

## SUPREME COURT QUICK REFERENCE

- 1<sup>st</sup> quarter report due April 15<sup>th</sup>
- 2<sup>nd</sup> quarter report due July 15<sup>th</sup>
- 3<sup>rd</sup> quarter report due October 15<sup>th</sup>
- 4<sup>th</sup> quarter report due January 15<sup>th</sup>

### **END OF QUARTER TASKS** – *before sending report*

- Enter all cases filed in the quarter
- Enter all findings with a finding date in the quarter
- Review line 16 cases
- Review line 17 cases

### **REVIEW LINE 16** – *be proactive; don't let cases go without any court action for more than 6 months*

- Cases are listed with the oldest first – review the activity on those approaching the 6 month guideline.
  - FTA - Issue a Warrant/WB, LF, or RB following your court policies and enter the finding of UNAVAIL
  - MULTIPLE CONTINUANCES - If a case keeps getting continued let your Magistrate/Prosecutor know it is approaching the 6 month guideline
- If you enter UNAVAIL then ALL counts must have that finding

### **REVIEW LINE 17** – *these cases are now beyond the 6 mo guideline*

- Issue a Warrant/WB, LF, RB following your court policies and enter the finding of UNAVAIL
- All counts must have a finding otherwise they will still appear on line 17

### **SEND YOUR REPORT ELECTRONICALLY**– *Enter Supreme Court website password into the Mayor's Court control files*

- Check the SEND VIA WEB box
- Print Summary
- Print lines 1 & 16 detail
- Do not check Post This Quarter
- Print the Web Service Receipt

## SUPREME COURT QUICK REFERENCE - TROUBLESHOOTING

CANNOT CHANGE THE FINDING ON A CASE THAT HAS AN **UNAVAIL** FINDING

*The case must be reactivated before you can enter the finding.*

- On Disposition screen click EDIT
- Click on the CLEAR button and click on YES to clear (for each count)
- Click on YES to reactivate the case
- Enter the Plea/Finding

LINE 1 DOESN'T MATCH LINE 16 FROM THE PREVIOUS REPORT (message received when trying to send electronically)

*It could be different....or it could be that the Supreme Court doesn't have your last quarter (or quarters) on file.*

- **RESOLUTION 1** - Check to see what the last quarter on file is - <http://www.supremecourt.ohio.gov/JCS/mayors/MayorsCourt/CourtSearch.aspx>
  - If they don't have the most recent qtr filed on record
    - Log in to their website and enter it OR fax/email it to them (if faxing/emailing then you cannot send the current report electronically until the previous report is saved on their website)
  - Either wait to send the current qtr electronically or post the current qtr report and manually enter on the Supreme Court website.
- **RESOLUTION 2** – If the report they have does not match what was posted in Mayor's Court you must send an amended prior qtr report.
  - Reprint the actual prior qtr report that was posted
    - Reports – Management Functions – Supreme Court Report
    - Enter the previous qtr ending date
    - Check REPRINT ONLY and click CONTINUE
    - Print report, write AMENDED on it, and have the Mayor sign it.
  - Print and post the current qtr report
    - Have the Mayor sign it
  - Fax or email both reports to- 614-387-9409 or caseMgmt@sc.ohio.gov

ELECTRONIC TRANSMISSION ERROR – **FALSE**

*The password stored in Mayor's Court is wrong.*

- Control File Maintenance
- Master Control File
- Supreme Court/Treasurer tab
- Edit and update the WEB PASSWORD (enter twice)

Don't know the password? Call the Supreme Court – 614-387-9417

WARNING – EXCEPTIONS FOUND. PRODUCING EXCEPTION REPORT.

- WAS CLOSED/WAS OPEN – Either a past qtr finding was deleted/changed, or a finding was entered with a date in a qtr already reported/posted. (CALL BGI)
- UNABLE TO DETERMINE ORIGINAL TRANSFER DATE... - case was transferred out and back in same qtr (CALL BGI)
- UNABLE TO DETERMINE PRESIDING OFFICER... - Enter the presiding officer on the dispo screen