

3-14/055.00 - Court Papers

The accurate handling and tracking of custody paperwork plays a significant role in reducing over-detentions and erroneous releases. It is the responsibility of the court clerk to prepare all custody papers, i.e., remands orders, releases, removal orders and commitments. The bailiff is responsible for ensuring that the paperwork received from the court clerk includes the correct defendant, case number, booking number, and a signature with the court seal. The bailiff is also responsible for documenting and cross checking the type of paper that was ordered by the court (release, remand, removal, commitment, special order, (Refer to CSDM, 3-14/055.05 - Papers Only Holds) etc.), as well as, the time the paper was received from the clerk.

Bailiff personnel shall create a tracking form to log all papers pertaining to cases that appear before their courtrooms. Optional methods for tracking documents shall only include: Transportation Master Court Calendar list, Daily Court Calendar, Superior Court generated custody list, or the "Daily Tracking Form for Court Custody Paperwork" located in the CSDNet "Forms." This form shall be retained by the bailiff for a period of six months.

Note: The gathering of this information shall not diminish the bailiff's primary duty of security for the courtroom.

The bailiff shall assist the clerk by ensuring that all custody papers are taken to the main lockup. It is imperative that the bailiff check with the lockup personnel to ascertain that all papers for their court have been received before the bailiff leaves for lunch or at the end of the day. The expeditious preparation and delivery of court papers to the lockup will assist lockup personnel in the preparation of court transmittals and the ordering of transportation.

The initial appearance of a defendant is automatically scheduled by the court clerk placing an entry into the Automated Justice Information System (AJIS) at the conclusion of the preliminary hearing or on a certified plea in a felony case. The inmate will then be automatically placed on a Superior Court Custody Appearance list.

At the conclusion of the inmate's daily court appearance, the bailiff shall fill out a removal order for in-custody defendant (SH-CI-375). This form reflects the following information:

- Case number
- Department number
- Date of appearance and time
- Reason for court appearance (arraignment, motions, trial, etc.)
- Inmate's name
- Booking number
- Bailiff's name and employee number

Upon completion, this form shall be presented to lockup personnel for forwarding to the AJIS, which will cause the inmate to be listed for his/her, next court appearance.

Upon completion of the inmate's case(s) before the court, the bailiff shall obtain from the clerk either a temporary commitment (76C5831) or a release order (76O743). The particular document shall be taken to lockup personnel for further processing of the inmate and for jail records. The temporary commitment is also issued when there is a change in the inmate's custody status, such as lowering or raising the bail.

In the event the inmate is a witness and his attendance is no longer required, the bailiff shall use the removal order form noting, "no longer needed."

Branch Supervisor's Responsibility

The branch supervisor shall physically review each bailiff's own procedures for documenting the required information and perform random audits of the bailiff's saved forms.

Although there is no defining method to capture the described information, the branch supervisor shall attempt to have consistency throughout the courthouse. Simple, effective, and easy to understand should be the guideline in determining the method of tracking this information.

Area Lieutenant's Responsibility

The Area Lieutenant shall ensure that each branch supervisor has complied with their responsibility by conducting their own random audits of the bailiff's saved forms.
