

Forfeiture Documentation

This document should be used for adding new forfeiture cases through the Wizard
in the INPCMS system.

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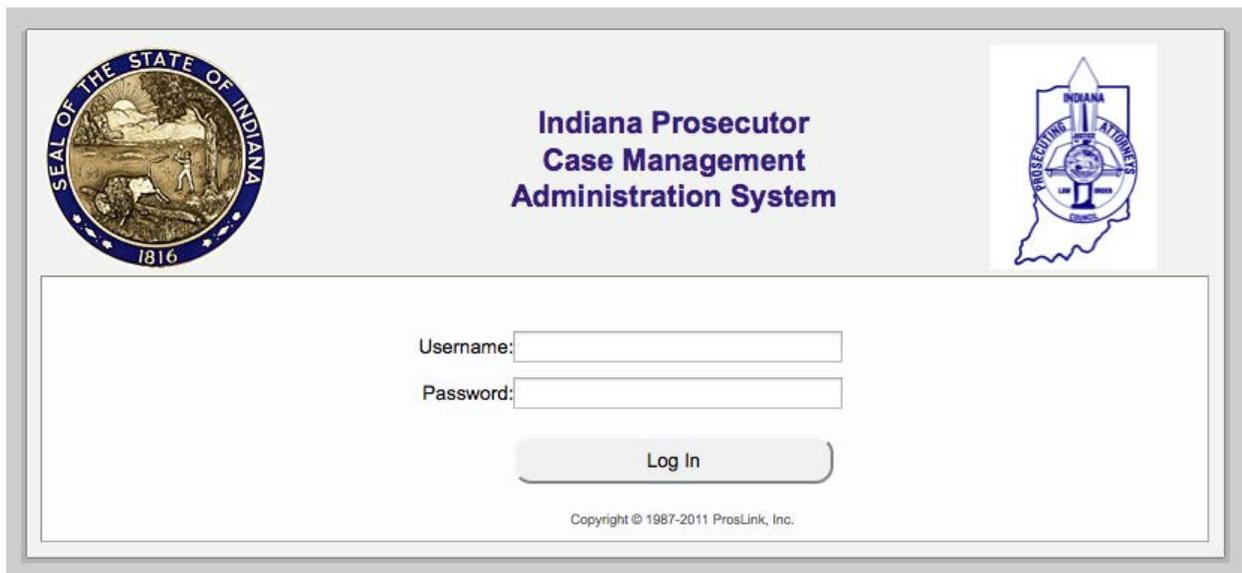
Notes about adding new cases

This document will show you how to enter a new Forfeiture case into INPCMS. As forfeitures are civil matters, the information entered into INPCMS is of a limited nature but will provide you with the information/fields needed to track seizures through the court process.

Logging into the System

Go to <https://countyname.inpcms.org>

(Replace your county name for “countyname”, i.e. Greene.inpcms.org)

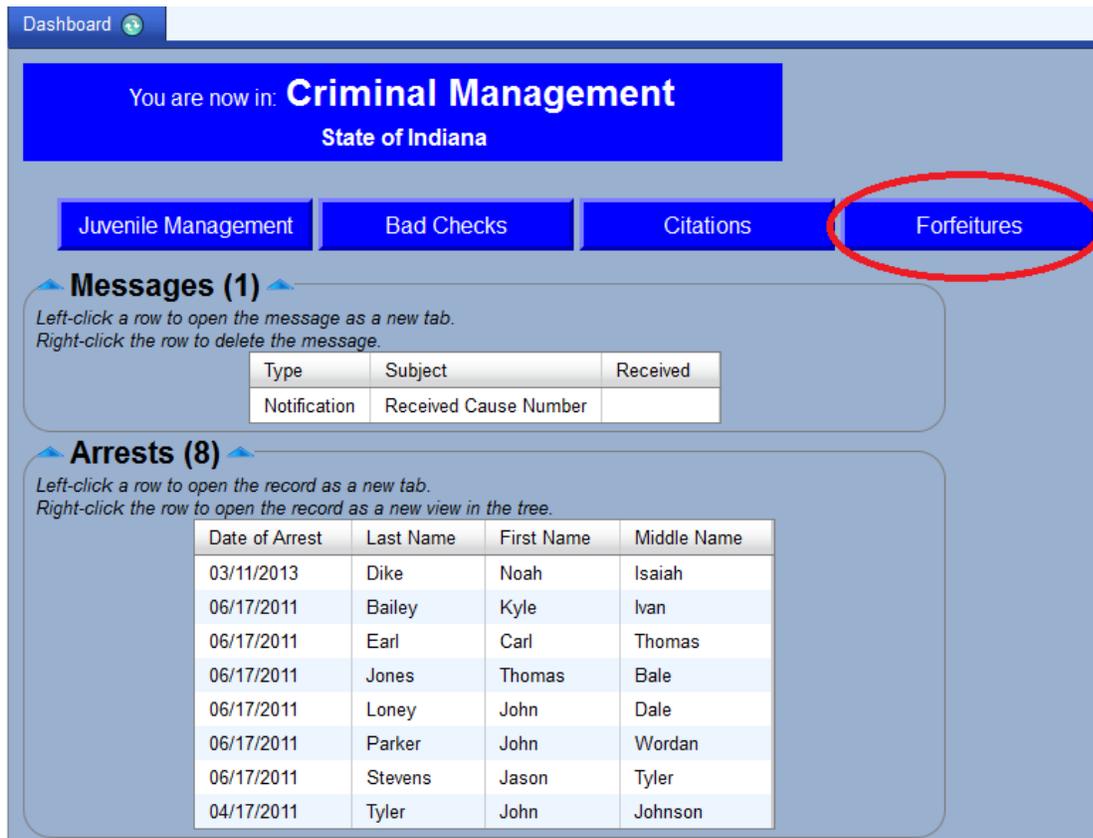


The screenshot shows the login interface for the Indiana Prosecutor Case Management Administration System. On the left is the Seal of the State of Indiana, featuring a landscape with a plow, a sheaf of wheat, and a ship, with the text 'SEAL OF THE STATE OF INDIANA' and '1816'. On the right is the logo for the Indiana Prosecuting Attorneys, featuring a scale of justice and the text 'INDIANA PROSECUTING ATTORNEYS'. The main title is 'Indiana Prosecutor Case Management Administration System'. Below the title are two input fields: 'Username:' and 'Password:'. A 'Log In' button is positioned below the password field. At the bottom center, there is a copyright notice: 'Copyright © 1987-2011 Proslink, Inc.'

Log in with the credentials given to you.

Adding a new “Forfeiture Case”

Once you are logged into INPCMS select the “Forfeiture” module on the dashboard.



The screenshot shows the INPCMS dashboard interface. At the top, a blue banner indicates the user is in the 'Criminal Management' module for the 'State of Indiana'. Below this, a navigation bar contains four buttons: 'Juvenile Management', 'Bad Checks', 'Citations', and 'Forfeitures'. The 'Forfeitures' button is circled in red. Below the navigation bar, there are two sections: 'Messages (1)' and 'Arrests (8)'. The 'Messages' section includes a table with columns for Type, Subject, and Received. The 'Arrests' section includes a table with columns for Date of Arrest, Last Name, First Name, and Middle Name.

Type	Subject	Received
Notification	Received Cause Number	

Date of Arrest	Last Name	First Name	Middle Name
03/11/2013	Dike	Noah	Isaiah
06/17/2011	Bailey	Kyle	Ivan
06/17/2011	Earl	Carl	Thomas
06/17/2011	Jones	Thomas	Bale
06/17/2011	Loney	John	Dale
06/17/2011	Parker	John	Wordan
06/17/2011	Stevens	Jason	Tyler
04/17/2011	Tyler	John	Johnson

To enter a new forfeiture case, click on the “Wizards” menu and select “New Case. The first screen that appears is the “Case Master File” screen.

New Forfeiture Case Wizard

Cause Number:*	28	Search Warrant:	<input type="checkbox"/>
Filed Date:	<input type="text"/>		
Charging Pros.:	<input type="text"/>	Assigned Pros.:	<input type="text"/>
Agency:*	<input type="text"/>		
Attorney:	<input type="text"/>	Attorney Type:	<input type="text"/>
OACN:	<input type="text"/>	Criminal Case ID:	<input type="text"/>

<< Previous Next >> Cancel

Enter the full cause number, if you know it at this time. If not, you can enter as much of the cause number that you do know (i.e. 28 or 28C01-1507-MI-). You must include the dashes (i.e. 49G17-1504-IF-000001). Next enter the filed date. **You will only do this if the case has a complete cause number AND you have actually filed the paperwork in Court. Otherwise, leave this field blank for now.** The agency field is also required. Enter as much information into the fields as you have for this case and click the "Next" button.

The next screen is the “Defendant” screen.

The screenshot shows a web form titled "New Forfeiture Case Wizard". The form contains the following fields:

- Name*:
- Address1:
- Address2:
- City:
- State: (dropdown menu)
- Zip:

At the bottom right of the form, there are three buttons: "<< Previous", "Next >>", and "Cancel".

Unlike the other modules in INPCMS, these fields are free form text fields. We do not store this information for future use with other cases. Information can be entered as follows:

New Forfeiture Case Wizard

Name: *	John J. Doe
Address1:	1234 Jones Avenue
Address2:	
City:	Bloomfield
State:	Indiana ▼
Zip:	47424-

<< Previous Next >> Cancel

The defendant's name is a required. The address fields are optional. However, if you want that information to appear on the "Complaint for Forfeiture" or any other form you might build from INPCMS, then you will want to go ahead and enter that information now. Once you have the defendant's information entered, click the "Next" button. (Multiple defendants can be entered for each forfeiture case. How to do that will be explained further down in the documentation.)

The next screen will allow you to track the date the item was seized, category of item seized and, if you want, the offense that was being committed at the time of the seizure.

New Forfeiture Case Wizard

Offense Violated:

Item Type:*

Seized Date: 

<< Previous Add Interested Party Next >> Cancel

To track the offense committed during the seizure, do one of the following:

1. Enter the statute number (i.e.35-42-2-1). A drop down list will appear with the offenses for that particular statute. Each offense shows the class/type and some notes to help you determine the correct offense to choose.

New Case Wizard

Count 1

Charged: *35-42-2-1

Charged	21	Battery	35-42-2-1(a)	B M	
Enhance Requested	22	Battery Resulting in Bodily Injury	35-42-2-1(a) (1)(A)	A M	
	553	Battery	35-42-2-1(a) (1)(B)	A M	Use when victim is a law enforcement officer or a person summoned by an officer. (No injury!)
	1036	Battery	35-42-2-1(a) (1)(C)	A M	use when victim is employee of a penal or juv. detention facility while engaged in duties (NO INJURY)
	1273	Battery	35-42-2-1(a) (1)(D)	A M	use when victim is a firefighter while engaged in execution of duty (NO INJURY)
	1652	Battery	35-42-2-1(a) (1)(E)	A M	use when victim is a community policing volunteer engaged in duties or because of duties (NO INJURY)
	23	Battery Resulting in Bodily Injury	35-42-2-1(a) (2)(A)	D F	Use when victim is a law enforcement officer or a

2. Enter the offense name (i.e. Battery). A drop down list will appear with all offenses that has the word “Battery” in the offense name. Each offense shows the class/type and some notes to help you determine the correct offense to choose.

New Case Wizard

Count 1

Charged:

Charged	21	Battery	35-42-2-1(a)	B M	
Enhance	553	Battery	35-42-2-1(a)(1)(B)	A M	Use when victim is a law enforcement officer or a person summoned by an officer. (No injury!)
Requested	1036	Battery	35-42-2-1(a)(1)(C)	A M	use when victim is employee of a penal or juv. detention facility while engaged in duties (NO INJURY)
	1273	Battery	35-42-2-1(a)(1)(D)	A M	use when victim is a firefighter while engaged in execution of duty (NO INJURY)
	1652	Battery	35-42-2-1(a)(1)(E)	A M	use when victim is a community policing volunteer engaged in duties or because of duties (NO INJURY)
	2245	Battery by Body Waste	35-42-2-6(e)	D F	place blood, body fluid or waste on law enforcement officer, firefighter, first responder, corrections officer or dent. of child

3. Enter the computer generated offense number (i.e. 553). A drop down list will appear with that particular offense as well as any other offense that has "533" in the number (i.e. 1553, 2553, etc).

New Case Wizard

Count 1

Charged:

Charged	553	Battery	35-42-2-1(a)(1)(B)	A M	Use when victim is a law enforcement officer or a person summoned by an officer. (No injury!)
Enhance	1553	Invasion of Privacy	35-46-1-15.1(7)	A M	violates a protective order to prevent domestic or family violence issued under IC 31-15-5
Requested	2553	Dispensing Contact Lenses Without a Prescription	35-45-20-2	A I	def. dispenses a contact lens, including one without corrective power, to an individual who does not have a prescription for the lens
	3553	Protuberances on Tires	9-19-18-3(a) 9-19-18-5(b)	C I	Def.'s tire on highway has a non-rubber block, stud, flange, cleat or spike or other protuberance projecting beyond the tread of the tire

The "Item" field is a drop down list.

New Item

Offense Violated:

Item Type:

Disposition:

Misc:

Tree:

Depending upon which item you choose, additional fields will open for you to track other information pertaining to the item.

Vehicle

New Forfeiture Case Wizard

Offense Violated:

Item Type: *

Year:

Make:

Model:

VIN:

Seized Date: 

Personal Property

New Forfeiture Case Wizard

Offense Violated:

Item Type: *

Names of items:

Address of seized items:

Seized Date: 

Real Property

New Forfeiture Case Wizard

Offense Violated:

Item Type: *

Address of Real Property:

Seized Date: 

Currency

New Forfeiture Case Wizard

Offense Violated:

Item Type:*

Amount:

Bank Name:

Bank Account Number:

Bank Account Type:

Name on Account:

Seized Date: 

Drugs

New Forfeiture Case Wizard

Offense Violated:

Item Type:*

Name of Controlled Substance:

Weight of Controlled Substance:

Seized Date: 

Other

New Forfeiture Case Wizard

Offense Violated:

Item Type:*

Description:

Serial Number:

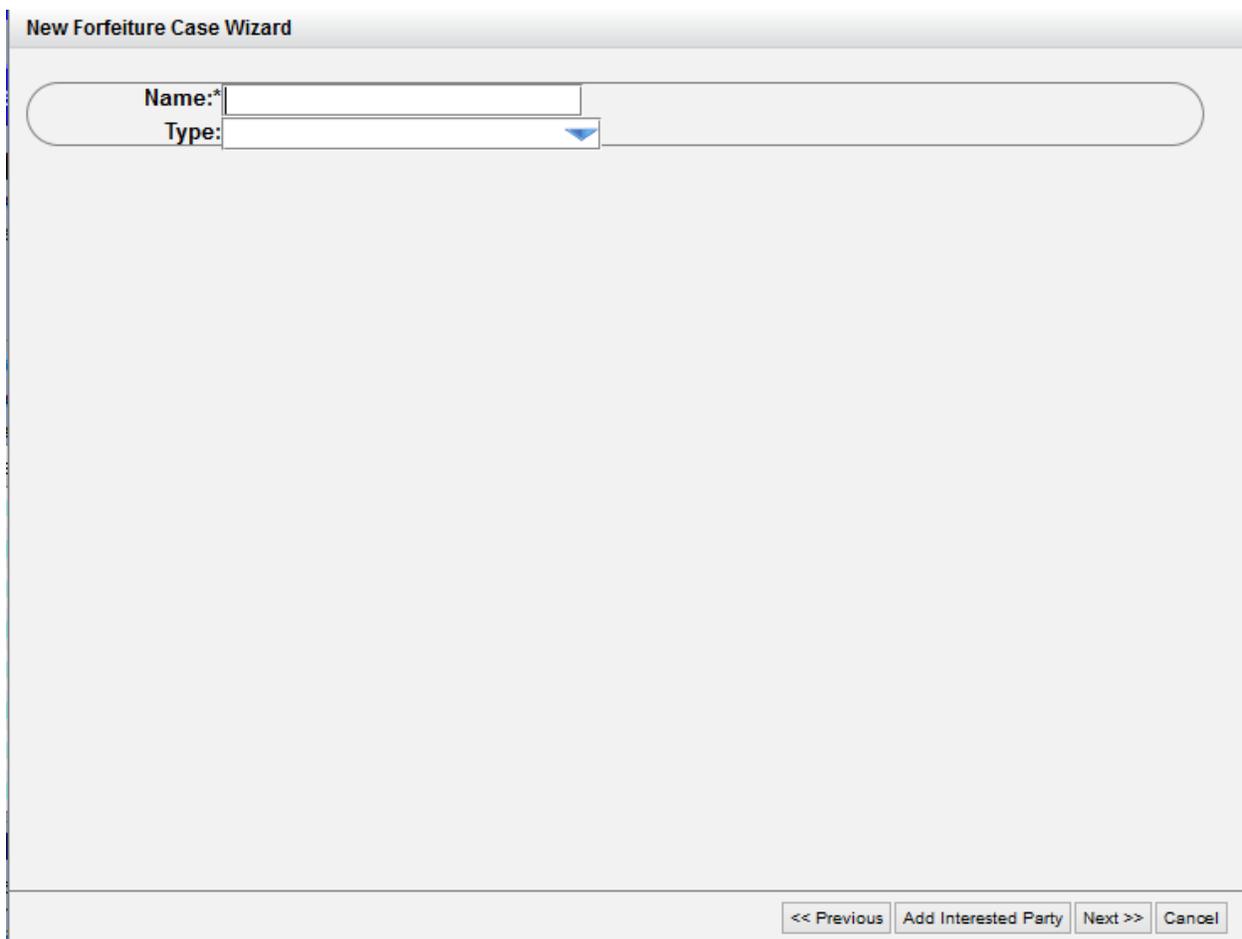
Seized Date: 

Next, enter the date the item was seized in the “Seizure Date” field. You can manually type the date in the field or click on the calendar icon at the end of the field and choose the date.

Interested Party

Sometimes there are other parties who have an interest in the item that was seized (i.e. lienholder for a vehicle, etc). If you “item” has an interested party click the “Add Interested Party” button at the bottom of this screen.

[NOTE: Interested parties can always be added later from the tree].



The screenshot shows a web form titled "New Forfeiture Case Wizard". At the top, there is a header bar with the title. Below the header, there are two input fields: "Name:*" and "Type:". The "Name:*" field is a text input box, and the "Type:" field is a dropdown menu with a blue arrow pointing down. At the bottom of the form, there are four buttons: "<< Previous", "Add Interested Party", "Next >>", and "Cancel".

Enter the name of the interested party (i.e. Chase Bank, Jane Doe, etc). The “Type” field is a drop down list of what type of party they are: Business, Attorney, Entity, Title Owner, Lienholder and Other.

Once this information has been added, click the “Next” button. If you do not have an interested party, skip the above step and click the “Next” button and the following screen appears:

New Forfeiture Case Wizard

Your case is ready to be completed.

<< Previous Cancel Add Another Defendant Add Another Item Create Forfeiture Case

If you have another item that was seized in this forfeiture case to add, click the “Add Another Item” button. If you have another defendant to add to this forfeiture case, click the “Add Another Defendant” button.

[NOTE: Additional items and defendants can always be added later from the tree].

If you have finished your case, click “Create Forfeiture Case”. The computer will create the case and build the tree.

Forfeitures [Theresa Stevens](#) [\(Sign Out\)](#) Recent Items: [Clear Recent Items](#)

View ▾ Wizards ▾ Modules ▾ Reports Setup ▾ Help ▾ Close Tabs

Dashboard 28-DM12 X

Forfeitures To File (Doc Mgt):

28-DM12 [Expand Tree](#)

- Case Notes
- Defendant
 - John Doe
 - Defendant Notes
 - Items
 - Vehicle : Pending [#19]
 - Item Notes
 - Parties
 - Chase Bank
 - Events
 - 2015-07-01 - Seized Date
- Witnesses
- Dates
 - Date Notes
 - Built Documents

28-DM12 - Document Management Case *Last Updated: 07/22/2015 By: tas*

Case Status:* DOC. MMT.

Cause Number:* 28-DM12 Search Warrant:

Filed Date:

Charging Pros.: Assigned Pros.:

Agency:* [IN0280100] Bloomfield Police Department

Attorney: Attorney Type:

OACN: Criminal Case ID:

Misc

Tree Node Color:

Print Delete Cancel Save