

Lack of Prosecution Guide

LOP Templates

To get to the Templates section, from the LOP landing page, click on the “Edit Templates” button in the upper right-hand corner.

The screenshot shows the 'Lack of Prosecution' section in CountySuite Civil Court. The 'Edit Templates' button is highlighted with a red box. Below it is a table of LOP Definitions.

Description	Template	Case Inactivity Since Date	Updated On	Updated By	Actions
Test For Bug	Two Year Civil Termination	4/1/2019	3/31/2021	Teleosoft	Edit
JANUARY 2021	UPDATE 2 YEAR LOP	12/29/2018	3/22/2021	Teleosoft	Edit
DEC 2020 DIVORCE	Five Year Divorce Terminations	12/30/2015	3/16/2021	Teleosoft	Edit
lop test	Five Year Divorce Terminations	9/26/2015	9/24/2020	Nancy Russell	Edit
LOP LIST AUGUST 2020	UPDATE 2 YEAR LOP	8/26/2018	10/5/2020	Nancy Russell	Edit
TWO YEAR LOP LIST AUGUST 2020	Two Year Civil Termination	8/26/2018	8/25/2020	Nancy Russell	Edit
DIVORCE LIST AUGUST 2020	Five Year Divorce Terminations	8/12/2015	9/18/2020	Nancy Russell	Edit
Custody List - March 2020 - COMPLETED MANUALLY BY TELEOSOFT	Three Year Custody Terminations	3/25/2017	3/25/2020	Teleosoft	Edit
CUSTODY LIST - DELETE (DO NOT USE)	Three Year Custody Terminations	3/24/2017	3/24/2020	Teleosoft	Edit
2 Year LOP - June 2019	Two Year Civil Termination	6/19/2019	N/A	N/A	Edit

Lack of prosecution templates are the driving filters for results in Lack of Prosecutions.

1. All Lack of Prosecution Definitions have a Lack of Prosecution Template
2. Templates have the following pieces:
 1. Template Details
 2. Case Categories
 3. Ignore Dockets
 4. Excluded Dockets
 5. Included Dockets
 6. Letters

Template Details

You can add new templates or edit existing templates here

Template Details
Case Categories
Ignored Dockets
Excluded Dockets
Included Dockets
Letters

Template Details
Save
Add New Template

Selected Template

Two Year Civil Termination

Template Name

Two Year Civil Termination

Sequence Number In Dropdowns

1

Days of Inactivity

730

Choose Disposition Type to use when Terminating Cases

AOPC: H - PA R.J.A. Admin Purge

Reference Date Label

Show Cases Without Activity After

☒ Visible in Dropdowns
☐ Exclude cases with \$0.00 judgments
☐ Exclude cases that have a judgment
☐ Show Pretrial Date Picker

☐ Hide Deadline Date
☐ Show Participant List Button
☐ Add Checkbox Column To Letters Step

Default Signature

Allison Blew

Template Details is the basic details of the template:

1. Name
2. Sequence in dropdowns
3. Days of Inactivity
 1. Days of inactivity is the number of days that LOP will look back from the create date of an LOP definition to count a case as inactive. For example, if the create date is 1/1/2020 and the Inactivity in Days is set to 365, then a case will be considered inactive if it has had no activity on it since 1/1/2019.
4. Disposition Type
 1. This is the disposition that will be assigned to a case if it is terminated from LOP
 2. Note, this is NOT the final disposition but is instead AOPC, Custody, or Divorce
5. Reference Date Label
 1. Simply the label that will be shown next to the Inactivity Days value on the LOP Definition
You could type the word "Reference Date" or "Date" in this section
6. Visible in Drop-Down
 1. Sets if a template is selectable for a definition
7. Exclude Cases with \$0.00 Judgments
8. Exclude Cases that have a Judgment
9. Show Pretrial Date Picker
 1. This will show a date picker on the letters step of an LOP definition for setting the pretrial date
 2. Note, this only applies to Northampton and their notices
10. Hide Deadline Date
 1. Will hide the deadline date on the Letters step of an LOP definition
11. Show Participants button
 1. Shows the Participants List button on a LOP definition for generating a report of all case participants
12. Add Checkbox to Letters Step
 1. Will add a checkbox column to the Letters step of an LOP definition for selecting which cases to generate letters for

13. Default Signature

1. The official signature letters will default to
2. Note, this is changeable at letter generation time

Case Categories

Case Categories are all the Request Categories that an LOP Definition will search and filter for. Note, this is an inclusive list, not exclusive.

The screenshot shows a web interface for managing 'Case Categories'. At the top, there is a navigation bar with tabs: 'Template Details', 'Case Categories' (active), 'Ignored Dockets', 'Excluded Dockets', 'Included Dockets', and 'Letters'. Below the navigation bar, the main heading is 'Case Categories that are Included'. There is a 'Save' button with a question mark icon. A checkbox labeled 'Only show selected rows' is present. A search bar is labeled 'Search:'. Below the search bar is a table with a header 'Case Category' and a list of categories, each with a checkbox. The categories are: Admin Appeal, Admin Appeal - License Suspended, Admin Appeal - Registration, Admin Appeal - Supervisors, Associated Assessment Claim, Commencement of Civil Action, Complaint in Ejectment, Conciliator Appointment, Condemnation, and Equality Action. At the bottom, there is a pagination bar showing 'Showing 1 to 10 of 181 entries', a 'Show' dropdown set to '10', and 'Entries'. The pagination bar also includes 'Previous', '1', '2', '3', '4', '5', '...19', and 'Next' buttons.

Selecting a checkbox next to the name of a category will tell LOP to look for cases with that Request Category. Multiple categories can be selected.

Ignored Dockets

Ignored Dockets are dockets that should be ignored when checking a case for activity past the Days of Inactivity threshold.

Example: Days of Inactivity is set to cut off at 1/1/2019. Ignored Dockets has 1925 OPINION selected. The case has a docket entry on 5/1/2020 of type 1925 OPINION. LOP will not consider this activity.

Note if a docket event category is ignored, it will not automatically return the case as inactive if other non-ignored docket events are present on said case.

Considered a valid reason for the case to stay inactive for this period.

Template Details
Case Categories
Ignored Dockets
Excluded Dockets
Included Dockets
Letters

Docket Categories that Exclude Cases

☐ Only show selected rows

Search:

Previous **1** 2 3 4 5 ...213 Next

☐	Docket Category Name
☐	1925 OPINION
☐	1925 STATEMENT
☐	230.2 NOTICES RETURNED UNDELIVERABLE
☐	2ND DELINQUENT LETTER - BENCH WARRANT
☐	2ND DELINQUENT LETTER - NO BENCH WARRANT
☐	5329.1 CONSIDERATION OF CHILD ABUSE
☐	6035 EXTENSION LIST
☐	6035 FINAL LIST
☐	6035 PRELIMINARY LIST
☐	ACCEPTANCE OF SERVICE

Showing 1 to 10 of 2126 entries
 Show 10 Entries

Previous **1** 2 3 4 5 ...213 Next

Included Dockets

Included Dockets will filter out and select cases that have any of the selected Docket Event Categories present on the case.

The screenshot shows the 'Included Dockets' step in a workflow. The top navigation bar includes 'Template Details', 'Case Categories', 'Ignored Dockets', 'Excluded Dockets', 'Included Dockets' (highlighted), and 'Letters'. Below the navigation bar, the section is titled 'Docket Categories that Include Cases'. There is a checkbox for 'Only show selected rows' and a search bar. A pagination bar shows 'Previous', '1', '2', '3', '4', '5', '...213', and 'Next'. The main table has a header 'Docket Category Name' and lists the following categories with checkboxes: 1925 OPINION, 1925 STATEMENT, 230.2 NOTICES RETURNED UNDELIVERABLE, 2ND DELINQUENT LETTER - BENCH WARRANT, 2ND DELINQUENT LETTER - NO BENCH WARRANT, 5329.1 CONSIDERATION OF CHILD ABUSE, 6035 EXTENSION LIST, 6035 FINAL LIST, 6035 PRELIMINARY LIST, and ACCEPTANCE OF SERVICE. At the bottom, it says 'Showing 1 to 10 of 2126 entries' and 'Show 10 Entries'.

Letters

The Letters step shows which letters will be available for an LOP Definition to generate.

The screenshot shows the 'Letters' step in a workflow. The top navigation bar includes 'Template Details', 'Case Categories', 'Ignored Dockets', 'Excluded Dockets', 'Included Dockets', and 'Letters' (highlighted). Below the navigation bar, the section is titled 'Letters that are Available to Generate'. There is a checkbox for 'Only show selected rows' and a search bar. A pagination bar shows 'Previous', '1', and 'Next'. The main table has a header 'Letter Name' and lists the following letters with checkboxes: NOTICE OF PROPOSED TERMINATION OF CASE, CASE TERMINATED PER LOCAL RULE 230.2, and LOP - ORDER FOR DISMISSAL. At the bottom, it says 'Showing 1 to 3 of 3 entries' and 'Show 10 Entries'.

Note only the letters selected will be available in your LOP definition.

Case Activity Logic

The following constitutes activity on a case regarding what LOP decides which cases to filter:

1. Docket Event added
2. Judgment added
3. Disposition added
4. Subsequent Filing is added

LOP Definitions

Lack of Prosecution Definitions are what hold a particular set of cases marked for review and termination. Definitions use a template (see above) to set their filtering and inactivity time criteria.

To create a new definition, click "Create New" in the upper right. The following options are available

1. Name
2. Notes (optional)
3. Template (which template to base the criteria from)

The screenshot shows a modal dialog box titled "Create New Lack of Prosecution" with a close button (X) in the top right corner. The dialog contains three main sections:

- Enter a description for the Lack of Prosecution:** A single-line text input field.
- Optional Notes:** A multi-line text area with a small icon in the bottom right corner.
- Templates:** A dropdown menu currently showing "--Select Template--".

At the bottom right of the dialog are two buttons: "Create" and "Close".

In the background, a table titled "Lack of Prosecution" is visible. It has columns for "Name", "Created On", and "Updated On". The table contains several rows of data, including "Two Year Civil Termination", "Five Year Divorce Terminations", and "Three Year Custody Terminations".

Alternatively, you can click on the "Edit" button for any existing Definition.

Definition

The first page of an LOP Definition contains the following:

1. Description (name)
2. Notes
3. Lack of Prosecution template
 1. This is the template that will be used to filter results of cases

- Reference Date (this label is configurable based on template, in the screenshot below it is “Show Cases With Inactivity After”)

- This is changeable to whatever date is needed, but will default to today’s date minus the selected templates Inactivity in Days.

Close

Test For Bug

Definition Case Results Generate Letters Summary

▼ Definition Save

Description
Test For Bug

Notes
Optional notes for this Lack of Prosecution

Lack of Prosecution Templates
Two Year Civil Termination

Show Cases Without Activity After
04/01/2019

Case Results

This shows the cases that are found fitting the criteria of the template selected for the current LOP definition.

Note, when first coming to this page, user will need to hit “Refresh Cases” to get results, as LOP Definitions begin as empty upon creation

Test For Bug

Definition Case Results Generate Letters Summary

▼ Cases Results ? Export Case List to CSV Add Cases Refresh Cases

☐ Show Removed Cases

Search:

Previous 1 2 3 4 5 ...46 Next

Case Number	Case Caption	Case Category	Contacts	Last Activity	Action
2015-SU-001050-41	CARTER, CARLA BROWN vs. TAYLOR SR, ARNOLD B	Foreign Writ of Execution	1. CARLA BROWN CARTER (Plaintiff) 1518 ALLISON ST, HARRISBURG, PA 17104 2. ARNOLD B TAYLOR, SR (Defendant) 350 LEXINGTON ST, YORK, PA 17403	03/31/2021	Remove
2015-SU-001544-41	SUMPLE SULLIVAN ESQ, BARBARA vs. SMITH, GEORGE L	Foreign Writ of Execution	1. BARBARA SUMPLE SULLIVAN, ESQ (Plaintiff) LAW OFFICE OF BARBARA SUMPLE-SULLIVAN,, 549 BRIDGE ST, NEW CUMBERLAND, PA 17070 2. GEORGE L SMITH (Defendant)	03/31/2021	Remove
2015-SU-002999-41	LVNV FUNDING LLC vs. METRO BANK, SATURNINO C	Foreign Writ of Execution	1. LVNV FUNDING LLC (Plaintiff) 6801 S CIMARRON RD, STE 424-J, LAS VEGAS, NV 89113 2. SATURNINO C LOPEZ (Defendant) 639 S MARSHALL ST, LANCASTER, PA 17602 3. METRO BANK (Garnishee) 2160 S QUEEN ST, YORK, PA 17402	03/31/2021	Remove
2016-SU-000633-41	COMPLIANCE MANAGEMENT INTERNATIONAL INC vs. LEE, CALVIN	Foreign Writ of Execution	1. COMPLIANCE MANAGEMENT INTERNATIONAL INC (Plaintiff) 1350 WELSH RD SUITE 200, NORTH WALES, PA 19454 2. CALVIN LEE (Defendant) 255 HUNTER CREEK DR, YORK, PA 17406	03/31/2021	Remove
2016-SU-000682-41	METROPOLITAN EDISON COMPANY vs. SPEEDY ROOTER	Foreign Writ of Execution	1. METROPOLITAN EDISON COMPANY (Plaintiff) 2. SPEEDY ROOTER (Defendant)	03/31/2021	Remove

The following are controls on the Case Results page:

- Export Case List To CSV
- Add Cases

1. This will bring up a modal where users can search for additional cases that do not fit the filter criteria but they wish to be added to the list of cases returned. An unlimited number of cases can be added.
3. Refresh Cases
 1. Will reset the case results using the template criteria
 2. Note, this will remove all manually added cases with the "Add Cases" button or Cases that were removed since it will follow the template's criteria
 3. Also note, this button will be disabled if any letters are generated on the Letters step
4. Show Removed Cases
 1. Will show cases that have been marked to be removed
 2. Note, cases are not removed from the results set, but instead marked to not have letters generated for them and will not appear in the Letters step
5. Remove
 1. Marks a case as "Removed," and will not show up on the Letters step

Letters

The Letters step of an LOP Definition is where letters and docket entries generated for cases in the LOP Definition.

Generate Letters Generate All Letters

☐ Show Only Docketed Cases

Search:

Case Number	Case Caption	Case Category	Dockets	Response	Action
2015-SU-001050-41	CARTER, CARLA BROWN vs. TAYLOR SR, ARNOLD B	Foreign Writ of Execution	1. NOTICE OF PROPOSED TERMINATION OF CASE on 03/31/2021	?	Letters
2015-SU-001544-41	SUMPLE SULLIVAN ESQ, BARBARA vs. SMITH, GEORGE L	Foreign Writ of Execution	1. NOTICE OF PROPOSED TERMINATION OF CASE on 03/31/2021	?	Letters
2015-SU-002999-41	LVNV FUNDING LLC vs. METRO BANK, SATURNINO C	Foreign Writ of Execution	1. NOTICE OF PROPOSED TERMINATION OF CASE on 03/31/2021	?	Letters
2016-SU-000633-41	COMPLIANCE MANAGEMENT INTERNATIONAL INC vs. LEE, CALVIN	Foreign Writ of Execution	1. NOTICE OF PROPOSED TERMINATION OF CASE on 03/31/2021	?	Letters
2016-SU-000682-41	METROPOLITAN EDISON COMPANY vs. SPEEDY ROOTER	Foreign Writ of Execution	1. NOTICE OF PROPOSED TERMINATION OF CASE on 03/31/2021	?	Letters
2016-SU-001759-41	CAVALRY SPV I LLC vs. UNION COMMUNITY BANK, M	Foreign Writ of Execution	1. NOTICE OF PROPOSED TERMINATION OF CASE on 03/31/2021	?	Letters
2016-SU-001747-13	SHELLENBERGER, BROOKLYNN vs. MYERS, BROOKLYNN	Petition for Name Change	1. NOTICE OF PROPOSED TERMINATION OF CASE on 03/31/2021	?	Letters
2016-SU-001802-41	CAVALRY SPV I LLC vs. HOSTETLER, BARBARA	Foreign Writ of Execution	1. NOTICE OF PROPOSED TERMINATION OF CASE on 03/31/2021	?	Letters
2016-SU-002305-41	HAMPDEN TOWNSHIP vs. NYE, JASON	Foreign Writ of Execution	1. NOTICE OF PROPOSED TERMINATION OF CASE on 03/31/2021	?	Letters
2016-SU-002049-41	CAVALRY SPV I LLC vs. NORTHWEST SAVINGS BANK, TROY M	Foreign Writ of Execution	1. NOTICE OF PROPOSED TERMINATION OF CASE on 03/31/2021	?	Letters

Showing 1 to 10 of 454 entries **Show** 10 **Entries**

Previous 1 2 3 4 5 ...46 Next

The following controls are on the Letters step:

1. Generate all letters
 1. This will bring up a modal with the following options (see below)
 1. Select the Type of Letter

1. The letter type that will be generated. The letters available are driven by the template selected for the LOP Definition
2. Signature
 1. Official signature that will be on the letter
3. Create Docket Entries & Letters
 1. Will generate all letters for participants and attach them as docket events
 2. For Letters that close cases (Case Terminated, etc) the disposition set in the template will be added to the case and the case will be closed
4. Combine All Letters As A Single PDF
 1. Generates a single PDF with all letters for mailing
5. Undo Docket Entries of this Type
 1. Removes the docket event of the generated type from all cases
 2. Note, this will also open cases that have been terminated through LOP if a termination letter was generated
6. Date of Notification
7. Deadline Date
 1. Date contacts have to respond to the mailed letter

Generate Letters and Dockets for All Cases [X]

Select the type of letter
 < Select > [v]

Signature
 Allison Blew [v]

Date of Notification
 04/30/2021

Deadline Date
 05/31/2021

☒ Create Docket Entries & Letters
☐ Combine All Letters As Single PDF
☐ Undo Docket Entries of this Type

Generate Close

CASE on 03/31/2021

2. Letters
 1. This will bring up a similar modal to the "Generate All Letters" button, but letters will only be generated for the row clicked on.
3. The Dockets column will show all dockets generated by LOP
4. Response has 3 states
 1. Unknown (Question Mark) – a Notice of Proposed Termination was generated but the contacts have not responded

2. Responded (Green Checkmark) – A contact on the case responded to the Notice of Proposed Termination and case activity has appeared on the case. LOP will automatically check for this each time the page loads
3. Terminated (Red X) – Case has been terminated through LOP

Summary

This is simple page showing summary data from the current definition and has the following controls and information:

1. Cases Found
2. Letters Sent
3. Cases Terminated
4. Cases Intending to Proceed
5. Cases Terminated
6. Unique Letter Recipients
7. Export to CSV

1. Exports all of the case data to a CSV, similar to the Case Results step

Totals	
Cases Found	454
Letters Sent	454
Cases Terminated	0
Cases Intending to Proceed	0
Unique Letter Recipients	874