

SUPREME COURT QUICK REFERENCE

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

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 – if a case is on the list with a finding date in or before the qtr you are working on, it means that one or more counts on the case does not have a 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 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 the missing quarter. The Supreme Court is no longer accepting faxed reports.
 - Once the quarter is entered, you can 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
 - Email both reports to 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 or email the Supreme Court – 614-387-9410 – casemgmt@sc.ohio.gov

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

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