

Laser Fax

Modification 5
Modification 5.28
January 18, 2006

INTERESTED PARTY SCREEN ENHANCEMENTS

The Interested Party screen has additional fields and function keys to record detailed characteristics of the individual. This additional information will print on the revised warrant forms scheduled for release later this year.

If the officer provides the eye color, hair color, height and weight on the complaint or citation, record the entries in the applicable fields on the Interested Party screen. Press F4 on the Eye Color and Hair Color fields to select the code from a pop-up window.

In addition to the three new fields, the Interested Party screen has three new function keys that display at the bottom of the screen. The function keys are F5 (Record Aliases), F7 (Record Features), and F8 (Record Cautions/Conditions).

Function key F5 allows you to add an alias to the case and link the alias to a specific interested party. To add or delete an alias record, select the interested party for whom you are maintaining an alias and press F5. The display/delete aliases screen appears. Press F6 to add a new alias or type a D (Delete) next to the alias that you want to remove from the case.

You will no longer be able to add an alias as a separate interested party through the Maintain Interested Party screen. Aliases must now be maintained using the F5 key within the Interested Party screen in order to establish the link with the associated interested party. Aliases (ALS) recorded previously can still be viewed and updated in the tradition manner, but any open cases with an existing ALS interested party type can be reentered using the new process.

Function key F7 is used to maintain distinguishing features as provided to you on the complaint or citation. When you press F7, a screen will appear to add distinguishing features or to delete any features that were previously maintained. Distinguishing features are identified by their NCIC code. To select the code, press F4 to display the pop-up window of codes and descriptions.

Function key F8 is used to maintain cautions/conditions as recorded on the complaint or citation. When you press F8, a screen will appear to add cautions/conditions or to delete any that were previously maintained. Cautions/conditions requires a specific code so press F4 to display the pop-up window of codes and descriptions.

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SERVER 1099 REPORT

You may receive two 1099 reports for each constable you paid during calendar year 2005. Constable names were moved to the centralized names file last May and they received a new server identification number. Since each constable was maintained with potentially two different codes, two reports will generate for a constable when you print the 1099 report. Simply add the two totals from each of the reports together if you are preparing the 1099-MISC. Also, use the social security number as the recipient's identifying number on the IRS form.

MANUAL RECEIPTS

Remember to replenish your manual receipt supply that may have been exhausted during the downtime in December. It is important to always have an adequate supply available. Make sure that any manual receipts that are used are recorded on the Manual Receipt Log and cross-referenced on the MDJS case.

MAINTAIN NAMES AND ADDRESSES REQUEST FORM

As a reminder, the Names and Address Request Form is not used to maintain new Magisterial District Judges. The appropriate form to update a Magisterial District Judge's information is the User Id Request form.

DAILY DEPOSIT FAQ

The Magisterial District Judge System Manual on the MDJS Portal contains a section on frequently asked questions concerning the daily deposit process. The information can be found as a topic under Daily Cash Balancing in the Accounting Menu section of the Out-of-Case Processing Manual. At your convenience, please review these common problems and solutions.

FONT SIZE ON QUERIES

You may have noticed that the font size on Case Management, Administrative, and Accounting queries is smaller. This was necessary due to a change in our statewide file structure.