

## Initial Setup...

- 1- Make sure you are running Court ver "20.3" or higher.
- 2- Open the program "File Maintenance – #6 Modify Parameter Setup File".
  - a- The electronic citation program must either use the citation# as the docket# or the docket# can be an automatic running number. If you want to use an automatic running number then the question "Use Citn# as Docket" must be N and a beginning docket# must be entered.
  - b- On the right-middle side of the screen is a section titled "Electronic Records". Enter as follows:
    - Vendor: enter "D" for digiTickets or "S" for Scenedoc or "B" for Brazos.
    - App Date: Enter "A" if the date entered by the officer is an Arraignment date or "C" if it is a Court date. In other words when a new citation is created should it contain an Arraignment or Court date.
    - Jail Fee: normally .00. This is used by a user who adds an extra fee on to the bond amount if the defendant is jailed.
    - Warnings?: enter Y or N. This tells the program to look for warnings in the electronic records and if one is found a warning record will be created. Note: if merging warning records, they must have a warning#. This number can either be a warning# entered by the officer in the field or it can be an automatic running number. If you want an automatic running number then enter the next number in the "Beg Warn#" field at the top of the screen. If you want to use the warning# entered by the officer then enter 0 for the Beg Warn#.
    - Amt Due: enter Y or N. Entering 'Y' tells the program that when a citation is added the "Due" amounts (fine, court costs, etc) will populate on to the citation. Some don't want these fields populated at the time a citation is created so user should enter "N" in that case.

## 3- Click on "Save and Exit".

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### Merging electronic citations (and warnings): (page 31 in Court Manual)

- 1- The electronic file must be loaded into the Court.win folder (the Court.win folder may be under other folders) that is on the server's drive. If using the vendor digiTicket the file will be titled "digi" followed by the file date and time and end with ".txt" (ex: digi09152018091244648.txt). If using Scenedoc the file will begin with "sdoc" and will be followed by the date and will end with ".txt" (ex: sdoc20180915.txt). If using Brazos the file will begin with "braz" and end in ".txt".
- 2- Once the file is in the Court.win folder user will open the program "Add Electronic Citations" or File Maintenance - #15.
- 3- Then you will click (highlight) the file from the list on the right side of screen.
- 4- Use "Print List Only" first to print a list to verify that you've chosen the correct file. Check the list for printed errors. If there are any errors do not proceed!! If the list is correct then choose "Print and Add Citations" and click on 'Yes' to proceed. Citations (and warnings) should now be added.

**Note:** once an electronic file is merged it serves no further purpose. So use the "Delete" command to occasionally clean up the list of files.

**Note:** if for any reason you want to undo (remove) the citations just added use the 'File Maintenance – #7 Delete Citations – Delete Citations by Date or Citn Date' program. If the citations are going to be merged again then be sure and change the automatic beginning numbers (if that applies) before merging.