

PC JIMS COURTS is a modern graphical user interface (GUI) that simplifies many of the routine tasks performed by Clerk staff. GUIs have elements now familiar to most everyone from Microsoft Windows® programs and internet web pages. Standard elements like drop-down lists and drop-down menus allow new users to learn the program rapidly.

## ACCOUNTING

### Edit Accounts

- Customize your view to show ordered fees only, activated fees only, or only those fees that have a balance.
- View all financial transactions from the Edit Accounts screen.
- Perform all financial functions from within that same screen.
- Transfer or reclassify bonds with a simple right-click of the mouse.
- Vacate bonds (and vouchers) and see the immediate affect on the account receivable.
- Add or update recipients of DUI Equipment, restitution or other apportioned fees from the Edit Accounts screen.
- Automatically log financial transactions to the record sheet.

PC/JIMS - Edit Account Transactions - 2006.DT-000171-D -001

File Edit View Window

	Due/ Receipt Date	Reclass Date	Litigant/Payor Name	Comment	Prohibited/ Paid Payment Type	Agency	Nonstandard	Incoming Check	Outgoing Check
Account	04/20/2007		GALAN, PAUL M		None	County Traffic			
Bond #1	07/03/2006	07/03/2006	GALAN, PAUL M		Cash	County Traffic	None		0
Bond #2	07/03/2006	01/22/2007	GALAN, PAUL M		Cash	County Traffic	None		0
Bond #3	07/13/2006	07/13/2006	GALAN, PAUL M		Cash	County Traffic	None		0
Bond #4	07/13/2006	01/22/2007	GALAN, PAUL M		Cash	County Traffic	None		0
Bond #5	04/23/2007		GALAN, PAUL M		Cash	County Traffic	None		0
Voucher #1	02/23/2007		GALAN, PAUL M		Personal check	County Traffic	None	4270	0

  

Line Item	Due	PTD	Balance	Splits	Bond #1	Bond #2	Bond #3	Bond #4	Bond #5	Voucher #1
Total/Bond	1,888.00	1,788.00	100.00		10.00	90.00	20.00	180.00	100.00	1,488.00
Refund/Overpayment		0.00			0.00	0.00	0.00	0.00	0.00	0.00
Remaining					0.00	0.00	0.00	0.00	100.00	0.00
Fine	876.00	776.00	100.00		0.00	0.00	0.00	0.00		
Clerk	55.00	55.00	0.00		10.00	0.00	20.00	25.00		
Court	30.00	30.00	0.00		0.00	0.00	0.00	30.00		
Automation	15.00	15.00	0.00		0.00	0.00	0.00	15.00		
Violent Crime	80.00	80.00	0.00		0.00	0.00	0.00	0.00		
Judicial Security	12.00	12.00	0.00		0.00	0.00	0.00	12.00		
Document Storage	15.00	15.00	0.00		0.00	0.00	0.00	15.00		
Trauma Center	100.00	100.00	0.00		0.00	17.00	0.00	83.00		

Calc (Replace)  
Calc (Add)  
Pay Balance  
Auto-Reclassif /  
Un-Reclass.  
Vacate  
Transfer  
Reprint

## SCHEDULING

**Scheduled cases** -- Access a list of scheduled cases, sorted any way you want by clicking any column header on the screen. When you see a hearing you want to edit, just double-click it. It's that easy!

PC/JIMS - View Schedule

File

	Case	Litigant	Attorney	Date	Time	Type	Judge	CR	Room
[-] ACOSTA, OMAR (Cases: 2) (Litigants: 2)	2008 TR 3150 D	1 ACOSTA, OMAR		04/25/2008	08:30AM	Arraignment	ASSOCIATE		C
	2008 TR 3151 D	1 ACOSTA, OMAR		04/25/2008	08:30AM	Arraignment	ASSOCIATE		C
[+] ADAMS, MICHELLE L (Cases: 1) (Litigants: 1)	2008 TR 3067 D	1 ADAMS, MICHELLE L		04/22/2008	08:30AM	Arraignment	ASSOCIATE		C
[-] AGUIRRE, JOSE R (Cases: 4) (Litigants: 4)	2007 TR 6603 D	1 AGUIRRE, JOSE R		04/25/2008	01:30PM	Status hearing	ASSOCIATE		C
	2007 TR 6604 D	1 AGUIRRE, JOSE R		04/25/2008	01:30PM	Status hearing	ASSOCIATE		C

**NOW!** Send text reminders of upcoming scheduled court dates.

**Caseload Data** -- Access a graphic representation of your caseload.

- Change views to work with just your case load, or to work with all cases.
- Select a timeslot and pull it into the hearings editor to schedule a case.

Sep-13 to Oct-11		Count	8:00	:15	:30	:45	9:00	:15	:30	:45	10:00	:15	:30	:45	11:00	:15
[-]	Judge: CMD	96					1		11	11	10	10	11	11	11	1
[+]	Date: Tuesday Sep-13	18														
[+]	Date: Wednesday Sep-14	1							1	1	1	1	1	1	1	1
[+]	Date: Thursday Sep-15	2				1			1	1	1	1	1	1	1	1
[+]	Date: Friday Sep-16	3							1	1	1	1	1	1	1	1
[+]	Date: Monday Sep-19	7				1			1	1	1	1	2	2	1	1
[+]	Date: Tuesday Sep-20	1							1	1	1	1	1	1	1	1
[+]	Date: Wednesday Sep-21	5							1	1	1	1			1	1
[+]	Room:	3									1	1				
[+]	Room: EM															
[+]	Room: MDL															
[+]	Room: 301	2							1	1					1	1
[+]	Room:															
[+]	Date: Thursday Sep-22	26							1	1	1	1	1	1	1	1
[+]	Date: Friday Sep-23	4							1	1	1	1	1	1	1	1

## REAL-TIME COURT CALL PROCESSING

While many courts know that every important function of PC JIMS can be accessed from the hub, some Circuit Clerks and judges are processing each day's case load right in court, **without ever having to search for a case or touch a paper file**. Use the **Hearings tab** of the PC JIMS hub to sort cases just as on the printed docket. This lets you efficiently update JIMS as you move through the docket using the hub's existing access to all major JIMS functions, including:

- Find a slot and set the next hearing
- Access the complete digital case file in JIMAS IMAGING, which can be set to go directly to the most recent document in case the judge wants to open the pleading under consideration that day. Some of our courts even connect a second monitor to the Clerk's courtroom PC, and pull up the pleading for the judge.
- Make a record sheet entry – one judge in Clinton County avoids typing by **dictating** his entries and using transcription software
- Dispose and close a case

## What good is a docket when litigants show up early or late?

This problem can be managed using the Bailiff tab in PC JIMS. Arriving litigants are checked-in using PC JIMS BAILIFF. The information about who has arrived shows for the courtroom clerk in the lower window of the Bailiff tab in PC JIMS. The case for each litigant that has arrived shows highlighted orange in the Hub.

To begin a hearing, the courtroom clerk simply clicks the name of the desired litigant in the lower window, and gets placed onto that case in the Case Management Hub. When finished with that litigant, simply delete their name from the lower window, and click on the next litigant (in the lower window). This will place you onto that case in the Hub.

### CIVIL DISPOSITIONING

Dispositioning civil cases is simple. The civil disposition screen is so easy to read that it helps users confirm that they are entering data correctly as they go.

- Use drop-down boxes to select the litigants who are party to a certain disposition.

**Edit PC/JIMS - Civil Disposition Data - 2007-LM-000023**

0	1	2	Name	File Date	Jury	Close Date	Status	Start Post-Term	End Post-Term
2007-LM-000023									
Defendant/Respondent									
	Litigant: 001		BERES, JEFFERY A	03/13/2007	<input type="checkbox"/>	04/23/2007	Original proceeding		
	Litigant: 002		ILLINOIS DEPARTMENT OF REVENUE	03/13/2007	<input type="checkbox"/>	04/23/2007	Original proceeding		
	Litigant: 003		DISCOVER BANK	03/13/2007	<input type="checkbox"/>	04/23/2007	Original proceeding		
	Litigant: 004		DIRECT MERCHANTS CREDIT CARD B	03/13/2007	<input type="checkbox"/>	04/23/2007	Original proceeding		
	Litigant: 005		CITIBANK	03/13/2007	<input type="checkbox"/>	04/23/2007	Original proceeding		
Plaintiff/Petitioner									
	Litigant: 001		VASQUEZ, ELIZABETH	03/13/2007	<input type="checkbox"/>	04/23/2007	Original proceeding		
	Litigant: 002		ROSAS, RICARDO D	03/13/2007	<input type="checkbox"/>	04/23/2007	Original proceeding		
	Litigant: 003		ROSAS, RUTH E	03/13/2007	<input type="checkbox"/>	04/23/2007	Original proceeding		
	Litigant: 004		ROSAS, MARIA	03/13/2007	<input type="checkbox"/>	04/23/2007	Original proceeding		

  

0	1	2	3	4	5	Disposition For Litigant(s)	Disposition Type Against Litigant(s)	Disposition Date	Judgment	Costs	Attorney Fees	Misc Amt.	Memorandum	Satisfaction
Complaints														
Complaint: 001														
Counts														
Count: 001														
Dispositions														
Disposition:														
	D	5	CITIBANK			Dismiss	Original	04/23/2007	\$0.00	\$0.00	\$0.00	\$0.00		
Judgment														
	P	1	VASQUEZ, ELIZABETH	D	1		Original	04/23/2007	\$345.00	\$360.00	\$1,200.00	\$6,027.46		
	P	2	ROSAS, RICARDO D											
	P	3	ROSAS, RUTH E											
	P	4	ROSAS, MARIA											

  

1	2	3	4	5	6	7	8	9	10	
	P	1	VASQUEZ, ELIZABETH	D	1	BERES, JEFFERY A				
	Plaintiff/Petitioner									
	P	001	VASQUEZ, ELIZABETH	<input checked="" type="checkbox"/>						
	P	002	ROSAS, RICARDO D	<input checked="" type="checkbox"/>						
	P	003	ROSAS, RUTH E	<input checked="" type="checkbox"/>						
	P	004	ROSAS, MARIA	<input checked="" type="checkbox"/>						

### CRIMINAL DISPOSITIONING

Use Copy and Paste to disposition criminal charges in a quick and efficient manner.

**PC/JIMS - Edit Charge and Disposition Data - 1996-CM-000560-D-001 - DAVENPORT, ERIC D**

0	1	2	3	4	Ticket	Charge Status	Charge Source	Inchoate Offense	Class	Offense Code	Charge Disposition Sentence	Injury/Death	Vehicle Involved	Plea Disposition Type Sentence Status	Offense/Disposition/Sentence Date	Min Snt Yrs	Min Snt Mos	Min Snt Days
Case:																		
Count: 1																		
Charge: 1																		
		0	Original	State-ILCS	Committed	A				8319900	UNAUTHD USE OF TRADEMARK			Guilty	07/31/1996			
Disposition: 1																		
											Withhold Judgment/Supervision			Guilty Plea	09/26/1996			
											Supervision			In Force	09/26/1996	1	0	0
											Fine			In Force	09/26/1996	0	0	0
Count: 2																		
Charge: 1																		
		0	Original	State-ILCS	Committed	A				8319900	UNAUTHD USE OF TRADEMARK			Guilty	07/31/1996			
Disposition: 1																		
											Withhold Judgment/Supervision			Admit/Diq Petition	09/26/1996			
											Supervision			Concurrent	09/26/1996	1	0	0
											Fine			Concurrent	09/26/1996	0	0	0
Count: 3																		
Charge: 1																		
		0	Original	State-ILCS	Committed	A				8319900	UNAUTHD USE OF TRADEMARK			Guilty	07/31/1996			
Disposition: 1																		
											Withhold Judgment/Supervision			Guilty Plea	09/26/1996			
											Supervision			Concurrent	09/26/1996	1	0	0
											Fine			Concurrent	09/26/1996	0	0	0

Use **AUTO DISPOSITIONING** -- available for various disposition/sentence combinations.

The screenshot shows the PC JIMS software interface with a menu open over a data table. The table has the following columns: Ticket, Charge Status, Charge Source, Inchoate Offense, Class, Offense Code, Charge Disposition Sentence, Injury/Death, Vehicle Involved, Plea Disposition Type Sentence Status, and Offense/Disposition/Sentence Date. The data row shows: Ticket 5149651, Charge Status Original, Charge Source State-ILCS, Inchoate Offense Committed, Class P, Offense Code 6640400, Charge Disposition Sentence SEAT BELT REQUIRED/PASSENGER, Injury/Death, Vehicle Involved, Plea Disposition Type Sentence Status None, and Offense/Disposition/Sentence Date 04/01/2008. The context menu includes options: Add, Insert, Auto (highlighted), Delete, Copy (Ctrl+C), Paste (Ctrl+V), Guilty and Fine, Supervision, Supervision w/Fine, Supervision w/Fine and D.E., and Ex Parte w/Fine (highlighted by the mouse cursor).

## AND THERE'S MORE...

- Your **Record Sheet is automatically updated** when you perform routine functions such as edit cases, hearings or accounts.
- **When filing multiple cases** for the same litigant, **case numbers** will be **reserved and remain consecutive**.
- Gain easy access to cases being heard in court AND have the ability to edit A/Rs, hearings and charge info with the new **Hearings Tab** to the Criminal Misdemeanor Hub. Allows selection by a single date, time, room, judge and hearing type.
- Print Notice of Court Supervision and Notice of Failure to Pay from the Case Management Hub.
- **Collections Trends Fee Study** – Analyze your collection trends for county officials and for budgeting of staff.
- **View Time to Disposition** – Provide your Chief Judge an easy to read graphic for how long it takes the court to dispose of cases. Provide the Circuit Clerk or State's Attorney an idea of whether they need more staff.
- An **SDU Download** program
- A **Disbursement Reconciliation** screen
- An **Intra-Office Messaging** program.
- **Multiple Windows** – for **multi-tasking**  
Never lose your place on what you are working on. Just open another window to jump to a schedule or to open another case management hub for balance or hearing info.

## FLEXIBLE LICENSING

PC JIMS and the JIMS green screen can run side by side. You can install PC JIMS on as few as 3 PCs to begin.