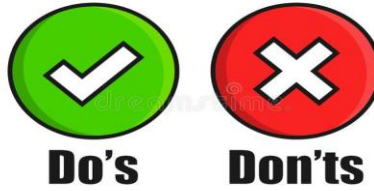


District Court J&S



- DO**... be patient. This is a new process and everyone will have to get accustomed to the new procedures.
- DO**... maintain open communication lines between all Court staff and Judges.
- DO**...verify, update and enter as much information in the fields provided in Odyssey
- DO**...double check your work
- DO**...enter the disposition at the time of sentencing or after the hearing to populate the J&S
- DO**...complete the entire process within 48 hours after the sentencing hearing.
- DO**...use the Sentencing Worksheet Tool to assist you in entering the J&S in Odyssey. (Not mandatory)
- DO**...be careful when selecting Concurrent or Consecutive when entering Sentencing data
- DO**...manually change the J&S to reflect the Concurrent or Consecutive ruling if you selected incorrect option when entering data
- DO**...check the time calculations when any corrections or modifications are completed
- DO**...submit a service desk ticket to JID if you the J&S does not populate or does not populate as expected
- DO**...SAVE the J&S once it is populated. This will save you the time of having to start all over if there are corrections or modifications
- DON'T** ... be afraid to ask the Judge for clarification of their Order
- DON'T** ...enter sentencing details before the day of the Sentencing hearing
- DON'T** ...use the comment fields to record the Sentence – they will not carry over to the J&S
- DON'T** ...use Roman Numerals or other text when entering count numbers for a Concurrent or Consecutive ruling
- DON'T** ...enter credit for the same time served in both the confinement and probation section
- DON'T** ...enter credit for the same time served in multiple counts as it will reduce the total time to be served
- DON'T** ...forget to complete any additional steps required such as generating forms, Orders, cancelling warrants, adding credits to Financial Tab and exonerating bonds if applicable.