



Georgia Courts Automation Commission Data Definitions Summary Report Magistrate Courts

As Of

February 1, 2006

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1.0 Introduction

The intent of this Report is to provide all levels of courts an overview of the high-level functions and processes of the Magistrate Courts of Georgia and the related information flows and data definitions required for the Magistrate Courts to conduct its business within the court as well as interactions outside the court. The contents of this Report were compiled from the discussions and documents created during a three day facilitated session with representatives of the Magistrate Courts appointed to represent the group by the Council of Magistrate Courts Judges. This Report was authored in a manner to provide a general overview of the Courts operations with enough flexibility to allow for the idiosyncrasies that will be encountered as exceptions or due to the special conditions associated with a specific court. In order to make proper use of this Report, the Magistrate Court leadership team involved in defining these processes should reference this Report for the basic 'rules of the road' for their individual courtroom efforts.

Data Collection Process

In an effort to establish and define seamless interaction and sharing of information throughout the Judiciary in Georgia, the Georgia Courts Automation Commission is in the process of hosting IT Strategic Planning Sessions with all levels of the Courts. Through the use of a common facilitator, the GCAC will be able to gather Data Definitions to help support an integrated justice in the state as well as set the IT strategic direction of the courts to help support progress towards that goal.

A subset of representatives from the Magistrate Courts met on January 30th through February 1st at Calloway Gardens in the first of two strategic planning sessions to accomplish the following objectives:

- ❑ Determine the functions, stakeholder interactions and dependencies of the Magistrate Courts,
- ❑ Determine the Information Requirements and associated Data Definitions required to support these functions performed by the Magistrate Courts,
- ❑ Align the information origination points and the security of the identified Data Definitions to the appropriate stakeholders, and,
- ❑ Achieve consensus on the above points with respect to a general overview of the operations of the Magistrate Courts.

The group was asked to identify the day-to-day, week-to-week, etc. functions that they do to perform their jobs. Each of these functions was designated as Internal or External facing based on the stakeholder group impacted by these interactions or dependencies. In some cases, functions were classified as both Internal and External based on the nature of the interactions. The group then defined all of the stakeholders with which they interact by either receiving information from these stakeholders or providing information to these stakeholders as a result of these functions. Next, the group was asked to define the steps taken to support these functions resulting in the high-level process diagrams detailed within this report. Once the process flows were agreed upon, the group defined the information flow needed to support each step in the process by defining the incoming and outgoing information (e.g. forms, correspondence, etc.) for that step. Finally, specific data definitions were identified for each of the identified information sources and an initial review of the security of this information was determined.

GCAC Magistrate Courts Data Definitions Summary Report

This Report will be maintained by GCAC and the Magistrate Court leadership teams. Any updates or suggested changes should be forwarded to the Executive Director of the GCAC for review and possible inclusion in future versions of this document.

| Revision Number | Revision Date | Author |
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Proprietary and Confidential Notice

This document is the proprietary and confidential information of the Georgia Courts Automation Commission. The use of this material is subject to the terms of use provided at the time the document is distributed.

2.0 Magistrate Court High-Level Functions

This section provides a high-level overview of the different functions performed by the Magistrate Courts as a whole. While the remainder of this document addresses the processes and supporting information flows typical of the Magistrate Courts, this section is intended to provide common definitions and interactions of the various stakeholders needed to support this courts business.

The identified Magistrate Court functions can be grouped in one of five areas defined as:

- Administration/Ongoing Efforts – includes the functions that are needed to support the operations of the Magistrate Courts throughout all of the other functional groupings. Functions that were performed on an ongoing basis or are support functions needed to support the day-to-day operations of the Magistrate Court were included in this category.
- Pre- Trial/ Hearings – includes the specific functions required by the Courts to receive a claim, prepare papers to be served, assist parties with pleadings and send notices.
- Trial/ Hearings – includes the functions of civil and criminal hearings, extradition, committal hearings and misdemeanor/ ordinance trials executed by the Court in the courtroom or associated with adjudicating any given instance.
- Post- Trial/ Hearings – includes the functions of auctions, appeals, post arraignment functions and reporting the results of the actions taken on any given instance.
- Accounting – includes the functions of budget preparation, collection and disbursement of funds, and reconciliation of bank statements.

The remainder of this section provides the summary of these functions as they were defined by the group within each of the above areas.

2.1 Administrative Functions

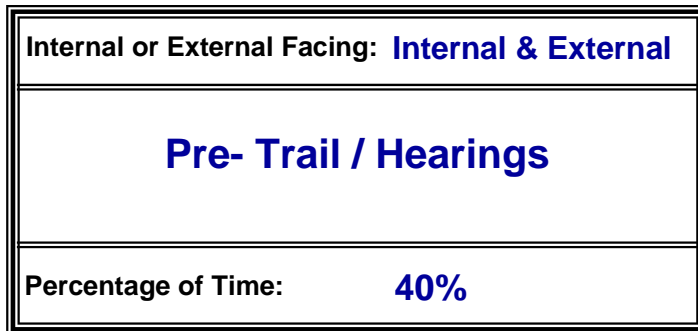
Each of the functions listed below were identified as Administrative or Ongoing in nature and prioritized as High, Medium or Low based on the level of effort each required to perform and the importance relative to the other functions in the list. The Percentage of Time indicated in the diagram indicates the estimated amount of time that the Magistrate Court as a whole spends executing these functions. **NOTE:** This time estimate and the prioritizations are not intended to prescribe the actual levels of effort for the entire Court, but were used instead to determine the prioritization of the discussion by the facilitator to best direct the groups time in these sessions.

| | |
|------------------------------|-----------------|
| Internal or External Facing: | Internal |
| Administration | |
| Percentage of Time: | 15% |

- ▶ Audit Preparation (Medium)
- ▶ Support Clerk's Council (Low)
- ▶ Support Judge's Council (Low)
- ▶ Monitor Legislation (Low)
- ▶ Create Forms (Low)
- ▶ Provide Copies to Other Courts (Low)
- ▶ HR Management (Low)
- ▶ Order and Manage Office Supplies (Low)
- ▶ Destroy Files (Low)
- ▶ Training (Low)
- ▶ Public Relations
 - > Perform Weddings (Low)
 - > Public Interaction (High)
- ▶ Manage Email (Low)
- ▶ Correspondence with other Courts (Low)
- ▶ Correspondence with Public (Low)
- ▶ Schedule Court Rooms (Medium)
- ▶ Default Calendar (Medium)
- ▶ Create Calendar (High)
- ▶ Process Mail (High)
- ▶ Public Records Search (Low)

2.2 Pre-Trial / Hearings:

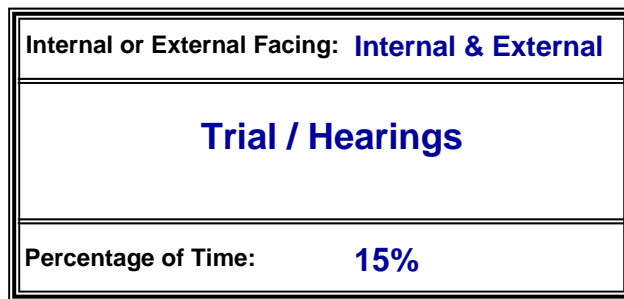
Each of the functions listed below were identified as functions performed prior to participating or supporting courtroom activities. Each function was prioritized as High, Medium or Low based on the level of effort each required to perform and the importance relative to the other functions in the list. The Percentage of Time indicated in the diagram indicates the estimated amount of time that the Magistrate Court as a whole spends executing these functions. **NOTE:** This time estimate and the prioritizations are not intended to prescribe the actual levels of effort for the entire Court, but were used instead to determine the prioritization of the discussion by the facilitator to best direct the groups time in these sessions.



- ▶ Send Notices (High)
- ▶ Subpoenas (Low)
- ▶ Prepare Papers to be Served (High)
- ▶ Take Answers (Medium)
- ▶ Prepare Answers (High)
- ▶ Data Entry for Docketing (High)
- ▶ Assist Parties with Pleadings (High)
- ▶ Case Transfer (Low)
- ▶ Bankruptcy Stays (Low)
- ▶ Records Check (Low)
- ▶ Public Interaction (High)
- ▶ Ordinance Violation (Medium)
- ▶ Deposit Account Fraud (High)
- ▶ Pre Warrant Application (Medium)
- ▶ Civil Claims
 - > Issue Distress Warrant (Low)
 - > Trover Action (Low)
 - > Personal Property Foreclosure (Medium)
 - > Dispossessory (Eviction) (High)
 - > Abandoned Motor Vehicle (Medium)
 - > Statement of Claim (High)
 - > On-Line Filings (Medium)
 - > Garnishments (High)
- ▶ Misdemeanor / County Ordinance Prep. (High)

2.3 Trial/ Hearings:

Each of the functions listed below were identified as functions performed during or in support of courtroom activities. Each function was prioritized as High, Medium or Low based on the level of effort each required to perform and the importance relative to the other functions in the list. The Percentage of Time indicated in the diagram indicates the estimated amount of time that the Magistrate Court as a whole spends executing these functions. **NOTE:** This time estimate and the prioritizations are not intended to prescribe the actual levels of effort for the entire Court, but were used instead to determine the prioritization of the discussion by the facilitator to best direct the groups time in these sessions.



- ▶ Set Bonds (Low)
- ▶ Conduct Criminal Hearings (High)
- ▶ Conduct Civil Hearings (High)
- ▶ Compliance Hearing (Low)
- ▶ Bankruptcy Stay (Low)
- ▶ Bond Modification Hearing (Low)
- ▶ Bond Violation Hearing (Low)
- ▶ Misdemeanor / Ordinance Trial (Medium)
- ▶ Good Behavior Bonds (Low)
- ▶ Extradition (Low)
- ▶ First Appearance Hearing (Medium)
- ▶ Issue Warrants (High)
- ▶ Committal Hearings (Medium)
- ▶ Misdemeanor / County Ordinance Arraignment (Medium)

2.4 Post Trial/ Hearings:

Each of the functions listed below were identified as functions performed after or in support of closing-out courtroom related activities. Each function was prioritized as High, Medium or Low based on the level of effort each required to perform and the importance relative to the other functions in the list. The Percentage of Time indicated in the diagram indicates the estimated amount of time that the Magistrate Court as a whole spends executing these functions. **NOTE:** This time estimate and the prioritizations are not intended to prescribe the actual levels of effort for the entire Court, but were used instead to determine the prioritization of the discussion by the facilitator to best direct the groups time in these sessions.

| | |
|---|------------|
| Internal or External Facing: Internal & External | |
| Post Trial / Hearings | |
| Percentage of Time: | 15% |

- ▶ Auctions – Judicial Sales (Low)
- ▶ Notice of Auction to Newspaper (Low)
- ▶ Create Orders (Medium)
- ▶ Appeals (Low)
- ▶ Notice to Deny Bond (Medium)
- ▶ Fi.Fa. (Medium)
- ▶ Update GCIC (High)
- ▶ Misdemeanor / County Ordinance – Post Arraignment (High)

2.5 Accounting

Each of the functions listed below were identified as functions performed to meet the accounting requirements of the courts including reconciliation and reporting. Each function was prioritized as High, Medium or Low based on the level of effort each required to perform and the importance relative to the other functions in the list. The Percentage of Time indicated in the diagram indicates the estimated amount of time that the Magistrate Court as a whole spends executing these functions. **NOTE:** This time estimate and the prioritizations are not intended to prescribe the actual levels of effort for the entire Court, but were used instead to determine the prioritization of the discussion by the facilitator to best direct the groups time in these sessions.

| | |
|------------------------------|-----------------|
| Internal or External Facing: | Internal |
| Accounting | |
| Percentage of Time: | 15% |

- ▶ GSCCCA Reports (Medium)
- ▶ Disburse Garnishment (Medium)
- ▶ Budget Preparation (Low)
- ▶ Daily Bank Deposits (Medium)
- ▶ Reconcile Bank Statements (Low)
- ▶ Schedule Collection of Fines and Fees (Low)
- ▶ Posting Probation Payments (Low)
- ▶ Collect Money, Cash Bonds, Fines and Fees (High)
- ▶ Disburse to State Funds (Medium)
- ▶ Restitution Checks (High)
- ▶ Pre-Warrant Application (Low)

The remainder of this document addresses the typical processes and their associated information flow required to support the functions of the Magistrate Court. As stated in the Introduction, the process flows outlined below are intended to be used as a baseline to provide the general overview of the Magistrate Courts.

3.0 Magistrate Courts Processes

The Level 1 process flow for the Magistrate Courts is shown in Figure 3.0-1:

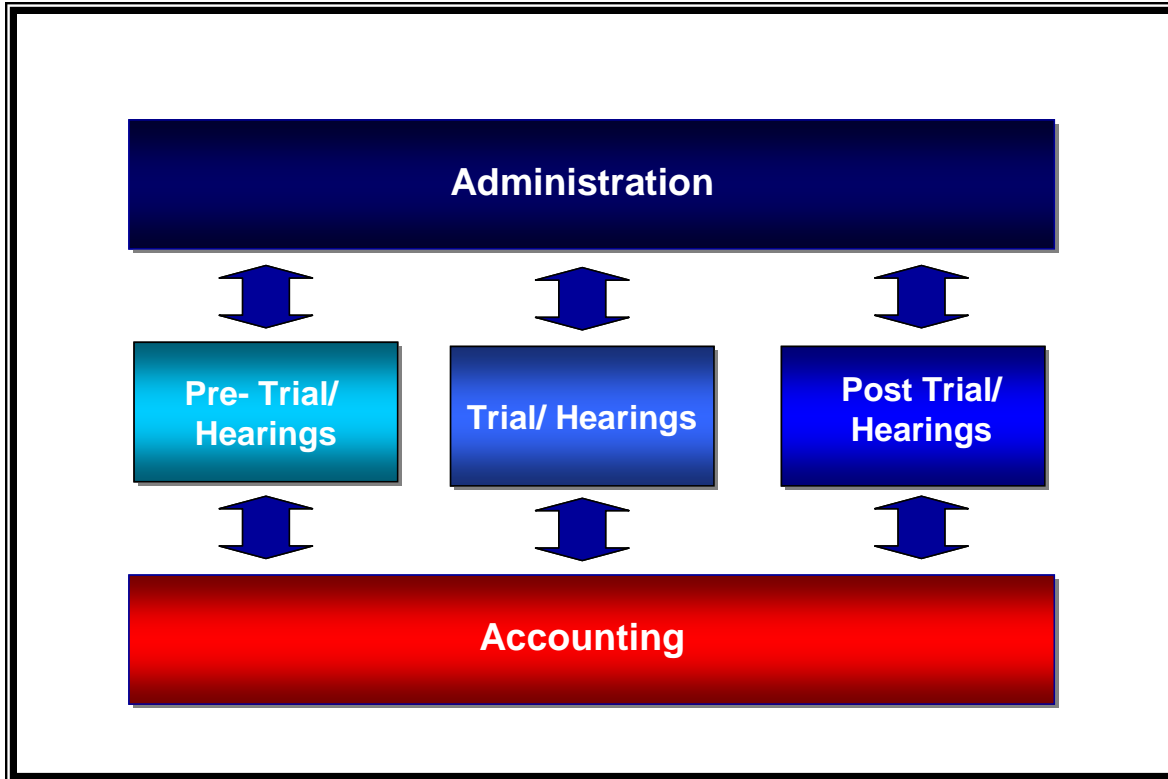


Figure 3.0-1: High-level (Level 1) Functions of the Magistrate Court

The Magistrate Courts interact with a large number of stakeholders, both as suppliers of information and as recipients of information. The following Interaction Diagram (Figure 3.0-2) depicts the Magistrate Courts view of the entire stakeholder group with which the Court interacts.

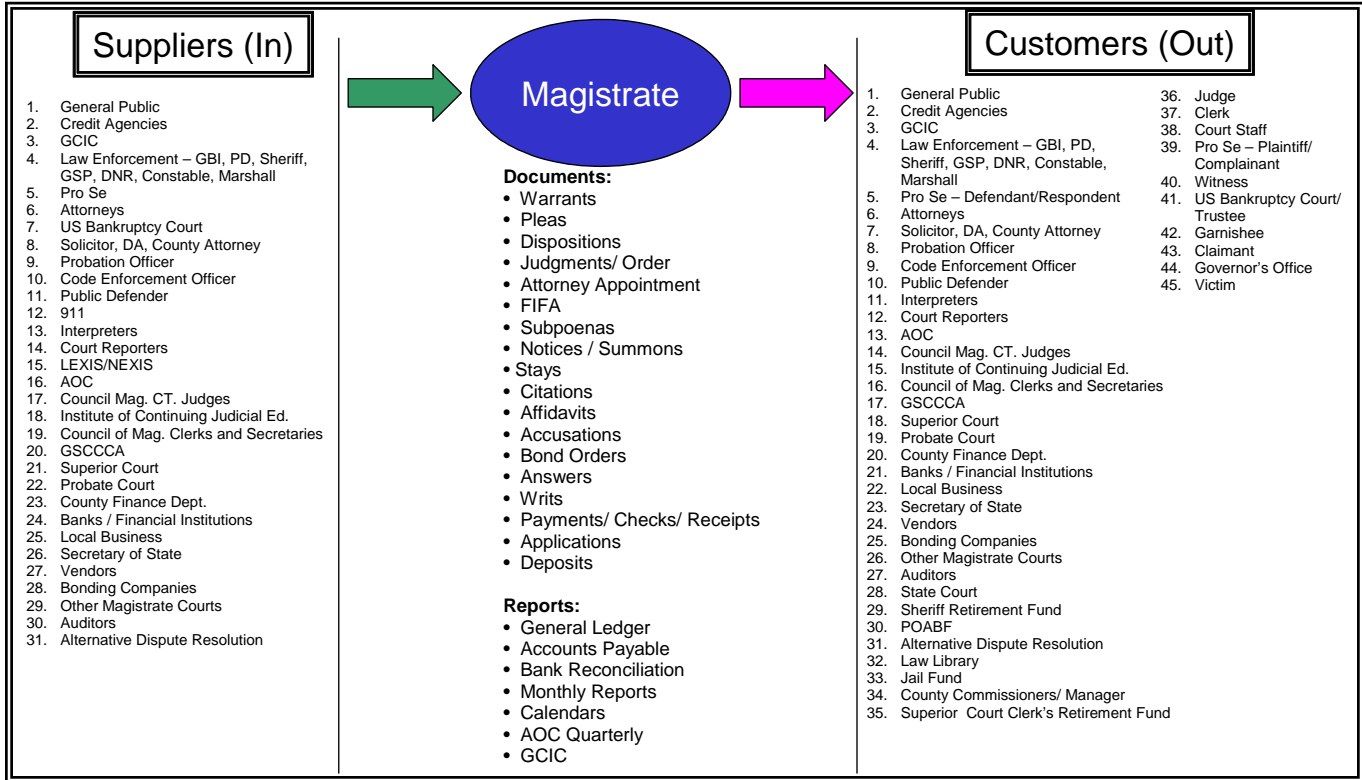


Figure 3.0-2: Interaction Diagram for Stakeholder Information Sharing

The remaining process steps outlined in this document are general guidelines for the operations of the Magistrate Courts. While most cases across the State fall into specific categories and varying results are typical, the intent of this process flow is to be able to create the framework required to support the basic case and its required information flow.

The following sections provide a Level 2 view of the process flows for each of the Level 1 processes introduced previously.

3.1 Pre-Trial/ Hearings:

This section describes the process steps that are required by the courts to receive a claim, prepare papers to be served, assist parties with pleadings and send notices (Figures 3.1-1 through 3.1-7).

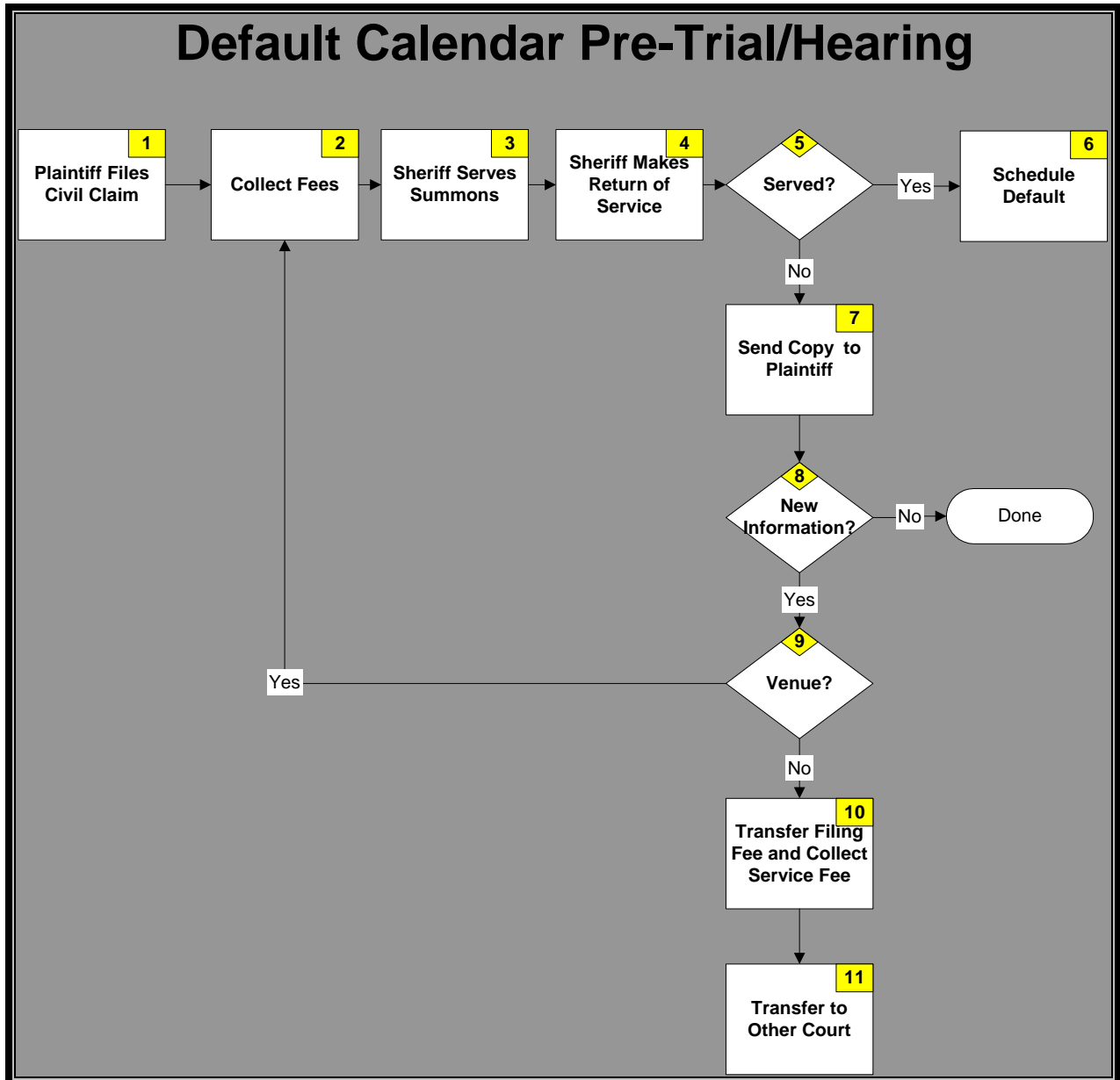


Figure 3.1-1: Pre-Trial/ Hearings – Default Calendar

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| Step # | Process / Decision Step | Owner | Participant(s) | Input (I) / Output (O) Information Flow |
|--------|---|---|---|--|
| 1 | Plaintiff Files Civil Claim | <ul style="list-style-type: none"> • Pro Se • Attorney | <ul style="list-style-type: none"> • Law Enforcement • Clerk • Court Staff | I – Claim O- Summons |
| 2 | Collect Fees | <ul style="list-style-type: none"> • Clerk | <ul style="list-style-type: none"> • Attorney • Pro Se | O - Receipt |
| 3 | Sheriff Serves Summons | <ul style="list-style-type: none"> • Law Enforcement | <ul style="list-style-type: none"> • Attorney • Pro Se | O – Sheriff Entry <ul style="list-style-type: none"> • Summons |
| 4 | Sheriff Makes Return of Service | <ul style="list-style-type: none"> • Law Enforcement | <ul style="list-style-type: none"> • Clerk • Court Staff | I – Copy of Service |
| 5 | <<Decision>> Served? If Served, go to Step 6 - <i>Schedule Default</i> . If Not Served, go to Step 7 - <i>Send Copy to Plaintiff</i> | <ul style="list-style-type: none"> • Law Enforcement | <ul style="list-style-type: none"> • Attorney • Pro Se | |
| 6 | Schedule Default | <ul style="list-style-type: none"> • Law Enforcement | <ul style="list-style-type: none"> • Attorney • Pro Se | O - Calendar |
| 7 | Send Copy to Plaintiff | <ul style="list-style-type: none"> • Law Enforcement • Clerk • Court Staff | <ul style="list-style-type: none"> • Plaintiff | O – Notice |
| 8 | <<Decision>> If New Information, go to Step 9 - <i>Venue Decision</i> ; If No New Information, Done. | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Attorney • Pro Se | |
| 9 | <<Decision>> If Proper Venue, go to Step 2 - <i>Collect Fees</i> ; if Not Proper Venue, go to Step 10 - <i>Transfer Filing Fee</i> . | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Attorney • Pro Se | |
| 10 | Transfer Filing Fee and Collect Service Fee | <ul style="list-style-type: none"> • Clerk • Court Staff | <ul style="list-style-type: none"> • Attorney • Pro Se | I – Fee O - Receipt |

| Step # | Process / Decision Step | Owner | Participant(s) | Input (I) / Output (O) Information Flow |
|--------|-------------------------|---|---|--|
| 11 | Transfer to Other Court | <ul style="list-style-type: none"> Judge | <ul style="list-style-type: none"> Attorney Pro Se Clerk Court Staff Other Court | I – Motion to Transfer O – Transfer Order <ul style="list-style-type: none"> Transfer Notice |

Table 3.1-1: Default Calendar Process Steps and Information Flow

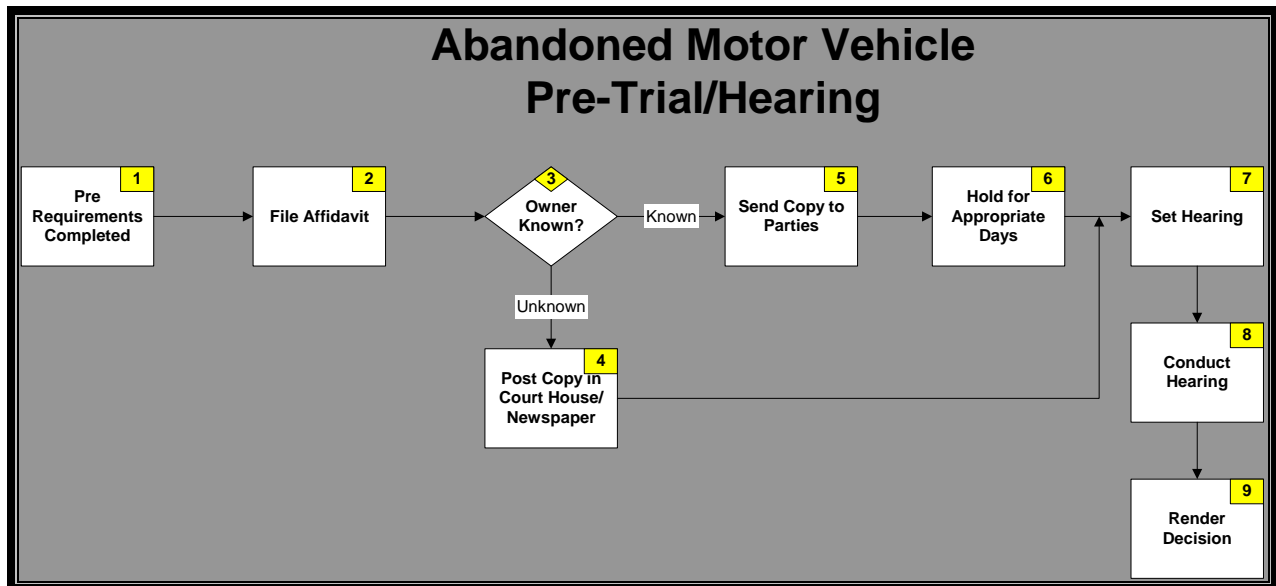


Figure 3.1-2: Pre-Trial/ Hearings Process – Abandoned Motor Vehicle

| Step # | Process / Decision Step | Owner | Participant(s) | Input (I) / Output (O) Information Flow |
|--------|---|--|--|---|
| 1 | Pre Requirements Completed | <ul style="list-style-type: none"> Pro Se | <ul style="list-style-type: none"> Clerk Court Staff | |
| 2 | File Affidavit | <ul style="list-style-type: none"> Pro Se Clerk Court Staff | <ul style="list-style-type: none"> Pro Se Clerk Court Staff | I – Affidavit O - Receipt |
| 3 | <<Decision>> If Owner Known, go to Step 5 - <i>Send Copies to Parties</i> ; If | <ul style="list-style-type: none"> Pro Se Clerk Court Staff | <ul style="list-style-type: none"> Pro Se Clerk Court Staff | |

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| Step # | Process / Decision Step | Owner | Participant(s) | Input (I) / Output (O) Information Flow |
|---------------|---|---|--|---|
| | Owner Not Known, go to Step 4 - <i>Post Copy in Court House/ Newspaper.</i> | | | |
| 4 | Post Copy in Court House/ Newspaper | <ul style="list-style-type: none"> • Clerk • Court Staff | <ul style="list-style-type: none"> • Clerk • Court Staff | I - Affidavit |
| 5 | Send Copy to Parties | <ul style="list-style-type: none"> • Clerk • Court Staff | <ul style="list-style-type: none"> • Clerk • Court Staff • Pro Se • Banks | O - Affidavit |
| 6 | Hold for Appropriate Days | <ul style="list-style-type: none"> • Clerk • Court Staff | <ul style="list-style-type: none"> • Clerk • Court Staff | I - Affidavit |
| 7 | Set Hearing | <ul style="list-style-type: none"> • Clerk • Court Staff • Judge • Pro Se | <ul style="list-style-type: none"> • Clerk • Court Staff • Judge • Pro Se | I - Calendar |
| 8 | Conduct Hearing | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Judge • Pro Se • Attorney • Bank • Court Reporters • Witnesses • US Bankruptcy Trustee | I – Affidavit <ul style="list-style-type: none"> • Testimony |
| 9 | Render Decision | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Judge • Pro Se • Attorney • Bank • Court Reporters • Witnesses • US Bankruptcy Trustee | O - Order |

Table 3.1-2: Abandoned Motor Vehicle Process Steps and Information Flow

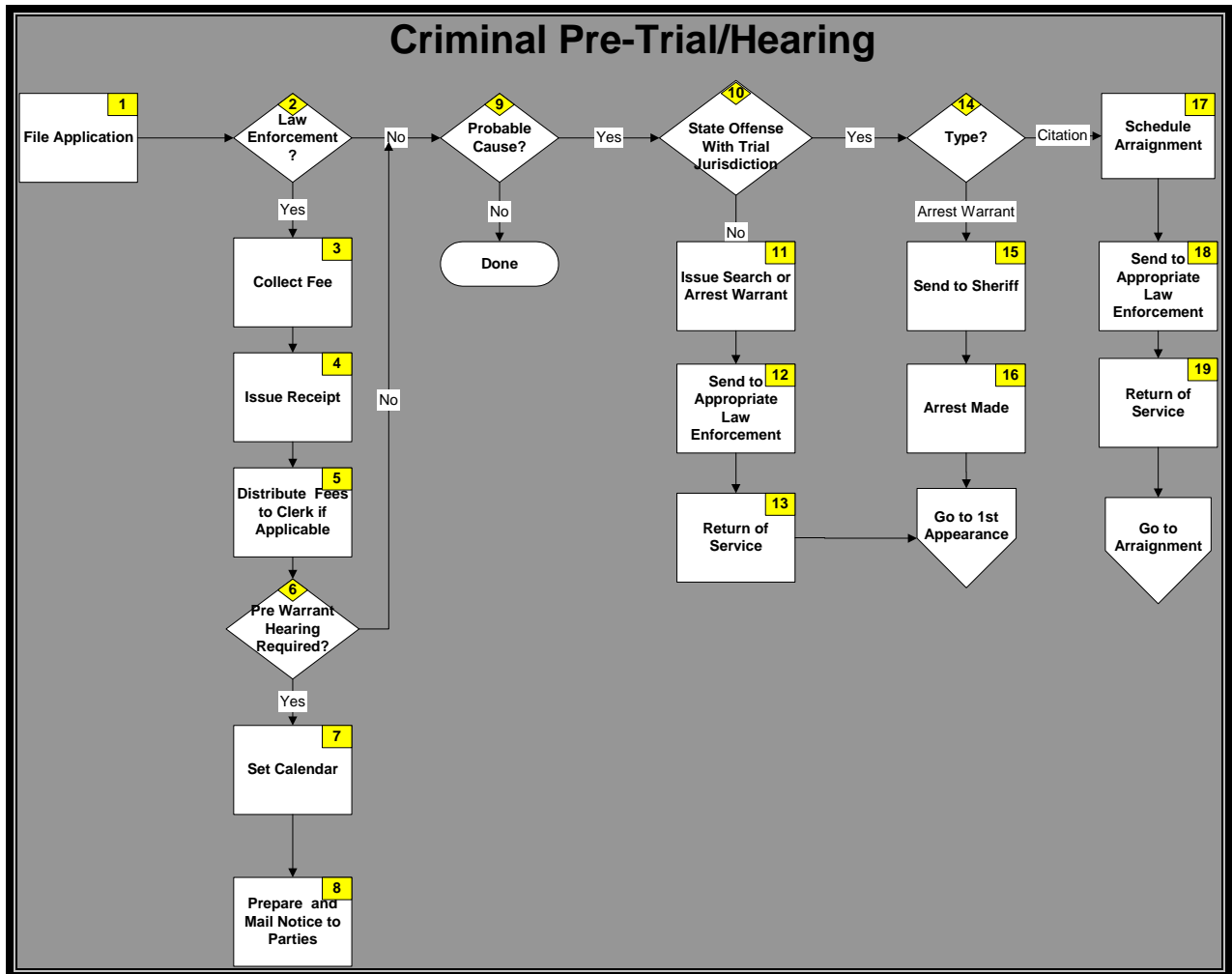


Figure 3.1-3: Pre-Trial/ Hearings Process – Criminal

| Step # | Process / Decision Step | Owner | Participant(s) | Input (I) / Output (O) Information Flow |
|--------|--|--|--|--|
| 1 | File Application | <ul style="list-style-type: none"> Pro Se Plaintiff | <ul style="list-style-type: none"> Clerk Court Staff | I – Application for Warrant O – Case File |
| 2 | <<Decision>> If Law Enforcement Needed, go to Step 3 - <i>Collect Fee</i> ; If Law Enforcement Not Needed, go to Step 9 - <i>Probable Cause</i> . | <ul style="list-style-type: none"> Clerk Court Staff | <ul style="list-style-type: none"> Law Enforcement | |

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| Step # | Process / Decision Step | Owner | Participant(s) | Input (I) / Output (O) Information Flow |
|---------------|---|--|--|--|
| 3 | Collect Fee | <ul style="list-style-type: none"> • Clerk • Court Staff | <ul style="list-style-type: none"> • Pro Se Plaintiff | I - Fee |
| 4 | Issue Receipt | <ul style="list-style-type: none"> • Clerk • Court Staff | <ul style="list-style-type: none"> • Pro Se Plaintiff | O - Receipt |
| 5 | Distribute Fees to Clerk (if applicable) | <ul style="list-style-type: none"> • Clerk • Court Staff | <ul style="list-style-type: none"> • Clerk • Court Staff | I - Fees |
| 6 | <<Decision>> If Pre-Warrant Hearing Required, go to Step 7 - <i>Set Calendar</i> ; If No Hearing Required, go to Step 9 - <i>Probable Cause Decision</i> . | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Law Enforcement • Pro Se • Witness | |
| 7 | Set Calendar | <ul style="list-style-type: none"> • Clerk • Court Staff | <ul style="list-style-type: none"> • Judge • Law Enforcement • Pro Se • Witness | I - Calendar |
| 8 | Prepare and Mail Notice to Parties | <ul style="list-style-type: none"> • Clerk • Court Staff | <ul style="list-style-type: none"> • Attorney • Law Enforcement • Pro Se • Witness | O – Hearing Notice |
| 9 | <<Decision>> If Probable Cause exists, go to Step 10 - <i>State Offense with Jurisdiction</i> ; if No Probable Cause, Done. | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Attorney • Law Enforcement • Pro Se • Witness | |
| 10 | <<Decision>> If Within Jurisdiction, go to Step 14 - <i>Type?</i> ; If No Jurisdiction, go to Step 11 - <i>Issue Search or Arrest Warrant</i> . | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Attorney • Law Enforcement • Pro Se • Witness | |
| 11 | Issue Search or Arrest Warrant | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Law Enforcement • Attorney | O - Search Warrant, Arrest Warrant |

| Step # | Process / Decision Step | Owner | Participant(s) | Input (I) / Output (O) Information Flow |
|--------|--|--|--|---|
| | | | <ul style="list-style-type: none"> • Pro Se | |
| 12 | Send to Appropriate Law Enforcement | <ul style="list-style-type: none"> • Judge • Clerk • Court Staff | <ul style="list-style-type: none"> • Law Enforcement • Attorney • Pro Se | O - Search Warrant, Arrest Warrant |
| 13 | Return of Service | <ul style="list-style-type: none"> • Law Enforcement | <ul style="list-style-type: none"> • Attorney • Pro Se • Clerk • Court Staff | I – Return of Service |
| 14 | <<Decision>> If Citation, go to Step 17 - <i>Schedule Arraignment</i> , If Arrest Warrant, go to Step 15 - <i>Send to Sheriff</i> . | <ul style="list-style-type: none"> • Law Enforcement • Attorney • Judge • Pro Se | <ul style="list-style-type: none"> • Clerk • Court Staff | |
| 15 | Send to Sheriff | <ul style="list-style-type: none"> • Law Enforcement • Clerk • Judge • Court Staff | <ul style="list-style-type: none"> • Pro Se • Attorney | O – Arrest Warrant |
| 16 | Arrest Made | <ul style="list-style-type: none"> • Law Enforcement • Pro Se | <ul style="list-style-type: none"> • Law Enforcement • Pro Se | I – Arrest Warrant |
| 17 | Schedule Arraignment | <ul style="list-style-type: none"> • Clerk • Court Staff • Judge | <ul style="list-style-type: none"> • Pro Se • Attorney | O - Citation |
| 18 | Send to Appropriate Law Enforcement | <ul style="list-style-type: none"> • Law Enforcement • Clerk • Judge • Court Staff | <ul style="list-style-type: none"> • Attorney • Pro Se | O - Citation |
| 19 | Return of Service | <ul style="list-style-type: none"> • Law Enforcement | <ul style="list-style-type: none"> • Attorney • Pro Se • Clerk • Court Staff | O – Return of Service |

Table 3.1-3: Pre-Trial/Hearings Criminal Process Steps and Information Flow

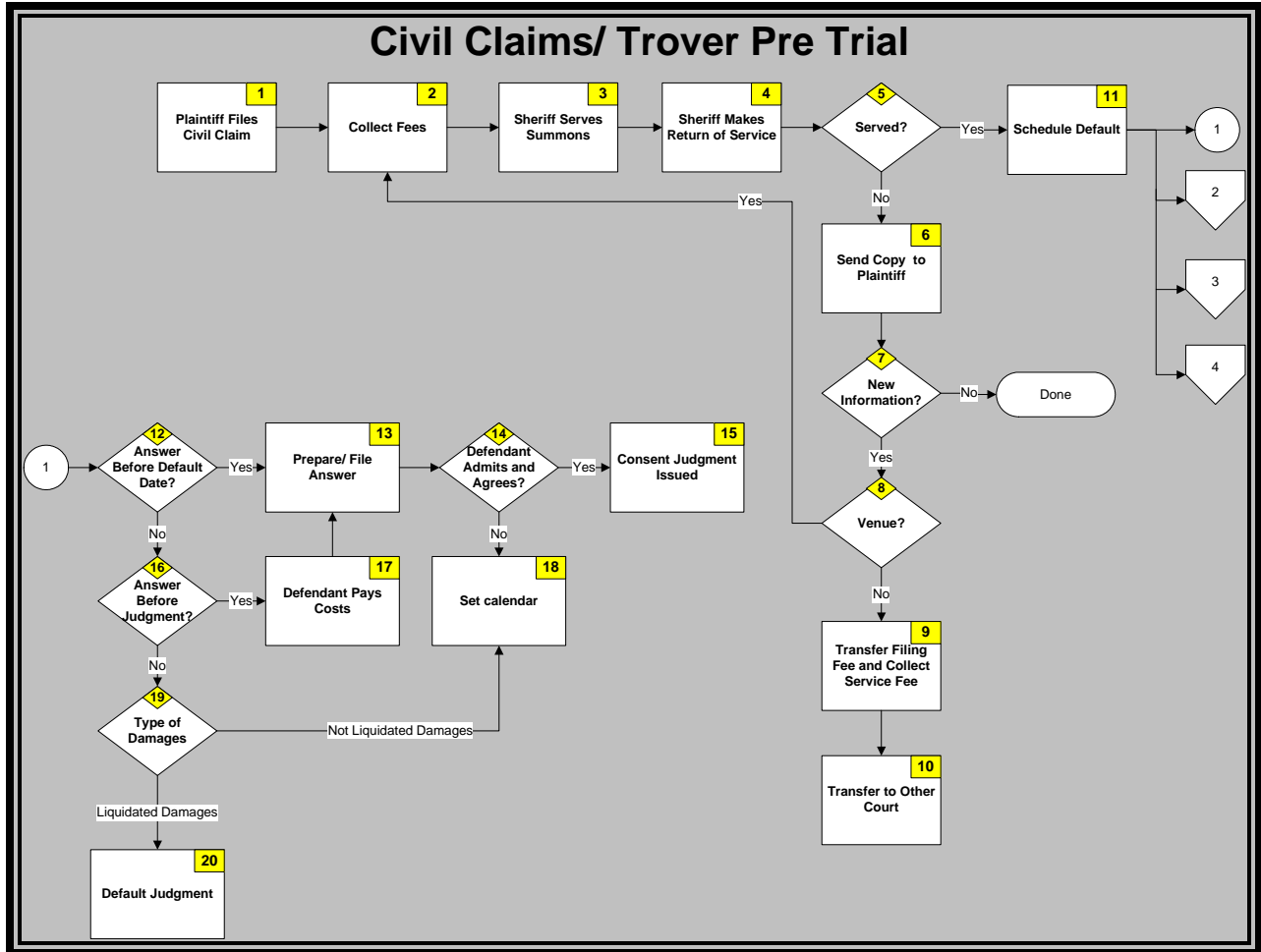


Figure 3.1-4: Pre-Trial/ Hearings Process – Civil Claims Trover

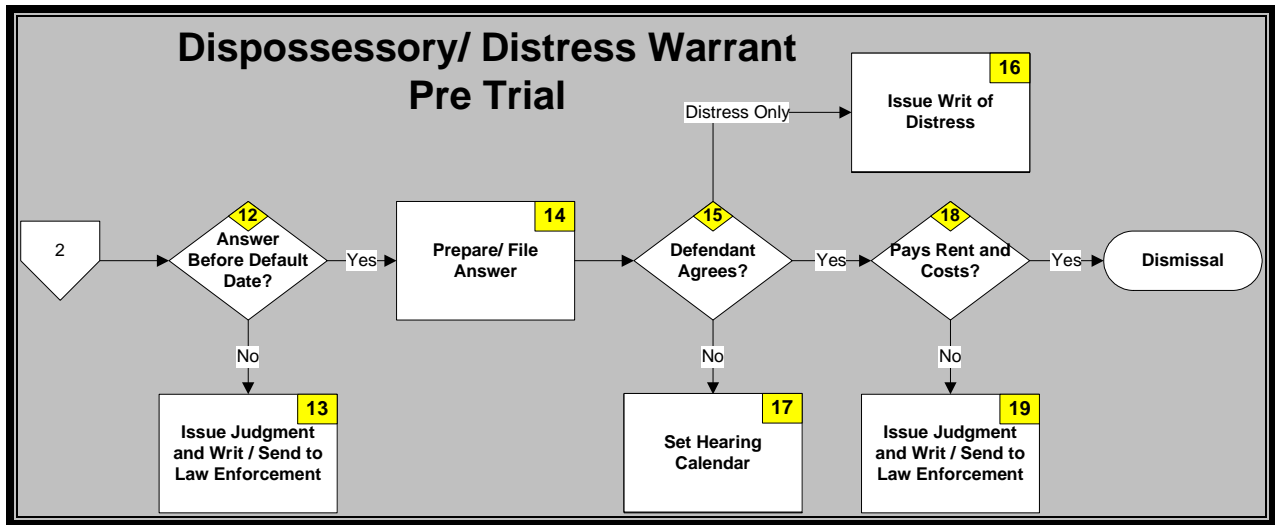


Figure 3.1-5: Pre Trial/ Hearings Process – Civil Claims Dispossessory

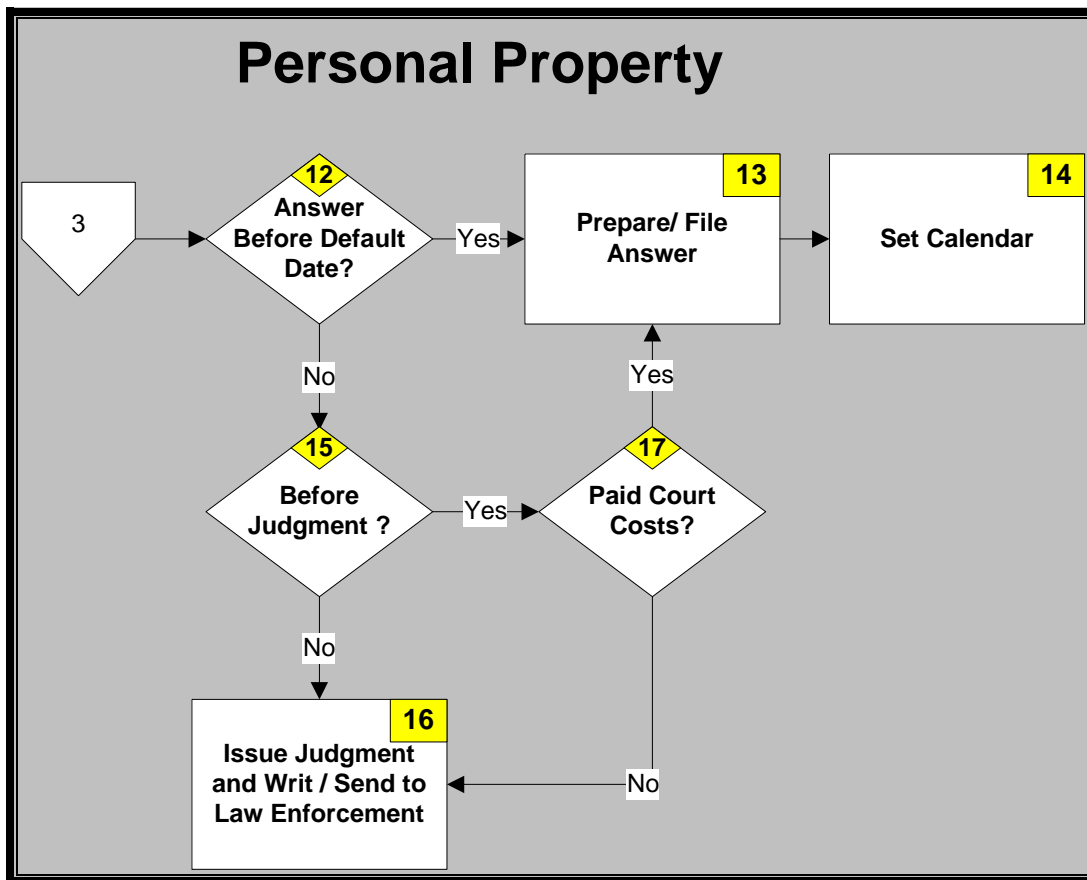


Figure 3.1-6: Pre Trial/ Hearings Process – Civil Claims Personal Property

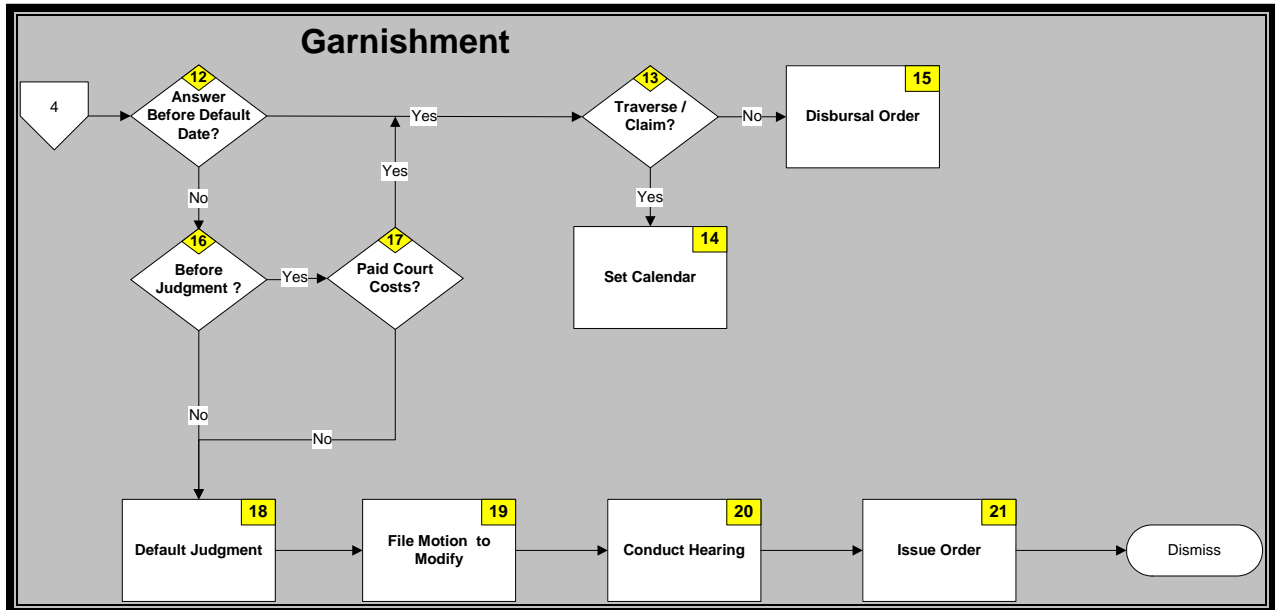


Figure 3.1-7: Pre Trial/ Hearings Process – Civil Claims Garnishment

| Step # | Process / Decision Step | Owner | Participant(s) | Input (I) / Output (O) Information Flow |
|--------|---|--|---|--|
| 1 | Plaintiff Files Civil Claim | <ul style="list-style-type: none"> • Clerk • Plaintiff | <ul style="list-style-type: none"> • Attorney • Court Staff | I – Statement of Claim O – Case File Created |
| 2 | Collect Fees | <ul style="list-style-type: none"> • Clerk • Court Staff | <ul style="list-style-type: none"> • Attorney • Plaintiff | I – Fee O – Service Form <ul style="list-style-type: none"> • Statement of Claim |
| 3 | Sheriff Serves Summons | <ul style="list-style-type: none"> • Law Enforcement | <ul style="list-style-type: none"> • Clerk • Court Staff | I – Service Form <ul style="list-style-type: none"> • Statement of Claim |
| 4 | Sheriff Makes Return of Service | <ul style="list-style-type: none"> • Law Enforcement | <ul style="list-style-type: none"> • Clerk • Court Staff • Plaintiff | O – Return of Service |
| 5 | <<Decision>> Served? If Served, go to Step 11 - <i>Schedule Default</i> ; If Not Served, go to Step 6 - <i>Send Copy to Plaintiff</i> . | <ul style="list-style-type: none"> • Law Enforcement | <ul style="list-style-type: none"> • Clerk • Court Staff • Plaintiff | |

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| Step # | Process / Decision Step | Owner | Participant(s) | Input (I) / Output (O) Information Flow |
|--------|--|---|---|---|
| 6 | Send Copy to Plaintiff | <ul style="list-style-type: none"> • Clerk • Court Staff | <ul style="list-style-type: none"> • Attorney • Plaintiff | I – Certificate of Non-Service O – Notice to Plaintiff |
| 7 | <<Decision>> If New Information? If New Information, go to Step 8 - <i>Venue?</i> ; If No New Information, Done. | <ul style="list-style-type: none"> • Attorney • Plaintiff • Law Enforcement | <ul style="list-style-type: none"> • Clerk • Court Staff • Judge | I - Answer |
| 8 | <<Decision>> Venue? If Correct Venue, go to Step 2 - <i>Collect Fees</i> ; if Not Correct Venue, go to Step 9 - <i>Transfer Filing Fee and Collect Service Fee</i> . | <ul style="list-style-type: none"> • Judge • Attorney • Plaintiff • Defendant | <ul style="list-style-type: none"> • Clerk • Court Staff | |
| 9 | Transfer Filing Fee and Collect Service Fee | <ul style="list-style-type: none"> • Clerk • Court Staff • Law Enforcement | <ul style="list-style-type: none"> • Attorney • Plaintiff | I – Fee O - Receipt |
| 10 | Transfer to Other Court | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Attorney • Pro Se • Law Enforcement | O – Transfer Order |
| 11 | Schedule Default | <ul style="list-style-type: none"> • Clerk • Court Staff • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Attorney • Pro Se • Law Enforcement | I - Calendar |
| 12 | <<Decision>> Answer Before Default? If Answer Provided Before Default, go to Step 13 - <i>Prepare/ File</i> | <ul style="list-style-type: none"> • Pro Se • Attorney | <ul style="list-style-type: none"> • Clerk • Court Staff • Judge | I - Answer |

GCAC Magistrate Courts Data Definitions Summary Report

| Step # | Process / Decision Step | Owner | Participant(s) | Input (I) / Output (O) Information Flow |
|---------------|--|--|--|--|
| | <i>Answer; If No Answer Provided Before Default, go to Step 16 - Answer Before Judgment?</i> | | | |
| 13 | Prepare/ File Answer | <ul style="list-style-type: none"> • Pro Se • Attorney | <ul style="list-style-type: none"> • Clerk • Court Staff • Judge | |
| 14 | <p><<Decision>> Defendant Admits and Agrees?</p> <p>If Defendant Admits and Agrees, go to Step 15 - <i>Consent Judgment Issued</i>; If Defendant Does Not Admit and Agree, go to Step 18 - <i>Set Calendar</i>.</p> | <ul style="list-style-type: none"> • Pro Se • Attorney | <ul style="list-style-type: none"> • Clerk • Court Staff • Judge | |
| 15 | Consent Judgment Issued | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Attorney • Pro Se | O – Notice of Consent Judgment |
| 16 | <p><<Decision>> Answer Before Judgment?</p> <p>If Answer Before Judgment, go to Step 17 - <i>Defendant Pays Costs</i>; if No Answer Before Judgment, go to Step 19 - <i>Type of Damages</i>.</p> | <ul style="list-style-type: none"> • Attorney • Pro Se | <ul style="list-style-type: none"> • Clerk • Court Staff • Judge | I - Answer |
| 17 | Defendant Pays Costs | <ul style="list-style-type: none"> • Clerk • Court Staff | <ul style="list-style-type: none"> • Pro Se • Attorney • Interpreters | I – Costs O - Receipt |
| 18 | Set Calendar | <ul style="list-style-type: none"> • Clerk • Court Staff | <ul style="list-style-type: none"> • Pro Se • Attorney • Interpreters | I - Calendar |
| 19 | <p><<Decision>> Type of Damages?</p> <p>If Liquidated</p> | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Pro Se • Attorney | |

GCAC Magistrate Courts Data Definitions Summary Report

| Step # | Process / Decision Step | Owner | Participant(s) | Input (I) / Output (O) Information Flow |
|---|---|--|--|---|
| | Damages, go to Step 20 - <i>Default Judgment</i> ; If Not Liquidated Damages, go to Step 18 - Set Calendar | | | |
| 20 | Default Judgment | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Pro Se • Attorney | I – Request for Default O – Default Judgment |
| Dispossessory/ Distress Warrant (See Trover Steps 1-11 above, then follow the Steps below) | | | | |
| 12 | << Decision >> Answer Before Default Date? If Yes, go to Step 14 - <i>Prepare/ File Answer</i> ; If No, go to Step 13 - <i>Issue Judgment and Writ/ Send to Law Enforcement</i> . | <ul style="list-style-type: none"> • Pro Se • Attorney | <ul style="list-style-type: none"> • Clerk • Court Staff • Judge | I - Answer |
| 13 | Issue Judgment and Writ/ Send to Law Enforcement | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Pro Se • Attorney | I – Request for Writ O – Writ of Distress <ul style="list-style-type: none"> • Judgment • Notice of Judgment |
| 14 | Prepare/ File Answer | <ul style="list-style-type: none"> • Pro Se • Attorney | <ul style="list-style-type: none"> • Clerk • Court Staff | I – Answer |
| 15 | << Decision >> Defendant Agrees? If Yes, go to Step 18 - <i>Pays Rent and Costs?</i> ; If No, go to Step 17 - <i>Set Hearing Calendar</i> . | <ul style="list-style-type: none"> • Pro Se • Attorney | <ul style="list-style-type: none"> • Judge • Clerk • Court Staff | |
| 16 | Issue Writ of Distress (distress only) | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Pro Se • Attorney | I – Request for Writ O – Writ of Distress <ul style="list-style-type: none"> • Judgment • Notice of Judgment |

GCAC Magistrate Courts Data Definitions Summary Report

| Step # | Process / Decision Step | Owner | Participant(s) | Input (I) / Output (O) Information Flow |
|---|---|---|--|---|
| 17 | Set Hearing Calendar | <ul style="list-style-type: none"> • Clerk • Court Staff • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Pro Se • Attorney | I - Calendar |
| 18 | <p><<Decision>> Pays Rent and Costs?</p> <p>If Yes, go to <i>Dismissal</i>; If No, go to Step 13 - <i>Issue Judgment and Writ/ Send to Law Enforcement.</i></p> | <ul style="list-style-type: none"> • Pro Se • Attorney | <ul style="list-style-type: none"> • Clerk • Court Staff | O – Dismissal <ul style="list-style-type: none"> • Notice to Parties • Funds to Plaintiff • Receipt |
| Personal Property (See Trover Steps 1-11 above, then follow the Steps below) | | | | |
| 12 | <p><<Decision>> Answer Before Default Date?</p> <p>If Yes, go to Step 13 - <i>Prepare/ File Answer</i>; If No, go to Step 15 - <i>Before Judgment?</i></p> | <ul style="list-style-type: none"> • Pro Se • Attorney | <ul style="list-style-type: none"> • Clerk • Court Staff • Judge | I - Answer |
| 13 | Prepare/ File Answer | <ul style="list-style-type: none"> • Pro Se • Attorney | <ul style="list-style-type: none"> • Clerk • Court Staff | I – Answer |
| 14 | Set Calendar | <ul style="list-style-type: none"> • Clerk • Court Staff | <ul style="list-style-type: none"> • Pro Se • Attorney | I - Calendar |
| 15 | <p><<Decision>> Before Judgment?</p> <p>If Yes, go to Step 17 - <i>Paid Court Costs?</i>; If No, go to Step 16 - <i>Issue Judgment and Writ/ Send to Law Enforcement.</i></p> | <ul style="list-style-type: none"> • Attorney • Pro Se | <ul style="list-style-type: none"> • Clerk • Court Staff • Judge | I - Answer |
| 16 | Issue Judgment and Writ/ Send to Law Enforcement | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Pro Se • Attorney | I – Request for Writ O – Writ of Distress <ul style="list-style-type: none"> • Judgment • Notice of Judgment |

GCAC Magistrate Courts Data Definitions Summary Report

| Step # | Process / Decision Step | Owner | Participant(s) | Input (I) / Output (O) Information Flow |
|---|--|--|--|---|
| 17 | <p><<Decision>> Paid Court Costs?</p> <p>If Yes, go to Step 13 - <i>Prepare/ File Answer</i>; If No, go to Step 16 - <i>Issue Judgment and Writ/ Send to Law Enforcement</i></p> | <ul style="list-style-type: none"> • Pro Se • Attorney | <ul style="list-style-type: none"> • Clerk • Court Staff | <p>O – Dismissal</p> <ul style="list-style-type: none"> • Notice to Parties • Funds to Plaintiff • Receipt |
| Garnishment (See Trover Steps 1-11 above, then follow the Steps below) | | | | |
| 12 | <p><<Decision>> Answer Before Default Date?</p> <p>If Yes, go to Step 13 - <i>Traverse Claim?</i>; If No, go to Step 16 - <i>Before Judgment?</i></p> | <ul style="list-style-type: none"> • Claimant | <ul style="list-style-type: none"> • Clerk • Court Staff • Judge • Attorney • Pro Se | I – Answer |
| 13 | <p><<Decision>> Traverse/ Claim?</p> <p>If Yes, go to Step 14 - <i>Set Calendar</i>; If No, go to Step 15 - <i>Disbursal Order</i>.</p> | <ul style="list-style-type: none"> • Pro Se | <ul style="list-style-type: none"> • Clerk • Court Staff • Judge • Attorney • Pro Se • Law Enforcement | <p>I – Traverse/ Claim</p> <p>O – Notice to Parties</p> |
| 14 | Set Calendar | <ul style="list-style-type: none"> • Clerk • Court Staff | <ul style="list-style-type: none"> • Clerk • Court Staff • Judge • Attorney • Pro Se • Law Enforcement | <p>O – Hearing Notice</p> <ul style="list-style-type: none"> • Calendar |
| 15 | Issue Disbursal Order | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Judge • Attorney • Pro Se • Law Enforcement | O – Disbursal Order |
| 16 | <p><<Decision>> Before Judgment?</p> <p>If Yes, go to Step</p> | <ul style="list-style-type: none"> • Attorney • Pro Se | <ul style="list-style-type: none"> • Clerk • Court Staff • Judge | I – Answer |

| Step # | Process / Decision Step | Owner | Participant(s) | Input (I) / Output (O) Information Flow |
|--------|---|--|--|--|
| | 17 - Paid Court Costs? If No, go to Step 18 - Default Judgment. | | | |
| 17 | <<Decision>> Paid Court Costs? If Yes, go to Step 13 - Traverse/Claim?; If No, go to Step 18 - Default Judgment. | <ul style="list-style-type: none"> • Pro Se • Attorney | <ul style="list-style-type: none"> • Clerk • Court Staff | O – Dismissal <ul style="list-style-type: none"> • Notice to Parties • Funds to Plaintiff • Receipt |
| 18 | Default Judgment | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Attorney • Pro Se • Claimant | I – Request for Default O – Default Judgment <ul style="list-style-type: none"> • Notice of Judgment |
| 19 | File Motion to Modify | <ul style="list-style-type: none"> • Attorney • Pro Se | <ul style="list-style-type: none"> • Clerk • Court Staff • Claimant • Judge | I – Motion to Modify |
| 20 | Conduct Hearing | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Attorney • Pro Se • Claimant | |
| 21 | Issue Order | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Attorney • Pro Se • Claimant | O – Disbursal Order |

Table 3.1-4: Pre-Trial/Hearings Civil Process Steps and Information Flow

3.2 Trial/ Hearings Process:

This section describes the process steps for the Trial/ Hearings functions for civil and criminal hearings executed by the court (Figure 3.2-1 through 3.2-5).

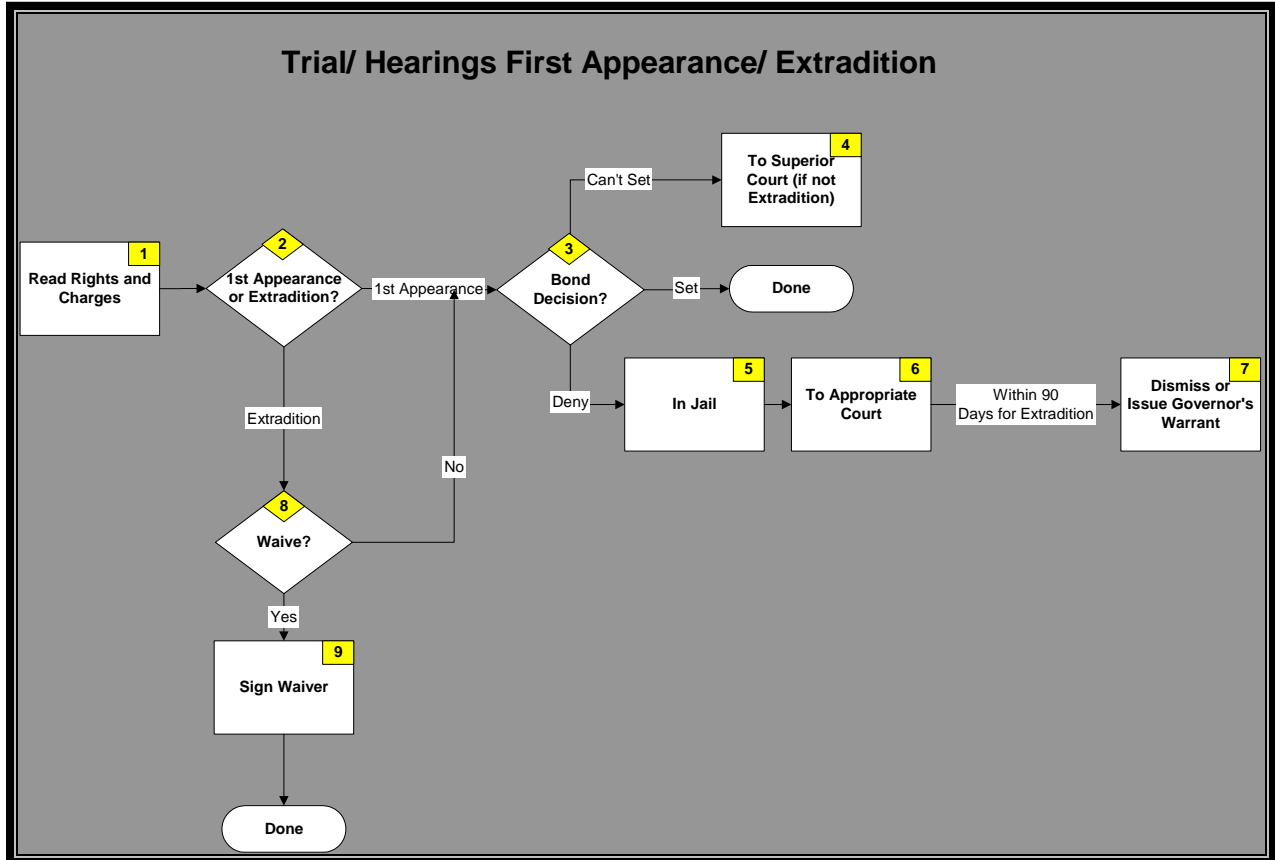


Figure 3.2-1: Trial/ Hearings Process – First Appearance/ Extradition

| Step # | Process / Decision Step | Owner | Participant(s) | Input (i) / Output (o) Information Flow |
|--------|--|---|--|---|
| 1 | Read Rights and Charges | <ul style="list-style-type: none"> Judge | <ul style="list-style-type: none"> Clerk Court Staff Attorney Pro Se DA Interpreters | I – Rights <ul style="list-style-type: none"> Warrants |
| 2 | <<Decision>> 1 st Appearance or Extradition? If 1 st Appearance, | <ul style="list-style-type: none"> Judge | <ul style="list-style-type: none"> Clerk Court Staff Attorney Pro Se DA | |

GCAC Magistrate Courts Data Definitions Summary Report

| Step # | Process / Decision Step | Owner | Participant(s) | Input (i) / Output (o) Information Flow |
|--------|--|---|---|--|
| | go to Step 3 - <i>Bond Decision?</i> ; If Extradition, go to Step 8 - <i>Waive?</i> | | <ul style="list-style-type: none"> • Interpreters | |
| 3 | <p><<Decision>> Bond Decision?</p> <p>If Set, Done; If Can't Set, go to Step 4 - <i>To Superior Court</i>; If Deny, go to Step 5 - <i>In Jail</i>.</p> | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Attorney • Pro Se • DA • Interpreters | |
| 4 | To Superior Court (if not Extradition) | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Attorney • Pro Se • DA • Interpreters | O – Case File |
| 5 | In Jail | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Attorney • Pro Se • DA • Interpreters | |
| 6 | To Appropriate Court | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Attorney • Pro Se • DA • Interpreters | O – Case File |
| 7 | Dismiss or Issue Governor's Warrant | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Attorney • Pro Se • DA • Interpreters • Governor's Office | <p>O – Dismissal Order</p> <ul style="list-style-type: none"> • Warrant |
| 8 | <p><<Decision>> Waive?</p> <p>If No, go to Step 3 - <i>Bond Decision?</i>; If Yes, go to Step 9 - <i>Sign Waiver</i>.</p> | <ul style="list-style-type: none"> • Pro Se – Defendant • Attorney • Public Defender | <ul style="list-style-type: none"> • Clerk • Court Staff • Attorney • Pro Se • DA • Interpreters | |

| Step # | Process / Decision Step | Owner | Participant(s) | Input (i) / Output (o) Information Flow |
|--------|-------------------------|---|---|---|
| 9 | Sign Waiver | <ul style="list-style-type: none"> • Pro Se – Defendant • Attorney • Public Defender | <ul style="list-style-type: none"> • Clerk • Court Staff • Attorney • Law Enforcement • DA • Interpreters | (O) Waiver |

Table 3.2-1: First Appearance/ Extradition Process Steps and Information Flow

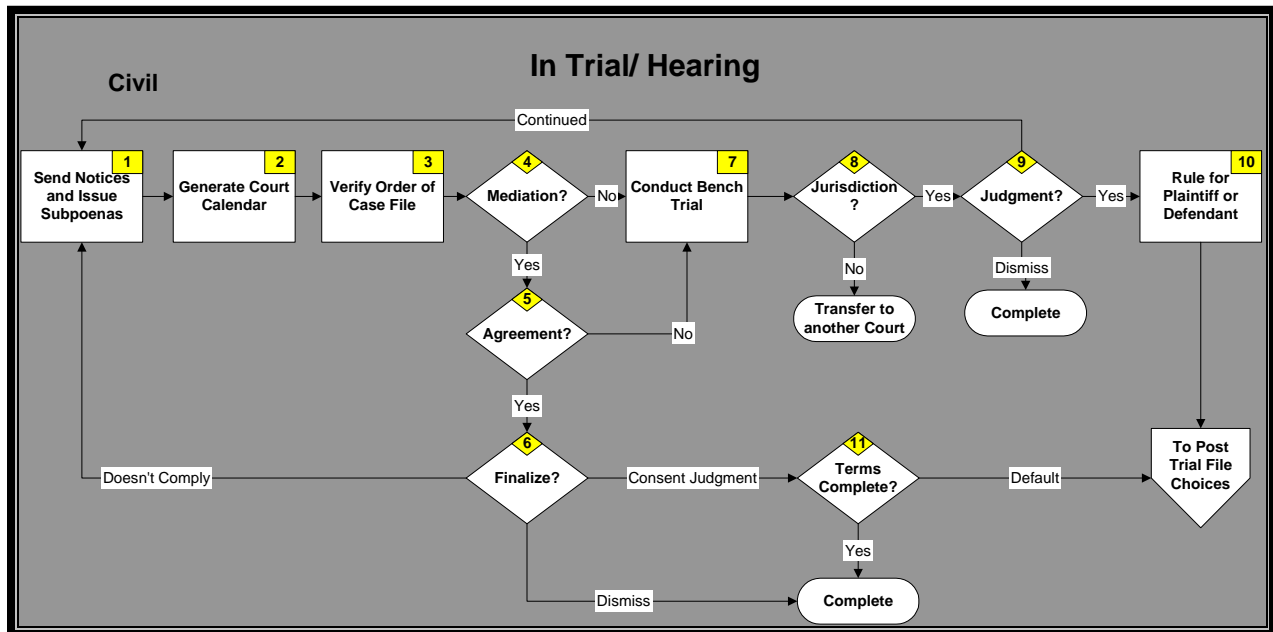


Figure 3.2-2: Trial/ Hearings Process - Civil

| Step # | Process / Decision Step | Owner | Participant(s) | Input (i) / Output (o) Information Flow |
|--------|----------------------------------|---|---|---|
| 1 | Send Notices and Issue Subpoenas | <ul style="list-style-type: none"> • Clerk • Court Staff • Judge | <ul style="list-style-type: none"> • Defendant • Attorney • Plaintiff • Witness | O – Notice of Trial <ul style="list-style-type: none"> • Subpoenas |
| 2 | Generate Court Calendar | <ul style="list-style-type: none"> • Clerk • Court Staff | <ul style="list-style-type: none"> • Judge | O – Calendar |
| 3 | Verify Order of Case File | <ul style="list-style-type: none"> • Clerk • Court Staff | <ul style="list-style-type: none"> • Judge | I – Motions <ul style="list-style-type: none"> • Statements |

GCAC Magistrate Courts Data Definitions Summary Report

| Step # | Process / Decision Step | Owner | Participant(s) | Input (i) / Output (o) Information Flow |
|--------|--|---|---|--|
| | | | | <ul style="list-style-type: none"> • Answers • Inquiries • Subpoenas • Request O – Case File |
| 4 | <<Decision>> Mediation? If Yes, go to Step 5 - <i>Agreement?</i> ; If no, go to Step 7 - <i>Conduct Bench Trial.</i> | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Plaintiff • Witness • Interpreters | I – Request O – Order to Mediation |
| 5 | <<Decision>> Agreement? If Yes, go to Step 6 - <i>Finalize?</i> ; If No, go to Step 7 - <i>Conduct Bench Trial.</i> | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Plaintiff • Witness • Interpreters • Witness • Alt. Dispute Resolution | O – Mediation Agreement or Report |
| 6 | <<Decision>> Finalize? If Consent Judgment, go to Step 11 - <i>Terms Complete?</i> ; If Doesn't Comply, go to Step 1 - <i>Send Notices and Issue Subpoenas</i> ; If Dismiss, go to Complete. | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Plaintiff • Witness • Interpreters | |
| 7 | Conduct Bench Trial | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Plaintiff • Witness • Interpreters • Alt. Dispute Resolution | O – Case File |
| 8 | <<Decision>> | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk | I – Case File |

| Step # | Process / Decision Step | Owner | Participant(s) | Input (i) / Output (o) Information Flow |
|--------|--|---|---|--|
| | Jurisdiction? If Yes, go to Step 9 - <i>Judgment?</i> ; If No, go to <i>Transfer to Another Court.</i> | | <ul style="list-style-type: none"> • Court Staff • Defendant • Attorney • Plaintiff • Witness • Interpreters | O – Transfer Order |
| 9 | <<Decision>> Judgment? If Yes, go to Step 10 - <i>Rule for Plaintiff or Defendant</i> ; If Dismiss, go to Complete. | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Plaintiff • Witness • Interpreters | O – Order to Dismiss <ul style="list-style-type: none"> • Judge’s Decision |
| 10 | Rule for Plaintiff or Defendant | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Plaintiff • Witness • Interpreters | O – Judgment Order |
| 11 | <<Decision>> Terms Complete? If Default, go to <i>Post Trial File Choices</i> ; If Yes, go to Complete. | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Plaintiff • Witness • Interpreters | I – Motion to Dismiss O – Plaintiff Dismissal <ul style="list-style-type: none"> • Consent Judgment • Release of Stay Order |

Table 3.2-2: Civil Trial/ Hearings Process Steps and Information Flow

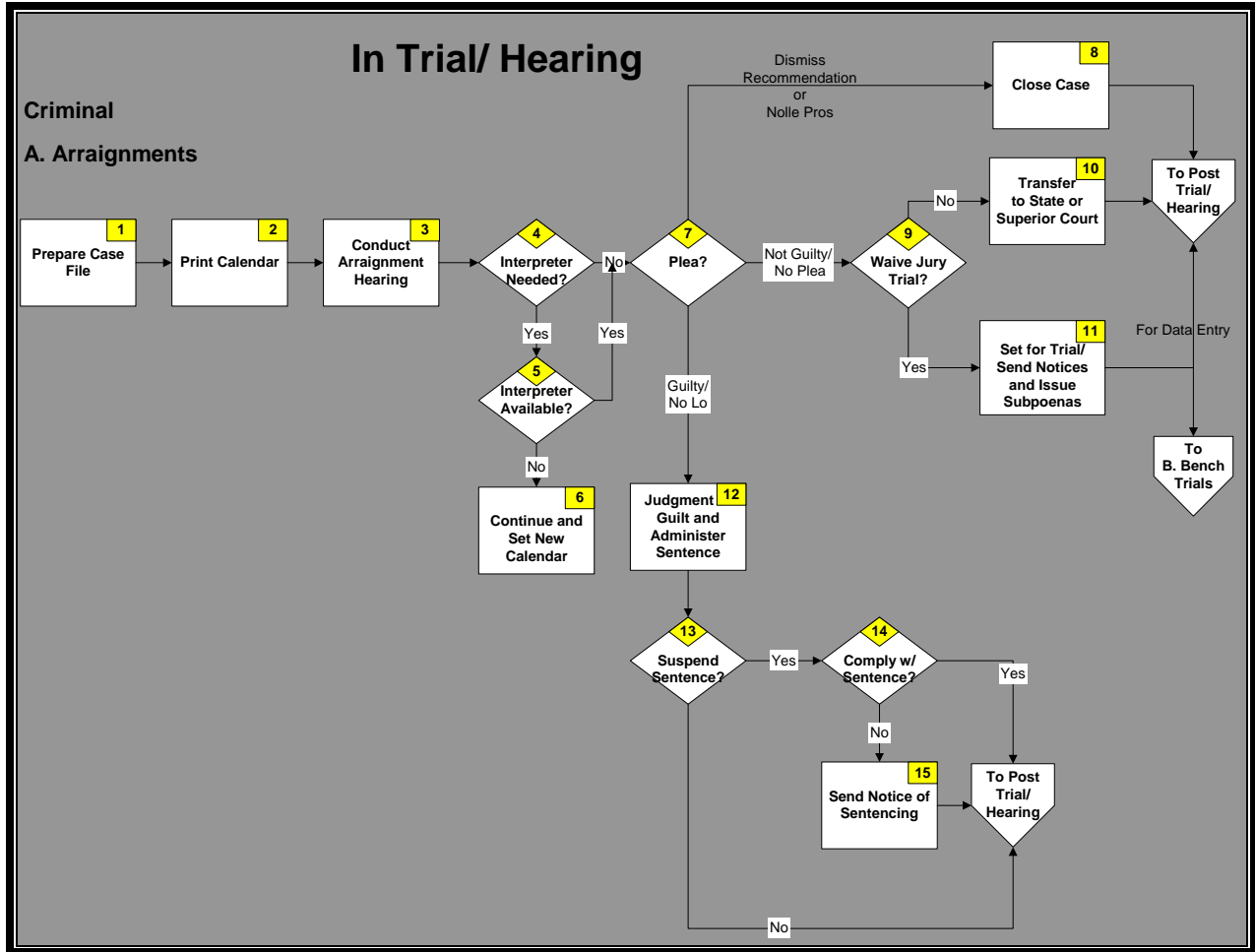


Figure 3.2-3: Trial/ Hearings Process – Criminal

| Step # | Process / Decision Step | Owner | Participant(s) | Input (i) / Output (o) Information Flow |
|--------|-----------------------------|---|---|---|
| 1 | Prepare Case File | <ul style="list-style-type: none"> • Clerk • Court Staff • Judge | | I – Warrant <ul style="list-style-type: none"> • Citation O - Accusation |
| 2 | Print Calendar | <ul style="list-style-type: none"> • Clerk | <ul style="list-style-type: none"> • Clerk • Court Staff | O - Calendar |
| 3 | Conduct Arraignment Hearing | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Plaintiff • Witness • Interpreters | I – Case File <ul style="list-style-type: none"> • Pleas |

GCAC Magistrate Courts Data Definitions Summary Report

| Step # | Process / Decision Step | Owner | Participant(s) | Input (i) / Output (o) Information Flow |
|--------|--|---|---|--|
| | | | <ul style="list-style-type: none"> • Probation Officer • Law Enforcement | |
| 4 | <p><<Decision>> Interpreter Needed?</p> <p>If Yes, go to Step 5 - <i>Interpreter Available?</i>; If No, go to Step 7 - <i>Plea?</i></p> | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Plaintiff • Witness • Interpreters • Probation Officer • Law Enforcement | I – Request for Interpreter |
| 5 | <p><<Decision>> Interpreter Available?</p> <p>If Yes, go to Step 7 - <i>Plea?</i>; If No, go to Step 6 - <i>Continue and Set New Calendar.</i></p> | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Plaintiff • Witness • Interpreters • Probation Officer • Law Enforcement | I - Calendar |
| 6 | Continue and Set New Calendar | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Plaintiff • Witness • Interpreters • Probation Officer • Law Enforcement | I –Calendar |
| 7 | <p><<Decision>> Plea?</p> <p>If Guilty or No Lo, go to Step 12 - <i>Judgment of Guilt and Administer Sentence;</i></p> | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Plaintiff • Witness • Interpreters • Probation | I – Verbal or Written Plea O – Disposition Order <ul style="list-style-type: none"> • Plea |

GCAC Magistrate Courts Data Definitions Summary Report

| Step # | Process / Decision Step | Owner | Participant(s) | Input (i) / Output (o) Information Flow |
|--------|---|---|--|--|
| | If Not Guilty/ No Plea, go to Step 9 - <i>Waive Jury Trial</i> ; If Dismiss Recommended, go to Step 8 - <i>Close Case</i> . | | Officer <ul style="list-style-type: none"> • Law Enforcement | |
| 8 | Close Case | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Plaintiff • Witness • Interpreters • Probation Officer • Law Enforcement | O – Final Disposition Order |
| 9 | <p><<Decision>> Waive Jury Trial?</p> <p>If Yes, go to Step 11 - <i>Set for Trial</i>; If No, go to Step 10 - <i>Transfer to State or Superior Court</i></p> | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Plaintiff • Witness • Interpreters • Probation Officer • Law Enforcement | I – Answer |
| 10 | Transfer to State or Superior Court | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Plaintiff • Witness • Interpreters • Probation Officer • Law Enforcement • Witness • Interpreters | O – Transfer Order <ul style="list-style-type: none"> • Case File |
| 11 | Set for Trial/ Send Notices and Issue Subpoenas | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant | O – Trial Notices <ul style="list-style-type: none"> • Subpoenas • Probation Officer |

GCAC Magistrate Courts Data Definitions Summary Report

| Step # | Process / Decision Step | Owner | Participant(s) | Input (i) / Output (o) Information Flow |
|--------|--|---|---|---|
| | | | <ul style="list-style-type: none"> • Attorney • Plaintiff • Witness • Interpreters • Probation Officer • Law Enforcement | Notes |
| 12 | Judgment of Guilt and Administer Sentence | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Plaintiff • Witness • Interpreters • Probation Officer • Law Enforcement | O – Sentence Sheet |
| 13 | <p><<Decision>> Suspend Sentence?</p> <p>If Yes, go to Step 14 - <i>Comply with Sentence?</i>; If No, go to <i>Post Trial/ Hearing</i></p> | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Plaintiff • Witness • Interpreters • Probation Officer • Law Enforcement | I – Non-Compliance Report O – Motion to Revoke |
| 14 | <p><<Decision>> Comply with Sentence?</p> <p>If No, go to Step 15 - <i>Send Notice of Sentencing</i>; If Yes, go to <i>Post Trial/ Hearing</i>.</p> | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Plaintiff • Witness • Interpreters • Probation Officer • Law Enforcement | |
| 15 | Send Notice of Sentencing | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney | O – Notice of Sentencing |

| Step # | Process / Decision Step | Owner | Participant(s) | Input (i) / Output (o) Information Flow |
|--------|-------------------------|-------|--|---|
| | | | <ul style="list-style-type: none"> Plaintiff Witness Interpreters Probation Officer Law Enforcement | |

Table 3.2-3: Criminal - Arraignment Process Steps and Information Flow

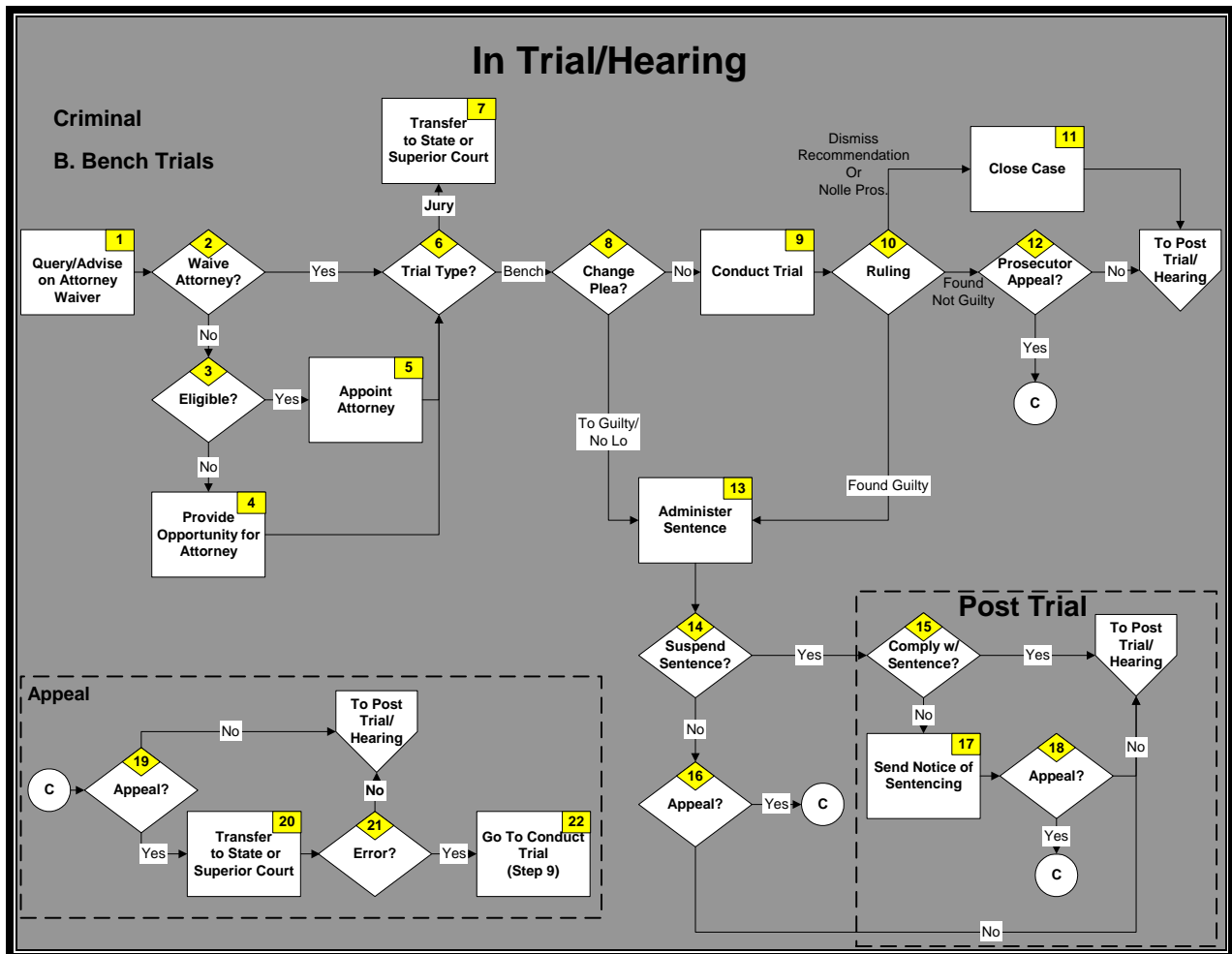


Figure 3.2-4: Trial/ Hearings Process – Criminal Bench Trials

GCAC Magistrate Courts Data Definitions Summary Report

| Step # | Process / Decision Step | Owner | Participant(s) | Input (i) / Output (o) Information Flow |
|--------|---|---|---|--|
| 1 | Query/ Advise on Attorney Waiver | <ul style="list-style-type: none"> Judge | <ul style="list-style-type: none"> Clerk Court Staff Defendant Attorney | I – Verbal |
| 2 | <p><<Decision>> Waive Attorney?</p> <p>If Yes, go to Step 6 - <i>Trial Type?</i>; If No, go to Step 3 - <i>Eligible?</i></p> | <ul style="list-style-type: none"> Judge | <ul style="list-style-type: none"> Clerk Court Staff Defendant | O – Signed Waiver |
| 3 | <p><<Decision>> Eligible?</p> <p>If Yes, go to Step 5 - <i>Appoint Attorney</i>; If No, go to Step 4 - <i>Provide Opportunity for Attorney</i></p> | <ul style="list-style-type: none"> Judge | <ul style="list-style-type: none"> Clerk Court Staff Defendant Public Defender Attorney | |
| 4 | Provide Opportunity for Attorney | <ul style="list-style-type: none"> Judge | <ul style="list-style-type: none"> Clerk Court Staff Defendant Public Defender Attorney | O – Application Form |
| 5 | Appoint Attorney | <ul style="list-style-type: none"> Judge | <ul style="list-style-type: none"> Clerk Court Staff Defendant Public Defender Attorney | O – Order of Appointment |
| 6 | <p><<Decision>> Trial Type?</p> <p>If Jury Trial, go to Step 7 - <i>Transfer to State or Superior Court</i>; If Bench Trial, go to Step 8 - <i>Change Plea?</i></p> | <ul style="list-style-type: none"> Judge | <ul style="list-style-type: none"> Clerk Court Staff Defendant Attorney Plaintiff Code Enforcement State Court Superior Court | |
| 7 | Transfer to State or Superior Court | <ul style="list-style-type: none"> Judge | <ul style="list-style-type: none"> Clerk Court Staff Defendant Attorney Plaintiff | I – Motion to Transfer O- Order to Transfer |

GCAC Magistrate Courts Data Definitions Summary Report

| Step # | Process / Decision Step | Owner | Participant(s) | Input (i) / Output (o) Information Flow |
|--------|---|---|---|---|
| | | | <ul style="list-style-type: none"> • Code Enforcement • State Court • Superior Court | |
| 8 | <p><<Decision>> Change Plea?</p> <p>If No Change, go to Step 9 - <i>Conduct Trial</i>; If Changed, go to Step 13 - <i>Administer Sentence</i>.</p> | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Plaintiff | I – Request O- Plea |
| 9 | Conduct Trial | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Plaintiff | O – Verdict |
| 10 | <p><<Decision>> Ruling?</p> <p>If Found Guilty, go to Step 13 - <i>Administer Sentence</i>; If Found Not Guilty, go to Step 12 - <i>Prosecutor Appeal?</i>; If Dismissed, go to Step 11 - <i>Close Case</i>.</p> | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Plaintiff • Witness • Interpreters • Probation Officer • Law Enforcement | O – Order |
| 11 | Close Case | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Plaintiff • Witness • Interpreters • Probation Officer • Law Enforcement | |
| 12 | <p><<Decision>> Prosecutor Appeal?</p> | <ul style="list-style-type: none"> • Prosecutor • Plaintiff | <ul style="list-style-type: none"> • Clerk • Court Staff | O – Motion to Appeal |

GCAC Magistrate Courts Data Definitions Summary Report

| Step # | Process / Decision Step | Owner | Participant(s) | Input (i) / Output (o) Information Flow |
|--------|---|---|---|---|
| | If No, go to <i>Post Trial Hearing</i> ; If Yes, go to Step 16 - <i>Appeal</i> ? | | <ul style="list-style-type: none"> • Judge • Defendant • Attorney | |
| 13 | Administer Sentence | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Plaintiff • Witness • Interpreters • Probation Officer • Law Enforcement | O – Notice of Sentencing |
| 14 | <p><<Decision>> Suspend Sentence?</p> <p>If Yes, go to Step 15 - <i>Comply with Sentence</i>?; If No, go to <i>Post Trial Hearing</i>.</p> | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Plaintiff • Witness • Interpreters • Probation Officer • Law Enforcement | |
| 15 | <p><<Decision>> Comply with Sentence?</p> <p>If Yes, go to <i>Post Trial/ Hearing</i>; If No, go to Step 17 - <i>Send Notice of Sentencing</i>.</p> | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Plaintiff • Witness • Interpreters • Probation Officer • Law Enforcement | I – Notice of Sentencing |
| 16 | <p><<Decision>> Appeal?</p> <p>If Appealed, go to <i>C - Appeal</i>, If Not Appealed, go to <i>Post Trial/ Hearing</i>.</p> | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Plaintiff • Witness • Interpreters • Probation | O – Notice of Sentencing |

GCAC Magistrate Courts Data Definitions Summary Report

| Step # | Process / Decision Step | Owner | Participant(s) | Input (i) / Output (o) Information Flow |
|--------|--|---|---|---|
| | | | <ul style="list-style-type: none"> Officer • Law Enforcement | |
| 17 | Send Notice of Sentencing | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Plaintiff • Witness • Interpreters • Probation Officer • Law Enforcement | O – Notice of Sentencing |
| 18 | <p><<Decision>> Appeal?</p> <p>If Yes, go to C - Appeal; If No, go to Post Trial/ Hearing.</p> | <ul style="list-style-type: none"> • Defendant • Attorney | <ul style="list-style-type: none"> • Clerk • Court Staff • Judge • Plaintiff • Witness • Interpreters • Probation Officer • Law Enforcement | I – Motion to Appeal |
| 19 | <p><<Decision>> Appeal?</p> <p>If Appealed, go to Step 20 - State or Superior Court; If No, go to Post Trial/ Hearing.</p> | <ul style="list-style-type: none"> • Defendant • Attorney | <ul style="list-style-type: none"> • Clerk • Court Staff • Judge • Plaintiff • Witness • Interpreters • Probation Officer • Law Enforcement | I – Motion to Appeal |
| 20 | Transfer to State or Superior Court | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Plaintiff • Witness • Interpreters • Probation Officer • Law Enforcement | <p>I – Motion to Transfer</p> <p>O – Transfer Order</p> |

| Step # | Process / Decision Step | Owner | Participant(s) | Input (i) / Output (o) Information Flow |
|--------|---|---|---|---|
| 21 | <p><<Decision>> Error?</p> <p>If Error, go to Step 9 - <i>Conduct Trial</i>; If No Error, go to <i>Post Trial/ Hearing</i>.</p> | <ul style="list-style-type: none"> Judge | <ul style="list-style-type: none"> Clerk Court Staff Defendant Attorney Plaintiff Witness Interpreters Probation Officer Law Enforcement | |
| 22 | Go to Conduct Trial (Step 9) | <ul style="list-style-type: none"> Judge | <ul style="list-style-type: none"> Clerk Court Staff Defendant Attorney Plaintiff Witness Interpreters Probation Officer Law Enforcement | O – Verdict |

Table 3.2-4: Criminal – Bench Trials Process Steps and Information Flow

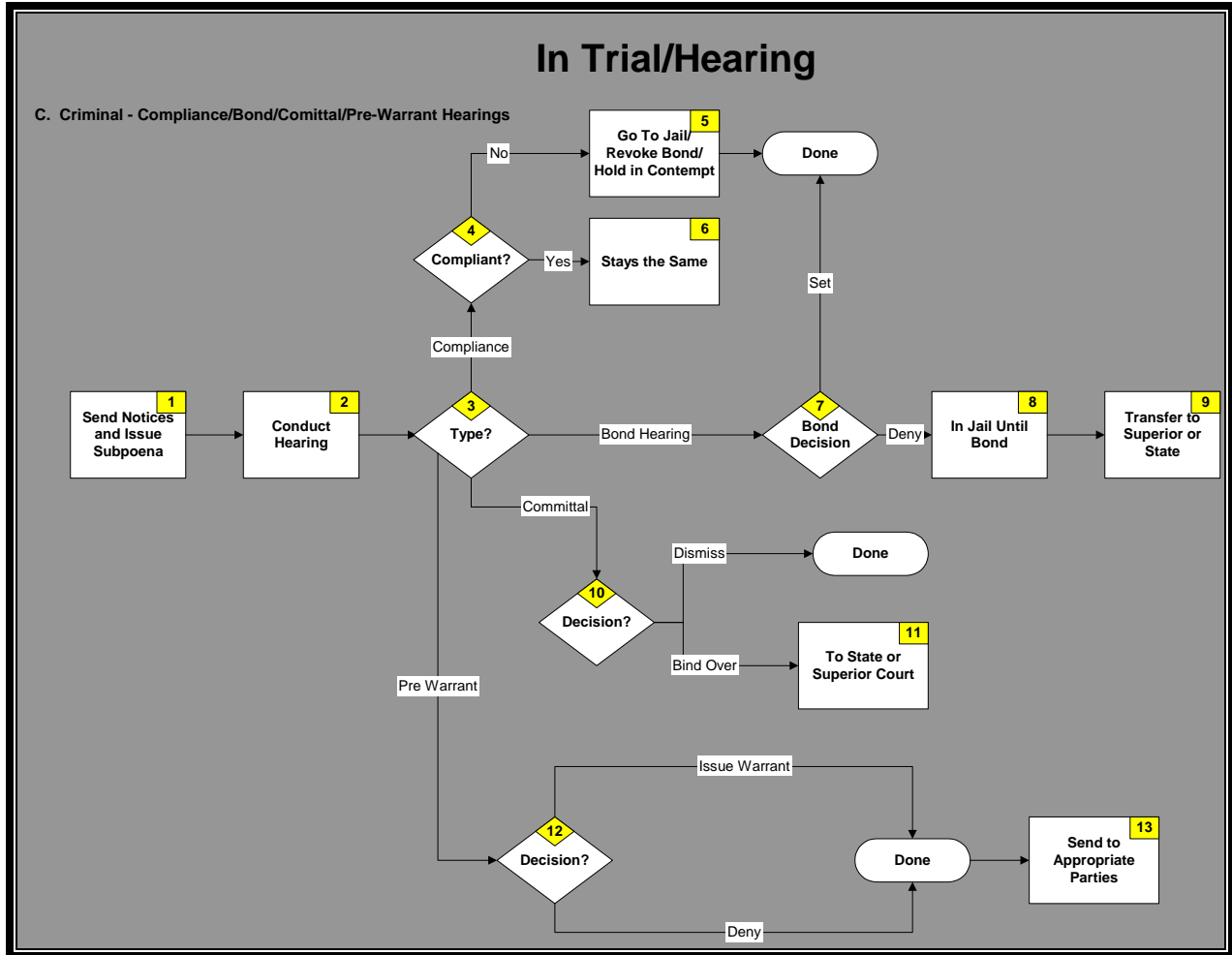


Figure 3.2-5: Trial/ Hearings Process – Criminal Compliance/ Bond/ Committal/ Pre-Warrant

| Step # | Process / Decision Step | Owner | Participant(s) | Input (i) / Output (o) Information Flow |
|--------|----------------------------------|--|--|---|
| 1 | Send Notices and Issue Subpoenas | <ul style="list-style-type: none"> • Clerk • Court Staff | <ul style="list-style-type: none"> • Judge • Defendant • Attorney • Plaintiff • Witness | I - Petition O – Notices <ul style="list-style-type: none"> • Subpoenas |
| 2 | Conduct Hearing | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Public Defender • DA | |

GCAC Magistrate Courts Data Definitions Summary Report

| Step # | Process / Decision Step | Owner | Participant(s) | Input (i) / Output (o) Information Flow |
|--------|--|---|--|--|
| | | | <ul style="list-style-type: none"> • Plaintiff • Witness • Interpreters • Probation Officer • Law Enforcement | |
| 3 | <p><<Decision>> Type?</p> <p>If Pre-Warrant, go to Step 12 - <i>Decision?</i>; If Committal, go to Step 10 - <i>Decision?</i>; If Bond Hearing, go to Step 7 – <i>Bond Decision?</i>; If Compliance, go to Step 4 - <i>Compliant?</i></p> | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Public Defender • DA • Plaintiff • Witness • Interpreters • Probation Officer • Law Enforcement | <p>I – Motions</p> <ul style="list-style-type: none"> • Warrant |
| 4 | <p><<Decision>> Compliant?</p> <p>If Yes, go to Step 6 - Stays the Same; If No, go to Step 5 - <i>Go to Jail/ Revoke Bond.</i></p> | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Public Defender • DA • Plaintiff • Witness • Interpreters • Probation Officer • Law Enforcement | I – Complaint |
| 5 | Go to Jail/ Revoke Bond/ Hold in Contempt | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Public Defender • DA • Plaintiff • Witness • Interpreters | <p>I – Petition</p> <p>O –Order</p> |

GCAC Magistrate Courts Data Definitions Summary Report

| Step # | Process / Decision Step | Owner | Participant(s) | Input (i) / Output (o) Information Flow |
|--------|---|---|--|---|
| | | | <ul style="list-style-type: none"> • Probation Officer • Law Enforcement | |
| 6 | Stays the Same | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Public Defender • DA • Plaintiff • Witness • Interpreters • Probation Officer • Law Enforcement | I – Petitions <ul style="list-style-type: none"> • Order |
| 7 | <<Decision>> Bond Decision If Set, go to Done; If Denied, go to Step 8 - <i>In Jail Until Bond.</i> | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Public Defender • DA • Plaintiff • Witness • Interpreters • Probation Officer • Law Enforcement | I – Request |
| 8 | In Jail Until Bond | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Public Defender • Law Enforcement | |
| 9 | Transfer to Superior or State | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Plaintiff | I – Motion to Transfer O – Transfer Order |

GCAC Magistrate Courts Data Definitions Summary Report

| Step # | Process / Decision Step | Owner | Participant(s) | Input (i) / Output (o) Information Flow |
|--------|---|--|--|--|
| | | | <ul style="list-style-type: none"> • Witness • Interpreters • Probation Officer • Law Enforcement | |
| 10 | <p><<Decision>> Decision?</p> <p>If Bind Over, go to Step 11 - To State or Superior Court; If Dismiss, go to Done.</p> | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Plaintiff • Witness • Interpreters • Probation Officer • Law Enforcement | I – Order |
| 11 | To State or Superior Court | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Public Defender • DA • Plaintiff • Witness • Interpreters • Probation Officer • Law Enforcement | I – Motion to Transfer O – Transfer Order |
| 12 | <p><<Decision>> Decision?</p> <p>If Denied, go to Done; If Issue Warrant, go to Done</p> | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney | O – Warrant |
| 13 | Send to Appropriate Parties | <ul style="list-style-type: none"> • Clerk • Court Staff | <ul style="list-style-type: none"> • Judge • Defendant • Attorney • Public Defender • DA • Plaintiff | O – File |

| Step # | Process / Decision Step | Owner | Participant(s) | Input (i) / Output (o) Information Flow |
|--------|-------------------------|-------|--|---|
| | | | <ul style="list-style-type: none">• Witness• Interpreters• Probation Officer• Law Enforcement | |

Table 3.2-5: Criminal Process Steps and Information Flow

3.3 Post Trial/ Hearings Process

This section describes the process steps that occur after Court proceedings have completed (figure 3.3-1 and 3.3-2).

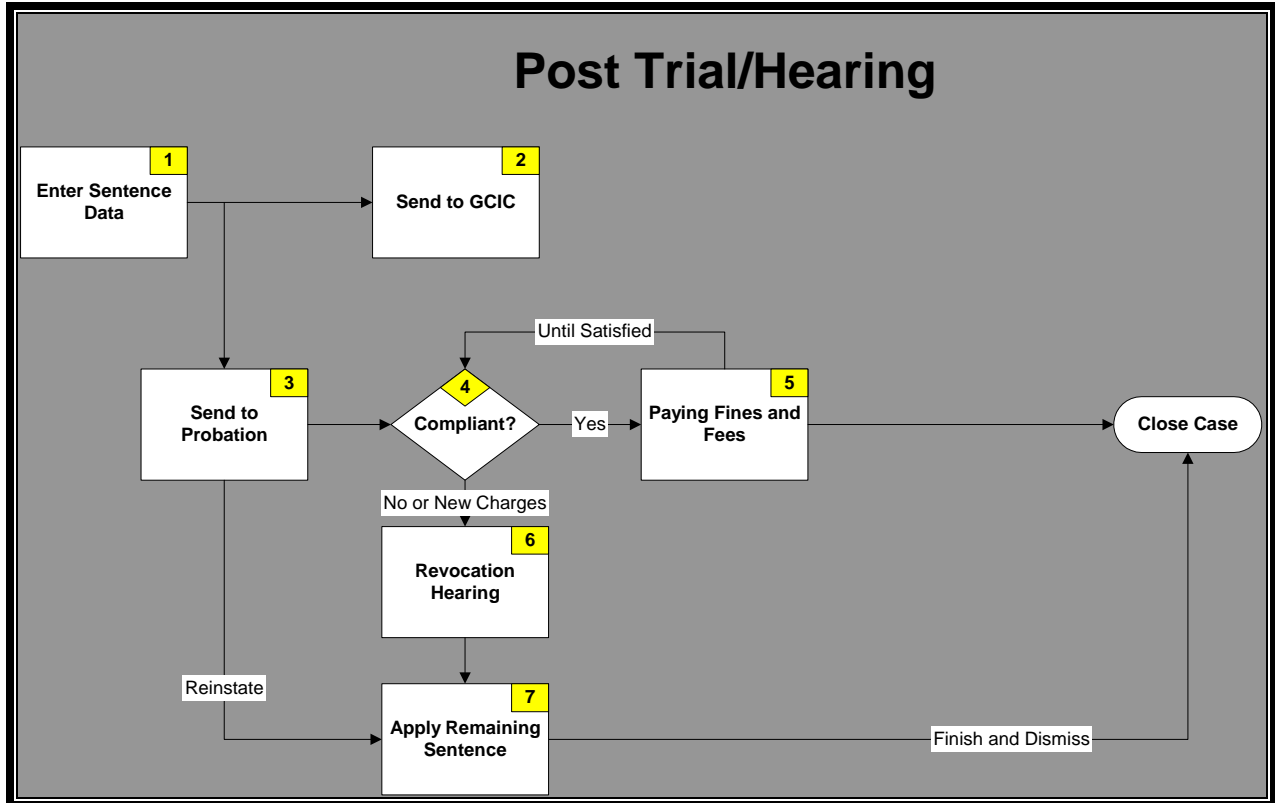


Figure 3.3-1: Post Trial/ Hearings Process

| Step # | Process / Decision Step | Owner | Participant(s) | Input (i) / Output (o) Information Flow |
|--------|---|--|---|---|
| 1 | Enter Sentence Data | <ul style="list-style-type: none"> • Clerk • Court Staff | | I – Sentence |
| 2 | Send to GCIC | <ul style="list-style-type: none"> • Clerk • Court Staff | <ul style="list-style-type: none"> • GCIC | O - Disposition |
| 3 | Send to Probation | <ul style="list-style-type: none"> • Clerk • Court Staff | <ul style="list-style-type: none"> • Probation Officer • Law Enforcement | O - Sentence |
| 4 | <<Decision>> Compliant? If Compliant, go to | <ul style="list-style-type: none"> • Judge • Probation Officer | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney | I – Probation Report |

| Step # | Process / Decision Step | Owner | Participant(s) | Input (i) / Output (o) Information Flow |
|--------|--|--|--|--|
| | Step 5 - <i>Paying Fines and Fees</i> ; If No, go to Step 6 - <i>Revocation Hearing</i> . | | | |
| 5 | Paying Fines and Fees | <ul style="list-style-type: none"> • Clerk • Court Staff • Probation Officer • Defendant | <ul style="list-style-type: none"> • Clerk • Court Staff • Probation Officer Defendant | I – Payment O - Receipt |
| 6 | Revocation Hearing | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Probation Officer • Law Enforcement | I – Probation Warrant <ul style="list-style-type: none"> • Probation Report |
| 7 | Apply Remaining Sentence | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • DA • Interpreters • Probation Officer | O - Sentencing |

Table 3.3-1: Post Trial/ Hearing Process Steps and Information Flow

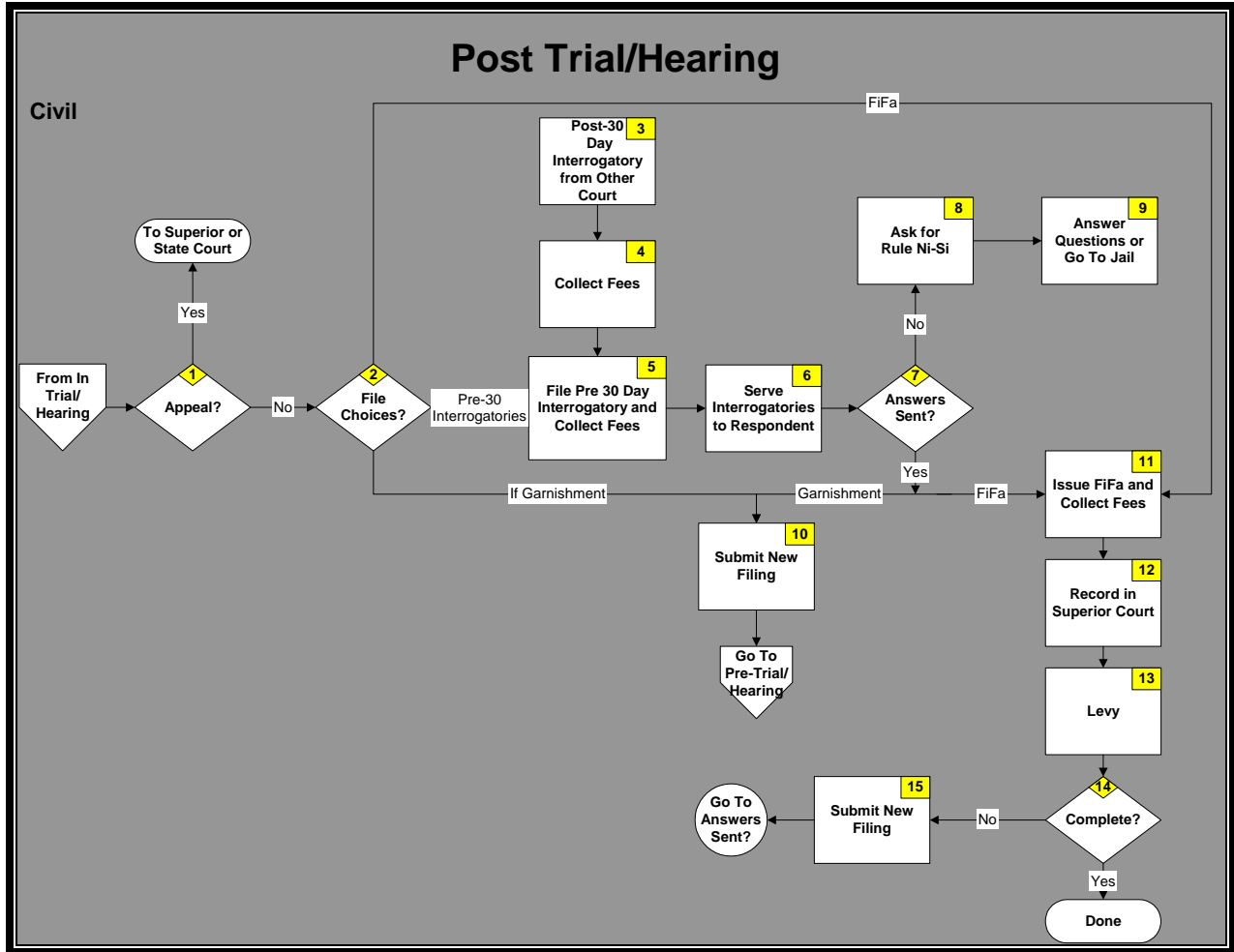


Figure 3.3-2: Post Trial/ Hearings Process - Civil

| Step # | Process / Decision Step | Owner | Participant(s) | Input (i) / Output (o) Information Flow |
|--------|---|--|---|---|
| 1 | <p><<Decision>> Appeal?</p> <p>If Yes, go to Superior or State Court; If No, go to Step 2 - File Choices?</p> | <ul style="list-style-type: none"> Defendant Plaintiff Attorney | <ul style="list-style-type: none"> Judge Clerk Court Staff | <p>I – Motion</p> <p>O – Case File</p> <ul style="list-style-type: none"> Transfer Order |
| 2 | <p><<Decision>> File Choices?</p> <p>If Fi.Fa., go to Step 11 -Issue Fi.Fa.;</p> <p>If Garnishment, go</p> | <ul style="list-style-type: none"> Defendant Plaintiff Attorney | <ul style="list-style-type: none"> Judge Clerk Court Staff | <p>I – Motion</p> <p>O – Case File</p> <ul style="list-style-type: none"> Transfer Order |

GCAC Magistrate Courts Data Definitions Summary Report

| Step # | Process / Decision Step | Owner | Participant(s) | Input (i) / Output (o) Information Flow |
|---------------|--|---|---|--|
| | to Step 10 - <i>Submit New Filing</i> ; If Pre-30 Day Interrogatory, go to Step 5 - <i>File Pre-30 Day Interrogatory</i> | | | |
| 3 | Post-30 Day Interrogatory from other Court | <ul style="list-style-type: none"> • Defendant • Attorney • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff | O - Interrogatories |
| 4 | Collect Fees | <ul style="list-style-type: none"> • Defendant • Attorney • Clerk • Court Staff | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney | I – Fees O - Receipt |
| 5 | File Pre-30 Day Interrogatory and Collect Fees | <ul style="list-style-type: none"> • Defendant • Attorney • Clerk • Court Staff | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney | O – Completed Interrogatories |
| 6 | Serve Interrogatories to Respondent | <ul style="list-style-type: none"> • Judge • Defendant • Attorney | <ul style="list-style-type: none"> • Clerk • Court Staff | O – Completed Interrogatories |
| 7 | <<Decision>> Answers Sent? If Yes, go to Step 11 - <i>Issue Fi.Fa. and Collect Fees</i> ; If No, go to Step 8 - <i>Ask for Rule Ni-Si</i> . | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney | I - Answers |
| 8 | Ask for Rule Ni-Si | <ul style="list-style-type: none"> • Defendant • Plaintiff • Attorney | <ul style="list-style-type: none"> • Judge • Clerk • Court Staff | I – Motion of Contempt O – Rule Ni-Si |
| 9 | Answer Questions or Go To Jail | <ul style="list-style-type: none"> • Defendant • Plaintiff • Attorney | <ul style="list-style-type: none"> • Judge • Clerk • Court Staff | I – Interrogatories O – Contempt Order |
| 10 | Submit New Filing | <ul style="list-style-type: none"> • Plaintiff • Attorney | <ul style="list-style-type: none"> • Defendant • Attorney | I – Petition for Garnishment |
| 11 | Issue Fi.Fa. and Collect Fees | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney | I – FiFa <ul style="list-style-type: none"> • Fee O - Receipt |

| Step # | Process / Decision Step | Owner | Participant(s) | Input (i) / Output (o) Information Flow |
|--------|---|--|---|--|
| 12 | Record in Superior Court | <ul style="list-style-type: none"> • Clerk • Court Staff • Superior Court | | I – Fi.Fa. <ul style="list-style-type: none"> • Fee O – GED Entry <ul style="list-style-type: none"> • Receipt |
| 13 | Levy | <ul style="list-style-type: none"> • Law Enforcement | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney | I – Fi.Fa. O – Public Notice |
| 14 | <<Decision>> Complete? If Yes, Done; If No, go to Step 15 - <i>Submit New Filing.</i> | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney | |
| 15 | Submit New Filing | <ul style="list-style-type: none"> • Plaintiff • Attorney • Defendant | <ul style="list-style-type: none"> • Judge • Clerk • Court Staff | O – Petition for Garnishment |

Table 3.3-2: Civil Post Trial/ Hearing Process Steps and Information Flow

3.4 Accounting Process

This section describes the process steps that are required for the collection and disbursement of funds (figure 3.4-1).

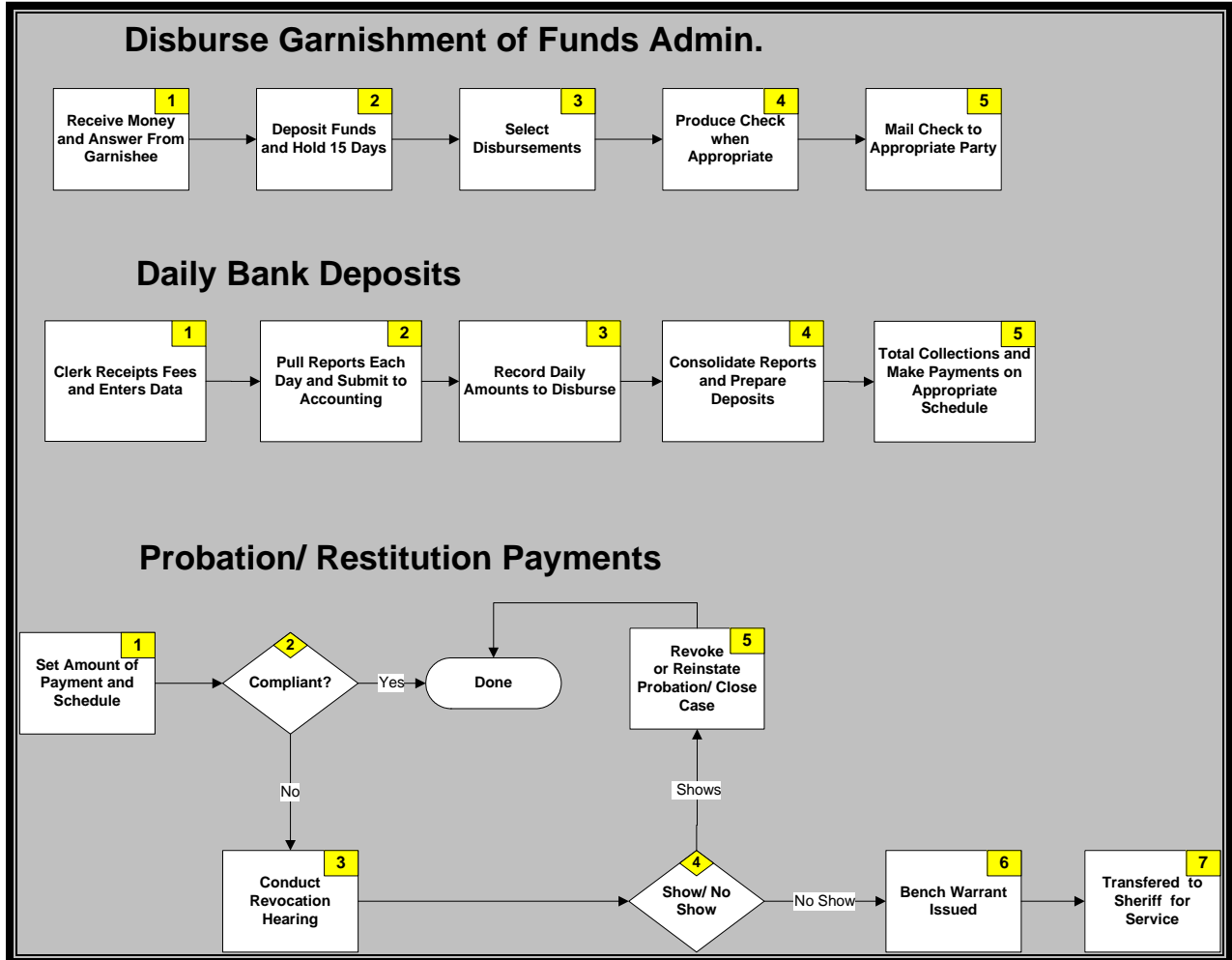


Figure 3.4-1: Accounting Process

| Step # | Process / Decision Step | Owner | Participant(s) | Input (i) / Output (o) Information Flow |
|--------|---|--|---|---|
| 1 | Receive Money and Answer from Garnishee | <ul style="list-style-type: none"> • Clerk • Court Staff | <ul style="list-style-type: none"> • Auditors • Garnishee | I – Money Form O - Receipt |
| 2 | Deposit Funds and Hold 15 Days | <ul style="list-style-type: none"> • Clerk • Court Staff | <ul style="list-style-type: none"> • Banks • Auditors | I – Bank Deposit O - Reports |
| 3 | Select | <ul style="list-style-type: none"> • Clerk | <ul style="list-style-type: none"> • Auditors | I – Receipts |

GCAC Magistrate Courts Data Definitions Summary Report

| Step # | Process / Decision Step | Owner | Participant(s) | Input (i) / Output (o) Information Flow |
|--------|---------------------------------|--|---|---|
| | Disbursements | <ul style="list-style-type: none"> • Court Staff | | O – Disbursement Reports |
| 4 | Produce Check when Appropriate | <ul style="list-style-type: none"> • Clerk • Court Staff | <ul style="list-style-type: none"> • Banks • Auditors | I – Reports/ Orders O - Check |
| 5 | Mail Check to Appropriate Party | <ul style="list-style-type: none"> • Clerk • Court Staff | <ul style="list-style-type: none"> • Defendant • Attorney • County • Local Business • Sheriff Retirement Fund • POABF • Alt. Dispute Resolution • Jail Fund • Superior Court Clerk's Retirement • Garnishee • Claimant | I – Reports/ Orders O – Check |

Table 3.4-1: Disburse Garnishment of Funds Process Steps and Information Flow

| Step # | Process / Decision Step | Owner | Participant(s) | Input (i) / Output (o) Information Flow |
|--------|--|--|---|---|
| 1 | Clerk Receipts Fees and Enters Data | <ul style="list-style-type: none"> • Clerk • Court Staff | <ul style="list-style-type: none"> • Defendant • Attorney • Local Business • Superior Court • Other Magistrate Court • State Court • Garnishee | I – Money Form O - Receipt |
| 2 | Pull Reports Each Day and Submit to Accounting | <ul style="list-style-type: none"> • Clerk • Court Staff | <ul style="list-style-type: none"> • Auditors | I – Receipts O - Reports |
| 3 | Record Daily Amounts to Disburse | <ul style="list-style-type: none"> • Clerk • Court Staff | <ul style="list-style-type: none"> • Auditors • Banks | I – Receipts O - Reports |
| 4 | Consolidate Reports and Prepare Deposits | <ul style="list-style-type: none"> • Clerk • Court Staff | <ul style="list-style-type: none"> • Auditors • Banks | I – Receipts O - Reports |
| 5 | Total Collections | <ul style="list-style-type: none"> • Clerk | <ul style="list-style-type: none"> • Defendant | I – Receipts |

| Step # | Process / Decision Step | Owner | Participant(s) | Input (i) / Output (o) Information Flow |
|--------|---|---|--|---|
| | and Make Payments on Appropriate Schedule | <ul style="list-style-type: none"> • Court Staff | <ul style="list-style-type: none"> • Attorney • County • Local Business • Sheriff Retirement Fund • POABF • Alt. Dispute Resolution • Jail Fund • Superior Court Clerk's Retirement • Garnishee • Claimant | O - Reports |

Table 3.4-2: Daily Bank Deposits Process Steps and Information Flow

| Step # | Process / Decision Step | Owner | Participant(s) | Input (i) / Output (o) Information Flow |
|--------|--|--|--|--|
| 1 | Set Amount of Payment and Schedule | <ul style="list-style-type: none"> • Clerk • Court Staff | <ul style="list-style-type: none"> • Auditors • Banks | I – Disposition Order O – Receipts <ul style="list-style-type: none"> • Notices |
| 2 | <<Decision>> Compliant? If Yes, Done; If No, go to Step 3 - <i>Conduct Revocation Hearing.</i> | <ul style="list-style-type: none"> • Probation Officer • Complainant | <ul style="list-style-type: none"> • Clerk • Court Staff • Attorney • Defendant • Interpreters • Judge | I – Complaint |
| 3 | Conduct Revocation Hearing | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Auditors • Banks | I – Receipts O - Reports |
| 4 | <<Decision>> Show/ No Show If Shows, go to Step 5 - <i>Revoke or Reinstate Probation;</i> If No Show, go to Step 6 - Bench Warrant Issued | <ul style="list-style-type: none"> • Clerk • Court Staff | <ul style="list-style-type: none"> • Clerk • Court Staff • Attorney • Defendant • Interpreters • Probation Officer | I – Notices <ul style="list-style-type: none"> • Probation Reports |
| 5 | Revoke or | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk | O – Probation Order |

| Step # | Process / Decision Step | Owner | Participant(s) | Input (i) / Output (o) Information Flow |
|--------|------------------------------------|---|--|---|
| | Reinstate Probation/ Close Case | | <ul style="list-style-type: none"> • Court Staff • Attorney • Defendant • Interpreters • Probation Officer | |
| 6 | Bench Warrant Issued | <ul style="list-style-type: none"> • Judge | <ul style="list-style-type: none"> • Clerk • Court Staff • Attorney • Defendant • Interpreters • Probation Officer | O – Bench Warrant |
| 7 | Transferred to Sheriff for Service | <ul style="list-style-type: none"> • Judge • Clerk • Court Staff | <ul style="list-style-type: none"> • Clerk • Court Staff • Attorney • Defendant • Interpreters • Probation Officer | O – Transfer Order |

Table 3.4-3: Probation/ Restitution Payments Process Steps and Information Flow

4.0 Data Definitions and Security

Upon completion of defining the process steps and the associated information flows, the group defined each of the data elements associated with each type of Input and Output identified in each of the previous process steps. Prior to the facilitated sessions, participants were asked to provide samples of the forms, documents, reports, etc. that were to be discussed. Using these materials as inputs, the group provided the required data elements for each identified Input and Output. As each data element was discussed, a preliminary security assignment was associated with each data element designated by the action that can be taken on that element by each of the stakeholder groups. The resulting matrix, often referred to as a “CRUD” matrix provides the detailed list of data definitions for the Magistrate Courts as identified by this representative group. The matrix is attached as an Appendix to this document and is stored in an MSExcel file. Each of the Stakeholders identified in the Interaction Diagram in Section 3, are represented in this matrix and as appropriate, a security level has been assigned at the data element level as C (Create), R (Read), U (Update), and/or D (Delete).

5.0 Tools and Templates

This information contained in this Report was gathered using various templates and tools developed with GCAC to help support the data collection process. An inventory and brief description of these templates and tools is included in this section.

The templates and tools included are:

- **IT Requirements Gathering and Data Definitions Meeting Agenda Template:** A comprehensive agenda used to facilitate each group through the function, process, information flow, and data definition information gathering process.
- **Data Definitions Matrix Template** – A complete workbook used for documenting the data elements and their associated security assignments by stakeholder groups interacting with the court. The security values contained in this matrix utilize the C (Create), R (Read), U (Update), D (Delete) or CRUD methodology to define data element security.

These templates and tools can be made available from GCAC upon request. All facilitation efforts should reference these deliverables, copy and modify them accordingly for specific court efforts.

6.0 Summary

As stated in the Introduction, the intent of this Report is to define the data elements required by the Magistrate Courts to conduct its day-to-day business. Likewise, the information gathered during this process will help the courts to better understand the ownership of specific data elements to the Magistrate Courts, to other Courts and to all other identified stakeholders that the Magistrate Courts interact with and share data with. The common, or Judiciary-wide, elements identified during this process will be used in later Strategic Planning session to better define the use and availability of data across the Judiciary and to allow for easier translation and interpretation by each individual court regardless of the systems or software packages that are being used. This Report will be used as a reference for all data definition and Strategic Planning efforts and will be imperative to contributing to the success of each courts planning effort. Additionally, each Court's Report will provide a consistent structure and set of standard processes and tools to help minimize the amount of time required to implement future strategic planning efforts. Finally, resources with minimal experience in a specific court can be trained on the basic processes and information flows using this Report to actively and effectively participate on any IT leadership or advisory team for their specific court or for the Judiciary as a whole.

7.0 Participants

The following individuals participated in the three day facilitated session:

- Carla Brown
- Brenda Grambling
- Rhonda Coleman
- Evan Ledford
- Gayle Collins
- Jerry Day
- Pete Pfiefer
- Betsy Kidwell
- Joyce Ray
- Barrett Whittemore

The facilitation team included:

- George Nolan – GCAC
- Jim Poulakos – North Highland
- Greg Maxey – North Highland