

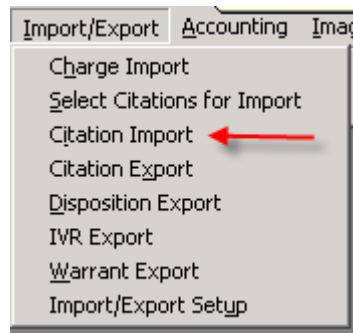
Best Practice Guide for MHP Citation Imports

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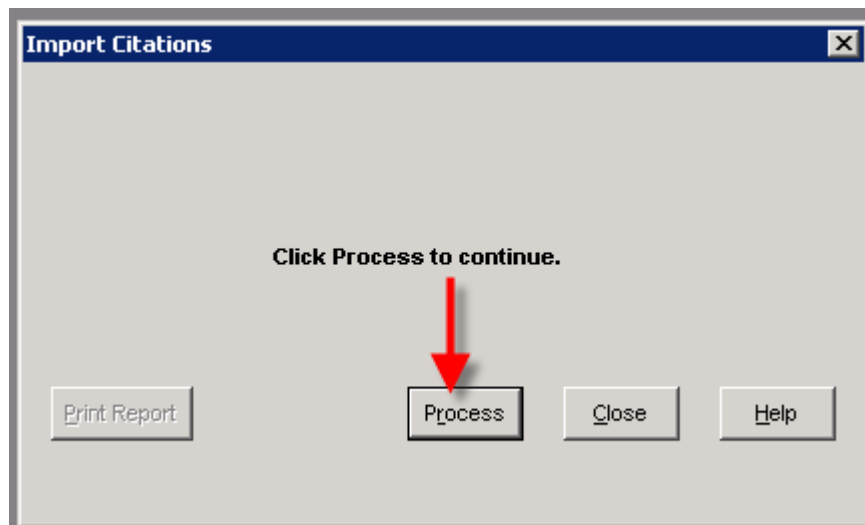
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STANDARD MHP CITATION IMPORT INSTRUCTIONS

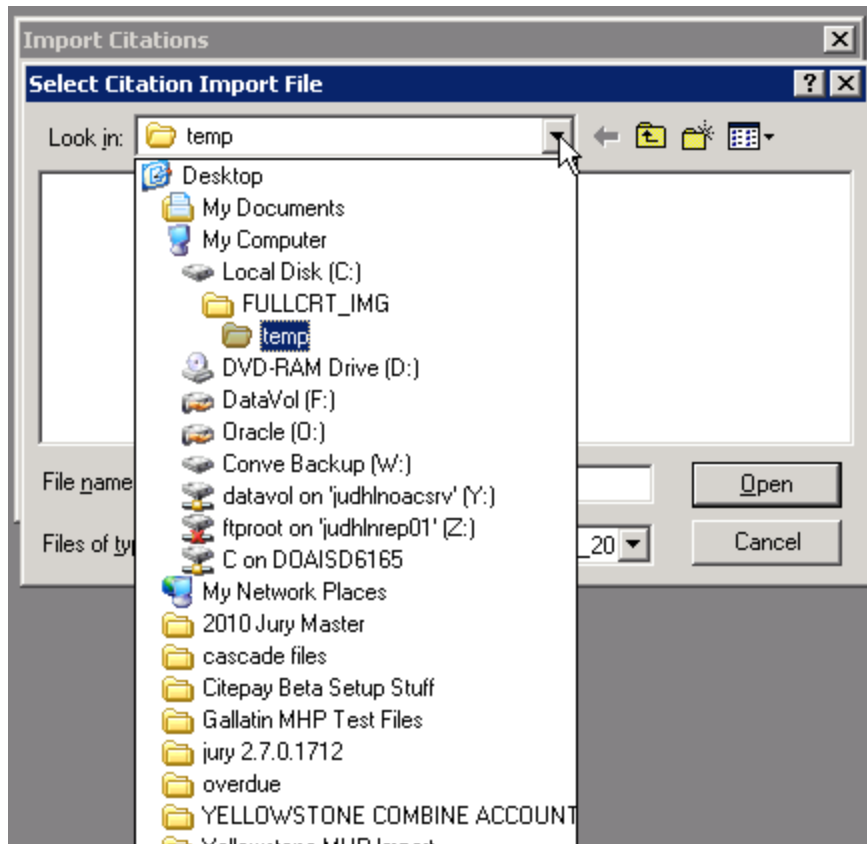
1. Click on the Import/Export pull down from the main menu bar.
2. Click Citation Import



3. Click
The Select
Import File
appear.

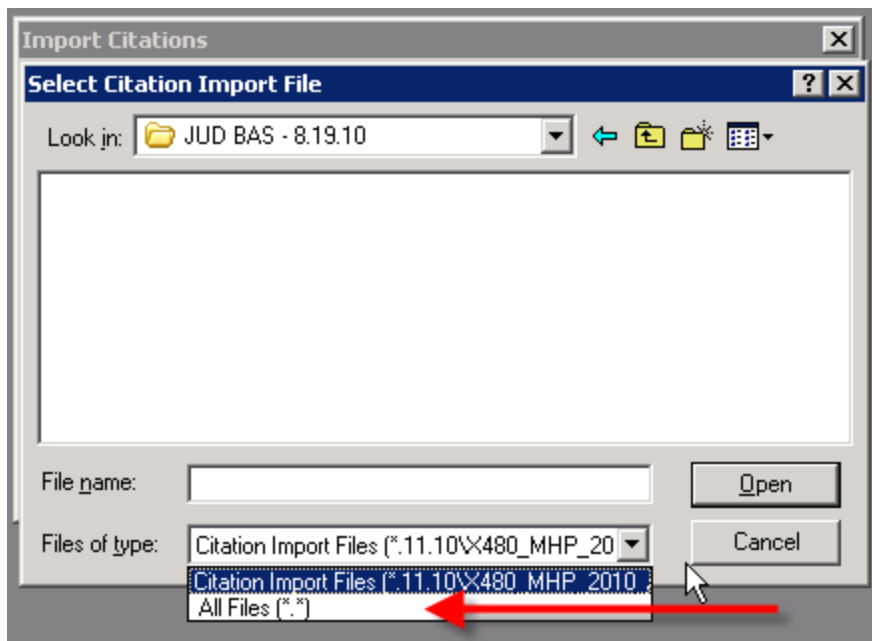


“Process”.
Citation
window will



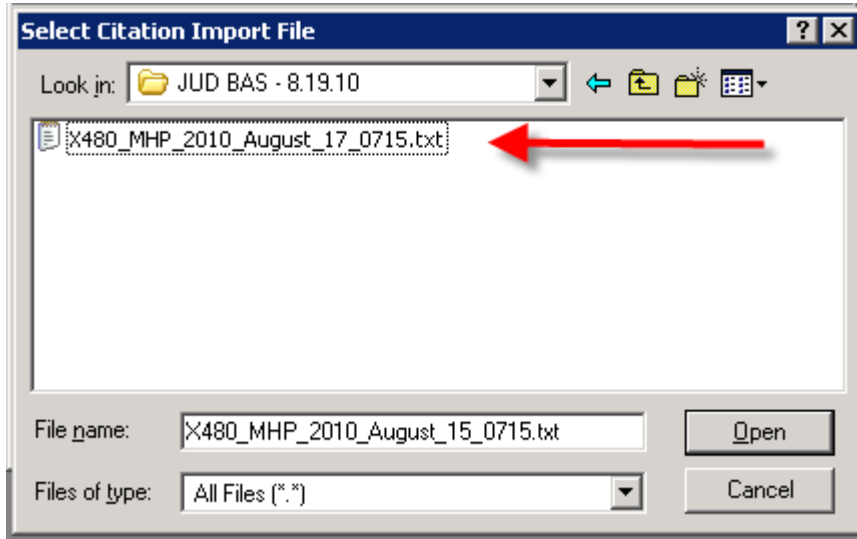
4. Browse to file location

5. Navigate to **o:\x100\x100_OAC_Download** and select the folder containing the current import .txt



file, images and Bond received excel spreadsheet

6. **NOTE: This step may not be necessary on all systems. In some cases you will automatically see all files.** If not, click the “Files of type:” pull down menu and choose “**All Files (*.*)**”. This will allow you to view the import text



file.

7. Click on appropriate daily **.txt** file
8. Click “Open”
9. You will see messages flash by on the screen indicating whether the files were successful or not.

Examples of Messages & Errors:

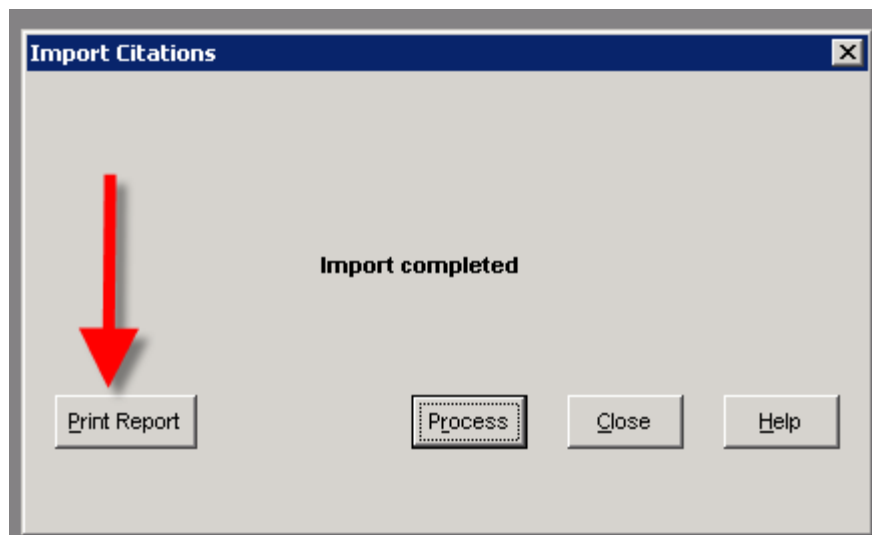
There are 5 main messages you will receive:

1. MESSAGE - All records imported successfully
2. MESSAGE - Some records imported successfully and some records errored
3. ERROR - Invalid statute number
4. ERROR - Officer not found
5. ERROR - Multiple entries for Citation XXXXXXXX exist. Verify Citation XXXXXXXX manually.

These Messages and Errors will each be outlined individually below.



MESSAGE #1 – All records imported successfully



Click OK and the next window will be presented

Click Print Report – This will print the report of successfully imported citations and will include the following information: Citation Number, Party Name, Statute Cited, Appearance Date and Time, Case Number (automatically generated by FullCourt), Mailing Address, Date of Birth, and License Information.

Example below:

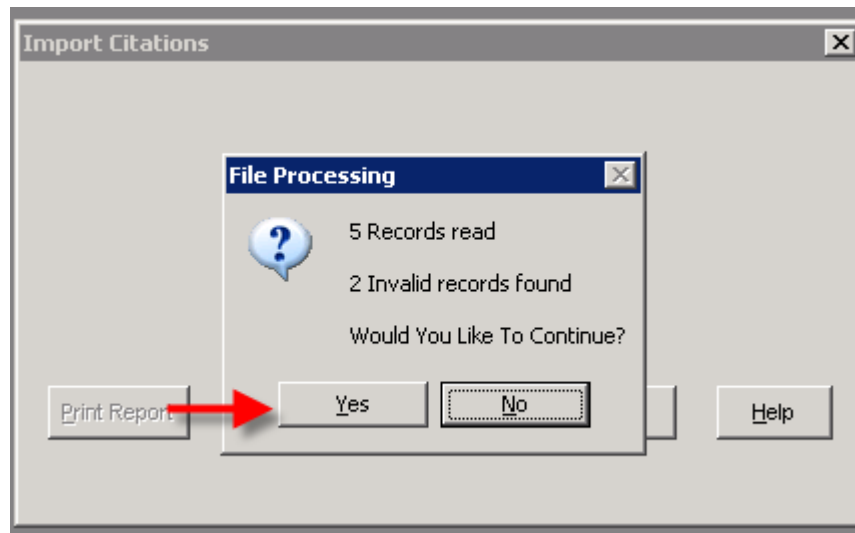
Date: 08/19/2010
Time: 12:43 PM

Judith Basin Justice Court
Citation Import
Imported 08/19/2010
No hearings have been set

User: SUPPORT
Page 1 of 1

Citation Case Number	Name Address	Statute Issue Date DOB	Appearance Date License
A154586 E TK-2010-0006573	Cole, Andrew R Mailing: 4639 Conestoga Cottage Grove WI 53527	61-13-103 08/15/2010 06/01/1988	08/25/2010 09:15 AM C4000168820108 WI
A154587 E TK-2010-0006574	Edgar, Michael Andrew Mailing: Po Box 92 Sundre AB TOM 1X0	61-8-312(1)(b) [1] 08/15/2010 07/11/1965	08/25/2010 09:15 AM 105149-033 AB
A202537 E TK-2010-0006570	Elmore, Michele Lynn Mailing: 3803 Rainbow Drive Loon Lake WA 99148	61-8-309(1) 08/17/2010 10/27/1974	08/27/2010 09:15 AM ELMORML262P7 WA
A202538 E TK-2010-0006571	Harant, Paul John Mailing: 2201 River Ave Black Eagle MT 59414	61-8-309(1) 08/17/2010 09/14/1962	08/27/2010 09:15 AM 5168011130000 MT
A202518 E TK-2010-0006575	Hill, Amilee Marie Mailing: 7 Miles Ne Of Geyser Geyser MT 59447	61-8-309(1) 08/15/2010 03/03/1973	08/25/2010 09:15 AM 5161152190000 MT
A202539 E TK-2010-0006572	Thomas, David Graves Mailing: 5601 Hanover Rd Lewistown MT 59457	61-8-309(1) 08/17/2010 10/28/1958	08/27/2010 09:15 AM 1003819584128 MT

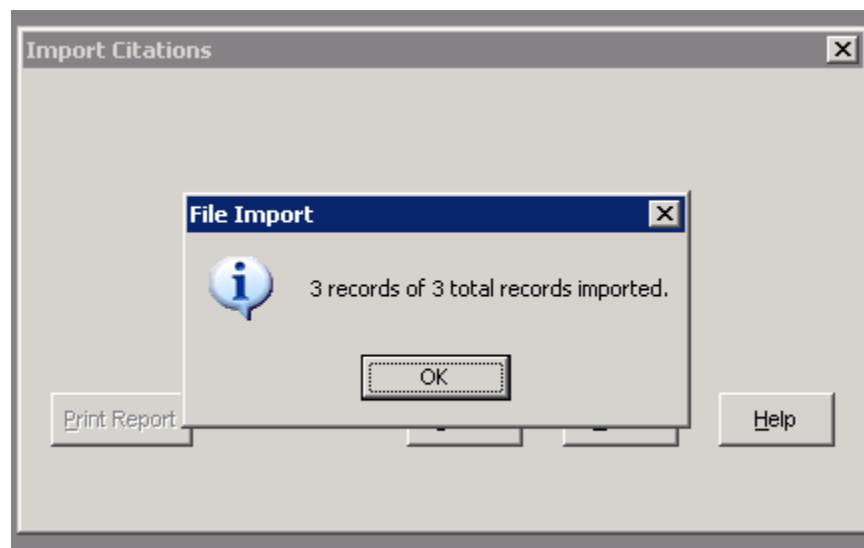
MESSAGE #2 -- Some records imported successfully and some records errored



This message means:

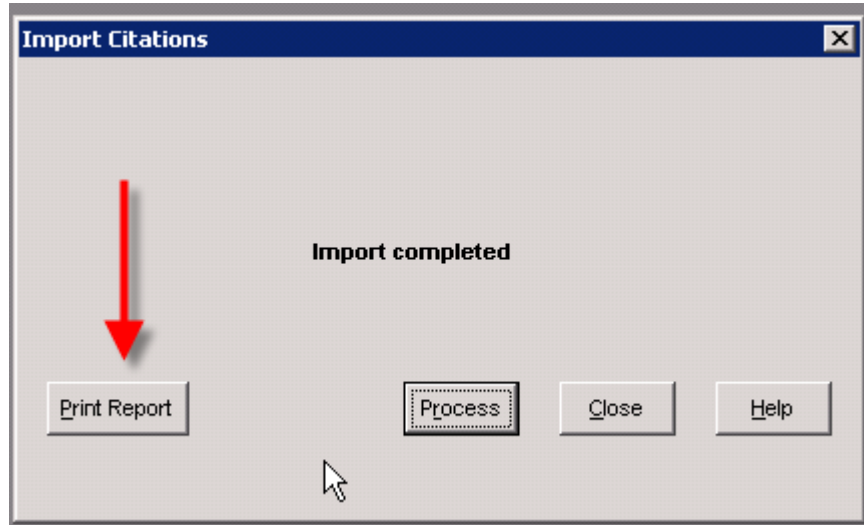
- There were 5 citations in the file
- 3 of the records were valid and will import successfully
- 2 of the records will error

Say YES to continue and the next window will be presented:



- Shows the 3 records that imported correctly
- Click OK and the citations that err'd will print out. NOTE: This is the only chance you get to get your errors. The errors only print in hard copy and cannot be recreated.

Click Print Report – This will print the report of successfully imported citations and will include the following information: Citation Number, Party Name, Statute Cited, Appearance Date and Time, Case Number (automatically generated by FullCourt), Mailing Address, Date of Birth, and License Information.



Date: 08/19/2010
Time: 12:43 PM

Judith Basin Justice Court
Citation Import
Imported 08/19/2010
No hearings have been set

User: SUPPORT
Page 1 of 1

Citation Case Number	Name Address	Statute Issue Date DOB	Appearance Date License
A154586 E TK-2010-0006573	Cole, Andrew R Mailing: 4639 Conestoga Cottage Grove	WI 53527 61-13-103 08/15/2010 06/01/1988	08/25/2010 09:15 AM C4000168820108 WI
A154587 E TK-2010-0006574	Edgar, Michael Andrew Mailing: Po Box 92 Sundre	AB TOM 1X0 61-8-312(1)(b) [1] 08/15/2010 07/11/1965	08/25/2010 09:15 AM 105149-033 AB
A202537 E TK-2010-0006570	Elmore, Michele Lynn Mailing: 3803 Rainbow Drive Loon Lake	WA 99148 61-8-309(1) 08/17/2010 10/27/1974	08/27/2010 09:15 AM ELMORML262P7 WA
A202538 E TK-2010-0006571	Harant, Paul John Mailing: 2201 River Ave Black Eagle	MT 59414 61-8-309(1) 08/17/2010 09/14/1962	08/27/2010 09:15 AM 5168011130000 MT
A202518 E TK-2010-0006575	Hill, Amilee Marie Mailing: 7 Miles Ne Of Geyser Geyser	MT 59447 61-8-309(1) 08/15/2010 03/03/1973	08/25/2010 09:15 AM 5161152190000 MT
A202539 E TK-2010-0006572	Thomas, David Graves Mailing: 5601 Hanover Rd Lewistown	MT 59457 61-8-309(1) 08/17/2010 10/28/1958	08/27/2010 09:15 AM 1003819584128 MT

NOTE: The citation number is **Axxxxxx E** (circled in RED above). The important part to remember is the space E. The E distinguishes the ticket as an electronic citation.

- When searching for the citation in FC you can either enter in Axxxxxx and retrieve or enter in Axxxxxx E and retrieve. Remember there is a space between the last number of the citation and the E.
- If a citation needs to be entered into the system manually you **must** enter the citation number as Axxxxxx E (**remember the space**). If an import is done later that contains the same citation number, it will not find a match and you will end up with two cases for the same citation.

IMPORT ERRORS

IMPORT ERROR #1 – Statute not found

Date: 08/20/2010 Time: 08:50:24	Judith Basin Justice Court Citation Import of 08/20/2010 File Import Error List	User: SUPPORT Page 2 of 3
Errors: Invalid statute number 61-6-301(4)[1st]		
Record: 10		
Party: Juvenile? N		
Name	Address:	Description:
Last name: KERSHNER	Street:	Social security:
First name: JACOB	City:	Date of birth: 03/19/1971
Middle name: LEE	State:	Sex: M
Suffix:	Zip:	Height: 510
Full name:		Weight: 175
Home phone: 4064536440	Mailing: 2900 ANA DRIVE	Race: White
Drivers license: 0304019714119	City: GREAT FALLS	Ethnicity:
State: MT	State: MT	Hair: RED
Commercial: N	Zip: 59404	Eyes: BLU
Company Name: SUMMIT PLUMBING		
Charge:		
Statute number: 61-6-301(4)[1st]	Violation date: 08/19/2010 10:09:00	Vehicle plate: 2C-39679
Citation number: A141079 E	Appearance date: 08/30/2010 09:15:00	Vehicle plate year:
Police reference:	Posted speed:	Vehicle plate state: MT
Charge number:	Cited speed:	Vehicle make: Chevrolet
Accident involved: N	Pounds Over:	Vehicle model:
Commercial vehicle: N	BAC:	Vehicle type: SUV
Construction zone: N	Domestic violence:	Vehicle color:
School zone: N	Default points:	Vehicle year:
Hazardous Material: N	Law key:	Vehicle Vin:
Location of incident: US 87 MP 48 EB		
Location street: Number:	Name:	Type:
Location intersection:		Location Identifier:
Comment:		
Data Entry Date:	Summons Mail Date:	Mandatory Appearance: N
Officer:		
Last name:	Badge: HP 1190	
First name:	Sequence: 59	
Middle name:		
Suffix:		

- This error means the statute that was chosen by the officer through SmartCop does not match the statute that exists in FullCourt.
- In this situation the citation will need to be entered manually into the system and you will choose the correctly formatted statute number.
- Remember when entering the citation manually to enter the citation number with the space E.
- The case can be entered into the system either from the information on the error report or from a printout of the citation pdf.

NOTE: Hopefully, throughout the pilot phase of the project these types of errors will be minimized through close communication with the Montana Highway Patrol participants.

IMPORT ERROR #2 – Officer does not match

Date: 08/20/2010 Time: 08:50:24	Judith Basin Justice Court Citation Import of 08/20/2010 File Import Error List	User: SUPPORT Page 3 of 3
Errors: Officer not found.		
Record: 17		
Party: Juvenile? N		
Name		
Last name: WIEDER	Address:	Description:
First name: BRADLEY	Street:	Social security:
Middle name: ALAN	City:	Date of birth: 04/09/1963
Suffix:	State:	Sex: M
Full name:	Zip:	Height: 508
Home phone:	Mailing: 27415 GREY WOLF DR	Weight: 155
Drivers license: 0405719634109	City: ARLEE	Race: White
State: MT	State: MT	Ethnicity:
Commercial: Y	Zip: 59821	Hair: BRO
Company Name:		Eyes: BRO
Charge:		
Statute number: 61-8-312(1)(b) [1]	Violation date: 08/19/2010 13:34:00	Vehicle plate: P48022
Citation number: A172169 E	Appearance date: 08/30/2010 09:15:00	Vehicle plate year:
Police reference:	Posted speed: 60	Vehicle plate state: MT
Charge number:	Cited speed: 70	Vehicle make: Intl
Accident involved: N	Pounds Over:	Vehicle model:
Commercial vehicle: N	BAC:	Vehicle type: P/U
Construction zone: N	Domestic violence:	Vehicle color:
School zone: N	Default points: 0	Vehicle year:
Hazardous Material: N	Law key:	Vehicle Vin:
Location of Incident: US 87 MM 18		
Location street: Number:	Name:	Type:
Location intersection:		Location Identifier:
Comment:		
Data Entry Date:	Summons Mail Date:	Mandatory Appearance: N
Officer:		
Last name:	Badge: HP 8888	
First name:	Sequence: 0	
Middle name:		
Suffix:		

- This error means that the officer badge number provided through SmartCop does not exist in the FullCourt Agency table.
- The officer and badge will need to be added to the table. Remember to format the badge number as follows: **HP xxxx (it is important there is a space between the HP and the #)**
- In this situation the citation will need to be entered manually into the system.
- The case can be entered into the system either from the information on the error report or from a printout of the citation pdf.

IMPORT ERROR #3 – Multiple citations exist

Date: 08/20/2010	Judith Basin Justice Court	User: SUPPORT
Time: 08:51:17	Citation Import of 08/20/2010	Page 1 of 17
File Import Error List		
Errors: Multiple entries for Citation #A128932 E exist. Verify Citation #A128932 E manually.		
Record: 1		
Party: Juvenile? N		
Name		
Last name:	BELLUOMINI	Address:
First name:	BRUCE	Street:
Middle name:	RALPH	City:
Suffix:		State:
Full name:		Zip:
Home phone:	4067354996	Mailing: 5 MILES S
Drivers license:	1204819564114	City: GEYSER
State:	MT	State: MT
Commercial:	N	Zip: 59447
Company Name:	SELF EMPLOYED THROUGH RANCH	
Description:		
		Social security:
		Date of birth: 12/14/1956
		Sex: M
		Height: 509
		Weight: 175
		Race: White
		Ethnicity:
		Hair: GRY
		Eyes: BRO
Charge:		
Statute number:	61-3-312	Violation date: 08/19/2010 14:11:00
Citation number:	A128932 E	Appearance date: 08/30/2010 09:15:00
Police reference:		Vehicle plate: 36TB435
Charge number:		Vehicle plate year:
Accident involved:	N	Vehicle plate state: MT
Commercial vehicle:	N	Vehicle make: Ford
Construction zone:	N	Vehicle model:
School zone:	N	Vehicle type:
Hazardous Material:	N	Vehicle color:
Location of Incident:	US 87E MILEPOST 15 (EB)	Vehicle year:
Location street:	Number: Name:	Vehicle Vin:
Location intersection:		Type:
Comment:		Location identifier:
Data Entry Date:	Summons Mail Date:	Mandatory Appearance: N
Officer:		
Last name:	Badge:	HP 1403
First name:	Sequence:	120
Middle name:		
Suffix:		

- This error means that the citation has already been entered into the system, mostly likely it was entered manually because an officer brought the hard copy to the office.
- When the import runs if it makes an exact match on the citation number (which would include the space E) then the system is going to produce this error.
- The citation will not need to be entered into the system as it already exists.

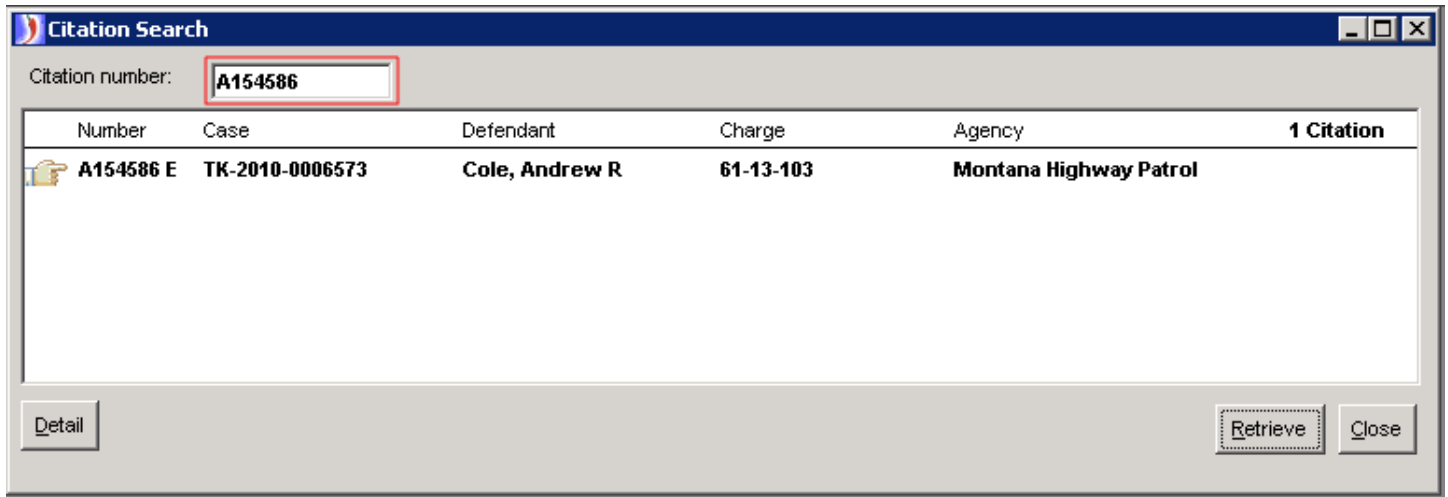
Imported Cases in FullCourt

In FullCourt you can search for the imported cases a number of different ways. Using the Citation Import report:

- Case Search
- Search by Defendant Name
- Party Case Search
- Citation Search

CITATION SEARCH

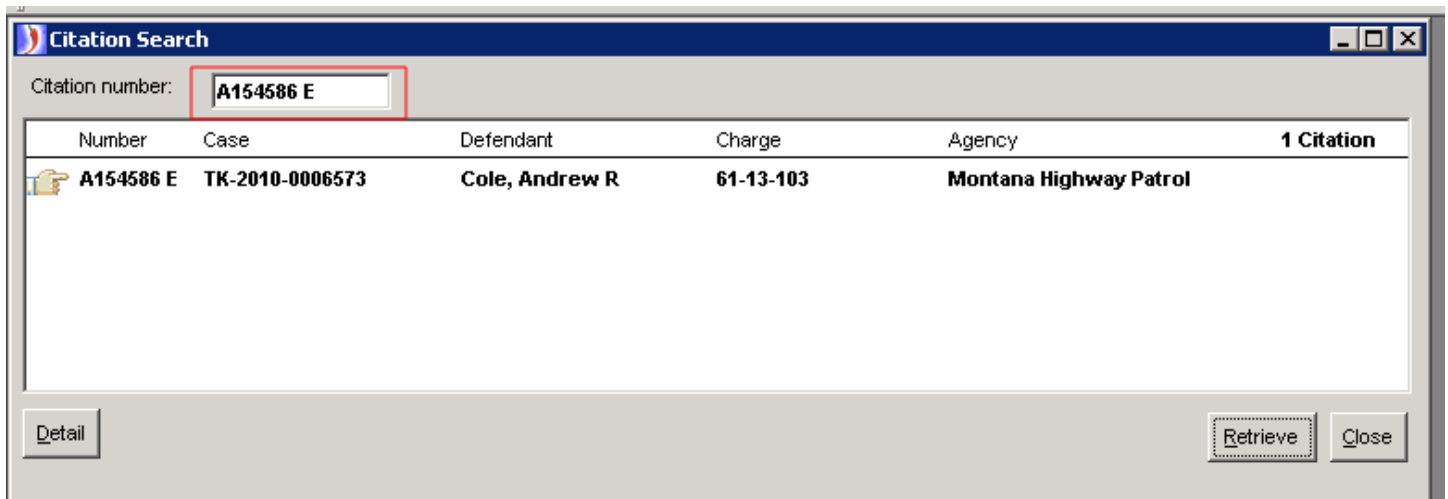
- Search Pull Down Menu



The screenshot shows a software window titled "Citation Search". At the top, there is a text input field labeled "Citation number:" containing the text "A154586". Below this is a table with the following columns: "Number", "Case", "Defendant", "Charge", "Agency", and "1 Citation". A single row of data is displayed: "A154586 E", "TK-2010-0006573", "Cole, Andrew R", "61-13-103", "Montana Highway Patrol". At the bottom of the window, there are three buttons: "Detail", "Retrieve", and "Close".

Number	Case	Defendant	Charge	Agency	1 Citation
A154586 E	TK-2010-0006573	Cole, Andrew R	61-13-103	Montana Highway Patrol	

- Citations (Citations can be entered in one of two ways)



The screenshot shows a software window titled "Citation Search". At the top, there is a text input field labeled "Citation number:" containing the text "A154586 E". Below this is a table with the following columns: "Number", "Case", "Defendant", "Charge", "Agency", and "1 Citation". A single row of data is displayed: "A154586 E", "TK-2010-0006573", "Cole, Andrew R", "61-13-103", "Montana Highway Patrol". At the bottom of the window, there are three buttons: "Detail", "Retrieve", and "Close".

Number	Case	Defendant	Charge	Agency	1 Citation
A154586 E	TK-2010-0006573	Cole, Andrew R	61-13-103	Montana Highway Patrol	

OR

The citation can be searched with or without the E.

The case indicates that it was created through the import process:

Ticket Case [Window Title Bar]

Case: **TK-2010-0006573**

Pending

Judge: **Larry Carver**
Prosecutor: **[none]**
Filing date: **08/19/2010**

Appellate case number: [Text Box]
 Appealed Appeal date: **00/00/0000**
 Physical file Remand date: **00/00/0000**
Under advisement: **00/00/0000**

Amount due: **0.00**

File location: **Repository** Previous case: [Text Box]
Comment: [Text Area]

Created by: Import on 08/19/2010 12:12 PM ← Updated by: Import on 08/19/2010 12:10 PM

Defendant Agreement

Defendant 1 of 1 Money due Extension date Hold date
Cole, Andrew R **00/00/0000** **00/00/0000** **00/00/0000**
Attorney: **[none]**
Speedy Trial date: **00/00/0000**
Initial Appear: **00/00/0000** Attorney waiver Amount due: **0.00**
Custody status: **None**
MANS: [Text Box]
Bond ordered: **20.00**
Probation officer: **[none]**

Non-jury trial held
 Jury trial held
 No trial held

Appearance / Hearing date: **08/25/2010 09:15 AM** Overdue FTA

Created by: Import on 08/19/2010 12:12 PM ← Updated by: Import on 08/19/2010 12:10 PM

Case options

- 0 Case Time Limits
- Change Status
- 0 Consolidated Cases
- 0 Exhibits
- 1 Judge
- Ledger
- Physical File
- 0 Prosecutors
- 0 Reminders
- Status History
- 0 Witnesses

Defendant options

- 0 Arrest Warrants
- 0 Attorneys (Alt K)
- 0 Bench Warrants
- 0 Bonds (Alt Q)
- 1 Charge (Alt Z)
- Disposition Entry
- 0 Document Service
- 0 Hearings
- 0 Minutes
- Overdue History
- 0 Officer Subpoenas
- Party
- Probation
- 1 ROA
- 0 Summons
- 0 Time Limits
- 0 Victims

[Label] [Print] [CaseMail] [Change Case Type] [Reset Appear Date] [Images] [New] [Save] [Delete] [Close]

Each tab of the charge window indicates it was created by the import process:

Criminal Charges

Case: **TK-2010-0006573** Defendant: **Cole, Andrew R**

Status: **Case is Pending**

Charge: **200608 61-13-103 Seatbelt Violation**

Charge Disposition Confinement Probation **Citation**

Charge 1 of 1

Citation: **A154586 E**

Appear date/time: **08/25/2010 09:15 AM**

Cited speed: Pounds Over wt:

Posted speed:

Drivers license: **C4000168820108** State: **WI** License surrendered:

Vehicle plate: **AHD454** State: **MT** Commercial license:

Make: **Chevrolet** Type:

VIN number: U.S. DOT #: MC #:

Hazardous material: Nuclear material:

School zone: Construction zone:


Accident: Fatal: Appearance required:

Options:

No Fine / fee assessed

0 Other sentences

Fines/fees summary

Created by: Import on 08/19/2010 12:12 PM  Updated by: Import on 08/19/2010 12:10 PM

Statute Lookup New Save Delete Close

NOTE: The citation number is entered with a space E indicating that the citation is an electronic citation as opposed to a hard copy citation.

Attaching Images to Imported Citations

1. Open Case

Ticket Case

Case: **TK-2010-0006573**

Judge: **Larry Carver**
Prosecutor: **[none]**
Filing date: **08/19/2010**

Pending
Appellate case number:
 Appealed Appeal date: **00/00/0000**
 Physical file Remand date: **00/00/0000**
Under advisement: **00/00/0000**

Amount due: **0.00**

File location: **Repository** Previous case:
Comment:

Created by: Import on 08/19/2010 12:12 PM Updated by: Import on 08/19/2010 12:10 PM

Defendant Agreement

Defendant 1 of 1

Cole, Andrew R
Attorney: **[none]**
Speedy Trial date: **00/00/0000**
Initial Appear: **00/00/0000** Attorney waiver Amount due: **0.00**
Custody status: **None**
MANS:
Bond ordered: **20.00**
Probation officer: **[none]**

Money due: **00/00/0000** Extension date: **00/00/0000** Hold date: **00/00/0000**

Non-jury trial held
 Jury trial held
 No trial held

Appearance / Hearing date: **08/25/2010 09:15 AM** Overdue FTA

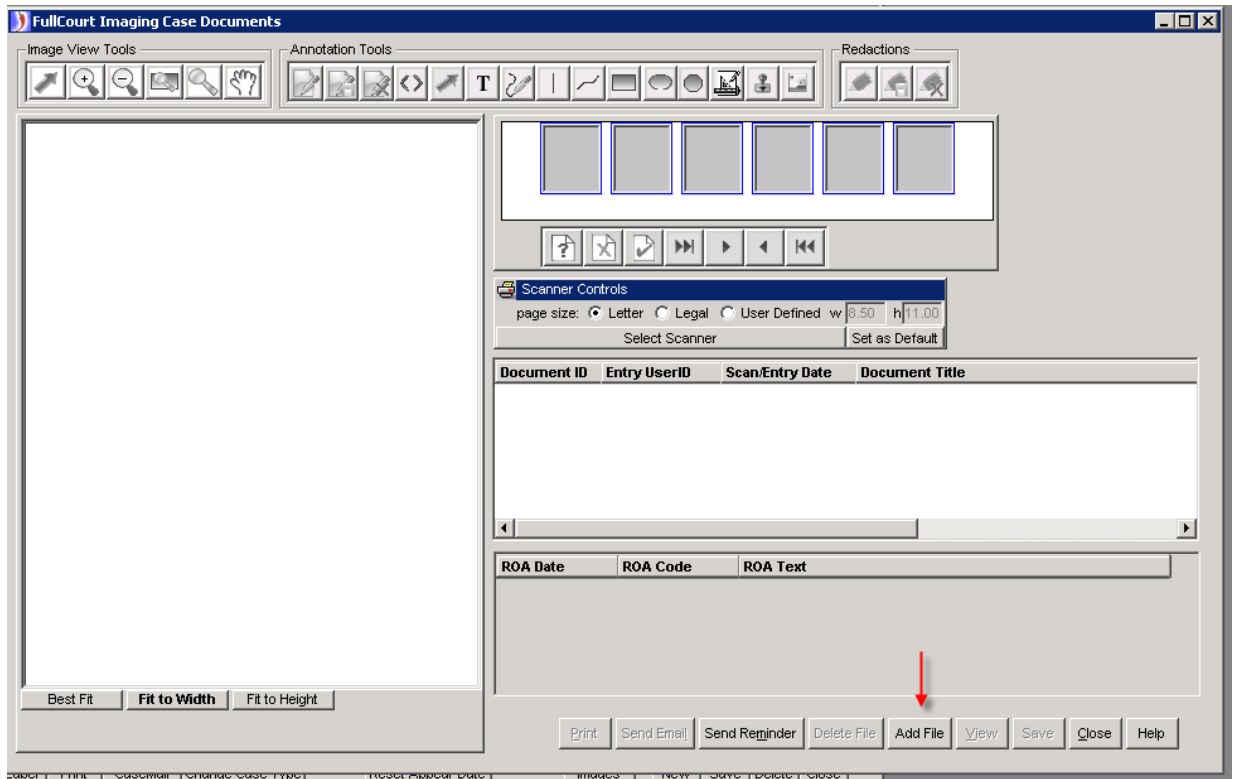
Created by: Import on 08/19/2010 12:12 PM Updated by: Import on 08/19/2010 12:10 PM

Case options
0 Case Time Limits
Change Status
0 Consolidated Cases
0 Exhibits
1 Judge
Ledger
Physical File
0 Prosecutors
0 Reminders
Status History
0 Witnesses

Defendant options
0 Arrest Warrants
0 Attorneys (Alt K)
0 Bench Warrants
0 Bonds (Alt Q)
1 Charge (Alt Z)
Disposition Entry
0 Document Service
0 Hearings
0 Minutes
Overdue History
0 Officer Subpoenas
Party
Probation
1 ROA
0 Summons
0 Time Limits
0 Victims

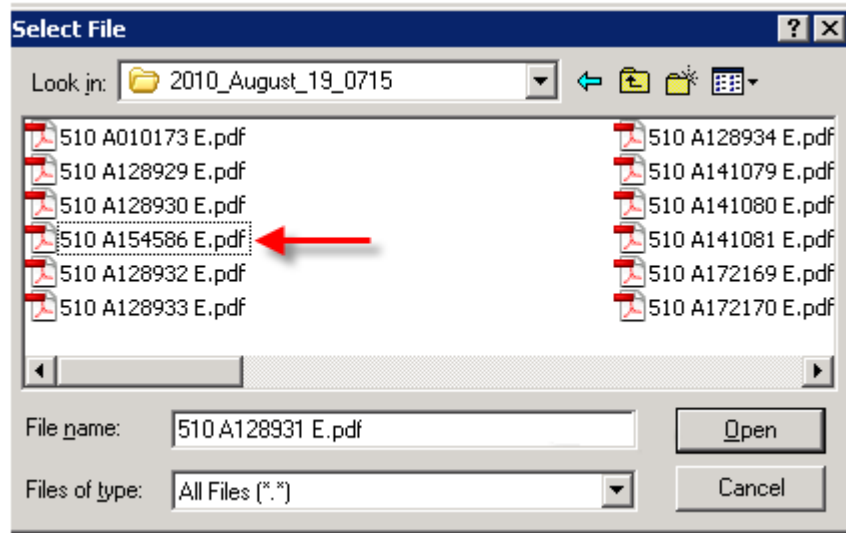
Label Print CaseMail Change Case Type Reset Appear Date **Images** New Save Delete Close

2. Click "Images" button at bottom of case window

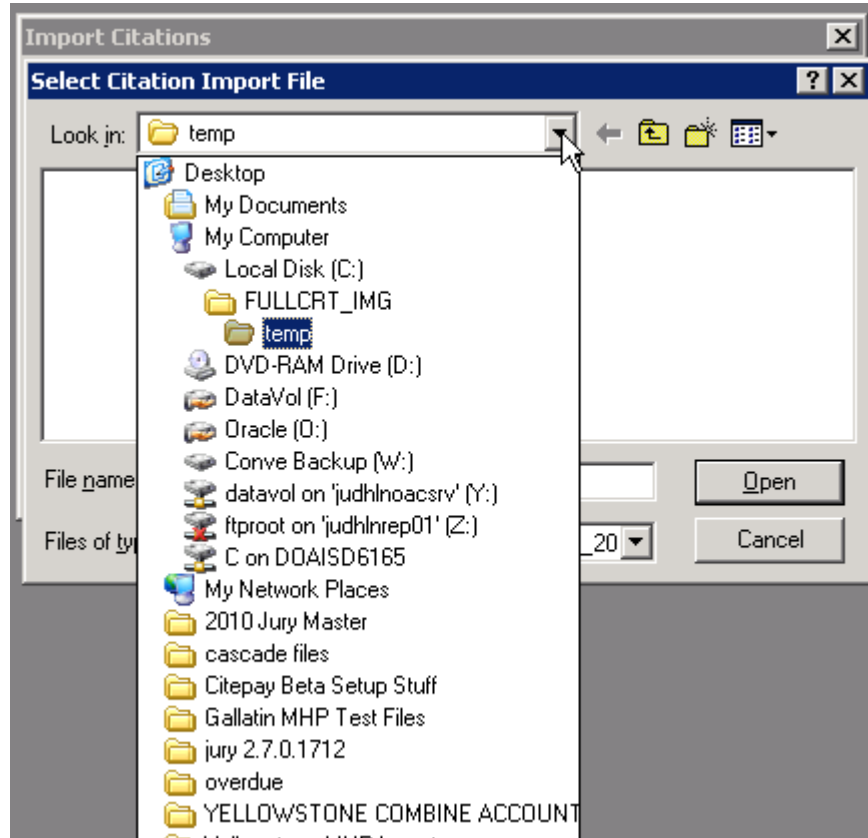


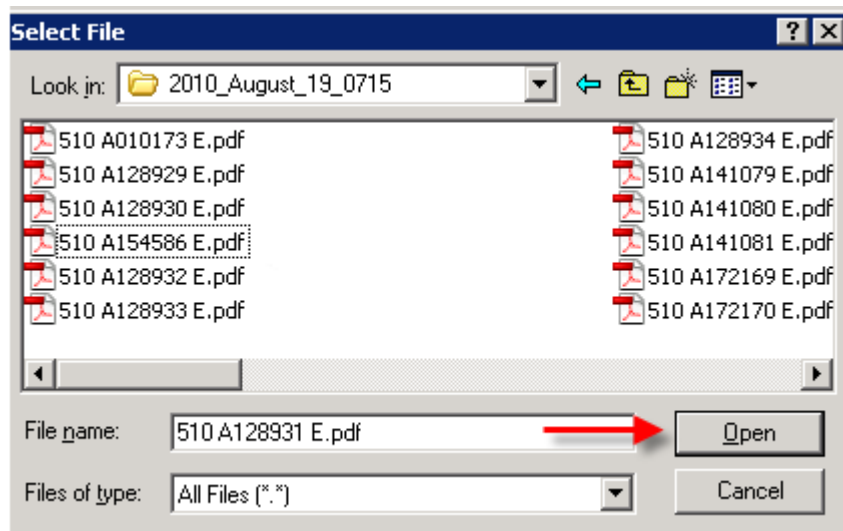
3. Click on “Add File” button at bottom of imaging window

4. Browse to **o:\fullcrt\x100\x100_OAC_Download**, choose the directory for the citation images



5. Click on the corresponding citation image.





Note: The citation number will be identified on the Citation Import Report as noted previously, Page 8. Or, it can be found on the Charge Window, Citation Tab (shown below).

6. After selecting the appropriate citation image, Click “Open”

Criminal Charges

Case: **TK-2010-0006573** Defendant: **Cole, Andrew R**

Status: **Case is Pending**

Charge: **200608 61-13-103 Seatbelt Violation**

Charge Disposition Confinement Probation **Citation**

Charge 1 of 1

Citation: **A154586 E** ←

Appear date/time: **08/25/2010 09:15 AM**

Cited speed: [] Pounds Over wt: []

Posted speed: [] License surrendered:

Drivers license: **C4000168820108** State: **WI** Commercial license:

Vehicle plate: **AHD454** State: **MT** Commercial vehicle:

Make: **Chevrolet** Type: []

VIN number: [] U.S. DOT #: [] MC #: []

Hazardous material: Nuclear material:

School zone: Construction zone:

Accident: Fatal: Appearance required:

Created by: Import on 08/19/2010 12:12 PM Updated by: Import on 08/19/2010 12:10 PM

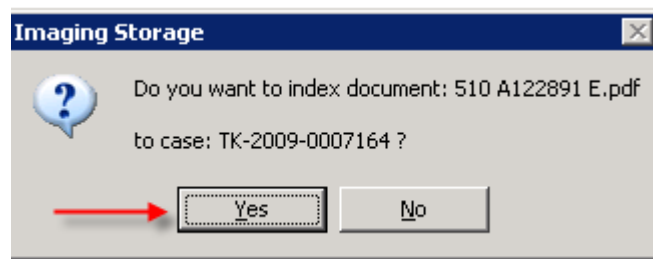
Options:

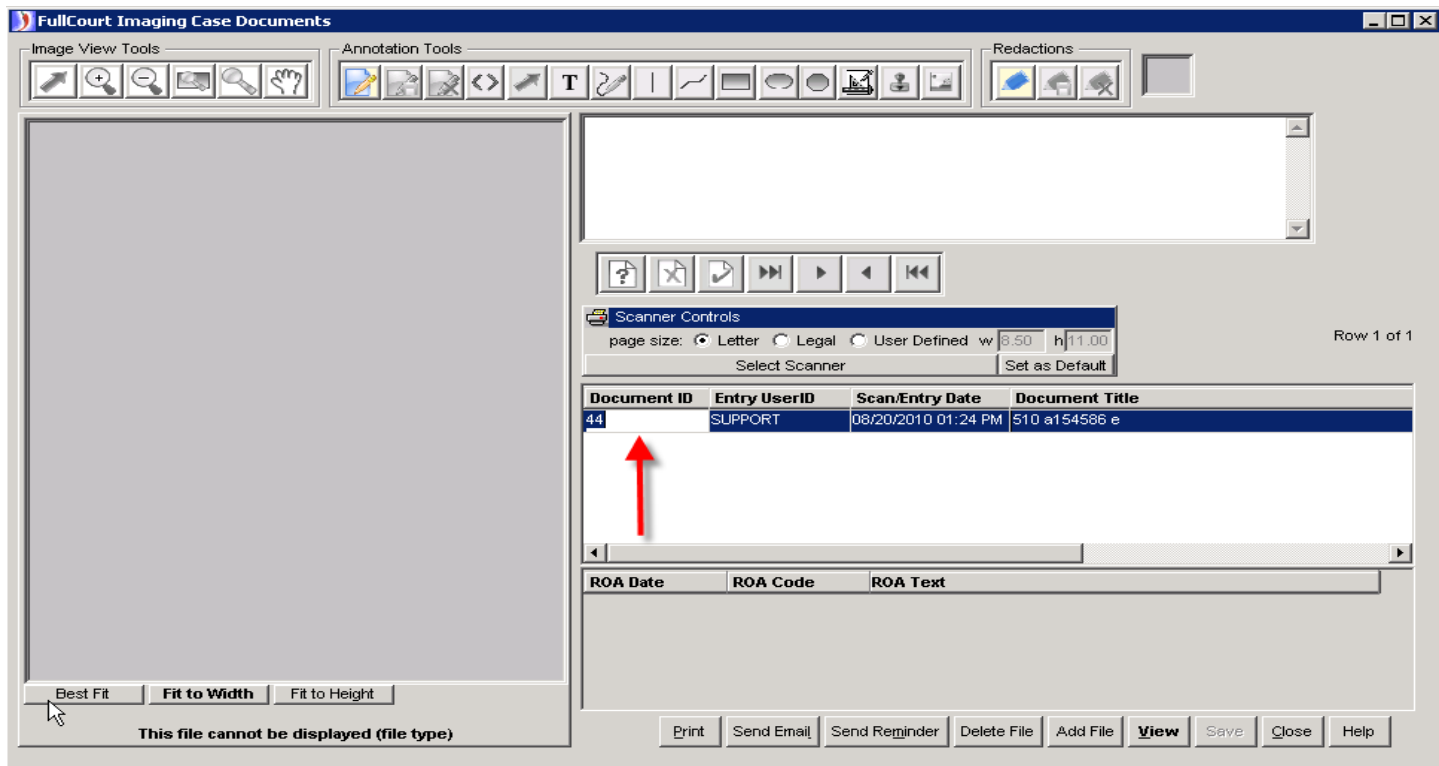
No Fine / fee assessed

0 Other sentences

Fines/fees summary

7. Click “Yes” to index document to the case

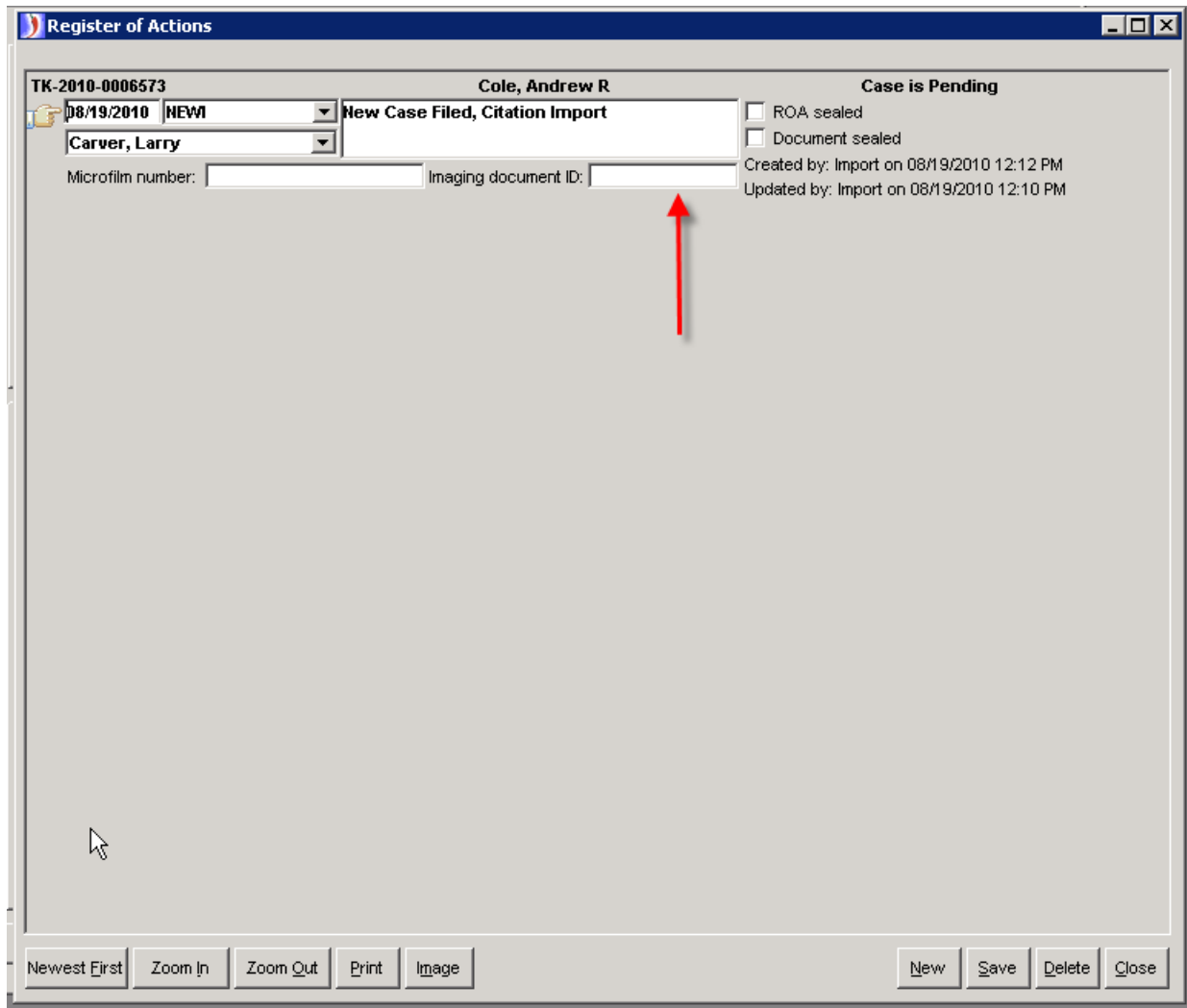




8. Double Click in Doc ID Column and hit Control+C on your keyboard

9. Click "Close" at bottom of window

10. Go to the ROA Window



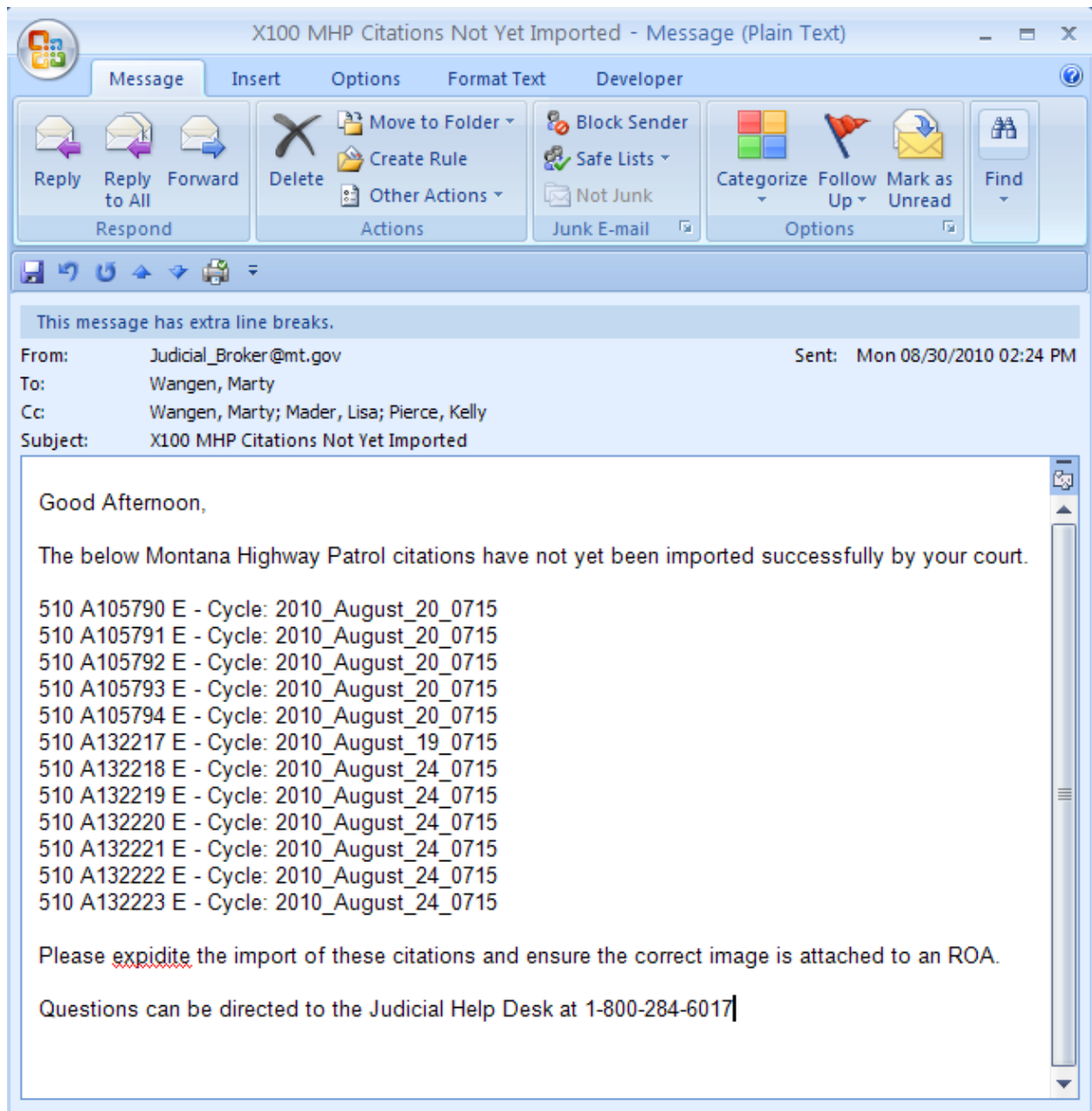
11. Click into the Imaging Document ID field of the **NEWI** ROA
12. Hit Control+V on your keyboard to paste the image id into the field
13. Change the Judge on the ROA (THIS WILL ONLY HAVE TO BE DONE IF THE COURT HAS MULTIPLE JUDGES)
14. Save and Close

Case With Multiple Charges

If you have a case with multiple charges:

1. Create a new ROA "**NEWI**"
2. Save
3. Repeat Imaging steps 2 - 14

Reconciliation Messages

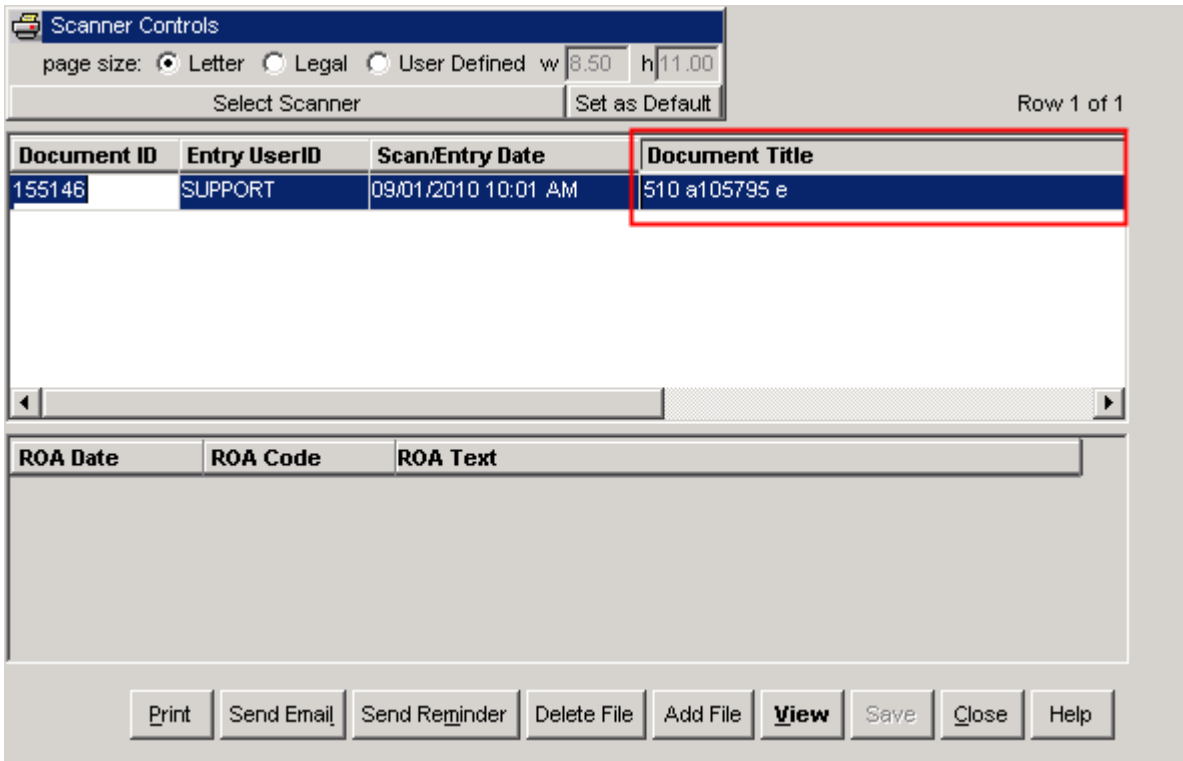


If receive an email message similar to the following:

One of **four (4)** things are wrong:

1. The citation did not get imported successfully and the user has not manually entered the citation into the system. When manually entering the citation, remember to format the citation number correctly, see **Page 9**.
2. The citation was manually entered into the system but the citation number was not entered /formatted correctly, see **Page 9**.

3. The citation was imported correctly but the pdf image has not yet been indexed to the case and attached to the ROA (Imaging Document ID). See instructions on **Pages 16 thru 21**.



4. The citation was imported correctly but the **incorrect** pdf was indexed to the case and attached to the ROA, i.e. the document title does not match the citation number on the citation screen of the charge window. Notice in the examples below the two numbers are different:

Correction of Scenario #4 – Incorrect PDF Indexed to Case

Ticket Case Case: **TK-2010-0004978**

Open

Judge: **Wanda Drusch** Appellate case number:
Prosecutor: **[none]** Appealed Appeal date: **00/00/0000**
Filing date: **08/31/2010** Physical file Remand date: **00/00/0000**
Under advisement: **00/00/0000**

Amount due: **0.00**

File location: **Repository** Previous case:
Comment:

Created by: Import on 08/31/2010 02:18 PM Updated by: Import on 08/31/2010 02:18 PM

Case options

- 0 Case Time Limits
- Change Status
- 0 Consolidated Cases
- 0 Exhibits
- 1 Judge
- Ledger
- Physical File
- 0 Prosecutors
- 0 Reminders
- Status History
- 0 Witnesses

Defendant options

- 0 Arrest Warrants
- 0 Attorneys (Alt K)
- 0 Bench Warrants
- 0 Bonds (Alt Q)
- 1 Charge (Alt Z)
- Disposition Entry
- 0 Document Service
- 0 Hearings
- 0 Minutes
- Overdue History
- 0 Officer Subpoenas
- Party
- Probation
- 1 ROA
- 0 Summons
- 0 Time Limits
- 0 Victims

Defendant Agreement Alternate Name

Defendant 1 of 1 Money due Extension date Hold date
Stewart, Nigel Leon **00/00/0000** **00/00/0000** **00/00/0000**
Attorney: **[none]**
Speedy Trial date: **00/00/0000**
Initial Appear: **00/00/0000** Attorney waiver Amount due: **0.00**
Custody status: **None**
MANS:
Bond ordered: **20.00**
Probation officer: **[none]**

Non-jury trial held
 Jury trial held
 No trial held

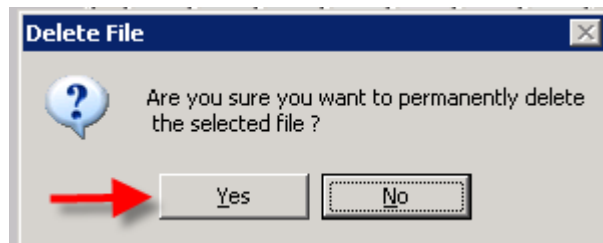
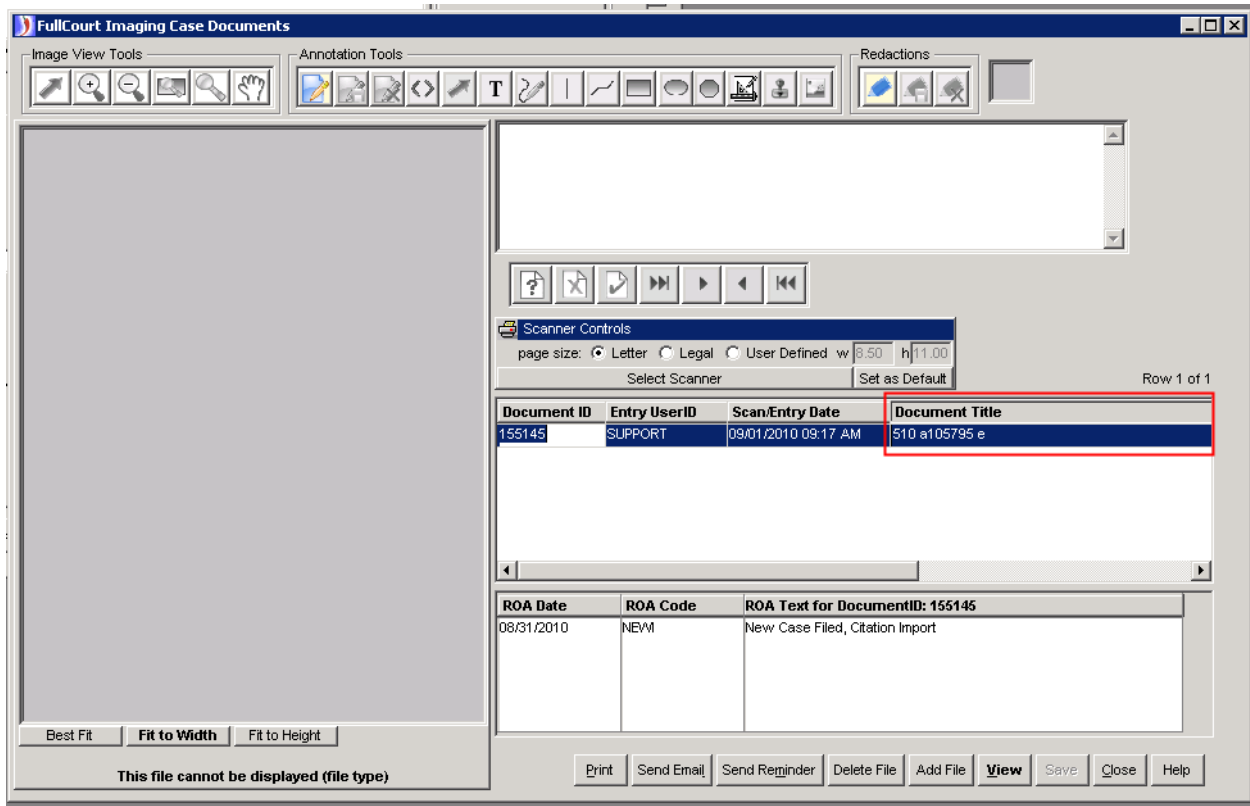
Appearance / Hearing date: **09/07/2010 09:15 AM** Overdue FTA
 No online partial payments

Created by: Import on 08/31/2010 02:18 PM Updated by: Import on 08/31/2010 02:18 PM

Label Print CaseMail Change Case Type Reset Appear Date Images New Save Delete Close

Cited speed: Pounds Over wt:
Posted speed: License surrendered:
Drivers license: **0303519904119** State: **MT** Commercial license:
Vehicle plate: **220793A** State: **MT** Commercial vehicle:
Make: **Pontiac** Type: **CAR**
VIN number: U.S. DOT #: MC #:
Hazardous material: Nuclear material:
School zone: Construction zone:
Accident: Fatal: Appearance required:

Click on images button on the front of the case.



Be sure the **incorrect** doc id is highlighted

Click the Delete File button at the bottom of the screen

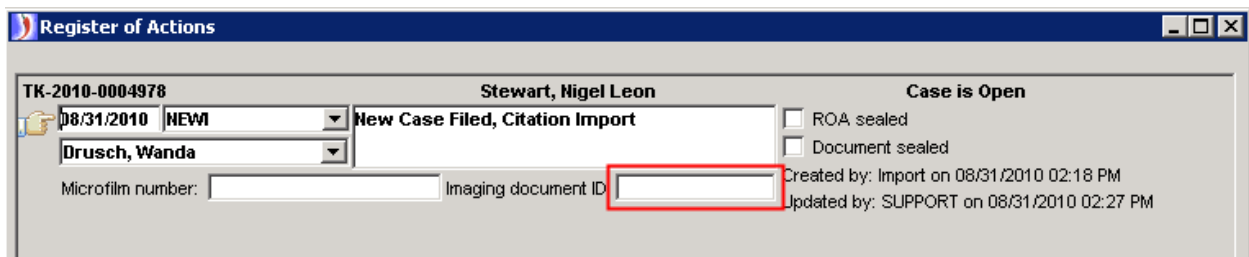
Say **Yes** to permanently delete the selected file

This action also removes the incorrect number from the associated ROA

Now go through the steps to add the **correct** image, **Pages 15 thru 20**.

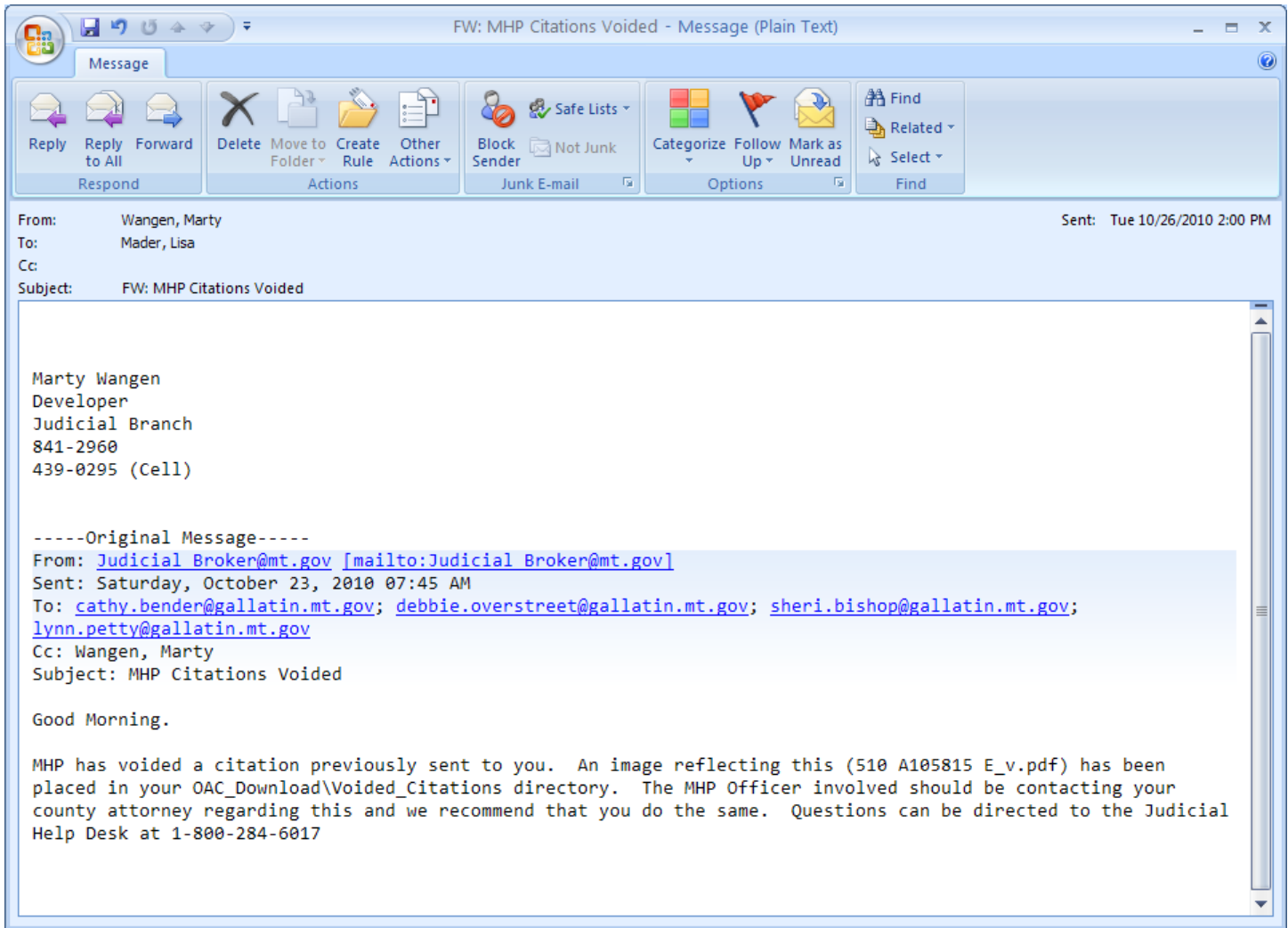
Voided Citations

If receive an email message similar to the following:



The screenshot shows a window titled "Register of Actions" with a blue header bar. The main content area is divided into several sections:

- Case ID:** TK-2010-0004978
- Case Name:** Stewart, Nigel Leon
- Status:** Case is Open
- Date:** 08/31/2010
- Category:** NEW
- Action:** New Case Filed, Citation Import
- Person:** Drusch, Wanda
- Microfilm number:** [Empty text box]
- Imaging document ID:** [Empty text box, highlighted with a red border]
- Checkboxes:**
 - ROA sealed
 - Document sealed
- Metadata:**
 - Created by: Import on 08/31/2010 02:18 PM
 - Updated by: SUPPORT on 08/31/2010 02:27 PM



A citation that was previously sent to you has been voided. Use the below steps to enter the voided citation information into FullCourt.

1. Go to the case and enter a Finding on the charge(s) of "Voided by Agency". This will create an automatic ROA with the ROA code FNDVAGY.
2. Attach the image of the voided citation to the case using the following steps. Use the document title "Voided by Agency".
 - a. Open Case

b. Click "Images" button at bottom of case window

Ticket Case

Case: **TK-2011-0000005**

Pending

Judge: **Nancy Luth**
Prosecutor: **[none]**
Filing date: **01/27/2011**

Appellate case number:
 Appealed Appeal date: **00/00/0000**
 Physical file Remand date: **00/00/0000**
Under advisement: **00/00/0000**

Amount due: **0.00**

File location: **Repository** Previous case:
Comment:

Created by: SUPPORT on 01/27/2011 10:55 AM Updated by: SUPPORT on 01/27/2011 10:55 AM

Case options

- 0 Case Time Limits
- Change Status
- 0 Consolidated Cases
- 0 Exhibits
- 1 Judge
- Ledger
- Physical File
- 0 Prosecutors
- 0 Reminders
- Status History
- 0 Witnesses

Defendant options

- 0 Arrest Warrants
- 0 Attorneys (Alt K)
- 0 Bench Warrants
- 0 Bonds (Alt Q)
- 1 Charge (Alt Z)
- Disposition Entry
- 0 Document Service
- 0 Hearings
- 0 Minutes
- Overdue History
- 0 Officer Subpoenas
- Party
- Probation
- 1 ROA
- 0 Summons
- 0 Time Limits
- 0 Victims

Defendant Agreement

Defendant 1 of 1

Cole, Natalie Money due: **00/00/0000** Extension date: **00/00/0000** Hold date: **00/00/0000**

Attorney: **[none]**
Speedy Trial date: **00/00/0000**
Initial Appear: **00/00/0000** Attorney waiver Amount due: **0.00**
Custody status: **None**
MANS:
Bond ordered: **285.00**
Probation officer: **[none]**

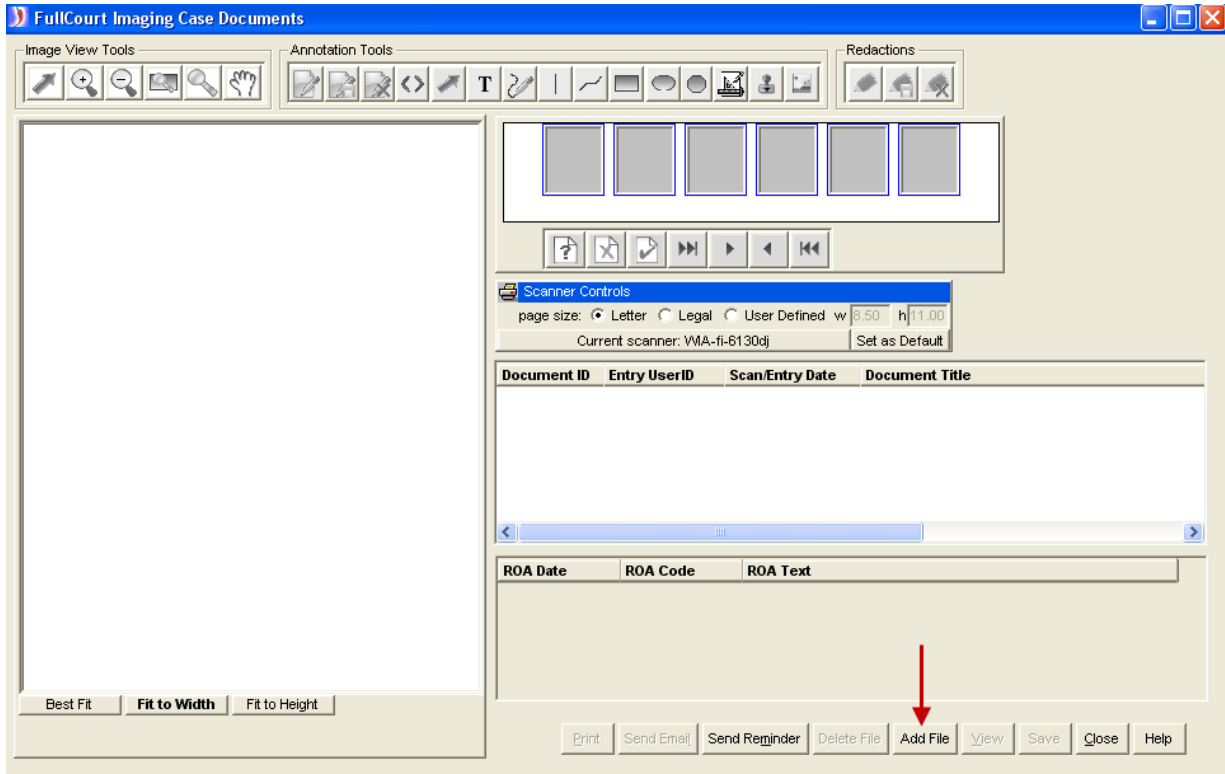
Non-jury trial held
 Jury trial held
 No trial held

Appearance / Hearing date: **1/27/2011 09:00 AM** Overdue FTA

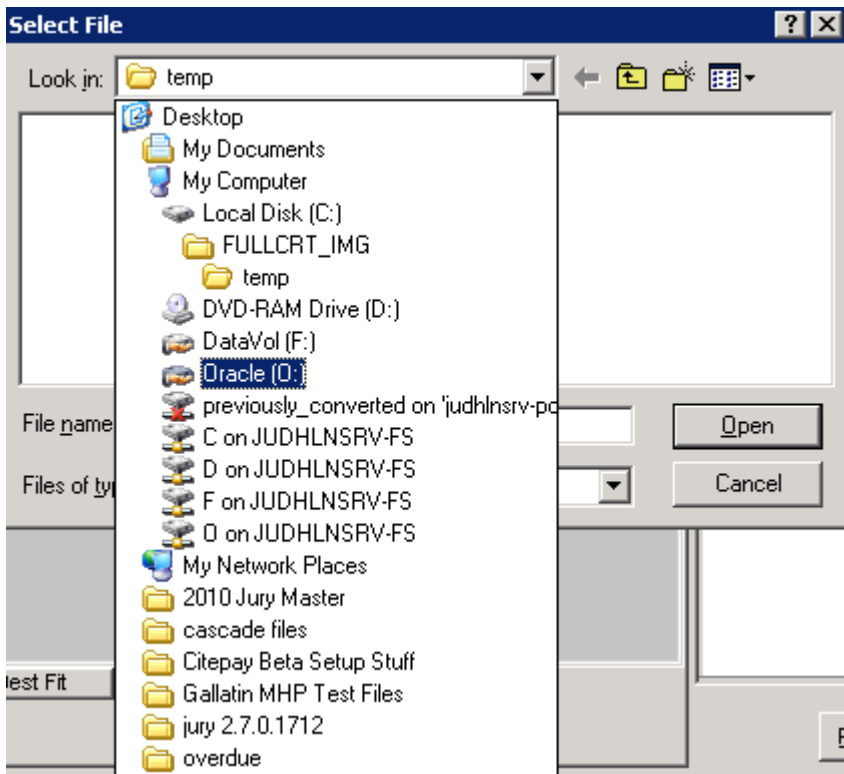
Created by: SUPPORT on 01/27/2011 10:55 AM Updated by: SUPPORT on 01/27/2011 10:55 AM

Label Print CaseMail Change Case Type Reset Appear Date **Images** New Save Delete Close

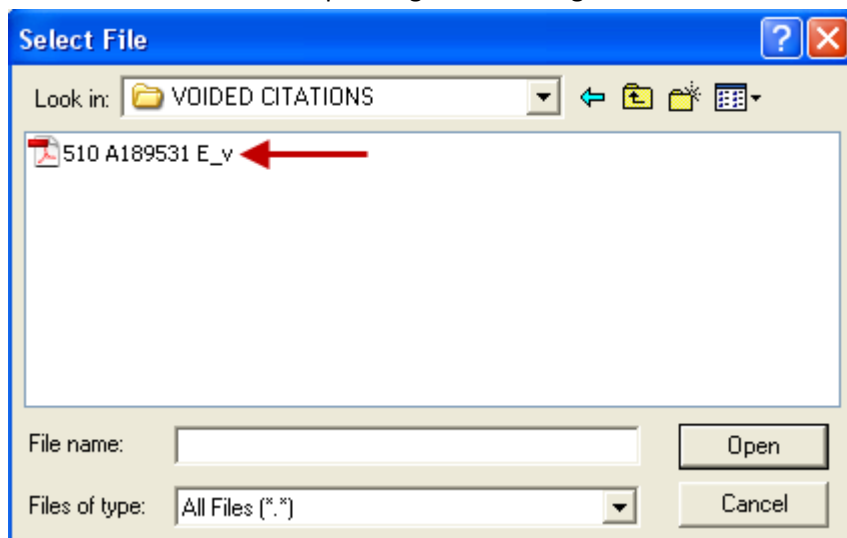
c. Click on "Add File" button at bottom of imaging window



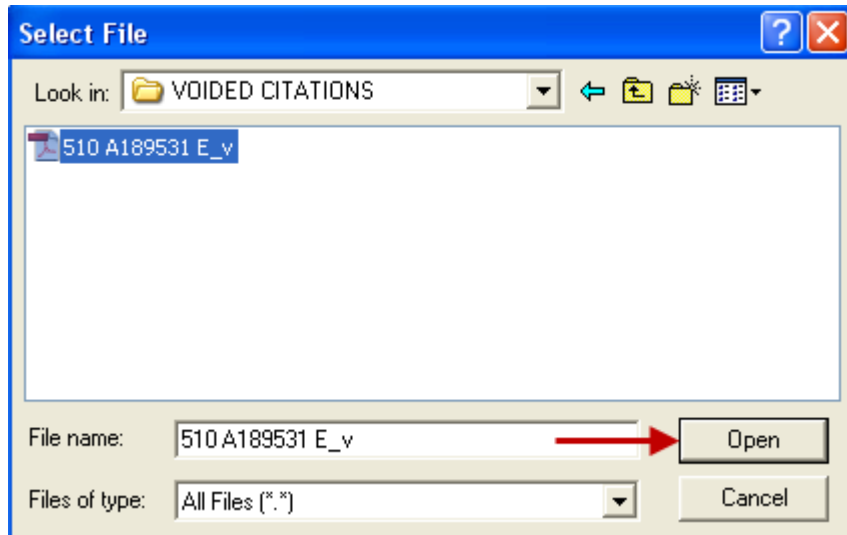
d. Browse to **o:\fullcrt\x100\x100_OAC_Download**, choose the directory for the **Voiced Citation Images**



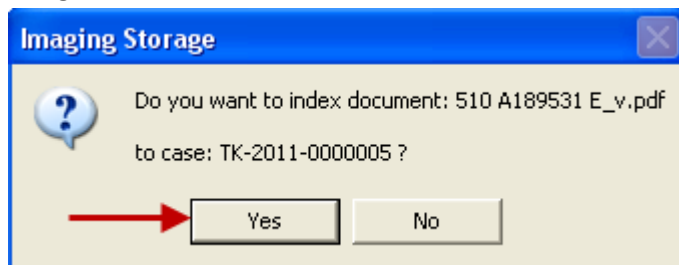
e. Click on the corresponding citation image



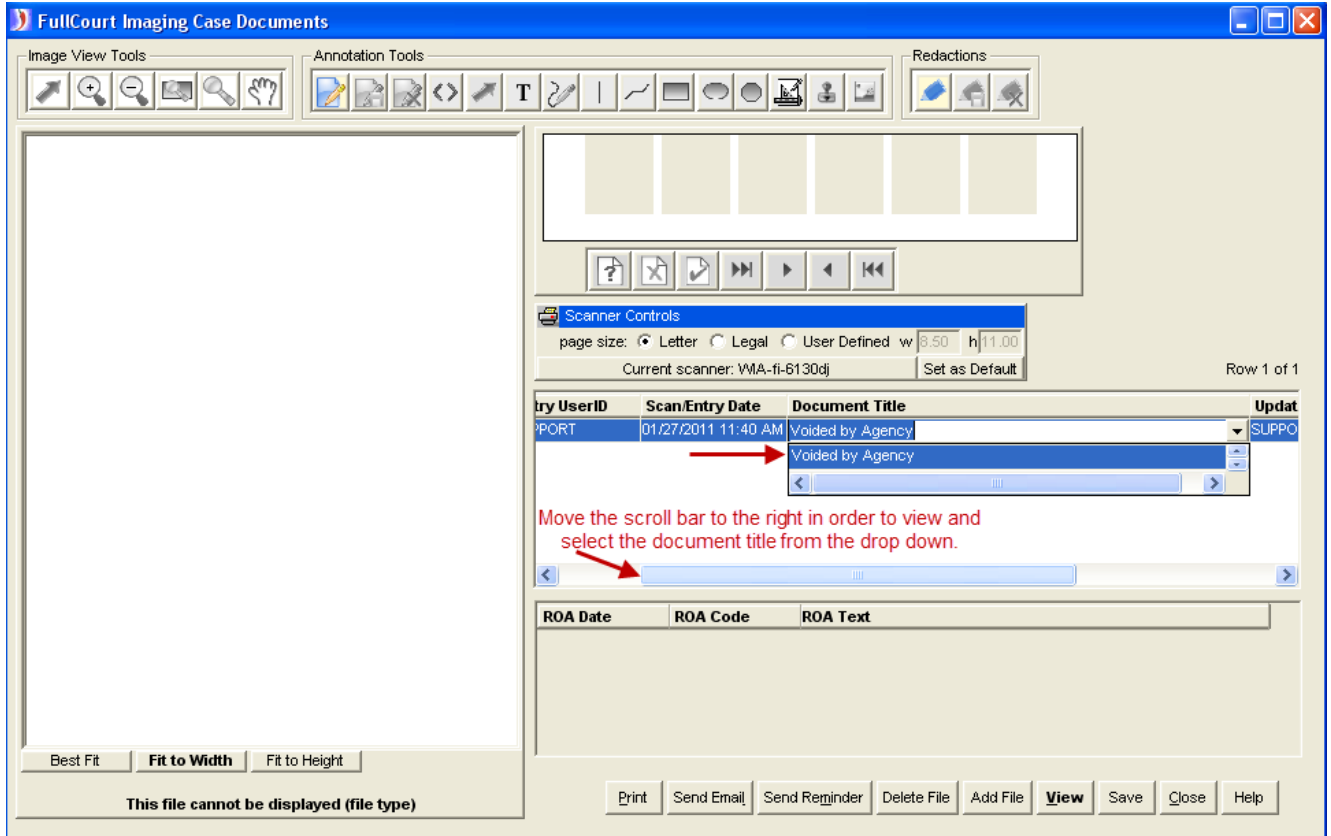
f. After selecting the appropriate citation image, Click "Open"



g. Click "Yes" to index document to the case

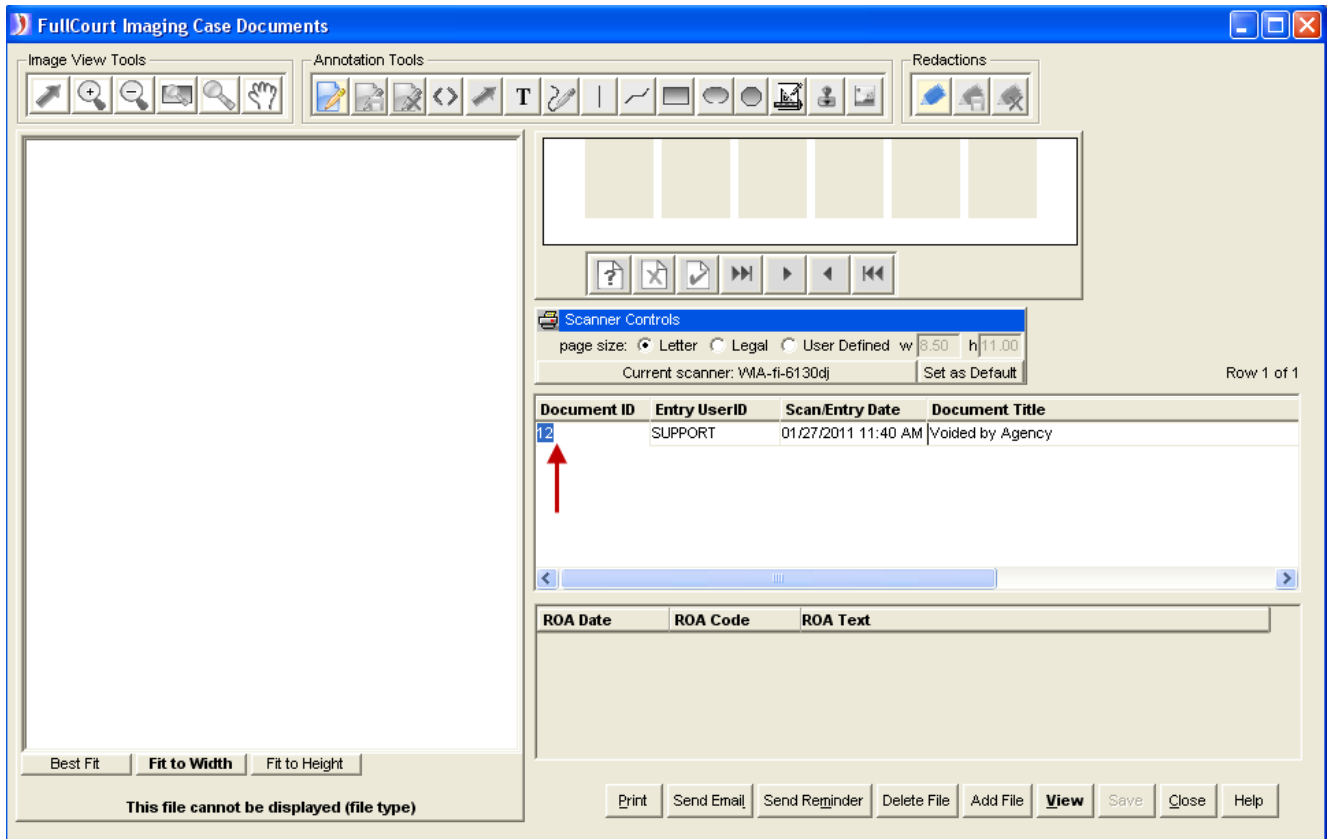


- h. Select the document title “Voiced by Agency” from the drop down list. You may need to scroll to the right in order to make the drop down arrow visible in the window.



- i. Click Save

3. Copy the voided citation document ID number to the ROA **FNDVAGY**, using the following steps.
 - a. Double Click in Doc ID Column and hit Control+C on your keyboard



- b. Click "Close" at bottom of window
- c. Go to the ROA Window

d. Click into the Imaging Document ID field of the **FNDVAGY** ROA

The screenshot shows a window titled "Register of Actions" with a blue header. The main content area is divided into two rows of data. The first row is for case TK-2011-0000005, dated 01/27/2011, with status "NEWI" and action "New Case Filed, Auto Import". The second row is for the same case, dated 01/27/2011, with status "FNDVAGY" and action "Voided by Agency". A red arrow points to the "Imaging document ID" field in the second row. The window also includes a "Case is Pending" section with checkboxes for "ROA sealed" and "Document sealed", and a footer with buttons for "Newest First", "Zoom In", "Zoom Out", "Print", "Image", "New", "Save", "Delete", and "Close".

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

f. Save and Close

Multiple Citations Transmitted on Different Days

When multiple citations for the same defendant are transmitted on different days then two cases may be created in FullCourt when it should only be one case with multiple charges.

If this happens and there are no fines and fees added to the case that got created but should have been a charge on a previously imported case, the recommended practice is as follows:

1. Add charge to the original case
2. Clean out the extra case
3. Keep track of the number of the case that was cleaned out
4. Use the empty case for manually entered tickets

Email Notification of No MHP Citations for that Day

An email notification will be sent to all courts that did not receive any MHP citations on a given day. If you receive an email message similar to the following, no further import action is necessary that day.

