



A NEW GENERATION OF LAW ENFORCEMENT SOFTWARE

Civil Process

When looking for a Civil Process application, agencies have the right to expect quality software with ease of use, and built-in flexibility. Our CIVIL application has been designed to provide many specialized features including agency-defined codes for complete customization, complete paper activity tracking by paper number or by party, extensive search capabilities, auto-disbursements, auto-billing, and financial transaction management with check writing capability. CIVIL has an active paper flag in the main name file, historical address and phone capture, bankruptcy, bad check and deceased indicators as well as capturing relationships among people (spouse, AKA, etc.)

CIVIL boasts an open architecture approach and supports multiple platforms, including AS/400, W2K, XPP. In addition, CIVIL can be run as a stand-alone application or may be an integrated part of the Records Management System ARTS.

Civil Features

CIVIL was designed with user friendliness in mind! The user has complete access to information about a paper with the touch of the mouse. Agency defined codes allow the user the flexibility to customize and tune the system to specific agency needs. The need to memorize codes is eliminated with promptable fields, which also allows for uniform data entry.

A separate CONTROL Menu stores Agency-Defined codes for bank accounts, financial transactions, return codes, paper types, documents, officers and interest rates. Once these codes are created in the Control Menu, they become available to users when entering civil papers, financial transactions, and other records in the Main Menu. The Control Menu is also where **system reports** are maintained and the System Administrator maintains the **default values** for system-generated numbers for papers, receipts, and billing statements.

The MAIN Menu provides access to Papers, Names, and Financial Transactions. Users enter or copy papers as they are received, and track service and return information. Users can also work with **attempts of service**, **financial transactions**, **seized property**, **sheriff sales** and create Word™ documents, attaching them to individual papers.

Date	Time	Officer...	
Received	05/04/2007	11:30:42	341KOY DEPUTY KING
Served	05/05/2007	16:01:00	8128DK DEPUTY JONES
Returned	00/00/0000	00:00:00	

CIVIL was designed with consistent visual features:

- Standard Windows-based *shortcut* keys, as well as *function* keys
- Drop-down *promptable* values
- Relational Database – Names Connect to Associated Records
- Users can *customize* how information display on the screen by 'moving' columns and resizing windows.
- *Flyover* help on toolbar buttons
- Extensive Windows-based hypertext *Help* available



Name Information

The application was designed to store all names in a common repository. Once the name is in the system, users no longer need to re-enter information for future occurrences. By having the name information in the database once, it enables users to go directly to the name and see all papers connected to that name with a single click of the mouse. An automatic 'hit' on SSN and OLN helps avoid entry of duplicate names.

Additional features include:

- Automatic Address & Phone History
- Physical Information
- Cautions/Comments
- Street Address/ Mailing Address
- Name Relationships (AKA, parent,

Display Name and Papers

Name: 18 BOWES, TRACY 06/19/2000 Done

Employer: SARADON INDUSTRIES Active Paper [P] Active Warrant [W] Change

DOB: 08/10/1975 Soc Sec #: 555-55-5555 OLN ID: X1555555555

Gender: Male Race: White Ethnicity: Not Hispanic

Street: 555 N OAK City/State/Zip: BOISE ID: 83704

Home Phone: (208)555-5555 Work: (208)444-4444 Paper: (208)555-3333 Cell: []

Fax Phone: []

Alert Bad Checks Bankruptcy Deceased Records

Paper ID	Code	Case Number	Case Title	Paper Status	Date
20000051	SUM	CV2000-02349	GARDNER VS BOWER	Received	06/02/2000
20000013	SUB	CR9707234	STATE VS SULLIVAN	Returned	01/18/2000
19990048	*EX	CV95-234	LEWIS VS ELIAS	Returned	11/26/1999
19990040	SUM	CV99-9234	BOWER VS BLAZER FINAN	Unable To Loca	11/03/1999
19990006	*GR	CR97-0744	STATE VS SULLIVAN	Served	10/15/1999

Financial Transaction Management

CIVIL allows for complete financial transaction management. Payments and disbursements associated with a Paper are maintained within the paper file, while entry of miscellaneous transactions such as license fees, bonds, restitution, and education monies are entered through the Transaction file. Deposits are created and bank reconciliation is tracked online.

List Transactions By Date

Transaction Type: Payment Disbursement

Type	Date	Number	Paper ID	
Payment	06/15/2000	504	200000043	BLO
Payment	06/01/2000	502	200000004	COF
Payment	06/01/2000	501	200000007	D&S
Payment	06/01/2000	500	200000004	SCU
Payment				
Payment				
Payment				
Payment				
Payment				

Add Deposits

Bank Code: ROLLOVER ACCOUNT ROLLOVER ACC Add

Deposit ID: 2007-5 Date: 02/02/2007 Cancel

Amount: 258.10 Help

Officer...: CAI COMPUTER ARTS, INC

Add Misc Payment

Date: 07/21/2000 Type: Payment Process

Name: DOE, JOHN Cancel

Amount: 50.00 Source: Check Check #: 1234 Help

Comment: BOND FEES Print Receipt

Entered By: CAI Refresh

Breakdown

Code	Description	Amount
BOND	BOND FEES	50.00
		0.00
		50.00

Total: 50.00

System Reports

CIVIL provides an extensive selection of system reports, with 80+ summary, detail and statistical reports including cash summary reports, laser checks, paper listings, and returns of service. A handy service envelope for officers to use during paper service is even available. All of the reports were created with Seagate Crystal Reports™, the best report designer in the industry with export capabilities to a variety of formats including Word, Excel, HTML, E-Mail, etc. Powerful query capabilities are built into the reporting process to allow creation of user-defined ad-hoc reporting.

Interest on judgments and commission amounts can also be calculated. Monies received may be auto-disbursed, or manual disbursements can be made. Computer generated checks are also available to make CIVIL a complete solution.

CIVIL Recommended System Requirements

Workstation: Windows W2k, XPP Pentium III 128 MB Ram 20 GHz Hard Drive
Monitor: 17" 800x600 Super VGA Resolution