

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 (Local Rule 10.54). To obtain a login and password, counsel must complete an Account Registration Form available on line at www.saccourt.ca.gov or in Room 102 located at 720 9th Street, Sacramento, CA. (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 3:00 p.m. on the court day prior to the trial date, and no further updates will be allowed.

(Exception: For trials set on Monday or where a holiday falls on the day prior to trial date, the program will close at 3:00 p.m. two (2) court days prior to the trial date.)

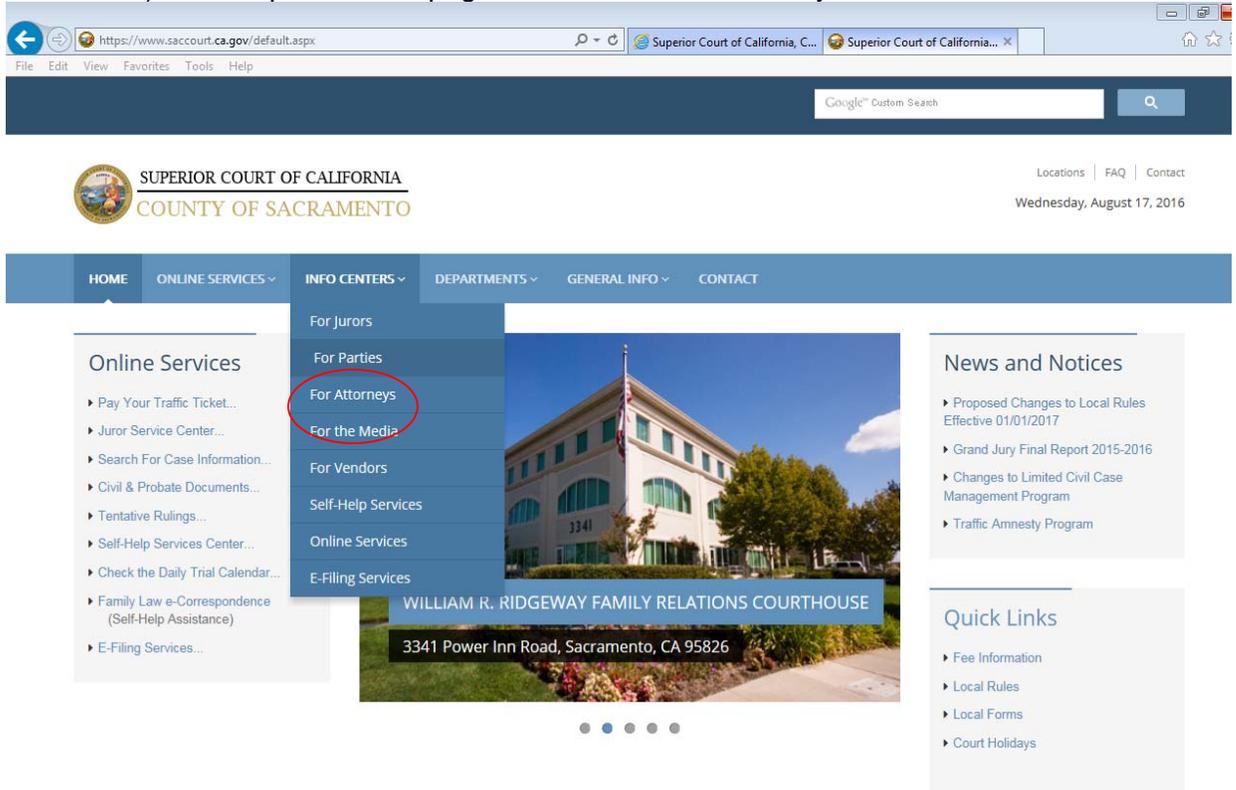
Please note that if a case has been short-set or continued from a date within two days of the trial date, the case may not be reflected on the on-line trial calendar. In the event this occurs, please email Master Calendar staff at mastercalendar@saccourt.ca.gov and report your status. Please include all relevant information (i.e. ready/not ready, time estimate, etc.).

Counsel 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.

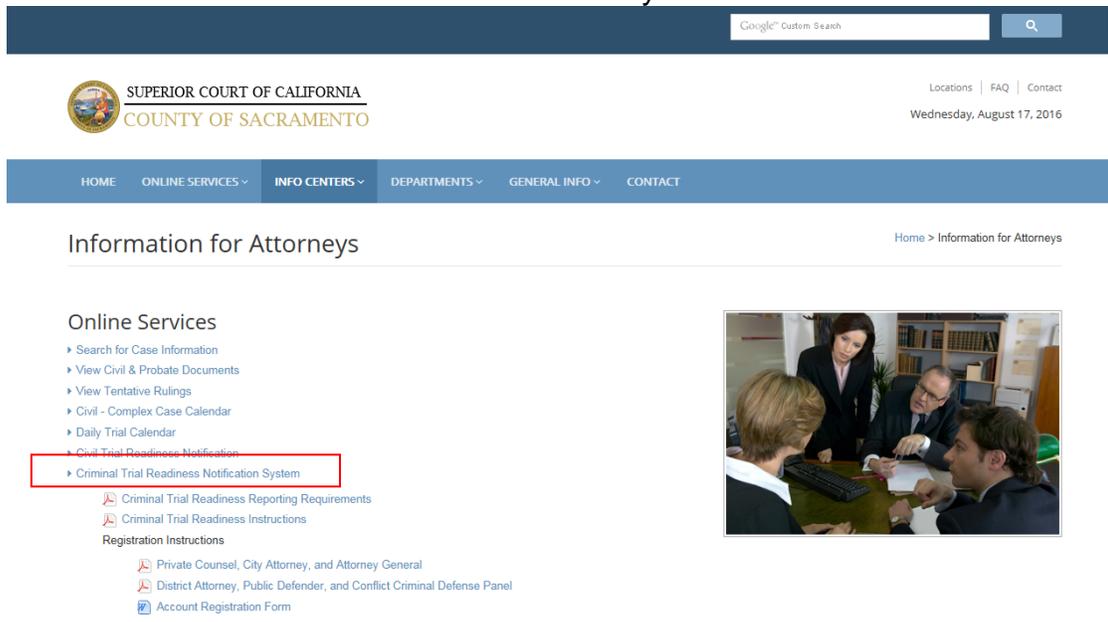
Counsel Reporting

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 "INFO CENTERS) at the top of the webpage and select " "For Attorneys"



- Select "Criminal Trial Readiness Notification System"



- 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.

LOG IN
Please enter your username and password.

If you have difficulty logging into the system, email Master Calendar at MasterCalendar@saccourt.ca.gov describing your issue.

Account Information

Username:

Password:

Attorney Role:
 -Select-
 -Select-
 Prosecution
 Defense

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

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

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						
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.

Criminal Trial Readiness Notification System
Sacramento Superior Court

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

Home Account Management Help

Defendant Name:	BLEDSOE, 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
Add					

[Return to Calendar...](#)

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

Status: Ready for Trial

The screenshot shows the 'Criminal Trial Readiness Notification System' interface 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' links. Below this is a table with case details:

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

Below the case details is a table with columns: 'Notified By', 'Trial Readiness', 'Reason', 'Trial Days Est.', 'T.D.', and 'Notified Date'. A 'Notification Info' form is overlaid on the table, containing:

- Trial Readiness: Ready (dropdown menu)
- Trial Days (est.): (text input field)
- Transport Defendant: -Select- (dropdown menu)

At the bottom left of the form 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.

This screenshot shows the same interface as the previous one, but the 'Notification Info' form is no longer present. The table below the case details now contains one row of data:

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

Below the table are links for 'Add' and 'Return to Calendar...'. The 'Save' button from the previous screenshot is no longer visible.

Status: Not Ready for Trial

- ◆ 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.

*** 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.

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 TALESFORE, 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.

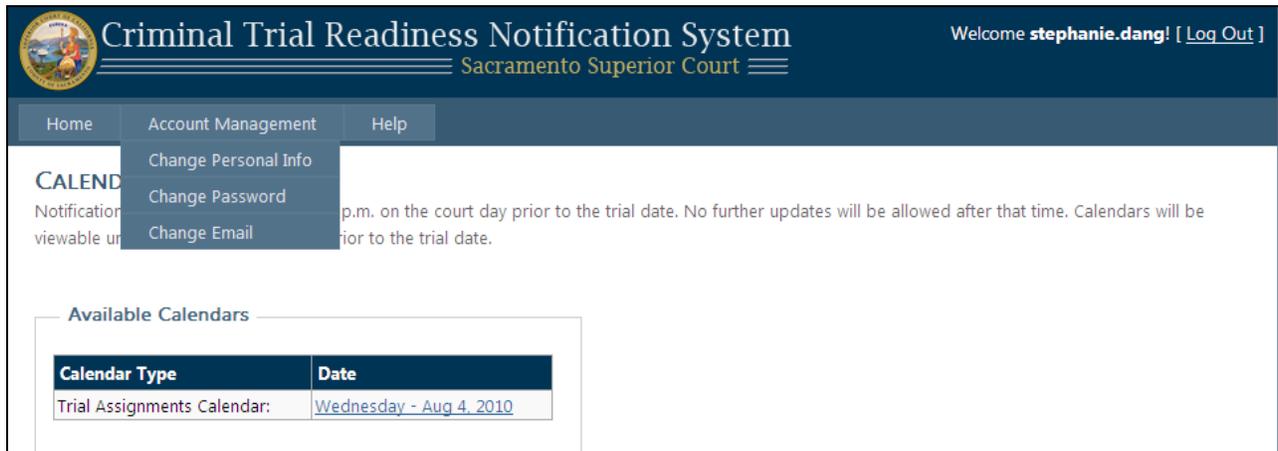
If status of readiness has changed, counsel may go back into the system and re-update the case status as necessary. However, if readiness status changes after the program closes (3:01 p.m. the day before trial), counsel is required to send an email to mastercalendar@saccourt.ca.gov immediately, with your updated status information. If no email is received, counsel is required to appear at 8:45 a.m. on the day of trial and report to the court their current status.

Failure to report status in a timely fashion (by 3:00 p.m. the court day before trial) will require counsel to appear in person in the Trial Assignment Court on the day of trial and explain the reason for failure to comply with Local Rule 10.54.

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

Notification... p.m. on the court day prior to the trial date. No further updates will be allowed after that time. Calendars will be viewable up... prior to the trial date.

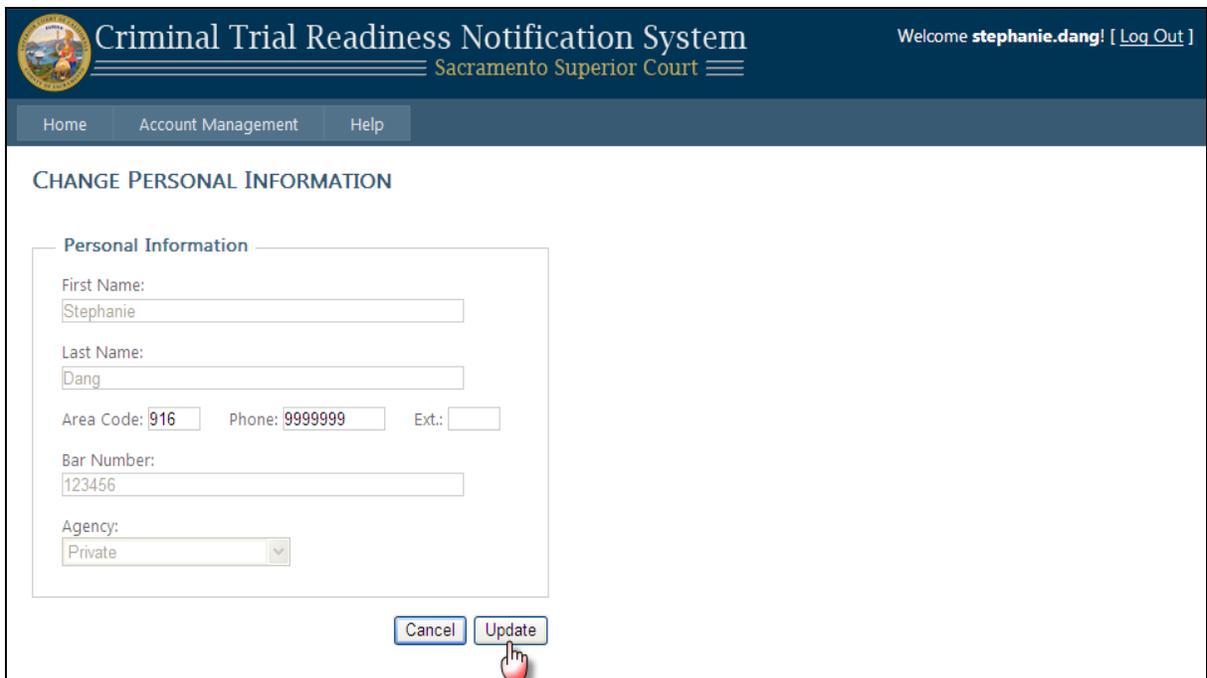
Available Calendars

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: Stephanie

Last Name: Dang

Area Code: 916 Phone: 9999999 Ext.:

Bar Number: 123456

Agency: Private

Cancel Update

- **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

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Home Account Management Help

CHANGE PASSWORD

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

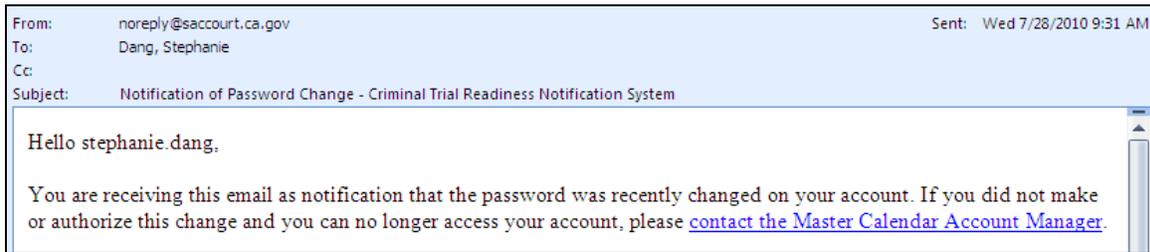
Account Information

Old Password:

New Password:

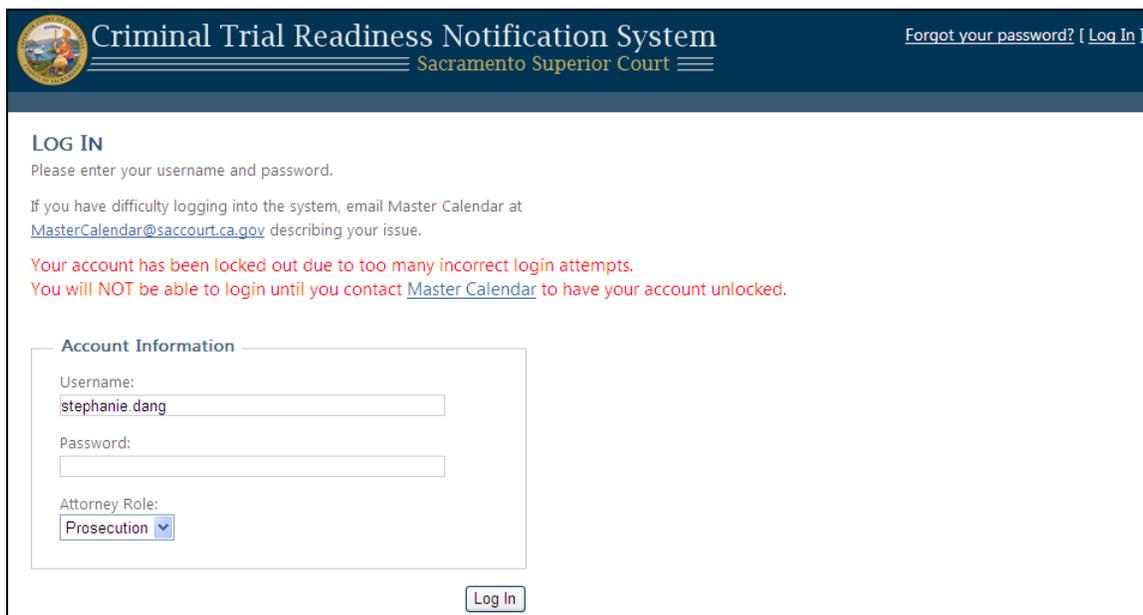
Confirm New Password:

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



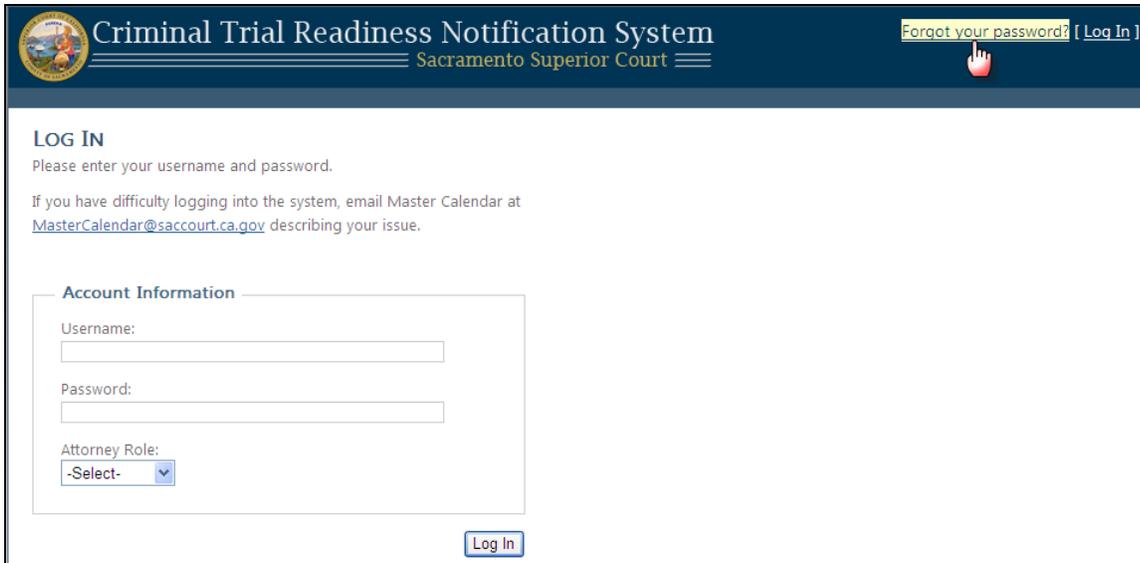
Account Locked out

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.



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



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.