4

ACAP
Family Feud

SESSION DIRECT

PROCESSING IN COURT

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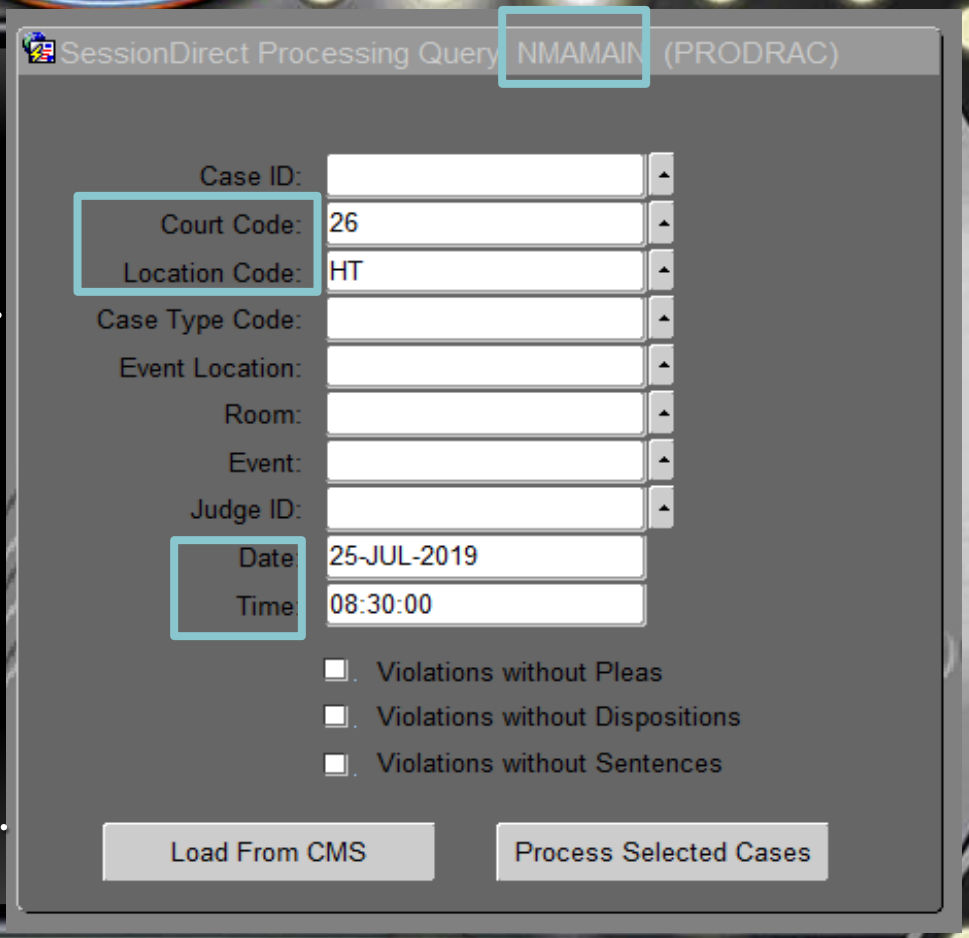
FAMILY FEUD
What is Session Direct?

Session Direct is a separate processing environment that enables court personnel to select existing events in Contexte and process them quickly and efficiently while in the court or after court.

Pulling Cases into Session

- Enter parameter information: Court Code, Location Code etc.
- Select how to use Session Direct and what case types to look up
- Select Load From CMS
- Click “Process Selected Cases”.



Judge ID: DJ26HT | DISTRICT JUDGE OF GARLAND COU | Location: HT | Room: HT-CR1 | Sort Events By: Case ID

Proc	Case ID	Vio No	Vio	Citation No	Event	Party	Name	Process Date	Print Date
☐	HTC-06-12270	1	16-10-108 FTP	93144	HR15	D	[redacted]		
☐	HTC-14-6762	1	5-36-103(b)(4)(A)	128996	HT10	D			
☐	HTC-14-6762	2	5-54-120(b)(3)		HT10	D			
☐	HTC-17-1081	1	5-27-206		HT10	D			
☐	HTC-17-1081	2	5-71-212		HT10	D			
☐	HTC-17-1081	3	5-54-120(c)(3) (2015)		HT10	D			

Plea
- ◉ None
- ○ Other

Disposition
- ◉ None
- ○ Other

Sentence | Conditions | Programs | Docket | Event | Fee | Bond | Create Pay Plan

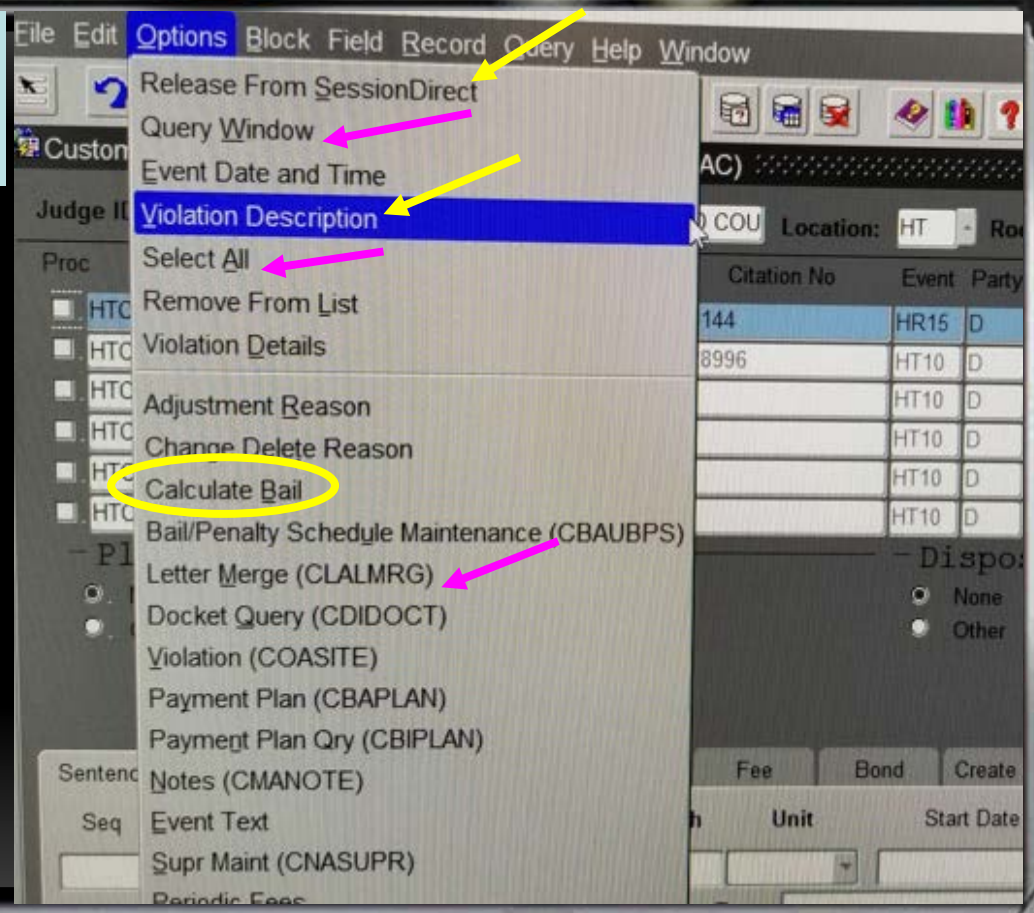
Seq	Sentence	Description	Length	Unit	Start Date	Susp Length	Unit	Cons	Conc

Docket: | Sentence Text:

Docket: | Sentence Text:

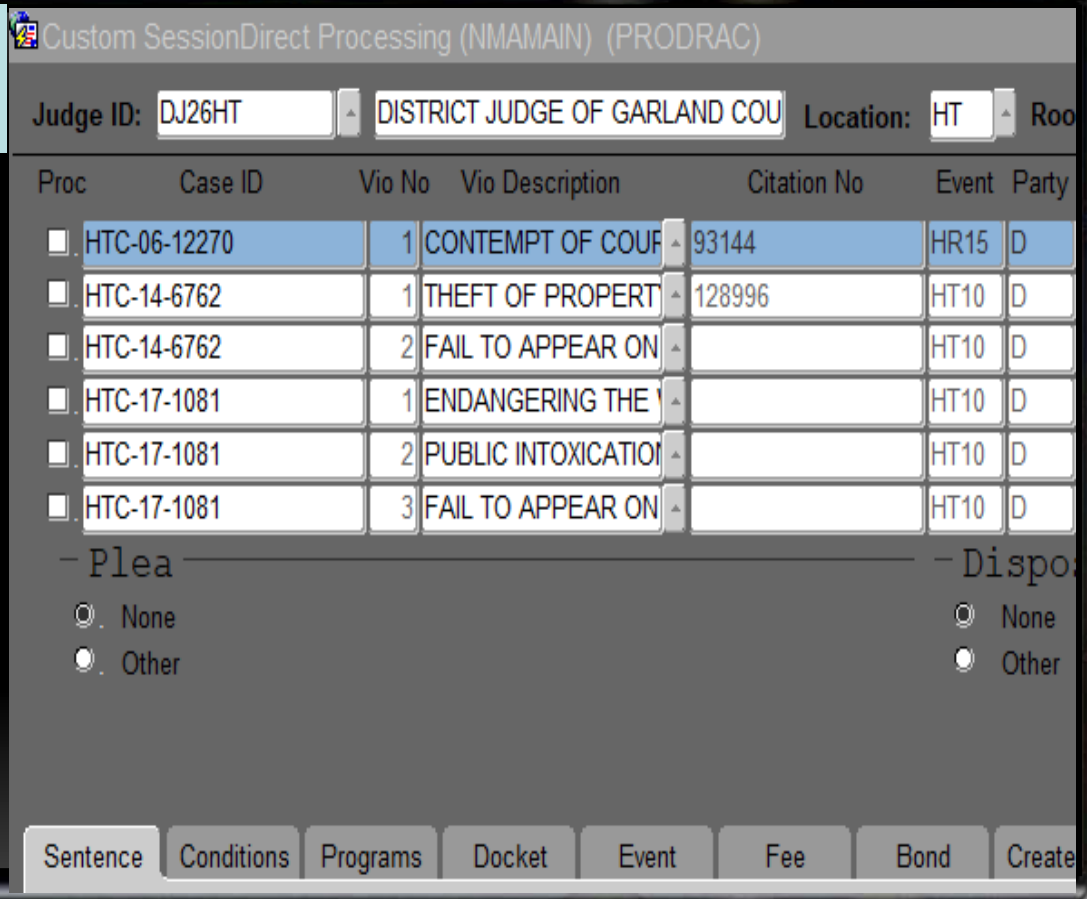
Uses for Session Direct

- Release Cases
- Query Cases
- View cases by charge or violation description
- Select multiple cases
- Calculate Bail
- Letter Merge
- Add Parties



Querying in Session Direct

- Session Direct allows for the option to query case information by name or case number.

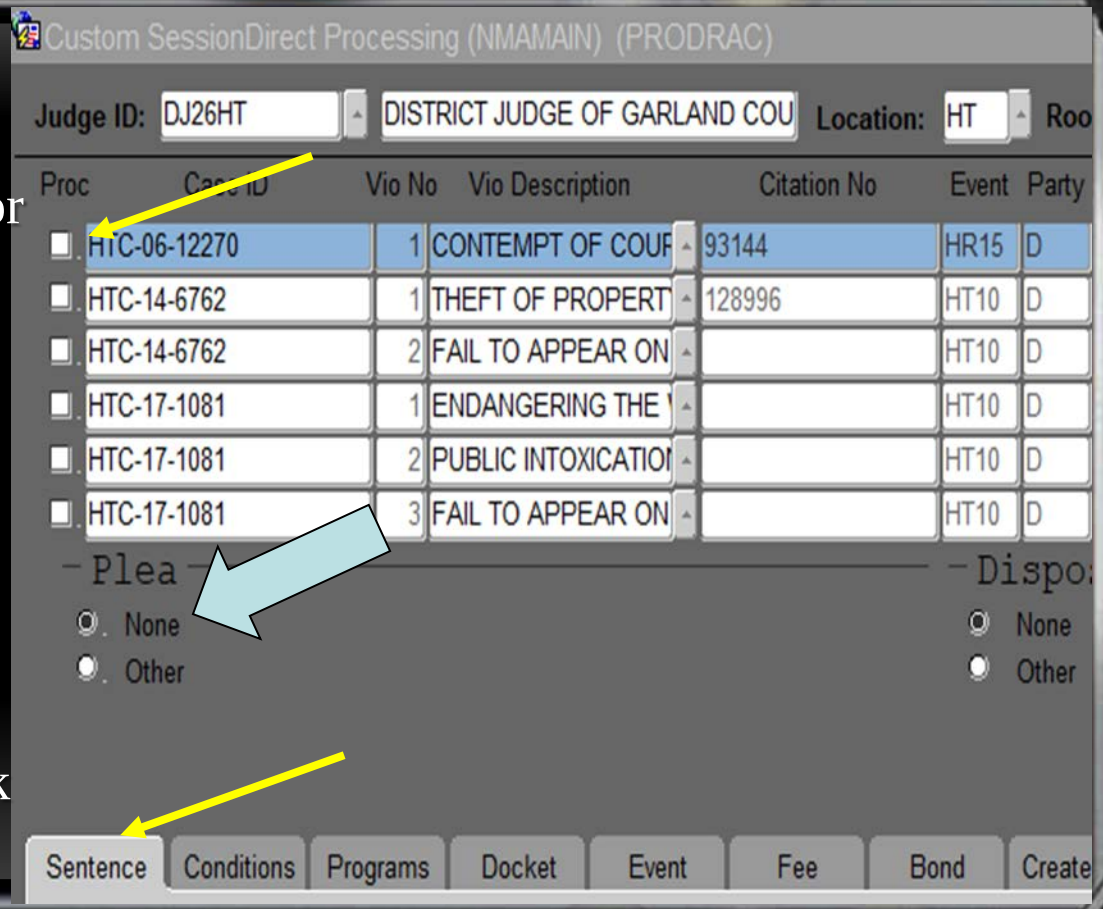


Select Case To Process

Select the check box for the case you want to process.

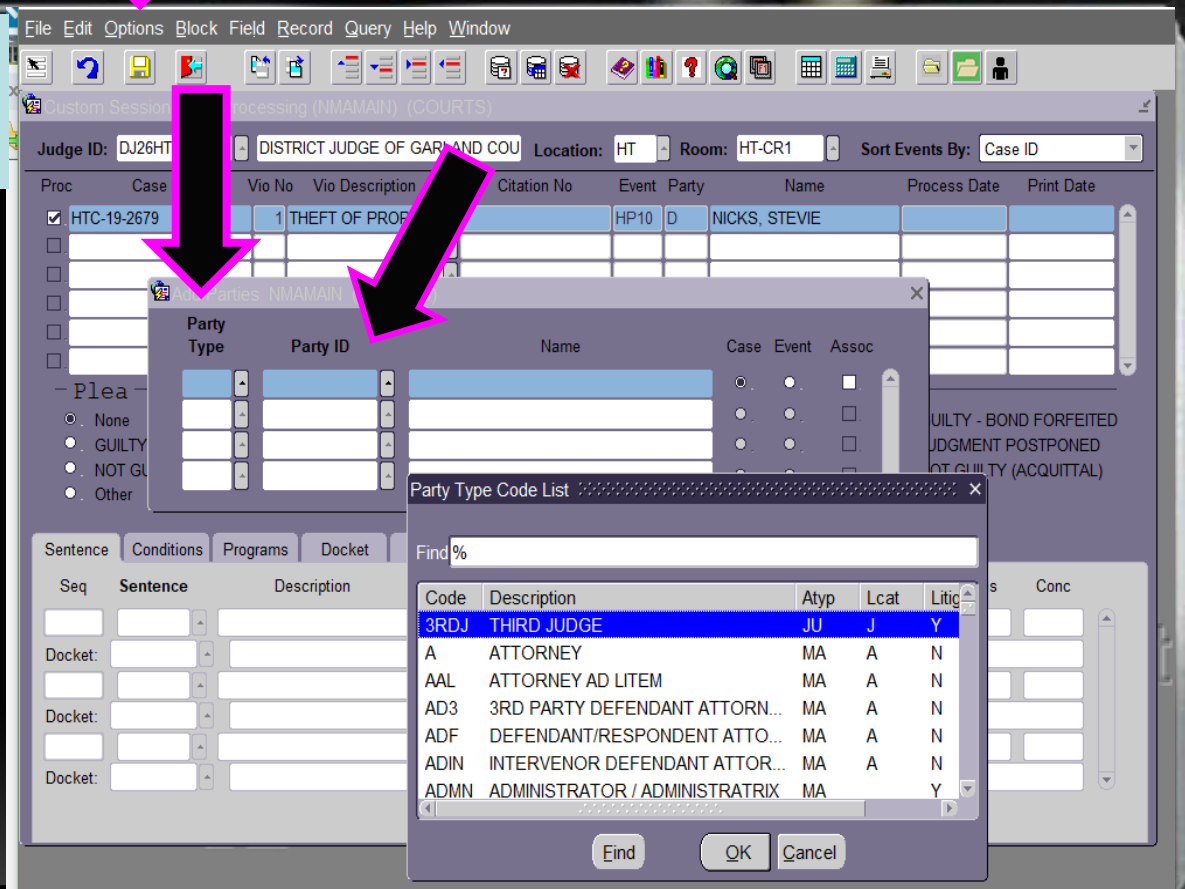
Ctrl + Pg Dn will take you to the Plea and Disposition Block

Ctrl + PgDn to Sentence/Docket Block



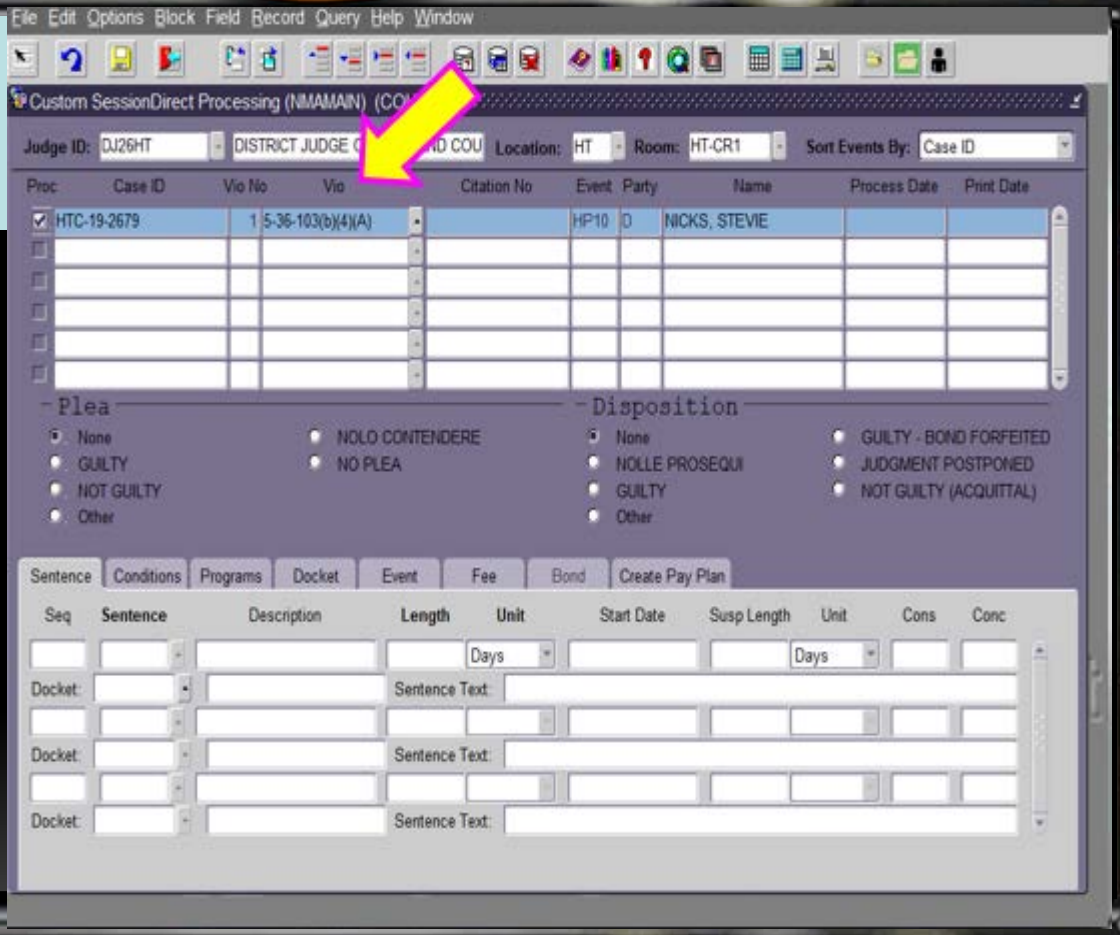
Adding Parties

- Click “Options” and select “Add Parties”
- Select Party Type
- Select Party ID
- F10 to save

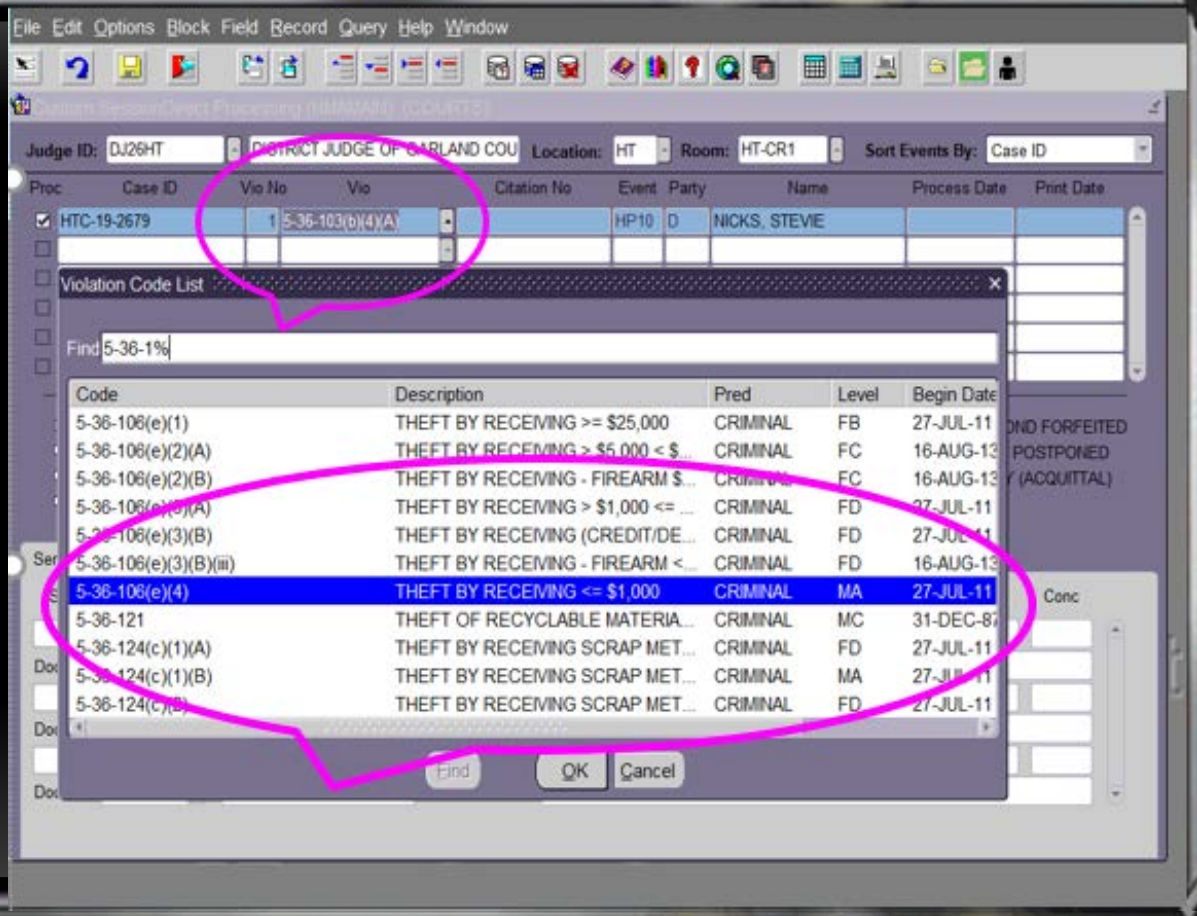


Amending Violations in Session Direct

The violation code is needed when amending violations in Session Direct



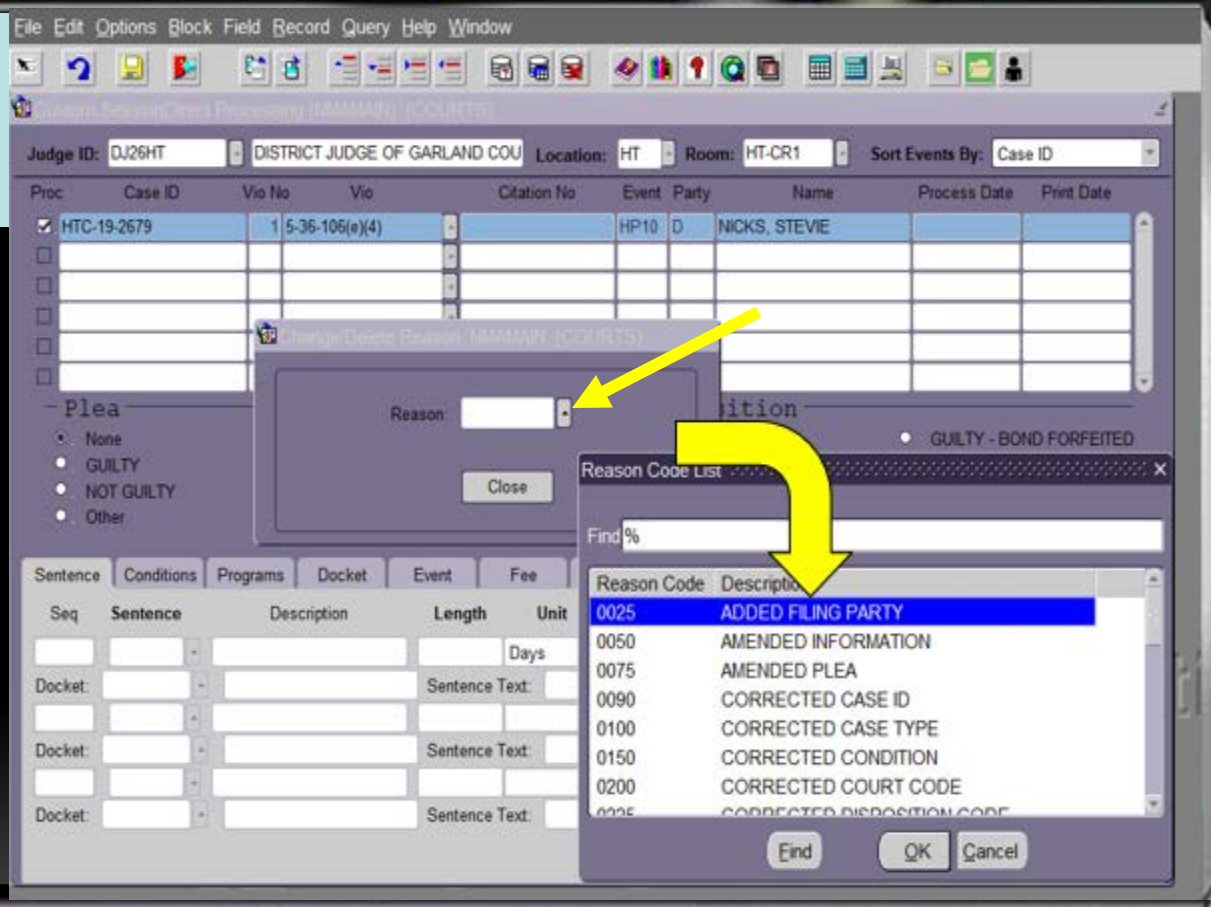
- Select the **LOV** button next to the violation code
- Select the correct Violation
- F10 to Save



Amending Violations in Session Direct

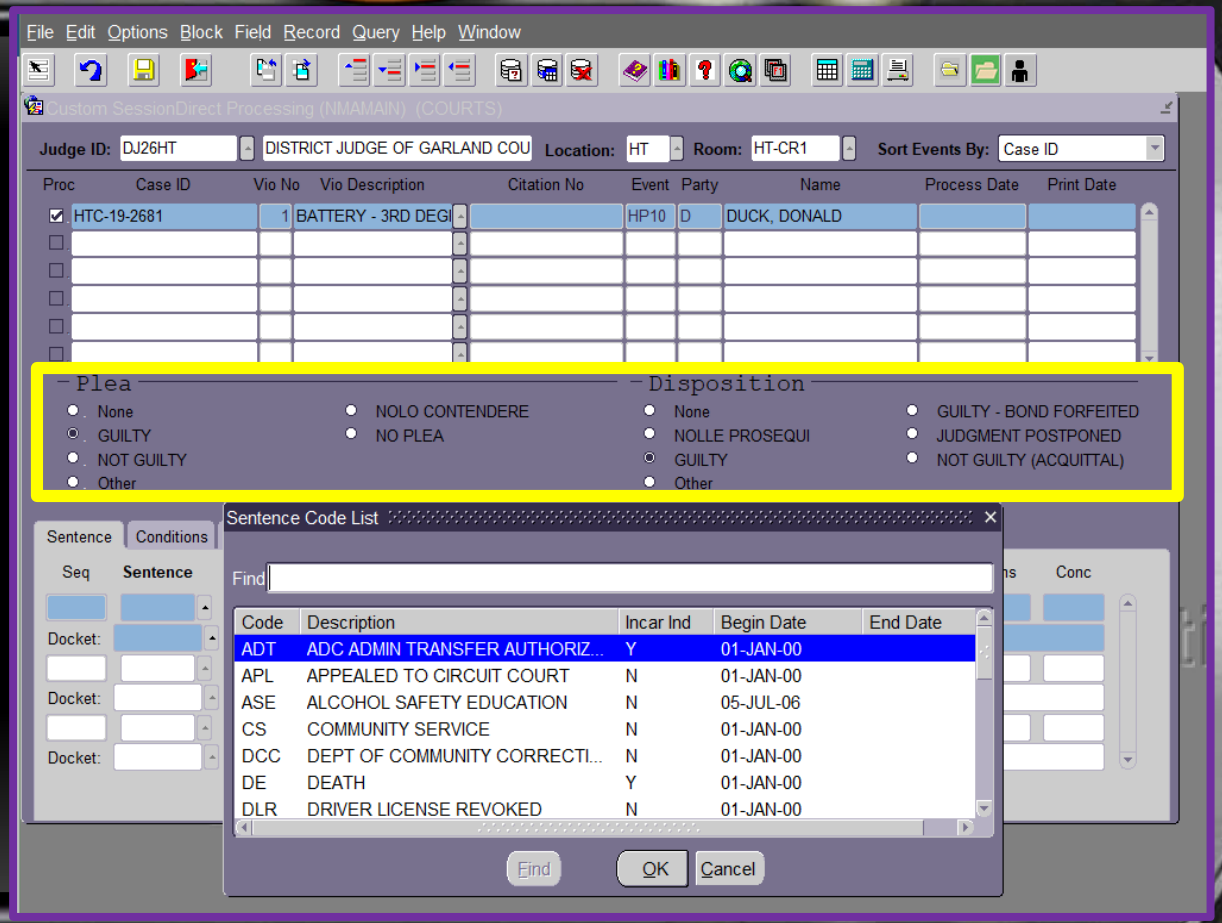
Select the **LOV** button to select reason for changing violation

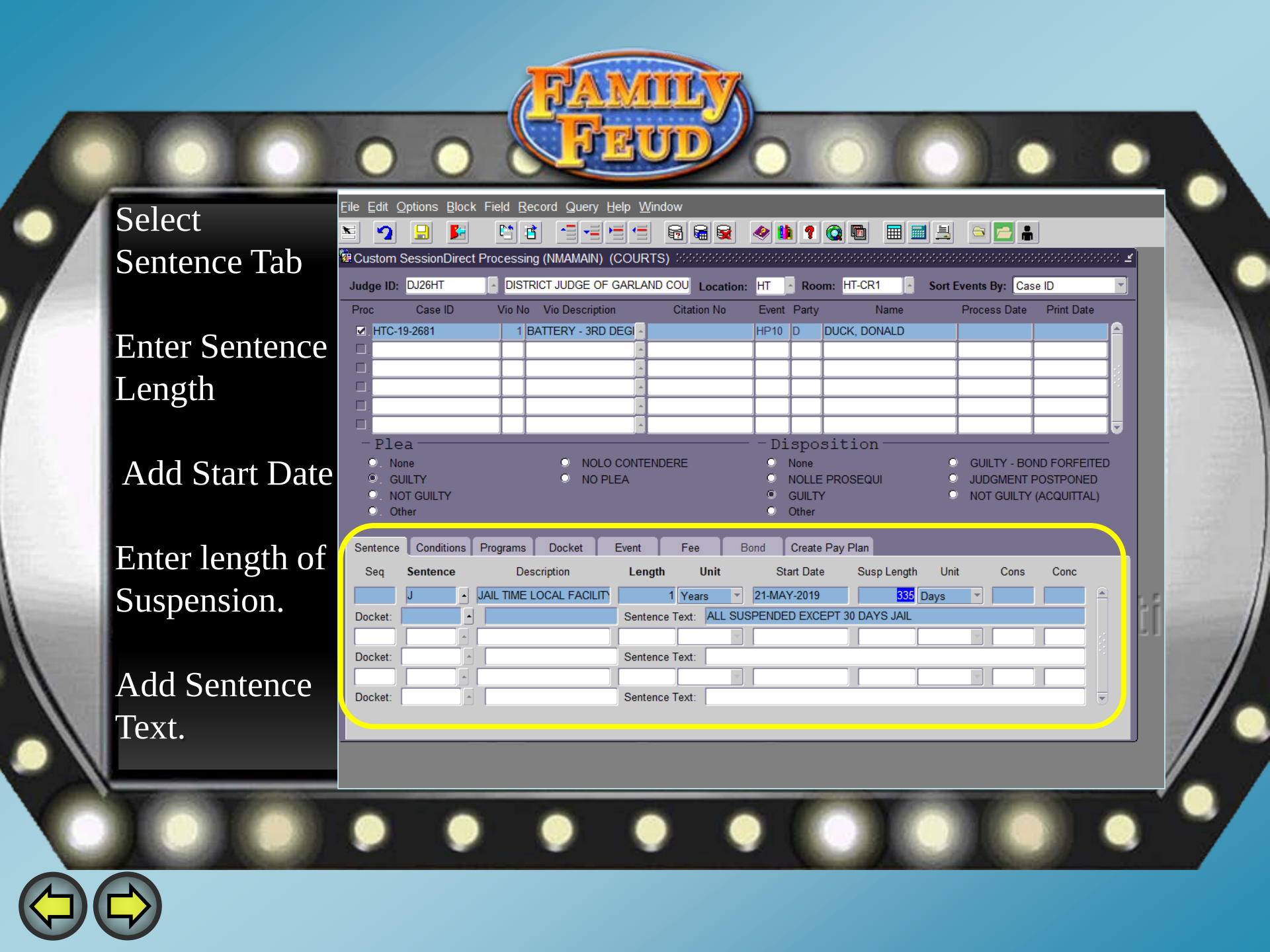
F10 to Save



Processing New Violations

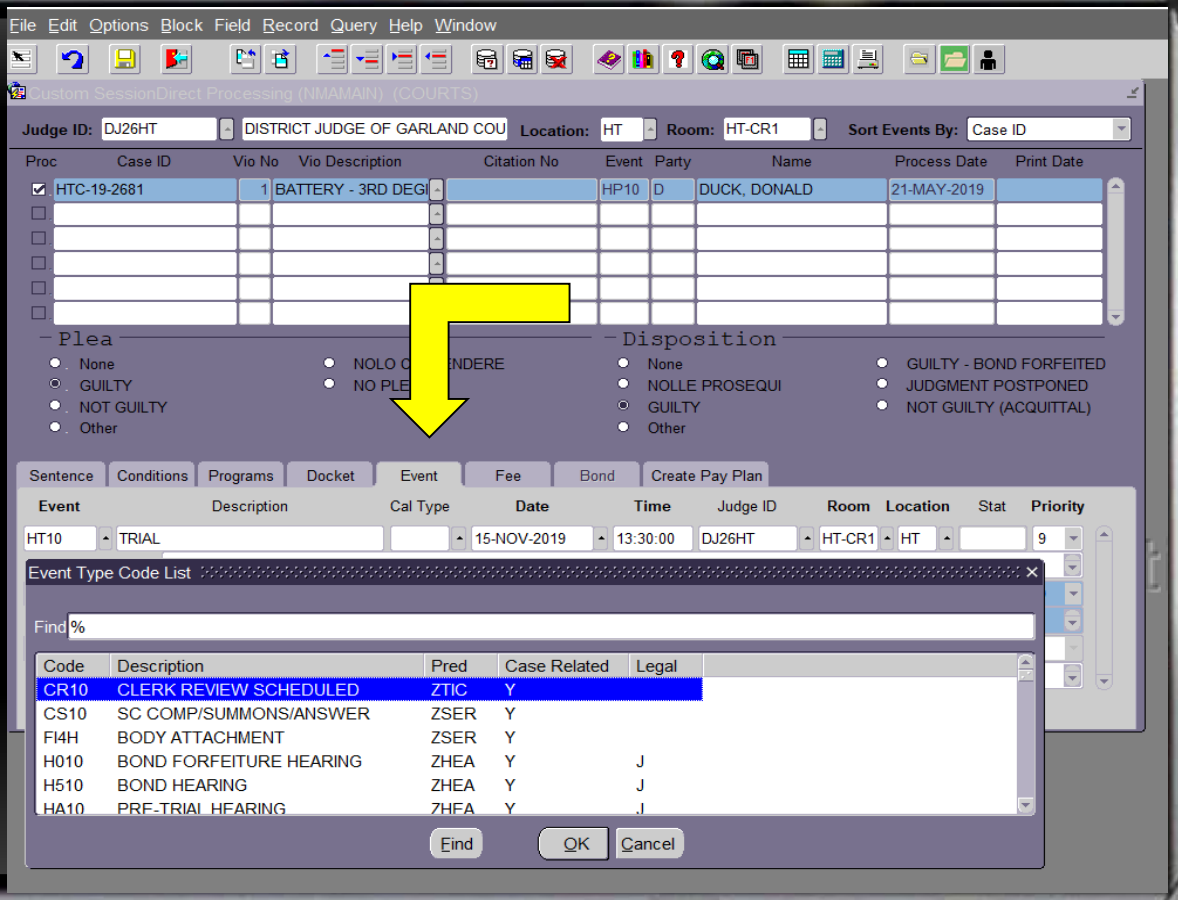
- Ctrl + PgDn
- Click radio button to add Plea and Disposition
- Click the Sentence Tab




FAMILY FEUD
Select Sentence Tab
Enter Sentence Length
Add Start Date
Enter length of Suspension.
Add Sentence Text.
File Edit Options Block Field Record Query Help Window
Custom SessionDirect Processing (NMAMAIN) (COURTS)
Judge ID: DJ26HT
DISTRICT JUDGE OF GARLAND COU
Location: HT
Room: HT-CR1
Sort Events By: Case ID
Proc Case ID Vio No Vio Description Citation No Event Party Name Process Date Print Date
HTC-19-2681 1 BATTERY - 3RD DEGI HP10 D DUCK, DONALD
Plea
None
GUILTY
NOT GUILTY
Other
NOLO CONTENDERE
NO PLEA
Disposition
None
NOLLE PROSEQUI
GUILTY
Other
GUILTY - BOND FORFEITED
JUDGMENT POSTPONED
NOT GUILTY (ACQUITTAL)
Sentence
Conditions
Programs
Docket
Event
Fee
Bond
Create Pay Plan
Seq Sentence Description Length Unit Start Date Susp Length Unit Cons Conc
J JAIL TIME LOCAL FACILITY 1 Years 21-MAY-2019 335 Days
Docket:
Sentence Text: ALL SUSPENDED EXCEPT 30 DAYS JAIL
Docket:
Sentence Text:
Docket:
Sentence Text:

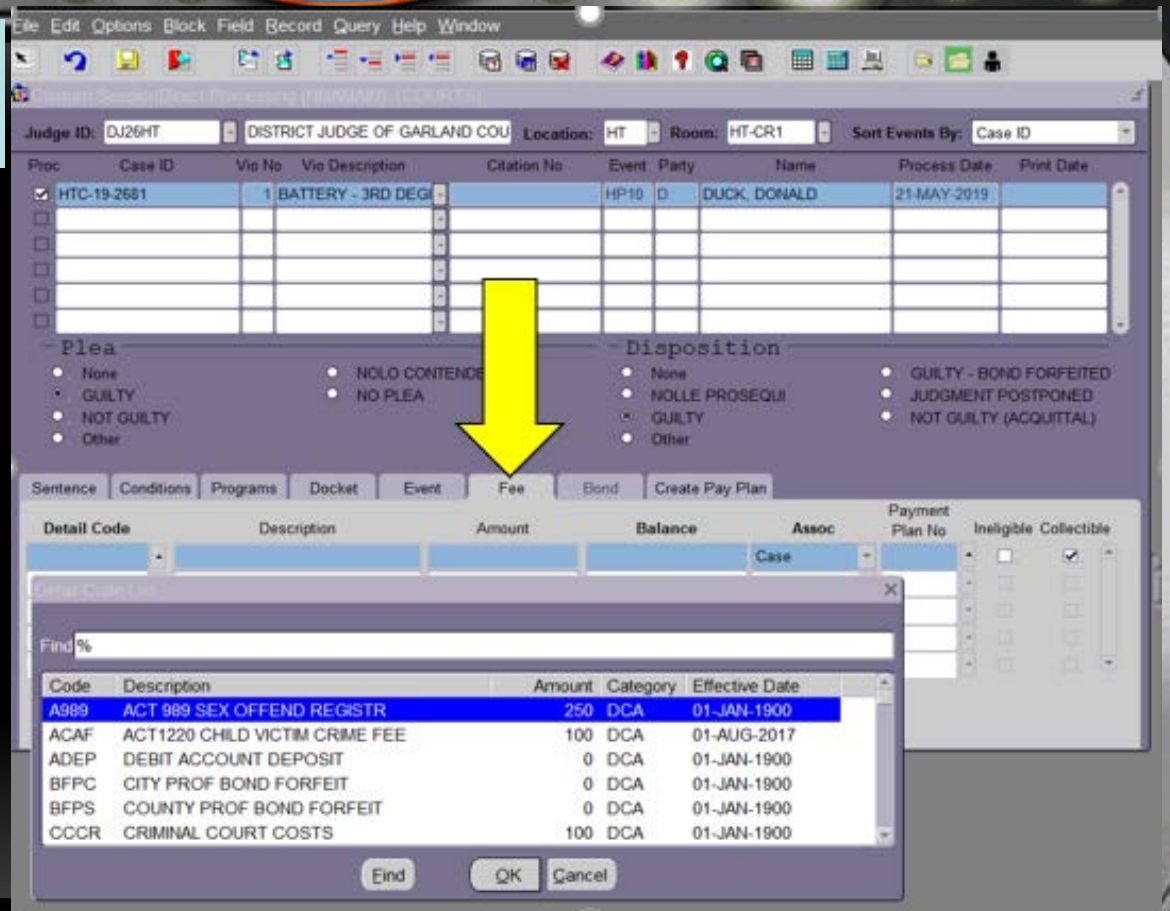
Scheduling Events in Session Direct

- Click on Event Tab
- Add Event
- Save



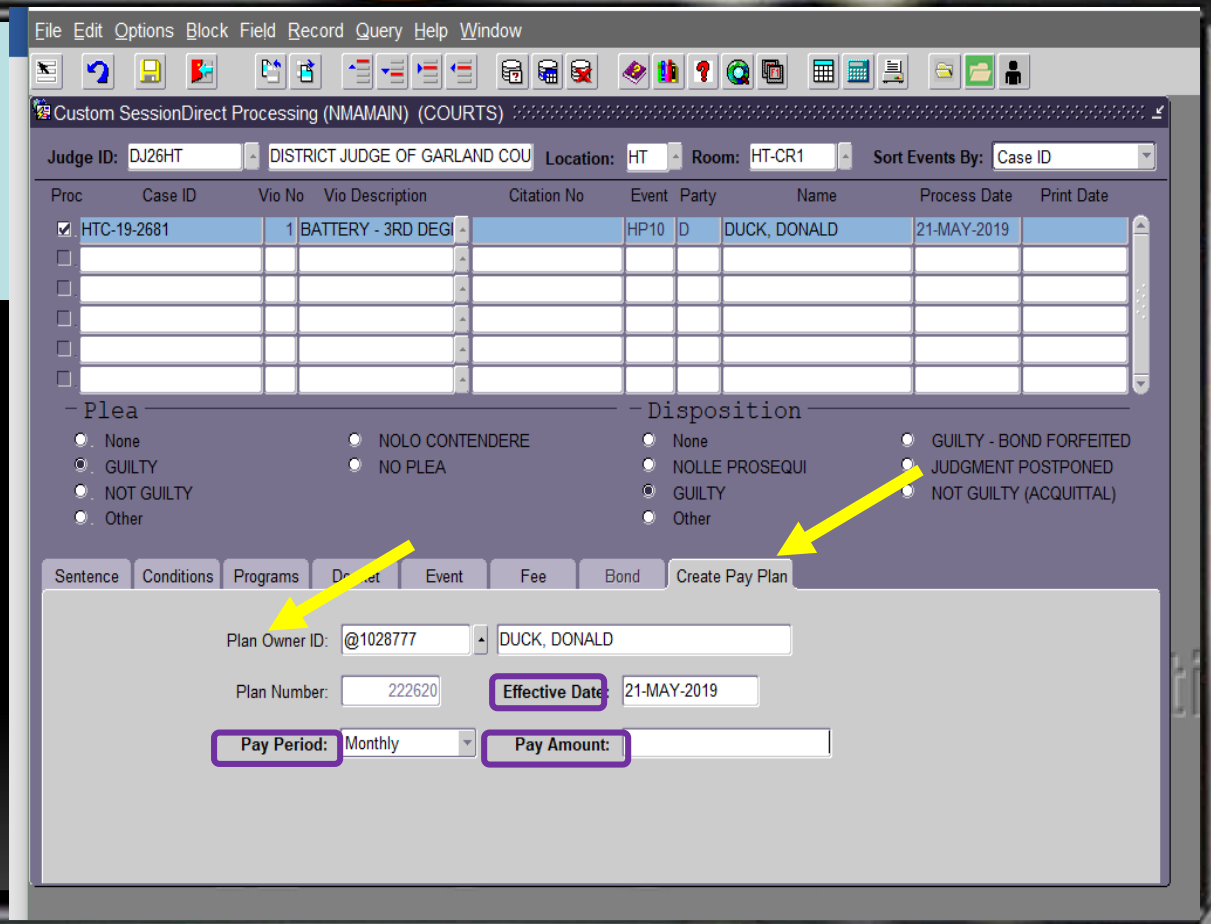
Amending Fees in Session

- Click on "**Fee**" tab
- Use **LOV** button to search for fee detail code
- Adjust fee amount if needed
- Delete fee amount if needed



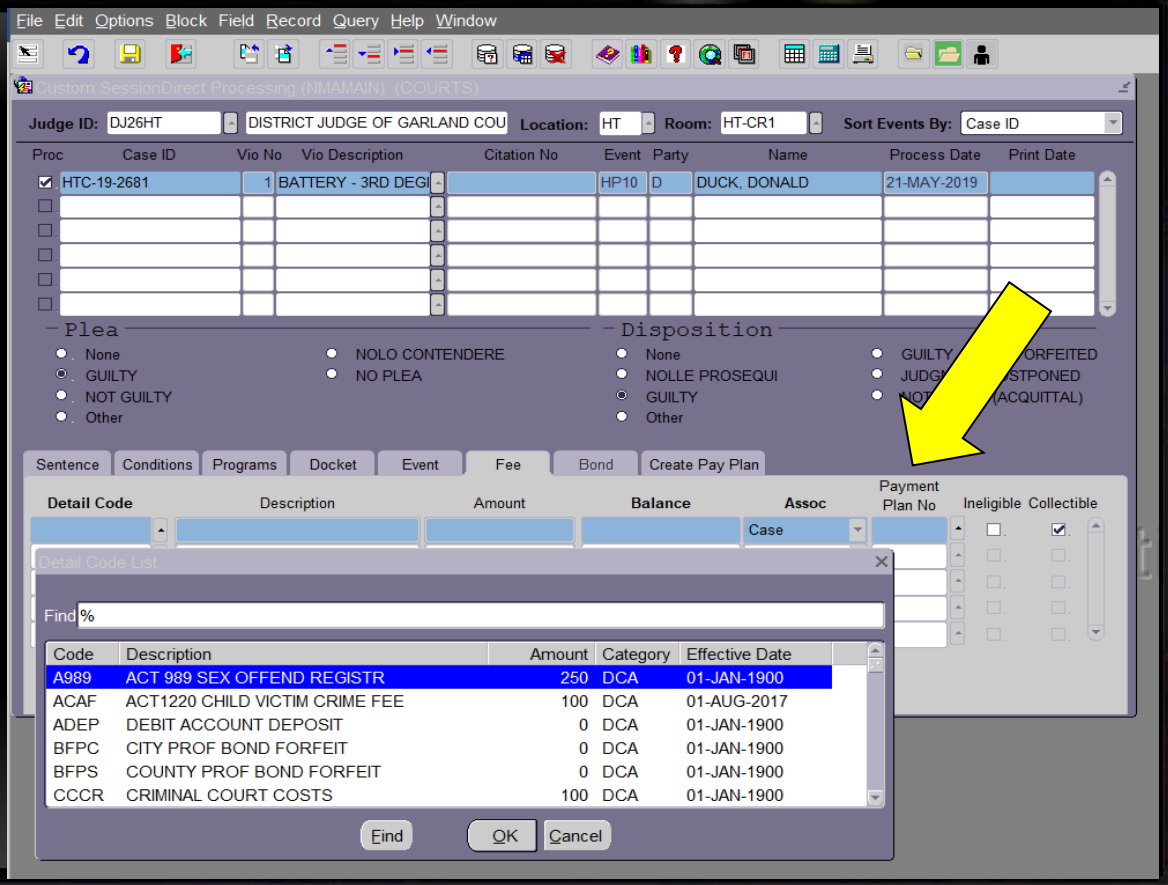
Creating a Payment Plan in Session Direct

- Click on Create Pay Plan
- Add Plan Owner ID
- Add Effective Date, Pay Period and Amount



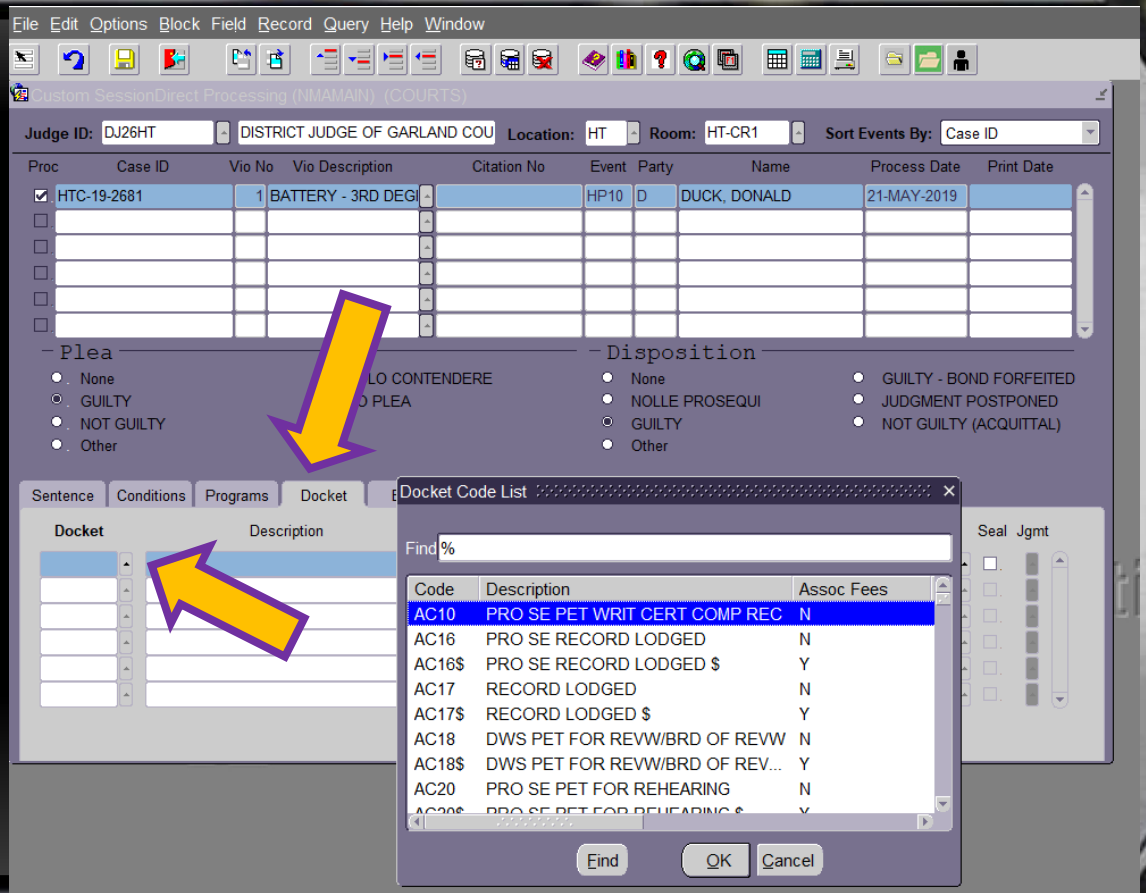
Add to an existing payment plan from the fee tab.

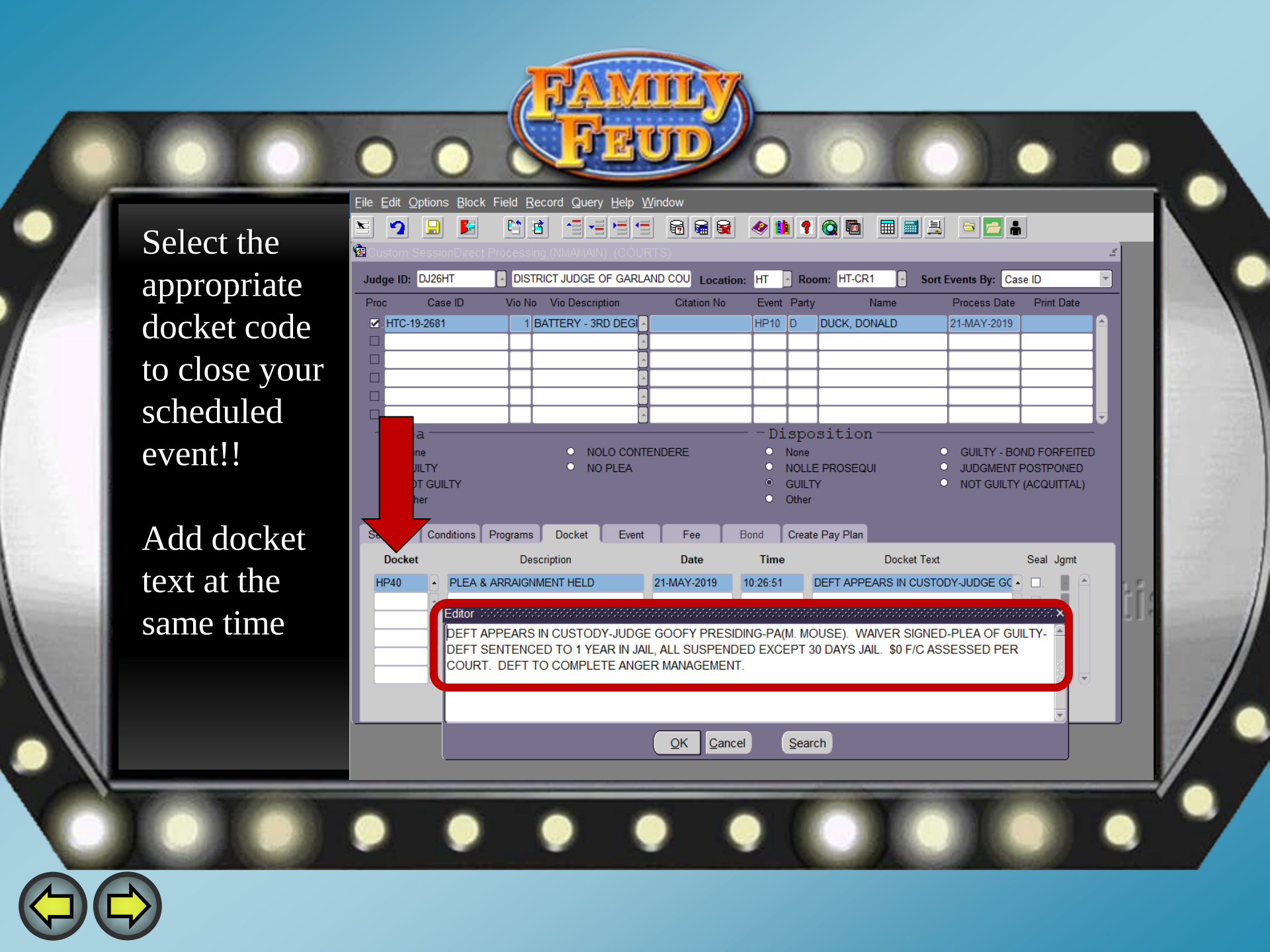
You must know the existing Payment Plan Number **OR** their ID number, and Use the **LOV** button.



Docketing In Session Direct

- Click On Docket Tab
- Use LOV button to Select the Correct Docket Code



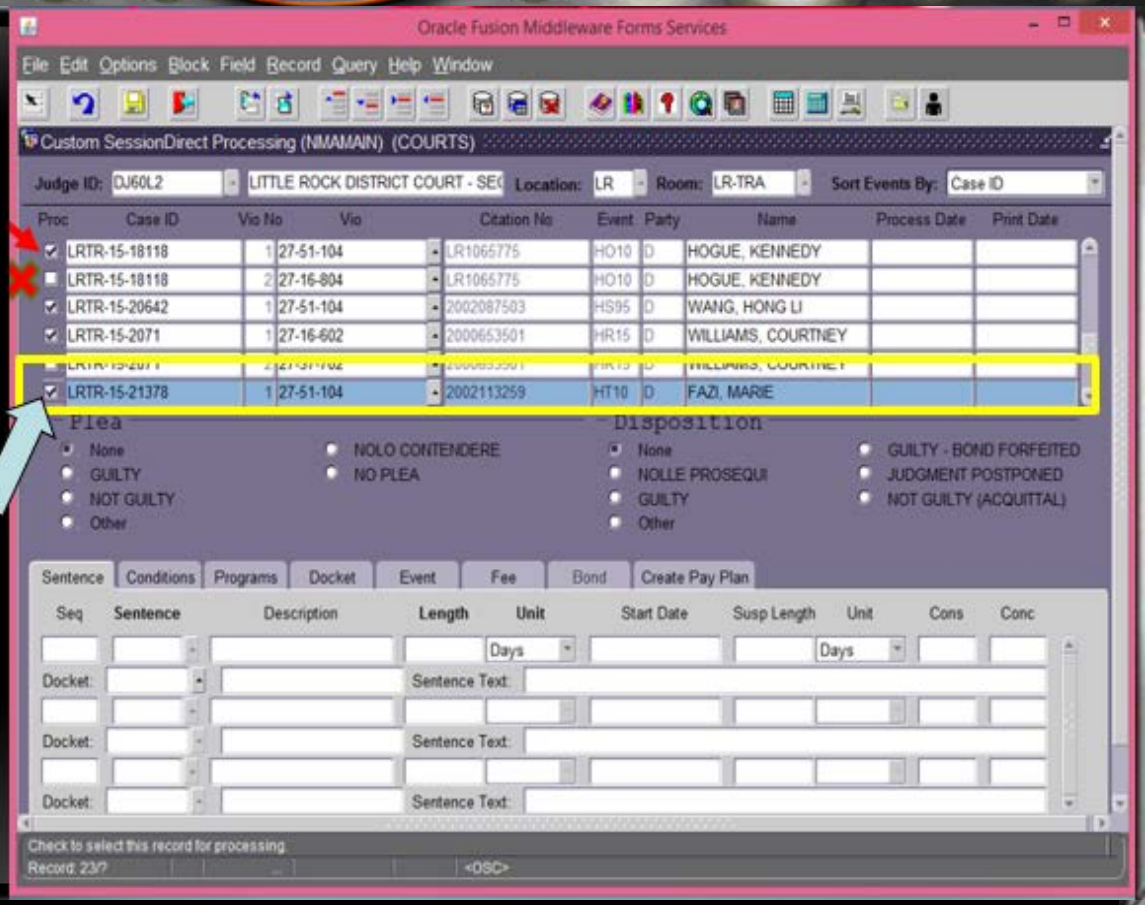

Select the appropriate docket code to close your scheduled event!!
Add docket text at the same time
File Edit Options Block Field Record Query Help Window
Judge ID: DJ26HT
DISTRICT JUDGE OF GARLAND COU
Location: HT
Room: HT-CR1
Sort Events By: Case ID
Proc Case ID Vio No Vio Description Citation No Event Party Name Process Date Print Date
HTC-19-2681 1 BATTERY - 3RD DEGI HP10 D DUCK, DONALD 21-MAY-2019
Disposition
NOLO CONTENDERE
NO PLEA
None
NOLLE PROSEQUI
GUILTY
Other
GUILTY - BOND FORFEITED
JUDGMENT POSTPONED
NOT GUILTY (ACQUITTAL)
Conditions Programs Docket Event Fee Bond Create Pay Plan
Docket Description Date Time Docket Text Seal Jgmt
HP40 PLEA & ARRAIGNMENT HELD 21-MAY-2019 10:26:51 DEFT APPEARS IN CUSTODY-JUDGE GC
Editor
DEFT APPEARS IN CUSTODY-JUDGE GOOFY PRESIDING-PA(M. MOUSE). WAIVER SIGNED-PLEA OF GUILTY-DEFT SENTENCED TO 1 YEAR IN JAIL, ALL SUSPENDED EXCEPT 30 DAYS JAIL. $0 F/C ASSESSED PER COURT. DEFT TO COMPLETE ANGER MANAGEMENT.
OK
Cancel
Search

FAMILY FEUD
What is the best thing about ALL of the processes we discussed being done through Session Direct?
All processes can be done in the same form!

Processing Warrants in Session Direct

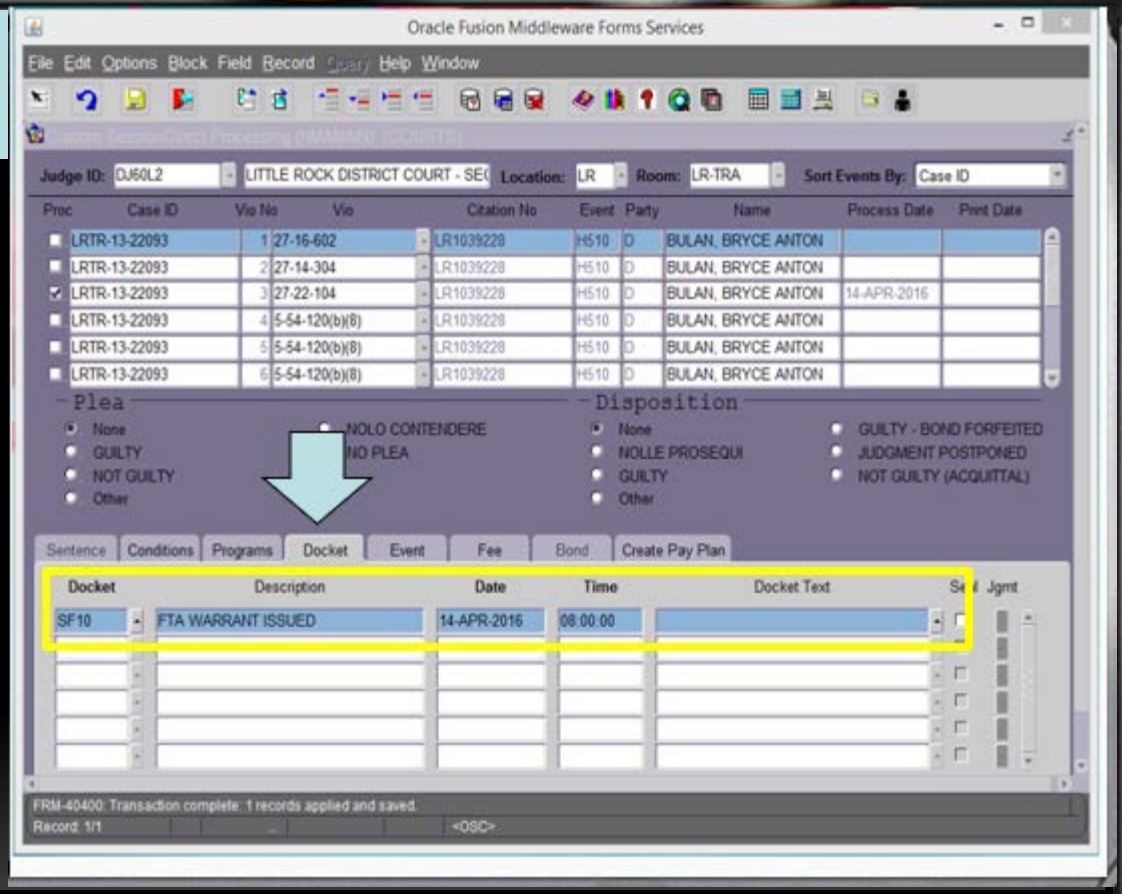
Selecting Cases for Warrants

Scroll through the list. Check the box next to the case that needs the warrant.



Docket Entry for Warrant Issued

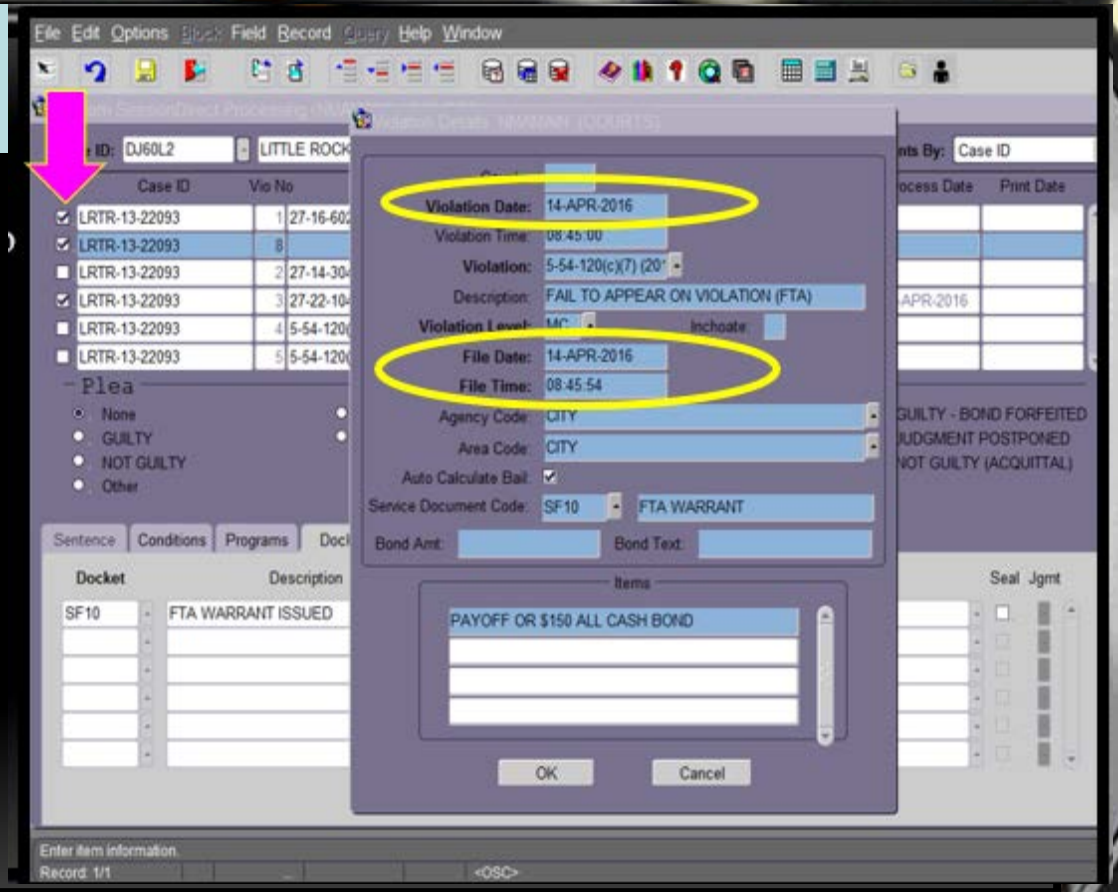
- Select **Docket** Tab
- Add Docket entry for **FTA** warrant
- The date will default to court date and time
- Press **F10** to Save



FTA warrants in Session Direct

- Click the check box to select the case
- Press **F6** to **Add** FTA Violation
- Enter **Violation Date**, **Time**, and **Violation Code**.

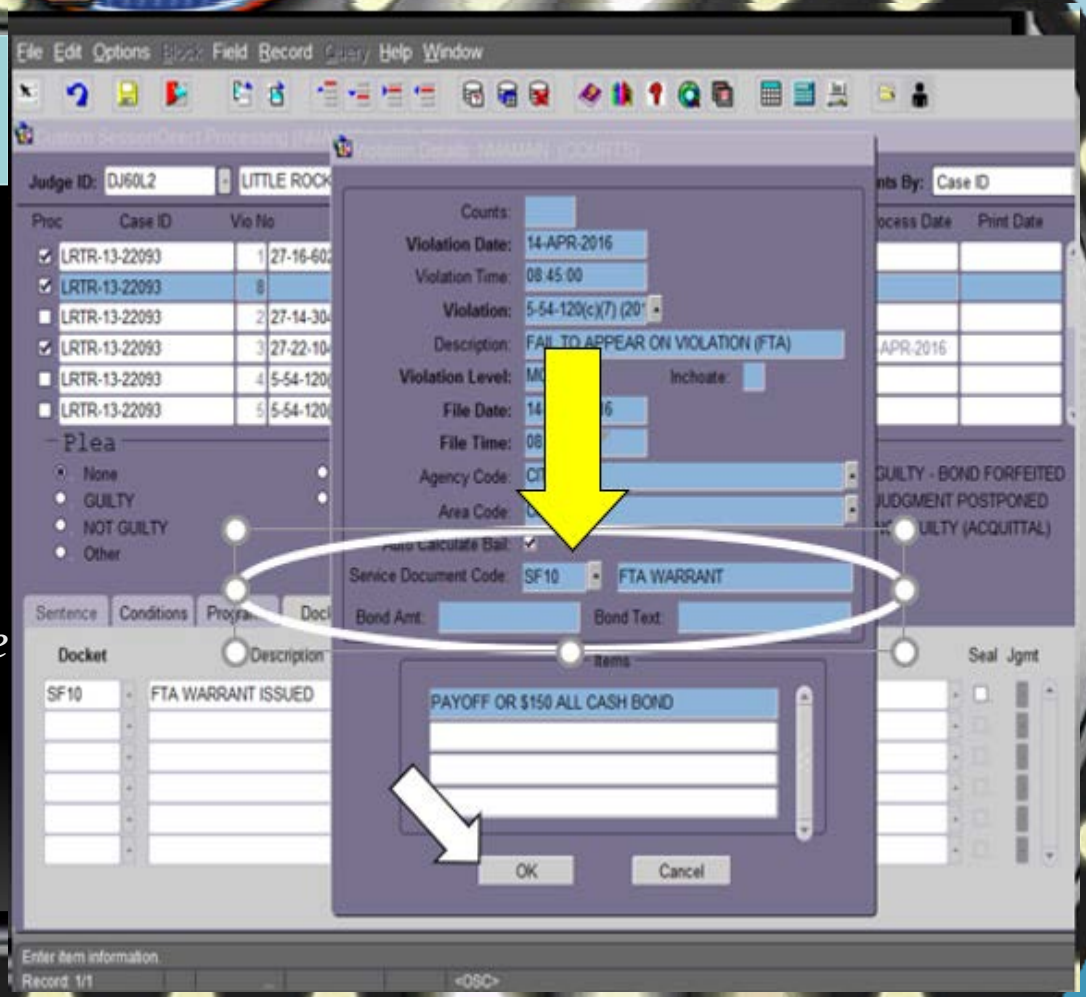
The **Auto Calculate Bail must be checked**



Adding Charge for Warrant

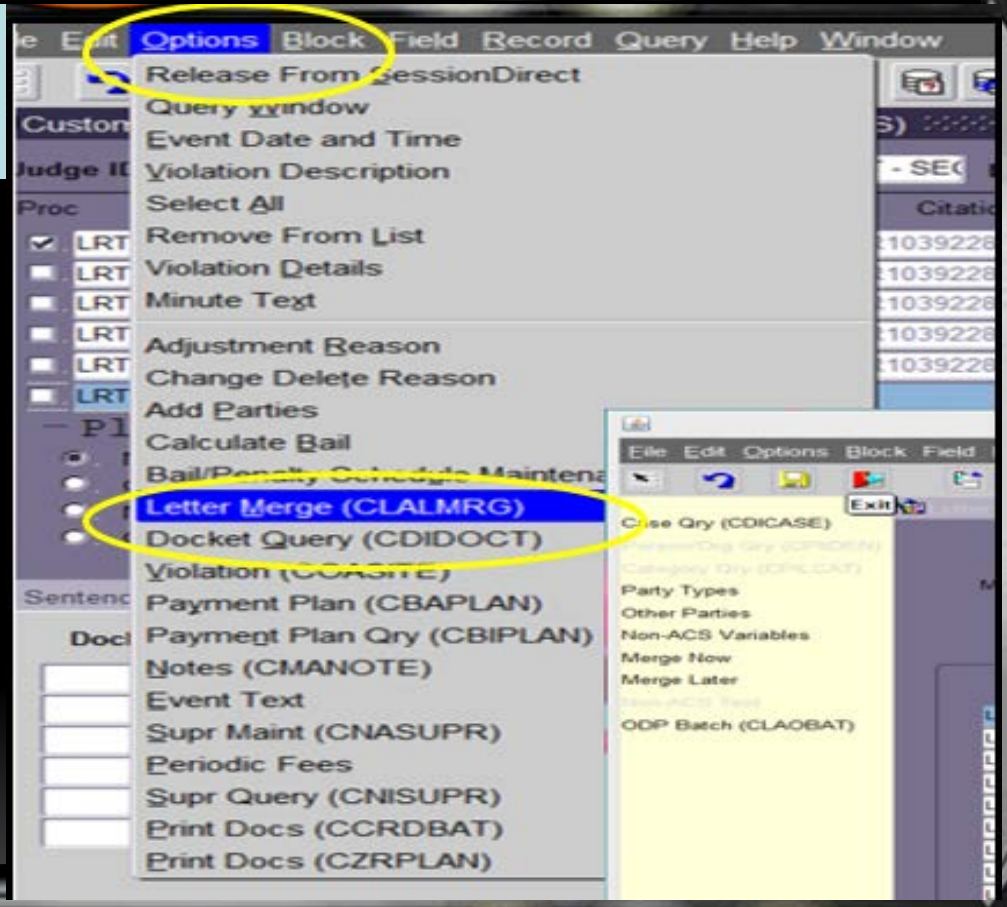
- Select **Service Document Code**.
- Select **OK** to Commit Changes

** Processing one case at a time allows customization for each warrant**

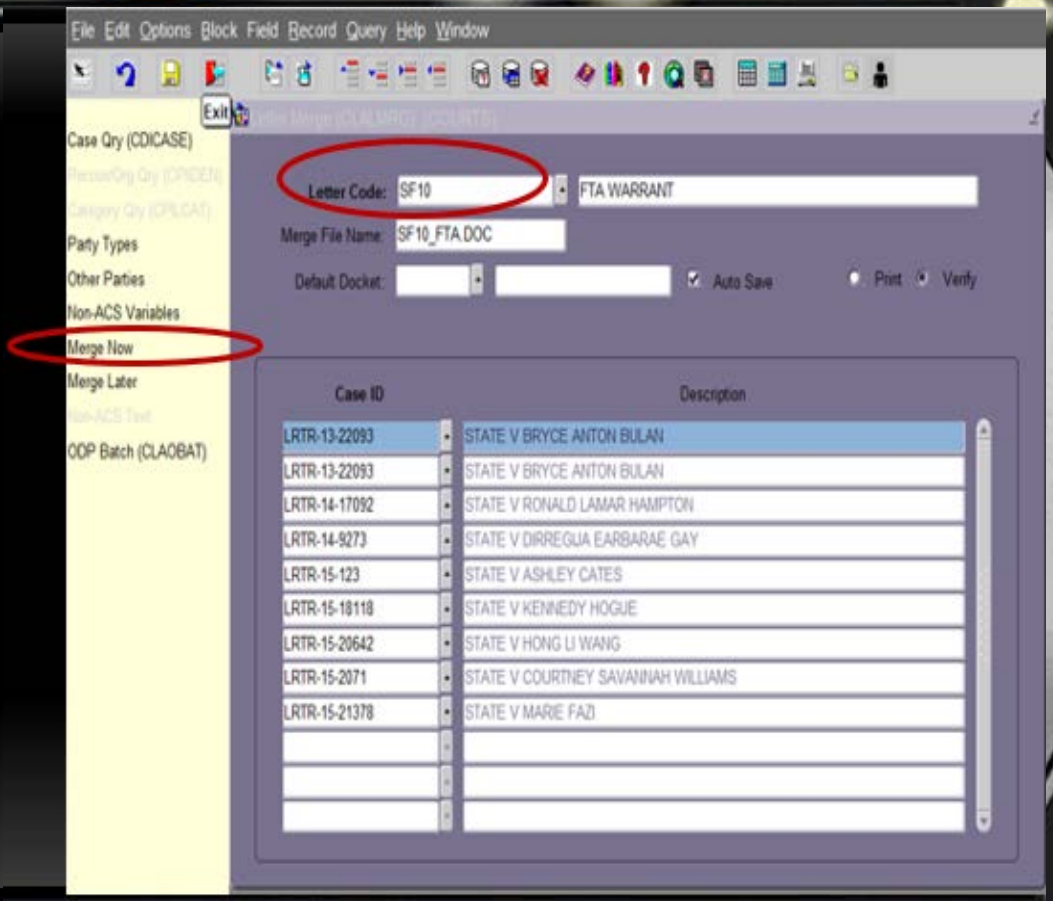


Generating the Warrant

- Select the **Options tab**
- Select **Letter Merge (CLALMRG)**



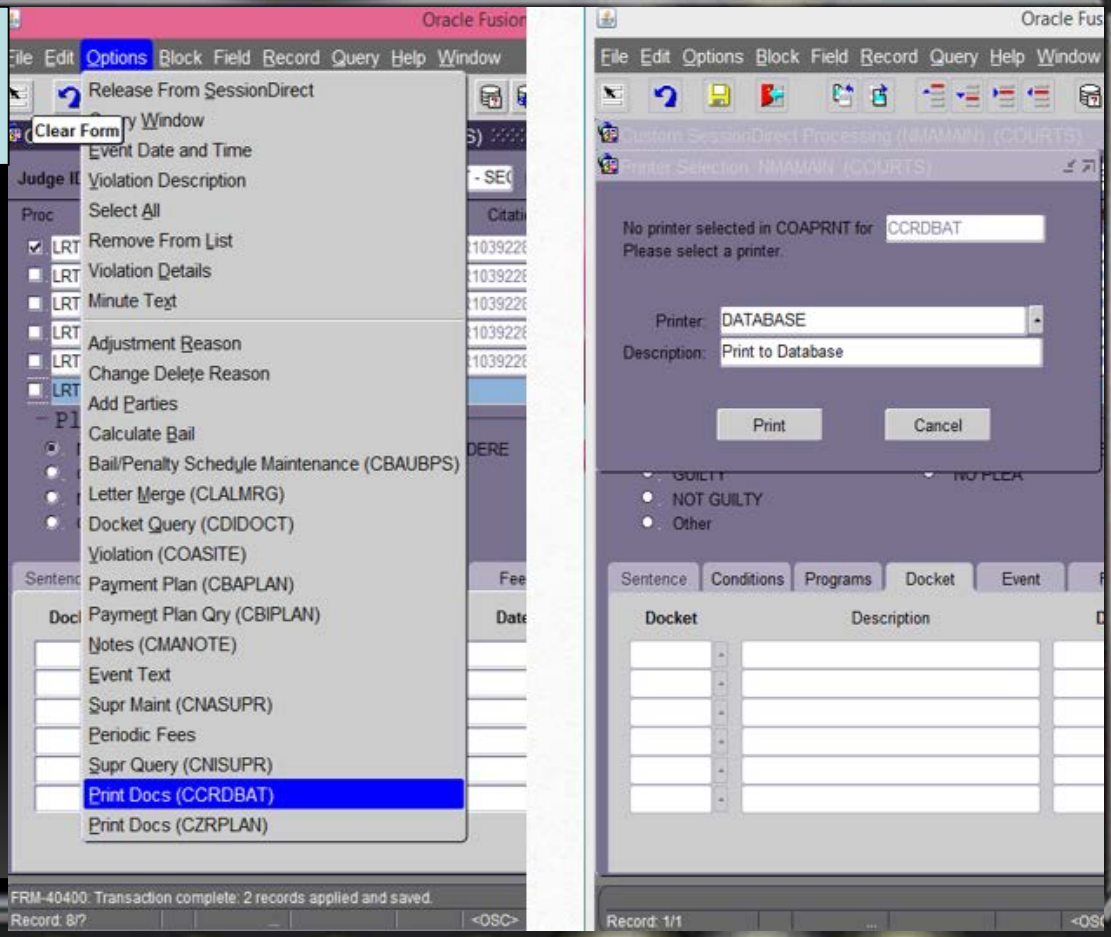
- Select warrant Letter Code using **LOV** button
- Ctrl + Pg Dn to view selected cases
- From Nav Frame: **Merge Now**
- Warrant will generate in **MS Word**



Batch Warrant Processing

- Select **Options** from drop down menu
- Select **CCRDBAT**
- In the Second Window, Printer Field: Type **DATABASE**
- Select **Print**

The print window will disappear to continue generating the document*



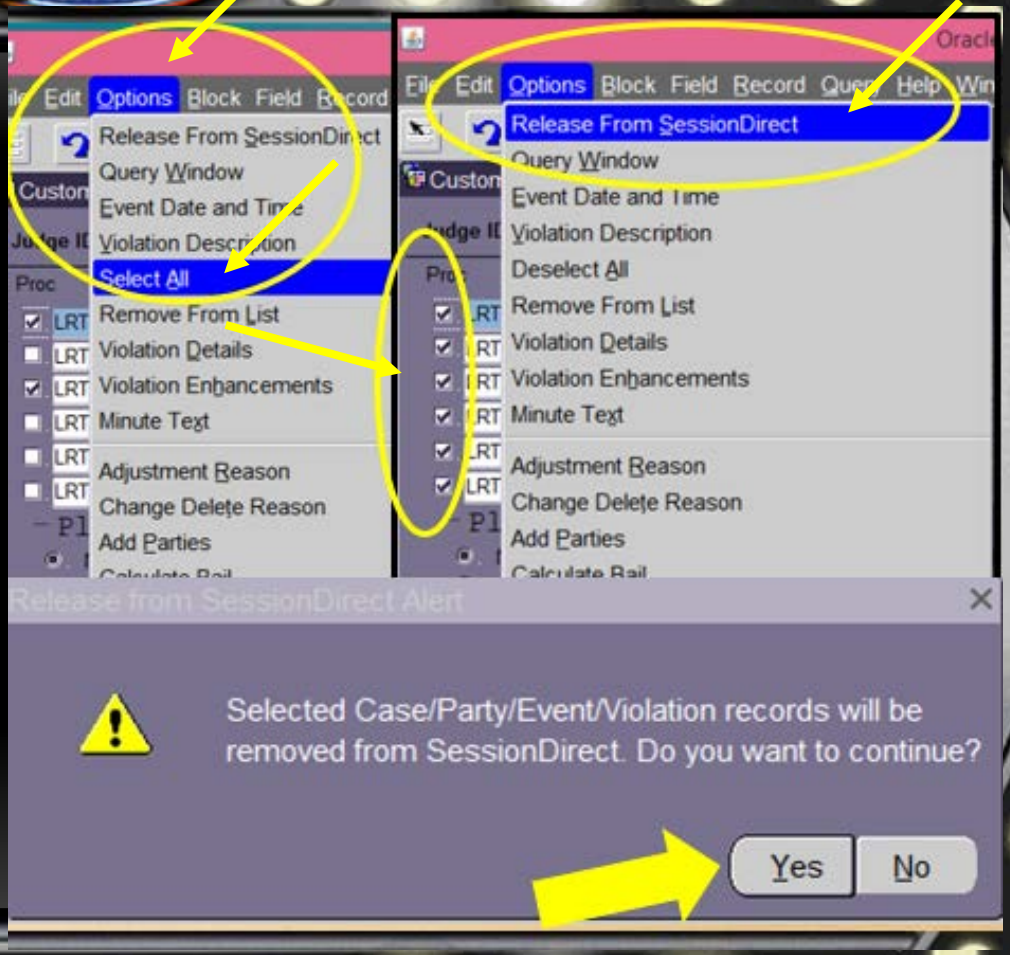
Releasing Cases from Session Direct

- Dropdown Menu, Select **Options**

Choose **Select All** for all cases **OR** Click the **check boxes** to Select Individual Cases

Choose **Release From Session Direct to** Remove All or Selected Cases

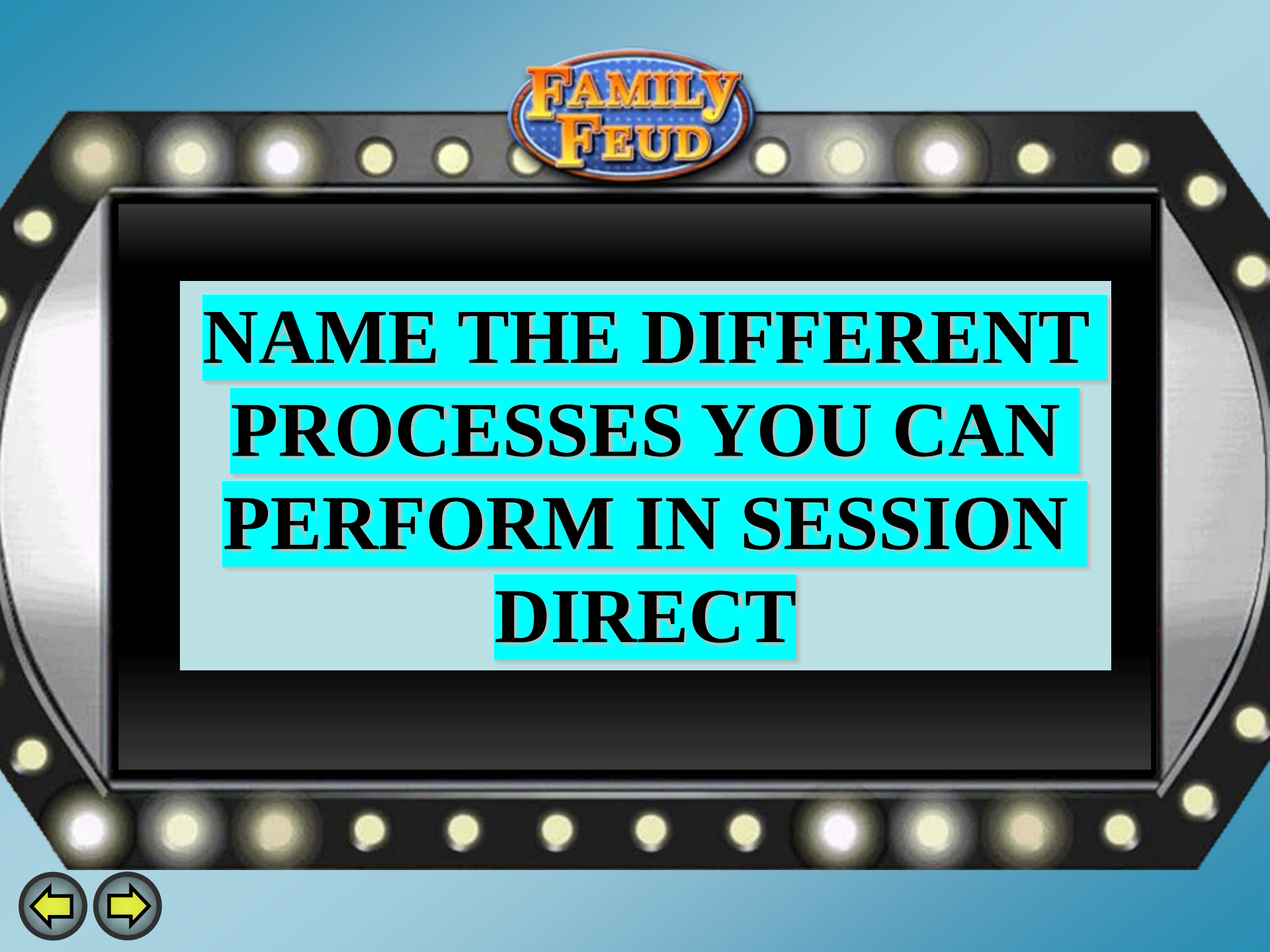
- Select **YES** to Continue In Pop Up Window



FAMILY FEUD
WERE YOU
PAYING
ATTENTION?

FAMILY FEUD
ITS GAME TIME
LETS GET READY TO RUMBLE !

FAMILY FEUD
SURVEY SAYS


FAMILY FEUD
NAME THE DIFFERENT PROCESSES YOU CAN PERFORM IN SESSION DIRECT

XXX
FAMILY FEUD
1
2
3
4
5
6
7
SHOW QUESTION
HIDE QUESTION
Win
Lose
Cheer
Boo
Silence

Access “FAQ” (frequently asked questions) information for assistance by creating a Microsoft Live Email Account!

https://arkansascourts.sharepoint.com/sites/FAQ

FAMILY FEUD

For Technical Support
Please contact ACAP Help

Phone:
501-410-1900 Option 1

Email:
acap.help@arcourts.gov

FAMILY FEUD
KEEP
CALM
AND
CLERK
ON

Thank you For Playing ACAP Family Feud!!