DATE: 3/30/17

TO: ALL OFFERING VENDORS

FROM: John Perotti
Judicial Information Center Project Manager

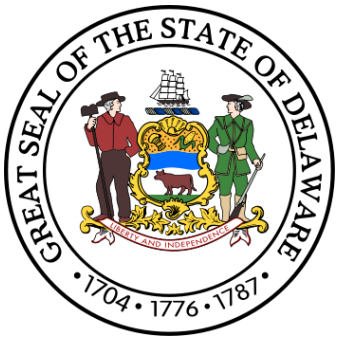
SUBJECT: ADDENDUM TO INVITATION TO BID - Convert VB 5 Application to VB.Net 2017 - JUD17001-ASOP

ADDENDUM 2: Functional Requirements (Detailed)

Below is the document with the detailed functional requirements for the ASOP Refresh Project.

All other terms and conditions remain the same.

If you have any questions, please contact me at john.perotti@state.de.us.



DELAWARE ADMINISTRATIVE OFFICE OF THE COURTS

JUDICIAL INFORMATION CENTER

THE AUTOMATED SENTENCING ORDER PROGRAM – REFRESH PROJECT

FUNCTIONAL REQUIREMENTS DOCUMENT

Creation Date: 2/27/2017
Last Updated: 3/28/2017
Version: 1.1

Version History

Version #	Authored/Revised By	Revision Date	Reason
0.1	John Perotti	2/27/17	Final Draft
1.0	John Perotti	3/3/17	Final
1.1	John Perotti	3/28/17	Redacted and updated with final input from the JIC Senior Technical Manager (Consistent with summary requirements in RFP)

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1.0 Introduction

1.1 Document Purpose

This Functional Requirements Document (FRD) describes all of the requirements to be implemented as part of the project. Its purpose is to clearly describe these requirements so they can be understood and validated by business users and other stakeholders as well as be sufficiently detailed to serve as input into system design activities.

The work required to complete this document as well as the document's contents are intended to align with the Judicial Information Center (JIC) System Development Life Cycle (SDLC) as defined in the SDLC Playbook.

1.2 Intended Audience

The target audience for this FRD includes business, technical, and project management stakeholders.

1.3 Document Maintenance

The document will be maintained by the project Business Analysis team and stored in a location with the other major SDLC documents. Once the functional requirements are approved by the project sponsor and / or key stakeholders, they will serve as the baseline against which requests for additional functionality will be assessed. When scope changes are approved that add new requirements, the full set of approved requirements will consist of the baseline reflected in the approved FRD plus all approved requirements related change orders.

1.4 Traceability

All of the requirements within this FRD should be able to be traced to scope defined in the project charter or that are added through approved change requests. The traceability matrix established for the project will map requirements to their respective design, development, and test elements.

2.0 System Overview

2.1 Application Description and Objectives

The Automated Sentencing Order Program (ASOP) Program / Project was initiated in 1992-1993 with the objective of standardizing sentencing order language. By 2000, ASOP was deployed in Superior Court New Castle, Kent and Sussex counties and used as the system for producing almost all sentencing orders (with the exception of probation before judgment orders). The original goal was to create a standard sentencing order simultaneously with a judge's pronouncement. Additionally, the goals included distributing orders electronically within minutes to crucial partner agencies that must effectuate the orders (e.g. Department of Correction (DOC), Treatment Access Center (TASC)). The defendant also receives a complete copy of their sentencing order in the courtroom.

The client server front end of the SC ASOP application is written in Visual Basic (VB) Version 5 which is no longer supported by Microsoft creating the need to perform an application refresh. ASOP data is stored on the Courts mainframe based Case Management System (CMS).

In October 2015, the JIC, with the support of the SC team, completed a project to determine feasible alternative solutions for providing the Courts with ASOP functionality in the case of failure of the current application. JIC conducted an analysis of the current systems including ASOP and presented the results to the SC Team. The analysis determined that there was truly only one solution and that was the "ASOP-LITE" choice. This solution consisted of developing a refreshed system to provide essential sentencing functionality to encompass the ability to produce a sentencing order shortly after issuance of the order by a Judge.

In March 2016, the SC team began developing ASOP-LITE requirements. For this, the SC team completed draft functional requirements for the Calendar Event/Charge Disposition form, Sentence History form, and part of the Sentence Order Entry form.

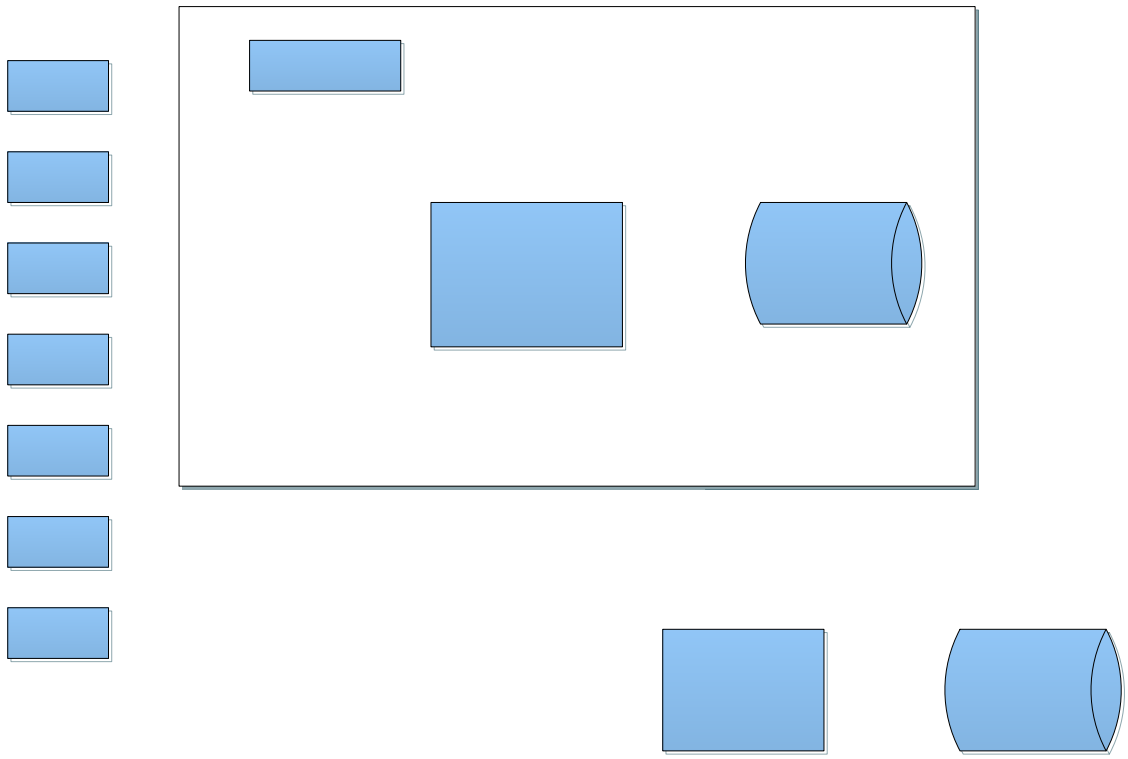
In May 2016, it was decided that the entire ASOP application would be refreshed, not just the ASOP-LITE sentencing functionality. At this time, funding was secured to use an outside vendor for a project to complete the ASOP requirements and perform implementation planning.

2.2 Scope Definition

- The scope includes functionality associated with the following 3 forms:
  - Calendar Event/Charge Disposition
  - Sentence History
  - Sentence Order Entry Outputs (sentencing orders) are consumed by attorneys, Attorney General's Office, Public Defender's Office, public, Department of Corrections (DOC), Statistical Analysis Center (SAC) and TASC.
- Source data is provided through CMS.

- Also included in the scope of this project are the following:
  - Functions most commonly used by Judges.
    - Defendant Info Search/Add/Update
    - Capias Warrant History Search
    - Criminal History Search
    - Defendant Pending Case List
    - Name Search
  - The balance of the Processes
    - Add Case to Calendar
    - Calendar Case List
    - Calendar Header Mass Add
    - Calendar/Case Participants
    - Address Search/Add/Update
    - Co-defendant List Search
    - Docket Browse Search/Add/Update
    - Representation Search
    - Participant History
- The new system must address the current system's lack of sufficient security. (The current system has one login ID and does not require a password.)
- This project will include a requirement for producing a hard copy sentence order that will ultimately align with the universal sentence order template being developed for all Delaware Courts. A separate AOC project is developing the specifications (data and format) for the universal order template. Then, as part of the ASOP Refresh Implementation project that is planned to follow this project, the project team will work to design the ASOP sentence order document to align with the universal template. The team will align the ASOP order from with the universal template to the extent possible given the data contained in ASOP.
- **The new system will not incorporate any functionality not contained in the existing application other than pre-defined system fixes.** The potential list of fixes is located in Section 3.2.17 below.

2.3 Context



The ASOP server based application serves as a front-end to the JIC/Case Management System (CMS) mainframe application. ASOP allows the user to retrieve information from and enter information into the mainframe files. Contained in later sections of this document are details regarding the mainframe source files.

3.0 Functional Requirements

3.1 Functional Decomposition

The following are the functional components that comprise the ASOP application.

3.1.1 Session Manager Form

1. Display and provide access for all Forms in the application
2. Display all Forms currently in use
3. Provide a means to exit the application

3.1.2 Defendant Information Form

1. Display Any Existing Defendant and Case and Individual Indicators for a particular Defendant and case
2. Add or Update Address Information for the Case
3. Add or Update Case and Individual Indicators

3.1.3 Charge Browse

1. Add or Update Charge Information for a particular Case

3.1.4 Co-Defendant List

1. Display any Co-Defendant associated with a given Case Number

3.1.5 Docket Browse

1. Add or Update Docket Information for a particular Case

3.1.6 Select Printer

1. Provide a means for a user to select the necessary printer for use with their ASOP session

3.1.7 Defendant Personal History

1. Display Any Capias/Warrant History for a selected Defendant
2. Display Any Criminal History for a selected Defendant
3. Display Any Sentencing History for a selected Defendant

3.1.8 Calendar Case List

1. Display all cases for a given Calendar
2. Find specific cases for a given Calendar
3. Display and Create notes for a given case

3.1.9 Calendar/Case Participants

1. Display all Calendar Participants for a given Case and Calendar
2. Display all Event Participants for a given Case and Calendar
3. Display all Case Participants for a given Case and Calendar

3.1.10 Calendar Header Mass Add

1. Create Headers for Calendars for Multiple Dates

3.1.11 Add Case to Calendar

1. Display all Case Scheduled Events for a given Case and Calendar
2. Display the Scheduling History for a given Defendant
3. Update any Case Scheduled Events for a Future Scheduled Event

3.1.12 Defendant Pending Case List

1. Display any Pending Charges for the defendant associated with the entered case number.

3.1.13 Name Search

1. The Name Search Form allows the user to search for case and identification information for the defendant to include information from all courts or by a single court.

3.1.14 Calendar Event / Charge Disposition Form

1. Activate Form
2. Search for Calendar Headers
3. Retrieve Calendar Case information
4. Dispose of the calendar events
5. Select Cases for charge disposition processing
6. Dispose of charges

3.1.15 ASOP Sentencing History Form

1. Retrieve Information on a specific case
2. Create New Orders
3. Work With Existing Orders

3.1.16 ASOP Sentence Order Entry Form

1. **Overall**
    a. Sentencing, Effective, Original Dates
    b. Bundling Orders
    c. DOC Commitment or Release
    d. Charges and Charge Sequencing
    e. List of Charges
    f. Call Charge
    g. Charge Display Grid
    h. Habitual Offender
    i. Fines and Costs – Fees and Surcharges
    j. Restitution
    k. Reporting Facility and Date
    l. Notes
    m. Save Function
    n. Preview Orders
    o. Approve Orders
2. **Custody**
    a. Logical Operators
    b. SENTAC Level
    c. Time – years, months, days
    d. Custody Programs
    e. Credit for Time Served
    f. Probation Requirements
    g. Weekend Custody
    h. Mandatory Time
3. **Special Conditions**
    a. Conditions by Order or Charge
    b. Condition Category, Operator
    c. Customized fields for text input (macros)
4. **Aggravating and Mitigating Factors**

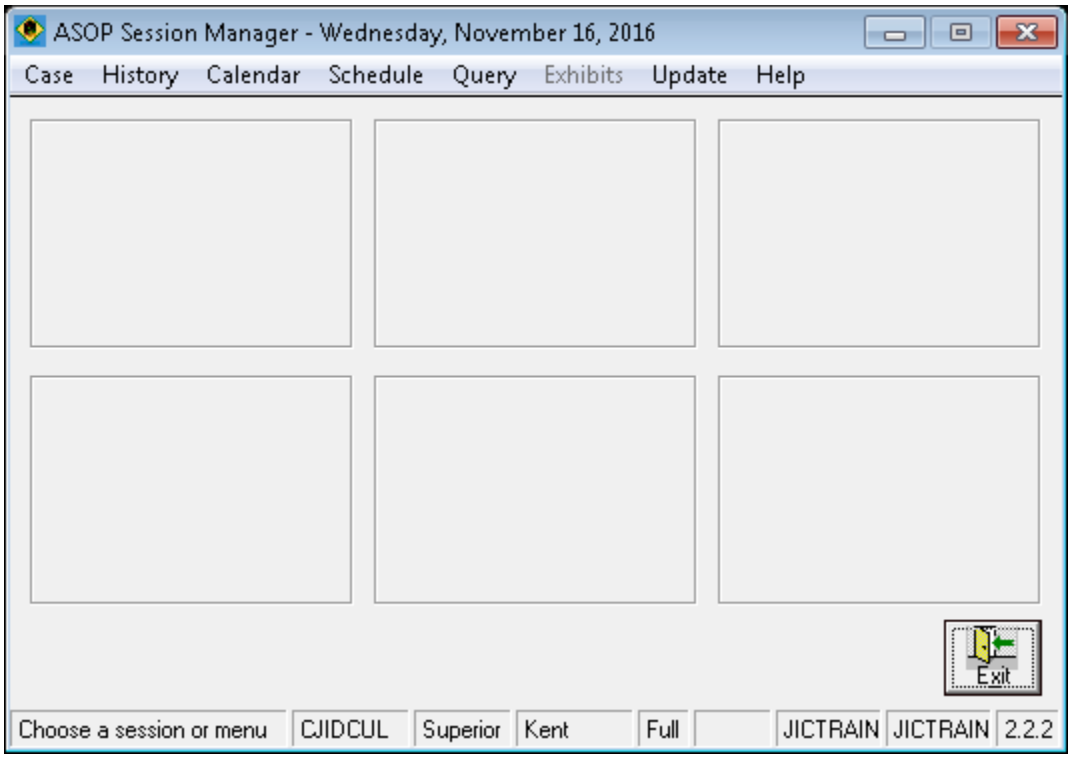
3.2 Requirements Listing

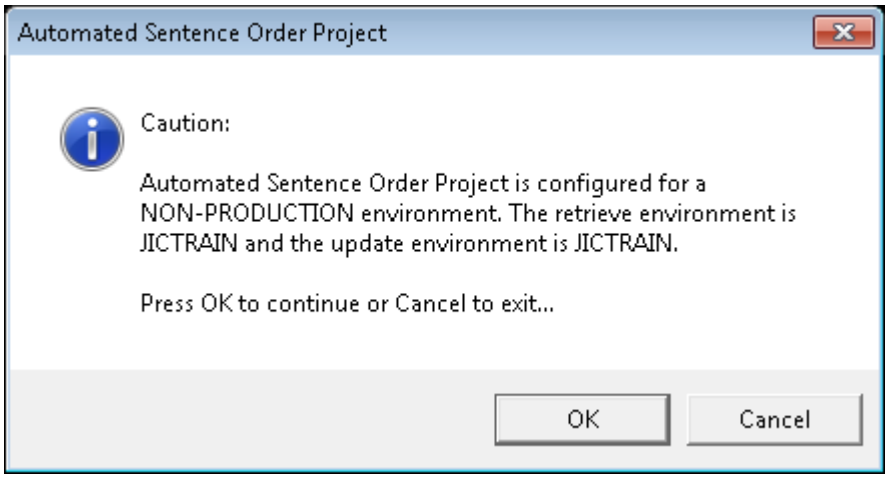
This section describes the ASOP functional requirements in detail. For each of the component listed above, it provides a summary description of the component functionality, shows a graphical images of the component screens, describes screen functionality, and maps screen data fields to their corresponding fields in CMS.

3.2.1 Session Manager

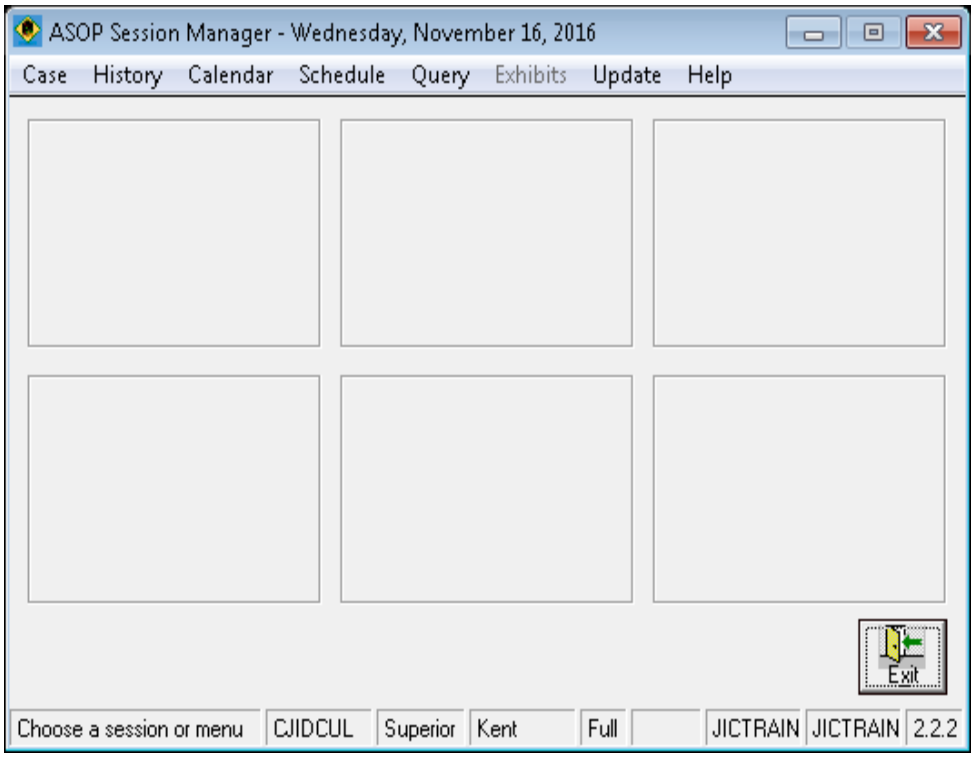
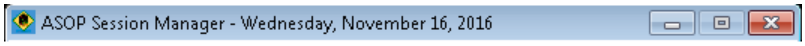
The Session Manager Form is used to:

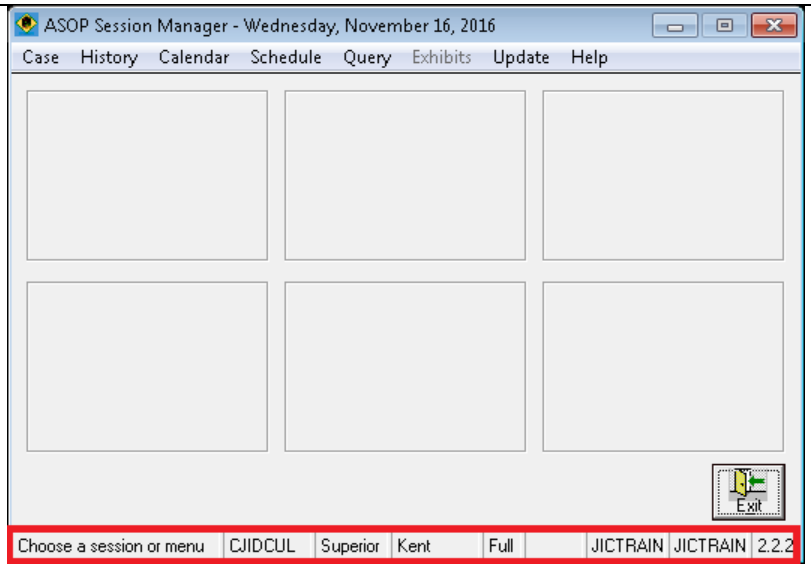
- Display and provide access for all Forms in the application
- Display all Forms currently in use
- Provide a means to exit the application

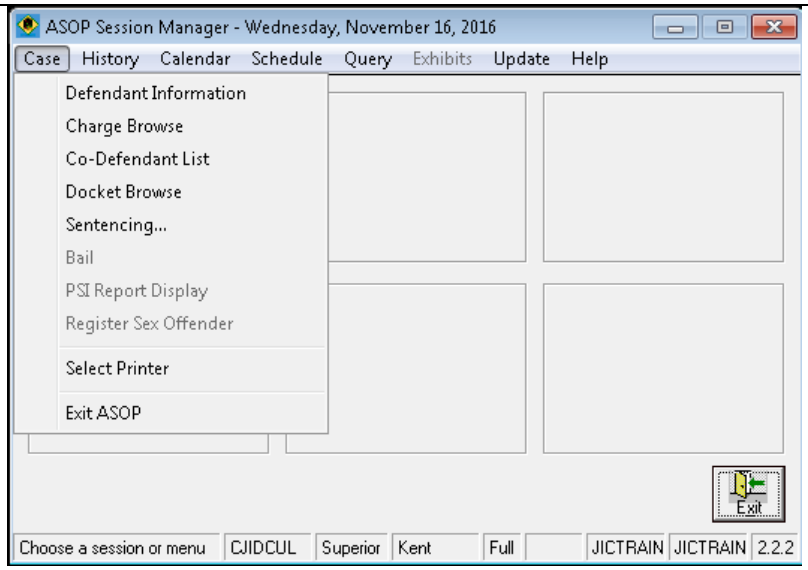
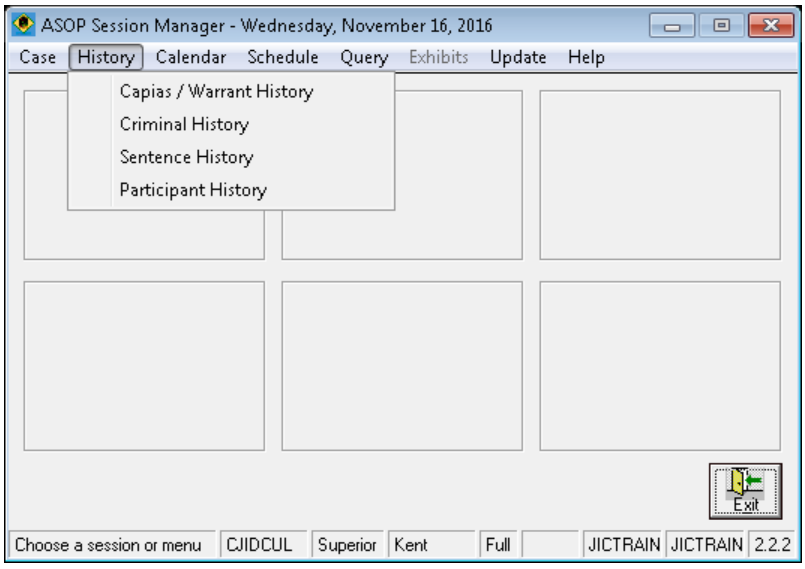


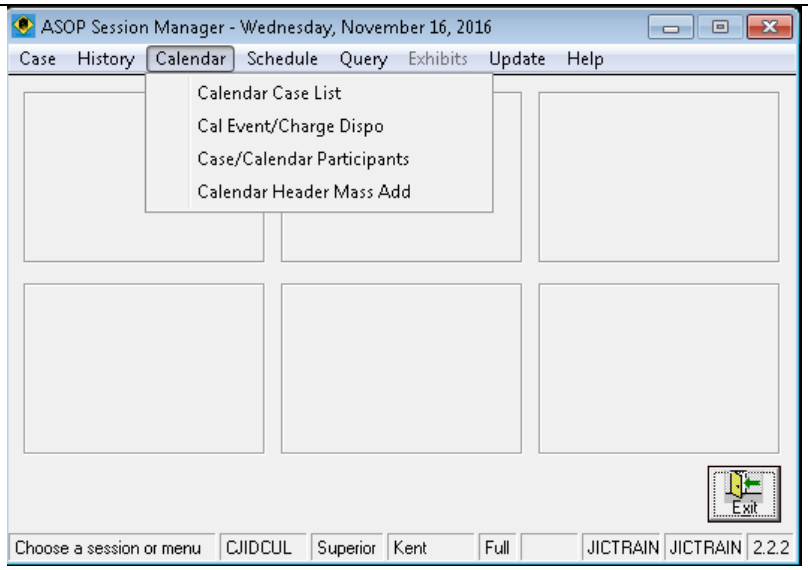
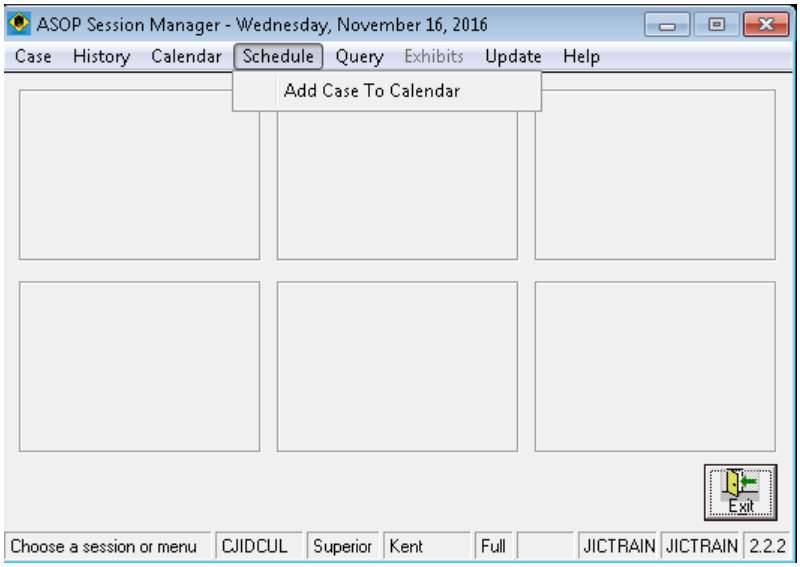
Functional Requirement Number	Description	Reference Number
SM-INIT-001	The ASOP application is accessed from the Desktop by the ASOP TS link: 	
SM-INIT-002	If accessing ASOP in any environment other than Production, the following message is displayed: 	
SM-INIT-003	Once accessed, the ASOP Login Screen is displayed:	

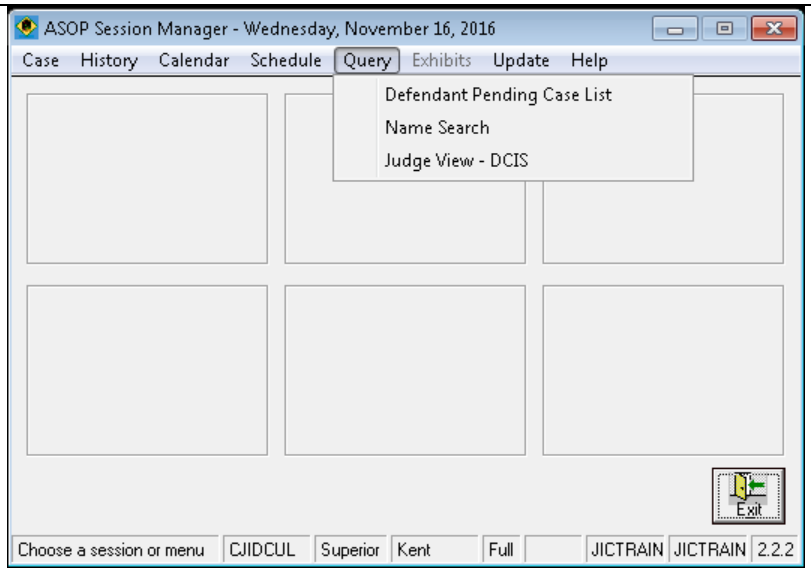
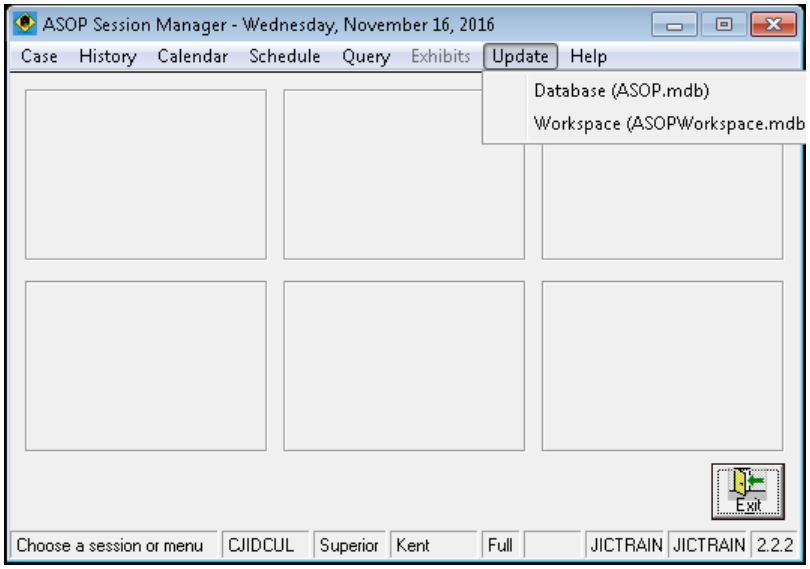
SM-INIT-004	The Login screen indicates what environment a user is logging into, the version of ASOP running, and a message 'Please sign in'. The user has the ability to enter his Mainframe user name and password. When this is complete, the Login Button is clicked, or the user can hit Enter: 	

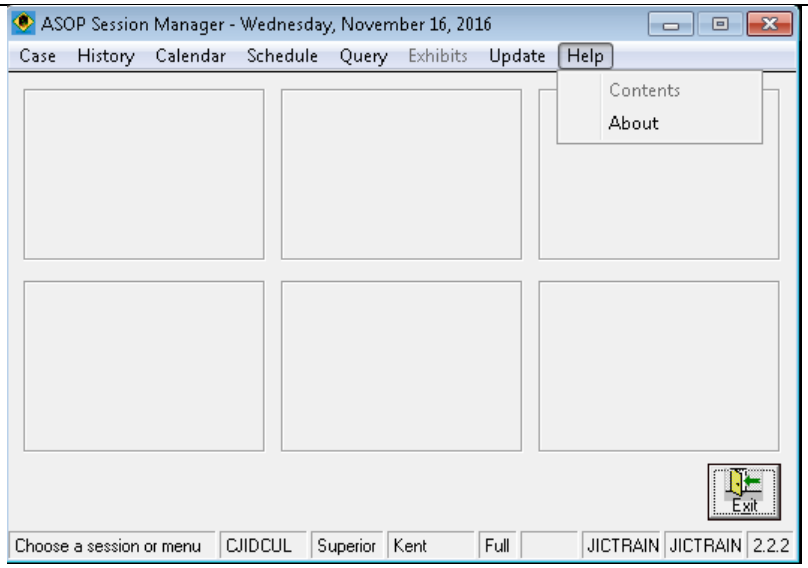
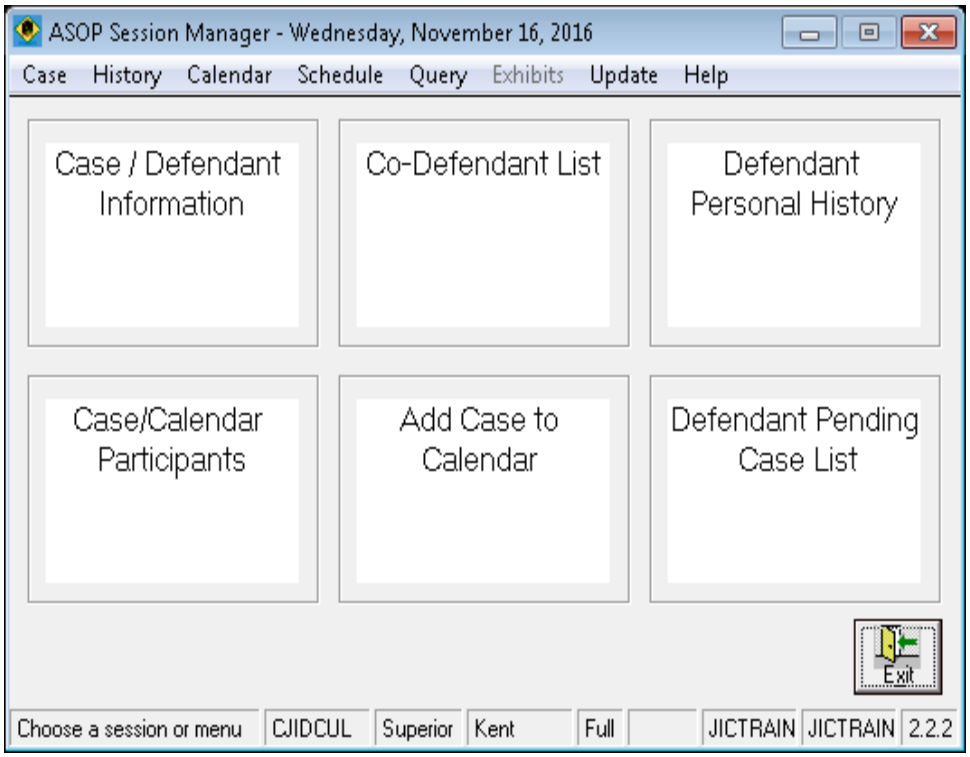
SM-INIT-005	After a successful user login, the ASOP Manager screen is populated: 	
SM-INIT-006	The header for the ASOP Session Manager lists the date: 	
SM-INIT-007	The footer for the ASOP Session Manager lists the user logged in, the court the user is attached, the county that is the current user environment, the user access, the JIC environment, and the version of ASOP:	

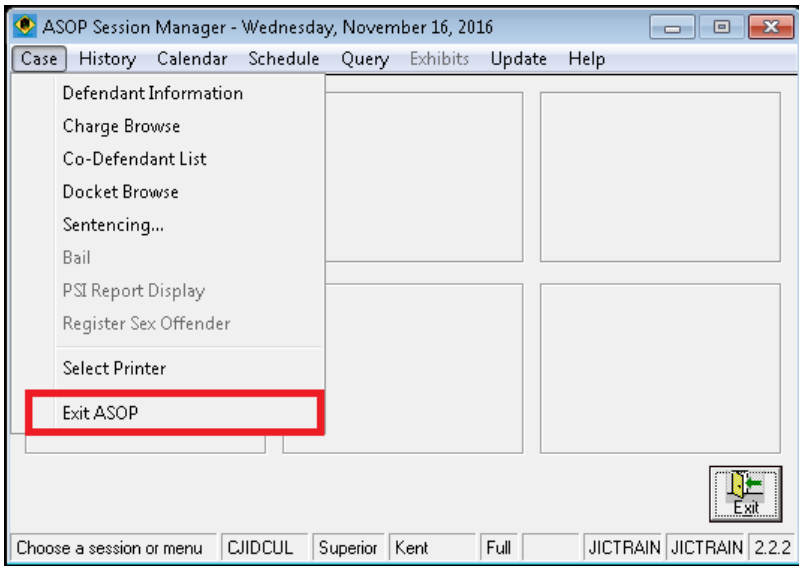
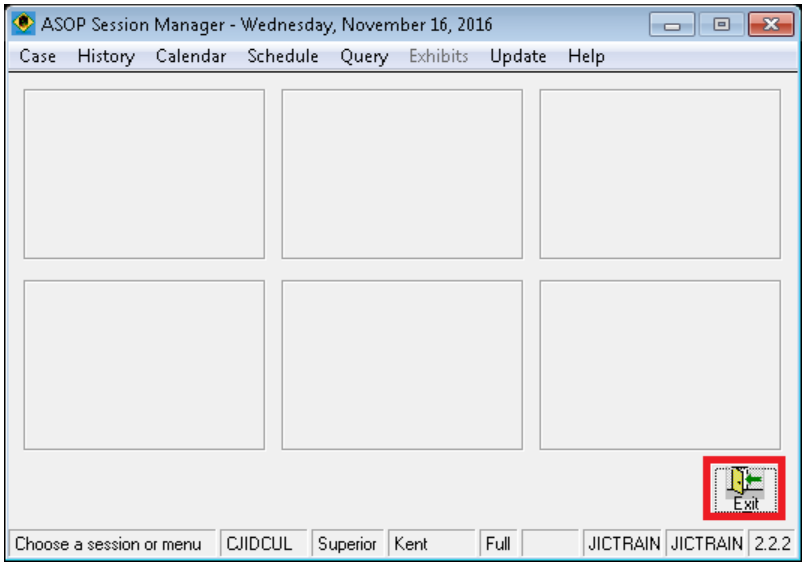
		
SM-MENU-001	The ASOP Session Manager provides for Seven (7) drop down menus: • Case • History • Calendar • Schedule • Query • Exhibits (Not Used) • Update • Help	
SM-MENU-002	The Case Menu has the following menus: • Defendant Information • Charge Browse • Co-Defendant List • Docket Browse • Sentencing • Bail (not used) • PSI Report Display (not used) • Register Sex Offender (not used) • Select Printer • Exit ASOP	

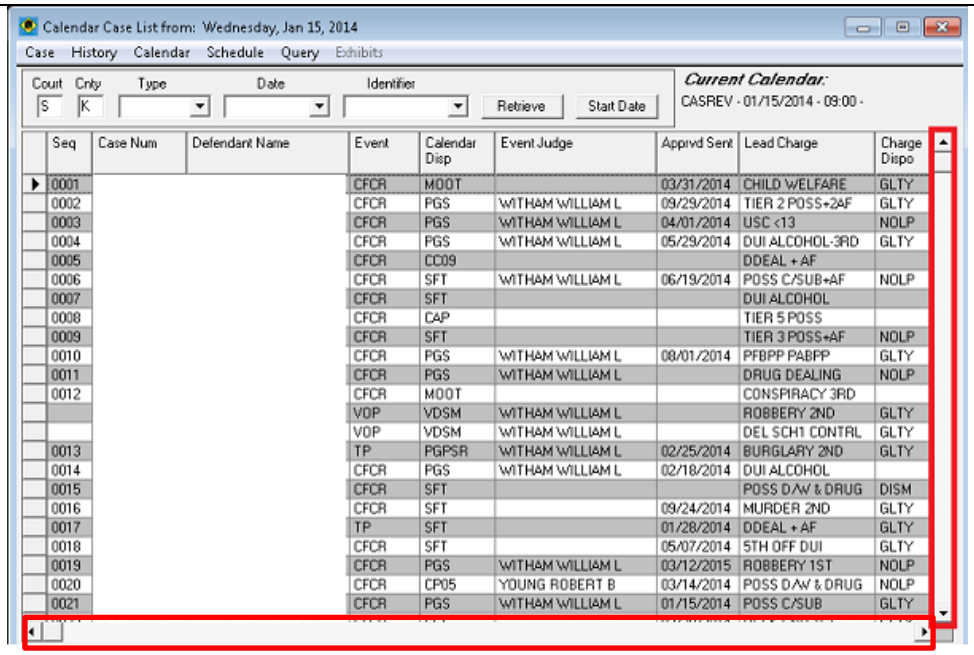
		
SM-MENU-003	The History Menu has the following menus: • Capias/Warrant History • Criminal History • Sentence History • Participant History 	
SM-MENU--004	The Calendar Menu has the following menus: • Calendar Case List • Cal Event/Charge Dispo • Case/Calendar Participants • Calendar Header Mass Add	

		
SM-MENU-005	The Schedule Menu has the following menus: • Add Case to Calendar 	
SM-MENU-006	The Query Menu has the following menus: • Defendant Pending Case List • Name Search • Judge View – DCIS (to be retired)	

		
SM-MENU-007	The Update Menu has the following menus: • Database (ASOP.mdb) • Workspaces (ASOPWorkspace.mdb) 	
SM-MENU-008	The Help Menu has the following menus: • Contents • About	

		
SM-OP-001	When the user chooses a menu, the form launches, and the Session Manager tracks which forms are open. The application can support Six (6) forms being active at any given time: 	
SM-EXIT-001	When a user has completed work in ASOP, the application may be exited in two methods. Under the Case menu, the Exit ASOP selection is available to give the user the ability to end the active session:	

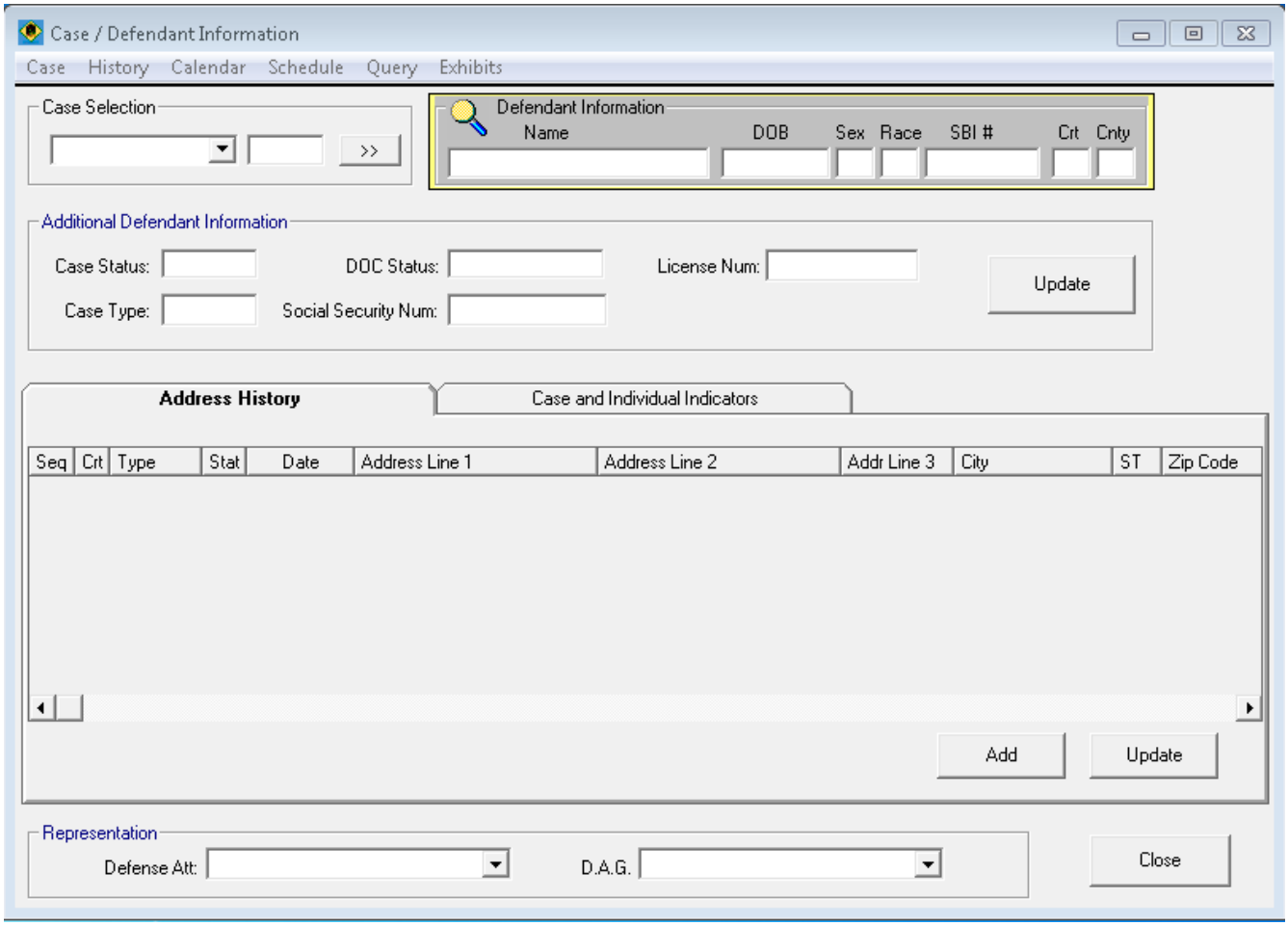
		
SM-EXIT-002	The user has the ability to end the active session by clicking the Exit Button on the ASOP Session Manager Screen: 	
ASOP-OP-001	An Up and Down scroll bar and/or a Horizontal scroll bar will be displayed on any form object when the number of listed items exceeds the screen or dropdown box controls limits:	

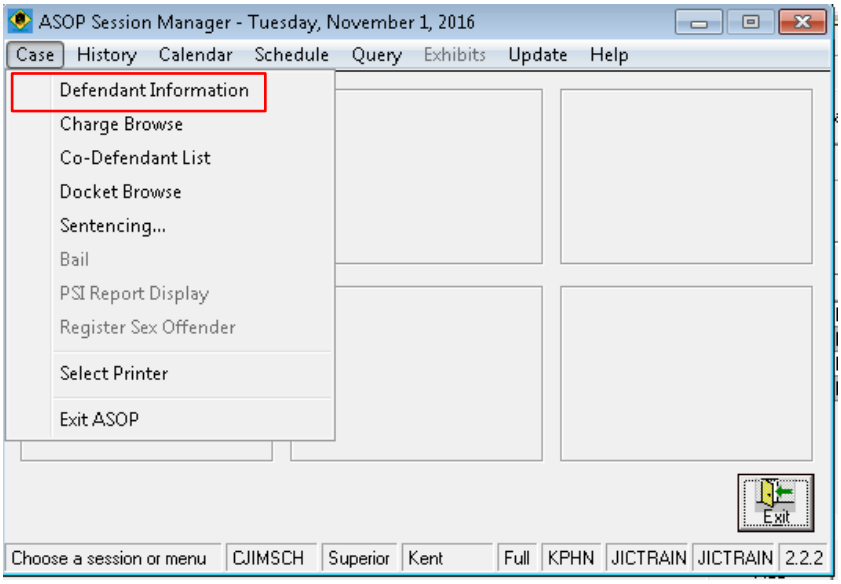
		
ASOP- OP - 002	**NOTE:** for all forms where defendants are listed, if the defendant is currently Wanted, their name and other case information will appear in **Red**.	

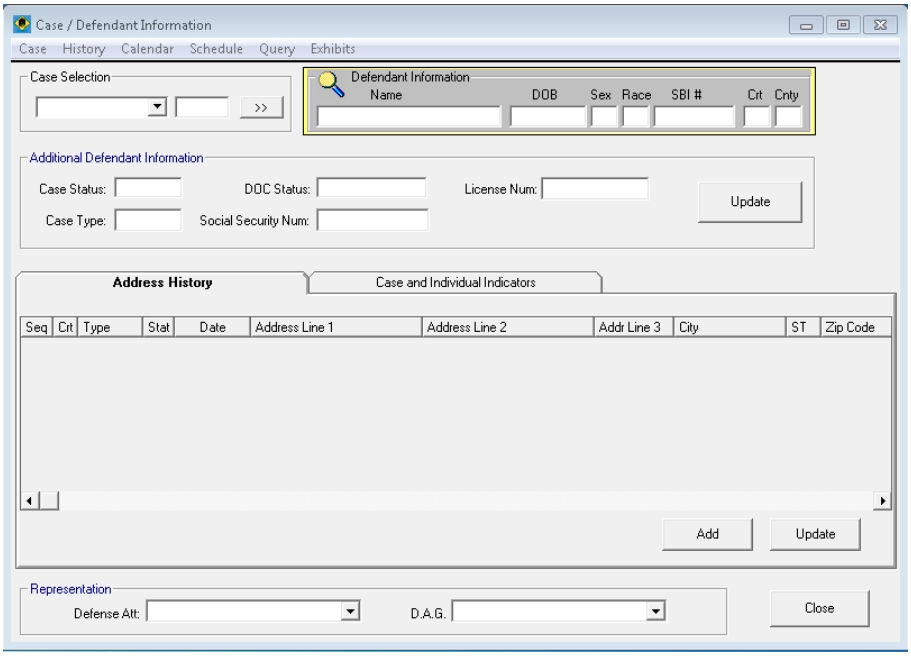
3.2.2 Defendant Information

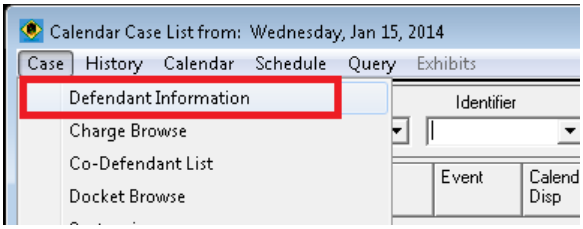
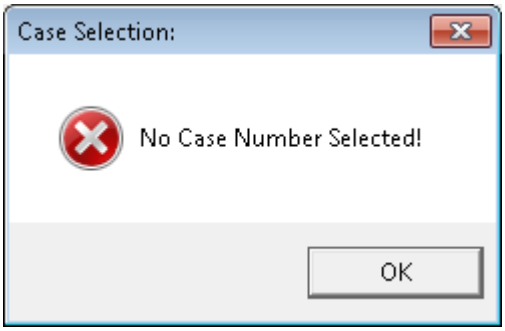
The Defendant Information Form is used to:

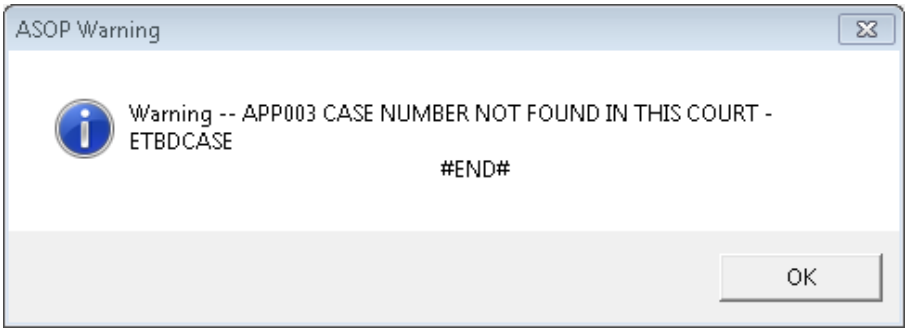
- Display Any Existing Defendant and Case and Individual Indicators for a particular Defendant and case
- Add or Update Address Information for the Case
- Add or Update Case and Individual Indicators



Functional Requirement Number	Description	Reference Number
DI-INIT-000	The Defendant Information form should be initialized by clicking on the **Defendant Information** menu option from the Case option on the ASOP Session Manager Form. 	

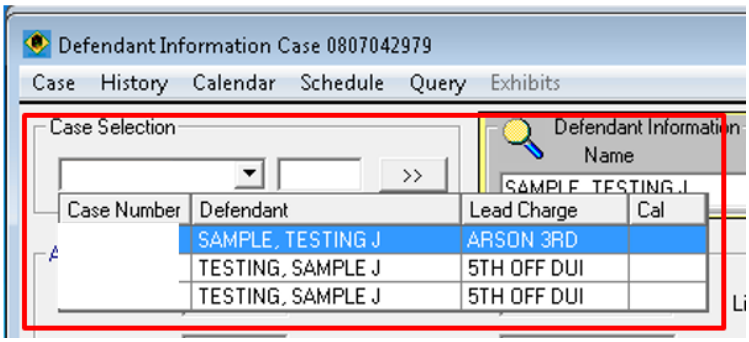
DI-INIT-001	The Defendant Information form will be displayed with no specific Case selected, with the following sections: • Defendant Information • Case Selection • Additional Defendant Information • Address History • Case and Individual Indicators • Representation 	

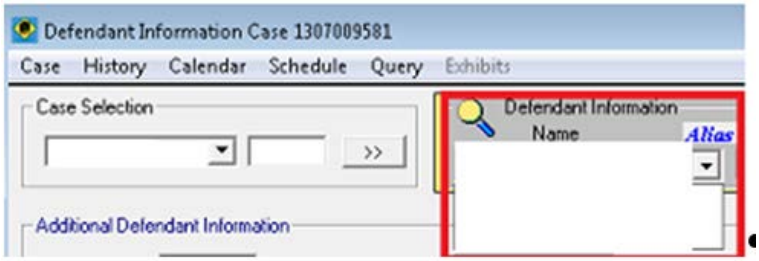
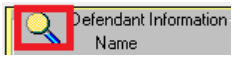
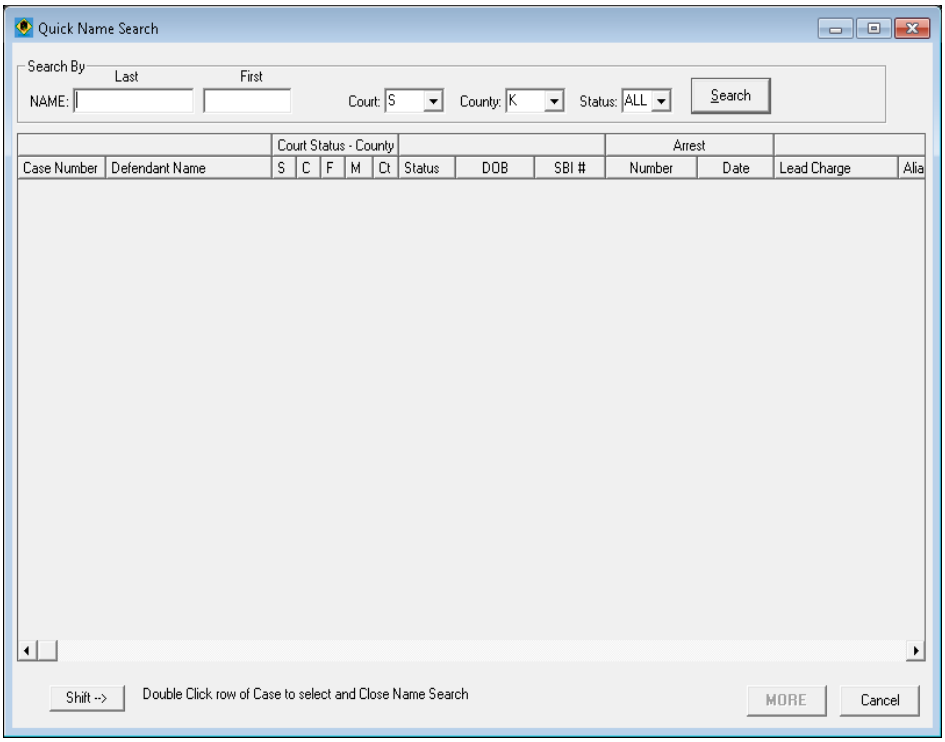
DI-INIT-002	A user must have the ability to enter a case number manually by inputting the information, or by accessing the form from the Calendar Case List or the Calendar Event / Charge Disposition Form. If entered manually, the user can retrieve the form data by hitting ENTER, or by clicking the double right angle bracket Button provided. If accessing DI the from a calendar form, the box to the right of the Case Selection is the calendar sequence number for the Case: If the form is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, the form will be populated with the data for the case selected: 	
DI-INIT-003	If the Form is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, the user will have the ability to select any other case on the calendar form by clicking on the down arrow control to the right of the case number selection field.	
DI-INIT-004	The user will have the ability to access the Defendant Information form from any other form after a case selection is made. The Defendant Information form will populate with the data for the case number selected on the calling form.	
DI-INIT-005	If no Case Selection is made prior to trying to access the form from another form, an error message will appear prior to form initialization: 	

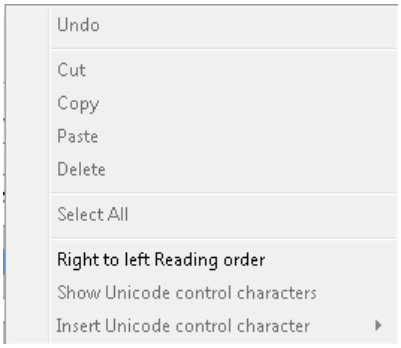
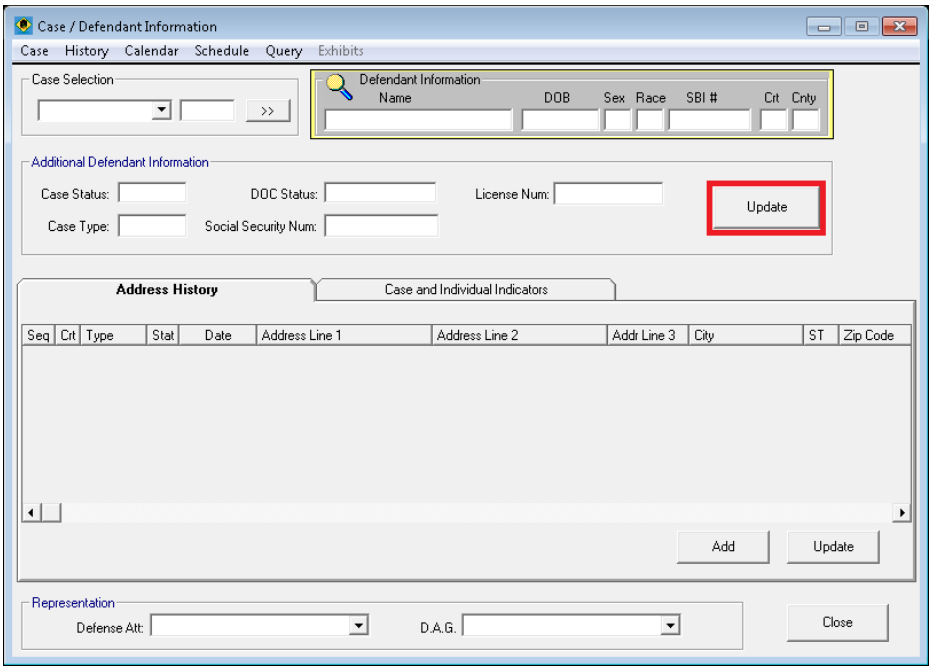
DI-INIT-006	If an incorrect case number is manually inputted, and the Enter key or the double right angle bracket Button clicked, the following error message must appear: 	
DI-INIT-007	The Ability to ***automatically retrieve*** all of the Defendant Information, Case Status, Representation, Address History, and Case and Individual Indicators after a valid Case Selection is entered at form initialization. Not all information must be retrieved. The information to be retrieved at form initiation to populate the search grid:	

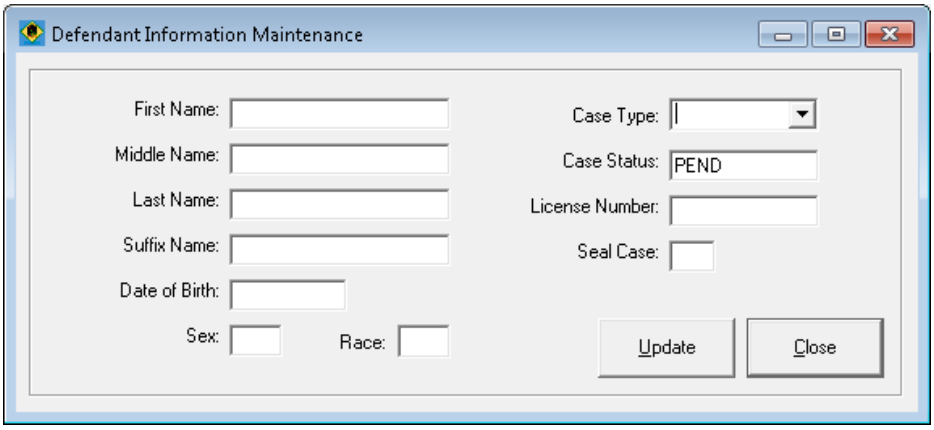
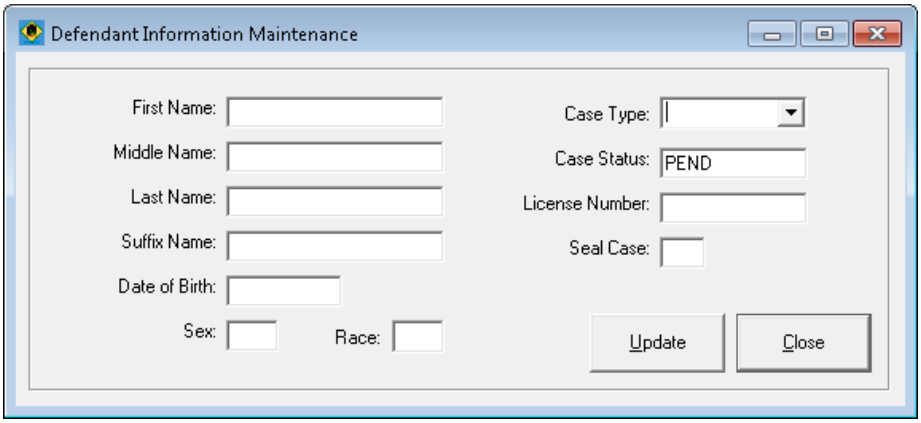
	Grid Column Name	Grid Column Description	Table / Field	
	Defendant Information			
	Name	Defendant Name	JIC-INDIVIDUAL.LAST-NAME JIC-INDIVIDUAL.FIRST_NAME JIC-INDIVIDUAL.MIDDLE-INITIAL JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	Alias	List of Aliases for the Defendant (Populated after Case Selection)	JIC-INDIVIDUAL.LAST-NAME JIC-INDIVIDUAL.FIRST_NAME JIC-INDIVIDUAL.MIDDLE-INITIAL JIC-INDIVIDUAL.ALIAS-INDICATOR = Y	
	DOB	Defendant Date of Birth	JIC-INDIVIDUAL.BIRTH-DATE JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	Sex	Defendant Sex	JIC-INDIVIDUAL.SEX JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	Race	Defendant Race	JIC-INDIVIDUAL.RACE JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	SBI#	Defendant State Bureau of Investigations Number	JIC-INDIVIDUAL.OFF-SBI-NUM JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	

	Court	Court Defendant Adjudicated	JIC-CASE-COURT.AGENCY-ID	
	County	County of Record	JIC-CASE-COURT.LOCATION	
	Additional Defendant Information			
	Case Status	Status of Loaded Case	JIC-CASE-COURT.CASE-STATUS	
	Case Type	Case Type	JIC-CASE-COURT.COURT-CASE-TYPE	
	DOC Status	Status of Incarceration	CJIS-OFFENDER-IDENT.INST-CD	
	Social Security Number	Defendant Social Security Number	JIC-INDIVIDUAL.SOCIAL-SECURITY-NUM	
	License Number	Defendant License Number	JIC-INDIVIDUAL. OFF-LIC-NUM	
	Address History			
	Seq	Table Sequence Number	JIC-ADDRESS-HISTORY.ADDRESS-SEQ	
	Court	Court Defendant Adjudicated	JIC-ADDRESS-HISTORY. AGENCY-ID	
	Type	Type of Address	JIC-ADDRESS-HISTORY.ADDR-TYPE	
	Status	Status of Address Listed (Active or Inactive)	JIC-ADDRESS-HISTORY. ADDR-STATUS	
	Date	Date Address Attained	JIC-ADDRESS-HISTORY.EFFECTIVE-DATE	
	Address Line 1	1st Line of Address	JIC-ADDRESS-HISTORY.ADDRESS-1	
	Address Line 2	2nd Line of Address	JIC-ADDRESS-HISTORY.ADDRESS-2	
	City	Address City	JIC-ADDRESS-HISTORY.CITY	
	State	Address State	JIC-ADDRESS-HISTORY.STATE	
	Zip	Address Zip	JIC-ADDRESS-HISTORY.ZIP-CODE	
	Home Phone	Listed Phone Number	JIC-ADDRESS-HISTORY.HOME-AREA-CODE JIC-ADDRESS-HISTORY.HOME-PHONE-NUM	
	Case and Individual Indicators			
	Description – **Individual Indicators**	Description of Indicator Type	JIC-INDIVIDUAL-INDICATORS.DESCRIPTION	
	Description – **Case Indicators**	Description of Indicator Type	JIC-CASE-SERVICES.DESCRIPTION	
	Notes - **Individuals**	Notes Pertinent to the Indicator	JIC-INDIVIDUAL-INDICATORS.NOTES	
	Notes - **Case**	Notes Pertinent to the Indicator	JIC-CASE-SERVICES.NOTES	

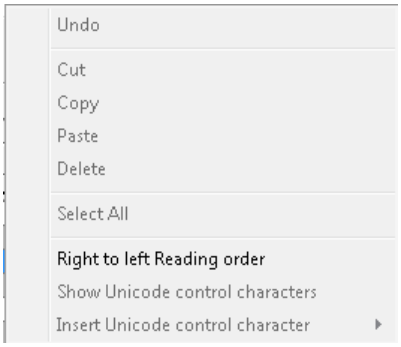
	Representation			
	Defense Att	Defendant Defense Attorney	JIC-INDIVIDUAL.LAST-NAME JIC-INDIVIDUAL.FIRST_NAME JIC-INDIVIDUAL.MIDDLE-INITIAL	
	D.A.G.	Deputy Attorney General Assigned	JIC-INDIVIDUAL.LAST-NAME JIC-INDIVIDUAL.FIRST_NAME JIC-INDIVIDUAL.MIDDLE-INITIAL	
DI-CCL-001	If the Defendant Information form is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, all cases on the Calendar Case List will be returned to the "Case Selection" grid dropdown list when the drop-down list is accessed. The information returned to the Case Selection drop-down list will be: • Case Number • Defendant Name • Lead Charge • Calendar Sequence Number  The user will have the ability to select any of the cases loaded into the dropdown list control.			

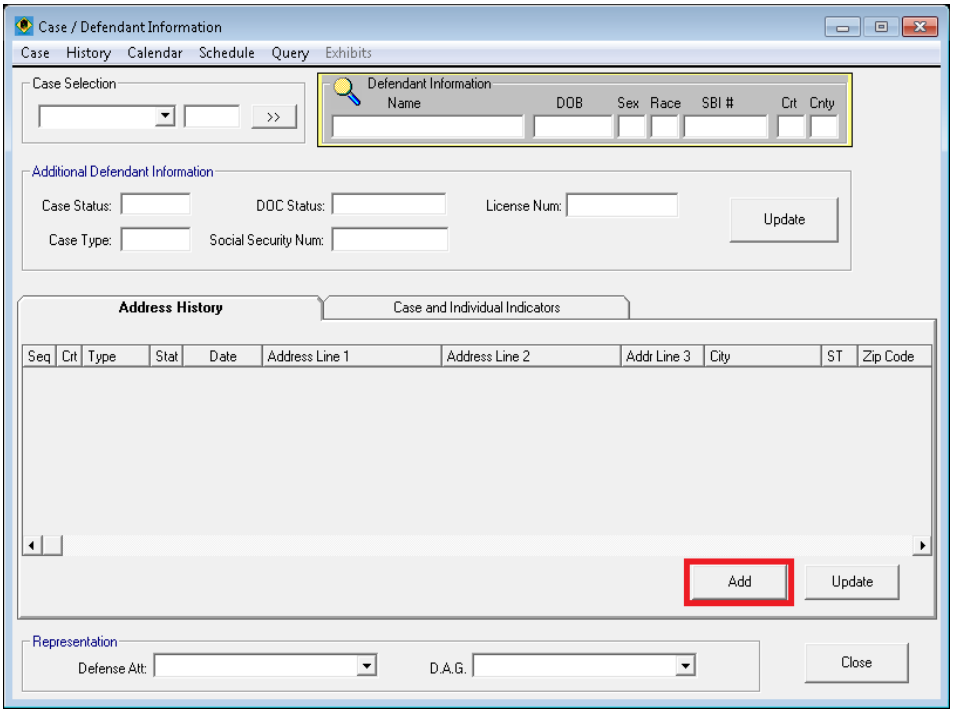
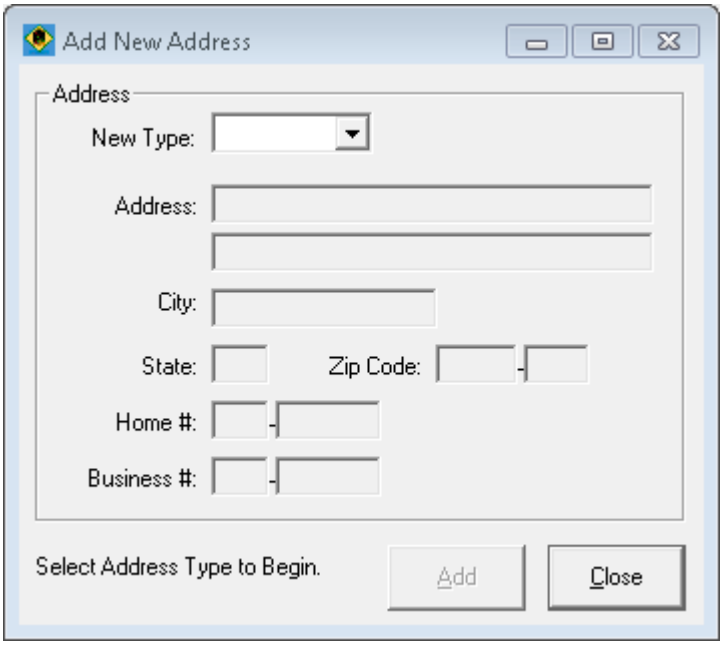
DI-CCL-002	When the Defendant Information form is initialized, and a case selection is made, either by inputting the information manually, or is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, if the Defendant has any known aliases, the Alias field will be presented, and the user will be able to access the drop-down menu to access all known aliases available in the drop down for the Defendant's name. The Alias List is for informational purposes only. 	
DI-CCL-003	If the user clicks the Looking Glass in the Defendant Information Screen:  the Quick Name Search form is opened. This form functions the same as the **Name Search** form described in a later section of this document. 	

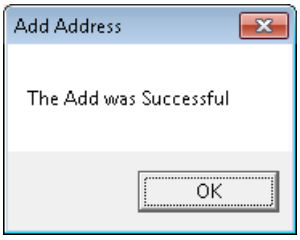
DI-CCL-004	If the user right-clicks in any of the fields in the Defendant Information Screen a message box provides to allow a user the following options: Undo, Cut, Copy, Paste, Delete, Select All, Right to Left Reading order, Show Unicode control characters, Insert Unicode control characters. For all fields in the Defendant Information Screen, only the Right to Left Reading order, the Copy, and the Select All choice is allowed. 	
DI-ADI-001	The Update Button in the Additional Defendant Information box will allow the user to perform Defendant Information Maintenance for the Defendant. 	

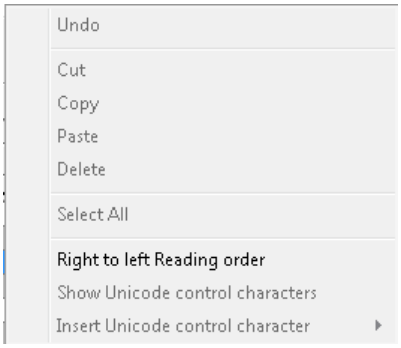
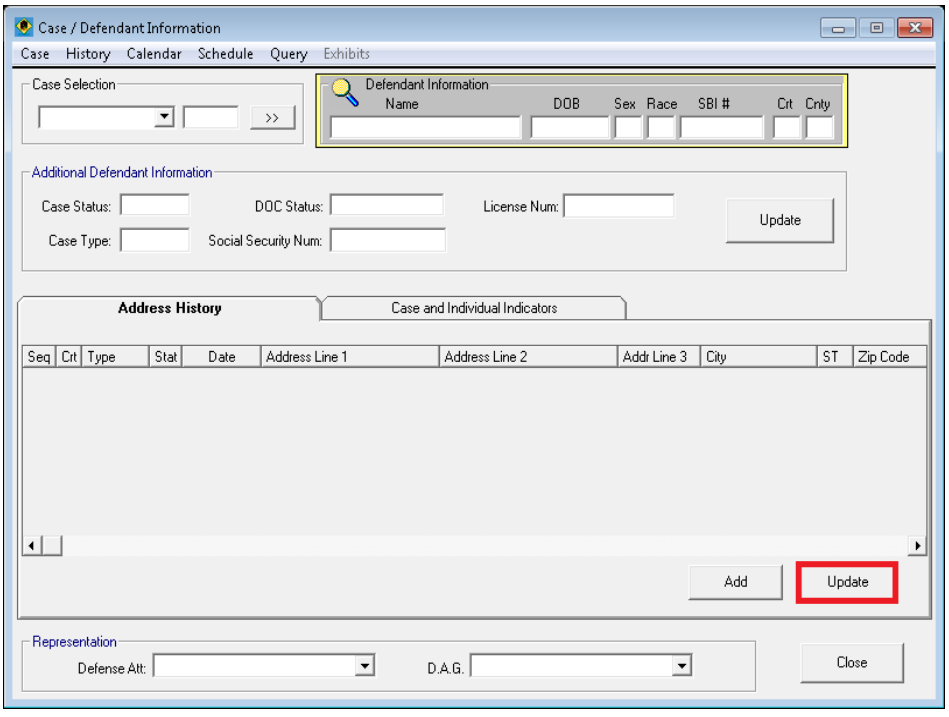
DI-ADI-002	When a user selects the Update Button, a box will populate Defendant Information Maintenance: 	
DI-ADI-003	This box will allow the user to select a drop down that will allow the user choose a Case Type, to select the type of case that is needed. 	
DI-ADI-004	The box will allow the user to update any of the following fields manually: First Name, Middle Name, Last Name, Suffix Name, Date of Birth, Sex, Race, Case Status, License Number, Seal Case. The Seal Case field is a check box.	
DI-ADI-005	The user can select the Update button. Selecting the Update button will add the defendant information to the Mainframe database.	
DI-ADI-006	The user can select the Close button to close the box form if no action is required. Any changes made will not be saved unless the Update button is pressed.	

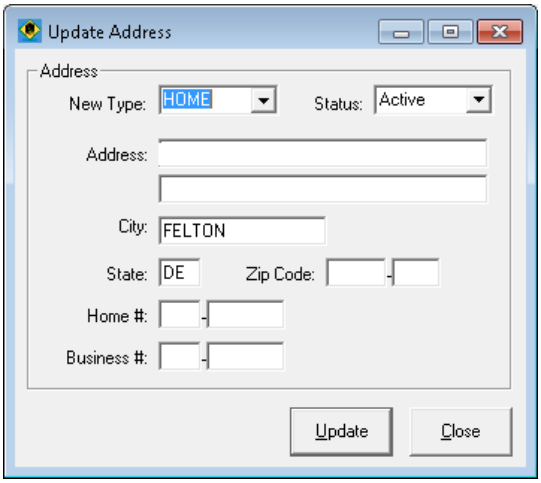
Grid Column Name	Grid Column Description	Table / Field
Case Status	Status of Loaded Case	JIC-CASE-COURT.CASE-STATUS

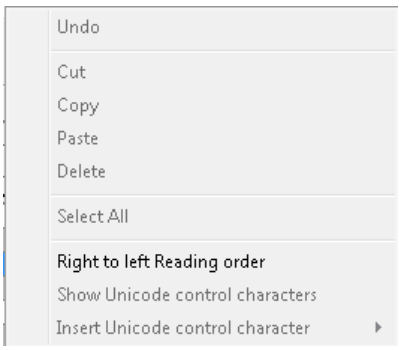
	Case Type	Case Type	JIC-CASE-COURT.COURT-CASE-TYPE	
	First Name	Defendant First Name	JIC-INDIVIDUAL.FIRST-NAME	
	Middle Name	Defendant Middle Name	JIC-INDIVIDUAL.MIDDLE-INITIAL	
	Last Name	Defendant Last Name	JIC-INDIVIDUAL.LAST-NAME	
	Suffix Name	Defendant Suffix Name	JIC-INDIVIDUAL.SUFFIX-NAME	
	Date of Birth	Defendant Date of Birth	JIC-INDIVIDUAL.BIRTH-DATE	
	Sex	Defendant Sex	JIC-INDIVIDUAL.SEX	
	Race	Defendant Race	JIC-INDIVIDUAL.RACE	
	License Number	Defendant Driver's License Number	JIC-INDIVIDUAL.	
	Seal Case	Whether to Seal this Case	Must be Determined By Analyzing Program Code During Design / Development	
DI-ADI-007	Right-clicking in any of the fields in the Additional Defendant Information box provides a message box to allow a user the following options: Undo, Cut, Copy, Paste, Delete, Select All, Right to Left Reading order, Show Unicode control characters, Insert Unicode control characters. For all fields in the Additional Defendant Information box, only the Right to Left Reading order choice is allowed, except for Case Status, which will allow Select All and Copy. 			

DI-AHT-001	The Add button in the Address History Tab will allow the user to add a new address to the Address History. 	
DI-AHT-002	When a user selects the Add button a box will populate Add New Address. 	

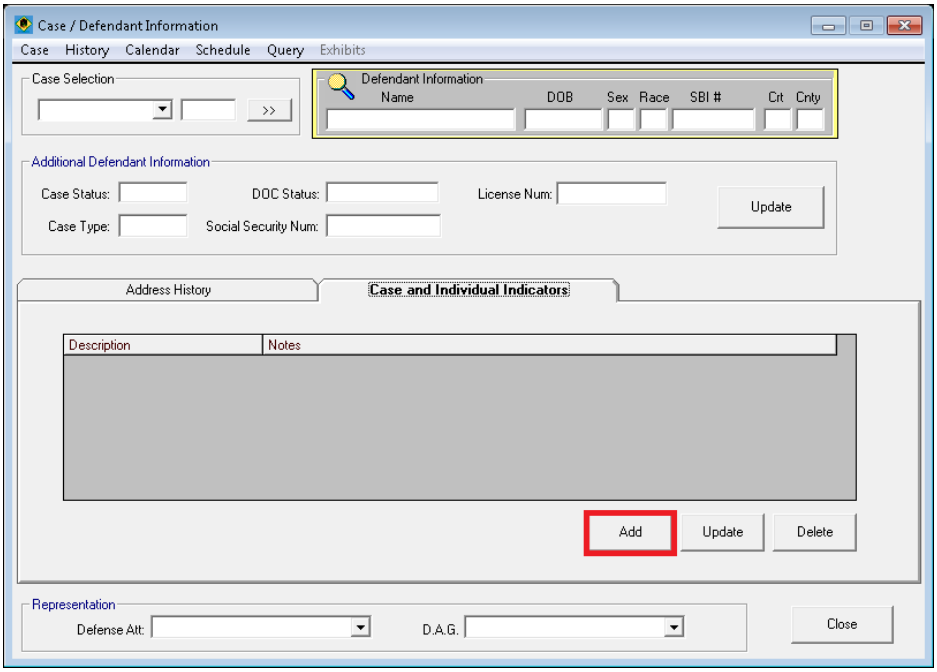
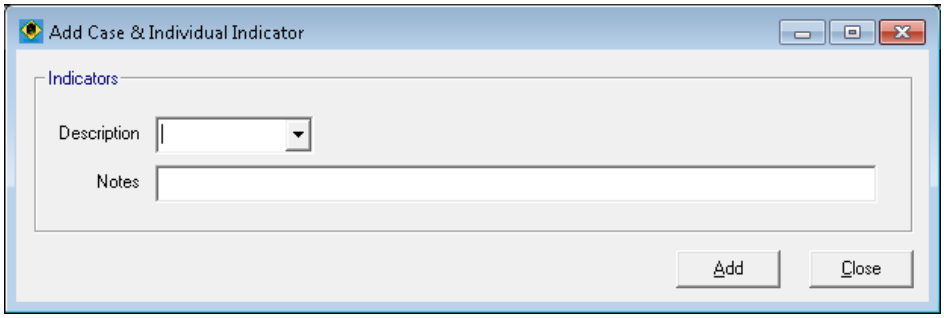
DI-AHT-003	This box will allow the user to select a drop down that will allow the user choose a New Address Type, to select the type of address that is needed. The form will not be enabled for input until an Address Type has been selected.	
DI-AHT-004	The user will have the ability to manually enter all pertinent information for the following fields: Address Line 1, Address Line 2, City, State, Zip Code, Home Phone Number, and Business Phone Number (Does not populate or save when entered. Check the "DAYTIME PHONE" field in CMS). The phone numbers fields will contain no dashes, just the 7 digit numbers. All Text fields entered in lower case should be converted to Uppercase prior to saving the information. The new Address Status will default to Active.	
DI-AHT-005	The user can select the ADD button. Selecting the ADD button will add the address information to the Mainframe database. If successful, the message below will be displayed. 	
DI-AHT-006	The user can select the Close Button will close the box form if no action is required. Any information entered on the form will be lost if the Add New Address box is closed prior to hitting the Add button.	

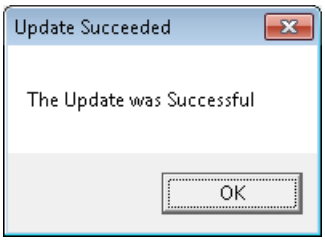
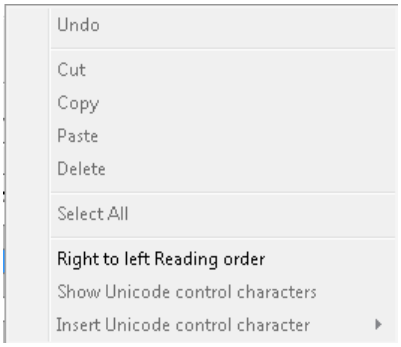
DI-AHT-007	Right-clicking in any of the fields in the Add Button in the Address History Tab provides a message box to allow a user the following options: Undo, Cut, Copy, Paste, Delete, Select All, Right to Left Reading order, Show Unicode control characters, Insert Unicode control characters. For all fields in the Defendant Information Screen, only the Right to Left Reading order, the Copy, and the Select All choice is allowed. 	
DI-AHT-008	The Update button in the Address History Tab will allow the user to update an address to the Address History. 	

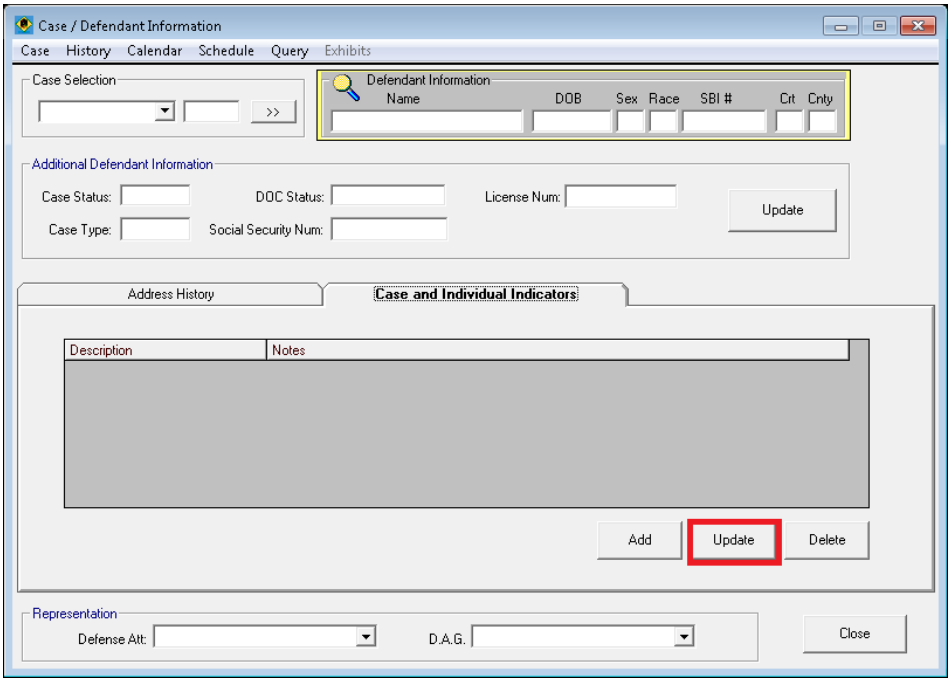
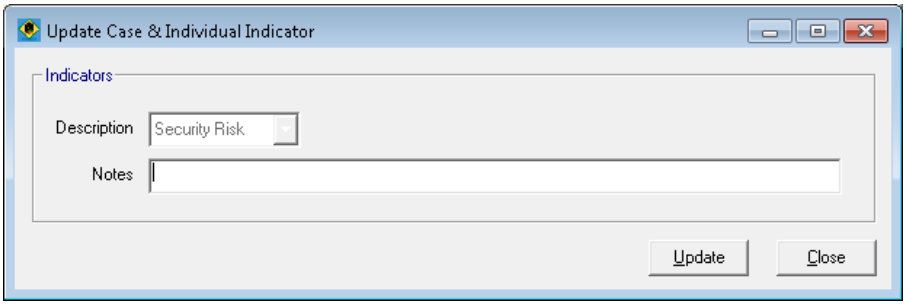
DI-AHT-009	When a user selects the Update button, or double-clicks on any address in a row, a box will populate Update Address. 	
DI-AHT-010	This box will allow the user to select a drop down that will allow the user choose a Status for the type of address that is needed.	
DI-AHT-011	This box will allow the user to select a drop down that will allow the user choose a New Address Type, to select the type of address that is needed.	
DI-AHT-012	The user will have the ability to manually enter all pertinent information for the following fields: Address Line 1, Address Line 2, City, State, Zip Code, Home Phone Number, and Business Phone Number (Does not populate or save when entered. Check the "DAYTIME PHONE" field in CMS).	
DI-AHT-013	The user can select the Update button. Selecting the Update button will add/update the address information to the Mainframe database.	
DI-AHT-014	The user can select the Close button to close the box form if no action is required.	

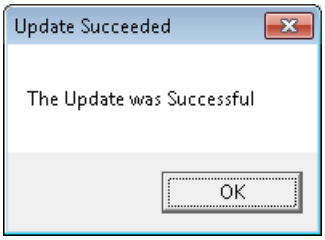
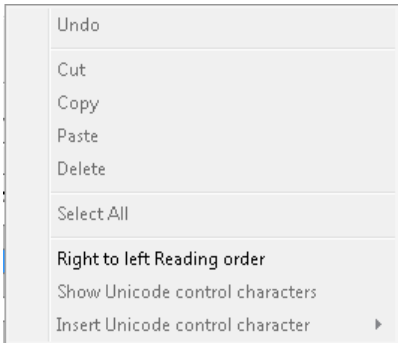
DI-AHT-015	Right-clicking in any of the fields in the Add Button in the Address History Tab provides a message box to allow a user the following options: Undo, Cut, Copy, Paste, Delete, Select All, Right to Left Reading order, Show Unicode control characters, Insert Unicode control characters. For all fields in the Defendant Information Screen, only the Right to Left Reading order, the Copy, and the Select All choice is allowed.  	

	Grid Column Name	Grid Column Description	Table / Field	
	New Type	Type of Address	JIC-ADDRESS-HISTORY.ADDR-TYPE	
	Status	Status of Address Listed (Active or Inactive)	JIC-ADDRESS-HISTORY. ADDR-STATUS	
	Date	Date Address Attained	JIC-ADDRESS-HISTORY.EFFECTIVE-DATE	
	Address Line 1	1st Line of Address	JIC-ADDRESS-HISTORY.ADDRESS-1	
	Address Line 2	2nd Line of Address	JIC-ADDRESS-HISTORY.ADDRESS-2	
	City	Address City	JIC-ADDRESS-HISTORY.CITY	
	State	Address State	JIC-ADDRESS-HISTORY.STATE	
	Zip	Address Zip Code	JIC-ADDRESS-HISTORY.ZIP-CODE	
	Home Phone	Listed Phone Number	JIC-ADDRESS-HISTORY.HOME-AREA-CODE JIC-ADDRESS-HISTORY.HOME-PHONE-NUM	
	Business / Day Time Phone	Listed Phone Number	JIC-ADDRESS-HISTORY.BUS-AREA-CODE JIC-ADDRESS-HISTORY.BUS-PHONE-NUM	

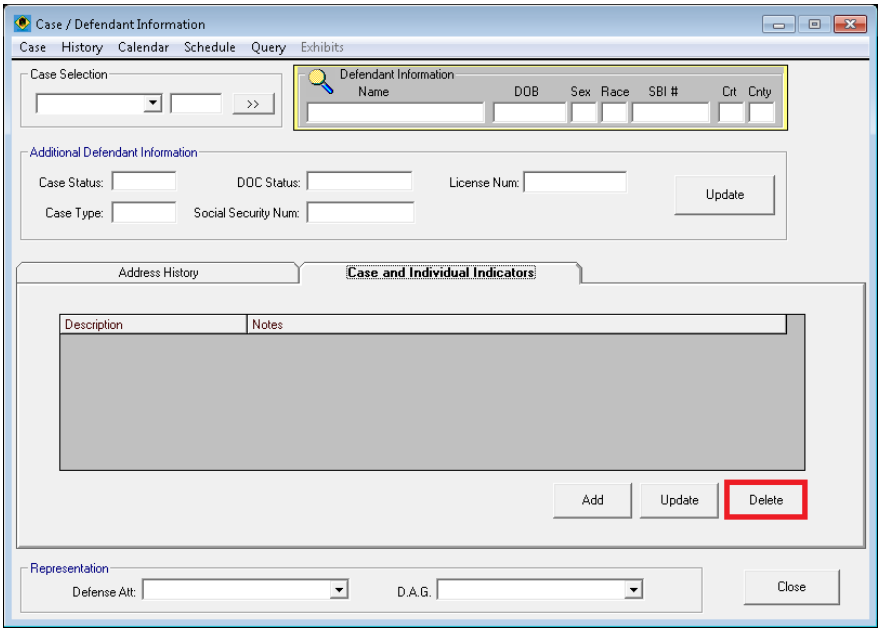
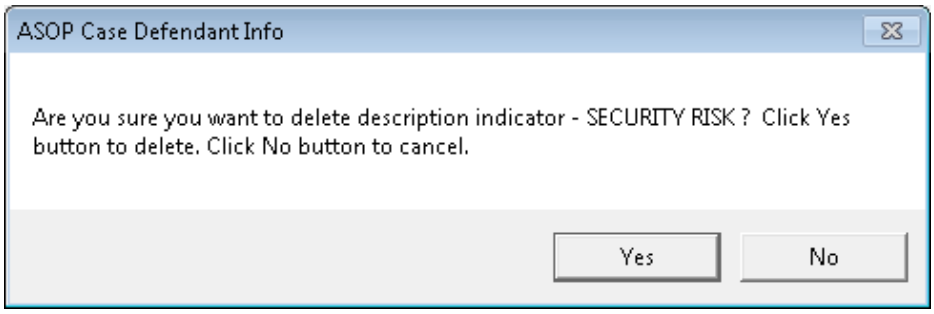
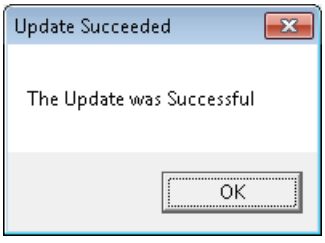
DI-CII-001	The Add button in the Case & Individual Indicator Tab will allow the user to add a new Indicator for the Defendant. 	
DI-CII-002	When the user selects the Add button a box will display Add Case & Individual Indicator. 	
DI-CII-003	This box will allow the user to select a drop down that will allow the user choose a Description for the type of Indicator that is needed.	

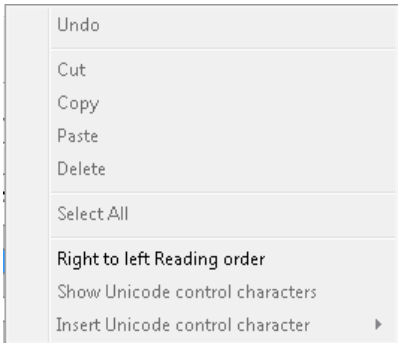
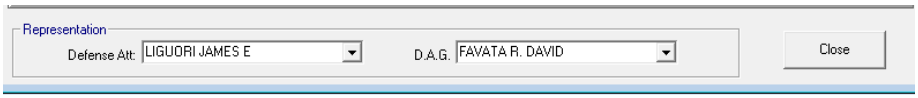
DI-CII-004	The user will enter all pertinent information for the following Description and Notes fields. The Notes field is entered manually and will default to all Uppercase. The message below will appear if the Add is successful: 	
DI-CII-005	The user can select the ADD button. Selecting the ADD button will add the Indicator information to the Mainframe database.	
DI-CII-006	The user can select the Close button to close the box form if no action is required. Any information entered on the form will be lost if the Add Case & Individual Indicator box is closed prior to hitting the Add button.	
DI-CII-007	Right-clicking in any of the fields in the Add Button in the Case & Individual Indicator Button provides a message box to allow a user the following options: Undo, Cut, Copy, Paste, Delete, Select All, Right to Left Reading order, Show Unicode control characters, Insert Unicode control characters. For all fields in the Defendant Information Screen, only the Right to Left Reading order, the Copy, and the Select All choice is allowed. 	

DI-CII-008	The Update button in the Case & Individual Indicator Tab will allow the user to update the selected Indicator for the Defendant. 	
DI-CII-009	When a user selects the Update Button, a box will populate Update Case & Individual Indicator. Double-clicking an indicator in the Case & Individual Indicator Tab will also initiate the Update Case & Individual Indicator box. 	
DI-CII-010	The user will have the ability to update any Notes for the selected Indicator manually. There is no manipulation of the Description in this box.	

DI-CII-011	The user can select the Update button. Selecting the Update button will add the updated Indicator information to the Mainframe database. The following message will be displayed if the update is successful: 	
DI-CII-012	The user can select the Close button will close the box form if no action is required. Any information entered on the form will be lost if the Update Case & Individual Indicator box is closed prior to hitting the Add button.	
DI-CII-013	Right-clicking in any of the fields in the Update Button in the Case & Individual Indicator Tab provides a message box to allow a user the following options: Undo, Cut, Copy, Paste, Delete, Select All, Right to Left Reading order, Show Unicode control characters, Insert Unicode control characters. For all fields in the Defendant Information Screen, only the Right to Left Reading order, the Copy, and the Select All choice is allowed. 	

	Grid Column Name	Grid Column Description	Table / Field	
	Description – **Individual Indicators**	Description of Indicator Type	JIC-INDIVIDUAL-INDICATORS.DESCRIPTION	
	Description – **Case Indicators**	Description of Indicator Type	JIC-CASE-SERVICES.DESCRIPTION	
	Notes - **Individuals**	Notes Pertinent to the Indicator	JIC-INDIVIDUAL-INDICATORS.NOTES	
	Notes - **Case**	Notes Pertinent to the Indicator	JIC-CASE-SERVICES.NOTES	

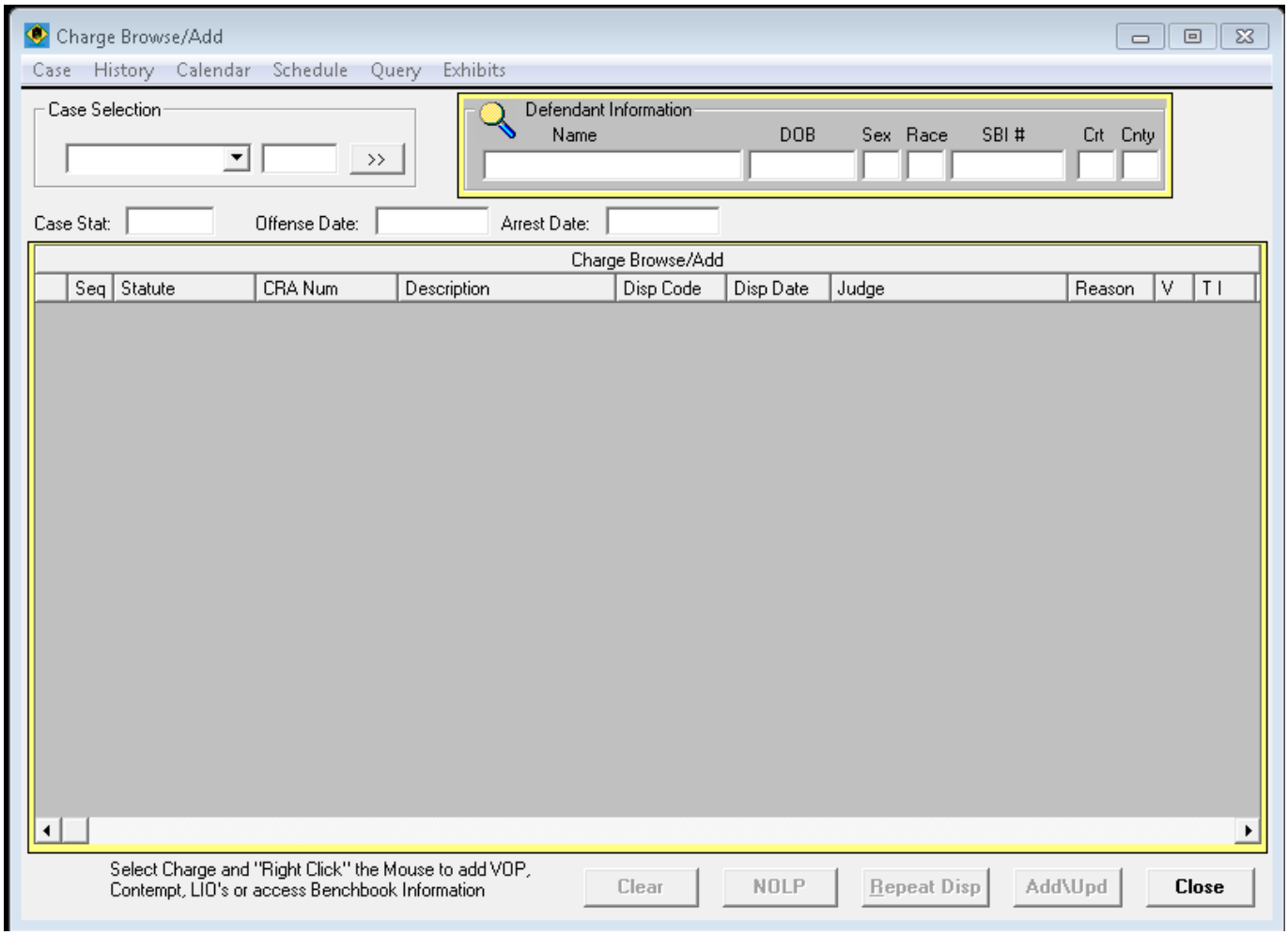
DI-CII-014	The Delete button in the Case & Individual Indicator Tab allows the user to delete the selected Indicator for the Case. 	
DI-CII-015	When a user selects the desired indicator from the grid control and pressed the Delete button, an information box will be presented, indicating the indicator to be deleted. 	
DI-CII-016	The user clicking Yes will allow the deletion of the record from the Mainframe. A message box will appear confirming that “The Update was Successful”. 	

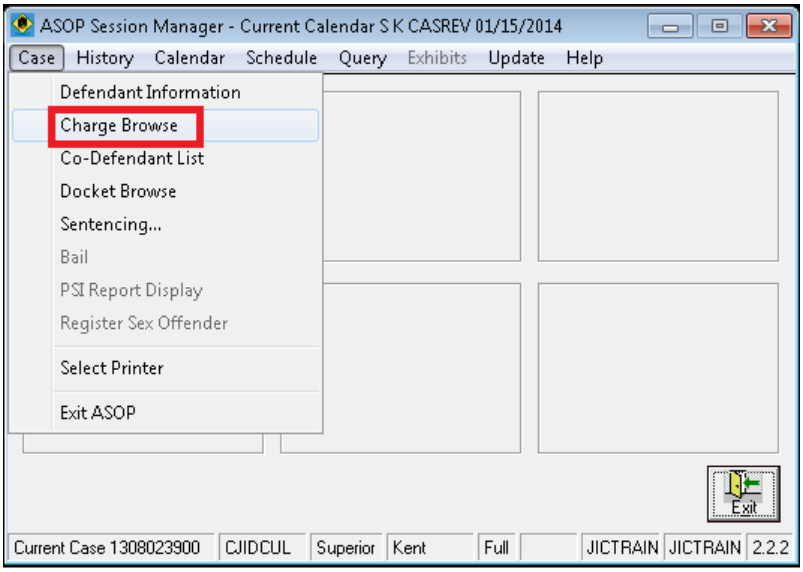
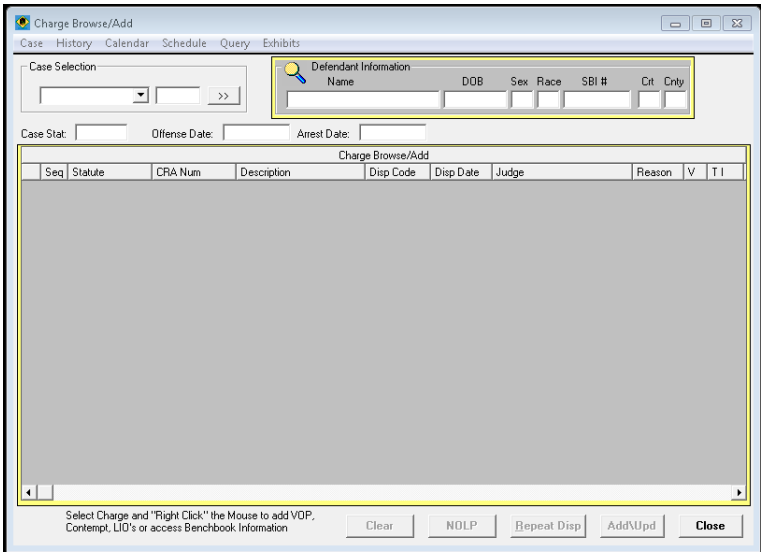
DI-CII-017	The user clicking No will cancel the operation.	
DI-CII -018	Right-clicking in any of the fields in the Representation box provides a message box to allow a user the following options: Undo, Cut, Copy, Paste, Delete, Select All, Right to Left Reading order, Show Unicode control characters, Insert Unicode control characters. For all fields in the Representation box, the Cut, Copy, Paste, Delete, and Right to Left Reading order choice is allowed. 	
DI-CII - 019	The ability to display the attorneys assigned to the case. Both the defense and state attorneys (D.A.G.) should be displayed. (These fields are read-only.) 	
DI-INIT-009	The close Button on the Defendant Information form will close the box form.	

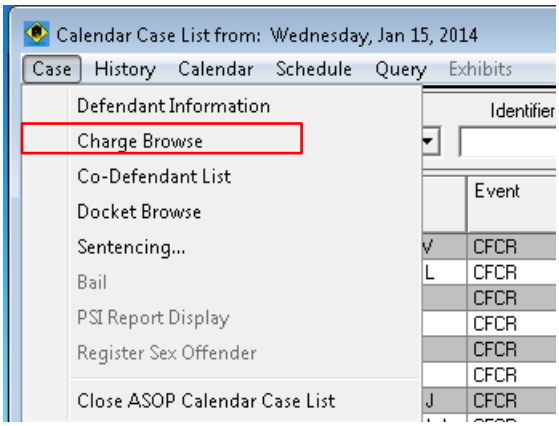
3.2.3 Charge Browse

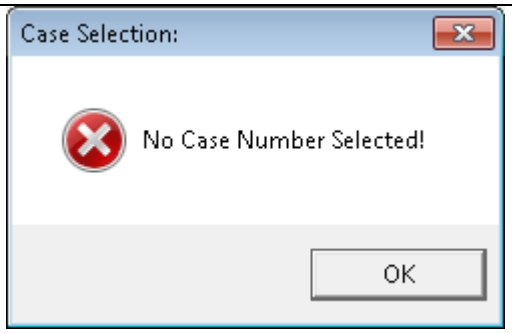
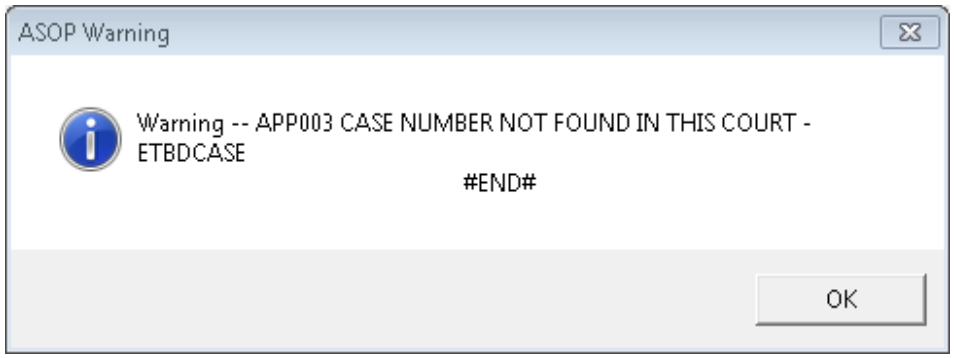
The Charge Browse Form is used to:

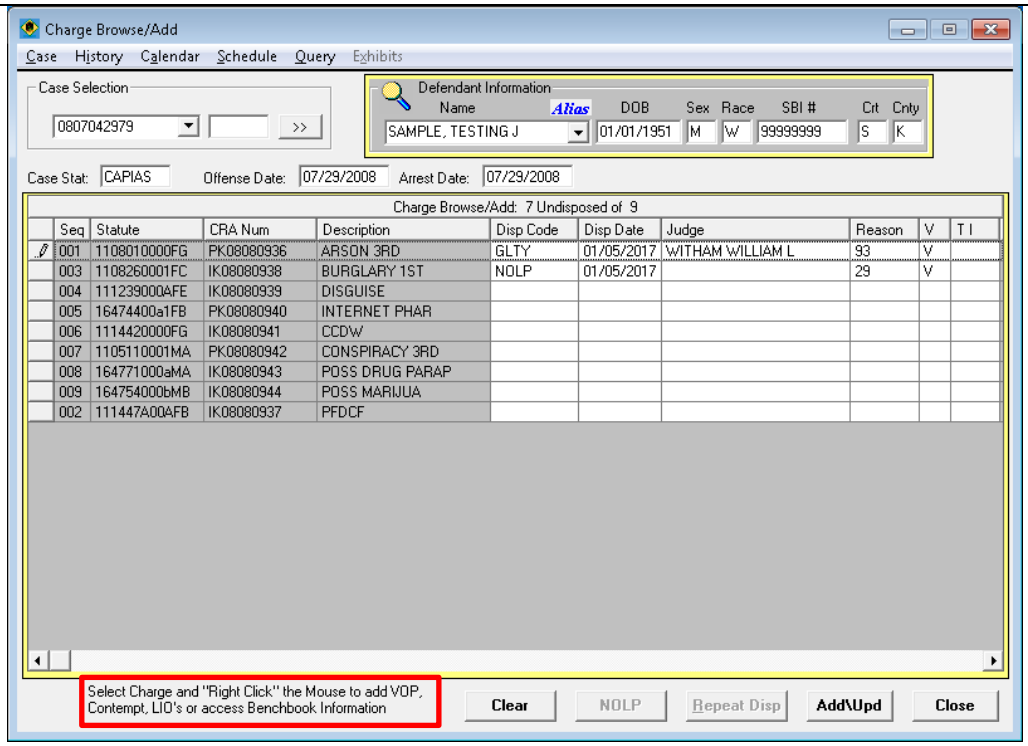
- Add or Update Charge Information for a particular Case



Functional Requirement Number	Description	Reference Number
CB-INIT-000	The Charge Browse form should be initialized by clicking on the **Charge Browse** menu option from the Case option on the ASOP Session Manager Form. 	
CB-INIT-001	The Charge Browse form will be displayed with no specific Case selected, with the following parts: • Defendant Information • Case Selection • Charge Browse/Add 	

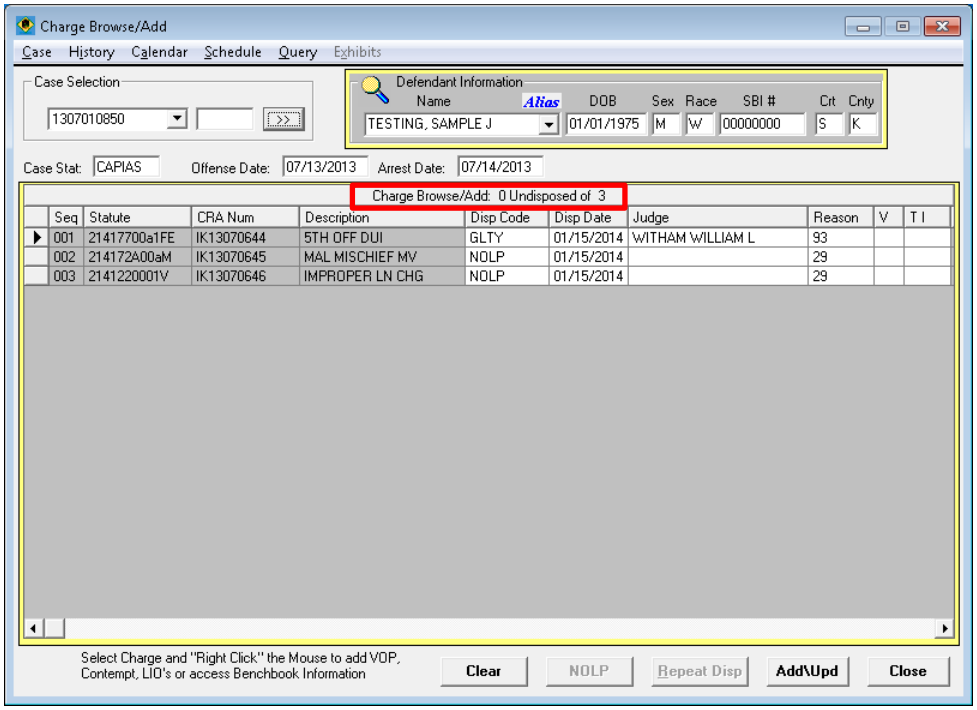
CB-INIT-002	A user must have the ability to enter a case number manually by inputting the information, or by accessing the form from the Calendar Case List or the Calendar Event / Charge Disposition Form. If entered manually, the user can retrieve the form data by hitting ENTER, or by clicking the double right angle bracket Button provided. The box to the right of the Case Selection is the sequence number for the Case: If the form is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, the form will populate the data completely: 	
CB-INIT-003	If the Form is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, the user will have the ability to fill the Sequence Number right-clicking the Case Selection field. The information returned to the Case Selection drop-down list will be: • Case Number • Defendant Name • Lead Charge • Calendar Sequence Number	
CB-INIT-004	The user will have the ability to access the form from any other form after a case selection is made, and the form will populate the data completely. If no Case Selection is made prior to trying to access the form from another form, an error message will appear prior to form initialization:	

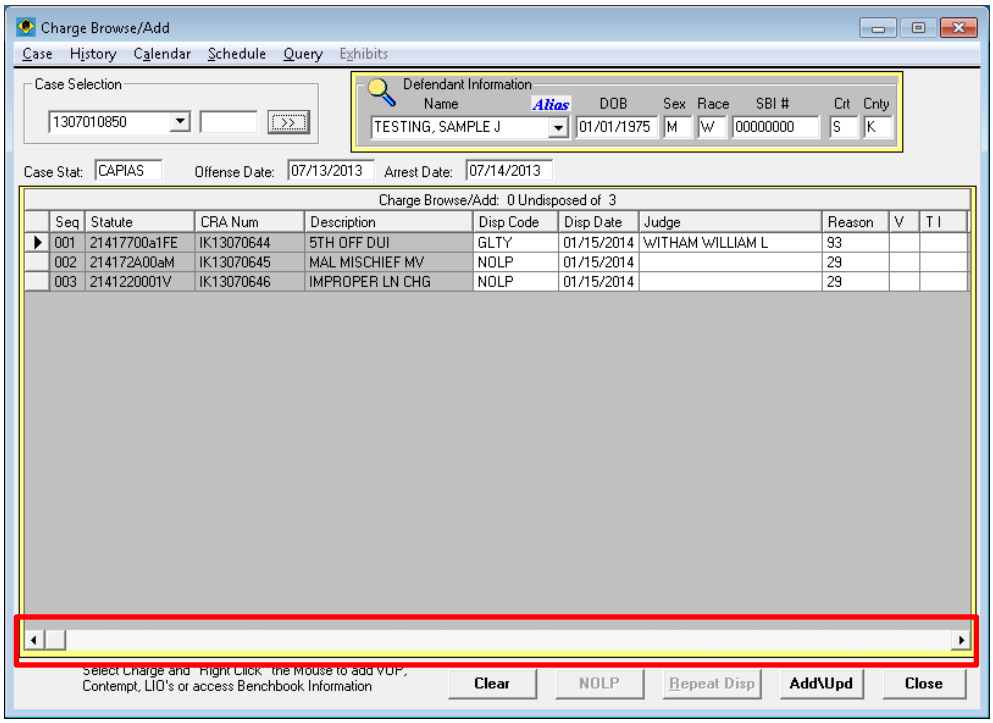
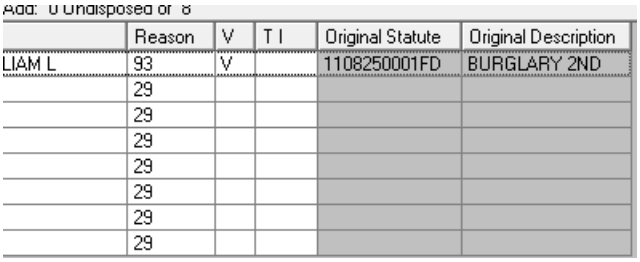
		
CB-INIT-005	If an incorrect case number is manually inputted, and the Enter key or the double right angle bracket Button clicked, the following error message must appear: 	
CB-INIT-006	The bottom of the form has a footer containing the message “Select Charge and ‘Right-Click’ the Mouse to add VOP, Contempt, LIOs, or access Bench book information:	



CB-INIT-007

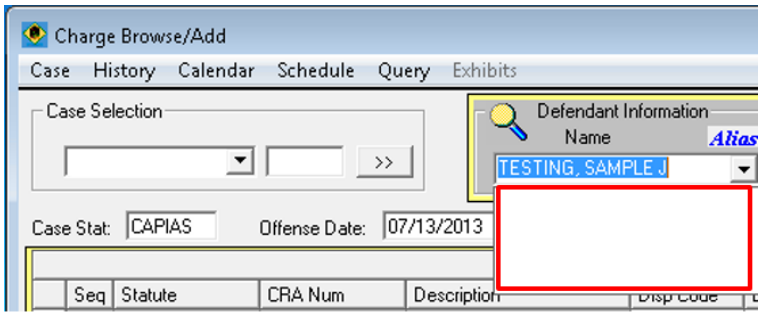
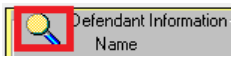
The Charge/Browse Add data field has the ability to display the number of Undisposed Charges in the Charge/Browse Add grid header:

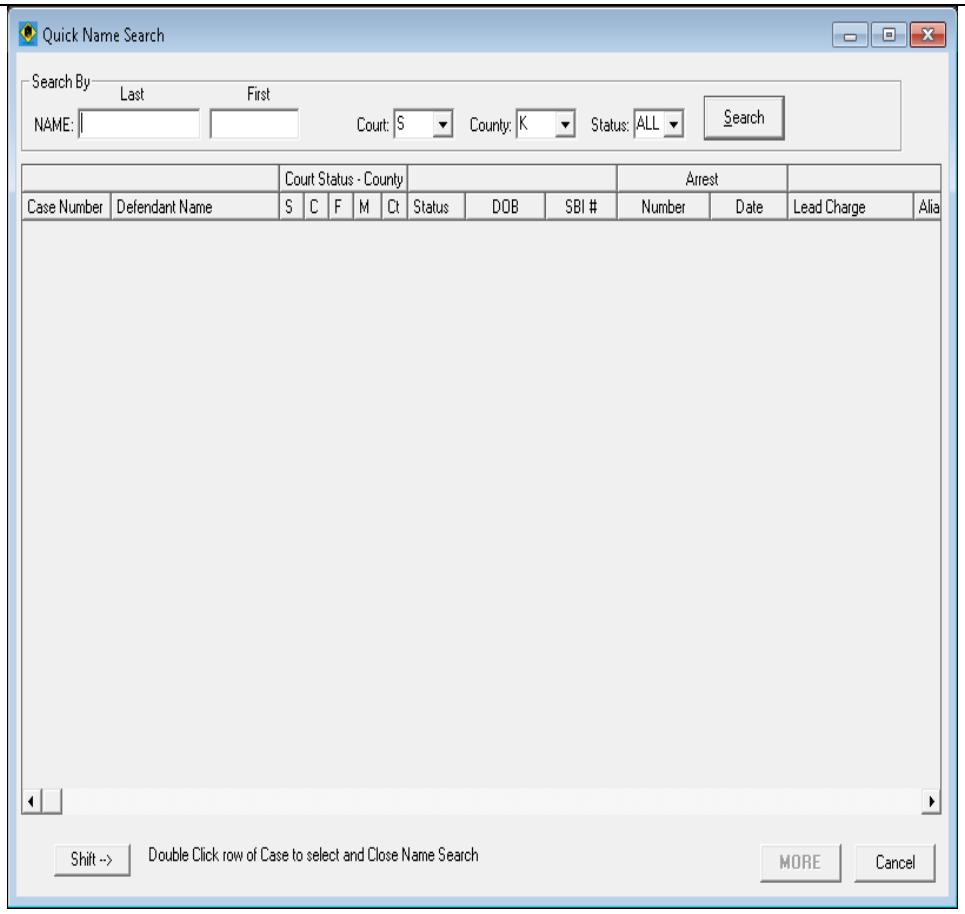


CB-INIT-008	The Charge Browse form provides for a scroll bar on the bottom of the data field to allow the user to move the Charge/Browse Add screen to the right and to the left to display additional fields:   	
CB-INIT-009	The Ability to ***automatically retrieve*** all of the Defendant Information, Case Status, and Charge Information after a valid Case Selection is entered at form initialization. Not all information must be retrieved. The information to be retrieved at form initiation to populate the search grid:	

	Grid Column Name	Grid Column Description	Table / Field	
	Defendant Information			
	Name	Defendant Name	JIC-INDIVIDUAL.LAST-NAME JIC-INDIVIDUAL.FIRST_NAME JIC-INDIVIDUAL.MIDDLE-INITIAL JIC-INDIVIDUAL.ALIAS-INDICATOR = BLANK	

	Alias	List of Aliases for the Defendant (Populated after Case Selection)	JIC-INDIVIDUAL.LAST-NAME JIC-INDIVIDUAL.FIRST_NAME JIC-INDIVIDUAL.MIDDLE-INITIAL JIC-INDIVIDUAL.ALIAS-INDICATOR = Y	
	DOB	Defendant Date of Birth	JIC-INDIVIDUAL.BIRTH-DATE JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	Sex	Defendant Sex	JIC-INDIVIDUAL.SEX JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	Race	Defendant Race	JIC-INDIVIDUAL.RACE JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	SBI#	Defendant State Bureau of Investigations Number	JIC-INDIVIDUAL.OFF-SBI-NUM JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	Court	Court Defendant Adjudicated	JIC-CASE-COURT.AGENCY-ID	
	County	County of Record	JIC-CASE-COURT.LOCATION	
	Charge Browse/Add			
	Seq	Charge Sequence Number	JIC-CHARGE.CT-CHARGE-SEQ	
	CRA Num	Criminal Action Number; number assigned by the various courts for a given charge	JIC-CHARGE-COURT.CRIM-CLASSIFICATION JIC-CHARGE-COURT.CRIM-COUNTY JIC-CHARGE-COURT.CRIM-ACTION-NUM JIC-CHARGE-COURT.CRIM-CATEGORY	
	Description	Short Description of the Charge	JIC-CHARGE.STAT-SHRT-DESC	
	Disp Code	Disposition Code	JIC-DISPOSITION.DISP-CODE	
	Disp Date	Date of Charge Disposition	JIC-DISPOSITION.DISP-DATE	
	Judge	Judge Adjudicating the Charge	JIC-DISPOSITION.DISP-EMP	
	Reason	Reason Code for the Disposition	JIC-DISPOSITION.NOLLE-REASON	
	V	Violation of Probation	Calculated field – “V” if there is/are a Violation of Probation charge(s) on the charge record	
	TI	Trial Indicator	JIC-DISPOSITION. TRIAL-FLAG	
	Original Statute	Original Statute if a Lesser Included Charge is added	JIC-CHARGE. STAT-TITLE JIC-CHARGE.STAT-SECT JIC-CHARGE.STAT-SUBSECT	

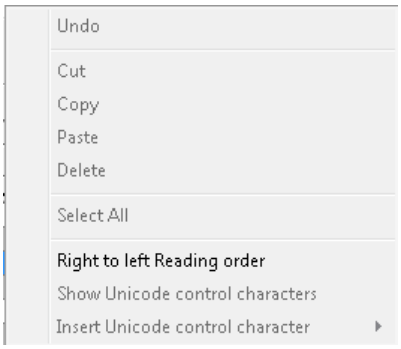
			JIC-CHARGE.STAT-TYPE JIC-CHARGE.STAT-CLASS	
	Original Description	Description of the Original Statute if a Lesser Included Charge is added	JIC-CHARGE.STAT-SHRT-DESC	
CB-INIT-010	When the Charge Browse form is initialized, and a case selection is made, either by inputting the information manually, or is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, if the Defendant has any known aliases, the Alias field will be presented and the user will be able to view all known aliases available. The Alias List is for informational purposes only. 			
CB-INIT-011	If the user clicks the Looking Glass in the Defendant Information Screen:  the Quick Name Search form populates:			

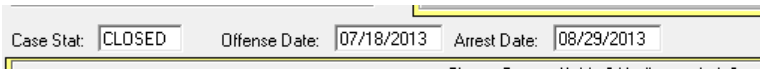


Only a certain number of rows are loaded at a time. If more rows are available, clicking the MORE button will increase the number of visible rows. This process will continue until all available rows are returned.

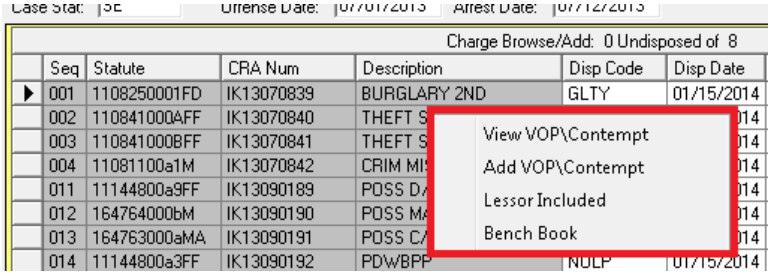
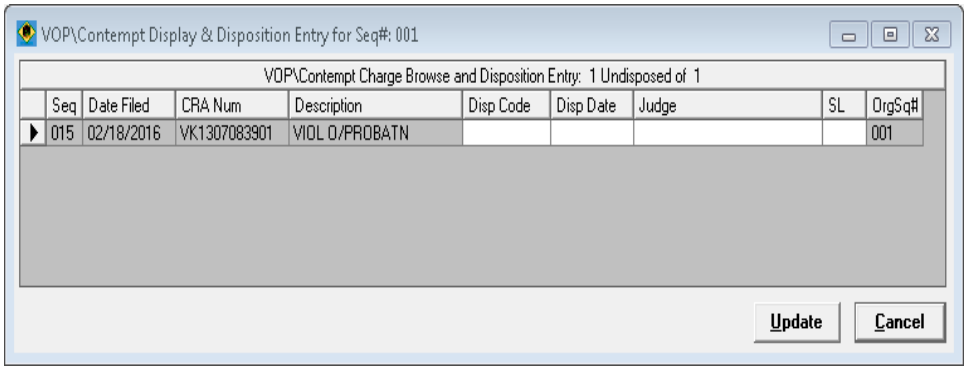
CB-INIT-012

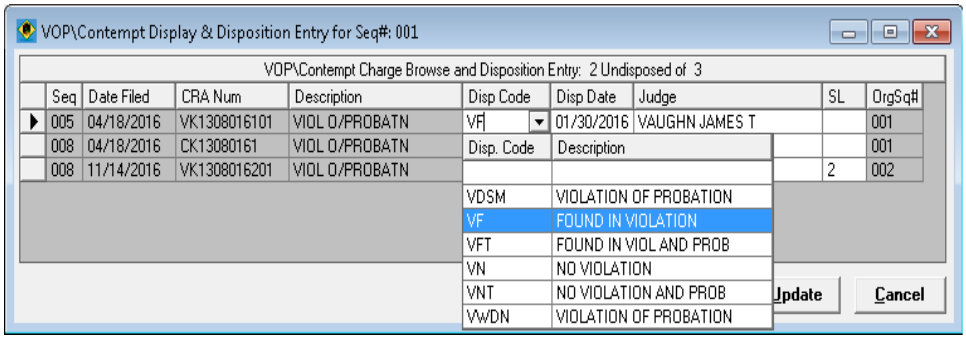
If the user right-clicks in any of the fields in the Defendant Information Screen a message box provides to allow a user the following options: Undo, Cut, Copy, Paste, Delete, Select All, Right to Left Reading order, Show Unicode control characters, Insert Unicode control characters. For all fields in the Defendant Information Screen, only the Right to Left Reading order, the Copy, and the Select All choice is allowed.

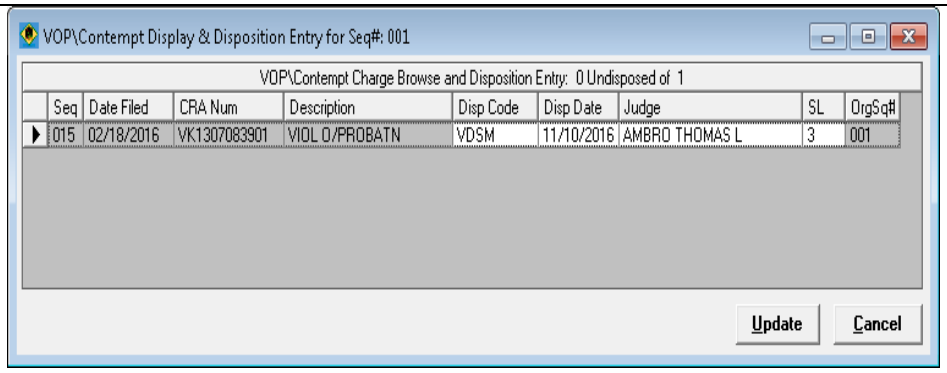
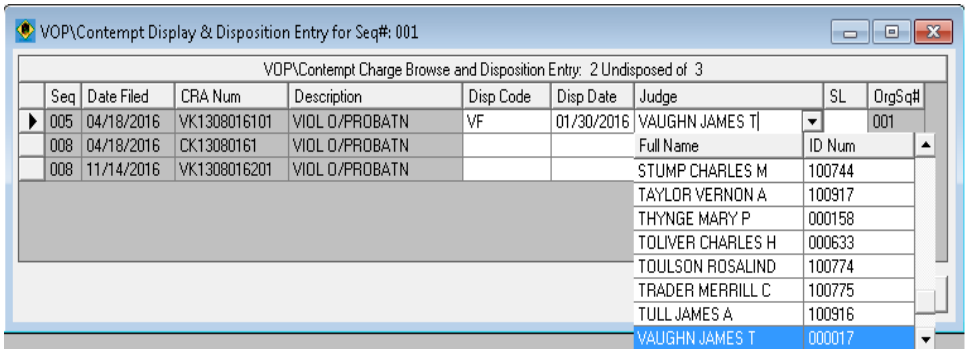
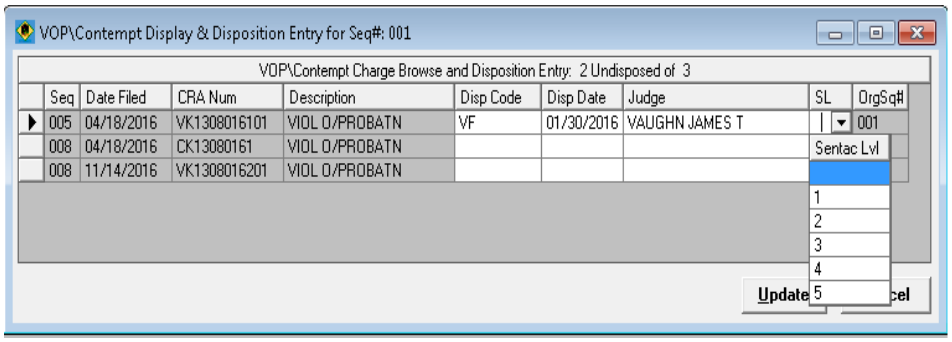


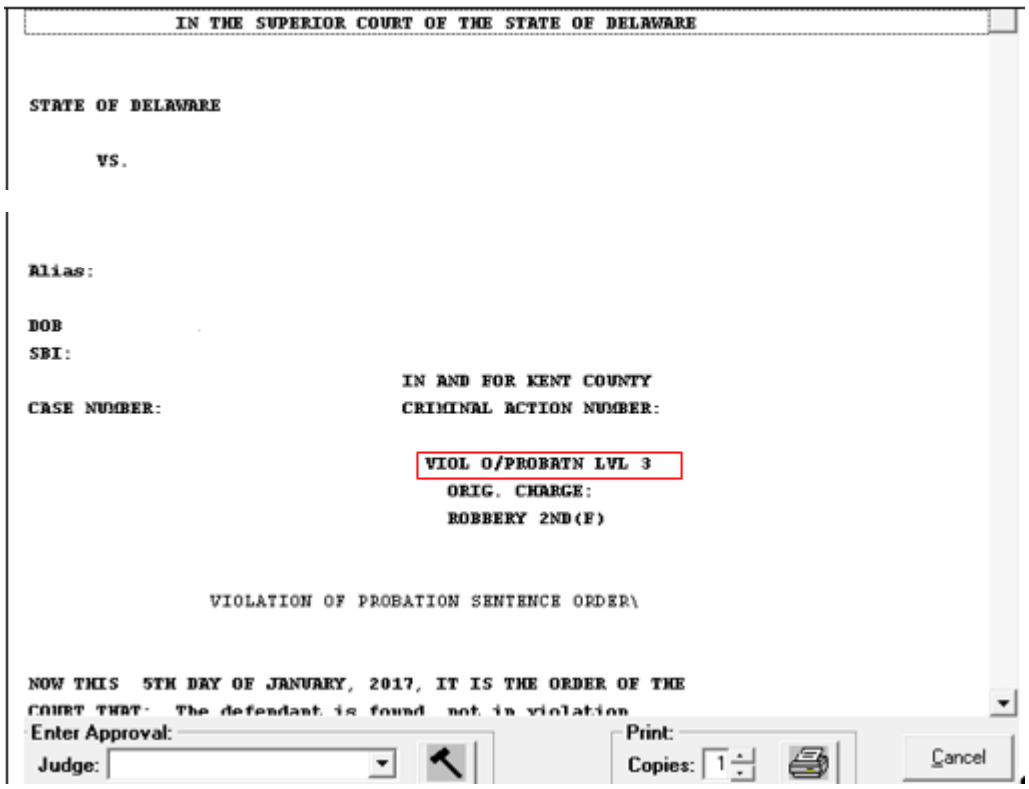
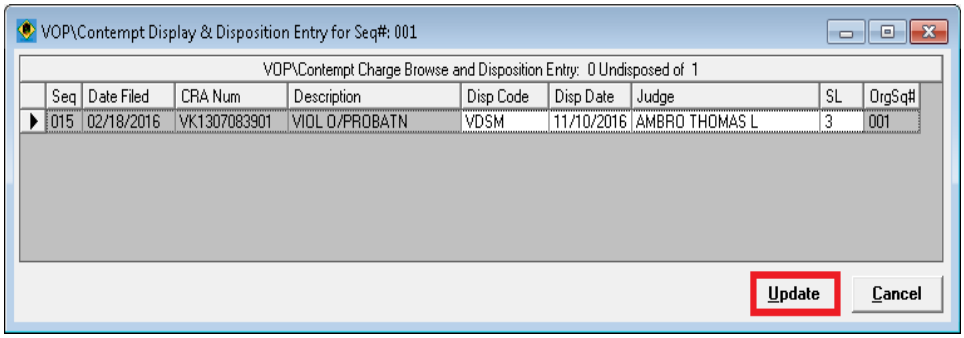
CB-INIT-013	The form initialized the following fields automatically at form initialization: • Case Status • Offense Date • Arrest Date. 	

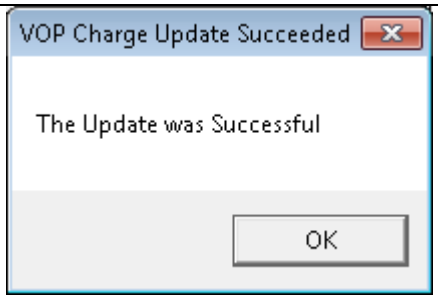
	Grid Column Name	Grid Column Description	Table / Field	
	Case Stat	Status of the Selected Case	JIC-CASE-COURT.CASE-STATUS	
	Offense Date	Date of Offense	JIC-CHARGE.OFFENSE-DATE	
	Arrest Date	Date of Arrest	JIC-CHARGE.DOA	

CB-INIT-014	The user will have the ability to right-click in the Charge/Browse Add area, to populate a box allowing the user to choose to View VOP\Contempt, Add VOP\Contempt, add a Lessor Included offense, or the Bench Book. 	
CB-VOPC-000	If the user selects the View VOP\Contempt selection, a VOP\Contempt Display & Disposition box populates, if there is a VOP or Contempt charge previously entered, which will initialize with the following fields: 	

	Grid Column Name	Grid Column Description	Table / Field	
	Seq	VOP Charge Sequence	JIC-CHARGE-COURT.CHARGE-SEQ	
	Date Filed	Date the VOP Charge was Filed	JIC-CHARGE-COURT.DATE-FILED	
	CRA Num	Criminal Action Number of the **Original Charge**	JIC-CHARGE-COURT.CRIMINAL-ACTION-NUM	
	CRIM Category	For VOPs this is the sequential number of the Violation – 01 = 1st violation of the original charge. 02 = 2nd violation of the original charge, etc.	JIC-CHARGE-COURT.CRIM-CATEGORY	
	Description	Short Description of the Charge	JIC-CHARGE.STAT-SHRT-DESC	
	Disp Code	Code for the Disposition of the Charge	JIC-DISPOSITION.DISP-CODE	
	Disp Date	Date for the Disposition of the Charge	JIC-DISPOSITION.DISP.DISP-DATE	
	Judge	Presiding Judge for the Charge	JIC-DISPOSITION.DISP-EMP	
	SL	Sentac Level	Must be Determined By Analyzing Program Code During Design / Development	
	OrgSq#	Sequence Number of the Original Charge	JIC-CHARGE-COURT.PROBATION-VIOLATION-CHARGE-SEQ	
CB-VOPC-001	The Disp Code field is a drop down for the Disposition Type.  Only valid VOP Disposition Codes will be displayed for selection.			
CB-VOPC-002	The Disp Date field is filled manually, but defaults to the current date.			

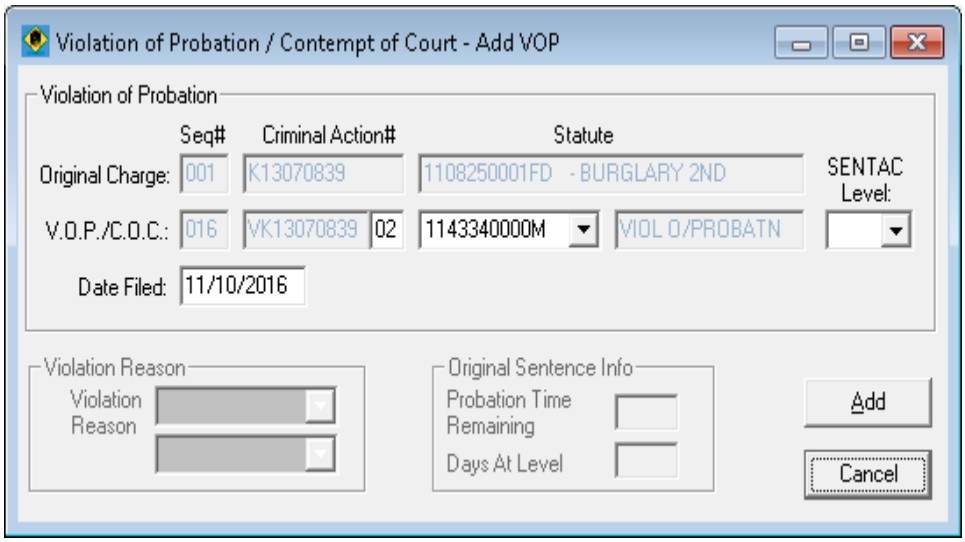
		
CB-VOPC-003	The Judge field is a drop down for the list of Judges. 	
CB-VOPC-004	The SL field is a drop down for the Sentac Level.  The SL field is the Sentac Level – which refers to Sentac Level of the Violation. User should have the ability to select the level from the drop-down to add the Sentac Level to the VOP. This will appear under the charge list on the Sentence Order.	

		
CB-VOPC-005	Clicking the Update Button will update the information for the VOP Charge in the Mainframe database. 	
CB-VOPC-006	When the Update is completed, a message box will populate:	

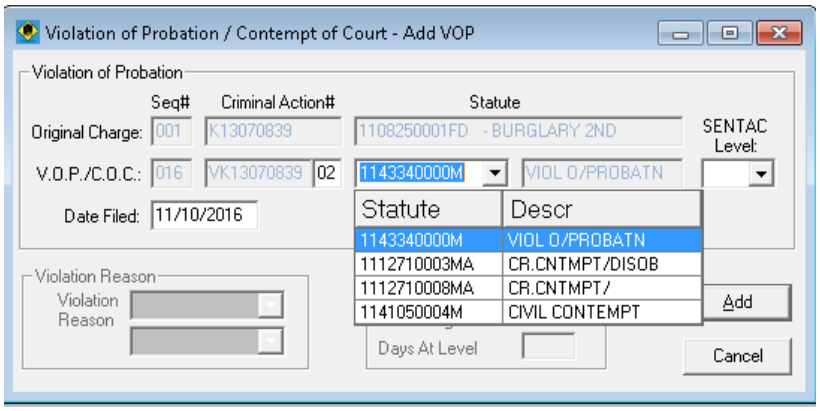


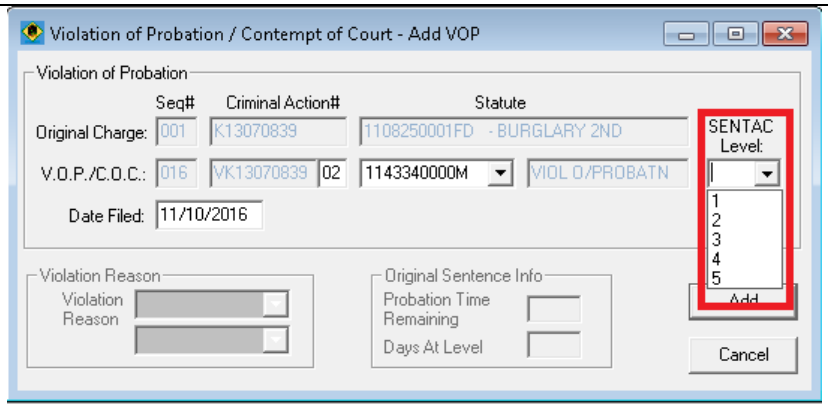
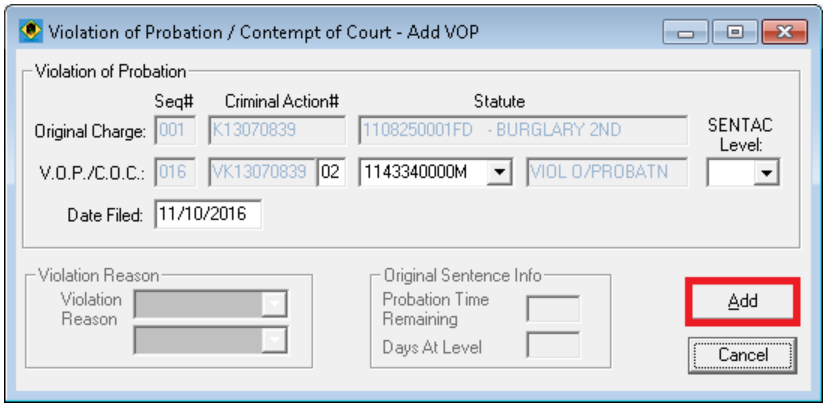
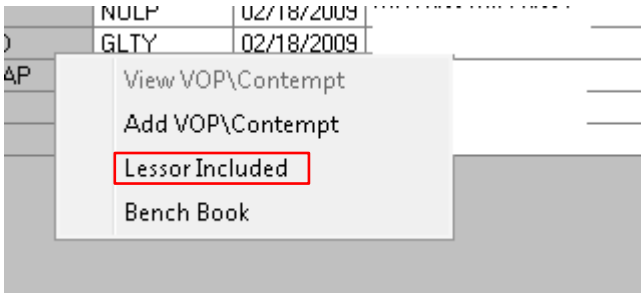
CB-AVPC-000

Selecting the Add VOP\Contempt selection populates a Violation of Probation / Contempt of Court – Add VOP box, which will initialize with the following fields:



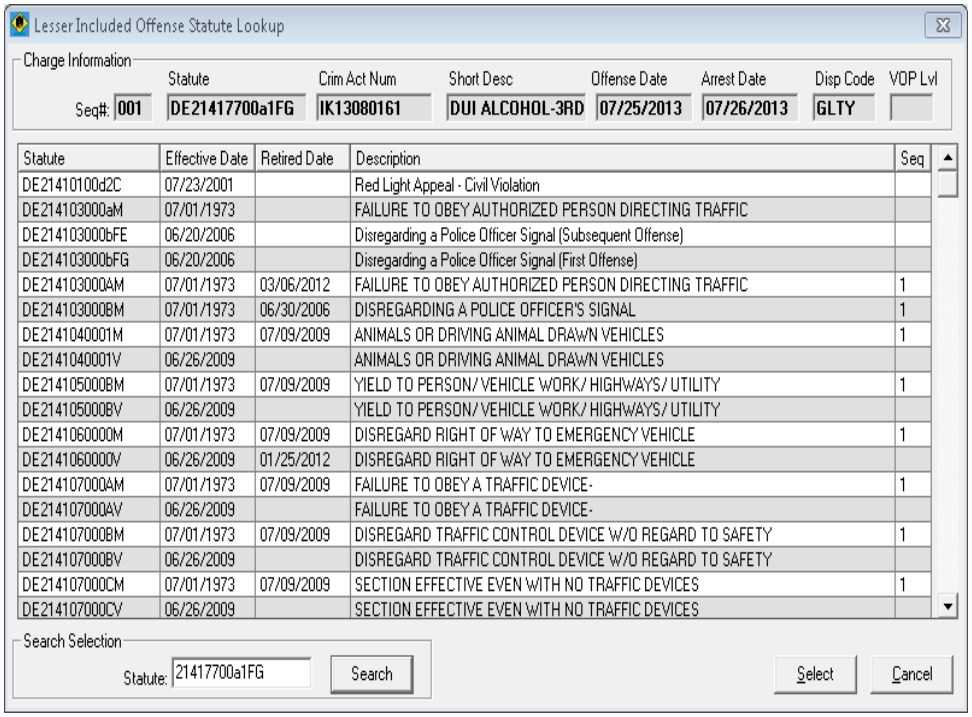
Grid Column Name	Grid Column Description	Table / Field
Violation of Probation / Contempt of Court		
Original Charge		
Seq#	Sequence Number of the Original Charge	JIC-CHARGE-COURT.CHARGE-SEQ
Criminal Action Number	Criminal Action Number of the Original Charge	JIC-CHARGE-COURT.CRIMINAL-ACTION-NUM
Statute	Short Description of the Statute	JIC-CHARGE.STAT-SHRT-DESC
V.O.P/C.O.C		
Seq#	Sequence Number of the New Charge	JIC-CHARGE-COURT.CHARGE-SEQ
Criminal Action#	Criminal Action Number of the New Charge	ORIGINAL CHARGE CRIMINAL ACTION NUMBER

			JIC-CHARGE-COURT. CRIM-CLASSIFICATION = "C" FOR CONTEMPT OR "V" FOR VIOLATION OF PROBATION	
	Statute	Short Description of the Statute	JIC-CHARGE.STAT-SHRT-DESC	
	SENTAC Level	SENTAC Level	JIC-CHARGE-COURT. VOP-SENTAC-LEVEL	
	Violation Reason			
	Violation		NOT CURRENTLY USED	
	Reason		NOT CURRENTLY USED	
	Original Sentence Info			
	Probation Time Remaining	Time Left on Current Probation	NOT CURRENTLY USED	
	Days at Level	Number of Days at Level for Probation	NOT CURRENTLY USED	
CB-AVPC-001	The user has the ability to select, in the V.O.P./C.O.C. Section, the Statute field as a drop-down menu, the V.O.P. or C.O.C. that needs to be added to the Original Charge: 	
CB-AVPC-002	The Sequence Number for the Criminal Action Number is automatically populated with the next number, but the user has the ability to change this manually.			
CB-AVPC-003	The SENTAC Level is a drop-down menu to allow the user to select the proper SENTAC Level for the new Charge:			

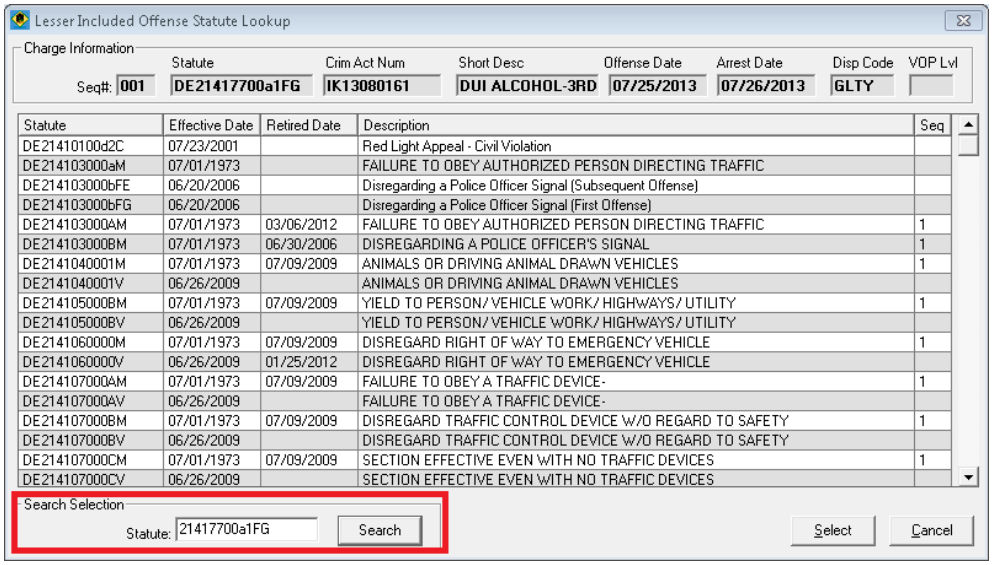
		
CB-AVPC-004	The user has the ability to record the new charge by clicking the Add Button: 	
	Violation Reason – Not currently used	
	Original Sentence Info – Not currently used	
CB-AVPC-005	When the user adds the new Charge, a message box will populate signifying completion:	
CB-LI-000	The user has the ability, by selecting the Lessor Included option from the drop-down menu below:  to populate the Lessor Included Offense Statute Lookup box.	

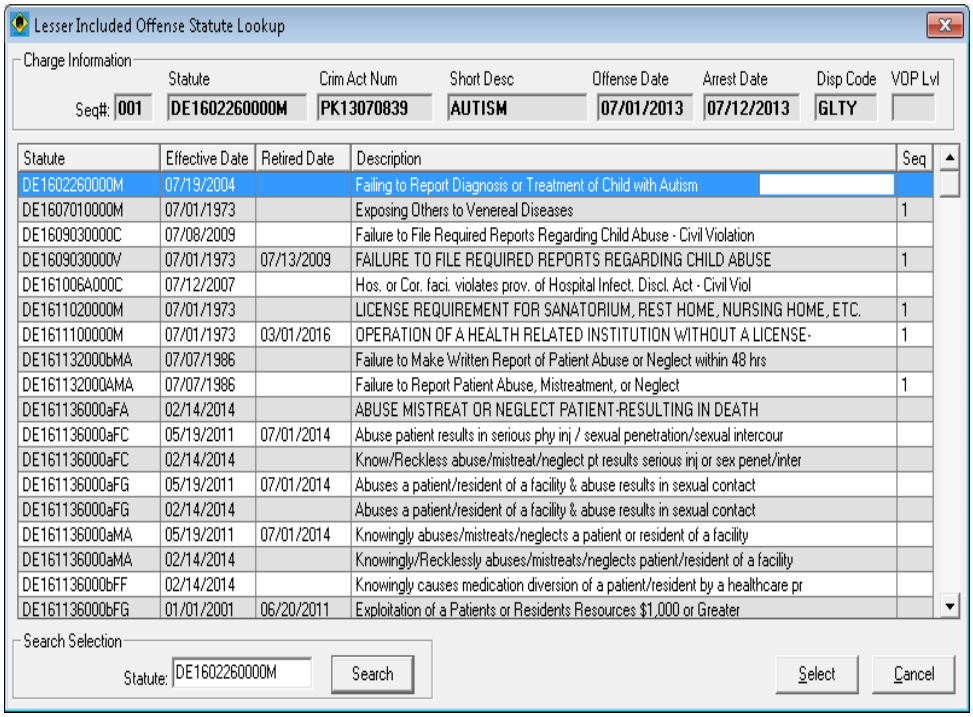
The Lessor Included Offense shouldonly be enabled on a charge that is disposed with a Guilty disposition.

The form will initialize with the following fields:



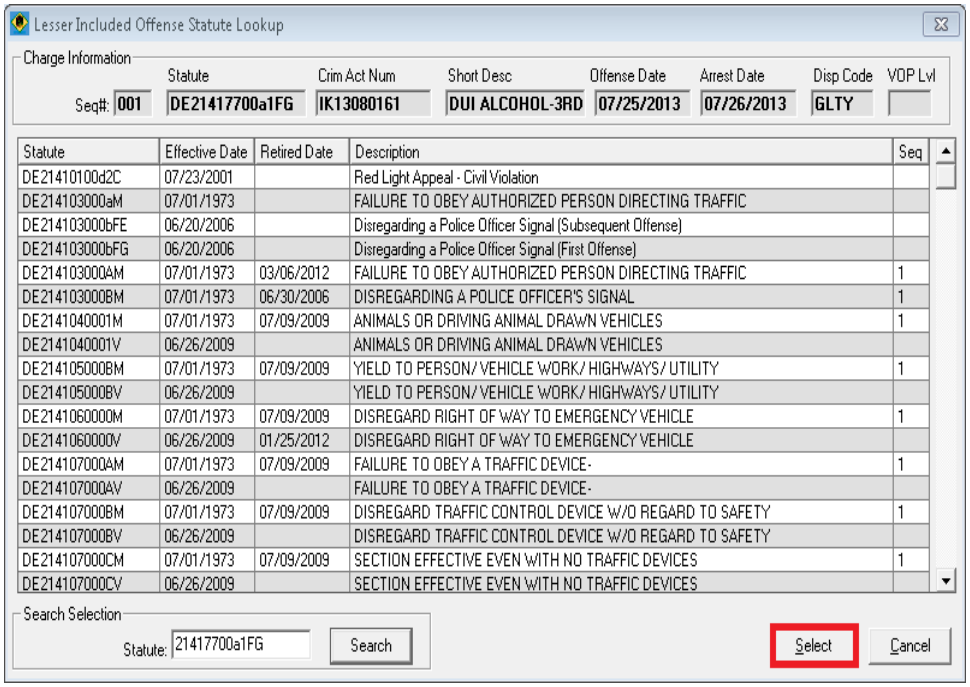
	Grid Column Name	Grid Column Description	Table / Field	
	Charge Information			
	Seq#	Sequence Number of the Original Charge	JIC-CHARGE-COURT.CHARGE-SEQ	
	Statute	The Original Charge Statute	JIC-CHARGE.STATUTE-GROUP	
	Crim Act Num	The Criminal Action Number of the Original Charge	JIC-CHARGE-COURT.CRIMINAL-ACTION-NUM	
	Short Desc	The Short Description of the Statute of the Original Charge	JIC-CHARGE-COURT.CRIM-CLASSIFICATION JIC-CHARGE-COURT.CRIM-COUNTY JIC-CHARGE-COURT.CRIM-ACTION-NUM JIC-CHARGE-COURT.CRIM-CATEGORY	
	Offense Date	The Date of Offense of the Original Charge	JIC-CHARGE.OFFENSE-DATE	
	Arrest Date	The Date of Arrest of the Original Charge	JIC-CHARGE.DOA	

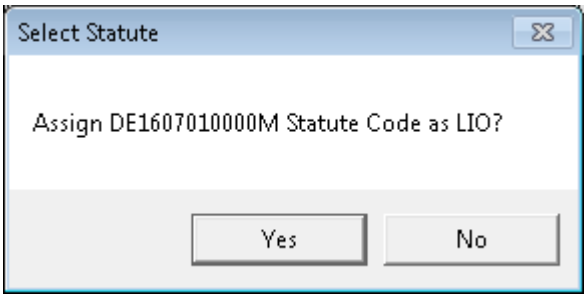
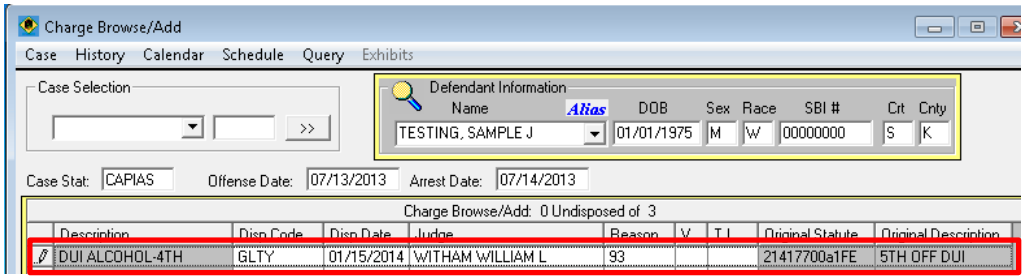
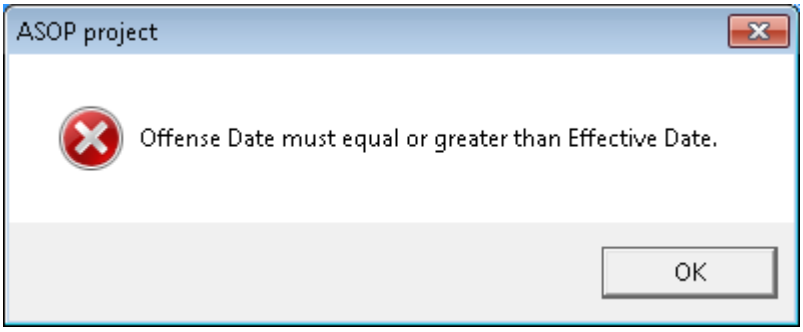
	Disp Code	The Disposition Code for the Original Charge	JIC-DISPOSITION.DISP-CODE	
	VOP Lvl	SENTAC Level of the Original Charge	JIC-CHARGE-COURT.VOP-SENTAC-LEVEL	
	Statute	Statute Number for possible Lessor Included	JIC-CHARGE. STAT-TITLE JIC-CHARGE.STAT-SECT JIC-CHARGE.STAT-SUBSECT JIC-CHARGE.STAT-TYPE JIC-CHARGE.STAT-CLASS	
	Effective Date	Date Statute enacted	CHECK THE LAW FILE	
	Retired Date	Date Statute retired, if applicable	CHECK THE LAW FILE	
	Description	Short Description of Statute	JIC-CHARGE.STAT-SHRT-DESC	
	Seq	UNKNOWN	CHECK THE LAW FILE	
CB-LI-001	A text box is provided to allow the user to search for specific statutes by Statute Number. A partial search selection will return a listing of all statutes meeting the search criteria: 			
CB-LI-002	The user will have the ability to select a specific statute by clicking it, which will highlight it:			

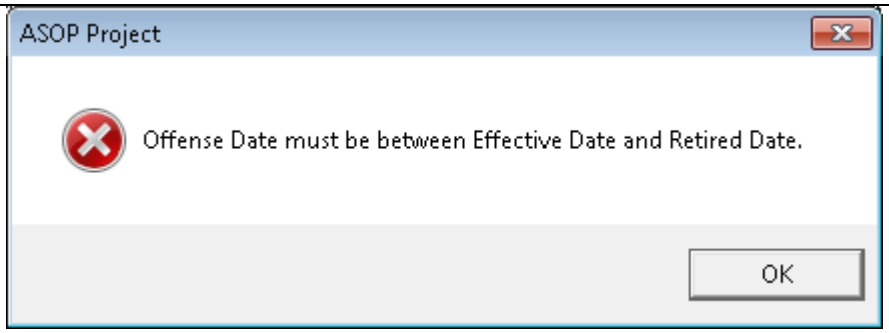


CB-LI-003

The user will have the ability to select the highlighted statute by clicking the Select Button:

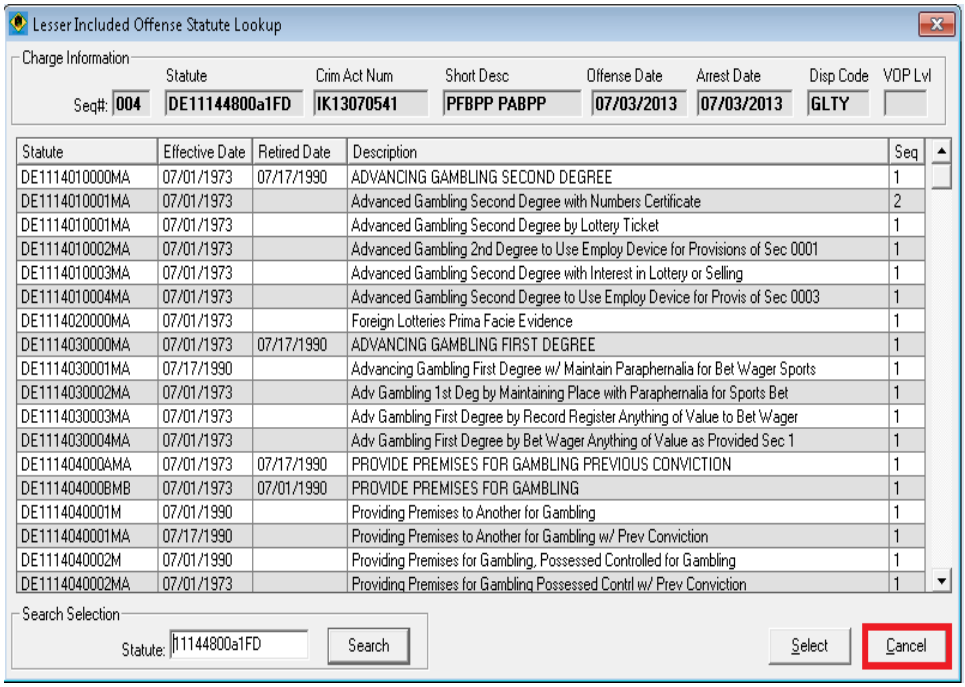


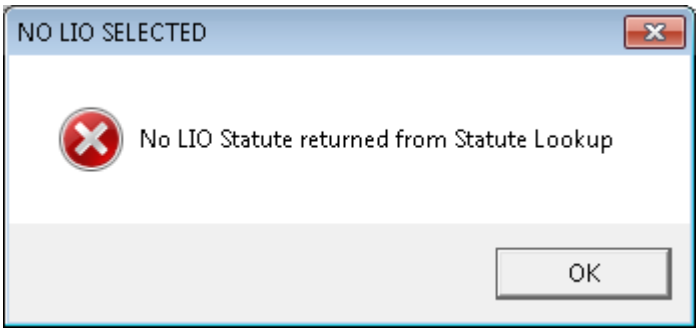
CB-LI-004	When the statute is selected, a message box is populated, providing a decision: 	
CB-LI-005	The user will have the ability to click Yes, which will assign the Lessor Offense to the Original Offense. When that has occurred, the new Lessor Offense is added to the Charge/Browse Add field, with the Original Statute and Original Description fields being filled with the Original Offense: 	
CB-LI-006	If the user clicks No, the process cancels.	
CB-LI-007	If the user attempts to select a statute that has an Effective Date that is after the Date of Offense of the Original Charge, an error message is populated: 	
CB-LI-008	If the user attempts to select a Statute that has a Retired Date, an error message is populated:	

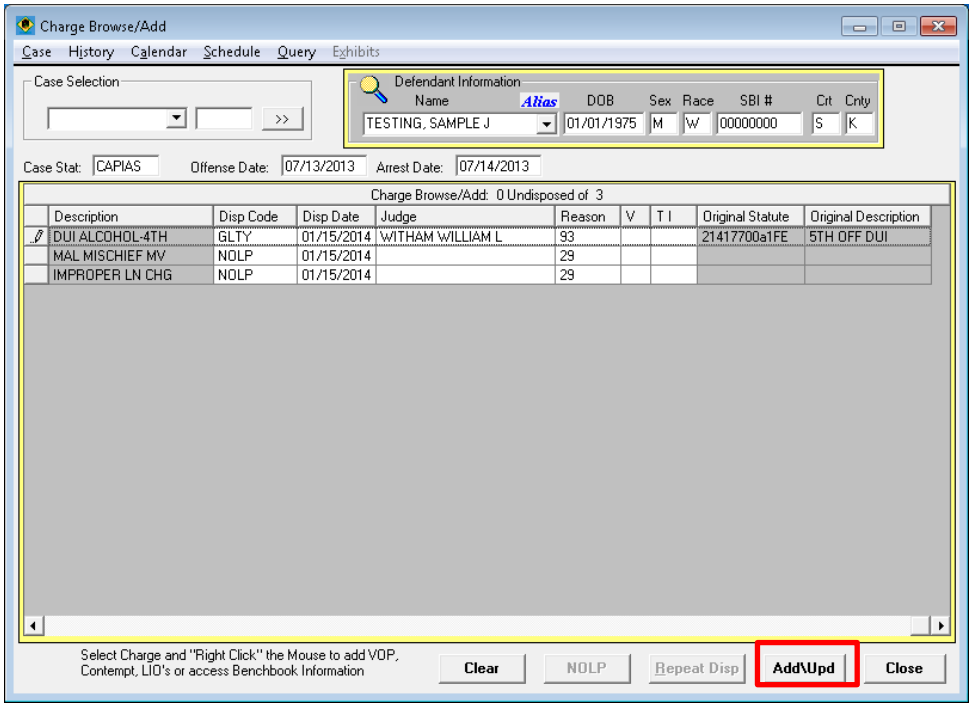
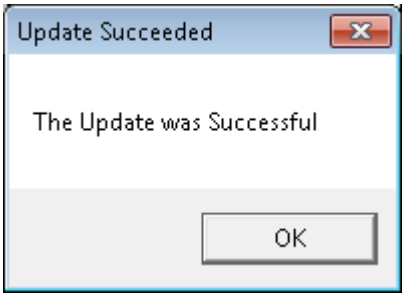


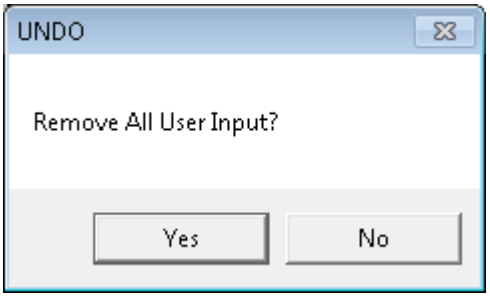
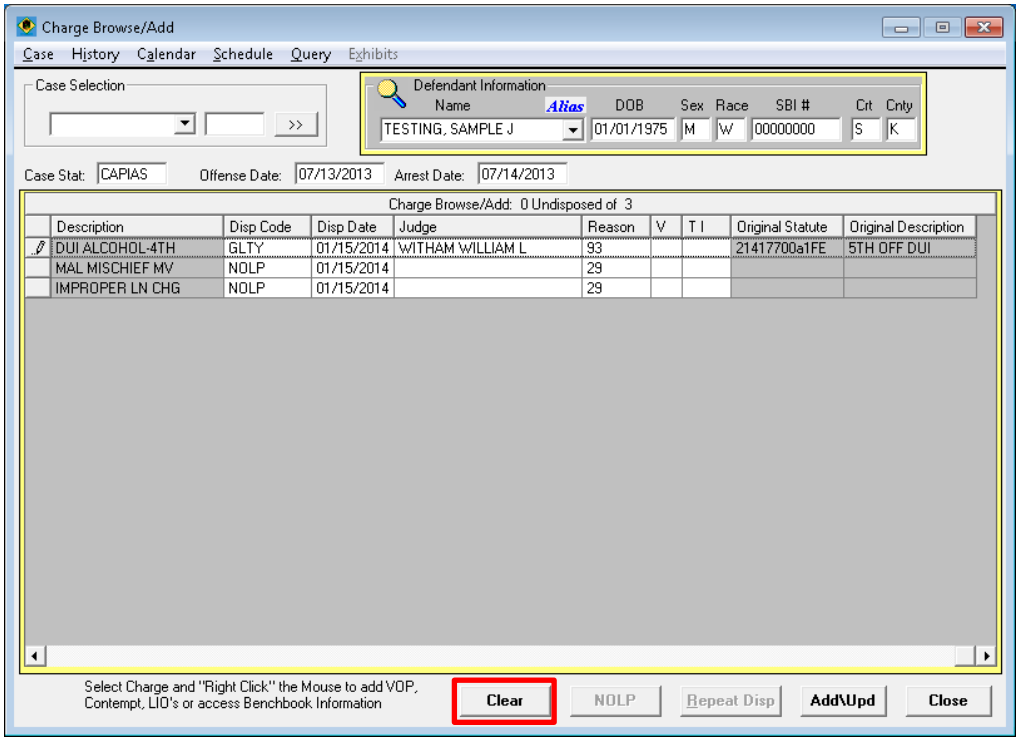
CB-LI-009

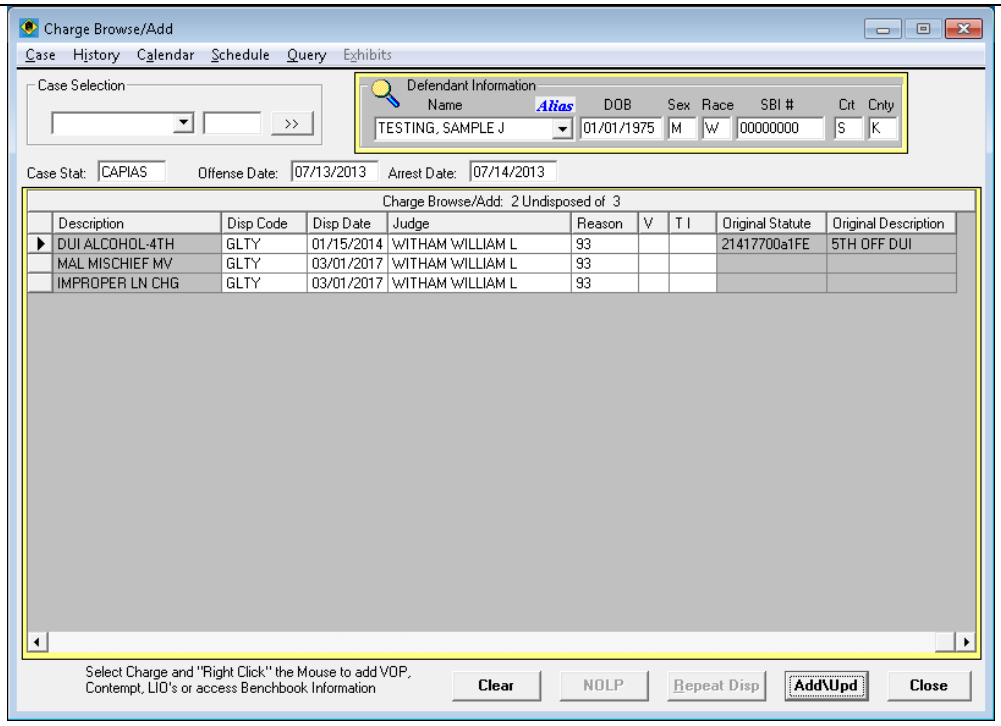
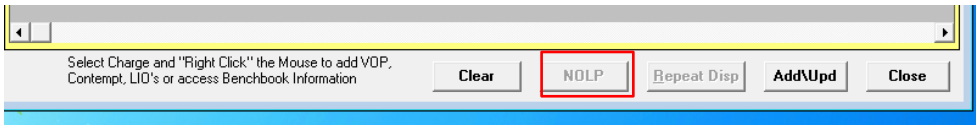
If the user selects cancel on the Lessor Included Offense Statute Lookup box, an error message will populate:





CB-ADDC-000	When the user has completed adding a V.O.P/C.O.C charge, or a Lessor Included charge, the user has the ability to select the Add\Upd Button on the Charge Browse/Add screen: 	
CB-ADDC-001	The Mainframe database is then updated with the new information, and a message box is populated: 	
CB-CLRC-000	If the user chooses not to add a V.O.P/C.O.C charge or a Lessor Included charge, the user has the ability to select the Clear Button on the Charge Browse/Add screen:	

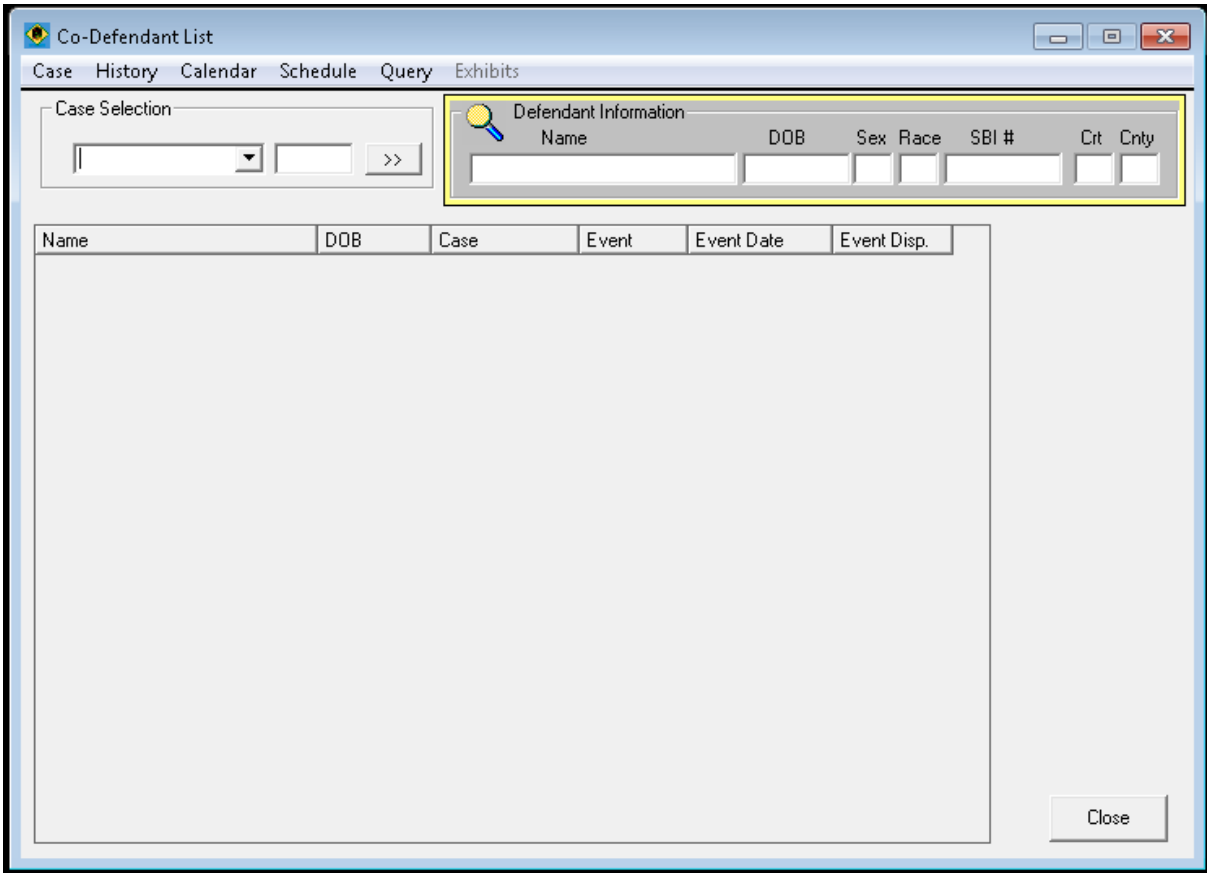
CB-CLRC-001	A message box is populated, requesting user input:  Clicking Yes will remove all updates the user has made until this point. Clicking No cancels the process.	
CB-RPTD-000	If an Original charge has been disposed and the Add/Update button has been selected, the user will have the ability highlight the charge and any other charges requiring the same disposition and use the Repeat Disp button to Update the dispositions on those selected charges:  	
CB-RPTD-001	This will dispose of the new charges in the same manner as the previously disposed charge:	

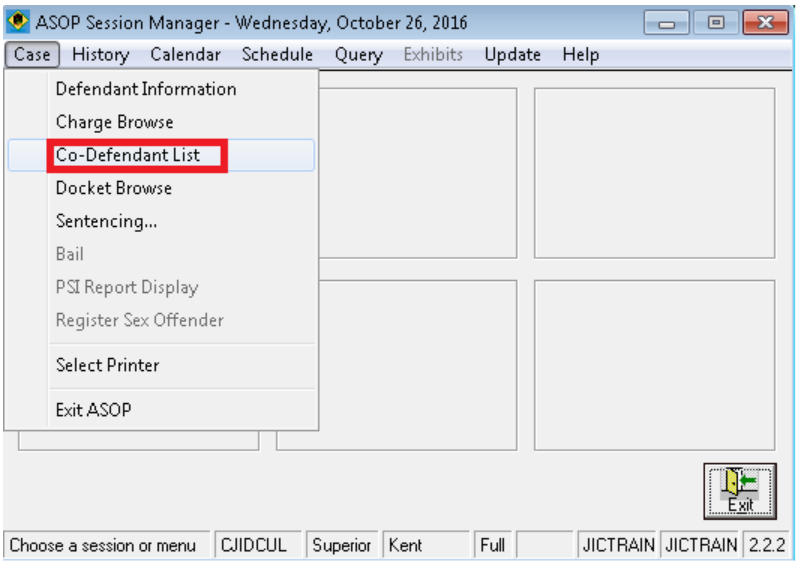
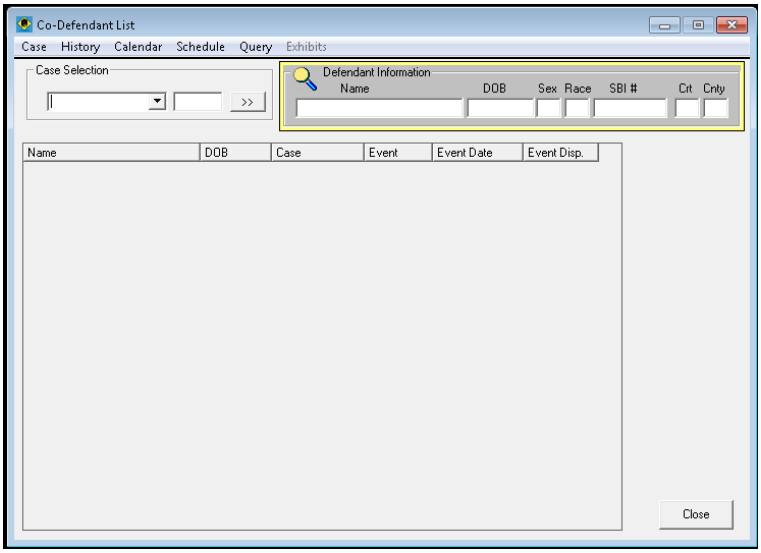
		
CB-RPTD-002	The NOLP button is not enabled for this form. 	
CB-INIT-015	The close button on the Charge Browse form will close the box form.	

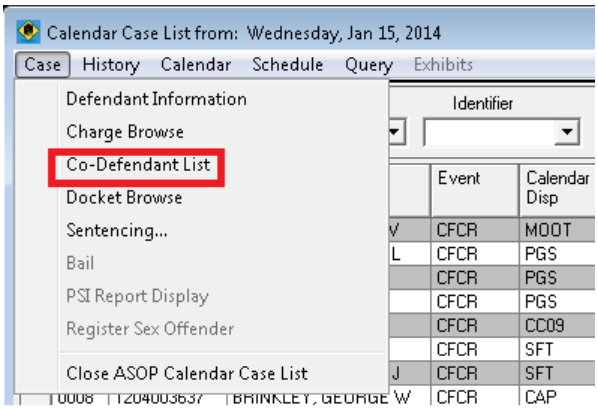
3.2.4 Co-Defendant List

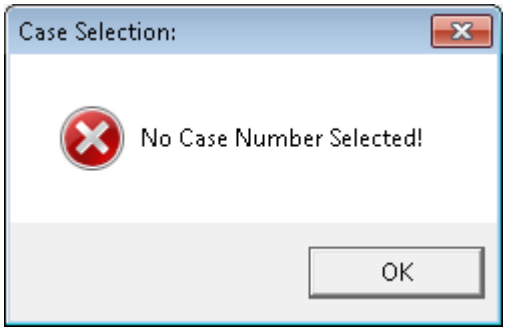
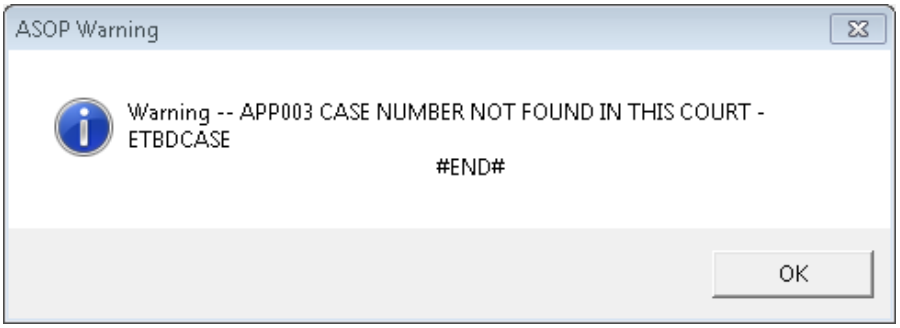
The Co-Defendant List Form is used to:

- **Display any Co-Defendant associated with a given Case Number**



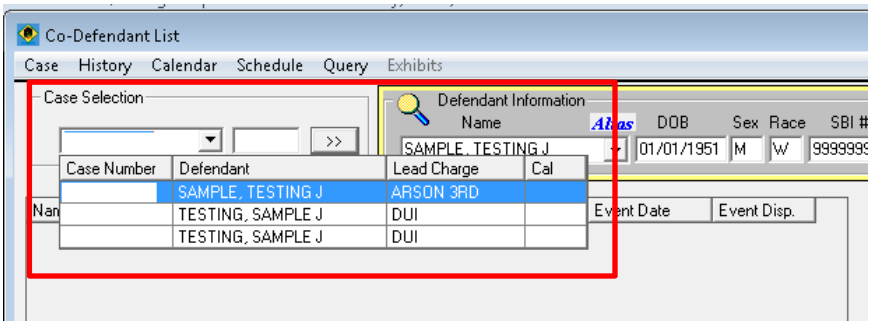
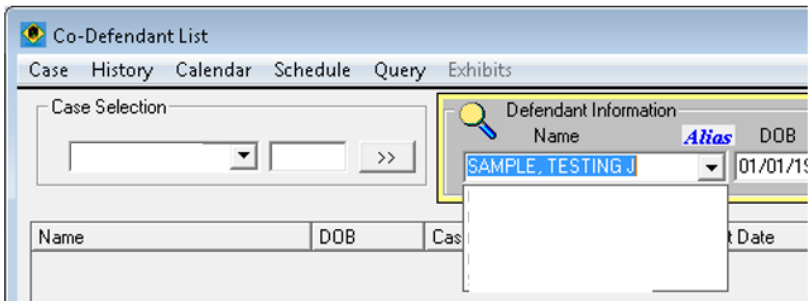
Functional Requirement Number	Description	Reference Number
CD-INIT-000	Co-Defendant List form should be initialized by clicking on the **Co-Defendant List** menu option from the Case option on the ASOP Session Manager Form. 	
CD-INIT-001	The Defendant Information form will be displayed with no specific Case selected, with the following parts: • Defendant Information • Case Selection • Co-Defendant Information 	

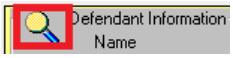
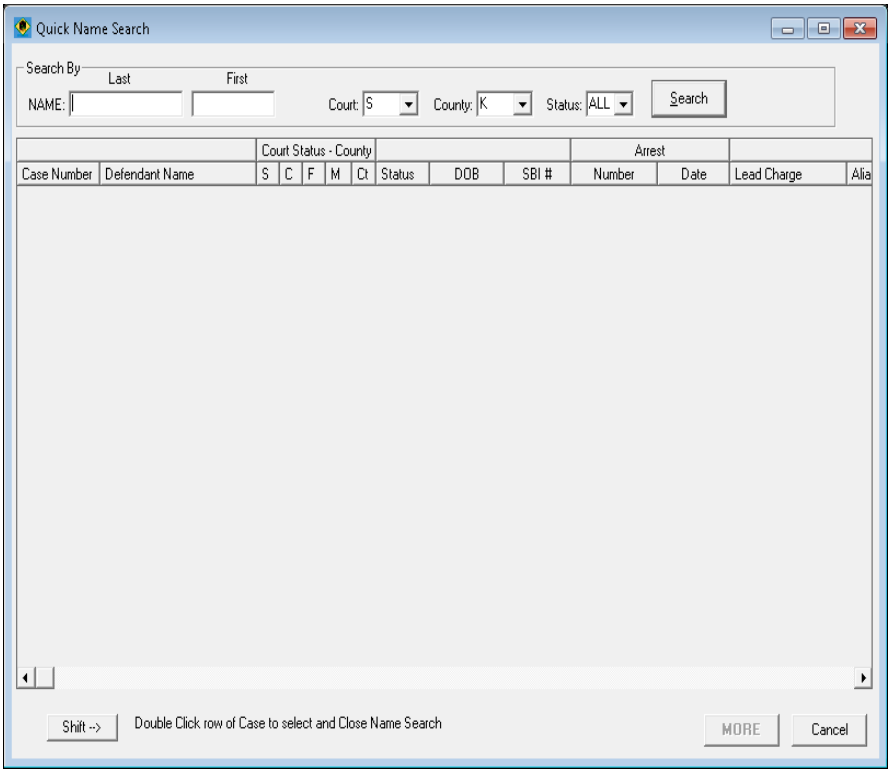
CD-INIT-002	A user must have the ability to enter a case number manually by inputting the information, or by accessing the form from the Calendar Case List or the Calendar Event / Charge Disposition Form. If entered manually, the user can retrieve the form data by hitting ENTER, or by clicking the double right angle bracket Button provided. The box to the right of the Case Selection is the sequence number for the Case: If the form is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, the form will populate the data completely: 	
CD-INIT-003	If the Form is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, the user will have the ability to fill the Sequence Number by right-clicking the Case Selection field.	
CD-INIT-004	The user will have the ability to access the form from any other form after a case selection is made, and the form will populate the data completely.	

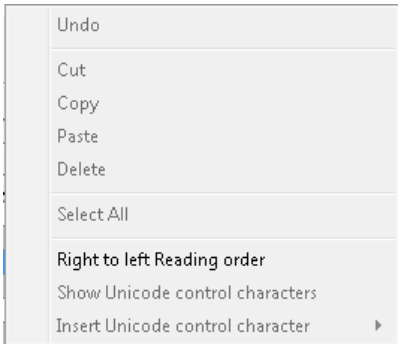
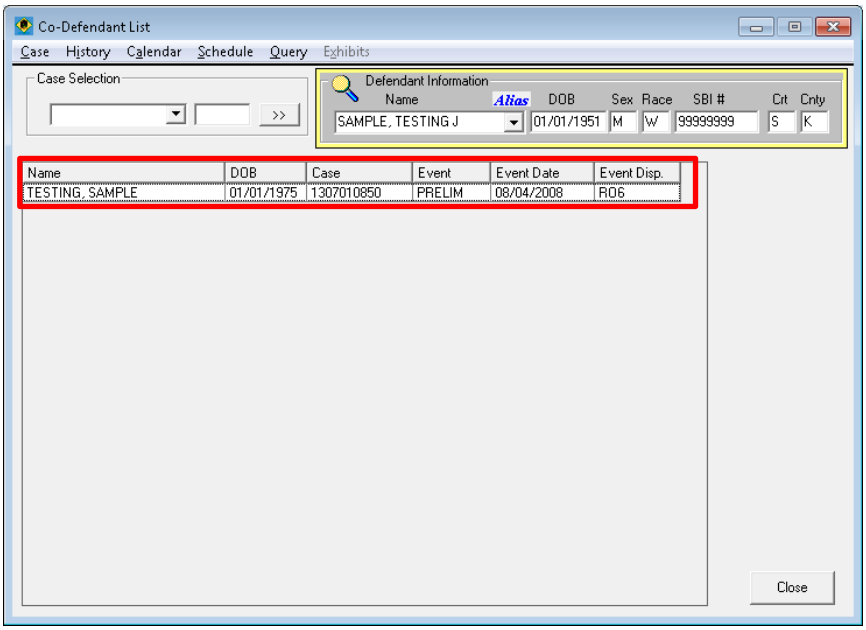
CD-INIT-005	If no Case Selection is made prior to trying to access the form from another form, an error message will appear prior to form initialization: 	
CD-INIT-006	If an incorrect case number is manually inputted, and the Enter key or the double right angle bracket Button clicked, the following error message must appear: 	
CD-INIT-007	The Ability to ***automatically retrieve*** all of the Defendant Information, Case Status, and Co-Defendant Information after a valid Case Selection is entered at form initialization. Not all information must be retrieved. The information to be retrieved at form initiation to populate the search grid:	

	Grid Column Name	Grid Column Description	Table / Field	
	Defendant Information			
	Name	Defendant Name	JIC-INDIVIDUAL.LAST-NAME JIC-INDIVIDUAL.FIRST_NAME JIC-INDIVIDUAL.MIDDLE-INITIAL JIC-INDIVIDUAL.ALIAS-INDICATOR = BLANK	

	Alias	List of Aliases for the Defendant (Populated after Case Selection)	JIC-INDIVIDUAL.LAST-NAME JIC-INDIVIDUAL.FIRST_NAME JIC-INDIVIDUAL.MIDDLE-INITIAL JIC-INDIVIDUAL.ALIAS-INDICATOR = Y	
	DOB	Defendant Date of Birth	JIC-INDIVIDUAL.BIRTH-DATE JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	Sex	Defendant Sex	JIC-INDIVIDUAL.SEX JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	Race	Defendant Race	JIC-INDIVIDUAL.RACE JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	SBI#	Defendant State Bureau of Investigations Number	JIC-INDIVIDUAL.OFF-SBI-NUM JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	Court	Court Defendant Adjudicated	JIC-CASE-COURT.AGENCY-ID	
	County	County of Record	JIC-CASE-COURT.LOCATION	
	Co-Defendant Information			
	Name	Co-Defendant Name	JIC-INDIVIDUAL.LAST-NAME JIC-INDIVIDUAL.FIRST_NAME JIC-INDIVIDUAL.MIDDLE-INITIAL JIC-INDIVIDUAL.ALIAS-INDICATOR = BLANK	
	DOB	Co-Defendant Date of Birth	JIC-INDIVIDUAL.BIRTH-DATE JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	Case	Case Number of Co-Defendant	JIC-INDIVIDUAL.CT-CASE-NUM	
	Event	Most Recent Event for the Case Number of the Defendant	JIC-EVENT-SCHEDULE.EVENT	
	Event Date	Date of Most Recent Event for the Case Number of the Defendant	JIC-EVENT-SCHEDULE.EVENT-SCHEDULED-DATE	
	Event Disposition	Disposition of Most Recent Event for the Case Number of the Defendant	JIC-EVENT-SCHEDULE.EVENT-DISP	

CD-CCL-000	If the Co-Defendant List form is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, all cases on the Calendar Case List will be returned to the "Case Selection" grid dropdown list when the drop-down list is accessed. The information returned to the Case Selection drop-down list will be: • Case Number • Defendant Name • Lead Charge • Calendar Sequence Number  The user will have the ability to select any of the cases loaded into the dropdown list control.	
CD-CCL-001	When the Co-Defendant List form is initialized, and a case selection is made, either by inputting the information manually, or is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, if the Defendant has any known aliases, the Alias field will be presented, and the user will be able to access the drop-down menu to access all known aliases available in the drop down for the Defendant's name. The Alias List is for informational purposes only.  	

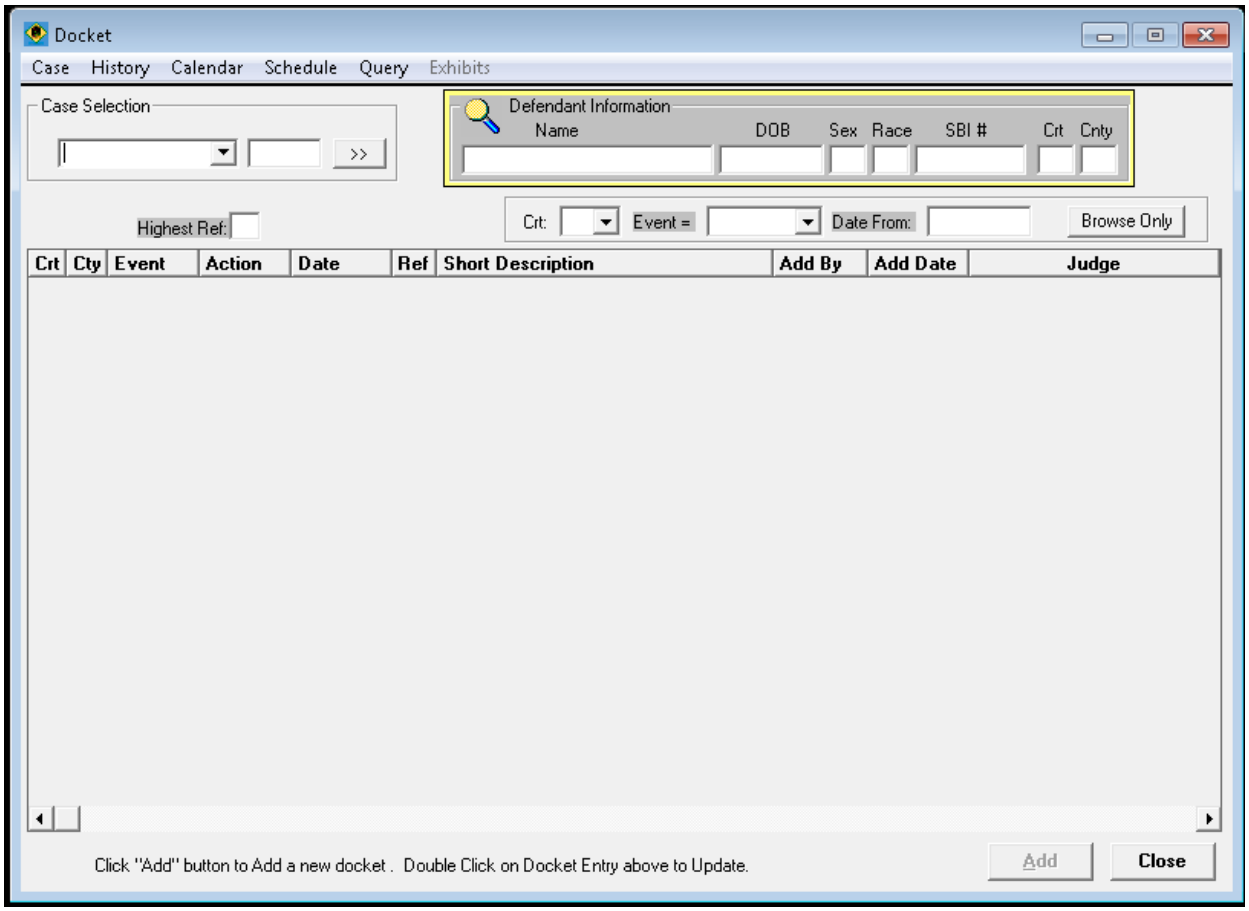
CD-CCL-002	If the user clicks the Looking Glass in the Defendant Information Screen:  the Quick Name Search form will open: 	

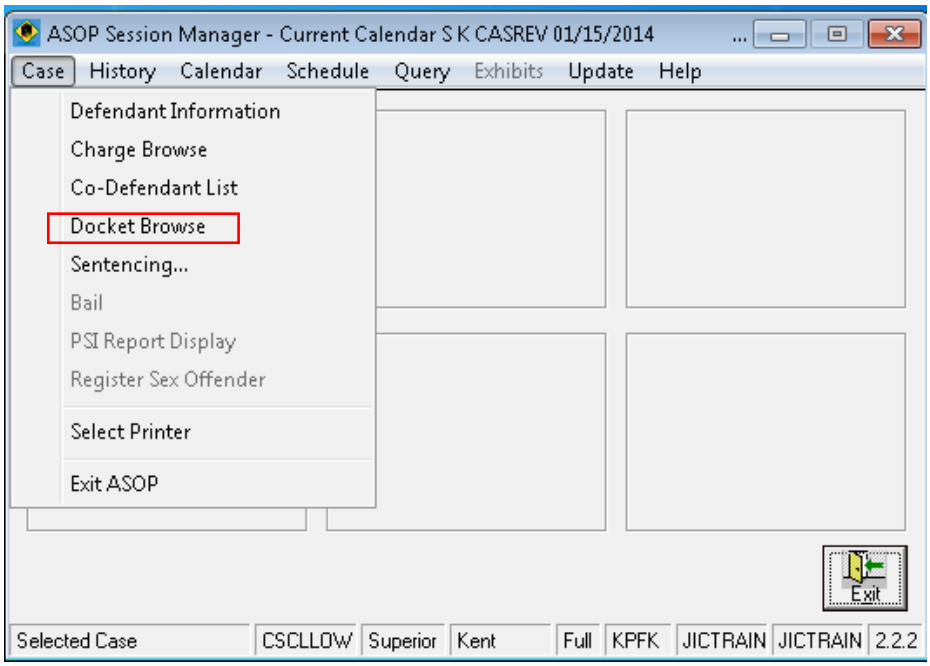
CD-CCL-003	If the user right-clicks in any of the fields in the Defendant Information Screen a message box provides to allow a user the following options: Undo, Cut, Copy, Paste, Delete, Select All, Right to Left Reading order, Show Unicode control characters, Insert Unicode control characters. For all fields in the Defendant Information Screen, only the Right to Left Reading order, the Copy, and the Select All choice is allowed. 	
CD-INIT-008	If there is a Co-Defendant entered into the system for this Case, this information will be retrieved.  This information cannot be updated or modified from this screen.	
CD-CCL-004	The close Button on the Co-Defendant List form will close the box form.	

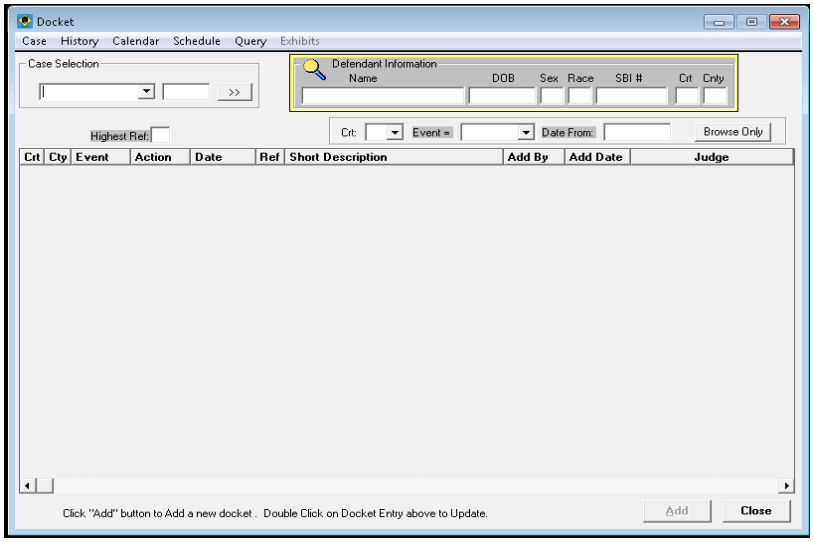
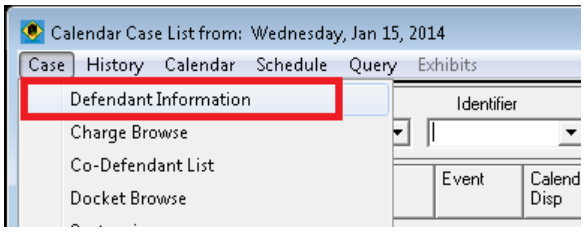
3.2.5 Docket Browse

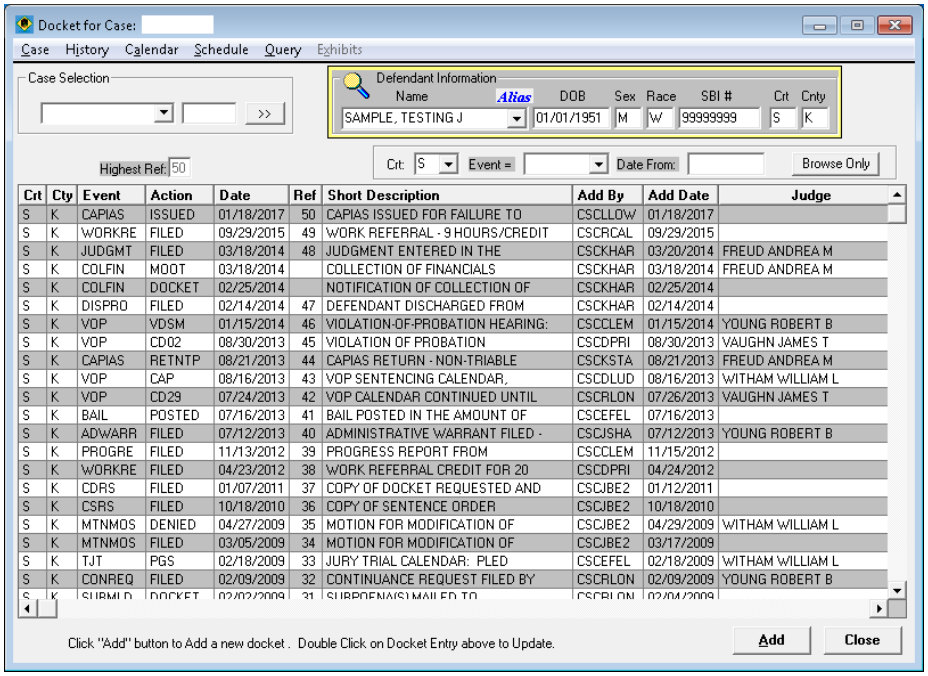
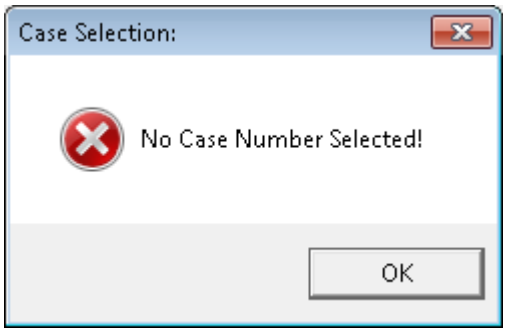
The Docket Browse Form is used to:

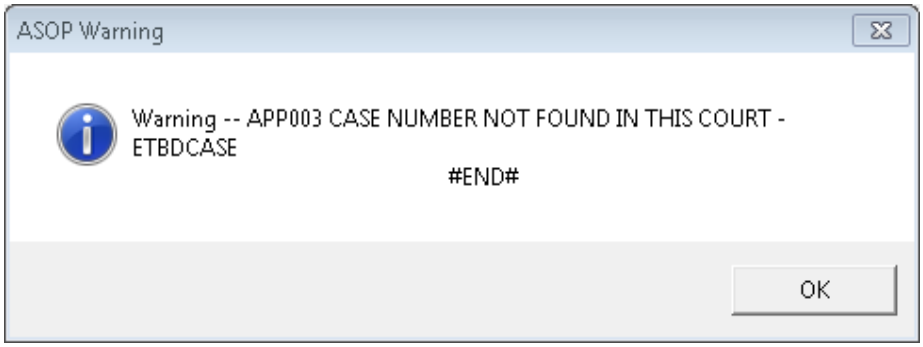
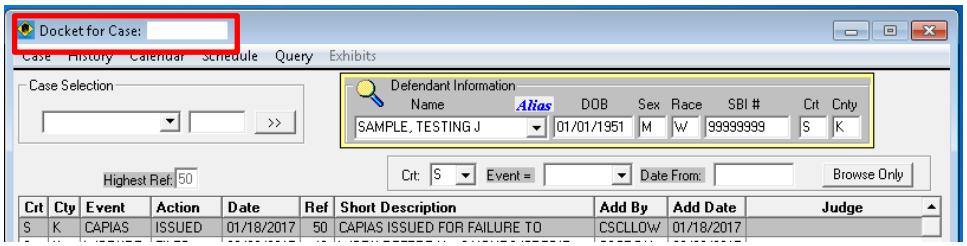
- Add or Update Docket Information for a particular Case

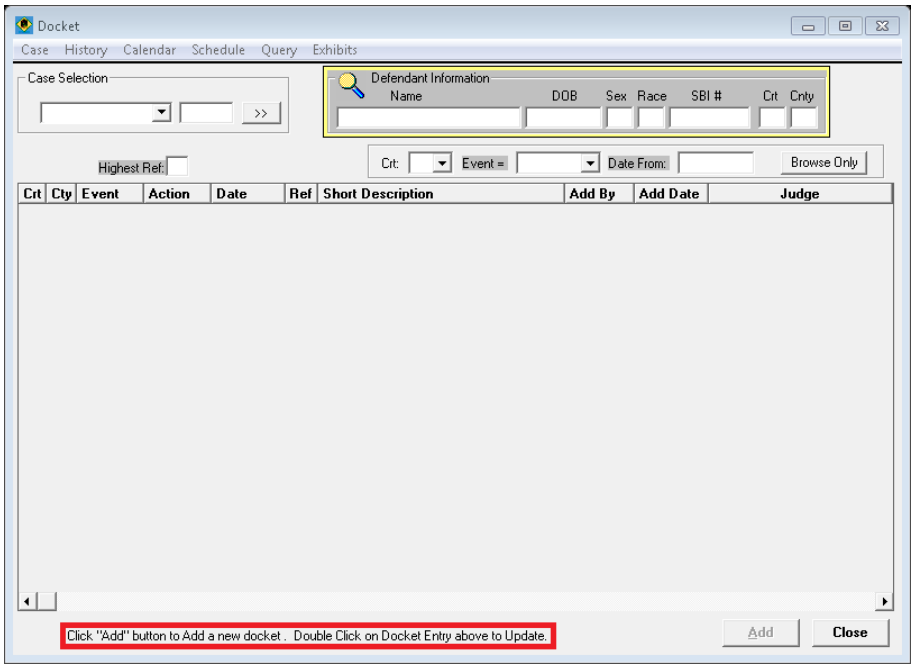


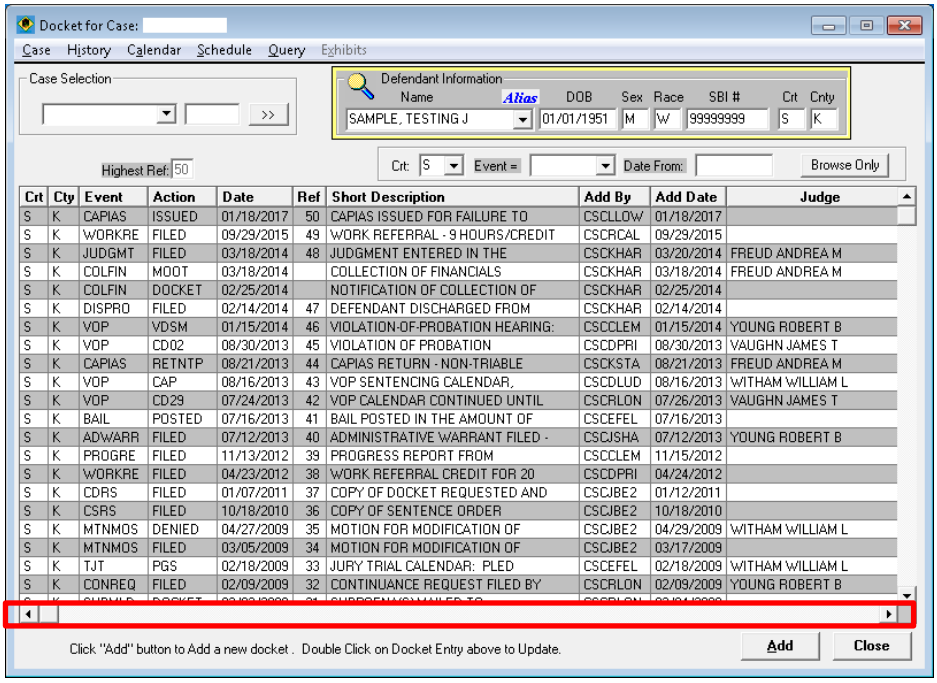
Functional Requirement Number	Description	Reference Number
DB-INIT-000	The Docket Browse form should be initialized by clicking on the **Docket Browse** menu option from the Case option on the ASOP Session Manager Form. 	

DB-INIT - 001	The Docket Browse form will be displayed with no specific Case selected, with the following parts: • Defendant Information • Case Selection • Docket Information for a specific Case 	
DB-INIT-002	A user must have the ability to enter a case number manually by inputting the information, or by accessing the form from the Calendar Case List or the Calendar Event / Charge Disposition Form. If entered manually, the user can retrieve the form data by hitting ENTER, or by clicking the double right angle bracket Button provided: If the form is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, the form will populate the data completely: 	

DB-INIT-003	If the Form is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, the Calendar Case Sequence Number field will automatically be filled.	
DB-INIT-003	The user will have the ability to access the form from any other form after a case selection is made, and the form will populate the data completely. 	
DB-INIT-004	If no Case Selection is made prior to trying to access the form from another form, an error message will appear prior to form initialization: 	

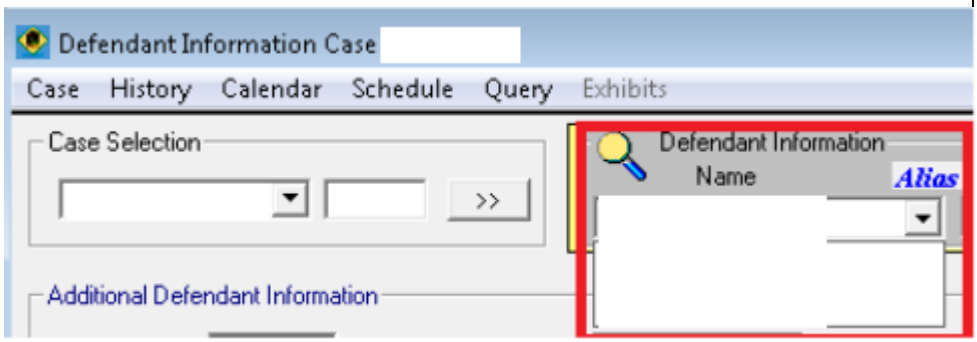
DB-INIT-005	If an incorrect case number is manually inputted, and the Enter key or the double right angle bracket button clicked, the following error message must appear: 	
DB-INIT-006	The Docket Browse form initializes with the Case Number in the header: 	

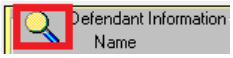
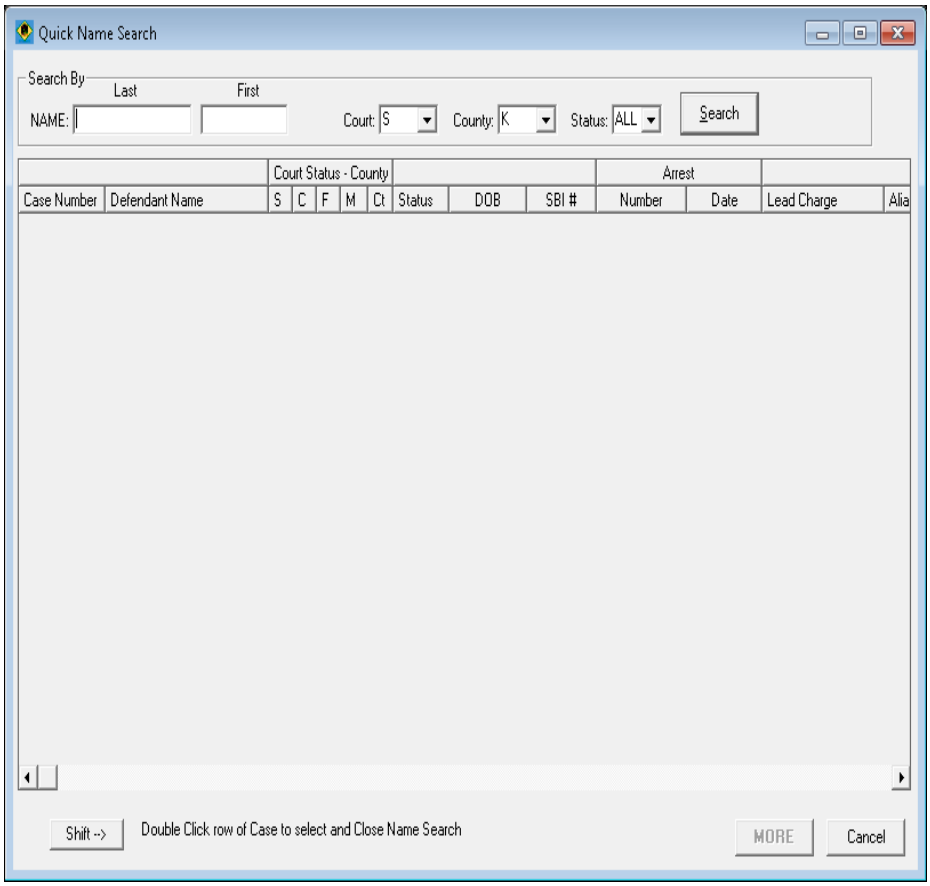
DB-INIT-007	The bottom of the form has a footer containing the message “Click ‘Add’ button to Add a new docket. Double Click on Docket Entry above to Update”: 	

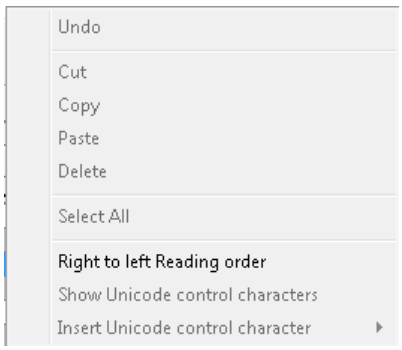
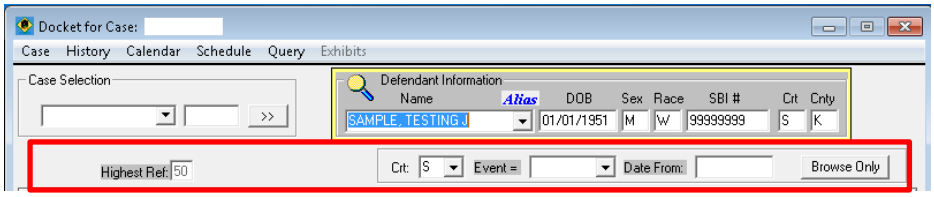
DB-INIT-008	The Docket Browse form provides for a scroll bar on the bottom of the data field to allow the user to move the Docket/Browse Add screen to the right and to the left:  	
DB-INIT-009	The user will have the ability to ***automatically retrieve*** all of the Defendant Information, Case Status, and Docket Information after a valid Case Selection is entered at form initialization. The information to be retrieved at form initiation to populate the search grid:	

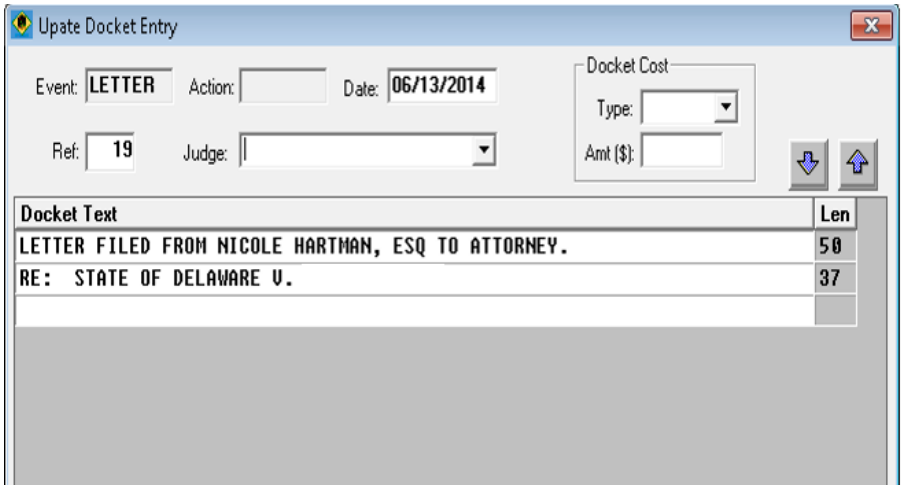
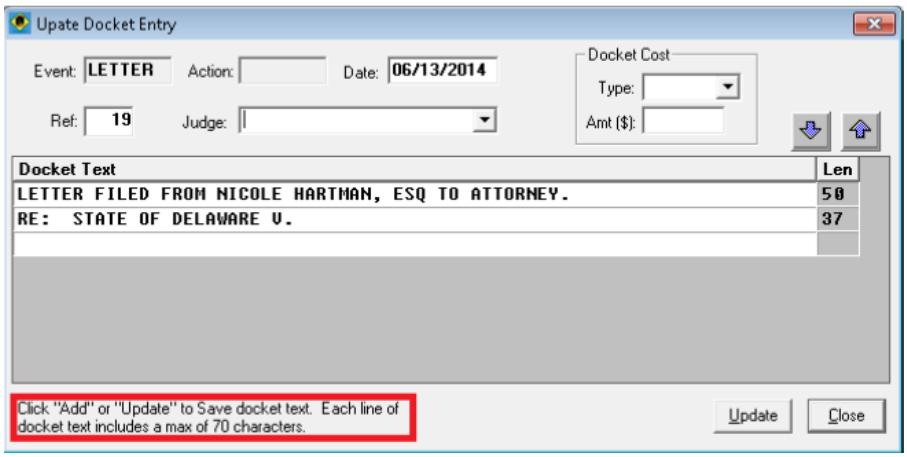
	Grid Column Name	Grid Column Description	Table / Field	
	Defendant Information			
	Name	Defendant Name	JIC-INDIVIDUAL.LAST-NAME JIC-INDIVIDUAL.FIRST_NAME JIC-INDIVIDUAL.MIDDLE-INITIAL JIC-INDIVIDUAL.ALIAS-INDICATOR = BLANK	
	Alias	List of Aliases for the Defendant (Populated after Case Selection)	JIC-INDIVIDUAL.LAST-NAME JIC-INDIVIDUAL.FIRST_NAME JIC-INDIVIDUAL.MIDDLE-INITIAL JIC-INDIVIDUAL.ALIAS-INDICATOR = Y	
	DOB	Defendant Date of Birth	JIC-INDIVIDUAL.BIRTH-DATE JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	

	Sex	Defendant Sex	JIC-INDIVIDUAL.SEX JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	Race	Defendant Race	JIC-INDIVIDUAL.RACE JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	SBI#	Defendant State Bureau of Investigations Number	JIC-INDIVIDUAL.OFF-SBI-NUM JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	Court	Court Defendant Adjudicated	JIC-CASE-COURT.AGENCY-ID	
	County	County of Record	JIC-CASE-COURT.LOCATION	
	Docket Information			
	Crt	Court of Record	JIC-EVENT-DOCKET. AGENCY-LOC-CALEN	
	Cty	County of Record	JIC-EVENT-DOCKET.AGENCY-LOC-CALEN	
	Event	Event Code	JIC-EVENT-DOCKET.EVENT	
	Action	Action Code for the Event	JIC-EVENT-DOCKET.EVENT-ACTION	
	Date	Action Date	JIC-EVENT-DOCKET.EVENT-SCHEDULED-DATE	
	Ref	Entry Number for the Event on the Docket	JIC-EVENT-DOCKET. DOCKET-REF	
	Short Description	Short Description of the Event	JIC-EVENT-DOCKET.TEXT 1ST LINE OF THE DOCKET TEXT	
	Add By	User Name of person Adding/Updating Docket Event	JIC-EVENT-DOCKET. RECORD-ADD-USER-ID	
	Add Date	Date Docket Event Added	JIC-EVENT-DOCKET. RECORD-ADD-DATE	
	Judge	Presiding Judge	JIC-EVENT-DOCKET.COURT-JUDGE	
	Cost	Code for the Cost/Fee of Event	JIC-EVENT-DOCKET.COST-TYPE	
	Amt	The Amount for the Cost/Fee of Event	JIC-EVENT-DOCKET.COST	
DB-INIT-010	The information returned to the Case Selection drop-down list will be: • Case Number • Defendant Name • Lead Charge • Calendar Sequence Number			

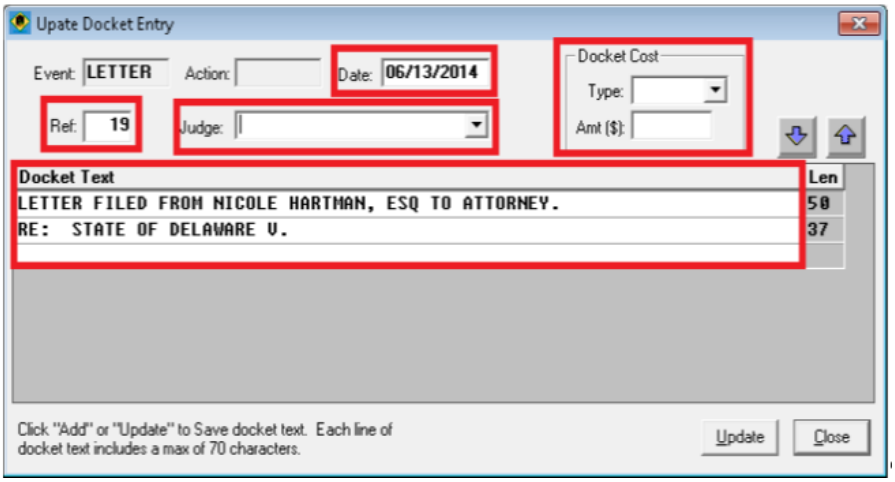
DB-INIT - 011	When the Docket Browse form is initialized, and a case selection is made, either by inputting the information manually, or is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, if the Defendant has any known aliases, the Alias field will be presented, and the user will be able to access the drop-down menu to access all known aliases available in the drop down for the Defendant's name. The Alias List is for informational purposes only. 	

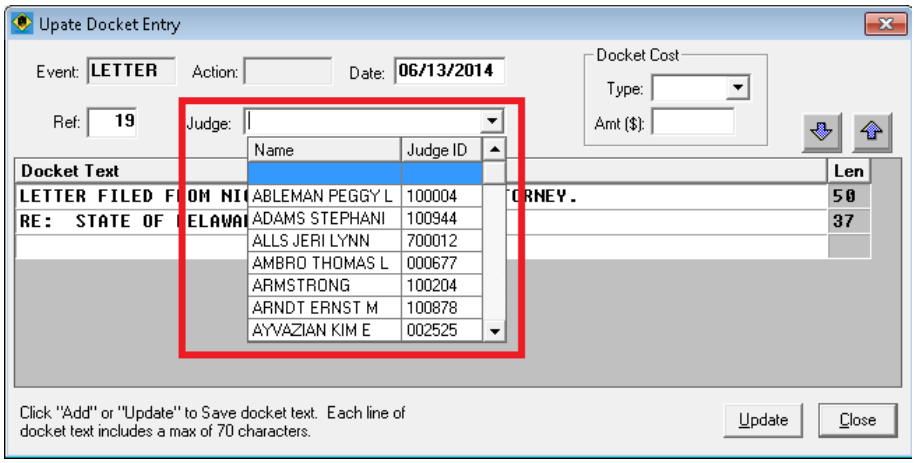
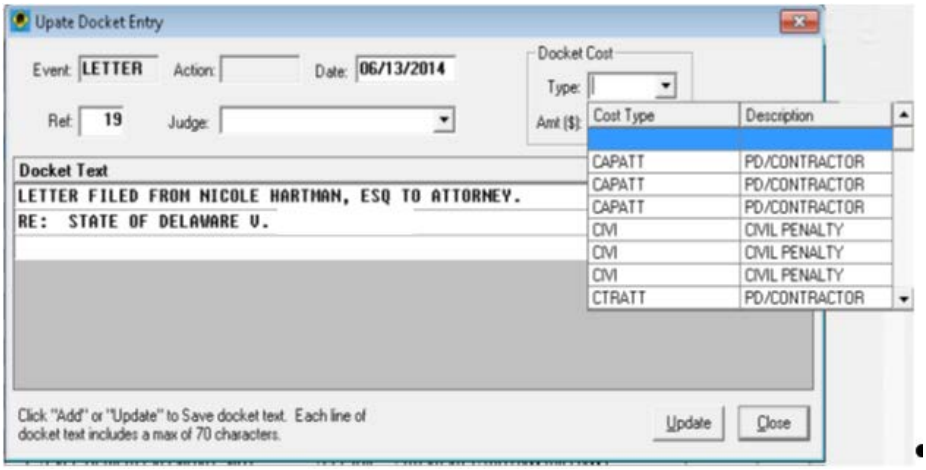
DB-INIT-012	If the user clicks the Looking Glass in the Defendant Information Screen:  the Quick Name Search form populates: 	

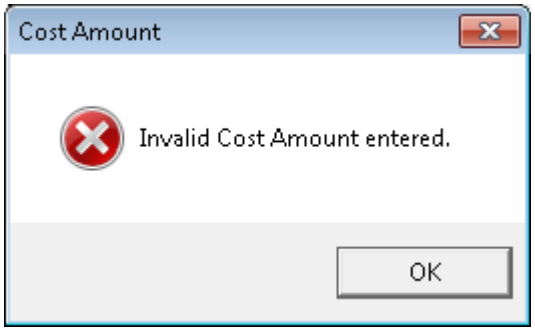
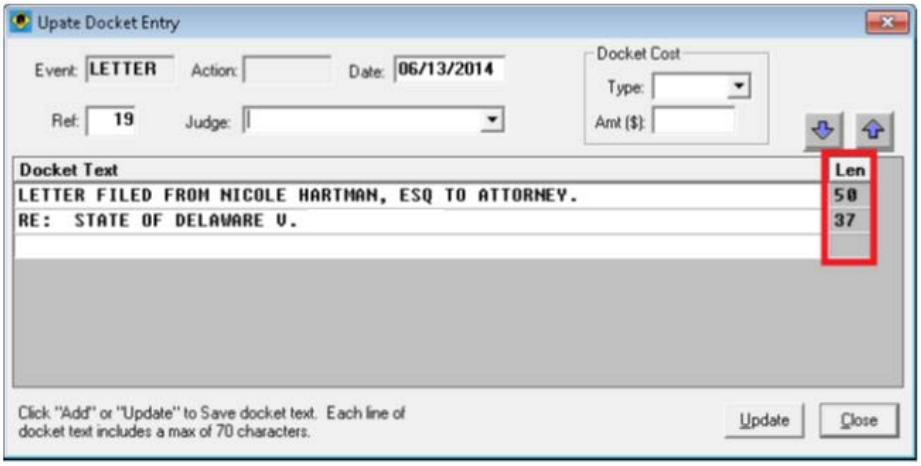
DB-INIT-013	If the user right-clicks in any of the fields in the Defendant Information Screen a message box provides to allow a user the following options: Undo, Cut, Copy, Paste, Delete, Select All, Right to Left Reading order, Show Unicode control characters, Insert Unicode control characters. For all fields in the Defendant Information Screen, only the Right to Left Reading order, the Copy, and the Select All choice is allowed. 	
DB-INIT-014	The form provides an information header listing the number of entries for the Docket (Highest Ref), the Court (Crt), a drop down for the Event for the user to select the Event Number, a text box for user input for a Date to search from, and a Browse Only Button: NEED CLARIFICATION on the purpose of the Browse Button - Must be Determined By Analyzing Program Code During Design / Development 	
DB-INIT-015	Browse Only – Must be Determined By Analyzing Program Code During Design / Development	

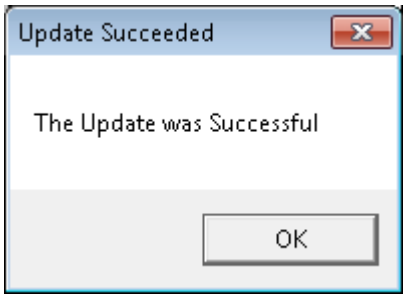
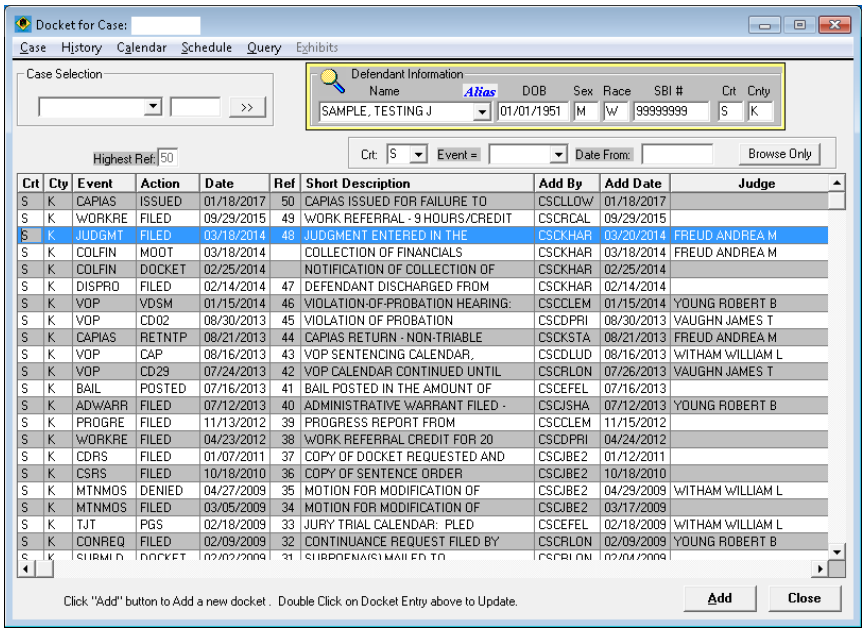
DB-UPDD-000	Double-clicking an on a selected entry in the Docket Browse screen gives the user the ability to initialize the Update Docket Entry screen: 	
DB-UPDD-001	The bottom of the form has a footer containing the message “Click ‘Add’ or ‘Update’ to Save docket text. Each line of docket text includes a max of 70 characters”: 	

	Grid Column Name	Grid Column Description	Table / Field	
	Event	Event Name	JIC-EVENT-DOCKET.EVENT	
	Action	Action Code	JIC-EVENT-DOCKET.EVENT-ACTION	
	Date	Date of Event	JIC-EVENT-DOCKET.EVENT-SCHEDULED-DATE	
	Ref	Entry Number for the Event on the Docket	JIC-EVENT-DOCKET.DOCKET-REF	
	Judge	Presiding Judge	JIC-EVENT-DOCKET.COURT-JUDGE	

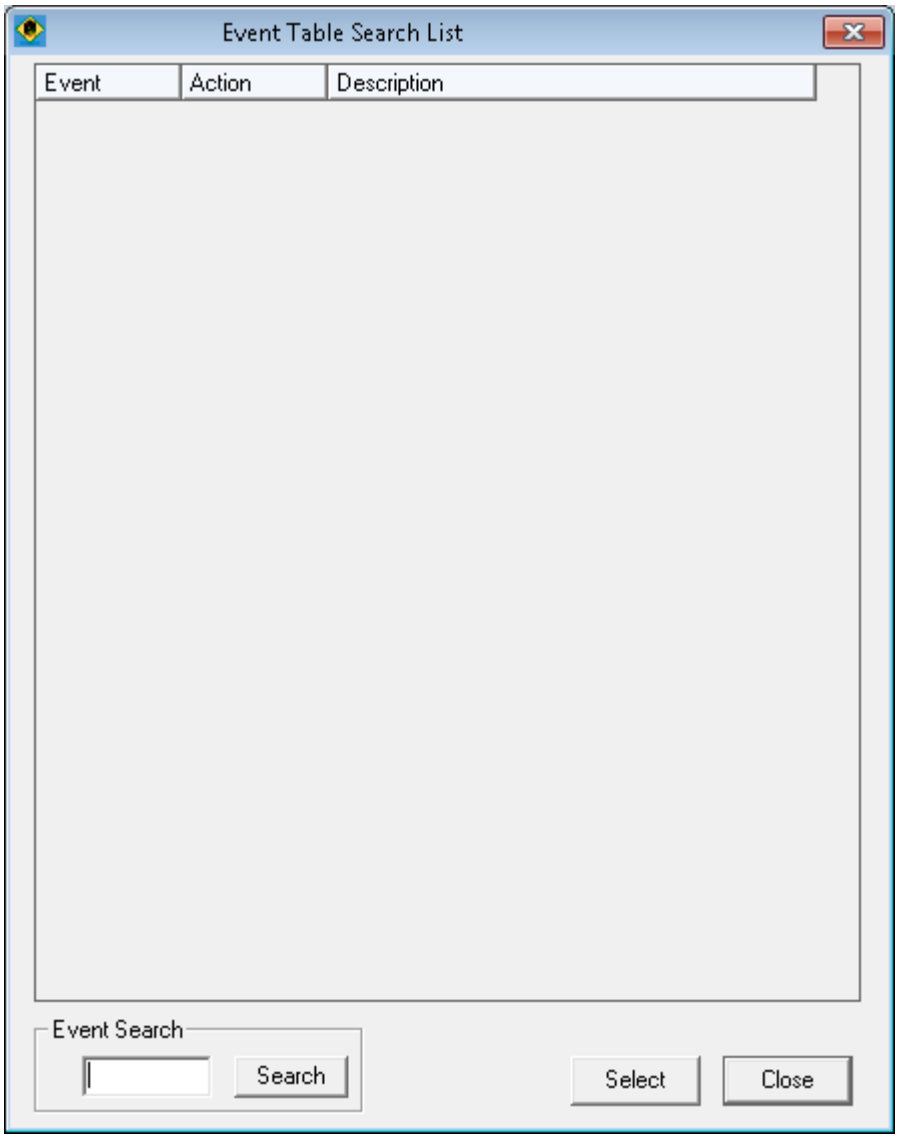
	Docket Text	Text for the Docket Event	JIC-EVENT-DOCKET.TEXT	
	Len	Length of Text for that particular line; 70 characters Max per line	CALCULATED FIELD	
	Docket Cost			
	Type	Type of Docket Cost	JIC-EVENT-DOCKET.COST-TYPE	
	Amt ($)	Dollar Amount Assessed	JIC-EVENT-DOCKET.COST	
DB-UPDD-002	The user has the ability to Update the following fields: • Date • Reference Number • Judge • Docket Costs • Docket Text 			

DB-UPDD-003	The Judge field is a drop down that gives the user the ability to choose a Judge for the update: 	
DB-UPDD-004	The Type field in the Docket Cost Screen is a drop down that gives the user the ability to choose a certain Type of Court Cost Code for the update: 	

DB-UPDD-005	If an improperly formatted amount is entered by the user for the Amt ($) field, an error message is populated: 	
DB-UPDD-006	Docket Text is limited to 70 characters per line. Each line shows the number of characters for the line in the Len field. If the character limit is reached on a line, a new line starts. There is no line wrapping for the text lines. 	
DB-UPDD-007	The Update Button is provided to allow the user to update the Mainframe database with the new information:	

DB-UPDD-008	A message box is populated if the Update is successfully completed: 	
DB-UPDD-009	The close Button will close the Update Docket Entry box.	
DB-ADDD-000	Clicking the Add button in the Docket Browse form initializes the Event Table Search List form: 	

Crt	Cty	Event	Action	Date	Ref	Short Description	Add By	Add Date	Judge
S	K	CAPIAS	ISSUED	01/18/2017	50	CAPIAS ISSUED FOR FAILURE TO	CSCLLOW	01/18/2017	
S	K	WORKRE	FILED	09/29/2015	49	WORK REFERRAL - 9 HOURS/CREDIT	CSCRCAL	09/29/2015	
S	K	JUDGMT	FILED	03/18/2014	48	JUDGMENT ENTERED IN THE	CSCKHAR	03/20/2014	FREUD ANDREA M
S	K	COLFIN	MOOT	03/18/2014		COLLECTION OF FINANCIALS	CSCKHAR	03/18/2014	FREUD ANDREA M
S	K	COLFIN	DOCKET	02/25/2014		NOTIFICATION OF COLLECTION OF	CSCKHAR	02/25/2014	
S	K	DISPRO	FILED	02/14/2014	47	DEFENDANT DISCHARGED FROM	CSCKHAR	02/14/2014	
S	K	VOP	VDSM	01/15/2014	46	VIOLATION-OF-PROBATION HEARING:	CSCCLEM	01/15/2014	YOUNG ROBERT B
S	K	VOP	CD02	08/30/2013	45	VIOLATION OF PROBATION	CSCDPRI	08/30/2013	VAUGHN JAMES T
S	K	CAPIAS	RETNTP	08/21/2013	44	CAPIAS RETURN - NON-TRIABLE	CSCKSTA	08/21/2013	FREUD ANDREA M
S	K	VOP	CAP	08/16/2013	43	VOP SENTENCING CALENDAR,	CSCDLUD	08/16/2013	WITHAM WILLIAM L
S	K	VOP	CD29	07/24/2013	42	VOP CALENDAR CONTINUED UNTIL	CSCRLON	07/26/2013	VAUGHN JAMES T
S	K	BAIL	POSTED	07/16/2013	41	BAIL POSTED IN THE AMOUNT OF	CSCEFEL	07/16/2013	
S	K	ADWARR	FILED	07/12/2013	40	ADMINISTRATIVE WARRANT FILED -	CSCJSHA	07/12/2013	YOUNG ROBERT B
S	K	PROGRE	FILED	11/13/2012	39	PROGRESS REPORT FROM	CSCCLEM	11/15/2012	
S	K	WORKRE	FILED	04/23/2012	38	WORK REFERRAL CREDIT FOR 20	CSCDPRI	04/24/2012	
S	K	CDRS	FILED	01/07/2011	37	COPY OF DOCKET REQUESTED AND	CSCJBE2	01/12/2011	
S	K	CSRS	FILED	10/18/2010	36	COPY OF SENTENCE ORDER	CSCJBE2	10/18/2010	
S	K	MTNMOS	DENIED	04/27/2009	35	MOTION FOR MODIFICATION OF	CSCJBE2	04/29/2009	WITHAM WILLIAM L
S	K	MTNMOS	FILED	03/05/2009	34	MOTION FOR MODIFICATION OF	CSCJBE2	03/17/2009	
S	K	TJT	PGS	02/18/2009	33	JURY TRIAL CALENDAR: PLED	CSCEFEL	02/18/2009	WITHAM WILLIAM L
S	K	CONREQ	FILED	02/09/2009	32	CONTINUANCE REQUEST FILED BY	CSCRLON	02/09/2009	YOUNG ROBERT B
S	K	SUBMLD	DOCKET	02/02/2009	31	SUBPOENA(S) MAILED TO	CSCRLON	02/04/2009	

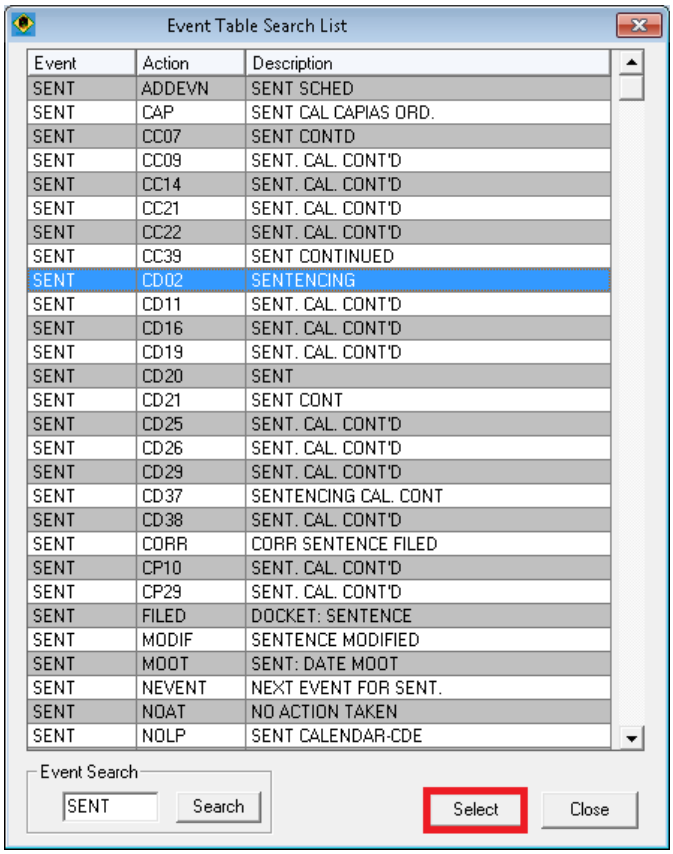
DB-ADDD-001	The form initializes as a blank form:  	

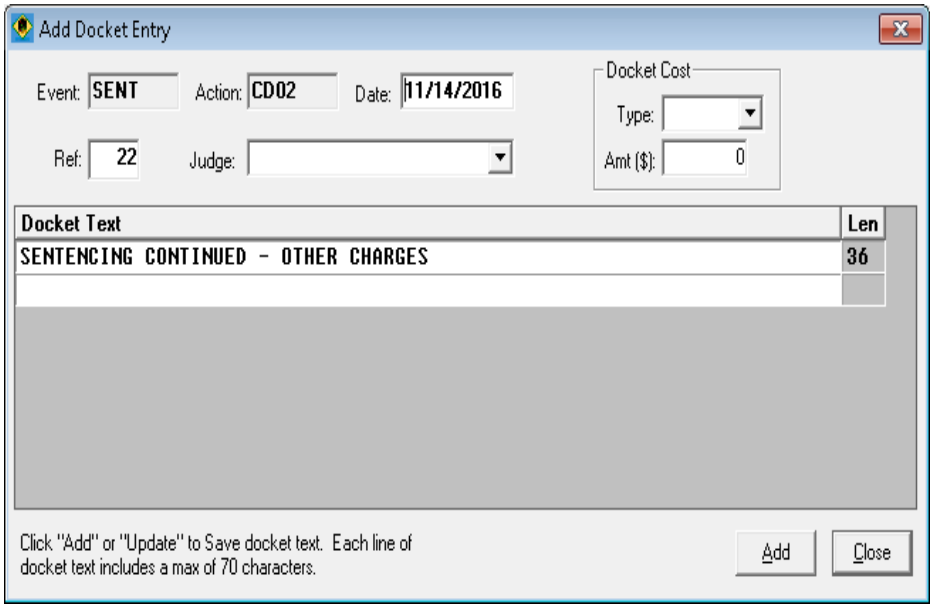
DB-ADDD-002

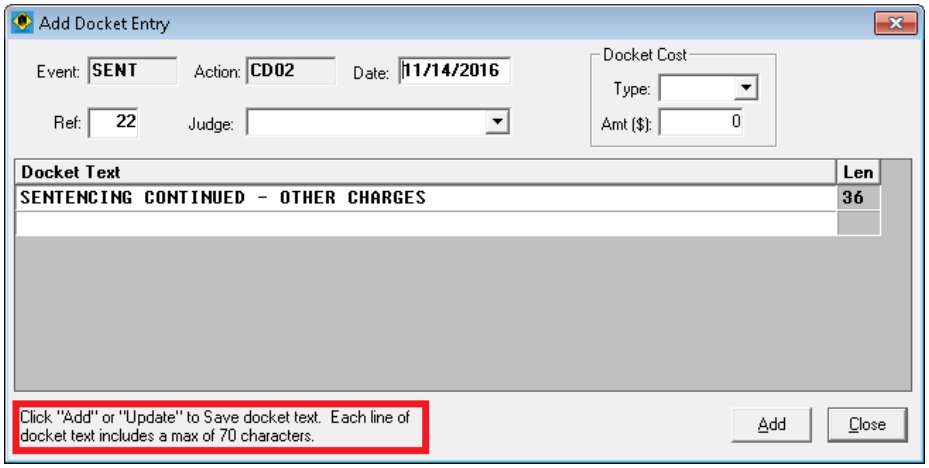
A search phrase must be entered in the text box and the Search button clicked to present data to the form:

	Grid Column Name	Grid Column Description	Table / Field	
	Event	Event Name	ASOP.MDB – EVETAB TABLE – EVENT COLUMN	
	Action	Action Code for the Event	ASOP.MDB – EVETAB TABLE – ACTION COLUMN	
	Description	Event Description	ASOP.MDB – EVETAB TABLE – SHORT_NAME	

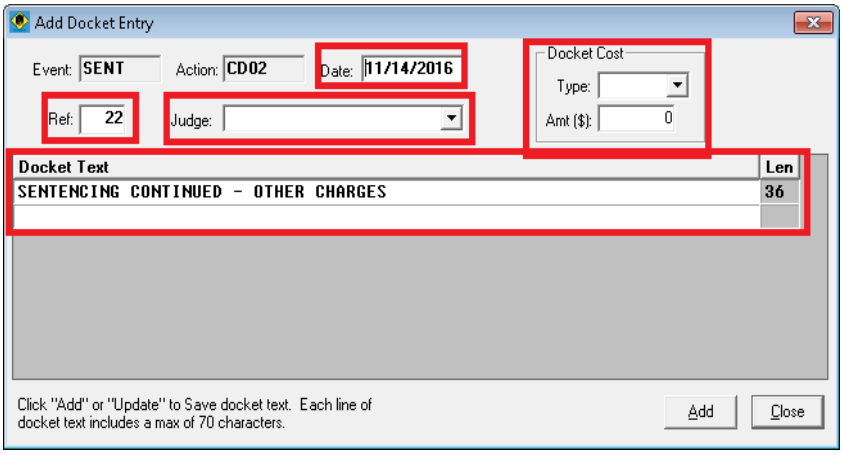
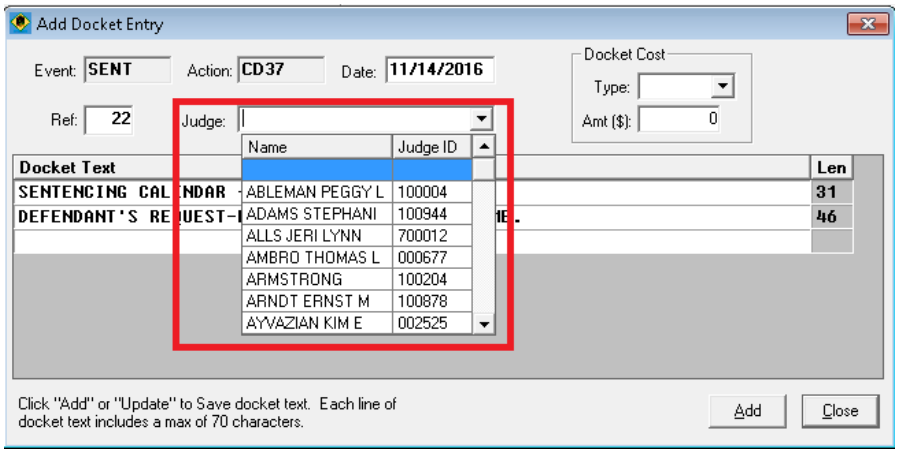
DB-ADDD-003	When an Event is highlighted, and the Select Button is clicked by the user, the Add Docket Entry form is populated with the Event information, allowing the user to update any necessary fields:	

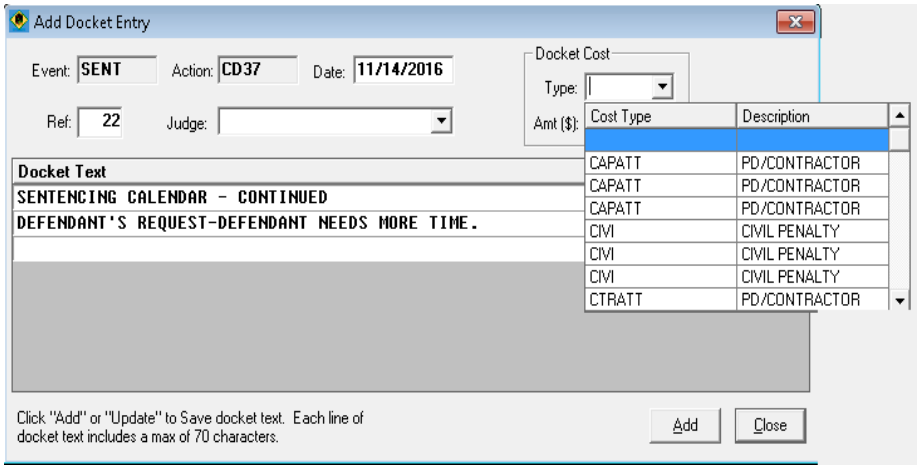
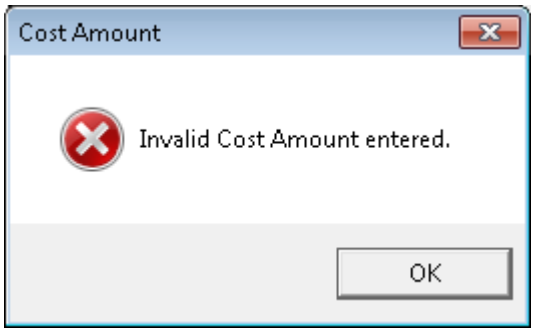


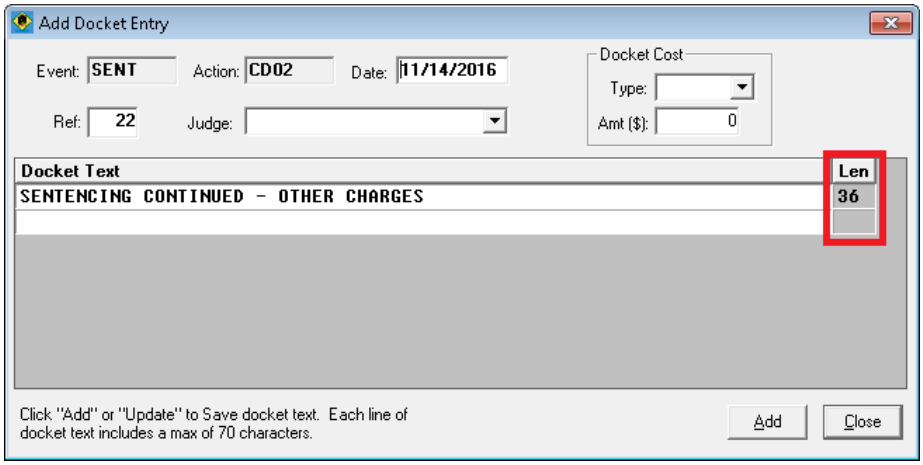
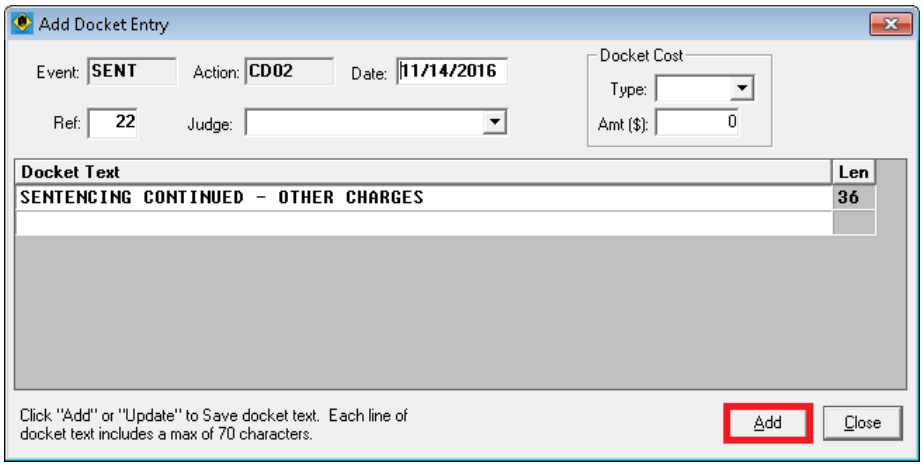


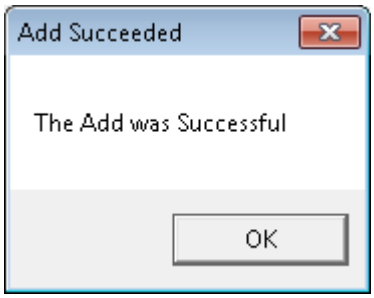
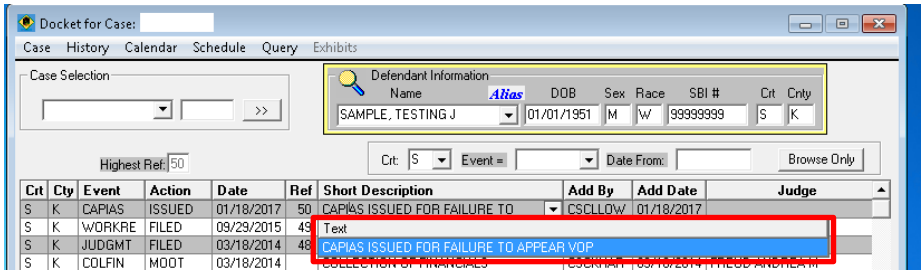
DB-ADDD-004	The bottom of the form has a footer containing the message “Click ‘Add’ or ‘Update’ to Save docket text. Each line of docket text includes a max of 70 characters”: 	

	Grid Column Name	Grid Column Description	Table / Field	
	Event	Event Name	JIC-EVENT-DOCKET.EVENT	
	Action	Action Code	JIC-EVENT-DOCKET.EVENT-ACTION	
	Date	Date of Event	JIC-EVENT-DOCKET.EVENT-SCHEDULED-DATE	
	Ref	Entry Number for the Event on the Docket	JIC-EVENT-DOCKET.DOCKET-REF	
	Judge	Presiding Judge	JIC-EVENT-DOCKET.COURT-JUDGE	
	Docket Text	Text for the Docket Event	JIC-EVENT-DOCKET.TEXT	
	Len	Length of Text for that particular line; 70 characters Max per line	CALCULATED FIELD	
	Docket Cost			
	Type	Type of Docket Cost	JIC-EVENT-DOCKET.COST-TYPE	
	Amt ($)	Dollar Amount Assessed	JIC-EVENT-DOCKET.COST	

DB-ADDD-005	The user has the ability to Add the following fields: • Date • Reference Number • Judge • Docket Costs • Docket Text 	
DB-ADDD-006	Reference Number is automatically filled to the next highest number for the Docket.	
DB-ADDD-007	The Judge field is a drop down that gives the user the ability to choose a Judge for the update: 	

DB-ADDD-008	The Type field in the Docket Cost Screen is a drop down that gives the user the ability to choose a certain Type of Court Cost Code for the update: 	
DB-ADDD-009	If an improperly formatted amount is entered by the user for the Amt ($) field, an error message is populated: 	

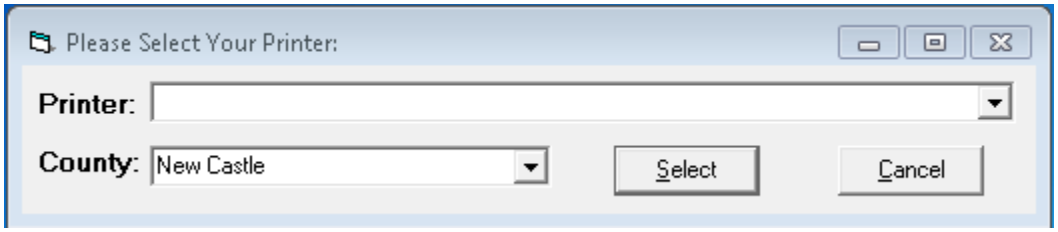
DB-ADDD-010	Docket Text is limited to 70 characters per line. Each line shows the number of characters for the line in the Len field. If the character limit is reached on a line, a new line starts. There is no text wrapping for the text field. 	
DB-ADDD-011	The Add Button is provided to allow the user to update the Mainframe database with the new information: 	

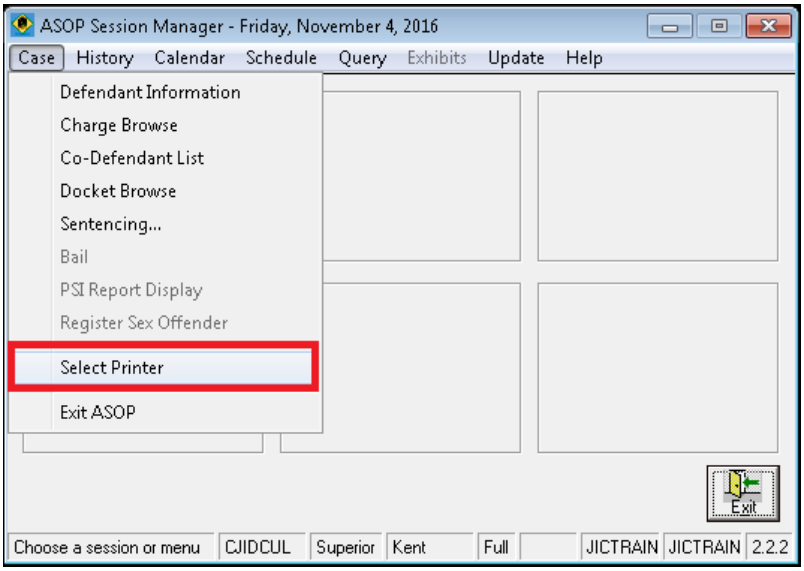
DB-ADDD-012	A message box is populated if the Update is successfully completed: 	
DB-ADDD-013	The close Button will close the Add Docket Entry box.	
DB-DESC-000	The Short Description field for the Docket Browse form provides a drop down to give the user the ability to see all the text for the Event selected: 	
DB-INIT-015	The close Button on the Docket Browse form will close the box form.	

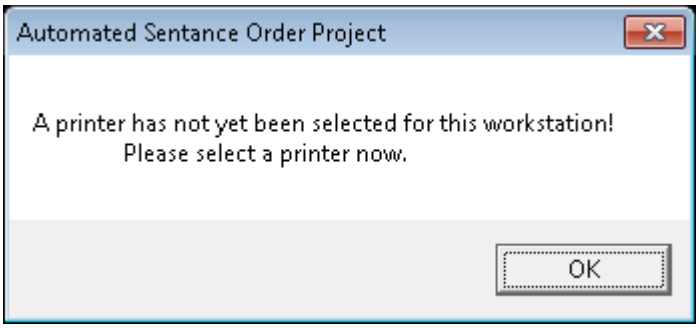
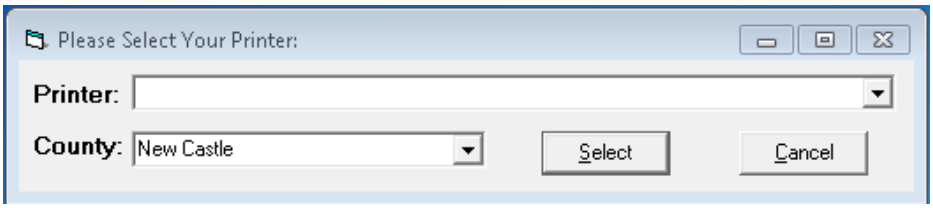
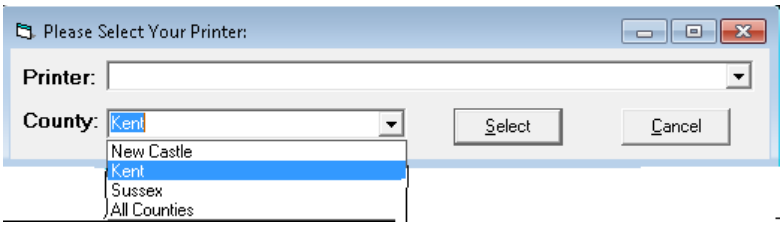
3.2.6 Select Printer

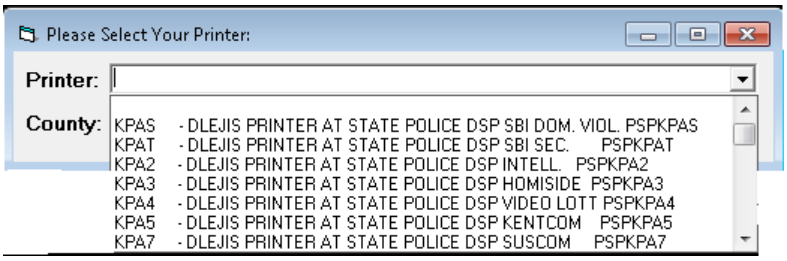
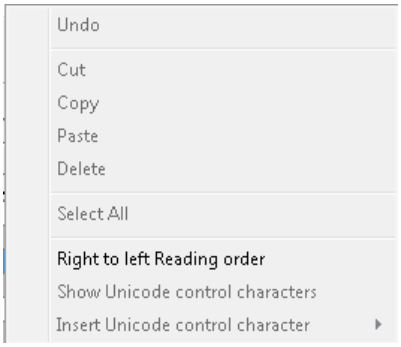
The Select Printer Form is used to:

- Provide a means for a user to select the necessary printer for use with their ASOP session



Functional Requirement Number	Description	Reference Number
SP-INIT-000	Select Printer form should be initialized by clicking on the **Select Printer** menu option from the Case option on the ASOP Session Manager Form. 	

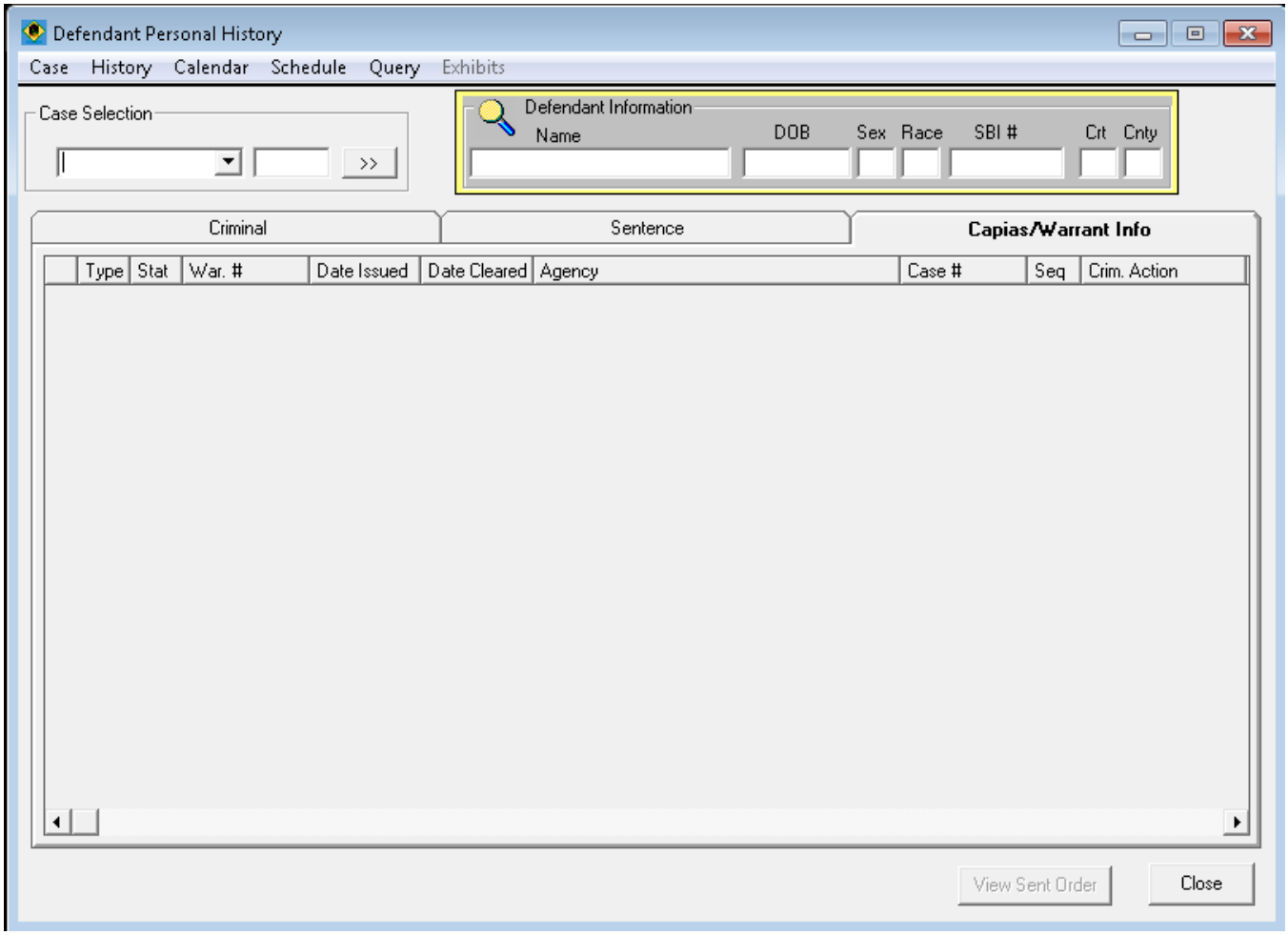
SP-INIT-001	When logging into the ASOP Session Manager, if there is no printer setup for the user in the printer configuration file, a message will indicate the need for configuring a printer:  The Select Printer form will be populated after clicking OK:  	
SP-INIT-002	The user is provided with a Country drop down box to select which county the user is located. There is a selection for All Counties, which lists all the printers in the printer configuration file. The field is initially filled based on the user configuration, and the field needs to be filled to select a printer.  The best method for determining the list of printers will be part of the design phase.	

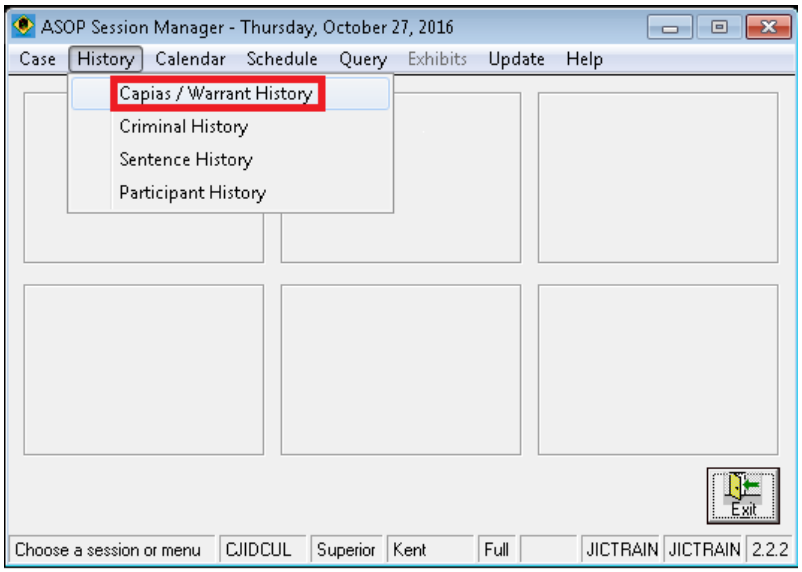
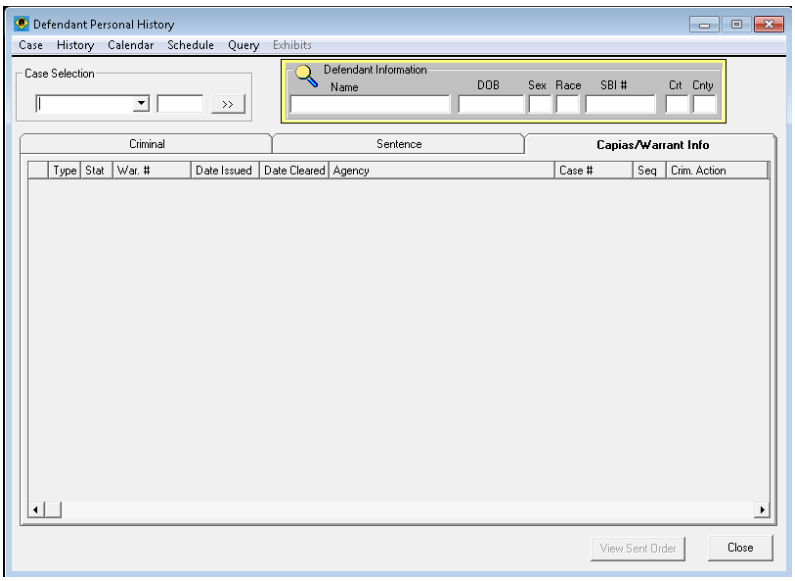
SP-INIT-003	The user is provided with a Printer drop down to allow the user to select a printer from the printer configuration file. The list is to be filtered for the choice in the County drop down box. The list is sorted alphabetically.  The user will have the ability to type in the name of the printer, if known. • The Select Printer option should allow for ALL mainframe printers to be entered. THE CURRENT PRINTER SELECTION ONLY ALLOWS FOR THE SELECTION OF PRINTER THAT BEGIN WITH THE LETTERS "KP". NO "KQ" PRINTERS CAN BE SELECTED. This program fix description is contained in the 3.2.19 section of this requirements document that lists requested fixes.	
SP-INIT-004	The user will have the ability to select the Select button, which will select the printer the user highlights. The Cancel Button will close the box form.	
SP-INIT-005	Right-clicking in either of the fields in the Select Printer Screen provides a message box to allow a user the following options: Undo, Cut, Copy, Paste, Delete, Select All, Right to Left Reading order, Show Unicode control characters, Insert Unicode control characters. For all fields in the Select Printer Screen, only the Right to Left Reading order, the Copy, and the Select All choice is allowed.  	

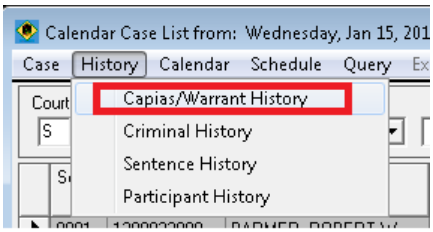
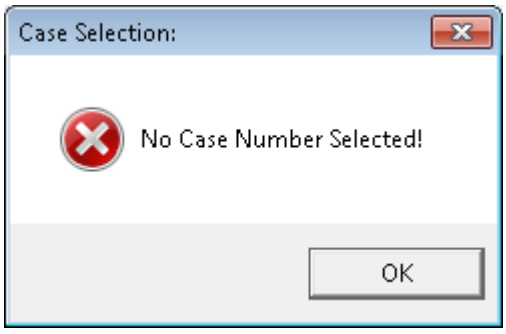
3.2.7 Defendant Personal History – Overall

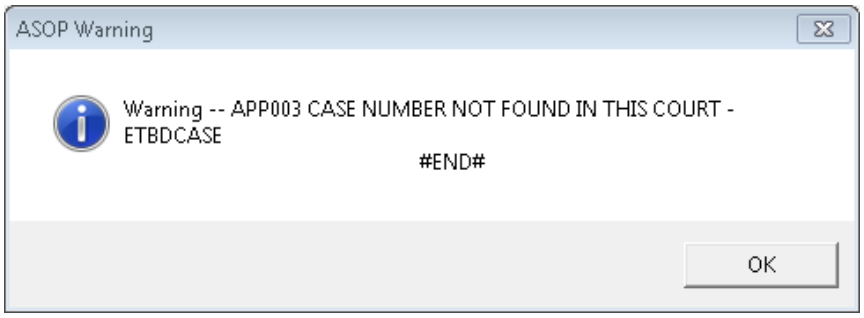
The DEFENDANT PERSONAL HISTORY Form is used to:

- **Display Any Capias/Warrant History for a selected Defendant**
- **Display Any Criminal History for a selected Defendant**
- **Display Any Sentencing History for a selected Defendant**



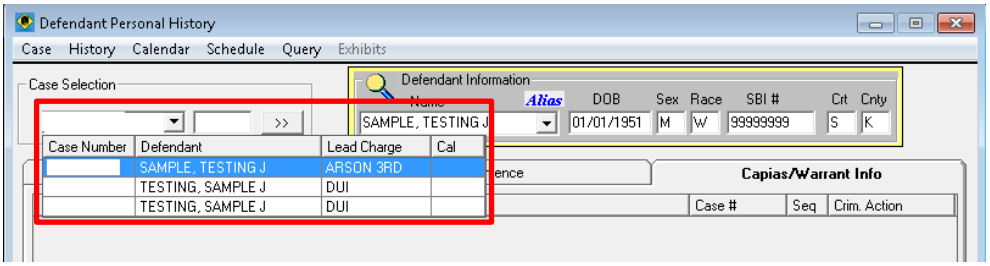
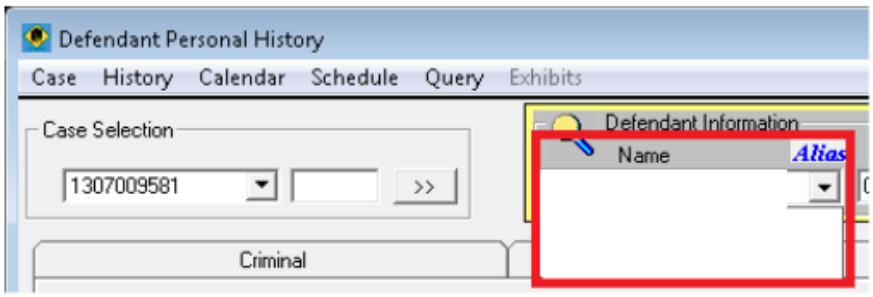
Functional Requirement Number	Description	Reference Number
CW-INIT-000	The Capias/Warrant History form should be initialized by clicking on the **Capias/Warrant History** menu option from the History option on the ASOP Session Manager Form 	
CW-INIT-001	The Capias/Warrant History form will be displayed with no specific Case selected, with the following parts: • Defendant Information • Case Selection • Defendant Capias/Warrant History Information 	

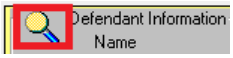
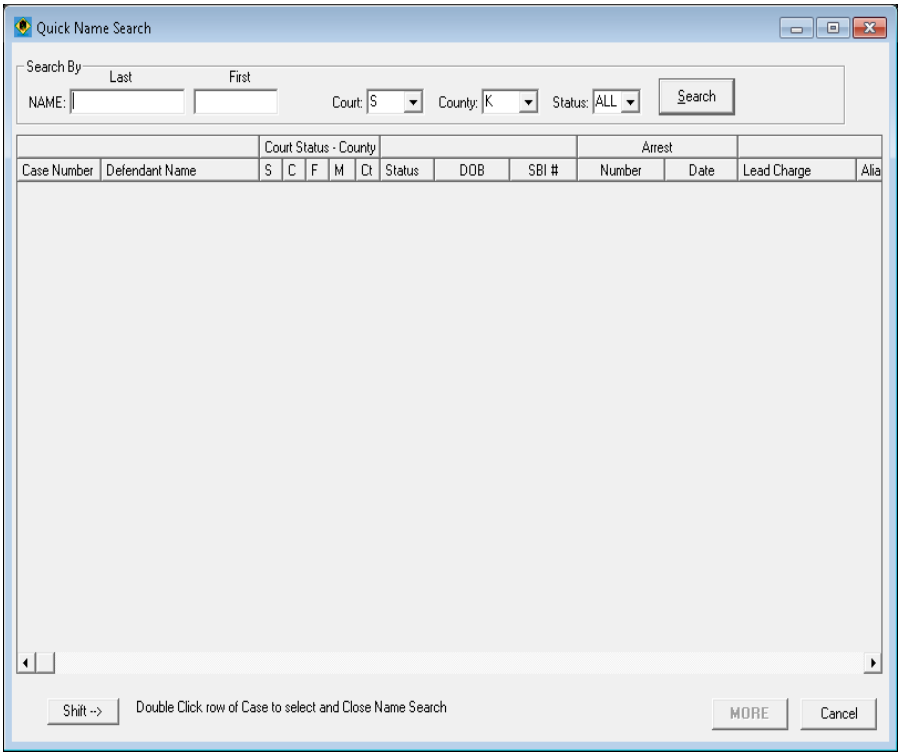
CW-INIT-002	A user must have the ability to enter a case number manually by inputting the information, or by accessing the form from the Calendar Case List or the Calendar Event / Charge Disposition Form. If entered manually, the user can retrieve the form data by hitting ENTER, or by clicking the double right angle bracket Button provided. The box to the right of the Case Selection is the sequence number for the Case: If the form is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, the form will populate the data completely: 	
CW-INIT-003	If the Form is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, the Calendar Case Sequence Number field will automatically be filled.	
CW-INIT-004	The user will have the ability to access the form from any other form after a case selection is made, and the form will populate the data completely.	
CW-INIT-005	If no Case Selection is made prior to trying to access the form from another form, an error message will appear prior to form initialization: 	

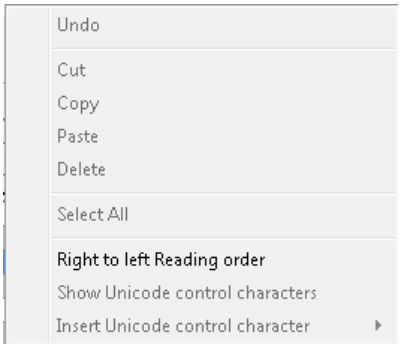
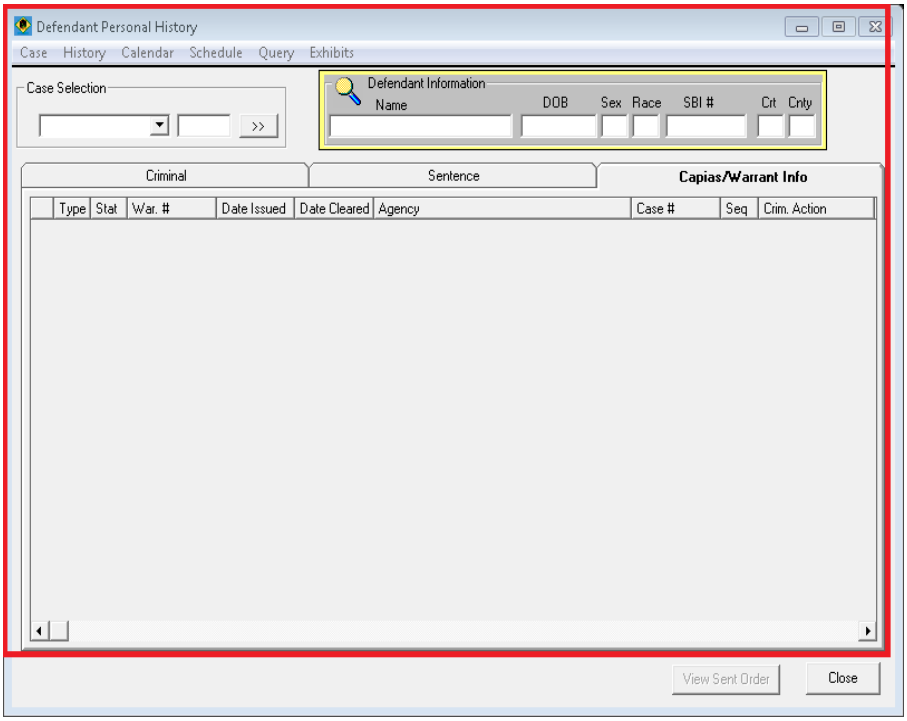
CW-INIT-006	If an incorrect case number is manually inputted, and the Enter key or the double right angle bracket Button clicked, the following error message must appear: 	
CW-INIT-007	The user must have the ability to ***automatically retrieve*** all of the Defendant Information, Case Status, and Case/Warrant Info after a valid Case Selection is entered at form initialization. The information to be retrieved at form initiation to populate the search grid:	

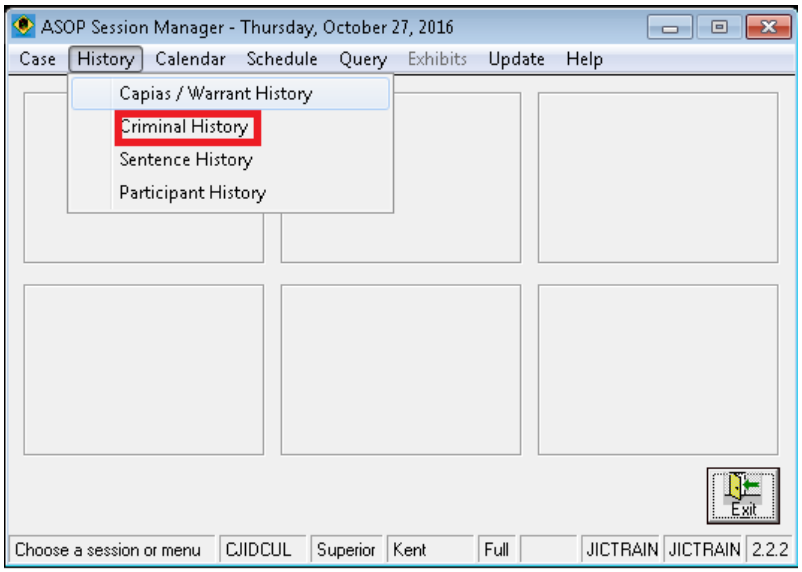
	Grid Column Name	Grid Column Description	Table / Field	
	Defendant Information			
	Name	Defendant Name	JIC-INDIVIDUAL.LAST-NAME JIC-INDIVIDUAL.FIRST_NAME JIC-INDIVIDUAL.MIDDLE-INITIAL JIC-INDIVIDUAL.ALIAS-INDICATOR = BLANK	
	Alias	List of Aliases for the Defendant (Populated after Case Selection)	JIC-INDIVIDUAL.LAST-NAME JIC-INDIVIDUAL.FIRST_NAME JIC-INDIVIDUAL.MIDDLE-INITIAL JIC-INDIVIDUAL.ALIAS-INDICATOR = Y	
	DOB	Defendant Date of Birth	JIC-INDIVIDUAL.BIRTH-DATE JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	Sex	Defendant Sex	JIC-INDIVIDUAL.SEX JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	Race	Defendant Race	JIC-INDIVIDUAL.RACE JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	SBI#	Defendant State Bureau of Investigations Number	JIC-INDIVIDUAL.OFF-SBI-NUM JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	

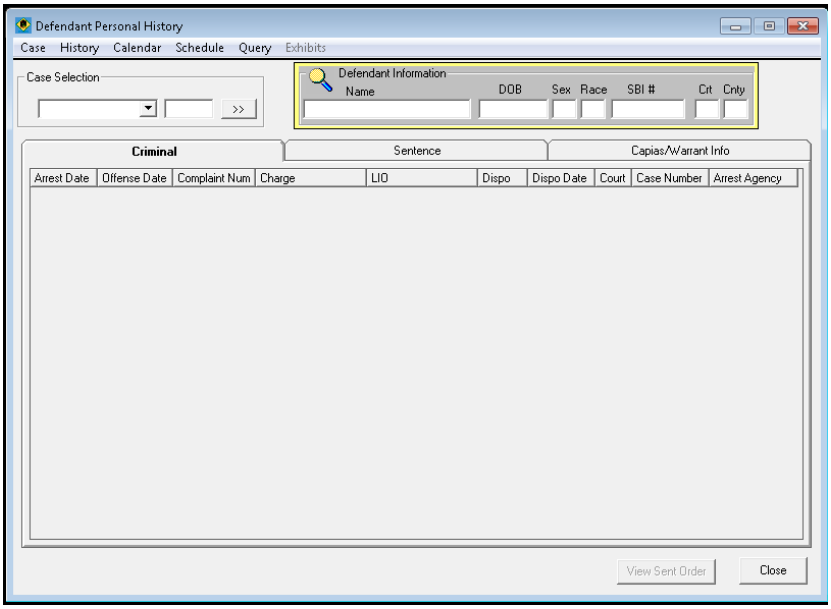
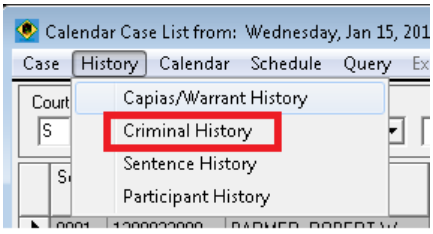
	Court	Court Defendant Adjudicated	JIC-CASE-COURT.AGENCY-ID	
	County	County of Record	JIC-CASE-COURT.LOCATION	
	Capias / Warrant Information			
	Type	Type of Warrant	CJIS-WANTED-PERSON.WARRANT-TYPE	
	Status	Status of Warrant	CJIS-WANTED-PERSON.WARRANT.WARRANT-STATUS	
	Warrant #	Warrant Number	CJIS-WANTED-PERSON.WARRANT-NUMBER	
	Date Issued	Date Warrant Issued	CJIS-WANTED-PERSON.ISSUE-DATE	
	Date Cleared	Date Warrant Cleared	CJIS-WANTED-PERSON.CLEAR-DATE	
	Agency	Agency Issuing Warrant	CJIS-WANTED-PERSON.WARRANT-AGENCY	
	Case #	Case Number	CJIS-WANTED-PERSON.CURRENT-CASE	
	Seq	Sequence of the Case	MUST BE DETERMINED BY ANALYZING PROGRAM CODE DURING DESIGN / DEVELOPMENT	
	Crim. Action	Criminal Action number: The Superior Court identification number for the charge	MUST BE DETERMINED BY ANALYZING PROGRAM CODE DURING DESIGN / DEVELOPMENT	
	Charge	The charge associated to the Capias or Warrant	MUST BE DETERMINED BY ANALYZING PROGRAM CODE DURING DESIGN / DEVELOPMENT	
	Reason	Reason the Capias or Warrant was issued.	MUST BE DETERMINED BY ANALYZING PROGRAM CODE DURING DESIGN / DEVELOPMENT	

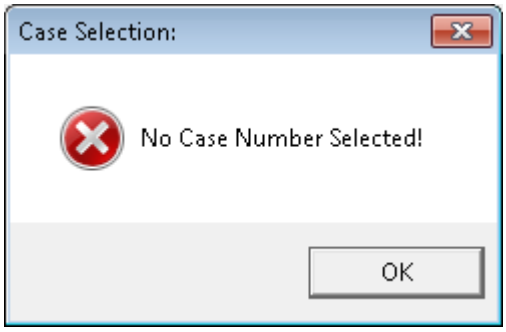
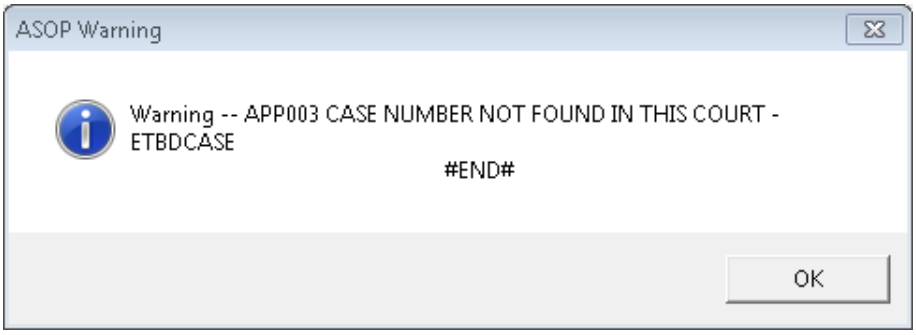
CW-CCL-000	If the Capias/Warrant History form is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, all cases on the Calendar Case List will be returned to the "Case Selection" grid dropdown list when the drop-down list is accessed. The information returned to the Case Selection drop-down list will be: • Case Number • Defendant Name • Lead Charge • Calendar Sequence Number  The user will have the ability to select any of the cases loaded into the dropdown list control.	
CW-CCL-001	When the Capias/Warrant History form is initialized, and a case selection is made, either by inputting the information manually, or is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, if the Defendant has any known aliases, the Alias field will be presented, and the user will be able to access the drop-down menu to access all known aliases available in the drop down for the Defendant's name. The Alias List is for informational purposes only. 	

CW-CCL-002	If the user clicks the Looking Glass in the Defendant Information Screen:  the Quick Name Search form populates:  	

CW-INIT-008	If the user right-clicks in any of the fields in the Defendant Information Screen a message box provides to allow a user the following options: Undo, Cut, Copy, Paste, Delete, Select All, Right to Left Reading order, Show Unicode control characters, Insert Unicode control characters. For all fields in the Defendant Information Screen, only the Right to Left Reading order, the Copy, and the Select All choice is allowed. 	
CW-INIT-009	The Capias/Warrant History List tab provides for a scroll bar on the bottom of the data field to allow the user to move the Capias/Warrant History Info screen to the right and to the left: 	
CW-INIT-010	The close Button on the Capias/Warrant History form will close the box form.	

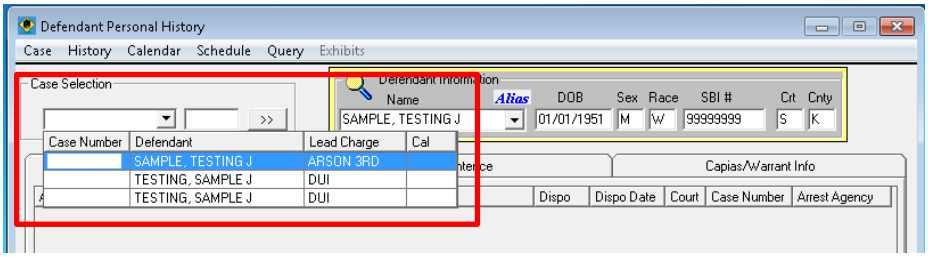
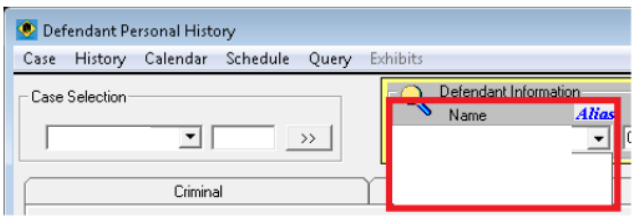
Functional Requirement Number	Description	Reference Number
CH-INIT-000	The Criminal History form should be initialized by clicking on the **Criminal History** menu option from the History option on the ASOP Session Manager Form 	

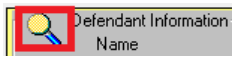
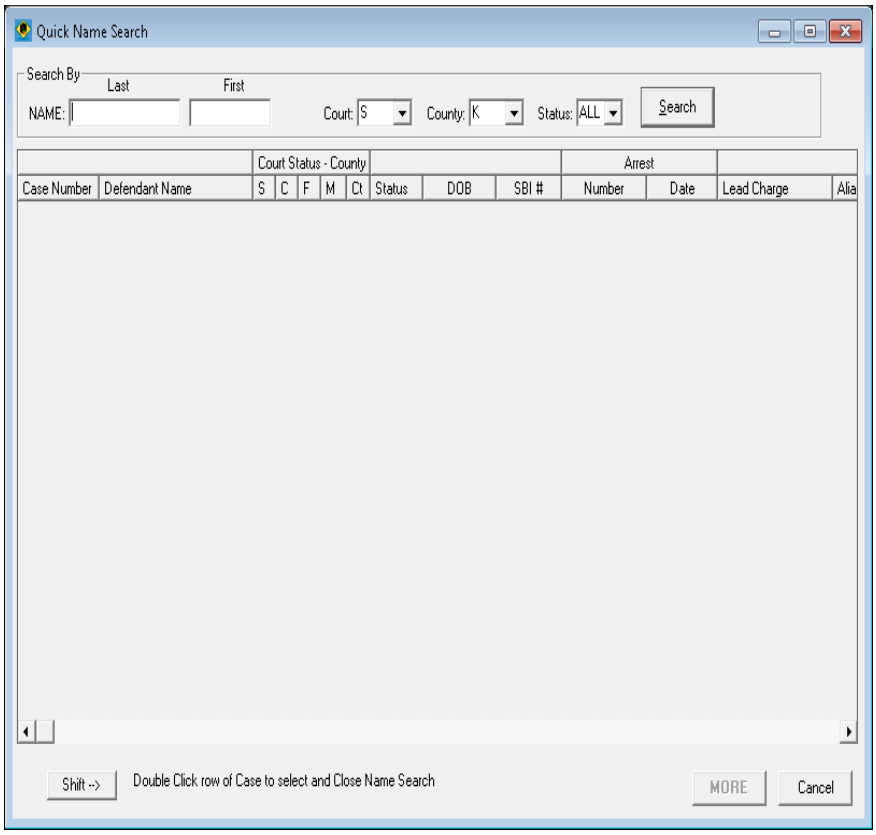
CH-INIT-001	The Criminal History form will be displayed with no specific Case selected, with the following parts: • Defendant Information • Case Selection • Defendant Criminal History Information 	
CH-INIT-002	A user must have the ability to enter a case number manually by inputting the information, or by accessing the form from the Calendar Case List or the Calendar Event / Charge Disposition Form. If entered manually, the user can retrieve the form data by hitting ENTER, or by clicking the double right angle bracket button provided. The box to the right of the Case Selection is the sequence number for the Case: If the form is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, the form will populate the data completely: 	

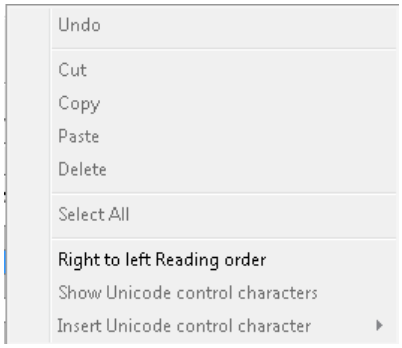
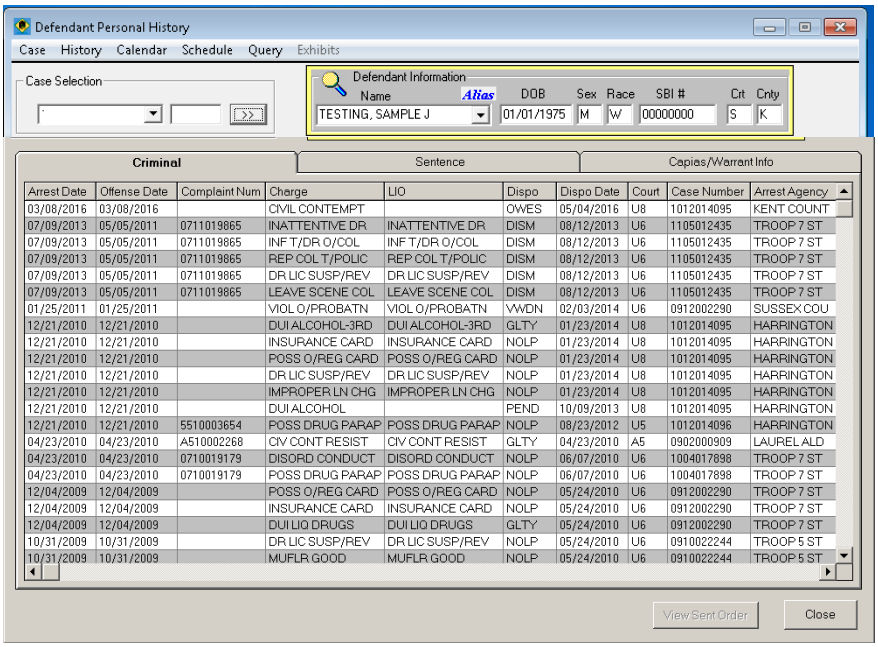
CH-INIT-003	If the Form is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, the Calendar Case Sequence Number field will automatically be filled.	
CH-INIT-004	The user will have the ability to access the form from any other form after a case selection is made, and the form will populate the data completely.	
CH-INIT-005	If no Case Selection is made prior to trying to access the form from another form, an error message will appear prior to form initialization: 	
CH-INIT-006	If an incorrect case number is manually inputted, and the Enter key or the double right angle bracket button clicked, the following error message must appear: 	
CH-INIT-007	The user must have the ability to ***automatically retrieve*** all of the Defendant Information, Case Status, and Criminal History Info after a valid Case Selection is entered at form initialization. The information to be retrieved at form initiation to populate the search grid:	

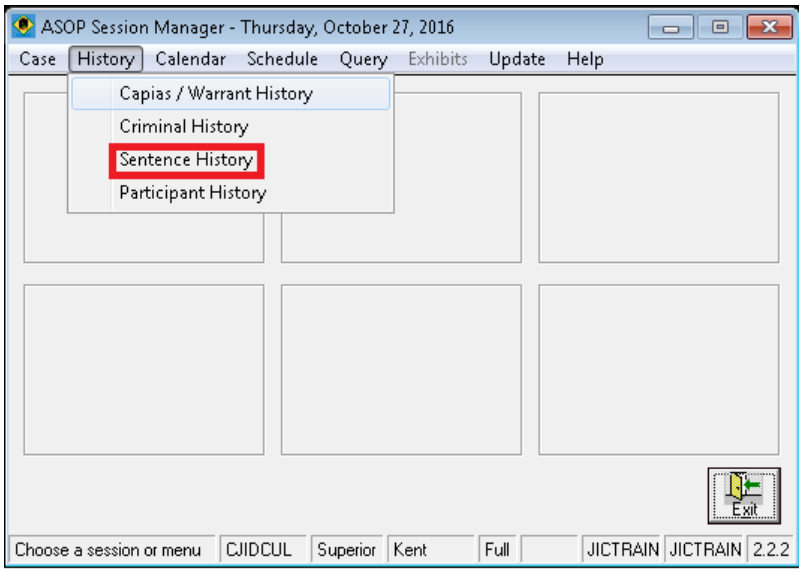
	Grid Column Name	Grid Column Description	Table / Field	
	Defendant Information			

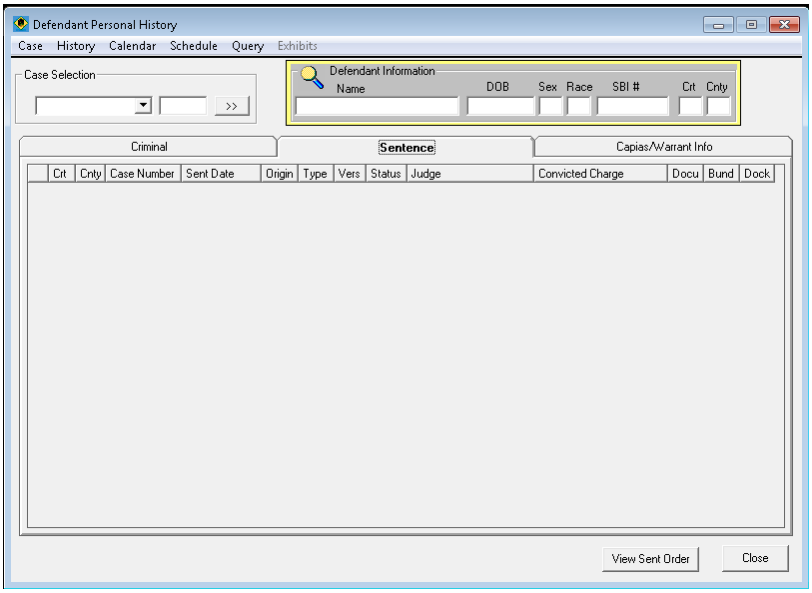
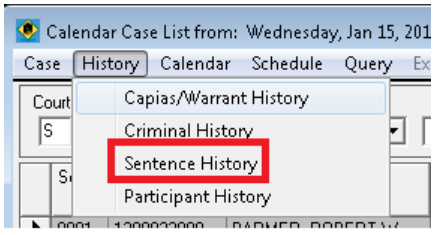
	Name	Defendant Name	JIC-INDIVIDUAL.LAST-NAME JIC-INDIVIDUAL.FIRST_NAME JIC-INDIVIDUAL.MIDDLE-INITIAL JIC-INDIVIDUAL.ALIAS-INDICATOR = BLANK	
	Alias	List of Aliases for the Defendant (Populated after Case Selection)	JIC-INDIVIDUAL.LAST-NAME JIC-INDIVIDUAL.FIRST_NAME JIC-INDIVIDUAL.MIDDLE-INITIAL JIC-INDIVIDUAL.ALIAS-INDICATOR = Y	
	DOB	Defendant Date of Birth	JIC-INDIVIDUAL.BIRTH-DATE JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	Sex	Defendant Sex	JIC-INDIVIDUAL.SEX JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	Race	Defendant Race	JIC-INDIVIDUAL.RACE JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	SBI#	Defendant State Bureau of Investigations Number	JIC-INDIVIDUAL.OFF-SBI-NUM JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	Court	Court Defendant Adjudicated	JIC-CASE-COURT.AGENCY-ID	
	County	County of Record	JIC-CASE-COURT.LOCATION	
	Criminal History Information			
	Arrest Date	Date of Arrest	MUST BE DETERMINED BY ANALYZING PROGRAM CODE DURING DESIGN / DEVELOPMENT	
	Offense Date	Date of Offense	MUST BE DETERMINED BY ANALYZING PROGRAM CODE DURING DESIGN / DEVELOPMENT	
	Complaint Number	Complaint Number for Offense	MUST BE DETERMINED BY ANALYZING PROGRAM CODE DURING DESIGN / DEVELOPMENT	
	LIO	Any Lesser Included Offense for the Complaint	MUST BE DETERMINED BY ANALYZING PROGRAM CODE DURING DESIGN / DEVELOPMENT	
	Dispo	Disposition of the Complaint	MUST BE DETERMINED BY ANALYZING PROGRAM CODE DURING DESIGN / DEVELOPMENT	

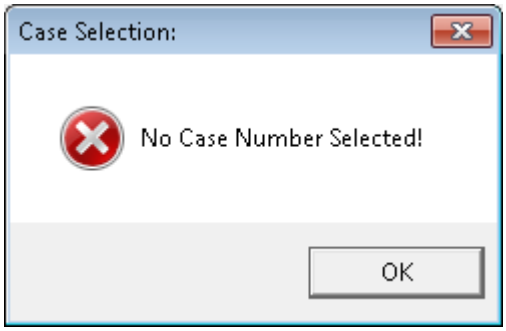
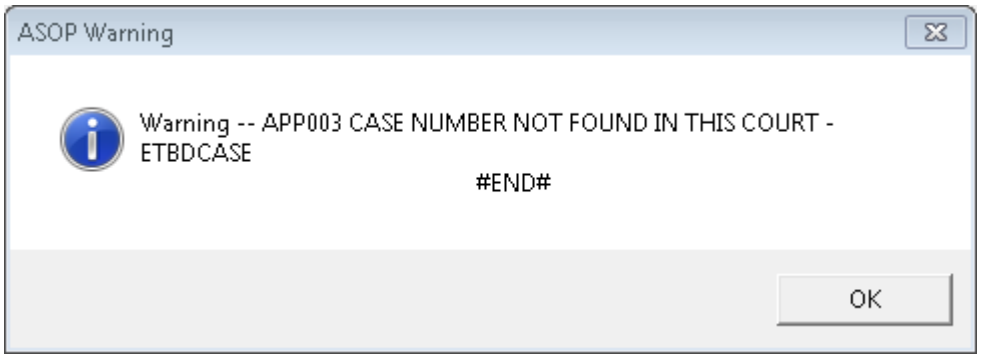
	Dispo Date	Date of Disposition of the Complaint	MUST BE DETERMINED BY ANALYZING PROGRAM CODE DURING DESIGN / DEVELOPMENT	
	Case Number	Case Number for Event	MUST BE DETERMINED BY ANALYZING PROGRAM CODE DURING DESIGN / DEVELOPMENT	
	Arrest Agency	Arresting Agency	MUST BE DETERMINED BY ANALYZING PROGRAM CODE DURING DESIGN / DEVELOPMENT	
CH-CCL-000	If Criminal History form is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, all cases on the Calendar Case List will be returned to the "Case Selection" grid dropdown list when the drop-down list is accessed.  The user will have the ability to select any of the cases loaded into the dropdown list control.			
CH-CCL-001	When the Criminal History form is initialized, and a case selection is made, either by inputting the information manually, or is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, if the Defendant has any known aliases, the Alias field will be presented, and the user will be able to access the drop-down menu to access all known aliases available in the drop down for the Defendant's name. The Alias List is for informational purposes only.  			

CH-CCL-002	If the user clicks the Looking Glass in the Defendant Information Screen:  the Quick Name Search form populates: 	

CH-INIT-008	If the user right-clicks in any of the fields in the Defendant Information Screen a message box provides to allow a user the following options: Undo, Cut, Copy, Paste, Delete, Select All, Right to Left Reading order, Show Unicode control characters, Insert Unicode control characters. For all fields in the Defendant Information Screen, only the Right to Left Reading order, the Copy, and the Select All choice is allowed. 	
CH-INIT-009	The Criminal History grid will be populated with the Criminal History data for the defendant associated with the entered Case Number. 	
CH-INIT-010	The close button on the Criminal History form will close the box form.	

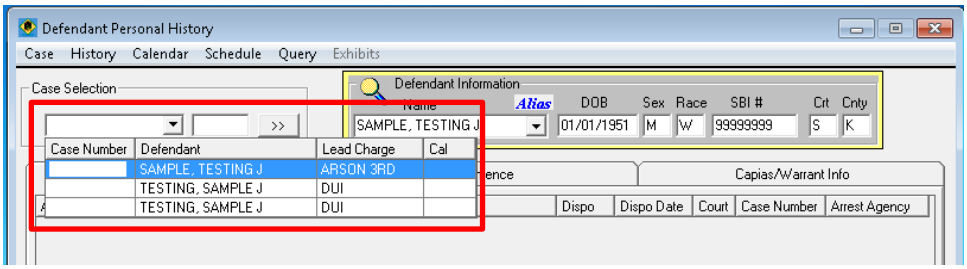
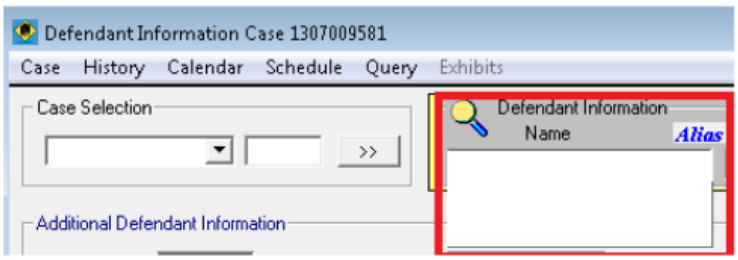
Functional Requirement Number	Description	Reference Number
SH-INIT-000	The Sentence History form should be initialized by clicking on the **Sentence History** menu option from the History option on the ASOP Session Manager Form 	

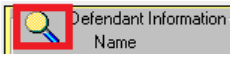
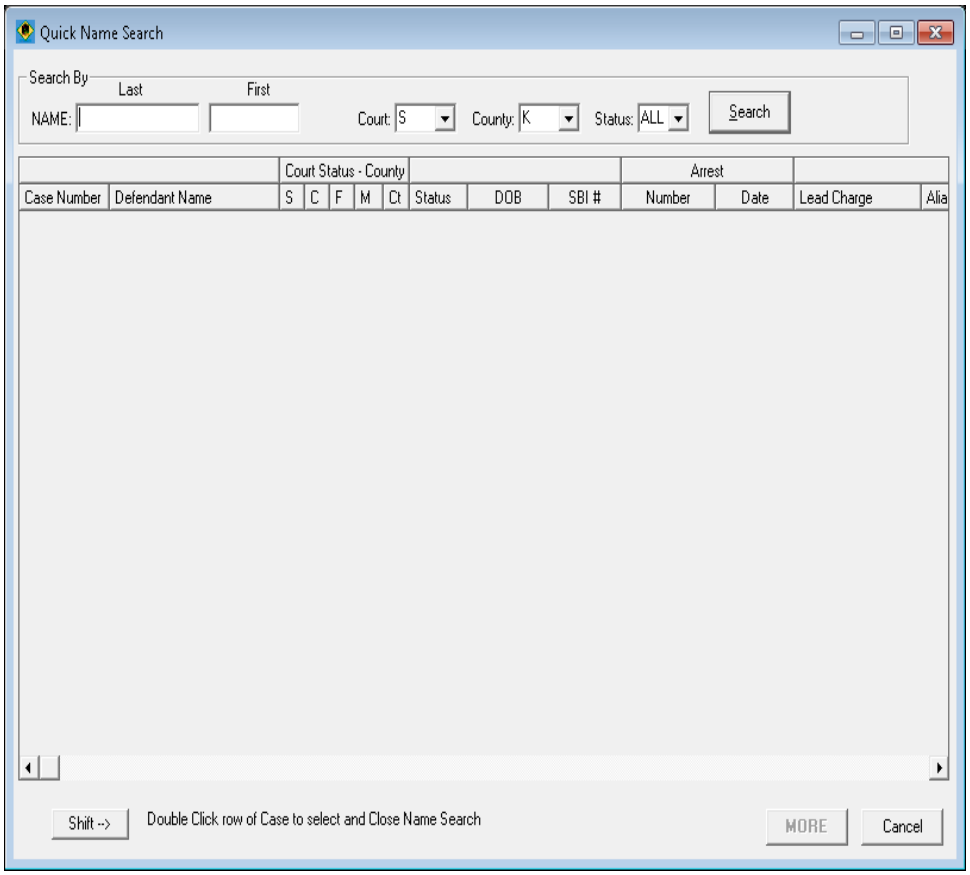
SH-INIT-001	The Sentence History form will be displayed with no specific Case selected, with the following parts: • Defendant Information • Case Selection • Defendant Sentence History Information 	
SH-INIT-002	A user must have the ability to enter a case number manually by inputting the information, or by accessing the form from the Calendar Case List or the Calendar Event / Charge Disposition Form. If entered manually, the user can retrieve the form data by hitting ENTER, or by clicking the double right angle bracket button provided. The box to the right of the Case Selection is the sequence number for the Case: If the form is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, the form will populate the data completely: 	

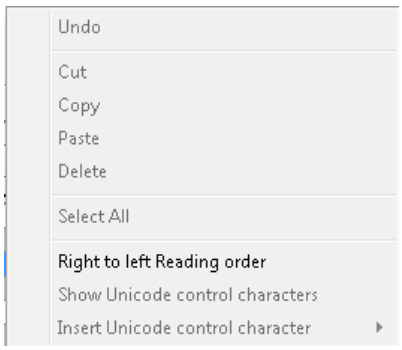
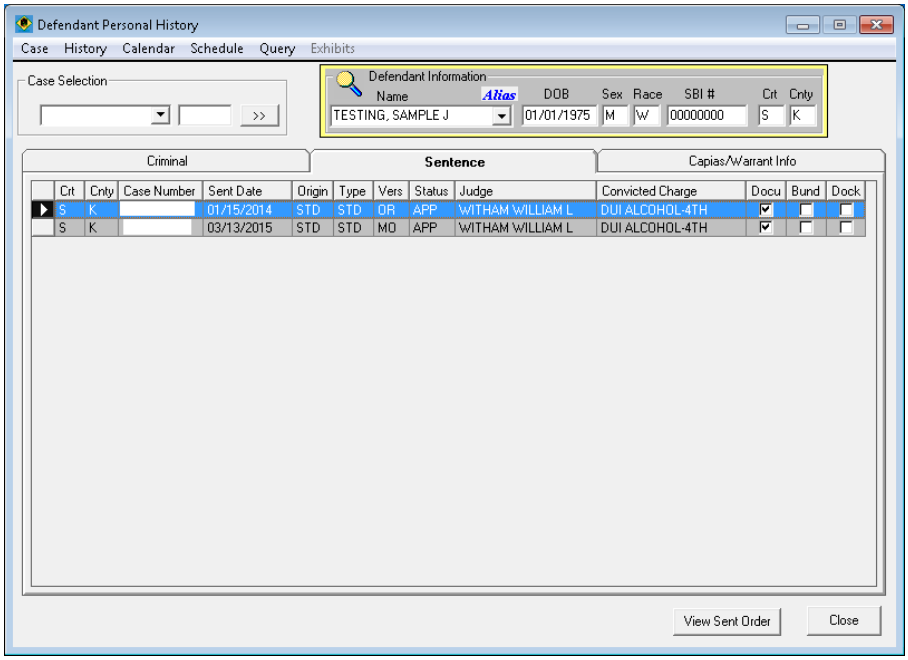
SH-INIT-003	If the Form is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, the Calendar Case Sequence Number field will automatically be filled.	
SH-INIT-004	The user will have the ability to access the form from any other form after a case selection is made, and the form will populate the data completely.	
SH-INIT-005	If no Case Selection is made prior to trying to access the form from another form, an error message will appear prior to form initialization: 	
SH-INIT-006	If an incorrect case number is manually inputted, and the Enter key or the double right angle bracket button clicked, the following error message must appear: 	
SH-INIT-007	The user must have the ability to ***automatically retrieve*** all of the Defendant Information, Case Status, and Criminal History Info after a valid Case Selection is entered at form initialization. The information to be retrieved at form initiation to populate the search grid:	

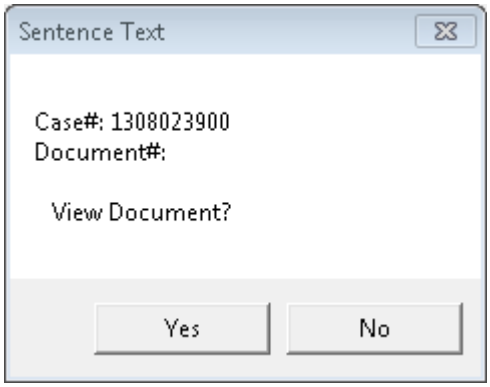
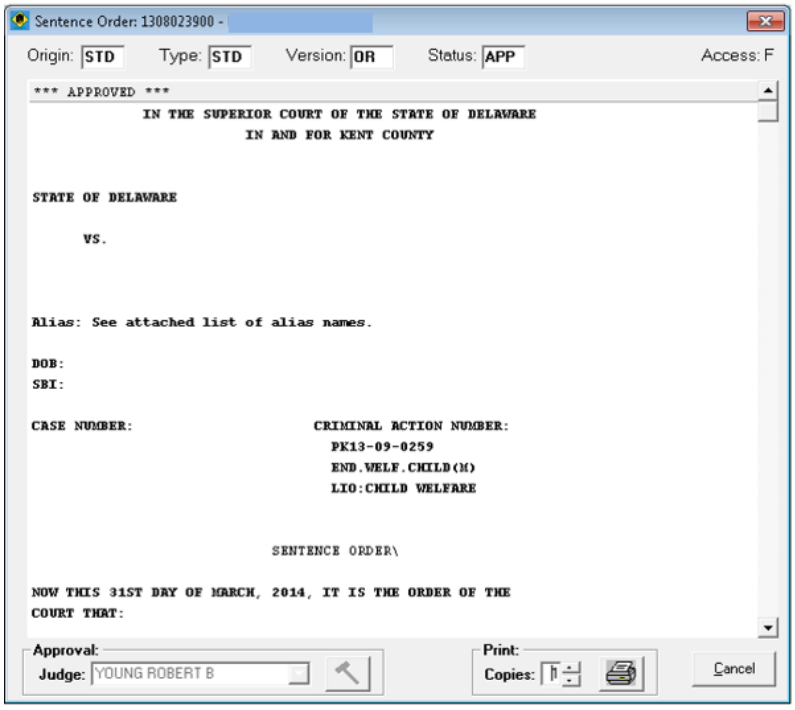
	Grid Column Name	Grid Column Description	Table / Field	
	Defendant Information			

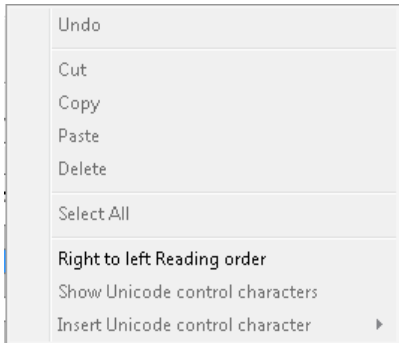
	Name	Defendant Name	JIC-INDIVIDUAL.LAST-NAME JIC-INDIVIDUAL.FIRST_NAME JIC-INDIVIDUAL.MIDDLE-INITIAL JIC-INDIVIDUAL.ALIAS-INDICATOR = BLANK	
	Alias	List of Aliases for the Defendant (Populated after Case Selection)	JIC-INDIVIDUAL.LAST-NAME JIC-INDIVIDUAL.FIRST_NAME JIC-INDIVIDUAL.MIDDLE-INITIAL JIC-INDIVIDUAL.ALIAS-INDICATOR = Y	
	DOB	Defendant Date of Birth	JIC-INDIVIDUAL.BIRTH-DATE JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	Sex	Defendant Sex	JIC-INDIVIDUAL.SEX JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	Race	Defendant Race	JIC-INDIVIDUAL.RACE JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	SBI#	Defendant State Bureau of Investigations Number	JIC-INDIVIDUAL.OFF-SBI-NUM JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	Court	Court Defendant Adjudicated	JIC-CASE-COURT.AGENCY-ID	
	County	County of Record	JIC-CASE-COURT.LOCATION	
	Sentence Order Information			
	Crt	Court	JIC-SENTENCE-OVERALL. AGENCY-ID	
	Cnty	Court County	JIC-SENTENCE-OVERALL.LOCATION	
	Case Number	Case Number of the Case	JIC-SENTENCE-OVERALL.CT-CASE-NUM	
	Sent Date	Date Sent for Trial	JIC-SENTENCE-OVERALL. SENTENCE-DATE	
	Orig	Order Origin	JIC-SENTENCE-OVERALL.ORDER-ORIGIN	
	Type	Order Type	JIC-SENTENCE-OVERALL.SENTENCE-TYPE	
	Vers	Order Version	JIC-SENTENCE-OVERALL.ORDER-VERSION	
	App	Order Status	JIC-SENTENCE-OVERALL.SENTENCE-STATUS	
	Judge	Sentencing Judge	JIC-SENTENCE-OVERALL.SENTENCE-JUDGE	

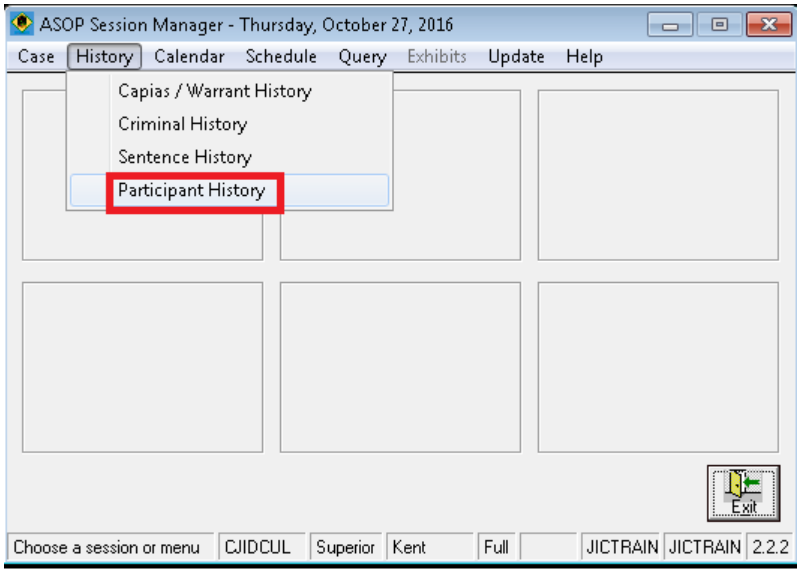
	Convicted Charge	Lead Charge of Adjudication	JIC-CHARGE.SHORT-DESCRIPTION	
	Docu	Check Box indicating a Case Document exits	CALCULATED FIELD	
	Bund	Check Box indicating the Case is Bundled with another Case; can be checked manually	CALCULATED FIELD	
	Dock	Check Box indicating a Docket exists for the Case	CALCULATED FIELD	
SH-CCL-000	If Sentence History form is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, all cases on the Calendar Case List will be returned to the "Case Selection" grid dropdown list when the drop-down list is accessed.  The user will have the ability to select any of the cases loaded into the dropdown list control.			
SH-CCL-001	When the Sentence History form is initialized, and a case selection is made, either by inputting the information manually, or is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, if the Defendant has any known aliases, the Alias field will be presented, and the user will be able to access the drop-down menu to access all known aliases available in the drop down for the Defendant's name. The Alias List is for informational purposes only.  			

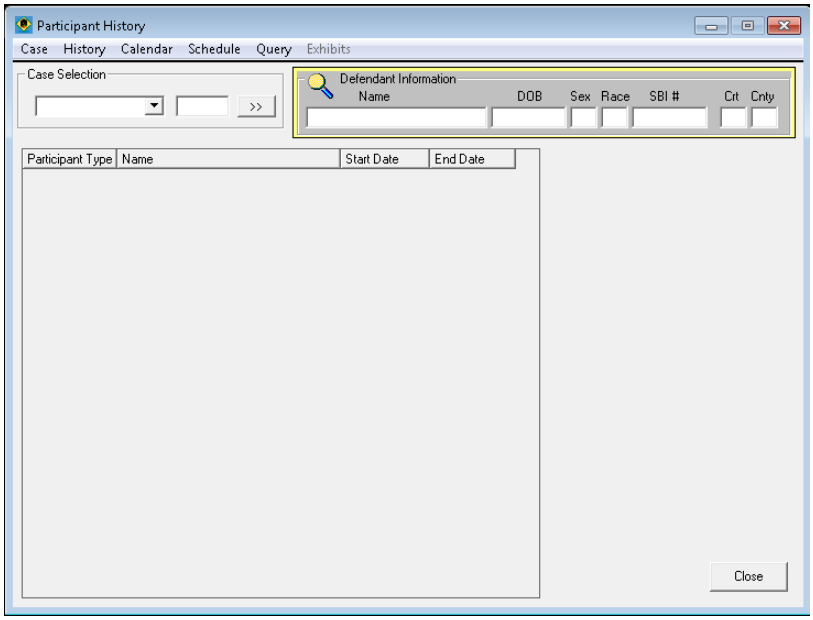
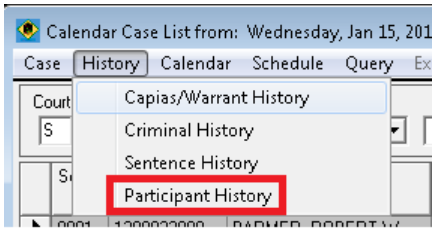
SH-CCL-002	If the user clicks the Looking Glass in the Defendant Information Screen:  the Quick Name Search form opens: 	

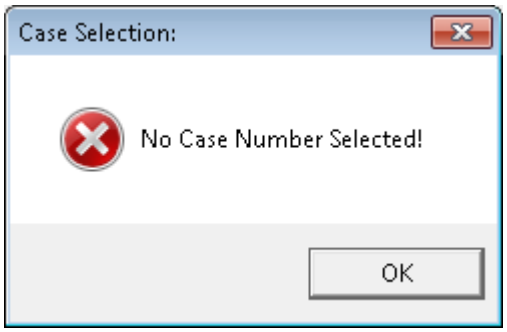
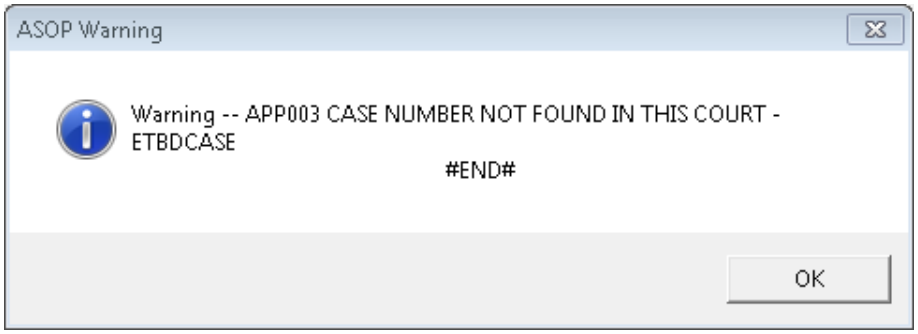
SH-INIT-008	If the user right-clicks in any of the fields in the Defendant Information Screen a message box provides to allow a user the following options: Undo, Cut, Copy, Paste, Delete, Select All, Right to Left Reading order, Show Unicode control characters, Insert Unicode control characters. For all fields in the Defendant Information Screen, only the Right to Left Reading order, the Copy, and the Select All choice is allowed. 	
SH-INIT-009	The Sentence History grid will be populated with ALL of the ASOP order data for the defendant associated with the entered Case Number. 	
SH-INIT-010	Only Approved Sentence Order data (Status APP) will be returned to the Sentence History grid. Unapproved (Status UNA) and Vacated (Status VAC) order data will NOT be returned to the grid.	

SH-VSO-000	The user will have the ability to view the ASOP Sentence Order for the selected case. When selecting the View Sent Order Tab in the Sentence History Tab, a box with a header of Sentence Text will populate to confirm the request to view the Sentence Order, with a choice of “Yes” or “No”: 	
SH-VSO-001	If the user selects Yes, this will retrieve in a new box the ASOP Sentence Order for the Case Number in Order Preview format: 	
SH-VSO-002	The box header will show the Sentence Order, along with the name of the Defendant.	

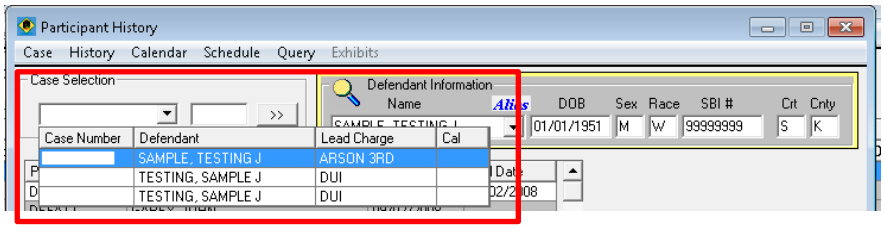
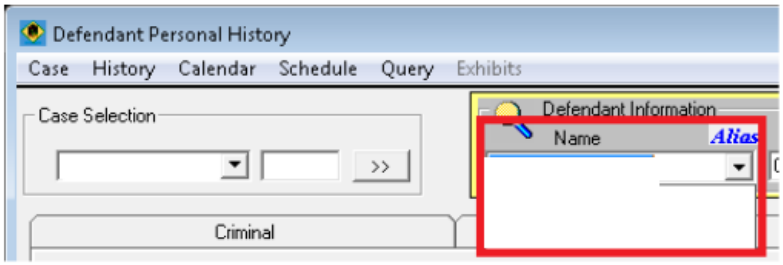
SH-VSO-003	The box will include the following: • Origin • Type • Version • Status of the Sentence Order • Sentencing Judge • Print the Order box, with a choice of number of copies desired for printing.	
SH-VSO-004	Right-clicking in any of the fields in the Sentence Order Box provides a message box to allow a user the following options: Undo, Cut, Copy, Paste, Delete, Select All, Right to Left Reading order, Show Unicode control characters, Insert Unicode control characters. For all fields in the Defendant Information Screen, only the Right to Left Reading order, the Copy, and the Select All choice is allowed. 	
SH-VSO-005	A Cancel button provides a means to close the box	
SH-VSO-006	If the user selects No on the Sentence Text, the box will without viewing the Sentence Order.	
SH-INIT-010	The close button on the Sentence History form will close the box form.	

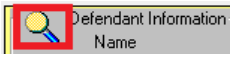
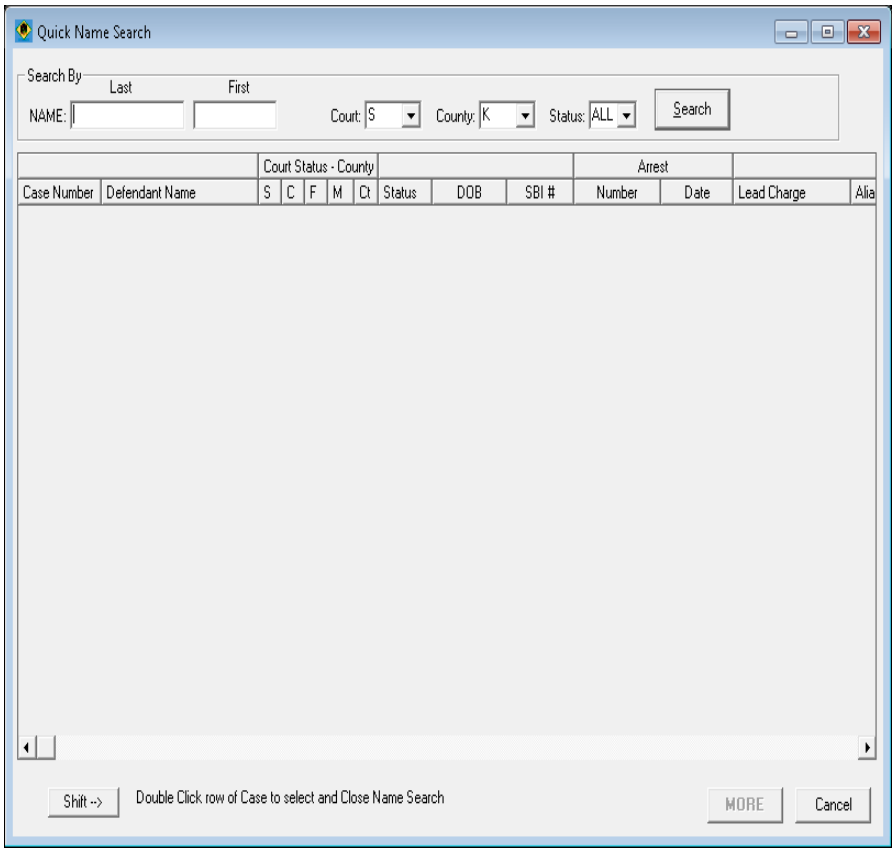
Functional Requirement Number	Description	Reference Number
PH-INIT-000	The Participant History form should be initialized by clicking on the **Participant History** menu option from the History option on the ASOP Session Manager Form 	

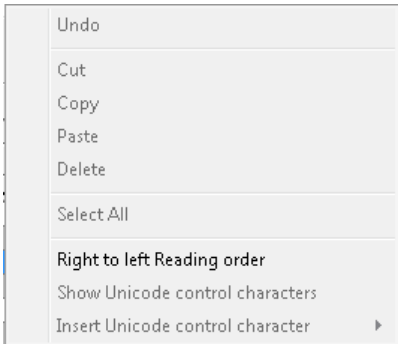
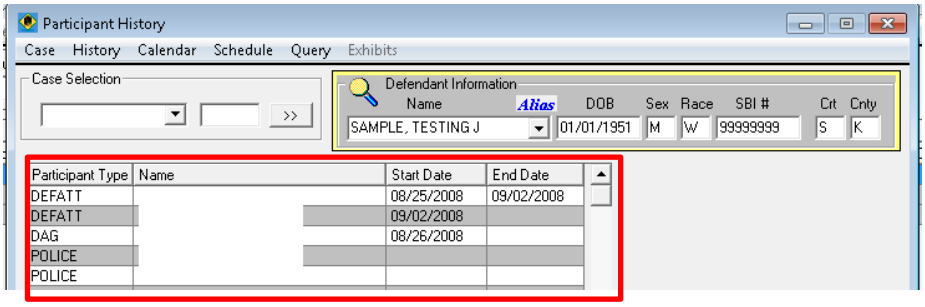
PH-INIT-001	The Participant History form will be displayed with no specific Case selected, with the following parts: • Defendant Information • Case Selection • Participant History Information for a given Case 	
PH-INIT-002	A user must have the ability to enter a case number manually by inputting the information, or by accessing the form from the Calendar Case List or the Calendar Event / Charge Disposition Form. If entered manually, the user can retrieve the form data by hitting ENTER, or by clicking the double right angle bracket button provided. The box to the right of the Case Selection is the sequence number for the Case: If the form is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, the form will populate the data completely: 	

PH-INIT-003	If the Form is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, the Calendar Case Sequence Number field will automatically be filled.	
PH-INIT-004	The user will have the ability to access the form from any other form after a case selection is made, and the form will populate the data completely.	
PH-INIT-005	If no Case Selection is made prior to trying to access the form from another form, an error message will appear prior to form initialization: 	
PH-INIT-006	If an incorrect case number is manually inputted, and the Enter key or the double right angle bracket button clicked, the following error message must appear: 	
PH-INIT-007	The user must have the ability to ***automatically retrieve*** all of the Defendant Information, Case Status, and Criminal History Info after a valid Case Selection is entered at form initialization. The information to be retrieved at form initiation to populate the search grid:	

	Grid Column Name	Grid Column Description	Table / Field	
	Participant Type	The Type of Participant	JIC-INDIVIDUAL-INDEX.PARTICIPANT-TYPE	

	Name	The Name of the Participant	JIC-INDIVIDUAL.LAST-NAME JIC-INDIVIDUAL.FIRST_NAME JIC-INDIVIDUAL.MIDDLE-INITIAL JIC-INDIVIDUAL.ALIAS-INDICATOR = BLANK	
	Start Date	The Start Date for the Participant on the Case	JIC-INDIVIDUAL-INDEX.EFFECTIVE-DATE	
	End Date	The End Date for the Participant on the Case	JIC-INDIVIDUAL-INDEX.END-DATE	
PH-CCL-000	If Participant History form is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, all cases on the Calendar Case List will be returned to the "Case Selection" grid dropdown list when the drop-down list is accessed.  The user will have the ability to select any of the cases loaded into the dropdown list control.			
PH-CCL-001	When the Participant History form is initialized, and a case selection is made, either by inputting the information manually, or is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, if the Defendant has any known aliases, the Alias field will be presented, and the user will be able to access the drop-down menu to access all known aliases available in the drop down for the Defendant's name. The Alias List is for informational purposes only.  			

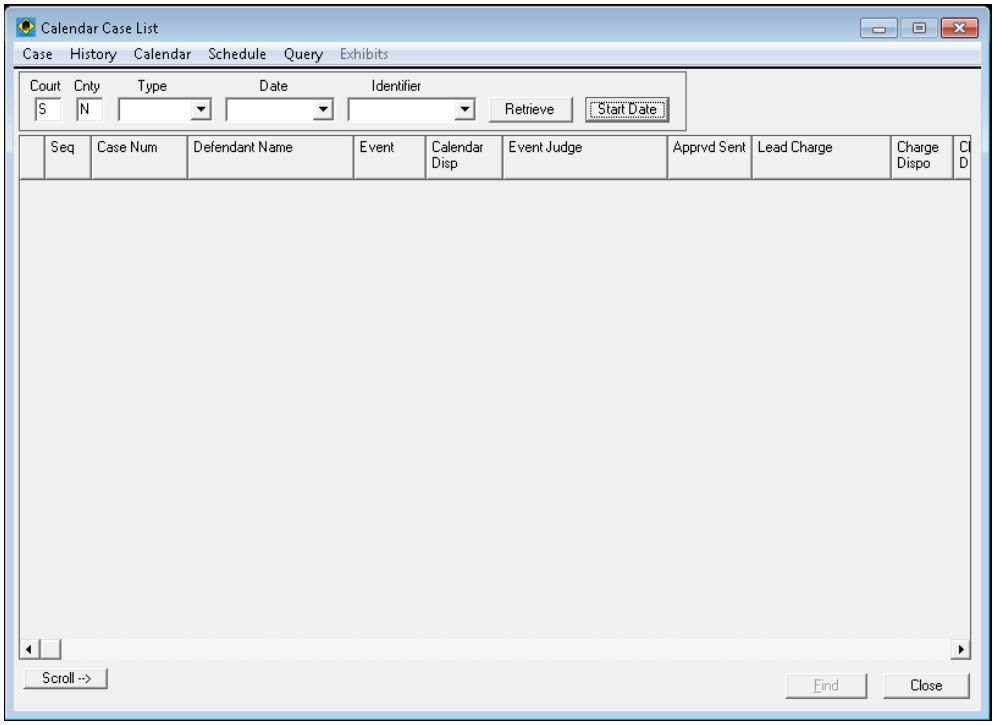
PH-CCL-002	If the user clicks the Looking Glass in the Participant History Screen:  the Quick Name Search form populates: 	

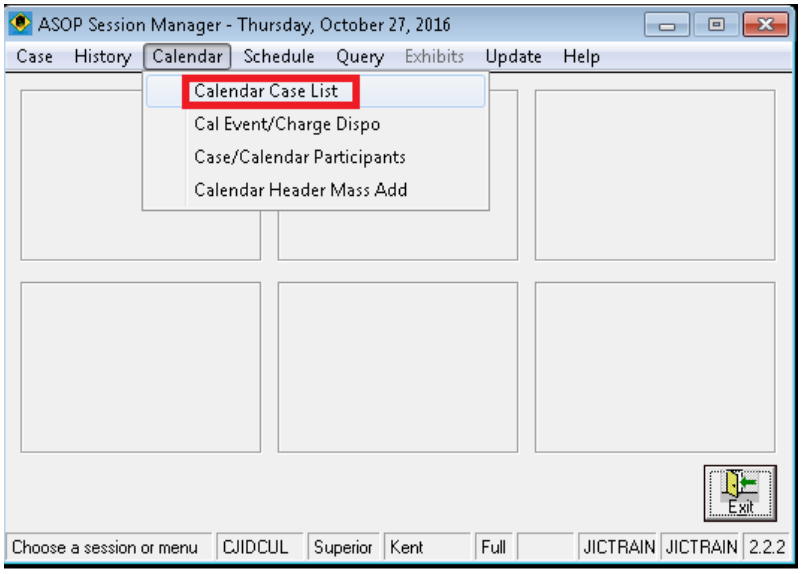
PH-INIT-008	If the user right-clicks in any of the fields in the Participant History Screen a message box provides to allow a user the following options: Undo, Cut, Copy, Paste, Delete, Select All, Right to Left Reading order, Show Unicode control characters, Insert Unicode control characters. For all fields in the Defendant Information Screen, only the Right to Left Reading order, the Copy, and the Select All choice is allowed. 	
PH-INIT - 009	The list of Case Participants for the selected case will be displayed. 	
PH-INIT-010	The close button on the Participant History form will close the box form.	

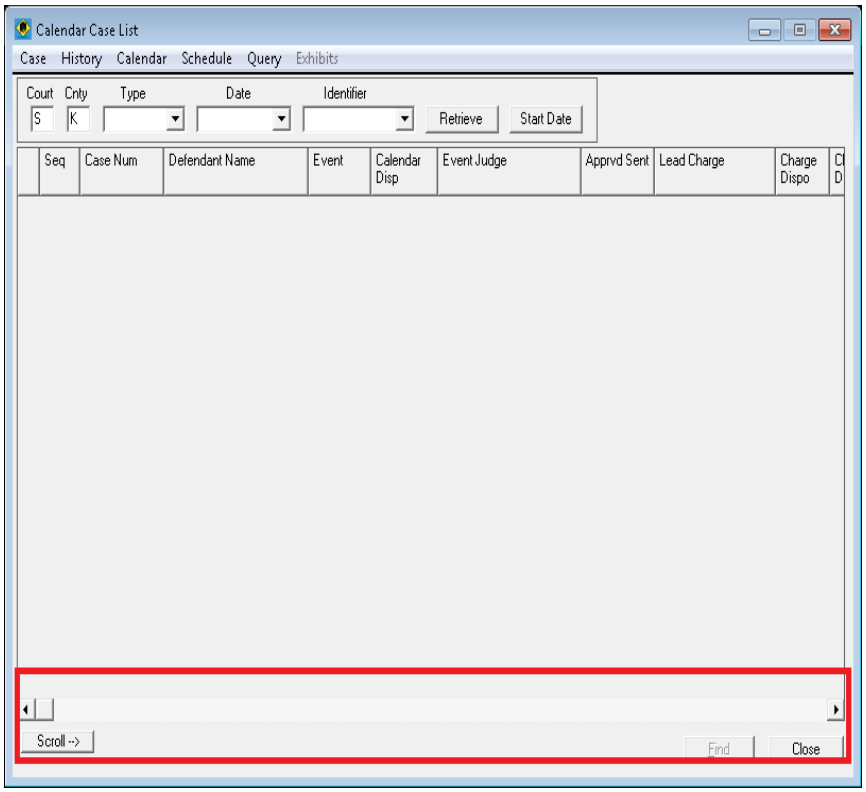
3.2.8 Calendar Case List

The CALENDAR CASE LIST Form is used to:

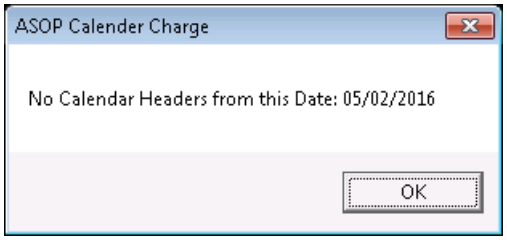
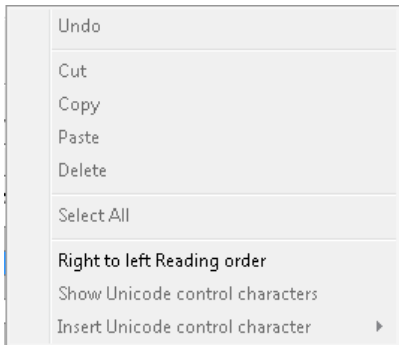
- Display all cases for a given Calendar
- Find specific cases for a given Calendar
- Display and Create notes for a given case

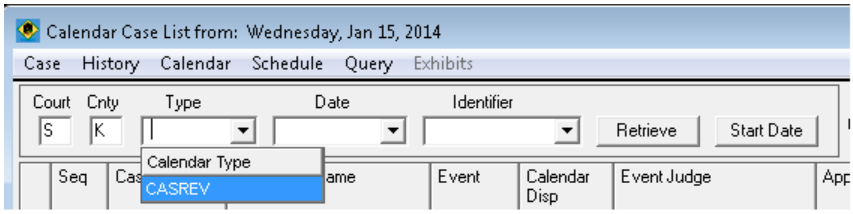
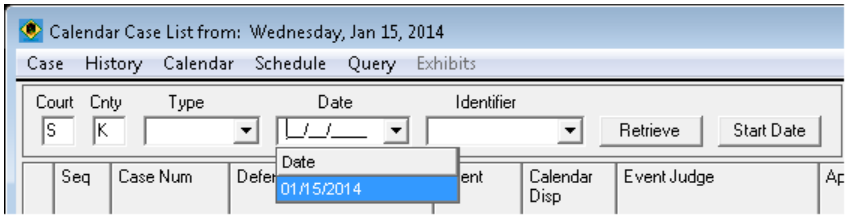
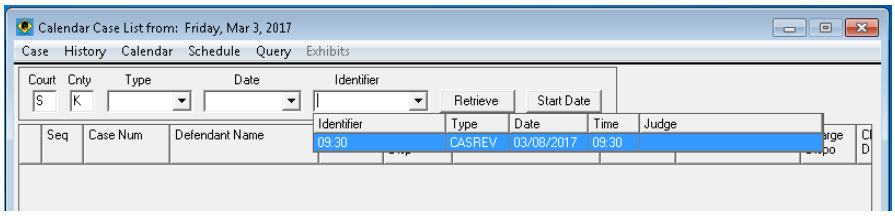


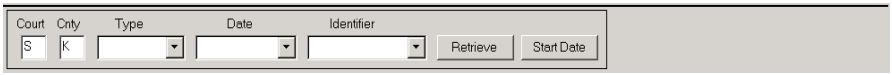
Functional Requirement Number	Description	Reference Number
CCL-INIT-000	The Calendar Case List form should be initialized by clicking on the **Calendar Case List** menu option from the Calendar option on the ASOP Session Manager Form 	

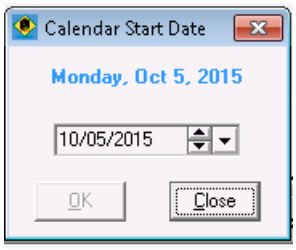
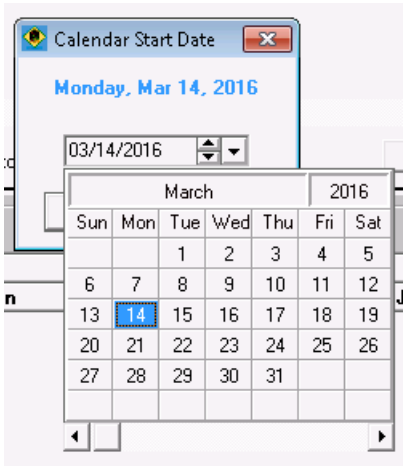
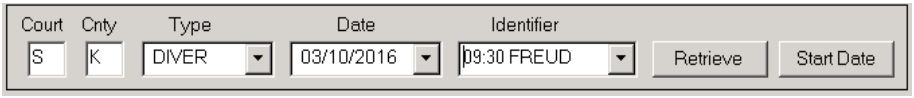
CCL-INIT-001	The Calendar Case List form provides for a scroll bar and a Scroll button on the bottom of the data field to allow the user to move the Calendar Case List screen to the right and to the left. The Scroll button will scroll right when depressed until the far-right screen is reached, and then will switch to left scroll until the far-left screen is reached: 	
CCL-INIT-002	The user must have the ability to ***automatically retrieve*** all of the calendar header information for the calendars within the current date and the next 5 calendar days and load the information into the Search Grid at form initialization. The information to be retrieved at form initiation to populate the search grid:	

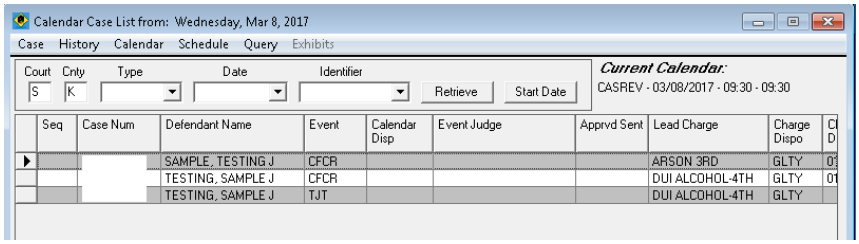
	Grid Column Name	Grid Column Description	Table / Field	
	Type	Calendar Type	JIC-CALENDAR-HEADER.CALENDER-TYPE	
	Date	Date of Scheduled Hearing	JIC-CALENDAR-HEADER.CALENDER-DATE	
	Identifier	Calendar Identifier	JIC-CALENDAR-HEADER.CALENDER-CONTROL	

CCL-INIT-003	Display a message box if there are no calendars available for the current day and the next 5 calendar days. 	
CCL-INIT-004	Ability to ***only*** retrieve calendar header information for the <u>specific Court and Location</u> associated with the user logged into the application. The Court and Location are taken from global variables set at application startup.	
CCL-INIT-005	Right-clicking in either of the Court or Location fields provides a message box to allow a user the following options: Undo, Cut, Copy, Paste, Delete, Select All, Right to Left Reading order, Show Unicode control characters, Insert Unicode control characters. For the fields of the Court or Location, only the Right to Left Reading order, the Copy, and the Select All choice is allowed. 	
CCL-INIT-006	Ability to pre-fill the calendar “Type”, “Date” and “Identifier” drop-down form objects with the corresponding calendar header information returned at form startup. The user can use this pre-filled information for calendar selection.	

CCL-INIT-007	The “Type” dropdown box form object will only pre-fill with the calendar Types which are contained in the calendar header data that is returned to the form at startup. If a particular Calendar Type is not present in the data returned, it will not display in the Type field. 	
CCL-INIT-008	The “Date” dropdown box form object will only pre-fill with the calendar Dates for the Current System Date and the next 5 calendar dates. If a particular Calendar Date contains no calendar headers in the data returned, the date will not display in the list of dates. Example below found no calendars for the 12th or 13th. 	
CCL-INIT-009	The “Identifier” dropdown box form object will only pre-fill with the calendar control data that is returned to the form at form startup. 	

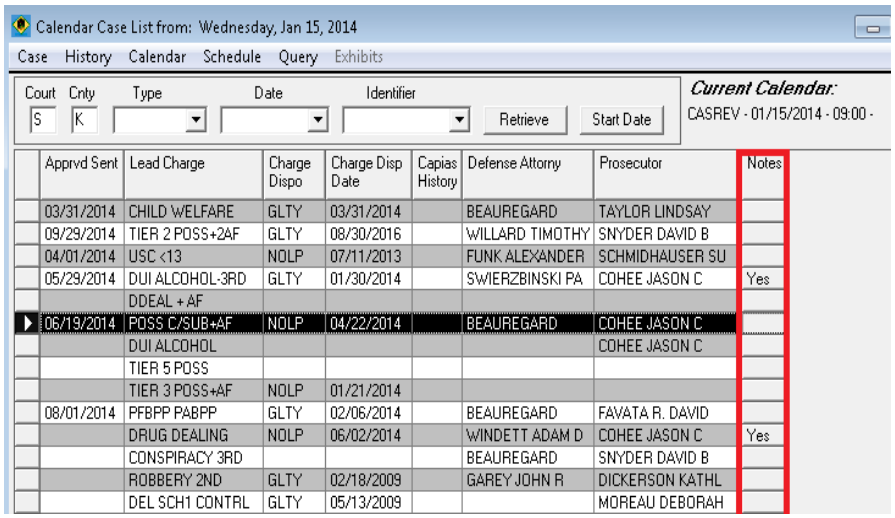
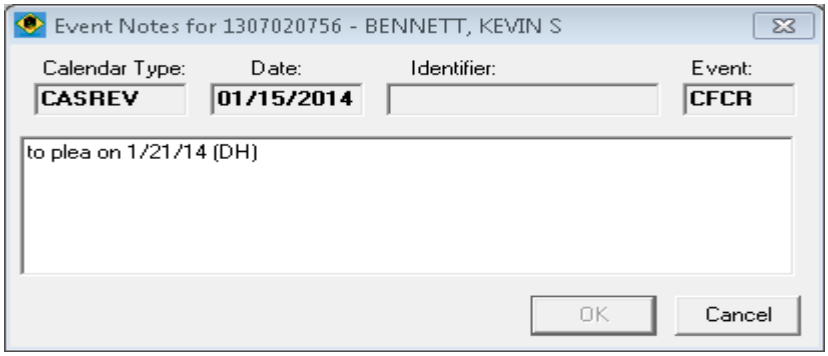
CCL-INIT-010	The Calendar Search form object is displayed at the top of the Calendar Case List form and is used to search of the calendar header to be used to populate the Calendar Case List. 	
CCL-INIT-011	Ability to input the specific calendar “Date” or select the calendar “Date” from a pre-filled list of the current date and the next 5 calendar dates returned at form startup.	
CCL-INIT-012	Ability to input the specific calendar “Identifier” or select the calendar “Identifier” from a pre-filled drop-down box with the available calendar types listed for the calendars returned at form startup.	

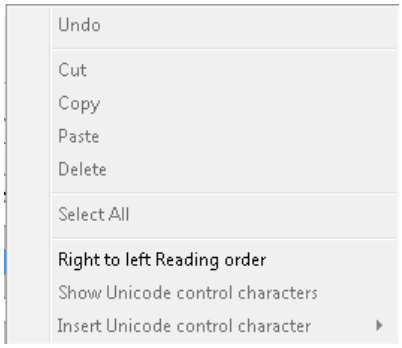
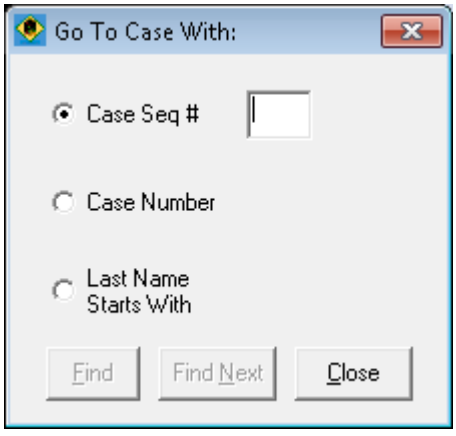
CCL-INIT-013	The user will have the ability to display a list of available calendars based on a "Start Date" selected using the "Start Date" form object which will display the available calendars for the input calendar "Start Date" and the next 5 calendar days. • By clicking on the "Start Date" form object, the "Calendar Start Date" Calendar Control Object will be invoked and displayed on the screen.  • By clicking on the "Month" down arrow, the Calendar Control will display a calendar from which the desired date can be selected.  	
CCL-INIT-014	The user will have the ability to select a "Start Date" that is in the past or future and to display available calendar header information for calendars from the "Start Date" and the next 5 calendar days.	
CCL-INIT-015	The user will have the ability to populate the "Type", "Date" and "Identifier" with the Calendar Header data for the desired calendar.  	

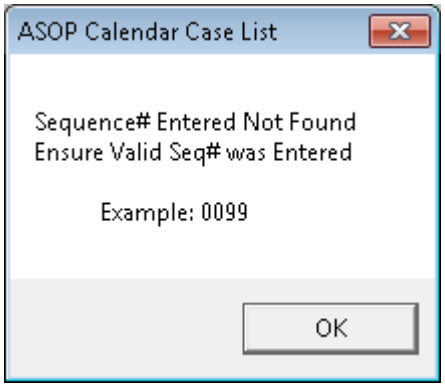
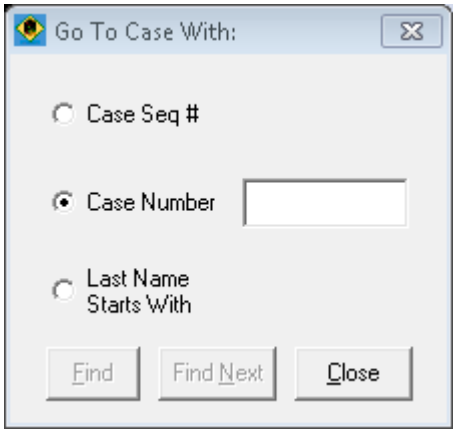
CCL-INIT-016	The user will have the ability to display the Calendar Header Information for the ***selected calendar*** on the form after the calendar has been selected. • Calendar Type • Calendar Date • Calendar Identifier • Presiding Judge (if available) 	
CCL-INIT-017	Clicking on the **Retrieve** command control will make a call to the JIC Mainframe Database to retrieve the specific case information for cases which are scheduled to the selected calendar and populate the Calendar Case List grid with the following data. 	

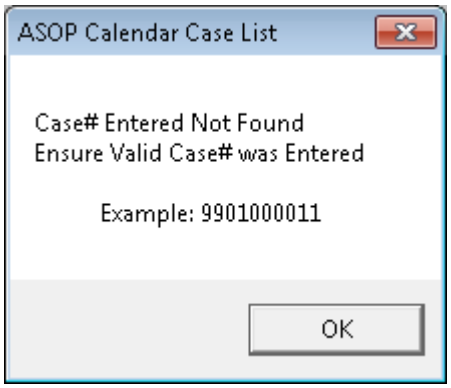
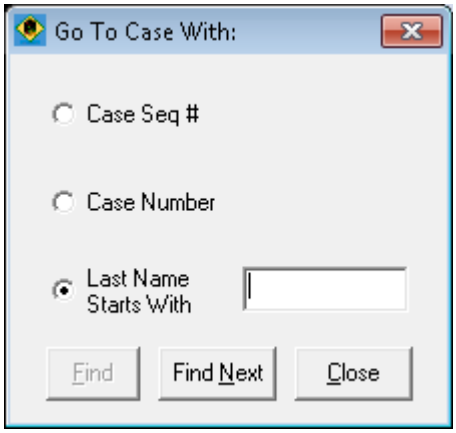
	Grid Column Name	Grid Column Description	Table / Field	
	Seq	Calendar Sequence Number	JIC-EVENT-SCHEDULE.CALENDAR-SEQ (calculated in ETB946N)	
	Case Number	Calendar Case Number	JIC-EVENT-SCHEDULE.CT-CASE-NUM	
	Defendant Name	Defendant Name	JIC-INDIVIDUAL.LAST-NAME JIC-INDIVIDUAL.FIRST_NAME JIC-INDIVIDUAL.MIDDLE-INITIAL	
	Event	Type of Event	JIC-EVENT-SCHEDULE.EVENT	
	Calendar Disp	Disposition of Event	JIC-EVENT-SCHEDULE.EVENT-DISP	
	Event Judge	Name of the hearing Judge	JIC-CALENDER-HEADER.COURT-JUDGE	
	Apprvd Sent	Date the Approved Charge sent to Court	JIC-SENTENCE-OVERALL.SENTENCE-DATE	

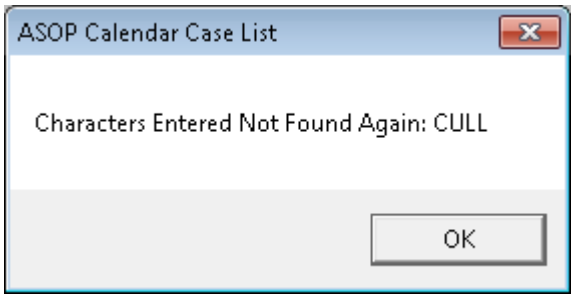
	Lead Charge	Lead Charge for Case	JIC-CHARGE. STAT-SHRT-DESC	
	Charge Dispo	Disposition of Charge	JIC-DISPOSITION.DISP-CODE	
	Charge Dispo Date	Date of Disposition of Charge	JIC-DISPOSITION.DISP-DATE	
	Capias History	Capias history of defendant	Must be Determined By Analyzing Program Code During Design / Development	
	Defense Attorney	Defendant Defense Attorney for Case	JIC-INDIVIDUAL.LAST-NAME JIC-INDIVIDUAL.FIRST_NAME JIC-INDIVIDUAL.MIDDLE-INITIAL Where participant type is identified as the defense attorney type	
	Prosecutor	Case Assigned Deputy Attorney General	JIC-INDIVIDUAL.LAST-NAME JIC-INDIVIDUAL.FIRST_NAME JIC-INDIVIDUAL.MIDDLE-INITIAL Where participant type is identified as the state attorney type	
	Notes	Notes Specific to the Case	JIC-EVENT-SCHEDULE.NOTES	

CCL-NOTE-000	The user has the ability to select a note in the Notes box:  Which will initialize a box for all the notes for that case. If the Notes box contains Yes, there are notes present already for the case:  	
CCL-NOTE-001	The populated box contains a header with “Event Notes for”, the Case Number, and the Defendant Name. Four fields are present, indicating the Calendar Type, the Date, the Identifier, and the Event. A text box contains the note, if present, and a means to add another note. If a note is added to the text box, the OK button illuminates, and pressing the OK button adds the new note to the Mainframe database.	
CCL-NOTE-002	Selecting Cancel closes the box form.	

CCL-NOTE-003	Right-clicking in any of the fields in the Event Notes Screen provides a message box to allow a user the following options: Undo, Cut, Copy, Paste, Delete, Select All, Right to Left Reading order, Show Unicode control characters, Insert Unicode control characters. For all fields in the Event Notes Screen, only the Right to Left Reading order, the Copy, and the Select All choice is allowed. 	
CCL-FIND-000	The Find Button in the Calendar Case List box will give the user the ability to perform a search for specific information in the Calendar Case List. When selecting the Find Button a box will populate “Go to Case:” This box will allow the user to search the Case List by Case Sequence Number, Case Number, or Last Name or portion, by selecting radio buttons. Selecting the Case Seq # radio button produces a field to enter the desired Sequence Number: 	

CCL-FIND-001	The Find button will find the first sequence number entered in the selection box. The Find Next button will find the next entry matching the selected sequence number. If there is no entry for the selected sequence number, an error box will populate:  The OK button will close the error message.	
CCL-FIND-002	Selecting the Case Number radial button produces a field to enter the desired Case Number:  	

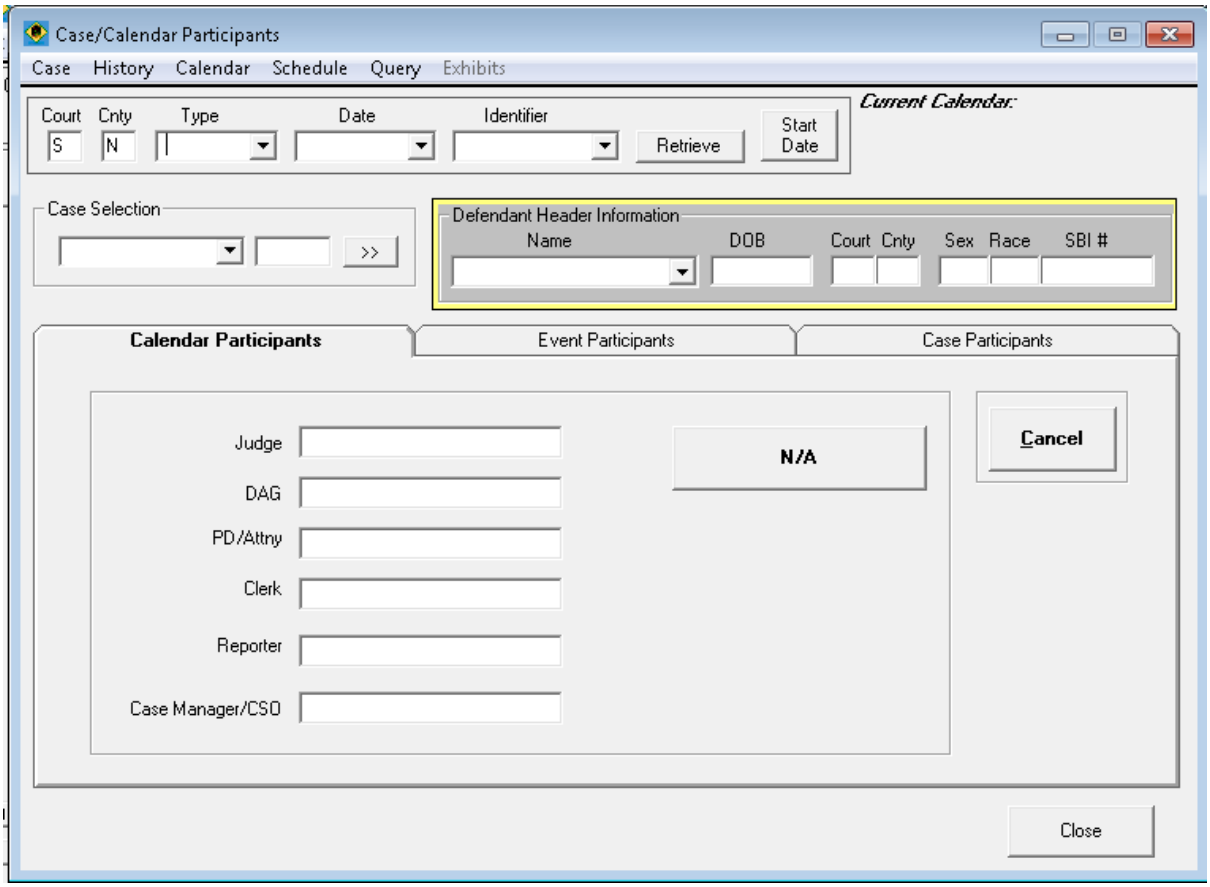
CCL-FIND-003	The Find button will find the first case number entered in the selection box. The Find Next button will find the next entry matching the entered case number. An exact match is necessary for the Case Number. If there is no entry for the selected sequence number, an error box will populate:  The OK button will close the error message.	
CCL-FIND-004	Selecting the Last Name Starts With radial button produces a field to enter the desired last name to perform the search:  	

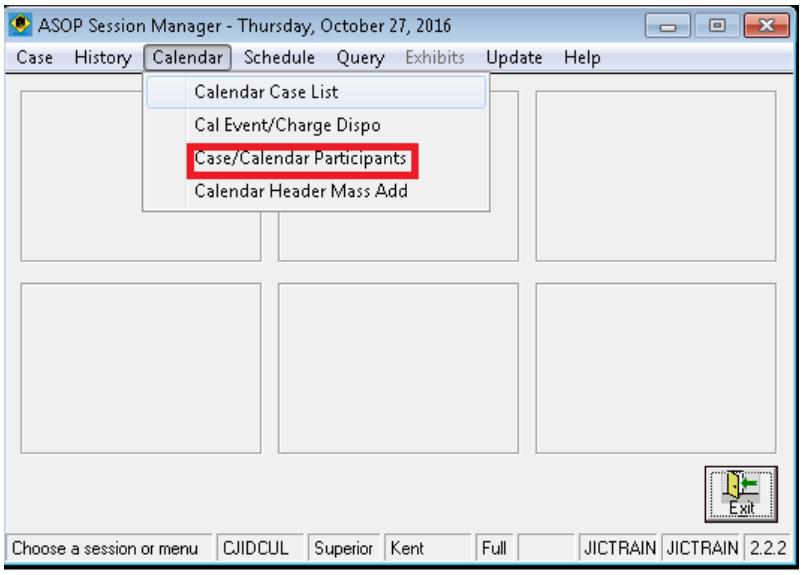
CCL-FIND-005	The Find button will find the first case number entered in the selection box. The Find Next button will find the next entry matching the name entered. An exact match is not necessary for the last name; a search will produce any form of the last name. If there is no entry for the selected sequence number, an error box will populate:  The OK button will close the error message.	
CCL-FIND-006	The close button will close the Go To Case With: box form.	
CCL-INIT-017	The close button will close the Calendar Case List box form.	

3.2.9 Case/Calendar Participants

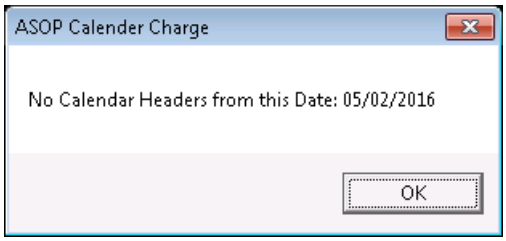
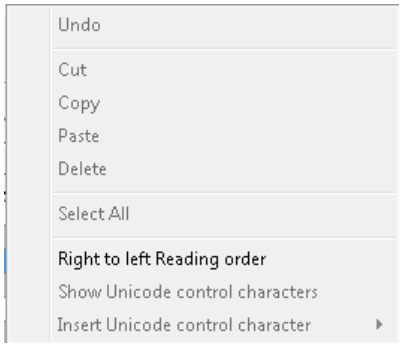
The CASE/CALENDAR PARTICIPANTS Form is used to:

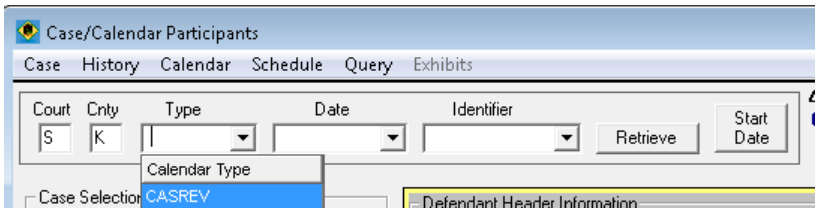
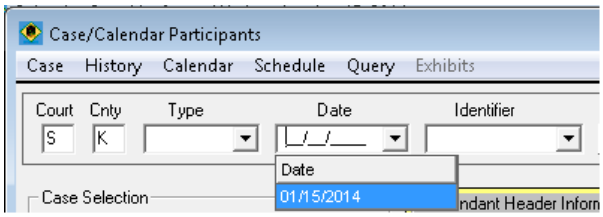
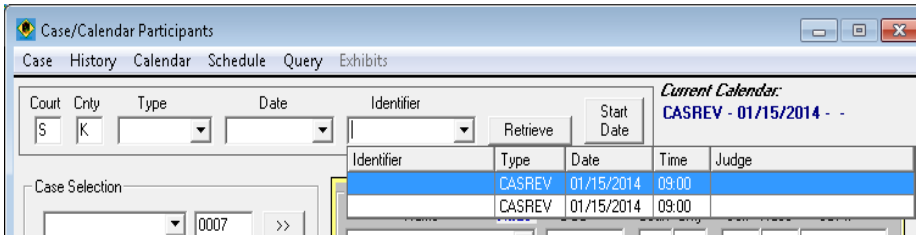
- Display all Calendar Participants for a given Case and Calendar
- Display all Event Participants for a given Case and Calendar
- Display all Case Participants for a given Case and Calendar

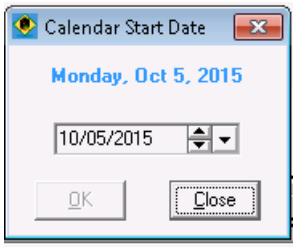
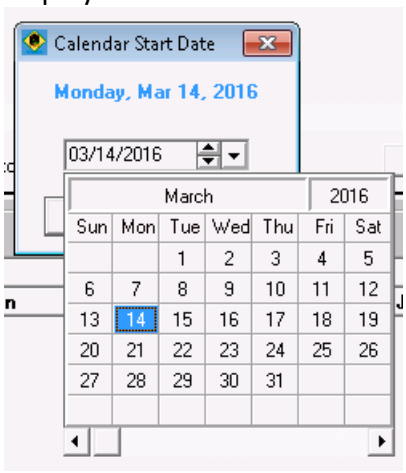
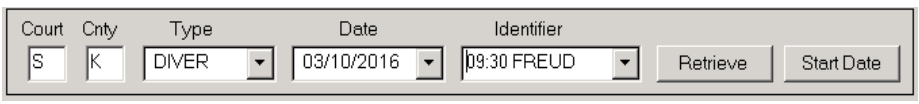


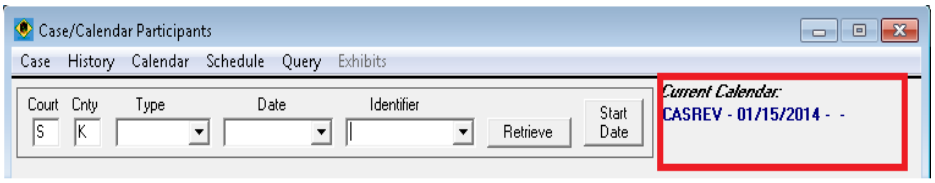
Functional Requirement Number	Description	Reference Number
CCP-INIT-000	The Case/Calendar Participants form should be initialized by clicking on the **Case/Calendar Participants** menu option from the Calendar option on the ASOP Session Manager Form 	
CCP-INIT-001	The user must have the ability to ***automatically retrieve*** all of the calendar header information for the calendars within the current date and the next 5 calendar days and load the information into the Search Grid at form initialization. The information to be retrieved at form initiation to populate the search grid:	

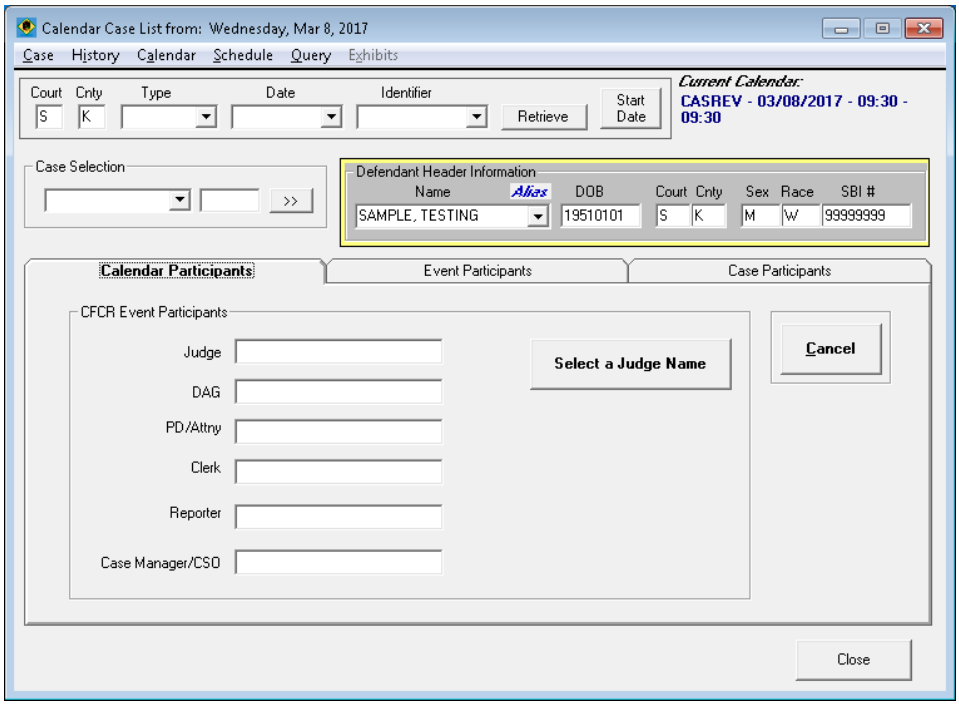
	Grid Column Name	Grid Column Description	Table / Field	
	Type	Calendar Type	JIC-CALENDAR-HEADER.CALENDER-TYPE	
	Date	Date of Scheduled Hearing	JIC-CALENDAR-HEADER.CALENDER-DATE	
	Identifier	Calendar Identifier	JIC-CALENDAR-HEADER.CALENDER-CONTROL	

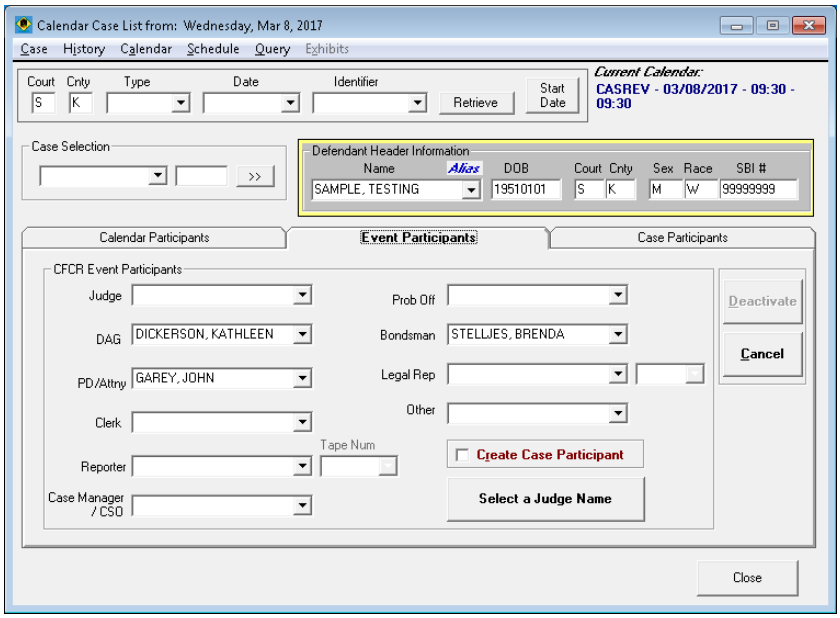
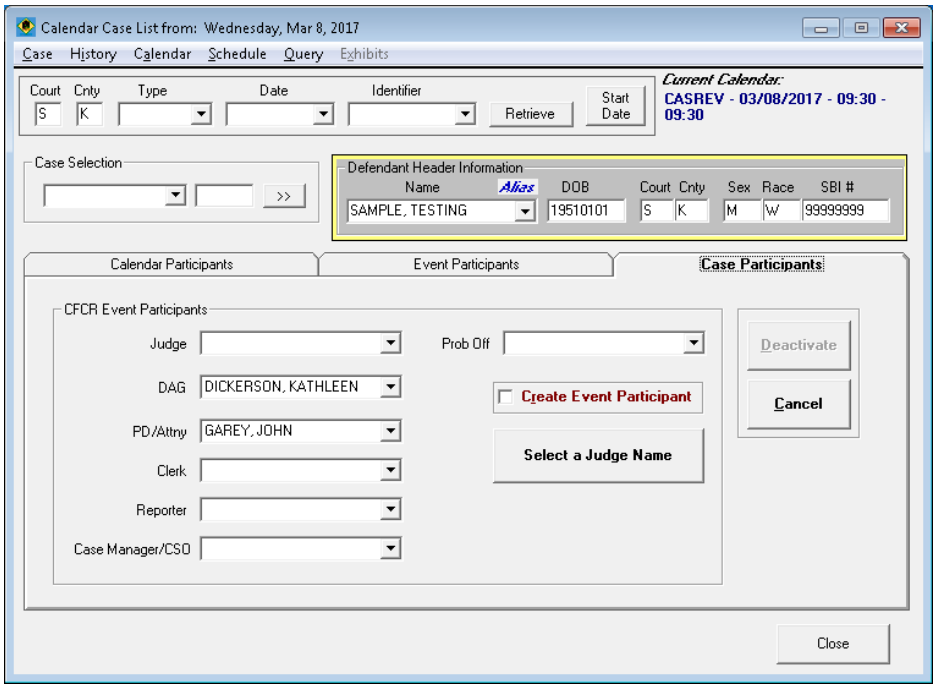
CCP-INIT-002	Display a message box if there are no calendars available for the current day and the next 5 calendar days. 	
CCP-INIT-003	Ability to only retrieve calendar header information for the specific Court and Location associated with the user logged into the application. The Court and Location are taken from global variables set at application startup.	
CCL-INIT-004	Right-clicking in either of the Court or Location fields provides a message box to allow a user the following options: Undo, Cut, Copy, Paste, Delete, Select All, Right to Left Reading order, Show Unicode control characters, Insert Unicode control characters. For the fields of the Court or Location, only the Right to Left Reading order, the Copy, and the Select All choice is allowed. 	
CCP-INIT-005	Ability to pre-fill the calendar “Type”, “Date” and “Identifier” drop-down form objects with the corresponding calendar header information returned at form startup. The user can use this pre-filled information for calendar selection.	

CCP-INIT-006	The “Type” dropdown box form object will only pre-fill with the calendar Types which are contained in the calendar header data that is returned to the form at startup. If a particular Calendar Type is not present in the data returned, it will not display in the Type field 	
CCP-INIT-007	The “Date” dropdown box form object will only pre-fill with the calendar Dates for the Current System Date and the next 5 calendar dates. If a particular Calendar Date contains no calendar headers in the data returned, the date will not display in the list of dates. 	
CCP-INIT-008	The “Identifier” dropdown box form object will only pre-fill with the calendar control data that is returned to the form at form startup. 	
CCP-INIT-009	The Calendar Search form object is displayed at the top of the Case/Calendar Participants form and is used to search for the calendar header to be used to populate the Calendar Case List. 	
CCP-INIT-010	Ability to input the specific calendar “Date” or select the calendar “Date” from a pre-filled list of the current date and the next 5 calendar dates returned at form startup.	

CCP-INIT-011	Ability to input the specific calendar "Identifier" or select the calendar "Identifier" from a pre-filled drop-down box with the available calendar types listed for the calendars returned at form startup.	
CCP-INIT-012	The user will have the ability to display a list of available calendar based on a "Start Date" selected using the "Start Date" form object which will display the available calendars for the input calendar "Start Date" and the next 5 calendar days. • By clicking on the "Start Date" form object, the "Calendar Start Date" Calendar Control Object will be invoked and displayed on the screen.  • By clicking on the "Month" down arrow, the Calendar Control will display a calendar from which the desired date can be selected. 	
CCP-INIT-013	The user will have the ability to select a "Start Date" that is in the past or future and to display available calendar header information for calendars from the "Start Date" and the next 5 calendar days.	
CCP-INIT-014	The user will have the ability to populate the "Type", "Date" and "Identifier" with the Calendar Header data for the desired calendar. 	

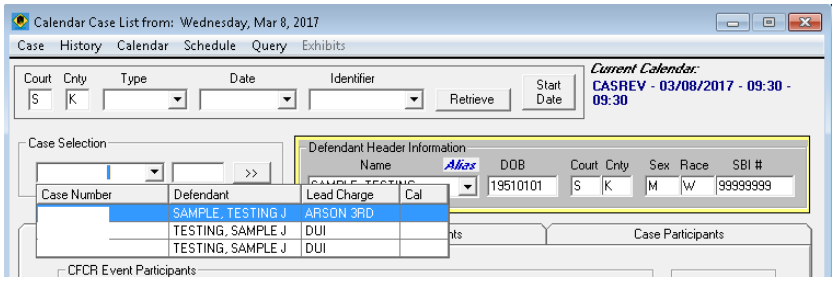
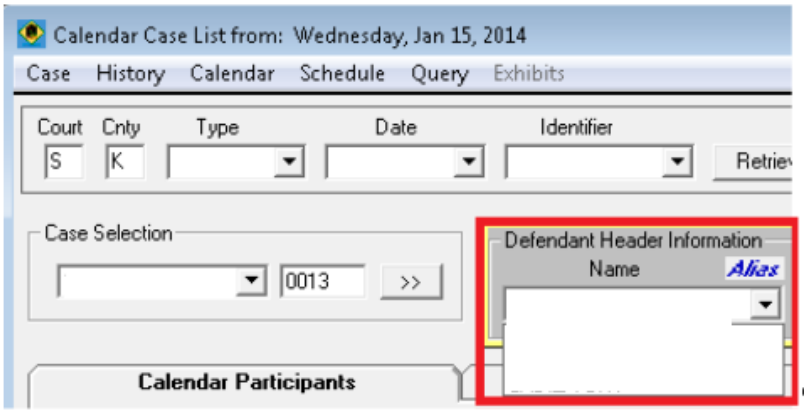
CCP-INIT-015	The user will have the ability to display the Calendar Header Information for the selected calendar on the form after the calendar has been selected. • Calendar Type • Calendar Date • Calendar Identifier • Presiding Judge (if available) 	
CCP-INIT-016	A user must have the ability to enter a case number manually by inputting the information, or by accessing the form from the Calendar Case List or the Calendar Event / Charge Disposition Form. If entered manually, the user can retrieve the form data by hitting ENTER, or by clicking the double right angle bracket button provided. The box to the right of the Case Selection is the sequence number for the Case: If the form is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, the form will populate the data completely: 	
CCP-INIT-017	The user will have the ability to access the form from any other form after a case selection is made, and the form will populate the data completely.	

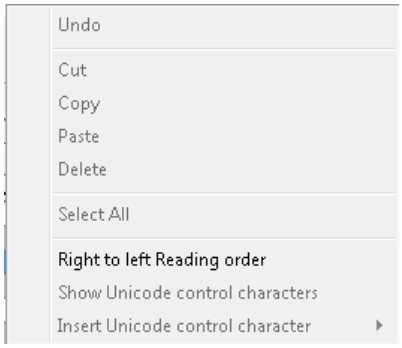
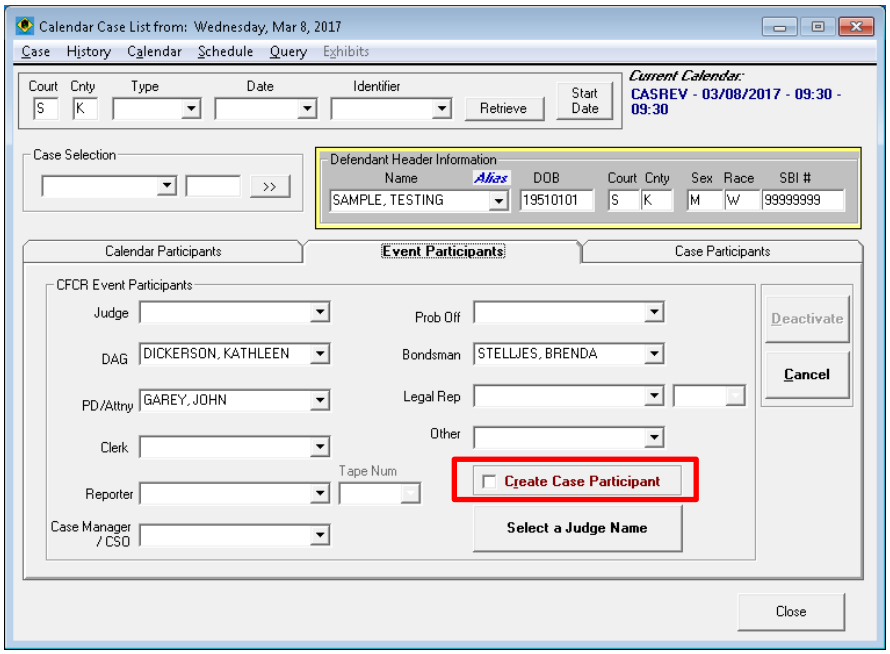
CCP-INIT-018	Clicking on the Retrieve command control will make a call to the JIC Mainframe Database to retrieve the specific case information for cases which are scheduled to the selected calendar and populate the Calendar Case List grid with the data. Calendar Participants Tab 	

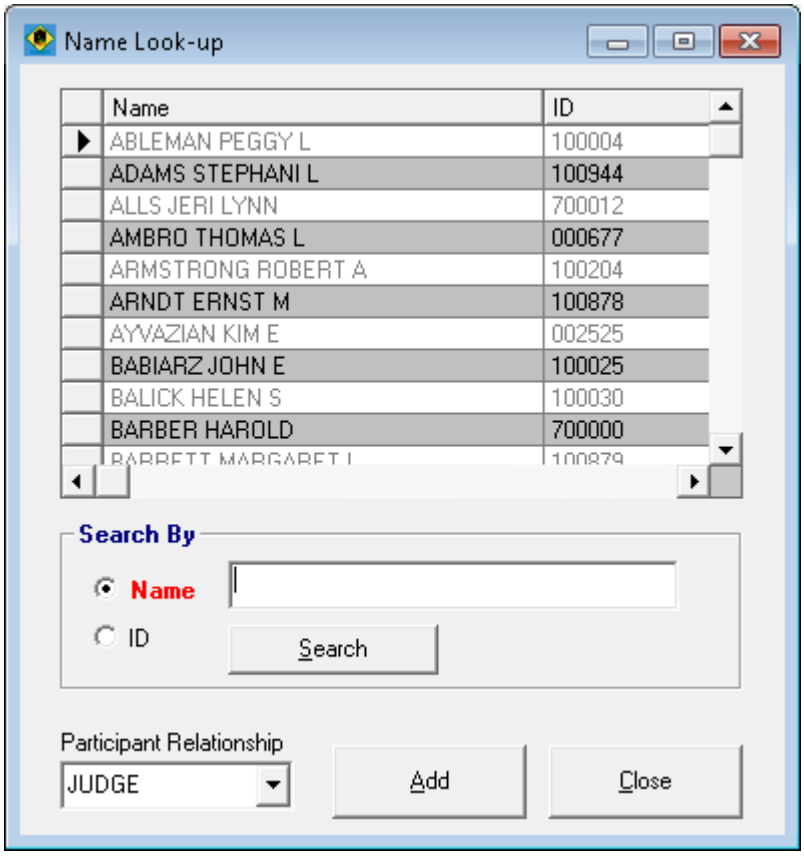
CCP-INIT-019	Event Participants Tab 	
CCP-INIT-020	Case Participants Tab 	

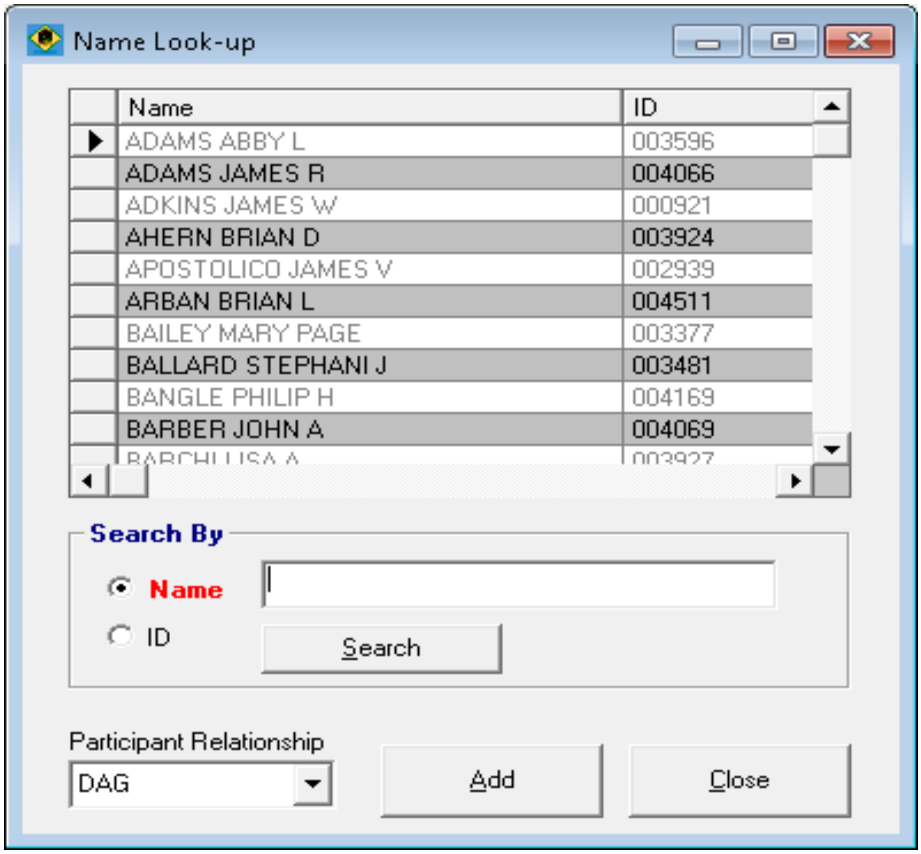
CCP-INIT-021	The user must have the ability to automatically retrieve all of the calendar header information for the calendars within the current date and the next 5 calendar days and load the information into the Search Grid at form initialization. The information to be retrieved at form initiation to populate the search grid:			
	Grid Column Name	Grid Column Description	Table / Field	
	Defendant Information			
	Name	Defendant Name	JIC-INDIVIDUAL.LAST-NAME JIC-INDIVIDUAL.FIRST_NAME JIC-INDIVIDUAL.MIDDLE-INITIAL JIC-INDIVIDUAL.ALIAS-INDICATOR = BLANK	
	Alias	List of Aliases for the Defendant (Populated after Case Selection)	JIC-INDIVIDUAL.LAST-NAME JIC-INDIVIDUAL.FIRST_NAME JIC-INDIVIDUAL.MIDDLE-INITIAL JIC-INDIVIDUAL.ALIAS-INDICATOR = Y	
	DOB	Defendant Date of Birth	JIC-INDIVIDUAL.BIRTH-DATE JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	Sex	Defendant Sex	JIC-INDIVIDUAL.SEX JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	Race	Defendant Race	JIC-INDIVIDUAL.RACE JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	SBI#	Defendant State Bureau of Investigations Number	JIC-INDIVIDUAL.OFF-SBI-NUM JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	Court	Court Defendant Adjudicated	JIC-CASE-COURT.AGENCY-ID	
	County	County of Record	JIC-CASE-COURT.LOCATION	
	Calendar Participants			
	Judge	Judge for the Calendar Event	All information is saved to the JIC-INDIVIDUAL-INDEX file based on the participant Type that is entered for the individual.	
	DAG	Deputy Attorney General for the Calendar Event		
	PD/Attny	Public Defender or Attorney for the Defendant in the Calendar Event		
	Clerk	Clerk for the Calendar Event		

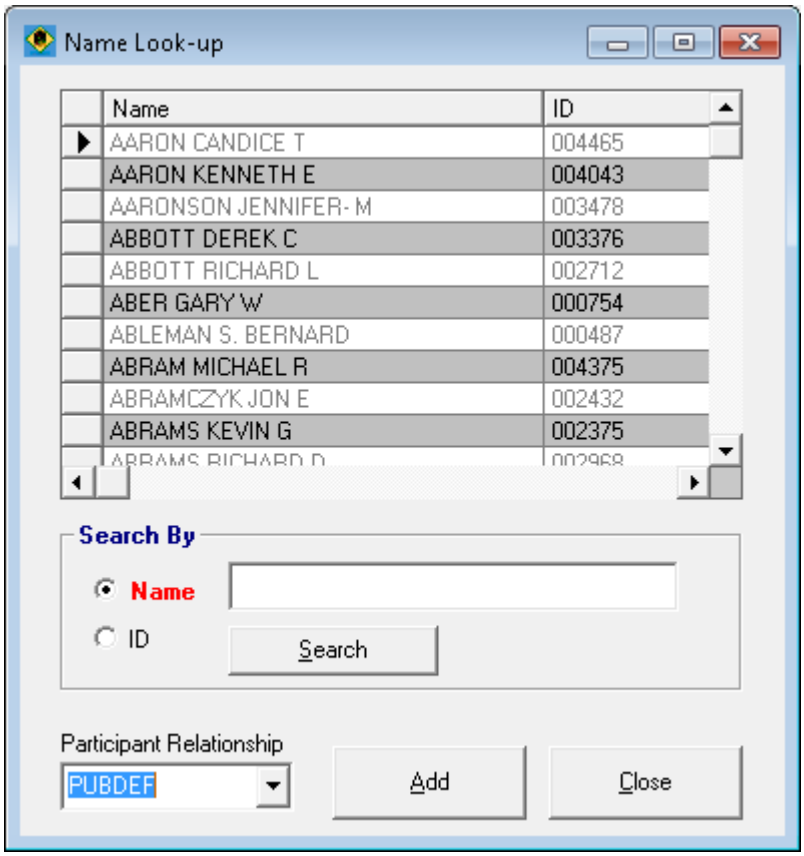
	Reporter	Reporter for the Calendar Event		
	Case Manager	Case Manager for the Calendar Event		
	Event Participants			
	Judge	Judge for the Event	All information is saved to the JIC-INDIVIDUAL-INDEX file based on the participant Type that is entered for the individual.	
	DAG	Deputy Attorney General for the Event		
	PD/Attny	Public Defender or Attorney for the Defendant in the Event		
	Clerk	Clerk for the Event		
	Reporter	Reporter for the Event		
	Case Manager	Case Manager for the Event		
	Prob Off	Probation Officer for the Event	All information is saved to the JIC-INDIVIDUAL-INDEX file based on the participant Type that is entered for the individual.	
	Bondsman	Bondsman for the Event		
	Legal Rep	for the Event		
	Other	for the Event		
	Case Participants			
	Judge	Judge for the Case	All information is saved to the JIC-INDIVIDUAL-INDEX file based on the participant Type that is entered for the individual.	
	DAG	Deputy Attorney General for the Case		
	PD/Attny	Public Defender or Attorney for the Defendant in the Case		
	Clerk	Clerk for the Case		
	Reporter	Reporter for the Case		
	Case Manager	Case Manager for the Case		
	Prob Off	Probation Officer for the Case		

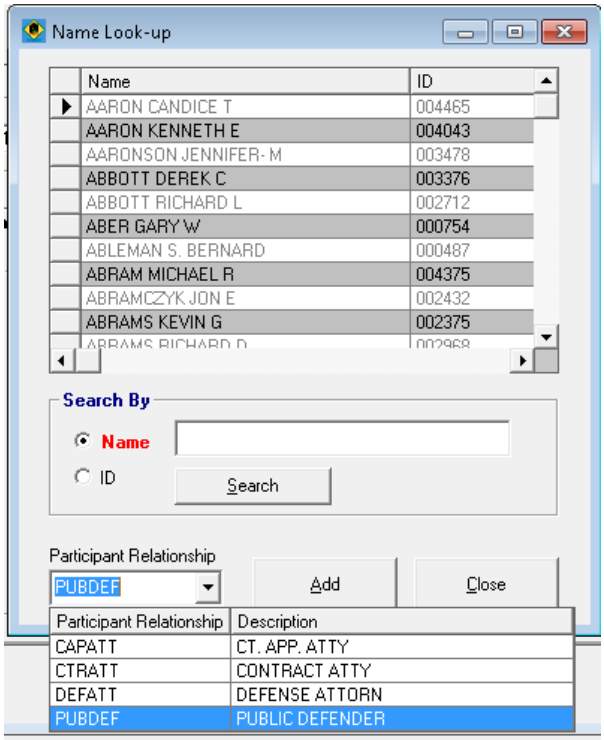
CCP-INIT-022	If the Case/Calendar Participants form is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, all cases on the Calendar Case List will be returned to the "Case Selection" grid dropdown list when the drop-down list is accessed. The information returned to the Case Selection drop-down list will be: • Case Number • Defendant Name • Lead Charge • Calendar Sequence Number  The user will have the ability to select any of the cases loaded into the dropdown list control.	
CCP-INIT-023	When the Case/Calendar Participants form is initialized, and a case selection is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, if the Defendant has any known aliases, the Alias field will be presented, and the user will be able to access the drop-down menu to access all known aliases available in the drop down for the Defendant's name. The Alias List is for informational purposes only. 	

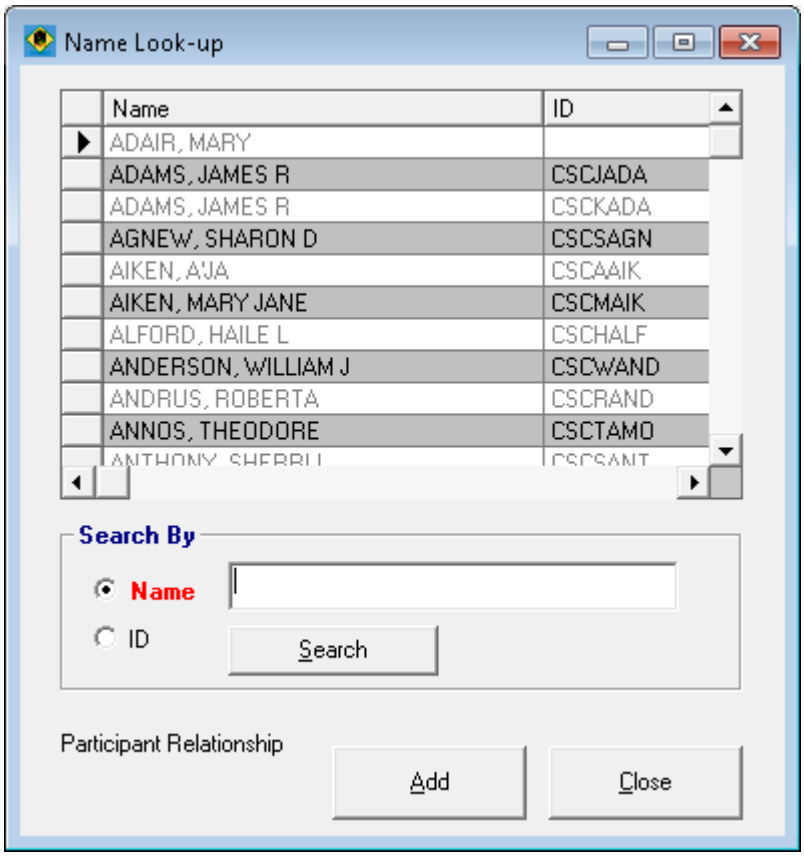
CCP-INIT-024	If the user right-clicks in any of the fields in the Defendant Information Screen a message box provides to allow a user the following options: Undo, Cut, Copy, Paste, Delete, Select All, Right to Left Reading order, Show Unicode control characters, Insert Unicode control characters. For all fields in the Defendant Information Screen, only the Right to Left Reading order, the Copy, and the Select All choice is allowed. 	
CCP-PART-000	The user will have the ability to add Participants to either the Calendar Participants, Event Participants, or Case Participants by selecting the field to be changed, and then clicking the associated button to select the Participant. 	

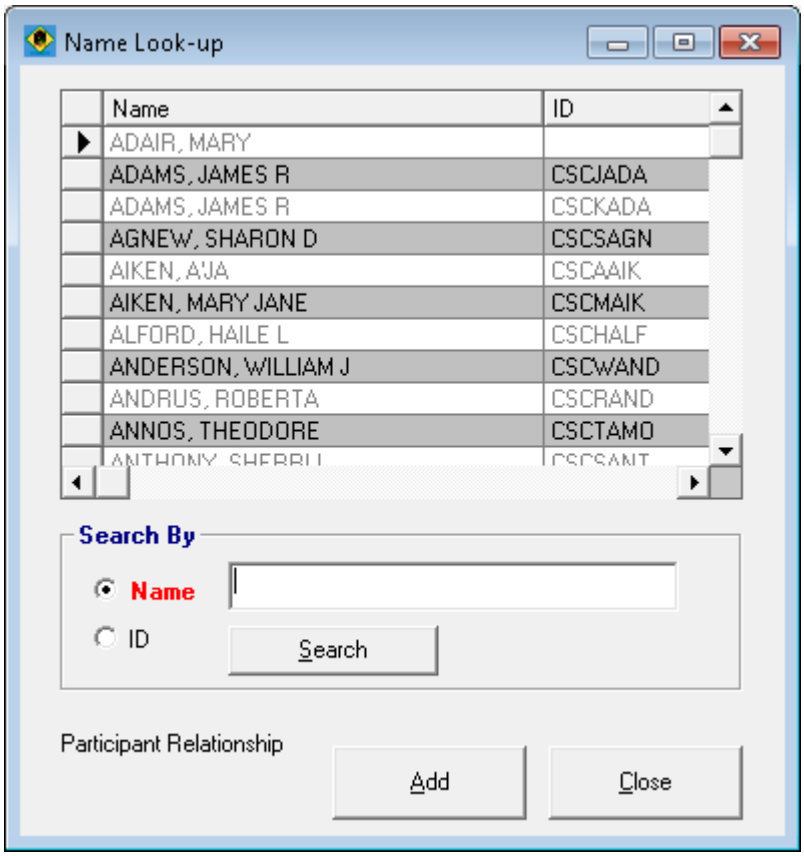
CCP-PART-001	If the user is selecting a Judge for the Calendar Participant, Event Participant, or Case Participant, the "Select a Judge Name" button is clicked, populating a Name Look-Up selection box: 	
CCP-PART-002	The user is provided with a box containing a scrollable list of all possible selectees. There is a radial button for Name and ID, with a text box. If Name is selected, the scrollable list is sorted by last name. If the ID button is selected, the scrollable list is sorted by ID number. The text box can be used to search for either selection, by filling a partial or whole possible choice. There are no error messages for an incorrect search. The Participant Relationship is filled in automatically.	
CCP-PART-003	The ADD button will add the Participant to the corresponding Participant form. The CLOSE button will close the form box.	

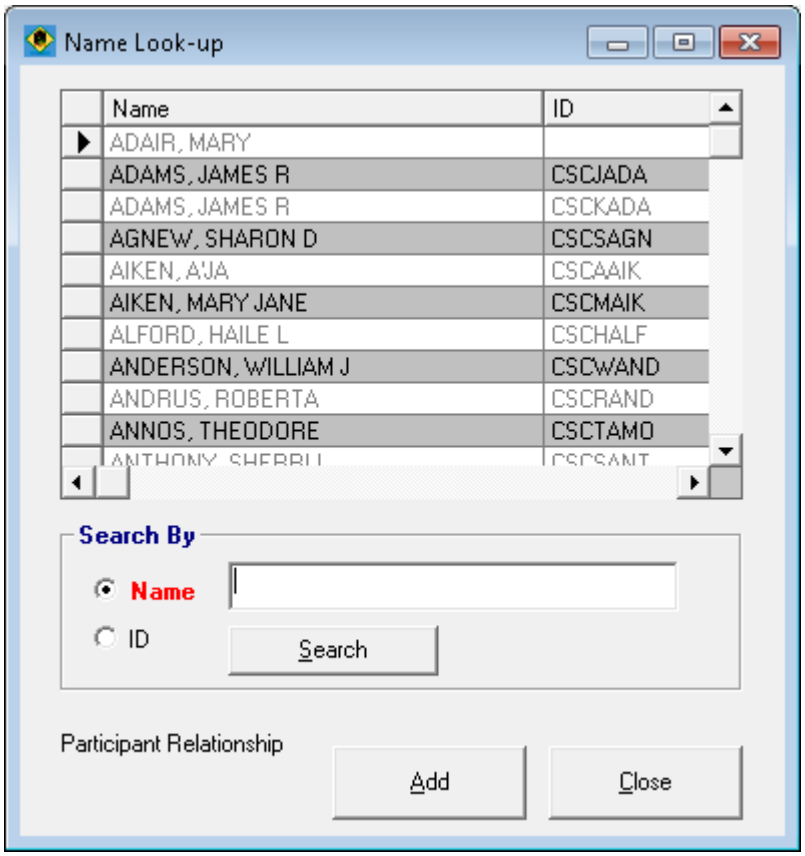
CCP-PART-004	If the user is selecting a Deputy Attorney General for the Calendar Participant, Event Participant, or Case Participant, the "Select a Deputy Attorney General" button is clicked, populating a Name Look-Up selection box: 	
CCP-PART-005	The user is provided with a box containing a scrollable list of all possible selectees. There is a radial button for Name and ID, with a text box. If Name is selected, the scrollable list is sorted by last name. If the ID button is selected, the scrollable list is sorted by ID number. The text box can be used to search for either selection, by filling a partial or whole possible choice. There are no error messages for an incorrect search. The Participant Relationship is filled in automatically.	
CCP-PART-006	The ADD button will add the Participant to the corresponding Participant form. The CLOSE button will close the form box.	

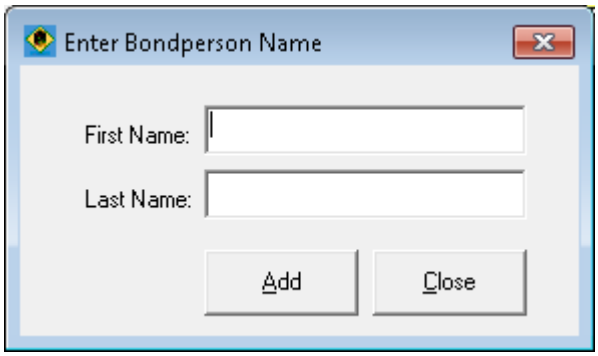
CCP-PART-007	If the user is selecting a Public Defender or Attorney for the Calendar Participant, Event Participant, or Case Participant, the "Select a Pub Def Attorney" button is clicked, populating a Name Look-Up selection box:  	

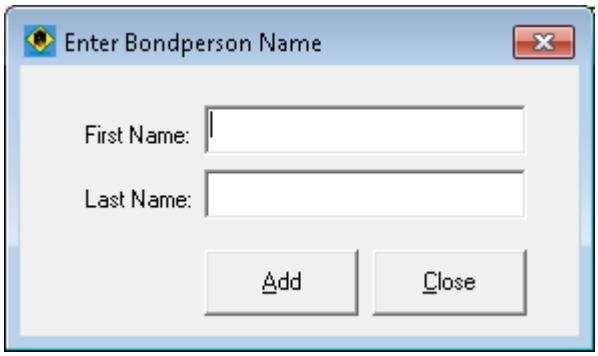
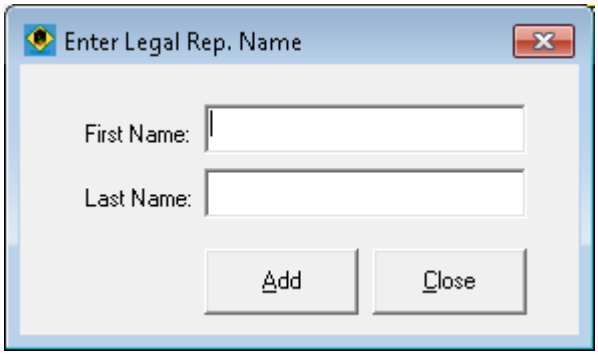
CCP-PART-008	The user is provided with a box containing a scrollable list of all possible selectees. There is a radial button for Name and ID, with a text box. If Name is selected, the scrollable list is sorted by last name. If the ID button is selected, the scrollable list is sorted by ID number. The text box can be used to search for either selection, by filling a partial or whole possible choice. There are no error messages for an incorrect search. The Participant Relationship has a drop down that allows for a choice of types of Attorney: 	
CCP-PART-009	The ADD button will add the Participant to the corresponding Participant form. The CLOSE button will close the form box.	

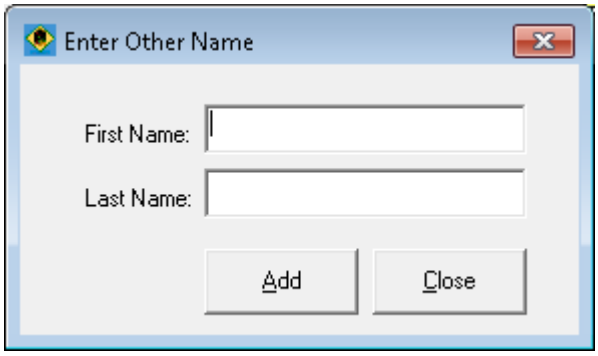
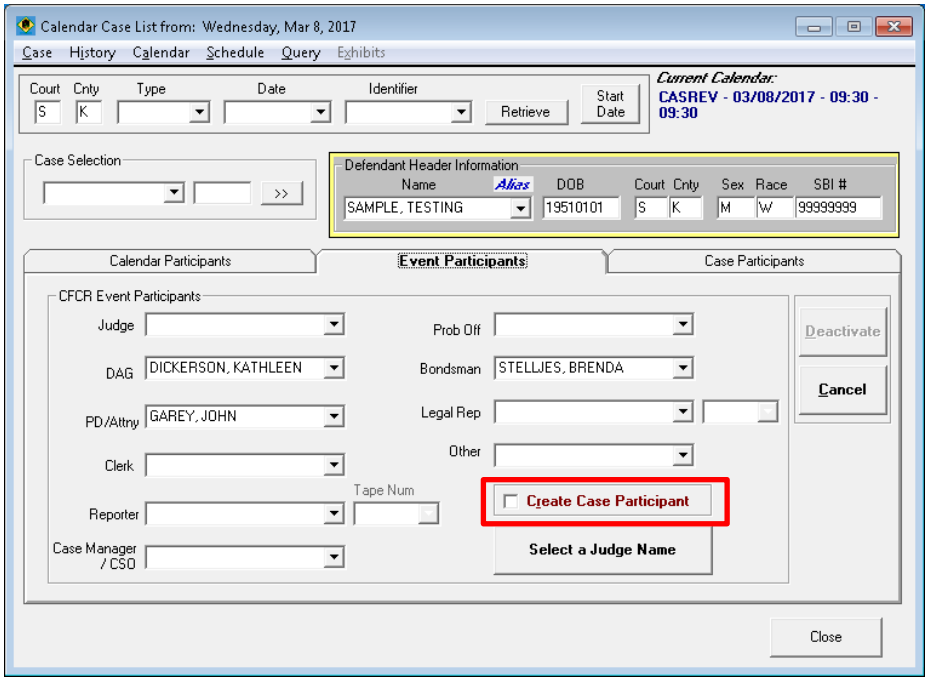
CCP-PART-010	If the user is selecting a Clerk for the Calendar Participant, Event Participant, or Case Participant, the "Select a Clerk Name" button is clicked, populating a Name Look-Up selection box: 	
CCP-PART-011	The user is provided with a box containing a scrollable list of all possible selectees. There is a radial button for Name and ID, with a text box. If Name is selected, the scrollable list is sorted by last name. If the ID button is selected, the scrollable list is sorted by ID number. The text box can be used to search for either selection, by filling a partial or whole possible choice. There are no error messages for an incorrect search. The Participant Relationship is not used.	
CCP-PART-012	The ADD button will add the Participant to the corresponding Participant form. The CLOSE button will close the form box.	

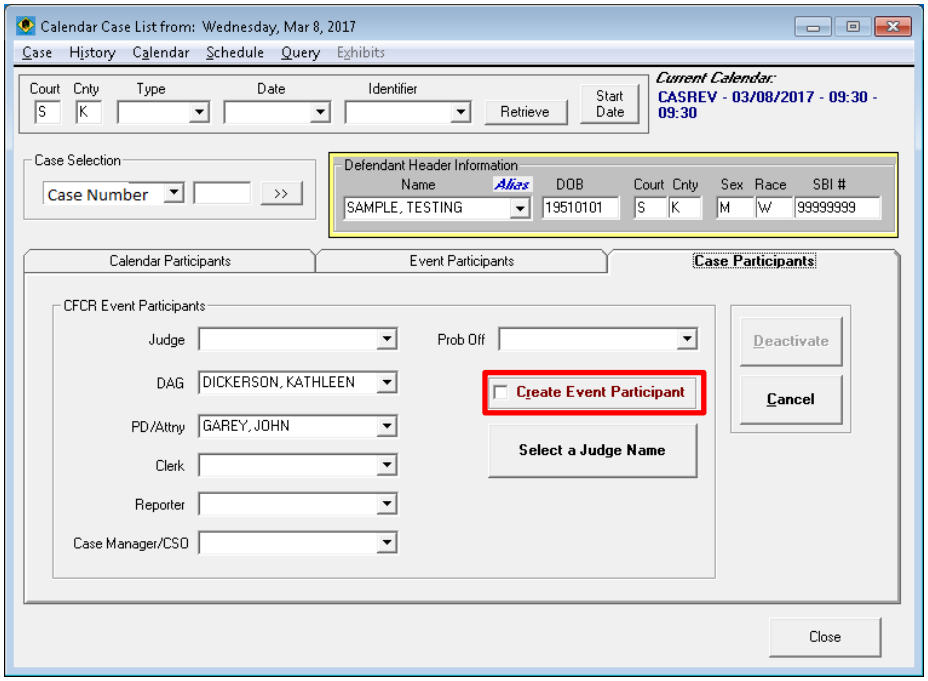
CCP-PART-013	If the user is selecting a Reporter for the Calendar Participant, Event Participant, or Case Participant, the "Select a Court Reporter" button is clicked, populating a Name Look-Up selection box: 	
CCP-PART-014	The user is provided with a box containing a scrollable list of all possible selectees. There is a radial button for Name and ID, with a text box. If Name is selected, the scrollable list is sorted by last name. If the ID button is selected, the scrollable list is sorted by ID number. The text box can be used to search for either selection, by filling a partial or whole possible choice. There are no error messages for an incorrect search. The Participant Relationship is not used	
CCP-PART-015	The ADD button will add the Participant to the corresponding Participant form. The CLOSE button will close the form box.	

CCP-PART-016	If the user is selecting Case Manager or CSO for the Calendar Participant, Event Participant, or Case Participant, the "Select a Case Manager/CSO Name" button is clicked, populating a Name Look-Up selection box: 	
CCP-PART-017	The user is provided with a box containing a scrollable list of all possible selectees. There is a radial button for Name and ID, with a text box. If Name is selected, the scrollable list is sorted by last name. If the ID button is selected, the scrollable list is sorted by ID number. The text box can be used to search for either selection, by filling a partial or whole possible choice. There are no error messages for an incorrect search. The Participant Relationship is not used.	
CCP-PART-018	The ADD button will add the Participant to the corresponding Participant form. The CLOSE button will close the form box.	

CCP-PART-019	If the user is selecting Probation Officer for the Event Participant or Case Participant, the "Select a Probation Officer Name" button is clicked, populating a Name Look-Up selection box: **CHECK ALL ENTRIES.** NOTE: The Enter Bondsperson Name box should be used there as there are no listings in JIC/CMS for Probation Officer. The input form title should be changed from "Enter Bondperson Name" to "Enter Probation Officer" name. 	
CCP-PART-020	The user is provided with a box containing a scrollable list of all possible selectees. There is a radial button for Name and ID, with a text box. If Name is selected, the scrollable list is sorted by last name. If the ID button is selected, the scrollable list is sorted by ID number. The text box can be used to search for either selection, by filling a partial or whole possible choice. There are no error messages for an incorrect search. The Participant Relationship is not used.	
CCP-PART-021	The ADD button will add the Participant to the corresponding Participant form. The CLOSE button will close the form box.	

CCP-PART-022	If the user is selecting Bondsman for the Event Participant, the "Select a Bondsman Name" button is clicked, populating an Enter Bondperson Name selection box: 	
CCP-PART-023	The user is provided with a box containing the user with a text box for the last name and first name of the Bondsman, to be filled in by the user.	
CCP-PART-024	The ADD button will add the Participant to the corresponding Participant form. The CLOSE button will close the form box.	
CCP-PART-025	If the user is selecting Legal Representative for the Event Participant, the "Select a Legal Representative Name" button is clicked, populating a Enter Legal Rep. Name selection box: 	
CCP-PART-026	The user is provided with a box containing a text box for the last name and first name of the Legal Representative, to be filled in by the user.	
CCP-PART-027	The ADD button will add the Participant to the corresponding Participant form. The CLOSE button will close the form box.	

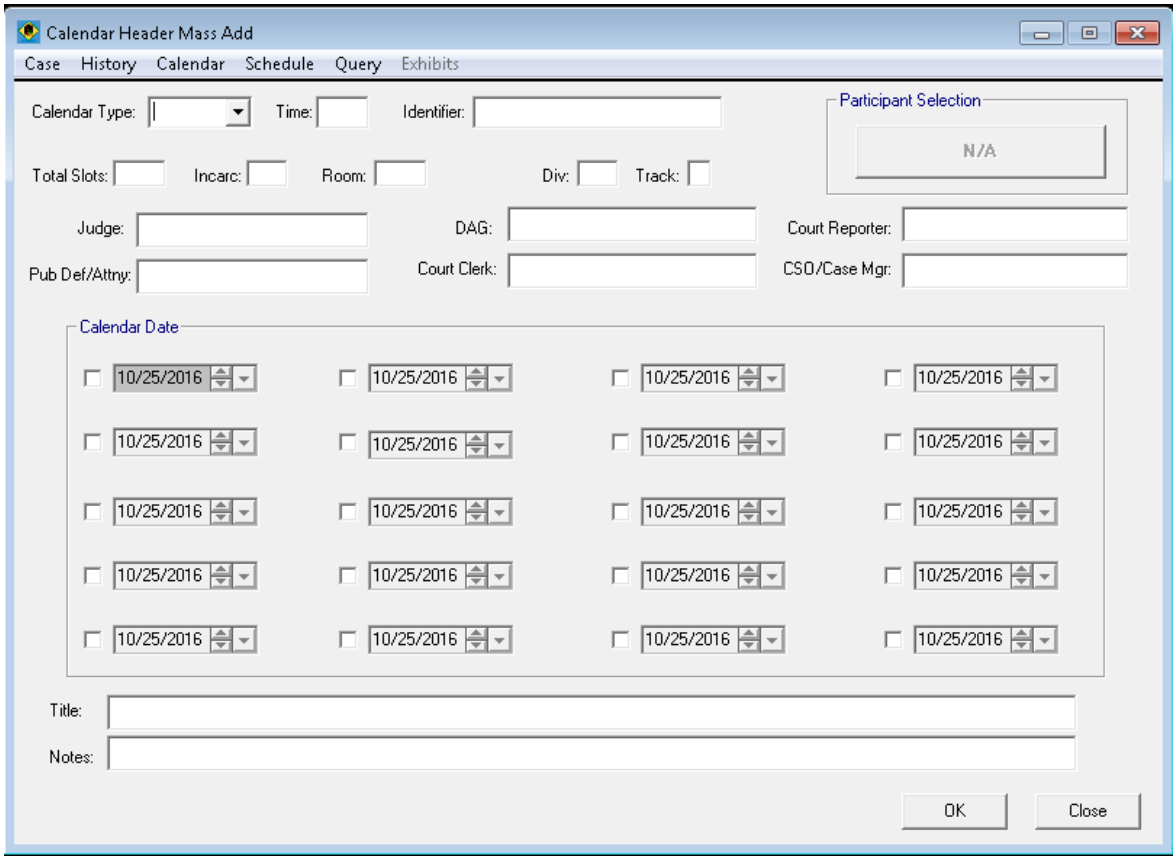
CCP-PART-028	If the user is selecting Other for the Event Participant, the "Select a Other Name" button is clicked, populating a Enter Other Name selection box: 	
CCP-PART-029	The user is provided with a box containing a text box for the last name and first name of a generic participant, to be filled in by the user.	
CCP-PART-030	The ADD button will add the Participant to the corresponding Participant form. The CLOSE button will close the form box.	
CCP-PART-031	If, while adding a Participant to the Event Participants Tab, the user has the ability to add the same information to the Case Participants Tab, a checked box is selected called "Create Case Participant". This will add the same information to the corresponding participant in the Case Participants Tab. 	

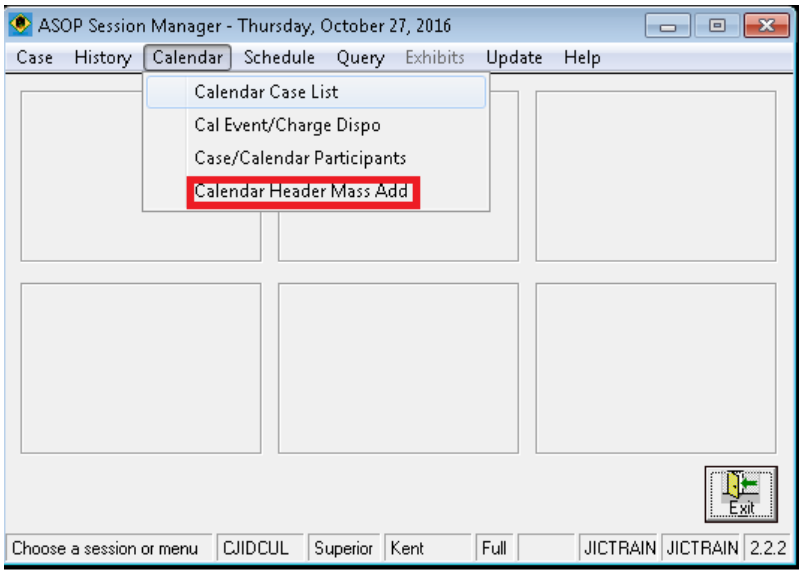
CCP-PART-032	If, while adding a Participant to the Case Participants Tab, the user has the ability to add the same information to the Case Participants Tab, a checked box is selected called “Create Event Participant”. This will add the same information to the corresponding participant in the Event Participants Tab. 	
CCP-INIT-025	The close button will close the Case/Calendar Participants box form.	

3.2.10 Calendar Header Mass Add

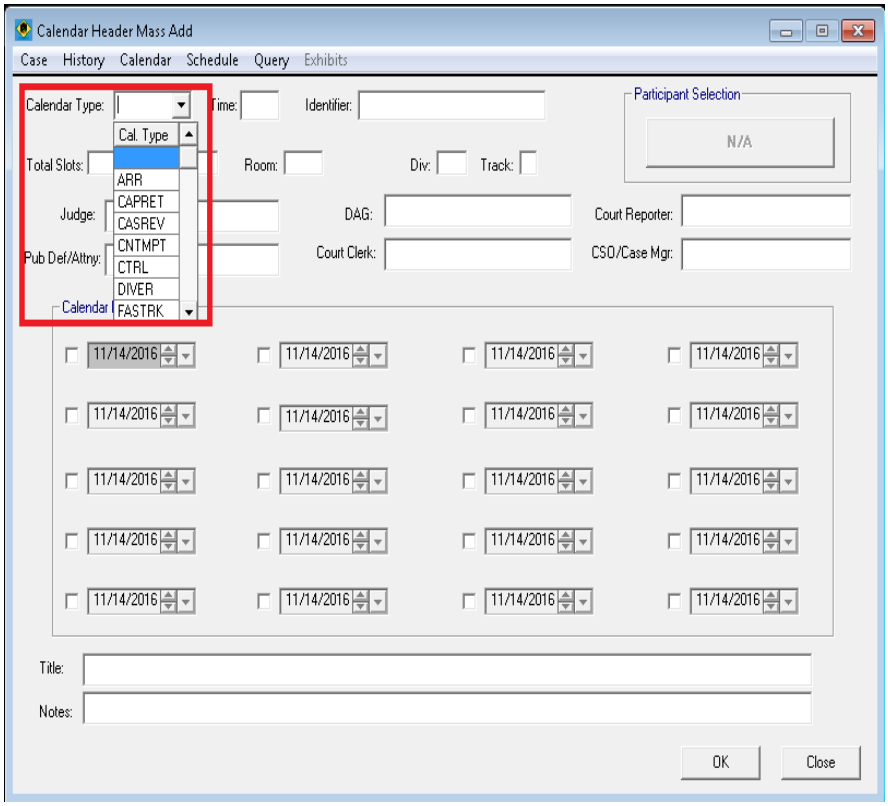
The Calendar Header Mass Add Form is used to:

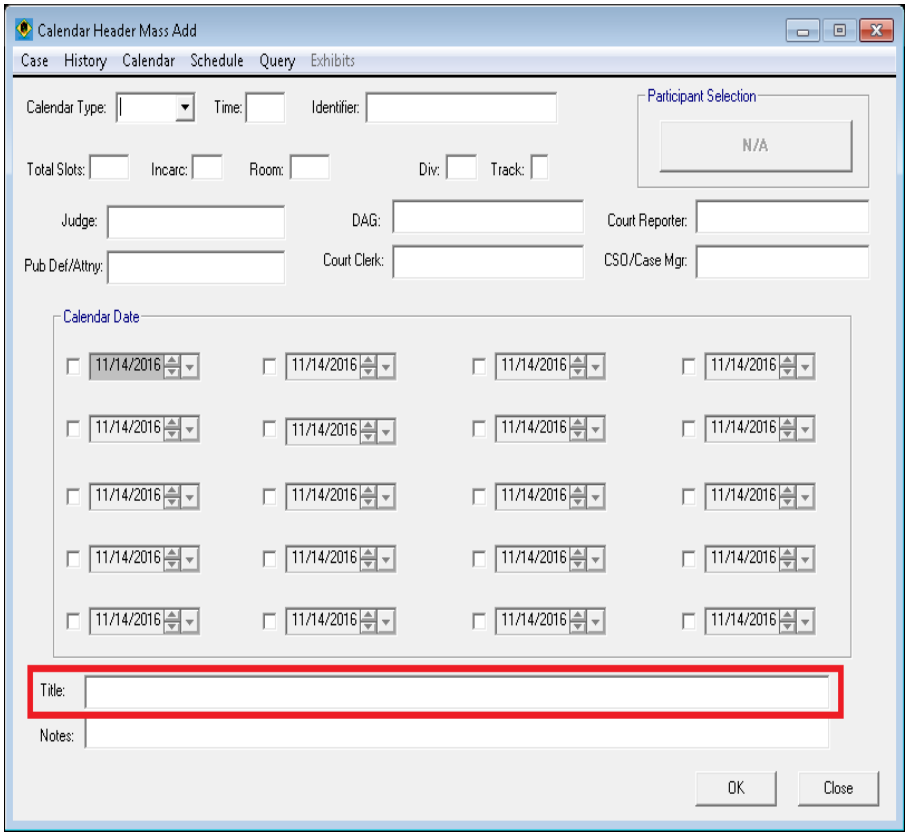
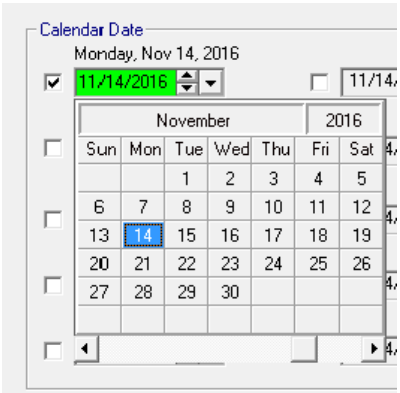
- Create Headers for Calendars for Multiple Dates

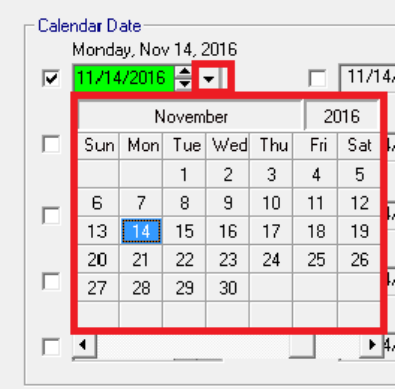
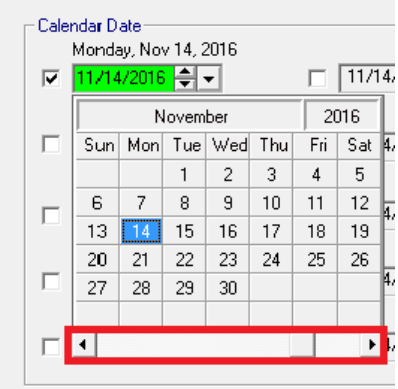


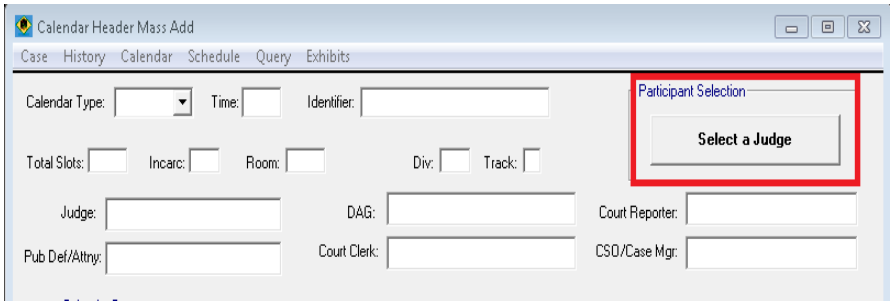
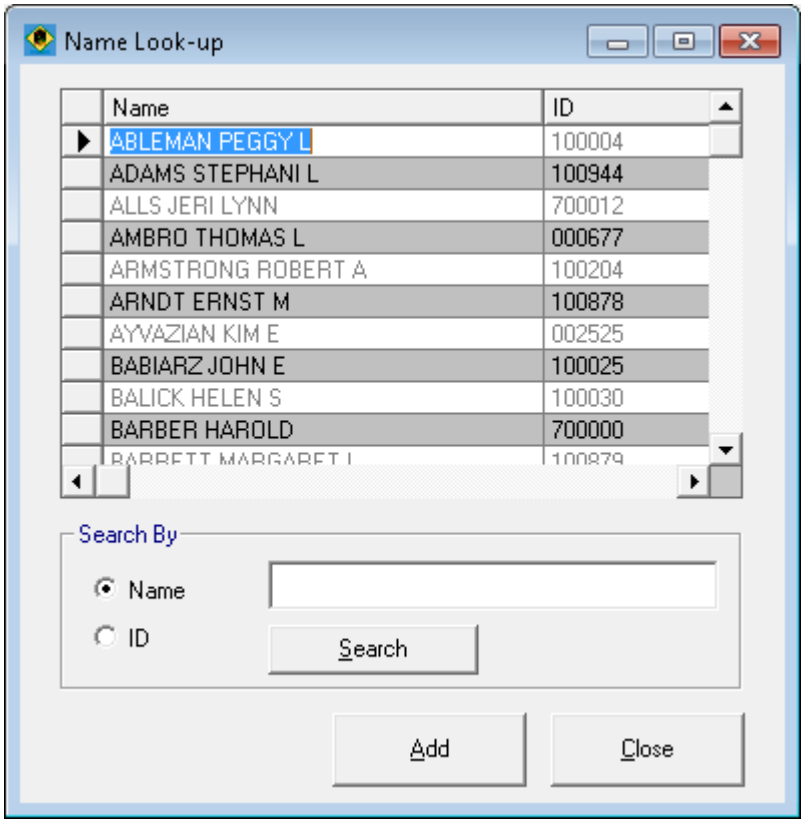
Functional Requirement Number	Description	Reference Number
CMA-INIT-000	The Calendar Header Mass Add form should be initialized by clicking on the **Calendar Header Mass Add** menu option from the Calendar option on the ASOP Session Manager Form 	
CMA-INIT-001	The Calendar Header Mass Add form will be initialized with no specific information. The following fields will be available to the user upon initialization:	

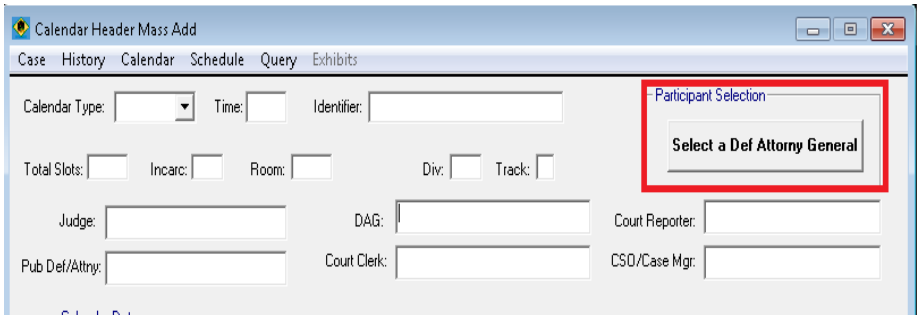
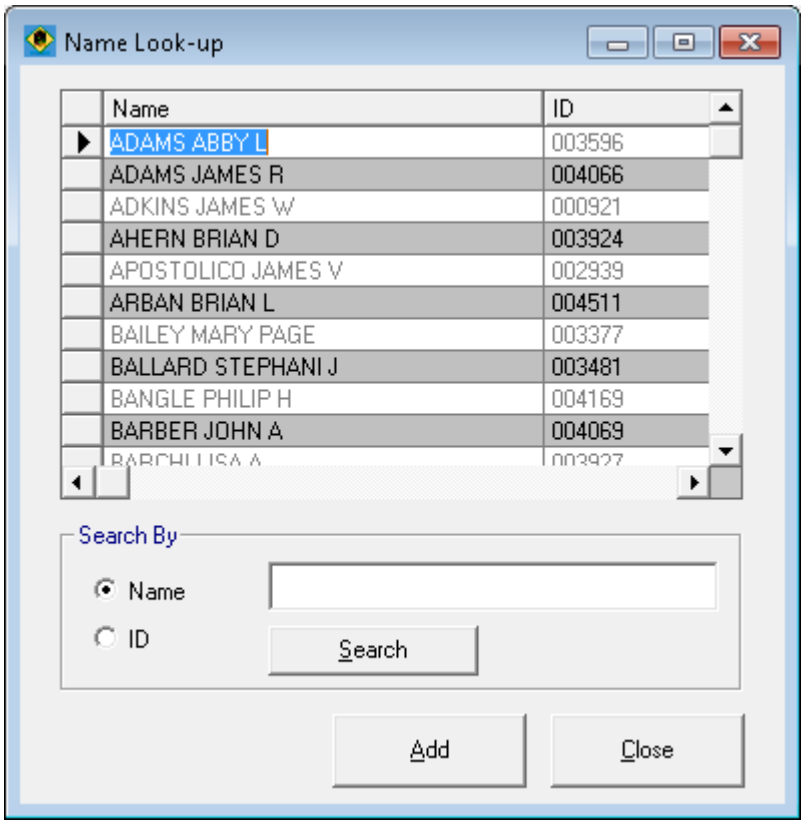
	Grid Column Name	Grid Column Description	Table / Field	
	Calendar Type	Calendar Type	JIC-CALENDAR-HEADER.CALENDER-TYPE	
	Time	Time for the Calendar(s)	JIC-CALENDAR-HEADER.START-TIME	
	Identifier	Calendar Identifier	JIC-CALENDAR-HEADER.CALENDAR-CONTROL	
	Total Slots	Number of Slots needed for a particular Calendar	JIC-CALENDAR-HEADER.TOTAL-SLOTS	
	Incarc	Indicates the number of Defendants arriving to Court from Incarceration	JIC-CALENDAR-HEADER. TOTAL-INCARC	
	Room	Room Number for the Event on the Calendar	JIC-CALENDAR-HEADER.COURT-FLOOR	
	Div	Indicates if Defendant is remanded from a Judicial program (Drugs/Alcohol Abuse)	JIC-CALENDAR-HEADER.DIVISION	

	Track	Indicates the Track of the Judicial program the Defendant attends	JIC-CALENDAR-HEADER.TRACK	
	Judge	Presiding Judge	JIC-CALENDAR-HEADER.COURT-JUDGE	
	DAG	District Attorney Assigned	JIC-CALENDAR-HEADER.STATE-ATTORNEY-ID	
	Court Reporter	Court Reporter Assigned	JIC-CALENDAR-HEADER.REOIRTER-ID	
	Pub Def/Attny	Public Defender or Attorney for the Defendant	JIC-CALENDAR-HEADER.PUBLIC-DEFENDER-ID	
	Court Clerk	Court Clerk Assigned	JIC-CALENDAR-HEADER.CLERK-ID	
	CSO/Case Manager	CSO or Case Manager Assigned	JIC-CALENDAR-HEADER.CASE-MANAGER-ID	
	Title	Title of the Calendar	JIC-CALENDAR-HEADER.TITLE	
	Notes	Notes	JIC-CALENDAR-HEADER.NOTES	
CMA-INIT-002	The Calendar Type field provides a drop down to allow the user to select the Calendar Type to add. This selection is required: 			

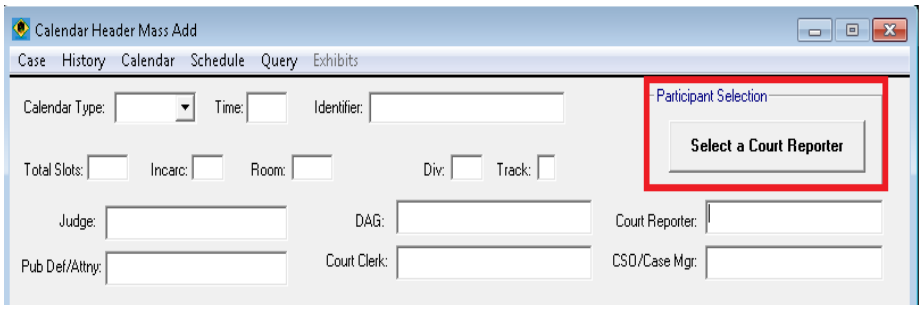
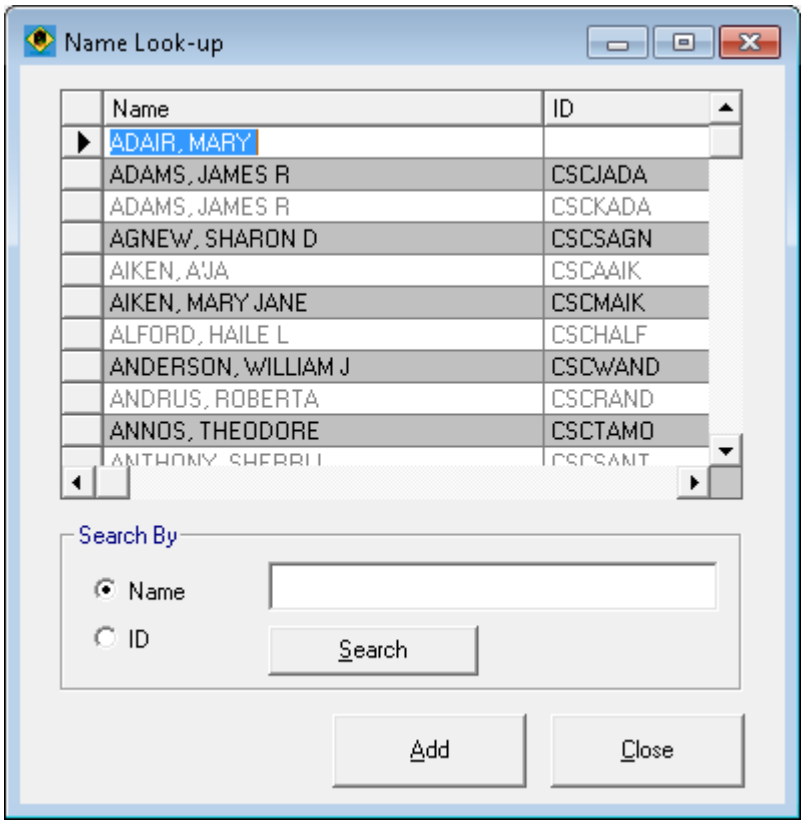
CMA-INIT-003	The Title text box provides the user with the ability to name the Calendar being added. Filling this field is required: 	
CMA-INIT-004	The Calendar Date filed provides the user with Twenty (20) possible date selections to create the Calendars. At least one date filed needs to be checked, and a date entered: 	

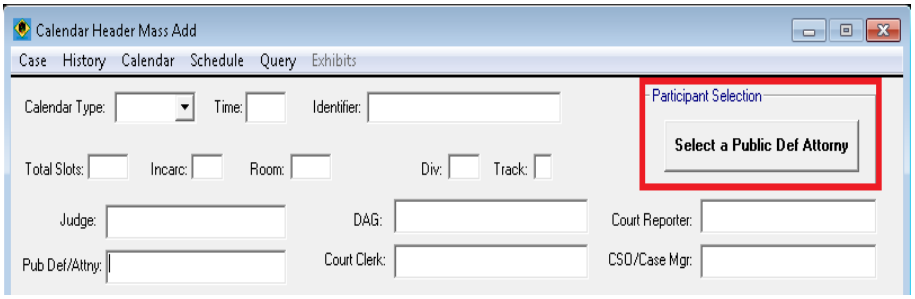
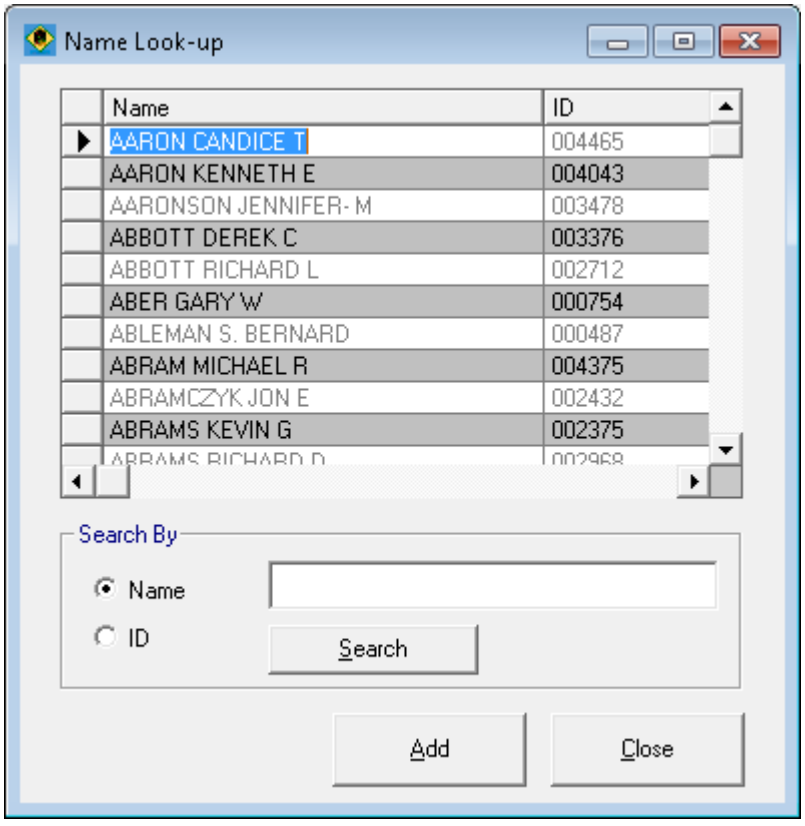
CMA-INIT-005	By clicking on the “Month” down arrow, the Calendar Control will display a calendar from which the desired date can be selected: 	
CMA-INIT-006	A scroll bar on the Calendar allows for the user to change the month one month at a time: 	

CMA-JUDG-000	If the user is selecting a Judge for the Calendar, the cursor is placed in the Judge text box, which initializes the Participant Selection tab. The user has the ability to manually add the Judge name, or can click the Participant Selection tab, populating a Name Look-Up selection box:   	
CMA-JUDG-001	The user is provided with a box containing a scrollable list of all possible selectees. There is a radial button for Name and ID, with a text box. If Name is selected, the scrollable list is sorted by last name. If the ID button is selected, the scrollable list is sorted by ID number. The text box can be used to search for either selection, by filling a partial or whole possible choice. There are no error messages for an incorrect search.	

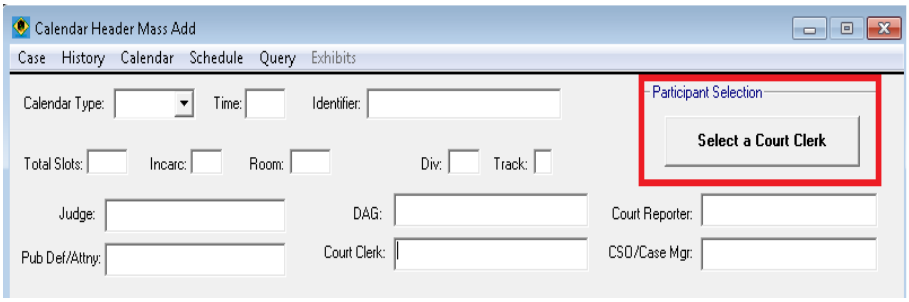
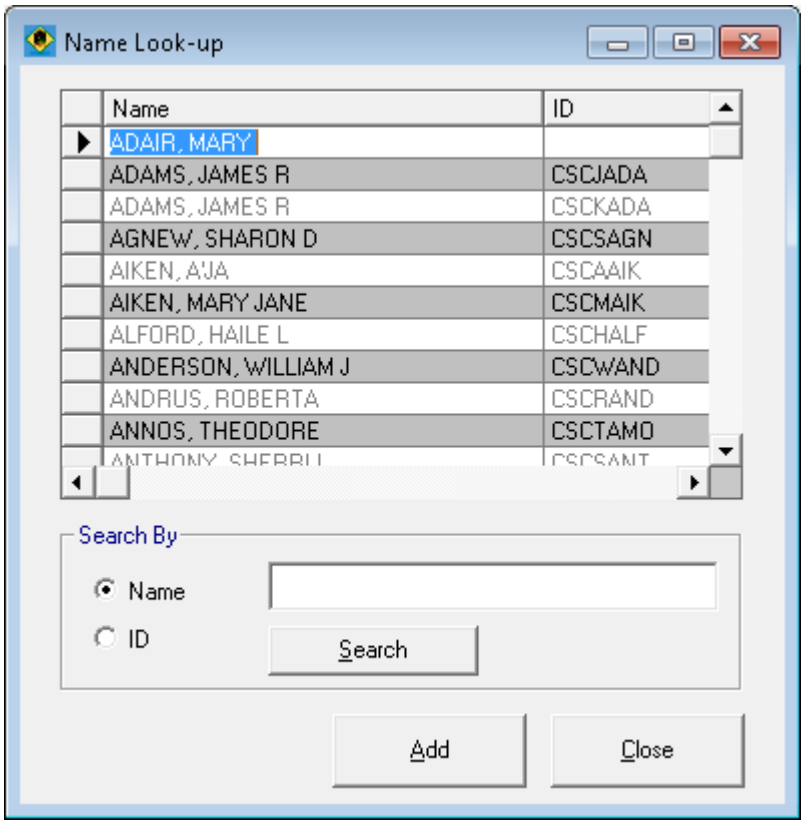
CMA-JUDG-002	The ADD button will add the Participant to the corresponding Participant form. The CLOSE button will close the form box.	
CMA-DAG-000	If the user is selecting a Deputy Attorney General for the Calendar, the cursor is placed in the DAG text box, which initializes the Participant Selection tab. The user has the ability to manually add the Deputy Attorney General name, or can click the Participant Selection tab, populating a Name Look-Up selection box:   	

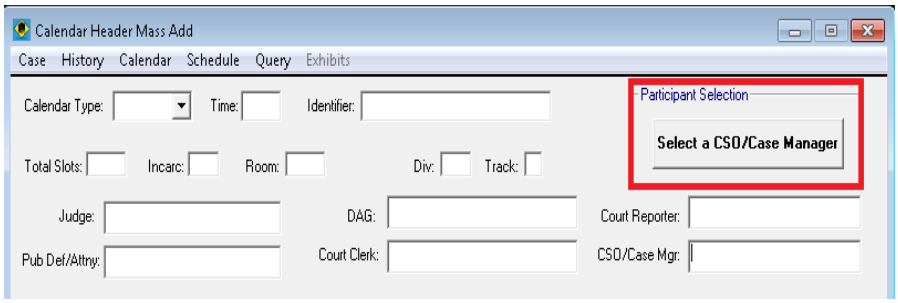
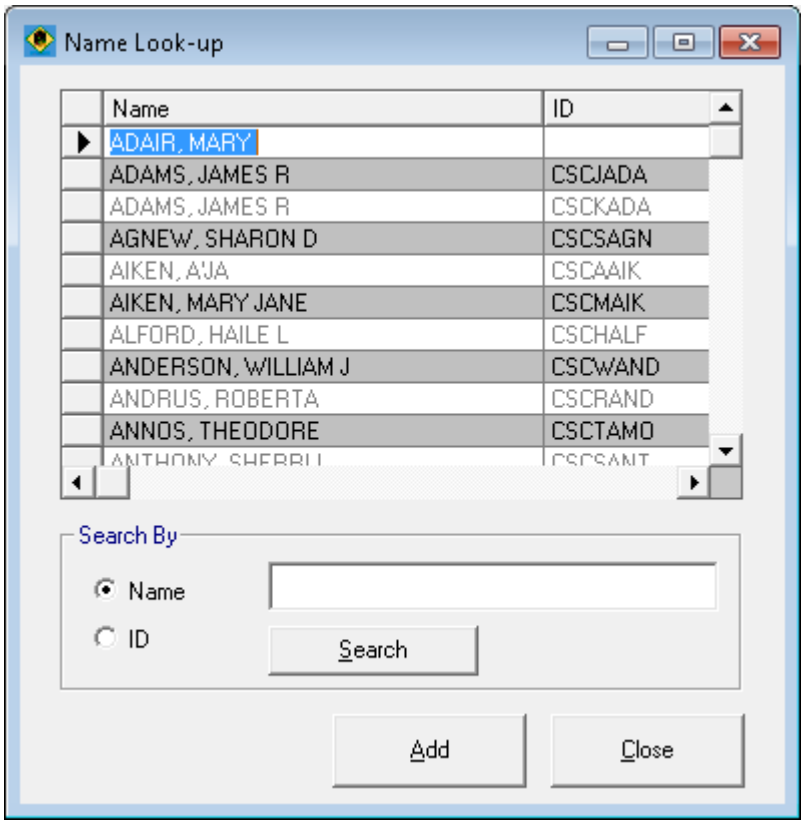
CMA-DAG-001	The user is provided with a box containing a scrollable list of all possible selectees. There is a radial button for Name and ID, with a text box. If Name is selected, the scrollable list is sorted by last name. If the ID button is selected, the scrollable list is sorted by ID number. The text box can be used to search for either selection, by filling a partial or whole possible choice. There are no error messages for an incorrect search.	
CMA-DAG-002	The ADD button will add the Participant to the corresponding Participant form. The CLOSE button will close the form box.	

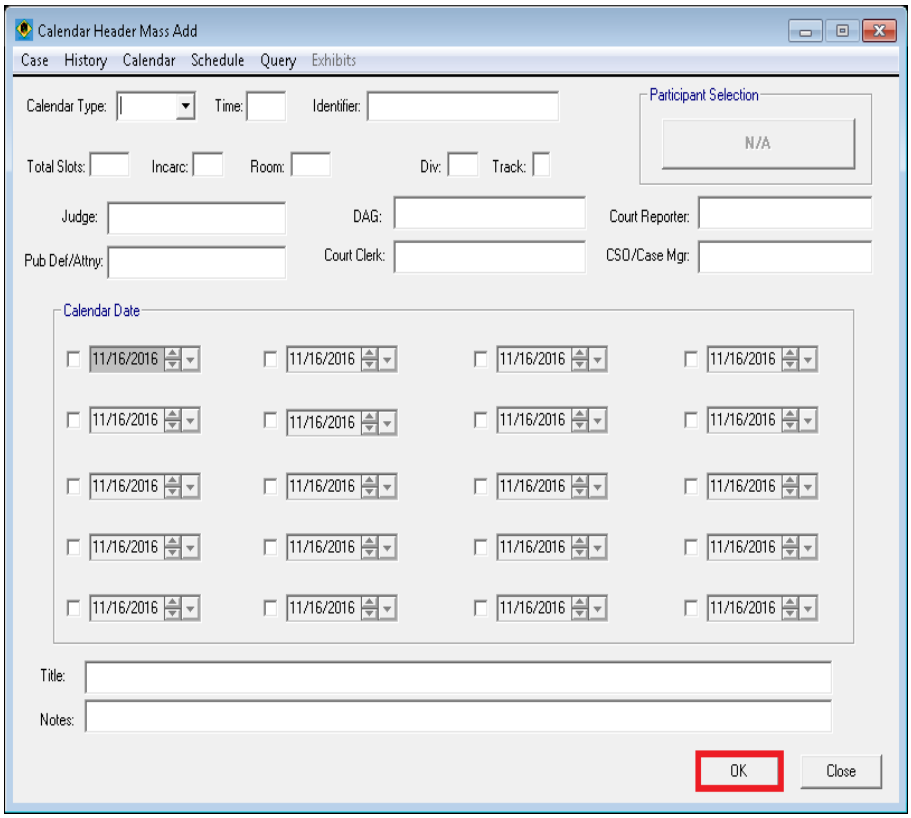
CMA-RPTR-000	If the user is selecting a Reporter for the Calendar, the cursor is placed in the Court Reporter text box, which initializes the Participant Selection tab. The user has the ability to manually add the Reporter name, or can click the Participant Selection tab, populating a Name Look-Up selection box:   	
CMA-RPTR-001	The user is provided with a box containing a scrollable list of all possible selectees. There is a radial button for Name and ID, with a text box. If Name is selected, the scrollable list is sorted by last name. If the ID button is selected, the scrollable list is sorted by ID number. The text box can be used to search for either selection, by filling a partial or whole possible choice. There are no error messages for an incorrect search.	

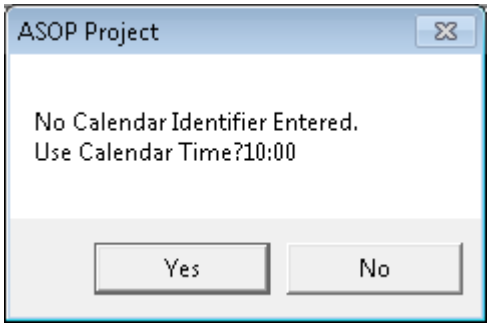
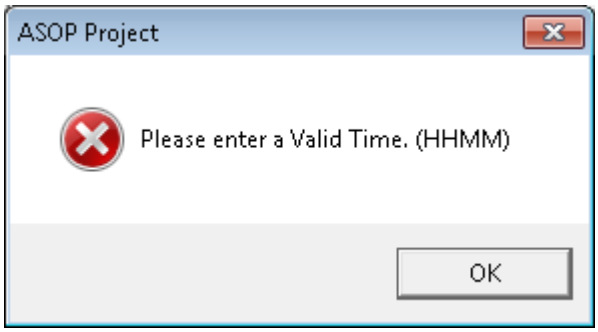
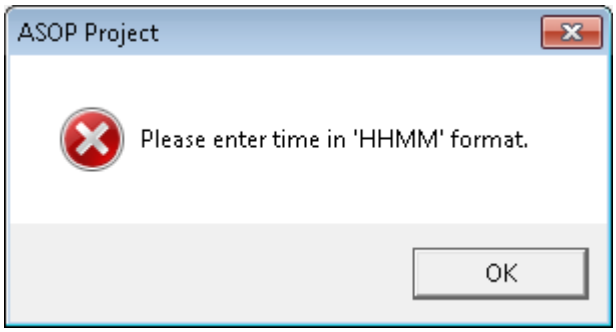
CMA-RPTR-002	The ADD button will add the Participant to the corresponding Participant form. The CLOSE button will close the form box.	
CMA-ATTN-000	If the user is selecting a Public Defender or Attorney for the Calendar, the cursor is placed in the Pb Def/Attny text box, which initializes the Participant Selection tab. The user has the ability to manually add the Public Defender or Attorney name, or can click the Participant Selection tab, populating a Name Look-Up selection box:   	

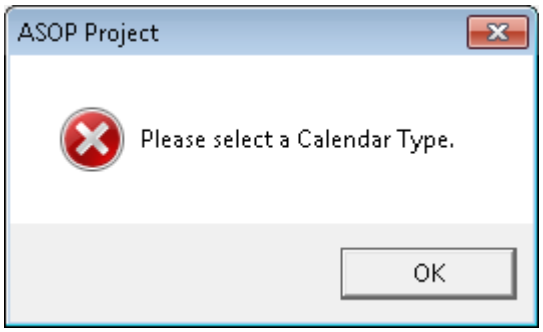
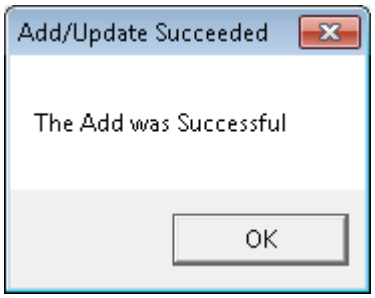
CMA-ATTN-001	The user is provided with a box containing a scrollable list of all possible selectees. There is a radial button for Name and ID, with a text box. If Name is selected, the scrollable list is sorted by last name. If the ID button is selected, the scrollable list is sorted by ID number.	
CMA-ATTN-002	The ADD button will add the Participant to the corresponding Participant form. The CLOSE button will close the form box.	

CMA-CLRK-000	If the user is selecting a Clerk for the Calendar Participant, the cursor is placed in the Court Clerk text box, which initializes the Participant Selection tab. The user has the ability to manually add the Clerk name, or can click the Participant Selection tab, populating a Name Look-Up selection box:   	
CMA-CLRK-001	The user is provided with a box containing a scrollable list of all possible selectees. There is a radial button for Name and ID, with a text box. If Name is selected, the scrollable list is sorted by last name. If the ID button is selected, the scrollable list is sorted by ID number. The text box can be used to search for either selection, by filling a partial or whole possible choice. There are no error messages for an incorrect search.	

CMA-CLRK-002	The ADD button will add the Participant to the corresponding Participant form. The CLOSE button will close the form box.	
CMA-CSO-000	If the user is selecting Case Manager or CSO for the Calendar, the cursor is placed in the CSO/Case Manager text box, which initializes the Participant Selection tab. The user has the ability to manually add the Reporter name, or can click the Participant Selection tab, populating a Name Look-Up selection box:   	

CMA-CSO-001	The user is provided with a box containing a scrollable list of all possible selectees. There is a radial button for Name and ID, with a text box. If Name is selected, the scrollable list is sorted by last name. If the ID button is selected, the scrollable list is sorted by ID number. The text box can be used to search for either selection, by filling a partial or whole possible choice. There are no error messages for an incorrect search.	
CMA-CSO-002	The ADD button will add the Participant to the corresponding Participant form. The CLOSE button will close the form box.	
CMA-ADDC-000	When all required and desired information is entered, the user has the ability to click the Ok button to add the calendar: 	

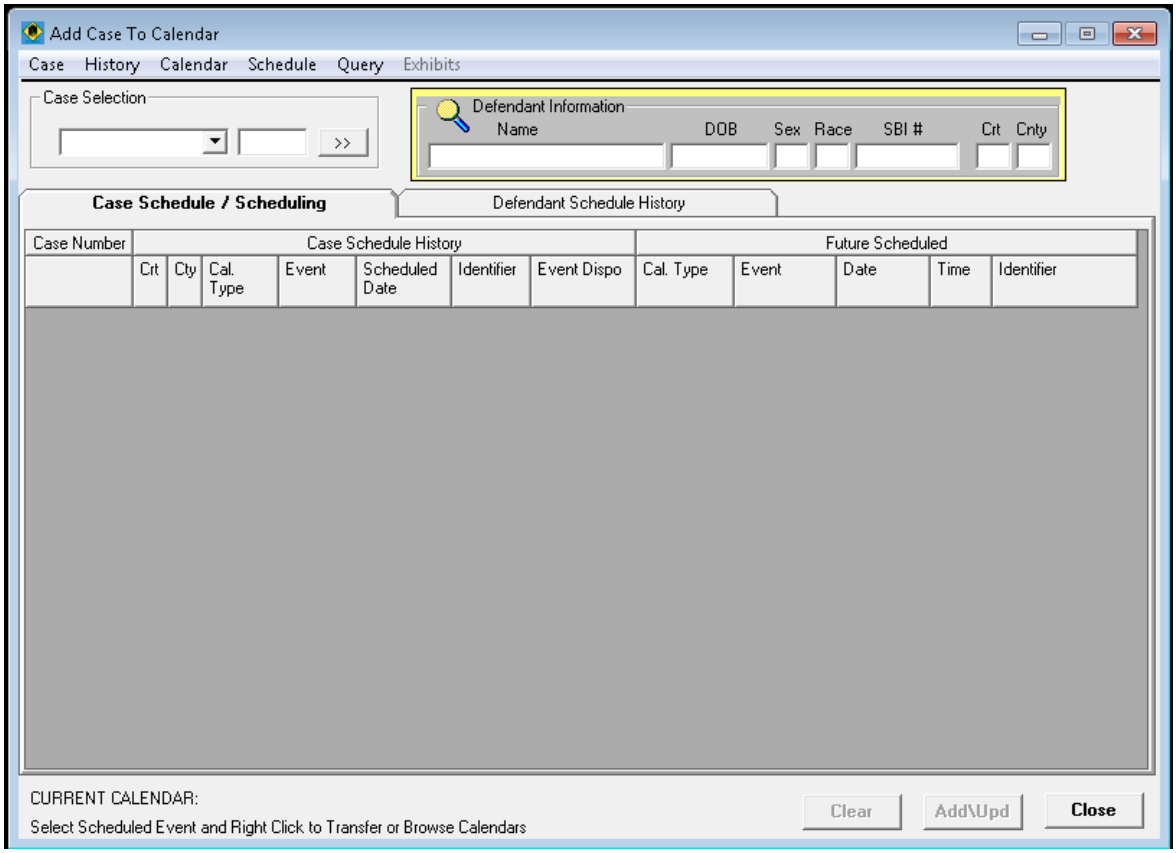
CMA-ADDC-001	If there is no Identifier added, or the Time is added in something other than hh:mm format, a message box will appear: 	
CMA-ADDC-002	If Yes is entered, the Time field will be entered in hh:mm format. If No is entered, it will not.	
CMA-ADDC-003	If an invalid time is entered, a message box will appear: 	
CMA-ADDC-004	If no Time is entered, an error message will populate: 	

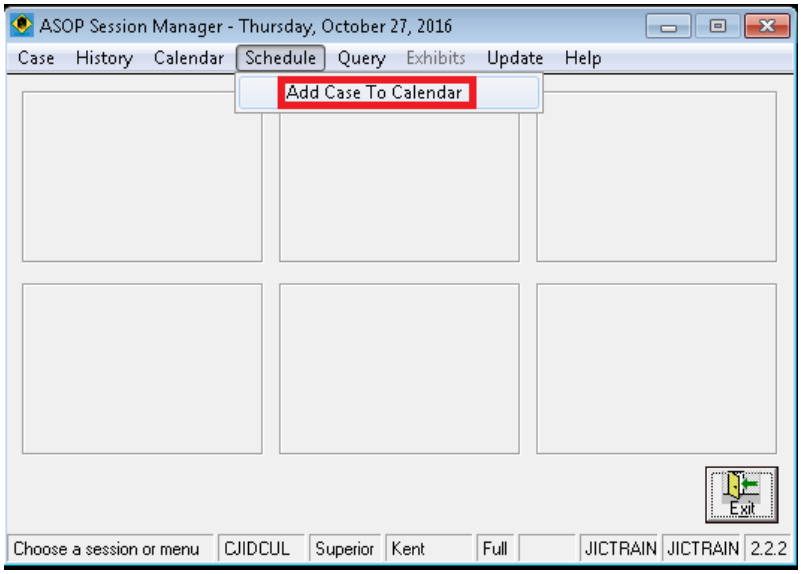
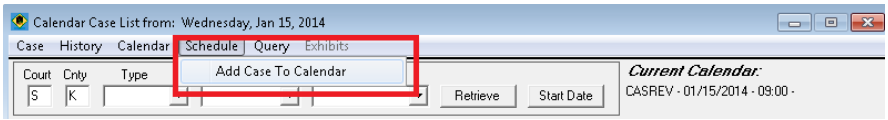
CMA-ADDC-005	If no Calendar Type is selected, an error message will populate: 	
CMA-ADDC-006	If all required and desired information is entered correctly, an information box will populate after clicking Ok: 	
CMA-INIT-007	The close button will close the Calendar Header Mass Add box form.	

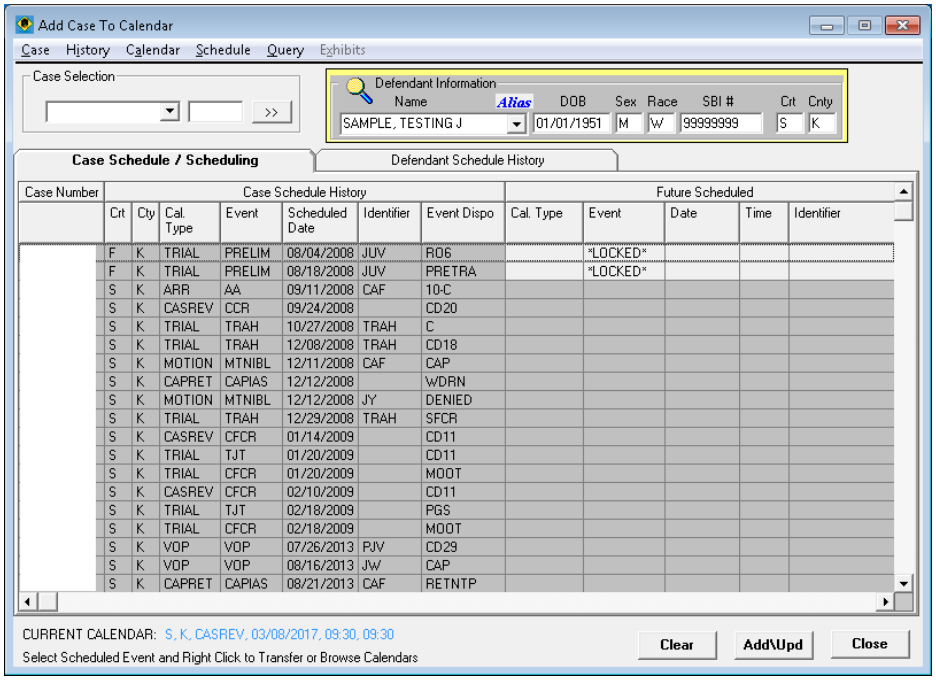
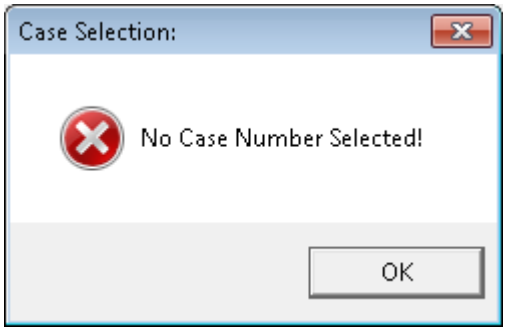
3.2.11 Add Case to Calendar

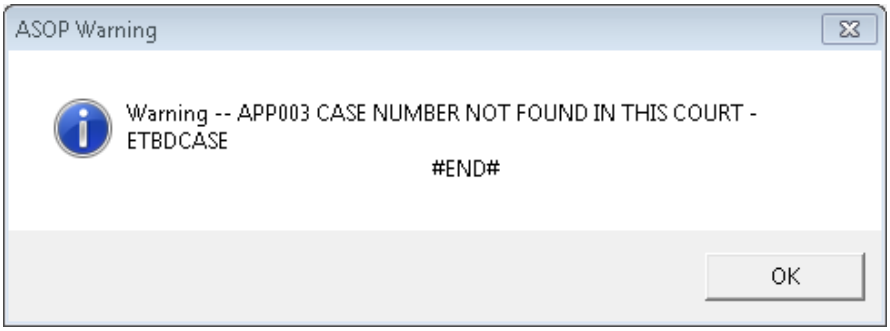
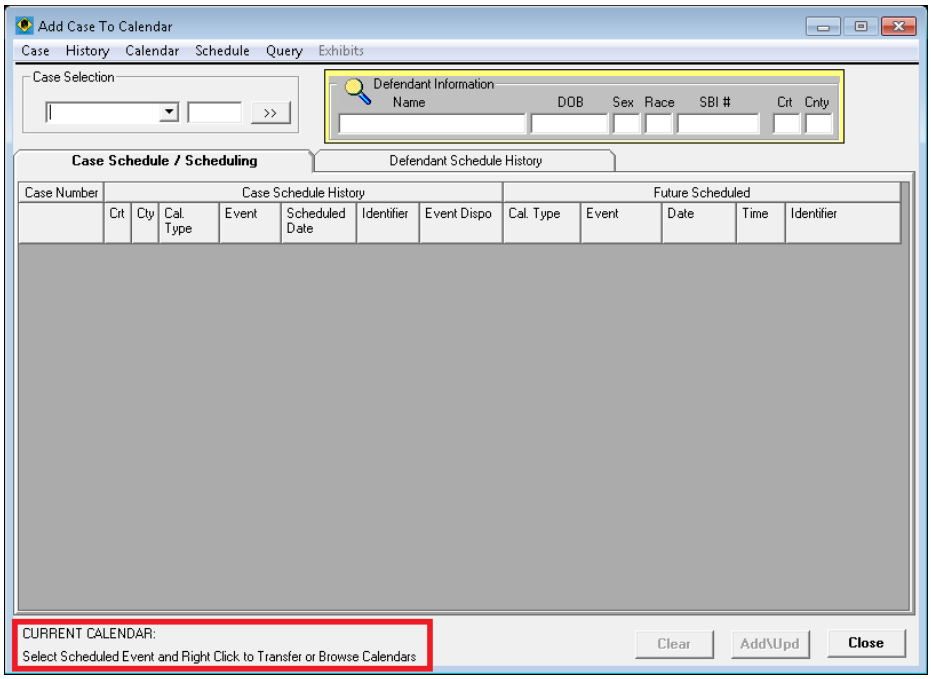
The Add Case to Calendar Form is used to:

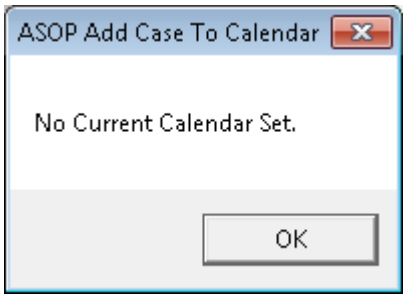
- Display all Case Scheduled Events for a given Case and Calendar
- Display the Scheduling History for a given Defendant
- Update any Case Scheduled Events for a Future Scheduled Event



Functional Requirement Number	Description	Reference Number
ACC-INIT-000	The Add Case to Calendar form should be initialized by clicking on the **Add Case to Calendar** menu option from the Schedule option on the ASOP Session Manager Form 	
ACC-INIT-001	A user must have the ability to enter a case number manually by inputting the information, or by accessing the form from the Calendar Case List or the Calendar Event / Charge Disposition Form. If entered manually, the user can retrieve the form data by hitting ENTER, or by clicking the double right angle bracket button provided. The box to the right of the Case Selection is the sequence number for the Case: If the form is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, the form will populate the data completely: 	
ACC-INIT-002	If the Form is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, the user will have the ability to fill the Sequence Number right-clicking the Case Selection field.	

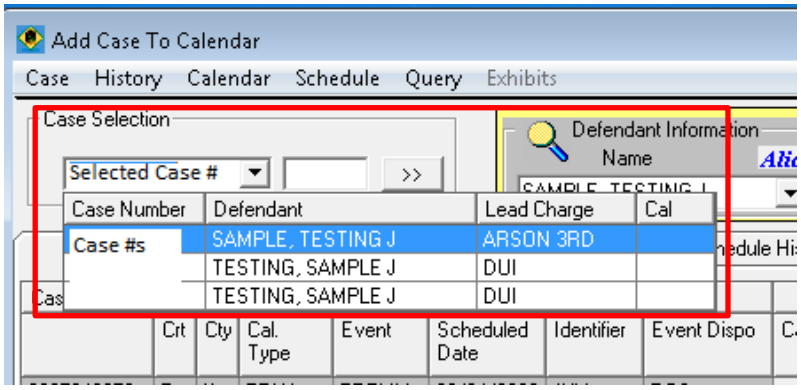
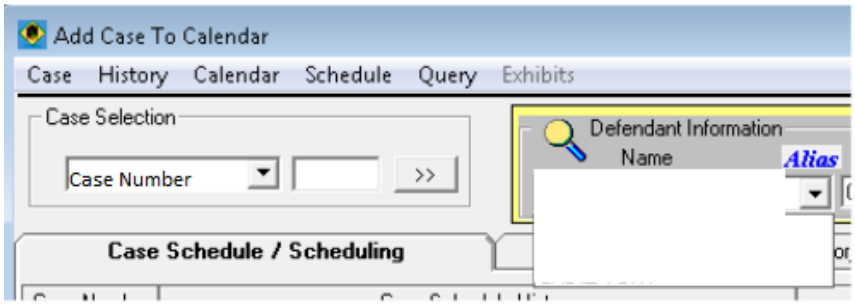
ACC-INIT-003	The user will have the ability to access the form from any other form after a case selection is made, and the form will populate the data completely. 	
ACC-INIT-004	If no Case Selection is made prior to trying to access the form from another form, an error message will appear prior to form initialization: 	

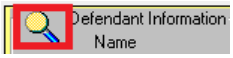
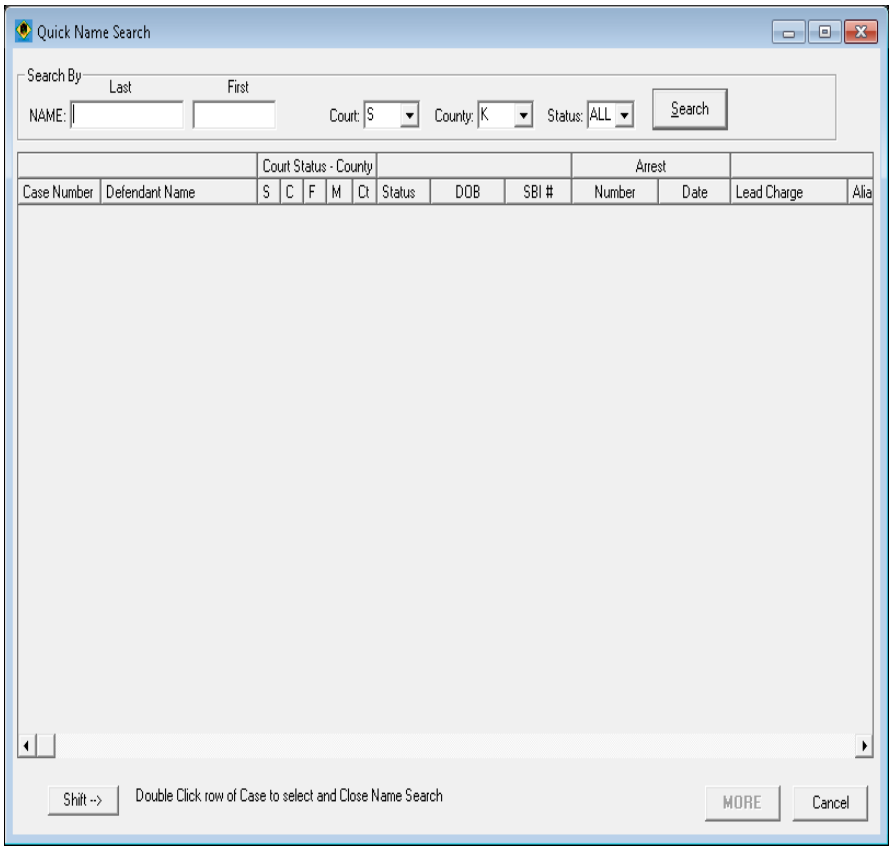
ACC-INIT-005	If an incorrect case number is manually inputted, and the Enter key or the double right angle bracket button clicked, the following error message must appear: 	
ACC-INIT-006	The bottom of the form has a footer listing the CURRENT CALENDAR, if the Add Case to Calendar form is accessed after making a selection from the Calendar Case List or the Calendar Event / Charge Disposition Form. The footer also contains the message “Select Scheduled Event and Right Click to Transfer or Browse Calendars”: 	

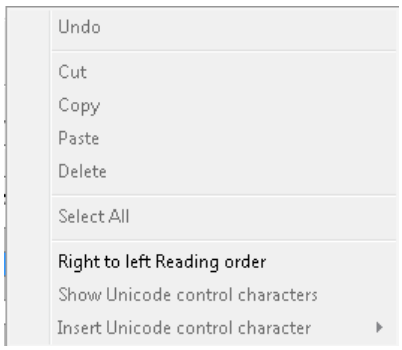
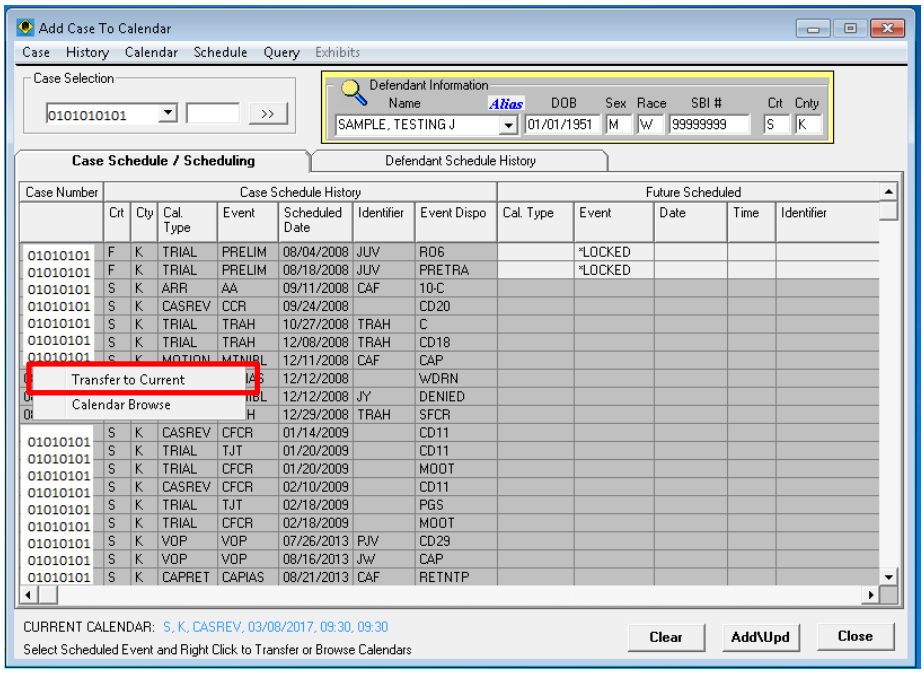
ACC-INIT-007	A Calendar must be selected in the Calendar Case List or the Calendar Event / Charge Disposition Form prior to allowing for Case Scheduling in this form. If no Calendar is selected, a warning box will populate prior to any Future Scheduling Action: 	
ACC-INIT-008	The Ability to automatically retrieve all of the Defendant Information, Case Schedule/Scheduling Information, and Defendant Schedule History Information after a valid Case Selection is entered at form initialization. The information to be retrieved at form initiation to populate the search grid:	

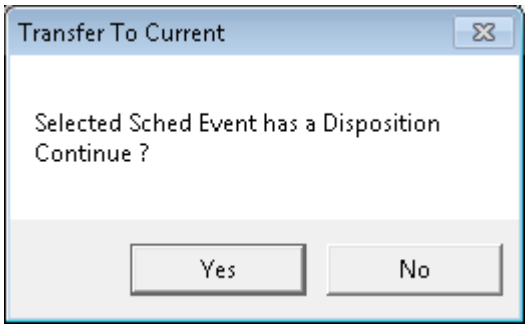
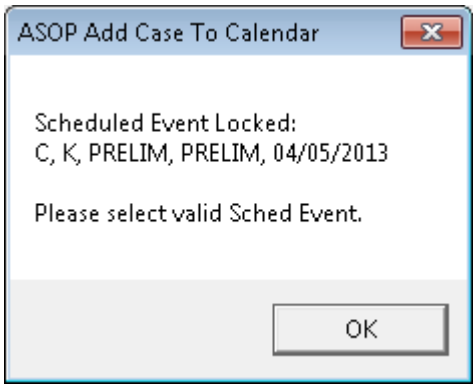
	Grid Column Name	Grid Column Description	Table / Field	
	Defendant Information		JIC-INDIVIDUAL.LAST-NAME JIC-INDIVIDUAL.FIRST_NAME JIC-INDIVIDUAL.MIDDLE-INITIAL JIC-INDIVIDUAL.ALIAS-INDICATOR = BLANK	
	Name	Defendant Name	JIC-INDIVIDUAL.LAST-NAME JIC-INDIVIDUAL.FIRST_NAME JIC-INDIVIDUAL.MIDDLE-INITIAL JIC-INDIVIDUAL.ALIAS-INDICATOR = Y	
	Alias	List of Aliases for the Defendant (Populated after Case Selection)	JIC-INDIVIDUAL.BIRTH-DATE JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	DOB	Defendant Date of Birth	JIC-INDIVIDUAL.SEX JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	Sex	Defendant Sex	JIC-INDIVIDUAL.RACE JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	Race	Defendant Race	JIC-INDIVIDUAL.OFF-SBI-NUM JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	SBI#	Defendant State Bureau of Investigations Number	JIC-CASE-COURT.AGENCY-ID	

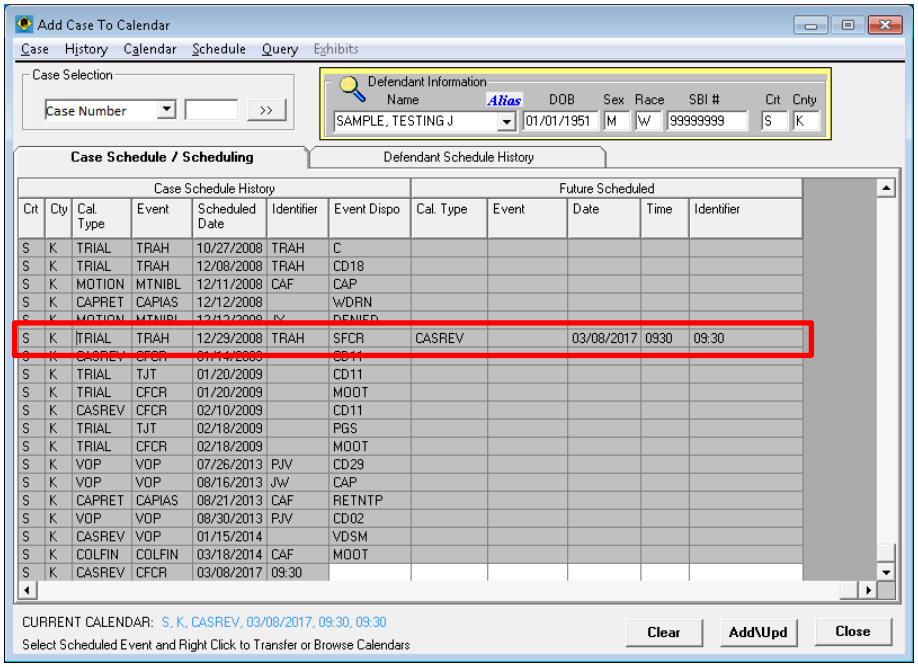
	Court	Court Defendant Adjudicated	JIC-CASE-COURT.LOCATION	
	County	County of Record	JIC-INDIVIDUAL.LAST-NAME JIC-INDIVIDUAL.FIRST_NAME JIC-INDIVIDUAL.MIDDLE-INITIAL JIC-INDIVIDUAL.ALIAS-INDICATOR = BLANK	
	Case Schedule History			
	Crt	Court of Record	JIC-EVENT-SCHEDULE. AGENCY-LOC-CALEN	
	Cty	County of Record	JIC-EVENT-SCHEDULE. AGENCY-LOC-CALEN	
	Cal. Type	Calendar Type	JIC-EVENT-SCHEDULE. AGENCY-LOC-CALEN	
	Event	Calendar Event	JIC-EVENT-SCHEDULE.EVENT	
	Schedule Date	Date of Event	JIC-EVENT-SCHEDULE. EVENT-SCHEDULED-DATE	
	Identifier	Calendar Event Identifier	JIC-EVENT-SCHEDULE.CALENDAR-CONTROL	
	Event Dispo	Disposition of Event	JIC-EVENT-SCHEDULE. EVENT-DISP	
	Future Scheduled			
	Cal. Type	Calendar Type	JIC-EVENT-SCHEDULE. AGENCY-LOC-CALEN	
	Event	Calendar Event	JIC-EVENT-SCHEDULE.EVENT	
	Date	Event Date	JIC-EVENT-SCHEDULE. EVENT-SCHEDULED-DATE	
	Time	Event Time	JIC-EVENT-SCHEDULE. EVENT-START-TIME	
	Identifier	Calendar Event Identifier	JIC-EVENT-SCHEDULE.CALENDAR-CONTROL	
	Defendant Schedule History			
	Case Number	Case Number	JIC-EVENT-SCHEDULE.CT-CASE-NUM	
	Crt	Court of Record	JIC-EVENT-SCHEDULE. AGENCY-LOC-CALEN	
	Cty	County of Record	JIC-EVENT-SCHEDULE. AGENCY-LOC-CALEN	
	Cal. Type	Calendar Type	JIC-EVENT-SCHEDULE. AGENCY-LOC-CALEN	

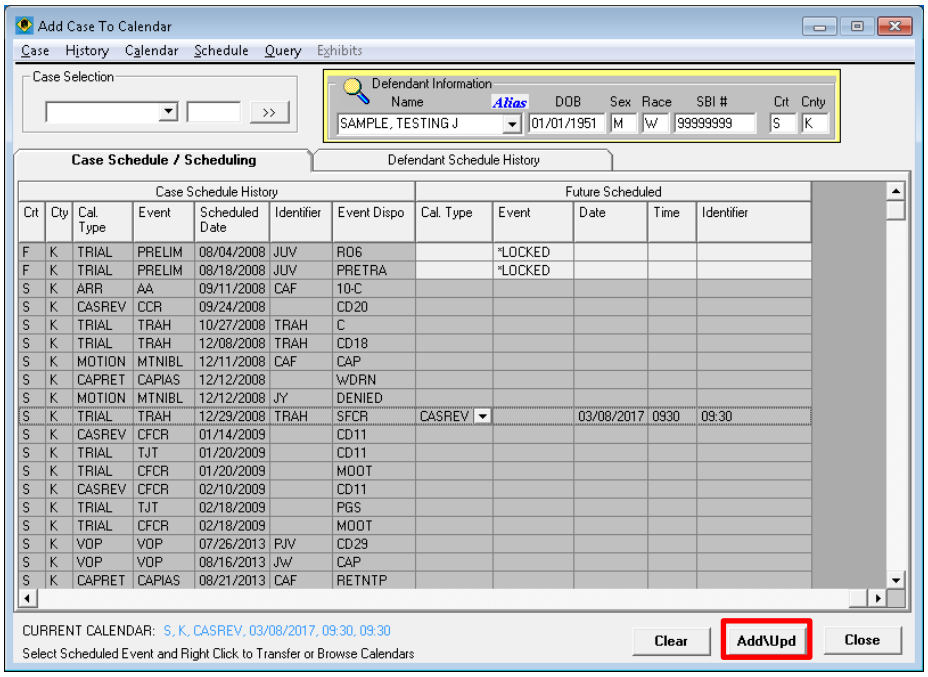
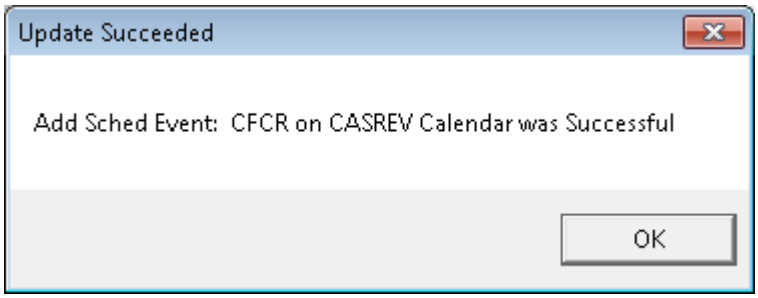
ACC-INIT-009	If the Add Case to Calendar form is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, all cases on the Calendar Case List will be returned to the "Case Selection" grid dropdown list when the drop-down list is accessed. The information returned to the Case Selection drop-down list will be: • Case Number • Defendant Name • Lead Charge • Calendar Sequence Number  The user will have the ability to select any of the cases loaded into the dropdown list control.	
ACC-INIT-010	When the Add Case to Calendar form is initialized, and a case selection is made, either by inputting the information manually, or is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, if the Defendant has any known aliases, the Alias field will be presented, and the user will be able to access the drop-down menu to access all known aliases available in the drop down for the Defendant's name. The Alias List is for informational purposes only. 	

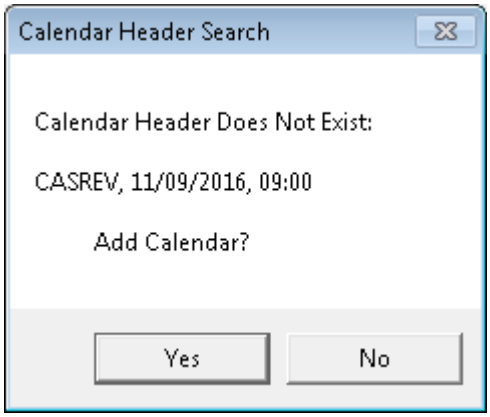
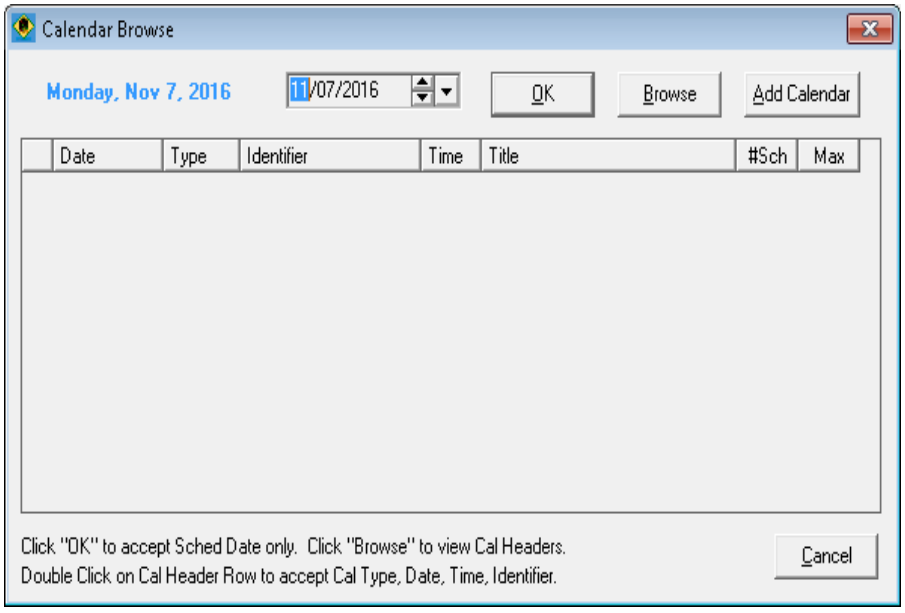
ACC-INIT-011	If the user clicks the Looking Glass in the Defendant Information Screen:  the Quick Name Search form populates: 	

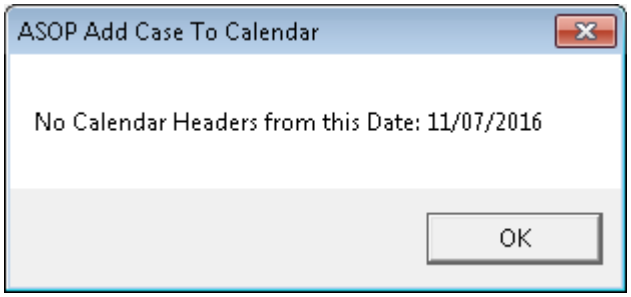
ACC-INIT-012	If the user right-clicks in any of the fields in the Defendant Information Screen a message box provides to allow a user the following options: Undo, Cut, Copy, Paste, Delete, Select All, Right to Left Reading order, Show Unicode control characters, Insert Unicode control characters. For all fields in the Defendant Information Screen, only the Right to Left Reading order, the Copy, and the Select All choice is allowed. 	
ACC-SCHD-000	Clicking on Transfer to Current transfers the selected event to the Future Scheduled to allow the re-scheduling of the event to another calendar: 	

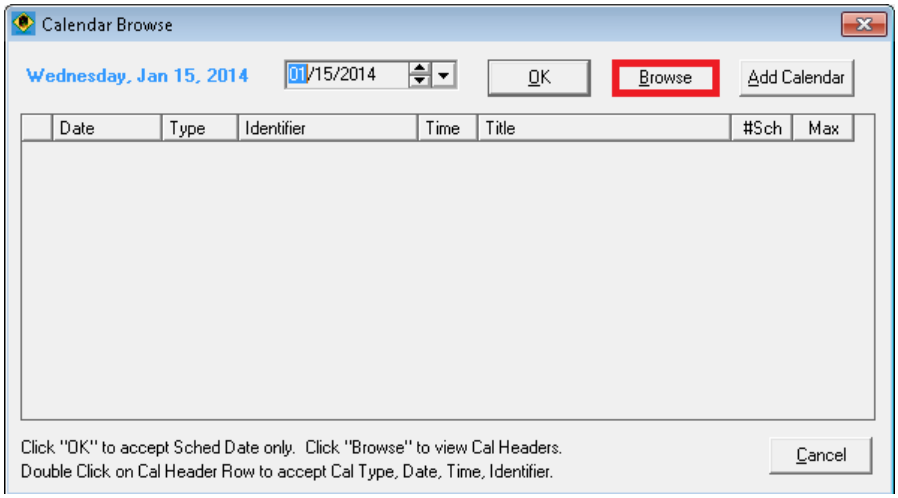
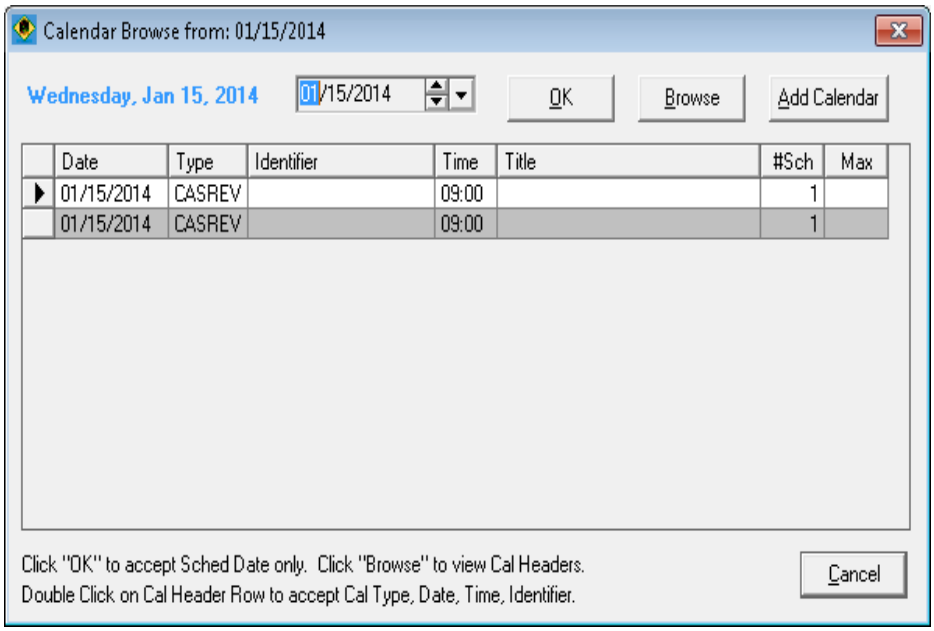
ACC-SCHD-001	If the Event already has a disposition, a warning box is populated:  Clicking Yes will transfer the Event; Clicking No will cancel the operation.	
ACC-SCHD-002	If the Event is locked in the database, a warning box will populate:  	

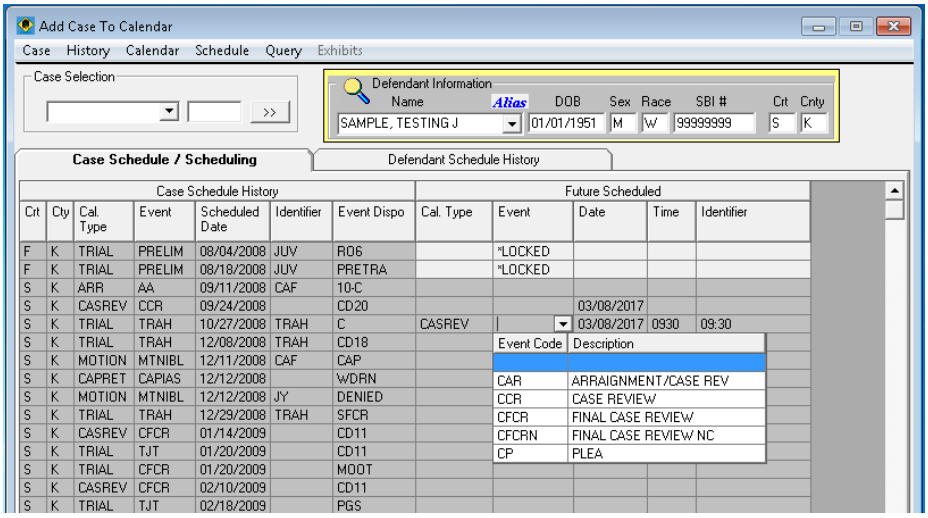
ACC-SCHD-003	After an Event has been transferred to the Future Scheduled Field, the user has the ability to fill the rest of the fields. The Calendar Type is what is transferred, the Event field is a drop down of available events for this Calendar Type, and the Date, Time, and Identifier are filled in manually: 	

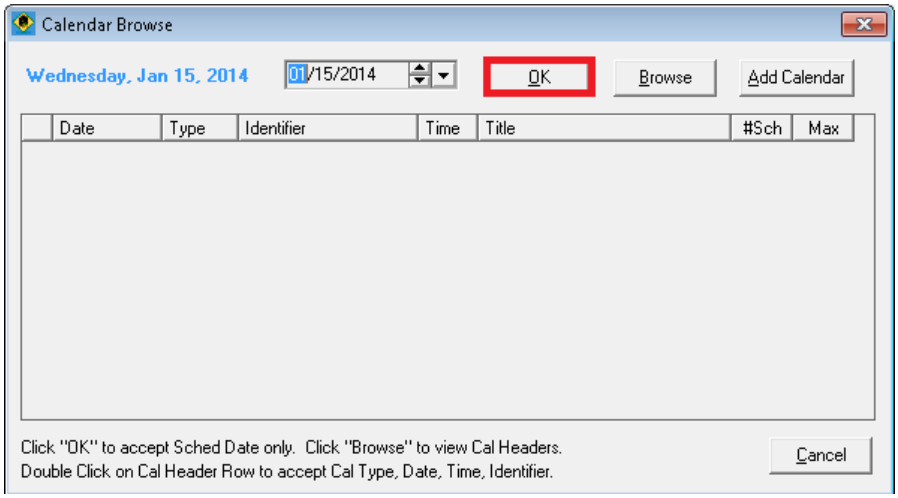
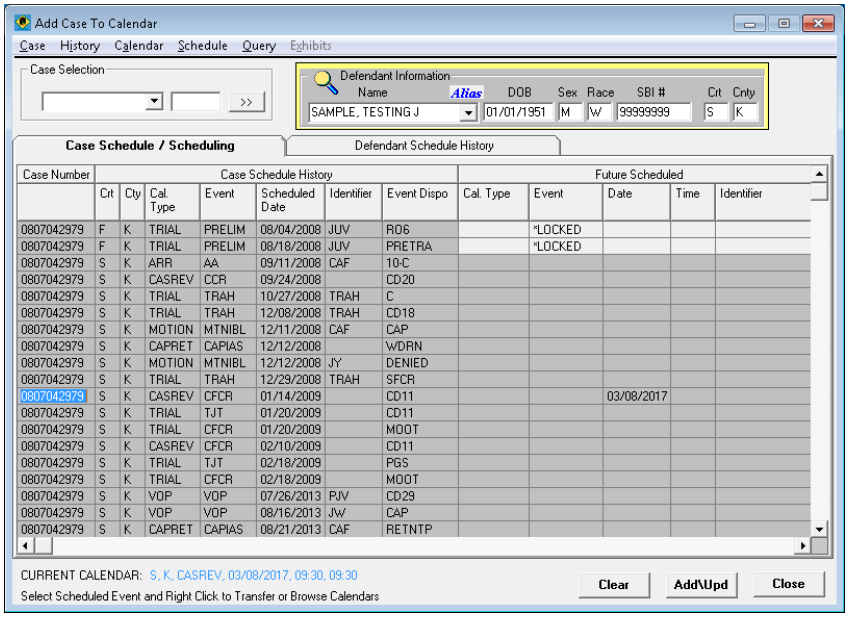
ACC-SCHD-004	If the user clicks the Add/Upd tab:  A box will populate stating the change was made successfully:  	

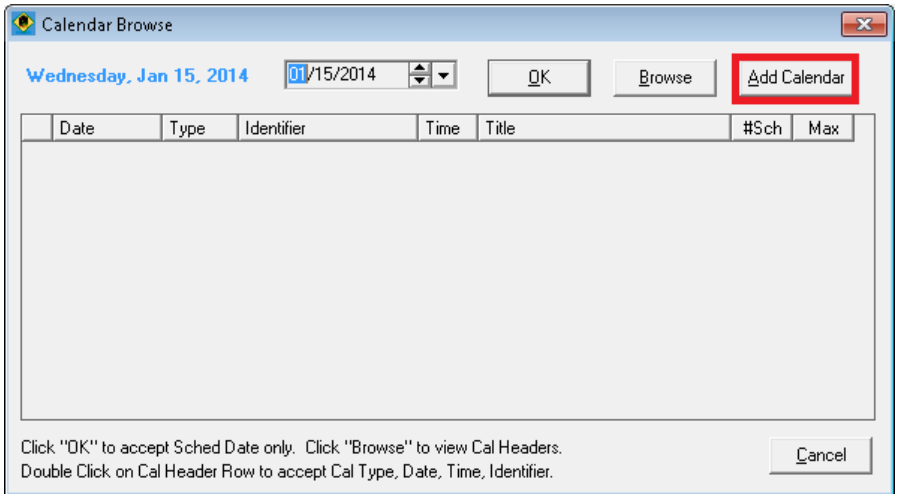
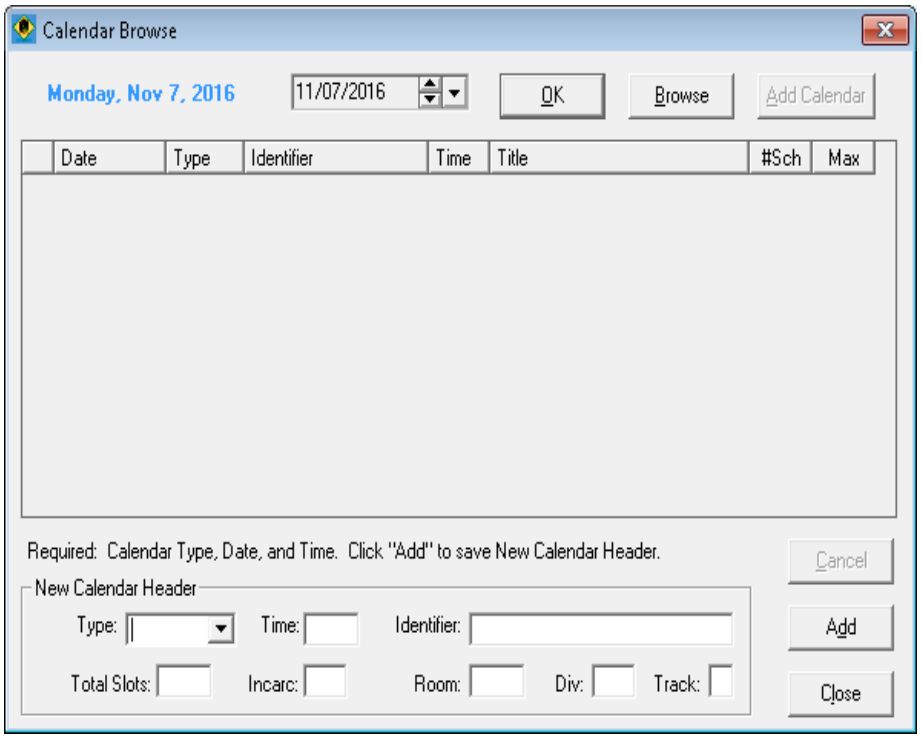
ACC-SCHD-005	If a user attempts to add an Event to a Calendar that does not exists, a box will populate asking if the Calendar should be added: 	
ACC-BCAL-000	If the Browse Calendar selection is made after right-clicking in the Case Schedule History area, a box will populate, Calendar Browse: 	

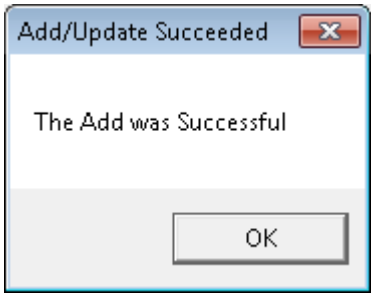
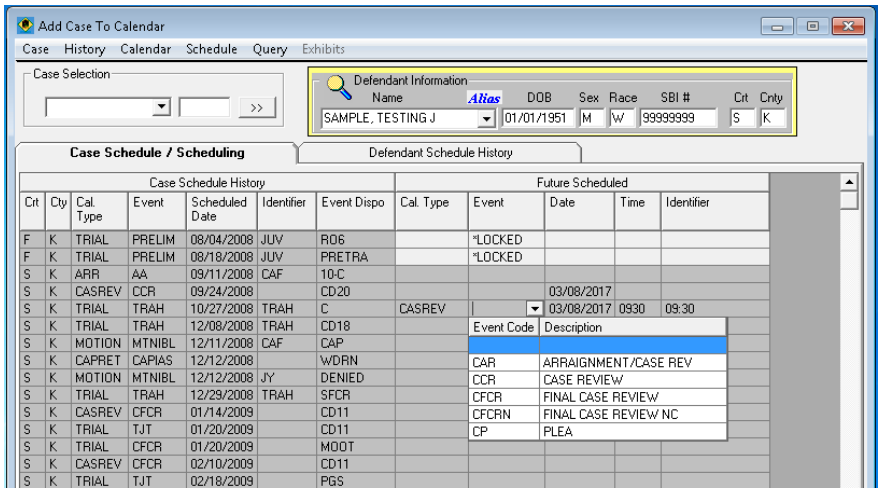
ACC-BCAL-001	A user has the ability to input a date in the Date field, or choose the date selected, which should be the current date. If the date inputted by the user, or the current date, are not currently in the system, and the Browse button is clicked, a box will be populated: 	

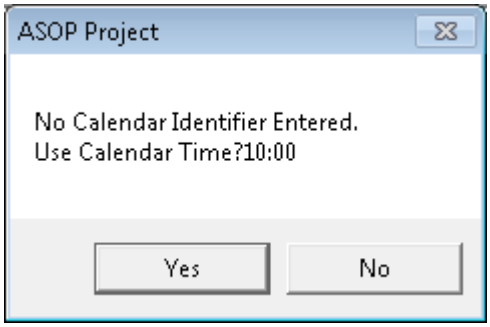
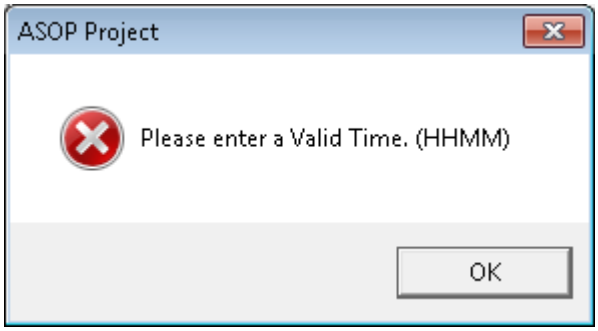
ACC-BCAL-002	If the date inputted by the user, or the current date, are currently in the system, and the Browse button is clicked,  the Calendar Types will be populated in the data area:  	

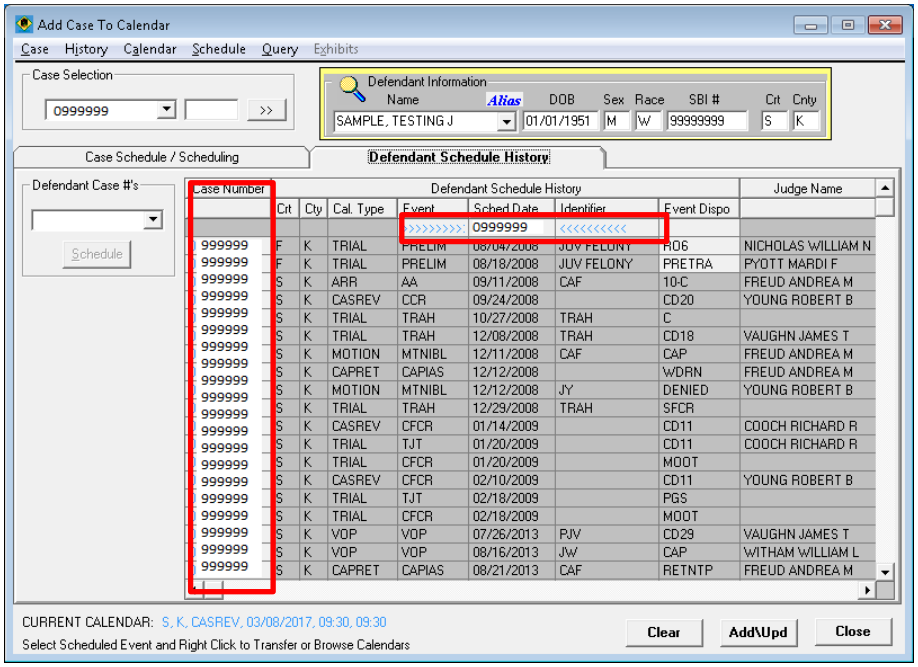
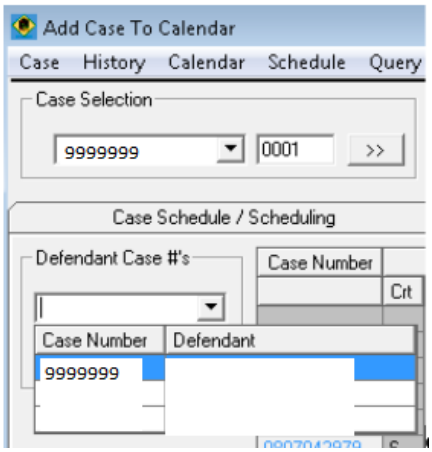
ACC-BCAL-003	If the row is double-clicked in the data area, the information will be populated in the Future Scheduled data area for the Event:  	

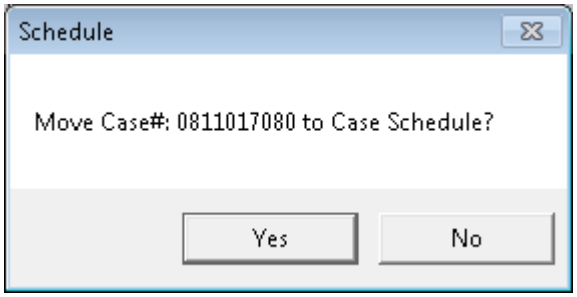
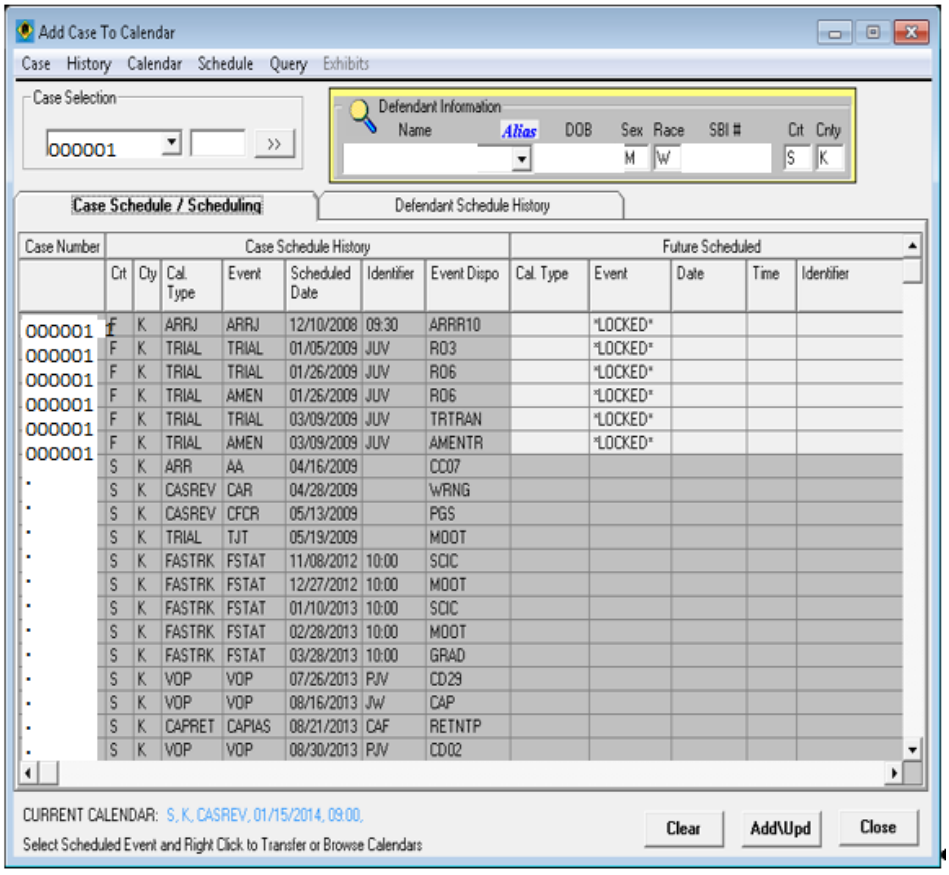
ACC-BCAL-004	If the Date field is filled, and the OK button is clicked, only the Date field will be populated in the Future Scheduled data area for that event:  	

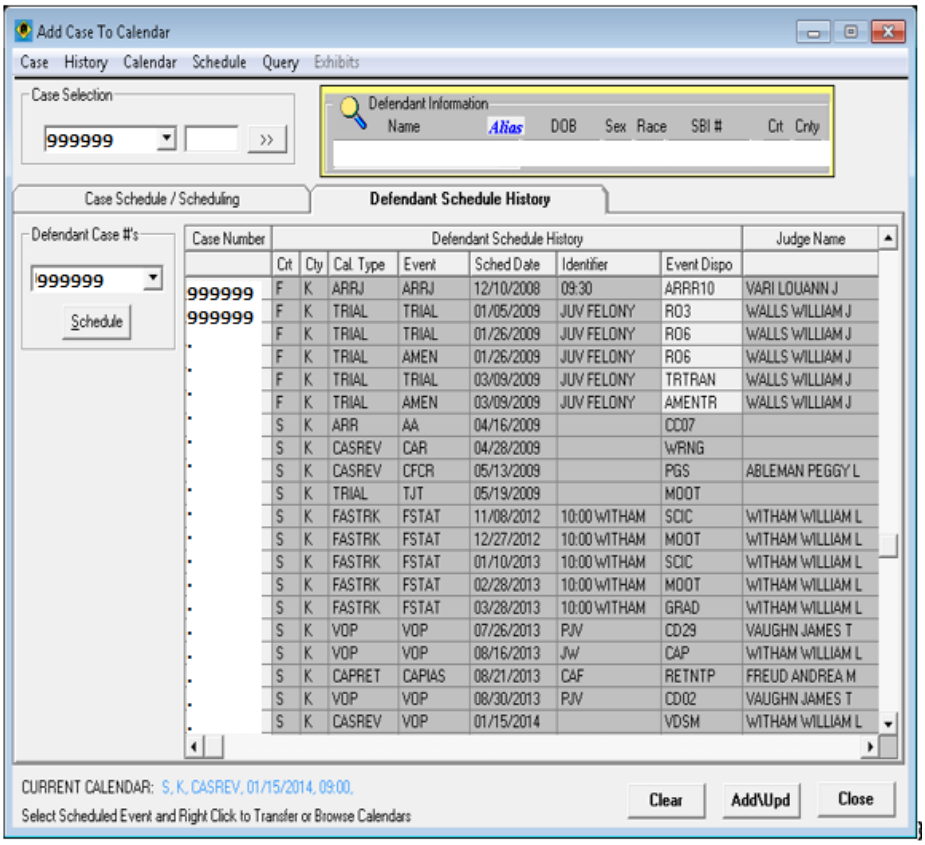
ACC-BCAL-005	If the Add Calendar button is clicked in the Calendar Browse box, the box is expanded to provide for user input fields:  	
ACC-BCAL-006	The Type field is a drop down for the Calendar Type. The Time field is filled manually. The Date field comes from the Header.	

ACC-BCAL-007	A message is present in the expanded box (Required: Calendar Type, Date and Time. Click "Add" to save New Calendar Header) listing the required information: • Type • Date • Time	
ACC-BCAL-008	When the Add button is clicked, the information is added to the Future Scheduled data area for the Event, after a box confirming a successful Add:   	

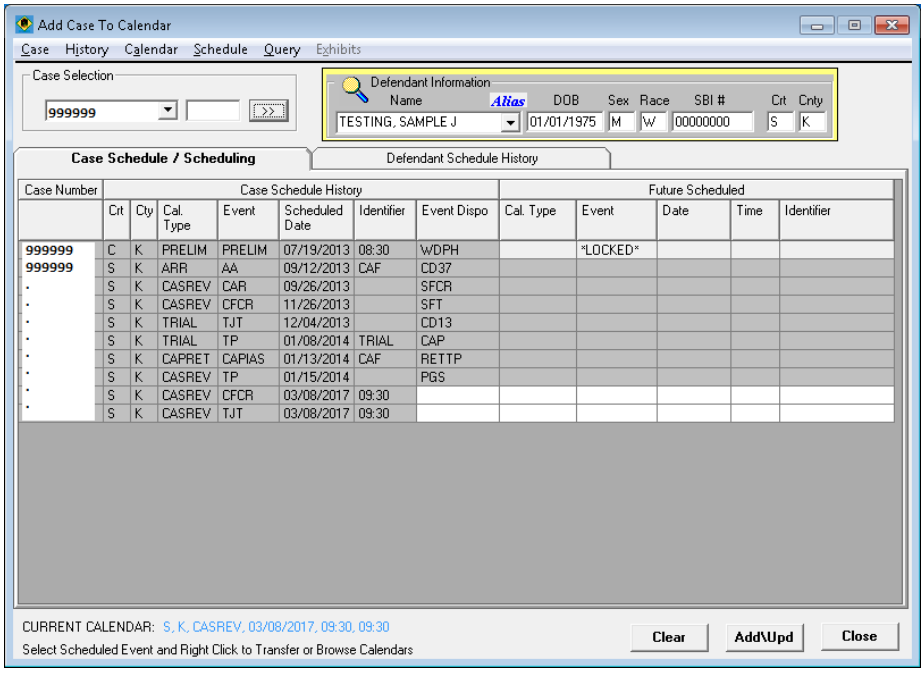
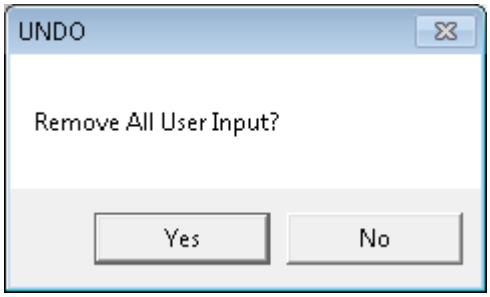
ACC-BCAL-009	If there is no Identifier added, or the Time is added in something other than hh:mm format, a message box will appear:  If Yes is entered, the Time field will be entered in hh:mm format. If No is entered, it will not.	
ACC-BCAL-010	If an invalid time is entered, a message box will appear:  	

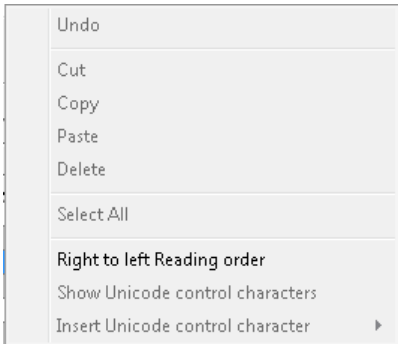
ACC-DSH-000	The Defendant Schedule History lists all the cases for the selected Defendant. Each case has a header in light Blue listing the case and all the events that go with the case, with the current Case Selection in light Blue also:  	
ACC-DSH-001	In the Defendant Case #'s field, a drop down reveals all the Cases for the Defendant, allowing the user to select a case in which to schedule:  	

ACC-DSH-002	If a case is selected, and Schedule is clicked a box populates, confirming the selection: 	
ACC-DSH-003	Clicking Yes will move the Case to the Case Schedule History Tab, to allow for scheduling events. It also turns the Case Number Light Blue in the Defendant Schedule History Tab. Clicking No cancels the selection: 	

ACC-DSH-004		

Add Case To Calendar
Case History Calendar Schedule Query Exhibits
Case Selection
999999
Defendant Information
Name Alias DOB Sex Race SBI # Crt Cnty
Case Schedule / Scheduling
Defendant Schedule History
Defendant Case #'s
999999
Schedule
Case Number
Defendant Schedule History
Judge Name
Crt Cty Cal Type Event Sched Date Identifier Event Dispo
999999 F K ARRJ ARRJ 12/10/2008 09:30 ARRR10 VARI LOUANN J
999999 F K TRIAL TRIAL 01/05/2009 JUV FELONY RO3 WALLS WILLIAM J
F K TRIAL TRIAL 01/26/2009 JUV FELONY RO6 WALLS WILLIAM J
F K TRIAL AMEN 01/26/2009 JUV FELONY RO6 WALLS WILLIAM J
F K TRIAL TRIAL 03/09/2009 JUV FELONY TRTRAN WALLS WILLIAM J
F K TRIAL AMEN 03/09/2009 JUV FELONY AMENTR WALLS WILLIAM J
S K ARR AA 04/16/2009 CC07
S K CASREV CAR 04/28/2009 WRNG
S K CASREV CFCR 05/13/2009 PGS ABLEMAN PEGGY L
S K TRIAL TJT 05/19/2009 MOOT
S K FASTRK FSTAT 11/08/2012 10:00 WITHAM SCIC WITHAM WILLIAM L
S K FASTRK FSTAT 12/27/2012 10:00 WITHAM MOOT WITHAM WILLIAM L
S K FASTRK FSTAT 01/10/2013 10:00 WITHAM SCIC WITHAM WILLIAM L
S K FASTRK FSTAT 02/28/2013 10:00 WITHAM MOOT WITHAM WILLIAM L
S K FASTRK FSTAT 03/28/2013 10:00 WITHAM GRAD WITHAM WILLIAM L
S K VOP VOP 07/26/2013 PJV CD29 VAUGHN JAMES T
S K VOP VOP 08/16/2013 JW CAP WITHAM WILLIAM L
S K CAPRET CAPIAS 08/21/2013 CAF RETNTP FREUD ANDREA M
S K VOP VOP 08/30/2013 PJV CD02 VAUGHN JAMES T
S K CASREV VOP 01/15/2014 VDSM WITHAM WILLIAM L
CURRENT CALENDAR: S, K, CASREV, 01/15/2014, 09:00,
Select Scheduled Event and Right Click to Transfer or Browse Calendars
Clear
Add\Upd
Close

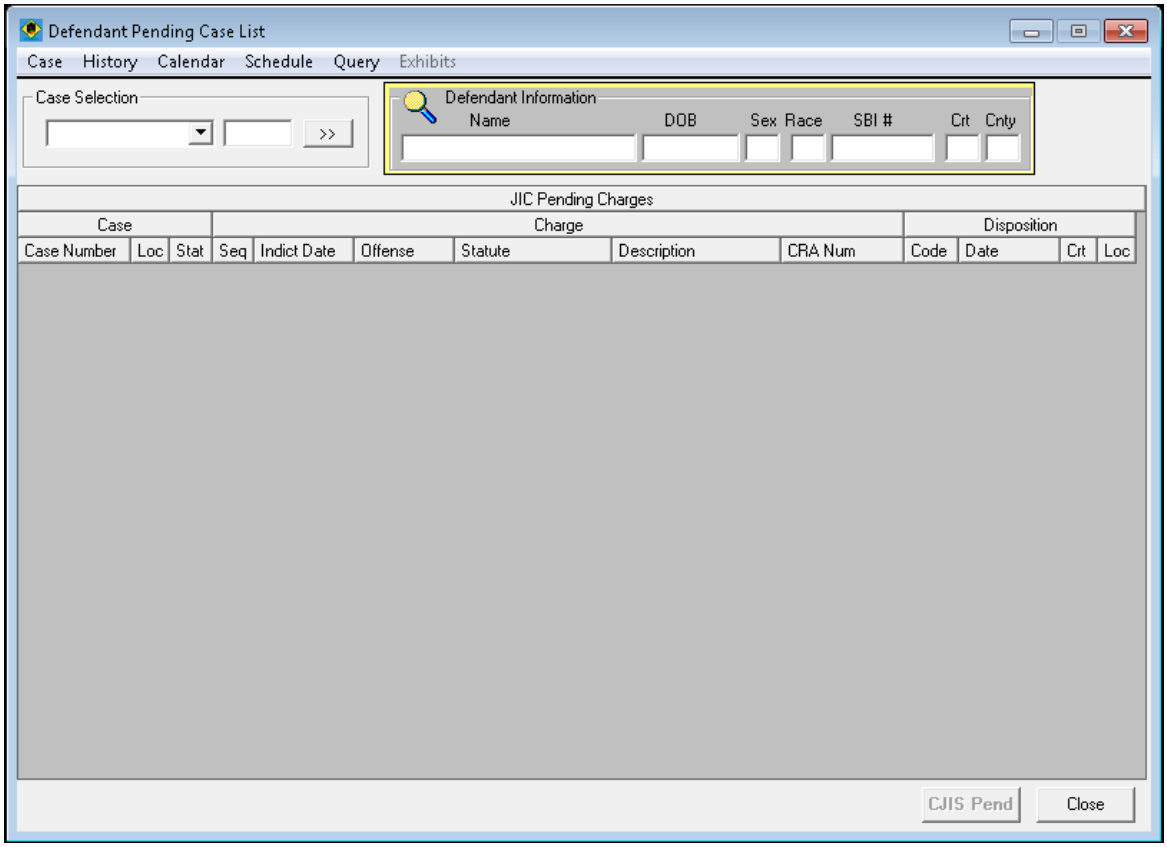
ACC-CLR-000	Clicking the Clear button at the bottom of the form will populate a message box:   	
ACC-CLR-001	Clicking Yes removes all user input made until that point. Clicking No cancels the selection.	

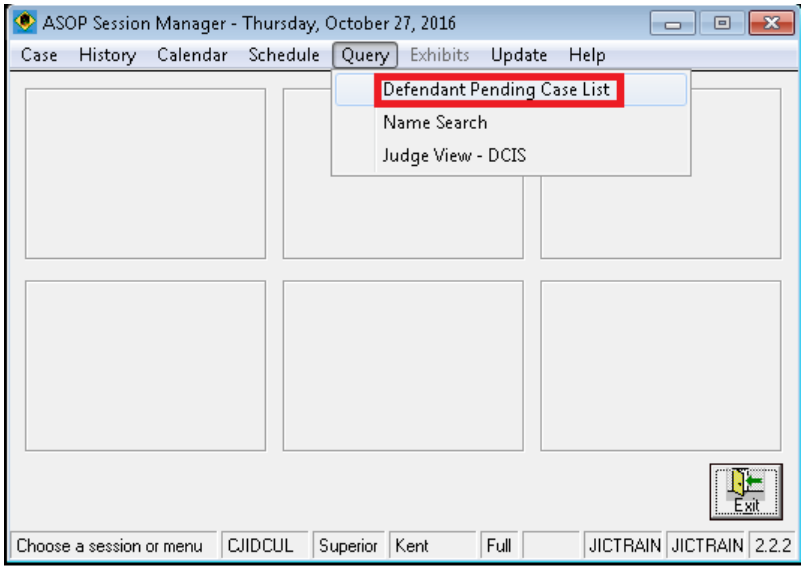
ACC-INIT-013	Right-clicking in any of the fields in the Defendant Information Screen provides a message box to allow a user the following options: Undo, Cut, Copy, Paste, Delete, Select All, Right to Left Reading order, Show Unicode control characters, Insert Unicode control characters. For all fields in the Defendant Information Screen, only the Right to Left Reading order, the Copy, and the Select All choice is allowed.  	
ACC-INIT-014	The close tab will close the Add Case to Calendar box form.	

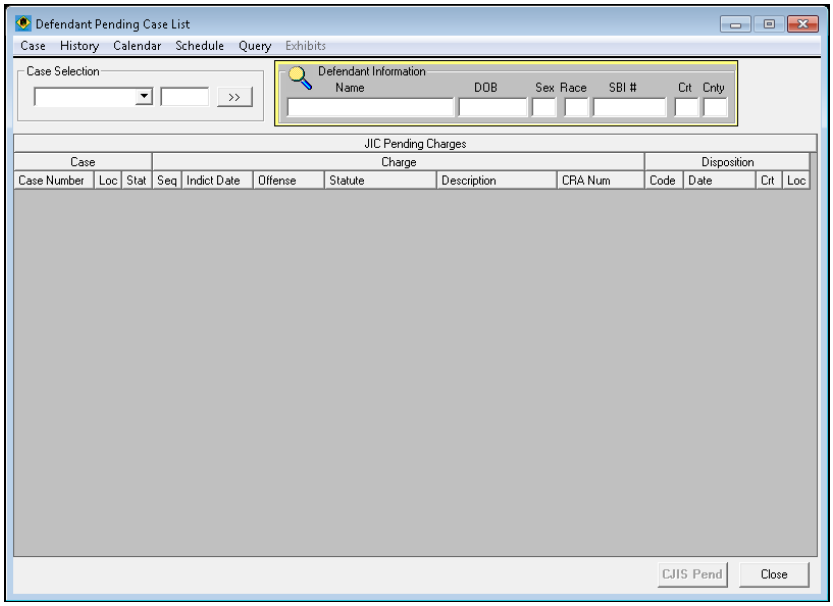
3.2.12 Defendant Pending Case List

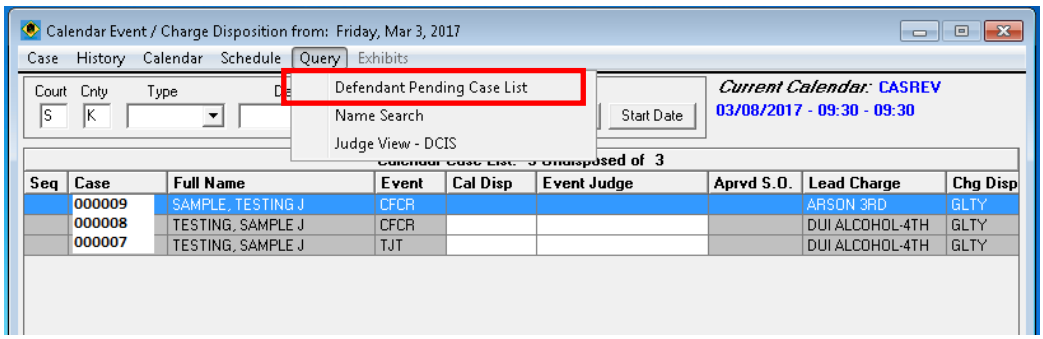
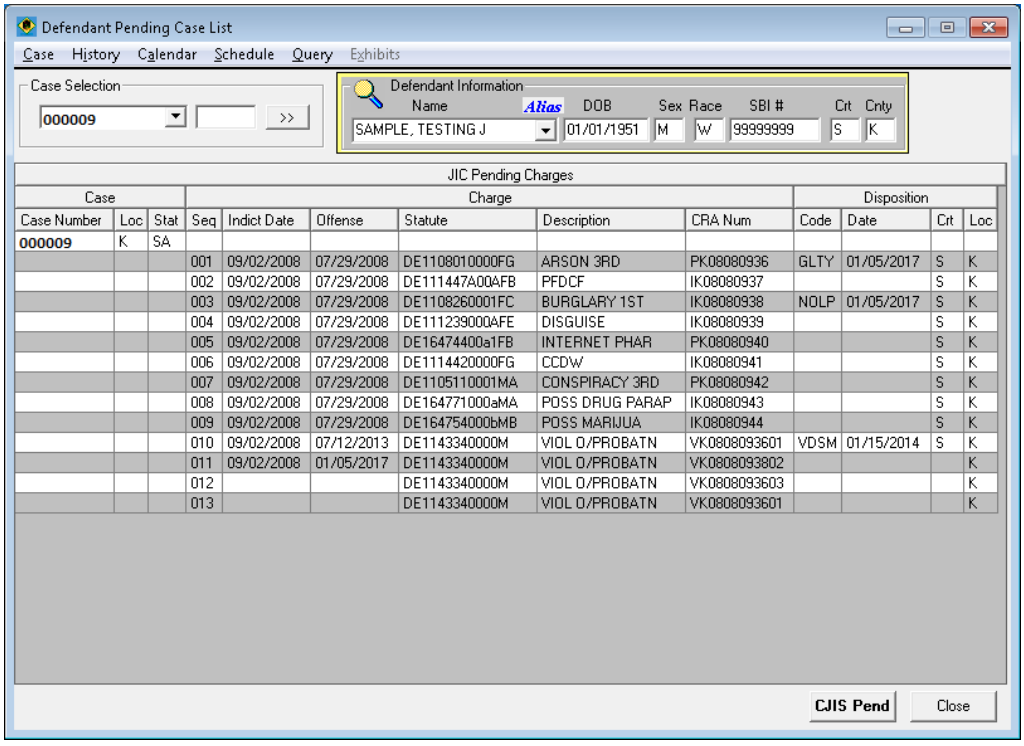
The Defendant Pending Case List Form is used to:

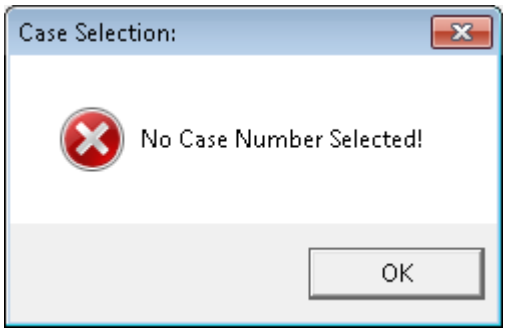
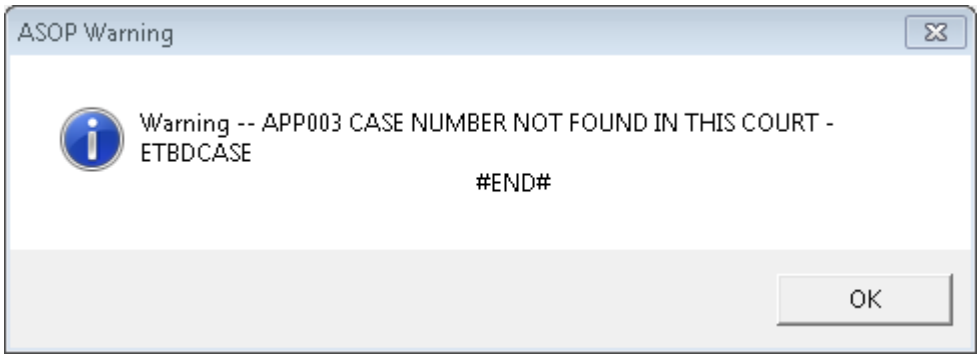
- Display any Pending Charges for the defendant associated with the entered case number.



Functional Requirement Number	Description	Reference Number
DPC-INIT-000	The Defendant Pending Case List form should be initialized by clicking on the **Defendant Pending Case List** menu option from the Schedule option on the ASOP Session Manager Form 	

DPC-INIT-001	The Defendant Pending Case List form will be displayed with no specific Case selected, with the following parts: • Defendant Information • Case Selection • JIC Pending Charges • CJIS Pending Charges 	

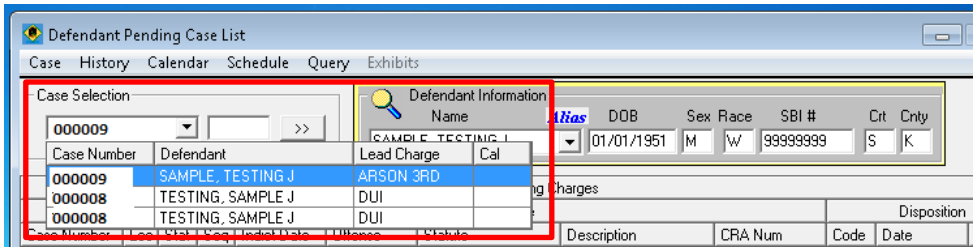
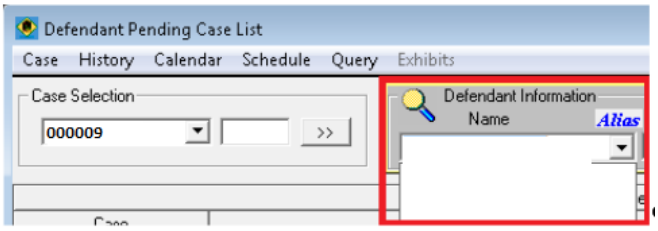
DPC-INIT-002	A user must have the ability to enter a case number manually by inputting the information, or by accessing the form from the Calendar Case List or the Calendar Event / Charge Disposition Form. If entered manually, the user can retrieve the form data by hitting ENTER, or by clicking the double right angle bracket tab provided. The box to the right of the Case Selection is the sequence number for the Case: If the form is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, the form will populate the data for the selected case completely:   	

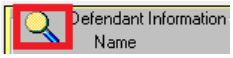
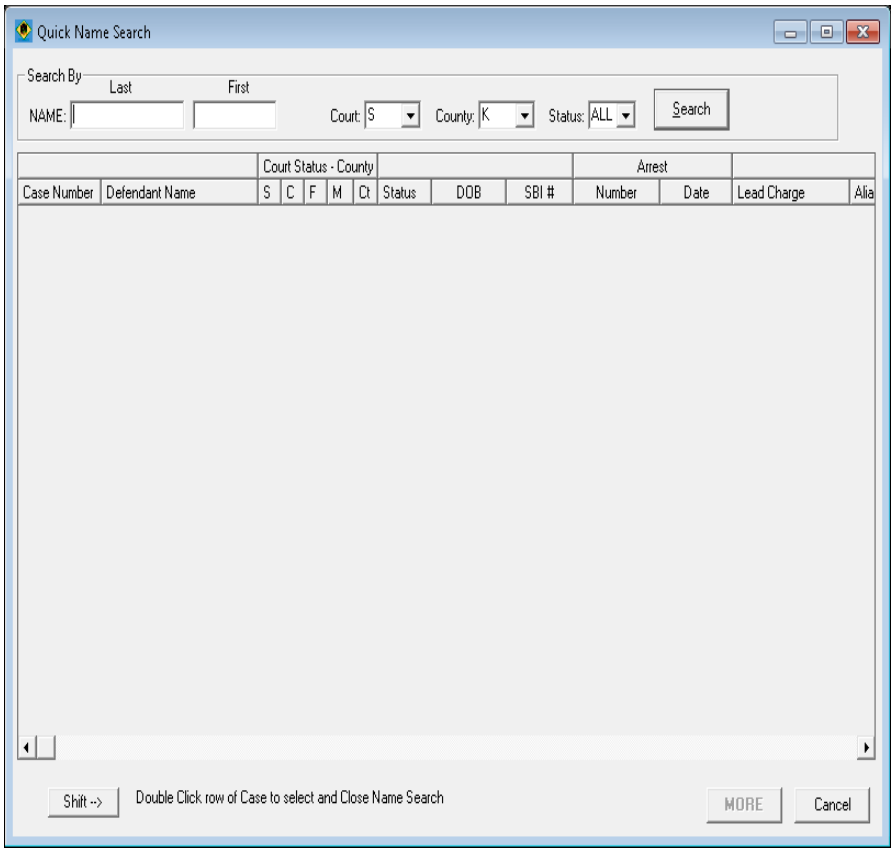
DPC-INIT-004	The user will have the ability to access the form from any other form after a case selection is made, and the form will populate the data completely with the data for the selected case.	
DPC-INIT-005	If no Case Selection is made prior to trying to access the form from another form, an error message will appear prior to form initialization: 	
DPC-INIT-006	If an incorrect case number is manually inputted, and the Enter key or the double right angle bracket tab clicked, the following error message must appear: 	
DPC-INIT-007	The user will have the ability to automatically retrieve all the Defendant Information and the Defendant Pending Case List in the JIC Pending Charges after a valid Case Selection is entered at form initialization. The information to be retrieved at form initiation to populate the search grid:	

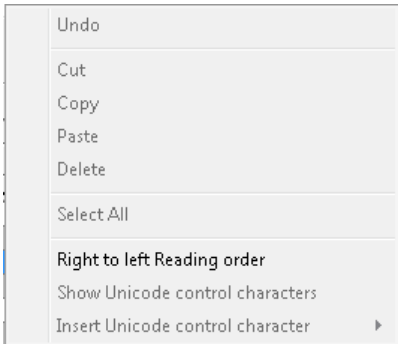
	Grid Column Name	Grid Column Description	Table / Field	
	Defendant Information			
	Name	Defendant Name	JIC-INDIVIDUAL.LAST-NAME JIC-INDIVIDUAL.FIRST_NAME JIC-INDIVIDUAL.MIDDLE-INITIAL JIC-INDIVIDUAL.ALIAS-INDICATOR = BLANK	

	Alias	List of Aliases for the Defendant (Populated after Case Selection)	JIC-INDIVIDUAL.LAST-NAME JIC-INDIVIDUAL.FIRST_NAME JIC-INDIVIDUAL.MIDDLE-INITIAL JIC-INDIVIDUAL.ALIAS-INDICATOR = Y	
	DOB	Defendant Date of Birth	JIC-INDIVIDUAL.BIRTH-DATE JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	Sex	Defendant Sex	JIC-INDIVIDUAL.SEX JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	Race	Defendant Race	JIC-INDIVIDUAL.RACE JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	SBI#	Defendant State Bureau of Investigations Number	JIC-INDIVIDUAL.OFF-SBI-NUM JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	Court	Court Defendant Adjudicated	JIC-CASE-COURT.AGENCY-ID	
	County	County of Record	JIC-CASE-COURT.LOCATION	
	JIC -Case			
	Case Number	Case Number of Pending Charge	JIC-CHARGE.CT-CASE-NUM	
	Loc	Location of Pending Charge	JIC-CHARGE.LOCATION	
	Stat	Status of case for pending charge(s)	JIC-CASE-COURT.STATUS	
	JIC - Charge			
	Seq	Sequence Number of Pending Charge	JIC-CHARGE. CT-CHARGE-SEQ	
	Indict Date	Date of Indictment of Pending Charge	JIC-CHARGE. INDICT-DATE	
	Offense Date	Date Offense Occurred	JIC-CHARGE.OFFENSE-DATE	
	Statute	Statute of Charged Offense	JIC-CHARGE.STATUTE-GROUP	
	Description	Description of Charged Offense	JIC-CHARGE. STAT-SHRT-DESC	
	CRA Num	Criminal Action Number; number assigned by the various courts for a given charge	JIC-CHARGE-COURT. CRIMINAL-ACTION-NUM	
	Disposition			
	Code	The Disposition Code	JIC-DISPOSITON.DISP-CODE	
	Date	Date of Disposition	JIC-DISPOSITION.DISP-DATE	
	Crt	Court of Record	JIC-DISPOSITION.AGENCY-ID	
	Loc	Court Location	JIC-DISPOSITION.LOCATION	
	CJIS - Case			

	Case Number	Case Number of Pending Charge	CJIS-CHARGE.UNIVERSAL-CASE-NUMBER	
	Loc	Location of Pending Charge	JIC-CHARGE.LOCATION	
	Stat	Status of case for pending charge(s)	JIC-CASE-COURT.STATUS	
	CJIS-Charge			
	Seq	Sequence Number of Pending Charge	CJIS-CHARGE.CHARGE-SEQ	
	Indict Date	Date of Indictment of Pending Charge	CJIS-CHARGE. INDICT-DATE	
	Offense Date	Date Offense Occurred	CJIS-CHARGE.CHG-DATE	
	Statute	Statute of Charged Offense	CJIS-CHARGE.STATUTE-GROUP	
	Description	Description of Charged Offense	CJIS-CHARGE. STAT-SHRT-DESC	
	CRA Num	Criminal Action Number; number assigned by the various courts for a given charge	CJIS-CHARGE. CCP-CRIM-ACT-NO OR CJIS-CHARGE.SUP-CRIM-ACT-NO	
	CJIS - Disposition			
	Code	The Disposition Code	CJIS-DISPOSITION.DISP-CODE	
	Date	Date of Disposition	CJIS-DISPOSITION.DISP-DATE	
	Crt	Court of Record	CJIS-DISPOSITION.AGENCY-ID	
	Loc	Court Location	DETERMINED BY THE “U*” NUMBER OF THE DISPOSITIN AGENCY	

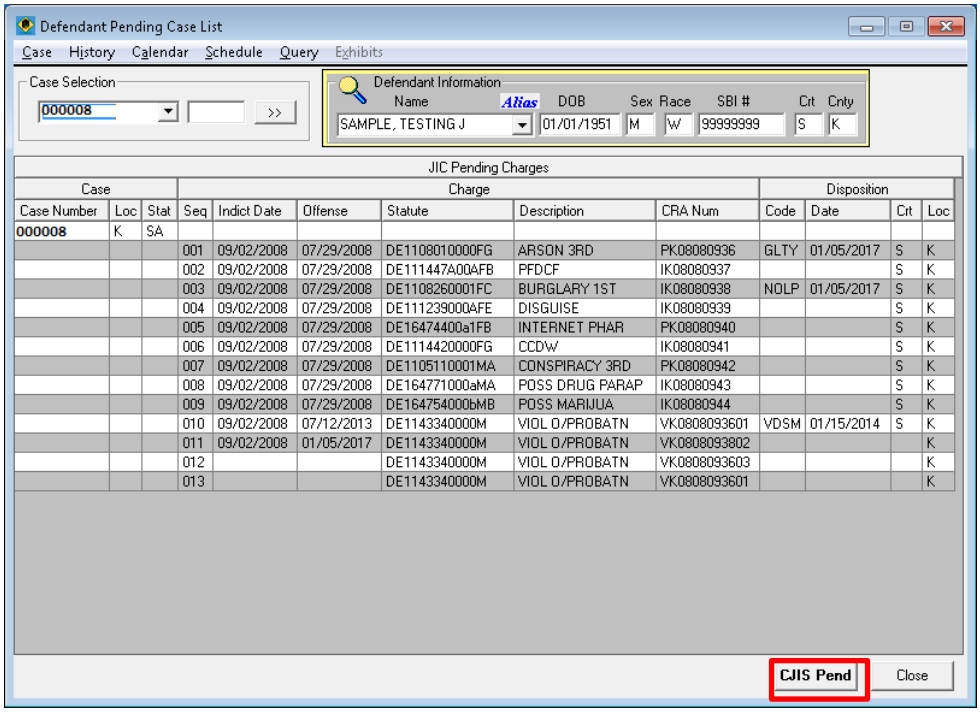
DPC-INIT-009	If the Defendant Pending Case List form is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, all cases on the Calendar Case List will be returned to the "Case Selection" grid dropdown list when the drop-down list is accessed. The information returned to the Case Selection drop-down list will be: • Case Number • Defendant Name • Lead Charge • Calendar Sequence Number  The user will have the ability to select any of the cases loaded into the dropdown list control.	
DPC-INIT-010	When the Defendant Pending Case List form is initialized, and a case selection is made, either by inputting the information manually, or is accessed from the Calendar Case List or the Calendar Event / Charge Disposition Form, if the Defendant has any known aliases, the Alias field will be presented, and the user will be able to access the drop-down menu to access all known aliases available in the drop down for the Defendant's name. The Alias List is for informational purposes only. 	

DPC-INIT-011	If the user clicks the Looking Glass in the Defendant Information Screen:  the Quick Name Search form populates: 	

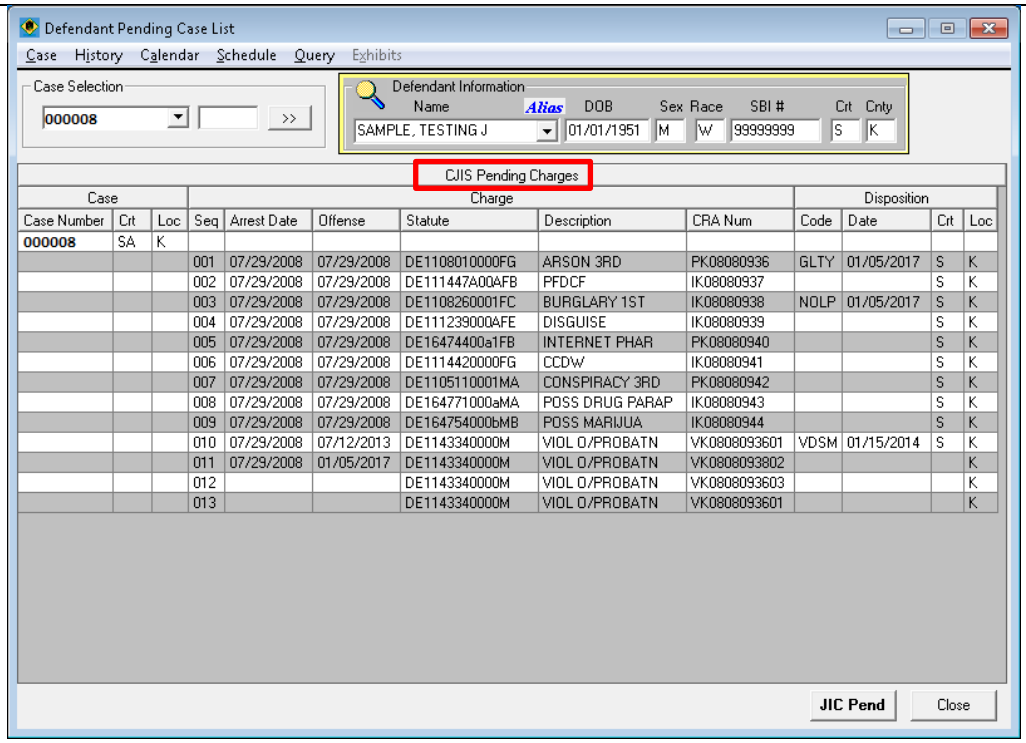
DPC-INIT - 012	If the user right-clicks in any of the fields in the Defendant Information Screen a message box provides to allow a user the following options: Undo, Cut, Copy, Paste, Delete, Select All, Right to Left Reading order, Show Unicode control characters, Insert Unicode control characters. For all fields in the Defendant Information Screen, only the Right to Left Reading order, the Copy, and the Select All choice is allowed. 	

DPC-INIT-013

The CJIS PND/JIC PEND Tab provides the user with a means to toggle between the pending cases in the JIC database and the CJIS database:

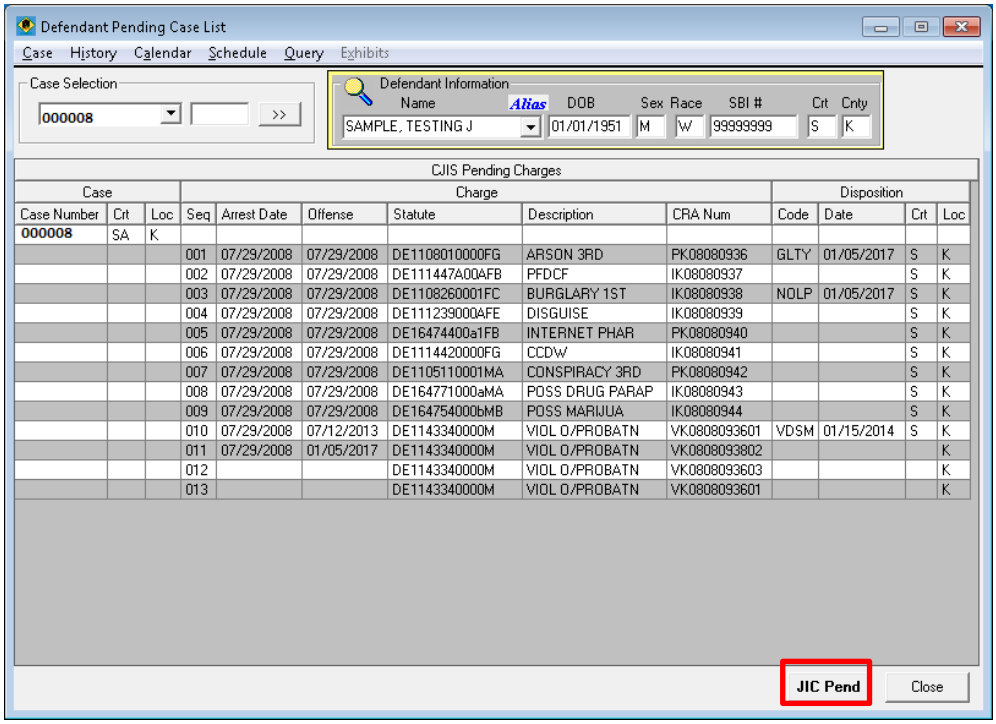


Clicking the CJIS Pend Tab will retrieve all of the CJIS Pending Charges after a valid Case Selection is entered at form initialization. The information to be retrieved at form initiation to populate the search grid:



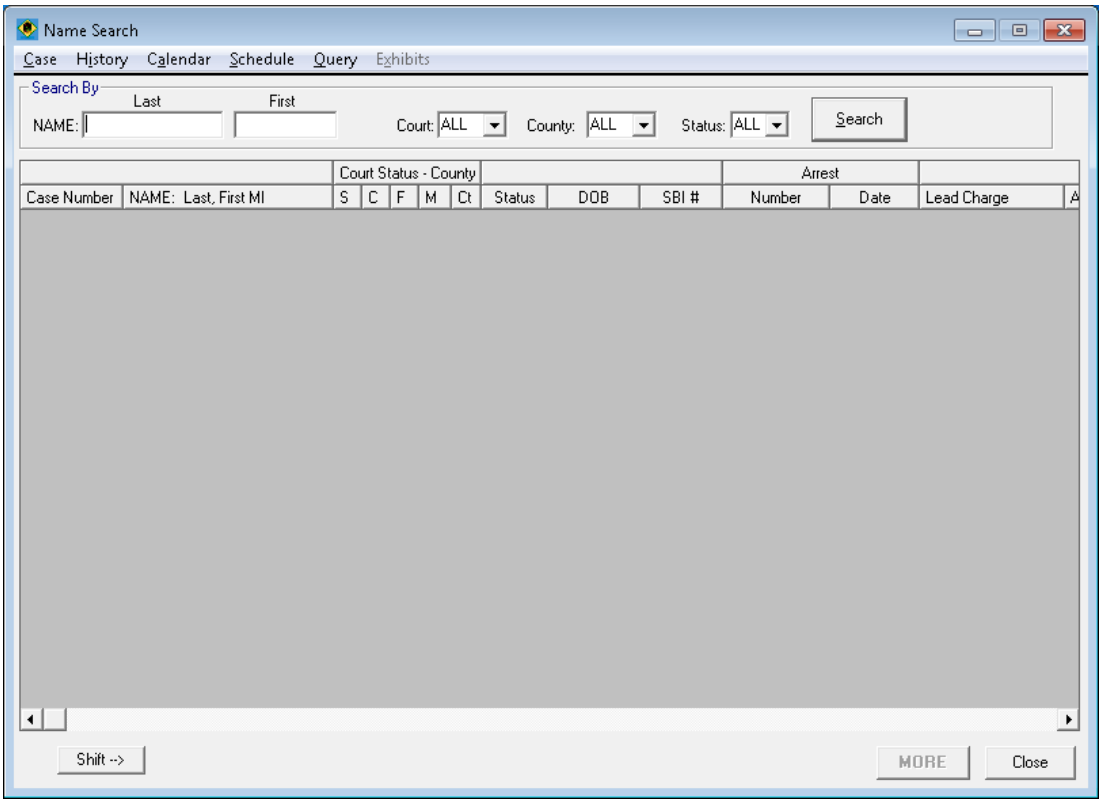
Note: if the user does not have a valid CJIS logon, the message box will display that there are no CJIS Pending records, even though the records may exist.

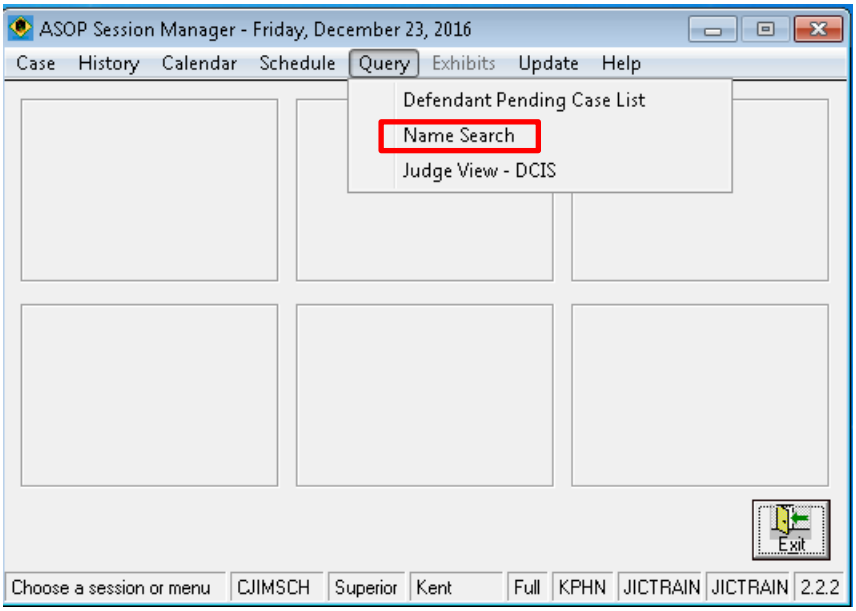
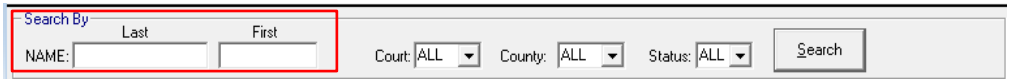
Grid Column Name	Grid Column Description	Table / Field
Case Information		
Crt	Court of Record	JIC-CASE-COURT.AGENCY-ID
Loc	Location of Court	JIC-CASE-COURT.LOCATION
Charge Information		
Seq	Sequence Number of Pending Charge	JIC-CHARGE.CT-SEQUENCE-NUM
Arrest Date	Date of Arrest	JIC-CHARGE.DOA
Offense	Offense date	JIC-CHARGE.OFFENSE-DATE
Statute	Statute	JIC-CHARGE.STATUTE-GROUP
Description	Description of Charged Offense	JIC-CHARGE.STAT-SHRT-DESC
CRA Num	Criminal Action Number; number assigned by the various courts for a given charge	JIC-CHARGE-COURT.CRIMINAL-ACTION-NUMBER
Disposition Information		
Code	The Disposition Code	JIC-DISPOSITION.DISP-CODE

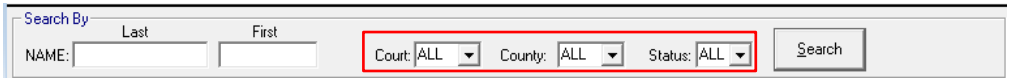
	Date	Date of Disposition	JIC-DISPOSITON.DISP-DATE	
	Crt	Court of Record	JIC-DISPOSITION.AGENCY-ID	
	Loc	Court Location	JIC-DISPOITION.LOCATION	
DPC-INIT-014	Clicking the JIC Pend Tab will toggle back to the pending cases in the JIC database:  		
DPC-INIT-015	The ability to close the form.			

3.2.13 Name Search

The Name Search Form allows the user to search for case and identification information for the defendant to include information from all courts or by a single court.



Functional Requirement Number	Description	Reference Number
NS-INIT 0000	The Name Search form should be initialized by clicking on the **Name Search** menu option from the Query option on the ASOP Session Manager Form. 	
NS-INIT 0001	The Search By section of the form should include input for a Last and First Name.  The user will have the ability to enter a Last name or a Last and First name to search by.	

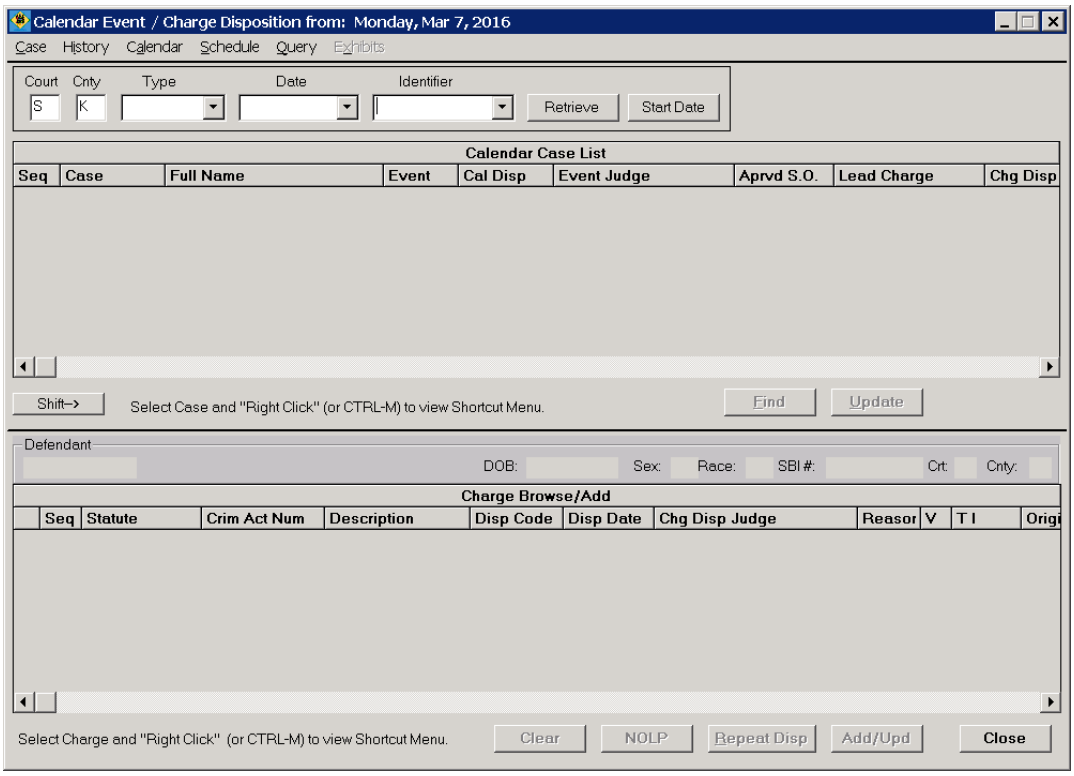
NS-INIT 0002	The Search By section of the form should include a selection box for the Court, a selection box for the County and a selection box for the Status.  All selection box values should default to **ALL**. The values in the Court selection box should be: • C (COURT OF COMMON PLEAS) • F (FAMILY COURT) • S (SUPERIOR COURT) • ALL The values for the County selection box should be: • N (NEW CASTLE) • K (KENT) • S (SUSSEX) • ALL The values for the Status selection box should be: • A (ACTIVE) • C (CLOSED) • ALL Ability to narrow the search by selecting specific values in the selection boxes above.	
NS-INIT 0003	The user must have the ability to ***automatically retrieve*** the Case Information that matches the search criteria and load the information into the Search Grid. Currently the form will return 23 rows at a time.	
NS-INIT 0004	The form must have the ability to return more than just the 23 rows of data that match the search criterial	

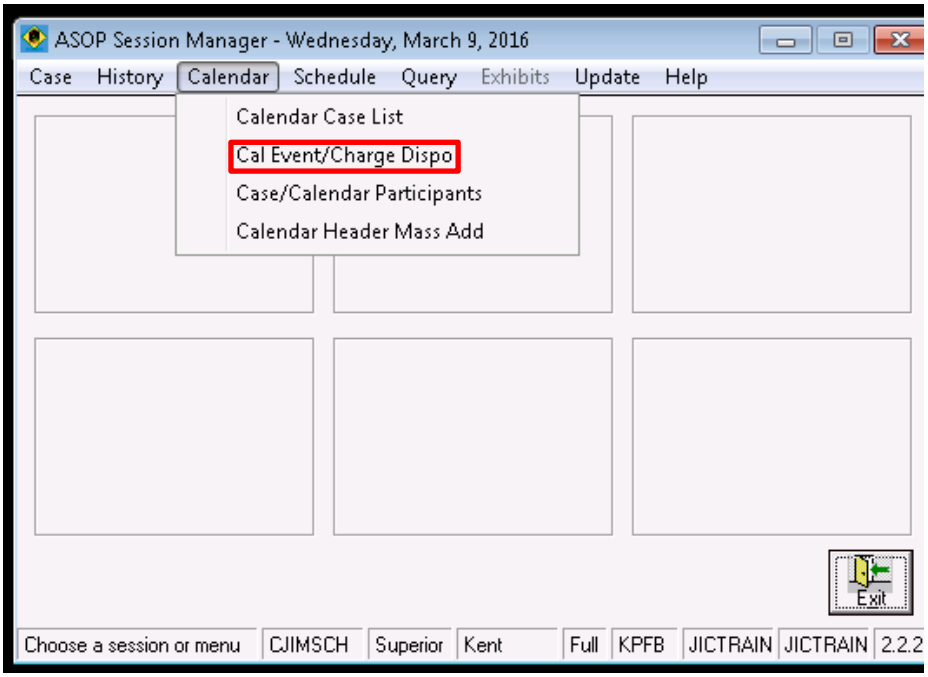
	Grid Column Name	**Grid Column Description**	**Table / Field**	
	Case Number	Defendants case number	JIC-INDIVIDUAL.CT-CASE-NUM	
	Name: Last, First, MI	The Last, First and Middle Name of the defendant	JIC-INDIVIDUAL.LAST-NAME JIC-INDIVIDUAL.FIRST_NAME JIC-INDIVIDUAL.MIDDLE-INITIAL JIC-INDIVIDUAL.ALIAS-INDICATOR = BLANK	
	Court Status – County	The Status of the case by Court and Location	JIC-CASE-COURT.STATUS	
	Status	Current Case Status	JIC-CASE-COURT.CASE-STATUS	

	DOB	Defendant Date of Birth	JIC-INDIVIDUAL.BIRTH-DATE JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	SBI #	The defendants State Bureau of Investigations Number	JIC-INDIVIDUAL.OFF-SBI-NUM JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	Arrest Number	The CJIS Arrest number	JIC-CHARGE.ARREST-NUM	
	Arrest Date	Date of the Arrest	JIC-CHARGE.DOA	
	Lead Charge	Lead Charge or Highest Ranking Charge on the case	JIC-CHARGE.	
	Alias Indicator	If Checked, then there is at least one Alias for the defendant	JIC-INDIVIDUAL.ALIAS-INDICATOR	
	Warr.	If Checked, then there was a warrant issued for the case	CALCULATED FIELD	
	Det.	Detained – indicates that the defendant was detained for the case	CALCULATED FIELD	
	CoDef	Co-defendant on the case	JIC-CASE-COURT.CO-DEFENDANT-NUM	
NS-INIT 0005	The ability to load more options into the Grid Control. The MORE button on the screen will cause more records to be retrieved.			
NS-INIT 0006	The ability to horizontally scroll – either by using the Scroll Bar at the bottom of the Grid Control or the Shift→ key.			
NS-INIT 0007	The ability to close the form.			

3.2.14 CAL - Calendar Event / Charge Disposition Form

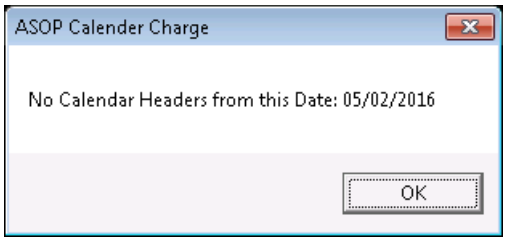
The Calendar Event / Charge Disposition Form is used by the staff as a tool for disposing of calendar events on calendars while the events are being heard in the courtroom. The staff will search for the desired hearing calendar headers, select the desired calendar and retrieve the information for the cases that are scheduled to that calendar. Once the data has been retrieved the user will have the ability to dispose of calendar events and, if required, dispose of any charges on any of the cases scheduled to the selected calendar.

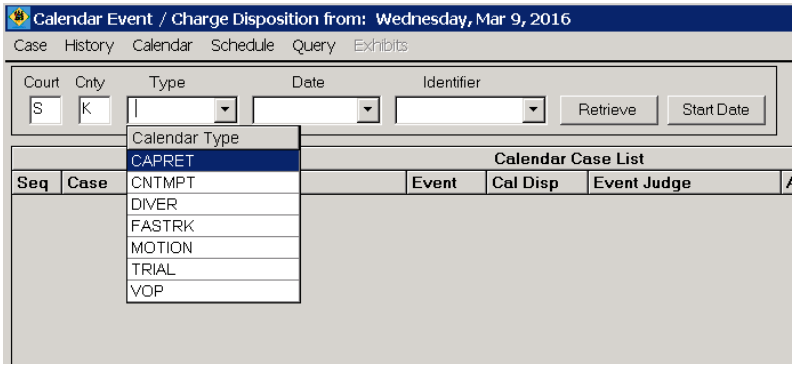
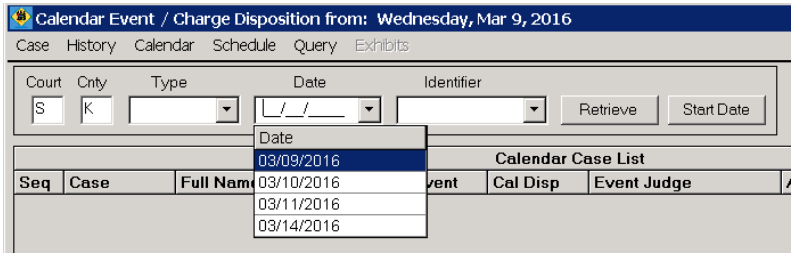
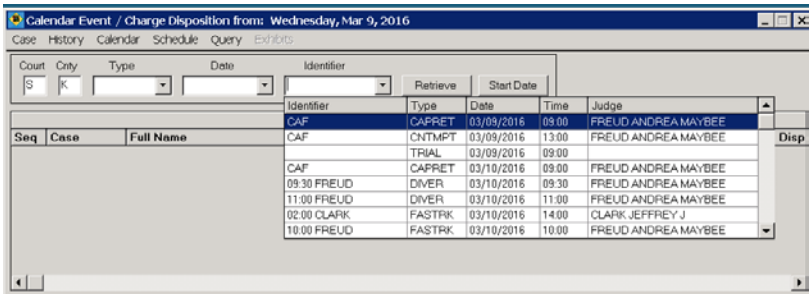


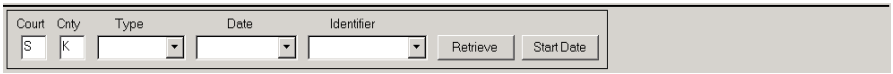
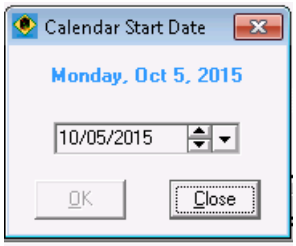
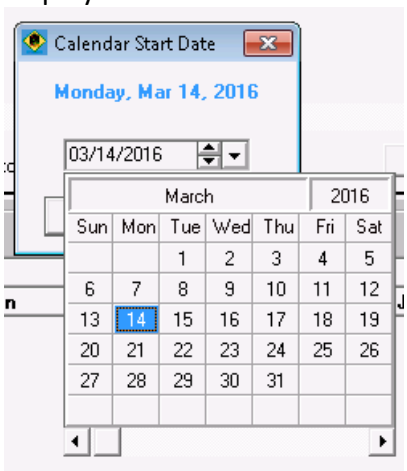
Functional Requirement Number	Description	Reference Number
CAL-INIT 000	The Calendar Event / Charge Disposition form should be initialized by clicking on the **Cal Event/Charge Dispo** menu option from the Calendar option on the ASOP Session Manager Form. 	
CAL-INIT-001	Ability to ***automatically retrieve*** all of the calendar header information for the calendars within the current date and the next 5 calendar days and load the information into the Search Grid at form initialization. The information to be retrieved at form initiation to populate the search grid:	

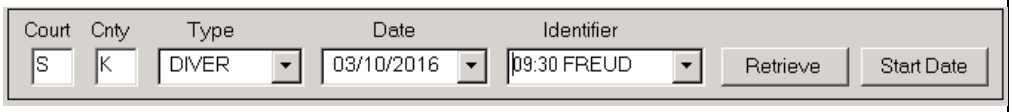
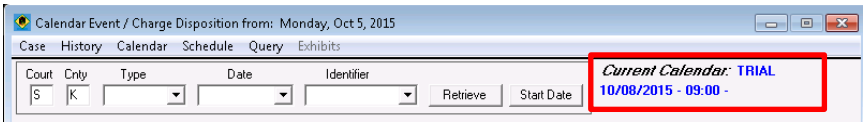
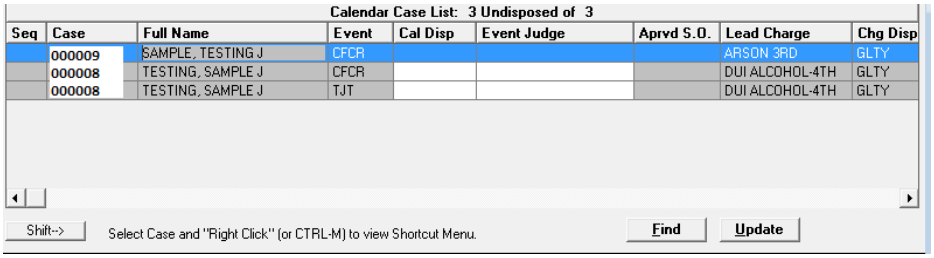
	Grid Column Name	Grid Column Description	Table / Field	
	Type	Calendar Type	JIC-CALENDAR-HEADER.CALENDER-TYPE	
	Date	Date of Scheduled Hearing	JIC-CALENDAR-HEADER.CALENDER-DATE	
	Identifier	Calendar Identifier	JIC-CALENDAR-HEADER.CALENDER-CONTROL	

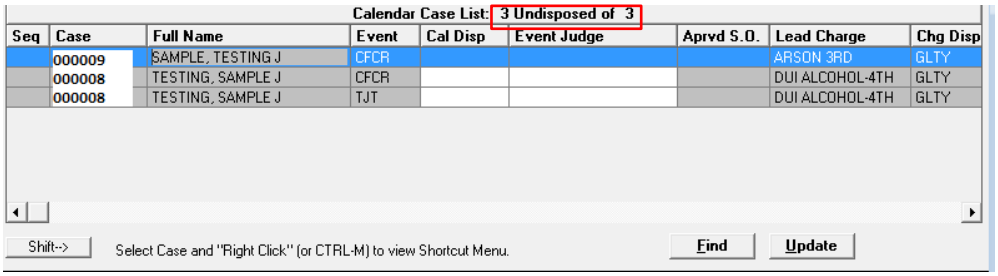
CAL-INIT-002	Ability to ***automatically retrieve*** the calendar judge name, calendar judge ID number and event time at form initialization for display on the form for reference purposes. This information will display on the form when a specific calendar is selected and the cases for that calendar are loaded.			
	Description	Table / Field		

	Judge Name	BUILD USING JUDGE ID NUMBER	"JUDGE" PREFIX JIC-INDIVIDUAL.FIRST-NAME JIC-INDIVIDUAL.LAST-NAME	
	Judge ID Number	Bar ID of the Judge	JIC-CALENDAR-HEADER.JUDGE-ID	
	Hearing Start Time	Hearing Start Time	JIC-CALENDAR-HEADER.START-TIME	
CAL-INIT-003	Display a message box if there are no calendars available for the current day and the next 5 calendar days. 			
CAL-INIT-004	Ability to ***only*** retrieve calendar header information for the <u>specific Court and Location</u> associated with the user logged into the application. The Court and Location are taken from global variables set at application startup.			
CAL-INIT-005	Ability to pre-fill the calendar "Type", "Date" and "Identifier" drop-down form objects with the corresponding calendar header information returned at form startup. The user can use this pre-filled information for calendar selection.			

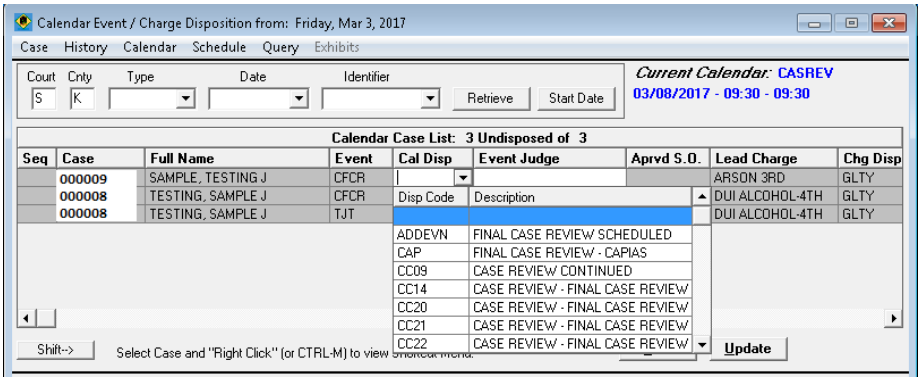
CAL-INIT-006	The "Type" dropdown box form object will only pre-fill with the calendar Types which are contained in the calendar header data that is returned to the form at startup. If a particular Calendar Type is not present in the data returned, it will not display in the Type field. 	CAL-INIT-004
CAL-INIT-007	The "Date" dropdown box form object will only pre-fill with the calendar Dates for the Current System Date and the next 5 calendar dates. If a particular Calendar Date contains no calendar headers in the data returned, the date will not display in the list of dates. Example below found no calendars for the 12th or 13th. 	CAL-INIT-004
CAL-INIT-008	The "Identifier" dropdown box form object will only pre-fill with the calendar control data that is returned to the form at form startup. An Up and Down scroll bar will be displayed on the Identifier form object when the number of listed items exceeds the dropdown box controls limits. 	

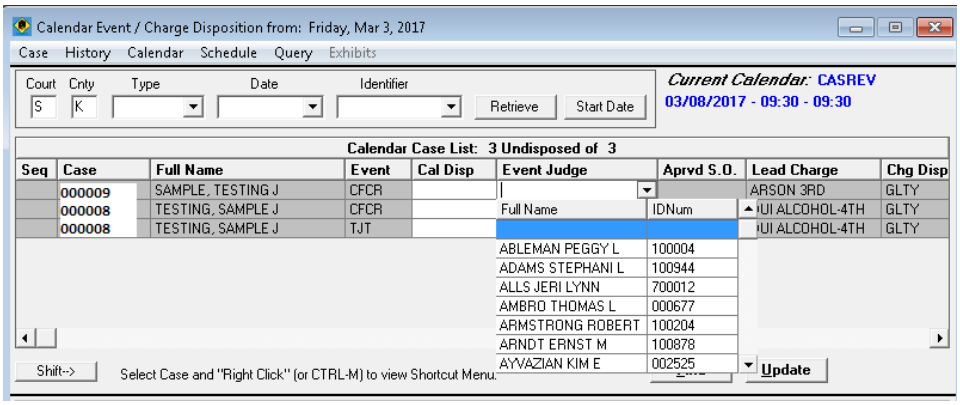
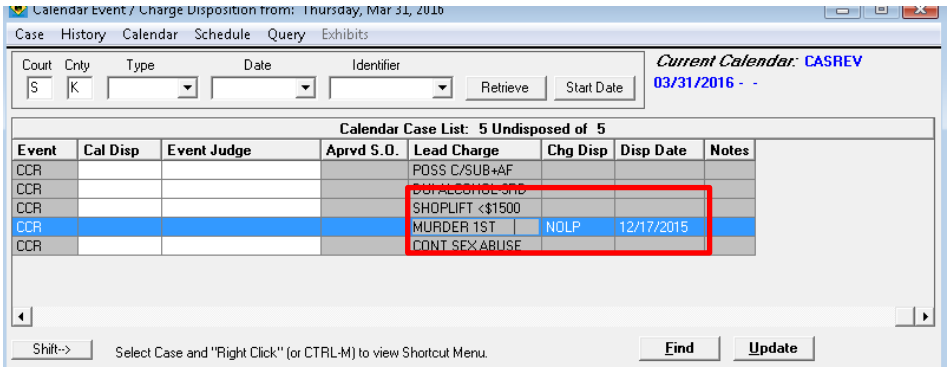
CAL-SRCH-000	The Calendar Search form object is displayed at the top of the Calendar Event / Charge Disposition form and is used to search of the calendar header to be used to populate the Calendar Case List. 	
CAL-SRCH-001	Ability to input the specific calendar "Type" OR select the calendar "Type" from a pre-filled drop-down box with the available calendar types listed for the calendar headers returned at form startup.	
CAL-SRCH-002	Ability to input the specific calendar "Date" or select the calendar "Date" from a pre-filled list of the current date and the next 5 calendar dates returned at form startup.	
CAL-SRCH-003	Ability to input the specific calendar "Identifier" or select the calendar "Identifier" from a pre-filled drop-down box with the available calendar types listed for the calendars returned at form startup.	
CAL-SRCH-004	Ability to display a list of available calendar based on a "Start Date" selected using the "Start Date" form object which will display the available calendars for the input calendar "Start Date" and the next 5 calendar days. • By clicking on the "Start Date" form object, the "Calendar Start Date" Calendar Control Object will be invoked and displayed on the screen.  • By clicking on the "Month" down arrow, the Calendar Control will display a calendar from which the desired date can be selected. 	

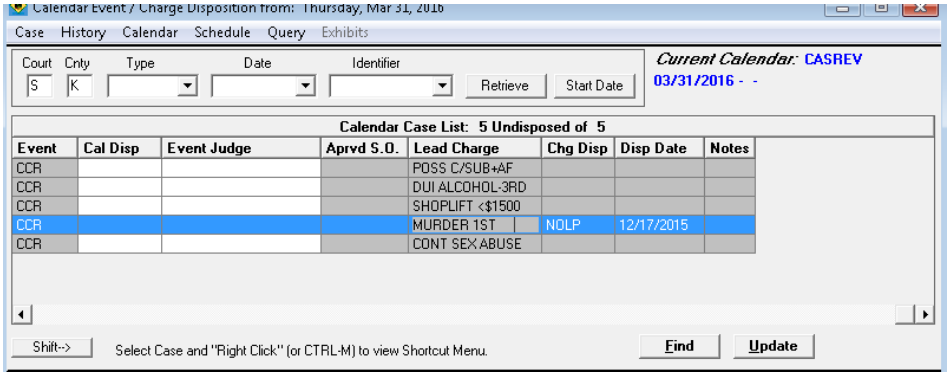
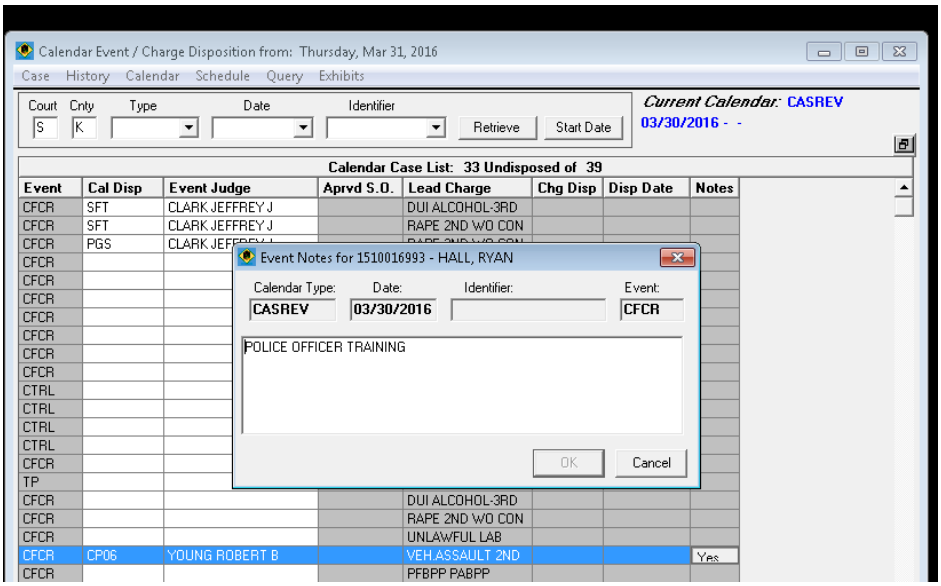
CAL-SRCH-005	Ability to select a "Start Date" that is in the **past** or **future** and to display available calendar header information for calendars from the "Start Date" and the next 5 calendar days.	
CAL-SRCH-006	Ability to populate the "Type", "Date" and "Identifier" with the Calendar Header data for the desired calendar. 	
CAL-SRCH-007	Ability to display the Calendar Header Information for the ***selected calendar*** on the form after the calendar has been selected. • Calendar Type • Calendar Date • Calendar Identifier • Presiding Judge (if available) 	
CAL-CCL-001	Clicking on the **Retrieve** command control will make a call to the JIC Mainframe Database to retrieve the specific case information for cases which are scheduled to the selected calendar and populate the Calendar Case List grid with the data. 	

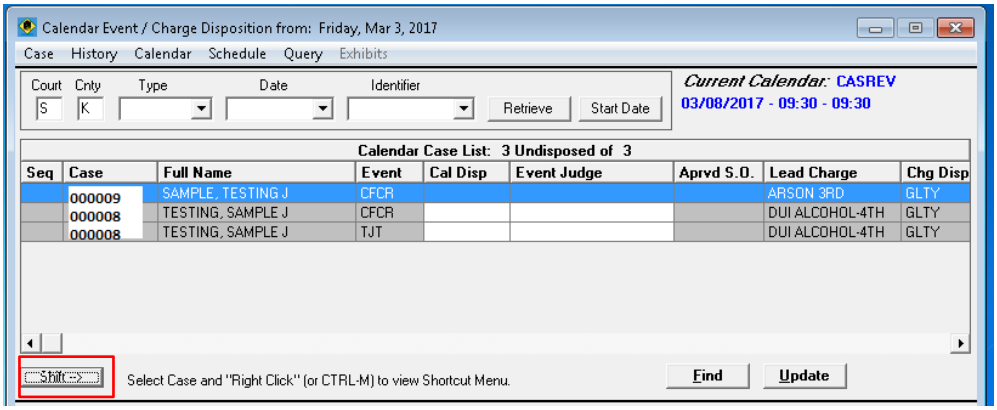
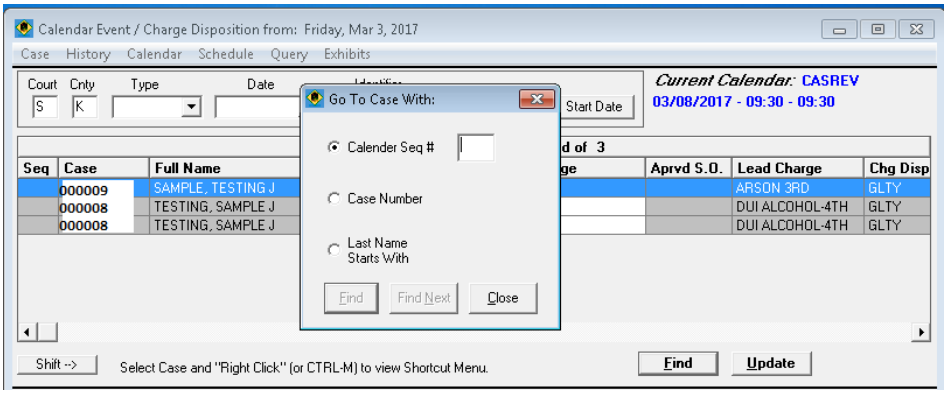
CAL-CCL-002	Display the number of "Undisposed" **Calendar Events** in the Calendar Case List grid header. 	
CAL-CCL-003	Ability to retrieve and display all cases/defendants scheduled for the selected calendar and other calendar information. The information displayed should include: • Calendar Sequence Number • Case Number • Defendant Full Name (Last, First, Middle Init) • Event Code • Calendar Event Disposition • Event Judge • Date of any Approved Sentence Orders for the case • Lead Charge • Charge Disposition • Charge Disposition Date • Event Notes	

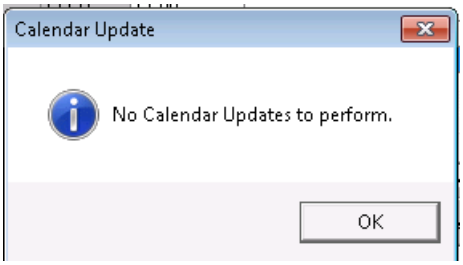
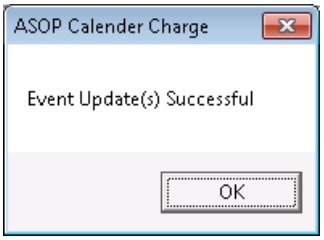
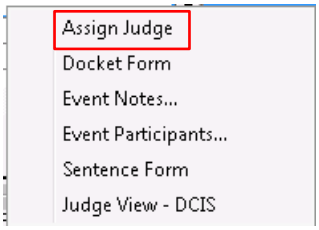
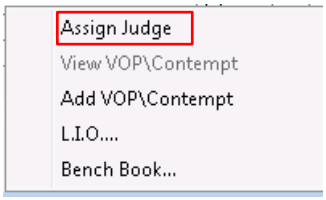
	Grid Column Name	Grid Column Description	Table / Field	
	Seq	Defendant Sequence on Calendar	JIC-EVENT-SCHEDULE.CALENDAR-SEQ (calculated in ETB946N)	
	Case	Case Number for case on the selected calendar	JIC-EVENT-SCHEDULE.CT-CASE-NUM	
	Full Name	Defendant full name	JIC-INDIVIDUAL.LAST-NAME JIC-INDIVIDUAL.FIRST_NAME JIC-INDIVIDUAL.MIDDLE-INITIAL	
	Event	Event Code of the Calendar Event	JIC-EVENT-SCHEDULE.EVENT	
	Cal Disp	Dispo Code of the Calendar Event	JIC-EVENT-SCHEDULE.EVENT-DISP	
	Event Judge	Event Judge Name	JIC-CALENDER-HEADER.COURT-JUDGE	
	Aprvd S.O.	Approval Date of the most recent Approved Sentencing Order for the case	JIC-SENTENCE-OVERALL.SENTENCE-DATE	

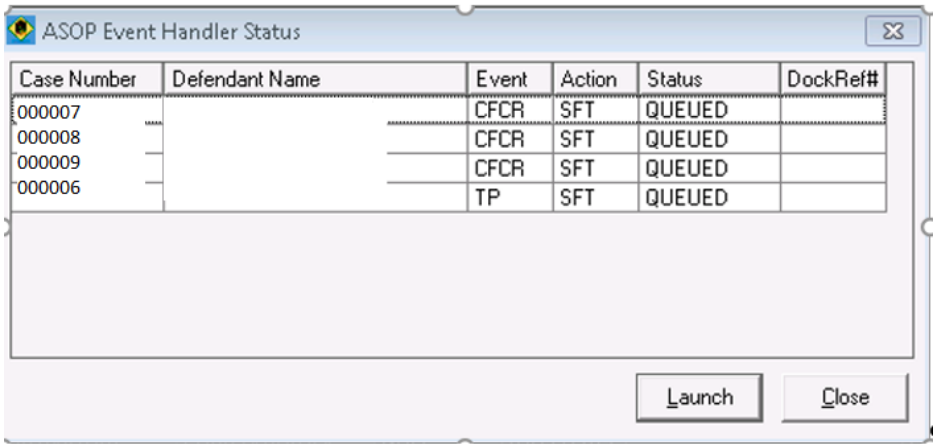
	Lead Charge	Lead Charge – the 001 Court Charge Sequence for the case description	JIC-CHARGE. STAT-SHRT-DESC	
	ChgDisp	Disposition Code as to the Lead Charge (the sequence 001 charge).	JIC-DISPOSITION.DISP-CODE	
	Disp Date	Date the Lead Charge was disposed	JIC-DISPOSITION.DISP-DATE	
	Notes	Event Notes if Notes are part of the case	JIC-EVENT-SCHEDULE.NOTES	
CAL-CCL-004	Ability to dispose of scheduled events by Calendar Type, Date and Identifier.			
	Ability to Modify any existing Calendar Dispositions.			
CAL-CCL-005	Ability to call the calendar dispositions from a pre-filled list of available calendar event dispositions. Dropdown box form object will only pre-fill the available calendar event dispositions depending on the **Event Type** for each case. In the example below only the available Cal Disp for the CCR Event are available. 		
CAL-CCL-006	Ability to enter event judge. This field will be blank if no action has been taken as to the Case Calendar List.			

CAL-CCL - 007	Ability to call the event judge from a pre-filled list of available event judges. Dropdown box form will only pre-fill the available event judge. User may also enter the event judge ID (Bar ID) in the event judge field which will then populate his/her name. User will select or confirm the appropriate event judge. 	
CAL-CCL-008	The Apvd S.O. returned will be the LAST APPROVED Sentence Order with the date which is greater than or equal to the Event Date for the case number of the case on the calendar. If there are multiple Sentence Orders for the case with dates Greater than or Equal to the Event (Calendar) date, the LAST APPROVED order will be returned.	
CAL-CCL-009	The Lead Charge column on the form is populated with the 001 sequence charge, regardless of the charge with the Lead Charge Indicator selected. It will display whether or not there is a disposition on the charge. 	

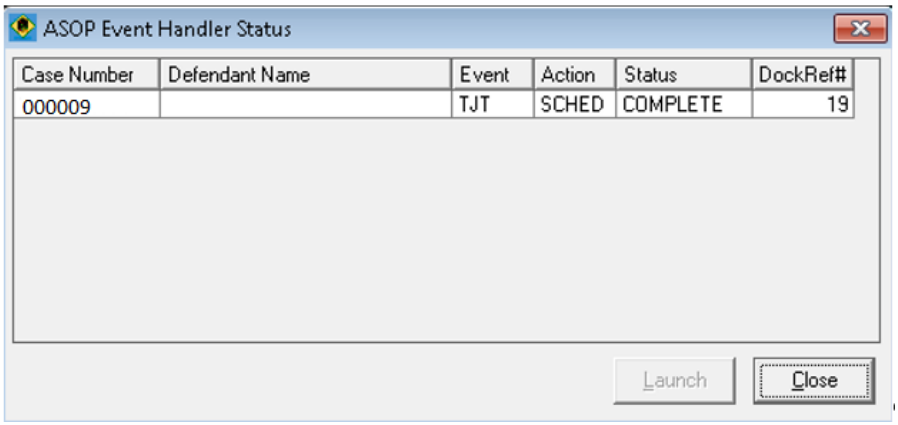
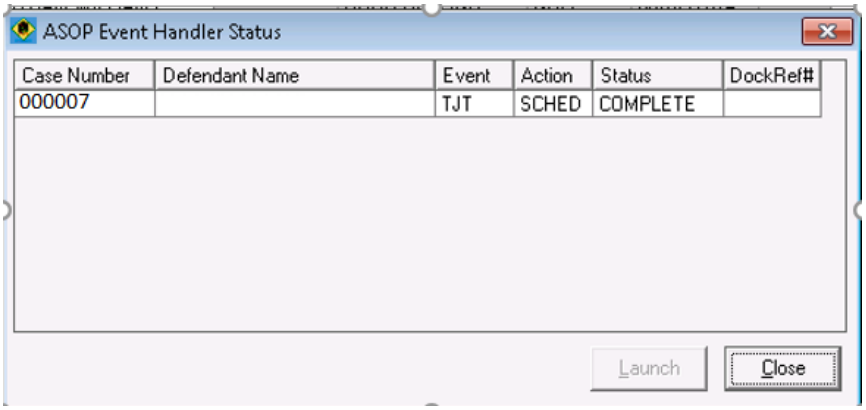
CAL-CCL-010	The ChgDisp column is the disposition for the Sequence 001 charge which populates into the Lead Charge Column. This field will be blank if no action has been taken as to the disposition of the charge. 	
CAL-CCL-011	If there is a disposition of the charge the “Disp Date” field will automatically populate the date which the charge was disposed. If there is no disposition for the charge, the field will be blank.	
CAL- CCL-012	Ability to display and indicator if there are Calendar Event Notes for the case. A YES will be displayed if there are Notes that have been added to the scheduled event. 	
CAL-CCL-013	Ability to add Calendar Event Notes to the case for the event. The note field will launch a sub-form for that selected case. You may then free text event notes that will be stored and printed on calendars. These notes are only case based. Once you have completed the event note the user must select OK tab.	

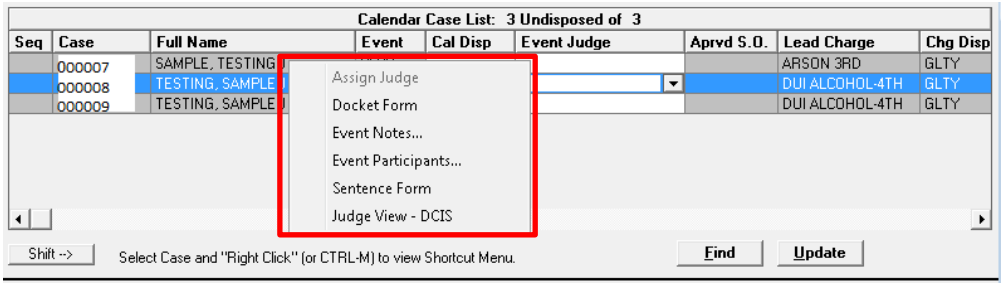
CAL-CCL-014	Ability to Scroll or Shift the Calendar Case List display right or left. 	
CAL-CCL-015	Find Tab will allow the user to find a case which is currently scheduled on the current calendar view. When selecting the Find Tab, a box will populate "Go To Case With:" This box will allow the user to select a radio button that will allow the user to perform a find by entering either calendar seq#, Case Number, or Last Name Start with. The user can then either select the FIND, FIND NEXT or CLOSE Tab. Selecting the FIND button will bring the user to the search result. The user can continue the search by selecting the FIND NEXT Tab. Once the search is complete by using the FIND NEXT tab a box form will appear ASOP Calendar Charge with Characters Entered Not Found Again: L. The close tab will close the box form. 	

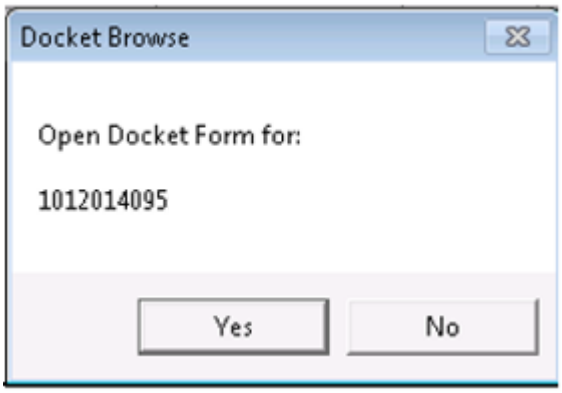
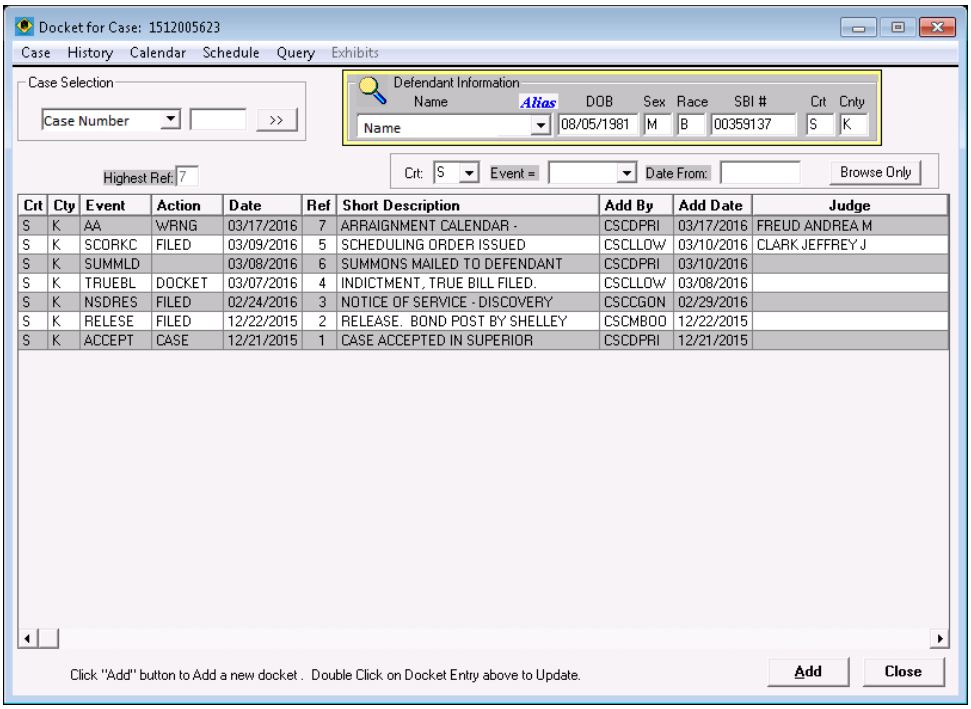
CAL-CCL-016	Ability to store all user-entered/modified data. ASOP calendar charge message box will appear with the message event update(s) Successful. User will select OK Tab. If there is no data to be updated the box form will show a message "No Calendar Updates to Perform". The user will select the OK tab to close the message box.  If the updates are successful a Message Box will be displayed. 	
CAL-CCL-017	Ability to set the Judge selected as the Quick Assign Judge. When selecting the Update command control, a box form will appear. If this is the 1st update perform a box form Quick Assign Judge will appear asking if the user wants to assign the entered Event Judge as Quick Assign Judge. Tab Yes or No. If "Yes" is selected the "Assign Judge" will be enabled for use to Assign that Judge to the Event Judge field and the "ChgDisp Judge" from a drop down listing and will populate that judge name into the fields. If "No" is selected, then the user must enter the Judge ID or use the down box. Calendar Case List  Charge Browse/Add 	

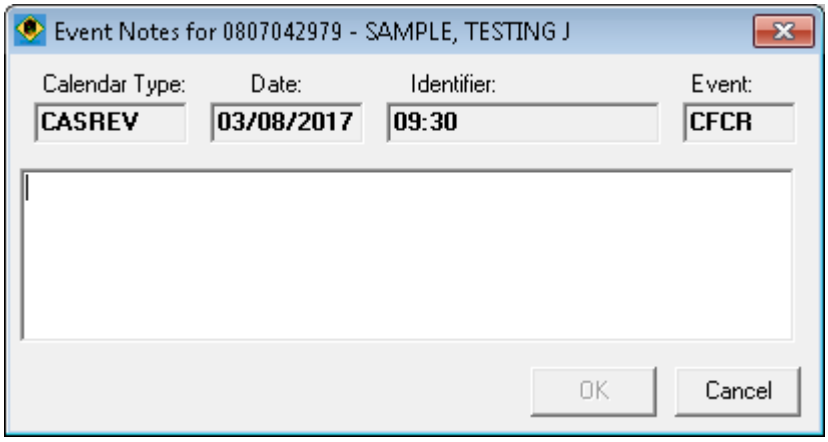
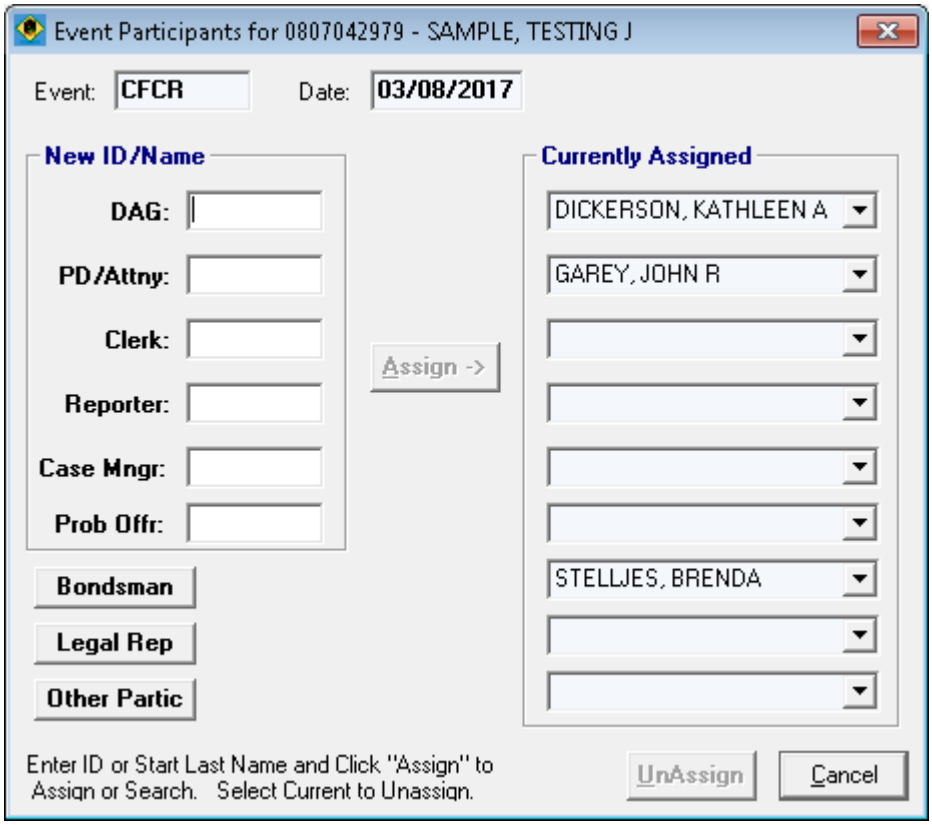
CAL-CCL-018	User selects the OK Tab from the ASOP Charge form box. It will call ASOP Event Handler Status form box. The following information will appear Case Number, defendant, Event, Action, Status This will include as many cases which require updates.  The Status field should display as “QUEUED” to show that the changes for the case(es) listed have been entered, but not yet committed.	
CAL-CCL-019	Ability to Cancel the creation of the Docket Entry by selecting the “Close” button on the ASOP Event Handler Status form. This will cancel all Docket Updates for any cases listed in the Event Handler Status form.	

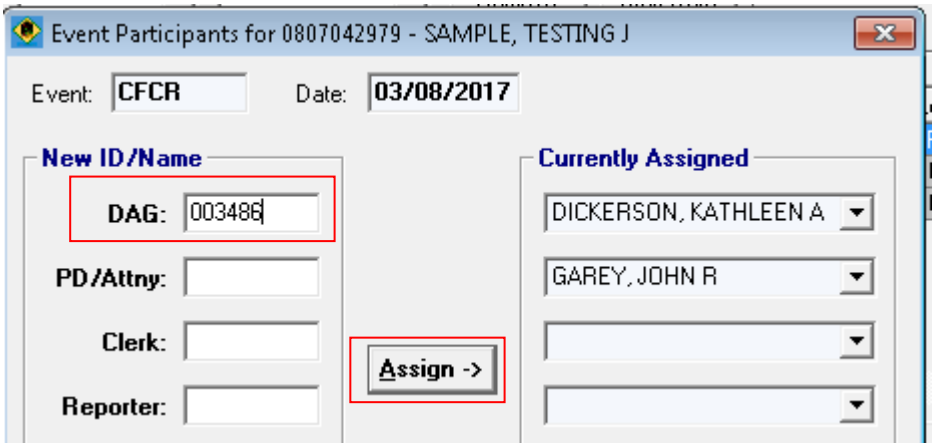
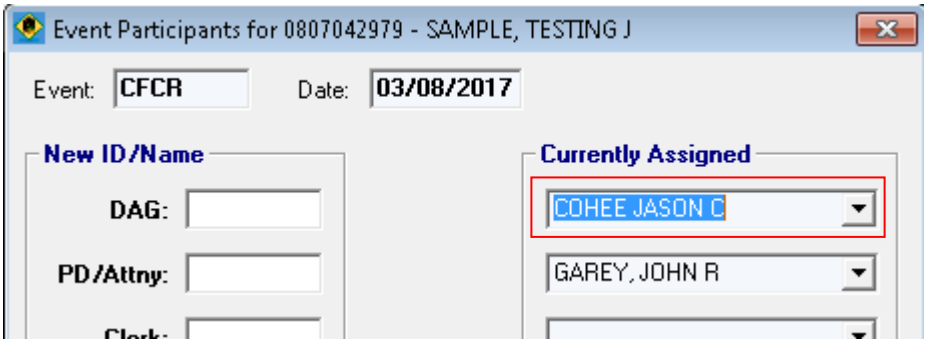
CAL-CCL-020	The Event Handler is an application on the mainframe which is invoked during the Calendar Event Disposition Process. The Events/Actions set up on the mainframe are called and specific actions occur based on the Event Code and corresponding Action Code. For example, the Event/Action for the CFCR/SFT is shown below: GC902A ***** Courts Case Management ***** GC902AM1 Apr 19,16 - Maintain Event Table - 2:41 PM *Action (A,D,M,N,P): M Event Code: CFCR__ Action: SFT___ Division: __ Track: __ County: __ Event Name: FINAL CASE REVIEW: NO PLEA/SET FOR TRIAL Event Type: _____ Short Name: FCR: SET FOR TRIAL_ Clear Capias: _ Prompt User: _ AsgnDiv/Trk: _ Cal Type: _____ Cal List: _ Case Status: _____ /Type _____ Tickler Text: SET FOR TRIAL_____ Refer: CSO_____ Days: ____ Prompt User: _ Form: _____ Indiv Type: _____ Output: _____ Prompt User: _ Next Event: TJT_____ Action: SCHED_ Not Before ___ Days/Not After ____ Days Docket#: Y Prompt User: Y S/D: D Cost Type: _____ Cost: _____ Command: _____ CJIS Event: _____ Notice ServTyp: _____ Timer On: _ Docket Text: 1 FINAL CASE REVIEW: NO PLEA/SET FOR TRIAL_____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ 7	

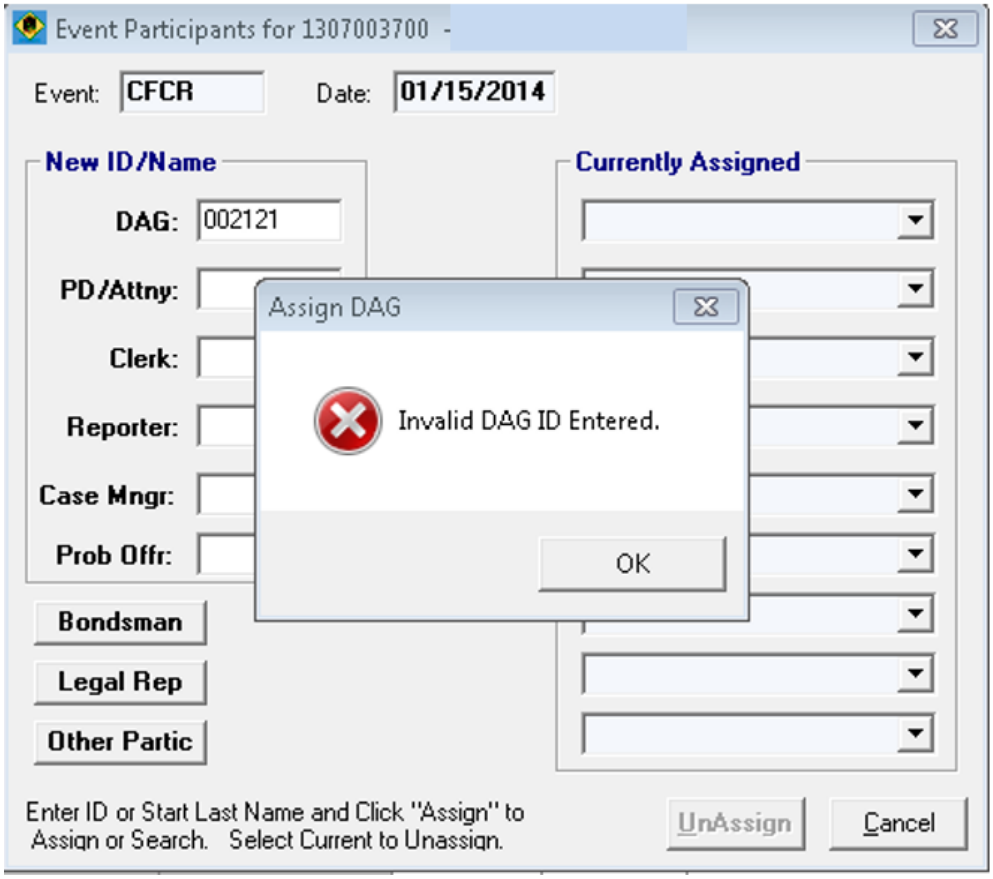
CAL-CCL-021	Ability to save the data entered on the Event Handler Status form. The Status will update to Complete and will produce a Dock REF#.  If the Event Disposition code entered is set to create a docket entry the DockRef# represents the reference number of the entered docket entry. If the Event Disposition is not set to create a docket code or to add a reference number, no number will be created.  A docket entry record will be added to the case(s).	
CAL-CBA-022	Ability to invoke the “Shortcut Menu” drop down control by either Right Click or pressing CTRL-M on a selected case. 	

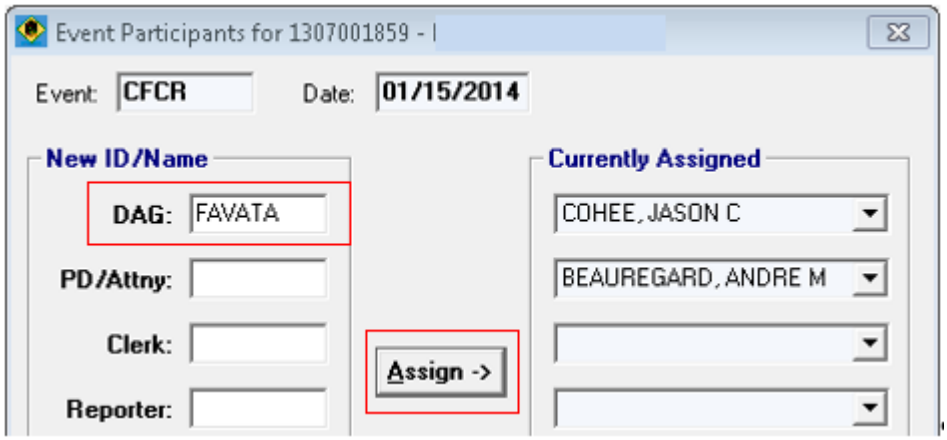
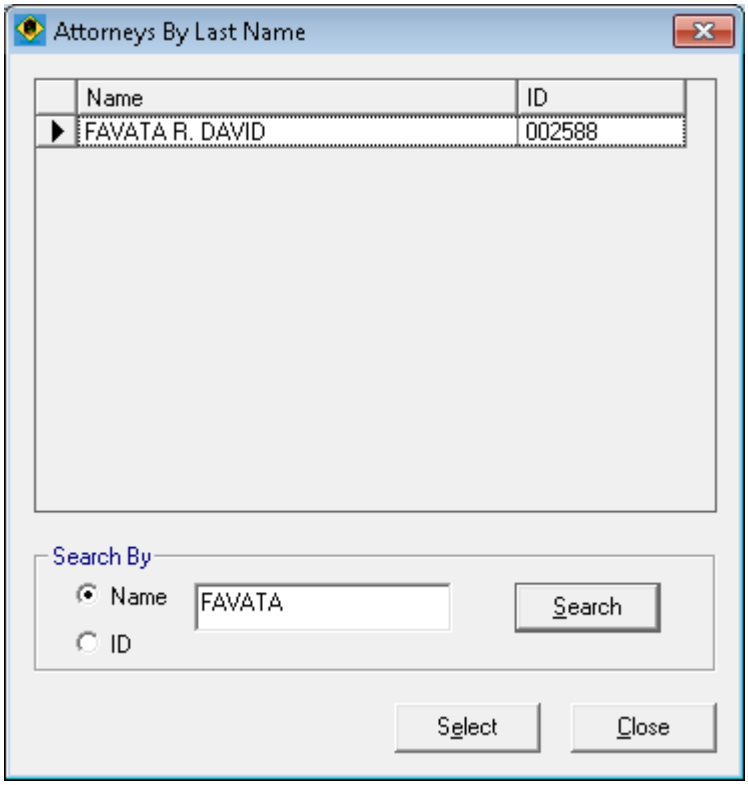
CAL-CBA-023	Ability to call various sub-forms from a “Shortcut Menu” drop-down control on the selected case. 	

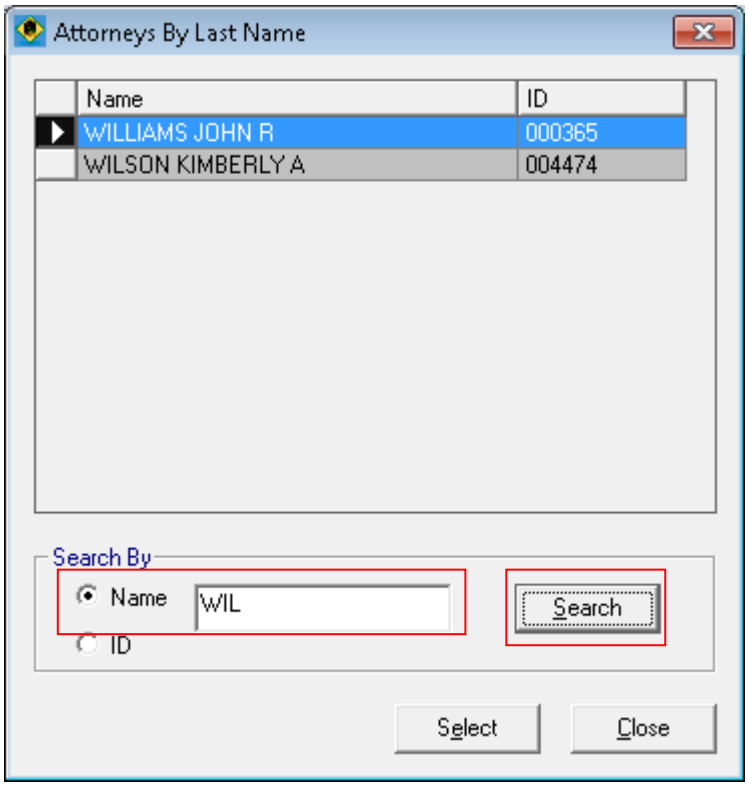
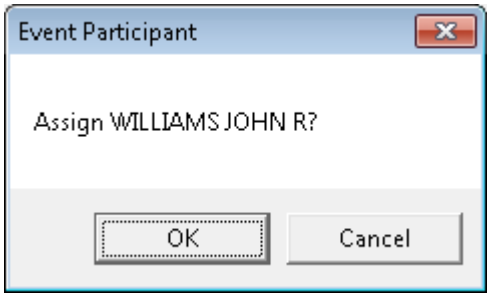
CAL-CBA-024	Ability to display the "Docket Form" sub-form for review of the case docket for the selected case. The message box below should be displayed.  The docket form should open.  This form shows all of the docket entries for the selected case. THIS FORM WILL BE COVERED IN A SEPARATE SECTION OF THIS DOCUMENT.	

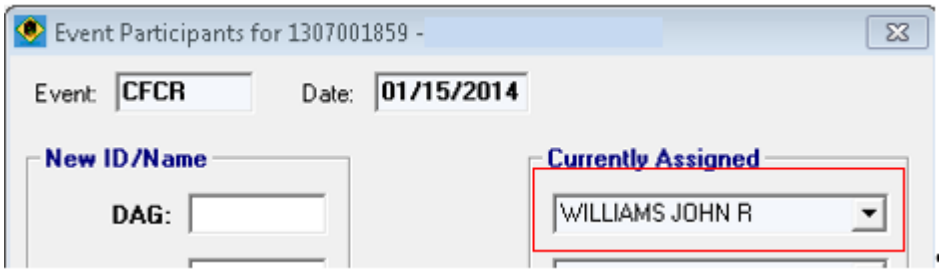
CAL-CBA-025	Ability to call the "Event Notes" sub-form. 	
CAL-CBA-026	Ability to display the "Event Participants sub-form. 	
CAL-CEP-001	Ability to update any of the participants. The user will enter the Name, Bar ID or the User ID for the new participant and click the Assign -> button.	

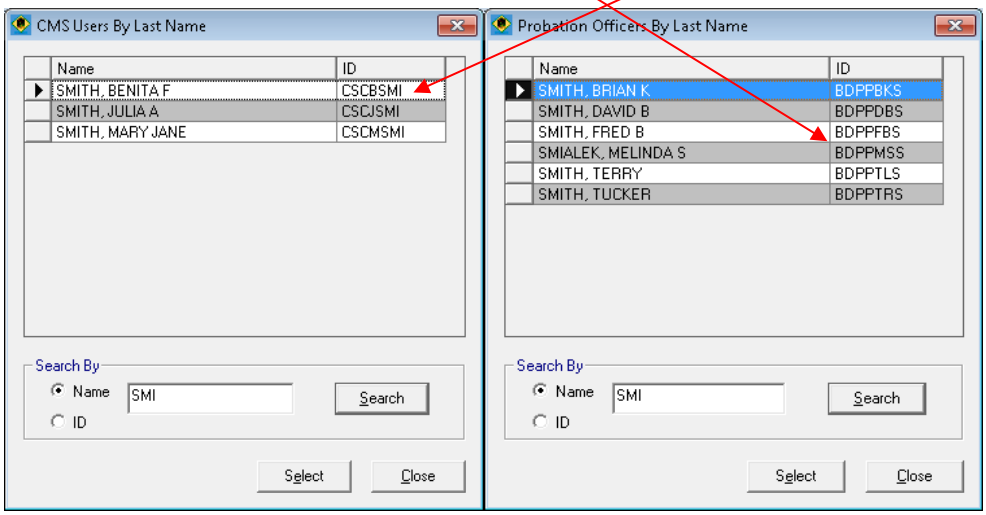
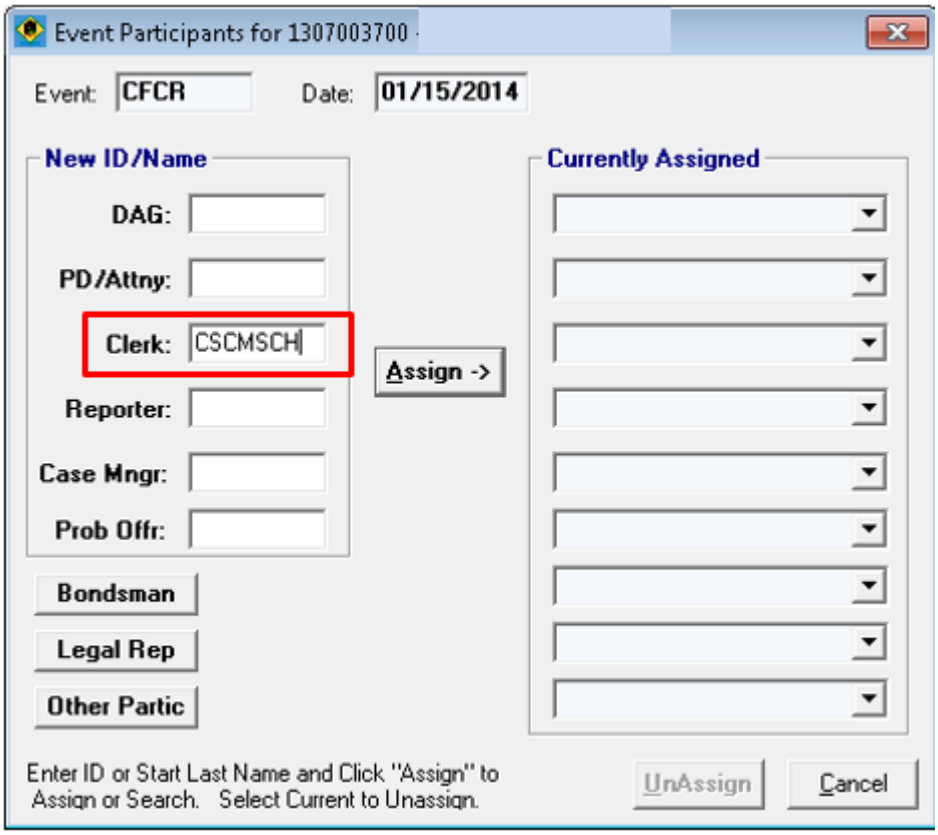
CAL-CEP-002	**Update Attorney Participant (DAG or PD/Attny) by entering the Bar ID:** Enter the Bar ID of the desired participant in the corresponding field and click on the Assign -> button.  The Currently Assigned entry will be updated. 	

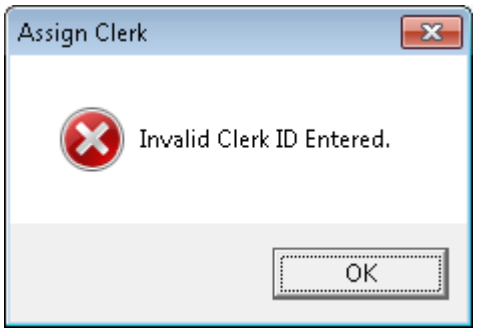
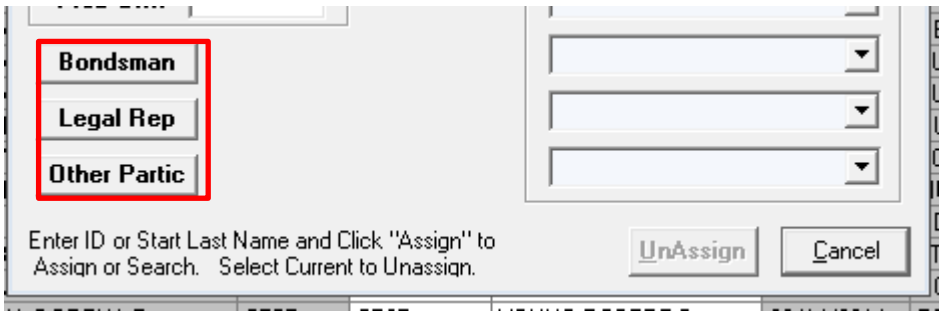
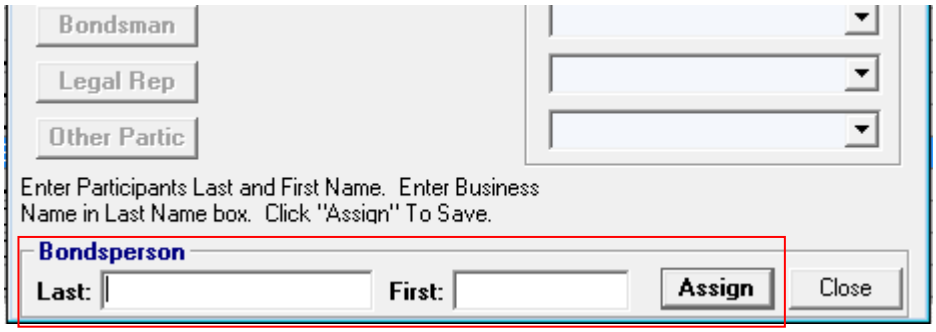
CAL-CEP-003	Ability to verify that the ID entered for the assigned participant type is a valid ID for the type of participant that is being entered. 	

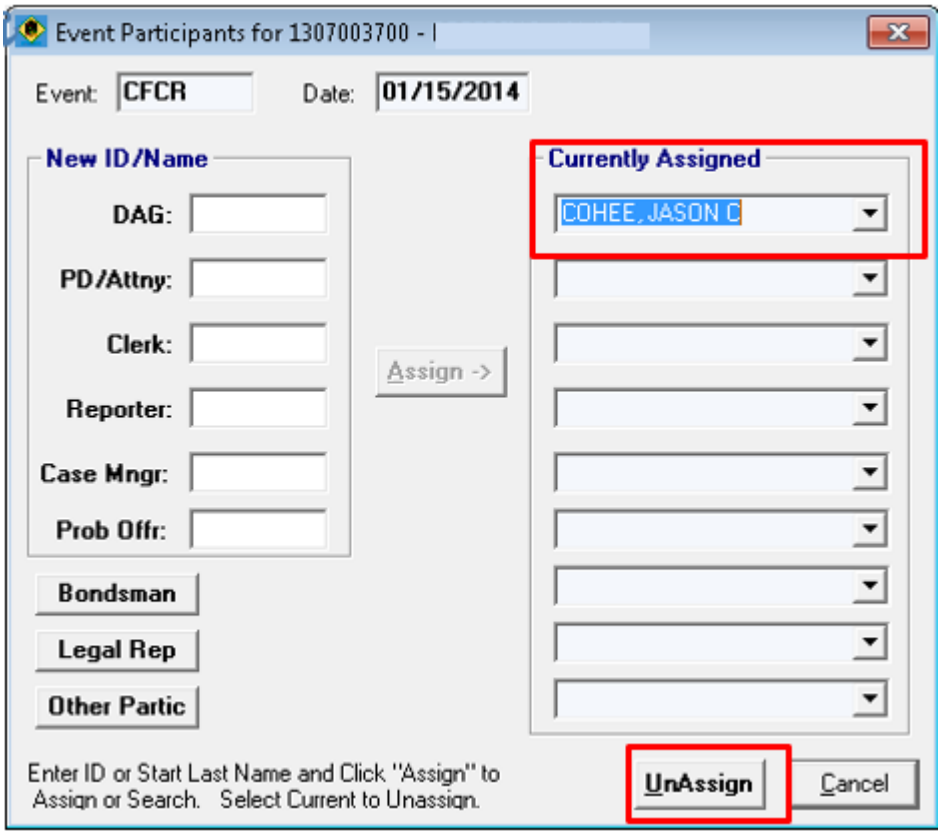
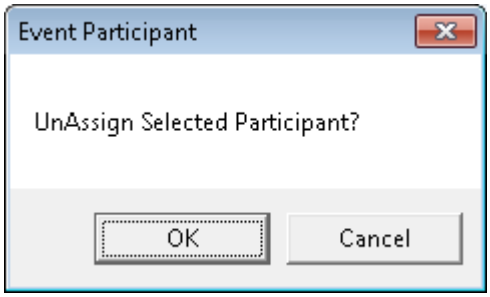
CAL-CEP-004	**Update Attorney Participant (DAG or PD/Attny) by entering the Name:** Enter the Last Name (or partial last name) of the desired participant.  The Attorney Name Search screen will appear.  Any attorney name matching the input will be displayed. Update the Attorney for the event by clicking on the desired name and pressing the Select button.	

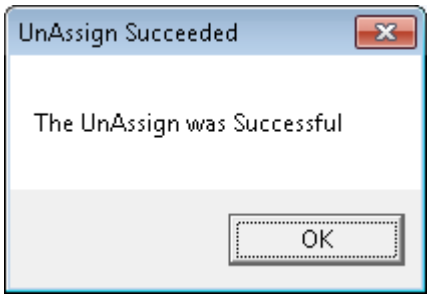
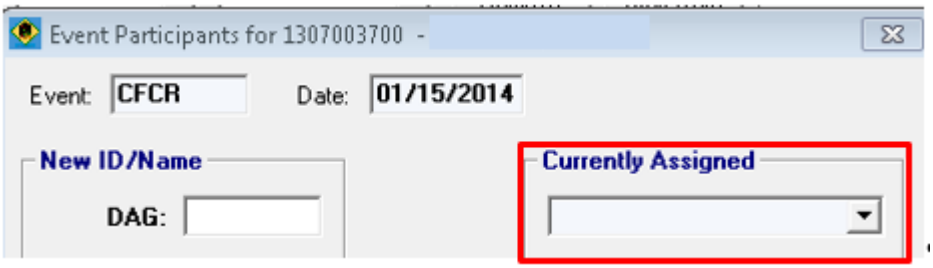
CAL-CEP-005	Ability to search for an Attorney Name from the "Attorneys by Last Name" search form by either Last Name or view a list of attorneys by Bar ID. Enter the Last Name or partial last name of an attorney in the Name Box and press the Search button.  All options for the attorney will be returned. Select the desired participant from the list and press the Select Button.	
CAL-CEP-006	Ability to display a message to confirm the selection should be displayed.  Press the OK button to confirm or the Cancel button to cancel the selection.	

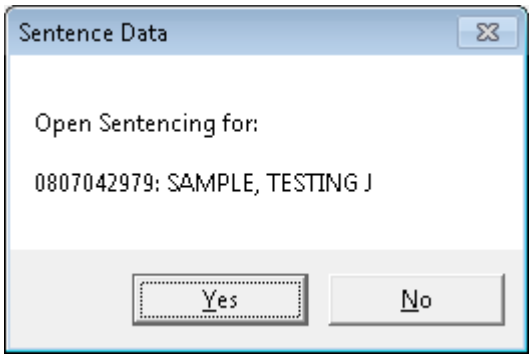
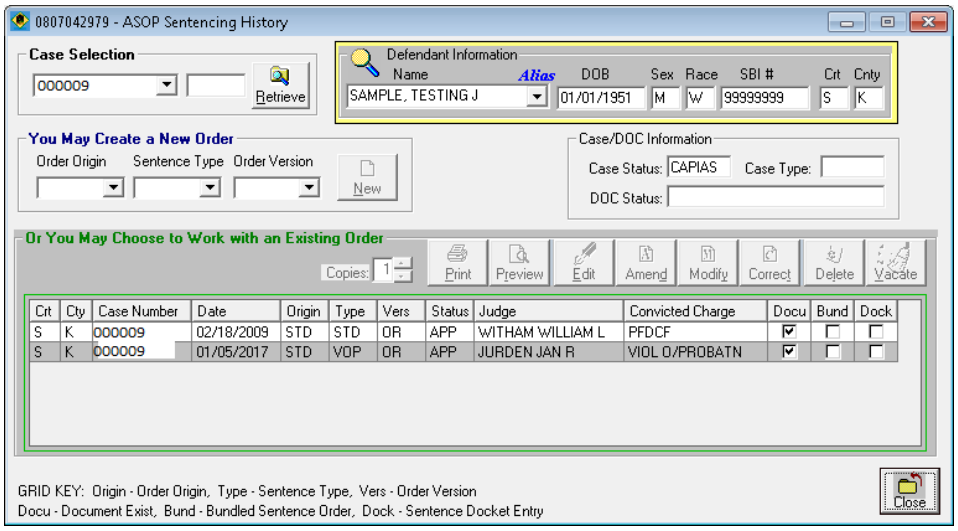
CAL-CEP-007	Ability to display a Confirmation of the selection should appear. The Currently Assigned entry will be updated. 	
CAL-CEP-008	Ability to search for the Reporter, Clerk, Probation Officer or Case manager by ACF2 User ID or Last Name. Enter the Last Name or partial last name of the participant to add and click the Assign -> button. The “CMS Users by Last Name” form will appear.	

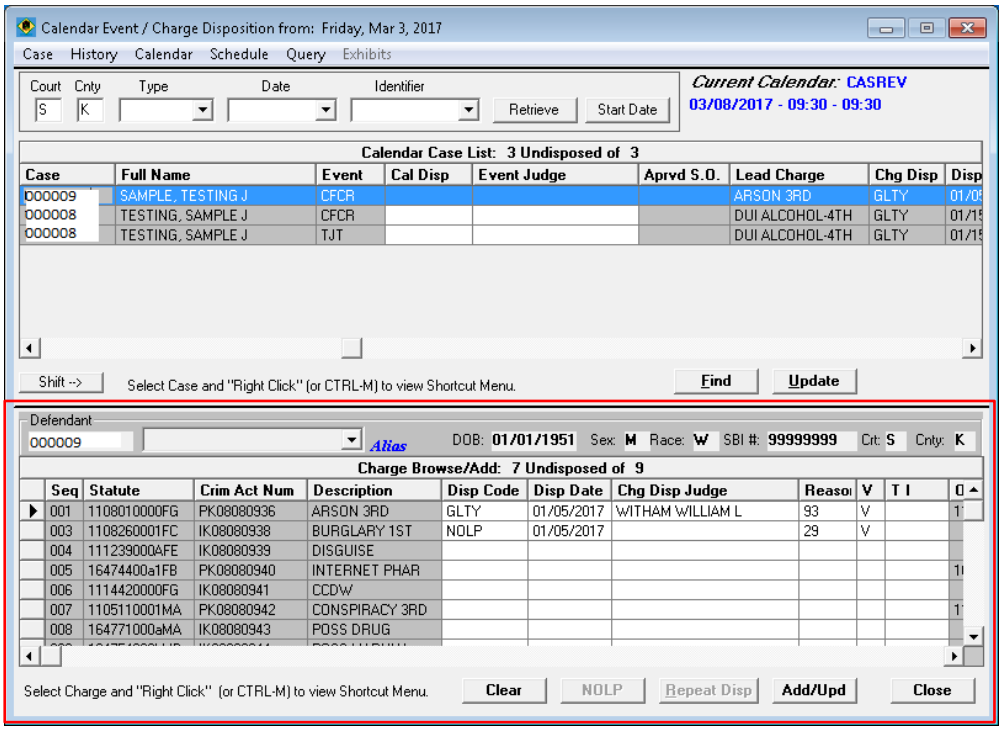
CAL-CEP-009	Ability to select the desired name from the list. **This list will be filtered to only Valid CMS users based on the participant type – CSC* users for the Clerks Reporters and Case Managers. And BDP for Probation Officer.** 	
CAL-CEP-010	Ability to search for the CMS Users by their CMS User ID. Enter the CMS User ID into the Clerk, Reporter, Case Mngr or Prob Offr fields and click the Assign -> button. 	

CAL-CEP-011	If the CMS ID entered is not a valid CMS user for the field participant type, the system should display a message box. 	
CAL-CEP-012	Ability to search for a Bondsperson, Legal Rep or Other Participant. Clicking on the Bondsman, Legal Rep or Other Partic button will open the search information entry fields for input. 	
CAL-CEP-013	Input the Last Name and First Name of the participant to be assigned. Clicking the Assign -> button will begin the search for the name.  **This Functionality - how the search is completed - Must be Determined By Analyzing Program Code During Design / Development.**	

CAL-CEP-014	Ability to Unassign any participant by selecting the Currently Assigned participant name and clicking the Unassign button. 	
CAL-CEP-015	Display a message box to confirm the action.  Press OK to proceed or Cancel to cancel the action. Selecting the Cancel button will stop the action with no confirmation message.	

CAL-CEP-016	If the user selects the OK button, display a message box if the Unassign is successful. 	
CAL-CEP-017	The Currently Assigned participant name field will be blank for the Unassigned participant. 	

CAL-CBA-027	Ability to call the Sentence Order Entry form. Describe the form that opens. Selecting this option will display the "Sentence Form" message box.  Selecting "Yes" will open the "ASOP Sentencing History" form and will fill the form fields with the data for the selected case.  ***This form will be described under separate requirements section.***	

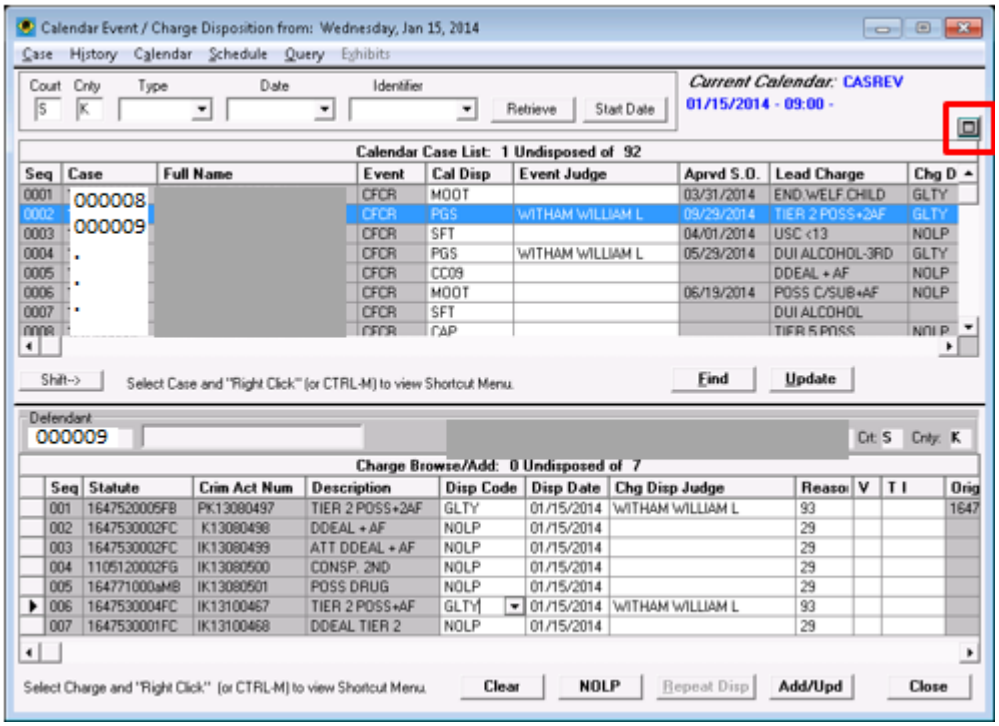
CAL-CBA-001	Ability to invoke and display the **Charge Browse/Add** form. When the user double clicks on the highlighted case in the Calendar Case List, the **Charge Browse/Add** form will appear under. Above the Charge Browse/Add grid the Defendant ID; Alias, DOB, Sex, Race, SBI#, Crt (Court), Cnty (County) 	

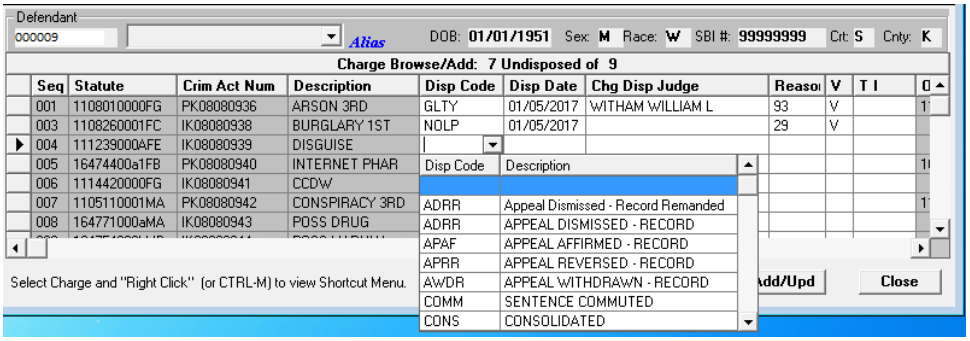
	Control Name	Control Description	Table / Field	
	Defendant	Case Number	Selected case number from the Calendar Case List	
	Alias	Defendant Name Alias(es) associated with the Defendant. The Alias drop down box will list ALL aliases available for the defendant if Aliases exist. If no aliases exist for the defendant, the box will be empty.	JIC-INDIVIDUAL.LAST-NAME JIC-INDIVIDUAL.FIRST_NAME JIC-INDIVIDUAL.MIDDLE-INITIAL JIC-INDIVIDUAL.ALIAS-INDICATOR = Y	
	DOB	Defendant Date of Birth	JIC-INDIVIDUAL.BIRTH-DATE JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	Sex	Gender of the Defendant	JIC-INDIVIDUAL.SEX JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	Race	Ethnicity of the Defendant	JIC-INDIVIDUAL.RACE JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	

	SBI #	State Bureau of Investigations Number associated with the Defendant	JIC-INDIVIDUAL.OFF-SBI-NUM JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	Crt.	Agency where the case is assigned	JIC-CASE-COURT.AGENCY-ID	
	Cnty	County location where the case is assigned	JIC-CASE-COURT.LOCATION	
	Number of Undisposed Charges	Count of the case charges loaded that have a BLANK charge disposition.	Calculated by the program	
	Total number of Charges	Total number of charges loaded for the case.	Calculated field	
CAL-CBA-0002	Ability to retrieve and display all **charge** information for the selected case. The information displayed should include: • Charge Sequence Number • Statute • Criminal Action Number • Charge Description • Disposition Code • Disposition Date • Charge Disposition Judge • Reason • Violation • Trial Indicator • Original Statue • Original Description 		

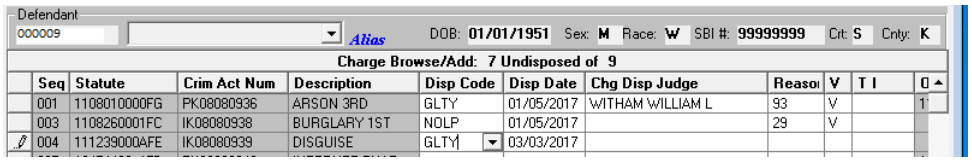
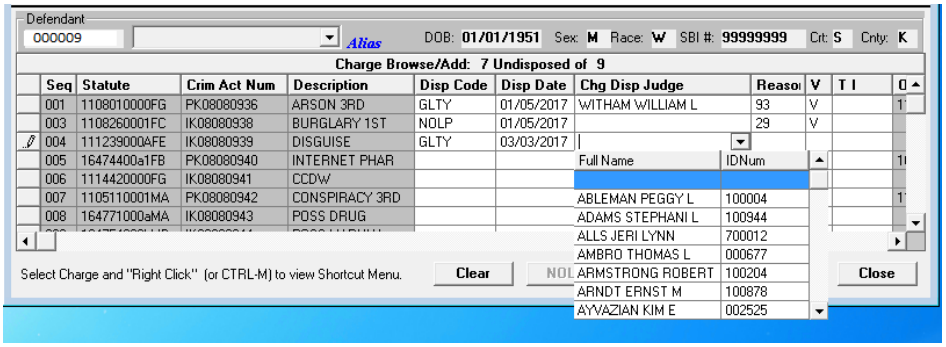
	Grid Column Name	Grid Column Description	Table / Field	
	Seq	Court Charge Sequence	JIC-CHARGE.CT-CHARGE-SEQ	

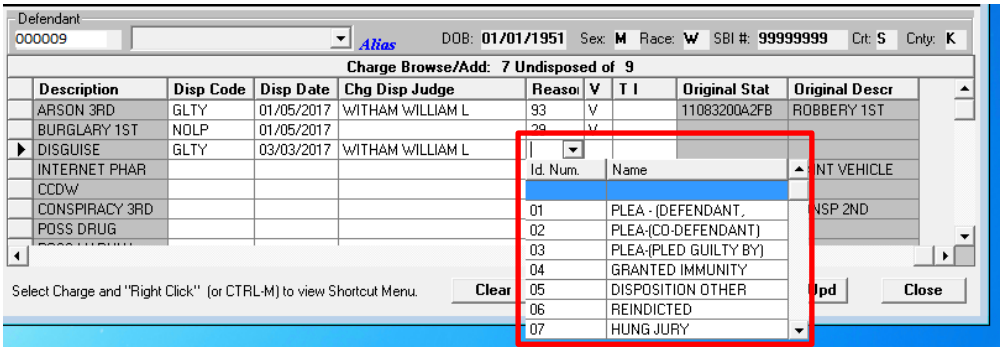
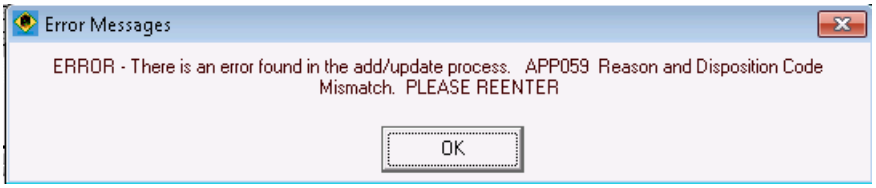
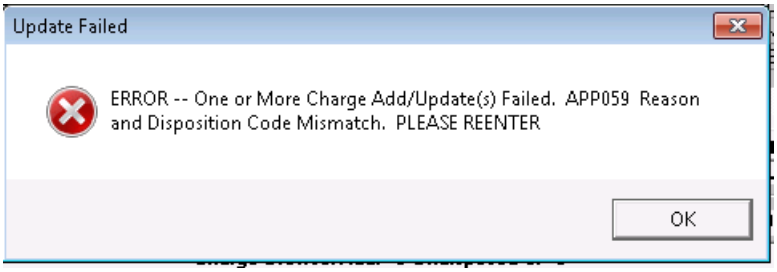
	Statute	Charge Statute – Title, Section, Sub Section, Type and Class associated with the charge. ***NOTE: if the charge is a Lessor Included Offense (LIO) then the LIO Statute will be listed in this column and the Original Charge Statute will be listed in the "Original Stat" grid column.***	JIC-CHARGE. STAT-TITLE OR JIC-CHARGE. LIO-STAT-TITLE JIC-CHARGE.STAT-SECT OR JIC-CHARGE. LIO-STAT-SECT JIC-CHARGE.STAT-SUBSECT OR JIC-CHARGE. LIO-STAT-SUBSECT JIC-CHARGE.STAT-TYPE OR JIC-CHARGE. LIO-STAT-CLASS JIC-CHARGE.STAT-CLASS OR JIC-CHARGE. LIO-STAT-TYPE	
	Crim Act Num	Criminal Action Number assigned to the charge for the Court.	JIC-CHARGE-COURT.CRIM-CLASSIFICATION JIC-CHARGE-COURT.CRIM-COUNTY JIC-CHARGE-COURT.CRIM-ACTION-NUM JIC-CHARGE-COURT.CRIM-CATEGORY	
	Description	Charge Description Name. ***NOTE: if the charge is a Lessor Included Offense (LIO) then the LIO DESCRIPTION will be listed in this column and the description for the Original Charge will be listed in the "Original Descr" grid column.***	JIC-CHARGE.STAT-SHRT-DESC OR JIC-CHARGE. LIO-STAT-SHRT-DESC	
	Disp Code	Charge Disposition Code	JIC-DISPOSITION.DISP-CODE	
	Disp Date	Charge Disposition Date	JIC-DISPOSITION.DISP-DATE	
	ChgDisp Judge	Charge Disposition Judge	JIC-DISPOSITION.DISP-EMP	
	Reason	Reason Code that is associated with the Charge Disposition – CJIS Disposition Reason Codes	JIC-DISPOSITION.NOLLE-REASON	
	V	Violation Indicator as it relates to a Violation of Probation	Calculated field – "V" if there is/are a Violation of Probation charge(s) on the charge record	
	T I	Trial Indicator – Jury or Non-Jury Trial	JIC-DISPOSITION. TRIAL-FLAG	
	Original Stat	Original Statute. ***Only populates where the charge has been disposed of with an LIO on the charge.***	JIC-CHARGE. STAT-TITLE JIC-CHARGE.STAT-SECT JIC-CHARGE.STAT-SUBSECT JIC-CHARGE.STAT-TYPE JIC-CHARGE.STAT-CLASS	
	Original Descr	Original Description. ***Only populates where the charge has been disposed of with an LIO on the charge***	JIC-CHARGE.STAT-SHRT-DESC	

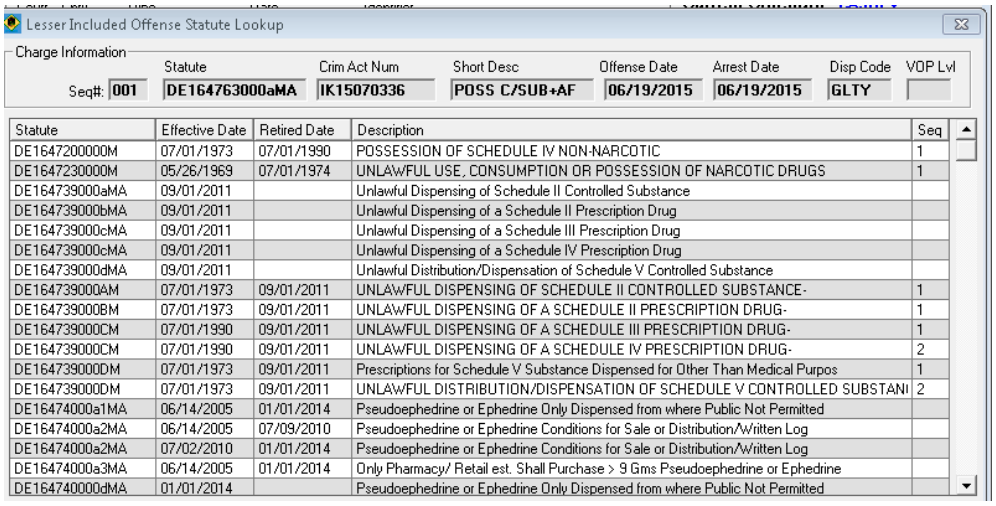
CAL-CBA-003	Ability to display and hide the Charge Browse/Add form section. When the Charge Browse/Add form section is displayed, clicking the toggle button will hide the section display. If the Charge Browse/Add form section is not displayed, clicking on the toggle button will display the form section. If the Charge Browse/Add form section has been filled with Case Charge information, the information will still be displayed when the form section is re-displayed. 	
CAL-CBA-004	Ability to dispose of charges on a selected case.	
	Ability to change the disposition information on any case where a disposition was previously entered by overwriting the existing disposition.	

CAL-CBA-005	Ability to call the charge dispositions from a pre-filled list of available dispositions. Dropdown box form object will only pre-fill the available charge dispositions. User will select the appropriate charge disposition type 	

	Grid Column Name	Grid Column Description	Table / Field	
	Disp Code	Available Charge Disposition Codes from the CJIS	CJIS-DISP-CODES.COURT-DISPOSITIONS	
	Description	Description of the Code. ***NOTE: this table links to the CJIS table for the Reason Codes.***	JIC-TABLE-NOLLE	

CAL-CBA-006	Disposition date is automatically populated at the time you enter the charge disposition. You will need to have the ability to manually override the disposition date if needed. 	
CAL-CBA-007	Ability to call the charge disposing judge from a pre-filled list of available judges. Dropdown box form will only pre-fill the available judge. User may also enter the judge ID (Bar ID) in the ChgDisp judge field which will then populate his/her name. User will select to confirm the appropriate event judge. 	

	Grid Column Name	Grid Column Description	Table / Field	
	Charge Disp Judge – Full Name	Full name of the available Charge Disposition Judges (Filtered for types J, M, A, C).	JIC-JUDG-ATTNY.FULL-NAME	
	Charge Disp Judge – IDNum	Bar ID Number of the Judge (Filtered for types J, M, A, C).	JIC-JUDG-ATTNY.ID_NUM	
CAL-CBA-008	Ability to call the Charge Disposition reason code from a pre-filled list of reason codes. Dropdown box form will pre-fill the reason codes. User will select to confirm the appropriate reason code. User may also enter the reason code in the reason field. 	
CAL-CBA-009	The program will display an error message if the Reason Code selected is not appropriate for the Charge Disposition when the user attempts to save the record. The record is not saved.  	

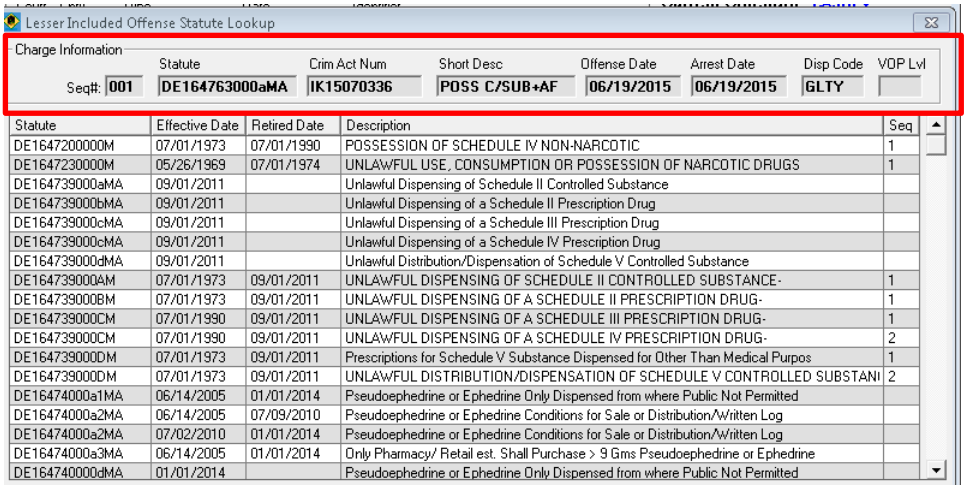
CAL-CBA-010	Ability to modify the charge if the defendant has plead or has been found guilty of a LIO (lesser included offense) If you highlight the LIO and select a child window will appear that will allow you to modify the charge 	

Lesser Included Offense Statute Lookup

Charge Information

Seq#:	Statute	Crim Act Num	Short Desc	Offense Date	Arrest Date	Disp Code	VOP Lvl
001	DE164763000aMA	IK15070336	POSS C/SUB+AF	06/19/2015	06/19/2015	GLTY	

Statute	Effective Date	Retired Date	Description	Seq
DE1647200000M	07/01/1973	07/01/1990	POSSESSION OF SCHEDULE IV NON-NARCOTIC	1
DE1647230000M	05/26/1969	07/01/1974	UNLAWFUL USE, CONSUMPTION OR POSSESSION OF NARCOTIC DRUGS	1
DE164739000aMA	09/01/2011		Unlawful Dispensing of Schedule II Controlled Substance	
DE164739000bMA	09/01/2011		Unlawful Dispensing of a Schedule II Prescription Drug	
DE164739000cMA	09/01/2011		Unlawful Dispensing of a Schedule III Prescription Drug	
DE164739000cMA	09/01/2011		Unlawful Dispensing of a Schedule IV Prescription Drug	
DE164739000dMA	09/01/2011		Unlawful Distribution/Dispensation of Schedule V Controlled Substance	
DE164739000AM	07/01/1973	09/01/2011	UNLAWFUL DISPENSING OF SCHEDULE II CONTROLLED SUBSTANCE-	1
DE164739000BM	07/01/1973	09/01/2011	UNLAWFUL DISPENSING OF A SCHEDULE II PRESCRIPTION DRUG-	1
DE164739000CM	07/01/1990	09/01/2011	UNLAWFUL DISPENSING OF A SCHEDULE III PRESCRIPTION DRUG-	1
DE164739000CM	07/01/1990	09/01/2011	UNLAWFUL DISPENSING OF A SCHEDULE IV PRESCRIPTION DRUG-	2
DE164739000DM	07/01/1973	09/01/2011	Prescriptions for Schedule V Substance Dispensed for Other Than Medical Purpos	1
DE164739000DM	07/01/1973	09/01/2011	UNLAWFUL DISTRIBUTION/DISPENSATION OF SCHEDULE V CONTROLLED SUBSTANI	2
DE16474000a1MA	06/14/2005	01/01/2014	Pseudoephedrine or Ephedrine Only Dispensed from where Public Not Permitted	
DE16474000a2MA	06/14/2005	07/09/2010	Pseudoephedrine or Ephedrine Conditions for Sale or Distribution/Written Log	
DE16474000a2MA	07/02/2010	01/01/2014	Pseudoephedrine or Ephedrine Conditions for Sale or Distribution/Written Log	
DE16474000a3MA	06/14/2005	01/01/2014	Only Pharmacy/ Retail est. Shall Purchase > 9 Gms Pseudoephedrine or Ephedrine	
DE164740000dMA	01/01/2014		Pseudoephedrine or Ephedrine Only Dispensed from where Public Not Permitted	

CAL-CBA-011	Lesser Included Offense Statute Look up form is broken into 3 sections the first is the Charge information for the Original Charge  The information retrieved to the form control is: • Seq# • Statute • Crim Act Num • Short Desc • Offense Date • Arrest Date • Disp Code • VOP Lvl •	

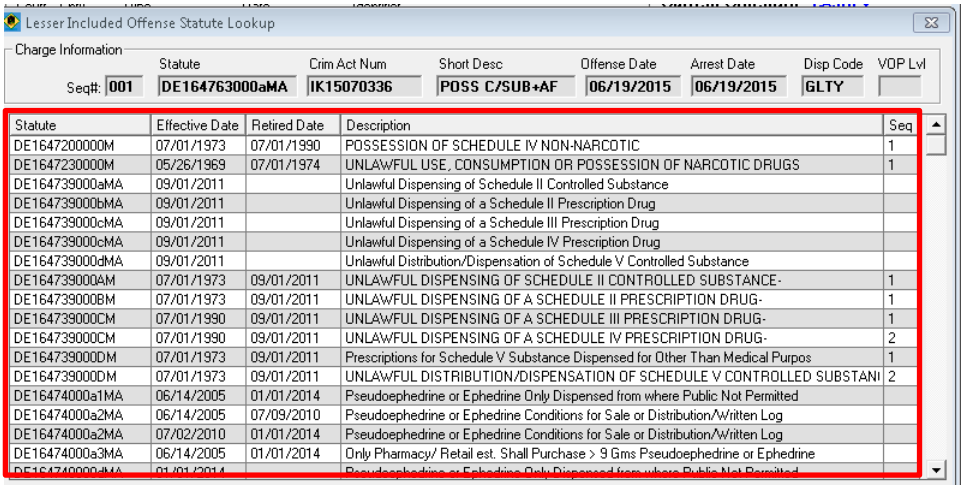
Statute	Effective Date	Retired Date	Description	Seq
DE1647200000M	07/01/1973	07/01/1990	POSSESSION OF SCHEDULE IV NON-NARCOTIC	1
DE1647230000M	05/26/1969	07/01/1974	UNLAWFUL USE, CONSUMPTION OR POSSESSION OF NARCOTIC DRUGS	1
DE164739000aMA	09/01/2011		Unlawful Dispensing of Schedule II Controlled Substance	
DE164739000bMA	09/01/2011		Unlawful Dispensing of a Schedule II Prescription Drug	
DE164739000cMA	09/01/2011		Unlawful Dispensing of a Schedule III Prescription Drug	
DE164739000cMA	09/01/2011		Unlawful Dispensing of a Schedule IV Prescription Drug	
DE164739000dMA	09/01/2011		Unlawful Distribution/Dispensation of Schedule V Controlled Substance	
DE164739000AM	07/01/1973	09/01/2011	UNLAWFUL DISPENSING OF SCHEDULE II CONTROLLED SUBSTANCE-	1
DE164739000BM	07/01/1973	09/01/2011	UNLAWFUL DISPENSING OF A SCHEDULE II PRESCRIPTION DRUG-	1
DE164739000CM	07/01/1990	09/01/2011	UNLAWFUL DISPENSING OF A SCHEDULE III PRESCRIPTION DRUG-	1
DE164739000CM	07/01/1990	09/01/2011	UNLAWFUL DISPENSING OF A SCHEDULE IV PRESCRIPTION DRUG-	2
DE164739000DM	07/01/1973	09/01/2011	Prescriptions for Schedule V Substance Dispensed for Other Than Medical Purpos	1
DE164739000DM	07/01/1973	09/01/2011	UNLAWFUL DISTRIBUTION/DISPENSATION OF SCHEDULE V CONTROLLED SUBSTANI	2
DE16474000a1MA	06/14/2005	01/01/2014	Pseudoephedrine or Ephedrine Only Dispensed from where Public Not Permitted	
DE16474000a2MA	06/14/2005	07/09/2010	Pseudoephedrine or Ephedrine Conditions for Sale or Distribution/Written Log	
DE16474000a2MA	07/02/2010	01/01/2014	Pseudoephedrine or Ephedrine Conditions for Sale or Distribution/Written Log	
DE16474000a3MA	06/14/2005	01/01/2014	Only Pharmacy/ Retail est. Shall Purchase > 9 Gms Pseudoephedrine or Ephedrine	
DE16474000dMA	01/01/2014		Pseudoephedrine or Ephedrine Only Dispensed from where Public Not Permitted	

	Column Name	Column Description	Table / Field	
	Seq #	Court Charge Sequence Number for the Original Charge	JIC-CHARGE.CT-CHARGE-SEQ	
	Statute	Statute of the Original Charge	JIC-CHARGE. STAT-TITLE JIC-CHARGE.STAT-SECT JIC-CHARGE.STAT-SUBSECT JIC-CHARGE.STAT-TYPE JIC-CHARGE.STAT-CLASS	
	Crim Act Num	Criminal Action Number of the Original Charge	JIC-CHARGE-COURT.CRIM-CLASSIFICATION JIC-CHARGE-COURT.CRIM-COUNTY JIC-CHARGE-COURT.CRIM-ACTION-NUM JIC-CHARGE-COURT.CRIM-CATEGORY	
	Short Desc	Statute Short Description of the Original Charge	JIC-CHARGE.STAT-SHRT-DESC	

	Offense Date	Date the original Offense Occurred	JIC-CHARGE.OFFENSE-DATE	
	Arrest Date	Date the offender was arrested on the original charge	JIC-CHARGE.DOA	
	Disp Code	Disposition Code of the Original Charge	JIC-DISPOSITION.DISP-CODE	
	VOP Lvl	SENTAC Level the defendant Violated	JIC-CHARGE-COURT.VOP-SENTAC-LEVEL	

Cal-CBA-012

Lesser Included Offense Statute Lookup form 2nd section lists all the ***related*** short descriptions and statutes. The information is populated from the CJIS Law File and is filtered for statutes related to the Original Statute.



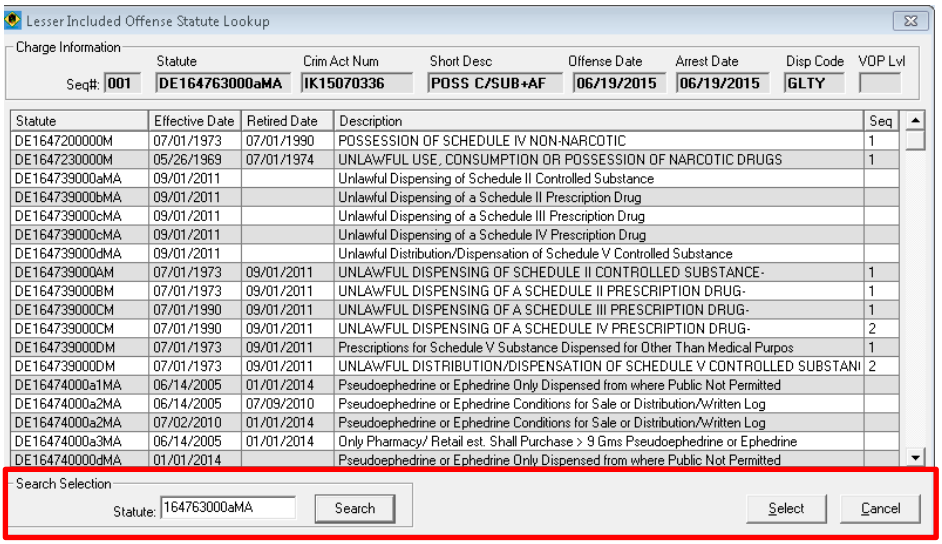
Statute	Effective Date	Retired Date	Description	Seq
DE1647200000M	07/01/1973	07/01/1990	POSSESSION OF SCHEDULE IV NON-NARCOTIC	1
DE1647230000M	05/26/1969	07/01/1974	UNLAWFUL USE, CONSUMPTION OR POSSESSION OF NARCOTIC DRUGS	1
DE164739000aMA	09/01/2011		Unlawful Dispensing of Schedule II Controlled Substance	
DE164739000bMA	09/01/2011		Unlawful Dispensing of a Schedule II Prescription Drug	
DE164739000cMA	09/01/2011		Unlawful Dispensing of a Schedule III Prescription Drug	
DE164739000cMA	09/01/2011		Unlawful Dispensing of a Schedule IV Prescription Drug	
DE164739000dMA	09/01/2011		Unlawful Distribution/Dispensation of Schedule V Controlled Substance	
DE164739000AM	07/01/1973	09/01/2011	UNLAWFUL DISPENSING OF SCHEDULE II CONTROLLED SUBSTANCE-	1
DE164739000BM	07/01/1973	09/01/2011	UNLAWFUL DISPENSING OF A SCHEDULE II PRESCRIPTION DRUG-	1
DE164739000CM	07/01/1990	09/01/2011	UNLAWFUL DISPENSING OF A SCHEDULE III PRESCRIPTION DRUG-	1
DE164739000CM	07/01/1990	09/01/2011	UNLAWFUL DISPENSING OF A SCHEDULE IV PRESCRIPTION DRUG-	2
DE164739000DM	07/01/1973	09/01/2011	Prescriptions for Schedule V Substance Dispensed for Other Than Medical Purpos	1
DE164739000DM	07/01/1973	09/01/2011	UNLAWFUL DISTRIBUTION/DISPENSATION OF SCHEDULE V CONTROLLED SUBSTANI	2
DE16474000a1MA	06/14/2005	01/01/2014	Pseudoephedrine or Ephedrine Only Dispensed from where Public Not Permitted	
DE16474000a2MA	06/14/2005	07/09/2010	Pseudoephedrine or Ephedrine Conditions for Sale or Distribution/Written Log	
DE16474000a2MA	07/02/2010	01/01/2014	Pseudoephedrine or Ephedrine Conditions for Sale or Distribution/Written Log	
DE16474000a3MA	06/14/2005	01/01/2014	Only Pharmacy/ Retail est. Shall Purchase > 9 Gms Pseudoephedrine or Ephedrine	

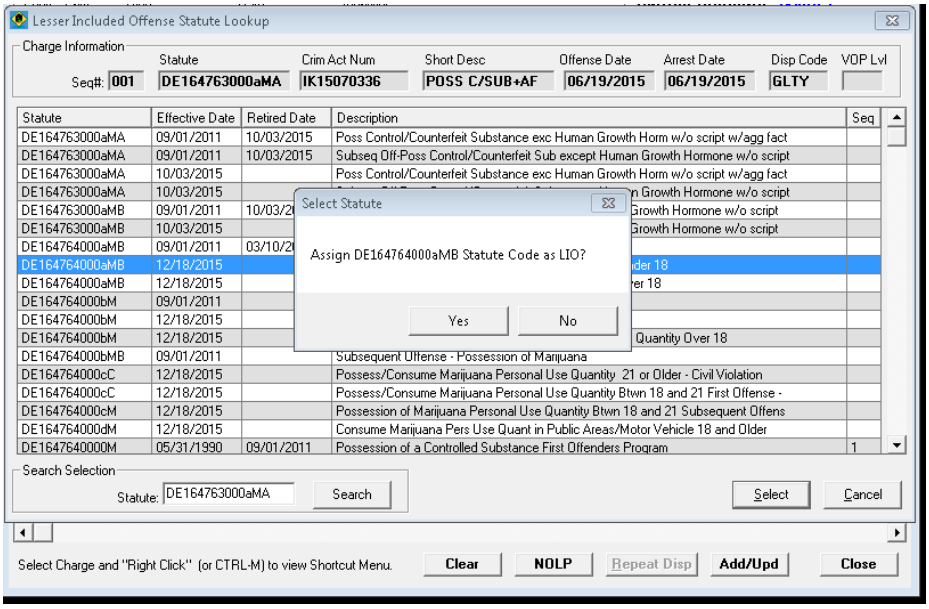
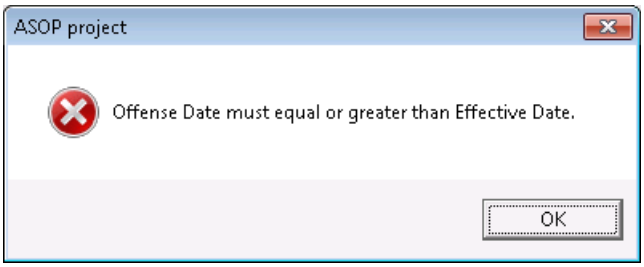
The data retrieved for populating the LIO Statute Grid:

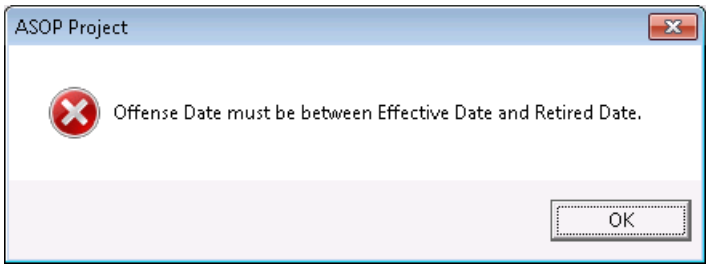
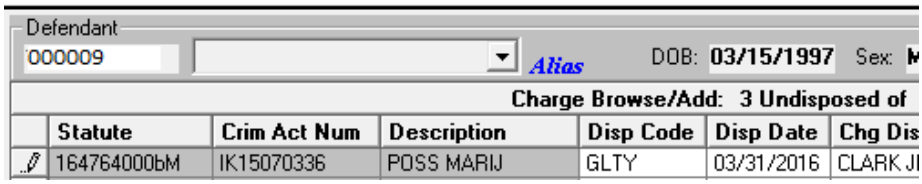
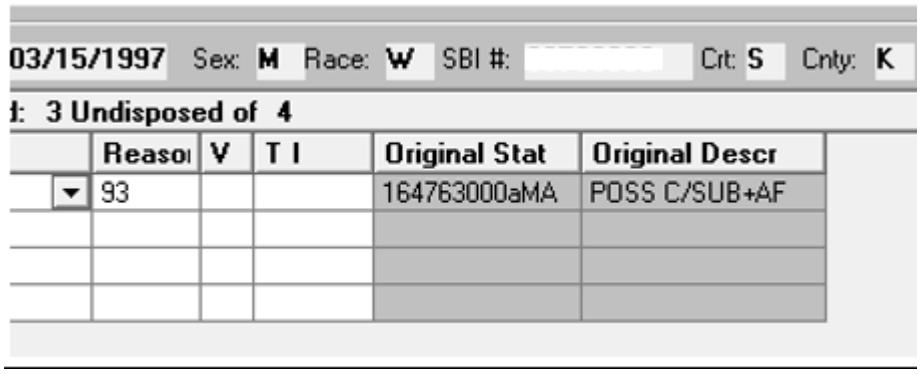
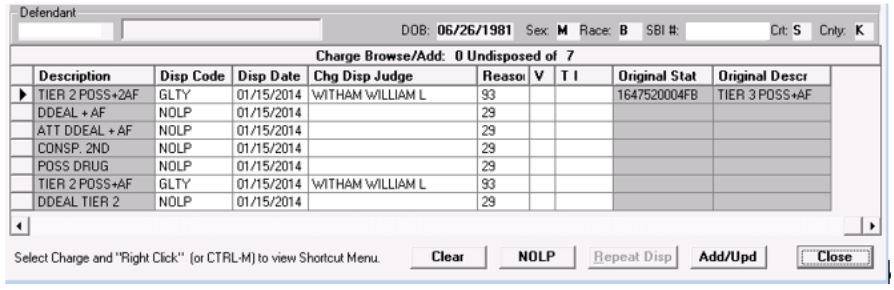
- Statute
- Effective Date
- Retired Date
- Short Desc
- Description
- Seq

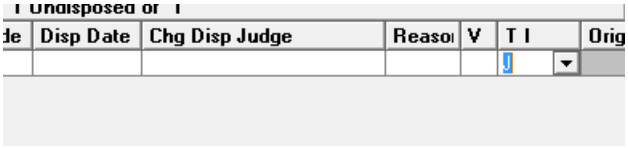
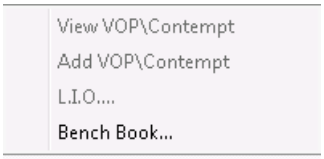
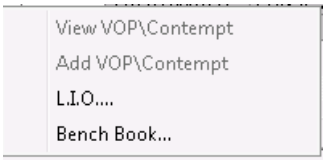
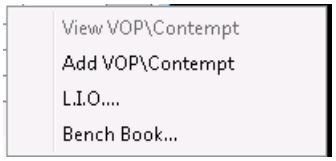
Table / Field

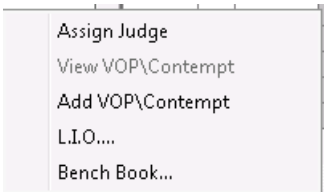
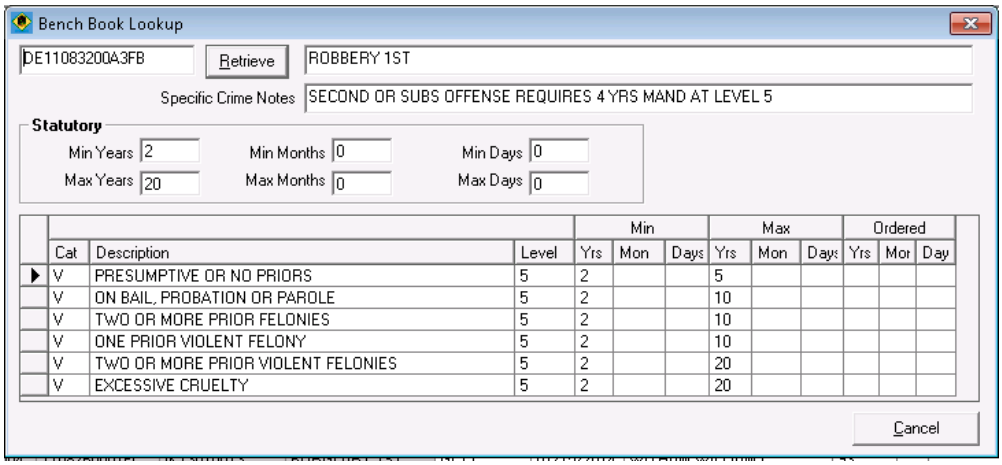
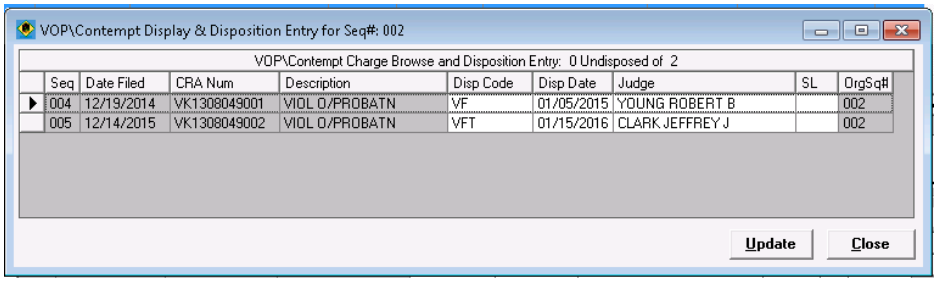
	Grid Column	Grid Column Description	Table / Field	
	Statute	Full Statute	CJIS-LAW.STAT-FULL	
	Effective Date	Date Statute went into effect	CJIS-LAW.STAT-EFF-DATE	
	Retired Date	Date Statute was retired from use	CJIS-LAW.STAT-RETIRE-DATE	
	Description	Statute full description	CJIS-LAW.STAT-LIT	
	Seq	Statute Sequence	CJIS-LAW.STAT-SEQ	

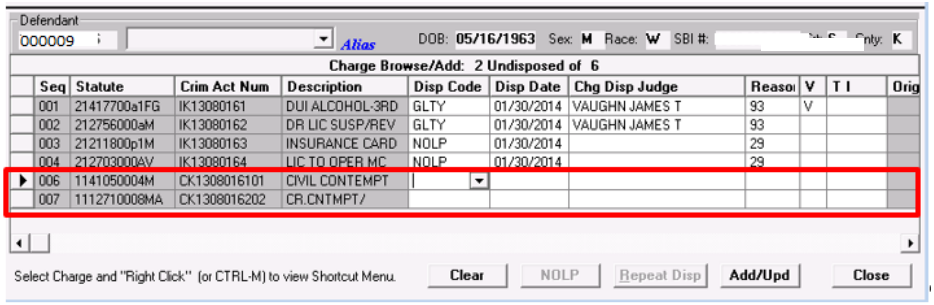
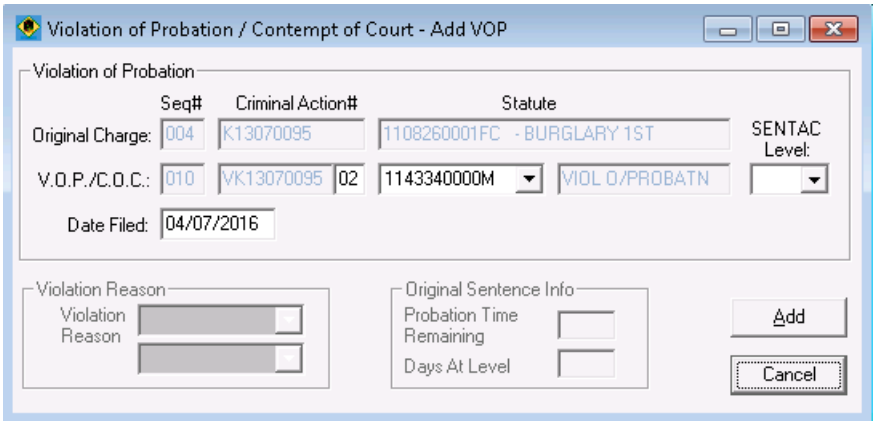
CAL-CBA-013	Lesser Included Offense Statute Lookup 3rd Section allows the user to search for the LIO Statute or the ability to call the specific statute which was listed on the plea agreement by the Deputy Attorney General. The user enters the desired Statute in the "**Statute:**" field and selects the Search button. This gives the user the ability to go directly to the statute entered and lists the other statutes related to the entered statute. There is also a Select tab which allows the user to select the statute. The Cancel button allows the user to close the Lesser Included Offense Statute Lookup form without saving the selection. 	

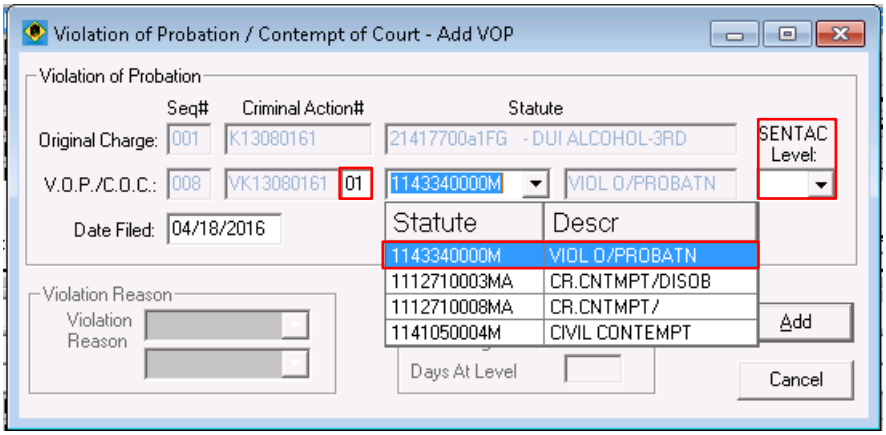
CAL-CBA-014	When the user selects a Lesser Included Statue the following child window will appear to confirm the selection. Pressing the "No" button will return the user to the sub-form with no selection made. 	
CAL-CBA-015	The User should have the ability to select the statute by either double-clicking on the desired row entry in the grid control or using the "Select" button.	
CAL-CBA-016	Selecting a Statute that is not in effect at the time of the charge Offense Date will not be permitted. The warning below will be displayed and the user will be returned to the LIO sub-form. 	

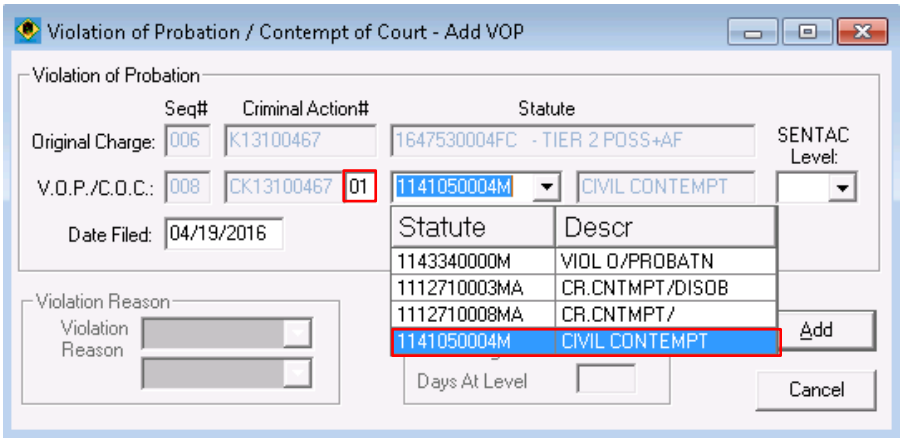
CAL-CBA-017	Selecting a Statute that is Retired at the time of the charge Offense Date will not be permitted. The warning below will be displayed and the user will be returned to the LIO sub-form. 	
CAL-CBA-018	When the user selects Yes and the statute is available, the LIO Charge will be added to the Charge Record. 	
CAL-CBA-019	The original charge and Statue will be displayed to the right. 	
CAL-CBA-020	A Statute will appear in the Original Statute and Original Charge field only if the original charge was updated/modified for an LIO. 	

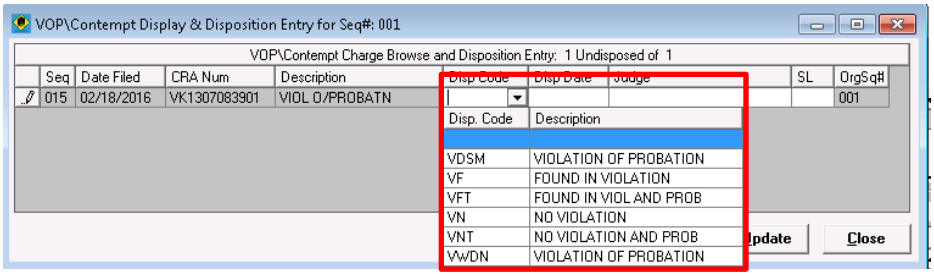
CAL-CBA-021	Ability to call the Trial Indicator from a pre-filled dropdown box. User may select either J or N which represents Jury or Non-Jury. The user can also type the J or N without using the dropdown box. 	
CAL-CBA-022	Ability to display the "Assign Judge", "View VOP\Contempt", "Add VOP\Contempt", "LIO…" and "Bench Book" dropdown menu. This menu is displayed when right-clicking on a row in the Charge Browse/Add grid for a particular charge. The actions performed by the selected option will occur only on the charge selected. Options will be available based on the ***state*** of the charge in the row where the selection was made.	
CAL-CBA-023	If the charge from where the drop-down menu is selected is in a non-disposed state, the "View VOP\Contempt", "Add VOP\Contempt" and "LIO…" options will not be available for selection. Only the "Bench Book" option will be enabled. 	
CAL-CBA-024	If the charge has been NOLP'd, the "LIO…" and "Bench Book" will be the only options enabled. 	
CAL-CBA-025	If the charge has a GLTY disposition, with no VOP or Contempt charges on the charge, all options except "View VOP\Contempt" will be enabled. 	

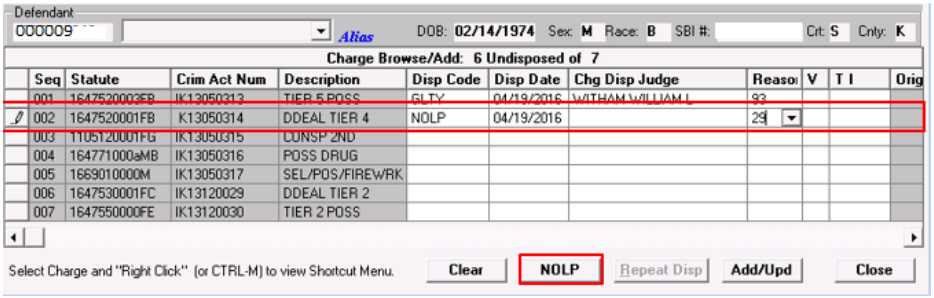
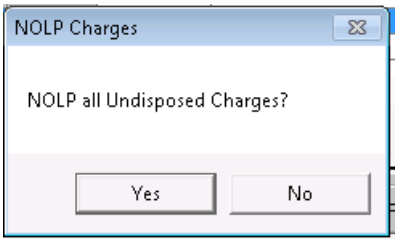
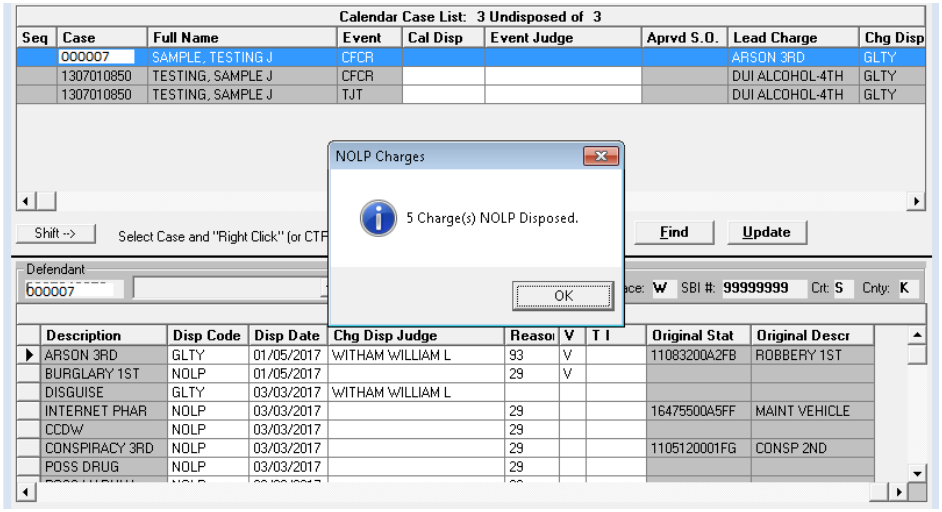
CAL-CBA-026	If the menu box is invoked from the “ChgDisp Judge” field on the grid and the Quick Assign Judge option was invoked, the “Assign Judge”. 	
CAL-CBA-027	The “Bench Book” option should always be enabled.	
CAL-CBA-028	Ability to call the Bench Book from the drop-down menu. The Bench Book displays the SENTAC recommended sentencing guidelines for certain offenses. 	
CAL-CBA-029	Ability to view any Violations associated with a charge. If the original charge contains a VOP, selecting the “View VOP\Contempt” will display the VOP charges from the selected Charge grid row. 	

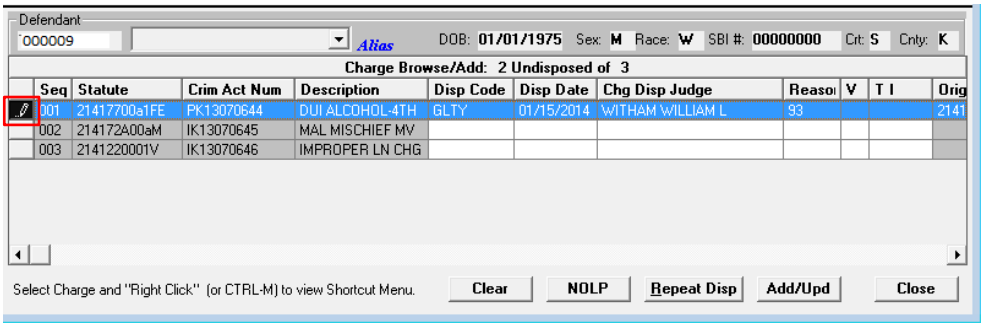
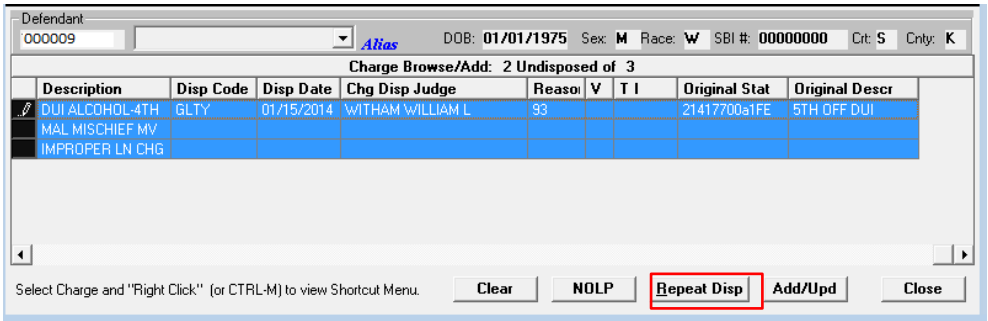
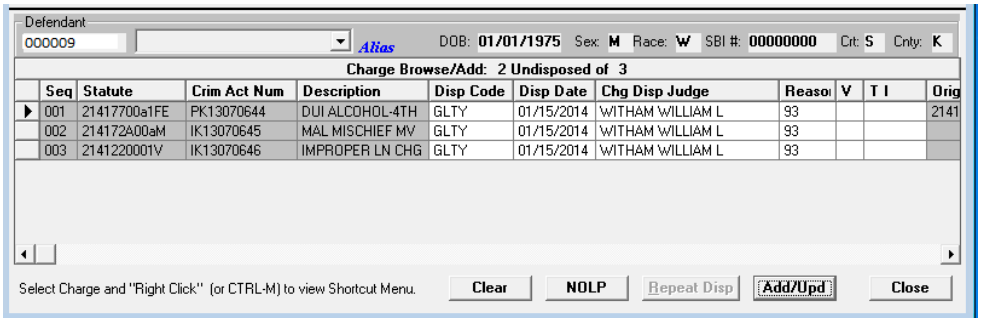
CAL-CBA-030	Ability to view any Contempt Charges associated with a charge. If the original charge contains a Contempt Charge, the Contempt Charge will show in the charge grid. 	
CAL-CBA-031	Ability to add a VOP, Criminal Contempt, Criminal Contempt/DISOB or Civil Contempt charge to the selected original charge. Only original charges with charge dispositions will be available to add a VOP or Contempt. 	

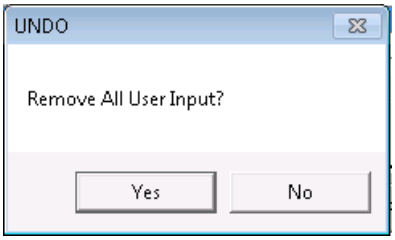
CAL-CBA-032	Ability to add the VOP by selecting the VOP Charge Statute from the drop-down box prefilled with the statutes for the VOP and Contempt Charges.  The user will need to fill in the **VOP Sequence Number** for the charge. This information will be stored as part of the Criminal Action Number (the "01" outlined above). The Criminal Action Number assigned to the new VOP charge will consist of: • V – in the Classification field • S, K, N – in the County field • The Original Charge Number in the Number field • The Sequence Number of the VOP Charge in the Category field (01, 02, etc). The Criminal Action Number for the sample above will be: **VK1310046701.** If additional VOP Charges are added to the SAME Original Charge, the sequence number in the Category field will be incremented by 1 – 02 for the 2nd VOP, 03 for the 3rd, etc. The user will also need to add the **Date Filed** for the date the VOP was filed. This field defaults to the current system date. The field should be updateable. The user should also enter the SENTAC Level – the level of the probation that has been violated.	

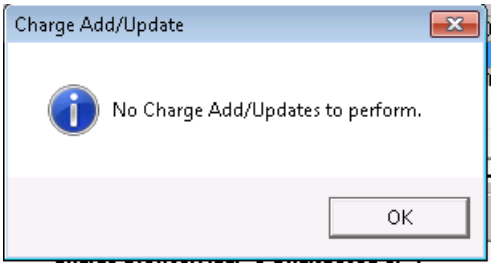
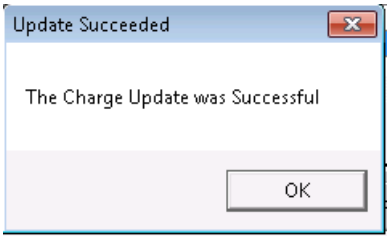
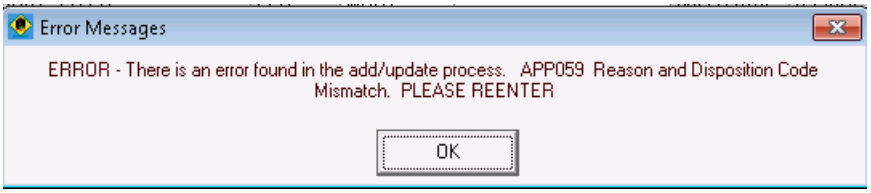
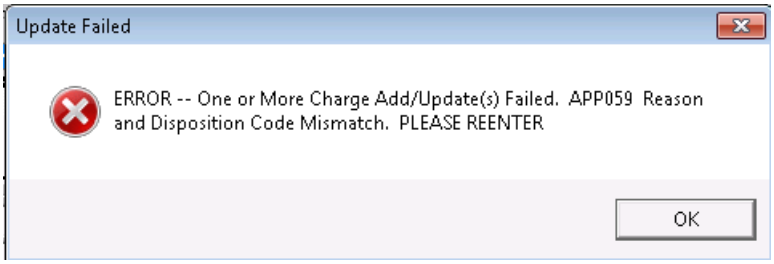
CAL-CBA-033	Ability to add the Contempt Charge by selecting the desired Contempt Charge Statute from the drop-down box prefilled with the statutes for the VOP and Contempt Charges.  The user will need to fill in the **Contempt Charge Sequence Number** for the charge. This information will be stored as part of the Criminal Action Number (the "01" outlined above). The Criminal Action Number assigned to the new Contempt charge will consist of: • C – in the Classification field • S, K, N – in the County field • The Original Charge Number in the Number field • The Sequence Number of the Contempt Charge in the Category field (01, 02, etc). The Criminal Action Number for the sample above will be: **CK1310046701.** If additional Contempt Charges are added to the SAME Original Charge, the sequence number in the Category field will be incremented by 1 – 02 for the 2nd Contempt, 03 for the 3rd Contempt, etc. The user will also need to add the **Date Filed** for the date the VOP was filed. This field defaults to the current system date. The field should be updateable.	

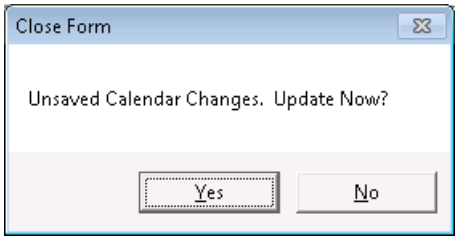
<table>
<tr><td>CAL-CBA-034</td><td>Ability to dispose of any undisposed VOP from the “VOP\Contempt Display & Disposition Entry” sub-form.
 
</td><td></td></tr>
<tr><td>CAL-CBA-035</td><td>The Disp. Code grid column will only be populated with only valid dispositions for the charge type VOP.</td><td></td></tr>
<tr><td></td><td><table>
<tr><th>Grid Column Name</th><th>Grid Column Description</th><th>Table / Field</th></tr>
<tr><td>Disp. Code</td><td>Charge Disposition Code (Filtered to only display valid VOP dispositions)</td><td>CJIS-DISP-CODES.COURT-DISPOSITIONS</td></tr>
<tr><td>Description</td><td>Charge Disposition Description (Filtered to only display valid VOP dispositions</td><td>CJIS-DISP-CODES.COURT-DISPOSITIONS</td></tr>
</table></td><td></td></tr>
<tr><td>CAL-CBA-036</td><td>Contempt Charges can be disposed of through the Charge Browse/Add grid the same as the other original charges.</td><td></td></tr>
</table>

CAL-CBA-037	Ability to NOLP all charges with no disposition. • The user will dispose of a charge to be NOLP'd with the NOLP disposition and a valid Reason Code.  • The user will click on the "NOLP button at the bottom of the screen. The message box below will be displayed.  o Clicking "No" will end the process and return the user to the form without making any changes. o Clicking "Yes" will add the NOLP disposition, the Disp Date and the Reason Code that were entered for the disposed NOLP charge onto the remaining Undisposed Charges. • Clicking "Yes" will dispose of the charges and the message box below will be displayed. 	

CAL-CBA-038	Ability to repeat the entered charge disposition. If the same disposition is to be repeated on 2 or more charges, the user can enter the disposition can be entered on one charge and then repeated on all charges with the same disposition. • Enter the disposition on the 1st charge to be disposed. • Highlight the charge record by clicking in the Edit field at the beginning of the grid row  • Click on the Edit field at the beginning of the grid row for each of the charges that are to receive the same disposition as entered.  • Click on the Repeat Disp button. • All selected charges will receive the disposition. 	

CAL-CBA-039	Ability to cancel all updates made that have not been saved. Clicking the "Clear" button will prompt the user that there are Unsaved Changes for any updates that were made but not yet committed.  If the user selects the "Yes" option, the form will be re-loaded with all information since the previous save. If the user selects "No" no updates will occur and all changes previously made will be displayed, but will not be committed.	

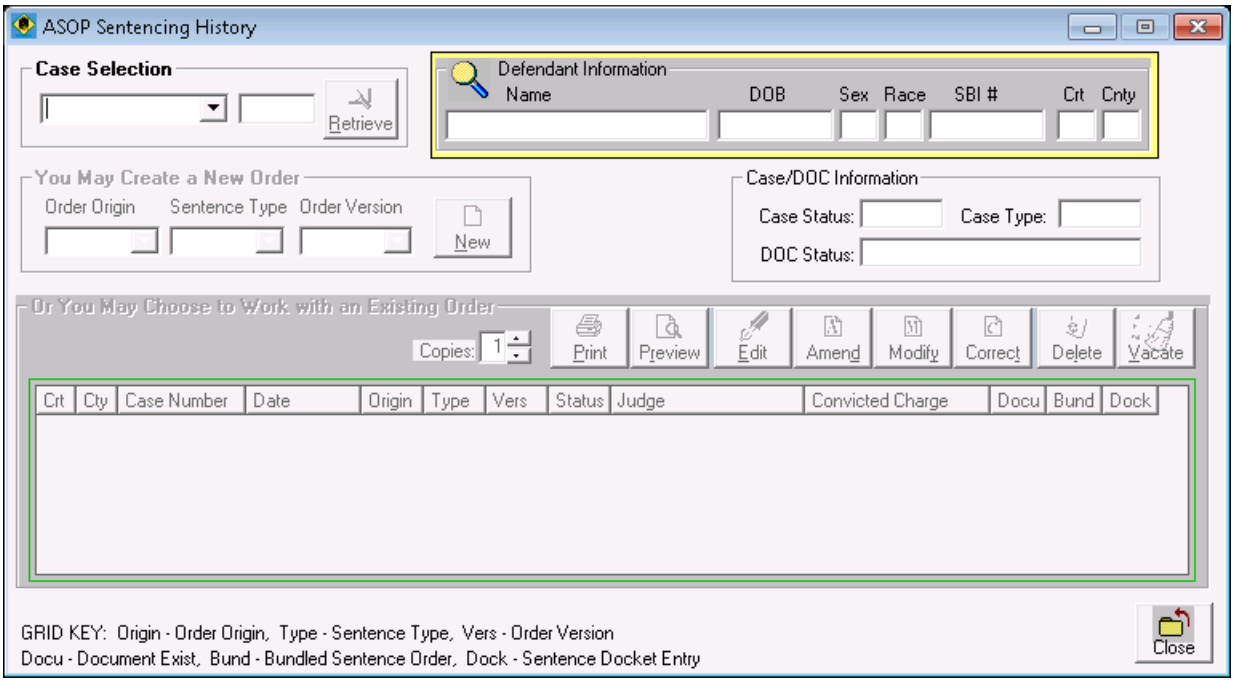
CAL-CBA-040	Ability to save all changes made to the Charge Browse/Add grid entries. Clicking on the Add/Update button will save the user updates to the records. • If there were no updates made to the date, the message below will be displayed.  • If all the updates entered pass the Update Checking, the update will be made and the records saved.  • If there are errors in the information entered by the users, a message screen will display with the error and no save will be performed. The user would need to correct the input data and try again.  	
CAL-CBA-041	Ability to close the form and return to the ASOP Session Manager form.	

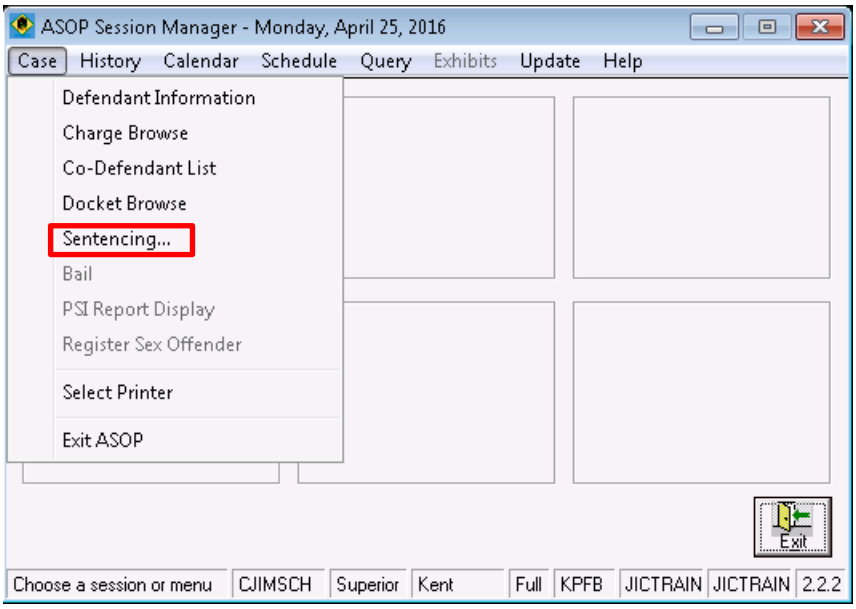
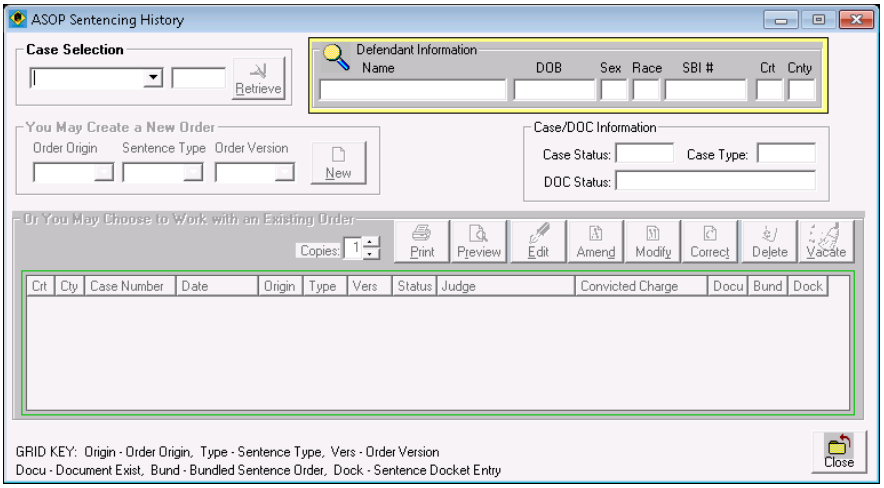
CAL-CBA-042	A check should occur for any unsaved data and a message screen should appear if data has not been saved.  Clicking "Yes" will initiate the "Add/Update process for both the Calendar Case List and Charge Add/Browse options.	
CAL-CBA-043	Any messages should be displayed if there are errors in the data input that has not been saved or the message that the Save was successful.	

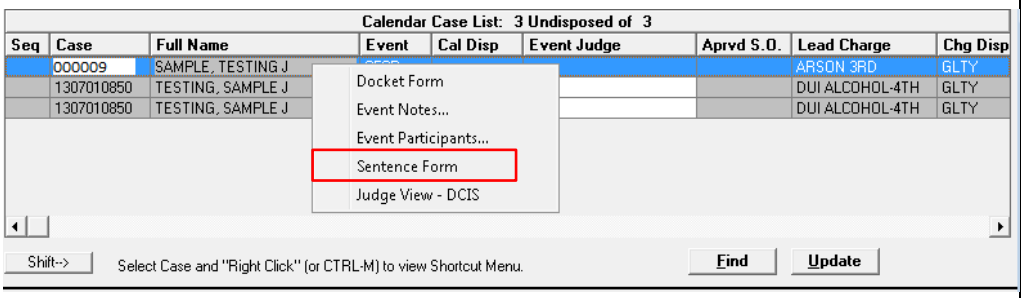
3.2.15 SHF–Sentencing History Form

The Sentencing History Form is used to:

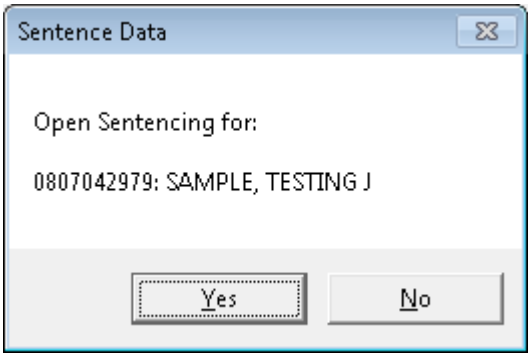
- Enable the display any existing sentence orders for a particular case
- Create any Original Orders for a case
- Produce Modified, Corrected and Amended Orders for existing cases
- Vacate Approved Orders



Functional Requirement Number	Description	Reference Number
SHF-INIT 000	The **ASOP Sentencing History** Form can be initialized by clicking on the **Sentencing…** menu option from the Case option on the ASOP Session Manager Form. 	
SHF-INIT 001	The **ASOP Sentencing History** form will be displayed with no specific Case selected. 	
SHF-INIT 002	The **ASOP Sentencing History Form** can be initialized by selecting the option from selected case number on the Calendar Case List sub menu by clicking on the “Sentence Form” option.	



The “Sentence Data” message box will appear with the specific Case and Defendant information for the selected case.

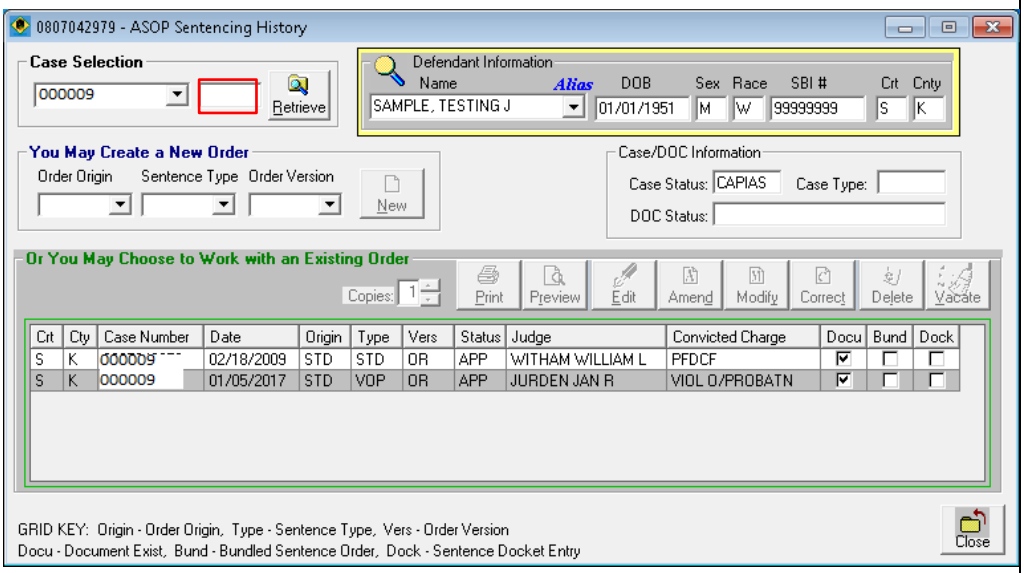


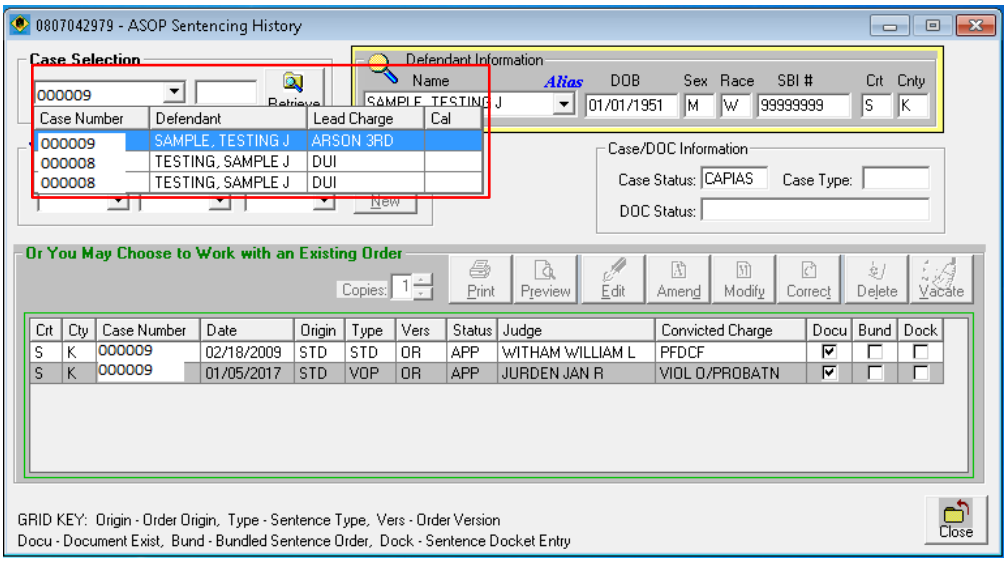
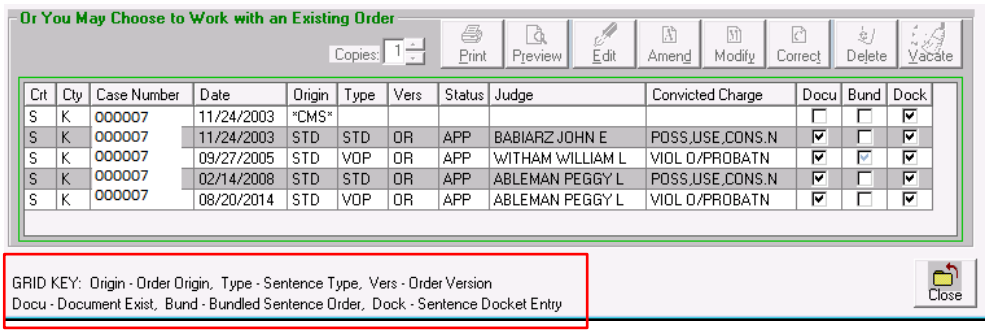
Clicking on “Yes” will open the Sentence History Form for the case selected.

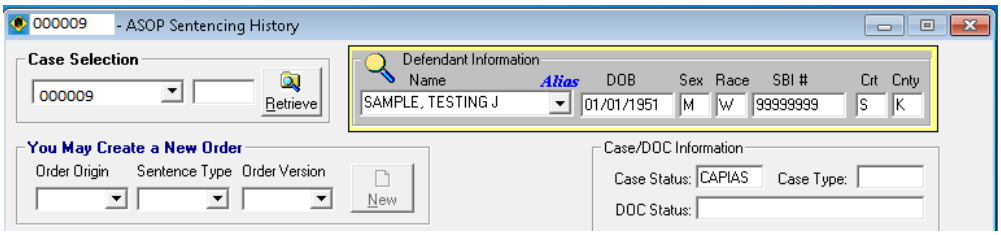
SHF-INIT 003

The Sentence History Form will open with the information retrieved for the specific case selected from the Calendar Event/Charge Disposition Form.

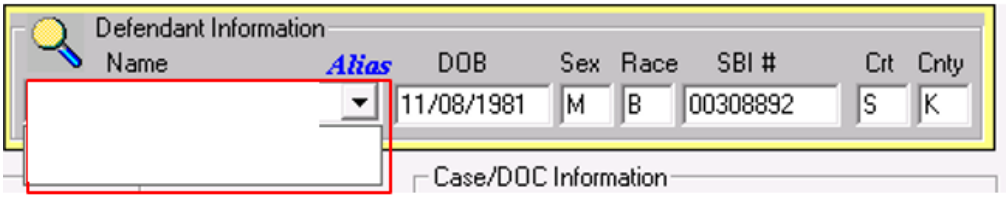
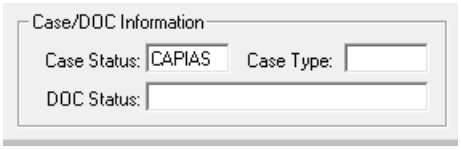
The Calendar Sequence Number (if any) for the selected case will be populated in the Calendar Sequence Number field (highlighted below).



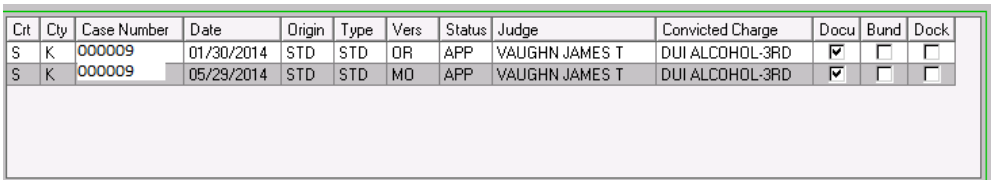
SHF-CS 001	All cases on the Calendar Case List will be returned to the "Case Selection" grid dropdown list when the ASOP Sentencing History form is accessed from the Calendar Event / Charge Disposition Form.  The user will have the ability to select any of the cases loaded into the dropdown list control.	
SHF-CS 002	The form should include the "Grid Key" with an explanation of the Column Captions on the Sentence Order grid.  	
SHF-CS 003	Ability to enter a Case Number into the Case Selection field on the screen for retrieving defendant, case and sentencing information. • By clicking on the "Retrieve" the data will be returned to the form. • The user should also have the ability to enter the case number and hit the Enter key to retrieve the data. • The user should have the ability to enter the case number and press the Alt+R key combination to retrieve the data.	

SHF-CS - 004	The ability to retrieve Sentence History information on a case is not restricted to a particular location. A clerk from one county should be able retrieve sentencing history on cases from any of the other two counties – either create or modify.	
SHF-DI - 001	The ability to retrieve and display selected defendant/case information on the screen. • Defendant Name • Alias • Defendant Date of Birth • Defendant Sex • Defendant Race • Defendant SBI Number • Case Court • Case Location • Case Status • Case Type • DOC Status ***ALL DATA RETURNED FOR USE ON THIS FORM IS READ-ONLY*** 	

	Field Name	Field Description	Table / Field	
	Name	Defendant Full Name	JIC-INDIVIDUAL.LAST-NAME JIC-INDIVIDUAL.FIRST_NAME JIC-INDIVIDUAL.MIDDLE-INITIAL JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	Alias	List of Aliases for the Defendant	JIC-INDIVIDUAL.LAST-NAME JIC-INDIVIDUAL.FIRST_NAME JIC-INDIVIDUAL.MIDDLE-INITIAL JIC-INDIVIDUAL.ALIAS-INDICATOR = Y	
	DOB	Defendant Date of Birth	JIC-INDIVIDUAL.BIRTH-DATE JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	Sex	Gender of the Defendant	JIC-INDIVIDUAL.SEX JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	

	Race	Ethnicity of the Defendant	JIC-INDIVIDUAL.RACE JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	SBI#	State Bureau of Investigations Number for the Defendant	JIC-INDIVIDUAL.OFF-SBI-NUM JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	Crt	Court where the case currently is active	JIC-CASE-COURT.AGENCY-ID	
	Cnty	County Location of the case	JIC-CASE-COURT.LOCATION	
	Case Status	Current Status of the Case	JIC-CASE-COURT.CASE-STATUS	
	Case Type	Case Type	JIC-CASE-COURT.COURT-CASE-TYPE	
	DOC Status	Current DOC Status of the case	CALCULATED FIELD FETCHED FROM PROGRAM GC899A.	
SHF-DI - 002	Ability to display all Alias' found for the defendant. 			
SHF – CDOC - 001	Ability to retrieve information regarding the Case Status and Department of Corrections information. 			
SHF-OC - 001	Ability to retrieve Sentencing History for a case. Retrieve information regarding any and all Sentence Orders that have been generated for the specific case entered: • Crt • Cty • Case Number • Date • Origin • Type • Vers • Status • Judge • Convicted Charge			

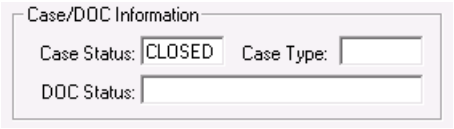
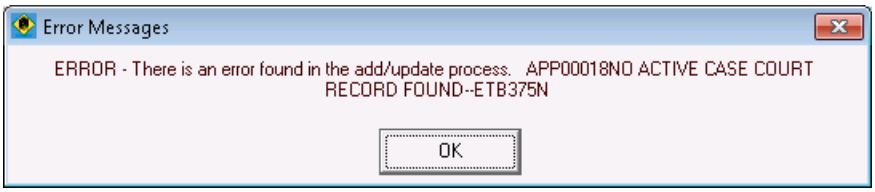
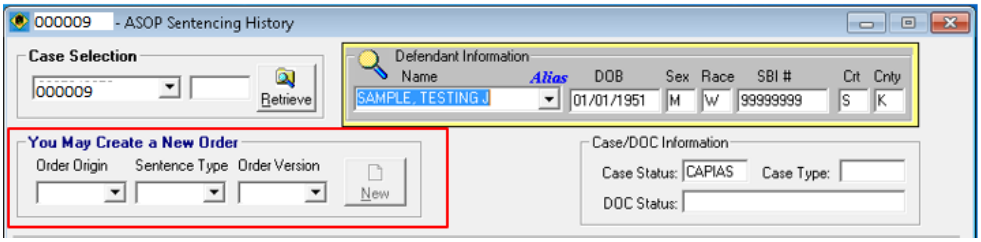
- Docu
- Bund
- Dock

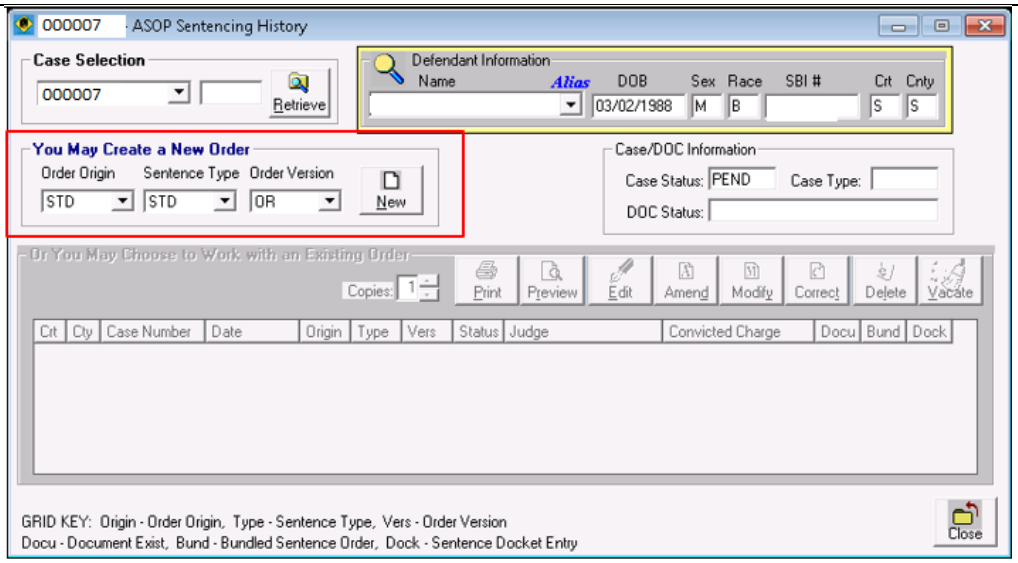


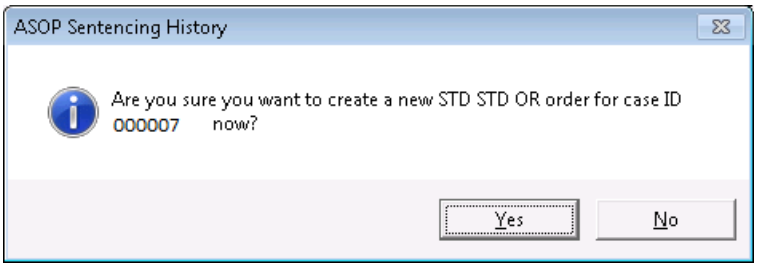
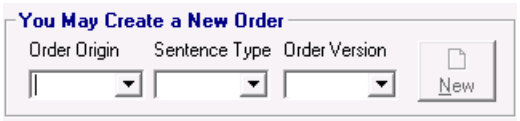
Crt	Cty	Case Number	Date	Origin	Type	Vers	Status	Judge	Convicted Charge	Docu	Bund	Dock
S	K	000009	01/30/2014	STD	STD	OR	APP	VAUGHN JAMES T	DUI ALCOHOL-3RD	☑	☐	☐
S	K	000009	05/29/2014	STD	STD	MO	APP	VAUGHN JAMES T	DUI ALCOHOL-3RD	☑	☐	☐

Sentence Orders are listed by the JIC-SENTENCE-OVERALL.ORDER-ID. The ORDER-ID does not display on the form, but is used by the grid control to determine the orders to be listed for the specific case.

Field Name	Field Description	Table / Field
Crt	Court where the case is currently active.	JIC-SENTENCE-OVERALL.AGENCY-ID
Cty	County Location of the case	JIC-SENTENCE-OVERALL.LOCATION
Case Number	Case Number	JIC-SENTENCE-OVERALL.CT-CASE-NUM
Date	Sentencing Date set on the ASOP Sentence Order Entry Form	JIC-SENTENCE-OVERALL.SENTENCE-DATE
Origin	Order Origin	JIC-SENTENCE-OVERALL.ORDER-ORIGIN
Type	Sentence Type	JIC-SENTENCE-OVERALL.SENTENCE-TYPE
Vers	Order Version	JIC-SENTENCE-OVERALL.ORDER-VERSION
Status	Order Status (APP – approved, UNA – unapproved, VAC – vacated)	JIC-SENTENCE-OVERALL.SENTENCE-STATUS
Judge	Order Approval Judge	JIC-SENTENCE-OVERALL.SENTENCE-JUDGE
Convicted Charge	1st Sentenceable charge listed on the order	CALCULATED
Docu (Check box)	If checked, a document has been generated and exists for the order	CALCULATED
Bund (Check box)	If checked, the order is a bundled order – the sentencing information for 2 or more cases for the same defendant exist on the order	CALCULATED
Dock (Check box)	If checked, a sentencing docket entry exists	CALCULATED

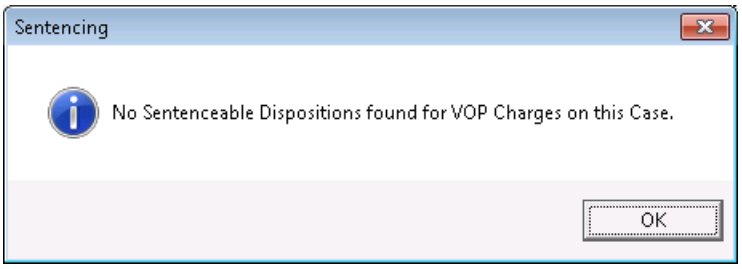
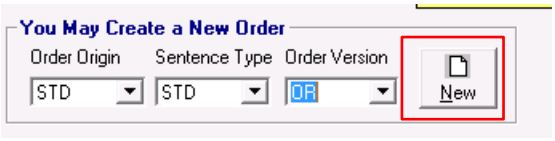
SHF-OC - 002	Ability to restrict order creation to only cases which are in an "ACTIVE" status. If the Case Status is "Closed" the user will not be allowed to save any new order for that case.  An error message will be displayed.  ***It would be best if the user could not even initiate a new order or update an existing order if the case is in a CLOSED status.***	
SHF- OC - 003	Restrict order creation to only cases with Sentenceable charges. If there are no charges with a "Final Status" type of "G" (Guilty) disposition the ability to create a new order will **not be enabled.** 	
SHF- OC - 004	The form should automatically set the Order Origin, Sentence Type and Order version to the STD STD Orders, but does contain Sentenceable charges.	

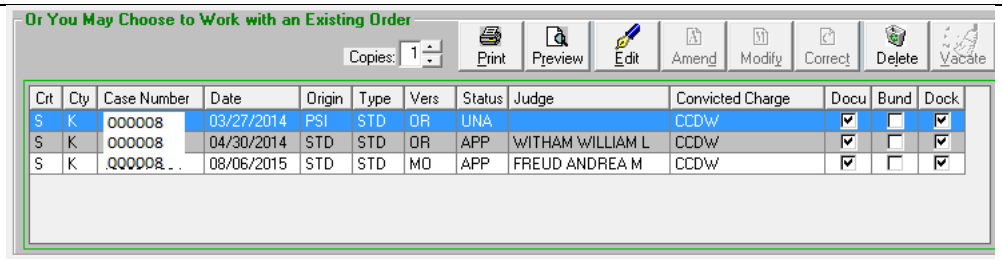
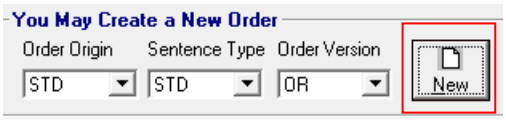
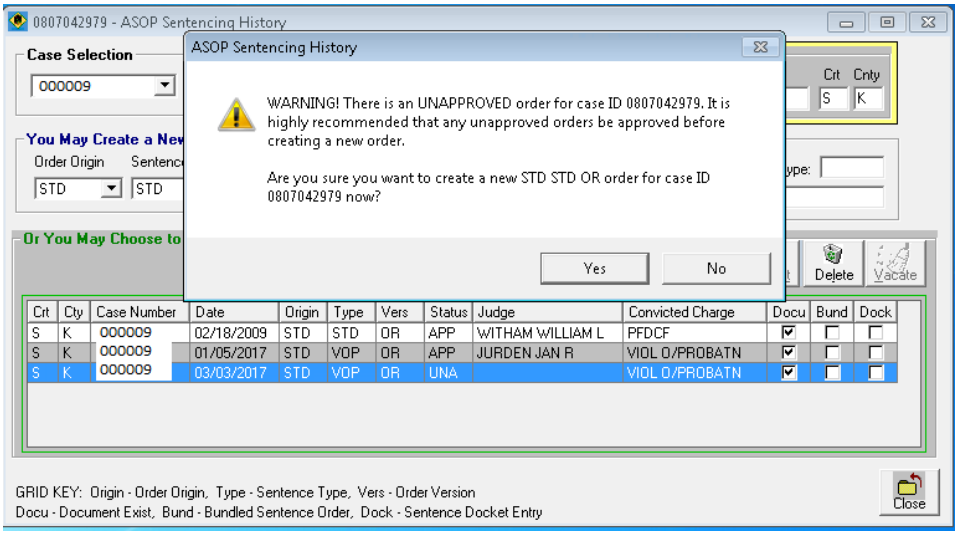


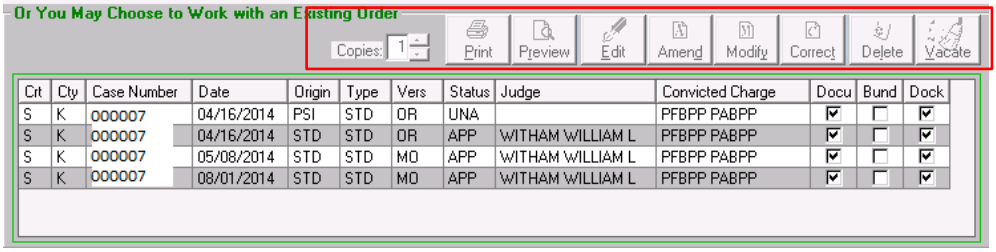
SHF- OC - 005	When creating any New STD STD OR order the user will be prompted with the message below:  • Selecting "Yes" will open the ASOP Sentence Order Entry form for creation of a new order. • Selecting "No" will return the user to the ASOP Sentencing History form without creating any new orders.	
SHF- OC - 006	Ability to select the type of Sentence Order for a case. All available combinations of order types will need to be available to create new orders.  **Order Origin** Code / Description: STD Standard; PSI Presentence; JUD Judge Prep; PLE Plea **Sentence Type** Code / Description: STD Standard; VOP Viol of Prob; DTH Death; FOB First Offend; COC Contempt; VCR Viol of CR **Order Version** Code / Description: OR Original; AM Amended; CO Corrected; MO Modified	

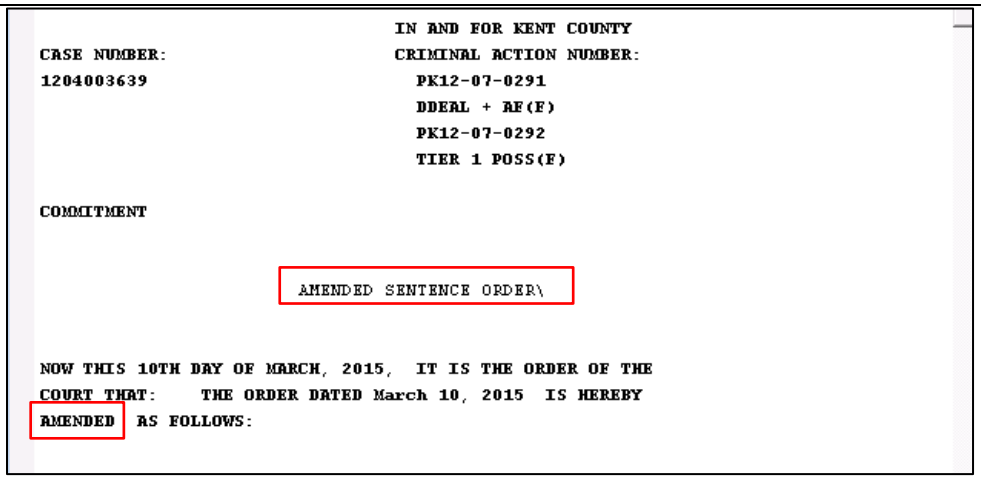
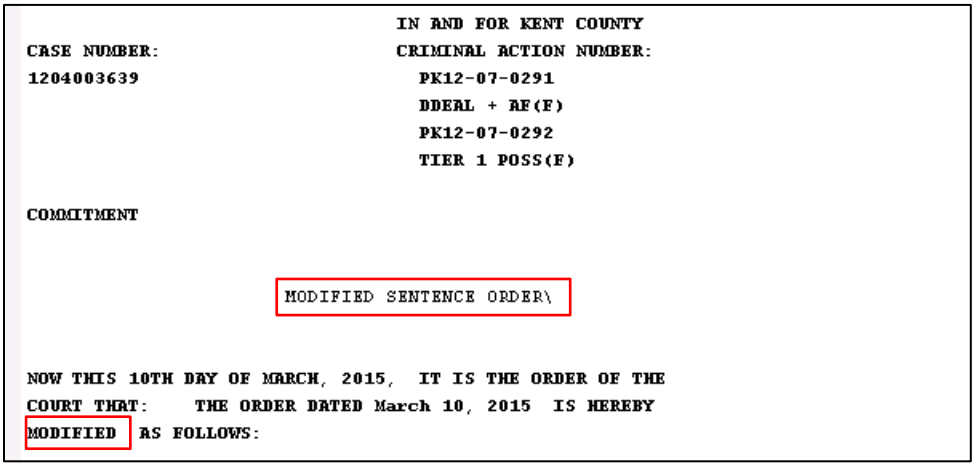
	The drop-down controls are populated with the records from the tblSentDataOrderType in the ASOP.MDB file based on the CodeType field: • ORI - Origin • TYPE – Type • VER - Version	
SHF- OC - 007	The orders created from using the "Create New Orders" options will generate a new Order of the Origin, Type and Version selected. The orders created from this option will be new orders AND WILL NOT CONTAIN INFORMATION FROM ANY EXISTING ORDERS.	
SHF- OC - 008	The "New" button will only be enabled when all of the sentence descriptive buttons (Origin, Type, Version) have been selected.	
SHF- OC - 009	Values for the Create New Order drop-down controls will allow the user to create any of the following combination of ***new*** orders.	

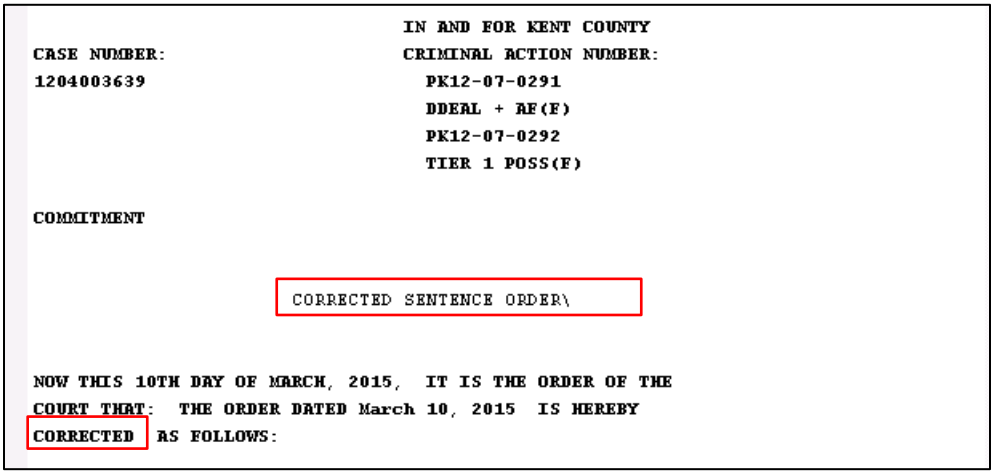
Order Origin	Sentence Type	Order Version	Document Template	Description
STD	STD	OR	SOSTD	Original Standard Order
STD	STD	AM	SOSTD	Amended Standard Order
STD	STD	CO	SOSTD	Corrected Standard Order
STD	STD	MO	SOSTD	Modified Standard Order
PSI	STD	OR	SOSTD	Original Presentence Investigation Order
STD	VOP	OR	SOVOP	Original VOP Order
STD	VOP	AM	SOVOP	Amended VOP Order
STD	VOP	CO	SOVOP	Corrected VOP Order
STD	VOP	MO	SOVOP	Modified VOP Order
STD	DTH	OR	SOSTD	Original Death Sentence Order
STD	DTH	AM	SOSTD	Amended Death Sentence Order
STD	DTH	CO	SOSTD	Corrected Death Sentence Order
STD	DTH	MO	SOSTD	Modified Death Sentence Order
STD	FOB	OR	SOFOB	Original First Offender Order
STD	FOB	AM	SOSOB	Amended First Offender Order
STD	FOB	CO	SOSOB	Corrected First Offender Order
STD	FOB	MO	SOSOB	Modified First Offender Order
STD	COC	OR	SOCOC	Original Contempt of Court Order
STD	COC	AM	SOCOC	Amended Contempt of Court Order
STD	COC	CO	SOCOC	Corrected Contempt of Court Order
STD	COC	MO	SOCOC	Modified Contempt of Court Order
STD	VCR	OR	SOVCR	Original Violation of Conditional Release Order
STD	VCR	AM	SOVCR	Amended Violation of Conditional Release Order
STD	VCR	CO	SOVCR	Corrected Violation of Conditional Release Order

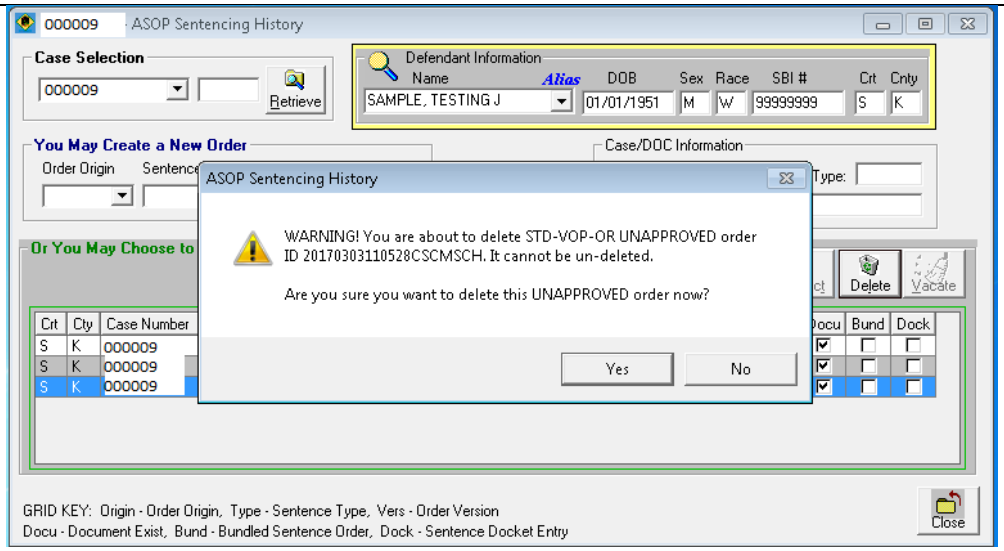
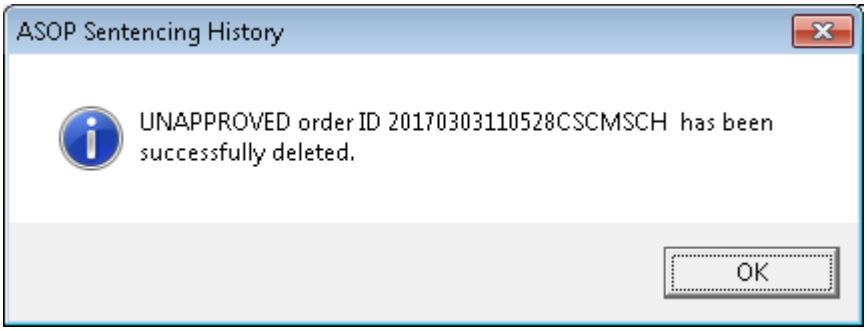
SHF- OC - 010	The Order options selected from the ASOP Sentence History Form will determine the mainframe Document Template used to create the order and which Document Type Text to use in the template. This will determine the document set-up and sentencing language used.	
SHF- OC - 011	Ability to restrict the creation of VOP Sentence Orders to only cases that contain Sentenceable VOP charges. Display a warning message when there are NO Sentenceable VOP charges. 	
SHF- OC - 012	Ability to launch the **ASOP Sentence Order Entry** Form to generate a ***New*** Sentence Order for the selected case based on the Order Origin, Sentence Type and Order Version selected in the New Order form section. 	
SHF- CE - 001	Ability to create a new STD STD OR sentence order from an existing a Presentence Investigation Order (Origin – PSI). • The PSI Orders are generated by the ISO (Investigative Services Office) officers as a sentencing recommendation based on the PSI Report. The Judge can either sentence as recommended in the PSI Order or they can set their own sentencing. • The PSI Orders are NEVER approved – they are only a guideline for the Judge. • The PSI Orders are converted to STD orders for updating and/or Approval. Creating a new STD STD OR order from an existing PSI Order is currently accomplished by: • Selecting the PSI order from the Order Grid by clicking on the order row	

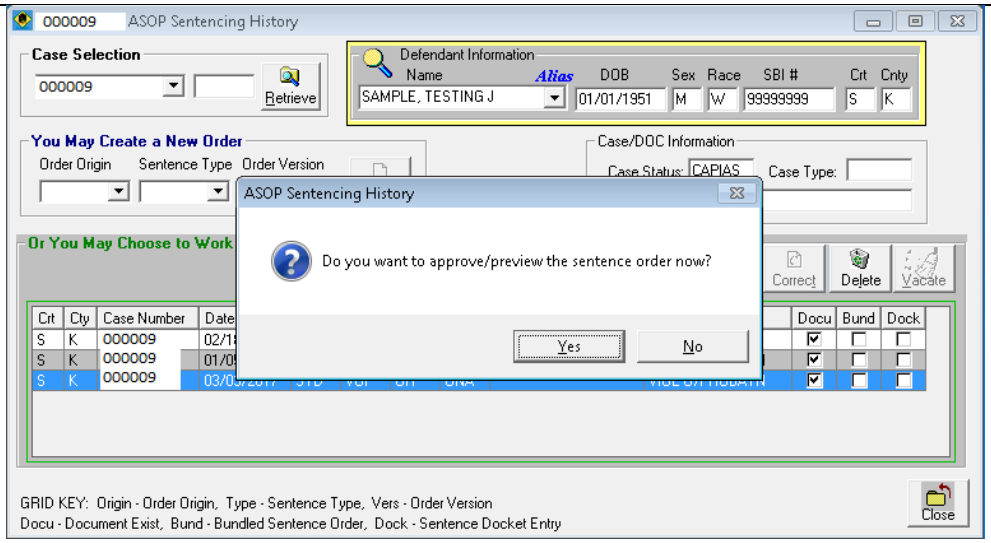
	 • Clicking on the "New" button 	
SHF- CE - 002	Ability to create any new order for the case even if an Unapporved order already exists. A warning message will appear:  Clicking on the Yes button will create the new order. Clicking on the No button will cancel the order creation.	
SHF- CE - 003	The ability to work with existing orders. The options available for working with Existing orders: • Set the number of Copies when printing from the ASOP Sentence History Form • Print the selected order • Preview the selected order • Edit the selected order • Amend the selected order • Modify the selected order • Correct the selected order • Delete the selected order	

	• Vacate the selected order  The user will click on the grid row of the specific order to enable the options.	
SHF- CE - 004	Ability to limit the availability of certain options based on the Status of the existing order. • **Only orders that have a Status of UNA can be ***deleted*****.** If an order is NOT unapproved (UNA) the Delete button will be disabled. • The Amend, Modify, Correct and Vacate options will be disabled if the selected order has a Status of UNA • Orders with a Status of APP will have the Edit button enabled, and will load into the ASOP Sentence Order Entry form, but no changes to the order will be savable.	
SHF- CE - 005	Ability to Edit any existing orders with an Unapproved (UNA) status. • Selecting an existing UNA order from the Case Sentence Order grid will enable the Edit button. • Selecting the Edit button will open the existing UNA order in the ASOP Sentence Order Entry form and enable the order for editing.	
SHF- CE - 006	Ability to create a new Amended version of any existing orders with an Approved (APP) Status. All of the information from the original order will be copied to the new order. The user will have the ability to Amend the order as needed. • Selecting an APP order from the Case Sentence Order grid will enable the Amend button. • Selecting the Amend button will create a new order based on the original APP order. • The ASOP Sentence Order Entry form will open with all of the information entered on the APP order and enable the order for editing. • The Version of the order will be “AM”. • The language used on the order when generated will be custom for Amended Order Versions.	

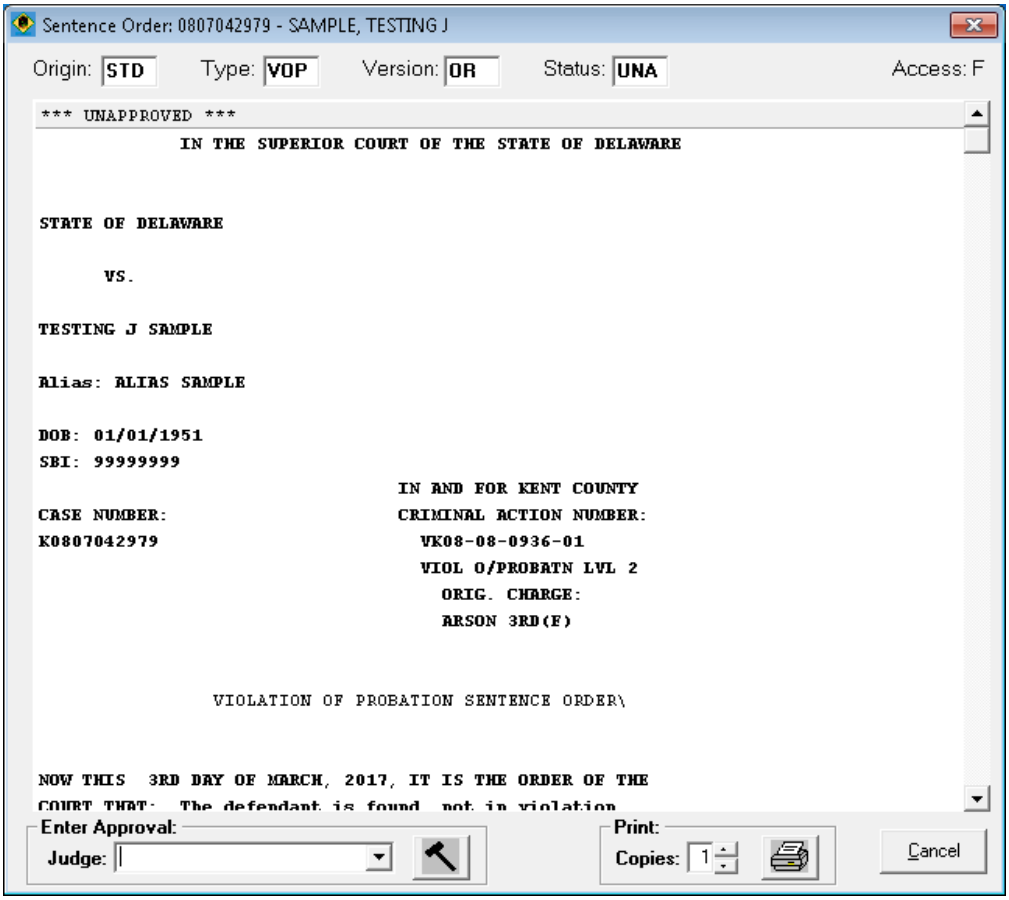
		
SHF- CE - 007	Ability to create a new Modified version of any existing orders with an Approved (APP) Status. All of the information from the original order will be copied to the new order. The user will have the ability to Modify the order as needed. • Selecting an APP order from the Case Sentence Order grid will enable the Modify button. • Selecting the Modify button will create a new order based on the original APP order. • The ASOP Sentence Order Entry form will open with all of the information entered on the APP order and enable the order for editing. • The Version of the order will be “MO”. • The language used on the order when generated will be custom for Modified Order Versions. 	
SHF- CE - 008	Ability to create a new Corrected version of any existing orders with an Approved (APP) Status. All of the information from the original order will be	

	copied to the new order. The user will have the ability to Correct the order as needed. • Selecting an APP order from the Case Sentence Order grid will enable the Correct button. • Selecting the Correct button will create a new order based on the original APP order. • The ASOP Sentence Order Entry form will open with all of the information entered on the APP order and enable the order for editing. • The Version of the order will be "CO". • The language used on the order when generated will be custom for Corrected Order Versions.  IN AND FOR KENT COUNTY CASE NUMBER: CRIMINAL ACTION NUMBER: 1204003639 PK12-07-0291 DDEAL + AF(F) PK12-07-0292 TIER 1 POSS(F) COMMITMENT CORRECTED SENTENCE ORDER\ NOW THIS 10TH DAY OF MARCH, 2015, IT IS THE ORDER OF THE COURT THAT: THE ORDER DATED March 10, 2015 IS HEREBY CORRECTED AS FOLLOWS:	
SHF- CE - 009	Ability to Vacate any existing orders with an Approved (APP) Status. Vacating an order is only done when a Judge orders that the Sentence Order be Vacated. • Selecting an APP order from the Case Sentence Order grid will enable the Vacate button. • Selecting the Vacate button will "Disable" the order from all updates and printing. • The Status of the order will be changed to "VAC". • The only option available for VAC orders is to Preview.	
SHF- CE - 010	Ability to Delete an existing Unapproved Sentence Order. The user selects the UNA order version to be deleted and clicks on the Deleted button.	

	 A message should be displayed to verify the delete. Clicking the Yes button will delete the order.  Clicking the No button will cancel the delete.	
SHF- CE - 011	Ability to Approve any Unapproved order. By double-clicking on the specific Unapproved Order, a message will appear to confirm that the order is to be approved.	



- Clicking the “No” button will cancel the operation and return the user to the ASOP Sentencing History form.
- Clicking on the “Yes” button will display the order Preview form.



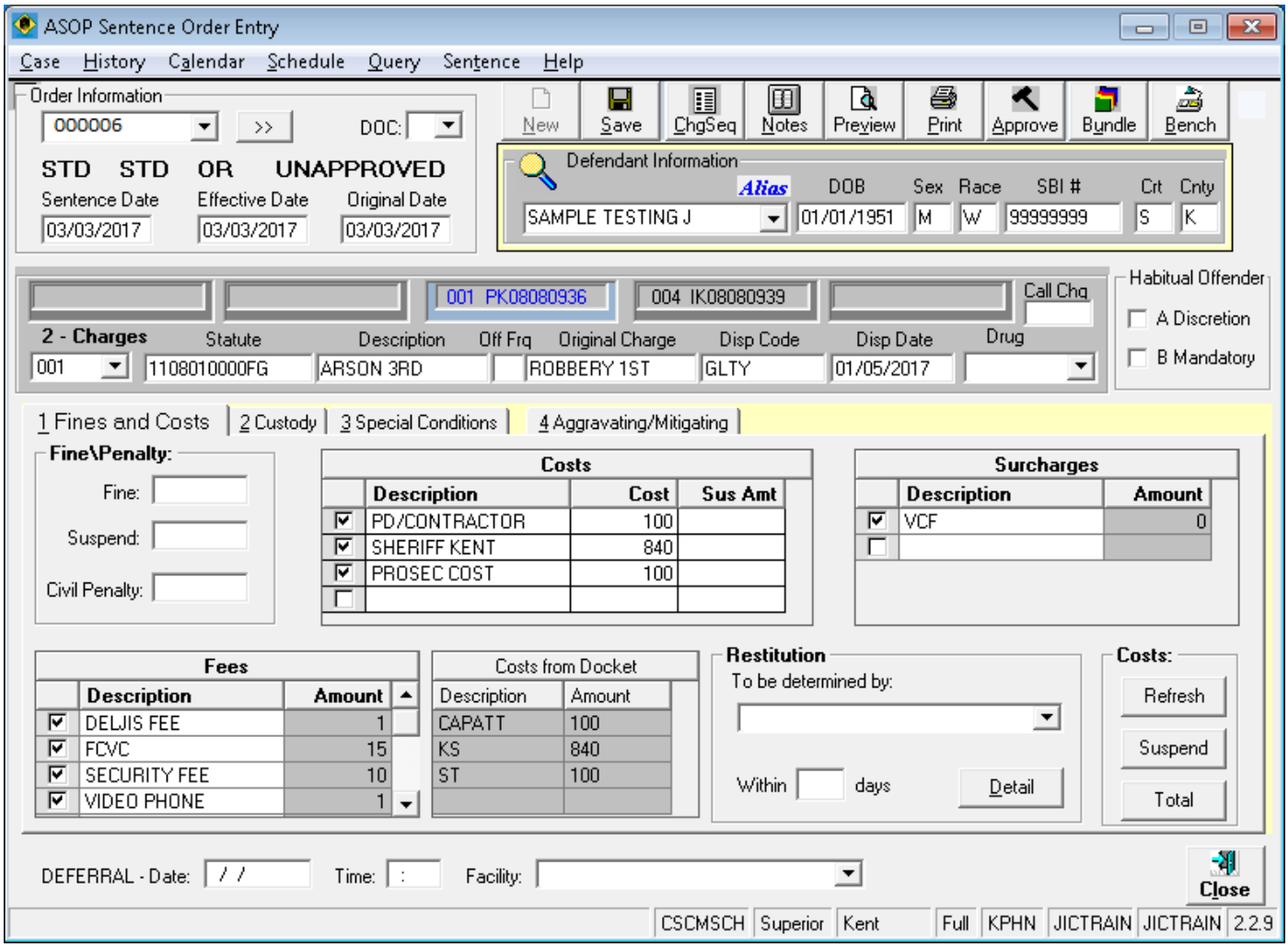
- The user will have the ability to select the Judge, “Gavel” the order and print copies of the order.

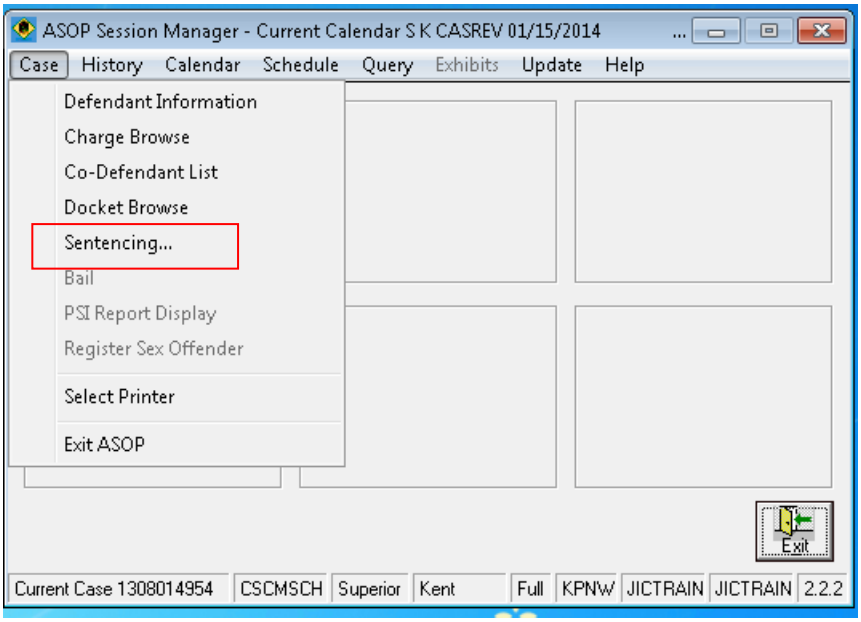
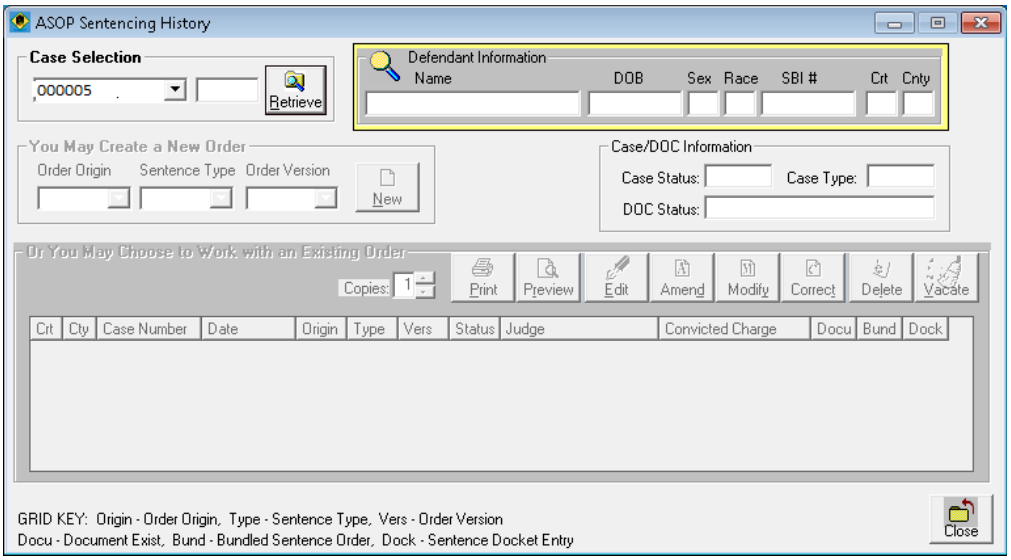
SHF- CE - 012	The user will have the ability to “Cancel” out of the order Preview form and return to the ASOP Sentencing History form by clicking on the Cancel button. The order will not be Approved.	

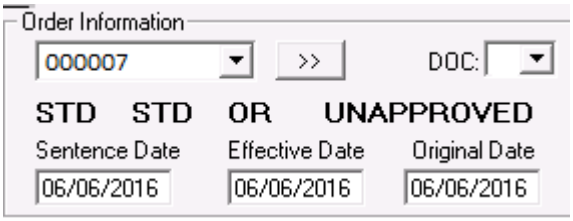
3.2.16 SOE–ASOP Sentence Order Entry Form

The ASOP Sentence Order Entry Form is used by the staff as the tool for creating the actual Sentence Order document. The form can only be initiated by a call from another form, such as the ASOP Sentencing History Form. All information entered into the form is used to generate a Superior Court Sentence Order document.

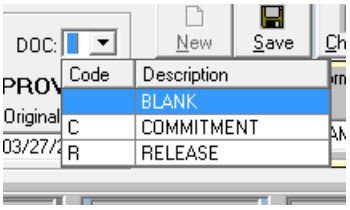
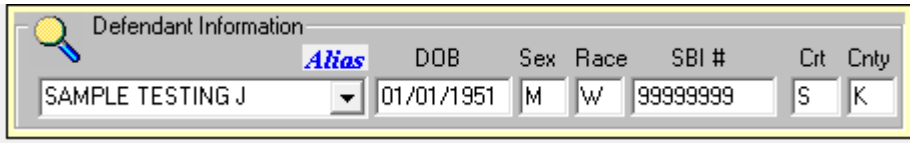
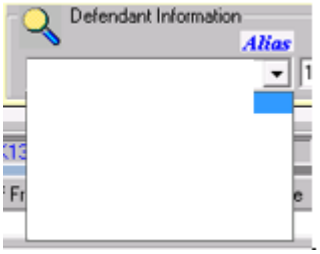
The form can only be opened by specific case numbers. No blank form can be opened.



Functional Requirement Number	Description	Reference Number
SOE-INIT-000	The Sentence Order Entry form can be initialized by clicking on the **Sentencing** menu option from the **Case** option on the ASOP Session Manager Form OR by selecting the **Sentence Form** option from a drop-down menu available on certain forms.  The **ASOP Sentencing History** form will open. This form is used to access the **Sentence Order Entry** form.  	

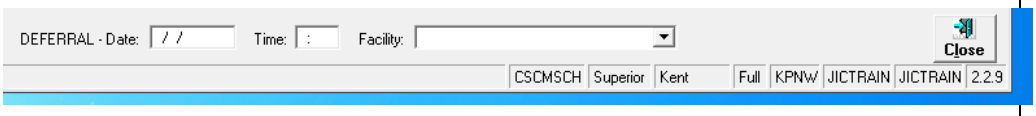
SOE-INIT-001	Ability to create ASOP Sentence Orders regardless of the location of the case. A user with their location set to one location should have the ability to create an order for a case that resides in any county.	
SOE-OI - 001	Ability to retrieve, update and display **Order Information** for the case.  The Case Number will be displayed in the **Case Number** field. This case number cannot be updated. The Order Origin, Sentence Type, Order Version and Order Status will be displayed in **Order Information Section** (displayed as STD STD OR UNAPPROVED in the sample above). This information cannot be updated by the user.	

	Field Name	Field Description	Table / Field	
	Case Number	Case Number	JIC-CASE-COURT.CT-CASE-NUM	
	Order Information	Order Type, Origin, Version and Status	JIC-SENTENCE-OVERALL.ORDER-ORIGIN JIC-SENTENCE-OVERALL.SENTENCE-TYPE JIC=SEMTEMCE-OVERALL.ORDER-VERSION JIC-SENTENCE-OVERALL.SENTENCE-STATUS	
	DOC	Department of Corrections designation	JIC-SENTENCE-OVERALL.DOC-DESIGNATION	
	Sentence Date	Date the sentence was pronounced **For new orders, defaults to current date.**	JIC-SENTENCE-OVERALL.SENTENCE-DATE	
	Effective Date	Date the sentence is to take effect **For new orders, defaults to current date.**	JIC-SENTENCE-OVERALL.EFFECTIVE-DATE	
	Original Date	Date the sentence was originally pronounced – used when orders are Modified, Corrected, or Amended.	JIC-SENTENCE-OVERALL.ORIGINAL-SENTENCE-DATE	

		For new orders defaults to current date.		
SOE-OI - 002	The **DOC** box will be blank if the order is a new order. If the order is based on an existing order, the DOC box will display the "C" for Commitment or the "R" for Release or be blank as set in the original order. Ability to update the DOC option for either Commitment or Release or Blank. 			
SOE-OI - 003	If the order is a New Order, the **Sentence Date**, **Effective Date** and **Original Date** fields will default to the current day's date. If the order is based on an existing order, the date fields will display the information from the original order. Ability to update any of the date fields in the Order Information section of the form. 			
SOE-DI - 000	Ability to retrieve and display the **Defendant Information** for the defendant assigned to the case.   List of Aliases (if any) The information retrieved includes: • Defendant Name • Defendant Alias • Defendant Date of Birth			

<table>
<tr><td></td><td colspan="3">

- Defendant Gender
- Defendant Ethnicity
- Defendant SBI Number
- Case Court
- Case Location

</td><td></td></tr>
<tr><td></td><td>Field Name</td><td>Field Description</td><td>Table / Field</td><td></td></tr>
<tr><td></td><td>Defendant Name</td><td>Name of the Defendant assigned to the case</td><td>JIC-INDIVIDUAL.LAST-NAME
JIC-INDIVIDUAL.FIRST_NAME
JIC-INDIVIDUAL.MIDDLE-INITIAL
JIC-INDIVIDUAL.ALIAS-INDICATOR = N</td><td></td></tr>
<tr><td></td><td>Defendant Alias</td><td>Any alias’ listed for the defendant</td><td>JIC-INDIVIDUAL.LAST-NAME
JIC-INDIVIDUAL.FIRST_NAME
JIC-INDIVIDUAL.MIDDLE-INITIAL
JIC-INDIVIDUAL.ALIAS-INDICATOR = Y</td><td></td></tr>
<tr><td></td><td>Defendant DOB</td><td>Defendant’s Date of Birth</td><td>JIC-INDIVIDUAL.BIRTH-DATE
JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK</td><td></td></tr>
<tr><td></td><td>Defendant Sex</td><td>Gender of the Defendant</td><td>JIC-INDIVIDUAL.SEX
JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK</td><td></td></tr>
<tr><td></td><td>Defendant Race</td><td>Ethnicity of the Defendant</td><td>JIC-INDIVIDUAL.RACE
JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK</td><td></td></tr>
<tr><td></td><td>Defendant SBI #</td><td>State Bureau of Investigations number assigned to the defendant</td><td>JIC-INDIVIDUAL.OFF-SBI-NUM
JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK</td><td></td></tr>
<tr><td></td><td>Case Court</td><td>Court where the case currently resides</td><td>JIC-CASE-COURT.AGENCY-ID</td><td></td></tr>
<tr><td></td><td>Case Location</td><td>County where the case currently resides</td><td>JIC-CASE-COURT.LOCATION</td><td></td></tr>
<tr><td>SOE-SES-000</td><td colspan="3">Retrieve and display user and ASOP session specific information. The session information is set in the ASOP.INI file for the environment and mainframe brokers.
 

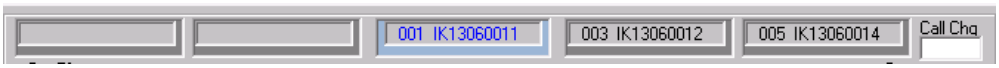
The information retrieved includes:
• User ACF2 Mainframe User ID
• The Court to which the user’s ACF2 ID is currently set</td><td></td></tr>
</table>

<table>
<tr><td></td><td colspan="3">

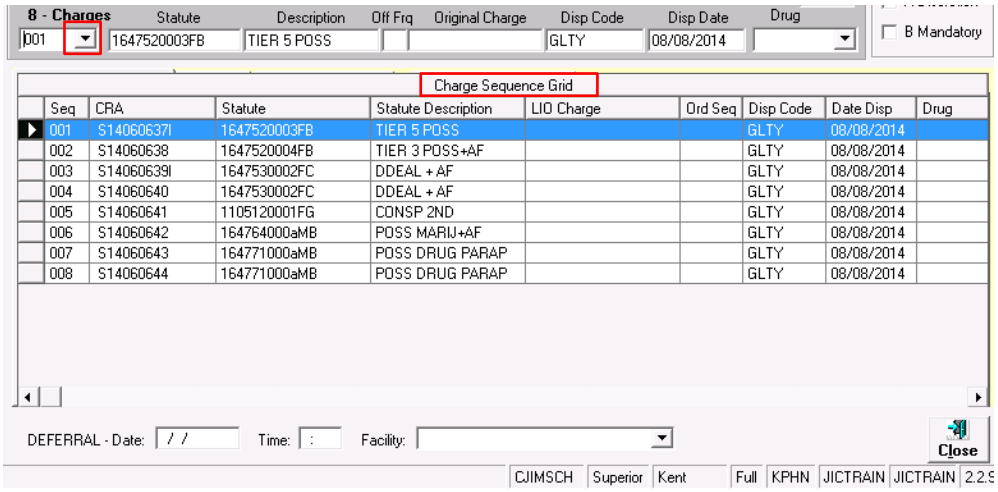
- The Location to which the user's ACF2 ID is currently set
- The Sentence Authority Level to which the user's ACF2 ID is currently set
- The printer to which the current ASOP session is set
- The Retrieve Environment to which the session is currently set
- The Post Environment to which the session is currently set
- The version of the ASOP Application which is currently running

</td><td></td></tr>
<tr><td></td><td>Field Name</td><td>Field Description</td><td>Table / Field</td><td></td></tr>
<tr><td></td><td>ACF2 User ID</td><td>The mainframe ACF2 User Id with witch the user logs into the ASOP application</td><td>ENTERED BY USER</td><td></td></tr>
<tr><td></td><td>Court</td><td>The court which is currently set for the ACF2 User ID</td><td>JIC-USER.AGENCY-ID</td><td></td></tr>
<tr><td></td><td>Location</td><td>The location which is currently set for the ACF2 User ID</td><td>JIC-USER.LOCATION</td><td></td></tr>
<tr><td></td><td>Sentence Level Authority</td><td>The Sentence Level Authority which is currently set for the ACF2 User ID</td><td>JIC-USER.SENT-ORDER-AUTHORITY</td><td></td></tr>
<tr><td></td><td>Printer</td><td>The printer currently set for the ASOP Session</td><td>ASOPPRINTER.INI</td><td></td></tr>
<tr><td></td><td>Retrieve Environment</td><td>The Retrieve environment set in the ASOP.INI file used when retrieving data from the mainframe to the ASOP program</td><td>ASOP.INI</td><td></td></tr>
<tr><td></td><td>Post Environment</td><td>The Post environment set in the ASOP.INI file used when Updating information from the ASOP application to the Mainframe tables</td><td>ASOP.INI</td><td></td></tr>
<tr><td></td><td>ASOP Application Version</td><td>Current version of the ASOP Application being run</td><td>ASOP FRONT END APPLICATION</td><td></td></tr>
<tr><td>SOE-CHG - 000</td><td colspan="3">Retrieve and display all sentenceable charges for the case in the <u>Charge Information Section</u>.

There are two sections to the case charge information control – <u>Active Charge Selection Control</u> and <u>Charge Information Display List Control</u>.</td><td></td></tr>
</table>

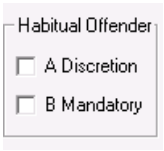
SOE-CHG - 001	**Active Charge Selection Control**  The 1st section (Top Charge Section) of the charge information control will allow the user to click on the specific charge to activate the charge for input. The selected charge will be the charge receiving the input from the various form tabs. For Example: If the 1st charge listed is selected, when the user clicks on a particular form tab (Fines and Costs, Custody, Special Conditions, Aggravating/Mitigation) the user input from that tab will be applied to the selected charge. The selected charge from the Top Charge Section will also control which charge information is displayed in the Bottom Charge Section. The information retrieved for the charge(s) includes: **Top Charge Section:** • Court Charge Sequence • Criminal Action Number • Call Charge – **(input by user – field value is not saved)**	
SOE-CHG - 002	Charge Information Display List The Charge Information Display List (Bottom Charge Section) displays the entire list of case charges which have been disposed of with a "Guilty" designated charge disposition. **Bottom Charge Section:** • Number of Charges returned ("3 – Charges" shown above) • Court Charge Sequence • Court Charge Criminal Action Number • Charge Statute • Charge Description • Offender Frequency • Original Charge • Charge Disposition Code • Charge Disposition Date • Drug Name	

	Field Name	Field Description	Table / Field	

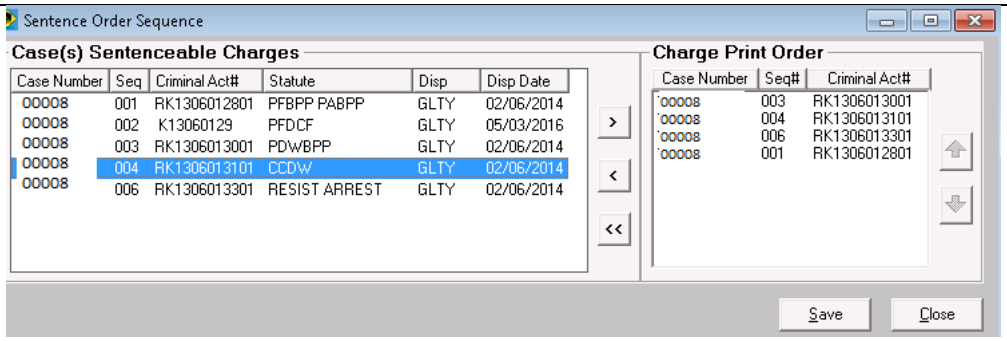
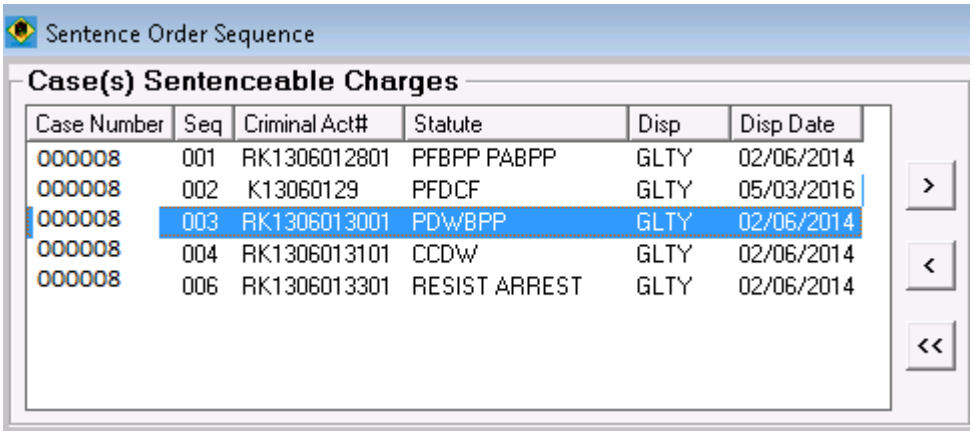
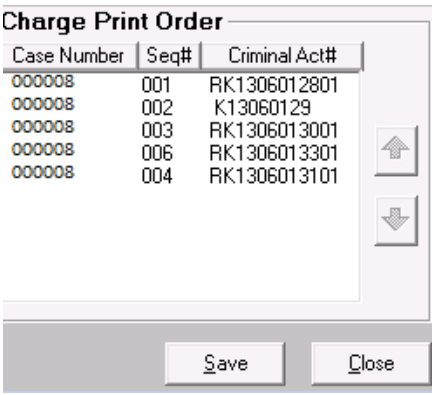
	Court Charge Sequence	Top Section - Court charge sequence number	JIC-CHARGE-COURT.CT-SEQUENCE-NUM	
	Court Criminal Action Number	Top Section - Criminal Action Number assigned to the charge for the court	JIC-CHARGE-COURT.CRIMINAL-ACTION-NUM	
	Call Charge	Top Section - An input field to allow the user to find a charge by the last 4 characters of the Criminal Action Number – useful when there are a large number of charges	QUERY FIELD ONLY	
	Number of Charges	Bottom Section - The number of **Sentenceable** charges	CALCULATED	
	Charge Sequence	Bottom Section - Court Charge Sequence for the charge being displayed	JIC-CHARGE-COURT.CT-SEQUENCE-NUM	
	Statute	Statute of the charge	JIC-CHARGE.STATUTE-GROUP	
	Description	Short Description of the charge statute	JIC-CHARGE.STAT-SHRT-DESC	
	Off Frq	Offender Frequency	JIC-CHARGE.OFFENDER-FREQUENCY	
	Original Charge	Statute of the Original Charge if there is an LIO	JIC-CHARGE.STATUTE-GROUP	
	Disp Code	Charge Disposition Code	JIC-DISPOSITION.DISP-CODE	
	Disp Date	Date the charge was disposed	JIC-DISPOSITION.DISP-DATE	
	Drug	Allows the user to select the name of the Drug for any drug charges	JIC-CHARGE.DRUG-NAME	
SOE-CHG - 003	Ability to expand the view of the sentenceable charges. By clicking on the down arrow on the Court Charge Sequence box, the **Charge Sequence Grid** will be displayed.  The information retrieved for the charge(s) includes: • Charge Sequence Number			

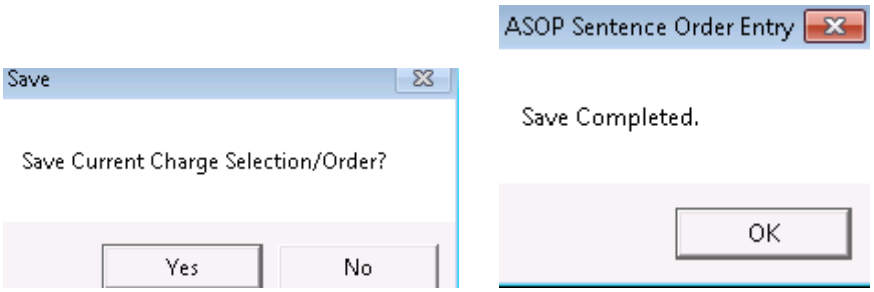
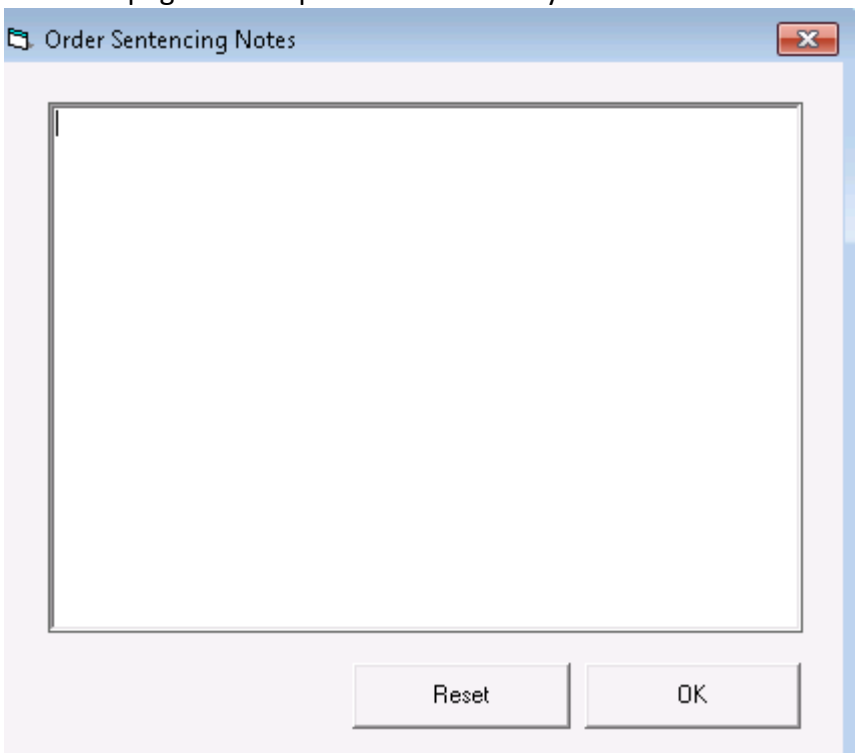
<table>
<tr><td></td><td colspan="3">

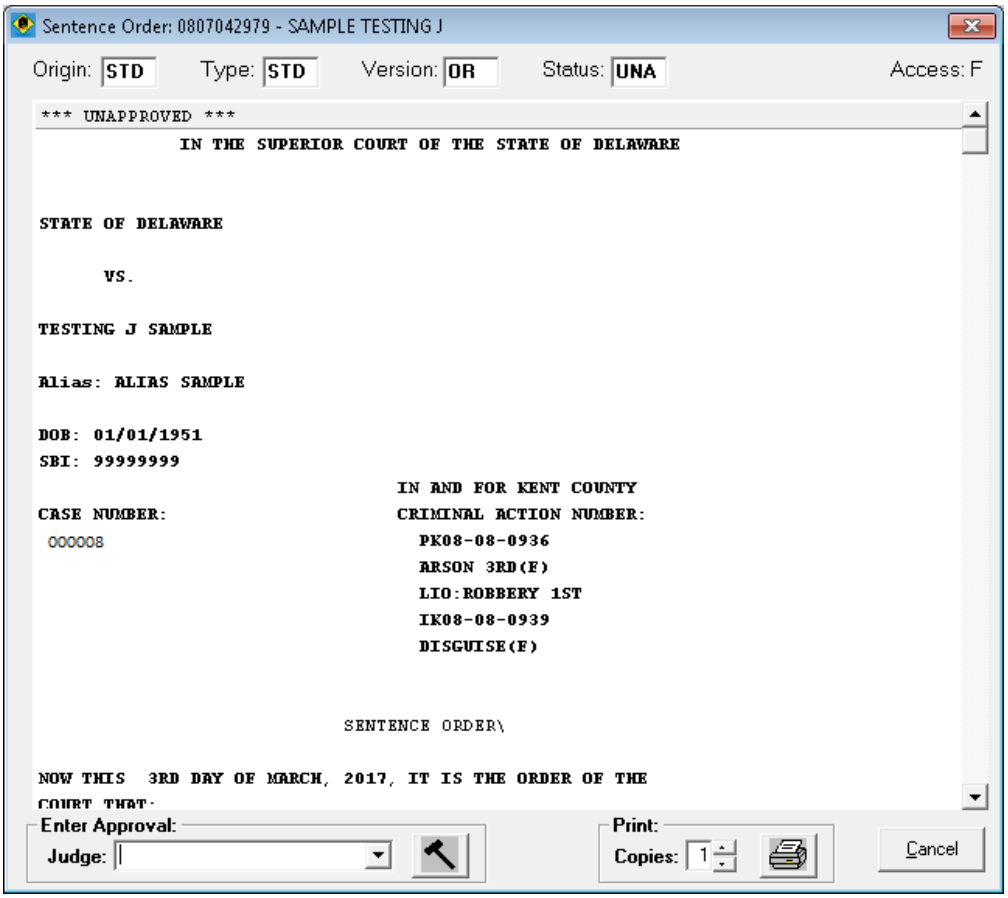
- Criminal Action Number
- Statute
- LIO Charge
- Order Sequence
- Charge Disposition Code
- Charge Disposition Date
- Drug
- VOP

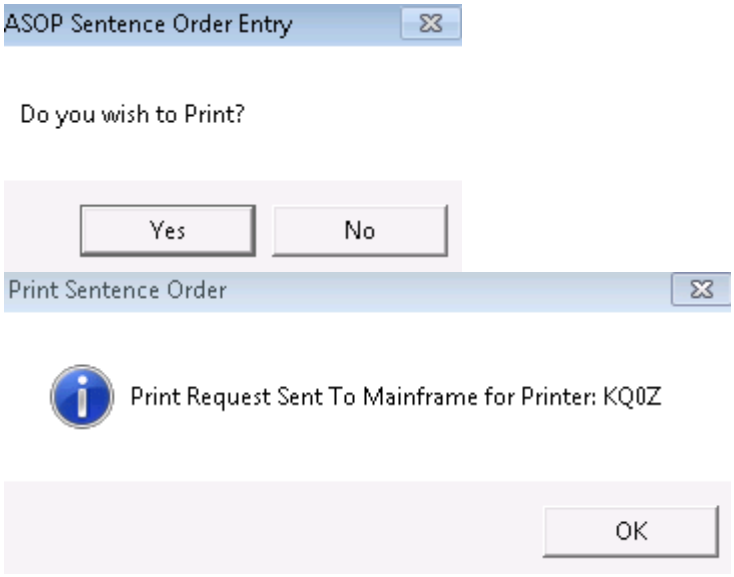
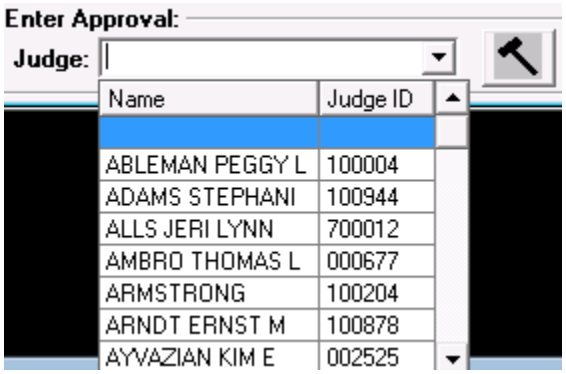
</td><td></td></tr>
<tr><td></td><td>Field Name</td><td>Field Description</td><td>Table / Field</td><td></td></tr>
<tr><td></td><td>Seq</td><td>Charge Sequence</td><td>JIC-CHARGE-COURT.CT-SEQUENCE-NUMBER</td><td></td></tr>
<tr><td></td><td>CRA</td><td>Charge Criminal Action Number for the court and location</td><td>JIC-CHARGE-COURT.CRIMINAL-ACTION-NUM</td><td></td></tr>
<tr><td></td><td>Statute</td><td>The Charge Statute</td><td>JIC-CHARGE.STATUTE-GROUP</td><td></td></tr>
<tr><td></td><td>Statute Description</td><td>The short description of the charge</td><td>JIC-CHARGE.STAT-SHRT-DESC</td><td></td></tr>
<tr><td></td><td>LIO Charge</td><td>Lessor Included Offense</td><td>JIC-CHARGE.LIO-STATUTE-GROUP</td><td></td></tr>
<tr><td></td><td>Ord Seq</td><td>Order Sequence Number</td><td>JIC-SENTENCE-OVERALL.ORDER-SEQ-NUM</td><td></td></tr>
<tr><td></td><td>Disp Code</td><td>Charge Disposition Code</td><td>JIC-DISPOSITION.DISP-CODE</td><td></td></tr>
<tr><td></td><td>Date Disp</td><td>The date the Charge was disposed</td><td>JIC-DISPOSITION.DISP-DATE</td><td></td></tr>
<tr><td></td><td>Drug</td><td>Name of the drug that was the cause of the drug charge</td><td>JIC-CHARGE.DRUG-NAME</td><td></td></tr>
<tr><td></td><td>VOP</td><td>Must be Determined By Analyzing Program Code During Design / Development</td><td>Must be Determined By Analyzing Program Code During Design / Development</td><td></td></tr>
<tr><td></td><td colspan="3">Ability to make the charge the “Active” charge by selecting the charge from the list.</td><td></td></tr>
<tr><td>SOE-CHG - 004</td><td colspan="3">Ability to designate the defendant as a Habitual Offender. The Habitual Offender designation is Order/Defendant Based.
 
</td><td></td></tr>
</table>

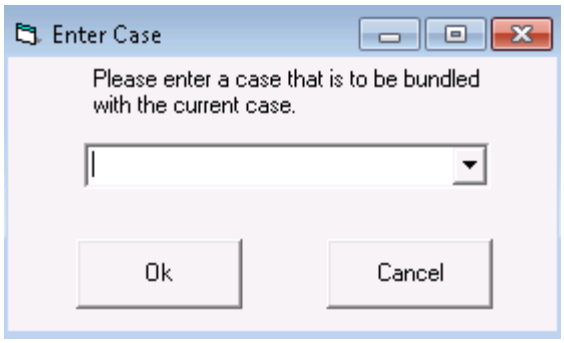
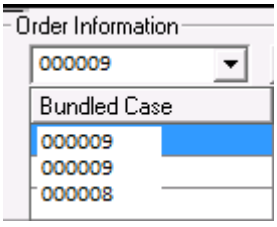
	The value selected will determine the Statute under which the offender is to be sentenced. Habitual Offender designation can be either: • A – Discretion – the language below is added to the Sentence Order: **NOW THIS 23RD DAY OF JUNE, 2016, IT IS THE ORDER OF THE COURT THAT:** The defendant is adjudged guilty of the offense(s) charged. The defendant is to pay the costs of prosecution and all statutory surcharges. The defendant is declared a habitual offender pursuant to DE 114214000AFA The statute reflects • B – Mandatory – The language below is added to the Sentence Order: **NOW THIS 23RD DAY OF JUNE, 2016, IT IS THE ORDER OF THE COURT THAT:** The defendant is adjudged guilty of the offense(s) charged. The defendant is to pay the costs of prosecution and all statutory surcharges. The defendant is declared a habitual offender pursuant to DE 114214000BFA	
SOE-CHG - 005	Ability to perform functions based on option boxes located at top of sentence order entry form 	
SOE-CHG - 006	Ability to save the current entries on the sentence order entry form by pressing the Save control	
SOE-CHG - 007	Ability to change the sequence of the charges as it appears on the sentence order. All sentenceable charges will be listed on the left. Of those charges, only the ones on the right will print. They will also print in the sequence that is listed in the "Charge Print Order box". To make changes, use the arrow buttons in the middle section. The arrow buttons move charges from left or right. The last button with the two arrow keys pointing left will remove everything from the left side. The left side is the print sequence of the charges and how they will appear on the order. You may re-sequence the charges as often as necessary to produce the order in the proper charge sequence until it has been approved.	

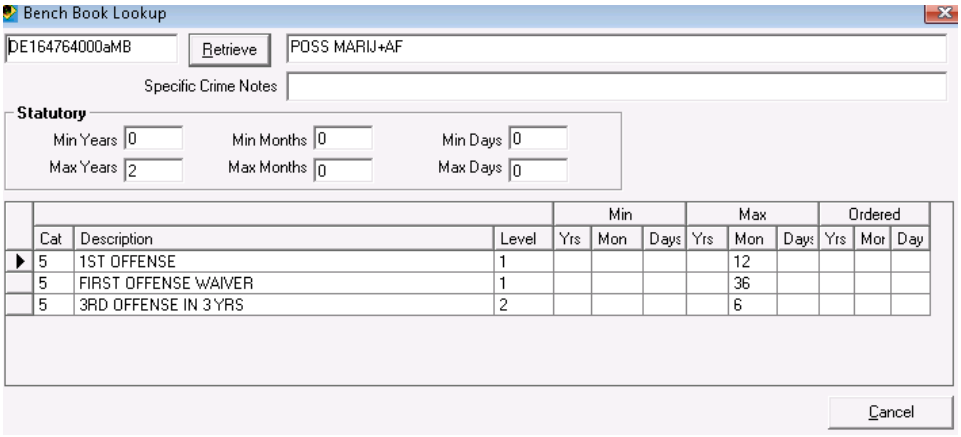
	 Setting the order of the charges will be captured in the **JIC-SENTENCE-ORDER-CHARGE-SEQ.CHARGE-SENT-SEQ** field.	
SOE-CHG - 008	This holds all the sentenceable charges under the case(s). Once a charge is highlighted it can be moved from right or left to appear in the “Charge Print Order box” using the arrow buttons in the middle section. 	
SOE-CHG - 009	If the sequence is incorrect, this screen allows you to remove charges in order to put them in the proper sequence. The other methods of changing the sequence is to use the up and down arrows on the right side. Once a case number is highlighted the arrows become active.  When the charges appear in the proper sequence, click on the save button	

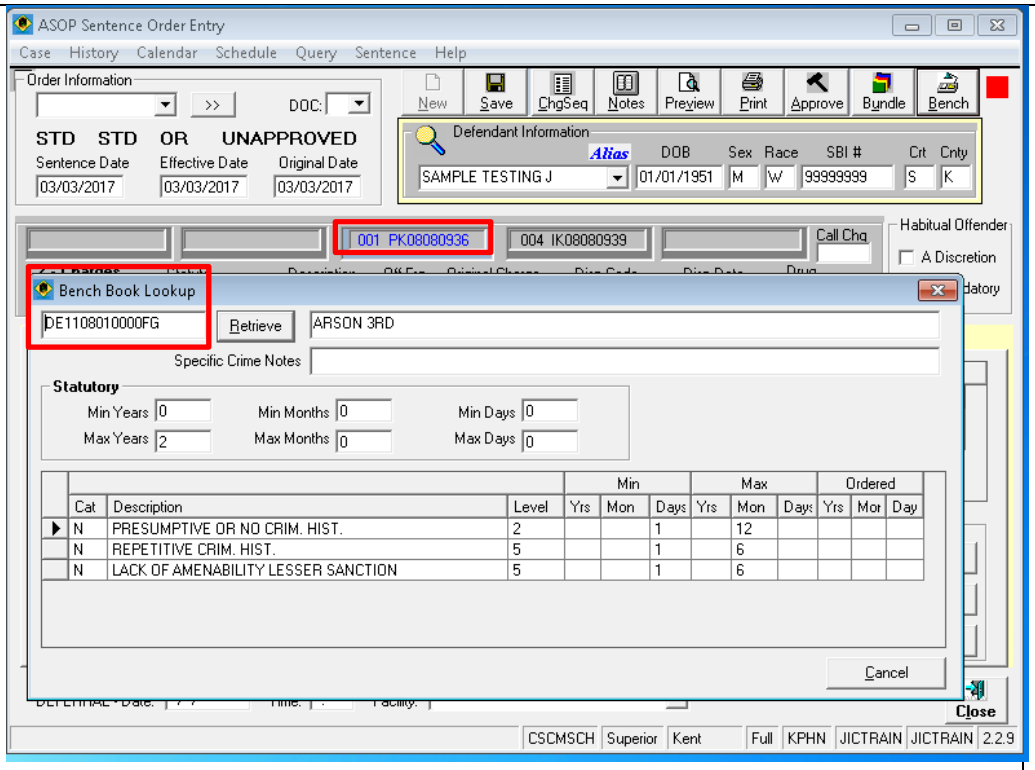
	Close takes you out of the charge sequence sequence screen and brings you back to the sentence order entry page.	
SOE-CHG - 010	When saving the correct sequence, a confirmation window will appear. When the order is previewed or printed, it will list the charges in the new sequence. 	
SOE-NOT - 000	Notes: this allows specific conditions not available in the drop down, or programs to be entered here pronounced by the Judge or Commissioner. This is a free flow fomat. There is no spell check or grammar check available. It includes word wrap. The data entered in the Notes section will appear on the same page as the Special Conditions by Order.  You may change or add to existing notes simply by typing the new data or correcting the displayed data and clicking “OK”.	

	The Reset key will remove any added data and refresh the form with the last note from the stored order. The Notes are captured in **JIC-NOTES** file.	
SOE – PP - 000	 Preview allows the user to preview the printed document as well as approve the sentence order from this screen. Users may scroll through the order by using the up and down scroll bar on the right side of the document display. At the top of the display, the Order Origin, Order Type, Order Version and Order Status is displayed. The level of security is displayed at the top right corner. The lower left hand corner is the “Enter Approval”. The drop down will list the Judges in alphabetical order allowing the user to select the appropriate Judge. The user may also type the name or code number of the Judge in the box which will also select the appropriate Judge. After the Judges name appears in the box, the Gavel icon is selected to approve the order and print a specified number of copies. The “Cancel” button will cancel this display process	

SOE – PP - 001	 Print allows the user to print the order. One copy of the order will print.	
SOE – PP - 002	Approve allows the user to approve the order while in the edit mode. When the approval button is selected it will display the actual order on the screen. The lower left hand corner is the “Enter Approval”. The drop down will list the Judges in alphabetical order allowing the user to select the appropriate Judge. The user may also type the name or code number of the Judge in the box which will also select the appropriate Judge. 	
SOE – PP - 003	After the Judges name appears in the box, the Gavel icon is selected. This allows the system to first approve the order.	
SOE – PP - 004	It will then change the status from UNA to APP as indicated on the displayed order form in the upper section	

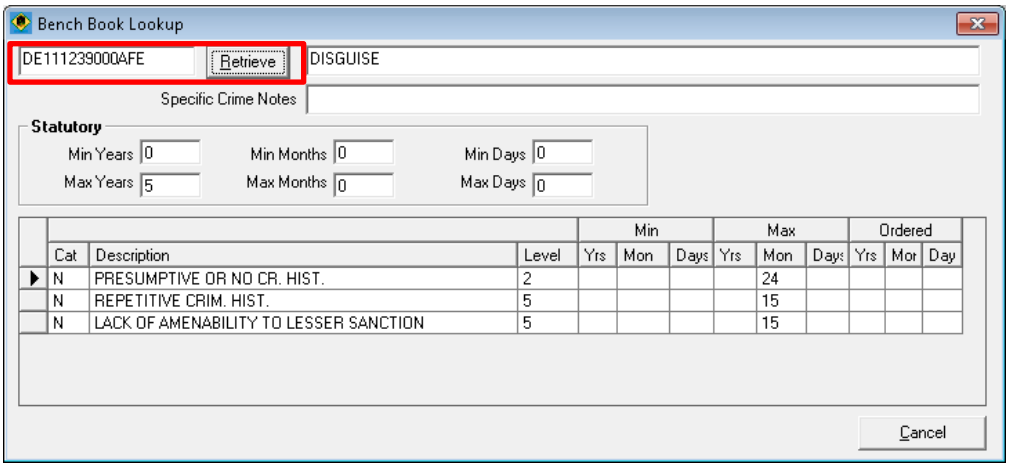
SOE – PP - 005	A newly generated order will be created and displayed. The system will ask if you wish to print the defaulted 2 copies of the order. (If you respond with no, nothing will print). On the bottom of the screen is the printer icon which allows the user to chose how many copies of the order to be printed at one time To close out of this screen and continue in ASOP, click on the cancel or the "X" at the upper right corner of the form	
SOE – BO - 000	Bundle allows the Judge or Commissioner to sentence one defendant with more than one case but the cases are not consolidated, the orders are bundled. Both cases will appear on the sentence order. After clicking on the "Bundle" icon the following window will appear: 	
SOE – BO - 001	In this field, the other case number that is to be bundled is entered and then the o.k. button is selected. The screen will refresh with the new case number and charges displayed to allow for entering of sentence data.	
SOE – BO - 008		

	This drop down box that appears at the top left side of the ASOP Sentence Order Entry screen shows all the case numbers that are part of a bundled order. When clicking on a case number, the sentencing data will be displayed for that case allowing the user to enter and edit sentencing information.	
SOE – BB - 000	Bench – this is the Benchbook Look up. The Benchbook is designed to assist sentencing judges, prosecutors and defense attorneys in creating sentences consistent with the goals of sentencing reform promulgated by the Delaware Sentencing Accountability Commission (SENTAC).  	
SOE – BB - 001	The Benchbook form opens with the information for the selected charge on the Sentence Order Entry form.	



SOE – BB - 002

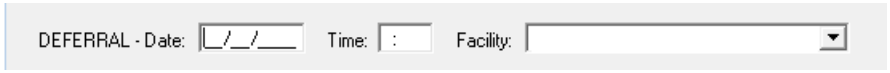
The ability to call up the Benchbook information for any entered statute by entering the complete statute into the Statute Field and pressing the Retrieve Button

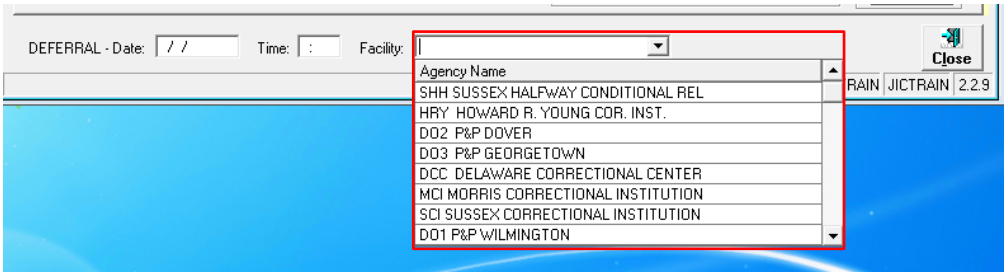
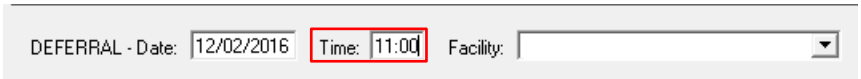


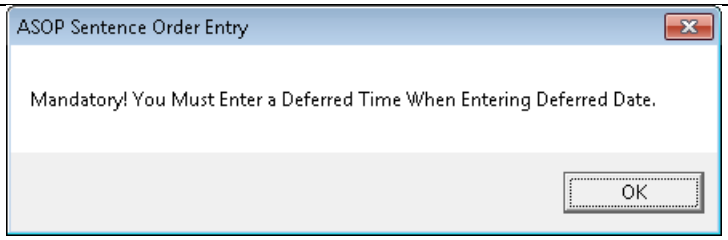
Deferred Reporting Section

SOE – DR - 000

The “DEFERRAL” section at the bottom of the form is used to designate a deferred reporting Date, Time and reporting Facility if the reporting is delayed by pronouncement.



	Grid Column Name	Grid Column Description	Table / Field	
	Deferral Date	Date Offender Reports to Facility	JIC-SENTENCE-OVERALL.REPORT-DATE-TIME	
	Deferral Time	Time Offender Reports to Facility	JIC-SENTENCE-OVERALL.REPORT-DATE-TIME	
	Facility	Facility Where the Defendant is to Report	JIC-SENTENCE-OVERALL.REPORTING-FACILITY	
SOE – DR - 001	Ability to select the Reporting Facility from a drop-down box pre-filled with the available reporting Facilities.  It is not mandatory that a Deferred Reporting Facility be selected or entered if a Date and Time are entered.		
SOE – DR - 002	Ability to enter the Deferred Reporting Date an offender is to report to a facility. 			
SOE – DR - 003	Ability to enter the Deferred Reporting Time the offender is to report to a facility. 			
SOE – DR - 004	It must be mandatory that if a Deferred Reporting Date is entered that a Deferred Reporting Time also be entered. If the user attempts to tab out of the Deferral section without entering a Deferred Reporting Time, the message below will be displayed.			

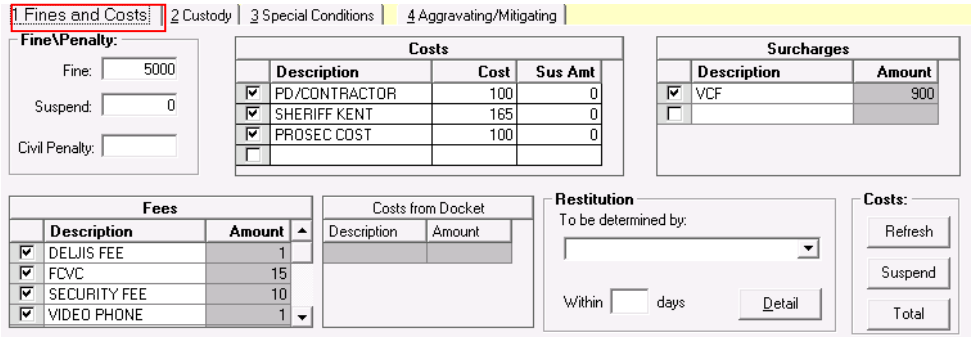


Clicking on OK will return the focus to the Deferred Reporting Time field.

1 FINES AND COSTS TAB

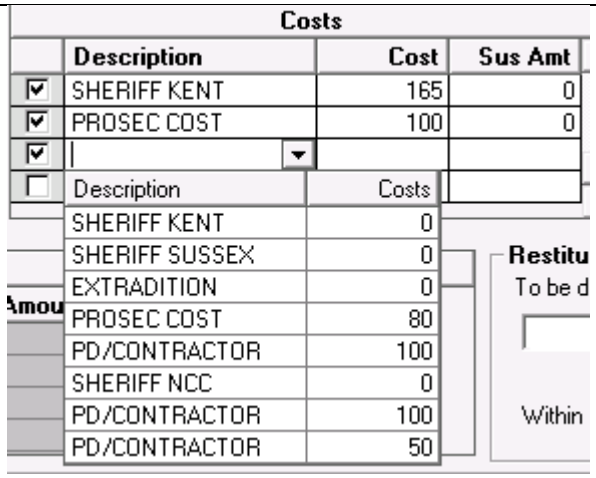
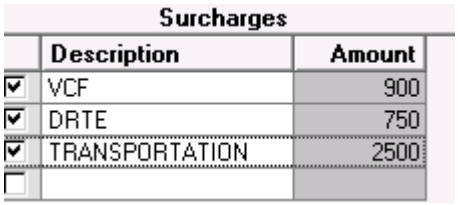
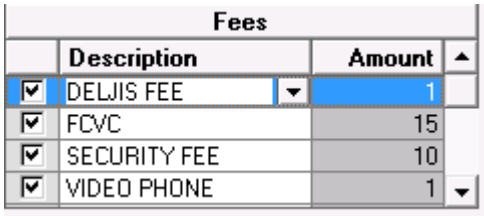
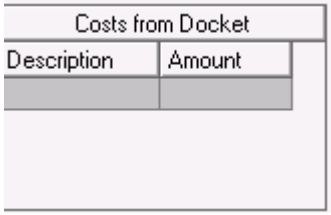
SOE – FC - 000

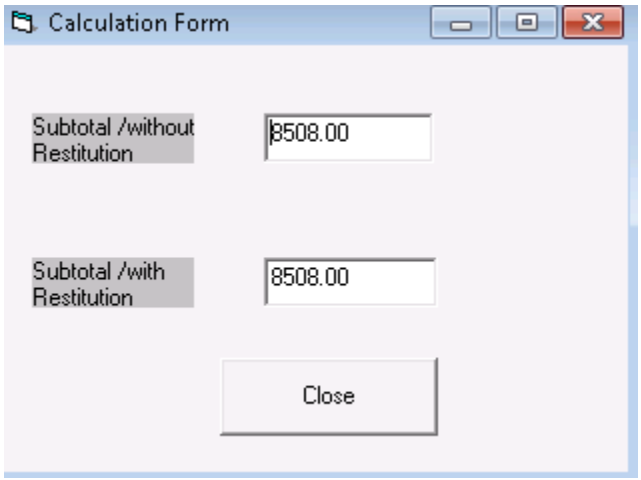
Ability to enter fines and costs on the fines and costs tab of the form – some on the case level and some on the charge level

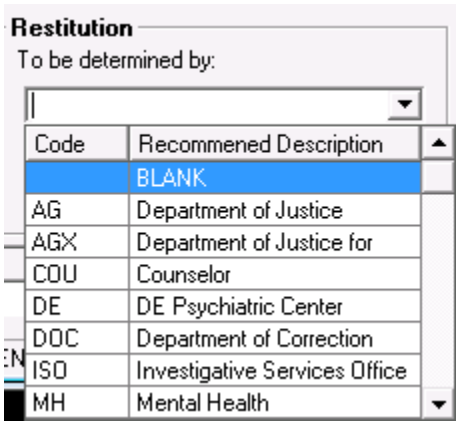
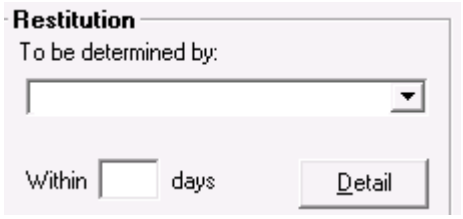


	Grid Column Name	Grid Column Description	Table / Field	
	Fine\Penalty Section			
	Fine	Fine assessed for the charge	JIC-SENTENCE-FINES-COSTS.FINANCIAL-AMOUNT	
	Suspend	Any amount ordered suspended from the Fine	JIC-SENETENCE-FINES-COSTS.SUSPENDED-AMOUNT	
	Civil Penalty	Any Civil Penalty assessed	JIC-SENTENCE-FINES-COSTS.FINANCIAL-AMOUNT Where Grid Type and Amount Type = "CIVI"	
	Costs Section			
	Description	Description of the Cost	JIC-SENTENCE-FINE-COST.FINANCIAL-DESCRIPTION	
	Cost	Amount of the Cost	JIC-SENTENCE-FINES-COSTS.FINANCIAL-AMOUNT	
	Sus Amt	Suspended Amount of the Cost	JIC-SENETENCE-FINES-COSTS.SUSPENDED-AMOUNT	

	Surcharges Section			
	Description	Description of the Sur-charge	JIC-SENTENCE-FINES-COSTS.FINANCAIL-DESCRIPTION	
	Amount	Amount of the Sur-charge	JIC-SENENCE-FINES-COSTS.FINANCIAL-AMOUNT	
	Fees Section			
	Description	Description of the Fee	JIC-SENTENCE-FINES-COSTS.FINANCIAL DESCRIPTION	
	Amount	Amount of the Fee	JIC-SENTENCE-FINES-COSTS.FINANCIAL-AMOUNT	
	Restitution Section – To Be Determined By			
	To be determined by:	The agency responsible for determining Restitution	JIC-SENTENCE-OVERALL.RESTITUTION-DETERMINED-BY	
	Within:	Number of days in which any Restitution should be determined	JIC-SENTENCE-OVERALL.RESTITUTION-DETERMINED-DAYS	
	Ability to enter fine based on the judges or commissioners pronoucement. Fines are entered on the charge level.			
	Ability to suspend all or any part of any fine assessed			
	Ability to add a civil penalty based on the judge pronoucement			
SOE – FC - 001	Ability to retrieve pre-entry docket costs in the form – costs are derived from the docket (for costs) and the case participant data (for PD costs). **Costs** ☑ PD/CONTRACTOR 100 0 ☑ SHERIFF KENT 165 0 ☑ PROSEC COST 100 0 ☐			
SOE – FC - 002	Ability to add costs not pulled from the docket allows the user to enter the costs manually. By clicking within the white description section of the cost grid, a drop down will apper listing all possible costs to be imposed. The user can then select the appropriate cost and then enter the dollar amount. The user can also suspend all or any part of a cost assessed in this same area.			

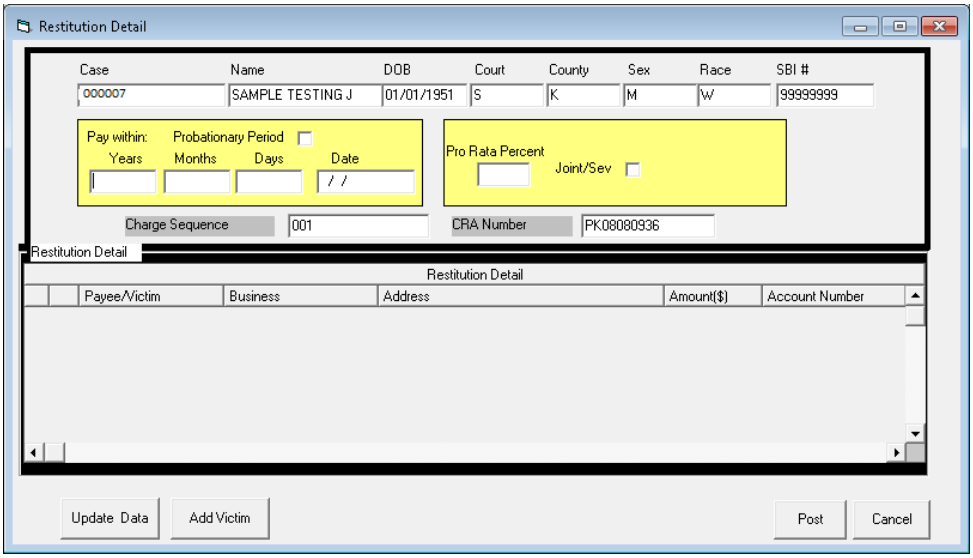
		
SOE – FC - 003	 Surcharges are on a charge basis and imposed by the Judge or Commissioner. The surcharge is calculated by the system based in the imposed fine prior to suspension. For example, if the charge was drug or alcohol related, the DRTE surcharge of 15% would appear with the VCF of 18%. If the charge is not drug or DRTE related, that code will not appear in the Surcharge grid. Also, the transportation surcharge is added here which is 50% of the fine on a title 21 conviction from January 1, 2008 forward. It is important to note here these fees are automatically entered but may be removed or imposed manually.	
SOE – FC - 004	 Fees are imposed based on statute. They are automatically entered but may be removed or imposed manually. To remove click on the check box to the left of the entry. To impose, select the entry from the drop down list.	
SOE – FC - 005		

	This area located in the bottom center section of the form summarizes the costs entered on the docket and cannot be changed here. If any changes are made to the docket while creating the sentence order, the user must "refresh the docket" by clicking on the "Refresh Button"(as shown below). The system will then reread the docket and calculate the costs loading the new amounts to the cost grid.	
SOE – FC - 006	 These three buttons on the bottom right corner have distinct functions. The "Refresh" button will search the docket for any costs and populate the "Costs from Docket" grid. The "Suspend" button will alllow will suspend all costs on the case. The total amount in the costs grid under the column "Costs" will be replicated in the "Sus Amt" column, leaving zero dollars owed on costs. The "Total" button will calculate all imposed costs/fees/fines/Penalties/surcharges and restituiton and display the total. It will also indicate a separate total without the restituiton as shown below 	
SOE–RES - 000	Restitution is usually imposed at the charge level. However, if the restitution is unclear or unknown , the Judge may request additional information prior to imposing an amount or victim. This normally involves the Investigative Services of the Attorney General's office to identify the victims and dollars owed for restitution.	

SOE–RES - 001	 In order to indentify the appropriate agency to determine restitution, a drop down box is available for the “To be Determined by” field.	
SOE–RES - 002	This box also includes an area to enter the number of days that the Judge states the restitution recommendation is to be completed by. 	
SOE–RES - 003	This box also includes an area to enter known amounts for known victims by clicking on the detail button. 	

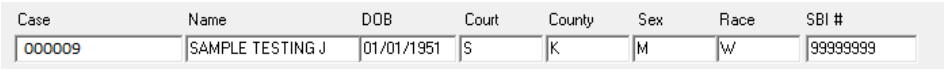
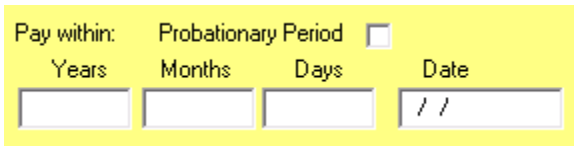
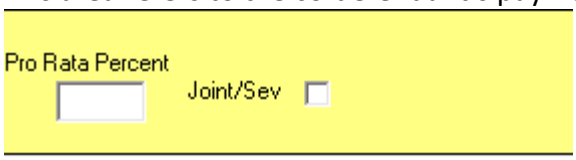
SOE–RES - 004

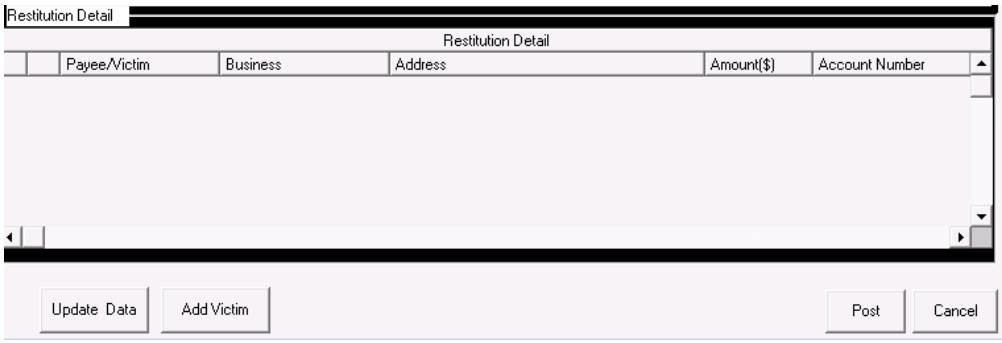
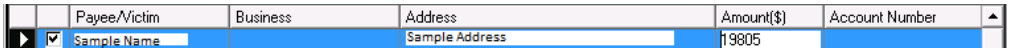
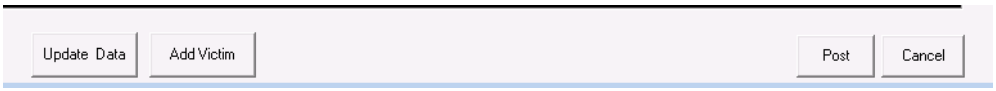
By clicking on the previous form's "Detail" button in the restitution section, the following form appears allowing entry of individual victims, addresses and amounts.

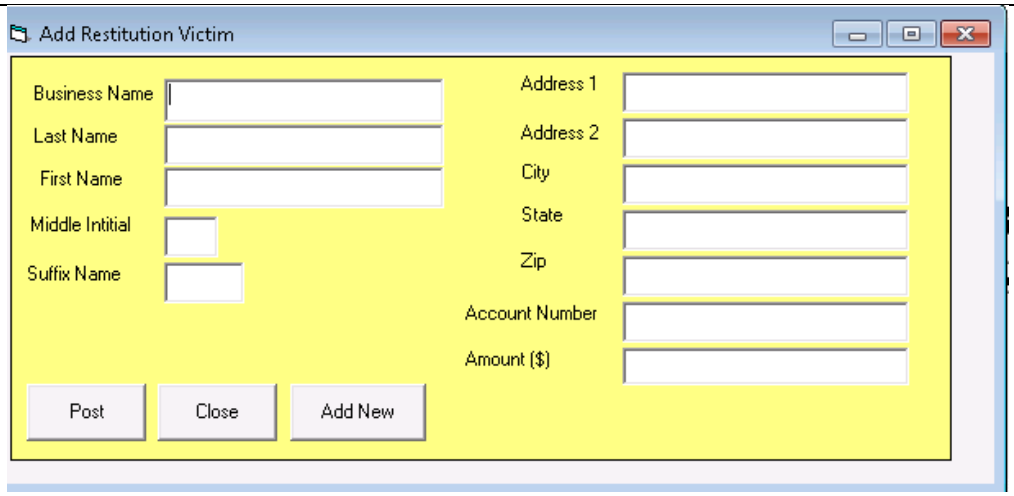


	Grid Column Name	Grid Column Description	Table / Field	
	General Information			
	Case	Court Case Number	JIC-PAYEE.CT-CASE-NUM	
	Name	Defendant Name	JIC-INDIVIDUAL.LAST-NAME JIC-INDIVIDUAL.FIRST_NAME JIC-INDIVIDUAL.MIDDLE-INITIAL JIC-INDIVIDUAL.ALIAS-INDICATOR = BLANK	
	DOB	Defendant Date of Birth	JIC-INDIVIDUAL.BIRTH-DATE JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	Court	Court where the case resides	JIC-PAYEE.AGENCY-ID	
	County	County where the case resides	JIC-PAYEE.COURT.LOCATION	
	Sex	Sex of the defendant	JIC-INDIVIDUAL.SEX JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	Race	Race of the defendant	JIC-INDIVIDUAL.RACE JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	
	SBI #	SBI Number of the defendant	JIC-INDIVIDUAL.OFF-SBI-NUM JIC-INDIVIDUAL.ALIAS-INDICATOR IS BLANK	

	Charge Sequence	Sequence of the charge for which the restitution is being ordered	JIC-CHARGE-COURT.CT-CHARGE-SEQ	
	CRA Number	Criminal Action Number of the charge for which the restitution is being ordered.	JIC-CHARGE-COURT.CRIMINAL-ACTION-NUM	
	Pay Within			
	Years	Number of **years** the defendant has to pay off restitution ordered for this case\charge	JIC-PAYEE.TIME-YEARS	
	Months	Number of **months** the defendant has to pay off restitution ordered for this case\charge	JIC-PAYEE.TIME-MONTHS	
	Days	Number of **days** the defendant has to pay off restitution ordered for this case\charge	JIC-PAYEE.TIME-DAYS	
	Date	Date by which all restitution for the charge is to be paid.	JIC-PAYEE. PAY-WITHIN-DATE	
	Pro Rata Percent	Pro Rata Percent	JIC-PAYEE.RESTITUTION-PRORATA-PERCENT	
	Joint/Sev	This box will be checked if the Judge orders the restitution to be paid Joint/Several.	JIC-PAYEE.REST-JOINT-SEVERAL	
	Restitution Detail Section			
	Business Name	Name of a Business victim	JIC-PAYEE.BUSINESS-NAME	
	Last Name	Last Name of an individual victim	JIC-PAYEE.LAST-NAME	
	First Name	First Name of an individual victim	JIC-PAYEE.FIRST-NAME	
	Middle Initial	Middle Initial of an individual victim	JIC-PAYEE.MIDDLE-INITIAL	
	Suffix Name	Suffix Name of an individual victim	JIC-PAYEE.SUFFIX-NAME	
	Address 1	Address line 1 for the victim	JIC-PAYEE.ADDRESS-LINE-1	
	Address 2	Address line 2 for the victim	JIC-PAYEE.ADDRESS-LINE-2	
	City	City of the address for the victim	JIC-PAYEE.CITY	
	State	State of the address for the victim	JIC-PAYEE.STATE	
	Zip	Zip Code of the address for the victim	JIC-PAYEE.ZIP-CODE	
	Account Number	Business Account number	JIC-PAYEE. REFERENCE-NUM	

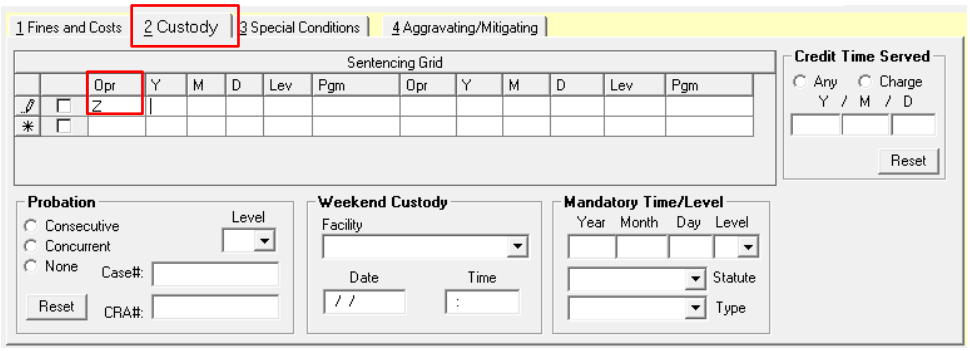
	Amount $	Amount of the Restitution to be awarded to this victim	JIC-PAYEE.AMOUNT	
	First section of form includes identification information automatically populated on the defendant 			
	Case – automatically populates the assigned case number			
	Name – automatically populates the defendant's last, first name and middle initial			
	DOB – automatically populates the defendant's date of birth			
	Court – automatically populates the Court in which the case is assigned to			
	County – automatically populates the County in which the Court is located			
	Sex – automatically populates the gender of the defendant			
	Race – automatically populates the race of the defendant			
	SBI# - automatically populates the SBI number assigned to the defendant			
SOE–RES - 005	This area pertains to the payment schedule.  It allows entry of how many years, months, days and a date that the restitution is to be paid by. It also allows indication of if the restituiton is to be paid during the probationary period			
SOE–RES - 006	This area refers to the co-defendant's payments.  The first box allows indication if the restitution is to be determined Pro Rata with the co-defendant(s) by entering the percentage amount ordered by the Judge or Commissioner that is to be paid to the victim (s). The second box allows indication if the restitution is to be paid joint and several as ordered by the Judge or Commissioner with the co-defendant(s).			
SOE–RES - 007	The Charge Sequence and the Criminal Action number are identified next to indicate the charge the restitution amount is ordered for 			

SOE–RES - 008	The final section of data is the “Restitution Detail”. 	
SOE–RES - 009	 If the victim’s name and address has been entered by the Attorney General’s Office, that information would appear on this form. Also any previous entered victim information would appear here. If the victim’s name and address are correct but the amount or the account number is incorrect, adjustments may be made on this form. This would be done by clicking on the appropriate form and making the changes as well as clicking on the “Post” button to save your changes. If the address must be modified or the name corrected, you must update the detail information by highlighting the victim and clicking on the “Update Data” button on the bottom left corner. To add a victim, click on the “Add Victim” Button. The “Cancel” Button takes you out of the restitution form and returns the user back into the Sentence Order Entry form 	
SOE–RES - 010	The add victim information and update information are completed on the same form. If you update an entry, the data will roll into this form. If you are adding, it will appear blank when first selected. To add a new victim, click on the “Add Victim” Button. This form will allow victim data to be entered as applicable.	

		
SOE–RES - 011	Business Name – This field allows entry of an organization's formal name that restituiton is to be paid. This field does not allow entry of Last name, First Name, Middle Initial and Suffix Name fields. If the check requires a "c/o" or an "Attn", that information should be entered in the Address 1 Field.	
SOE–RES - 012	Last name – This field is entry of victim's last name that is to be paid restitution	
SOE–RES - 013	First name – This field is entry of victim's first name that is to be paid restitution	
SOE–RES - 014	Middle Initial – This field is entry of victim's middle initial that is to be paid restitution	
SOE–RES - 015	Suffix Name – This field is entry of victim's suffix that is to be paid restitution	
SOE–RES - 016	Address 1 – This field is entry of restitution victim's address in which payment is to be sent, also allows entry of "c/o" or an "Attn" if the check requires this information	
SOE–RES - 017	Address 2 – This field is entry of restitution victim's address if "Address 1" was used as "c/o' or an "Attn" or a second address is needed	
SOE–RES - 018	City – This field is entry of city of restitution victim's address	
SOE–RES - 019	State – This field is entry of state of restitution of victim's address	
SOE–RES - 020	Zip – This field is entry of zip code of restitution of victim's address	

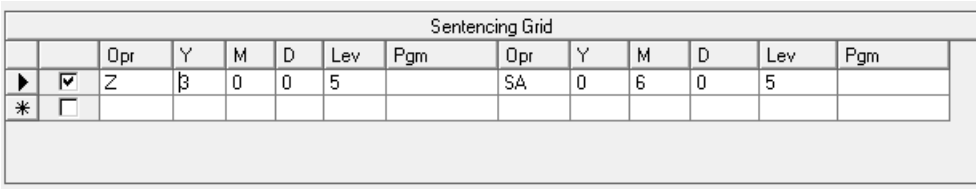
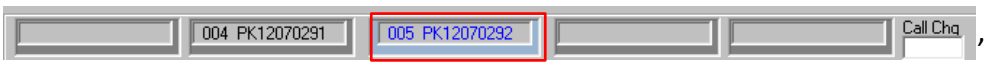
SOE–RES - 021	Account Number – This field is for entry of any information that will identify this reimbursement to the receipient including but not limited to Account Number, Claim Number, File Number, incident, data, etc.	
SOE–RES - 022	Amount – The amount should be the total amount due to the victim from this defendant	
SOE–RES - 023	Post – When finished entering the restitution victim's information and this is the last victim to be entered, press the "post" button" to save the data	
SOE–RES - 024	Add New – if additional restitution victims are to be added, click on the "Add New" button and this form will continue to be displayed. In that case you do not need to click on the "Post " button after each victim.	
SOE–RES - 025	Close – The close button will simply close this form	
SOE–RES - 026	The previous gray form will appear. Once you have confirmed the data, click on the "Post " button to save the data.	

2 CUSTODY TAB

SOE-CUS - 000	The Custody Tab on the Sentence Order Entry form is used to enter the information for the pronounced Custody the offender is sentenced to serve. 	
SOE-CUS - 002	When opening the Custody Tab for a new Order, the Sentence Grid will be populated with only the "Z" operator in the 1st Opr Column of the 1st row. This is the default Logical Operator to begin Sentencing.	

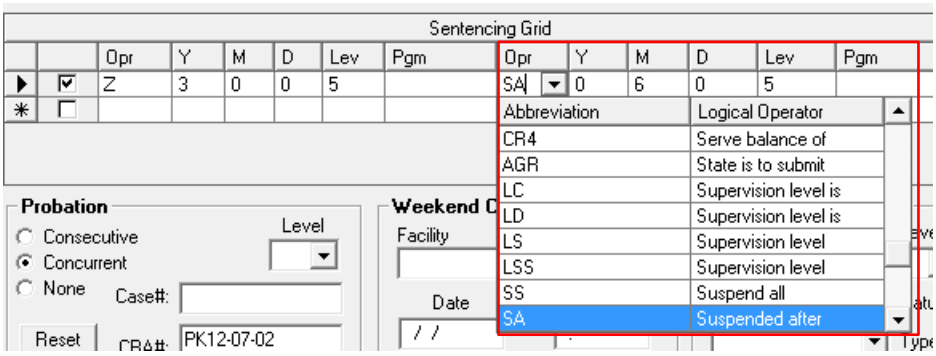
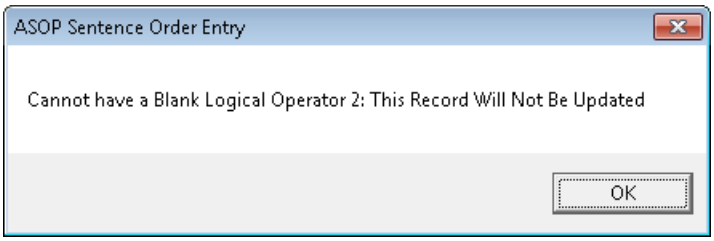
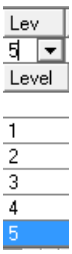
	Grid Column Name	Grid Column Description	Table / Field	
	Sentencing Grid			
	Opr	Logical Operator	JIC-SENTENCE-CUSTODY. LOGICAL-OPERATOR	
	Y	Year	JIC-SENTENCE-CUSTODY.TIME-YEAR	
	M	Month	JIC-SENTENCE-CUSTODY.TIME-MONTH	

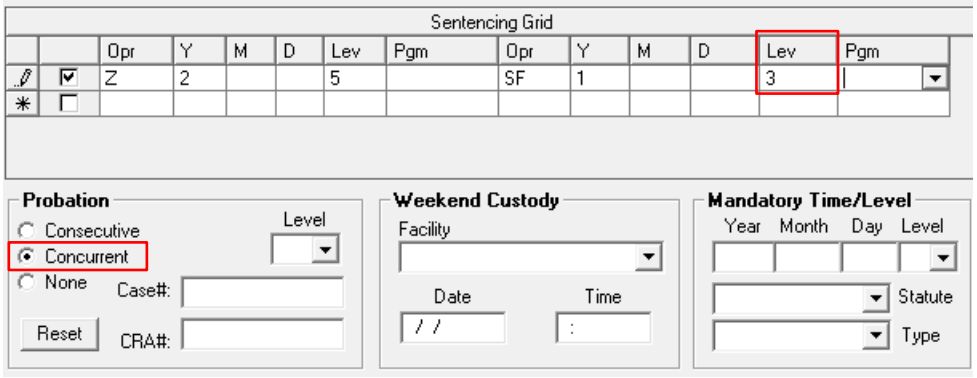
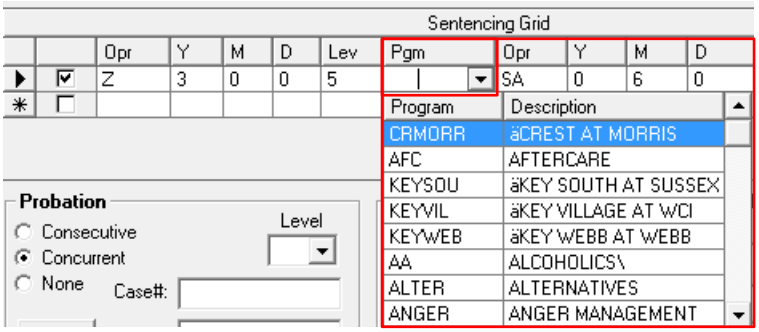
	D	Day	JIC-SENTENCE-CUSTODY-TIME-DAYSS	
	Lev	Level	JIC-SENTENCE-CUSTODY.SENTAC-LEVEL	
	Pgm	Custody Program	JIC-SENTENCE-CUSTODY.CONDITION-PROGRAM	
	Credit Time Served			
	Any / Charge	Credit time basis	JIC-SENTENCE-CUSTODY. TIME-SERVED-CREDIT-BASIS	
	Y	Number of years	JIC-SENTENCE-CUSTODY.CREDIT-TIME-YEARS	
	M	Number of months	JIC-SENTENCE-CUSTODY.CREDIT-TIME-MONTHS	
	D	Number of Days	JIC-SENTENCE-CUSTODY.CREDIT-TIME-DAYS	
	Probation Requirement			
	Consecutive	Probation Consecutive	JIC-SENTENCE-CUSTODY.PROBATION-REQUIREMENT	
	Concurrent	Probation Concurrent		
	None	No Probation Requirement entered		
	Level	Sentence Level to which probation requirement pertains to	JIC-SENTENCE-CUSTODY. PROBATION-REQ-LEVEL	
	Case#	Case Number to which probation requirement pertains to	JIC-SENTENCE-CUSTODY. PROBATION-REQ-CASE-NUM	
	CRA#	Criminal Action Number to which probation requirement pertains to	JIC-SENTENCE-CUSTODY. PROBATION-REQ-CRA-NUM	
	Weekend Custody			
	Facility	Name of the Facility	JIC-SENTENCE-CUSTODY.WEEKEND-CONDITION-PROGRAM	
	Date	Date the offender is to report	JIC-SENTENCE-CUSTODY.START-DATE	
	Time	Time the offender is to report	JIC-SENTENCE-CUSTODY.TIME-TIME-APPEARANCE	

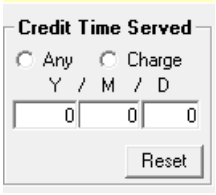
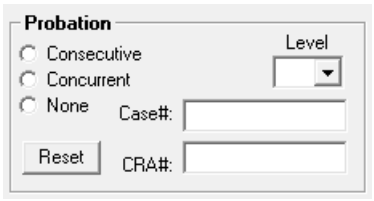
	Mandatory Time/Level			
	Year	Number of Years	JIC-SENTENCE-CUSTODY. MANDATORY-YEARS	
	Month	Number of Months	JIC-SENTENCE-CUSTODY. MANDATORY-MONTHS	
	Days	Number of Days	JIC-SENTENCE-CUSTODY. MANDATORY-DAYS	
	Level	SENTAC Level at which the time should be served	JIC-SENTENCE-CUSTODY. MANDATORY-SENTAC-LEVEL	
	Statue	Name of the Statute	JIC-SENTENCE-CUSTODY.	
	Type		JIC-SENTENCE-CUSTODY-MANDATORY-TYPE	
SOE-CUS - 003	The "Sentencing Grid" section of the form should allow the user to enter the specific sentence information as it relates to Time to be spent, the level at which it is to be spent and any programs which the offender must attend while on the specific level of incarceration or probation.  The information entered will be used on the sentence form to build the section of the Sentence Order that outlines the specific Custody for each of the charges to be sentenced. **AS TO PK12-07-0292- : TIS** **TIER 1 POSS** - The defendant is placed in the custody of the Department of Correction for 3 year(s) at supervision level 5 - Suspended after 6 month(s) at supervision level 5 Probation is concurrent to criminal action number PK12-07-02 .			
SOE-CUS - 004	Ability to select the charge to be sentenced from the Charge Selection control. 			

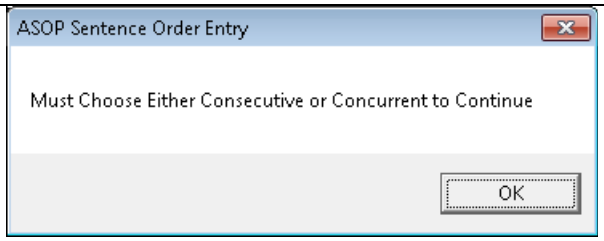
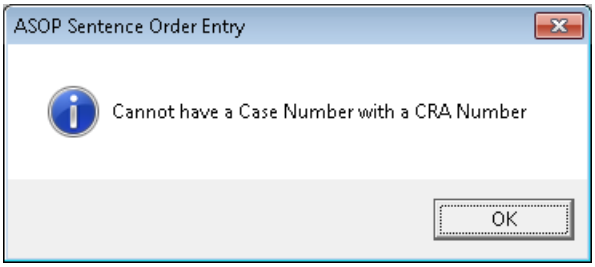
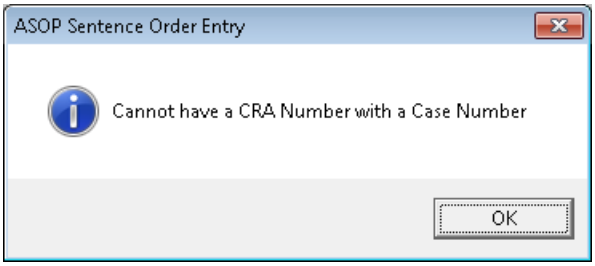
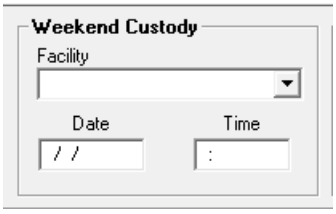
Sentencing Grid

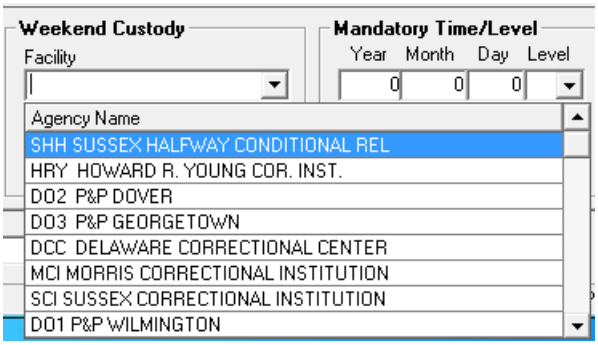
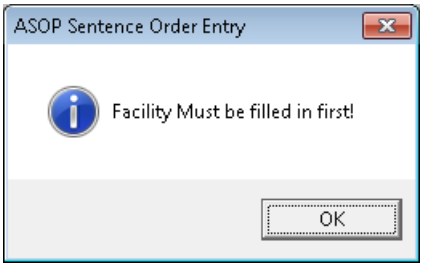
		Opr	Y	M	D	Lev	Pgm	Opr	Y	M	D	Lev	Pgm
▶	☑	Z	3	0	0	5		SA	0	6	0	5	
*	☐												

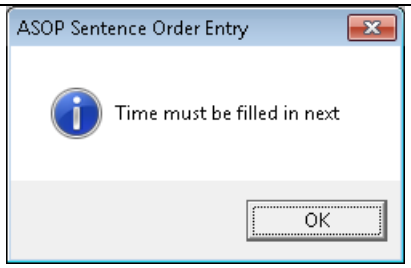
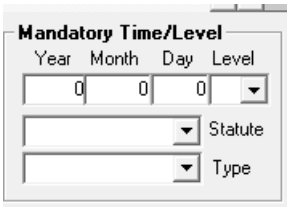
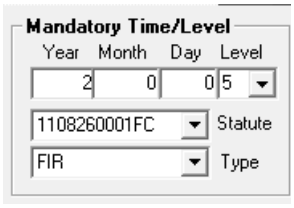
SOE-CUS - 005	Ability to enter or select the Logical Operators. There is a drop-down control available from which can be used to select the Logical Operator or if the user knows the Opr code, it can be entered directly.  The Opr field must be populated in the specific section of the grid where custody options are to be entered. You can't enter Y, M, D, Lev or Pgm options unless an Opr is selected, but only the Opr is mandatory for a Sentence Grid option, the other fields are optional.	
SOE-CUS - 006	Ability to display a warning message when attempting to enter information on a Sentencing Grid section where no Opr has been selected.  Clicking OK above will return the user to the Sentencing Grid.	
SOE-CUS - 007	Ability to input the amount of Time to be spent for each level of Custody entered. The Time is set in Years (Y column), Months (M column) and Days (D column). **The Y, M and D fields are optional.**	
SOE-CUS - 008	Ability to enter or select from the drop-down control the Sentac Level at which the custody is to be served. There are 5 levels of custody. There is a drop-down control available from which can be used to select the Sentac Level or the Level can be entered directly. **The Lev field is optional** 	

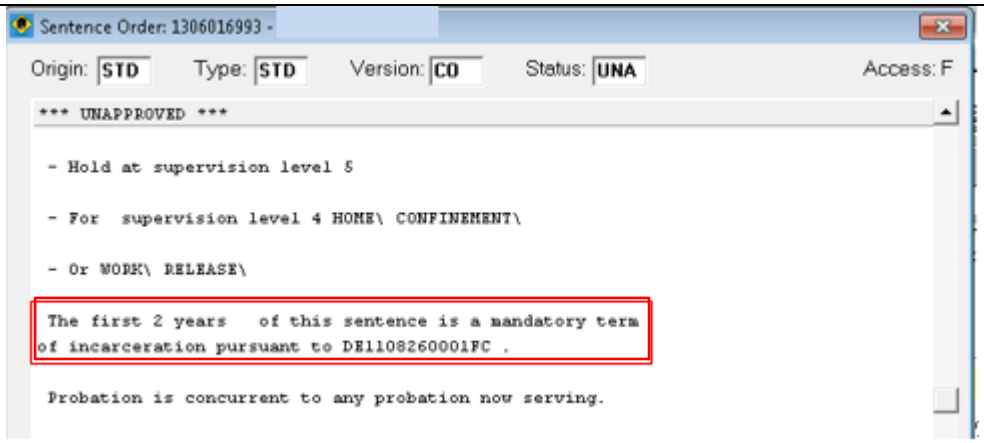
SOE-CUS - 009	If the Sentac Level entered is **not** Level 5, once the user tabs past the Lev field, the Probation "Concurrent" option will be automatically selected. This is mandated by statute. 	
SOE-CUS - 010	Ability to enter or select any Custody Programs the offender must complete while serving at the specific Sentac Level. There is a drop-down control available from which can be used to select the Custody Program or if the user knows the Program code, it can be entered directly. **The Pgm field is optional**. 	
SOE-CUS - 011	Ability to delete an entire row of Custody by de-selecting the check box in the 1st column of the Sentencing Grid control. 	
SOE-CUS - 012	The "Credit for time Served" section of the Custody Tab is used to specify any credits the offender should receive as part of a period of incarceration the offender served prior to the adjudication for which this Sentence Order is being created.	

	 The users should have the ability to select the “Any” option. The user should have the ability to select the “Charge” The user should have the ability to enter the Year (Y), Month (M) and Day (D) to indicate the amount of time the offender is being credited for. The 3 options above are mutually exclusive. The “Reset” button will remove any current or previous section entries. ***NOTE: THIS FUNCTIONALITY HAS BEEN DISABLED IN THE MAINFRAME PROGRAM THAT CONTROLS THE DATA. WE STILL NEED TO PROGRAM FOR THE POSSIBLE FURTHER USE OF THE OPION.***	
SOE-PRO - 000	The “Probation” section of the form will allow for the entry of information on the Probation to be served.  The information to be captured is: • Probation to be served Consecutive, Concurrent or None • Which Level the probation is to be served against • The Sentac Level that the Probation will be served against • The Case number that the Probation will be served against • The Criminal Action Number that the Probation will be served against	
SOE-PRO - 001	Ability to select one of 3 options for the Probation to be served – Consecutive, Concurrent, None – by selecting the corresponding radio button.	
SOE-PRO - 002	Ability to select the Level to which any Probation served is to be served against. There is a drop-down control available from which can be used to select the Sentac Level or the Level can be entered directly. The Probation Consecutive, Concurrent must be selected prior to entering a Level.	

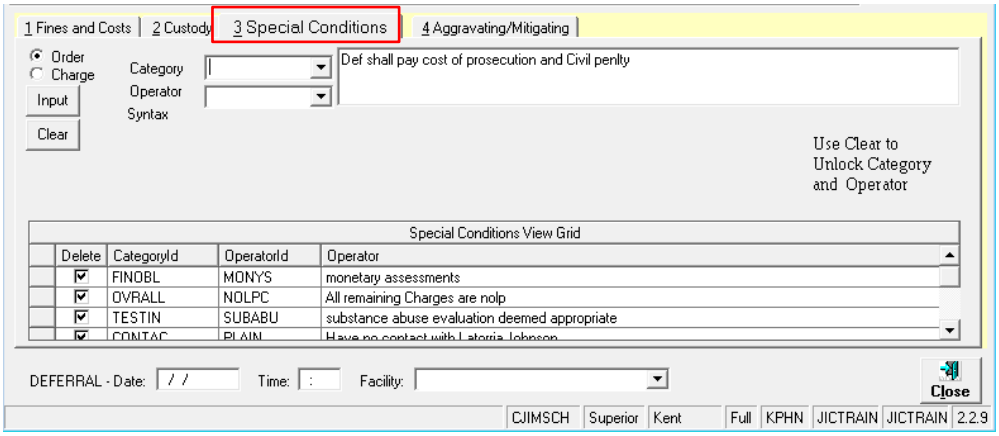
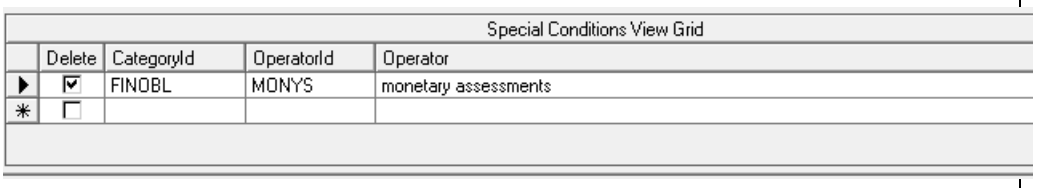
	 The Level, Case# and CRA# fields will not be enabled if the Probation None option is selected.	
SOE-PRO - 003	Ability to enter in a Case Number that the Probation will be served against. If a Criminal Action Number (CRA#) has been entered, the program will not allow a Case Number to be entered. 	
SOE-PRO - 004	Ability to enter a Criminal Action Number (CRA#) that the Probation will be served against. If a Case Number has been entered, the program will display a warning message and the user will not be permitted to enter a CRA#. 	
SOE-PRO - 005	Ability to Reset the entire probation entry by pressing the Reset Button. All options will be cleared from the Probation Section.	
SOE-PRO - 006	The “Weekend Custody” section of the Custody Tab will allow the user to enter information for when and where an offender is to report for any weekend custody ordered. 	

SOE-WE - 000	Ability to select the Weekend facility from a drop-down control.  The Facility must be selected prior to inputting the Reporting Date or Time for the Weekend Custody section. 	
SOE-WE - 001	Ability to add the Date for the offender to report to the selected facility. Once the Facility has been selected, the user must enter the Reporting Date to the Date field in order to move out of the section. Clicking OK will return the focus to the Date field and the user must enter the reporting date.	
SOE-WE - 002	Ability to add the Time for the offender to report to the selected facility. Once the Date has been entered, the user must enter the Reporting Time to the Time field in order to move out of the section.	

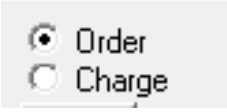
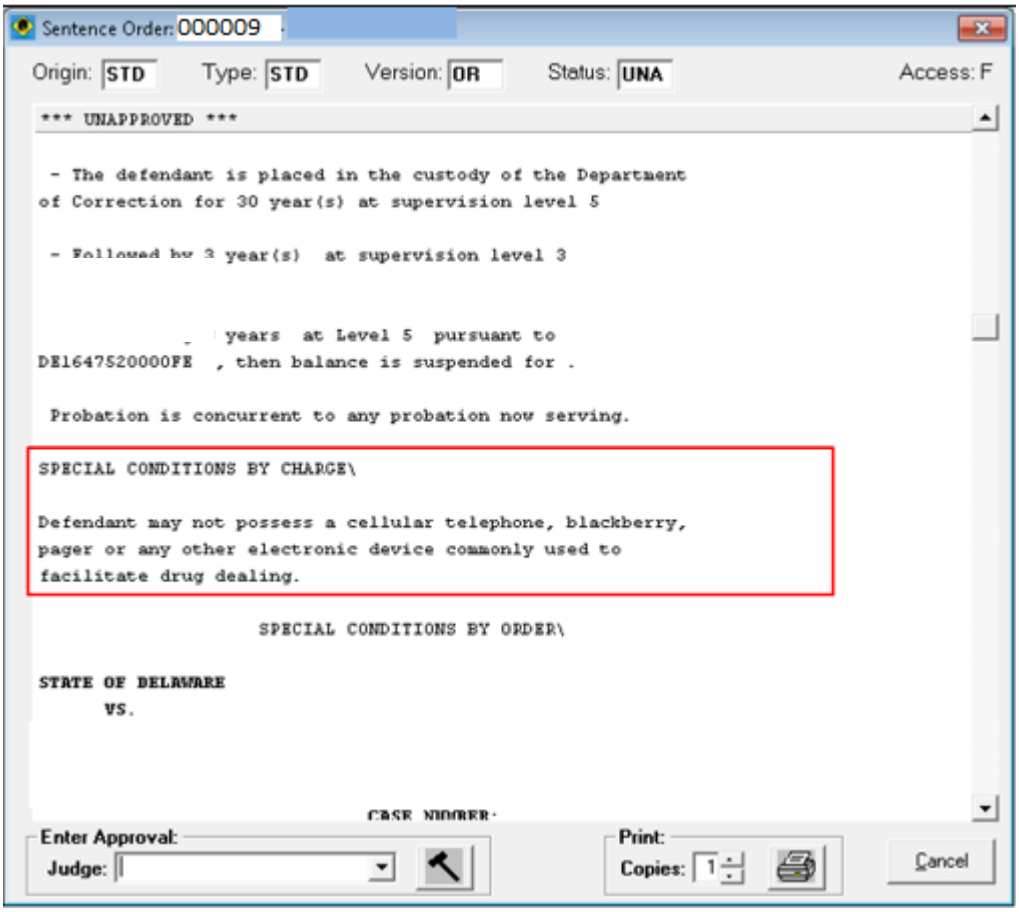
	 Clicking OK will return the focus to the Time field and the user must enter the reporting time.	
SOE-MAN - 000	The Mandatory Time/Level Section of the form will allow for the entry to the Time to be served (M, D, Y), the Sentac Level at which the Mandatory Time applies, the Statute that the Mandatory Time pertains to and the Type depicting how the time is to be served. Mandatory Time for a charge must be served by the defendant. 	
SOE-MAN - 001	Ability to input the Mandatory Time (Year, Month, Day) for the charge being sentenced.	
SOE-MAN - 002	Ability to enter or select the Sentac Level at which the mandatory time is to be served. The drop-down control for Level will contain the Blank, 1, 2, 3, 4, 5.	
SOE-MAN - 003	The ability to enter the Statute which conveys the mandatory time. This Statute can be typed in by the user or selected from the list of statutes that convey mandatory times.	
SOE-MAN - 004	Ability to type in or select the Type of mandatory time to be served. The options are Blank, FIR (First), MAND (Mandatory) and AS (After Serving).	
SOE-MAN - 005	Filling in the various options in the Mandatory Time/Level section will determine the verbiage that prints on the Sentence Order. 	

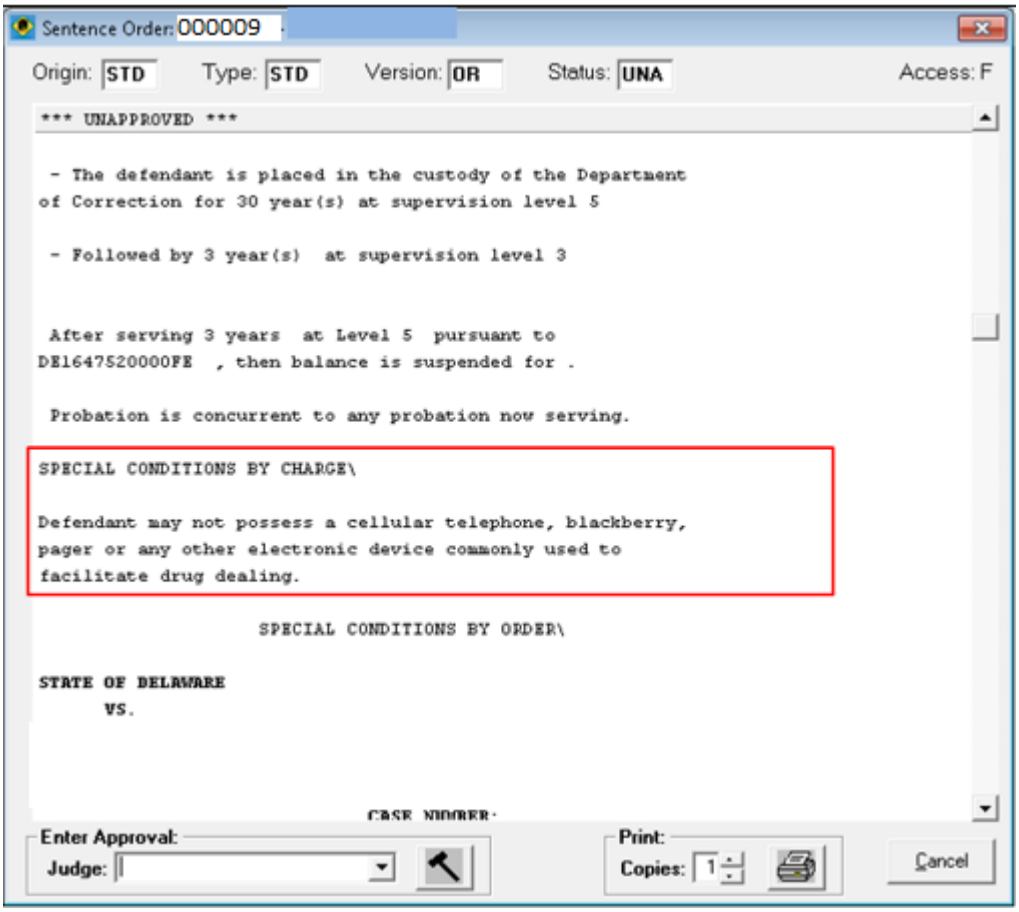


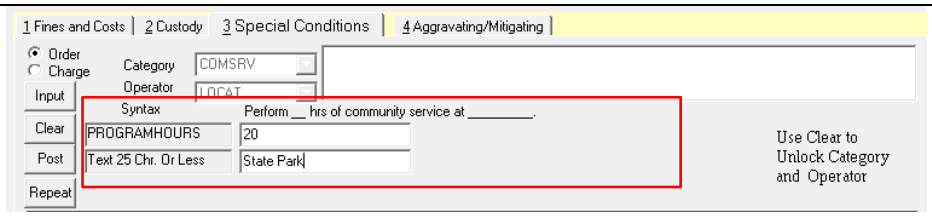
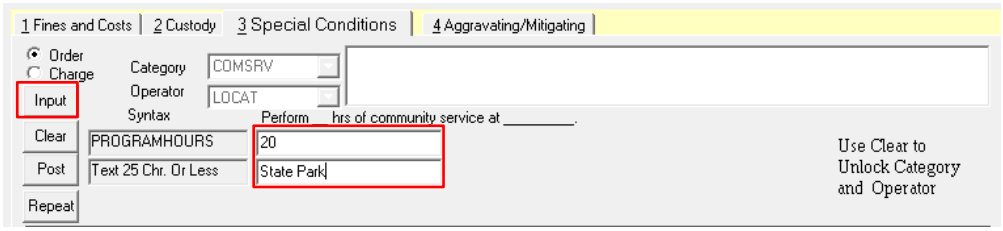
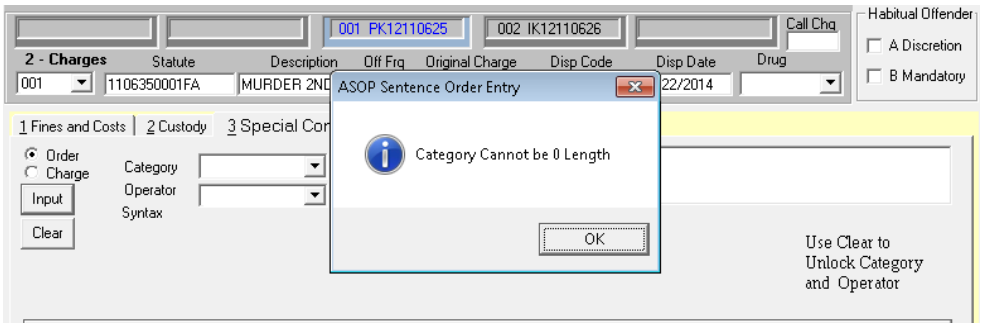
3 Special Conditions Tab

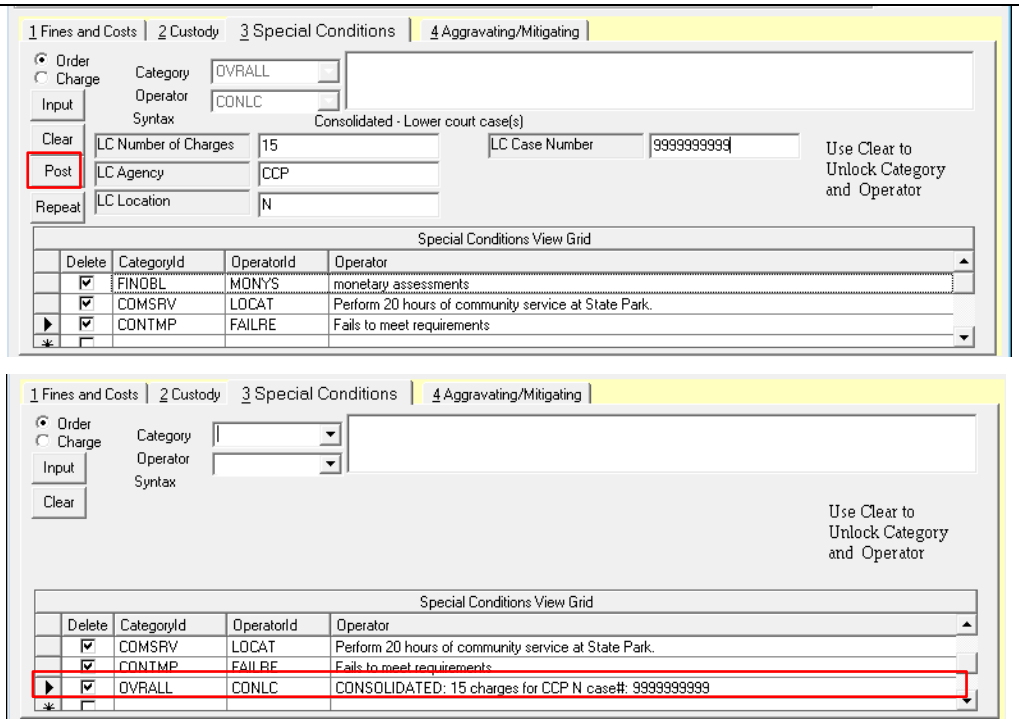
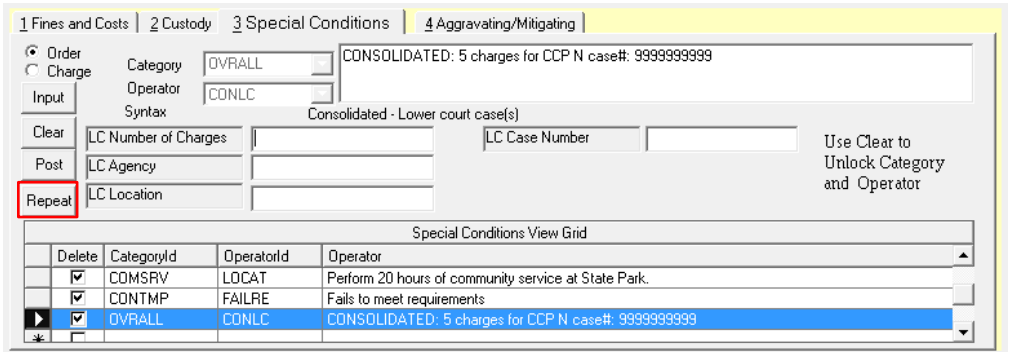
SOE-SC - 000	The Special Conditions tab allows the user to enter conditions to the imposed sentence as the Judge orders. These conditions deal with various requirements the offender must meet as part of the successful completion of their sentence. 	
SOE-SC - 001	The program must have the Special Condition FINOBL MONYS default into the Special Conditions section when a STD STD OR order is created. 	

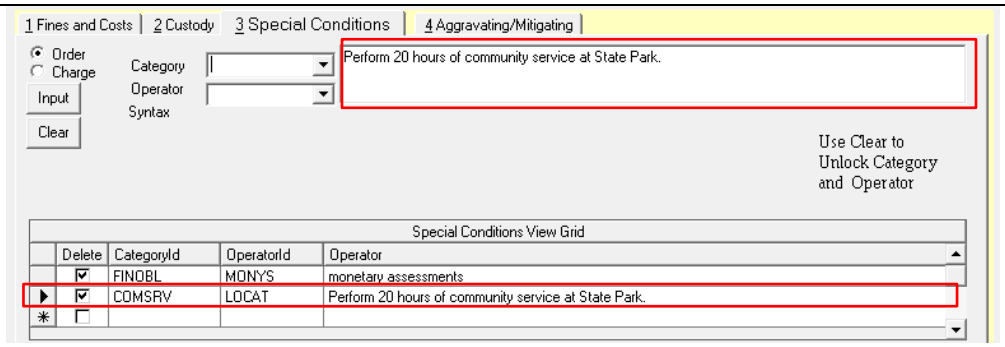
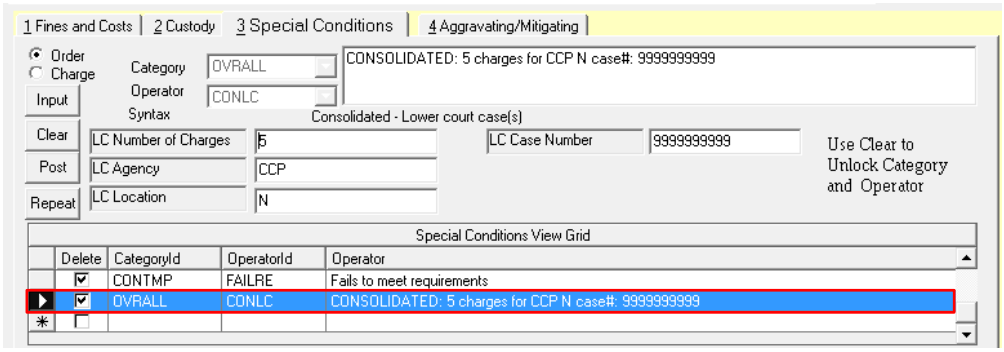
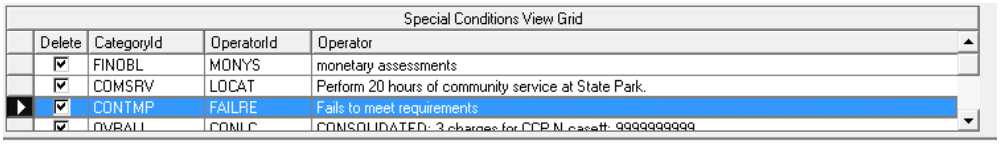
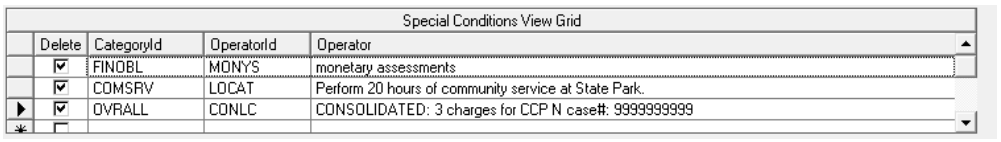
	Grid Column Name	Grid Column Description	Table / Field	
	Order / Charge	Condition basis	JIC-SENTENCE-CONDITIONS.CONDITION-CLASS	
	Category	Category of the condition	JIC-SENTENCE-CONDITIONS.PROGRAM-NAME	

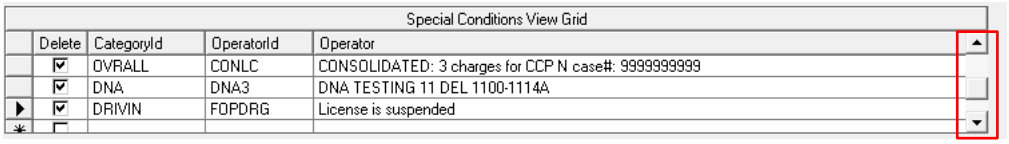
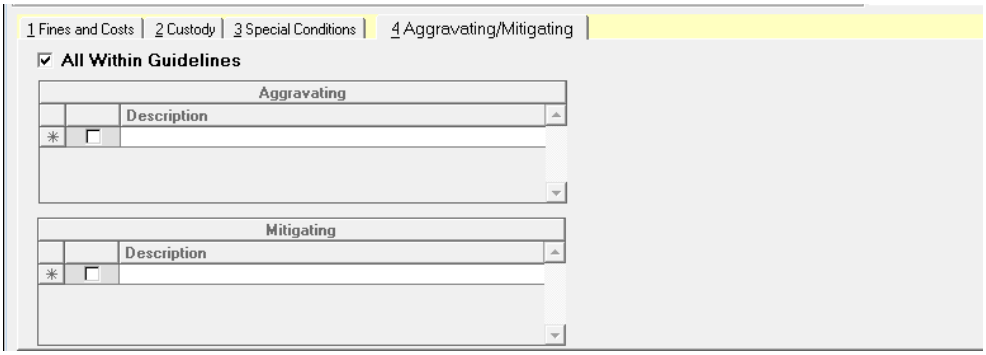
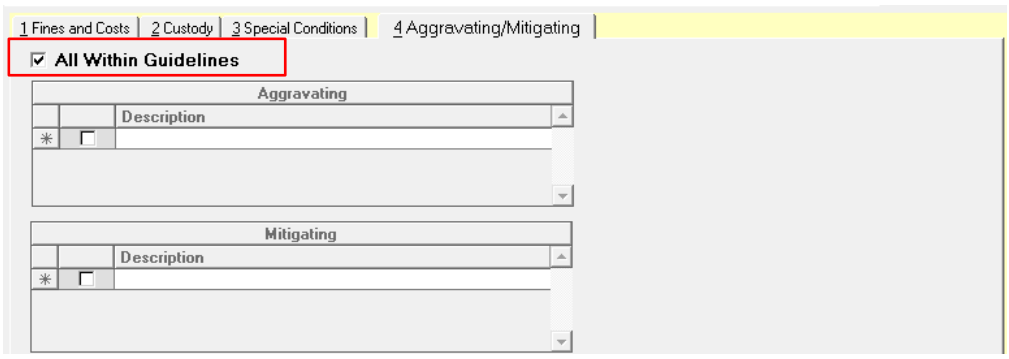
	Operator	Special Condition code	JIC-SENTENCE-CONDITIONS.CONDITION	
SOE-SC - 002	Ability to set the Special Condition on an Order Basis or a Charge Basis.  The Default should be “Order”. The user should have the ability to change the Basis to “Charge”. Selecting “Order” will add the Special Condition to the Special Conditions Section of the Sentence Order and will apply to all charges on the order. Selecting “Charge” will set the Special Condition to apply to only the specific charge that has been selected.			
SOE-SC - 003	Special Conditions selected at the Order Level will print under the Special Conditions section of the Sentence Order.  			
SOE-SC - 004	Special Conditions selected at the Charge Level will print under the specific selected Charge Custody Section of the Sentence Order.			

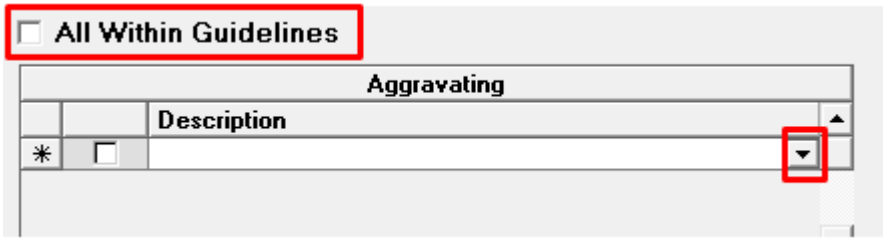
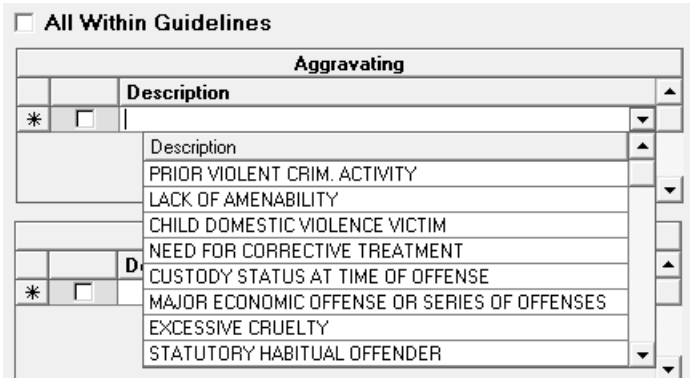
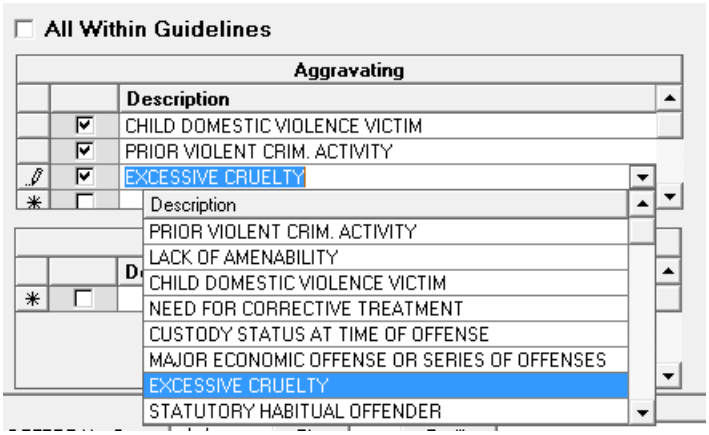
		
SOE-SC - 005	Ability to select the Category and Operator for the Special Condition(s) to be included on the Sentence Order. A Category must be selected in order to see the list of Conditions available for that specific Category.	
SOE-SC - 006	Ability for the user to enter directly into the Category and Operator fields a valid entry to retrieve the Special Condition without having to use the drop-down feature of these fields to select a Special Condition.	
SOE-SC - 007	Ability to enter specific information to be included in the verbiage of the Special Condition. There are a set number of entry fields which can be included as part of a Special Condition. These fields will be populated with input from the user.	

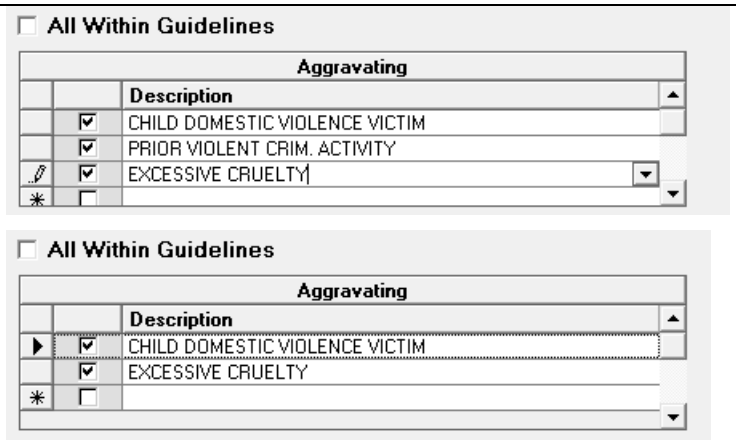
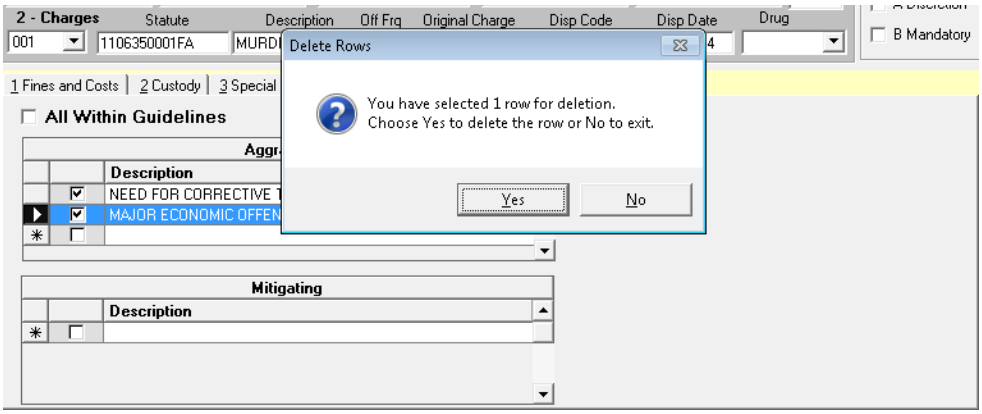
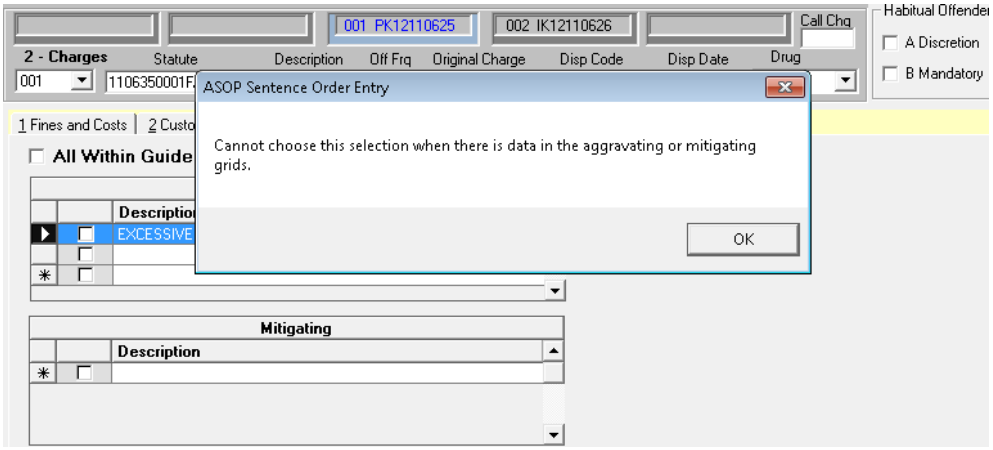
		
SOE-SC - 008	Pressing the Input button will allow the user the ability to **clear** any User Input entered for the selected Special Condition.  A message will appear if the Input button is pressed when no Special Condition has been selected.  Pressing the OK button will close the message box.	
SOE-SC - 009	Pressing the Clear button will clear the Category and Operator box of any selected or entered Special Condition codes prior to Posting the selection to the Special Conditions View Grid. 	
SOE-SC - 010	Ability to Post the selected Special Condition with any User Input to the Special Conditions View Grid control. All Special Conditions contained in this grid control will be included on the Sentence Order.	

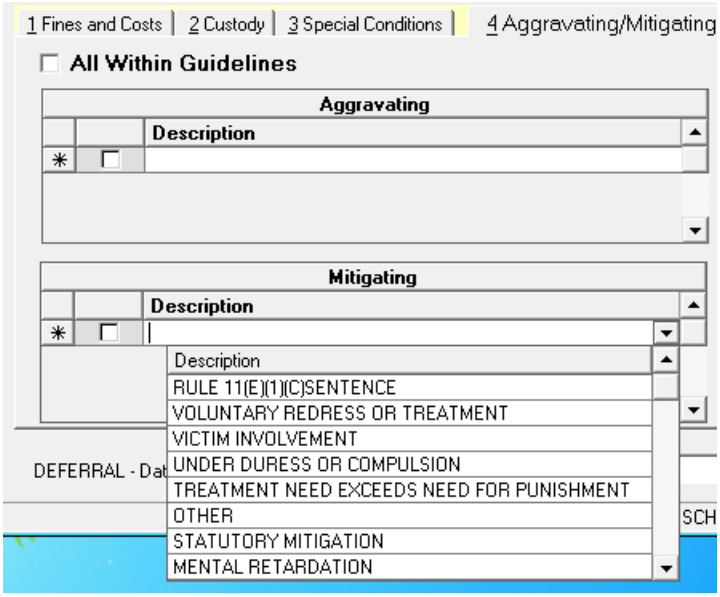
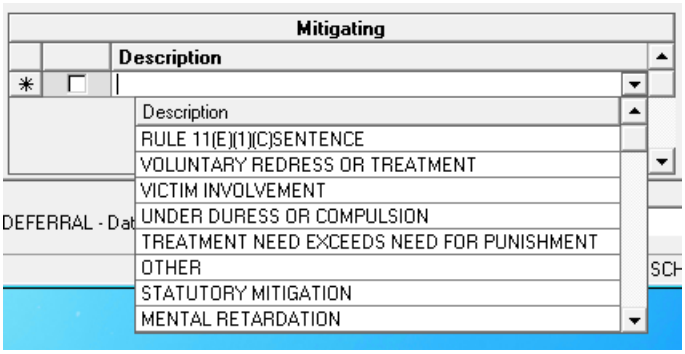
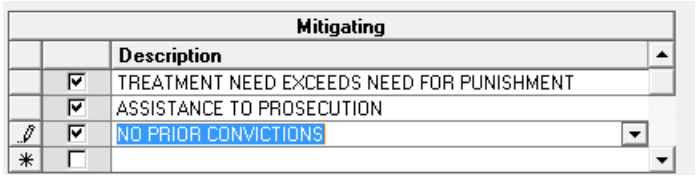
		
SOE-SC - 011	Ability to have the currently selected Special Condtion that contains User Input fields be Repeated by selecting the Repeat button. Pressing the Repeat button while a specific Special Condition with User Input fields is active and has been posted will clear the User Input Fields and allow the user to enter new field information to post another Special Condition of the same Condition and Category with different User Input. 	
SOE-SC - 012	Ability to display a short text preview or the description of the Special Condition selected from the Special Condition View Grid control. The Right Facing Arrow in the 1st column of the Special Conditions View Grid indicates the selected Special Condition.	

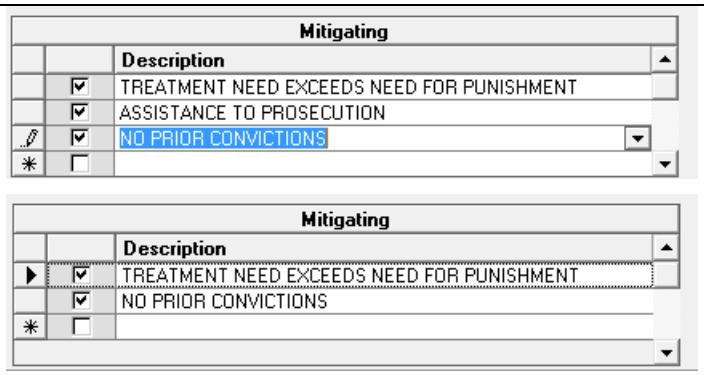
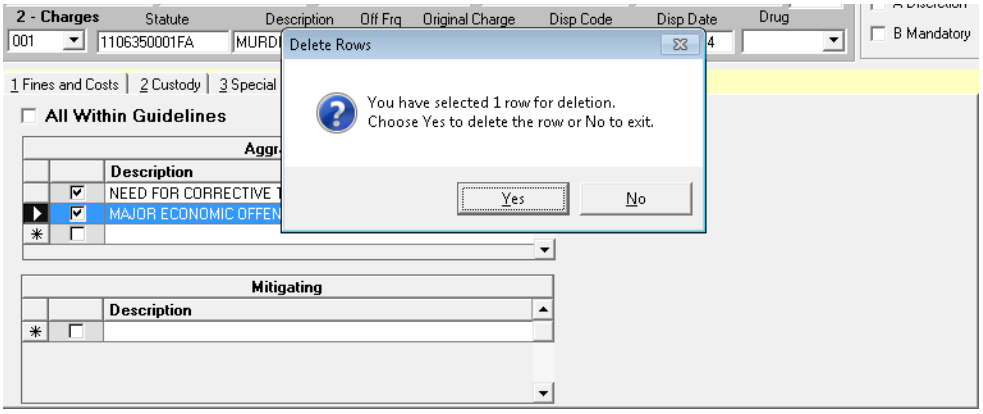
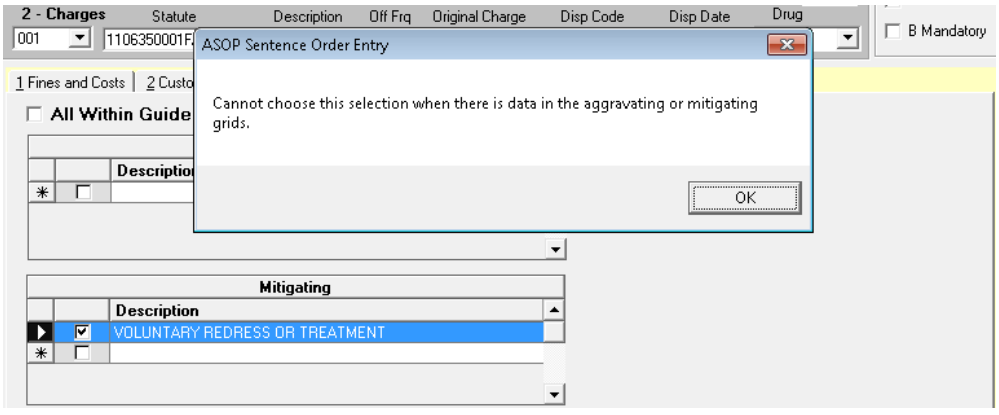
		
SOE-SC - 013	Ability to activate a Posted Special Condition with User Input Fields and allow the user to update the fields. The user selects the Special Condition by clicking on the 1st column box of the desired row in the grid control. The Right Facing Arrow will appear and the condition will be selected. The User Input Fields with the Posted user input will be displayed and the user can update the values for the selected condition.  The user can change any or all of the values input. Pressing the Post button will Update the existing selected Special Condition values.	
SOE-SC - 014	Ability to delete any Posted Special Condition from the Special Conditions View Grid so that the Special Condition is no longer part of the Sentence Order.  By clicking on the Check box in the Delete column of the selected Special Condition, the Special Condition will be removed. 	

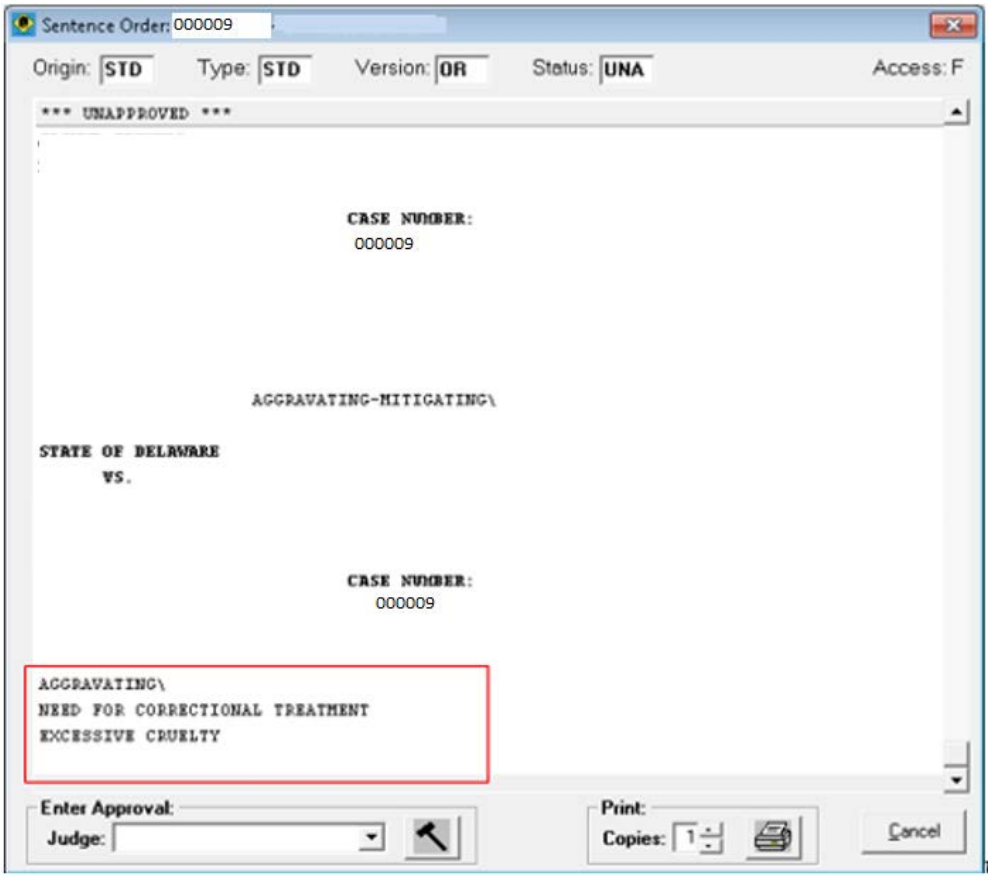
SOE-SC - 015	Ability to scroll through the list of selected Special Conditions in the Special Conditions View Grid control.  Special Conditions View Grid Delete | CategoryId | OperatorId | Operator ☑ | OVRALL | CONLC | CONSOLIDATED: 3 charges for CCP N case#: 9999999999 ☑ | DNA | DNA3 | DNA TESTING 11 DEL 1100-1114A ☑ | DRIVIN | FOPDRG | License is suspended	
4 Aggravating/Mitigating Tab		
SOE-AM - 000	The Aggravating/Mitigating Tab allows for the entry of Aggravating Factors and Mitigating Factors to an Order. If the Judge pronouces Sentencing outside of the Sentac Guidelines, the Aggravating Factors can be used to indicate the reasons for a harsher sentence than the guidelines state or the Mitigating Factors can indicate the reasons for a more lenient sentence than the guidelines state. Aggravating and Mitigating Factors apply to the overall order and are not charge specific.  1 Fines and Costs | 2 Custody | 3 Special Conditions | 4 Aggravating/Mitigating ☑ All Within Guidelines Aggravating Description Mitigating Description	
	Grid Column Name | **Grid Column Description** | **Table / Field** Aggravating Description Mitigating Description | Description of the Exceptional Factor | JIC-SENTENCE-EXCEPTIONAL-FACTORS.DESCRIPTION	
SOE-AM - 001	Ability to indicate that all sentencing for the order are withing guidelines. This is the default.  1 Fines and Costs | 2 Custody | 3 Special Conditions | 4 Aggravating/Mitigating ☑ All Within Guidelines Aggravating Description Mitigating Description	
SOE-AM - 002	Ability to select Aggravating Factors from the Aggravating dropdown grid control.	

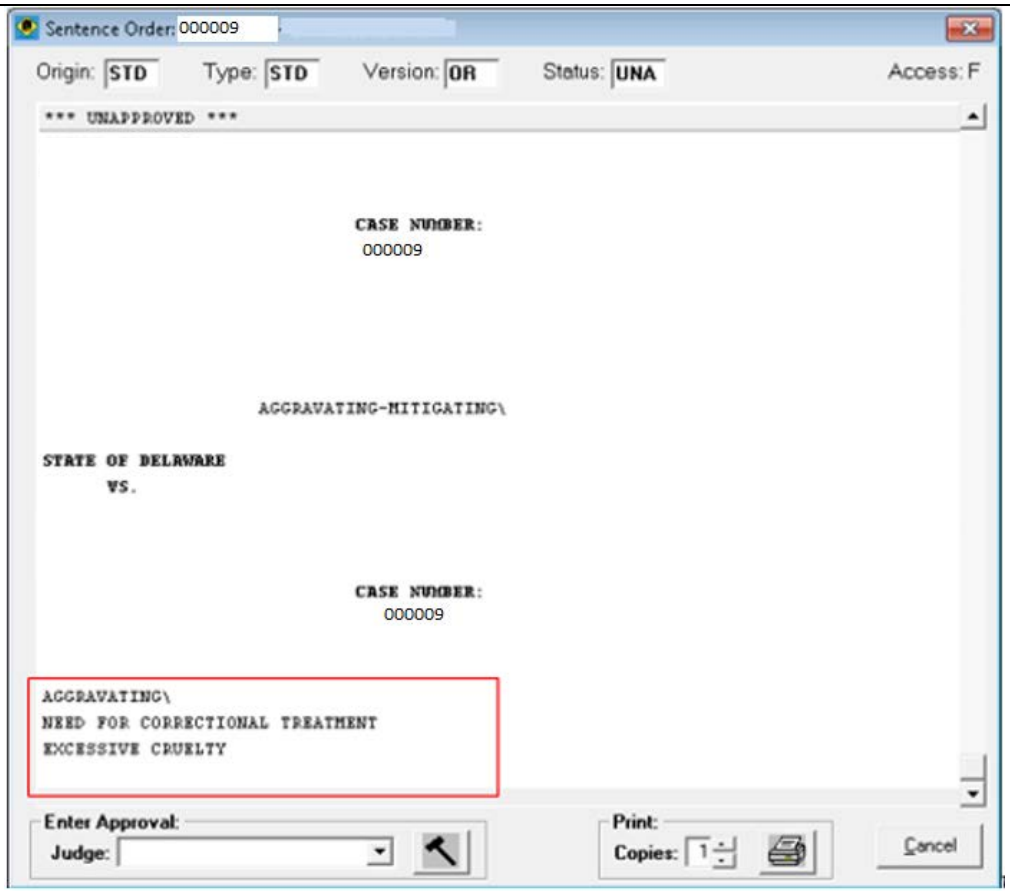
	 In order to enable the selecting of Aggrivating Factors, the All Within Guidelines box needs to be **de-selected** by clicking in the box. Clicking in the Description column will enable a dropdown control which can be clicked to display the available Aggravating Circumstances for selection.	
SOE-AM - 003	Ability to select one or many Aggrivating Factors from the dropdown list. 	
SOE-AM - 004	Ability to select multiple Aggrivating Factors. 	
SOE-AM - 005	Ability to remove any selected Aggrivating Factors from the Aggravating Grid List. Clicking on the Check Box in front of the entry will remove the entry from the grid and the entry will not show on the Sentence Order.	

		
SOE-AM - 006	The ability to delete an Aggrivating Factors entry from the grid by selecting the entry and pressing the Delete Key. A message will be displayed.  Clicking Yes will remove the entry from the Aggrivating grid. Clicking No will return the user to the form.	
SOE-AM - 007	Attempting to click on the All Within Guidelines check box while there is an entry in the Aggravating grid control will produce a message window. 	

SOE-AM - 008	Ability to select Mitigating Factors from the Mitigating dropdown grid control.  In order to enable the selecting of Mitigating Circumstances, the All Within Guidelines box needs to be **de-selected** by clicking in the box. Clicking in the Description column will enable a dropdown control which can be clicked to display the available Mitigating Circumstances for selection.	
SOE-AM - 009	Ability to select Mitigating Factors from the dropdown list. 	
SOE-AM - 010	Ability to select multiple Mitigating Factors. 	
SOE-AM - 011	Ability to remove any selected Mitigating Factors from the Mitigating Grid List. Clicking on the Check Box in front of the entry will remove the entry from the grid and the entry will not show on the Sentence Order.	

		
SOE-AM - 012	The ability to delete an Mitigating Factors entry from the grid by selecting the entry and pressing the Delete Key. A message will be displayed.  Clicking Yes will remove the entry from the Aggrivating grid. Clicking No will return the user to the form.	
SOE-AM - 013	Attempting to click on the All Within Guidelines check box while there is an entry in the Mitigating grid control will produce an message window. 	
SOE-AM - 014	The ability to limit the form to allowing ony Aggrivating Factors or Mitigating Factors to be entered into the grids on the tab.	

SOE-AM - 015	Selected Aggravating Factors will print on the Sentence Order. 	
SOE-AM - 016	Selected Migigating Factors will print on the Sentence Form.	


Sentence Order: 000009
Origin: STD
Type: STD
Version: OR
Status: UNA
Access: F
*** UNAPPROVED ***
CASE NUMBER:
000009
AGGRAVATING-MITIGATING\
STATE OF DELAWARE
VS.
CASE NUMBER:
000009
AGGRAVATING\
NEED FOR CORRECTIONAL TREATMENT
EXCESSIVE CRUELTY
Enter Approval:
Judge:
Print:
Copies: 1
Cancel

3.2.17 Court Requested Fixes

	Form Affected	Description	System
1	Sentence Order Entry / Overall / Form Loading	There is an issue with ASOP Order generation when there are a significant number of charges on a case. While ASOP will only allow sentencing on charges with guilty dispositions, all charges on the case are loaded into ASOP. The Sentence Order generation will not be completed when there are too many charges on a case. No threshold has been determined for the number of charges that will cause the issue to occur. The current solution is to remove the NOLP dispositions on a number of the charges on the case. Charges with NO disposition will not be loaded into the Sentence Order Entry form.	ASOP
2	Sentence Order Entry / Overall	The Notes section of the form where the user adds free-form text will only allow for a certain amount of information to be entered. This needs to be increased to an unlimited amount or at the very least, a much larger amount of text.	ASOP/CMS
3	Calendar Event/Charge Disposition	There is currently functionality in ASOP to add VOP and Contempt of Court charges to a case through the Calendar Event / Charge Disp screen. When adding the charges through this screen, error messages are displayed and the information added may not be complete. NO DISPOSITION RECORD IS CREATED. The VOP charge is not added correctly, as there is no Long Description for the charge.	ASOP/CMS
4	Amended Charge Fix	The process to Amend a charge works very similar to the LIO process. Both the Original Charge and LIO/Amended Charge fields in the JIC-CHARGE file are updated with the charge information. When ASOP processes the Amended Charge, it list Amended Charge as an LIO of the original charge. This should not happen.	ASOP
5	Sentencing History Form	Need the ability to add new order TYPES to ASOP. There are existing templates for various types of orders - STD, BCD, VOP, VCR, CMT, etc. There may be a need to update either ASOP or the CMS ETB programs to allow for the creation of new Sentence types.	ASOP/CMS

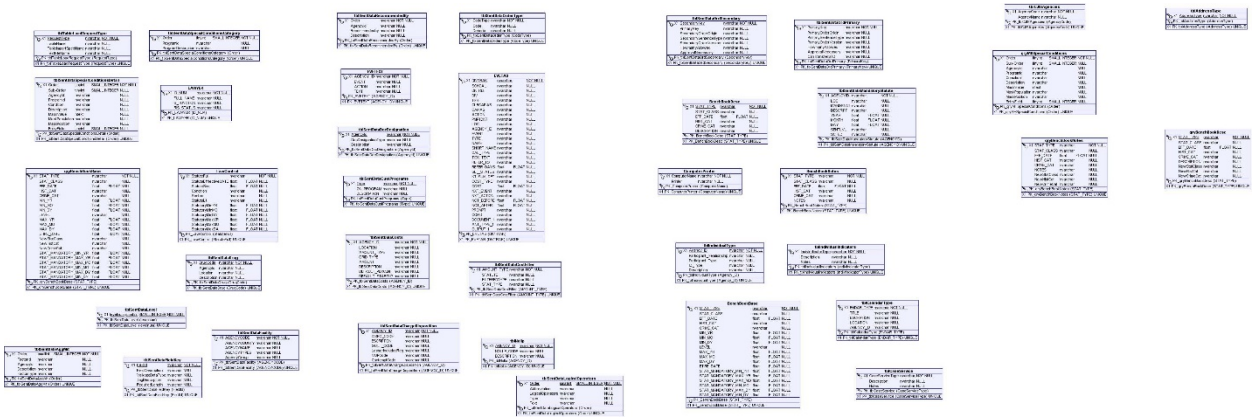
6	Sentence Order Entry / Fines and Costs Tab	There is currently no ability to update a FEE in the ASOP program to make the fee active and added to a specific case based on the Offense Date of the charge. Fees are currently assessed on all charges or certain charges based on Statute. When legislation is passed and signed by the governor, the legislation may only be assessed if the offense occurred on or after the effective date of the legislation. The clerks are currently manually assessing certain fees for charges where the offense date occurred prior to the effective date of the legislation.	ASOP/CMS

3.3 Data Model

3.3.1 ASOP File Structures

3.3.1.1 ASOP.MDB

The Microsoft ACCESS tables below are those used by the current ASOP application to store drop lists in the end user interface. These reside on the ASOP server.



To zoom-in to the graphic, click the icon below:

ASOP_MDB.jpg

3.3.1.2 ASOP_WORKSPACE.MDB

The following are ACCESS tables that support population of the sentencing screens of the current ASOP application. These tables reside on the current ASOP server.

dbo.SENTORDR

WorkspaceID	int	INTEGER	NOT NULL
CtCaseNum	nvarchar		NULL
OrderId	nvarchar		NULL
AgencyId	nvarchar		NULL
Location	nvarchar		NULL
WkSendSentenceDate	nvarchar		NULL
WkSendEffectiveDate	nvarchar		NULL
SentenceJudge	nvarchar		NULL
WkSendReportDateTime	nvarchar		NULL
OrderSeqNum	nvarchar		NULL
OrderOrigin	nvarchar		NULL
SentenceOrderBasis	nvarchar		NULL
ProbationRequirement	nvarchar		NULL
SentenceSuspend	nvarchar		NULL
SentenceType	nvarchar		NULL
RuleNumber	nvarchar		NULL
SentenceStatus	nvarchar		NULL
DocDesignation	nvarchar		NULL
ReportingFacility	nvarchar		NULL
HabitualOffenderStatute	nvarchar		NULL
RestitutionDeterminedBy	nvarchar		NULL
RestitutionDeterminedDays	nvarchar		NULL
OrderVersion	nvarchar		NULL
OriginalSentenceDate	nvarchar		NULL
OriginalOrderId	nvarchar		NULL
RowStatus	nvarchar		NULL

dbo.SENTFINE

WorkSpaceId	int	INTEGER	NOT NULL
CtCaseNum	nvarchar		NULL
CtChargeSeq	nvarchar		NULL
AgencyId	nvarchar		NULL
Location	nvarchar		NULL
FinSeqNum	nvarchar		NULL
SchedType	nvarchar		NULL
CollectionAgent	nvarchar		NULL
FinancialAmount	nvarchar		NULL
OrderSeqNum	nvarchar		NULL
OrderId	nvarchar		NULL
AmountType	nvarchar		NULL
SuspendedAmount	nvarchar		NULL
GridType	nvarchar		NULL
RowStatus	nvarchar		NULL

dbo.RESTRETV

WorkSpaceId	int	INTEGER	NOT NULL
CtCaseNum	nvarchar		NULL
CtChargeSeq	nvarchar		NULL
PayeeSeqNum	nvarchar		NOT NULL
BusinessName	nvarchar		NULL
AgencyId	nvarchar		NULL
Location	nvarchar		NULL
LastName	nvarchar		NULL
FirstName	nvarchar		NULL
MiddleInitial	nvarchar		NULL
NameFiller	nvarchar		NULL
SuffixName	nvarchar		NULL
State	nvarchar		NULL
ZipCode	nvarchar		NULL
Amount	nvarchar		NULL
RestitutionProrataPercent	nvarchar		NULL
RecommendedBy	nvarchar		NULL
RestitutionBasis	nvarchar		NULL
RestJointSeveral	nvarchar		NULL
TimeYears	nvarchar		NULL
TimeMonths	nvarchar		NULL
TimeDays	nvarchar		NULL
PayWithinPeriod	nvarchar		NULL
City	nvarchar		NULL
OrderId	nvarchar		NULL
AddressLine1	nvarchar		NULL
AddressLine2	nvarchar		NULL
ReferenceNum	nvarchar		NULL
BusinessInd	nvarchar		NULL
PayWithinDate	nvarchar		NULL
RowStatus	nvarchar		NULL

dbo.ORSQRETV

WorkspaceID	int	INTEGER	NOT NULL
AgencyId	nvarchar		NULL
Location	nvarchar		NULL
OrderId	nvarchar		NULL
CtCaseNum	nvarchar		NULL
CtChargeSeq	nvarchar		NULL
ChargeSentSeq	nvarchar		NULL
RowStatus	nvarchar		NULL
CRANum	nvarchar		NULL
ChargeDesc	nvarchar		NULL

dbo.DOCKCOST

WorkSpaceId	int	INTEGER	NULL
CTCASENUM	nvarchar		NULL
AGENCYID	nvarchar		NULL
COSTTYPE	nvarchar		NULL
TOTALCOST	nvarchar		NULL

dbo.CONDORDR

WorkspaceID	int	INTEGER	NOT NULL
CtCaseNum	nvarchar		NULL
CtChargeSeq	nvarchar		NULL
Location	nvarchar		NULL
AgencyId	nvarchar		NULL
StartDate	nvarchar		NULL
CompletionDate	nvarchar		NULL
ConditionSeqNum	nvarchar		NULL
ConditionClass	nvarchar		NULL
FinancialAmount	nvarchar		NULL
ProgramWeeks	nvarchar		NULL
NumberWeekends	nvarchar		NULL
WeekendsLevel	nvarchar		NULL
OrderId	nvarchar		NULL
Program	nvarchar		NULL
ProgramYears	nvarchar		NULL
ProgramMonths	nvarchar		NULL
ProgramDays	nvarchar		NULL
ProgramHours	nvarchar		NULL
ShortTextValue	nvarchar		NULL
NumberSessions	nvarchar		NULL
Condition	nvarchar		NULL
ForfeitAgency	nvarchar		NULL
MaxHours	nvarchar		NULL
RecommendedBy	nvarchar		NULL
SentacLevel	nvarchar		NULL
SentacLevelSuspend	nvarchar		NULL
TransferCaseNum	nvarchar		NULL
TransferCRANum	nvarchar		NULL
Lccasenum	nvarchar		NULL
Lcagency	nvarchar		NULL
Lclocation	nvarchar		NULL
Lcnumcharges	nvarchar		NULL
RowStatus	nvarchar		NULL

dbo.CUSTHOLD

WorkspaceID	int	INTEGER	NOT NULL
AgencyId	nvarchar		NULL
Location	nvarchar		NULL
OrderId	nvarchar		NULL
CtCaseNum	nvarchar		NULL
CtChargeSeq	nvarchar		NULL
ProbationRequirement	nvarchar		NULL
TimeServedCreditBasis	nvarchar		NULL
CreditTimeYear	nvarchar		NULL
CreditTimeMonth	nvarchar		NULL
CreditTimeDays	nvarchar		NULL
MandatoryStatute	nvarchar		NULL
CustodySeqNum	nvarchar		NULL
CustodyRecordType	nvarchar		NULL
HoldSentacLevel	nvarchar		NULL
HoldConditionProgram	nvarchar		NULL
SpaceAvailableSentacLevel	nvarchar		NULL
SpaceAvailableConditionProg	nvarchar		NULL
WeekendConditionProgram	nvarchar		NULL
SendStartDate	nvarchar		NULL
TimeAppearance	nvarchar		NULL
MandatorySentacLevel	nvarchar		NULL
HOCategory	nvarchar		NULL
MandatoryDays	nvarchar		NULL
MandatoryMonths	nvarchar		NULL
MandatoryYears	nvarchar		NULL
MandatoryType	nvarchar		NULL
ProbationReqLevel	nvarchar		NULL
ProbationReqCaseNum	nvarchar		NULL
ProbationReqCRANum	nvarchar		NULL
RowStatus	nvarchar		NULL

dbo.CUSTSTD

WorkspaceID	int	INTEGER	NOT NULL
AgencyId	nvarchar		NULL
Location	nvarchar		NULL
OrderId	nvarchar		NULL
CtCaseNum	nvarchar		NULL
CtChargeSeq	nvarchar		NULL
SentacLevel	nvarchar		NULL
TimeYear	nvarchar		NULL
TimeMonth	nvarchar		NULL
TimeDays	nvarchar		NULL
ConditionProgram	nvarchar		NULL
LogicalOPerator	nvarchar		NULL
OrderSeqNum	nvarchar		NULL
CustodySeqNum	nvarchar		NULL
CustodyRecordType	nvarchar		NULL
RowStatus	nvarchar		NULL

dbo.CHARGER

WorkspaceID	int	INTEGER	NOT NULL
CtCaseNum	nvarchar		NULL
CtSequenceNum	nvarchar		NULL
CriminalActionNum	nvarchar		NULL
StatuteGroup	nvarchar		NULL
StatShrtDesc	nvarchar		NULL
DateDisposed	nvarchar		NULL
DispCode	nvarchar		NULL
JudgeId	nvarchar		NULL
NolleReason	nvarchar		NULL
ArrestDate	nvarchar		NULL
OffenseDate	nvarchar		NULL
LIOStatShrtDesc	nvarchar		NULL
Lead	nvarchar		NULL
ChargeJuris	nvarchar		NULL
VOPSentacLevel	nvarchar		NULL
DrugName	nvarchar		NULL
RowStatus	nvarchar		NULL
OrdSeq	nvarchar		NULL
OffenderFrequency	nvarchar		NULL
ChargeIndicator	nvarchar		NULL
ProbationViolationChargeSeq	nvarchar		NULL
DateFiled	nvarchar		NULL
VOPIndicator	nvarchar		NULL

dbo.CONDNOTE

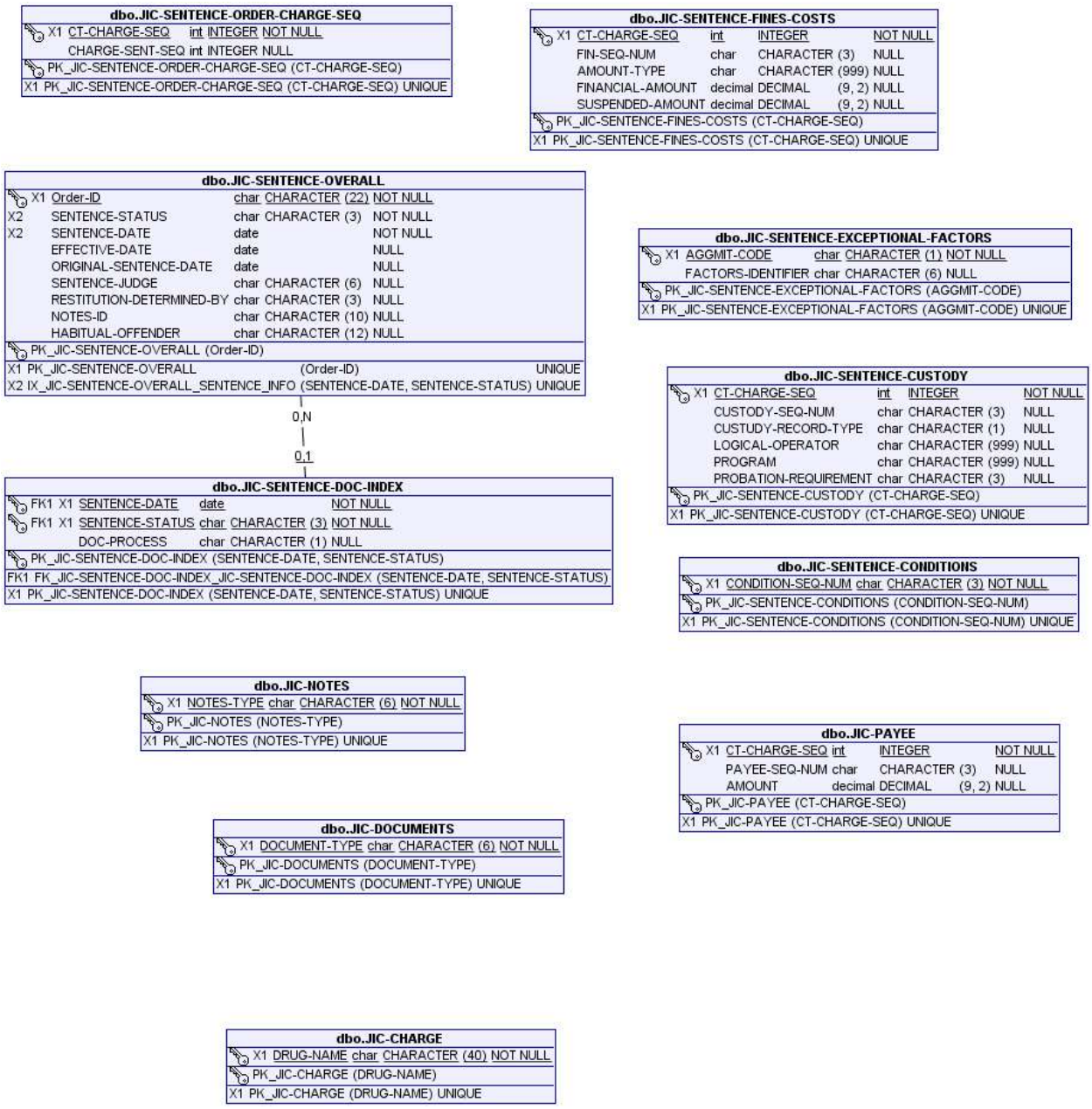
WorkspaceID	int	INTEGER	NOT NULL
CtCaseNum	nvarchar		NULL
CtChargeSeq	nvarchar		NULL
Location	nvarchar		NULL
AgencyId	nvarchar		NULL
OrderId	nvarchar		NULL
SendText	nvarchar		NULL
ConditionSeqNum	nvarchar		NULL
TextElement	nvarchar		NULL
RowStatus	nvarchar		NULL
RowStatusNatural	nvarchar		NULL

dbo.AGMIRETV

WorkspaceID	int	INTEGER	NOT NULL
OrderId	nvarchar		NULL
AgencyId	nvarchar		NULL
Location	nvarchar		NULL
AggMitSeqNum	nvarchar		NULL
AggMitCode	nvarchar		NULL
FactorsIdentifier	nvarchar		NULL
RowStatus	nvarchar		NULL

3.3.1.3 ASOP Data from ADABAS

Below are the source ADABAS mainframe files feed the population of the sentencing tables displayed above in section 3.3.1.2.



4.0 Technical Environment

4.1 Details

Use of a development platform other than VB.Net 2017 will require prior approval from JIC. JIC maintains development platform standards that are a subset of DTI standards.

A user will access the ASOP application while logged in to a desktop, most likely at their desk or in a courtroom. They will connect to the ASOP server via a Terminal Service connection. On that server, they will run the ASOP application, logging in with their mainframe username and password.

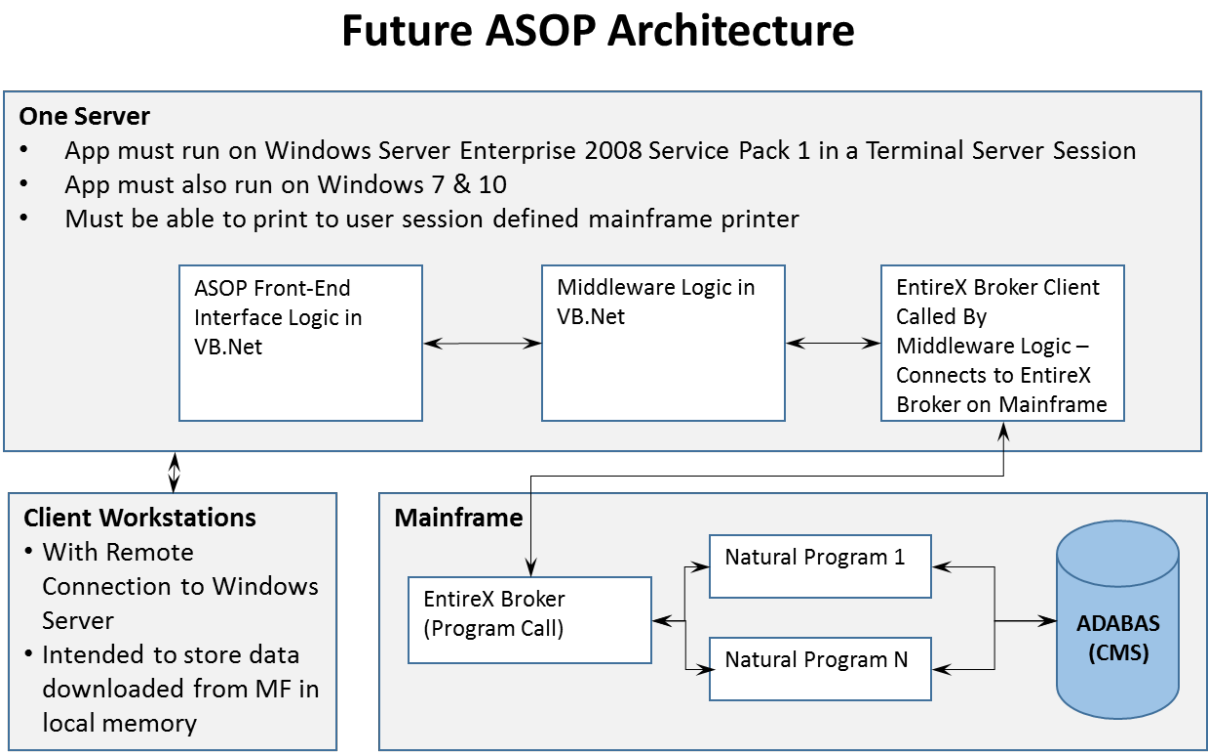
The server will have Windows Server Enterprise 2008 Service Pack 1 installed. The application must be able to run in that environment as well as Windows Server 2012 & 2016 and Windows 7 & 10. The application must also be able to print to a user session defined mainframe printer.

The ASOP server will have an EntireX Broker client that connects to a broker on the mainframe to obtain and save case data to and from the mainframe. This broker will connect to a Natural program and/or another broker to connect to the mainframe ADABAS database. This ADABAS database is the ultimate (authoritative) record store for the ASOP system.

It is intended that EntireX will be upgraded from current its current 5.x version to latest version which, as of now, is 9.12. Then integration of the ASOP front-end with the EntireX Broker client will require some custom development.

Data currently stored in ACCESS (for drop lists in the end user interface and for population of the sentencing screens described above in Section 3.3.1.1 and 3.3.1.2) is intended to be downloaded from the mainframe when the user logs in to the ASOP system. Rather than populating an intermediate database per the current architecture, it is intended to be stored in local memory. Temporary data currently stored in the ASOPWorkspace.MDB database will also be held in memory until it is uploaded to the mainframe.

The above is summarized in the following diagram.



4.2 Deliverable Requirements

Technical knowledge transfer, including technical documentation of the design of the application must be provided to JIC by the development vendor.

5.0 Operational Requirements

5.1 Fault Tolerance and Recovery Requirements

5.1.1 Single Points of Failure in Future ASOP Environment

- Network
- Terminal Server
- EntireX Mainframe Broker
- Remote Access License Server
- ASOP Print Server

5.1.2 Requirements for Enhancing Fault Tolerance and Recovery

The following are requirements for enhancing ASOP fault tolerance and recovery capability:

- Perform regression testing prior to installing patches/upgrades on terminal servers

    - Maintain the existing separate development environment for testing of any upgrades (server, application, etc.)
- Per JIC Requirements, the system must run on a Windows Server 2008 Service Pack 1 Terminal Service client as well as Windows Server 2012 & 2016 and Windows 7 & 10
- It is intended that EntireX will be upgraded to latest version (currently 9.12)
    - Ensure that upgrade (from current 5.x) is fully compatible with the upgraded ASOP application
- Maintain a virtual environment if possible
- Continue with current backup schedule (Weekly full backups with daily incremental backups)
    - Restoring to a new Terminal Server can be done quickly since all data is stored on the mainframe

5.1.3 System Availability Requirements

- The ASOP application must be available to the court between the hours of 8:00 AM and 6:00 PM Monday through Friday.
    - Any hardware or software maintenance will need to be completed between the hours of 6:01 PM and 7:59 AM or on Saturday and Sunday with advanced notice and approval from the court.
    - The court would like a 3-day advanced notice on any scheduled maintenance, fixes or updates to the application or the hardware along with a description of the work to be performed.
    - The JIC standard maintenance window is 8:30 PM to 10 PM EST daily.
- Acceptable downtime for unplanned outages is 4 hours.
    - This does not include the mainframe or other hardware that is not under JIC control. Failure could occur at points outside of JIC's control.

5.2 Security Requirements

5.2.1 Authentication

Authentication will be handled by verification through the mainframe. The following is the foreseen high level process:

- The user will open the ASOP application.
- They will be prompted for their mainframe (ACF2) credentials
    - NOTE: These will not be same as their network credentials. A message/warning should be displayed indicating that.
- The user's credentials will be validated against the mainframe and access will be granted if the credentials entered match the credentials from the ACF2 system. The validation across the network must be encrypted since it will be transferring a user ID and password.
    - NOTE: The vendor will be responsible for proposing the solution and JIC will assist in validating it with the Delaware Department of Technology and Information (DTI) security standards.

All transactions will require all users to be authenticated. The current system does not require this authentication. It is preferred that authentication and determination of the application access level for users be performed at the mainframe level.

5.2.2 Authorization and Access Controls

If the user successfully passes the authentication process outlined above, their access level in the mainframe will be returned and used by the user interface code to provide the proper access. Current access levels available to users are:

- F – Full Access - Read, write, and view all data in the application
- G – View Only for sentencing data; users have the ability to update other sections of the application
- P – Presentence Investigation Unit - Full access is provided with the exception of the ability to approve orders based on information from reports.
- A – *Very few people have this. During system design, rights associated with this level need to be investigated and specified.*

The existing process for providing access control management already exists and need not change. The process consists of:

- The Court Information Security Office (ISO) sending requests for new or modified access to the JIC ISO.
- The JIC ISO reviewing the requests and modifying the mainframe security record as needed.

5.2.3 System Integrity

System protection will be supplied by current system protection applications. Databases will be required to exist in the State DMZ and the system will need to be available to users through a Two-Tier Architecture Landscape. Here the user will not access the database directly, but rather accesses the application which in-turn accesses the database.

The architecture of any system must protect the assets which comprises that system including but not limited to, physical hardware, operating system, business software and the data information contained within.

First the system will need to consider the classification of the data and information. The classification will determine the amount of security that must be applied not only to the static components and data at rest, but also to the system's data while it is in transit between client and server. Data classifications consist of:

- State of Delaware Public – Information available to the general public and accessible by the public.
- State of Delaware Confidential – Information covered by one or more laws. The disclosure of this information could endanger citizens, corporations, business partners and others. The types of information might be covered under non-disclosure agreements or safeguarded by a general reference in law or best practices.

- State of Delaware Secret – Information that, if divulged, could compromise or endanger the people, or assets of the State such as Public Safety Information. This includes data that is specifically protected by law (e.g. HIPAA).
- State of Delaware Top Secret – Information that could, if divulged, expose the State's citizens and assets to great risk.

Second the system will need to consider the audience(s) requiring access to the system.

- Authorization and Authentication needs to be in place as this is a security process in which the user provides a means of identification proving that the person is who they say they are.
- Password Standards and Management needs to be enforced, strong password standard requirements and support user authentication.
  - Users shall be required to enter their old password prior to changing.
  - The system will require the user to change their password upon first logon.
  - Admin interfaces will not display user passwords while managing a user's account.
  - Administrative interfaces shall allow a system admin to reset or change password.
- The system will need to check access control permissions.
  - Users will need to be restricted to the information and functionality based on their role.

Third the system will need to consider the security controls that must be designed into the system.

- Software coding standards includes considerations for development of secure software and features within the application to enhance security.
- Auditing and Logging Capabilities. The system must, at a minimum, log the following events:
  - Successful and failed authentication attempts
  - Authorization and access failures
  - Application errors
  - Account lockouts
  - Insert, Update, Delete
  - Time/Date stamp
  - Requestor's Username

5.2.4 Audit

Currently, a shared connection string using a static user ID transmits the same user ID to the mainframe regardless of who is using the ASOP application. Only the Add User ID and the LAST Update User ID for the user making the most recent update is captured for any records and stored on the mainframe. There is no complete audit trail history for all users stored on the mainframe.

As part of system design, it should be determined whether the system should be enhanced so that the user ID of the person using the application is sent to and stored on the mainframe for audit purposes to track who performed the most recent update to the record. If the enhancement is undertaken, it would predominantly require mainframe programming to be performed by JIC.

6.0 Attachment A - Module Details and References Report for Current System

This attachment is contained in a separate document.