

Laser Fax

Modification 5
Modification 5.21
July 12, 2005

SECURITY INCIDENT REPORT

The link on the DJS Portal for security incident reporting will be available on July 18, 2005 for you to document any security incident or threat to the court facility, its employees, or the public.

Beginning today and through July 15th you and your staff will need to complete the online registration process on the MDJS Portal. Those in the pilot counties (Allegheny, Blair, Bucks, and Montgomery) who have previously registered will need to complete the registration process again due to some technical changes since the pilot phase. Also, those in the pilot counties will be unable to file an incident report until July 18.


Your Magisterial District Judge should have received (or will within a few days) a letter from Madame Justice Newman that provides detailed information regarding this initiative.

All Magisterial District Judges and their staff members need to complete the one-time registration process to use the application. The registration process is detailed below.

Instructions for Registering and Reporting a Security Incident

Instructions for registering and reporting a security incident are available in the Statewide folder. After you have read the instructions, you are prepared to register and report a security incident.

To access the directions:

- ? From the Desktop, double-click the computer icon  located in the upper left corner of the screen. The Network Drives window appears.
- ? Double-click the statewide network drive.
- ? Double-click the document labeled "Security Incident Documentation_MDJ_June05."

Registration

Before you complete the online incident report, you must register. You only need to register one time. To register:

- ? Double-click the icon named "MDJS Portal" on your desktop.
- ? Place the mouse arrow on Security Incident in the menu on the left side of the page.
- ? Click Security Incident Registration.

Continue completing the fields as indicated on the screen or in your security incident documentation.

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CA3 COST CODE ON MISCELLANEOUS PAYMENT ENTRY

The cost code CA3 (Entering Transcript other DJ) and amount will now appear on the Miscellaneous Payment Entry screen during the docketing of an Out of District Execution. This transcript cost of \$7.00 will appear in white below the Constable Education Fee field. Pursuant to 42 Pa. C.S. 1725.1(c), this cost shall be charged when entering a transcript of judgment from another member of the minor judiciary.

DELETION REQUEST

A deletion request form has been added to the MDJS portal. Use this form in lieu of a letter to request a case deletion for reasons such as docketing duplication errors. The form is found under "Forms" on the blue bar of the MDJS portal. It can be completed online and printed. The document needs to be signed by the Magisterial District Judge and mailed to the AOPC.

SCHOOL POLICE

Pursuant to Act 70 of 2004, there is a change to 24 P.S. §7-778 that took effect on July 5, 2005. Police officers employed by school districts need to successfully complete training as set forth in 53 Pa.C.S. Ch.21, Subch. D ("MPOETC" training) to continue filing citations/complaints in your court for violations other than truancy. This will not impact truancy officers who are not maintained with an ORI number. Most of the officer records that have been deactivated (61 names) can be identified by an identification number starting with SD. The officers should already be aware of this requirement. School police officers, who complete the necessary training, should provide you with a diploma or transcript when attempting to initially file a citation or complaint in your court. If you discover the authorized officer is not maintained in the officer list, please complete a names request along with a copy of documentation that demonstrates proof of their training and fax it to 717 795-0813. Please call the Help Desk Names Line with questions or concerns.


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JUDICIAL CONDUCT BOARD

The Judicial Conduct Board has asked that several documents be placed in the Statewide folder for your review.

To view the documents:

- ? From the Desktop, double-click the computer icon  located in the upper left corner of the screen. The Network Drives window appears.
- ? Double-click the statewide network drive.
- ? Click on the folder labeled "Court of Judicial Discipline Opinions."
- ? Double-click the documents labeled "BERKHIMER OPINION."
"BERKHIMER OPINIONORDER"
"BERKHIMER SANCTIONORDER"
"BERKHIMER DISSENT"

REMINDER – ORI NUMBER FIELD

As stated in Modification 5.17, the case entry screens for traffic, nontraffic, criminal, and arraignment for other courts allows the ORI Number field to be completed prior to inputting the badge number. This is helpful when you need to search for an officer in a pop-up window or when you need to determine whether the officer is maintained in the centralized names file. If the ORI Number field is completed first, the pop-up window on the Badge Number field will display only officers associated with the recorded arresting agency. This significantly narrows your search.