

JustWare Defender

How to Add a Violation of Probation Charge to a Criminal Case

Enter a VOP by adding the charge to the original case, if the original case IS in JustWare. If the original case IS NOT in Justware, add a new case, only for the VOP.

Search for the original case by docket number.

If the docket number is not found, search for the name of the person for whom you are adding a VOP, and look for the original case under the name.

Quick Search

- Fill in docket number or name
- Press Enter or Click Search Button

Open the criminal case record.

Change the Status from Closed to Open

Case Type*	Status*	Status Date*	Opened Date*	Agency Added By*	JW CaseID
Criminal	Closed	1/01/2007	06/25/2007	Bennington Public Defender Office	7-782

Change Status Date to the Current Date

Under the Charges tab:

- Add a new line for the VOP
 - Enter the docket number (from the original charge)
 - Enter VOP under Statute (you may use the short code VOP)

#	Incident Date	Docket #*	Statute*	Severity	Listed Crime
1		733-6-07 Bncr	13V1042 ~ ASSAULT DOMESTIC	Misdemeanor	Yes
2		733-6-07 Bncr	28V301 ~ VIOLATION OF PROBATION	Other	

Continue entering events, disposition and sentence on the VOP (see instructions included in the How to Create a Criminal Case manual).