



## CMS Summary Court – “Secure Leave”

Beginning in November 2022, attorneys will be permitted to designate times during which they are protected from court appearances—this will be known as secure leave. The process of secure leave will allow attorneys to plan scheduled time off from court appearances further in advance.

This process allows attorneys to designate certain periods where they are protected from being required to appear in court without having to obtain signed approval from the court, which is required by the current method involving orders of protection. To obtain secure leave, attorneys will electronically designate these periods in the Attorney Information System (AIS). AIS will transmit this data to the trial court Case Management System so that clerks in those courts will not have any responsibility to manually enter it. Accordingly, if you are a clerk who is scheduling matters or adding attorneys to a case, you will receive a message alerting you that there is a conflict.

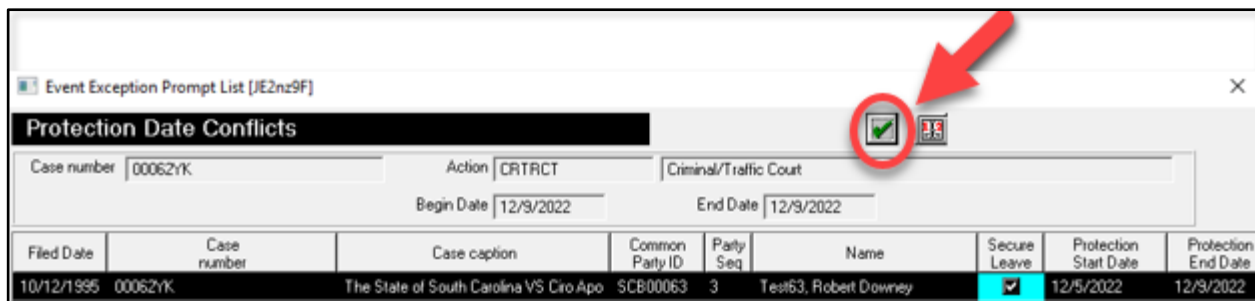
### Objectives

- Adding or modifying an event on a case where an attorney has secure leave.
- Adding an attorney to a case with a future court date that falls within the attorney’s secure leave dates.

### Adding or Modifying an Event

CMS now checks the Attorney Information System (AIS) for an attorney's secure leave before scheduling a court date, you may now receive additional pop-up windows when you add or modify an event in any of the following ways:

- At case level on the Action screen
- At case level with a Court Process
- Using the Batch Event screen
- Using the Batch Court Process screen

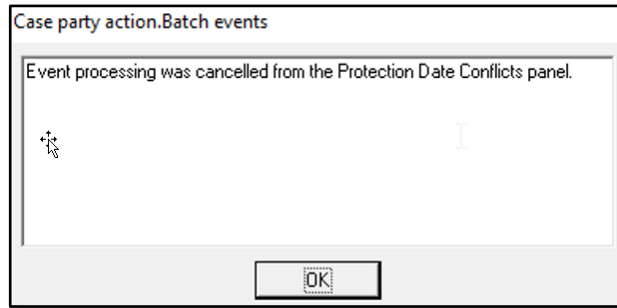


If the case you are scheduling or rescheduling has an attorney with secure leave dates that conflict with your event date, the Protection Dates Conflicts screen opens and will display the conflict(s).

If you decide to proceed with adding or changing the event, you will click the Green Check button on the Protected Dates Conflicts Screen. The event will be added to the case.

### Note:

If you decide not to add or change the event at this time you can close the Protection Dates Conflicts screen by clicking the “X” in the upper right corner of the screen.



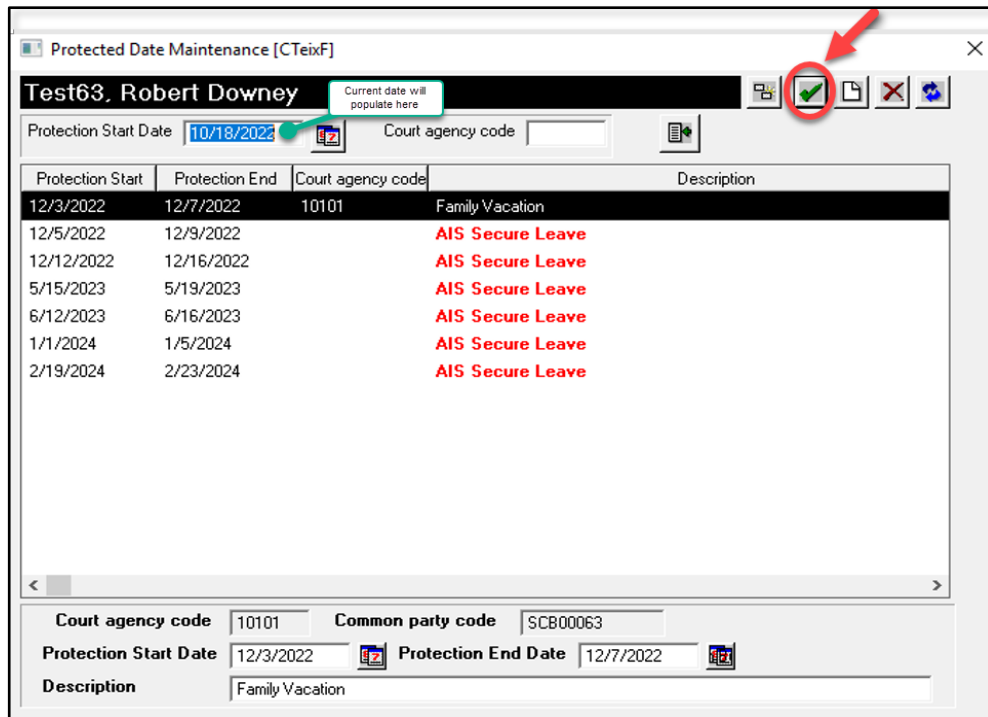
You will receive a “Case Party Action” pop-up confirming that Event processing was cancelled. Click the OK button.

### Adding an attorney to a Case

When adding an attorney to a case with a future event, you may now receive additional pop-up windows when you add the attorney:

- At case level on the Case Party screen
- At case level with a Court Process
- Using the Batch Court Process screen

If the case you are adding an attorney to has a future event scheduled during a time period when the attorney has scheduled secure leave, the Protected Dates Maintenance screen opens and will display a list of the attorney’s scheduled AIS Secure Leave.



You will click the Green Check button on the Protected Dates Maintenance Screen. The attorney will be added to the case. You will need to remember to reschedule the case.