

# INPCMS Forfeiture Manual

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This manual 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 manual will show you how to enter a new Forfeiture case into INPCMS and how to enter the disposition of the item (forfeited, returned, etc). 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)

SEAL OF THE STATE OF INDIANA  
1816

INDIANA  
PROSECUTING ATTORNEY

**Indiana Prosecutor  
Case Management  
Administration System**

Username:

Password:


Log In

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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, it says 'You are now in: Criminal Management State of Indiana'. Below this are four navigation buttons: 'Juvenile Management', 'Bad Checks', 'Citations', and 'Forfeitures'. The 'Forfeitures' button is circled in red. Below the navigation buttons are two sections: 'Messages (1)' and 'Arrests (8)'. The 'Messages' section contains a table with columns 'Type', 'Subject', and 'Received'. The 'Arrests' section contains a table with columns '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-). The system will add a "DM" and a number at the end (i.e. 28-DM1 or 28C01-1507-MI-DM1). You must include the dashes (i.e. 28C01-1504-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 and read the instructions on page 16 as to how to "file" the DM case in INPCMS.** 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 application window 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**

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

<< Previous   Next >>   Cancel


The defendant's (the real party in interest'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 manual.)

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. 35-48-4-1.1). 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 Forfeiture Case Wizard**

Offense Violated: 35-48-4-1.1

Item Type:\*

Seized Date:

4611	Dealing in Methamphetamine	35-48-4-1.1(a)(1)	5	F	Manufacture or deliver or finance the man. or del. of Methamphetamine.
4612	Dealing in Methamphetamine	35-48-4-1.1(a)(1) 35-48-4-1.1(c)(1)	4	F	Dealing in Methamphetamine b/t 1 & 5 grams.
4613	Dealing in Methamphetamine	35-48-4-1.1(a)(1) 35-48-4-1.1(c)(2)	4	F	Manufacture or deliver or finance the man. or del. of Methamphetamine with amount less than 1 gram, but with an enhancing circumstance found in IC 35-48-1-16.5.
4614	Dealing in Methamphetamine	35-48-4-1.1(a)(1) 35-48-4-1.1(c)(2)	4	F	Manufacture or deliver or finance the man. or del. of Methamphetamine with less than 1 gram, but with the enhancing circumstance found in IC 35-48-1-16.5 for a prior conviction for dealing something other than marijuana, hash, etc.
4615	Dealing in Methamphetamine	35-48-4-1.1(a)(1) 35-48-4-1.1(c)(2)	4	F	Minor as enhancing circumstance where minor

<< Previous Add Interested Party Next >> Cancel

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

**New Forfeiture Case Wizard**

Offense Violated: Dealing in Methamphetamine

Item Type: \*

Seized Date:

4611	<b>Dealing in Methamphetamine</b>	35-48-4-1.1(a)(1)		5	F	Manufacture or deliver or finance the man. or del. of Methamphetamine.
4612	<b>Dealing in Methamphetamine</b>	35-48-4-1.1(a)(1)	35-48-4-1.1(c)(1)	4	F	<b>Dealing in Methamphetamine</b> b/t 1 & 5 grams.
4613	<b>Dealing in Methamphetamine</b>	35-48-4-1.1(a)(1)	35-48-4-1.1(c)(2)	4	F	Manufacture or deliver or finance the man. or del. of Methamphetamine with amount less than 1 gram, but with an enhancing circumstance found in IC 35-48-1-16.5.
4614	<b>Dealing in Methamphetamine</b>	35-48-4-1.1(a)(1)	35-48-4-1.1(c)(2)	4	F	Manufacture or deliver or finance the man. or del. of Methamphetamine with less than 1 gram, but with the enhancing circumstance found in IC 35-48-1-16.5 for a prior conviction for dealing something other than marijuana, hash, etc.
4615	<b>Dealing in</b>	35-48-4-1.1(a)(1)	35-48-4-1.1(c)(2)	4	F	Minor as enhancing circumstance where minor

<< Previous Add Interested Party Next >> Cancel

3. Enter the computer generated offense number (i.e. 4611). A drop down list will appear with that particular offense.

**New Forfeiture Case Wizard**

Offense Violated: 4611

Item Type:\* **4611** Dealing in Methamphetamine 35-48-4-1.1(a)(1) 5 F Manufacture or deliver or finance the man. or del. of Methamphetamine.

Seized Date:

<< Previous Add Interested Party Next >> Cancel

The "Item" field is a drop down list.

**New Forfeiture Case Wizard**

Offense Violated:

Item Type:\*

- Vehicle
- Personal property
- Real property
- Currency
- Drugs
- Other

Seized Date:

<< Previous Add Interested Party Next >> Cancel

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 your “item” has an interested party click the “Add Interested Party” button at the bottom of the screen.

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

The screenshot shows a web form titled "New Forfeiture Case Wizard". The form contains two input fields: "Name:\*" and "Type:". The "Name:\*" field is a text input box, and the "Type:" field is a dropdown menu. At the bottom right 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 have no additional “Interested Party” However, if you have another interested party, click the “Add Interested Party” button to add the next one. If you do not have an interested party, skip the above steps 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:

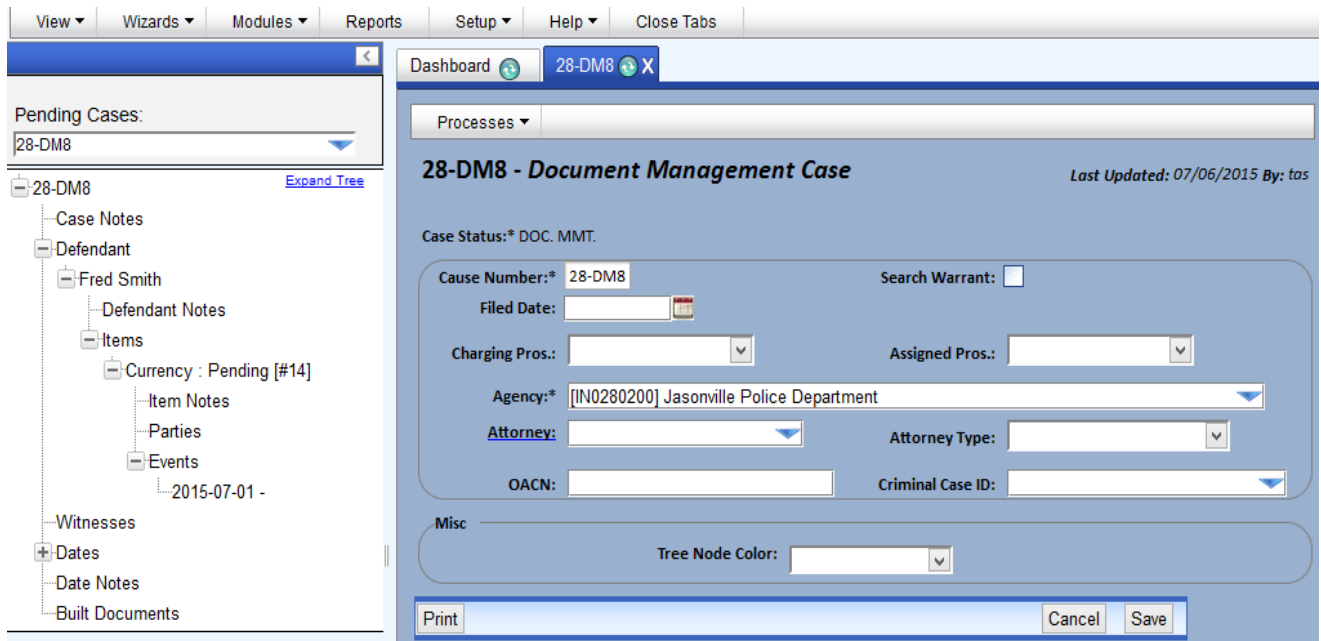
Print Delete Cancel Save

## “Filing” the Forfeiture Case in INPCMS

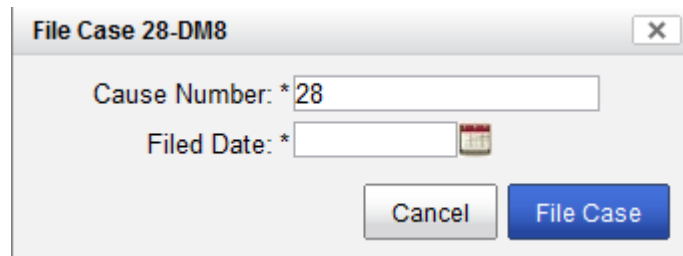
If you did not have a complete cause number at the time the case was entered, you can “file” the case at the time you get the cause number from the Court. Find the case under “View > Cases > Case to File (Doc Mgt)”. Enter the defendant’s name, DM number or cause number (i.e, Doe, John or John Doe; 28-DM1 or 28C01-1507-MI-DM1; or 28C01-1507-MI-1234). The case will appear in the drop down list. Click on the case and the tree will appear as well as the Case Master File Screen.

[NOTE: If you enter the cause number or DM number no name will appear in the drop down list because of the fact that multiple defendants can be added to one case and we don’t want to show the cause number or DM number more than once in the list].





In the above example, right click on “28-DM” in the tree. A drop down list will appear with three options: “File Case”, “Open” or “Build Documents”. Left click on “File Case”.



Enter the remainder of the cause number and the date the case was filed in Court and click “File Case”.

## Disposing of Forfeiture Case

Once a decision has been made on a seized item, that information needs to be added to the case in INPCMS for reporting purposes.

### Disposing of an item on a Filed Case

Find the case under “View > Cases > Open Cases”. Enter the defendant’s name or cause number (i.e, Doe, John or John Doe or 28C01-1507-MI-1236). The case will appear in the drop down list. Click on the case and the tree will appear as well as the Case Master File Screen.

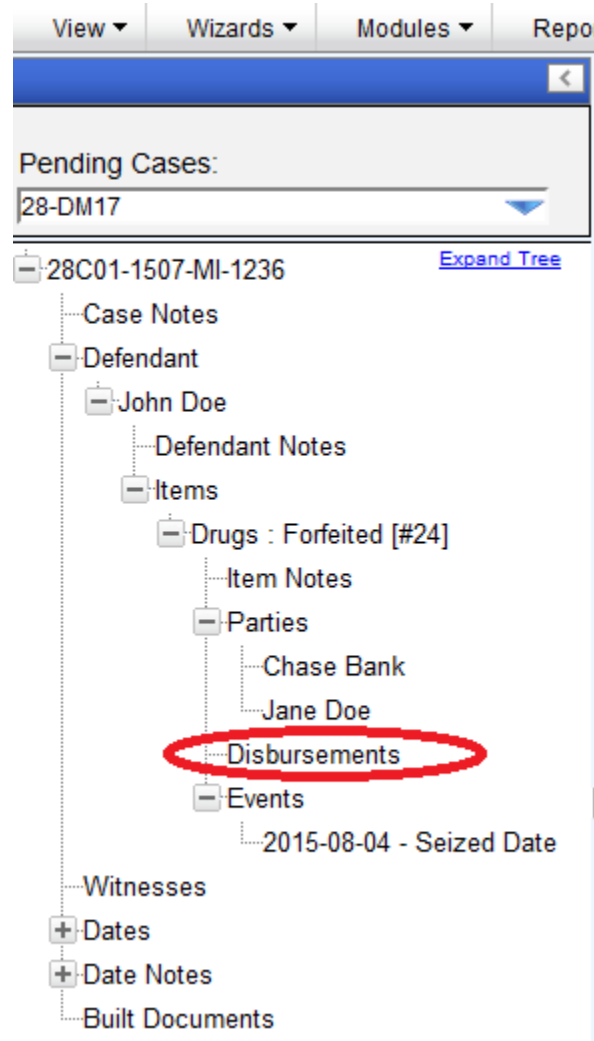
In the tree, under “Items”, click on the first item (if there is more than one).

The screenshot shows the INPCMS Case Master File Screen for Item 24. The interface includes a navigation menu on the left with a tree view showing the case structure: 28C01-1507-MI-1236 > Case Notes > Defendant > John Doe > Defendant Notes > Items > Drugs : Pending [#24]. The main area displays the details for Item 24, which was last updated on 08/04/2015 by prslnk. The details include: Offense Violated: Dealing in Methamphetamine; Item Type: Drugs; Disposition: Pending; Name of Controlled Substance: Methamphetamine; Weight of Controlled Substance: (empty field); Misc: Tree Node Color: (empty dropdown). At the bottom, there are buttons for Print, Cancel, and Save.

Click on the drop down arrow next to the “Disposition” field. A list appears with the following options: Forfeited, Pending and Returned. Select the correct disposition for this item and click “Save”.

If you selected “Forfeited”, the tree will now look as shown below. Double click on the word “Disbursements” in the tree.

[NOTE: If you selected “Returned” in the disposition field you do not need to fill out the disbursement screen]



The “New Item Disbursement” screen appears on the right.

Dashboard || 28C01-1507-MI-1236 || 28C01-1507-MI-1236 || New Event

## New Item Disbursement

Agency:\*

Type:\*

Amount:

Notes:

In the “Agency” field enter either the ORI number or name of the police agency receiving the forfeited item (i.e. IN0280100 or Bloomfield Police Department). Your office will also be in the list of agencies if you are the recipient (i.e. IN028015A or Greene County Prosecuting Attorney). This is a required field.

The “Type” field has two options: “Cash” or “Given to Police for Use”. Select one. This is also a required field.

Enter the dollar amount in the “Amount” field of the forfeited item.

The “Notes” field can be used for any other information that you would like to add to the case with regard to the item.

Once the information has been added, click the “Save” button. If the item is split between more than one party, double click on the word “Disbursements” in the tree again and start the process over. Do this for each item listed in the tree.

### Disposing of an item on a Non-Filed Case (DM Case)

Find the case under “View > Cases > Cases to File (Doc Mgt)”. Enter the defendant’s name or cause number (i.e. Doe, John or John Doe or 28-DM10). The case will appear in the drop down list. Click on the case and the tree will appear as well as the Case Master File Screen.

In the tree, under “Items”, click on the first item (if there is more than one).

The screenshot shows a web application interface. On the left is a tree view for case 28-DM10, with the following structure:

- 28-DM10
  - Case Notes
  - Defendant
    - James Doe
      - Defendant Notes
      - Items
        - Vehicle : Returned [#16]
          - Item Notes
          - Parties
          - Disbursements
          - Events
            - 2015-07-08 -
- Witnesses
- Dates
- Date Notes
- Built Documents

On the right, the 'Item 16' form is displayed. It includes the following fields:

- Offense Violated: [Dropdown menu]
- Item Type: Vehicle [Dropdown menu]
- Disposition: Returned [Dropdown menu]
- Year: [Text input field]
- Make: [Text input field]
- Model: [Text input field]
- VIN: [Text input field]

Below the main form is a 'Misc' section with a 'Tree Node Color' dropdown menu. At the bottom of the form are 'Print', 'Cancel', and 'Save' buttons.

In the “Disposition” field click on the drop down arrow and select “Returned” and click the “Save” button. Repeat this process for each item that is listed in the tree. That is all that you have to do in order to dispose of the DM case.