

COUNSEL PROCESS FOR WEB BASED TRIAL STATUS REPORTING

Counsel in criminal trials shall obtain a login and password in order to access the Court's web-based Criminal Trial Readiness Notification System and post their respective trial readiness status (Pending Local Rule 5.54). To obtain a login and password, counsel must complete an Account Registration Form available on line at www.saccourt.ca.gov or at 720 9th Street, Room 102. (See *ACCOUNT REGISTRATION*)

Once a login and password have been obtained, counsel is required to log into the Criminal Trial Readiness Notification System to report the status of their trial case(s). The trial log is available for viewing and reporting case status three (3) court days prior to the trial date (i.e. Monday after 5:00 p.m. for Thursday 8:45 am trial calendar). Entries can be updated throughout these three days and may be updated by counsel multiple times; however, the program will close at 1:30 p.m. on the court day prior to the trial date, and no further updates will be allowed.

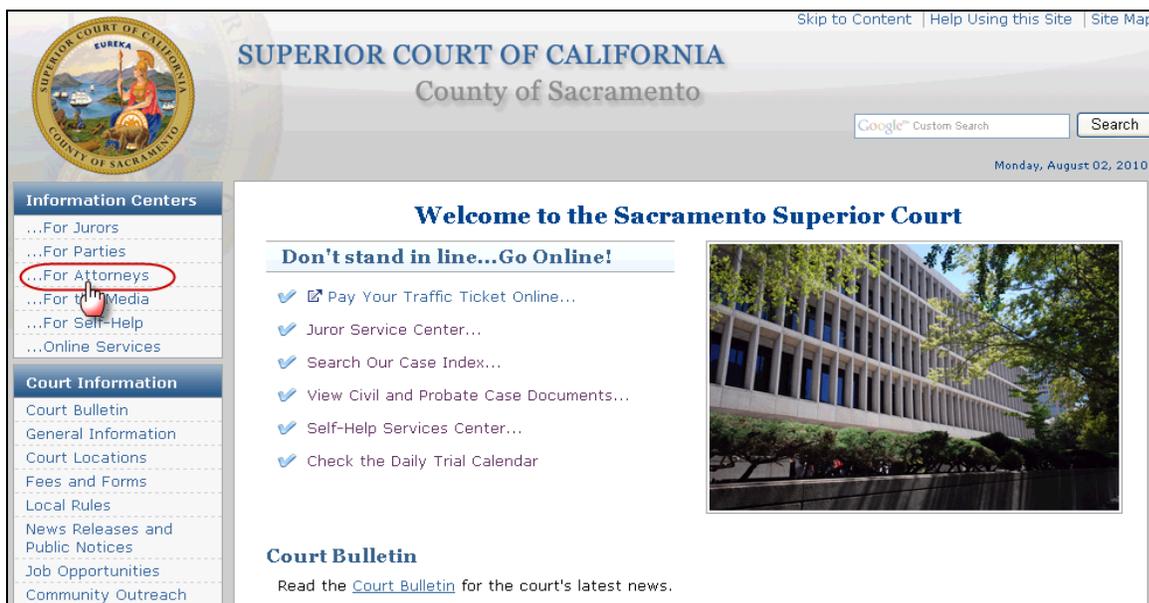
Please note that if a case has been short-set or continued from a date within two days of the trial date, the case may not be reflected on the on-line trial calendar. Master Calendar staff will obtain case status information from the previous calendar to update information for the final calendar. However, if the status has changed since that time, counsel is expected to report to the Trial Assignment Court on the date of trial to advise the Court of those changes.

Counselors who have not reported their case status on-line will be expected to report to the trial assignment department promptly at 8:45 a.m. on the date of trial.

Counsel Reporting

Following are step-by-step instructions on how to update the status of a case on-line.

- Access the application by going to the Court's website at www.saccourt.ca.gov. Select "...For Attorneys" from the left side of the page.



The screenshot shows the homepage of the Superior Court of California, County of Sacramento. The page features a navigation menu on the left with the following items: Information Centers, Court Information, and a list of links under each. The 'Information Centers' section includes: ...For Jurors, ...For Parties, **...For Attorneys** (circled in red), ...For the Media, ...For Self-Help, and ...Online Services. The 'Court Information' section includes: Court Bulletin, General Information, Court Locations, Fees and Forms, Local Rules, News Releases and Public Notices, Job Opportunities, and Community Outreach. The main content area displays a 'Welcome to the Sacramento Superior Court' message, a 'Don't stand in line...Go Online!' section with several service links (e.g., Pay Your Traffic Ticket Online, Juror Service Center), and a 'Court Bulletin' section with a link to read the latest news. A photograph of the court building is also visible on the right side of the page.

- Select the [Criminal Trial Readiness Notification Program](#) link.

- Log into the program by entering the assigned login name and password, and selecting the role using the drop-down menu. Press the LOGIN button.

- The application's Home page will appear displaying a list of active calendars currently available for viewing. Select the appropriate trial date.

Criminal Trial Readiness Notification System
Sacramento Superior Court

Welcome **stephanie.dang!** [[Log Out](#)]

Home Account Management Help

CALENDAR LIST

Notification can be submitted until 1:30 p.m. on the court day prior to the trial date. No further updates will be allowed after that time. Calendars will be viewable until 5:00 p.m. the court day prior to the trial date.

Available Calendars

| Calendar Type | Date |
|-----------------------------|---|
| Trial Assignments Calendar: | Tuesday - Aug 3, 2010 |
| Trial Assignments Calendar: | Wednesday - Aug 4, 2010 |

- The trial calendar for the selected date will be displayed. Review the calendar to locate a specific case and click on the defendant's name.

Criminal Trial Readiness Notification System
Sacramento Superior Court

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Home Account Management Help

TRIAL ASSIGNMENTS CALENDAR FOR 8/4/2010 - DEPARTMENT 09 @8:45 AM

| Defendant | Cust | Case# | Primary Charge | Attorney | Status | Reason | Trial Est. | T.D. | Notified By | Notified Date |
|---------------------------------|------|----------|----------------|---|--------|--------|------------|------|-------------|---------------|
| AYAZ, AHMAD | | 10M00444 | VC 23152(A) | DEF: PD PARFITT, B. | | | | | | |
| BLEDSOE, ALLEN | | 07F09614 | HS 11351 | DEF: RET MILLER, R. PRO: SINGH | | | | | | |
| HELLER, LEROY | CUST | 09F07792 | PC 288.7(B) | DEF: CCD FARINA, J. PRO: NEWTON, C. | | | | | | |
| HERNANDEZ, JOSE | CUST | 09T00518 | VC 23152(A) | DEF: RET HERNANDEZ, A. | | | | | | |
| HICKS, VILI | CUST | 10F02314 | PC 664/459 | DEF: PD PALEY, S. PRO: ALEXANDER, S. | | | | | | |

- A window will display reflecting the known details of the case, including the defendant's name, case number, custody status (if in-custody), primary charge, and opposing counsel. If opposing counsel has already reported case status, these details will also appear.

To report status, click on the [Add](#) hyperlink.

The screenshot shows the 'Criminal Trial Readiness Notification System' for the Sacramento Superior Court. The user is logged in as 'stephanie.dang!'. The interface includes a navigation bar with 'Home', 'Account Management', and 'Help'. Below this is a table of case details:

| | |
|------------------------|-----------------------------------|
| Defendant Name: | BLEDSOE, ALLEN |
| Case Number: | 07F09614 |
| Primary Charge: | HS 11351 |
| Custody: | |
| Attorneys: | DEF: RET MILLER, R. PRO: SINGH |

Below the details is a table with the following columns: **Notified By**, **Trial Readiness**, **Reason**, **Trial Days Est.**, **T.D.**, and **Notified Date**. An 'Add' button is located below the table, and a mouse cursor is pointing at it. Below the 'Add' button is a link that says 'Add to Calendar...'.

The Notification Info drop-down box will appear. Update the status fields by using the drop-down menus.

Status: Ready for Trial

This screenshot shows the same interface as the previous one, but with the 'Notification Info' drop-down box open. The 'Trial Readiness' field is set to 'Ready'. The 'Trial Days (est.)' field is empty. The 'Transport Defendant' field is set to '-Select-'. At the bottom of the drop-down box are 'Save' and 'Cancel' buttons. A mouse cursor is pointing at the 'Save' button.

- ◆ Trial Readiness – Select the appropriate status of “Ready”. Wait for the screen to refresh to select the following options.
- ◆ The “Trial Days (est.)” drop-down will appear. Enter in the expected duration of the trial in court days, including jury selection.

- ◆ If reporting in the role of Defense, a “Transport Defendant:” drop-down will appear. If the defendant’s appearance is not necessary or not required, defense counsel may change the transportation status to “No” and the defendant may not be transported.*
- ◆ Press “Save” in the lower left corner of the screen.

The screen will return to the case listing with the new status information included in the display. It will also reflect the name of counsel who reported the information and the date and time of update.

Criminal Trial Readiness Notification System
Sacramento Superior Court

Welcome **stephanie.dang!** [[Log Out](#)]

Home Account Management Help

| | |
|------------------------|-----------------------------------|
| Defendant Name: | BLEDSON, ALLEN |
| Case Number: | 07F09614 |
| Primary Charge: | HS 11351 |
| Custody: | |
| Attorneys: | DEF: RET MILLER, R. PRO: SINGH |

| Notified By | Trial Readiness | Reason | Trial Days Est. | T.D. | Notified Date |
|---------------|-----------------|--------|-----------------|------|---------------------|
| DEF: Dang, S. | Ready | | 4 | | 8/2/2010 5:07:14 PM |

[Add](#)

[Return to Calendar...](#)

Status: Not Ready for Trial

Criminal Trial Calendar Management System
Sacramento Superior Court

Welcome **COURTSINoggled!**

Home Administer Accounts Table Maintenance Help

| | |
|------------------------|-----------------|
| Defendant Name: | BAISDEN, HERBIE |
| Case Number: | 10M00862 |
| Primary Charge: | PC 666 |
| Custody: | |

| Notified By | Trial Readiness | When/ Why | T.D. | Notified Date |
|---|-----------------|-----------|------|---------------|
| <div style="border: 1px solid gray; padding: 5px;"> <p>Notification Info</p> <p>Attorney Role: <input type="text" value="Prosecution"/></p> <p>Trial Readiness: <input type="text" value="Not Ready"/></p> <p>Reason: <input type="text" value="-Select-"/></p> <ul style="list-style-type: none"> -Select- Continue Dismissal In Trial Plea Trail <p>Save Cancel</p> </div> | | | | |

- ◆ Trial Readiness – Select the appropriate status of “Not Ready”. Wait for the screen to refresh to select the following options.
- ◆ The “Reason:” drop-down will appear. Enter in the reason not ready for trial, (“Continue”, “Dismissal”, “In Trial”, “Plea” or “Trail”).
- ◆ If reporting in the role of Defense, a “Transport Defendant:” drop-down will appear. If the defendant’s appearance is not necessary/required, defense counsel may change the transportation status to “No” and the defendant may not be transported.*
- ◆ Press “Save” in the lower left corner of the screen.

The screen will return to the case listing with the new status information included in the display. It will also reflect the name of counsel who reported the information and the date and time of update.

Criminal Trial Readiness Notification System
Sacramento Superior Court

Welcome **stephanie.dang!** [Log Out]

Home Account Management Help

| | |
|------------------------|--|
| Defendant Name: | SANDWELL, RONALD |
| Case Number: | 10F02220 |
| Primary Charge: | PC 290.018(B) |
| Custody: | CUST |
| Attorneys: | DEF: PD KURTZ, J. PRO: CHISHOLM, M. |

| Notified By | Trial Readiness | Reason | Trial Days Est. | T.D. | Notified Date |
|---------------|-----------------|----------|-----------------|------|---------------------|
| PRO: Dang, S. | Not Ready | Continue | | | 8/2/2010 5:09:55 PM |

[Return to Calendar...](#)

*** NOTE: Please remember that if a time waiver is required from the defendant, he/she MUST be transported to appear in court.**

- Once all information on a specific case has been addressed, press “[Return to Calendar...](#)” hyperlink at the bottom left of the screen. The screen will return to the Trial Calendar display of all cases and the updated case information should now be reflected on the calendar.

Criminal Trial Readiness Notification System
Sacramento Superior Court

Welcome **stephanie.dang!** [Log Out]

Home Account Management Help

TRIAL ASSIGNMENTS CALENDAR FOR 8/4/2010 - DEPARTMENT 09 @8:45 AM

| Defendant | Cust | Case# | Primary Charge | Attorney | Status | Reason | Trial Est. | T.D. | Notified By | Notified Date |
|---------------------------------|------|----------|----------------|---|-----------|----------|------------|------|-------------------|---------------------|
| AYAZ, AHMAD | | 10M00444 | VC 23152(A) | DEF: PD PARFITT, B. | | | | | | |
| BLEDSOE, ALLEN | | 07F09614 | HS 11351 | DEF: RET MILLER, R. PRO: SINGH | Ready | | 4 | | DEF: Dang, S. | 8/2/2010 5:07:14 PM |
| HELLER, LEROY | CUST | 09F07792 | PC 288.7(B) | DEF: CCD FARINA, J. PRO: NEWTON, C. | | | | | | |
| HERNANDEZ, JOSE | CUST | 09T00518 | VC 23152(A) | DEF: RET HERNANDEZ, A. | | | | | | |
| HICKS, VILI | CUST | 10F02314 | PC 664/459 | DEF: PD PALEY, S. PRO: ALEXANDER, S. | | | | | | |
| JACKSON, BYRON | CUST | 10F01035 | PC 273.5(A) | DEF: PP PRO PER PRO: HARRY, J. | Not Ready | In Trial | | N | DEF: Endacott, K. | 8/2/2010 2:41:53 PM |
| LOPEZ, JESSIE | | 09T05417 | VC 23152(A) | DEF: PD RAMOS, C. | | | | | | |
| LOPEZ, JESSIE | | 10T00534 | VC 23152(A) | DEF: PD RAMOS, C. | | | | | | |
| MASHAL, LINDA | | 10M00071 | PC 508 | DEF: RET TALESFOR, G. | | | | | | |
| MOLDEN, JONTE | | 05F04244 | HS 11352(A) | DEF: RET GRIFFIN, J. PRO: SINGH, O. | Ready | | 5 | | PRO: Endacott, K. | 8/2/2010 2:37:27 PM |
| THOMAS, ANDRE | | 05F04244 | HS 11352(A) | DEF: PD SPANO, P. PRO: SINGH, O. | Ready | | 5 | | PRO: Endacott, K. | 8/2/2010 2:37:27 PM |

The “Notified By” column will automatically be filled in with the default name of the person logged into the account at the time the case status was updated. The date and time of reporting will also automatically be filled in by the system.

If status of readiness has changed, counsel may go back into the system and re-update the case status as necessary. However, if readiness status changes after the program closes (1:30 p.m. the day before trial), counsel is required to appear in person in the Trial Assignment Court on the day of trial.

Failure to report status in a timely fashion (by 1:30 p.m. the court day before trial) will require counsel to appear in person in the Trial Assignment Court on the day of trial to explain the reason for non-reporting.

Personal Account Management

All users are expected to update their accounts as necessary to reflect current contact information, including telephone number and email address.

To update your account, access the application and log in as described above. Once at the Criminal Trial Readiness Notification System Home page, select one of the options in the ACCOUNT MANAGEMENT drop-down (Change Personal Info, Change Password, or Change Email).

CALENDAR

| Calendar Type | Date |
|-----------------------------|---|
| Trial Assignments Calendar: | Wednesday - Aug 4, 2010 |

- **Change Personal Info**

Access the Change Personal Info page to update a user's phone number. Enter in the new phone number and select the Update button.

Users may only update the phone number on this page. To have any other information updated or modified, contact an Account Manager or agency liaison (if appropriate).

CHANGE PERSONAL INFORMATION

Personal Information

First Name:

Last Name:

Area Code: Phone: Ext.:

Bar Number:

Agency:

- **Change Email Address**

Access the Change Email Address page to update a user's email. Enter in the new email address in the spaces provided and select the Change Email button.

Note that a user may verify/confirm the email address on file by reviewing the information at the top of this page.

Criminal Trial Readiness Notification System
Sacramento Superior Court

Welcome **stephanie.dang!** [[Log Out](#)]

Home Account Management Help

CHANGE EMAIL ADDRESS

Your current email address is: dangs@saccourt.ca.gov.
Use the form below to change your email address.

Change Email Address

New Email:

Confirm New Email:

- **Change Password**

Access the Change Password page to update a user's login password. Follow the instructions to select a new password and press the CHANGE PASSWORD button. Note that passwords must be at least six (6) characters in length.

Criminal Trial Readiness Notification System
Sacramento Superior Court

Welcome **stephanie.dang!** [[Log Out](#)]

Home Account Management Help

CHANGE PASSWORD

Use the form below to change your password.
New passwords must be 6 or more characters.

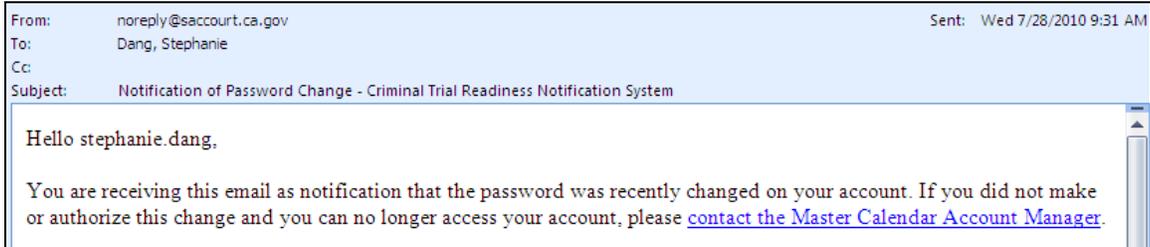
Account Information

Old Password:

New Password:

Confirm New Password:

After changing a password, the system will automatically send an email alerting the user to the change (sample below).



Account Locked out

In the event counsel is unable to login due to multiple failed attempts having locked themselves out of the system, counsel shall contact the Account Manager to have their password reset.

 **Criminal Trial Readiness Notification System** [Forgot your password? \[Log In \]](#)
Sacramento Superior Court

LOG IN
Please enter your username and password.

If you have difficulty logging into the system, please send an email to [the Master Calendar Clerk](#) describing your issue.

Your account has been locked out due to too many incorrect login attempts.
You will NOT be able to login until you contact [the Master Calendar Clerk](#) to have your account unlocked.

Account Information

Username:

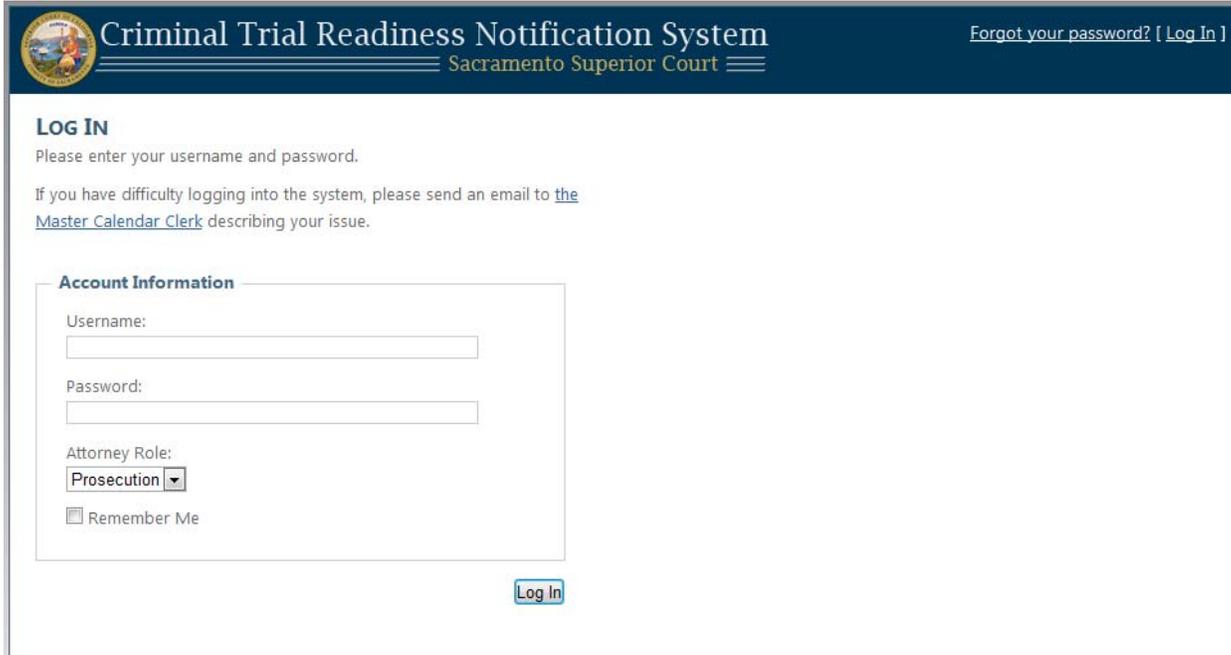
Password:

Attorney Role:

Remember Me

Forgotten Password

In the event counsel is unable to login due to failure to recall their password, counsel can press Forgot your password in the upper right corner of the main login screen and follow the instructions.



The screenshot shows the login interface for the Criminal Trial Readiness Notification System. The header includes the system name and Sacramento Superior Court logo, with a link for "Forgot your password? [Log In]". The main section is titled "LOG IN" and contains instructions to enter a username and password. It also provides a link to the Master Calendar Clerk for password issues. The "Account Information" form includes fields for Username, Password, and Attorney Role (set to Prosecution), along with a "Remember Me" checkbox and a "Log In" button.

The system will ask for your user name. Enter your name and press the RECOVER PASSWORD button.



The screenshot shows the "FORGOT YOUR PASSWORD?" page. It prompts the user to enter their User Name to receive their password by email. The "Password Recovery" form has a "User Name" field containing "stephanie dang" and a "Recover Password" button. A mouse cursor is shown clicking the button.

The screen will refresh to display a message that an email has been sent to the email address on record with your password information.



The screenshot shows a confirmation message: "Your password has been sent to the email address on your account. Return to the [Log In](#) page."

Below is a sample of an email sent in response to a Forgot Your Password request.



Bar Suspension/Disbarment

In the event counsel has been suspended or disbarred as reported in the Report of State Bar Disciplinary Actions, their Login IDs will be rendered inactive. Login IDs will only be restored to active status upon counsel's submission of proof of reinstatement.