

Judgment Sentence Form
 Survey Responses from NASC members
 12/19/19

	Alaska	Ohio	Kansas	North Carolina	Arkansas	Washington
Format of J&S Form	Hardcopy. Some judges have Word templates	Hardcopy. Currently investigating central entry system for Feb 2020.	Hardcopy in Adobe or Word.	Fillable Adobe or printed hardcopy.	Fillable Adobe, hardcopy or access-based program or data push from the Case Management program utilized by the State Prosecutor Coordinator.	Hardcopy. Some counties have software programs for their own forms.
Who is responsible for creation and maintenance of forms?	Administrative Office of the Courts. A Forms Attorney maintains the forms.	Individual courts. Currently investigating central entry system for Feb 2020.	The Sentencing Commission has a Forms Committee that makes change recommendations. Full Commission must approve changes.	Director of Administrative Office of the Courts has the statutory duty to prescribe uniform forms to be used in the offices of the clerks of superior court. (Gen. Stat. 7A-343(3)).	The Administrative Office of the Courts, the Sentencing Commission, and Prosecutor Coordinator make changes necessitated by statute, court rule or court opinion.	By authority of CrR 7.2(d), the Administrative Office of the Courts in conjunction with the Supreme court Pattern Forms Committee that creates and maintains the forms.
How often are they updated?			Annually	Twice. A fall meeting deals with changes from legislative session. A spring meeting addresses other changes that are not time sensitive.	Every other year after the legislative session.	The Pattern Form Committee meets at least once a year to consider changes to the forms, but may meet more often as needed
Is use of form required by statute?	No. Detailed data elements are required by court rule (Criminal Rule 32).	No. Considering mandated use of pending uniform entry system.	Yes. KSA 2019 Supp 22-3426(d) KSA 2019 Supp 22-3439(a) KSA 2019 Supp 21-6813	In some cases, a statute mandates use of a specific AOC form (ex: Gen. Stat. 15A-145(4a)). Otherwise there is no requirement. AOC's Office of General Counsel indicates that practitioners do not frequently use their own forms and when they do it is not problematic.	Yes. A.C.A. § 16-90-802.	No.
Data collection on form errors	Contact Kathy Monfreda (kathyrn.monfreda@alaska.gov) at Dept of Public Safety	No.	No. DOC manually computes each case and hand enters sentence information.	No. The Dept of Public Safety used to keep data but no longer do. Common errors involve incorrect terms of imprisonment (e.g. maximum does not correspond with minimum).	No.	The Dept of Corrections collects error data on forms they receive.

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How do you address errors on form?	Contact Kathy Monfreda (kathyrn.monfreda@alaska.gov) at Dept of Public Safety	The Bureau of Sentence Computation of the Department of Rehabilitation and Correction sends letter to the courts for clarification and correction on prison admissions.	DOC sends correspondence is sent to the PA, DA, and Judge seeking clarification or correction. A follow-up notice sent at 6 weeks and 12 weeks after initial request.	The Dept of Public Safety's Combined Records Section sends a letter to the court seeking clarification or correction, based on <i>Hamilton v Freeman</i> case law which makes the incorrect judgment "binding until vacated or corrected".	The Division of Corrections has an Administrative Directive requiring certain fields on the sentencing order be filled out accurately. If there is a mistake, the order will be sent back for correction.	The Dept of Corrections and the Caseload Forecast Council send letters to the courts and PA for clarification and correction.