

County Stats Self-Audit Portal

- Log-in to Citrix using your username and password.
- Once you have logged-in, Click on the County Stats Portal link.
- Select either of the tabs (Common Pleas, Family Court, General Sessions). Once selected, enter the case number, warrant /indictment number to review a case.
- Now, click on the reports tab to generate reports. Once you enter the requested information, you may view the reports in a pdf or Excel format.
 - You can run a pending cases report to compare with the list of pending cases the SCJD has on record.
- Select the File Log tab. The File Log allows you to see when your files were transmitted and statistics of each transmission. These statistics include the number of records transmitted and any errors documented.
 - If you haven't received a confirmation report, you can now review the system to see if the files you transmitted have been processed.
 - Review cases transmitted, these cases should not be on the SCJD report.
- To verify that a self-audit has been completed, select the verification tab and enter the date you verified the self-audit for each court (Common Pleas, Family Court, and General Sessions) now select submit. Verification for each court type will be submitted to Court Administration.

*Please note that the County Stats system is updated every time you transmit and the file is processed.

South Carolina Judicial Department County Stats Portal

Log in to Citrix using your User name and Password

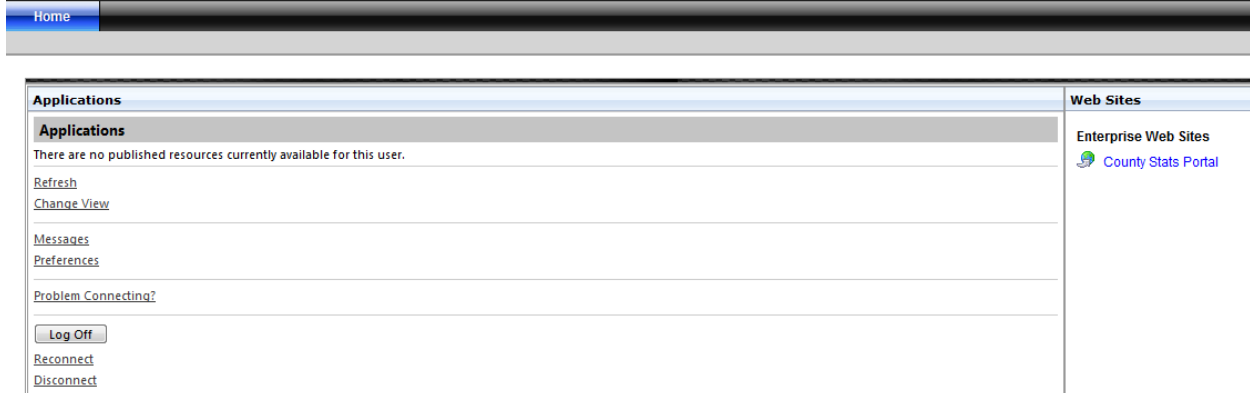


A Citrix login window with a dark background. At the top left, it says "Welcome" and "Please log on to continue." Below this is a blue padlock icon. To the right of the icon are three input fields: "User name:" (a text box), "Password:" (a text box with a small eye icon), and "Domain:" (a dropdown menu with "JUDICIAL" selected). A "Log On" button is located at the bottom right of the login area.

Agency Disclaimer

This computer system is the property of the South Carolina Judicial Department. By accessing and using this computer, you are consenting to monitoring and information retrieval for network management, security, law enforcement and other purposes. Users have no expectation of privacy as to any communication on or information stored within the system, including information stored locally on the hard drive or other media (e.g. floppy disks, tapes, CD-Roms, etc.) in use with this system.

The County Stats Portal is located on the left under Enterprise Web Sites. Click on the County Stats Portal link.



A screenshot of a Citrix desktop environment. At the top left is a "Home" button. Below it is a navigation pane with two main sections: "Applications" and "Web Sites". The "Applications" section contains links for "Refresh", "Change View", "Messages", "Preferences", "Problem Connecting?", "Log Off", "Reconnect", and "Disconnect". The "Web Sites" section contains a link for "Enterprise Web Sites" and a sub-link for "County Stats Portal".

Click on either of the tabs listed (Common Pleas, Family Court, or General Sessions), enter the Case Number (or Warrant Ticket Number) of the case you want to check; then click Search.

Common Pleas Family Court General Sessions FileLog Reports ▸ Verification

General Sessions

Enter Case Number

Case No Warrant/Ticket Sum Judge

File Date Restore Date Transfer Date Arrest Date

Offense Code AG Date

Name Address City

State Zip Code Sex Race SSN DOB

DL State DLIC Atty

Disp Date Disp

Judge Sent Code

Court Reporter


Sentence DL Susp Days

Comments

To generate reports, click on the Reports Tab and enter the requested information. You can choose the end date.

Common Pleas Family Court General Sessions FileLog Reports ▸ Verification

Pending Criminal Cases by Name

End Date: 

File Type:

The File Log tab allows you to see when your files were transmitted and statistics of each transmission.

Common Pleas Family Court General Sessions FileLog Reports ▸ Verification

File Log									
	Date	Records	Errors	Inserts	Inserts Error	Updates	Updates Error		FileType
CAC05182011.txt	5/19/2011	3	0	0	0	3	0		Common Pleas
CAC05162011.txt	5/17/2011	1	0	1	0	0	0		Common Pleas
crm05132011.txt	5/16/2011	62	0	5	0	57	0		General Sessions
ffcaf10.11051371	5/13/2011	22	1	12	0	10	1		Family Court
ffcaf10.11051300	5/13/2011	71	0	37	0	34	0		Family Court
CAC05122011.txt	5/13/2011	2	0	0	0	2	0		Common Pleas
CRM05112011.txt	5/12/2011	4	0	0	0	4	0		General Sessions
CAC05112011.txt	5/12/2011	4	0	0	0	4	0		Common Pleas
CAC05102011.txt	5/11/2011	2	0	1	0	1	0		Common Pleas
crm05092011.txt	5/10/2011	8	0	0	0	8	0		General Sessions

1 2 3 4 5 6 7 8 9 10 ...

To see if any errors were reported in the transmission file, click on the file name.


Case #	Warrant	Name	Error #	Error
2009JU0100019		FIELDS, COREY	165	Warning NOA Code : 415, is an invalid Code. Please use valid codes from cover sheet SCCA467
2010JU0100019		BOWMAN, LUKE	317	Disp Date, File Date: 03/02/2010,03/08/2010, Disp Date must be greater than or equal to the File Date.
2011JU0100012		ELMORE, VANCE L.	165	Warning NOA Code : 216, is an invalid Code. Please use valid codes from cover sheet SCCA467
2011JU0100013		ELMORE, VANCE L.	165	Warning NOA Code : 208, is an invalid Code. Please use valid codes from cover sheet SCCA467
2011JU0100022		JACKSON, TAVIS M.	165	Warning NOA Code : 217, is an invalid Code. Please use valid codes from cover sheet SCCA467
2011JU0100023		AGNEW, ALTERRIO K.	165	Warning NOA Code : 217, is an invalid Code. Please use valid codes from cover sheet SCCA467

To submit to Court Administration Verification of a self-audit, click on the Verification Tab and enter the date you verified your Self Audit, choose the Type and click Submit.

This will have to be done for each Court Type.

Common Pleas Family Court General Sessions FileLog Reports ▸ Verification

Verification

End Date: 

Type: ▾