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IMPORTANT REMINDERS

Task Aid - Update Probation Status

If one probation type is being transferred to the other, update the status to transferred and then reinstate the secondary probation type.

Refer to the updated **Update Probation Status** task aid located in Sharepoint.

Help Desk Tickets

Please create an IT Help Desk Ticket each time you need assistance with any IT related issues, eCourt questions, or eCourt problems. Help tickets should be catergorized as follows:

- **eCourt Problems:** These are tickets handled by the BAs about errors in the system or issues with eCourt. This includes adding officers to the eCourt directory.
- **eCourt questions:** These are tickets handled by the Training Team regarding how to perform tasks in eCourt.
- **IT:** These are tickets handled by the IT Specialists on items not related to eCourt.

Small Claims Packets

Small Claims Packets have been updated with a new DRC sheet and new information on how to submit evidence. Links to the packets in Sharepoint are below:

- KCDC SharePoint - Small Claims Defendant Packet - January 2024.pdf - All Documents
- KCDC SharePoint - Small Claims Plaintiff Packet - January 2024.pdf - All Documents
- KCDC SharePoint - Instructions for Evidence - Small Claims - January 2024.pdf - All Documents

eCourt Release Notes

The most recent eCourt update release notes went out via email on 01/21/2024.
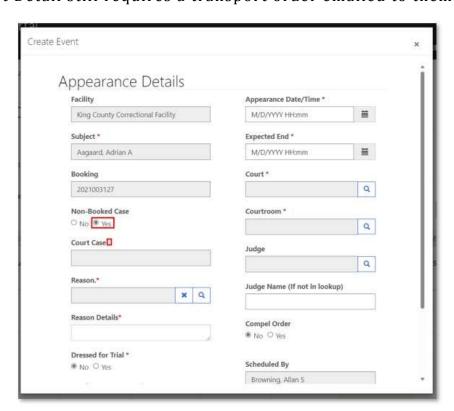
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Use JIS Dockets for Converted Cases

When reviewing Converted cases, please be mindful that you may need to review the **199990 – Converted JIS Docket Record,** found in the documents folder, to review case history and Judicial findings prior to 10/24/2020. Please note that during Conversion some records, such as probable cause findings, were not auto-gernerated. As such, you may need to manually add those records to a converted case.

KC Jail Portal Updates

Please note that you can now order transport via KC Jail Portal for subjects housed in King County Jail who are not currently being held on KCDC cases. When scheduling transport there is an added section titled "Non-Booked Case". When "yes" is selected, the number is no longer required, and the field will be disabled/hidden. You can then proceed with scheduling transport for subjects as usual. Please note, that at some locations, Court Detail still requires a transport order emailed to them.

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Rename PAO Documents

Documents eFiled in the **PAO Append Document QA Process** and **PAO QA Process** work queues intitially come through with a generic document title. If accepted, remember to rename the document(s) to the appropriate title.

Gelinas Ruling

At the arraignment hearing, if the judge determines there is good cause to require the defendant to appear at the next hearing, the judge will note the decision on the Conditions of Release.

The verbiage for this condition on the Conditions of Release does not need to be added as a bail condition. However, you must add **"Mandatory Appearance"** in the additional information line of the Pretrial event.