

TRIAL COURT EXECUTIVES

AGENDA

Friday, August 4, 2017

Matheson Courthouse

Education Room

Salt Lake City, Utah

Ray Wahl, Presiding

#	Time	Agenda/Description	Presenter
1.	9:00 a.m.	Welcome and Approval of Minutes (Tab 1 – Action)	Ray Wahl
2.	9:05 a.m.	Administrative Update	Rick Schwermer
3.	9:35 a.m.	E-Record/Update (Information) <i>Mr. Quigley, Ms. Rubio, and Mr. Ishida, respectively, will provide an update on e-records and e-filing in district, juvenile court, and appellate court.</i>	Clayson Quigley Dawn Marie Rubio James Ishida
4.	9:45 a.m.	BCI Agreements – Review and Audits (Information) <i>Ms. Yee will review information relative to the BCI Agreements with the court executives.</i>	Alix Yee
5.	10:00 a.m.	Clerical Weighted Caseload – FY 2017 (Information) <i>Mr. Braden will review the summary results for the clerical weighted workload FY 2017 study with the court executives.</i>	George Braden
6.	10:20 a.m.	Courtesy Wheel Chairs for Public Use (Discussion) <i>Discussion will take place relative to whether the courts should provide courtesy wheel chairs for public use.</i>	Travis Erickson Brent Johnson
	10:35 a.m.	Break	
7.	10:45 a.m.	Transcripts – Audio Issues and Possible Solutions (Information) <i>Ms. Cragun will address audio issues with the transcript system and provide possible solutions.</i>	Crystal Cragun
8.	11:00 a.m.	Reports from AP&P – Defendant Accounts (Information) <i>Mr. Webster would like a discussion to take place between the AOC staff and court executives relative to the proper procedure for obtaining these reports.</i>	Larry Webster
9.	11:15 a.m.	Domestic Case Process Improvement Subcommittee (Tab 2 – Information) <i>Mr. Wahl will be reviewing the content and recommendations of the subcommittee.</i>	Ray Wahl
10.	11:35 a.m.	District Court Admin Update (Information) <i>Mr. Bahr will provide an update on housekeeping and other related information.</i>	Shane Bahr
11.	11:50 a.m.	TCE Roundtable Update by District (Discussion) <i>Court executives will come prepared to provide information about what is taking place in their respective districts.</i>	Shane Bahr
12.	12:10 p.m.	Old/New Business -Distribution of new DV Bench Cards	Nicholas Stiles

#	Time	Agenda/Description	Presenter
13.	12:20 p.m.	Lunch/Adjourn	

Consent Calendar

The consent items in this section are approved without discussion if no objection has been raised with the Admin Office (801-578-3806).

DCJUST
(Tab 3)

Peggy Johnson

Tab 1

2017 Trial Court Executive (TCE) Minutes:

7/7/17 9:00 – 12:15 Education Room
 MEETING DATE TIME LOCATION

MEMBER:	Present	Absent	Excused	MEMBER:	Present	Absent	Excused
Shane Bahr	√	<input type="checkbox"/>	<input type="checkbox"/>	Russ Pearson	√	<input type="checkbox"/>	<input type="checkbox"/>
Jim Bauer	√	<input type="checkbox"/>	<input type="checkbox"/>	Wendell Roberts	√	<input type="checkbox"/>	<input type="checkbox"/>
Travis Erickson	√	<input type="checkbox"/>	<input type="checkbox"/>	Neira Siaperas	√	<input type="checkbox"/>	<input type="checkbox"/>
Brett Folkman	√	<input type="checkbox"/>	<input type="checkbox"/>	Peyton Smith	√	<input type="checkbox"/>	<input type="checkbox"/>
James Ishida	<input type="checkbox"/>	<input type="checkbox"/>	√	Larry Webster	√	<input type="checkbox"/>	<input type="checkbox"/>
Joyce Pace	√	<input type="checkbox"/>	<input type="checkbox"/>	Terri Yelonek	√	<input type="checkbox"/>	<input type="checkbox"/>
STAFF:	Present	Absent	Excused	STAFF:	Present	Absent	Excused
Rick Schwermer	<input type="checkbox"/>	<input type="checkbox"/>	√	Brent Johnson	√	<input type="checkbox"/>	<input type="checkbox"/>
Ray Wahl	<input type="checkbox"/>	<input type="checkbox"/>	√	Heather McKenzie-Campbell	√	<input type="checkbox"/>	<input type="checkbox"/>
Dawn Marie Rubio, presiding	√	<input type="checkbox"/>	<input type="checkbox"/>	Rob Parkes	√	<input type="checkbox"/>	<input type="checkbox"/>
Jim Peters	√	<input type="checkbox"/>	<input type="checkbox"/>	Chris Palmer	√	<input type="checkbox"/>	<input type="checkbox"/>
Clayson Quigley	√	<input type="checkbox"/>	<input type="checkbox"/>	John Bell	√	<input type="checkbox"/>	<input type="checkbox"/>

I. Approval of Minutes	CHAIR: Dawn Marie Rubio
<p>Motion: Mr. Peyton Smith moved to approve the minutes from the TCE meeting held May 5, 2017. Mr. Larry Webster seconded the motion, and it passed unanimously.</p>	
Approval	<input checked="" type="checkbox"/> Voice <input type="checkbox"/> with corrections <input checked="" type="checkbox"/> Unanimous

AGENDA TOPICS

II. Administrative Update	DAWN MARIE RUBIO
<p>Discussion: Documents submitted:</p> <p>Mr. Rick Schwermer is in Washington, D.C. for NADCP and Mr. Ray Wahl is consulting in Trinidad, so Ms. Dawn Marie Rubio provided the following update:</p> <ul style="list-style-type: none"> • Mr. Shane Bahr has been selected to replace Ms. Debra Moore as the new District Court Administrator. He will begin making the transition to his new position in the next week or so. • Last week Mr. Schwermer and Mr. Chris Palmer met with officials from the local office of Immigrations and Customs Enforcement (ICE) to express concern with ICE agents coming into state courthouses to arrest or detain non-resident aliens. They came to some consensus on a few items, but not all. Mr. Schwermer is asking that Mr. Palmer be notified immediately if or when ICE comes to the courthouse so that one of them can follow up, as appropriate. Mr. Palmer confirmed later in the meeting that ICE cannot be prevented from entering the courthouses, as they do not consider them to be "sensitive areas." ICE has agreed to several other requests, however, including advance notice of any apprehension they intend to conduct, apprehending out of the public's view, and working with prosecutors to make defendants available until their case is adjudicated. Courtrooms are off limits unless the defendant has an actual NCIC arrest warrant (as opposed to a detainer) and, once apprehended, they are to leave through secure areas of the building so that it's not a public spectacle. Court executives should refer questions from the public to ICE itself, and Mr. Palmer should be notified if any operation takes place without advance warning. 	

- JPEC is preparing to administer surveys to court staff who work with those judges receiving a midterm or retention evaluation this fall. Court executives can expect to hear from Kelsey Garner sometime after the July 24 holiday, who will be asking for a list of all staff who work with those judges. She will provide a list with the information she already has, and the districts should correct and/or complete it, as necessary, so that Juvenile Probation Officers, Judicial Assistants, Case Managers, Clerks of Court, Trial Court Executives, interpreters, bailiffs, law clerks, other courthouse and AOC staff all have an opportunity to provide feedback. Historically, the rate of response for these surveys has been fairly low, so court executives were asked to please encourage participation by these staff without putting undue pressure on them.
- And finally, there are two budget requests for FY19 that will be considered by the Judicial Council at its planning meeting in August. The first is one that the Board of District Court Judges voted to advance at its meeting last month, which is a request for four judges and eight Judicial Assistants for Third District at a cost of \$1,780,000. Mr. Smith explained the rationale for his district's request. The second request is for five law clerks at a cost of \$481,250. Three of these would replace the last of the law-clerk bailiffs in Fourth District; funding for the other two would be used to convert two of the time-limited positions currently funded with one-time monies to permanent funding.

Action Item:	
Motion:	By: _____ Second: _____

III. E-RECORD/UPDATE	CLAYSON QUIGLEY, PAWEŁ MARIĆ, RINALDI, RUBIO, SMITH, TAYLOR
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Discussion

- Mr. Clayson Quigley provided updates on the CORIS rewrite, the Response and Incentive Matrix (RIM) and a signing app that will be deployed in the district and justice courts over the next two months. The CORIS rewrite technical committee has been meeting weekly. All workgroups were to meet on July 14, but they need more time to make it worthwhile. The meeting previously scheduled for next week will now be held on September 29 because, although programming has commenced on MyCase and various accounting functions, there is little that can be shown to the workgroups at this point. A new calendar invite will be sent out to all involved once the room has been scheduled.
- Mr. Quigley further reported that the RIM system continues to work well, though only 232 requests have been submitted since it started in February. Overall judges seem to be responding fairly quickly, though there are a number of "pending" requests as well. This means that they have been submitted by AP&P, but action has yet to be taken on them. These are likely requests that AP&P intended to recall but did not. Following discussion about the best way to clean these up, it was decided that Mr. Quigley will generate a list of pending requests for each district on a monthly basis so that court executives can use them to follow up with AP&P.
- Finally, Mr. Quigley reported that beta testing for the signing app update went well. Improvements were made as a result. The update was released this week in Third District. So far, problems have been minimal. Some have attempted to log in with a non-utcourts.gov account; others have used an account with "email" in the domain. Some had their popup blocker on, but that would have been a problem in the old system as well. There's an OTP in LearningLink that provides a brief training on how the new app works. Second and Fourth Districts will be switched over next Wednesday and all remaining districts will switch over the week after that. It will then be deployed in the Justice Courts. Mr. Quigley is unaware of any date that has been set for probable cause changes but suggested that Ms. Penny Rinaldi or Ms. Keisa Williams might have more information.
- Ms. Rubio reported that new programming for CARE will be deployed at the end of this month to address a number of changes required in connection with House Bill 239. These relate primarily to the non-judicial adjustments used by probation, including various revisions to the letters and data-capture fields. More comprehensive changes will be deployed in September to accommodate the new case planning structure. These changes relate primarily to probation as well. In addition, disposition codes and certain record keeping functions will be updated for the clerks' benefit. Brody has hired another programmer to replace Craig Morrison.
- As Mr. James Ishida was unable to attend today's meeting, there was no update provided from the appellate courts.

IV. COURT SECURITY CONTRACTS		CHRIS PALMER
Discussion		
<p>Mr. Palmer joined the meeting to inform the court executives that he will now be administering the contracts for court security. He is available to answer questions that anyone may have with regard to policy or payment. In particular, he can assist court executives with discussions that they may be having with sheriffs about them in light of recent cuts. In the meantime, he asked that court executives examine the invoices they receive to ensure that hours submitted are accurate. They should include only those activities required by the contract. They should not include lunch, training events, etc. Invoices that purport to bill for a certain number of positions or bailiff services from one date to another are not acceptable. He needs data calibrated in terms of hours to ensure the courts get what they pay for and to make the case with the legislature that current funding levels are inadequate. By emphasizing the latter point, court executives can convey to the sheriffs that the courts are interested in helping them solve the problem.</p>		
Action Item:		
Motion:	By:	Second:

V. BLEEDING CONTROL KITS		CHRIS PALMER
Discussion		
<p>Mr. Palmer explained that he was able to get a good price recently on some bleeding control kits. There are two different types. Hemostatic bandages are an advanced response for life-threatening injuries and require extensive training. Intermediate kits consist of compression bandages and tourniquets and can be used by employees with minimal training. Intermediate kits were recently deployed on each floor of Matheson and West Jordan and they can be purchased for about \$100 each if court executives want to buy them for their districts. Not every facility needs advanced kits, but intermediate kits might be useful. Anyone who might be interested can work with Mr. Palmer to obtain them.</p>		
Action Item:		
Motion:	By:	Second:

VI. DRESS CODE		WILLIAM PARKES APRIL 17, 2013
Discussion		
<p>Mr. Roberts described a challenge that he is working through in his district with regard to the dress code. He has staff who are comparing the policies enforced in his district with policies that are not enforced in others, and it's leaving everyone frustrated. In particular, his staff feel that they are being treated unfairly because they are only allowed to wear polo shirts on Fridays. Section 1.5 of the Probation Policy allows Probation Officers to wear polo shirts anytime; HR Policy does not. Mr. Parkes confirmed that, where two policies addressing dress and appearance are inconsistent, the stricter policy prevails. In this case, that is the HR Policy.</p> <p>A discussion ensued where others identified discrepancies between the latest trends and current policy and between current policy and actual practice. Although opinions differed as to the importance of policies addressing dress and appearance, which (or whose) standards they should reflect, and how much time should be spent trying to fix them—all agreed that selective enforcement of any policy sends the wrong message to staff. As such, two decisions were made. First, the juvenile court executives voted between (1) eliminating the dress code in Probation Policy and revising HR policy to include expectations for dress and appearance in the field and (2) revising the dress code in Probation Policy to make it consistent with HR policy. Juvenile court executives decided in favor of alternative (1) by a vote of five to three. Second, all court executives then decided whether to (A) enforce current policy or (B) convene a committee to review the policy and make suggestions for change—with the understanding that districts would enforce whatever gets approved as a result. Court executives decided in favor of alternative (B) by a vote of eight to three.</p> <p>To that end, Mr. Parkes envisions assembling a committee where staff and management are equally represented. He will send out an email asking for volunteers. Once convened, that committee will review <i>all</i> aspects of professional appearance (not just the dress code).</p>		
Action Item:		
Motion:	By:	Second:

VII. UPDATE ON TRAINING OF THE NEW PERFORMANCE EVALUATION PROCESS		ROB PARKES
Discussion		
<p>Mr. Bauer requested an update on the training that will precede the roll-out of the new performance evaluation process. Mr. Parkes explained that it is still scheduled to start later this summer; it will be a live training that he will provide to the management team of each district sometime between mid-August and mid-September. It will explain the background that led to replacing the old approach with the new one and cover performance management philosophy, communication, the check-in process, and the coaching techniques that tie it all together. It will then conclude with opportunities to practice. It should take about half a day. Mr. Parkes will contact court executives to get available dates in the next few weeks. In the meantime, managers can still do performance plans if they would like. The plans that come out of the new process will look different than the current forms, but the current forms can still be used to work on short-term goals, if desired.</p>		
Action Item:		
Motion:	By:	Second:

VIII. MARKET COMPARABILITY STUDY		ROB PARKES
Discussion		
<p>Ms. Rubio indicated that there had been questions about what a market comparability study is and how it is used to keep the Courts' wages competitive. Mr. Parkes explained that HR rotates through clerical, probation and management level positions so that each year the pay range for one of these categories is compared with what employees in similar positions are receiving elsewhere. Then, by using money from turnover savings, adjustments are made to bring the pay these employees receive from the Courts closer to the rate of those in the surrounding market.</p> <p>Clerical pay, which includes Judicial Assistants, Case Managers and Team Managers, was reviewed most recently. HR looked at the average pay for those in comparable positions. After reviewing data for positions with similar qualifications and similar duties in the Salt Lake area, it was apparent that clerical pay is 12% lower than market rate. Unfortunately, there was only enough money available to bring them up 5%. The decision was made to establish a new entry rate of \$15.75. Anyone below that rate was moved up to entry. Others stayed where they are. Concerns were expressed that this approach makes compression worse and has the effect of punishing those who have stayed with the Courts long term, but in the absence of funding from the legislature this was the best they could do. Court executives expressed an interest in exploring options for additional funding and would like to discuss the topic further.</p> <p>Next year's study will focus on probation staff, which includes Deputy Probation Officers, Probation Officers and Probation Supervisors.</p>		
Action Item:		
Motion:	By:	Second:

IX. NEW JUDGE PROTOCOL BEFORE SWEARING IN		ROB PARKES
Discussion		
<p>Mr. Bahr is interested in hearing whether other court executives feel that their new judges are adequately trained before they take the bench. In his experience, there is so little time between their getting sworn in and hearing cases that it's been difficult to even get them on the network beforehand—much less prepare them for their new job in other respects. After consulting with Mr. Brent Johnson and Mr. Todd Eaton about the challenges he has faced, he wanted to see if others shared his concerns so the group could work together to improve the process. If nothing else, he is looking for clarification as to what activities are appropriate between appointment (by the Governor) and confirmation (by the Senate) as well as between confirmation and swearing in—particularly where the new judge is not an official employee of the judiciary until that last of these three events has occurred.</p> <p>One district reaches out to the judges-to-be as soon as they are appointed by the Governor. At that point, the Presiding Judge invites them to come in to observe various calendars and meet with judges afterward to see what they do to manage their caseload. This exposes them to CORIS and Workspace and gives them an</p>		

idea of how everything works before they are even confirmed. Others were reluctant to have that much contact before confirmation, as court executives have been previously advised to limit the activities they perform with one who has not been confirmed and is not yet an employee of the judiciary.

Court executives further explored different options for training a new judge, including the use of mentors, test databases, senior judges, temporary assignments and specialized dockets to allow them the opportunity to observe, practice and ask questions as they learn their new job. In addition, Mr. Webster is currently developing a checklist of all the things that court executives must do from the day a judge announces retirement to when his or her replacement takes the bench (and beyond). He would like to circulate it among the court executives for their input. In the meantime, as the group agrees that judges are not adequately trained before taking the bench, Mr. Bahr will follow up with Mr. Johnson and others to identify next steps in improving the process.

(Mr. Johnson confirmed later in the meeting that, following appointment, court executives can reach out to judges-to-be before they are confirmed by the Senate. They can observe hearings and learn about the courts. Their mentors can reach out as well. Of course, judges-to-be may elect to wait to see how confirmation goes, and that is their choice. Mr. Johnson reminded court executives not to order a robe or anything else official before confirmation.)

X. CLARIFICATION ON PROPOSED ACCOUNTING MANUAL CHANGE TO JURY PAYMENTS		STJANE BAHR (COURT EXEC)
Discussion		
<p>Mr. John Bell joined the meeting to take comments or questions from court executives on the proposed revisions to the Accounting Manual. Mr. Bahr asked for clarification on the policy that requires jurors to complete a Form W-9. Mr. Bell explained that the IRS requires the Courts to issue a 1099-MISC to anyone who receives \$600 or more in any calendar year. As such, when a jury is empaneled for a trial that is anticipated to last for 12 or more days, jurors need to complete a Form W-9 that is then provided to Michelle Johnson in the Finance Department. Mr. Bell would prefer that the hard copy be sent up to them so that, once input into the system, it can be shredded. But the forms can be scanned and emailed as well (provided they are then shredded by the district). This is one of the things that the IRS is looking at in connection with its current audit, so jurors who refuse to complete a form will not be paid. Mr. Bell will email a memo approved by Mr. Johnson and a Form W-9 to court executives later this afternoon. Court executives had no other comments or questions about or proposed revisions to the Accounting Manual.</p>		
Action Item:		
Motion:	By:	Second:

XI. WHAT TO DO WITH WILLS PREVIOUSLY DEPOSITED WITH THE COURTS		EMERSON R. JOHNSON (COURT EXEC)
Discussion		
<p>Mr. Webster explained that the law no longer allows people to deposit their wills (for safe keeping) with the Courts. He wants to know what to do with the hundreds that they already have. Other districts reported having anywhere from a few hundred to many thousands, including some dating back to the 1800s. They have others from when eFiling took effect in 2013, and they have a third group in their files. Mr. Johnson suggested that, if there's anyone that they can be sent to, like an attorney, returning them would be preferable. Since that's not feasible in most cases, he will try to send them to Archives. He asked that they send the wills, together with a log, to him by the end of the year. Archives is only a solution for wills that were deposited for safe keeping, so if they are attached to a probate case, he asked that they be identified separately.</p>		
Action Item:		
Motion:	By:	Second:

XII. OLD/NEW BUSINESS

Discussion

- Mr. Bell explained that PEHP is sending out money to wellness councils. For now, he's not sure what to do with it because that money doesn't belong to the district—it belongs to the employees. Whoever's name appears on the check is the one who pays the taxes on it. He's proposing that these checks be deposited into TCE budget, but he's waiting for State Finance to approve that approach or provide different guidance on how to proceed.
- Mr. Bell indicated that the AM02 report in Data Warehouse should now reflect the budgets for FY18. They are basically the same as last year except for personnel, which was adjusted to account for the 2% COLA and anyone who may be opting for the 401(k) match for the first time.
- Ms. Rubio reminded court executives that judges must have out-of-state travel authorizations signed in advance by Mr. Wahl or they will not be reimbursed. They can be sent to Ms. Jody Gonzales and she will work with Mr. Wahl to get them signed and returned to the judge. The Bar Conference is set for July 26-29, so anyone planning to attend should submit these forms right away.
- Mr. Webster is wanting to dispense with his fax machines, but it appears that the DMV is willing to accept nothing else from the Courts. He wondered if someone at the state level could contact DMV to convince them to do away with them. Other court executives don't seem to have that problem with the DMV, so it was suggested that Mr. Webster work through this issue with his local office. If faxing is really the only option for any of the agencies he works with, several suggestions were offered as to how he might accommodate them without having to keep his fax machine(s).

Action Item:	
Motion:	By: _____ Second: _____

Tab 2



Utah State Courts

Report to the Judicial Council Domestic Case Process Improvement Subcommittee

Judge Douglas Thomas, Chair

June 26, 2017

Background

- Charge of Subcommittee
- Membership of Subcommittee
- Family Law Task Force Report, 1994
- Standing Committee on Children and Family Law

Analysis of Court Data

- Days to Disposition

Table 1. Avg. Number of Days to Disposition by Case Type & Event

	Divorce	Custody & Support	Paternity
Uncontested	134	159	173
Answer Filed	335	341	452
Temporary Orders	474	468	533
Objections to Comm. Rulings	545	595	759
Bench Trial	650	657	728
Custody Evaluation	797	749	851

- Average Number of Hearings

Table 2. Avg. Number of Hearings by Case Type & Event

	Divorce	Custody & Support	Paternity
Temporary Orders	5	4	4
Objections to Comm. Rulings	8	14	6
Orders to Show Cause	5	5	5
Custody Evaluation	13	18	10

- Self Represented parties in domestic matters

Surveys

- Summary of survey of attorneys, judges and commissioners
- Summary of survey of self represented parties
- SJI Study

Technical Assistance - NCSC

- Best Practices in states all included early intervention and case triage
- Use of “family court facilitators”
- Triage includes considering complexity of case
- Best practice should include an evaluation of processes

Conclusions and Recommendations

1. Active case management will improve the court's ability to dispose of cases.
 - use of domestic case managers
2. Self represented parties need additional resources and guidance.
 - specialized case management
3. Court should take active role in managing a case where both parties have representation.

Conclusions (cont.)

4. Different tools should be used to resolve custody disputes.
 - 4 types
5. Uniformity between districts needs to be achieved.
6. Modification of statutes

Final Summary

- Cases take too long, cost too much money and are too complicated
- Understandable and timely information needs to be available, especially to self-represented parties
- Use domestic case managers to improve case management
- Broader variety of tools in custody disputes
- More uniformity
- Modify or eliminate some statutes and rules

Tab 3

Judicial Support Staff Training Document for District and Justice Courts	
Effective Date Statewide:	Revision Date:

**APPLICATION FOR COURT ORDER:
PEN REGISTER OR TRAP AND TRACE DEVICE**

Overview

A pen register or trap and trace device is a device that records or decodes electronic impulses to identify numbers dialed or otherwise transmitted on a telephone line to which the device is attached. A "trap and trace device" is a device, process, or procedure that captures incoming electronic impulses that identify the originating number of an instrument or device from which a wire or electronic communication is transmitted.

An application for a court order authorizing the use/installation of a pen register or trap and trace device and any resulting orders are sealed unless otherwise ordered by the court.

Reference

[UCA 77-23A-15](#)

Efiling Procedure

1. An application for a court order authorizing the use/installation of a pen register or trap and trace device will be filed by the prosecuting attorney. This is an ex parte filing. The filing will display in the eFiling queue with a visual indicator that indicates it is time sensitive.
2. The filing should be reviewed to be sure the information has been entered correctly. Compare the information on the application to the information entered in the Criminal Filing screen and verify the following:
 - a. The law enforcement agency is correct
 - b. The prosecution is the county or district attorney's office.
 - c. The last name field should be read "Pen Register or Trap and Trace Device."
 - d. Address fields should be blank
 - e. The offense should be 77-23a-15. The violation description is "Pen

Registry or Trap and Trace Device". The case type and severity will be NA. This is a sealed case.

3. A proposed order should be filed with the application. Route these documents to the judge for review.
4. After the judge has signed the proposed order or denied the request, enter a disposition on the charge. From the Primary Menu, select **Case > Charges (Alt F2)**.
 - a. The Charges screen will open. From the drop-down box titled Disposition, select **Closed Admin**. Enter the appropriate date next to this box. Nothing is entered in the Plea box.
 - b. Select the judge in the Disposed By drop-down box, and then select **Enter**.
5. Typically, no hearing is held on this type of application.

Manual Procedure

1. Upon receipt of an application for a court order authorizing the use/installation of a pen register or trap and trace device, create a new case. From the Primary Menu, select **Case > Case Filing > Criminal Filing**. Enter the following information from the application.
 - a. The law enforcement agency.
 - b. The prosecution is the county or district attorney's office.
 - c. Enter "Pen Registry" in the last name field.
 - d. Leave the address field blank.
 - e. Select the offense 77-23a-15. The violation description is "Pen Registry or Trap and Trace Device". The case type and severity will be NA. It is a sealed case.
2. Enter the application and proposed order. From the Primary Menu, select **Case > Documents > Documents (F5)**. Be sure the order is entered as "Proposed."
3. After the judge has signed the proposed order or denied the request, enter a disposition on the charge. From the Primary Menu, select **Case > Charges (Alt F2)**.
 - a. The Charges screen will open. From the drop-down box titled Disposition, select **Closed Admin**. Enter the appropriate date next to this box. Nothing

- is entered in the Plea box.
- b. Select the judge in the Disposed By drop-down box, and then select **Enter**.
 - c. Enter the signed order. From the Primary Menu, select **Case > Documents > Documents (F5)**. Be sure the order is entered as document type "Order."
4. Typically, no hearing is held on this type of application.
 5. When the order authorizing the use/installation of a pen register and trap and trace device is signed or the application is denied, provide copies of the signed documents to the requesting officer and/or prosecuting attorney.

This document is a product of the District/Justice Court Judicial Support Training Committee. If you have questions or concerns about the contents of this document, contact a DCJUST committee member representing your district. All documents prepared by the DCJUST committee are available at: www.utcourts.gov/intranet/clerktraining/resources/.

Judicial Support Staff Training Document for District and Justice Courts	
Effective Date Statewide:	Revision Date:

**APPLICATION FOR COURT ORDER:
ADMINISTRATIVE CHECKPOINT**

Overview

An administrative checkpoint is a roadblock where enforcement officers stop motor vehicles traveling on highways and roads. These vehicles are subject to inspection and/or testing, and the drivers and occupants may be questioned or asked to produce documents related to the vehicle. An administrative checkpoint requires a court order.

An administrative traffic checkpoint may be setup to detect drivers who may be under the influence of alcohol or drugs or to check vehicle registrations or driver licenses. In some circumstances, an administrative check point is set up to check for violations of wildlife statutes.

Law enforcement is required to submit a written plan that specifically indicates the location of the checkpoint, the date, time and duration and the checkpoint's purpose. The plan must minimize the length of time and intrusion that the motorist will undergo during the stop and ensure that safety of all involved in the checkpoint is maximized. If the magistrate or judge finds that the plan meets those requirements, the checkpoint will be authorized and a court order issued.

The order authorizing an administrative checkpoint is not placed on the Statewide Warrants System.

Reference

[UCA 77-23-104](#)

Efiling Procedure

1. An application or petition for authorization to conduct an administrative traffic checkpoint must be filed by the prosecuting attorney. They may be filed as a criminal information, citation or indictment, and will show in the eFiling queue with a visual indicator indicating it is time sensitive.

2. The filing should be reviewed to be sure the information has been entered correctly. Compare the information on the application to the information entered in the Criminal Filing screen and verify the following:
 - a. The law enforcement agency is the agency doing the checkpoint.
 - b. The prosecution is the county or district attorney's office.
 - c. The last name field should read "Administrative Traffic Checkpoint."
 - d. The location of the traffic checkpoint is entered in the address field.
Additional information may be added in an address field to assist in finding the case after filing.
 - e. Check the No OTN available box.
 - f. The offense should be 77-23-104. The violation description is "Administrative Checkpoint." The case type and severity will be NA. This case is classified as public. Enter the location of the traffic checkpoint in the location field.

3. If there is more information regarding the checkpoint's location, such as a milepost marker, enter that information in the Defendant Info screen. From the Primary Menu, select **Party > Defendant Info**.

4. A proposed Findings of Fact and Conclusions of Law and a proposed Order authorizing the checkpoint may be filed with the application. Route these documents to the judge for review.

5. After the judge has ruled on the checkpoint, either authorizing it or denying the request, enter a disposition to the charge. From the Primary Menu, select **Case > Charges (Alt F2)**.
 - a. The Charges screen will open. From the drop-down box titled Disposition, select **Closed Admin**. Enter the appropriate date next to this box. Nothing is entered in the Plea box.
 - b. Select the judge in the Disposed By drop-down box, and then select **Enter**.

6. Typically, no other documents are filed and no hearing is held on the application.

Manual Procedure

1. Upon receipt of an application or petition for an administrative checkpoint, create a new case. From the Primary Menu, select **Case > Case Filing > Criminal Filing**. Enter the following information from the application:

- a. The law enforcement agency is the agency doing the checkpoint.
 - b. The prosecution is the county or district attorney's office.
 - c. Enter "Administrative Traffic Checkpoint" in the last name field.
 - d. Enter the location of the traffic checkpoint in the address field. Additional information may be added in an address field to assist in finding the case after filing. Check local policy.
 - e. Check the No OTN available box.
 - f. Select 77-23-104 as the offense. The violation description is "Administrative Checkpoint". The case type and severity will be NA. This is classified as a public case. Enter the location of the traffic checkpoint in the location field.
2. If there is more information regarding the checkpoint's location, such as a milepost marker, enter that information in the Defendant Info screen. From the Primary Menu, select **Party > Defendant Info**.
 3. Enter the application and any other documents received. A proposed Findings of Fact and Conclusions of Law, along with a proposed Order authorizing the checkpoint are often filed with the application. From the Primary Menu, select **Case > Documents > Documents (F5)**. Be sure the documents are entered as "Proposed."
 4. The case is time sensitive; immediately after filing, be sure a judge reviews the case. Provide copies of any signed orders to the filer.
 5. After the judge has ruled on the checkpoint, enter a disposition to the charge. From the Primary Menu, select **Case > Charges (Alt F2)**.
 - a. The Charges screen will open. From the drop-down box titled Disposition, select **Closed Admin**. Enter the appropriate date next to this box. Nothing is entered in the Plea box.
 - b. Select the judge in the Disposed By drop-down box, and then select **Enter**.
 6. Typically, no other documents are filed and no hearing is held.

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Judicial Support Staff Training Document for District and Justice Courts	
Effective Date Statewide: 05/2006	Revision Date:

**CRIMINAL IN COURT
(INDIVIDUALS PRESENT SCREEN, HEARING/TRIAL SCREEN, MINUTE ENTRIES)**

Overview

The Individuals Present screen and the Criminal Hearing/Trial screen are used for criminal hearings including initial appearances, arraignments, evidentiary hearings, preliminary hearings, bench trials and jury trials. A hearing is a formal proceeding where issues of law or of fact are heard. A trial is a judicial examination of issues between parties to an action.

Judicial assistants prepare minute entries as a summary record of court proceedings. Minutes entries can be signed and used as judicial orders. The minute entry must include who was present, when the hearing occurred, and what transpired. This includes any rulings or orders made by the court. If a hearing or trial lasts multiple days, a separate minute entry should be created for each day.

The Individuals Present screen is the first screen used when creating the minute entry. Information regarding the defendant must be captured in this screen, such as whether the defendant is present at the hearing and the defendant's custody status. Attorneys are also identified on the Individuals Present screen.

Custody Status and Custody Determination

The Individuals Present screen will now track a defendant's custody status. Status must be chosen at the beginning of the hearing and at the end. Even if the defendant's custody status is not changed, a prompt will appear that the note needs to be entered indicating as such. Making this selection in regard to custody will create a text entry in the minute entry, but will not carry forward from hearing to hearing. Each different hearing requires a new determination on custody. Every criminal minute entry will require a selection of custody and custody determination before it can be finalized.

Pre-Trial Release Information

This information is important as future pretrial decisions may be based on the defendant's history of appearing at their court hearings. The Court will determine if the

defendant can be released using local pretrial services or held pending their next court date. The Individuals Present screen will collect this information and note it in the minutes to assist the court when making a decision regarding the defendant's custody status.

Reference

[URCP Rule 32](#)

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Individuals Present Screen

1. From the Primary Menu, select **Case > Incourt > New Minutes**. The **Individuals Present** screen will open. All minute entries begin with this screen.

Arraignment!		Change of plea!		Hearing/Trial!		Sentence		Post Sentence!		Toolbox	
Case	171700069	State Felony	Case Assigned Judge		MEDLEY, TYRONE E.						
Last Name	PRINCE					Find Case					
First Name	DIANA	Birth Date	08/18/1974								
Date	06/21/2017	Classification	PUBLIC								
Judge/Comm	MEDLEY, TYRONE E.		Event								
Tap	Count	Interpreters	Language								
Agency	Telephone Conference		Audio		Problem Solving Court						
Defendant	Incoming Custody Status		Video		Drug Court						
Present	Not In Custody		None		Drug Court (SLCASAP)						
Not Present	State Hospital		Pre Trial Services		DUI Court						
Failed to Appear	Jail		Prison		Mental Health Court						
Reporter											
Prosecutor	Defendant's Attorney										
Pro Se	Status	Draft		Document		Other					
Re-assign Judge	Attorneys Present	Clear	Note	Save/Preview	Enter	Exit					
Certificate of Notification	Print Barcode										

Individuals Present Screen

Menu / Option	Description / Function
Case Number and Type/Assigned Judge/Name /Birth Date	Displays the case number and type, the name of the defendant on the case, the judge assigned, and the defendant's birth date.
Find Case	Use to search for a new case without having to exit out to the Primary Menu for each new case that needs a minute entry. Select this button after entering a new case number or name.
Date	Default to the current date, but can be changed if needed to properly reflect the date of the hearing.
Classification	This security classification initially shows the case classification. The classification can be changed for a single hearing, if ordered. Minutes are public unless the

	<p>class classification is something other than public or there is a judicial order classifying the minutes something other than public.</p> <p>When a minute entry is still in draft form, or has not yet been processed, it is only viewable to court staff.</p>
Judge/Commissioner	This defaults to the judge or commissioner assigned to the case, and should be changed if a different judge or commissioner holds the hearing. It is very important to accurately capture the name of the judge or commissioner who is actually present at the hearing.
Event	The Event box auto-populates with the title of any in-court screens used when the minute entry was created. If sentencing information was entered, it will be populated with the title Sentence, Judgment and Commitment. If needed, the title of the hearing can be typed directly into the Event box.
Tape	Enter the courtroom number or other identifying information for the courtroom being used. Check local policy.
Count	Enter the time the hearing starts or the range of time in which the hearing took place.
Interpreters	<p>This button will open a new screen where information regarding the name of the interpreter and the language being spoken or translated will be entered.</p> <ol style="list-style-type: none"> 1. If the name of the interpreter present is in the populated list, select the name and select Add Selected; or type the interpreter's name and click Add Selected. This will not add the interpreter's name to the populated list. 2. If the name of the interpreter(s) is not found in the populated list, the name must be added by entering the first and last name in the center of the screen, select the language, then select Add New. The new name will then display under Interpreters Present on the minute entry. This will not add the new interpreter's name to the populated list. That must be done through Local

	<p>Maintenance.</p> <p>3. If an interpreter will not be present at the hearing or a name is added in error, select the name and select the Remove button.</p> <p>Note: Once an interpreter has been added to a case, each time a hearing is scheduled, CORIS will notify 1 designated judicial support staff by email. They then follow up to be sure an interpreter is still needed and will be available for the new hearing date.</p>
Language	Inserts into the minute entry the language spoken by the defendant if different from English.
Agency	If there is a representative from an agency, such as Adult Probation and Parole, present for the hearing, make that selection here,
Telephone Conference	If selected, this will insert language into the minute entry indicating that one or more parties appeared telephonically.
<ul style="list-style-type: none"> • Audio • Video • None 	This reflects the method by which the hearing was recorded. The default is set to Audio, but it can be changed if necessary. Local Maintenance can be used to set a different default..
Problem Solving Court <ul style="list-style-type: none"> • Drug Court • Drug Court (SLCASAP) • DUI Court • Mental Health Court • Veterans Court 	If a problem-solving court is selected here, the court type and referral date will auto-populate in the Problem Solving Court screen. This screen is accessible from the Individuals Present screen by selecting Toolbox > Problem Solving Court , or from the Primary Menu by selecting Case > Problem Solving Court . This does not need to be selected again after the initial referral, and more than one type of court can be selected. Follow up information must be entered directly into the Problem Solving Court screen.
Defendant <ul style="list-style-type: none"> • Present • Not Present • Failed to Appear 	Selecting the defendant's status at the hearing here will insert the appropriate language into the minute entry. It is important to make the right choice as failures to appear will affect the defendant's ability to released on pretrial services: <ul style="list-style-type: none"> • Present • Not Present: If the defendant is not required by

	<p>the court to attend a hearing, this would be selected. Hearings like this may include a status conference, scheduling conference or a discovery hearing. If a defendant is not present at a hearing because they were picked up on a another warrant and the hearing was not cancelled in time, the defendant should be marked as Not Present.</p> <ul style="list-style-type: none"> Failed to Appear: Select if the defendant fails to appear, without explanation. It does not matter if the judge orders a warrant or doesn't order a warrant. The judge may not issue a warrant when it is unclear if the defendant was served. If the defendant appears late for a hearing, the case should be recalled and the selection changed to Present before the minutes are finalized.
<p>Incoming Custody Status</p> <ul style="list-style-type: none"> Not in Custody Pre Trial Services State Hospital Jail Prison 	<p>Choosing Pre Trial Services, State Hospital, Jail or Prison will populate the drop-down box with information related to the selection. Language will be inserted into the minute entry indicating the defendant's custody status. If the defendant's custody status is not chosen, a prompt will appear as a reminder to enter the defendant's custody status before exiting the Individuals Present screen.</p> <p>When the hearing is over and minutes is being exited, the Custody Determination at Hearing screen will display. A final determination has to be made on this screen before the minutes can be completed. The custody determination will create a text entry in the Custody section of the minutes.</p> <p>If the Failure to Appear button was selected, a Warrant Order pop up will display when leaving the minute entry. If Yes is selected, the Warrant screen will open and a warrant can be ordered.</p>
Reporter	If a court reporter is present, their name can be entered here or it can be chosen if available in the drop-down box.
Prosecutor	Select the name of the prosecutor who is present at the hearing. This drop-down box is populated with names of local prosecuting attorneys and any attorney who has

	been attached to the case. Names can be added to the lists through Local Maintenance.
Defendant's Attorney	Select the defendant's attorney. The name should be available in the drop down list if the attorney has been attached. Reminder:: If a legal or public defender is being appointed, use the Appointment of Counsel button on the Arraignment screen.
Pro Se	Selecting this box will insert language into the minute entry indicating that the defendant is appearing without counsel
Status <ul style="list-style-type: none"> • Draft • Process No Signature • Ready for Signature 	<ul style="list-style-type: none"> • This reflects the status of the minutes while being prepared. • Minutes should be left in draft status until ready to be processed with or without signature. • Minutes are not available for signature, or in the case until they are processed. These are basic minute entries, and are simply summaries of the hearing with no order. • If order was made and the minutes have been processed and are ready for the judge's signature. These include sentence, judgment and commitment orders, orders of release, orders on an oral motion made in court, etc.
Document <ul style="list-style-type: none"> • Other • Order 	When the status of the minute entry is set to Ready for Signature, then the type of document the minute entry is will default to Order. If the document is in Draft status or Process No Signature, the document box will default to Other. This can be changed if necessary. Some judges will sign all minute entries, regardless if it's an order or not, and this will docket the minute entry in the case history correctly to add clarity as to what type of document the minute entry should be. Check local policy.
Re-assign Judge	This will reassign the case to a new judge and insert a line item in the docket indicating as such.
Attorneys Present	If more than one attorney is present, or if an attorney is appearing for just one hearing in a limited representation

	capacity, the attorney's name can be added through this screen. Adding their names in this screen will not attach the attorney to the case. There is a link to the Attach Attorney screen at the bottom of the screen.
<u>Clear</u>	Clears the screen of any information entered without recording it.
<u>Note</u>	Opens a note field for any other information that needs to be entered. When a note is entered in this box, it will display at the bottom of the minute entry. Notes should not be used for large blocks of hearing text or for other important information. Examples of notes may be to clarify the defendant's custody status, the times when recording took place, or for other small bits of information. Notes are public information
<u>Save/Preview</u>	Select this to open the document as PDF and to display the way the minute entry will look once it is completed.
<u>Ente /Exit</u>	Closes the screen and saves information entered. Closes the screen without saving new information entered.
<u>Certificate of Notification</u>	Selecting this creates a certificate of notification to be attached to the minute entry if the document needs to be distributed to parties in the case. The certificate will not be completed until the minutes or order is processed through the Signature Process screen. Once selected, if the minute entry or order needs to be edited, the certificate of notification will still be generated even if the box does not show it as being selected (known bug).
<u>Print Barcode</u>	If a barcode is associated with the document, selecting this box will display the barcode on the document.

Hearing/Trial Screen

1. On the Individuals Present screen, there are a variety of menu items that assist in creating minute entries for specific types of hearings. While most of these screens create language to be inserted into the minute entries, one of the screens allows free-form text to be entered for longer hearings and trials. From the Individuals Present screen, select **Hearing/Trial**. The Hearing/Trial screen will open.

Criminal Hearing/Trial for Case: 171904303

Case State

Name

Hearing Trial Type

Description

Select Event

Party Type Parties

Attorneys

Incourt Text

Time Tape Count

Hearing/Trial Screen

Menu/Option	Description/Function
Case/Case Type/Name	Displays the case number, case type, and defendant's name.
Hearing/Trial	Select hearing or trial based on the type of hearing calendared. Unlike a hearing, a trial is when evidence is taken and witnesses are heard, and the fact-finder makes a final decision regarding the case
Type	The type of hearing or trial is selected here and is a more general term for the type of hearing/trial. This will typically be the same as the hearing type that was calendared.
Description	This can be used to further describe what type of hearing is being held.
Select Event	This drop-down box provides a list of different events that may occur during a hearing or trial. Selecting one will enter that language into the minute entry
Party Type	This allows parties other than attorneys who are attached to case case to be entered. The selection will insert that party type into the body of text after their name.

Parties	Select the party type to populate this drop-down box with the names of those identified as that party. The selected name will be inserted into the body of text followed by the party type.
Attorneys	All attorneys attached to the case will display here. Selecting the attorneys who are present will insert their names into the minutes, followed by the party type "Attorney."
Incourt Text	Common language used frequently by individual users can be created and stored. The text can be selected here instead of having to type it every time.
Time	A start time, end time or both can be manually entered. Default the current time.
Tape	Enter the courtroom number/name the hearing is being held in. Check local policy.
Count	Enter the time or range of time in which the hearing occurred.
Insert Time	Automatically inserts the current time in the body of the text.
Text Box	Automatic entries chosen will populate into this box and other free-form text can be added to record events that occur during the hearing/trial. For all hearings and trials, make a note of each witness sworn and examined, any motions made, rulings on the motions and the exhibits received. If it is a jury trial, note the time the jury is sworn, is excused to deliberate and returns with the verdict. If a hearing or trial is not completed in one day, the last line on the minute entry should reference the date and time the hearing/trial will be resumed.
Spell Check	Select to find and correct spelling errors..
Exhibit	If exhibits are presented, use the exhibit screen to track them. A separate exhibit sheet must be prepared for the exhibits. (DCJUST: Exhibits)
Enter / Exit	Select Enter to save the information entered and close the screen to return to the Individuals Present screen. Select Exit to close the screen without saving entered information.

Signature Process Screen

1. When a minute entry is completed and has been taken out of Draft status, it will need to be processed in the Signature Process screen. This screen can be accessed from the Primary Menu by selecting **Case > Signature Process (Shift F1)**, or **Case > Incourt > Signature Process (Shift F1)**. The Signature Process screen will open.

Case Number	Date Range	Court Location	Signature	Creation				
<input type="text"/>	From: <input type="text" value="00/00/0000"/>	State Wide	Type: <input type="text"/>	Clerk: <input type="text" value="SARGENT, KERI"/>				
Print Copies: <input type="text" value="1"/>	To: <input type="text" value="00/00/0000"/>	<input type="radio"/> Local	Status: <input type="text" value="All Ready for Processing"/>	Type: <input type="text" value="Minute"/>				
			Signee: <input type="text"/>					
<input type="button" value="Clear"/>	<input type="button" value="Find"/>	<input type="button" value="Sign/Process"/>	<input type="button" value="Print Screen"/>	<input type="button" value="Print"/>				
<input type="button" value="Exit"/>								
Select All								
Process	Date	Case Number	Case Type	Doc Type	Court Title	Processor	Type	Signee
<input type="checkbox"/>	07/05/2017	170700123	CN		MARS - OTP EXAMS - DISTRICT	keris		
Minute	CONTEMPT HEARING		Process No Signature					

- a. Leaving a case in Draft status signals to court personnel that the minute entry is not ready to be processed. After the minute entry is created and has been checked for errors, it should be moved from Draft status in order to be processed as a minute entry or an order.
2. A list of the minute entries ready to be processed will appear in the lower half of the screen. Search criteria to find those minute entries can be entered in the top half of the screen. The court location will default to Local (to the court location judicial support staff are logged into) and the signature status will default to All Ready for Processing.
 - a. A search can be conducted specific to one judicial assistant, with date range options and signature status options used to narrow the results.
 - b. A search can be conducted specific to one judge, with date range options and signature status options used to refine the results.
 - c. The search must be narrowed down to just one type of CORIS-created document:
 - i. Minute
 - ii. OTSC Dismissal
 - iii. Ruling
 - iv. SC Judgment
 - v. Warrant
 - vi. Warrant Recall
 - d. The date range option can also be used, to see the results from multiple

judges and judicial assistants for a specific date, with the results being refined by using the signature status options. The date range can also be set to all zeros to catch all of one type.

- e. Search options, once chosen, will remain as entered until the user enters new search parameters.
3. Once search results are returned, information and the status of each minute entry will be displayed.
 - a. If a judicial assistant is viewing this screen, all minute entries that were marked to be signed by a judge will show language in red "At the direction of", and the name of the judge who has been assigned to sign the minute entry. This screen, if viewed by a judge, will not have that language.
 - b. It's possible to click the title of each column to sort the minute entries accordingly.
 4. To finish processing the minute entries, select the box next to each minute entry in the Process column, and select the **Sign/Process** button. Minute entries can be processed one at a time, several at a time, or the Select All button at the top of the column can be used to process all at once.
 5. If the box in the Process column is checked next to a minute entry, or if the Select All button has been selected, and then **Print** is selected, a draft copy of all selected minute entries will be printed.
 6. Information to note:
 - Judicial support staff should check the Signature Process screen on a regular basis to be sure all CORIS-created documents are being processed and not forgotten.
 - A draft minute entry will create account receivables and will set up automated tracking, before the minute entry is processed.
 - If documents are not displaying in the Signature Process screen, check that all search criteria are correct, and that documents are not still set in Draft status.
 - Signed documents will position the judge's signature in the upper right corner, the same way eFiled orders appear.
 - CORIS-created documents that require a signature will appear in Judicial Workspace as a reminder to the judge assigned, and can be signed from Judicial Workspace.

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District Court Judicial Support Staff Training Document	
Effective Date Statewide: 03/2013	Revision Date:

CRIMINAL PROTECTIVE ORDERS

Overview

The court may, on its own accord or at the prosecutor's request, enter a protective order on behalf of a protected party in a criminal case in which domestic violence is involved. A protective order may also be entered in criminal cases which involve kidnapping, human trafficking, human smuggling, certain sexual offenses, or aggravated exploitation of prostitution. A protective order will usually order the defendant to stay away from the protected party, the protected party's family, and any addresses the protected party regularly visits. There are six types of criminal protective orders:

1. Jail Release Agreement (JRA): A temporary agreement issued by the jail which initially booked the defendant. The booking agency puts the jail release agreement on the Department of Public Safety Statewide system (DPS/SWWS). The court is responsible to expire or extend the agreement when the defendant appears for an initial hearing. These agreements can be expired or extended in CORIS/Protective Orders.
2. Jail Release Court Order: A jail release court order may be issued by the court after a jail release agreement expires. When issued in CORIS/Protective Orders, this order is automatically placed on SWWS. This order will remain active until further order of the court or until it is manually expired.
3. Pre-Trial Protective Order: A pre-trial protective order may be issued at any time after a case is filed and before sentencing. When a pretrial protective order issued from CORIS/Protective Orders is served, any previously issued jail release court order issued on the same case will automatically expire. An order must be manually expired if a case is dismissed or the defendant sentenced.
4. Sentencing Protective Order: A sentencing protective order is issued at sentencing for the length of the defendant's probation. When a sentencing protective order is served, any existing pretrial protective order will automatically be expired on DPS/SWWS if both orders are in the same case. Orders on other cases would need to be expired manually.

5. Continuous Protective Order: A continuous protective order may be issued at sentencing. It is a permanent order. The only thing that can expire a continuous protective order is service of an amended continuous protective order or manual expiration of the order based on a judicial order. A victim in a criminal case may at any time (even after sentencing) request a continuous protective order through the prosecutor.
6. Criminal Stalking Order: When a defendant is convicted of or enters a plea held in abeyance for stalking, the conviction serves as an application for a permanent criminal stalking injunction to be issued by the court. If the conviction is in a justice court, it is the victim's responsibility to file the justice court order authorizing the stalking injunction with the district court. Based on the conviction, the district court will then issue the criminal stalking injunction. The conviction would be filed as a case type of Foreign Judgment in the district court, and then be added to the DPS/SWWS system as a foreign protective order.

A protective order may be presented to the court as a document already prepared by the prosecutor, or the court may prepare the order itself with information provided during a hearing and on the record. A proposed order may also be eFiled by the prosecutor. Either way, the court will be responsible for transmitting the information to the Department of Public Safety by issuing an order in the CORIS/Protective Order system (DPS/SWWS). All information provided to the court should be as entered as completely as possible.

When the defendant is sentenced, any existing pretrial protective order must be addressed by the court. It will be determined if the pretrial protective order should be expired with no subsequent order or if a sentencing protective order or continuous protective order should be issued. When probation is terminated, the sentencing protective order should be addressed again. It will likely be expired at this point. Any sentencing protective order is effective only as long as the case remains open. A continuous protective order is permanent and effective until dismissed by the court.

When a criminal case is expunged, any criminal stalking injunction or continuous protective order in that case will be dismissed, unless the order of expungement explicitly states the stalking injunction or continuous protective order should remain in place. A case note should be created if this occurs so later, if the stalking injunction or continuous protective order is dismissed, the expunged case can be unsealed and the injunction or protective order can be accessed on the DPS/SWWS network.

For those cases involving justice court orders filed with the district court as foreign judgments, it is the defendant's responsibility to provide orders of expungement to the district court so the criminal stalking injunction can be dismissed.

Criminal protective orders can only be entered on the DPS/SWWS system when they are associated with a criminal case involving domestic violence or sexual or kidnapping offenses. Other criminal cases can have orders issued to protect the alleged victim and prevent contact between the alleged victim and the defendant, but these orders will not be placed on the DPS/SWWS system.

Reference

[CORIS Release Notes \(December 2012\): Jail Release Agreement](#)

[Utah Code of Criminal Procedure 77-36-2.6](#)

[Utah Code of Criminal Procedure 75-5-106](#)

OTP: Criminal Protective Orders

[Utah State Courts Protective Order/DPS Handbook](#)

[Rights of Crime Victims Act -- Utah Code 77-38-1-3](#)

[Cohabitant Abuse Act -- Utah Code 78B-7-113](#)

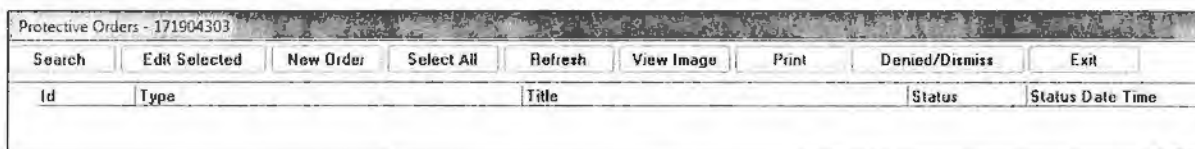
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Efiling Procedure

1. If a criminal protective orders is eFiled by the prosecutor, it will be filed as a proposed order. Once the order is signed, it will be available in the Post Signature queue.
2. The eFiled order will need to be printed out and uploaded during the DPS process, (see [Utah State Court Protective Order/DPS Handbook](#)) which will create two docket entries for the same order. The order may also be dynamically created in the DPS process which also creates two docket entries in for the same order.
3. From the Primary Menu, select **Case > Protective Orders / DPS > Protective**

Orders. The Protective Orders screen will open. If there are any active protective orders they will display on this screen. If there are no orders created, the box would be empty. The Protective Orders screen has a menu at the top of the page along with a title bar for the protective orders associated with the selected case. The Protective Orders/DPS screen is also accessible through the Individuals Present screen at **Toolbox > Protective Orders/DPS.**



Protective Orders Screen - Menu/Title Bar

Button	Purpose	Title	Purpose
<u>S</u>earch	Accesses the Protective Order/DPS database to look for other protective orders not associated with the selected case number.	ID	Each protective order's unique ID number will display here.
<u>E</u>dit Selected	Accesses the Protective Order/DPS screen to amend or dismiss the selected protective order.	Type	Specifies what type of protective order has been filed in the selected case.
<u>N</u>ew Order	Accesses the Protective Order/DPS system to create a new protective order for the selected case.	Title	Title of the protective order as entered into CORIS.
<u>S</u>elect <u>A</u>ll	Highlights all protective orders associated with the selected case.	Status	Indicates if the protective order is draft, expired, issued, dismissed, canceled.
<u>R</u>efresh	Populates the screen with any new protective orders associated with the selected case.	Status Date / Time	Records the day and time the protective order's status was last changed.
<u>V</u>iew Image	Displays the protective order in PDF format.		

Print	Prints the highlighted order.		
Denied / Dismiss	Accesses the Protective Order/DPS screen to show any orders of dismissal or denial that were created in the case. This is applicable only to civil protective orders.		
Exit	Exits the screen.		

4. After the eFiled order has been added to the Protective Order/DPS system, it must be served on the defendant. This can be done in court or it may be sent out for service. Because the order needs to be physically given to the defendant, it must be printed out. Once service is completed, it is the responsibility of judicial support staff to make sure the information is entered correctly.
 - a. From the **Complete** screen in the Protective Order/DPS program, service information can be recorded by selecting **Enter Service Info**. On that screen, enter the method, date, time and name of the person who gave the order to the defendant. Select **Save**.
 - b. If service is completed by a law enforcement agency outside of court, they will enter this information into the Protective Order/DPS program. As a precaution, when a return of service is received from law enforcement judicial support staff should verify the information was entered.

Information on a protected party or victim in a criminal protective order will be entered into the Protective Order/DPS screens. Do not enter that information into the criminal case in CORIS. Always enter all available information.

Manual Procedure

1. The manual procedure for criminal protective orders is similar to that used for eFiled orders. Orders may be dynamically created from the judge’s verbal prompting in court or there may be a proposed order prepared by the prosecutor. A signed paper order may be uploaded in Protective Orders/DPS or an Order may be generated. Local practice will drive this.
2. Judicial support staff must enter service information if the defendant was served

in court. As a precaution, all information should be verified when a return of service is received from law enforcement.

3. To manually expire an order, go to the Protective Order Search screen. Select the document icon on the case. The Change Order Status screen will open. Make the appropriate selection to expire the order.

172302  4 27 1

4. Jail Release Agreements

1. When a jail release agreement (JRA) is issued by the jail, it's up to judicial support staff to expire it when the defendant first appears in court. If a JRA has been associated with a case by matching OTNs, the JRA will automatically be expired when the defendant is marked present on the Individuals Present screen. When this occurs, a case note is created. It is unusual to see an actual document filed with the court in relation to a JRA

Often judicial support staff will have to search for any open JRAs that need to be expired. To access the Jail Release Agreements screen, from the Primary Menu, select **Case > Protective Order/DPS > Jail Release Agreement**. Any one field can be used to initiate a search. Entering data in multiple fields will narrow the search results. Using the * wildcard is not necessary to return search results.

2. The **Jail Release Agreement** screen will display all JRAs associated with the search criteria entered. There is a menu at the top of the screen along with a title bar that will populate with the display of JRAs.



Party	First Name	Last Name	Gender	Birth Date	DL Number	State	SSN	OTN	Expire Date	Court Location	LEA Arresting	LEA Booking
-------	------------	-----------	--------	------------	-----------	-------	-----	-----	-------------	----------------	---------------	-------------

Jail Release Agreement Screen -- Menu/Title Bar

Button	Purpose	Title	Purpose
Person Search Fields (First and Last Name, Birth date, Driver's License Number and State, OTN and SSN)	Allows data to be entered to search for a specific jail release agreement assigned to a specific individual.	Issue Date	Displays the date that a specific JRA was issued.
Name Exact Match	Narrows search parameters to display exact matches of the name entered.	Party	Displays the party type associated with the entered name.
Issue Dates (Begin, End)	Broadens the search criteria to catch all issued JRAs in a certain time period.	First Name	Party's first name.
Include Expired	Will return all expired JRAs along with the issued JRAs in a requested time period.	Last Name	Party's last name.
Misc Box: OTN	Will return all JRAs that match the entered OTN.	Gender	Lists the party's gender.
Court Drop-Down Box	Narrows the search criteria to a certain court's jurisdiction.	Birth Date	Lists the party's birth date.
F ind	Applies the search criteria to the database to return results.	State	The state the party's driver's license is issued from.
C lear	Clears any search criteria that has been entered.	SSN	Lists the party's social security number.
E xtend	Opens a screen to enter a new future date to extend the JRA conditions.	OTN	Lists the party's OTN assigned to them at booking.
E xpire	Will expire the defendant's JRA after displaying a warning screen requesting confirmation that the JRA should be expired.	Expire Date	If the JRA is expired, the date it was done so will display here.

Print	Prints a screenshot of the screen and results returned from the search criteria.	Court Location	Lists the court location with jurisdiction over the party's case.
Exit	Closes the screen.	LEA Arresting	Lists the law enforcement agency that arrested the party.
		LEA Booking	Lists the law enforcement agency that booked the party.

4. It is a good practice to regularly check all issued JRAs in a specific court's jurisdiction. This will ensure JRAs are expired in a timely manner and to find other issues that may have occurred.
 - a. To run a report for all JRAs, enter a **Begin** and **End** date in the Issue Dates box, select the appropriate court location from the **Court** drop-down box, and select **Find**. The **Include Expired** box would be checked if judicial support staff want to follow up on expired JRAs also.
 - b. It's not uncommon for a JRA to be issued by the booking agency in the wrong court jurisdiction. When this occurs, it may be necessary to contact other court locations in order to have the JRA expired. All court locations may expect these kind of calls. Check local policy.

Jail release agreements are referred to as no-contact orders in some parts of the state. They are usually put in place by arresting law enforcement in situations involving domestic violence. The law enforcement officer may also advise the victim to obtain a civil protective order or the prosecutor on the victim's behalf will ask for a criminal protective order. Jail release agreements do not have the same sanctions and protections associated with them as protective orders.

This document is a product of the District/Justice Court Judicial Support Training Committee. If you have questions or concerns about the contents of this document, contact a DCJUST committee member representing your district. All documents prepared by the DCJUST committee are available at: www.utcourts.gov/rtanet/clartraining/resources/.

Judicial Support Staff Training Document for District and Justice Courts	
Effective Date Statewide:	Revision Date:

INITIAL APPEARANCE/ARRAIGNMENT

Overview

In a criminal case, the initial appearance or arraignment is usually the defendant's first court appearance before a judge. If the defendant has been charged with a felony or a class A misdemeanor, an initial appearance will be set. At this hearing, defendants are entitled to be advised of the charges against them and to receive a copy of the charges. They will also be informed of their rights to counsel, pretrial release, bail and a preliminary hearing.

Cases that include only class B misdemeanor charges or lower proceed directly to an arraignment hearing. Defendants will be advised of the charges against them and will receive a copy of the charges. They will also be informed of their rights to counsel, pretrial release and bail. Defendants charged with class B misdemeanors or lower are not entitled to a preliminary hearing. They will be asked for a plea to the charges during the arraignment hearing.

In felony and class A misdemeanor cases, the defendant has a right to a preliminary hearing within a reasonable time; not later than ten days if they are in custody for the offense and not later than 30 days if they are not in custody. The arraignment in a felony or class A misdemeanor case occurs after the preliminary hearing when the judge has found sufficient evidence to bind the matter over for further prosecution. Defendants will be asked for a plea to the charges at their arraignment hearing.

After the arraignment hearing, the matter is set for hearing according to the kind of plea entered. A guilty plea will result in a sentencing hearing; a not guilty plea will result in a motion or pretrial hearing.

Reference

[URCrP Rule 7](#)

[Self-Help Guide to Criminal Case Procedure](#)

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Initial Appearance / Arraignment Screen

1. From the Primary Menu, select **Case > Incourt > New Minutes**. The Individuals Present screen will open. (DCJUST: Criminal Incourt-Individuals Present) Select **Arraignment**. The Arraignment screen will open.

Case	171600109	State Felony	
Name	KIRBY, JANET		
Minute Title			
Arraignment	<input checked="" type="radio"/> Initial Appearance	Roll Call	
Waiver Hearing	<input type="radio"/> Decision to Prelim hearing		
<input type="checkbox"/> Copy of Information to defendant	<input type="checkbox"/> Read Information		
<input type="checkbox"/> Advised of charges and penalties	<input type="checkbox"/> Waived reading of Information		
<input type="checkbox"/> Advised of enhancement to future offenses	<input type="checkbox"/> Demand Preliminary Hearing		
<input type="checkbox"/> Advised of Right to Counsel	<input type="checkbox"/> Waive Preliminary Hearing		
<input type="checkbox"/> Waive Right to Counsel	<input type="checkbox"/> Waive Jury		
<input type="checkbox"/> Waived time for sentence	<input checked="" type="radio"/> Jury Requested		
<input type="checkbox"/> Pre-sentence investigation ordered			
<input type="checkbox"/> Misdemeanor sentencing guideline report ordered			
<input type="checkbox"/> Arraign defendant			
<input type="checkbox"/> Signed enhancement notice			
Plea to all charges:	▼		
Agency to prepare Pre-sentence investigation or Misdemeanor sentencing guideline report ordered	▼		
<input type="button" value="Charges"/>	<input type="button" value="Note"/>	<input type="button" value="Appointment of Counsel"/>	<input type="button" value="Clear"/>
<input type="button" value="Diversion/Abeyance"/>	<input type="button" value="Cases to be Dismissed"/>	<input type="button" value="Enter"/>	<input type="button" value="Exit"/>

Initial Appearance / Arraignment Screen

Menu / Option	Description / Function
Case / Case Type / Name	This information auto-populates from the Individuals Present screen.
Minute Title <ul style="list-style-type: none"> ● Arraignment ● Waiver Hearing ● Initial Appearance ● Decision to Prelim Hearing 	On felony cases, this will default to Initial Appearance; on misdemeanor cases, Arraignment will be the default. The title chosen here will become the title of the minute entry, unless manually changed in the Individuals Present screen. If the Hearing/Trial screen is used, the type of hearing chosen there will populate the title of the minute entry.
Copy of Information to defendant	Select this option if a copy of the information is given to the defendant. The following text will be inserted into the minute entry: "A copy of the Information is given to the defendant".
Advised of charges and penalties/ Advised of rights and penalties	If Initial Appearance is selected as the type of hearing, Advised of charges and penalties will appear on the screen. If selected, the following text will be inserted into the minute entry: "Advised of charges and penalties." If Arraignment is selected as the hearing type, the selection on the screen will change to Advised of rights and penalties, and will insert the following text into the minute entry: "Advised of rights and penalties."
Advised of enhancement to future offenses	If selected, this will insert the following text into the minute entry: "The defendant is advised that this offense may be used as an enhancement to the penalties for a subsequent offense."
Advised of Right to Counsel	If selected, this will insert the following text into the minute entry: "The defendant is advised of right to counsel."
Waive Right to Counsel	If selected, this will insert the following text into the minute entry: "The defendant waives right to counsel."
Waived time for sentence	If selected, this will insert the following text into the minute entry: "The defendant waives time for sentence."
Pre-sentence investigation ordered	If selected, this will insert the following text into the minute entry: "Presentence Investigation ordered."

Misdemeanor sentencing guideline report ordered	If selected, this will insert the following text into the minute entry: "Misdemeanor sentencing guideline report ordered."
Arraign defendant	If selected, this will insert the following text into the minute entry: "Defendant is arraigned." Because arraignments happen after preliminary hearings, this selection is not used until after the preliminary hearing.
Signed enhancement notice	Some court locations require that the defendant sign a document indicating they are aware of possible enhancements to future criminal activity if they plead guilty. If selected, this will insert the following text into the minute entry: "Defendant signed the enhancement notice."
<ul style="list-style-type: none"> • Read Information • Waived reading of Information 	<p>The court will allow the defendant to choose to have the charges be read to them or waive that right. Depending on their choice, the following text will be entered into the minute entry:</p> <ul style="list-style-type: none"> • "The information is read." • "Defendant waives reading of Information."
<ul style="list-style-type: none"> • Demand Preliminary Hearing • Waive Preliminary Hearing 	<p>For charges involving a felony or a class A misdemeanor, the defendant has a right to a preliminary hearing, but can waive that right. Depending on what is selected, the following text will be entered into the minute entry</p> <ul style="list-style-type: none"> • "The defendant requests a Preliminary Hearing." • "Defendant waives his/her right to a Preliminary Hearing. Court orders that defendant be held to answer to the charge(s) listed in the information on file."
<ul style="list-style-type: none"> • Waive Jury • Jury Requested 	<p>If selected, this will insert the following text into the minute entry:</p> <ul style="list-style-type: none"> • "Defendant waives right to a trial by jury." • "Defendant requests a jury."
Plea to all charges	This allows one plea to be assigned to all the charges in a case. When chosen, a warning will display that indicates this option will change the plea and/or disposition of all the charges, and the action can be cancelled if necessary.
Agency to prepare	This drop-down box will be populated with local

Pre-sentence investigation or Misdemeanor sentencing guideline report ordered	agencies that may prepare these reports. The following text will be entered into the minute entry: "The Judge orders <agency chosen to complete report> to prepare the report."
<u>C</u>harges	Selecting this button will open the Charges screen, to allow the entry of pleas or amending of charges. (<u>DCJUST: Charges Screen</u>)
<u>N</u>ote	Provides a note field that allows the entry of text if more clarification is needed in regard to what occurred during the hearing.
<u>A</u>ppointment of Counsel	This screen is used when a legal or public defender is appointed by the court. Privately hired attorneys are not attached to a case in this manner. When legal counsel is appointed, selecting this button will open a screen that will allow that information to be entered.
<u>C</u>lear	This will clear the screen of all entered information without saving it.
<u>D</u>iversion/<u>A</u>beyance	Selecting this button will open the Diversion/Plea in Abeyance screen to be used when the defendant is entering this type of agreement. (<u>DCJUST: Plea in Abeyance / Diversion</u>)
Cases to be <u>D</u>ismissed	With a defendant has multiple cases, they may agree to plead guilty to charges in one case if other cases are dismissed. Selecting this button will open a screen in which the numbers of the cases being dismissed can be entered. This will enter text into the minute entry as follows: "The following case(s) will be dismissed: <case number.>" The cases listed must be dismissed manually.
<u>E</u>nter/<u>E</u>xit	Enter will save the information and close the screen. Exit will close the screen without recording the entered information.

Appointment of Counsel Screen

1. When a legal or public defender is appointed, this screen is used to record that information. From the Arraignment screen, select **Appointment of Counsel**. The Appointment of Counsel screen will open.

Case	171700069	State Felony
Name	PRINCE, DIANA	
Appointment of counsel	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> None	
Bar Number	<input type="text"/>	Bar state: UT <input type="button" value="Find Attorney"/>
Last name of appointed counsel	<input type="text"/>	
First name of appointed counsel	<input type="text"/>	
Name of appointed agency	<input type="text"/>	
Affidavit of indigency	<input type="text"/>	
<input type="checkbox"/> Instructions to the defendant		
<input type="button" value="Clear Attorney"/> <input type="button" value="Note"/> <input type="button" value="Enter"/> <input type="button" value="Exit"/>		

Appointment of Counsel Screen

Menu / Option	Description / Function
Case/Case Type/Name	Auto populates this information from the Individuals Present screen.
Appointment of Counsel <ul style="list-style-type: none"> • Yes • No • None 	Select the judge's finding in regard to the appointment of legal counsel. <ul style="list-style-type: none"> • Selecting Yes will enter the following text into the minute entry: "Court finds the defendant indigent and appoints <name of attorney or agency> to represent the defendant." The attorney or agency's address will be listed below this text. • Selecting No will enter the following text into the minute entry: "Court finds the defendant is not indigent." • Selecting None will not create any text in the minute entry.
Bar Number	Enter the bar number of the legal defender to populate the

	rest of the screen with that attorney's information.
Bar state	Enter the state the bar number is registered in. This will not work for out-of-state attorneys unless that attorney has been added to CORIS as a pro hac vice attorney
Find Attorney	If the attorney's bar number is not known, select this button to open the Attorney Lookup screen. It lists all active attorneys. Selecting an attorney here will populate their information into the Appointment of Counsel screen.
Last name of appointed counsel / First name of appointed counsel	The bar number or selected attorney from the Attorney Lookup screen will populate these fields with the attorney's name.
Name of appointed agency	Names of attorneys or agencies that have been populated through Local Maintenance can be accessed from this drop-down box. Selecting that attorney or agency will auto-fill all information in the Appointment of Counsel screen.
Affidavit of Indigency	If the defendant has submitted an affidavit of indigency or has yet to do so, that choice can be made here. <ul style="list-style-type: none"> • Selecting that the defendant has submitted an affidavit of indigency will enter the following text into the minute entry: "Affidavit of indigency has been completed by the defendant." • Selecting that an affidavit needs to be submitted will enter the following text into the minute entry: "Affidavit of indigency is to be submitted by the defendant."
Instructions to the defendant	Clicking this box will enter the following text into the minute entry: <ol style="list-style-type: none"> 1. You are to immediately contact and consult with appointed counsel. 2. You are to cooperate with the appointed counsel in the defense of this case. 3. You are to keep appointed counsel advised at all times of an address and telephone number where you can be reached. 4. Attorney's fees for services of counsel may be assessed at the time of sentence.
Clear Attorney	Selecting this button will clear the screen of any information entered.

Note	This will open a note field to allow the entry of more text if further clarification in regard to this screen is needed.
Enter / Exit	Enter will save the information and close the screen. Exit will close the screen without recording the entered information.

Signature Process Screen

1. When a minute entry has been completed and has been taken out of Draft status, it needs to be processed in the Signature Process screen. This screen can be accessed from the Primary Menu by selecting **Case > Signature Process (Shift F1)**, or **Case > Incourt > Signature Process (Shift F1)**. The Signature Process screen will open.

The screenshot shows the Signature Process screen with the following fields and controls:

- Case Number:** Print Copies: 1
- Date Range:** From: 00/00/0000, To: 00/00/0000
- Court Location:** State Wide, Local
- Signature:** Type, Status: All Ready for Processing, Signee
- Creation:** Clerk: FRANK, CAROL, Type: Minute
- Buttons: Clear, Find, Sign/Process, Print Screen, Print, Exit

The table below shows the data displayed in the screen:

Process	Date	Case Number	Case Type	Doc Type	Court Title	Processor	Type	Signee
Minute	04/12/2011	101800265	FS	Order	SIXTH DISTRICT COURT-RICHFIELD	carolcd	At the direction of Judge	mblegley

- a. Leaving a case in Draft status signals to court personnel that the minute entry is not ready to be processed. After the minute entry is created and has been checked for errors, it then will be moved from Draft status in order to be processed as a minute entry or an order.
2. A list of minute entries ready to be processed will appear in the lower half of the screen. Search criteria to find those minute entries is be entered in the top half of the screen. The court location will default to Local the court location judicial support staff is currently logged into) and the signature status will default to All Ready for Processing.
 - a. A search can be conducted specific to one judicial assistant, with date range options and signature status options used to narrow the results.
 - b. A search can be conducted specific to one judge, with date range options and signature status options used to narrow the results.
 - c. The search must be narrowed down to just one type of CORIS-created

document:

- i. Minute
 - ii. OTSC Dismissal
 - iii. Ruling
 - iv. SC Judgment
 - v. Warrant
 - vi. Warrant Recall
- d. The date range option can also be used to see the results from multiple judges and judicial assistants for a specific date. The results can be further refined using the signature status options. The date range can also be set to all zeros to display all of one type.
 - e. Search options, once chosen, will remain as entered until the user enters new search parameters.
3. Once search results are returned, information and the status of each minute entry will be displayed.
 - a. If a judicial assistant is viewing this screen, all minute entries that were marked to be signed by a judge will show language in red "At the direction of", and the name of the judge who has been assigned to sign the minute entry. This screen, if viewed by a judge, will not have that language.
 - b. It's possible to click the title of each column to sort the minute entries accordingly.
 4. To finish processing the minute entries, select the box next to each minute entry in the Process column and select the **Sign/Process** button. Minute entries can be processed one at a time or several at a time, or the Select All button at the top of the column can be used to process all at once.
 5. If the box in the Process column is checked next to a minute entry or if the Select All button is selected and then **Print** is selected, a draft copy of all selected minute entries will be printed.
 6. Information to note:
 - Judicial support staff should check the Signature Process screen on a regular basis to be sure all CORIS-created documents are being processed.
 - A draft minute entry will create account receivables and will set up automated tracking before the minute entry is processed.
 - If documents are not displaying in the Signature Process screen, check

that all search criteria are correct and that documents are not still set in Draft status.

- Signed documents will position the judge's signature in the upper right corner the same way eFiled orders appear.
- CORIS-created documents that require a signature will appear in Judicial Workspace as a reminder to the assigned judge and can be signed from Judicial Workspace.

This document is a product of the District/Justice Court Judicial Support Training Committee. If you have questions or concerns about the contents of this document, contact a DCJUST committee member representing your district. All documents prepared by the DCJUST committee are available at: www.ufcourts.gov/intranet/clerktraining/resources/.

Judicial Support Staff Training Document for District and Justice Courts	
Effective Date Statewide:	Revision Date:

WARRANTS

Overview

Warrants are written directives from the court to law enforcement. A warrant may direct law enforcement to take action which will ensure a defendant's appearance in court or allow them to seize property that constitutes evidence in the commission of a crime. All types of warrants are addressed in this document.

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Arrest Warrants

An arrest warrant is a written order which commands a law enforcement officer to arrest a person to be brought before a judge or magistrate. The court may order an arrest warrant for a defendant in a criminal or traffic case. This might be for non-appearance at a court hearing, failure to comply with conditions of probation or failure to pay a citation or fine. An arrest warrant may also be requested by a prosecutor upon filing of a probable cause affidavit or information

Procedure

1. From the Primary Menu, select **Case > Warrant > Order / Recall (Alt F5)** or from the Individuals Present screen, select **Toolbox > Warrant Order / Issue**. When creating a new minute entry, if Failed to Appear is chosen as the defendant's status on the Individuals Present screen, a prompt will appear asking if a warrant should be ordered. If **Yes** is chosen, the Warrant List screen will open.
2. When the Warrant List screen opens, select **New**. The Warrant Order screen will open.

Warrant Scope	Bail Options	Other Options	FTA Action
<input checked="" type="radio"/> In State	<input type="radio"/> Bailable	<input type="checkbox"/> No Pre-Trial Ser Release	<input type="radio"/> None
	<input type="radio"/> Non-Bailable	<input type="checkbox"/> Warrant Bail Increase	<input type="checkbox"/> Order FTA
	<input type="radio"/> Cash Only	<input type="checkbox"/> Defendant Must Appear	<input type="checkbox"/> Order FTC
	Amount: \$ <input type="text"/>	<input type="checkbox"/> Serve Warrant Anytime	
	Expires <input type="text"/>	Judge <input type="text" value="PEULER, SANDRA"/>	
Reason			
<input type="text" value="Defendant surrender to the Salt Lake County Hearing"/>			
<input type="button" value="Spell Check"/>		Note	
<input type="text"/>			
Transportation Scope	<input type="text" value="Statewide"/>		
Printing			
Return of Service	Recall, Cancel	Resend SWW's	Update Bail
<input type="button" value="Calendar"/>	<input type="button" value="Order"/>	<input type="button" value="Set Default"/>	<input type="button" value="Clear Default"/>
<input type="button" value="Exit"/>			

Warrant Order Screen Options

Button / Box	Description / Function
Warrant Scope -- In State	Warrant scope indicates where the warrant is in effect. This is based on the offenses in the case. This can also be changed in Local Maintenance, if desired..
Bail Options <ul style="list-style-type: none"> ● Bailable ● Non-Bailable ● Cash Only ● Amount 	Select the appropriate choice as ordered by the judge. If bail is set, enter the amount of the bail in the Amount Box. Selecting Non-Bailable will preclude selection of options in the Other Options box.
Other Options <ul style="list-style-type: none"> ● No Pre-Trial Ser Release ● Warrant Bail Increase ● Defendant Must Appear ● Serve Warrant Anytime 	Select any options that apply. These options may be left blank. <ul style="list-style-type: none"> ● No pretrial service release indicates that if there are services available in the county, the court does not want the defendant released through this service ● Warrant bail increase applies only to traffic charges. ● Defendant must appear is used if the charge demands a mandatory court appearance, and posted bail does not clear the case. ● Serve warrant anytime is selected unless the judge limits the hours in which the warrant can be served.
FTA Action <ul style="list-style-type: none"> ● None ● Order FTA ● Order FTC 	FTA Action applies to traffic cases only. If no FTA action is ordered, the defendant has a mandatory appearance. Selectin Order FTA or Order FTC will automatically suspend the defendant's driver's license. If Order FTA is selected during the warrant process, it will be activated immediately.
Expires	Enter the date on which the judge orders the warrant to expire, if a expiration date is given..
Judge	The judge current assigned to the case the default. Select the judge ordering the warrant if different.
Reason	Select the reason the warrant was ordered from

	the drop-down box. Selecting Failure to Appear as a reason will populate the Warrant Order screen with the type of Event missed and the Event Date.
<u>S</u>pell Check	If free-form text is entered in the Note box, selecting this button will check the spelling of the entered text.
Note	Use this box to enter any free-form text required on the warrant. Notes will display on the warrant and on the Statewide Warrant System for law enforcement viewing. (SWWS)
Transportation Scope <ul style="list-style-type: none"> • Adjacent County • Intracounty • Statewide 	Transportation scope is based on the offenses in the case. It will default automatically (<u>UCJA 4-613</u>).
Printing -- Return of Service	<p>Select Printing -- Return of Service if service information needs to be added to the warrant. This includes the date the warrant was received, where the arresting officer delivered the defendant and the date, and a signature line for the arresting officer and the agency. If there is not a DOB provided for the defendant, a message will display asking for it.</p> <p>This is a reminder to have as much personal information entered regarding the defendant as possible. Review the case and enter all information that may have been missed.</p>
<u>R</u>ecall, Cancel	Select this button to begin the process of recalling or canceling an active warrant.
<u>R</u>esend <u>S</u>WWS	If the warrant did not issue correctly, a critical message will display until this option is selected. The message will not display if the warrant is synced on CORIS and SWWS.
<u>U</u>ppdate Bail	If the amount of bail needs to be modified for any reason (payment received, incorrect amount), the amount can be updated. Highlight the Amount box in Bail Options, enter the new bail amount and select Update Bail. When the new amount is entered, the updated information will automatically

	be sent to SWWS.
Calendar	Select this button to open the Schedule Event screen if a hearing on the warrant needs to be set.
Order	After all the warrant information has been entered, and the warrant is ready to be sent to the judge to be signed and issued, select the Order button.. If a proposed warrant is efiled, judicial support staff send the document to the judge for signature. They still order it don't they?
Set Default	If more than one warrant needs to be created for the same defendant in different cases or for different defendants, select this button to apply the information just entered to the next warrant created.
Clear Default	Select if the Set Default button was used and those defaults need to be cleared before creating a new warrant or batch of warrants.
Exit	Select to exit the screen without saving the information entered. A warning will appear asking if the data will be saved. Choose No to exit the screen and not save the entered data.

3. If a proposed warrant was eFiled in a case and has been signed, a message will display when the warrant information is entered on the Warrant Order screen. If No is selected, the warrant will be issued to SWWS without creating another document. If Yes is selected, another warrant document will be created to be signed and issued.
4. After a warrant is ordered, it must be signed by the judge before it will be issued and accessible on SWWS. The judge can sign a warrant through CORIS or Judicial Workspace, or judicial support staff can sign on their behalf. The warrant will not be active until it is signed. At that time, it is considered issued. (DCJUST: Individuals Present - Signature Process)

Creating a Minute Entry for an In-Court Warrant Request

1. From the Primary Menu, select **Case > Incourt > New Minutes**. The Individuals Present screen will open. Enter the appropriate information as needed.
(DCJUST: Individuals Present)
2. If the Failed to Appear option is chosen in regard to the defendant, and **Enter** is chosen to finalize the minute entry, a reminder will open asking if a warrant should be ordered, "A Warrant of Arrest document on xx/xx/xxxx already exists. Create another warrant signature document?". If **Yes** is chosen, the Warrant List screen will open to facilitate the creation of the warrant . If **No** is chosen, the information entered will be saved and the Individuals Present screen will close.
3. The language in the Warrant Request screen can be imported into the minute entry> To include the warrant request language select **Toolbox > Warrant Request** from the Individuals Present screen. This step should be completed before ordering the warrant. This can be used in lieu of using the Hearing/Trial screen.
4. The Warrant Request screen will display.
 - a. Requesting Party if the request was made by the state, city or court.
 - b. Requesting Agency if the request was made by formal or informal probation or ORS.
 - c. Requesting Other if the request was made by counsel of an individual party.
 - d. A **Note** may be entered if more information is needed.
5. Once the warrant request information is entered and **Enter** is selected, the Warrant Order screen will display so the warrant information may be entered.

Recalling an Arrest Warrant

A warrant is recalled upon judicial order or upon notice that the defendant has been booked. That notice is provided through the booking report. Booking reports with the names of defendants booked into jail on issued warrants are sent to courts daily.

Procedure

1. Enter the case number.
2. From the Primary Menu, select **Case > Warrant > Order/Recall (Alt F5)**.
3. The Warrant List screen will open, displaying a list of warrants that have been issued on the case.
 - a. Highlight the warrant number and click **Select**.
 - b. When the Warrant Order screen opens, verify that the name and warrant number are correct. If the wrong warrant was selected, click the **Select Warrant** button to open the Warrant List screen again.
4. Select **Recall/Cancel**. The Warrant Recall/Cancel screen will open.

Case Number:	<input type="text" value="161600243"/>	<input type="text" value="STATE FELONY"/>	<input type="button" value="Clear"/>	<input type="button" value="End Case"/>
Name:	<input type="text" value="MIDDLETON, BRIAN STEVEN"/>		<input type="button" value="Select Warrant"/>	
Warrant Number:	<input type="text" value="UT MOTOR VEH ENF ADM"/>	Law Enforcement Agency:	<input type="text" value="985511835"/>	
Judge:	<input type="text" value="BAGLEY, MARVIN D"/>			
Reason:	<input type="text"/>			
<input type="checkbox"/> Adjudicate FTA/FTC		<input type="checkbox"/> Signature Required		
<input type="button" value="Recall/Cancel"/>		<input type="button" value="Set Default"/>	<input type="button" value="Clear Default"/>	<input type="button" value="Exit"/>

Warrant Recall/Cancel Screen Options

Button / Box	Description / Function
Case Number/Case Type/Name/Warrant Number/Law Enforcement Agency	These fields will populate with case information and can be used to verify that the right warrant is being recalled.
Judge:	Judge will default to the assigned judge. A different judge can be selected from the drop-down box.
Reason:	Select the reason why the warrant was recalled or cancelled from the drop-down box.
<u>A</u> djudicate FTA/FTC	If selected when the warrant is recalled, any FTA or FTC issued on a traffic case will also be cleared.
S ignature Required	If selected, the warrant will not be recalled from SWWS until the judge signs the recall notice. If not selected, the warrant will be immediately recalled. The default can be changed in Local Maintenance. (DCJUST, Local Maintenance)
<u>C</u> lear	Select to clear the screen to allow entry of another case number to recall another warrant.
<u>F</u> ind Case	After entering another case number, select to populate the screen with that case's information.
S elect <u>W</u> arrant	Select to open the Warrant List screen if a different warrant in the same case needs to be selected.
<u>R</u> ecall/Cancel	Select to complete the recall process. If a judge's signature is required, the warrant recall notice will be submitted for review in CORIS or Judicial Workspace. If a judge's signature is not required, the warrant will be recalled from SWWS and no longer be active.
<u>S</u> et Default	Select this button if multiple warrants are being recalled on different cases or defendants, This saves the selected items to be applied to the next warrant that is recalled.
C lear <u>D</u> efault	Select to clear the defaults that were set for the previous warrants.

Search Warrants

A search warrant is an order issued by a judge describing a thing, place or person to be searched and the property or evidence to be seized. A search warrant may also authorize a request from law enforcement to place a GPS/mobile tracking device on a motorized vehicle. A search warrant may also be used to authorize law enforcement to draw blood when a person is suspected of having illegal substances in their body or to determine the alcohol level of a driver. The court is required to maintain and be able to produce all search warrant documents filed.

If a search warrant is approved through the eWarrant system, the warrant and associated documents is maintained in eWarrants. If an affidavit for a search warrant is filed with the court, a case may be created separate from any existing criminal file.

All search warrants documents are **sealed** for 20 days from the date of application. This time may be extended by judicial order. When a search warrant is issued through eWarrants, the classification will automatically change from sealed to public after 20 days unless a different public date is ordered by the judge and changed by court staff.. Search warrants issued in CORIS will remain sealed until the security classification is changed by court staff.

Manual Procedure

1. Search warrants are not placed on the statewide warrant system (SWWS). Search warrants do not appear on case pending or time to disposition reports.. From the Primary Menu, select **Case > Case Filing > Criminal Filing**. The Criminal Filing screen will open.

Button / Box	Description / Function
Filing Date	Date documents were received by the court.
LEA	Agency requesting the warrant. May also be prosecuting agency.
Prosecution	County in which the warrant is being filed.
Last Name	Search Warrant
First Name	Add other identifying information regarding the property in question -- see local policy.
Address 1	Address listed on the search warrant; if no address is listed, leave it blank.

OTN	Select the OTN Not Available box.
Offense Date	The date the search warrant was signed.
Offense Location	County or city where the warrant's focus is.
Violation Code	<u>URCRP RULE 40</u>
Violation Description	Warrant - Search, Blood Draw, GPS/Tracking
Case Type	NA
Classification	Sealed -- Open after 20 days from date of application

2. Enter the name of the officer requesting the search warrant in the **Name / Address (F1)** screen. Select the party type Officer 1. Enter the address and other identifying information as listed in the search warrant and as per local policy, using the party type Other. Do not enter individual names other than the officer requesting the warrant.
3. Docket the affidavit, application and search warrant signed by the judge. Once scanned into the case, the originals can stay with the officer requesting the search warrant. (DCJUST: Documents)
4. Any unserved sea

eFiling Procedure

1. When an eWarrant request is entered by an officer, notification goes to the judge who is assigned in the eWarrant system. The notification can be by telephone, email, or text. The type of notice and the eWarrant assignment of judges is managed by designated support staff, typically the clerk of court, for that district and/or judge.
2. For warrants that are processed through the eWarrant system, there is limited clerical interaction, though there may be designated support staff who receive an email when an eWarrant is processed.
3. Designated support staff may also have access to the eWarrant system to enter a return of service when the time has lapsed and the LEA no longer has access. Staff may also have access to print public warrants. eWarrants are not printed and uploaded into a case in CORIS.

Material Witness Warrants

When the court has good cause to believe that a material witness in a case will not appear and testify, the court may fix a bond with or without sureties and in a sum the court considers adequate for the appearance of the witness. Material witness warrants appear on the Statewide Warrant System (SWWS).

Procedure

1. From the Primary Menu, select **Case > Case Filing > Criminal Filing**. The Criminal Filing screen will open.

Filing Date	Date the documents or affidavit was received by the court.
LEA	Agency requesting the warrant. May also be prosecuting agency.
Prosecution	County in which the warrant is being filed.
Last Name	Last name of the material witness.
First Name	First name of the material witness.
Address 1	Address of the material witness.
OTN	Select the OTN Not Available box.
Offense Date	Date the warrant was signed by the judge.
Offense Location	County or city where the warrant's focus is.
Violation Code	<u>77-21-1</u>
Violation Description	Material Witness
Case Type	NA
Classification	Public

2. If the case was eFiled by the prosecutor, check this information against the information that is provided in the initial petition or application.
3. If not entered through eFiling, enter the name of the officer requesting the search warrant in the **Name / Address (F1)** screen using the party type Officer 1.

4. Route eFiled applications to the judge's queue or provide applications filed manually to the judge. Docket any manually signed documents into the case. (DCJUST: Documents)
5. Upon signature of the warrant, follow the procedure outlined in the Arrest Warrants section of this document.
6. Recall the warrant when ordered by the court or when the material witness's name appears on the booking report.
7. If the material witness appears in court, a minute entry will be required on the case. (DCJUST: Individuals Present)

Civil Warrant

A civil warrant may be ordered in a civil case if, after being served with an order to appear, the party does not appear for a hearing. A civil warrant is prepared by the party requesting the warrant, signed by the judge and sent to be served by a sheriff or constable. If bail is set on the warrant, it will be collected by the sheriff or constable in order to secure the party's appearance at the next hearing. The party named in the warrant may appear and pay the bail directly to the court to clear the warrant. The court then notifies the party who requested the warrant that bail has been paid.

A civil warrant is not created or issued in the warrant screen, and it is not placed on SWWS. After a proposed civil warrant is signed, it must be issued from the Documents screen.

Procedure

1. From the Primary Menu, select **Case > Documents > Documents (F5)**.
2. The Document screen will open. Select the **Issue** box. From the drop-down box, select Civil Bench Warrant. Select the judge who ordered the warrant and the party named in the civil bench warrant. If a hearing has been requested, enter the date in the appropriate fields and schedule the hearing. (DCJUST: Calendaring)

Because a civil warrant is issued manually, if the warrant was eFiled, there may be two docket entries for the same document.

3. Civil warrants do not have expiration dates.

Recalling or Cancelling a Civil Warrant

A civil warrant is recalled when a judicial order recalling it is issued, when a return of service is received or when a notice of bankruptcy is filed.

Procedure

1. From the Primary Menu, select **Case > Documents > Documents (F5). From the Document drop-down box, select the document type Return. Enter the title of the document, the type of service, the date of service and the party served. The Garnishee box does not need to be used in this instance.**
2. When **Enter** is selected after entering the document, a message will ask if the civil warrant should be recalled.
 - a. If yes is selected, the civil warrant will be recalled. A note will automatically be entered in the docket indicating the civil warrant has been recalled.
 - b. If no is selected, no note will be entered. In order to initiate that automatic note, the warrant can be removed through the Name / Address screen. From the Primary Menu, select **Party > Name/Address (F1). Select the party the bench warrant names from the Party drop-down box, and uncheck the Civil Bench Warrant box at the bottom of the screen. A message will display confirming the action.**
3. If a return of service on a civil warrant is eFiled or a paper return of service is received, judicial support staff must recall the warrant manually. To do this, from the Primary Menu, select **Party > Name/Address (F1). Select the party the bench warrant names in the Party drop-down box, and uncheck the Civil Bench Warrant box at the bottom of the screen. A message confirming the action will display/. A note will be entered in the docket indicating the civil bench warrant has been recalled.**

Security to Keep the Peace Cases and Warrants

A complaint can be filed with the court alleging that a person has threatened to commit an offense against the complainant. The exception to this statute is if the complaint alleges a stalking offense, which would require a civil stalking case be filed. The judge will take evidence and hear witnesses, either in person or in writing. If the judge believes there is reasonable grounds to fear the commission of the threat, a temporary restraining order and/or a warrant could be issued. The judge may also order that the person alleged to have made the threat undertake bond or bail in a sum not to exceed \$3000. This undertaking may be ordered in conjunction with other remedies. If the judge finds the complaint frivolous, the matter may be dismissed, and the complainant may be ordered to pay associated costs.

There are three different types of security to keep the peace cases. They are Security to Keep the Peace Threatened Offense ([77-3-1](#)), Warrant of Arrest/Temp Restraining Order ([77-3-4](#)) and Bond to Restrain Violation/Warrant of Commitment ([77-3-8](#)) that can be used in these type of cases. Check the application type to determine which is required. The offense code selection determines the type of warrant.

Procedure

1. From the Primary Menu, select **Case > Case Filing > Criminal Filing**. The Criminal Filing screen will open.

Filing Date	Date documents were received by the court.
LEA	Agency requesting the warrant. May also be prosecuting agency.
Prosecution	County in which the warrant is being filed.
Last Name	Last name of defendant.
First Name	First name of defendant.
Address 1	Defendant's address.
OTN	Select the OTN Not Available box.
Offense Date	Date of alleged violation or date documents were received by the court.
Offense Code	77-3-1 : Security to Keep the Peace Threatened Offense 77-3-4 : Warrant of Arrest / Temp Restraining Order 77-3-8 : Bond to Restrain Violation / Warrant of

	Commitment
Offense Location	County or city where the warrant's focus is.
Case Type	NA
Classification	Public

2. If the case was eFiled by the prosecutor, check this information against the information provided in the initial complaint.

This statute allows the complainant to bypass the county or district attorney and present their complaint directly to the judge. A complainant may be any person who resides in the court's jurisdiction. It's more likely that documents may be filed by a self-represented litigant.

3. Route eFiled orders to the judge's queue, or provide any documents filed manually to the judge, also. Docket any manually signed documents into the case. (DCJUST: Documents)
4. The judge may order a warrant and/or a temporary restraining order be issued. If the judge orders a warrant, follow the procedure as outlined in the Arrest Warrants section of this document.
5. Recall the warrant when ordered by the court or the defendant's name appears on the booking report.
6. There may be hearings that require minute entries for these cases, when or if the defendant appears in court. (DCJUST: Individuals Present)

Maintaining Warrants on Statewide

The courts are responsible for the validation of warrants that are placed on the Statewide Warrant System. This validation is accomplished by a combination of actions taken by the courts. Two reports are provided to assist the courts in managing the warrants in CORIS.

1. **Booking Report:** Booking reports are emailed daily to each court, alerting them of all warrants that were served because defendants were booked into jail. Booking reports should be reviewed daily. The booking report lists each warrant and identifies:

- Case Number
- Name of Defendant
- Judge's Code
- Serving Agency
- Court ID
- Warrant Number
- Booking Jail Code
- Date and Time Served

- a. Warrants are listed on the booking report after a law enforcement officer adds the service information to the Statewide Warrant System. If no warrants from a court were served, the email will have a statement indicating that there is no booking record.
- b. Once a warrant is listed on the booking report, the warrant should be recalled, a hearing scheduled, and tracking set, or some other procedure set by local policy followed. If no action is taken by the court, the warrant will continue to appear as "served" on the Statewide Warrant System. Served warrants remain on the booking report until they are recalled or cancelled. Law enforcement will take no action on a warrant with a status of served.

It is recommended that the book report be emailed to a general court email address or that a minimum of two people at each court site receive the booking report To add or remove a person to the booking report email delivery list, contact the Help Desk at 801-578-3850.

2. **Warrant Audit Report:** The Warrant Audit Report compares active warrants in CORIS with active warrants on the Statewide Warrant System and lists discrepancies between them.
 - a. These audit reports for the district courts are reconciled by the Administrative Office of the Courts.

- b. Justice court warrant audit reports are sent by email every Monday to each justice court. At a minimum, this report must be reconciled monthly.
- c. If there are no discrepancies between the Statewide Warrant System and CORIS, the audit report will say "Warrant Audit is clean."
- d. If there are discrepancies, the warrant audit report will display the warrant information.
- e. The fields in the report are:
 - Court Location ID
 - Warrant Number
 - CORIS Case Number
 - Judge Initials
 - Issue Date
 - Defendant Name
- f. Each warrant will have a '>' or a '<' in front of it.
 - i. The < symbol precedes warrants active on the Statewide Warrant System.
 - ii. The > symbol precedes warrants active on CORIS.
- g. When a warrant is on the Warrant Audit report, that means there was an error in the data transfer. If the warrant did not issue or recall from SWWS, a critical message will display in CORIS. Use the **Resend SWWS** option on the Warrant Order screen to sync CORIS and SWWS. The message will no longer display when the warrants are synchronized. If this does not correct the error, contact the courts' Help Desk for assistance.
- h. There must be a judicial order in place to issue a new warrant if a warrant is served in error, recalled, or expired.

Warrant Validation

The courts are required to perform validation of active warrants on the Statewide Warrant system on a regular basis. There is a CORIS report available that lists all cases in which there is an active warrant. These warrants must be reviewed at least annually. The review process should determine if the warrant is valid and if any additional defendant/material witness information is available since the issuance of the warrant that should be added to the warrant.

Procedure

1. To access the CORIS active warrants report, from the Primary Menu, go to **Information > Reports > Warrants > Active**.
2. Select the options for the preferred sort order, issuing judge, issue dates, warrant type and printing options as appropriate.
3. Check the warrants listed on the active warrant report against the CORIS case history to validate that the warrant should be on the Statewide Warrant System. Add any missing defendant/material witness information. Documents in the case file should be reviewed, and a driver's license lookup should be done in CORIS.
4. If the warrant should be recalled, recall the warrant in CORIS.

Warrants that need to be recalled include a warrant that was not recalled after a defendant appeared; an expired ICE warrant; a warrant recalled in CORIS that still appears on SWWS.

5. If a warrant has been active for at least one year and is set to expire within 60 days, the court should take action to determine if the warrant will be re-issued or dismissed. Check local practice to determine the time to expiration for activity to occur. If warrants are allowed to expire prior to review, there is a period of time when there could be contact with the defendant but no arrest. It is important to understand that when a warrant expires, a case resumes active pending status and time to disposition days will accrue..
 - a. Reviewing expired warrants requires input from local prosecutors. A common procedure is to compile a list of cases with active warrants set to expire within 60 days. This list is then provided to the prosecuting agency along with a court date for an order to show cause hearing. (The court date should be set before the warrant expires.). Prosecutors respond with a list of cases on which they want the warrant reissued. The court can

- then reissue warrants as appropriate.
- b. Another procedure is to send the list of warrants set to expire to the prosecuting agency and let them decide if they should set them for hearing or send over motions to dismissal for the cases.

6. Warrants Ordered, but not Issued. There should be regular review of the Ordered Warrants report and appropriate action taken to determine if the warrant should be issued or canceled. Information>Reports>Warrants>Ordered.

This document is a product of the District/Justice Court Judicial Support Training Committee. If you have questions or concerns about the contents of this document, contact a DCJUST committee member representing your district. All documents prepared by the DCJUST committee are available at: www.utcourts.gov/intranet/clerktraining/resources/.