



# Abstract of Judgment | Offender Management System

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## Requirement

In May 2012, the Indiana Supreme Court amended the Indiana Criminal Rules of Procedure with the addition of Rule 15.2, effective July 1, 2012. This rule states that “upon sentencing a person for any felony conviction, the court shall complete an abstract of judgment in an electronic format”.

This requirement applies not only to the original sentence, but any amendment or modification to the felony conviction, including revocations, proceedings for post-conviction relief, and sentence modifications.

## Important PSI Reminders

- An Abstract of Judgment can be prepared in INCite even without a presentence investigation (PSI) report or a PSI Facesheet.
- A court can still waive the PSI on D felony or Level 6 felony cases as per IC 35-38-1-8(c).
- If a PSI is waived and the offender is later committed to DOC or a community corrections program, a PSI Facesheet is required.

## Training Materials

A user manual for the Abstract of Judgment can be downloaded from the Help menu in INCite.

## Timeline

The Indiana Office of Court Services requests that all Abstracts of Judgment be completed within 5 business days or before the offender is transported to DOC.

## Odyssey Import

Courts using Odyssey have access to an import feature through the ALT+F1 function that brings case and sentencing information from Odyssey into the Offender Management System in INCite. Please see the Odyssey cheat sheets for more information on this feature, as well as a training video found under the Help menu of the Offender Management System in INCite.

## Court Calendar Feature

The Court Calendar can be used by court staff to obtain quick access to a case in the Offender Management System when a sentencing date has been entered in the PSI for the case. This feature is found under the Utilities menu and offers both a daily and a monthly view of sentencing hearings.

## Transaction Control Number (TCN)

The Transaction Control Number (TCN), or arrest number, is required per Criminal Rule 2.1 to be included on the Prosecutor’s appearance form.

This number is associated with the offender’s Live Scan fingerprint images obtained during the initial arrest for the present offense. This number, captured per arrest, is used by the Indiana State Police to link the charging details to the conviction in the Criminal History Repository.

## Dispositions and Sentencing

- If a charging enhancement exists and the defendant is not sentenced on the underlying charge, the appropriate disposition type on the underlying charge is “Conviction Merged”.
- For all Odyssey counties, please take note of the Cheatsheets located in the ALT+F1 screen for properly modifying the charges when entering a conviction on a lesser included misdemeanor or when an alternate misdemeanor sentence occurs.
- Sentencing enhancements should be selected when completing the Sentencing screen of the Abstract. The total sentence (including the enhancement time) should be entered for the associated count. Under the enhancement section, the amount of the enhancement that was included in the total sentence should be reflected.
- Effective January 1, 2016, a Level 6 felon cannot be committed to the Department of Correction **unless** one of the following 3 scenarios exist:
  - Revocation of community supervision on a Level 6 felony due to a new offense; or
  - Two or more consecutive Level 6 felonies with a release date greater than 365 days; or
  - A Level 6 felony with an enhancement resulting in a release date greater than 365 days.

These Abstracts should NOT be marked as DOC Commitments, but are required in order for DOC to reimburse the jail for housing Level 6 offenders.

## Revocations

When entering a sentence that is a result of a revocation of community supervision, only include the portion of the sentence that is affected or being imposed. Part IV of the Abstract of Judgment asks whether the sentence is a result of a revocation of community supervision. If the answer is “Yes”, an explanation as to the details of the violation is required. Please be as specific as possible.

## Credit Time

- Offenses committed after June 30, 2014 fall under the new credit time classifications outlined by IC 35-50-6-3.1.
- The Credit Time Calculator can be used to determine earned credit time based on the highest degree of conviction or whether the defendant is a credit restricted felon, in conjunction with either a date range of confinement or a number of actual days served. (<https://publicaccess.courts.in.gov/CTCALC/>)
- Per IC 35-50-6-4(h), credit time is to be calculated based on the highest convicted charge on the case.
- Multiple date ranges are accepted.
- Per IC 35-38-3-2(d), “...a term of imprisonment begins on the date sentence is imposed, unless execution of the sentence is stayed according to law”.
- If a PSI was completed in INCite, the date range used in that report will import automatically to the Abstract of Judgment. The date range can be edited in the Abstract of Judgment if not correct or up-to-date.

## Credit Restricted Felon

A detailed explanation of a credit restricted felon can be found in IC 35-31.5-2-72.

## Purposeful Incarceration

An explanation of Purposeful Incarceration can be found on the Department of Correction’s website at: [www.in.gov/idoc/2798.htm](http://www.in.gov/idoc/2798.htm). In addition to answering YES to the question, a comment regarding the court being willing to consider a sentence modification upon completion of the program is required.

## Documents

While preparing the Abstract of Judgment in INCite, you will notice Part VI now requires that either the Sentencing Order and/or Judgment of Conviction be uploaded before the Abstract can be finalized and submitted.