



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 **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 application. At the top left is the South Carolina Judicial Branch logo. The header text reads "SOUTH CAROLINA JUDICIAL BRANCH". The main title "Electronic Sentence Sheet" is centered. Below the title are three input fields: "User Name", "Password", and a "Log in" button. Below the "Log in" button are two links: "Attorney: Forgot Password?" and "Other Users: Forgot Password?". At the bottom, there is a 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 screenshot shows the log-in screen after a user has entered a bar number in the "User Name" field. The "User Name" field now contains the number "14". The "Password" field is empty. Below the "Password" field are two radio buttons: "Solicitor" and "Defense Attorney". The "Log in" button is below the radio buttons. Below the "Log in" button are two links: "Attorney: Forgot Password?" and "Other Users: Forgot Password?".

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



6. 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.

The screenshot shows the 'Select Case to Process' screen. At the top left is the South Carolina Judicial Branch logo. To its right is the text 'SOUTH CAROLINA JUDICIAL BRANCH'. In the top right corner is a 'Log Out' button. Below the header, on the right, it says 'Logged in as: Lynn Mathews'. In the center, there is a button labeled 'Select Case to Process'. Below this button, there are two radio buttons: 'Assigned Indictments' and 'Unassigned Indictments'. The 'Unassigned Indictments' radio button is selected. Below the radio buttons is a 'Select County:' label followed by a dropdown menu.

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

7. 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.

The screenshot shows the 'Select Case to Process' screen with the 'Assigned Indictments' view selected. At the top left is the South Carolina Judicial Branch logo. To its right is the text 'SOUTH CAROLINA JUDICIAL BRANCH'. In the top right corner is a 'Log Out' button. Below the header, on the right, it says 'Logged in as: Lynn Mathews'. In the center, there is a button labeled 'Select Case to Process'. Below this button, there are two radio buttons: 'Assigned Indictments' (selected) and 'Unassigned Indictments'. Below the radio buttons is a table with the following columns: #, Case Number, Defendant, Indictment Number, Charge, Arrest Date, Plea To Charge Desc, and Sentence Sheet Status. The table contains one row of data.

#	Case Number	Defendant	Indictment Number	Charge	Arrest Date	Plea To Charge Desc	Sentence Sheet Status
1	KAFPH4_GSS	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, 10 but les		DUI / Driving under the Influence Presentencing	

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 the “Incomplete” cases, the solicitor must select the **Unassigned Indictments** radio button and select a county in the **Select County** drop-down box. A set of search boxes appear. The solicitor can enter the first and last name of a defendant, just the last name, only a case number, or only an indictment number and click **Search**. He/she can also enter all of the fields or a combination.

Figure 8 - Unassigned Indictments view with Georgetown County selected

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.5) to do so.

Note: The solicitor needs to be aware that if he/she removes any of the search values in the main search fields shown in **Figure 8**, the grid will disappear immediately.

Assigned Indictments

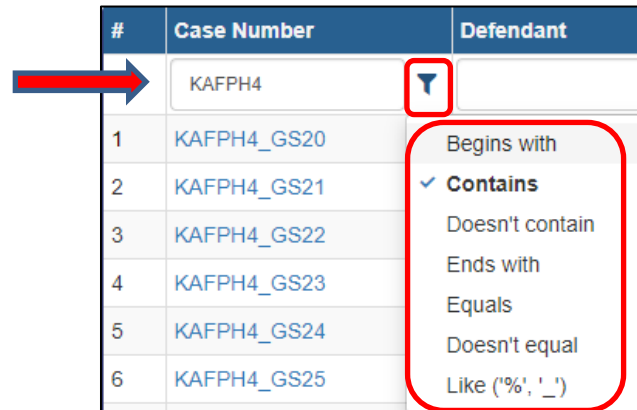
The solicitor can filter on one or more of the filter fields located below each column heading. If the solicitor knows the full or partial number of a case he/she needs to pull into the electronic **Sentence Sheet** database, he/she can begin to type that case number into the filter field of the “Case Number” column in the grid. The system does a real-time load of cases based on what is typed in the filter. (See **Figure 9**.)

#	Case Number	Defendant	Indictment Number	Charge	Arrest Date	Plea To Charge Desc	Sentence Sheet Status
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	2021GS2210000481	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 9 - Example of Filtering on Partial Case Number



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 10.**)



#	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 ('%', '_')

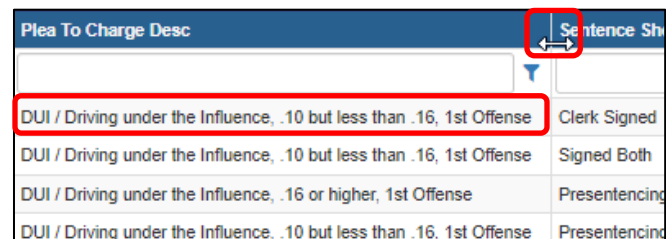
Figure 10 - Filter Icon and Filtering Options List

Hover the mouse pointer over a column separation line as shown in **Figure 11** 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 11 - 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 13**) 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 12 - Case Number and Indictment Number links to electronic Sentence Sheet



Case Selection							
<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
	KAFPH4_G						
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	
Page 2 of 2 (14 items) Prev 1 2 Next							

Figure 13 - Case Selection grid of the 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
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Figure 14 - 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 15 - Four Collapsible Sections of electronic Sentence Sheet

The fields within each section are enabled or protected based on the role of the person logged-in. While any logged-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 solicitor clicks on a case number or indictment number the **Defendant and Charge Information** section and the **Sentencing Recommendations/Ranges** sections 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: KAFPH42_GS2 Indictment Number: 2021GS22000482

Offense Start Date: 8/24/2021 Offense End Date: 8/24/2021

First Name: Catherine Middle Name: Carmelina Last Name: Caaron Suffix: Jr

Alias First Name: Caty Alias Middle Name: Caramel Alias Last Name: Caaronn Alias Suffix: lx

Race: White Gender: Female Age at Offense: 22 DOB: 01/21/1999

SSN: _____

Address 1: 1800 Washington Street

Address 2: Apartment 1313-A

City: Columbia State: South Carolina Zip Code: 29205

DL #: _____ DL State: _____ SID#: _____

☐ 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 plea is:

☐ Without Negotiations or Recommendations ☐ Negotiated Sentence ☐ Recommendations by the State

Solicitor Search: Bar Number or Name... 14 First Name: Lynn Middle Name: Last Name: Mathews Suffix: Clear Search

Defense Attorney Search: Bar Number or Name... 13 First Name: Hayden Middle Name: Last Name: Williams Suffix: Clear Search

Figure 16 - Full Defendant and Charge Information section (two screenshots)



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

Defendant and Charge Information

County: Georgetown Case Number: KAFPH42_GS2 Indictment Number: 2021GS22000482

Offense Start Date: 8/24/2021 Offense End Date: 8/24/2021

First Name: Catherine Middle Name: Carmelina Last Name: Caaron Suffix: Jr

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

Statute: 56-05-2930(A) Charge Code: 3355

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

A/W #: KAFPH42_GS2

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

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

Figure 17 - 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 **Case Selection** grid. The message includes the name of the section in which the error was found. In **Figure 18**, the error occurred in the **Defendant and Charge Information** section.

Error Information

Defendant and Charge Information

Convicted Of or Pleads is required.

Figure 18 - 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.

A close-up of a form section with four checkboxes: "Convicted of", "Pleads", "Violent", and "Non". The "Convicted of" and "Pleads" labels are in red text and each has a red exclamation mark icon to its right. A tooltip box is visible over the "Pleads" icon, containing the text "Convicted Of or Pleads is required." Below the checkboxes, the word "Non" is partially visible.

Figure 19 - 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.

A screenshot of the bottom of the application page. It features four blue buttons: "Save", "Add Signature", "Clear Signature", and "Print". Below these buttons is a green rectangular box with the text "Sentence Sheet Saved Successfully." in white. The green box is outlined with a red border.

Figure 20 - "Sentence Sheet Saved Successfully." message at bottom of page

The solicitor who views the case first becomes the active solicitor. If the solicitor wants to make a different attorney the active solicitor, 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.

A screenshot of the "Attorney Search" section. It contains two search forms. The first is labeled "Solicitor Search:" and has a dropdown menu with "Bar Number or Name" selected. The second is labeled "Defense Attorney Search:" and also has a dropdown menu with "Bar Number or Name" selected. To the right of each dropdown are input fields for "Bar #", "First Name", "Middle Name", "Last Name", and "Suffix". The "Solicitor Search" fields are pre-filled with "14", "Lynn", "", "Mathews", and "". To the right of the "Defense Attorney Search" fields are "Clear Search" buttons.

Figure 21 - 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 web application interface with a blue header bar containing the text "Sentencing Recommendations/Ranges". Below the header, there are three large, empty text input fields. The first field is labeled "Recommendations:", the second is labeled "Sentence Range:", and the third is labeled "Negotiated Plea:". Each field has a small icon in its bottom right corner, indicating it can be expanded or contracted.

Figure 22 - 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 23**. 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 24**). 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:" text area 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 has exceeded the visible height of the field.

Figure 23 - An example of the Recommendations memo field with vertical scroll bar

This screenshot shows the "Recommendations:" text area, which is currently empty. A small icon in the bottom right corner of the field, consisting of a vertical double-headed arrow, is highlighted with a red box, indicating that this icon is used to expand or contract the field.

Figure 24 - 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 25 - Collapsed View of Last Two Sections and "Save", "Add Signature", and Print buttons enabled

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.

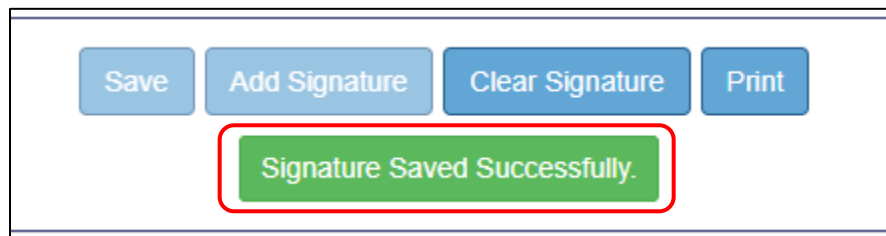


Figure 26 – “Signature Saved Successfully.” message

Once the solicitor has signed, all the fields in the first two sections are protected and cannot be changed by the solicitor unless the solicitor clicks **Clear Signature**. 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 **Clear Signature**.

Sentence Sheet Status

The solicitor can click the **Refresh Status** button to see the current status of the case after saving it, adding a signature, or clearing a signature. He/she can also see the updated status by viewing the case in the **Case Selection** grid. If the solicitor clicked the **Add Signature** button, the “Sentence Sheet Status” value displays as “Signed One”. 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 27**) 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”.



☒ Assigned Indictments ☐ Unassigned Indictments

#	Case Number	Defendant	Indictment Number	Charge	Arr...	Plea ...	Sentence Sheet Status
1	KAFPH4_GS5	Anderson Cooper Aacom Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les			Presentencing
2	KAFPH4_GS6	Anderson Cooper Aacom Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les			Presentencing
3	KAFPH4_GS7	Anderson Cooper Aacom Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les			Presentencing
4	KAFPH4_GS3	Chandler Hawthorne Aacom III	2021GS221000082	DUI / Driving under the Influence, .10 but les			Presentencing
5	KAFPH4_GS2	Benjamin Bartlett Aacom IV	2021GS221000081	DUI / Driving under the Influence, .16 or high			Signed One
6	KAFPH4_GS10	Nathaniel Hawthorne Aacom	2021GS221000087	DUI / Driving under the Influence, .10 but les			Signed Both
7	KAFPH4_GS8	Nathaniel Hawthorne Aacom	2021GS221000087	DUI / Driving under the Influence, .10 but les			Signed Both
8	KAFPH4_GS9	Nathaniel Hawthorne Aacom	2021GS221000087	DUI / Driving under the Influence, .10 but les			Signed Both
9	KAFPH4_GS4	Christina Caarlson Aacom III	2021GS221000084	DUI / Driving under the Influence, .16 or high			In Process
10	KAFPH4_GS1	Andrew Watson Aacom Sr.	2021GS221000080	DUI / Driving under the Influence, .10 but les			Clerk Signed

Figure 27 - Case Selection grid showing a bolded "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 28**).

☒ Assigned Indictments ☐ Unassigned Indictments

#	Case Number	Defendant	Indictment Number	Charge	Arr...	Plea ...	Sentence Sheet Status
1	KAFPH4_GS5	Anderson Cooper Aacom Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les			Presentencing
2	KAFPH4_GS6	Anderson Cooper Aacom Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les			Presentencing
3	KAFPH4_GS7	Anderson Cooper Aacom Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les			Presentencing
4	KAFPH4_GS3	Chandler Hawthorne Aacom III	2021GS221000082	DUI / Driving under the Influence, .10 but les			Presentencing
5	KAFPH4_GS2	Benjamin Bartlett Aacom IV	2021GS221000081	DUI / Driving under the Influence, .16 or high			Signed One
6	KAFPH4_GS30	Joe Henry	2021GS221000280	DUI / Driving under the Influence, .10 but les			Signed One
7	KAFPH4_GS10	Nathaniel Hawthorne Aacom	2021GS221000087	DUI / Driving under the Influence, .10 but les			Signed Both
8	KAFPH4_GS8	Nathaniel Hawthorne Aacom	2021GS221000087	DUI / Driving under the Influence, .10 but les			Signed Both
9	KAFPH4_GS9	Nathaniel Hawthorne Aacom	2021GS221000087	DUI / Driving under the Influence, .10 but les			Signed Both
10	KAFPH4_GS4	Christina Caarlson Aacom III	2021GS221000084	DUI / Driving under the Influence, .16 or high			In Process

Page 1 of 2 (11 items) Prev 1 2 Next

Figure 28 - 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 29**), 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 29 – “Add Signature” button enabled. “Save” and “Clear Signature” buttons protected.

If the solicitor clicks the **Add Signature** button and clicks the **Refresh Status** button or checks the case in the **Case Selection** grid, he/she will see that the status for the case is still “Signed One”. But it is now bolded. The “Signed One” value does not change to “Signed Both” until the solicitor, the defense attorney, and the defendant have signed. It takes all three signatures to obtain a status of “Signed Both”.

☒ Assigned Indictments ☐ Unassigned Indictments

#	Case Number	Defendant	Indictment Number	Charge	Arr...	Plea ...	Sentence Sheet Status
1	KAFPH4_GS5	Anderson Cooper Aacom Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les			Presentencing
2	KAFPH4_GS6	Anderson Cooper Aacom Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les			Presentencing
3	KAFPH4_GS7	Anderson Cooper Aacom Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les			Presentencing
4	KAFPH4_GS3	Chandler Hawthorne Aacom III	2021GS221000082	DUI / Driving under the Influence, .10 but les			Presentencing
5	KAFPH4_GS2	Benjamin Bartlett Aacom IV	2021GS221000081	DUI / Driving under the Influence, .16 or higt			Signed One
6	KAFPH4_GS10	Nathaniel Hawthorne Aacom	2021GS221000087	DUI / Driving under the Influence, .10 but les			Signed Both
7	KAFPH4_GS8	Nathaniel Hawthorne Aacom	2021GS221000087	DUI / Driving under the Influence, .10 but les			Signed Both
8	KAFPH4_GS9	Nathaniel Hawthorne Aacom	2021GS221000087	DUI / Driving under the Influence, .10 but les			Signed One
9	KAFPH4_GS4	Christina Caarlson Aacom III	2021GS221000084	DUI / Driving under the Influence, .16 or higt			In Process
10	KAFPH4_GS1	Andrew Watson Aacom Sr.	2021GS221000080	DUI / Driving under the Influence, .10 but les			Clerk Signed

Figure 30 - 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
- ❖ “Signed All” – when the sentence sheet has been signed completely
- ❖ “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. Return to the **Case Selection** grid and select a different case.

+ Indictment/Warrant Verification

Active Attorney Actions

Message:

You are not the active Solicitor on this indictment. Please click one of the following actions.

Set as Active Solicitor - Will assign you as 'Active' Solicitor and allow you to make edits.
Continue to edit - Will allow you to make edits to the sentence sheet but not change the 'Active' Solicitor.

Set as Active Solicitor Continue to edit

Figure 31 - 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 **Logout** button and log-in as the defense attorney or return to the **Case Selection** grid and select a different case.

+ Indictment/Warrant Verification

Active Attorney Actions

Message:

You are logged as a Solicitor but are the active Defense Attorney on this case. Please login as the defense attorney to view/edit this indictment.

Figure 32 - Active Attorney Actions screen – Active Defense Attorney

Multiple Cases with Same Indictment Number

It is possible for more than one case to have the same indictment number. If a solicitor 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
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 33 - Multiple cases appearing in the "Select Case to Process" grid with the same Indictment Numbers



If a solicitor 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 34**), the solicitor needs to click the **Close Message and Refresh Case Selection** button and then click the **Unassigned Indictments** radio button.

Indictment/Warrant Verification

Indictment/Warrant Verification

Message:

The warrant you selected Has had its indictment number changed. Please reselect the warrant from the unassigned tab.

Close Message and Refresh Case Selection

Figure 34 - Indictment/Warrant Verification Window with indictment number has changed message.

Using the search fields, the solicitor 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 solicitor can select it and start the process again. However, if the indictment number for this case should not have changed, then the solicitor 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 and/or Indictment Number: 2021GS22000490 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 35 – Unassigned indictments search on case number showing it now “Incomplete”

Case Selection

☒ Assigned Indictments ☐ Unassigned Indictments

Select County:

Georgetown

First Name or Initial: Last Name: Case Number: KAFPH42_GS11 and/or Indictment Number: 2021GS22000490 Search

#	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	08/24/2021	DUI / Driving under the Influence	Presentencing
2	KAFPH42_GS12	Alvin Arthur Aaron Jr	2021GS22000490	DUI / Driving under the Influence, .16 or high	08/24/2021	DUI / Driving under the Influence	Presentencing

Figure 36 - Assigned Indictments showing only two cases now for the indictment number



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