# 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)*

*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 Issuesd… 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.*

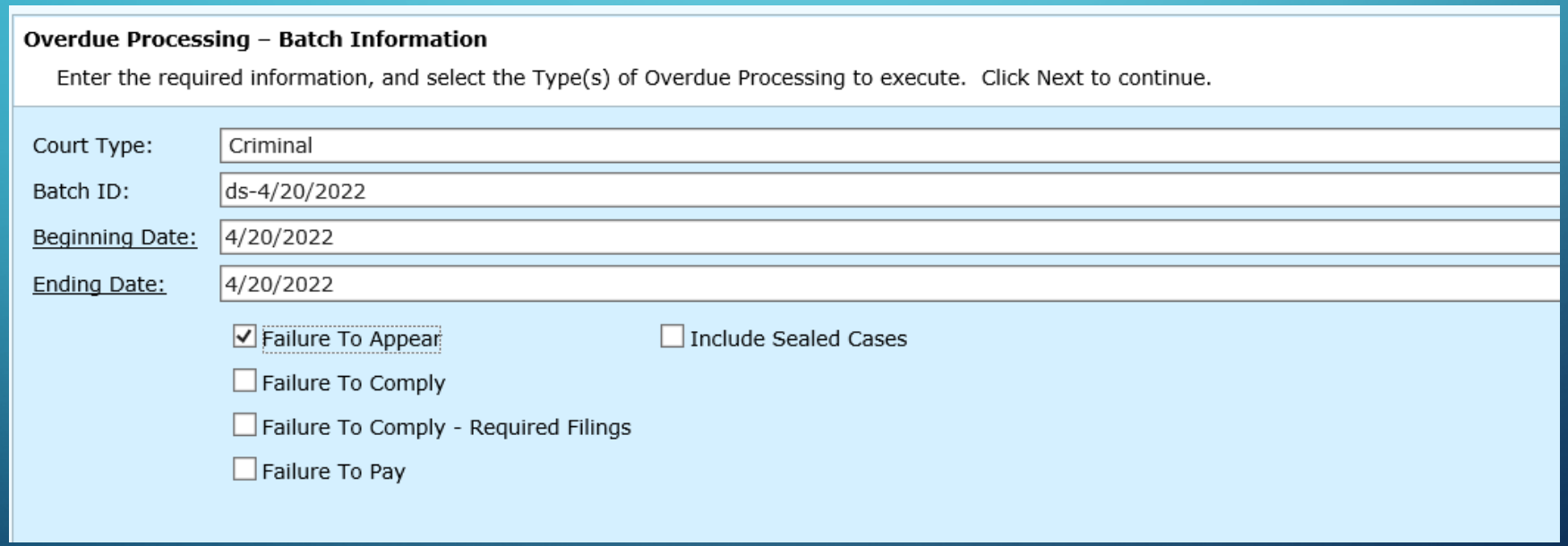
# HELPFUL HINTS

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

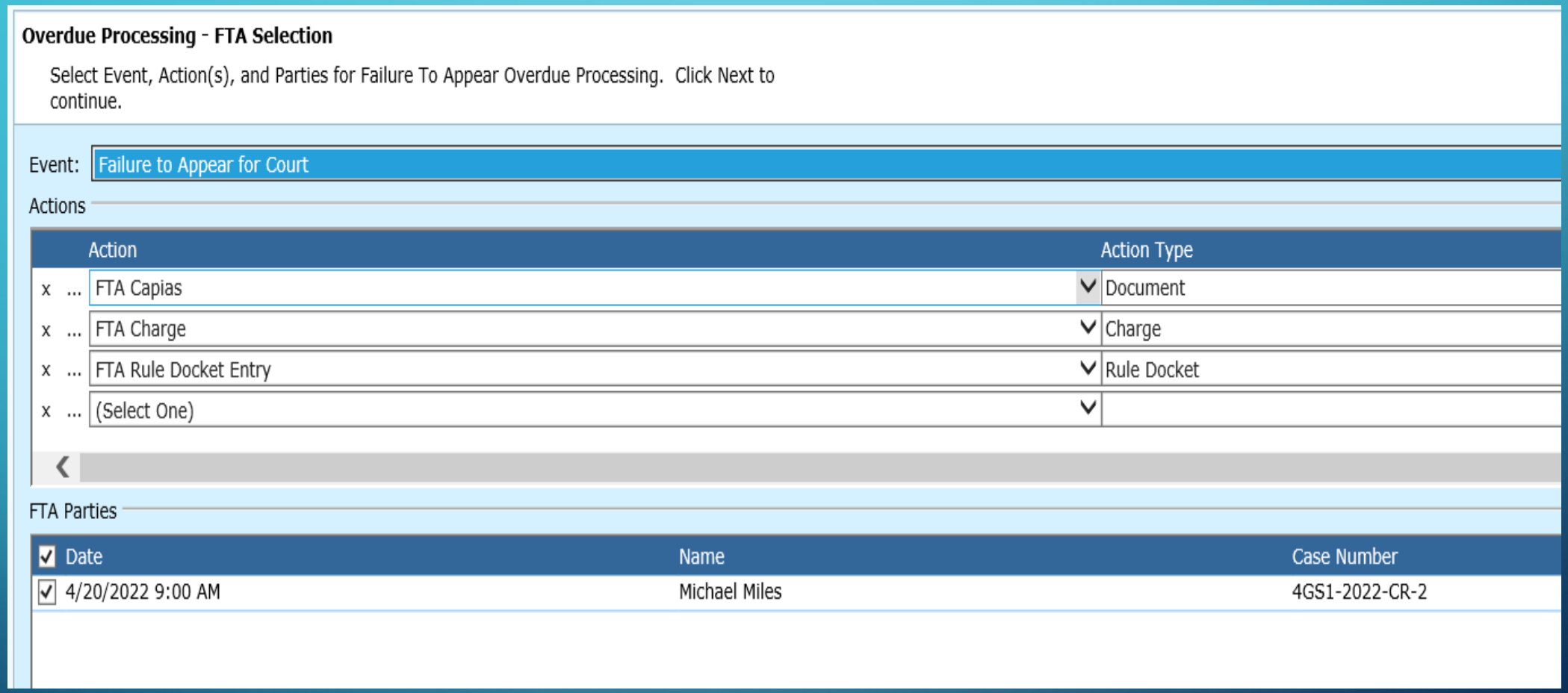
# TO RUN OVERDUE PROCESSING:

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

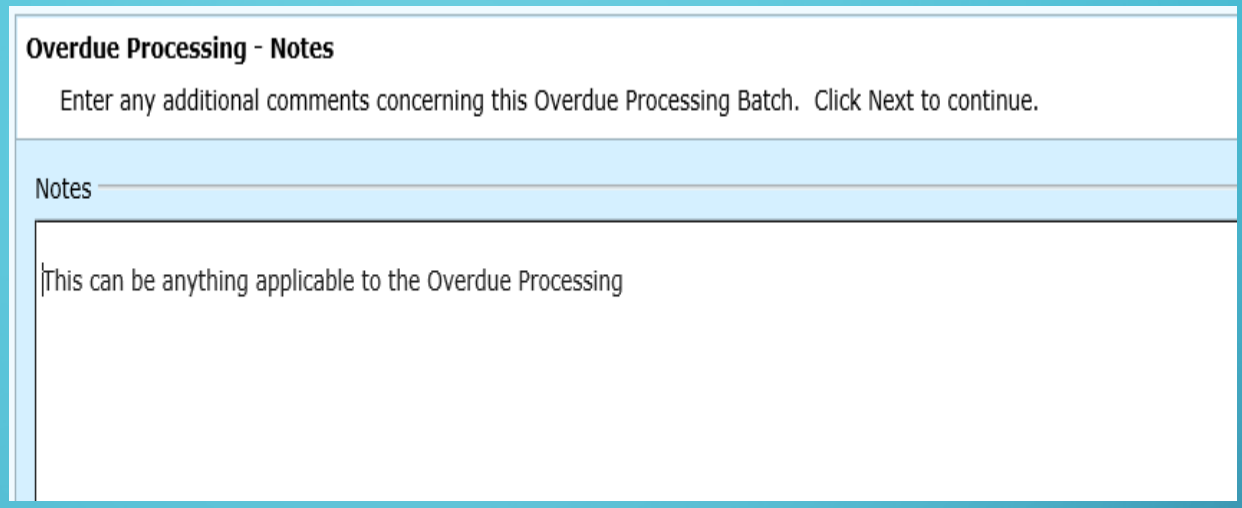
*Select Court Type*
*Overdue Processing with automatically create Batch ID*
*Enter Beginning Date*
*Enter Ending Date*



- *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
x ... FTA Capias
Document
x ... FTA Charge
Charge
x ... FTA Rule Docket Entry
Rule Docket
x ... (Select One)
FTA Parties
Date
Name
Case Number
4/20/2022 9:00 AM
Michael Miles
4GS1-2022-CR-2

# NOTES:




- *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.*

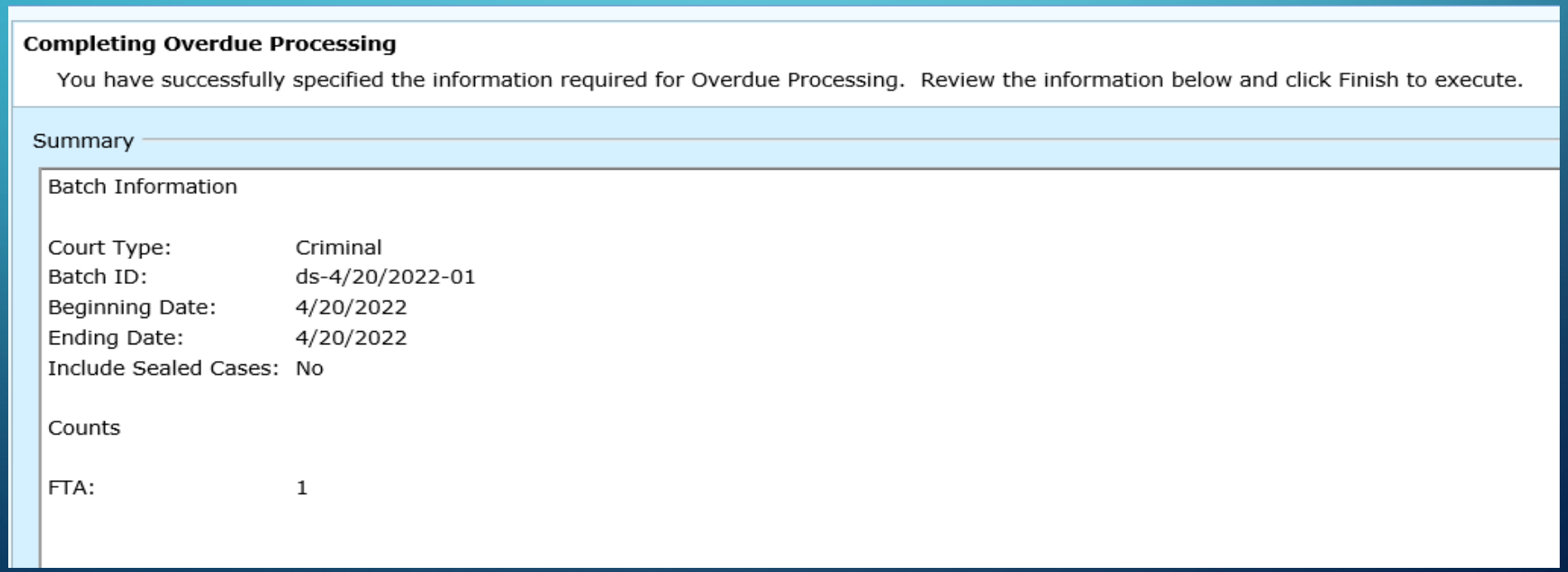
# Completing Overdue Processing shows:

*Batch ID*

*Beginning Date*

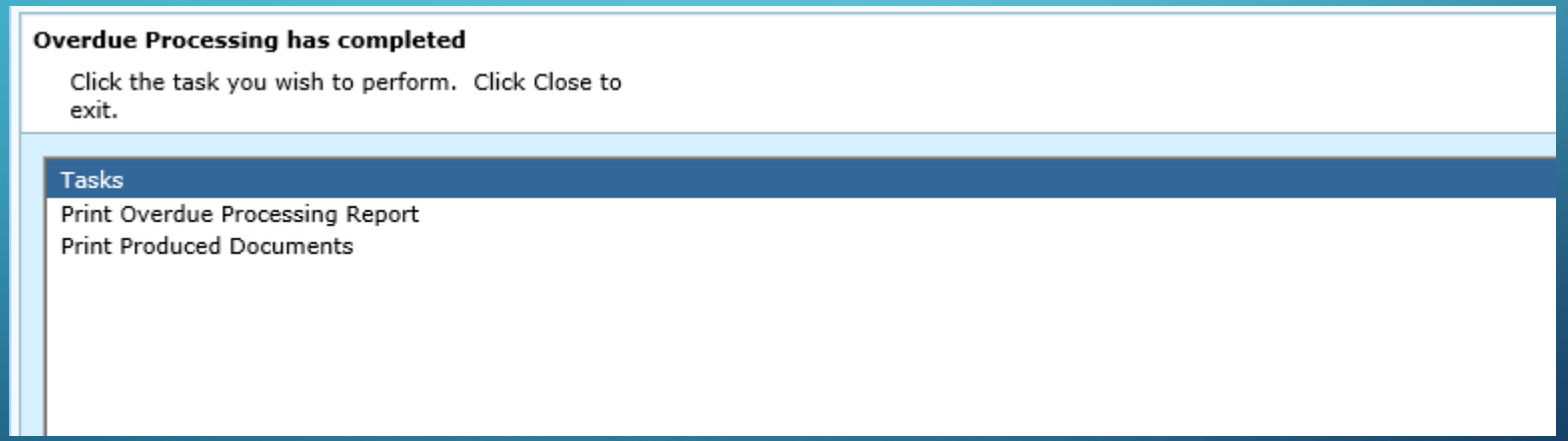
*Ending Date*

*Number of cases selected for the Overdue Processing*



# CLICK NEXT
# CLICK FINISH:

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



# 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**

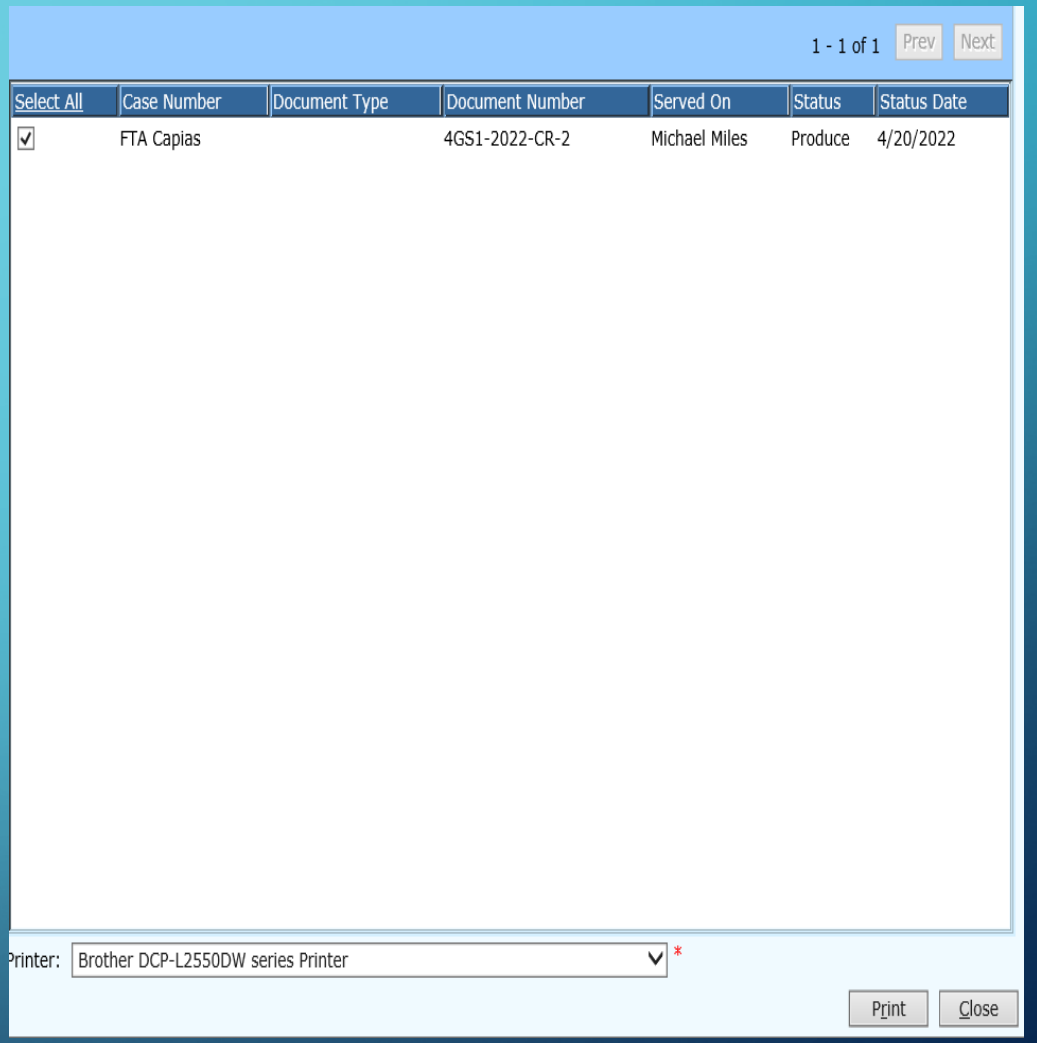
| Batch ID | Processed Date | Processed By | Court Type | Beginning Date | Ending Date | Void Date |
|---|---|---|---|---|---|---|
| ds-4/20/2022-01 | 4/20/2022 | lgdeb | Criminal | 4/20/2022 | 4/20/2022 | |

**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 |

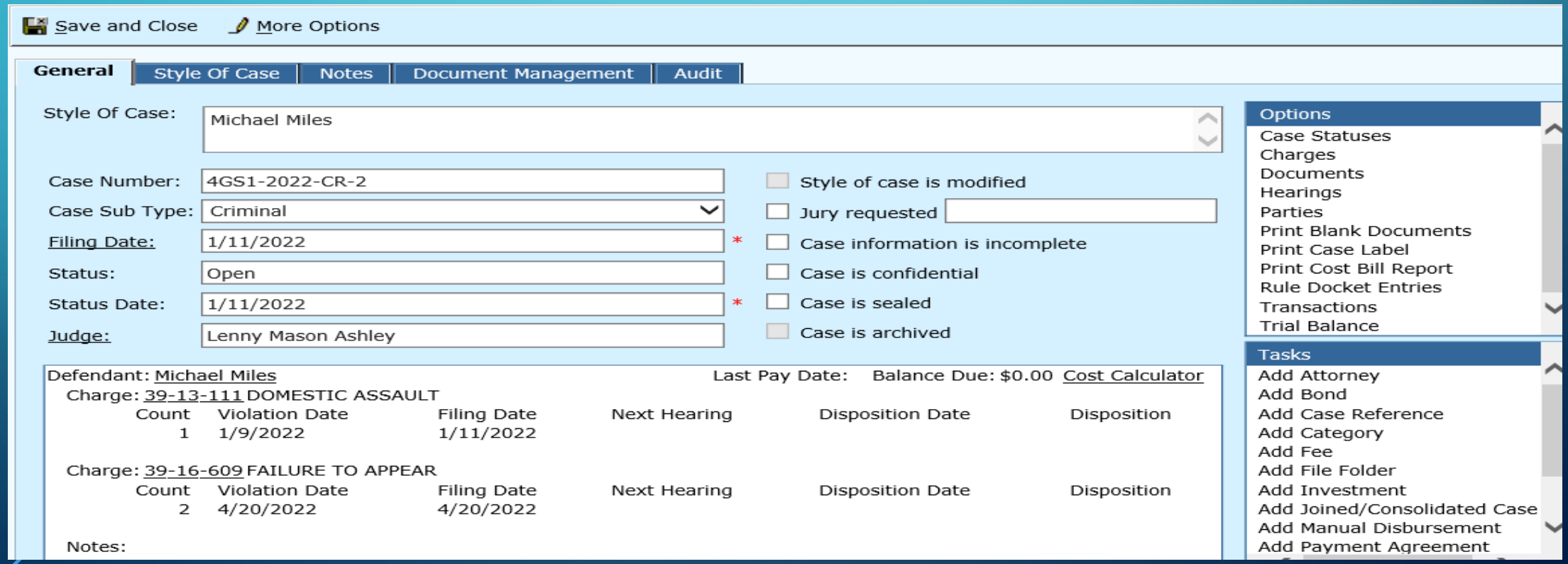
Select documents to Print

Select the printer



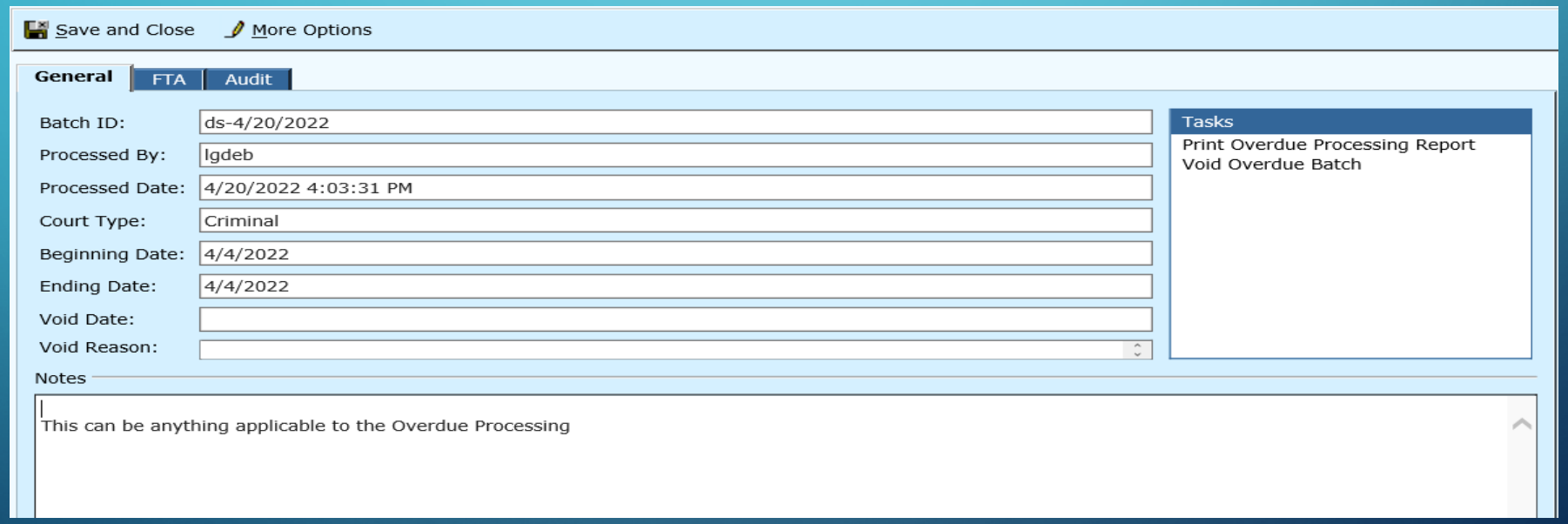
You now have the ability to view documents, rule docket entries and charges added to each case.

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



# View Notes added during the process:

## Go Overdue Processing

## Overdue Batches

## Select batch to review