



BarAlliance

Discipline

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FILES

Summary

The Summary page displays all cases assigned to the employee logged in. For example if bar employee Jane Doe logs in and clicks on the Summary page, she will see a listing of all cases assigned to her as well as any calendared events for those cases.

The screenshot shows a web interface for a summary page. At the top right is a 'New File' button. Below it, the date range 'Mar 5, 2006 - Mar 11, 2006' is displayed with navigation arrows. Below the date range are four tabs: 'Week', 'Month', 'List', and 'Reminders'. The main area is a calendar table with columns 'Date' and 'Events'. The dates from Sunday, Mar 5, 2006, to Saturday, Mar 11, 2006, are listed. To the right of the calendar is a panel with 'Open Files:' and 'Closed Files:' sections. Under 'Open Files', there are three entries: '115' (dated 2/9/2006), 'Smith vs. Jones' (dated 2/28/2006), and 'P-20060228-001' (dated 2/28/2006). Under 'Closed Files', it says 'None'. At the bottom right of the panel is a search box with 'File No' and a 'Search' button.

Fig. disc1

Calendar

The calendar displays any calendared events for the case and can be viewed three ways by clicking on the **Week**, **Month**, **List** or **Reminders** tabs as shown in Fig. disc2.



Fig. disc2

To navigate to another month on the calendar, click on the arrows as shown below.

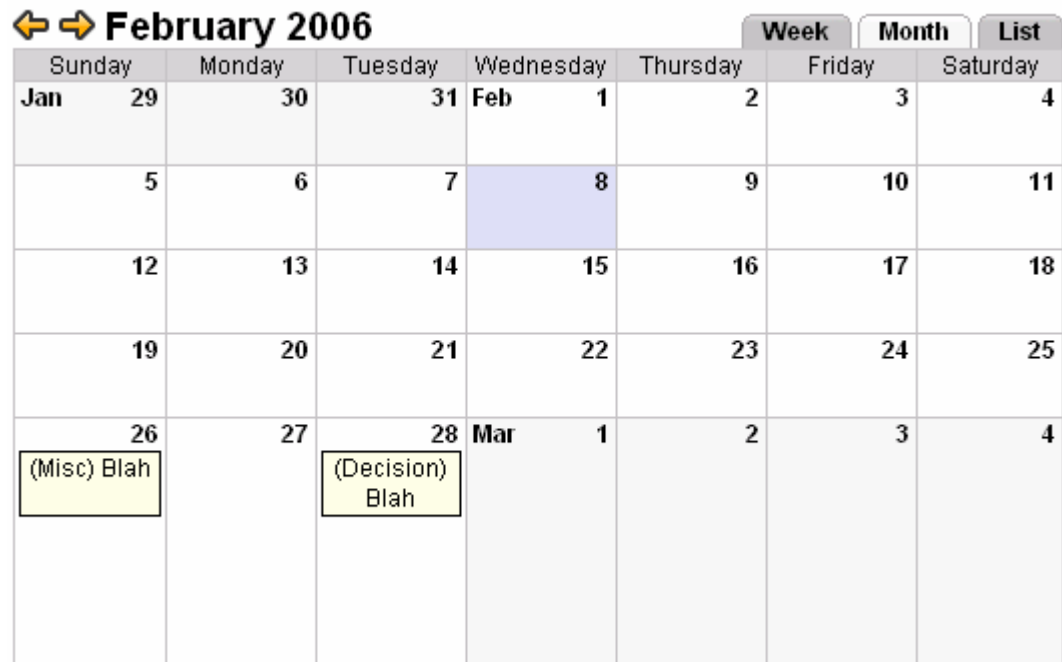


Fig. disc3

DISCIPLINE

The **Week** view, which only shows a one-week period is shown in Fig. disc1. This is the default view, however, the next time the employee logs in, the calendar tab they last viewed will be recalled and displayed.

The **Month** view displays the days for an entire month is shown in Fig. disc3.



February 2006							Week	Month	List
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
Jan 29	30	31	Feb 1	2	3	4			
5	6	7	8	9	10	11			
12	13	14	15	16	17	18			
19	20	21	22	23	24	25			
26 (Misc) Blah	27	28 (Decision) Blah	Mar 1	2	3	4			

Fig. disc4

To view a list of calendar case events, click on the **List** tab. The initial display is the next 20 events starting from the current day.



Feb 8, 2006 - Feb 28, 2006		Week	Month	List
(Misc) Blah	Feb 26, 2006			
(Decision) Blah	Feb 28, 2006			

Fig. disc5

Navigating through the months (forward or backward), up to 20 events will be displayed. The date range will be displayed at the top as shown in Fig. disc5.

The **Reminders** view displays any reminders that have been created.

Open/Closed Files

All **Open Files** and the most recent (up to ten) **Closed Files** are displayed on the right side of the screen. Clicking on the case will take you to the page of the case's current stage, i.e. Inquiry, Investigation or Adjudication.

Open Files:	
00002 Some Case	11/7/2005
Closed Files:	
00001 Some File Name	11/2/2005

Fig. disc6

Search

A specific case can be searched for by **File No.**, **File Name** or **Group No.**, as shown below. To search for a case by **File No.**, enter the number in the textbox, select **File No** from the dropdown list and click the **Search** button.

The image shows a search interface with a text input field on the left, a dropdown menu in the middle, and a 'Search' button on the right. The dropdown menu is open, showing three options: 'File No' (highlighted in blue), 'File Name', and 'Group No'.

Fig. disc7

New File

To create a new case file, click on the **New File** button, you will be taken to the **Inquiry** page to enter the information for the new case.

DISCIPLINE

Inquiry

The Inquiry page displays the core case information such as the **File Name/Number, Complainant, Accused, Rule Violations, etc.**

File Name

File No Date / /

Group No Group Files 00002

Complainant				<input type="checkbox"/> Show Current Addresses	<input type="button" value="Add"/>
Foster, Adam P.	8600 Brodie Ln APT 1614	Austin, TX 78745-8915	US	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>
Foster, Adam P.	1234 McKinney Suite 100	Fountain Valley, CA 92708	US	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>
Fostre, Ankitha	13501 texas lane	Fountain Valley, CA 92708	US	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>
Name, Some	9667 Puffin Ave	Fountain Valley, CA 92708	US	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>

Accused				<input type="checkbox"/> Show Current Addresses	<input type="button" value="Add"/>
Flake, Jake				<input type="button" value="Edit"/>	<input type="button" value="Remove"/>
Foster, Adam P.	1234 McKinney Suite 100	Fountain Valley, CA 92708	US	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>

Inquiry Information

Rule Violations		<input type="button" value="Add"/>
Violation 1	12	<input type="button" value="Remove"/>
Violation 2	76-1	<input type="button" value="Remove"/>
Bad Attorney	616	<input type="button" value="Remove"/>

Forms		<input type="button" value="Add"/>
<u>Some File</u>	A file of some kind	<input type="button" value="Upload"/> <input type="button" value="Remove"/>
<u>Fix Quantity</u>	Fixing the quantity of an event	<input type="button" value="Upload"/> <input type="button" value="Remove"/>
<u>Developer</u>	ListServ developer guide	<input type="button" value="Upload"/> <input type="button" value="Remove"/>

Allegations
4 / 8000

asdf

Note
0 / 8000

New File

To start a new case file, it must be given a **File Name** and assigned a **File Number**.

The **Date** automatically defaults to the current date, but can be changed if necessary.

Designate the type of disciplinary action the case involves by selecting it from the **Discipline Type** dropdown list.

If a file is related to another file, a **Group Number** can be assigned to group the files together. Enter the same **Group Number** in each case file to be grouped together. Any **Group Files** will be shown on each file's record.

File Name: Some File Name

* File No: 00001

* Date: 11 / 2 / 2005

* Discipline Type: Dishonesty [Save]

Group No: A1 Group Files: None

Fig. disc8

Complainant

To add a **Complainant**, click on the **Add** button. A dialog window will appear. If the Complainant is a member of the bar, they can be searched for by entering their **Last** name, **First** name or **Member ID** in the **Search** textbox, then click on the magnifying glass icon.

For example, enter **Foster** in the textbox, select **Last** from the dropdown list and click the magnifying glass. As shown below, a list will be displayed to choose from.

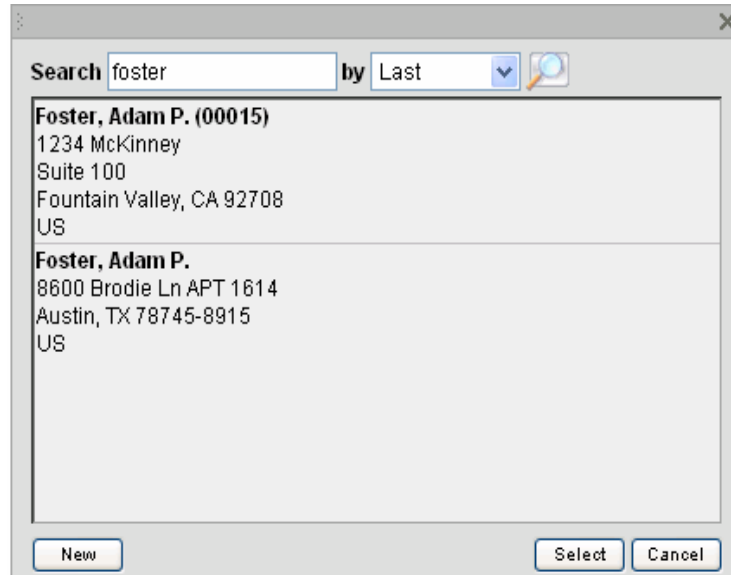


Fig. disc9

Click the one wanted and then the **Select** button. The information will be shown in the **Complainant** section as shown below.

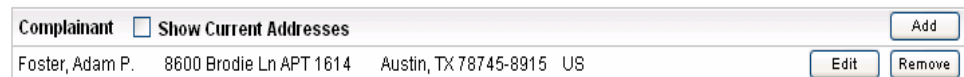


Fig. disc10

If the Complainant is not a member of the bar, click the **New** button shown in Fig. disc9. This will open the dialog window shown below in Fig. disc11. Enter the Complainant's contact information into the appropriate areas.

If the Complainant's contact information changes, click the **Edit** button. A dialog window will appear where the information can be changed. When all changes have been made, click the **Save** button. This will update the Complainant's contact information throughout the **BarAlliance** system with the exception of any other cases they may be involved in. The other cases will retain the contact information that was current at the time the case was opened. To display the Complainant's current contact information, click the box labeled **Show Current Address**, as shown above in Fig. disc10.

Current info for Adam P. Foster

Title:

* First:

Middle:

* Last:

Member ID: N/A

Type:

* Address Type: Business Personal P.O. Box

Firm:

Attn:

* Street 1:

Street 2:

* Zip: -

City: State:

Country:

Phone No: () - Ext:

Fax No: () -

Cell No: () -

E-mail:

* Effective: / /

Returned: / /

* Required

Fig. disc11

To remove a complainant, click on the **Remove** button for the one to be removed.

NOTE: There is no limit on the number of Complainants for a case. Repeat the steps above to add as many as needed.

Accused

To add the **Accused**, click on the **Add** button. A dialog window will appear. The **Accused** can be searched for by entering their **Last** name, **First** name or **Member ID** in the **Search** textbox, then click on the magnifying glass icon.

For example, enter **00015** in the textbox, select **Member ID** from the dropdown list and click the magnifying glass. As shown below, the results will be displayed to choose from.

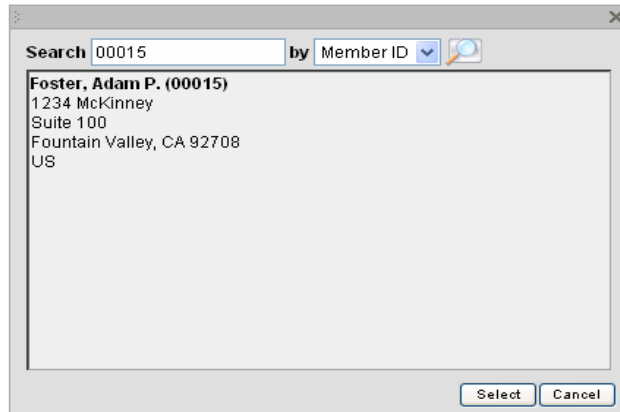


Fig. disc12

Click the displayed result, then the **Select** button. The information will be shown in the **Accused** section as shown below.

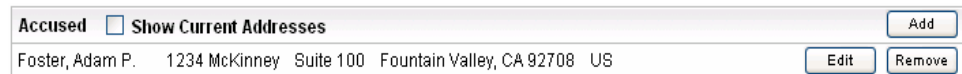


Fig. disc13

If the Accused’s contact information changes, click the **Edit** button. A dialog window will appear where the information can be changed. When all changes have been made, click the **Save** button. This will update the Accused’s contact information throughout the **BarAlliance** system with the exception of any other cases they may be involved in. The other cases will retain the contact information that was current at the time the case was opened. To display the Accused’s current contact information, click the box labeled **Show Current Address**, as shown above in Fig. disc13.

NOTE: There is no limit on the number of Accused for a case. Repeat the steps above to add as many as needed.

Rule Violations

To specify which rule the Accused is alleged to have violated, click the **Add** button. Select the rule from the dropdown list, then click the **Save** button.

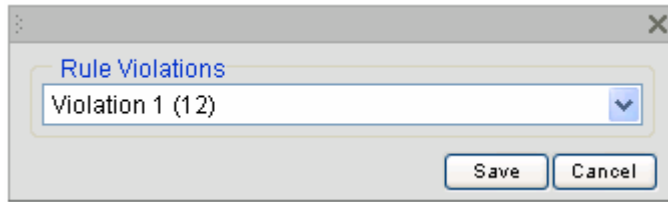


Fig. disc14

The rule will appear in the **Rule Violations** section as shown below. To remove a rule, click the **Remove** button.

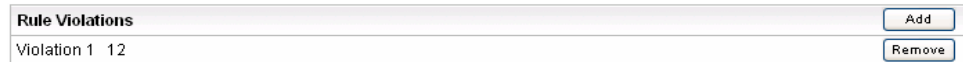


Fig. disc15

NOTE: There is no limit on the number of Rule Violations for a case. Repeat the steps above to add as many as needed.

Forms

The **Forms** section allows the documentation of any forms or documents used in a case. To add a standard form, click on the document icon shown below.



Fig. disc16

A dialog window will appear displaying a list of standard forms to choose from.



Fig. disc17

Select the desired form by clicking on the **Download** link. A dialog window will appear where you can either immediately **Open** the form or **Save** it to your computer.

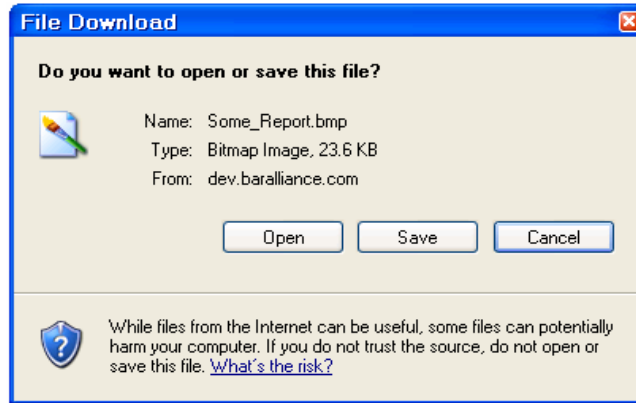


Fig. disc18

To add a form that is not one of the standard forms, click on the **Add** button. A dialog window will appear to upload the form. Click the **Browse** button, locate the form and click on the **Open** button. The file path will be displayed as shown below. Click the **Upload** button.

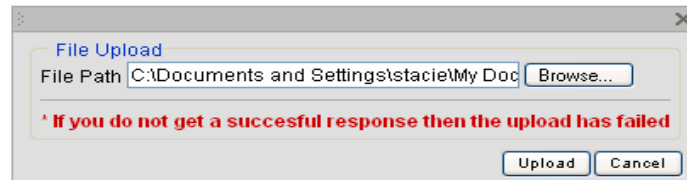


Fig. disc19

A new dialog window will appear where the **Title** of the form can be entered as well as a **Description**. When finished, click the **Save** button.

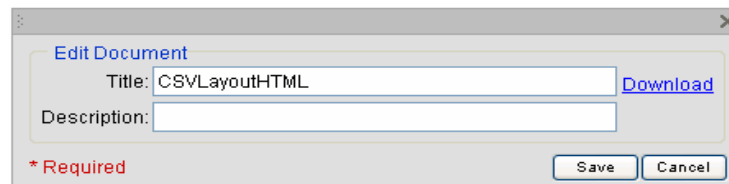


Fig. disc20

The new form will be displayed in the **Forms** section as shown below.



Fig. disc21

To update a form, click the **Upload** button to upload a different version of the form.

To remove a form, click the **Remove** button.

NOTE: There is no limit on the number of Forms for a case. Repeat the steps above to add as many as needed.

Allegations/Note

The **Allegations** section is a free-text area where the allegations of the case can be recorded in detail.

The **Note** section is a free-text area where any notes regarding the case can be entered.

Once all available information has been entered, click the **Save** button.

Investigation

The Investigation section allows the **Investigation Status** of the case to be modified, tracking of case **Attorneys**, **Staff** and events.

File Name Smith vs. Jones * Discipline Type Save

File No 115 Date 2/9/2006 * Investigation Status Save

Group No Group Files None

Attorneys Staff

Complainant: None

Accused: Add

Rule Violations Add

None

Calendar Notices Meetings Decisions Misc Email

↔ Apr 9, 2006 - Apr 15, 2006 Week Month List

Date	Events
Sunday Apr 9, 2006	
Monday Apr 10, 2006	
Tuesday Apr 11, 2006	
Wednesday Apr 12, 2006	
Thursday Apr 13, 2006	
Friday Apr 14, 2006	
Saturday Apr 15, 2006	

Save

Fig. disc22

Discipline Type

To set the **Discipline Type** of the case file, select the desired type from the dropdown list, then click the **Save** button.

* **Discipline Type** Dishonesty

Fig. disc23

Investigation Status

To set the **Investigation Status** of the case file, select the desired status from the dropdown list, then click the **Save** button.

Investigation Status Active

Fig. disc24

Attorneys

The Attorneys section displays the attorneys for both the **Complainant** and the **Accused**.

To enter an attorney for **Complainant**, click on the magnifying glass icon on the **Complainant** line. To enter an attorney for the **Accused**, click on the magnifying glass icon on the **Accused** line. A dialog window will appear where you can search for the attorney by **Last** name, **First** name or **Member ID**.

For example, enter **11** in the **Member ID** textbox and click the magnifying glass icon. Member number 11 will be displayed as shown below.

Last First

Member ID

PhD Loving, Stacie (00011)
OUT IN THE MIDDLE
OF NOWHERE
Fountain Valley, CA 92708
US

Fig. disc25

Click on the desired member, then click on the **Select** button. The selected

attorney will be displayed as shown below.

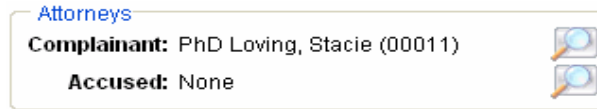


Fig. disc26

NOTE: There is no limit on the number of attorneys for Complainants or Accused. Repeat the steps above to add as many as needed

Staff

The Staff section displays the staff assigned to the case. The employee entering the case will automatically be added to the staff list.

Add

To add a staff member to the case click the **Add** button. A dialog window will appear where you can search for the attorney by **Last** name, **First** name.

For example, enter **Fleming** in the **Last** textbox and click the magnifying glass icon. All employees with the last name Fleming will be displayed as shown below.



Fig. disc27

Click on the desired staff member, then click on the **Add** button. When finished adding staff, click the **Close** button. The selected staff member will be displayed as shown below.

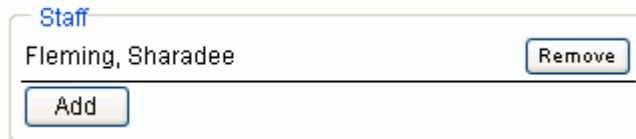


Fig. disc28

Remove

To remove a staff member from a case, click on the Remove button for that employee.

Rule Violations

The Rule Violations section displays the rule(s) the Accused is alleged to have violated.

Add

To add rule violations, click the **Add** button. Select the rule from the dropdown list, then click the **Save** button.

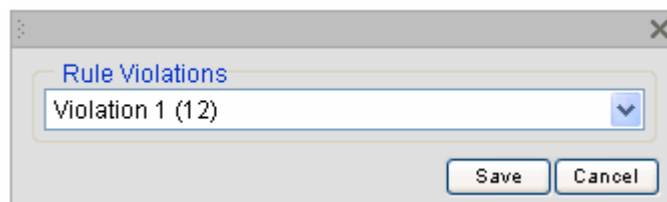


Fig. disc29

The rule will appear in the **Rule Violations** section as shown below.



Fig. disc30

Remove

To remove a rule, click the **Remove** button.

NOTE: There is no limit on the number of Rule Violations for a case. Repeat the steps above to add as many as needed.

Calendar

The calendar displays any calendared events for the case and can be viewed three ways by clicking on the **Week**, **Month** or **List** tabs as shown below.



Fig. disc31

To navigate to another month on the calendar, click on the arrows as shown below.



Fig. disc32

The **Week** view shows a one-week period. This is the default view, however, the next time the employee logs in, the calendar tab they last viewed will be recalled and displayed.

The **Month** view displays the days for an entire month is shown below.

← → February 2006

							Week	Month	List
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
Jan 29	30	31	Feb 1	2	3	4			
5	6	7	8	9	10	11			
12	13	14	15	16	17	18			
19	20	21	22	23	24	25			
26	27	28	Mar 1	2	3	4			
(Misc) Blah		(Decision) Blah							

Fig. disc33

DISCIPLINE

To view a list of calendard case events, click on the **List** tab. The initial display is from the current day until the end of the month as shown below.

← → Feb 8, 2006 - Feb 28, 2006 Week Month List

- (Misc) Blah
Feb 26, 2006
- (Decision) Blah
Feb 28, 2006

Fig. disc34

Navigating through the months (forward or backward), up to 20 events will be displayed. The date range will be displayed at the top as shown above.

Notices

The Notices section allows for the sending and tracking of **Notices** that have been sent or received during the case.

Calendar **Notices** Meetings Decisions Misc Email

(New Notice) [v]

General Info

* Desc: deadline

* Created: 2 / 10 / 2006 [calendar] * Type: Mail [v]

Deadline: [v] / [v] / [v] [calendar]

Note: 0 / 8000

Forms

* Name: CashReceipts [Remove]

Upload: C:\Documents and Settings\stacie\My [Browse...]

Response: [v] / [v] / [v] [calendar]

* Name: [v] [Remove]

Upload: [v] [Browse...]

Response: [v] / [v] / [v] [calendar]

Tickler

* Required [Save]

Fig. disc35

To create a new notice, select **New Notice** from the dropdown list. Next, enter a description, the date created, the type of notice (email, fax or mail), and a deadline and/or note if necessary.

For example, to send an email notice on February 10, 2006 of a filing deadline of April 1, 2006, select **New Notice** from the dropdown list, in the **General Info** section enter **Filing Deadline** in **Desc** textbox, select the date **Created** (default is the current date) and select the **Email Type** of notice from the dropdown list. See Fig. disc35 below.

Fig. disc36

If there is a specific form to be filed this can be included in the email notice by selecting the form in the **Forms** section.

For example, to include a standard form, click the document icon (📄). A dialog window will appear displaying a list of standard forms. Click the document and click the **Select** button. The **Name** will automatically be entered in the textbox.

Fig. disc37

DISCIPLINE

Check the box labeled **Tickler** to set a reminder for the deadline. The description is synchronized with the description in the **General Info** section. Anything entered in one will be copied in the other.

For example, to set a calendar reminder to start on March 1, 2006 and to continue every week until the deadline on April 1, 2006, select **3/1/2006** from the **Remind Me** dropdown lists, enter **7** in the **Every** textbox and select **Days** from the dropdown list, check the **Until** box and select **4/1/2006** as shown below.

Tickler

* Desc: Filing Deadline

* Remind Me: 3 / 1 / 2006

Every: 7 Days Until: 4 / 1 / 2006

Staff Recipients [Add]

Name	Send Email
Administrator, System	<input checked="" type="checkbox"/>

Additional Recipients

Name	Email

Fig. disc38

The employee entering the notice is automatically designated as a **Staff Recipient** as shown above. Other employees can be added by clicking on the **Add** button. A dialog window will appear where you can search for the attorney by **Last** name, **First** name. Click on the desired staff member, then click on the **Add** button. When finished adding staff, click the **Close** button.

In addition to adding a reminder to the staff's calendar, an email reminder can be automatically sent by checking the **Send Email** box. The selected staff member and email reminder designation will be displayed as shown above.

A reminder can also be sent to non-staff members by entering their **Name** and **Email** address in the **Additional Recipients** section as shown below.

Additional Recipients

Name	Email
Opera Ghost	OG@POTO.org

[Remove]

Fig. disc39

When all information is entered, click the **Save & Email** button. This will redirect you to the **Email** tab.

Meetings

The Meetings section allows the tracking and entry of new or previously held meetings for inclusion on the calendar.

(New Meeting) ▾

General Info

* **Date** 2 ▾ / 10 ▾ / 2006 * **Time** 12 : 00 AM PM

Duration **Hours**

Location

Note
0 / 8000

Forms

Tickler

* **Desc**

* **Remind Me** 2 ▾ / 10 ▾ / 2006

Every **Days** ▾ **Untill** 2 ▾ / 10 ▾ / 2006

Staff Recipients		<input type="button" value="Add"/>
Name	Send Email	
Administrator, System	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>

Additional Recipients		
Name	Email	
<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>

* Required

Fig. disc40

To create a new meeting, select **New Meeting** from the dropdown list. Next in the **General Info** section, enter the date, time, duration and location of the meeting. A note can be included also.

DISCIPLINE

For example, to enter a meeting for 1:00 pm on February 15, 2006 lasting approximately 2 hours at the Hall of Justice, select **2/15/2006** from the **Date** dropdown lists, enter **1:00 pm** for the **Time**, **2** in the **Duration** textbox and **Hall of Justice** in the **Location** textbox. See Fig. disc40 below.

The screenshot shows a web form titled '(New Meeting)'. Under the 'General Info' section, there are several input fields: a date field set to '2 / 15 / 2006', a time field set to '1 : 00' with 'PM' selected, a duration field set to '2' hours, and a location field set to 'Hall of Justice'. There is also a note field with '0 / 8000' characters.

Fig. disc41

In the **Tickler** section, enter a description (or title) for the meeting, the date to start reminders for the meeting, how often to remind and the date to remind until

For the example below, the **Desc** is **Initial Meeting**, the reminders will begin on **February 11, 2006** and continue every day until **February 15, 2006**.

The screenshot shows the 'Tickler' section of the form. It includes a description field set to 'Initial Meeting', a 'Remind Me' date field set to '2 / 11 / 2006', and an 'Every' field set to '1' days. There is also an 'Until' date field set to '2 / 15 / 2006'. Below these are two tables for recipients. The 'Staff Recipients' table has one entry: 'Administrator, System' with 'Send Email' checked. The 'Additional Recipients' table has one entry: 'Opera Ghost' with email 'OG@POTO.org'.


Fig. disc42

Decisions


The Decisions section allows the tracking and entry of new or previously decisions for inclusion on the calendar.


(New Decision) ▼

General Info



* **Date** 3 / 11 / 2006 

* **Decision**

Note
0 / 8000 

By Whom  *

Tickler

* **Remind Me** 3 / 11 / 2006  **Untill** 3 / 11 / 2006 

Every Days ▼

Staff Recipients		Add
Name	Send Email	
Tester, Beta	<input checked="" type="checkbox"/>	Remove

Additional Recipients		
Name	Email	Remove
<input type="text"/>	<input type="text"/>	Remove

* Required Save

Fig. disc43

To create a new decision, select **New Decision** from the dropdown list. Next in the **General Info** section, enter the date and the decision. A note can be included also. Finally enter the decision maker in the textbox labeled **By Whom**. The decision maker can be searched for by entering their **Last** name, **First** name or **Member ID** in the **Search** textbox, then click on the magnifying glass icon.

DISCIPLINE

For example, to enter a decision, enter the date of the decision, the decision, a note if necessary and who made the decision. See below.

The 'General Info' section contains the following fields:

- Date:** 3 / 11 / 2006 (with a calendar icon)
- Decision:** Reprimand (with a dropdown arrow)
- Note:** 0 / 8000 (with a vertical scrollbar)
- By Whom:** ALLEN, FORD J. (with a search icon and an asterisk)

Fig. disc44

In the **Tickler** section, enter the date to start reminders of the decision, how often to remind and the date to remind until

For the example below, the reminders will begin on *March 11, 2006* and continue every three months until *March 11, 2007*. When finished, click the **Save** button.

The 'Tickler' section contains the following fields and controls:

- Remind Me:** 3 / 11 / 2006 (with a calendar icon)
- Until:** 3 / 11 / 2007 (with a calendar icon)
- Every:** 3 Months (with a dropdown arrow)
- Staff Recipients:** A table with columns for Name and Send Email.

Name	Send Email
Tester, Beta	<input checked="" type="checkbox"/>
- Additional Recipients:** A table with columns for Name and Email.

Name	Email

Fig. disc45

Miscellaneous

Enter the date to start reminders of the miscellaneous, how often to remind and the date to remind until

For the example below, the reminders will begin on *March 11, 2006* and continue every day until *March 18, 2006*. When finished, click the **Save** button.

(New Misc) [v]

Tickler

* Desc: Test Misc

* Remind Me: 3 / 11 / 2006 [calendar] [check] Untill: 3 / 18 / 2006 [calendar]

Every 1 Days [v]

Staff Recipients [Add]

Name	Send Email
Tester, Beta	<input checked="" type="checkbox"/> [Remove]

Additional Recipients

Name	Email	[Remove]
<input type="text"/>	<input type="text"/>	[Remove]

[Save]

Fig. disc46

Email

The **Email** tab allows emails to be sent to those involved in the case. Enter the email address of the recipients in the 'To' field, attach any files or documents as needed and click the **Send** button.

* From: Name: Beta Tester, Email: support@baralliance.com

* To: [list of recipients]

Subject: [text]

Attachments: [Browse...]

Message: This is a test.

Complainant: None

Accused: FORD ALLEN

[Send]

* Required

Fig. disc47

Adjudication

Adjudication displays the case information as well as any decisions made about the case.

Rule Violations

To specify which rule the Accused is alleged to have violated, click the **Add** button. Select the rule from the dropdown list, then click the **Save** button.

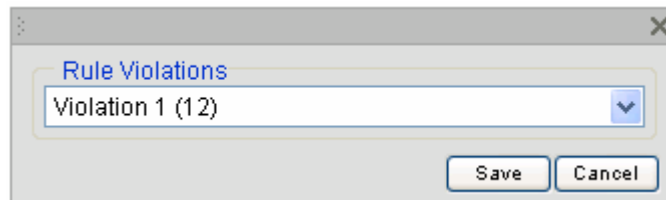


Fig. disc48

The rule will appear in the **Rule Violations** section as shown below. To remove a rule, click the **Remove** button.



Fig. disc49

NOTE: There is no limit on the number of Rule Violations for a case. Repeat the steps above to add as many as needed.

New Adjudication

To add a new decision, click the **+** next to New. A form will open with a dropdown list to select a decision, the resulting display is based on selection made in the Rules Matrix as discussed in the next chapter.

For this example, select *Abeyance* from the dropdown list. As shown below, per the Rules Matrix for the Abeyance category, the Court Information, Fees, Member Type/Status and the calendar are displayed.

Once all information has been entered, click the **Save** button.

Next, enter the decision maker in the textbox labeled **By Whom**. For this example, enter 'Fleming' and click the magnifying glass icon. A dialog window will be displayed showing all Flemings as shown below. Click on the correct one and then the **Select** button.

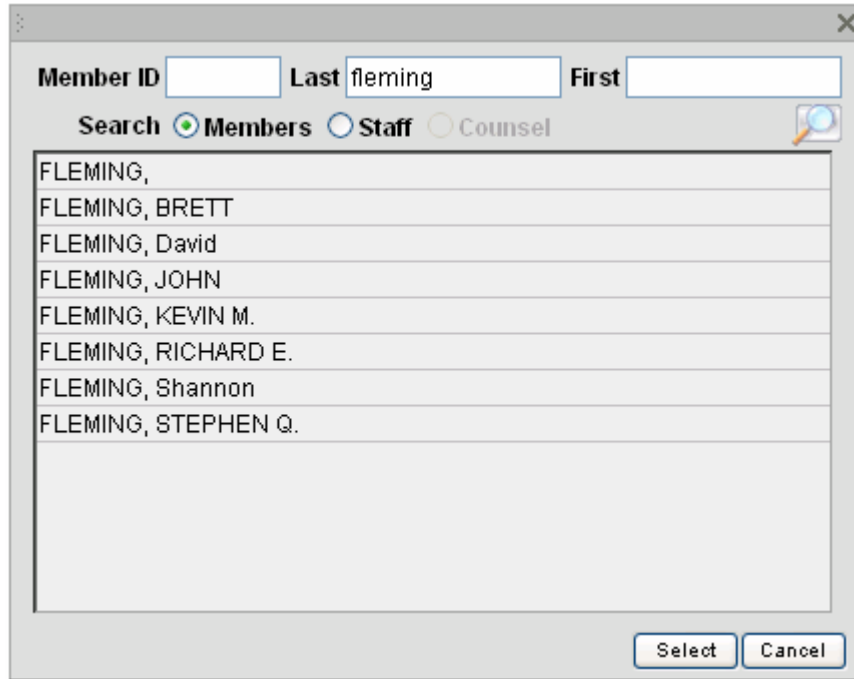


Fig. disc50

Court Information

Next enter the Court Information for the case. Enter the number of the case in the textbox labeled **Case No.** Enter the judge of the case in the textbox labeled **Judge**.

The judge can be searched for by entering the first or last name and clicking on the magnifying glass. The dialog window shown above will be displayed. Choose the correct one and click the **Select** button.

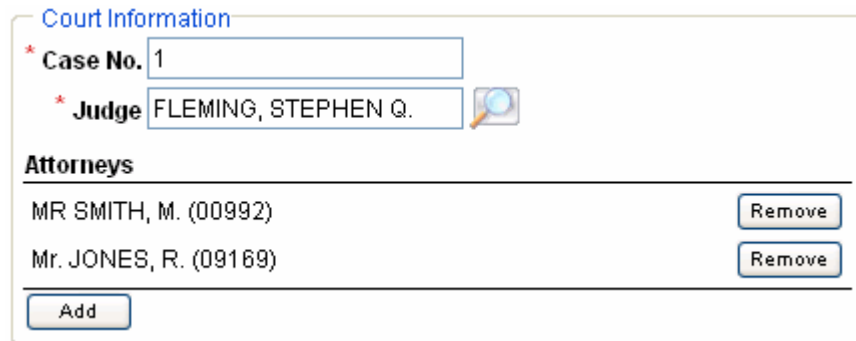


Fig. disc51

DISCIPLINE

Next add the attorneys for the complainant and the accused by clicking on the **Add** button. A dialog window will be displayed as shown below.

The attorney can be searched for by entering last name, first name or member ID and clicking on the magnifying glass. A list of attorneys matching the search criteria will be returned. Choose the correct one and click the **Select** button.



Fig. disc52

To remove an attorney, click the **Remove** button for that attorney.

Fees

To assign a fee, select the fee from the dropdown list and enter the amount in the textbox next to it. To remove a fee, click the **X** next to that fee.



Fig. disc53

MemberType/Status

The member type and status of the accused is displayed in the Member Type/Status section. If the new decision changes either the member's type or status, that change can be made here by selecting the appropriate type or status from the dropdown lists. This change will be effective system-wide.

Member Type / Status			
Member ID	Name	Member Type	Status
09169	Mr. JONES, R.	Attorney	Active
		Suspended - NP	

Fig. disc54

Calendar

The calendar displays any calendared events for the case and can be viewed three ways by clicking on the **Week**, **Month** or **List** tabs as shown below.



Fig. disc55

To navigate to another month on the calendar, click on the arrows as shown below.



Fig. disc56

The **Week** view shows a one-week period. This is the default view, however, the next time the employee logs in, the calendar tab they last viewed will be recalled and displayed. The **Month** view displays the days for an entire month.

To view a list of calendard case events, click on the **List** tab. The initial display is from the current day until the end of the month as shown below.

← → Feb 8, 2006 - Feb 28, 2006 Week Month

(Misc) Blah Feb 26, 2006
(Decision) Blah Feb 28, 2006

Fig. disc57

Navigating through the months (forward or backward), up to 20 events will be displayed. The date range will be displayed at the top as shown above.

Notices

The Notices section allows for the sending and tracking of **Notices** that have been sent or received during the case.

The screenshot shows the 'New Notice' form with the following fields and values:

- Tab: Notices
- Dropdown: (New Notice)
- Section: General Info
- * Desc: deadline
- * Created: 2 / 10 / 2006
- * Type: Mail
- Deadline: [empty]
- Note: 0 / 8000
- Section: Forms
- * Name: CashReceipts
- Upload: C:\Documents and Settings\stacie\My [Browse...]
- Response: [empty]
- * Name: [empty]
- Upload: [empty] [Browse...]
- Response: [empty]
- Tickler
- * Required
- Save

Fig. disc58

To create a new notice, select **New Notice** from the dropdown list. Next, enter a description, the date created, the type of notice (email, fax or mail), and a deadline and/or note if necessary.

For example, to send an email notice on February 10, 2006 of a filing deadline of April 1, 2006, select **New Notice** from the dropdown list, in the **General Info** section enter **Filing Deadline** in **Desc** textbox, select the date **Created** (default is the current date) and select the **Email Type** of notice from the dropdown list. See Fig. disc35 below.

The screenshot shows the 'New Notice' form with the following fields and values:

- Dropdown: (New Notice)
- Section: General Info
- * Desc: Filing Deadline
- * Created: 2 / 10 / 2006
- * Type: Email
- Deadline: 4 / 1 / 2006
- Note: 0 / 8000

Fig. disc59

If there is a specific form to be filed this can be included in the email notice by selecting the form in the **Forms** section. For example, to include a standard form, click the document icon (📄). A dialog window will appear displaying a list of standard forms. Click the document and click the **Select** button. The **Name** will automatically be entered in the textbox.



Fig. disc60

Check the box labeled **Tickler** to set a reminder for the deadline. The description is synchronized with the description in the **General Info** section. Anything entered in one will be copied in the other.

For example, to set a calendar reminder to start on March 1, 2006 and to continue every week until the deadline on April 1, 2006, select **3/1/2006** from the **Remind Me** dropdown lists, enter **7** in the **Every** textbox and select **Days** from the dropdown list, check the **Until** box and select **4/1/2006** as shown below.

Tickler

* Desc

* Remind Me / /

Every **Until** / /

Staff Recipients		<input type="button" value="Add"/>
Name	Send Email	
Administrator, System	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>

Additional Recipients		
Name	Email	
<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>

Fig. disc61

The employee entering the notice is automatically designated as a **Staff Recipient** as shown above. Other employees can be added by clicking the **Add** button. A dialog window will appear where you can search for the attorney by **Last** name, **First** name. Click the desired staff member, then on the **Add** button. When finished, click the **Close** button.

In addition to adding a reminder to the staff's calendar, an email reminder can be automatically sent by checking the **Send Email** box. The selected staff member and email reminder designation will be displayed as shown above. A reminder can also be sent to non-staff members by entering their **Name** and **Email** address in the **Additional Recipients** section as shown below.

Additional Recipients	
Name	Email
Opera Ghost	OG@POTO.org
	<input type="button" value="Remove"/>

Fig. disc62

When all information is entered, click the **Save & Email** button. This will redirect you to the **Email** tab.

Meetings

The Meetings section allows the tracking and entry of new or previously held meetings for inclusion on the calendar.

(New Meeting)

General Info

* Date 2 / 10 / 2006 * Time 12 : 00 AM PM

Duration Hours

Location

Note 0 / 8000

Forms

Browse... Remove

Tickler

* Desc

* Remind Me 2 / 10 / 2006

Every Days

Untill 2 / 10 / 2006

Staff Recipients

Name	Send Email
Administrator, System	<input checked="" type="checkbox"/>
	<input type="button" value="Remove"/>

Additional Recipients

Name	Email
	<input type="button" value="Remove"/>

* Required

Save

Fig. disc63

To create a new meeting, select **New Meeting** from the dropdown list. Next in the **General Info** section, enter the date, time, duration and location of the meeting. A note can be included also.

For example, to enter a meeting for 1:00 pm on February 15, 2006 lasting approximately 2 hours at the Hall of Justice, select **2/15/2006** from the **Date** dropdown lists, enter **1:00 pm** for the **Time**, **2** in the **Duration** textbox and **Hall of Justice** in the **Location** textbox. See Fig. disc40 below.

(New Meeting) [v]

General Info

* **Date** 2 / 15 / 2006 * **Time** 1 : 00 AM PM

Duration 2 Hours

Location Hall of Justice [icon]

Note
0 / 8000

Fig. disc64

In the **Tickler** section, enter a description (or title) for the meeting, the date to start reminders for the meeting, how often to remind and the date to remind until

For the example below, the **Desc** is **Initial Meeting**, the reminders will begin on **February 11, 2006** and continue every day until **February 15, 2006**.

Tickler

* **Desc** Initial Meeting

* **Remind Me** 2 / 11 / 2006 [calendar icon]

Every 1 Days **Until** 2 / 15 / 2006 [calendar icon]

Staff Recipients [Add]

Name	Send Email
Administrator, System	<input checked="" type="checkbox"/> [Remove]

Additional Recipients

Name	Email	[Remove]
Opera Ghost	OG@POTO.org	[Remove]

Fig. disc65

Decisions

The Decisions section allows the tracking and entry of new or previously decisions for inclusion on the calendar.

(New Decision) [v]

General Info

* **Date** 3 / 11 / 2006 [calendar icon]

* **Decision** [text input]

Note
0 / 8000 [text area]

By Whom [text input] [magnifying glass icon] *

Tickler

* **Remind Me** 3 / 11 / 2006 [calendar icon] **Until** 3 / 11 / 2006 [calendar icon]

Every [text input] Days [v]

Staff Recipients		Add
Name	Send Email	
Tester, Beta	<input checked="" type="checkbox"/>	Remove

Additional Recipients		
Name	Email	
[text input]	[text input]	Remove

* Required [Save]

Fig. disc66

To create a new decision, select **New Decision** from the dropdown list. Next in the **General Info** section, enter the date and the decision. A note can be included also. Finally enter the decision maker in the textbox labeled **By Whom**. The decision maker can be searched for by entering their **Last** name, **First** name or **Member ID** in the **Search** textbox, then click on the magnifying glass icon.

For example, to enter a decision, enter the date of the decision, the decision, a note if necessary and who made the decision. See below.

General Info

* Date 3 / 11 / 2006

* Decision Reprimand

Note
0 / 8000

By Whom ALLEN, FORD J.

Fig. disc67

In the **Tickler** section, enter the date to start reminders of the decision, how often to remind and the date to remind until

For the example below, the reminders will begin on *March 11, 2006* and continue every three months until *March 11, 2007*. When finished, click the **Save** button.

Tickler

* Remind Me 3 / 11 / 2006 Untill 3 / 11 / 2007

Every 3 Months

Staff Recipients		Add
Name	Send Email	
Tester, Beta	<input checked="" type="checkbox"/>	Remove
Additional Recipients		
Name	Email	Remove
		Remove

Fig. disc68

Miscellaneous

Enter the date to start reminders of the miscellaneous, how often to remind and the date to remind until

For the example below, the reminders will begin on *March 11, 2006* and continue every day until *March 18, 2006*. When finished, click the **Save** button.

(New Misc) ▼

Tickler

* Desc Test Misc

* Remind Me 3 / 11 / 2006 [calendar] ✓ Untill 3 / 18 / 2006 [calendar]

Every 1 Days ▼

Staff Recipients [Add]

Name	Send Email
Tester, Beta	<input checked="" type="checkbox"/>

[Remove]

Additional Recipients

Name	Email

[Remove]

[Save]

Fig. disc69

Email

The **Email** tab allows emails to be sent to those involved in the case. Enter the email address of the recipients in the 'To' field, attach any files or documents as needed and click the **Send** button.

* From: Name Beta Tester Email support@baralliance.com

* To: [dropdown]

Subject: ex: joe@mail.com; sam@mail.com; ...

Attachments: [Browse...]

Message: This is a test.

Complainant: None

Accused: FORD ALLEN

[Send]

* Required

Fig. disc70

Master Calendar

The calendar displays any calendared events for the case and can be viewed three ways by clicking on the **Week**, **Month**, **List** or **Reminders** tabs as shown below. The **Master Calendar** displays all calendared events for the entire disciplinary department.



Fig. disc71

To navigate to another month on the calendar, click on the arrows as shown below.



Fig. disc72

The **Week** view, which only shows a one-week period is shown in Fig. disc1. This is the default view, however, the next time the employee logs in, the calendar tab they last viewed will be recalled and displayed.

The **Month** view displays the days for an entire month is shown in Fig. disc3.

← → **February 2006**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Jan 29	30	31	Feb 1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	Mar 1	2	3	4
	(Misc) Blah		(Decision) Blah				

Fig. disc73

DISCIPLINE

To view a list of calendar case events, click on the **List** tab. The initial display is the next 20 events starting from the current day.



Fig. disc74

Navigating through the months (forward or backward), up to 20 events will be displayed. The date range will be displayed at the top as shown in Fig. disc5.

The **Reminders** view displays any reminders that have been created.

ADMINSTRATION

Administration allow rules to be established for the Discipline module.

Rules Matrix

The Rules Matrix is used to designate which items are displayed per adjudication decisions, such as Case Info, Event Tracking, Status Change, Fees or Case Closed. A decision category can have several options. The main category is a 'Root' and a derivative of that category is called a 'Child'.

	Case Info.	EventTracking	Status Change	Fees	Case Closed
<input type="checkbox"/> Abeyance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Authorization for Interim Sanction					
<input type="checkbox"/> Attorney Status Change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Dismissal					
<input type="checkbox"/> Caution	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> No Convincing Evidence	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> No Probable Cause	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> No Time	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Diversion					
<input type="checkbox"/> Agreement Form Sent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Third Party Tracking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Formal Charge					
<input type="checkbox"/> Consent Stipulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Dismissal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Fig. disc75

Add Root

To add a new decision or decision category, click the **Add Root** button. A dialog window will be displayed. Enter the name of the decision and click the **OK** button.

BarAlliance ✕

New Name:

Fig. disc76

The new decision will be displayed in the list. To designate the decision category, check the box in the Case Info, Event Tracking, Status Change, Fees or Case Closed columns. A decision can have several categories

Add Child

To add a subcategory to a decision, click the **Add Child** button. A dialog window will be displayed. Enter the name of the decision and click the **OK** button.

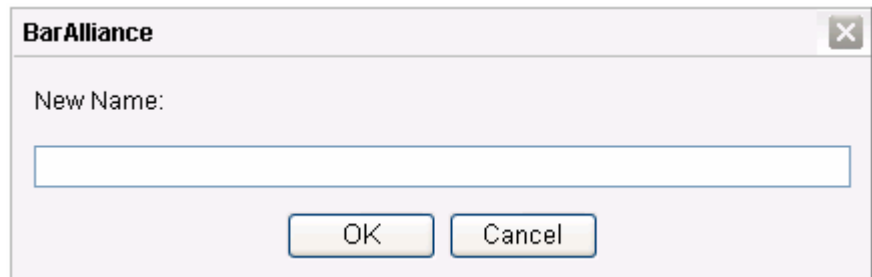


Fig. disc77

The new decision 'child' will be displayed in the list below the main decision. To designate the decision category, check the box in the Case Info, Event Tracking, Status Change, Fees or Case Closed columns. A decision can have several categories

Edit

To edit either a Root or Child, select the one wanted and click the **Edit** button. A dialog window will be displayed where the title can be edited.

Delete

To delete either a Root or Child, select the one wanted and click the **Remove** button. A dialog window will be displayed to confirm the decision to delete. Click the OK button to delete.

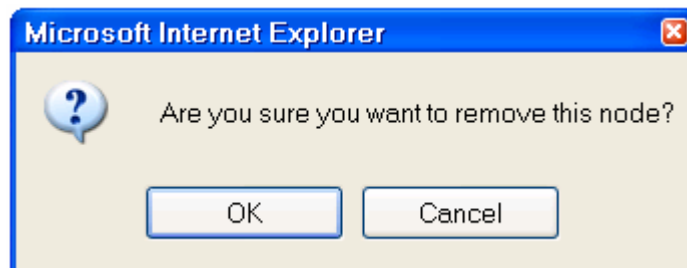


Fig. disc78

List Maintenance

List Maintenance allows you to maintain the data presented in drop down lists displayed throughout the BarAlliance application. Providing pre-determined values for key fields ensures data consistence and improves reporting. Through List Maintenance you can select the list to view, define the columns of the list, filter the list, add data to the list, edit existing list data, delete list entries and combine similar list items together.


Select a List

Click on the name of the list you would like to view.



Fig. disc79

Define the Columns to view

Click on the **Columns** icon () to view a list of available columns.

Select the columns you wish to display. Click the save button to **Save** your selections. These selections will be remembered the next time you log in.

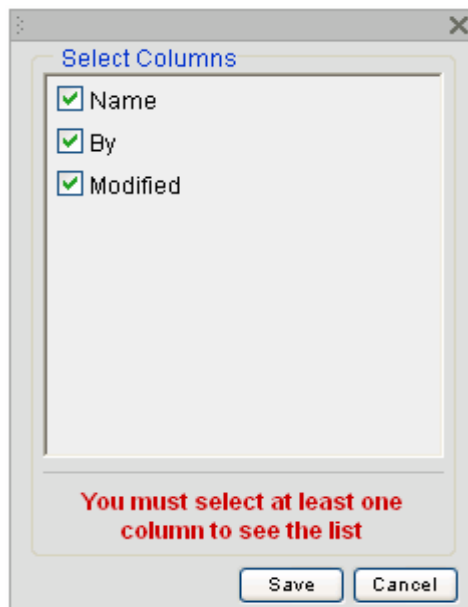


Fig. disc80

Filter the records in the list

You can limit the records displayed in the list by assigning criteria to the list columns. To limit the records displayed, enter at least the first three letters of the criteria word, then select the column to apply the criteria to from the dropdown list and click the **Filter** button.

To see all the list records, set the filter column dropdown to **No Filter** and click on the **Filter** button.

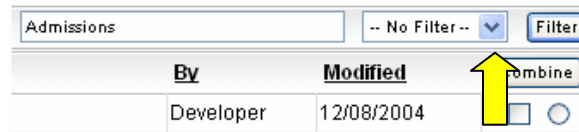


Fig. disc81

Add

Click on the **Add** button. Enter information in the textbox. Click on the **Save** button to save the information or the **Cancel** button to exit without saving.

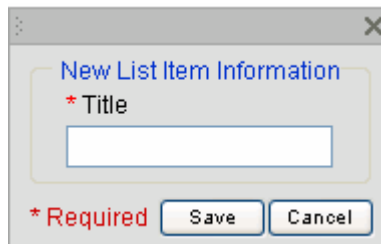


Fig. disc83

Edit

Click on the **Edit** button. Edit information in textbox. Click on the **Save** button to save the information or the **Cancel** button to exit without saving.

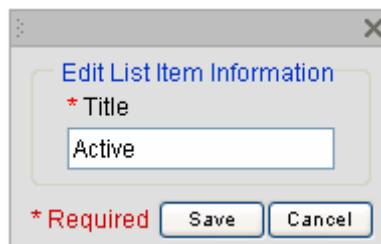


Fig. disc82

Delete

To delete a record, click on the **Delete** button next to that record. A dialog will ask you to verify that you want to delete this record. Click on the **OK** button to delete the record or the **Cancel** button to exit without deleting the record.

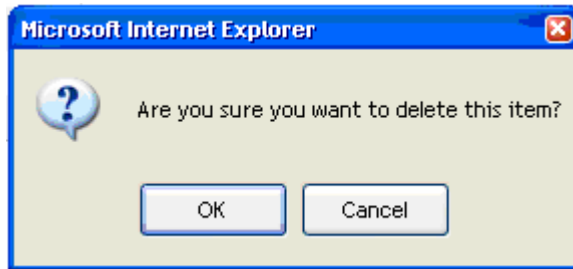


Fig. disc83

If a record is associated with another record in the database, you will not be allowed to delete it as the displayed dialog window will advise.

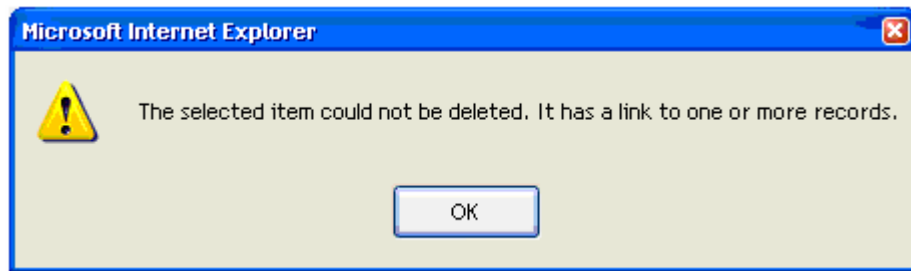


Fig. disc84

Combine

List records can be combined to consolidate and control list items presented throughout the application.

To combine records, click on the radio button (circle) for the record you want to keep. Then click on the check boxes (square) the records you want to combine.

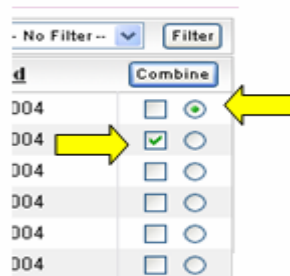


Fig. disc85

DISCIPLINE

Click the **Combine** button.

A dialog will ask you to verify that you want to combine the selected items.

Click on the **OK** button to combine the records or the **Cancel** button to exit without combining records.

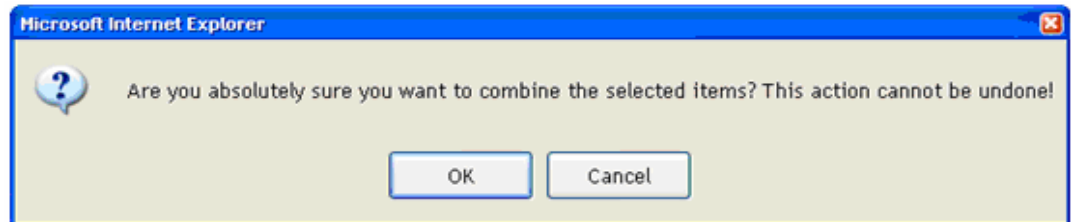


Fig. disc86

Sorting List Items

Click on the Column label to sort the list by that column in ascending order. Clicking on the Column label again will sort the list in descending order. The arrow identifies the sort order direction.

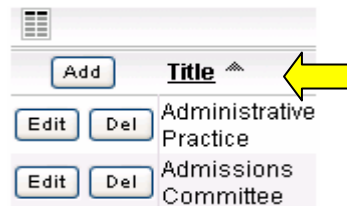


Fig. disc87

Preferences

The Preferences section allows the designation and uploading of standard forms.

Forms				Add	
	Inquiry	Investigation	Adjudication		
bend 1	✓	✓	✓	Upload	Remove
Some Report	✓		✓	Upload	Remove
3.gif	✓		✓	Upload	Remove
6		✓		Upload	Remove
4	✓	✓	✓	Upload	Remove

Fig. disc88

Add

To add a form, click the **Add** button. A dialog window will appear as shown below.

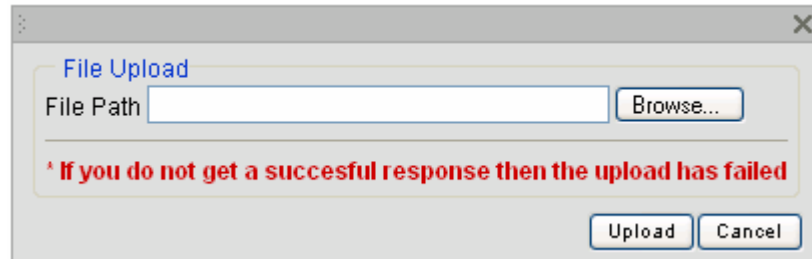


Fig. disc89

Click the **Browse** button, locate the file and click the **Upload** button. A dialog window will appear where a **Title** and **Description** for the new form can be designated as well as which **Stage** the form is for. Click the **Save** button.

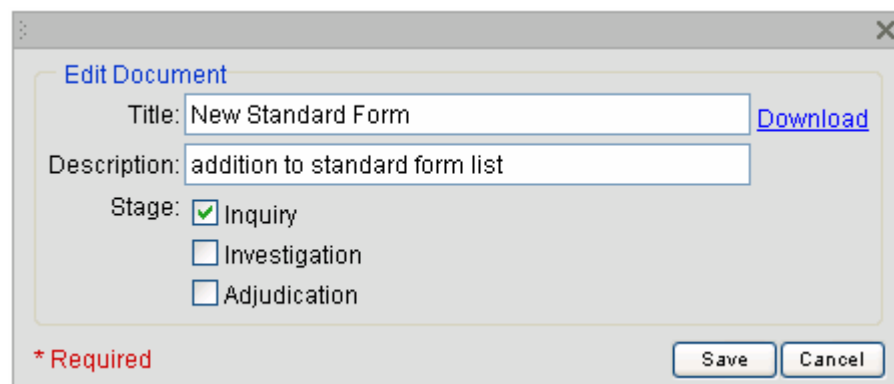


Fig. disc90

Edit

To edit the Title, Description or Stage of a form, click on the link for that form, the dialog window shown above will appear. After making changes, click the **Save** button.

Remove

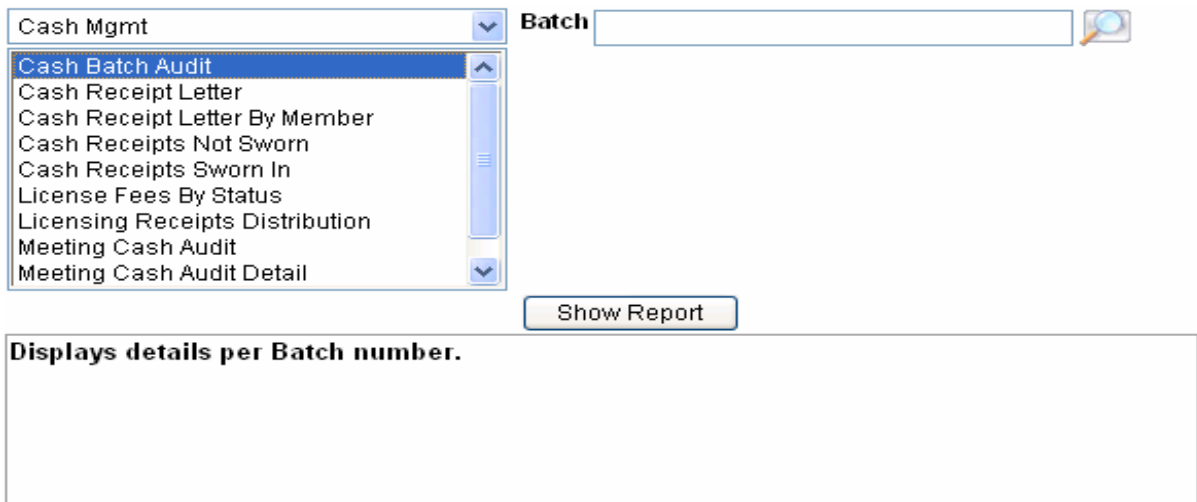
To remove a form, click on the **Remove** button for that form. The form will immediately be removed from the list of standard forms.

REPORTS

The Reports section allows you to view all reports specific to the Cash Management module.

View Report

To view a report, select the report you want to see. For example, if you want to view the *Cash Batch Audit* report, select that title in the list.



Cash Mgmt Batch

- Cash Batch Audit
- Cash Receipt Letter
- Cash Receipt Letter By Member
- Cash Receipts Not Sworn
- Cash Receipts Sworn In
- License Fees By Status
- Licensing Receipts Distribution
- Meeting Cash Audit
- Meeting Cash Audit Detail

Show Report

Displays details per Batch number.

Fig. disc91

A brief description of the report and any parameters that are required to run the report will be displayed. If you want to see an audit of Batch 999, enter 999 into the textbox labeled **Batch** and hit the **Enter** key or click on the **Show Report** button.

You will be presented with a dialog window asking if you would like to open or save the file. Click on the **Open** button to open and view the report.

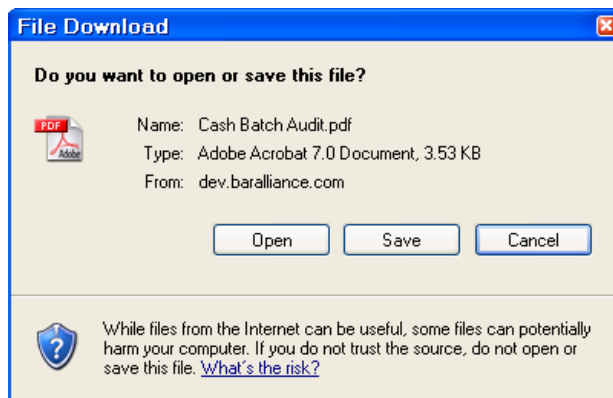


Fig. disc92

The report will then be displayed in either a PDF or CSV format.

Utah State Bar

Cash Receipts Audit

Tuesday, September 27, 2005

Batch Number: 999		Date Entered: 12/3/1993		Amount: \$1,100.00			
Type of Entry: Events		Date Deposited: 12/3/1993		Entered By: Sharadee Fleming			
Ctrl No.	Ck No.	Mem ID	Payment is For . . .	Payee	Ck Total	Indiv Total	Notes
19341	5064148	00913	HAWKINS, D. MARK M.	PETER K. ELLISON	\$100.00	\$100.00	
19342	1893	01919	KENNEDY, WENDY C.	KENNETH R. MADSEN	\$50.00	\$50.00	
19343	1033	05011	HARTILL, MATTHEW W.	PHILLIP KENT CARD	\$50.00	\$50.00	
19344	2762	03157	URBOM, DAN C J.	JOHN WALSH	\$50.00	\$50.00	
19345	1212	00265	PASSEY, MICHAEL T C.	INTECH ONE-EIGHTY CORP	\$100.00	\$100.00	
19346	114508	00506	STONE, DAVID	CALLISTER, DUNCAN	\$50.00	\$50.00	
19347	12506	02617	ERIN GIVENS, GUY	COHNE, RAPPAPORT	\$50.00	\$50.00	
19348	4437	00607	BEASLIN, DOUGLAS D.	ADKINS & CHRISTIANSEN	\$50.00	\$50.00	
19349	754	00688	LORI D CRUCES, DAVID F.	JAMES P. COWLEY	\$100.00	\$100.00	
19350	85483	03798	JENSEN, M. SCOTT W.	HERITAGE SAVINGS BANK	\$100.00	\$100.00	
19351	35056	00306	HOUCHINS, R.	MCKAY, BURTON	\$100.00	\$100.00	
19352	1032	05011	HARTILL, MATTHEW W.	PHILLIP KENT CARD	\$100.00	\$100.00	
19354	3139	01997	J HARLAN BURNS, CLAIR	JOHN B. MAYCOCK	\$100.00	\$100.00	
19355	5740	00612	WALKER, DAVID H.	BLAISDELL & CHURCH	\$100.00	\$100.00	
					<u>\$1,100.00</u>	<u>\$1,100.00</u>	

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