h3>Order To Detain Defendant Temporarily</h3>							
Add New							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Order Date</th> <th style="width: 20%;">Period Type</th> <th style="width: 20%;">Hearing Date & Time</th> <th style="width: 20%;">File Number</th> <th style="width: 20%;">Sealed</th> </tr> </thead> </table>			Order Date	Period Type	Hearing Date & Time	File Number	Sealed
Order Date	Period Type	Hearing Date & Time	File Number	Sealed			

Complete the fields as applicable, add the Next Hearing Date, and check the Seal and Lock box. Once done, click the complete box, then click **Save**.

Gender : Unknown
Address : 137 Seven Clan Lane
City, State : Cherokee, North Carolina
Phone :

Active CRs : 21CR9364, 21CR9363, 21CR9362, 21CR9243

NOTE: The File# will auto-fill with ALL active CRs. Modify this as necessary for the CRs applicable to each Bond.

Add Order To Detain Defendant Temporarily

File #

Order Date Order Time

Initial Appearance

Upon the Defendant's initial appearance before the Cherokee Court:

96 hours Period The Defendant exercised his/her right to remain silent and the judicial officer was precluded from making a jurisdictional determination. Accordingly, the Defendant is remanded to the Cherokee Marshal to be detained pending a hearing before a Judge of the Cherokee Court within 96 hours of the entry of this order.

24 hours Period The Defendant was too impaired to proceed and the judicial officer was precluded from conducting an initial appearance. Accordingly, the Defendant is remanded to the Cherokee Marshal to be detained pending a hearing before a Magistrate of the Cherokee Court within 24 hours of the entry of this Order.

72 hours Period The Defendant is charged with a domestic violence offense under Chapter 14, Article IX, of the Cherokee Code. Accordingly, the Defendant is remanded to the Cherokee Marshal to be detained pending a hearing before a Judge of the Cherokee Court within 72 hours of the entry of this Order.

Period Began Date Period Began Time

[Images continued on next page]

Detail Orders

Period Begins Date: 7/15/2021 Period Begins Time: 1:00 AM

At the time of the offense alleged herein. The Defendant:

was on release pending criminal proceedings in federal, state, or tribal court.
 was on release after conviction for a federal, state, or tribal offense, or was on probation or parole for any such offense.
 was previously banished and/or excluded from the EBCI lands or lands held in trust for the EBCI by the United States.
 was not a United States citizen.

As to the present charge, the Magistrate or Judge found there is probable cause to believe the Defendant:

committed a felony crime of violence offense
 committed an offense involving a minor under Sections 14-20.2, 14-20.3, 14-20.4, 14-20.8, 14-30.1, 14-30.4, 14-30.5, 14-30.6, 14-30.7, 14-30.9, 14-30.11, 14 - 34.10, 14 - 34.11, 14 - 90.3, or 14 - 95.23; or Articles IX and XIII of Chapter 14 of the Cherokee Code
 during or following arrest, is alleged to have made statements indicating that s/he will flee, obstruct or attempt to obstruct justice, or threaten, injure, or intimidate, or attempt to threaten, injure, or intimidate, a prospective witness, victim or juror.
 committed the offense through the active use, display, or brandishment of a firearm or any other dangerous weapon.

Order

IT IS, THEREFORE, ORDERED that the Defendant:

Be detained temporarily for the period indicated above
 Be detained temporarily until

Detain Date From: [] Detain Time From: []
 Detain Date Until: [] Detain Time Until: []

Next Hearing Info

Next Hearing Date: 7/16/2021 Next Hearing Time: 9:00 AM

Judicial Info

Judicial Official: Magistrate
 Judicial Name: Dick Crowe Judicial eSignature: Dick Crowe
 Sign Date: 7/15/2021 Sign Time: 5:40 PM

Seal and Lock

Cancel Save

NOTE: If you are not able to complete this process but want to save the information you have entered, do not select the 'Seal and Lock' box before saving. You can leave this box unchecked and still save the page.

NOTE AGAIN: Sealing and Locking creates a form which cannot be edited once saved.

1.7 How to Print Original and/or Draft Documents

General Workflow:

1. Depending on your role, you may choose to: (a) use the Search Bar from your dashboard or from any page at anytime to search for a specific criminal complaint, warrant, or a more general search for case; or (b) click the View Case button from your dashboard.
2. Enter the relevant information into the search fields, and then click Search. To broaden the search, enter less information. To narrow the search, enter more information.
3. Click the View button next to the complaint, warrant, or case you want to print from.
4. Once in the page, regardless of whether you selected to search through Complaint, Case, or Warrant, you will see a Reports tab appear on the Left Menu Bar. Click the Reports tab.
5. Decide which document you would like to print and click the button for 'Print Original' to print the original, or 'Print Draft' to print the document with a DRAFT watermark.

STEP 1: Depending on your role, you can either click the View Case button from your dashboard or search for a document by using the Search Bar at the top of your screen.

- **DASHBOARD (Clerks):**

File Number	CR Numbers	Defendant Name	Warrant Served On	
IN20-12-000001	21CR0002	new test	Jan-05-2021	View Case
IN20-12-000004	20CR0011	Benjamin M Miller	Jan-05-2021	View Case
	20CR0013	Kevin M Clemons	Feb-01-2021	View Case

- **DASHBOARD (Magistrates):** Under the 'Criminal Cases' widget, click the View button.

File Number	CPD #	Defendant Name	Warrant/Summons Issued	
IN20-12-000001	C20-12-000001	new test	Jan-05-2021	View
IN20-12-000002	OCA 5555555	CO-D Offense Tester	Jan-05-2021	View
IN20-12-000003	C20-12-000003	John Doe Doe	Jan-12-2021	View
IN20-12-000004	2347	Benjamin M Miller	Dec-15-2020	View
IN20-12-000005	CPD13121	Check New changes	Dec-15-2020	View
	cpd2137218	Kevin M Clemons	Jan-04-2021	View
F21-01-000001	cod2137218	Mark Davis	Jan-04-2021	View

Reports:

Choose different sections of the "CR Reports" and click "Print" to view and print the reports as shown below. Reports will be generated based on specified dates.

DVPO Reports

DVPO Service Status Report [Print](#)

CR Reports

Detained Defendants [Print](#)

Charges, Warrants, FTAs and DVPOs by Date Range [Print](#)

Service of Warrants, FTAs and DVPOs by Quarter [Print](#)

Service of Warrants, FTAs, and DVPOs by Date Range

From Apr-08-2021 To Oct-13-2021

Month	Charges Filed	Warrants Issued
Apr-2021	60	41
May-2021	39	28
Jun-2021	19	14
Jul-2021	119	36
Aug-2021	19	7
Sep-2021	179	40
Oct-2021	35	10

- **SEARCH BAR (CIPD, All Roles):** Using the Search Bar, click **Search** at the top of your screen from any page. Enter the information you wish to search for, and then click Search. When you see the complaint, warrant, or case you are looking for, click the **View** button.
- The search results will be displayed in a table below the search fields.
- To broaden the search, enter less information. To narrow the search, enter more information.

[Image on next page]

The screenshot shows the Gene Owl dashboard. On the left is a sidebar with options like 'Gene Owl', 'Change Password', 'Log out', 'New Criminal Complaint', 'New Motion for DVPO', 'DVPO Case Reports', and 'Criminal Complaint Reports'. The main area has tabs for 'Dashboard' (highlighted with a red circle), 'Search' (highlighted with a red circle), 'Search Criminal Complaints', 'Search Cases' (highlighted with a red circle), and 'Search Warrants'. Below these are search fields for 'Case Number', 'From Case Open Date', 'To Case Open Date', 'Defendant First Name' (highlighted with a red circle and containing 'Doe'), 'Defendant Last Name', and 'Case Type' (set to 'Criminal'). A 'Search' button is highlighted with a red circle. A tip at the bottom says: 'TIP: By Clicking on "Search Button" without any filter parameters, you can get the top 10 results'. Below is a table of search results:

Case #	Open Date	Defendant	Plaintiff	Status	Action
21CR9031	Jan-31-2021	john j doe	Eastern Band of Cherokee Indians	Accepted/Granted	View
21CR9032	Jan-31-2021	john j doe	Eastern Band of Cherokee Indians	Accepted/Granted	View
21CR9033	Jan-31-2021	john j doe	Eastern Band of Cherokee Indians	Accepted/Granted	View
21CR9030	Jan-31-2021	john j doe	Eastern Band of Cherokee Indians	Accepted/Granted	View
21CR9005	Jan-18-2021	John Doe	Eastern Band of Cherokee Indians	Accepted/Granted	View
21CR9006	Jan-18-2021	John Doe	Eastern Band of Cherokee Indians	Accepted/Granted	View
20CR0008	Dec-04-2020	John Doe Doe	Eastern Band of Cherokee Indians	Accepted/Granted	View

At the bottom are navigation icons and the text '1 - 7 of 7 items'.

STEP 2: Click the 'Print Forms/Reports' tab from the left menu bar.

After choosing a criminal case, you will go to the "Complaint History" and click "Complaint Reports/Print-Forms" to view the Reports as shown below. All the reports are on the basis of various incidents of the defendant. You can either view the Print Draft or Print Original.

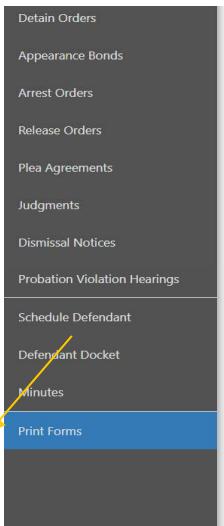
The screenshot shows the 'Print Forms/Reports' section. On the left is a sidebar with options like 'Attorneys', 'Documents', 'Detain Orders', 'Appearance Bonds', 'Arrest Orders', 'Release Orders', 'Plea Agreements', 'Judgments', 'Dismissal Notices', 'Probation Violation Hearings', 'Schedule Defendant', 'Defendant Docket', 'Minutes', and 'Print Forms'. The main area shows 'Active CRs : 21CR0002, 21CR9191, 21CR9419' and 'Recent Release Order Date : Apr-23-2021'. Below is a table of incidents:

Incidents	Date	Print Draft	Print Original
Dec-03-2020 (IN20-12-000001)	Apr-23-2021 (F21-04-1044)	Print Draft	Print Original
May-19-2021 (F21-05-1034)	Jul-11-2021 (F21-07-1018)	Print Draft	Print Original

Below the incidents is a 'Reports' section:

Report Type	Print Draft	Print Original
CR Packet	Print Draft	Print Original
Initial Appearance Packet	Print Draft	Print Original
21CR0002	Print Draft	Print Original
Warrant	Print Draft	Print Original
Summons	Print Draft	Print Original
Initial Jurisdiction Determination	Print Draft	Print Original
Arraignment Hearing	Print Draft	Print Original

To print, click the Print Forms feature from the sidebar menu as shown below, and you will see the following page with various Reports as shown below.



The screenshot shows a software application window titled "Reports". On the left, there is a vertical sidebar with a dark grey background containing a list of legal documents. The items listed are: Detain Orders, Appearance Bonds, Arrest Orders, Release Orders, Plea Agreements, Judgments, Dismissal Notices, Probation Violation Hearings, Schedule Defendant, Defendant Docket, Minutes, and Print Forms. The "Print Forms" option is highlighted with a blue background. A yellow arrow points from the text "Print Forms" in the question to the "Print Forms" option in the sidebar. The main content area displays three sections of orders:

- Orders To Detain Temporarily:**
 - 21CR0002
 - 21CR9191
- Appearance Bonds:**
 - 21CR0002
 - 21CR9191
 - 21CR9191
 - 21CR0002
- Orders Setting Release Conditions:**
 - 21CR0002
 - 21CR9191
 - 21CR9191
 - 21CR0002

Each item in the lists has two buttons: "Print Draft" and "Print Original". To the right of the lists, dates are listed: Feb-12-2021, Apr-23-2021, Mar-04-2021, Apr-23-2021, Apr-23-2021, Jun-11-2021, 12:00 AM, 12:00 AM, 12:00 AM, and 12:00 AM.

STEP 3: Decide which document you would like to print and click the button for 'Print Original' to print the original, or 'Print Draft' to print the document with a DRAFT watermark.

- Only digital forms that have been saved will be displayed.

1.8 How to Upload Documents to a Case

General Workflow:

1. Depending on your role, you may choose to: (a) use the Search Bar from your dashboard or from any page at anytime to search for a specific case; or (b) click the View Case button from your dashboard.
2. Click the View button next to the case you want to add a document.
3. Once in the Defendant menu, click the 'Complaint History' tab.
4. Once the Incident Menu bar is displayed, click applicable Incident, then select the 'Documents' button.
5. Click the Upload New Document button.
6. Add the Document Name and Type, then choose the document from your files.
7. Click Save to add the document or click Save & Add New to add another document.

STEP 1: Depending on your role, you can either click the View Case button from your dashboard or search for a case by using the Search Bar at the top of your screen.

- **DASHBOARD (Clerks):**

Criminal Cases 17			
File Number	CR Numbers	Defendant Name	Warrant Served On
IN20-12-000001	21CR0002	new test	Jan-05-2021
IN20-12-000004	20CR0011	Benjamin M Miller	Jan-05-2021
	20CR0013	Kevin M Clemons	Feb-01-2021

- **DASHBOARD (Magistrates):** Under the 'Criminal Cases' widget, click the View button.

Criminal Cases 53			
File Number	CPD #	Defendant Name	Warrant/Summons Issued
IN20-12-000001	C20-12-000001	new test	Jan-05-2021
IN20-12-000002	OCA 5555555	CO-D Offense Tester	Jan-05-2021
IN20-12-000003	C20-12-000003	John Doe Doe	Jan-12-2021
IN20-12-000004	2347	Benjamin M Miller	Dec-15-2020
IN20-12-000005	CPD13121	Check New changes	Dec-15-2020
	cpd2137218	Kevin M Clemons	Jan-04-2021
F21-01-000001	cod2137218	Mark Davis	Jan-04-2021

- **SEARCH BAR (All Roles):** Using the Search Bar, click **Search** at the top of your screen from any page. Enter the information you wish to search for, then click Search. When you see the case you are looking for, click the **View** button.
- The search results will be displayed in a table below the search fields.
- To broaden the search, enter less information. To narrow the search, enter more information.

[Continued on next page]

STEP 2: Now that you're in the Defendant menu, click the Complaint History tab. Then, from the Incident Menu, click the Documents button under the relevant Incident.

Defendant Details

Complaint History

Incident A

Documents for Incident A

Upload New Document

STEP 3: In the Documents page, click the **Upload New Document** button. Add the Document Name and Type, then choose the document you wish to upload from your files. Then, click Save to add the document or click Save & Add New to add another document.

Case Number	Violation Date	Section	Offense
21CR9086	Feb-08-2021	14-40.62	Simple assault; assault and battery; simple affray
21CR9087	Feb-08-2021	14-15.5	Intoxicated and disruptive in public

Gender: Male

Upload Document

Document Date: 3/1/2021 Document Name: Hospital Record

Document Type: Electronic Document Choose File: Yellowshirt Ro.jpeg

Comments: |

Cancel Save Save & Add New

STEP 4: Once saved, all uploaded documents for the case will appear in the Documents table.

1.9 How to Create an Arraignment Hearing Form After the Initial Appearance

Only Clerks and Judges can create and complete the Arraignment Hearing form. To complete the Arraignment Hearing form, the court (clerk and/or judge) must follow the steps below.

General Workflow:

1. Under the '**Pending Arraignments**' widget, click the **Arraignment Hearing** button for the defendant being arraigned. From the widget, you will be routed directly to the Arraignment Hearing page.
2. From the search tool, search for the case by name or CR number, then click the **View Case** button. On click, you will be routed to the Cases screen associated with that case incident.
3. Check the boxes in the digital form as applicable; capture the attorney information; modify the defendant's bond status as necessary.
4. Set the next hearing date and time; select Judge as Judicial Official; add your name and signature, date and time.
5. To complete the form:
 - a) As a Judge, select the 'Seal and Lock' box, then click Save.
 - b) As a Clerk, select the 'Ready for Judicial Officer Review' box, then click Save.

STEP 1: Depending on your role, you can either click the **View Case** button from your dashboard or search for a case by using the Search Bar at the top of your screen.

From Dashboard: You will be routed directly to the 'Arraignment Hearing' page.

The screenshot shows a table titled 'Pending Arraignments' with 6 items. The columns are 'Defendant Name', 'CR Numbers', 'Next Hearing Date', and 'Next Hearing Time'. The 'Arraignment Hearing' button in the last row is circled in yellow. A 'QUICK TIP' box says 'Start typing the D's name or CR# here' with an arrow pointing to the search bar. Arrows also point to the 'Click Header to Sort' text above the table and the 'Search...' input field.

Defendant Name	CR Numbers	Next Hearing Date	Next Hearing Time	
Arylyce M Giller	21CR0009	May-07-2021	10:00 AM	Arraignment Hearing
Nima s Sabbag	21CR0012, 21CR0013, 21CR0014			Arraignment Hearing
Melisa Sue Robert	21CR9055	Mar-10-2021	08:30 AM	Arraignment Hearing

From Search Tool: You will be routed to the Complaint History page which contains the Incident Menu. From here, click the 'Arraignment Hearing' button.

Dashboard **Search**

Search Criminal Complaints **Search Cases** Search Warrants

Case Number	From Case Open Date	To Case Open Date
Defendant First Name	Defendant Last Name	Case Type
<input type="text"/> giller <input type="button" value="Criminal"/>		
<input type="button" value="Search"/>		

					<input type="text" value="Search..."/>	<input type="button" value="Search"/>
Plaintiff	Defendant	Case #	Open Date	Status		
Eastern Band of Cherokee Indians	Arylyce M Giller	21CR9370	Jul-15-2021	Accepted/Granted	<input type="button" value="View"/>	<input type="button" value="View"/>
Eastern Band of Cherokee Indians	Arylyce M Giller	21CR9369	Jul-15-2021	Accepted/Granted	<input type="button" value="View"/>	<input type="button" value="View"/>

Complaint History

Date of Birth : May-05-1980
 Gender : Male
 Address : 4553 Main Street
 City, State : cherokee, North Carolina
 Phone : (123) 132-1231

Active CRs : 21CR0009, 21CR9314, 21CR9313, 21CR9312, 21CR9310, 21CR9371, 21CR9369, 21CR9370

Incidents

F21-01-000002 F21-07-1003 **F21-07-1026**

[Criminal Complaint](#) **Cases** [Documents](#) [Warrant](#) [Summons](#) [Jurisdiction Determination](#) [Bail Info](#) [Arraignment Hearing](#)

[Complaint Reports/Print-Forms](#)

Criminal Offenses

Violation Date	Section	Offense	Status	DV Related	Child Involved	
Jul-15-2021	14-10.10	Cutting timber, removal of rock, trapping animals	Accepted - 21CR9370	<input type="button" value="No"/>	<input type="button" value="No"/>	<input type="button" value="View"/>

Click here to access the Arraignment Hearing screen for this incident.

STEP 2: Now you're in the Arraignment Hearing page. The Date and Time fields are auto-populated with the date and time you opened the page – change this if needed. Proceed to check the applicable boxes for the defendant and set the next hearing date by entering into the relevant fields.

Complaint History

Detain Orders

Appearance Bonds

Arrest Orders

Release Orders

Plea Agreements

Judgments

Probation Violation Hearings

Schedule Defendant

Defendant Docket

Minutes

Print Forms

Phone : (123) 132-1231

Active CRs : 21CR0009, 21CR9314, 21CR9313, 21CR9312, 21CR9310, 21CR9371, 21CR9369, 21CR9370

Incidents

F21-01-000002 F21-07-1003 **F21-07-1026**

Criminal Complaint Cases Documents Warrant Summons Jurisdiction Determination Ball Info **Arraignment Hearing** Complaint Reports/Print-Forms

Arraignment Hearing

Date: 7/16/2021 Time: 1:39 PM

Defendant Waived Arraignment

The defendant was informed that he/she has the right to remain silent, cannot be compelled to testify and cannot be prohibited from testifying; has the right to a speedy and public trial by jury; has the right to confront adverse witnesses, can call favorable witnesses, and can use subpoena power of the Court to compel witnesses to attend court proceedings.

The defendant was informed that s/he has the right to an attorney, and if found indigent, will be appointed an attorney. The following legal counsel shall represent the Defendant in this matter:

Amy (Defense) Smith

Select an attorney from the drop down list. Follow instructions in the User Guide for how to add attorneys into the system.

Defendant Waived Counsel

The defendant has been informed that if found guilty, s/he the right to appeal the judgment to the Cherokee Supreme Court

The defendant has received a copy of charges brought against him/her.

The undersigned presiding Judge has read the charges to the Defendant, or has explained the substance of the charges to the Defendant in a manner understood by the Defendant, or has inquired of the Defendant if s/he has read the charges, and if so, that s/he understands the nature of charges

The Defendant has entered a plea of 'Not Guilty' on this date, reserving the right to change that plea at a later time without prejudice.

The Defendant's bail status has been reviewed and shall remain the same or is modified as follows:

The undersigned presiding Judge has examined the criminal process and has determined that the charge is sufficient to charge an offense under the jurisdiction of the Cherokee Court

If bail is to be modified, complete this section and create a new appearance bond.

STEP 3: Once you've completed the form, proceed according to your role:

- CLERKS:** After filling out the form, select the 'Ready for Judicial Officer Review' box, then click Save. This will send the form to the Judge's dashboard for their review and signature.

Next Hearing Info

Next Hearing Date: 4/30/2021

Next Hearing Time: 9:00 AM

Judicial Info

Judicial Official: Judge

Judicial Name: Barbara Parker

Judicial eSignature: Barbara Parker

Sign Date: 4/23/2021

Sign Time: 3:08 PM

Ready for Judicial Officer Review

Save

- JUDGES:** After filling out the form, select the 'Seal and Lock' box, then click Save. This will complete the arraignment process and send the locked form to the Clerk's dashboard to be filed.

The Defendant's court date scheduled below:

Next Hearing Info

Next Hearing Date: 7/22/2021 Next Hearing Time: 9:30 AM

Judicial Info

Judicial Official: Judge

Judicial Name: Judge J Judicial eSignature: Judge J

Sign Date: 7/16/2021 Sign Time: 1:39 PM

Seal and Lock

Enter next hearing date/time here.

Judges seal, lock, and save.

Save

1.10 How to Create an Order for Arrest

Only Clerks, Judges, and Magistrates can create and complete an Order for Arrest form. To complete the Arraignment Hearing form, the court (clerk and/or judge) or magistrate must complete the steps below.

General Workflow:

1. Under the Criminal Cases widget, click the **View** button for the defendant.
 - a) From the search tool, search for the case by name or CR number, then click the **View Case** button.
 - b) For Judges, from the 'Arrest Orders Awaiting Signature Widget', click the **Review** button to review the draft order completed by your clerk.
2. From the Defendant menu bar, select the tab labeled '**Arrest Orders**'. Click the **Add New** button from the Arrest Order Screen.
3. Make the necessary entries and check the boxes in the digital form as applicable, including any conditions of release.
4. To complete the form:
 - a) As a Judge or Magistrate, complete the Judicial Info section, select the 'Seal and Notify CIPD' box, then click Save.
 - b) As a Clerk, select the 'Ready for Judicial Officer Review' box, then click Save.

STEP 1: Depending on your role, you can either click the **View Case** button from your dashboard or search for a case by using the Search Bar at the top of your screen.

From Clerk's Dashboard:

Defendant Name	CR Numbers	ComplaintDate	
new test	21CR0002	Dec-03-2020	View Case
CO-D Offense Tester	21CR0003, 21CR0004, 21CR0005, 21CR0006, 21CR0007	Sep-03-2020	View Case
John Doe Doe	20CR0008	Dec-04-2020	View Case
Benjamin 'Benny' M Miller III	20CR0011	Dec-15-2020	View Case
Check New changes	20CR0012	Dec-15-2020	View Case
Kevin M Clemons	20CR0013	Dec-29-2020	View Case
Mark Davis	21CR0001	Jan-04-2021	View Case
Arlyne M Giller	21CR0009	Jan-04-2021	View Case
Kevin K	21CR0008	Jan-05-2021	View Case

NOTE: You can search for cases in the widget by entering the CR number or Defendant name. This is a 'contain' search feature so start typing the first or last name and the results will display accordingly.

Defendant Name	CR Numbers	Complaint Date	
John Doe Doe	20CR0008	Dec-04-2020	View Case
John Doe	21CR9005, 21CR9006	Jan-05-2021	View Case

From Search Tool:

The screenshot shows the 'Search' tab selected in the top navigation bar. Below it, the 'Search Cases' button is highlighted with a red circle. The search results table has three rows, each with a 'View' button circled in red.

Case #	Open Date	Defendant	Plaintiff	Status	
21CR9182	Apr-22-2021	John Doe	Eastern Band of Cherokee Indians	Accepted/Granted	View
21CR9134	Mar-18-2021	john j doe	Eastern Band of Cherokee Indians	Accepted/Granted	View
21CR9139	Mar-18-2021	john j doe	Eastern Band of Cherokee Indians	Accepted/Granted	View

From Judge's Dashboard:

STEP 2: From the Dashboard widget, you will be routed to the Arrest Orders page. To create a new Order for Arrest, click the **Add New** button.

The screenshot shows the Arrest Orders page. On the left, there is a sidebar with various options: Appearance Bonds, Arrest Orders (highlighted with a yellow box), Release Orders, Plea Agreements, Judgments, Probation Violation Hearings, Schedule Defendant, Defendant Docket, and Minutes. The main area has a header with phone information and active CR numbers. A red box highlights the 'Click here to add a new OFA' button, and a blue box highlights the 'Click here to view previously issued OFAs' link. A red arrow points to the 'Add New' button in the top-left corner of the main table area.

Date/Time Issued	Service Number	File Number	Sealed			
07/07/2021 12:33 PM	OA21-9292	21CR0009	<input checked="" type="checkbox"/>	View	Print Draft	Print
07/02/2021 06:39 PM	OA21-9290	21CR0009, 21CR9314, 21CR9313	<input checked="" type="checkbox"/>	View	Print Draft	Print
02/26/2021 05:50 PM	OA21-9212	21CR0009	<input checked="" type="checkbox"/>	View	Print Draft	Print
02/18/2021 01:25 PM	FA21-9104	21CR0009	<input checked="" type="checkbox"/>	View	Print Draft	Print

STEP 3: Now you're in the **New Arrest Orders** page. The Date and Time fields are auto-populated with the date and time you opened the page – change this if needed. Proceed to check the applicable boxes for the defendant's situation, including forfeiture of bond and entering conditions of release, as needed.

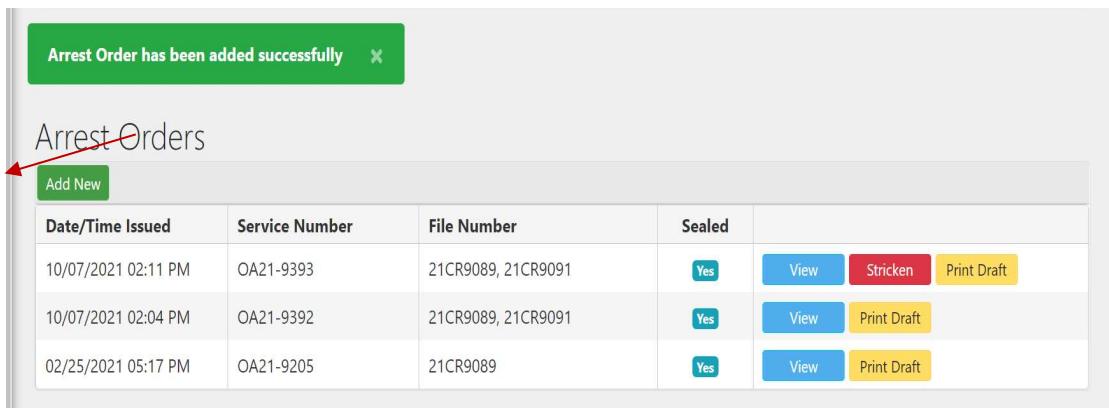
In this page, the judge will also insert information, such as, Date Defendant Failed to Appear/PV, Conditions of Release, etc. In the Conditions of Release feature, the "Post New Bond" should be filled out with Bond Amount, Pay a Fine of, Bond type, etc. and then mark "Seal and Notify CIPD". Please refer to the picture "New Arrest Order" indicated below.

Note: Without marking "Post New Bond", the arrest order will not be shown in the Print form of the "Order of Arrest". Also, once the order is sealed, the "Arrest Orders" table will show the new arrest order with a "Stricken" button as shown below in the picture "Arrest Orders".

New Arrest Order

The screenshot shows the New Arrest Order form. On the left, there is a sidebar with various options: Log out, Defendant Details, Defendant Timeline, Complaint History, Attorneys, Documents, Detain Orders, Appearance Bonds (highlighted with a yellow box), Arrest Orders (highlighted with a blue box), Release Orders, Plea Agreements, Judgments, Dismissal Notices, Probation Violation Hearings, Schedule Defendant, Defendant Docket, and Minutes. The main area has a header with user information and active CR numbers. The form itself has sections for File #, Date Issued, Time Issued, Date Defendant Failed to Appear / PV, and Conditions of Release. Under Conditions of Release, the 'Post New Bond' checkbox is checked, and the Bond Amount is set to 150. The Pay a Fine of field contains 90, and the Bond Type is Secured. The CASH ONLY checkbox is checked.

Arrest Orders



Arrest Order has been added successfully X

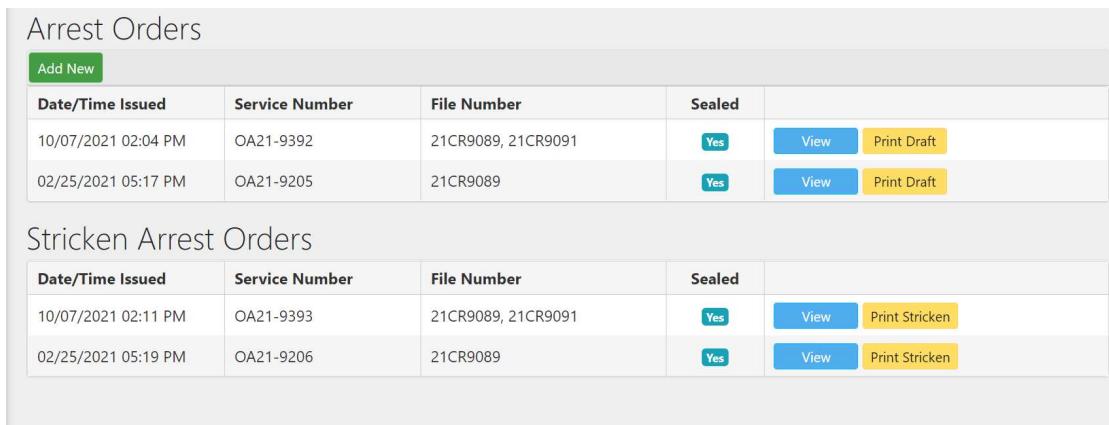
Arrest Orders				
Add New				
Date/Time Issued	Service Number	File Number	Sealed	
10/07/2021 02:11 PM	OA21-9393	21CR9089, 21CR9091	Yes	View Stricken Print Draft
10/07/2021 02:04 PM	OA21-9392	21CR9089, 21CR9091	Yes	View Print Draft
02/25/2021 05:17 PM	OA21-9205	21CR9089	Yes	View Print Draft

Next Step: Stricken

Once the stricken option is clicked, the "Arrest Orders" and "Stricken Arrest Orders" tables will show up to in the next page as shown below. You can either View or Print Draft the orders. The **Print Stricken** will open the print form and show the "**Stricken**" watermark on the form.

Please refer to "Arrest Orders" and "Stricken Arrest Orders" tables and Stricken watermark on the Print Form below.

"Arrest Orders" and "Stricken Arrest Orders Tables



Arrest Orders				
Add New				
Date/Time Issued	Service Number	File Number	Sealed	
10/07/2021 02:04 PM	OA21-9392	21CR9089, 21CR9091	Yes	View Print Draft
02/25/2021 05:17 PM	OA21-9205	21CR9089	Yes	View Print Draft

Stricken Arrest Orders				
Add New				
Date/Time Issued	Service Number	File Number	Sealed	
10/07/2021 02:11 PM	OA21-9393	21CR9089, 21CR9091	Yes	View Print Stricken
02/25/2021 05:19 PM	OA21-9206	21CR9089	Yes	View Print Stricken

Stricken watermark on the Print Form

				EBCI	vs.	Lilly Hashim						
Offenses: FTA				To any officer with authority and Jurisdiction to serve an Order for Arrest								
Defendant Address NC -				The Court finds that:								
Sex Male	Date of Birth Feb-02-1980	Age 41	Roll / SSN # 65348	<input type="checkbox"/> 1. FTA - RELEASE ORDER the Defendant has been arrested and released from custody and has failed on the date shown to appear as required by the release order. <input type="checkbox"/> 2. FTA - CRIMINAL SUMMONS <i>(do not use for Infraction.)</i> the Defendant has failed on the date shown to appear as required by a duly executed criminal summons. <input checked="" type="checkbox"/> 3. FTA - SHOW CAUSE AFTER FTC the Defendant has failed on the date shown to appear as required in a Show Cause Order entered in this criminal proceeding. <input type="checkbox"/> 4. FTA - SHOW CAUSE ORDER IN ORIGINAL CRIMINAL JUDGMENT the Defendant has failed on the date shown to pay a fine or costs or both as required by a judgment entered in this case. <input type="checkbox"/> 5. PROBATION VIOLATION the Defendant has violated the conditions of probation, a copy of which is attached. <input type="checkbox"/> 6. PRETRIAL RELEASE VIOLATION: The Defendant has violated the conditions of Pretrial Release <input type="checkbox"/> 7. Other:								
Driver's License No. State				Telephone No.								
Name of Defendant's employer												
Address of Defendant's employer												
Date Defendant Failed to Appear Oct-05-2021				You are DIRECTED to take the Defendant into custody and bring him before a judicial official for the purpose of								
Amount of Prior Bond 150	Type of Bond Secured Bond	<input type="checkbox"/> Executing the conditions of release herein and for Commitment if defendant is unable to comply. <input type="checkbox"/> Determining the conditions of release and for Commitment if defendant is unable to comply. <input type="checkbox"/> Commitment since release of the defendant is not authorized. (<input type="checkbox"/> Second or subsequent FTA)										
Conditions of Release The Defendant is to be committed into custody unless each of the following conditions is met: <table border="1"> <tr> <td><input type="checkbox"/> Post a New Bond</td> <td>\$</td> </tr> <tr> <td><input type="checkbox"/> Pay a Fine of</td> <td>\$</td> </tr> <tr> <td><input type="checkbox"/> Other:</td> <td></td> </tr> </table> Bond Type <input type="checkbox"/> Cash Only				<input type="checkbox"/> Post a New Bond	\$	<input type="checkbox"/> Pay a Fine of	\$	<input type="checkbox"/> Other:		Signature 	Date Issued Oct-07-2021	Return of Service I certify that this Order was received and served as follows:
<input type="checkbox"/> Post a New Bond	\$											
<input type="checkbox"/> Pay a Fine of	\$											
<input type="checkbox"/> Other:												
<small>If this Order is not served within ninety (90) days, it must be returned to the Clerk of Court of the Eastern Band of Cherokee Indians with the reason for failure of service noted thereon. The officer must state all steps taken by the Department in attempting to execute the Order and any information obtained about the whereabouts of the Defendant.</small>				Date Sent to PD	Date Served							
				By arresting the Defendant and bringing the Defendant before:								
				Name of Judicial Official: The Order WAS NOT Served for the following reason:								
				Signature of officer making return Department or Agency of Officer								

Page 1 of 1

Appearance Bonds

After the arrest orders are being stricken, the “**Appearance Bonds**” from left bar menu will show the list of arrest orders, their bond types, and Stricken or not. Please refer to the **Appearance Bonds**.

Appearance Bonds

Détain Orders		Appearance Bonds				
Appearance Bonds		Type Of Bond	Amount	Date Signed	Judicial Name	
Arrest Orders	Release Orders	Unsecured	5000	Feb-26-2021	Dick Crowe	View Bond Release Conditions Print Bond Print Release Conditions Draft
Arrest Order Bonds						
Type Of Bond	Amount	Date Signed	Judicial Name	Stricken		
Secured	150	Oct-07-2021	Farahnaz Zaman	View		Print
Secured	2000	Oct-07-2021	Farahnaz Zaman			Print
Unsecured	5000	Oct-07-2021	Farahnaz Zaman			Print
Release Order Bonds						
Type Of Bond	Amount	Date Signed	Judicial Name			
Unsecured	100	Sep-24-2021	Judge J			

Document

This feature is used to search for documents that are attached or going to be attached to the specific case. This will allow you to choose single document at a time. Also, this feature allows you to choose to upload multiple documents by choosing "Save & Add New" option. Please refer to the screenshots of "Documents" below.

Note: Please ensure to provide the name of the document and its type.

Documents

Complaint History
Attorneys
Documents
Detain Orders
Appearance Bonds
Arrest Orders
Release Orders

Address :
City, State : , North Carolina
Phone :
of Outstanding WR/AO : 5
Last Served Date : Oct-06-2021
Bond Amount : 150
Recent Release Order Date :

Active CRs : 21CR9089, 21CR9091

Documents

Upload New Document

Date Uploaded	Document Name	Document Type	Comments
---------------	---------------	---------------	----------

Complaint History
Attorneys
Documents
Detain Orders
Appearance Bonds
Arrest Orders
Release Orders
Plea Agreements
Judgments
Dismissal Notices
Probation Violation Hearings
Schedule Defendant
Defendant Docket

Recent Release Order Date :

Active CRs : 21CR9089, 21CR9091

Upload Document

Document Date: 10/7/2021 Document Name:

Document Type: Document: Choose File No file chosen

Comments:

Cancel Save Save & Add New

****NOTE:** Only enter an existing arrest order number if you are entering in a **historical record** created **OUTSIDE of TribaLex**. New Orders for Arrest created in TribaLex are already assigned a number.

STEP 4: Once you've completed the form, proceed according to your role:

- **CLERKS:** After filling out the form, select the 'Ready for Judicial Officer Review' box, then click Save. This will send the form to the Judge's dashboard for their review and signature.

Next Hearing Info

Next Hearing Date 4/30/2021	Next Hearing Time 9:00 AM
Judicial Info	
Judicial Official <input type="button" value="Judge"/>	Judicial eSignature Barbara Parker
Sign Date 4/23/2021	Sign Time 3:08 PM
<input checked="" type="checkbox"/> Ready for Judicial Officer Review	
<input type="button" value="Save"/>	

- JUDGES/MAGISTRATES:** After filling out or reviewing the form, select the 'Seal and Notify CIPD' box, then click Save. This will complete the process by sending the locked form to the Clerk's dashboard to be filed and to the CIPD roles for service and arrest.

Judicial Info	
Judicial Official <input type="button" value="Judge J"/>	Judicial eSignature Judge J
Sign Date 4/23/2021	Sign Time 3:57 PM
<input type="checkbox"/> Ready for Judicial Officer Review	
<input type="checkbox"/> Seal and Notify CIPD	
<input type="button" value="Save"/>	

STEP 5: After the Order for Arrest is created, it will appear in the Arrest Orders table.

Arrest Orders																															
Active CRs : 21CR0009, 21CR9314, 21CR9313, 21CR9312, 21CR9310, 21CR9371, 21CR9369, 21CR9370																															
Arrest Order has been added successfully																															
Arrest Orders																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date/Time Issued</th> <th>Service Number</th> <th>File Number</th> <th>Sealed</th> <th></th> </tr> </thead> <tbody> <tr> <td>07/16/2021 08:04 PM</td> <td>OA21-9304</td> <td>21CR0009, 21CR9314, 21CR9313, 21CR9312, 21CR9310, 21CR9371, 21CR9369, 21CR9370</td> <td>No</td> <td style="text-align: center;"> <input type="button" value="Edit"/> <input type="button" value="Print Draft"/> </td> </tr> <tr> <td>07/07/2021 12:33 PM</td> <td>OA21-9292</td> <td>21CR0009</td> <td>Yes</td> <td style="text-align: center;"> <input type="button" value="View"/> <input type="button" value="Print Draft"/> <input type="button" value="Print"/> </td> </tr> <tr> <td>07/02/2021 06:39 PM</td> <td>OA21-9290</td> <td>21CR0009, 21CR9314, 21CR9313</td> <td>Yes</td> <td style="text-align: center;"> <input type="button" value="View"/> <input type="button" value="Print Draft"/> <input type="button" value="Print"/> </td> </tr> <tr> <td>02/26/2021 05:50 PM</td> <td>OA21-9212</td> <td>21CR0009</td> <td>Yes</td> <td style="text-align: center;"> <input type="button" value="View"/> <input type="button" value="Print Draft"/> <input type="button" value="Print"/> </td> </tr> <tr> <td>02/18/2021 01:25 PM</td> <td>FA21-9104</td> <td>21CR0009</td> <td>Yes</td> <td style="text-align: center;"> <input type="button" value="View"/> <input type="button" value="Print Draft"/> <input type="button" value="Print"/> </td> </tr> </tbody> </table>		Date/Time Issued	Service Number	File Number	Sealed		07/16/2021 08:04 PM	OA21-9304	21CR0009, 21CR9314, 21CR9313, 21CR9312, 21CR9310, 21CR9371, 21CR9369, 21CR9370	No	<input type="button" value="Edit"/> <input type="button" value="Print Draft"/>	07/07/2021 12:33 PM	OA21-9292	21CR0009	Yes	<input type="button" value="View"/> <input type="button" value="Print Draft"/> <input type="button" value="Print"/>	07/02/2021 06:39 PM	OA21-9290	21CR0009, 21CR9314, 21CR9313	Yes	<input type="button" value="View"/> <input type="button" value="Print Draft"/> <input type="button" value="Print"/>	02/26/2021 05:50 PM	OA21-9212	21CR0009	Yes	<input type="button" value="View"/> <input type="button" value="Print Draft"/> <input type="button" value="Print"/>	02/18/2021 01:25 PM	FA21-9104	21CR0009	Yes	<input type="button" value="View"/> <input type="button" value="Print Draft"/> <input type="button" value="Print"/>
Date/Time Issued	Service Number	File Number	Sealed																												
07/16/2021 08:04 PM	OA21-9304	21CR0009, 21CR9314, 21CR9313, 21CR9312, 21CR9310, 21CR9371, 21CR9369, 21CR9370	No	<input type="button" value="Edit"/> <input type="button" value="Print Draft"/>																											
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07/02/2021 06:39 PM	OA21-9290	21CR0009, 21CR9314, 21CR9313	Yes	<input type="button" value="View"/> <input type="button" value="Print Draft"/> <input type="button" value="Print"/>																											
02/26/2021 05:50 PM	OA21-9212	21CR0009	Yes	<input type="button" value="View"/> <input type="button" value="Print Draft"/> <input type="button" value="Print"/>																											
02/18/2021 01:25 PM	FA21-9104	21CR0009	Yes	<input type="button" value="View"/> <input type="button" value="Print Draft"/> <input type="button" value="Print"/>																											

1.11 How to Create a Release Order

Only Clerks, Judges, and Magistrates can create and complete a Release Order form. To complete the Release Order form, the court (clerk and/or judge) or magistrate must complete the steps below.

General Workflow:

1. Under the Criminal Cases widget, click the **View** button for the defendant.
 - a) From the search tool, search for the case by name or CR number, then click the **View Case** button.
 - b) For Judges, from the '**Release Orders Awaiting Signature Widget**', click the **Review** button to review the draft order completed by your clerk.
2. From the left case menu bar, select the tab labeled '**Release Orders**'. Click the **Add New** button from the Release Order Screen.
3. Make the necessary entries and check the boxes in the digital form as applicable, including whether to notify marshals and/or detention, any conditions of release, and the next hearing information.
4. To complete the form:
 - a) As a Judge or Magistrate, complete the Judicial Info section, select the 'Seal and Lock' box, then click Save.
 - b) As a Clerk, select the 'Ready for Judicial Officer Review' box, then click Save.
5. The completed Release Order will be routed to either Detention, Marshals, or both depending on your selection and the Release Order grid for the defendant will be updated accordingly.

STEP 1: Depending on your role, you can either click the **View Case** button from your dashboard or search for a case by using the Search Bar at the top of your screen.

From Clerk's Dashboard:

Defendant Name	CR Numbers	ComplaintDate	
new test	21CR0002	Dec-03-2020	View Case
CO-D Offense Tester	21CR0003, 21CR0004, 21CR0005, 21CR0006, 21CR0007	Sep-03-2020	View Case
John Doe Doe	20CR0008	Dec-04-2020	View Case
Benjamin 'Benny' M Miller III	20CR0011	Dec-15-2020	View Case
Check New changes	20CR0012	Dec-15-2020	View Case
Kevin M Clemons	20CR0013	Dec-29-2020	View Case
Mark Davis	21CR0001	Jan-04-2021	View Case
Arlycle M Giller	21CR0009	Jan-04-2021	View Case
Kevin K	21CR0008	Jan-05-2021	View Case

NOTE: You can search for cases in the widget by entering the CR number or Defendant name. This is a 'contain' search feature so start typing the first or last name and the results will display accordingly.

Criminal Cases | 127

<input type="text" value="john"/>			
Defendant Name	CR Numbers	Complaint Date	
John Doe Doe	20CR0008	Dec-04-2020	View Case
John Doe	21CR9005, 21CR9006	Jan-05-2021	View Case

From Search Tool: You will be routed to the Defendant Menu, Complaint History Page. Select the Release Orders tab to see the Release Orders page.

Heather Graham

- Dashboard
- Search
- Search Criminal Complaints
- Search Cases
- Search Warrants

Case Number From Case Open Date To Case Open Date

Defendant First Name Defendant Last Name Case Type

Doe Criminal

Search

TIP: By Clicking on "Search Button" without any filter parameters, you can get the top 10 results

Case #	Open Date	Defendant	Plaintiff	Status	
21CR9182	Apr-22-2021	John Doe	Eastern Band of Cherokee Indians	Accepted/Granted	View
21CR9134	Mar-18-2021	john j doe	Eastern Band of Cherokee Indians	Accepted/Granted	View
21CR9139	Mar-18-2021	john j doe	Eastern Band of Cherokee Indians	Accepted/Granted	View

Appearance Bonds

Arrest Orders

Release Orders

Plea Agreements

Judgments

Probation Violation Hearings

Schedule Defendant

Print Draft

Phone : (123) 132-1231

Active CRs : 21CR0009, 21CR9314, 21CR9313, 21CR9312, 21CR9310, 21CR9371, 21CR9369, 21CR9370

Release Orders

Date/Time Issued	Release Authorized	File Number	Sealed	
07/07/2021 01:39 PM	Yes	21CR0009	Yes	View Print Draft Print
07/02/2021 06:38 PM	Yes	21CR0009, 21CR9314, 21CR9313	Yes	View Print Draft Print

From Judge's Dashboard: You will be routed directly to the Release Orders screen.

Service Number	Defendant Name	Date Issued	
OA21-9238	Kevin K	Apr-09-2021	Review
OA21-9235	John Doe	Apr-08-2021	Review
OA21-9234	Mike Forbes	Apr-08-2021	Review

1 - 3 of 3 items

Date/Time issued	Defendant Name	Authorized	
03/05/2021 03:18 PM	Mark Davis	No	Review
04/08/2021 06:08 PM	Sara Julia Adam	Yes	Review

1 - 2 of 2 items

STEP 2: Now you're in the Release Orders page. To create a new Release Order, click the **Add New** button.

Appearance Bonds

Arrest Orders

Release Orders

Plea Agreements

Judgments

Probation Violation Hearings

Schedule Defendant

Phone : (123) 132-1231

Active CRs : 21CR0009, 21CR9314, 21CR9313, 21CR9312, 21CR9310, 21CR9371, 21CR9369, 21CR9370

Release Orders

Add New

Click here to add a new Release Order

Click here to view previously issued Release Orders

Date/Time Issued	Release Authorized	File Number	Sealed	
07/07/2021 01:39 PM	Yes	21CR0009	Yes	View Print Draft Print
07/02/2021 06:38 PM	Yes	21CR0009, 21CR9314, 21CR9313	Yes	View Print Draft Print

STEP 3: The Date and Time fields are auto-populated with the date and time you opened the page – change this if needed. Proceed to check the boxes to notify either Marshals, Detention, or both of the new Release Order.

In this step, the Magistrate can also add new or edit release orders by choosing different options to release upon the execution of "No Bond", "Continuous Alcohol Monitoring", etc.

Farah Magistrate

Log out

Defendant Details

Defendant Timeline

Complaint History

Attorneys

Documents

Detail Orders

Appearance Bonds

Arrest Orders

Release Orders

Plea Agreements

Judgments

Dismissal Notices

Probation Violation Hearings

Schedule Defendant

Defendant Docket

Minutes

Print Forms

Luis Agurria

Enrollment # :

Date of Birth :

Gender : Male

Address :

City, State : , North Carolina

Phone :

Upcoming Court Date :

of Warrants Issued :

of Arrest Orders Issued : 1

of Outstanding WR/AO : 1

Last Served Date : Oct-06-2021

Bond Amount : 2000

Recent Release Order Date :

Active CRs : 19CR1056, 19CR367

New Release Order

File # : 19CR1056, 19CR367

Date Issued : 10/7/2021 Time Issued : 4:19 PM

Notify Marshals Notify Detention

Your release is authorized upon execution of your:

Bond Amount :

Written Promise to Appear Cash Bond Only Custody Release

Unsecured Bond No Bond Electronic Monitoring

Secured Bond Continuous Alcohol Monitoring

You will be arrested if you violate the following restrictions:

Defendant is to stay away from the home, school, business or place of employment of the alleged victim and/or other members of the household or family, as well as any healthcare facility, while the victim is a resident/patient at that facility. Defendant is to refrain from harassing annoying, telephoning, contacting or otherwise communicating with the alleged victim or family member of the victim either directly or indirectly.

STEP 4: Once you've completed the form, proceed according to your role:

- **CLERKS:** After filling out the form, select the 'Ready for Judicial Officer Review' box, then click Save. This will send the form to the Judge's dashboard for their review and signature.

[Image on next page]

Next Hearing Info

Next Hearing Date : 4/30/2021

Next Hearing Time : 9:00 AM

Judicial Info

Judicial Official : Judge

Judicial Name : Barbara Parker

Judicial eSignature : Barbara Parker

Sign Date : 4/23/2021

Sign Time : 3:08 PM

Ready for Judicial Officer Review

Save

- **JUDGES:** After filling out or reviewing the form, select the 'Seal and Lock' box, then click Save. This will complete process and send the locked form to the Clerk's dashboard and to the Marshals or Detention roles depending on your selection in Step 3.

Judicial Info

Judicial Official

Judicial Name

Judicial eSignature

Sign Date

Sign Time

Ready for Judicial Officer Review

Seal and Lock

Cancel

Save

STEP 6: After the Release Order is created, it will appear in the Release Orders table.

Release Orders				
Add New				
Date/Time Issued	Release Authorized	File Number	Sealed	
07/07/2021 01:39 PM	Yes	21CR0009	Yes	View Print Draft Print
07/02/2021 06:38 PM	Yes	21CR0009, 21CR9314, 21CR9313	Yes	View Print Draft Print

1.12 PROSECUTOR'S: How to Create a Plea Agreement

Only Prosecutors can create and submit a Plea Agreement form by completing the steps below. Only Judges can accept a submitted Plea Agreement.

General Workflow:

1. Under the Open Cases widget, click the **View Details** button for the defendant.
 - (a) From the Search tool, search for the case by name or CR number, then click the **View Case** button.
2. From the Defendant menu bar, select the **Plea Agreements** tab. Click the **Add New** button from the Plea Agreements Screen.
3. Review the File# field for accuracy – it will auto fill with all active CRs.
4. Select a plea type (Guilty, Dismissed, etc.), and mark whether aggravating factors apply. Click Update to save entries. Repeat for each CR to be included in the Plea Agreement.
 - (a) Dismissed pleas will route to the Dismissal Notice of Reinstatement form.
 - (b) Guilty plea types will route to the Judgment.
5. Make the necessary entries in the remaining punishment, fine, and conditions sections of the form as applicable.
6. Print draft (.pdf, word, paper) to submit to defense counsel for review. Once all terms are agreed and ready to submit to the court, obtain all eSignatures.
7. Select the 'Ready for Judicial Officer Review' box, then click Save. This will route the Plea Agreement to the court for their review.

STEP 1: Click the **View Details** button from your dashboard or search for a case by using the Search Bar at the top of your screen.

From Prosecutor's Dashboard:

Defendant Name	Enrollment Number	CR Numbers	Offense Details
Friday Test	21980	21CR9372, 21CR9373, 21CR9374	View Details
Arllyce M Giller	23423	21CR9369, 21CR9370, 21CR9371	View Details
Jermy gary Spencer		21CR9368	View Details

NOTE: You can search for cases in the widget by entering the CR number or Defendant name. This is a 'contain' search feature so start typing the first or last name and the results will display accordingly.

Defendant Name	CR Numbers	ComplaintDate	
John Doe Doe	20CR0008	Dec-04-2020	View Case
John Doe	21CR9005, 21CR9006	Jan-05-2021	View Case

From Search Tool: You will be routed to the Defendant Menu, Complaint History Page. Select the **Plea Agreements** tab to see the Plea Agreements page.

Case #	Open Date	Defendant	Plaintiff	Status	
21CR9182	Apr-22-2021	John Doe	Eastern Band of Cherokee Indians	Accepted/Granted	View
21CR9134	Mar-18-2021	john j doe	Eastern Band of Cherokee Indians	Accepted/Granted	View
21CR9139	Mar-18-2021	john j doe	Eastern Band of Cherokee Indians	Accepted/Granted	View

STEP 2: Now you're in the Plea Agreements page. To create a new Plea Agreement, click the **Add New** button.

Date	File Number	Print	
Oct-06-2021	21CR9633, 21CR9634, 21CR9635, 21CR9636, 21CR9637	Offense Details	Original

STEP 3: The Date and Time fields are auto-populated with the date and time you opened the page – change this if needed. Review the File# field for accuracy – it will auto fill with all active CRs.

PHONY : SONG AMENDMENT

Recent Release Order Date :

Active CRs : 21CR9621

Add Plea Agreement

Defendant Timeline	File #
Complaint History	21CR9621
Attorneys	Date
Documents	Time
Detain Orders	10/8/2021
Appearance Bonds	3:01 PM
Arrest Orders	
Release Orders	
Plea Agreements	Total Maximum Amount
Judgments	Max Years
Dismissal Notices	Max Months
Probation Violation Hearings	Max Days
Defendant Docket	Aggr Factors
Print Forms	<input type="button" value="Edit"/>

There are no conditions regarding sentencing

Incarceration

<input type="checkbox"/> The Defendant be imprisoned in the custody of the Cherokee Corrections Division	Period	Period Count
<input type="checkbox"/> The Defendant shall be given credit for days spent in confinement prior to the date of this Judgment as a result of this charge.	Days	
<input type="checkbox"/> The Defendant shall serve in the custody of the Cherokee Corrections Division on electronic home confinement, under the rules and regulations of that Division and to remain in custody until commencement.		

PHONY : SONG AMENDMENT

Recent Release Order Date :

Active CRs : 21CR9621

Add Plea Agreement

Defendant Timeline	File #
Complaint History	21CR9621
Attorneys	Date
Documents	Time
Detain Orders	10/8/2021
Appearance Bonds	3:01 PM
Arrest Orders	
Release Orders	
Plea Agreements	Total Maximum Amount
Judgments	Max Years
Dismissal Notices	Max Months
Probation Violation Hearings	Max Days
Defendant Docket	Aggr Factors
Print Forms	<input type="button" value="Edit"/>

There are no conditions regarding sentencing

Incarceration

<input type="checkbox"/> The Defendant be imprisoned in the custody of the Cherokee Corrections Division	Period	Period Count
<input type="checkbox"/> The Defendant shall be given credit for days spent in confinement prior to the date of this Judgment as a result of this charge.	Days	
<input type="checkbox"/> The Defendant shall serve in the custody of the Cherokee Corrections Division on electronic home confinement, under the rules and regulations of that Division and to remain in custody until commencement.		

Edit Total Maximum Amount, Max Years, etc

Here in the Add Plea Agreement page, the fields will be filled out based on various factors, such as, editing Total Maximum Amount, Max Years, etc. (as marked in red color). Other information can be added if required.

Edit Plea Agreement

If you have to edit something in plea agreement, you can click the Plea Agreement from the side bar and edit as needed.

In the depiction below, Edit Please Agreement page is being filled out based on various factors, such as, plea type, total maximum amount, etc.

Defendant Timeline

Complaint History

Attorneys

Documents

Detain Orders

Appearance Bonds

Arrest Orders

Release Orders

Plea Agreements

Judgments

Dismissal Notices

Probation Violation Hearings

Defendant Docket

Print Forms



Date of Birth : Feb-13-1980
Gender : Female
Address : 2101 14th St, Cloquet, MN 55720
City, State : Cloquet, Minnesota
Phone :

of Warrants Issued : 1
of Arrest Orders Issued : 2
of Outstanding WR/AO : 1
Last Served Date : Oct-06-2021
Bond Amount : 1000
Recent Release Order Date : Oct-06-2021

Active CRs : 21CR9634, 21CR9635, 21CR9636

Edit Plea Agreement

File #

Date Time

File Number	C. C. No.	Felony/Misd	Plea	Total Maximum Amount	Max Years	Max Months	Max Days	Aggr Factors
21CR9633	14-30.10	Misdemeanor	Guilty	\$100.00	1	1	10	No
21CR9634	14-25.12	Misdemeanor	Dismissed Per Plea					No
21CR9635	14-70.10	Misdemeanor	Dismissed Other					No
21CR9636	14-15.5	Misdemeanor	Dismissed Other					No
21CR9637	14-10.12	Misdemeanor	Alford Plea	\$100.00	1	1	10	No
Total :				\$200.00	2_y	2_m	20_d	

There are no conditions regarding sentencing

Note: The CRs will be removed from the active list only on sealing the Judgment not on sealing the plea agreement

STEP 4: Select a plea type (Guilty, Dismissed, etc.), and mark whether aggravating factors apply. Click Update to save entries. Repeat for each CR to be included in the Plea Agreement.

- (a) Dismissed pleas will route to the Dismissal Notice of Reinstatement form.
- (b) Guilty plea types will route to the Judgment.

[STEPS continued on next page.]

STEP 5: Make the necessary entries in the remaining punishment, fine, and conditions sections of the form as applicable.

Incarceration

The Defendant be imprisoned in the custody of the Cherokee Corrections Division
 Period: Month Period Count: 6

The Defendant shall be given credit for days spent in confinement prior to the date of this Judgment as a result of this charge.
 Days: 28

The Defendant shall serve in the custody of the Cherokee Corrections Division on electronic home confinement, under the rules and regulations of that Division and to remain in custody until commencement.
 Days:
 All of this sentence. Portion of this sentence. 180

Work release is allowed subject to the approval and regulations of the Cherokee Corrections Division and the incarcerating facility.
 The Defendant is not eligible for Work Release.
 The Sentence imposed above shall begin at the expiration of all sentences imposed under Tribal, State and Federal Law which the Defendant is presently obligated to serve (Consecutive).
 The sentence imposed above shall be served concurrently with all other sentences, imposed under Tribal, State and Federal Law, which the Defendant is presently obligated to serve (Concurrent).
 Other conditions

Other Conditions Description

Restitution breakdown: \$100 to Pawn Shop; \$200 to Casino Security.

The Defendant shall report in a clean and sober condition as directed by the Cherokee Corrections Division to commence this term.

Suspension of Sentence/Probation

Subject to the conditions set forth below, the execution of this sentence is suspended.
 The Defendant is placed on probation for a period of
 Period: Year Period Count: 2 Supervised Unsupervised

Probation shall be supervised until all incarceration is served and Special Conditions of Probation and Monetary Conditions listed below are met, then Probation will be unsupervised for the remainder of the term.
 The Period of probation shall begin when the Defendant is released from incarceration in this case and/or all other sentences imposed under Tribal, State and Federal Law which the Defendant is presently obligated to serve.

Incarceration For Probation

As a condition of special probation, the Defendant shall be imprisoned in the custody of the Cherokee Corrections Division
 Period: Period Count:
 The Defendant shall be given credit for days spent in confinement prior to the date of this Judgment as a result of this charge. Days:
 The Defendant shall serve in the custody of the Cherokee Corrections Division on electronic home confinement, under the rules and regulations of that Division, under the rules and regulations of that Division.

STEP 6: Print draft (.pdf, word, paper) to submit to defense counsel for review. Once all terms are agreed and ready to submit to the court, obtain all eSignatures.

Appearance Bonds
 Arrest Orders
 Release Orders
Plea Agreements
 Judgments
 Probation Violation Hearings
 Print Forms

Plea Agreement has been updated successfully X

Plea Agreements				
Date	No Conditions	Guilty	Pursuant to Alford	Print
Jul-16-2021	No	No	Yes	Draft
Jul-12-2021	No	No	No	Original
Edit View Judgment				

1 - 2 of 2 items

STEP 7:Select the 'Ready for Judicial Officer Review' box, then click Save. This will route the Plea Agreement to the court for their review.

The screenshot shows the eSignatures interface for a Plea Agreement. On the left sidebar, 'Plea Agreements' is selected. The main area displays eSignature fields for the Defendant, Witnessed By, Defense Attorney, Prosecutor, and Presiding Judge. A yellow circle highlights the 'Ready for Judicial Officer Review' checkbox at the bottom left. A red callout box with the text 'Checking this box and clicking the 'Update' button' points to the checkbox. The 'Update' button at the bottom right is also highlighted with a yellow circle.

1.13 JUDGES: How to Accept a Plea Agreement

Only Judges can accept a submitted Plea Agreement form by completing the steps below.

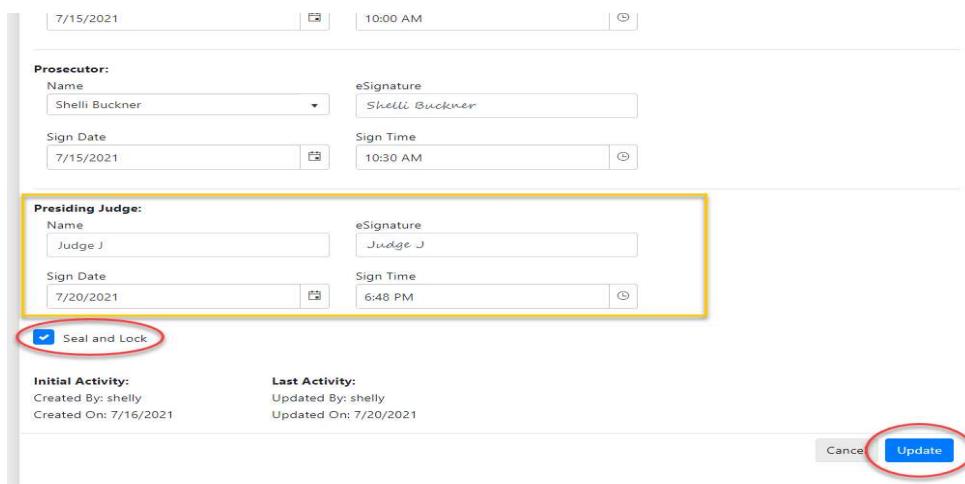
General Workflow:

1. Under the '**Plea Agreements Awaiting Signature Widget**', click the **Review** button to review the Plea Agreement submitted by the prosecution.
2. Review the plea agreement as submitted.
3. If accepting the plea agreement, complete the Presiding Judge fields, select the 'Seal and Lock' checkbox.
4. To complete the form, click the Update button. Then proceed to the Judgment page.

STEP 1: Under the '**Plea Agreements Awaiting Signature Widget**', click the **Review** button from your dashboard or search for a case by using the Search Bar at the top of your screen.

Plea Agreements Awaiting Signature 1					
Date	Defendant Name	No Conditions	Guilty	Pursuant to Alford	
Jul-16-2021	Aryce M Giller	No	No	Yes	Review
1 - 1 of 1 items					

STEP 2: If no changes are required to the Plea Agreement, eSign in the Presiding Judge fields, select the 'Seal and Lock' check box and click the Update button. This will finalize the Plea Agreement and create Judgment.



The screenshot shows the 'Plea Agreements Awaiting Signature' table with one item. The 'Review' button in the last column is circled in yellow. The 'Plea Agreement' edit form for Judge J is shown below. The 'Presiding Judge' section is highlighted with a yellow box. Inside, the 'Name' field contains 'Judge J', the 'eSignature' field contains 'Judge J', the 'Sign Date' field is '7/20/2021', and the 'Sign Time' field is '6:48 PM'. Below this, the 'Seal and Lock' checkbox is checked and circled in red. At the bottom right of the form, the 'Update' button is circled in red.

1.14 CLERKS/JUDGES: How to Create a Judgment after Accepting a Plea Agreement

Only Clerks and Judges can create a Judgment, and only Judges can sign and complete a Judgment.

General Workflow:

1. From the Plea Agreement table, click the Judgment button to create the Judgment form.
2. Review the Judgment and complete all required fields.
3. After accepting the plea agreement, the guilty pleas and all terms and conditions therein will be auto-populated into the Judgment. Review as needed.
4. Complete the Presiding Judge fields, select the 'Seal and Lock' checkbox.
5. To complete the form, click the Save button. Then proceed to the Dismissals as necessary.

STEP 1: From the Plea Agreement table, click the Judgment button to create the Judgment form.

STEP 2: Review the Judgment entries, making sure the defendant plea section and Attorney's section are completed (these are the only sections not pre-populated).

Click "Add New" to add a new judgment and fill out information as needed and required.

Recent Release Order Date : Sep-24-2021

Date	File Number	Print	
Oct-08-2021	21CR0004	Offense Details	Original View

The following page will appear in order to complete the "Add Judgment" task. Make sure to fill out the essential information based on requirements.

Address :
City, State : , North Carolina
Phone :

of Outstanding WR/AO : 4
Last Served Date : Oct-06-2021
Bond Amount : 500
Recent Release Order Date : Sep-24-2021

Active CRs : 21CR0003, 21CR0005, 21CR0006, 21CR0007, 21CR9341, 21CR9465

Add Judgment

File Number	C. C. No.	Felony/Misd	Plea	
21CR9465	14-10.12	Misdemeanor		Edit
21CR9341	14-40.1	Misdemeanor		Edit
21CR0003	14-25.20	Felony		Edit
21CR0005	14-25.18	Felony		Edit

Before closing the page, the financial information regarding the case's charge can be added by clicking "Add New" Restitution Payments" as depicted below.

Restitution Payments:

Name	Amount

STEP 3: Complete the Presiding Judge fields, select the 'Seal and Lock' checkbox then click Save to finalize.

Note: Judgment can be either with plea or without plea by court or jury. Also, active CRs from the active list will be removed when the Judgment is sealed both in case of Judgment with Plea and without Plea. The original version will be available to print.

Signature of Presiding Judge

Judicial Name	eSignature
Farahnaz Zaman	Farahnaz Zaman
Sign Date	Sign Time
10/8/2021	1:37 PM
<input type="checkbox"/> Seal and Lock	
Initial Activity: Created By: fara_Judge Created On: 10/8/2021	Last Activity: Updated By: fara_Judge Updated On: 10/8/2021
<input type="button" value="Cancel"/> <input type="button" value="Update"/>	

Dismissal Notice

Dismissal Notice with plea will be listing the Plea Guilty, Alford guilty, not contest or accepted CRs and the dismissed CR's in exchange of the Plea. All stand alone Dismissal Notices would add/edit Dismissal order without plea agreement.

Log out Defendant Details Defendant Timeline Complaint History Attorneys Documents Detain Orders Appearance Bonds Arrest Orders Release Orders Plea Agreements Judgments Dismissal Notices Probation Violation Hearings Schedule Defendant Defendant Docket Minutes Print Forms

City, State : North Carolina		Last Served Date : Oct-06-2021																						
Phone :		Bond Amount : 500																						
Recent Release Order Date : Sep-24-2021																								
Active CRs : 21CR0003, 21CR0005, 21CR0006, 21CR0007, 21CR9341, 21CR9465																								
Edit Dismissal Notice <table border="1"> <tr> <td>File #</td> <td>21CR9465</td> </tr> <tr> <td>Date</td> <td>10/8/2021</td> </tr> <tr> <td>Time</td> <td>1:48 PM</td> </tr> <tr> <td colspan="2"> Dismissal Reasons <input type="checkbox"/> No Crime Charged <input type="checkbox"/> There is insufficient evidence to warrant prosecution for the following reasons </td> </tr> <tr> <td colspan="2">Description</td> </tr> <tr> <td colspan="2"> Other Dismissal: <table border="1"> <thead> <tr> <th>CR Numbers</th> <th>Dismissed</th> </tr> </thead> <tbody> <tr> <td>21CR9465</td> <td>By Prosecution</td> </tr> <tr> <td>21CR9341</td> <td></td> </tr> <tr> <td>21CR0003</td> <td></td> </tr> <tr> <td>21CR0005</td> <td></td> </tr> </tbody> </table> </td> </tr> </table>			File #	21CR9465	Date	10/8/2021	Time	1:48 PM	Dismissal Reasons <input type="checkbox"/> No Crime Charged <input type="checkbox"/> There is insufficient evidence to warrant prosecution for the following reasons		Description		Other Dismissal: <table border="1"> <thead> <tr> <th>CR Numbers</th> <th>Dismissed</th> </tr> </thead> <tbody> <tr> <td>21CR9465</td> <td>By Prosecution</td> </tr> <tr> <td>21CR9341</td> <td></td> </tr> <tr> <td>21CR0003</td> <td></td> </tr> <tr> <td>21CR0005</td> <td></td> </tr> </tbody> </table>		CR Numbers	Dismissed	21CR9465	By Prosecution	21CR9341		21CR0003		21CR0005	
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CR Numbers	Dismissed																							
21CR9465	By Prosecution																							
21CR9341																								
21CR0003																								
21CR0005																								

Only selected CR will be giving the file number on without plea agreement.

On the other hand, With Plea Agreement, the File number won't be auto filled unless one of the CRs is selected and edited. Once the CR is edited, then the Dismissal Notice will show the auto filled File number. Please refer to the screenshot of "Dismissal Notices" (with plea) below.

Dashboard Search

CO-D Offense Tester



Enrollment # :
Date of Birth :
Gender : Female
Address :
City, State : , North Carolina
Phone :

Upcoming Court Date : Aug-04-2021
of Warrants Issued : 2
of Arrest Orders Issued : 3
of Outstanding WR/AO : 4
Last Served Date : Oct-06-2021
Bond Amount : 500
Recent Release Order Date : Sep-24-2021

Active CRs : 21CR0003, 21CR0005, 21CR0006, 21CR0007, 21CR9341, 21CR9465

Dismissal Notices

File #

Date Time

Dismissal Reasons

No Crime Charged
 There is insufficient evidence to warrant prosecution for the following reasons

Description

1.15 CLERKS/JUDGES: How to Create a Judgment after Trial (No Plea Agreement)

Only Clerks and Judges can create a Judgment, and only Judges can sign and complete a Judgment.

General Workflow:

1. Under the Open Cases widget, click the **View Details** button for the defendant.
 - (a) From the Search tool, search for the case by name or CR number, then click the **View Case** button.
2. From the Defendant menu bar, select the **Judgments** tab. Under the 'Without Plea Agreement' section, click the **Add New** button.
3. Review the File# field for accuracy – it will autofill with all active CRs.
4. Select a plea type (Guilty, Not Guilty). Click Update to save entries. Repeat for each CR to be included in the Judgment.
 - (a) **Not Guilty verdicts will route to the Dismissal Notice of Reinstatement form.**
5. Make the applicable entries in the attorneys, incarceration/probation, and monetary conditions sections of the form as applicable.
6. Print draft (.pdf, word, paper) to submit to defense counsel for review. Once all terms are agreed and ready to submit to the court, obtain all eSignatures.
7. Select the 'Ready for Judicial Officer Review' box, then click Save. This will route the Plea Agreement to the court for their review.

STEP 1: Click the **View Details** button from your dashboard or search for a case by using the Search Bar at the top of your screen.

From Dashboard:

Defendant Name	Enrollment Number	CR Numbers	Offense Details	View Details
Friday Test	21980	21CR9372, 21CR9373, 21CR9374	Offense Details	View Details
Arylyce M Giller	23423	21CR9369, 21CR9370, 21CR9371	Offense Details	View Details
Jermye gary Spencer		21CR9368	Offense Details	View Details

NOTE: You can search for cases in the widget by entering the CR number or Defendant name. This is a 'contain' search feature so start typing the first or last name and the results will display accordingly.

Defendant Name	CR Numbers	ComplaintDate	
John Doe Doe	20CR0008	Dec-04-2020	View Case
John Doe	21CR9005, 21CR9006	Jan-05-2021	View Case

From Search Tool: You will be routed to the Defendant Menu, Complaint History Page. Select the **Judgments** tab to see the Judgment page.

The screenshot shows the left sidebar with user information (Heather Graham) and navigation links (My Profile, Log out, New Criminal Complaint, New Motion for DVPO, Hot Sheet, Domestic Violence Case Reports, Criminal Case Reports, Attorneys, Docket). The main area has a search bar with three tabs: 'Search Criminal Complaints', 'Search Cases' (which is highlighted with a red circle), and 'Search Warrants'. Below the search bar are fields for Case Number, From Case Open Date, To Case Open Date, Defendant First Name (Doe), Defendant Last Name (Doe), and Case Type (Criminal). A 'Search' button is present. A tip at the bottom says: 'TIP: By Clicking on "Search Button" without any filter parameters, you can get the top 10 results'. A table below lists three cases with columns for Case #, Open Date, Defendant, Plaintiff, and Status. The 'View' button for the first case is highlighted with a red circle.

Case #	Open Date	Defendant	Plaintiff	Status
21CR9182	Apr-22-2021	John Doe	Eastern Band of Cherokee Indians	Accepted/Granted
21CR9134	Mar-18-2021	john j doe	Eastern Band of Cherokee Indians	Accepted/Granted
21CR9139	Mar-18-2021	john j doe	Eastern Band of Cherokee Indians	Accepted/Granted

STEP 2: Now you're in the Judgments page. Under the 'Without Plea Agreement' section, click the **Add New** button.

The screenshot shows the left sidebar with 'Judgments' selected (highlighted with a yellow box). The main area has a title 'Judgments' and a sub-section 'Without Plea Agreement'. A green 'Add New' button is highlighted with a yellow circle. Below it are buttons for 'Date', 'File Number', and 'Print'.

STEP 3: The Date and Time fields are auto-populated with the date and time you opened the page – change this if needed. Review the File# field for accuracy – it will autofill with all active CRs.

The screenshot shows the left sidebar with 'Plea Agreements' selected (highlighted with a blue box). The main area has a title 'Edit Plea Agreement'. It shows a note: 'Active CRs : 21CR0009, 21CR9314, 21CR9313, 21CR9312, 21CR9310, 21CR9371, 21CR9369, 21CR9370'. A red arrow points to the 'File #:' input field which contains the same list of CR numbers. A red callout box says: 'NOTE: All active CRs will appear in the File#. Modify as necessary.' Another red arrow points to the 'File #:' input field. Below are fields for Date (7/16/2021) and Time (10:01 PM). A table at the bottom lists entries with columns: File Number, C. C. No., Felony/Misd, Plea, and Aggr Factors. The first entry is 21CR9370, 14-10-10, Misdemeanor, Alford Plea, Yes. There are edit buttons for each row.

STEP 4: Select a plea type (Guilty, Dismissed, etc.), and mark whether aggravating factors apply. Click Update to save entries. Repeat for each CR to be included in the Plea Agreement.

(a) Dismissed pleas will route to the Dismissal Notice of Reinstatement form.

(b) Guilty plea types will route to the Judgment.

Edit Plea Agreement

File # 21CR0009, 21CR9314, 21CR9313, 21CR9312, 21CR9310, 21CR9371, 21CR9369, 21CR9370

Date 7/16/2021

Select a plea type from the dropdown menu

Check the box if aggravating factors apply

File Number ↑	C. C. No.	Felony/Misd	Plea	Aggr Factors	
21CR9370	14-10.10	Misdemeanor	Alford Plea	Yes	<input type="button" value="Edit"/>
21CR9369	14-10.50	Misdemeanor	Dismissed	No	<input type="button" value="Edit"/>
21CR9371	14-10.11	Misdemeanor	Alford Plea	No	<input type="button" value="Edit"/>
21CR9310	14-10.13	Misdemeanor	Alford Plea	No	<input type="button" value="Edit"/>
21CR9312	14-10.15	Misdemeanor	Dismissed	No	<input type="button" value="Edit"/>
21CR9313	14-10.13	Misdemeanor	Dismissed	No	<input type="button" value="Edit"/>
21CR9314	14-25.3	Misdemeanor	Dismissed	No	<input type="button" value="Edit"/>
21CR0009	14-20.3	Felony	Alford Plea	Yes	<input type="button" value="Edit"/>

Total Maximum Punishment
\$ Amount : 1600 Days 30 Months Years

Total Maximum Fines & Sentences
\$ Amount : 2000 Days Months Years

Update

STEP 5: Make the necessary entries in the remaining punishment, fine, and conditions sections of the form as applicable.

Incarceration

The Defendant be imprisoned in the custody of the Cherokee Corrections Division
Period: Month
Period Count: 6

The Defendant shall be given credit for days spent in confinement prior to the date of this Judgment as a result of this charge.
Days: 28

The Defendant shall serve in the custody of the Cherokee Corrections Division on electronic home confinement, under the rules and regulations of that Division and to remain in custody until commencement.
 All of this sentence.
 Portion of this sentence.
Days: 180

Work release is allowed subject to the approval and regulations of the Cherokee Corrections Division and the incarcerating facility.
 The Defendant is not eligible for Work Release.
 The Sentence imposed above shall begin at the expiration of all sentences imposed under Tribal, State and Federal Law which the Defendant is presently obligated to serve (Consecutive).
 The sentence imposed above shall be served concurrently with all other sentences, imposed under Tribal, State and Federal Law, which the Defendant is presently obligated to serve (Concurrent).
 Other conditions
Other Conditions Description:
Restitution breakdown: \$100 to Pawn Shop; \$200 to Casino Security.

The Defendant shall report in a clean and sober condition as directed by the Cherokee Corrections Division to commence this term.

Suspension of Sentence/Probation

Subject to the conditions set forth below, the execution of this sentence is suspended.
 The Defendant is placed on probation for a period of
Period: Year
Period Count: 2
 Supervised
 Unsupervised

Probation shall be supervised until all incarceration is served and Special Conditions of Probation and Monetary Conditions listed below are met, then Probation will be unsupervised for the remainder of the term.
 The Period of probation shall begin when the Defendant is released from incarceration in this case and/or all other sentences imposed under Tribal, State and Federal Law which the Defendant is presently obligated to serve.

Incarceration For Probation

As a condition of special probation, the Defendant shall be imprisoned in the custody of the Cherokee Corrections Division
Period:
Period Count:
 The Defendant shall be given credit for days spent in confinement prior to the date of this Judgment as a result of this charge.
Days:
 The Defendant shall serve in the custody of the Cherokee Corrections Division on electronic home confinement, under the rules and regulations of that Division, under the rules and regulations of that Division.
Days:

STEP 6: Print draft (.pdf, word, paper) to submit to defense counsel for review. Once all terms are agreed and ready to submit to the court, obtain all eSignatures.

Plea Agreement has been updated successfully.

Date	No Conditions	Guilty	Pursuant to Alford	Print
Jul-16-2021	No	No	Yes	Draft
Jul-12-2021	No	No	No	Original

1 - 2 of 2 items

STEP 7: Select the 'Ready for Judicial Officer Review' box, then click Save. This will route the Plea Agreement to the court for their review.

eSignatures

Defendant eSignature
Defendant Tester

Defendant Sign Date
7/16/2021

Witnessed By

Defense Attorney:

Name: Amy (Defense) Smith
eSignature: Amy (Defense) Smith

Sign Date: 7/15/2021
Sign Time: 10:00 AM

Prosecutor:

Name: Shelli Buckner
eSignature: Shelli Buckner

Sign Date: 7/15/2021
Sign Time: 10:30 AM

Presiding Judge:

Name
eSignature

Sign Date
Sig

Ready for Judicial Officer Review

Initial Activity:
Created By: shelly
Created On: 7/16/2021

Last Activity:
Updated By: shelly
Updated On: 7/20/2021

Cancel **Update**

1.16 How to Create and Manage Minutes – Criminal

Only Clerks and Judges can create and manage minutes, while others have view only access. This can be done within the defendant's menu or directly from the Criminal Docket List (for more on the Criminal Docket List see section 3.##).

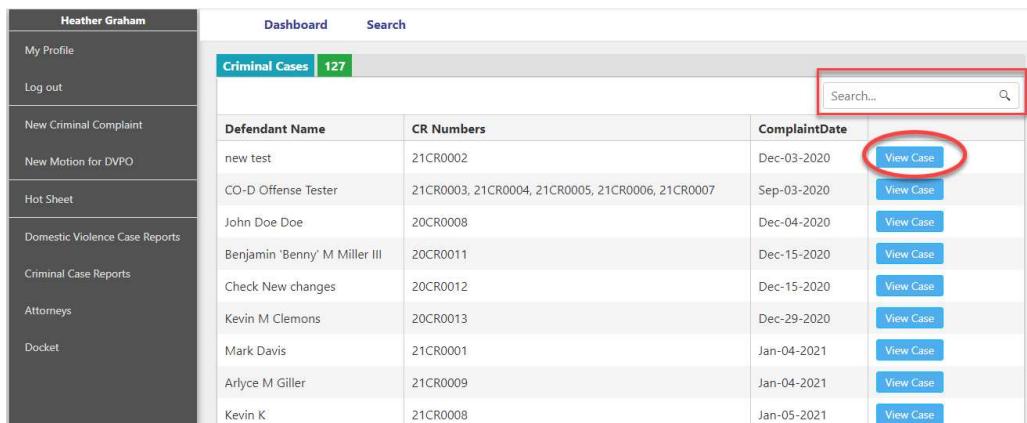
General Workflow:

- Under the Criminal Cases widget, click the **View** button for the defendant.

- a) From the search tool, search for the case/defendant by name or CR number, then click the **View Case** button.
2. From the left defendant menu bar, select the tab labeled '**Minutes**'. Click the **Add New Minutes** button from the Minutes Screen.
3. Enter the relevant details into the applicable fields, including but not limited to the CRs handled; date and time of court; parties attended; motions; notes; and the next court date/time.
4. After saving the new Minutes, you will be routed to the 'Schedule Defendant' page to confirm the next court date and CRs you wish to place on the docket.

STEP 1: Depending on your role, you can either click the **View Case** button from your dashboard or search for a case by using the Search Bar at the top of your screen.

From Clerk's Dashboard:



Criminal Cases 127			
Defendant Name	CR Numbers	ComplaintDate	
new test	21CR0002	Dec-03-2020	View Case
CO-D Offense Tester	21CR0003, 21CR0004, 21CR0005, 21CR0006, 21CR0007	Sep-03-2020	View Case
John Doe Doe	20CR0008	Dec-04-2020	View Case
Benjamin 'Benny' M Miller III	20CR0011	Dec-15-2020	View Case
Check New changes	20CR0012	Dec-15-2020	View Case
Kevin M Clemons	20CR0013	Dec-29-2020	View Case
Mark Davis	21CR0001	Jan-04-2021	View Case
Arlycle M Giller	21CR0009	Jan-04-2021	View Case
Kevin K	21CR0008	Jan-05-2021	View Case

NOTE: You can search for cases in the widget by entering the CR number or Defendant name. This is a 'contain' search feature so start typing the first or last name and the results will display accordingly.



Criminal Cases 127			
Defendant Name	CR Numbers	ComplaintDate	
John Doe Doe	20CR0008	Dec-04-2020	View Case
John Doe	21CR9005, 21CR9006	Jan-05-2021	View Case

From Search Tool: You will be routed to the Defendant Menu, Complaint History Page. Select the Minutes tab to see the Minutes page.

Heather Graham

Dashboard **Search**

Search Criminal Complaints | **Search Cases** | Search Warrants

Case Number	From Case Open Date	To Case Open Date			
Defendant First Name	Defendant Last Name	Case Type			
	Doe	Criminal			
Search					
TIP: By Clicking on "Search Button" without any filter parameters, you can get the top 10 results					
Case #	Open Date	Defendant	Plaintiff	Status	
21CR9182	Apr-22-2021	John Doe	Eastern Band of Cherokee Indians	Accepted/Granted	View
21CR9134	Mar-18-2021	john j doe	Eastern Band of Cherokee Indians	Accepted/Granted	View
21CR9139	Mar-18-2021	john j doe	Eastern Band of Cherokee Indians	Accepted/Granted	View

STEP 2: After clicking the Minutes tab from the Defendant menu, click the **Add New Minutes** button from the Minutes Screen.

Appearance Bonds

Arrest Orders

Release Orders

Plea Agreements

Judgments

Probation Violation Hearings

Schedule Defendant

Defendant Docket

Minutes

Manage Minutes

Add New Minutes

Print All

File Number	21CR9006		
Date & Time	08-03-2021 13:00 PM		
Next Court Date & Time	08-24-2021 09:00 AM		
Motions	Description	Brought By	Decision
	Stricken Order for Arrest	Amy (Defense) Smith	Granted

Edit **Print**

STEP 3: Complete the Case Minutes page by entering the relevant details into the applicable fields, including but not limited to the CRs handled; date and time of court; parties attended; motions; notes; and the next court date/time.

Case Minutes

Enter the CRs being handled during this court session.

File # 21CR9433

Court Date 8/12/2021 Court Time 3:05 PM

Parties Attended:

Defendant Present

Defense Attorney: Test Attorney

Prosecutor:

Others Parties Marshals

Motions:

+ Add New

Motion	Brought By	Decision	Edit
Bond Modification	Test Attorney	Denied	

Notes

Defense requested bond modification from \$5,000 secured to \$2,000 secured - cash only.

Enter the next court date/time for Defendant

Once saved, you will be directed to the Docket page to confirm the next court date

Next Court Date 8/31/2021 Next Court Time 9:00 AM

Mark as Completed

Cancel Save

STEP 4: Once you've completed the page, select the box to 'Mark as Completed' and click Save.

Next Court Date 8/31/2021

Next Court Time 9:00 AM

Mark as Completed

Cancel Save

STEP 5: After saving the new Minutes, you will be routed to the 'Schedule Defendant' page to confirm the next court date and CRs you wish to place on the docket.

Active CRs : 21CR9006, 21CR9433

Case Minute has been Added Successfully

Schedule Defendant on Docket

Court Date 8/31/2021	Court Time 9:00 AM															
Defense Attorney Test Attorney	Reason to be on Docket Case Minutes															
Offenses <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>CR Number</th> <th>Section</th> <th>Offense</th> <th>Violation Date</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>21CR9006</td> <td>14-40.1</td> <td>Domestic violence</td> <td>Jan-05-2021</td> </tr> <tr> <td><input type="checkbox"/></td> <td>21CR9433</td> <td>14-10.13</td> <td>Injuring public property</td> <td>Jul-11-2021</td> </tr> </tbody> </table>		<input type="checkbox"/>	CR Number	Section	Offense	Violation Date	<input checked="" type="checkbox"/>	21CR9006	14-40.1	Domestic violence	Jan-05-2021	<input type="checkbox"/>	21CR9433	14-10.13	Injuring public property	Jul-11-2021
<input type="checkbox"/>	CR Number	Section	Offense	Violation Date												
<input checked="" type="checkbox"/>	21CR9006	14-40.1	Domestic violence	Jan-05-2021												
<input type="checkbox"/>	21CR9433	14-10.13	Injuring public property	Jul-11-2021												

Click here to select all Active CRs or each box as needed to put on the criminal docket

Cancel **Save**

1.17 How to Assign a Defense Attorney

Only Clerks and Judges can assign a defense attorney, while others have view only access.

General Workflow:

1. Under the Criminal Cases widget, click the **View** button for the defendant.
 - (a) From the search tool, search for the case/defendant by name or CR number, then click the **View Case** button.
2. From the left defendant menu bar, select the tab labeled '**Assign Defense Attorney**'. Select an attorney from the dropdown list and enter the date assigned.

STEP 1: Depending on your role, you can either click the **View Case** button from your dashboard or search for a case by using the Search Bar at the top of your screen.

From Clerk's Dashboard:

The screenshot shows the Clerk's Dashboard with a sidebar on the left containing links like 'My Profile', 'Log out', 'New Criminal Complaint', 'New Motion for DVPO', 'Hot Sheet', 'Domestic Violence Case Reports', 'Criminal Case Reports', 'Attorneys', and 'Docket'. The main area features a 'Criminal Cases' widget with 127 entries. The first entry is 'new test' with CR Number 21CR0002 and Complaint Date Dec-03-2020. A red box surrounds the search bar at the top right of the widget, and a red circle highlights the 'View Case' button next to it.

From Search Tool: You will be routed to the Defendant Menu, Complaint History Page. Select the Assign Defense Attorney tab to see the Assign Defense Attorney page.

The screenshot shows the Search Tool with a sidebar on the left. The 'Search' tab is highlighted with a red circle. Below it, there are three buttons: 'Search Criminal Complaints', 'Search Cases' (which is highlighted with a red box), and 'Search Warrants'. The search interface includes fields for 'Case Number', 'From Case Open Date', 'To Case Open Date', 'Defendant First Name', 'Defendant Last Name', 'Case Type' (set to 'Criminal'), and a 'Search' button. A tip message at the bottom says: 'TIP: By Clicking on "Search Button" without any filter parameters, you can get the top 10 results'. The results table shows three cases: 21CR9182 (John Doe, Eastern Band of Cherokee Indians, Accepted/Granted), 21CR9134 (john j doe, Eastern Band of Cherokee Indians, Accepted/Granted), and 21CR9139 (john j doe, Eastern Band of Cherokee Indians, Accepted/Granted). The 'View' button for the first case is highlighted with a red circle.

STEP 2: Select the ‘Assign Defense Attorney’ tab from the Defendant menu. Choose a defense attorney from the ‘Defense Attorney’ dropdown and the date assigned. Click Save.

Assign attorney based on incidents:

A defense attorney can be assigned based on incident.

Steps:

Click on the incident for which the defendant would need an attorney. Then click the “Attorney” marked blue as shown below. Afterwards open the dropdown boxes of the “Defense Attorney” to choose a specific attorney, status, etc. and press the “Save” button.

Finally, the attorney has been assigned successfully and you can “Edit” if you need to.

Active CRs : 21CR0003, 21CR0004, 21CR0005, 21CR0006, 21CR0007, 21CR9341, 21CR9465

Incidents

Sep-03-2020 (IN20-12-000002) Jul-02-2021 (F21-07-1008) Sep-10-2021 (F21-09-1007)

Criminal Complaint Cases Documents Warrant Summons Jurisdiction Determination Bail Info Arraignment Hearing Attorney Complaint Reports/Print-Forms

Attorney has been Assigned successfully X

Defense Attorney List

Attorney Name	Date Assigned	Date Unassigned	Status	
Test Attorney	Sep-17-2021		Assigned	<button>Edit</button>

1.18 How to View a Defendant's Timeline

All users with access to the criminal docket pages can view a defendant's timeline. The timeline displays the defendant's detailed procedural history within TribaLex.

General Workflow:

1. Under the Criminal Cases widget, click the **View** button for the defendant.
 - (a) From the search tool, search for the case/defendant by name or CR number, then click the **View Case** button.
2. From the left defendant menu bar, select the tab labeled '**Defendant Timeline**'.

STEP 1: Depending on your role, you can either click the **View Case** button from your dashboard or search for a case by using the Search Bar at the top of your screen.

From Clerk's Dashboard:

Defendant Name	CR Numbers	Complaint Date	Action
new test	21CR0002	Dec-03-2020	View Case
CO-D Offense Tester	21CR0003, 21CR0004, 21CR0005, 21CR0006, 21CR0007	Sep-03-2020	View Case
John Doe Doe	20CR0008	Dec-04-2020	View Case
Benjamin 'Benny' M Miller III	20CR0011	Dec-15-2020	View Case
Check New changes	20CR0012	Dec-15-2020	View Case
Kevin M Clemons	20CR0013	Dec-29-2020	View Case
Mark Davis	21CR0001	Jan-04-2021	View Case
Aryce M Giller	21CR0009	Jan-04-2021	View Case
Kevin K	21CR0008	Jan-05-2021	View Case

From Search Tool: You will be routed to the Defendant Menu, Complaint History Page. Select the Defendant Timeline tab to see the timeline page.

Case #	Open Date	Defendant	Plaintiff	Status	Action
21CR9182	Apr-22-2021	John Doe	Eastern Band of Cherokee Indians	Accepted/Granted	View
21CR9134	Mar-18-2021	john j doe	Eastern Band of Cherokee Indians	Accepted/Granted	View
21CR9139	Mar-18-2021	john j doe	Eastern Band of Cherokee Indians	Accepted/Granted	View

STEP 2: Select the '**Defendant Timeline**' tab from the Defendant menu.

The screenshot shows the Defendant Timeline page. On the left sidebar, the 'Defendant Timeline' option is highlighted with a yellow box. The main content area displays defendant details (John J. Doe, Enrollment # Rgthy657676) and a timeline. The timeline shows two events: 'Criminal Complaint Filed' on Jan 19, 2021, and 'Arraignment Hearing' on Aug 16, 2021. The timeline is labeled '2021' at the top.

Date	Event	Details
Jan 19, 2021	Criminal Complaint Filed	(F21-01-1002) Approach With Caution : No CRs : 21CR9030, 21CR9033, 21CR9032, 21CR9031
Aug 16, 2021	Arraignment Hearing	Signed Date : Hearing Date : Aug-31-2021 12:00 AM Attorney : Test Attorney

1.19 Hot Sheet

All users with access will be able to view the CR Warrants, CR Arrest Orders, CR Summons, etc. from the dashboard in the Hot Sheet page.

General Workflow:

- Under the "New Criminal Complaint", click on the "Hot Sheet" feature of the dashboard.

STEP 1: Click the "Hot Sheet" in the navigation sidebar menu of the dashboard.

STEP 2: Then click the widgets as needed.

Please refer to the picture as shown below.

The screenshot shows the 'Hot Sheet' interface with several sections:

- New Criminal Complaint** and **Hot Sheet** buttons in the top left sidebar.
- Enter Last, First (or) Last (or) First Name** search bar at the top center.
- Print** button in the top right corner.
- Criminal Cases** section with a sub-section for **CR Warrants 67**.
- CR Arrest Orders 94** section.
- CR Summons 67** section.

Date Of Issue	Service Number	Defendant Name	Last Attempted
01-13-2021	W21-0017	Meader, Controlled substance M	Gene Owl @ 01-31-2021 07:55 PM
01-15-2021	W21-9001	Dtr, Faten Ge	Gene Owl @ 02-18-2021 05:32 PM
01-25-2021	W21-9004	Claxton, Bonnie	Jonathan Bradley @ 02-18-2021 07:04 PM
01-26-2021	W21-9005	Meader, Sheena Tester M	
02-05-2021	WR21-9102	Zd, Wala O	Dick Crowe @ 02-05-2021 06:53 PM
02-05-2021	WR21-9103	Service, Marshal	Dick Crowe @ 02-05-2021 07:45 PM
02-12-2021	WR21-9107	Robin, Richard	Logan Woodard @ 02-26-2021 07:35 PM
02-18-2021	WR21-9108	Hook, Robinc	Gene Owl @ 03-18-2021 05:55 PM
02-24-2021	WR21-9111	Tester, Defendant	Gene Owl @ 03-12-2021 07:31 PM
02-25-2021	WR21-9112	Waliied, Dana	

1 - 10 of 67 items

Date Of Issu	Service Number	Defendant Name	Last Attempted
01-06-2021	F21-0004	Sabbag, Nima s	
01-07-2021	F21-0006	Tester, CO-D Offense	
01-08-2021	F21-0007	Davis, Mark	
02-18-2021	FA21-9103	For Demo, Do Not Use	
02-18-2021	FA21-9202	For Demo, Do not Use	
02-19-2021	OA21-9204	Robert, Melissa Sue	
02-25-2021	OA21-9205	Hashim, Lilly	Dick Crowe @ 02-25-2021 05:22 PM
02-26-2021	OA21-9210	Wade, Wilson	
03-01-2021	OA21-9213	White, Walter	
03-01-2021	OA21-9214	White, Walter	

1 - 10 of 94 items

Note: In the Hot Sheet, you can view various widgets and their different sections: Criminal Cases, DV cases, etc. You can also view the print version of criminal cases by clicking the "Print" button on the top right of the Hot Sheet page as shown below.

CRIMINAL CASES HOT SHEET

CR Warrants 67	Date Of Issue	Service Number	Defendant Name	Last Attempted
	Jan-13-2021	W21-0017	Meader, Controlled substance M	Jan-31-2021
	Jan-15-2021	W21-9001	Dtr, Faten Ge	Feb-18-2021
	Jan-25-2021	W21-9004	Claxton, Bonnie	Feb-18-2021
	Jan-26-2021	W21-9005	Meader, Sheena Tester M	
	Feb-05-2021	WR21-9102	Zd, Wala O	Feb-05-2021
	Feb-05-2021	WR21-9103	Service, Marshal	Feb-05-2021
	Feb-12-2021	WR21-9107	Robin, Richard	Feb-26-2021
	Feb-18-2021	WR21-9108	Hook, Robinc	Mar-18-2021
	Feb-24-2021	WR21-9111	Tester, Defendant	Mar-12-2021
	Feb-25-2021	WR21-9112	Waliied, Dana	
	Feb-26-2021	WR21-9116	Odat, Waliied	
	Feb-26-2021	WR21-9117	Zd, Omar M	
	Mar-05-2021	WR21-9120	Jomuah, Lena	
	Mar-05-2021	WR21-9121	Smith, Bubble B	
	Mar-11-2021	WR21-9123	Report, Controlled Substance	Apr-01-2021
	Mar-12-2021	WR21-9125	2, Case	

Note: You can view the print version of the DV Cases and DVPO Notices by clicking the "Print DV Hot Sheet" and "Print" as shown below.

The screenshot shows a software interface for managing DV Cases and DVPO Notices. At the top left is a red box labeled 'DV Cases'. At the top right is a red box labeled 'Print DV Hot Sheet'. Below these are tabs for 'Active Ex-Parte Orders' (with a count of 1) and 'DVPO Notices' (with a count of 59). A search bar and a magnifying glass icon are also present. The main area displays a table of DVPO Notices with columns for Case Number, Plaintiff Name, Defendant Name, Last Attempted, and Last Printed. Each row has a 'Print' button highlighted with a red box. Navigation buttons at the bottom include arrows and page numbers (1-10 of 59 items).

Case Number	Plaintiff Name	Defendant Name	Last Attempted	Last Printed
DV21-00004	zd. obeida oh	Year, New oh	Gene Owl @ 04-10-2021 06:53 PM	gene @ 03-12-2021 07:46 PM
DV21-00008	Miller, Marsha	Miller, Mike	Gene Owl @ 01-29-2021 12:03 PM	gene @ 02-25-2021 06:35 PM
DV21-00009	kan, Omar	Zd. Obeida o	Gene Owl @ 02-26-2021 05:20 PM	gene @ 02-26-2021 05:20 PM
DV21-00010	Test, Friday o	Friady, Test o	Gene Owl @ 02-19-2021 11:00 PM	gene @ 03-12-2021 07:51 PM
DV21-00012	Dert, Fatem Mu	Gert, Ghassan Nt		dick @ 05-14-2021 12:52 PM
DV21-00014	Meader, Sheena Tester M	Test, Defendant Tester		gene @ 05-14-2021 05:56 PM
DV21-1164	Dennis, Ashley	Dennis, John		
DV21-9001	Doe, Jane Marie	Doe, John Jim		dick @ 03-11-2021 06:31 PM
DV21-9002	Tester, Plaintiff M	Tester, Defendant Test		dick @ 02-03-2021 05:43 PM
DV21-1102	Don, Dora	Don, Moris		

1.20 Domestic Violence Case Reports

All users with access can view the Domestic Violence Case Reports from their dashboards.

General Workflow

- Under the "Hot Sheet", click the "Domestic Violence Case Reports".

STEP 1: Go to the dashboard and click the "Domestic Violence Case Reports" in the navigation sidebar menu.

STEP 2: Then click the "Domestic Violence Case Reports".

STEP 3: Then click "Switch to Case" field and choose a case from the drop-down.

STEP 4: Click the "Print" button

"Domestic Violence Case Reports"

The screenshot shows the TRIBALEX software interface. At the top, there is a navigation bar with 'Farahnaz Zaman' and links for 'My Profile', 'Log out', 'Dashboard', and 'Search'. A search bar says 'Enter a Case to Switch...' with a dropdown arrow and a 'Switch to Case' button. Below this, the 'Case Number' is listed as DV21-00006. The plaintiff information includes Name: Kate Mark, DOB: [redacted], Address: [redacted], City, State: North Carolina. The defendant information includes Name: David Mark, DOB: [redacted], Address: [redacted], City, State: North Carolina. A red arrow points from the text 'Case information' to the defendant details. On the left sidebar, under 'Domestic Violence Case Reports', the 'DVPO Packet' option is highlighted with a red box and a red arrow pointing to it. Other options like 'Identifying Info', 'Complaint and Motion', 'Ex_Parte Notice (Short Form)', 'Ex_Parte DVPO', 'Notice Of Hearing', 'Final DVPO Order', and 'DVPO Continuing Order' are listed with 'Print' buttons. The 'DVPO Continuing Order' option is also highlighted with a red box.

"DVPO Packet"

EASTERN BAND OF CHEROKEE INDIANS The Cherokee Court		Filed On: Jan-06-2021 04:56 PM By: dick File No.: DV21-00006
NOTICE OF HEARING AND NOTICE OF EX PARTE DOMESTIC VIOLENCE PROTECTIVE ORDER		
Name Of Plaintiff (Person Filing Complaint) Kate Mark	vs.	Name and Address of Defendant (Person Accused Of Abuse) David Mark
To The Defendant Named Above		
The attached Complaint has been filed alleging that you have committed acts of domestic violence against the plaintiff and/or the plaintiff's minor child(ren).		
<p>1 <input checked="" type="checkbox"/> The attached Ex Parte Order has been issued against you. The Short Form Notice is attached. If you violate the Order, you are subject to being held in contempt or being charged with the crime of violating this Ex Parte Order. A hearing will be held before a Judge of the Cherokee Court at the date, time, and place indicated below. At that hearing, it will be determined whether the Order will be continued.</p> <p>2 <input type="checkbox"/> A hearing will be held before a Judge of the Cherokee Court at the date, time, and place indicated below. At that hearing it will be determined whether emergency relief in protecting the plaintiff and the plaintiff's child(ren) should be granted. If you wish to have a hearing earlier than the hearing date set above, you must file a motion with the court and notify the other party.</p>		
Date of Hearing Jan-13-2021	Time of Hearing 05:30 AM	Date Jan-06-2021
Location of Hearing Cherokee Courthouse Cherokee, Qualla Boundary (NC)		 Signature dick <input type="checkbox"/> Deputy/Assistant Clerk <input type="checkbox"/> Clerk of Court <input type="checkbox"/> Notary Public(SEAL) <input checked="" type="checkbox"/> Magistrate <input type="checkbox"/> Judge
NOTE TO CLERK: The Hearing must be scheduled for the next regularly scheduled domestic violence session. Give or mail a copy of the Notice to the plaintiff.		
RETURN OF SERVICE		
I certify that this Notice and a copy of the Complaint <input type="checkbox"/> and the Ex Parte Order were received and served on the defendant as follows:		
Date Served Jul-16-2021	Name of Defendant David Mark	
<input checked="" type="checkbox"/> 1. By delivering to the defendant named above a copy of this Notice of Hearing and a copy of the Complaint <input type="checkbox"/> and the Ex Parte Order in this action. <input type="checkbox"/> 2. By leaving a copy of this Notice of Hearing and a copy of the Complaint <input type="checkbox"/> and the Ex-Parte in this action at the defendant's dwelling house or usual place of abode with a person of suitable age and discretion then residing therein.		
Name And Address Of Person With Whom Copies Left		
<input type="checkbox"/> Defendant WAS NOT served for the following reason:		
Date Received Jan-06-2021	Date of Return Jul-16-2021	Officer Making Return Heather Graham Heather Graham

Page 1 of 9

Note: The user can view different reports, such as, DVPO Packet, DVPO Continuing Order, etc. as shown above. Also note that the "DVPO Packet" will be view in form of report as shown above.

1.21 Reports

ALL THE USERS WITH ACCESS CAN VIEW THE REPORTS FROM THEIR DASHBOARDS.

General Workflow:

- Under the "Domestic Violence Case Reports", click the "Reports".

STEP 1: Click on the "Reports" in the navigation sidebar menu from the dashboard.

STEP 2: Click on the "Print" button to view DVPO Reports and CR Reports.

Farah CIPD

- My Profile
- Log out
- New Criminal Complaint
- Hot Sheet
- Domestic Violence Case Reports
- Reports**
- Family Safety Reports

Dashboard Search

DVPO Reports

DVPO Service Status Report Print

CR Reports

Detained Defendants Print

Charges, Warrants, FTAs and DVPOs by Date Range Print

Service of Warrants, FTAs and DVPOs by Quarter Print

 **EASTERN BAND OF CHEROKEE INDIANS**
The Cherokee Court

Currently Detained Defendants

Detain Orders						
Defendant Name	File Number	Period	Period Began Date & Time	Period End Date & Time	Hearing Date	
Claire Jone	21CR9481, 21CR9485	72 hours	Sep-19-2021 12:00 AM	Sep-22-2021 12:00 AM	Sep-21-2021	
Lex Luther	21CR9483, 21CR9484, 98989	72 hours	Sep-17-2021 04:30 PM	Sep-20-2021 03:00 PM	Sep-20-2021	
Coley Janny	21CR9487	96 hours	Sep-17-2021 02:00 PM	Sep-21-2021 02:00 PM	Sep-20-2021	
Sara Main	21CR9486, 21CR9488	72 hours	Sep-17-2021 01:00 AM	Sep-20-2021 01:00 AM	Sep-19-2021	
Walter White	21CR9489	72 hours	Sep-17-2021 10:00 AM	Sep-20-2021 09:00 AM	Sep-19-2021	
September 9/21	21CR9493, 21CR9494, 21CR9495	96 hours	Sep-18-2021 02:00 AM	Sep-22-2021 02:00 AM	Sep-18-2021	
September 9/21	21CR9500, 21CR9501, 21CR9502, 21CR9503, 21CR9504, 21CR9505	96 hours	Sep-18-2021 02:30 AM	Sep-20-2021 02:30 AM	Sep-19-2021	
Raman Karanam	21CR9496, 21CR9497, 21CR9498	96 hours	Sep-21-2021 01:30 AM	Sep-25-2021 02:00 AM	Sep-23-2021	
Gustavo Fring	21CR9506, 21CR9507, 21CR9508	96 hours	Sep-21-2021 02:00 PM	Sep-25-2021 01:00 PM	Sep-23-2021	
New Test	21CR9511, 21CR9512, 21CR9513, 21CR9514, 21CR9515	72 hours	Sep-20-2021 09:30 AM	Sep-22-2021 09:30 AM	Sep-22-2021	
test September 24	21CR9516, 21CR9517, 21CR9518, 21CR9519, 21CR9520	96 hours	Sep-20-2021 08:00 AM	Sep-23-2021 08:00 AM	Sep-22-2021	
Test 2 9/23	21CR9521, 21CR9522, 21CR9523, 21CR9524, 21CR9525, 21CR9526	96 hours	Sep-20-2021 09:00 AM	Sep-24-2021 09:00 AM	Sep-21-2021	
Team Player1	21CR9529, 21CR9530, 21CR9531	72 hours	Sep-24-2021 12:30 AM	Sep-27-2021 12:30 AM	Sep-26-2021	
test September 24	21CR9532, 21CR9533, 21CR9534, 21CR9535, 21CR9536	96 hours	Sep-24-2021 11:00 AM	Sep-28-2021 11:00 AM	Sep-23-2021	
September release test	21CR9538	72 hours	Sep-26-2021 11:00 AM	Sep-29-2021 11:00 AM	Sep-28-2021	
ABC Family	21CR9541	72 hours	Sep-27-2021 01:00 PM	Sep-30-2021 01:00 PM	Sep-28-2021	
Team Player1	21CR9542, 21CR9543, 21CR9544, 21CR9545	72 hours	Sep-27-2021 01:00 AM	Sep-30-2021 12:30 AM	Sep-29-2021	
TEST sep27	21CR9546, 21CR9547, 21CR9548, 21CR9549	72 hours	Sep-23-2021 06:00 AM	Sep-26-2021 07:00 AM	Sep-24-2021	
Test2 September28	21CR9555, 21CR9556, 21CR9557, 21CR9558, 21CR9559	72 hours	Sep-26-2021 08:00 AM	Sep-28-2021 08:00 AM	Sep-27-2021	

Dec-21-2021 02:22 PM Page 1 of 9

1.22 Family Safety Reports

All the users with access can view the Family Safety Reports from their dashboards.

General Workflow:

Under the "Reports" in the navigation sidebar menu, click the "Family Safety Reports".

STEP 1: Click on the Family Safety Reports from the sidebar menu.

STEP 2: Then click the "Switch to Family Safety Case" field and choose a case from the drop-down options.

STEP 3: Click the "Print" to view the reports.

The screenshot shows the 'Family Safety Reports' page. On the left, a sidebar lists various options: My Profile, Log out, New Criminal Complaint, New Motion for DVPO (which is highlighted in blue), New Child Maltreatment Petition, Hot Sheet, Domestic Violence Case Reports, Reports, Family Safety Reports (which is highlighted with a red box), Attorneys, GALs, Docket, CR Docket List, DV Docket List, FS Docket List, and Merge Defendant. The main content area has a red header bar with 'Enter a Case to Switch...', 'Dashboard', 'Search', and 'Switch to Family Safety Case'. Below this, it shows 'Case Date & Time: Oct-27-2021 10:00 AM'. It lists 'Caretaker(s)', 'Child(ren)', and 'Witness(s)'. Under 'Family Safety Packet', there is a list item 'Test Oct27 (Oct-27-2021)' with a yellow 'Print' button. Other sections like 'Child Maltreatment Petition', 'Order for Protective Custody', 'Affidavits', 'Notice of Hearing', 'Summons', 'Appoint & Release GAL and AA Orders', 'Continued Protective Custody Orders', 'Adjudication Orders', and 'Disposition Orders' each have a list item followed by a yellow 'Print' button. The 'Print' button for the first item in the 'Family Safety Packet' section is specifically highlighted with a red box.

1.23 Attorneys

All the users with access will be able to view the list of attorneys from their dashboards.

STEP 1: Click the "Attorneys" in the navigation sidebar menu.

STEP 2: Click the "Add New" in the "Attorneys" page

STEP 3: Fill out the mandatory data fields

STEP 4: Click the “Save” button.

“Attorneys”

The screenshot shows the 'Attorneys' page from a software application. On the left, there is a vertical sidebar with a dark background containing various menu items. The 'Attorneys' item is highlighted with a blue box and has an orange circle around it. At the top center, there is a green 'Add New' button with an orange circle around it. The main area is titled 'Attorneys' and contains a table with 12 items. The table columns are: Name, Phone, Email, Type, Created By, and Created On. Each row has two buttons on the right: 'Edit' (green) and 'Remove' (red). The last row of the table shows the text '1 - 10 of 12 items' at the bottom.

Name	Phone	Email	Type	Created By	Created On	Action	Action
Test Attorney	(242) 342-3423	bonnie@email.com	Defense	dick	Jul-08-2021	Edit	Remove
Marhsa J	(234) 234-2343	marsha@email.com	EBCI Prosecutor	dick	Jul-08-2021	Edit	Remove
Sheena Meader	(999) 999-9999		LAO	dick	Jul-08-2021	Edit	Remove
Amy (Defense) Smith			Defense	dick	Jul-09-2021	Edit	Remove
Luna Attorney	(312) 000-4325		Court Appointed Defense	judge	Sep-01-2021	Edit	Remove
Sami Attorney	(545) 676-2323		Court Appointed Defense	judge	Sep-01-2021	Edit	Remove
Krishna Kv			FS	Veni_Judge	Oct-04-2021	Edit	Remove
Famous Attorney			FS	Veni_Judge	Oct-05-2021	Edit	Remove
Remo Attorney			Defense	Veni_Judge	Oct-20-2021	Edit	Remove
Maria Shone		Maria@fake.com	Defense	Veni_Magistrate	Nov-04-2021	Edit	Remove

“Add New Attorney”

Add New Attorney

First Name	Middle Name	Last Name
Phone	Email	Bar Number
Attorney Type		
Physical Address		
Address	City	
State	Zip Code	
North Carolina		
Mailing Address		
<input type="checkbox"/> Same as Physical Address		
Address	City	
State	Zip Code	
North Carolina		
<input type="button" value="Cancel"/> <input type="button" value="Save"/>		

Note: You would have to fill out mandatory data, such as, Last Name, First Name, and Attorney Type: FS, Defense, etc. Also, you can edit and remove data by clicking the "Edit" and "Remove" buttons as shown above.

1.24 GALs (Guardian Ad Litem)

The users with access click the GALs in the navigation sidebar menu from their dashboards.

STEP 1: Click the GALs in the navigation sidebar menu.

STEP 2: Click “Add New” button in the “Guardian Ad Litem List” page.

Farahnaz Zaman

My Profile

Log out

New Criminal Complaint

New Motion for DVPO

New Child Maltreatment Petition

Hot Sheet

Domestic Violence Case Reports

Reports

Family Safety Reports

Attorneys

GALs

Dashboard

Search

Gaurdian Ad Litem List

Add New

Name Phone

Test tester (132) 123-1234 Edit

Better Person (000) 000-0000 Edit

1 - 2 of 2 items

STEP 3: Fill out the mandatory fields and click the “Save” button.

Farahnaz Zaman

My Profile

Log out

New Criminal Complaint

New Motion for DVPO

New Child Maltreatment Petition

Hot Sheet

Domestic Violence Case Reports

Reports

Family Safety Reports

Attorneys

GALs

Docket

Dashboard

Search

Add New Guardian Ad Litem

First Name Middle Name Last Name

Phone

Physical Address

Address City

State Zip Code

North Carolina Cancel Save

Note: You can edit by clicking the "Edit" button if needed.

2.0 Civil Cases

2.1 Domestic Violence

2.1.1 How to Create a New Motion & Complaint for DVPO

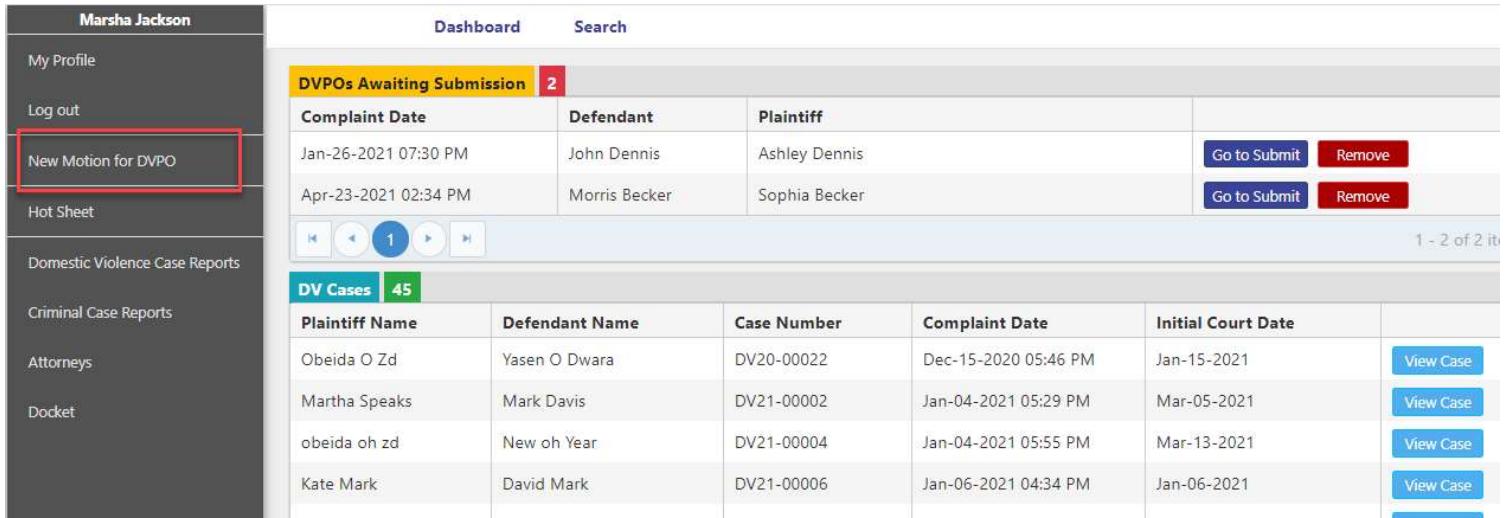
Users of the Domestic Violence Program, Legal Assistance Office, and Magistrates all have the ability to create a new motion and complaint for DVPO.

General Workflow:

1. From the dashboard, select the 'New Motion for DVPO' tab from the left menu bar.

2. Enter the Identifying Information for the Plaintiff and Defendant with the information you have available, including an upload of the defendant's photo if it is available.
3. Complete the Complaint and Motion pages. Complete an Affidavit for each minor child.
4. Review the completed Complaint, Motion, and Affidavits with the victim, and then submit to the Magistrate for review.
5. Magistrate after reviewing the motion will either grant or reject the Complaint.

STEP 1: From the dashboard, select the 'New Motion for DVPO' tab from the left menu bar. Enter the Identifying Information for the Plaintiff and Defendant with the information you have available, including uploading the defendant's photo if it is available. After entering all information, click Save.



The screenshot shows the TRIBALEX software interface. On the left, there is a sidebar with the user's name 'Marsha Jackson' at the top, followed by 'My Profile', 'Log out', and a red box highlighting 'New Motion for DVPO'. Below these are 'Hot Sheet', 'Domestic Violence Case Reports', 'Criminal Case Reports', 'Attorneys', and 'Docket'. In the center, there are two main sections: 'DVPOs Awaiting Submission' (containing 2 items) and 'DV Cases' (containing 45 items). The 'DVPOs Awaiting Submission' section has columns for 'Complaint Date', 'Defendant', and 'Plaintiff', with rows for Jan-26-2021 07:30 PM (John Dennis, Ashley Dennis) and Apr-23-2021 02:34 PM (Morris Becker, Sophia Becker), each with 'Go to Submit' and 'Remove' buttons. The 'DV Cases' section has columns for 'Plaintiff Name', 'Defendant Name', 'Case Number', 'Complaint Date', and 'Initial Court Date', with rows for various names and dates, each with a 'View Case' button. Navigation arrows and a page number '1 - 2 of 2' are also visible.

DVPOs Awaiting Submission 2		
Complaint Date	Defendant	Plaintiff
Jan-26-2021 07:30 PM	John Dennis	Ashley Dennis
Apr-23-2021 02:34 PM	Morris Becker	Sophia Becker

DV Cases 45					
Plaintiff Name	Defendant Name	Case Number	Complaint Date	Initial Court Date	
Obeida O Zd	Yasen O Dwara	DV20-00022	Dec-15-2020 05:46 PM	Jan-15-2021	View Case
Martha Speaks	Mark Davis	DV21-00002	Jan-04-2021 05:29 PM	Mar-05-2021	View Case
obeida oh zd	New oh Year	DV21-00004	Jan-04-2021 05:55 PM	Mar-13-2021	View Case
Kate Mark	David Mark	DV21-00006	Jan-06-2021 04:34 PM	Jan-06-2021	View Case

[Images & Steps continued on next page]

Marsha Jackson

[Dashboard](#) [Search](#)

[My Profile](#)
[Log out](#)

[New Motion for DVPO](#)

[Hot Sheet](#)

[Domestic Violence Case Reports](#)

[Criminal Case Reports](#)

[Attorneys](#)

[Docket](#)

Identifying Information

Complaint Date 4/23/2021	Complaint Time 5:49 PM	
Plaintiff Information		
First Name Jane	Middle Name Tester	Last Name Doe
Date Of Birth 2/2/2000	Gender Female	Race American Indian or Alaska Native
Address 123 main	City Seattle	
State Washington	Zip Code 98116	
Defendant Information		
First Name John	Middle Name Tester	Last Name Defendant
Date of Birth 1/1/2000	Gender Male	Race White
SSN	Height (Inches) 72	Weight (LBs) 185
Eye Color Brown	Hair Color Black	
Identifying Marks		
tattoo of a cross on left shoulder		

[Images & Steps continued on next page]

Identifying Marks
tattoo of a cross on left shoulder

Address
123 main

State
Washington Zip Code
98116

City
Seattle

Direction To Defendant Residence

Phone
7045768007

Employer Name
EBCI

Employer Address
123 main

Employer Phone

Defendant's Work Hours (List Work Start Time And Work Stop Time)

Does the Defendant have Driver's License or State-Issued Card from any State?

Driver's License State
Washington

Driver's License Number

License Plate Number

Vehicle Description

Does the Defendant have permit to purchase Handgun or Crossbow?

Does the Defendant have permit to carry a Concealed Handgun?

State which Law Enforcement agency issued the permit, if known
Washington

Is there any reason that a Law Enforcement Officer should consider the Defendant a Potential Threat?

Upload Defendant Photo
Choose File | IMG_3917.jpg

Save

STEP 2: After saving the information on the Identifying Information page, you will be routed to the **DVPO Complaint** screen. Complete this page with the relevant information and click Save. After saving the information on the Complaint page, you will see a green confirmation pop-up '**DVPO Complaint has been Saved Successfully**'.

Identifying Info Complaint Motion Affidavits Documents Review Submit Verification

DVPO Complaint

1. Territory
 I currently live within the territory of the Eastern Band of Cherokee Indians. The incident occurred in the territory of the EBCI

2. Defendant and I are
 Married Divorced
 Live or have lived together, and are or were in a dating relationship while living together
 Parent and child (including persons acting in loco parentis), or are grandparent and grandchild

STEP 3: Click the **Motion** button to complete the Motion portion of the DVPO. Complete this page with the relevant information and click Save. After saving the information on the Motion page, you will see a green confirmation pop-up '**DVPO Motion has been Saved Successfully**'.

Identifying Info Complaint Motion Affidavits Documents Review Submit Verification

DVPO Motion

Because of the acts of domestic violence by the defendant, I am requesting that the Court grant me the following relief

1. Emergency relief.
2. An Ex-Parte Order before notice of a hearing is given to the defendant.
3. The Court to order the defendant to refrain from threatening, abusing, or following me, or any member(s) of Plaintiff's household or family, to refrain from any acts of domestic violence as defined in Section 50B-2 of the Tribal Code, to refrain from engaging in any other conduct that would result in emotional distress to plaintiff or to a member(s) of Plaintiff's household or family.
4. Possession of the residence at the address listed below, and I want the defendant to move from and not return to the residence.

Address of Residence

19. No Contact, Direct or Indirect

20. Other Request

Description of Other Requests

Other Comments

Victim Statement.

Add the Victim Statement here



STEP 4:FOR MINOR CHILDREN ONLY. Skip to Step 5 if no Minor Children are involved. Where there are minor children involved, click the **Affidavits** button to complete the Affidavit as to Status of Minor Child page for each child. Click the Add New button to add a new Affidavit for *each* child. Enter all information requested.

- After entering information about the child, enter the Affiant (person seeking the DVPO) information to capture their name, eSignature, etc., then click **Save**. This image is on the next page.
- The magistrate will swear and subscribe to the affidavit during their verification review. **Leave the 'Sworn and Subscribed to Me' section blank.**
- After a child is added, it will appear in the Child Affidavit List table (see immediately below).

Identifying Info Complaint Motion Affidavits Documents Review Submit Verification

Child Affidavit List

Add New

Child Name	Date Of Birth	Gender	
FRS FARAH	Oct-31-2009	Female	Edit

1 - 1 of 1 items

[Images & Steps continued on next page]

Child Information

First Name Child One	Middle Name Tester	Last Name Doe
Date of Birth 1/1/2020	Place of Birth Asheville, NC	Gender Male

I, the undersigned affiant, being first duly sworn, say that during the past five (5) years the above named minor child has lived as follows:

Child addresses during the last five years

+ Add New

Residence From	Residence To	Residence Address	Person Live With Name	Person Live With Add...	Action
1/1/2020	4/23/2021	123 Main Street, Chen	Jane and John Doe	123 Main Street, Chen	<input checked="" type="checkbox"/> Update <input type="button" value="Cancel"/>

1 - 1 of 1 items

I have participated in litigation concerning in the custody of the child.

I have information of a custody proceeding concerning the above named child pending in a court in this or another

I know Of a person as listed below, who has physical custody or claims to has custody or visitation rights with respect to the above named child.

Affiant Information

Affiant Name Jane Doe	Affiant eSignature Jane Doe	Relationship to Child
Date 4/23/2021	Time 11:30 AM	

Sworn And Subscribed To Before Me

Administer
Clerk Of Court

Administrator Name
Administrator eSignature

Date
Time

Only the person authorized to administer oaths (Magistrate) completes this section.

NOTE: The magistrate will seal and lock each Affidavit during their review of submitted DVPO materials.

STEP 5: Click the **Documents** button to upload documents associated with the Complaint and Motion. Click the **Upload New** button to name, upload, and save the document(s) being uploaded.

- Note that you can upload documents from the form menu bar (circled) or from the Case Menu bar (rectangle). Either method will add the uploaded documents to the DVPO Documents table.

Identifying Info Complaint Motion Affidavits **Documents** Review Submit Verification

DVPO Documents

Upload New

Date Uploaded	Document Name	Document Type	Comments	Audit Info		
Nov-11-2021	Sign	Photos/Image		Nov-11-2021 By fara_magistrate	<input type="button" value="Download"/>	<input type="button" value="Remove"/>

New DVPO Document

Document Date 4/23/2021	Document Name Signed Victim Statement
Document Type Scanned Forms	Document Choose File ffl pic.PNG
Comments	
<input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Save & Add New"/>	

- For more detailed instructions on how to upload documents, see section **2.1.1**.

[Proceed to next page for STEP 6]

STEP 6: Click the **Review** Button to review the full Complaint and Motion with the Plaintiff.

- **EDITS REQUIRED.** If Plaintiff has reviewed the Complaint and Motion and edits are needed, you can go back to the screens requiring update by clicking on the page button (Complaint and/or Motion), making the necessary updates and clicking Save at the bottom of each page.

Identifying Info Complaint Motion Affidavits Documents Review Submit Verification

Plaintiff Review

Reviewed and Acknowledged by the Plaintiff

Date Reviewed: 11/11/2021 Time Reviewed: 1:07 PM

Plaintiff Name: FRS FARAH DV Plaintiff eSignature: FRS FARAH DV

Initial Activity: Created By: fara_magistrate Updated By: fara_magistrate
Created On: 11/11/2021 Updated On: 11/11/2021

Save

- **NO EDITS REQUIRED.** Once the Plaintiff has reviewed materials and no edits or updates are required, type (or have the Plaintiff type) the Plaintiff Name and eSignature.

NOTE: You will not be able to submit the Complaint/Motion papers to a Magistrate until the Plaintiff has checked the box, provided an eSignature, and Saved the acknowledgement of review section.

STEP 7: Click the **Submit** button to submit the Complaint and Motion for DVPO (and any applicable Minor Child Affidavits) to the magistrate for review.

Identifying Info Complaint Motion Affidavits Documents Review Submit Verification

Plaintiff Review Date: Nov-11-2021 Plaintiff Reviewed Time: 01:07 PM

Plaintiff Name: FRS FARAH DV Plaintiff eSignature: FRS FARAH DV

Magistrate: Farah Magistrate

Submit

- You will see the green success message when properly submitted.

Once DV case has been submitted, it needs to be verified by filling out the following sections: plaintiff's name, plaintiff eSignature, Decision, and Judicial Official. Once the verification is done, the popup message will appear to confirm the verification of the DV case.

Identifying Info Complaint Motion Affidavits Documents Review Submit Verification

Date Reviewed Nov-11-2021	Time Reviewed 01:33 PM
Verification Date 11/11/2021	Verification Time 1:34 PM
Plaintiff Name	Plaintiff eSignature
Decision	Judicial Official
Judicial Name Farah Magistrate	Judicial eSignature Farah Magistrate
Sign Date 11/11/2021	Sign Time 1:34 PM
Comments	

Save

STEP 8: To view the case you just submitted, from your Dashboard, the case will appear under the 'DVPOs Awaiting Magistrate Signature' widget.

- **NOTE:** A DV case number will only be assigned once the Complaint and Motion for DVPO have been verified by a Magistrate.
- **NOTE TOO:**

Complaint Date	Defendant	Plaintiff	Status
Apr-23-2021 05:49 PM	John Tester Defendant	Jane Tester Doe	Pending

2.1.2 How to Upload Documents to a DVPO Case

General Workflow:

1. Depending on when you are uploading the document(s), you may choose to: (a) add the document during Complaint/Motion creation; or (b) click the View Case button from your dashboard.
2. Once in the case, you will see a Documents tab appear on the Left Menu Bar. Click the Documents tab.
3. Click the Upload New Document button.
4. Add the Document Name and Type, then choose the document from your files.
5. Click Save to add the document or click Save & Add New to add another document.

STEP 1: Depending on when you are uploading the document(s), you can either add the document before submitting the DVPO motion to the magistrate or click the View Case button from your dashboard.

- **DASHBOARD – Draft Motions (DVPOs Awaiting Submission widget):**

Dashboard				Search
DVPOs Awaiting Submission 6				
Case Number	Complaint Date	Defendant	Plaintiff	
DV21-00001	Jan-04-2021 05:27 PM	Michael M Fred	Arlyce M Giller	Go to Submit
DV21-00005	Jan-04-2021 08:02 PM	Michael M Fred	Kelsea Kinley	Go to Submit
DV21-9000	Jan-26-2021 07:30 PM	John Dennis	Ashley Dennis	Go to Submit
DV21-9003	Jan-29-2021 03:58 PM	Martin Jones	Maria Jones	Go to Submit

- **DASHBOARD – Submitted Complaints (Open Civil Cases widget):** Under the 'Criminal Cases' widget, click the View button.

Open Civil Cases 22				
Case Number	Complaint Date	Defendant	Plaintiff	
DV21-1108	Feb-26-2021 02:48 PM	Martin Beth	Cara Beth	View Case
DV21-1106	Feb-26-2021 12:25 PM	Dana Waliel	Hind Qasim	View Case
DV21-1105	Feb-19-2021 12:40 PM	Obeida O Zd	Gene M Zd	View Case
DV21-1104	Feb-19-2021 11:58 AM	Omar M Zd	Obeida O Zd	View Case

[Continued on next page]

STEP 2: Now that you're in the case, click the Documents tab in the Left Case Menu Bar. Then, in the Documents page, click the **Upload New Document** button.

The screenshot shows the DVPO Documents page. On the left, there's a sidebar with 'Marsha Jackson' and 'Log out'. Below that are sections for 'Identifying Info', 'Complaint & Motion', and 'Documents' (which is highlighted with a red oval). Further down are 'Reports' and other links. The main area shows 'Case Number: DV21-1109' and details for Plaintiff (Dana Waled) and Defendant (Maya Hashim). A 'VERSUS' button is between them. Below this is a table titled 'DVPO Documents' with columns for 'Date Uploaded', 'Document Name', 'Document Type', and 'Comments'. At the top of this table is a green button labeled 'Upload New Document' (also highlighted with a red oval).

STEP 3: Add the Document Name and Type, then choose the document you wish to upload from your files. Then, click Save to add the document or click Save & Add New to add another document.

This screenshot shows the 'New DVPO Document' form. It includes fields for 'Document Date' (3/1/2021), 'Document Name' (Signed Victim Statement), 'Document Type' (Scanned Forms, with a dropdown arrow), and a 'Comments' text area. A file input field labeled 'Choose File' is highlighted with a red oval. At the bottom right are 'Cancel', 'Save' (highlighted with a red oval), and 'Save & Add New' buttons (also highlighted with a red oval).

STEP 4: Once saved, all uploaded documents for the case will appear in the Documents table.

The screenshot shows the DVPO Documents table. The first row contains 'Address' and 'City, State' information for both Plaintiff and Defendant. Below this is a section for 'DVPO Documents' with an 'Upload New Document' button. The main table has columns for 'Date Uploaded', 'Document Name', 'Document Type', 'Comments', and 'Audit Info'. Two rows of data are shown: one for a 'Signed Victim Statement' (Scanned Forms) and another for 'Pictures of Survivor' (Photos/Image). Each row includes a 'Download' link in the Audit Info column.

Date Uploaded	Document Name	Document Type	Comments	Audit Info
Mar-01-2021	Signed Victim Statement	Scanned Forms		Mar-01-2021 By marsha Download
Mar-01-2021	Pictures of Survivor	Photos/Image		Mar-01-2021 By marsha Download

How to Verify a DVPO Complaint and Motion

Only Magistrates and the Court can verify and accept/reject DVPO Complaint and Motions.

General Workflow:

- From the dashboard, scroll to the **Civil Complaints Awaiting Magistrate Signature** widget.
- Select a case that has been submitted for your review and verification by clicking the Verify button.
- Review the Complaint and Motion.
- Verify and acknowledge any Affidavits submitted.
- Capture and verify the Plaintiff acknowledgments.

STEP 1: From the dashboard, select a Motion & Complaint for DVPO to review and verify under the 'Civil Complaints Awaiting Magistrate Signature' widget. Click the **Verify** button next to that submission.

New Criminal Complaint	Mar-12-2021	Eastern Band of Cherokee Indians	VS	Substance Report	2345	Review
New Motion for DVPO						1 - 10 of 19 items
Hot Sheet	1	2	3	4	5	
Domestic Violence Case Reports	DV Complaints Awaiting Magistrate Signature 1					
Criminal Case Reports						Search...
Attorneys						Verify

- You will be routed to the **Verification** screen, however, BEFORE VERIFYING, please review the **Identifying Info** page for any missing information. Then proceed to the **Complaint & Motion** tabs to review the forms submitted.

Identifying Info	Plaintiff	Defendant
Complaint & Motion	Name: Jane Tester Doe DOB: Feb-02-2000 Address: 123 main City, State: Seattle, Washington	Name: John Tester Defendant DOB: Jan-01-2000 Address: 123 main City, State: Seattle, Washington
Documents		
Print Forms/Reports		

VERSUS

1 2 3 4 5 6 7

Identifying Info Complaint Motion Affidavits Documents Review Submit Verification

Only Verify after reviewing all other forms.

Verification

Date Reviewed: Apr-23-2021 Time Reviewed: 06:50 PM

Verification Date: Verification Time:

- When reviewing the **Identifying Info** page, note that a defendant's photo can be uploaded by Magistrate at the bottom of the Identifying Info page.

State which Law Enforcement agency issued the permit, if known
Washington

Is there any reason that a Law Enforcement Officer should consider the Defendant a Potential Threat?

Upload Defendant Photo
 No file chosen



Magistrates can upload photos of the Defendant here.

Initial Activity:
Created By: marsha
Created On: 4/23/2021

Last Activity:
Updated By: dick
Updated On: 4/23/2021

Save

STEP 2: From the Identifying Info page, click the **Complaint** button from the form menu bar to review the submitted Complaint for DVPO.

2

DVPO Complaint

1. Territory
 I currently live within the territory of the Eastern Band of Cherokee Indians. The incident occurred in the territory.

2. Defendant and I are
 Married Divorced

STEP 3: From the Complaint page, click the **Motion** button from the form menu bar to review the submitted Motion for DVPO.

3

DVPO Motion

Because of the acts of domestic violence by the defendant, I am requesting that the Court grant me the following relief

- Emergency relief.

STEP 4: From the Motion page, click the **Affidavits** button to review any Affidavit(s) as to Status of Child that were submitted. **If there are no affidavits present, skip to STEP 5.**

- Click the Edit button for the first child listed. If there is more than one child, complete these actions for each child.

4

Child Affidavit List

Child Name	Date Of Birth	Gender	
Child One Doe	Jan-01-2020	Male	Edit

1 - 1 of 1

- Review the information in the affidavit. If no edits are required, confirm the affiant information, and verify the affidavit.
 - To do this, under the Administer field, select Magistrate.
 - Then type in your name and eSignature.
 - Add the date and time of acknowledgement.
 - Select the '**Seal and Lock**' check box once completed. Then click **Save**.

Child Information

First Name Child One	Middle Name Middle	Last Name Test
Date of Birth 1/1/2015	Place of Birth Asheville, NC	Gender Male

I, the undersigned affiant, being first duly sworn, say that during the past five (5) years the above named minor child has lived as follows:

Child addresses during the last five years

+ Add New

Residence From	Residence To	Residence Address	Person Live With Name	Person Live With Add...	Edit	Remove
Feb-03-2020	Feb-02-2021	123 Main Street, Cherokee, NC	Ro and Hannah	123 Main Street, Cherokee, NC		

1 - 1 of 1 items

I have participated in litigation concerning in the custody of the child.

I have information of a custody proceeding concerning the above named child pending in a court in this or another.

I know Of a person as listed below, who has physical custody or claims to has custody or visitation rights with respect to the above named child.

Affiant Information

Affiant Name Plaintiff Tester	Affiant eSignature Plaintiff Tester	Relationship to Child Mother
Date 2/2/2021	Time 11:00 AM	

Sworn And Subscribed To Before Me

Administrator
Magistrate

Administrator Name
Trista Welch

Administrator eSignature
Trista Welch

Date
2/3/2021

Time
11:00 AM

Seal and Lock

NOTE: Once the affidavit is Seal and Locked, then Saved, it is no longer editable.

STEP 5: From the Affidavit page, click the **Documents** button to review any uploaded documents.

City, State: Seattle, Washington

5

Identifying Info Complaint Motion Affidavits **Documents** Review Submit Verification

DVPO Documents

Upload New

Date Uploaded	Document Name	Document Type	Comments	Audit Info		
Apr-23-2021	Pictures of Survivor	Photos/Image		Apr-23-2021 By marsha		
Apr-23-2021	Signed Victim Statement	Scanned Forms		Apr-23-2021 By marsha		

STEP 6: From the Documents page, click the **Review** button to review the Plaintiffs acknowledgment and the Complaint and Motion together.

6

Identifying Info Complaint Motion Affidavits Documents **Review** Submit Verification

Plaintiff Review

Reviewed and Acknowledged by the Plaintiff

Date Reviewed
4/23/2021

Time Reviewed
6:50 PM

Plaintiff Name
Jane Doe

Plaintiff eSignature
Jane Doe

STEP 7: From the Review page, click the **Verification** button to sign and verify the Plaintiffs acknowledgment of the DVPO Complaint and Motion forms. After Verification has occurred, follow Steps 2.3 below to issue Notice & Order papers, as applicable.

City, State: Seattle, Washington

City, State: Seattle, Washington

7

Identifying Info Complaint Motion Affidavits Documents Review Submit **Verification**

Verification

Date Reviewed: Apr-23-2021 Time Reviewed: 06:50 PM

Verification Date: 4/23/2021 Verification Time: 8:27 PM

Plaintiff Types Name and eSignature

Plaintiff Name: Jane Tester Plaintiff eSignature: Jane Tester

Decision: **Verified**

Judicial Official: Magistrate

Judicial Name: Dick Crowe Judicial eSignature: Dick Crowe

Sign Date: 4/23/2021 Sign Time: 8:27 PM

Comments:

Enter Existing DV Number

Magistrate decides to Verify or Not Verify submitted Complaint & Motion

Only use this feature if you are entering a historical DVPO created outside of TribaLex.

Save

2.1.2 Assign Attorneys

As a Magistrate, assign an attorney by selecting the feature "Attorneys" from the sidebar menu. Once select it, the following page will appear and you can fill it out by clicking, the following features, "Attorney For", "Attorney", and "Date Assigned".

Please Click and choose the plaintiff or defendant option from the dropdown box of the "Attorney For" feature. For "Attorney", you have to choose a specific attorney from the dropdown box that will be assigned to the plaintiff or defendant of the DVPO case. Lastly, ensure to add the date for the attorney being assigned in the "Date Assigned" section and save it by clicking the Save button.

Assign Attorney

Attorney For

Plaintiff

Attorney

Test Attorney

Date Assigned

10/08/2021

Save

Click and choose the plaintiff or defendant option

Click and choose the attorney

Once the attorney is assigned successfully, you will see the following table, "Attorneys List". This table will showcase the list of attorney are being assigned, date unassigned, attorney name, etc. You can also edit the "Attorneys List" by selecting the Edit button for each attorney at a time.

Attorney Name	Attorney For	Status	Date Assigned	Date Unassigned	
Test Attorney	Plaintiff	Assigned	Oct-08-2021		<button>Edit</button>
Amy (Defense) Smith	Plaintiff	Assigned	Oct-08-2021		<button>Edit</button>

2.1.3 How to Issue an Ex Parte DVPO

Only Magistrates and the Court have the ability to issue an Ex Parte DVPO and the related Notice Papers.

General Workflow:

1. Once the Complaint & Motion for a DVPO have been verified, the related digital forms for Ex Parte DVPO and Notice Paper tabs will appear in the left Case Menu Bar.
2. If the Motion requests emergency/Ex Parte relief, decide whether to approve or deny the motion.
 - a. If **approving** the Complaint and Motion for an Ex Parte DVPO, continue to follow the steps below.
 - b. If **denying** emergency/Ex Parte relief or if Ex Parte relief was not requested, **skip to Section 2.5** for instructions on how to issue Notice Papers when no Ex Parte order is being approved.
3. If the Complaint and Motion for Ex Parte DVPO are approved, create the Ex Parte DVPO and assign the appropriate court date.
 - a. Select the Ex Parte DVPO tab from the left menu bar.
4. Complete the Ex Parte DVPO Findings and Conclusion page.
5. Complete the Ex Parte DVPO Order page.
6. After creating the Ex Parte DVPO, generate the Notice of Hearing and Notice of DVPO (see Section 2.4 of this Manual).

STEP 1: After the Complaint & Motion for DVPO have been verified, the related Ex Parte DVPO and Notice Papers tabs will appear in the left menu bar.

- If **approving** the Complaint and Motion for an Ex Parte DVPO, select the Exparte DVPO tab from the left Case Menu and continue to follow the steps below.
- If **denying** emergency/Ex Parte relief or if Ex Parte relief was not requested, **skip to Section 2.5** for instructions on how to issue Notice Papers when no Ex Parte order is being approved.

NOTE: For either decision, a hearing date must be assigned.

The screenshot shows the user interface for issuing an Ex Parte DVPO. On the left, a vertical menu bar lists options: Log out, Identifying Info, Complaint & Motion (which is highlighted with a red box), Documents, Exparte DVPO (also highlighted with a red box), Notice of ExParte, Notice of Hearing, Continuing Orders, Final DVPO, Show Cause for DVPO Failure, Motion To Modify DVPO, and Print Forms/Reports. The main content area has a header "Dashboard Search" and displays case information: Case Number: DV21-1136, Plaintiff Name: Jane Tester Doe, Plaintiff DOB: Feb-02-2000, Plaintiff Address: 123 main, Plaintiff City, State: Seattle, Washington, and Defendant Name: John Tester Defendant, Defendant DOB: Jan-01-2000, Defendant Address: 123 main, Defendant City, State: Seattle, Washington. Below this, a green banner says "DVPO has been verified successfully". The next section is titled "Complaint & Motion for DVPO" and contains a "Complaint" section with two numbered questions. Question 1, "Territory", has a checked checkbox: "I currently live within the territory of the Eastern Band of Cherokee Indians. The incident occurred in the territory of the Eastern Band of Cherokee Indians." Question 2, "Defendant and I are", has two checkboxes: "Married" (checked) and "Divorced". A small note at the bottom states: "I live or have lived together, and are or were in a dating relationship while living together."

STEP 2: In the Ex Parte DVPO page, first make the applicable findings in the 'Findings' section.

ExParte DVPO

Date: 4/23/2021 Time: 5:12 PM

Findings

- The plaintiff currently lives within the territory of the Eastern Band of Cherokee Indians. The incident occurred within the territory of the EBCI.
- The parties are:
 - Married Divorced
 - Live or have lived together, and are or were in a dating relationship while living together
 - Parent and child (including persons acting in loco parentis), or are grandparent and grandchild
 - Expecting a child together or have children in common

- Keep scrolling down, and make sure to also complete the 'Conclusion' section. Then click Save.

7. Other
Other Describe

Conclusion

- The defendant has committed acts of domestic violence against the
 - The plaintiff
 - A member(s) of the plaintiff's family or household
 - An animal of the plaintiff.
- It clearly appears that plaintiff has reasonable cause to believe that there is an immediate danger of domestic violence which could result in the physical or emotional injury of plaintiff.
- The Court has jurisdiction under the Cherokee Code and the Uniform Child Custody Jurisdiction And Enforcement Act, and the child(ren) are exposed to a substantial risk of bodily injury, sexual abuse, or emotional distress.
- This ex parte domestic violence protective order is necessary to protect the plaintiff or a member(s) of the plaintiff's family or household from domestic violence and to bring about a cessation of acts of domestic violence.
- The plaintiff has failed to prove that the defendant has committed acts of domestic violence under Chapter 50B.

Save

- Once saved, you will see the green success message at the top of the screen.

ExParte DVPO

Ex Parte Findings And Conclusion Order

Ex Parte DVPO has been Saved successfully

Findings

- The plaintiff currently lives within the territory of the Eastern Band of Cherokee Indians. The incident occurred within the territory of the EBCI.

STEP 3: After you complete and save the Findings and Conclusion portion of the Ex Parte DVPO, move to the Order portion by clicking the '**Order**' button at the top of the page.

- Review the auto-populated entries from the DVPO Motion & Complaint, and Findings & Conclusions. Make any additions or adjustments as needed.

Address: 123 main
City, State: Seattle, Washington

Address: 123 main
City, State: Seattle, Washington

Ex Parte Findings And Conclusion **Order**

ExParte DVPO

- The defendant shall not assault, threaten, abuse, follow, harass (by telephone, visiting the home or interfere with the plaintiff).
- The defendant shall not assault, threaten, abuse, follow, harass (by telephone, visiting the home or interfere with member(s) of the plaintiff's family or household).

Specify protected family or household member(s):
Sheena and Auli'i

- The plaintiff is granted possession of, and the defendant is excluded from, the parties' residence de property located in the residence except for the defendant's personal clothing, toiletries and tools

- Once you make the necessary selections under the '**Order**' screen, review your entries; enter your eSignature; select the date and time. Then, be sure to check the **Seal and Lock** checkbox to make the Ex Parte Order final. After you're all finished, click **Save** to finalize the Ex Parte Order.

16. The Request for Ex Parte Order is Denied.

17. The charge is dismissed by The Plaintiff the Court.

18. No Contact, Direct or Indirect

19. Other
Description

Judicial Info

Judicial Official: Magistrate
Judicial Name: Dick Crowe
Sign Date: 4/26/2021
Sign Time: 5:32 PM
 Seal and Lock **Save**

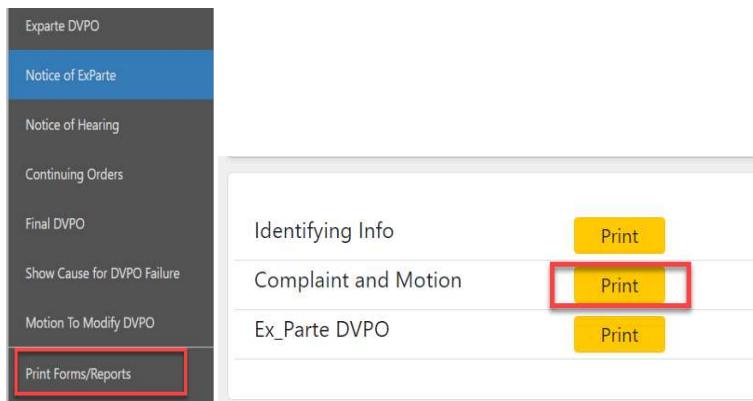
NOTE: Once the Order is Seal and Locked, then Saved, it is no longer editable.

STEP 4: After saving your Findings and Conclusion and then completing the Order, you will see a success pop-up message.

The screenshot shows the TribaLex software interface. On the left, a sidebar lists various document types: Documents, Exparte DVPO (highlighted with a red box), Notice of ExParte, Notice of Hearing, Continuing Orders, Final DVPO, and Show Cause for DVPO Failure. The main workspace displays two sets of personal information: DOB: Feb-02-2000, Address: 123 main, City, State: Seattle, Washington; and DOB: Jan-01-2000, Address: 123 main, City, State: Seattle, Wa. Below these is a button bar with 'Ex Parte Findings And Conclusion' and 'Order'. A green success message box at the bottom states 'Ex Parte DVPO has been Saved successfully'.

TIP: To review the submitted Motion and Complaint for Ex Parte DVPO while you are creating and completing the Ex Parte DVPO, pull up a Print Preview screen of those forms by doing the following:

- (1) Click the Print Forms/Reports tab from the left Case Menu bar.
- (2) From the Print Forms/Reports tab, click on the form you want to review and click print. This will open a new window with the submitted documents in the format of the familiar paper forms.



- (3) To view the printable form next to the TribaLex screens, click and hold the new browser window, dragging it away from your open screen. Now you can minimize your TribaLex screen and the new browser window print screen side by side.



2.1.4 How to Create Notice Papers after Issuing an Ex Parte DVPO

Only Magistrates and the court can issue an Ex Parte DVPO and the related Notice Papers.

General Workflow:

1. Once Ex Parte DVPO Findings, Conclusions and Order have been signed, sealed and locked by the Magistrate, select the **Notice of ExParte** tab from the left menu bar.
2. Review and complete the Notice of DVPO page.
3. Sign, date, seal and lock the Notice of DVPO. Click Save.
4. Select the **Notice of Hearing** tab from the left menu bar.
5. Review and complete the Notice of Hearing page.

STEP 1: After the Ex Parte DVPO Findings, Conclusions and Order have been signed, sealed and locked by the Magistrate, select the **Notice of ExParte** tab from the left menu bar.

Address: 123 main
City, State: Seattle, Washington

Address: 123 main
City, State: Seattle, Washington

Notice Of DVPO

Order Date: 4/26/2021 Order Time: 9:57 PM

1. The defendant shall not assault, threaten, abuse, follow, harass (by telephone, visiting the home or workplace or interfere with the:
 Plaintiff Minor child(ren) residing with or in the custody of the plaintiff.

2. The defendant shall not assault, threaten, abuse, follow, harass (by telephone, visiting the home or workplace, e member of the plaintiff's family or household.

STEP 2: Review the auto-populated entries. Make any additions or adjustments as needed.

- In the Judicial Info section at the bottom of the page, select Magistrate under Judicial Official, enter your name and eSignature, and enter the signature date and time. Select the 'Seal and Lock' check box once completed. Then click Save.

This order is effective until a final protective order is issued by the court or at such time as this order is vacated by the court.

16. Other

Details

No Contact, Direct or Indirect

Judicial Info

Judicial Official: Magistrate

Judicial Name: Dick Crowe

Judicial eSignature: Dick Crowe

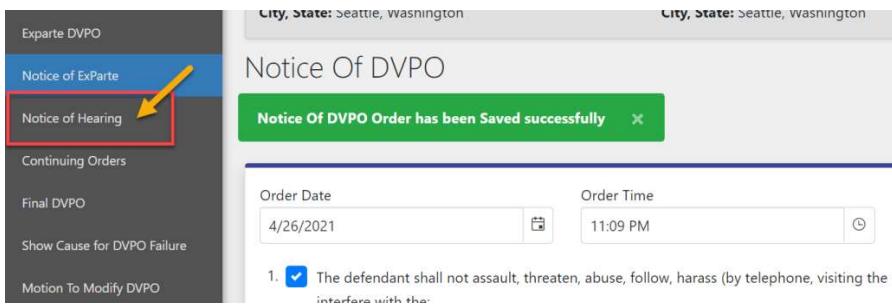
Sign Date: 4/26/2021

Sign Time: 6:59 PM

Seal and Lock

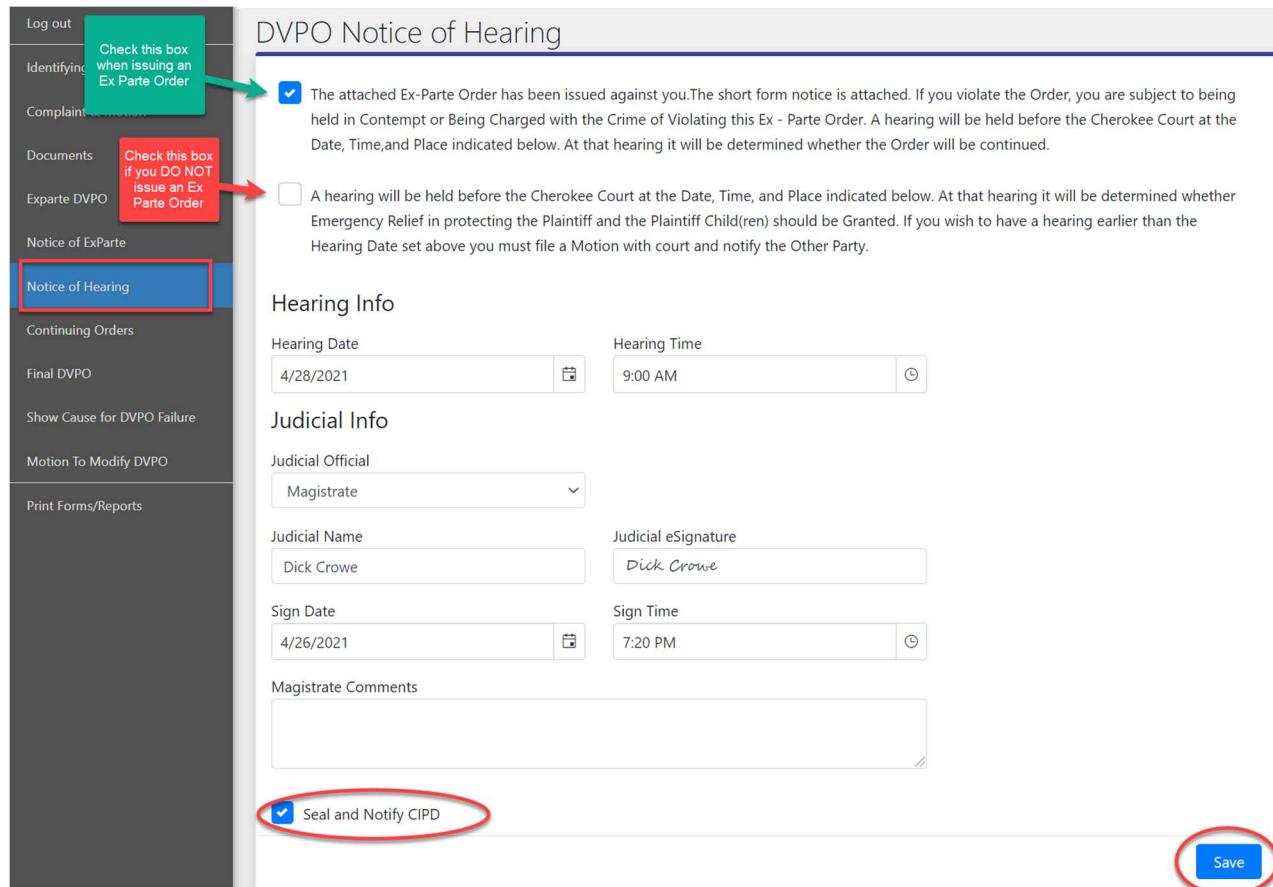
Save

STEP 3: After the **Notice of ExParteDVPO** has been signed, sealed and locked by the Magistrate, you will see a green success message. Now, select the **Notice of Hearing** tab from the left menu bar.



STEP 4: In the **Notice of Hearing** page, select the appropriate check box based on the type of hearing requested.

- **Ex Parte Orders.** Select the first check box when an Ex Parte Order has been issued.
- **No Ex Parte Order.** Select the second box when no Ex Parte Order was issued.
- **HEARING DATE.** Enter the next scheduled DV hearing date and time. The entry here will populate the hearing date and time on all applicable forms in the DVPO packet.



NOTE: If you are not able to complete this form but want to save the information you have entered, do not select the 'Seal and Notify CIPD' box before saving. You can leave this box unchecked and still save the page.

NOTE TOO: Selecting the 'Seal and Notify CIPD' completes the civil DVPO process and cannot be edited. All DVPO documents are automatically sent to the CIPD team for service of the Notice Packet.

STEP 5: Once you have assigned the hearing date, sealed and notified the CIPD by saving the DVPO Notice of Hearing page, you can print the entire DVPO Packet by clicking the Print DVPO Packet button.

Notice of Hearing

Judicial Official: Magistrate

Judicial Name: Dick Crowe

Sign Date: 4/26/2021

Sign Time: 7:20 PM

Magistrate Comments:

Seal and Notify CIPD

Initial Activity:
Created By: dick
Created On: 4/26/2021

Last Activity:
Updated By: dick
Updated On: 4/26/2021

Officers will complete this section when they serve or attempt to serve the DVPO Packet.

Add Return of Service

Return Type Date & Time Officer Name Reason (If Not Served)

Click here to print all forms required for service.

Print DVPO Packet

- To print, after the new window is opened, click the Printer icon.



EASTERN BAND OF CHEROKEE INDIANS

The Cherokee Court

Name Of Plaintiff	(Person Filing Complaint)
Plaintiff M Tester	
VERSUS	
Name and Address of Defendant	(Person Accused Of Abuse)
Defendant Test Tester	
2331 42nd Ave sw, Apt 314 Seattle, Seattle, 98116	

To The Defendant Named Above

The attached Complaint has been filed alleging that you have abused the plaintiff and/or the plaintiff's minor child(ren).

1 The attached Ex Parte Order has been issued against you. You are subject to being held in contempt or fined if you violate the terms of the Order. A hearing will be held before a Judge of the Cherokee Court to determine whether the Order will be enforced.

2 A hearing will be held before a Judge of the Cherokee Court to determine whether the Order will be enforced.

2.1.5 How to Create Notice Papers after Verifying a Motion and Complaint for DVPO – No Ex Parte DVPO being Issued

Only Magistrates and the court can issue Notice Papers related to a Motion and Complaint for DVPO. When a Motion/Complaint for DVPO does not request emergency or ex-parte relief, or where the magistrate finds there are insufficient reasons to issue an Ex Parte DVPO, it is the Magistrate's responsibility to set a court date and complete a Notice of Hearing form.

General Workflow:

1. After a Motion/Complaint for DVPO has been verified, select the Notice of Hearing tab from the left menu bar.
2. Review and complete the Notice of Hearing page.
3. Sign, date, seal and lock the Notice of Hearing. Click Save.

STEP 1: In the **Notice of Hearing** page, select the second check box.

- **No Ex Parte Order.** Select the second box when no Ex Parte Order was issued.
- **HEARING DATE.** Enter the next scheduled DV hearing date and time. The entry here will populate the hearing date and time on all applicable forms in the DVPO packet.

Log out

Identifying Info

Complaint & Motion

Documents

Ex parte DVPO

Check this box if you DO NOT issue an Ex Parte Order

Notice of ExParte

Notice of Hearing

Continuing Orders

Final DVPO

Show Cause for DVPO Failure

Motion To Modify DVPO

Print Forms/Reports

DVPO Notice of Hearing

The attached Ex-Parte Order has been issued against you. The short form notice is attached. If you violate the Order, you are subject to being held in Contempt or Being Charged with the Crime of Violating this Ex - Parte Order. A hearing will be held before the Cherokee Court at the Date, Time, and Place indicated below. At that hearing it will be determined whether the Order will be continued.

A hearing will be held before the Cherokee Court at the Date, Time, and Place indicated below. At that hearing it will be determined whether Emergency Relief in protecting the Plaintiff and the Plaintiff Child(ren) should be Granted. If you wish to have a hearing earlier than the Hearing Date set above you must file a Motion with court and notify the Other Party.

Hearing Info

Hearing Date	4/28/2021	Hearing Time	9:00 AM
--------------	-----------	--------------	---------

Judicial Info

Judicial Official	Magistrate		
Judicial Name	Dick Crowe	Judicial eSignature	Dick Crowe
Sign Date	4/26/2021	Sign Time	7:20 PM

Magistrate Comments

Seal and Notify CIPD

Save

NOTE: If you are not able to complete this form but want to save the information you have entered, do not select the 'Seal and Notify CIPD' box before saving. You can leave this box unchecked and still save the page.

NOTE TOO: Selecting the 'Seal and Notify CIPD' completes the civil DVPO process and cannot be edited. All DVPO documents are automatically sent to the CIPD team for service of the Notice Packet.

STEP 2: Once you have assigned the hearing date, sealed and notified the CIPD by saving the DVPO Notice of Hearing page, you can print the entire DVPO Packet by clicking the Print DVPO Packet button.

Notice of Hearing

Judicial Official
Magistrate

Judicial Name
Dick Crowe

Judicial eSignature
Dick Crowe

Sign Date
4/26/2021

Sign Time
7:20 PM

Magistrate Comments

Seal and Notify CIPD

Initial Activity:
Created By: dick
Created On: 4/26/2021

Last Activity:
Updated By: dick
Updated On: 4/26/2021

Add Return of Service

Officers will complete this section when they serve or attempt to serve the DVPO Packet.

Click here to print all forms required for service.

Print DVPO Packet

- After the new window is opened, click the Printer icon.

2.1.6 How to Create an Order Continuing Domestic Violence Hearing and Ex Parte Order

As the Magistrate, "....." In the Continuing Order section from the sidebar menu, you will be able to view and edit the continuing order information, for example, next hearing date, next hearing time, judicial information, etc. by selecting either "Edit" or "View". Also, you can print the form by selecting the "Print" button as shown below.

Note: Saving the information will create a docket record and schedules of the case in the docket.

Continuing Orders			
Order Date	Court Findings	Next Hearing Date	
9/30/2021		10/4/2021	<button>Edit</button> <button>Print</button>
8/5/2021	Not Served	8/20/2021	<button>View</button> <button>Print</button>
4/30/2021		5/5/2021	<button>View</button> <button>Print</button>
3/15/2021	Not Served	3/24/2021	<button>View</button> <button>Print</button>

Only the court can issue an Order Continuing Domestic Violence Hearing and Ex Parte Order ('Continuing Order'). The DV clerk can create and complete the Continuing Order and send to the Judge for their signatures, or the Judge can create and complete the form themselves.

General Workflow:

1. From your dashboard DV Cases widget, search for the case you need to continue, then click the View Case button.
2. Review and complete the Notice of Hearing page.
3. Sign, date, seal and lock the Notice of Hearing. Click Save.

STEP 1- CLERKS: From the dashboard, under the DV Cases widget, search for the case that needs a Continuing Order. Then click the View Case button.

- o When using the Search bar, remember it is a 'contain' search, so the case should be displayed when you start typing either the Plaintiff or Defendant's name.

Plaintiff Name	Defendant Name	Case Number	Initial Court Date	
Jane Marie Doe	John Jim Doe	DV21-9001	Mar-25-2021	<button>View Case</button>
Jane Tester Doe	John Tester Defendant	DV21-1136	Apr-28-2021	<button>View Case</button>

STEP 2: From the left Case Menu bar, select the Continuing Orders tab. Then click the **Add New** button.

Identifying Info

Case Number: DV21-1136

Plaintiff	Defendant
Name: Jane Tester Doe	Name:
DOB: Feb-02-2000	DOB:
Address: 123 main	Address:
City, State: Seattle, Washington	City, State:

VERSUS

Complaint & Motion

Documents

Ex parte DVPO

Notice of ExParte

Notice of Hearing

Continuing Orders Add New

Final DVPO

Show Cause for DVPO Failure

Motion To Modify DVPO

Print Forms/Reports

STEP 3: In the DVPO Continuing Order page, make the applicable selections, adding narrative if necessary.

DVPO Continuing Order

Documents

Ex parte DVPO

Notice of ExParte

Notice of Hearing

Continuing Orders Add New

Final DVPO

Show Cause for DVPO Failure

Motion To Modify DVPO

Print Forms/Reports

Date: 4/27/2021 Time: 5:00 PM

This matter was scheduled for hearing for emergency relief pursuant to C.C.508-2.

The Court finds that the defendant has not been served with notice of this hearing

Other:
Good cause: Covid-19.

Therefore, this hearing is continued to the date and time specified below to allow for proper service upon the defendant.

Next Hearing Info

Next Hearing Date: 5/4/2021 Next Hearing Time: 9:00 AM

Judicial Info

Judicial Official: Judge

Judicial Name: Judicial eSignature:

Sign Date: 4/27/2021 Sign Time: 5:00 PM

Checking this box and saving will send this Order to the Judge for their eSignature. Ready for Judicial Officer Review

When the Judge signs and saves this form, the new hearing date and time will be updated in all related widgets, including for the dispatch team.

Save

- When you select the 'Ready for Judicial Officer Review' checkbox, then click save, this digital form will be sent to the Judge's dashboard for their review and eSignature.
- After **Saving**, you will see a success message above the Continuing Orders table. All Continuing Orders for a case will be displayed in this table.

The screenshot shows a sidebar with links like 'Notice of ExParte', 'Notice of Hearing', 'Continuing Orders' (which is selected), 'Final DVPO', 'Show Cause for DVPO Failure', 'Motion To Modify DVPO', and 'Print Forms/Reports'. The main area has a title 'Continuing Orders' and a green success message box that says 'DVPO Continuing Order has been saved successfully'. Below is a table with columns 'Order Date', 'Court Findings', and 'Next Hearing Date'. One row is shown: '4/27/2021', ' ', and '5/4/2021'. There are 'Edit' and 'Print' buttons at the bottom right of the table.

Order Date	Court Findings	Next Hearing Date
4/27/2021		5/4/2021

STEP 4 - JUDGES: For Judges, after the Clerk has created the Continuing Order, you will see the case appear under your '**Continuing Ex-Parte Orders Awaiting Signature**' widget on your dashboard.

- Click the **Review** button to review the Continuing Order.

The screenshot shows a sidebar with 'Judge J' and links like 'My Profile', 'Log out', 'New Criminal Complaint', 'New Motion for DVPO', 'Hot Sheet', 'Domestic Violence Case Reports', 'Criminal Case Reports', 'Attorneys', and 'Docket'. The main area has sections for 'Arrest Orders Awaiting Signature' (3 items), 'Release Orders Awaiting Signature' (2 items), and 'Continuing Ex-Parte Orders Awaiting Signature' (3 items). The third section is highlighted with a blue box and has a circled 'Review' button for the last item. Each section table has columns like 'Service Number/Date Issued' or 'Plaintiff Name/Defendant Name'.

Service Number	Defendant Name	Date Issued	Review
OA21-9238	Kevin K	Apr-09-2021	Review
OA21-9235	John Doe	Apr-08-2021	Review
OA21-9234	Mike Forbes	Apr-08-2021	Review

Date/Time Issued	Defendant Name	Authorized	Review
03/05/2021 03:18 PM	Mark Davis	No	Review
04/08/2021 06:08 PM	Sara Julia Adam	Yes	Review

Plaintiff Name	Defendant Name	Case Number	Complaint Date	Order Date	Review
Case 25	Case 25	DV21-1112	Mar-12-2021	Jan-31-2021	Review
Martha Speaks	Mark Davis	DV21-00002	Jan-04-2021	Apr-14-2021	Review
Jane Tester Doe	John Tester Defendant	DV21-1136	Apr-23-2021	Apr-27-2021	Review

STEP 5: In the DVPO Continuing Order page, review the entries made by the Clerk and make any edits as needed.

- Your name and eSignature are auto-populated.
- The Sign Date and Time are also auto-generated based on when you opened the page. Adjust if needed.

- When you are done reviewing and making any necessary edits, select the checkbox (circled in red) to finalize the Continuing Order. Then click **Save** to lock the form.

[See images on next page]

Judge J
Dashboard
Search

Log out

Identifying Info

Complaint & Motion

Documents

Ex parte DVPO

Notice of ExParte

Notice of Hearing

Continuing Orders

Final DVPO

Show Cause for DVPO Failure

Motion To Modify DVPO

Print Forms/Reports

DVPO Continuing Order

Date
Time

(c)

(c)

This matter was scheduled for hearing for emergency relief pursuant to C.C.508-2.

The Court finds that the defendant has not been served with notice of this hearing
 Other:

Good cause: Covid-19.

Therefore, this hearing is continued to the date and time specified below to allow for proper service upon the defendant.

Next Hearing Info

Next Hearing Date
Next Hearing Time

(c)

(c)

Judicial Info

Judicial Official
Judicial eSignature

Sign Date
Sign Time

(c)

(c)

Ready for Judicial Officer Review

The Court orders that the ex parte order entered in this case is continued in effect until the date of the hearing set above.

Initial Activity:
Last Activity:

Created By: heather
Created On: 4/27/2021

Updated By: heather
Updated On: 4/27/2021

Cancel
Save

When this box is checked and saved, the updated Hearing/Effective date will be sent to all related widgets, including to the Dispatch team.

2.1.7 How to Create a Final DVPO

Only LAO Attorneys and the Court can create a final DVPO.

General Workflow:

1. From your dashboard DV Cases widget, search for the case you need to continue, then click the View Case button.
2. Click the 'Final DVPO' tab from the case menu bar.
3. Select the checkbox to identify whether this Final Order is entered by consent.
4. If an Ex Parte DVPO was issued for this case, review the entries already displayed and make any changes if necessary.
5. If an Ex Parte DVPO was **not** issued for this case, under the 'Findings' section, make all applicable selections. Proceed to the 'Conclusion' section, make the necessary selections, then click Save.

STEP 1: From your dashboard, under the DV Cases widget, search for the case at issue. After navigating to the case's menu bar, click the 'Final DVPO' tab.

The screenshot shows a dashboard titled 'DV Cases' with a count of 77 cases. A search bar contains the text 'jane'. Below the search bar is a table with four columns: Plaintiff Name, Defendant Name, Case Number, and Initial Court Date. Two rows of data are visible: one for 'Jane Marie Doe' and 'John Jim Doe' with Case Number DV21-9001 and Initial Court Date Mar-25-2021, and another for 'Jane Tester Doe' and 'John Tester Defendant' with Case Number DV21-1136 and Initial Court Date Apr-28-2021. Each row has a 'View Case' button. The first 'View Case' button is circled in yellow. At the bottom left, there are navigation icons and the number '1'. At the bottom right, it says '1 - 2 of 2 items'.

Plaintiff Name	Defendant Name	Case Number	Initial Court Date
Jane Marie Doe	John Jim Doe	DV21-9001	Mar-25-2021
Jane Tester Doe	John Tester Defendant	DV21-1136	Apr-28-2021

The screenshot shows the software's left sidebar with various menu items like Log out, Identifying Info, Complaint & Motion, Documents, Ex parte DVPO, ExParte Notice, Notice of Hearing, Continuing Orders, Final DVPO (which is highlighted with a yellow box), Show Cause for DVPO Failure, Motion To Modify DVPO, Schedule Case, Case Docket, Minutes, and Print Forms/Reports.

The main dashboard area displays case details: Case Number: DV21-9001, Plaintiff Name: Jane Marie Doe, DOB: Jan-11-1994, Address: 123 main street, City, State: Cherokee, North Carolina.

Below the case details, there are two tabs: Findings And Conclusion (selected) and Final Order.

Final DVPO

Entered by Consent

Date: 2/11/2021

Findings

- The plaintiff currently lives within EBCI.
- The parties are

Married Divorced

Live or have lived together, and

STEP 2: Select the checkbox to identify whether this Final Order is entered by consent. Complete the 'Findings' and 'Conclusions' sections as applicable. Click Save.

Identifying Info

City, State: Cherokee, North Carolina

City, State: Not Applicable, North Carolina

Final DVPO

Entered by Consent

Date: 8/16/2021 **Time:** 2:57 PM

Findings

Check this box if the order is entered by consent.

The date and time you first open this page will appear. Update if needed.

1. The plaintiff currently lives within the territory of the Eastern Band of Cherokee Indians. The incident occurred within the territory of the EBCI.

2. The parties are

Married Divorced

Live or have lived together, and are or were in a dating relationship while living together

Parent and child (including persons acting in loco parentis), or are grandparent and grandchild

Expecting a child together or have children in common

Current or former household members

In or have been in dating relationship

Have engaged in an ongoing sexual relationship

3. Defendant most recent conduct date

a. Attempted to cause Intentionally caused bodily injury or assault the Plaintiff
 a member(s) of the Plaintiff's family or household an animal of Plaintiff

b. Placed the plaintiff a member(s) of the plaintiff's family or household, in actual fear of imminent serious bodily injury or assault.

c. Attempted to cause intentionally caused emotional distress to the Plaintiff
 a member(s) of the Plaintiff's family or household

d. Forcing the Plaintiff
 a member(s) of the plaintiff's family or household to engage in sexual activity by force, threat of force, or duress

e. Committing one of the following offenses against: The plaintiff or a member(s) of the plaintiff's family or household

<input checked="" type="checkbox"/> Injuring real property	<input checked="" type="checkbox"/> Criminal trespass	<input checked="" type="checkbox"/> Burglary
<input type="checkbox"/> Breaking and entering	<input type="checkbox"/> Criminal mischief	<input type="checkbox"/> Arson
<input type="checkbox"/> Assault	<input type="checkbox"/> Maiming	<input type="checkbox"/> Harassment
<input checked="" type="checkbox"/> Telephone harassment	<input checked="" type="checkbox"/> False imprisonment	<input type="checkbox"/> Custodial interference

NOTE: If an Ex Parte Order was entered, those findings & conclusions will be cloned here for you to edit as needed.

Conclusion

Based on these facts, the Court makes the following conclusions of law:

- The Court has the jurisdiction over the parties and the subject matter of the case
- The Defendant had reasonable notice and an opportunity to be heard
- The defendant has committed acts of domestic violence against the
 - The plaintiff
 - A member(s) of the plaintiff's family or household
 - An animal of the plaintiff.
- It clearly appears that plaintiff has reasonable cause to believe that there is an immediate danger of domestic violence which could result in the physical or emotional injury of plaintiff.
- The Court has jurisdiction under the Cherokee Code and the Uniform Child Custody Jurisdiction And Enforcement Act, and the child(ren) are exposed to a substantial risk of bodily injury, sexual abuse, or emotional distress.
- The plaintiff has failed to prove that the defendant has committed acts of domestic violence under Chapter 50B.

Save

STEP 3: After you complete and save the Findings and Conclusion portion of the Final DVPO, move to the Final Order portion by clicking the 'Final Order' button at the top of the page.

- Review the auto-populated entries from the Ex Parte Order (if applicable) and make any additions or adjustments as needed.

The screenshot shows the 'Final DVPO' page. On the left, there is a sidebar with various links: 'Exparte DVPO', 'ExParte Notice', 'Notice of Hearing', 'Continuing Orders', 'Final DVPO' (which is highlighted with a yellow box), 'Show Cause for DVPO Failure', 'Motion To Modify DVPO', 'Schedule Case', 'Case Docket', 'Minutes', and 'Print Forms/Reports'. At the top, there are two tabs: 'Findings And Conclusion' and 'Final Order' (which is highlighted with a yellow circle). Below the tabs, the title 'Final DVPO' is displayed. The main content area contains four numbered items with checkboxes:

1. The defendant shall not assault, threaten, abuse, follow, harass (by telephone, visiting the home or workplace or other means), or interfere with the plaintiff.
2. The defendant shall not assault, threaten, abuse, follow, harass (by telephone, visiting the home or workplace or other means), or interfere with member(s) of the plaintiff's family or household.
3. The plaintiff is granted possession of, and the defendant is excluded from, the parties' residence described above, and all personal property located in the residence except for the defendant's personal clothing, toiletries and tools of trade.
4. Any law enforcement agency with jurisdiction shall evict the defendant from the residence and shall assist the plaintiff in returning to the residence.

A text input field labeled 'Specify protected family or household member(s)' contains the word 'test'.

STEP 4: The next step is role dependent.

- If a **LAO Attorney or a Clerk**, once you make the necessary selections under the 'Final Order' screen, review your entries.
 - Be sure to check the '**Ready for Judicial Officer Review**' checkbox, select the Judicial Official, then click **Save** to finalize your steps to obtain a Final DVPO. You will complete the Final Order page, check the 'Ready for Judicial Officer Review' to send to the Judge for final review and seal.

The screenshot shows the 'Final Order' page. It includes fields for 'Attorney Name' (containing 'LAO Attorney'), 'Description' (an empty text area), and two dropdown menus for 'Submit to Judicial Official' (set to 'Judge J') and 'Official Type' (set to 'Judge'). A large yellow circle highlights the checkbox 'Ready for Judicial Officer Review' (which is checked). Another yellow circle highlights the blue 'Save' button at the bottom right.

- If a **JUDGE**, once you make the necessary selections under the '**Final Order**' screen, review your entries; enter your eSignature; select the date and time. Then, be sure to check the **Seal and Lock** checkbox to complete the Final Order. After you're all finished, click **Save**.

Judicial Info

Judicial Name <input type="text" value="Judge J"/>	Judicial eSignature <input type="text" value="Judge J"/>
Sign Date <input type="text" value="8/16/2021"/> <input type="button" value=""/>	Sign Time <input type="text" value="4:28 PM"/> <input type="button" value=""/>
<input checked="" type="checkbox"/> Seal and Lock	
Initial Activity: Created By: bonnie Created On: 8/16/2021	Last Activity: Updated By: bonnie Updated On: 8/16/2021
<input type="button" value="Save"/>	

NOTE: Final DVPOs submitted by either an LAO attorney or clerk will appear on the Judges dashboard under the 'DVPO Final Orders Awaiting Signature' widget.

DVPO Final Orders Awaiting Signature 1		
Plaintiff Name	Defendant Name	Case Number
Jane Marie Doe	John Jim Doe	DV21-9001
		<input type="button" value="Review"/>

2.1.8 How to Create and Manage Minutes – DV

Only Clerks and Judges can create and manage minutes, while others have view only access. This can be done within the case's menu or directly from the DV Docket List.

General Workflow:

1. Under the DV Cases widget, click the **View** button for the case.
 (a) From the search tool, search for the case by plaintiff or defendant name or DV number, and then click the **View Case** button.
2. From the left defendant menu bar, select the tab labeled '**Minutes**'. Click the **Add New Minutes** button from the Minutes Screen.
3. Enter the relevant details into the applicable fields, including but not limited to the file# handled; date and time of court; parties attended; motions; notes; and the next court date/time.

4. After saving the new Minutes, you will be routed to the 'Schedule Case on Docket' page to confirm the next court date you wish to place on the docket.

STEP 1: Depending on your role, you can either click the **View Case** button from your dashboard or search for a case by using the Search Bar at the top of your screen.

From Clerk's Dashboard:

The screenshot shows a table titled "DV Cases" with 77 items. The columns are Plaintiff Name, Defendant Name, Case Number, and Initial Court Date. Two rows are visible: one for "Jane Marie Doe" and another for "Jane Tester Doe". To the right of the table is a search bar with a placeholder "QUICK SEARCH: Start typing a party's name or case number". A red arrow points to the search input field where "jane" is typed. Below the table are navigation icons (back, forward, first, last) and a page number indicator "1 - 2 of 2 items".

Plaintiff Name	Defendant Name	Case Number	Initial Court Date	
Jane Marie Doe	John Jim Doe	DV21-9001	Mar-25-2021	View Case
Jane Tester Doe	John Tester Defendant	DV21-1136	Apr-28-2021	View Case

From Search Tool: You will be routed to the Defendant Menu, Complaint History Page. Select the Minutes tab to see the Minutes page.

The screenshot shows the "Search" tab selected in the header. Under "Search Cases", there are fields for Case Number, From Case Open Date, To Case Open Date, Defendant First Name (set to "John"), Defendant Last Name, Case Type (set to "Civil(DV)"), and a "Show Withdrawn" checkbox. A red circle highlights the "Search" button. Below the search form is a table of cases with columns Plaintiff, Defendant, Case #, Open Date, Status, and three "View Case" buttons. The first row is highlighted with a red box around the "View Case" button. Navigation icons and a page number indicator "1 - 3 of 3 items" are at the bottom.

Plaintiff	Defendant	Case #	Open Date	Status	
Jane Tester Doe	John Tester Defendant	DV21-1136	Apr-23-2021	Verified	View Case
Jane Marie Doe	John Jim Doe	DV21-9001	Jan-28-2021	Verified	View Case
Ashley Dennis	John Dennis	DV21-1164	Jan-26-2021	Verified	View Case

STEP 2: After clicking the Minutes tab from the case menu, click the **Add New Minutes** button from the Minutes Screen.

The screenshot shows the TRIBALEX software interface. On the left is a dark sidebar menu with various case management options. In the center is a light-colored main area titled "Manage Minutes". At the top of this area, there is a summary box containing case details: Case Number (DV21-9001), Plaintiff (Name: Jane Marie Doe, DOB: Jan-11-1994, Address: 123 main street, City, State: Cherokee, North Carolina). Below this is a green button labeled "Add New Minutes", which is circled in yellow. The "Minutes" option in the sidebar menu is also highlighted with a yellow box.

[STEPS continued on next page.]

STEP 3: Complete the Case Minutes page by entering the relevant details into the applicable fields, including but not limited to the CRs handled; date and time of court; parties attended; motions; notes; and the next court date/time.

Case Minutes

Case #	Enter the DV# being handled during this court session.										
DV21-00002											
Court Date	8/16/2021	Court Time	2:35 PM								
Parties Attended:											
<input checked="" type="checkbox"/> Defendant Present Defense Attorney: Amy (Defense) Smith											
LAOs: Sheena Meader											
Others Parties Victim											
Motions Information : + Add New <div style="background-color: red; color: white; padding: 2px 10px; margin-left: 10px;"> Click here to add info related to Motions brought </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Motion</th> <th>Brought By</th> <th style="text-align: right;">Edit</th> <th style="text-align: right;">Delete</th> </tr> </thead> <tbody> <tr> <td>Motion to Suppress Photos</td> <td>Amy (Defense) Smith</td> <td style="text-align: right;">Edit</td> <td style="text-align: right;">Delete</td> </tr> </tbody> </table>				Motion	Brought By	Edit	Delete	Motion to Suppress Photos	Amy (Defense) Smith	Edit	Delete
Motion	Brought By	Edit	Delete								
Motion to Suppress Photos	Amy (Defense) Smith	Edit	Delete								
Notes <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> B T [list] <ul style="list-style-type: none"> • Victim and victim's new boyfriend were in attendance. • LAO to prepare final order for court's review. </div>											
Next Court Date	Next Court Time										

STEP 4: Once you've completed the page, select the box to 'Mark as Completed' and click Save. After saving the new Minutes, you will be routed to the 'Schedule Case on Docket' page to confirm the next court date you wish to place on the docket.

Next Court Date	8/31/2021	Next Court Time	9:00 AM
<input checked="" type="checkbox"/> Mark as Completed			
Cancel Save			

2.2 Citation Charges

2.2.1 How to Create a New Citation

General Workflow:

1. From the dashboard, select the 'New Citation' tab from the left menu bar.
2. Search for an existing defendant or create a new defendant.
3. Click on 'New Citation' next to the desired defendant.
4. Enter Citation Number, Complainant Name, Offense, and Next Hearing Date.
5. Schedule Hearing dates through 'Schedule Defendant' feature.
6. Manage the citation status in 'Manage Citation Status'.

STEP 1: From the dashboard, select the 'New Citation' feature from the left menu bar.

STEP 2: Search for an existing defendant with the filter or create a new defendant by selecting the Create New feature below the grid.

The screenshot shows the 'Search Existing Defendant' interface. On the left is a sidebar with various links like 'My Profile', 'Log out', 'Release Notes', etc., and a 'New Citation' link which is highlighted with a yellow circle. The main area has a search grid with columns for Last Name, First Name, Middle Name, Suffix, Sex, Date of Birth, and Enrollment Number. A yellow circle highlights the search input fields. A large yellow oval surrounds the search grid with the text 'Search for an existing defendant using the provided filters'. To the right of the grid is a vertical column of green buttons labeled 'New Citation' (also highlighted with a red rectangle). A yellow arrow points from a button in this column to another button below it, labeled 'Create New Defendant'. A red box at the bottom contains the text 'Click here to create a new Defendant/Citation ONLY if doesn't exists already in the system'.

Last Name	First Name	Middle Name	Suffix	Sex	Date of Birth	Enrollment Number
Hale	Collis			Female	Apr-15-2004	3113
bob				Unknown		
Ha				Female	Apr-15-2005	3113
r				Intersex		
s	s			Male		
Ross	Rick			Male	Nov-21-1989	3434
Sands	Quick		Sr.	Male	May-10-1989	ET4200
Sullivan	Marco			Male	Jun-20-1989	
Hood	Eric		Sr.	Male		1212
testt	testtt			Female		

1 - 10 of 5667 items

New Citation
Create New Defendant

Click here to create a new Defendant/Citation ONLY if doesn't exists already in the system

STEP 3: Enter Citation Number, Complainant Name, Offense, and Next Hearing Date.

Add New Citation

Citation Date: 6/21/2023 Citation Time: 3 PM Citation #: C949

Complainant Name: Jasmine Marshal File Type: Infractions Enter Existing File #:

Defendant Information

First Name: Elle	Middle Name: M	Last Name: Marie
Suffix:	Date of Birth: 7/18/1996	Gender: Female
Enrollment Number: T949	Select an Offense and add any comments pertaining to the Offense	
Offense: 20-140 Reckless driving.		
Comments: Driving over speed limit		
Defendant Ack Status: Not Accepted but Served	Filed By: Deputy Clerk	Add Next Hearing Date/Time
Next Hearing Date: 6/23/2023	Next Hearing Time: 9:00 AM	
<input checked="" type="checkbox"/> Mark as Completed Mark as Completed to lock the Citation Charge		
		<input type="button" value="Cancel"/> <input style="border: 2px solid yellow; border-radius: 5px; padding: 2px;" type="button" value="Save"/>

STEP 4: Select Save, then the next Court Hearing is scheduled on the Defendant Citation Court Docket.

Jasmine Judge

Log out

Dashboard Search

Address : 4332 SW 15th Ave

Active File Numbers : 23IF000064, 23IF000070, 23IF000069, 23IF000072

Citation has been scheduled successfully

Defendant Citation Court Docket

Today June, 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	01	02	03
05	06	07	08	09	10	
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	01
02	03	04	05	06	07	08

All Citations with a Hearing date are scheduled in the Defendant Citation Docket

Note: Citations can be added using the 'Add New' button in Citation Charges feature in the Citation navigation menu.

Citation Date	Offense	File Type	File #	Citation #	Complainant Name	Edit / View
Jun-20-2023	20-12.1 Desc	Infractions	23IF000069	C456	Jasmine CIPD	<button>View</button>
Jun-19-2023	20-138.1 Desc	Infractions	23IF000064	C1235	Jasmine CIPD	<button>View</button>
Jun-19-2023	20-126 Desc	Infractions	23IF000070	C12346	Jasmine CIPD	<button>View</button>

Note: Created Citation Charges can be viewed in the dashboard under 'Citation Charges' widget.

Defendant Name	Citation Number	File Number	Upcoming Court Date
Ann, Julia	C19169	23IF000024	
Bell, Margarita	c0909	23IF000021	Jun-28-2023
Benson, Nyra K	CN#1109, CN33939, CN3243, CN33325	23IF000033, 23IF000042, 23IF000041, 23IF000040	Jun-24-2023
Davis, Mary	0909, 1	23IF000043, 23IF000039	
Davis, Kathrine	9898, 0909	23IF000031, 23IF000032	Jun-29-2023

2.2.2 How to Schedule Citation Charges

General Workflow:

1. Enter the citation menu of a Defendant from the dashboard.
2. Select 'Schedule Defendant'
3. Select offense to schedule and add a court date/time.

STEP 1: Enter the citation menu of a Defendant from the dashboard.

STEP 2: Select 'Schedule Defendant' from the left navigation menu.

Step 3: Select an offense to schedule and add a court date/time.

Log out

Defendant Details
Citation Charges
Schedule Defendant (highlighted with a yellow circle)

Defendant Citation Docket
Manage Citation Status

Elle M Marie | 26 years
Date of Birth : Jul-18-1996
Gender : Female
Address : 4332 SW 15th Ave

Active File Numbers : 23IF000064, 23IF000070, 23IF000069, 23IF000072

Schedule Citation

	File Number	Case Number	Citation Date	Citation Ti...
<input checked="" type="checkbox"/>	23IF000064	C1235	Jun-19-2023	02:31 PM
<input type="checkbox"/>	23IF000070	C12346	Jun-19-2023	03:00 PM
<input type="checkbox"/>	23IF000069	C456	Jun-20-2023	01:36 PM
<input type="checkbox"/>	23IF000072	C949	Jun-21-2023	04:33 PM

Save (highlighted with a yellow circle)

Note: The Offense will be scheduled in the Defendant Citation Docket.

Citation Schedule has been added successfully X

Defendant Citation Court Docket

Today X June, 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	01
02	03	04	05	06	07	08

The calendar shows scheduled citations for June 2023. The days 20, 21, 22, 23, 28, 29, and 30 are highlighted in blue. Specific offense details are overlaid on these dates:

- June 20: 23IF000064
- June 21: 23IF000060
- June 22: 23IF000072
- June 28: 23IF000070, 23IF000061
- June 29: 23IF000064

2.2.3 How to Manage Citation Status'

General Workflow:

1. Enter the citation menu of a Defendant from the dashboard.
2. Select 'Manage Citation Status'.
3. Add a Disposition/Plea Type and select 'Inactive' to deactivate a citation charge.

STEP 1: Enter the citation menu of a Defendant from the dashboard.

STEP 2: Select 'Manage Citation Status'.

STEP 3: Add a Disposition/Plea Type and select 'Inactive' to deactivate a citation charge.

The screenshot shows the 'Manage Citation Status' page for defendant Elle M Marie. The page displays four active citations with their details: Citation Number, C. C. No., Offense, Offense Date, and Disposition. Each disposition row contains an 'Inactive' button. A large orange callout bubble points to the top right of the disposition column, containing the text 'Select a Disposition/Plea Type for a Citation Charge'. The 'Inactive' buttons for all four citations are highlighted with a red box.

Citation Number	C. C. No.	Offense	Offense Date	Disposition	Action
23IF000064	20-138.1	Impaired driving [N.C.G.S.]	Jun-19-2023	Guilty	Inactivate
23IF000069	20-12.1	Impaired supervision or instruction.	Jun-20-2023	Not Guilty	Inactivate
23IF000070	20-126	Mirrors.	Jun-19-2023	No Contest	Inactivate
23IF000072	20-140	Reckless driving.	Jun-21-2023	Guilty	Inactivate

STEP 4: Activate an inactive Citation Charge by selecting 'Active'.

Jasmine Judge

Dashboard Search

Elle M Marie | 26 years
Date of Birth : Jul-18-1996
Gender : Female
Address : 4332 SW 15th Ave
Active File Numbers : 23IF000070, 23IF000069, 23IF000072

Manage Citation Status

Active Citations (3)

Citation Number	C. C. No.	Offense	Offense Date	Disposition
23IF000069	20-12.1	Impaired supervision or instruction.	Jun-20-2023	Inactivate
23IF000070	20-126	Mirrors.	Jun-19-2023	Inactivate
23IF000072	20-140	Reckless driving.	Jun-21-2023	Inactivate

Inactive CRs

File Number	C. C. No.	Offense	Citation Date	Disposition	Disposition Date	Action
23IF000064	20-138.1	Impaired driving [N.C.G.S.]	Jun-19-2023	Guilty	Jun-21-2023	Activate

1 - 1 of 1 items

3.0 Dockets

3.1 How to View and Print a Docket

Only Clerks and Judges can schedule and manage the Docket, while all other users have view-only access. There are a variety of ways to view and schedule defendants and hearings so cross-references will be found throughout these instructions.

General Workflow:

1. From the dashboard, click the 'Docket' tab from your dashboard menu.
2. The current month's Court Docket will be displayed. Use the calendar arrows to move to prior or future months.
3. Click the Print button to view, download, and/or print the selected docket.

STEP 1: From your dashboard, click the 'Docket' tab from your dashboard menu.

Judge J	
	Dashboard
	Search
My Profile	
Log out	
New Criminal Complaint	
New Motion for DVPO	
Hot Sheet	
Domestic Violence Case Reports	
Adhoc Reports	
Attorneys	
Docket	
Criminal Docket List	
DV Docket List	

Criminal Cases 247	
Drag a column header and drop it here to group.	
Defendant Name	CR Number
new test	21CR001
new test	21CR911
new test	21CR94
new test	21CR93
CO-D Offense Tester	21CR93
CO-D Offense Tester	21CR001
John Doe Doe	20CR001
John Doe Doe	21CR92

[STEPS continued next page]

STEP 2: After clicking the Dockets tab from the dashboard menu, click the Printbutton for the day and docket type (Criminal/DV/FSP) you wish to view, download, and/or print.

The criminal Docket will allow the Judge and Clerk to remove CRs or cases and defendants by clicking the "Remove Defendant from Docket" and "Remove Case from Docket" as shown below in the "Docket" picture.

Docket

Farahnaz Zaman

Dashboard Search

My Profile Log out

New Criminal Complaint New Motion for DVPO

New Child Maltreatment Petition Hot Sheet

Domestic Violence Case Reports Reports

Attorneys GALs Docket

Criminal Docket List DV Docket List Merge Defendant

Criminal Docket Only:

Reschedule By Case Reschedule By Defense Attorney

Reschedule By Defendant Remove Defendant from Docket Remove Case from Docket

CR Case has been Removed Successfully

Court Docket

Today < > October, 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	01	02
Criminal Print 1 DV Print 1	Criminal Print 5 DV Print 1	DV Print 3 Criminal Print 3 DV Print 3 DV Print 5	Criminal Print 5 DV Print 9 DV Print 5	DV Print 5 DV Print 5	DV Print 5 DV Print 3 DV Print 2	DV Print 3 DV Print 2
03	04	05	06	07	08	09
DV Print 1 Criminal Print 2 DV Print 2 DV Print 1 DV Print 1 DV Print 4	Criminal Print 2 DV Print 1 DV Print 1 DV Print 1 DV Print 4	Criminal Print 2 DV Print 1 DV Print 1 DV Print 1 DV Print 1	Criminal Print 3 DV Print 3 DV Print 4	Criminal Print 2 DV Print 2	DV Print 3 DV Print 2	DV Print 2
10	11	12	13	14	15	16
Criminal Print 1 DV Print 4	DV Print 1	DV Print 1	DV Print 1	DV Print 1	Criminal Print 1 DV Print 1 DV Print 1 DV Print 1 DV Print 1	Criminal Print 2 DV Print 1
17	18	19	20	21	22	23
DV Print 1 Criminal Print 1 DV Print 1	Criminal Print 1 DV Print 1	DV Print 1	Criminal Print 1 DV Print 1	Criminal Print 1 DV Print 1	Criminal Print 1 DV Print 1	Criminal Print 1 DV Print 1
24	25	26	27	28	29	30
DV Print 1 Criminal Print 1 DV Print 1	Criminal Print 1 DV Print 1	DV Print 1	Criminal Print 1 DV Print 1	DV Print 1	Criminal Print 1 DV Print 1	Criminal Print 1 DV Print 1

Once the "Remove Case from Docket" is clicked, then the new page "Remove Case From Docket" will appear. Then you can select a defendant and press "Go". Then Scheduled CR Numbers will appear as shown below (Remove Case From Docket) to select a defendant and press "Confirm Remove".

Remove Case From Docket

Farahnaz Zaman

Dashboard Search

My Profile Log out

New Criminal Complaint New Motion for DVPO

New Child Maltreatment Petition Hot Sheet

Domestic Violence Case Reports

Remove Case From Docket

Select a Defendant: Test Sep29 Go

Scheduled CR Numbers: Enter or Select a Case Number...

Cancel Confirm Remove

Now, you will see the date of the case on the Court Docket and click Print to look for the case that you chose to remove from the docket.



Finally, CR#9586 is not visible in the Final Docket after removing it from the docket as shown below.

FINAL DOCKET FOR Oct-30-2021

SEP29, TEST			DOB : Jun-13-1974		Roll/ SS Number : 88343
1	Case Number 21CR9585	Charge Failure to disperse	Complainant Dick Crowe	Witnesses Test Sep29	Service Type
Offense Code 14-25.11	Date of Offense Sep-22-2021	Original Court Date	Arraignment Date Sep-29-2021	Attorney Sami Attorney	Service by Dick Crowe
Prior FTA		<input type="checkbox"/> DARE <input type="checkbox"/> H2 <input type="checkbox"/> DV <input type="checkbox"/> In		Prosecutor Status	Service # WR21-9308
Verdict			Verdict Date		Bond Type
Status					Bond Amount
2	Case Number 21CR9583	Charge Child abuse in the second degree	Complainant Dick Crowe	Witnesses Test Sep29	Service Type
Offense Code 14-30.6	Date of Offense Sep-22-2021	Original Court Date	Arraignment Date Sep-29-2021	Attorney Sami Attorney	Service by Dick Crowe
Prior FTA		<input type="checkbox"/> DARE <input type="checkbox"/> H2 <input type="checkbox"/> DV <input type="checkbox"/> In		Prosecutor Status	Service # WR21-9308
Verdict			Verdict Date		Bond Type
Status					Bond Amount
3	Case Number 21CR9582	Charge Harassment	Complainant Dick Crowe	Witnesses Test Sep29	Service Type
Offense Code 14-25.13	Date of Offense Sep-29-2021	Original Court Date	Arraignment Date Sep-29-2021	Attorney Sami Attorney	Service by Dick Crowe
Prior FTA		<input type="checkbox"/> DARE <input type="checkbox"/> H2 <input type="checkbox"/> DV <input type="checkbox"/> In		Prosecutor Status	Service # WR21-9308
Verdict			Verdict Date		Bond Type
Status					Bond Amount

3.2 How to Reschedule Full Days

Only Clerks and Judges can schedule and manage the Docket, while all other users have view-only access.

General Workflow:

- From the dashboard, click the 'Docket' tab from your dashboard menu.
- Click the **Reschedule by Case** button.

3. Select the court type, court date you want moved, and new court date.
4. Click the Save button to reschedule all docketed items to the newly rescheduled date.

STEP 1: From your dashboard, click the 'Docket' tab from your dashboard menu.

The screenshot shows the Judge J dashboard interface. On the left, a sidebar menu lists various options: My Profile, Log out, New Criminal Complaint, New Motion for DVPO, Hot Sheet, Domestic Violence Case Reports, Adhoc Reports, Attorneys, Docket, Criminal Docket List, and DV Docket List. The 'Docket' option is highlighted with a yellow rectangular border. The main content area is titled 'Criminal Cases | 247'. It contains a table with two columns: 'Defendant Name' and 'CR Num'. The table lists several entries, each consisting of a defendant name and a CR number. The first few entries are 'new test' (21CR00), 'new test' (21CR91), 'new test' (21CR94), and 'new test' (21CR93). Subsequent entries include 'CO-D Offense Tester' (21CR93), 'CO-D Offense Tester' (21CR00), 'John Doe Doe' (20CR00), and 'John Doe Doe' (21CR92).

Defendant Name	CR Num
new test	21CR00
new test	21CR91
new test	21CR94
new test	21CR93
CO-D Offense Tester	21CR93
CO-D Offense Tester	21CR00
John Doe Doe	20CR00
John Doe Doe	21CR92

[STEPS continued next page]

STEP 2: After selecting the Dockets tab from the dashboard menu, click the Reschedule by Case button.

Farahnaz Zaman

Dashboard Search

Reschedule By Case Reschedule By Defense Attorney

Criminal Docket Only:

Reschedule By Defendant Remove Defendant from Docket Remove Case from Docket

CR Case has been Removed Successfully

Court Docket

Today	◀	▶	October, 2021	↻		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	01	02
Criminal Print 1	Criminal Print 5 DV	Criminal Print 3 DV	Criminal Print 5 DV	Criminal Print 9 DV	Print 5 DV	Print 3 DV
DV Print 1	DV Print 1 Criminal Print 3 DV	Criminal Print 3 DV	DV Print 3 DV	DV Print 5 DV		
03	04	05	06	07	08	09
DV Print 1 Criminal Print 2 DV	DV Print 2 DV	Criminal Print 2 DV	Criminal Print 1 DV	DV Print 4 DV	Criminal Print 2 DV	DV Print 2 DV
10	11	12	13	14	15	16
Criminal Print 1 DV Print 4 DV	DV Print 1 DV	DV Print 1 DV	DV Print 1 DV	DV Print 1 DV	Criminal Print 1 DV	Criminal Print 2 DV
17	18	19	20	21	22	23
DV Print 1 Criminal Print 1 DV	Criminal Print 1 DV	DV Print 1 DV	DV Print 1 DV	Criminal Print 1 DV	Criminal Print 1 DV	Criminal Print 1 DV
24	25	26	27	28	29	30
DV Print 1 Criminal Print 1 DV	Criminal Print 1 DV	DV Print 1 DV	Criminal Print 1 DV	DV Print 1 DV	Criminal Print 1 DV	Criminal Print 1 DV

STEP 3: Choose the court type you want to reschedule; enter the currently scheduled court date and the new date you wish to move the docket. Click Save. This will move all cases for that court type to the new court date.

Judge J

Dashboard Search

Manage Court Dates

Court dates to be rescheduled

New court date

Select the court type from the dropdown

Case Type: All, Criminal, Civil(DV), All

Scheduled Court Dates: Aug-13-2021

New Court Date: 8/12/2021

Save

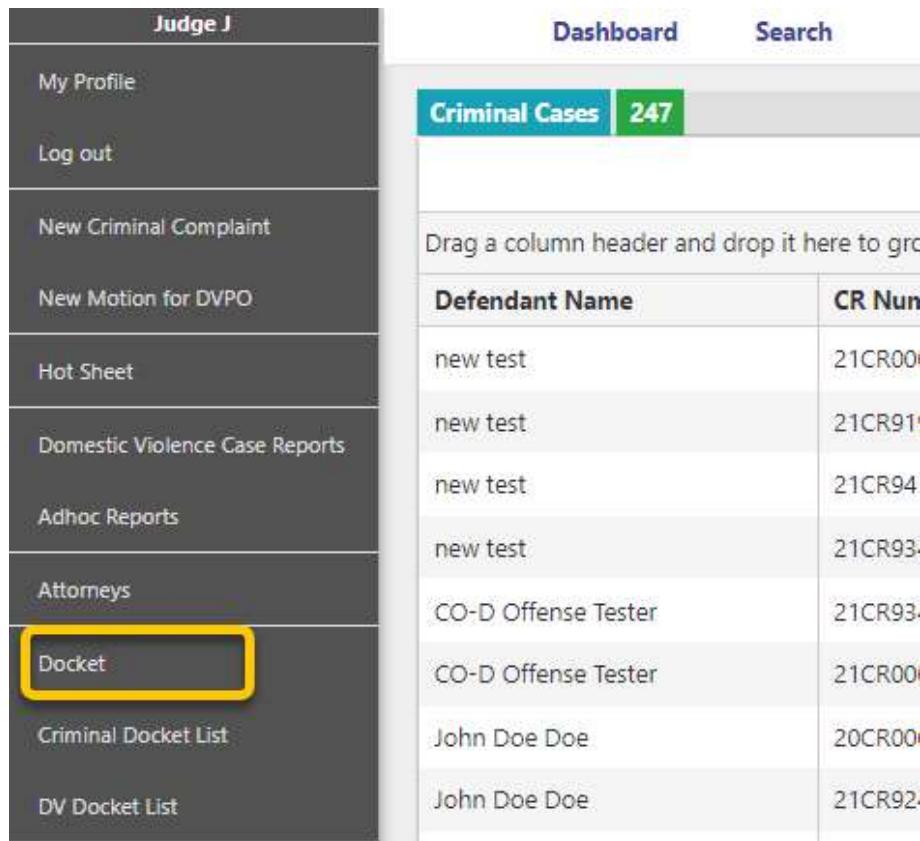
3.3 How to Reschedule by Defense Attorney

Only Clerks and Judges can schedule and manage the Docket, while all other users have view-only access.

General Workflow:

1. From the dashboard, click the 'Docket' tab from your dashboard menu.
2. Click the **Reschedule by Defense Attorney** button.
3. Select the attorney, court date you want moved, and new court date.
4. Click the Save button. This moves all cases for that attorney for the day selected to the new court date. Repeat for each day you wish to move.

STEP 1: From your dashboard, click the 'Docket' tab from your dashboard menu.



The screenshot shows a software interface with two main sections. On the left is a dark sidebar menu titled "Judge J" with the following items: My Profile, Log out, New Criminal Complaint, New Motion for DVPO, Hot Sheet, Domestic Violence Case Reports, Adhoc Reports, Attorneys, Docket (which is highlighted with a yellow box), Criminal Docket List, and DV Docket List. To the right is a main dashboard area with tabs for Dashboard and Search. The Dashboard tab is active, showing a header bar with "Criminal Cases | 247". Below this is a table with columns "Defendant Name" and "CR Nun". The table contains several rows of data, with the first few rows partially visible: "new test" (CR001), "new test" (CR91), "new test" (CR94), "new test" (CR93), "CO-D Offense Tester" (CR93), "CO-D Offense Tester" (CR00), "John Doe Doe" (CR00), and "John Doe Doe" (CR92).

Defendant Name	CR Nun
new test	21CR001
new test	21CR91
new test	21CR94
new test	21CR93
CO-D Offense Tester	21CR93
CO-D Offense Tester	21CR00
John Doe Doe	20CR00
John Doe Doe	21CR92

[STEPS continued next page]

STEP 2: After selecting the Dockets tab from the dashboard menu, click the Reschedule by Defense Attorney button.

The screenshot shows the 'Court Docket' section of the system. On the left is a sidebar with links for 'My Profile', 'Log out', 'New Criminal Complaint', 'New Motion for DVPO', 'Hot Sheet', 'Domestic Violence Case Reports', 'Adhoc Reports', and 'Attorneys'. The main area has tabs for 'Dashboard' and 'Search'. Below these are buttons for 'Reschedule By Case' and 'Reschedule By Defense Attorney', with the latter being circled in yellow. A section titled 'Criminal Docket Only:' contains buttons for 'Reschedule By Defendant' and 'Remove Defendant from Docket'. At the bottom is a calendar for August 2021, showing days from Sunday to Friday. Cases are listed by day: 25 (Criminal, Print 2), 26 (DV, Print 1), 27 (Criminal, Print 4), 28 (Criminal, Print 5), 29 (Criminal, Print 3), 30 (DV).

STEP 3: Choose the attorney from the 'Defense Attorney' dropdown; enter the currently scheduled court date and the new date you wish to reschedule this attorney's cases. Click Save. This will move all cases for that attorney for the day selected to the new court date. Repeat for each day you wish to move.

The screenshot shows the 'Manage Defense Attorney Docket' form. It includes fields for 'Defense Attorney' (a dropdown menu), 'Scheduled Court Dates' (a dropdown menu), 'New Court Date' (a date picker), and a large text area for notes. A prominent blue 'Save' button at the bottom right is circled in yellow.

3.4 How to Reschedule by Defendant – CRIMINAL CASES ONLY

Only Clerks and Judges can schedule and manage the Docket, while all other users have view-only access.

General Workflow:

1. From the dashboard, click the 'Docket' tab from your dashboard menu.
2. Click the Remove Defendant from Docket button.
3. Start typing the defendant's name to select from the dropdown. Click Go.
4. Enter the court date you want moved and the new court date.
5. Click the Move Date button to reschedule this defendant's cases to the newly rescheduled date.

STEP 1: From your dashboard, click the 'Docket' tab from your dashboard menu.



The screenshot shows the Judge J dashboard on the left and the Criminal Cases list on the right. The 'Docket' tab in the sidebar is highlighted with a yellow box. The main area displays a table of criminal cases with columns for Defendant Name and CR Number. The table includes rows for various defendants, such as 'new test' and 'John Doe Doe'.

Defendant Name	CR Nun
new test	21CR00
new test	21CR91
new test	21CR94
new test	21CR93
CO-D Offense Tester	21CR93
CO-D Offense Tester	21CR00
John Doe Doe	20CR00
John Doe Doe	21CR92

STEP 2: After selecting the Dockets tab from the dashboard menu, click the Remove Defendant from Docket button.

The screenshot shows the 'Court Docket' section of the system. On the left is a sidebar with links: 'Judge J', 'My Profile', 'Log out', 'New Criminal Complaint', 'New Motion for DVPO', 'Hot Sheet', 'Domestic Violence Case Reports', 'Adhoc Reports', and 'Attorneys'. At the top center are 'Dashboard' and 'Search' buttons. Below them are two grey buttons: 'Reschedule By Case' and 'Reschedule By Defense Attorney'. A yellow oval highlights the 'Remove Defendant from Docket' button, which is red with white text. The main area shows a calendar for August 2021. The days of the week are labeled: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday. Specific events are listed for each day: 25 (Criminal, Print 2), 26 (DV, Print 1), 27 (Criminal, Print 4), 28 (Criminal, Print 5), 29 (Criminal, Print 3), and 30 (DV).

STEP 3: Choose the defendant from the 'Select a Defendant' dropdown by typing the defendant's name. Then click Go.

The screenshot shows the 'Manage Defendant Docket' page. At the top is a header bar with the title. Below it is a form with a dropdown labeled 'Select a Defendant' containing the name 'John Doe'. A red arrow points from a red callout box to the dropdown. The callout box contains the text: 'Start typing D's name - results will appear in the dropdown'. To the right of the dropdown is a brown 'Go' button, which is circled in blue. The background of the page has a light grey gradient.

STEP 4: Enter the currently scheduled court date from which you want the defendant removed. Click Confirm Remove. This will remove the defendant from the docket for the scheduled court date selected. Repeat for each day you wish to move.

Remove Defendant From Docket

Select a Defendant

John Doe

Scheduled Court Dates:

Aug-31-2021

Cancel **Confirm Remove**

3.5 How to Reschedule a Defendant from the Docket – CRIMINAL CASES ONLY

Only Clerks and Judges can schedule and manage the Docket, while all other users have view-only access.

General Workflow:

1. From the dashboard, click the 'Docket' tab from your dashboard menu.
2. Click the **Reschedule by Defendant** button.
3. Enter the court date from which you want the defendant removed.
4. Click the Confirm Remove button to remove the defendant from the docket on the selected date.

STEP 1: From your dashboard, click the 'Docket' tab from your dashboard menu.

The screenshot shows the Judge J software interface. On the left is a sidebar menu with the following items:

- My Profile
- Log out
- New Criminal Complaint
- New Motion for DVPO
- Hot Sheet
- Domestic Violence Case Reports
- Adhoc Reports
- Attorneys
- Docket** (This item is highlighted with a yellow rectangular border.)
- Criminal Docket List
- DV Docket List

The main area is titled "Criminal Cases | 247". It contains a table with the following data:

Defendant Name	CR Num
new test	21CR00
new test	21CR91
new test	21CR94
new test	21CR93
CO-D Offense Tester	21CR93
CO-D Offense Tester	21CR00
John Doe Doe	20CR00
John Doe Doe	21CR92

[STEPS continued next page]

STEP 2: After selecting the Dockets tab from the dashboard menu, click the Reschedule by Defendant button.

Judge J

Dashboard Search

My Profile Log out

New Criminal Complaint New Motion for DVPO

Hot Sheet Domestic Violence Case Reports

Adhoc Reports

Attorneys

Reschedule By Case Reschedule By Defense Attorney

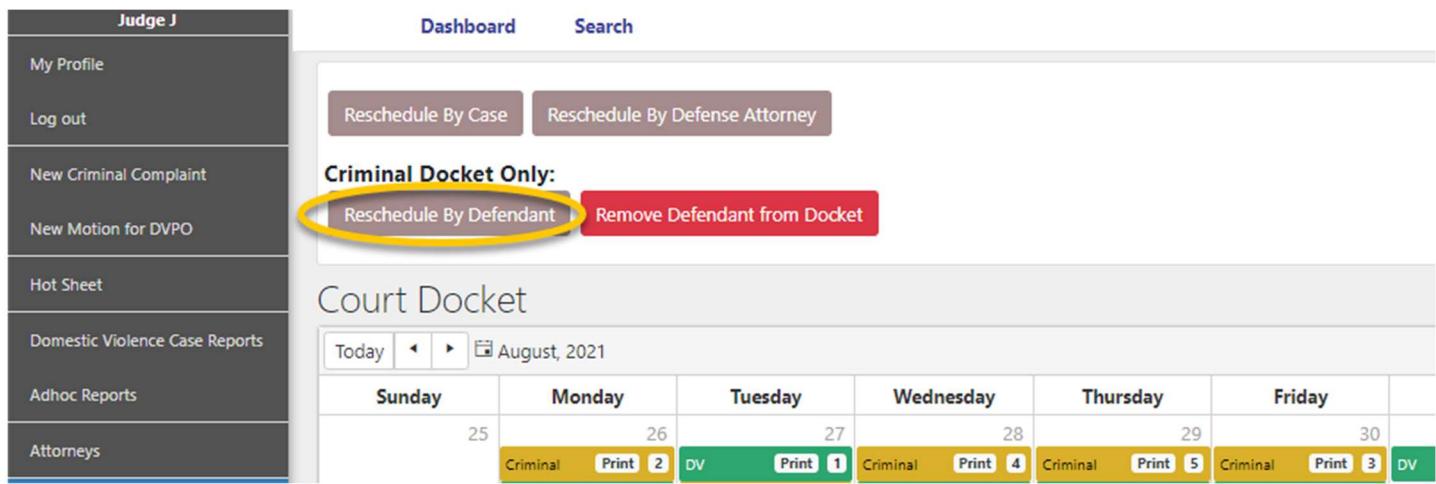
Criminal Docket Only:

Reschedule By Defendant Remove Defendant from Docket

Court Docket

Today ▶ August, 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	DV
Criminal Print 2	DV Print 1	Criminal Print 4	Criminal Print 5	Criminal Print 3	DV	



STEP 3: Choose the defendant from the 'Select a Defendant' dropdown by typing the defendant's name. Then click Go.

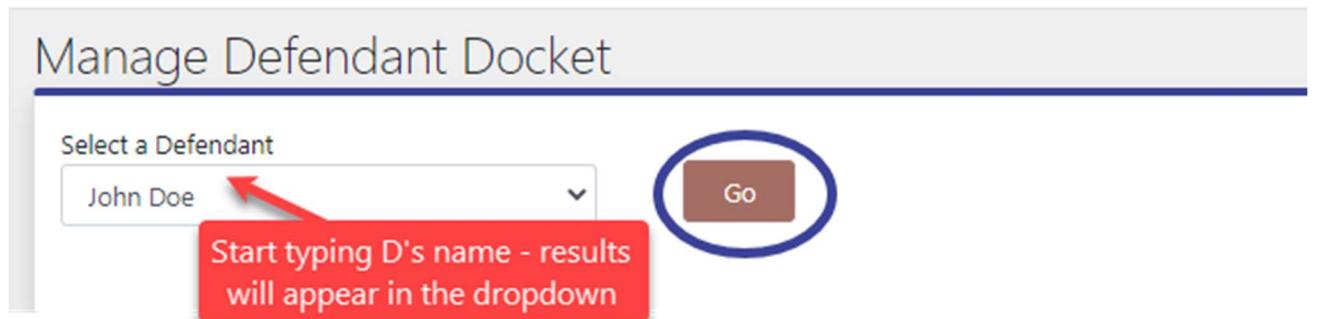
Manage Defendant Docket

Select a Defendant

John Doe

Start typing D's name - results will appear in the dropdown

Go



STEP 4: Enter the currently scheduled court date and the new date you wish to reschedule for this defendant. Click Move Date. This will move all cases for that defendant for the day selected to the new court date. Repeat for each day you wish to move.

Manage Defendant Docket

Select a Defendant

John Doe

Scheduled Court Dates: Aug-24-2021

New Court Date: 8/31/2021

Cancel Move Date



3.6 How to use the Digital Docket – CRIMINAL DOCKET LIST

Only Clerks and Judges can schedule and manage the Docket, while all other users have view-only access.

General Workflow:

1. From the dashboard, click the 'Criminal Docket List' tab from your dashboard menu.
2. Enter the date(s) parameters for the docket list you want to view. Click Go.
3. All defendants with court dates entered through TribaLex will appear in the 'CR Docket List' table.
4. Click the 'Add' button to add a new Minutes page or the 'View' button to navigate to the Minutes screen to view existing minutes.

STEP 1: From your dashboard, click the 'Criminal Docket List' tab from your dashboard menu.

The screenshot shows two main panels. On the left is a vertical sidebar titled 'Judge J' with a dark grey background. It contains several menu items: 'My Profile', 'Log out', 'New Criminal Complaint', 'New Motion for DVPO', 'Hot Sheet', 'Domestic Violence Case Reports', 'Adhoc Reports', 'Attorneys', 'Docket', and 'Criminal Docket List'. The 'Criminal Docket List' item is highlighted with a yellow rectangular border. On the right is the main content area. At the top, there are two buttons: 'Dashboard' and 'Search'. Below them is a header bar with the text 'Criminal Cases | 247'. The main area is a table with two columns: 'Defendant Name' and 'CR Num'. The table contains eight rows of data, each with a defendant name and their corresponding CR number. The data is as follows:

Defendant Name	CR Num
new test	21CR00
new test	21CR91
new test	21CR94
new test	21CR93
CO-D Offense Tester	21CR93
CO-D Offense Tester	21CR00
John Doe Doe	20CR00
John Doe Doe	21CR92

[STEPS continued next page]

STEP 2: Enter the date(s) parameters for the docket list you want to view. Click Go.

STEP 3: All defendants with court dates entered through TribaLex will appear in the 'CR Docket List' table. Click the 'Add' button to add a new Minutes page or the 'View' button to navigate to the Minutes screen to view existing minutes.

The screenshot shows the 'Criminal Docket List' page. On the left is a sidebar with links like 'My Profile', 'Log out', 'New Criminal Complaint', 'New Motion for DVPO', 'Hot Sheet', 'Domestic Violence Case Reports', 'Adhoc Reports', 'Attorneys', 'Docket' (which is selected and highlighted with a yellow box), 'Criminal Docket List' (which is also highlighted with a yellow box), and 'DV Docket List'. The main area has a red box above the search fields stating 'Only the 'From Date' field is mandatory.' A red arrow points from this box to the 'From Date' input field, which contains '7/29/2021'. To the right of the input field is a 'Go' button, which is circled in yellow. Another red arrow points from a 'QUICK TIP' box to the 'Search...' input field. The 'QUICK TIP' box contains the text 'Start typing a defendant, attorney name, or CR number to generate results faster'. The table below has columns: Defendant Name, Defense Attorney Name, CR Numbers, Date & Time, and Minutes. The first row shows 'Asmhan Hasan' with 'Test Attorney' as the defense attorney, CR numbers '21CR9409, 21CR9410, 21CR9411', and a date/time of '07/29/2021 10:00 AM'. The 'Minutes' column shows 'Add' and 'View' buttons. The second row shows 'Kevin K' with 'Test Attorney' as the defense attorney, CR numbers '21CR0008, 21CR938, 21CR9389', and a date/time of '07/29/2021 10:30 AM'. The 'Minutes' column shows 'Add' and 'View' buttons. The third row shows 'Lama HAt' with 'Test Attorney' as the defense attorney, CR numbers '21CR9412, 21CR9413, 21CR9414', and a date/time of '07/29/2021 11:55 AM'. The 'Minutes' column shows 'Add' and 'View' buttons. The fourth row shows 'Melisa Max' with 'Test Attorney' as the defense attorney, CR numbers '21CR9003, 21CR9004, 21CR9244', and a date/time of '07/29/2021 12:00 PM'. The 'Minutes' column shows 'Add' and 'View' buttons. The fifth row shows 'Wala Hat' with 'Test Attorney' as the defense attorney, CR numbers '21CR9382, 21CR9383', and a date/time of '07/29/2021 12:00 PM'. The 'Minutes' column shows 'Add' and 'View' buttons. Blue callout boxes with arrows point to specific areas: one to the 'Add' button for the first entry, another to the 'View' button for the same entry, and a third to the 'View' button for the fifth entry. Another blue callout box points to the 'Date & Time' column header.

Defendant Name	Defense Attorney Name	CR Numbers	Date & Time	Minutes
Asmhan Hasan	Test Attorney	21CR9409, 21CR9410, 21CR9411	07/29/2021 10:00 AM	Add View
Kevin K	Test Attorney	21CR0008, 21CR938, 21CR9389	07/29/2021 10:30 AM	Add View
Lama HAt	Test Attorney	21CR9412, 21CR9413, 21CR9414	07/29/2021 11:55 AM	Add View
Melisa Max	Test Attorney	21CR9003, 21CR9004, 21CR9244	07/29/2021 12:00 PM	Add View
Wala Hat	Test Attorney	21CR9382, 21CR9383	07/29/2021 12:00 PM	Add View

3.7 How to use the Digital Docket – DV DOCKET LIST

Only Clerks and Judges can schedule and manage the Docket, while all other users have view-only access.

General Workflow:

1. From the dashboard, click the 'DV Docket List' tab from your dashboard menu.
2. Enter the date(s) parameters for the docket list you want to view. Click Go.
3. All parties with court dates entered through TribaLex will appear in the 'DV Docket List' table.
4. Click the 'Add' button to add a new Minutes page or the 'View' button to navigate to the Minutes screen to view existing minutes.

STEP 1: From your dashboard, click the 'DV Docket List' tab from your dashboard menu.

The screenshot shows the TribaLex digital docket system interface. On the left, there is a vertical sidebar titled "Judge J" containing links for "My Profile", "Log out", "New Criminal Complaint", "New Motion for DVPO", "Hot Sheet", "Domestic Violence Case Reports", "Adhoc Reports", "Attorneys", "Docket", "Criminal Docket List", and "DV Docket List". The "DV Docket List" link is highlighted with a yellow box. To the right of the sidebar is a main content area. At the top of this area are three buttons: "Dashboard", "Search", and a green button labeled "Criminal Cases 247". Below these buttons is a header with the text "Drag a column header and drop it here to group by". A table follows, with columns for "Defendant Name" and "CR No". The table contains several rows of data, each consisting of a defendant name and a CR number. The data includes entries like "new test", "21CR0", "new test", "21CR9", "new test", "21CR9", "new test", "21CR9", "CO-D Offense Tester", "21CR9", "CO-D Offense Tester", "21CR0", "John Doe Doe", "20CR0", "John Doe Doe", "21CR9", "Benjamin 'Benny' M Miller III", "20CR0", and "Check New changes", "20CR0".

Defendant Name	CR No
new test	21CR0
new test	21CR9
new test	21CR9
new test	21CR9
CO-D Offense Tester	21CR9
CO-D Offense Tester	21CR0
John Doe Doe	20CR0
John Doe Doe	21CR9
Benjamin 'Benny' M Miller III	20CR0
Check New changes	20CR0

STEP 2: Enter the date(s) parameters for the docket list you want to view. Click Go.

STEP 3: All defendants with court dates entered through TribaLex will appear in the 'CR Docket List' table. Click the 'Add' button to add a new Minutes page or the 'View' button to navigate to the Minutes screen to view existing minutes.

The screenshot shows the DV Docket List page. On the left is a sidebar with links: My Profile, Log out, New Criminal Complaint, New Motion for DVPO, Hot Sheet, Domestic Violence Case Reports, Adhoc Reports, Attorneys, Docket, Criminal Docket List, and DV Docket List (which is highlighted with a yellow box). The main area has a title 'DV Docket List' with a red callout 'Only the 'From Date' field is mandatory.' pointing to the 'From Date' input field containing '7/31/2021'. Below it is a search bar with a placeholder 'Search...' and a magnifying glass icon. A red callout 'QUICK TIP: Start typing a defendant, attorney name, or CR number to generate results faster' points to the search bar. The central table has columns: Plaintiff, Defendant, Case #, Date & Time, and Minutes. It lists two entries: Sara Adam vs Bassam Bana (Case # DV21-1190, Date 07/31/2021 08:00 AM), and Hajar Ahmad vs Mohanned Ahmad (Case # DV21-1189, Date 07/31/2021 08:00 AM). Each entry has 'Add' and 'View' buttons. A blue callout 'Click here to create a NEW Minute entry' points to the 'Add' button for the first entry, and another blue callout 'Click here to see existing Minutes.' points to the 'View' button for the same entry.

3.8 FS Docket List

The users with access can click the FS Docket List from the dashboard.

STEP 1: Click the FS Docket List in the navigation sidebar menu.

STEP 2: Click the From Date and To Date fields and pick dates and click "Go".

Note: The users with privilege can add and view the Family Safety Docket List. Others with no privilege can't add or view the list. Also, you can search specific Children's names, CVJ Numbers, etc. to view or add new data as shown below.

Farah Prosecutor

- My Profile
- Log out
- New Criminal Complaint
- Hot Sheet
- Domestic Violence Case Reports
- Reports
 - Family Safety Reports
 - Attorneys
 - GALs
 - Docket
 - CR Docket List
 - DV Docket List
 - FS Docket List**
 - Merge Defendant

FS Docket List

From Date: 8/5/2021 To Date: 12/30/2021 Go

Children Names	CVJ Numbers	Docket Date & Time
Grace Conner , Tyler Conner	CVJ21-10-1000, CVJ21-10-20-2021	10/20/2021 12:30 AM
TEST OCT20		10/21/2021 01:06 AM
Ram Neni , Ravi Neni		10/21/2021 01:00 AM
Test Oct21		10/21/2021 03:18 PM
Oct21 Test	CVJ21-10-9001	10/21/2021 05:58 PM
Clone Varma , Raju Varma	CVJ21-10-9002, CVJ21-2022	10/21/2021 08:30 AM
Grace Conner , Tyler Conner	CVJ21-10-1000, CVJ21-10-20-2021	10/22/2021 09:00 AM
TEST Oct22	CVJ21-10-9004	10/22/2021 01:25 PM
Reena Max , Seema Max , Jimmy Max	CVJ21-10-9007, CVJ21-10-9010, CVJ21-10-9008	10/22/2021 09:00 AM
TEST3 Oct22	CVJ21-10-9009	10/22/2021 04:35 PM
Ram Neni , Ravi Neni		10/23/2021 09:00 AM
Clone Varma , Raju Varma	CVJ21-10-9002, CVJ21-2022	10/23/2021 08:30 AM
Mona Wing , Hona Wing , Rona Wing , Tona Wing	CVJ21-10-9005, CVJ21-10-9007, CVJ21-10-9006, CVJ21-10-9008	10/23/2021 09:00 AM

STEP 3: Click the Add under the Minutes to add minutes.

Farahnaz Zaman

- My Profile
- Log out
- New Criminal Complaint
- New Motion for DVPO
- New Child Maltreatment Petition
- Hot Sheet
- Domestic Violence Case Reports
- Reports
 - Family Safety Reports
 - Attorneys
 - GALs
 - Docket
 - CR Docket List
 - DV Docket List
 - FS Docket List**
 - Merge Defendant

FS Docket List

From Date: 8/5/2021 To Date: 12/30/2021 Go

Children Names	CVJ Numbers	Docket Date & Time	Minutes
Grace Conner , Tyler Conner	CVJ21-10-1000, CVJ21-10-20-2021	10/20/2021 12:30 AM	Add View
TEST OCT20		10/21/2021 01:06 AM	Add View
Ram Neni , Ravi Neni		10/21/2021 01:00 AM	Add View
Test Oct21		10/21/2021 03:18 PM	Add View
Oct21 Test	CVJ21-10-9001	10/21/2021 05:58 PM	Add View
Clone Varma , Raju Varma	CVJ21-10-9002, CVJ21-2022	10/21/2021 08:30 AM	Add View
Grace Conner , Tyler Conner	CVJ21-10-1000, CVJ21-10-20-2021	10/22/2021 09:00 AM	Add View
TEST Oct22	CVJ21-10-9004	10/22/2021 01:25 PM	Add View
Reena Max , Seema Max , Jimmy Max	CVJ21-10-9007, CVJ21-10-9010, CVJ21-10-9008	10/22/2021 09:00 AM	Add View
TEST3 Oct22	CVJ21-10-9009	10/22/2021 04:35 PM	Add View
Ram Neni , Ravi Neni		10/23/2021 09:00 AM	Add View
Clone Varma , Raju Varma	CVJ21-10-9002, CVJ21-2022	10/23/2021 08:30 AM	Add View
Mona Wing , Hona Wing , Rona Wing , Tona Wing	CVJ21-10-9005, CVJ21-10-9007, CVJ21-10-9006, CVJ21-10-9008	10/23/2021 09:00 AM	Add View

STEP 4: Then fill out the fields as needed and save by clicking the "Save" button in the "Case Minutes" page.

Farahnaz Zaman

Log out

Petition

Order For Protective Custody

Summons

Continued Protective Custody

Motion to Continue

Notice of Hearing

Assign Party Attorney

Appoint & Release GAL & AA

Adjudication Orders

Disposition Orders

Documents

Schedule Case

Case Docket

Manage Minutes

Print Forms/Reports

Case Date & Time: Oct-20-2021 04:49 PM

Caretaker(s)	Child(ren)	Witness(s)
Claire Mohan	Grace Conner Tyler Conner	one 1 Witness

Case Minutes

File # CVJ21-10-1000, CVJ21-10-20-2021

Court Date 10/20/2021

Court Time 12:30 AM

Parties Attended:

Caretakers: Claire Mohan

GALs:

Party Attorney:

Others Parties:

Case Docket

Manage Minutes

Print Forms/Reports

Notes

Next Court Date

Next Court Time

Continued

Mark as Completed

Initial Activity:
Created By: fara_Judge
Created On: 12/21/2021

Last Activity:
Updated By: fara_Judge
Updated On: 12/21/2021

Note: You can mark it as completed by clicking the "Mark as Completed" check box. You can only view it, but you can't edit it.

Arraignment.....	60, 61	Order Continuing Domestic Violence Hearing and Ex Parte Order 115
Assign a Defense Attorney	88	Review 97, 98
Bonds		Submit 99
Appearance Bond	50	Verification (Accept/Reject) 105
Release Conditions.....	52	Verify 102
Complaint		
Accepting a Petty Offense/Private Charge	30	
Co-Defendant	22	
CR number	9	
Defendant's Details.....	16	
Documents.....	7	
Edit (Undo Submit).....	11	
Magistrate Acceptance.....	25	
Offenses	8	
Petty Offense/Private Charge.....	24	
Print a Draft.....	18	
Sign	28	
Witnesses.....	6	
Criminal Complaint		
New Criminal Complaint.....	4	
Criminal Summons		
Criminal Summons Creation.....	33	
Not Served	44	
Printing a Criminal Summons	41	
Served	44	
Defendant's Timeline.....	89	
Docket	84, 123, 125, 126, 128, 130, 132, 133, 134, 136, 137, 138, 139	
Document Upload		
Upload Documents - Criminal	58	
Upload Documents - DVPO.....	100	
DVPO		
Affidavits (Status of Minor Child) ...	91, 95, 99, 102, 103	
Create Notice Papers	110, 113	
DVPO Complaint.....	94	
DVPO Packet	112, 114	
Ex Parte DVPO	106, 119	
Hearing Date	111, 113	
Identifying Information	91	
Minor Children.....	95	
Motion	94	
New Motion & Complaint.....	91	
Notice of ExParte	110, 111, 113	
Notice of Hearing.....	106, 110, 111, 112, 114	
Initial Appearance		
Appearance Bond	50	
Bail Info.....	49	
Bail Information Sheet.....	49	
Defendant Details.....	47	
Initial Determination of Jurisdiction	48	
Jurisdiction Determination.....	48	
Order Setting Conditions of Release.....	52	
Order to Detain Defendant Temporarily	54	
Initial Appearance Papers.....	45, 60	
Minutes		
Criminal	84	
Domestic Violence	123	
Order for Arrest.....	63	
Printing		
Original and/or Draft Documents	56	
Warrant		
Not Served	40	
Print a Warrant	35	
Return of Service.....	39, 40, 41, 43, 44	
Served	40	
Warrant Creation	31	
Widget		
Criminal Cases.....	46	
Widgets		
Complaints Under Magistrate Review	10, 11, 14, 17, 18, 22	

