



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, defense attorneys, judges, law clerks of judges, and clerks of court. It has been designed to work seamlessly with **CMS**.

This guide details the sentencing sheet workflow for **Clerks of Court** within the new application. See other guides for **Solicitor**, **Defense Attorney**, and **Judge** workflows.

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 or the **Refresh Status** field.
- Only **General Sessions** cases on a General Sessions Roster (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 clerk can edit the following fields at the bottom of the **Sentencing Information** section: **Fine Payments** amount/units, **Beginning**, **Appt to PD Fund**, and **Unpaid App Fee**.
- The clerk can sign the Sentence Sheet before the judge signs, if the **Sentence Sheet Status** value is “In Process” (meaning the judge has at least looked at the case). The status changes to “Clerk Signed”. Once the judge signs, the status changes to “Signed All”.
- If the clerk signs the Sentence Sheet after the judge signs, the status will not be “Clerk Signed”, but “Signed All”.



Log-In

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

Clerks of Court log-in using their **Judicial** username and password.

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

SOUTH CAROLINA
JUDICIAL BRANCH

Electronic Sentence Sheet

User Name

Password

Log in

Attorney: Forgot Password?
Other Users: Forgot Password?

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Figure 1 - SCJB Electronic Sentence Sheet Log in

2. Enter your username and password. If you have forgotten your password, click the "Forgot Password?" link for Other Users. If you know your password, enter it and press the **Log in** button. Proceed to **Step #5**.

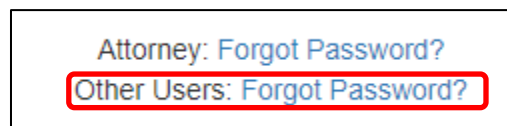


Figure 2 - Link for "Other Users" to reset their passwords



3. If “Forgot Password?” was clicked, the **Self-Service Password Management** screen appears. Click “Reset Password” link.

Figure 3 - CMS Portal Self-Service Password Management screen with “Reset Password” link

4. The **Forgot your password?** screen appears. Enter your username and click the **Continue** button. Follow the instructions to set a new password and return to **Step #2**.

Figure 4 - “Forgot your password?” screen



5. The **Select Roster to Process** screen appears. Enter partial data in the filter of the “Roster Description” column to find the roster you need.

SOUTH CAROLINA JUDICIAL BRANCH Log Out

Logged in as: Clerk Test 15

Select Roster to Process

#	Roster Type	Begin Date	End Date	Roster Description
1	All	03/19/2021	08/02/2021	KAF Ph4 Roster1

Figure 5 - "Select Roster to Process" screen with filtered "Roster Description" value

6. Click the roster link in the “Roster Description” column.

#	Roster Type	Begin Date	End Date	Roster Description
1	All	03/19/2021	08/02/2021	KAF Ph4 Roster1

Figure 6 - Close-up showing "Roster Description" column and link

7. The **Select Case to Process** screen appears.

SOUTH CAROLINA JUDICIAL BRANCH Log Out

Logged in as: Clerk Test 15

Select Case to Process

Roster ID: 55 Description: KAF Ph4 Roster1

#	Case Number	Defendant	Indictment Number	Charge	Arrest Date	Plea To Charge Desc	Sentence Sheet Status
1	KAFPH4_GS4	Christina Caarlson Aacorn	2021GS221000084	DUI / Driving under the Influence, .16 or high	03/12/2021	DUI / Driving under the Influence	In Process
2	KAFPH4_GS32	Alfred William Baaron Sr	2021GS221000282	DUI / Driving under the Influence, .16 or high	07/29/2021	DUI / Driving under the Influence	In Process
3	KAFPH4_GS2	Benjamin Bartlett Aacorn IV	2021GS221000081	DUI / Driving under the Influence, .16 or high	03/12/2021	DUI / Driving under the Influence	In Process
4	KAFPH4_GS1	Andrew Watson Aacorn Sr.	2021GS221000080	DUI / Driving under the Influence, .10 but les	03/12/2021	DUI / Driving under the Influence	Signed All
5	KAFPH4_GS10	Bryan William Baaron III	2021GS221000087	DUI / Driving under the Influence, .10 but les	06/21/2021	DUI / Driving under the Influence	Signed Both
6	KAFPH4_GS9	Joe Henry	2021GS221000087	DUI / Driving under the Influence, .10 but les	06/21/2021	DUI / Driving under the Influence	Signed Both
7	KAFPH4_GS31	Andrew Watson Aacorn Sr.	2021GS221000281	DUI / Driving under the Influence, .10 but les	07/29/2021	DUI / Driving under the Influence	Signed One
8	KAFPH4_GS33	Frederick Franklin Caaron III	2021GS221000283	DUI / Driving under the Influence, .10 but les	07/29/2021	DUI / Driving under the Influence	Signed One
9	KAFPH4_GS30	Joe Henry	2021GS221000280	DUI / Driving under the Influence, .10 but les	07/27/2021	DUI / Driving under the Influence	Signed One
10	KAFPH4_GS5	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les	04/14/2021	DUI / Driving under the Influence	Signed One

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Figure 7 - Select Case to Process screen



8. To resize a column, 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.

Plea To Charge Desc	Sentence Sheet Status	Plea To Charge Desc	Sentence Sheet Status
DUI / Driving under the Influence, .10	Clerk Signed	DUI / Driving under the Influence, .10 but less than .16, 1st Offense	Clerk Signed
DUI / Driving under the Influence, .10	Signed Both	DUI / Driving under the Influence, .10 but less than .16, 1st Offense	Signed Both
DUI / Driving under the Influence, .16	Presentencing	DUI / Driving under the Influence, .16 or higher, 1st Offense	Presentencing
DUI / Driving under the Influence, .10	Presentencing	DUI / Driving under the Influence, .10 but less than .16, 1st Offense	Presentencing

Before

After

Figure 8 - "Before" and "After" examples of column expansion

9. Click on **Case Number** or **Indictment Number** to access electronic Sentence Sheet. Either one opens the electronic Sentence Sheet where a collapsible repeat of the **Case Selection** grid appears at the top of the screen to keep users from having to jump back and forth between the electronic Sentence Sheet and the **Case Selection** screen.

#	Case Number	Defendant	Indictment Number
1	KAFPH4_GS1	Andrew Watson Aacorn Sr.	2021GS221000080
2	KAFPH4_GS2	Benjamin Bartlett Aacorn IV	2021GS221000081
3	KAFPH4_GS5	Anderson Cooper Aacorn Jr.	2021GS221000085
4	KAFPH4_GS6	Benjamin Franklin Aacorn III	2021GS221000085

Figure 9 - Case Number link to electronic Sentence Sheet

#	Case Number	Defendant	Indictment Number
1	KAFPH4_GS1	Andrew Watson Aacorn Sr.	2021GS221000080
2	KAFPH4_GS2	Benjamin Bartlett Aacorn IV	2021GS221000081
3	KAFPH4_GS5	Anderson Cooper Aacorn Jr.	2021GS221000085
4	KAFPH4_GS6	Benjamin Franklin Aacorn III	2021GS221000085

Figure 10 - Indictment Number link to electronic Sentence Sheet



#	Case Number	Defendant	Indictment Number	Charge	Arrest Date	Plea To Charge Desc	Sentence Sheet Status
1	KAFPH4_GS4	Christina Carlson Aacorn	2021GS221000084	DUI / Driving under the Influence, .16 or high	03/12/2021	DUI / Driving under the Influence	In Process
2	KAFPH4_GS32	Alfred William Baaron Sr	2021GS221000282	DUI / Driving under the Influence, .16 or high	07/29/2021	DUI / Driving under the Influence	In Process
3	KAFPH4_GS2	Benjamin Bartlett Aacorn IV	2021GS221000081	DUI / Driving under the Influence, .16 or high	03/12/2021	DUI / Driving under the Influence	In Process
4	KAFPH4_GS1	Andrew Watson Aacorn Sr.	2021GS221000080	DUI / Driving under the Influence, .10 but les	03/12/2021	DUI / Driving under the Influence	Signed All
5	KAFPH4_GS10	Bryan William Baaron III	2021GS221000087	DUI / Driving under the Influence, .10 but les	06/21/2021	DUI / Driving under the Influence	Signed Both
6	KAFPH4_GS9	Joe Henry	2021GS221000087	DUI / Driving under the Influence, .10 but les	06/21/2021	DUI / Driving under the Influence	Signed Both
7	KAFPH4_GS31	Andrew Watson Aacorn Sr.	2021GS221000281	DUI / Driving under the Influence, .10 but les	07/29/2021	DUI / Driving under the Influence	Signed One
8	KAFPH4_GS33	Frederick Franklin Caaron III	2021GS221000283	DUI / Driving under the Influence, .10 but les	07/29/2021	DUI / Driving under the Influence	Signed One
9	KAFPH4_GS30	Joe Henry	2021GS221000280	DUI / Driving under the Influence, .10 but les	07/27/2021	DUI / Driving under the Influence	Signed One
10	KAFPH4_GS5	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les	04/14/2021	DUI / Driving under the Influence	Signed One

Figure 11 - Collapsible Case Selection section at top of electronic Sentence Sheet

A **Refresh Status** button appears between the **Case Selection** grid and the first section of the electronic Sentence Sheet, the **Defendant and Charge Information** section. This button allows the user to refresh the status of the current indictment at any time.

Sentence Sheet Status: Signed One Refresh Status

Figure 12 - Refresh Status button and Sentence Sheet Status field

There are four sections to the electronic Sentence Sheet:

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

+ Defendant and Charge Information

+ Sentencing Recommendations/Ranges

+ Sentencing Information

+ Financial Information

Figure 13 - 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 user can view a section, only specific users (solicitor, defense attorney, judge, law clerk of a judge, or clerk of court) can enter or change data in a particular section.



Financial Information Section

When the clerk clicks on a case number or an indictment number on the **Select Case to Process** screen, the **Case Selection**, **Defendant and Charge Information**, **Sentencing Information**, and the **Financial Information** sections of the electronic Sentence Sheet all open up. The clerk can enter and/or update information in the **Financial Information** section. This section is exclusively for the use of the clerk of court – neither the solicitor, the defense attorney, nor the judge can update this section.

Figure 14 - Fields at bottom of Sentencing Information screen available to clerk

The clerk can also edit the following fields at the bottom of the **Sentencing Information** section: **Fine Payments**, **Beginning**, **Appt to PD Fund**, and **Unpaid App Fee**.

For the clerk to be able to update the **Financial Information** section, the **Sentence Sheet Status** can have a value of “In Process”, “Judge Signed”, or “Clerk Signed”.

Figure 15 - Financial Information section

Figure 16 - Buttons available to clerk of court at bottom of electronic Sentence Sheet



1. Enter financial information in the editable fields dealing with fines, fees, funding, assessments, and surcharges. Use the **search** fields to select a new clerk of court and/or court reporter, if needed.

Financial Information

Fine Amount: 2,000.00	Fraudulent Check Fee: 0.00		
Assessment: 20.00	DUI Breath Test: 30.00	BUI Breath Test Fee: 20.00	Total: 2,425.65
Conv. Surcharge: 40.00	Appt to PD Fund: 0.00	Vehicle Assessment: 100.00	
DUI Surcharge: 10.00	LE Funding: 25.00	3% To County: 70.65	
DUI Assessment: 50.00	Drug Court Surcharge: 60.00	Unpaid App Fee: 0.00	

Clerk of Court Search:
Search: Clerk_ID, Clerk Name ...

Clerk Code:
C22TestSS5 Clear Search

First Name: Clerk Middle Name: Last Name: Test 15 Suffix:

Court Reporter Search:
Name...

Court Reporter Code:
Clear Search

First Name: Middle Name: Last Name: Suffix:

Figure 17 - Editable and Search Fields in Financial Information section

2. Click the **Save** button if you are not ready to sign the electronic Sentence Sheet at this time but need to save your changes. **Required values are not checked.**

Save Add Signature Clear Signature Print Disposition/Warrants

Figure 18 - Buttons available for clerk of court prior to adding signature

3. If you are ready to sign the electronic Sentence Sheet, click the **Add Signature** button (Figure 18). All changes are saved and your signature is added to the **Sentence Sheet**. A "Signature Saved Successfully" message appears below the buttons (Figure 19). The **Disposition/Warrants** button and **Clear Signature** buttons are now enabled. Clicking the **Print** button saves the form information and prints the completed Sentence Sheet with all signatures and initials. (See Figures 20 through 22.) Use the "X" in the upper righthand corner to close the Sentence Sheet document and the **Microsoft Viewer** (Figure 20).



Figure 19 – “Signature Saved Successfully” message and enabled “Disposition/Warrants” button

Note

If the clerk is signing before the judge (the **Sentence Sheet Status** value is “In Process”, not “Judge Signed”), then the **Sentence Sheet Status** value will be updated to “Clerk Signed” and will be visible in the grid of the **Case Selection** section and the **Refresh Status** button field.

If the clerk is signing after the judge (the **Sentence Sheet Status** value is “Judge Signed”, not “In Process”), then “Signed All” appears in the **Sentence Sheet Status** fields. The **Clerk of Court** and **Court Reporter** fields can no longer be updated once the **Sentence Sheet Status** has a value of “Signed All” or “Clerk Signed”. However, the other fields on the **Financial Information** section can still be updated when the **Sentence Sheet Status** is “Clerk Signed”. When the status is “Signed All”, the clerk cannot update any fields.

Please click the 'X' to close the document.

Microsoft Word - Snt Sheet FITB Sent Sheet 04-2018.doc

1 / 2 81%

STATE OF SOUTH CAROLINA
COUNTY OF Georgetown
IN THE COURT OF GENERAL SESSIONS

STATE VS. Andrew Watson Aacorn Sr.
INDICTMENT/CASE#: 2021 -GS- 22 - 100080

AKA: A/W#: KAFPM GS1
Race: Sex: Male Age: 39 Date of Offense: 3/12/2021
DOB: 11/11/1981 SS#: S.C. Code §: 56-05-2930(A)
Address: 14656 Wilshire Road Apartment 144656W CDR Code #: 3354
City, State, Zip: Columbia, SC 29204
DL#: SID#

SENTENCE SHEET

*CDL Yes ☐ No ☒ CMV Yes ☐ No ☒ Hazmat Yes ☐ No ☒

In disposition of the above indictment comes now the Defendant who was ☒ CONVICTED OF or ☐ PLEADS TO: DUI / Driving under the Influence, 10 but less than .16, 1st Offense

In violation of § 56-05-2930(A) of the S.C. Code of Laws, bearing CDR Code # 3354

☐ NON-VIOLENT ☐ VIOLENT ☐ SERIOUS ☐ MOST SERIOUS ☐ Mandatory GPS ☐ § 17-25-45 (CSC w/minor 1st or CSC w/minor 3rd)

The charge is: ☐ As Indicted, ☐ Lesser Included Offense, ☐ Defendant Waives Presentment to Grand Jury. (def.'s initials)

The plea is: ☐ Without Negotiations or Recommendation, ☐ Negotiated Sentence, ☐ Recommendation by the State.

ATTEST:
s/Lynn Mathews 14 s/Andrew W Aacorn Sr. s/Hayden Williams 13
Solicitor SC Bar # Defendant Attorney for Defendant SC Bar #

WHEREFORE, the Defendant is committed to the ☐ State Department of Corrections ☐ County Detention Center, for a determinate term of 10 years ☐ Youthful Offender Act not to exceed years

to pay a fine of \$ 2,000.00; provided that upon the service of 15 months Or payment of \$ 2,000.00; plus costs and assessments as applicable; the balance is suspended with probation for 3 years

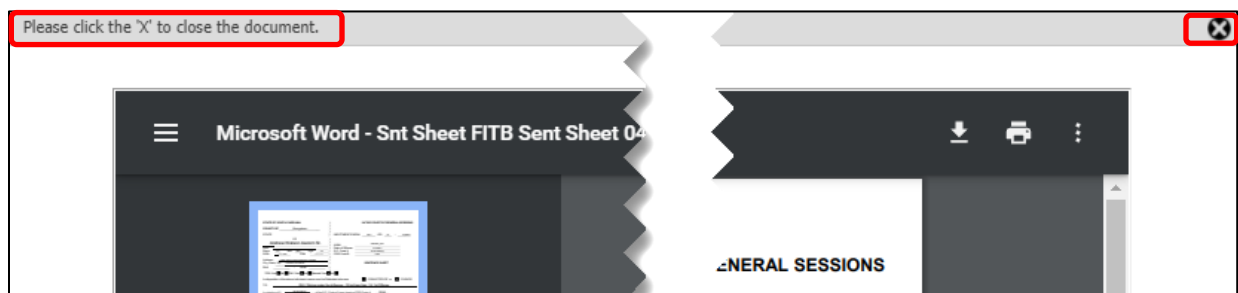


Figure 20 - Microsoft Viewer with Sentence Sheet and close-up of top of Viewer showing “X” to close.



<p>STATE OF SOUTH CAROLINA</p> <p>COUNTY OF <u>Georgetown</u></p> <p>STATE _____</p> <p style="text-align: center;">VS.</p> <p>Andrew Watson Aacorn Sr.</p> <p>AKA: _____</p> <p>Race: <u>White</u> Sex: <u>Male</u> Age: <u>59</u></p> <p>DOB: <u>**/**/1961</u> SS#: <u>***-**-****</u></p> <p>Address: <u>14456 Wilshire Road Apartment 14456W</u></p> <p>City, State, Zip: <u>Columbia, SC 29204</u></p> <p>DL# <u>*****SC</u> * SID# _____</p> <p>*CDL Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> CMV Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Hazmat Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<p style="text-align: center;">IN THE COURT OF GENERAL SESSIONS</p> <p>INDICTMENT/CASE#: <u>2021</u> -GS- <u>22</u> - <u>1000080</u></p> <p>AW#: <u>KAFPH4_GS1</u></p> <p>Date of Offense: <u>3/12/2021</u></p> <p>S.C. Code §: <u>56-05-2930(A)</u></p> <p>CDR Code #: <u>3354</u></p> <p style="text-align: center;">SENTENCE SHEET</p>
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In disposition of the above indictment comes now the Defendant who was ☒ **CONVICTED OF** or ☐ **PLEADS**

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

In violation of § 56-05-2930(A) of the S.C. Code of Laws, bearing CDR Code # 3354

☐ NON-VIOLENT ☐ VIOLENT ☐ SERIOUS ☐ MOST SERIOUS ☐ Mandatory GPS ☐ § 17-25-45
(CSC w/minor 1st or CSC w/minor 3rd)

The charge is: ☐ As indicted, ☐ Lesser Included Offense, ☐ Defendant Waives Presentment to Grand Jury. _____ (def.'s initials)

The plea is: ☐ Without Negotiations or Recommendation, ☐ Negotiated Sentence, ☐ Recommendation by the State.

ATTEST:

s/Lynn Mathews	14	s/Andrew W Aacorn Sr.	13	
Solicitor	SC Bar #	Defendant	Attorney for Defendant	SC Bar #

WHEREFORE, the Defendant is committed to the ☐ **State Department of Corrections** ☐ **County Detention Center**,
for a determinate term of 10 years ☐ **Youthful Offender Act** not to exceed _____ years
_____ to pay a fine of \$ _____; provided that upon the service of 15 months Or payment
of \$ 2,000.00; plus costs and assessments as applicable*; the balance is suspended with **probation** for 3 years
and subject to South Carolina Department of Probation, Parole and Pardon Services standard conditions of
probation, which are incorporated by reference.

The sentence shall run
☐ CONCURRENT or ☐ CONSECUTIVE to sentence on: _____

☒ The Defendant is to be given credit for time served pursuant to S.C. Code § 24-13-40 to be calculated and applied by SCDOC.
_____ ☐ To include time spent on monitored house arrest prior to trial and sentencing.

☐ The Defendant Shall be Released from County Detention Center.

Pursuant to 18 U.S.C. § 922 and § 16-25-30 it is unlawful for a person convicted of a violation of § 16-25-20 or § 16-25-65 (Domestic Violence) to ship, transport, possess, or receive a firearm or ammunition.

Figure 21 – Example of Final Sentence Sheet (Page 1 of 2)



STATE VS. Andrew Watson Aacorn Sr. INDICTMENT/CASE#: 2021 -GS- 22 - 1000080

SPECIAL CONDITIONS:

☐ **PTUP** after _____

And Other Terms Listed Below:

☐ Substance Abuse Counseling ☐ Completion of GED ☐ Random Drug/Alcohol Testing

☐ Attend Voc. Rehab. Or Job Corp ☐ No Contact with Victim ☐ Domestic Violence Intervention Program

☐ Mental Health Counseling ☐ May serve W/E beginning: _____

☐ Sex Offender Registry pursuant to S.C. Code § 23-3-430 ☐ Public Service Employment _____

☐ Central Registry of Child Abuse and Neglect pursuant to S.C. Code § 17-25-135.

☐ Other: _____

☒ **RESTITUTION:** ☐ **Deferred** ☐ **Def. Waives Hearing** ☐ **Ordered**

Total \$ _____ plus 20% fee: _____ \$ _____

Payment Terms: _____ ☐ Set by SCDPPPS

Recipient: _____

***Fine:**

	pmts. of	\$	Beginning	\$	
Fine may be pd. in equal consecutive					2,000.00
§14-1-206 (Assessments 107.5%)				\$	20.00
§14-1-211 (A)(1)(Conv. Surcharge)		\$100		\$	40.00
§14-1-211 (A)(2)(DUI Surcharge)		\$100		\$	10.00
§56-5-2995 (DUI Assessment)		\$12		\$	50.00
§56-1-286 (DUI Breath Test)		\$25		\$	30.00
§14-1-212 (Law Enforce. Funding)		\$25		\$	25.00
§14-1-213 (Drug Court Surcharge)		\$150		\$	60.00
§34-11-70(b)and(c), and 34-11-90(c)and(d) (Admin Fraud Check Court Costs)		\$41		\$	
§50-21-114 (BUI Breath Test Fee)		\$50		\$	20.00
§56-5-2942(J) (Vehicle Assessment)		\$40/ea		\$	100.00
§3% to County (if paid in installments)		TBD		\$	85.65
<input checked="" type="checkbox"/> Appointed PD or appointed other counsel, Proviso requires \$500 be paid to Clerk during probation and shall be collected before any other fees		\$500			500.00
<input checked="" type="checkbox"/> § 17-3-30(B) Unpaid Application Fee to be paid to the Public Defender Fund		TBD		\$	40.00
TOTAL				\$	2,980.65

Clerk of Court/Deputy Clerk: _____ s/Clerk Test 15

Court Reporter: _____

Presiding Judge: _____ s/Test 6 Judge

Judge Code: _____ 6

Sentence Date: _____ 6/11/2021

SCCA/217 (07/2021) Page 2 of 2

Figure 22 - Example of Final Sentence Sheet (Page 2 of 2)



Note: If the **Sentence Sheet Status** for an indictment is “Signed All”, a final version of the Sentence Sheet prints without a draft watermark (**Figures 21 and 22**) or a third page for the judge or the clerk of court. For any other roles, the **Print** button is disabled. If the **Sentence Sheet Status** is other than “Signed All” when the judge or the clerk of court prints the Sentence Sheet, a three-page version of the document prints with the draft watermark.

4. Click the **Disposition/Warrants** button to open the **Select Case for Disposition** screen. Only the clerk of court can access this screen. The clerk is the last one to manage an indictment. The cases appearing on this screen have been pulled directly from **CMS**. The system searches for undisposed General Sessions cases with indictment numbers that match the one on the screen to load in the grid.

Figure 23 - "Select Case for Disposition" screen

5. The **Select Case for Disposition** screen's grid contains 5 checkboxes that are enabled or disabled based on selections made by the solicitor or the judge back on the **Sentencing Information** and/or **Defendant and Charge Information** section(s):
 - a. "500"
 - b. "Unpaid App Fee"
 - c. "Probation"
 - d. "Restitution"
 - e. "Conv Charge"

Disposition Code	Fine Amount	500	Unpaid App Fee	Probation	Restitution	Conv Charge
Pled Guilty	\$2,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 24 – Close-up view of the 5 checkboxes from Figure 23

For multiple warrants, the **Fine Amount** and all checkboxes are enabled.



The following images show the fields on the **Sentencing Information** section that determine which one of four checkboxes in **Figure 24** displays as disabled or enabled on the **Select Case for Disposition** screen. **Note:** Only the judge can enter values in the fields on the **Sentencing Information** section. If there are no values in these fields, the checkboxes are disabled. (**Note:** a different case number (KAFPH4_GS2) is being used to demonstrate how these checkboxes are enabled.)

Disposition Code	Fine Amount	500	Unpaid App Fee	Probation	Restitution	Conv Charge	Case Number
Pled Guilty	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	KAFPH4_GS2

Sentencing Information
Guilty Charge Statute: 56-05-2930(A) Charge Code: 3355 Guilty Charge Description: DUI / Driving under the Influence, .16 or higher, 1st Offense
The defendant is committed to: ☐ State Department of Corrections ☐ County Detention Center
Determinate Term: 10 year(s) ☐ Time Served
and/or Fine: 0.00
☐ Youthful Offender Act Not to exceed 0 Years
Provided Upon Service: 0 ☐ Time Served and/or Fine: 0.00
Probation: 3 year(s) Concurrent/Consecutive: To Sentence:
☐ Credit Time Served 0
☐ Include Monitored House Arrest ☐ Defendant shall be released from county Detention Center
☐ Sealed Sentence
☐ Special Conditions?
Fine Payments: 0.00 Beginning: mm/dd/yyyy Appt to PD Fund: \$500.00 Unpaid App Fee: \$40.00
Judge Code: 6 First Name: Test 6 Middle Name: Last Name: Judge Suffix: Sentence Date: 6/11/2021

Figure 25 - "500" Checkbox



Disposition Code	Fine Amount	500	Unpaid App Fee	Probation	Restitution	Conv Charge	Case Number
Pled Guilty	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	KAFPH4_GS2

— Sentencing Information

Guilty Charge Statute: 56-05-2930(A) Charge Code: 3355 Guilty Charge Description: DUI / Driving under the Influence, .16 or higher, 1st Offense

The defendant is committed to: ☐ State Department of Corrections ☐ County Detention Center

Determinate Term: 10 year(s) ☐ Time Served

☐ Youthful Offender Act Not to exceed 0 Years and/or Fine: 0.00

Provided Upon Service: 0 and/or Fine: 0.00

Probation: 3 year(s) Concurrent/Consecutive: To Sentence:

☐ Credit Time Served 0

☐ Include Monitored House Arrest ☐ Defendant shall be released from county Detention Center

☐ Sealed Sentence

☐ Special Conditions?

Fine Payments: 0.00 Beginning: mm/dd/yyyy Appt to PD Fund: \$500.00 Unpaid App Fee: \$40.00

Judge Code: 6 First Name: Test 6 Middle Name: Last Name: Judge Suffix: Sentence Date: 6/11/2021

Figure 26 – “Unpaid App Fee”



Disposition Code	Fine Amount	500	Unpaid App Fee	Probation	Restitution	Conv Charge	Case Number
Pled Guilty	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	KAFPH4_GS2

Sentencing Information
Guilty Charge Statute: 56-05-2930(A) Charge Code: 3355 Guilty Charge Description: DUI / Driving under the Influence, .16 or higher, 1st Offense
The defendant is committed to: ☐ State Department of Corrections ☐ County Detention Center
Determinate Term: 10 year(s) ☐ Time Served
☐ Youthful Offender Act Not to exceed 0 Years and/or Fine: 0.00
Provided Upon Service: 0 ☐ Time Served and/or Fine: 0.00
Probation: 3 year(s) Concurrent/Consecutive: To Sentence:
☐ Credit Time Served 0
☐ Include Monitored House Arrest ☐ Defendant shall be released from county Detention Center
☐ Sealed Sentence
☐ Special Conditions?
Fine Payments: 0.00 Beginning: mm/dd/yyyy Appt to PD Fund: \$500.00 Unpaid App Fee: \$40.00
Judge Code: 6 First Name: Test 6 Middle Name: Last Name: Judge Suffix: Sentence Date: 6/11/2021

Figure 27 - "Probation" checkbox



The **Restitution** checkbox only displays when the **Special Conditions** checkbox is marked on the **Sentencing Information** section. (**Note:** only a Judge can mark the **Special Conditions** checkbox.)

The screenshot shows the 'Special Conditions' section of the application. The 'Special Conditions?' checkbox is selected and highlighted with a red box. Below it, various options are listed, including 'PTUP AFTER', 'Substance Abuse Counseling', 'Completion of GED', 'Random Drug/Alcohol Testing', 'Voc Rehab/Job Corp', 'Public Service', 'No Contact With Victim', 'Domestic Violence Intervention', 'Mental Health Counseling', 'W/E Serve Time', 'Central Registry Child Abuse and Neglect', 'Sex Offender Registry', and 'Other'. The 'Restitution' checkbox is also visible and highlighted with a red box. At the bottom, there are fields for 'Fine Payments', 'Beginning', 'Appt to PD Fund', 'Unpaid App Fee', 'Judge Code', 'First Name', 'Middle Name', 'Last Name', 'Suffix', and 'Sentence Date'.

Figure 28 – “Restitution” checkbox appears when “Special Conditions” checkbox is marked on “Sentencing Information”

When the **Restitution** checkbox is marked, a hidden restitution section appears.

The screenshot shows the 'Restitution' section of the application. The 'Restitution' checkbox is selected and highlighted with a red box. Below it, the 'Restitution Amount' is entered as 20,000.00, and the '20% Fee' is 4,000.00, resulting in a 'Total Amount' of 24,000.00. The 'Payment Terms' field is empty. The 'Set by SCDPPPS' checkbox is also visible. At the bottom, there are fields for 'Recipient First Name', 'Middle Name', 'Last Name', and 'Suffix'.

Figure 29 - expanded restitution section appears once “Restitution” checkbox is marked

Note

The **Restitution Amount** (see **Figure 29**) is **NOT** required for the **Restitution** checkbox to be checked on the **Select Case for Disposition** screen – only the **Restitution** checkbox on the **Sentencing Information** section (marked in blue with white checkmark in **Figure 29**) needs to be checked.



Disposition Code	Fine Amount	500	Unpaid App Fee	Probation	Restitution	Conv Charge	Case Number
Pled Guilty	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	KAFPH4_GS2

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: Aacom Suffix: IV Convicted Charge Search: Search... Charge Code; Statute; Charge Description Clear Search

Alias First Name: Ben Alias Middle Name: Barry Alias Last Name: Aacom Alias Suffix: Fst Statute: 56-05-2930(A) Charge Code: 3355

Race: White Gender: Male Age at Offense: 69 DOB: 05/01/1951 Description: DUI / Driving under the Influence, .16 or higher, 1st Offense

SSN: ***-**-3333 A/W #: KAFPH4_GS2

Address 1: 3044 Clemson Road Guilty Charge Search: Charge Code; Statute; Charge Description Clear Search

Address 2: Apartment 3044C

City: Columbia State: South Carolina Zip Code: 29205

DL #: *****9767 DL State: South Carolina SID#: Guilty Charge Statute: 56-05-2930(A) Charge Code: 3355

Guilty Charge Description: DUI / Driving under the Influence, .16 or higher, 1st Offense

☒ Convicted of ☐ Pleads ☐ CDL ☐ CMV ☐ Hazmat

☐ Violent ☐ Non-Violent ☐ Serious ☐ Most Serious ☐ Mandatory GPS ☐ Statute 17-25-45

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

Figure 30 – “Conv Charge” checkbox



6. Important rules regarding the **Select Case for Disposition** screen's grid when multiple warrants are listed in the grid (all have the same indictment number):
 - a. At least one case in the grid must have a guilty disposition.
 - b. The **Fine Amount** field value is optional.
 - c. If the **500** checkbox is enabled, at least one case must have that checkbox marked.
 - d. If the **Unpaid App Fee** checkbox is enabled, at least one case must have that checkbox marked.
 - e. If the **Probation** checkbox is enabled, at least one case must have that checkbox marked.
 - f. If the **Restitution** checkbox is enabled, at least one case must have that checkbox marked.
 - g. If the **500**, **Unpaid App Fee**, **Probation**, and **Restitution** checkboxes are enabled, they can only be checked on a case with a **guilty** disposition.
 - h. Only one case in the grid can have **Conv Charge** selected.
7. Select a value in the **Disposition Code** field drop-down list based on the rules in **Item #6**.
8. For a single case, the **Fine Amount** and checkboxes are set. If the **Fine Amount** needs to be changed, the clerk will need to return to the Sentence Sheet, click the **Clear Signature** button, change the **Fine Amount** on the Sentence Sheet, and then click the **Add Signature** button.

Disposition Code	Fine Amount	500	Unpaid App Fee	Probation	Restitution	Conv Charge	Case Number	Defendant	Description
Pled Guilty	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	KAPPH4_GS1	Andrew Watson AACOM Sr.	DUI / Driv

Save Save to CMS Reload Warrants

Conditional Discharge and Restitution Must Be Added Directly to the Warrant in CMS

Figure 31 - "Select Case for Disposition" screen with clerk of court entries

9. If you are ready to save and submit the disposition to **CMS**, click the **Save to CMS** button; otherwise, click the **Save** button.

Save Save to CMS Reload Warrants

Figure 32 - Disposition screen buttons



10. If you are aware that there are cases in **CMS** that should be in the **Disposition** grid but are not being found because the cases are missing the indictment number, you can remain in the electronic Sentence Sheet application on the **Select Case for Disposition** screen while you access **CMS** and update the indictment number for those cases there. Once the indictment numbers have been entered and saved in **CMS**, click the **Reload Warrants** button to pull the updated cases in **CMS** into the **Disposition** grid.
11. Make any updates necessary to the cases you just pulled in and click **Save to CMS**.
12. Clicking the **Save to CMS** button does the following to each of the **CMS** cases disposed:
 - a. Saves sentence sheet to **CMS**
 - b. Builds fines and costs
 - c. Creates actions related to the sentencing
 - d. Creates sentence records
 - e. Disposes case
 - f. Adds a **99ELSS** (Sentence/Electronic Sentence Sheet) action with the completed sentence sheet form attached
 - g. Creates Solicitor, Defense Attorney, and Court Reporter **Case Party** records, if not present in **CMS**
 - h. Adds case to Person Payment Plan Account
13. Any change that needs to be made to a case after a successful save to **CMS** must be made in **CMS**, not the electronic Sentence Sheet application.
14. The **Sentence Sheet Status** value has now been updated to "Completed". The case can no longer be accessed in the electronic Sentence Sheet application.
15. If there are multiple cases in the **Disposition** grid and all cases do not have the Disposition Code set when you submit them to **CMS**, the following message appears:

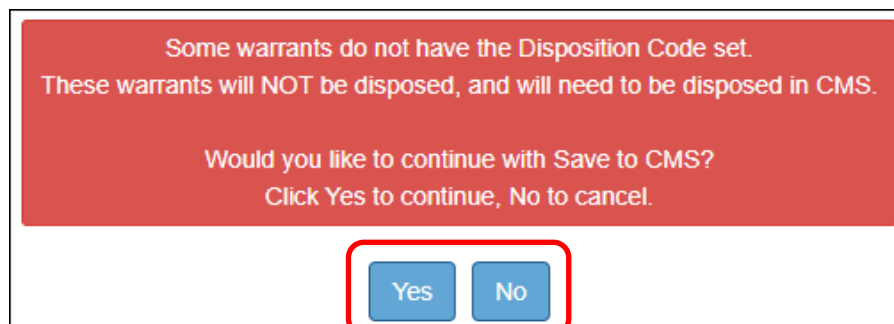


Figure 33 - Message indicating some cases did not have Disposition Code set

- a. If you click **Yes**, only those cases with the **Disposition Code** set will be disposed. When the process completes, the system returns you to the **Select Case to Process** screen.
- b. If you click **No**, the system returns you to the **Select Case to Process** screen.



Revision History

Version No.	Date	Prepared/Modified By	Significant Changes
4.0	07/09/2021	Karolyn Freeman	Original
4.1	07/23/2021	Karolyn Freeman	Phase 4.1 software upgrade.
4.1+	08/09/2021	Karolyn Freeman	Phase 4.1+ software upgrade.
4.2	11/12/2021	Karolyn Freeman	Phase 4.2 software upgrade.