

Explanation of Final Docket Fields and Information

Column/Field	Description
Case No	Information/Ticket number
Accused Name	Accused Name (Date of Birth also shown beside "D.o.B.")
Sex	Sex
Apr	Appearance Reason - normally related to the previous result code (See "Res") unless no previous appearances - then code shown is normally "FA" (first appearance)
Cnt	Count number (informations can have more than one charge)
Cd	This is rarely used - occasionally will show "AT" which indicates that the charge is "attempt" to do the specified offence
Act	Act that is alleged to have been violated - see "Act Codes"
Offence Sect	Section number of act that is alleged to have been violated
Offence SS	Subsection number, if any, of section number of act that is alleged to have been violated
Offence P	Paragraph letter, if any, of section/subsection number of act that is alleged to have been violated
Typ	Type of offence - values can be S (summary offence procedure - by law or as elected by Crown) or I (proceed by indictment - by law or as elected by Crown)
Ple	Plea - can be blank (no plea), N (not guilty) or G (guilty)
Res	General description of result of court appearance - see the document called "Dispositions" for listing and explanation of codes
Next Appear Date	For charges with non-final results, the next appearance date is printed
Time Serve DDD	If jail (or custody & supervision - youth) sentence ordered, number of days of jail sentence (or of custody period - youth)
Time Serve MM	If jail (or custody & supervision - youth) sentence ordered, number of months of jail sentence (or of custody period - youth)
Time Serve YY	If jail (or custody & supervision - youth) sentence ordered, number of years of jail sentence (or custody period - youth)
	* Note * negative signs may appear beside the days and years - to be read as "less" - e.g: -1 under DDD and 6 under MM to be read as "6 months less 1 day" and -2 under MM and 2 under YY to be read as "2 years less 2 months"

Column/Field	Description
How	How the jail sentence (or custody period - youth) or fine default period or surcharge default period if any, is to be served as ordered by the judge - values are blank (no special order), R (concurrent), C (consecutive), I (intermittent), S (special - specific details on endorsement and warrant), T (time served)
Prob Serve DDD	If probation ordered, number of days of probation
Prob Serve MM	If probation ordered, number of months of probation
Prob Serve YY	If probation ordered, number of years of probation * Note * negative signs may appear beside the days and years - to be read as "less" - e.g: -1 under DDD and 6 under MM to be read as "6 months less 1 day" and -2 under MM and 2 under YY to be read as "2 years less 2 months"
Def	Type of defence counsel - values can be blank (none), S (self), L (legal aid), C (non-legal aid counsel), A (court-appointed counsel - young offenders only)
Pro	Prosecutor code - normally, the initials of the prosecutor
Fine:	If fine ordered, amount of fine
Due date	There is no field name, but if a fine is ordered, the fine due date will be shown after the fine amount
Def (beside Fine)	If fine default ordered, days, months, and years that will be served in jail if fine not paid by due date (see Time Serve DDD, MM, YY)
FINE Surcharge	If surcharge ordered, amount of surcharge
* Due date*	There is no field name, but if a surcharge is ordered, the surcharge due date will be shown after the surcharge amount
Def (beside FINE Surcharge)	If surcharge default ordered, days, months and years that will be served in jail if surcharge not paid by due date (see Time Serve DDD, MM, YY)
Fire Proh	If Firearm Prohibition ordered, "Fire Proh" will be printed, followed by a dash, followed by the section number (109 or 110), followed by the length in dd/mm/yy or "life", if for life
Restitution:	If restitution ordered, total amount of restitution ordered (for all victims on ordered totalled)

Column/Field	Description
Sup DD	If custody & supervision (youth) ordered, number of days of supervision period
Sup MM	If custody & supervision (youth) ordered, number of months of supervision period
Sup YY	If custody & supervision (youth) ordered, number of years of supervision period * Note * negative signs may appear beside the days and years - to be read as "less" - e.g: -1 under DDD
Cust Date	If the accused is a young person and has received a delayed custody and supervision order, the date that the custody period is to start will be printed here in dd-mon-yyy format
Detachment	Description, if any, of agency that laid information (blank - if laid Prosecutions or if agency has no code)
Remarks	As entered by the court office - anything they think relevant that should be included
Occurrence #	File number, if any, of case used by agency that laid the information
Released on	If released on Undertaking or Recognizance/Bail or Undertaking of a Responsible Person, or remanded, the name of order will appear here. If a Conditional Discharge or Conditional Sentence or Deferred Custody and Supervision is made, the name of the order will appear here, along with the length of the order in dd/mm/yy format. If a Peace Bond Recognizance is ordered, the name of the order will appear here.
Order #	The home office number and order number for any order printed in "released on" field will print here
SVO	If the accused is a young person and the charge has been determined by the court to be a serious violent offence, "SVO" will print here

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.01 PURPOSE

To describe the procedure for requesting and distributing docket reports.

.02 POLICY

A Final Docket must be produced, checked and verified for each court sitting.

.03 PROCEDURES

**INITIAL
DOCKETS**

Initial Dockets (lists of charges and accused without dispositions):

- a) These may be produced for distribution to interested parties (e.g. Judge, Prosecutor, Judicial Officer) and public display, but are not required to be produced or kept on file.
- b) Retrieve the docket and request an Initial Docket on the DOCKET screen. The Initial Docket will print immediately.

**FINAL
DOCKETS**

Final Dockets (lists of charges and accused with dispositions):

- a) After all dispositions for a docket have been entered on JAIN, a Final Docket must be produced:
 - i) Retrieve the docket and request a Final Docket on the DOCKET screen. Change the "A" flag to "Y" to retrieve a Young Offender docket. You cannot request a Final Docket until all dispositions for all accused (adult and young offenders) on the docket are entered.

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ii) Overnight, the Final Docket will be processed and printed. Both the Young Offender and Adult dockets for the specified date, time and place will be printed. If a Final Docket is not printed, check it using the "Show_Final_Dkt" function on the DOCKET screen. If the "Processed" column is filled in, select the docket(s) to be printed and press "DO". If the "Processed" column is not filled in, call JAIN User Support to locate the problem.

CHECK AND
SIGN

b) The Final Docket must be checked and signed by the presiding Judge or a Clerk of the Court.

DISTRIBUTION

c) Distribute copies of the Final Docket to the police agencies who have requested them. Keep the original on file.

.04 NOTES

CURRENT NEXT
APPEARANCE
DATA

When a Final Docket is processed, the current next appearance data is printed on the docket. This means that if the next appearance date for an accused has changed since the docket was ordered (i.e. another adjournment or a final disposition has been entered), the new next appearance data will be printed. Therefore, you should ensure that the first docket has been printed before recording another appearance. If necessary, call JAIN User Support to process the docket as soon as you have requested it.

V P R / V P C
DISPOSITIONS

"VPR" and "VPC" dispositions (tickets paid after transfer to JAIN but before conviction) will not be printed on the Final Docket for which they are set.

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.01 PURPOSE

To describe the types of JAIN dispositions (result codes) and their application.

.02 POLICY

All charges appearing on a docket must be assigned a disposition with a "result code" on JAIN.

.03 PROCEDURES

E N T E R
DISPOSITION

YOUTH -
ENTER A IN
DEFENCE IF
C O U R T
APPOINTED
COUNSEL

YOUTH -
ENTER Y IN
S V O / A S I
FIELDS IF
REQ'D

EXPRESS BW
A N D D C
DISPOSITIONS

A D M I N
DISPOSITIONS

- a) After an appearance in court occurs, enter data about the disposition on JAIN using the DISPOSITION ENTRY screen via the DOCKET screen. A list of JAIN "result codes" and their application is attached.
- b) For dispositions for youth charges, enter "A" in "Def" (Defence) field if youth is being represented by court-appointed counsel. Enter "Y" in SVO (Serious Violent Offence) field if court deems the charge to be one. Enter "Y" in ASI (Adult Sentence Imposed) field if court rules that the offender will be sentenced as an adult.
- c) Bench Warrant dispositions for tickets and can be entered using the "BW" function on the DOCKET screen. Default Conviction dispositions must be entered using the "DC" function on the DOCKET screen.
- d) Dispositions must also be entered on the DISPOSITION ENTRY screen via the DOCKET screen for some "administrative" results which do not involve actual appearances (e.g. waiving charges). Refer to the appropriate sections in this manual.

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- AUTOMATIC DISPOSITIONS
- e) Some dispositions are created automatically by JAIN when certain criteria are met (e.g. VPC or VPR disposition when a ticket is fully paid while pending).
- C H A N G E DISPOSITIONS
- f) Dispositions can be changed or deleted using the DISPOSITION MAINTENANCE screen via the DOCKET screen.
- P R O D U C E FINAL DOCKET JUDGE OR CLERK OF THE COURT SIGNS DOCKET KEEP ON FILE
- g) When dispositions for all accused/charges on a docket have been entered, produce a final docket from the DOCKET screen. The presiding Judge or a Clerk of the Court must verify and sign the printed docket. The original docket must be kept on file in the court office.

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PENDING RESULTS:

These results are not final but there is no next appearance date. All pending orders, including VP/VS orders, remain active (and owing) when these results are entered.

Code	Meaning
APP	Appeal Notice received - see Section 703-1 APPEAL NOTICE RECEIVED
BW	Bench Warrant ordered - accused not present
CFT	Committed for Trial - accused committed (voluntarily or by the court) to stand trial in Queen's Bench court (after a Preliminary Hearing, if not voluntarily)
NP	No Process - no action taken in court - used when a VP/VS is to remain outstanding but no action taken and no next court date set - e.g. ticket missing and not in court or charge adjourned to a date at request of accused/crown but charge not dealt with
PNR	Preliminary Hearing Not Requested - like CFT (see above) except preliminary hearing not held because not requested by Crown or Defence
UNF	Unfit - accused found unfit - do not use if a conditional discharge is granted
WVD	Waived - charge is waived to another court office within the province - see Section 306-3 WAIVED CHARGE SENT OUT WITHIN SASKATCHEWAN

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NON-FINAL RESULTS:

These results are not final and a next appearance date must be entered. All pending orders, including VP/VS orders, remain active (and outstanding) when these results are entered.

Code	Meaning
ADO	Adjourned Other - reason not covered by codes below
ACF	Adjourned for Conference (youth only)
ACR	Adjourned for Conference and Referral (youth only)
AFA	Adjourned for Argument
AFC	Adjourned to get Counsel
AFE	Adjourned for Election
AFP	Adjourned for Plea
AFR	Adjourned for Ruling
AFS	Adjourned for Sentence
AFT	Adjourned for Trial
AFV	Adjourned for Verdict
APA	Adjourned for Preliminary Hearing - accused/defence requests hearing
APC	Adjourned for Preliminary Hearing - Crown requests hearing
APH	Adjourned for Preliminary Hearing
ARF	Adjourned for Referral (youth only)
ARV	Adjourned for Review - review of Conditional Sentence, Suspended Sentence, Conditional Discharge, Deferred Custody and Supervision is continued
BWH	Bench Warrant (hold) - warrant for arrest ordered but is not to issue until a future date
CON	Continuation - use when result code would be the same as the last one - e.g. if last result code was AFT and the charge is now adjourned for the continuation of the trial, enter result CON
RCD	Conditional Discharge Revoked - used when a conditional discharge has been revoked
RCS	Review of Conditional Sentence - used when a review of a Conditional Sentence is occurring (adult only)

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NON-FINAL RESULTS (cont'd):

Code	Meaning
RDF	Review of Deferred Custody and Supervision - a review of Deferred Custody & Supervision is occurring (youth only)
RIR	Review of Intensive Rehabilitative Custody and Supervision - used when a review of an Intensive Rehabilitative Custody & Supervision order is occurring (youth only)
RPO	Review of Presumptive Offence Custody and Supervision - used when a review of a Presumptive Offence Custody & Supervision order is occurring (youth only)
RSS	Review of Suspended Sentenced - used when an accused is to be re-sentenced on a charge for which he/she was granted a suspended sentence
RST	Review of Custody and Supervision - used when a review of a Custody & Supervision Order is occurring (youth only)
SCH	Adjourned for Show Cause Hearing
TBS	Adjourned to be Spoken to

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FINAL RESULTS (cont'd):

Code	Meaning
VPC	Voluntary Payment Court - created automatically when a VP/VS is paid in full at a court office while charge still pending - cannot be entered by users
VPR	Voluntary Payment Remote - created automatically when a VP/VS is paid in full at PCPIC while charge still pending - cannot be entered by users
WDN	Withdrawn - charge is withdrawn at request of Crown
WOP	Waived out of Province - charge is sent out of province