



**NEW YORK STATE
UNIFIED COURT SYSTEM**

HON. JUDY HARRIS KLUGER
DEPUTY CHIEF ADMINISTRATIVE JUDGE FOR
COURT OPERATIONS AND PLANNING

OFFICE OF COURT ADMINISTRATION

BRUNA L. DIBIASE
CHIEF OF STAFF

DCAJ - Court Operations and Planning Bulletin

Number 02/07

November 27, 2007

TO: IDV Court Staff

SUBJECT: Technical Support

A new version of the IDV Application has been released (Version 5.0). The new version contains many new features including new and improved ways to run court calendars. A detailed release note is attached that provides instructions on how to use all of the enhancements.

New Features and Enhancements include:

- 8 Updated Printed Calendar options driven by case type, family, alphabetically by last name or by time certain, with internal and public versions of each
- Calendar generation by Judge association for any calendar type
- Top Charge description displayed on all internal calendar versions
- Multiple Respondent and Defendant names per docket displayed on all calendars
- Display and Sort by primary court-ordered program on the Case Select screen
- Court Appearance Time added to Next Court Date column
- Event/Response tracking to monitor infractions with associated sanctions, and achievements with associated rewards
- Ability to track and assign court part names by court-maintained drop-down list
- Ability to track and assign law guardians by court-maintained drop-down list
- Ability to track attorney fax number
- Ability to track petitioner cell phone and email address

Bruna L. DiBiase
Chief of Staff

Release Note

**IDV Application
IDV and DV Courts**

**Version 5.0
October, 2007**

Highlights

IDV Application Version 5.0

October, 2007

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New Features

1. Calendar Enhancements

The IDV Application allows the user to run numerous new calendar options. The Public and Internal Calendars each provide two additional choices: a public calendar driven by Name and by Time certain. These are in addition to the existing public calendars driven by Case Type or by IDV Family.

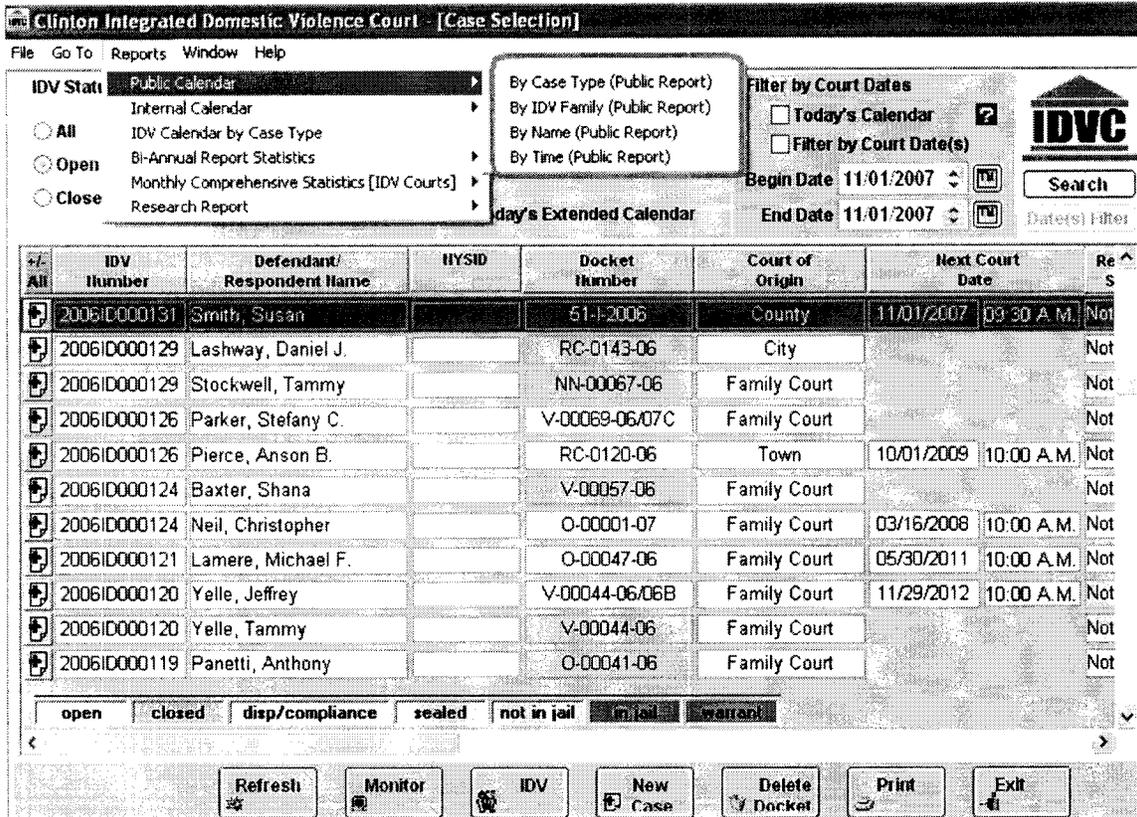


Figure 1 – Public Calendar Selections

To run the various Public Calendar selections, choose **Public Calendar** from the **Reports** menu as shown in Figure 1 above. The four sub-selections are presented in another menu.

To run the various Internal Calendar selections, choose **Internal Calendar** from the **Reports** menu.

1.a. Calendar Sorting

Each new calendar now displays a header that defines the calendar type and sorting of all of the information on that calendar. The Header is on the top right of each printed page of each calendar. In the example below, the components of the header **Form P – By Case (CNTP)** represents the following:

Form P = Public

By Case = By Case type

(CNTP) = Sorting of the various elements:

1. Case Type (C), specifically Criminal, then Family, then Matrimonial
2. Name (N), alpha by last name
3. Time (T), court appearance time
4. Petition/Docket (P), the actual petition or docket number

Therefore, if there are two criminal appearances for the same person at the same time, the cases would ultimately be sorted in order by the Petition/Docket number, the 4th sorting level above:

Mary Smith 2007-IDV-000112 9:30am

Mary Smith 2007-IDV-000235 9:30am

Each calendar displays a header on each page with the relevant information to allow the user to determine the calendar type, and in which order the elements will be sorted.

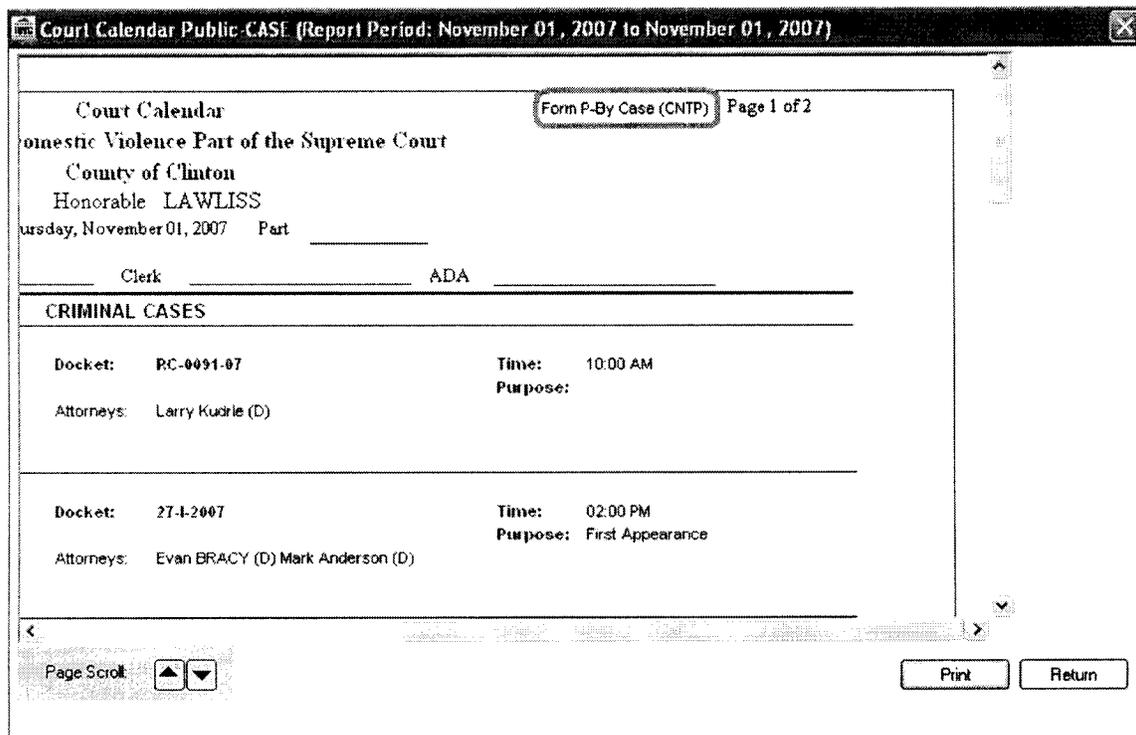


Figure 2 – CalendarType and Sorting Header

1.b. Charge Description on Calendar

For the Internal Calendars which display the top charge, the charge description now also appears on the calendar, as shown below.



Figure 3 – Charge Description on Internal Calendar

1.c. Multiple Parties and Attorneys on Calendar

If a petition has multiple respondents or defendants, the calendar now displays the names of all parties and their associated attorneys, as shown below.

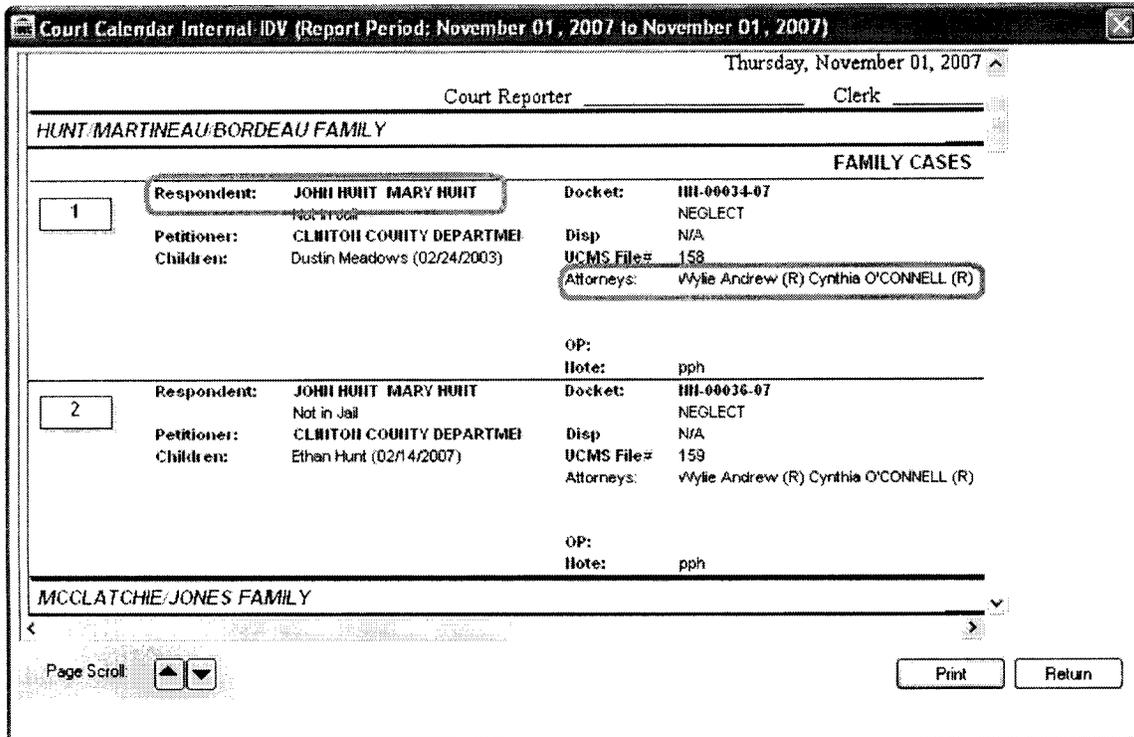


Figure 4 – Multiple Respondents and Associated Attorneys

1.d. Calendar Generation by Judge

For all possible iterations of the calendar, the judge assignment can be selected. This means that if your court has multiple judges, when you select one judge name only the cases assigned to that judge for that day's calendar will print. The default judge defined for your court will display automatically, but other judge names appear on the drop-down list.

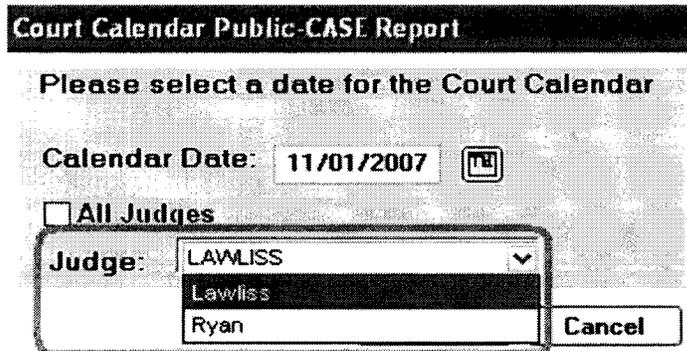


Figure 5 – Judge Selection for Calendar

If it is preferable to have all possible cases print regardless of judge assignment, there is an override checkbox selection of "All Judges" as shown below. If this is selected, the court Default Judge name will print as the judge name at the top of the calendar.

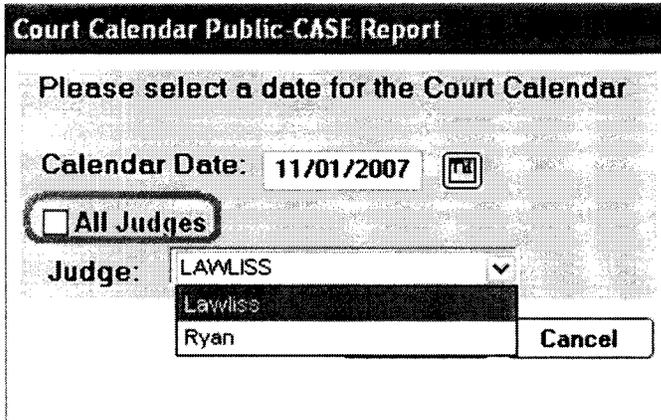


Figure 6 – All Judges Selection for Calendar

2. Court Ordered Program display and sort functionality

The ability to see and sort by the primary Court Ordered Program has been added to the main case select screen.

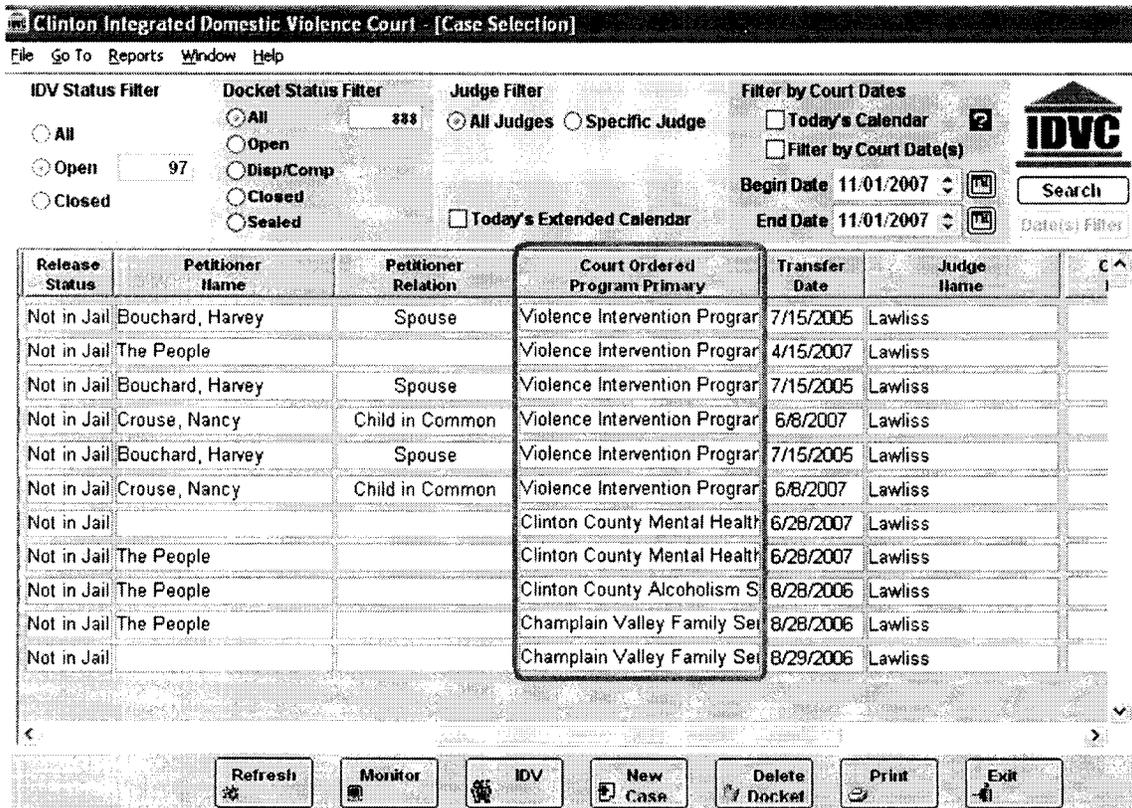


Figure 7 – Court Ordered Program column added to case select screen

3. Court Appearance Time added to Next Court Date Column

The ability to see and sort by both the next court appearance date and time has been added to the main case select screen.

Clinton Integrated Domestic Violence Court - [Case Selection]

File Go To Reports Window Help

IDV Status Filter
 All
 Open 97
 Closed

Docket Status Filter
 All 333
 Open
 Disp/Comp
 Closed
 Sealed

Judge Filter
 All Judges Specific Judge
 Today's Extended Calendar

Filter by Court Dates
 Today's Calendar
 Filter by Court Date(s)
 Begin Date 11/01/2007
 End Date 11/01/2007

IDVC
 Search
 Date(s) Filter

IDV Number	Defendant/Respondent Name	NYSID	Docket Number	Court of Origin	Next Court Date	Rel Str
2007ID000163	McClatchie, Robert		V-00047-07	Family Court	11/1/2007 01:45 P.M.	Not i
2007ID000163	McClatchie, Robert		V-00046-07	Family Court	11/1/2007 01:45 P.M.	Not i
2006ID000131	Bonville, Cory M.		O-00042-07	Family Court	11/1/2007 10:00 A.M.	Not i
2007ID000163	McClatchie, Robert		RC-0091-07	Town	11/1/2007 10:00 A.M.	Not i
2007ID000159	Hunt, John		NN-00036-07	Family Court	11/1/2007 10:00 A.M.	Not i
2007ID000159	Hunt, John		NN-00034-07	Family Court	11/1/2007 10:00 A.M.	Not i
2006ID000131	Bonville III, Bruce		NA-00074-06	Family Court	11/1/2007 10:00 A.M.	Not i
2006ID000131	Smith, Susan		51-I-2006	County	11/1/2007 09:30 A.M.	Not i
2006ID000131	Bonville III, Bruce		51-I-2006	County	11/1/2007 09:30 A.M.	Not i
2005ID000137	Rabideau-Burkett, Bonnie		NA-00088-06	Family Court	10/29/2007 10:00 A.M.	Not i
2005ID000137	Rabideau-Burkett, Bonnie		NA-00089-06	Family Court	10/29/2007 10:00 A.M.	Not i

open closed disp/compliance sealed not in jail

Refresh Monitor IDV New Case Delete Docket Print Exit

Figure 8 – Time certain added to next court date column

4. Event/Response Tracking

A new tab has been added to the Monitor screen allowing courts to track key events that occur in DV and IDV court situations, and the responses that the court takes. The new “Event/Response” tab allows courts to indicate Infractions (such as lateness or lack of attendance in a court-ordered program) and the court’s associated Sanctions (such as increase in judicial monitoring). Additionally, Achievements and Rewards can also be tracked. The new tab is accessible from the Monitor button on the main screen.

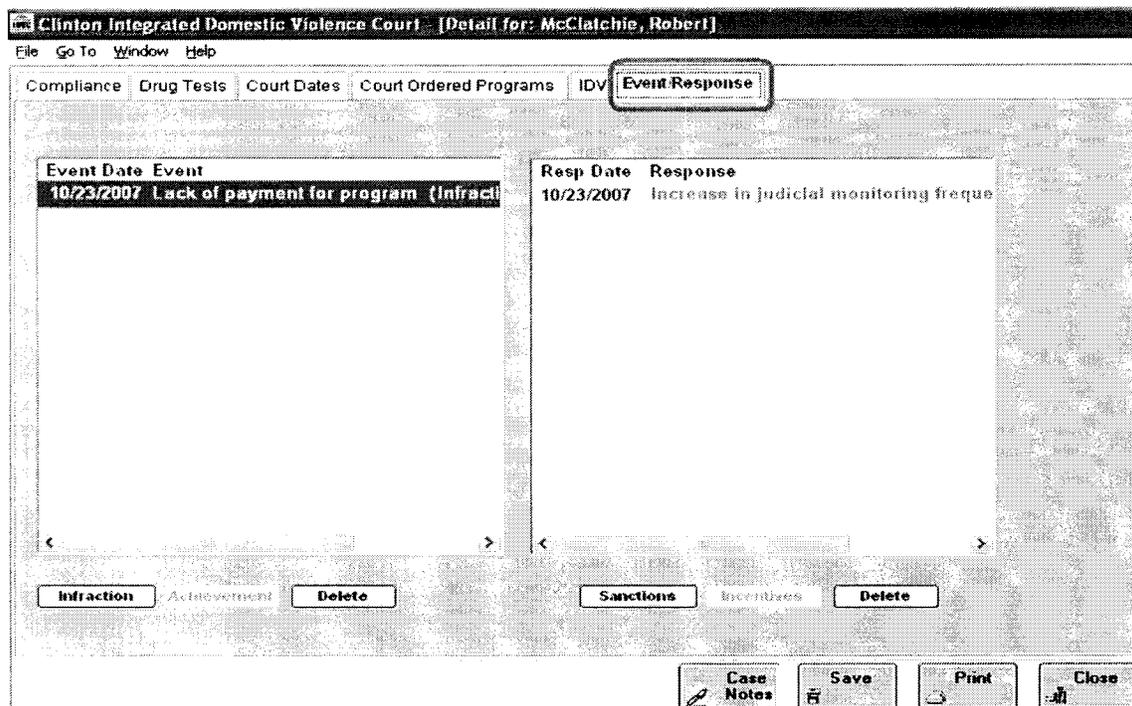


Figure 9 – Event/Response Tracking

A drop-down list for each has been created. Click the “Infraction”, “Achievement”, “Sanctions” or “Incentives” button to see each full list. A subset of Infractions is below:

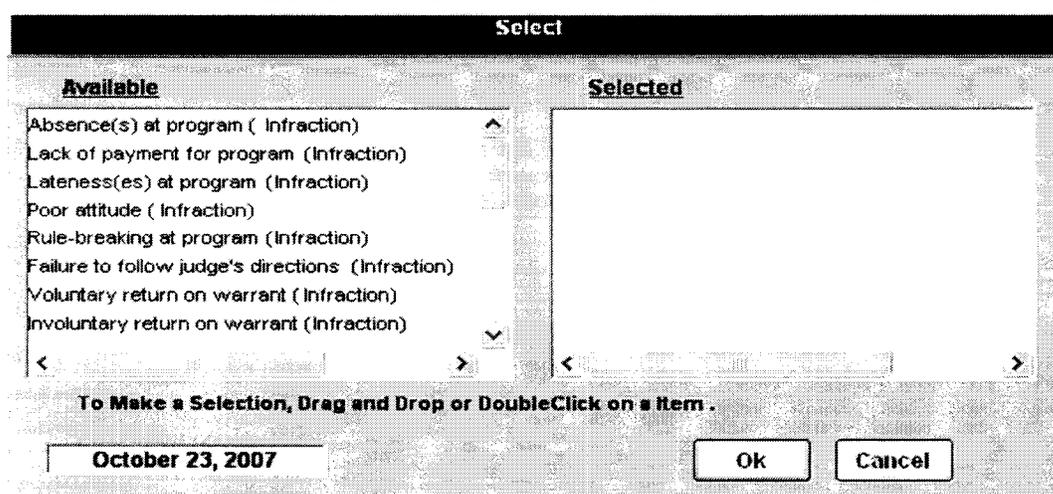


Figure 10 – Infractions List

5. Track and Assign by Multiple Court Parts

Many of the DV and IDV courts now have more than one part assignment. A new part tracking and assignment feature has been added to accommodate this.

To add court part names for your court, go to the new “Part” tab from the IDV button on the main case select screen. Each court can have unlimited active parts, but only one default part.

Click the “Insert New” button to add a new part and follow the screen instructions.

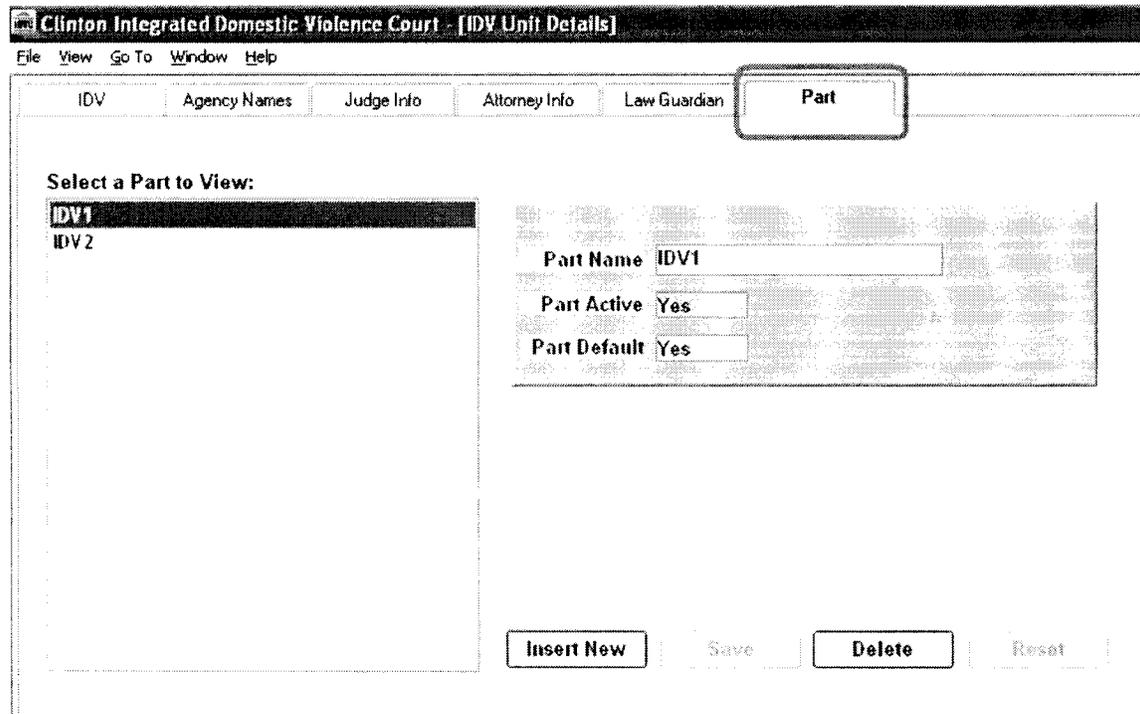


Figure 11 – Create Court Part(s)

5.a. Assign Court Part Name to Court Appearances

On the Court Dates tab of the Monitor Screen, a drop-down column has been added to assign a court part name to specific court appearances. To use this, first create you court part(s) described in item 5 above, then go to the Court Dates tab. Scroll over to the Court Part column, and all part names added will appear on the drop-down list. Select the appropriate part and click the Save button to apply.

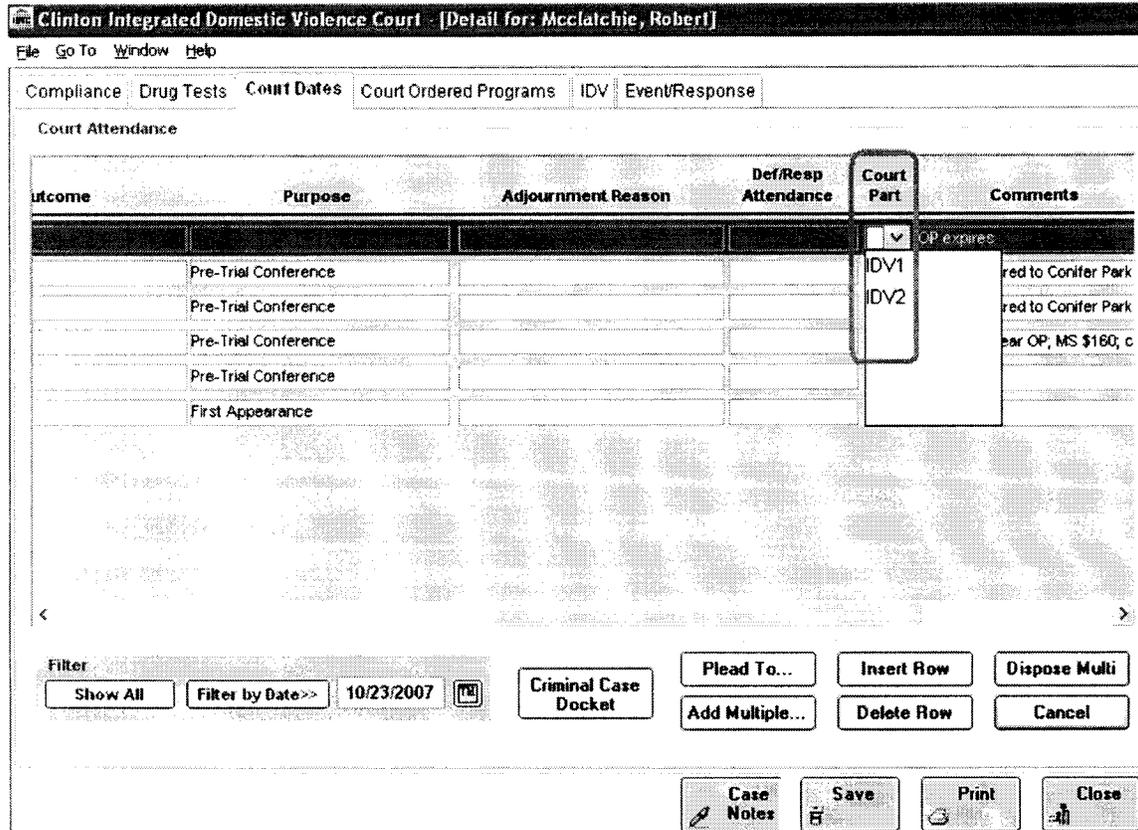


Figure 12 – Associate Court Part to an Appearance

6. Track and Assign Law Guardians

A new feature has been added to the IDV Application to allow for a court-maintained list of Law Guardians that can be associated with children in your court. To add law guardians to your court list, go to the new “Law Guardian” tab of the IDV button from the main case select screen. Click the “Insert New” button to enter the information, then click save when complete. The name fields and current status are required, all other fields are optional.

Clinton Integrated Domestic Violence Court - [IDV Unit Details]

File View Go To Window Help

IDV Agency Names Judge Info Attorney Info **Law Guardian** Part

Select a Law Guardian to View:

Guard, G
Mary Harris

Law Guardian Information:

Last Name: Harris
First Name: Mary
Display Name: Mary Harris
Current Status: Active

Address: 12 Main Street
City: Plattsburgh State: NY Zip: 11111
Phone: 518-228-5522 Cell Phone: 518-259-2233
E-Mail: Mary@lawguardians.org

Insert New Save Delete Reset

Figure 13 – Create Law Guardian List

6.a. Assign Law Guardian to a Child

Where the law guardian first and last name used to be required data entry on the IDV screen for each child in each family court case, you can now select a law guardian name from your court's list created in item 6 above.

On the IDV screen, select the appropriate child in the appropriate petition on the family tree on the left side of the screen by clicking on the petition number and then the child's name. Select the law guardian from the drop-down list shown below on the Subject Child Information window, then click the Save button.

The screenshot shows the 'IDV Unit Details' window for 'Clinton Integrated Domestic Violence Court'. The 'Subject Child Information' section is active, displaying details for Cory McClatchie (DOB: 09/17/1997, Gender: Male). The 'Law Guardian' dropdown menu is open, showing a list of names: 'Guard, G', 'Mary Harris', and 'Susie Que'. The 'Mary Harris' option is highlighted. Below this, a table lists existing docket entries for the child's family.

Docket Number	Last Name	First Name	Role	Relation to Child
V-00046-07	McClatchie	Robert	R	Father
V-00046-07	Crouse	Nancy	P	Mother
V-00046-07	Jones	Matthew	R	

Figure 14 – Assign Law Guardian from the List

7. Attorney Fax Number

Fax number tracking has been added to the court-specific attorney info list. To enter, go to the “Attorney Info” tab from the IDV button on the main case select screen.

Clinton Integrated Domestic Violence Court - [IDV Unit Details]

File View Go To Window Help

IDV Agency Names Judge Info **Attorney Info** Law Guardian Pat

Select an Attorney to View:

- ANDERSON
- ASADOURIAN
- BERRY
- BRACY
- BRUNO
- BURCZAK
- CARTER
- CHANNING
- CLUTE
- CRUIKSHANK**
- DUMAS
- GAUDREAU
- HATCH
- HERZOG
- JOHNSTON
- KAGAN
- KUDRLE

Attorney Information:

Last Name: Alan

First Name: Cruikshank

Display Name: CRUIKSHANK

Current Status: Active

Firm Name:

Address: 49 Clinton Street

City: Plattsburgh

State: NY Zip Code: 12901

Phone: 518-563-5964 Cell: 000-000-0000

Fax: 518-223-5555

Email:

Insert New Save Delete Reset

Figure 15 – Attorney Fax Number

8. Petitioner Cell Phone and E-mail Address

Fields to track the petitioner’s cell phone and email address have been added to the IDV screen.

Clinton Integrated Domestic Violence Court - [IDV Unit Details]

File View Go To Window Help

IDV Agency Names Judge Info Attorney Info Law Guardian Part

IDV Number: 2007ID000163 Change IDV...
 Open Save IDV Status

Principal IDV Judge: LAWLISS
 Edit Principal Judge...

Docket # and Filing Date: V.00047-07 5/16/2007

Current IDV Unit:
 Del/Resp (Selected Docket)
 Robert McClatchie
 Matthew Jones
 Children (Selected Docket)
 Jason McClatchie (Age: 16)
 Petitioner (Selected Docket)
 Nancy Crouse
 Non Subject Children in Family
 Docket
 RC-0091-07
 V-00046-07
 V-00047-07

Last Name: Crouse First Name: Nancy MI: []
 Gender: Female SSN: - - Phone: 518-899-9999 Cell: 518-223-9292
 Birth Place: USA Doh: 10/10/1966 Age: 41
 Address: []
 City: [] State: [] Zip: []
 E-Mail: nancy@nancy.com

Attorney Info:
 Name: NEVERETT Attorney Source: PETITIONER
 Assign/Edit Attorney... Attorney Type: LEGAL AID

Alias:
 Last Name: [] Petitioner Relationship to Respondent:
 Relationship: Child in Common
 First Name: [] Petition/Docket #: V-00047-07
 Defendant/Resp.: Robert McClatchie

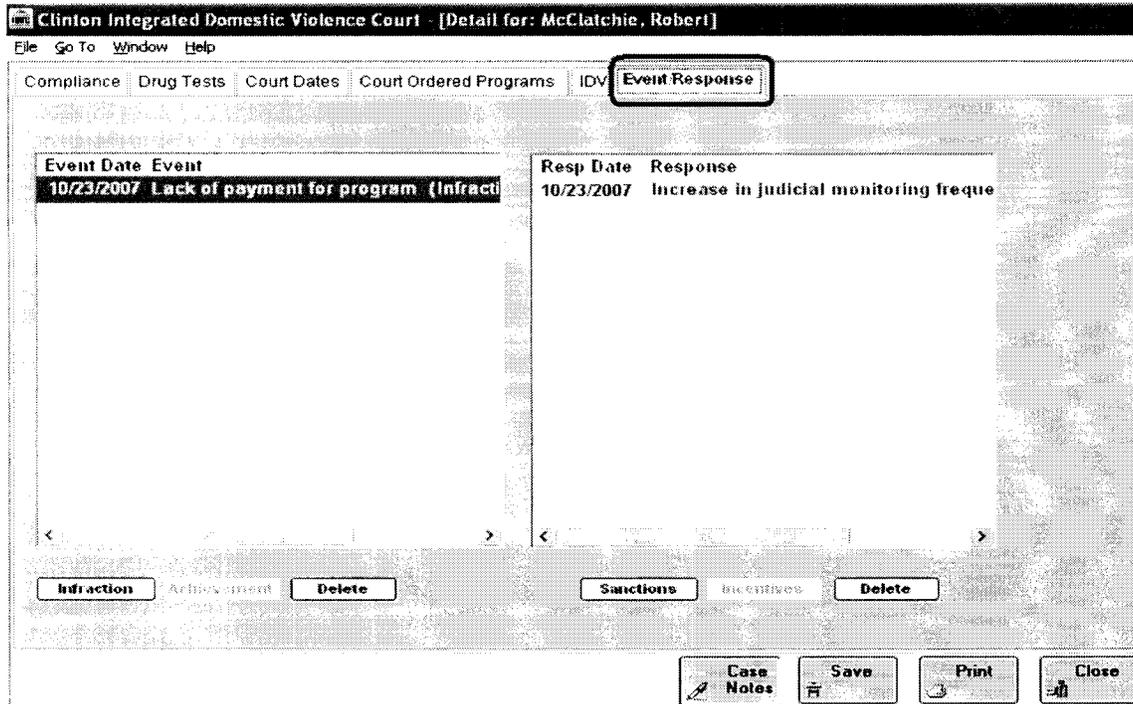
Docket Number	Child Last Name	Child First Name	Child Gender	Child DOB	Petitioner Relation to Child
V-00047-07	McClatchie	Jason	Male	09/17/1991	Mother

Add New Petitioner Add/Modify Existing Petitioner Save
 Add Agency as Petitioner Delete Petitioner/Agency Cancel
 Print Close

Figure 16 – Petitioner Cell Phone and E-mail

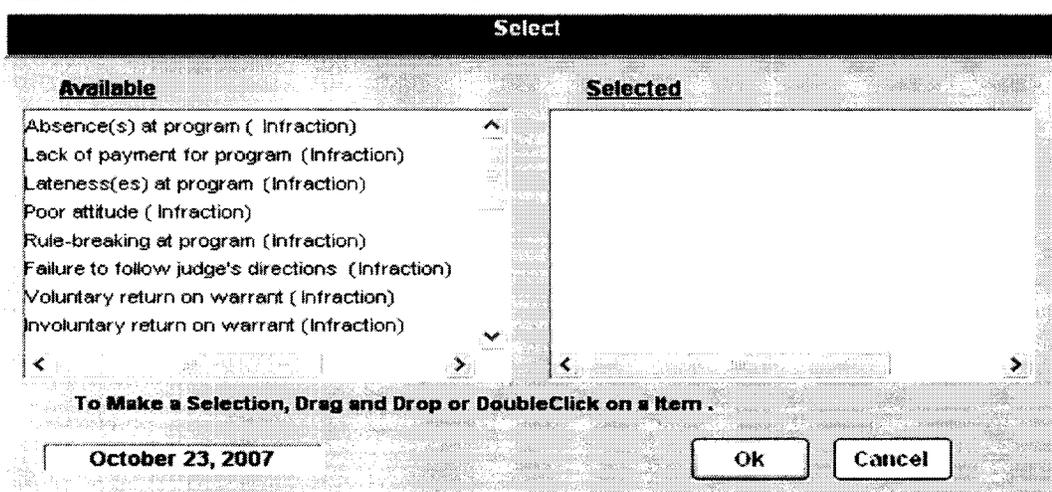
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Event/Response Tracking Screen

A drop-down list for each has been created. Click the “Infraction”, “Achievement”, “Sanctions” or “Incentives” button to see each full list. A subset of Infractions is below:



Sample of Infractions List