

4



ACAP Family Feud





SESSION DIRECT

PROCESSING IN COURT

Presented By:

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**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”.

SessionDirect Processing Query **NMAMAIN** (PRODRAC)

Case ID:	<input type="text"/>	▲
Court Code:	26	▲
Location Code:	HT	▲
Case Type Code:	<input type="text"/>	▲
Event Location:	<input type="text"/>	▲
Room:	<input type="text"/>	▲
Event:	<input type="text"/>	▲
Judge ID:	<input type="text"/>	▲
Date	25-JUL-2019	
Time	08:30:00	

☐ Violations without Pleas
☐ Violations without Dispositions
☐ Violations without Sentences





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
<input type="checkbox"/>	HTC-06-12270	1	16-10-108 FTP	93144	HR15	D			
<input type="checkbox"/>	HTC-14-6762	1	5-36-103(b)(4)(A)	128996	HT10	D			
<input type="checkbox"/>	HTC-14-6762	2	5-54-120(b)(3)		HT10	D			
<input type="checkbox"/>	HTC-17-1081	1	5-27-206		HT10	D			
<input type="checkbox"/>	HTC-17-1081	2	5-71-212		HT10	D			
<input type="checkbox"/>	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

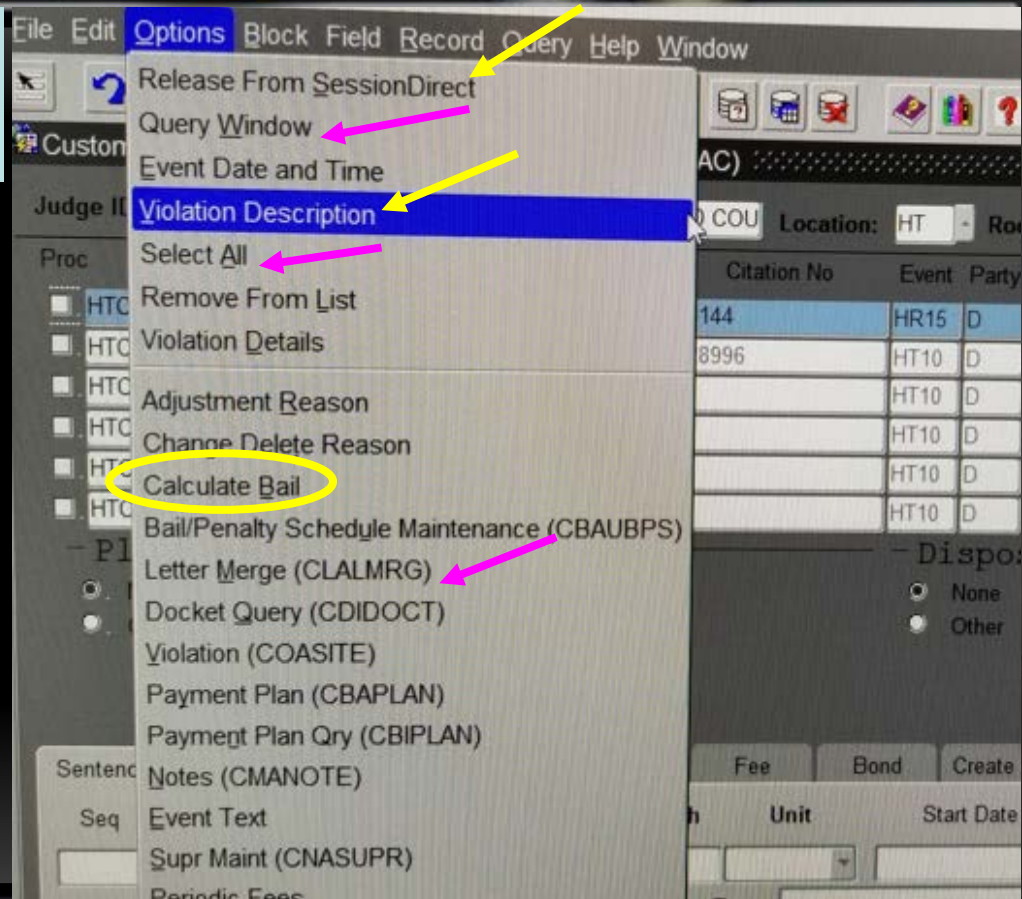
Seq	Sentence	Description	Length	Unit	Start Date	Susp Length	Unit	Cons	Conc
Docket:			Sentence Text:						
Docket:			Sentence Text:						





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.

Custom SessionDirect Processing (NMAMAIN) (PRODRAC)

Judge ID: Location:

Proc	Case ID	Vio No	Vio Description	Citation No	Event	Party
<input type="checkbox"/>	HTC-06-12270	1	CONTEMPT OF COU	93144	HR15	D
<input type="checkbox"/>	HTC-14-6762	1	THEFT OF PROPERT	128996	HT10	D
<input type="checkbox"/>	HTC-14-6762	2	FAIL TO APPEAR ON		HT10	D
<input type="checkbox"/>	HTC-17-1081	1	ENDANGERING THE		HT10	D
<input type="checkbox"/>	HTC-17-1081	2	PUBLIC INTOXICATIO		HT10	D
<input type="checkbox"/>	HTC-17-1081	3	FAIL TO APPEAR ON		HT10	D

- Plea - ☐ None ☐ Other

- Dispo - ☐ None ☐ Other

Sentence Conditions Programs Docket Event Fee Bond Create





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

Custom SessionDirect Processing (NMAMAIN) (PRODRAC)

Judge ID: DJ26HT DISTRICT JUDGE OF GARLAND COU Location: HT Roo

Proc	Case ID	Vio No	Vio Description	Citation No	Event	Party
<input type="checkbox"/>	HTC-06-12270	1	CONTEMPT OF COUP	93144	HR15	D
<input type="checkbox"/>	HTC-14-6762	1	THEFT OF PROPERT	128996	HT10	D
<input type="checkbox"/>	HTC-14-6762	2	FAIL TO APPEAR ON		HT10	D
<input type="checkbox"/>	HTC-17-1081	1	ENDANGERING THE		HT10	D
<input type="checkbox"/>	HTC-17-1081	2	PUBLIC INTOXICATION		HT10	D
<input type="checkbox"/>	HTC-17-1081	3	FAIL TO APPEAR ON		HT10	D

- Plea -

☐ None

☐ Other

- Dispo -

☐ None

☐ Other

Sentence Conditions Programs Docket Event Fee Bond Create





Adding Parties

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

File Edit Options Block Field Record Query Help Window

Custom Session Processing (NMAMAIN) (COURTS)

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

Proc	Case	Vio No	Vio Description	Citation No	Event	Party	Name	Process Date	Print Date
<input checked="" type="checkbox"/>	HTC-19-2679	1	THEFT OF PROP		HP10	D	NICKS, STEVE		

Party Type Party ID Name Case Event Assoc

Plea

☐ None

☐ GUILTY

☐ NOT GUILTY

☐ Other

Sentence Conditions Programs Docket

Seq	Sentence	Description
Docket:		
Docket:		
Docket:		

Party Type Code List

Find %

Code	Description	Atyp	Lcat	Litig
3RDJ	THIRD JUDGE	JU	J	Y
A	ATTORNEY	MA	A	N
AAL	ATTORNEY AD LITEM	MA	A	N
AD3	3RD PARTY DEFENDANT ATTOR...	MA	A	N
ADF	DEFENDANT/RESPONDENT ATTO...	MA	A	N
ADIN	INTERVENOR DEFENDANT ATTOR...	MA	A	N
ADMN	ADMINISTRATOR / ADMINISTRATRIX	MA		Y

Find OK Cancel





Amending Violations in Session Direct

The violation
code is needed
when amending
violations in
Session Direct

File Edit Options Block Field Record Query Help Window

Custom SessionDirect Processing (NIMAMAIN) (COM)

Judge ID: QJ26HT DISTRICT JUDGE C AND 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
<input checked="" type="checkbox"/>	HTC-19-2679	1	5-36-103(b)(4)(A)		HP-10	D	NICKS, STEVIE		
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

Plea

☒ None ☐ NOLO CONTENDERE ☐ None ☐ GUILTY - BOND FORFEITED

☐ GUILTY ☐ NO PLEA ☐ NOLLE PROSEQUI ☐ JUDGMENT POSTPONED

☐ NOT GUILTY ☐ GUILTY ☐ NOT GUILTY (ACQUITTAL)

☐ Other

Disposition

Sentence Conditions Programs Docket Event Fee Bond Create Pay Plan

Seq	Sentence	Description	Length	Unit	Start Date	Susp Length	Unit	Cons	Conc
				Days			Days		
Docket:			Sentence Text:						
Docket:			Sentence Text:						
Docket:			Sentence Text:						





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

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	Citation No	Event	Party	Name	Process Date	Print Date
<input checked="" type="checkbox"/>	HTC-19-2679	1	5-36-103(b)(4)(A)		HP10	D	NICKS, STEVE		

Violation Code List

Find: 5-36-1%

Code	Description	Pred	Level	Begin Date
5-36-106(e)(1)	THEFT BY RECEIVING >= \$25,000	CRIMINAL	FB	27-JUL-11
5-36-106(e)(2)(A)	THEFT BY RECEIVING > \$5,000 < \$...	CRIMINAL	FC	16-AUG-13
5-36-106(e)(2)(B)	THEFT BY RECEIVING - FIREARM \$...	CRIMINAL	FC	16-AUG-13
5-36-106(e)(3)(A)	THEFT BY RECEIVING > \$1,000 <=	CRIMINAL	FD	27-JUL-11
5-36-106(e)(3)(B)	THEFT BY RECEIVING (CREDIT/DE...	CRIMINAL	FD	27-JUL-11
5-36-106(e)(3)(B)(iii)	THEFT BY RECEIVING - FIREARM <...	CRIMINAL	FD	16-AUG-13
5-36-106(e)(4)	THEFT BY RECEIVING <= \$1,000	CRIMINAL	MA	27-JUL-11
5-36-121	THEFT OF RECYCLABLE MATERIA...	CRIMINAL	MC	31-DEC-87
5-36-124(c)(1)(A)	THEFT BY RECEIVING SCRAP MET...	CRIMINAL	FD	27-JUL-11
5-36-124(c)(1)(B)	THEFT BY RECEIVING SCRAP MET...	CRIMINAL	MA	27-JUL-11
5-36-124(c)(B)	THEFT BY RECEIVING SCRAP MET...	CRIMINAL	FD	27-JUL-11

Find OK Cancel





Amending Violations in Session Direct

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

F10 to Save

File Edit Options Block Field Record Query Help Window

Custom Session Direct Processing (MAMMA) (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	Citation No	Event	Party	Name	Process Date	Print Date
<input checked="" type="checkbox"/>	HTC-19-2679	1	5-36-106(e)(4)		HP10	D	NICKS, STEVIE		
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

Plea

- ☐ None
- ☐ GUILTY
- ☐ NOT GUILTY
- ☐ Other

Reason: []

Close

Reason Code List

Find %

Reason Code	Description
0025	ADDED FILING PARTY
0050	AMENDED INFORMATION
0075	AMENDED PLEA
0090	CORRECTED CASE ID
0100	CORRECTED CASE TYPE
0150	CORRECTED CONDITION
0200	CORRECTED COURT CODE
0225	CORRECTED DISPOSITION CODE

Find OK Cancel





Processing New Violations

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

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
<input checked="" type="checkbox"/>	HTC-19-2681	1	BATTERY - 3RD DEGR		HP10	D	DUCK, DONALD		
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

Plea

☐ None
☐ GUILTY
☐ NOT GUILTY
☐ Other

Disposition

☐ NOLO CONTENDERE
☐ NO PLEA
☐ None
☐ NOLLE PROSEQUI
☐ GUILTY
☐ Other

☐ GUILTY - BOND FORFEITED
☐ JUDGMENT POSTPONED
☐ NOT GUILTY (ACQUITTAL)

Sentence Conditions

Seq Sentence

Docket: [] []

Docket: [] []

Docket: [] []

Docket: [] []

Sentence Code List

Find []

Code	Description	Incar Ind	Begin Date	End Date
ADT	ADC ADMIN TRANSFER AUTHORIZ...	Y	01-JAN-00	
APL	APPEALED TO CIRCUIT COURT	N	01-JAN-00	
ASE	ALCOHOL SAFETY EDUCATION	N	05-JUL-06	
CS	COMMUNITY SERVICE	N	01-JAN-00	
DCC	DEPT OF COMMUNITY CORRECTI...	N	01-JAN-00	
DE	DEATH	Y	01-JAN-00	
DLR	DRIVER LICENSE REVOKED	N	01-JAN-00	

End OK Cancel





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
<input checked="" type="checkbox"/>	HTC-19-2681	1	BATTERY - 3RD DEG		HP10	D	DUCK, DONALD		
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

Plea

☐ None ☐ NOLO CONTENDERE ☐ None ☐ GUILTY - BOND FORFEITED

☐ GUILTY ☐ NO PLEA ☐ NOLLE PROSEQUI ☐ JUDGMENT POSTPONED

☐ NOT GUILTY ☐ GUILTY ☐ NOT GUILTY (ACQUITTAL)

☐ Other

Disposition

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

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
<input checked="" type="checkbox"/>	HTC-19-2681	1	BATTERY - 3RD DEGR		HP10	D	DUCK, DONALD	21-MAY-2019	
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

Plea

- ☐ None
- ☐ GUILTY
- ☐ NOT GUILTY
- ☐ Other

Disposition

- ☐ None
- ☐ NOLLE PROSEQUI
- ☐ GUILTY
- ☐ Other
- ☐ NOLO CONTINERE
- ☐ NO PLEA
- ☐ GUILTY - BOND FORFEITED
- ☐ JUDGMENT POSTPONED
- ☐ NOT GUILTY (ACQUITTAL)

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

Event	Description	Cal Type	Date	Time	Judge ID	Room	Location	Stat	Priority
HT10	TRIAL		15-NOV-2019	13:30:00	DJ26HT	HT-CR1	HT		9

Event Type Code List

Find%

Code	Description	Pred	Case Related	Legal
CR10	CLERK REVIEW SCHEDULED	ZTIC	Y	
CS10	SC COMP/SUMMONS/ANSWER	ZSER	Y	
F14H	BODY ATTACHMENT	ZSER	Y	
H010	BOND FORFEITURE HEARING	ZHEA	Y	J
H510	BOND HEARING	ZHEA	Y	J
HA10	PRF-TRIAL HEARING	ZHFA	Y	J

Find OK Cancel





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

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	Via No	Via Description	Citation No	Event	Party	Name	Process Date	Print Date
<input checked="" type="checkbox"/>	HTC-19-2681	1	BATTERY - 3RD DEGR		HP10	D	DUCK, DONALD	21-MAY-2019	
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

Plea

- None
- GUILTY
- NOT GUILTY
- Other

Disposition

- None
- NOLLE PROSEQUI
- GUILTY
- Other

- GUILTY - BOND FORFEITED
- JUDGMENT POSTPONED
- NOT GUILTY (ACQUITTAL)

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

Detail Code	Description	Amount	Balance	Assoc	Payment Plan No	Ineligible	Collectible
				Case		<input type="checkbox"/>	<input checked="" type="checkbox"/>

Detail Code List

Find %

Code	Description	Amount	Category	Effective Date
A989	ACT 989 SEX OFFEND REGISTR	250	DCA	01-JAN-1900
ACAF	ACT1220 CHILD VICTIM CRIME FEE	100	DCA	01-AUG-2017
ADEP	DEBIT ACCOUNT DEPOSIT	0	DCA	01-JAN-1900
BFPC	CITY PROF BOND FORFEIT	0	DCA	01-JAN-1900
BFPS	COUNTY PROF BOND FORFEIT	0	DCA	01-JAN-1900
CCCR	CRIMINAL COURT COSTS	100	DCA	01-JAN-1900

Find OK Cancel





Creating a Payment Plan in Session Direct

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

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
<input checked="" type="checkbox"/>	HTC-19-2681	1	BATTERY - 3RD DEGR		HP10	D	DUCK, DONALD	21-MAY-2019	
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

— Plea —

☐ None ☐ NOLO CONTENDERE ☐ None ☐ GUILTY - BOND FORFEITED

☐ GUILTY ☐ NO PLEA ☐ NOLLE PROSEQUI ☐ JUDGMENT POSTPONED

☐ NOT GUILTY ☐ GUILTY ☐ NOT GUILTY (ACQUITTAL)

☐ Other ☐ Other

Sentence Conditions Programs Detainer Event Fee Bond Create Pay Plan

Plan Owner ID: @1028777 DUCK, DONALD

Plan Number: 222620 Effective Date: 21-MAY-2019

Pay Period: Monthly Pay 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.

File Edit Options Block Field Record Query Help Window

Custom SessionDirect Processing (NIMAMAIN) (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
<input checked="" type="checkbox"/>	HTC-19-2681	1	BATTERY - 3RD DEG		HP10	D	DUCK, DONALD	21-MAY-2019	
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

Plea
☐ None
☐ GUILTY
☐ NOT GUILTY
☐ Other

Disposition
☐ NOLO CONTENDERE
☐ NO PLEA
☐ None
☐ NOLLE PROSEQUI
☐ GUILTY
☐ Other

Sentence Conditions Programs Docket Event Fee Bond Create Pay Plan

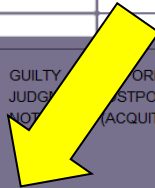
Detail Code Description Amount Balance Assoc Payment Plan No Ineligible Collectible

Detail Code List

Find %

Code	Description	Amount	Category	Effective Date
A989	ACT 989 SEX OFFEND REGISTR	250	DCA	01-JAN-1900
ACAF	ACT1220 CHILD VICTIM CRIME FEE	100	DCA	01-AUG-2017
ADEP	DEBIT ACCOUNT DEPOSIT	0	DCA	01-JAN-1900
BFPC	CITY PROF BOND FORFEIT	0	DCA	01-JAN-1900
BFPS	COUNTY PROF BOND FORFEIT	0	DCA	01-JAN-1900
CCCR	CRIMINAL COURT COSTS	100	DCA	01-JAN-1900

Find OK Cancel





Docketing In Session Direct

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

File Edit Options Block Field Record Query Help Window

Custom SessionDirect Processing (NIMAIN) (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
<input checked="" type="checkbox"/>	HTC-19-2681	1	BATTERY - 3RD DEGR		HP10	D	DUCK, DONALD	21-MAY-2019	
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

Plea: ☐ None ☐ GUILTY ☐ NOT GUILTY ☐ Other

Disposition: ☐ None ☐ LO CONTENDERE ☐ NO PLEA ☐ GUILTY - BOND FORFEITED ☐ JUDGMENT POSTPONED ☐ NOT GUILTY (ACQUITTAL)

Sentence Conditions Programs Docket

Docket Description

Code	Description	Assoc Fees
AC10	PRO SE PET WRIT CERT COMP REC	N
AC16	PRO SE RECORD LODGED	N
AC16\$	PRO SE RECORD LODGED \$	Y
AC17	RECORD LODGED	N
AC17\$	RECORD LODGED \$	Y
AC18	DWS PET FOR REVW/BRD OF REVW	N
AC18\$	DWS PET FOR REVW/BRD OF REV...	Y
AC20	PRO SE PET FOR REHEARING	N
AC20\$	PRO SE PET FOR REHEARING \$	Y

Find %

Seal Jgmt

Find OK Cancel





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

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
<input checked="" type="checkbox"/>	HTC-19-2681	1	BATTERY - 3RD DEG		HP10	D	DUCK, DONALD	21-MAY-2019	
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

Disposition

- ☐ NOLO CONTENDERE
- ☐ NO PLEA
- ☐ None
- ☐ NOLLE PROSEQUI
- ☐ GUILTY
- ☐ Other
- ☐ GUILTY - BOND FORFEITED
- ☐ JUDGMENT POSTPONED
- ☐ NOT GUILTY (ACQUITTAL)

Seal Jgmt

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 GO	

Editor

DEFT APPEARS IN CUSTODY-JUDGE GOOXY 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





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.

Oracle Fusion Middleware Forms Services

File Edit Options Block Field Record Query Help Window

Custom SessionDirect Processing (NMAMAIN) (COURTS)

Judge ID: DJ60L2 LITTLE ROCK DISTRICT COURT - SEC Location: LR Room: LR-TRA Sort Events By: Case ID

Proc	Case ID	Vio No	Vio	Citation No	Event	Party	Name	Process Date	Print Date
<input checked="" type="checkbox"/>	LRTR-15-18118	1	27-51-104	LR1065775	HO10	D	HOGUE, KENNEDY		
<input type="checkbox"/>	LRTR-15-18118	2	27-16-804	LR1065775	HO10	D	HOGUE, KENNEDY		
<input checked="" type="checkbox"/>	LRTR-15-20642	1	27-51-104	2002087503	HS95	D	WANG, HONG LI		
<input checked="" type="checkbox"/>	LRTR-15-2071	1	27-16-602	2000653501	HR15	D	WILLIAMS, COURTNEY		
<input checked="" type="checkbox"/>	LRTR-15-21378	1	27-51-104	2002113259	HT10	D	FAZI, MARIE		

Plea

☐ None ☐ NOLO CONTENDERE ☐ None ☐ GUILTY - BOND FORFEITED

☐ GUILTY ☐ NO PLEA ☐ NOLLE PROSEQUI ☐ JUDGMENT POSTPONED

☐ NOT GUILTY ☐ GUILTY ☐ NOT GUILTY (ACQUITTAL)

☐ Other

Disposition

Sentence Conditions Programs Docket Event Fee Bond Create Pay Plan

Seq	Sentence	Description	Length	Unit	Start Date	Susp Length	Unit	Cons	Conc
				Days			Days		
Docket:			Sentence Text:						
Docket:			Sentence Text:						
Docket:			Sentence Text:						

Check to select this record for processing.

Record: 23/7 <OSC>





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

Oracle Fusion Middleware Forms Services

File Edit Options Block Field Record Query Help Window

Judge ID: DJ60L2 LITTLE ROCK DISTRICT COURT - SEC Location: LR Rooms: LR-TRA Sort Events By: Case ID

Proc	Case ID	Vio No	Vio	Citation No	Event	Party	Name	Process Date	Print Date
<input type="checkbox"/>	LRTR-13-22093	1	27-16-602	LR1039228	H510	D	BULAN, BRYCE ANTON		
<input type="checkbox"/>	LRTR-13-22093	2	27-14-304	LR1039228	H510	D	BULAN, BRYCE ANTON		
<input checked="" type="checkbox"/>	LRTR-13-22093	3	27-22-104	LR1039228	H510	D	BULAN, BRYCE ANTON	14-APR-2016	
<input type="checkbox"/>	LRTR-13-22093	4	5-54-120(b)(8)	LR1039228	H510	D	BULAN, BRYCE ANTON		
<input type="checkbox"/>	LRTR-13-22093	5	5-54-120(b)(8)	LR1039228	H510	D	BULAN, BRYCE ANTON		
<input type="checkbox"/>	LRTR-13-22093	6	5-54-120(b)(8)	LR1039228	H510	D	BULAN, BRYCE ANTON		

Plea

☐ None ☐ NOLO CONTENDERE
☐ GUILTY ☐ NO PLEA
☐ NOT GUILTY
☐ Other

Disposition

☐ None ☐ GUILTY - BOND FORFEITED
☐ NOLLE PROSEQUI ☐ JUDGMENT POSTPONED
☐ GUILTY ☐ NOT GUILTY (ACQUITTAL)
☐ Other

Sentence Conditions Programs Docket Event Fee Bond Create Pay Plan

Docket	Description	Date	Time	Docket Text	Seq	Jgmt
SF10	FTA WARRANT ISSUED	14-APR-2016	08:00:00			

FRM-40400: Transaction complete. 1 records applied and saved.
Record: 1/1 <OSC>





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

The screenshot shows the Session Direct software interface. A pink arrow points to the 'Case ID' column in the main table. The 'FTA Warrant' dialog box is open, showing the following fields:

- Violation Date: 14-APR-2016
- Violation Time: 08:45:00
- Violation: 5-54-120(c)(7) (20)
- Description: FAIL TO APPEAR ON VIOLATION (FTA)
- Violation Level: MC
- File Date: 14-APR-2016
- File Time: 08:45:54
- Agency Code: CITY
- Area Code: CITY
- Auto Calculate Bail: ☒
- Service Document Code: SF10
- Bond Amt:
- Bond Text:
- Items: PAYOFF OR \$150 ALL CASH BOND

The main table in the background shows the following data:

Case ID	Vio No
LRTR-13-22093	1 27-16-602
LRTR-13-22093	8
LRTR-13-22093	2 27-14-304
LRTR-13-22093	3 27-22-104
LRTR-13-22093	4 5-54-120
LRTR-13-22093	5 5-54-120





Adding Charge for Warrant

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

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

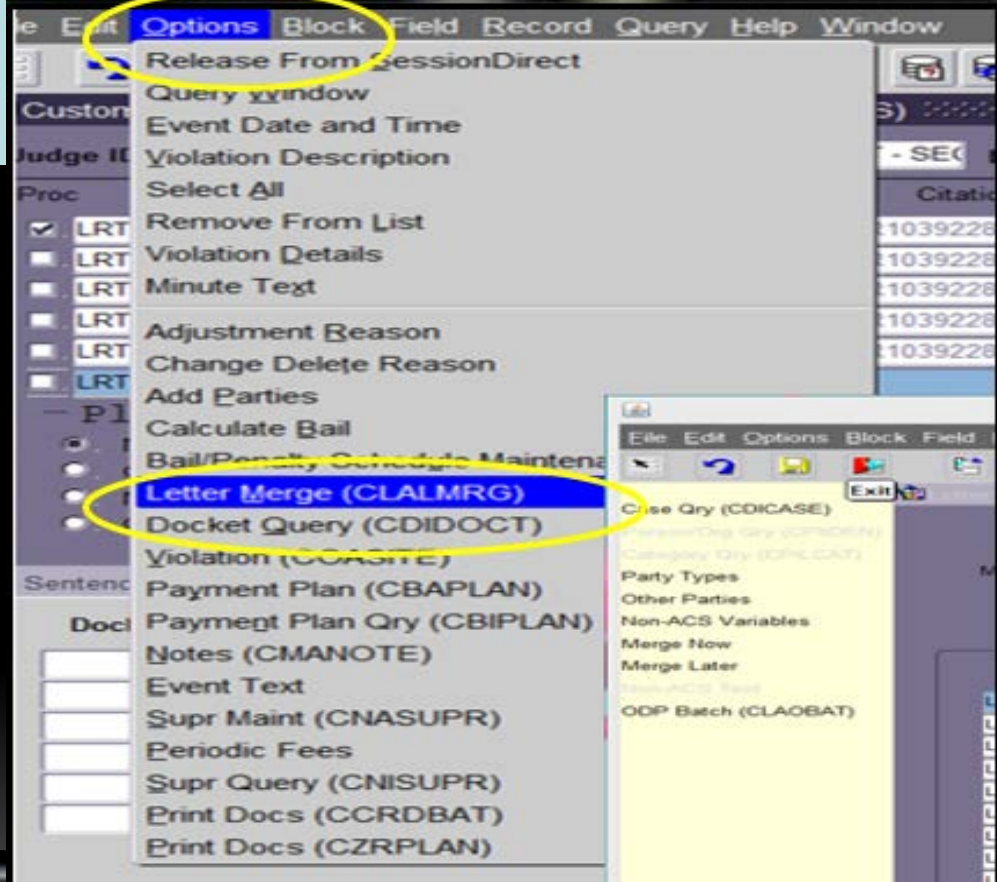
The screenshot shows a software window titled "Custom Session Order Processing" with a menu bar (File, Edit, Options, Block, Field, Record, Query, Help, Window). The "Judge ID" is "DJ60L2" and the "Case ID" is "LITTLE ROCK". A table lists violations with checkboxes, case IDs, and violation numbers. Below the table is a "Plea" section with radio buttons for "None", "GUILTY", "NOT GUILTY", and "Other". A dialog box is open over the main window, containing fields for "Counts", "Violation Date" (14-APR-2016), "Violation Time" (08:45:00), "Violation" (5-54-120(c)(7) (201)), "Description" (FAIL TO APPEAR ON VIOLATION (FTA)), "Violation Level" (Misdemeanor), "File Date" (14-APR-2016), "File Time" (08:45:00), "Agency Code", "Area Code", "Service Document Code" (SF10), and "FTA WARRANT". A yellow arrow points to the "Service Document Code" field. A white arrow points to the "OK" button at the bottom of the dialog box. The dialog box also has a "Bond Amt." field, a "Bond Text" field, and a "Seal Jgmt" section. The "Docket" section shows "SF10" and "FTA WARRANT ISSUED".





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**

The screenshot shows the Family Feud software interface. The menu bar includes File, Edit, Options, Block, Field, Record, Query, Help, and Window. The toolbar contains various icons for file operations and data management. The left sidebar (Nav Frame) lists several options: Case Qry (CDICASE), RecordQry Qry (CPDEN), Category Qry (CPICAT), Party Types, Other Parties, Non-ACS Variables, Merge Now (highlighted with a red circle), Merge Later, Non-ACS Test, and OOP Batch (CLA0BAT). The main window displays the Merge Now dialog. It has a 'Letter Code' dropdown menu set to 'SF10' (highlighted with a red circle) and a 'Merge File Name' text box containing 'SF10_FTA.DOC'. Below these are 'Default Docket' fields and checkboxes for 'Auto Save', 'Print', and 'Verify'. A table at the bottom lists cases with their IDs and descriptions.

Case ID	Description
LRTR-13-22093	STATE V BRYCE ANTON BULAN
LRTR-13-22093	STATE V BRYCE ANTON BULAN
LRTR-14-17092	STATE V RONALD LAMAR HAMPTON
LRTR-14-9273	STATE V DIRREGUA EABBARAE GAY
LRTR-15-123	STATE V ASHLEY CATES
LRTR-15-18118	STATE V KENNEDY HOGUE
LRTR-15-20642	STATE V HONG LI WANG
LRTR-15-2071	STATE V COURTNEY SAVANNAH WILLIAMS
LRTR-15-21378	STATE V MARIE FAZ





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

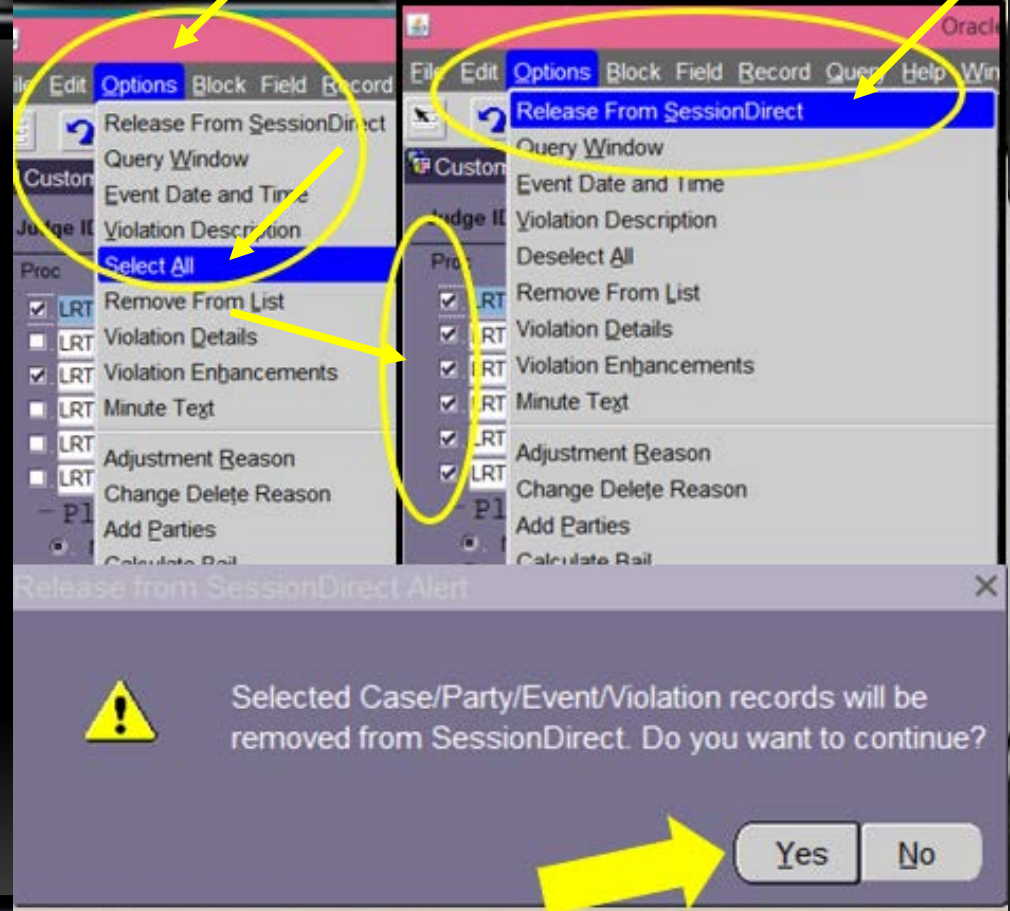
The screenshot displays two windows from the Oracle Fusion application. The left window, titled 'Oracle Fusion', shows the 'Options' menu open, with 'Print Docs (CCRDBAT)' highlighted. The right window, titled 'Oracle Fusion', shows the 'Printer Selection' dialog box. The 'Printer' field is set to 'DATABASE' and the 'Description' is 'Print to Database'. The 'Print' button is visible. Below the dialog box, the 'Docket' tab is selected, showing a table with columns for 'Docket' and 'Description'. The status bar at the bottom of the left window indicates 'FRM-40400: Transaction complete: 2 records applied and saved. Record: 8/7'. The status bar at the bottom of the right window indicates 'Record: 1/1'.





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





WERE YOU
...PAYING...
ATTENTION?





ITS GAME TIME

LETS GET READY TO RUMBLE !







**NAME THE DIFFERENT
PROCESSES YOU CAN
PERFORM IN SESSION
DIRECT**



XXX

FAMILY FEUD

1

5

2

6

3

7

4

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>





**For Technical Support
Please contact ACAP Help**

**Phone:
501-410-1900 Option 1**

**Email:
acap.help@arcourts.gov**



**KEEP
CALM
AND
CONTACT
HELPDESK**





**KEEP
CALM
AND
CLERK
ON**





**Thank you For Playing ACAP
Family Feud!!**

