

# Courts

## What it does:

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Allows you to add all the judicial officers and/or court dockets to the system. It is also used to determine the case numbers (cause number, docket number)

Courts are used for the Assigned/Home Court in the Case Detail screen, and they are used to schedule Events. You can have specific judicial officers or courtrooms, but they should all point back to an official court. As judicial officers come and go, we want to be able to inactivate their name and add a new judicial officer's court, but tie it all back to that official court.

In Indiana if there are multiple Judges in Superior Court for example, the first judge will be D01, second judge D02, etc. That is the official court. For example, D01 would be Superior Court 1. Then whatever the name of the current judge who is D01 would be added with their official court being D01. If that judge leaves, we simply inactivate their court and add the new one.

The official court is what the order book looks at.

If you have a judge and several magistrates they each get their own court, but they all point to their official court. All their orders will go into that one official court. When you add the assigned/home court to a case, you should select the official court if that is driving your case numbers.

In this county we don't want the case number to be 92JHB-, we want it to be 92JC1-.

Court	Short Description	Long Description	Official Court
<a href="#">Add a new court</a>			
JC1	JC1	Juvenile Court	JC1
JHB	Judge Bradberry	Judge James H. Bradberry's Courtroom	JC1
SUR	Surrender	Surrender Court	Surrender
YSO	YSO	the Youth Services Office	

## Adding the table entry

Menu | Tables | Courts

**Courts**  
**Judge Donna Davenport's Courtroom**

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Court: DD

Short description:\*

Long description:\*

Official court:

Location:

Staffing:

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Monday AM:	<input type="text" value="0"/>	PM:	<input type="text" value="0"/>
Tuesday AM:	<input type="text" value="0"/>	PM:	<input type="text" value="0"/>
Wednesday AM:	<input type="text" value="0"/>	PM:	<input type="text" value="0"/>
Thursday AM:	<input type="text" value="0"/>	PM:	<input type="text" value="0"/>
Friday AM:	<input type="text" value="0"/>	PM:	<input type="text" value="0"/>
Saturday AM:	<input type="text" value="0"/>	PM:	<input type="text" value="0"/>
Sunday AM:	<input type="text" value="0"/>	PM:	<input type="text" value="0"/>

Active:\*  Yes  No

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<b>Court schedules</b>	<b>Add</b>
<u>None</u>	

- **Code** – Choose a code. It can be 1-4 characters.
- **Short description** – The short description can be up to 15 characters
- **Long description** – The long description is what the users see, it can be up to 50 characters long.
- **Official Court** – Assign the judicial officer to their official court. Some counties have multiple Judges. Some counties have Magistrates that report to specific Judges. This ties those courts all together. It is also used for the Assigned/Home Court in the Case Detail screen.
- **Location** – You can assign judicial officers to specific courtrooms or locations. See [COURTLOCATION](#) for configuration information.
- **Staffing** – You can type in the normal staff that accompany this judicial officer, such as Clerk or Reporter, Bailiff, etc. This can be changed as needed from the docket.

Click the **Update** button to save your work.

The short and long descriptions print when you use the FF hearing codes in templates.

## Court Schedules

The scheduling allows you to say how many minutes are available to be scheduled each day.

- If you set the default length on the events as 1 minute each, then you are counting cases.
- If you set the default length on the events to actual minutes such as 30 for an Adjudicatory hearing, then you are counting actual minutes.

The simple format is to use the basic schedule to say how many cases can be scheduled on each day.

To schedule more than this, a person needs the update authority to **“Events database file - overload hearings”**

Monday AM:	<input type="text" value="10"/>	PM:	<input type="text" value="10"/>
Tuesday AM:	<input type="text" value="10"/>	PM:	<input type="text" value="10"/>
Wednesday AM:	<input type="text" value="10"/>	PM:	<input type="text" value="0"/>
Thursday AM:	<input type="text" value="10"/>	PM:	<input type="text" value="10"/>
Friday AM:	<input type="text" value="10"/>	PM:	<input type="text" value="0"/>
Saturday AM:	<input type="text" value="0"/>	PM:	<input type="text" value="0"/>
Sunday AM:	<input type="text" value="0"/>	PM:	<input type="text" value="0"/>

Active:\*  Yes  No

To set up a more robust court schedule you can Add a Court Schedule. You must set up the [ScheduleType](#) tables before you can add a schedule.

Court schedules	Add
None	

Monday	Tuesday	Wednesday	Thursday	Friday
<b>1</b> AM 40 DET PM 110 IV-D	<b>2</b> AM 120 DIS PM 95 Family	<b>3</b> AM 75 IH PM 195 JD	<b>4</b> AM 45 DIS PM 120 IV-D	<b>5</b> AM 210 DET PM 0
<b>8 Columbus</b> AM 240 DET PM 240 IV-D	<b>9</b> AM 75 DIS PM 125 Family	<b>10</b> AM -60 IH PM 150 JD	<b>11</b> AM 30 DIS PM 165 IV-D	<b>12</b> AM -150 DET PM 0
<b>15</b> AM 120 DET PM 45 IV-D	<b>16</b> AM 150 DIS PM 175 Family	<b>17</b> AM -105 IH PM -15 JD	<b>18</b> AM -150 DIS PM 170 IV-D	<b>19</b> AM 150 DET PM 0
<b>22</b> AM -30 DET PM -5 IV-D	<b>23</b> AM 150 DIS PM 100 Family	<b>24</b> AM 60 IH PM -45 JD	<b>25</b> AM -120 DIS PM 150 IV-D	<b>26</b> AM 240 DET PM 0
<b>29</b> AM 80 DET PM 140 IV-D	<b>30</b> AM 120 DIS PM 65 Family	<b>31</b> AM 135 IH PM 135 JD		

## Adding the table entry

Court:\*

Start date:\*

Days to include in repeat:

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1st Sunday - AM								-- Select --
1st Monday - AM					1	2	3	-- Select --
1st Tuesday - AM	4	5	6	7	8	9	10	-- Select --
1st Wednesday - AM	11	12	13	14	15	16	17	-- Select --
1st Thursday - AM	18	19	20	21	22	23	24	-- Select --
1st Friday - AM	25	26	27	28	29	30		-- Select --
1st Saturday - AM	9/1/2022							-- Select --

OK Cancel

- **Start Date** – This is the day the schedule starts.
- **Days to include in repeat** – If this is a normal 4 week rotation, put 28 days, and click Update. It will change the schedule. In this example, since 9/1 is a Thursday you may want to change your start date to 9/5 since it is a Monday.

### Court Schedule Entry details

Court: Judge Donna Davenport's Courtroom

Start date:\* 9/1/2022

Days to include in repeat:

Day 1 - AM	<input type="text" value="CS - Child Support"/>	<input type="text" value="0"/>	PM:	<input type="text" value="-- Select --"/>	<input type="text" value="0"/>
Day 2 - AM	<input type="text" value="-- Select --"/>	<input type="text" value="0"/>	PM:	<input type="text" value="-- Select --"/>	<input type="text" value="0"/>
Day 3 - AM	<input type="text" value="-- Select --"/>	<input type="text" value="0"/>	PM:	<input type="text" value="-- Select --"/>	<input type="text" value="0"/>
Day 4 - AM	<input type="text" value="-- Select --"/>	<input type="text" value="0"/>	PM:	<input type="text" value="-- Select --"/>	<input type="text" value="0"/>
Day 5 - AM	<input type="text" value="-- Select --"/>	<input type="text" value="0"/>	PM:	<input type="text" value="-- Select --"/>	<input type="text" value="0"/>
Day 6 - AM	<input type="text" value="-- Select --"/>	<input type="text" value="0"/>	PM:	<input type="text" value="-- Select --"/>	<input type="text" value="0"/>
Day 7 - AM	<input type="text" value="-- Select --"/>	<input type="text" value="0"/>	PM:	<input type="text" value="-- Select --"/>	<input type="text" value="0"/>
Day 8 - AM	<input type="text" value="-- Select --"/>	<input type="text" value="0"/>	PM:	<input type="text" value="-- Select --"/>	<input type="text" value="0"/>

- **Days to include in repeat** – if this is based on the day of the month, for example the first Wednesday of each month we hear Collection cases, then leave the days to include in repeat blank, then we are dealing with days of the month.

### Court Schedule Entry details

Court:\*

Start date:\*

Days to include in repeat:

1st Sunday - AM	<input type="text" value="-- Select --"/>	<input type="text"/>	PM:	<input type="text" value="-- Select --"/>	<input type="text"/>
1st Monday - AM	<input type="text" value="-- Select --"/>	<input type="text"/>	PM:	<input type="text" value="-- Select --"/>	<input type="text"/>
1st Tuesday - AM	<input type="text" value="-- Select --"/>	<input type="text"/>	PM:	<input type="text" value="-- Select --"/>	<input type="text"/>
1st Wednesday - AM	<input type="text" value="-- Select --"/>	<input type="text"/>	PM:	<input type="text" value="-- Select --"/>	<input type="text"/>
1st Thursday - AM	<input type="text" value="-- Select --"/>	<input type="text"/>	PM:	<input type="text" value="-- Select --"/>	<input type="text"/>
1st Friday - AM	<input type="text" value="-- Select --"/>	<input type="text"/>	PM:	<input type="text" value="-- Select --"/>	<input type="text"/>

Select the type of hearing heard in each day morning and afternoon and the number of minutes (or cases) that can be heard in each session through the month.

Court:\*

Start date:\*

Days to include in repeat:

1st Sunday - AM	<input type="text" value="-- Select --"/>	<input type="text" value=""/>	PM: <input type="text" value="-- Select --"/>	<input type="text" value=""/>
1st Monday - AM	<input type="text" value="CS - Child Support"/>	<input type="text" value="25"/>	PM: <input type="text" value="DCS - DCS"/>	<input type="text" value="10"/>
1st Tuesday - AM	<input type="text" value="JC - Juvenile"/>	<input type="text" value="15"/>	PM: <input type="text" value="TR - Traffic"/>	<input type="text" value="20"/>
1st Wednesday - AM	<input type="text" value="SP - Special"/>	<input type="text" value="10"/>	PM: <input type="text" value="-- Select --"/>	<input type="text" value="0"/>
1st Thursday - AM	<input type="text" value="JC - Juvenile"/>	<input type="text" value="15"/>	PM: <input type="text" value="DCS - DCS"/>	<input type="text" value="10"/>
1st Friday - AM	<input type="text" value="SP - Special"/>	<input type="text" value="10"/>	PM: <input type="text" value="-- Select --"/>	<input type="text" value="0"/>
1st Saturday - AM	<input type="text" value="-- Select --"/>	<input type="text" value=""/>	PM: <input type="text" value="-- Select --"/>	<input type="text" value=""/>
2nd Sunday - AM	<input type="text" value="-- Select --"/>	<input type="text" value=""/>	PM: <input type="text" value="-- Select --"/>	<input type="text" value=""/>

You can also set up notes so when they are on the monthly calendar they can see what they should be scheduling.

### Monthly Calendar

Enter criteria and press Submit  
August 2022

Court:\*  Date:

Include details

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> AM 10 Delinq/Fam PM 5 Open	<b>2</b> AM 20 Delinq/Fam/Term PM 5 Open	<b>3</b> AM 10 Delinq/Fam PM 5 Open	<b>4</b> AM 10 Delinq/Fam PM 5 Open	<b>5</b> AM 10 Delinq/Fam PM 5 Open	<b>6</b> AM 0 PM 0
<b>7</b> AM 0 PM 0	<b>8</b> AM 10 Delinq/Fam PM 5 Open	<b>9</b> AM 10 Delinq/Fam PM 5 Open	<b>10</b> AM 10 Delinq/Fam PM 5 Open	<b>11</b> AM 9 Delinq/Fam Transfer: 1 PM 4 Open Adjudicatory: 1	<b>12</b> AM 10 Delinq/Fam PM -1 Adjudicatory: 1	<b>13</b> AM 0 PM 0
<b>14</b> AM 0 PM 0	<b>15</b> AM 10 Delinq/Fam PM 5 Open	<b>16</b> AM 20 Delinq/Fam/Term PM 5 Open	<b>17</b> AM 10 Delinq/Fam PM 5 Open	<b>18</b> AM 10 Delinq/Fam PM 5 Open	<b>19</b> AM 9 Delinq/Fam Dispo Hearing: 1 PM 0	<b>20</b> AM 0 PM 0
<b>21</b> AM 0 PM 0	<b>22</b> AM 45 Delinq/Fam/Trua PM 5 Open	<b>23</b> AM 10 Delinq/Fam PM 5 Open	<b>24</b> AM 10 Delinq/Fam PM 5 Open	<b>25</b> AM 10 Delinq/Fam PM 5 Open	<b>26</b> AM 10 Delinq/Fam PM 0	<b>27</b> AM 0 PM 0
<b>28</b> AM 0 PM 0	<b>29</b> AM 10 Delinq/Fam PM 5 Open	<b>30</b> AM 10 Delinq/Fam PM 5 Open	<b>31</b> AM 10 Delinq/Fam PM 5 Open			

Delinquency/Family Service/Termination  
Delinquency - 5 slots  
Family Service - 5 slots  
Terminations - 10 slots