



Kansas Form Manager App

Prosecutor, Defense Attorney, and Judge User Guide

Prepared for: Kansas Sentencing Users

Prepared by: McKenna Payne

Last Revised: June 28, 2023



Overview

This guide will cover the Journal Entry and PVJE forms that can be filled out by the Prosecutors, Defense Attorneys, and Judges within the Kansas Form Manager app. A case Journal Entry will become available for a Prosecutor to start once the Investigator has successfully submitted and signed the PSI, which is used to pre-populate many fields in the Journal Entry and PVJE. The PVJE will become available for a Prosecutor to start once the Journal Entry has been successfully signed and submitted by all three parties. The Journal Entry and PVJE contents come directly from Kansas Sentencing's website and the app allows for cases from the years 2016-current to be entered and stored.

The screenshot shows the user interface of the Kansas Sentencing Commission app. At the top left is the Kansas Sentencing Commission logo. The top right displays the current case: "You are currently viewing Offender John Last Case #mo06192021" and a "Securely log out" button. Below the header, the case number "Case #mo06192021" is shown, along with a dropdown menu for "WILSON COUNTY" and a search bar containing "mo06192021".

Three main sections are visible:

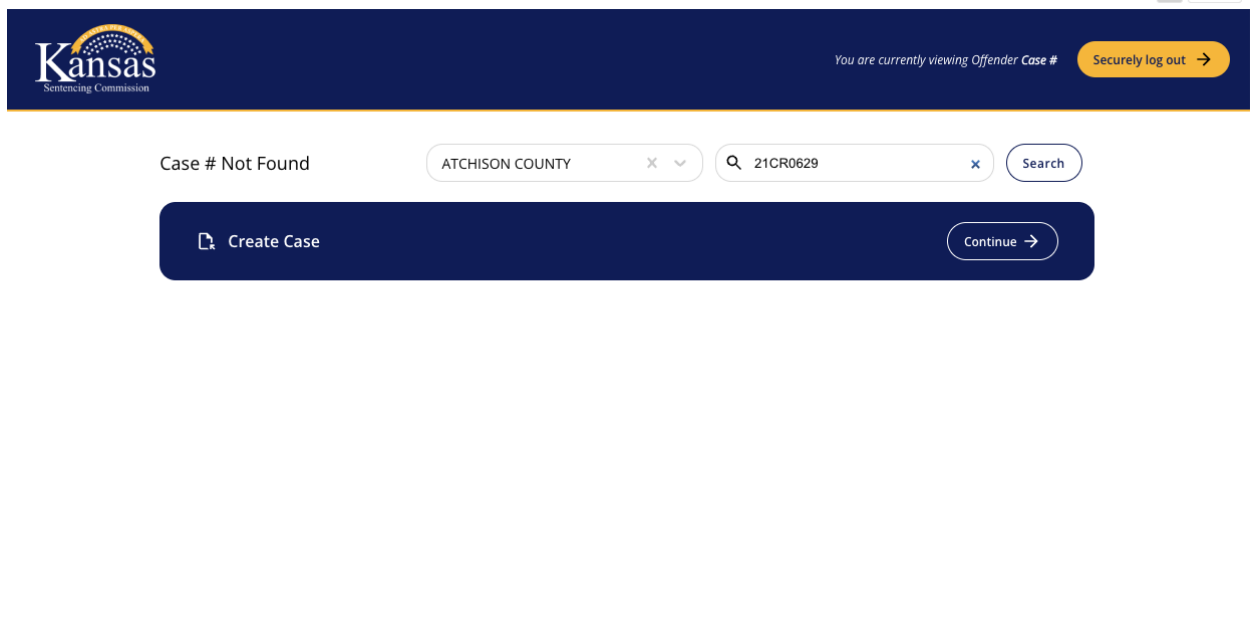
- Pre-Sentencing Information:** Brief information about what pre-sentencing information includes. Status: Completed by: Mariane Oliveira, Date: 06/19/2023.
- Journal Entry:** Brief information about what pre-sentencing information includes. Status: Completed by: Mary James (Privileged), Date: 06/19/2023.
- Probation Violation JE:** Brief information about what pre-sentencing information includes. Status: In-progress by: Mariane Oliveira.

Below these sections, a summary card for "State vs John Last" is shown, including the case number "mo06192021" and the sentencing date "September 1, 2021". A progress bar indicates that 10% of signatures have been processed. At the bottom of the card are three buttons: "Pre-Sentence Investigation Report", "Journal Entry", and "Probation Violation Report", each with a download icon.



Landing Page

The Landing Page is where you'll be able to search for previously created cases and continue work on Journal Entries and PVJEs. To search for a previously created Journal Entry or PVJE, select the county and type in the case # and click the 'Search' button. You should now be able to see the Journal Entry, and any other forms, if they've already been started.



Journal Entry

To start a new Journal Entry you'll need to search for the case using the search functionality, which requires you to enter in the county and court case #. Note that only Prosecutor-level users can start a new Journal Entry after the Investigator has successfully submitted and signed the PSI. Once the Prosecutor has filled out the Journal Entry and signed, the Defense Attorney will be notified and will be on them to accept and/or edit the fields the Prosecutor entered. This process repeats until both the Prosecutor and Defense Attorney have accepted the changes, then the Journal Entry will move to the Judge. Before a Journal Entry can be successfully submitted all three parties must sign and accept all changes made.



General Case Info

The General Case Information for your Journal Entry will be displayed in the upper left corner of the app form. This includes the 'State vs. Offender Name', county, case number, and the % of signatures processed progress bar. You'll also see the Journal Entry contents and Signers Panel on the left side of the form.

The title of the form is also displayed here along with the date range for the form year that was selected when the PSI was created.

The Submit button and the Notes tab can be found on the right side of the form. Notes is where comments left in the Journal Entry once it has been signed will be found; this includes the signers name, contact information, and the note.

The screenshot displays the 'Journal Entry Form' interface. At the top left, there is a back arrow and the text 'Journal Entry Form'. On the top right, there is an 'Amend Journal Entry' button and a status indicator 'Your document is up to date'. The main form area is titled 'Journal Entry Form' and includes the subtitle 'Please use for crimes committed on July 1, 2021 - June 30, 2022'. On the right side of the form, there are 'Make an Edit' and 'Submit' buttons. The form is divided into sections, with 'SECTION I - Case Identifying Information' being the primary focus. This section contains four numbered fields: 1. Transaction No. (001), 2. STATE v. John Last (with sub-fields for Prefix, First, Mi, Last, and Suffix), 3. Court O.R.I. Number (ks103015j), and 4. K.B.I. Number (KS0101). A sidebar on the left, titled 'Contents', lists three sections: 'I - Case Identifying Information', 'II - Criminal History Classification', and 'III - Current Conviction Information'. Below the sidebar, it shows 'Signers 3 out of 3 completed'. A progress bar at the top left of the sidebar indicates '100%' of signatures processed.



Contents

The Contents section of the Journal Entry includes:

- Case Identifying Information
- Criminal History Classification
- Current Conviction Information
- Sentence Imposed
- Other Conditions
- Recap of Sentence
- KS JE Additional Off (there can be multiple)
- Special Rules Supplement
- Offender Registration Supplement
- Sex Offense Supplement

Each section can be navigated to automatically via auto-scroll by clicking on the section name. For the Additional Offenses more sections will be added to the contents as more are manually added in the corresponding sections throughout the form. If a section has not been fully completed with all the required questions when you submit then the section will show an 'X' next to the section. If a section has been fully filled out then a check will appear next to the section. The number of edits made by other parties and submission errors will be displayed here as well.

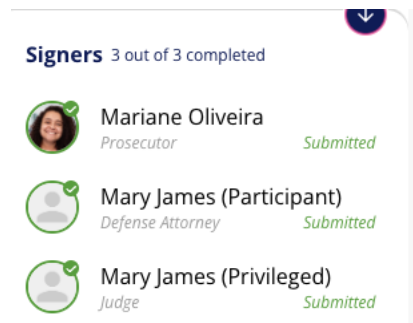
Contents 0 Edits 1 Errors

- ✓ IV - Sentence Imposed
- ✓ VI - Other Conditions
- ⚠ VII - Recap of Sentence
- ✓ KS JE Additional Off #1 - Count 2



Signers

The Signers modal is where the user signing and filling out the form will be displayed. The person who was assigned by the PSI writer as the Prosecutor will automatically be assigned as the Prosecutor on the Journal Entry, but this can be changed by clicking into the modal, clicking on the profile image, and selecting a new signer from the dropdown. The Defense Attorney and Judge are also assigned by the PSI writer and are transferred into the Journal Entry, these can also be changed as needed. Note that the user has to have a Domo account in order to be assigned to a Journal Entry. The signature status will also be displayed here.



Form

The Journal Entry form copies the format for the selected Offense Year. All the Journal Entry forms (2016-2022) are using the questions, selections, and formatting from the Journal Entries on the Kansas Sentencing website. The form is broken up into sections and you can use the scroll bar to navigate the form. Any required questions are marked using a red asterisk. Many questions throughout the form use conditional logic and datasets to power the dropdowns and linked questions. For example, if you were to navigate to the 'Current Conviction Information' section you should be able to select the 'Primary Offense' question and have the K.S.A. Title, K.S.A. Section, and K.S.A. Subsection(s) auto-filled. Many of the fields in the Journal Entry are already pre-filled using the submitted PSI form.



Filling out the Journal Entry

Filling out the Journal Entry should follow the same process/format that you are currently using on your paper versions, instead the digital form expedites the process and uses conditional logic and the submitted PSI to auto-fill some questions. All required fields in the Journal Entry are marked with a red asterisk. There are several question types throughout the Journal Entry including dropdowns, text entry, checkboxes, single-select, date selectors, and multi-selectors. Some questions will even include a combination of question types depending on your selected/entered answers. Several places in the Journal Entry include an 'Add New Entry' button that will allow you to enter another line of information (i.e. adding multiple Additional Offenses).

The screenshot displays the 'Journal Entry Form' interface. At the top left, there is a navigation arrow and the text 'Journal Entry Form'. On the top right, there is a yellow button labeled 'Amend Journal Entry' and a status indicator 'Your document is up to date'. The main content area is divided into several sections:

- Case Information:** State vs John Last, WILSON COUNTY, mo06192021, Septe... 1, 2021. A progress bar shows 100% of signatures processed.
- Contents:** A sidebar with three items: I - Case Identifying Information, II - Criminal History Classification, and III - Current Conviction Information. It shows 0 Edits and 0 Errors.
- Journal Entry Form:** Please use for crimes committed on July 1, 2021 - June 30, 2022. Includes 'Make an Edit' and 'Submit' buttons.
- SECTION II - Criminal History Classification:** (Empty section)
- SECTION III - Current Conviction Information:**
 - 1. Name of PRIMARY Offense of Conviction: * Aggravated Domestic Battery: Knowingly impeding the normal breathing of circulation of the blood by applying pressu...
 - Count No.: * 1, Date of Offense: * 07/01/2021, Use Date Range button, Designated by court as domestic violence case based upon special finding (see #14 this section) checkbox.
 - 3. K.S.A. Title: * Aggravated Domestic Battery: ..., K.S.A. Section: 21-5414(b)(1), K.S.A. Subsection(s): (c)(2).
 - Attempt (K.S.A. 21-5301), Conspiracy (K.S.A. 21-5302), Solicitation (K.S.A. 21-5303) checkboxes.
 - 4. Grade of Offense: * Felony (checked), Misdemeanor (unchecked). Felony - Severity Level: If applicable, choose option.
 - Person (checked), Nonperson (unchecked).



Editing the Journal Entry

Once the Prosecutor has completely filled out and submitted the Journal Entry then the form will move to the Defense Attorney. They should be notified via email that the form is ready for them to review. The Defense Attorney is either able to accept all the changes the Prosecutor made or make edits within the form using the 'Make an Edit' button. To make an edit you must click on the desired question and change as needed. Once all three parties have successfully submitted the Journal Entry, the case is complete. Successful submission of the Journal Entry also creates a PVJE for the case that will now be available by the Prosecutor if the case requires a PVJE in the future.

The screenshot displays the 'Journal Entry Form' interface. At the top left, there is a navigation arrow and the text 'Journal Entry Form'. On the top right, there is a button labeled 'Amend Journal Entry' and a status indicator 'Your document is up to date'. Below this is a yellow banner with the text 'YOU ARE MAKING EDITS TO BE SENT TO PREVIOUS PARTIES' and buttons for 'Cancel' and 'Submit Changes'. The main content area is titled 'Journal Entry Form' and includes a sub-header 'Please use for crimes committed on July 1, 2021 - June 30, 2022'. There are 'Make an Edit' and 'Submit' buttons. The form is divided into sections, with 'SECTION III - Current Conviction Information' being the active section. It contains a dropdown menu for the primary offense, which is currently set to 'Aggravated Domestic Battery: Knowingly impeding the normal breathing of circulation of the blood by applying pressu...'. Below this are fields for 'Count No.' (set to 1) and 'Date of Offense' (set to 07/01/2021). There is a 'Use Date Range' button and a checkbox for 'Designated by court as domestic violence case based upon special finding (see #14 this section)'. Other fields include 'K.S.A. Subsection(s)' (set to (C)(2)), 'Solicitation (K.S.A. 21-5303)', and 'Severity Level'. A pink-bordered pop-up window titled 'Edit Edited Details' is overlaid on the form, showing the original text 'Aggravated Domestic Battery: Knowingly i...' and buttons for 'Revert Change' and 'Submit Change'. On the left side, there is a sidebar with case information: 'State vs John Last', 'WILSON COUNTY', 'mo06192021', and 'Sept... 1, 2021'. A progress bar shows '% of signatures processed' at 100%. Below this is a 'Contents' section with three items: 'I - Case Identifying Information', 'II - Criminal History Classification', and 'III - Current Conviction Information'. At the bottom left, it says 'Signers 3 out of 3 completed'.



Submitting the Journal Entry

Once the Prosecutor has completely filled out the Journal Entry you can submit the form using the 'Submit' button on the upper right corner of the app. If you have not filled out all the required questions then the app will mark that section in the 'Contents' and auto-scroll to the missing question(s). If you have received a Journal Entry back to accept edits you will need to make sure you resolve every edited field before submitting.

Once you have corrected any missing fields you should be able to enter the Signers modal. You will type in your name, address, phone number, email address, optional note, and then submit your progress. Your signature will automatically be added once you have entered your name. Once all three parties have successfully submitted the Journal Entry the PVJE will be available to be started if the case requires one, if not then the case is completed after the Journal Entry is submitted.

Signing the form
Here you are agreeing upon all items that they are true and complete to the best of your knowledge

Supreme Court Number *

Type your full name here *

Address *

Phone Number *

Email Address *



Amending the Journal Entry

In order to amend a Journal Entry, the Journal must be completed and submitted by all three parties. Once you've searched for the completed Journal Entry and opened it up from the landing page, you should see a 'Amend Journal Entry' button at the upper right corner.

Once you select that button the form will be 'unlocked' and you can change any fields you need to and re-submit. The Prosecutor to Defense Attorney to Judge process will kick off again and each user will need to approve and sign the form again. Once the final submission is completed then you should be able to go back to the landing page and see the versions by selecting the 'Choose Version' dropdown from above the Journal Entry form.

The screenshot displays the 'Journal Entry Form' interface. At the top left, it says 'Master' and 'Journal Entry Form'. On the right, there is an 'Amend Journal Entry' button and a status indicator 'Your document is up to date'. Below this, the form title 'Journal Entry Form' is shown with a subtitle 'Please use for crimes committed on July 1, 2021 - June 30, 2022'. There are 'Make an Edit' and 'Submit' buttons. A progress indicator shows '% of signatures processed' at 100%. A 'Contents' sidebar on the left lists sections: 'I - Case Identifying Information', 'II - Criminal History Classification', and 'III - Current Conviction'. The main content area contains a large circular progress indicator.



Downloading the PDF of the Journal Entry

To download a PDF of the Journal Entry you will need to navigate to the landing page and search for your case. Once on the case landing page you should see a large section with the case progress, at the bottom of this section there are three form options that allow you to download these as PDFs. All you'll need to do to download the Journal Entry is to click on the 'Journal Entry' button and the PDF should download from your browser onto your machine. If a Journal Entry has not yet been submitted then the downloaded copy will have 'DRAFT' in large, red font across each page.

The screenshot displays a case landing page for "State vs Jojo Last". It includes the following information:

- Last Updated:** Mon, Jun 19, 2023 7:18 PM
- Case Name:** State vs Jojo Last
- Case Number:** mo06192021
- Sentencing Date:** September 1, 2021
- Progress Bar:** A yellow progress bar indicates the percentage of signatures processed, currently at 10%.
- Download Buttons:** Three buttons are visible: "Pre-Sentence Investigation Report", "Journal Entry", and "Probation Violation Report", each with a download icon.

PVJE

To start a new PVJE you'll need to search for the case using the search functionality, which requires you to enter in the county and court case #. Note that only Prosecutor-level users can start a new PVJE after the Prosecutor, Defense Attorney, and Judge have successfully submitted and signed the Journal Entry. Once the Prosecutor has filled out the PVJE and signed it, the Defense Attorney will be notified and will be on them to accept and/or edit the fields the Prosecutor entered. This process repeats until both the Prosecutor and Defense Attorney have accepted the changes, then the PVJE will move to the Judge. Before a PVJE can be successfully submitted all three parties must sign and accept all changes made.

General Case Info

The General Case Information for your PVJE will be displayed in the upper left corner of the app form. This includes the 'State vs. Offender Name', county, case number, and the % of signatures processed progress bar. You'll also see the PVJE contents and Signers Panel on the left side of the form.



The title of the form is also displayed here along with the date range for the form year that was selected when the PSI was created.

The Submit button and the Notes tab can be found on the right side of the form. Notes is where comments left in the PVJE once it has been signed will be found; this includes the signers name, contact information, and the note.

← Probation Violation JE

State vs **John Last**

WILSON COUNTY mo06192021 Septe... 1, 2021

% of signatures processed 0%

KANSAS SENTENCING GUIDELINES JOURNAL ENTRY OF PROBATION VIOLATION HEARING Submit →

Please use for crimes committed on July 1, 2021 - June 30, 2022

SECTION I - Case Identifying Information

1. Transaction No. 001

2. STATE v. John Last

Prefix First * Mi Last * Suffix

If... x v John Middle Last Sr x v

SSN * DOB * Gender *

111-11-1111 01/01/1973 Male Female

3. Court O.R.I. Number * 4. K.B.I. Number *

ks103015j x v KS0101

5. County * 6. Court Case Number * 7. Name of Judge at Violation Hearing * 8. Date of Violation Hearing *

WILSON CO... x v mo06192021 Miklos, Patr... x v mm/dd/yyyy

Contents 0 Edits 0 Errors

- I - Case Identifying Information
- II - Original Conviction and Sentence Information
- III - Violation Sanction History

Signers 0 out of 3 completed

Contents

The Contents section of the PVJE includes:




- Case Identifying Information
- Original Conviction and Sentence Information
- Violation Sanction History
- Disposition of the Violation Hearing
- KSGA Journal Entry of Probation Violation Hearing Additional Offenses

Each section can be navigated to automatically via auto-scroll by clicking on the section name. For the Additional Offenses more sections will be added to the contents as




more are manually added in the corresponding sections throughout the form. If a section has not been fully completed with all the required questions when you submit then the section will show an 'X' next to the section. If a section has been fully filled out then a check will appear next to the section. The number of edits made by other parties and submission errors will be displayed here as well.




Contents 0 Edits 0 Errors

-  **II - Original Conviction and Sentence Information**
-  **III - Violation Sanction History**
-  **IV - Disposition of this**

Signers

The Signers modal is where the user signing and filling out the form will be displayed. The person who was assigned by the PSI writer as the Prosecutor will automatically be assigned as the Prosecutor on the PVJE, but this can be changed by clicking into the modal, clicking on the profile image, and selecting a new signer from the dropdown. The Defense Attorney and Judge are also assigned by the PSI writer and are transferred into the PVJE, these can also be changed as needed. Note that the user has to have a Domo account in order to be assigned to a PVJE. The signature status will also be displayed here.

Expand **Signers** 0 out of 3 completed 

-  **Mariane Oliveira**
Prosecutor In Progress
-  **Mary James (Participant)**
Defense Attorney Waiting
-  **Mary James (Privileged)**
Judge Waiting



Form

The PVJE form copies the format for the selected Offense Year. All the PVJE forms (2016-2022) are using the questions, selections, and formatting from the PVJEs on the Kansas Sentencing website. The form is broken up into sections and you can use the scroll bar to navigate the form. Any required questions are marked using a red asterisk. Many questions throughout the form use conditional logic and datasets to power the dropdowns and linked questions. For example, if you were to navigate to the 'Original Conviction and Sentence Information' section you should be able to select the 'Primary Offense' question and have the K.S.A. Title, K.S.A. Section, and K.S.A. Subsection(s) auto-filled. Many of the fields in the PVJE are already pre-filled using the submitted PSI and Journal Entry forms.

← Probation Violation JE

State vs **John Last**

WILSON COUNTY mo06192021

Sept... 1, 2021

% of signatures processed 0%

Contents 0 Edits 0 Errors

- Case Identifying Information

Signers 0 out of 3 completed

- Mariane Oliveira, Prosecutor *In Progress*
- Mary James (Participant), Defense Attorney *Waiting*
- Mary James (Privileged), Judge *Waiting*

KANSAS SENTENCING GUIDELINES JOURNAL ENTRY OF PROBATION VIOLATION HEARING

Please use for crimes committed on July 1, 2021 - June 30, 2022

SECTION II - Original Conviction and Sentence Information

1. Original Sentencing Date: * 09/01/2021 Journal Entry: Attached 3. Name of Original Sentencing Judge: * Miklos, Patricia A

4. Name of PRIMARY Offense of Conviction: * Aggravated Domestic Battery: Knowingly i... Count No.: * 1 Original Date of Offense: * 07/01/2021

5. If Drug Offense: (Indicate statute for controlled substance)
If applicable, choose ...

Amount of Drug (IF Distribution Offense):
If applicable, choose ... w/in 1,000 ft of school

6. K.S.A. Title * Aggravated Domestic ... K.S.A. Section * 21-5414(b)(1) K.S.A. Subsection(s) * (c)(2)

Attempt (K.S.A. 21-5301) Conspiracy (K.S.A. 21-5302) Solicitation (K.S.A. 21-5303)

Submit →



Filling out the PVJE

Filling out the PVJE should follow the same process/format that you are currently using on your paper versions, instead the digital form expedites the process and uses conditional logic and the submitted PSI and Journal Entry to auto-fill some questions. All required fields in the PVJE are marked with a red asterisk. There are several question types throughout the PVJE including dropdowns, text entry, checkboxes, single-select, date selectors, and multi-selectors. Some questions will even include a combination of question types depending on your selected/entered answers. Several places in the PVJE include an 'Add New Entry' button that will allow you to enter another line of information (i.e. adding multiple Additional Offenses).

Editing the PVJE

Once the Prosecutor has completely filled out and submitted the PVJE then the form will move to the Defense Attorney. They should be notified via email that the form is ready for them to review. The Defense Attorney is either able to accept all the changes the Prosecutor made or make edits within the form using the 'Make an Edit' button. To make an edit you must click on the desired question and change as needed. Once the Defense Attorney is satisfied with their edits they can submit the form, which will go back to the Prosecutor to either edit further, accept, or revert the answers back to



their original. This process will continue from Prosecutor to Defense Attorney to Judge until all three parties have accepted all changes.

← Probation Violation JE

State vs **John Last**

WILSON COUNTY mo06192021

Sept... 1, 2021

% of signatures processed 33%

YOU ARE MAKING EDITS TO BE SENT TO PREVIOUS PARTIES

Cancel Submit Changes

KANSAS SENTENCING GUIDELINES JOURNAL ENTRY OF PROBATION VIOLATION HEARING

Please use for crimes committed on July 1, 2021 - June 30, 2022

Make an Edit Submit →

SECTION I - Case Identifying Information

1. Transaction No.
001

2. STATE v. John Last

Prefix First * Mi Last * Suffix

If appli... John Middle Last Sr

SSN * DOB * Gender *

111-11-1111 01/01/1973 Male Female

3. Court O.R.I. Number * 4. K.B.I. Number *

ks103015j KS0101

0 Edits 0 Errors

- I - Case Identifying Information
- II - Original Conviction and Sentence Information
- III - Violation Sanction History

Submitting the PVJE

Once the Prosecutor has completely filled out the PVJE you can submit the form using the 'Submit' button on the upper right corner of the app. If you have not filled out all the required questions then the app will mark that section in the 'Contents' and auto-scroll to the missing question(s). If you have received a PVJE back to accept edits you will need to make sure you resolve every edited field before submitting.

Once you have corrected any missing fields you should be able to enter the Signers modal. You will type in your name, address, phone number, email address, optional note, and then submit your progress. Your signature will automatically be added once you have entered your name. Once all three parties have successfully submitted the PVJE then the case is completed and can be searched for in the app for future reference.



Supreme Court Number *
21333

Type your full name here *
McKenna Payne

Address *
111 S 111 W American Fork, UT 84003

Phone Number *
(801)-111-1111

Email Address *
mckenna.payne@domo.com

McKenna Payne

Would you like to leave a note?

Cancel Submit

Adding Multiple PVJEs

In order to add additional PVJEs you will first need to start, complete, and submit the first PVJE. You cannot have more than one active PVJE open at a time. To add a new PVJE you will navigate to the app landing page and select the 'Add New PVJE' button. Once the button is selected you will see a new dropdown labeled 'Choose PVJE' above the PVJE section. The dropdown will include all of the created PVJEs that can be selected. To create multiple you can select the '+' button. A new PVJE will always have copied information from the PVJE before it.

Case #mo06192021 WILSON COUNTY mo06192021 Search

Choose Version: 1 Choose PVJE: 1

Pre-Sentencing Information
Brief Information about what pre-sentencing information includes
Completed by: Mariane Oliveira
Date: 06/19/2023

Journal Entry
Brief Information about what pre-sentencing information includes
Completed by: Mary James (Privileged)
Date: 06/29/2023

1
Brief Information about what pre-sentencing information includes
Completed by: Mary James (Privileged)
Date: 06/29/2023

2



Amending the PVJE(s)

In order to amend a PVJE it must be submitted and completed by all three parties. Amending a PVJE includes going into the your PVJE and selecting the button from the upper right corner labeled 'NUNC PRO TUNC'. This button allows you to attach a PDF document to the PVJE, effectively creating a new version and amending your current PVJE. Once the final submission is completed then you should be able to go back to the landing page and see the versions by selecting the 'Choose PVJE dropdown from above the PVJE form.

The screenshot shows a web interface for a Probation Violation Journal Entry. At the top left, there is a back arrow and the text "Probation Violation JE". At the top right, there is an orange button labeled "NUNC PRO TUNC". Below this, the form is divided into two main sections. The left section is titled "State vs John Last" and contains the following information: "WILSON COUNTY mo06192021" with a location icon, and "Sept... 1, 2021" with a calendar icon. The right section is titled "KANSAS SENTENCING GUIDELINES JOURNAL ENTRY OF PROBATION VIOLATION HEARING" and includes a subtitle "Please use for crimes committed on July 1, 2021 - June 30, 2022". Below this, it says "SECTION I - Case Identifying Information". To the right of the right section, there is a "Submit →" button and a document icon with a red notification dot.

Downloading the PDF of the PVJE(s)

To download a PDF of the PVJE you will need to navigate to the landing page and search for your case. Once on the case landing page you should see a large section with the case progress, at the bottom of this section there are three form options that allow you to download these as PDFs. All you'll need to do to download the PVJE is to click on the 'Probation Violation Report' button and the PDF should download from your browser onto your machine. If a PVJE has not yet been submitted then the downloaded copy will have 'DRAFT' in large, red font across each page. Note that when you amend a PVJE the uploaded document will be on the downloaded PDF.

The screenshot shows a case progress bar for "State vs Jojo Last". At the top right, it says "Last Updated: Thu, Jun 29, 2023 1:31 PM". Below the case name, there are two fields: "Case Number" with the value "mo06192021" and "Sentencing Date" with the value "September 1, 2021". A progress bar is shown below these fields, with the text "% of signatures processed" and a value of "10...". At the bottom, there are three buttons with download icons: "Pre-Sentence Investigation Report", "Journal Entry", and "Probation Violation Report".

