

TRAINING-DOCKET CODES TO GATHER AOC STATS

There are certain docket codes that are required to be entered on a case to capture the AOC stats. The codes listed in this document should be entered according to the case type and associated to the appropriate codes in CDADOCT.

CIVIL DOCKET CODES REQUIRED

CIVIL Manner of Filing (MF) Codes for the entire case.

| <u>NEW Codes</u> | <u>Description</u> | <u>When to Use</u> |
|------------------|--|---|
| MFO | MOF-ORIGINAL | Filing original case in local court (NOT a transfer) |
| MFT | MOF-TRANSFER | New case transferred in from another court |
| MFR | MOF REOPEN + CASE TYPE | EXAMPLE: MFRDO; MFRMP; MFREM; MFRQT; MFRNM; MFRPL; MFROD; MFROC; MFRCD; MFRUD; MFRFC; MFRAA; MFREL; MFRFV; MFRFR; MFRIJ; MFRFCF; MFRRF; MFRWT; MFROM; MFRMO; MFRPB; MFRSL; MFRBP; MFRMO; MFRUO |
| MFF | MOF-REACTIVATE (non-statistical case status) | Reactivating a case that had a case status code of Inactive (MSIA or MSFNI). |

CIVIL: Manner of Disposition (MD) for Entire Case:

Note: Make sure all parties have been disposed, the manner of disposition code added to the case, and associated to the manner of filing code.

HINT: Prior to entering the disposition code, go to **CMAINIT**'s top block and in the Trial field enter the **closing trial type** (**N** for non-trial, **B** for bench trial, **J** for jury trial). Then go to **CDADOCT** and enter the **disposition docket code**. Upon saving that code, the docket text will show the disposition trial type.

Judgment amounts are entered through CDQJMTD, which becomes active when you docket the order using a JU docket code. After entering the JU code, click **CDQJMTD** in the Navigation Frame to enter the judgment amount. If you know who the judgment is in favor of, enter **JUDGMENT FOR** and the code **P** (for Plaintiff), **D** (for Defendant) or **B** (for both).

CIVIL: Manner of Disposition (MD) Codes:

| <u>OLD Codes-DO NOT USE</u> | <u>NEW Codes</u> | <u>Description</u> | <u>When to Use</u> |
|------------------------------------|-------------------------|---|---|
| MDCJ MDDF | MDCO | MOD-CONSOLIDATED | When the case is ordered consolidated into another case. Use CDARELC to relate the case |
| MDDJ | MDTR | MOD -TRANSFER | Transfer of Case to Another Court |
| MDDN | MDJD | MOD-JUDGMENT | Judgment or Decree or Order |
| MDDW | MDDM | MOD-DISMISSED | Case is Dismissed |
| MDOJ MDPD | MDAR | MOD-REMOVED TO ARBITRATION | Notice filed in a case to move to arbitration |
| MDPG | MDRB | MOD-REMOVED TO BANKRUPTCY COURT | Notice filed in a case to move to bankruptcy court |
| MDSJ MDTJ | MDRF | MOD-REMOVED TO OTHER FEDERAL COURT | Notice filed in a case to move to any other federal court |
| | MSIA | INACTIVE (non-statistical case status) | When the court cannot take any action on the case due to events or circumstances outside of the court's control, i.e.: a party on military duty, mandated arbitration not under the court's control or removal to bankruptcy court. This is not a statistical disposition code. |

CRIMINAL DOCKET CODES REQUIRED

****THE CODE MUST BE ENTERED FOR EACH DEFENDANT ON THE CASE****

CRIMINAL: Manner of Filing (MF) Codes:

| <u>OLD Codes- DO NOT USE</u> | <u>NEW Codes</u> | <u>Description</u> | <u>When to Use</u> |
|---|-----------------------------|---|---|
| | MFA | MOF-APPEAL | Appeal from District Court |
| MFD | MFO | MOF-ORIGINAL | Filing original case in local court (NOT a transfer) |
| | MFR | MOF- REOPEN | Reopen of a Criminal Felony Case EXAMPLE: (MFRDI; MFRWT; MFRMI) or Reopen case for other post-conviction relief |
| | MFT | MOF- Transfer | New case transferred in from another court |
| | MFE | MOF-EJJ ADULT SENT | EJJ adult sentence imposed |
| | MFF | MOF-REACTIVATED (non-statistical case status) | Reactivating a case that had a case status code of Inactive (MSIA or MSFNI). |

CRIMINAL: The CRINF and Manner of Disposition Codes should be associated to the Manner of Filing code in CDADOCT.

After entering and saving the docket code below, the user will need to click on **COASITE** in the Navigation Frame and enter the appropriate fields. Some of the fields are to be completed at the time of filing; others at the time of disposition.

****THE CODE MUST BE ENTERED FOR EACH DEFENDANT ON THE CASE****

| <u>Code</u> | <u>Description</u> | <u>When to Use</u> |
|--------------------|----------------------------|--|
| CRINF | CRIMINAL INFORMATION SHEET | Enter when a Manner of Filing docket code is entered and associate to appropriate MF code. Enter information related to the filing in COASITE. |

CRIMINAL: Manner of Disposition (MD) Codes:

HINT: Prior to entering the disposition code, go to **CMAINIT**'s top block and in the Trial field enter the **closing trial type** (**N** for non-trial, **B** for bench trial, **P** for stipulation, **J** for jury trial). Then go to **CDADOCT** and enter the **disposition docket code**. Upon saving that code, the docket text will show the disposition trial type.

| <u>OLD Codes-DO NOT USE</u> | <u>NEW Codes</u> | <u>Description</u> | <u>When to Use</u> |
|-----------------------------|------------------|--|---|
| | MDJD | MOD-JUDGMENT | Judgment or Decree or Order |
| | MDCO | MOD-CONSOLIDATED | When the case is ordered consolidated into another case. Use CDARELC to relate the case |
| | MDFNC | MOD-FOUND NOT FIT-CASE CLOSED | When a defendant is found not fit. |
| | MDFNB | MOD-FOUND NOT COMPETENT | When a defendant is found not competent. |
| | MSFNI | FOUND NOT FIT-CASE INACTIVE (non-statistical case status) | When a defendant is not fit, but could possibly be found fit in the future. If, the defendant is still unable to stand trial after 10 yrs then Dismiss the case. The inactive status will allow the case to continue to be scheduled for review. This is not a statistical disposition code. |

HINT: When this code is entered for a defendant, go to the associated CRINF docket code and complete the COASITE information, do not enter any fields that are entered on any other Contexte form. If the money fields in COASITE are being captured through the accounting portion of Contexte, you do not have to re-enter that information here.

CRIMINAL: Disposition Codes (Charge Disposition) Entered in CMADISP:

| <u>OLD Codes DO NOT USE</u> | <u>NEW Codes</u> | <u>Description</u> | <u>When to Use</u> |
|--|-----------------------------|--------------------------------|--|
| | AW | Appeal Withdrawn | |
| | D | Dismissed | |
| | DDD | Dismissed – Defendant Deceased | |
| | DE | Post-Conviction Denied | |
| | DF | Deferred | |
| | DN | Nolle Prosequi | |
| | DR | Dismissed – Remand | |
| | NPST | Dismissed – Speedy Trial | |
| | EXPUN | Expunged | Use when an Order to Seal is filed. |
| | G | Guilty | |
| | GR | Post-Conviction Granted | |
| | MD | Acquittal Mental Defect | |
| | MI | Mistrial | |
| | N | Not Guilty | Acquittal |
| | PG | Petition Granted | |
| | RV | Revoked | |
| | SEAL | Sealed | Used to seal disposition, differs from the Order to Seal |
| | TD | Transfer to Drug Court | |
| | TJUV | Transfer to Juvenile | |
| DTJ | TR | Transferred | Also use TR for Transfer Jurisdiction |
| | VN | Change of Venue | |

CRIMINAL Sentencing Codes Entered in CMADISP:

| <u>SENTENCE Codes</u> | <u>Description</u> |
|----------------------------------|-------------------------------------|
| CS | Community Service |
| DCC | Department of Community Corrections |
| DE | Death |
| DLR | Driver License Revoked |
| DLS | Driver License Suspended |
| DOC | Department of Corrections |
| FI | Fine |
| J | Jail Time Local Facility |
| LF | Life |
| LN | Life without Parole |
| PRO | Probation |
| PS | Probation – Supervised |
| PU | Probation – Unsupervised |
| RDP | Restricted Driving Permit |
| SIS | Suspended Imposition of Sentence |

HINT: If you are using the accounting portion of Contexte, monies ordered paid may be captured here using the FI code.

DOMESTIC RELATIONS DOCKET CODES REQUIRED**DOMESTIC RELATIONS: Manner of Filing (MF) Codes**

| <u>NEW Codes</u> | <u>Description</u> | <u>When to Use</u> |
|-------------------------|---------------------------|---|
| MFO | MOF-ORIGINAL | Filing original case in local court (NOT a transfer) |
| MFT | MOF-TRANSFER | New case transferred in from another court |
| MFR | MOF REOPEN + CASE TYPE | EXAMPLE: MFRAN; MFRCT; MFRCS; MFRDV; MFRFJ; MFRDA; MFRPT; MFRSM; MFRSU; MFRSV/MFRST; MFRVS |
| MFF | MOF-REACTIVATE | Reactivating a case that had a case status code of Inactive (MSIA or MSFNI). |

Additional Codes/Information Needed in Domestic Cases:

HINT: After entering and saving the docket codes below, the user will need to click on **COASITE** in the navigation frame and complete the appropriate fields.

| <u>Code</u> | <u>Description</u> | <u>When to Use</u> |
|--------------------|-----------------------------------|--|
| COINF | CONFIDENTIAL INFORMATION SHEET | Enter when a Manner of Filing docket code is entered and associate to appropriate MF code. Enter information related to the filing in COASITE. |
| CSINF | CHILD SUPPORT INFORMATION | Enter when a Manner of Disposition docket code is entered and associate to the appropriate MD code. Enter information related to the disposition in COASITE. |

DOMESTIC RELATIONS: Manner of Disposition (MD) Codes::

HINT: Prior to entering the disposition code, go to **CMAINIT**'s top block and in the Trial field enter the **closing trial type** (**N** for non-trial, **B** for bench trial). Then go to **CDADOCT** and enter the **disposition docket code**. Upon saving that code, the docket text will show the disposition trial type.

Judgment amounts are entered through CDQJMTD, which becomes active when you docket the order using a JU docket code. After entering the JU code, click **CDQJMTD** in the Navigation Frame to enter the judgment amount. If you know who the judgment is in favor of, enter **JUDGMENT FOR** and the code **P** (for Plaintiff), **D** (for Defendant), or **B** (for both).

| <u>OLD Codes-DO NOT USE</u> | <u>NEW Codes</u> | <u>Description</u> | <u>When to Use</u> |
|-----------------------------|------------------|---|--|
| MDDG | MDCO | MOD-CONSOLIDATED | When the case is ordered consolidated into another case. Use CDARELC to relate the case |
| MDOD | MDTR | MOD -TRANSFER | Transfer of case to another court |
| MDOJ | MDJD | MOD-JUDGMENT | Judgment or Decree or Order |
| MDDN | MDDM | MOD-DISMISSED | Case is dismissed |
| MDDW | MDRB | MOD-REMOVED TO BANKRUPTCY COURT | Notice filed in a case to move to bankruptcy court |
| | MSIA | INACTIVE (non-statistical case status) | When the court cannot take any action on the case due to events or circumstances outside of the court's control, i.e.: a party on military duty, mandated arbitration not under the court's control or removal to bankruptcy court. This is not a statistical disposition code. |

PROBATE DOCKET CODES REQUIRED

PROBATE Manner of Filing (MF) Codes:

| <u>OLD Codes-DO NOT USE</u> | <u>NEW Codes</u> | <u>Description</u> | <u>When to Use</u> |
|-----------------------------|------------------|------------------------|---|
| | MFO | MOF-ORIGINAL | Filing original case in local court (NOT a transfer) |
| | MFT | MOF-TRANSFER | New case transferred in from another court |
| | MFR | MOF REOPEN + CASE TYPE | EXAMPLE: MFRAD; MFRPC; MFRAL; MFRAA; MFRCV; MFRCP; MFRDE; MFRDC; MFRSE; MFRTA; MFROP; MFRGA; MFRGJ |
| | MFF | MOF-REACTIVATE | Reactivating a case that had a case status code of Inactive (MSIA or MSFNI). |

HINT: If a miscellaneous case type such as (OP) PROBATE-OTHER is used, check the coversheet to see if it includes a description of the case.

PROBATE: Manner of Disposition (MD) Codes:

HINT: Prior to entering the disposition code, go to **CMAINIT**'s top block and in the Trial field enter the **closing trial type** (**N** for non-trial, **B** for bench trial). Then go to **CDADOCT** and enter the **disposition docket code**. Upon saving that code, the docket text will show the disposition trial type.

| <u>OLD Codes-DO NOT USE</u> | <u>NEW Codes</u> | <u>Description</u> | <u>When to Use</u> |
|-----------------------------|------------------|--|---|
| | MDCO | MOD-CONSOLIDATED | When the case is ordered consolidated into another case. Use CDARELC to relate the case |
| | MDTR | MOD -TRANSFER | Transfer of case to another court |
| | MDJD | MOD-JUDGMENT | Judgment or Decree or Order |
| | MDDM | MOD-DISMISSED | Case is dismissed |
| | MDRB | MOD-REMOVED TO BANKRUPTCY COURT | Notice filed in a case to move to bankruptcy court |
| | MSIA | INACTIVE (non-statistical case status) | When the court cannot take any action on the case due to events |

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|--|-------------|---|---|
| | | | <p>or circumstances outside of the court's control, i.e.: a party on military duty, mandated arbitration not under the court's control or removal to bankruptcy court.</p> <p>This is not a statistical disposition code.</p> |
| | MSSD | MOD-SET FOR REVIEW (non-statistical case status) | <p>When a guardianship case is disposed but the court has an ongoing responsibility to review. This is not a statistical disposition code.</p> |

JUVENILE DOCKET CODES REQUIRED

****THE CODE MUST BE ENTERED FOR EACH JUVENILE ON THE CASE****

JUVENILE: Manner of Filing Codes Entered in CDADOCT

| <u>NEW Codes</u> | <u>Description</u> | <u>When to Use</u> |
|-------------------------|---------------------------|--|
| MFO | MOF-ORIGINAL | Filing original case in local court (NOT a transfer) |
| MFT | MOF-TRANSFER | New case transferred in from another court |
| MFR | MOF REOPEN + CASE TYPE | EXAMPLE: MFRJD; MFREJ; MFRDN; MFRDX; MFRFS; MFRJA; MFRJC; MFRJE; MFRJG; MFRJT; MFRJS; MFRTP |
| MFF | MOF-REACTIVATED | Reactivating a case that had a case status code of Inactive (MSIA or MSFNI). |

Additional Codes/Information Needed in Juvenile Cases
(Associated to the Manner of Filing):

After entering and saving the docket codes below, the user will need to click on **COASITE** in the Navigation Frame and complete the appropriate fields. If the fields in any COASITE form are being captured through any portion of Contexte, you do not have to re-enter that information here. When any of the below forms are use, properly associate to the correct MF-code

| <u>Code</u> | <u>Description</u> | <u>When to Use</u> |
|--------------------|---------------------------------|--|
| CSINF | CHILD SUPPORT INFORMATION | Enter disposing information regarding the custody placement, child support amount or an order of protection. |
| JVDEL | JUVENILE DELINQUENCY FORM | Enter disposing information regarding the facility placement, custody, services or fines/costs/sanctions |
| JVDN | JUVENILE DEPENDANT NEGLECT FORM | Enter disposing information regarding the ordered custody arrangements. |
| JVFIN | JUVENILE FINS FORM | Enter disposing information regarding the services, placement, custody or fines/costs/sanctions. |

DEPENDENCY- DEPENDENCY NEGLECT:

Manner of Disposition- When the Closing/Adjudication Order is Filed:
(Associate to the Manner of Filing)

HINT: Prior to entering the disposition code, go to **CMAINIT**'s top block and in the Trial field enter the **closing trial type P** for Stipulation, **N** for non-trial, **B** for bench trial. Then go to **CDADOCT** and enter the **disposition docket code**. Upon saving that code, the docket text will show the disposition trial type.

| <u>OLD Codes- DO NOT USE</u> | <u>NEW Codes</u> | <u>Description</u> | <u>When to Use</u> |
|--------------------------------------|----------------------|------------------------------------|---|
| MDOD | MDCO | MOD-CONSOLIDATED | When the case is ordered consolidated into another case. Use CDARELC to relate the case |
| | MDDM | MOD-DISMISSED | Result from the disposition event |
| | MDFE | MOD -FOUND DEPENDENT | |
| | MDFN | MOD- FOUND DEPENDENT- NEGLECTED | |
| | MDTR | TRANSFERRED | |
| | MDJD | MOD-JUDGMENT | When a Judgment or Decree or Order is filed that does not fit for the case type |

FAMILY IN NEED OF SERVICES (FINS):

Manner of Disposition- When the Closing/Adjudication Order is Filed:
(Associate to the Manner of Filing)

HINT: Prior to entering the disposition code, go to **CMAINIT**'s top block and in the Trial field enter the **closing trial type P** for Stipulation, **N** for non-trial, **B** for bench trial. Then go to **CDADOCT** and enter the **disposition docket code**. Upon saving that code, the docket text will show the disposition trial type.

| <u>OLD Codes-DO NOT USE</u> | <u>NEW Codes</u> | <u>Description</u> | <u>When to Use</u> |
|-------------------------------------|----------------------|--------------------|---|
| MDFF | MDCO | MOD-CONSOLIDATED | When the case is ordered consolidated into another case. Use CDARELC to relate the case |

| | | | |
|----------------------|--------------|---|---|
| MDOD MDFM MDFA | MDFO | MOD-FOUND FINS DISOBEDIENT TO PARENT | Result from the disposition event |
| | MDFT | MOD-FOUND FINS TRUANCY | |
| | MDDM | MOD-DISMISSED | |
| | MDFR | MOD-FOUND FINS RUNAWAY | |
| | MDTR | MOD-TRANSFERRED TO ANOTHER CIRCUIT COURT | |
| | MDFFN | MOD-FOUND FINS - DELINQUENCY<age 10 | |
| | MDJD | MOD-JUDGMENT | When a Judgment or Decree or Order is filed that does not fit for the case type |

JUVENILE DELINQUENCY/EJJ:

Manner of Disposition- When the Closing/Adjudication Order is Filed:
(Associate to the Manner of Filing)

HINT: Prior to entering the disposition code, go to **CMAINIT**'s top block and in the Trial field enter the **closing trial type P** for Plea/Stipulation, **N** for non-trial, **B** for bench trial or **J** for jury trial (for EJJ adjudication/disposition only). Then go to **CDADOCT** and enter the **disposition docket code**. Upon saving that code, the docket text will show the disposition trial type.

| <u>OLD Codes- DO NOT USE</u> | <u>NEW Codes</u> | <u>Description</u> | <u>When to Use</u> |
|---|-------------------------|---------------------------|---|
| MDFD MDOD | MDCO | MOD-CONSOLIDATED | When the case is ordered consolidated into another case. Use CDARELC to relate the case |
| | MDJD | MOD-JUDGMENT | Adjudication/Delinquency Order |
| | MDDM | MOD-DISMISSED | Dismissal Order |
| | MDFNC | MOD-CLOSE | Order to close case due to being found not fit. |
| | MDFNB | MOD-FOUND NOT COMPETENT | Order determined found not competent on all charges. |
| | MDTR | TRANSFERRED | This code applies to all charges. |
| | MDRV | MOD-PROBATION REVOKED | Order to revoke the probation. |

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|--|--------------|---|---|
| | MDVA | MOD-VIOLATED COND OF AFTERCARE | |
| | MSFNI | INACTIVE (non-statistical case status) | Found not fit; case may return to court for later developments. This is not a statistical disposition code. |

Plea Codes Entered in CMADISP:

| <u>Code</u> | <u>Description</u> | <u>When to Use</u> |
|-------------|--------------------|----------------------------|
| TR | TRUE | Juvenile has pled True |
| NT | NOT TRUE | Juvenile has pled Not True |

Disposition Codes Entered in CMADISP:

| <u>Code</u> | <u>Description</u> | <u>When to Use</u> |
|--------------|----------------------------|----------------------------------|
| D | DISMISSED | RESULT FROM DISPOSITION EVENT |
| DN | NOLLE PROSEQUI | |
| FD | FOUND DELINQUENT | |
| OD | JUVENILE OTHER DISPOSITION | |
| JAEJJ | ADJUDICATED EJJ | |
| TR | TRANSFERRED | |

JUVENILE: Sentence Codes Used in CMADISP:

| <u>Code</u> | <u>Description</u> | <u>When to Use</u> |
|-------------|-----------------------------|--|
| CS | COMMUNITY SERVICE | |
| DLS | DRIVER LICENSE SUSPENDED | |
| DYS | DEPARTMENT OF YOUTH SERVICE | |
| J | JAIL TIME LOCAL FACILITY | |
| JUD | JUVENILE DETENTION | |
| PRO | PROBATION | |
| PS | PROBATION SUPERVISED | Probation will be supervised by a Juvenile Probation Officer |
| PU | PROBATION UNSUPERVISED | |
| RDP | RESTRICTED DRIVING PERMIT | |

ASSOCIATING DOCKET CODES

All AOC codes are associated to a Manner of Filing docket code in CDADOCT. The Manner of Filing Docket code always causes the other codes.

CRINF, COINF, CSINF, JVDEL, JVDN, JVFIN, and MD-code (disposition) should all be associated [CAUSED] to their MF-code (manner of filing).

After adding and saving the docket code(s):

1. Highlight the **Manner of Filing docket code** that needs to be associated.
2. Click on the **Docket** tab in the bottom block.
3. Click the **LOV** button, and find the docket code(s) to be associated.
4. Click the **Caused** radio button.
5. Press **F10** to save.
6. Click the **Red Door** icon to exit the form.