

# District Court J&S Quick Guide

## BEFORE SENTENCING

Navigation	Procedure
Party Tab	Verify Defendant's Name, DOB, SSN, STN
Party Tab	Verify Attorneys have been entered and are marked as Lead Attorney
Detail Tab	Verify the Judge assigned to case is Judge that will do sentencing
Charges Tab	If a plea has been accepted by the Court, enter the plea in Charges Tab
	Populate the Sentencing Worksheet if this tool is being used by your Court

## AT SENTENCING

Navigation	Procedure
Disposition Tab	Enter the details of the sentence using the fields available in Odyssey and per charge
Disposition Tab	Pay close attention to whether charges are Concurrent or Consecutive and mark accordingly. (If this information is entered incorrectly, it will cause additional work)
Disposition Tab	Verify all the data is correct before saving and populating the J&S
Disposition Tab	Use Alt F1 (at same time) to create the J&S and follow prompts on the Parameters Page. Note: a second window will open – click on case number to access J&S.
	Review J&S and make any corrections or modifications if necessary and SAVE
	Print J&S and get signatures from attorneys and Judge. If the J&S was not prepared during the actual Sentencing hearing, arrange for signatures from attorneys and Judge. Remember, this must be completed and returned to the Court within 48 hours from actual sentencing hearing per NM Supreme Court Order.
Forms	Generate additional Orders as directed by Judge. (ex: Ignition Interlock, Quashing of Warrant, etc.)
Forms	Generate Notice to Register as Sex Offender, if applicable
Forms	Verify the Firearms Findings and Notice is signed by Judge, if applicable

## AFTER SENTENCING

Navigation	Procedure
Forms	Generate Notice of Entry of J&S.
	File, and distribute J&S, notices and any additional Orders pursuant to local business practices
Warrants Tab	Notify law enforcement pursuant to local business practice and Quash any active warrants
Events Tab & Summary Tab	Docket all pleadings and ensure case status is correct.
Financial Tab	Apply credit(s) for any fee(s) not collectable by the Court
Bond Tab	Exonerate or release any active bond pursuant to local business practices