

A decorative graphic on the left side of the slide, consisting of white lines and circles on a blue background, resembling a circuit board or data flow diagram.

Criminal Overdue Processing

WHAT IS CRIMINAL OVERDUE PROCESSING?

- *Overdue Processing is a utility which provides users an options to apply overdue actions to cases for events such as the following:*
 - *Failure To Appear*
 - *Failure To Comply*
 - *Failure To Pay on multiple cases if selected.*

Overdue Actions

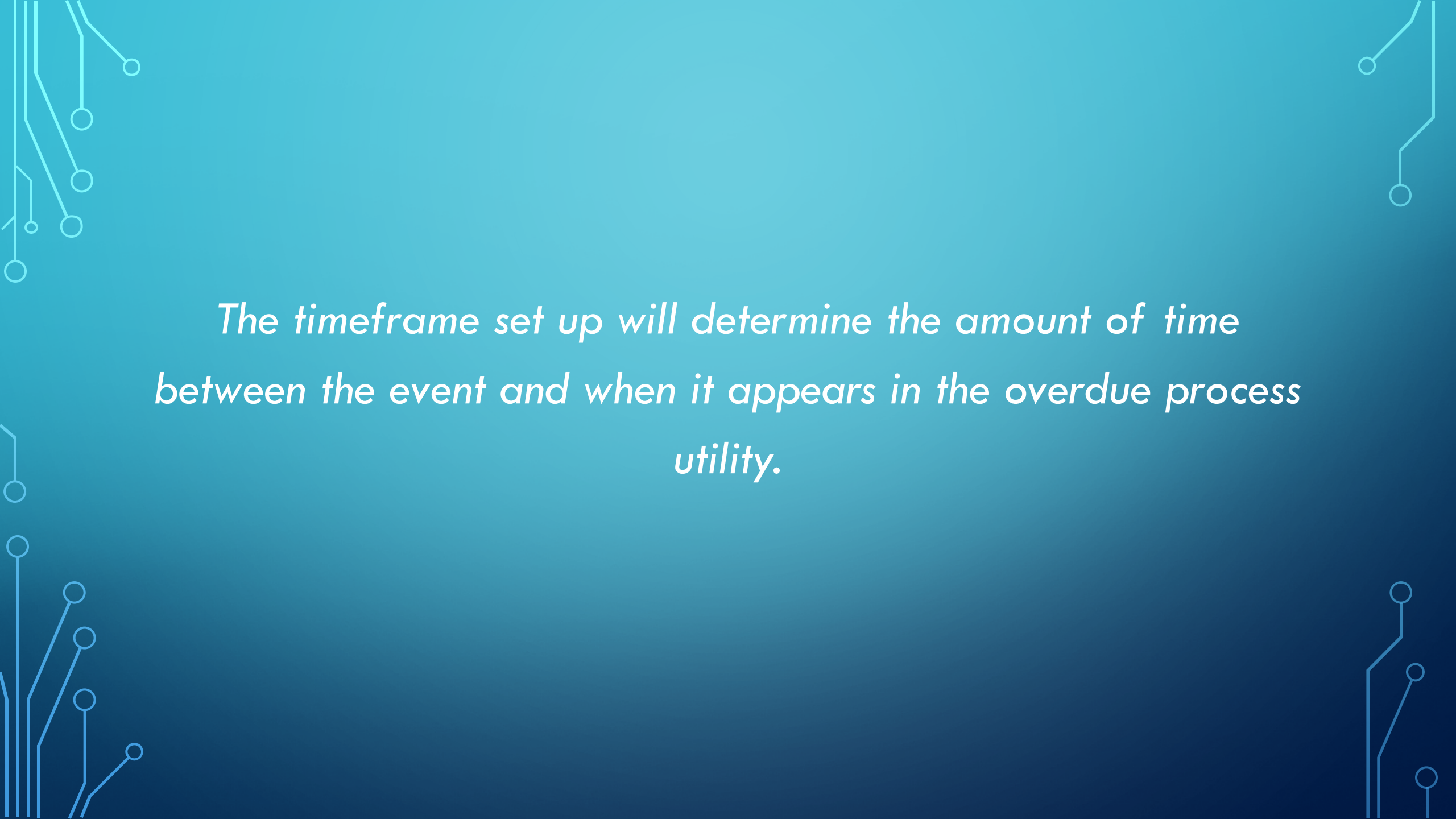
Actions can be tied to the events:

- *Add a charge*
- *Add a document*
- *Add a fee*
- *Add a reminder*
- *Add a rule docket entry*



Overdue Events are set up to trigger certain actions to be taken on cases which meets the criteria.

- *Example: A case has a defendant who failed to appear for court (FTA)*
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The image features a dark teal background with decorative white circuit-like lines in the corners. These lines consist of straight segments connected by small circles, resembling a stylized PCB or network diagram. The lines are positioned in the top-left, top-right, bottom-left, and bottom-right corners, framing the central text.

The timeframe set up will determine the amount of time between the event and when it appears in the overdue process utility.

STEPS NECESSARY FOR SETTING UP OVERDUE PROCESSING

- *Decide on actions your Judge does on a regular basis that can use to set up overdue processing.*
- *Contact LGC phone support or email dsmith@localgovcorp.com to setup Overdue Processing for your office.*
- *LGC will need to know all the actions associated with the type of event you will be using Overdue Processing for:*
- *How you would like the Hearing Result to read, EX: Failure to Appear for Court/Capias Issued, Failure to Comply/Capias Issued... Rule Dockets can be setup unique for you office.*

SORTING YOUR WORK

- *It's helpful if you sort your work according to the set bond amount of the capias.*
- *Whether a Scire Facias needs to be issue or not.*
- *This utility can be run multiple times for the same dates.*

STARTING OVERDUE PROCESSING

- 1. Record Hearing Result for each hearings for a specific court date*
- 2. To trigger overdue processing, defendants that Fail to Appear, Fail to Comply or Fail to Pay must have Hearing Result of Failure to Appear for court, Failure to Comply or Failure to Pay that is set up with special processing.*

HELPFUL HINTS

- *Because it takes the overdue processing a while to print documents*
- *My advise, open another TnClS window so you can proceed with work while the documents are printing*

TO RUN OVERDUE PROCESSING:

- *Utilities*
- *Overdue Processing Folder*
- *Overdue Processing*

Select Court Type

Overdue Processing with automatically create Batch ID

Enter Beginning Date

Enter Ending Date

Overdue Processing – Batch Information

Enter the required information, and select the Type(s) of Overdue Processing to execute. Click Next to continue.

Court Type:	Criminal
Batch ID:	ds-4/20/2022
Beginning Date:	4/20/2022
Ending Date:	4/20/2022

Failure To Appear Include Sealed Cases

Failure To Comply

Failure To Comply - Required Filings

Failure To Pay

- *Choose Event from the dropdown*
- *This will populate the Overdue actions tied to chosen Overdue Event as well as drop in all cases that have Hearing Results of Failure to Appear for Court*
- *Delete any actions not needed*
- *Check box beside FTA parties to print documents*

Overdue Processing - FTA Selection

Select Event, Action(s), and Parties for Failure To Appear Overdue Processing. Click Next to continue.

Event: Failure to Appear for Court

Actions

Action	Action Type
<input type="checkbox"/> ... FTA Capias	<input type="checkbox"/> Document
<input type="checkbox"/> ... FTA Charge	<input type="checkbox"/> Charge
<input type="checkbox"/> ... FTA Rule Docket Entry	<input type="checkbox"/> Rule Docket
<input type="checkbox"/> ... (Select One)	<input type="checkbox"/>



FTA Parties

<input checked="" type="checkbox"/> Date	Name	Case Number
<input checked="" type="checkbox"/> 4/20/2022 9:00 AM	Michael Miles	4GS1-2022-CR-2

NOTES:

Overdue Processing - Notes

Enter any additional comments concerning this Overdue Processing Batch. Click Next to continue.

Notes

This can be anything applicable to the Overdue Processing

- *Notes may be added on Overdue Processing-Notes screen. These notes will show on the front screen of your Overdue Processing Batch under Overdue Batches.*

Completing Overdue Processing shows:

Batch ID

Beginning Date

Ending Date

Number of cases selected for the Overdue Processing

Completing Overdue Processing

You have successfully specified the information required for Overdue Processing. Review the information below and click Finish to execute.

Summary

Batch Information

Court Type:	Criminal
Batch ID:	ds-4/20/2022-01
Beginning Date:	4/20/2022
Ending Date:	4/20/2022
Include Sealed Cases:	No

Counts

FTA:	1
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*CLICK NEXT
CLICK FINISH:*

*FROM THIS SCREEN YOU CAN PRINT YOUR OVERDUE
PROCESSING REPORT*

Overdue Processing has completed

Click the task you wish to perform. Click Close to exit.

Tasks
Print Overdue Processing Report
Print Produced Documents

THIS IS THE OVERDUE PROCESSING REPORT WITH THE CASES AND ACTIONS SELECTED.

Date: 4/20/2022 4:07:22PM

Bledsoe Co. General Sessions

Page 1 of 1

User: lgdeb

Overdue Processing Report

Batch ID	Processed Date	Processed By	Court Type	Beginning Date	Ending Date	Void Date
ds-4/20/2022-01	4/20/2022	lgdeb	Criminal	4/20/2022	4/20/2022	
FTA						
Date	Name	Case Number	Action			
4/20/2022	Michael Miles	4GS1-2022-CR-2	FTA Capias			
4/20/2022	Michael Miles	4GS1-2022-CR-2	FTA Charge			
4/20/2022	Michael Miles	4GS1-2022-CR-2	FTA Rule Docket Entry			

Select documents to Print

Select the printer

1 - 1 of 1

Select All	Case Number	Document Type	Document Number	Served On	Status	Status Date
<input checked="" type="checkbox"/>	FTA Capias		4GS1-2022-CR-2	Michael Miles	Produce	4/20/2022

Printer:

You now have the ability to view documents, rule docket entries and charges added to each case.

Upon disposition fees associated with the document and charge will drop in

Save and Close More Options

General | Style Of Case | Notes | Document Management | Audit

Style Of Case: Michael Miles

Case Number: 4GS1-2022-CR-2

Case Sub Type: Criminal

Filing Date: 1/11/2022 *

Status: Open

Status Date: 1/11/2022 *

Judge: Lenny Mason Ashley

Style of case is modified

Jury requested

Case information is incomplete

Case is confidential

Case is sealed

Case is archived

Defendant: Michael Miles Last Pay Date: Balance Due: \$0.00 [Cost Calculator](#)

Count	Violation Date	Filing Date	Next Hearing	Disposition Date	Disposition
1	1/9/2022	1/11/2022			

Charge: 39-13-111 DOMESTIC ASSAULT

Count	Violation Date	Filing Date	Next Hearing	Disposition Date	Disposition
2	4/20/2022	4/20/2022			

Charge: 39-16-609 FAILURE TO APPEAR

Notes:

Options

- Case Statuses
- Charges
- Documents
- Hearings
- Parties
- Print Blank Documents
- Print Case Label
- Print Cost Bill Report
- Rule Docket Entries
- Transactions
- Trial Balance

Tasks

- Add Attorney
- Add Bond
- Add Case Reference
- Add Category
- Add Fee
- Add File Folder
- Add Investment
- Add Joined/Consolidated Case
- Add Manual Disbursement
- Add Payment Agreement

View Notes added during the process: Go Overdue Processing Overdue Batches Select batch to review

Save and Close More Options

General FTA Audit

Batch ID: ds-4/20/2022

Processed By: lgdeb

Processed Date: 4/20/2022 4:03:31 PM

Court Type: Criminal

Beginning Date: 4/4/2022

Ending Date: 4/4/2022

Void Date:

Void Reason:

Tasks

- Print Overdue Processing Report
- Void Overdue Batch

Notes

This can be anything applicable to the Overdue Processing