Inside Courts Manual and Website
Hints and Tips
WSACC Conference

June 22, 2006

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Administrative Office of the Courts

Manual Training/ Website Tips:

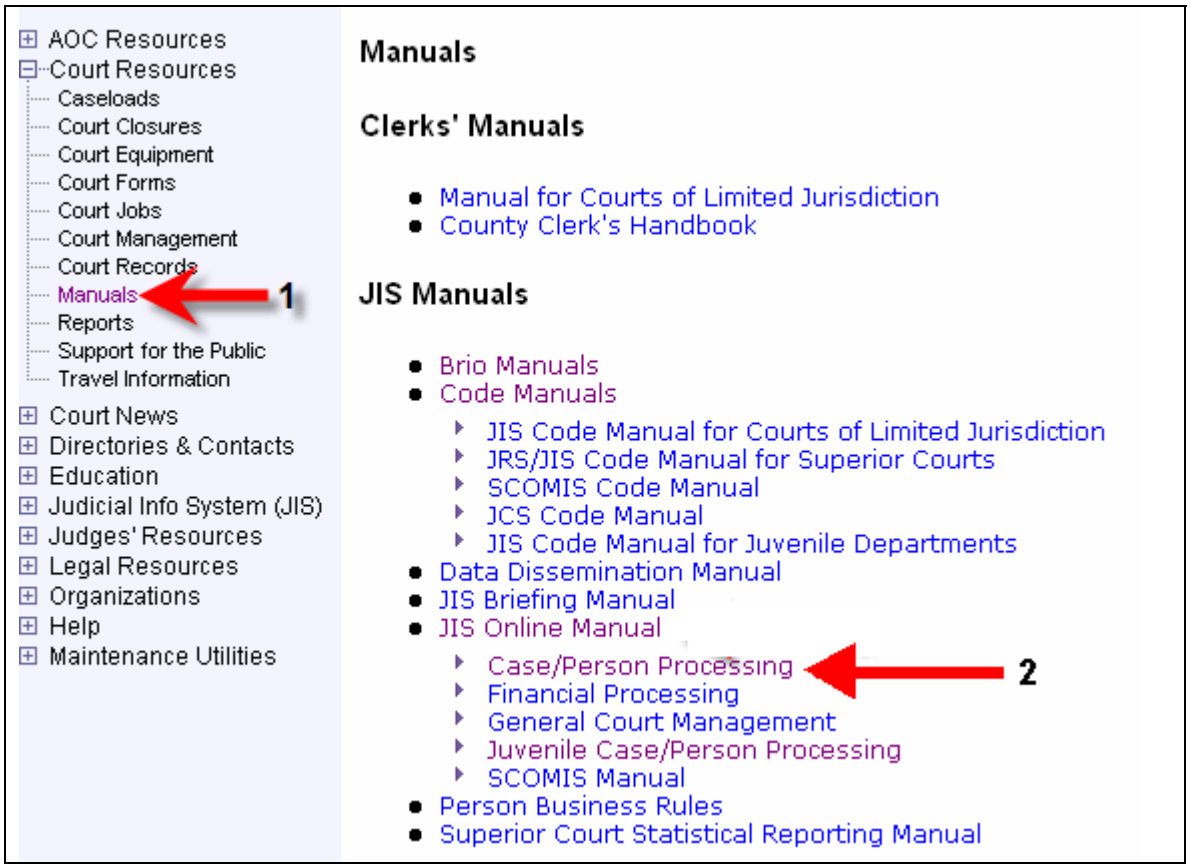
1. How to use **JIS On-line manuals**
    a. Create a shortcut to exact section of Website or Manual that you use the most.
    b. Searching Tips
    c. Show Alphabetical index & Reports List
    d. Point out recent updates section
    e. How to print a section
    f. How to do a bookmark for a section
2. How to sign up for automatic **notification services** (link available on first page right hand side)
3. How and when to use **E-Service/knowledge base** link available at top of each page (has 1140 answers)
    a. Find answer tab first if searching for an answer to any question
    b. Log in on my stuff tab if looking for answer to some question you've already asked.
    c. Point to e-service guide under Help on left menu in Inside Courts
4. **Projects and Plans Page** (link on left menu under Judicial Info System(JIS) – where to find out information on current projects such as the Core Case Management System Project
5. **Governance** (link on left menu under Judicial Info System(JIS)– where to find committee information
6. Feedback? Any suggestions for improvements?

How to find information in the JIS online manual?

Using the JIS Online Manuals Page

You can find information by browsing the JIS Manuals page by subject category.

1.	Click the Manuals link in the left navigation panel.
2.	From the Manuals page, click the subject category you wish to view.

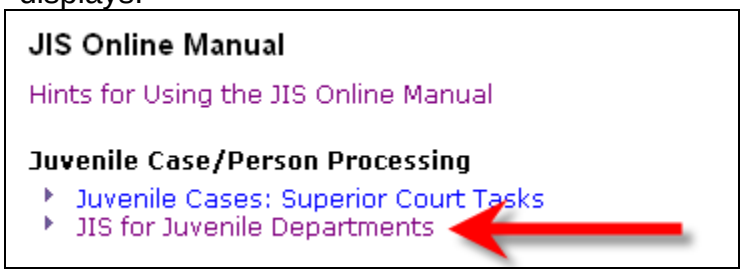


Navigating between different Subject Categories

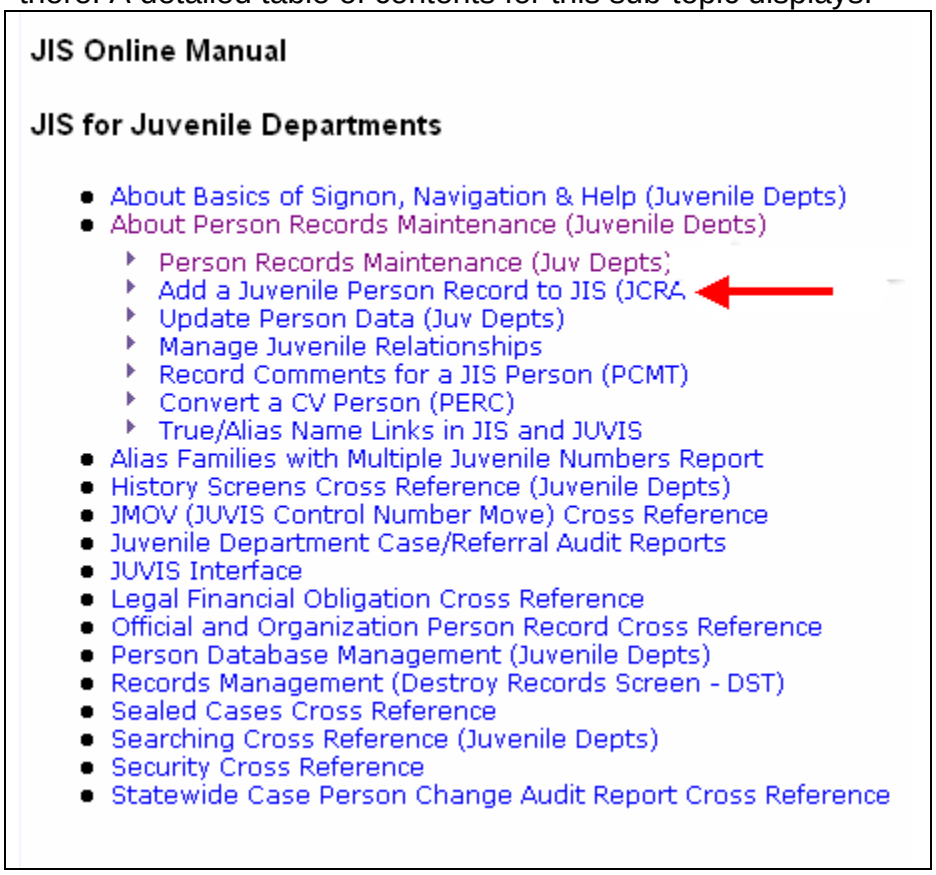
To navigate back to the Manuals page, click the Manuals link under Court Resources. The main page for manuals displays. Click a different subject category.

Using the Subject Category Table of Contents (TOC)

Each main subject category has its own separate page of links. When you click the Juvenile Case/Person Processing link, for example, another page of links displays:



In this example, the user clicked **JIS for Juvenile Departments** to navigate there. A detailed table of contents for this sub-topic displays.

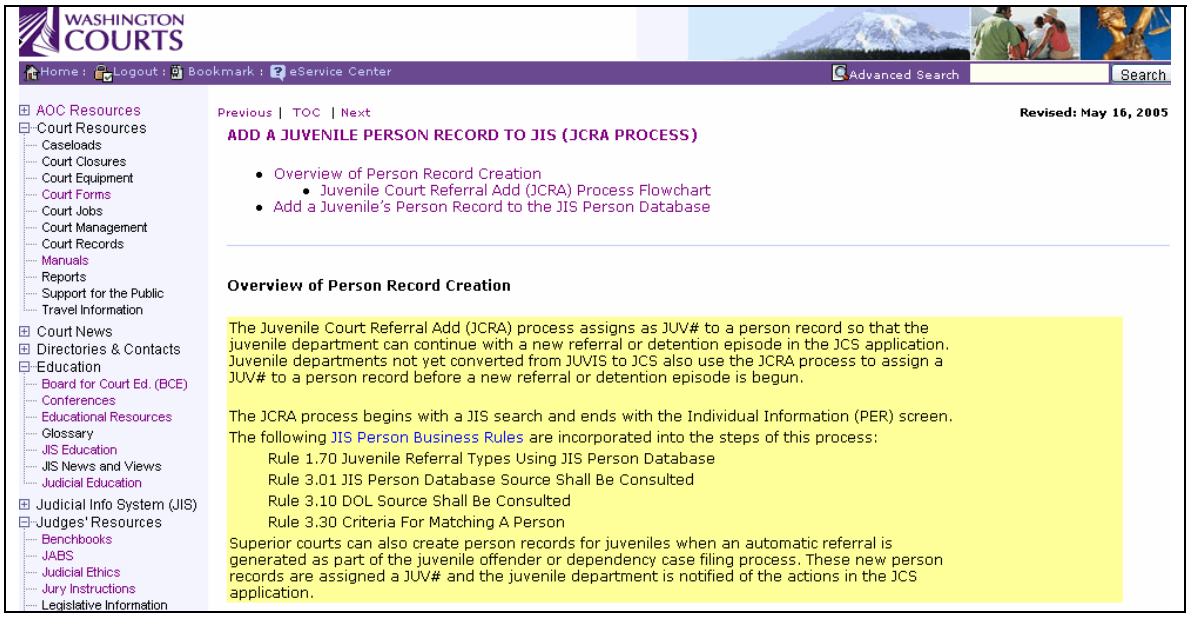


JIS Online Manual

JIS for Juvenile Departments

- About Basics of Signon, Navigation & Help (Juvenile Depts)
- About Person Records Maintenance (Juvenile Depts)
  - Person Records Maintenance (Juv Depts)
  - Add a Juvenile Person Record to JIS (JCRA
  - Update Person Data (Juv Depts)
  - Manage Juvenile Relationships
  - Record Comments for a JIS Person (PCMT)
  - Convert a CV Person (PERC)
  - True/Alias Name Links in JIS and JUVIS
- Alias Families with Multiple Juvenile Numbers Report
- History Screens Cross Reference (Juvenile Depts)
- JMOV (JUVIS Control Number Move) Cross Reference
- Juvenile Department Case/Referral Audit Reports
- JUVIS Interface
- Legal Financial Obligation Cross Reference
- Official and Organization Person Record Cross Reference
- Person Database Management (Juvenile Depts)
- Records Management (Destroy Records Screen - DST)
- Sealed Cases Cross Reference
- Searching Cross Reference (Juvenile Depts)
- Security Cross Reference
- Statewide Case Person Change Audit Report Cross Reference

Note that topics (as shown above) are listed in alphabetical order within each main subject category.
You can drill down further into a chapter of the online manual by clicking the link of interest.



WASHINGTON COURTS

Home : Logout : Bookmark : eService Center Advanced Search Search

- AOC Resources
- Court Resources
  - Caseloads
  - Court Closures
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  - Court Forms
  - Court Jobs
  - Court Management
  - Court Records
  - Manuals
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  - Travel Information
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- Education
  - Board for Court Ed. (BCE)
  - Conferences
  - Educational Resources
  - Glossary
  - JIS Education
  - JIS News and Views
  - Judicial Education
- Judicial Info System (JIS)
- Judges' Resources
  - Benchbooks
  - JABS
  - Judicial Ethics
  - Jury Instructions
  - Legislative Information

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ADD A JUVENILE PERSON RECORD TO JIS (JCRA PROCESS)

- Overview of Person Record Creation
  - Juvenile Court Referral Add (JCRA) Process Flowchart
- Add a Juvenile's Person Record to the JIS Person Database

Overview of Person Record Creation

The Juvenile Court Referral Add (JCRA) process assigns as JUV# to a person record so that the juvenile department can continue with a new referral or detention episode in the JCS application. Juvenile departments not yet converted from JUVIS to JCS also use the JCRA process to assign a JUV# to a person record before a new referral or detention episode is begun.

The JCRA process begins with a JIS search and ends with the Individual Information (PER) screen.
The following JIS Person Business Rules are incorporated into the steps of this process:

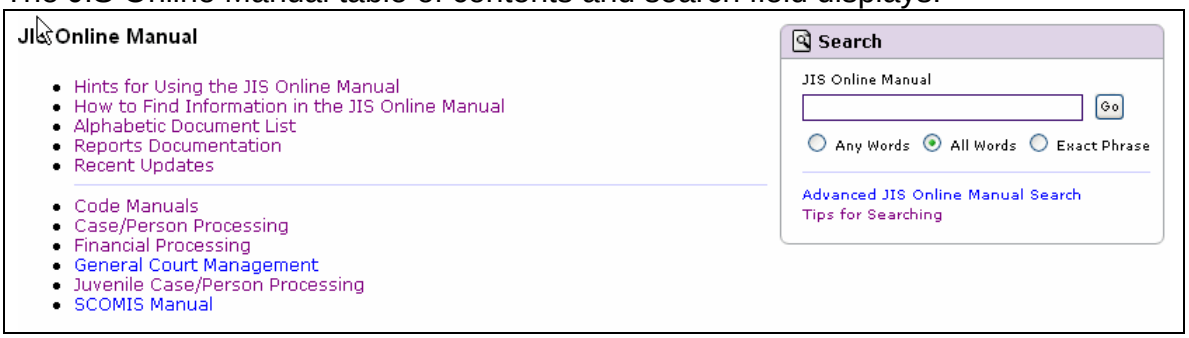
Rule 1.70 Juvenile Referral Types Using JIS Person Database
Rule 3.01 JIS Person Database Source Shall Be Consulted
Rule 3.10 DOL Source Shall Be Consulted
Rule 3.30 Criteria For Matching A Person

Superior courts can also create person records for juveniles when an automatic referral is generated as part of the juvenile offender or dependency case filing process. These new person records are assigned a JUV# and the juvenile department is notified of the actions in the JCS application.

Using Previous/TOC/Next
A large chapter (e.g., Add a Juvenile Person Record to JIS) may be divided in the Table of Contents into subtopics. To move to the next subtopic, click **Next** in the navigation menu at either the top or the bottom of the document. To move back to a previous subtopic, click **Previous**. Finally, to return to the Table of Contents, click **TOC**.

How do I find the information I am looking for?

Using the Search Feature
Use the Search box on the main JIS Online Manual Table of Contents page. To navigate to the JIS Online manual table of contents page, click:
Court Resources > ***Manuals*** > ***JIS Online Manual***.
The JIS Online Manual table of contents and search field displays.

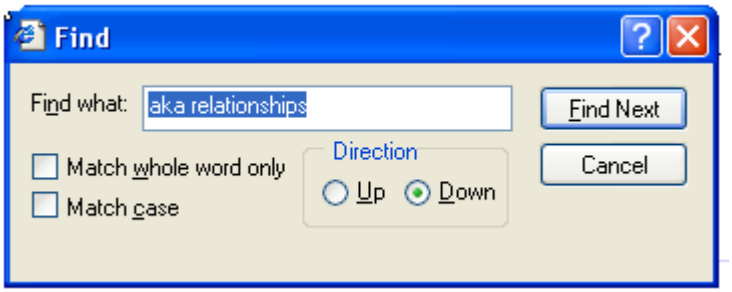


Keyword searches are available at different "tiers" (or levels) of information. As you drill down further into a topic, subtopic or chapter, use the search box displaying on that page to search at that particular "tier" of information.
Advanced JIS Online Manual Search is also available. Clicking this link opens a page with a list of sections within the manual. Limit your search to a particular "section" of the online manual by marking those sections you wish to search.
For more help with searching, see the Tips for Searching underneath the Search box.

Using the Alphabetic List of Documents
There is an alphabetic list of all documents in the JIS Online Manual. Scroll through this list to find the document you want. The alphabetic list link is found on the JIS Online Manual table of contents page.
Warning:
The alphabetic list is NOT an index. The document you are seeking may occur in an unexpected part of the list, depending on the document's title.

How do I find the specific topic I am seeking inside a document?

Use the internet browser's Find feature. Choose **Edit** from the internet browser menu, and then choose **Find (on this page).** Fill out the information in the Find dialog box that displays and then choose **Find Next**.



Tips for Searching

To perform a search, enter your search criteria in the search box.

Many of the searches on the site allow for a more advanced search and provide the option to choose **Any Words**, **All Words**, or **Exact Phrase**. When this option is provided, enter the search criteria, select an option of "**Any**", "**All**", or "**Phrase**" and then click the **Search** button.

If the option to choose "**Any**", "**All**", or "**Phrase**" is not available, the search will always act as though the words entered into the search criteria window are a phrase.

When the option choose to "**Any**", "**All**", or "**Phrase**" is available, please continue reading this section for an explanation of these options.

Search Criteria

Search Criteria can contain a list of words or a phrase.

You can choose to have the search look for ALL the words in a document or you can choose to have the search look for ANY of the words in a document.

Or you can choose to enter a phrase. If you enter a phrase and select the Exact Phrase option, the search will look for documents containing that exact phrase.

ALL Words

To find ALL the words in a document, enter the desired words in the search box and **click "All Words**".

When the search is performed, only those documents containing all of the words entered in the search box will be returned.

Example

Enter the following in the search box: **jury trial**
Click **All Words**
Click the **Search** button
The search will return all documents containing both **jury AND trial**.

ANY Words

To find ANY of the words in a document, enter the desired words in the search box and **click "Any Word"**.

When the search is performed, all documents containing any of the words entered in the search box will be returned.

Example

Enter the following in the search box: **jury trial**
Click **Any Words**
Click the **Search** button
The search will return all documents containing either **jury OR trial**.

Exact Phrase

To search for a phrase in a document, enter the phrase in the search box and **click "Exact Phrase"**.

When the search is performed, all documents containing that exact phrase will be returned.

Example

Enter the following in the search box: **jury trial**
Click **Exact Phrase**
Click the **Search** button
The search will return all documents containing the phrase **jury trial**.

Choosing Keywords to Search

For best results, it's important to choose your keywords wisely. Keep these tips in mind:

Make keywords as specific as possible.

Since the search returns web pages that contain all the words in your query, refining or narrowing your search is as simple as adding more words to the search terms you have already entered. Your new query will return a smaller subset of the pages returned on the initial search.

By default, the search only returns pages that include all of your search terms. There is no need to include "and" between terms. Keep in mind that the order in which the terms are typed will affect the search results.

Automatic Exclusion of Common Words

The search ignores common words and characters such as "where" and "how", as well as certain single digits and single letters, because they tend to slow down the search without improving the results.

If a common word is essential to getting the results you want, you can include it by putting a "+" sign in front of it. (Be sure to include a space before the "+" sign.)

Another method for doing this is conducting a phrase search, which simply means putting quotation marks around two or more words. Common words in a phrase search (e.g., "where are you") are included in the search.

Capitalization

The searches are NOT case sensitive. All letters, regardless of how you type them, will be understood as lower case. For example, searches for "washington state", "Washington State", and "wAsHiNgToN sTaTe" will all return the same results.

Other Advanced Search Features

The website advance search allows additional advanced features. These include:

Occurrences: you can specify if you want the search restricted to searching just the titles of website documents. If this option is chosen, then your search terms must occur on the page title in order for the webpage to be returned by the search.

Web Sites: The default search when on the Extranet will search both the Extranet website (http://inside.courts.wa.gov) and the Washington State Courts public website (http://www.courts.wa.gov) The search can be restricted to just one specific site if desired.

Returned Results

When results are returned after the search, the default display sorts the returned web pages by "relevance". This is a method used by the search engine to determine the best possible matches for the entered search terms.

Alternatively, on most advanced search pages there is an option to return the resulting web pages in DATE order.

The default number of web pages returned by the search is 10. Most of the advanced search pages allow the number of returned pages to be increased to as much as 100. It should be noted that when the number of retuned pages is increased, the time to return the search results is also increased.

AOC Notification Services

Welcome to the e-mail notification services offered by the Administrative Office of the Courts. Please select your categories of interest.

Appellate Court Opinions *Within 30 minutes of an opinion being filed, you will receive an e-mail with the date, docket number, court and case title of the new opinion. If an opinion is revised, you will not receive an e-mail alerting you to the change.*

Opinions	Published	Unpublished
Supreme Court	☑	
Court of Appeals Division I	☐	☐
Court of Appeals Division II	☐	☐
Court of Appeals Division III	☐	☐

Caseload Reports *You can now be notified when the most recent monthly and/or year-to-date caseload reports for the Superior Courts and the Courts of Limited Jurisdiction are available on the web.*

	Monthly	Year-To-Date
Superior Court	☐	☐
Courts of Limited Jurisdiction	☐	☐

Forms, Press Releases and Weekly Digest *Sign up to be informed when the Supreme Court invites public comments concerning proposed changes to its court rules. Sign up for court forms to be notified whenever a court form or press release has been revised or added. In addition, you can sign up to receive the Weekly digest every Friday, which is a collection of all notifications each week.*

Court Rules proposed for public comment	☐

Court Form Revisions/Additions	☐
Press Releases and Judicial News	☐
Weekly Digest for Washington Courts	☐