

Survey to Chief APOs

Issue: PACFile/ERMS

Question (from Carbon County):

Carbon County previously explored electronic filing. At the time, our Department was only filing Act 151 and 122 documents (we wanted to start small). Clerk of Courts subsequently temporarily suspended due to turmoil at their end. I spoke late last week with the new Clerk of Court and our Court Administrator and we are looking to once again start electronic filing using PACFiling and ERMS. We are looking at start date in early July. My goal is to have an internal committee start examining our various documents and business practices. I am inquiring if there are any Departments that are currently utilizing these services to file their paperwork and if yes, is there a good contact person in your office that we can talk to develop a better understanding of how you utilize the services?

2nd Question (from York County):

For those counties, that are Pacfiling, is there a way to connect cases to one defendant so you don't have to pacfile a report multiple times for each docket number?

Clinton County

Clinton County started PACfiling in October of 2017 for both adult and juvenile. As with any change, it took a little while for things to get going. We save all of our revocations, parole plans, contempt petitions, and memos to the court as a PDF and can quickly file the documents through PACfile. My President Judge also approved electronic signatures which allows the PO's to just save a Word document to PDF with electronic signature. The other option is printing the document, signing, and then scanning it to PDF which is time consuming unless each PO has desktop scanners.

The AP case management program also has a nice shortcut that allows you to click on offenders in your system and pull up their dockets in ERMS. You have to click on the AOPC Docket Sheet icon and then select "View Scanned Document in ERMS". This is very helpful when looking for court orders or if you are filing anything on the defendant.

You can call or email me with any questions. JFoltz@clintoncountypa.com

Clinton County - 2nd Response

We were told that we couldn't do this until our Clerk of Courts contacted AOPC three (3) times requesting that they give access to "Associate" cases in CPCMS. My suggestion would be to have your Clerk of Court contact AOPC and request access to associate cases and to keep calling until they do. This will save time for both Probation and the Clerk of Courts.

Now that we have access, the PO's just call over to the Clerk of Courts when they are filing on a case with multiple dockets. The Clerk of Courts then "Associates" the cases in CPCMS which

allows us to PACFile to multiple dockets. We have a good relationship with our Clerk of Courts and they do this immediately after we call them.

Lancaster County

Lancaster has been using PacFile for a year or so. Attached is the list of documents we are now pacfiling. (See Appendix)

We started with a small pilot group of judges, probation staff, and clerk of courts staff to test the process and identify challenges. Once we worked through that, all probation staff and all judges were trained. With the exception of a few petitions/orders and emergent situations, we are Pacfiling almost everything.

Division Director Vicki Parker (ParkerV@co.lancaster.pa.us). She is happy to talk with anyone about the process, etc.

Lancaster County – 2nd Response

No, currently you must PACfile each docket number separately. I think they are working on an upgrade to fix this in the near future.

From my Division Director who is our PacFile expert.

York County

York County has started the PACFile/ERMS process in both juvenile and adult. The process has gone much smoother on the juvenile side.

In the adult office we started with Probation/Parole violations and it has been a nightmare. Deputy Director Donald Overmoyer and my Office Manager Becky Strayer have been leading the charge. (DWOvermoyer@yorkcountypa.gov, BSStrayer@yorkcountypa.gov)

Appendix – Lancaster County PACFile ERMS

APP FILINGS AND CORRESPONDING ORDERS REFERENCE GUIDE

- Motion to File Non-Custodial Capias (Report Entry Type: Capias)
 - Capias Filed
 - “upon consideration of the attached Petition, the Court directs that a capias shall be filed and the defendant be placed on Non-Custodial status on the above captioned information. All costs associated with this action are to be placed on the defendant.”

- Motion to Issue Capias and Bench Warrant (Report Entry Type: Bench Warrant)
 - Order Issuing Capias/Bench Warrant
 - “upon consideration of the Petition, the Court directs that a capias and bench warrant shall be issued on the above-captioned information. All costs associated with this action are to be placed on the defendant.”

- Petition to Issue Bench Warrant – Revoke Non-Custodial & Issue Bench Warrant (Report Entry Type: Bench Warrant)
 - Order Granting Petition to Issue Bench Warrant – Revoke Non-Custodial & Issue Bench Warrant
 - “the court directs that the bench warrant on the above referenced Information number(s) be issued forthwith and that the defendant be incarcerated in Lancaster County Prison to await further court proceedings.”

- Motion for Dismissal of Capias & Bench Warrant – Release from LCP (Report Entry Type: Bench Warrant)
 - Order Granting Dismissal of Capias and Bench Warrant – Release from LCP
 - “upon consideration of the within petition, the Court directs that the capias and bench warrant on the Information Number captioned above, issued against the defendant be dismissed. The defendant will continue under the supervision of the Lancaster County Adult Probation/Parole Department Office of General Supervision. The Sheriff’s and Bench Warrant costs are to be placed on the County of Lancaster.”

- Dismissal of Capias – Non-Custodial (Report Entry Type: Bench Warrant)
 - Order Granting Dismissal of Capias – Non-Custodial

- “upon consideration of the within petition, the Court directs that the capias on the above referenced Information filed against the defendant be dismissed.”
- Petition to Reinstate Bench Warrant (Report Entry Type: Bench Warrant)
 - Order Granting Petition to Reinstate Bench Warrant
 - “upon consideration of the within petition, the Court directs that the bench warrant be reinstated on the above referenced Informations. The defendant shall be incarcerated in the Lancaster County Prison to await further court proceedings.”
- Motion to Modify Condition of Sentence – Remove Condition of Community Service (Report Entry Type: Sentence)
 - Order Granting Motion to Modify Condition of Sentence – Remove Condition of Community Service
 - “the Court hereby directs, pursuant to 42 Pa. C.S.A. ' 9754 (C) (2.1), that the order of sentence on the above captioned information number shall be modified to remove the condition that the defendant complete community service. All other conditions of sentence shall remain in effect.”
- Petition to Issue Bench Warrant – Revoke Non-Custodial & Amend Capias
 - Order Granting Petition to Issue Bench Warrant – Revoke Non-Custodial & Amend Capias (Report Entry Type: Bench Warrant)
 - “the court directs that the bench warrant on the above referenced Information Number(s) be issued forthwith and that the defendant be incarcerated in Lancaster County Prison to await further court proceedings.

Furthermore, the Court amends the capias to include additional allegation(s) as stated in the petition”
- Motion to Modify Order and Add Special Condition (Report Entry Type: General)
 - Order Granting Motion to Modify Order and Add Special Condition
 - “the Court directs that the order of probation/parole issued on the above captioned information number shall be modified to include special conditions.”
- Motion to Dismiss Bench Warrant, Release from LCP, Change to Non-Custodial (Report Entry Type: Dismissal)
 - Order to Dismiss Bench Warrant, Release from LCP, Change to Non-Custodial

- “upon consideration of the within petition, the Court directs that the bench warrant issued against the defendant be dismissed, that the defendant be released from Lancaster County Prison (subject to detainers),and be placed on Non-Custodial Status. All costs associated with this action are to be placed on the defendant.”
- Motion to Dismiss Bench Warrant, Change to Non-Custodial (Report Entry Type: Dismissal)
 - Order to Dismiss Bench Warrant, Change to Non-Custodial
 - “upon consideration of the attached Petition, the Court directs that the bench warrant shall be dismissed and that the defendant shall be placed on non-custodial status to await further Court proceedings. All costs associated with this action are to be placed on the defendant.”
- Motion to Dismiss Capias and Bench Warrant (Report Entry Type: Dismissal)
 - Order to Dismiss Capias and Bench Warrant
 - “upon consideration of the within petition, the Court directs that the capias and bench warrant issued against the defendant be dismissed.”
- Fast Track Petition (Report Entry Type: Track)
 - Fast Track Order
 - “upon consideration of the Fast Track Petition filed by Adult Probation and Parole and with the agreement of the parties, the Court finds the that the defendant violated his probation/parole as outlined in the petition. The Court hereby sentences the defendant to the terms and conditions listed in the petition.”
- Petition to Amend Capias (Report Entry Type: Warrant)
 - Order to Amend Capias
 - “upon consideration of the within Petition, it is hereby ORDERED that the capias be amended to include the additional allegation(s) as stated in the petition.”
- **Motion for Early Termination of Probation (Report Entry Type: Probation)**
 - **Order Granting Motion for Early Termination of Probation**
 - **“upon consideration of the attached Petition Seeking Termination of Supervision, it is hereby ORDERED that Defendant’s supervision in the above captioned matter be terminated and the Defendant shall be released from the supervision of Lancaster County Adult Probation/Parole Services. All costs associated with this action shall be remitted.”**