



## Show-Me Courts Training

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To attend training, you must have a TRACKS account. If you do not have an account, please email the OSCA Help Desk or call 888-541-4894.

Help getting started and using TRACKS is available here.

Training for Show-Me Courts (SMC) is now available for both municipal and associate criminal case processing. Whether you are a municipal division getting ready to implement SMC for the first time or you are a new circuit clerk needing training about how to use SMC, the following training plan will assist you.

The e-learning courses available are the same for both municipal and associate criminal clerks. The simulations will be case specific and provide further hands-on experience for YOUR specific case types.

If you have any questions, please contact the OSCA Help Desk.

**Municipal Courts in the SMC Implementation Process:** It is recommended that you complete training as close to your live date as possible so the information is still fresh in your mind when you start using the system. If you do decide to take the training early, you can retake any portion of the training as a refresher as you approach your live date. Simulations are now available, which will expand the opportunities to practice SMC case processing.

**Circuit Court Clerks:** Circuit clerks who process municipal traffic tickets and associate criminal cases can access the e-learning courses and now register for the webinars.

For more information about the SMC Training Plan, please watch this short video. 



# Municipal Case Processing

**Step 1: Complete the pre-requisite e-learning courses at your own pace in the following order!**

1. Navigation | 10 minutes
2. Using Search Features and Preferences | 15 minutes
3. Searching in Show-Me Courts | 15 minutes
- 4.\*Auto Create Case Setup | 20 minutes NEW!
5. Enter a Case | 25 minutes
6. Manage Case Import Filings View for Clerks | 20 minutes
7. Parties | 30 minutes
8. Adding and Maintaining Docket Entries | 15 minutes
9. Court Disposition | 20 minutes

**\* All of the above e-learning courses must be completed before you attend a webinar!**

**Step 2: Attend an instructor-led webinar!**

The Municipal Case Processing webinar will demonstrate the entire case process using a sample traffic case, including receipting payments and applying those payments. A traffic case is used because it represents the most common case type used in the municipal court. However, other types of cases such as stealing, assault, etc. can easily be applied to what is shown in this class. Follow-up simulations will allow you to see more specific case types. This webinar is designed for up to 40 attendees and is 60 minutes.



# Associate Circuit Criminal Case Initiation

Step 1: Complete the pre-requisite e-learning courses at your own pace in the following order!

1. Navigation | 15 minutes
2. Using Search Features and Preferences | 15 minutes
3. Searching in Show-Me Courts | 15 minutes
4. Enter a Case | 25 minutes
5. Manage Case Import Filings View for Clerks | 15 minutes
- 6.\*Process List | 20 minutes NEW!

\* All of the above e-learning courses must be completed before you attend a webinar!

Step 2: Attend an instructor-led webinar!

The Associate Circuit Criminal Case Initiation webinar demonstrates the enter a case and case import process within Show-Me Courts. These processes are shown using common case types from the associate circuit court.



# Associate Circuit Criminal Case Maintenance

Step 1: Complete the pre-requisite e-learning courses at your own pace in the following order!

1. Parties | 30 minutes
2. Adding and Maintaining Docket Entries | 15 minutes
3. Motion Processing | 15 minutes

4. Scheduling | 20 minutes
5. Document Generation | 25 minutes
6. Document Management System | 25 minutes
7. Service Document Maintenance | 20 minutes
8. \*Receipt Payment | 25 minutes NEW!
9. Bonds Posting, Association and Maintenance | 25 minutes
- 10.\*End of Day Cashier Close Out | 20 minutes NEW!

\* All of the above e-learning courses must be completed before you attend a webinar!

## Step 2: Attend an instructor-led webinar!

The Associate Circuit Criminal Case Maintenance webinar demonstrates commonly used processes within Show-Me Courts using a sample misdemeanor possession case. The processes demonstrated include document generation, service documents, bond posting, case import, motion processing, scheduling, docketing and process list.



## Associate Circuit Criminal Case Disposition

Step 1: Complete the pre-requisite e-learning courses at your own pace in the following order!

1. Court Disposition | 20 minutes
2. Manage Assessments | 15 minutes
3. Create and Maintain Payment Plans | 30 minutes
4. Criminal Sentence and Programs | 15 minutes
5. Error Correction | 25 minutes

\* All of the above e-learning courses must be completed before you attend a webinar!

## Step 2: Attend an instructor-led webinar!

The Associate Circuit Criminal Case Disposition webinar demonstrates how to dispose of a case within Show-Me Courts and the processes that follow the disposition of a case. The processes demonstrated include court disposition, criminal maintain sentence and programs, manage assessments, receipt payment, create and maintain payment plan, error correction and end of day cashier close out.



## Show-Me Courts Financials

Step 1: Complete the pre-requisite e-learning courses at your own pace in the following order!

1. Accounting Terminology | 20 minutes
2. Receipt Payments | 25 minutes
3. Manage Overpayments | 20 minutes
4. End of Day Cashier Close Out | 20 minutes
5. Approve Deposits | 15 minutes
6. Check Printing | 15 minutes
- 7.\*Show-Me Courts Bank Reconciliation | 20 minutes NEW!

\* All of the above e-learning courses must be completed before you attend a webinar!

## Step 2: Attend an instructor-led webinar!

The Show-Me Courts Financials webinar will demonstrate the regular handling of financial aspects within Show-Me Courts, such as end of day cashier close out, approve deposits, general ledger posting process, end of month payables, check printing and bank reconciliation. Also covered is running report in OSCA Reports.





## Recommended Additional Training for Municipal Clerks

Complete the following e-learning courses at your own pace!

1. Scheduling | 20 minutes
2. Calendar | 20 minutes
3. Receipt Payments | 25 minutes
4. Document Generation | 25 minutes
5. Ordinance Traffic Sentence and Programs | 20 minutes
6. Document Management System | 25 minutes
7. Service Document Maintenance | 20 minutes
8. Error Correction | 25 minutes
9. Auto Create Case Setup | 20 minutes
10. Process List | 20 minutes
11. Show-Me Courts eWarrants | 20 minutes
- 12.\*Security Access Spreadsheet NEW!



## Recommended Additional Training for Associate Circuit Criminal Clerks

Complete the following e-learning courses at your own pace!

1. Calendar | 20 minutes
2. Create Filing for Prosecuting Attorneys | 15 minutes
3. Show-Me Courts Judge/Clerk Notes | 15 minutes

4. Treatment Court | 15 minutes
5. Create Case Setup | 20 minutes
6. Pre-Defined Text | 20 minutes
7. Show-Me Courts eWarrants | 20 minutes
- 8.\*Bulk Receipting NEW!
- 9.\*Security Access Spreadsheet NEW!



## Simulations

These simulations are designed to replicate "real life" case processing examples and do not contain the contextual background information you will find in a regular e-learning course. It is recommended that a simulation be taken only after you have completed the regular e-learning courses listed above or if you have experience working in Show-Me Courts.



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### Resources

- Show-Me Courts in TRACKS
- Show-Me Courts Training Manual
- Show-Me Courts Help Tool
- Show-Me Courts End of Month Accounting Review webinar from November 30, 2020 (use password gQc3SJZA)
- Show-Me Courts municipal division Q&A session from December 10, 2020 (use password 4kCraMmG)
- Municipal Division End of Month Processing from January 29, 2021 (use password 7cHU3wZF)

- Municipal Division Show-Me Courts Tips/Tricks and Q&A session from March 1, 2021 (use password 2CcETJhw)
- Show-Me Courts Tips/Tricks and Q&A session from September 27, 2021 (use password WxQ4auXb)

Most computers will open PDF documents automatically, but you may need to download Adobe Reader.