



## **Introduction**

**SCJB** has created a new web application to allow a **Sentence Sheet** to be fully executed online - alleviating the possibility of an illegible court sentence and/or illegible signatures. The **SCJB Electronic Sentence Sheet** application, as it is called, is available to solicitors (**SOL**), defense attorneys (**DAT**), judges, and clerks of court. It has been designed to work seamlessly with **CMS**.

This guide details the sentencing sheet workflow for **Defense Attorneys** within the new application. See other guides for **Solicitors**, **Judges**, and **Clerks of Court** workflows.

## **Some Important Things to Know**

- Everything revolves around who is logged-in and what the value is in the **Sentence Sheet Status** column in the grid.
- Only **General Sessions** cases (qualifying cases) will appear in the application, and they must have a valid Indictment number. Wildcard indictment numbers will not work.
- Only a solicitor or a defense attorney can pull a warrant in an “Incomplete” status into the sentence sheet application initially.
- When a warrant is pulled into the electronic Sentence Sheet by a solicitor or defense attorney, the data populating the fields comes from **CMS**.
- Data modified after the initial pull from **CMS** into the electronic Sentence Sheet will not be updated back to **CMS**, and data updated in **CMS** after the initial pull will not be updated back to the electronic Sentence Sheet database.
- However, if the solicitor, defense attorney, or court reporter are not on the case at the time of the initial pull from **CMS**, they will be added as new parties to the electronic Sentence Sheet.
- Once both attorneys have signed the electronic Sentence Sheet, they can no longer make any changes unless both attorneys and the defendant clear their signatures.
- If the **Sentence Sheet Status** has a value of “In Process” indicating that the judge is reviewing it, either of the attorneys can still clear his/her signature.
- However, once the **Sentence Sheet Status** has a value of “Judge Signed”, neither of the attorneys can clear his/her signature.
- The defendant (**DEF**) has no log in access to the **SCJD Electronic Sentence Sheet**.
- If the **Defendant Waives Grand Jury** checkbox is marked on the **Defendant and Charge Information** section, the **first** “signature” that is required before any other signatures can be applied by the defense attorney, is the **Add DEF Initials**.



## Log-In

**Production URL:** <https://sentencing.sccourts.org/SentencingSheetApp/Account/Login.aspx>

Defense attorneys log-in using their **Bar** numbers and **AIS** passwords.

1. The initial log-in screen for the **SCJB Electronic Sentence Sheet** application appears as shown below:

*Figure 1 - Initial log-in screen for SCJB Electronic Sentence Sheet application*

2. If a solicitor or defense attorney enters his/her **Bar** number into the **User Name** field and tabs out, two radio buttons appear above the **Log in** button.

*Figure 2 - Log-in screen showing radio buttons for Solicitor and Defense Attorney*



- The defense attorney enters his/her **AIS** password in the **Password** field, marks the **Defense Attorney** radio button and clicks the **Log in** button.

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Solicitor  Defense Attorney

Log in

Attorney: [Forgot Password?](#)  
Other Users: [Forgot Password?](#)

Figure 3 – Defense Attorney Log-in Information

- If you have forgotten your password, click the “Forgot Password?” link for an attorney. The **AIS** password recovery screen appears (**Figure 5**). Follow the instructions to obtain a new password. If you know your password, proceed to **Step #6**.

[Attorney: Forgot Password?](#)

[Other Users: Forgot Password?](#)


Figure 4 - Forgot Password Links

- The **Attorney Information System (AIS)** password reset screen appears. Follow the instructions on the screen to have the system reset your password and send it to you in an email. Then return to **Step #3**.

Attorney Information System

If you have forgotten your password, the system can reset it. Enter your username or AIS primary email address in the text box below and click the Submit button.

User Name or AIS Primary Email Address:



Enter the security code shown above:

Submit

Figure 5 - Attorney Information System Password Reset screen



- The **Select Case to Process** screen appears. If this is the first time the defense attorney has accessed the application, the system defaults to the **Unassigned Indictments** radio button and no cases appear in the grid because the county selection is blank.

South Carolina JUDICIAL BRANCH

Log Out

Logged in as: Hayden Williams

Select Case to Process

Assigned Indictments  Unassigned Indictments

Select County:

#	Case Number	Defendant	Indictment Number	Charge	Arrest Date	Plea To Charge Desc	Sentence Sheet Status
No Cases available.							

Figure 6 – “Select Case to Process” screen - first time logging-in – Unassigned Indictments view

- If this is not the first time the defense attorney has accessed the application and has one or more cases with a **Sentence Sheet Status** of anything other than “Incomplete”, then the application opens to the **Assigned Indictments** radio button and view. The **Assigned Indictments** view does not have a county selection field.

South Carolina JUDICIAL BRANCH

Log Out

Logged in as: Hayden Williams

Select Case to Process

Assigned Indictments  Unassigned Indictments

#	Case Number	Defendant	Indictment Number	Charge	Arrest Date	Plea To Charge Desc	Sentence Sheet Status
	KAFPH4						
1	KAFPH4_GS5	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influence, .1	Presentencing
2	KAFPH4_GS6	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influence, .1	Presentencing
3	KAFPH4_GS7	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influence, .1	Presentencing
4	KAFPH4_GS3	Chandler Hawthorne Aacorn III	2021GS221000082	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influence, .1	Presentencing
5	KAFPH4_GS30	Joe Henry	2021GS221000280	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influence, .1	Presentencing
6	KAFPH4_GS32	Alfred William Baaron Sr	2021GS221000282	DUI / Driving under the Influence, .16 or high		DUI / Driving under the Influence, .1	Presentencing
7	KAFPH4_GS2	Benjamin Bartlett Aacorn IV	2021GS221000081	DUI / Driving under the Influence, .16 or high		DUI / Driving under the Influence, .1	Signed One
8	KAFPH4_GS31	Andrew Watson Aacorn Sr.	2021GS221000281	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influence, .1	Signed One
9	KAFPH4_GS33	Frederick Franklin Caaron III	2021GS221000283	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influence, .1	Signed One
10	KAFPH4_GS10	Nathaniel Hawthorne Aacorn	2021GS221000087	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influence, .1	Signed Both

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Figure 7 - “Select Case to Process” screen - Assigned Indictments view



## Unassigned Indictments

Before a case is pulled into the **SCJB Electronic Sentence Sheet** application it must be viewed by either the solicitor or the defense attorney. Cases that have never been viewed have a “Sentence Sheet Status” of “Incomplete”. (**Note:** the electronic **Sentencing Sheet** database is separate from the **CMS** database.) In order to see these cases, the defense attorney must select the **Unassigned Indictments** radio button and select a county in the **Select County** drop-down box. Once he/she does this a potentially large list of unassigned cases may appear in the grid.

Select Case to Process

Assigned Indictments  Unassigned Indictments

Select County:  
Georgetown

#	Case Number	Defendant	Indictment Number	Charge	Arrest Date	Plea To Charge Desc	Sentence Sheet Status
1	00024AG	Woodrow Sr Wilson	1995GS2200271	DUS / Driving under suspension, license not	03/22/1995		Presentencing
2	00037WA	Joseph N Vanderhorst	1993GS2200580	DUI / Driving under the influence - 2nd offen	09/19/1993		Presentencing
3	00044US	Jackie Evan Woodbury	1992GS2200611	DUS / Driving under suspension, license not	08/13/1992		Presentencing
4	00066FQ	James Thomas	1985GS2200056	Larceny / Grand Larceny, value \$5,000 or m	11/14/1984		Presentencing
5	00069LA	John Edward Glass	1987GS2200429	DUS / Driving under suspension, license not	10/05/1987	DUS / Driving under suspension, lice	Signed One
6	00100AG	Joseph Sr Lesane	1995GS2200550	DUS / Driving under suspension, license not	09/15/1995	DUS / Driving under suspension, lice	Presentencing
7	00100YL	Ursula Davis	1998GS2299812	Abortion / Performing or soliciting unlawful a	01/01/1996		Incomplete
8	00157LA	John Samuel Wheeler	1987GS2200400	DUI / Driving under the influence - 3rd offen	09/12/1987		Presentencing
9	00201SC	Douglas Lee Mccray	1991GS2200356	DUS / Driving under suspension, license not	05/14/1991		Incomplete
10	00335CM	Gloria Washingt Grant	1984GS2200249	DUI / Driving under the influence - 2nd offen	06/11/1984		Incomplete

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Figure 8 - Unassigned Indictments for Georgetown County

If the defense attorney knows the full or partial case number he/she needs to pull into the electronic **Sentence Sheet** database, he/she can begin to type that case number into the filter field of the “Case Number” column in the grid. The system does a real-time load of cases based on what is typed in the filter.

Assigned Indictments  Unassigned Indictments

Select County:  
Georgetown

#	Case Number	Defendant	Indictment Number	Charge	Arrest Date	Plea To Charge Desc	Sentence Sheet Status
	KAFPH3_8						
1	KAFPH3_60	Alfred William Baaron Sr	2021GS221000102	DUI / Driving under the Influence, .10 but les	05/19/2021		Incomplete
2	KAFPH3_61	Alfred William Baaron Sr	2021GS221000102	DUI / Driving under the Influence, .10 but les	05/19/2021		Incomplete
3	KAFPH3_63	Benjamin Howard Aabom III	2021GS221000104	DUI / Driving under the Influence, .10 but les	05/24/2021		Incomplete

Figure 9 - Example of Filtering on Case Number



Hover the mouse pointer over a column separation line and click the left mouse button to get a double-sided arrow. While holding the left mouse button down, slide the mouse to the right to expand column size as needed.

Plea To Charge Desc	Sentence Sheet Status
<input type="text" value=""/>	<input type="text" value=""/>
DUI / Driving under the Influence, .10	Clerk Signed
DUI / Driving under the Influence, .10	Signed Both
DUI / Driving under the Influence, .16	Presentencing
DUI / Driving under the Influence, .10	Presentencing

Before

Plea To Charge Desc	Sentence Sheet Status
<input type="text" value=""/>	<input type="text" value=""/>
DUI / Driving under the Influence, .10 but less than .16, 1st Offense	Clerk Signed
DUI / Driving under the Influence, .10 but less than .16, 1st Offense	Signed Both
DUI / Driving under the Influence, .16 or higher, 1st Offense	Presentencing
DUI / Driving under the Influence, .10 but less than .16, 1st Offense	Presentencing

After

Figure 10 - Before and After examples of column expansion

Click on **Case Number** or **Indictment Number** to access electronic Sentence Sheet. Either one opens the electronic Sentence Sheet to the **Defendant and Charge Information** section.

#	Case Number	Defendant	Indictment Number
	<input type="text" value="KAFP"/>	<input type="text" value=""/>	<input type="text" value=""/>
1	<a href="#">KAFPH4_GS1</a>	Andrew Watson Aacorn Sr.	<a href="#">2021GS221000080</a>
2	<a href="#">KAFPH4_GS2</a>	Benjamin Bartlett Aacorn IV	<a href="#">2021GS221000081</a>
3	<a href="#">KAFPH4_GS3</a>	Chandler Hawthorne Aacorn III	<a href="#">2021GS221000082</a>
4	<a href="#">KAFPH4_GS4</a>	Christina Caarlson Aacorn III	<a href="#">2021GS221000084</a>

Figure 11 - Case Number link to electronic Sentence Sheet

#	Case Number	Defendant	Indictment Number
	<input type="text" value="KAFP"/>	<input type="text" value=""/>	<input type="text" value=""/>
1	<a href="#">KAFPH4_GS1</a>	Andrew Watson Aacorn Sr.	<a href="#">2021GS221000080</a>
2	<a href="#">KAFPH4_GS2</a>	Benjamin Bartlett Aacorn IV	<a href="#">2021GS221000081</a>
3	<a href="#">KAFPH4_GS3</a>	Chandler Hawthorne Aacorn III	<a href="#">2021GS221000082</a>
4	<a href="#">KAFPH4_GS4</a>	Christina Caarlson Aacorn III	<a href="#">2021GS221000084</a>

Figure 12 - Indictment Number link to electronic Sentence Sheet

There are four sections to the electronic Sentence Sheet:

- ❖ Defendant and Charge Information
- ❖ Sentencing Recommendations/Ranges
- ❖ Sentencing Information
- ❖ Financial Information

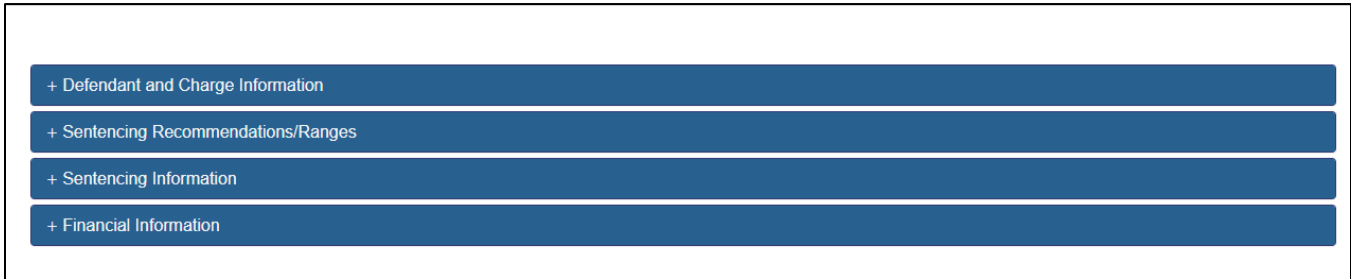


Figure 13 - Four Collapsible Sections of electronic Sentence Sheet

The fields within each section are enabled or protected based on the role of the person logged-in. While any log-in user can view a section, only specific users (solicitor, defense attorney, judge, or clerk of court) can enter or change data in a particular section.

### Defendant and Charge Information Section

This section belongs to the solicitor and the defense attorney. When a defense attorney clicks on a case number or indictment number the **Defendant and Charge Information** section and the **Sentencing Recommendations/Ranges** section open. The **Defendant and Charge Information** fields are populated from the case data in **CMS**. If any information is missing in this section, for example a defendant’s date of birth, it means that it is missing in **CMS**. Updating any information on this screen and saving it does not update those fields in **CMS**. And, if this information gets updated in **CMS** at a later time, it is not updated to the electronic Sentence Sheet record. (However, if the solicitor, defense attorney, or court reporter on the electronic Sentence Sheet are not listed as case parties in **CMS** when the clerk clicks the **Save to CMS** button on the clerk’s **Select Case for Disposition** screen, then corresponding case parties will be created in **CMS**.)

As soon as the case is pulled into the **Electronic Sentence Sheet** application, its Sentence Sheet status changes from “Incomplete” to “Presentencing”. It does not need to be saved before the status is changed. Just viewing the case Sentence Sheet changes it.

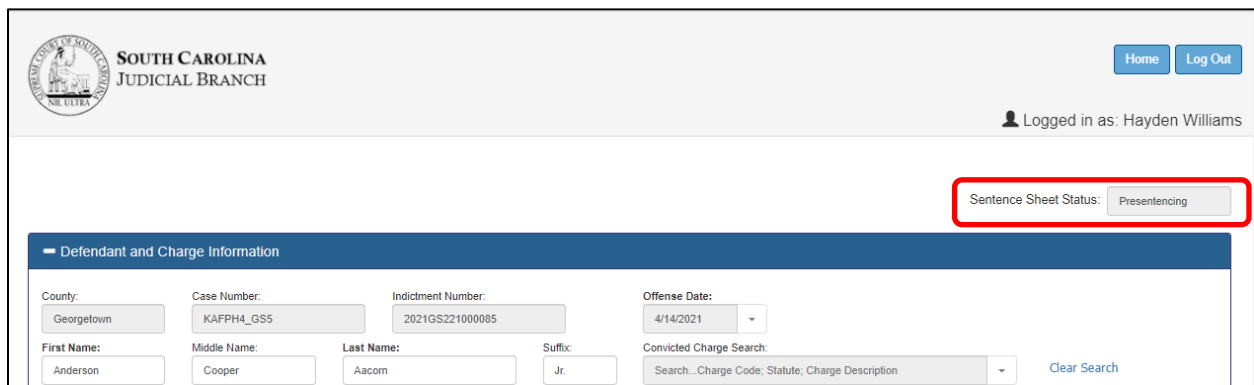


Figure 14 – The “Sentence Sheet Status” appears above the “Defendant and Charge Information” section



Unlike the solicitor, the defense attorney cannot enter the **Guilty Charge** in the **Defendant and Charge Information** section or make any changes to the **Sentencing Recommendations/Ranges** section. He/she can update the defendant information and change the active defense attorney.

Figure 15 - Full Defendant and Charge Information section for the Defense Attorney

Since the solicitor has not entered the guilty charge yet, the only thing the defense attorney can do is save his/her changes. **Figure 16** shows all the buttons that appear at the bottom of the electronic Sentence Sheet for a defense attorney. **Note:** only the **Save** button is enabled at this time.

Figure 16 – Buttons available to defense attorney at bottom of electronic Sentence Sheet – only “Save” button enabled

The defense attorney can view the **Sentencing Recommendations/Ranges** section and the two other sections, **Sentencing Information** and **Financial Information**, by clicking the small white “plus” sign to expand each section; however, he/she cannot make any changes - all of the fields are protected.

Figure 17 - Collapsed sections with plus signs





## Adding a Signature to an electronic Sentence Sheet for Defense Attorney

Usually, the defense attorney will not add his/her signature until he/she gets at least a verbal confirmation from the solicitor that what has been entered in the electronic Sentence Sheet is what they want to do. Once the defense attorney is ready, he/she pulls up the case in the electronic Sentence Sheet and clicks the **Add Signature** button at the bottom of the screen (**Figure 18**). Clicking the **Add Signature** button saves any changes to the screen, adds a signature record for the defense attorney to the Signature table and displays a “Signature Saved Successfully” message at the bottom of the screen (**Figure 19**).



Figure 18 – “Add Signature” button enabled



Figure 19 – “Signature Saved Successfully” message

Once the defense attorney has signed, all the fields in the **Defendant and Charge Information** section are protected and cannot be changed by the defense attorney or the solicitor unless the defense attorney clicks the **Clear Signature** button. The same is true if the solicitor signs before the defense attorney – all the fields in the first two sections are protected and cannot be changed unless the solicitor clicks the **Clear Signature** field.

See the section “Adding a signature to an electronic Sentence Sheet for the Defendant” for information on adding defendant signature and initials on p. 14.



## Assigned Indictments

Clicking the **Home** button returns the defense attorney to the **Select Case to Process** screen. If the defense attorney clicked the **Add Signature** button back on the electronic Sentence Sheet screen, the "Sentence Sheet Status" value displays as "Signed One" now. The fact that the text of "Signed One" is in bold indicates the defense attorney is the attorney who signed first. The reason that case numbers do not appear in numerical order in the "Case Number" column has to do with the established sort order. The established sort order is based on the values in the "Sentence Sheet Status" column. These are (in sort order): "Presentencing", "Signed One", "Signed Both", "In Process", "Judge Signed", and "Clerk Signed".

**Select Case to Process**

Assigned Indictments  Unassigned Indictments

#	Case Number	Defendant	Indictment Number	Charge	Arrest Date	Plea To Charge Desc	Sentence Sheet Status
1	KAFPH4_GS5	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Presentencing
2	KAFPH4_GS6	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Presentencing
3	KAFPH4_GS7	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Presentencing
4	KAFPH4_GS3	Chandler Hawthorne Aacorn III	2021GS221000082	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Presentencing
5	KAFPH4_GS30	Joe Henry	2021GS221000280	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Presentencing
6	<b>KAFPH4_GS31</b>	Andrew Watson Aacorn Sr.	2021GS221000281	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	<b>Signed One</b>
7	<b>KAFPH4_GS33</b>	Frederick Franklin Caaron III	2021GS221000283	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	<b>Signed One</b>
8	<b>KAFPH4_GS2</b>	Benjamin Bartlett Aacorn IV	2021GS221000081	DUI / Driving under the Influence, .16 or high		DUI / Driving under the Influ	<b>Signed One</b>
9	KAFPH4_GS32	Alfred William Baaron Sr	2021GS221000282	DUI / Driving under the Influence, .16 or high		DUI / Driving under the Influ	Signed One
10	KAFPH4_GS10	Nathaniel Hawthorne Aacorn	2021GS221000087	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Signed Both

Figure 20 - "Signed One" values in the "Sentence Sheet Status" column for defense attorney – bolded

If the solicitor signs a Sentence Sheet before the defense attorney, then the "Signed One" in the defense attorney's grid does not display in bold (as seen in **Figure 21**). See note on page 11.

Assigned Indictments  Unassigned Indictments

#	Case Number	Defendant	Indictment Number	Charge	Arrest Date	Plea To Charge Desc	Sentence Sheet Status
1	KAFPH4_GS5	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Presentencing
2	KAFPH4_GS6	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Presentencing
3	KAFPH4_GS7	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Presentencing
4	KAFPH4_GS3	Chandler Hawthorne Aacorn III	2021GS221000082	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Presentencing
5	KAFPH4_GS30	Joe Henry	2021GS221000280	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Presentencing
6	KAFPH4_GS31	Andrew Watson Aacorn Sr.	2021GS221000281	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Signed One
7	KAFPH4_GS33	Frederick Franklin Caaron III	2021GS221000283	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Signed One
8	KAFPH4_GS2	Benjamin Bartlett Aacorn IV	2021GS221000081	DUI / Driving under the Influence, .16 or high		DUI / Driving under the Influ	Signed One
9	<b>KAFPH4_GS3</b>	Alfred William Baaron Sr	2021GS221000282	DUI / Driving under the Influence, .16 or high		DUI / Driving under the Influ	<b>Signed One</b>
10	<b>KAFPH4_GS1</b>	Nathaniel Hawthorne Aacorn	2021GS221000087	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	<b>Signed Both</b>

Figure 21 - Assigned Indictments grid of the solicitor showing a "Signed One" value not bolded

The defense attorney can further confirm that he/she was not the one signing first by pulling up the case's electronic Sentence Sheet and scrolling to the bottom of the screen. If the **Add Signature** button is still enabled for the defense attorney, and the **Save** and **Clear Signature** buttons are not enabled (as shown in **Figure 22**), then the defense attorney knows he/she did not sign first. Once either the defense attorney or the solicitor adds his/her signature to the electronic Sentence Sheet, the fields in the first two sections are protected, and, therefore, cannot be saved. Likewise, if the defense



attorney has not signed the electronic Sentence Sheet, then he/she would not need to clear his/her signature – therefore, the **Clear Signature** button is protected.



Figure 22 – “Add Signature” button enabled. “Save” and “Clear Signature” buttons protected.

If the defense attorney clicks the **Add Signature** button and clicks the **Home** button after the screen refreshes, “Signed One” is now bolded. The “Signed One” value does not change to “Signed Both” until the solicitor, the defense attorney, and the defendant have signed.

Assigned Indictment     Unassigned Indictments

#	Case Number	Defendant	Indictment Number	Charge	Arrest Date	Plea To Charge Desc	Sentence Sheet Status
1	KAFPH4_GS5	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Presentencing
2	KAFPH4_GS6	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Presentencing
3	KAFPH4_GS7	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Presentencing
4	KAFPH4_GS3	Chandler Hawthorne Aacorn III	2021GS221000082	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Presentencing
5	KAFPH4_GS30	Joe Henry	2021GS221000280	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Presentencing
6	KAFPH4_GS31	Andrew Watson Aacorn Sr.	2021GS221000281	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Signed One
7	KAFPH4_GS33	Frederick Franklin Caaron III	2021GS221000283	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Signed One
8	KAFPH4_GS2	Benjamin Bartlett Aacorn IV	2021GS221000081	DUI / Driving under the Influence, .16 or high		DUI / Driving under the Influ	Signed One
9	KAFPH4_GS32	Alfred William Baaron Sr	2021GS221000282	DUI / Driving under the Influence, .16 or high		DUI / Driving under the Influ	<b>Signed One</b>
10	KAFPH4_GS10	Nathanial Hawthorne Aacorn	2021GS221000087	DUI / Driving under the Influence, .10 but les		DUI / Driving under the Influ	Signed Both

Figure 23 - Show the solicitor's grid after signing as 2nd attorney – “Signed One” now bold

As the case moves through the electronic Sentence Sheet workflow, the “Sentence Sheet Status” value will change from “Signed One” to the following:

- ❖ “Signed Both” – when solicitor, defense attorney, and defendant have signed
- ❖ “In Process” – when judge is reviewing the case
- ❖ “Judge Signed” – when judge has signed
- ❖ “Clerk Signed” – when the clerk of court has signed
- ❖ “Completed” – electronic Sentence Sheet is complete (case does not display in the grid)

**Note** Depending on the resolution of your computer monitor, you may or may not see the “Signed One” value in bold in your grid.



## Multiple Cases with Same Indictment Numbers

If multiple cases exist with the same indictment number in the “Unassigned Indictments” view of the **Select Case to Process** screen as shown in **Figure 24**, an **Indictment/Warrant Verification** window (see **Figure 25**) appears when the defense attorney or solicitor clicks on either the case number or indictment number in the grid.

Select Case to Process

Assigned Indictments  Unassigned Indictments

Select County:  
Georgetown

#	Case Number	Defendant	Indictment Number	Charge	Arrest Date	Plea To Charge Desc	Sentence Sheet Status
	KAFPH		2021GS221000085				
1	KAFPH4_GS5	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les	04/14/2021	DUI / Driving under the Influ	Presentencing
2	KAFPH4_GS6	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les	04/14/2021	DUI / Driving under the Influ	Presentencing
3	KAFPH4_GS7	Anderson Cooper Aacorn Jr.	2021GS221000085	DUI / Driving under the Influence, .10 but les	04/14/2021	DUI / Driving under the Influ	Presentencing

Figure 24 - Multiple cases appearing in the "Select Case to Process" grid with the same Indictment Numbers

**Indictment/Warrant Verification**

Multiple Warrants exist for selected Indictment #2021GS221000085:

Warrant #	DEF Name	Charge Description
KAFPH4_GS5	Anderson Cooper Aacorn Jr.	DUI / Driving under the Influence, .10 but less than .16, 1st Offense
KAFPH4_GS6	Anderson Cooper Aacorn Jr.	DUI / Driving under the Influence, .10 but less than .16, 1st Offense
KAFPH4_GS7	Anderson Cooper Aacorn Jr.	DUI / Driving under the Influence, .10 but less than .16, 1st Offense

Do you want to continue? Click Yes to continue, No to cancel.

Yes No

Figure 25 – Indictment/Warrant Verification screen listing cases with matching Indictment Numbers



Clicking “Yes” on the **Indictment/Warrant Verification** window normally displays the Sentence Sheet for the selected case. The message below about a change to the indictment number appears only if the indictment number on a case has changed since it was loaded into the **Select Case to Process** grid. In this situation, the defense attorney would click the “Close Message” button and contact the clerk of court to correct the indictment number. Clicking “No” on the initial **Indictment/Warrant Verification** window (**Figure 25**) returns the defense attorney to the **Select Case to Process** screen.

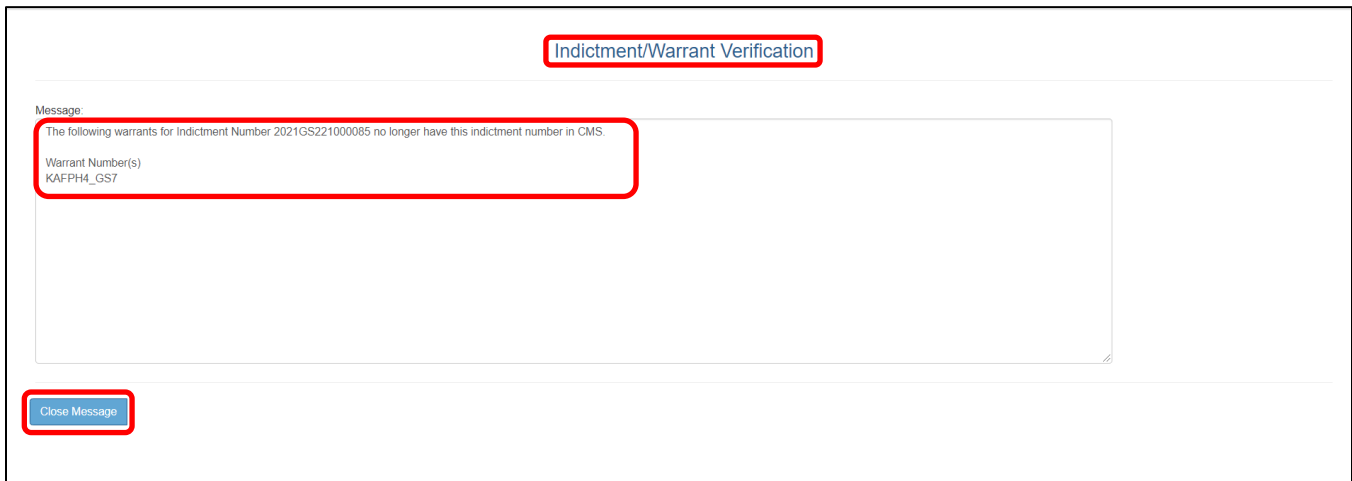


Figure 26 - Message indicating that the indictment number in CMS has changed for the following case.

## Adding a Signature to an electronic Sentence Sheet for the Defendant

By design the defendant (DEF) cannot log into the **SCJB Electronic Sentence Sheet** application; he/she will not have a log in. However, the defense attorney (DAT) has access to signature and initial buttons for the defendant at the bottom of the electronic Sentence Sheet screen and can make these buttons available to the defendant by allowing him/her to select the appropriate button via the defense attorney’s laptop or tablet. There is even a button indicating that the defense attorney is signing for the defendant and one indicating the defendant refuses to sign the electronic Sentence Sheet. There is a corresponding “clear” button except for the “Add DEF Signature by DAT” and the “DEF Refused to Sign” buttons (**Figure 27**). The “Clear DEF Signature” clears all three DEF options.



Figure 27 - Buttons at bottom of defense attorney's electronic Sentence Sheet screen

Explanation of buttons:

- ❖ **Add DEF Initials** – only used when defendant has waived the Grand Jury (button clicked by defendant or judge); this is the first defense attorney or defendant signature button that must be selected **first**.
- ❖ **Add DEF Signature** – used when attorney hands laptop or tablet to defendant to click button to sign electronic Sentence Sheet
- ❖ **Add DEF Signature by DAT** – used when the attorney, with permission of defendant, clicks button to sign the electronic Sentence Sheet for the defendant
- ❖ **DEF Refused to Sign** – used by attorney if defendant refuses to sign electronic Sentence Sheet



## Adding Initials to an electronic Sentence Sheet for the Defendant

The defendant's initials are required only if the defendant has waived the Grand Jury. The choice must be marked initially by the solicitor on the **Defendant and Charge Information** section and saved.

**The charge is:**

As Indicted     Lesser Included Offense     Defendant Waives Grand Jury

**The pleas is:**

Without Negotiations or Recommendations     Negotiated Sentence     Recommendations by the State

Figure 28 - Defendant Waives Grand Jury checkbox as marked by solicitor

When the defense attorney or judge logs in, the checkmark appears with a muted gray background because the checkbox is protected. The defendant can click the "Add DEF Initials" button using the defense attorney's laptop or tablet or the judge can click this button when he/she is logged into the application. A message appears: "Sentence Sheet Saved Successfully".

**The charge is:**

As Indicted     Lesser Included Offense     Defendant Waives Grand Jury

**The pleas is:**

Without Negotiations or Recommendations     Negotiated Sentence     Recommendations by the State

Figure 29 - Defendant Waives Grand Jury checkbox as viewed by defense attorney

Figure 30 - Add DEF Initials button enabled

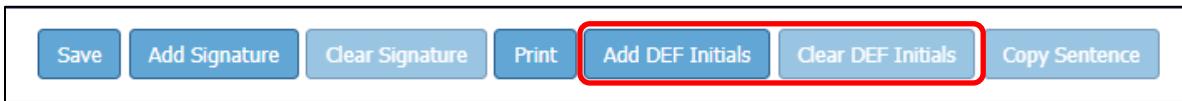
Figure 31 - "Sentence Sheet Saved Successfully" appears after the defendant or the defense attorney click "Add DEF Initials"

### Note

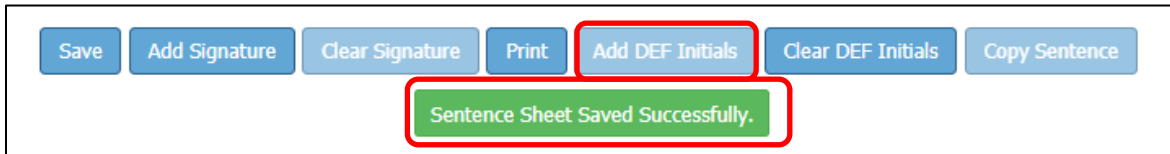
If the **Defendant Waives Grand Jury** checkbox is checked (as shown in **Figure 28**), the **first** "signature" that is required before **any other** signatures can be applied by the defense attorney is **Add DEF Initials** (see **Figure 30**). If the defense attorney clicks any other signature button first, an error message appears: "Defendant Initials need to be applied, if the Defendant Waives Grand Jury is checked."



### Judge's electronic Sentence Sheet Screen Buttons



*Figure 32 - Buttons that appear at the bottom of the judge's electronic Sentence Sheet*



*Figure 33 - "Sentence Sheet Save Successfully" message appears after the judge clicks the "Add DEF Initials" button*



## **Revision History**

<b>Version No.</b>	<b>Date</b>	<b>Prepared/Modified By</b>	<b>Significant Changes</b>
4.0	07/09/2021	Karolyn Freeman	Original
4.1	07/23/2021	Karolyn Freeman	Phase 4.1 software upgrade.
4.1+	08/09/2021	Karolyn Freeman	Phase 4.1+ software upgrade