

A decorative graphic on the left side of the slide, consisting of a network of white lines and circles on a blue gradient background, resembling a circuit board or a stylized tree structure.

# WELCOME

HARRIS/DELTA JUSTICE COURT USER CONFERENCE 2017

# CONFERENCE SCHEDULE

- Registration 9:00 – 9:30 AM
- Accounting/Settlement 9:30 – 12:30 PM
- Lunch Break 12:30 – 1:30 PM
- Constable/Warrants/Bond Menus 1:30 – 2:30 PM
- Forms Setup (in Green Screen) w/Katrina 2:30 – 3:15 PM
- BREAK 3:15 – 3:30 PM
- New Options Available 3:30 – 3:45 PM
- Roundtable Discussions 3:45 – 5:00 PM

# ACCOUNTING/SETTLEMENT



FRUSTRATION



CONFUSION

*Knowledge*



# GENERAL LEDGER

- Holds total Cash in Bank for each fund separately (debit on Trial Balance)
  - The total Cash in Bank controls your Bank Reconciliation
- Holds the balance for each item for which you collect money
  - Law Library crim/civil
  - Clerk Fees crim/civil
  - Fines
  - Restitution
  - Bonds
- How does money get into the General Ledger?
  - Daily Posting and Cash Disbursements both populate the General Ledger
  - Forget to post a day and your bank reconciliation will be out of balance



RAQ

JCMLED03 10/25/2017 10:05 Justice Court User Conference

GENERAL LEDGER TRIAL BALANCE

2016 Fiscal Year August Balance

Fund	CRIMINAL FUND		Account Balance	
Account	Description		Debit	Credit
002-000-001	CASH IN BANK		48,098.25	
002-000-105	FINE COLLECTION			19,690.00
002-000-110	CLERKS FEE			1,357.00
002-000-112	COUNTY ATTORNEY FEE			636.00
002-000-119	EXPUNGEMENT FEE			150.00
002-000-124	LAW LIBRARY TO CIRCUIT CL			326.00
002-000-130	TRAFFIC VIOLATIONS			14,343.25
002-000-135	IMPLIED CONSENT			2,345.50
002-000-140	GAME AND FISH COMMISSION			89.00
002-000-150	OTHER MISDEMEANOR			1,561.75
002-000-152	ADULT DRIVER TRAINING			100.00
002-000-153	BOND FEE			300.00
002-000-155	CONSTITUTES			107.00
002-000-161	CRIME STOPPERS			424.00
002-000-162	HIGHWAY PATROL ASSESSMENT			1,552.00
002-000-163	DARE			1,616.75
002-000-166	MOTOR VEHICLE LIABILITY			875.00
002-000-167	NOTICE/LATE FEE			120.00
002-000-170	CONSTABLE FEE			35.00
002-000-192	DPS - DUI INTERLOCK DEVICE			750.00
002-000-194	DRUG VIOLATION			100.00
002-000-197	VICTIMS BOND FEE			140.00
002-000-198	TRAFFIC TRAUMA ASSMT			1,480.00
	TOTAL		48,098.25	48,098.25

# DISTRIBUTION CODES VS GL ACCOUNT NUMBER

- Distribution Codes are the 2 digit codes that point to a 9 digit account number defined in the general ledger.

JCMDST01 JCDEMO DISTRIBUTION FILE MAINTENANCE

Distribution Code FI  
Distribution Type 2 (1-Clearing, 2-Criminal, 3-Civil)  
Distribution Name FINE COLLECTION

Report Column Heading FINES

Type N (Y-Assessment, N-Fine, H-HV, C-Collection Fee)  
Due To 1 (1-General County, 2-Law Library, 3-State, 4-Constable  
5-Amounts held in custody for others)  
County GL Account 100252105

GASB Objective  
General Ledger Receipt Account Number: 002000105

JCMLED01 JCDEMO GENERAL LEDGER FILE MAINTENANCE JCWLED01/M5

Account 002-000-105  
CRIMINAL FUND

Beginning Balance	DB
Credit	212888.25
Debit	193198.25
Ending Balance	19690.00- CR

FINE COLLECTION

Class	EXPENDITURE	Receipts	Disbursements	Journal
	Month			
	JANUARY	22711.50	22711.50	
	FEBRUARY	24422.00	24422.00	
	MARCH	26776.00	26776.00	
	APRIL	21673.25	21673.25	
	MAY	24576.00	24376.00	
	JUNE	23122.75	23322.75	
	JULY	19358.00		
	AUGUST	332.00		
	SEPTEMBER			
	OCTOBER	15397.50	15397.50	
	NOVEMBER	17269.50	17269.50	
	DECEMBER	17249.75	17249.75	
	Total	212888.25	193198.25	

Copyright 2004, Delta Computer Systems, Inc. - All Rights Reserved 11/16-RAQ

- One can not exist without the other
  - If you need a new DISTRIBUTION CODE you must create the ACCOUNT NUMBER it goes with.

- When you are receipting from within a case “Affidavit Receipt” the system is using the distribution codes.

```

JCMAFD01 JCDEMO RECEIPT FILE MAINTENANCE JCWRC01/M5
Rec Book 14 Page 1 3 Name
Date 8 / 18 / 2017 Drwr 1 ID RAQ CK 25452 Total Fines/Fees 64.00
Payor FRANKLIN COLLECTION Paid By K (C-Cash, K-Check, M-MO R-Ccrd)
Disposition Code 50 CIVIL PENDING COU Date / / Affidavit Status A
Final Due: / /
DPS INFO: Plead Found on / /
Service Prior Current Due Restitution Bal
Accounting Month ----- Receipt Total
Fine Amount Distribution Fine Prior Payment Current Outstanding
UNIFORM COURT FEE 25.00 25.00
CONSTABLE FEE 35.00 35.00
LAW LIBRARY 1.50 1.50
COURT EDUCATION 2.00 2.00
CONSTITUTES FUND .50 .50
Posted Flag 64.00 64.00
Copyright 2014, Delta Computer Systems, Inc. - All Rights Reserved 11/10-RAQ
F3-DISTRIBUTE PAYMENT F12-PAYOFF
  
```

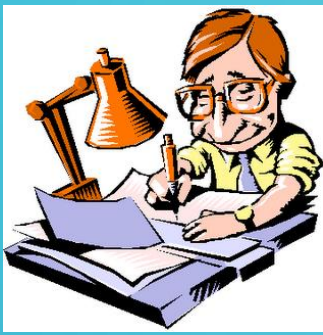
- When you are receipting into “Cash Receipts” (Out of county processes for your constables to serve) the system is using the account numbers.

```

JCMCRR01 JCDEMO CASH RECEIPTS DATA ENTRY JCWCR97/M5
Transaction Number 1232 Status P (0-OPEN, P-POSTED) Amount 35.00
Date 10 / 3 / 2016 108694 CkNo. 027654 Paid By K (C-Cash, K-Chk, M-MO)
Payor LEE CO Bank 1 Drawer 2
Post Month 10
Deposit Number 398 Deposit Date 10 / 3 / 2016 ID ANITA 10 3 2016
-----
Line Account Description Case Amount
1) 1 003000240 SUMMONS/MURPHREE LARRY 35.00
2)
3)
4)
5)
6)
7)
8)
9)
10)
  
```

- They all come together at the end to populate the General Ledger.





# DAILY POSTING

**Remember the days of hand writing each receipt into that big ledger and breaking it out by category??? Daily Posting is the same concept except that the computer is doing all of that for you. If you skip a day of posting to the ledger, your books will not be in balance.**

- **3 steps of posting explained**
  1. **Post Credit Card Receipts (Skip if you do not have credit cards)**
    - **Posts all Credit Card and Online Payments to Cash Receipts separately. The cash receipt is in an 'O-open' status. These receipts say "CARD-DEFENDANT NAME"**
  2. **Post Affidavit Receipts**
    - **Posts all other case related receipts to cash receipts by Fund. All like distribution codes are added and posted into cash receipts as an account number. These receipts say "MISCELLANEOUS AFFIDAVITS". The cash receipt is in an 'O-open' status.**
  3. **Post Receipts to Ledger**
    - **Final step of posting. Posts ALL OPEN cash receipts to the General Ledger.**

JCMCRR01 JCDEMO

CASH RECEIPTS DATA ENTRY

JCWCR97/M5

Transaction Number 3500 Status P (0-OPEN, P-POSTED) Amount 64.00  
Date 7 / 5 / 2017 9999999 CkNo. Paid By (C-Cash, K-Chk, M-MO)  
Payor MISCELLANEOUS AFFIDAVITS Bank 1 Drawer

Post Month

Deposit Number 2513 Deposit Date 7 / 5 / 2017 ID RAQ 7 5 2017

	Line	Account	Description	Case	Amount
1)	1	003000205	DAILY POSTING		25.00
2)	2	003000240	DAILY POSTING		35.00
3)	3	003000265	DAILY POSTING		1.50
4)	4	003000268	DAILY POSTING		2.00
5)	5	003000270	DAILY POSTING		.50
6)					
7)					
8)					
9)					
10)					

Copyright 2010, Delta Computer Systems, Inc. - All Rights Reserved 06/24-RAQ

# MONTHLY SETTLEMENT

- **The first step to monthly settlement is to RECONCILE your bank statement. If your statement reconciles, you are 95% done!**
- **Before you begin your reconciliation make sure the entire month has been properly posted.**
  - 1. Print a Daily Deposit Report for UNPOSTED records only. If nothing prints, you are good to go. If something prints run Post Credit Cards and Post Affidavit Receipts for the dates that printed on the report. Proceed to step 2.**
  - 2. Proceed to step 3.**
  - 3. Run Post Receipts to Ledger for the entire month.**
  - 4. Go to the Bank Reconciliation Menu**
    - **Run 'Repost Receipts'**
    - **Run 'Repost Disbursements'**



# BANK RECONCILIATION

There is a new report to help you with your bank reconciliation. **DEPOSIT SUMMARY REPORT**



This report summarizes Cash, Check/MO, Total real money deposit, Credit Cards and Online Payments for the day by FUND.

RAQ		JCMDEP05 08/18/2017 15:03 Justice Court User Conference				
		Monthy Deposit Summary				
		7/ 1/2017 thru 7/31/2017				
		Drawers - 99				
Date		Cash	Chk/M.O.	Deposit	CrCar	Online Day Total
7/ 5/2017	Clearing					
	Criminal	807.00	575.00	1,382.00	1,005.25	2,387.25
	Civil	64.00	530.00	594.00		594.00
	Day Total	871.00	1,105.00	1,976.00	1,005.25	2,981.25
7/ 6/2017	Clearing					
	Criminal	263.50	414.00	677.50	591.50	1,537.00
	Civil		541.00	541.00		541.00
	Day Total	263.50	955.00	1,218.50	591.50	1,537.00
7/ 7/2017	Clearing					
	Criminal	656.00		656.00	1,085.00	1,741.00
	Civil	128.00	1,032.00	1,160.00	10.00	1,170.00
	Day Total	784.00	1,032.00	1,816.00	1,095.00	2,911.00
7/10/2017	Clearing					
	Criminal	2,005.75	873.75	2,879.50	1,211.00	4,090.50
	Civil	128.00	542.00	670.00		670.00
	Day Total	2,133.75	1,415.75	3,549.50	1,211.00	4,760.50
7/11/2017	Clearing					
	Criminal	1,942.75	177.50	2,120.25	917.50	3,037.75
	Civil	64.00		64.00		64.00
	Day Total	2,006.75	177.50	2,184.25	917.50	3,101.75
7/12/2017	Clearing					
	Criminal	655.50	37.00	692.50	432.00	1,124.50
	Civil					
	Day Total	655.50	37.00	692.50	432.00	1,124.50
7/13/2017	Clearing					
	Criminal	135.50	214.50	350.00	465.00	815.00
	Civil					
	Day Total	135.50	214.50	350.00	465.00	815.00
7/14/2017	Clearing					
	Criminal	2,318.00		2,318.00	1,815.00	4,133.00
	Civil		178.00	178.00		178.00
	Day Total	2,318.00	178.00	2,496.00	1,815.00	4,311.00
7/17/2017	Clearing					
	Criminal	563.75	430.00	993.75	931.50	1,925.25
	Civil		465.00	465.00		465.00
	Day Total	563.75	895.00	1,458.75	931.50	2,390.25
7/18/2017	Clearing					
	Criminal	1,059.50		1,059.50	1,643.50	2,210.50
	Civil	74.00	605.00	679.00		679.00
	Day Total	1,133.50	605.00	1,738.50	1,643.50	5,592.50



RAQ JCMDEP05 08/18/2017 15:03 Justice Court User Conference  
 Monthy Deposit Summary  
 7/ 1/2017 thru 7/31/2017

Drawers - 99

Date		Cash	Chk/M.O.	Deposit	CrCar	Online	Day Total
7/19/2017	Clearing		500.00	500.00			500.00
	Criminal	258.50	537.50	796.00	2,262.00		3,058.00
	Civil		601.00	601.00			601.00
	Day Total	258.50	1,638.50	1,897.00	2,262.00		4,159.00
7/20/2017	Clearing						
	Criminal	852.75		852.75	1,600.00	619.50	3,072.25
	Civil						
	Day Total	852.75		852.75	1,600.00	619.50	3,072.25
7/21/2017	Clearing						
	Criminal	200.00		200.00	581.00		781.00
	Civil						
	Day Total	200.00		200.00	581.00		781.00
7/24/2017	Clearing						
	Criminal	1,395.50	355.50	1,751.00	924.50		2,675.50
	Civil		588.00	588.00			588.00
	Day Total	1,395.50	943.50	2,339.00	924.50		3,263.50
7/25/2017	Clearing						
	Criminal	677.75		677.75	822.00	754.00	2,253.75
	Civil						
	Day Total	677.75		677.75	822.00	754.00	2,253.75
7/26/2017	Clearing	89.12		89.12			89.12
	Criminal	325.75	724.00	1,049.75	252.50	1,087.00	2,389.25
	Civil	64.00	64.00	128.00	128.00		256.00
	Day Total	478.87	788.00	1,266.87	380.50	1,087.00	2,734.37
7/27/2017	Clearing						
	Criminal	30.00	708.75	738.75	982.50	355.00	2,076.25
	Civil		661.00	661.00			661.00
	Day Total	30.00	1,369.75	1,399.75	982.50	355.00	2,737.25
7/28/2017	Clearing						
	Criminal	759.50		759.50	355.00		1,114.50
	Civil						
	Day Total	759.50		759.50	355.00		1,114.50
7/31/2017	Clearing						
	Criminal	858.00	355.00	1,213.00	977.50	532.50	2,723.00
	Civil		638.00	638.00			638.00
	Day Total	858.00	993.00	1,851.00	977.50	532.50	3,361.00
	Report Total	16,376.12	12,347.50	28,723.62	18,992.25	7,095.50	54,811.37

**Main Bank****CHECKING ACCOUNT**

Statement Period From 07/01/2017 To 07/31/2017	Account Number 8744-552-2566
---------------------------------------------------	---------------------------------

JUSTICE COURT CLEARING ACCOUNT  
100 MAIN STREET  
BILOXI, MS 39542

**SUMMARY**

BALANCE LAST STATEMENT	73,726.30
Deposits and other Credits	+ 55,750.59
Checks and other withdrawals	- 69,546.45
Service Charges	
Balance this statement	\$59,930.44

**INTEREST**

Interest paid

**DEPOSITS and OTHER CREDITS**

Date	Amount	Description
7/3	453.00	ACH DEPOSIT CCD
7/3	355.00	ACH DEPOSIT COURT SOLUTIONS
7/3	134.50	ACH DEPOSIT CCD
7/3	87.00	ACH DEPOSIT CCD
7/3	1146.75	DEPOSIT
7/5	177.50	ACH DEPOSIT COURT SOLUTIONS
7/5	1976.00	DEPOSIT
7/6	1004.50	ACH DEPOSIT CCD
7/6	1218.50	DEPOSIT
7/7	870.75	ACH DEPOSIT CCD
7/7	1816.00	DEPOSIT
7/10	764.00	ACH DEPOSIT CCD
7/10	591.50	ACH DEPOSIT CCD
7/10	355.00	ACH DEPOSIT COURT SOLUTIONS
7/10	331.00	ACH DEPOSIT CCD
7/10	37.00	ACH DEPOSIT CCD

JCMRCK11 JCDEMO

CHECK RECONCILIATION DATA ENTRY

JCWRCK10/M5

Bank Number 1Month to Reconcile 7

Statement Date Range 7 1 2017 thru 7 31 2017

Default Date Cleared 7 20 2017

Ending Balance Per Bank Statement 59930.44

Less: Outstanding Checks

Plus: Deposits in Transit

Adjusted Balance Per Bank 59930.44

System Cash Balance 59811.37

Less: Bank Interest not posted

Less: O/S CrCard Payments

Plus: Bank Charges

Out of Balance by 118.07-

Enter the  
ending  
balance from  
your Bank  
Statement.  
Press ENTER

Copyright 2013, Delta Computer Systems, Inc. - All Rights Reserved 03/20-RAQ

F1 CLEAR CHECK

F2 CLEAR DEPOSITS

F5 PRINT REPORT

JCMRCK11 JCDEMO

## DEPOSIT RECONCILIATION DATA ENTRY

JCWRCK21/M5

Subtotal Cleared

Total Cleared

Outstanding

55738.12

760.00

Deposit Trans.	Receipt Date	Receipt Number	Paid by	Receipt Amount	Cleared Amount	Clear Flag	Date	Cleared
2691	7 31 2017	9999999	R	227.50				
2691	7 31 2017	9999999	R	177.50				
2691	7 31 2017	9999999	O	167.50	167.50	Y	7 20 2017	
2691	7 31 2017	9999999	O	177.50	177.50	Y	7 20 2017	
2691	7 31 2017	9999999	O	187.50	187.50	Y	7 20 2017	
2691	7 31 2017	9999999	R	177.50				
2691	7 31 2017	9999999	R					
2691	7 31 2017	9999999					7 20 2017	
2691	7 31 2017	9999999					7 20 2017	
2698	8 1 2017	9999999	R					
2698	8 1 2017	9999999	R					
2698	8 1 2017	9999999	R					
2698	8 1 2017	9999999	R					
2698	8 1 2017	9999999	R					
2698	8 1 2017	9999999	R					

Enter a Y to clear or U to unclear  
PRESS ENTER TO CLEAR/UNCLEAR DEPOSIT

Calculator

STANDARD

-12.47

MC MR M+ M- MS M\*

% √ x² 1/x

CE C <⊞ ÷

7 8 9 ×

4 5 6 -

1 2 3 +

± 0 . =

EV SCREEN

## Main Bank

## CHECKING ACCOUNT

Statement Period	Account Number
From 07/01/2017 To 07/31/2017	8744-552-2566

## JUSTICE COURT CLEARING ACCOUNT

100 MAIN STREET

BILOXI, MS 39542

## SUMMARY

## INTEREST

BALANCE LAST STATEMENT	73,726.30
Deposits and other Credits	+ 55,750.59
Checks and other withdrawals	- 69,546.45
Service Charges	
Balance this statement	\$59,930.44

Interest paid this period 12.47

## DEPOSITS and OTHER CREDITS

Date	Amount	Description
7/3	453.00	ACH DEPOSIT CCD
7/3	355.00	ACH DEPOSIT COURT SOLUTIONS
7/3	134.50	ACH DEPOSIT CCD
7/3	87.00	ACH DEPOSIT CCD
7/3	1146.75	DEPOSIT
7/5	177.50	ACH DEPOSIT COURT SOLUTIONS
7/5	1976.00	DEPOSIT
7/6	1004.50	ACH DEPOSIT CCD
7/6	1218.50	DEPOSIT
7/7	870.75	ACH DEPOSIT CCD
7/7	1816.00	DEPOSIT
7/10	764.00	ACH DEPOSIT CCD
7/10	591.50	ACH DEPOSIT CCD
7/10	355.00	ACH DEPOSIT COURT SOLUTIONS
7/10	331.00	ACH DEPOSIT CCD
7/10	37.00	ACH DEPOSIT CCD



Cleared 69546.45  
Outstanding 866.60

Trans	Check Number	Check Date	Check Amount	Cleared Amount	Clear Flag	Cleared
		5 31 2016			Y/U	
	3050	6 30 2009	5.00		Y/U	
	3065	8 31 2009	139.00		Y/U	
	3122	3 31 2010	45.00		Y/U	
	3133	4 30 2010	50.00		Y/U	
	3143	5 31 2010	243.00		Y/U	
	3147	6 30 2010	50.00		Y/U	
	3230	5 31 2011	70.50		Y/U	
	3469	5 28 2014	20.00		Y/U	
	3619	4 15 2015	244.10		Y/U	
101	3730	6 31 2017	108.17	108.17	Y/U	
99	3731	6 31 2017	63905.28	63905.28	Y/U	
100	3732	6 31 2017	5533.00	5533.00	Y/U	

Enter a Y to clear or U to unclear

Copyright 2013, Delta Computer Systems, Inc. - All Rights Reserved  
PRESS ENTER TO CLEAR/UNCLEAR CHECKS PAGE-U

## Main Bank

## CHECKING ACCOUNT

Statement Period From 07/01/2017 To 07/31/2017	Account Number 8744-552-2566
---------------------------------------------------	---------------------------------

## JUSTICE COURT CLEARING ACCOUNT

100 MAIN STREET  
BILOXI, MS 39542

## Main Bank

SUMMARY		INTEREST	
BALANCE LAST STATEMENT	73,726.30	Interest paid this period	12.47
Deposits and other Credits	+ 55,750.59		
Checks and other withdrawals	- 69,546.45		
Service Charges			
Balance this statement	\$59,930.44		

## DEPOSITS and

Date	Arr
7/28	
7/28	
7/28	
7/31	
7/31	
7/31	
7/31	
7/31	

## DEPOSITS and OTHER CREDITS

Date	Amount	Description
7/3	453.00	ACH DEPOSIT CCD
7/3	355.00	ACH DEPOSIT COURT SOLUTIONS
7/3	134.50	ACH DEPOSIT CCD
7/3	87.00	ACH DEPOSIT CCD
7/3	1146.75	DEPOSIT
7/5	177.50	ACH DEPOSIT COURT SOLUTIONS
7/5	1976.00	DEPOSIT
7/6	1004.50	ACH DEPOSIT CCD
7/6	1218.50	DEPOSIT
7/7	870.75	ACH DEPOSIT CCD
7/7	1816.00	DEPOSIT
7/10	764.00	ACH DEPOSIT CCD
7/10	591.50	ACH DEPOSIT CCD
7/10	355.00	ACH DEPOSIT COURT SOLUTIONS
7/10	331.00	ACH DEPOSIT CCD
7/10	37.00	ACH DEPOSIT CCD

## CHECKS AND

## Checks Paid

Number	Date	Amount
3730	7/26	108.17
3731	7/31	63905.28
3732	7/31	5533.00

Total of Checks Paid: \$69546.45

JCMRCK11

JCDEMO

CHECK RECONCILIATION DATA ENTRY

JCWRCK10/M5

JCM

Bank Bank Number 1Mont Month to Reconcile 7

Stat Statement Date Range 7 1 2017 thru 7 31 2017

Defa Default Date Cleared 7 20 2017

Endi

Less

Plus Ending Balance Per Bank Statement 59930.44

Adju Less: Outstanding Checks 866.60

Syst Plus: Deposits in Transit 760.00

Less

Less Adjusted Balance Per Bank 59823.84

Plus System Cash Balance 59811.37

Out

Less: Bank Interest not posted 12.47Less: O/S CrCard Payments     Plus: Bank Charges     

Co

Out of Balance by

F1

Copyright 2013, Delta Computer Systems, Inc. All Rights Reserved 03/20-RAQ

F1 CLEAR CHECK

F2 CLEAR DEPOSITS

F5 PRINT REPORT

# MONTHLY SETTLEMENT (CONT'D)

- **Print the your Combined Monthly Journal for**
  - **Summary ONLY**
  - **Criminal**
  - **Civil**
  - **Clearing**
- **Print your Daily Deposit Report for the entire month.**
- **Balance the Daily Deposit with the Cash Journals.**
- **Settle any Restitution**
  - **Run the Restitution Distribution Report**
- **Print a Check Register from Cash Disbursements for the month.**
- **Balance the Check Register with the Clearing Cash Journal.**
- **Print a Trial Balance**
- **Print your Monthly Settlement Form (for the county – goes with the settlement checks)**
- **Balance your Trial Balance and Monthly Settlement form to each other**
- **Post your Settlement to Disbursements**
- **Print your checks**
- **Re-Print your Journals in their entirety**
- **Print your Final Trial Balance**



# CRIMINAL/CIVIL/CLEARING MONTHLY JOURNALS

## CRIMINAL/TRAFFIC ACCOUNT CASH JOURNAL Period 7/ 1/2017 to 7/31/2017 for Drawer 00 thru 99

Date : Payor/Payee : Case No. : Dr. : Cr. : Paid By: Case Type

Code	Account	Summary of Distributions	Debits	Credits
FI	002000105	FINE COLLECTION	19,358.00	
CL	002000110	CLERKS FEE	1,327.00	
CA	002000112	COUNTY ATTORNEY FEE	618.00	
EX	002000119	EXPUNGEMENT FEE	150.00	
LL	002000124	LAW LIBRARY TO CIRCUIT CL	317.00	
TV	002000130	TRAFFIC VIOLATIONS	13,905.25	
IC	002000135	IMPLIED CONSENT	2,345.50	
GF	002000140	GAME AND FISH COMMISSION	89.00	
OM	002000150	OTHER MISDEMEANOR	1,561.75	
AD	002000152	ADULT DRIVER TRAINING	100.00	
BF	002000153	BOND FEE	300.00	
CC	002000155	CONSTITUANTS	103.00	
CS	002000161	CRIME STOPPERS	410.00	
HA	002000162	HIGHWAY PATROL ASSESSMENT	1,512.00	
DR	002000163	DARE	1,581.25	
MV	002000166	MOTOR VEHICLE LIABILITY	864.50	
NF	002000167	NOTICE/LATE FEE	120.00	
CN	002000170	CONSTABLE FEE	35.00	
DP	002000192	DPS-DUI INTERLOCK DEVICE	750.00	
DV	002000194	DRUG VIOLATION	100.00	
VB	002000197	VICTIMS BOND FEE	140.00	
TT	002000198	TRAFFIC TRAUMA ASSMT	1,430.00	
002		BEGINNING CASH BALANCE FOR FUND		
002		TOTAL DEBITS & CREDITS FOR FUND	47,117.25	
002		ENDING CASH BALANCE FOR FUND	47,117.25	

## CIVIL ACCOUNT CASH JOURNAL Period 7/ 1/2017 to 7/31/2017 for Drawer 00 thru 99

Date : Payor/Payee : Case No. : Dr. : Cr. : Paid By: Case Type

Code	Account	Summary of Distributions	Debits	Credits
08	003000205	UNIFORM COURT FEE	2,255.00	
02	003000210	ADDITIONAL DEFENDANT (CLE	20.00	
09	003000240	CONSTABLE FEE	4,490.00	
06	003000245	ADDITIONAL DEFENDANT-CONS	20.00	
16	003000265	LAW LIBRARY	120.00	
07	003000268	COURT EDUCATION	160.00	
05	003000270	CONSTITUTES FUND	40.00	
003		BEGINNING CASH BALANCE FOR FUND		
003		TOTAL DEBITS & CREDITS FOR FUND	7,105.00	
003		ENDING CASH BALANCE FOR FUND	7,105.00	

## CLEARING ACCOUNT CASH JOURNAL Period 7/ 1/2017 to 7/31/2017 for Drawer 00 thru 99

Date : Payor/Payee : Case No. : Dr. : Cr. : Paid By: Case Type

Code	Account	Summary of Distributions	Debits	Credits
82	001000182	CASH BOND	500.00	
85	001000185	RESTITUTION	89.12	
001		BEGINNING CASH BALANCE FOR FUND	5,000.00	
001		TOTAL DEBITS & CREDITS FOR FUND	589.12	
001		ENDING CASH BALANCE FOR FUND	5,589.12	

**Compare these totals to  
the Daily Deposit Report!!**



# DAILY DEPOSIT REPORT FOR THE MONTH

RAQ JCMDEP02 08/22/2017 13:42 Justice Court User Conference  
Deposit Report for 7/ 1/2017 thru 7/31/2017  
Cash Drawers thru 99 Receipt Numbers thru 99999999  
Sorted By RECEIPT NUMBER

RECEIPTS:	Criminal	Civil	Clearing	CASH COUNT:	Criminal	Civil	Clearing
Cash	15765.00	522.00	89.12	Coins	_____	_____	_____
Check	2003.25	5481.00	500.00	Cash	_____	_____	_____
M/O	3399.25	964.00		Checks & M/O	_____	_____	_____
Sub-Total	21167.50	6967.00	589.12	Total Deposit	_____	_____	_____
Cr Card	18854.25	138.00		Cr. Card	_____	_____	_____
Web Pay	7095.50			OVER/SHORT	_____	_____	_____
Grand-TTL	47117.25	7105.00	589.12				
Transfers							

Clerk / Deputy Clerk \_\_\_\_\_  
Verified by \_\_\_\_\_

CRIMINAL/TRAFFIC ACCOUNT CASH JOURNAL  
Period 7/ 1/2017 to 7/31/2017  
for Drawer 00 thru 99

Date : Payor/Payee : Case No. : Dr. : Cr. : Paid By: Case Type

Code	Account	Summary of Distributions	Debit
FI	002000105	FINE COLLECTION	1
CL	002000110	CLERKS FEE	
CA	002000112	COUNTY ATTORNEY FEE	
EX	002000119	EXPUNGEMENT FEE	
LL	002000124	LAW LIBRARY TO CIRCUIT CL	
TV	002000130	TRAFFIC VIOLATIONS	1
IC	002000135	IMPLIED CONSENT	
GF	002000140	GAME AND FISH COMMISSION	
OM	002000150	OTHER MISDEMEANOR	
AD	002000152	ADULT DRIVER TRAINING	
BF	002000153	BOND FEE	
CC	002000155	CONSTITUANTS	
CS	002000161	CRIME STOPPERS	
HA	002000162	HIGHWAY PATROL ASSESSMENT	
DR	002000163	DARE	
MV	002000166	MOTOR VEHICLE LIABILITY	
NF	002000167	NOTICE/LATE FEE	
CN	002000170	CONSTABLE FEE	
DP	002000192	DPS-DUI INTERLOCK DEVICE	
DV	002000194	DRUG VIOLATION	
VB	002000197	VICTIMS BOND FEE	
TT	002000198	TRAFFIC TRAUMA ASSMT	1,430.00

002	BEGINNING CASH BALANCE FOR FUND	
002	TOTAL DEBITS & CREDITS FOR FUND	47,117.25
002	ENDING CASH BALANCE FOR FUND	47,117.25

RAQ JCMDEP02 08/22/2017 13:42 Justice Court User Conference  
Deposit Report for 7/ 1/2017 thru 7/31/2017  
Cash Drawers thru 99 Receipt Numbers thru 9999999  
Sorted By RECEIPT NUMBER

RECEIPTS:	Criminal	Civil	Clearing
Cash	15765.00	522.00	89.12
Check	2003.25	5481.00	500.00
M/O	3399.25	964.00	
Sub-Total	21167.50	6967.00	589.12
Cr Card	18854.25	138.00	
Web Pay	7095.50		
Grand-TTL	47117.25	7105.00	589.12
Transfers			

Clerk / Deputy Clerk \_\_\_\_\_  
Verified by \_\_\_\_\_



1,430.00

CASH COUNT:	Criminal	Civil	Clearing
Coins	_____	_____	_____
Cash	_____	_____	_____
Checks & M/O	_____	_____	_____
Total Deposit	_____	_____	_____
Cr. Card	_____	_____	_____
OVER/SHORT	_____	_____	_____

CIVIL ACCOUNT CASH JOURNAL  
Period 7/ 1/2017 to 7/31/2017  
for Drawer 00 thru 99

Date : Payor/Payee : Case No. : Dr. : Cr. : Paid By: Case Type

Summary of Distributions	Debits	Credits
IFORM COURT FEE	2,255.00	
DITIONAL DEFENDANT (CLE	20.00	
ONSTABLE FEE	4,490.00	
DITIONAL DEFENDANT-CONS	20.00	
AW LIBRARY	120.00	
URT EDUCATION	160.00	
ONSTITUTES FUND	40.00	
BEGINNING CASH BALANCE FOR FUND		
TOTAL DEBITS & CREDITS FOR FUND	7,105.00	
ENDING CASH BALANCE FOR FUND	7,105.00	

CLEARING ACCOUNT CASH JOURNAL  
Period 7/ 1/2017 to 7/31/2017  
for Drawer 00 thru 99

e No. : Cash : Dr. : Cr. : Paid By: Case Type

Code	Account	Summary of Distributions	Debits	Credits
82	001000182	CASH BOND	500.00	
85	001000185	RESTITUTION	89.12	
001	BEGINNING CASH BALANCE FOR FUND		5,000.00	
001	TOTAL DEBITS & CREDITS FOR FUND		589.12	
001	ENDING CASH BALANCE FOR FUND		5,589.12	

# RESTITUTION DISTRIBUTION

RAQ JCMRST03 08/22/2017 14:12 Justice Court User Conference PAGE 1  
Restitution Distribution for Collections 7/ 1/2017 thru 7/31/2017

Book	Page	Date	Rct No.	DEFENDANT	Amount	Affiant
179	1 2	7/26/2017	113335	SMITH JOE	89.12	FOOD GIANT
Restitution Total					89.12	Subtotal Cases 1
Report Total					89.12	Total Cases 1

CLEARING ACCOUNT CASH JOURNAL  
Period 7/ 1/2017 to 7/31/2017  
for Drawer 00 thru 99

: Payor/Payee	: Case No.	: Cash	: Dr.	: Cr.	: Paid By:	: Case Type
---------------	------------	--------	-------	-------	------------	-------------

Code	Account	Summary of Distributions	Debits	Credits
82	001000182	CASH BOND	500.00	
85	001000185	RESTITUTION	89.12	
001		BEGINNING CASH BALANCE FOR FUND	5,000.00	
001		TOTAL DEBITS & CREDITS FOR FUND	589.12	
001		ENDING CASH BALANCE FOR FUND	5,589.12	

**Enter your restitution  
checks into Cash  
Disbursements.**



# PRINT A TRIAL BALANCE

## GENERAL LEDGER TRIAL BALANCE 2016 Fiscal Year July Balance

Fund CLEARING FUND		Account Balance	
Account	Description	Debit	Credit
001-000-001	CASH IN BANK	5,500.00	
001-000-182	CASH BONDS		5,500.00

## GENERAL LEDGER TRIAL BALANCE 2016 Fiscal Year July Balance

Fund CIVIL FUND		Account Balance	
Account	Description	Debit	Credit
003-000-001	CASH IN BANK	7,105.00	
003-000-205	CV-CLERK FEE		2,255.00
003-000-210	CV-ADD DEF CLK		20.00
003-000-240	CV-CONSTABLE FEE		4,490.00
003-000-245	CV-ADD DEF CONST		20.00
003-000-265	CV-LAW LIBRARY		120.00
003-000-268	CV-COURT EDUCATION		160.00
003-000-270	CV-COURT CONSTITUANTS		40.00
TOTAL		7,105.00	7,105.00
TOTAL		59,722.25	59,722.25

TOTAL	47,117.25	47,117.25
-------	-----------	-----------

# PRINT MONTHLY SETTLEMENT FORM

**This is the breakdown for the county using their account numbers. This lets them know what they keep and what is to be turned over to the state.**

**It can also help you fill out the form you turn in to them during settlement.**

## JUSTICE COURT MONTHLY SETTLEMENT SHEET FOR THE MONTH OF 7 YEAR 2017 ALL FUNDS

-----			
FUNDS	DUE TO COUNTY:		
	CL CLERKS FEE	CLRKFE	1327.00 000000110
	CA COUNTY ATTORNEY FEE	COATTY	618.00 000000112
	LL LAW LIBRARY TO CIRCUIT CL	LAWLIB	317.00 000000124
	HF HUNTING & FISHING ASMT	H&F ASMT	89.00 000000140
	BF BOND FEE	BF	300.00 000000153
	CS CRIME STOPPERS	CS	410.00 000000161
	DR DARE	DARE	1581.25 000000163
	NF NOTICE/LATE FEE	NF	120.00 000000167
	CN CONSTABLE FEE	CONST	35.00 000000170
	DV DRUG VIOLATION	DV	100.00 000000194
	08 UNIFORM COURT FEE	CLK FE	2255.00 000000205
	02 ADDITIONAL DEFENDANT (CLE	AD CLK	20.00 000000210
	09 CONSTABLE FEE	CONST	4490.00 000000240
	06 ADDITIONAL DEFENDANT-CONS	AD CON	20.00 000000245
	FI FINE COLLECTION	FINES	19358.00 100252105
	COUNTY TOTAL:		31040.25
FUNDS	DUE TO STATE:		
	TV TRAFFIC VIOLATIONS	TRAFF	13905.25 000000130
	IC IMPLIED CONSENT	IMPCNS	2345.50 000000135
	OM OTHER MISDEMEANOR	MISDMN	1561.75 000000150
	AD ADULT DRIVER TRAINING	ADT	100.00 000000152
	CC CONSTITUANTS	CNSTIU	103.00 000000155
	HP HIGHWAY PATROL ASSESSMENT	HPA	1512.00 000000162
	MV MOTOR VEHICLE LIABILITY	MVL	864.50 000000166
	DP DPS-DUI INTERLOCK DEVICE	DPS-DUI	750.00 000000192
	VB VICTIMS BOND FEE	VBFB	140.00 000000197
	TT TRAFFIC TRAUMA ASSMT	TT	1430.00 000000198
	16 LAW LIBRARY	LAWLIB	120.00 000000265
	07 COURT EDUCATION	CRT ED	160.00 000000268
	05 CONSTITUITES FUND	CNSTIU	40.00 000000270
	EX EXPUNGEMENT FEE	EXP FEE	150.00 002000119
	STATE TOTAL:		23182.00
FUNDS	HELD IN CUSTODY FOR OTHERS:		
	82 CASH BOND	BOND	500.00 000000182
	OTHERS TOTAL:		500.00
	GRAND TOTAL:		54722.25



# POST SETTLEMENT TO DISBURSEMENTS CRIMINAL

JCMSTL02 JCMST JCMSTL0

Post Accou Account

00200000200019

Enter 00200000200019

Enter 002000

002000

Report 002000

ID 002000

1 002000

2 002000

3 002000

002000

002000

002000

002000

Copyright

002000

002000

002000

002000

002000

002000

002000

002000

## Settlement Posted to Disbursements

Fund 2 CRIMINAL FUND

Disbursement Payor CHANCERY CLERK

Transaction Number 102 Status P

1	002000105	FINE COLLECTION	19358.00
2	002000110	CLERKS FEE	1327.00
3	002000112	COUNTY ATTORNEY FEE	618.00
4	002000119	EXPUNGEMENT FEE	150.00
5	002000124	LAW LIBRARY TO CIRCUIT CL	317.00
6	002000130	TRAFFIC VIOLATIONS	13905.25
7	002000135	IMPLIED CONSENT	2345.50
8	002000140	GAME AND FISH COMMISSION	89.00
9	002000150	OTHER MISDEMEANOR	1561.75
10	002000152	ADULT DRIVER TRAINING	100.00
11	002000153	BOND FEE	300.00
12	002000155	CONSTITUANTS	103.00
13	002000161	CRIME STOPPERS	410.00
14	002000162	HIGHWAY PATROL ASSESSMENT	1512.00
15	002000163	DARE	1581.25
16	002000166	MOTOR VEHICLE LIABILITY	864.50
17	002000167	NOTICE/LATE FEE	120.00
18	002000170	CONSTABLE FEE	35.00
19	002000192	DPS-DUI INTERLOCK DEVICE	750.00
20	002000194	DRUG VIOLATION	100.00
21	002000197	VICTIMS BOND FEE	140.00
22	002000198	TRAFFIC TRAUMA ASSMT	1430.00
		Total Amount	47117.25

JCWSTL53/M5

sure? Y (Y/N)

ACCOUNT CASH JOURNAL  
7 to 7/31/2017  
00 thru 99

h : :  
: Cr. : Paid By: Case Type

Debits	Credits
19,358.00	
1,327.00	
618.00	
150.00	
317.00	
13,905.25	
2,345.50	
89.00	
1,561.75	
100.00	
300.00	
103.00	
410.00	
1,512.00	
1,581.25	
864.50	
120.00	
35.00	
750.00	
100.00	
140.00	
1,430.00	

R FUND  
R FUND 47,117.25  
UND 47,117.25

served 02/14-RAQ

Your settlement check transaction number 102 is automatically entered in to Cash Disbursements for you.

The same exact process is done for Civil.

JCMCLM01	JCDEMO	CASH DISBURSEMENTS DATA ENTRY		JCWCLM01/M5			
Fund	2	CRIMINAL FUND	Trans	102	Amount	47117.25	
Release Date	7 / 31 / 2017	Check Date	7 / 31 / 2017	Check Number	2541		
Status	P	(0-Open, P-Posted, V-Void)		Bank	1	Drawer	1
Post Month	7						
Vendor Number			Payee	CHANCERY CLERK			
	Addr		-- Audit ID --				
	City		- - -		RAQ	08/23/17	
-----							
	Account	Description	Case	Amount			
1	002000105	FINE COLLECTION	- - -	19358.00			
2	002000110	CLERKS FEE	- - -	1327.00			
3	002000112	COUNTY ATTORNEY FEE	- - -	618.00			
4	002000119	EXPUNGEMENT FEE	- - -	150.00			
5	002000124	LAW LIBRARY TO CIRCUIT CL	- - -	317.00			
6	002000130	TRAFFIC VIOLATIONS	- - -	13905.25			
7	002000135	IMPLIED CONSENT	- - -	2345.50			
8	002000140	GAME AND FISH COMMISSION	- - -	89.00			
9	002000150	OTHER MISDEMEANOR	- - -	1561.75			
10	002000152	ADULT DRIVER TRAINING	- - -	100.00			
Copyright 2012, Delta Computer Systems, Inc. - All Rights Reserved 01/09-RAQ							
F4-PREV		F9-CREATE ACCOUNT		F10-SEARCH ACCOUNT			
F11-CREATE VENDOR		F12-SEARCH VENDOR		F16-DELETE A LINE ITEM			



CLEARING ACCOUNT CASH JOURNAL  
Period 7/ 1/2017 to 7/31/2017  
for Drawer 00 thru 99

Code	Account	Summary of Distributions	Debits	Credits
82	001000182	CASH BOND	500.00	
85	001000185	RESTITUTION	89.12	89.12
001		BEGINNING CASH BALANCE FOR FUND	5,000.00	
001		TOTAL DEBITS & CREDITS FOR FUND	589.12	89.12
001		ENDING CASH BALANCE FOR FUND	5,500.00	

The Clearing Journal is the only one that should have an ending balance.

# PRINT A TRIAL BALANCE

GENERAL LEDGER TRIAL BALANCE				
2016 Fiscal Year July Balance				
Fund Account	CLEARING FUND Description	Debit	Account Balance	Credit
001-000-001	CASH IN BANK	5,500.00		
001-000-182	CASH BONDS			5,500.00
TOTAL		5,500.00		5,500.00
TOTAL		5,500.00		5,500.00

You should be able to print  
a Bond Balance Report  
that equals this number

Bond Balance Report							
For Bond Type - ALL							
/ / THRU 7/30/2017							
Receipt Date	Book-Page	Name	Receipt Number	Amount	Type	Trans	
8/31/2016	177- 320-1	RAQUEL WEBB	108254	3000.00	BF	7	
2/15/2017	179- 609-1	AMBER WILSON		2000.00	BF	18	
3/ 7/2017	179- 154-	MICHAEL JACKSON	110937	500.00	BF	19	
Total				5500.00			

# LUNCH TIME!!

**Next up**

- **Bond Menu**
- **Constable Menu**
- **Warrants Menu**



# BOND MENU

- Enter bond receipts
- Enter bond disbursements
- Tracks bond balances
- Print detail of bond receipts entered/bond disbursements paid.

```
A4MLOGON                                     DATABASE MENU                                A4WMNU50/LB
Menu : JCTMUB      Justice Court - Bond Menu (Release 4.1)  System : S1041513
User : RAQ         Raquel R Bordages                      08/30/2017 Display: RBB
Dbase: JCDEMO      Justice Court User Conference          09:44:44 DataLib: JCDEMO
-----
1) Edit Bond File
2) Bond Balance Report
3) Bond Detail Report

                                     - Press ENTER to turn command line on/off -
                                     Delta Computer Systems, Inc.
                                     1085 Tommy Munro Drive
                                     Biloxi, Mississippi 39532 (228) 388-7688
----- Use Function (F) Keys for Selection of Operation -----
F21=Edit Menu      F22=Change Database      F23=Signoff      F24=Exit
```

# EDIT BOND FILE

```
JCMBND01 JCDEMO          BOND FILE MAINTENANCE          JCWBND01/M5
Transaction      18
Bond Type BE      Amount 2000.00
Bond Company BRIAN CORBETT BONDING
Name AMBER WILSON      Book 179 Page 609 1
Disposition BD FORFEIT HOLD 18 M
Receipt Number 201452 Date 2 15 2017

Check No      Date      Amount      Name
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |

Unpaid Balance 2000.00

Copyright 2010, Delta Computer Systems, Inc. - All Rights Reserved 06/24-RAQ
ENTER THE APPROPRIATE DATA      F8 SEARCH AFFIDAVIT FILE
```

All bond receipts entered into the Justice Court System should be entered as a new transaction in to the Bond File program.

The transaction will have an unpaid balance and continue to print on the BOND BALANCE report until you enter the disbursement information here.



# EDIT BOND FILE

```
JCMBND01 JCDEMO BOND FILE MAINTENANCE JCWBND01/M5
Transaction      18
Bond Type BF      Amount 2000.00
Bond Company BRIAN CORBETT BONDING
Name AMBER WILSON Book 179 Page 609 1
```

```

Bond Detail Report
Bond Type - ALL
RECEIVED 1/ 1/2017 thru 8/31/2017
Trans  Type Name      Affidavit Disposition      Number      Date      Amount
-----
17  CB  SALAZAR MARIA D    179- 4515 1 PENDING      10313      1/31/2017    1000.00
18  BF  AMBER WILSON         179- 609 1 BD FORFEIT HOLD 18 M  201452      2/15/2017    2000.00
19  BF  MICHAEL JACKSON      179- 154  BOND FORF HOLD 18 MO  110937      3/ 7/2017     500.00
20  CB  CHRISTOPHER PETTIGO  179- 3548 2 PENDING      110938      3/ 8/2017    2090.25
25  CB  ERIN DEWON FOSTER    179- 6579 1 PENDING      111909      5/ 3/2017     500.00
29  BF  JOSHUA T BLAYLOCK    173- 754 1 BD FORFEIT HOLD 18MO  112656      6/16/2017    1500.00
30  BF  ZACHARY MOORE        179- 3973 2 BD FORFEIT HOLD 18MO  113207      7/19/2017     500.00
                                         -----
                                         8090.25
```

This is the Bond Detail Report

# CONSTABLE MENU

```
A4MLOGON          DATABASE MENU          A4WMNU50/LB
Menu : JCTMU2      Justice Court - Service Operations (Relea System : S1041513
User : RAQ         Raquel R Bordages          08/30/2017 Display: RBB
Dbase: JCDEMO      Justice Court User Conference 10:52:30 DataLib: JCDEMO
-----
1) Edit Services
3) Print Service Collection List
5) Edit Constables

      █

      - Press ENTER to turn command line on/off -
      Delta Computer Systems, Inc.
      1085 Tommy Munro Drive
      Biloxi, Mississippi 39532 (228) 388-7688
      ----- Use Function (F) Keys for Selection of Operation -----
      F21=Edit Menu      F22=Change Database      F23=Signoff      F24=Exit
```

**Edit Services** allows you to enter new items for your constables to serve that are from other counties. Returns and fees for constables are in here as well.

**Services/Returns/Fees** for your cases (in county) can be entered from within the case or directly into here.

Once all of the returns are entered for the month, print your **SERVICE COLLECTION LIST** to show what money is to be paid to your constables for that month.



# EDIT SERVICES FROM OTHER COUNTY

JCMSVC01 JCDEMO SERVICE TRANSACTION FILE MAINTENANCE JCWSVC01/M5

Transaction 72501

Affidavit: Book \_\_\_\_ Page \_\_\_\_ -  
FROM OTHER COUNTY VS

Agent Code D1 D1

Description SUMMONS - LEE COUNTY - WILSON (Type of Service)

Issued Date 8 - 30 - 2017

Service Date \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Amount \_\_\_\_ Returned? N (Y/N)

How Served \_\_\_\_ (P-Personal Service, M-Mail, C-Cert Mail  
D-Door, F-Family, A-Attempted\Unable)

Comments: \_\_\_\_\_

Copyright 2011, Delta Computer Systems, Inc. - All Rights Reserved 08/05-RAQ

F13-PAPERLINK

Leave the Affidavit: Book and Page blank to default FROM OTHER COUNTY.

Use the description line to enter the county and the defendant name.

This is a good way to track for the other county whether their summons has been returned.

# EDIT SERVICES FROM OTHER COUNTY

JCMSVC01 JCDEMO SERVICE TRANSACTION FILE MAINTENANCE JCWSVC01/M5

Transaction 72501

Affidavit: Book \_\_\_\_\_ Page \_\_\_\_\_  
FROM OTHER COUNTY VS

Agent Code D1 D1

Description SUMMONS - LEE COUNTY - WILSON (Type of Service)

Issued Date 8 - 30 - 2017

Service Date 8 - 30 - 2017 Amount 35.00 Returned? Y (Y/N)

How Served P (P-Personal Service, M-Mail, C-Cert Mail  
D-Door, F-Family, A-Attempted\Unable)

Comments: \_\_\_\_\_

Copyright 2011, Delta Computer Systems, Inc. - All Rights Reserved 08/05-RAQ

F13-PAPERLINK

Once the papers have been returned, add the Service information with fees so that your constable will get paid.

# CONSTABLE SERVICE IN COUNTY

JCMAFD01 JCDEMO CIVIL AFFIDAVIT JCWAFD31/M5  
Book 17 Page 456 Status A (A, I, C)  
Judge 1 JUDY Courtroom

**Judgment Detail**

Plaintiff Name (L/F/M)	ID	TSF	Desc	Amount
TUPELO SERVICE FINANCE			NT	3121.50
PO BOX 1791			CC	64.00
TUPELO MS 38802		(CSZ)		
HmPh		BsPh 6623774000		
Defendant Name (L/F/M)			Total	3185.50
SMITH JOE		Employer >		
1035 MAIN STREET		Info: >		
BILOXI MS 39532		(CSZ)		
HmPh		BsPh	Def. SSN	Self Emp? _
Constable			Def. DOB	_ / _ / _
Cause of Action	OPEN		Filed	12 / 6 / 2016
Court Date	2 / 7 / 2017	Time 9 : _ A M		
Disposition	2 / 7 / 2017 151	P-JUDGMENT	Dism w/Prej	_
Judgment Date	2 / 7 / 2017	In favor of	PLAINTIFF	
Judgment Amount	3185.50	Garnishment	(Y/N)	
F1-JGMT/NOTES F2-CLEARING F5-ADDR F6-PROCESS F8-DCODES F18-FORMS F13-IMAGE				

**F6-PROCESS** from within the case screen will bring you directly to the Services page.

# CONSTABLE SERVICE IN COUNTY

JCMAFD01 JCDEMO SERVICE PROCESS JCWAFD08/M5

Book 17 Page 456 Type 3

Defendant SMITH JOE

Plaint/Affiant TUPELO SERVICE FINANCE

OPEN

Officer	Issued	Served	Returned	Amount
1) D1	08-30-2017	00-00-0000	NO	SUMMONS
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				
11)				
12)				
13)				
14)				
15)				

F1-15 TO EDIT F20-TO ADD F24-IF FINISHED



# CONSTABLE SERVICE IN COUNTY

JCMAFD01 JCDEMO SERVICE PROCESS JCWSVC11/M5

T JCMAFD01 JCDEMO SERVICE PROCESS JCWAFD08/M5

A Book 17 Page 456 Type 3  
A Defendant SMITH JOE  
A Plaintiff/Affiant TUPELO SERVICE FINANCE  
OPEN

-----

	Officer	Issued	Served	Returned	Amount
S 1)	D1	08-30-2017	08-30-2017	YES SUMMONS	30.00
2)					
3)					
C 4)					
5)					
6)					
7)					
8)					

# SERVICE COLLECTION LIST

Service Collections Listing SERVED 7/ 1/2017 to 7/31/2017										
Trans #	Book	Page	Defendant	Agent	How Served	Type of Service	Status	Issued	Served	Amount
Service Collections Listing SERVED 7/ 1/2017 to 7/31/2017										
Trans #	Book	Page	Defendant	Agent	How Served	Type of Service	Status	Issued	Served	Amount
72312	17	810	HAMILTON HEATHER	NOI	DOOR	SUMMONS	A	6-23-2017	7- 6-2017	0.00
72275	17	797	GREAR BRENDA	NOI	PERSONAL SVC	SUMMONS	A	6-16-2017	7- 7-2017	0.00
72289	17	712	MILLER HUBERT	NOI	PERSONAL SVC	GARN	A	6-19-2017	7- 7-2017	0.00
72335	17	827	CUNNINGHAM JINNY	NOI	DOOR	SUMMONS	A	6-28-2017	7-10-2017	0.00
72336	17	828	CARR ASHLEY	NOI	PERSONAL SVC	SUMMONS	A	6-28-2017	7-10-2017	0.00
72368	17	841	BAILEY SHANEKA	NOI	ATTEMPT\UNABLE	SUMMONS	A	7- 6-2017	7-12-2017	0.00
72276	17	798	BRUMLEY CHRISTIN	NOI	ATTEMPT\UNABLE	SUMMONS	A	6-16-2017	7-14-2017	0.00
72329	17	822	AQUINO GINA	NOI	DOOR	SUMMONS	A	6-27-2017	7-17-2017	0.00
72321	17	814	NICHOLSON CHRISTY	NOI	PERSONAL SVC	SUMMONS	A	6-26-2017	7-20-2017	0.00
72433	17	879	KENT MIRISA	NOI	PERSONAL SVC	SUMMONS	A	7-18-2017	7-24-2017	35.00
72440	17	707	FRANKS AMY	NOI	PERSONAL SVC	GARN	A	7-19-2017	7-24-2017	0.00
72386	17	540	FRANKS KELSEY L	NOI	PERSONAL SVC	GARN	A	7- 7-2017	7-26-2017	0.00
72384	17	371		NOI	PERSONAL SVC	GARN		7- 7-2017	7-27-2017	0.00
				Count	13		Total			35.00
				Count	104		Total			3,139.00

Final page w/totals

Final page w/totals

# WARRANT MENU

```
A4MLOGON          DATABASE MENU          A4WMNU50/LB
Menu : JCTMU5      Justice Court - Warrants (Release 4.1)  System : S1041513
User  : RAQ        Raquel R Bordages                     08/31/2017 Display: RBA
Dbase: JCDEMO      Justice Court User Conference         09:21:28 DataLib: JCDEMO
-----
1) Edit Warrants
2) Print Warrant List
3) Edit Warrant Service Info

7) Warrant Inquiry

- Press ENTER to turn command line on/off -
  Delta Computer Systems, Inc.
    1085 Tommy Munro Drive
    Biloxi, Mississippi 39532 (228) 388-7688
----- Use Function (F) Keys for Selection of Operation -----
F21=Edit Menu      F22=Change Database      F23=Signoff      F24=Exit
```

**Warrants can be entered from within the case or directly into here.**

**If you use the warrant file, you can give the SO access to view and cancel warrants.**

**Print a Warrant List to give to your SO**

# WARRANTS

JCMAFD01	JCDEMO	CRIMINAL AFFIDAVIT	JCWAFD21/M5
Book 2017	Page 5355	Out of State? <input type="checkbox"/> (Y/N)	Status <u>C</u> (A, I, C)
Defendant	WILSON AMBER		
Address	10400 RAM ROAD		
CSZ	VANCLEAVE MS 38865	Bond Amt	Surety Name
Affiant Name	BINGHAM JOHN		
Sex	Race	Date of Birth <u>12</u> - <u>1</u> - <u>1986</u>	SSN Phone
State Licensed	Drivers License Number IDCard?		
Vehicle License	State	Make	Year Type (Auto,Trk)
BAC	Speed	Zone	Nature of Off. <u>POSS OF PARAPH</u>
Filing Date	<u>2</u> - <u>12</u> - <u>2017</u>	Offense Date	<u>2</u> - <u>15</u> - <u>2017</u> Time :
Judge	<u>1</u> JUDY	Room	Court Date <u>3</u> - <u>14</u> - <u>2017</u> Time <u>9</u> : <u> </u> A M.
Disposition	<u>3</u> - <u>3</u> - <u>2017</u>	Code <u>1</u>	<b>GUILTY</b>
Badge	<u>I024</u>	Agency	<u>S0</u> Officer <u>BINGHAM JOHN</u>
Constable		Waived	Appeared Y/N
Remarks	<u>WORK PROGRAM</u>		
Plead	<u>G</u> Voluntarily	Found	<u>G</u> on <u>3</u> / <u>3</u> / <u>2017</u> Atty? Jail Time
Restitution	Garnishment Y/N Comment		
Charge	213 POSS PARAPH 41-29-139		
Total Owed	343.25	Total Paid	Total Due 343.25
F3-WARRANTS F12-RECEIPTS F13-IMAGES			
F1-JUDGMENT F2-CLEARING F5-OFFICERS F6-PROCESS F8-DISP CODES F18-FORMS			

**F3-WARRANTS** from within the case screen will bring you directly to the Warrant page.



# WARRANTS

JCMAFD01	JCDEMO	WARRANT STATUS	JCWAF08/M5		
Book 2017	Page 5355	Type 2			
Defendant	WILSON AMBER				
Plaint/Affiant	BINGHAM JOHN				
F20-ADD WARRANT	POSS OF PARAPH				
-----					
	Issued	Status	Served	Served By	Constable
1)	08-30-2017	A	00-00-0000		D1
2)					
3)					
4)					
5)					
6)					
7)					
8)					
9)					
10)					
11)					
12)					
13)					
14)					
15)					
F1-15 TO EDIT    F20-TO ADD    F24-IF FINISHED					

**This case has a warrant out for service that has not yet been served.**

**To enter the served information for the officer you would press F1.**

**To add another warrant you would press F20.**

# WARRANTS

JCMAFD01	JCDEMO	WARRANT FILE MAINTENANCE		JCWWAR03/M5
Record Number	15286	Warrant Number	_____	
		BK/PG	2017	5355 2
Name L/F/M	WILSON AMBER		Sex	__ Race __ Juvenile <u>N</u>
Address 1	10400 RAM ROAD			
Address 2	_____		Case Disp.	_____
C/S/Z	VANCLEAVE MS 38865		Amount Due	343.25
DL No.	DOB 12 / 1 / 1986			
Citation Number	_____		Arresting Officer	I024 BINGHAM JOHN
Warrant Type/Chg	POSS PARAPH 41-29-139			
_____				
_____				
Issued by	JUDY		Date Issued	8 - 30 - 2017
Given To	D1 D1		Expiration Date	__ - __ - __
			Bond Date	__ - __ - __
			Bond Amount	_____
			Bond Fee	_____
Who Served	_____			
How Served	_____		Date Served	__ - __ - __
Status	<u>A</u> (A=Active, I=Inactive, C=Closed)			
Service Changed	8 31 2017 by RAQ		on	
Copyright 2014, Delta Computer Systems, Inc. - All Rights Reserved 11/10-RAQ				
PRESS F9 TO DELETE THIS WARRANT			PRESS F18-PRINT WARRANT	

# FORM SETUP (GREEN SCREEN) W/KATRINA

```
JCMLET01 JCDEMO EDIT LETTERS AND FORMS JCWLET01/M5
Letter ID CRSAND CRSAND CRIMINAL SUMMONS TO APPEAR AND NOTICE TO DEFENDANT
Letter Length 65 (in lines) Form Number JCFORM !-> Control Line <-----!
      1      2      3      4      5      6      7
12345678901234567890123456789012345678901234567890123456789012345
1
2 IN THE JUSTICE COURT OF
3 STATE OF MISSISSIPPI
4
5
6 STATE OF MISSISSIPPI versus BOOK PAGE
7 DEFENDANT:
8
9 CRIMINAL SUMMONS TO APPEAR
10 AND NOTICE TO THE DEFENDANT
11
12 TO ANY OFFICER AUTHORIZED BY LAW
13 WITHIN THE STATE OF MISSISSIPPI TO SERVE SUMMONS:
14
15 WHEREAS this Court having considered the attached criminal affidavit, and
12345678901234567890123456789012345678901234567890123456789012345
      1      2      3      4      5      6      7
F1-FIELDS F2-UP1 F3-DOWN1 F4-PREV F9-DELETE F10-INSERT F11-GOTO F17-SAVE
```

# **BREAK**

## **3:00 – 3:30**

- **Next up**

- **What's new 3:30 – 3:45**

- **Did you know you can do TRANSFERS for bond money?? If you have 1 bank account.**
    - **Word merge/GUI**
    - **Criminal Affidavit Printing**


- **Discuss Court Solutions payment lookup/pull/processing**

- **Roundtable discussion 3:45 – 5:00**

- **Tracking the new Sheriff returns from other counties**



# GUI (GRAPHICAL USER INTERFACE)

Powered by  Delta Computer Systems, Inc.

Enter	A4MLOGBI JCDEMO	DATABASE MENU	A4VMNU50/LB
Exit	Menu : JCTMU0 Justice Court - System Menu (Release 4.1)	System : S1041513	
PrinterFiles	User : RAQ Raquel R Bordages 09/11/2017	Display: RAQ1	
Delta	Dbase: JCDEMO Justice Court User Conference 13:15:02	DataLib: JCDEMO	

1) Affidavits	11) Print Documents
2) Receipts	12) Batch Print Notices
3) Daily Deposit Report	13) Criminal Docket
4) Reports Menu	14) Civil Court Docket
5) Maintenance Menu	
6) Constable Service Operations	
7) Warrants	17) Ecitation & ONLINE Payments
8) Inquiry	
9) Accounting	
10) Bond Menu	20) Public Search

- Press ENTER to turn command line on/off -

Delta Computer Systems, Inc.  
1085 Tommy Munro Drive  
Biloxi, Mississippi 39532 (228) 388-7688

----- Use Function (F) Keys for Selection of Operation -----

Print Screen	F21=Edit Menu	F22=Change Database	F23=Signoff	F24=Exit
Field Help				

# DROP DOWNS

Exit	JCMAFD01	JCDEMO	CRIMINAL AFFIDAVIT		JCVAFD21/M5
F1-Judgment	Book	2017	Page	5355	Status Closed
F2-Clearing	Defendant	WILSON AMBER			
F3-Warrants	Address	10400 RAM ROAD			
F6-Process					
F12-Receipts	CSZ	VANCLEAVE MS 38865			
F13-Images	Affiant Name	BINGHAM JOHN			
F17-Save&exit	Sex		Race		Date of Birth 12   1   1986?
F18-Letters	State Licensed		Drivers License Number		SSN Phone
	Vehicle License		State		Make Year Type (Auto,Trk)
	BAC		Speed		Zone Nature of Off. POSS OF PARAPH
	Filing Date	2   12   2017?	Offense Date	2   15   2017?	Time
	Judge	1-JUDY	Court Date	3   14   2017?	Time 9 : AM
	Disposition	3   3   2017?	Code	1	Close   Print
	Badge	I024?	Agency	SO	Officer BING
	Constable				
	Remarks	WORK PROGRAM			
	Plead	G	Voluntarily		Found G on 3
	Restitution		Garnishment		
	Bond Amt		Sur		
	Total Owed	343.25	Total P		

69 ADT

16 AMS-COLLECTION

15 APPEAL TO CIRCUIT

12 BOND FORFEITED

9 BOUND OVER TO GRAND JURY

5 CASE CLOSED

17 CHARGES DROPPED

50 CIVIL PENDING COURT

65 CIVIL-DISMISSED-PLAINTIFF

26 CONTEMPT OF COURT-WARR ISSUED

36 DD-YOUTH

59 DEFAULT JUDGMENT

999 DEFENDANT DECEASED

62 DISMISSED

116 DISMISSED PER OFFICER REQUEST

21 DISMISSED-NO COST

22 DISMISSED-WITH COSTS

18 DR15-ISSUED

630 ECITE-PENDING

75 FEL-RELATED

157 FTP/WARRANT ISSUED

56 GARNISHMENT ISSUED

1 GUILTY

Print Screen

Field Help