►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◄

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.
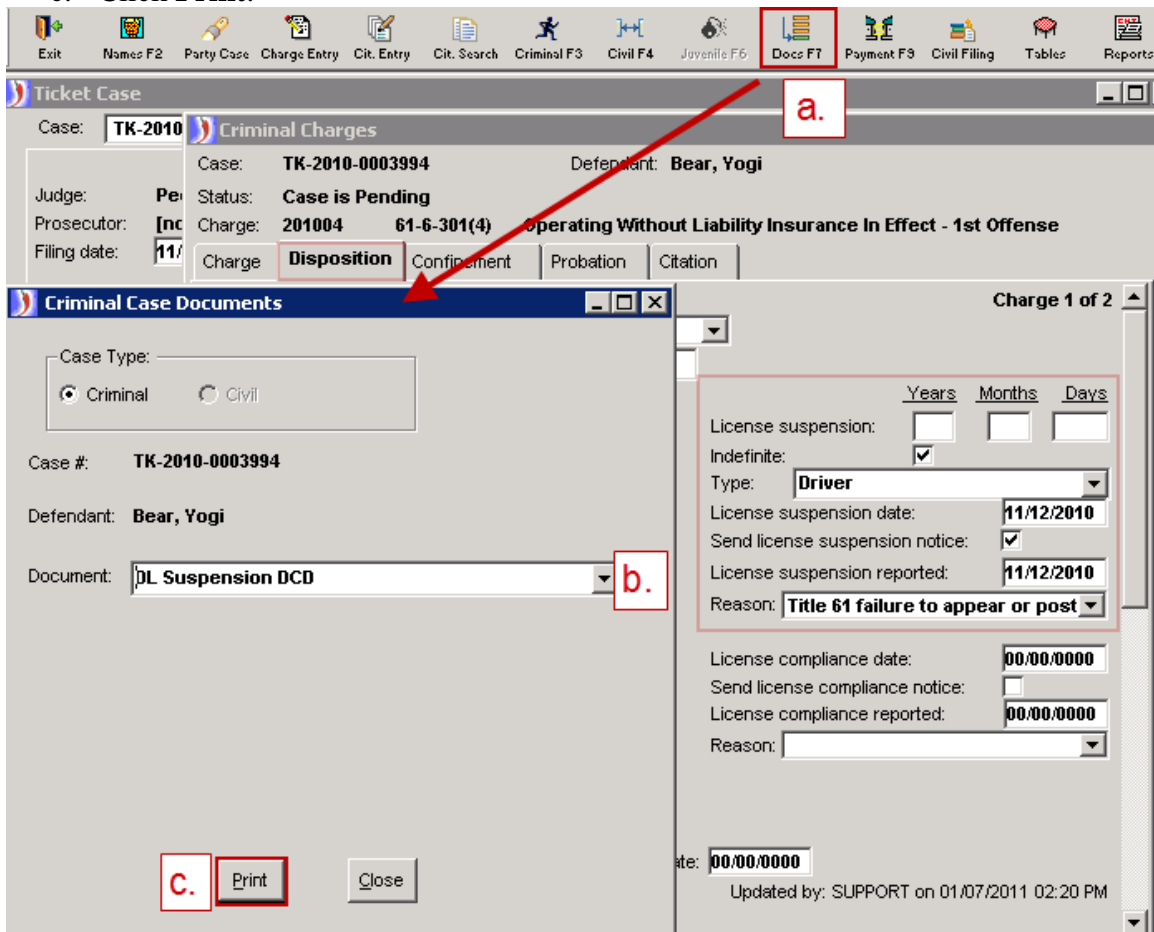
Save the changes.

2a. (Courts <u>without</u> 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 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	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		
Date of Birth: 1/1/1958	Driver's License Number: 1234567891958	
Driver's Current Address: PO Box 123 Billings, MT	Driver's License State: 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 *or* 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**	☒ Failed to Appear *OR* ☐ 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**	☒ Failed to Appear *OR* ☐ 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	/s Judge Hernandez
			(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
	☐ Misapplied by Court – Remove w/o Fee _____ (Initials) – **Rescind**

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

NOTE: It is <u>recommended</u> 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.

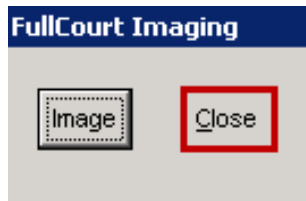**FullCourt Imaging**

[Image]   [Close]

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.
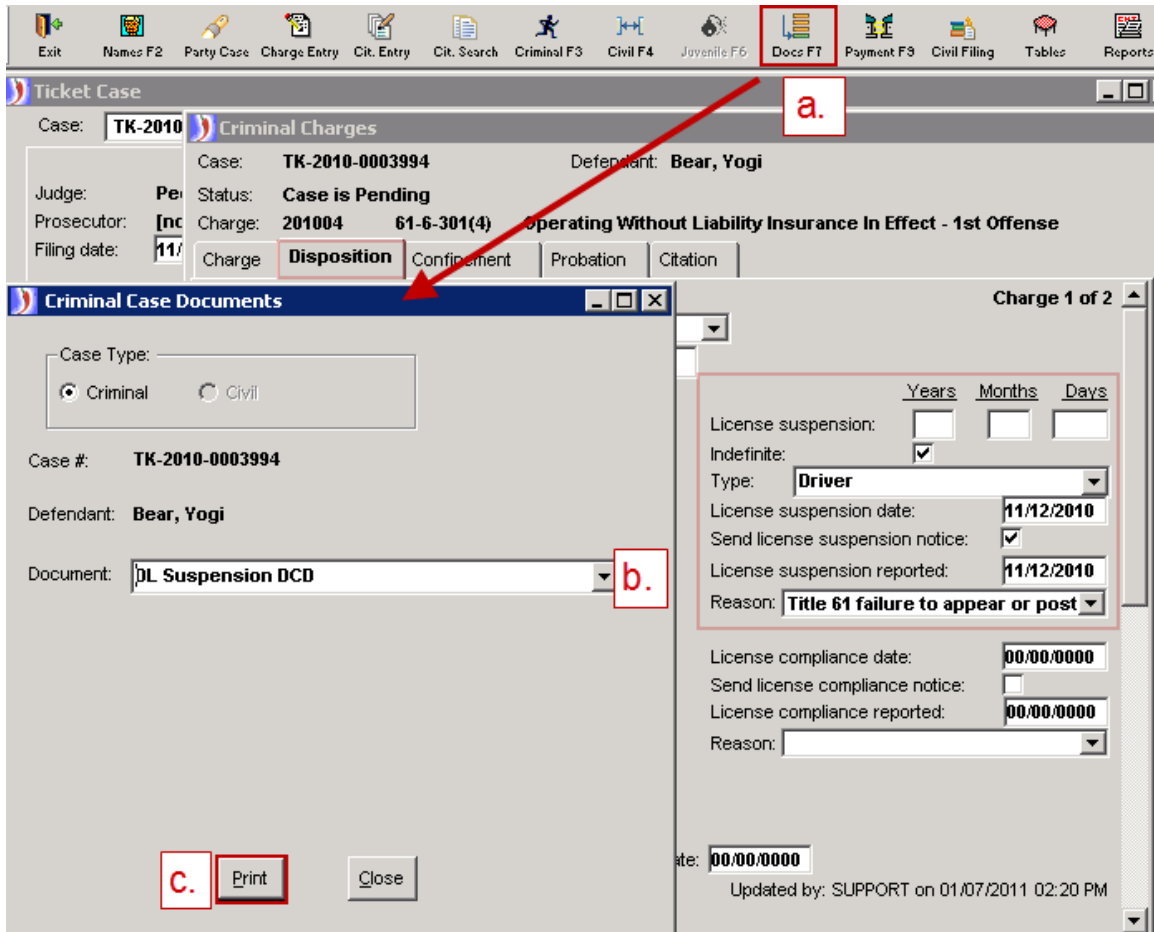

Close the case document window.

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 <u>with</u> 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**.

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	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		
Date of Birth: 1/1/1958	Driver's License Number: 1234567891958	
Driver's Current Address: PO Box 123 Billings, MT	Driver's License State: 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 *or* 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**	☒ Failed to Appear *OR* ☐ 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**	☒ Failed to Appear *OR* ☐ 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. RESCINDS ONLY: Hand mark and initial the top	Official Use Only
	☐ Misapplied by Court – Remove w/o Fee _____ (Initials) – Rescind

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.
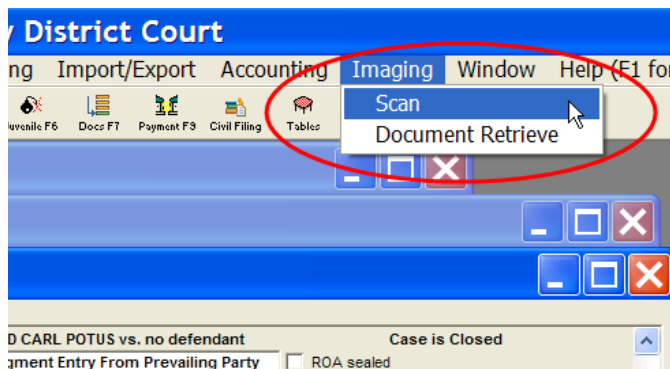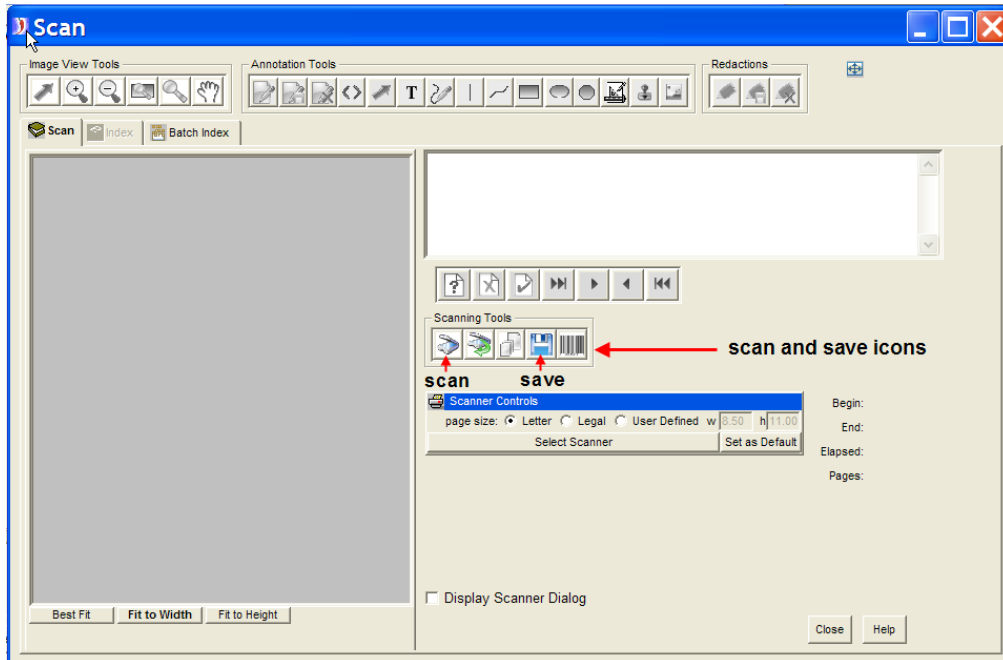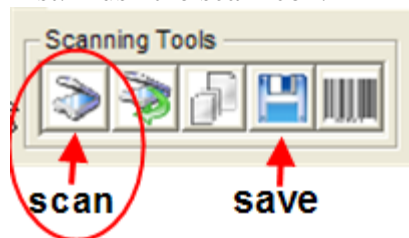
Select the Scan option from the Imaging Menu:

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

➔ **The next three steps are:**
1. **Scan**
2. **Save**
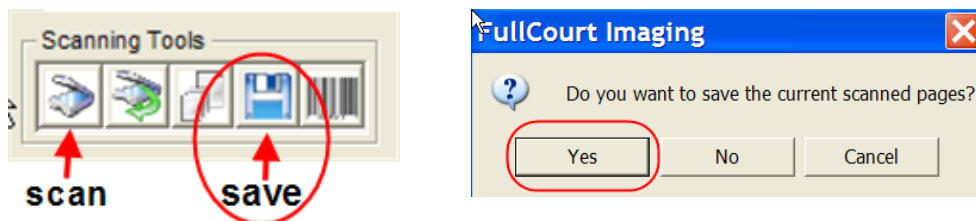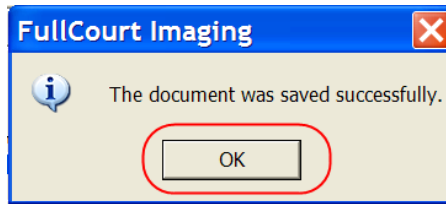3. **Index – indexing has three steps of its own**

➔ **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:

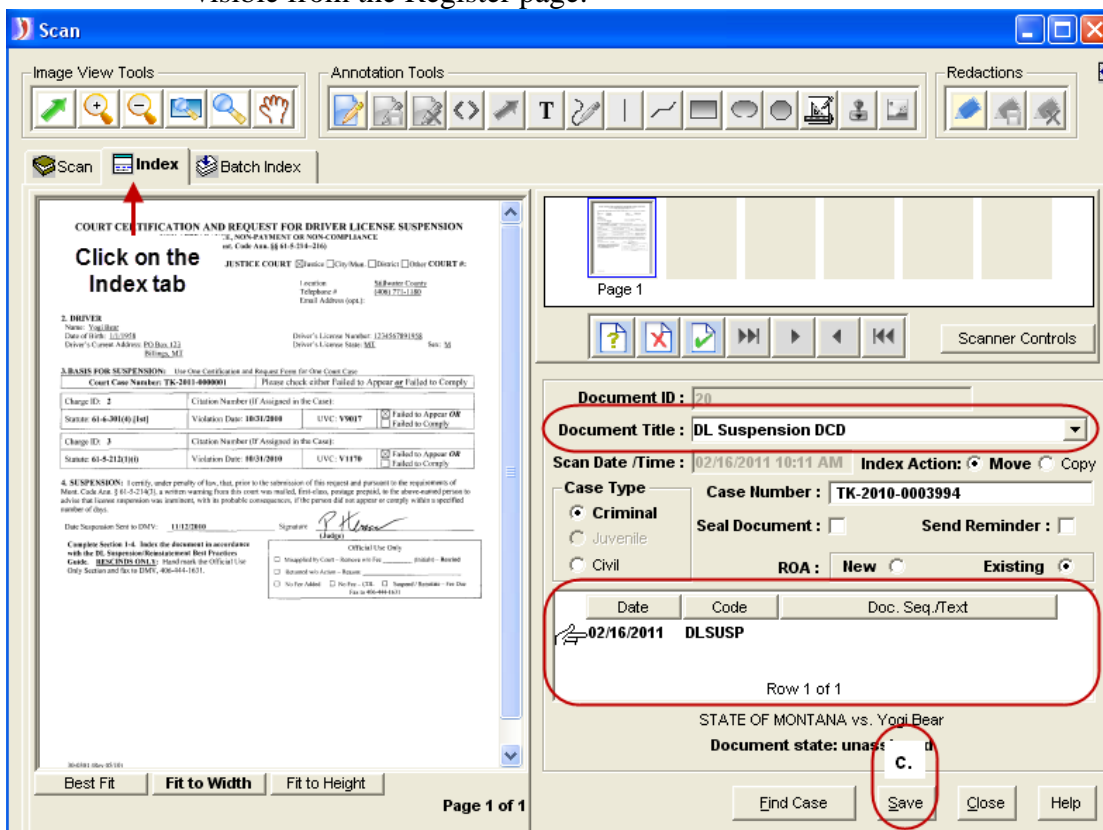It might take just a minute for the scanner to start feeding the page.

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

FullCourt Imaging

ℹ️ The document was saved successfully.

[OK]

➡️ **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.

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 <u>without</u> 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.
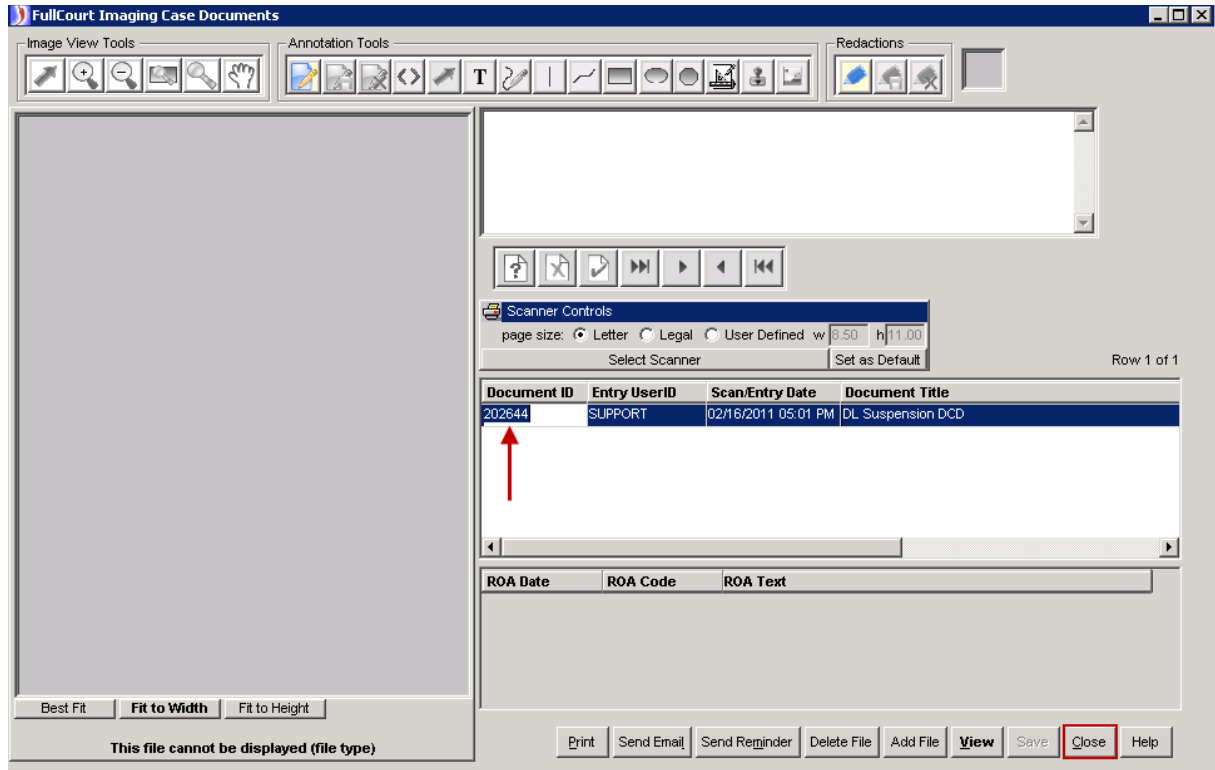
Double click in Document ID column and click Control+C on your keyboard.

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.

►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
☐ Misapplied by Court – Remove w/o Fee _____ (Initials) – **Rescind**
☐ Returned w/o Action – Reason: _____
☐ No Fee Added   ☐ No Fee – CDL   ☐ Suspend / Reinstate – 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.
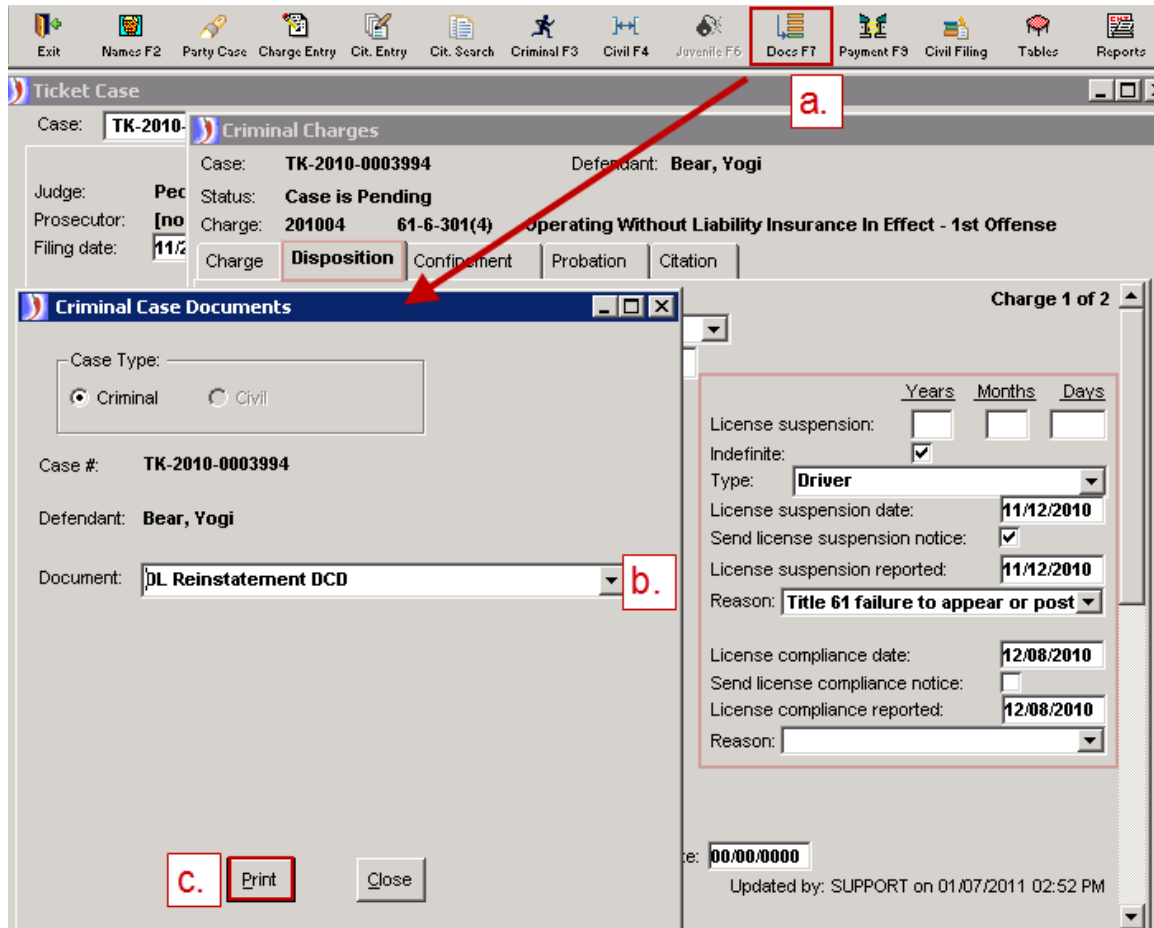
Click Save to save the changes.

2a. (Courts <u>without</u> 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**.

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		
Date of Birth: 1/1/1958	Driver's License Number: 1234567891958	
Driver's Current Address: PO Box 123 Billings, MT	Driver's License State: 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 *or* 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	☐ Failed to Appear *OR* ☐ 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	☐ Failed to Appear *OR* ☐ 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)

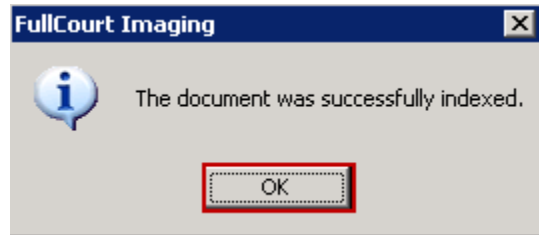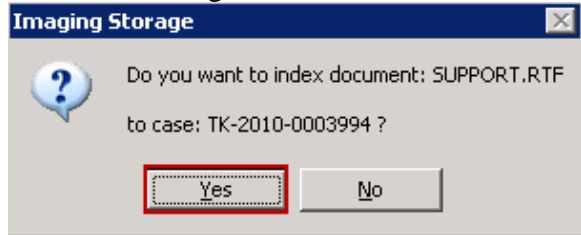**Complete Section 4. Index the document in accordance with the DL Suspension/Reinstatement Best Practices**

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.
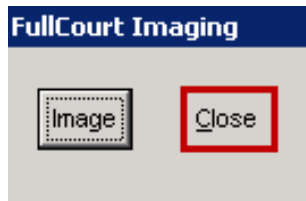
FullCourt Imaging

Image   Close

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.
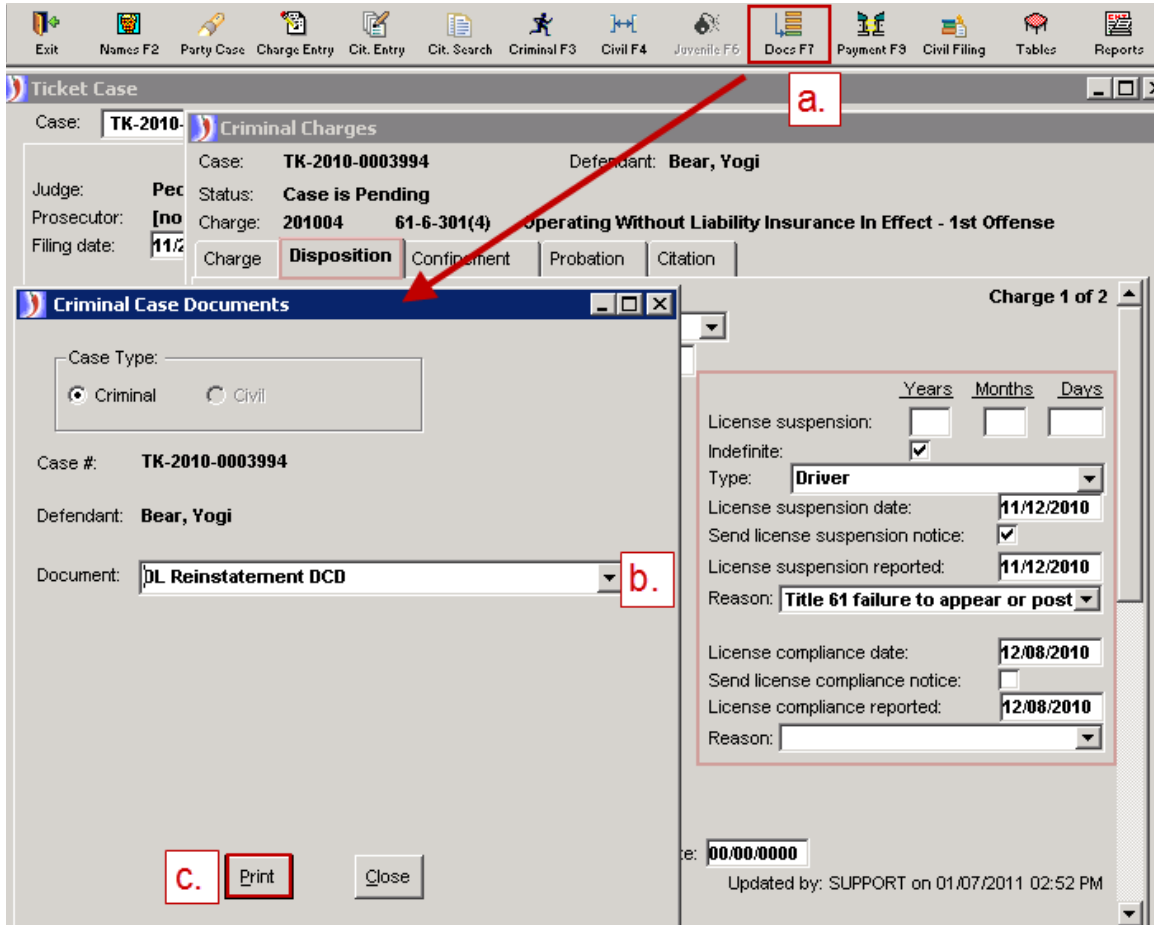
Close the FullCourt Imaging window.

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 <u>with</u> 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**.

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/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		
Date of Birth: 1/1/1958	Driver's License Number: 1234567891958	
Driver's Current Address: PO.Box.123 Billings, MT	Driver's License State: 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 *or* 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	☐ Failed to Appear *OR* ☐ 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	☐ Failed to Appear *OR* ☐ 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	
			(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.

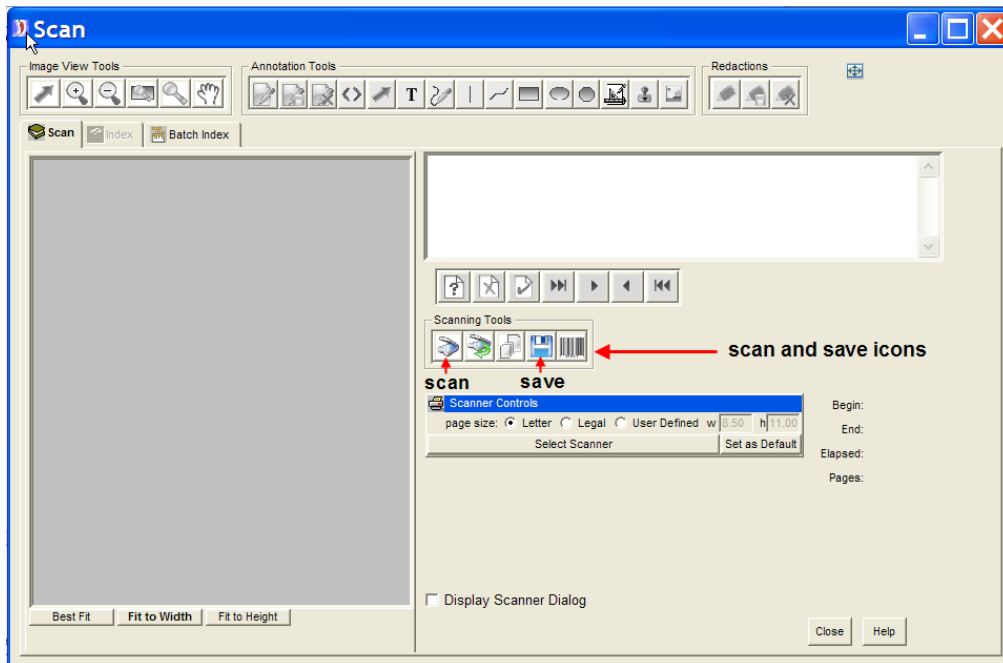**Scan the signed DL Reinstatement form to the case, using the following steps**.
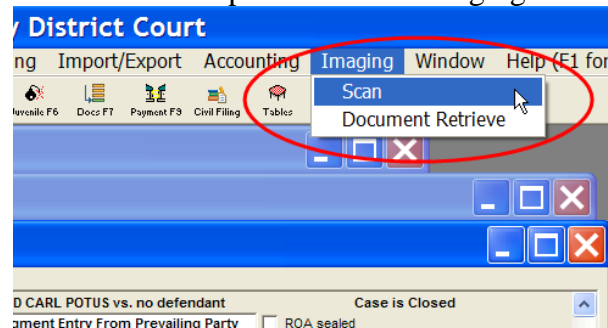
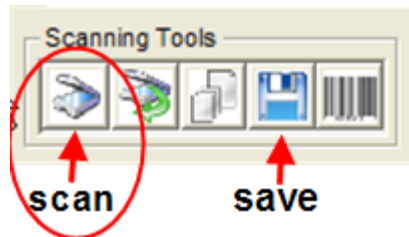Select the Scan option from the Imaging Menu:

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

➔ **The next three steps are:**
1. **Scan**
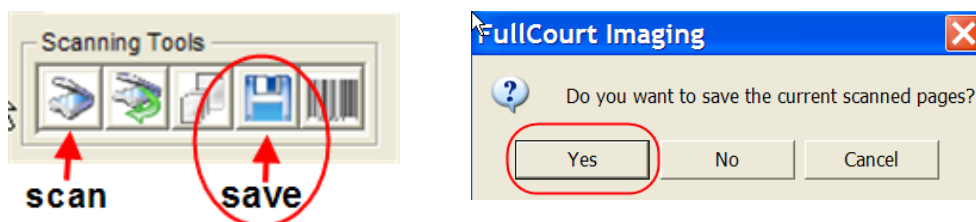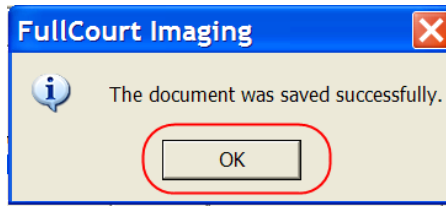2. **Save**
3. **Index – indexing has three steps of its own**

➔ **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.

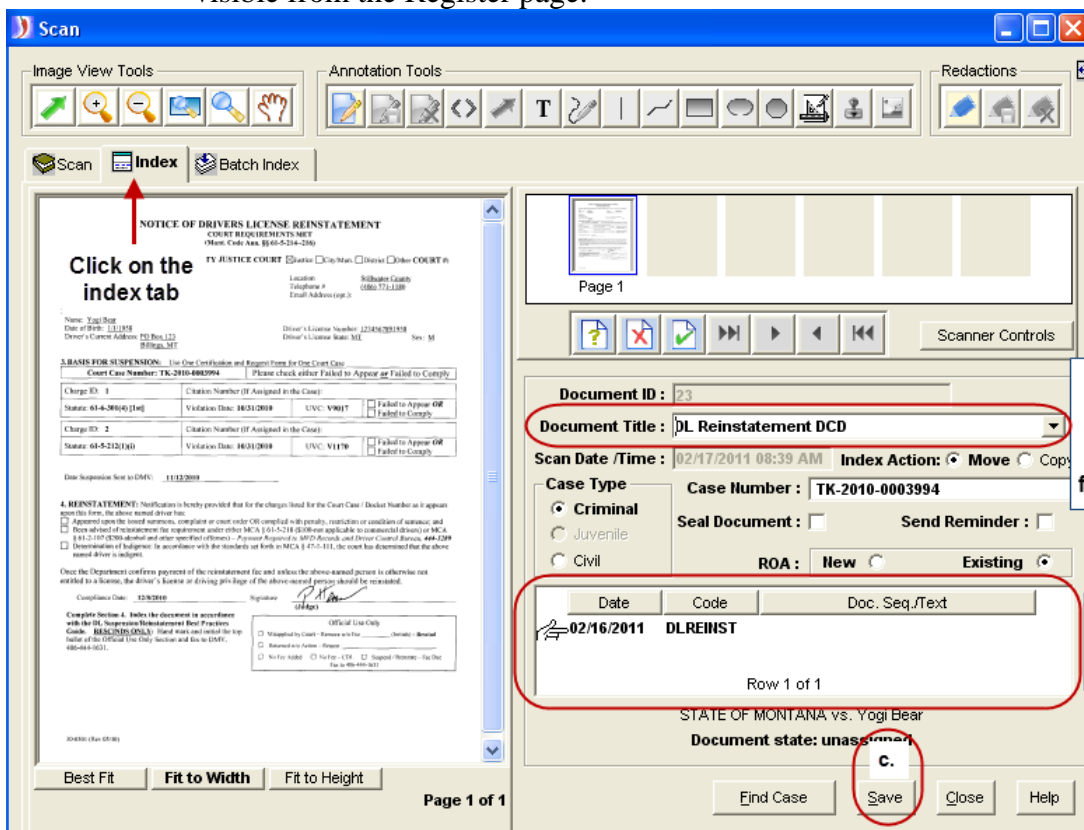➔ **2. Save**: once all of the pages are scanned, push the save icon.

FullCourt Imaging

The document was saved successfully.

OK

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

    ➔ **a. <u>IMPORTANT</u>: 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.

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 <u>without</u> 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.

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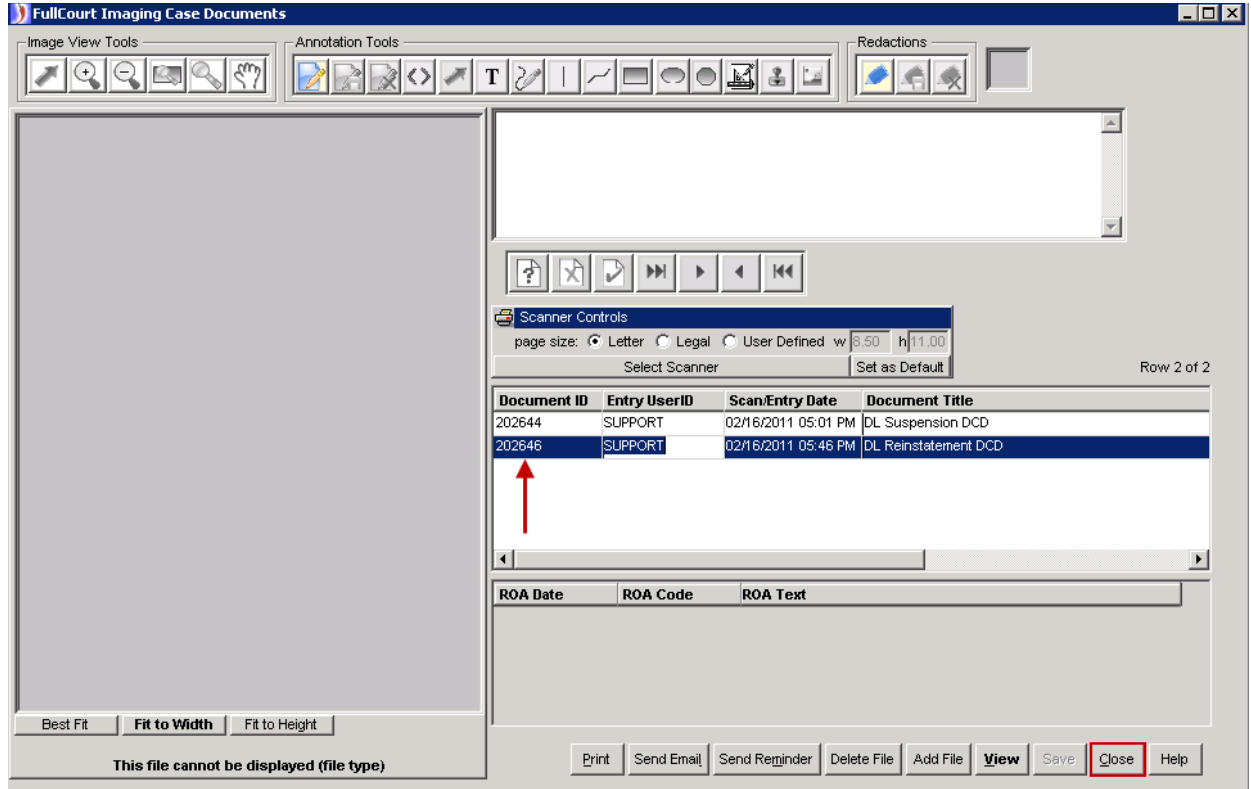
Open the case ROA window and click into the Imaging Document ID field of the DLREINST ROA.

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.

►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
☐ Misapplied by Court – Remove w/o Fee _____ (Initials) – **Rescind**
☐ Returned w/o Action – Reason: _____
☐ No Fee Added ☐ No Fee – CDL ☐ Suspend / Reinstate – Fee Due
Fax to 406-444-1631