

TECHNICAL MANUAL
FOR ADMINISTRATIVE SERVICES STAFF

TABLE OF CONTENTS

PREFACE.....	1
SECTION I- PROCESSING OF CASE FILES	2
SECTION A- PROCEDURE FOR PROCESSING FILES	2
SECTION B- PROCESSING DRUG REPORTS	3
SECTION C- PROCESSING OTHER REPORTS	3
 SECTION II- PRINTING REPORTS FROM PRINT QUEUE.	4
SECTION III- TYPING LAB REPORTS	4
SECTION IV- MAINTENANCE OF FILES	5
SECTION A- CHECKING OUT FILES	5
SECTION B- ARCHIVE FILES.	5
SECTION C- FILE FOLDERS	6
 SECTION V- COURT CALENDAR	7
SECTION VI- COURT APPEARANCE	8
SECTION VII- PAGERS	8
SECTION VIII- RESPONDING TO INQUIRIES FOR CASE INFORMATION . . .	9
SECTION IX- SAFETY	10
SECTION X- TRANSFERRING OLD CASE NUMBER TO A NEW CASE NUMBER.	11