

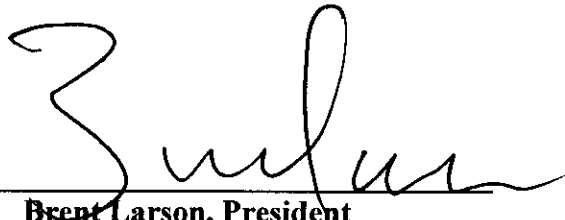
**ORDER: AUTHORIZE TRAVEL FOR JUSTICE COURT CLERK SHERITTA HARRIS  
AND DEPUTY CLERK LACI FRYE TO DATA SYSTEMS PRONTOCOURT  
TRAINING CLASS IN MADISON MISSISSIPPI AUGUST 21, 2024**

Motion was made by Scott Allen, duly seconded by Greg Bynum, to authorize travel for Justice Court Clerk Sheritta Harris and Deputy Clerk Laci Frye to Data Systems ProntoCourt Training Class in Madison MS August 21, 2024.

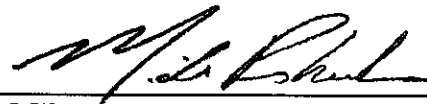
The vote on the motion was as follows:

Supervisor Brent Larson, voted yes  
Supervisor John Morgan, voted yes  
Supervisor Tim Gordon, voted yes  
Supervisor Scott Allen, voted yes  
Supervisor Greg Bynum, voted yes

After the vote, President Larson, declared the motion carried, this the 5<sup>th</sup> day of August, 2024.



**Brent Larson, President  
Board of Supervisors**



**Mike Roberts, Chancery Clerk**



# Data Systems Management, Inc.

## ProntoCOURT Training Class

**Audience:** This course should be taken by anyone who will be utilizing the full case management and administrative features of the ProntoCOURT Court Management System. The Bookkeeping module should be taken by anyone who will be responsible for balancing and managing the monetary and accounting procedures.

**Objectives:** After completing the class the student should be able to:

- |             |                                    |  |
|-------------|------------------------------------|--|
| Basic       | - Navigate the graphical interface | - Accept fees and print receipts       |
|             | - Manage User Authority            | - Input Orders                         |
|             | - Download and update E-Citations  | - Upload, manage, and scan documents   |
|             | - Create and edit Affidavits       | - Maintain Court Agendas and Dockets   |
|             | - Add Witnesses                    | - Print Management and Process Reports |
|             | - Create and edit Cases            | - Maintain Master Files                |
| Bookkeeping | - Print Receipt Ledgers            | - Reconcile Bank Statements            |
|             | - Run the Daily Deposit            | - Create and Edit Invoices             |
|             | - Adjust Bank Fees, Interest, etc. | - Print Checks                         |
|             | - Print Month End Reports          | - Close the Monthly Accounting Period  |

**Cost:** No Charge

**Time:** 10:00AM - 2:00PM Lunch will be provided.

<b>Agenda:</b>	<b>Navigation</b>	10:00AM – 10:15AM
	<b>Criminal Court</b>	10:15AM – 11:15AM
	<b>Break</b>	11:15AM – 11:30AM
	<b>Civil Court</b>	11:30AM – 12:15AM
	<b>LUNCH</b>	12:15AM – 1:00PM
	<b>Bookkeeping</b>	1:00PM – 2:00PM

**Location:** Data Systems Management Inc, 100 Webster Circle, Suite 101. Madison, MS 39110 or Remote via Google MEETING and Phone Conference

**Schedule:** Tue, May 7 ; ~~Wed, August 21~~ Thu, December 12

**Enrollment:** Visit [dsm.ms](http://dsm.ms) and access the ProntoCOURT ENROLLMENT FORM located under the SCHEDULE Menu



## Data Systems Management

# ProntoCOURT Enrollment Form

**Name** (required)

SHERRITA HARRIS

**SUBMIT**

**Title**

CLERK

**Organization** (required)

LAFAYETTE COUNTY JUSTICE COURT

**Email** (required)

SHARRIS@LAFAYETTECOMS.COM

**Phone Number** (required)

662-234-1545

**Select Courses** (required)

Wed August 21 – 10:00AM – 2:00PM – ProntoCOURT Training

Thu December 12 – 10:00AM – 2:00PM – ProntoCOURT Training



## Data Systems Management

# ProntoCOURT Enrollment Form

Name (required)

Laci Fnye

SUBMIT

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[Go back](#)

Your message has been sent

Title:

**CLERK**

Organization:

**LAFAYETTE COUNTY JUSTICE COURT**

Email:

**SHARRIS@LAFAYETTECOMS.COM**

Phone Number:

**662-234-1545**

Select Courses:

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