

CMS DATA ENTRY POLICY

Since the implementation of the CMS database, various people have populated this database with all new case information. As time has passed, we have noticed that there is no standardization in how the information has been inputted into the system. As a result, it is easy to miss an existing case because you cannot locate any information using the plaintiff's or defendants' name.

In an attempt to standardize all data entry, listed below are the approved methodology for CMS data entry.

Please remember, that on the CMS case initiation screen (1st data initiation screen base, you will enter search criteria as: last name, first name

Case Type Select:	
CONCIILIATION	X 18
CONTRACTS	C 2
CREDIT ACCOUNT	ACC 28
CRIMINAL	CR 39

Filing Fee Select:	
Attorney Fees	0.00
BOND FORFEITURE	0.00
Bond Forfeitures	0.00

Receipt Ledger:	
	Paid
	Deferral
	Waived
\$0	

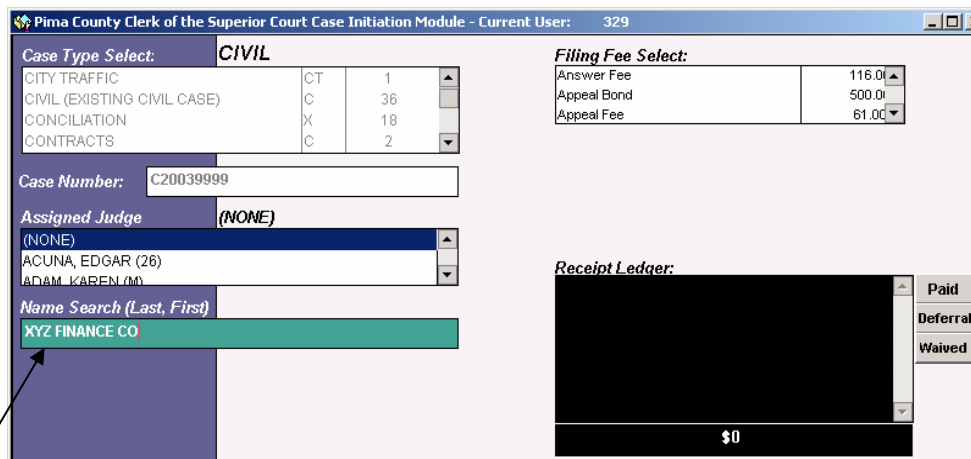
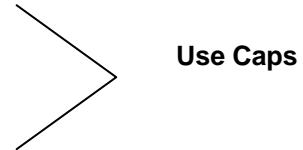
Rec. From:	
Rec. For:	
Cash:	\$0.00
Money Order:	\$0.00
Check:	\$0.00
Credit:	\$0.00
Amount Due	\$0.00

- When entering a name on case initiating screen, **do** use last name comma first name.

As you begin entering the data to populate the database with new case information, please adhere to the following:

Standardization rules:

1. Eliminate all punctuation
 - a. Use space between name and suffix, and not a comma or period (ie. Smith, IV., use instead, Smith IV)
 - b. Do not use a period after street direction or middle initial (Stone Ave., use instead Stone Ave or Smith, Jim P., use instead Smith, Jim P)
2. Use these standardized business abbreviations:
 - a. company = CO
 - corporation = CORP
 - incorporated = INC
 - limited liability co = LLC



Case Type Select: CIVIL		
CITY TRAFFIC	CT	1
CIVIL (EXISTING CIVIL CASE)	C	36
CONCILIATION	X	18
CONTRACTS	C	2

Case Number: C20039999

Assigned Judge: (NONE)

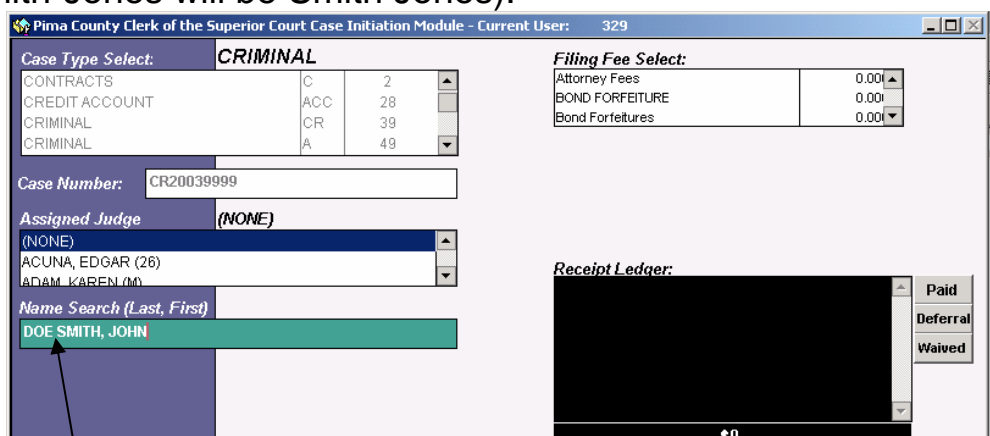
Name Search (Last, First): XYZ FINANCE CO

Filing Fee Select:	
Answer Fee	116.00
Appeal Bond	500.00
Appeal Fee	61.00

Receipt Ledger: \$0

When entering the business name into CMS, the complete business name is entered into the name search field of the program.

3. We will not use any type of honorific (MD, Ph.D., etc)
4. On hyphenated names, eliminate the hyphen and use a space only (Smith-Jones will be Smith Jones).



Case Type Select: CRIMINAL		
CONTRACTS	C	2
CREDIT ACCOUNT	ACC	28
CRIMINAL	CR	39
CRIMINAL	A	49

Case Number: CR20039999

Assigned Judge: (NONE)

Name Search (Last, First): DOE SMITH, JOHN

Filing Fee Select:	
Attorney Fees	0.00
BOND FORFEITURE	0.00
Bond Forfeitures	0.00

Receipt Ledger: \$0

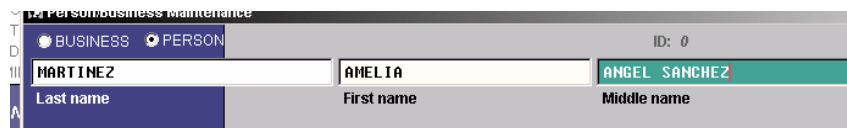
Defendant John Doe-Smith would be entered as DOE SMITH, JOHN

5. When you have a multi-part name, use spaces between the components. De La Cruz would be entered as DE LA CRUZ.



A screenshot of a software interface titled "Person/business Maintenance". At the top, there are two radio buttons: "BUSINESS" and "PERSON", with "PERSON" selected. To the right, it says "ID: 0". Below this, there are three input fields. The first field, labeled "Last name", contains "DE LA CRUZ". The second field, labeled "First name", contains "JOHN". The third field, labeled "Middle name", is empty.

6. We have determined that the only way to handle Hispanic surnames, where the client uses both his maternal and paternal surnames, is as follows: enter paternal surname as plaintiff's or defendant's last name, and use maternal surname in middle name field as either the first of second middle name (depending if a middle is being used).



A screenshot of a software interface titled "Person/business Maintenance". At the top, there are two radio buttons: "BUSINESS" and "PERSON", with "PERSON" selected. To the right, it says "ID: 0". Below this, there are three input fields. The first field, labeled "Last name", contains "MARTINEZ". The second field, labeled "First name", contains "AMELIA". The third field, labeled "Middle name", contains "ANGEL SANCHEZ".

7. Forfeiture cases present a special problem in that each one can be so different from the next. The determination has been made that in entering these cases into CMS, we will use the following pieces of information, in their order of importance, as the case name.

1. Dollar Amount (\$00,000.00)
2. Vehicle – year, make, model and vin (1984 Buick Skylark 19VV9E54884JJ83)
3. Guns – caliber and name (357 caliber Smith and Wesson, 22 caliber Remington).
4. Address – use complete, actual address (110 W Congress St)
5. Mantis number – input complete case number (Mantis Case No M1234234)

Information is taken directly from the filed document (in this example, a Claim of Exemption From Forfeiture) and entered into CMS. Each item listed on the Exemption claim is entered as a “business name” in the system. In other words, the entire descriptor is entered, excluding all punctuation. Remember, use a space in lieu of periods, commas, colons, etc.

FILED
MAR 24 PM 4:32
PATRICIA S. HIGLAND
CLERK, SUPERIOR COURT

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF PIMA

1
2
3 IN THE MATTER OF:)
4 1990 FORD F-350)
5 VIN: 2FTJW36G2LCA58004)
6 WY LIC: 19-758A,)
7 1991 CHEVROLET SUBURBAN)
8 VIN: 1GNGV26KXMF119978)
9 AZ LIC: GRJ380;)
10 1995 HONDA SSR 2 DOOR COUPE)
11 VIN: JHMBB2258PC007965)
12 AZ LIC: S22BET;)
13 1999 ROADC FLAT BED TRAILER)
14 VIN: 46LFL1822X1062120)
15 WY LIC: 19-520,)
16 2001 YAMAHA YFM660R)
17 VIN: JY4AM891311C025005)
18 AZ LIC: B0HNRV;)
19 2001 HONDA RVT1000R)
20 VIN: JH1SC45361M100955)
21 AZ LIC: MC3CGV;)
22 ET.AL.)
23 SEIZED IN M.A.N.T.I.S. CASE NUMBER:)
24 M02050601)

No. **C20031665**
County Attorney
Number **28030211UCO2**
CLAIM OF EXEMPTION
FROM FORFEITURE
DEBORAH BERNINI

Claimant **DAVID RICHARD GOODMAN** hereby enters a claim that he is the
owner of or interest holder of some of the property seized for forfeiture on the above-captioned
matter. He is an owner pursuant to A.R.S. § 13-4301, et seq., and asserts that his interest is
exempt from forfeiture pursuant to A.R.S. § 13-4304.

REPAID
J-1

Pima County Clerk of the Superior Court Case Initiation Module - Current User: 329

Case Type Select: CIVIL	
CERTIFICATE OF MAGISTRACY	CM 37
CITY TRAFFIC	CT 1
CIVIL (EXISTING CIVIL CASE)	C 36
CONCILIATION	X 18

Case Number: C20031665

Assigned Judge: BERNINI, DEBORAH (12)

BANALES, PAUL (EZ)
BERNINI, DEBORAH (12)
BORBEK, TED B. (24)

Name Search (Last, First)
1990 FORD F250 VIN 2FTJW36G2LCA58004 WY

Filing Fee Select:	
Answer Fee	116.00
Appeal Bond	500.00
Appeal Fee	61.00

Receipt Ledger:

	Paid
	Deferral
	Waived

These pieces of information should be entered as the defendant's name, in the name search field similar to the way businesses are entered into CMS. All forfeiture information is added with each item individually added as a party to the case.

Pima County Clerk of the Superior Court Record Search

CASE INFORMATION

Case No.	Caption	Case Date
C20035591	STATE OF ARIZONA VS. 1994 FORD MUSTANG VIN:1FALP44	10/07/03

PARTY INFORMATION

Party Group 1 (Plaintiff/Petitioner/Groom)
Party Group 2 (Defendant/Respondent/Bride)

PARTY GROUP	NAME
PARTY 1	STATE OF ARIZONA
PARTY 2	1994 FORD MUSTANG VIN:1FALP4444RF113933
PARTY 2	TWO (2) WEIGHT SCALES
PARTY 2	THREE (3) SCANNERS
PARTY 2	CAMOUFLAGE COLORED BINOCULARS
PARTY 2	TWO (2) NOKIA CELLULAR PHONES
PARTY 2	RUGER 9MM HANDGUN S/N 313-78857 W/MAG AND AMMO
PARTY 2	PCSD CASE NUMBER 030803079

The end result of this entry procedure is that you can search the database by the actual forfeited items.

8. Probate Trust names will be entered the same as any business entity. For example, John Doe Trust would be entered as:

As with a business, the entire trust name is entered in it's correct format

9. Amended names and akas. Often times the name originally used for a defendant may not be their true, legal name. When their true name is known, and the court orders the correction, the case needs to be amended to reflect the change. This is done by Jane

Phillips in Imaging. She will take the original case name and convert it to an aka, changing the case caption to reflect the true name. (State of Arizona v Matt Smith, would change to read: State of Arizona v Matthew Smith, aka Matt Smith.

This procedure also holds true for names that are misspelled. The misspelled name will drop to an aka with the true name becoming the caption name.

There are defendants who are known by street names that will be used as an aka. Several examples are: X-dog, Lil Girl or Blue. These need to be entered into CMS as follows:

The screenshot shows a web form titled "Person/Business Maintenance". It has two tabs: "BUSINESS" and "PERSON". The "PERSON" tab is selected. The form contains the following fields:

- Last name: DOG
- First name: X
- Middle name: (AKA#1)
- Social Security No.: --
- Birth date: / /
- Checkboxes: NO SOCIAL SECURITY # PROVIDED and UNDER AGE CONSENT

Please note that the aka designation is entered in the middle name field, and is surrounded by paraphrases. If the aka is a single name, such as Blue, the aka would be entered as the first name. This is only time punctuation is used in the name field.

If there are multiple defendants in a case, you will need to specify who the aka belongs to.

PARTY INFORMATION	
Party Group 1 (Plaintiff/Petitioner/Groom)	
Party Group 2 (Defendant/Respondent/Bride)	
PARTY GROUP	NAME
PARTY 1	STATE OF ARIZONA
PARTY 2	HARDING, LATONYA LYNETTA
PARTY 2	HARDING, LATONYA (AKA #1)
PARTY 2	HARDON, LATONYA (AKA #1)
PARTY 2	HARDY, TONYA (AKA #1)
PARTY 2	NIETBROOKS, DARLA (AKA #1)
PARTY 2	SMITH, CAMILE (AKA #1)
PARTY 2	WILLIAMS, TONYA (AKA #1)
PARTY 2	ABBS, KHADEIDRA MONIQUE

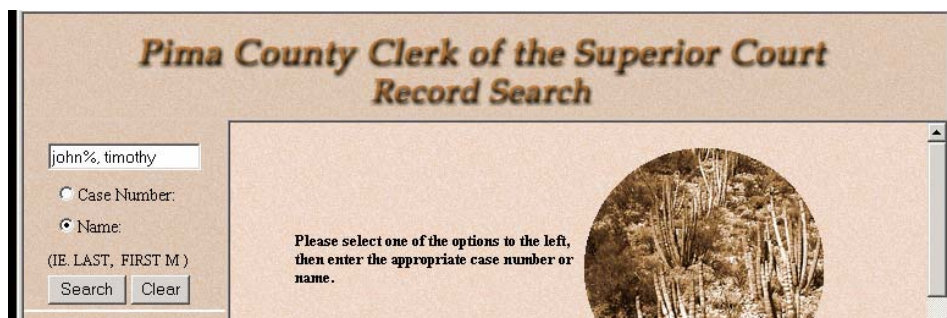
In this example, defendant Latonya Harding has several aka's. The designator is "(AKA#1)"

10. In Family Law cases – Domestic, Domestic Special Paternity or Reciprocal, a third party intervener, such as a grandparent, can petition for inclusion as a party in the case. When this occurs, they will be listed as additional petitioners to the case. If this is an existing case, Jane Phillips will need to make the changes to the case file. If it is a new case, remember to enter them as additional petitioners.

As a Last Resort:

By now you are starting to understand the connection between correct data entry and record retrieval. Yet no matter how careful we are, mistakes do sometimes occur. As a result, even though you know a case has been established, you can't seem to retrieve that case in record search. What to do?

Try using the "wild card." The wild card, or %, is a simple way of telling the system to search its database for any record that contains a certain criteria. That criteria will consist of however much information you can give for the search parameters. For example, if you are looking for a case for Timothy Johnston, and just can't find anything, try a wildcard search. Set your search parameters to include as much information as possible, yet still finite enough to limit the search activity.



*Pima County Clerk of the Superior Court
Record Search*

john%, timothy

Case Number:

Name:

(IE. LAST, FIRST M)

Search Clear

Please select one of the options to the left, then enter the appropriate case number or name.

After the criteria, with the wildcard, has been entered, you will receive a listing of all names in the database that fits the criteria you entered:

Pima County Clerk of the Superior Court Record Search

Case Number:
 Name:
 (IE. LAST, FIRST M)

JAY		CLEAR ET AL	
JOHNSON, TIMOTHY L	D120510		04/10/98
JOHNSON, TIMOTHY LEE	L126604		10/18/99
JOHNSON, TIMOTHY LEE	G6286	TIMOTHY JOHNSON AND BERNABE ROSALES VS N/A	07/25/84
JOHNSON, TIMOTHY LEE	L5824029		10/18/99
JOHNSON, TIMOTHY LOUIS	L21403		04/15/91
JOHNSON, TIMOTHY LOUIS	L3764409		04/15/91
JOHNSON, TIMOTHY M	T32943	TIMOTHY JOHNSON VS LEON ALDERETTI AND CARPET RED	03/16/93
JOHNSON, TIMOTHY R	D114302		01/10/97
JOHNSON, TIMOTHY RAY AKA	CR20002594	. STATE OF ARIZONA VS THEODORE JOHNSON, TWIGGY JOH	08/09/00
JOHNSON, TIMOTHY RAY AKA	CR20012907	OF STATE VS THEODORE JOHNSON, THEO JOHNSON ET AL	08/24/01
JOHNSON, TIMOTHY THOMAS	L79467		10/19/95
JOHNSON, TIMOTHY THOMAS	D115806		04/28/97
JOHNSON, TIMOTHY THOMAS	L4944882		10/19/95
JOHNSON, TIMOTHY LEE	SP7539		10/13/95
JOHNSTON,	D86825		09/13/91

Other Searches:

[Docket by Date & Type](#)

Windows Taskbar: Start | Inboxes - Microsoft Outlook | New Microsoft Word Doc... | CMS Policy-Long Version ... | Record Search - Micro...

You now have the possibility of scrolling through the data to finally isolate the case you are looking for.