SMART Tip Sheets
Court & Other Criminal Justice

UNIVERSITY OF MARYLAND
INSTITUTE FOR GOVERNMENTAL SERVICE & RESEARCH

Office of Problem Solving Courts
ADMINISTRATIVE OFFICE OF THE COURTS
MARYLAND JUDICIARY

Court & Other Criminal Justice

    Court Hearings & Contacts

    Probation Hearings

This tip sheet explains how to add criminal justice related information and court actions.

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IGSR Technical Support: 301.405.4870
Email: igsrsupport@umd.edu

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MARYLAND DEPARTMENT OF HEALTH AND MENTAL HYGIENE

Court & Other Criminal Justice
Criminal Justice Contacts

This screen is designed to document criminal justice contacts (i.e., parole and probation, court hearings, etc.), and court actions. Use the Case Management screen to document any contact with coordinators. Reference your PS Court SMART Training Manual to ensure all required fields (yellow and white) are complete.

1. Entry Steps: Login, Select Facility (if applicable), Client List, select client, Activity List, PS Court, Criminal Justice Contacts.

2. Click **Add New** to make a criminal justice contact entry (i.e., Probation Meeting, Court Hearing, etc.) Note: Use the Case Management module to document any meetings with Coordinators.

3. Go the Event Date field, and select the calendar icon to enter the appropriate date.

4. Review the other fields on the screen, and enter any additional relevant information.

5. Signed/Unsigned Notes: This screen contains a Signed/Unsigned note function. To make an editable note, enter your note in the Unsigned Note field, and click **Save** or **Finish**. To electronically sign the note (thereby making it uneditable), enter the note in the **Unsigned Note** box and then click **Sign Note**. Note: If the signed note contains erroneous information or if you need to enter additional information, simply enter the new information in the **Unsigned Note** box and click **Sign Note** again.

6. Click **Save** and **Finish** when done.

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Use the List View to get a glimpse of the court related contacts pertaining to the participant.

Click Generate Report to print a report.

If the event is Court Status/Review Hearing, the Court Action field will become enabled. Enter the appropriate information, i.e., Phase Graduation/Promotion, and other required information.