



Introduction

SCJB has created a new web application to allow a **Sentence Sheet** to be fully executed online - alleviating the possibility of an illegible court sentence and/or illegible signatures. The **SCJB Electronic Sentence Sheet** application, as it is called, is available to solicitors (**SOL**), defense attorneys (**DAT**), judges, and clerks of court. It has been designed to work seamlessly with **CMS**. The hope is that attorneys, judges, and clerks of court will use this new system for all the sentencing and disposition of cases.

This guide details the sentencing sheet workflow for **Defense Attorneys** within the new application. See other guides for **Solicitors**, **Judges**, and **Clerks of Court** workflows.

Some Important Things to Know

- Everything revolves around who is logged-in and what the value is in the **Sentence Sheet Status** column in the grid.
- Only **General Sessions** cases (qualifying cases) will appear in the application, and they must have a valid Indictment number. Wildcard indictment numbers will not work.
- Only a solicitor or a defense attorney can pull a warrant in an “Incomplete” status into the sentence sheet application initially.
- When a warrant is pulled into the electronic Sentence Sheet by a solicitor or defense attorney, the data populating the fields comes from **CMS**.
- Data modified after the initial pull from **CMS** into the electronic Sentence Sheet will not be updated back to **CMS**, and data updated in **CMS** after the initial pull will not be updated back to the electronic Sentence Sheet database.
- However, if the solicitor, defense attorney, or court reporter are not on the case at the time of the initial pull from **CMS**, they will be added as new parties to the electronic Sentence Sheet.
- Once both attorneys have signed the electronic Sentence Sheet, they can no longer make any changes unless both attorneys and the defendant clear their signatures.
- If the **Sentence Sheet Status** has a value of “In Process” indicating that the judge is reviewing it, either of the attorneys can still clear his/her signature.
- However, once the **Sentence Sheet Status** has a value of “Judge Signed”, neither of the attorneys can clear his/her signature.
- The defendant (**DEF**) has no log in access to the **SCJD Electronic Sentence Sheet**.



Log-In

Production URL: <https://sentencing.sccourts.org/SentencingSheetApp/Account/Login.aspx>

Defense attorneys log-in using their **Bar** numbers and **AIS** passwords.

1. The initial log-in screen for the **SCJB Electronic Sentence Sheet** application appears as shown below:

Figure 1 - Initial log-in screen for SCJB Electronic Sentence Sheet application

2. If a solicitor or defense attorney enters his/her **Bar** number into the **User Name** field and tabs out, two radio buttons appear above the **Log in** button.

Figure 2 - Log-in screen showing radio buttons for Solicitor and Defense Attorney



- The defense attorney enters his/her **AIS** password in the **Password** field, marks the **Defense Attorney** radio button and clicks the **Log in** button.

Figure 3 – Defense Attorney Log-in Information

- If you have forgotten your password, click the “Forgot Password?” link for an attorney. The **AIS** password recovery screen appears (**Figure 5**). Follow the instructions to obtain a new password. If you know your password, proceed to **Step #6**.

Figure 4 - Forgot Password Links

- The **Attorney Information System (AIS)** password reset screen appears. Follow the instructions on the screen to have the system reset your password and send it to you in an email. Then return to **Step #3**.

Figure 5 - Attorney Information System Password Reset screen



- The **Select Case to Process** screen appears. If this is the first time the defense attorney has accessed the application, the system defaults to the **Unassigned Indictments** radio button and no cases appear in the grid because the county selection is blank.

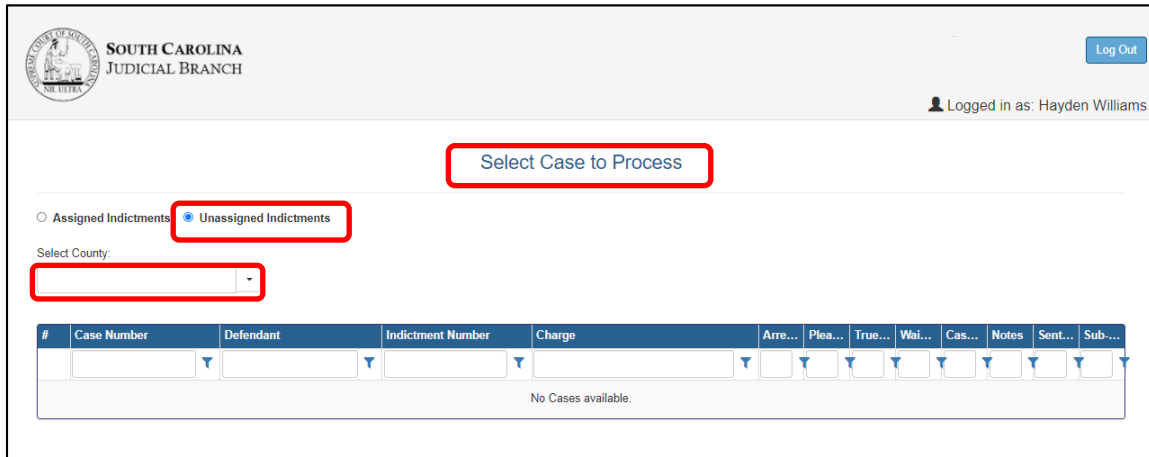


Figure 6 – “Select Case to Process” screen - firsttime logging-in – Unassigned Indictments view

- If this is not the first time the defense attorney has accessed the application and has one or more cases with a **Sentence Sheet Status** of anything other than “Incomplete”, then the application opens to the **Assigned Indictments** radio button and view. The **Assigned Indictments** view does not have a county selection field.

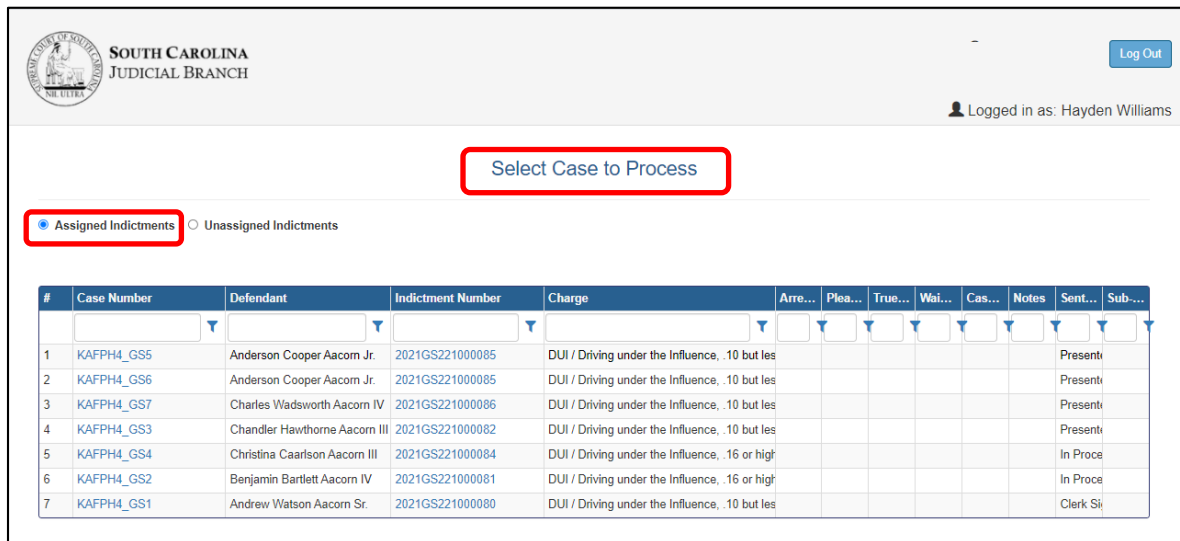


Figure 7 - “Select Case to Process” screen - Assigned Indictments view



Unassigned Indictments

Before a case is pulled into the **SCJB Electronic Sentence Sheet** application it must be viewed by either the solicitor or the defense attorney. Cases that have never been viewed have a “Sentence Sheet Status” of “Incomplete”. (**Note:** the electronic **Sentencing Sheet** database is separate from the **CMS** database.) In order to see these cases, the defense attorney must select the **Unassigned Indictments** radio button and select a county in the **Select County** drop-down box. Once he/she does this a potentially large list of unassigned cases may appear in the grid.

Select Case to Process

Assigned Indictments Unassigned Indictments

Select County:
Georgetown

#	Case Number	Defendant	Indictment Number	Charge	Ar...	Pl...	Sentence Sheet Status	Tr...	W...	C...	N...	Sub-t...
1	00024AG	Woodrow Sr Wilson	1995GS2200271	DUS / Driving under suspension, license not	03/22		Presentencing				Dispo	
2	00037WA	Joseph N Vanderhorst	1993GS2200580	DUI / Driving under the influence - 2nd offen	09/19		Presentencing					
3	00044US	Jackie Evan Woodbury	1992GS2200611	DUS / Driving under suspension, license not	08/13		Incomplete					
4	00066FQ	James Thomas	1985GS2200056	Larceny / Grand Larceny, value \$5,000 or m	11/14		Presentencing					
5	00069LA	John Edward Glass	1987GS2200429	DUS / Driving under suspension, license not	10/05		Incomplete			Pendi		Magistrat
6	00100AG	Joseph Sr Lesane	1995GS2200550	DUS / Driving under suspension, license not	09/15		Incomplete					
7	00100YL	Ursula Davis	1998GS2299812	Abortion / Performing or soliciting unlawful a	01/01		Incomplete			Pendi		
8	00157LA	John Samuel Wheeler	1987GS2200400	DUI / Driving under the influence - 3rd offen	09/12		Incomplete					
9	00201SC	Douglas Lee Mccray	1991GS2200356	DUS / Driving under suspension, license not	05/14		Incomplete	05/12				
10	00335CM	Gloria Washing Grant	1984GS2200249	DUI / Driving under the influence - 2nd offen	06/11		Incomplete			Pendi		

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Figure 8 - Unassigned Indictments for Georgetown County

If the defense attorney knows the full or partial case number he/she needs to pull into the electronic **Sentence Sheet** database, he/she can begin to type that case number into the filter field of the “Case Number” column in the grid. The system does a real-time load of cases based on what is typed in the filter.

Assigned Indictments Unassigned Indictments

Select County:
Georgetown

#	Case Number	Defendant	Indictment Number	Charge	Ar...	Pl...	Sentence Sheet Status	Tr...	W...	C...	N...	Sub-t...
	KAFPH3_6											
1	KAFPH3_60	Alfred William Baaron Sr	2021GS221000102	DUI / Driving under the Influence, .10 but les	05/19		Incomplete	05/18		Pendi		
2	KAFPH3_61	Alfred William Baaron Sr	2021GS221000102	DUI / Driving under the Influence, .10 but les	05/19		Incomplete	05/18		Pendi		
3	KAFPH3_63	Benjamin Howard Aaborn III	2021GS221000104	DUI / Driving under the Influence, .10 but les	05/24		Incomplete	05/23		Pendi		

Figure 9 - Example of Filtering on Case Number



Find the column name for "Sentence Sheet Status". If you cannot read the column names, move your mouse pointer over a column and hold down the left mouse button while you push the mouse up. A text window appears with the column name. You can also reposition a column in the grid by doing the same steps - this time slide your mouse to the left or right while holding down the left mouse button. Repositioning the "Sentence Sheet Status" column is helpful since the values in this column help determine the workflow of the Sentence Sheet.

Assigned Indictments Unassigned Indictments

Select County:
Georgetown

#	Case Number	Defendant	Indictment Number	Charge	Arre...	Plea...	True...	Wai...	Cas...	Sentence Sheet Status	
										Notes	Sent...
1	KAFPH4_GS1	Andrew Watson Aacorn Sr.	2021GS221000080	DUI / Driving under the Influence, .10 but les	03/12/21	DUI / Dr	03/11/20			Pending	Cl...
2	KAFPH4_GS2	Benjamin Bartlett Aacorn IV	2021GS221000081	DUI / Driving under the Influence, .16 or high	03/12/21	DUI / Dr				Pending	In Proce
3	KAFPH4_GS3	Chandler Hawthorne Aacorn III	2021GS221000082	DUI / Driving under the Influence, .10 but les	03/12/21	DUI / Dr				Pending	Presenti
4	KAFPH4_GS4	Christina Caarlson Aacorn	2021GS221000084	DUI / Driving under the Influence, .16 or high	03/12/21	DUI / Dr				Pending	In Proce
5	KAFPH4_GS5	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les	04/14/21	DUI / Dr	04/13/21			Pending	Presenti
6	KAFPH4_GS6	Benjamin Franklin Aacorn III	2021GS221000085	DUI / Driving under the Influence, .10 but les	04/14/21	DUI / Dr	04/13/21			Pending	Presenti
7	KAFPH4_GS7	Charles Wadsworth Aacorn IV	2021GS221000086	DUI / Driving under the Influence, .10 but les	04/14/21		04/13/21			Pending	Presenti

Figure 10 - Text window displaying hidden column name

Assigned Indictments Unassigned Indictments

Select County:
Georgetown

#	Case Number	Defendant	Indictment Number	Charge	Arre...	Plea...	Sent...	True...	Wai...	Cas...	Notes	Sub...
1	KAFPH4_GS1	Andrew Watson Aacorn Sr.	2021GS221000080	DUI / Driving under the Influence, .10 but les	03/12/21	DUI / Dr	Cl...	03/11/20			Pending	
2	KAFPH4_GS2	Benjamin Bartlett Aacorn IV	2021GS221000081	DUI / Driving under the Influence, .16 or high	03/12/21	DUI / Dr	In Proce				Pending	
3	KAFPH4_GS3	Chandler Hawthorne Aacorn III	2021GS221000082	DUI / Driving under the Influence, .10 but les	03/12/21	DUI / Dr	Presenti				Pending	
4	KAFPH4_GS4	Christina Caarlson Aacorn	2021GS221000084	DUI / Driving under the Influence, .16 or high	03/12/21	DUI / Dr	In Proce				Pending	
5	KAFPH4_GS5	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les	04/14/21	DUI / Dr	Presenti	04/13/21			Pending	
6	KAFPH4_GS6	Benjamin Franklin Aacorn III	2021GS221000085	DUI / Driving under the Influence, .10 but les	04/14/21	DUI / Dr	Presenti	04/13/21			Pending	
7	KAFPH4_GS7	Charles Wadsworth Aacorn IV	2021GS221000086	DUI / Driving under the Influence, .10 but les	04/14/21		Presenti	04/13/21			Pending	

Figure 11 - Example of moving column position to the left

Hover the mouse pointer over a column separation line and click the left mouse button to get a double-sided arrow. While holding the left mouse button down, slide the mouse to the right to expand column size as needed.



Arr...	Ple...	Sent...	Tri...	Wai...
03/12/2	DUI / D	Clerk Sig	03/11/2	
03/12/2	DUI / D	In Proces		
03/12/2	DUI / D	Presente		
03/12/2	DUI / D	In Proces		

Before

Arr...	Ple...	Sentence Sheet Status	Tri...	Wai...
03/12/2	DUI / D	Clerk Signed	03/11/2	
03/12/2	DUI / D	In Process		
03/12/2	DUI / D	Presentencing		
03/12/2	DUI / D	In Process		

After

Figure 12 - Before and After examples of column expansion

Click on **Case Number** or **Indictment Number** to access electronic Sentence Sheet. Either one opens the electronic Sentence Sheet to the **Defendant and Charge Information** section.

#	Case Number	Defendant	Indictment Number
	KAFP		
1	KAFPH4_GS1	Andrew Watson Aacorn Sr.	2021GS221000080
2	KAFPH4_GS2	Benjamin Bartlett Aacorn IV	2021GS221000081
3	KAFPH4_GS3	Chandler Hawthorne Aacorn III	2021GS221000082
4	KAFPH4_GS4	Christina Caarlson Aacorn III	2021GS221000084

Figure 13 - Case Number link to electronic Sentence Sheet

#	Case Number	Defendant	Indictment Number
	KAFP		
1	KAFPH4_GS1	Andrew Watson Aacorn Sr.	2021GS221000080
2	KAFPH4_GS2	Benjamin Bartlett Aacorn IV	2021GS221000081
3	KAFPH4_GS3	Chandler Hawthorne Aacorn III	2021GS221000082
4	KAFPH4_GS4	Christina Caarlson Aacorn III	2021GS221000084

Figure 14 - Indictment Number link to electronic Sentence Sheet

There are four sections to the electronic Sentence Sheet:

- ❖ Defendant and Charge Information
- ❖ Sentencing Recommendations/Ranges
- ❖ Sentencing Information
- ❖ Financial Information

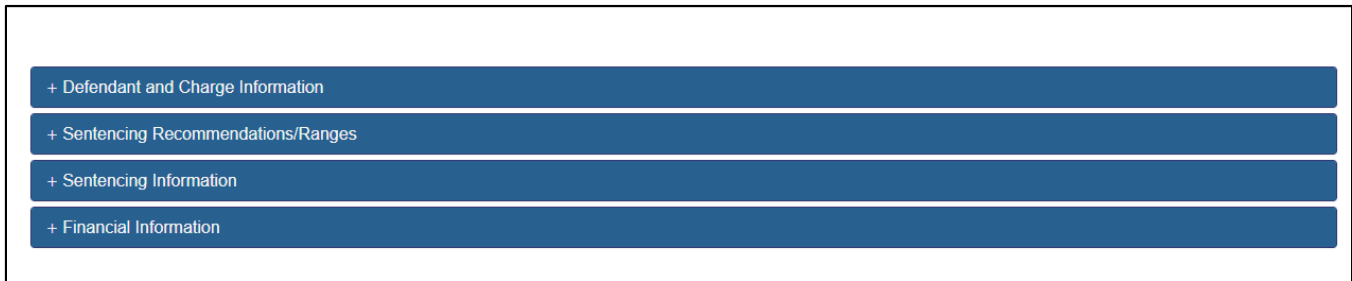


Figure 15 - Four Collapsible Sections of electronic Sentence Sheet

The fields within each section are enabled or protected based on the role of the person logged-in. While any log-in can view a section, only specific users (solicitor, defense attorney, judge, or clerk of court) can enter or change data in a particular section.

Defendant and Charge Information Section

This section belongs to the solicitor and the defense attorney. When a defense attorney clicks on a case number or indictment number the **Defendant and Charge Information** section and the **Sentencing Recommendations/Ranges** section open. The **Defendant and Charge Information** fields are populated from the case data in **CMS**. If any information is missing in this section, for example a defendant’s date of birth, it means that it is missing in **CMS**. Updating any information on this screen and saving it does not update those fields in **CMS**. And, if this information gets updated in **CMS** at a later time, it is not updated to the electronic Sentence Sheet record. (However, if the solicitor, defense attorney, or court reporter on the electronic Sentence Sheet are not listed as case parties in **CMS** when the clerk clicks the **Save to CMS** button on the clerk’s **Select Case for Disposition** screen, then corresponding case parties will be created in **CMS**.)

As soon as the case is pulled into the **Electronic Sentence Sheet** application, its Sentence Sheet status changes from “Incomplete” to “Presentencing”. It does not need to be saved before the status is changed. Just viewing the case Sentence Sheet changes it.

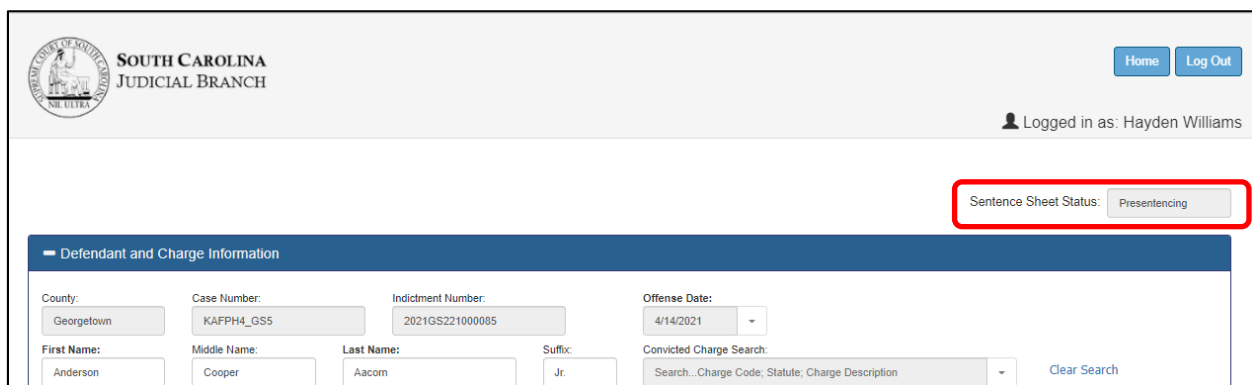


Figure 16 – The “Sentence Sheet Status” appears above the “Defendant and Charge Information” section



Unlike the solicitor, the defense attorney cannot enter the **Guilty Charge** in the **Defendant and Charge Information** section or make any changes to the **Sentencing Recommendations/Ranges** section. He/she can update the defendant information and change the active defense attorney.

Defendant and Charge Information

County: Georgetown Case Number: KAFPH4_GS5 Indictment Number: 2021GS221000085 Offense Date: 4/14/2021

First Name: Anderson Middle Name: Cooper Last Name: Aacom Suffix: Jr.

Alias First Name: Alias Middle Name: Alias Last Name: Alias Suffix:

Race: Black Gender: Male Age at Offense: 45 DOB: 05/05/1975

SSN: ***-**-9999

Address 1: 6677 Springfield Road

Address 2: Apartment 6677S

City: Columbia State: South Carolina Zip Code: 29204

DL #: *****7766 DL State: South Carolina SID#:

Convicted of Pleads CDL CMV Hazmat
 Violent Non-Violent Serious Most Serious Mandatory GPS Statute 17-25-45

The charge is:

Convicted Charge Search: Search... Charge Code; Statute; Charge Description Clear Search

Statute: 56-05-2930(A) Charge Code: 3354

Description: DUI / Driving under the Influence, .10 but less than .16, 1st Offense

A/W #: KAFPH4_GS5

Guilty Charge Search: Charge Code; Statute; Charge Description Clear Search

Guilty Charge Statute: 56-05-2930(A) Charge Code: 3354

Guilty Charge Description: DUI / Driving under the Influence, .10 but less than .16, 1st Offense

Figure 17 - Full Defendant and Charge Information section for the Defense Attorney

The charge is:

As Indicted Lesser Included Offense Defendant Waives Grand Jury

The pleas is:

Without Negotiations or Recommendations Negotiated Sentence Recommendations by the State

Solicitor Search: Bar #: 14 First Name: Lynn Middle Name: Last Name: Mathews Suffix: Clear Search

Defense Attorney Search: Bar #: 13 First Name: Hayden Middle Name: Last Name: Williams Suffix: Clear Search

Since the solicitor has not entered the guilty charge yet, the only thing the defense attorney can do is save his/her changes. **Figure 18** shows all the buttons that appear at the bottom of the electronic Sentence Sheet for a defense attorney. **Note:** only the **Save** button is enabled at this time.

Save Add Signature Clear Signature Add DEF Initials Clear DEF Initials Add DEF Signature Clear DEF Signature Add DEF Signature By DAT DEF Refused to Sign

Figure 18 – Buttons available to defense attorney at bottom of electronic Sentence Sheet – only “Save” button enabled

The defense attorney can view the **Sentencing Recommendations/Ranges** section and the two other sections, **Sentencing Information** and **Financial Information**, by clicking the small white “plus” sign to expand each section; however, he/she cannot make any changes - all of the fields are protected.

+ Sentencing Information

+ Financial Information

Save Add Signature Clear Signature Add DEF Initials Clear DEF Initials Add DEF Signature Clear DEF Signature Add DEF Signature By DAT DEF Refused to Sign

Figure 19 - Collapsed sections with plus signs



Adding a Signature to an electronic Sentence Sheet for Defense Attorney

Usually, the defense attorney will not add his/her signature until he/she gets at least a verbal confirmation from the solicitor that what has been entered in the electronic Sentence Sheet is what they want to do. Once the defense attorney is ready, he/she pulls up the case in the electronic Sentence Sheet and clicks the **Add Signature** button at the bottom of the screen (**Figure 20**). Clicking the **Add Signature** button saves any changes to the screen, adds a signature record for the defense attorney to the Signature table and displays a “Signature Saved Successfully” message at the bottom of the screen (**Figure 21**).



Figure 20 – “Add Signature” button enabled



Figure 21 – “Signature Saved Successfully” message

Once the defense attorney has signed, all the fields in the **Defendant and Charge Information** section are protected and cannot be changed by the defense attorney or the solicitor unless the defense attorney clicks the **Clear Signature** button. The same is true if the solicitor signs before the defense attorney – all the fields in the first two sections are protected and cannot be changed unless the solicitor clicks the **Clear Signature** field.

See the section “Adding a signature to an electronic Sentence Sheet for the Defendant” for information on adding defendant signature and initials on p. 14.



Assigned Indictments

Clicking the **Home** button returns the defense attorney to the **Select Case to Process** screen. If the defense attorney clicked the **Add Signature** button back on the electronic Sentence Sheet screen, the "Sentence Sheet Status" value displays as "Signed One" now. The fact that the text of "Signed One" is in bold indicates the defense attorney is the attorney who signed first. The reason that case number "KAFPH4_GS1" no longer appears in numerical order in the "Case Number" column has to do with the established sort order. The established sort order is based on the values in the "Sentence Sheet Status" column. These are (in sort order): "Presentencing", "Signed One", "Signed Both", "In Process", "Judge Signed", and "Clerk Signed".

Select Case to Process

Assigned Indictments Unassigned Indictments

#	Case Number	Defendant	Indictment Number	Charge	Arrest ...	Plea T...	Sentence Sheet St...	True B...	Waiver...	Case ...
1	KAFPH4_GS4	Christina Caarlison Aacom III	2021GS221000084	DUI / Driving under the Influence, .16 or high			Presentencing			
2	KAFPH4_GS1	Andrew Watson Aacom Sr.	2021GS221000080	DUI / Driving under the Influence, .10 but les			Signed One			
3	KAFPH4_GS2	Benjamin Bartlett Aacom IV	2021GS221000081	DUI / Driving under the Influence, .16 or high			Signed One			

Figure 22 - "Signed One" value in the "Sentence Sheet Status" column for defense attorney - bolded

If the defense attorney signs a case before the solicitor, then the "Signed One" in the solicitor's grid does not display in bold (as seen in **Figure 23**).

Assigned Indictments Unassigned Indictments

#	Case Number	Defendant	Indictment Number	Charge	Arrest...	Plea T...	Sentence She...	True B...	Waive...	Case ...
1	KAFPH4_GS3	Chandler Hawthorne Aacom III	2021GS221000082	DUI / Driving under the Influence, .10 but les			Presentencing			
2	KAFPH4_GS5	Anderson Cooper Aacom Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les			Presentencing			
3	KAFPH4_GS6	Anderson Cooper Aacom Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les			Presentencing			
4	KAFPH4_GS7	Anderson Cooper Aacom Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les			Presentencing			
5	KAFPH4_GS4	Christina Caarlison Aacom III	2021GS221000084	DUI / Driving under the Influence, .16 or high			Presentencing			
6	KAFPH4_GS1	Andrew Watson Aacom Sr.	2021GS221000080	DUI / Driving under the Influence, .10 but les			Signed One			
7	KAFPH4_GS2	Benjamin Bartlett Aacom IV	2021GS221000081	DUI / Driving under the Influence, .16 or high			Signed One			

Figure 23 - Assigned Indictments grid of the solicitor showing a "Signed One" value not bolded



The solicitor can further confirm that he/she was not the one signing first by pulling up the case’s electronic Sentence Sheet and scrolling to the bottom of the screen. If the **Add Signature** button is still enabled for the solicitor, and the **Save** and **Clear Signature** buttons are not (as shown in **Figure 24**), then the solicitor knows he/she did not sign first. Once either the solicitor or the defense attorney adds his/her signature to the electronic Sentence Sheet, the fields in the first two sections are protected, and, therefore, cannot be saved. Likewise, if the solicitor has not signed the electronic Sentence Sheet, then he/she would not need to clear his/her signature – therefore, the **Clear Signature** button is protected.

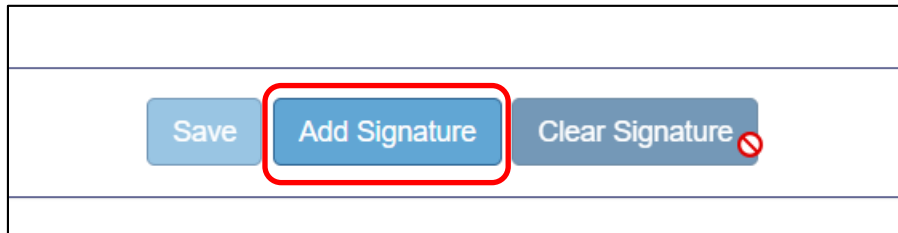


Figure 24 – “Add Signature” button enabled. “Save” and “Clear Signature” buttons protected.

If the solicitor clicks the **Add Signature** button and clicks the **Home** button after the screen refreshes, “Signed One” is now bolded. The “Signed One” value does not change to “Signed Both” until the solicitor, the defense attorney, and the defendant have signed.

Assigned Indictments Unassigned Indictments

#	Case Number	Defendant	Indictment Number	Charge	Arrest...	Plea T...	Sentence Sheet ...	True B...	Waive...	Case ...
1	KAFPH4_GS3	Chandler Hawthorne Aacorn III	2021GS221000082	DUI / Driving under the Influence, .10 but les			Presentencing			
2	KAFPH4_GS5	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les			Presentencing			
3	KAFPH4_GS6	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les			Presentencing			
4	KAFPH4_GS7	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les			Presentencing			
5	KAFPH4_GS4	Christina Caarlson Aacorn III	2021GS221000084	DUI / Driving under the Influence, .16 or high			Presentencing			
6	KAFPH4_GS1	Andrew Watson Aacorn Sr.	2021GS221000080	DUI / Driving under the Influence, .10 but les			Signed One			
7	KAFPH4_GS2	Benjamin Bartlett Aacorn IV	2021GS221000081	DUI / Driving under the Influence, .16 or high			Signed One			

Figure 25 - Show the solicitor’s grid after signing as 2nd attorney – “Signed One” now bold

As the case moves through the electronic Sentence Sheet workflow, the “Sentence Sheet Status” value will change from “Signed One” to the following:

- ❖ “Signed Both” – when solicitor, defense attorney, and defendant have signed
- ❖ “In Process” – when judge is reviewing the case
- ❖ “Judge Signed” – when judge has signed
- ❖ “Clerk Signed” – when the clerk of court has signed
- ❖ “Completed” – electronic Sentence Sheet is complete (case does not display in the grid)



Multiple Cases with Same Indictment Numbers

If multiple cases exist with the same indictment number in the “Unassigned Indictments” view of the **Select Case to Process** screen as shown in **Figure 26**, an **Indictment/Warrant Verification** window (see **Figure 27**) appears when the defense attorney or solicitor clicks on either the case number or indictment number in the grid.

Select Case to Process

Assigned Indictments Unassigned Indictments

Select County:
Georgetown

#	Case Number	Defendant	Indictment Number	Charge	Arrest Date	Plea To Charge Desc	True ...
	KAFPH4		2021GS221000085				
1	KAFPH4_GS5	Anderson Cooper Aacom Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les	04/14/2021	DUI / Driving under the Ir	04/13/20
2	KAFPH4_GS6	Anderson Cooper Aacom Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les	04/14/2021	DUI / Driving under the Ir	04/13/20
3	KAFPH4_GS7	Anderson Cooper Aacom Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les	04/14/2021	DUI / Driving under the Ir	04/13/20

Figure 26 - Multiple cases appearing in the "Select Case to Process" grid with the same Indictment Numbers

Indictment/Warrant Verification

Multiple Warrants exist for selected Indictment #2021GS221000085:

Warrant #	DEF Name	Charge Description
KAFPH4_GS5	Anderson Cooper Aacom Jr.	DUI / Driving under the Influence, .10 but less than .16, 1st Offense
KAFPH4_GS6	Anderson Cooper Aacom Jr.	DUI / Driving under the Influence, .10 but less than .16, 1st Offense
KAFPH4_GS7	Anderson Cooper Aacom Jr.	DUI / Driving under the Influence, .10 but less than .16, 1st Offense

Do you want to continue? Click Yes to continue, No to cancel.

Yes No

Figure 27 – Indictment/Warrant Verification screen listing cases with matching Indictment Numbers



Clicking “Yes” on the **Indictment/Warrant Verification** window normally displays the Sentence Sheet for the selected case. The message below about a change to the indictment number appears only if the indictment number on a case has changed since it was loaded into the **Select Case to Process** grid. In this situation, the solicitor would click the “Close Message” button and contact the clerk of court to correct the indictment number. Clicking “No” on the initial **Indictment/Warrant Verification** window (**Figure 27**) returns the solicitor to the **Select Case to Process** screen.

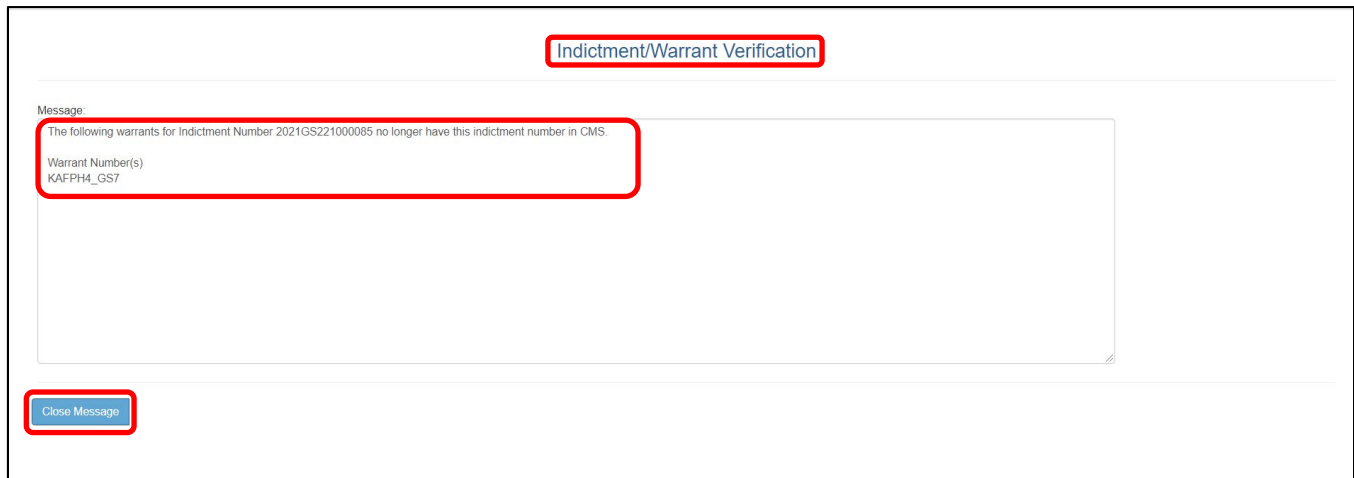


Figure 28 - Message indicating that the indictment number in CMS has changed for the following case.

Adding a Signature to an electronic Sentence Sheet for the Defendant

By design the defendant (**DEF**) cannot log into the **SCJB Electronic Sentence Sheet** application; he/she will not have a log in. However, the defense attorney (**DAT**) has access to signature and initial buttons for the defendant at the bottom of the electronic Sentence Sheet screen and can make these buttons available to the defendant by allowing him/her a chance to select the appropriate button via the defense attorney’s laptop or tablet. There is even a button indicating that the defense attorney is signing for the defendant and one indicating the defendant refuses to sign the electronic Sentence Sheet. There is a corresponding “clear” button except for the “Add DEF Signature by DAT” and the “DEF Refused to Sign buttons (**Figure 29**). The “Clear DEF Signature” clears all three DEF options.



Figure 29 - Buttons at bottom of defense attorney's electronic Sentence Sheet screen

Explanation of buttons:

- ❖ **Add DEF Initials** – only used when defendant has waived the Grand Jury (button clicked by defendant or judge)
- ❖ **Add DEF Signature** – used when attorney hands laptop or tablet to defendant to click button to sign electronic Sentence Sheet
- ❖ **Add DEF Signature by DAT** – used when the attorney, with permission of defendant, clicks button to sign the electronic Sentence Sheet



- ❖ **DEF Refused to Sign** – used by attorney if defendant refuses to sign electronic Sentence Sheet

Adding Initials to an electronic Sentence Sheet for the Defendant

The defendant’s initials are required only if the defendant has waived the Grand Jury. The choice must be marked initially by the solicitor on the **Defendant and Charge Information** section and saved.

The charge is:
 As Indicted Lesser Included Offense Defendant Waives Grand Jury

The pleas is:
 Without Negotiations or Recommendations Negotiated Sentence Recommendations by the State

Figure 30 - Defendant Waives Grand Jury checkbox as marked by solicitor

When the defense attorney or judge logs in, the checkmark appears with a muted gray background because the checkbox is protected. The defendant can click the “Add DEF Initials” button using the defense attorney’s laptop or tablet or the judge can click this button when he/she is logged into the application. A message appears: “Sentence Sheet Saved Successfully”.

The charge is:
 As Indicted Lesser Included Offense Defendant Waives Grand Jury

The pleas is:
 Without Negotiations or Recommendations Negotiated Sentence Recommendations by the State

Figure 31 - Defendant Waives Grand Jury checkbox as viewed by defense attorney

Figure 32 - Add DEF Initials button enabled

Figure 33 - “Sentence Sheet Saved Successfully” appears after the defendant or the defense attorney click “Add DEF Initials”



Judge's electronic Sentence Sheet Screen Buttons

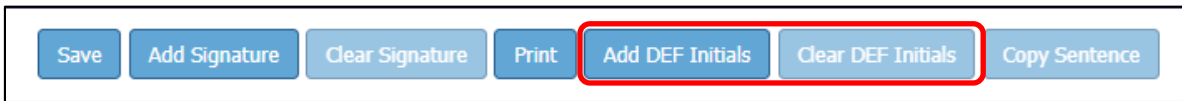


Figure 34 - Buttons that appear at the bottom of the judge's electronic Sentence Sheet

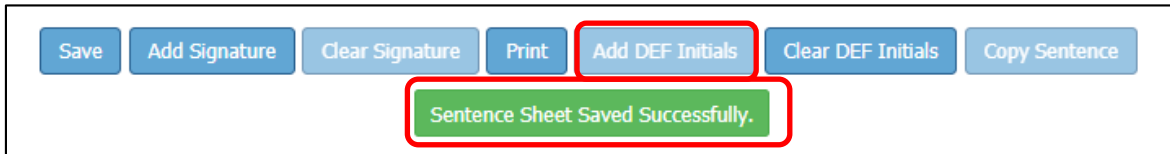


Figure 35 - "Sentence Sheet Save Successfully" message appears after the judge clicks the "Add DEF Initials" button