

# **COURT MANUAL**

Reference and  
Installation  
Manual

Last Revised  
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## OVERVIEW

The Traffic Court software is designed to keep track of and report on traffic citations and accident reports. To do this, citation and accident report files are created which the user feeds new information into periodically. To complement these files five additional files are maintained, abbreviated citation file, officer file, violation/action file, bond company file and parameter file. A variety of inquiries and reports are available to help user monitor the information in the above files.

### BACKUP DATA FILES

**NOTE:** It is recommended that user backup to 3 - 4 sets of media (CDs or USB flash drive). One set should be a "End of Month" set that is only used once a month. The other sets would be rotated between during the month.

If Court is on a system where all files are backed up, Court is normally backed up also. If not then you will need to copy the Court.win folder (or Courtwin.fil folder) to an external device. This can be done using "This Computer" (Windows 10) or "Computer" (Windows 7) to copy the Court folder to CD or USB flash drive. The user is responsible for making these backups on a regular basis. See [gfcdatasys.com](http://gfcdatasys.com) for more info cc: backing up.

### TO BEGIN

Using your mouse, move your pointer to the Icon that represents Court and double click.

### START

The first screen to appear when entering the COURT software depends upon settings in the Setup Parameter file. If a password has been entered or the multiple printer flag has been checked then the following screen displays - otherwise go to next page.

Station Default Printer#: \_\_\_\_\_

Password: \_\_\_\_\_

Enter password and press Enter or Esc to exit

**Printer#/Password screen...** If user has specified in the Parameters file that multiple printers are being used, then user will be asked to select which printer# (1-4) should be the default for the station that is entering Court. The printer is selected by either entering the number desired (1-4), pressing down/up arrow, or clicking on down-arrow and clicking on the one desired. After the printer desired is displayed the Enter key is pressed. If multiple defaults has not been specified then "1" will be the default and user can not change the value. If passwords have been entered user must then type a password that matches the stored password and press the Enter key. If the typed password doesn't match then an error displays and the user is prompted to try again or the Esc key may be pressed to exit.

After the above screen has its values successfully entered (or if the above screen is skipped) the following screen is displayed:

Court Main Menu x.x

GFC Data Systems

Inquiries   Reports and Forms   Input   Citations   Input Warnings   Add Electronic Citations   Live Court   DPS Routines  
File Maintenance   Misc   Help   Exit

Note: the "x.x" entry above is a program version number. This allows your installer and yourself to know which version of Court you have since the programs are updated regularly. On the Main Menu some common programs are listed at the bottom but user will use the commands at the top of the screen to access most programs. Note that a "jpg" photo may display on the Main Menu by having a file named "CourtMgr.jpg".

The **Inquiries** option allows user to inquire or look at certain files without fear of change.

Docket/Citation File Inquiry.....	page 5
Accident Report Inquiry.....	page 5
Violation/Action File Inquiry.....	page 5
Officer File Inquiry.....	page 5
Bond Co. Inquiry.....	page 6
Display Docket or Citation Numbers.....	page 6
Display Citations by Master Name.....	page 6
Display Accidents or Citations by Location or Zone....	page 7

The **Reports** option allows user to print reports and lists to the printer.

Docket/Citation List.....	page 8
Accident Report List.....	page 9
Violation/Action Code List.....	page 9
Officer Code List.....	page 10
Labels/Reminder Letter.....	page 10
Court Docket.....	page 11
Defendant Court Form.....	page 12
Bond Routines (Bond Report and Bond Card Report).....	page 12
Citation Status Report.....	page 13
Summons/Warrant Report.....	page 14
Category Report.....	page 14
Fine Reports/Receipts Journal.....	page 15
DPS Notices.....	page 16
Judgment Order Paid/Unpaid Report.....	page 17
Bench Warrants/Criminal Complaints.....	page 17
Court Summary Report.....	page 18
Summons/Past Due Letter.....	page 19
Print Citations by Master Name.....	page 19
'Juveniles Becoming Adults' Report.....	page 20
Accidents or Citations by Location or Zone.....	page 20
Warnings List.....	page 21
Unpaid Citations Rept (and Collection File).....	page 21

The **Input Citations** option allows user to enter, edit, or delete citations. This is the same as the "#1 - Modify Docket/Citation File" found under File Maintenance.

The **Input Warnings** option allows user to enter, edit, or delete warnings. This is the same as the "#13 - Modify Warnings File" found under File Maintenance (page 31).

The **Add Electronic Citations** option allows user to print and merge citations from a file created by a third party vendor. This the same as "#14-Add Electronic Citations" found under File Maintenance (page 31).

The **Live Court** option allows user to display and edit citations while Court is in progress. This program displays citations in the same order as the docket and allows user to select which to edit. See page 22 for instructions on operation.

The **DPS Routines** option allows user to open a screen that allows user to select, print, modify, and build files to send to DPS (OK.Gov).

Select DPS Citations.....	page 23
Modify DPS Citations.....	page 24
Print DPS Citations.....	page 24
Create DPS File.....	page 25

The **File Maintenance** option allows user to add, edit, or delete records from the data files.

Modify Docket/Citation File.....	page 26
Modify Accident Report File.....	page 27
Modify Violation/Action Code File.....	page 27
Modify Officer File.....	page 28
Modify Bond Co. File.....	page 29
Modify Parameter File.....	page 29
Delete (and save) Citations.....	page 29
Modify Abbreviated Citations File.....	page 29
Renumber Docket/Citation File.....	page 30
Change Officer Number on Citations.....	page 30
Change Violation Code on Citations.....	page 30
Change Address on Defendant's Citations.....	page 30
Change Court or Arraignment Date on Citations.....	page 31
Modify Warnings File (Input Warnings).....	page 31
Add Electronic Citations.....	page 31
Write-off Unpaid Citations.....	page 31

The **Miscellaneous** option allows user access to seldom used routines.

Change Bond Amounts Automatically.....	page 32
Build New Docket/Citation File.....	page 32
Build Warrant File.....	page 32
Build Officer, Violation, Pmt Files in 'csv' or 'txt' format...	page 33
Build Docket/Citation File in 'csv' or 'txt' Format.....	page 33
Auto Renumber Docket#s.....	page 33

The **Help** option gives access to two screens that gives additional Court Information for user to view or print.

**Appendices :**

Appendix A: Citation Record.....	page 34
Appendix B: Accident Report Record.....	page 37
Appendix C: Violation/Action Code Record.....	page 38
Appendix D: Officer Record.....	page 38
Appendix E: Bond Company Record.....	page 38
Appendix F: Parameter (Setup) File.....	page 39
Appendix G: Warning Record.....	page 42
Appendix H: Initial Installation and Daily Work.....	page 43
Appendix I: Docket/Citation Lookup.....	page 44
Appendix J: Keyboard Usage.....	page 44

The **Exit** option allows user to exit out of the COURT system and return to the Windows desktop.

## INQUIRIES

1. The inquiry menu will appear as follows:

- 1 - Docket/Citation File
- 2 - Accident Report File
- 3 - Violation/Action File
- 4 - Officer File
- 5 - Bond Co. File
- 6 - Display Docket or Citation Numbers
- 7 - Display Citations by Master Name
- 8 - Display Accidents or Citations by Location/Zone

User should "click" on program desired. Below is an explanation of each program.

**Selection 1** allows user to inquire upon a citation. User would first click on "Enter Docket#" command button. Then user would enter the docket# if known or optionally press F1 to perform a lookup. See appendix I on details of performing Citation Lookup. When docket# is known, user would press ENTER to display. If the partial payment screen needs to be viewed user may either double-click on the "Amt Paid" field or user may click once on the "Amt Paid" field and then press F4. If the restitution screen needs to be viewed user may either double-click on the "Restn" field (with Y in the field) or user may click once on the "Restn" field (with Y in the field) and then press F3 or ENTER keys. When finished viewing a citation user should click on the "Finish" command. User may exit the program by clicking on the "Exit" command.

**Selection 2** allows user to view lists of accident report records. This list may may be viewed in name sequence or report# sequence. User may enter a beginning value and enter click on "Begin Display" command. If screen fills user may use the scroll bar to move records up and down. User may print the screen by clicking on "Print Screen" command. User may exit the program by clicking on the "Exit" command.

**Selection 3** allows user to view lists of violation/action code records. This list may may be viewed in description sequence or code# sequence. If screen fills user may use the scroll bar to move records up or down. User may print the screen by clicking on "Print Screen" command. User may exit the program by clicking on the "Exit" command.

**Selection 4** allows user to view lists of officer code records. This list may may be viewed in name sequence or offcr# sequence. If screen fills user may use the scroll bar to move records up or down. User may print the screen by clicking on the 'Print Screen' command. User may exit the program by clicking on the "Exit" command.

**Selection 5** allows user to view lists of bond company records. This list may be viewed in name sequence or code# sequence. User may print the screen by clicking on "Print Screen" command. User may exit the program by clicking on the "Exit" command.

**Selection 6** allows user to view a list of Citations (or Warnings) in docket (warning) or citation number, name, driver's license number, or tag number sequence. User may enter a starting number or name, a beginning date, and optionally a birth date and court/arraignment date. If a "Beg Date" is entered then only citations (or Warnings) with a date equal to or greater will display. If a birth date and/or court date is entered then only citations with a matching date will display (leaving dates as zeroes means the date is not applicable). When user clicks on the "Begin Display" command up to 600 records will display. If the screen fills user may use the vertical scroll bar to move lines of records up or down. You may also sort and display records based on the values in some designated columns (noted with an \*) by clicking the column heading. For example if you want records to display by Violation Desc just click on that column heading. The docket# and citation# columns may have their records displayed in reverse order (descending order) by clicking on their column heading. The column widths may be adjusted by placing the mouse on the right side of the column heading, clicking, and dragging left or right. **Note: if needed, user may display the entire citation record by double-clicking on the docket# or clicking the docket# once and pressing the Enter key.**

If the citations being displayed are in the abbreviated citation file user may click on that option at the top of the screen or if wanting to display Warnings click on that option. However those options can not have their full record displayed.

User may print the screen by clicking on "Print Screen" command. User exits the program by clicking on the "Exit" command.

**Selection 7** allows user to view a list of citations for a master name from the regular citation file or the "abbreviated" citation file. Since user may have typed in names somewhat inconsistently, the program attempts to match up names where the first nine characters of the name match and also the drivers license numbers or date of birth match. For example BROWN, JACK and BROWN, JACK R will be considered the same master name if the drivers license numbers or date of birth match on those names.

First the user enters a first few letters of the last name and then presses the Enter key. A list will display. User should be careful to not type in too many letters when starting the display in that the name you want may be skipped. For example the name you are looking for may be SMITH, JAMES ROBERT but the name may have been typed in as SMITH, JAMES R. Therefore instead of typing in the full name user should type in a shortened version like SMITH, J. Then user can use the scroll bar until the correct name is found. User may click on any of the names listed. After selecting a name, user should click on the "Begin Display" command to list all citations for the name selected. If screen fills user may use the vertical scroll bar to move records up or down. Since all columns are not fully viewable at the same time user may use the horizontal scroll bar to move columns left and right. User may also change the width of columns by moving the mouse to the border of each column until a cross-like character displays, clicking and holding, and moving the border left or right. **Note: if needed, user may display the entire citation record by double-clicking on the docket# or clicking on docket# once and pressing the Enter key.**

User may print the screen by clicking on "Print Screen" command. User may exit the program by clicking on the "Exit" command.

**Selection 8** allows user to view accident or citation records by location or zone. First user clicks on "Citations" or "Accidents" to indicate which file is being searched. Then user clicks on "Location" or "Zone" to indicate whether the program should look at the location or zone on each record. Then user enters the location or zone description to look for. User should enter complete words for the location or zone. If looking for all accidents on ELMHURST then enter the whole word. Do not enter ELM thinking that ELMHURST will also display. If you want to be more specific on ELMHURST then enter a specific address such as MAIN AND ELMHURST. Then user may click on "Name" to display the records in name, "Docket/Rept#" to display in docket or accident report number sequence, or "Citation#" to display in citation number sequence. Next user may enter beg/end dates. Only accidents or citations within these ranges will be included (leave dates as defaulted to include all dates). User may also enter an officer number. Only records for that officer will display. Note: leaving officer number blank means all officers should be included. Finally user may enter a beg/end violation code. Only records within these ranges will be included (leave codes as defaulted to include all violation codes).

After making selections, user should click on the 'Begin Display' command to list all citations for the location or zone selected. If screen fills user may use the vertical scroll bar to move records up or down. Since all columns are not viewable at the same time user may use the horizontal scroll bar to move columns left and right. User may also change the width of columns by moving the mouse to the border of each column until a cross-like character displays, clicking and holding, and moving the border left or right. **If needed, user may display the entire citation record by double-clicking on the docket# or clicking on the docket# once and pressing the Enter key** (not applicable to Accident records).

User may print the screen by clicking on "Print Screen" command. User exits the program by clicking on the "Exit" command.

## REPORTS

The Reports menu will appear as follows:

- 1 - Docket/Citation List
- 2 - Accident Report List
- 3 - Violation/Action List
- 4 - Officer List
- 5 - Bond Co. List
- 6 - Court Docket
- 7 - Defendant Court Form
- 8 - Bond Routines ->
- 9 - Citation Status Report
- 10 - Summons/Warrant Report
- 11 - Category Report
- 12 - Fine Reports/Receipts Journal
- 13 - DPS Notices
- 14 - Judgement Order Paid/Unpaid Report
- 15 - Bench Warrants/Criminal Complaints
- 16 - Court Summary Report
- 17 - Summons/Past Due Letter
- 18 - Citations by Master Name
- 19 - 'Juveniles Becoming Adults' Report
- 20 - Accidents or Citations by Location/Zone
- 21 - Warnings List
- 22 - Unpaid Citation Rept (and Balance Due File)

**Selection 1** allows user to print a complete list or abbreviated list of citation records. The complete list is a complete citation screen whereas the abbreviated list is key data from each citation printed on a single line. The complete list is sometimes used before citations are deleted in order to have a printed copy.

User enters:

**Report Format:** click on the report format with choices being 'Abbreviated' or 'Complete'.

**Use Abbrev Citation File:** Click on 'Yes' to print from the abbreviated file only, 'No' to print from only the regular citation file, or 'Both' to use both the regular and abbreviated files.

**Print Sequence:** click on the print sequence with choices being 'Docket#', 'Citation#', 'Name', 'Citation# by Officer', 'Officer by Court Date', or 'Officer by Arraign Date'.

**Beg/End No or Name:** Enter beginning and ending docket or citation numbers or names if it is needed to limit the scope of the report. These are not applicable to 'Officer by Court Date' or 'Officer by Arraign Date'.

**Officer-New Page:** If printing in 'Citation# by Officer' sequence and each officer's citations should be on a separate page, enter Y.

**Include:** click on which citations should be included with choices being 'Everyone' which includes adults and juveniles, 'Adults Only' which includes adults only, or 'Juveniles Only' which includes juveniles only.

**Collection Agency Citations:** click on what should happen with citations turned over to a collection agency with choices being 'Print w/other citations', 'Don't Print' to exclude citations turned over to a collection agency, or 'Print Only' to print only citations turned over to a collection agency.



**Include:** Enter Y to include only 'Restitution', 'Dist Court', 'No Collection Agy', or 'Jail' citations. N means to include along with the rest of citations.

**Beg/End Dates:** user may index values in any or all of the dates shown - this allows user to narrow the scope of what prints down to specific dates. Leave dates as defaulted to include all dates.

**Beg/End Offcr:** to print citations for specific officers, enter a beg/end no.

**Beg/End Vio Cd:** to print citations for specific violations, enter a beg/end code.

**Catgy:** In each violation code there is a "category" field that user can use to categorize violations (Speeding, DUI, etc). If this is being used then user may specify that only citations with a specific category should print. Leave blank for all categories.

**Type:** if using docket type codes and needing to print a list for citations with a specific type, enter the type. Leave blank to include all types.

**Print Count Only:** applicable to the "Abbreviated" report format. User may check this box which causes the report to print only the citation "count".

**Print to Screen:** applicable to the "Abbreviated" report format. User may check this box which causes the report to display to the screen.

**Print to csv File:** applicable to the "Abbreviated" report format. User may check this box which causes a comma-separated formatted file to be created.

**Print/Exit:** Clicking on 'Print' begins the report. If "Print to csv File" was selected user will enter a file name. Clicking on 'Exit' exits the program.

**Printer Selection:** A default printer name will display. User may elect to use this value or may click on any of the other printer numbers to use an alternative printer. User may also type in the name of any other printer to be used. NOTE: the printer name can not be left blank.

**Selection 2** allows user to print a list of accident reports.

User enters:

**Beg/End No:** enter beg/end accident number. Leave as defaults to include all.

**Beg/End Date:** enter beg/end accident dates. Leave as defaults to include all.

**Offcr:** if the list should be for specific officer, enter the officer number. Leave blank to include all officers.

**Zone:** if the list is for a specific zone enter a specific zone or leave blank for all.

**Location:** if the list is for a specific location enter the location or blank for all.

**Print/Exit:** Clicking on 'Print' begins the report. Clicking on 'Exit' exits the program.

**Printer Selection:** A default printer name will display. User may elect to use this value or may click on any of the other printer numbers to use an alternative printer. User may also type in the name of any other printer to be used. NOTE: the printer name can not be left blank.

**Selection 3** allows user to print a list of violation/action codes. User may print the list in code or description order. User enters:

**Print Sequence:** click on the print sequence with choices being 'Code' or 'Description'.

**Beg/End:** enter a beginning and ending code should only a partial list be needed. Leave as defaults to include all.

**Catgy:** When each record is set up a category can be assigned to each violation. If the list should only include a certain category, enter the category. Leave blank to include all.

**Type:** To include only Offense (Violation) codes on the list enter "O". To include only Action codes enter "A". Leave blank to include all.

**Include:** To include only records with a DPS code select "With DPS Codes". To include only records without a DPS code select "W/O DPS Codes". To include both select "Both".

**Print/Exit:** Clicking on 'Print' begins the report. Clicking on 'Exit' exits the program.

**Printer Selection:** A default printer name will display. User may elect to use this value or may click on any of the other printer numbers to use an alternative printer. User may also type in the name of any other printer to be used. NOTE: the printer name can not be left blank.

**Selection 4** allows user to print a list of officer codes.

User enters:

**Sequence:** click on the print sequence with choices being 'Code' or 'Name'.

**Print/Exit:** Clicking on 'Print' begins the report. Clicking on 'Exit' exits the program.

**Printer Selection:** A default printer name will display. User may elect to use this value or may click on any of the other printer numbers to use an alternative printer. User may also type in the name of any other printer to be used. NOTE: the printer name can not be left blank.

**Selection 5** allows user to print labels or reminder letters. These labels may either be mailing labels or jacket labels. Mailing labels are labels to be placed on envelopes for mailing and jacket labels are for putting on ticket jackets. Mailing labels print only the defendant's name and address. Jacket labels print the citation no, docket no, defendant's name, citation date, officer name, etc. The labels that print can either be all labels for a range of court, arraignment, or entry dates or labels for specific docket numbers. Reminder letters are for notifying defendants of an upcoming court appearance. User enters:

**Print Which:** click on 'Jacket Labels' to print jacket labels, 'Mailing Labels' to print mailing labels, or 'Reminder Letters' to print reminder letters.

**Letter Date:** If printing reminder letters then type the letter date, as well as "Y" or "N" to specify whether pre-printed letterhead is being used. If "Y", user must specify how many lines the program should advance to get past the pre-printed heading.

**Label Height:** if printing labels, click on the appropriate label height from among 1", 1 1/2", 2", 3", 3 1/3", or 4" high labels. NOTE: a default "height" may be set on the Parameter screen (#6 under File Maintenance).

**Type of Labels:** if printing labels, click on the type of label with choices being '1-across' or '2-across' or '3-across' (3-across apply to mailing labels only). 1-across are assumed to be continuous labels and 2 and 3-across are assumed to be sheets of labels (for laser type printers).

**Lines Above:** if printing labels and using an inkjet/laser type printer then the program will need to know the number of lines which should be advanced before printing the first set of labels. Since user has no control over where the printer will begin printing, 1 or 2 lines may have to be advanced before printing. NOTE: a default value may be entered on the Setup Parameter screen.

**Begin printing on which label row:** normally 1 to begin on first (top) row of labels. However to begin printing on second row of labels enter "2" or "3" to begin printing on third row.

**Spaces Left Mrgn:** if printing labels this is the number of spaces (0-3) on the left side of the label. A default may be entered on the Parameter screen.

**Print:** choose whether the labels or letters are for specific docket numbers or for a specific date by clicking on 'Selected Docket#s' or 'All Docket#s for a Specific Date'.

**Date:** if printing for specific dates, enter the range of dates. If you need only a single date, enter the date as the begin date. When the ending date is left as zeroes, the ending date will be the same as the begin date.

**Date Is:** if printing by date specify which date is being used with the choices being 'Court Date', 'Arraignment Date', or 'Entry Date'. Entry date is the date the citation was entered into the system which is assigned automatically.

**Docket Numbers:** if entering specific docket numbers enter up to 18 numbers. If the docket#s are not known user may use F1 to do a Lookup (see appendix I)

**Print/Exit:** Clicking on 'Print' begins the report. Clicking on 'Exit' exits the program.

**Printer Selection:** A default printer name will display. User may elect to use this value or may click on any of the other printer numbers to use another printer. User may also type in the name of any other printer to be used. NOTE: if you are using a different printer for labels other than printer #1 but it does not display automatically, set a Labels printer default in the Parameters File.

**Selection 6** allows user to print a Court Docket to the printer or screen. The Court Docket's purpose is to show traffic cases to be reviewed by the judge for a given court or arraignment date. In order for a citation to print on the docket the arraignment/court date must match the date indexed by the user. The format of this report is determined by the docket format code set up in the Parameter file. (If you would like to see what each format looks like simply click on the Docket Format code and click on A-G and then answer the other questions as normal). Note: Docket Format "A" puts each officer on a separate page. Most of the below questions can have defaults set in the Parameter File(#6 under File Maintenance).

User enters:

**Print Which Cases:** click on which type of date is being used with choices being 'Court' or 'Arraignment'.

**Court/Arraignment Date:** enter Court or Arraignment date the report is for.

**Time:** enter a value only if you have multiple court sessions in one day and they should print separately. Leave blank to include all citations.

**Include:** click on the option of who to include with choices being 'Everyone', 'Adults Only', or 'Juveniles Only'.

**Beg/End Offcrr:** enter beg/end officer numbers if only a specific officer's citations are to be included.

**Type:** a "type" code can be stored on each citation. If the docket should include only those citations that match a given type, enter the type. Leave blank for all.

**Advance Lines:** enter number of lines to advance between citations.

**Print Sequence:** formats B thru G allows printing the docket in Name, Docket#, or Officer/Cit# sequence. Format "A" (one offcrr per page) may only be printed in Officer/Cit# sequence so the system does not even ask this question.

**Copies:** enter number of copies to print.

**Include if Paid:** if a citation has been paid and contains a fine paid date and the citation should not be on the docket, enter "N"- otherwise enter "Y".

**Include Notes:** applicable only if using **format E**. Checking this box means the program should include any citation "notes" (lines 1-13) for this citation.

**Include Partial Pmts:** applicable only if using **format E**. Checking this box means the program should include any partial pmts made from a specified "Beg Date".

**Print to Screen:** if a "preview" should display before printing, check this box. This shows which citations will be included on the printed report.

**Print/Exit:** Clicking on 'Print' begins the report. 'Exit' exits the program.

**Printer Selection:** A default printer name will display. User may elect to use this value or may click on any of the other printer numbers to use an alternative printer. User may also type in the name of any other printer to be used. NOTE: the printer name can not be left blank.

**Selection 7** allows user to print a Defendant Court Form for those on a Court Docket. The purpose of this program is to partially fill out a form before court and then complete the rest of the form by hand after Court so defendant can sign the form showing he/she understands their plea, amount due, and when to possibly return to court. Most of the program questions are the same as in the Court Docket report since the forms print for the same defendants as on a Court Docket.

User enters:

**Print Which Cases:** click on which type of date is being used with choices being 'Court' or 'Arraignment'.

**Court/Arraignment Date:** enter Court or Arraignment date the forms are for.

**Time:** enter a value only if you have multiple court sessions in one day and they should print separately. Leave blank to include all citations.

**Include:** click on the option of who to include with choices being 'Everyone', 'Adults Only', or 'Juveniles Only'.

**Beg/End Offcr:** enter beg/end officer numbers if only a specific officer's citations are to be included.

**# Notices Per Defendant:** select "One" or "Two" depending on how many forms should print for each defendant. If "Two" is selected then they both print on the same page.

**Print Sequence:** the forms may be printed in in Name, Docket#, or Officer/Cit# seq.

**Include if Paid:** if a citation has been paid and contains a fine paid date and a form should not be printed, enter "N"- otherwise enter "Y".

**Print/Exit:** Clicking on 'Print' begins the forms. 'Exit' exits the program.

**Printer Selection:** A default printer name will display. User may elect to use this value or may click on any of the other printer numbers to use an alternative printer. User may also type in the name of any other printer to be used. NOTE: the printer name can not be left blank.

**Selection 8a** allows user to print a report of citations where either the bond amount has been paid, has not been paid, or has been refunded. The bond paid/unpaid reports look at the bond paid date to determine if the bond has been paid - if zero it hasn't been - if not zero it has been paid. However the bond unpaid report also checks to make sure there is a bond amount due.

User enters:

**Print Which Report:** click on which report is to be printed with options including 'Bond Paid', 'Bond Unpaid', or 'Bond Refund' report.

**If Bond Paid Rept:** If printing a Bond Paid report then user should click on which type of Bond Paid report with choices being 'Any with a Bond Paid', 'Only those not forfeited', or 'Only those forfeited'. A citation is considered having a bond not forfeited if the bond amount is paid but there is no fine amount paid. A citation is considered having a bond forfeited is the bond amount is paid and the fine amount is paid.

**Print by Which Date:** click on which date is to be used to find citations to be included on the report with choices being 'Court Date', 'Bond Paid Date', 'Arraignment Date', 'Bond Refund Date', and 'Fine Paid Date'.

**Beg/End Dates:** enter the beginning and ending dates appropriate to the date choice made above.

**Beg/End Offcr:** if the report is only for a range of officers, enter beginning and ending officer numbers. Leave as defaults to include all.

**Print Totals Only:** enter 'Y' or 'N' to indicate that only totals are required. Entering "Y" means that only a grand total should print - no detail.

**Print Sequence:** click on the sequence the report should print in with choices being 'Name' or 'Docket#'.

**Print/Exit:** Clicking on 'Print' begins the report. Clicking on 'Exit' exits the program.

**Printer Selection:** A default printer name will display. User may elect to use this value or may click on any of the other printer numbers to use an alternative

printer. User may also type in the name of any other printer to be used. NOTE: the printer name can not be left blank.

**Selection 8b** allows user to print a list of citations for given Bond Company(s) by Court/Arraignment date(s). There are two types of reports available.

User enters:

**Which Report:** click on which report is desired with choices being 'Bond Pending' or 'Bond Disposition'. A Bond Pending report contains citations turned over to a bonding company and a judgment code has been entered on the citation. A Bond Disposition report contains citations turned over to a bonding company and a judgment code may or may not have been entered.

**Include Judgment Codes:** if printing a Bond Pending report user may enter up to four judgment codes to enter. Citations with one of these judgment codes will be included. Leaving these blank means all judgment codes will be included.

**Bond Co:** enter a bond company number or leave blank for all all companies.

**Which Date:** click on which date is being used with choices being 'Court' or 'Arraignment'.

**Beg/End Dates:** if needed enter beg/end Court or Arraignment dates or leave as defaulted to include all dates.

**Print/Exit:** Clicking on 'Print' begins the report. Clicking on 'Exit' exits the program.

**Printer Selection:** A default printer name will display. User may elect to use this value or may click on any of the other printer numbers to use an alternative printer. User may also type in the name of any other printer to be used. NOTE: the printer name can not be left blank.

**Selection 9** allows user to print the status of citations. This report is printed for all citations falling on a specific court or arraignment date. The purpose of the report is to show the user the status (such as deferred, nolo contendere) of citations.

User enters:

**Print Which Report:** click which report selection is desired with choices being to print 'All Citations' regardless of the status, 'Only Citations With Warrants Issued', 'Only Citations With a Judgment Code', or 'Only Citations With an Order Codes'.

**Deferral Dates:** if printing only citations with a judgment code and user enters #6-Deferred, user may enter a range of deferral dates to include.

**Order Codes:** if printing only citations with an order code, user may enter up to five codes. Citations that have order codes that match these codes will be included.

**Print by Which Date:** enter which date is to be used with choices being to print by range of 'Court', 'Arraignment', 'Judgment', 'Order', or 'Citation'. **Beg/End Dates:** enter the beginning and ending court, arraignment, judgment, order, or citation dates or leave as defaults to include all dates.

**Include:** click on who is to be included with choices being 'Everyone', 'Adults Only', or 'Juveniles Only'.

**Print Sequence:** click on the print sequence with choices being 'Name', 'Docket#' or 'Citation# by Officer' sequence.

**Beg/End Offcr:** enter the beginning and ending offcr# or leaving these fields blank will include all officers.

**#Line Advances:** enter how many lines should advance between each record. Normally 1, 2, or 3 but never zero.

**Print/Exit:** Clicking on 'Print' begins the report. Clicking on 'Exit' exits the program.

**Printer Selection:** A default printer name will display. User may elect to use this value or may click on any of the other printer numbers to use an alternative printer. User may also type in the name of any other printer to be used. NOTE: the printer name can not be left blank.

**Selection 10** allows user to print a list of citations where a summons or warrant has been issued. In order for a citation to appear on these reports the bond or fine paid dates must be zero and there must have been a summons or warrant number entered on the citation screen under Summons Ref# and Warrant Ref#. If printing a warrant list user has the option of printing a list of warrants served or a list outstanding. Warrants 'served' are those where the "served" question (on the second citation screen) is "Y". The warrant report is available in 3 formats (A,B,C) as determined by the value read from the Parameter File (see appendix F). Format C combines all warrants for a given individual and prints a single entry (user will also have to indicate what criteria should be used to "combine"). If desired, user may click on 'Warrant Report Format' and temporarily change the code. To change permanently, change the setting under File Maintenance - Parameter File. User enters:

**Print Which Report:** click on report choice with choices being 'Warrant Report' or 'Summons Report'.

**If Warrant Rept:** if printing a warrant report, user must click on which warrants are to be included with choices being 'Outstanding' Warrants or 'Served' Warrants. A served warrant has a Y in the 'Served' field on the citation screen.

**If Summons Rept:** if printing a summons report, user must decide whether the summons should print if a warrant has been issued. Enter Y or N.

**Include:** user must decide who should be included on the report with choices being 'Everyone', 'Juveniles Only', or 'Adults Only'.

**Print Which Date:** user must decide which date is to be printed by with choices being 'Warrant/Summons', 'Arrestment', 'Court', 'Fine Paid', or 'Citation' date.

**Beg/End Date:** enter a beg/end arraignment, court, warrant, fine paid, or citation date or leave as defaults to include all dates.

**Paid Option:** click on 'Fine Paid Date' to exclude a citation if the citation has a fine paid date or click on 'Bond Paid Date' to exclude a citation if the citation has a bond paid date. Click on 'Include Even If Paid' to include a citation even if it has been paid.

**Prt Bond Amt:** if printing a warrant report, enter "Y" if the bond amt should print on list; "N" if not.

**Beg/End Offcr:** enter a beg and end officer#s. Leave as displayed for all.

**Collection Agy:** Click on 'Print w/other citations' to include citations turned over to a collection agy, 'Don't Print' to leave them off the list, or 'Print Only' to print these only.

**Print Sequence:** click on which sequence the report should print in with options being 'Name' to print the report in name sequence or 'Docket#' to print in docket# sequence. NOTE: warrant list format "C" may only be printed in 'Name' sequence.

**Combine Based On:** if using Warrant Rept format "C" which combines warrants for defendant, user will need to choose which criteria to use to combine. User may select between a common warnt# or a common name and date of birth.

**Print/Exit:** Clicking on 'Print' begins the report. Clicking on 'Exit' exits the program.

**Printer Selection:** A default printer name will display. User may elect to use this value or may click on any of the other printer numbers to use an alternative printer. User may also type in the name of any other printer to be used. NOTE: the printer name can not be left blank.

**Selection 11** allows user to print a list of citations (with judgments) that are among a certain category of violation. This is handy should you need to see all citations that are for a certain category or type of violation. The categories are entered when setting up the violation codes. At that time user should give a common category number to any violations that should print together on this report. Note: in order for a citation to print on this report the citation must have a judgment code other than zero. User enters:

**Beg/End Catgy:** enter a beginning and ending category. Leave as defaults to include all.

**Print by Which Date:** click on which date is being used with choices being

'Court' to base report on court dates or 'Arraignment' for arraignment dates.

**Beg/End Dates:** enter beg/end dates. Leave as defaulted to include all dates.

**Print/Exit:** Clicking on 'Print' begins the report. Clicking on 'Exit' exits the program.

**Printer Selection:** A default printer name will display. User may elect to use this value or may click on any of the other printer numbers to use an alternative printer. User may also type in the name of any other printer to be used. NOTE: the printer name can not be left blank.

**Selection 12** allows user to print a report of citations where either the fine has been paid, has not been paid, has been partially paid, a list of receipts or a list of HCF (jail confinement)Credits. The fine paid/unpaid reports look at the fine paid date to determine if the fine has been paid - if zero it hasn't been - if not zero it has been paid. However the fine unpaid report also checks to make sure there is a fine amount due. The partial fine paid report prints those citations where the fine paid amount (other than .00) is less than the total fine amount. If the citation has zero amt due, it will not print on the partial report unless it has a GTPDT. The partial paid report also lists any entries from the fine payments file. The receipts jnl checks the fine payts file first and prints any receipts that match the range of dates specified. If no payments are found in the payments file then the program checks the citation itself and prints the fine paid amount or bond amount as a receipt if the fine paid date is in the range of specified dates. The HCF Credits report checks each citation to see if there is an HCF amount within the HCF date specified. User enters:

**Print Which:** click on the report option with choices being 'Citations Fully Paid', 'Citations with Fines Unpaid', 'Citations with Fines Partially Paid', 'Receipts Journal', or 'HCF Credits'. If 'Citations Fully Paid' is selected user may enter a "payt type" (CK, CS, etc) which means only citations with this type should print (leaving the type blank means to include all types). If 'Citations with Fines Unpaid' is selected user should enter "Y" or "N" to indicate whether citations that have been dismissed should be included and whether citations with a partial payment should be included. If 'Citations with Fines Partially Paid' is selected user should then enter "Y" or "N" to indicate whether citations with a warrant issued should be included on the report. If 'Receipts Journal' is selected above user must enter 'N', 'Y', or 'B' to include/exclude bond payments as receipts. If 'N' then only fine payments will be considered as payments. If user enters 'Y' then the program ignores bond payments only if fine payments have been received on the citation. If 'B' is entered then bond receipts will be included on the report even if fine receipts have been posted.

**Print by Which Date:** click on which date range is being used with choices being 'Court Date' (for a range of court dates), 'Fine Paid Date' (for a range of fine paid dates), 'Arraignment Date' (for a range of arraignment dates), 'Citation Date', (for a range of citation dates), or 'HCF Date' (for a range of HCF Cr dates). Note that if printing the fine unpaid or fine partial paid reports user may not choose to print by fine paid date and the Rcpt Jrnl may only be printed by 'Fine Paid Date' and the 'HCF Credits' uses only the 'HCF Date'.

**Beg/End Date:** enter a beg/end date. Leave as defaulted to include all dates.

**Include Which:** user must decide who should be included on the report with choices being 'Everyone', 'Juveniles Only', or 'Adults Only'.

**Beg/End Offcr:** enter beginning and ending officer no. Leave as defaults to include all officers.

**Print Total Only:** enter 'Y' or 'N' to indicate that totals only are required. Entering "Y" will print only a grand total - no detail.

**Collection Agy Citations:** click on what should happen with citations turned over to a collection agency with choices being 'Print w/other citations', 'Don't Print' to exclude citations turned over to a collection agency, or

'Print Only' to print only citations turned over to a collection agency.

**Print Sequence:** click on the the sequence in which the report should be printed with choices being 'Name' to print report in name sequence, 'Docket#' to print in docket number sequence, or "Rcpt#" to print in receipt# sequence.

**Beg/End Rcpt#:** if printing in receipt# order, user may enter a beginning and ending value. Leave as defaults to include all. NOTE: keep in mind that receipt numbers are alpha/numeric values. Therefore a receipt# of 1000 will print before a receipt# of 998 since the the value is read from left to right. When a value is alpha-numeric you should enter all values with the same number of digits... 998 would be entered as 0998 which would make it print before 1000.

**Print/Exit:** Clicking on 'Print' begins the report. Clicking on 'Exit' exits the program.

**Printer Selection:** A default printer name will display. User may elect to use this value or may click on any of the other printer numbers to use an alternative printer. User may also type in the name of any other printer to be used. NOTE: the printer name can not be left blank.

**Selection 13** allows user to print either 'Failure to Comply' (FTC) or 'Failure to Pay' (FTP) notices or a list of those persons receiving these notices. FTC notices may be printed for individual indexed docket#s or for a Court/Arrest date where the program decides on its own which to print. The FTP routine requires the user to index the docket#s. When the program prints FTC forms and decides on its own which to print (i.e. docket#s are not entered), the program makes the following decisions: 1) Does the Arrest/Court date match the date indexed by user? If not the program skips over the citation 2) Is the violation subject to suspension. If not the program skips over the citation. 3) If Notice Decision Type "A" is set up in the Parameters File the program checks the judgement code to see if it is #5 (Dismissed). If so no notice is printed. If Decision Type "B" is being used the judgement code is checked and any non-zero code results in no notice being printed. If using Decision Type "A" the bond paid amount and date is checked. If these are both zero a notice is printed. **See Notice Decision Type discussion in Appendix F.**

User enters:

**Print Which:** click on the report desired with choices being 'Failure to Comply Notices' (FTC), 'Failure to Pay Notices' (FTP), or 'List of Persons Receiving Notices' (list includes those who have a 'C' or 'P' in the Notice field on their citation screen). NOTE: FTC and FTP notices may be printed to continuous, cut, or "blank" forms. The defaults for which form to use are stored in the Parameter File but the choice can be changed by clicking on 'Continuous', 'Cut' or 'Blank' options.

**Print for Which:** if printing Failure to Comply notices, enter 'Citations for a Date' to print by date or 'Index Docket#s' to index docket#s individually. The Failure to Pay notices can only be printed by entering the docket#s.

**Print for Which Cases:** if printing Failure to Comply notices or a list by date click on 'Court Cases' to print for a court date or 'Arrest Cases' to print for an arrest date. If printing Failure to Pay notices then indicate the date type only so the program knows which date to print on the notice. NOTE: Failure to Pay notices are printed by entering individual citation#s.

**Date:** if printing by date enter the court or arrest date desired.

**Docket#s:** if user is printing notices for specific citations enter up to 24 docket#s. If the docket#s are not known user may use F1 to do a Lookup (see appendix I). NOTE: For FTC notices, if a citation contains a violation code not subject to suspension, the program will not allow entry.

**Include Citations:** if printing notices, enter "N" to skip over any citations that previously have had a notice printed or "Y" to print notices even if a notice has been previously printed for this citation.

**Print Which on Notice:** if printing notices, enter 'Bond Due Amt' if the fine amount on the notice should be the amount of bond due or click on 'Fine Amt' if the amount should be the fine, court costs, and asmt, or click on 'Bond Due + Admin Fee' if the amount should be the admin fee plus bond due amt.



**Date of Notice:** if printing notices enter the date of notice as MMDDYY (blank = current date).

**Print Alignment Form:** if using continuous forms, click on "Yes" to print a "test" form before the actual forms begin printing. While the "test" form is printing user can stop the printer and adjust the form if necessary.

**Blank format: Print Which Copies:** if printing notices to blank paper user may choose to print all copies or may select a specific copy from a drop-down list.

**Print/Exit:** Clicking on 'Print' begins the report. Clicking on 'Exit' exits.

**Printer Selection:** The printer# and name as defined in the Parameter File for DPS Notices will display. User may change the printer to any of the four numbers provided or may type the name in manually.

**Selection 14** allows user to print a report of citations with specific judgement codes where either the fine has been paid or has not been paid. The fine paid date is used to determine whether the fine is paid or not. A citation must have a non-zero judgment code to appear on this report as well as a fine amount due.

User enters:

**Report is for Which Judgment Code:** enter the judgment code for which the report is being printed. Leave blank for all judgment codes.

**Print Which Report:** click on either 'Judgment Code Paid Report' to print judgment code paid report or 'Judgment Code Unpaid Report' to print judgment code unpaid report.

**Print by:** click on which date range is being used with options being 'Court Date' to print for a range of court dates, 'Fine Paid Date' for fine paid dates, 'Arraignment Date' to print for arraign dates, or 'Citation Date' for a range of citation dates.

**Beg/End Dates:** enter begin and end dates. Leave as defaults to include all dates.

**Beg/End Offcr:** enter begin and end offr no. Leave as defaults to include all offcrs.

**Totals Only:** enter 'Y' or 'N' to indicate that totals only are required. Entering "Y" will print a total only - no detail.

**Print Sequence:** click on 'Name' to print report in name sequence or 'Docket#' to print report in docket number sequence.

**Print/Exit:** Clicking on 'Print' begins the report. Clicking on 'Exit' exits the program.

**Printer Selection:** A default printer name will display. User may elect to use this value or may click on any of the other printer numbers to use an alternative printer. User may also type in the name of any other printer to be used. NOTE: the printer name can not be left blank.

**Selection 15** allows user to print bench warrants or criminal complaints. There are eight bench warrant formats. The format is determined by a code (A thru H) in the Parameter File. (See File Maintenance - Parameter File). In order to get warrants to print automatically in name or docket# sequence, the citation must have either a warrant date or number and the citation must fall within the range of warrant dates and officer numbers selected by user. Optionally user may enter up to 12 docket#s manually.

User enters:

**Print Which:** click on the report type where choices are 'Bench Warrants' to print warrants or 'Criminal Complaints' for complaints.

**Complaint Print:** click on 'Failure to Obey' or 'Failure to Appear' depending upon which phrase is to be printed on the Criminal Complaint.

**Date:** this date prints on the Criminal Complaint. Initially this will display as the "system" date but may be changed by the user.

**Complaint Docket#s:** if complaints was chosen then may enter up to 9 docket#s.

**Bench Warrant Print Sequence:** if printing bench warrants, click on sequence option where 'Name' is for automatic processing in name order, 'Docket#' is for automatic processing in docket# order, 'Individual Entry' is for individual entry of docket numbers, and 'Individual-Combined' is also for individual entry with all citations entered being combined with only one warrant being printed (combining is not applicable to format "H").

**Warrant Date:** if "Individual Entry" or "Individual-Combined" was selected as the sequence, user may enter a warrant date to print on bench warrants. This date prints on the bench warrant if a warrant date has not already been entered on the citation. This date is then stored on the citation screen under warrant date.

**Docket#s:** if 'Individual Entry' or 'Individual-Combined' was selected as the sequence, enter up to 23 docket#s. If the docket#s are not known user may use F1 to do a Lookup (see appendix I).

**Print Guardian Name:** if 'Individual Entry' was selected check this box if the name on the bench warrant should be the guardian's instead of the defendant's.

**Print Detail Page:** if 'Individual-Combined' was selected check this box if a detail page should print identifying the citations being combined.

**Beg/End:** if 'Docket#' or 'Name' was selected as the sequence, enter begin and ending values.

**Beg/End Dates:** if 'Docket#' or 'Name', enter beg/end warrant dates.

**Print Violation on Warrant:** if user does not want the violation to print on the warrant click on 'No'. This is handy if the warrant info for several citations has been entered on a single citation and the violation desc from that single citation would not correctly represent all citation violations. If the violation desc should print click on 'Yes'.

**Signature:** click on which signature line should print on the bench warrant with choices being 'Clerk' which means to print the clerk signature line only, 'Judge' means to print the judge signature line only, and 'Both' means to print both. A default value for this can be set up in the Parameter file.

**Bail Amt:** click on which bail amount should print on the bench warrant. In all bench warrant formats except "G" code, the option 'Citation Bond Amt + Warrant Fee - Fine Paid Amt' prints a bail amount computed as the citation bond amount plus warrant fee minus fine amt paid. The option 'Fine Amounts + Warrant Fee - Fine Amount Paid' prints a bail amount computed with fine due plus warrant fee minus fine paid. The option 'Use whichever is not zero' means to use which of the two above amounts that is not zero. The option 'Index Bail Amount' allows user to enter any amount desired. If there is any administrative warrant fees (either in Parameter file or at the bottom of the citation screen) the amount prints as a separate "admin" fee. In format "G" the warrant fee prints as the "admin" fee and therefore is not part of the bail amount. Also with format "G" an FTA fee prints as a separate amount.

**Print/Exit:** Clicking on 'Print' begins the report. Clicking on 'Exit' exits the program.

**Printer Selection:** A default printer name will display. User may elect to use this value or may click on any of the other printer numbers to use another printer. User may also type in the name of any other printer to be used.

**Selection 16** allows user to print either a summary of the court's cases (number of citations, how many judgments, how many pleas of guilty etc) or a count of citations and dollars by violation code. These reports do not print individual citations - only summary totals. User enters:

**Beg/End Dates:** enter beginning and ending dates (user may index values in any or all of the dates shown - this allows user to customize which citation records should be included on the report). Leave dates as defaults to include all dates.

The **Violation Summary** report allows for user to select "Which Date" the report should be based on where the choice is "Citation" or "Entry" Date. "Entry" date allows the report to be based on the date the citation was actually entered into the system where the citation date represents when the citation was written.

**Beg/End Vio Codes:** enter beginning and ending violation codes. Leave as defaults to include all violations (not applicable to the Violation Summary).

**Beg/End Offcr:** enter beginning and ending officer numbers. Leave as defaults to include all officers. The Violation Summary report allows a beg/end offcr#

**Race:** enter up to three race codes (ex: W or B) to limit the report to certain races. Leave all three blank if the race is not a factor in the report (not applicable to the Violation Summary report).

**Print/Exit:** Clicking on 'Print' begins the report. Clicking on 'Exit' exits the program.

**Printer Selection:** A default printer name will display. User may elect to use this value or may click on any of the other printer numbers to use an alternative printer. User may also type in the name of any other printer to be used. NOTE: the printer name can not be left blank.

**Selection 17** allows user to print a Summons or Past Due letter. In most cases to get an automatic summons letter printed, the citation must have either a summons date or number and the summons date and officer# on the citation must fall within the range of summons dates and officer numbers selected by user. Optionally docket#s may be entered manually by the user. Citations entered manually print regardless of the values on the citation.

In order to print automatic Past Due letters, in most cases the citation must have a fine amount due, no fine paid date, no warrant number, and a 'given time to pay date' that is before the current systems date. Optionally docket#s may be entered manually by the user. Citations entered manually print regardless of the values on the citation.

The verbiage on the letters is determined by a Summons/Past Due format code stored in the Parameter file (**File Maint - #6**). This code determines the following:

**Summons Letter:** Format codes A and D print the same verbiage while C prints an alternative verbiage. If printing automatic letters codes A, B, and D all test to see if citations have a summons date or number and that the citation summons date and officer# falls within the range of dates and officers entered by user. Format B is not applicable to the Summons letter. B always print a past due letter.

**Past Due Letter:** Format codes A and B print the same verbiage. Codes C and D print different verbiage. If printing automatic letters codes A, C, and D test for a citation to have a fine amount, no fine paid date, no warrant#, and a 'given time to pay date' that is before the current system date. Format B instead checks for the citation to have a summons date or number, that there is no warrant#, and that the summons date and officer# is within the range entered by the user.

User enters:

**Print Which Letter:** click on 'Summons' if printing a summons letter or 'Past Due' if printing a past due letter.

**Print Sequence:** click on the sequence option where 'Docket#' is docket# sequence, 'Citation#' is for citation# sequence, 'Name' is for name sequence, and 'Individual Entry' is for indexing docket#s individually.

**Beg/End Value:** if sequence is 'Docket#', 'Citation#', or 'Name', enter the beginning/ending values numbers or names, summons dates, and officer#s.

**Beg/End Summons Dates:** if sequence is 'Docket#', 'Citation#', or 'Name' and if printing a summons letter, enter the beginning/ending summons dates. (this is not applicable if 'Individual Entry' is selected).

**Beg/End Offcr:** if sequence is 'Docket#', 'Citation#', or 'Name', enter the beginning and ending officer no. (this is not applicable if 'Individual Entry' was selected).

**Summons Date:** if 'Individual Entry' was selected then user may enter a summons date that is stored in the citation record (under Summons date on second screen) as the summons date if no date has been previously entered. This way user does not have to enter the summons date before printing summons letters.

**Docket#s:** if 'Individual Entry' was selected enter up to 10 docket#s.

**Print Which Date:** if printing a summons letter click on 'Court' to print court date on letter or 'Arraignment' to print arraignment date.

**Advance How Many Lines:** enter number of lines from top of page the program should advance before printing the letter. If using letter-head user might need 8-10 lines.

**Date of Letter:** type date of letter.

**Date to Appear:** Only applicable if using format code C for Summons letter or format C or D for the Past Due letter. This is a date that will print on the letter as to the date the defendant should appear.

**Print/Exit:** Clicking on 'Print' begins the report. Clicking on 'Exit' exits the program.

**Printer Selection:** A default printer name will display. User may elect to use this value or may click on any of the other printer numbers to use an alternative printer. User may also type in the name of any other printer to be used. NOTE: the printer name can not be left blank.

**Selection 18** allows user to print a list of docket and citations for a master name. Since user may have typed in names somewhat inconsistently, the program attempts to match up names where the first nine characters of the name match and also

the drivers license numbers or date of birth match. For example BROWN, JOHN and BROWN, JOHN R will be considered the same master name if the drivers license numbers or date of birth match on those names.

User enters:

**Use Abbrev Citation File:** user may click on these choices to indicate whether the program should use the Abbreviated Citation File or not. Click on 'Yes' to use the abbreviated citation file or 'No' to not.

**Master Name:** First the user enters the first few letters of the last name and then presses Enter key. A list will display starting with the name entered. User may click on the name desired. User should be careful to not type in too many letters when starting the display in that the name you want may be skipped. For example the name you are looking for may be SMITH, JAMES ROBERT but the name may have been typed in as SMITH, JAMES R. Therefore instead of typing in the full name user should type in a shortened version like SMITH, J. Then user can use the scroll bar until the correct name is found.

**Use Which Date:** click on the type of date you desire to use with choices being 'Court' for court date or 'Arrestment' is for arrestment date.

**Beg/End Dates:** if the report should only be for a range of dates, user may enter a beg/end court or arrestment date. Leave dates as defaults to include all dates.

**Print/Exit:** Clicking on 'Print' begins the report. Clicking on 'Exit' exits the program.

**Printer Selection:** A default printer name will display. User may elect to use this value or may click on any of the other printer numbers to use an alternative printer. User may also type in the name of any other printer to be used. NOTE: the printer name can not be left blank.

**Selection 19** allows user to print a list of unpaid citations where the citation was originally issued to a juvenile and the juvenile is now an adult.

User enters:

**Month Ending Date:** enter the month-ending date. This should represent the month and year that the user wants to check for persons becoming an adult. For example if user enters 12/31/01 then user is telling the computer to check for juveniles becoming adults in Dec 2001.

**Print/Exit:** Clicking on 'Print' begins the report. Clicking on 'Exit' exits the program.

**Printer Selection:** A default printer name will display. User may elect to use this value or may click on any of the other printer numbers to use an alternative printer. User may also type in the name of any other printer to be used. NOTE: the printer name can not be left blank.

**Selection 20** allows user to print a list of accidents or citations by zone or location. This report is handy should be the chief of police want to see all accidents or citations for a given location to better allocate resources.

User enters:

**Print From Which File:** user clicks on either 'Citation' or 'Accident' to indicate whether to search for citations or accident records.

**Print For:** user clicks on 'Location' or 'Zone' to indicate whether program should look at the location or zone on each record.

**Location/Zone:** user enters the location or zone description to look for. User should enter complete words for the location or zone. If looking for all accidents on ELMHURST then enter the whole word. Do not enter ELM thinking that ELMHURST will also display. If you want to be more specific on ELMHURST then enter a specific address such as MAIN AND ELMHURST.

**Print Sequence:** user may click on 'Docket/Rept#' to print the records in docket/report number sequence, 'Citation#' to print in citation number sequence, or 'Name' to print in name sequence.

**Beg/End Dates:** user may enter beg/end citation dates. Only records within these ranges will be included. Note: leave dates as defaults to include all dates.

**Offcr:** user may enter an officer number. Only records for that officer will print.

Note: leaving officer number blank means all officers should be included.

**Beg/End Vio Code:** user may enter a beg/end violation code. Only records within these ranges will be included. Note: leave codes as defaulted to include all codes.

**Print/Exit:** Clicking on 'Print' begins the report. 'Exit' exits the program.

**Printer Selection:** A default printer name will display. User may elect to use this value or may click on any of the other printer numbers to use an alternative printer. User may also type in the name of any other printer to be used. NOTE: the printer name can not be left blank.

**Selection 21** allows user to print a list of Warning records. User enters:

**Print Sequence:** user clicks on either Warning# or Name to define the sequence of the report.

**Beg/End Dates:** user may enter beg/end warning dates. Only records within these ranges will be included. Note: leave dates as defaults to include all dates.

**Print to Screen:** if the list should display to the screen, check this box.

**Print/Exit:** Clicking on 'Print' begins the report. Clicking on 'Exit' exits the program.

**Printer Selection:** A default printer name will display. User may elect to use this value or may click on any of the other printer numbers to use an alternative printer.

**Selection 22** allows user to print a list of unpaid citations and optionally build an Unpaid Citation file. This report or file can be given to an on-line payment vendor or collection agy so they have info on unpaid citations. If the report/file is intended for a collection agy citations can be updated with a date so user knows when the records were sent for collection. If the citation is being uploaded to an online payment company no date is placed on the citation. The program checks to see if there is a fine amount due. If so and it is unpaid the citation is considered unpaid (note: a citation with a Fine Paid date is considered paid). If there is no fine amount due the program checks to see if there is a bond amount due. If so and it's unpaid the citation is optionally included. User enters:

**Create Aberdeen File:** to create an Aberdeen Enter. formatted collection file check this box.

**Which Date:** the program can process citations that fall within a date range. Choose which date should be used with Citation, Court, and Arraignment being the choices.

**Beg/End Dates:** user may enter beg/end dates. Only records within these ranges will be included. Note: leave dates as defaults to include all dates.

**Being sent to a Collection Agy:** if the report/file is intended for a collection agy then check this box. This enables options allowing user to skip or include citations that have already been sent to a collection agy.

**If citation has Collection date:** if the "Being sent to a Collection Agy" box above is checked and a Collection date has been put on a citation, it won't be included on future reports/files if "Don't include" is selected. If citations with a Collection date should be included then select "Include others". If only citations with a Collection date should be included then select "Include Only".

**Sequence:** select "Docket#" if the report/file should be in docket# sequence. Or select "Name" if they should be in defendant name sequence.

**Skip-Acquittal:** normally you would not want an unpaid citation included if it was an acquittal. If acquittal citations should be included then uncheck this box.

**Skip-Dismissed:** normally you would not want an unpaid citation included if it was dismissed. If dismissed citations should be included then uncheck this box.

**Skip-Deferred:** you might want to skip citations that have been deferred. If so check this box. Leave unchecked to include unpaid deferred citations.

**Skip-Bond Due Only:** if a citation has only a Bond Due amount checking this box means to not include the citation. In other words if there is no "Balance" the citation won't be included.

**Include Juveniles:** checking this box will include juvenile citations and unchecking it will skip them. If including juveniles user may enter a "Born before date" that determines which juvenile citations would be included. Any DOB on or before the date would be included (juveniles now adults). Typically the date entered would be 18 years earlier than the current date.

**Selection:** to print/display a list to preview select "Print List Only". To actually create an unpaid citation file select "Create File". The file will be either be csv or fixed length.

**Use 'csv' format:** if the file being created should be in 'csv' format check this box. Leaving the box unchecked means it will be a fixed-length text file. If the file is being sent to Aberdeen Enterprizes make sure this is option is marked.

**Collection Updt:** if the file is being sent to a Collection Agy and you want to place a 'Collection date' on each citation then make sure this box is checked. Uncheck if not.

**Collection Date:** if the file being created is being sent to a Collection Agy and you checked the box to enter a Collection date, enter the date. This date will be stored on each citation.

**Print to Screen:** if printing a list and it should print to screen, check this box.

**Print/Exit:** Clicking on 'Print List' or 'Build File' begins the report or file creation. Clicking on 'Exit' exits the program.

**Printer Selection:** A default printer name will display. User may elect to use this value or may click on any of the other printer numbers to use an alternative printer. User may also type in the name of any other printer to be used. If "Create File" was selected the option "Don't Print" is enabled which skips the printing of the list.

When the file is created it is named "UnpdCitn-AE.csv" (Aberdeen csv format) or "UnpdCitn.csv" (regular csv format) or "UnpdCitn.txt" (fixed-length format) and will be stored in the same folder as your Court files.

## LIVE COURT

The purpose of this program is be able to edit citations as Court is in progress (although the program could be used after court is over also). If the program is going to be used during court the assumption is that the user would have a PC or laptop connected to the main server in the court room.

The program has two key features to make this work during Court... the citations are displayed in the same order as the Court Docket and the citation can easily be selected for editing. After opening the program user enters:

**Access Which Cases:** click on which type of date is being used with choices being 'Court' or 'Arraignment'.

**Court/Arraignment Date:** enter Court or Arraignment date the report is for.

**Time:** enter a value only if you have multiple court sessions in one day and they should print separately. Leave blank to include all citations.

**Include:** click on the option of who to include with choices being 'Everyone', 'Adults Only', or 'Juveniles Only'.

**Beg/End Offcr:** enter beg/end officer numbers if only a specific officer's citations are to be included.

**Type:** a "type" code can be stored on each citation. If the docket should include only those citations that match a given type, enter the type. Leave blank for all.

**Access Sequence:** allows displaying in Name, Docket#, or Officer/Cit# sequence.

**Include if Paid:** if a citation has been paid and contains a fine paid date and the citation should not be on the docket, enter "N"- otherwise enter "Y".

**NOTE:** the above values have defaults stored in 'File Maintenance - #6 Modify Parameter File'.

After the above questions have been answered user should select "Begin" to display the citations for the Court or Arraignment date entered. After the list of citations displays user should:

1) Click on the first citation to be edited or press Down-Arrow to highlight the first citation in the list and either click on it or press Enter.

2) The full citation is displayed in Edit mode so user can make any changes needed.

3) After changes have been made user should click on "Save". If changes should be canceled click on "Cancel" and "Yes".

4) After the citation is saved the list of citations will be re-displayed. The last docket# will be highlighted so user can easily press Down or Up Arrow and Enter to edit the previous or next citation.

5) When the session is over user selects "Exit" to return to the Live Court starting screen. User can press "Begin" to re-display the list or select "Exit" to close the program.

## DPS ROUTINES

Upon selecting the DPS Routines command from the Main Menu the following screen will display:

```
DPS Routines (for electronic filing)
Select DPS Citations   Modify DPS Citations   Print DPS Citations   Create DPS File   Exit
Remove Old DPS Files
```

### Select DPS Citations

This routine allows user to select the citations to be sent to DPS. These are the same citations you in the past mailed to DPS so the citations would be on the defendant's record.

When the program is opened any previously selected citations will be displayed. If these citations should be removed from the list then user should select the command "Delete all records". After confirming, the list would then be blank.

User can then select citations in the following way:

- a) Enter the docket# and press Enter.
- b) Enter the defendant name and press Enter.
- c) Enter the citation# and press Enter.
- d) Enter of the above values and press F1 to perform a lookup. When the list displays the user can then click on the record desired.

Once a record is displayed user may press Esc key to skip accepting it or may select the "Accept" command. If, when "Accept" is selected, a citation is missing key info a warning will display and user must confirm the citation should be accepted or skipped. Once the citation is accepted it will be displayed in the citation list. If a citation is accepted by mistake user may click once on the "Incl" (Include) field to change from "Y" to "N" meaning the citation should not be included (clicking on "N" again will change back to "Y"). The list can be re-displayed dropping the "N" citations by selecting "Re-display".

Once the list is completed user should select "Save". If user selects "Exit" but "Save" has not been selected since the last change, a warning will display reminding user that the save has not been performed. User may then perform the save or exit without saving. Note: when performing the "Save" the citation's "Sent to DPS" date will be updated with the current system date. If for any reason you don't want this date updated then uncheck the "**Updt DPS Date**" checkbox. For example if you are only doing a test run then this box should be unchecked.

Note: some info from the citation is filtered before going into the DPS record. For example any periods in city names are removed. All special characters such as slashes or dashes or asterisks are removed from DL and tag numbers. If the driver lic or tag year was entered as 4 digits (2011) it is changed to two digits (11).

## **Modify DPS Citations**

Allows user to add, edit, or delete DPS Citation records. Normally most records in this file will have been added using the "Select DPS Citations" routine so this routine is used primarily to "Edit" or "Delete" a record already in the DPS file. For example if the original citation lacked certain key data such as the vehicle year you could edit the value into the record using "Edit". Note: this should be done before the file is created.

If adding a record, user must click on the 'Add' option from the 'Record Selection'. After entering the docket# user should press Enter or optionally may press Esc to cancel and return to the 'Record Selection'. User then must enter the required data. The TAB or Enter key moves user from field to field or user may click on any field desired. User must click on 'Save' to save the information entered or 'Cancel' may be selected to begin over.

If editing a record, user must click on 'Edit' from 'Record Selection' and then enter the docket#. If the docket# is not known user may press F1 from the Docket# field to display a list in name sequence (to cancel the Edit press Esc and return to 'Record Selection'). Once the docket# is known user must press Enter to display. When the record displays, the Tab or Enter key is used to move from field to field or user may click on any field desired. User must click on the 'Save' command to make the changes permanent. The 'Cancel' command may be chosen at any time to cancel the changes.

If deleting a record, user must click on 'Delete' from the 'Record Selection' and then enter the docket#. If the Docket# is not known user may press F1 from the Docket# field to display a list in name sequence (to cancel the Delete press Esc and return to 'Record Selection'). Once the Docket# is known user must press Enter to display. After the record displays, a message box displays to confirm the delete. Click on 'OK' to delete or 'Cancel' or cancel the delete.

## **Print DPS Citations**

Allows user to print a list of DPS citations. This is handy should you need to see a list of the citations being sent to DPS. User enters:

**Beg/End Docket#:** enter a beg and end docket# if needed. Leave as defaulted to include all.

**Report Type:** "Abbreviated" will print a one-line-per-citation report while "Full" prints all fields.

**Report Sequence:** select "Docket#" or "Name" depending upon which sequence the report should be printed in.

**Include Possible Problems:** check this box if possible errors should be printed on the report.

**Print to Screen:** applicable only to the "Abbreviated" report type when not including problems. Checking this box will cause the program to display to the screen instead of printing to paper.

**Print/Exit:** Clicking on 'Print' begins the report. Clicking on 'Exit' exits the program.

**Printer Selection:** A default printer name will display. User may elect to use this value or may click on any of the other printer numbers to use an alternative printer. User may also type in the name of any other printer to be used. NOTE: the printer name can not be left blank unless printing to screen.



### **Create DPS File**

Allows user to create (build) a file with the records in the DPS citation file. DPS (Ok.Gov) requires the citation information to be placed in a "comma separated value" (csv) file in a very specific format. This program builds the file with the name displayed on the screen.

**Beg/End Docket#:** enter a beg and end docket# if needed. Leave as defaulted to include all.

**File Name:** the program automatically assigns a name based on your city code, county code, date (YYYYMMDD), and military time. For example if your city code is 30 and your county code is 65 and the file is being created on 05/15/2012 at 3:00pm the name will display as "3065\_201205151500.csv".

**Create/Exit:** Clicking on 'Create' begins the file creation. Clicking on 'Exit' exits the program.

User would now go to the DPS (OK.Gov) website and send the file based on instructions provided.

### **Remove Old DPS Files**

At some point after files are sent to the DPS website they serve no purpose and can be removed. This program allows user to select a csv file from a list and delete it. **User should be careful to not remove files that may still be needed.**

First select on the file to remove. Then click on the "Delete" command. Then click on "OK" to remove or "Cancel" to not remove.

Select "Exit" when done.

## FILE MAINTENANCE

The file maintenance menu will appear as follows:

- 1 - **Modify Docket/Citation File (Input Citations)**
- 2 - **Modify Accident Report File**
- 3 - **Modify Violation/Action Code File**
- 4 - **Modify Officer File**
- 5 - **Modify Bond Company File**
- 6 - **Modify Parameter (Setup) File**
- 7 - **Delete Citations (or Warnings)**                    ->
- 8 - **Modify Abbrev Docket/Citation File**
- 9 - **ReNUMBER a Docket/Citation Record**
- 10 - **Change Officer Number on Citations**
- 11 - **Change Violation Code on Citations**
- 12 - **Change Address on Defendants Citations**
- 13 - **Modify Warnings File (Input Warnings)**
- 14 - **Add Electronic Citations**
- 15 - **Write-off Unpaid Citations**

**Selection 1** allows user to add, edit, or delete citations in the docket/citation file. The purpose of maintaining citations is to be able to track tickets, print reports, and perform inquiries of persons receiving tickets in your city.

If adding a citation, user must click on the 'Add' option from 'Record Selection'. Depending upon whether docket 'auto numbering' is being used, user enters the docket# and presses **Enter**. Then user must enter the required data as explained in **appendix A**. The Tab and Enter keys move cursor from field to field or user may click on any field desired. The SHIFT-TAB keys move back to the previous field. F12 moves cursor to the 'Save' command. User must click (or press Enter) on the 'Save' command button to save the information entered or the 'Cancel' command may be clicked on to begin over. Note: when clicking on "Save", depending upon a setting on the Parameter screen, user will be prompted to print a juvenile letter. **If adding 2 or 3 citations in a row to the same person, user may press F4 from the officer no. field (or click on 'Repeat' command) to repeat certain data from the previous citation.** A list of officer#s/names will display automatically when at the officer field so user may select by clicking on record desired. From the defendant's name field user may want to see if there are any citations in the system for this person and therefore automatically bring up certain data from a previous citation such as DOB, DL#, height, etc. To do this user should type the first few letters of the name (from the name field) and press F1 key (or click on Lkup). A list displays and user may click on the name desired which displays the defendant's address, DOB, DL#, etc. From the city field user may click on up to 8 commonly used city names/zip codes as displayed from the Parameter Setup File (or F1 thru F8 may be pressed). Pressing F1 from the Violation Code field allows user to perform a description lookup. This is done by entering a beginning description and pressing the Enter key. A list displays from which user may click on the record desired. Pressing F2 from the bond paid or fine paid date fields will automatically insert the current date. Pressing F2 from the fine amount field will automatically insert the fine, court costs, cleet asmt, etc (if these amounts have been set up on the Violation Code screen). Pressing F4 or double-clicking from the fine amt paid field or clicking on the "Pmts" command will display the fine payment screen for entering partial payments. Open the "Help" command to see additional shortcuts and tips relating to entering a citation.

If editing a citation, user must click on 'Edit' from the 'Record Selection' and then enter the docket number. If the docket# is not known user may press **F1** or select the "Lookup" command from the Docket# field to do a lookup by name, citation, tag, etc. User may also press TAB (from the docket#) and do only a name lookup (see Appendix I for more info cc: how to do LookUps). Pressing the Esc key from the docket# field cancels the edit and returns to 'Record Selection'. Once the docket# is known user must press Enter to accept the record. After the citation displays, the TAB or Enter key is used to move from field to field or user may click on any field desired. Shift-Tab keys moves to previous field and F12 moves to the 'Save' command. User must click (or press Enter) on the 'Save' command to make the changes permanent. The 'Cancel' command may be chosen at any time to cancel the changes.

If deleting a citation, user must click on 'Delete' from 'Record Selection' and then enter the docket number. If the docket# is not known user may use the same Lookup options as described above in the "Edit" routine. Pressing the Esc key from the docket# field cancels the delete and returns to 'Record Selection'. Once the docket# is known user must press Enter to accept the record. After the citation displays, a message box displays to confirm the delete. Click on 'OK' to delete or 'Cancel' or cancel the delete.

To exit program, user must click on 'Exit'.

**Selection 2** allows user to add, edit, or delete Accident Report records. The purpose of this program is to allow user to input and store Accident Reports.

If adding an accident report, user must click on the 'Add' option from the 'Record Selection'. After entering the report# user should press ENTER or optionally press the Esc key to cancel to return to 'Record Selection'. User then must enter the required data as explained in appendix B. The TAB key moves user from field to field or user may click on any field desired. User must click on 'Save' to save the information entered or 'Cancel' may be clicked on to begin over.

If editing an accident report, user must click on 'Edit' from 'Record Selection' and then enter the report number. If the report# is not known user may press F1 from the Report# field to display a list in name sequence or press ESC to cancel and return to 'Record Selection'. Once the report# is known user must press **Enter** to display. When the record displays, the Tab key is used to move from field to field or user may click on any field desired. User must click on the 'Save' command to make the changes permanent. The 'Cancel' command may be chosen at any time to cancel the changes.

If deleting a record, user must click on 'Delete' from the 'Record Selection' and then enter the report number. If the report# is not known user may press F1 from the Report# field to display a list in name sequence or optionally press ESC to cancel and return to 'Record Selection'. Once the report# is known user must press ENTER to display. After the record displays, a message box displays to confirm the delete. Click on 'OK' to delete or 'Cancel' or cancel the delete.

To exit program, user must click on 'Exit'.

**Selection 3** allows user to add, edit, or delete violation/action codes from the violation/action file. The purpose of violation codes is to identify offenses within your court and place them on the citation screen. This way user can put the name of a violation on a citation screen by just entering its code thereby saving time. An action code has a similar purpose except is placed on an accident report instead of a citation.

If adding a new record, user must click on the 'Add' option from 'Record Selection'. Then the code would be indexed followed by the Enter key or optionally ESC may be pressed to cancel and return to 'Record Selection'. User then must enter the required data as explained in appendix C. The Tab and Enter keys move user from field to field or user may click on any field desired. User must click on 'Save' to save the information entered or 'Cancel' may be clicked on to begin over.

If editing a record, user must click on 'Edit' from the 'Record Selection' and then enter the code. If the code is not known user may press F1 from the Code field to display a list of records from which user may select by clicking or optionally ESC may be pressed to cancel and return to 'Record Selection'. Once the code is known user must press ENTER to display. Once the record displays, the TAB key is used to move from field to field or user may click on any field desired. User must click on the 'Save' command to make the changes permanent. The 'Cancel' command may be chosen at any time to cancel the changes.

If deleting a record, user must click on 'Delete' from the 'Record Selection' and then enter the code. If the code is not known user may press F1 from the Code field to display a list of records from which user can click to choose one. Optionally user can press ESC to cancel and return to 'Record Selection'. Once the code is known user must press ENTER to display. After the record displays, a message box displays to confirm the delete. Click on 'OK' to delete or 'Cancel' or cancel the delete.

To print a list of records, select the "Print List" command or exit and go to "Reports". "Print Screen" command will print the screen to paper. To exit program, user must click on 'Exit'.

**Selection 4** allows user to add, edit, or delete officer codes from the officer file. The purpose of officer codes is to be able to place the officer name on a citation by just entering a code instead of having to type the name.

If adding a new officer record, user must click on the 'Add' option from 'Record Selection'. Then user enters the code followed by the Enter key or may optionally press ESC to cancel and return to 'Record Selection'. User then must enter the required data as explained in appendix D. The Tab and Enter keys move user from field to field or user may click on any field desired. User must click on **Save** to store the information entered or 'Cancel' may be clicked on to void.

If editing a record, user must click on 'Edit' from 'Record Selection' and then enter the officer#. If the officer# is not known user may press F1 from the Officer# field to display a list of records from which user may select by clicking. Optionally user may press ESC to cancel and return to 'Record Selection'. Once the officer# is known user must press ENTER to display. Once the record displays, the TAB key is used to move from field to field or user may click on any field desired. User must click on the 'Save' command to make the changes permanent. The 'Cancel' command may be chosen at any time to cancel the changes.

If deleting a record, user must click on 'Delete' from the 'Record Selection' and then enter the officer#. If the officer# is not known user may press F1 from the Officer# field to display a list of records from which user may select one by clicking. Optionally user may press ESC to cancel and return to 'Record Selection'. Once the officer# is known user must press ENTER to display. After the record displays, a message box displays to confirm the delete. Click on 'OK' to delete or 'Cancel' or cancel the delete.

To print a list of records, select the "Print List" command or exit and go to "Reports". To exit program, user must click on 'Exit'.

**Selection 5** allows user to add, edit, or delete bond company codes from the bond company file. The purpose of bond company codes is to be able to place a bonding company name on a citation by entering the code instead of having to type the name.

If adding a new record, user must click on the 'Add' option from 'Record Selection'. Then user enters the code followed by the ENTER key or may optionally may press ESC to cancel and return to 'Record Selection'. User then must enter the required data as explained in appendix E. The TAB key moves user from field to field or user may click on any field desired. User must click on 'Save' to save the information entered or 'Cancel' may be clicked on to begin over.

If editing a record, user must click on 'Edit' from the 'Record Selection' and then enter the code. If the code is not known user may press F1 from the Code field to display a list of records from which user may select one by clicking. Optionally user may press ESC to cancel and return to 'Record Selection'. Once the code is known user must press ENTER to display. Once the record displays, the TAB key is used to move from field to field or user may click on any field desired. User must click on the 'Save' command to make the changes permanent. The 'Cancel' command may be chosen at any time to cancel the changes.

If deleting a record, user must click on 'Delete' from 'Record Selection' and then enter the code. If the code is not known user may press F1 from the Code field to display a list of records from which user may select one by clicking. Optionally user may press ESC to cancel and return to 'Record Selection'. Once the code is known user must press ENTER to display. After the record displays, a message box displays to confirm the delete. Click on 'OK' to delete or 'Cancel' or cancel the delete.

To print a list of records, select the "Print List" command or exit and go to "Inquiry". To exit program, user must click on 'Exit'.

**Selection 6** allows user to set up certain permanent parameters needed by other programs. See appendix F for complete explanation of fields. Anytime user makes a change, 'Save and Exit' command should be clicked on to save. The 'Cancel' command may be used to void changes.

**Selection 7** allows user to delete citations (or warnings) based upon an indexed date or by range of docket#s or citn dates. ALWAYS HAVE A CURRENT BACKUP ON HAND! When choosing the option of **deleting (and saving) by date**, if user needs this citation data for future reference, it can be moved over into an **abbreviated** format for future referencing. This program first codes which citations should be deleted (and optionally saved) and then prints a journal for review. If any citations should be un-coded (not deleted) user may edit citations (selection 1 above) and remove the "Del Cd". After reviewing the list user should run the program again and perform the routine that actually deletes (and saves) the citations. Again a list will print showing which citations are being deleted (and saved).

When choosing the option of **deleting by docket# or citation date**, user would first choose which value will be used as a basis of deleting citations (docket# or citn date) and then enter a beg/end docket# or beg/end citn date and then choose "Begin" to start. CAUTION: make sure the ranges are correct or more citations than wanted can be deleted.

When choosing the option of **deleting by warning# or warning date**, user would first choose which value will be used as a basis of deleting warnings (warning# or warning date) and then enter a beg/end warning# or beg/end warning date and then choose "Begin" to start. CAUTION: make sure the ranges are correct or more warnings than wanted can be deleted.

**Selection 8** allows user to add, edit, or delete records in the abbreviated citation file. The abbreviated citation file contains records that were previously in the regular citation file. As user no longer needs citations they can be deleted or moved into an "abbreviated" format to be able to still reference them in some form. Using the add, edit, delete options below are rare since records are normally moved into this file automatically.

If adding an Abbrev Citation record, user must click on the 'Add' option from the 'Record Selection' options. User then must enter the required data. The TAB key moves user from field to field or user may click on any field desired. User must click on 'Save' to save the information entered or 'Cancel' may be clicked on to begin over.

If editing an Abbrev Citation record, user must click on 'Edit' from the 'Record Selection' options and then enter the docket#. If the docket# is not known user may press F1 from the Docket# field to perform the lookup routine (see Appendix I). Optionally user may press ESC to cancel and return to 'Record Selection'. Once the docket# is known user must press ENTER to display. Once the record displays, the TAB key is used to move from field to field or user may click on any field desired. User must click on the 'Save' command to make the changes permanent. The 'Cancel' command may be chosen at any time to cancel the changes.

If deleting a record, user must click on 'Delete' from the 'Record Selection' options and then enter the docket#. If the docket# is not known user may press F1 from the Docket# field to perform the lookup routine. Optionally user may press ESC to cancel and return to 'Record Selection'. Once the docket# is known user must press ENTER to display. After the record displays, a message box displays to confirm the delete. Click on 'OK' to delete or 'Cancel' or cancel the delete.

To exit program, user must click on 'Exit'.

**Selection 9** allows user to renumber a docket/citation record. User must enter the new docket number and it must be non-existing. Then user must enter the old number. After the system displays the citation and user confirms it is the correct one, user should click on 'Begin Renumber' or optionally pressing ESC aborts the renumber and allows user to re-enter the values. Clicking on 'Exit' allows user to exit the program.

**Selection 10** allows user to change the officer number on a citation to a new number. This is handy should the officer numbers being used be the same as the officer's badge number. If a badge is reassigned user may want to renumber an old officer's number on existing citations to a different number. Otherwise you will have citations with the same officer number that were actually written by different persons. User enters the officer's old number (the number that is currently on the citations) followed up the new number (the number that you now want on the citations). User should have already set up a new officer number. Next user enters a date through which citations will be renumbered. After all fields have been entered, user should click on 'Begin Renumber' or optionally pressing ESC aborts the renumber and allows user to re-enter the values. Clicking on 'Exit' allows user to exit the program.

**Selection 11** allows user to change the violation code on a citation to a new number. This is handy should you decide that a given code should be assigned a new number. User enters the old violation number (the number that is currently on the citations) followed up the new number (the number that you now want on the citations). User should already have set up new violation code. Next user enters a date through which citations will be renumbered. After all fields have been entered, user should click on 'Begin Renumber' or optionally pressing ESC aborts the renumber and allows user to re-enter the values. Clicking on 'Exit' allows user to exit the program.

**Selection 12** allows user to change the address and/or the city, state, zip codes on defendant's citations. This is handy should defendant have several citations and his address or city, state, zip change. This program would automatically make the changes on the defendant's citations.

First the user enters the first few letters of the last name and then depresses ENTER key. A list of names will display. User may use the vertical scroll bar to find name desired. When found user should click on the name. After the desired name displays user should click on 'Accept Name'. Then all addresses will display for this defendant. The initial assumption is that all addresses will need to be changed so the system displays "Y" in the 'Chg' column for each address. User may click on the "Y" to change to "N" if needed. Then user types new address and/or city, state, zip. Then user may click on 'OK to Change' to process the changes or 'Cancel' to abort. To do another change user may click on 'Another Change' or 'Exit' to exit program.

**Selection 13** allows user to change the court or arraignment date on citations. This is helpful should a court date be rescheduled. This routine will change the dates automatically.

First the user selects which date is being changed... Court or Arraignment. Next user enters the 'current' date that is on the citation and the 'new' date (the date you want on the citations). User may then mark the option "Display List Only" and "Begin Display" to view a list of which citations will be changed. This helps verify you entered the correct current date. After viewing the list user should mark the option "Change Dates" and "Begin Changes" to change the dates. To exit the program, user should select 'Exit'.

**Selection 14** allows user to add, edit, or delete warnings in the Warnings file. The purpose of maintaining warnings is to be able to track warnings, print lists, and perform inquiries of persons receiving Warnings in your city.

If adding a warning, user must click on the 'Add' option from 'Record Selection'. User enters the warning# (or an auto-number can optionally be inserted automatically) and presses Enter. Then user must enter the required data as explained in **appendix G**. The Enter or TAB key moves cursor from field to field or user may click on any field desired. The Shift-Tab keys move back to the previous field. User must click (or press Enter) on the 'Save' command button to save the information entered or the 'Cancel' command may be clicked on to begin over. A list of officers and violations will display when accessing those fields so user may select by clicking on the record desired.

If editing a warning, user must click on 'Edit' from the 'Record Selection' and then enter the warning number. If the warning# is not known user may press F1 from the Warning# field or click on "LookUp" to do a lookup by name, citation, tag, etc. Pressing the Esc key from the docket# field cancels the edit and returns to 'Record Selection'. Once the Warning# is known user must press Enter to accept the record. After the Warning record displays, the Enter or TAB key is used to move from field to field or user may click on any field desired. Shift-Tab keys moves to previous field. User must click (or press Enter) on the 'Save' command to make the changes permanent. The 'Cancel' command cancels the add or edit.

If deleting a Warning, user must click on 'Delete' from 'Record Selection' and then enter the warning number. If the warning number is not known user may use the same lookup options as described above in the "Edit" routine. Pressing the Esc key from the warning# field cancels the delete and returns to 'Record Selection'. Once the warning# is known user must press Enter to accept the record. After the Warning record displays, a message box displays to confirm the delete. Click on 'OK' to delete or 'Cancel' or cancel the delete.

To print a list of Warnings select "Print List". The print order may be "Warning#" or "Name". User may enter a range of dates should warnings for a given date range be needed. User should select "Print" to begin report. Select "Exit" to return back to Warnings file maintenance screen. To exit the program, user should select 'Exit'.

**Selection 15** allows user to add citations (and optionally warnings) from an **electronic citation** file. The citations added come from data entered by an officer using a handheld device in the field. The data entered is put in a file that is downloaded into the Court folder on your server (or local C drive) using a procedure set up by your vendor's personnel. The file will contain fixed length text records and the file name will begin either with "digi" (digiTickets), "sdoc" (Scenedoc), "braz" (Brazos), or "geos" (GeoSafe) and end with ".txt" (ex: sdoc06252018.txt).

Once the electronic citation file has been downloaded to your PC/server the user would select the file desired from the list of files that displays on the right side of the screen. If adding citations and user wants to add only citations within a range of dates, citn#s, or offr#s beg/end values may be entered - **leave range values as displayed to include the entire file**. The docket# used in the new citations comes from an auto-incrementing docket# whose begin number displays at the top of the screen unless your system is set to use the citation# as the docket# (optionally with the citation year appended) in which case the begin docket# is not shown. If warnings are being added, the warning# can either be an auto-incrementing warning# (begin number shown at the top of screen) or the warning# from the electronic record (optionally with a year appended).

It is important that the "Print List Only" option be done first to see if any errors exist and that the correct file has been selected. **Do not add the citations if any errors are found until you consult with your vendor or GFC Data Systems**. Once you've confirmed the list is ok then select "Print and Add" to add the citations (you have to confirm this selection). After citations have been added, any editing is done in the regular Citation (or Warnings) Input program.

**Delete:** this program can also be used to remove "old" files one at a time. After selecting the file click on the Delete command and then click on 'Yes' to verify.

**Selection 16** allows user to "write-off" old unpaid citations. The user may print a list of **unpaid citations (in docket# or defendant name order) to review** before actually writing them off. Writing-off a citations is done by either moving the write-off date into the citation's "Pd Date" or by moving zeroes to the citation's fine due amounts. Either way a check mark is placed in the citation just to the right of the "Pd Date" to indicate the citation was written-off.

## MISCELLANEOUS

The miscellaneous menu will appear as follows:

- 1 - Change Bond Amounts Automatically
- 2 - Build New Docket/Citation File
- 3 - Build Warrant File
- 4 - Build Officer, Violation, Pmt Files in 'csv' or 'txt' Format
- 5 - Build Docket/Citation File in 'csv' or 'txt' Format
- 6 - Auto Renumber Docket#s

User should "click" on program desired. Below is an explanation of each program.

**Selection 1** allows user to automatically change bond amts (and optionally the components of the bond amts) in the violation code file. This is handy should bond amounts go up or down by a set amount. This program can add or subtract the set amount and store the new amount. User may print a preliminary list first to review before making the changes permanent. Also user may enter a beg/end code if not all codes are being changed. Bond amounts of zero are never changed. If your file contains "Action" codes these are not changed.

User should enter the following:

**Beg/End Codes:** if user only wants to change a range of violation codes, then click on the fields and enter the range needed.

**Bond Increase Amount:** Enter the total amount of increase. If the change is a decrease, then enter the amount with the "-" key entered before the amount.

**Component Increase Amounts:** If you have defined the breakout of the bond amounts (on the violation code screen) enter the amount of the increase that will be going to fine, costs, asmt, and misc amounts. If the bond change is a decrease, then enter these amounts with the "-" key entered before the amount. If you don't have the bond amounts broken out on the violation code screen then leave these amounts as zero.

**Report Type:** this allows user to print a list before updating. Clicking on 'Print Only' means only a print-out should occur. Clicking on 'Update and Print' indicates a print-out should occur but also the amounts should be updated.

**Print/Exit:** Clicking on 'Print' begins the report. Clicking on 'Exit' exits the program.

**Printer Selection:** A default printer name will display. User may elect to use this value or may click on Printer '#2' or '#3' or '#4' to use an alternative printer. User may also type in the name of any other printer to be used.

**Selection 2** allows user to build new files TFTNEW.DAT and TFPMTNEW.DAT should the normal files TFT.DAT (docket/citation file) and TFPMT.DAT (partial pmt file) become corrupted and records need to be copied out into a new file. This program should only be used with GFC Data System's help.

User should enter the following:

**Create File From Scratch:** should you want the new file TFTNEW.DAT to start with no records in it, enter Y. If you have already copied records over into this file and are wanting to merge more records without deleting the existing records, enter N.

**Include Partial Pmt File:** if user want to also copy records from the partial pmt file (TFPMT.DAT) into a new file (TFPMTNEW.DAT), enter Y.

**Beg/End No:** if needing to copy over a range of records, enter the beg/end docket#s.

**Begin/Exit:** Clicking on 'Begin' begins the copy. Clicking on 'Exit' exits the program.

After the copy is completed, normally the 'new' files would be copied over the files they came from. However this is only done with assistance from GFC Data Systems.

**Selection 3** allows user to build a file containing citations with warrants to be turned over to a collection agency. The file created is called "Warrants.npk" and will be located in the same folder as your data files ("Court.win" or "Courtwin.fil\Court.win").

User should enter the following:

**Dates:** user may include citations based on a range of warrant, court, arraign, or citation dates.

**Include:** to skip citations that have already been processed, be sure the "Don't include" option is selected. To include previously processed citations, click on "Include with others" (which also would look for new citations to process) or "Include only" which wouldn't include new ones.

**Date Turned Over:** enter the date the file is being turned over to the collection agency.

**Begin Build:** this begins the file build and optionally a file list depending upon printer option.

**Printer Selection:** user has the option of printing a list of citations processed by clicking on Printer# 1-4 or "Don't Print" which would build the file but not generate a printed list.



**Selection 4** allows user to build 'csv' for 'txt' formatted files for officer and violation files and optionally payments only. This routine is handy should you need to get court info into a format that can be read into a spreadsheet or into another program. The new files will be stored in your Court folder that is on your server or local hard drive

**Selection 5** allows user to "Build" a file containing citation records along with related partial payts and extended notes. User may include records by range of citation dates, docket#, and citation#. The format of the file may be "csv" (comma-separated values" or "text". The default name of the file is "Citations.csv" or "Citations.txt" but can be changed. The file's format may be viewed by clicking on "Display Format". A checkbox is provided should user desire a CR (carriage return) char at the end of each record. The file built will be in the same folder as the Court programs and data files (usually "Court.win").

**Selection 6** allows user to renumber docket#s by inserting a 0 in a specified position (1 - 4) within the docket#. This program is handy when user has not allowed enough digits in the docket# and needs to expand it.

## APPENDIX A (CITATION RECORD)

Open the "Help" command on the citation screen for additional info on citation tips and shortcuts

1. Docket No - 8 digit unique number identifying a specific case. Depending upon how the Parameter file is set up, the docket# can be an automatic number that increments automatically by 1 each time a new record is started. If using auto numbering the next docket# is stored in the Parameter file. Should the Parameter file not contain the correct next number, user may either change the Parameter file or manually enter the correct next number.
2. Type - optional one character code identifying the "type" of citation. For example "T" could be used to identify the citation as a Traffic citation. The program will automatically insert a value in this field only if the "Enter Docket Type" question in the Parameter file is set to "Y". If set to "N" then this field will be skipped. The "default" type entered in the Parameter file will be inserted automatically but user may change type if needed
3. Citation# - 6 digit number of the citation issued. Depending upon how the Parameter file is set up, this value can repeat automatically from the docket#.
4. Officer - 4 digit number identifying the officer. Number must already be set up in officer file. If user enters 999 as officer number then the "location" is used as the reporting person's name on the court docket. This is mainly used for citizen's complaints. A list of officer numbers and names will display automatically.
5. Entry Date- the program fills in an 'entry' date. This is the system date loaded in the computer. Its purpose is to let the user know when this ticket was entered. This field can only be accessed if user clicks on this field.
6. Del Code - can only be accessed by clicking on the field. An 'S' means to save this citation in the abbreviated file before deleting and a 'D' means to delete without saving. Normally this field will be updated automatically by the 'Delete Citatns by Date' program. However if user wants to manually input this value or simply change what the automatic program inputted then this may be done under edit.
7. Cit Date - date of citation (enter as MMDDYY)
8. Time - time citation was issue (ex: 10:30am or military time such as 1650).
9. Location - location of traffic violation or the reporting person's name if 999 is entered as the officer's number. If using as location and user wants to later inquire or print by this location, then user must enter locations consistently. Don't enter it as MAIN AND ELM one time and as MAIN & ELM the next.
10. Zone - optional geographical zone designation. Allows user to enter an area of town in which citation was given. System allows inquiry and print by this.
11. Arr. Date - date of arraignment if applicable
12. Arr. Time - arraignment time (inserted by computer but may be changed)
13. Court Date- date case will be heard in court
14. Court Time- court time (inserted by computer but may be changed)
15. Orig Date - this is the original court date and initially is the same as the court date above. However if the court date is changed, then this date remains the same and user can then see what the original court date was.
16. Dist Crt - enter "Y" if this citation has been turned over to district court. Enter "N" or leave field blank if not. This field is normally skipped by the program so user will have to click to gain access to this field.
17. Name - person receiving citation. If this defendant has had a previous citation, enter a few characters of the name and then depress F1 (or "Lkup") to get a list by name. If the defendant's name is listed you can click on it to auto-insert some fields.
18. Address - current address of person receiving citation
19. City - current city of person receiving citation. The system will display a list of commonly used city and zip codes as stored in the Parameter file. User may click on city desired or type city name desired.
20. State - current state of person receiving citation
21. Zip - current zip code of person receiving citation
22. Phone - defendant's phone number if known.
23. SSN - defendant's soc sec number if known.
- 24-26 Alt.Add.- same as 17-20 to show permanent address of person receiving citation. If 17-20 City/St is the permanent address leave these fields blank.
27. Guardian - if person receiving citation is a minor, type name of guardian.
28. DOB - date of birth of person receiving citation (MMDDYY)
29. Juvenile - system will automatically insert Y if citation is issued to a juvenile. Depending on settings on the Parameter screen an alert can be displayed and/or a prompt to print a juvenile letter. Optionally F2 can be used to print a letter.
30. Lim Access- if you want to limit access to this citation to only authorized users, enter "Y". This feature will only work if you use passwords as discussed in the Parameter File.
31. Height - height (ex: 5' 7")
32. Weight- weight (ex: 135)
33. Race - race (C, N, O)
34. Sex - sex (M or F)
35. DL Class - driver license class (ex: D). A default value can display from the Parameter file.
36. DL Endors - any endorsements found on drivers license (ex: A B or C).

- 37. DL# - driver lic #. A message will display if any other defendants have this value.
- 38. WD - check this box if the Withdrawal box on the citation is marked as Yes; uncheck if No.
- 39. DL Mn/Yr - driver license expiration date (ex: 03/21)
- 40. DL State - driver license state (ex:OK) A default value can display from the Parameter file.
- 41. CDL - enter Y if defendant has a commercial drivers license; N or blank = No
- 42. Employer - defendant's employer
- 43. Veh. Make - make of vehicle (ex: FORD)
- 44. Year - year of vehicle (ex: 2009)
- 45. Style - style of vehicle (ex: 2 DOOR)
- 46. VIN - 17 char VIN (Veh Id#). If entered the last three chars will be in the DPS file.
- 47. Tag# - tag number of vehicle
- 48. Year - year of tag (ex: 2011) A default value can display from the Parameter file.
- 49. State - state of tag (ex: OK). A default value can display from the Parameter file
- 50. CMV - enter "Y" if the vehicle is a commercial vehicle
- 51. HMP - enter "Y" if the vehicle has a hazardous material placard
- 52. PD - if property damage occurred enter "Y"
- 53. PI - if personal injury occurred enter "Y"
- 54. Fatality - if a death occurred enter "Y"
- 55. Vio Code - code which represents a violation set up in violation/action file. A list displays when accessing this field which user can select. User can also press **F1** key and enter an approximate value which the list can begin with (ex: enter SPEED and press Enter).
- 56. MPH - if the violation is speeding, enter the speed the vehicle was traveling.
- 57. MPHZ - the speed zone the vehicle was traveling through.
- 58. Method - the method by which the violator was determined to be speeding (R=Radar, P=Pace, PL=Plane, O=Other). A default value can display from the Parameter file.
- 59. Other - Other information user needs to index.
- 60. Ordinance - the city ordinance that was violated. This can be filled in automatically from the violation code but can be changed.
- 61. Addl Info - information regarding any accident that is related to this citation or any other data that is relevant.
- 62. Jailed - enter Y if the defendant was jailed when citation was issued.
- 63. Bond Due - bond amount due as a result of the above violation. Amount can be filled in automatically from the violation code but may be changed.
- 64. Amt Paid - amount of bond paid (there are two fields so two amounts may be entered)
- 65. Date - date bond was paid (enter as MMDDYY) (up to two dates may be entered)
- 66. Receipt# - receipt number given to person paying bond (there are two fields so user can enter up to two numbers)
- 67. Payt Code - method of paying bond amount (ex: CK, BC, etc) (there are two fields so user can enter up to two codes)
- 68. Ref No. - if a bond card or check was used to pay bond, user may enter an identifying number (there are two fields so user can enter up to two numbers).
- 69. Bond Co. - if a bond card was used user may enter the bonding company number previously set up in the bonding company file.
- 70. Refund Amt- If the bond has been refunded, index the amount of refund.
- 71. Date - If the bond has been refunded, index the date of refund.
- 72. Ref No. - If the bond has been refunded, index a ref number which is usually a check no.
- 73. HC Amt - if a person has been picked up and placed in jail, this is the dollar value of any time served to be applied to the bond amount due.
- 74. HC Date - this is date a person was placed in jail.
- 75. Remarks - Additional information user may want to type regarding the bond information.
- 76. Judge Date- date judgment was made on this citation - usually the court date.
- 77. Judge Code- a list of judgment codes will display. User may click on the desired code.
  - 1 = Bond Forfeiture    4 = Acquitted            7 = Nolo Contendre
  - 2 = Plea of Guilty    5 = Dismissed            8-9 = Automatic from Parameter file
  - 3 = Convicted        6 = Deferred            10-99 = Typed Manually
- 78. Defer Date- if case is deferred, enter date deferred to
- 79. Total Due - this field is the total of the fine, costs, asmt, and misc amounts. User can not directly enter an amount in this field.
- 80. Fine - amount of fine ordered by court. User may press F2 to insert the fine, costs, cleet asmt, and misc amounts automatically from the violation code screen.
- 81. Costs - amount of court costs
- 82. Asmt - amount of court assessment
- 83. Misc: 1-9 - amount of any misc fees. Depending upon a setting on the Parameter Setup screen the fourth misc fee can be calculated from a percentage loaded on that screen by clicking on the "%" command. **Note: the names of the misc fees can be defined in the Parameter Setup screen.**
- 84. WF - some courts add a warrant fee on top of the original fine. If your court does this enter the amount here. The date of the warrant can be entered below (see step 98).
- 85. Amt Paid - the total amount of fine actually paid thus far. If fully paid, user may press the **F2** key to add the fine, cost, asmt, and misc amounts and insert the total. The **F3** key will insert the bond amount as the amount paid (as well as filling in the fine paid date with the bond paid date, and the fine rcpt# with the bond rcpt#).

**Partial Payments:** If a fine is being paid in installments user may use the fine pmts screen to list individual amounts. Access into that screen is made by pressing F4 or double-clicking on this field or optionally clicking on the "Pmts" command to the right.

**Note: If the "Pmts" command has red text then it means there are no partial payment records - green means there is.** When the partial payment screen displays user is allowed to enter a date, amount, rcpt#, and type of payment. The "type" of payment may be chosen from a list that displays. Note: a receipt may be printed by pressing F2 from the rcpt# or 'type' fields. Upon entering the payment info user must enter the number of days until the next payment is due or the next payment date. When user clicks on 'Save and Exit' the amount paid and GTPDT are updated on the main citation screen.

- 86. Pd Date - date fine was paid. If not completely paid, leave as zeroes. If entering payments into the fine payments file then when the amount entered equals or exceeds the fine due then the date of the last payment will be inserted as the fine paid date. Pressing F3 from the "Amt Paid" field will fill in this field with the bond paid date.
- 87. WO Ck Box - if this box is checked it means the citation was written-off.
- 88. Fine Rcpt#- number of the receipt given when fine was paid. Pressing F3 from the "Amt Paid" field will fill in this field with the bond rcpt#.
- 89. Type - if needed user can indicate what "type" of payment was made... check, cash, etc. A list will display that user can select from or user may just manually type. The Receipts Journal can break out payment amounts by the listed types. Entry of any other type codes will go into an "Other" total.
- 90. HCF - the amount of the fine being paid by jail (housing confinement) time.
- 91. HCF Date - the date that defendant was given credit for jail (housing confinement) time.
- 92. Restitn - if restitution has been ordered enter "Y". If not enter "N" or leave blank. If "Y" is entered and user presses F3 or double-clicks then another screen will appear. User may then enter:

Restitution Amt	Recipient Name	Date of Order
Up to 10 payments with with date and amount		Up to 10 disbursements with date, amount, chk#

User clicks on 'Save and Exit' to save or 'Cancel and Exit' to cancel.
- 93. GTP Date - the 'given time to pay' date. This is used when person can not pay the citation and the judge gives that person a date that it should be paid by. This date may be calculated by entering a number of days in the "#Days" field.
- 94. Balance - if there is an a "Total Due" (#74 above) this field is the difference in the "Total Due" and "Amt Paid" (#80 above). This would represent the balance due for this citation (how much is left to be paid toward the fine/costs/asmt).
- 95. Order Code
  - 1-3 - the system will display a list of codes from up to 14 descriptions previously set up in the Parameter File. User may enter the code desired or click on the value desired. Entering codes 15-99 will allow user to type manual desc.
- 96. Date of Order 1-3 - the date of the court order or the date when the order is to be fulfilled.
- 97. Summons Date - the date a summons was issued. This date can be updated automatically when printing a summons letter or entered manually.
- 98. Ref# - A number must be indexed in order for the citation to appear on the summons rept.
- 99. Notes - there are fields on the citation screen for Addl Info and Remarks. If there isn't enough space there to enter all notes then click on "Notes" and type more notes. If using Docket Rept format E the first 13 lines can be printed on the report. **Note: if this command has red text it means there are no existing notes - green means there is.**
- 100 Warr Date - the date a warrant is issued. This date can be updated automatically when printing a bench warrant or may be entered manually.
- 101 Warr Ref# - the warrant number. A number must be indexed in order for this citation to appear in the warrant report.
- 102 Warr Fee - the potential fee for issuing a warrant. This amount is **not** included in the Tot1 Due since this amount is only a "memo" amount. See #83 above to this in the Due amount.
- 103 Warr Serv - if the warrant has been served enter "Y". If not leave blank. If this field is "Y" this citation will no longer appear on the warrant outstanding report.
- 104 Notice Prt- if a notice of failure to comply has been printed a "C" will be stored in this field or a "P" if a notice of failure to pay. If neither, the field will be blank or contain a "N".
- 105 Notice Dt - if a notice has been printed, the date the notice was printed will be stored here. Otherwise the field will contain zeroes.
- 106 Sent DPS - if this citation has been sent to DPS enter the date it was sent. This date can be updated automatically when using the DPS routines.
- 107 Collection-  
Date - if a citation should not be turned over for collection check the "No" box. If the citation has been turned over for collection, enter the date turned over. The Unpaid Citation and Warrant file create programs can automatically insert a date.

## APPENDIX B (ACCIDENT REPORT RECORD)

1. Report No - unique 6 digit number assigned to this report
2. Ticket No. - citation number related to this report.
3. Officer - officer making accident report (will be filled in automatically if ticket no. above is in citation file)
4. Date - date of accident (will be filled in automatically if ticket no. above is in citation file)
5. Day - filled in automatically by the computer - based on date entered.
6. Time - time of accident (will be filled in automatically if ticket no. above is in citation file)
7. Location - location of accident (will be filled automatically if ticket no. above is in citation file)
8. Distance - distance from nearest intersection
9. Direction - direction from nearest intersection
- 10 Near - the nearest intersection from which the accident occurred
- 11 District - the geographical district in which accident occurred
- 12 # of Veh. - number of vehicles involved in accident
  
- 13 Name - name of person in vehicle 1 (this may be filled in automatically)
- 14 Add - address of person in vehicle 1 " " "
- 15 City - city of person in vehicle 1 " " "
- 16 State - state of person in vehicle 1 " " "
- 17 Zip - zip of person in vehicle 1 " " "
- 18 #Occup - number of occupants in vehicle #1
- 19 DOB - date of birth of driver of vehicle #1
- 20 Sex - sex of driver of vehicle #1
- 21 Race - race of driver of vehicle #1
- 22 DL# - driver license number of driver of vehicle #1
- 23 DL State - state of driver license of driver of vehicle #1
- 24 Class - class of driver license of driver of vehicle #1
- 25 Damage - amount of damage done to vehicle #1
  
- 26-38 - same as 13-25 except for vehicle 2
- 39-51 - same as 13-25 except for vehicle 3
- 52-64 - same as 13-25 except for vehicle 4
  
- 65 Inj Mot? - was a motorist injured? (Y or N)
- 66 Inj Ped? - was a pedestrian injured? (Y or N)
- 67 Fatality - was there a fatality? (Y/N)
- 68 Witnesses - names of any witnesses to the accident
- 69 Hit/Run? - was a hit and run involved? (Y/N)
- 70 Road Surf - enter a code to describe the road surface of up to four vehicles.
- 71 Road Cond - enter a code to describe the road conditions of up to four vehicles.
- 72 Veh Cond - enter a code to describe the condition of up to four vehicles
  
- 73 Comments - any additional comments user would like to enter about this vehicle
  
- 74-76 Veh-1  
Action - up to three action codes (already set up in violation/action file) describing the actions of vehicle 1.
- 77-79 - same as 74-76 except for vehicle 2
- 80-82 - same as 74-76 except for vehicle 3
- 83-85 - same as 74-76 except for vehicle 4

## APPENDIX C (VIOLATION/ACTION CODE RECORD)

1. Code - unique 4 digit number assigned to this code. Violations and actions should be numbered in different series.  
(Ex: violations could be 1000 thru 4999 and actions could be 5000 thru 9999)
2. Type - O for violation code, A for action code
3. Desc. - Description of violation or action (50 characters) This line should contain the main part of the violation in that this line only prints on most reports.
4. Desc-2 - Additional description of violation or action (50 characters).
5. Desc-3 - Additional description of violation or action (50 characters).
6. Bond Amt.- if there is a set bond amount for this violation, enter the amount. This amount will appear automatically when inputting a citation.
7. Ordinance- if there is a municipal ordinance relevant to this violation, enter the number.
8. Category - if you plan on printing reports based upon a category of violation, enter the category this violation falls under. For example "1" could be speeding related violations while "2" could be DUI related violations. Reports can also be printed by range of violation codes so if you number your codes sequentially by category (ex: 1-6 = speeding, 10-15 = DUI) then a category code is probably not necessary.
9. Suspend - if this violation is subject to drivers license suspension enter "Y" - otherwise enter "N". This field is used in the Notice of Failure to Comply program to determine whether an violation is subject to suspension.
10. DPS Code - if using the GFC Court software to create electronic citation abstract files for DPS, you must enter the DPS Code for this type of violation.
11. Fine - enter that part of the bond that is for the fine.
12. Costs - enter that part of the bond that is for the court costs.
13. Asmt - enter that part of the bond that is for the cleet assessment.
14. Misc 1-9 - enter that part of the bond that is for a miscellaneous fee.  
Note that the description of this fee can be defined on the Parameter Setup screen

## APPENDIX D (OFFICER RECORD)

1. Code - a unique 4 digit number assigned to this officer.
2. Officer  
Name - name of this officer (24 characters)
- 3 Badge# - if merging electronic citations those records may contain a badge# instead of the officer code that identifies this record. In that case you can enter the officer's badge# and the merge program can then figure out what the code is to put into the citation record.

## APPENDIX E (BOND COMPANY RECORD)

1. Code- a unique 3 digit number assigned to this bond company.
2. Name- name of bonding company (26 characters)
3. Add1- address of bonding company " "
4. Add2- address of bonding company " "
5. CSZ - city, state, zip of bonding company " "
- 6-9 - same as 2-5. this is an alternate address for this bonding company if any.
- 10 Phone No.- phone number of bonding company
- 11 Phone No.- additional phone number
- 12 Remarks - any remarks desired by user

## APPENDIX F (PARAMETERS SETUP FILE)

### DOCKET/CITATION INPUT:

1. Use Cit# as Docket# - if user wants to use the citation# as the docket# (case#) enter Y.
2. Beg Docket# . - if user wants automatic docket numbers when inputting citations, enter the begin number. If automatic numbering is not desired, enter zero.
- 2b Beg Warn# - if user wants automatic warning numbers when inputting warnings, enter the begin number. If automatic numbering is not desired, enter zero.
3. Court Type - if using multiple court files, enter the name of this court. This name will display on menus and print on reports. This helps identify which court files are being used. (EX: TRAFFIC, JUVENILE, etc).
4. Docket Type - when entering a citation if user wants to enter a citation "type" then enter "Y". A type would be used if user needs to enter the kind of citation being entered. For example "T" might mean traffic citation or "C" might mean complaint.
5. Default Type - if using the docket type then enter the most commonly used type. If not using the type code then leave this field blank.
6. Docket# Format - if you want to display and print leading zeroes in your docket#, enter a value of 2 if using a 5 digit number (99999), 3 for 6 digits(999999), 4 if using 7 digits (9999999), or 5 if using 8 digits (99999999). If you would like to display the docket# will a slash after the first two digits (to separate a two digit year from the rest of the number), enter 6 if the docket# is 5 digits (99/999), enter 7 if the docket# is 6 digits (99/9999), or 8 if the docket# is 7 digits (99/99999), "9" uses a format of 999/99, or "0" (zero) if the format is 999/999. You can not use a slash if the docket# is 8 digits. "1" will display/print the docket# with no leading zeroes.
7. Citation# Format - if you want to display/print citation numbers with leading zeroes (ex: 1206 as 001206), enter "2". Any other value will display and print citation numbers without leading zeroes.
8. Juvenile Age/Warn/Ltr- based on the "age" entered, when a citation entered is for a juvenile the citation input program will automatically enter "Y" in the "Juv" field. If user would also like to get a visual alert when a citation is issued to a juvenile, enter Y for the "Warning" question. If user would like to be prompted to print a letter to a juvenile's parent/guardian then enter "Y" for the "Letter" question.
9. Arraignment Time - this is the normal time for your arraignment cases and will auto-display when inputting citations.
10. Court Time - this is the normal time for your court cases and will auto-display when inputting citations.
11. Race - if most citations are written to persons of a given race enter the code. This value will display automatically when inputting citations.
12. DL/Tag State - if most citations are written to those having driver's licenses and tags from a given state (ex: OK), enter the value. This state will display automatically when inputting citations.
13. Class - if most citations are written to persons having a certain driver's license class, enter the class. This value will automatically display when entering citations.
14. Tag Year - if most citations are written to persons having a certain tag yr, enter the year. This value will display when inputting a citation.
15. Method - if most citations have the same method (R=radar, P=Pace) then that code can be entered. This value will display when inputting a citation.
16. County Name(s) - this is the county name which prints on the docket report. If your municipality is in two counties a second name is provided.
17. City/Town Name - this is the municipality name which prints on the docket report. The entry should also include whether the municipality is a town or city. For example the entry would be entered as CITY OF ??? or TOWN OF ???.
18. Bench Warrant Format- enter A thru H. This code determines the wording of the Bench Warrant (program #15 under Reports). The wording of the warrant differs slightly with each format. You may experiment with each format to see which suits you best. Some of the key differences are:  
**Format A-C** contain the verbiage that the defendant can only be arrested between 6am and 10pm.  
**Format C** prints verbiage that the defendant "failed to appear" if the judgment code is 0 or 8. Otherwise "failed to pay" prints.  
**Format D-G** contains verbiage that the defendant can be arrested at any time day or night. If using format E, F, G and the judgment code is "0" or "8" then the program prints the phrase "failed to appear".  
**Format G** assumes you charge FTA and administrative charges.  
**Format H** is very different than the other formats printing two pages.
19. Signature Line - which signature line to print on the Bench Warrant. Enter J for judge, C for clerk, or B for both.
20. Prt Cit# as Warnt# - if there has been no warrant# entered on the citation screen, should the citation# print as the warrant# on the Bench Warrant? Enter Y or N.
21. Admin/FTA Fees - the bench warrant program has the capability of printing an Admin and Failure to Appear fees on bench warrant format G. If you do not want to

- print these fees then enter .00 as the amounts.
22. Warr List Format - the program that prints the list of persons with warrants has three formats. User may experiment with each format and then decide whether to permanently use format A, B, or C. C is the same as B except warrants for the same person are combined and printed as a single line.
23. Summ/PD Letter #Day - when printing format A or B of the summons or format A of the past due letter the program prints how many days a violator has to respond. Enter the number of days your city allows (ex: TEN or 10 or 15).
24. Summ Letter Format - this code (A- D) determines the verbiage on the Summons letter.  
 PD Letter Format - this code (A- D determines the verbiage on the Past Due letter.
- COURT DATA** (these are items are needed in order to print the notice of failure to comply)
25. Notice of Failure to Comply Decision Type - applicable only if you want the program to decide which citations should have an FTC form printed. **If using the program and you are going to enter the docket#s manually the value entered is not important.** If applicable enter A or B. This code tells the program which criteria to use to decide whether a notice should print. Code "A" will print an FTC notice for a citation that has any judgment code (except #5-Dismissed) that has both a .00 bond paid amount and a 0 bond date. Code "B" prints a notice for any citation that has no judgment code. It does not look at the bond paid amount or date. In summary the types look at the following questions:
- |  | Type: "A" | "B" |
|--|-----------|-----|
| 1. Does court/arraign date match           | Y         | Y   |
| 2. Is violation subject to suspension      | Y         | Y   |
| 3. Does citation has a judgment of #5      | Y         | N   |
| 4. Does citation have a blank judge. code  | N         | Y   |
| 5. Is bond paid amt and date non-zero      | Y         | N   |
| 6. Has citation already had notice printed | Y         | Y   |
26. Form Types - the first field is the form type for the 'Failure to Comply' form and the second field is for the 'Failure to Pay' form. In these two fields enter "1" if using a continuous form, "2" if using cut forms, and "3" if printing to blank paper.
27. Line Adv 1/2 - if using **cut** DPS notice forms enter the number of lines that the form should advance each time a form is inserted. The first field is for the FTC form and the second the FTP form. This is handy for users who can insert a cut form in their printer, have it roll into your printer automatically, and then have the program advance it a certain number of lines before printing.
28. Print Which Amount - when printing DPS Notices user will have the option of printing either the bond amt (B), fine amt(F), or bond amt + admin fees(A) on the form. Enter B, F, or A if a default setting is desired. If no default is set then 'F' will be assumed.
29. Name of Court - enter the name of your court ex:CITY OF ANYWHERE MUNICIPAL COURT
30. Hours - enter hours of operation (ex:9am-4pm)
31. Mailing Address - enter the mailing address of your court
32. City State Zip - enter the city, state, and zip as three separate fields
33. Phone/Fax No. - enter the phone and fax's area code and number as two separate fields
34. County Code - the county code assigned to represent your county by DPS is stored here. This code may be numbers or letters.
35. City Code - the city code assigned to represent your city by DPS is stored here. This code may be numbers or letters.
36. County Code-2 - if your city is in two counties then enter the second county code assigned to represent your county by DPS.
37. Court Clerk - user should type the name of court clerk. This name will print on some letters and is needed to be included in the DPS citation upload file.
38. Judge - name of judge to print on summons, bench warrant, and past due letters.
39. Court Location - when printing reminder letters the court location prints on the letter. User may load this value here to be printed on the letter.
- LABEL DEFAULTS:** (these defaults are used by the label print program (option #5 under Reports)
40. Height - enter 1 thru 6 depending upon the height of labels where 1=1", 2=1 1/2", 3=2", 4=3", 5=3 1/3", and 6=4" high labels.
41. Type - enter 1-3. 1=1-across continuous labels, 2=2-across laser, 3=3-across laser
42. # Lines Above - if using laser labels this is the number of lines to advance before printing the first labels - enter 0 thru 9.
43. #Spaces Left Margin - number of spaces on left side of label - enter 0-3.
- ORDER CODES:** (these descriptions may display automatically in Citation Input.
44. Order Desc - type up to 14 standard order descriptions which may be decreed by your court. Examples include "Community Serv" or "Dr Ed School". These descriptions can be accessed automatically when inputting a citation.
- JUDGMENT CODES:** (these descriptions may display automatically in Citation Input.
45. Judgment Desc - type up to two judgment codes that can be used along with the normal seven judgment descriptions (Bond Fort, Plea of Guilty, etc) that are built into the program. These two descriptions can be accessed by selecting codes 8/9.



**PASSWORDS:**

- 46. Master - leave blank if no password is desired. Otherwise type up to ten chars. If a password is entered then user will be forced to type this password when entering Court. This password allows user access to all functions.
- 47. Read-only - leave blank if no password is desired. Otherwise type up to ten chars. If a password is entered then user will be forced to type this password when entering Court. This password allows user access to Inquiries and Reports but won't allow user access to File Maintenance.
- 48. Limited Access - leave blank if no password is desired. Otherwise type up to ten chars. If a password is entered then user will be forced to type this password when entering Court. This password will allow user to enter citations but user will only be able to enter down through the additional info field. Bond, judgment and fine information will not be accessible. This password is handy should you want someone else to enter the basic data (name, address, driver lic#) but not be able to enter dollar amounts.

**Electronic Records:**

- 49. Vendor - when using the electronic citation routine to automatically add citations, which vendor is providing the electronic file (D=digiTicket; S=Scenedoc; B=Brazos; G=GeoSafe).
- 50. Appearance Date - when using the electronic citation routine to automatically add citations, when the citations are added the program will need to know if the appearance date entered by the officer is an "A"rraignment or "C"ourt date so enter A or C. A blank value will assume "Arraignment".
- 51. Jail Fee - when using the electronic citation routine to automatically add citations some citations may have a code in the record to indicate the defendant was jailed. When this code is seen the program will add this fee to the Bond Amount on the citation added.
- 52. Warnings? - when using the electronic citation routine to automatically add citations, should the program look for warning records? Enter 'Y' for Yes. Note: there must be a code in the electronic record that tells program it is a warning.
- 53. Amt Due: - when adding citations should the **Amt Due** fields be populated? Enter "Y" if Yes. Enter "N" or leave blank for No.
- 54. Append Yr: - enter 'Y' if the citation# from the electronic file should have the 2 digit citation year appended to it to create the docket#. For example if the citation# is 19545 and the citation date is 01/03/22, then the docket# would be 1954522. The second box is applicable to warning records. Enter 'Y' in the second box if the warning# should also have the year appended.
- 55. Use Badge#: - enter 'Y' if the officer# from the electronic records will be a badge# but the officer codes you use in Court are not badge#. When this value is 'Y' the merge program will scan officer records for a matching badge# and use the officer code from the record to place into the added citation (or warning).

**OTHER CITY/STATE/ZIP:**

- 56. City/State/Zips - type up to 8 common city, state and zip codes that persons you write citations to live in. These cities should be exclusive of your hometown city. When entering citations user may click on these names (or press F1 thru F8 keys) to auto-insert these values on the citation screen.

**PRINTERS:**

- 57. Printer Names (1-4) - type the names of up to four printers (as found under Windows Printer Properties; ex: Prtname:HP 3820 Series) to be used in Court. Usually the most common printer is entered as the first printer name.
- 58. Mult Printer Deflts - if there will be users entering Court from different stations, there may be a need for each user to define which printer (1-4) will be the default for that station. Check this box if this is desired.
- 59. User/Station Names - user may enter the name of the user or station that will use each of the four printers. This is needed if the Multiple Prtr Dflts is checked. For example "Court Clk" or "Network Ptr" or "Betty's PC" could be entered.
- 60. Rcpts Printer# - if using the receipt print option within the Citation entry program, enter which printer# will be used to print a receipt. Enter 0 if printer defaults are defined by user and you want to use the default for that user.
- 61. DPS Notice Printer# - if printing DPS notices, enter the printer# that will be used. This is handy since print programs may default to printer #1 and DPS Notices may need to be printed to a different printer#. Enter 0 if printer defaults are defined by user and you want to use the printer# default for that user.
- 62. Labels Printer# - if printing Labels enter the printer# that will be used. This is handy if the printer to be used is not the default. Enter 0 if printer defaults are defined by user and you want to use the default for that user.

**DOCKET REPORT DEFAULTS:** (all these values can be temporarily overridden when printing the report)

- 63. Which Cases - enter "C" to default to Court cases or "A" for Arraignment cases or "N" to default to neither meaning you'll decide at report time (for those who do both Court and Arraignment Docket Reports).
- 64. #Line Advances - the number of lines you want the program to advance between each citation.

- 65. Docket Format - enter A-G. This code determines the format of the Court Docket. You may experiment with each code to determine which one suits you the best. Format 'A' puts each officer's citations on a separate page so it is one of the lesser used formats.
- 66. Include - enter E to include everyone, A for adults only, or J for juveniles only.
- 67. Print Sequence - enter "N" for name order, "D" for docket# order, or "C" for citation# order
- 68. # Copies - the number of copies of the report you normally print.
- 69. Include if Paid - if a fine has been paid (a fine paid date is on the citation) you may not want the citation printed on the docket report. Enter 'Y' or 'N'. A special value of 'B' means to not include the citation if paid unless there is no fine, court cost, or asmt due amounts on the citation.

**MISC/COST DESCS:**

- 70. Descriptions (1-9) - the citation screen allows nine misc fee amounts. These fields allow user to customize the name of each fee. Use upper-lower letters when entering the names. If you don't use misc fees then leave the names as displayed.
- 71. Misc-4 % - if using the fourth Misc fee the program has the option of calculating the amount automatically from this percentage. This percentage is multiplied by the total of the fine, costs, asmt, misc amts, and warrant fee due.
- 72. Costs Desc: - the normal description for the Court Cost fee (on the citation screen) is "Costs". However if you would like an alternate description then enter up to 10 characters using upper/lower case letters (ex: Crt Costs).

**RCPT JNL DEFAULTS:**

- 73. Print Sequence - (all these values can be changed when printing the report)  
- enter "N" to print the receipts journal (option #12 under Reports) in name sequence, "D" for docket# sequence and "R" for receipt# sequence. This is only a default and can be changed at report time.
- 74. Method - enter 'A', 'B', or 'C'. depending upon how you want amounts to be broken out on the Rcpt Jnl. 'A' combines the Fine, Costs, and Misc amounts while 'B' combines Fine and Cost as one amount and Asmt and Misc as another. 'C' breaks the Asmt and Misc amounts into separate columns. 'A' and 'B' both allocate partial payments to Fine/Costs first while 'C' allocates to Asmt first, Misc Amts second, and Fine/Costs last.
- 75. Use AE Inc Format - if Aberdeen Enterprizes performs collection services for your court and you want to send them a file with unpaid citations, enter Y. However if you build files for on-line payt vendors (or Aberdeen and on-line payt vendors) then enter N.

**APPENDIX G (WARNING RECORD)**

- 1. Warning# - 8 digit unique number identifying a specific warning. The number can be an automatic running number.
- 2. Entry Date - the program fills in an 'entry' date. This is the system date loaded in your computer. Its purpose is to let the user know when this warning was entered. This field can only be accessed if user clicks on this field.
- 3. Officer - 4 digit number identifying the officer. Number must already be set up in officer file. A list of officer numbers and names will display automatically.
- 4. Location - location where traffic warning was issued.
- 5. Name - person receiving citation.
- 6. Address - address of person receiving citation
- 7. City - city of person receiving citation. The system will display a list of commonly used city and zip codes as stored in the Parameter file. User may click on city desired or type city name desired.
- 8. State - state of person receiving citation.
- 9. Zip - zip code of person receiving citation.
- 10. DOB - date of birth of person receiving citation (MMDDYY).
- 11. DL# - driver license number.
- 12. Tag# - tag number on vehicle.
- 13. Vio Code - code which represents an violation set up in violation/action file. A list displays when accessing this field which user can select. User can also press **F1** key and enter an approximate value which the list can begin with (ex: enter SPEED and press Enter).
- 14. Comments - any additional info you want to record concerning this warning (2 lines of 70 char).

## APPENDIX H - INITIAL INSTALLATION and DAILY WORK

User would initially set up files in the following order:

	Menu
1. Parameters (Setup) file	File Maintenance #6
2. Officer codes	File Maintenance #4
Print list of officer codes and check	Reports #4
3. Violation and action codes	File Maintenance #3
Print list of violations codes and check	Reports #3
4. Bonding company codes (if applicable)	File Maintenance #5
Print list of bonding co. codes and check	Reports #5

### Daily Workflow:

1. Input Citations	File Maintenance #1
2. Input Accident Reports (if applicable)	File Maintenance #2

### Commonly Used Reports Available Upon Demand:

1. Court Docket	Reports #6
2. Citation list (abbrev. or complete)	Reports #1
3. Citation Status List	Reports #9
4. Fine Paid/Unpaid List	Reports #12
5. Receipts Journal	Reports #12
6. Bench Warrants	Reports #15
7. Summons/Warrant List	Reports #10

## APPENDIX I - PERFORMING CITATION LOOKUP

When performing Citation or Warning File Maintenance or Citation Inquiry user may not know the docket#. User may perform a lookup from the Docket# (Warning#) field in two different ways. One method is by pressing F1 or selecting the "LookUp" command. User would do the following:

- 1) Click on the sequence desired where the choices are Name, Docket# (Warning#), Citation#, Dr Lic#, and Tag#. Note: the default selection is 'Name'.
- 2) Enter the beginning value (name, docket# (warning#), citation#, dr lic#, or tag#) (leave blank to start with lowest value). A "Beg Citn Date" (or Warning Date) may be entered to display only records with a date equal to or greater than the date entered. Enter a birth and/or court/arraignment date if needed. Dates of zeroes means to display records regardless of date - a non-zero date means to only display citations containing a matching date. Press Tab or use mouse to move to 'Begin Display'. Click on 'Begin Display' or press Enter key if already selected.
- 4) Up to 600 records will display. User may use the vertical scroll bar or the DOWN or UP Arrows to scroll records up and down. The horizontal scroll bar or LEFT and RIGHT Arrows may be used to move records left and right. Docket and citation numbers can be displayed in reverse order (descending order) by clicking on one of those column headings.
- 5) User may double-click on the docket# of the record desired or if using the Arrow keys to scroll the user may press Enter key to select the highlighted docket number or optionally user may start another lookup by using step 1 thru 3 above. If a docket# (or warning#) is selected then it is inserted on the citation (or warning) maintenance or inquiry screen for full display.
- 6) If user does not want to choose any of the records, simply click on 'Exit with no Selection' command.

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Another method to do a name lookup would be to:

- 1) Press Tab key from the docket# if only a name lookup is desired. Tab will move the cursor to the name field where user would type a partial name and press Enter to display a list by name.
- 2) User may click on any of the records displayed which will display the full record. The selected docket# then is inserted on the citation maintenance or inquiry screen for user to accept by pressing the Enter key.

## APPENDIX J - KEYBOARD USAGE

The mouse can be the primary device for navigating around screens. However most functions can also be done by using the keyboard as described below:

To move from field to field use the **Tab**. When entering a citation **Tab** or **Enter** keys may be used. To move back to the previous field use **Shift-Tab**.

To choose between **Option** buttons use **Left and Right Arrows**. NOTE: Option buttons are two or more choices in a rectangular box where only one selection can be made. (ex: the Print Sequence options in the Court Docket Report are Option buttons).

If a **Command** box is surrounded by dots, pressing **Enter** will execute it. Ex: the "Save" and "Cancel" fields on File Maintenance screens are Command boxes.

In File Maintenance programs user may press **A, E, or D** or **F1, F2, or F3** keys to select Add, Edit, or Delete functions. ESC key is used to cancel Add, Edit, or Delete. **F1** key (from the docket# field) is used to perform a lookup. **F12** key moves to the "Save" command.

The choices from the drop-down menus (from Main Menu) can be displayed by pressing ALT and the letter underlined. Then the program may be accessed by pressing **UP and DOWN Arrows**. Then **Enter** may be pressed to select. If any of the selections from the drop-down menus have a letter underlined, pressing this letter will select the program.