

# **ACCMIS Users' Training Plan/Curriculum**

## **TRAINING PROGRAM**

Explanation:

1. Office – a space where one or more than one person work (usually Registry Offices, Typist Offices), and they may attend to the general training sessions. In some Courts there are rooms with computers (library, meeting room), they may be used for general training sessions (class room) as well
2. Working desk – where the trainee works, and he/she is the only one who is trained

### **TRAINING PROGRAM FOR REGISTRY CLERKS**

First Session

<b>Day</b>	<b>Time</b>	<b>Description</b>
First day at the working desk	4 hours	<ul style="list-style-type: none"> <li>➤ Basic PC training</li> <li>➤ Program start</li> <li>➤ Court Case Entry               <ul style="list-style-type: none"> <li>• Define case number</li> <li>• Enter of essential data for case</li> <li>• Analysis of the data entry screen                   <ul style="list-style-type: none"> <li>▪ Structure</li> <li>▪ Type of fields</li> <li>▪ Standard keys</li> </ul> </li> <li>• Print of case folder with generated bar code</li> <li>• Enter of external acts</li> <li>• Enter of persons</li> <li>• Search forms analysis                   <ul style="list-style-type: none"> <li>▪ Structure</li> <li>▪ Characteristics and possibilities</li> </ul> </li> </ul> </li> <li>➤ Adequate Online Help</li> </ul>
Second day at the working desk	4 hours	<ul style="list-style-type: none"> <li>➤ Court Case assignment to the Judge (manual, automatic)</li> <li>➤ Court Case tracking</li> <li>➤ Assignment</li> <li>➤ Acceptance</li> <li>➤ Delivery books</li> <li>➤ Other activities within Court Cases               <ul style="list-style-type: none"> <li>• Various documents</li> <li>• Fees</li> </ul> </li> <li>➤ Adequate Online Help</li> <li>➤ Analysis of the data entry screens               <ul style="list-style-type: none"> <li>• Structure</li> <li>• Type of fields</li> <li>• Standard keys</li> </ul> </li> <li>➤ Search forms analysis               <ul style="list-style-type: none"> <li>• Structure</li> <li>• Characteristics and possibilities</li> </ul> </li> </ul>
Third day at	4 hours	<ul style="list-style-type: none"> <li>➤ Searching to find case with essential data</li> </ul>

the working desk		<ul style="list-style-type: none"> <li>➤ Searching to find case for person</li> <li>➤ Adequate Online Help</li> <li>➤ Analysis of the data entry screens <ul style="list-style-type: none"> <li>• Structure</li> <li>• Type of fields</li> <li>• Standard keys</li> </ul> </li> <li>➤ Search forms analysis <ul style="list-style-type: none"> <li>• Structure</li> <li>• Characteristics and possibilities</li> </ul> </li> </ul>
------------------	--	--

Second Session

Day	Time	Description
First day at the working desk	4 hours	<ul style="list-style-type: none"> <li>➤ Court decision entry <ul style="list-style-type: none"> <li>• Decisions, Judgments</li> <li>• Enforcement status</li> <li>• Judgment legally valid status</li> </ul> </li> <li>➤ Legal Remedies <ul style="list-style-type: none"> <li>• Appeals</li> <li>• Decision upon appeal</li> <li>• Extraordinary legal remedies</li> </ul> </li> <li>➤ Adequate Online Help</li> <li>➤ Analysis of the data entry screens <ul style="list-style-type: none"> <li>• Structure</li> <li>• Type of fields</li> <li>• Standard keys</li> </ul> </li> <li>➤ Search forms analysis <ul style="list-style-type: none"> <li>• Structure</li> <li>• Characteristics and possibilities</li> </ul> </li> </ul>
Second day at the working desk	4 hours	<ul style="list-style-type: none"> <li>➤ Court delivery services</li> <li>➤ Consolidation and separation of Court Cases</li> <li>➤ Archiving</li> <li>➤ Adequate Online Help</li> <li>➤ Analysis of the data entry screens <ul style="list-style-type: none"> <li>• Structure</li> <li>• Type of fields</li> <li>• Standard keys</li> </ul> </li> <li>➤ Search forms analysis <ul style="list-style-type: none"> <li>• Structure</li> <li>• Characteristics and possibilities</li> </ul> </li> </ul>
Second day at the working desk	3 hours	<ul style="list-style-type: none"> <li>➤ Search engine</li> <li>➤ Adequate Online Help</li> </ul>

Third session

Day	Time	Description
First day in the Office/ Class room	4 hours	<ul style="list-style-type: none"> <li>➤ On line help</li> <li>➤ Judicial Code Tables</li> <li>➤ Procedure for a new option or Code Table entry</li> <li>➤ Creation and Maintenance of Local Code Tables</li> </ul>

Second day at the working desk	4 hours	<ul style="list-style-type: none"> <li>➤ Concatenation with other case</li> <li>➤ Analysis of case history</li> <li>➤ Occasional intervenes</li> </ul>
--------------------------------	---------	--

## TRAINING PROGRAM FOR COURT SECRETARIES AND REGISTRY OFFICE HEADS

### First session

Day	Time	Description
First day at the working desk	4 hours	<ul style="list-style-type: none"> <li>➤ Basic PC training</li> <li>➤ Program start and menu analysis</li> <li>➤ Online Help</li> <li>➤ Judicial Code Tables</li> <li>➤ Data entry forms analysis               <ul style="list-style-type: none"> <li>• Structure</li> <li>• Type of fields</li> <li>• Standard keys</li> </ul> </li> </ul>
Second day at the working desk	4 hours	<ul style="list-style-type: none"> <li>➤ Judicial Code Tables</li> <li>➤ Search forms analysis               <ul style="list-style-type: none"> <li>• Structure</li> <li>• Characteristics and possibilities</li> </ul> </li> <li>➤ Procedure to open new option or new Code Table</li> <li>➤ Creation and Maintenance of the local Code Tables</li> <li>➤ Creation of Registry Books</li> </ul>

### Second session

Day	Time	Description
First day at the working desk	4 hours	<ul style="list-style-type: none"> <li>➤ Registry Book Control</li> <li>➤ Court Case assigned to the Judge (manually, automatically)</li> <li>➤ Judges and Administrative workers schedule</li> <li>➤ Adequate online Help</li> </ul>

### Third session

Day	Time	Description
First day at the working desk	4 hours	<ul style="list-style-type: none"> <li>➤ Case Tracking</li> <li>➤ Preparation of the Year Calendar</li> <li>➤ Adequate Online Help</li> </ul>
Second day at the working desk	4 hours	<ul style="list-style-type: none"> <li>➤ Search engine</li> <li>➤ Queries</li> <li>➤ Adequate Online Help</li> </ul>
Third day at the working desk	4 hours	<ul style="list-style-type: none"> <li>➤ Report creation</li> <li>➤ Report analysis</li> <li>➤ Adequate Online Help</li> </ul>

## TRAINING PROGRAM FOR THE TYPISTS

### First session

Day	Time	Description
-----	------	-------------

First day in the Office/Class room	4 hours	<ul style="list-style-type: none"> <li>➤ Basic PC training</li> <li>➤ Program start and menu analysis</li> <li>➤ Online Help</li> <li>➤ Judicial Code Tables</li> <li>➤ Data entry forms analysis <ul style="list-style-type: none"> <li>• Structure</li> <li>• Type of fields</li> <li>• Standard keys</li> </ul> </li> <li>➤ Search forms analysis <ul style="list-style-type: none"> <li>• Structure</li> <li>• Characteristics and possibilities</li> </ul> </li> </ul>
Second day in the Office/Class room	4 hours	<ul style="list-style-type: none"> <li>➤ Templates usage</li> <li>➤ Adequate Online Help</li> </ul>

#### Second session

Day	Time	Description
First day at the working desk	4 hours	<ul style="list-style-type: none"> <li>➤ All processes connected with acts (documents) <ul style="list-style-type: none"> <li>• Minutes</li> <li>• Decisions</li> <li>• Various documents</li> <li>• Detentions</li> </ul> </li> <li>➤ Adequate Online Help</li> </ul>
Second day at the working desk	4 hours	<ul style="list-style-type: none"> <li>➤ Send and accept Court Case</li> <li>➤ Filed document analysis</li> <li>➤ Calendaring</li> <li>➤ Summons creation</li> <li>➤ Adequate Online Help</li> </ul>

#### Third session– only for Typist Designer

Day	Time	Description
First day in the Office/Class room	4 hours	<ul style="list-style-type: none"> <li>➤ Templates creation</li> <li>➤ Adequate Online Help</li> </ul>

#### Fourth session

Day	Time	Description
First day at the working desk	3 hours	<ul style="list-style-type: none"> <li>➤ Dealing with appeals</li> <li>➤ Creation of internal documents</li> <li>➤ Dealing with extraordinary legal remedies</li> <li>➤ Adequate Online Help</li> </ul>
Second day at the working desk	4 hours	<ul style="list-style-type: none"> <li>➤ Search engine (facts and acts)</li> <li>➤ Adequate Online Help</li> </ul>
Third day in the Office/Class room	3 hours	<ul style="list-style-type: none"> <li>➤ Procedures to open new option or Code Table</li> <li>➤ Creation and maintenance of the local Code Tables</li> <li>➤ Adequate online Help</li> </ul>

## TRAINING PROGRAM FOR JUDGE ASSISTANTS AND COUNCELS

### First session

Day	Time	Description
First day in the Office/Class room	4 hours	<ul style="list-style-type: none"> <li>➤ Basic PC training</li> <li>➤ Program start and menu analysis</li> <li>➤ Online Help</li> <li>➤ Judicial Code Tables</li> <li>➤ Data entry forms analysis                             <ul style="list-style-type: none"> <li>• Structure</li> <li>• Type of fields</li> <li>• Standard keys</li> </ul> </li> <li>➤ Search forms analysis                             <ul style="list-style-type: none"> <li>• Structure</li> <li>• Characteristics and possibilities</li> </ul> </li> </ul>
Second day at the working desk	4 hours	<ul style="list-style-type: none"> <li>➤ Filed document analysis</li> <li>➤ Minutes from nonpublic process</li> <li>➤ Decisions</li> <li>➤ Various acts (documents)</li> <li>➤ Adequate Online Help</li> </ul>
Third day at the working desk	4 hours	<ul style="list-style-type: none"> <li>➤ Templates usage</li> <li>➤ Adequate online Help</li> </ul>

### Second session

Day	Time	Description
First day at the working desk	4 hours	<ul style="list-style-type: none"> <li>➤ Search engine (facts and acts)</li> <li>➤ Adequate Online Help</li> </ul>
Second day in the Office/Class room	4 hours	<ul style="list-style-type: none"> <li>➤ Procedure to open new option or new Code Table</li> <li>➤ Creation and maintenance of the local Code Tables</li> <li>➤ Court Case tracking</li> <li>➤ Adequate Online Help</li> </ul>

## TRAINING PROGRAM FOR THE JUDGES

### First session

Day	Time	Description
First day in the Office/Class room	4 hours	<ul style="list-style-type: none"> <li>➤ Basic PC training</li> <li>➤ Program start and menu analysis</li> <li>➤ Detailed presentation of the whole application</li> <li>➤ Online Help</li> </ul>
Second day at the working desk	4 hours	<ul style="list-style-type: none"> <li>➤ Using templates</li> <li>➤ Adequate Online Help</li> </ul>
Third day at the working desk	4 hours	<ul style="list-style-type: none"> <li>➤ Search through facts and acts</li> <li>➤ Adequate online Help</li> </ul>

### Second session

<b>Day</b>	<b>Time</b>	<b>Description</b>
First day at the working desk	3 hours	<ul style="list-style-type: none"> <li>➤ Judicial Code Tables</li> <li>➤ Data entry forms analysis <ul style="list-style-type: none"> <li>• Structure</li> <li>• Type of fields</li> <li>• Standard keys</li> </ul> </li> <li>➤ Search forms analysis <ul style="list-style-type: none"> <li>• Structure</li> </ul> </li> <li>➤ Adequate online Help</li> </ul>
Second day at the working desk	3 hours	<ul style="list-style-type: none"> <li>➤ Accepting Court Cases</li> <li>➤ Filed document analysis</li> <li>➤ Calendaring</li> <li>➤ Decisions</li> <li>➤ Various acts (documents)</li> <li>➤ Adequate Online Help</li> </ul>
Third day at the working desk	2 hours	<ul style="list-style-type: none"> <li>➤ Appeal analysis</li> <li>➤ Internal documents creation</li> <li>➤ Dealing with extraordinary legal remedies</li> <li>➤ Adequate Online Help</li> </ul>

#### Third session

<b>Day</b>	<b>Time</b>	<b>Description</b>
First day in the Office/Class room	4 hours	<ul style="list-style-type: none"> <li>➤ Analysis of Judicial Code Tables</li> <li>➤ Procedure to open new option or new Code Table</li> <li>➤ Creation and maintenance of local Code Tables</li> </ul>
Second day at the working desk	4 hours	<ul style="list-style-type: none"> <li>➤ Query construction</li> <li>➤ Adequate Online Help</li> <li>➤ Report analysis</li> </ul>

### TRAINING PROGRAM FOR SYSTEM ADMINISTRATORS

#### First session

<b>Day</b>	<b>Time</b>	<b>Description</b>
First day in the Office/Class room	1 hour	Check of the version and installation of the client application System configuration of Client Computer
	1 hour	Diagnosis of typical system problems <ul style="list-style-type: none"> <li>• Check of the client application installation</li> <li>• Check of the system configuration</li> <li>• Check of the network connection with the server</li> <li>• Check of the network connection with SQL server</li> <li>• Check status of IIS Application Server</li> <li>• Check of the status and start of the services required for the application</li> <li>• Replication</li> </ul>
	2 hours	Backup, maintenance and data restore <ul style="list-style-type: none"> <li>• Proposed backup strategy</li> </ul>

		<ul style="list-style-type: none"> <li>• Surveillance of the automatic procedures for backup and database maintenance</li> <li>• Backup creation on the external media</li> <li>• Test of the procedure for data restore</li> </ul>
	2 hours	Check up of the parameters important to the system <ul style="list-style-type: none"> <li>• Free space on the system disc</li> <li>• Free space on the disc for backup</li> <li>• Processor load, memory usage, load of the network resources</li> </ul>

Second session

Day	Time	Description
Second day in the Office/Class room	3 hours	Work with the system <ul style="list-style-type: none"> <li>• Maintenance of parameters, responsibility of the system administrator, definition of the users and access rights</li> </ul>

To our knowledge the time from 8:30 a.m. to 12.00 noon is peak time as far as Court activities are concerned. So we propose the training sessions to start at 12:30 p.m. and to last until the end of the day, 4.30 p.m., with very few exceptions.

Anyway the exact time for training sessions will be precised with court responsible staff.

**TRAINING SEQUENCE**

Training sessions are sequenced in a way that follows the life cycle of a Court Case. In this particular case, we will maintain the following training sequence:

1. System Administrators will be trained continually with all other trainees on using ACCMIS application. This will allow them to practice the knowledge gained at the training throughout the training process. They have the opportunity to ask the trainers if need be
2. Registry Clerks will start the training first . They will create electronic records which will help train other Court Employee profiles where old data does not exists.
3. Typists are trained next. There are enough electronic records into the database for the purpose
4. Judges and Judge Assistants are trained next.

There are test data into the database, to allow for continuous training of different Court Employee Profiles.



Court's name and location:

---

Circle the appropriate number:

**1. Attended training for:**

- 1.1. Registry clerk
- 1.2. Court administrator
- 1.3. Court manager
- 1.4. Typist/Minute-taker
- 1.5. Judge assistant
- 1.6. Judge
- 1.7. IT staff
- 1.8. Other

**2. Usefulness of the training is:**

- 2.1. Fully useful
- 2.2. Partially useful
- 2.3. I could have manage on my own even without the training

**3. Content of the training covered:**

- 3.1. All I need in my daily work with ACCMIS
- 3.2. Parts of what I need in my daily work with ACCMIS
- 3.3. Nothing of what I really need in my daily work with ACCMIS

**4. Training materials were presented:**

- 4.1. Fully clear and completely understandable
- 4.2. Partially clear and understandable
- 4.3. Not clear and not understandable

**5. Questions during training were answered:**

- 5.1. Fully satisfactorily
- 5.2. Partially satisfactorily
- 5.3. Non satisfactorily

**6. User manual and on-line help:**

- 6.1. Will help me a lot in my daily work
- 6.2. Might be useful occasionally during my work
- 6.3. Won't be useful at all during my work

**7. Do you personally need more, additional training classes?**

- 7.1. NO
  - 7.2. YES, to be fully able to use ACCMIS on my own I need \_\_\_\_\_  
more classes regarding topics on
- 

If you have, please put your additional comments, suggestions and ideas on the back of this page.

Date: \_\_\_ / \_\_\_ / 2009      Name and Surname: \_\_\_\_\_

Signature: \_\_\_\_\_