



Introduction

SCJB has created a new web application to allow a **Sentence Sheet** to be fully executed online - alleviating the possibility of an illegible court sentence and/or illegible signatures. The **SCJB Electronic Sentence Sheet** application, as it is called, is available to solicitors, defense attorneys, judges, law clerks of judges, and clerks of court. It has been designed to work seamlessly with **CMS**.

This guide details the sentencing sheet workflow for **Judges** and their **law clerks** within the new application. (See the **Addendum** beginning on page 18 of this guide for information regarding the role of **law clerks**.) See other guides for **Solicitors**, **Defense Attorneys**, and **Clerks of Court** workflows.

Some Important Things to Know

- Everything revolves around who is logged-in and what the value is in the **Sentence Sheet Status** field.
- Only **General Sessions** cases (qualifying cases) will appear in the application, and they must have a valid Indictment number. **Wildcard** indictment numbers will not work.
- Only a solicitor or a defense attorney can pull a warrant in an “Incomplete” status into the sentence sheet application initially.
- When a warrant is pulled into the electronic Sentence Sheet by a solicitor or defense attorney, the data populating the fields come from **CMS**.
- Data modified after the initial pull from **CMS** into the electronic Sentence Sheet will not be updated back to **CMS**, and data updated in **CMS** after the initial pull will not be updated back to the electronic Sentence Sheet database.
- **However, if the solicitor, defense attorney, or court reporter are not on the case at the time of the initial pull from CMS, they will be added as new parties to the electronic Sentence Sheet.**
- Once both attorneys have signed the electronic Sentence Sheet, they can no longer make any changes unless both attorneys clear their signatures.
- If the **Sentence Sheet Status** has a value of “In Process” indicating that the judge is reviewing it, either of the attorneys can still clear his/her signature.
- However, once the **Sentence Sheet Status** has a value of “Judge Signed”, neither of the attorneys can clear his/her signature.
- Judges can access the electronic Sentence Sheet as **read-only**, if it has a **Sentence Sheet Status** of “Presentencing”, “Signed One”, “Judge Signed” or “Signed All”.
- Judges can edit the electronic Sentencing Sheet **only** if it has a **Sentence Sheet Status** of “Signed Both”, “In Process”, or “Clerk Signed”.



Log-In

Production URL: <https://sentencing.sccourts.org/SentencingSheetApp/Account/Login.aspx>

Judges log-in using their **Judicial** username and password.

1. The initial log-in screen for the **SCJB Electronic Sentence Sheet** application appears as shown below:

The screenshot shows the login interface for the SCJB Electronic Sentence Sheet application. It features a header with the South Carolina Judicial Branch logo and name, and a sub-header 'Electronic Sentence Sheet'. The main content area contains a login form with fields for 'User Name' and 'Password', a 'Log in' button, and links for 'Attorney: Forgot Password?' and 'Other Users: Forgot Password?'. The footer indicates the copyright year as 2021.

Figure 1 - SCJB Electronic Sentence Sheet Log in

2. Enter your username and password. If you have forgotten your password, click the “Forgot Password?” link for Other Users. If you know your password, enter it and press the **Log in** button. Proceed to **Step #5**.



Figure 2 - Link for "Other Users" to reset their passwords

3. If “Forgot Password?” was clicked, the **Self-Service Password Management** screen appears. Click “Reset Password” link.

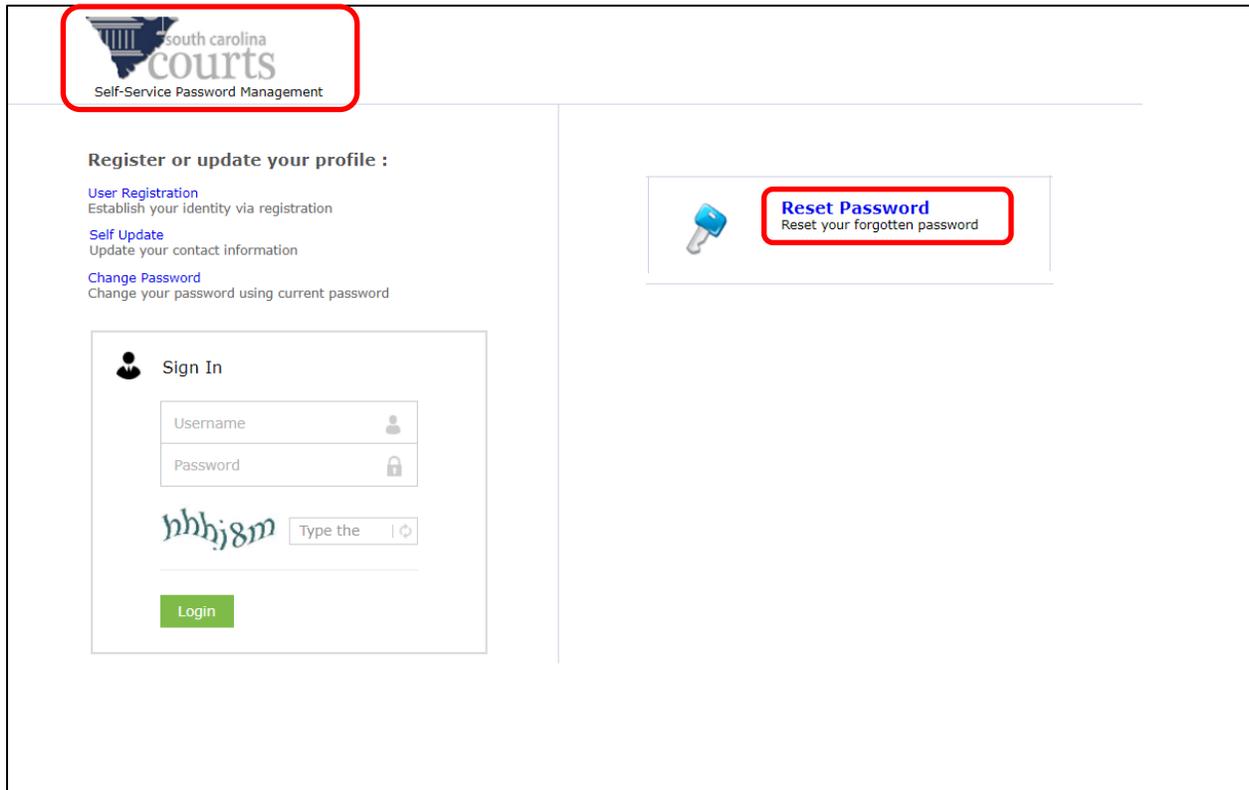


Figure 3 - CMS Portal Self-Service Password Management screen with "Reset Password" link

4. The **Forgot your password?** screen appears. Enter your username and click the **Continue** button. Follow the instructions to obtain a new password and return to **Step #2**.



Figure 4 - "Forgot your password?" screen



- The **Select Roster to Process** screen appears. Select a county in the **Select County** drop-down, and enter partial data in the filter of the “Roster Description” column to find the roster you need. Only rosters assigned to you will be displayed in the list. (**Note: for the rest of this guide, except where specifically noted, whenever an action is taken by a judge, the same action can be taken by the judge’s law clerk.**)

Log Out

Logged in as: Judge Judge6

Select Roster to Process

Select County: Georgetown

| # | Roster Type | Begin Date | End Date | Roster Description |
|---|-------------|------------|------------|--------------------|
| 1 | All | 03/19/2021 | 08/02/2021 | KAF Ph4 Roster1 |

Figure 5 - "Select Roster to Process" screen with filtered "Roster Description" value

- Click the roster link in the “Roster Description” column.

| # | Roster Type | Begin Date | End Date | Roster Description |
|---|-------------|------------|------------|--------------------|
| 1 | All | 03/19/2021 | 08/02/2021 | KAF Ph4 Roster1 |

Figure 6 - Close-up showing "Roster Description" column and link

- The **Select Case to Process** screen appears.

Select Case to Process

Roster ID: 55 Description: KAF Ph4 Roster1

| # | Case Number | Defendant | Indictment Number | Charge | Arrest Date | Plea To Charge Desc | Sentence Sheet Status |
|----|-------------|-------------------------------|-------------------|------------------------------------------------|-------------|-------------------------------|-----------------------|
| 1 | KAFPH4_GS4 | Christina Caarlson Aacorn | 2021GS221000084 | DUI / Driving under the Influence, .16 or high | 03/12/2021 | DUI / Driving under the Infl. | In Process |
| 2 | KAFPH4_GS9 | Joe Henry | 2021GS221000087 | DUI / Driving under the Influence, .10 but les | 06/21/2021 | DUI / Driving under the Infl. | Signed Both |
| 3 | KAFPH4_GS10 | Bryan William Baaron III | 2021GS221000087 | DUI / Driving under the Influence, .10 but les | 06/21/2021 | DUI / Driving under the Infl. | Signed Both |
| 4 | KAFPH4_GS1 | Andrew Watson Aacorn Sr. | 2021GS221000080 | DUI / Driving under the Influence, .10 but les | 03/12/2021 | DUI / Driving under the Infl. | Clerk Signed |
| 5 | KAFPH4_GS8 | Nathaniel Hawthorne Aacorn | 2021GS221000088 | DUI / Driving under the Influence, .10 but les | 06/21/2021 | | Incomplete |
| 6 | KAFPH4_GS34 | Ellsworth Dinkins Aaborn II | 2021GS221000284 | DUI / Driving under the Influence, .16 or high | 07/29/2021 | | Incomplete |
| 7 | KAFPH4_GS31 | Andrew Watson Aacorn Sr. | 2021GS221000281 | DUI / Driving under the Influence, .10 but les | 07/29/2021 | DUI / Driving under the Infl. | Signed One |
| 8 | KAFPH4_GS33 | Frederick Franklin Caaron III | 2021GS221000283 | DUI / Driving under the Influence, .10 but les | 07/29/2021 | DUI / Driving under the Infl. | Signed One |
| 9 | KAFPH4_GS2 | Benjamin Bartlett Aacorn IV | 2021GS221000081 | DUI / Driving under the Influence, .16 or high | 03/12/2021 | DUI / Driving under the Infl. | Signed One |
| 10 | KAFPH4_GS32 | Alfred William Baaron Sr | 2021GS221000282 | DUI / Driving under the Influence, .16 or high | 07/29/2021 | DUI / Driving under the Infl. | Signed One |

Figure 7 - Select Case to Process screen



- To resize a column, hover the mouse pointer over a column separation line until you see it change into a double-sided arrow. While holding the left mouse button down, slide the mouse to the right to expand column size as needed.

| Plea To Charge Desc | Sentence Sheet Status |
|----------------------------------------|-----------------------|
| DUI / Driving under the Influence, .10 | Clerk Signed |
| DUI / Driving under the Influence, .10 | Signed Both |
| DUI / Driving under the Influence, .16 | Presentencing |
| DUI / Driving under the Influence, .10 | Presentencing |

Before

| Plea To Charge Desc | Sentence Sheet Status |
|-----------------------------------------------------------------------|-----------------------|
| DUI / Driving under the Influence, .10 but less than .16, 1st Offense | Clerk Signed |
| DUI / Driving under the Influence, .10 but less than .16, 1st Offense | Signed Both |
| DUI / Driving under the Influence, .16 or higher, 1st Offense | Presentencing |
| DUI / Driving under the Influence, .10 but less than .16, 1st Offense | Presentencing |

After

Figure 8 - "Before" and "After" examples of column expansion

- Click the **Case Number** or the **Indictment Number** to access the electronic Sentence Sheet. Either one opens the electronic Sentence Sheet screen where a collapsible repeat of the **Case Selection** grid appears at the top of the screen to keep users from having to jump back and forth between the electronic Sentence Sheet and the **Case Selection** screen to click the next case or indictment number. If the **Sentence Sheet Status** before clicking the **Case Number/Indictment Number**, was "Signed Both", the **Sentence Sheet Status** value changes to "In Process".

| # | Case Number | Defendant | Indictment Number |
|---|-------------|------------------------------|-------------------|
| 1 | KAFPH4_GS1 | Andrew Watson Aacorn Sr. | 2021GS221000080 |
| 2 | KAFPH4_GS2 | Benjamin Bartlett Aacorn IV | 2021GS221000081 |
| 3 | KAFPH4_GS5 | Anderson Cooper Aacorn Jr. | 2021GS221000085 |
| 4 | KAFPH4_GS6 | Benjamin Franklin Aacorn III | 2021GS221000085 |

Figure 9 - Case Number link to electronic Sentence Sheet

| # | Case Number | Defendant | Indictment Number |
|---|-------------|------------------------------|-------------------|
| 1 | KAFPH4_GS1 | Andrew Watson Aacorn Sr. | 2021GS221000080 |
| 2 | KAFPH4_GS2 | Benjamin Bartlett Aacorn IV | 2021GS221000081 |
| 3 | KAFPH4_GS5 | Anderson Cooper Aacorn Jr. | 2021GS221000085 |
| 4 | KAFPH4_GS6 | Benjamin Franklin Aacorn III | 2021GS221000085 |

Figure 10 - Indictment Number link to electronic Sentence Sheet



Note: As a judge you can open the Sentence Sheet for any case that has a **Sentence Sheet Status not equal to "Incomplete"**. However, you cannot edit the Sentence Sheet for cases with a **Sentence Sheet Status** of "Presentencing", "Signed One", "Judge Signed", or "Signed All".

| # | Case Number | Defendant | Indictment Number | Charge | Arrest Date | Plea To Charge Desc | Sentence Sheet Status |
|----|-------------|-------------------------------|-------------------|------------------------------------------------|-------------|-----------------------------------|-----------------------|
| 1 | KAFPH4_GS4 | Christina Caarlson Aacorn | 2021GS221000084 | DUI / Driving under the Influence, .16 or high | 03/12/2021 | DUI / Driving under the Influence | In Process |
| 2 | KAFPH4_GS32 | Alfred William Baaron Sr | 2021GS221000282 | DUI / Driving under the Influence, .16 or high | 07/29/2021 | DUI / Driving under the Influence | In Process |
| 3 | KAFPH4_GS10 | Bryan William Baaron III | 2021GS221000087 | DUI / Driving under the Influence, .10 but les | 06/21/2021 | DUI / Driving under the Influence | Signed Both |
| 4 | KAFPH4_GS9 | Joe Henry | 2021GS221000087 | DUI / Driving under the Influence, .10 but les | 06/21/2021 | DUI / Driving under the Influence | Signed Both |
| 5 | KAFPH4_GS8 | Nathaniel Hawthorne Aacorn | 2021GS221000088 | DUI / Driving under the Influence, .10 but les | 06/21/2021 | | Incomplete |
| 6 | KAFPH4_GS34 | Ellsworth Dinkins Aaborn II | 2021GS221000284 | DUI / Driving under the Influence, .16 or high | 07/29/2021 | | Incomplete |
| 7 | KAFPH4_GS1 | Andrew Watson Aacorn Sr. | 2021GS221000080 | DUI / Driving under the Influence, .10 but les | 03/12/2021 | DUI / Driving under the Influence | Signed All |
| 8 | KAFPH4_GS31 | Andrew Watson Aacorn Sr. | 2021GS221000281 | DUI / Driving under the Influence, .10 but les | 07/29/2021 | DUI / Driving under the Influence | Signed One |
| 9 | KAFPH4_GS33 | Frederick Franklin Caaron III | 2021GS221000283 | DUI / Driving under the Influence, .10 but les | 07/29/2021 | DUI / Driving under the Influence | Signed One |
| 10 | KAFPH4_GS2 | Benjamin Bartlett Aacorn IV | 2021GS221000081 | DUI / Driving under the Influence, .16 or high | 03/12/2021 | DUI / Driving under the Influence | Signed One |

Figure 11 - electronic Sentence Sheet screen showing an open Case Selection section at top

SOUTH CAROLINA JUDICIAL BRANCH

Back Home Log Out

Logged in as: Judge Judge6

+ Case Selection

Sentence Sheet Status: Signed One Refresh Status

+ Defendant and Charge Information

+ Sentencing Recommendations/Ranges

+ Sentencing Information

+ Financial Information

Figure 12 - electronic Sentence Sheet with all sections collapsed

A **Refresh Status** button appears between the **Case Selection** grid and the first section of the electronic Sentence Sheet, the **Defendant and Charge Information** section. This button allows the user to refresh the status of the current indictment at any time.

Sentence Sheet Status: Signed One Refresh Status

Figure 13 - Refresh Status button and Sentence Sheet Status field



There are four sections to the electronic Sentence Sheet:

- ❖ Defendant and Charge Information
- ❖ Sentencing Recommendations/Ranges
- ❖ Sentencing Information
- ❖ Financial Information



Figure 14 - Four collapsible sections of electronic Sentence Sheet

The fields within each section are enabled or protected based on the role of the person logged-in. While any log-in user can view a section, only specific users (solicitor, defense attorney, judge, law clerk, or clerk of court) can enter or change data in a particular section.



General Information

A judge has the greatest number of permissions of any log-on role. This means that a judge can make changes in the **Defendant and Charge Information** section, the **Sentencing Recommendations / Ranges** section, and the **Sentencing Information** section. However, only the clerk of court can enter and/or update information in the **Financial Information** section. The **Sentencing Information** section is the main section used by the judge. The flow of the sections mimics the flow of a sentence sheet.

Defendant and Charge Information Section

A judge can modify any area of this section except the **Solicitor Search** and the **Defense Attorney Search** fields (circled in red on **Figure 15**). These are protected fields and can only be changed by the solicitor or the defense attorney.

Reference the following two guides for additional details on updating this section:

- ❖ “Electronic Sentence Sheet Application: Solicitor Reference Guide”
- ❖ “Electronic Sentence Sheet Application: Defense Attorney Reference Guide”

Defendant and Charge Information

County: Georgetown | Case Number: KAFPH4_GS2 | Indictment Number: 2021GS221000081 | Offense Start Date: 3/12/2021 | Offense End Date: 3/12/2021

First Name: Benjamin | Middle Name: Bartlett | Last Name: Aacorn | Suffix: IV | Offense Charge Search: Search... Charge Code, Statute, Charge Description | Clear Search

Alias First Name: Ben | Alias Middle Name: Barry | Alias Last Name: Aacorny | Alias Suffix: Fst | Statute: 56-05-2930(A) | Charge Code: 3355

Race: White | Gender: Male | Age at Offense: 69 | DOB: 05/01/1951 | Description: DUI / Driving under the Influence, .16 or higher, 1st Offense

SSN: ***-**-3333 | A/W #: KAFPH4_GS2

Address 1: 3044 Clemson Road | Address 2: Apartment 3044C | Guilty Charge Search: Charge Code, Statute, Charge Description | Clear Search

City: Columbia | State: South Carolina | Zip Code: 29205 | Guilty Charge Statute: 56-05-2930(A) | Charge Code: 3355

DL #: *****9767 | DL State: South Carolina | SID#: | Guilty Charge Description: DUI / Driving under the Influence, .16 or higher, 1st Offense

Convicted of | Pleads | CDL | CMV | Hazmat

Violent | Non-Violent | Serious | Most Serious | Mandatory GPS | Statute 17-25-45

The charge is:
 As Indicted | Lesser Included Offense | Defendant Waives Grand Jury

The plea is:
 Without Negotiations or Recommendations | Negotiated Sentence | Recommendations by the State

Solicitor Search: Bar #: 14 | First Name: Lynn | Middle Name: | Last Name: Mathews | Suffix: | Clear Search

Defense Attorney Search: Bar #: 13 | First Name: Hayden | Middle Name: | Last Name: Williams | Suffix: | Clear Search

Figure 15 - Defendant and Charge Information section



Sentencing Recommendations/Ranges

A judge or a solicitor can modify the three memo fields in this section.

Reference the following guide for additional details on updating this section:

- ❖ “Electronic Sentence Sheet Application: Solicitor Reference Guide”

– Sentencing Recommendations/Ranges

Recommendations:

Sentence Range:

Negotiated Plea:

Figure 16 - Sentencing Recommendations/Ranges section

Sentencing Information Section

This is the main section for the judge. The three guilty charge fields from the **Defendant and Charge Information** section are repeated at the top of this section.

– Sentencing Information

Guilty Charge Statute: 56-05-2930(A) Charge Code: 3355 Guilty Charge Description: DUI / Driving under the Influence, .16 or higher, 1st Offense

The defendant is committed to: State Department of Corrections County Detention Center

Determinate Term: 10 year(s) Time Served

Youthful Offender Act Not to exceed 0 Years and/or Fine: 0.00

Provided Upon Service: 0 Time Served and/or Fine: 0.00

Probation: 3 year(s) Concurrent/Consecutive: To Sentence:

Credit Time Served 0

Include Monitored House Arrest Defendant shall be released from county Detention Center

Sealed Sentence

Special Conditions?

Fine Payments: 0.00 Beginning: mm/dd/yyyy Appt to PD Fund: \$500.00 Unpaid App Fee: \$0.00

Judge Code: 6 First Name: Test 6 Middle Name: Last Name: Judge Suffix: Sentence Date: 5/18/2021

Figure 17 - Sentencing Information section



When the guilty charge is for domestic violence, a special message appears below the guilty charge fields for the benefit of the judge.

The screenshot shows the 'Sentencing Information' section of the application. It includes three input fields: 'Guilty Charge Statute' with the value '3811', 'Charge Code' with '16-25-0020(B)', and 'Guilty Charge Description' with 'Domestic / Domestic Violence, 1st degree'. Below these fields, a red-bordered box contains the following text: "Pursuant to 18 U.S.C. Section 922 and §16-25-30 it is unlawful for a person convicted of a violation of Section §16-25-20 or §16-25-65 (Domestic Violence) to ship, transport, possess, or receive a firearm or ammunition."

Figure 18 - Special Domestic Violence message

The main fields used in sentencing appear below the guilty charge information and are shown inside the red circle in **Figure 19**. In order for the **Sentencing Information** to be saved, **one** of the following fields must be checked and/or have data entered:

- ❖ **Determinate Term** (Total Sentence with amounts and units [days/months/years] specified)
- ❖ **Youthful Offender Act** (YOA) checked and number of years
- ❖ **Provided Upon Service** fine
- ❖ **Credit Time Served** (CTS) with or without time entered (no time entered indicates full determinate term)
- ❖ **Sealed Sentence**

The screenshot shows the 'Sentencing Information' section with various fields. A red circle highlights the following fields: 'Determinate Term' (set to 10 year(s)), 'Youthful Offender Act' (unchecked), 'Provided Upon Service' (set to 0), 'Probation' (set to 3 year(s)), 'Credit Time Served' (set to 0), and 'Sealed Sentence' (unchecked). Other visible fields include 'Guilty Charge Statute' (56-05-2930(A)), 'Charge Code' (3355), 'Guilty Charge Description' (DUI / Driving under the Influence, .16 or higher, 1st Offense), and 'The defendant is committed to' (with options for State Department of Corrections and County Detention Center).

Figure 19 - Main fields used in sentencing



The **Special Conditions?** checkbox that appears above the **Fine Payments** field on the **Sentencing Information** section controls the appearance of an additional set of sentencing fields.

The screenshot shows the 'Special Conditions?' checkbox selected. Below it are several input fields: 'Fine Payments' (0.00), 'Beginning' (mm/dd/yyyy), 'Appt to PD Fund' (\$500.00), 'Unpaid App Fee' (\$40.00), 'Judge Code' (6), 'First Name' (Test 6), 'Middle Name', 'Last Name' (Judge), 'Suffix', and 'Sentence Date' (5/18/2021).

Figure 20 - Special Conditions checkbox

Marking the **Special Conditions?** checkbox displays these hidden fields, including a special **Restitution** checkbox.

The screenshot shows the 'Special Conditions?' checkbox checked. Below it are several checkboxes and input fields: 'PTUP AFTER' (0), 'Substance Abuse Counseling', 'Completion of GED', 'Random Drug/Alcohol Testing', 'Voc Rehab/Job Corp', 'Public Service' (0), 'No Contact With Victim', 'Domestic Violence Intervention', 'Mental Health Counseling', 'W/E Serve Time' (mm/dd/yyyy), 'Central Registry Child Abuse and Neglect', 'Sex Offender Registry', and 'Other'. At the bottom, the 'Restitution' checkbox is highlighted in red.

Figure 21 - Hidden fields under Special Conditions

Marking the **Restitution** checkbox displays the Restitution details hidden fields.

The screenshot shows the 'Restitution' checkbox checked. Below it are several checkboxes and input fields: 'Defendant Waives Hearing', 'Deferred', 'Ordered', 'Restitution Amount' (20,000.00), '20% Fee' (4,000.00), 'Total Amount' (24,000.00), 'Payment Terms', 'Set by SCDPPPS', 'Recipient First Name' (Jane), 'Middle Name', 'Last Name' (Doe), and 'Suffix'.

Figure 22 - Hidden Restitution fields



As the judge is entering information in the sentencing fields, he or she can click the **Save** button to save the information at any time. If any errors occur, error messages appear at the top of the screen and an "Error Saving" message appears at the bottom of the screen below the line of buttons.

The screenshot shows a web application interface. At the top, a red banner contains the text "Error Information". Below this, a white box displays the message "Year(s) is not valid; Youth Offender Act is checked." The main content area has several blue expandable sections: "+ Defendant and Charge Information", "+ Sentencing Recommendations/Ranges", "+ Sentencing Information", and "+ Financial Information". At the bottom, there is a row of buttons: "Save", "Add Signature", "Clear Signature", "Print", "Add DEF Initials", "Clear DEF Initials", and "Copy Sentence". Below the buttons, a red box contains the message "Error Saving: Please correct the errors on the page and save again." The "Sentence Sheet Status" is shown as "In Process".

Figure 23 - Error Message at top of screen and Error Saving message at bottom

An Example of Errors on Sentencing Sheet and Resolution

In **Figure 24**, the **Youthful Offender Act** is checked with no years.

The screenshot shows a form for sentencing information. At the top, it asks "The defendant is committed to:" with options for "State Department of Corrections" and "County Detention Center". Below this, there are fields for "Determinate Term:" (0 year(s)), "Time Served", and "and/or Fine:". The "Youthful Offender Act" checkbox is checked, and the "Not to exceed" field is set to 0 Years. Below this, there are fields for "Provided Upon Service:" (0), "Time Served", and "and/or Fine:". The "Probation:" field is set to 3 year(s). There are also fields for "Concurrent/Consecutive:" and "To Sentence:". At the bottom, there are checkboxes for "Credit Time Served", "Include Monitored House Arrest", "Defendant shall be released from county Detention Center", and "Sealed Sentence".

Figure 24 - Example of incorrect data entry



When the judge clicks the **Save** button, an error message appears at the top of the screen (**Figure 25**), and an “Error Saving” message appears at the bottom of the screen below the buttons (**Figure 26**).



Figure 25 - Error message at top of screen showing section and error



Figure 26 - Error Saving message at bottom of screen

The application highlights the field(s) in error in red (**Figure 27**) and repeats the error message when the judge hovers his/her mouse pointer over the exclamation mark icon (**Figure 28**).



Figure 27 - Fields in error highlighted in red

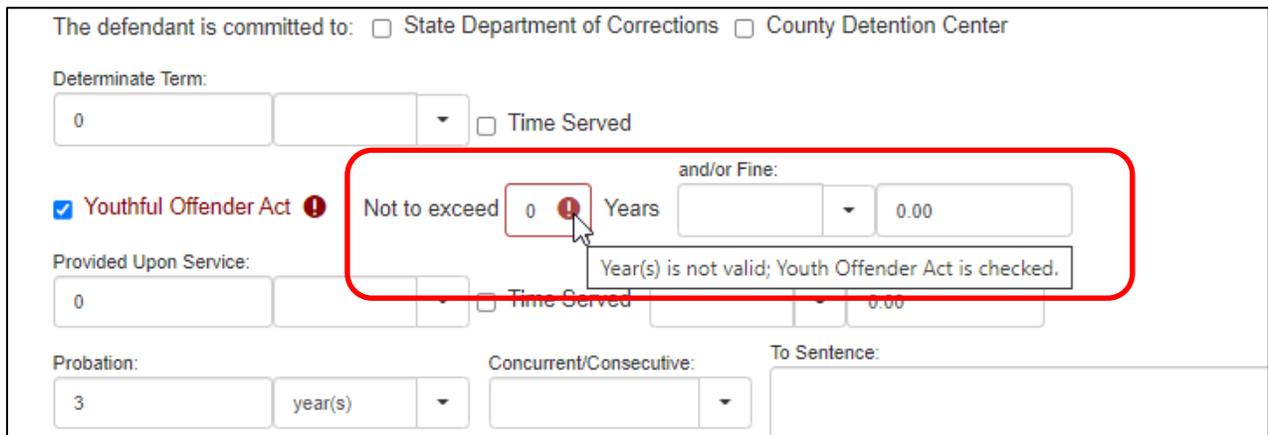


Figure 28 - Error message appears when mouse pointer hovers over exclamation mark icon



The judge enters **5** in the **Not to exceed...Years** field to correct the error and clicks the **Save** button again.

Determinate Term: 10 year(s) Time Served

Youthful Offender Act Not to exceed 5 Years and/or Fine: 0.00

Provided Upon Service: 0 Time Served and/or Fine: 0.00

Probation: 3 year(s) Concurrent/Consecutive: To Sentence:

Credit Time Served 0

Include Monitored House Arrest Defendant shall be released from county Detention Center

Sealed Sentence

Figure 29 - Correction made to years

A "Sentence Sheet Saved Successfully" message appears below the buttons at the bottom of the page.

Save Add Signature Clear Signature Print Add DEF Initials Clear DEF Initials Copy Sentence

Sentence Sheet Saved Successfully.

Figure 30 - Successful Save message

Several fine, fund, and fee fields finish up the **Sentencing Information** section. The **Appt to PD Fund** field cannot exceed \$500 and the **Unpaid App Fee** cannot exceed \$40. These two fields appear at the bottom of the judge's **Sentencing Information** section but populate duplicate fields on the clerk of court's **Financial Information** section. (The clerk of court can edit all the fields in **Figure 31**, as this information is regularly set by the clerk of court.)

Fine Payments: 0.00 Beginning: mm/dd/yyyy Appt to PD Fund: \$500.00 Unpaid App Fee: \$40.00

Figure 31 - Last fields on Sentencing Information section

Financial Information

| | | | |
|-----------------------|----------------------------|---------------------------|-----------------|
| Fine Amount: 1,000.00 | Fraudulent Check Fee: 0.00 | BUI Breath Test Fee: 0.00 | Total: 1,585.00 |
| Assessment: 0.00 | DUI Breath Test: 0.00 | Vehicle Assessment: 0.00 | |
| Conv. Surcharge: 0.00 | Appt to PD Fund: 500.00 | 3% To County: 45.00 | |
| DUI Surcharge: 0.00 | LE Funding: 0.00 | Unpaid App Fee: 40.00 | |
| DUI Assessment: 0.00 | Drug Court Surcharge: 0.00 | | |

Figure 32 - Partial view of Financial Information section



There are several buttons at the bottom of the electronic Sentence Sheet available to the judge.



Figure 33 - Buttons at bottom of Sentencing Information section

The **Save** button saves any new or updated data entered by the judge in any of the first three sections. (For the **Save** to be successful, at least one of the Sentencing requirements listed on page 9, under **Figure 17**, must be set.)

The **Add Signature** button saves data, adds the judge's signature to the **Sentence Sheet**, and protects all the fields in the first three sections allowing no modifications. The application updates the **Sentence Sheet Status** from "In Process" to "Judge Signed".

The **Clear Signature** button removes the Judge's signature from the Sentence Sheet and returns the status to "In Process" or "Clerk Signed", if the clerk signed before the judge.

The **Print** button prints a draft **PDF** version of the **Sentence Sheet** as shown in **Figure 34**. Once the status of the Sentence Sheet is "Signed All", the draft watermark is removed.



STATE OF SOUTH CAROLINA)
COUNTY OF Georgetown)
STATE)
VS.)
Benjamin Bartlett Aacorn IV)
AKA: Ben Barry Aacorn Fst)
Race: White Sex: Male Age: 69)
DOB: ***/1951 SS#: ***.***)
Address: 3044 Clemson Road Apartment 3044C)
City, State, Zip: Columbia, SC 29205)
DL# ***** SC * SID#)

IN THE COURT OF GENERAL SESSIONS
INDICTMENT/CASE#: 2021 -GS- 22 - 1000081
A/W#: KAFPH4_GS2
Date of Offense: 3/12/2021
S.C. Code §: 56-05-2930(A)
CDR Code #: 3355

SENTENCE SHEET

*CDL Yes No CMV Yes No Hazmat Yes No

In disposition of the above indictment comes now the Defendant who was CONVICTED OF or PLEADS
TO: DUI / Driving under the Influence, .16 or higher, 1st Offense

In violation of § 56-05-2930(A) of the S.C. Code of Laws, bearing CDR Code # 3355

NON-VIOLENT VIOLENT SERIOUS MOST-SERIOUS Mandatory GPS § 17-25-45
(CSC w/minor 1st or CSC w/minor 3rd)

The charge is: As indicted, Lesser Included Offense, Defendant Waives Presentment to Grand Jury. (def.'s initials)

The plea is: Without Negotiations or Recommendation, Negotiated Sentence, Recommendation by the State.

ATTEST:
s/Lynn Mathews 14 s/Hayden Williams 13
Solicitor SC Bar # Defendant Attorney for Defendant SC Bar #

WHEREFORE, the Defendant is committed to the State Department of Corrections County Detention Center,
for a determinate term of 10 years Youthful Offender Act not to exceed _____ years
to pay a fine of \$ _____; provided that upon the service of _____ payment
of \$ _____; plus costs and assessments as applicable*; the balance is suspended with probation for 3 years

and subject to South Carolina Department of Probation, Parole and Pardon Services standard conditions of probation, which are incorporated by reference.

The sentence shall run
 CONCURRENT or CONSECUTIVE to sentence on: _____
 The Defendant is to be given credit for time served pursuant to S.C. Code § 24-13-40 to be calculated and applied by SCDOC.
 To include time spent on monitored house arrest prior to trial and sentencing.
 The Defendant Shall be Released from County Detention Center.

Figure 34 - Draft of Sentence Sheet (Page 1 of 3)

The **Add DEF Initials** button allows the judge to add the initials of the defendant to the Sentence Sheet, if the **Defendant Waives Grand Jury** checkbox was marked on the **Defendant and Charge Information** section by the solicitor earlier and the defendant never added his/her initials.

The charge is:
 As Indicted Lesser Included Offense Defendant Waives Grand Jury

Figure 35 – “Defendant Waives Grand Jury” checkbox on the “Defendant and Charge Information” section

There are two ways a judge can know that a defendant has not added his/her initials after marking the **Defendant Waives Grand Jury** checkbox:

- ❖ the **Add DEF Initials** button will be enabled at the bottom of the screen (**Figure 36**)
- OR
- ❖ an error message displays when the judge attempts to save or add his/her signature (see **Figure 38**)



The judge will know that the defendant has not added his/her initials because the **Add DEF Initials** button will be enabled as shown in **Figure 36**.



Figure 36 - "Add DEF Initials" button enabled

As soon as the judge clicks the **Add DEF Initials** button the initials are added and the button becomes disabled.



Figure 37 - "Add DEF Initials" button disabled

An error message displays when the judge attempts to save or add his/her signature to the **Sentence Sheet**, if the **Defendant Waives Grand Jury** checkbox is marked, and the defendant has not added his/her initials. The judge needs to click the **Add DEF Initials** button to correct.



Figure 38 - Error message when judge needs to add defendant's initials



Figure 39 - "Add DEF Initials" button

Once the defendant's initials are added, the judge can click the **Save** button or the **Add Signature** button to save the data (**Figure 40**).



Figure 40 - "Save" and "Add Signature" buttons



The judge can clear the defendant initials at some later time by clicking the **Clear DEF Initials** button which becomes enabled once the defendant's initials are added (**Figure 41**).

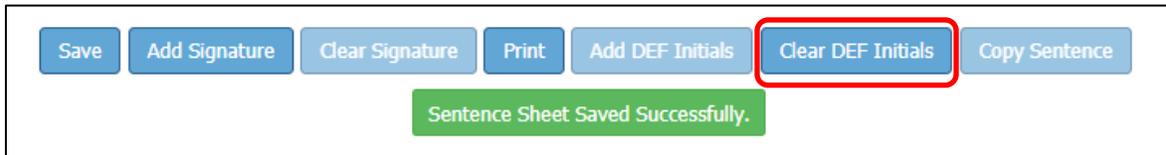


Figure 41 - "Clear DEF Initials" button enabled

When the **Clear DEF Initials** button is clicked, an "Initials Cleared Successfully" message appears below the judge's buttons and the **Add DEF Initials** button is enabled again (**Figure 42**).



Figure 42 - "Initials Cleared Successfully" message and "Add DEF Initials" button enabled

Once a judge has all sentencing information entered, he/she clicks the **Add Signature** button at the bottom of the screen. This saves existing information on all 3 sections, adds the Judge's signature to the Sentence Sheet, and updates the **Sentence Sheet Status** to "Judge Signed" or "Signed All", if the clerk signed before the judge. (**Note:** if the law clerk signed for the judge, that is noted.)



Figure 43 - "Add Signature" button before Judge signs



Figure 44 - "Signature Saved Successfully" message after Judge signs and "Clear Signature" enabled



ADDENDUM

The Role of Law Clerk in the Electronic Sentence Sheet Application

Law clerks share the same permissions as their judges in the **SCJB Electronic Sentence Sheet** application. Law clerks can do anything a judge can do in the Sentence Sheet application. The only difference visually is the text that appears on the buttons at the bottom of the electronic Sentence Sheet. See the comparison provided below.

Some Important Things to Know

- A law clerk has access to the same rosters of the judge for whom he/she works.
- A law clerk can edit the same fields as his/her judge.
- A law clerk can sign a sentence sheet for a judge. However, it is noted in the database that the law clerk was the one who signed, not the judge.
- If the **Sentence Sheet Status** has a value of "In Process" indicating that the judge or his/her law clerk is reviewing it, **either** of the attorneys can still clear his/her signature.
- However, once the **Sentence Sheet Status** has a value of "Judge Signed", **neither** of the attorneys can clear his/her signature.
- Law clerks can access the electronic Sentence Sheet as **read-only**, if it has a **Sentence Sheet Status** of "Presentencing", "Signed One", "Judge Signed", or "Signed All".
- Law clerks can edit the electronic Sentencing Sheet **only** if it has a **Sentence Sheet Status** of "Signed Both", "In Process", or "Clerk Signed".

Comparison of Application Buttons for Judges and Law Clerks

Prior to adding Judge's/Law Clerk's signature



Figure 45 - Judge's buttons (pp. 11-14 and pp. 16-17)

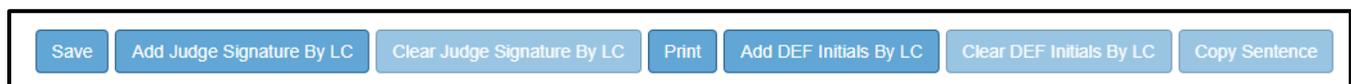


Figure 46 - Law Clerk's buttons



Prior to adding Judge's/Law Clerk's signature but after adding Defendant initials



Figure 47 - Judge's buttons (pp. 16-17)

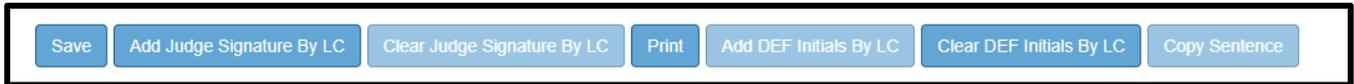


Figure 48 - Law Clerk's buttons

After adding Judge's/Law Clerk's signature



Figure 49 - Judge's buttons (p.17)

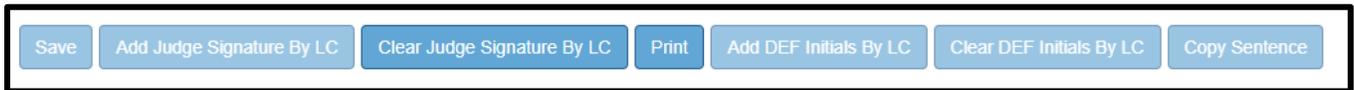


Figure 50 - Law Clerk's buttons



Revision History

| Version No. | Date | Prepared/Modified By | Significant Changes |
|--------------------|-------------|-----------------------------|------------------------------|
| 4.0 | 07/09/2021 | Karolyn Freeman | Original |
| 4.1 | 07/23/2021 | Karolyn Freeman | Phase 4.1 software upgrade. |
| 4.1+ | 08/09/2021 | Karolyn Freeman | Phase 4.1+ software upgrade. |
| 4.2 | 11/12/2021 | Karolyn Freeman | Phase 4.2 software upgrade. |
| | | | |