



PA PORTAL IMPLEMENTATION

Statewide Schedule & Next Steps

Friday, January 4, 2019

Statewide implementation of the [Prosecuting Attorney Portal \(PA Portal\)](#), a web-based application for prosecuting attorneys to electronically file uniform citations with the court, began in late 2018 and is expected to be completed by May 1, 2019.

What is changing? Prosecuting attorneys will begin receiving Fine Collection Center (FCC) returns in PA Portal (denoted as "FCC Returns" in the implementation schedule). FCC returns are tickets that have been filed previously to the FCC. The defendant has either not responded or pled not guilty. Subsequently, tickets are sent by the FCC to the prosecuting attorney for review and determination for filing. Additionally, prosecuting attorneys will also begin to receive Violations Bureau tickets (denoted as "Violations Bureau Tickets that were Previously Filed with FCC" in the implementation schedule). On the "Violations Bureau" implementation date, these tickets will be sent from local law enforcement to the prosecuting attorney, who will be able to make a filing determination in PA Portal.

What is not changing until further notice? The Missouri State Highway Patrol (MSHP) will continue to manually deliver hard copies of Non-FCC citations, along with supporting documentation, for uniform citations to prosecuting attorneys. All other tickets distributed to prosecuting attorneys will continue to be provided in the same manner.

What is the implementation schedule? PA Portal will be rolled out to the counties in the MSHP troops detailed below.

November 2018 - FCC Returns

- **Troop G** – Carter, Douglas, Howell, Oregon, Ozark, Reynolds, Shannon, Texas and Wright
- **Troop I** – Crawford, Dent, Laclede, Maries, Phelps and Pulaski

February 2019 - FCC Returns

- **Troop D** – Barry, Barton, Cedar, Christian, Dade, Dallas, Greene, Hickory, Jasper, Lawrence, McDonald, Newton, Polk, St. Clair, Stone, Taney, Vernon and Webster
- **Troop E** – Bollinger, Butler, Cape Girardeau, Dunklin, Iron, Madison, Mississippi, New Madrid, Ripley, Scott, Stoddard and Wayne
- **Troop F** – Audrain, Boone, Camden, Cole, Cooper, Gasconade, Howard, Miller, Moniteau, Montgomery, Morgan and Osage

Late February 2019 - Violations Bureau Tickets that were Previously Filed with FCC

- **Troop G** – Carter, Douglas, Howell, Oregon, Ozark, Reynolds, Shannon, Texas and Wright
- **Troop I** – Crawford, Dent, Laclede, Maries, Phelps and Pulaski

March 2019 - FCC Returns

- **Troop A** – Bates, Benton, Carroll, Cass, Clay, Henry, Jackson, Johnson, Lafayette, Pettis, Platte, Ray and Saline
- **Troop H** – Andrew, Atchison, Caldwell, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Holt, Mercer, Nodaway and Worth



For Additional Information:

Contact Bill Chapman, OSCA Project Manager
at (573) 526-8895 or email
Bill.Chapman@courts.mo.gov.

For Technical Assistance:

Contact the OSCA Help Desk at
(888) 541-4894 or email
OSCA.Help.Desk@courts.mo.gov.



Late March 2019 - Violations Bureau Tickets that were Previously Filed with FCC

- **Troop D** – Barry, Barton, Cedar, Christian, Dade, Dallas, Greene, Hickory, Jasper, Lawrence, McDonald, Newton, Polk, St. Clair, Stone, Taney, Vernon and Webster
- **Troop E** – Bollinger, Butler, Cape Girardeau, Dunklin, Iron, Madison, Mississippi, New Madrid, Ripley, Scott, Stoddard and Wayne
- **Troop F** – Audrain, Boone, Camden, Cole, Cooper, Gasconade, Howard, Miller, Moniteau, Montgomery, Morgan and Osage

April 2019 - FCC Returns

- **Troop B** – Adair, Chariton, Clark, Knox, Lewis, Linn, Macon, Marion, Monroe, Putnam, Ralls, Randolph, Schuyler, Scotland, Shelby and Sullivan
- **Troop C** – Franklin, Jefferson, Lincoln, Perry, Pike, St. Charles, St. Francois, St. Louis, Ste. Genevieve, Warren and Washington

May 1, 2019 - Violations Bureau Tickets that were Previously Filed with FCC

- **Troop A** – Bates, Benton, Carroll, Cass, Clay, Henry, Jackson, Johnson, Lafayette, Pettis, Platte, Ray and Saline
- **Troop B** – Adair, Chariton, Clark, Knox, Lewis, Linn, Macon, Marion, Monroe, Putnam, Ralls, Randolph, Schuyler, Scotland, Shelby and Sullivan
- **Troop C** – Franklin, Jefferson, Lincoln, Perry, Pike, St. Charles, St. Francois, St. Louis, Ste. Genevieve, Warren and Washington
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What else should prosecuting attorneys know or do? PA Portal is available for all county prosecuting attorney locations. Once registered, county prosecuting attorneys will be able to file uniform citations electronically with the associate circuit court. Additional staff can be added to PA Portal at the prosecuting attorney's discretion. All users must complete, sign and return a [PA Portal Registration Form](#) to OSCA.Help.Desk@courts.mo.gov. While prosecuting attorneys can still make the same filing determinations they did pre-PA Portal implementation, citations can now be electronically filed with the court. PA Portal can be used in parallel with Karpel, but it does not replace it. Care should be taken to avoid filing the same uniform citation in both systems.

For technical assistance, contact the OSCA Help Desk at (888) 541-4894, or email OSCA.Help.Desk@courts.mo.gov.

For procedural questions, contact the Missouri Office of Prosecution Services at (573) 751-0619, or email Steve.Sokoloff@prosecutors.mo.gov.



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