



ISubpoena Professional Version 5.0 Update

On **April 7, 2019** the ISubpoena Professional System was updated with new updates, enhancements and modifications. Customers that have subscribed to the annual License, update and maintenance plan will automatically have access to these new features and enhancements. Access to ISubpoena will not change.

The updates, enhancements and modifications outlined below have been applied to the ISubpoena Professional System. Although we have thoroughly tested all new features before implementation to production, unforeseen issues may arise. If you experience any issues please [contact us](#) immediately.

New Feature Updates				Will Benefit		
				District Attorney	Officer or Deputy	Police or Sheriff Dept.
		Internal				
1	Added "Availability Calendar" feature for Officers. With specific courts, court types and time of day selections. With limited selected court dates based on court schedules. Court Holiday exceptions built in. Primarily used on East Coast	296 300 302 313 337 341 351	M D	X	X	X
2	Added Officer Calendars XLS Export feature to all admin accounts.	309	M D	X	X	X
3	Admin Account Officer Assignment filter Feature. When a department admin logs in they can filter their views based on Officer assignments or divisions on subpoena lists and calendars	305 308		X	X	X
4	Created Court only Login for new Court calendar. With Several search capabilities and Proof of Service access	303 340 360 365	M D	X	X	X
5	Added "department" subpoena entry capabilities. Police Departments can add Civil, Defense or Traffic subpoenas for their officers to utilize the ISubpoena notification and management system.	103 304			X	X
6	GPS Geo Fence around Court Houses to automatically identify Officers Arriving and Departing for Court appearances. Assists in overtime and court appearance verification.	286		X	X	X
7	Added a "show all" button for manual subpoena entry counties to allow all ISubpoena users to populate. Admins can utilize this feature for mutual aid or out of county subpoenas.	288		X		
8	New "Past Subpoena" Menu item only on Apps. Maintains a list of past subpoenas regardless of status for one week for reference.	322			X	X
9	New "Conflicts" Menu item on Apps. Allows user to add, delete and update their conflicts from the app.	323			X	X
10	New Search feature added to apps. Users can now search for any pertinent subpoena information like dates, defendants, courts, prosecutors etc. in the app.	325			X	X
11	New User Search option in "User List" and "Brady List"	332		X		
12	New Court drop down Search feature. Users can now search for subpoenas in a specific court house or court department	336		X		
13	Email to Admin account when officer selects "Conflict"	374				X
14	Email to Admin account when officer updates any calendar	363				X
15	One email notification to Officer and Admin on Traffic cases. On multiple traffic citation violations for same defendant, only one email notification will be sent.	346			X	X

	Enhanced Graphic or Display Updates				
13	Remove "12A" next to officer's name on calendars	315			
	General Updates				
14	New Apple and Android app updates to include new features	279		X	X
15	User level update to suspend users. Admin can set users statuses to "Active" or "Suspend". Eliminating archive reporting issues with blank users.	294			
16	Added calendar activities to activity log	312	M D	X	X
17	Force Temp password modification. Users will be forced to change their temp passwords to ensure system security and integrity	301		X	X
18	Added officer Badge numbers. Users can now search for officer's badge numbers on calendars and subpoena lists.	335		X	X
19	Identify county on import report emails	306			
20	Added Defendant names to conflict emails sent to prosecutors.	277		X	
21	Journal Tech E-prosecutor import feature	274		X	
22	Added Officer email link in Conflict emails to prosecutors	319		X	
23	Added Comments fields for all Conflicts on App and Web	320		X	X
24	Added a conflict reminder pop up on apps and web	326		X	X
25	Added "Sub Agency Code" for Tyler System Integration.	368	M D	X	X
26	Added Admin Email on User list	357		X	X
27	Added Tyler CSV file Import which includes Traffic cases	331	M D	X	X
28	Added Badge Number to users list	335			
29	Unavailability Form for San Luis Obispo County	371		X	X
	General Bug Fixes				
B1	Wrong date on subpoena email. Correct on officer web account and admin accounts				291
B2	Wrong Prosecutor name in subpoena search. Now searches for prosecutors will check prosecutor to associated county.				299
B3	Fixed adding a conflict for one county prosecutor showed all of the conflict for other county prosecutors				276
B4	Fixed Password changed confirmation message				347

Users of the ISubpoena system suggested some of these updates, enhancements and modifications. We look forward to your suggestions and comments to make this service a tool that will benefit and streamline your criminal subpoena process. Please comment or contact us [here](#)

The following are detailed instructions for some of the new features listed above. Please refer to the item numbers associated with the detailed instructions.

#1 , #2 and #3 – Availability Calendar. – East Coast Only

- Export Availability information XLS spreadsheet based on date range selection. **#2**
- Search by Officer name or badge number to only display selected officer's availability now and in the future.
- Sort by Admin Email (Assignment) (**#3**) to display only those officers assigned to a specific assignment)
- Sort by Case Number to display all officers on that case and their availability

Availability Schedules

Start Date:

End Date:

[Generate XLS Availability](#)

[Click here to search](#)

Officer Name:

Case Number:

Badge Number:

Admin Email:

Clear

Clear

Clear

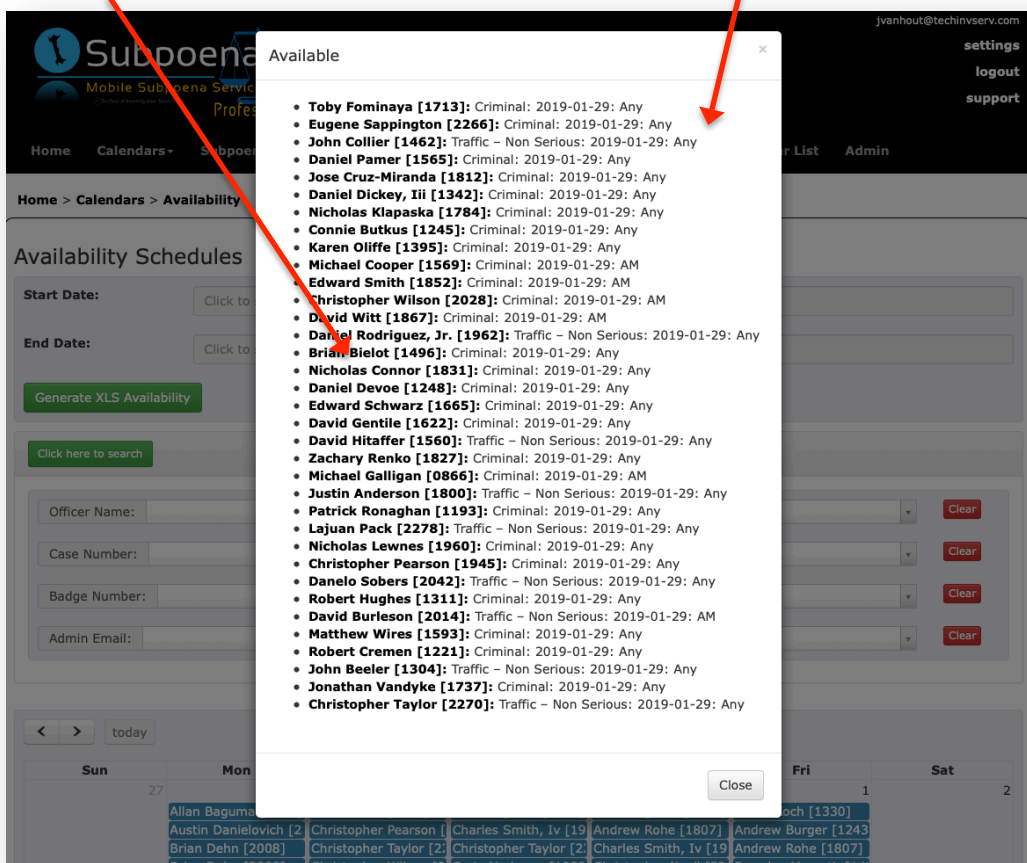
Clear

< > today

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
	Allan Baguma [2093] Austin Danielovich [2] Brian Dehn [2008] Brian Dehn [2008] +61 more	Brian Bielot [1496] Christopher Pearson [2] Christopher Taylor [2] Christopher Wilson [2] +31 more	Allan Baguma [2093] Charles Smith, Iv [19] Christopher Taylor [2] Craig Madonna [1998] +44 more	Allan Baguma [2093] Andrew Rohe [1807] Charles Smith, Iv [19] Christopher Neall [22] +46 more	Adam Koch [1330] Andrew Burger [1243] Andrew Rohe [1807] Brendan Mcgrath [14] +102 more	
3	4	5	6	7	8	9
	Aaron Edwards [1954] Alex Swartz [1557]	Andrew Salenieks [19] Brendan Mcgrath [14]	Aaron Edwards [1954] Alex Swartz [1557]	Alex Swartz [1557] Allan Baguma [2093]	Adrienne Pugh [1805] Alex Villatoro [2233]	

Click on specific day to display availabilities with associated court types and time. Admin Accounts can click on officer name to be automatically re-directed to that officer's Add Availability edit page.



Add Availability information for specific officers for specific courts and court types. Only available court dates for specific court types are available to select

Add Availability

User:

Court:

Type:

Available Date:

☒ Any Time ☐ AM ☐ PM

Officer Name:

Badge Number:

Existing Availability

User	Badge Number	Court Name	Type	Time	Date	Actions
Test Officer	N/A	Annapolis Court	Traffic - Non Serious	Any	2018 September 25	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

NOTICE

Northern and Eastern Platoons select only Glen Burnie Court

Southern and Western Platoons select only Annapolis Court

#3 – Filter by assignment.

Home

Click here to search

Active Archive

Search: Subpoena search: Clear

Date: Click to select date Clear

Court: Select a court... Clear

Badge Number: Select a badge number... Clear

Assignment: Select an admin... Clear

Assigned Subpoenas: Active

Court Case #	Date	Case Status	Defendant's Name	Prosecutor /Coordinator	Assigned To	Agency Case #	Notes
							1 : DISORDERLY CONDUCT 2 : DISTURB THE

#4 – Court Calendar login. Can search by officer and display all officers with pop up court type information. Will show both Conflict and Availability calendars for those counties that uses availability. Searchable by Officer Name, case Number, badge number and Court Type. Red – Conflict / Green - Availability

Scheduled Conflicts and Availability

Start Date: Click to select date

End Date: Click to select date

Generate XLS Availability

Click here to search

Officer Name: Clear

Case Number: Clear

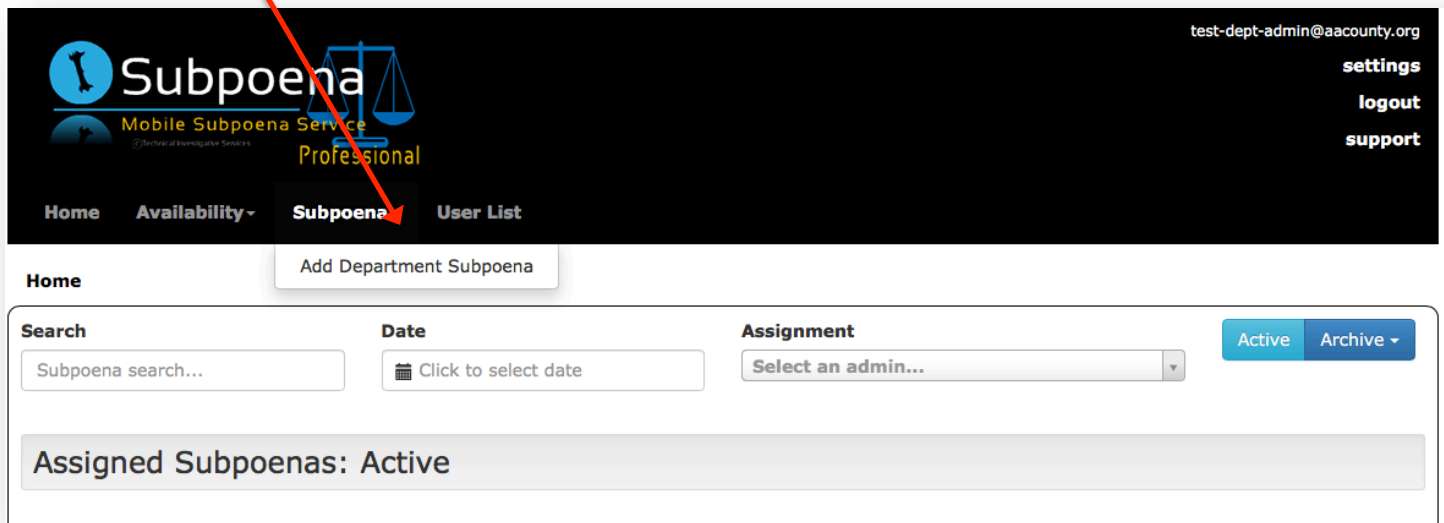
Badge Number: Clear

Court Type: -Select Type- Clear

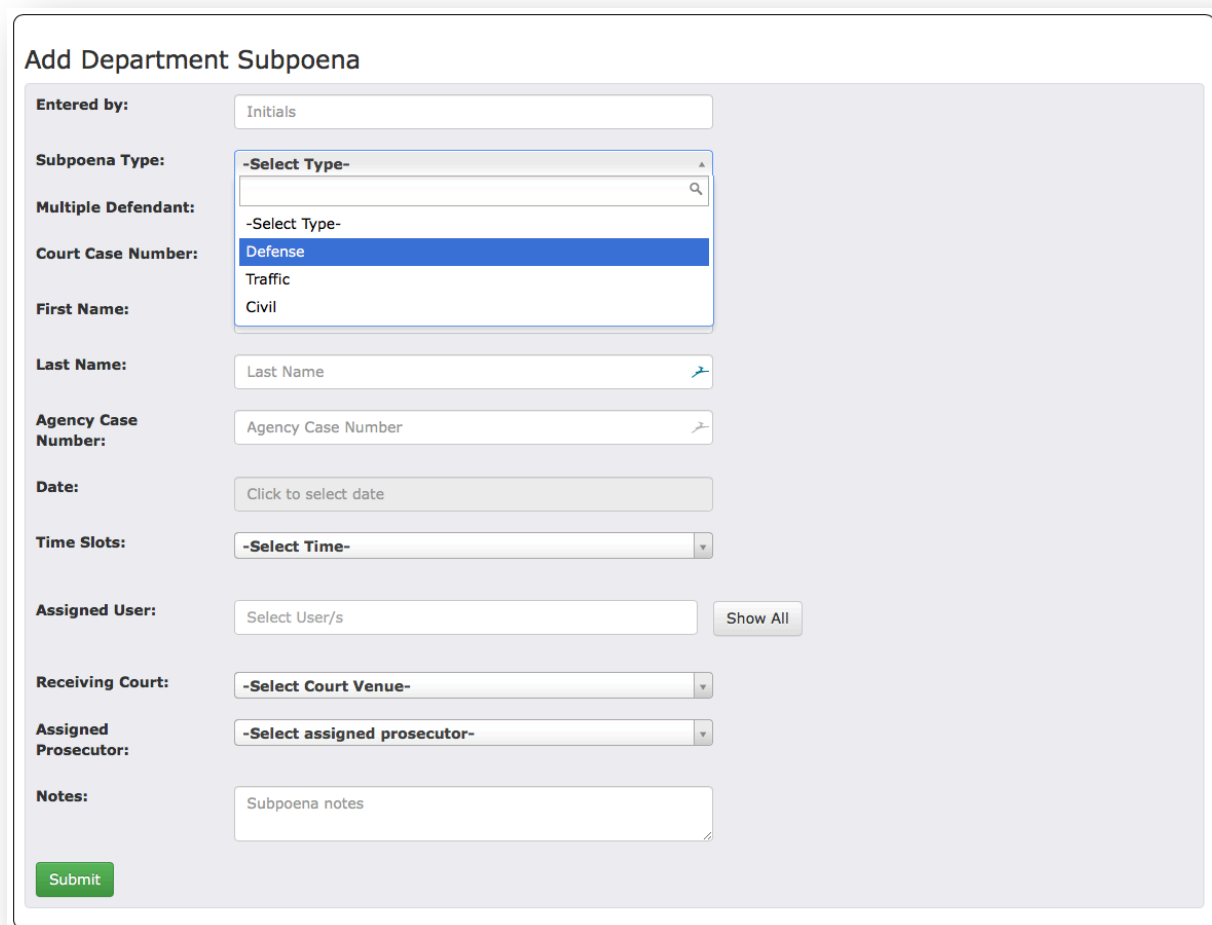
March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	1	2
					Alex Villatoro [2233] Andrew Rohe [1807] Antoine Wepke [2051] Brian Bielet [1496] +88 more	
3	4	5	6	7	8	9
	Aaron Edwards [1954] Alex Swartz [1557] Andrew Burger [1243] Antoine Wepke [2051] +94 more	Adam Koch [1330] Adam Koch [1330] Brendan Mcgrath [14] Brian Dehn [2008] +62 more	Test Officer [N/A] Adam Hinson [1608] Adam Koch [1330] +96 more	Adrienne Pugh [1805] Alex Swartz [1557] Allan Baguma [2093] +53 more	Adam Hinson [1608] Adam Koch [1330] Adrienne Pugh [1805] Allan Baguma [2093] +114 more	
10	11	12	13	14	15	16

#5 – Added department only Subpoena entry pages to utilize ISubpoena for all other types of subpoenas



The screenshot shows the ISubpoena Professional web application interface. The top navigation bar includes the application logo, the text "Subpoena Mobile Subpoena Service Professional", and the email address "test-dept-admin@aacounty.org". The navigation menu contains "Home", "Availability", "Subpoena", and "User List". The "Subpoena" menu item is highlighted with a red arrow. Below the navigation bar, there is a "Home" button and a "Add Department Subpoena" button. The main content area features a search bar, a date selector, an assignment dropdown, and buttons for "Active" and "Archive". The "Assigned Subpoenas: Active" section is visible.

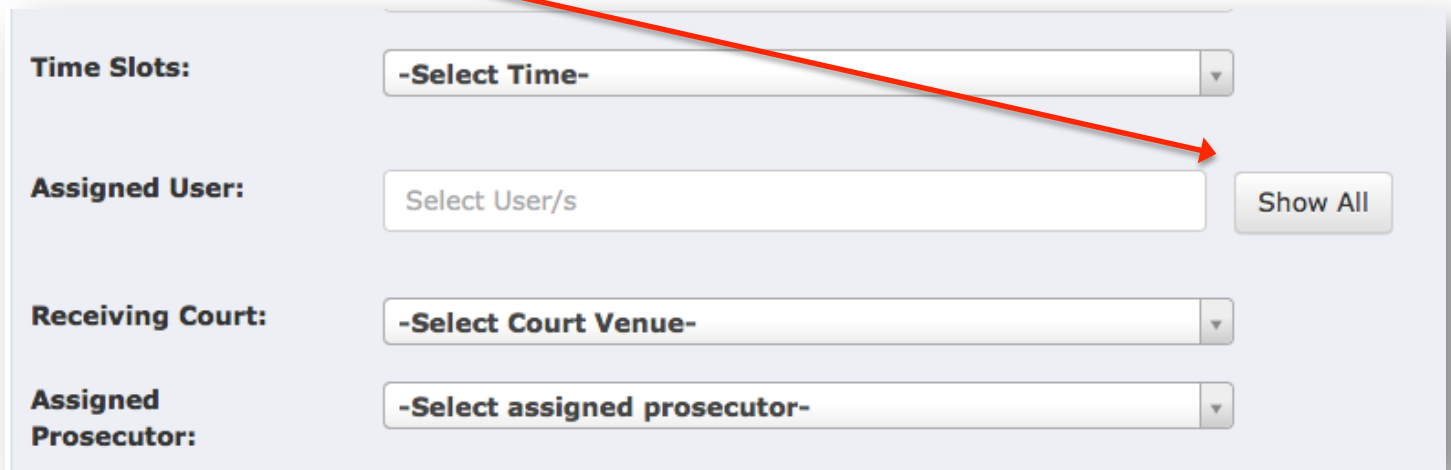


The screenshot shows the "Add Department Subpoena" form. The form includes the following fields and options:

- Entered by:** Text input field with placeholder "Initials".
- Subpoena Type:** Dropdown menu with "-Select Type-" and a search icon.
- Multiple Defendant:** Dropdown menu with "-Select Type-".
- Court Case Number:** Dropdown menu with "Defense", "Traffic", and "Civil" options.
- First Name:** Text input field.
- Last Name:** Text input field with a search icon.
- Agency Case Number:** Text input field with a search icon.
- Date:** Text input field with placeholder "Click to select date".
- Time Slots:** Dropdown menu with "-Select Time-".
- Assigned User:** Text input field with placeholder "Select User/s" and a "Show All" button.
- Receiving Court:** Dropdown menu with "-Select Court Venue-".
- Assigned Prosecutor:** Dropdown menu with "-Select assigned prosecutor-".
- Notes:** Text input field with placeholder "Subpoena notes".

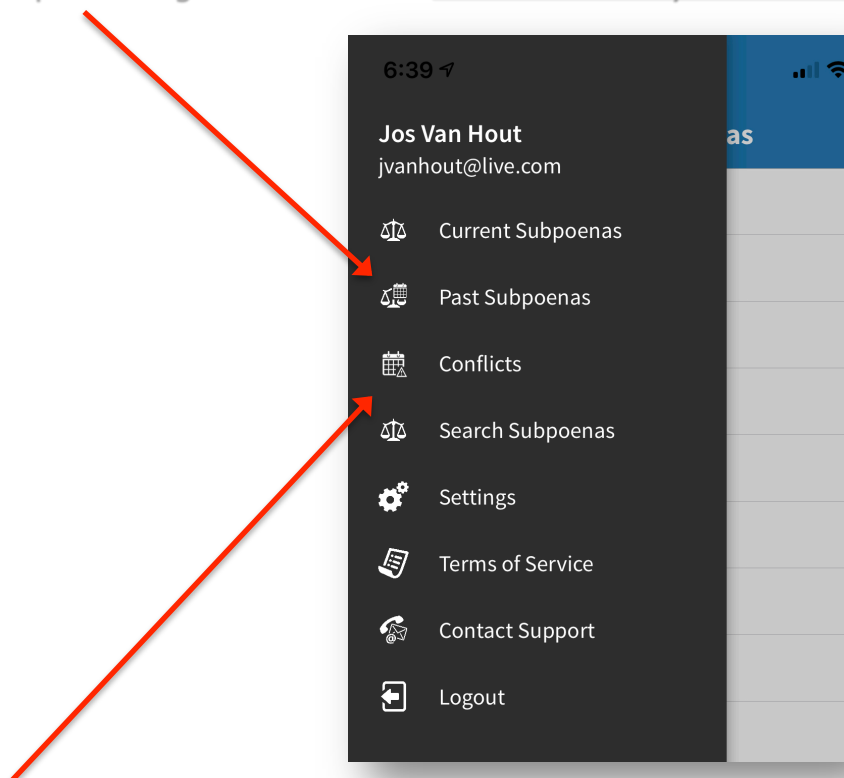
A green "Submit" button is located at the bottom left of the form.

#7 – Added a “Show All” button to display all ISubpoena users in your state and surrounding counties if needed for mutual aid cases or multi-jurisdictional cases.



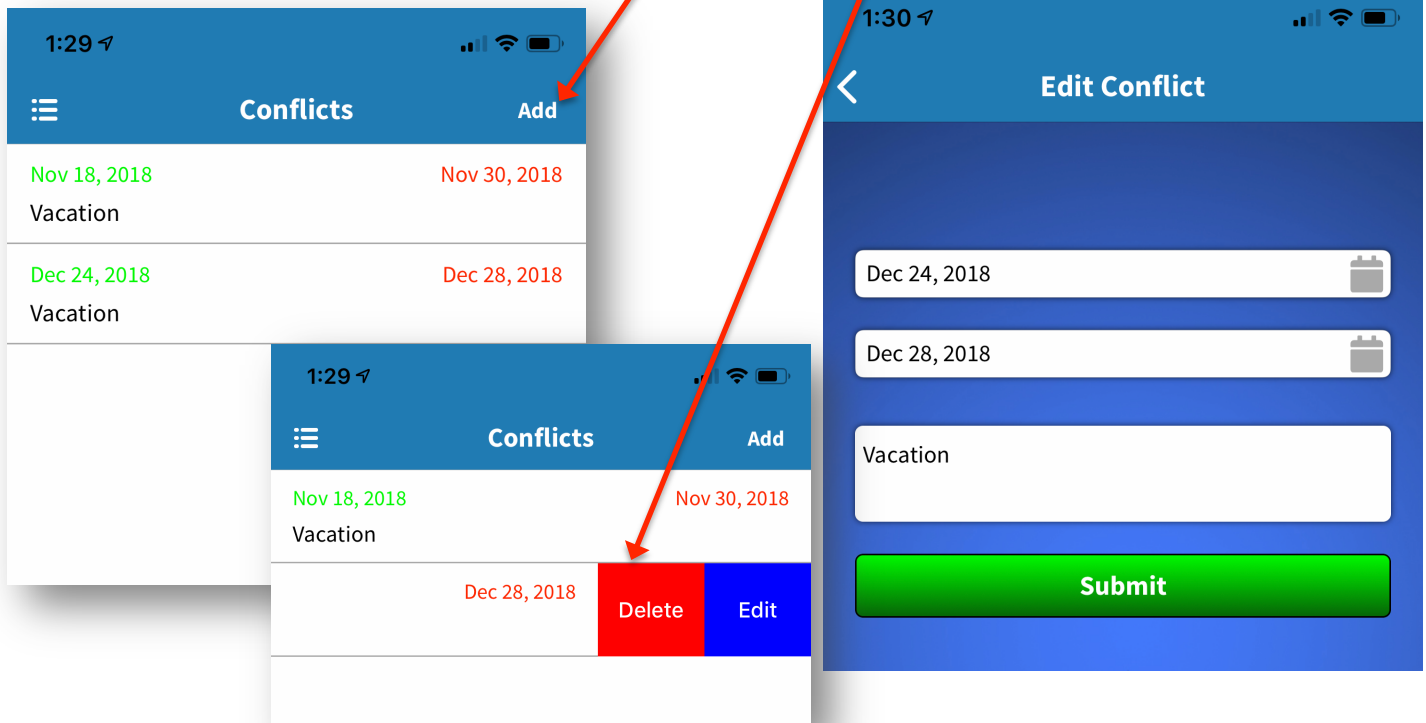
The screenshot shows a web interface with four filter sections: 'Time Slots' with a dropdown menu showing '-Select Time-', 'Assigned User' with a text input field containing 'Select User/s', 'Receiving Court' with a dropdown menu showing '-Select Court Venue-', and 'Assigned Prosecutor' with a dropdown menu showing '-Select assigned prosecutor-'. To the right of the 'Assigned User' field is a 'Show All' button. A red arrow points from the text in the first block to the 'Show All' button.

#8 – Added a “Past Subpoena” menu item on apps. The Past Subpoenas page maintains a list of past subpoenas regardless of status for one week only for reference.

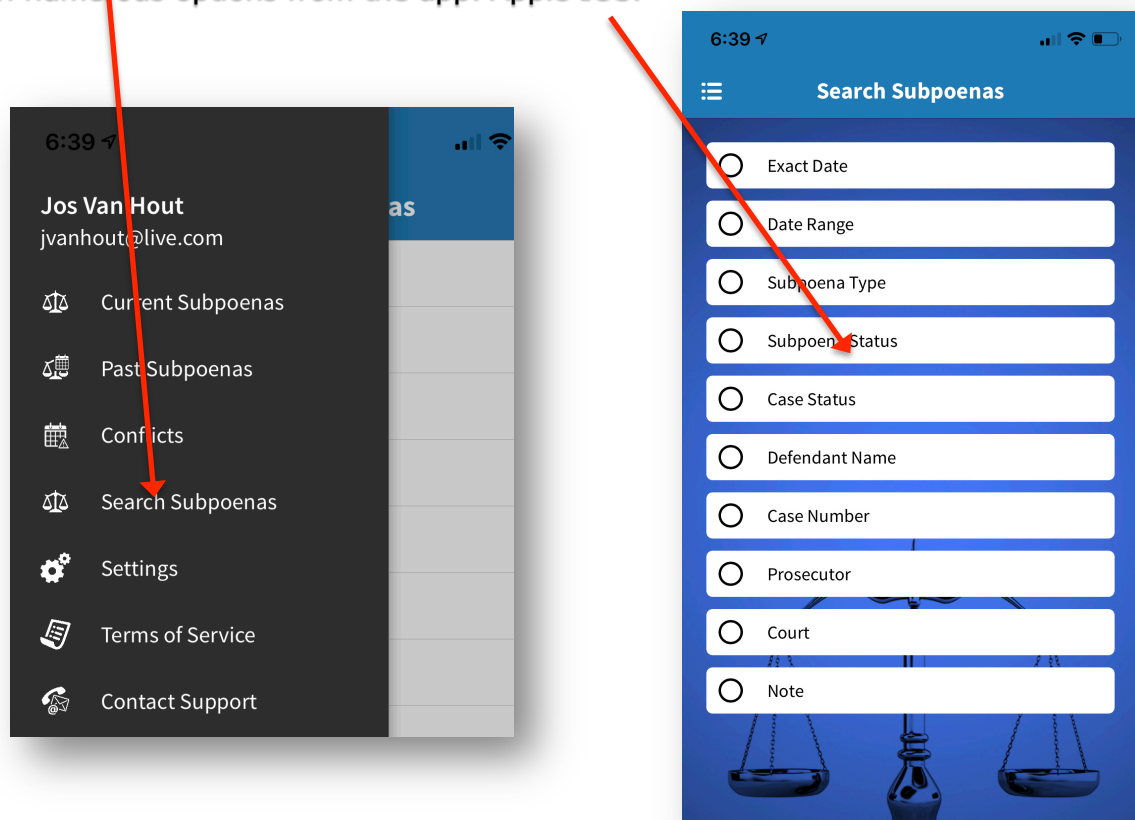


#9 – Added a “Conflicts” menu item on apps. Allows user to add, delete and update their conflicts from the app.

On the "Conflicts" page, select the conflict you wish to edit, swipe left and either delete or edit the conflict. To add a new conflict, select the "Add" link.



#10 – Added a "Search Subpoenas" menu item on apps. Allows user to search all of their prior subpoenas with numerous options from the app. Apple IOS.



On Android be sure to select the check box in addition to the information to get the correct search results,

Search Subpoenas

☐ Exact Date

Date

☐ Date Range

Start Date

End Date

☐ Subpoena Type

Select Subpoena Type

☐ Subpoena Status

Select Subpoena Status

SEARCH

#23 – Added a comment field for all conflicts on app and web

Conflict Reason:

☒ Scheduled Training

☐ Scheduled Vacation

☐ Others

Start Date:

End Date:

Reason for unavailability.

Submit Reason Cancel

Conflict

Scheduled Vacation

2018-03-11

2018-03-23

Sample description

Submit

#24 – Added a conflict reminder pop up on app and web.

REMINDER

Selecting “conflict” does not excuse you from this subpoena.

By selecting “conflict” you are informing the Attorney’s Office and the Court of your conflict so they can collectively attempt to work with you to manage your conflict. In some cases Attorney’s and Courts are not able to accept conflicts due to defendant, court or Attorney legal or statutory requirements.



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