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Standardized Case Jacket

PROMIS
PROSECUTOR'S MANAGEMENT
INFORMATION SYSTEM
An Exemplary Project of LEAA

44765

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PROMIS (Prosecutor's Management Information System) is a management information system (computerized or manual) for public prosecution agencies and the courts. Developed under a grant from the United States Department of Justice, Law Enforcement Assistance Administration (LEAA), PROMIS has been in operation in Washington, D.C., since January 1971 and is in various implementation stages in more than 30 other jurisdictions.

LEAA has designated PROMIS an Exemplary Project. Such designation is reserved for criminal justice programs judged outstanding, worthy of national attention, and suitable for adoption by other communities.

The Institute for Law and Social Research (INSLAW) has prepared a series of 21 briefing papers to explain to nontechnical audiences of prosecutors, court administrators, criminal justice planners, and members of the bar the underlying concepts of management and organization inherent in PROMIS. It is expected that these briefings will assist other jurisdictions to evaluate and when appropriate, implement PROMIS in part or in its entirety. The implementation can range from adoption of the concepts of management and organization, to the use of PROMIS forms and paperwork procedures, to the application of the manual or semiautomated version of PROMIS, and, finally, to the installation of the computer software.

Other PROMIS documentation produced by INSLAW under grants from LEAA includes a handbook on *PROMIS For The Nonautomated or Semiautomated Office,* research designs for using PROMIS data bases in statistical studies of criminal justice policies, a six-volume set of computer software documentation, and a 20-minute color documentary of PROMIS (16mm film or video cassette) for nontechnical audiences. The 21 briefings are as follows:

1. Management Overview of PROMIS
2. Case Screening
3. Uniform Case Evaluation and Rating
4. Special Litigation (Major Violators) Unit
5. Witness Notification Unit
6. Paralegals
7. Comprehensive Training
8. Reasons for Discretionary and Other Actions
9. Counting by Crime, Case and Defendant
10. Research Uses of PROMIS Data
11. Uniform Crime Charging Manual
12. Police Prosecution Report
13. Crime Analysis Worksheet
14. Processing and Trial Preparation Worksheet
15. Police Intake Worksheet
16. Standardized Case Jacket
17. Interface with Other CJIS
18. Privacy and Security
19. Analysis of Costs and Benefits
20. Transferability
21. Optional On-Line Inquiry and Data Input Capability

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ACQUISITIONS

PROMIS BRIEFING SERIES*

16. Standardized Case Jacket

As utilized at the prosecutor's office in Washington, D.C., 1/ the standardized case jacket serves as a vehicle not only in which to file, maintain, and transmit key documents 2/ but also on which to record, at various stages of the proceedings, certain information about the case itself.

Initial information is entered on the jacket during case screening. Additional information is noted by the prosecuting attorney assigned to the courtroom during each court event in the case.

BACKGROUND AND OVERVIEW OF THE CASE JACKET

Before the standardized case jacket was developed, each attorney seemd to make jacket notations in a shorthand style that only he or she could understand. As a result, prosecutors at subsequent stages of the proceedings had great difficulty in both interpreting and even locating the previously recorded information. This was highlighted during an analysis of operations that necessarily preceded PROMIS. Thus, the standardized case jacket was a by-product of the development of the PROMIS system.

The redesigned jacket structures the entry of notations so that they are made in a comprehensive, uniform manner and at a specified location. The result is clearer and more inclusive case documentation. This, in turn, has speeded communications and expedited case processing in the courtroom.

As currently designed, the jacket contains preprinted "information blocks" on its front and back outside covers (illustrations of these covers are included at the end of this Briefing). The recorded information serves two major purposes:

1. To acquaint prosecutors with key facts about the case, its principals, and current status.

*One of a series of 21 Briefing Papers for PROMIS (Prosecutor's Management Information System), this publication was prepared by the Institute for Law and Social Research (INSLAW), Washington, D.C., under a grant from the Law Enforcement Assistance Administration (LEAA), which has designated PROMIS as an Exemplary Project. Such a designation is reserved for criminal justice programs judged outstanding, worthy of national attention, and suitable for adoption by other communities. Presenting a bird's-eye view of PROMIS capabilities, the Briefing Papers are one facet of INSLAW's LEAA-funded program designed to assist local prosecutors evaluate and, when appropriate, implement PROMIS. In January 1971, the computerized information system was initiated in Washington, D.C., where prosecutors continue to rely upon PROMIS to help them manage more effectively an annual work load involving allegations of 8,500 serious misdemeanors and 7,500 felonies. (A manual version of PROMIS is also available and parallels the capabilities of the computerized system.)

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2. To convey specific instructions or recommendations from the screening prosecutor to his colleagues in the arraignment/presentment court and to provide a means for the latter to indicate the action taken on those recommendations. (This portion of the jacket is on the front cover and surrounded by a heavy, bold line.)

ITEM-BY-ITEM EXPLANATION OF THE CASE JACKET

Normally, only one jacket is prepared per defendant. If codefendants are involved in the same case, a separate jacket is prepared for each. When charges against an accused are unrelated and to be tried separately, a separate case jacket is prepared for each charge. To distinguish felony from misdemeanor cases, red and blue labels, respectively, are affixed to the upper right-hand corner of the jacket's front cover.

Jacket entries made during the screening process pertain to Items 1, 3, 5-10, 12b. 3/ The balance are made during various stages of the proceedings subsequent to screening. Only those entries in need of elaboration are discussed below.

Item 1: Defendant's Name. This is the "true" name of the accused, which is normally the name he or she used at the time of his or her first arrest. It is the name of record according to police files. 4/ Aliases are also entered here.

Item 2: Court Case Nos. A court clerk assigns docket number(s) subsequent to screening. 5/

Item 3: PDID No. The police assign this unique fingerprint-based identification number to the accused following arrest. 6/

Item 9: Bond/Release. The screening attorney checks the appropriate bond/release recommendation and explains the reasons therefor in the space provided so that the arraignment prosecutor will have factual support for his or her recommendation. The judge's release decision is noted in the "Decision" column of Item 9.

Item 10: Instructions for the Arraignment Court Attorney. The screening prosecutor checks the appropriate boxes under "Required Action." "Executed" boxes are checked at arraignment.

Item 11: Arraignment Return. A judge may specify that a defendant is to be returned on a subsequent date for arraignment. In such cases, the action date, the date the defendant is to be returned for arraignment, the prosecutor present, and the judge ordering the return date are listed. A reason for the arraignment return is also shown.

Item 12b: Initial Court Date. The screening assistant enters, in order of preference, three suggested court dates to be offered at arraignment for jury or nonjury trial regarding misdemeanors or, in connection

with felonies, for preliminary hearings. The date that the court selects--and whether it is for a preliminary hearing, a jury trial, a nonjury trial, or for some other court action--is indicated.

Items 13-17: Post-Arraignment Action. Several spaces are provided on the case jacket for post-arraignment actions, such as an appearance to request a continuance or an appearance for trial. In all post-arraignment actions, the date, the prosecutor, the judge, and the defense attorney present are indicated. Space is provided for reasons for court actions, remarks the prosecutor wants entered concerning the case, a code identifying the reasons for the court action taken, 7/ and the next continuance date.

Items 18-19: Grand Jury Disposition and Continuance Dates. The action taken by the grand jury in a case is indicated in this section. Also included are the name of the prosecutor presenting the case before the grand jury, the action taken by the grand jury, the date of the grand jury action, the code indicating the grand jury action, any grand jury continuance dates, and remarks or reasons for the grand jury action.

Item 21: Sentence. Each charge is listed separately. 8/ Information concerning the prosecutor's recommendation on the period and type of confinement or the fine which should be imposed is recorded. In addition, the sentence actually imposed by the court is indicated for each specific charge. The date the sentence was imposed, the presiding judge, and the prosecutor who presented the case are also shown.

IN CONCLUSION...

With their formats adaptable to the unique needs of different jurisdictions, the jacket and its associated forms are of value at all prosecutive stages in the prosecution. Several different prosecutors--from screening through trial--may enter key information on the jacket. To the extent that entries are concise, accurate, legible, and in the proper place, the standardized case jacket serves to coordinate and clarify what otherwise might be a highly disjointed and confusing prosecutive effort.

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FOOTNOTES

1/In the District of Columbia, the U.S. Attorney serves as the local prosecutor. About 75 lawyers are assigned to the D.C. Superior Court (equivalent to a state court of general jurisdiction), where prosecution of local "street crime" cases is conducted. About 16,000 allegations of such crimes are considered for prosecution annually.

2/See Briefing Nos. 12-15, Police Prosecution Report, Crime Analysis Worksheet, Processing and Trial Preparation Worksheet, and Police Intake Worksheet, for descriptions of some of the forms filed in the case jacket.

3/See Briefing No. 2, Case Screening, for an overall description of the screening process.

4/See Briefing No. 12, Police Prosecution Report, for more information about the defendant's "true" name, which may not be his or her "real" name.

5/Briefing No. 14, Processing and Trial Preparation Worksheet, provides more details about how this number is assigned and used, and Briefing No. 9, Counting by Crime, Case and Defendant, elaborates on the significance of its use.

6/See Briefing No. 12, Police Prosecution Report and Briefing No. 9, Counting by Crime, Case and Defendant, for further elaboration on its significance.

7/See Briefing No. 8, Reasons for Discretionary and Other Actions, for the uses of reason data.

8/Briefing No. 14, Processing and Trial Preparation Worksheet, explains the "SFX" (case suffix) column. Also, Briefing No. 9, Counting by Crime, Case and Defendant, elaborates on the significance of the court docket number and suffixes.

U.S. ATTORNEY'S OFFICE FOR THE DISTRICT OF COLUMBIA — USA-81 (Sept. 73)
SUPERIOR COURT DIVISION

1 DEFENDANT'S NAME (LAST FIRST MIDDLE)	2 COURT CASE NOS.	3 PDID NO.	4 NUMBER
ALIASES:		5 ARREST DATE	☐ LOCK-UP ☐ JAIL ☐ BOND ☐ CITATION

6 CO-DEFENDANT NAMES (LAST FIRST MIDDLE)	9 BOND/RELEASE	
	RECOMMENDED (Explain below)	DECISION
	1 ☐ PERSONAL RECOGNIZANCE	☐ PERSONAL RECOGNIZANCE
	5 ☐ THIRD PARTY CUSTODY	☐ THIRD PARTY CUSTODY
	4 ☐ CASH BOND $ _____	☐ CASH BOND $ _____
	% DEPOSIT _____	% DEPOSIT _____
	3 ☐ SURETY BOND $ _____	☐ SURETY BOND $ _____
	8 ☐ MENTAL OBSERVATION	☐ MENTAL OBSERVATION
	9 ☐ RCA	☐ RCA
	7 ☐ DOCK	☐ DOCK
	6 ☐ CONDITIONAL/OTHER	☐ CONDITIONAL/OTHER

7 OFFICE CHARGES (if ADW, CDW, OR PPW charge, include type of weapon)	M	F

RECOMMENDATION REASONS/REMARKS:

8 DEFENSE ATTORNEY (LAST) (FIRST) PHONE NO.

(Continue in block 10 below, if necessary)

10 INSTRUCTIONS FOR ARRAIGNMENT COURT AUSA

REQUIRED ACTION	EXECUTED
☐ SERVE LINE UP ORDER _____	☐
☐ SERVE HANDWRITING ORDER _____	☐
☐ SERVE OTHER ORDER _____	☐
☐ ARRAIGN CO-DEFENDANTS TOGETHER	☐
☐ GET CONTINUANCE DATE IN UNDERLYING CASE (JACKET INSIDE)	☐
☐ OTHER	☐

11 FOR ARRAIGNMENT RETURN Only	12a ARRAIGNMENT ACTION	12b INITIAL COURT DATE		
ACTION DATE / RETURN DATE	DATE	SUGGEST		APPROVED
AUSA	AUSA		☐ PRELIMINARY HEARING DATE	
JUDGE	JUDGE		☐ JURY TRIAL DATE	
REPORTER TAPE TIME	REPORTER TAPE TIME		☐ NON-JURY TRIAL DATE	
REASON	DEFENSE (if different from item 8 above) ATTORNEY		☐ OTHER	

13 POST ARRAIGNMENT ACTION	REMARKS - REASONS (Use English text from PROMIS "Standard Case Jacket Entries" booklet plus amplifying remarks)	CODE
DATE		
AUSA		
JUDGE		
DEFENSE ATTORNEY		
REPORTER TAPE TIME		

NEXT CONTINUANCE DATE

14 POST ARRAIGNMENT ACTION	REMARKS - REASONS (Use English text from PROMIS "Standard Case Jacket Entries" booklet plus amplifying remarks)	CODE
DATE		
AUSA		
JUDGE		
DEFENSE ATTORNEY		
REPORTER, TAPE TIME		

NEXT CONTINUANCE DATE

FIGURE 1

CASE JACKET: FRONT COVER
(continued on next page)

15 POST ARRAIGNMENT ACTION	REMARKS - REASONS *Use English text from PROMIS "Standard Case Jacket Entries" booklet plus amplifying remarks*	CODE
DATE		
AUSA		
JUDGE		
DEFENSE ATTORNEY		
REPORTER, TAPE TIME		

NEXT CONTINUANCE DATE

16 POST ARRAIGNMENT ACTION	REMARKS - REASONS *Use English text from PROMIS "Standard Case Jacket Entries" booklet plus amplifying remarks*	CODE
DATE		
AUSA		
JUDGE		
DEFENSE ATTORNEY		
REPORTER, TAPE TIME		

NEXT CONTINUANCE DATE

17 POST ARRAIGNMENT ACTION	REMARKS - REASONS *Use English text from PROMIS "Standard Case Jacket Entries" booklet plus amplifying remarks*	CODE
DATE		
AUSA		
JUDGE		
DEFENSE ATTORNEY		
REPORTER, TAPE TIME		

NEXT CONTINUANCE DATE

18 GRAND JURY DISPOSITION — CODE

AUSA _____ FINAL ACTION DATE

☐ INDICTED ☐ IGNORAMUS ☐ DISMISSAL

☐ I-REF OR ☐ U-REF TO: _____

19 GRAND JURY CONTINUANCE DATES

1st	5th
2nd	6th
3rd	7th
4th	8th

REMARKS REASONS

20 DISCOVERY AND/OR PLEA OFFERS DATE	AUSA	DEFENSE ATTORNEY	REMARKS

21 SENTENCE

CHARGE	SFX	RECOMMENDED CONFINEMENT PERIOD	RECOMMENDED CONFINEMENT TYPE	RECOMMENDED FINE (AMT)	IMPOSED (Complete all items that apply) CONFINEMENT PERIOD	IMPOSED CONFINEMENT TYPE	IMPOSED SPECIAL PERIOD	IMPOSED SPECIAL TYPE	IMPOSED FINE (AMT)	IMPOSED SUSPENDED PERIOD	IMPOSED PROBATION PERIOD	IMPOSED PROBATION TYPE	DATE IMPOSED
													JUDGE
													AUSA

CONFINEMENT TYPE 1-CONCURRENT 2-CONSECUTIVE 3-LIFE 4-CONFINEMENT OR FINE 9-OTHER

SPECIAL SENTENCE TYPE 1-FYCA-A 2-FYCA-B 3-FYCA-C 4-FYCA-D 5-WORK RELEASE 6-NARA 9-OTHER

PROBATION TYPE 1-SUPERVISED 2-UNSUPERVISED

FIGURE 1 (concluded)
CASE JACKET: BACK COVER

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END