



# CIVIL PROCESS

MANAGE AND TRACK CIVIL PROCESS

## PROCESS TRACKING

Agencies can track each civil process through its lifecycle, including the initial receipt, papers served, completion of service, and return to court. The Civil Process module also allows for the management of unlimited names associated with the process, such as defendants, plaintiffs, attorneys and witnesses. Agencies can also print reports for each process.

## ATTEMPTS TO SERVE HISTORY

Create a history of all service attempts on a civil process. Agencies can view contact information for the person served, date, and serving officer. Enter as many unsuccessful attempts as necessary until a successful service is made.



## PROCESS FEE MANAGEMENT

The Civil Process module will track all fees associated with a civil process including initial receipt, process fees, and mileage.

The Civil Process module allows agencies to track the receipt, service, and return of service for all types of civil processes managed by law enforcement. It also enables personnel to print service worksheets, search results, and produce statements of process from a civil process record.

## GARNISHMENT MANAGEMENT

Manage and track continuing garnishments, receipts, and charges, and calculate interest and principal due. Agencies can easily link a civil garnishment to a civil process record, enter money received, and print a continuing garnishment report.

## EASY-TO-READ SUMMARIES

Generate printouts for civil process reports, statements of process costs, service worksheets, receipts for cash received, summaries for accounts payable, checks for accounts payable, and summaries for accounts receivable.

**CIVIL PROCESS**

PROCESS NUMBER: 27

PROCESS TYPES: CVS

AGENCY: SPD

COURT NUMBER: 1345234

DATE ISSUED: 11/01/14

TIME/DATE RECVD: 10:35:11 11/01/14

RELATED INCIDENT: 1411-0005

COMMENTS:

COURT CODE: DIST

COURT DATE: 12/11/14

JUDGE NAME: Jones

COPIES RECEIVED: 2

EXPIRATION DATE: 11/01/15

DATE RETURNED: 11/01/14

**BILLING**

BILL TO: 269 Spring County D.A.'s Office

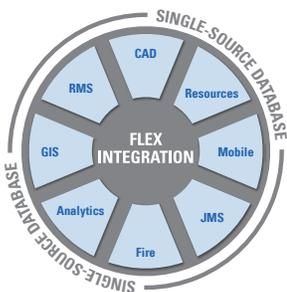
ADDRESS: 100 WEST HOLLAND DRIVE; WEST HOLLAND DRI

CITY: Pierre ST: SD ZIP: 80012 PHONE: ( ) -

TYPE	NAME	SERVD	LOCATION	DEFENDANTS	WITNESSES
Defendant	ADRICCI, FRANK	NO		3	0
Defendant	TOMASELLO, MELISSA	YES		0	0
Defendant	BREWER, GREG LEE	YES		0	0
				ATTORNEYS	OTHER
				0	0

USER: RHALL | MODIFY THE CURRENT RECORD OVR

1. The Civil Process module **assigns a unique number** for each process entered in the civil process table. Agencies can also enter process type, various court information, dates, and unlimited comments.
2. For easy reference, the civil process screen **displays the contact and billing information** for the person to whom the process is billed.
3. Agencies can **add a record for each associated name**, including witness, garnishee, attorney, defendant, plaintiff, and others associated with the process.



## TOTAL SOFTWARE INTEGRATION

Spillman Flex's Integrated Hub™ is an open, centralized database where all agency information is entered, stored, and extracted in real time, providing total software integration. This allows users to enter data once and have it automatically shared among related modules. Agencies using this module can optimize their system and enhance productivity through total integration with other Flex modules.

