# NCAWARE UPDATE for Magistrates Fall 2014

Presented by Kim Whitfield and Scott Havenook

## I. Release Order Conditions Modification and Tracking

Magistrates can edit an *existing* Release Order and NCAWARE will track changes electronically. NCAWARE will now allow the printed Release Order form to comprehensively capture all release condition modifications.

#### Exceptions

- Bond Surrender Magistrates will still add a new Release Order.
- Violation of pretrial release Magistrates will still add a new Release Order when setting conditions for warrantless arrests for violation of pretrial release conditions.

**A**. The Conditions Tracking feature now will track changes to the following fields on the Release Order Tab in NCAWARE for each Release Order completed.

Release Authorization	FTA under Prior Release Order
Bond Type	2 <sup>nd</sup> & Subsequent FTA in Case
Bond Amount	Arrestable Restrictions
Reason for Creation/Edit	Additional Information
Issued/Edited on Behalf Of	Detention Facility
Victim Rights Flag	Custodian instructions
Domestic Violence indicator	Hold Purpose
(includes Hold flag updates)	
Fingerprint Required	Custody Release
Release Order Number	Additional Form adds, edits, or deletes
DNA Required	

## B. Modifier Tracking

The County and magistrate performing the modification, the magistrate the modification is on behalf of, and the date and time of the modification are tracked both electronically and on side 2 of the printed Release Order AOC-CR 200 form.

## C. Event History Tracking

When the Conditions of Release (including Additional Forms) are modified post-issuance on a Release Order, the date, time, editing person and a summary of the edits are listed in the case's Event History tab.



Original Process	File Number: JOH	INSTON - 14CR 050144 (SERVED) - MAGISTRATE ORDEI Defendant Name: FERGUSON , LARRY S erson True Name: FERGUSON, LARRY, S	R
Original Process	Subpoenas Release		
		Orders Appearance Bonds OFA Eve	ent History Court Schedule History
Date/Time	Event	Details	Issued/Changed by:
02/05/2014 4:17 PM CA	SE INITIATED		ONEHUNDREDSIXTYEIGHT, NCAWARE CIS (JOHNSTON COUNTY MAGISTRATE)
02/05/2014 PR	ROCESS STATUS CHANGED	PRDCESS TYPE: MAGISTRATE ORDER; PROCESS NUMBER: 14M0752 FROM:INCOMPLETE TO: COMPLETE	ONEHUNDREDSIXTYEIGHT, NCAWARE CIS (JOHNSTON COUNTY MAGISTRATE)
02/05/2014 PR	ROCESS ISSUED	TYPE: MAGISTRATE ORDER; NUMBER: 14M0752	ONEHUNDREDSIXTYEIGHT, NCAWARE CIS (JOHNSTON COUNTY MAGISTRATE)
02/05/2014 PR 14:22 PM	ROCESS STATUS CHANGED	PROCESS TYPE: RELEASE ORDER; PROCESS NUMBER: 14R0753 FROM:INCOMPLETE TO: COMPLETE	ONEHUNDREDSIXTYEIGHT, NCAWARE CIS (JOHNSTON COUNTY MAGISTRATE)
02/05/2014 PR	ROCESS ISSUED	TYPE: RELEASE ORDER; NUMBER: 14R07.55	ONEHUNDREDSIXTYEIGHT, NCAWARE CIS (JOHNSTON CONNTY MAGISTRATE)
02/05/2014 RE	ELEASE ORDER CHANGE	Edit on Behalf of: NCAWARE 168, MAGISTRATE AOC-CR-630: Add-see additional form	ONEHUNDIC DSIXTYEIGHT, NCAWARE CIS (JOHNSTON COUNTY MAGISTRATE)
02/06/2014 3:35 PM RE	ELEASE ORDER CHANGE	RELEASE ORDER NUMBER: 14R0753 Edit on Behalf of: S BROWN, MAGISTRATE Edit Reason: Bond Change - Dom Vio Release Auth: From NOT AUTHORIZED to AUTHORIZED Dom Vio: From YES WITH HOLD to YES Bond Change: From <blank> to 3200 Sec Arrestable Rest: Edit Hold Purpose: Delete Custodian Inst: From HOLD to PRODUCE</blank>	UNEHUNDREDSIXIYEIGHI, NCAWARE CIS (JOHNSTON COUNTY MAGISTRATE)

Electronic Tracking on the Event History Tab.



- **Example:** Domestic Violence Case-Edit the original Release Order to reflect Bond and Release Conditions modification and additional form AOC-CR-630 because 48 hour hold is complete and defendant is going before the magistrate.
  - 1. Click the Edit Release Order button.

NORTH CAROLINA COURT INFO	RMATION SYSTEM	1			February 5,	2014 4:23 PM
NCAWARE Home > Add Process Men	u > Case Summary -	Release Orders Tab	ŝ	-	T Help /	About Exit
File Nu	imber: JOHNSTON - 1 Defendant Person Tru	4CR 050144 (SERVE Name: FERGUSON , e Name: FERGUSON,	ED) - MAGISTRA LARRY S LARRY, S	TE ORDER		
Original Process Subpoenas	Release Orders	Appearance Bonds	OFA	Event Histo	ry Court H	t Schedule listory
Sel Process # Bond Type Amount Control of 14R0753	onditions of release Order DT OTHORIZED 02/0	Release Issued Status 2/2014 ISSUED	Date of Arrest 02/02/2014	Check Digit/Reason NOT FINGERF LAW ENFORCE	RINTED BY	Related Processes JOHNSTON 14CR050144 - 14M0752
Add Release Order	View Release O	rder Ec	lit Release Or	rder	Delete Re	lease Order
NORTH CAROLINA COURT IN	FORMATION SYST	ГЕМ			Feb	ruary 5, 2014 4;2 <mark>5</mark> PM
NCAWARE Home > Add Process M	enu > Case Summa	ry - Kelease Urders	i lab > Keleas	e Urder -	* 🐨	Help About Exit
Detendant Ottenses	Defend Person	ant Name: FERGUS True Name: FERGUS Additional Form	SON, LARRY S N, LARRY S Related C	ases Cou	ırt Into	Summary
Release Authorization :	NOT AUTHORIZED					
Release Condition :						
Bond Amount :						
Domestic Violence :	YES WITH HOLD					
Warrantless Arrest for Conditions	NO					
FTA under Prior Release Order :	NO					
2nd & Subsequent FTA in Case :	NO					
Arrestable Restrictions I	NO CONTACT WITH	VICTIM				
Additional Forms :	NO					
Additional Information :		7.2				
Detention Facility :	Johnston County Ja	311				
Custodian Instructions	HOLD FOR THE FOL	LOWING				
Jail Indicator I						
Edit Release Conditions	$\supset$					
Add Bond Print Proces	s Cancel	Case Summa	ry			

- 2. From the Conditions tab, click the Edit Release Conditions button.
- 3. Complete Release Order Conditions and click the Edit button.



4. Additional forms can be added from this screen or on the Additional Forms tab.

CAWARE Home > Add Process Menu > Case Su	ummary - Release Orders Tab > Release Order - Condit	ions Tab 👗 📉 Help About E
File Number:	JOHNSTON - 14CR 050144 (ISSUED) - RELEAS Defendant Name: FERGUSON , LARRY S Person True Name: FERGUSON, LARRY, S	E ORDER
· I ne additional Kelease Conditions form v	ras aosed.	
Enter t	he Release Order Conditions and click "Sub	mit"
sissued/Edited on Behalf والمعادية المعادية معادية معا	S BROWN	
* Reason for Creation/Edit :	BOND CHANGE - DOMESTIC VIOLENCE	-
* Release Authorization :		
Victims Rights :		
Domestic Violence :	© No	
	Yes Hold Required NO ▼	
Fingerprint Required :		
DNA Required :		
Warrantless Arrest for Conditions Violation :		
* Release Condition :	□ Written Promise To Appear □ Custod ☑ Secured Bond □ Electronic House Arro	y Kelease 🗆 Unsecured Bond est(EHA) with Secured Bond
* Bond Amount :	3200.00	
FTA under rior Release Order : 2nd & Subsequent		
TA in Case :		
Arrestable NO CONTACT WITH VICTIM; COM	IPLY WITH ADC-CR-630	
Additional CONDITIONS OF RELEASE - DOM Form : Add Form	ESTIC VIOLENCE, AOC-CR-630	
Additional		
Detention		
Facility : Johnston County Jall		
Custodian PRODUCE DEFENDANT IN COURT	AS PROVIDED	
Hold Purpose :		
Custody Release To :		Add Custody Release
Last/Add Update :	ONEHUNDREDSIXTYEIGHT, NCAWARE JOHNSTON COUNTY MAGISTRATE 2014-02-05	
	Edit Refresh Cancel	

5. The Additional Form AOC-CR-630 has been successfully added.



- 6. All Modifications to the original Release Order will be capture on the back of the AOC-CR-270 Form.
- 7. Click the Print Process button.
- 8. Select the following check boxes:
  - The parent Release Order along with appropriate copy types
  - AOC-CR-630 form
  - Conditions of Release Modification History
- 9. Click the Create Document or Print Direct.

NCAWARE Home > Add Process Menu > Case Summary - Release Orders Tab > Court Info Tab > Summary Tab > Print Request	× 🗹	Help About Exit
File Number: JOHNSTON - 14CR 050144 (ISSUED) - RELEASE ORDER		
Defendant Name: FERGUSON , LARRY S		
Person True Name: FERGUSON, LARRY, S		

Review and Update Forms and Reports AND Copy Types and "Print Direct" or "Create Docu Create document for double-sided printing.

					F	orms and Repor	ts		
Sel	Defendant	County	File Number	Status	Туре	First Offense	Date Of Offense	Process Number	Issue Date
1	FERGUSON, LARRY S	JOHNSTON	14CR50144	ISSUED	RELEASE			14R0753	02/02/2014
7	FERGUSON,LARRY S	JOHNSTON	14CR50144	SERVED	MAGISTRATE	ASSAULT ON A FEMALE BY MALE AT LEAST 18 YEARS OF AGE	02/02/2014	14M0752	02/02/2014
(	Charged with a Crim	e of Domes Supplemer	tic Violence ( tal Informati	CR-630): 🔽 on Sheet: 🔲					
	Condition	Supplement	tal Information	on Sheet:					
				Сору Туре	es				
				Original: 🔽					
			De	efendant: 🔽					
				Court:	2.2				
				Other: 0 -					
				Draft:					
			Print Direct	Create Doo	cument Car	icel			

## The back of the printed Release Order (AOC-Cr 200) will show modifications.

CONDITION	S OF RELEASE MODIFICATIO	NS				
The Conditions of Release on the reverse are modified as follows:						
Modification	Date	Signature Of Judicial Official				
Release Order edit - see modification form	02/05/2014 04:30 PM	NCAWARE 168				
Release Order edit - see modification form	02/06/2014 03:35 PM	S BROWN				



The Conditions of Release Modification History form, maintains a running history of each second and subsequent modification.

NORTH CAROLINA V	VARRANT REPOSIT	ORY File No.				
		14CR 50144 14R0753				
		In The General Court Of Justice				
JOHNSTON County		District D Superior Court Division				
Name Of Defendant		CONDITIONS OF RELEASE				
FERGUSON, LARRY	S	MODIFICATION HISTORY				
Date Issued	Issued By					
02/02/2014	NCAWARE 168 MA	GISTRATE (JOHNSTON)				
Edit Date	Edited on Behalf of	Edited on Behalf of				
02/06/2014	S BROWN Magistrat	te				
Edit Time	Edited By					
03:35 PM	NCAWARE 168 LO	CAL ADMINISTRATOR (JOHNSTON)				
Reason for Edit: Bond Change – Dome Release Authorization: From NOT AU: Domestic Violence: From YES WITH I Bond Change: From Shank> to \$3200 Arrestable Restrictions: From NO CON Custodian Instructions: From HOLD to Hold Purpose: From DV 48HR HOLD	estic Violence THORIZED to AUTHORIZED HOLD to YES Secured TACT WITH VICTIM to NO CONT. PRODUCE to <blank></blank>	ACT WITH VICTIM; Comply with AOC-CR-630 Form				
E-III D-I-	Edited By					
Edit Date						
02/05/2014	NCAWARE 168 LO	CAL ADMINISTRATOR (JOHNSTON)				
C2/05/2014 Edit Time	NCAWARE 168 LO	CAL ADMINISTRATOR (JOHNSTON)				



## II. LAW ENFORCEMENT OFFICER RECORDS CLEAN-UP

When several LEO records for the same officer exist in NCAWARE, magistrates or Law Enforcement can clean up duplicate records. This functionality is available to address the obsolete or redundant Law Enforcement Officer records that exist due to the case conversion or redundant entry. The magistrate or law enforcement can now mark these records as '*Inactive*', which then makes the record hidden from any search results.

Use the following steps to clean-up the obsolete or redundant LEO records in NCAWARE.

1. From the NCAWARE Home Menu, click Law Enforcement Officers under the header Master Lists.

NORTH CAROLINA COURT INFORMATION SYSTEM	June 4, 2014 11:34 AM
ICAWARE Home	🟃 💽 Help About Exi
Managing Processes	
Search for a Process	
Add a Process	
Track a Process	
Master Lists	
Person	
Business	
Law Enforcement Officers	
Offense Codes	

- 2. Enter the last name, first name and required agency fields
- 3. The *Show Inactives* check box is selected by default and will allow users to see both inactive and active officers.
- 4. Click Search

NCAWARE Home > Leo Search	🕈 👅 Help About Exi	
E	nter one or more criteria and click Search.	
*Search Option :	BEGINS WITH 👻	
Last Name :	taylor	
First Name :	andy	
Middle Name/Initial :		
Officer ID Number :		
* Agency County :	WAKE 👻	
*Agency Type :	COUNTY SHERIFFS OFFICE +	
Agency Name :	WAKE COUNTY SHERIFFS OFFICE -	
Show Inactives :		



- 5. To change a record from Active to Inactive, click the Toggle button in the new column at the end.
- 6. An LEO record with **YES** under the new *User ID* column is associated with the User (RACF) ID and *cannot* be edited. It is recommended for users to select LEO records with YES in the User ID column to add to processes during issuance.

No	NORTH CAROLINA COURT INFORMATION SYSTEM								
NCAWARE Home > Leo Search > Leo Results									
Search Again View Add Edit Delete Cancel Showing 1							owing 1 - 3 of 3		
Sel	Officer Name	Title	Officer ID	Agency Name	Agency County	User Id			
$\odot$	TAYLOR, ANDY	DEPUTY	D123	WAKE COUNTY SHERIFFS OFFICE	WAKE	NO	(Inactive)		
$\odot$	TAYLOR, ANDY	LIEUTENANT	L123	WAKE COUNTY SHERIFFS OFFICE	WAKE	NO	(Inactive		
$\odot$	TAYLOR, ANDY	SHERIFF	<b>S123</b>	WAKE COUNTY SHERIFFS OFFICE	WAKE	NO	Active		
5	Search Again View Add Edit Delete Cancel   Showing 1 - 3 of 3								

7. Click the Search Again button and Un-check the *Show Inactives* box. Only Active officers will be displayed.

No	RTH CAROLINA	COURT IN	FORMATION	SYSTEM		June	4, 2014 4:40 PM
NCA	WARE Home > Leo	Search >	Leo Results		8	🕈 👿 Hel	p About Exit
	Search Again	View	Add Edit	Delete Cancel		Sh	owing 1 - 1 of 1
Sel	Officer Name	Title	Officer ID	Agency Name	Agency County	User Id	
0	TAYLOR, ANDY	SHERIFF	5123	WAKE COUNTY SHERIFFS OFFICE	WAKE	NO	Active
	Search Again	View	Add Edit	Delete Cancel		Sh	owing 1 - 1 of 1

## Notes regarding the LEO Record Status:

- The toggle function is available to magistrates, clerks, judges and DAs within the searched agency's county. It's available to any LEO within the searched agency.
- Any LEO record marked 'Inactive' is not deleted from NCAWARE. Those LEO records are filtered to not display in the search results.
- An inactive LEO record can be reactivated or searched for by selecting the Show Inactives checkbox, then clicking the Search button. Both active and inactive LEO records will display.
- The Active/Inactive toggle buttons are only available from Master Lists- Law Enforcement search. Also the Active/Inactive state (labeled **LEO Record Status**) is available from the details screen of an individual LEO record in the form of radio buttons.



## III. Statewide Warrant Search

#### A. Searching for Outstanding Processes:

There are additional options available when searching by defendant information using STATEWIDE SEARCH from the main menu.

- Name Search
- SSN Search
- DMV Search
- Address Search
- Search Filters
- Display Options
- A. <u>Name Search</u> functions as usual, no changes have been made.
- B. <u>SSN Search</u> Enter the 9 digit SSN in the format of ### ## ####. This search will only return person records that already have a SSN maintained in NCAWARE.
- C. <u>DMV Search</u> Enter the 8 numerals or less when the DMV State is NC. This search returns the Person records that match the DMV ID and associated DMV State that are maintained in NCAWARE.
- D. <u>Search Filters</u> such as Domestic Violence and Victims' Rights cases are available to use with any search.
- E. <u>Display Options</u> are available for any search and will display the defendant's image immediately if an image is attached to the person record.
- F. <u>Address Search</u> The Address Search, provides the ability to search outstanding processes by defendant address data. This search can be used in conjunction with existing search fields. Such searches will return records matching *any* of the entered fields. Most of the address fields must be combined with other address fields in order to search, but zip code can be used by itself.



#### NORTH CAROLINA COURT INFORMATION SYSTEM

NCAWARE Home > Statewide Search - Defendant

September 10, 2013 6:11 PM

Statewide Search of ACIS and NCAWARE for Outstanding Processes by Defendant Information:

Enter the search criteria and click "Search" Adding specific search criteria, including a lower Search Level, will result in a faster search.

	Name Search	
*Search Level : Last Name :	2 - Soundex/Fixed Name Order	
First Name :		
Middle Name/Initial :		
Race :		
Sex :		
Date of Birth :	/ / mm/dd/yyyy 🍄 Exact Match 🗌	
OR Age :		
SSN Search		
SSN :		
DMV Search		
DMV ID/State :	39643318 NC NORTH CAROLINA	
Address Search		
Street Number :		
Street Name :		
City :		
State :		
ZIP Code :		
Search Filters		
Domestic Violence :	Victims' Rights :	
Display Options		
Display Defendant Image : 🔲 Selecting this option may increase the search time		
Search Clear Cancel		



# B. Understanding Statewide Warrant Search Results

The examples below describe some of the information that may appear in the results of a Search. The Recommended Actions listed below may be completed by either law enforcement or magistrate based upon local policy.

If you see this	It means this
Generate Report Search Aga   Score Defendant Name DOB R   SMITH, JOHN BL/ JR. BL/ BL/ BL/ BL/	<b>No Score</b> - Means you have an exact hit on the <u>ID number</u> you have entered. (The search is based off the ID number you have entered, not the name).
SCore Defendant Name DOB   98 WESSON, SMITH N SR. 01/02/1948   98 WESSON, SMITH N JR. 02/00/1938   98 WESSON, SMITH N III 03/11/1967   98 WESSON, SMITH N III 03/11/1967   99 WESSON, SMITH N IV 04/16/1979	<u>Number in Score Column</u> – This is the percentage that SWS thinks this is the person you are looking for based on the search criteria you entered on the search screen.
Process Type     Offense     System Maintained     Process Verified       CRIMINAL SUMMONS FOR MISDEMEANOR WORTHLESS     SIMPLE WORTHLESS CHECK     NCAWARE from MagSys)     VERIFIED BY COPY       CHECK     SIMPLE WORTHLESS CHECK     NCAWARE from MagSys)     VERIFIED BY COPY       CHECK     SIMPLE WORTHLESS CHECK     NCAWARE from MagSys)     VERIFIED BY COPY       WORTHLESS     SIMPLE WORTHLESS CHECK     NCAWARE from MagSys)     VERIFIED BY COPY       WARRANT FOR     VERIFIED BY     VERIFIED BY	System Maintained = NCAWARE (Converted from MagSys) Process Verified = Verified by Copy: Original and Defendant copy can be printed <u>BUT</u> there is another original waiting to be served. RECOMMENDED ACTION: If the process is printed from NC AWARE and served, locate the original and ask that it be returned to the Clerk's office. The Magistrate is able to complete a Release Order on this case through NCAWARE.
56 OFA POSS/CONS BEER/WINE UNAUT PREM ACIS NOT VERIFIED - PAPERWORK DESTROYED   37 OFA DWLR ACIS - PAPERWORK DESTROYED	System Maintained = ACIS Process Verified = Not Verified – Paperwork Destroyed: Original and Defendant copy can NOT be printed. RECOMMENDED ACTION: If defendant's whereabouts are known, check with the Clerk's Office to make sure this process is still outstanding. The Magistrate CANNOT issue the Release Order through NCAWARE.





