

## **CLERK OF THE DISTRICT COURT MANUAL**

### **19.0 ISTARS (Idaho Statewide Trial Court Automated Records System)**

Revised August 2009

#### **19.1 OVERVIEW**

The ISTARS system is a statewide court computer system. The cost for all ongoing development of and maintenance for this software program, as well as the servers that house the program and the computers and printers that run the programming, are paid for by the Idaho Supreme Court.

This system has been designed to assist the state and local courts in efficient administration of the trial courts system.

The ISTARS system involves continuously evolving programming that allows the computer system to keep up with the demands and adapt to the changes in the Idaho court system.

ISTARS has many functions and capabilities, a few of which include the production of court documents and reports, general ledger programming to aid with the tracking of financial records and accounts, scheduling and calendaring functionality, and maintaining detailed case information.

Separate servers housing the ISTARS program reside in each county and, although all of the Idaho courts use ISTARS, the databases are not linked except at the data repository.

Other counties may wish to have access to ISTARS. Requests for connectivity to the state system should be submitted to the Administrative Office of the Court. The requesting entity should be aware that all cable, hardware, and software costs involved in establishing this connectivity are the responsibility of the county or requesting entity, and would only be allowed after determination by the AOC that expanding access will not adversely affect the performance of the system to the courts. Consideration for all decisions regarding access provided to outside users should be made in concert with the resident judge, district court clerk, and trial court administrator.

It is assumed that the clerk/deputy using this manual has received some basic ISTARS orientation when provided with sign-on privileges and passwords. It is not, therefore, intended that this format would be a complete step-by-step instruction guide for that purpose. It is hoped, however, that enough direction is given herein regarding ISTARS so as to assist the new clerk by prompting memory of previous training.

## 19.2 ISTARs REPORTS

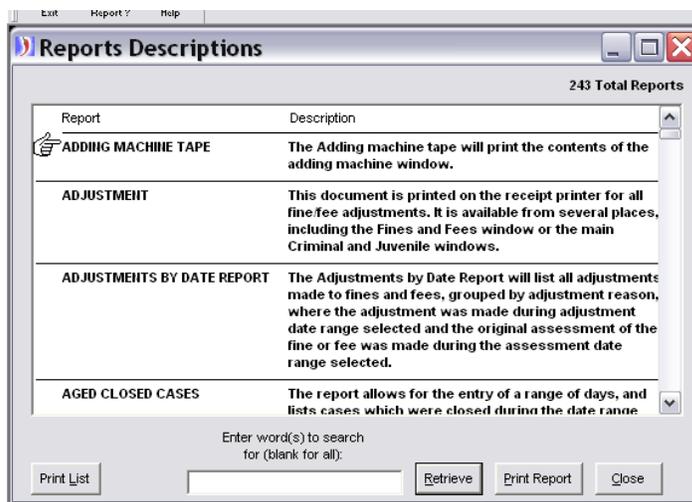
The ISTARs system currently has over 200 reports that are available to the user designed to provide statistical and case management information.

Each time ISTARs is updated with a new release it is possible that the currently existing list of reports will be revised. Therefore, a complete list of all reports will not be provided in this manual.

Users may obtain detailed information about each individual report by reading the descriptive heading listed with each report or by looking through the ISTARs help index regarding the reports available. The permission of production of any report is attached to the security setup for each user.

You will note as you look at the screen shot of the reports description below (found by clicking on reports, and then on the yellow hand that says “report?”), that at the bottom of that box is a box wherein the user can type in the word search that will provide a listing of the reports that have to do with the particular topic. As you can see, on this date there are 243 (listed upper right of screen shot) reports available to the user. If the user inserts a topic in the word search field at the bottom of the window, and then clicks on the word “Retrieve”, the system will narrow down the list to those reports which deal with the topic selected, and will provide the description for those reports only.

At any time, the user can print the report list by clicking on the “Print List” option in the lower left corner of the Reports Descriptions box. The user can produce most of the individual reports by clicking on the report desired and the “Print Report” button.



**THE CURRENT LIST OF REPORTS IS AS FOLLOWS:**

| <b>Report Name:</b>                   | <b>Report Description:</b>  |
|---------------------------------------|---|
| <b>ADDING MACHINE TAPE ADJUSTMENT</b> | <p>The Adding Machine Tape will print the contents of the adding machine window.</p> <p>This document is printed on the receipt printer for all fine/fee adjustments. It is available from several places, including the Fines and Fees window or the main Criminal and Juvenile windows.</p>   |
| <b>ADJUSTMENTS BY DATE REPORT</b>     | <p>The Adjustments by Date Report will list all adjustments made to fines and fees, grouped by adjustment reason, where the adjustment was made during adjustment date range selected and the original assessment of the fine or fee was made during the assessment date range selected.</p>  |
| <b>AGED CLOSED CASES</b>              | <p>The report allows for the entry of a range of days, and lists cases which were closed during the date range calculated, and have remained closed since.</p>  |
| <b>AGED RISK/NEEDS ASSESSMENT</b>     | <p>This report prints parties on criminal probation that have not had a risk/needs assessment done within the number of days specified.</p>   |
| <b>AGED TRUST CHECK AMOUNTS</b>       | <p>The report lists receipts paid by check for bonds that have not yet been disposed, overages that have not yet been refunded or transferred, and restitution that has not yet been disbursed to the victim. Receipts for bonds paid by check, and subsequently converted to pay victim restitution, and that restitution has not yet been disbursed are also included. The amounts listed are by individual receipt. However, the amount listed may not be the full receipt amount. For example, if a receipt was paid by check for both fines and restitution, only the restitution amount of the receipt would be listed on the report.</p> |
| <b>AGENCIES DISPOSITION REPORTS</b>   | <p>Prints a detailed listing of data to be sent to specified agencies where the arresting officer is on the staff of that agency and the case has been disposed.</p>  |
| <b>APPEALED CASE REPORT</b>           | <p>The Appealed Case Report will print a list of appealed and remanded cases within the date range selected.</p>  |
| <b>ASSESSMENTS BY FEE</b>             | <p>The report list fees assessed based upon the choice of fee and the entry date of the fee.</p>  |
| <b>ATTORNEY AND SPEEDY TRIAL</b>      | <p>The Hearings By Attorney and Speedy Trial Date Report prints an attorney's schedule for a given period. It also reports the number of days left to the Speedy Trial date, along with the date itself.</p>  |
| <b>AUTO DISPOSITION SUMMARY</b>       | <p>A printed summary of Auto Disposition template information.</p>  |
| <b>BATCH HEARINGS DELETED</b>         | <p>This report lists hearings deleted by Batch Hearings Deletion Processing. The process is chosen from the Cases menu; Batch Processes; Delete Hearings.</p>   |
| <b>BATCH RESTITUTION DISBURSEMENT</b> | <p>This report lists restitution disbursements created by Batch Disbursements Processing. The process is chosen from the Cases menu; Batch Processes; Restitution Disbursement.</p>   |
| <b>BATCH WARRANT PURGE</b>            | <p>The report lists warrants which were set to a purged status by the batch purge warrant window. The process is chosen from the Cases menu;</p>  |

Batch Processes; Purge Warrants.

**BCI DISPOSITION  
REPORT**

Lists the detailed data sent to the Bureau of Criminal Investigation on BCI reportable charges for cases that have been disposed. The detail information may also be saved to a data file for export.

**BOND CASH  
RECONCILIATION  
BOND DISPOSITION  
REPORT**

This report will print receipts and disbursements for all bonds for which there is an undistributed cash amount as of the cutoff date entered.

**BOND ENTRIES BY  
DATE**

The bond disposition report will print all bond forfeitures, conversions, transfers, exonerations, and write-offs for the date range selected.

**BOND FAILURE TO  
APPEAR REPORT**

The bond entries by date report will print all bonds, along with disposition information, which were entered during the date range selected.

The bond failure to appear report will print all bonds which are still open, were entered within a given date range, have been checked as 'failure to appear', and which do not have a notice of forfeiture date entered. The failure to appear checkbox on the bond can be checked automatically as a result of hearing results entry, or it may be checked 'manually'.

**BONDING COMPANY  
DISPOSED BONDS**

This report will print all of the bonds disposed within a given date range, for a single bonding company, or for all bonding companies.

**BONDING COMPANY  
OPEN BONDS**

This report will print all of the open bonds for a single bonding company, or for all bonding companies.

**BONDS PAST  
FORFEITURE  
NOTICE GRACE  
PERIOD**

This report will print all bonds which are still open, were entered within a given date range, have been checked as 'failure to appear', and which have a notice of forfeiture date which is less than 'today' plus the number of grace days chosen. The failure to appear checkbox on the bond can be checked automatically as a result of hearing results entry, or it may be checked 'manually'.

**BONDS PAST  
SECOND  
FORFEITURE  
NOTICE GRACE  
PERIOD**

This report will print all bonds which are still open, were entered within a given date range, have been checked as 'failure to appear', and which have a second notice of forfeiture date which is less than 'today' plus the number of grace days chosen. The failure to appear checkbox on the bond can be checked automatically as a result of hearing results entry, or it may be checked 'manually'. The report is only useful if your court uses the financial control window option for using a second notice of forfeiture date.

**CALENDAR PRINT**

This report will print the court calendar as it is shown on the Calendar Setup window. From the Table Maintenance menu, select Scheduling Setup, then Calendar Setup.

**CASES BY ACTIVE  
ATTORNEY**

This report prints a list of all cases with which the chosen attorney is still associated. The report is sorted by filing date and case number. If the attorney is a prosecutor on the case, then outstanding warrants are only noted for the first defendant.

**CASES BY  
ATTORNEY AND  
STATUS**

The cases by attorney and status report will print the current status, defendants, and scheduled events for all cases whose most recent status change is within the date range selected. Selection can be made by attorney and case status. The option for Days Since Status Change allows you to just type in a number of days as opposed to the date range. For example if you want to know how many cases were opened over 60 days ago, just type in 60, click the open case status, and print the report.

**CASES BY DATE**

The report lists cases within a given date range. Cases can be selected by filing date or entry date. Selection by judge is available, and the report can be either grouped by judge or sorted by case number. Sealed cases can be excluded from the report, and the entry date column can be shown or hidden.

**CASES BY DATE AND  
STATUS**

Similar to the Cases by Date report. Cases can be selected by filing date or entry date. Selection by judge is available, as well as selection by case status. The report is grouped by judge and sorted by case number.

**CASES BY JUDGE  
AND STATUS**

The cases by judge and status report will print the current status, defendants, and scheduled events for all cases whose most recent status change is within the date range selected. Selection can be made by judge and case status. The option for Days Since Status Change allows you to just type in a number of days (up to 999), and the dates will be calculated. The heading on the report will reflect that number of days, as opposed to the date range. For example, if you want to know how many cases were opened over 60 days ago, just type in 60. Click the open case status, and print the report.

**CASES BY OVERDUE  
APPEAR DATE**

The Cases by Overdue Appearance Date Report will print all cases for which the overdue processor has assigned an appearance date which is within the date range selected in the Cases by Overdue Appearance Date window. The cases will be listed in order by appearance date or defendant name depending on the order selected on the Cases by Overdue Appearance Date window.

**CASES CLOSED BY  
BATCH PROCESS**

The report lists cases closed by the batch processing window which automatically closes cases eligible for closing. The process is chosen from the Cases menu; Batch Processes; Case Close.

**CASES PENDING**

The report lists pending cases in case number order that are older than the entered number of days.

**CASES PENDING BY  
ATTORNEY**

This report prints all pending cases for the chosen attorney. The report is sorted by filing date and case. If the attorney is a prosecutor on the case, then outstanding warrants are only noted for the first defendant.

**CASES UNDER  
ADVISEMENT  
CASH BALANCE  
REPORT**

The report lists cases with dates indicating that the case has been taken under advisement.

The cash balance report is printed from the Cash Balance window. A list of checks for the period selected, the actual counts of money taken in, the reported amounts, and the differences between the two are printed.

**CHARGE IMPORT**

The Import Charge Report will print a list of all charges imported for the current run. This report is available from the Charge Import window.

|   |   |
|---|---|
| <b>CHECKED IN CASES</b>                       | This report prints a list of all cases that have been marked as 'Appeared' on the Hearings Management window. The same conditions will be applied to the report as are currently set on the screen. The Hearings Management window is opened from the Scheduling menu.  |
| <b>CHECKED OUT CASE FILES</b>                 | The case files checked out report lists all physical case files checked out for more than a specified number of days.   |
| <b>CHECKS BY DATE</b>                         | The checks by date report will print a list of all disbursements for the date range specified for which check numbers were entered.   |
| <b>CHILD PROTECTION CASE HISTORY</b>          | The Child Protection Case History report lists, by child, all actions and results recorded for Child Protection cases, as well as Other party relationships. This report is available from the Civil case window Report button for Child Protection cases only.   |
| <b>CHILD PROTECTION HEARING COVER SHEET</b>   | The Child Protection Case History report lists, by child, all actions and results recorded for Child Protection cases, as well as Other party relationships. This report is available from the Civil case window Report button for Child Protection cases only. The Child Protection Hearing cover sheet may be used by the judge to note findings, dispositions, and/or comments during a scheduled Child Protection hearing. This report is available from the Civil case window Report button for Child Protection cases when the selected action is a hearing. Cover sheets for hearings by judge and/or within a date range can be printed from the Scheduling menu using the option, Child Hearings Cover Sheets. |
| <b>CHILD PROTECTION NON-COMPLIANCE REPORT</b> | The Non-Compliance Report lists Child Protection cases (and Subjects) where Child Protection compliance rules have not been followed. Selection by judge is available, as well as action item; the report is grouped by judge and sorted by case number or subject name. User selects a time frame. User also selects to report all cases or open cases only. This report is available from the Case Related report menu item.  |
| <b>CHILD PROTECTION WARNING REPORT</b>        | The Warning Report lists Child Protection cases (and Subjects) where a future action is either not scheduled or is scheduled out of the Child Protection time standards. Selection by judge is available, and the report is grouped by judge and sorted by case number or subject name. User may also select a time frame (defaults to 30 days out). This report is available from the Case Related report menu item.   |
| <b>CHILDREN IN CARE</b>                       | The Children in Care report lists, by date, children on Child Protection type cases who are considered to be in care. The report also displays the case number, the child action category, the date on which the child entered care, and the number of days the child has been in care. This report is available from the Case Related report menu.   |
| <b>CITATION ACTIVITY REPORT</b>               | The citation activity report will print totals for either citations issued or disposed during the month selected along with comparisons with the previous month and year. The totals are based upon the statute's report type.  |

**CITATION  
DISPOSITIONS BY  
DATE  
CITATION IMPORT**

The citation dispositions report will show all citations issued within one date range and disposed within another date range.

**CITATIONS BY  
AGENCY**

The Import Citations Report will print a list of all citations imported for the current run. This report is available from the Citation Import window. This report prints the citations issued by any officer in a selected agency in the chosen date range. You can select an agency or select All Agencies. You must select a revision number (default is the current revision) and you can Select a statute or print all for that revision. This report is based on the current charge. If the original charge has been amended, this report will reflect the amended charge rather than the original. You can select a date range or All Dates by leaving the date fields zeros. You can choose to sort the report one of three ways. You can also choose to print the Totals Only.

**CITATIONS BY  
AGENCY AND  
OFFICER**

This report counts the total charges issued by each officer, within an agency, in the chosen date range. You can select an agency or select All Agencies. You must select a revision number (default is the current revision) and you can select a statute or print all for that revision. This report is based on the current charge. If the original charge has been amended, this report will reflect the amended charge rather than the original. You can select a date range or All Dates by leaving the date fields zeros. You can also choose to print the Totals Only.

**CITATIONS BY  
APPEARANCE DATE**

The Citations by Appearance Date Report will print all citations whose appearance date is within the date range selected in the Citations by Appearance Date window. The citations will be listed in order by appearance date or defendant name depending on the order selected on the Citations by Appearance Date window.

**CITATIONS BY  
DEFER DATE**

The Citations by Defer Date report prints citations deferred within a selected date range. Either citations, non-citations, or both citations and non-citations may be selected.

**CITATIONS BY  
ENTERING CLERK**

The Citations by Entering Clerk report prints citations entered by a selected clerk. Either citations, non-citations, or both citations and non-citations may be selected.

**CITATIONS BY  
ENTRY DATE**

The Citations by Entry Date report prints citations entered within a selected date range. Either citations, non-citations, or both citations and non-citations may be selected.

**CITATIONS BY  
FINDING  
CITATIONS BY ISSUE  
DATE**

The citations by finding will print all citations for a selected finding. Selection can be made by issue date or disposition date and by officer. Citations by issue date report prints the citations issued in the chosen date range. You can select a citation type or 'All Types'. You must select a revision number and can Select a statute or print all for that revision. You can also choose to print the 'Totals Only'. Either citations, non-citations, or both citations and non-citations may be selected.

|  |   |
|--|---|
| <b>CITATIONS BY OFFICER</b>                  | This report prints the citations issued by an officer in the chosen date range. You can select an officer or select All Officers. You must select a revision number (default is the current revision) and you can Select a statute or print all for that revision. This report is based on the current charge. If the original charge has been amended, this report will reflect the amended charge rather than the original. You can select a date range or All Dates by leaving the date fields zeros. You can choose to sort the report one of three ways. You can also choose to print the Totals Only. |
| <b>CITATIONS WITH NO PARTY ADDRESS</b>       | This report prints the citations issued in the chosen date range that don't have an address associated with the party. The report prints blank lines for the party's name and address. You can also choose to print the Totals Only.  |
| <b>CIVIL CASE DISPOSITIONS REPORT</b>        | This report prints the parties, party type, order date, and disposition information for a specific case. This report is available from the Civil Case window.   |
| <b>CIVIL CASE FAMILY LAW ORDERS REPORT</b>   | This report prints the parties, action order date and disposition information for a specific case. This report is available from the Civil Case window.   |
| <b>CIVIL DISPOSITION DISPOSITIONS REPORT</b> | Prints civil disposition dispositions selected by disposition date and disposition type.  |
| <b>CIVIL DISPOSITION REPORT</b>              | Prints civil dispositions selected by order date and judgment type.   |
| <b>CIVIL ORDER DISPOSITIONS</b>              | This report will list the dispositions of civil orders for which a disposition has been entered within the date range selected.   |
| <b>CIVIL TRUST RECEIPT REPORT</b>            | This report will list the receipts of civil trust by trust type within a specified time frame.  |
| <b>CLASS FTA BY PROBATION OFFICER</b>        | This report will list all parties who have failed to appear for supervision option classes in order by probation officer.   |
| <b>CLASS ROA REPORT</b>                      | Reports Register of Action events for the CLASS system. No report is printed; the detail information is saved to a data file for export.  |
| <b>CLOSING REPORT</b>                        | The closing report is produced when closing a specific accounting period. An Administrative security level is required for this report. The closing process is chosen from the General Ledger menu.   |
| <b>CLOSING SUMMARY REPORTS</b>               | This is a list of the closing reports. An Administrative security level is required to use these reports. The closing process is chosen from the General Ledger menu.   |
| <b>CLOSING WORK SHEET</b>                    | Prints a list of amounts due to various accounts for a specific date range. It is intended as a work sheet to be used prior to closing an accounting period. The closing process is chosen from the General Ledger menu.  |
| <b>COLLECTIONS REPORT</b>                    | This report produces summary statistics on fines, fees and victim restitution ordered and actually collected during the date range selected. The report may be totaled by degree of statute or totaled by statute. Comparative totals to the same period last year is optional, but requires that the beginning and ending year entered be the same year.   |

|   |   |
|---|---|
| <b>COMPLETE CASE HISTORY</b>              | This report prints all information on the system for the case selected. The report selection window may be opened from the main Criminal, Juvenile, and/or Civil case windows.  |
| <b>COMPLETED PROBATION REPORT</b>         | This report will list all probations and supervisions marked as completed and whose disposition date is within the date range selected. The user will be able to limit the report based on probation type, probation status, active probation officer, and case type. |
| <b>COMPLETED SUPERVISION OPTIONS</b>      | This report will list all supervision options completed within the date range selected.   |
| <b>CONSERVATOR - CASES BY CONSERVATOR</b> | This report lists information on cases that have a conservator and are not closed. The report is in order by conservator.   |
| <b>CONSERVATOR - REPORTS COMING DUE</b>   | This report lists information on cases in which a conservator report will be due within the number of days entered. Either periodic, inventory, or both report types may be chosen.   |
| <b>CONSERVATOR - REPORTS PAST DUE</b>     | This report lists information on cases in which a conservator report is past due as of the cutoff date entered. Either periodic, inventory, or both report types may be chosen.   |
| <b>CONSERVATOR - REPORTS RECEIVED</b>     | This report lists information on cases in which a conservator report was received within the date range entered. Either periodic, inventory, or both report types may be chosen.  |
| <b>CONSERVATOR DELINQUENCY LIST</b>       | This list prints the delinquent conservator reports as currently displayed on the conservator delinquency maintenance window.   |
| <b>CONVICTIONS BY DEGREE LIST</b>         | The Convictions by Severity List will print defendants and charges grouped by degree and then sorted by defendant name. A selection of severities can be used. The disposition date is within the date range selected.  |
| <b>COURTROOM STAFF SCHEDULE</b>           | The courtroom staff schedule lists courtroom staff scheduled for a select date and time range. The report includes courtroom, staff role, and begin and end dates and times.  |
| <b>CRIMINAL CASE TRIALS REPORT</b>        | Based upon the filing date of the case, this report lists defendants on Criminal or Juvenile cases which had a jury trial or a non jury trial. Totals are provided, and a totals only option is available.  |
| <b>CRIMINAL/JUVENILE CALENDAR</b>         | The criminal/juvenile calendar lists scheduled events by judge for a select date and time range. The report includes identifying information for the defendant, defense and prosecution attorneys, and a condensed history of the defendant.                          |
| <b>CUSTOM FEE REPORT</b>                  | Various Custom Fee Reports are available. These reports are defined by the user by selecting Custom Fee Report Setup from the table maintenance under Setup Options.  |
| <b>DEFERRED SENTENCE REPORT</b>           | The deferred sentences report lists all cases, defendants, and charges, with a deferred sentencing date on or before the cutoff date entered.   |

|                                       |   |
|---------------------------------------|---|
| <b>DETENTION ORDERS BY DATE</b>       | Detentions orders by date will print a list of detention orders in order by case number, name, or issue date. Any combination of statuses (outstanding, served, returned, or voided) may be selected. If outstanding is not one of the statuses selected, the detention orders may be selected by either issue date or status date. If outstanding is selected, the selection will be made by issue date. |
| <b>DISBURSEMENT</b>                   | This document is printed on the receipt printer for all outgoing cash transactions. It is available from several places, including the Bonds window or the Victim selection from the main Criminal and Juvenile windows.  |
| <b>DISBURSEMENTS BY DATE</b>          | The disbursements by date report will print all disbursements for the date range specified.   |
| <b>DISBURSEMENTS BY OPERATOR</b>      | The Disbursements by operator report will print all disbursements for the date range specified for a specific operator or all operators.  |
| <b>DISPOSITION SUMMARY</b>            | The Disposition Summary Report prints the case, defendant, finding and citation number for all dispositions within the date range selected. For more detailed information, use the Dispositions by Date Report.   |
| <b>DISPOSITIONS BY DATE</b>           | The Dispositions by date report will print cases, defendants, and charges where the charge disposition date is within the date range selected. Plea, finding, and disposition information are printed. You can select by statute report type, revision, statute number, and/or agency.  |
| <b>DNA COLLECTION CONVICTION LIST</b> | The DNA Collection Conviction List will print defendants and charges where the convicted charge carries a requirement for collecting a DNA sample from the defendant, if convicted. The disposition date is within the date range selected.   |
| <b>DOCKET DISPOSITION SHEET</b>       | This report will print docket entries within the date range selected. It lists the Judge, hearing type and charge information.  |
| <b>DOCKET SHEET</b>                   | This report will print docket entries within the date range selected. It lists the Judge, hearing type, charge information, fine and fee information, and bond information.   |
| <b>DOCKET SUMMARY</b>                 | This report will print docket entries within the date range selected. It lists the Judge, hearing type, and charge information.   |
| <b>DOCUMENT SERVICE ENTRIES</b>       | This report prints the Document Services for all cases that have been entered in the date range chosen. You can enter a begin and end date to only print the document services where the issue date is in the range specified, or leave the date fields zeros   |
| <b>DRUG TEST RESULTS BY DATE</b>      | Lists client name, test date and drugs for which the client was tested with a selection by test result.   |
| <b>DRUG TESTS BY PARTY</b>            | Lists client name, drug test group, and drugs for which to be tested for a selected date range.   |
| <b>EXHIBIT SUMMARY</b>                | The Exhibit Summary report will list exhibits, who they are assigned to, a description of the exhibit, the storage location, the destroy notification date and the destroy date for a particular case. It is available from the Exhibit window.   |
| <b>EXHIBITS BY DESTROY DATE</b>       | The exhibits by destroy date report will list exhibits which have a destroy notification date but not a destroy date.   |

**EXHIBITS TO  
DISPOSE REPORT  
FAMILY LAW ORDER  
REPORT**

This report lists exhibits which have not yet been returned or destroyed for cases which have been closed or disposed for a specified number of days. Orders Report: List all active family law cases, their action orders type, data, and status, with totals by order type. Follow Up Report: List all family law cases, their type, date, case number, case style, party name, attorney name, attorney phone

**FEE DISTRIBUTION  
REPORT**

The fees distribution report will print the fees collected during the date range selected and the amounts distributed to each recipient based on the distribution amounts in the fees table.

**FEE RECEIPTS  
SUMMARY BY  
OPERATOR**

The fees receipts summary will print totals for all fees for the date range specified, grouped by the operator posting the receipt.

**FELONY  
DISPOSITION  
REPORT**

Lists the detailed data sent to the Department of Corrections where the charge is a felony and the case has been disposed within the date range selected. You may also select a specific agency (or all) or one or more statutes (or all). The detail information may also be saved to a data file for export.

**FILE IMPORT ERROR  
LIST**

This error report is only available during the import process; it lists rejected import records along with the reason why they were rejected. If your court has purchased this functionality, from the Main menu, select Import/Export, then Citation or Charge Import.

**FILINGS BY  
STATUTE REPORT**

The Filings by Statute report will print in order by Statute description, case, defendant and finding where the charge violation date is within the date range selected. You may select multiple, singular, or all statutes. If you do not select the Totals only option, two separate reports, detail and summary, are generated. Note that the report selects by the original Statute. That is, the Statute that was originally filed.

**FINE DISTRIBUTION  
BY AGENCY**

The fines distribution report will distribute fines collected during the date range selected based on the fines distribution percentages in the fees table and the fine distribution type in the statute table.

**FINE DISTRIBUTION  
BY CITY**

The fines distribution report will distribute fines collected during the date range selected based on the fines distribution percentages in the fees table and the fine distribution type in the statute table for cities.

**FINE DISTRIBUTION  
REPORT**

The fines distribution report will distribute fines collected during the date range selected based on the fines distribution percentages in the fees table and the fine distribution type in the statute table.

**FINE ACCOUNTS  
RECEIVABLE**

The fines accounts receivables will produce an aged receivables report of all fines and associated fees currently owed to the court.

**FINE AND FEES  
RECEIPTS SUMMARY**

The fines and fees receipts summary will print totals for all fines and fees for the date range specified.

**FISH AND GAME  
DISPOSITION  
REPORT**

Lists the detailed data sent to the Fish and Game Agency where the arresting officer is on the staff of Fish and Game and the case has been disposed. The detail information may also be saved to a data file for export.

**GENERAL LEDGER**

This report lists all of the accounts in the general ledger, their beginning balances, transactions, and ending balances for a selected time period.

**GENERAL LEDGER  
TRANSACTION  
LISTING  
HEARING REPORT**

General ledger transactions for a date and account range.

**HEARING REPORT  
WEB PAGE**

This report will list all hearings, in party's name alphabetical order, within the date range selected. You may also select a specific courtroom, judge, or hearing type.

**HEARINGS BY  
ATTORNEY  
HEARINGS BY CASE**

This report will list all hearings for a given judge for a given date in a format suitable for a web page.  
The Hearings By Attorney Report prints an attorney's schedule for a given period.

The Hearings By Case Report prints a list of hearings for a case (or a defendant for criminal and juvenile cases). The report may only be run from the Hearing Entry window.

**HEARINGS BY  
COURTROOM  
HEARINGS BY  
EVENT TYPE**

The Hearings By Courtroom Report prints a courtroom's schedule for a given period.

This report prints the schedule for a selected hearing type for a given period. From the main menu, select Scheduling, then Hearing Type Calendar. The Print selection is available after a specific day is chosen.

**HEARINGS BY  
JUDGE**

The Hearings By Judge Report prints a judge's schedule for a given period. You can also choose whether or not to print appointments.

**HEARINGS BY  
OFFICER**

The Hearings By Officer Report prints an officer's schedule for a given period.

**HEARINGS BY  
PARTY**

The Hearings By Party Report prints a person's schedule for a given period.

**HEARINGS BY  
PROBATION  
OFFICER**

The Hearings By Probation Officer Report prints a report of hearings scheduled for a given period for any person that has been assigned to the selected probation officer.

**HEARINGS MASTER**

The Hearings Master Report prints the hearing schedule for a given period. From the main menu, select Scheduling, then Master Calendar. The Print selection is available after a specific day is chosen.

**HEARINGS NEEDING  
INTERPRETER**

The Hearings Needing Interpreter Report prints all hearings for a given period that require an interpreter.

**HEARINGS WITHOUT  
RESULT**

The Hearings Without Result Report prints all hearings for a given period that have not had the results of the hearing entered.

**IDAHO SUPREME  
COURT REPORTS**

The Idaho Supreme Court Reports are a series of different reports related to caseload statistics and time standards.

**INACTIVITY  
DISMISSAL**

This report prints a list of inactivity dismissal documents created by the inactivity dismissal process. The process is chosen from the Cases menu; see Help for Inactivity Processing details.

**INCOMPLETE  
ACCOUNT  
ASSIGNMENTS**

A list of fines, fees, agencies, and supervision options that are not properly allocated to a G/L payable account.

**INCOMPLETE JAIL  
REPORT**

The Incomplete Jail Time Report will print a list of all jail time which should have been completed by a specified date and was not completed.

**INCOMPLETE PROBATION REPORT**

The Incomplete Probation Report will print a list of all probations and supervisions which have not been completed. The user can specify the starting dates, probation officer, type, status, and case type.

**INCOMPLETE SUPERVISION OPTIONS**

The Incomplete Supervision Options Report will print a list of all supervision options which have not been completed.

**INDIVIDUAL RECEIPT DETAIL**

This report prints the detail of an individual receipt. It is only available from the Receipts Detail window. A receipt may be printed for all incoming financial transactions, such as payment of bonds or fines and fees.

**JOINT AND SEVERAL RESTITUTION**

This report will print the case number and defendants for any joint and several restitution groups for a victim. The report is available from the Victim window, which may be opened from the main Criminal or Juvenile case windows.

**JOURNAL ENTRY REPORT**

Prints all general ledger journal entries for a specific date range.

**JUDGE CONFLICT CASES**

This report allows for the selection of an individual judge or all judges. It lists cases where the judge assigned to the case, or the judge assigned to a hearing on the case, has a conflict of interest with one or more of the parties on the case.

**JUVENILE CORRECTIONS DEFENDANT REPORT**

Lists the names of defendants whose cases were disposed on or after October 1, 1995 and have no date of birth on file. This report is automatically printed after the Juvenile Corrections Disposition Report.

**JUVENILE CORRECTIONS DISPOSITION REPORT**

Lists the detailed data sent to Juvenile Corrections where the defendant is under 21 years of age and the case was disposed on or after October 1, 1995. The detail information may also be saved to a data file for export.

**JUVENILE ETHNICITY REPORT**

Lists the ethnicity of juvenile case filings for the specified time period

**JUVENILE RACE/ETHNICITY REPORT**

Lists the ethnicity of juvenile case filings for the specified time period

**LABEL**

Case File Labels are an optional setup item. If available, labels may be printed from several places, including the main Criminal, Civil, and Juvenile windows.

**LEDGER**

This report prints the ledger for the currently displayed case. The report window may be opened from the main Criminal or Juvenile case windows.

**MEDIA DISPOSITIONS REPORT**

Prints a detailed listing of dispositions where all charges are disposed and at least one of the charges was disposed within the selected time frame for release to the media.

**MINUTES REPORT**

This report prints hearing minutes for a given case. It is available from several places, including the Minutes window, which may be accessed from the main Criminal, Civil, and Juvenile windows.

|                                     |   |
|-------------------------------------|---|
| <b>MONEY DUE BY DUE DATE</b>        | The money due by due date will print a list of all fines, fees, and restitution due within a specified date range. The report is printed in alphabetical order by defendant.  |
| <b>MONEY DUE BY FINES AND FEES</b>  | This report will list money due for a selected fine or fee (or all fines and fees) within a selected date range, based upon the defendant's money due date (or extension date).   |
| <b>MONTHLY ACTIVITY REPORT</b>      | The monthly activity report will print totals for citations, offenses, charges issued and revenue for receipts taken during the month selected.   |
| <b>MONTHLY CASE STATISTICS</b>      | This report lists the total criminal and juvenile cases pending at the beginning and the ending of the selected month, the number of criminal and juvenile cases disposed during the month, the number of all types of cases filed during the month, and civil orders filed and disposed during the month. All totals are broken down by case type and subtype. |
| <b>NAME INDEX REPORT</b>            | The Name Index Report lists the names of all parties and their roles, charges, case numbers & status, for all cases filed within the specified date range. You may sort the report by party name or case number.  |
| <b>NOTES PRINT</b>                  | Lists all notes with a comment date within the date selected. If the report is run from the Diversion window, it will be for one subject. If it is run from the reports menu, all subjects with notes within the selected date range will be listed.  |
| <b>NOTICE OF FORFEITURE</b>         | The notice of forfeiture is to be sent to the interested party prior to the actual forfeiture of a bond. It is selected from the Bond window, available from several places, including the main Criminal, Civil, and Juvenile windows.  |
| <b>OFFICER SUBPOENAS</b>            | This report prints Officer Subpoenas. You can print the report for All Officers or you can select a particular officer to print. You can enter a begin and end date to only print the subpoenas where the Hearing Date is in the range specified.   |
| <b>OFFICER SUPERVISION CONTACTS</b> | This report prints the selected types of supervision contacts for a specific probation officer for a specified date range.  |
| <b>OFFICER TRIAL REPORT</b>         | This report will list defendant name, case number, citation number, police reference number, and hearing time for all the officers in a selected agency with a hearing within a select date range. This list is in order by officer.  |
| <b>OLD CASES</b>                    | This report will list case number, role, and any comments relating to cases that existed before the court was automated. It is selected from the Old Cases window, which is selected from the Party Detail window.  |
| <b>OPEN BOND REPORT</b>             | The open bond report will print all bonds entered within the date range selected which have not been disposed, are partially disposed, and have not been voided.  |
| <b>OPEN CITATIONS</b>               | The Open Citations report prints citations which have no plea and no finding, and the violation date is on or before the cutoff date. Either citations, non-citations, or both citations and non-citations may be selected.   |

|  |  |
|--|--|
| <b>OPEN CITATIONS BY DEFER DATE</b>                | The Open Citations by Defer Date report prints all citations with no finding whose defer date is on or before a selected cutoff date. Either citations, non-citations, or both citations and non-citations may be selected.  |
| <b>OUTSTANDING DOCUMENT SERVICE</b>                | This report prints the Outstanding Document Services for all case types. You can print the report sorted by Case Number or by Issue Date or by Name. You can also select to print the Totals Only.   |
| <b>OUTSTANDING OVERAGES REPORT</b>                 | The outstanding overages report will print all overages which have not been disbursed.   |
| <b>OUTSTANDING SUMMONSES</b>                       | This report prints the Outstanding Summonses. You can print the report sorted by Case Number or by Issue Date or by Name. You can also select to print the Totals Only.  |
| <b>OUTSTANDING WARRANTS PAST REVIEW REPORT</b>     | This report lists all warrants, issued on or before the cutoff date selected, which are past their review date and still open. This list can be printed in order by case number, issue date, or defendant name. A detailed report or totals only can be selected.  |
| <b>OUTSTANDING WARRANTS REPORT</b>                 | This report lists all outstanding warrants issued within the date range selected. This list can be printed in order by case number, issue date, defendant name or agency. The agency option produces a slightly different report that is also page grouped by agency. A detailed report or totals only can be selected.                              |
| <b>OUTSTANDING WARRANTS SUMMARY</b>                | This report lists all outstanding warrants issued within the date range selected. This lists only name, case, address, DOB, SSN, and warrant issue date.   |
| <b>OVERDUE HISTORY REPORT</b>                      | This report lists overdue processing completed for the current case and defendant. It is available from several places, including the main Criminal and Juvenile windows.  |
| <b>PAID COURT APPOINTED ATTORNEYS PARTICIPANTS</b> | This report prints all cases with court appointed attorneys who have received payment.<br><br>Lists all diversion Participants with a Program START DATE within the selected date range. List may be limited further by making selections for Diversion Type, Action Type, Rejection Type, Drug Test Group, Treatment Provider, and Treatment Staff. |
| <b>PARTIES IN CUSTODY</b>                          | This report prints all parties who have a custody status entered. Selection by custody status is provided.   |
| <b>PARTIES NEEDING PROBATION OFFICER REPORT</b>    | The Parties Needing Probation Report lists all parties needing a probation officer assigned. This report is available only from the Parties Needing Probation Officers window.   |
| <b>PARTIES ON PROBATION</b>                        | This report prints all parties who are on probation as of the report date. Other selection criteria are provided.  |
| <b>PARTIES THAT APPEARED</b>                       | This report prints all parties that actually appeared for a hearing during the selected date range.  |
| <b>PARTY ADJUSTMENT HISTORY</b>                    | This report prints all adjustments associated with the selected party.   |

**PARTY BALANCES**

The Party Balances Report prints a list of all cases where the party is a defendant and lists the total fines/fees, the payments made to date, the current balance and the date and amount of the last payment.

**PARTY CONTACTS  
PRINT**

The party contact print report will print the contact information shown on the party contacts window at the time the print button is pressed.

**PARTY DETAIL**

The Party Detail Report prints party information including aliases, addresses, and other information related to the party. The complete report will print all information for all cases associated with the party and may take a long time to print for one of your regular customers. The summary report prints limited (but useful) information on cases in which the party is a defendant in a criminal case, a juvenile in a juvenile case, or a party in a civil case. The balances report shows all cases that a party is a defendant on and the total fines/fees, total payments, current balance and last payment and amount. The ROA report enhances the summary report by adding the ROA for each case. The Party History by Charge report shows all Charges and Dispositions where the party is involved and is grouped by Statute Revision and then by Statute Number.

**PARTY DETAIL  
SUMMARY**

The Party Detail Report prints party information including aliases, old cases, old addresses. The complete report will print all information for all cases associated with the party and may take a long time to print. The summary report prints only case numbers, defendants, charges, and findings for each case.

**PARTY DETAIL  
SUMMARY AND  
ROAS**

The Party Detail Summary and ROA's Report prints the register of actions for each case that the party is the defendant on in addition to the information contained on the Party Detail Summary.

**PARTY HISTORY**

The Party History report prints party information: cases, citations, warrants, or civil dispositions associated with the party. It is selected from the Party History window, which is selected from the Party Detail window.

**PARTY HISTORY BY  
CHARGE**

The Party History by Charge report prints party Statute Revision, Statute Number of all cases where he or she was a defendant It is selected from the Party Detail window.

**PARTY SUPERVISION  
CONTACTS**

This report prints the selected types of supervision contacts for a specific party for a specified date range. You can also select which of the party's cases you wish to include in the report.

**PARTY  
TRANSACTION  
HISTORY**

This report prints all payments and disbursements associated with the selected party.

**PAYMENTS BY  
PROBATION  
OFFICER**

This report allows for selecting fee categories and probation officers, and lists corresponding payments made during the selected date range.

**PAYMENTS BY  
PROBATIONERS LIST**

The Payments by Probationers list lists probationers who were on an active probation and made a payment for anything within the date frame specified. It provides a breakdown of amounts by civil, criminal, and juvenile case. Also the user can elect to select the probation officer and probation type to report on.

**PENDING CASES  
WITH COURT  
APPOINTED  
ATTORNEYS  
PLEA REPORT**

This report prints all pending cases for court appointed attorneys and/or conflict attorneys.

The prosecution report lists all defendants scheduled for hearing within a selected date range who have prior charges with an amended charge. These prior charges and dispositions are listed along with the current charges. The defense report list those defendants who have a defense attorney in order by attorney.

**PRETRIAL RELEASE  
REPORT**

This report prints all pretrial release contacts (including contact date, case number, defendant name, and comments) for a specific date range for a specific pretrial release officer. The report selection window may be opened from the Criminal or Juvenile Bond window or the Pretrial Release Search window.

**PRO SE ATTORNEY  
ASSIGNMENT  
REPORT**

Prints a detailed listing of Cases and Parties for which no Attorney is assigned.

**PRO SE ATTORNEY  
STATISTICS REPORT  
PROBATION  
CASELOAD REPORT**

Prints a statistical report of Cases and Parties for which no Attorney is assigned.

This report prints all individuals who have probations or supervisions and which have not been marked as 'Completed' (optionally, you can print all, whether completed or not). The report includes probation officer assigned, warrant status, charge, case number, probation type, probation status, risk/needs level, probation begin date and target completion date, and is sorted by probation officer. Selections can also be made based on starting date, case type, probation type, probation status, and probation officer. The Totals are based on number of different parties, not on individual probations.

**PROBATION CASES  
BY STATUTE**

The report allows for selecting one or more Statute and one or more probation officer. The report prints basic case information for charges disposed during the date range selected.

**PROBATION  
CLOSEOUT REPORT**

This report prints all individuals whose probation is due to be completed within a selected date range. The completion date is the 'probation complete by date', and not a computation of the disposition date on the charge plus the term of probation. Selections can also be made based on case type, probation type, probation status, and probation officer. The Totals are based on number of different parties, not on individual probations..

**PROBATION  
COMPLETED CHECK  
REPORT**

This report prints all individuals whose probation complete by date is before the cutoff date entered, and the probation has not been checked as completed. Selections can also be made based on starting date, case type, probation type, probation status, and probation officer. The Totals are based on number of different parties, not on individual probations.

**PROBATION  
CONFINEMENT  
REPORT**

This report prints all individuals with open probation and that have confinement conditions set. The details of the confinement will be listed along with the charge and the probation details. The user will be able sort the list by probationer or by probation officer. The user will be able to select by officer, probation type, probation status, probation start date, or case type.

**PROBATION  
DOCKET LIST**

This report prints hearing events scheduled within the date range selected for defendants who are on probation for the scheduled cases. Defendants assigned to a probation officer as well as those who are not assigned are listed. The report is in order by probation officer.

**PROBATION  
NOTEPAD REPORT**

This report prints all probation notepad notes for a specific party. It is available from the Probation Officer window, selected from the Party Detail window.

**PROBATION OFFICE  
VISIT NO SHOWS**

This report lists parties who failed to appear at their scheduled probation office visit during a given date range. The report is grouped by probation officer and sorted by party name.

**PROBATION  
OFFICER OFFICE  
VISITS**

The Probation Officer Office Visits Report prints a list of the probation officer's scheduled office visits for a given period.

**PROBATION OTHER  
SENTENCES**

This report prints all probationers that have Other Sentences or Supervision Compliances and still have open probations or supervisions. The report is selectable by officer, probation type, probation status, other sentence/supervision option type, or case.

**PROBATION  
REQUIREMENTS  
SUMMARY**

This report prints the information currently displayed on the Probation Requirements Summary window. It is available from several places, including the main Criminal and Juvenile windows.

**PROBATION  
STATISTICS REPORT**

This report prints a statistical breakdown of parties on probation current. It breaks down by race first, then shows sex and age breakdowns under race as well as totaling the various breakdowns and the end of the report. The age is limited to under 18 and 18 and over. The report can be selected by Probation Type, Probation Status, Case Type, and Probation Officer.

**PROBATIONER  
SCHOOL LIST**

This report prints a list of parties currently on probation/supervision that have been noted as attending a school. The report can be ordered by party, officer or school. It can also be selected by school or officer.

**RECEIPT**

A receipt may be printed for all incoming financial transactions, such as payment of bonds or fines and fees.

**RECEIPTS BY DATE**

The receipts by date report will print all receipts for the date range specified.

**RECEIPTS BY DATE  
SUMMARY**

The receipts by date summary will print the receipt date and time, receipt number, pay or, case number, and amount for a selected date range.

**RECEIPTS BY FEE**

This report will list all receipts for a selected fee within a selected date range.

**RECEIPTS BY  
NUMBER**

The receipts by number report will print all receipts whose number matches the number specified.

**RECEIPTS BY  
OPERATOR**

The receipts by operator report will print all receipts for the date range specified for a specific operator or all operators.

**RECEIPTS BY  
STATUTE  
REFUNDED  
RECEIPTS BY DATE  
REMINDERS**

The receipts by Statute will list all receipts within a specified date range for the Statute selected.  
The refunded receipts by date report will print all refunded receipts for the receipt date range specified.  
This report prints all reminders for a date range, for the current user or for all users, and is available from the Search menu or the main Criminal, Civil, and Juvenile windows.

**RESTITUTION  
ACCOUNTS  
RECEIVABLE  
RESTITUTION  
INTEREST  
CALCULATED  
RESTITUTION  
RECEIPTS  
RISK/NEEDS  
ASSESSMENT  
LISTING  
RISK/NEEDS  
ASSESSMENT  
REPORT**

The restitution accounts receivables will produce an aged receivables report of all restitution currently owed to the court.  
The report lists victim restitution interest calculated by the batch processing window. The process is chosen from the Cases menu; Batch Processes; Restitution Interest.  
This report will print the defendant, victim, and amount received, for all restitution received within the date range selected.  
This report prints all risk/needs assessment information for the current party.  
This report prints all risk/needs assessment information for all parties currently on criminal probation.

**ROA ENTRIES BY  
DATE  
ROA REPORT**

This report prints register of action entries for a given date range. An individual ROA code or all codes may be selected.  
This report prints register of action entries for a given case. It is available from several places, including the main Criminal, Civil, and Juvenile windows.

**SANCTIONS REPORT**

The report lists sanctions entered during a date range, either for a type of sanction, or by person.

**SEX OFFENDER  
REGISTRY LIST**

The Sex Offender Registry List will print defendants and charges where the charge carries a requirement for placing the defendant in the Sex Offender Registry, if convicted. The disposition date is within the date range selected.

**SPECIAL  
ASSESSMENT  
ACCOUNT REPORT  
SPEEDY TRIAL  
AUDIT REPORT**

Prints all general ledger special assessment account entries for a specific date range.  
This report lists all cases that are approaching speedy trial by xx days selection. Other criteria includes the open disposition of at least one charge and cases will be sorted by the speedy trial date, with the shortest dates being listed first.

**STAFFING REPORT**

List all active clients, their treatment provider, attorney, and probation officer. Drug tests and results, unexcused absences, and new arrests are listed for the date range selected. Also included are the note from the last treatment phase and the most recent probation office visit comment.

**STATUS REPORTS**

This report creates a report and a number of graphs showing the status of Diversion.

**SUBPOENAS BY  
SUBPOENA DATE**

The Subpoenas by Subpoena date report can print the report sorted by Case Number or by Issue Date or by Name. You can enter a begin and end date to only print the subpoenas where the Subpoena Date is in the range specified or leave the date fields zeros to print all dates. You can also select to print the Issued Subpoenas Only.

**SUMMONS ENTRIES  
BY DATE**

This report prints the Summonses that have been entered in the date range chosen. You can enter a begin and end date to only print the summons where the Date Entered is in the range specified, or leave the date fields zeros to print all dates. You can print the report sorted by Case Number or by Issue Date or by Name. You can also select to print the Totals Only.

**SUPERVISION  
ACCOUNTS  
RECEIVABLE  
SUPERVISION  
CONTACT REPORT  
SUPERVISION  
OPTION CLASS  
ROSTER  
SUPERVISION  
OPTIONS BY DATE**

The supervision accounts receivables will produce an aged receivables report of all fees on supervision options currently owed to the court.

This report prints the selected types of supervision contacts for a specific supervision for an entered date range.

The Supervision Option Class Roster will print defendant name, case number, total fees and fee amount paid for all sentence class dates which fall within the specified date range and sentence type.

Supervision Options by Date will print party name, case number, completed date, total fees and fee amount paid for all supervisions which fall within the specified date range and option type.

**SUSPENSE ACCOUNT  
REPORT**

Prints all general ledger suspense account entries for a specific date range.

**TIME LIMITS  
REPORT**

This report prints all unsatisfied time limit items with a deadline date on or before a selected cutoff date.

**TRANSACTIONS BY  
CASE**

This report will list all of the transactions currently displayed on the transactions by case window.

**TRUST ACCOUNT  
BALANCES REPORT**

The Trust Account Balances Report prints data on civil trust accounts. Selection parameters include as of date, include/exclude zero balances, all or one judge, court, location and totals only.

**TRUST REPORT**

This report will list all of the transactions for a specific trust account.

**UNAPPLIED RECEIPT  
ACCOUNT**

This report prints all the unapplied account activity for a specific party. It may be accessed from the main Party window.

**UNAPPLIED RECEIPT  
ACCOUNTS**

This report will print all unapplied receipts accounts with an option to print only those which have a balance. The report is printed in order by account purpose and account name.

**UNDISBURSED  
RESTITUTION**

The undisbursed restitution report will print all restitution which has been paid to the court, but has not been disbursed to the victim.

**UNDISPOSED CIVIL  
ORDERS**

The undisposed civil orders report will list all civil orders for which no disposition has been entered.

**UNEXPIRED CIVIL  
ORDERS**

The unexpired civil orders report will list all granted civil orders which have not expired.

**UNLINKED OFFICER  
REPORT**

This report prints all party & probation officers which have not been linked to a probation or supervision.

|  |  |
|--|--|
| <b>UNPAID COURT APPOINTED ATTORNEY URINALYSIS NO SHOWS</b> | This report prints all cases with court appointed attorneys who have not received payment.   |
| <b>URINE TEST LISTING</b>                                  | This report list parties who failed to appear for their scheduled urinalysis test during a given date range. The report is grouped by probation officer and sorted by party name.  |
| <b>VOIDED DISBURSEMENTS BY DATE</b>                        | This report lists all the urine tests for a specific party. It shows the result and any drugs found by the test.   |
| <b>VOIDED RECEIPTS BY DATE</b>                             | The voided disbursements by date report will print all voided disbursements for the date range specified.  |
| <b>WARRANT ENTRIES BY DATE REPORT</b>                      | The voided receipts by date report will print all receipts entered for the date range specified which are now voided.  |
| <b>WARRANTS NOT OUTSTANDING REPORT</b>                     | This report lists all warrants which have been entered within the date range selected. This list can be printed in order by case number, issue date, or defendant name. A detailed report or totals only can be selected.                      |
|  | This report lists all warrants which have been served, returned, or voided, during the date range selected. This list can be printed in order by case number, issue date, or defendant name. A detailed report or totals only can be selected. |

### 19.3 ISTARs MAINTENANCE TABLES

ISTARs tables store the individually programmable data items for ISTARs that may be unique to Idaho and/or unique to each court.

These data items appear throughout ISTARs on “drop-down lists” from which you can quickly select the element you need, rather than having to type the name each time. Any data field which has a ▼ (down arrow) next to it indicates a user defined list for that data field.

These lists will include all of the items available from the table.

A list of the Primary ISTARs tables is as follows:

- 1. Agencies-** The Agency Table lists the information for various agencies for which data is stored on the ISTARs system

The subset of tables in this section would include:

- Law Enforcement
  - Agencies and officers
- Bonding Companies
  - Company and Agents
- Pretrial Release
  - Agency and Agents

Document Service  
Agency and Agents  
Law Firms  
Agency and Addresses  
Probation and Parole  
Agency and Officers  
Correctional Institutions  
Institution and Addresses

**2. Attorneys—**

The Attorney Table includes the attorney name, address, phone number and bar number for each attorney.

**3. Case Numbering—**

The Case Numbering Table includes the case types, subtypes, and some default information such as:

Auto Seal  
Auto Physical File  
Family Law Case  
Probate  
Child Action Category  
Which party types apply to each case  
Plaintiff  
Defendant  
Subject  
Other Party  
Sequences  
Next case number to be assigned  
Format  
Case number format = Type, Year, Number, and in some courts Location or subtype.  
Style  
The case style is often considered the “title” of the case.

**4. Courtrooms—**

The courtroom table contains the courtroom number and address.

**5. Fees—**

The fee table includes a separate listing of applicable fines and fees for each case type and the distribution setup including account numbers for each of the fees inserted.

Criminal  
Juvenile  
Filing Fees (Civil)  
Filing Fee Exceptions  
Miscellaneous Fees

**6. Forms—**

The Forms Maintenance Table in ISTARs contains the titles of all of the documents, lists, and reports in the system. The user can adjust and add to the documents segment, and can make some adjustments to the reports and lists, such as number of copies.

**7. Judges—**

The Judges Table includes the complete list of judges who currently work or have historically worked in the county with some limited details about the judge including their jurisdiction and judge number.

**8. Register of Actions Codes—**

The Register of Actions Codes Table lists all ROA codes in alphabetic order by code. This table allows the user to define which case type will use which codes. It also allows for some automatic processing setup.

**9. ROA Events—(Register of Action Events)**

The Register of Actions Events is a listing of “events” which happen on a case which are documented in ISTARs. Attaching the appropriate ROA code(s) to the event prompts automatic insertion of that ROA whenever that event is documented in the system.

**10. Sentencing—**

In the sentencing table the system allows the setup of sentencing programs which the court will want to “track”. A few examples would be:

Community Service  
Sheriff’s Work Detail  
Anger Management Assessment

If the user wish’s to insert fines/fees through this mechanism they must be certain that the general ledger receivable and payable accounts have been setup so that the money will disburse correctly.

Idaho uses this table to track the sentencing options, but generally uses the insert tab on the fines and fees screen to track the financial obligations which may be associated with the option.

**11. Statutes—**

The Statute Table lists in order by code number the revision currently displayed in the maintenance window, and is selectable by long or short version, and may include or exclude inactive statutes

**12. Schedule--**

The Court Schedule Maintenance is the place where the local court clerk inserts the court closed dates for the next year(s) so that hearings do not get scheduled on weekends or holidays.

**ISTARS General Ledger:**

The accounting system in ISTARS was developed under the direction of the Administrative Office of the Court.

**The Chart of Accounts:**

In Tables, General Ledger

You will find a listing of the chart of accounts.

The local account number (if inserted) is applicable to the liability accounts.

| Account Number | Local Account | Description               | Type           |
|----------------|---------------|---------------------------|----------------|
| 999999         |               | [See Agency Account]      | Other          |
| 00-00-1000     |               | Cash                      | Asset          |
| 00-40-1000     |               | Bond Cash                 | Asset          |
| 00-50-1000     |               | Restitution Cash          | Asset          |
| 00-40-1000.1   |               | Cash Bond at closing      | Due at closing |
| 10-10-1        |               | Ada County Receivable     | Asset          |
| 10-10-2        |               | Adams County Receivable   | Asset          |
| 10-10-3        |               | Bannock County Receivable | Asset          |

Any changes that would need to be made to the General Ledger setup, i.e.: adding new fees, would need to be entered using a password which comes from the AOC.

There are many reports (listed previously) which assist the court in tracking funds from receipt to disbursement.

A special package was designed which allows the ISTARS users to run the month end reports all at one time. The month end close will provide the local court with all of the detail for the previous month and prepare a report called The Period End Payments, which will instruct the local court exactly how to disburse the money that has come through ISTARS to the various agencies and local accounts.

**Closing Reports**

**Accounting Period**  
 Period Begin Date: 4/1/2005      Period End Date: 4/30/2005

**Print All Reports**

**Reports**

Bonds Payable                       Period End Payments  
 Bond Summary                       Restitution Payable  
 Closing Cash Summary               Restitution Summary  
 Closing Work Sheet                   Special Assessment  
 Fines and Fees Summary               Suspense Account Report  
 Journal Entry Report                   Voided Receipts and Disbursements  
 Overages Payable                       City Distribution Detail  
 Overages Summary                       County Distribution Detail

**Balancing Help**

Balancing Instruction               Fines and Fees Reconciliation

The month end reports must be produced after the last day of the month.

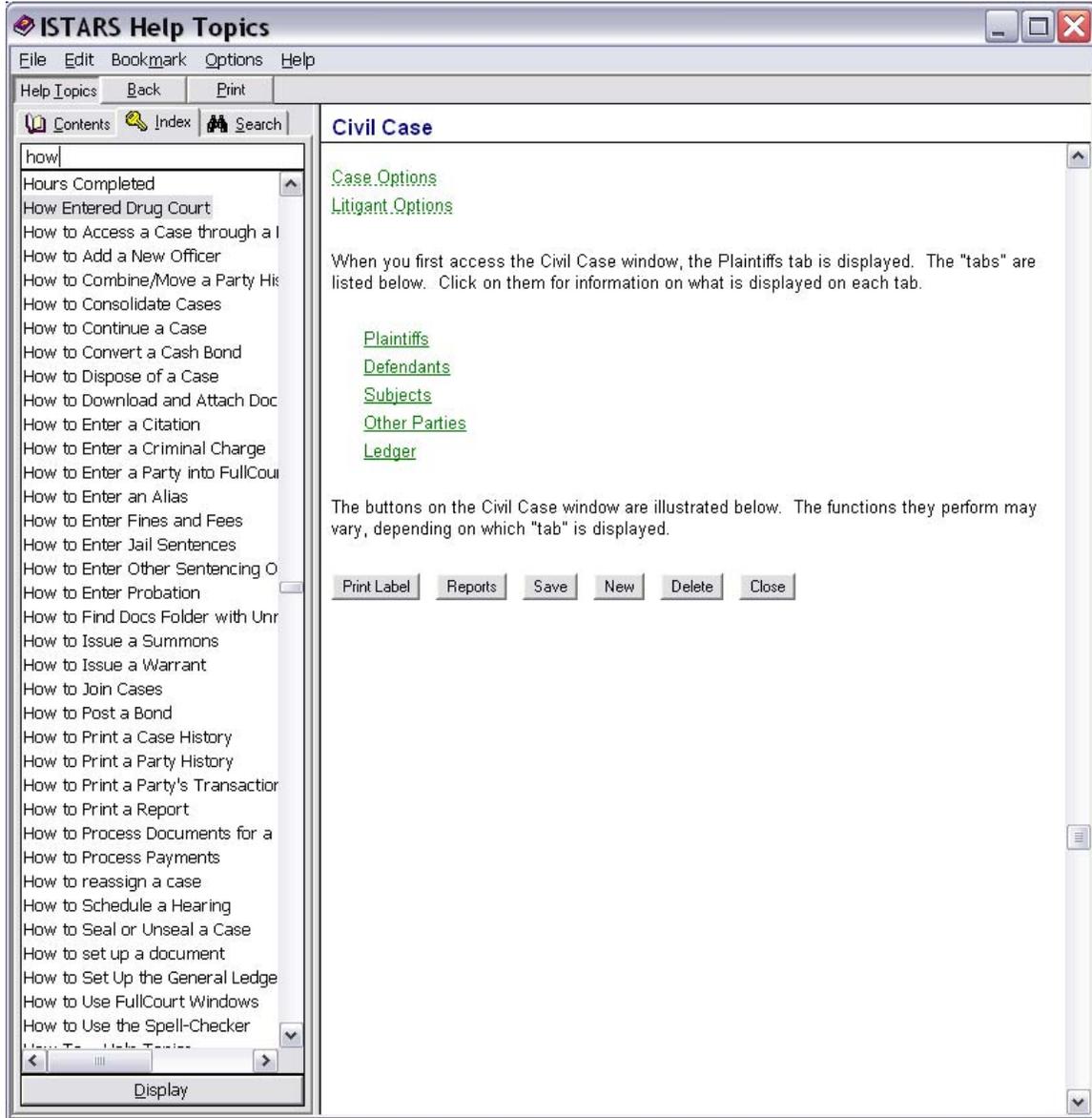
The clerk will verify the different totals outlined on each report against the Closing Cash Summary Report.

If those amounts are all correct the clerk will “close” the period.

Each month can only be closed one time. Each closing is a final accounting for that month. If there is any discrepancy between the different report totals (as listed above) and the Closing Cash Summary Report, those differences need to be resolved prior to closing the month.

Questions regarding this process, or additional training or setup needs should be addressed to the AOC.

## 19.4 THE ISTARs “HELP TOPICS”



ISTARs has a complete and comprehensive list of “help topics” which allow immediate assistance with each screen in ISTARs.

To activate the help topics in ISTARs, the user need only click on the question mark on the tool bar at the top. That will immediately activate the help screen which is applicable to the underlying screen that the user was working on.

In addition when looking at the Help menu the user will see several options:

- Topics
- Contents
- Index
- Search

**Note:** Items that are listed in “help” in green print indicate another screen with more information can be accessed by clicking on that word(s) as a hyperlink to more information.

## **19.5 THE IDAHO SUPREME COURT DATA REPOSITORY**

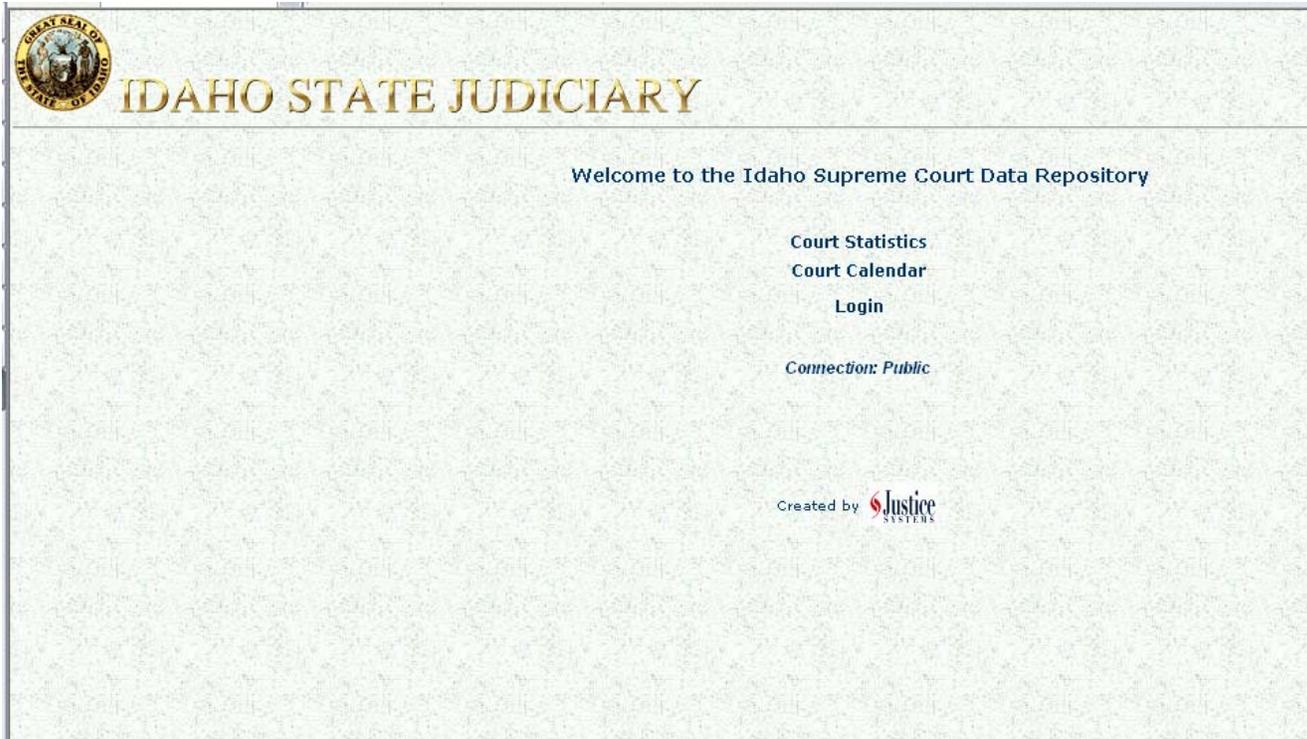
With the conversion to Window’s based ISTARs networking, data transfer was also implemented which allows the 44 separate courts to download the court data daily to a single system for storage, query, and reporting of information gathered from all of the separate sites via a single web page.

This website is found at <http://idcourts.us/>.

Any user who has authority to sign on to ISTARs at a local court, also will have authority to sign on to the repository web site using the same user ID and Password that they use at the county level along with the county identifier.

There are several levels of security for this system and for most users the security access level is determined at the county.

1. The user may have access to identical information statewide that they have security access to at the local county level.  
**Or**
2. The user may have access ONLY to the repository, as set up in ISTARs at the county level, but not have any access to the county system.  
**Or**
3. There is a security level for “Law Enforcement” which allows the varied Law Enforcement Agencies to access sealed case information at the repository for Criminal and Juvenile Corrections Act cases, as well as mental commitment information necessary for them to issue weapon permits. This level of security will not allow them to see other types of sealed cases, i.e. adoptions.

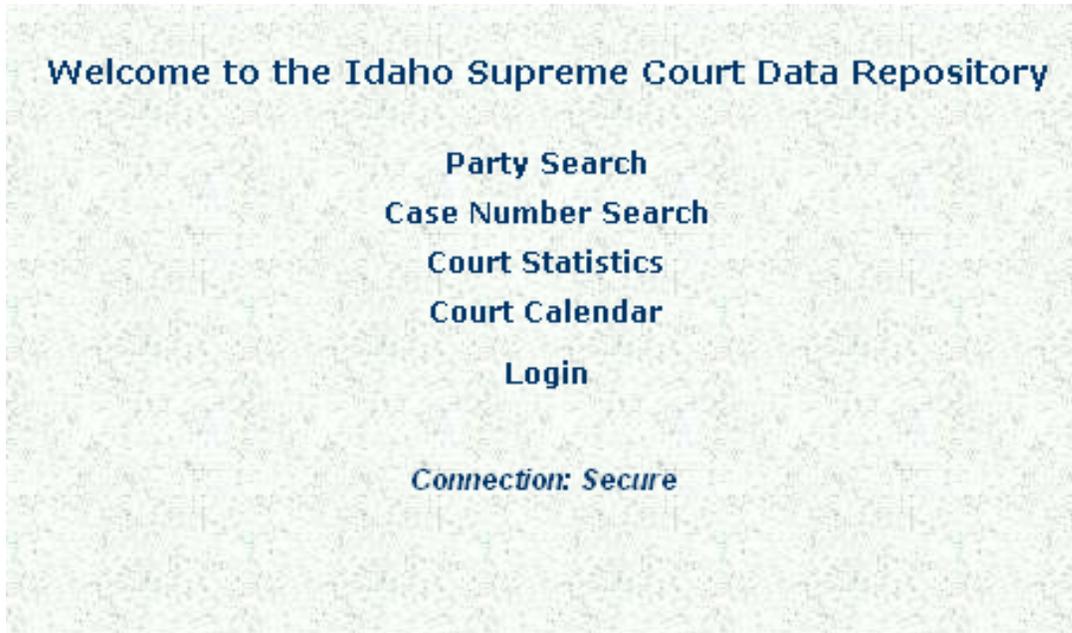


To access this information go to the above web address and the screen above will display.

Click login

The image shows a login form titled "Log in to the ISC Repository" in a bold, dark blue font. The form is set against a light green background with a grid pattern. It contains three input fields: "User ID:" followed by a text box, "Password:" followed by a text box, and "County:" followed by a dropdown menu. The dropdown menu currently shows "Supreme Court" with a downward-pointing arrow. To the right of the form is a "Submit" button with a grey gradient and a dark border.

The above sign-in information will appear. Remember to select the county from which the password originates or the system will not let you in.



From there you will have options to perform searches. The above options are those which are available at this date. (It is likely that more options will be available.)

The clerk can enter the last name and first initial or partial name entry for the first name to bring up any possible matches., i.e. Jonathan Smith may be entered as Smith (last name) and J or Jon or Jonathan (first name).

The use of further identifying information such as a DOB will narrow the parameters of the search. The system would then look for exact match on name and DOB.

As you can see by the previous screen shot, the system will allow you to search “All Counties” or a single county.

**Note:** One problem frequently encountered is that the computer that is being used might not have the correct setup for allowing the data to display. If you encounter problems trying to access information, it is recommended that you make sure that the “cookies” on the computer you are using are “enabled”.



Go to the Internet Explorer tool bar:

Click tools

Internet Options

Privacy

Advanced

Setup as you see here:



Save.

## 19.6 DIGITAL RECORDING

### A. Backup

Separate servers housing the ISTARs program reside in each county. Each server is equipped with a tape backup drive and each county has been supplied ten separate backup tapes. The tapes are labeled Monday<sup>1</sup> through Friday<sup>2</sup>. New tapes, which includes cleaning media, will be issued annually. Backups are scheduled to run automatically each business night.

Clerical Duties:

1. At the end of the work day, insert the appropriate tape into the tape drive. A successful backup has occurred if the tape has ejected. If the tape has not ejected there is an issue and the Idaho Supreme Court should be notified immediately.

**Note:** County personnel must maintain the proper rotation of nightly backup tapes. Backup tapes must be stored in a separate location from the server, preferably in a fire proof safe or off-site.

***B. Cleaning***

A cleaning tape should be used when the cleaning light flashes on the tape drive or every three months.

Clerical Duties:

1. Insert the cleaning tape just like a normal daily backup tape. The cleaning tape will eject itself after 30 to 60 seconds. The cleaning tape should not be used more than 10 cleanings.

***C. Storage of Digital Media***

Pursuant to court rule, digital recordings are to be saved for a minimum of five years. Digital media includes but is not limited to CD's and DVD's. If the county has a server based digital recording system, the county is responsible for tape storage and proper tape handling as detailed previously. If digital recordings are burned directly to CD or DVD media, this media should be handled the same way as a backup tape and stored in a fire proof or off site location.

Archiving to CD's is not a concern for any county that has a server based system, archiving to the server happens in real time. Counties that have stand alone systems need to archive at least every Friday, if not every day.

It is recommended that a copy of the original recording is made and placed into permanent storage. This can be done using the CD burning software provided when digital recording was installed.