

850/410-1888 Fax 850/414-1342
e-mail: rayc@flcourts.org

MEMORANDUM

To: Clerks of the Circuit Court

From: Christa N. Ray, Senior Court Analyst, Court Services Unit

Date: November 7, 2002

Subject: **SRS Technical Memo 02-02**
SRS Manual Change - Proper Usage of Codes When Disposing of Cases Transferred

The following language provides clarification on the proper way of disposing of cases that are transferred in the Circuit and County Criminal divisions. Pages 2-9, 2-22, and 8-7 of the SRS manual are affected by this change.

Transferred

Report in the appropriate case type, the number of defendants disposed by a transfer action initiated by the prosecutor *after* an information is filed or which has been disposed by a change of venue action initiated by the court.

When reporting via the Offender Based Tracking System (OBTS), use the Final Action by Prosecutor/Grand Jury code of "R" (Transferred) if the transfer is initiated by the prosecutor. If the transfer occurs before an information is filed, the Prosecutor Filing Date must contain a value of '88888888.' If the transfer occurs after an information is filed, the Prosecutor Filing Date must contain a valid date value. Report the transfer as a change of venue, Court Action Taken code "V," if the transfer occurs pursuant to a judicial order for change of venue.

Please ensure that the above excerpt is included in your SRS manual, and that the staff responsible for reporting data for SRS purposes in the Criminal Divisions are aware of this change, as all future SRS audits will be based on the updated policy. If you have questions or concerns regarding this or any SRS related issue, please contact me at (850) 410-1888 or Suncom 210-1888.

Thank you for your prompt attention to this matter.

cc: Gregory Youchock
PJ Stockdale