Return Date: No return date scheduled
Hearing Date: 2/19/2021 10:00 AM - 10:00 AM
Courtroom Number: 2410
Location: District 1 Court
Cook County, IL

FILED
10/22/2020 9:44 AM
DOROTHY BROWN
CIRCUIT CLERK
COOK COUNTY, IL
2020CH06403

10866319

FILED DATE: 10/22/2020 9:44 AM 2020CH06403

EXHIBIT

P

CRIMES

GRAND JURY ADMINISTRATIVE

INFORMATIONS

JULIE RUIZ
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GRAND JURY ADMIN PROCESS FOR INFORMATIONS

The Branch Courts will enter events and charges for the preliminary hearing case. Once a case is found "Finding Probable Cause" the Preliminary Hearing ASA will add an event result in CRIMES of "Finding Probable Cause" on the preliminary hearing event. An automated tickler is automatically sent to the Grand Jury requesting a CR#

The GJ admin staff will place the CR# and the Municipal Number on the defendant's tab in CRIMES.

- The admin staff can put the charges in class order and defendants order as needed.
- The Pre Lim Br Court will schedule the Arraignment Date
- Admin will then generate the Information packet, the admin staff will add another event result in CRIMES of Information prepared to the result of the finding probable cause event. The Information packet shall include the motions, IIRBs, other packet charges as needed. The blue back shall also be prepared.
- The Supervisor of the Branch Court needs to Lock the Charges on the case before the paper information packet arrives to the Clerks office. A tickler may be sent to the Supervisor of the Branch Court letting them know to lock the charges.
- NOTE: When the charges are locked the Clerks office will pull the information into their system at Midnight everyday.

ENTERING THE CR# ON THE FILE IN CRIMES

- Search on the CRIMES number written on the file.
- Navigate to the CASE INFO tab and click
- Click on EDIT
- Locate the COURT INFO box click on Edit
- Add the CR#
- Click Save

PLACING THE MUNICIPAL NUMBER IN THE DEFENDANT'S PARTICIPANT SCREEN

- Click on the [+] next to the CRIMES case number
- Click on the defendant's name
- Navigate to the Participant information tab and click

- Click on Edit
- Locate the Municipal Number field and add
- Scroll to the bottom and remember to click on save
- Click on **SAVE**

<u>ADDING A RESULT ON AN EVENT</u>

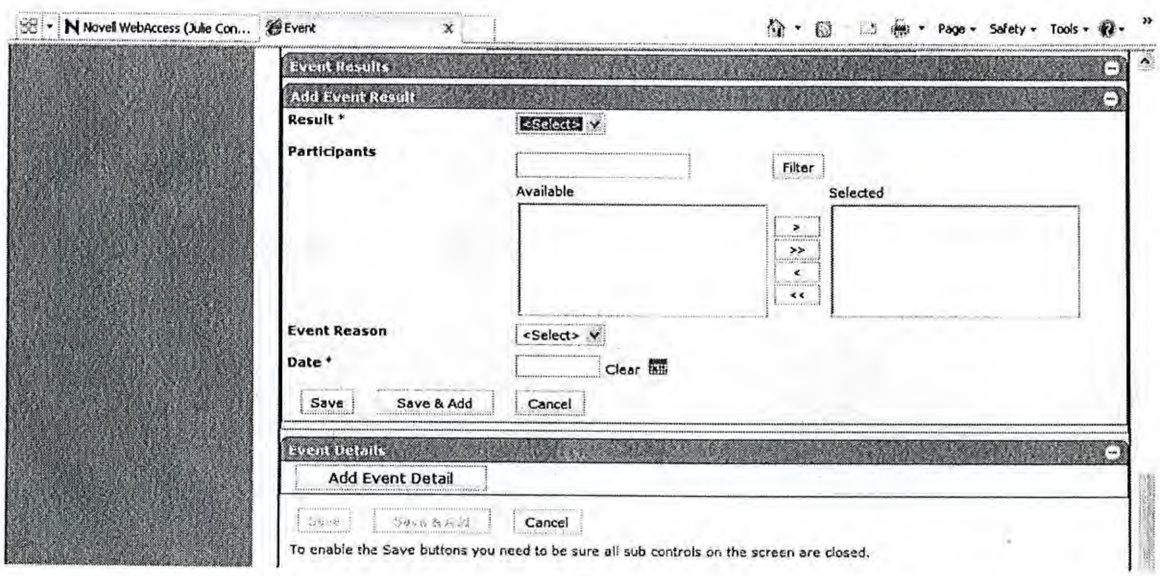
- Locate the EVENTS tab on the case
- Navigate to the scheduled PRELIMINARY HEARING Event with the result of FINDING PROBABLE CAUSE
- Click on Edit

Scroll down the event screen to ADD EVENT RESULTS

Select INFORMATION PREPARED and add the date when the information packet was prepared/

Click on Save (for the results box)

Click on SAVE AND ADD (to add the scheduled event for the Chief Judge)

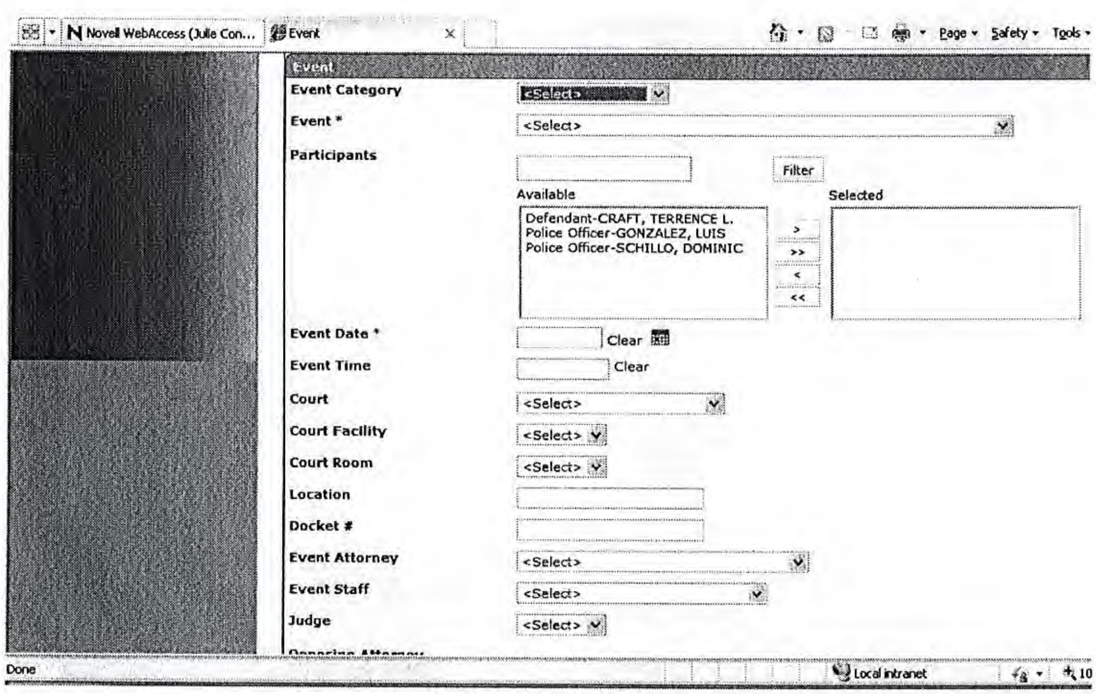


To schedule the Chief Judge Event

- EVENT CATAGORY = **Administrative (Might Change)**
- EVENT = **Transfer to Chief Judge for Assignment (Might change)**

No defendant select

- Date = **Date the file was sent**
- Time = **9:00 AM**
- Court = **District 1 – Chicago**
- Court Facility = **26th Street**
- Court Room = **Leave Blank**
- Event Attorney = **Leave Blank**
- Event Staff = **Chief Judge Workgroup**
- **Click on SAVE**



Remember to take a look at the charges in the CASE CHARGES tab and make sure that they are in class order as well as in defendant order as needed.
You're a seasoned set of eyes for these charges look for anything that Just Doesn't Look Right (JDLR).

PROCESSING INFORMATION PACKET

- Navigate to the DOCUMENT GENERATION tab and click
- Click on ADD DOCUMENT
- Click on TEMPLATE GROUP
- Template Name = Charging
- Template = INFORMATION – ML(for training)
- Click on "Add to be Generated"

Also add the motions, IIRBs, Blue Back papers
Name the packet (INFORMATION packet – 09CR-1234)
Click on Generate – goes straight to the Doc Bin on your Home Page (without view)
Click on Generate and Edit – able to view the documents right away

Once the paperwork has been generated the Admin staff can send a tickler to the Supervisor of the Pre Lim Branch Court to lock the charges

GLOSSARY

CASE INTAKE – Located in the left menu, this is where any case or incident is created into CRIMES

CASE LEVEL – All case related tabs appearing on top of the screen, these tabs pertain to the case as a whole

DOC BIN Tab – Enter this tab through your home page. Any document that you generated will appear here awaiting for you to view, edit, save or print and save. Once you save your document from the doc bin, your document will attach to the case it was created from and appear in the "Documents and Attachments" tab at Case level.

DOCUMENT GENERATION – At case level tab, create documents within the system for your case. Create any form that is present within CRIMES, ie motions, orders, Grand Jury subpoenas, records subpoenas, letters etc…

GENERATE – Processing a document through CRIMES from a particular case and retrieving the document from your doc bin without the edit process.

GENERATE AND EDIT – Processing a document through CRIMES from a particular case with edit capabilities before you save the document to the case.

GENERATE AND PRINT – Processing a document within CRIMES that is automatically printed and saved to the case

KPS – Know Person Search, this has to be performed for every participant added or imported into CRIMES

LEA – Law Enforcement Agency

PARTICIPANT – **Any** person associated within a case in CRIMES, including defendants, victims, witnesses, chemists, and police officers.

PARTICIPANT LEVEL – Clicking on a participant within a case in CRIMES, each participant will have their own tabs depending on the role (defendant, victim etc..) of the participant.

PARTICIPANT STATUS – This is given only to the defendant(s) at Felony Review level. If the defendant were approved from Felony Review or Narcotics Bond Court the end user would select "Approved". This allows the end user to create charges for their case. Only defendants with "Approved" status can be charged.

TICKLER - Is an in system reminder. A user can create a tickler and send the tickler to ASA, Staff, Victim Witness Coordinator, Investigator etc. Once a tickler is created from a case and sent to an individual the tickler is attached to that case in CRIMES. ***TICKLERS SHALL NOT BE USED FOR PERSONAL MESSAGES***. Ticklers should be used ***ONLY*** for case related information.

CRIMES

FELONY TRIAL

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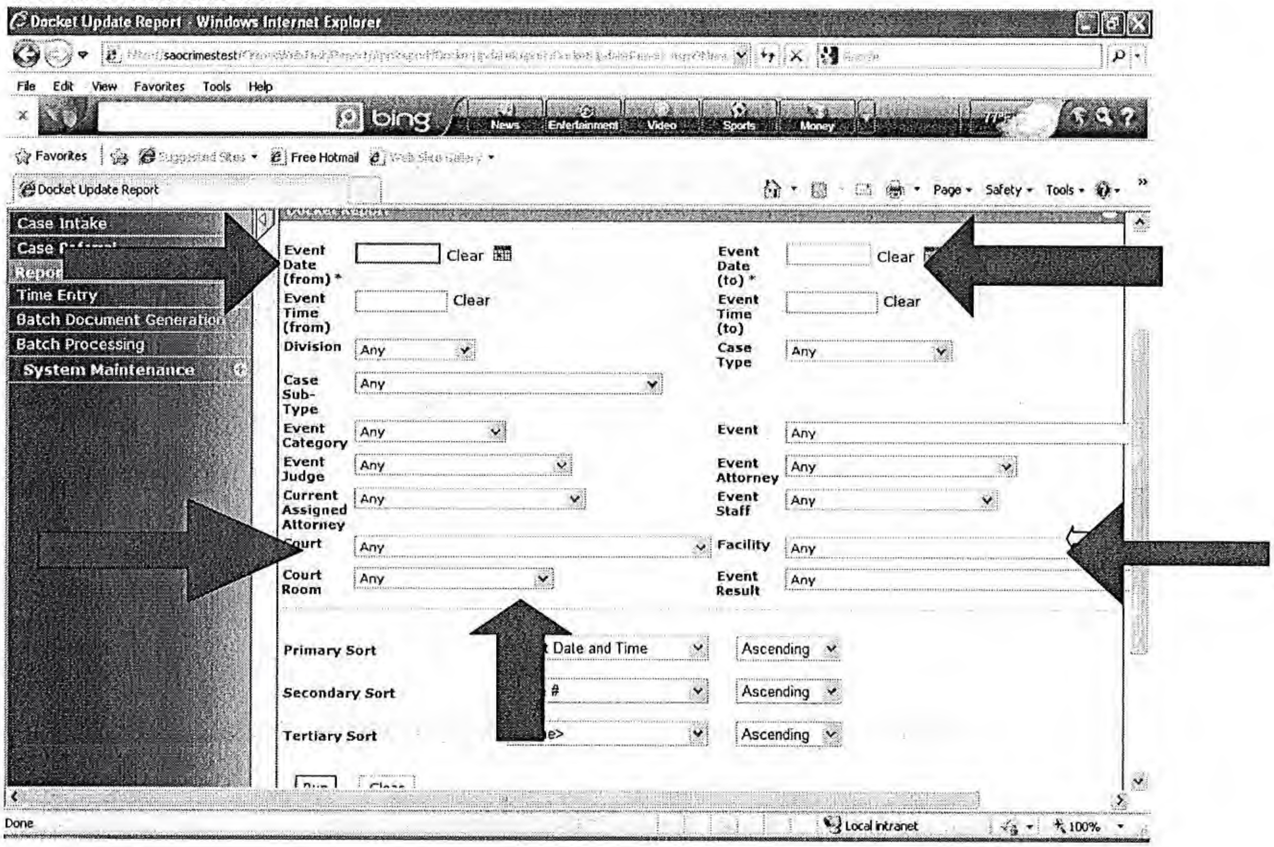
<u>RUNNING A DAILY REPORT (COURT CALL)</u>

- Click On the tab REPORTS located in the left menu
- Click on the DOCKET UPDATE tab
- Enter the date needed from
- Enter the date needed to
- **[NOTE: To a run court call for today the same date should be entered in both date fields]**
- Court = District 1 – Chicago
- Facility = 26th Street
- Court room = Court room Number
- Click on RUN

See below screen shot



View your results:

Case Events

Case #	Court File Number	Event	Participants	Event Date and Time	Modified
SA-2009-00878	09cr-22240	Arraignment	Lopez, Griselle	08/01/2009 09:00 AM	No
SA-2009-00101		Direct Indictment	Turner, Derek L; SMITH, MICHAEL; WILLIAMS, CHARLES	08/03/2009 09:00 AM	No
SA-2009-00847		Bond Court Hearing	Carter, Richard	08/03/2009 09:00 AM	No
SA-2009-00848		Bond Court Hearing	Herrera, Brenda L	08/03/2009 09:00 AM	No
SA-2009-00852		Bond Court Hearing	Regalis PhD, Boing	08/03/2009 09:00 AM	No
SA-2009-01330	09CR-714244 dc	Direct Indictment	Brown, Devonshay	08/03/2009 09:00 AM	No

- Click on the event, this will take you into the events tab for that case.
- Edit and click on the ADD RESULT TAB
- Add the results from the event, click on SAVE
- Click on SAVE AND ADD to save the whole and event and schedule the next court date
- Click out of the Pop-up box to click on the next case and repeat process

The ASA can use the daily report sheet to enter these events into CRIMES. Any and all events should be entered into CRIMES.

Editing the arraignment date:

- Locate the EVENTS tab and click
- Locate the Arraignment event, click on edit
- Event Attorney = **ASA in courtroom**
- Event Staff = **Admin Staff**
- Judge = Already Assigned

- CLICK on ADD EVENT RESULTS

- Result = **Add results for arraignment**
- Select the defendant(s) that were arraigned
- Date: = **Date arraigned**
- Click on Save (save the results)
- Click on SAVE AND ADD to save the whole event and scheduled the next event.

You can add the event from the results tab, below is adding an event when you do not run the court call.

FELONY TRIAL PROCESS FOR CRIMES

The Chief Judge assigns a felony case to a Felony Trial courtroom.
The scheduled arraignment is heard in the felony courtroom.
The felony case while assigned to the Felony Division encounters many types of events before trial.
Each event shall be entered into CRIMES including results.
Typically subpoenas are needed for upcoming scheduled court dates including the trial.
Civilian and Police Subpoenas can be generated by CRIMES when a next scheduled court date is scheduled.
Record subpoenas, Motions, Orders or any type of letter can be obtained by Document Generation tab.
A paper copy of the term counter issued by the Grand Jury is also critical during the felony trial process. The ASA currently keeps track of this on paper. The ASA's can keep track of this function in CRIMES in the speedy trial tab at the participant level for the defendant. This tab has to be manually turned on and off.
When the defendant pleads out or the trial ends in a result of a disposition a pen letter can be generated through CRIMES.
The Illinois Department of Correction is integrated with CRIMES. Once the Statement of Facts has been typed the ASA can click on export and the pen letter goes to a platform waiting for the Illinois Department of Corrections to request it. The State of Facts unit will manage this feed coming from IDOC.

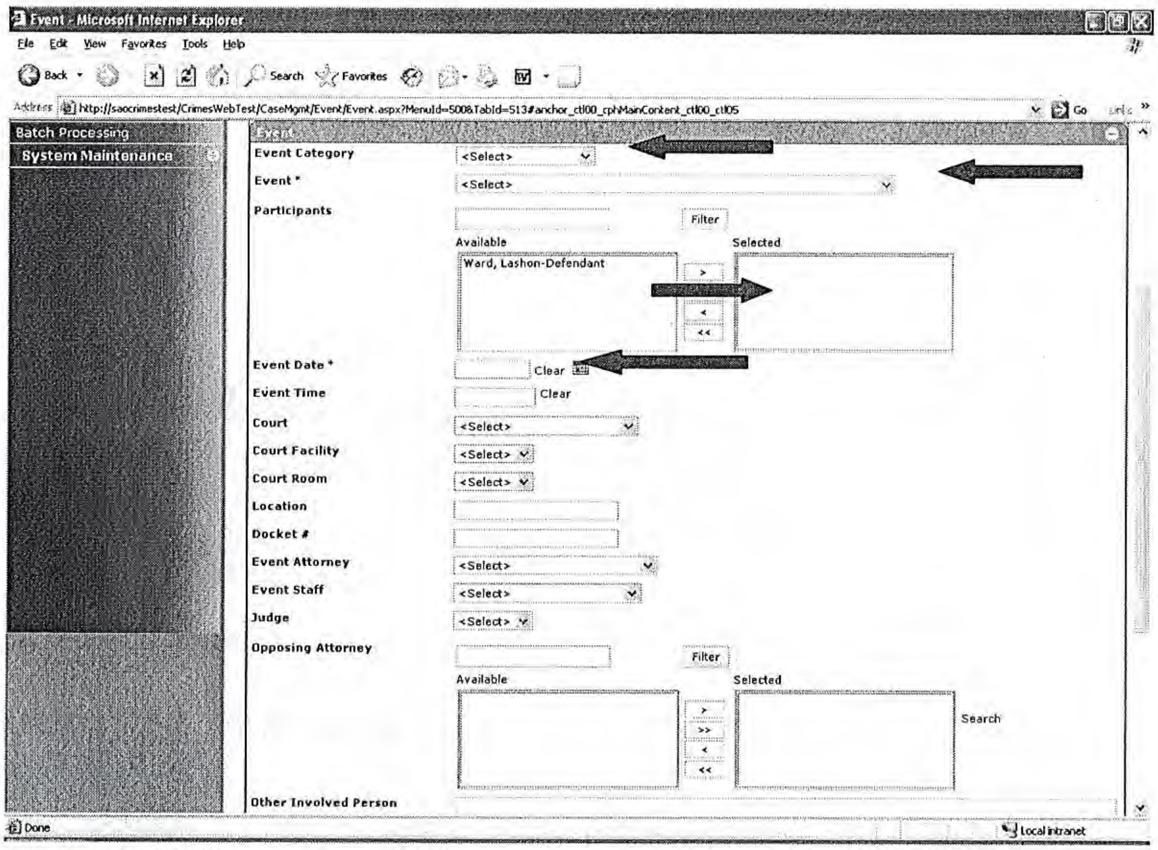
ASSIGNING A CASE

- In the quick search, under "case #", type in the CRIMES case number and click on go.
- NOTE: You may only type the last five numbers of the CRIMES case number to search.
- You may have to select the case you need.
- The case will open in the Case at a Glance tab in CRIMES.
- Locate the Assigned Staff hyperlink (Hyperlink will have the words assigned staff in blue) and click.
- The case may then be assigned to a workgroup: Everyone in that workgroup will receive a tickler regarding this case or the case may be assigned to an individual. It is not necessary to type in an end date and time when you assign a file.

ADDING AN EVENT

AND ADDING THE NEXT COURT DATE

Click on the **Events** tab. Click on the **Add Event** box.



- Event Category = Trial
- Event = Select the event needed
- Select the defendant(s) for this event
- Date = Date of the event
- Event Time = Event Time
- Court = District 1 – Chicago
- Court Facility = 26th Street
- Court Room = Court room event
- Event Attorney = Select courtroom workgroup
- Event Staff = Admin Staff
- Judge = Assigned Judge

- In the "**Notes**" box the attorney can type in any notes that they would originally write on a blue back.

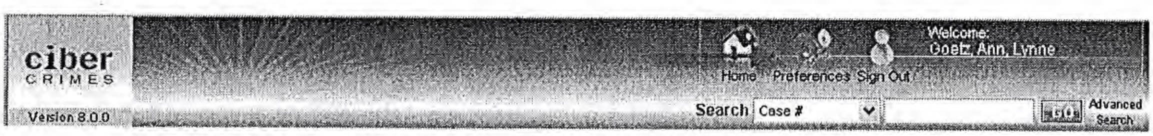
- Click on Save

- Click on SAVE AND ADD to save the whole event and schedule the next court date. You will receive a blank event screen to begin entering the next scheduled court date.

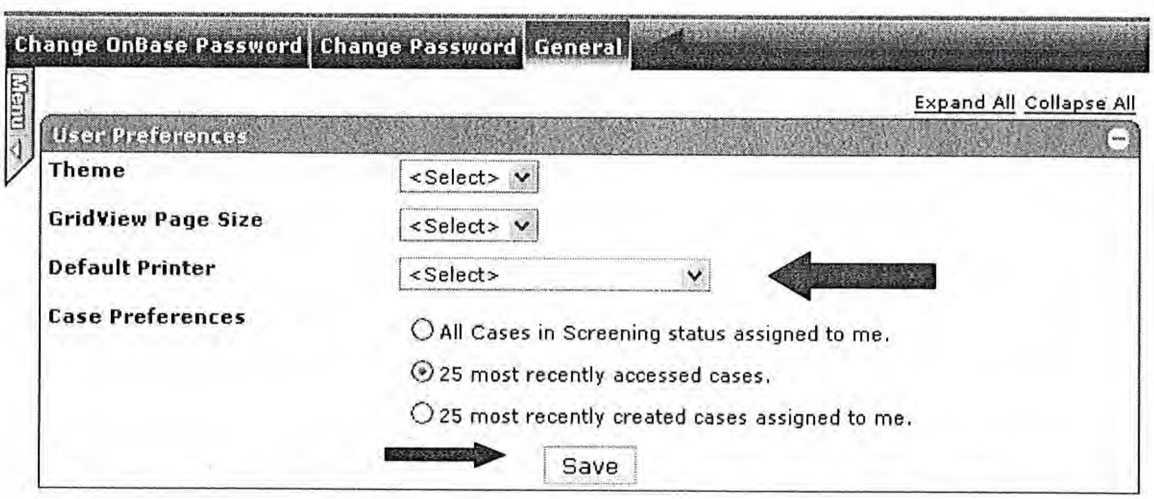
If your event has a result, click on the **Add Event Result.**
Click on the Result dropdown arrow to select the result for the event and type in the date. Click save. Then SAVE AND ADD to save the whole event.

[NOTE: You may enter multiple results for your event]

SETTING UP YOUR SUBPOENA PRINTER



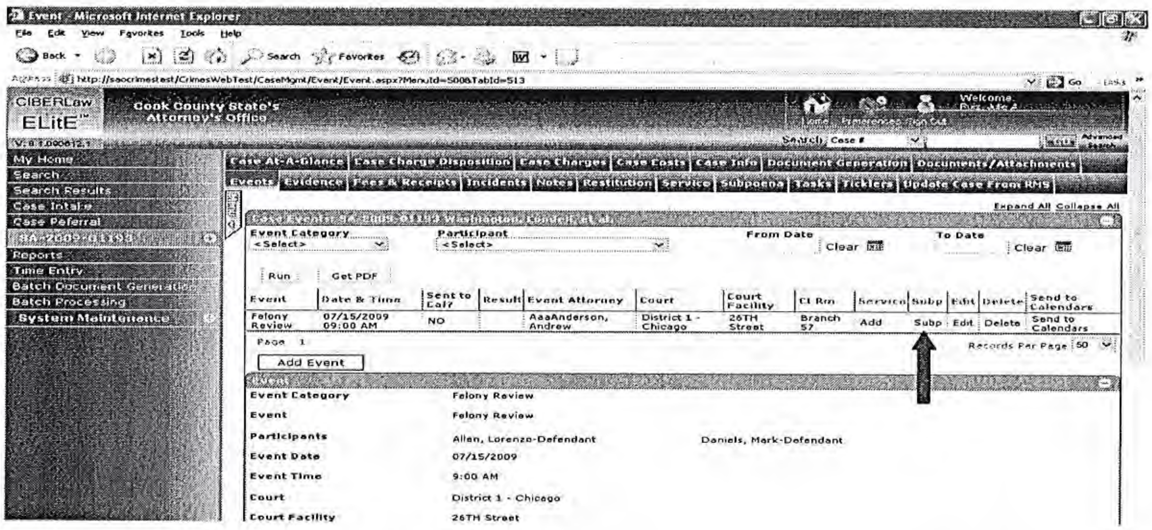
[To choose your designated printer: Click on preferences located on the top right of the CRIMES screen. Navigate to Default Printer, click on the dropdown arrow, and select the subpoena printer. (Select your PROMIS printer) Click Save.



Creating Participant Subpoenas from an Event

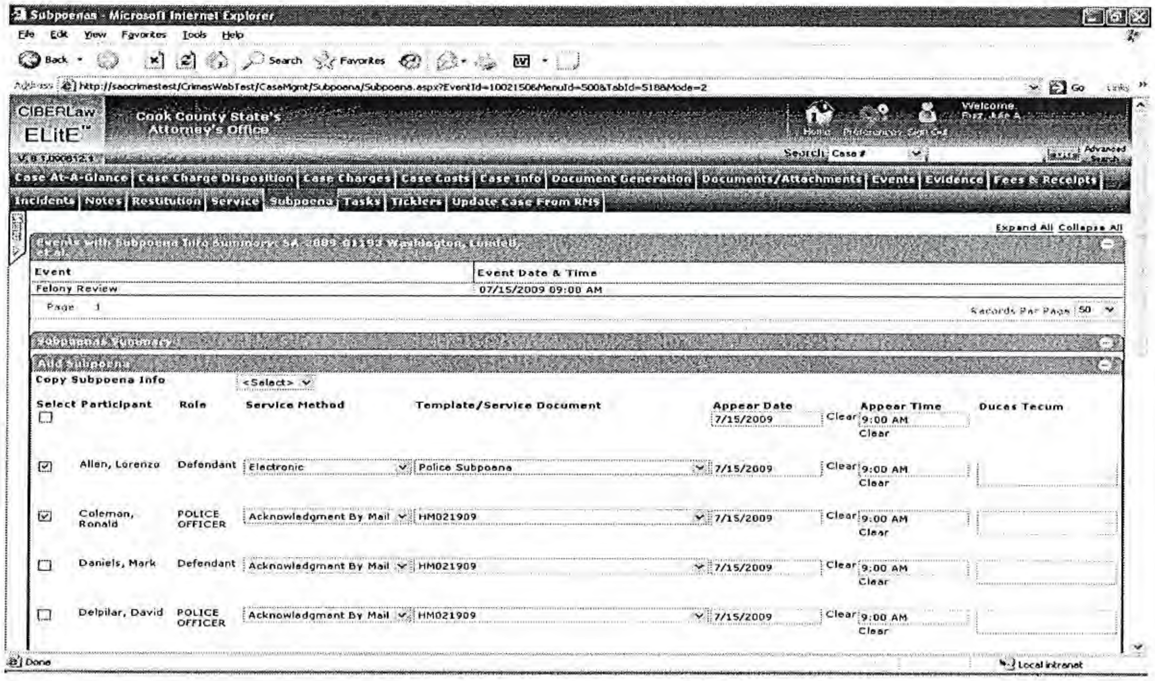
Once an event is created, notice that the event entered appears in a grid. Select the desired event to create your subpoenas (usually these are the Next Court Date event).

[These are not record subpoenas only police and civilian subpoenas, other subpoenas are to be retrieved from Document Generation]



Click on the **Subp** box located on the event grid.

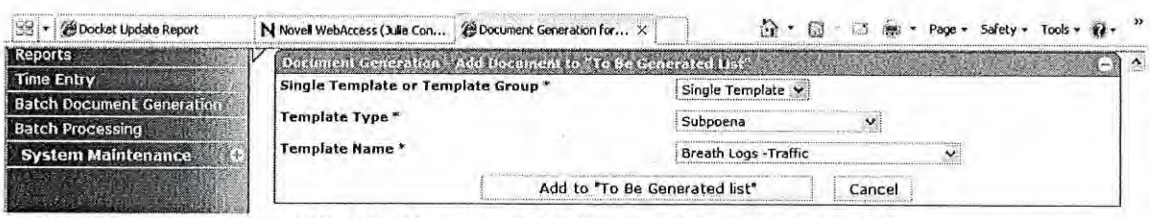
- Next, select the participants that need to appear for the next court date.
- Choose the method of service (mail, personal, fax, etc…).
- Select the type of subpoena needed (police officer subpoena or civilian subpoena.
- The date and appear time should already be filled in. Fill out the Duces Tecem box if needed.



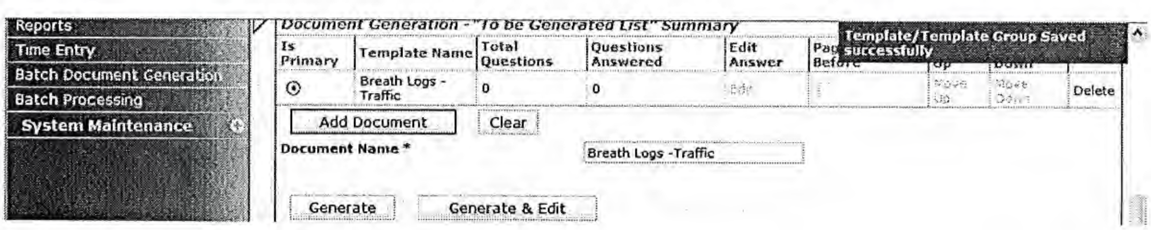
Once you have selected all your participants, click on **Generate & Print.** Your subpoenas will print to the designated printer.

CREATING DOCUMENTS FROM CRIMES

Click on the DOCUMENT GENERATION tab
Click ADD DOCUMENT
Single Template or Template Group = **Single Template**
Template Type = **Select (Subpoena, Motions, Orders etc..)**
Template Name = **the name of the document**
Click on Add to "To Be Generated List"



After you click on the "To Be Generated list" you will receive a grid.



Some documents may require questions that need to be answered when creating the document. There will be a number located in the Total Questions Box located in the grid. Click on the EDIT in the grid.
Answer as many questions as you can. (Depending on information on the case, there may be questions asked that have no fields to type (this is ok). You may save what questions you answered and move on.
Click on Generate and Edit and make any changes to the document and save (like a word document in the upper left (picture of a disk).
[X] out of the word document. THE DOCUMENT IS NOT YET SAVED TO THE CASE.
SAVING YOUR DOCUMENT TO THE CASE:

- Go to your Home Page located on the left menu and click
- Locate the DOC BIN tab and click
- Notice the document that was just generated by you
- Click on SAVE or PRINT and SAVE to save your document to the case.
- After clicking on save. You may retrieve the document in the DOCUMENTS/ATTACHMENTS tab located at Case Level. (Click on the case number, navigate to the documents and attachments tab)

CHARGE DISPOSITION, SENTENCING AND CREATING THE PEN LETTERS

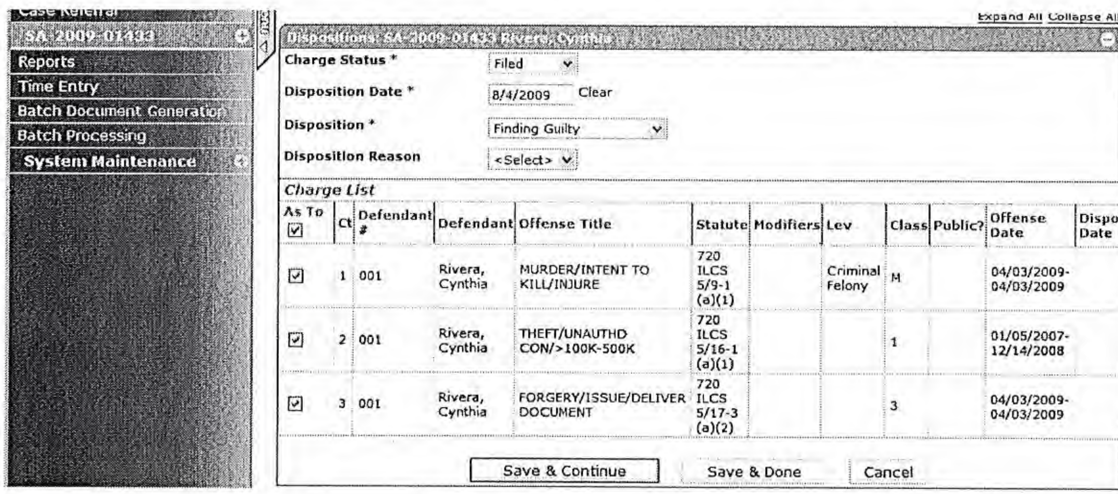
- To dispo a case click on CASE CHARGE DISPOSITION tab
- Click on EDIT
- Charge Status = **Filed**
- Disposition Date = **Date of Disposition**
- Disposition = **Select the Disposition for all charges or per charge**
- Disposition = Only if Applicable

- Select the charges that this particular disposition applies to

- Click on SAVE AND DONE if this is the only disposition for these charges
- Click on SAVE AND CONTINUE if different dispositions are imposed on the other charges

NOTE: For multiple defendants are on the case and the defendant's plea at different times, the end user would have to go into participant (defendant0 level and click on the disposition tab per defendant.

- If the defendant pleads out to a lesser, go into the defendant level and click on the Charges tab for that defendant. Locate the charge grid and click on the **AMEND** in the grid.
- Put a disposition on the charge that the defendant pled out to.
- Search for the charge in CRIMES that the defendant pled out to.
- Type the necessary language for the charge.
- Click on save.
- For sentencing, the disposition on the amended (new) charge shall be done. Once the disposition is entered into CRIMES then go to the sentence tab.



ADDING THE SENTENCE

- Click on the [+] next to the CRIMES case number on the left menu
- Click on the defendant that is being sentenced
- Click on the SENTENCE tab
- Click on ADD SENTENCE
- Fill in the necessary fields to add the sentence. See below illustration.

If a different sentence was placed on each charge, select the charge the sentence applies to or you may select all charges.

Fill all the necessary fields to complete adding the sentence.

Click on sentence conditions (If applicable)

Click on SAVE
Click on SAVE (Two SAVES)

NOTE: As of August 11, 2009, the system is requiring the "No Credit for Time Served" or "Credit for Time Served" be checked, until further notice please check one of these boxes.

PEN LETTER CREATION OR STATEMENT OF FACTS FOR PROBABTIONS

The charge disposition and the sentence must be in place before creating the pen letter.

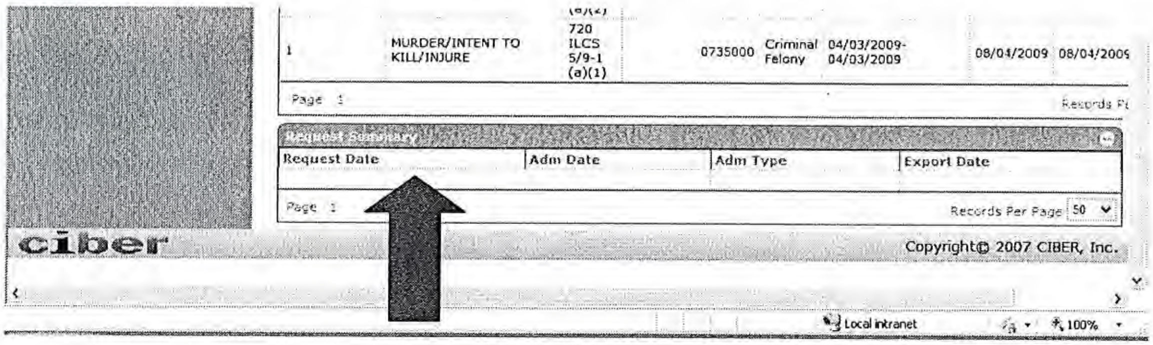
In Defendant's tabs locate the PEN LETTER tab click

Click on EDIT

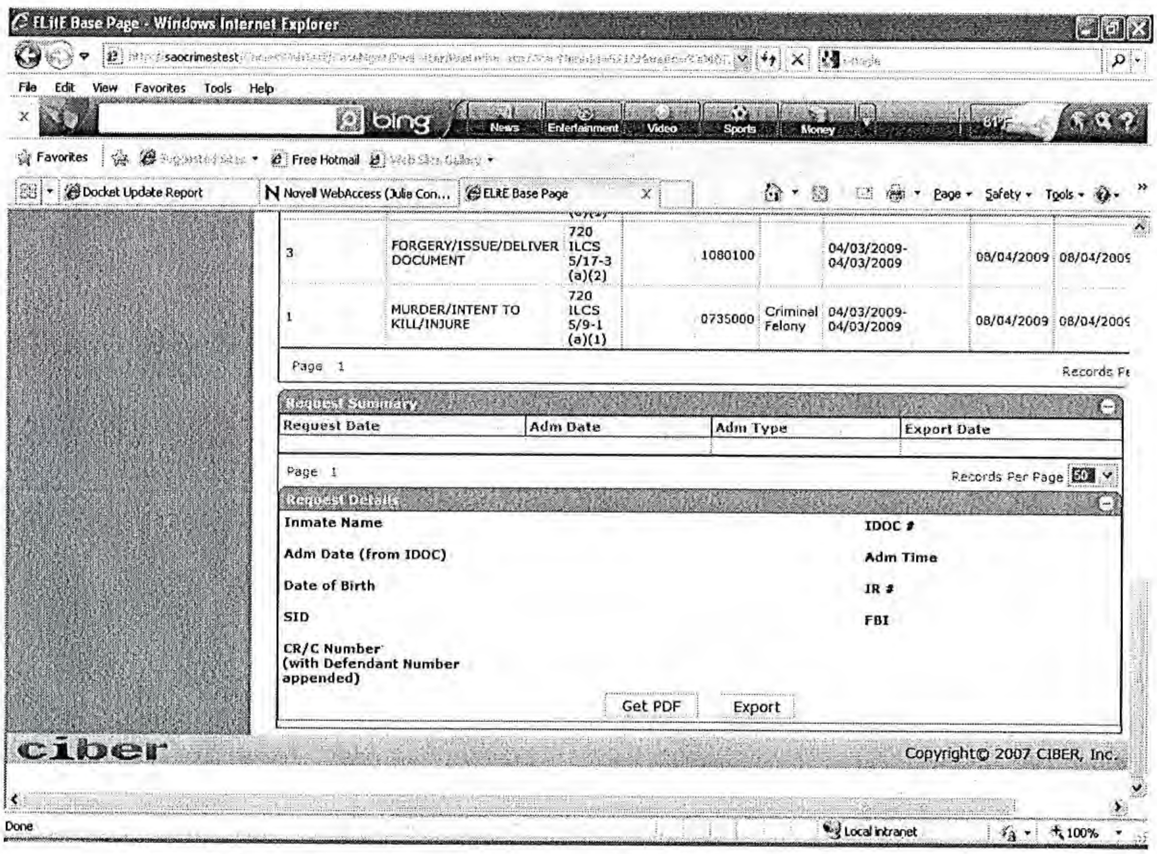
Begin to type the Statement of Facts, including the Date, Time and Location. (You may type a separate paragraph explaining sentence if needed. Perhaps the consecutive or concurrent sentences or charges)

Type in the State Recommendation

Please click on the request date box (An Empty box) = This will be fixed soon



Notice an additional box pop-up
Click on GET PDF
Print a copy for the file



HOW TO CREATE A TASK & INVESTIGATOR REQUEST

****************IMPORTANT*****************

You must attach all necessary documents/paperwork to the Investigator Request and place in the Investigator Request Pick-Up Bin for your wing as always.

TO CREATE A NEW TASK (for an Investigator):

From <MY HOME>

Click on <CASES> tab

Click on the case you want to create the task in

Click on <TASKS> tab

NOTE: IF the <TASKS> tab jumps around, minimize your <MENU> on the right side

Click on <ADD>

Click <ASSIGN TO> and assign the task to the proper work group

NOTE: Make sure you know your Investigations Work Group! You cannot assign a new TASK to an individual, only a workgroup.

Click <TASK TYPE> and assign the proper task

Enter <DUE DATE>

Leave the <STATUS> as Request

Click (PARTICIPANT> and select the participant the task is related to

If you want to add any notes, type them in <DESCRIPTION>

Click <SAVE>

NOTE: You will get a green message box <TASK SAVED SUCCESSFULLY> which means you completed the Task correctly

You just sent a TASK to the MY HOME Page of the Investigations Supervisor telling them the request is forthcoming…..

NOW YOU MUST CREATE THE INVESTIGATIVE REQUEST

Click on <DOCUMENT GENERATION> tab

Click on <ADD DOCUMENT>

Click on <SINGLE TEMPLATE OR TEMPLATE GROUP> Select <SINGLE TEMPLATE>

Click on <TEMPLATE TYPE> and select <INVESTIGATIONS>

Click on <TEMPLATE NAME> and select <Investigator request form – ML>

Click on <ADD TO "TO BE GENERATED LIST>

NOTE: You are now in a "To Be Generated List" Summary" Box

Click on <EDIT>

Select the Case Task for the Investigator Request

If you have any new IDs, Employer Info, School Info, etc. type it in.

Click on <SAVE>

NOTE: You will get a green message box <ANSWERS SAVED SUCCESSFULLY>

Click on <GENERATE>

NOTE: You will get a green message box <TO BE GENERATED LIST WAS ANSWERED FOR DOCUMENT SAVED SUCCESSFULLY>

Go back to <MY HOME>

Click on <DOC BIN> tab

Locate the Investigator Request you created

Click on <VIEW>
The Investigator Request will open as a WORD document

Print out one copy for Investigations

NOTE: You will not be receiving the "white" copy back as was previously done with the triplicate Investigator Request

Close the WORD document (Click on the X in the upper right corner)

Click on <SAVE> for the Investigator Request to attach the request to the case

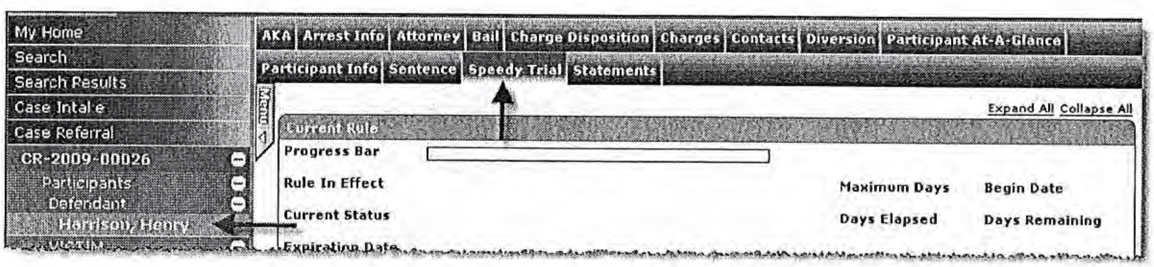
jmc/7-13-09

Speedy Trial

Each defendant in a case has his or her own **Speedy Trial** tab. Information about the Speedy Trial rules governing a defendant in a case are added, displayed, and edited on the **Speedy Trial** tab. Here, the user determines which rule should apply and controls whether the rule is "on" or "off" during a given time period. So long as the rule is "on" the system counts the elapsed days and compares that number to the maximum days allowed under the rule.

Navigating to the Speedy Trial Tab

1) Open the case you are interested in (see **Error! Reference source not found.**, p. **Error! Bookmark not defined.**).
2) Expand the Case Number in the Menu,
3) Click on the Participant whose Speedy Trial Information you want to view.
4) Click on the **Speedy Trial** tab (as shown in illustration below).



5) The system will display information about the rule in effect (if any).

Understanding the Layout of the Speedy Trial Tab

The Speedy Trial Tab contains three main sections: (1) Current Rule, (2) Counter Status Log, and (3) History – Speedy Trial Rules). Each section is outlined in the illustration below. The purpose of each section is described in detail following the illustration.

Current Rule

Progress Bar					
Rule In Effect	Out on Bond	**Maximum Days**	160	**Begin Date**	2/5/2009
Current Status	ON	**Days Elapsed**	98	**Days Remaining**	62
Expiration Date	5/6/2009				

New Rule

Counter Status Log

Status Date	Status	Comment	Edit
02/23/2009	ON	No further delay by D	Edit
02/18/2009	OFF	Defendant Delay	Edit
02/05/2009	ON	New Rule Added	Edit

Page 1 Records Per Page 10

Add

History - Speedy Trial Rules

Speedy Trial Rule	Max Days	Days Inherited	Total Days Elapsed	Status Date	Begin Date	Status Log	Status	Comment
Out on Bond	160	74	98	02/23/2009	02/05/2009	Status Log	ON	
In Custody Rule	120	0	74	01/21/2009	12/15/2008	Status Log	ON	

Page 1 Records Per Page 10

Understanding the Current Rule Section

The Current Rule Section of the screen provides you with information about the rule currently in effect, if any. The Progress Bar is a graphic representation of the number of days elapsed and the time remaining under the rule. This section also displays the name of the rule in effect, the maximum days allowable under the rule, the date the rule went into effect, the days elapsed and the days remaining. The section displays the expiration date for the rule if the rule is currently "on," that is, if the rule is currently counting down. If the counter is currently turned "off" for any reason (such as a delay attributed to the defendant), the system will display a message saying, "The current Status Counter is off, Expiration date cannot be determined."

Understanding the Counter Status Log Section

The Counter Status Log Section chronicles the "on" and "off" status of the counter. If the Counter is "On," the system counts each passing day as an elapsed day under the rule. If the Counter is "Off," the system will not count each passing day as an elapsed day under the rule. For example, in the illustration above, we see that the current rule was added and turned "on" on 2/5/2009. On that day, and on every day until 2/18/09, the system counted the passing days as elapsed days under the rule. From 2/18/09, until the counter was turned on again, on 2/23/09, the system did not count the passing days as elapsed, because the delay was due to the defendant.

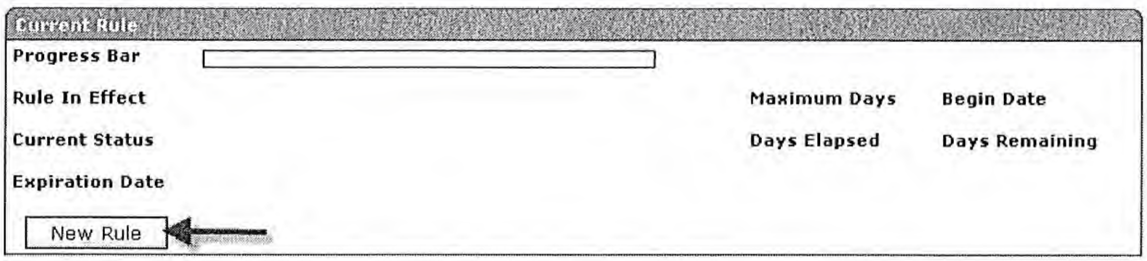
By default, when you open the Speedy Trial Tab you will see the Counter Status Log for the Current Rule. You may view the Counter Status Log for any rules previously in effect by clicking on the "Status Log" link in the History Portion of the screen.

Understanding the History – Speedy Trial Rules Section

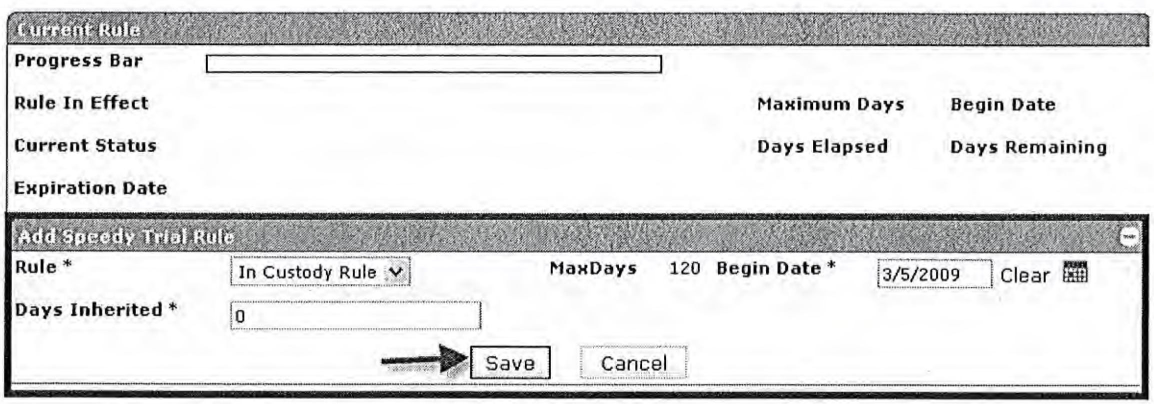
The History – Speedy Trial Rules Section displays all the rules that have been applied to the defendant in the course of this case. For example, in the illustration above, an "In Custody" rule originally applied to the defendant. The defendant was eventually released on bond, so the user entered a new, current rule of "Out on Bond." The system allows you to specify whether any elapsed days from a prior rule are inherited by the new rule. In the illustration above, the user specified that 74 elapsed days were be inherited by the Out on Bond rule (so that, on the first day the Out of Bond rule was in effect, 74 days were already counted as elapsed.)

Adding a Speedy Trial Rule

1) Click the **New Rule** button, as shown in the illustration below:



2) The system will open the **Add Speedy Trial Rule** screen, shown in the illustration below. Select the **Rule,** enter the date that the rule went into effect, and enter the number of days inherited from previous rules, if any. Click **Save.**



3) The system will place data about the rule you have just added into the current rule section of the screen, as shown in the illustration below. The system will automatically turn the counter "on," and place a row in the Counter Status log to show that the status is "on" and that the reason is that a new rule has been started. The system will also log the newly added rule into the History section of the screen.

Current Rule

Progress Bar					
Rule In Effect	In Custody Rule	Maximum Days	120	Begin Date	3/5/2009
Current Status	ON	Days Elapsed	1	Days Remaining	119
Expiration Date	7/2/2009				

New Rule

Counter Status Log

Status Date	Status	Comment	Edit
03/05/2009	ON	New Rule Added	Edit

Page 1 Records Per Page 10

Add

History - Speedy Trial Rules

Speedy Trial Rule	Max Days	Days Inherited	Total Days Elapsed	Status Date	Begin Date	Status Log	Status	Comment
In Custody Rule	120	0	1	03/05/2009	03/05/2009	Status Log	ON	

Page 1 Records Per Page 10

Working with the Counter Status Log

The Counter Status Log tracks the dates and reasons that the counting of days under the current rule is turned on or off.

Adding a Counter Status (Turning the Counter "On" or "Off")

1) Click the **Add** Button under the **Counter Status Log,** as shown in the illustration below.

Counter Status Log

Status Date	Status	Comment	Edit
02/23/2009	ON	No further delay by D	Edit
02/18/2009	OFF	Defendant Delay	Edit
02/05/2009	ON	New Rule Added	Edit

Page 1 Records Per Page 10

Add

2) The system will open the **Status Details screen**, shown in the illustration below. The date for the status will default to today's date, but can be edited if necessary. Enter a status and a status comment, briefly describing why the rule has changed to on or off, then click **Save** (or **Save and Add** if you want to add another status row to the Counter Status Log).

Status Details

Status Date *	3/5/2009 Clear
Status *	OFF
Status Comment *	Defendant Delay

Save | Save & Add | Cancel

3) The system will save the new status to the **Counter Status Log,** as shown in the illustration below. You have completed the process for turning the status on or off.

Counter Status Log

Status Date	Status	Comment	Edit
03/05/2009	OFF	Defendant Delay	Edit
02/23/2009	ON	No further delay by D	Edit
02/18/2009	OFF	Defendant Delay	Edit
02/05/2009	ON	New Rule Added	Edit

Page 1 Records Per Page 10

Add

Editing a Counter Status for the Current Rule

If you make a mistake entering the status, or the comment about the status of the current rule, you may correct it by editing the status. Note that the status date cannot be changed and you may only enter one status for a given date.

1) Click **Edit** in the row of the **Counter Status Log** that contains the item you want to edit, as shown in the illustration below

Counter Status Log

Status Date	Status	Comment	Edit
03/05/2009	OFF	Defendant Delay	Edit
02/23/2009	ON	No further delay by D	Edit
02/18/2009	OFF	Defendant Delay	Edit
02/05/2009	ON	New Rule Added	Edit

Page 1 Records Per Page 10

Add

2) The system will open the Edit screen for the item you selected, as shown in the illustration below. Enter the new information and click **Save.** As noted above, the status date is not editable.

Status Details

Status Date *	3/5/2009
Status *	OFF
Status Comment *	Def did not subp his witness

Save | Save & Add | Cancel

3) The system will save the modified status to the Counter Status Log, as shown in the illustration below:

Counter Status Log

Status Date	Status	Comment	Edit
03/05/2009	OFF	Def did not subp his witness	Edit
02/23/2009	ON	No further delay by D	Edit
02/18/2009	OFF	Defendant Delay	Edit
02/05/2009	ON	New Rule Added	Edit

Page 1 Records Per Page 10

Add

If you would like more help with editing, see **Error! Reference source not found.**, p. **Error! Bookmark not defined.**.

Note that a Counter Status cannot be deleted. If you have entered a status in error, edit it so that it shows the correct status for the date entered, and explain that it was a data entry error. For an example, see the illustration below:

Counter Status Log

Status Date	Status	Comment	Edit
03/05/2009	ON	Still on - status added in error	Edit
02/23/2009	ON	No further delay by D	Edit
02/18/2009	OFF	Defendant Delay	Edit
02/05/2009	ON	New Rule Added	Edit

Page 1 Records Per Page 10

Add

Working with the History – Speedy Trial Rules Section

Over the course of a case, it is possible that different speedy trial rules will apply to the defendant. For example, the defendant's custody status might change, necessitating application of a new rule. The system keeps a record of all the speedy trial rules that have been associated with the defendant during the course of the case. Once a rule has been superseded by a new rule, none of the details about the old rule can be altered, but the on/off Counter Status Log can be viewed as described below:

Viewing the Counter Status Log for an Historical Rule

1) In the **History – Speedy Trial Rules** Section of the screen, click the **Status Log** link for the rule you are interested in. In the illustration below, the user is selecting the In Custody Rule:

History - Speedy Trial Rules

Speedy Trial Rule	Max Days	Days Inherited	Total Days Elapsed	Status Date	Begin Date	Status Log	Status	Comment
Out on Bond	160	74	98	03/05/2009	02/05/2009	Status Log	ON	
In Custody Rule	120	0	74	01/21/2009	12/15/2008	Status Log		

Page 1 Records Per Page 10

2) The system will display the **Counter Status Log** for the selected rule in the Counter Status log portion of the screen, as shown in the illustration below. Note that the Counter Status Log cannot be edited or added to for historical rules (Clicking the **Add** button will add a status to the current rule only)

Current Rule

Progress Bar					
Rule In Effect	Out on Bond	**Maximum Days**	160	**Begin Date**	2/5/2009
Current Status	ON	**Days Elapsed**	98	**Days Remaining**	62
Expiration Date	5/6/2009				

New Rule

Counter Status Log

Status Date	Status	Comment	Edit
01/21/2009	ON	End of D's delay	Edit
01/14/2009	OFF	D continued hearing	Edit
12/15/2008	ON	New Rule Added	Edit

Page 1 Records Per Page 10

Add

History - Speedy Trial Rules

Speedy Trial Rule	Max Days	Days Inherited	Total Days Elapsed	Status Date	Begin Date	Status Log	Status	Comment
Out on Bond	160	74	98	03/05/2009	02/05/2009	Status Log	ON	
In Custody Rule	120	0	74	01/21/2009	12/15/2008	Status Log	ON	

Page 1 Records Per Page 10

HOW TO ADD A PARTICIPANT IN CRIMES

1. Click on the [+] located next to your CRIMES case number in the left menu
2. Navigate down to **Add New Participant** then click
3. Click on the dropdown arrow and select a role for your participant
4. Type in Last Name and First Name (Name should be typed as if it will appear in a document) and fill out the date of birth.
5. Click on **Known Person Search** box, a pop-up screen will appear
   If no results, you may want to do a soundex

6. If any results are shown, verify the information by clicking on **View.** You have to determine if this is the same person, you conducted your known person search on. If it is the same person, click **Select.** Information will be populated into your participant fields that were not filled out, i.e.…hair color, eye color, address etc…

7. If no results are found, click on **Cancel.** Resume adding your information in.

8. Click on any of the boxes to add additional information relating to your participant. Click on address box. Any address you have, you must add a zip code for the address to be valid. To obtain a zip code for your address go to www.usps.com This is the website for the United State Postal Service

9. Click on **Save** to save this address.

10. For multiple addresses, click on **Save and Add.**

11. When you open any box to add information make sure you click on **Save.** If you opened the box and did not add information, click on **Cancel**

12. Once all your information is entered for your participant, click on **Save** located at the bottom of the screen. To add another participant, click on **Save and Add.**

GLOSSARY

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DOC BIN Tab – Enter this tab through your home page. Any document that you generated will appear here awaiting for you to view, edit, save or print and save. Once you save your document from the doc bin, your document will attach to the case it was created from and appear in the "Documents and Attachments" tab at Case level.

DOCUMENT GENERATION – At case level tab, create documents within the system for your case. Create any form that is present within CRIMES, ie motions, orders, Grand Jury subpoenas, records subpoenas, letters etc…

GENERATE – Processing a document through CRIMES from a particular case and retrieving the document from your doc bin without the edit process.

GENERATE AND EDIT – Processing a document through CRIMES from a particular case with edit capabilities before you save the document to the case.

GENERATE AND PRINT – Processing a document within CRIMES that is automatically printed and saved to the case

KPS – Know Person Search, this has to be performed for every participant added or imported into CRIMES

LEA – Law Enforcement Agency

PARTICIPANT – **<u>Any</u>** person associated within a case in CRIMES, including defendants, victims, witnesses, chemists, and police officers.

PARTICIPANT LEVEL – Clicking on a participant within a case in CRIMES, each participant will have their own tabs depending on the role (defendant, victim etc..) of the participant.

PARTICIPANT STATUS – This is given only to the defendant(s) at Felony Review level. If the defendant were approved from Felony Review or Narcotics Bond Court the end user would select "Approved". This allows the end user to create charges for their case. Only defendants with "Approved" status can be charged.

TICKLER - Is an in system reminder. A user can create a tickler and send the tickler to ASA, Staff, Victim Witness Coordinator, Investigator etc. Once a tickler is created from a case and sent to an individual the tickler is attached to that case in CRIMES. ***<u>TICKLERS SHALL NOT BE USED FOR PERSONAL MESSAGES</u>***. Ticklers should be used ***<u>ONLY</u>*** for case related information.

CRIMES

GRAND JURY ADMINISTRATIVE

INDICTMENTS FROM PRE LIMS

JULIE RUIZ
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GRAND JURY ADMIN PROCESS FOR BRANCH COURT INDICTMENTS

The GJ ASA will indict any case coming from the Chicago Felony BR court. The GJ ASA can make the decision of what charges shall be filed into the GJ.

- The GJ admin staff will place the CR#, GJ#, GJ month and year and the MC# into CRIMES.
- Also the admin staff can put the charges in class order and defendants order as needed.

- The Pre Lim Br Court will schedule the Grand Jury date; The admin will put the result of True bill.

- Admin will then generate the Indictment and give it to the GJ ASA for approval. Once the GJ ASA approves this paper indictment, the admin staff will add another result of Indictment Prepared and the backing of the Indictment should be generated along with IIRB, Motions, Arraignment letter and Indictment packets and prepare the blue back.

- The GJ admin will also schedule the arraignment.

ENTERING THE CR# ON THE FILE IN CRIMES

- Search on the CRIMES number written on the file.
- Navigate to the CASE INFO tab and click
- Click on EDIT
- Locate the COURT INFO box click on Edit
- Add the CR#
- Click Save

SCROLL DOWN TO THE CASE DETAIL tab located on the same screen

ENTERING THE GJ# AND GJ MONTH/YEAR

- Navigate to the CASE DETAIL tab and click add
- Select the Grand Jury Month and Year option
- Enter the name of the month and year (EXAMPLE: July 2009)
- Click SAVE AND ADD
- Select the Grand Jury Number option
- Enter the Grand Jury Number (EXAMPLE: 289)

- Click on SAVE
- Scroll down to the bottom and click on SAVE AND DONE

MUST PUT IN THE MC# IN DEFENDANT'S PARTICIPANT SCREEN

- Click on the [+] next to the CRIMES case number
- Click on the defendant's name
- Navigate to the Participant information tab and click
- Click on Edit
- Locate the Municipal Number field and add
- Click on **SAVE**

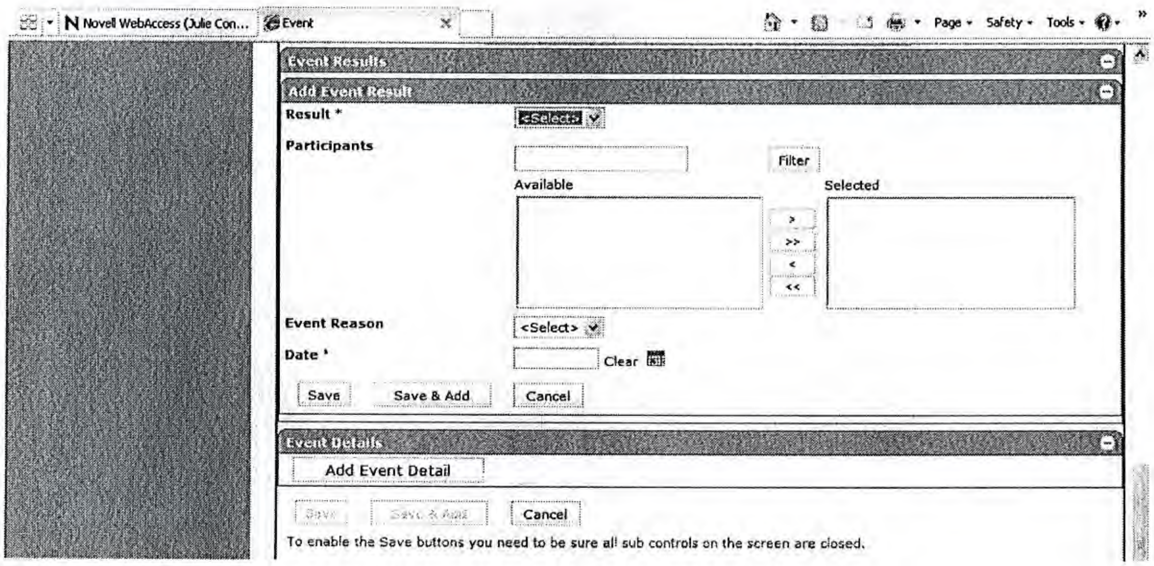
EDITING THE GRAND JURY EVENT

- Locate the EVENTS tab on the case
- Navigate to the scheduled GRAND JURY Event
- Click on Edit

- EVENT CATAGORY = **GRAND JURY**
- EVENT = Direct Indictment or Indictment (Direct Indictment if the defendant has not yet been arrested)
- Select the defendant(s) that is being indicted
- Date = **The date of indictment**
- Time = **9:00 AM**
- Court = **District 1 – Chicago**
- Court Facility = **26th Street**
- Court Room = **GRAND JURY**
- Event Attorney = **Grand Jury ASA's**
- Event Staff = **ADD YOUR NAME**

Click on ADD EVENT RESULTS

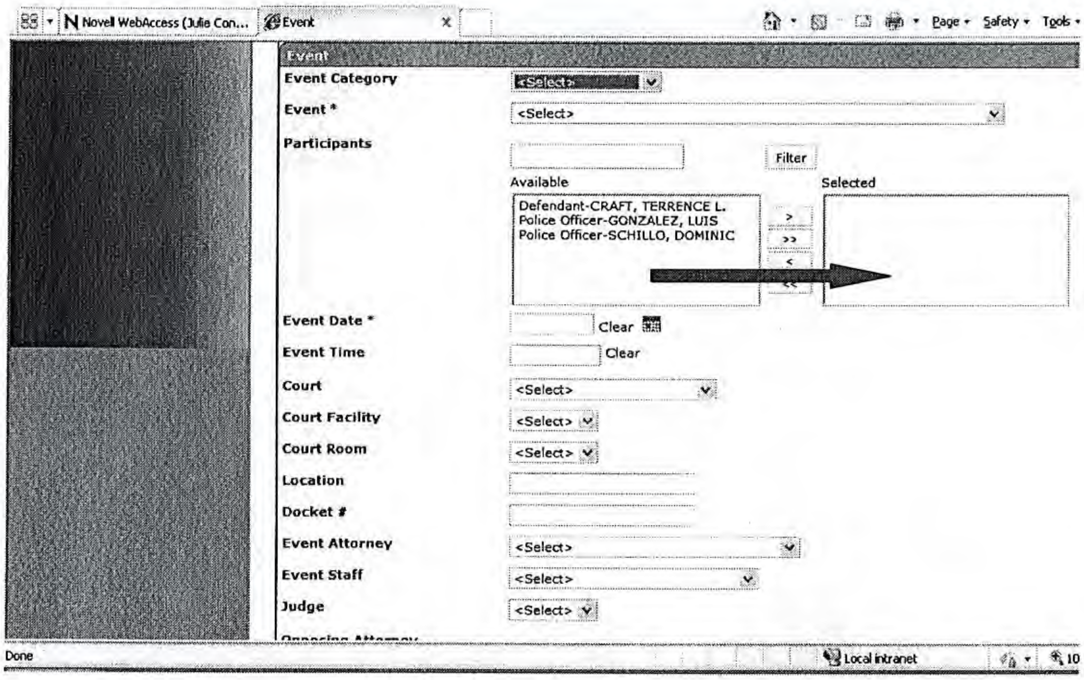
- Result = **True Bill**
- Select the defendant(s) received a true bill
- Date = **Date of True Bill**
- Click on SAVE
- Click on SAVE AND ADD to add the arraignment date



To schedule the ARRAIGNMENT DATE

- EVENT CATAGORY = **TRIAL**
- EVENT = **Arraignment**
- Select the defendant(s) for arraignment
- Date = **The Scheduled Arraignment Date**
- Time = **9:00 AM**
- Court = **District 1 – Chicago**
- Court Facility = **26th Street**

- Court Room = **Leave Blank**
- Event Attorney = **Leave Blank**
- **Click on SAVE AND ADD**
- **ADD THE EVENT FOR TRANSFER TO CHIEF JUDGE**



<u>Remember to take a look at the charges and make sure that they are in class order as well as in defendant order as needed.</u>
<u>You're a seasoned set of eyes for these charges look for anything that Just Doesn't Look Right (JDLR).</u>
<u>Once the ASA approves and lock the charges, paperwork can start to be generated.</u>

<u>PROCESSING INDICTMENT PAPERWORK</u>

- Navigate to the DOCUMENT GENERATION tab and click
- Click on ADD DOCUMENT
- Click on TEMPLATE GROUP
- Template Name = Charging
- Template = Indictment – ML(for training)
- Click on "Add to be Generated"

Name the packet (Indictment packet – 09CR-1234)
Click on Generate – goes straight to the Doc Bin on your Home Page (without view)
Click on Generate and Edit – able to view the documents right away

Charges cannot be locked until the foremen signs the Indictment.

Once the foremen signs the backing the GJ ASA can then lock the charges. This can be done by having the stack of signed Indictments from the Felony Branch Courts and open each file and lock the charges.
The file can then be sent to Chief Judge for assignment.

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Participant Status – This is given only to the defendant(s) at Felony Review level. If the defendant were approved from Felony Review or Narcotics Bond Court the end user would select "Approved". This allows the end user to create charges for their case. Only defendants with "Approved" status can be charged.

CRIMES

FELONY REVIEW CASE INTAKE

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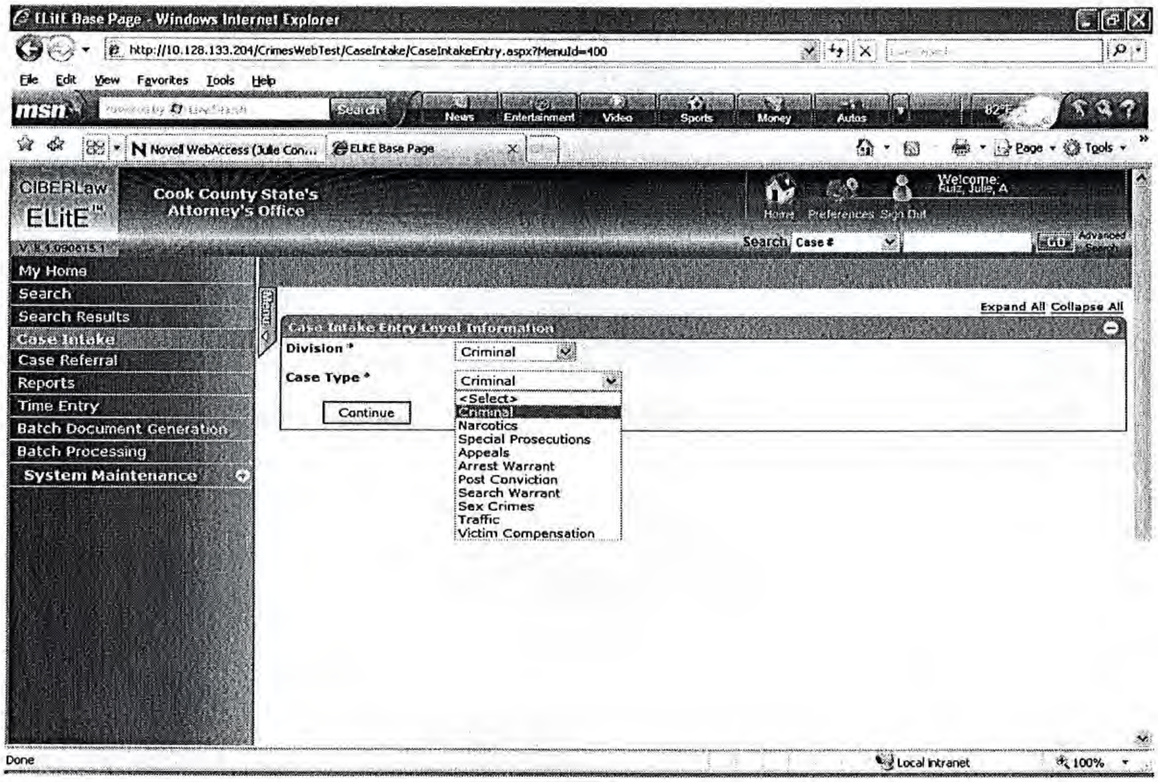
CASE INTAKE



Select [**CASE INTAKE**] on the left hand column,

The screen will open up, select:

Division – CRIMINAL

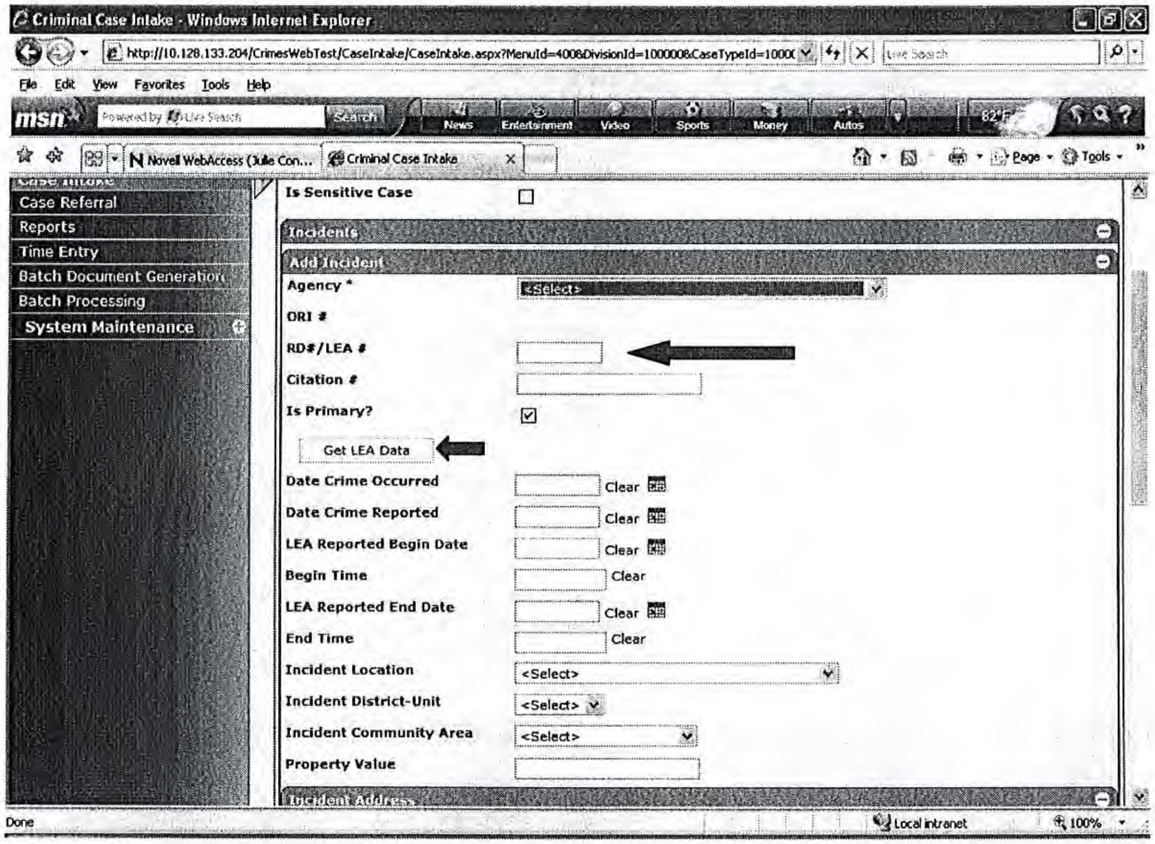
Case Type – CRIMINAL

<u>**NOTE:**</u>. Narcotics Cases should choose Narcotics Case Type, Traffic (DUI's) should choose Traffic Case Type, PSMV's should choose Criminal Case Type. **[NOTE: This will determine the CRIMES Case #]**

Then click [**Continue**]

In the CRIMINAL CASE INTAKE / INCIDENTS / ADD INCIDENT screen

Check the Sensitive Case box (If you have privileges and if the case is sensitive)



FILL IN:

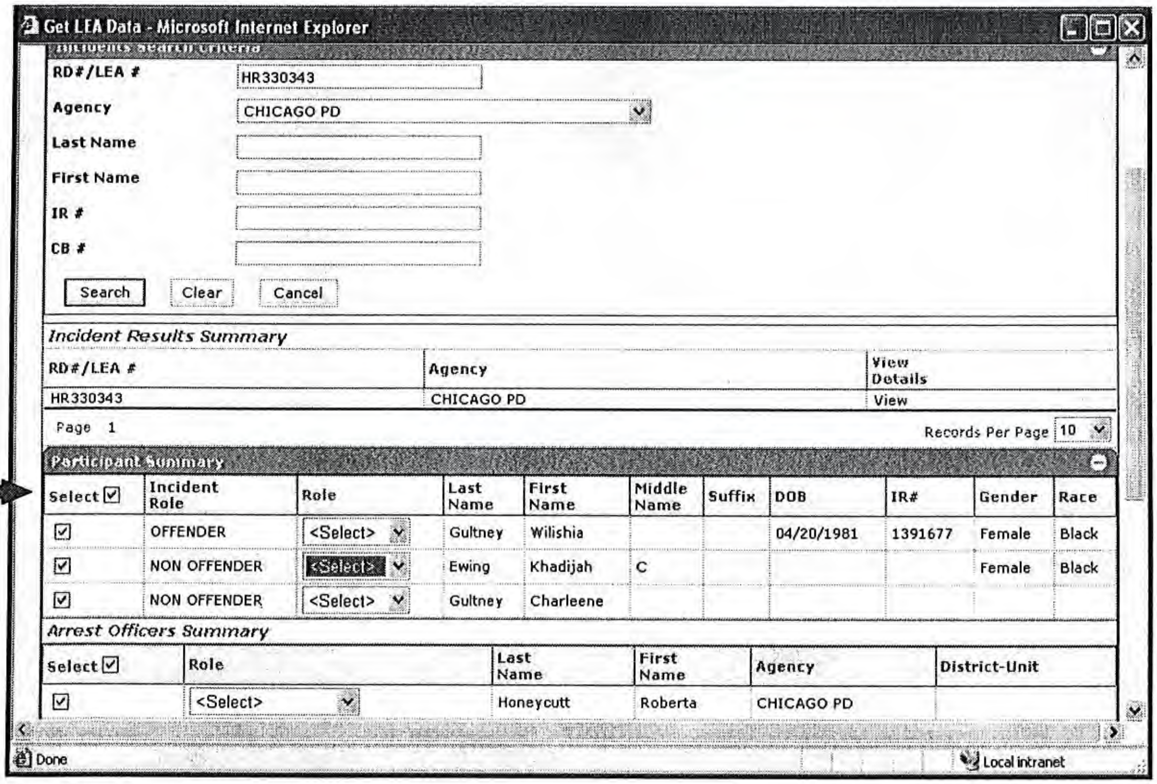
Agency (Choose the "AGENCY" where the RD# originated from)

RD#/LEA#: Type in the RD#/LEA# in the box. Type in the RD/LEA exactly as it appears. If the RD/LEA has dashes insert the dashes.

Citation #: (Only if a traffic case and no Agency report number is generated by the agency) (cannot import case from a citation #, has to be manually entered)

Click on **[Get LEA Data]**
(this will take you to a separate screen and pull the information currently in I-Clear for Chicago and Suburban Police Agencies. It will not generate information if the police departments did not enter it into live-scan yet).

A "Pop-up" screen will appear with your participant information. Each Participant in CRIMES has to have a role. Select the correct role for each participant. Keep in mind that CRIMES automatically selects all participants to be brought in. Make sure you check or un-check your participants that you want to appear in your case.



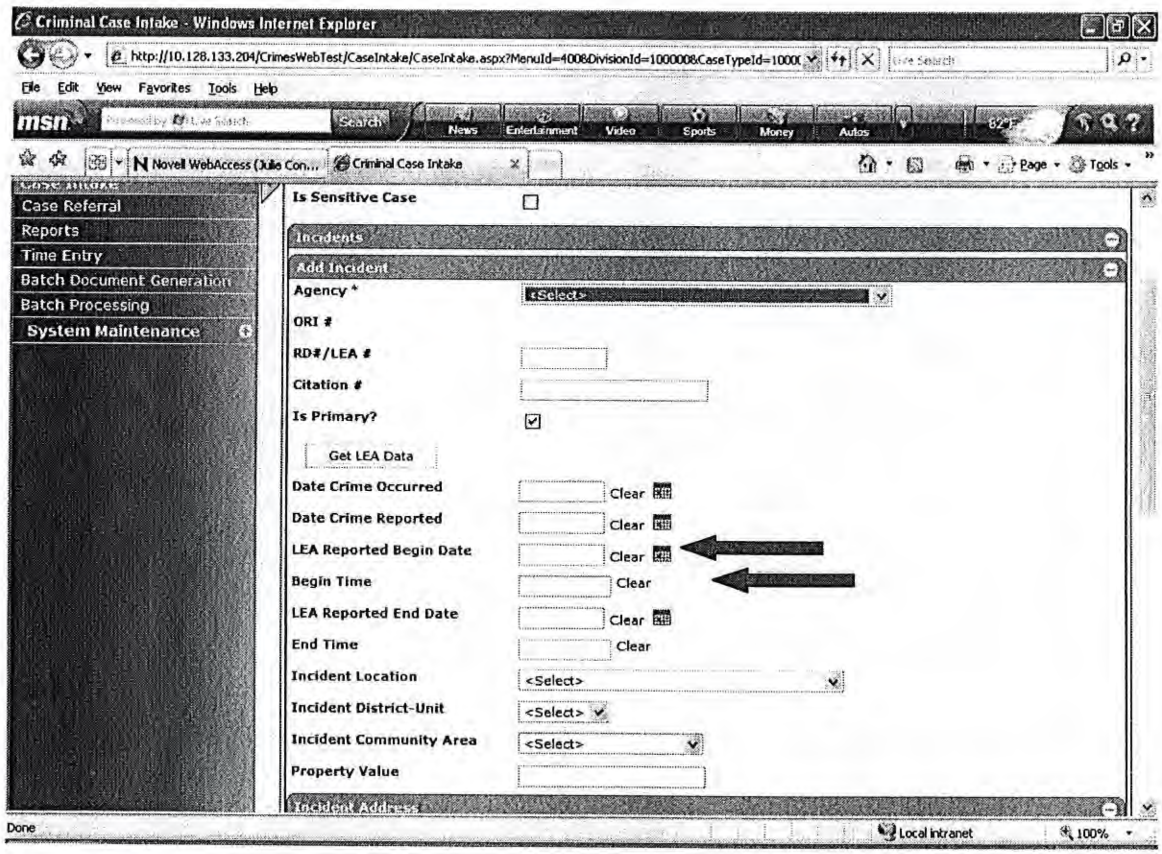
Do not select "State of Illinois" or any witnesses marked "Refused"

Once you selected the role for each participant that you would like to bring into CRIMES, click on [**IMPORT**] (This takes you back to the incident screen)

In **ADD INCIDENT** box:
Fill in:

- **Date Crime Occurred** (date when the incident took place)
- **LEA Reported Begin Date** (date when incident took place, this date will show on the charge(s)
- **Begin Time** (the time the crime took place)
- **LEA Reported End Time** (only entered if the crime had a continuing date. EXAMPLE: January 1, 2009 continuing through January 31, 2009
- **End Time** (the time the crime ended, if applicable)

- **Incident Location** (if on a public way or within 1000 feet of a school, etc (Narcotic Cases)
- **Incident District-Unit** (CPD cases only)
- **Incident Community Area** (optional, may be used for tracking later)
- **Property Value** (if needed)
- **Incident Address** (fill out street address then put in your zip code CRIMES will fill in the rest)(YOU MUST HAVE A ZIP CODE)



Incident Summary – Felony Review Summary
For multiple defendants', victims, or witnesses there should be a key given at the top of the incident summary box Naming whose who in the story, DEF 1 – John Doe, V1 – Joanna Little, EW1 – John Little.

Add Drug Box (if applicable) **THIS IS NOT WHERE YOU PUT LAB RESULTS -** Make sure you click SAVE if you entered any information. Click on **CANCEL** if you did not enter information.

Add Incident Detail (If applicable) Make sure you click **SAVE** if you entered any information. Click on **CANCEL** if you did not enter information.

Then click **SAVE** **- This saves your incident information.**

In **CASE INFORMATION** box

- click on the [+] sign
- **Case Subtype** = Criminal Prosecutions Bureau
- **Offense Category**= choose closest to actual charge
- **Received Date** = current day

ASSIGNED STAFF / Add assigned staff

- Fill In: **Assigned Staff Type** = ASA or Workgroup (i.e. Felony Review Team A)
- **Assigned Staff** = yourself or other
- **Assigned Begin Date** = type T for today or T-1 yesterday's date
- **Assigned Begin Time** = Felony Review Begin Time
- **Assigned End Date** = Felony Review End Date
- **Assigned End Time** = Time completed
- **Assigned by** = Yourself / Supervisor

NOTE: [The assigned staff fields are also used to assign a case to an employee or workgroup within the office]

NOTE: For Felony Review, the ASA would type in their begin time and end time in the Assignment Begin Time and Assignment End Time.
Once your assigned staff screen is completed click on **SAVE,** unless you need to assign another person to this case click on **SAVE AND ADD.**

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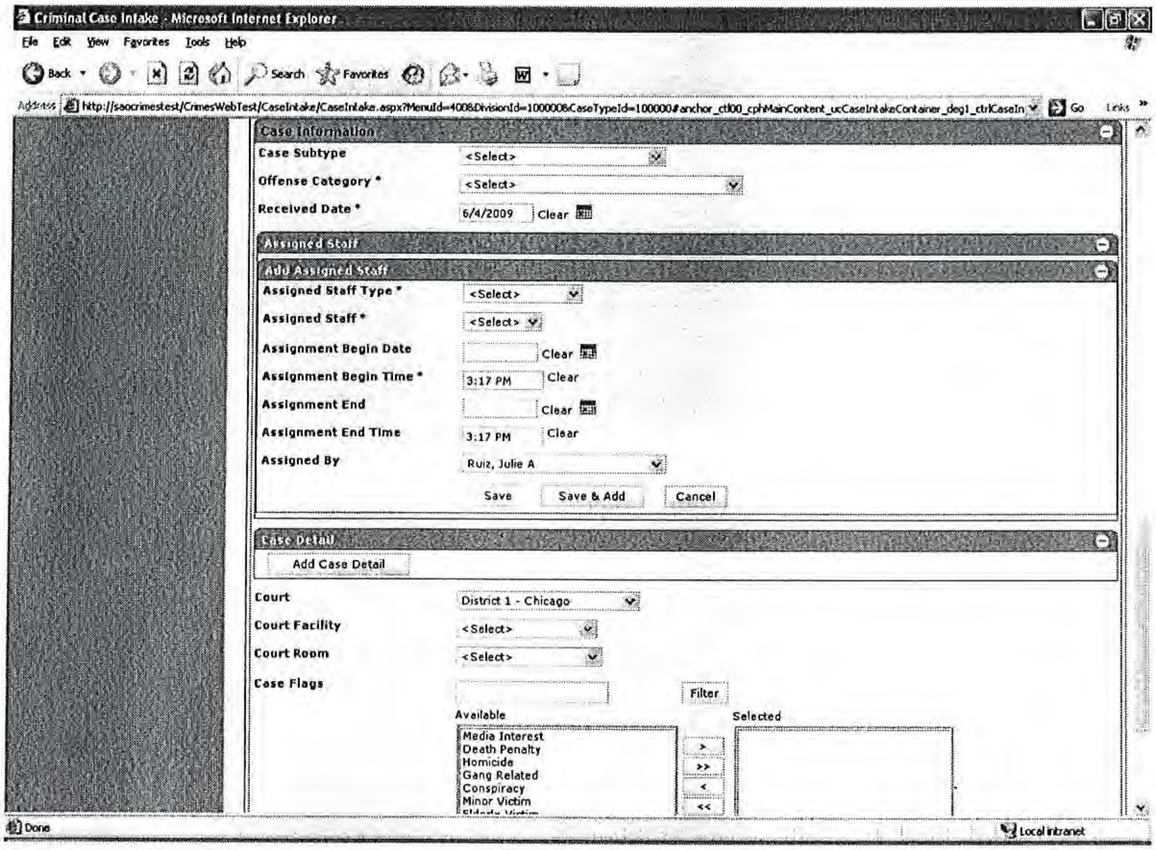
COURT INFORMATION
Court = If this were a Chicago case, the "Court" would be District 1-Chicago.
Court Facility = 26th Street or the appropriate branch court.
Court Room = choose the corresponding courtroom

Case Flags = (if applicable)



In **PARTICIPANTS** box: (Each person must be done separately)
Click on the [+] at the right of Participant box to drop open the participants screen.
You will see the participants that you imported from I-Clear
You must click on **EDIT** to right of each participant's name.
Click on **[Known Person Search]**
Must perform a **Known Person Search (KPS)** on each participant.

By performing a (KPS) on all participants, CRIMES will search the system to find these participants if they are present on other criminal cases in the system.

Select the **Soundex** box for the first and last name, again click on **Known Person Search**

If no results, select **CANCEL**; this will take you back into the participant screen.
If any results are shown, verify the information by clicking on **View.** You have to determine if this is the same person, you conducted your known person search on. If it is the same person click **Select.** Information will be populated into your participant fields that were not filled out, i.e.…hair color, eye color, address etc…
[This will relate the case. An employee will be able to view existing cases the participant is involved in within the system.]

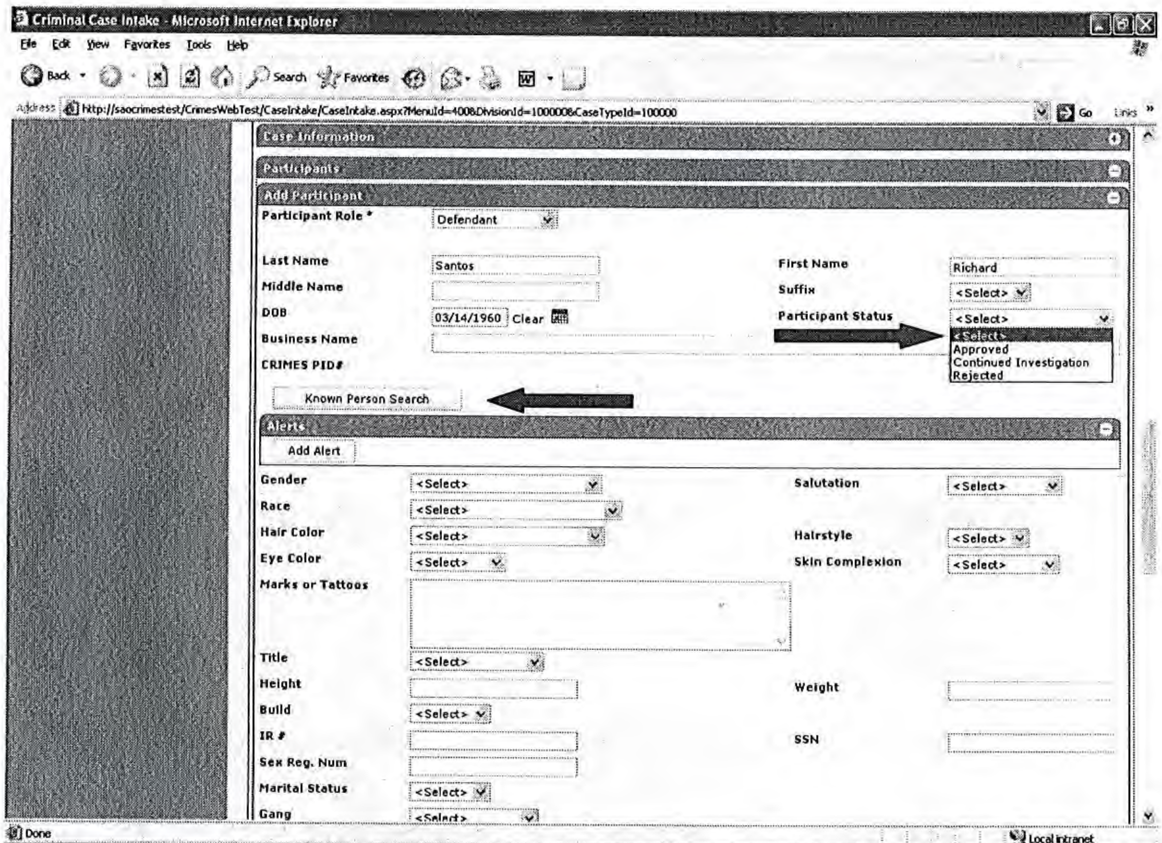
Once you completed you Known Person Search and when editing a defendant you must select the participant status for defendants. If the defendant has been approved for charges select **APPROVED.**

NOTE: If a defendant was rejected, you would select Rejected in participant status. If the case is still being investigated upon entering the information into CRIMES you would select **CONTINUED INVESTGATION**
Participant statuses are only required for Defendants.

If the participants address was not pulled over from I-CLEAR and you have to manually enter, click on the address box. REMEMBER: A zip code has to be entered for the address to be valid.

Fill in as much of the information for your participant as you can, at the bottom of the screen click **SAVE.**

NOTE: All participants in CRIMES must have a Known Person Search conducted before clicking on the SAVE.



Once you have conducted Known Person Searches for __all__ your participants you may click on **CREATE CASE**. The system will automatically generate the CRIMES case number. The number will appear in the left menu.

ADDING THE FELONY REVIEW EVENT

- Locate the Events tab for the case
- EVENT CATEGORY = **Felony Review**
- EVENT = **Felony Review**
- Select the defendant(s) that are being reviewed
- Date: = **The date approved, rejected or C/I'd**
- Time = **Time of approval, rejection, or C/I**
- Court = **District 1 – Chicago or other**
- Court Facility = **26th Street or other**
- Court Room = **Leave Blank**
- Event Attorney = **ASA who approved, rejected, or C/I'd**
- Event Staff = **Admin Staff**
- Judge = **Leave Blank**

Click on ADD EVENT RESULTS

- Choose the result for the Felony Review Event
- Choose the Defendant(s) for the Felony Review Event
- Type in the date the case was approved, rejected or C/I'd
- Click SAVE

Click ON ADD EVENT DETAIL

- Locate Felony Review Number and click
- Enter the Felony Review Number into the box
- Click SAVE

- Then click Save and Add (schedule the Bond Court Hearing)

ADDING THE BOND EVENT

- Locate the Events tab for the case
- EVENT CATEGORY = **Hearings**
- EVENT = **Bond**
- Select the defendant(s) for Bond Hearing
- Date: = **The date heard in Bond Court**
- Time = **11:45 AM** (bond court starts)
- Court = **District 1 – Chicago**
- Court Facility = **26th Street**
- Court Room = **Rm 101**
- Event Attorney = **Preliminary Hearings – Central Bond Court**
- Event Staff = **Admin Staff**
- Judge = **Judge in Bond Court**

- Then click Save and Add (schedule the Next Court Date Preliminary Hearing)

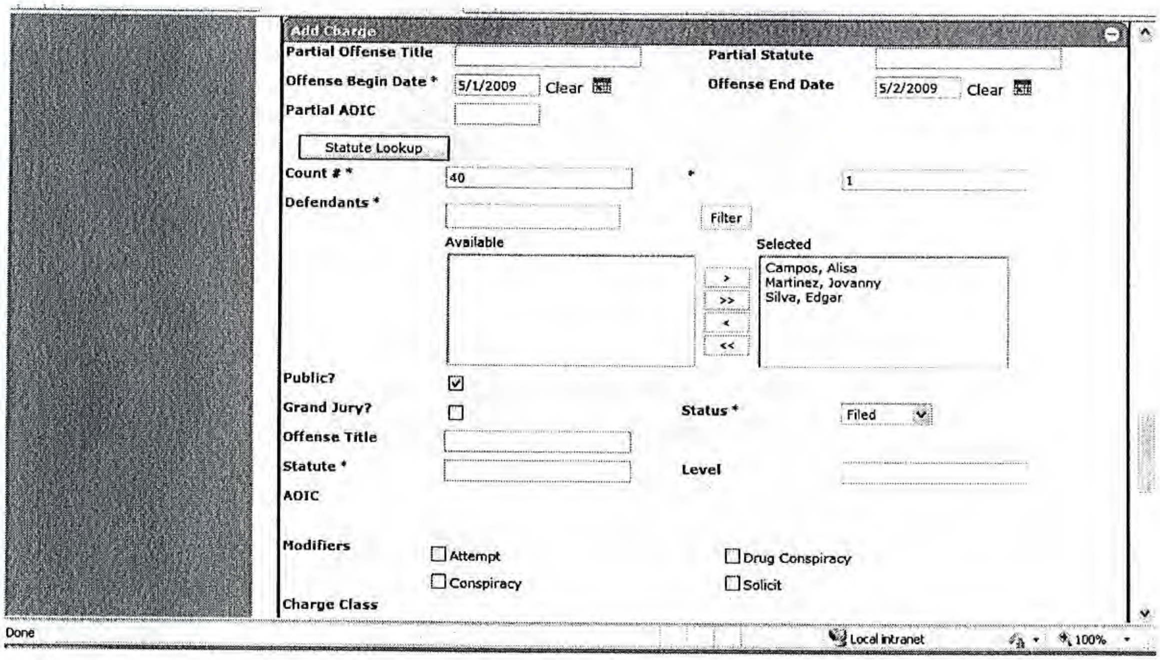
To schedule the next Preliminary Hearing:

- EVENT CATAGORY = **Hearings**
- EVENT = **Preliminary Hearing**
- Select the defendant(s) for the Preliminary Hearing
- Date = **The Next Court Date** (Prelim Hearing)
- Time = **9:00 AM**
- Court = **District 1 – Chicago**

• Court Facility =	**26th Street or the Felony BR Location**
• Court Room =	**Choose BR Court**
• Event Attorney =	**Select Preliminary Hearings Workgroup**
• Event Staff =	**Admin Staff**

Select the Charge for your case

- Click on the CRIMES case number located on the left menu
- Edit the defendant(s) number. Number the defendant accordingly
- Click on Save
- Click on ADD CHARGE



[A copy of the AOIC codebook should be downloaded on the desktop of the computer]

- Select the defendant(s) that are being charged with this charge
- Under the STATUS field place it in FILED
- Begin searching for your charge

- Fill in one of the three boxes and click on STATUTE LOOKUP
- Select the correct charge
- Click on **SAVE**

All rejections and C/I's also should be entered into the system. All rejections and C/I's also should have the first Felony review event added into the system with the end result.

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CRIMES

PRELIMINARY HEARINGS PROCESS

JULIE RUIZ
JCONFORTI@COOKCOUNTYGOV.COM

PRELIMINARY HEARINGS PROCESS FOR CRIMES

A case is assigned to a Branch Court from the Felony Review unit. An ASA will receive the case and begin to work up the file. Events need to be added in for next scheduled court dates, motions and findings that have been filed too. An ASA will choose the charge(s) for their case in CRIMES. The charge(s) shall be professional form, spelling correct as well as proper language.

ASA ROLE:

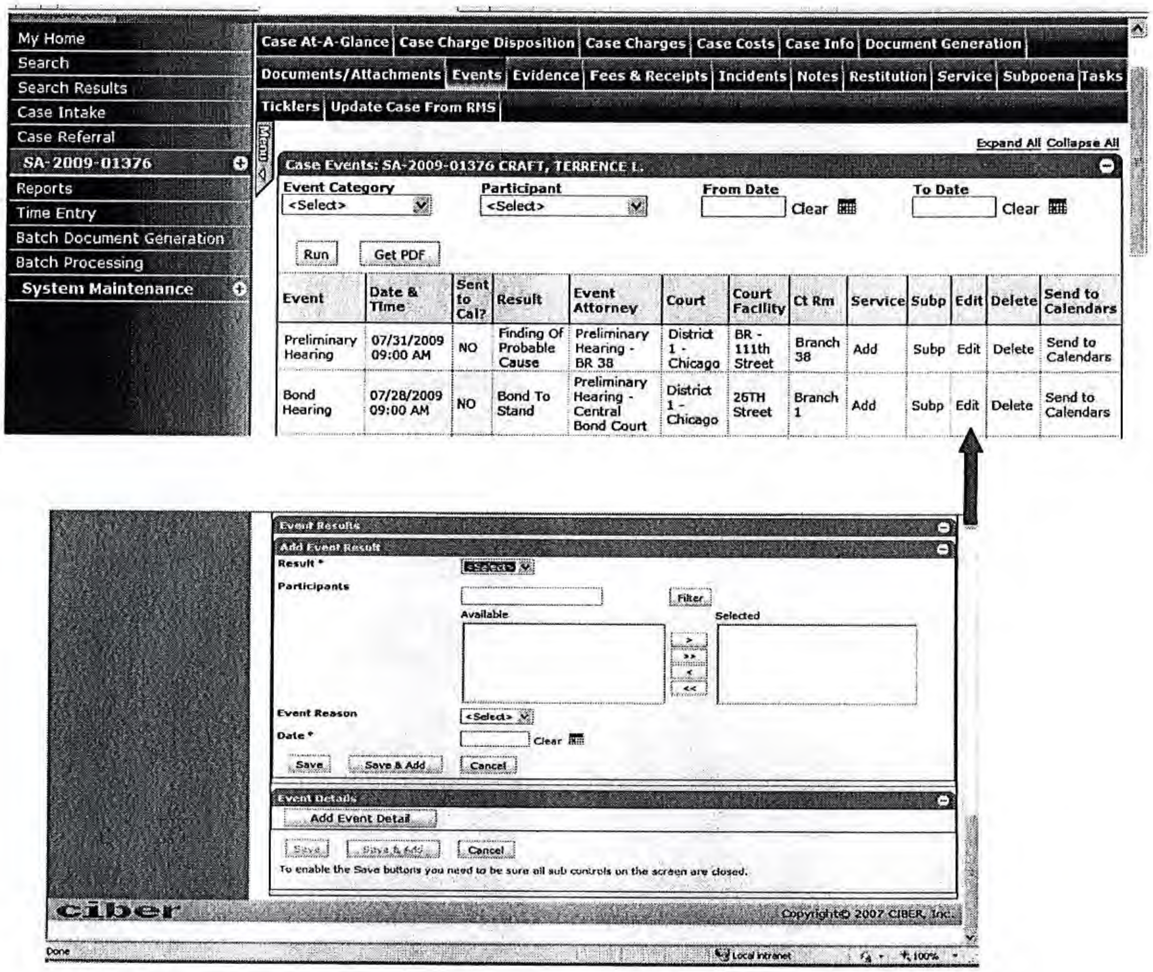
- Search for the case in CRIMES (RD# is best for searching)
- Handwrite the CRIMES number on the file
- Go to the EVENTS tab for that case
- Update the event for Bond Hearing with results
- Add Bond/Bail information for defendant (defendants tabs)
- Edit the Preliminary Hearing Event Felony Review scheduled
- Create the charges for the case
- Add all or any future Preliminary Hearings with results
- Supervisor approval/locking charges

UPDATING BOND EVENT

- Locate the EVENTS tab for the case
- Locate the Bond Event, click on EDIT
- Change the event attorney if needed
- Enter the Judge name for Bond Court

- Click on **ADD EVENT REULTS**
- Choose the corresponding result for that event
- Select the defendant(s) for that bond hearing results
- Enter the date for the result
- Click on **Save** for the result box
- Click on **Save** to save the whole event

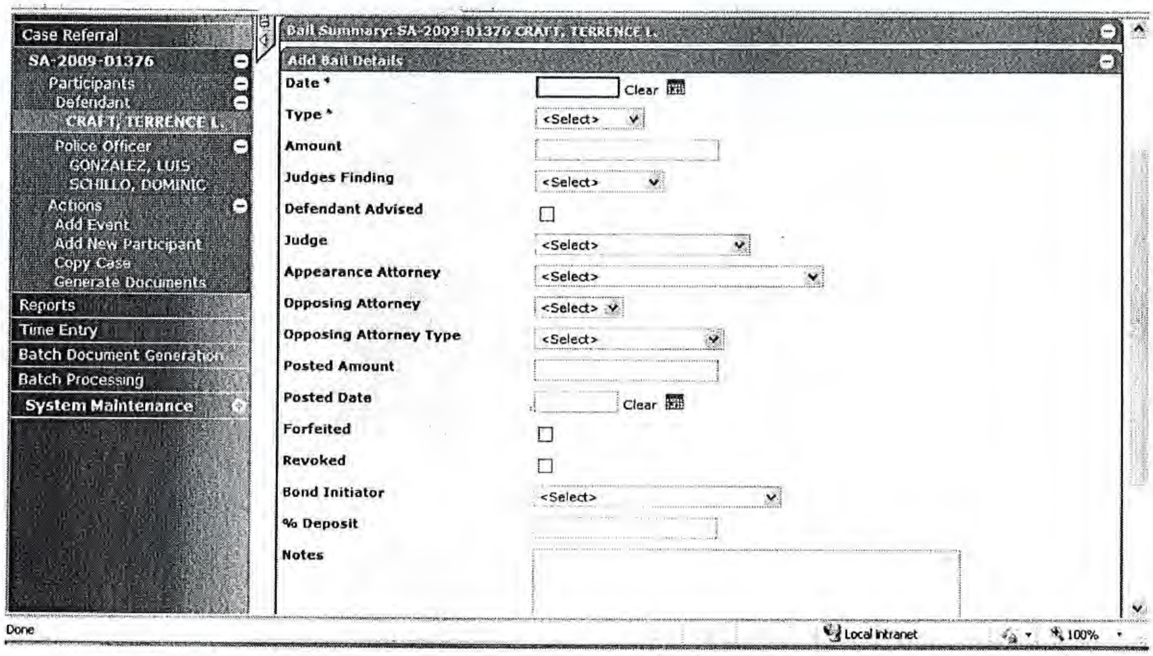
SEE ATTACHED SCREENSHOT



Adding the Bond Information (see below picture)

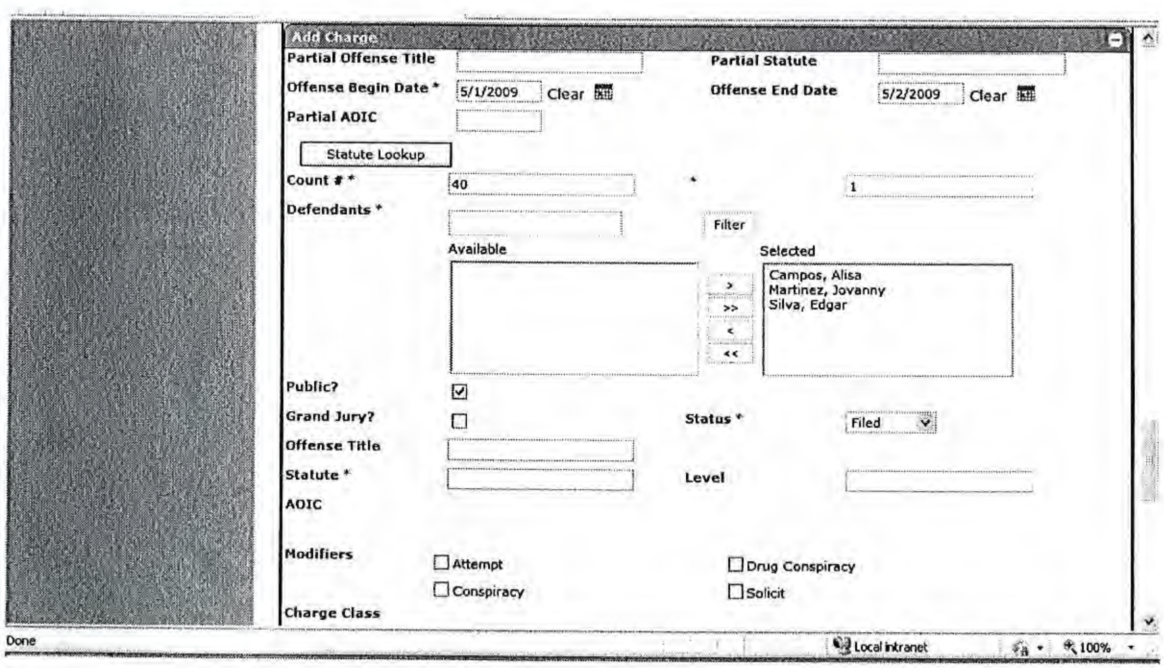
- Click on the [+] next to the CRIMES case number on the left menu
- Click on the defendant name
- Click on the BAIL TAB
- Enter the Date when Bond was set
- Type of Bond (D, C, I or No Bond)
- Amount of bond
- Judges Finding
- Appearance Attorney (ASA)
- Click on SAVE

It's required to enter all information on this tab, however if you have the information please enter the rest of the screen. If defendant has a private attorney, click on the attorney tab from the defendant's tabs.



Creating the Charges for your case

- Click on the CRIMES case number located on the left menu
- Locate the CASE CHARGES tab and click
- Edit the charge Felony Review charged the defendant with or if this is a drug case:
- Edit the defendant(s) number. Number the defendant accordingly
- Click on Save
- Click on ADD CHARGE



[A copy of the AOIC codebook should be downloaded on the desktop of the computer]

- Select the defendant(s) that are being charged with this charge
- Under the STATUS field place it in FILED
- Begin searching for your charge
- Fill in one of the three boxes and click on STATUTE LOOKUP
- Select the correct charge
- Begin to modify your charging language
- Click on Save to save the one charge, However if you need to charge another charge click on SAVE AND ADD

If the case is a Finding of probable cause on the first scheduled Preliminary Hearing, then you need to edit the scheduled Preliminary Hearing that Felony Review added.

- Locate the EVENTS tab for the case
- Locate the scheduled Preliminary Hearing
- Change the event attorney if needed
- Enter the Judge name for Preliminary Hearing

- Click on **ADD EVENT REULTS**
- Choose Finding of Probable cause for that event
- Select the defendant(s) for was FPC
- Enter the date for the result
- Click on **Save** for the result box
- Click on **Save and ADD,** schedule the arraignment date.

NOTE: Behind the scenes CRIMES will send an automated tickler to the Grand Jury unit requesting a CR# for the case. The Grand Jury unit will then place a CR# on the case in CRIMES and begin generated the Information packet.

To schedule the ARRAIGNMENT DATE

- EVENT CATAGORY = **TRIAL**
- EVENT = **Arraignment**
- Select the defendant(s) for arraignment
- Date = **The Scheduled Arraignment Date**
- Time = **9:00 AM**

- Court = **District 1 – Chicago**
- Court Facility = **26th Street**
- Court Room = **Leave Blank**
- Event Attorney = **Leave Blank**
- Event Staff = **Leave Blank**

Once the Grand Jury unit is completed with the information packet, the Grand Jury unit will send the Supervisor of that Branch Court a tickler to "Lock Charges".

SUPERVISOR: Locate the CASE CHARGES tab for that case.
MAKE SURE THE CHARGES ARE GOOD TO GO

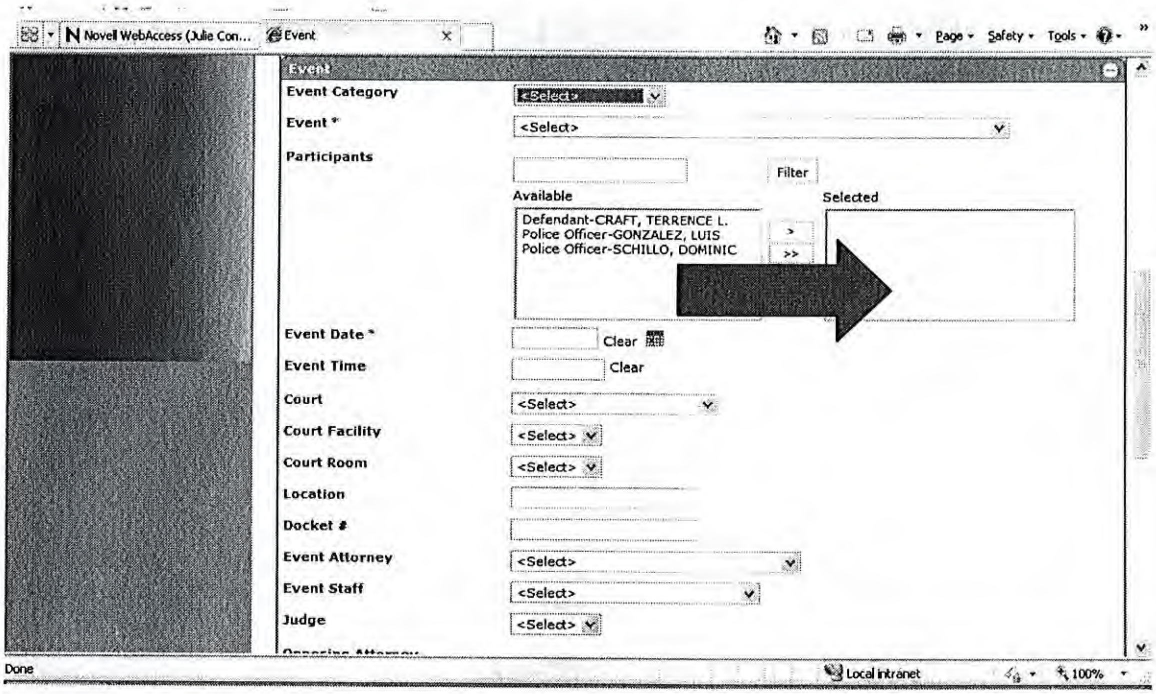
Scroll to the bottom of the charges screen, locate the **LOCK CHARGE** button and click. The system will give you a message indicating are you sure you want to lock charges? Click OK.
Charges are locked and the charges are sent to the Clerks Office automatically.

If your Preliminary Hearing is continued instead of Finding of Probable Cause you may need to add another event.

To schedule the next Preliminary Hearing:

- EVENT CATAGORY = **Hearings**
- EVENT = **Preliminary Hearing**
- Select the defendant(s) for the Preliminary Hearing
- Date = **The Next Court Date** (Prelim Hearing)
- Time = **9:00 AM**
- Court = **District 1 – Chicago**
- Court Facility = **26th Street or the Felony BR Location**
- Court Room = **Choose BR Court**

- Event Attorney = **Select Preliminary Hearings Workgroup**
- Event Staff = **Admin Staff**



When a case has a finding of probable cause the BR Court will send it to the Grand Jury for processing.
For Indictments: The Preliminary Hearing Branch Court will schedule the date for the Indictment:

To add the GRAND JURY EVENT:

- EVENT CATAGORY = **GRAND JURY**
- EVENT = Direct Indictment or Indictment (Direct Indictment if the defendant has not yet been arrested)
- Select the defendant(s) that is being indicted
- Date = **The date of indictment**
- Time = **9:00 AM**
- Court = **District 1 – Chicago**
- Court Facility = **26th Street**

- Court Room = **GRAND JURY**
- Event Attorney = **Grand Jury ASA's**
- Event Staff = LEAVE BLANK

Click on Save.

The charges should be worked up as well for indictments. The Grand Jury ASA's will add or modify any charges that are needed.

Court Call Reports:

Click on reports, located on the left menu
Click on Docket Update
Fill in the necessary fields to complete your court call for your Branch Court.

GLOSSARY

CASE INTAKE – Located in the left menu, this is where any case or incident is created into CRIMES

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CRIMES

TRAFFIC
PRELIMINARY HEARINGS PROCESS

JULIE RUIZ
JCONFORTI@COOKCOUNTYGOV.COM

PRELIMINARY HEARINGS PROCESS FOR CRIMES

A case is assigned to a Branch Court from the Felony Review unit. An ASA will receive the case and begin to work up the file. Events need to be added in for next scheduled court dates, motions and findings that have been filed too. An ASA will choose the charge(s) for their case in CRIMES. The charge(s) shall be professional form, spelling correct as well as proper language.

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- Enter the date for the result
- Click on **Save** for the result box
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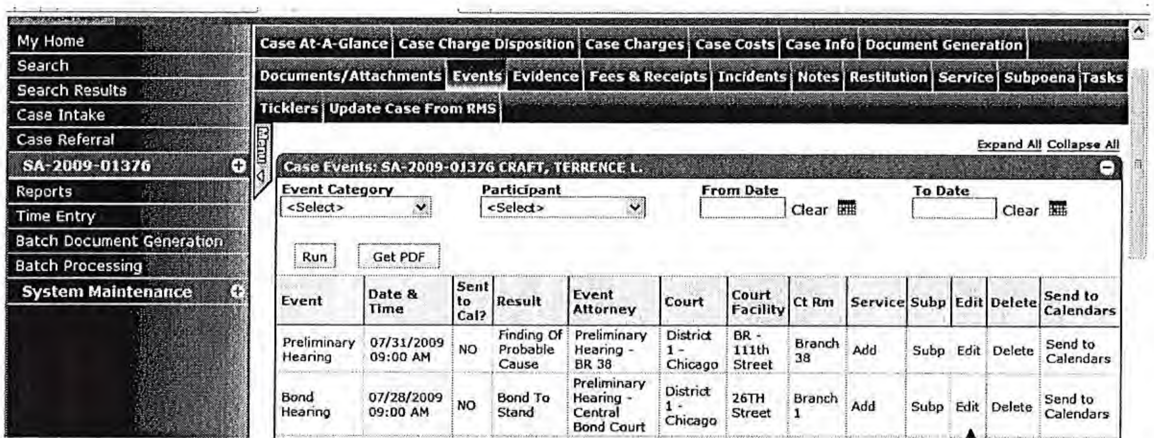
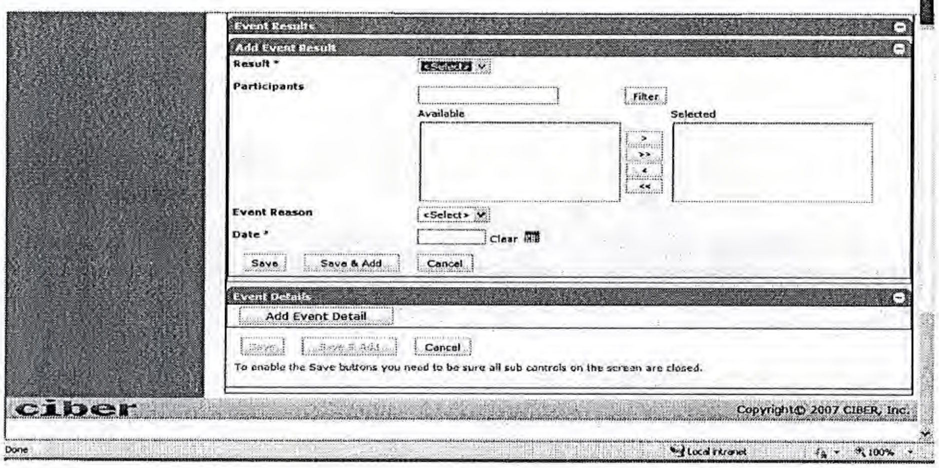
SEE ATTACHED SCREENSHOT





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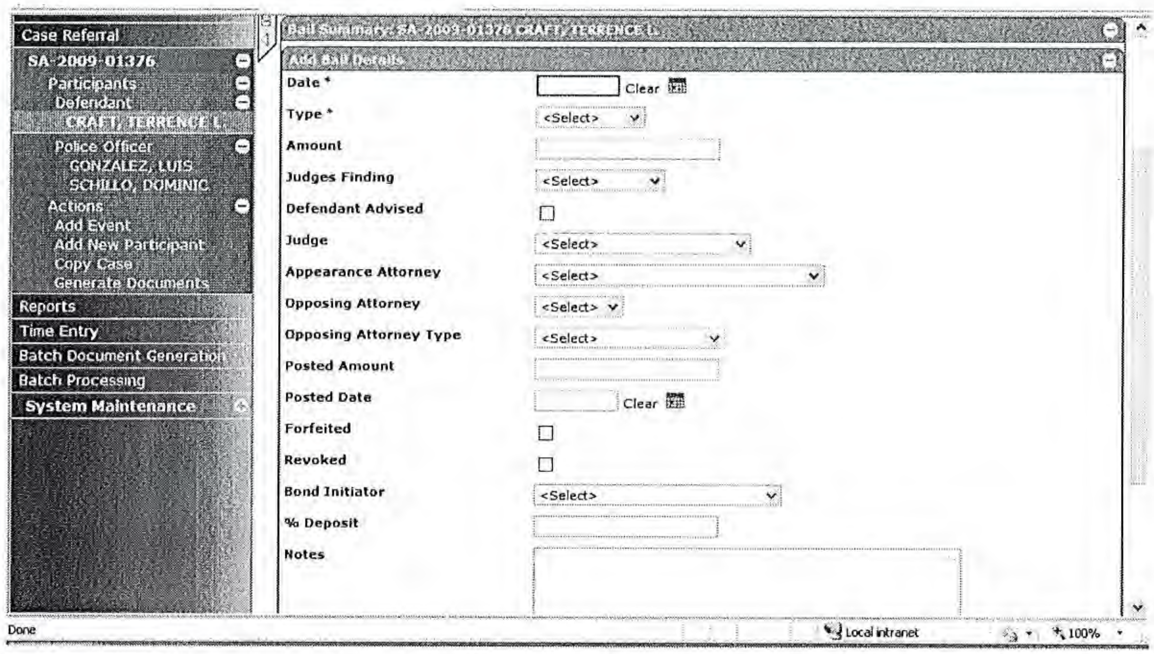

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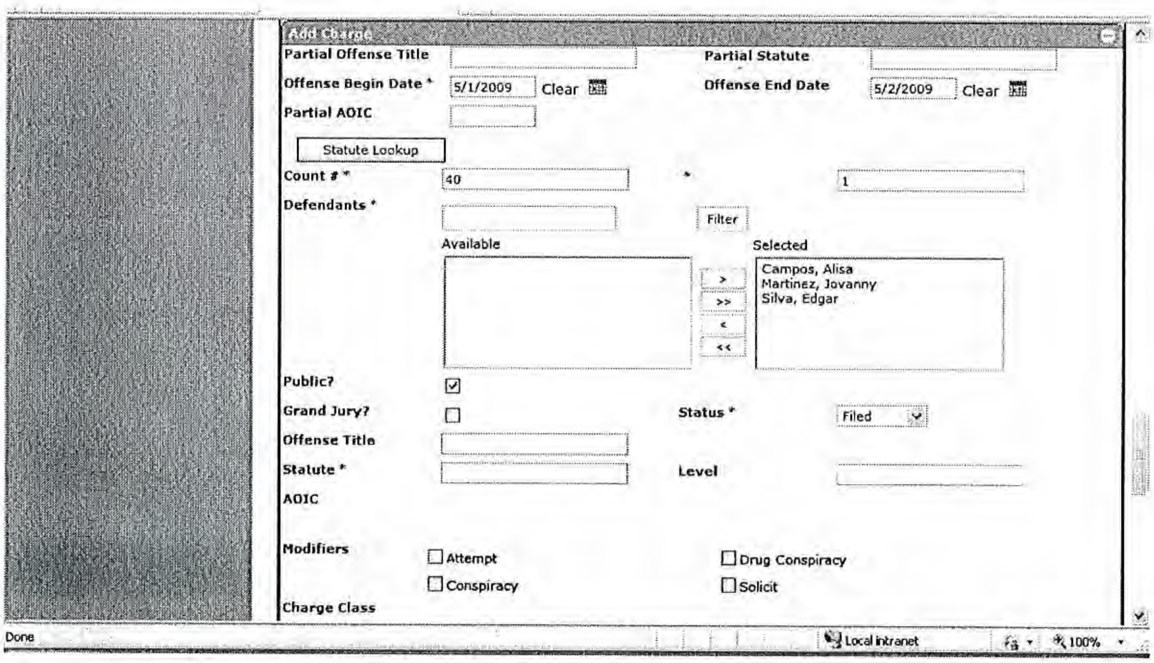

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- Click on **ADD EVENT REULTS**
- Choose Finding of Probable cause for that event
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- Court Facility = **26th Street**

- Court Room = **Leave Blank**
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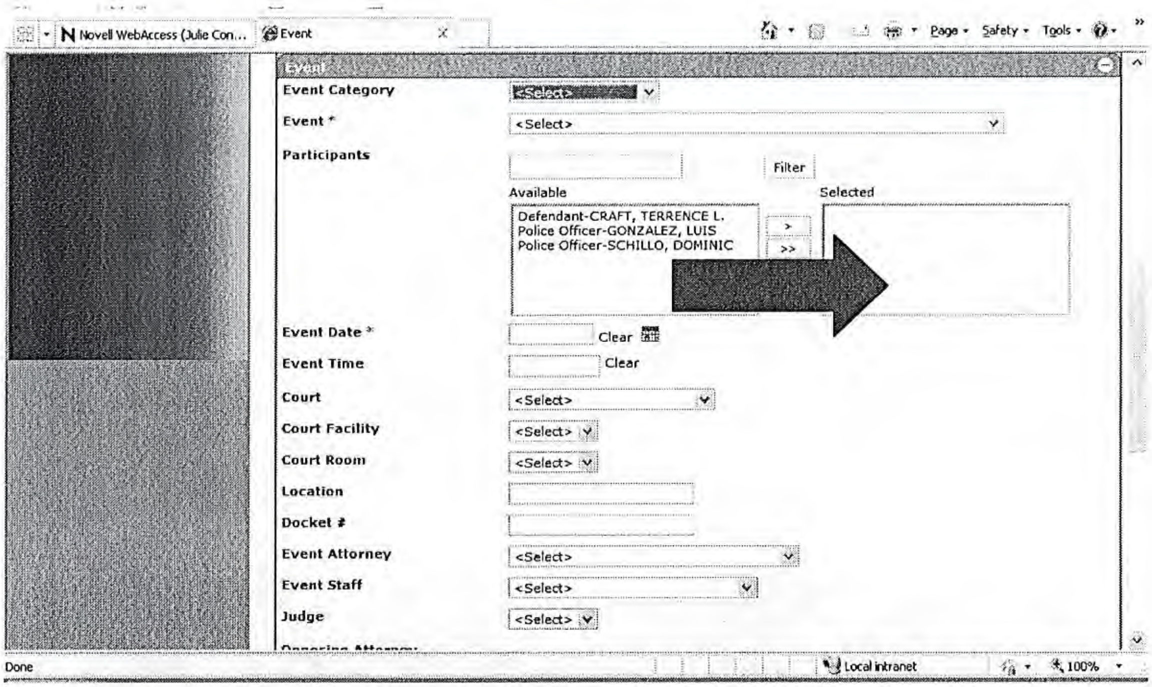

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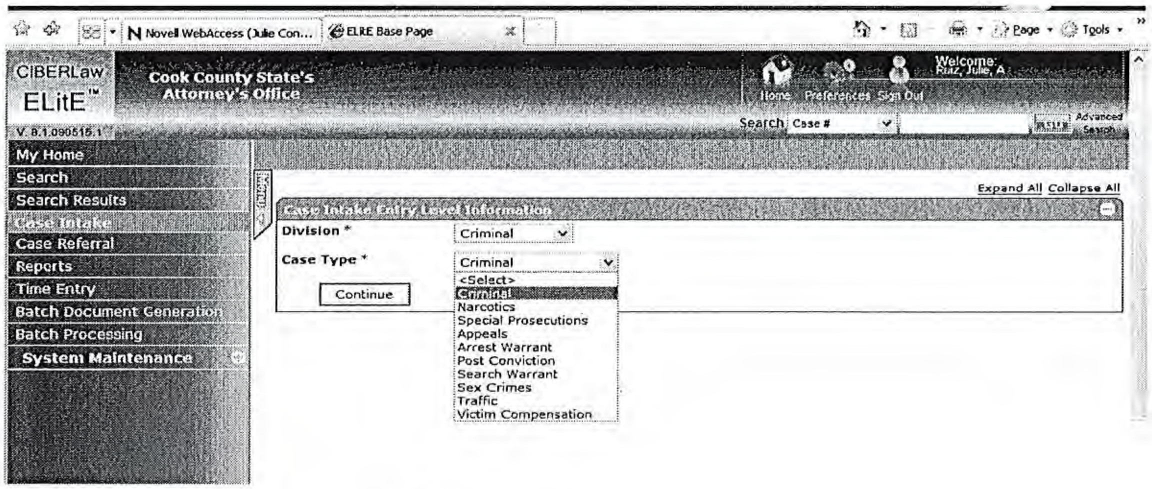
CRIMES

Narcotics Case Intake

JULIE RUIZ
JCONFORTI@COOKCOUNTYGOV.COM

NARCOTICS CASE INTAKE



Select [**CASE INTAKE**] on the left hand column,

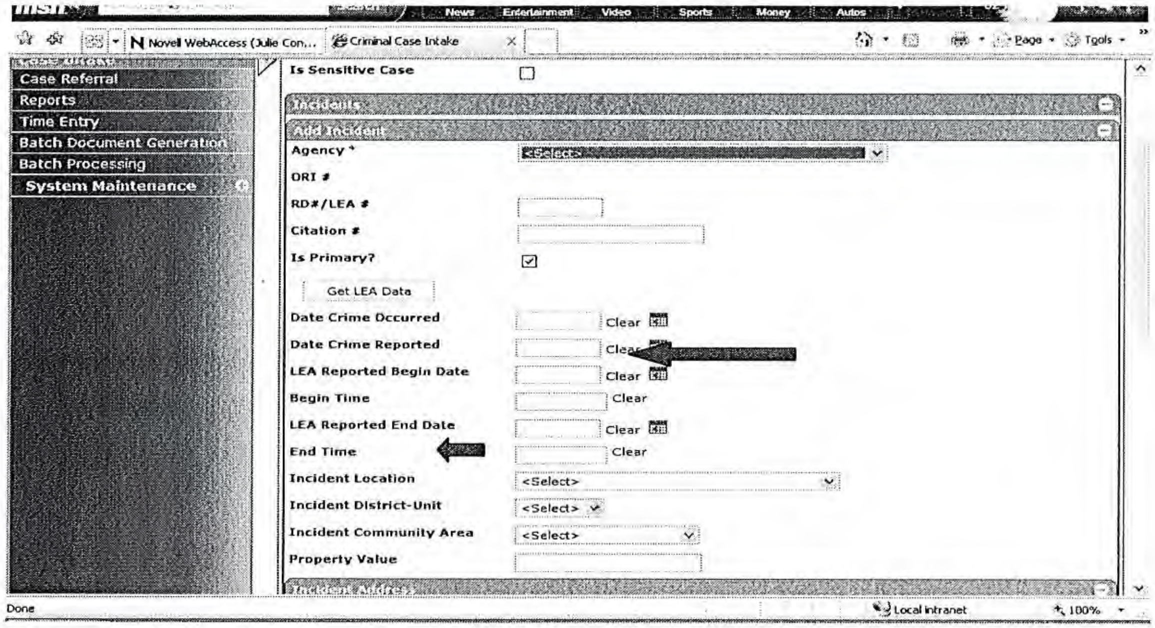
The screen will open up, select:

Division = **CRIMINAL**

Case Type = **CRIMINAL**

<u>NOTE:</u> Narcotics Cases that come from Special Prosecution, Complex etc... Should choose Narcotics Case Type, Regular bond court narcotics cases receive criminal case types.

Then click [**Continue**]



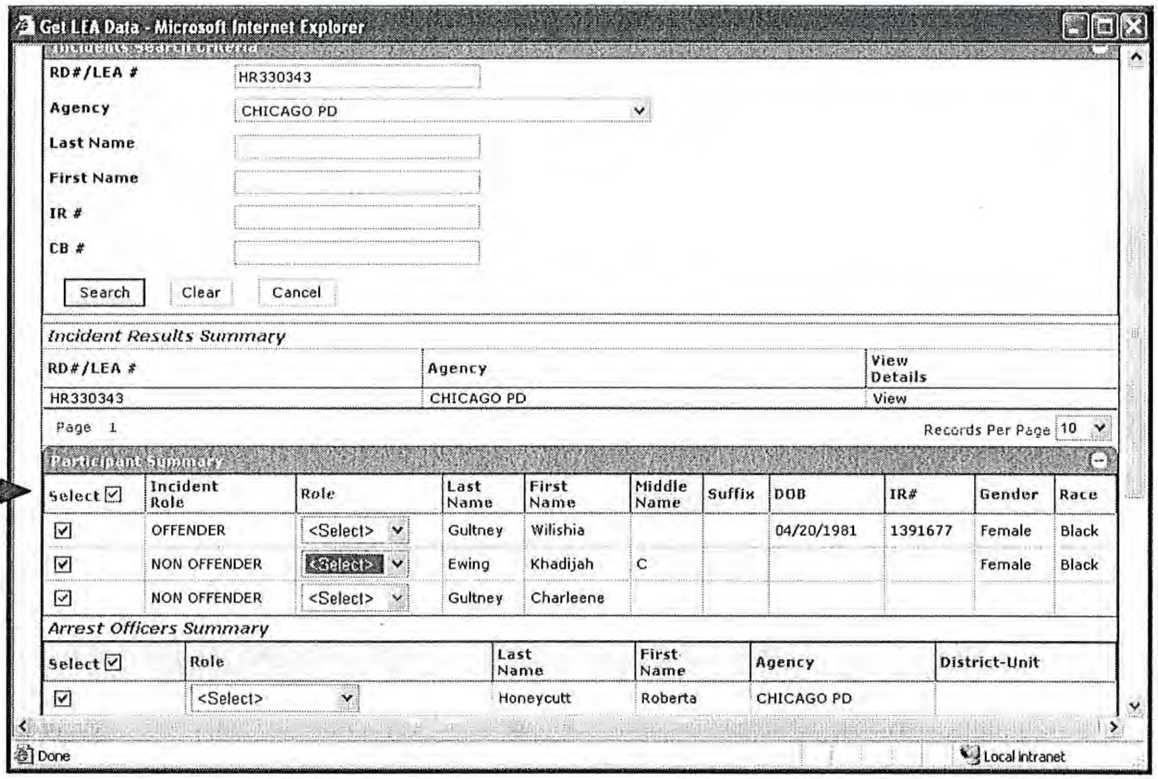
FILL IN:

Agency (Choose the "AGENCY" where the RD# originated from)

RD#/LEA#: Type in the RD#/LEA# in the box. Type in the RD/LEA exactly as it appears. If the RD/LEA has dashes insert the dashes. If no results, enter case in manually.

Click on **[Get LEA Data**]
(this will take you to a separate screen and pull the information currently in I-Clear for Chicago and Suburban Police Agencies. It will not generate information if the police departments did not enter it into live-scan yet).

A "Pop-up" screen will appear with your participant information. Each Participant in CRIMES has to have a role. Select the correct role for each participant. Keep in mind that CRIMES automatically selects all participants to be brought in. Make sure you check or un-check your participants that you want to appear in your case.



Get LEA Data - Microsoft Internet Explorer

Incidents Search Criteria

RD#/LEA # HR330343

Agency CHICAGO PD

Last Name

First Name

IR #

CB #

Search Clear Cancel

Incident Results Summary

RD#/LEA #	Agency	View Details
HR330343	CHICAGO PD	View

Page 1 Records Per Page 10

Participant Summary

Select ☑	Incident Role	Role	Last Name	First Name	Middle Name	Suffix	DOB	IR#	Gender	Race
☑	OFFENDER	<Select>	Gultney	Wilishia			04/20/1981	1391677	Female	Black
☑	NON OFFENDER	<Select>	Ewing	Khadijah	C				Female	Black
☑	NON OFFENDER	<Select>	Gultney	Charleene						

Arrest Officers Summary

Select ☑	Role	Last Name	First Name	Agency	District-Unit
☑	<Select>	Honeycutt	Roberta	CHICAGO PD	

Done Local intranet

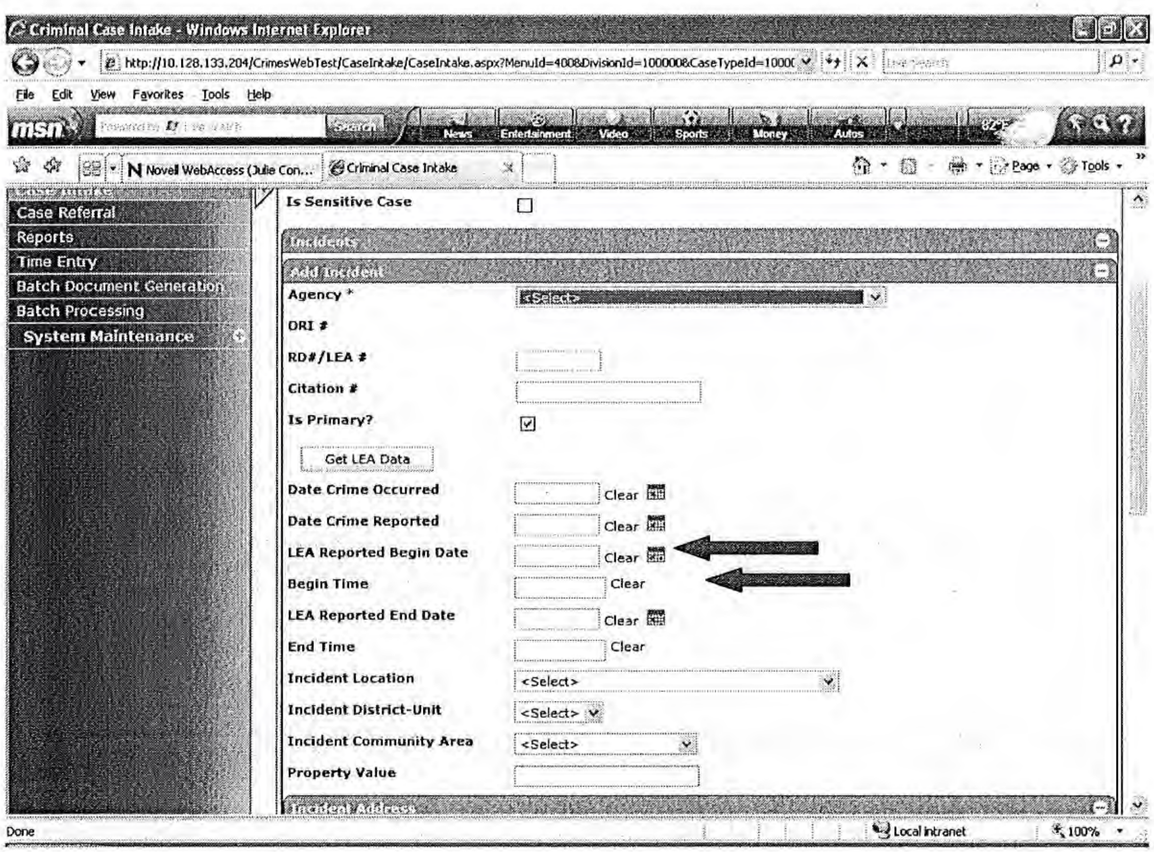
Do not select "State of Illinois" or any witnesses marked "Refused"

Once you selected the role for each participant that you would like to bring into CRIMES, click on [**IMPORT**] (This takes you back to the incident screen)

In **ADD INCIDENT** box:
Fill in:

- **LEA Reported Begin Date** (date when incident took place, this date will show on the charge(s)
- **Begin Time** (the time the crime took place)
- **LEA Reported End Time** (only entered if the crime had a continuing date. EXAMPLE: January 1, 2009 continuing through January 31, 2009
- **End Time** (the time the crime ended, if applicable)

- **Incident Location** (if on a public way or within 1000 feet of a school, etc (Narcotic Cases)
- **Incident District-Unit** (CPD cases only)
- **Incident Community Area** (optional, may be used for tracking later)
- **Property Value** (if needed)
- **Incident Address** (fill out street address then put in your zip code CRIMES will fill in the rest)(YOU MUST HAVE A ZIP CODE)



Incident Summary (used only for Felony Review cases)

Add Drug Box – This will soon be removed from CRIMES. DO NOT USE
Add Incident Detail (If applicable) Make sure you click **SAVE** if you entered any information. Click on **CANCEL** if you did not enter information.

Then click **SAVE** **- This saves your incident information.**

In **CASE INFORMATION** box

- click on the [+] sign
- **Case Subtype** = Narcotics Bureau
- **Offense Category**= Narcotics
- **Received Date** = current day

ASSIGNED STAFF / Add assigned staff

- Fill In: **Assigned Staff Type** = ASA or Workgroup
- **Assigned Staff =** yourself or other
- **Assigned Begin Date** = type T for today or T-1 yesterday's date
- **Assigned Begin Time** = Begin Time
- **Assigned End Date** = (If applicable)
- **Assigned End Time** = (If applicable)
- **Assigned by** = Yourself / Supervisor

NOTE: [The assigned staff fields are also used to assign a case to an employee or workgroup within the office]

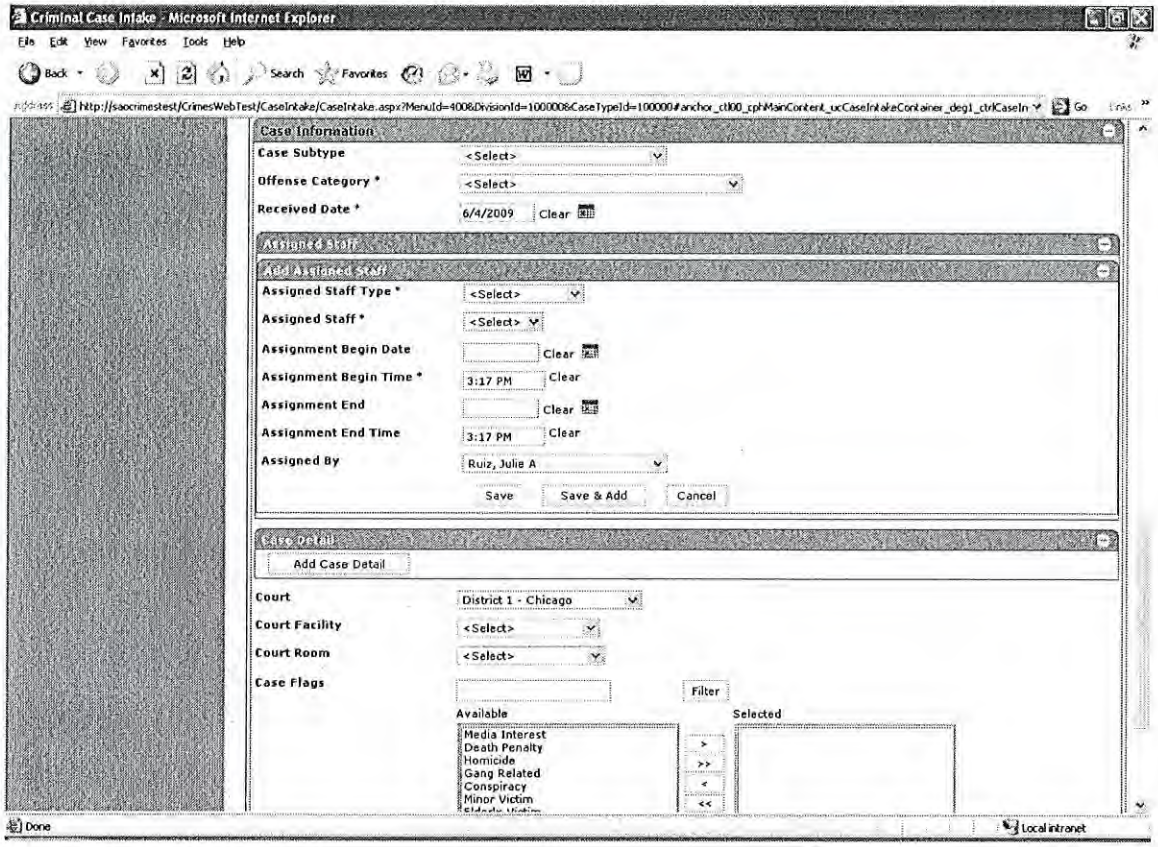
Once your assigned staff screen is completed click on **SAVE,** unless you need to assign another person to this case click on **SAVE AND ADD.**

Add Case Detail
Add the lead municipal number or any other numbers that apply here.
click **SAVE** if you added any information.

COURT INFORMATION

- **Court** = If this were a Chicago case, the "Court" would be District 1-Chicago.
- **Court Facility** = 26th Street or the appropriate branch court.
- **Court Room** = choose the corresponding courtroom

Case Flags = (if applicable)



In **PARTICIPANTS** box: (Each person must be done separately)
Click on the [+] at the right of Participant box to drop open the participants screen.
You will see the participants that you imported from I-Clear
You must click on **EDIT** to right of each participant's name.
Click on **[Known Person Search]**
Must perform a **Known Person Search (KPS)** on all participants.

By performing a (KPS) on all participants, CRIMES will search the system to find these participants if they are present on other criminal cases in the system.

Select the **Soundex** box for the first and last name, again click on **Known Person Search**

If no results, select **CANCEL**; this will take you back into the participant screen.
If any results are shown, verify the information by clicking on **View.** You have to determine if this is the same person, you conducted your known person search on. If it is the same person click **Select.** Information will be populated into your participant fields that were not filled out, i.e.…hair color, eye color, address etc…
[This will relate the case. An employee will be able to view existing cases the participant is involved in within the system.]

Once you completed the Known Person Search and when editing a defendant you must select the participant status for defendants. If the defendant has been approved for charges select **APPROVED.**

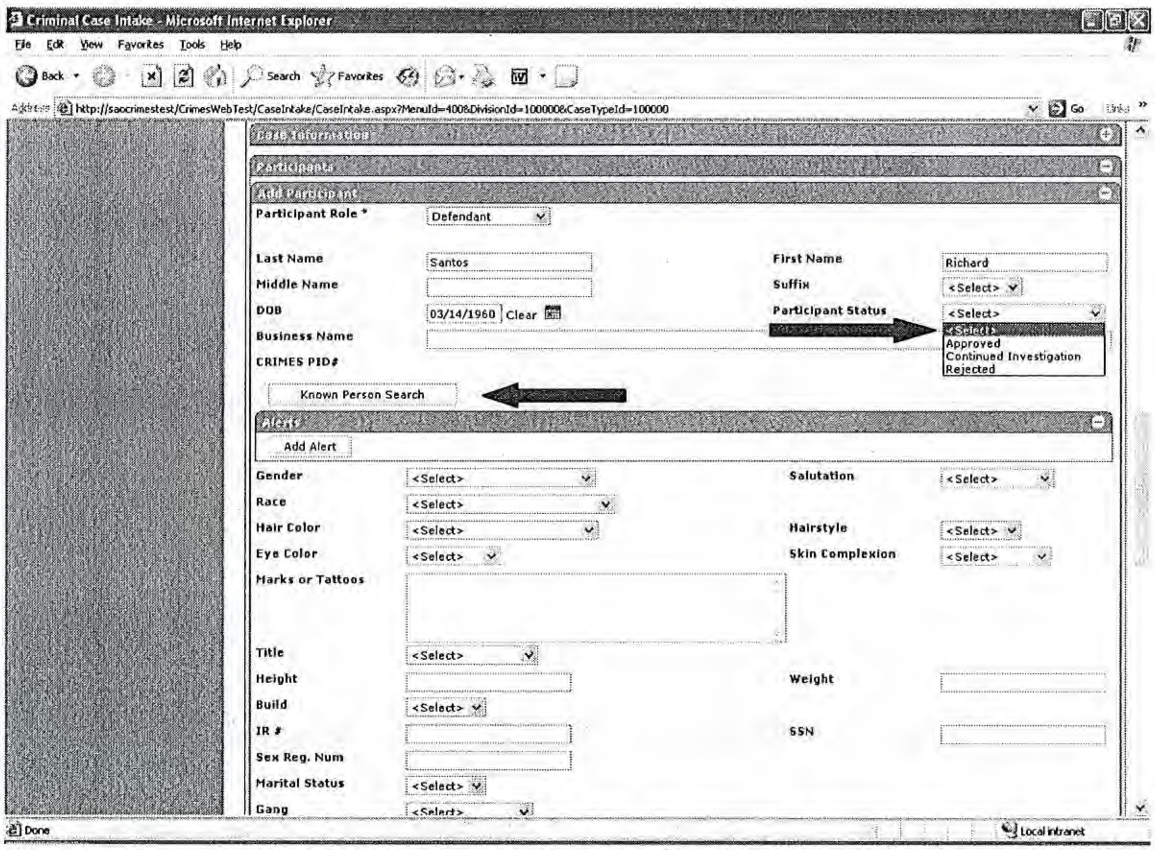
Participant statuses are only required for Defendants.

If the participants address was not pulled over from I-CLEAR and you have to manually enter, click on the address box. REMEMBER: A zip code has to be entered for the address to be valid.

<u>MUST PUT IN THE MC# IN DEFENDANT'S PARTICIPANT SCREEN</u>

Fill in as much of the information for your participant as you can, at the bottom of the screen click **SAVE**.

NOTE: All participants in CRIMES must have a Known Person Search conducted before clicking on the SAVE.



Once you have conducted Known Person Searches for **<u>all</u>** your participants you may click on **CREATE CASE**. The system will automatically generate the CRIMES case number. The number will appear in the left menu.

NOTE: If you need to enter another case through case-intake (data entry) you can click on CREATE CASE AND ADD. This will give you a new case intake screen and your previous intake case's number will appear on the left navigation.

Once you created a case in CRIMES, you will be at case level. Notice the case level tabs located at the top of the screen. Click on any of the tabs to add additional information for your case.
To add any information for a participant click on the participant's name, notice the tabs for that participant.

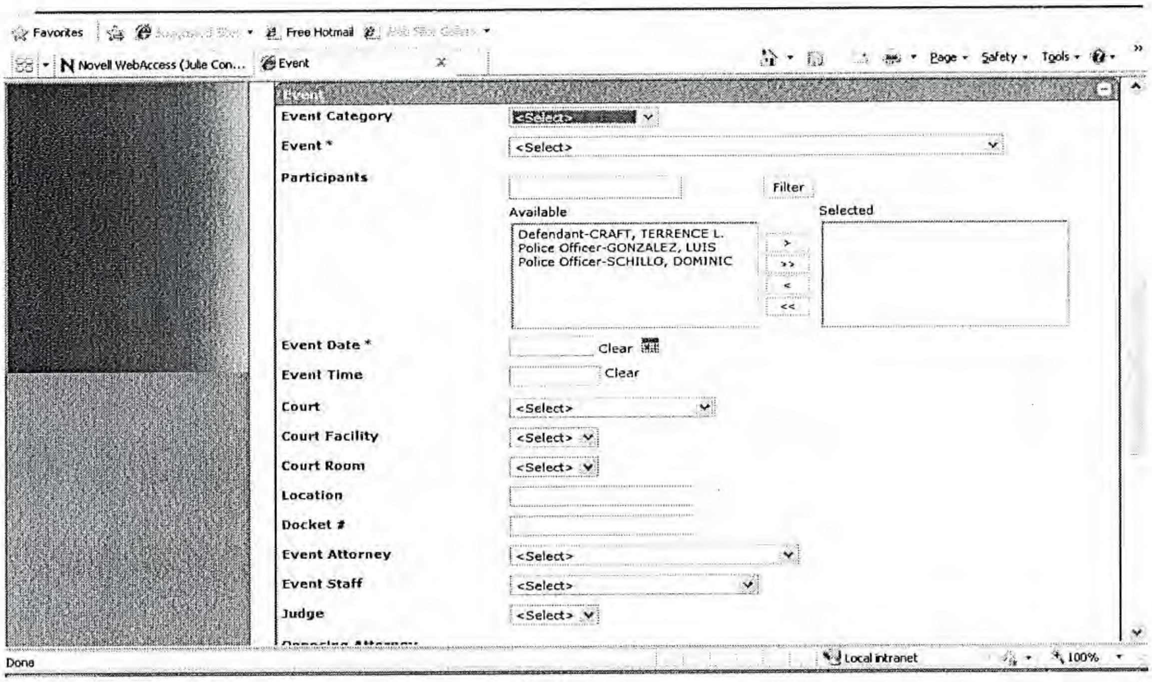
ADDING THE BOND EVENT

- Locate the Events tab for the case
- EVENT CATEGORY = **Hearings**
- EVENT = **Bond**
- Select the defendant(s) for Bond Hearing
- Date: = **The date heard in Bond Court**
- Time = **11:45 AM** (bond court starts)
- Court = **District 1 – Chicago**
- Court Facility = **26th Street**
- Court Room = **Rm 101**
- Event Attorney = **Preliminary Hearings – Central Bond Court**
- Event Staff = **Admin Staff**
- Judge = **Judge in Bond Court**
- Click on **Add Event Results**
- Select the result for the Bond Hearing (Bond Set, Bond Denied etc….)
- Select the defendant
- Enter the date the bond result was
- Click on Save (save the end result box)

- Then click Save and Add (schedule the Next Court Date Preliminary Hearing)

To schedule the next Preliminary Hearing:

- EVENT CATAGORY = **Hearings**
- EVENT = **Preliminary Hearing**
- Select the defendant(s) for the Preliminary Hearing
- Date = **The Next Court Date** (Prelim Hearing)
- Time = **9:00 AM**
- Court = **District 1 – Chicago**
- Court Facility = **26th Street or the Felony BR Location**
- Court Room = **Choose BR Court**
- Event Attorney = **Select Preliminary Hearings Workgroup**
- Event Staff = **Admin Staff**



GLOSSARY

CASE INTAKE – Located in the left menu, this is where any case or incident is created into CRIMES

CASE LEVEL – All case related tabs appearing on top of the screen, these tabs pertain to the case as a whole

DOC BIN Tab – Enter this tab through your home page. Any document that you generated will appear here awaiting for you to view, edit, save or print and save. Once you save your document from the doc bin, your document will attach to the case it was created from and appear in the "Documents and Attachments" tab at Case level.

DOCUMENT GENERATION – At case level tab, create documents within the system for your case. Create any form that is present within CRIMES, ie motions, orders, Grand Jury subpoenas, records subpoenas, letters etc…

GENERATE – Processing a document through CRIMES from a particular case and retrieving the document from your doc bin without the edit process.

GENERATE AND EDIT – Processing a document through CRIMES from a particular case with edit capabilities before you save the document to the case.

GENERATE AND PRINT – Processing a document within CRIMES that is automatically printed and saved to the case

KPS – Know Person Search, this has to be performed for every participant added or imported into CRIMES

LEA – Law Enforcement Agency

PARTICIPANT – **Any** person associated within a case in CRIMES, including defendants, victims, witnesses, chemists, and police officers.

PARTICIPANT LEVEL – Clicking on a participant within a case in CRIMES, each participant will have their own tabs depending on the role (defendant, victim etc..) of the participant.

PARTICIPANT STATUS – This is given only to the defendant(s) at Felony Review level. If the defendant were approved from Felony Review or Narcotics Bond Court the end user would select "Approved". This allows the end user to create charges for their case. Only defendants with "Approved" status can be charged.

TICKLER - Is an in system reminder. A user can create a tickler and send the tickler to ASA, Staff, Victim Witness Coordinator, Investigator etc. Once a tickler is created from a case and sent to an individual the tickler is attached to that case in CRIMES. ***TICKLERS SHALL NOT BE USED FOR PERSONAL MESSAGES***. Ticklers should be used ***ONLY*** for case related information.