

WINDSOR COUNTY STATE'S ATTORNEY

CASE SCREENING TIMELINESS AND JUSTWARE ENTRY

Timeliness: Cases shall be screened and routed for further processing as quickly as possible. Attorneys and advocates should not hold screenings "until the last minute," because to do so is discourteous to the administrative staff. Under no circumstances shall a screening remain on an attorney's desk for more than two weeks without some official action having been taken. (Such action may include contacting an officer requesting follow-up investigation.) **The deadline for attorneys to complete screenings scheduled for a Tuesday morning arraignment is by the end of the day of the preceding Tuesday.** *Exception: DUI cases that are received in the 24 hours preceding the deadline.*

Data Entry by Attorneys: JustWare Case Facts shall be entered by attorneys in all screenings. The Case Facts entered shall cover all elements of the offense including date, time, and jurisdiction. Case Facts shall also include mitigating/negating information and information relevant to conditions of release or foreseeable motion practice.

Data Entry by All: Attorneys, Victim Advocates, and Staff are encouraged to use Case Notes in JustWare to memorialize offers made, conversations with opposing counsel, contact with victims, and other information necessary for the reader to establish a clear, current understanding of the status of the case. Saving emails that memorialize plea offers/agreements in JustWare is also encouraged.