



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 **Solicitors** within the new application. See other guides for **Defense Attorneys**, **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** field (labeled 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 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.



Log-In

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

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

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

The screenshot shows the initial log-in screen for the Electronic Sentence Sheet website. At the top left is the South Carolina Judicial Branch logo and name. The main heading is "Electronic Sentence Sheet". Below this, there are input fields for "User Name" and "Password", followed by a blue "Log in" button. Underneath the button are links for "Attorney: Forgot Password?" and "Other Users: Forgot Password?". The footer contains the copyright notice "© 2021 - South Carolina Judicial Branch".

Figure 1 - Initial Log-in Screen for Electronic Sentence Sheet Website

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.

The close-up screenshot shows the log-in screen with the "User Name" field containing the number "14". Below the "Password" field, two radio buttons are visible: "Solicitor" and "Defense Attorney", both of which are highlighted with a red rectangular box. The "Log in" button and the "Forgot Password" links are also visible below the radio buttons.

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



- The solicitor enters his/her **AIS** password in the **Password** field, marks the **Solicitor** radio button and clicks the **Log in** button.

14

.....

Solicitor Defense Attorney

Log in

Attorney: [Forgot Password?](#)
Other Users: [Forgot Password?](#)

Figure 3 - Solicitor Log-in Information

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

[Attorney: Forgot Password?](#)
[Other Users: Forgot Password?](#)

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**.

Attorney Information System

If you have forgotten your password, the system can reset it. Enter your username or AIS primary email address in the text box below and click the Submit button.

User Name or AIS Primary Email Address:

Enter the security code shown above:

Submit

Figure 5 - Attorney Information System Password Reset screen



- The **Select Case to Process** screen appears. If this is the first time the solicitor 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.

Logged in as: Lynn Mathews

Select Case to Process

Assigned Indictments **Unassigned Indictments**

Select County:

#	Case Number	Defendant	Indictment Number	Charge	Arrest Date	Plea To C...	True Bill ...	Waiver D...	Case Stat...	Notes	Sentence...	Sub-type
No Cases available.												

Figure 6 – “Select Case to Process” screen - first time 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.

Logged in as: Lynn Mathews

Select Case to Process

Assigned Indictments Unassigned Indictments

#	Case Number	Defendant	Indictment Number	Charge	Arrest Date	Plea To C...	True Bill ...	Waiver D...	Case Stat...	Notes	Sentence...	Sub-type
1	KAFPH4_GSS	Anderson Cooper Aacom Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les								Presentencin

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 “Sentencing Sheet Status” of “Incomplete”. (**Note:** the electronic **Sentencing Sheet** database is separate from the **CMS** database.) In order to see these cases, the solicitor 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 cases that are unassigned to the solicitor (but may be assigned to another attorney) may appear in the grid.

Select Case to Process

Assigned Indictments Unassigned Indictments

Select County:
Georgetown

#	Case Number	Defendant	Indictment Number	Charge	Arrest Date	Plea To C...	True Bill ...	Waiver D...	Case Stat...	Sentencing Sheet Status
1	00024AG	Woodrow Sr Wilson	1995GS2200271	DUS / Driving under suspension, license not	03/22/1995				Disposed	Presentencing
2	00037WA	Joseph N Vanderhorst	1993GS2200580	DUI / Driving under the influence - 2nd offen	09/19/1993					Presentencing
3	00044US	Jackie Evan Woodbury	1992GS2200611	DUS / Driving under suspension, license not	08/13/1992					Incomplete
4	00066FQ	James Thomas	1985GS2200056	Larceny / Grand Larceny, value \$5,000 or m	11/14/1984					Presentencing
5	00069LA	John Edward Glass	1987GS2200429	DUS / Driving under suspension, license not	10/05/1987				Pending	Incomplete
6	00100AG	Joseph Sr Lesane	1995GS2200550	DUS / Driving under suspension, license not	09/15/1995					Incomplete
7	00100YL	Ursula Davis	1998GS2299812	Abortion / Performing or soliciting unlawful a	01/01/1996				Pending	Incomplete
8	00157LA	John Samuel Wheeler	1987GS2200400	DUI / Driving under the influence - 3rd offen	09/12/1987					Incomplete
9	00201SC	Douglas Lee Mccray	1991GS2200356	DUS / Driving under suspension, license not	05/14/1991		05/12/1989			Incomplete
10	00335CM	Gloria Washingt Grant	1984GS2200249	DUI / Driving under the influence - 2nd offen	06/11/1984				Pending	Incomplete

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Figure 8 - Unassigned Indictments for Georgetown County

If the solicitor knows the full or partial number of a case 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. (See **Figure 10.**) The default setting for the filter is “Contains”; however, the solicitor can change the filtering by clicking the “Filter” icon and selecting a different option from the list. (See **Figure 9.**)

#	Case Number	Defendant
	KAFPH4	
1	KAFPH4_GS20	Begins with
2	KAFPH4_GS21	<input checked="" type="checkbox"/> Contains
3	KAFPH4_GS22	Doesn't contain
4	KAFPH4_GS23	Ends with
5	KAFPH4_GS24	Equals
		Doesn't equal
6	KAFPH4_GS25	Like ('%', '_')

Figure 9 - Filter Icon and Filtering Options List



Select Case to Process

Assigned Indictments Unassigned Indictments

Select County:
Georgetown

#	Case Number	Defendant	Indictment Number	Charge	A...	P...	Tr...	W...	C...	N...	S...	S...
	KAFPH4											
1	KAFPH4_GS1	Andrew Watson Aacom Sr.	2021GS221000080	DUI / Driving under the Influence, .10 but les	03/12	DUI /	03/11			Pend	Presc	
2	KAFPH4_GS2	Benjamin Bartlett Aacom IV	2021GS221000081	DUI / Driving under the Influence, .16 or high	03/12					Pend	Incon	
3	KAFPH4_GS3	Chandler Hawthorne Aacom III	2021GS221000082	DUI / Driving under the Influence, .10 but les	03/12					Pend	Incon	
4	KAFPH4_GS4	Christina Caarlson Aacom III	2021GS221000084	DUI / Driving under the Influence, .16 or high	03/12					Pend	Incon	

Figure 10 - Example of Filtering on Partial 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	Arrest Date	Plea To C...	True Bill ...	Waiver D...	Case Stat...	Notes	Se...	Sub-type
	KAFPH4											
1	KAFPH4_GS1	Andrew Watson Aacom Sr.	2021GS221000080	DUI / Driving under the Influence, .10 but les	03/12/2021	DUI / Driving	03/11/2021		Pending		C...	S...
2	KAFPH4_GS2	Benjamin Bartlett Aacom IV	2021GS221000081	DUI / Driving under the Influence, .16 or high	03/12/2021	DUI / Driving			Pending		In...	c...
3	KAFPH4_GS3	Chandler Hawthorne Aacom III	2021GS221000082	DUI / Driving under the Influence, .10 but les	03/12/2021	DUI / Driving			Pending		Presen	
4	KAFPH4_GS4	Christina Caarlson Aacom	2021GS221000084	DUI / Driving under the Influence, .16 or high	03/12/2021	DUI / Driving			Pending		In Proc	

Figure 11 - Text window displaying hidden column name

Assigned Indictments Unassigned Indictments

Select County:
Georgetown

#	Case Number	Defendant	Indictment Number	Charge	Arrest D...	Plea To ...	Sentenc...	True Bill ...	Waiver D...	Case Sta...	Notes	Sub-type
	KAFPH4											
1	KAFPH4_GS1	Andrew Watson Aacom Sr.	2021GS221000080	DUI / Driving under the Influence, .10 but les	03/12/2021	DUI / Driving Cle...	Signed 03/11/2021			Pending		
2	KAFPH4_GS2	Benjamin Bartlett Aacom IV	2021GS221000081	DUI / Driving under the Influence, .16 or high	03/12/2021	DUI / Driving In...	cess			Pending		
3	KAFPH4_GS3	Chandler Hawthorne Aacom III	2021GS221000082	DUI / Driving under the Influence, .10 but les	03/12/2021	DUI / Driving Presentencir				Pending		
4	KAFPH4_GS4	Christina Caarlson Aacom	2021GS221000084	DUI / Driving under the Influence, .16 or high	03/12/2021	DUI / Driving In Process				Pending		

Figure 12 - 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.

Arres...	Plea ...	Sen...	True ...
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
s 03/12/20	DUI / Dri	Clerk S	03/11/202
r 03/12/20	DUI / Dri	In Proc	
s 03/12/20	DUI / Dri	Presen	
r 03/12/20	DUI / Dri	In Proc	

Before

Arres...	Plea ...	Sentence Sheet Status	True ...
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
s 03/12/20	DUI / Dri	Clerk Signed	03/11/202
r 03/12/20	DUI / Dri	In Process	
s 03/12/20	DUI / Dri	Presentencing	
r 03/12/20	DUI / Dri	In Process	

After

Figure 13 - 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 14 - 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 15 - 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 16 - 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 solicitor 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 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.

Defendant and Charge Information			
County: Georgetown	Case Number: KAFPH4_GS2	Indictment Number: 2021GS221000081	Offense Date: 3/12/2021
First Name: Benjamin	Middle Name: Bartlett	Last Name: Aacorn	Suffix: IV
Alias First Name: Ben	Alias Middle Name: Barry	Alias Last Name: Aacorny	Alias Suffix: Fst
Race: White	Gender: Male	Age at Offense: 69	DOB: 05/01/1951
SSN: ***-**-3333	Convicted Charge Search: Search... Charge Code; Statute; Charge Description Clear Search		
Address 1: 3044 Clemson Road	Statute: 56-05-2930(A)		
Address 2: Apartment 3044C	Charge Code: 3355		
City: Columbia	State: South Carolina	Zip Code: 29205	Description: DUI / Driving under the Influence, .16 or higher, 1st Offense
DL #: *****9767	DL State: South Carolina	SID#:	AWW #: KAFPH4_GS2
<input checked="" type="checkbox"/> Convicted of <input type="checkbox"/> Pleads <input type="checkbox"/> CDL <input type="checkbox"/> CMV <input type="checkbox"/> Hazmat		Guilty Charge Search: Charge Code; Statute; Charge Description Clear Search	
<input type="checkbox"/> Violent <input type="checkbox"/> Non-Violent <input type="checkbox"/> Serious <input type="checkbox"/> Most Serious <input type="checkbox"/> Mandatory GPS <input type="checkbox"/> Statute 17-25-45		Guilty Charge Statute: 56-05-2930(A)	
The charge is: <input type="checkbox"/> As Indicted <input type="checkbox"/> Lesser Included Offense <input type="checkbox"/> Defendant Waives Grand Jury		Charge Code: 3355	
Guilty Charge Description: DUI / Driving under the Influence, .16 or higher, 1st Offense			

The pleas is:			
<input type="checkbox"/> Without Negotiations or Recommendations <input type="checkbox"/> Negotiated Sentence <input type="checkbox"/> Recommendations by the State			
Solicitor Search: Bar Number or Name...	Bar #: 14	First Name: Lynn	Middle Name: Mathews
Defense Attorney Search: Bar Number or Name...	Bar #: 13	First Name: Hayden	Middle Name: Williams
		Last Name: Mathews	Suffix: Clear Search
		Last Name: Williams	Suffix: Clear Search

Figure 17 - Full Defendant and Charge Information section



Two pieces of information are required in order for the solicitor to save the case into the electronic Sentence Sheet database:

1. A value in the **Guilty Charge Search** field (either a Charge Code, a Statute, or a Charge Description) that populates the three fields below the search box – establishing a guilty charge
2. A checkmark in either the “Convicted of” checkbox or the “Pleads” checkbox

The screenshot shows the 'Defendant and Charge Information' form. The 'Convicted of' checkbox is checked and highlighted with a red box. The 'Guilty Charge Search' section, including the search box and the resulting 'Guilty Charge Statute' and 'Guilty Charge Description' fields, is also highlighted with a red box.

Figure 18 - Defendant and Charge Information screen showing two required areas

If either of these two pieces of information have not been provided when the solicitor clicks the **Save** button, error messages appear at the top of the electronic Sentence Sheet above the **Defendant and Charge Information** section. The message includes the name of the section in which the error was found. In **Figure 19**, the error occurred in the **Defendant and Charge Information** section.

The screenshot shows the 'Error Information' section at the top of the page. The error message 'Defendant and Charge Information' and 'Convicted Of or Pleads is required.' are highlighted with red boxes. Below the error message, the 'Defendant and Charge Information' section header is also highlighted with a red box.

Figure 19 - Error Information section at top of page



Down below, the missing values are redisplayed in red text with exclamation mark icons nearby. Hovering the mouse over an exclamation mark displays the error message. Make the correction and click the **Save** button.

Convicted of Pleads

Violent Non Convicted Of or Pleads is required.

Figure 20 - Close-up of two fields displaying in red text with exclamation mark icons and error message

A "Sentence Sheet Saved Successfully" message appears below the buttons at the bottom of the page.

Save Add Signature Clear Signature

Sentence Sheet Saved Successfully.

Figure 21 - "Sentence Sheet Saved Successfully." button at bottom of page

The solicitor who views the case first becomes the active attorney. If the solicitor wants to make a different attorney the active attorney, he/she does so by using the **Solicitor Search** box at the bottom of the **Defendant and Charge Information** section and selecting a different attorney.

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

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

Figure 22 - Attorney Search section at bottom of Defendant and Charge Information section



Sentencing Recommendation/Ranges Section

Once the solicitor has entered the charge information, he or she can also enter any information in the **Sentencing Recommendations/Ranges** section that he/she believes will be helpful to the judge in making a final determination. This section contains three large memo fields: **Recommendations**, **Sentence Range**, and **Negotiated Plea**.

The screenshot shows a window titled "- Sentencing Recommendations/Ranges". It contains three large, empty text input areas. The first is labeled "Recommendations:", the second "Sentence Range:", and the third "Negotiated Plea:". Each field has a small icon in its bottom-right corner, likely for expanding or contracting the field.

Figure 23 - Sentencing Recommendations/Ranges section

Each memo field allows free-form text of up to 2,048 characters and displays a vertical scroll bar when enough text has been entered as shown in **Figure 24**. The text area can be expanded or contracted using the lower right-hand corner of the field. The mouse pointer changes to a vertical double-sided arrow when moved to that area of the field (see **Figure 25**). The field can be expanded or contracted by holding down the left mouse button while moving the mouse forward or backward.

This screenshot shows the "Recommendations:" memo field filled with several lines of placeholder text. A vertical scroll bar is visible on the right side of the text area, indicating that the text exceeds the visible height of the field.

Figure 24 - An example of the Recommendations memo field with vertical scroll bar

This screenshot shows the "Recommendations:" memo field, which is currently empty. A small icon in the bottom right corner of the field, consisting of a vertical double-headed arrow and a diagonal slash, is highlighted with a red box, indicating its function for expanding or contracting the field.

Figure 25 - Double-sided mouse pointer to allow expansion or contraction of field



Saving and Adding a Signature to an electronic Sentence Sheet

The remaining two sections, **Sentencing Information** and **Financial Information**, can be viewed by the solicitor by clicking the small white “plus” sign to expand each section; however, all of the fields are protected. The solicitor can click the **Save** button or the **Add Signature** button at the bottom of the screen. Clicking the **Add Signature** button saves any changes to the screen and adds a signature record to the Signature table.



Figure 26 - Collapsed View of Last Two Sections and "Save" and "Add Signature" buttons

Usually, the solicitor will not add his/her signature until he/she gets at least a verbal confirmation from the defense attorney that what has been entered in the electronic Sentence Sheet is what they want to do. A “Signature Saved Successfully” message appears at the bottom of the screen when the solicitor clicks the **Add Signature** button.



Figure 27 - Signature Saved Successfully message

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

Assigned Indictments

Clicking the **Home** button returns the solicitor to the **Select Case to Process** screen. If the solicitor 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 solicitor is the attorney who signed first. The reason that case number “KAFPH4_GS2” no longer appears in numerical order in the “Case Number” column (see **Figure 28**) 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	Arr...	Ple...	Sentence Sheet Status	Tru...
1	KAFPH4_GS5	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les			Presentencing	
2	KAFPH4_GS6	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les			Presentencing	
3	KAFPH4_GS3	Chandler Hawthorne Aacorn III	2021GS221000082	DUI / Driving under the Influence, .10 but les			Presentencing	
4	KAFPH4_GS2	Benjamin Bartlett Aacorn IV	2021GS221000081	DUI / Driving under the Influence, .16 or high			Signed One	
5	KAFPH4_GS4	Christina Caarlson Aacorn III	2021GS221000084	DUI / Driving under the Influence, .16 or high			In Process	
6	KAFPH4_GS1	Andrew Watson Aacorn Sr.	2021GS221000080	DUI / Driving under the Influence, .10 but les			Clerk Signed	

Figure 28 - "Select to Process" screen showing a "Signed One" value in the "Sentence Sheet Status" column

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 29**).

Assigned Indictments Unassigned Indictments

#	Case Number	Defendant	Indictment Number	Charge	Arr...	Ple...	Sentence Sheet Status	Tru...
1	KAFPH4_GS5	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les			Presentencing	
2	KAFPH4_GS6	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les			Presentencing	
3	KAFPH4_GS7	Charles Wadsworth Aacorn IV	2021GS221000086	DUI / Driving under the Influence, .10 but les			Presentencing	
4	KAFPH4_GS2	Benjamin Bartlett Aacorn IV	2021GS221000081	DUI / Driving under the Influence, .16 or high			Signed One	
5	KAFPH4_GS3	Chandler Hawthorne Aacorn III	2021GS221000082	DUI / Driving under the Influence, .10 but les			Signed One	
6	KAFPH4_GS4	Christina Caarlson Aacorn III	2021GS221000084	DUI / Driving under the Influence, .16 or high			In Process	
7	KAFPH4_GS1	Andrew Watson Aacorn Sr.	2021GS221000080	DUI / Driving under the Influence, .10 but les			Clerk Signed	

Figure 29 - Assigned Indictments grid 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 30**), 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.

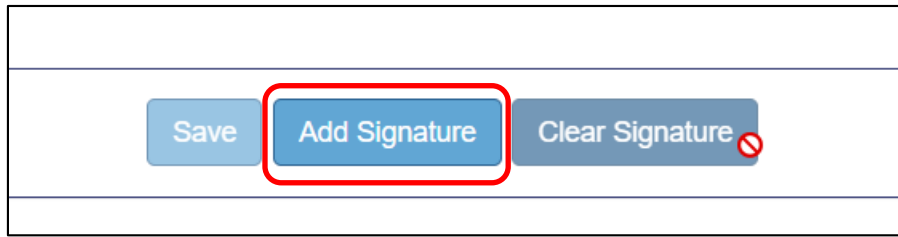


Figure 30 – “Add Signature” button enabled. “Save” and “Clear Signature” buttons protected.

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 both the solicitor and defense attorney have signed as well as the defendant.

Assigned Indictments Unassigned Indictments

#	Case Number	Defendant	Indictment Number	Charge	Arr...	Ple...	Sentence Sheet Status	Tru.
1	KAFPH4_GS5	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 bu			Presentencing	
2	KAFPH4_GS6	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 bu			Presentencing	
3	KAFPH4_GS7	Charles Wadsworth Aacorn IV	2021GS221000086	DUI / Driving under the Influence, .10 bu			Presentencing	
4	KAFPH4_GS3	Chandler Hawthorne Aacorn III	2021GS221000082	DUI / Driving under the Influence, .10 bu			Signed One	
5	KAFPH4_GS2	Benjamin Bartlett Aacorn IV	2021GS221000081	DUI / Driving under the Influence, .16 or			Signed One	
6	KAFPH4_GS4	Christina Caarlson Aacorn III	2021GS221000084	DUI / Driving under the Influence, .16 or			In Process	
7	KAFPH4_GS1	Andrew Watson Aacorn Sr.	2021GS221000080	DUI / Driving under the Influence, .10 bu			Clerk Signed	

Figure 31 - 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)



Active Attorney Actions

If the solicitor clicks on a case that has been assigned to a different attorney, the **Active Attorney Actions** window appears.

The solicitor has three options:

1. Click the **Set as Active Solicitor** button to be assigned as the “Active” Solicitor.
2. Click the **Continue to edit** button which allows the solicitor to continue to make edits in sections 1 and/or sections 2 of the electronic Sentence Sheet but does not make the solicitor the “Active” Solicitor for the case.
3. Click the **Home** button at the top of the screen to return to the **Select Case to Process** screen.

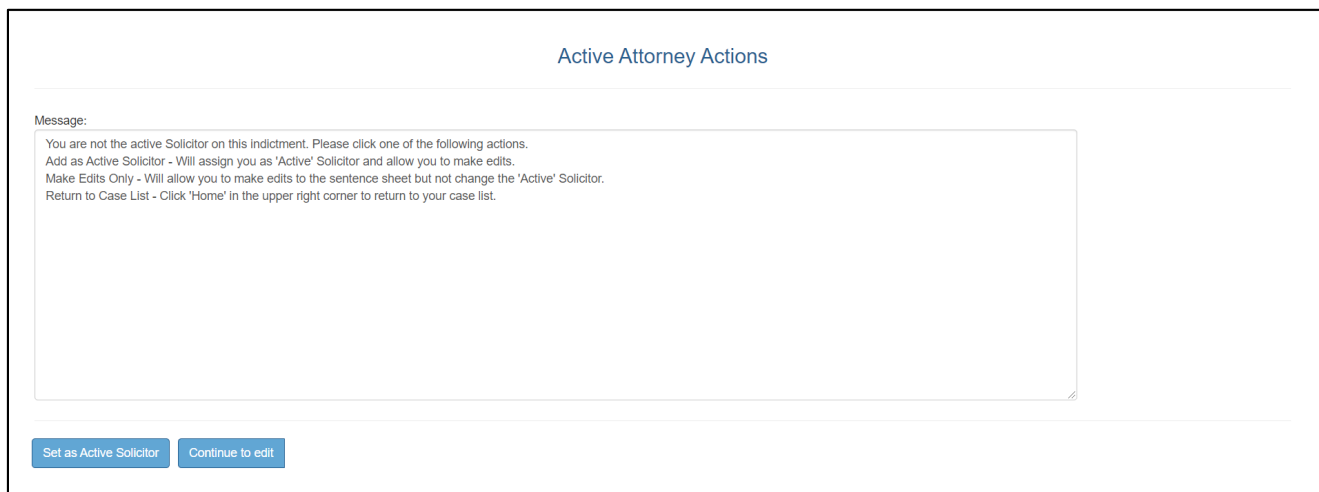


Figure 32 - Active Attorney Actions screen – Not Active Solicitor



Since an attorney may be a solicitor on one case and a defense attorney on another, it is possible for an attorney logged-in as a solicitor to click on a case for which he/she is actually the defense attorney. If this happens, an **Active Attorney Actions** screen appears with a message notifying the attorney that he/she cannot view this case as a solicitor but must log-in as the defense attorney. The options are to click the **Home** button to return to the **Select Case to Process** screen or click the **Logout** button.

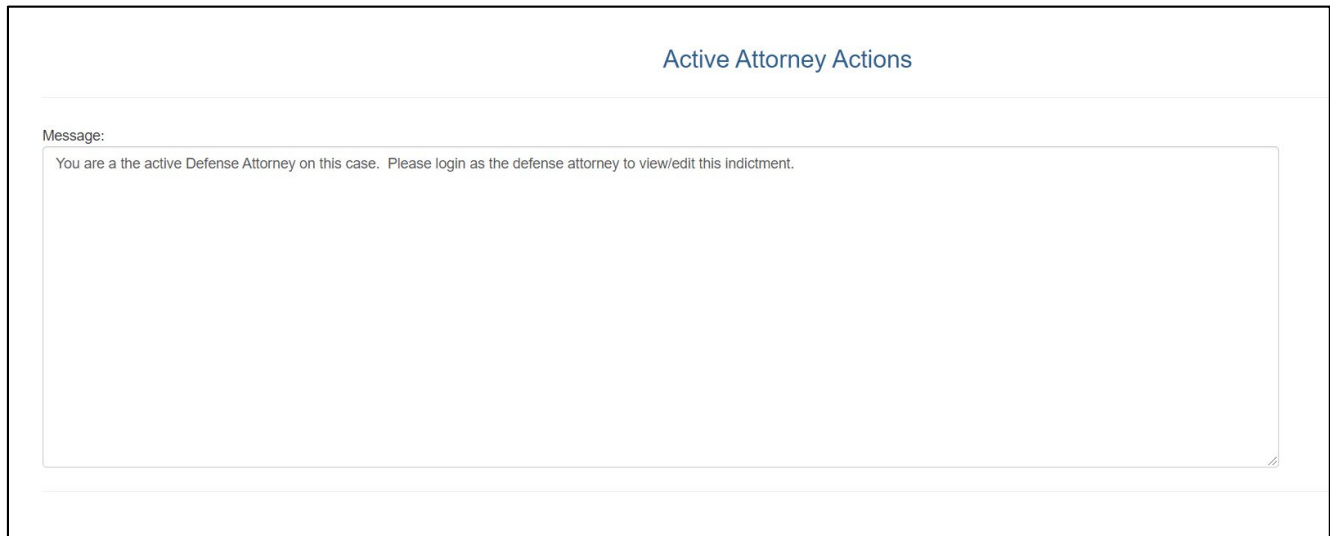


Figure 33 - Active Attorney Actions screen – Active Defense Attorney

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 34**, an **Indictment/Warrant Verification** window appears when the solicitor clicks on either the case number or indictment number in the grid (see **Figure 35**).

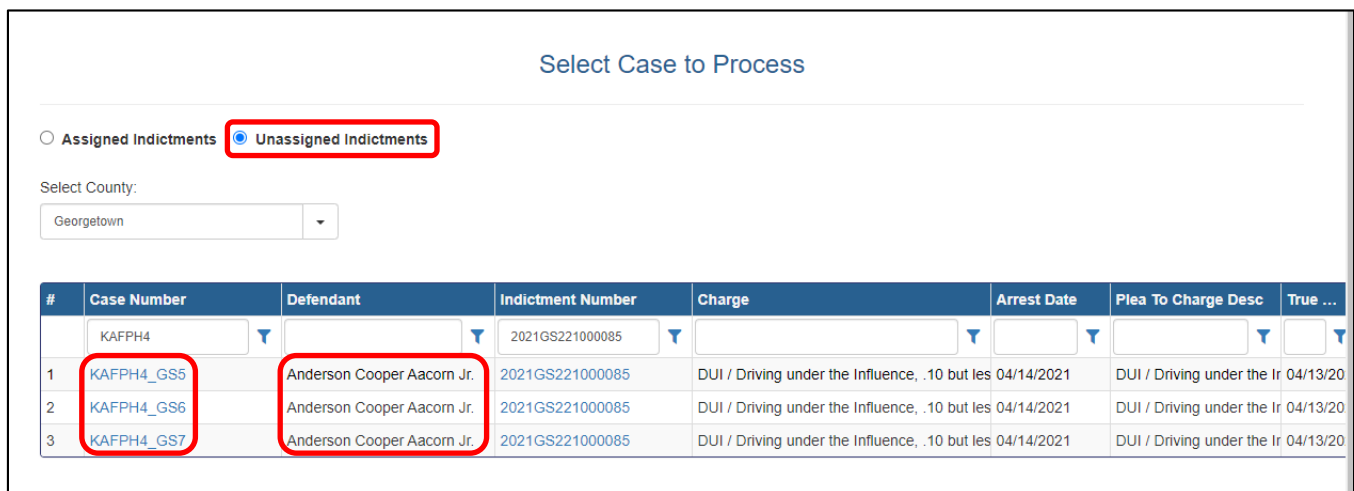


Figure 34 - Multiple cases appearing in the "Select Case to Process" grid with the same Indictment Numbers



Indictment/Warrant Verification

Multiple Warrants exist for selected Indictment #2021GS221000085:

Warrant #	DEF Name	Charge Description
KAFPH4_GS5	Anderson Cooper Aacorn Jr.	DUI / Driving under the Influence, .10 but less than .16, 1st Offense
KAFPH4_GS6	Anderson Cooper Aacorn Jr.	DUI / Driving under the Influence, .10 but less than .16, 1st Offense
KAFPH4_GS7	Anderson Cooper Aacorn 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 35 - 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 35**) returns the solicitor to the **Select Case to Process** screen.

Indictment/Warrant Verification

Message:

The following warrants for Indictment Number 2021GS221000085 no longer have this indictment number in CMS.

Warrant Number(s)
KAFPH4_GS7

Close Message

Figure 36 - Case with changed indictment number