

Enterprise Justice Clerk Edition

Designed specifically for the high-volume courtroom where massive amounts of information are in constant motion, Clerk Edition automates courtroom tasks by enabling clerks to rapidly access and enter critical data right in the courtroom.

Clerk Edition replaces and automates hand-written forms and places court information at your fingertips, transforming the paper-chaos of a courtroom into an efficient, electronic process. This time-saving tool organizes information efficiently and renders case data actionable, so clerks can immediately manage case hearing outcomes, including both criminal and non-criminal case processing.

Clerks can better manage daily functions with features that help:

- Reduce data-entry duplication by submitting data directly into the Enterprise Justice system
- Eliminate paper from the courtroom
- Perform batches of operations with a single mouse click
- Facilitate the creation and routing of court orders and forms
- Direct electronic documents for e-signatures
- Work with multiple parties, cases, or charges simultaneously

SEAMLESS INTEGRATION

Like all Enterprise Justice applications, Clerk Edition is seamlessly integrated with Case Manager, allowing court staff, law enforcement agencies, and other justice partners to easily share case file data. Once forms are auto-filled and printed in the courtroom, information is uploaded back to Case Manager, which results in increased information accessibility and sharing, and removes the need to re-enter case data after the court session has concluded.

POWERFUL FUNCTIONALITY

Clerk Edition enables users to enter large amounts of court data in the courtroom and at your desk without sharing. In Batch mode, you can enter a series of activities with as little as one click for a group of defendants, cases, or charges. For example, enter a plea of not guilty to 10 counts at once, regardless of whether each count is for the same defendant. In Side-by-Side mode, you can enter separate actions for each count. For example, rapidly dispose of a case with three different counts with different sentences while viewing them side-by-side.

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NEW FEATURES OF THE LATEST VERSION OF CLERK EDITION

Rich, new functionality for making interpreter changes and additions on-the-fly during the session, such as:

- Search for sessions with an interpreter when scheduling hearings
- Add interpreters when scheduling a hearing
- Update interpreter data or add a new interpreter while marking parties present
- Interpreter functionality included in macro and token features
- Merged documents are now attached automatically to events added during the session
- Data entry is now available for future dates, so you can get a head start on tomorrow's session
- View live, real-time forms as they are being created
- Attorney token now displays Pro Se for Minute Orders
- Ability to show multiple future hearings filtered by type
- Create a formattable injector for dispositions

In addition, the Summary mode enables the clerk to complete same batch and individual data entry, all in one view, with no tabs. The Minute Order mode allows the clerk to perform data entry, while watching case documents build simultaneously within the workspace view.

You can add signature tags to documents generated in Clerk Edition. Signature tags allow judges to walk through the document and sign pre-tagged areas rather than draw an electronic signature. In addition, those documents can be sent from Clerk Edition through the workflow engine to be signed via a task queue.

CUSTOMIZABLE AND CONFIGURABLE

Clerk Edition is macro-driven, which allows the clerk to set up a macro (a rule) that applies multiple functions to a case simultaneously, with just a click of the mouse. If a judge has a set of conditions or sentences that he or she typically pronounces, you can apply these multiple functions to a case all at one time, as well as configure macros specifically for each judge. Additionally, individual fields for activities in the macro can be configured with the most common values as defaults to speed data entry.

Your Clerk Edition administrator can also add fields to activities for the purposes of printing data on forms. For example, add a Trial Date Range field to the appropriate screen for a judge's scheduling order, label it accordingly and update the order form to include it in only minutes.