

Best Practice Guide for License Plate Surrender – Request to Suspend

The purpose of this guide is to demonstrate the use of the License Plate Surrender – Request to Suspend form.

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Description of the form

The purpose of the form is to notify the defendant and the Motor Vehicle Division that conviction(s) for failure to comply with the requirements for mandatory motor vehicle liability insurance result in suspension of vehicle license plates and registration and/or the convicted person’s driver license. The form also provides the convicted person with instructions for reinstatement after suspension.

When to use the form

To suspend registration and license plates after conviction, the court must submit the License Plate Surrender – Request to Suspend Form. It is to be submitted manually in conjunction with a conviction for MCA 61-6-301 and/or 302.

- When you mail the weekly MVD report, place the completed form in the envelope with the report.
- If you are electronically reporting to MVD, you may fax or mail the form to MVD on the day that it was created, or as soon as possible thereafter. If your court has a scanner, you may email the form. Instructions to email the form are included in this guide.

Signed Forms and Unsigned Forms

It is the intention that in most cases, the form is signed by the defendant as acknowledgement of receipt and notice of suspension. MVD states that signed forms will be processed as soon as possible.

MVD further makes the following statement about unsigned forms:

“The Motor Vehicle Division will not suspend upon court submission of an unsigned form unless the Division can confirm (via the form or via associated system checks) that:

- The defendant is the registered owner of the vehicle;
- The form notes that the defendant is an immediate family member of the registered owner or is otherwise authorized by the registered owner;
- The defendant and the registered owner share the same last name;
- The defendant and the registered owner share the same physical address;
- The Division is able to verify that the vehicle was not insured at the time of the offense.”

Motor Vehicle Division, Records and Driver Control Bureau can be reached at:
406.444.32589

Creating the License Plate Surrender – Request to Suspend form

► The form does not use any “special” information from the FullCourt record.

Display the FullCourt Criminal case for which you want to suspend the defendant’s license and registration.

The screenshot displays the 'Ticket Case' application window. The main area shows case information for 'TK-2012-000008'. The judge is Jay A. Sheffield 540, the prosecutor is Cassidy, Bernard, and the filing date is 01/04/2012. The amount due is 620.00. The defendant is Porcupine, Morris S, with a money due date of 01/10/2012. The trial type is set to 'No trial held'. The interface includes a sidebar with various case options and a bottom toolbar with buttons for Label, Print, CaseMail, Change Case Type, Reset Appear Date, Images, New, Save, Delete, and Close.

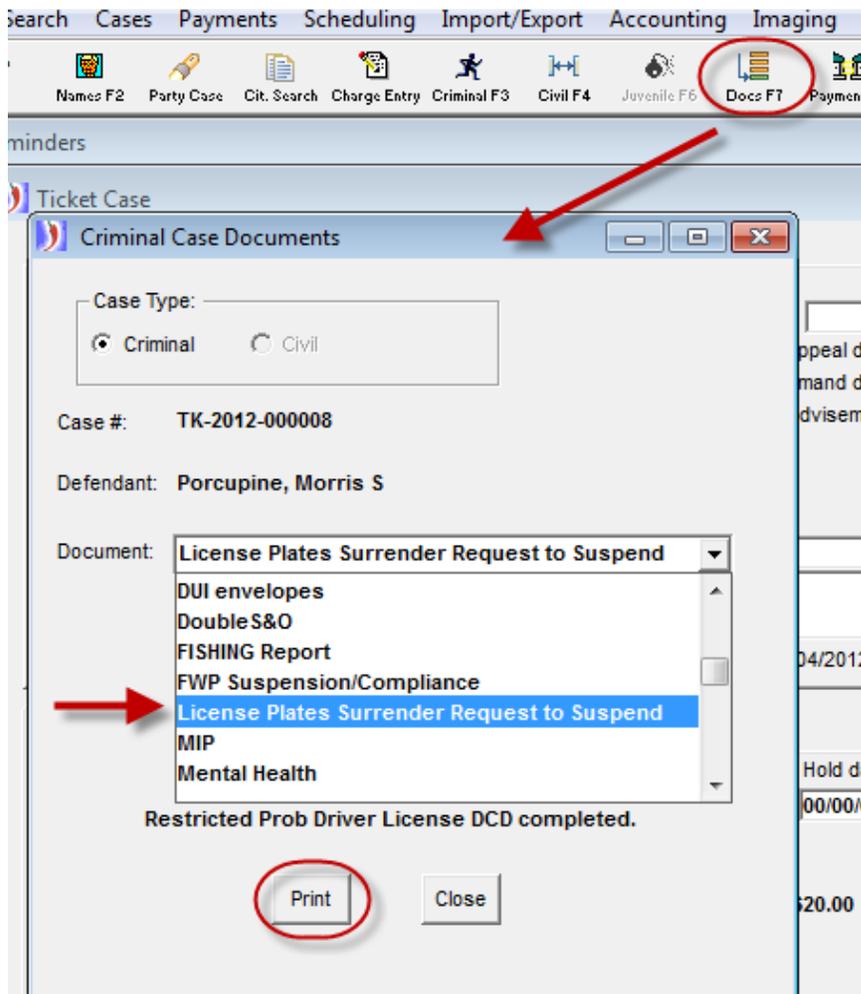
Defendant	Agreement	Money due	Extension date	Hold date
Defendant 1 of 1				
Porcupine, Morris S		01/10/2012	00/00/0000	00/00/0000

Attorney: [none]
Speedy Trial date: 07/09/2012
Arraignment: 00/00/0000
Custody status: None
MANS: []
Bond ordered: 620.00
Probation officer: [none]

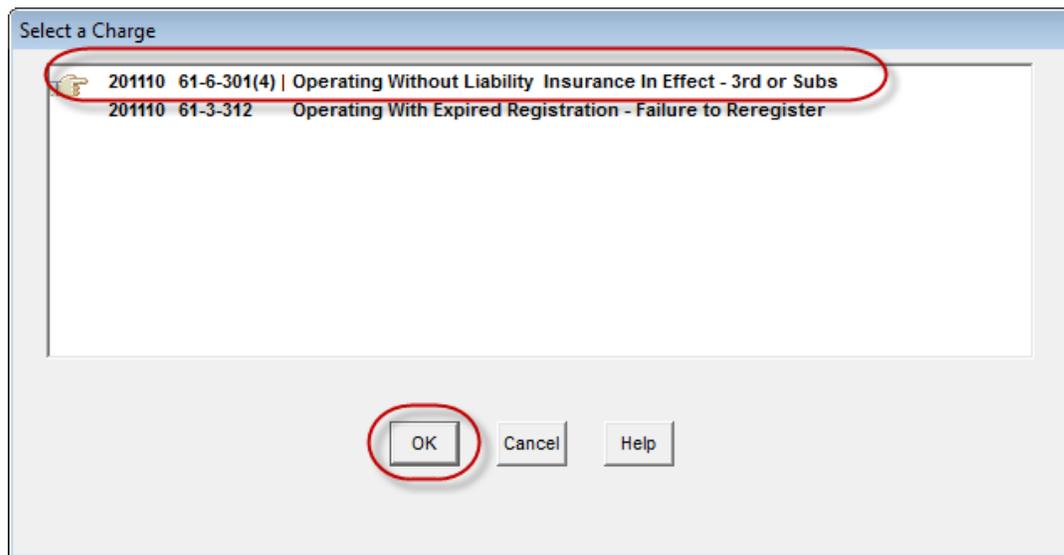
Appearance / Hearing date: 3/29/2012 01:30 PM
Overdue FTA: Jury Trial:
 No online partial payments

All courts: Create the document.

Use the **Docs F7** icon to bring up the Criminal Case Documents window, select the Document: “License Plate Surrender Request to Suspend” and click the **Print** button.



If the case has more than one charge, select the appropriate DUI charge, then click **OK**.



You will get an automatic ROA to show that the License Plate Surrender Request to Suspend form was sent to Motor Vehicle Division.

Click **OK**.

Automatic Register of Actions

TK-2012-000008 Porcupine, Morris S

ROA date: 10/15/2012 Code: PLTSUSP

Text: License Plates Surrender Request to Suspend - Notice of Plates and Registration Suspension sent to DMV

Judge: Sheffield, Jay A 540

Document sealed Roa sealed

Microfilm number:

Imaging Document ID:

OK Cancel Help

The document will be created automatically. Check the appropriate boxes:

- for 90 or 180 day minimum suspension;
- for driver license suspension if fourth or subsequent conviction;
- Especially if not being signed, check the appropriate box to indicate to MVD that the defendant is the registered owner, an immediate family member of the owner, or that the registration suspension is authorized by the registered owner.

An example of the form is shown on the next page.

**LINCOLN COUNTY JUSTICE COURT
LICENSE PLATES SURRENDER – REQUEST TO SUSPEND**
(To be sent in with disposition)

Defendant Name: MORRIS S PORCUPINE Date of Birth: 3/12/1992
Driver's License No: 123456789 Case Number: TK-2012-000008

You have been convicted of a second or subsequent violation of Mont. Code Ann. § 61-6-301 (operating a motor vehicle without liability protection in effect) or § 61-6-302 (failing to carry or exhibit proof of insurance), summons #B 12079, and the court has ordered you to surrender, for immediate suspension:

The registration receipt and license plates (second or subsequent conviction) for the following described motor vehicle Plate No. 56 3326 A or Vehicle Identification No. (VIN) _____

If marked, the vehicle registration and license plates will be suspended, effective 1/10/2012, for a minimum period of:

90 days (second offense) ↔ 180 days (third or subsequent offense)

and indefinitely thereafter until you provide the Department of Justice, Motor Vehicle Division, with proof that liability insurance has been acquired for the above-described vehicle.

If proof of insurance has not been provided by the end of the minimum suspension period, reinstatement of the vehicle registration and license plates will be denied until such proof of insurance has been provided.

Your driver's license (fourth and subsequent conviction) Montana Driver's License No. 123456789 ←

If marked, your driver's license will be suspended effective 1/10/2012, until proof of insurance for the above-described motor vehicle has been provided.

Receipt/delivery of this notice must be acknowledged by the defendant and certified by the court.

Defendant's Signature: _____	Date: 10/15/2012
<input checked="" type="checkbox"/> Registered Owner	<input type="checkbox"/> Immediate Family Member
<input type="checkbox"/> Authorized by Owner	
Court/Clerk's Signature: _____	Date: 10/15/2012

INSTRUCTIONS FOR REINSTATEMENT

Before you can get your registration, license plates, and/or driver license back, you must submit proof that the motor vehicle, driven at the time of the offense and listed above, has current liability insurance. As proof of insurance, the Motor Vehicle Division will accept a copy of an insurance policy or an insurance card covering or listing this motor vehicle.

(Courts with scanners can print the form and obtain signatures and scan the form back to the case. Instructions begin on page 7.)

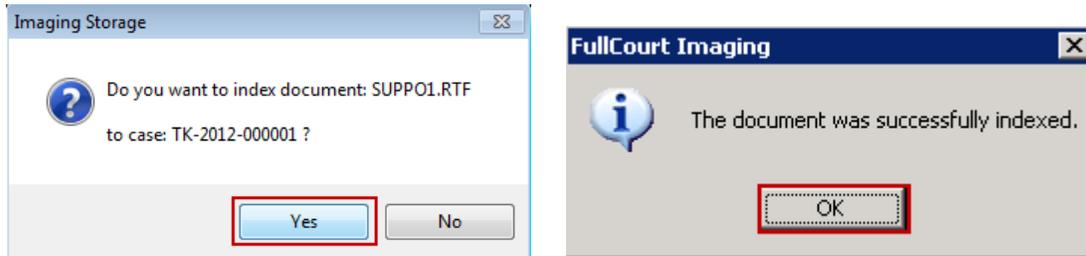
Courts without scanners: image the document now, as follows.

****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 **OK** to the message that the document was successfully indexed.



Print the report and obtain the necessary signatures, with dates.

Close the FullCourt Imaging window and the case document window. Optional: you may choose to store the imaged document ID with the ROA. See the section below starting on page 10.

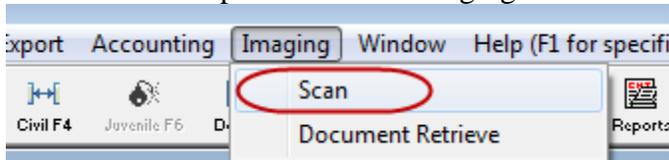
Courts without scanners:

Send the form to Motor Vehicle Division at fax 406-444-1631 or mail to MVD, POB 201430, Helena, MT 59620-1430. You may place the form in the same envelope as the manual MVD report with the conviction.

Courts with scanners may choose to scan the completed, signed form back to the case and email it.

After printing the form and obtaining the signatures and dates, scan the License Plate Surrender Request to Suspend form back to the case, using the following steps.

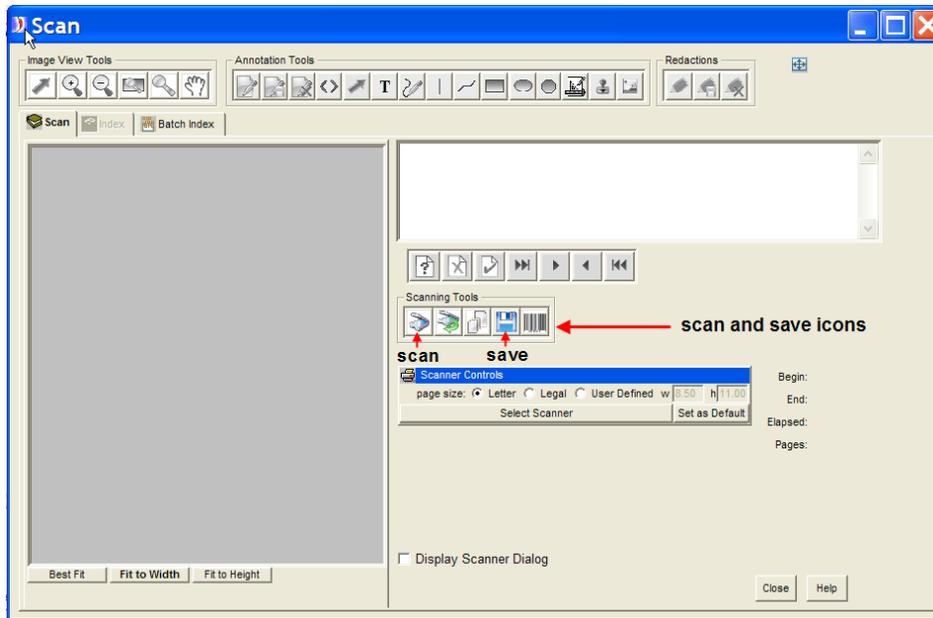
Select the Scan option from the Imaging Menu:



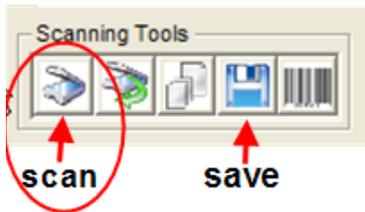
It might take just a minute for the Scan window to appear.

➔ **The next three steps are:**

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

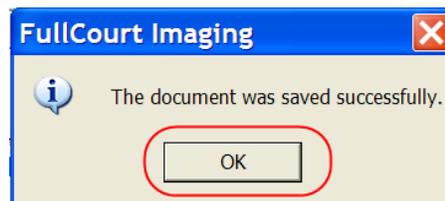
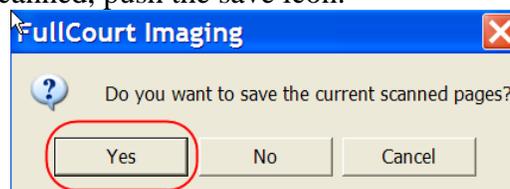
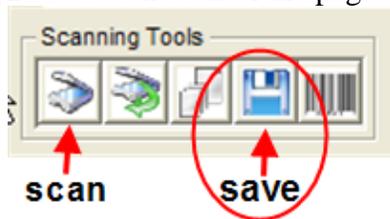


➔ **1. Scan:** place the document in the scanner with the printed side down and with the top of the document feeding first. Push the scan icon:



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 –

➔ **Give your document a title.** For example, “License Plate Surrender.”

➔ **Select the PLTSUSP 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.

➔ **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.

The screenshot shows the Scan software interface with the following elements:

- Image View Tools:** Includes icons for zoom, pan, and other image manipulation tools.
- Annotation Tools:** Includes icons for text, lines, and other annotations.
- Redactions:** Includes icons for redaction tools.
- Buttons:** Scan, Index (highlighted with a red arrow), and Batch Index.
- Document Preview:** Shows a document titled "LINCOLN COUNTY JUSTICE COURT LICENSE PLATES SURRENDER - REQUEST TO SUSPEND". A red arrow points to the "Index" button.
- Scanner Controls:** Includes navigation and control buttons.
- Form Fields:**
 - Document ID: 2992
 - Document Title: License Plate Surrender (circled in red)
 - Scan Date /Time: 10/15/2012 11:18 AM
 - Index Action: Move (selected), Copy
 - Case Type: Criminal (selected), Juvenile, Civil
 - Case Number: TK-2012-000008
 - Seal Document: []
 - Send Reminder: []
 - ROA: New (selected), Existing
- Table:**

Date	Code	Doc. Seq./Text
10/15/2012	PLTSUSP	License Plates Surrender Request to Su
01/04/2012	NEWI	New Case Filed, Auto Import
- Text:** STATE OF MONTANA vs. Morris S Porcupine, Document state: unassigned
- Buttons:** Find Case, Save (circled in red), Close, Help.

Red annotations on the right side of the screenshot:

- Recommended: give the document a title. For example: License Plate Surrender
- Select the ROA: PLTSUSP

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

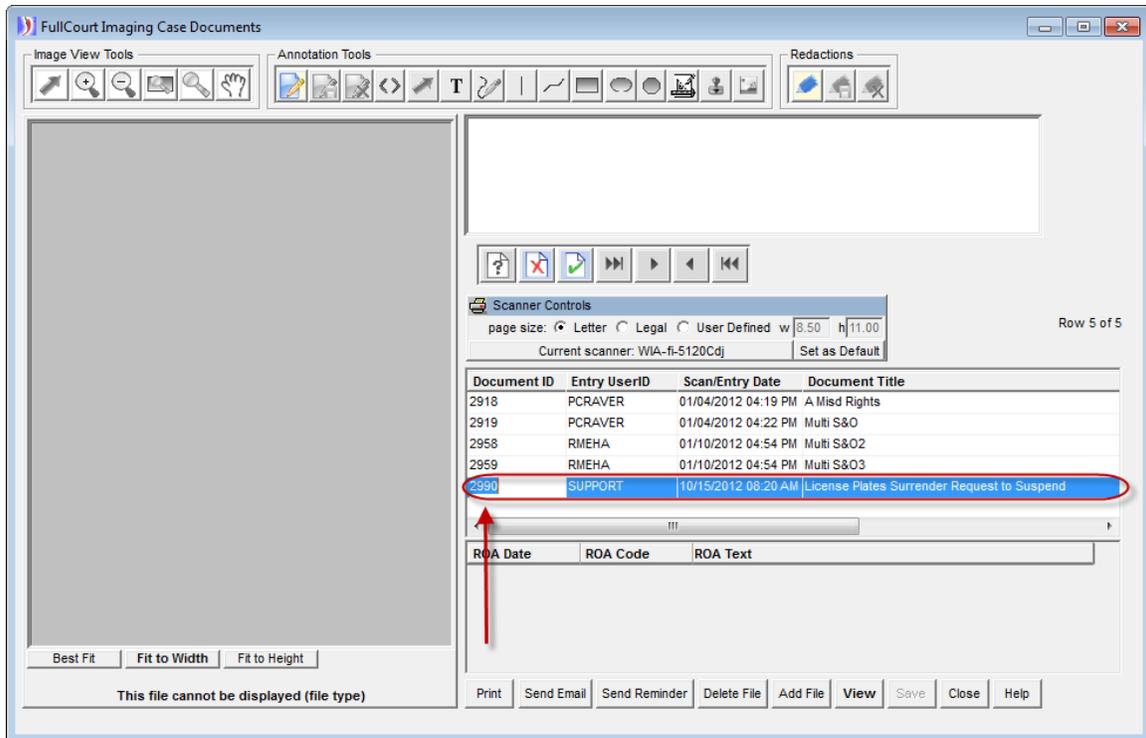
(OPTIONAL for all courts) Attach the document image to the corresponding ROA.

This step is not necessary but may be helpful when searching for documents on a case.

From the case main screen, click on the **Images** button.

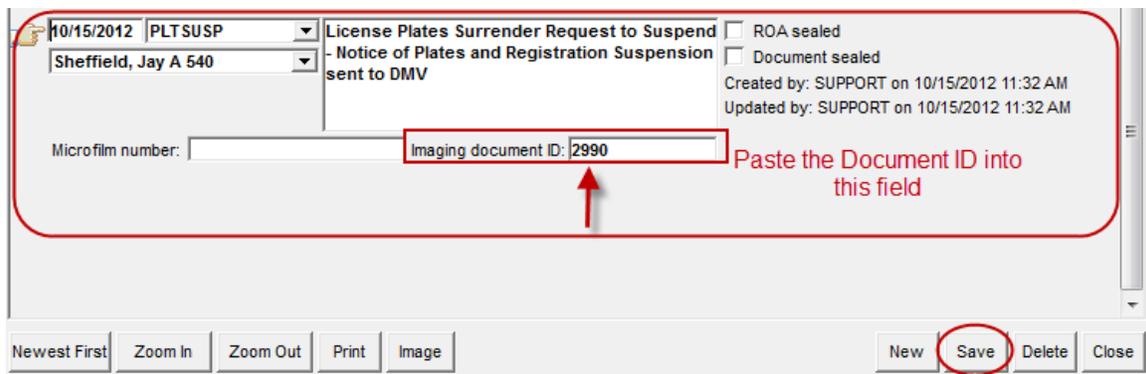
The screenshot shows the 'Ticket Case' application window. The main area displays case information for case TK-2012-000008, including the judge (Jay A Sheffield 540), prosecutor (Cassidy, Bernard), and filing date (01/04/2012). It also shows the amount due (620.00) and a defendant list with details for Porcupine, Morris S. On the right side, there are two vertical panels: 'Case options' and 'Defendant options', each listing various counts for different case elements. At the bottom of the window, a row of buttons includes 'Label', 'Print', 'CaseMail', 'Change Case Type', 'Reset Appear Date', 'Images', 'New', 'Save', 'Delete', and 'Close'. A red arrow points from the 'Images' button up towards the 'No trial held' radio button option in the defendant details section.

Locate and select the image titled License Plate Surrender Request to Suspend (or whatever title you gave if you have scanned the signed image). Observe that there is a Document ID associated with the image. See the example on the next page.



Copy the Document ID number by clicking in the Document ID field of the correct image and using Control+C on your keyboard. *Note: You can also right click on the Document ID number and select Copy from the menu.*

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



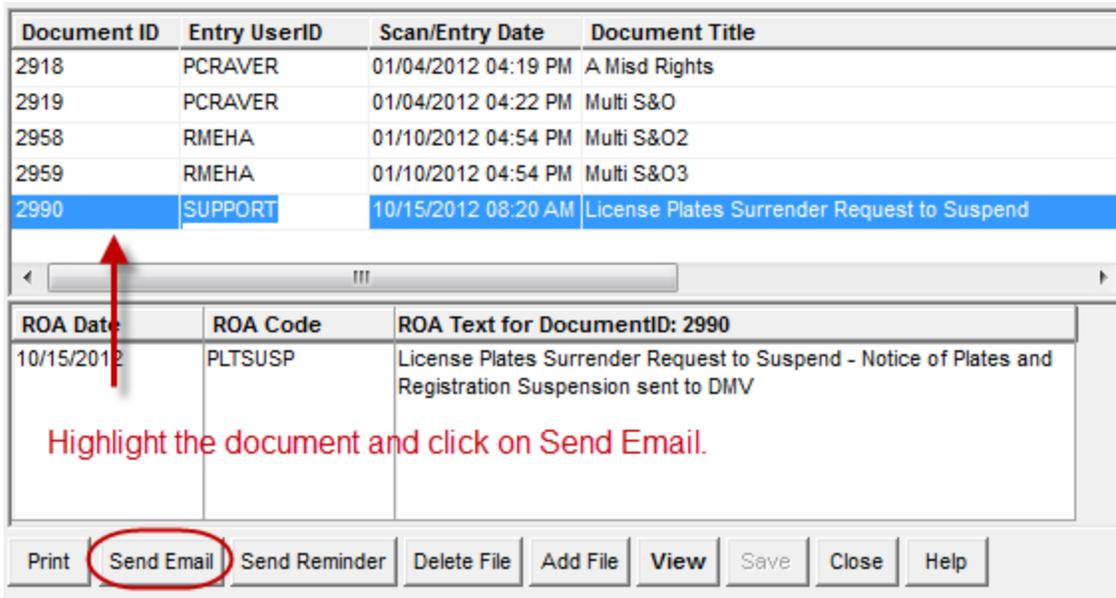
Use Control+V on your keyboard to paste the Document ID into the field. *Note: You can also right click in the Imaging Document ID field and select Paste from the menu.*

Save your changes. The image is now attached to the ROA and available for viewing by using the Image button at the bottom of the ROA page.

Courts with Scanners only: How to email the scanned form to MVD

Emailing the form is recommended because it is secure and quick.

To email the form, open the Images window from the main case screen. Highlight the new document and click on the Send Email button.



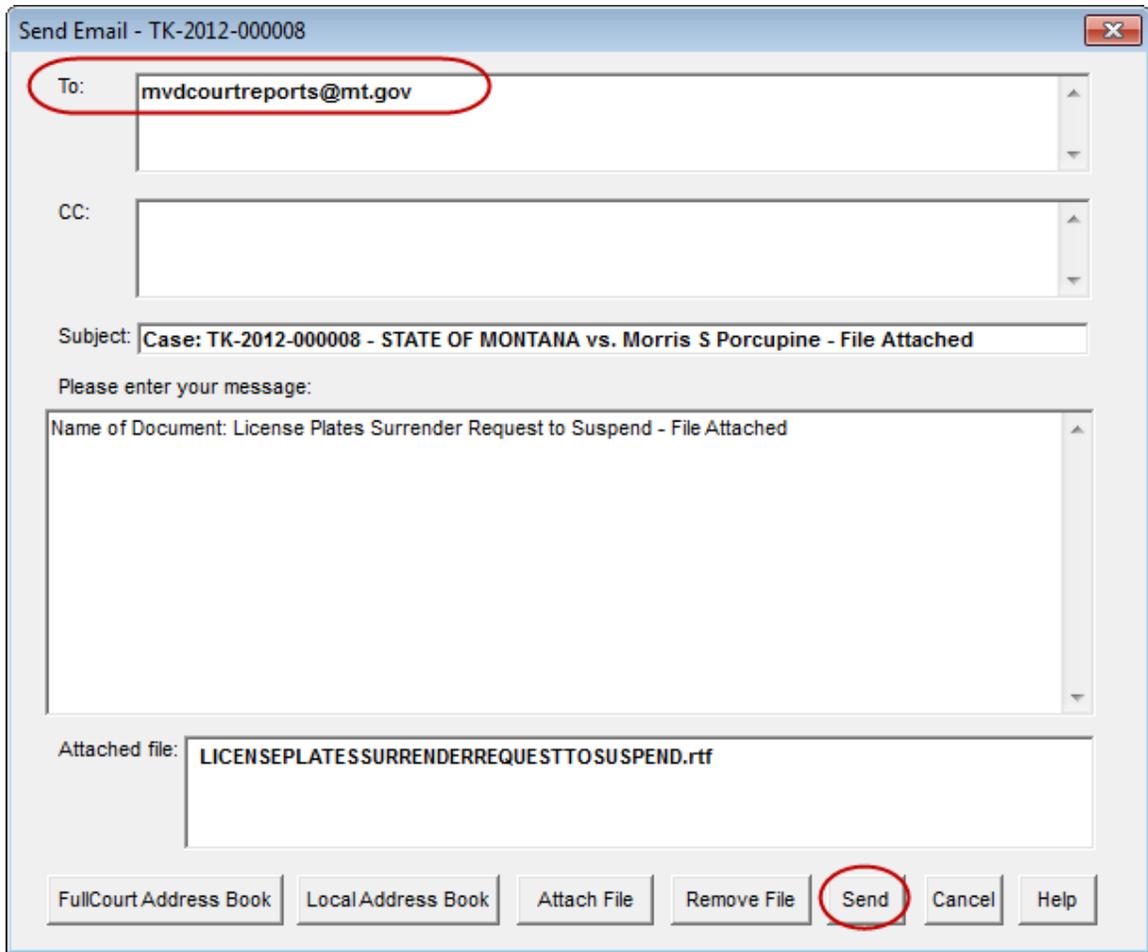
Document ID	Entry UserID	Scan/Entry Date	Document Title
2918	PCRAVER	01/04/2012 04:19 PM	A Misd Rights
2919	PCRAVER	01/04/2012 04:22 PM	Multi S&O
2958	RMEHA	01/10/2012 04:54 PM	Multi S&O2
2959	RMEHA	01/10/2012 04:54 PM	Multi S&O3
2990	SUPPORT	10/15/2012 08:20 AM	License Plates Surrender Request to Suspend

ROA Date	ROA Code	ROA Text for DocumentID: 2990
10/15/2012	PLTSUSP	License Plates Surrender Request to Suspend - Notice of Plates and Registration Suspension sent to DMV

Highlight the document and click on Send Email.

Print Send Email Send Reminder Delete File Add File View Save Close Help

When the email window opens up, add the email address mvdcourtreports@mt.gov to the "To:" line. You may also add other email addresses if you want the report to go to other individuals such as the defendant or registered owner.



You may need to answer “Yes” if this message appears:



You will get an ROA in the case that the image was emailed.