



South Carolina Court Administration
South Carolina Supreme Court
Columbia, South Carolina

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VIA EMAIL: charlesappleby@schouse.gov

The Honorable Chris Wooten
Chair, Law Enforcement and Criminal Justice Subcommittee
Legislative Oversight Committee
South Carolina House of Representatives
Post Office Box 11867
Columbia, South Carolina 29211

Dear Representative Wooten:

You have asked the South Carolina Judicial Branch (SCJB), Office of Court Administration, to provide input on the Department of Probation, Parole, and Pardon Services' (PPP) interaction with the South Carolina Judicial Branch. Specifically, you inquired about PPP's interaction with the Judicial Branch's new statewide Case Management System (CMS) and electronic sentence sheet.

As background, the South Carolina Judicial Branch is in the first year of replacing a 16-year old CMS rapidly approaching the end of its life cycle. A CMS is a software application employed by an organization to efficiently process, track and maintain the activities and data that are essential to operations of that organization. Many industries and government agencies use CMS applications, including most criminal justice-related organizations. Law enforcement agencies, courts, prosecutors, corrections departments and parole agencies use separate case management systems tailored to meet their operational needs.

The South Carolina Judicial Branch maintains a case management system to manage court information in South Carolina. This CMS allows the SCJB to standardize court business processes for all levels of trial courts throughout the state, automate the collection and generation of court statistics statewide, and keep a centralized repository of essential court data. The SCJB's CMS is relied upon not only by the trial courts, their clerks, attorneys, and the general public, but is also the system by which time-sensitive information is delivered to government agencies, such as motor vehicles, law enforcement, corrections and parole. These data sharing partners benefit from the

exchange of information among agencies and rely on that data for their own uses, but they do not rely on CMS for their core business processes.

Specifically, you inquire:

1. Please explain the process that is planned, or already in motion, for determining the needs of the new data system. In particular, please indicate whether the following are part of the plan:
 - a) Will flow charts, like those attached, be created to obtain a full picture of how information flows into and out of the court system and the entities upon which the courts rely and those that rely upon the courts?

Yes. With the development of the new Case Management System, the SCJB can provide information, in several formats (including flow charts, guides, webinars, videos, etc.), to stakeholders on its many functions. Please see attached example “Journey of an Electronic Sentence Sheet.”

- b) Will a survey be conducted of personnel in the court system to create a list of information they receive from government entities that they must manually re-enter into the court data system and amount of time that could be saved if the information was transferred electronically between the data systems at the government entities and the court?

The continued development of the Case Management System provides for ongoing information gathering as described in your question, with a goal of information transfer being seamless after the initial input of information. As part of our information gathering, surveys will be among the tools we employ.

As background, in 2018, the SCJB formed a CMS Steering Committee comprised of Clerks of Court, Judges, SCJB employees and subject matter experts from courts throughout the state. From 2018 to 2020, this committee participated in the Request for Proposal process, including software demonstrations and product evaluations.

Additionally, we have held meetings with representatives of PPP and SCDC regarding data sharing and the electronic sentence sheet. Also, in 2020 and 2021, we held at least 12 meetings and product demonstrations with various stakeholder groups including judges, Clerks of Court, solicitors, public defenders, and representatives from SCDC.

From those meetings we determined the following and will expand upon this information as we move forward.

- General Sessions courts do not currently have to re-enter data provided from other government agencies.
 - Summary Courts that are currently using the statewide CMS are able to transfer their data into the CMS, thereby eliminating the need for data re-entry.
 - Summary Courts are required to manually enter probation violation warrants received from PPP. It would be advantageous for PPP to provide probation violation warrant data electronically to the courts.
- c) Will a list of all government entities that utilize information from court forms/orders be created with a list of the information they utilize, and method through which they receive it?

Yes. For example, in developing an API for government agencies to interface with the Case Management System, maintaining a list of data elements (information) is standard practice. The sentence sheet document "Sentencing Sheet API Fields 20210920_V6" is attached as an example. That document contains the information utilized by SCDC.

- d) Will focus groups be held with personnel from each of the entities that contribute to and/or utilize information from court forms/orders to determine issues and pain points they see that may be addressed with the new system (e.g., preventing judges from having the capability of inadvertently including information that may be in violation of statutes like denying a defendant credit for time served; or ability of PPP to read the special conditions of probation and have this information electronically transferred to PPP's data system to avoid the time, and potential errors, that can occur with manual re-entry)?

Yes. We consider information gathering such as you describe to be an essential part of the CMS development process, both in the work we have already completed and as we move forward.

Our ongoing engagement with stakeholders throughout the CMS development process has already provided us with valuable information.

2. Please list the entities participating in the pilot program for electronic sentencing sheets.

The electronic sentence sheet is being tested in Lexington County, Cherokee County and Union County. Participating in each county are the presiding judges, court clerks, solicitors' offices, defense attorneys and SCJB Court Administration.

3. How will the pilot program be evaluated to determine whether to implement the program statewide?

The test will be evaluated on whether: there is a reduction in sentencing errors, there is an in-court time reduction in completing the sentence sheet, there is successful electronic transfer of sentence sheet data to government agencies, training and training materials are effective, and the application is easy to use.

Participants in the tests will be surveyed on the above factors and SCJB Court Administration will observe in-court sentencing.

4. Will part of the pilot program include enabling the court to include a breakdown of locations where time was served and amount of time served in each?

The application does not include location of time served. The SCJB CMS tracks and maintains activities and data that are essential to operations of the courts. The location of where time has been served seems to be information essential to the operation of a confining agency.

5. In what situations would a judge handwrite the number of days for time served on a sentence sheet, when the box they check states time served is to be calculated by the Department of Corrections, as outlined in S.C. Code Section 24-13-40?

There should be no situation where a judge would handwrite on the electronic sentence sheet. If the defendant is to be given credit for time served, the judge would check the box for credit for time served. If the defendant is being sentenced to time served, the judge would check the time served option. However, the electronic sentence sheet provides an option for the judge to type in additional sentencing information.

6. In light of S.C. Code Section 24-13-40, and other applicable statutes, in what scenarios, if any, may a court award time served prior to the date of offense?

In our opinion, time served can only be awarded for days served after the date of the offense. We do not foresee a scenario where the court would award time served prior to the date of the offense.

7. Does part of a plan with a statewide electronic sentencing sheet program or the new court data system include the ability to view all charges, total sentence, and total time served, for a single offender when an offender is incarcerated on multiple charges from multiple counties? If not, why?

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Yes. The new CMS will provide the capability to conduct a statewide search, including the ability to view charges and sentencing information for an offender with multiple charges and multiple counties using the offender's biographical information.

The SCJB does not have access to time served data. Calculating time in confinement occurs post sentencing and after the defendant has entered corrections. County jails and corrections track time served in their institutions using individual case management systems.

8. What is the plan for creating and utilizing an electronic Form 9 that would allow transfer of information between applicable parties to improve accuracy of information and prevent manual entry by multiple personnel at various agencies?

Form 9 is a form created and maintained by PPP. A determination will need to be made whether PPP retains control of the form, converts it to an electronic form and electronically transmits that data to the CMS, or whether it becomes a Court Administration form. As part of the development of the new CMS, all court forms will be reviewed for conversion to electronic forms.

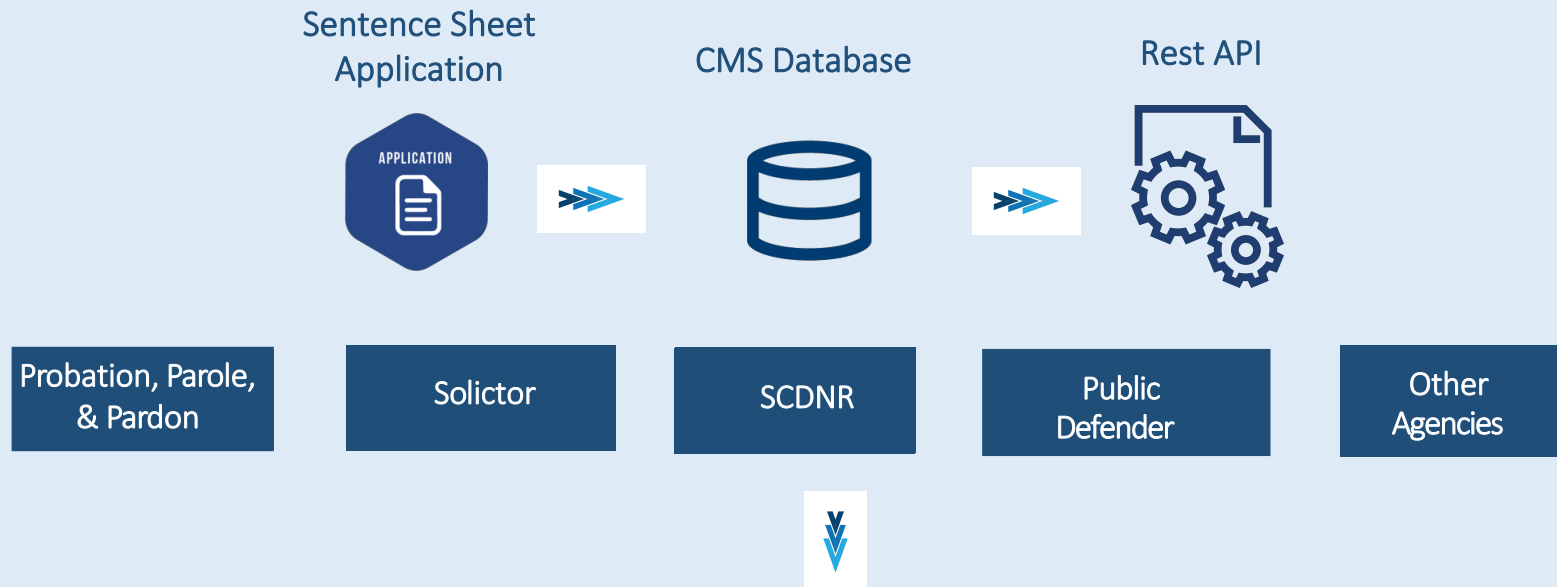
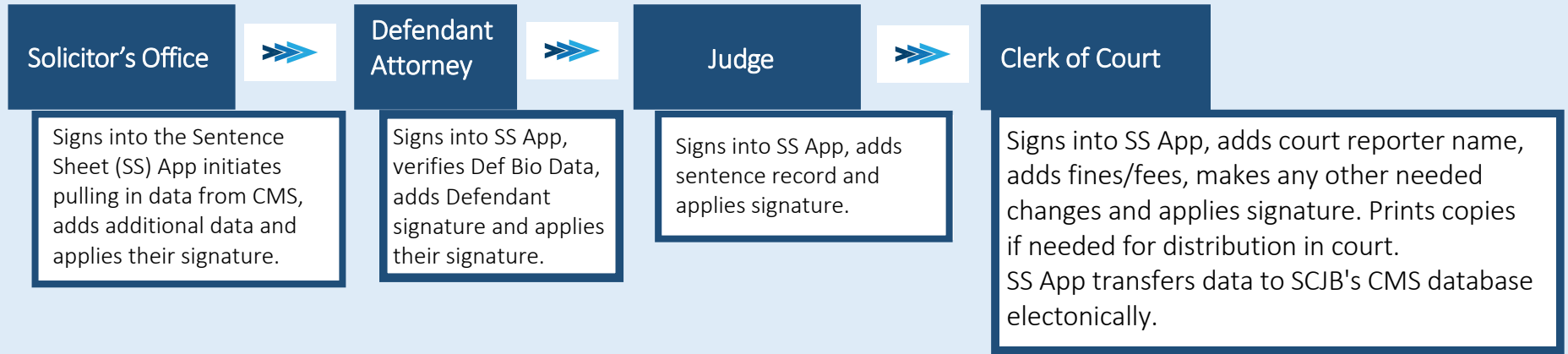
Sincerely,



Tonnya K. Kohn
State Court Administrator

The Journey of an Electronic Sentence Sheet

A separate sheet is completed for each charge and a single individual may have multiple charges.



Access to Rest API is available for all state agencies to electronically download SS data from SCJB's API and upload into their system.

Sentencing Sheet API Fields

(as of 9.30.21)

Category	Field Description
	Case Data
Case	Court Agency
Case	Case Number/Warrant Number/Ticket Number
Case	Case Type
Case	Case Type Description
Case	Case Subtype
Case	Case Subtype Description
Case	Case Status
Case	Case Status Description
Case	Case Disposition Code
Case	Case Disposition Description
Case	Case Disposition Date
Case	Case Filed Date
Case	Assigned Judge
Case	Assigned Judge Last
Case	Assigned Judge First
Case	Assigned Judge Middle
Case	Assigned Judge Suffix
Case	Disposition Judge
Case	Disposition Judge Last
Case	Disposition Judge First
Case	Disposition Judge Middle
Case	Disposition Judge Suffix
Case	Law Enforcement Case Number
Case	No Bill Date
Case	True Bill Date
Case	Waiver Date
Case	Indictment Number
Case Varcharge	Varcharge/CDR Code
Case Varcharge	Statute
Case Varcharge	Varcharge Description
Case Varcharge	Plea Code
Case Varcharge	Plea Description
Case Varcharge	Plea Date
Case Varcharge	Case Offense Date
Case Party	Arrest Date
Case Party	Defendant First Name
Case Party	Defendant Middle Name
Case Party	Defendant Last Name
Case Party	Defendant Suffix
Case Party	Defendant Phone 1
Case Party	Defendant Phone 1 Type
Case Party	Defendant DL #
Case Party	Defendant DL State
Case Party	Defendant SSN
Case Party	Defendant Sex
Case Party	Defendant DOB
Case Party	Inmate Number
Case Party	Defendant Race
Case Party	Race Description
Case Party	Defendant Email Address
Case Party	Defendant Party Type
Case Party	Defendant Party Type Description
Case Party	Defendant Attorney Code
Case Party	Defendant Attorney Last
Case Party	Defendant Attorney First
Case Party	Defendant Attorney Middle

Sentencing Sheet API Fields

(as of 9.30.21)

Case Party	Defendant Attorney Suffix
Case Party	Defendant Attorney Bar Number
Case Party	Defendant Eye Color
Case Party	Eye Color Description
Case Party	Defendant Hair Color
Case Party	Hair Color Description
Case Party	Defendant Height Feet
Case Party	Defendant Height Inches
Case Party	Defendant Address Line 1
Case Party	Defendant Address Line 2
Case Party	Defendant Address City
Case Party	Defendant Address State
Case Party	Defendant Address Zip
Officer	Arresting Agency
Officer	Arresting Agency Name
Officer	Officer Code
Officer	Officer Academy Number
Officer	Officer Last Name
Officer	Officer First Name
Officer	Officer Middle Name
Officer	Officer Suffix
Officer	Officer Address Line 1
Officer	Officer Address Line 2
Officer	Officer City
Officer	Officer State
Officer	Officer Zip
Sentencing	Sentencing Code
Sentencing	Sentence Description
Sentencing	Sentence Amount
Sentencing	Sentence Units
Sentencing	Sentence Begin Date
Sentencing	Sentence Date
Sentencing	Sentence Completion Date
Sentencing	Freeform Sentence
Sentencing Sheet Field:	SID #
Sentencing Sheet Field:	CDL YesNo
Sentencing Sheet Field:	CMV YesNo
Sentencing Sheet Field:	Hazmat YesNo
Sentencing Sheet Field:	Disposition Hearing
Sentencing Sheet Field:	Guilty Varcharge Description
Sentencing Sheet Field:	Guilty Varcharge Statute
Sentencing Sheet Field:	Guilty Varcharge CDR
Sentencing Sheet Field:	Violent YesNo
Sentencing Sheet Field:	Serious YesNo
Sentencing Sheet Field:	Most Serious YesNo
Sentencing Sheet Field:	Mandatory GPS
Sentencing Sheet Field:	Statute 17-25-45
Sentencing Sheet Field:	As Indicted
Sentencing Sheet Field:	Lesser Included Offense
Sentencing Sheet Field:	Def Waives Grand Jury
Sentencing Sheet Field:	Without Negotiations or Recommendations
Sentencing Sheet Field:	Negotiated Sentence
Sentencing Sheet Field:	Recommendation by the State
Sentencing Sheet Field:	Solicitor Last Name
Sentencing Sheet Field:	Solicitor First Name
Sentencing Sheet Field:	Solicitor Middle Name
Sentencing Sheet Field:	Solicitor Suffix
Sentencing Sheet Field:	Solicitor Prefix

Sentencing Sheet API Fields

(as of 9.30.21)

Sentencing Sheet Field: Solicitor Bar Number
Sentencing Sheet Field: Solicitor Common Party Code
Sentencing Sheet Field: Defendant Last Name
Sentencing Sheet Field: Defendant First Name
Sentencing Sheet Field: Defendant Middle Name
Sentencing Sheet Field: Defendant Prefix
Sentencing Sheet Field: Defendant Suffix
Sentencing Sheet Field: DAT Last Name
Sentencing Sheet Field: DAT First Name
Sentencing Sheet Field: DAT Middle Name
Sentencing Sheet Field: DAT Suffix
Sentencing Sheet Field: DAT Prefix
Sentencing Sheet Field: DAT Bar Number
Sentencing Sheet Field: DAT Common Party Code
Sentencing Sheet Field: State Dept of Corrections/County Detention Center
Sentencing Sheet Field: Total Sentence Amount
Sentencing Sheet Field: Total Sentence Type
Sentencing Sheet Field: Youthful Offender Act
Sentencing Sheet Field: Youthful Offender Act Years
Sentencing Sheet Field: YOA And/Or
Sentencing Sheet Field: Youthful Offender Act Fine
Sentencing Sheet Field: Incarcerative Sentence Amount
Sentencing Sheet Field: Incarcerative Sentence Type
Sentencing Sheet Field: Incarcerative And/Or
Sentencing Sheet Field: Incarcerative Sentence Fine
Sentencing Sheet Field: Probation Sentence Amount
Sentencing Sheet Field: Probation Sentence Type
Sentencing Sheet Field: Consecutive Concurrent
Sentencing Sheet Field: To Sentence
Sentencing Sheet Field: Credit Time Served
Sentencing Sheet Field: CTS Amount
Sentencing Sheet Field: CTS Type
Sentencing Sheet Field: Central Registry Child Abuse/Neglect
Sentencing Sheet Field: Restitution
Sentencing Sheet Field: Deferred
Sentencing Sheet Field: Def Waives Hearing
Sentencing Sheet Field: Ordered
Sentencing Sheet Field: PTUP
Sentencing Sheet Field: Public Service Employment Amount
Sentencing Sheet Field: Public Service Employment Type
Sentencing Sheet Field: Rest Amount
Sentencing Sheet Field: Rest 20% Fee
Sentencing Sheet Field: Rest Total Amount
Sentencing Sheet Field: Payment Terms
Sentencing Sheet Field: Set by SCDPPPS
Sentencing Sheet Field: Restitution Recipient Last
Sentencing Sheet Field: Restitution Recipient First
Sentencing Sheet Field: Restitution Recipient Middle
Sentencing Sheet Field: Restitution Recipient Suffix
Sentencing Sheet Field: Restitution Recipient Prefix
Sentencing Sheet Field: Obtain GED
Sentencing Sheet Field: Voc Rehab or Job Corp
Sentencing Sheet Field: W/E Serve Time
Sentencing Sheet Field: Substance Abuse Counseling
Sentencing Sheet Field: Random Drug/Alcohol Testing
Sentencing Sheet Field: Fine Payment Amount
Sentencing Sheet Field: Fine Payment Type
Sentencing Sheet Field: Begin Paying Fine

Sentencing Sheet API Fields

(as of 9.30.21)

Sentencing Sheet Field: Pay to Public Defender Fund
Sentencing Sheet Field: Sentencing Sheet Other
Sentencing Sheet Field: Appointed PD \$500
Sentencing Sheet Field: Presiding Judge Last Name
Sentencing Sheet Field: Presiding Judge First Name
Sentencing Sheet Field: Presiding Judge Middle Name
Sentencing Sheet Field: Presiding Judge Suffix
Sentencing Sheet Field: Presiding Judge Prefix
Sentencing Sheet Field: Judge Code
Sentencing Sheet Field: Sentence Date
Sentencing Sheet Field: Clerk of Court Last Name
Sentencing Sheet Field: Clerk of Court First Name
Sentencing Sheet Field: Clerk of Court Middle Name
Sentencing Sheet Field: Clerk of Court Suffix
Sentencing Sheet Field: Clerk of Court Prefix
Sentencing Sheet Field: Court Reporter Last
Sentencing Sheet Field: Court Reporter First
Sentencing Sheet Field: Court Reporter Middle
Sentencing Sheet Field: Court Reporter Suffix
Sentencing Sheet Field: Court Reporter Prefix
Sentencing Sheet Field: Court Reporter Code
Sentencing Sheet Field: Fine Text
Sentencing Sheet Field: Fine Amount
Sentencing Sheet Field: Assessments
Sentencing Sheet Field: Conviction SurVarcharge
Sentencing Sheet Field: DUI SurVarcharge
Sentencing Sheet Field: DUI Assessment
Sentencing Sheet Field: DUI Breath Test
Sentencing Sheet Field: Proviso
Sentencing Sheet Field: Law Enforcement Funding
Sentencing Sheet Field: Drug Court SurVarcharge
Sentencing Sheet Field: Breath Test Fee
Sentencing Sheet Field: Vehicle Assessment
Sentencing Sheet Field: 3% Fee
Sentencing Sheet Field: Total Line 1
Sentencing Sheet Field: Total Line 2
Sentencing Sheet Field: Form Number
Sentencing Sheet Field: Form Amend Date
Sentencing Sheet Field: Additional Warrant Freeform
Warrant Served Date
WE_Serve Date
PTUP Type
Appt PD Fund
Unpaid App Fee Clerk
PTUP Amount
Determinate Time Served
Provided Upon Service Time Served
Monitored House Arrest
Release to CDC
PTUP YN
No Contact with Victim YN
Public Service YN
Domestic Violence Intervention
Mental House Counseling
Sex Offender Registry
WE Service YN
Other YN
Special Conditions YN

Sentencing Sheet API Fields

(as of 9.30.21)

Voc Rehab/Job Corp YN
Fraud Check

Bond Data

Bond ID
Bond Set Date
Bond Amount
Bond Judge
Bond Judge Last
Bond Judge First
Bond Judge Middle
Bond Judge Suffix
Bond Comment
Primary Bond Type
Primary Bond Type Description
Primary Bond Amount
Secondary Bond Type
Secondary Bond Type Description
Secondary Bond Amount
Bond Status
Posted Bond Type
Posted Bond Type Description
Bond Post Amount
Bond Post Company Code
Bond Company Name
Bond Post Date
Bond Post Time
Bond Post Status
Bond Condition Description

Action Data - This will be an array of actions.

Action Code
Action Description
Begin Date
Begin Time
End Date
End Time
Completion Date
Action Status
Action Status Description

Bench Warrant Data - This is an array of outstanding bench warrants

Warrant Number
Warrant Service Status
Warrant Document ID
Warrant Document Description
Warrant Issue Date
Warrant Print Date
Warrant Service Date
Warrant Service Time
Warrant Service By
Warrant Last Name
Warrant First Name
Warrant Middle Name
Warrant Suffix
Warrant Address Line 1

Sentencing Sheet API Fields

(as of 9.30.21)

Warrant Address Line 2

Warrant City

Warrant State

Warrant Zip

Associated Case Data - This is an array of additional warrants for the indictment number

Additional Warrants