ADMINISTRATIVE OFFICE OF THE COURTS

Issuing and Tracking Warrants
In District and Circuit Courts

Presented By: Jackie Wray and Kami Soileau

Welcome!

In this session you will learn how to issue and track a warrant in Contexte.

Do We Have Your Attention?

When you hear us use one of the words on your BINGO chart, cover the space.

When you get 4 in a row; you know what to do!

Troubleshoot	Circuit Court	FTA	Contexte	Case Number
Warrant Number	Signed Date	CMAINIT	ACAP	Court Clerk
Serve	Print		AOC	Issue
Produced Date	Letter Merge	FTP	Service	CCADREQ
Warrant	Affidavit	Kami	Friday	Recalculating Route

*Don't forget the FREE space.

Issuing a Warrant

There are multiple places that you can issue a warrant in Contexte.

- CCADREQ
- Session Direct or NMAMAIN
- CBAOPAY (Failure to Pay Warrants)
- CMAINIT (Affidavit or WI/WO Warrants)
- CDAOCON (Failure to Comply Warrants)

Most Common Mistakes

- Incorrect Cursor Location

- Failure to Verify before saving.

- Failure to enter a signed or produced date.

- Issuing a warrant on the wrong person.

- Creating a warrant directly from Letter Merge.

- Issuing a specific warrant from a different location.
  - FTP from CBAOPAY
  - FTC from CDAOCON

OOPS!!

Troubleshooting

I didn't put a signed or produced date in CCADREQ – How do I serve/track my warrant?

- You will need to know who you are searching for and can do a name search to find the case number to use to go back into CCADREQ to add the signed and/or produced date.

Troubleshooting

I entered the wrong docket code in CCADREQ when creating a warrant. Now I have an FTA Warrant with a FTC Docket Code. Can I correct this error?

- No. This is why the instructions state not to enter docket codes in this form or in COADTRA. If a correction is needed, it will have to go through Help Desk to be corrected. Docket codes need to be entered into CDADOCT.

Troubleshooting

The bond amount did not appear on my warrant. Why?

- The bail must be calculated on a case before a warrant is issued. Did you Bail Calc?
- Did you issue a FTC Warrant from somewhere other than CDAOCON or an FTP Warrant from somewhere other than CBAOPAY? This will cause the amount to not be correct on your warrant.

* If the Judge wants to change the amount of a warrant, simply adjust the amount on the warrant, as it is a Word document.

Tracking a Service Document

COADTRA

- Must have Case number or Warrant (Document) Number.

Tracking a Service Document

- Use the radio buttons to select action.
- Server ID can be used to identify LEO who served or attempted service of document.

* Do not enter the docket code in this form, use CDADOCT to docket as it will not allow modifications.

Unserved Warrant Report

Search by Warrant Type:

- SA40 - Arrest Warrant
- SF10 – FTA Warrant
- SF30 – FTC Warrant

- SF50 – FTP Warrant
- SP30 – Probation Revocation Warrant

Warrant Counts

CWRWARR

You can use this report to:

- Check statistics on the number of warrants issued in a certain date range vs the number of warrants that were served.
- Check the number of warrants served in a date range.
- See how many unserved warrants you have.

Court

Location

From:

To:

Docket	Case Type	Status: Produced Count	Served Count	Unserved Count
CITY DOCKET (DO NOT USE)	CITY ARREST WARRANT	251	99	152
CITY DOCKET (DO NOT USE)	CITY DOCKET TRAFFIC/CRIMINAL	460	176	264
COUNTY DOCKET (DO NOT USE)	COUNTY ARREST WARRANT	198	128	64
COUNTY DOCKET (DO NOT USE)	COUNTY DOCKET TRAFFIC/CRIMINAL	688	189	471
	ARREST WARRANT	121	91	29
		1,718	683	980

Report Total: 3,381

Discussion

A warrant was issued in error on the incorrect party.

- Do you recall the warrant and add clerk note as to the error? Why or Why Not?

- Do you recall and then delete the warrant? Why or Why Not?

Break Time

We will start back in 15 minutes.

Let's get logged in...

In our next section...we will be going over how to fix and avoid making those common mistakes.

Hands-On
Activities

Thank you for attending!

Jackie Wray, Applications Specialist

Jackie.Wray@arcourts.gov

Kami Soileau, Applications Specialist

Kami.Soileau@arcourts.gov

Where do I go next?

Break 9:45-10:15

10:15-11:00

- <u>In this room</u>: Criminal Corrections in Contexte

- <u>Main Room</u>: Contexte Judge Assignment and Administrative Plans

- <u>Consulate I</u>: Contexte and Chill – Tip Sheet Edition

- <u>Consulate II</u>: Collecting User Stories

- <u>Training V:</u> Navigating the Data with Tableau