

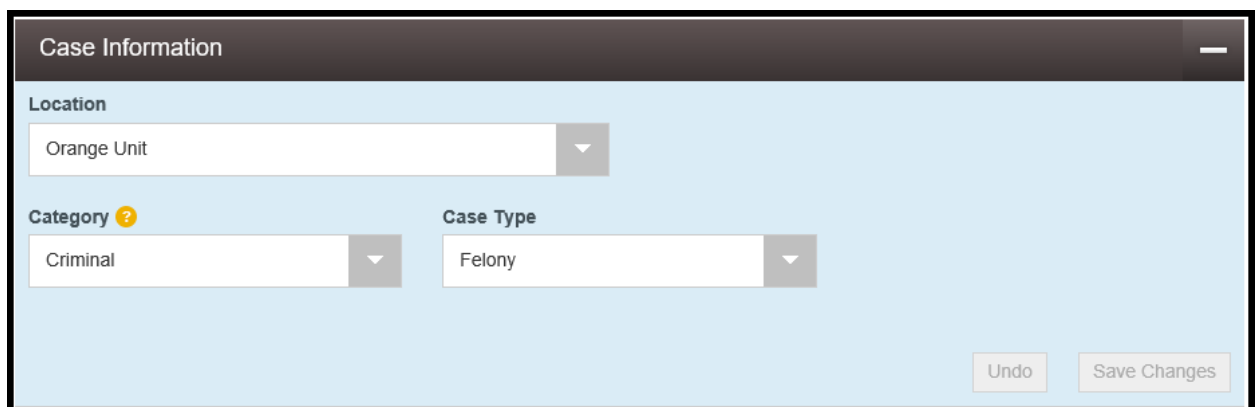
## Instructions for State's Attorney Initial Criminal Filing

Please set this up as a template and use the template to file all Misdemeanor and Felony initial filings. When using the template you will need to fill in the charge information and Defendant information as well as attach the correct documents for each new case.

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### Initial Filing of Criminal Cases

1. Select your Location
2. Select the category of Criminal
3. Select Case Type (if the case has a felony charge it will qualify as a felony case)



The screenshot shows a web form titled "Case Information" with a light blue background. It contains three dropdown menus: "Location" with "Orange Unit" selected, "Category" with "Criminal" selected, and "Case Type" with "Felony" selected. A yellow question mark icon is next to the "Category" label. At the bottom right, there are two buttons: "Undo" and "Save Changes".

4. Click Save Changes
5. Enter the Date of Offense
6. Click on the Search under Offense. Find the charge and click on it.
7. Next you should select the degree associated with the charge code.
8. Fill in the Arrest Date

Charge Information

Enter details for this Charge

Offense Date On Or About  **Date of Offense**  
 4/22/2020

Offense Time On Or About  **Time of Offense**  
 hh:mm tt

**Offense**  
 Search  13V2301/1D - MURDER - 1ST DEGREE x

**Charge Description**

**Statute**

**Degree**  
 Felony

**Arrest Date**  
 04/22/2020

**Arrest Location**  
 Click to select Arrest Location

**Law Enforcement Unit**  
 Click to select Law Enforcement Unit

Undo Save Changes

9. Click save changes
10. The Plaintiff should be the State of Vermont as a Business Entity and the Filer ID should be 1. Not pictured directly below these fields is where you can put in the prosecuting attorney and also add the victim's advocate.

Plaintiff State of Vermont Vermont Admin Actions

Enter details for this Party

Party Type: Plaintiff Party is a Business/Agency:

Business Name: State of Vermont

Date of Birth:

Country: United States of America

Address Line 1:  Address Line 2:

City:  State: Click to select State

Zip Code:  Phone Number:  Filer ID: 1

11. For the defendant information you will need to fill in the name, date of birth, and address

12. Click Save Changes

13. Under filings you will need to select the following required filing codes as lead documents (the security level will populate automatically):

- a. State's Attorney Information and Probable Cause Affidavit (in Red box) Security of Public Limited
- b. Citation: If a citation is available it must be filed. Security of Public Limited
- c. Arrest Custody Report. If only the Arrest Custody Report (and not the Criminal History Report) is being filed, use the Arrest Custody Report code. Security of Confidential

14. You may also select and add the following additional lead filing codes with an initial filing:

- a. Criminal History Record. This must also include the Arrest Custody Report which should be the top document in the PDF when combined together with the Criminal History Record. Security of Secured Confidential

The Criminal History Record is only required under certain conditions, e.g., when used as a persuasive tool when asking for bail, but it is not mandatory to provide that document.

b. Proposed Bail Conditions: Security of Public Limited

*Please note: A Notice of Collateral Consequences is no longer required to be filed with an initial criminal filing.*

15. If you file an application for arrest warrant there is no need for the citation filing code but it should be replaced with the Motion for Arrest Warrant
  16. If you are filing a diversion referral, please also use the filing code Diversion – Referral
  17. You will attach each document to the filing code and select the appropriate security.
  18. Click Save changes after each attachment.
  19. You will then select your waiver account and the filing attorney
  20. Check the submission agreements and click summary
  21. Click Submit if all looks good
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## **Initial filings for Investigative Requests**

The docket clerk will enter the case subtype to clarify what kind of Investigative Request has been submitted to the court.

### Charge Section:

1. Date of Offense will be date filed
2. Offense code will be INV
3. Degree will be Other
4. Arrest date will be date filed

### Parties Section:

1. Click Party is a business check box
2. Enter the Incident Number
3. Click Save Changes
4. Law Enforcement Officer = Enter first and last name
5. Click Save Changes

### Filing Section:

1. Filing Code is Investigative Request
  2. Attach document
  3. Add any additional attachments or other lead documents
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## **Initial Filings for Civil Miscellaneous**

The docket clerk will enter the case subtype to clarify what kind of Civil Miscellaneous case has been submitted to the court.

### Charge Section:

1. Date of Offense will be date filed
2. Offense code will be CM
3. Degree will be Other
4. Arrest date will be date filed

### Parties Section:

6. Same as a regular criminal case

### Filing Section:

7. Filing Code is Civil Miscellaneous Case Filed
  8. Attach document
  9. Add any additional attachments or other lead documents
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## **Subsequent Filings**

When filing a subsequent filing into a case please search the filing codes most ae in there and should be chosen.

Anything you type in the Filing Description comes over into the case

When filing motions with Cover Sheets and Certificates of Services should be attachments to the lead document

When searching for Investigative Request cases to file into you search by business entity and enter the incident number