

# Knowledge Management

**Trophy® ( On-line Procedural Management Help) is a Knowledge Management system designed to automate your organization's policies and procedures. The program supports the development of training and assessment tools to keep staff up-to-date. A single database maintains both current and archived versions.**

- Civil Law**  
A suit is brought against an individual or organiz...
- Criminal**  
Felonies – A felony is a criminal offense punishab...
- HR Procedures**
- Traffic Court**  
Infractions – Not punishable by jail or prison and...
- Juvenile**  
Dependency – If a child becomes a dependent of the...
- IT Procedures**
- Small Claims**  
Most small claims disputes are about money or dama...
- Family Law**  
Family matters like divorce, child custody and chi...

**Staff turnover, changes in process or regulatory requirements, and updates in technology make the maintenance of procedures an expensive, time consuming and difficult task.**

**Let Trophy® deal with that.**

- **Model Organizational Structure**
- **Create Multi-State Procedures**
- **Provide Staff and Public Views**
- **Dynamic References (Fee schedule, Legal Codes etc.)**
- **Training Derived Directly from the Knowledge Base**
- **Extensive Reporting**

# 1.1

Visibility: Internal Only

Valid From: 1/1/02 (mm/dd/yy)

Valid To: 12/31/02 (mm/dd/yy)

Title: Dismissals

Text: Client focused sales professional with a strong track record of increasing sales, improving client satisfaction, restoring customer relationships, and fostering senior-level executive decision maker relationships. A true proven performer in both flat and growing territories. Eager to continue consistent overachievement of

Step Links

Label: [dropdown]

Caption: dated and signed

Color: khaki

Type: PDF Example

Link: Sample.PDF [Select]

**Repository**

- Form Samples
- Popup Messages
- Glossary
- Fee Schedule View

Publication Status

- Draft
- Draft
- Testing
- Approved
- Hold**
- Revoked

- Internal Only
- Public and Internal
  - Public Only
  - IT Only
  - Internal Only**

Targeted Visibility & Audience

- Editor View
- Public View
  - Clerk View
  - Editor View**

**Codes**

- 2 What to verify for:
  - 2.1 That the petition is in p...
    - 2.1.1 The petition is typed on ...
    - 2.1.2 The name of the attorney ...
    - 2.1.3 That the correct title of ...
    - 2.1.4 Verify that it lists a pl...
    - 2.1.5 Make sure that the docume...
    - 2.1.6 Verify that a case cover ...
- 3 How to Process
  - 3.1 Assign next sequential ca...
  - 3.2 File stamp original\_endo...
  - 3.3 Place blue tag on right s...
  - 3.4 Complete data entry.
  - 3.5 Make up file folder by wr...
  - 3.6 Place original in the fil...
  - 3.7 First thing the following...
- 4 Memorandum of Points and ...
  - 4.1 Make sure documents compl...
  - 4.2 Check for date and origin...

**Petition Re: Firearm**

This petition arises from a criminal action where a firearm has been confiscated. The City Attorney files this petition in order to determine whether the firearm is to be returned to the owner or destroyed.

A "Civil Case Cover Sheet", adopted by the Judicial Council shall accompany each new civil filing. The case cover sheet is used for statistical purposes only and is not served with the complaint.

Except for noncompliance with Rule 501 CRC or the failure to pay the filing fee (or a court order waiving the fee), the complaint/petition/application must be filed "on demand" and cannot be refused. However, any discrepancy should be pointed out to the filing party so it can be withdrawn and corrected prior to filing. Once filed, any corrections must proceed by amendment or court order. A party cannot alter papers to correct "mistakes" once the complaint/petition/application is lodged with the court.

**1. What to look for:**

- 1.1. Petition.
- 1.2. Civil Case Cover Sheet, original signature.
- 1.3. Memorandum of Points and Authorities (usually).

**2. What to verify for:**

- 2.1. That the petition is in proper format. This includes:
  - 2.1.1. The petition is typed on pleading paper.
  - 2.1.2. The name of the attorney who is filing the document is listed along with the address in the upper left hand corner.
  - 2.1.3. That the correct title of the court is used.
  - 2.1.4. Verify that it lists a plaintiff and defendant or a petitioner and respondent.
  - 2.1.5. Make sure that the document has an original signature.