

1.23 Self-Audit Procedures

Self-audits are a very important part of maintaining accurate data and should be performed at least once a month. In order to perform a self-audit within your county, the Self-Audit Report will need to be accessed from the County Stats Self-Audit Portal. Once you have logged into Citrix with your username and password, select the Reports tab to access the Self-Audit Reports for Common Pleas and General Sessions cases.

Circuit Courts

The Common Pleas and General Sessions Self-Audit Reports identifies cases with discrepancies in disposition information in addition to cases that are in the Case Management System (CMS) but have not been reported to the South Carolina Judicial Department (SCJD). The cases listed in the Self-Audit Report must be re-reported to the SCJD once the correct disposition is verified. For General Sessions Cases, where the disposition code reported to the SCJD is inaccurate and later corrected, it is the responsibility of the Clerk of Court to contact SLED to provide the correct disposition.

Family Courts

To perform a Self-Audit for Family Court cases, compare the Family Court Pending Cases Over 365 Days Report that has been generated from the County Stats Self-Audit Portal to the list of pending cases in your respective county. Cases that are disposed in your system should not show pending on the SCJD report. If a record is identified that the SCJD report shows as pending but it has ended, check the confirmation report to see if there is an error message. If the confirmation report does not indicate an error for that record, retransmit the record. You can also see when your files were transmitted, statistics for each transmission, and any errors documented in the File Log by selecting the File Log tab.

A confirmation report is sent after each transmission. If a case has an error, it **will not** be updated in the SCJD system. Please correct and re-report any errors with your next transmission. After data from all counties has been transmitted for the month, SCJD generates monthly reports of caseload data for each circuit, by county. Please be sure that a confirmation report is received after each transmission. Not all transmissions from the clerk of court to the SCJD are successful and the file may not be received. Receipt of a confirmation report will ensure that the transmission was successful and the data was transmitted to SCJD.

The Clerks of Court are to verify that self-audits have been completed for Common Pleas, General Sessions, and Family Court Cases. To verify that a self-audit has been completed, select the Verification Tab and enter the date the self-audit was completed for each court, then select submit. Verification for each court type will be submitted to Court Administration.

We encourage you to transmit your reports daily; however, if you are unable to transfer each day, please be sure to transfer the reports by the monthly due date indicated on the County Caseload Reports Schedule.