Firearms Restriction/Relief Project:

➢ Helpful Tips

Hospitalization cases:

Begin by processing the most recently filed or current cases first. They are more likely to have dispositions already entered that have triggered the required firearm reporting. They will still require a "data completion" review. During the review the clerk will:

- Fill in the subject's identification details; SSN, DOB, Height, Weight, Hair and Eye Color **OR** prompt for the details from the prosecutor or law enforcement (retain a copy of the letter or memo that prompts for the details in the court file).
- Put CORE on the ROA and you're done.
- When the requested identification details are provided to the court at a later date, the data entry will be done as a part of normal case processing (not a part of time tracked for the grant).
    - ✓ Once entered, this will trigger the firearm restriction to re-report with the new details which will provide the FBI and others with vital information. If the requested identification details are not submitted, the firearm restriction will have reported (as it should) and there will be nothing more to report after the court's best efforts to obtain the data have been made.

On older hospitalization cases the clerk will:

- Add or update the disposition to trigger firearm reporting.
- Fill in the subject's identification details **OR** prompt for the details from the prosecutor or law enforcement (retain a copy of the letter or memo that prompts for the details in the court file).
- Put CORE on the ROA and you're done.
- Identification details are entered when they are submitted.

It might help you to think of examining HO cases for this project as disposition entry.
The involuntary commitments are now just files ready for disposition entry like clerks do every day. As outlined above and repeated below, after disposition entry, the clerks will:

- See the firearm restriction flag displayed on the disposition screen.
- Add or prompt for the subject's identification details.
- Put CORE on the ROA and you're done

Processing historical cases for firearm reporting is comparative to other cases where court staff do what they can (e.g., disposition entry) and prompt for what they need (e.g., vital statistics form). Sometimes it helps to break it down this way if a clerk is struggling on the project. The time it takes for processing historical cases should be similar to disposition entry on current cases.

Remember if the finding of the court wasn't an involuntary commitment, you don't gather or enter identification details so you can rapidly move on to the next case!

Conservator/Guardian cases:

Begin by processing the most recently filed or current cases first as these are more likely to already have the necessary indicators for guardian or conservator appointed that triggered firearm reporting and more likely to have dispositions and/or identification details entered. Addresses for involved parties will also be more current. They will still require a "data completion" review. During the review the clerk will:

- Fill in the subject's identification details **OR** prompt for the details from an involved party (retain a copy of the letter or memo that prompts for the details in the court file).
    - ✓ As in the hospitalization cases once entered, this will trigger the firearm restriction to re-report with the new details which will provide the FBI and others with vital information. If the requested identification details are not submitted, the firearm restriction will have reported (as it should) and there will be nothing more to report after the court's best efforts to obtain the data have been made.

- Put CORE on the ROA and Part 1 is now done when working on more current cases.

On older guardian/conservator cases, the clerk will:

- Confirm the date and checkbox are completed for the appointment of a guardian and/or conservator (on the "Other Party" tab listing the name of the person appointed).
- Add or update the disposition if missing.
- Fill in the subject's identification details **OR** prompt for the details from an involved party (retain a copy of the letter or memo that prompts for the details in the court file).
- Put CORE on the ROA and Part 1 is now done when working on older cases.
- Identification details are entered when they are submitted.

For **Part 2** the clerk will also:

- Reactivate the case if reports are delinquent.
- Make a note on the physical file that identification details are missing so the assigned judge can prompt for such at a future hearing.
- Don't forget to apply the Rule 32 flag if missing (and label the file per local practice).
- Set the case file aside for follow up on the delinquent reports during regular working hours by staff assigned by a court supervisor or through input from the judge(s).

Court staff may want to consider being on the "lookout" for in-person filers (Guardians/Conservators) who are submitting their regular reports. By taking a moment to review whether or not the required data elements are in the subject party master could save resources. If the identifiers are not present, then the clerk could have the guardian/conservator fill out the identification sheet, included in your packets, at the time of filing their report.

Develop a "Need Help Pile" for clerks to put files that fall outside the routine processing parameters. This allows court staff to move on quickly in order to process a larger volume of cases. The "Need Help" pile can be reviewed by clerks more familiar with complex scenarios.