



Administrative & Support Workflow

Case Preparation

- 1 **PRE-INTAKE:**
Case reviews, search warrants, inquests, data from Valcour
- 2 **INTAKE & REVIEW:**
Preparation & data entry for prosecutor review / charging
- 3 **PRE-ARRAIGNMENT:**
E-Filing of matter, assignment of VA, preparation of case file, etc.
- 4 **ARRAIGNMENT:**
Initial discovery, witness record checks, conditions of release, etc.

Trial Preparation

- 5 **ON-GOING DISCOVERY:**
Digital evidence, body cam footage, medical records, etc.
- 6 **HEARING NOTICES:**
Calendar management for office, attorneys, & VAs
- 7 **DEPOSITIONS:**
Coordinating with witnesses & counsel; witness assistance
- 8 **DATA MANAGEMENT:**
Updates to JustWare, SharePoint, or shared drive
- 9 **TRIAL PREPARATION:**
Witness subpoenas, visual evidence, logistical support, etc.

Post-Adjudication

- 10 **ON-GOING DISCOVERY:**
Continued obligation to produce or disclose new information
- 11 **SENTENCING:**
Calendar management for office, attorneys, & VAs
- 12 **APPEALS & PCR**
Coordinating with witnesses & counsel; witness assistance
- 13 **RECORDS MANAGEMENT:**
Case to archives, disposition of physical & digital evidence
- 14 **SEALING/EXPUNGEMENT:**
Destruction, redaction, or limitation of files per court order

SAS Case Management (JustWare)

Law Enforcement / Valcour

Odyssey / Court Systems



Administrative & Support Workflow

SAS Administrative Assistants & Support Secretaries are Integral to Our Mission

- Play a role in every aspect of case progression – from initial intake to case disposition.
- Must be proficient and rely upon multiple case management or filing systems – JustWare, Odyssey eFile, Valcour, and other modern methodologies for transfer of data from law enforcement.
- Administrative and support staff are on the front line of emergencies and critical filings – frequently only hours to prepare emergency cases for court (homicides/attempted homicides, complex domestic assaults, etc.)
- Digital era has increased workload – paperless case management and filing means more preparation time – formatting and redacting information, etc. Disparate case management systems between all parties generates significant inefficiencies in processes.
- Obligations to support reception, case preparation, on-going discovery, attorney calendars, and other office events requires significant knowledge, experience within the system, and flexibility to meet our public safety mission – many matters cannot wait.