



## **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, 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 **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**.
- If the **Defendant Waives Grand Jury** checkbox is marked on the **Defendant and Charge Information** section, the **first** “signature” that is required before any other signatures can be applied by the defense attorney, is the **Add DEF Initials**.



## 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.

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Solicitor  Defense Attorney

Log in

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

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**.

[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:

S4TJMN

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 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 - 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.

#	Case Number	Defendant	Indictment Number	Charge	Arrest Date	Plea To Charge Desc	Sentence Sheet Status
1	KAFPH4_GS3	Chandler Hawthorne Aacorn III	2021GS221000082	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influence	Presentencing
2	KAFPH42_GS4	Jane Doe	2021GS22000484	DUI / Driving under the Influence, .16 or high		DUI / Driving under the Influence	Presentencing
3	KAFPH42_GS2	Catherine Carmelina Caaron Jr	2021GS22000482	DUI / Driving under the Influence, .16 or high		DUI / Driving under the Influence	Presentencing
4	KAFPH4_GS5	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influence	Presentencing
5	KAFPH4_GS6	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influence	Presentencing
6	KAFPH4_GS7	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influence	Presentencing
7	KAFPH4_GS31	Andrew Watson Aacorn Sr.	2021GS221000281	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influence	Signed One
8	KAFPH4_GS33	Frederick Franklin Caaron III	2021GS221000283	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influence	Signed One
9	KAFPH4_GS30	Joe Henry	2021GS221000280	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influence	Signed One
10	KAFPH4_GS10	Nathaniel Hawthorne Aacorn	2021GS221000087	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influence	Signed Both

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





Assigned Indictments    Unassigned Indictments  
 Select County:  
 Georgetown

First Name or Initial:   Last Name:   Case Number:   Indictment Number:  
 [ ]   [ ]   and/or   **KAFPH42\_GS3**   and/or   **2021GS22000483**   **Search**

Figure 12 - Searching on "Case Number" and "Indictment Number"

However, if the defense attorney only has a partial first and last name of the defendant, he or she can enter that information into the **First Name** and **Last Name** fields and click **Search**. This may pull up several cases with similar first and last name information. The defense attorney can enter something as short as an initial or first letter of a first and last name and run a search. In the examples below, a lowercase letter "j" and "d" are entered in the **First Name** and **Last Name** fields respectively. When the **Search** button is clicked, the result is 5 cases all of which have **Defendant** names (First and Last) that begin with "j" and "d". Entering a value in both **First** and **Last** name fields is only required when a value is entered in **First Name**. The defense attorney can enter just the **Last** name for a valid search.

Assigned Indictments    Unassigned Indictments  
 Select County:  
 Georgetown

First Name or Initial:   Last Name:   Case Number:   Indictment Number:  
**j**   **d**   and/or   [ ]   and/or   [ ]   **Search**

Figure 13 - Search fields for First Name and Last Name with single letters.

Assigned Indictments    Unassigned Indictments  
 Select County:  
 Georgetown

First Name or Initial:   Last Name:   Case Number:   Indictment Number:  
 j   d   and/or   [ ]   and/or   [ ]   **Search**

#	Case Number	Defendant	Indictment Number	Charge	Arrest Date	Plea To Charge Desc	Sentence Sheet Status
1	KAFPH42_GS3	John Doe	2021GS22000483	DUI / Driving under the Influence, .16 or high	08/24/2021	DUI / Driving under the Influence	Signed One
2	KAFPH42_GS4	Jane Doe	2021GS22000484	DUI / Driving under the Influence, .16 or high	08/24/2021	DUI / Driving under the Influence	Presentencing
3	KAFPH42_GS8	John Doe	2021GS22000488	DUI / Driving under the Influence, .16 or high	08/24/2021	DUI / Driving under the Influence	Signed One
4	KAFPH42_GS9	John Doe	2021GS22000489	DUI / Driving under the Influence, .10 but les	08/24/2021		Incomplete
5	TESTTSH	John Doe	2012GS2200112345	Drugs / Manufacture, distribution, etc., ice, c	05/02/2013		Incomplete

Figure 14 - Results of search as shown in Figure 13.



The search may bring up a grid with one or more records. If a large number of cases appear in the grid and the solicitor needs to narrow the search beyond what is available in the main search fields, he/she can use the filter fields above each column in the grid (as described in detail under **Assigned Indictments**, p.8) to do so.

**Note:** The defense attorney needs to be aware that if he/she removes any of the search values in the main search fields shown in **Figure 9**, the grid will disappear immediately.

Entering “Jane” and “Doe” in the **First** and **Last** name fields pulls up one case in the grid, as shown in **Figure 16**.

Assigned Indictments  Unassigned Indictments

Select County:  
Georgetown

First Name or Initial:  Last Name:  and/or Case Number:  and/or Indictment Number:

Figure 15 - Complete first and last name field search.

Assigned Indictments  Unassigned Indictments

Select County:  
Georgetown

First Name or Initial:  Last Name:  and/or Case Number:  and/or Indictment Number:

#	Case Number	Defendant	Indictment Number	Charge	Arrest Date	Plea To Charge Desc	Sentence Sheet Status
1	KAFPH42_GS4	Jane Doe	2021GS22000484	DUI / Driving under the Influence, .16 or high	08/24/2021	DUI / Driving under the Influence	Presentencing

Figure 16 - Results of full name search

## Assigned Indictments

The defense attorney can filter on one or more of the filter fields located below each column heading. If the defense attorney 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 17**.)

Select Case to Process

Assigned Indictments  Unassigned Indictments

#	Case Number	Defendant	Indictment Number	Charge	Arrest Date	Plea To Charge Desc	Sentence Sheet Status
	<input type="text" value="KAFPH4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	KAFPH4_GS3	Chandler Hawthorne Aacom III	2021GS221000082	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influence	Presentencing
2	KAFPH42_GS1	Alexander Horrace Aaronson	2021GS221000481	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influence	Presentencing
3	KAFPH42_GS13	William Howard Baaron III	2021GS22000495	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influence	Presentencing
4	KAFPH42_GS14	William Howard Baaron III	2021GS22000495	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influence	Presentencing
5	KAFPH42_GS15	William Howard Baaron III	2021GS22000495	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influence	Presentencing

Figure 17 - Example of Filtering on Partial Case



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 18**.)

#	Case Number	Defendant
	KAFPH4	
1	KAFPH4_GS20	Begins with
2	KAFPH4_GS21	✓ Contains
3	KAFPH4_GS22	Doesn't contain
4	KAFPH4_GS23	Ends with
5	KAFPH4_GS24	Equals
6	KAFPH4_GS25	Doesn't equal
		Like ('%', '_')

Figure 18 - Filter Icon and Filtering Options List

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
DUI / Driving under the Influence, .10	Clerk Signed
DUI / Driving under the Influence, .10	Signed Both
DUI / Driving under the Influence, .16	Presentencing
DUI / Driving under the Influence, .10	Presentencing

Before

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

After

Figure 19 - Before and After examples of column expansion

Click on **Case Number** or **Indictment Number** to access the electronic Sentence Sheet. Either one opens the electronic Sentence Sheet screen where a collapsible duplicate of the **Select Case to Process** screen and grid (labeled **Case Selection**, as shown in **Figure 21**) appears at the top of the screen to make it easy for users to move to another case’s electronic Sentence Sheet without having to logout.

#	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 20 - Case Number link to electronic Sentence Sheet



#	Case Number	Defendant	Indictment Number	Charge	Arrest Date	Plea To Charge Desc	Sentence Sheet Status
11	KAFPH4_GS4	Christina Caarlson Aacorn III	2021GS221000084	DUI / Driving under the Influence, .16 or high		DUI / Driving under the Influence	In Process
12	KAFPH4_GS32	Alfred William Baaron Sr	2021GS221000282	DUI / Driving under the Influence, .16 or high		DUI / Driving under the Influence	In Process
13	KAFPH4_GS2	Benjamin Bartlett Aacorn IV	2021GS221000081	DUI / Driving under the Influence, .16 or high		DUI / Driving under the Influence	In Process
14	KAFPH4_GS1	Andrew Watson Aacorn Sr.	2021GS221000080	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influence	Signed All

Figure 21 - 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.

Figure 22 - 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

Figure 23 - 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, 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 in the electronic Sentence Sheet changes it.

The screenshot displays the user interface of the Electronic Sentence Sheet application. At the top left is the South Carolina Judicial Branch logo and name. A 'Log Out' button is in the top right. Below the header, a blue bar contains a '+ Case Selection' button. To the right of this bar, the 'Sentence Sheet Status' is shown as 'Presentencing' in a grey box, with a blue 'Refresh Status' button next to it. Below this is the 'Defendant and Charge Information' section, which contains several input fields: County (Georgetown), Case Number (KAFPH4\_GSS), Indictment Number (2021GS221000085), Offense Start Date (4/14/2021), Offense End Date (4/14/2021), First Name (Anderson), Middle Name (Cooper), Last Name (Aacom), and Suffix (Jr.). There is also an 'Offense Charge Search' dropdown menu and a 'Clear Search' button.

Figure 24 - The "Sentence Sheet Status" value and Refresh Status button appear above the "Defendant and Charge Information".



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 (see **Figure 25**).

**Defendant and Charge Information**

County: Georgetown Case Number: KAFPH4\_GS5 Indictment Number: 2021GS221000085

Offense Start Date: 4/14/2021 Offense End Date: 4/14/2021

First Name: Anderson Middle Name: Cooper Last Name: Aacorn 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:

Offense 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

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 25 - Full "Defendant and Charge Information" section for the defense attorney

Since the solicitor has not entered the guilty charge yet, the only thing the defense attorney can do is save his/her changes or print a draft of the Sentence Sheet. **Figure 26** shows all the buttons that appear at the bottom of the electronic Sentence Sheet for a defense attorney. **Note:** only the **Save** and **Print** buttons are enabled at this time.

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

Figure 26 - Buttons available to defense attorney at bottom of electronic Sentence Sheet – only "Save" and "Print" are 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 Recommendations/Ranges

+ Sentencing Information

+ Financial Information

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

Figure 27 - 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 28**). 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 29**).



Figure 28 - “Add Signature” button enabled



Figure 29 - “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. However, the defense attorney is still able to update the defendant demographic information after the solicitor has signed.

See the section “Adding a signature to an electronic Sentence Sheet for the Defendant” for information on adding defendant signature and initials on p. 17.



## Sentence Sheet Status

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 in the **Case Selection** grid. The fact that the text of "Signed One" is in bold indicates the defense attorney is the attorney who signed first (as seen in **Figure 30**). The reason that case numbers do not appear 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", "Clerk Signed", and "Signed All".

<input checked="" type="radio"/> Assigned Indictments <input type="radio"/> Unassigned Indictments							
#	Case Number	Defendant	Indictment Number	Charge	Arrest Date	Plea To Charge Desc	Sentence Sheet Status
1	KAFPH4_GS5	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Presentencing
2	KAFPH4_GS6	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Presentencing
3	KAFPH4_GS7	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Presentencing
4	KAFPH4_GS3	Chandler Hawthorne Aacorn III	2021GS221000082	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Presentencing
5	KAFPH4_GS30	Joe Henry	2021GS221000280	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Presentencing
6	<b>KAFPH4_GS31</b>	Andrew Watson Aacorn Sr.	2021GS221000281	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	<b>Signed One</b>
7	<b>KAFPH4_GS33</b>	Frederick Franklin Caaron III	2021GS221000283	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	<b>Signed One</b>
8	<b>KAFPH4_GS2</b>	Benjamin Bartlett Aacorn IV	2021GS221000081	DUI / Driving under the Influence, .16 or high		DUI / Driving under the Influ	<b>Signed One</b>
9	KAFPH4_GS32	Alfred William Baaron Sr	2021GS221000282	DUI / Driving under the Influence, .16 or high		DUI / Driving under the Influ	Signed One
10	KAFPH4_GS10	Nathaniel Hawthorne Aacorn	2021GS221000087	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Signed Both

Figure 30 - "Signed One" values in the "Sentence Sheet Status" column for defense attorney – bolded

If the solicitor signs a Sentence Sheet before the defense attorney, then the "Signed One" in the defense attorney's grid does not display in bold (as seen in **Figure 31**). See note on page 11.

<input checked="" type="radio"/> Assigned Indictments <input type="radio"/> Unassigned Indictments							
#	Case Number	Defendant	Indictment Number	Charge	Arrest Date	Plea To Charge Desc	Sentence Sheet Status
1	KAFPH4_GS5	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Presentencing
2	KAFPH4_GS6	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Presentencing
3	KAFPH4_GS7	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Presentencing
4	KAFPH4_GS3	Chandler Hawthorne Aacorn III	2021GS221000082	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Presentencing
5	KAFPH4_GS30	Joe Henry	2021GS221000280	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Presentencing
6	KAFPH4_GS31	Andrew Watson Aacorn Sr.	2021GS221000281	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Signed One
7	KAFPH4_GS33	Frederick Franklin Caaron III	2021GS221000283	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Signed One
8	KAFPH4_GS2	Benjamin Bartlett Aacorn IV	2021GS221000081	DUI / Driving under the Influence, .16 or high		DUI / Driving under the Influ	Signed One
9	<b>KAFPH4_GS3</b>	Alfred William Baaron Sr	2021GS221000282	DUI / Driving under the Influence, .16 or high		DUI / Driving under the Influ	Signed One
10	<b>KAFPH4_GS1</b>	Nathaniel Hawthorne Aacorn	2021GS221000087	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Signed Both

Figure 31 - Assigned Indictments grid of the solicitor showing a "Signed One" value not bolded

The defense attorney 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 defense attorney, and the **Clear Signature** button is not enabled (as shown in **Figure 32**), then the defense attorney knows he/she did not sign first. Once either 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 defense attorney 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 32 - "Add Signature" button enabled. "Clear Signature" button disabled.

If the defense attorney clicks the **Add Signature** button and checks the **Sentence Sheet Status** in the **Case Selection** grid, "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 Date	Plea To Charge Desc	Sentence Sheet Status
1	KAFPH4_GS5	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Presentencing
2	KAFPH4_GS6	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Presentencing
3	KAFPH4_GS7	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Presentencing
4	KAFPH4_GS3	Chandler Hawthorne Aacorn III	2021GS221000082	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Presentencing
5	KAFPH4_GS30	Joe Henry	2021GS221000280	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Presentencing
6	KAFPH4_GS31	Andrew Watson Aacorn Sr.	2021GS221000281	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	<b>Signed One</b>
7	KAFPH4_GS33	Frederick Franklin Caaron III	2021GS221000283	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	<b>Signed One</b>
8	KAFPH4_GS2	Benjamin Bartlett Aacorn IV	2021GS221000081	DUI / Driving under the Influence, .16 or high		DUI / Driving under the Influ	<b>Signed One</b>
9	<b>KAFPH4_GS32</b>	Alfred William Baaron Sr	2021GS221000282	DUI / Driving under the Influence, .16 or high		DUI / Driving under the Influ	<b>Signed One</b>
10	KAFPH4_GS10	Nathaniel Hawthorne Aacorn	2021GS221000087	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Signed Both

Figure 33 - Show the defense attorney'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
- ❖ "Signed All" – when the sentence sheet has been signed completely
- ❖ "Completed" – electronic Sentence Sheet is complete (case does not display in the grid)

**Note**

Depending on the resolution of your computer monitor, you may or may not see the "Signed One" value in bold in your grid.



## Multiple Cases with Same Indictment Numbers

It is possible for more than one case to have the same indictment number. If a defense attorney clicks on a case that has the same indictment number as other cases, the system goes out automatically and searches for other cases with that same indictment number. If any are found, they are pulled into the Sentence Sheet database and loaded into the **Select Case to Process** grid.

Select Case to Process

Assigned Indictments  Unassigned Indictments

#	Case Number	Defendant	Indictment Number	Charge	Arrest Date	Plea To Charge Desc	Sentence Sheet Status
			2021GS22000490				
1	KAFPH42_GS10	Alvin Arthur Aaron Jr	2021GS22000490	DUI / Driving under the Influence, .16 or high		DUI / Driving under the Influence Presentencing	
2	KAFPH42_GS11	Alvin Arthur Aaron Jr	2021GS22000490	DUI / Driving under the Influence, .16 or high		DUI / Driving under the Influence Presentencing	
3	KAFPH42_GS12	Alvin Arthur Aaron Jr	2021GS22000490	DUI / Driving under the Influence, .16 or high		DUI / Driving under the Influence Presentencing	

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

If a defense attorney clicks on an indictment number with multiple cases and the **Indictment/Warrant Verification** window appears with the message: "The warrant you selected has had its indictment number changed. Please reselect the warrant from the unassigned tab." (see **Figure 35**), the defense attorney needs to click the **Close Message and Refresh Case Selection** button and then click the **Unassigned Indictments** radio button.

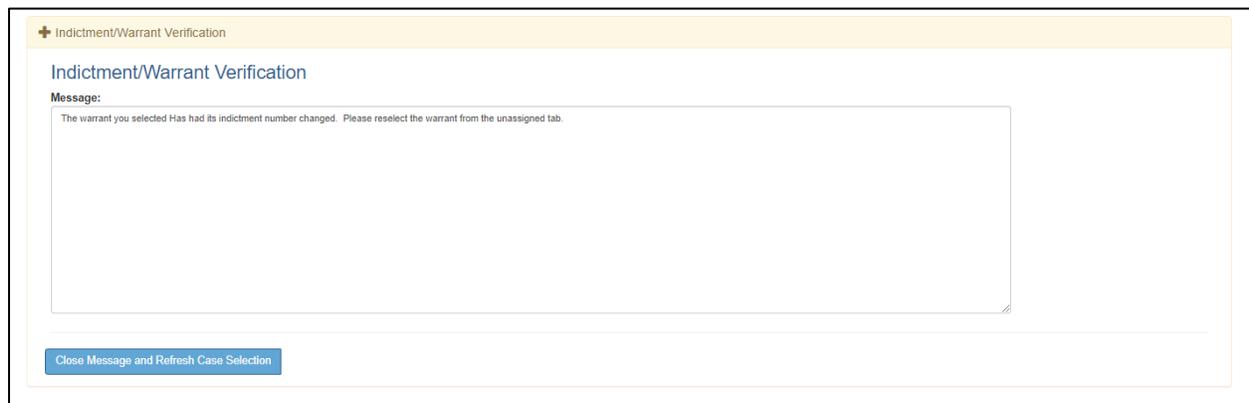


Figure 35 - Indictment/Warrant Verification Window with indictment number has changed message



Using the search fields, the defense attorney needs to find the case number that generated the message to determine if it is now listed as “Incomplete”. If it is, then the case is no longer part of the indictment group, and the defense attorney can select it and start the process again. However, if the indictment number for this case should not have changed, then the defense attorney needs to contact the clerk of court to determine if a mistake has been made. (**Note:** Indictment numbers are changed in CMS).

Case Selection

Assigned Indictments  Unassigned Indictments

Select County: Georgetown

First Name or Initial: Last Name: Case Number: KAFPH42\_GS10 Indictment Number: Search

#	Case Number	Defendant	Indictment Number	Charge	Arrest Date	Plea To Charge Desc	Sentence Sheet Status
1	KAFPH42_GS10	Alvin Arthur Aaron Jr	2021GS22000490B	DUI / Driving under the Influence, .16 or high	08/24/2021		Incomplete

Figure 36 - Unassigned indictments search on case number showing it now “Incomplete”

Case Selection

Assigned Indictments  Unassigned Indictments

#	Case Number	Defendant	Indictment Number	Charge	Arrest Date	Plea To Charge Desc	Sentence Sheet Status
1	KAFPH42_GS11	Alvin Arthur Aaron Jr	2021GS22000490	DUI / Driving under the Influence, .16 or high		DUI / Driving under the Influence	Presentencing
2	KAFPH42_GS12	Alvin Arthur Aaron Jr	2021GS22000490	DUI / Driving under the Influence, .16 or high		DUI / Driving under the Influence	Presentencing

Figure 37 - Assigned Indictments showing only two cases now for the indictment number – see Figure 34



## 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 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 38**). The “Clear DEF Signature” clears all three DEF options.



Figure 38 - 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); this is the first defense attorney or defendant signature button that must be selected **first**.
- ❖ **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 for the defendant
- ❖ **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.

Figure 39 - 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 (see **Figure 40**). The defendant can click the “Add DEF Initials” button (see **Figure 41**) using the defense attorney’s laptop or tablet or the judge can click this button when he/she is logged into the application (see judge’s buttons – **Figures 43** and **44**). A message appears: “Sentence Sheet Saved Successfully” (see **Figures 42** and **44**).

Figure 40 - Defendant Waives Grand Jury checkbox as viewed by defense attorney



Figure 41 - Add DEF Initials button enabled

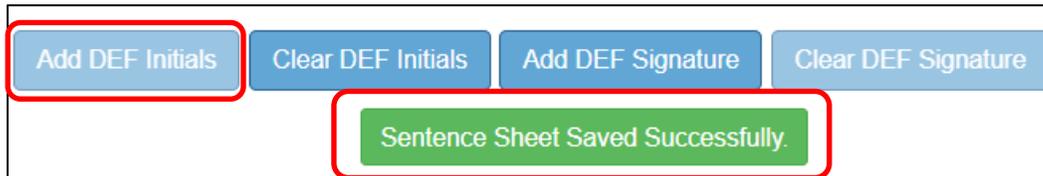


Figure 42 - "Sentence Sheet Saved Successfully" appears after the defendant or the defense attorney click "Add DEF Initials"

**Note**

If the **Defendant Waives Grand Jury** checkbox is checked (as shown in **Figure 40**), the first "signature" that is required before **any other** signatures can be applied by the defense attorney is **Add DEF Initials** (see **Figure 41**). If the defense attorney clicks any other signature button first, an error message appears: "Defendant Initials need to be applied, if the Defendant Waives Grand Jury is checked."

**Judge's electronic Sentence Sheet Screen Buttons**



Figure 43 - Buttons that appear at the bottom of the judge's electronic Sentence Sheet



Figure 44 - "Sentence Sheet Saved Successfully" message appears after the judge clicks the "Add DEF Initials" button



## **Revision History**

<b>Version No.</b>	<b>Date</b>	<b>Prepared/Modified By</b>	<b>Significant Changes</b>
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.