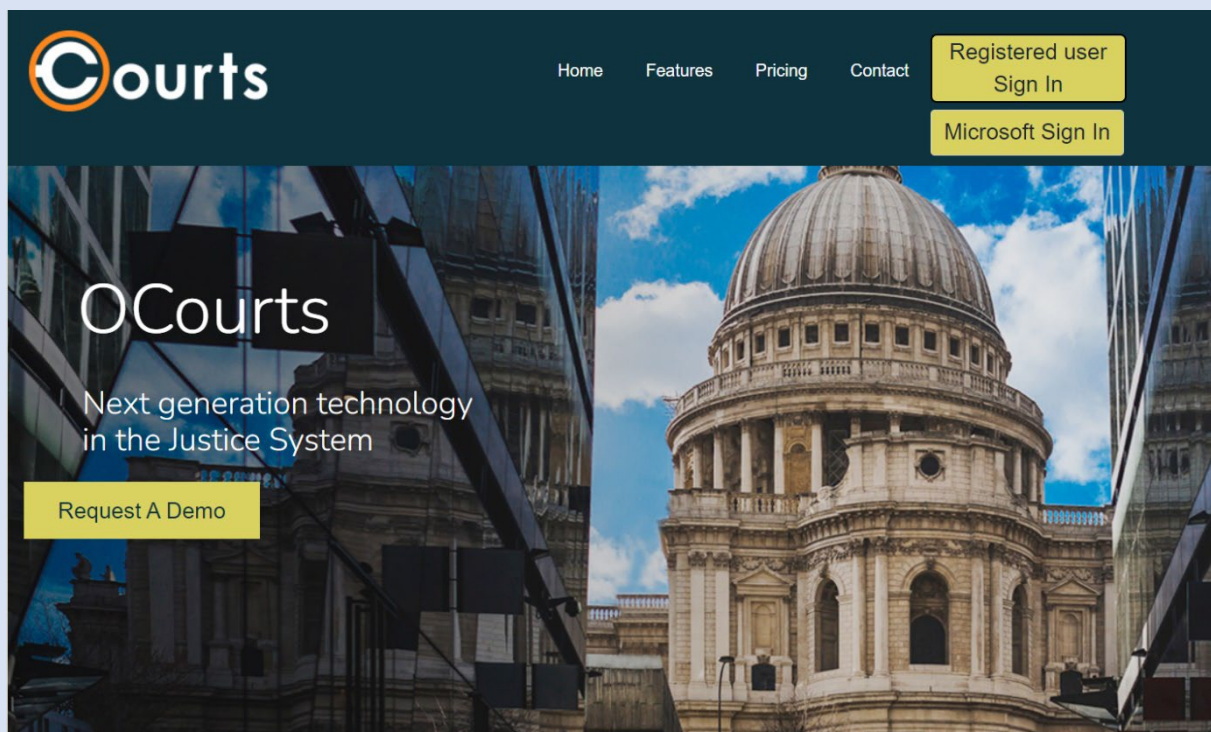




# OCourt User's Guide



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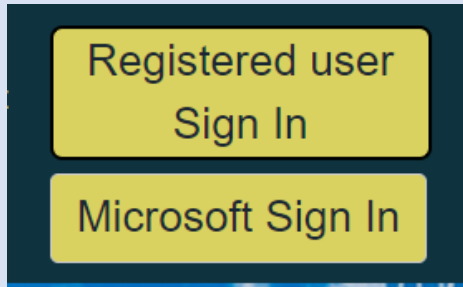
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# Creating Accounts and Log Ins

URL for Ocourt Production Site <https://cloud.ocourts.com/Account/Login?ReturnUrl=%2f>

URL for OCourt QA Site <https://ocourtsqa.azurewebsites.net/>

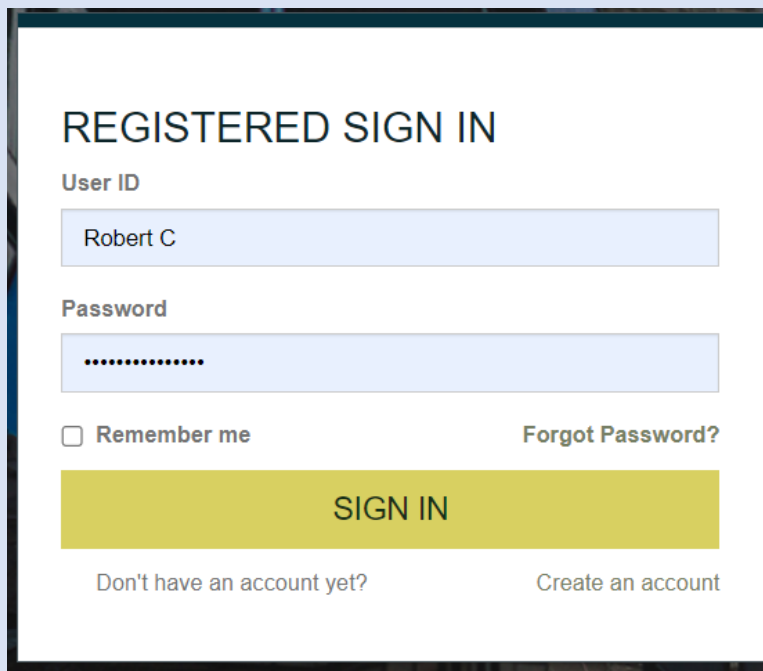


There are two different system to use for signing in to OCourt. The larger "Sign In" button uses Microsoft third party verification. To use this system, one must use a personal e-mail account or an email that Microsoft does not recognize as a Business, Government, or University/College account. This is called the Live Accounts as it uses Microsoft Live Email application.

The Registered Sign In Uses the OCourt application for passwords verification and can be used by all types of E-mail accounts. The System is called the registered User Accounts.

## Registered Sign In

When the Registered Sign In button is clicked a Log in Portal is brought Up

A screenshot of the "REGISTERED SIGN IN" login form. It has a title "REGISTERED SIGN IN" in bold. Below it is a "User ID" label and a text input field containing "Robert C". Below that is a "Password" label and a text input field with masked characters ".....". There is a checkbox labeled "Remember me" and a link "Forgot Password?". At the bottom is a large yellow "SIGN IN" button. Below the button are two links: "Don't have an account yet?" and "Create an account".

If a person has an active User ID and Password, they can enter them in here and click on the SIGN IN button. IF a person is new or in need of a new Registered User Account, they need to click on the Create account button in the lower right corner.

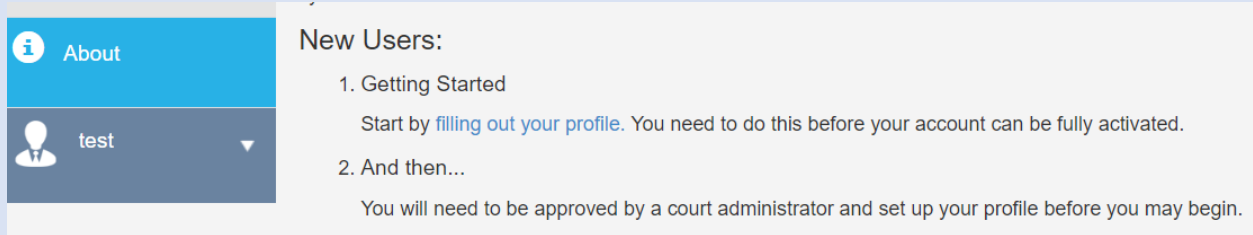
On the Registration Information Box;

Full Name, Email, Username (best to use full name or a version of it.

Space is ok do not use punctuation or symbols), Password. Judges, Prosecutors, and Attorneys the username will print on the E-document where the signatures are on the forms. (please use proper names).

Then click on the Terms of Service box and the SIGN IN button.

This will bring the person to the About Page. Click the blue Hyperlink “filling out your profile.”

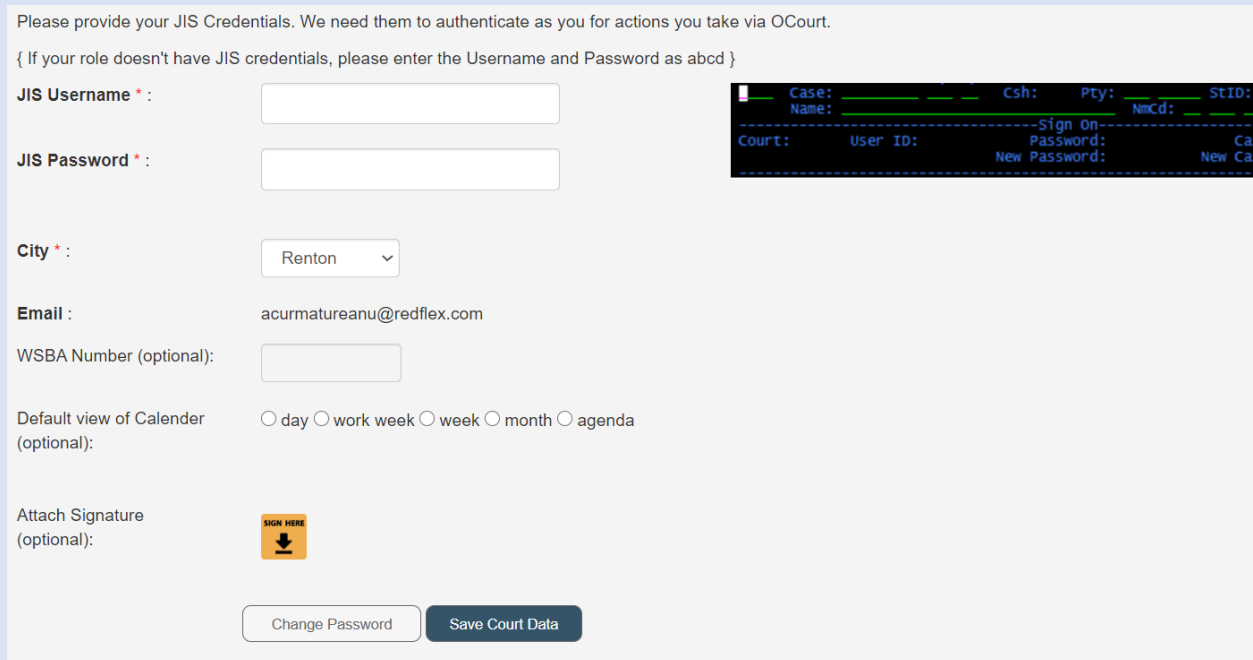


**About**

**New Users:**

1. Getting Started  
Start by [filling out your profile](#). You need to do this before your account can be fully activated.
2. And then...  
You will need to be approved by a court administrator and set up your profile before you may begin.

## Profile Page



Please provide your JIS Credentials. We need them to authenticate as you for actions you take via OCourt.

{ If your role doesn't have JIS credentials, please enter the Username and Password as abcd }

**JIS Username \* :**

**JIS Password \* :**

**City \* :**

**Email :**

**WSBA Number (optional):**

**Default view of Calender (optional):** ☐ day ☐ work week ☐ week ☐ month ☐ agenda

**Attach Signature (optional):**

Case:	Csh:	Pty:	StID:
Name:		NmCd:	
-----Sign on-----			
Court:	User ID:	Password:	Ca
	New Password:		New Ca

**JIS USERNAME** is the inside Id Name which is only 5 Chars. (not RACF ID 7 Chars)

**JIS PASSWORD** this is the inside password and must be updated when the clerk changes their JIS Password every 90 days

This is not OCourt Password this is the inside JIS Password see JIS snapshot.

If there is no JIS USERNAME and PASSWORD use abcd for USERNAME abcd for PASSWORD.

**Change City** to which one the person will be working with. A person can come back and change the city if the person will be working with different cities

**Signature** can be created and saved through Signature Pad, Mouse, or Touch Screen.

**Change password** is for OCourt Password not JIS password. OCourt Password does not have to change

**Save Court Data** is very important to click when creating an account. If this button is not clicked there will be information in Database, but Admins will not be able to see account to activate account.

- Activating an Account. Only an Admin and Court Admin role can see a new registered account in order to activate the registered account.

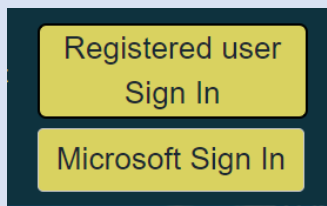
## Microsoft Live Account.

Before Sept. of 2018 this was the preferred way to set up a Log in for all OCourt accounts. After Sept. of 2018 Microsoft allowed accounts set up with them to continue to function but all new Live accounts could not be from Government, University, or Microsoft AD business domains. To use Microsoft Live Sign In one must use a non-AD business domain email address or a personal email address.

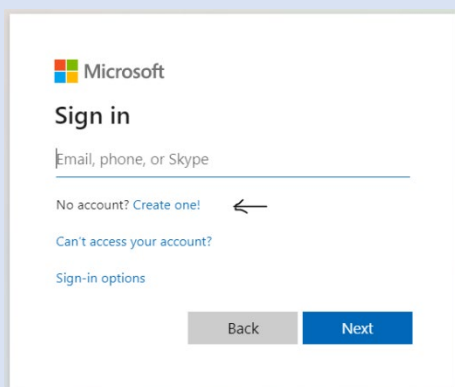
Microsoft Live Accounts are set up to use Microsoft as a third party verification. It uses an Email address (or phone number) and a password that Microsoft manages to log in to OCourt.

Personal emails are ones from Outlook.com, Gmail.com Hotmail.com or Mail.com etc...

Microsoft also sees many business domain emails the same as personal emails so an Defense Attorney may have [Mike.Smith@absLaw.com](mailto:Mike.Smith@absLaw.com) and Microsoft verification program sees it as a personal account and then can be used for Live Accounts in OCourt.



To access the Live Accounts, click on the larger “Sign In” button.



this will bring up the Microsoft Sign In.

If a person has an Account, Input Email

“Next” will bring one to the Password Page.

If person does not have an account, click on “Create One!”

And follow the instructions.

### Association Form

You've successfully authenticated with Live.  
Please provide the below mentioned information for this site below and click the Confirm button to finish logging in.

Provide the User Name which will be displayed throught out the application  
Provide valid JIS User Name and Pswd these should be match with the Working JIS Credentials.

Case:	Csh:	Pty:	StID:
Name:	NmCd:		

-----Sign On-----

Court:	User ID:	Password:	Cashier ID:
	New Password:		New Cashier ID:

Select the City you belongs to

User name already exists. Please enter a different user name.

1. Display Name  ⓘ User name already exists. Please enter a different user name.
2. JIS Username  Do not use Email or RACF ID
3. JIS Password
4. City

**Display Name** use your real name not an email address or a handle like “kitten34”.

**JIS Username** is 5 Char (inside JIS Username normally like ACMER not the RACF 7 Char ID)

**JIS Password** again the inside password.

**City** is the location the person will be working with when setting up the account.

Activating an Account. An Admin or Court Admin role can see a new Live Account in order to activate the new account.

## ADMIN > User Management

Reports

Admin

Dev

About

Robert

### User Management

Live Users

Microsoft Live users can be seen here. you can modify, delete, activate/deactivate users in this page.

Microsoft Sign In

Registered Users (Going to be depricated)

Registered users can be seen here. you can modify, delete, activate/deactivate users in this page.

Registered Sign In

OTP Users (Private bars only)

One Time Password users can be seen here. you can modify, delete, activate/deactivate users in this page.

Use to create Temp Account

Clicking on Blue links allows Admins /Court Admins to activate, deactivate, delete, set roles, and edit accounts.

**OTP** users log in using Alt Sign In after the Temporary Account is created

## Profile Page

Information can be updated in the profile Page

Please provide your JIS Credentials. We need them to authenticate as you for actions you take via OCourt.

{ If your role doesn't have JIS credentials, please enter the Username and Password as abcd }

**JIS Username \*** :


**JIS Password \*** :

**City \*** :

**Email :** acurmatureanu@redflex.com

**WSBA Number (optional):**

**Default view of Calender (optional):** ☐ day ☐ work week ☐ week ☐ month ☐ agenda

**Attach Signature (optional):** 

Case:	Csh:	Pty:	STID:
Name:			NmCd:
Court:	User ID:	Sign On:	Password:
	New Password:		New Ca

**JIS USERNAME** is the inside Id Name which is only 5 Chars. (not RACF ID 7 Chars)

**JIS PASSWORD** this is the inside password and must be updated when the clerk changes their JIS Password every 90 days

This is not OCourt Password this is the inside JIS Password see JIS snapshot.

If there is no JIS USERNAME and PASSWORD use abcd for USERNAME abcd for PASSWORD.

**Change City** to which one the person will be working with. A person can come back and change the city if the person will be working with different cities

**Signature** can be created and saved through Signature Pad, Mouse, or Touch Screen.

**Change Password** This is for Registered User Accounts only not For Live Accounts or JIS Accounts.

Live accounts use Microsoft Portal to change Password. Change JIS password at the top of the Profile Page.



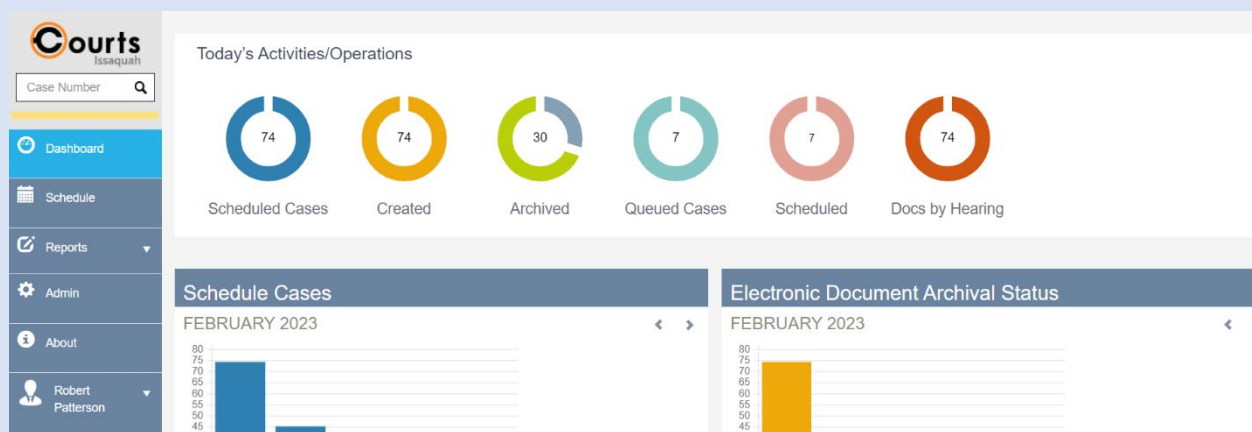
**Save Court Data** is very important to click when creating an account. If this button is not clicked there will be information in Database, but Admins will not be able to see account to activate account.

## Different Roles in OCourt

There are 5 basic roles in OCourt which control what a person can do and see. These Roles are Court Admin, Court Clerk, Judge, Prosecutor, and Defense Attorney.

### Court Admin/ Court Clerk

When a court clerk or court admin log in they come to a dashboard that has a Navigation Bar on the left side of the screen and a page of basic court data for scheduled cases, e-documents and archived e-document.



**Schedule** – will take the clerk to an Outlook style calendar where they will see what days and start times Hearing Events are scheduled in the JIS. These Hearing Events will give the Clerk access to case information that are scheduled within the Hearing Events.

**Reports** – contains information and the ability to take actions on cases for a full day instead of just a Hearing Event or single case.

**E-Filing** – A link to the Public Access Module for filing document in to the court.

**About** – Information about OCourt application like this user guide

**Button with Username** – giving access to Profile page and Sign Off

## Court Admin

Has Navigation Access to an **Admin** button to set up configurations for Scheduling, E-Documents, User Accounts, and E-mail Contact information.

## Judge, Prosecutor, Defense Attorney

All have the same Dashboard page and same navigation buttons

**Courts Kent**

Case Number

Dashboard  
Schedule  
Reports  
About  
Court Support

← E-Docs Dashboard

E-Docs Dashboard

Hearing Event Date:

7:00AM Front Counter (JudgeName : ) (LocationName : )

Defendant Name	Document Name	Case #	Created By	Created Date	Action	Signed by
HILLS,RYAN	<a href="#">Notice of Hearing</a>	K128791FV KNP CN	Rose Dolan	June 25, 2020 1:50 PM	<a href="#">Edit</a> <a href="#">Sign</a> <a href="#">Trash</a>	<a href="#">D</a>
LEWIS,TATYANA	<a href="#">Time Pay Agreement</a>	200100912 KNP PR	Rose Dolan	June 25, 2020 10:27 AM	<a href="#">Edit</a> <a href="#">Sign</a> <a href="#">Trash</a>	
LEWIS,TATYANA	<a href="#">Time Pay Agreement</a>	190118685 KNP PR	Rose Dolan	June 25, 2020 10:29 AM	<a href="#">Edit</a> <a href="#">Sign</a> <a href="#">Trash</a>	
LEWIS,TATYANA	<a href="#">Time Pay Agreement</a>	190080166 KNP PR	Rose Dolan	June 25, 2020 10:31 AM	<a href="#">Edit</a> <a href="#">Sign</a> <a href="#">Trash</a>	
PRIDGEON,TRINA	<a href="#">Time Pay Agreement</a>	200133996 KNP PR	Rose Dolan	June 25, 2020 6:32 AM	<a href="#">Edit</a> <a href="#">Sign</a> <a href="#">Trash</a>	

**Schedule** – will take the user to an Outlook style calendar where they will see what days and start times Hearing Events are scheduled in the JIS. These Hearing Events will give the user access to case information that are scheduled within the Hearing Events.

**Reports** – contains information and the ability to take actions on cases for a full day instead of just a Hearing Event or single case.

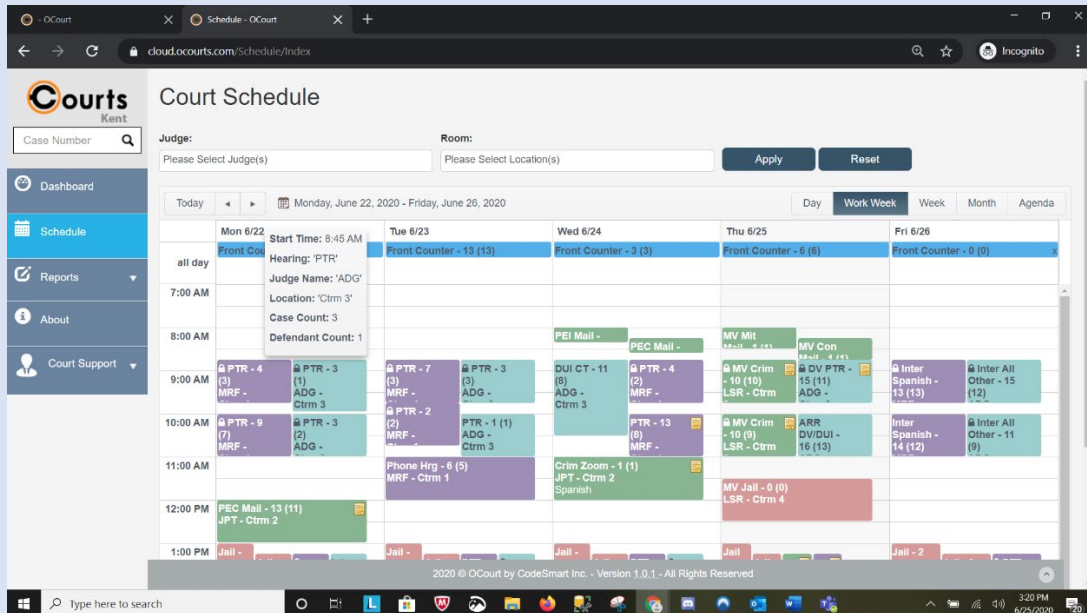
**About** – Information about OCourt application like this user guide

**Button With User's Name** – giving access to Profile page and Sign Off

**\*Note** Prosecutor and Defense Attorneys will find it easier to use the Case Search field in the upper left corner to search for a case (defendant)

**\*Note** Only scheduled cases that have a doc attached to it will show on E-Docs Dashboard Page

# Schedule /Hearing Calendar Page



Calendar allows one to see the different Hearing Events created

- Calendar can be viewed Day, work Week, full Week, Month, or Agenda
- Calendar can be filtered to see hearing by Judge(s) or and by Courtrooms
- Events can be color coded by Hearing Types or Courtroom Locations
- Dates can be found quickly by a date Picker
- Each event has hearing info that can be seen clearer by hovering over event
- Clicking on the Hearing Event will Open the Hearing Detail Page for that Hearing Event

# Hearing Detail Page

Hearing Details

[Court Schedule >> Hearing Details](#)

PTR

Date: 6/24/2020
Time: 8:45 AM - 9:45 AM
Location: Ctm 1

[Edit Hearing](#) | [Refresh Charges](#) | [Reschedule All](#)

Notes:
Primary Judge: Michael Frans

☒ Name
Cases
Pro Tem
Language
Notes
Action

☒ [ESPARZA , BRIAN](#)

5

K00128414 KNP CT PTR YN

6

[Edit](#)
[Charges](#)
[Docs](#)

☒ [NJUGUNA , DOMINIC](#)

K00130145 KNP CN PTR YN

[Edit](#)
[Charges](#)
[Docs](#)

☒ [NJUGUNA , DOMINIC](#)

K00130160 KNP CN ARR YN

[Edit](#)
[Charges](#)
[Docs](#)

☒ [NJUGUNA , DOMINIC](#)

8Z0972701 KNP CT PTR YN

[Edit](#)
[Charges](#)
[Docs](#)

[Schedule Future Date](#)
[Reschedule Case\(s\)](#)
[Add Documents](#)
[Merge Defendants](#)

9

10

11

12

Schedule Case(s)

13

Case Number\*

JIS Hearing Code\*

LEA

CaseType

Defendant

Language

Notes

Action

Hearing Code

Remove

[Add New Case](#)

1. Edit Hearing- change Hearing Type and add notes for Calendar view
2. Refresh Charges- this function works for people who have functioning JIS accounts. It goes in to JIS and repopulates charges info in Database to re display in changes button and on newly loaded forms. The form has to be loaded after the Charges have been refreshed to see changes.
3. Reschedule All- Moves the whole Hearing Event; Hearing details and cases to a future date and time on the calendar.
4. LOCK – allows the clerk to lock the event so no other cases can be schedule for the Hearing Event. Clerk can unlock as to add a case if needed
5. Defendant Name- All Defendants are listed alphabetically. The Name is a hyperlink to defendant’s Electronic Document Page (same as #8 DOCS) Electronic Document Page is where there is a hyperlink to view Form, Forms can be added, and a log showing Document Activity for the defendant.
6. Edit- is where the case can be deleted from JIS and Ocourt Hearing Event. Also where Language and Notes can be added, changed, or deleted.
7. Charges- where Charges for the defendant can be viewed there is also a refresh function there. This is the only place to pre check charges to verify they are correct before loading a new form.
8. DOCS- same as # 5 above. Smaller than symbol indicates there are Document attached

9. Schedule Future Date- allows a case to be scheduled in a future date without deleting it from the current Event Block. Box must be checked in front of the defendant Name. Multiple defendants can be Scheduled to one future date.
10. Reschedule Case(s)- Reschedule a case or cases to a future date and deleted it from the current Hearing Event. Box must be checked to use. As of 6/20 there seem to be time out issues when rescheduling large amounts of cases or a defendant with 3 or more cases. Dev Team has been tasked in finding and fix issue (note will be removed when issue is resolved)
11. Add Documents- This can be used to add documents to one Defendant the function is best used to add Documents to Multiple Defendant as one time. Box must be checked to add document to the defendant.
12. This is a way to merge two defendants who are part of the same case or to combine case for One defendant if they are list separately in the Hearing Event.
13. This is how a defendant (case Number) is added to the OCourt Court Management system. Cases are added with Case Number and Type of Hearing it is being scheduled to currently. This is the function that pulls Defendant/Case information into the Database that is used for future activity for the Case number. Multiple cases can be added at one time. If there is a reason the case cannot be scheduled a warnings/error Message will appear. The only Message from OCourt is Reached the MAX Number of defendants for the Hearing Event. All other Warnings/Errors come from JIS. Some warnings can be Ignored and a function button to do so will appear. (EX: XZ0002311, Arr.).

**NOTE:** there is also a Hearing detail Page for Civil type hearing which has many of the same functions but is set up different (Information instead of charges, list both Plaintiff and Respondent)

Vehicle Impound (Civil)				
Date: 1/26/2023		Time: 2:30 PM - 2:31 PM		Location: Courtroom 1
Notes:		Primary Judge: SCOTT KAHLF		<a href="#">Edit Hearing</a>   <a href="#">Reschedule All</a>
<input type="checkbox"/> Name	Cases	Pro Tems	Notes	Action
<input type="checkbox"/> PET 1 MAYO , PARKER				
<input type="checkbox"/> RSP 1 SOUTH SOUND TOWING	VH22-0025 CV	NJT CVYES	<input type="checkbox"/>	<a href="#">Edit</a> <a href="#">Information</a> <a href="#">D</a>
RSP 2 CITY OF OLYMPIA PARKING SERVICES				

# Electronic Document Page

Electronic Documents

[Court Schedule](#) >> [Hearing Details](#) >> [Electronic Documents](#)

**Date:** 6/30/2020  
**Location:** Ctrm 1

**Time:** 11:00 AM - 12:00 PM

**Hearing Type:** Phone Hearings  
**Primary Judge:** Michael Frans

☒ All Case Information for NORTHINGTON, TERRY

☒ K00622486 KNP PR - MIT NN

Add New Document

Documents Refresh Address

<input checked="" type="checkbox"/>	Document Name	Case #	Signed By	Action
<input checked="" type="checkbox"/>	<a href="#">Infraction Disposition</a>	K00622486 KNP PR	J	File has been archived successfully <span>UnArchive</span>

Archive Documents Email Documents

There are a few different ways to link/ Navigate to the Electronic Document Page. This page is linked to a Hearing Event. The information of that hearing Event can be found at the top of the page.

- Documents can be added to the Case from this page.
- There will be a list of active documents by clicking on the blue form name a hyperlink the program will bring up the E-Document so it can be reviewed, edited, printed, or signed.
- A list of form activity will be found at the bottom of the Electronic Document Page so one can see when the forms where created, edited, archived, emailed, or trashed.
- From this page one can refresh the address and phone number from JIS to the Database so the new information can be seen on the forms. Important the new information will only be on the form if the refresh function was used before loading a new document to the case number.
- The forms can be Archived and or emailed from this page.
- A lock before the form name indicates the form has been signed by the Judge.
- Note. If the Judge hits the edit button for a form all other signature will be deleted and the parties will need to resign the document.

# Creating A Hearing Event

## Single Hearing Event

Click on a blank area (not on an existing hearing event) on the Calendar for the day and Time desired. A page will appear for Hearing Creation information.

Court Schedule >> Create New Event

☐ Availability ☒ Hearing

Start: 06/29/2020 7:00 AM

End: 6/29/2020 8:00 AM

Type: None

Judge: None

Room: None

Notes:

Cancel Create Event

fill out all Info and click Create Event

## Recurrence Admin>Scheduling>Recurrence

Using the Recurrence Function a Clerk can schedule multiple Hearing Events at one time.

Admin >> Recurrence

Hearing Availability All Day Recurrence

Type: None

Room: None

Judge: None

Start: 6/30/2020 7:00 AM

End: 6/30/2020 3:00 PM

Weekday: Repeat: Weekly

Create Hearing Recurrence Event

### Edit Hearing Recurrence

Hearing Type	Start Date	End Date	Action
Trial / Motions	3/4/2020 10:00:00 AM	1/6/2021 11:00:00 AM	Edit Delete

Ex. *In Custody* hearing can be set up to be Mon, Tues, Thurs, and Fri. every week starting at 1pm to 2pm. This can be set up to start on a Monday of the clerk's choosing and run for the next 6 months.

There are three types of recurrence. The other two are; All Day Recurrence which is used for the Court's front counter entries, and Availability which is not used much by most clients.

At the bottom of the page is a list of created Recurrence events. Only totally empty recurrence events set ups can be deleted. Only consecutive empty event from the last date can be edited out to the last Hearing Event with a case scheduled in it.

#### **Holiday** Admin>Schedule>Holiday

After using the Recurrence function is a good time to use the Holiday function in Admin /Scheduling. Enter the date of the Holiday. Click on Holiday Hearing Event. Add any notes like the name of the holiday. Click on create Event. The program will delete all empty events for that day that may have been created then schedules an all-day Holiday event.



# Scheduling Case

## Scheduling through Detail Page

<input type="checkbox"/> PELICO-CHAJ , FRANCISCO	XZ0015485 RPD CT XZ0015487 RPD IT	PTR CON	<input type="checkbox"/>	Spanish	SCRAM, discretionary PTR IID, \$10,000 BOND, 2 CTS	<a href="#">Edit</a> <a href="#">Charges</a> <a href="#">Docs</a> <a href="#">▶</a>
<input type="checkbox"/> PETTY , WILLIAM	9Z0784273 RPD CT	PTR	<input type="checkbox"/>		2 cts	<a href="#">Edit</a> <a href="#">Charges</a> <a href="#">Docs</a>
<input type="checkbox"/> VARGAS-VARGAS , CHRISTIAN	XZ0423403 RPD CN 9Z101564A RPD CN XZ0388500 RPD CN XZ0089767 RPD CN	PTR REV PTR PTR	<input type="checkbox"/>		conflict magee; 1 CTS xz423203, 2 CTS XZ0089767	<a href="#">Edit</a> <a href="#">Charges</a> <a href="#">Docs</a>

[Schedule Future Date](#) [Reschedule Case\(s\)](#) [Add Documents](#) [Merge Defendants](#)

Schedule Case(s)

Case Number*	JIS Hearing Code*	LEA	CaseType	Defendant	Language	Notes	Action
<input type="text"/>	<input type="text" value="Hearing Code"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">Remove</a>

[Add New Case](#)

Blue [Add To Schedule](#)

- This Portal is used to schedule a case into the OCourt system and is found at the bottom of the Hearing Detail Page.
- Using this function pulls case information from JIS to the OCourt database which is then used for the Scheduler and E-Documents. The only other ways to pull case information directly from JIS is the REFRESH CHARGES and REFRESH ADDRESS funtions.
- The User must click on the Hearing Event date and time they want to enter a schedule the case into.
- The Two Items needed to schedule a case is the Case Number and the Type of hearing the defendant is going to have (EX 1yz002343 & ARR ) with this the program pulls all other information in to the program.
- Error Messages are from JIS with the exception of MAX DEFENDANTS FOR HEARING. There is an ignore feature for most JIS Warning Messages.
- When reporting an issue with not being able to Schedule a case include the error massage of why there was an issue. With this information the team can resolve the issue quicker.
- By clicking the blue “+Add More Cases” hyperlink a user can enter more than one case for the Hearing the user is in.
- When a case is ready to be scheduled in the Hearing Details page (that Hearing Event) the “Add To Schedule” will light up Blue.

## Scheduling through “Reschedule Cases” and “Schedule Future Date”

- These functions are described in the Hearing Detail Page #9 and #10

## Scheduling through the E-Docs

Once the cases are in the OCourt system most Cases are Scheduled through the E-Doc. Several Documents have a section that allows the scheduling of a future date in JIS and OCourt. On most of the forms the Schedule future Date function is at the top of the form below the Header.

<input checked="" type="checkbox"/> Kent Municipal Court <input type="checkbox"/> Maple Valley Municipal Court 1220 Central Avenue South Kent, WA 98032 Phone: 253-856-5730	Motion To Continue / Speedy Trial Waiver
City of Kent vs. HUMANN, JOSHUA DAVID, Defendant AKA(s): <u>HUMANN, JOSHUA</u> DOB: <u>9/12/1989</u> <input type="checkbox"/> CCN: _____	Case Numbers: K00129856

☐ Interpreter required Language: \_\_\_\_\_



☐ Case K00129856 : Defendant must appear at Kent Municipal Court on \_\_\_\_\_ at \_\_\_\_\_  
☐ am ☐ pm in Court room # \_\_\_\_\_ for ☐ ARR ☐ PTR ☐ MOT ☐ READ ☐ JTR ☐ NJT ☐ REV ☐ SEN  
☐ CON ☐ MIT

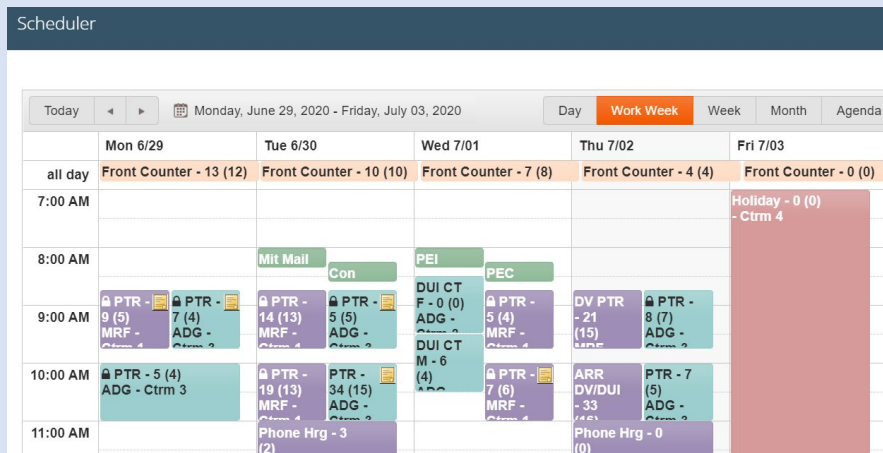
**Motion**

Step one click Edit Form

Step two click on the JIS code for the new hearing type

Step three a blue Calendar Icon will appear click on that to Have a scheduling Calendar appear.

☐ Case K00129856 : Defendant must appear at Kent Municipal Court on \_\_\_\_\_ at \_\_\_\_\_  
☐ am ☐ pm in Court room # \_\_\_\_\_ for ☐ ARR ☐ PTR ☐ MOT ☐ READ ☐ JTR ☐ NJT ☐ REV ☐ SEN  
☐ CON ☐ MIT  



Pick new date on a drop-

down Calendar. This will auto fill the new Hearing date on the form and set the new Hearing in a Queued state.

The Last step is to Move the case from Queued to scheduled by one of two ways.

1. Go to the future Scheduled hearing date and time to click on “Schedule in JIS”

The Queued Cases section shows two cases: HAMBLY, NATHANIEL and HUMANN, JOSHUA. The Schedule Case(s) section shows a form for scheduling a case, with fields for Case Number, JIS Hearing Code, LEA, Case Type, Defendant, Language, Notes, and Action.

2. Or go to the Case Scheduling Report where all the new Scheduled case by Documents can be found for the whole day.

The Case Scheduling Report interface shows a table of cases scheduled in JIS. The left sidebar shows the Reports menu with the Case Schedule Report highlighted. The main content area shows a table of cases scheduled in JIS, with columns for Case Number, JIS Hearing Code, LEA, Case Type, Defendant, Language, Notes, and Action. The Action column contains buttons for Schedule and Delete.

3. Once in the Case Schedule Report Click on Schedule for the chosen defendant.
4. The OCourt program will schedule the case in JIS first then Schedule the case in the OCourt Calendar.

## Deleting a Case

To delete a case, one must Navigate to the date, time and Hearing event the case is scheduled in that needs to be deleted.

Once in the Correct Hearing Details page click on the edit button for the case ones needs to delete.

## ← Hearing Details

[Court Schedule >> Hearing Details](#)

### ARR

Date: 5/12/2020 Notes:	Time: 8:30 AM - 9:30 AM	Location: Court Room 1 Primary Judge: Fred Gillings	<a href="#">Edit Hearing</a>   <a href="#">Refresh Charges</a>   <a href="#">Reschedule All</a>	
---------------------------	-------------------------	--	---	--

<input type="checkbox"/> Name	Cases	Pro Tem	Language	Notes	Action
<input type="checkbox"/> <a href="#">GIAVELLI , LAWRENCE</a>	C13668A ARP CT MTN ARR	<input type="checkbox"/>			<input type="button" value="Edit"/> <input type="button" value="Charges"/> <input type="button" value="Docs"/>
<input type="checkbox"/> <a href="#">STOCKTON , DAVID</a>	9Z1014718 ARP CT MTN ARR	<input type="checkbox"/>			<input type="button" value="Edit"/> <input type="button" value="Charges"/> <input type="button" value="Docs"/>
<input type="checkbox"/> <a href="#">WALL , CHRISTOPHER</a>	XZ0157842 LSP CN ARR NN	<input type="checkbox"/>			<input type="button" value="Edit"/> <input type="button" value="Charges"/> <input type="button" value="Docs"/>

Once in the Edit Page click on a light red X in front of the defendant (or case number if there is multiple case numbers) the area will turn peach and a delete option will appear.

X

STOCKTON, DAVID

9Z1014718 ARP CT

MTN ARR

Transport

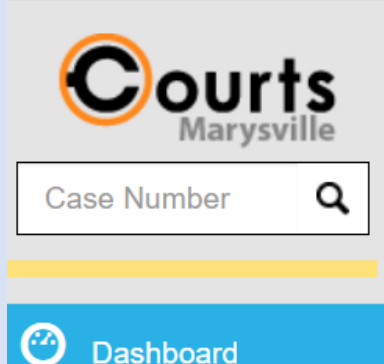
Delete

Cancel

There are times that a case is hung up in the database Let the Development Team know and they will delete form the Back end.

The other common error is the case not found in JIS. If this is the case, just refresh the page and the calendar should display the correct cases for the hearing.

## Searching for a Case



Enter the case number in the search box found in the upper Left corner of almost every location in the OCourt's Application.

Defense Attorney's and Prosecutor will find this a quick way of not only find the most recent upcoming hearing, but all past hearings scheduled in OCourt and links to E-Documents for the different hearings.

## Reports

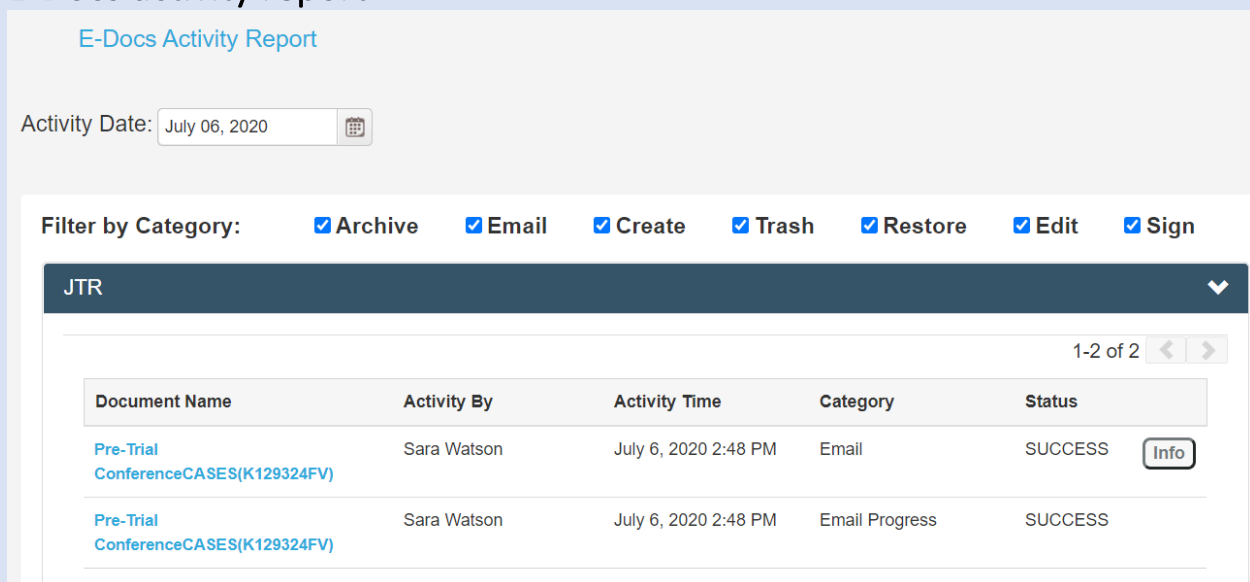
### Compliance

- This keeps track fo what Judge edits what Document when for what Case number
- There is a hyperlink (Doc Name in Blue) that will take a person to the Document for the case number listed

### E-docs Archival Report

- This report shows what Documents have not been Archived or trashed yet.
- Once a Doc is Archived or Trashed from this report page or the Electronic Document Page it will disappear off this list.
- Unlike the Electronic Document page documents can be Archived or Trashed five at a time. Electronic Document Page it is one Document at a time.

### E-Docs activity report



E-Docs Activity Report

Activity Date: July 06, 2020

Filter by Category: ☒ Archive ☒ Email ☒ Create ☒ Trash ☒ Restore ☒ Edit ☒ Sign

JTR

1-2 of 2

Document Name	Activity By	Activity Time	Category	Status
Pre-Trial ConferenceCASES(K129324FV)	Sara Watson	July 6, 2020 2:48 PM	Email	SUCCESS
Pre-Trial ConferenceCASES(K129324FV)	Sara Watson	July 6, 2020 2:48 PM	Email Progress	SUCCESS

- This Report groups all document by Hearing Type to be viewed Five at a time for Each Hearing type.
- One can change the date to see what actions happened for other document on those days.
- There is a filter to narrow down a search for that action
- The Document and case number are a hyperlink to that document
- For emailed Document one can view who the document was sent to see it

## E-Doc by Hearing

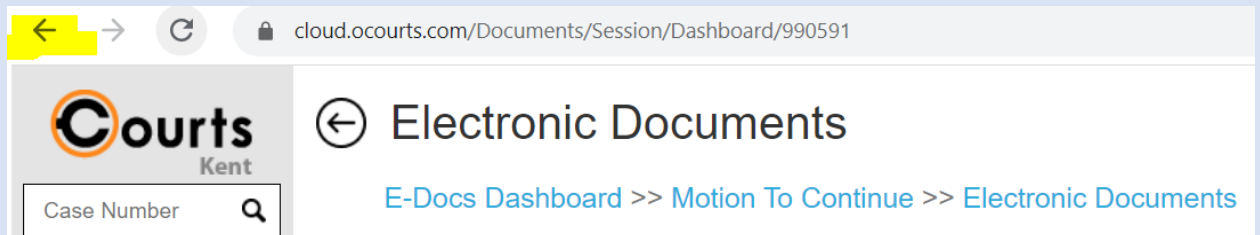
- This page is often used by Judges in the Court Room for the hearing
- This page only shows cases with Documents attached to them
- The page is displayed in section by hearing time and Judges.

7:00AM Front Counter (JudgeName : ) (LocationName : )						
Defendant Name	Document Name	Case #	Created By	Created Date	Action	Signed by
HUGHES,MICHAEL	<a href="#">Time Pay Agreement</a>	200148325 KNP PR	Rose Dolan	July 10, 2020 6:23 AM	<a href="#">Edit</a> <a href="#">Sign</a> <a href="#">Trash</a>	

8:45AM PTR (JudgeName : Michael Frans) (LocationName : Ctrm 1)						
Defendant Name	Document Name	Case #	Created By	Created Date	Action	Signed by
BARTLETT,DENISE	<a href="#">Motion to Continue</a>	9Z0923454 KNP CT	Mark McMahon	July 10, 2020 8:47 AM	<a href="#">Edit</a> <a href="#">Sign</a> <a href="#">Trash</a>	<a href="#">P</a> <a href="#">A</a> <a href="#">J</a> <a href="#">D</a>
GERBER,MARCUS	<a href="#">DUI Judgment and Sentence</a>	XZ0310727 KNP CT	Sherri Gimmi	July 10, 2020 9:54 AM	<a href="#">Edit</a> <a href="#">Sign</a> <a href="#">Trash</a>	<a href="#">J</a> <a href="#">D</a>
	<a href="#">Guilty Plea</a>	XZ0310727	Defense Attv	July 10, 2020 9:34 AM	<a href="#">Edit</a> <a href="#">Sign</a> <a href="#">Trash</a>	<a href="#">P</a> <a href="#">A</a> <a href="#">J</a> <a href="#">D</a>

- Hint\* after clicking on documents there are two quick ways back to the Edoc by hearings page to continue to work from it.



If one uses the larger arrow with the circle around it the user will return to the Edoc by Hearings page at the top of the page. If the user uses the chrome Back button highlighted in Yellow to return to the Edoc by Hearing page the user will return to the case and list of documents, they were working on earlier. This not having to scroll down and find where they were last working.

## Case Schedule Report

- When Scheduling from the E Documents the information about the new Scheduled Hearing is sent to this report

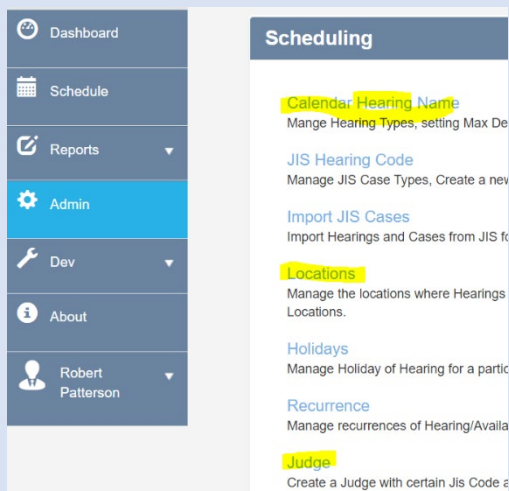
- The New Hearings for the cases are in Queued Status and can be moved from Queued to Scheduled from this report page

Jail						
Defendant Name	Document Name	Case #	Case Type	Schedule date	Hearing Event	Action
JOHNSON , JORDAN	<a href="#">Pre-trial Release-Commitment</a>	9Z0333256 KNP CN	PTR NN	07/27/2020 08:45 AM	PTR	<button>Schedule</button> <button>Delete</button>
SHINWARY , MOHAMMAD	<a href="#">Pre-trial Release-Commitment</a>	K126470FV KNP CN	PTR NN	08/03/2020 03:00 PM	DV PTR	<button>Schedule</button> <button>Delete</button>
SHINWARY , MOHAMMAD	<a href="#">Pre-trial Release-Commitment</a>	K125667FV KNP CN	PTR NN	08/03/2020 03:00 PM	DV PTR	<button>Schedule</button> <button>Delete</button>
AHMAD , USEIR	<a href="#">Pre-trial Release-Commitment</a>	K131929FV KNP CN	PTR NN	08/04/2020 03:00 PM	Interpreter All Languages	Case Scheduled in JIS

- After the Scheduled button has been clicked and the case has been Scheduled in JIS and OCourt calendar the message “Case Scheduled in JIS” will appear.
- The queued Cases schedule can also be deleted from here if it is decided the new scheduled time is not wanted
- See “Scheduling through the E-Docs” for beginning to end process that uses this report

## Email Out Box

- This report keeps track of the emails sent from the OCourt Application each day
- The emails are organized by Hearings Events then by alphabetized Defendant names



## Setting up JIS Code in OCourt to create Hearing Events

## Calendar Hearing Name

### Existing Hearing Types

Name	Max Defendants	Abbreviation	Color Code	Active Status
Arraignment	<input type="text" value="75"/>	<input type="text" value="ARR"/>	<input type="color" value="#76b82a"/>	Active (Deactivate)
Civil	<input type="text" value="2"/>	<input type="text" value="CIVIL"/>	<input type="color" value="#5b9bd5"/>	Active (Deactivate)
Consumer Awareness	<input type="text" value="20"/>	<input type="text" value="CNS"/>	<input type="color" value="#9b59b6"/>	Active (Deactivate)
Contested	<input type="text" value="20"/>	<input type="text" value="CON"/>	<input type="color" value="#5dade2"/>	Active (Deactivate)
FRONT COUNTER	<input type="text" value="10"/>	<input type="text" value="Front Count"/>	<input type="color" value="#4db6ac"/>	Active (Deactivate)

- These can be standard names like “Contested” or more creative names like “Con w/ Atty”.
- Two Hearing Names that should be added is “Holiday” and what every is the Jargon for the counter that takes care of walk ins “Front Counter” Front End” etc..
- This is where the court can set Max defendants for a Hearing event. This Max Defendant does not stop the clerk from being able to schedule but sends a warning in the form of an Ignore button.
- You also use this page to Color code hearings. Some courts have used just green for Infraction type hearings and peach for in custody hears
- The calendar has two color coding system Hearing types and Locations. The switch button for which system used is found in the Admin> Edoc> Edoc Configuration area.

## Location.

### Existing Locations

Jis Code	Name	Color	Action
1	<input type="text" value="Courtroom 1"/>	<input type="color" value="#008000"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2	<input type="text" value="Courtroom 2"/>	<input type="color" value="#800080"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
3	<input type="text" value="Probation Office"/>	<input type="color" value="#191970"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>



- Very Basic entry



- Must use JIS code for first entry
- You also use this page to Color code by location
- The calendar has two color coding system Hearing types and Locations. The switch button for which system used is found in the Admin> Edoc> Edoc Configuration area.
- Location is a necessary element to create Hearing events

## Judges


Existing Judges

Jis Code	First Name	Last Name	Color	Initials	Action
KAW	Kimberly	Walden		KAW	<a href="#">Edit</a> <a href="#">Delete</a>
TLJ	Terry	Jurado		TLJ	<a href="#">Edit</a> <a href="#">Delete</a>

- Not So Basic but simple enough Entry request
- First Entry is the actual JIS code for the Judge this is normally the Judge's Initials (3 Char)
- The Color Coding is not linked to anything at this time
- Judges is a necessary element for creating Hearing Events

## E Documents

- There are 60 plus forms in the E-doc system.
- Each court can organize the forms into groups. Forms can be activated or deactivated
- When a new form is added to the form Library it normally needs to be activated.
- There are two activations one for use in courtrooms and one for use for front counter.
- Admin> E Docs> Form Groups is where the user creates different sections to organize the forms into



## Form Groups

[Admin](#) >> [Form Groups](#)

---

### Add New Group

**Group Name:**

The court normally create Core Document, Mental Health, Infractions, Waivers, Firearms, IID, Others

After creating the group name the user goes to the Form Library to assign the forms to a group

Admin> E Docs> Form Library

## ← Form Library

[Admin >> Form Library](#)

Form Name	In Court Room	Out Court Room	Version	Group Names	Forms Order
Affidavit for Disabled Parking Placard	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	V1 ▾	Core Documents ▾	1
DP Findings of Fact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	V1 ▾	Core Documents ▾	1
DUI Attachment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	V2 ▾	Core Documents ▾	1

- Name of the form
- First check box activates the form for the courtroom
- Second check box activates the forms for the front counter
- If there are two forms versions the larger number will be the most current
- Assigning the forms into different groups (drop down box of group Names)
- User can assign forms greater importance and this going to the top of the list in each group

## Entering Information on to a form/ Document

- Three main sources for information to be added to a form.
- **Frist:** The User (clerk, Judge, Attorney, etc) this is done through the edit mode
- Note once a Judge signs a Document only the Judge can Edit the document
- If the Judge edits a document any signature besides the Judge's will be erased and other parties will need to resign the Document
- **Second** way information is added is when the document is Loaded to the Case Number and information in the OCourt Data base concerning the Defendant is added to the document. The Data in the Database comes from JIS so if information changes in JIS the data in the database will need to be refreshed
- **Third** way Information is added to the forms is through the E Docs Configuration Files located in the Admin > E Docs area.
- The configuration files give the courts control and a quick way to change information on the forms

## E Doc Configuration

### ← Configuration Settings

[Admin](#) >> [Configuration Settings](#)

Associative EventColor : Court Room

Restrict Past Date Doc : ☐

Payment Options:

Save

Do not go upon Property List



Police Department List



Jurisdiction Details



Attorney Details



- On the top Row is where the switch for what color system is used for The calendar is Courtroom or Hearing Type
- On the top row is also a control so Forms can not be added to past calendar dates
- Not all the configuration files are used at this time
- Do Not go upon the Property List is used on the forms that have conditions of release. This is where the more common trouble areas are listed like Safeway, Goodwill, McDonalds, Target, Movie Theater, Bowling Alley, etc.
- Attorney Detail is used on forms that deal with assigning a Defense Attorney to a defendant. This file creates a list for the Judge to pick from and once clicked with supple contact information.
- EHM Electronic Home Monitoring file is for the Home Detention form. Creates a list for drop down box once the desires company/ agency is selected the contact Information and name is added to the form.
- Defendant Appearance Text Allows courts to create Print/No print comments on forms with Scheduling tools for if a defendant needs to appear for the future hearing. (courts have also used this function to have other comments to appear for court needs like a change of address)
- There are a couple other files used for the forms besides the ones list above.

## Amended Details

- Admin> E Docs> Amended Details
- This Page is Similar to the E Docs Configuration File Page, but it only deals with Amended information for the documents dealing with changing the charges.
- By typing key words for the common name of the other charge will have a drop-down box appear. Click on the amended charge and the RCW or Ordinance code will self-populate

- See below for examples of the charges listed in the Admin> E Doc> Amended List.

Amended Name	RCW or Ordinance	Action
Breach of Peace	R6-18-11	<a href="#">Edit</a> <a href="#">Delete</a>
No Valid Oper License with valid ID	46.20.015	<a href="#">Edit</a> <a href="#">Delete</a>
Inattention	R10-12-25	<a href="#">Edit</a> <a href="#">Delete</a>
Reckless Driving	46.61.500	<a href="#">Edit</a> <a href="#">Delete</a>
Reckless Endangerment	9A.36.050	<a href="#">Edit</a> <a href="#">Delete</a>
Negligent Driving 1st Degree	46.61.5249	<a href="#">Edit</a> <a href="#">Delete</a>
Negligent Driving 2nd Degree	46.61.525	<a href="#">Edit</a> <a href="#">Delete</a>
Theft 3 Attempt	9A.56.050.A	<a href="#">Edit</a> <a href="#">Delete</a>

## Loading a Document to a Case Number

- There are two ways to load documents to a case number

A User can load documents to a case or several cases on the Hearing Detail Page. See Hearing Detail Page pg.12 for visual details.

Navigate to the Hearing detail page for the desired day and hearing Event Block. Click the box in front of the defendant's name the user wants the forms added. Click on the "add Document". User Chooses which Document they desire to add to the case(s). clicks the add documents from the bottom of the Document drop down box. Wheels will appear and turn. Latest documents will be added. User will be able to view documents by clicking on the Defendants Name in the Hearing detail page. The Hyperlink will send users to the defendant's/case number's Electronic Document Page.

- User can tell if a document has been loaded to a defendant from the Hearing Detail page by looking for a blue '>' at the end of the defendant Information Line.

<input type="checkbox"/> Name	Cases	Pro Tem	Language	Notes	Action
<input type="checkbox"/> <a href="#">ANDERSON , BRIAN</a>	XZ0379310 MVP CT PTR	<input type="checkbox"/>			<a href="#">Edit</a> <a href="#">Charges</a> <a href="#">Docs</a>
<input type="checkbox"/> <a href="#">ATKINSON , EDWARD</a>	6Z1123260 MVP CT PTR	<input type="checkbox"/>			<a href="#">Edit</a> <a href="#">Charges</a> <a href="#">Docs</a> >
<input type="checkbox"/> <a href="#">BOGART , NORMAN</a>	XZ0440544 MVP CT PTR	<input type="checkbox"/>			<a href="#">Edit</a> <a href="#">Charges</a> <a href="#">Docs</a>

- The other page a user can add Documents to a Defendant / Case Number is the Electronic Document Page (see Electronic Document Page). Navigate to the Electronic Document Page by clicking on the defendant's Name in the Hearing Detail Page. (or the blue Docs button)
- The Electronic Document page can be accessed by the clicking on a form name in a report pages and just clicking on the close button for the form for the same Defendant/ case number.

Ex: from the hearing by E doc report page

Defendant Name	Document Name	Case #	Created By	Created Date	Action	Signed by
ATKINSON,EDWARD	<a href="#">Guilty Plea</a>	6Z1123260 MVP CT	Robert Patterson	July 16, 2020 7:57 AM	<a href="#">Edit</a> <a href="#">Sign</a> <a href="#">Trash</a>	

The user could click on the Guilty plea form by closing the Guilty Plea form, this will take the user to the Electronic Document Page for Atkinson, Edward in the above example.

## Drop Down Forms List

Select a document to add. ×

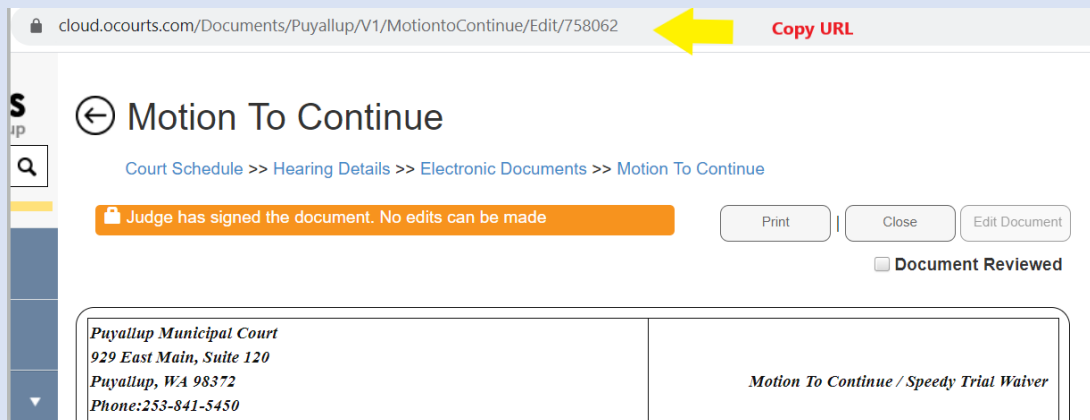
Core Documents	Infraction Forms	IID Forms	MH Forms	Restrictive Orders	Firearm Forms
<input type="checkbox"/> Infraction DISP-Decision on Written Statements			<input type="checkbox"/> Affidavit for Disabled Parking Placard		
			<input type="checkbox"/> Infraction Disposition		
<input type="checkbox"/> Infraction Notice of Hearing			<input type="checkbox"/> Infraction Settlement Order		
<input type="checkbox"/> Parking Infraction Notice of Hearing			<input type="checkbox"/> PHC Order		
<input type="checkbox"/> Relicensing And Fine Payment Options			<input type="checkbox"/> Time Pay Agreement		
<div>Add to Documents</div>					

- The Forms Library can be sectioned out in to smaller group with labels as above. The Courts create their own groups and labels
- The section names are created in the Admin area for forms (Form Groups and Form Library)
- Six groups fit the best, but a court can create a 7<sup>th</sup>; "Other" works good for hard to place forms or the few seldom used forms.
- After 30 active forms are in a section the system creates a new section with the same name. This has only been an issue for Core Document group
- Multiple forms can be load from the same sections only.
- Except for the No Contact Order Forms (NCO), a user can not load more than one form of the same name to a case number.

## Public User Limited Role

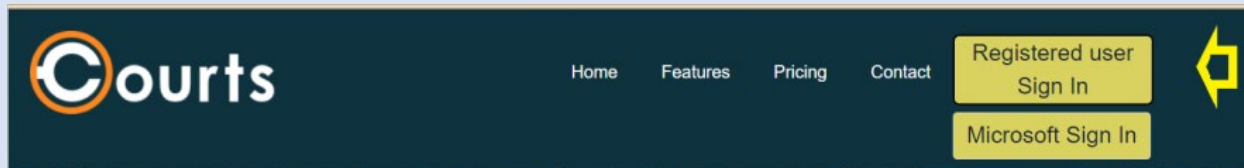
This system was set up so a person in the General Public could view forms outside the courthouse and use different devices to sign the Document with out having to be In the courthouse. This function was developed in response to the COV-19 concerns.

Open a Form then copy the URL and send it to the defendant. Normally there is a chat area where the users can type a written message. Copy and paste the URL in the written chat area.



Normally pasting an URL will create a blue Hyperlink in the Chat area. Even if it does not become a hyperlink, Once the public user has the URL they can copy it in the address bar of the browser; Chrome and safari are best. Edge will not work at all. If using a phone, the phone browser needs to be in Desk Top Mode.

Using the Enter button with the Form URL in the Address bar will bring the Public user to the sign in page for OCourt. They are to use the “Registered Sign In” (words above the sign in button).



**Username:** Public”City name” (case sensitive and one word)

**Password:** “City name”123 (First letter of City name is uppercase)

Ex PublicRenton PW; Renton123 (Des Moines the team put your city name together Desmoines)

After entering in the Generic Username and Password the program will bring the defendant straight to the Document all functions are disabled except the defendant Sign button.

Defendant's Signature

**Declaration of Electronic Signature:**  
I agree that my electronic signature is the legally binding equivalent to my handwritten signature. My electronic signature has the full force and effect of a signature affixed by hand to a paper document.

☐ Touch/Mouse Signature    ☐ Physical Signature Input    ☐ Attach My Signature

↑ Please select one of the Options above

When the Defendant sign button is hit a signature box comes up.

Choose which method to apply signature

Touch screen or mouse

Signature pad

From a file on the local device

The signature is applied to the form. And the screen closes.

**\*Note for Apple phone** only some phones work because of the Desk top Mode still will not allow the sign in button to appear and operate. The Apple phones that are likely to work are #8 and #13 and above. #10 does not work.