

▶ Best Practice Guide for Montana Drivers License Suspensions and Reinstatements ◀

The purpose of this guide is to demonstrate how to enter the driver license suspension and reinstatement information into FullCourt. Suspensions and Reinstatements entered using these steps will be sent to the DMV through an automated process, therefore, the forms will be sent electronically and clerks will no longer need to mail the documents.

This guide includes the following sections:

Entering a Drivers License Suspension	2
Provide the information to the electronic record in FullCourt.....	2
(Courts without scanners) Create document and index image to the case.....	3
(Courts with scanners) Create document and scan image to the case.....	7
(OPTIONAL for courts without scanners) Attach document image to ROA.....	12
Best Practice for Notifying DMV of DL Suspension Form Errors	15
Entering a Drivers License Reinstatement.....	16
Provide the information to the electronic record in FullCourt.....	16
(Courts without scanners) Create document and index image to the case.....	17
(Courts with scanners) Create document and scan image to the case.....	21
(OPTIONAL for courts without scanners) Attach document image to ROA.....	26
Best Practice for Notifying DMV of DL Reinstatement Form Errors.....	29

► Entering a Drivers License Suspension ◀

1. Provide the information to the electronic record in FullCourt.

Display the FullCourt Criminal case requiring the driver license suspension. Open the charges window and scroll to display the charge that has prompted the license suspension. **On the disposition tab, it is required to fill in the “License suspension date” in order for this process to work.**

► It is best practice to fill in the rest of the license suspension information to complete the record as much as possible, but not required.

Save the changes.

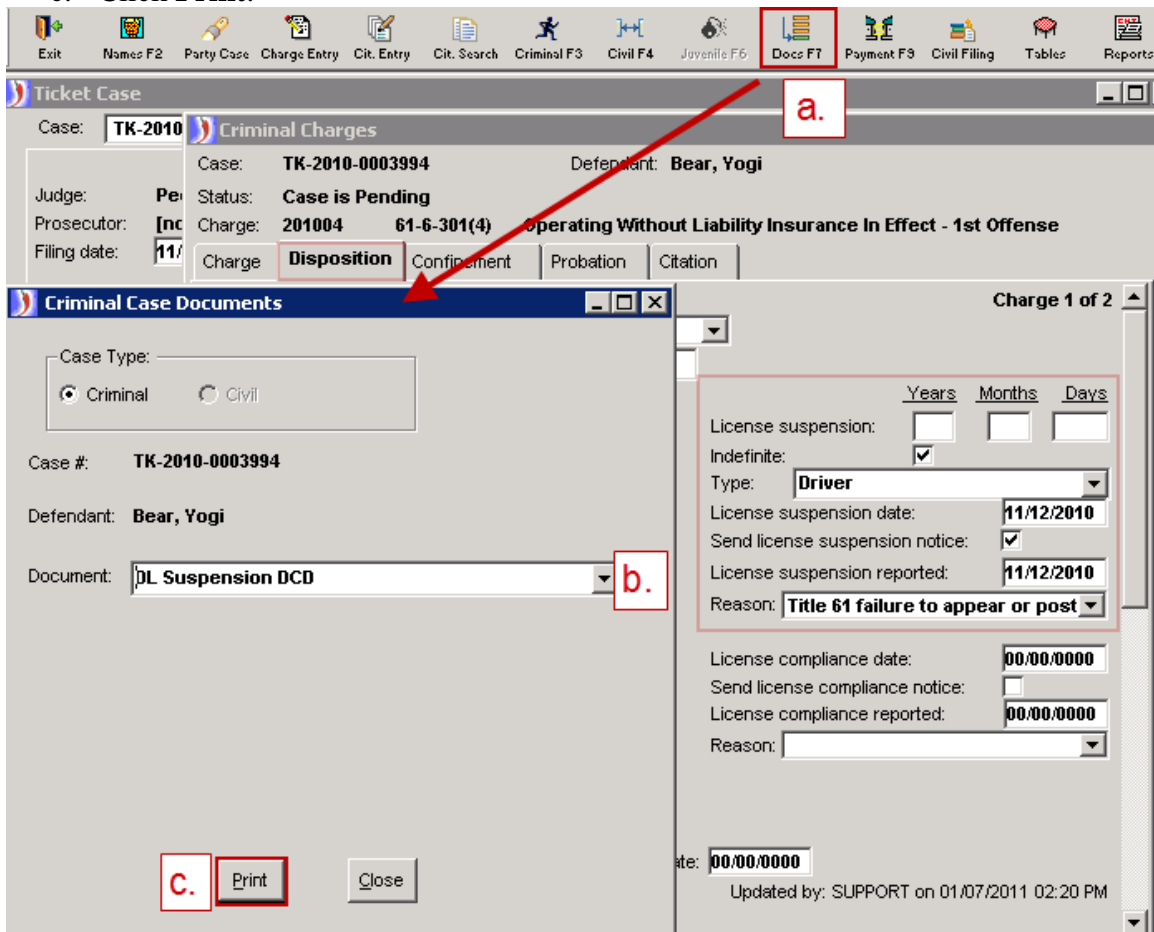
The screenshot shows the 'Criminal Charges' application window. The case is 'TK-2010-0003994' for defendant 'Bear, Yogi'. The charge is '201004 61-6-301(4) Operating Without Liability Insurance In Effect - 1st Offense'. The 'Disposition' tab is selected. A red box highlights the license suspension fields: 'License suspension date' (11/12/2010), 'Send license suspension notice' (checked), 'License suspension reported' (11/12/2010), and 'Reason' (Title 61 failure to appear or post). A red arrow points from the 'Disposition' tab to the license suspension date field. Other fields include 'Finding: None', 'Disposition date: 00/00/0000', 'Sentencing date: 00/00/0000', 'Sentencing defer date: 00/00/0000', 'Modified sentence: 00/00/0000', 'Relinquished jurisdiction: 00/00/0000', 'Retained jurisdiction: 00/00/0000', 'License compliance date: 00/00/0000', 'Send license compliance notice: 00/00/0000', 'License compliance reported: 00/00/0000', 'Collection date: 00/00/0000', 'Collections reported date: 00/00/0000', 'Created by: TRAINER1 on 11/24/2010 01:58 PM', and 'Updated by: SUPPORT on 12/10/2010 08:58 AM'. The 'Options' panel on the right shows 'No Fine / fee assessed', '0 Other sentences', and 'Fines/fees summary'. The 'Save' button is highlighted with a red box.

2a. (Courts without scanners) Create document and index image to the case.

If your court does not have a scanner, use the following steps to create the DL Suspension document and index the image to the case.

With the charges window still open and the charge with the license suspension information displayed on the Disposition tab:

- a. Click **“Docs F7”**.
- b. Select the document titled **“DL Suspension DCD.”**
- c. Click **Print**.



You will get an automatic ROA to show that the DL Suspension was sent to Motor Vehicle.

Click **OK**.

The screenshot shows a software dialog box titled "Automatic Register of Actions". At the top left, it displays the case number "TK-2010-0003994" and the name "Bear, Yogi". Below this, there are two input fields: "ROA date:" with the value "11/24/2010" and "Code:" with the value "DLSUSP". A larger text area labeled "Text:" contains the entry "DL Suspension sent to Motor Vehicle". Underneath, a dropdown menu for "Judge:" is set to "Hernandez, Pedro R.". There are two checkboxes: "Document sealed" and "Roa sealed", both of which are currently unchecked. Below these are two empty input fields for "Microfilm number:" and "Imaging Document ID:". At the bottom right, there are three buttons: "OK", "Cancel", and "Help". The "OK" button is highlighted with a red rectangular border.

The document will be created automatically. Check the appropriate box in section 1 for your court. Check the box in section 3 to indicate if this is for Failed to Appear or Failed to Comply.

Add the electronic signature indication in the gray area in section 4 that indicates the judge's signature. Use the following format: /s **Judge Name**

See the document below for an example:

COURT CERTIFICATION AND REQUEST FOR DRIVER LICENSE SUSPENSION
NON-APPEARANCE, NON-PAYMENT OR NON-COMPLIANCE
(Mont. Code Ann. §§ 61-5-214-216)

1. COURT NAME: YELLOWSTONE COUNTY JUSTICE COURT Justice City/Mun. District Other COURT
 #: 123

Judge	<u>Pedro R. Hernandez</u>	Location	<u>Yellowstone</u>
Mailing Address	<u>PO BOX 35032</u>	Telephone #	<u>(406) 256-2895</u>
City	<u>Billings, MT</u>	Email Address (opt.):	

2. DRIVER

Name: <u>Yogi Bear</u>			
Date of Birth: <u>1/1/1958</u>	Driver's License Number: <u>1234567891958</u>		
Driver's Current Address: <u>PO Box 123</u> <u>Billings, MT</u>	Driver's License State: <u>MT</u>	Sex: <u>M</u>	

3. BASIS FOR SUSPENSION: Use One Certification and Request Form for One Court Case

Court Case Number: TK-2010-0003994	Please check either Failed to Appear <u>OR</u> Failed to Comply		
Charge ID: 1	Citation Number (If Assigned in the Case): A188188		
Statute: 61-6-301(4) [1st]	Violation Date: 10/31/2010	UVC: V9017	<input checked="" type="checkbox"/> Failed to Appear OR <input type="checkbox"/> Failed to Comply
Charge ID: 2	Citation Number (If Assigned in the Case):		
Statute: 61-5-212(1)(i)	Violation Date: 10/31/2010	UVC: V1170	<input checked="" type="checkbox"/> Failed to Appear OR <input type="checkbox"/> Failed to Comply

4. SUSPENSION: I certify, under penalty of law, that, prior to the submission of this request and pursuant to the requirements of Mont. Code Ann. § 61-5-214(3), a written warning from this court was mailed, first-class, postage prepaid, to the above-named person to advise that license suspension was imminent, with its probable consequences, if the person did not appear or comply within a specified number of days.

Date Suspension Sent to DMV: 11/12/2010	Signature	<u>/s Judge Hernandez</u> (Judge)
--	-----------	---

Complete Section 1-4. Index the document in accordance with the DL Suspension/Reinstatement Best Practices Guide. RESCINDS ONLY. Hand mark and initial the top

Official Use Only	
<input type="checkbox"/> Misapplied by Court - Remove w/o Fee	(Initials) - Rescind

****SAVE the document at this time. You can use the save icon.** 

NOTE: It is recommended by the COLJ Automation Committee, that a hard copy of the Drivers License Suspension form be printed, **SIGNED BY THE JUDGE**, and placed in the case file.

Next, click on the **Image** button in the Image toolbar.

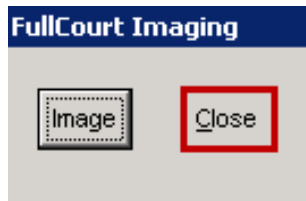


Answer **Yes** to index the image to the case and to **OK** when it says you've successfully indexed the image.



You can now print the document if desired, and have the Judge sign next to the electronic signature. This hard copy with the signature can be added to the case file.

Close the FullCourt Imaging window.



Close the case document window.

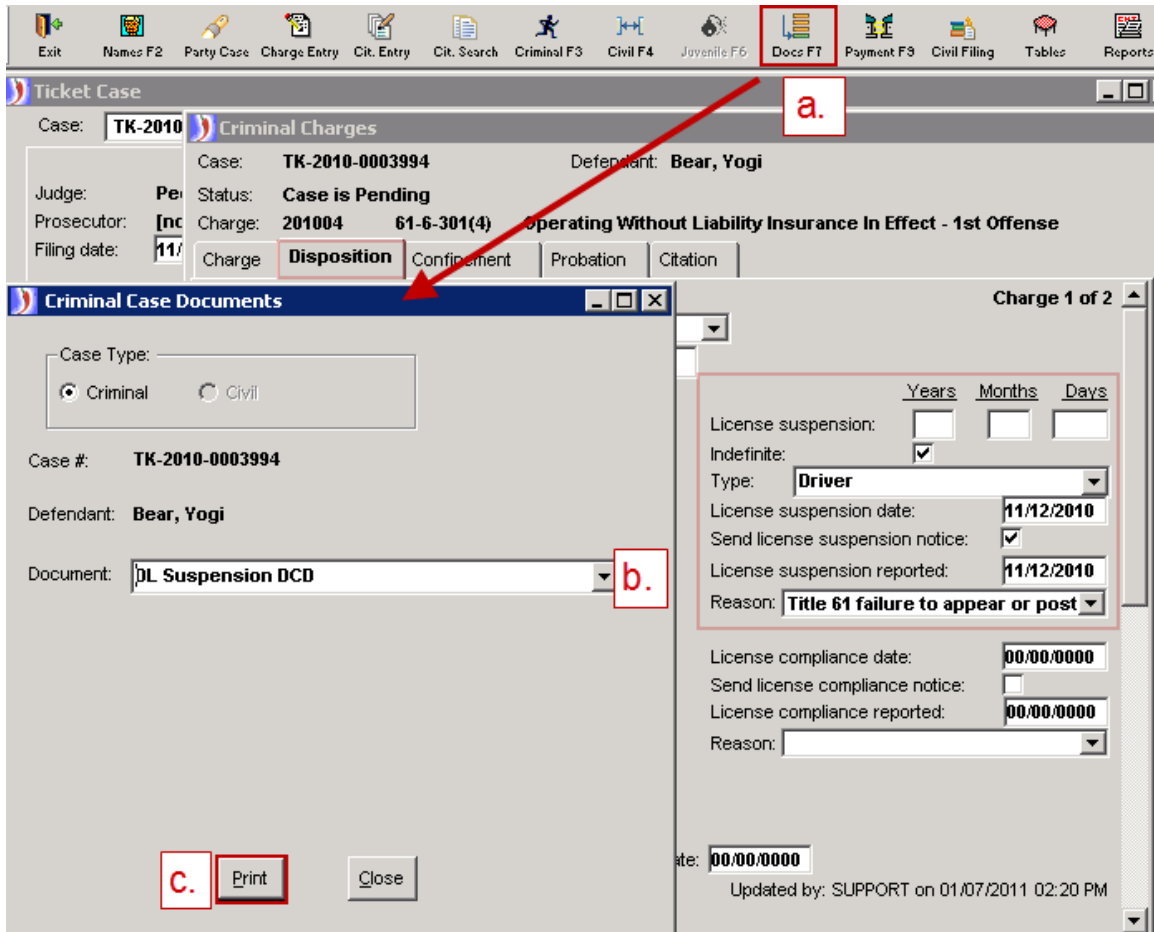
Now that the document is successfully imaged, an automatic process will pull the DL Suspension form and send it to the Department of Motor Vehicles electronically.

2b. (Courts with scanners) Create document and scan image to the case.

If your court has a scanner, use the following steps to create the DL Suspension document, print and sign it, then scan the signed form to the case.

With the charges window still open and the charge with the license suspension information displayed on the Disposition tab:

- a. Click “**Docs F7**”.
- b. Select the document titled “DL Suspension DCD.”
- c. Click **Print**.



You will get an automatic ROA to show that the DL Suspension was sent to Motor Vehicle.

Click **OK**.

Automatic Register of Actions

TK-2010-0003994 **Bear, Yogi**

ROA date: Code:

Text:

Judge: ▼

Document sealed Roa sealed

Microfilm number:

Imaging Document ID:

The document will be created automatically. Check the appropriate box in section 1 for your court. Check the box in section 3 to indicate if this is for Failed to Appear or Failed to Comply.

See the document below for an example:

COURT CERTIFICATION AND REQUEST FOR DRIVER LICENSE SUSPENSION
NON-APPEARANCE, NON-PAYMENT OR NON-COMPLIANCE
(Mont. Code Ann. §§ 61-5-214-216)

1. COURT NAME: YELLOWSTONE COUNTY JUSTICE COURT Justice City/Mun. District Other COURT
 #: 123

Judge	<u>Pedro R. Hernandez</u>	Location	<u>Yellowstone</u>
Mailing Address	<u>PO BOX 35032</u>	Telephone #	<u>(406) 256-2895</u>
City	<u>Billings, MT</u>	Email Address (opt.):	

2. DRIVER

Name: <u>Yogi Bear</u>		
Date of Birth: <u>1/1/1958</u>	Driver's License Number: <u>1234567891958</u>	
Driver's Current Address: <u>PO Box 123</u> <u>Billings, MT</u>	Driver's License State: <u>MT</u>	Sex: <u>M</u>

3. BASIS FOR SUSPENSION: Use One Certification and Request Form for One Court Case

Court Case Number: TK-2010-0003994	Please check either Failed to Appear <i>or</i> Failed to Comply
---	---

Charge ID: 1	Citation Number (If Assigned in the Case): A188188
Statute: 61-6-301(4) [lst]	Violation Date: 10/31/2010 UVC: V9017 <input checked="" type="checkbox"/> Failed to Appear <i>OR</i> <input type="checkbox"/> Failed to Comply
Charge ID: 2	Citation Number (If Assigned in the Case):
Statute: 61-5-212(1)(i)	Violation Date: 10/31/2010 UVC: V1170 <input checked="" type="checkbox"/> Failed to Appear <i>OR</i> <input type="checkbox"/> Failed to Comply

4. SUSPENSION: I certify, under penalty of law, that, prior to the submission of this request and pursuant to the requirements of Mont. Code Ann. § 61-5-214(3), a written warning from this court was mailed, first-class, postage prepaid, to the above-named person to advise that license suspension was imminent, with its probable consequences, if the person did not appear or comply within a specified number of days.

Date Suspension Sent to DMV: 11/12/2010	Signature
	(Judge)

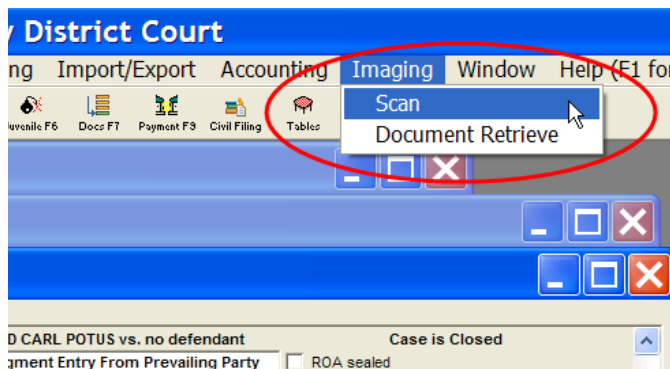
Complete Section 1-4. Index the document in accordance with the DL Suspension/Reinstatement Best Practices Guide. RESOUNDS ONLY. Hand print and initial the top

Official Use Only
 Misapplied by Court - Remove w/o Fee (Initials) - Resound

PRINT the form and have the judge sign in section 4 on the signature line. This hard copy with the signature can be added to the case file after it is scanned.

Scan the signed DL Suspension form to the case, using the following steps.

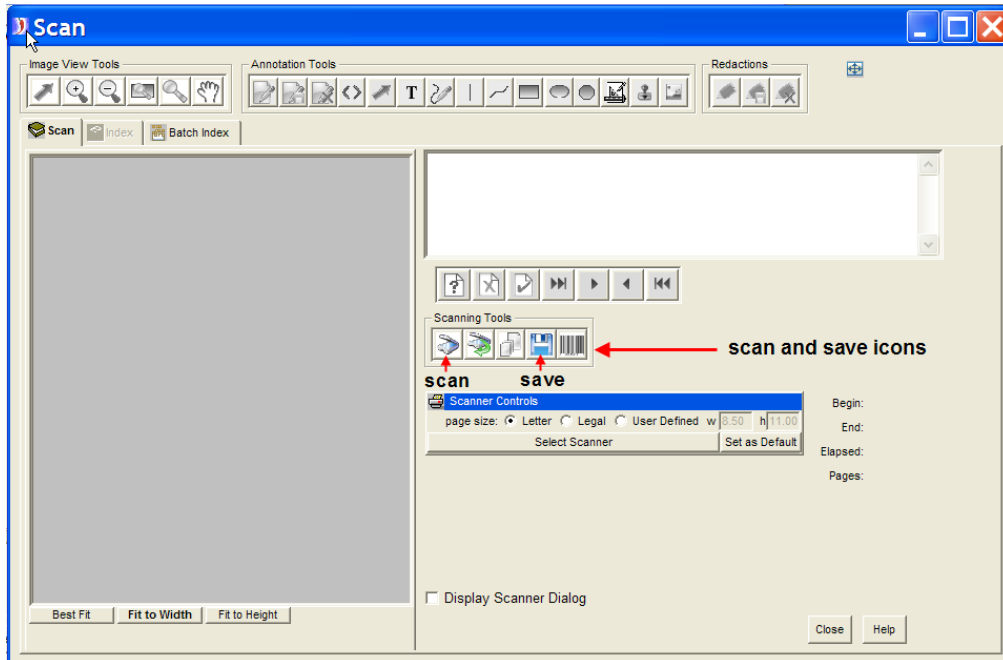
Select the Scan option from the Imaging Menu:



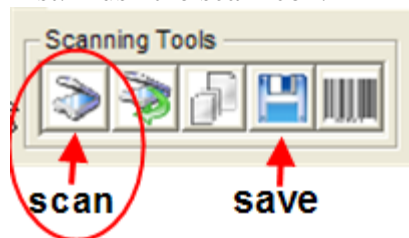
It might take just a minute for the Scan window to appear.

➔ The next three steps are:

1. Scan
2. Save
3. Index – indexing has three steps of its own

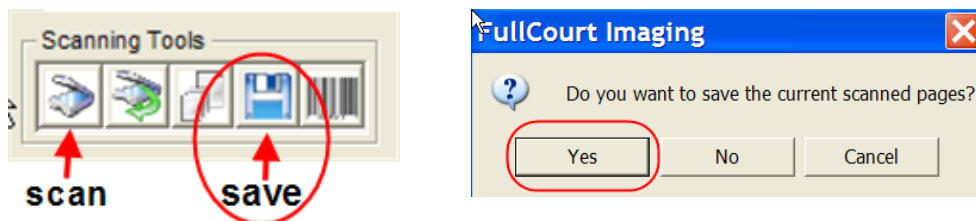


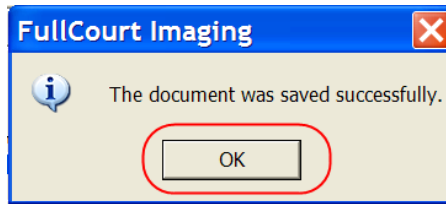
➔ 1. **Scan:** place the document in the scanner with the printed side down and with the top of the document feeding first. Push the scan icon:



It might take just a minute for the scanner to start feeding the page.

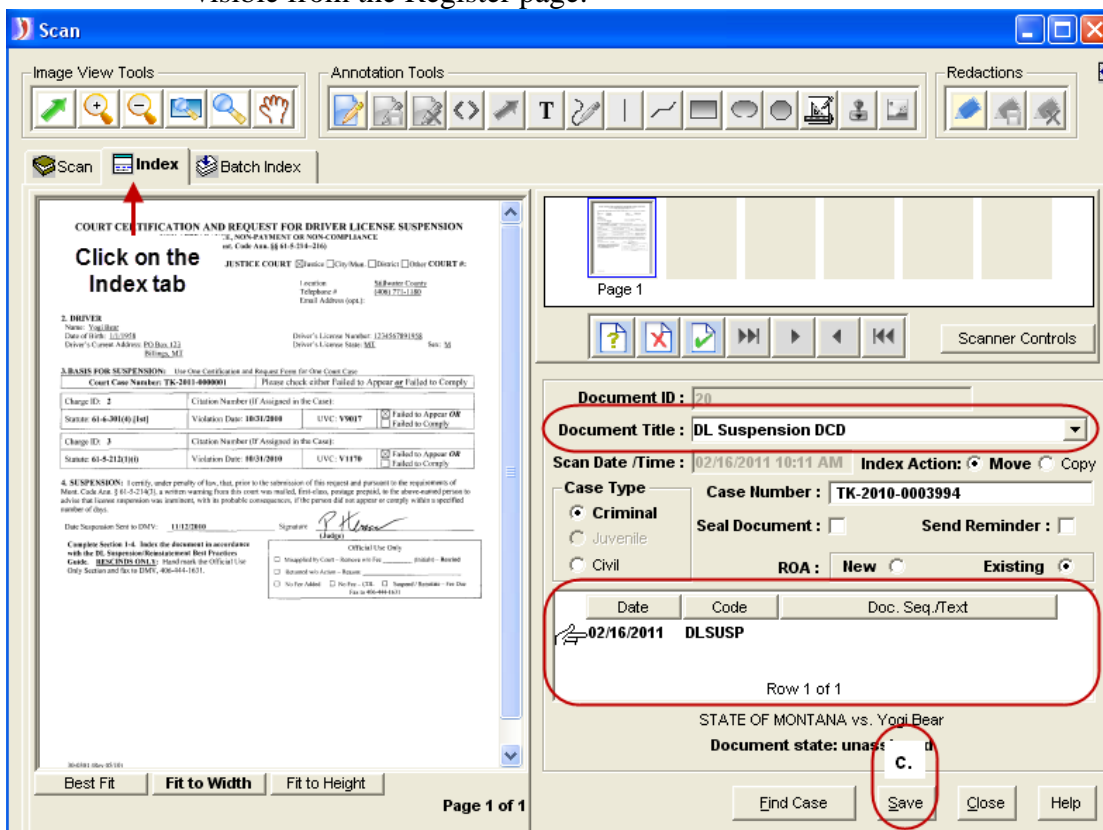
➔ 2. **Save:** once all of the pages are scanned, push the save icon.





➔ **3. Index:** Click on the Index tab. Indexing consists of three important steps -

- ➔ **a. IMPORTANT:** Select the document title “DL Suspension DCD” from the drop down list. This is required in order to process the form.
- ➔ **b. Select the DLSUSP ROA.** There may be more than one ROA available, so make sure that you have selected the correct ROA. The selected one has the pointing finger and is highlighted in bold.
- ➔ **c. SAVE.** You will get a message indicating that you have indexed the document successfully. The document ID is stored with the ROA and is visible from the Register page.



a.
Select the Document Title "DL Suspension DCD" from the drop down list

b.
Select the DLSUSP ROA

Click **Close** at bottom of scanning window.

Now that the document is successfully imaged, an automatic process will pull the DL Suspension form and send it to the Department of Motor Vehicles electronically.

3. (OPTIONAL for courts without scanners) Attach document image to ROA.

► This step is a best practice and is not necessary for the process to work, but could be helpful when searching for documents on a case.

DO NOT change the Document Title as that information is needed to process the form.

From the **case main screen**, click on the **Images** button to call up the images/documents that are indexed to this case.

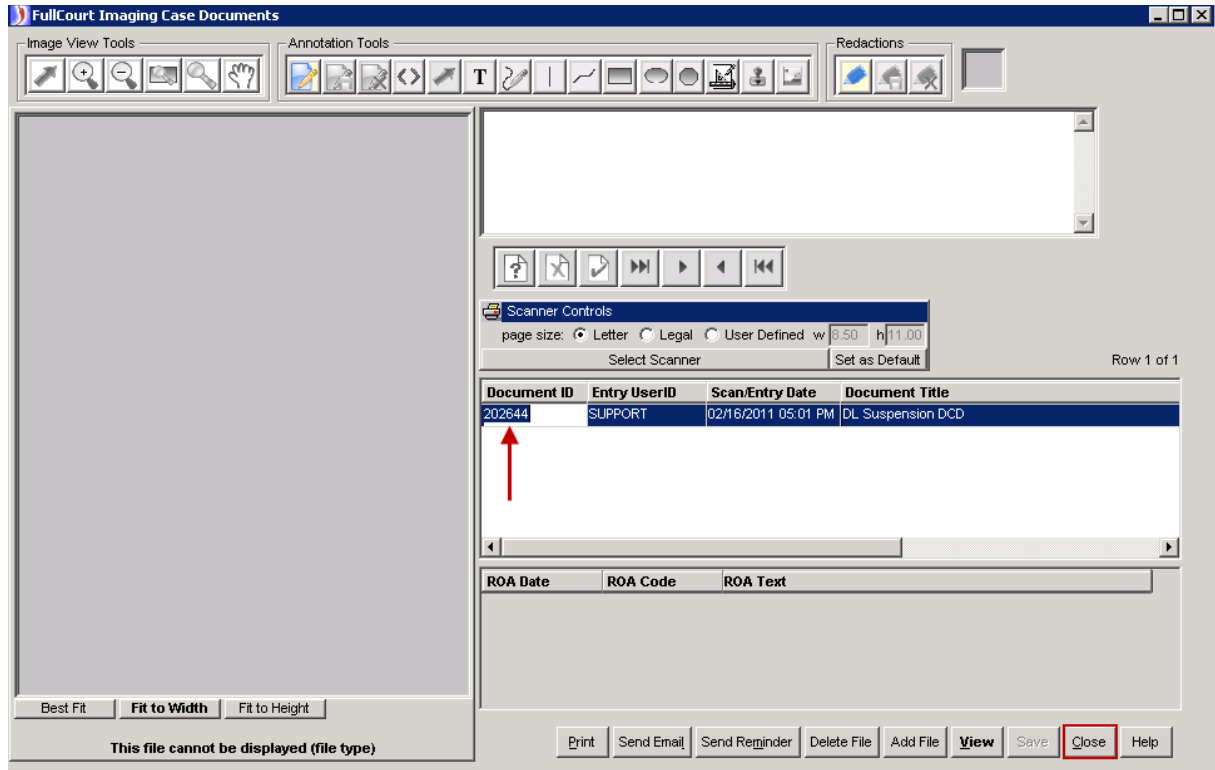
The screenshot displays the 'Ticket Case' application window. The main area shows case information for case number TK-2010-0003994, including the judge Pedro R. Hernandez, filing date 11/24/2010, and a status of 'Pending'. The defendant is listed as 'Bear, Yogi'. The interface includes various input fields for dates, amounts, and legal options. On the right side, there are two vertical panels: 'Case options' and 'Defendant options', each containing a list of counts for different case categories. At the bottom of the window, a row of buttons is visible, with the 'Images' button highlighted by a red rectangle and a red arrow pointing to it from above.

Case options	Defendant options
0 Case Time Limits	0 Arrest Warrants
Change Status	0 Attorneys (Alt K)
0 Consolidated Cases	0 Bench Warrants
0 Exhibits	1 Bond (Alt Q)
1 Judge	1 Charge (Alt Z)
Ledger	Disposition Entry
Physical File	0 Document Service
0 Prosecutors	0 Hearings
0 Reminders	0 Minutes
Status History	Overdue History
0 Witnesses	0 Officer Subpoenas
	Party
	Probation
	7 ROA's
	0 Summons
	0 Time Limits
	0 Victims

Double click in Document ID column and click Control+C on your keyboard.

Note: You can also right click on the Document ID number and select Copy from the menu.

Click **Close** at bottom of window.



Open the case ROA window and click into the Imaging Document ID field of the DLSUSP ROA.

Select Control+V on your keyboard to paste the image id into the field.

Note: You can also right click in the Imaging Document ID field and select Paste from the menu.

Save your changes and click **Close** at bottom of window.

The screenshot shows a software window titled "Register of Actions" for case "TK-2010-0003994" involving "Bear, Yogi". The case status is "Case is Pending". The window contains a list of actions:

- 11/24/2010 TKNEW**: New Ticket Case Filed. Created by: TRAINER1 on 11/24/2010 01:58 PM. Updated by: TRAINER1 on 11/24/2010 01:58 PM.
- 11/24/2010 CBNDPST**: Cash Bond posted (Receipt 170774 Dated 11/24/2010 for 285.00). Created by: TRAINER1 on 11/24/2010 02:01 PM. Updated by: TRAINER1 on 11/24/2010 02:01 PM.
- 11/24/2010 CHGAPPR**: Citation Appearance Date Changed: 11/10/2010 09:15 AM (61-6-301(4) [1st] Operating Without Liability Insurance In Effect - 1st Offense). Created by: TRAINER1 on 11/24/2010 02:03 PM. Updated by: TRAINER1 on 11/24/2010 02:03 PM.
- 11/24/2010 DLSUSP**: DL Suspension sent to Motor Vehicle. Created by: SUPPORT on 02/16/2011 04:45 PM. Updated by: SUPPORT on 02/16/2011 04:45 PM.

Each action entry includes a date, a dropdown menu with the action code, a description, and checkboxes for "ROA sealed" and "Document sealed". Below each action are fields for "Microfilm number" and "Imaging document ID". A red arrow points to the "Imaging document ID" field for the "DL Suspension sent to Motor Vehicle" action. At the bottom of the window, there are buttons for "Newest First", "Zoom In", "Zoom Out", "Print", "Image", "New", "Save", "Delete", and "Close". The "Save" button is highlighted with a red box.

▶ Best Practice for Notifying DMV of DL Suspension Form Errors ◀

If a mistake is made on the DL Suspension or Reinstatement form the court must print the original form from either the ROA or case Images window and complete by hand the “Official Use Only” section on the bottom of the form. The form must be faxed to the Department of Motor Vehicles at 406-444-1631.

Official Use Only		
<input type="checkbox"/>	Misapplied by Court – Remove w/o Fee _____	(Initials) – Rescind
<input type="checkbox"/>	Returned w/o Action – Reason: _____	
<input type="checkbox"/>	No Fee Added	<input type="checkbox"/> No Fee – CDL <input type="checkbox"/> Suspend / Reinstata – Fee Due
Fax to 406-444-1631		

► Entering a Drivers License Reinstatement ◀

This portion of the Guide demonstrates how to enter the driver license reinstatement information into FullCourt and have it sent to the DMV through an automatic process. Through this process the forms will be sent electronically and the clerks will no longer need to mail in the document.

There are two main steps in the driver license reinstatement process:

1. Provide the information to the electronic record in FullCourt.

Display the FullCourt Criminal case where the driver license needs to be reinstated. Open the charges window and scroll to display the charge that has prompted the license reinstatement. **On the disposition tab, it is required to fill in the “License compliance date” so it will populate correctly on the reinstatement form.**

► Although only the License compliance date field is required, it is considered best practice to include as much license compliance information as possible.

Click **Save** to save the changes.

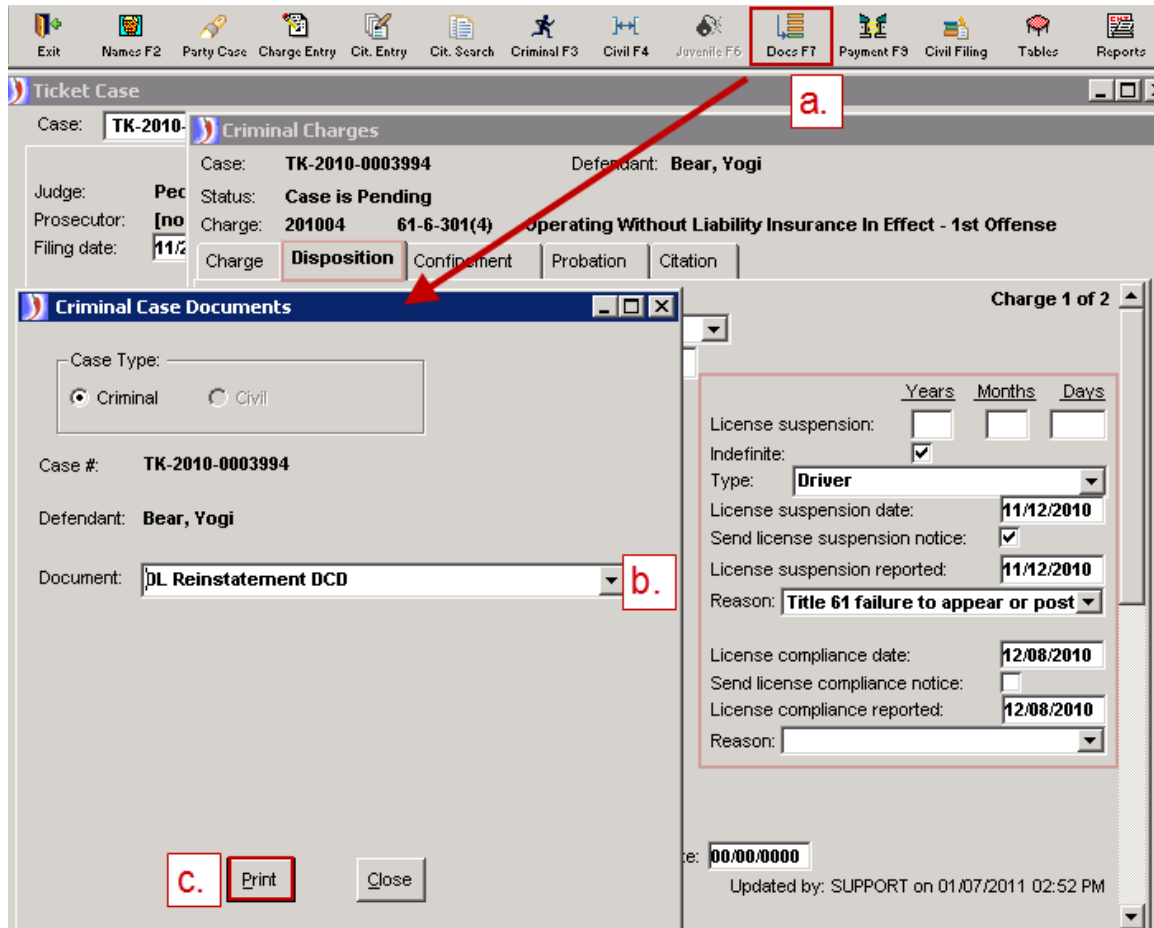
The screenshot shows the 'Criminal Charges' window for case TK-2010-0003994, defendant Bear, Yogi. The charge is 201004, 61-6-301(4), Operating Without Liability Insurance In Effect - 1st Offense. The 'Disposition' tab is active. The 'License compliance date' field is highlighted with a red box and a red arrow pointing to it. The 'Save' button at the bottom is also highlighted with a red box.

Field	Value
Case	TK-2010-0003994
Defendant	Bear, Yogi
Status	Case is Pending
Charge	201004 61-6-301(4) Operating Without Liability Insurance In Effect - 1st Offense
Disposition	None
Disposition date	00/00/0000
Sentencing date	00/00/0000
Sentencing defer date	00/00/0000
Modified sentence	00/00/0000
Relinquished jurisdiction	<input type="checkbox"/>
Retained jurisdiction	<input type="checkbox"/> Days: []
License suspension	<input type="checkbox"/> Years Months Days
Indefinite	<input checked="" type="checkbox"/>
Type	Driver
License suspension date	11/12/2010
Send license suspension notice	<input checked="" type="checkbox"/>
License suspension reported	11/12/2010
Reason	Title 61 failure to appear or post
License compliance date	12/08/2010
Send license compliance notice	<input type="checkbox"/>
License compliance reported	12/08/2010
Reason	[]
Collection date	00/00/0000
Collections reported date	00/00/0000
Created by	TRAINER1 on 11/24/2010 01:58 PM
Updated by	SUPPORT on 12/17/2010 02:32 PM

2a. (Courts without scanners) Create document and index image to the case.

With the charges window still open and the charge with the license suspension and compliance information displayed on the Disposition tab:

- a. Click **“Docs F7”**.
- b. Select the document titled **“DL Reinstatement DCD.”**
- c. Click **Print**.



You will get an automatic ROA to show that the DL Reinstatement was sent to Motor Vehicle.

Click **OK**.

TK-2010-0003994 **Bear, Yogi**

ROA date: Code:

Text:

Judge:
 Document sealed Roa sealed

Microfilm number:

Imaging Document ID:

The document will be created automatically. Fill out section 4 by choosing the appropriate boxes next to the reason for reinstatement and which payment option applies.

Add the electronic signature indication in the gray area that indicates the judge's signature. Use the following format: **/s Judge Name**

See the document below for an example:

NOTICE OF DRIVERS LICENSE REINSTATEMENT
COURT REQUIREMENTS MET
(Mont. Code Ann. §§ 61-5-214--216)

1. COURT NAME: YELLOWSTONE COUNTY JUSTICE COURT Justice City/Mun. District Other **COURT #:** 123

Judge	Pedro R. Hernandez	Location	Yellowstone
Mailing Address	PO BOX 35032	Telephone #	(406)256-2895
City	Billings, MT	Email Address (opt.):	

2. DRIVER

Name: Yogi Bear	Driver's License Number: 1234567891938
Date of Birth: 1/1/1938	Driver's License State: MT
Driver's Current Address: PO Box 123 Billings, MT	Sex: M

3. BASIS FOR SUSPENSION: Use One Certification and Request Form for One Court Case

Court Case Number: TK-2010-0003994	Please check either Failed to Appear <u>or</u> Failed to Comply
---	---

Charge ID: 1	Citation Number (If Assigned in the Case): A188188
Statute: 61-6-301(4) [1st]	Violation Date: 10/31/2010
	UVC: V9017
	<input type="checkbox"/> Failed to Appear <i>OR</i>
	<input type="checkbox"/> Failed to Comply

Charge ID: 2	Citation Number (If Assigned in the Case):
Statute: 61-5-212(1)(f)	Violation Date: 10/31/2010
	UVC: V1170
	<input type="checkbox"/> Failed to Appear <i>OR</i>
	<input type="checkbox"/> Failed to Comply

Date Suspension Sent to DMV: 11/12/2010		
---	--	--

4. REINSTATEMENT: Notification is hereby provided that for the charges listed for the Court Case / Docket Number as it appears upon this form, the above named driver has:

- Appeared upon the issued summons, complaint or court order OR complied with penalty, restriction or condition of sentence; and
- Been advised of reinstatement fee requirement under either MCA § 61-5-218 (\$100-not applicable to commercial drivers) or MCA § 61-2-107 (\$200-alcohol and other specified offenses) – *Payment Required to MVD Records and Driver Control Bureau, 444-3289*
- Determination of Indigence: In accordance with the standards set forth in MCA § 47-1-111, the court has determined that the above named driver is indigent.

Once the Department confirms payment of the reinstatement fee and unless the above-named person is otherwise not entitled to a license, the driver's license or driving privilege of the above-named person should be reinstated.

Compliance Date: 12/8/2010	Signature: /s/ Judge Hernandez
	(Judge)

Complete Section 4. Index the document in accordance with the DL Suspension/Reinstatement Best Practices

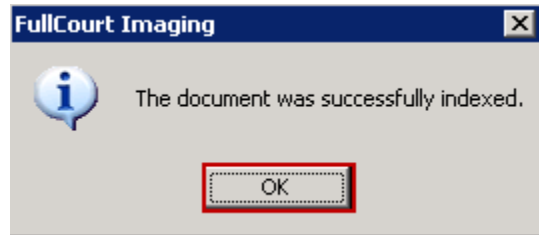
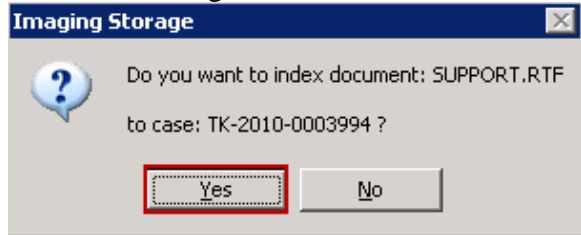
Official Use Only

****SAVE the document at this time. You can use the save icon.** 

Next, click on the **Image** button in the Image toolbar.

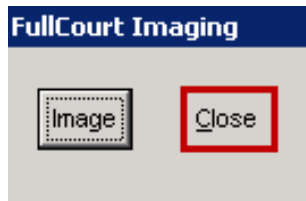


Answer **Yes** to index the image to the case and to **OK** when it says you've successfully indexed the image.



You can now print the document if desired, and have the Judge sign next to the electronic signature. This hard copy with the signature can be added to the case file.

Close the FullCourt Imaging window.



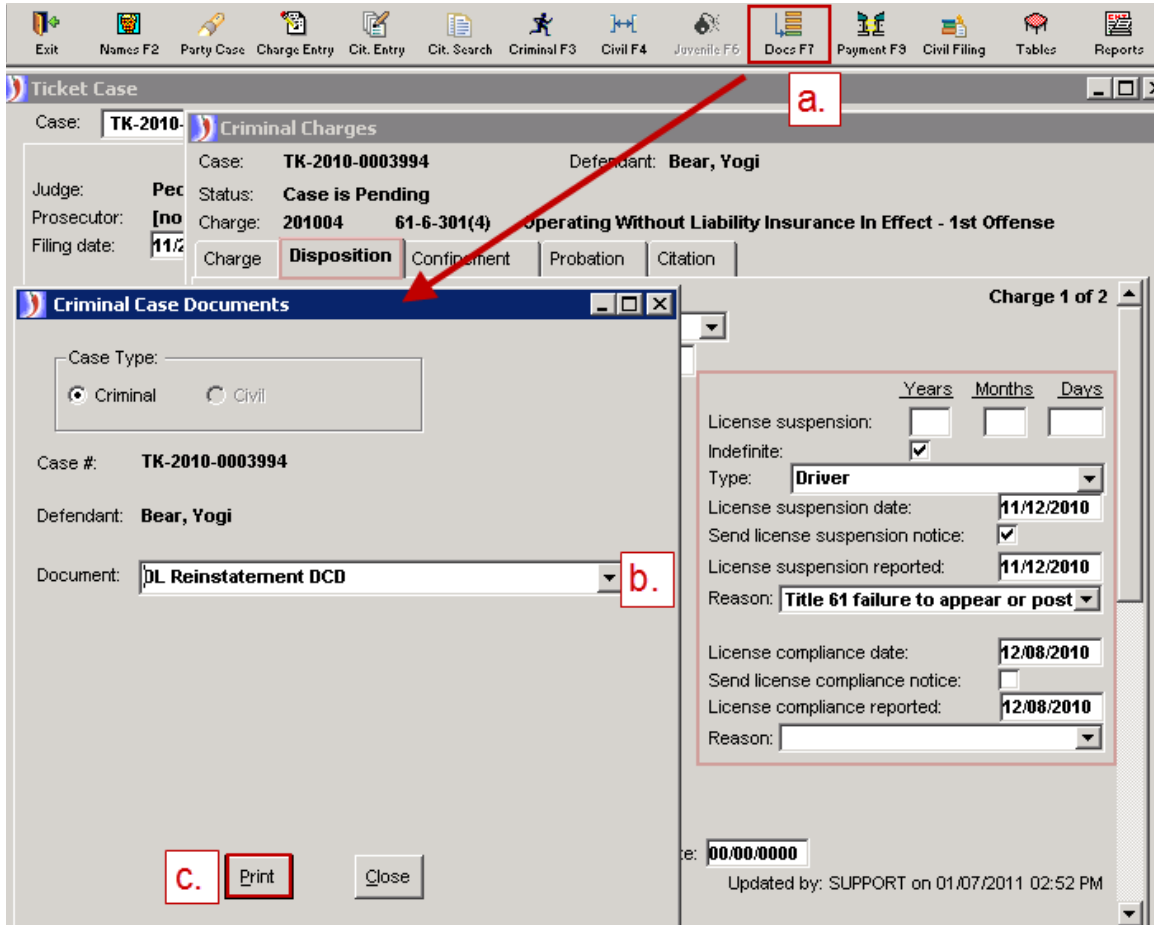
Close the case document window.

Now that the document is successfully imaged, an automatic process will pull the DL Reinstatement form and send it to the Department of Motor Vehicles electronically.

2b. (Courts with scanners) Create document and scan image to the case.

With the charges window still open and the charge with the license suspension and compliance information displayed on the Disposition tab:

- a. Click **“Docs F7”**.
- b. Select the document titled **“DL Reinstatement DCD.”**
- c. Click **Print**.



You will get an automatic ROA to show that the DL Reinstatement was sent to Motor Vehicle.

Click **OK**.

TK-2010-0003994 **Bear, Yogi**

ROA date: **11/26/2010** Code: **DLREINST**

Text: **DL Reinstatement Sent to Motor Vehicle**

Judge: **Hernandez, Pedro R.**

Document sealed Roa sealed

Microfilm number:

Imaging Document ID:

OK **Cancel** **Help**

The document will be created automatically. Fill out section 4 by choosing the appropriate boxes next to the reason for reinstatement and which payment option applies.

See the document below for an example:

NOTICE OF DRIVERS LICENSE REINSTATEMENT
COURT REQUIREMENTS MET
(Mont. Code Ann. §§ 61-5-214--216)

1. COURT NAME: YELLOWSTONE COUNTY JUSTICE COURT Justice City/Town District Other COURT

Case #: 123

Judge	Pedro R. Hernandez	Location	Yellowstone
Mailing Address	PO BOX 35032	Telephone #	(406)256-2895
City	Billings, MT	Email Address (opt.):	

2. DRIVER

Name: Yogi Bear	Driver's License Number: 1234567891938
Date of Birth: 1/1/1938	Driver's License State: MT
Driver's Current Address: PO Box 123 Billings, MT	Sex: M

3. BASIS FOR SUSPENSION: Use One Certification and Request Form for One Court Case

Court Case Number: TK-2010-0003994	Please check either Failed to Appear <u>or</u> Failed to Comply
------------------------------------	---

Charge ID: 1	Citation Number (If Assigned in the Case): A188188
Statute: 61-6-301 (4) [1st]	Violation Date: 10/31/2010
	UVC: V9017
	<input type="checkbox"/> Failed to Appear OR
	<input type="checkbox"/> Failed to Comply

Charge ID: 2	Citation Number (If Assigned in the Case):
Statute: 61-5-212 (1)(6)	Violation Date: 10/31/2010
	UVC: V1170
	<input type="checkbox"/> Failed to Appear OR
	<input type="checkbox"/> Failed to Comply

Date Suspension Sent to DMV: 11/12/2010

4. REINSTATEMENT: Notification is hereby provided that for the charges listed for the Court Case / Docket Number as it appears upon this form, the above named driver has:

Appeared upon the issued summons, complaint or court order OR complied with penalty, restriction or condition of sentence; and

Been advised of reinstatement fee requirement under either MCA § 61-5-218 (\$100-not applicable to commercial drivers) or MCA § 61-2-107 (\$200-alcohol and other specified offenses) - Payment Required to MVD Records and Driver Control Bureau, 444-5289

Determination of Indigence: In accordance with the standards set forth in MCA § 47-1-111, the court has determined that the above named driver is indigent.

Once the Department confirms payment of the reinstatement fee and unless the above-named person is otherwise not entitled to a license, the driver's license or driving privilege of the above-named person should be reinstated.

Compliance Date: 12/8/2010	Signature
	(Judge)

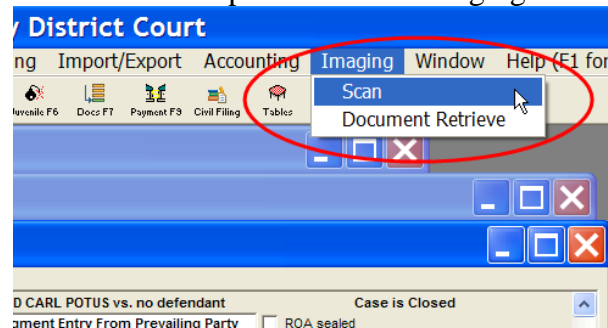
Complete Section 4. Index the document in accordance with the DL Suspension/Reinstatement Best Practices Guide. RESCINDS ONLY. Hand mark and initial.

Official Use Only

PRINT the form and have the judge sign in section 4 on the signature line. This hard copy with the signature can be added to the case file after it is scanned.

Scan the signed DL Reinstatement form to the case, using the following steps.

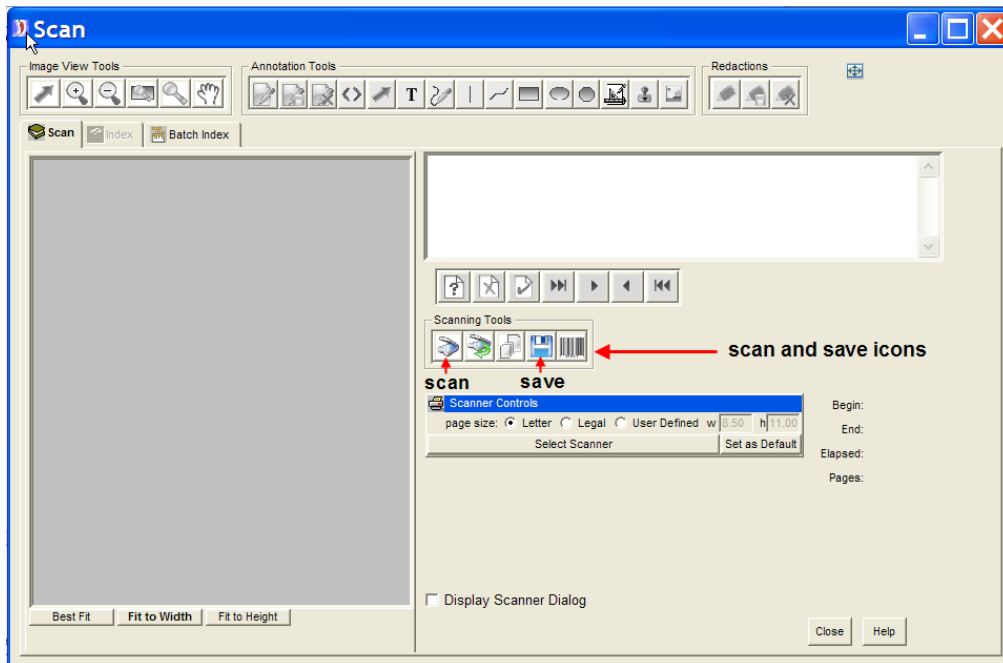
Select the Scan option from the Imaging Menu:



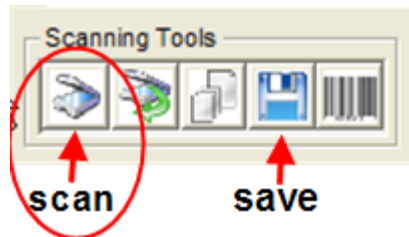
It might take just a minute for the Scan window to appear.

➔ **The next three steps are:**

1. **Scan**
2. **Save**
3. **Index – indexing has three steps of its own**

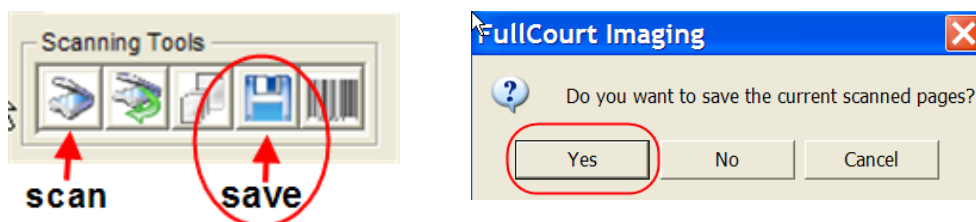


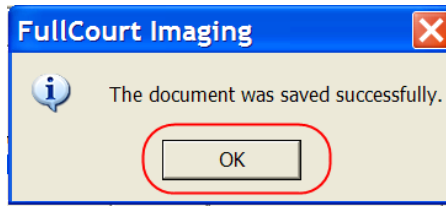
➔ **1. Scan:** place the document in the scanner with the printed side down and with the top of the document feeding first. Push the scan icon:



It might take just a minute for the scanner to start feeding the page.

➔ **2. Save:** once all of the pages are scanned, push the save icon.



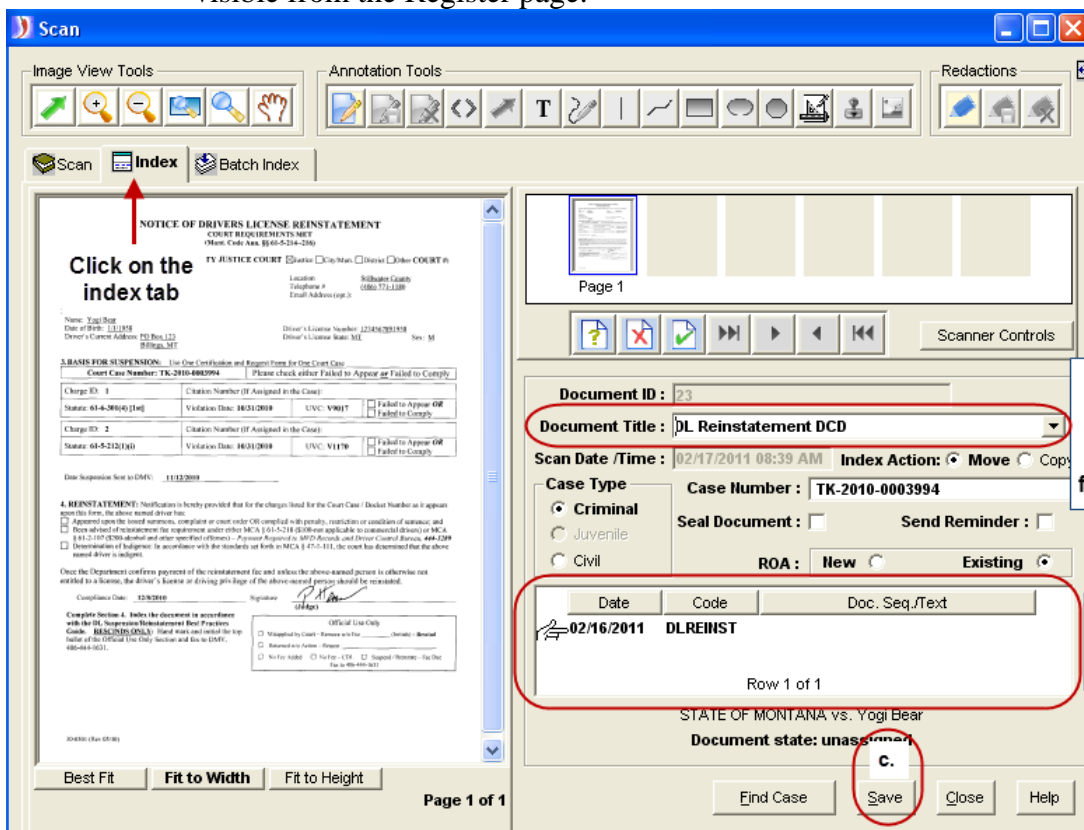


➔ 3. **Index:** Click on the Index tab. Indexing consists of three important steps -

➔ a. **IMPORTANT:** Select the document title “DL Reinstatement DCD” from the drop down list. This is required in order to process the form.

➔ b. Select the DLREINST ROA. There may be more than one ROA available, so make sure that you have selected the correct ROA. The selected one has the pointing finger and is highlighted in bold.

➔ c. **SAVE.** You will get a message indicating that you have indexed the document successfully. The document ID is stored with the ROA and is visible from the Register page.



a. Select the Document Title "DL Reinstatement DCD" from the drop down list

b. Select the DLREINST ROA

Click Close at bottom of scanning window.

Now that the document is successfully imaged, an automatic process will pull the DL Reinstatement form and send it to the Department of Motor Vehicles electronically.

3. (OPTIONAL for courts without scanners) Attach document image to ROA.

▶ This step is a best practice and is not necessary for the process to work, but could be helpful when searching for documents on a case.

DO NOT change the Document Title as that information is needed to process the form.

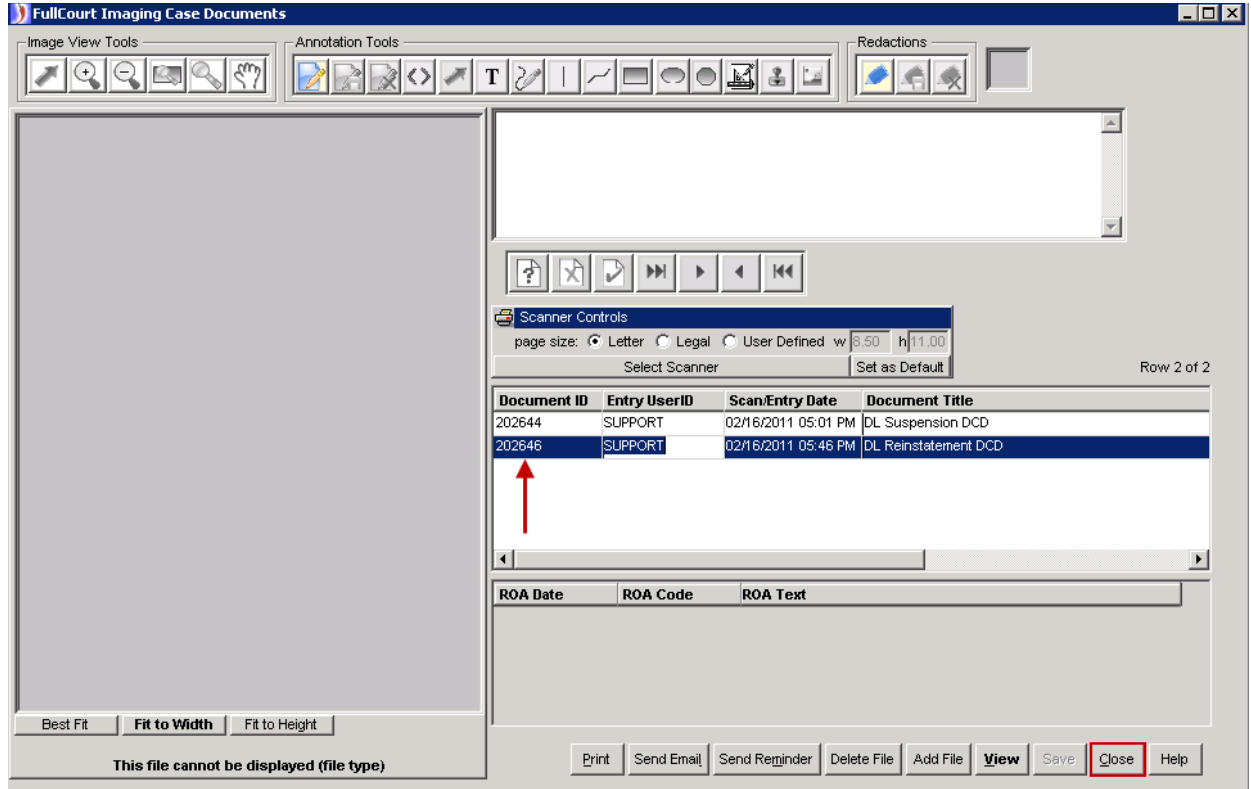
From the **case main screen**, click on the **Images** button to call up the images/documents that are indexed to this case.

The screenshot displays the 'Ticket Case' software interface. At the top, the case number is 'TK-2010-0003994'. The status is 'Pending'. The judge is 'Pedro R. Hernandez'. The prosecutor is '[none]'. The filing date is '11/24/2010'. The amount due is '0.00'. The case was created and updated by 'TRAINER1' on '11/24/2010 01:58 PM'. The defendant is 'Bear, Yogi', with an attorney of '[none]'. The money due is '00.00.0000', extension date is '00.00.0000', and hold date is '00.00.0000'. The initial appearance is '00.00.0000'. The custody status is 'None'. The bond ordered is '285.00'. The probation officer is '[none]'. The appearance/hearing date is '11/10/2010 09:15 AM'. The 'Images' button at the bottom is highlighted with a red box and a red arrow points to it. The interface also includes a 'Case options' sidebar with various counts and a 'Defendant options' sidebar with various counts. The bottom of the window has buttons for 'Label', 'Print', 'CaseMail', 'Change Case Type', 'Reset Appear Date', 'Images', 'New', 'Save', 'Delete', and 'Close'.

Double click in Document ID column and select Control+C on your keyboard.

Note: You can also right click on the Document ID number and select Copy from the menu.

Click **Close** at bottom of window.



Open the case ROA window and click into the Imaging Document ID field of the DLREINST ROA.

Select Control+V on your keyboard to paste the image id into the field.

Note: You can also right click in the Imaging Document ID field and select Paste from the menu.

Save your changes and click Close at bottom of window.

The screenshot shows a window titled "Register of Actions" with a blue header bar. The main content area displays a list of actions for case "TK-2010-0003994" by "Bear, Yogi". The status is "Case is Pending". The actions listed are:

- 11/24/2010 TKNEW New Ticket Case Filed
- 11/24/2010 CBNDPST Cash Bond posted (Receipt 170774 Dated 11/24/2010 for 285.00)
- 11/24/2010 CHGAPPR Citation Appearance Date Changed: 11/10/2010 09:15 AM (61-6-301(4) [1st] Operating Without Liability Insurance In Effect - 1st Offense)
- 11/24/2010 DLSUSP DL Suspension sent to Motor Vehicle
- 11/26/2010 DLREINST DL Reinstatement sent to Motor Vehicle

Each action entry includes a date, a dropdown menu with the action code, a description, a name dropdown menu, and fields for "Microfilm number" and "Imaging document ID". To the right of each entry are checkboxes for "ROA sealed" and "Document sealed", along with "Created by" and "Updated by" information. A red arrow points to the "Imaging document ID" field of the "DLREINST" action. At the bottom of the window, there are buttons for "Newest First", "Zoom In", "Zoom Out", "Print", "Image", "New", "Save", "Delete", and "Close". The "Save" button is highlighted with a red box.

▶ Best Practice for Notifying DMV of DL Reinstatement Form Errors ◀

If a mistake is made on the DL Suspension or Reinstatement form the court must print the original form from either the ROA or case Images window and complete by hand the “Official Use Only” section on the bottom of the form. The form must be faxed to the Department of Motor Vehicles at 406-444-1631.

Official Use Only		
<input type="checkbox"/>	Misapplied by Court – Remove w/o Fee _____ (Initials) – Rescind	
<input type="checkbox"/>	Returned w/o Action – Reason: _____	
<input type="checkbox"/>	No Fee Added	<input type="checkbox"/> No Fee – CDL <input type="checkbox"/> Suspend / Reinstata – Fee Due
Fax to 406-444-1631		