

2019 Mayor's Court User's Group Meeting

The Baldwin Group, Inc.

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Frequently Asked Questions

- What should I do?
- Payments
- Updating ordinances
- Updating Officer Badge File
- Dockets – purposes and types
- Date and Time Stamping
- OHLEG
- Backing up Mayor's Court

What should I do? Court Policies and Procedures

- Do you have a policies and procedures manual?
- Your court is under the guidance of your Mayor or Magistrate. Your policies and procedures should follow their instruction. We cannot tell you WHAT to do, we can tell you HOW to do it.
- Every court will do things slightly different – letters have different wording, procedures upon fail to appear are different.

EXAMPLE - What to do if a defendant fails to appear

- Continue to the next court date and send a notice to appear?
- Send a failure to appear letter?
- Issue a warrant and a warrant block?
- Add a new charge of contempt?
- Issue a License Forfeiture?

Payments

- I entered the wrong payment amount – either too much or too little.
 - ADJUST the payment out, don't REFUND it.
- Someone overpaid and I need to issue a refund for the overpayment portion.
 - Enter the entire amount they paid and respond to question of whether or not to refund the excess or apply to the general fund.

Updating Ordinances

- The Ordinance Master File is used to enter and define all of the city and state ordinances and laws used by the municipality. This information is then used throughout the software for a variety of functions, so it is very important that the data entered here is accurate and complete. It is not necessary to enter every single ordinance upon installation of the software. Ordinances can be added “on the fly” when entering a case.

Updating Ordinances

- It is your responsibility to maintain your ordinance master file. However, to use the ‘Clean Up’ tool you must call.
- Only **traffic** ordinances reportable to the BMV require a corresponding SOC code, but you can enter an SOC for applicable criminal ordinances.
- The degree is defined in the Municipality’s Codified Ordinances. (Your village’s book).
- The Category is compared to the Case Type (TRD, TRC, etc.) to define which ordinances are available when entering a case.
- If an ordinance can have a varying number of points attached to it, enter the lowest number possible. Once a conviction is made, the points information can be changed in a case if necessary.
- Do not intentionally enter an ordinance number that is invalid. If the ordinance written on a ticket is not valid, then steps should be taken by the court to either correct or dismiss

| Ordinance Master File | | |
|-----------------------|---|-------------------------------------|
| Ordinance | Description | Inactive |
| 337-210 | Rear View Mirror T/50 & costs | <input type="checkbox"/> |
| 337-260 | Seat Belt-Child Restraint MM / 150& costs | <input type="checkbox"/> |
| 337-270 | Seat Belt - Driver | <input checked="" type="checkbox"/> |
| 337-270(A31) | Seatbelt - Driver | <input type="checkbox"/> |
| 337-270(A31) | Seatbelt - Driver | <input type="checkbox"/> |
| 337-270(A1) | Seat Belt - Driver T / 30 & 20 | <input type="checkbox"/> |
| 337-270(A2) | Seat Belt- Passenger T / 20 & 20 | <input type="checkbox"/> |
| 337-280 | Tinted Windows T/50 & costs | <input type="checkbox"/> |
| 339-010 | Overweight Violator T / | <input type="checkbox"/> |

| | | | |
|---|--|---|--|
| Ordinance: | 1,000 | Description: | bond pass thru |
| Standard Fine: | Points: 0 | S.O.C.: | Degree: Escalating |
| Category: | <input type="checkbox"/> Traffic / Moving Vio. <input checked="" type="checkbox"/> Income Tax <input type="checkbox"/> Property <input type="checkbox"/> Other <input type="checkbox"/> Parking <input type="checkbox"/> Criminal | <input type="checkbox"/> Speeding <input type="checkbox"/> D.U.I. <input type="checkbox"/> Moving Violation <input type="checkbox"/> Driver <input type="checkbox"/> Driver Duty <input type="checkbox"/> Passenger | <input type="checkbox"/> Exclude From BMV Reporting <input type="checkbox"/> Exclude From Export <input type="checkbox"/> Inactive Docket Appearance Order: |
| <input type="button" value="Clean Up"/> <input type="button" value="CSV Export"/> | <input type="button" value="Fine Disbursal"/> <input type="button" value="Area Fine Disbursal"/> | <input type="button" value="Printz"/> <input type="button" value="Next"/> <input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Print"/> <input type="button" value="Select"/> <input type="button" value="Exit"/> | |

'Cleaning Up' the Ordinance File

- Cleaning is used to remove duplicates.
- It is not used to remove ordinances no longer in use.

Master File Duplicate Removal Tool

Select one or more entries in the list on the left. These entries will be changed wherever they are found in Mayor's Court to the one entry that you select on the right. The entries on the left will then be removed from the master file.

ORDINANCE MASTER FILE

| Change from (Select at least one): | Clear all | Change to (Select only one): |
|---|-----------|---|
| 337 210 - Rear View Mirror T/ 50 & costs | ↕ | 337 210 - Rear View Mirror T/ 50 & costs |
| 337 280 - Seat Belt-Child Restraint/ MM / 150& cost | ↕ | 337 280 - Seat Belt-Child Restraint/ MM / 150& cost |
| 337 270 - Seat Belt - Driver | ↕ | 337 270 - Seat Belt - Driver |
| 337 270A(1) - Seatbelt - Driver | ↕ | 337 270A(1) - Seatbelt - Driver |
| 337 270A(1) - Seatbelt - Driver | ↕ | 337 270A(1) - Seatbelt - Driver |
| 337 270A1 - Seat Belt - Driver T / 30 & 20 | ↕ | 337 270A1 - Seat Belt - Driver T / 30 & 20 |
| 337 270A3 - Seat Belt- Passenger T / 20 & 20 | ↕ | 337 270A3 - Seat Belt- Passenger T / 20 & 20 |
| 337 280 - Tinted Windows/ T / 50 & costs | ↕ | 337 280 - Tinted Windows/ T / 50 & costs |
| 339 010 - Overweight Violation/ T / | ↕ | 339 010 - Overweight Violation/ T / |
| 339 020 - No thru Trucks/ T/ 50 & costs | ↕ | 339 020 - No thru Trucks/ T/ 50 & costs |
| 339 090 - Unsecure Load/ T / 50 & costs | ↕ | 339 090 - Unsecure Load/ T / 50 & costs |
| 339 110 - Use of Studded tires/ T / 50 & costs | ↕ | 339 110 - Use of Studded tires/ T / 50 & costs |
| 351 010 - Parking Obstructing Traffic/ P / 40 | ↕ | 351 010 - Parking Obstructing Traffic/ P / 40 |
| 351 030 - Parking Prohibited/ P / 40 | ↕ | 351 030 - Parking Prohibited/ P / 40 |

Updating Officer Badge File

- If your PD swaps badge numbers when officers are promoted, do NOT edit and change the names in the badge file.
- INACTIVATE the badge number and then add it with the current officer's name.
- You can 'Clean Up' your badge file and combine activities of one officer to their current badge number.

Officer Master File

| Badge | Name | Rank | Active | SHP |
|-------|-----------------|----------|-------------------------------------|--------------------------|
| Blank | Blank | | | |
| 115 | Andy Taylor | Chief | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 146 | Fernal Columbus | Sergeant | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 121 | Lennie Bliscoe | Officer | <input type="checkbox"/> | <input type="checkbox"/> |
| 121 | Barney Miller | Officer | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 124 | Joe Friday | Officer | <input type="checkbox"/> | <input type="checkbox"/> |
| 126 | Hank Schrader | Officer | <input type="checkbox"/> | <input type="checkbox"/> |
| 133 | Clancy Wiggum | Officer | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 134 | Owens Benson | Sergeant | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 137 | Andy Taylor | Officer | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 141 | Andy Grawner | Officer | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 142 | Joe Friday | Officer | <input type="checkbox"/> | <input type="checkbox"/> |
| 143 | Maxwell Smart | Officer | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Badge #: 137

Officer Name: Andy Taylor

Rank: Officer

Active SHP

Officer Badge 'Clean Up'

- From the table on the left select the badge numbers to change.
- From the table on the right select the badge number that is current.

Master File Duplicate Removal Tool

Select one or more entries in the list on the left. These entries will be changed wherever they are found in Mayor's Court to the one entry that you select on the right. The entries on the left will then be removed from the master file.

OFFICER MASTER FILE

| Change from (Select at least one): | Clear All | Change to (Select only one): |
|---|--------------------------|---|
| 103 Sergeant Agent 99 | <input type="checkbox"/> | 103 Sergeant Agent 99 |
| 116 Chief Andy Taylor | <input type="checkbox"/> | 115 Chief Andy Taylor <input checked="" type="checkbox"/> |
| 116 Sergeant Frank Columbo | <input type="checkbox"/> | 116 Sergeant Frank Columbo |
| 121 Officer Barney Miller | <input type="checkbox"/> | 121 Officer Barney Miller |
| 121 Officer Lennie Briscoe | <input type="checkbox"/> | 121 Officer Lennie Briscoe |
| 124 Officer Joe Friday | <input type="checkbox"/> | 124 Officer Joe Friday |
| 126 Officer Hank Schrader | <input type="checkbox"/> | 126 Officer Hank Schrader |
| 133 Officer Clancy Wiggum | <input type="checkbox"/> | 133 Officer Clancy Wiggum |
| 134 Sergeant Olivia Benson | <input type="checkbox"/> | 134 Sergeant Olivia Benson |
| 137 Officer Andy Taylor <input checked="" type="checkbox"/> | <input type="checkbox"/> | 137 Officer Andy Taylor |
| 141 Officer Andy Sipowicz | <input type="checkbox"/> | 141 Officer Andy Sipowicz |
| 142 Officer Joe Friday | <input type="checkbox"/> | 142 Officer Joe Friday |
| 143 Officer Maxwell Smart | <input type="checkbox"/> | 143 Officer Maxwell Smart |
| 145 Aux Andy Taylor <input checked="" type="checkbox"/> | <input type="checkbox"/> | 145 Aux Andy Taylor |

User Maintenance

Every employee having access to the Mayor's Court software should have their own login ID and password. No sharing! No using a generic login!

If a mistake is made, or there is suspicion of theft, tracking who did it is kind of a big deal. Mayor's Court tracks things in the background that you cannot see.

Access User Maintenance

- Control File Maintenance
- Special Functions tab
- User Maintenance

USER MASTER FILE

User ID: [amyk] User Name: [Amy King]

User is a current active user.
 User is an Administrator
 User has Delete ability
 User has Expunge ability
 User may edit other users
 User has access to probation notes
 User has access to privileged notes
 User has Read Only access
 User may not view Social Security numbers
 User may Print Reports

Control File Access None Read Only Full

Automatically Exit Field When Filled
 Notify when Web Payments are received
 Notify when Diversions are received
 View Print in Expanded Mode

Dockets

There are three forms of dockets available to print:

Summary

- The Summary docket is simply a list of the defendants scheduled to appear in court. The only information displayed is case number, number of counts, defendant name, DOB and attorney name. This report can be used as a check-in sheet at court.

Pre-Court Detail

- The Pre-Court Detail docket is more detailed and displays case number, defendant name, ordinance number, ordinance description, affiant, and an area to write in the plea and disposition.

Post-Court Detail

- The Post-Court Detail docket includes all the pre-court details in addition to the results of court day, including DOB, plea/finding for each count, bonds posted, officer name, FRA, points assessed, continuance date, monies assessed/suspended, license suspensions and payments made.

Court Docket Retention

- Printing out court day dockets and saving them for the year is sufficient record keeping.
- In the event of an audit, you will be able to pull up any needed information through Mayor's Court.

Date and Time Stamping

- If you don't have an actual stamp, Mayor's Court has features that are built in to the case maintenance screen that date and time stamps.
- If you receive paper filings, entering a note upon receiving and the note will have its own date/time stamp.

Mayor's Court - User: the Baldwin Group

Case Maintenance

Case Info | Defendant Info | **Vehicle/Attorney** | Bst/Info | Bond/Warrant | Payments | Probation | Appearances | Letters

Case #: 18TRD000181 Defendant: Defendant, Joe

Plate #: [] Plate Type: [] Exp Date: [] Commercial (> 20000 #) [] Bus. [] Hazardous Material []

Year: [] Make: [] Model: [] Body Type: []

Color: [] State: []

VIN: []

License Held Defendant is Vehicle Owner

Impounded Vehicle Immobilization Forms Veh Owner: []

Address: []

City: [] State: []

Accident Report #: [] Zip: [] Phone: []

No attorney hired Attorney: [] Attorneys

Attorney hired by city Firm Name: []

Attorney hired by defendant Phone: []

Hire Date: 10/22/2018 Web Form from Case

Case Entered By: DGI On: 06/21/2018 07:23:05

Prev Next Add Case Print Offenses Dispo Exit

Date and Time Stamping

- Adding notes will automatically date/time stamp them.
- A system note with a date and time stamp can be added every time a letter or form is printed. See Forms Control to manage system notes.

Case Maintenance

Case #: 04TRD00577 Type: TRD Defendant: ADAMS, JEREMIAH A.

Date of Offense: 05/05/2004 Time: 03:14P File Date: 05/05/2004 State Highway Patrol

Location: WihawkiOsage County: CUYAHOGA

Next Appearance: 07/16/2014 04:00P

Next Arrangement: 04/02/2009 04:00P

Open Warrant

Notes:

| Entered On | Entered By | Plw | Notes |
|---------------------|------------|-----|---|
| 03/05/2019 08:38:38 | INDIRA | | Judgment Entry to Transfer custom letter printed by INDIRA |
| 03/05/2019 08:37:20 | INDIRA | | Order to Fingerprint and Photograph custom letter printed by INDIRA |
| 03/05/2019 08:36:54 | INDIRA | | RRMC Recog custom letter printed by INDIRA on 03/05/2019 |

Counts:

| Count | Description | Fine | Waivable |
|-------|--|------------|-----------|
| 1 | 331.410 Stop Sign/Standby 1/50 & costs | No Contest | Convicted |
| 2 | 331.190 Stop Sign 1/ 50 & costs | Guilty | Convicted |
| 3 | 335.073 Fail to Reinstate M/V 1000 & 180days | No Contest | Convicted |

Warrant Blocks

Clear? Delete? Remove?

- **Clear** – Clear the warrant block if it has been reported to the BMV.
- **Delete** – If the warrant block was added in error and reported to the BMV the delete option is used. This eliminates the fee they must pay at the BMV.
- **Remove** – If the warrant block has NOT been reported to the BMV and the defendant has satisfied the court, then remove it.

Registration Blocks

The BMV cannot put a Registration Block on a defendant if the defendant does not own a vehicle

- If you have no way to find out (using LEADS, OHLEG, etc) if the defendant owns a vehicle is it worth the effort to add the block only to have to remove it and go another route?
- BMV Response file rejection will tell you if the defendant does not own a vehicle - NO NAME MATCH FOR SSN
- If this message is received in a response file for a registration block then you must REMOVE the registration block.
- You cannot add a registration block on a vehicle registered outside of the State of Ohio.

OHLEG Access

- The Ohio Law Enforcement Gateway is a state-of-the-art electronic information network that allows Ohio law enforcement agencies to share criminal justice data efficiently and securely. OHLEG provides law enforcement with dozens of investigative tools and training applications to help solve and prevent crime, including data from a wide range of topics. Ohio is a national leader in providing multiple web-based resources to law enforcement statewide.
- Use of OHLEG is limited to those employed by criminal justice agencies.
- To obtain access, a current OHLEG user from your agency must log in to OHLEG and click "OHLEG Online Account Application".
- Ask your police department.
- <https://ohleg.org/>

Mayor's Court Backups

- Are you backing up your Mayor's Court files?
- **Carbonite** provides a cloud backup service - backup your entire computer, a server, or a combination.
- <http://partners.carbonite.com/bgi>
- Mayor's Court backup tool

Using the backup tool in Mayors Court

1

Insert removable drive - (flash drive, thumb drive)

2

Mayor's Court

Daily Reminder

Case Maintenance

Payment Search

Reports

Court Day (Docket)

Miscellaneous Payments

Collections

Control File Maintenance

Modules

Help

Exit

3

Mayor's Court Help Menu

View User Manual

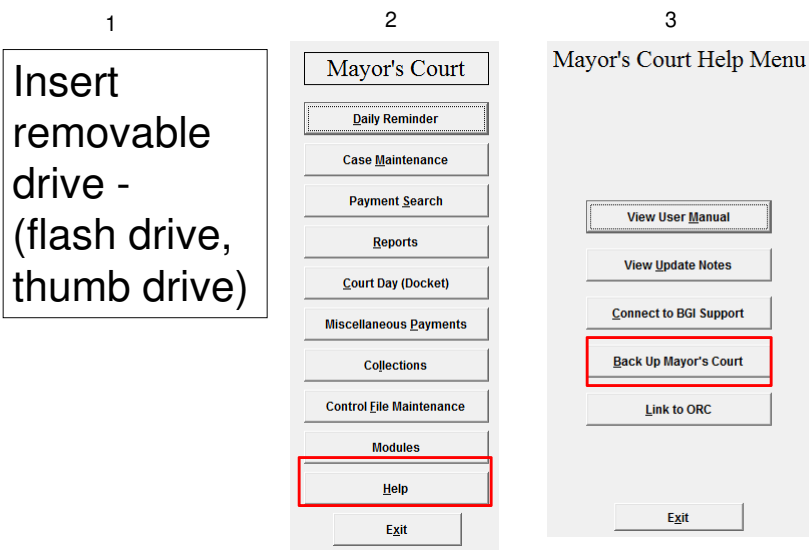
View Update Notes

Connect to BGI Support

Back Up Mayor's Court

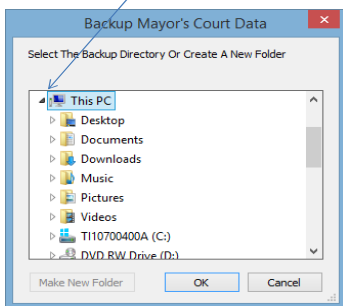
Link to ORC

Exit



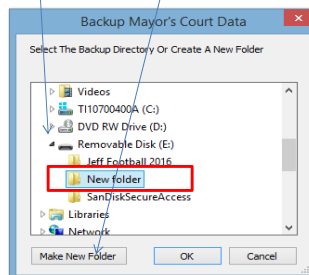
Using the backup tool in Mayors Court

4 - Select This PC or My Computer and click on the 'arrow' to the left to expand the items contained within.



5 - Scroll down if necessary and click on the 'arrow' to expand the items contained within the removable disk.

6 - Click on MAKE NEW FOLDER and name the folder the date you are creating your backup (ie - 04242019)



7 - Click on OK

Supreme Court Report – Send Via Web - Password

- To send electronically enter the password given to you by the Supreme Court on the Master Control File (Supreme Court/Treasurer tab).
- If you don't know your password, call The Supreme Court of Ohio - (614) 387-9410.

| Master Control File | | | |
|---|---|---------------------------|-----------------------|
| City Information | Program Settings | Supreme Court / Treasurer | BMV Billing Address |
| Send Supreme Court Report To: | | | |
| Section Name: Case Management Section | | | |
| Address: 65 S. Front Street, 8th Floor | | | |
| City: Columbus | Zip Code: 43215-3431 | Court Fax: 614-387-9419 | |
| Time Guidelines: Column B: 6 | Column C: 6 | Column D: 6 | months |
| Last Reported On: 11/23/2013 | For Reporting Period Ending: 06/30/2012 | | |
| Web Password: ***** | | | |
| WS Namespace: jws | | | |
| URL: https://www.sconet.state.oh.us/web/services/judicial_and_court_services/mreporting.adm?pwd | | | |
| Send Treasurer's Report To: | | | |
| Report To: Robert Sprague | | | |
| Address: P.O. BOX 865 | | | |
| Zip Code: 43216-0665 | T.O.S. ID: 1245 | | |
| Link to ORC: http://codes.ohio.gov/orc | | | |
| Edit | | Print | |
| Exit | | | |

Supreme Court - Send via Web

- Check the Send via Web box only after reviewing the report.
- Sending electronically eliminates the need to fax the report.
- If successful, the report will automatically be posted.
- Do not check Post This Quarter unless you choose to fax your report instead of sending electronically.

Supreme Court - FALSE Error

- The Supreme Court will return an error of FALSE if the password is incorrect.
- Update password in Mayor's Court.

Supreme Court – Common Errors

- Line 12 – Violations Bureau (Cases that are paid out before court). No cases appear on this line.
 - Not using the WAIVE checkbox on the Dispo screen
- Line 17 – Cases beyond guidelines. There are many cases on this line.
 - Not reviewing cases that appear on line 17
- Lines 6 & 7 – Trial by Mayor/Magistrate. No cases appear on this line, but we have trials.
 - Not entering a witness (including a police officer) and marking them as SWORN (on the appearances tab)

BMV Exceptions

- Missing SOC code – enter the SOC code on the Offense Maintenance screen and also check to see if it is missing from the Ordinance Master File.
- Duplicate SOC code – Confirm SOC codes are correct on the convictions to report. If it is a duplicate then uncheck the REPORT CONVICT TO BMV on the second count so it stops telling you there is a duplicate SOC code.
- No Dr Lic or birthdate Specified – these are warnings and will not prevent you from sending your report.
- No underlying SOC code – a license forfeiture was added to a non-traffic violation. You cannot add a forfeiture to a criminal violation per the ORC.

Refer to supplementary BMV QUICK REFERENCE GUIDE
for instructions on how to resolve.

BMV Response Files

- You should be sending your BMV report every 7 days.
- You should be checking your response files within 5 days of sending your report.



Non-Resident Violator Compacts (NRVC)

- If a non-Ohio resident receives a ticket and fails to appear or fails to pay, a Non-Resident Violator Compact form 2145 should be completed and sent to the BMV.
- Use the BMV order form to order NRVC forms.
- The five states that do not share driving records include: Georgia, Massachusetts, Michigan, Tennessee and Wisconsin.

Non-Resident Violator Compacts (NRVC)

- After filling out the form, check the box under BMV info that says “Non-Resident Violator Compact Sent”.
- This is NOT sending it to the BMV. You have to mail in the form.

Case Maintenance

Case Info | Defendant Info | Vehicle / Attorney | **BMV info** | Bond/Warrant | Payments | Probation | Appearances | Letters

Case #: 09TRD000065 Defendant: Andy, Handy

Non-Resident Violator Compact sent

Suspension / Forfeiture / Registration Blocks

| Info/Record Type | Start Date | End Date | Reported | Cleared | Deleted |
|----------------------|------------|------------|----------|---------|---------|
| 1 License Suspension | 10/01/2009 | 03/20/2010 | ✓ | | |
| 2 License Suspension | 06/01/2014 | 11/28/2014 | ✓ | | |
| 3 Registration Block | 07/07/2014 | 05/16/2015 | ✓ | | |

BMV Records Sent Electronically

| Type | Batch # | Batch Date | File Name | Cleared | Corrected | Loaded | Deleted | Method |
|------|----------|------------|-----------|---------|-----------|--------|---------|--------|
| CT | 07311200 | 07/31/2012 | 07311200 | | ✓ | | | Disk |
| CT | 07311200 | 07/31/2012 | 07311200 | | | | | Disk |
| CT | 07311200 | 07/31/2012 | 07311200 | | ✓ | | | Disk |

Prev Next Add Case Edit Delete Offenses Dispo Print Exit

Non-Resident Violator Compacts (NRVC)

- Include NRVC report does NOT report Non-Resident Violators to the BMV. It is a list for your reference indicating the cases where an NRVC form should be completed and submitted by mail.

Enter BMV Report Parameters

Report Convictions, Forfeitures, etc. through 05/30/2018

All unreported convictions, etc. with a conviction date on or before the date above will be included in the report.
Forfeitures with an EFFECTIVE date on or before the date above will be included in the report.

Previous Report Run Through : 05/15/2018

Output To: Disk FTP

Print Reports

Include NRVC Report

Post BMV Information

OK Cancel

Expungements vs Sealing

- 2953.31 to 2953.36 of the ORC
- Mayor's Courts seal records, they do not expunge them.
- What is the difference between record sealing and record expungement?
 - Sealing - When a record is sealed, the electronic and paper records of your criminal charges are filed in a separate, secured location. The record still exists but it cannot be seen by most people. There are some significant exceptions.
 - Expungement - Adult convictions cannot be "expunged" or completely erased from your record, unless they are related to human trafficking.

Costs/Rules of Application to Seal

- Applicant only has to pay one fee of \$50 regardless of the number of records the application requests to have sealed.
- Dismissals are not charged the \$50 application fee.
- The money must be paid before a Sealing Hearing is scheduled.
- The \$50 is non-refundable if the sealing is denied.
- Traffic cases cannot be sealed (unless they are accompanied by a criminal case that can be sealed).
- Points are not removed if a traffic case is sealed.
- Criminal cases must be completed/closed/paid in full for at least one year.

Before Sealing a record in Mayor's Court

- Re-open the case, add 2 sealing fees and take their payment
 - State Sealing Fee - \$30
 - Local Sealing Fee - \$20
- Schedule defendant for a Sealing Hearing
- Gather information on the defendant's current and past criminal history so the Magistrate can review to make an informed decision whether or not to approve or deny the application to seal.

How to Seal a record in Mayor's Court



- If approved – close the case and use the right-click menu to select SEAL THIS CASE.
- Once the case is sealed you can no longer access it in Mayor's Court.
- Place all records in a sealed envelope and place in a secure location.

The screenshot shows the 'Case Maintenance' interface for a case with ID 11CR000003. The case is marked as 'CLOSED'. The defendant is 'PUBLIC, JOHN Q.'. The date of offense is 11/01/2011. The interface includes various tabs like 'Defendant Info', 'Vehicle / Attorney', 'Bond/Warrant', 'Paym', 'Connect to Support', 'ices', and 'Letters'. A right-click menu is open over the 'County' field, with the option 'Seal this case' circled in red. Other options in the menu include 'Print...', 'Go To Case #...', 'Go To Main Menu', 'Egit Mayor's Court', and 'Transfer Case'. Below the menu, there are fields for 'Next Appearance' (12/14/2011 04:00P) and 'Next Arraignment' (11/30/2011 04:00P). There are also checkboxes for 'Case Closed' and 'Reopen Case'. A 'Notes' section is visible with columns for 'Entered On', 'Entered By', 'Priv', and 'Notes'. At the bottom, there is a 'Counts' table with columns for 'Ordinance', 'Description', 'Plea', 'Finding', and 'Waivable'. The 'Waivable' column for the first row is checked.

| Ordinance | Description | Plea | Finding | Waivable |
|------------|--------------------------------------|------------|-----------|-------------------------------------|
| 1-529.030A | Disorderly Conduct/ MM / 150 & costs | No Contest | Convicted | <input checked="" type="checkbox"/> |

After sealing is approved - BCI form
<https://www.ohioattorneygeneral.gov/Files/Forms>

- Follow the link above to print the form from the Ohio Attorney General website.

Ohio Bureau of Criminal Investigation
 Office: 760.482.2100
 Fax: 614.527.4273
 1560 St. Rt. 36 SW, P.O. Box 305
 London, OH 43148
www.OhioAttorneyGeneral.gov

TO ALL POLICE DEPARTMENTS, SHERIFF'S OFFICES & CLERKS OF COURTS
RE: SEALING AND/OR EXPUNGEMENTS

When submitting court orders for Sealing or Expungement of an arrest, BCI requests this form be completed and attached to the court order to assure accuracy of our records.

Defendant's Name: _____
 Date of Birth: _____ Social Security Number: _____
 Arresting Agency: _____ Arrest No.: _____
 Arrest Charge: _____ Date of Arrest: _____
 Felony: _____ Misdemeanor: _____ ITN: _____
 DNA Collected: Yes OR No
 Ohio BCI No.: _____ FBI No.: _____
 Common Pleas/Juvenile Court Case No.: _____
 Municipal Court Case No.: _____
 Conviction Dismissal Juvenile
 Conviction Charge: _____
 Final Disposition of Conviction/Adjudication: _____

Send by Fax to the Attention of: **Identification Section**
 Or by email to: Expungement.Submissions@ohioattorneygeneral.gov

Collections

- Capital Recovery Systems
 - They don't deduct any of their fees until the case is paid in full
 - Defendants can make payment either to CRS or to the court.
 - Bad checks are handled by CRS internally
- Ohio Attorney General
 - They deduct their fees with each payment that is made
 - Defendants can only make payments to the AG
 - Bad checks collected by the AG are deducted from future payments to the court
 - Can seize defendant's tax returns

Collections

- Mayor's Court can send collections records to Capital Recovery and the Attorney General's Office electronically.
- This option is only available in the full version of Mayor's Court.

ALS Driving Privileges

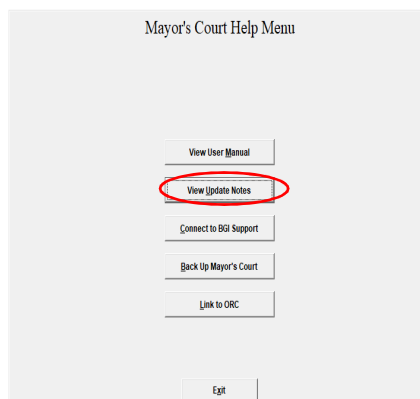
- Administrative License Suspensions are issued and reported to the BMV by your Police Department.
- Once the BMV receives the suspension information from the PD they start an active "case" for the defendant and even assign it a number.
- The ALS checkbox on the Suspension / Forfeiture / Warrant and Registration Blocks screen does not report the ALS to the BMV, it is only used to report the **driving privileges** on the ALS to the BMV.

ALS Driving Privileges

- For the court to report the Driving Privileges the BMV case number must be known. You can get the BMV case by –
 1. Calling the BMV.
 2. Pulling the LEADS report on the defendant.
 3. Logging in to the BMV website with your court assigned ID and locating the defendants driving record.

Software Updates

- From the main menu, under “Help” click on “View Update Notes”.
- For every software update there are notes detailing the changes/improvements.
- V3.3.5 will be rolled out to all clients soon.



Software Update Features v3.3.5

- Widened Middle Initial field to allow entry of the full middle name.

The screenshot shows the 'Case Maintenance' form with the following fields and values:

- Case #: 10TRD000029
- DL #: 0P111111
- DL State: OH
- SSN: 555-55-5555
- DOB: [Redacted]
- DL Expires: [Redacted]
- DL Type: [Redacted]
- Name: Joe [Redacted] [Redacted] [Redacted] (The middle initial field is circled in red)
- Address: 895 Toulouse
- City: New Bremen
- State: OH
- Zip: 45889
- County: AUGLAIZE
- E-Mail: [Redacted]
- Gender: M
- Height: 6'0"
- Weight: 185
- Eyes: BLU
- Hair: BRN
- Race: W

Software Update Features v3.3.5

- Expanded print preview to display in full screen.
- This feature is user specific.
- If this is checked, this allows you to view letters and forms in full screen.

The screenshot shows the 'USER MASTER FILE' form with the following fields and values:

- User ID: indra
- User Name: indra
- User is a current active user.
- User is an Administrator
- User has Delete ability
- User has Expunge ability
- User may edit other users
- User has access to probation notes
- User has access to privileged notes
- User has Read Only access
- User may not view Social Security numbers
- User may Print Reports
- Control File Access: None Read Only Full
- Automatically Exit Field When Filled
- Notify when Web Payments are received
- Notify when Diversions are received
- View Print in Expanded Mode (Circled in red)

Online Docketing and Ticket Payments

MAYOR'S COURT

- *Import* – Posts the payments into Mayor's Court.
- *Export* – Sends all updated case information to the online docketing website.
- PDF – Generates a report showing all payments posted into Mayor's Court and showing any errors/warnings.
- PDF error report – gives details as to why the payment could not be posted into Mayor's Court.

PAYMENT PROCESSOR

- Emails are sent indicating a payment was made.
 - The payment will not be posted into Mayor's Court until an import is run.
- Log on to your account to view payment information.

Online Docketing and Payments – Common Questions

A defendant called and they said they can't find their case on the website.

- Check the date the last export was run by visiting the website.
- Run an export.
- If you never have to run anything it just happens all by itself there is an issue with the scheduled task is not running. Call us or your IT person.

The screenshot shows the search interface for the Baldwinville Mayor's Court. At the top, it says "Welcome to the Baldwinville Mayor's Court Online Docketing and Ticket Payment System". Below that is a "Search the Docket" section with a disclaimer: "Usage of this site constitutes acceptance of the terms and conditions in the disclaimer and privacy policy available below." The main search area prompts the user to "Choose a Search by option, fill in appropriate fields, and click on Search to search the court docket." It features a "Search by Name" dropdown menu and several input fields: "First Name", "Last Name", "Case Number", "Case Type" (with a "Custom Search" button), "Ticket Number", "Date of Offense" (with "Any Date" and "Clear Date" options), and "Court Date" (with "Any Date" and "Clear Date" options). There are "Search" and "Clear" buttons at the bottom. At the very bottom, there is a "Privacy Policy" and "Disclaimer" link, and a small copyright notice: "Information for cases with a filing date of 4/26/2019 for 94270215 - Last Updated: 9/4/2019 at 10:45 am Copyright 2009-2019 by The Superior Court of the State of Missouri - Volume # 278".

Online Docketing and Payments – Common Questions

I want a defendant to be able to pay their waiverable case, but this is the message. How can I make it waiverable?

This case is not waiverable - grace period exceeded.

- The defendant’s scheduled court date has passed and, according to your control files, they cannot pay X # of days after their court date.
- Continue the defendant’s court date and run an Export

Online Docketing and Payments – Common Questions

My PDF of payments imported shows a warning and the payment wasn’t posted in Mayor’s Court.

Ohio Ticket Payment Audit Report

Magic Kingdom Mayor's Court Page : 1
Report Date : 04/16/2018
Report Time : 13:03:41

| Case No. | Defendant's Name | Payment Date | Amount Paid | Payment Type | Auth # | Receipt # | Status |
|----------------------------|--------------------|--------------|-------------|--------------|----------|-----------|----------|
| 13TRD06902 | HUDSON, BARBARA A. | 01/10/2014 | \$135.00 | CC | Test_BGI | 140007725 | ACCEPTED |
| 13TRD07276 | WRIGHT, ROBERT M. | 01/10/2014 | \$145.00 | CC | Test_BGI | | WARNING |
| 13TRD07352 | WEEKS, BARBARA A. | 01/10/2014 | \$130.00 | CC | Test_BGI | 140007726 | ACCEPTED |
| 14TRD00037 | COLEMAN, GARY | 01/10/2014 | \$145.00 | CC | Test_BGI | 140007727 | ACCEPTED |
| 13TRD07267 | WRIGHT, JOHN | 01/10/2014 | \$150.00 | CC | Test_BGI | 140007728 | ACCEPTED |
| Total Transactions: | | 5 | \$705.00 | | | | |

A warning on this report indicates that a defendant made a payment (and it was approved), but the payment cannot be posted into Mayor’s Court because something doesn’t match up. If you go back to the PDFs folder there will be another report that looks similar to this - 04161800ERR.PDF (see below). The error report will tell you what is wrong.

Online Docketing and Payments – Common Questions

My error report says their payment doesn't match the waiver amount. I deleted the late fee and ran the import again, but the payment still isn't posting. Now what?

| Ohio Ticket Payment Error Report | | | | |
|--|------------------|--------------|--------------------------|------------|
| Magic Kingdom Mayor's Court | | | Page : 1 | |
| | | | Report Date : 04/16/2018 | |
| | | | Report Time : 15:03:41 | |
| Case No. | Defendant's Name | Payment Date | Amount Paid | Case ID |
| 13TRD07276 | COLEMAN, GARY | 01/10/2014 | \$145.00 | 14TRD00037 |
| Amount paid \$145.00 does not match waiver amount - \$150.00 | | | | |

- In the scenario shown the defendant made a payment of \$145, but the import portion of the program could not post the payment into Mayor's Court because Mayor's Court shows the waiver amount as \$150. Why? Because something was changed in Mayor's Court in between the last time case information was uploaded to the website. Most likely a late fee was added to the case, but the website was not updated.
- In this situation you have 2 options –
 - 1) Notify the defendant that they must pay an additional \$5 fee or
 - 2) Remove the fee from the case and manually enter their online payment

Probation – American Online Learning Center

www.AmericanOLC.com

Online classes offered:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Substance Abuse • Cannabinoids • Opiates and Opioids • Prescription Drugs • Stimulants • Controlling Anger • The Empowered Family • Healthy Relationships (Bullying) • Respect Yourself (Youth Substance Abuse) • Shoplifting/Theft | <ul style="list-style-type: none"> • Mayor's Court FULL interfaces with them – defendant receives an access code linking them to your court. • When the class is complete you will receive a notification when you log into Mayor's Court and the probation will be marked as complete. • Mayor's Court LITE. Your court can use the services provided by AOLC. There just isn't an interface in Mayor's Court. |
|--|--|

Probation - Safe2Drive

www.safe2drive.com

Offering an 8 hour Driver Improvement course

- Mayor's Court **FULL** interfaces with them – defendant receives an access code linking them to your court.
- When the class is complete you will receive a notification when you log into Mayor's Court.
- Mayor's Court **LITE**. Your court can use the services provided by Safe2Drive. There just isn't an interface in Mayor's Court.

ODPS eCitation Interface

The interface is complete!

- The interface is available for Mayor's Court Lite and Full clients
- There is no cost for the module, but there is an annual support/maintenance fee.
 - 2019 Full = \$450
 - 2019 Lite = \$143
- At this time only traffic citations will be imported into Mayor's Court. (criminal citations are not uploaded to the ODPS)