



Over 2,600 Registered
Users

SWIFT! An Update

Now Requires Valid Docket Number
(Will Collect All Docket Numbers)

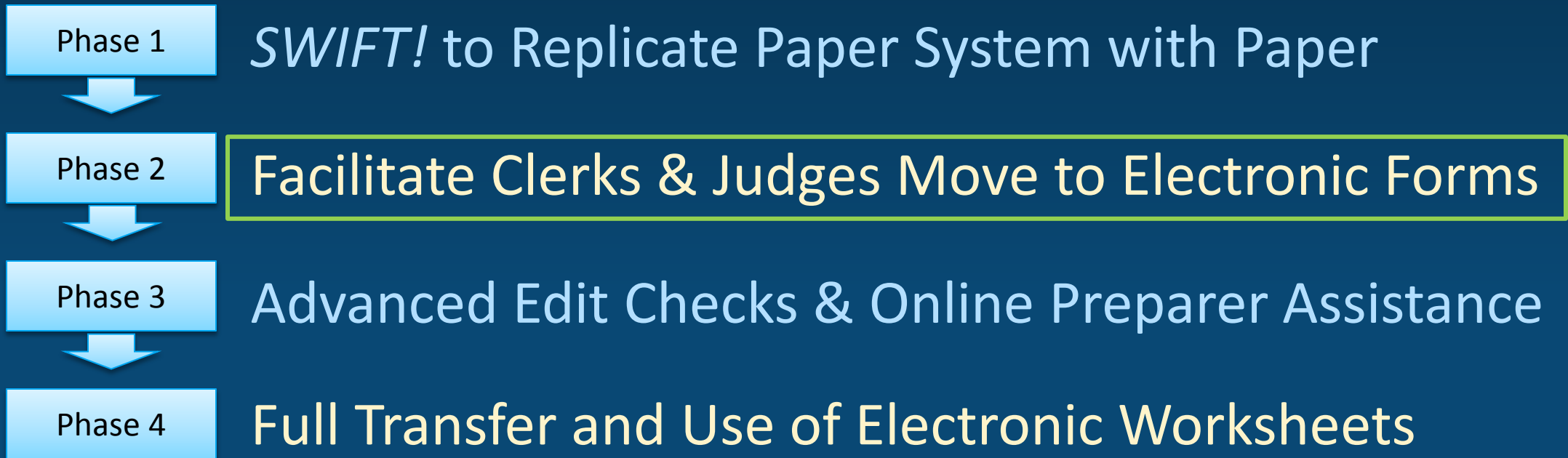
PDFs Removed From Web
(Emergency Versions Available)

Data Now Used By VCSC
(Once a Worksheet is Finalized and
a Paper Copy Submitted)



SWIFT! 2019

SWIFT! PHASES OF IMPLEMENTATION



PILOT SITES

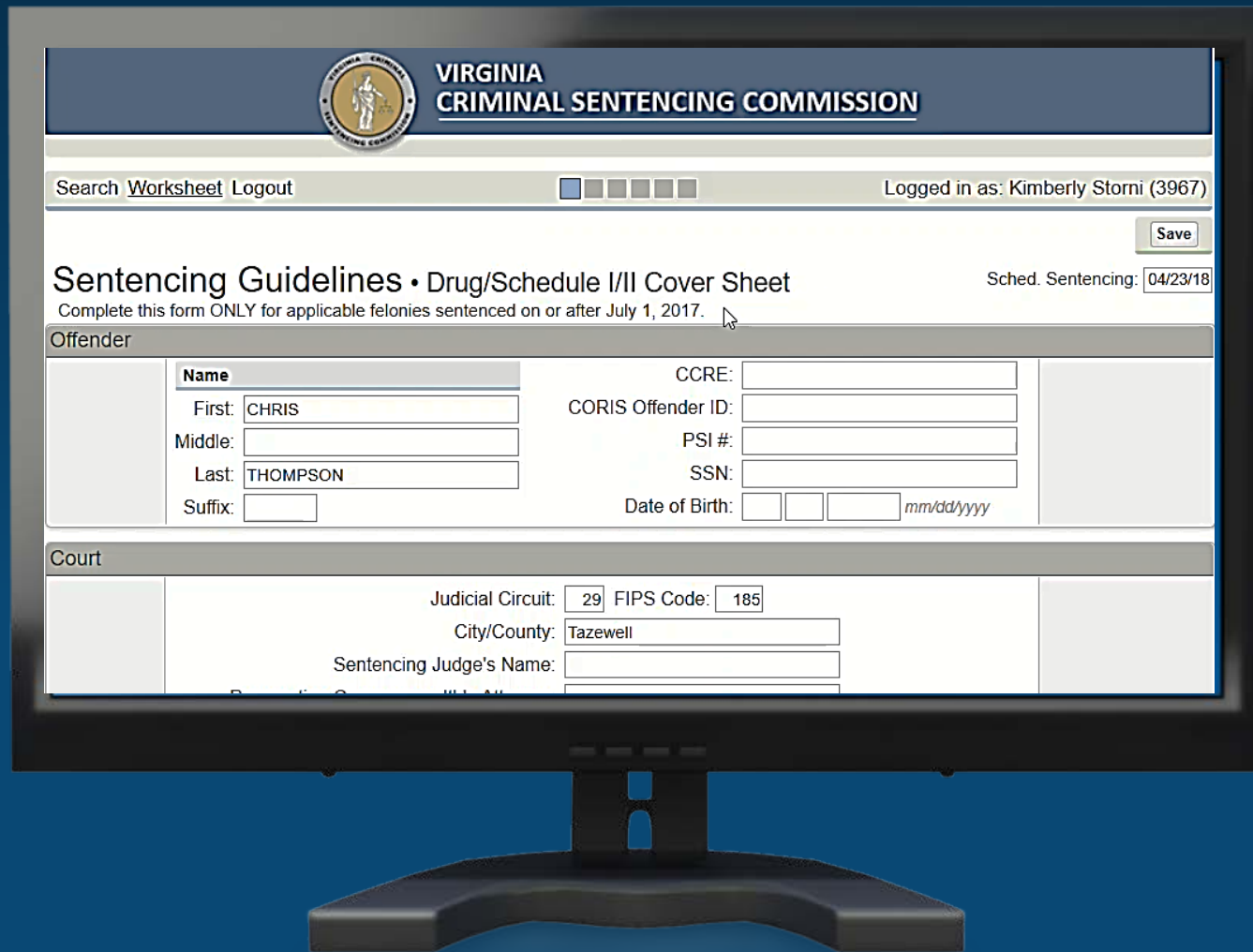
SWIFT! FOCUS GROUP

- **Pittsylvania**
- **Chesapeake**
- **Montgomery**
- **Norfolk**

No Signed Agreement for Use of Data	510	Alexandria City
	23	Botetourt County
	27	Buchanan County
	59	Fairfax County
	650	Hampton City
	111	Lunenburg County
	153	Prince William County
	775	Salem City
	183	Sussex County
	810	Virginia Beach
	199	York County



SWIFT! 2019



The Judge & Clerk Modules Must be Operational Before Additional Functions are Added to **SWIFT!**

Agreement Is Needed on How to Capture Signatures in *SWIFT!*

DETAILS

Conformed Signature Protocol

OES has adopted the use of a “conformed signature” protocol within many of its applications that generate documents to be processed within the judiciary. The Virginia Judiciary Electronic Filing System (VJEFS), the Digital Appellate Records System (DARS), the Electronic Voucher Payment System (EVPS) that is now in pilot, and the District Electronic Filing System (DEFS) soon to be in pilot all utilize this feature. Additionally, this standard has been utilized by the Federal Judiciary for many years in their Case Management/Electronic Case File (CM/ECF) and Public Access to Court Electronic Records (PACER) systems. A sample produced by EVPS where the signatures of the vendor (attorney), clerk and judge are all captured using the conformed signature format, “**/S/User Name**” are included in the presentation.

The act of signing a document, regardless of the format of the signature, has served as the standard required to communicate a document’s approval by an individual or institution since the history of human writing. The conformed signature is a modern industry standard used for document generation within automated systems utilizing a secure sign on protocol. Every authorized user of the system is assigned an individual user name and password, thereby providing a high level of assurance that the name placed on the document represents the user who was logged into the system at the time of approval. The conformed signature simply provides a visual representation of the user’s approval on the final document. This is generally deemed acceptable since there is no need to ever interrogate the signature on the document as is done today with traditional signatures, as the act of signing occurs on an automated system that can be audited to a far greater degree than traditional paper signatory acts can.

Utilizing the conformed signature format complies with the standards utilized by OES. This will greatly reduce both the time needed for development and the ongoing support costs over the life of the SWIFT application. The Commission staff has indicated there are no concerns with using this standard, but approval of the members of the Commission is sought before development starts on the module that provides functionality for a judge to approve and submit guidelines electronically.

Source: Derek M. Kestner, Project Management Coordinator, Records Management Services Department of Judicial Services. Office of the Executive Secretary, Supreme Court of Virginia

Conformed Signature Protocol



- Industry Standard
Secure Sign on Protocol: Username and Password (IP Address)
- Used by Federal Judiciary
- Currently Used by
Supreme Court of Virginia OES

SWIFT! 2019

LIST OF ALLOWANCES

Commonwealth of Virginia

VENDOR INVOICE NO.19-252549.....

VENDOR REFERENCE
(MAXIMUM 23 CHARACTERS)

.....
CITY OR COUNTY

REDACTED

VENDOR F.I.N. OR SOCIAL SECURITY NUMBER

.....
PAYEE NAME

PAY TO THE ORDER OF: FIRM, CO., INDIVIDUAL

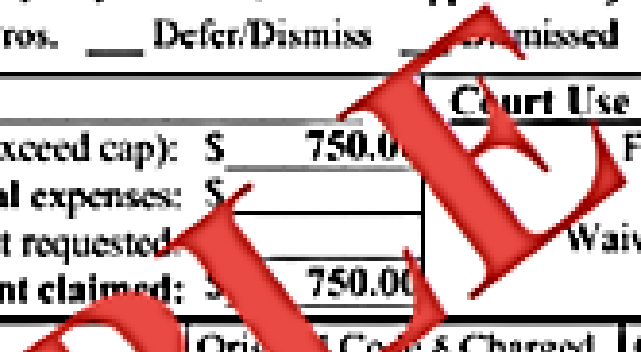
.....123 COX RD, APT. 101, ADDRESS 2.....
ADDRESS

.....GLEN ALLEN, VA, 23059.....
CITY, STATE, ZIP

[] General District Court [] Traffic [] Criminal
[] Juvenile & Domestic Relations District Court [X] Circuit Court

CERTIFICATE OF ALLOWANCE FOR PAYMENT
Having reviewed this account and determined that the form is properly completed and the account unpaid, I hereby certify this account to the Supreme Court of Virginia for payment.
/s/ CLAIMS CLERK 03/14/2019
CLERK/DEPUTY CLERK DATE

Defendant's Name TEASLEY, ORIN BARRYMORE	Case Number CR1300274101	Original Code § Charged 18.2-188	Chart of Allowances Code § 8.01-9
Trial/Service Date: 08/18/2018	Specify case type: <input checked="" type="checkbox"/> Adult <input type="checkbox"/> Juvenile	For district court felony, was case certified? <input type="checkbox"/> Yes <input type="checkbox"/> No	
For adult criminal and juvenile delinquency cases, specify offense type or equivalent: <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Felony (Class 1) <input type="checkbox"/> Felony (Class 2) <input type="checkbox"/> Felony (Class 3-6) <input type="checkbox"/> Felony (unclass., punish. by more than 20 yrs.) <input type="checkbox"/> Felony (unclass., punish. by 20 yrs. or less)		OR For other juvenile ct. cases, specify type of representation and client: <u>GAL-J</u> Appeal from juvenile court? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Disposition: <input type="checkbox"/> Guilty/Delinq. <input type="checkbox"/> Not Guilty/Not Delinq. <input checked="" type="checkbox"/> Nolle Pros. <input type="checkbox"/> Defer/Dismiss <input type="checkbox"/> Dismissed <input type="checkbox"/> Other			
Itemize expenses (include receipt for any over \$20):		Court Use Only – Amount Allowed:	
Calculate total time spent for charge:		Fee amount claimed (not to exceed cap): \$ <u>750.00</u>	Fee amount: \$ <u>750.00</u>
In Court time: <u>10</u> Hrs. <u> </u> Min. \$ <u>750.00</u>	Total expenses: \$ <u> </u>	Expenses: \$ <u> </u>	
Out of Court time: <u> </u> Hrs. <u> </u> Min. \$ <u> </u>	Waiver amount requested: \$ <u> </u>	Waiver amount: \$ <u> </u>	
Total: \$ 750.00	Total amount claimed: \$ 750.00	Total: \$ 750.00	
Defendant's Name	Case Number	Original Code § Charged	Chart of Allowances Code §



Felony (unclass., punish. by more than 20 yrs.) Felony (unclass., punish. by 20 yrs. or less) Appeal from juvenile court? Yes No
Disposition: Guilty/Delinq. Not Guilty/Not Delinq. Nolle Pros. Defer/Dismiss Dismissed Other

Itemize expenses (include receipt for any over \$20): _____	Court Use Only – Amount Allowed:
Calculate total time spent for charge: Fee amount claimed (not to exceed cap): \$ _____	Fee amount: \$ _____
In Court time: _____ Hrs. _____ Min. \$ _____ Total expenses: \$ _____	Expenses: \$ _____
Out of Court time: _____ Hrs. _____ Min. \$ _____ Waiver amount requested: \$ _____	Waiver amount: \$ _____
Total: \$ _____ Total amount claimed: \$ _____	Total: \$ _____

Defendant's Name	Case Number	Original Code § Charged	Chart of Allowances Code §
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Trial/Service Date: _____ Specify case type: Adult Juvenile For district court felony, was case certified? Yes No

For adult criminal and juvenile delinquency cases, specify offense type or equivalent: _____ For other juvenile ct. cases, specify type of representation and client: _____
 Misdemeanor Felony (Class 1) Felony (Class 2) Felony (Class 3-6) OR
 Felony (unclass., punish. by more than 20 yrs.) Felony (unclass., punish. by 20 yrs. or less) Appeal from juvenile court? Yes No
Disposition: Guilty/Delinq. Not Guilty/Not Delinq. Nolle Pros. Defer/Dismiss Dismissed Other

Itemize expenses (include receipt for any over \$20): _____	Court Use Only – Amount Allowed:
Calculate total time spent for charge: Fee amount claimed (not to exceed cap): \$ _____	Fee amount: \$ _____
In Court time: _____ Hrs. _____ Min. \$ _____ Total expenses: \$ _____	Expenses: \$ _____
Out of Court time: _____ Hrs. _____ Min. \$ _____ Waiver amount requested: \$ _____	Waiver amount: \$ _____
Total: \$ _____ Total amount claimed: \$ _____	Total: \$ _____

I certify that the above claim for fees and/or expenses is true and accurate and that no compensation for the time or services set forth has previously been received.
 I was appointed and served as co-counsel in the above cases.
/s/ DC40USER1, ROBERT HOWARD 03/14/2019 13831
VENDOR'S SIGNATURE DATE VSI MEMBER NUMBER

AMOUNT CERTIFIED FOR PAYMENT \$ 750.00

I have reviewed the foregoing information and certify that it is true and correct as stated above.
SMITH, PJUDGE I /s/SMITH, P JUDGE 03/14/2019
NAME OF JUDGE (PRINTED) DATE

Concerns About Conformed Signature Protocol?

May Development Move Forward
with the Proposed Protocol?

Developers Request a Formal
Vote.



SWIFT! 2019



Over 2,600 Registered
Users

TRAINING



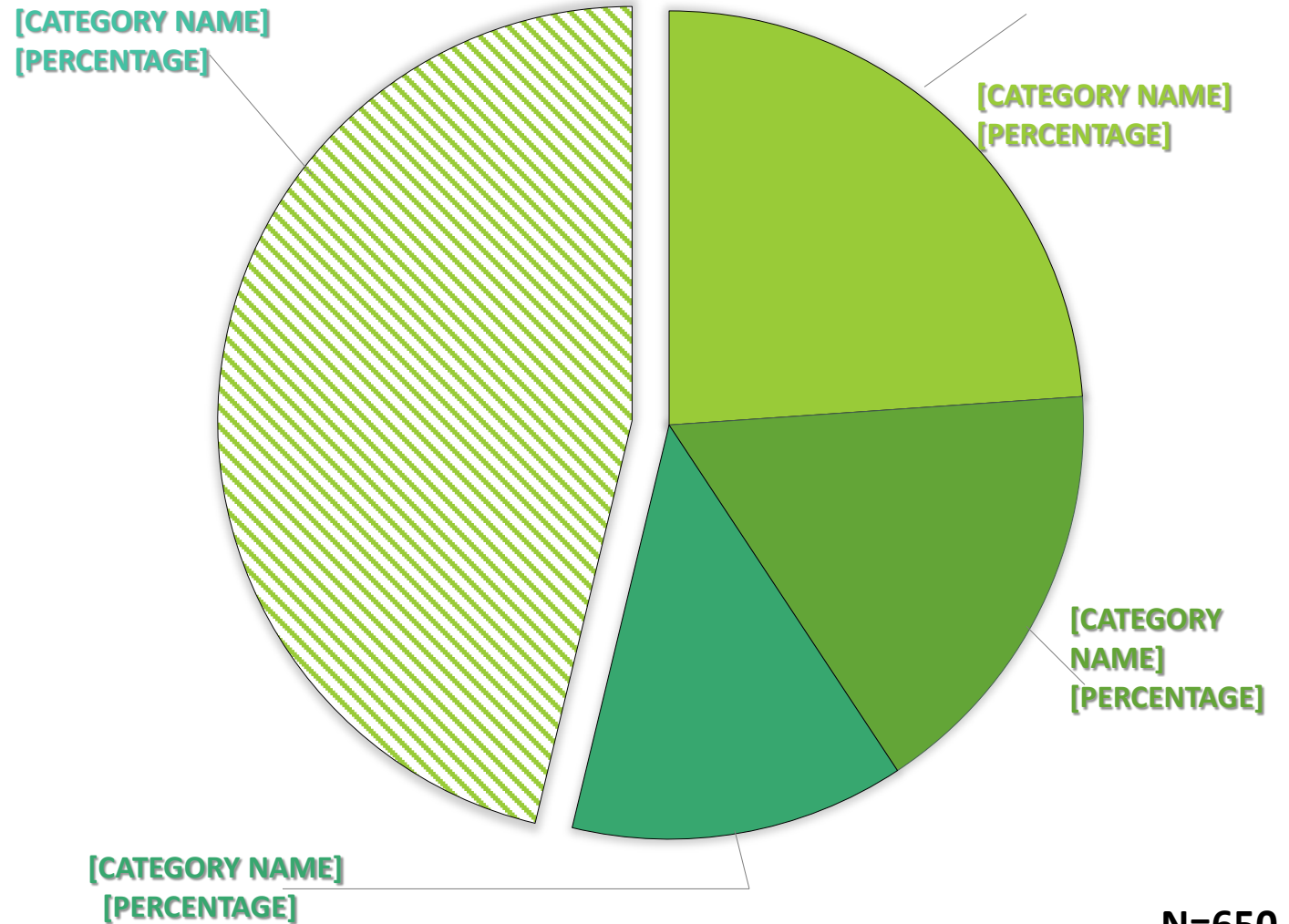
2019 Training Schedule

FY 2018
900 Total Participants

650 Participants
CLE COURSES

250 Participants
NEW
PROBATION
OFFICERS

CLE PARTICIPANTS BY JOB TYPE



N=650

INTRODUCTION TO SENTENCING GUIDELINES



(6 Hours - Approved for 6 CLE & VIDC Re-certification)

The introduction seminar is designed for the attorney or criminal justice professional who is new to Virginia's Sentencing Guidelines. The seminar will begin with general background information and progress to detailed information on scoring each of the guidelines factors to include changes beginning July 1, 2018. Register by completing the form and submit to the Commission. Cost \$125.00 (Paralegals \$62.50). Purchase manual separately. (Fee waived for Judges, CAs, Public Defenders, P&P and staff. Limited fee waivers are available for attorneys) Same content as in previous years.

2019 SEMINAR DATES AND LOCATIONS \$125

MARCH 13 - FAIRFAX

Fairfax County Government Center
☐ 9:30-5:00 (#673)

MARCH 21 - PORTSMOUTH

Department of Social Services
☐ 9:30-5:00 (#674)

APRIL 5 - HENRICO

Henrico Police and Fire Training Center
☐ 9:30-5:00 (#675)

APRIL 19 - BLACKSBURG

Blacksburg Community Center
☐ 9:30-5:00 (#676)

APRIL 26 - CHARLOTTESVILLE

Piedmont Virginia Community College
☐ 9:30-5:00 (#677)

SEPTEMBER 12 - PORTSMOUTH

Department of Social Services
☐ 9:30-5:00 (#691)

OCTOBER 1 - ABINGDON

Southwest VA Higher Education Center
☐ 9:30-5:00 (#699)

OCTOBER 8 - HENRICO

Henrico Police and Fire Training Center
☐ 9:30-5:00 (#700)

OCTOBER 15 - WEYERS CAVE

Blue Ridge Community College
☐ 9:30-5:00 (#701)

OCTOBER 16 - LYNCHBURG

Central Virginia Community College
☐ 9:30-5:00 (#702)

DECEMBER 3 - ROANOKE

Roanoke Higher Education Center
☐ 9:30-5:00 (#703)

DECEMBER 5 - FAIRFAX

Fairfax County Government Center
☐ 9:30-5:00 (#704)

DECEMBER 10 - CHESTERFIELD

Workforce Alliance
☐ 9:30-5:00 (#705)

DECEMBER 11 - VIRGINIA BEACH

To Be Determined
☐ 9:30-5:00 (#706)

DECEMBER 13 - FREDERICKSBURG

Germanna Community College
☐ 9:30-5:00 (#708)

ADVANCED SENTENCING GUIDELINES & ETHICS

(5 Hrs-Approved 5 CLE, 1 Ethics & VIDC Re-certification)

The evaluation course is designed for the experienced user of Virginia's Sentencing Guidelines. Attendees will complete a knowledge and skills exercise that will determine the topics covered in this seminar. Attendees will participate in a discussion-oriented workshop addressing common errors and complex scoring issues. Ethics Council with the Virginia State Bar will lead the discussion and answer questions related to ethical responsibilities relating to the Sentencing Guidelines. Cost \$100.00 for 5 hours seminar (Paralegals \$50.00) (Fee waived for Judges, Comm. Attorneys, P&P, Public Defenders & Staff. Limited fee waivers are available for attorneys) Same content as in previous years.

2019 SEMINAR DATES AND LOCATIONS \$100

SEPTEMBER 13 - CHESTERFIELD

Workforce Alliance
☐ 9:30-4:00 (#692)

SEPTEMBER 16 - WARRENTON

Department of Social Services
☐ 9:30-4:00 (#693)

SEPTEMBER 19 - WINCHESTER

Frederick County Public Safety Bldg.
☐ 9:30-4:00 (#694)

SEPTEMBER 23 - WYTHEVILLE

Wytheville Community College
☐ 9:30-4:00 (#695)

SEPTEMBER 24 - MARTINSVILLE

Piedmont Regional Criminal Justice Center
☐ 9:30-4:00 (#696)

SEPTEMBER 25 - HAMPTON

Thomas Nelson Community College
☐ 9:30-4:00 (#697)

SEPTEMBER 26 - PORTSMOUTH

Department of Social Services
☐ 9:30-4:00 (#698)

UNDERSTANDING RAP SHEETS, AUTOMATION and SWIFT!

(3 Hours - Approved for 3 CLE & VIDC Re-certification)

The understanding rap sheets and automation seminar is designed for the attorney or criminal justice professional who prepares or uses Virginia's Sentencing Guidelines. This seminar will review how to interpret and apply convictions on Identity History Summaries "Rap Sheets" to Virginia's Sentencing Guidelines. Participants will complete exercises on reading out-of-state criminal histories and scoring the offenses on the appropriate sentencing guidelines. Participants will also review how to use SWIFT!. Cost \$50.00 (Paralegals \$25.00), Purchase manual separately. (Fee waived for Judges, Comm. Attorneys, P&P, Public Defenders & Staff. Limited fee waivers are available for attorneys)

2019 SEMINAR DATES AND LOCATIONS \$50

MAY 6 - CHESAPEAKE

Chesapeake Central Library
 1:00-4:00 (#678)

MAY 7 - VIRGINIA BEACH

To Be Determined
 9:00-12:00 (#679) 1:00-4:00 (#680)

MAY 8 - WARSAW

To Be Determined
 1:00-4:00 (#681)

JUNE 11 - FAIRFAX

Fairfax County Government Center
 9:00-12:00 (#682) 1:00-4:00 (#683)

JUNE 13 - CULPEPER

Public Safety Center
 9:00-12:00 (#685) 1:00-4:00 (#686)

JUNE 21 - RADFORD

Public Safety Center
 9:00-12:00 (#687) 1:00-4:00 (#688)

JUNE 25 - HENRICO

Henrico Police and Fire Training Center
 9:00-12:00 (#689) 1:00-4:00 (#690)

APPLY FOR A SWIFT! ACCOUNT



SWIFT! is a system that is connected to existing court data. This data is used to populate fields on the sentencing guidelines form. In the future, this connection will allow sentencing guidelines preparers to electronically share copies of guidelines with one another and to submit the final guidelines to the sentencing courts. Even then, the system can generate paper copies for jurisdictions that require paper.

Existing technology will still allow preparers to modify the worksheets up until the court accepts the electronic copy.

The system will calculate the guidelines recommendations and populate the coversheet every time the final scores are modified.

In the future, the system will assist users in preparing the sentencing guidelines as it checks for common errors on the worksheets. In all cases, the preparer will make the final call on how a factor is scored. This is the beginning of the automation process.

SWIFT! is the only way to complete sentencing guidelines and to print paper copies of the worksheets.

NAME: _____

EMAIL: _____

OFFICE: _____

BAR NUMBER: _____

PRIMARY COURT: _____

Register for a SWIFT account online,
click link below.

<http://www.vcsc.virginia.gov/swift.html>
or email SWIFT@vacourts.gov

Register for seminars online, click link below.
<http://www.vcsc.virginia.gov/training.html>

ORDER FORM FOR MANUAL AND SEMINARS

Clear Form

Mr. Ms. Mrs. _____

Name: _____

Address: (street address for UPS delivery)

City: _____

State: _____ Zip: _____

Phone: (____) _____ Cell(____) _____

Fax: (____) _____

E-Mail: _____

21st Edition Manual Selection (Eff. July 1, 2018)

22nd (2019) Edition is Not Available for Purchase

- Update from an Earlier Edition.....\$80.00
 Complete Manual with Binder & Tabs.....\$155.00

2019 Seminar Selection

- Introduction to Guidelines .Seminar # _____..\$125.00
 Advanced & Ethics.....Seminar # _____..\$100.00
 Rap Sheets/Automation.....Seminar # _____..\$ 50.00

TOTAL ENCLOSED: \$ _____

Sentencing Guidelines Manual is required for all seminars

- Mail your registration form to:

Virginia Criminal Sentencing Commission

100 N. 9th Street - 5th Floor, Richmond, VA 23219

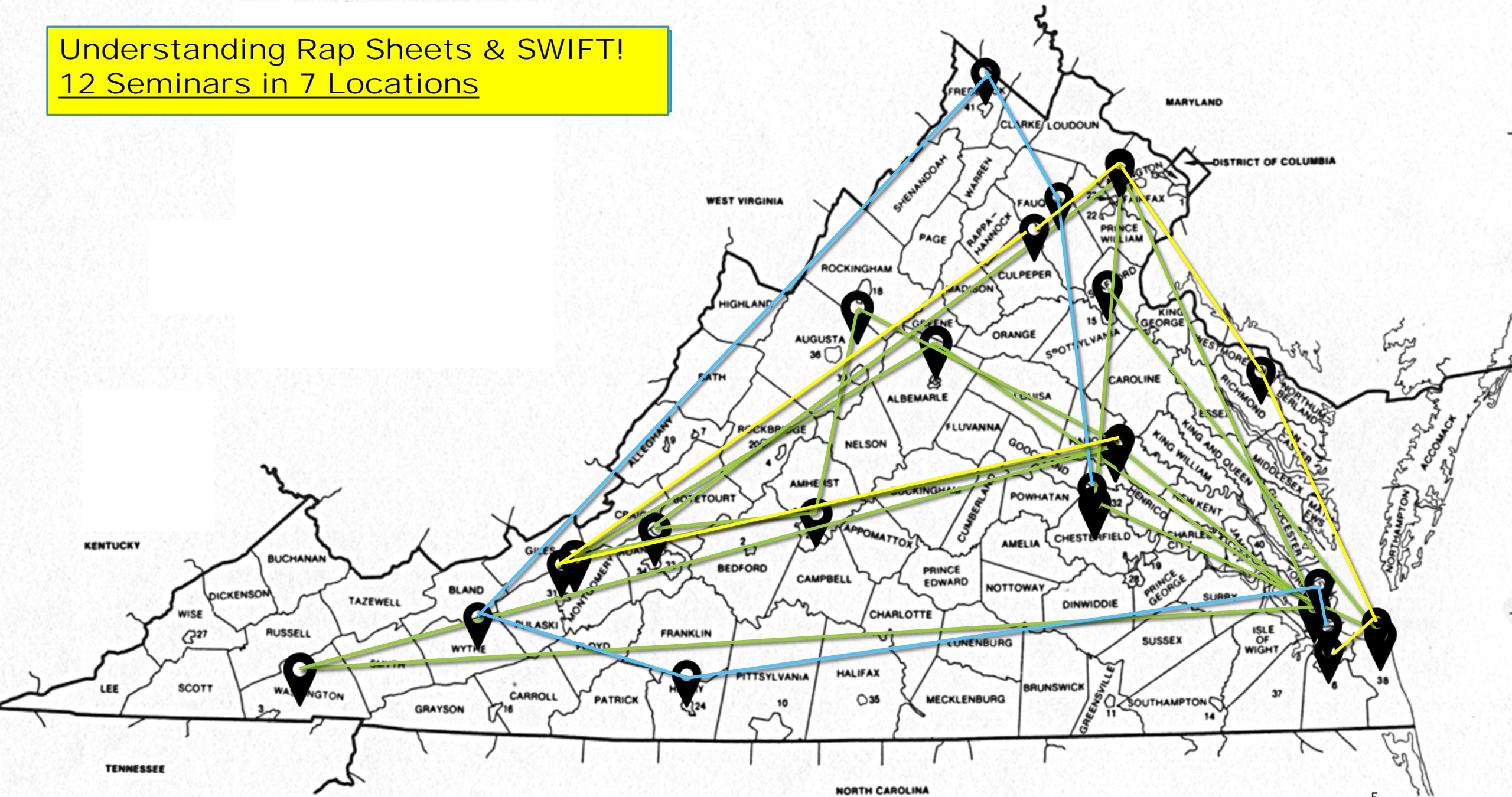
Make Checks Payable to the Treasurer of Virginia

Fee waived for Judges, Commonwealth Attorneys, P&P, Public Defenders & Staff). Special pricing for paralegals.

● CALL 804.225.4398 ● FAX to 804.786.3934

● TEXT to 804.393.9588

Understanding Rap Sheets & SWIFT!
12 Seminars in 7 Locations



Other Training

- On-Site Training (Staffing Issues, Guidelines Issues & Encouragement)

- ***SWIFT!*** → You 

- What's New 2019 → Online & You 