WebCDR User Manual

New York State Unified Court System `<cdr@courts.state.ny.us>`

WebCDR User Manual

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Introduction

The CDR (Criminal Disposition Reporting) application is a web based application used by courts throughout the state to report criminal & traffic dispositions and to receive traffic tickets from the automated TraCS system used by the New York State Police and by local police agencies throughout the state. CDR provides access to the DCJS, OSC, and DMV web sites and to a number of reports on missing dispositions, disposition errors and other necessary information.

This application is developed in accord with all the technical standards used by the Office of Court Administration/Division of Technology and supercedes the previous CDR web site which utilized older technologies.

To access the CDR application, you need a computer with Internet access. For security purposes, your computer should have all available security updates installed. You may access CDR with your choice of Internet Explorer, Mozilla Firefox, or Netscape Navigator, but you should use the latest available version of whichever browser you choose.

To begin using the site, point your browser to the following URL:
> https://iapps.courts.state.ny.us/cdr/

To access CDR, you must obtain a username and password for the site. UCMS users may be able to use their UCMS signon to access CDR as well. To get a new account or to add CDR rights to your existing UCMS account, you should fill out the form that is available either from Courtnet [http://webcontent.courtnet.org/w1_www/oca/technology/security/forms.html], or from the Town & Village Resource Center web page under the *CDR & TSLED Upload* link. Additional help with getting a sign-on can be obtained by e-mailing <CDR@courts.state.ny.us>.

If you have problems with this application, please contact the CDR group by sending an e-mail to: <CDR@courts.state.ny.us> or by calling the OCA help desk at 1-800-622-2522.

This document is available in both PDF and HTML format. Links to both versions can be found on the CDR site.

HTML Version [https://iapps.courts.state.ny.us/cdr/userdocs/index.html]

PDF Version [https://iapps.courts.state.ny.us/cdr/userdocs/index.pdf]

Chapter 1. Getting Started

1.1. Bookmarking the Site

Setting a bookmark for the CDR site can be a little tricky because of the way pop-up windows are used. In order to set a bookmark, you must bring the site's initial window to the front and set a bookmark from there.

Depending on your computer's configuration, you might use one of the following methods to retrieve the site's initial window:

- Hold the Alt key and press Tab.

- Select the window from the task bar at the bottom of your screen (to the right of your 'Start' menu).

- Close the login window when it appears. You will be returned to the initial window where you can set a bookmark. After that, you may return to the login window by clicking your browser's *Refresh* button.

1.2. Login

The Login window shown below is displayed when you first access the URL for the application. This Login window is shown on a background that displays the OCA security statement which is also reproduced in the first pages of this manual. This statement explains that the application is the property of the New York State Unified Court System and that it is to be used only by authorized users for official Unified Court System business. The statement explains that by logging onto the system you agree that you have read, understand, and agree to these terms.

In accordance with security standards, you will be required to change your password periodically. For more information on password change requirements, see Section 1.4.2.1, "Change Password".

Once the login window is displayed, simply enter your username & password and click the *Sign In* button to begin.

> **Note**
>
> Please be aware that both your username and password are *case sensitive*.

1.3. Main Menu

When you have successfully logged into the application, the Main Menu screen will be displayed as below:

Note

Depending on your security level, you will see some or all of the buttons displayed along the left side of the screen. The *CDR Admin* and the *DMV Admin* buttons are for system administrators and will not be covered in this manual.

1.4. Menu Bar

A number of the application's functions can be accessed from a 'menu bar' similar to a standard Windows application. This menu appears below the image of Lady Justice and above the words 'Main Menu' in the preceding screen shot.

1.4.1. Back

The *Back* button allows you to navigate to the previous page visited like a traditional browser Back button. The *Back* menu does not have a drop-down menu. Simply click it as you would a standard button.

In some cases, the contents of the previous page may be out of date and can not be displayed. In that case, you must use the left or top navigation buttons to return to your desired page and resubmit your query.

1.4.2. File
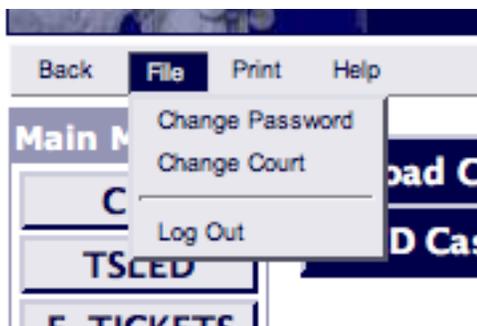
From the *File* menu, you may change your password, switch to a different court (if your account can access more than one court), or log out of the application.

1.4.2.1. Change Password

You will be required to change your password periodically. Should you wish to do so manually at any time, you may choose *File → Change Password* to reach this screen.

Enter your current password, then type your new password twice and click the *Change Password* button to complete the change.

Please be aware that both your username and password are *case sensitive*.

In accordance with security standards, your password will expire after 60 days. At that time, you will be required to change your password. The system will keep a history of your previous passwords, so you will be unable to reuse an old password in the future. All passwords must meet the following security guidelines.

Passwords must be:

- At least 6 characters long

- Composed of at least one character from at least 3 of the following 4 categories:

    - Lower-Case Letters

    - Upper-Case Letters

    - Numbers

    - Special Characters (!@#$%^&*()-_+=<>?/[]{}|)

1.4.2.2. Change Court
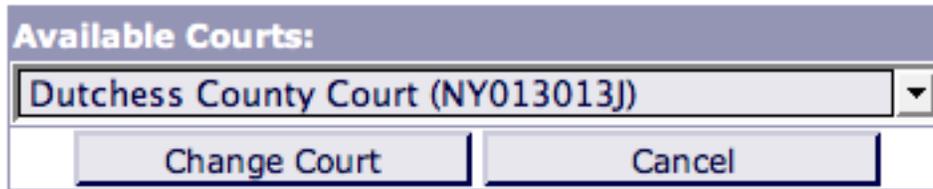
If your user account is allowed to access multiple courts, you may select your current active court by choosing *File → Change Court*. Select the court you wish to use from the drop-down list, then click the *Change Court* button to activate your selection and return to the main menu. If you click the *Cancel* button, you will return to main menu without changing your current court.

1.4.2.3. Logout

When you are done using the CDR application, you should log out so that no one else may use your account. You may logout by choosing *File → Logout* or by clicking the *Logout* button at the bottom left side of the screen.

1.4.3. Print

The *Print* menu will send the current page to your printer. The on-screen menus and other navigation elements will *not* be printed. The *Print* menu does not have a drop-down menu. Simply click it as you would a standard button.

1.4.4. Help

The *Help* menu gives you access to this document.

Chapter 2. CDR

| Upload CDR 540 | Review CDR 540 | 540 Error Report |
| Cases Transmitted | ACD Cases For Sealing | E-mail CDR |

When you select the *CDR* button from the Main Menu, you will see the tabs above displayed at the top of your screen. These tabs allow you to access functions that you will need to process CDRs (Criminal Disposition Records).

2.1. Upload CDR 540

When you select the *Upload CDR 540* tab, the form below will be shown. In the field labeled *Select file to upload* you may type the full path to your CDR 540 upload file from your hard drive. If you're unsure of the exact path to the file you wish to upload, you should click the *Browse* button to visually locate and select the file from your computer. Once the filename is entered in the *Select file to upload* field, click the *Upload* button to submit your file to the OCA database.

Select file to upload [   ] Browse...
[Upload]

Once each night, all uploaded files are processed by OCA systems to check for accuracy. Records which are free of errors are are added to our mainframe database and sent on to DCJS to be included in the rap sheets. Any records that contain errors are placed into an error file with a message describing the problem you need to fix. The day after uploading a CDR 540 file, you should return to this site and check the 540 Error Report.

Each 540 Upload file can only be sent once. If you attempt to repeat the upload of a file a second time, you will see the following error:

File Upload Failed

You have already uploaded this file!

Please check that the format of your upload file is correct and that you are uploading the proper file.

You should make sure that you selected the correct file for upload from your computer's hard drive and that you remembered to generate a new export file from your case management software.

2.2. Review CDR 540

2.2.1. Options

By selecting the *Review CDR 540* tab, you can review any CDR record that was previously sent. To view a CDR record, you must enter the serial number of the CDR in the *Enter Serial Number* field and click the *Run Report* button. All records previously uploaded for the provided serial number will be displayed.

Records transmitted today are not available for this report until the next day.

Run Report

Sort Report By:

Enter Serial Number

2.2.2. Report

The *Serial #* column serves as a link to more details for each record. Clicking the *Serial #* link will display a full report of the case as a 540 form.

Date	Seq	Ori #	Ct Code	Docket #	Serial #	Name
10/22/2001	2139	NY033011J	323301	10	571	
11/21/2003	405	NY033011J	323301	10	571	
04/06/2001	2641	NY033011J	323301	10	571	
04/26/2001	361	NY033011J	323301	10	571	

Total Row Count in Report: 4

2.2.3. Details

Syracuse City Court

SID DATE 10/22/2001	SEQ 2	AGY IND Z	COURT CD 323301	OVERRIDE	QUE STATUS P	
CASE NO 104	CONT # 1	CONT SHEET	LCT DOCKET			
LAST NAME	FIRST	MI	DOB -1975			
ADDRESS	AKA					
CITY	STATE					
ZIP	SEX	RACE				
CRIME DT 02-26-1996	ARREST DT 02-26-1996	ARRAIGN DT 02-27-1996				
CCN 277	NYSID # 740	SERIAL # 571				

CHARGE(1) PL-190.25-01 -N-01 -AM-
REDUCE CHG

DISP DT 02-27-1996	DISP DISM	ACD DT	REM CTS
SENT DT	SENT	FINE AMT .00	PAID
PROB TM	CUST TM	CUST TYPE	IND CNT
LICENSE	TIME	COV BY	YO

CHARGE(2)
REDUCE CHG

2.3. 540 Error Report

When records in your CDR 540 Uploads contain errors, the error reports will appear under the *540 Error Report* tab. This report displays all records that failed the mainframe validation process. The validation requirements are described in detail in the [CDR City Court Manual] and the [CDR County Court Manual].

2.3.1. Options

This screen allows you to customize the sorting and font size of your error report.

Listed under *Sort Report by:* are six pairs of drop-down boxes that control the sorting of your report. Use the left-hand side drop-down to select which field to sort by. Use the right-hand side drop-down to select whether each field sorts from smallest to largest (Ascending) or from largest to smallest (Descending).

Run Report

Row Order Options

Sort Report By:

1.	▼	Ascending ▼
2.	▼	Ascending ▼
3.	▼	Ascending ▼
4.	▼	Ascending ▼
5.	▼	Ascending ▼
6.	▼	Ascending ▼

General Options

Font Size 10pt ▼

You may select zero or more fields to sort on for your report. When no sorting options are selected, the report is sorted by *Error Dt* with oldest records listed first. When more than one field are selected for sorting, sorting precedence is as selected on this screen from top to bottom.

If for example you selected first *Error Dt*, *Descending* then *Serial #*, *Ascending*, then records would be shown with newest records on top and with records on the same day sorted by serial number from smallest to largest.

Below the sorting options is the *Font Size* selection. You may select the font size used to display your report. When printing reports, smaller font sizes may allow you to fit more information on less paper or reduce the amount that lines are wrapped.

Once you have setup your sorting and font options, click the *Run Report* button to display the error report.

2.3.2. Report

A sample error report is displayed below. The report below was created with default sorting options and font size.

CDR540 Error Report For Syracuse City Court NY033011J From 1/1/2000 to Present

Error Dt	Serial #	Docket #	Def Name	Field Name	Bad Value	Error
10/08/2003	7911	200		DISPOSITION (2)	C#2	COVERING DIS IS INVALID
10/08/2003	7984	200		NYSID NUMBER	928	INVALID NYSID
10/08/2003	7984	200		501 NUMBER	5662	INVALID CHEC
10/31/2003	7913	200		DISPOSITION (2)	C#2	COVERING DIS IS INVALID
						SERIAL NUMBE

Each line of this report lists one case which failed validation in some way. A single case may appear multiple times if more than one error was found. You should refer to the *Error* column for a description of each problem as well as to the *Field Name* to see which field caused the error. The current (invalid) value of that field is shown in the *Bad Value* column for your reference along with the defendant's name, the docket number, and the CDR serial number. The *Serial #* field is a link which you may click to see the full 540 form for that case (see Section 2.2.3, "Details").

You should update your court records to correct the errors listed for each case then perform another CDR 540 Upload (see Section 2.1, "Upload CDR 540"). As errors are corrected, the cases will be removed from your 540 Error Report. If after making corrections on a case there are still additional errors, the remaining errors will continue to display on this report.

2.4. Cases Transmitted

By selecting the *Cases Transmitted* tab, you may see how many CDR cases were uploaded on a given day and see a listing of the dockets transmitted in each file.

2.4.1. Options

The options screen shown below prompts you to select the first and last month & year that you wish to see. You may leave the *End Month* and *End Year* fields blank to view records from the selected *Start Month* and *Start Year* through the present date.

Warning

You must select either *both* or *neither* of the end month/year fields. You will receive an error if you select an end month without a year or vice versa.

After making your selections, click the *Run Calendar* button to display the selected dates.

2.4.2. Calendar

Shown below is a sample Cases Transmitted calendar.

CDR 540 Cases Sent For Syracuse City Court ORI NY033011J

July 2002

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 ● _79_	2 ● _73_	3	4	5 ● _125_	6
7	8 ● _174_	9	10 ● _158_	11	12 ● _114_	13
14	15	16 ● _258_	17 ● _104_	18 ● _50_	19 ● _103_	20
21	22 ● _122_	23	24	25	26 ● _374_	27
28	29	30	31 ● _389_			

Next

In each day of the calendar, you may see one or more numbers listed. Each number represents a CDR 540 Upload file sent on that day. The number shown is the number of separate cases found in that upload file. Clicking one of these numbers will display each of the cases sent in that file (see Section 2.4.3, "Details").

Below the calendar you may find a *Next* button. This button is displayed only if there are still CDR 540 Uploads on subsequent months within the range of dates you selected. The *Next* button does not skip any empty months that may be between the presently displayed month and any future months that do have records.

Note

You may click the *Next* button and find a completely blank calendar with another *Next* button below it. Continuing to click the *Next* button *will* eventually bring you to a month which contains 540 Upload records. The *Next* button is not displayed if there are no remaining uploads (IE nothing but blank calendars) in the range of dates that you selected.

2.4.3. Details

Below is shown a sample Cases Transmitted detail. Each row represents one docket uploaded in the selected 540 Upload file.

Ori Number	Court Cd	Case/Dkt #
NY033011J	323301	11
NY033011J	323301	19
NY033011J	323301	19
NY033011J	323301	19
NY033011J	323301	20
NY033011J	323301	20

2.5. ACD Cases for Sealing

The *ACD Cases For Sealing* tab gives you access to a report of all ACD cases that are ready to be sealed.

2.5.1. Options

Run Report

Row Order Options:

Sort Report By:

1. [ ] Ascending
2. [ ] Ascending
3. [ ] Ascending
4. [ ] Ascending
5. [ ] Ascending
6. [ ] Ascending

General Options

Maximum Rows/Page 50

Note

The functioning of the sortable report screens in the CDR application is described in detail in Section 2.3.1, "Options". Please refer to that section for an explanation of how to use this screen.

2.5.2. Results

Below is a sample ACD report. The *Name* column is a link to a detailed listing of the individual charges against each defendent.

ACD Cases Eligible To Be Sealed For Syracuse City Court NY033011J

Name	Docket #	CCN	Nysid #	Crime Dt	Arrest Dt	App Dt
	2000	302	963	09/29/2000	09/29/2000	08/23/2004
	2001	0	0	04/25/2000	02/08/2001	09/02/2004
	01-0	302	814	06/22/2001	06/22/2001	06/05/2004
	01-0	302	154	09/02/2001	09/02/2001	06/17/2004
	2001	302	972	12/09/2001	12/17/2001	09/08/2004
	02-0	302	706	01/11/2002	01/11/2002	03/24/2004
	2002	302	183	02/24/2002	02/24/2002	07/28/2004
	2002	302	189	04/14/2002	04/14/2002	08/23/2004
	2002	302	192	04/30/2002	04/30/2002	09/10/2004

2.5.3. Details

Below is the detailed charge report for a single defendant. The disposition, and any sentence is listed for each charge.

CHARGES FOR   **CCN 302**   **NYSID 963**   **DKT 2000**   **SER# 762**

Charge	Attach	Law	Section	Sub	Sev	Deg	Att	Cnt	Disposition	Sentence
1	A	PL	22003	00	AM	7	N	1	ACD170.55	

2.6. E-mail CDR

Clicking the *E-mail CDR* tab, will display the screen shown below:

Click Here To E-mail CDR Staff

Clicking the *E-mail CDR Staff* link will open your default e-mail program with the e-mail address for the CDR group pre-entered. This is a group of people at OCA who can answer questions, reset passwords, or help you understand reports or other features of the CDR application and web page.

Chapter 3. TSLED

Upload TSLED   **Review TSLED**   **TSLED Error Report**

TSLED Cases Transmitted   **E-mail TSLED**   **Logon To DMV Site**

When you select the *TSLED* button from the Main Menu, you will see the tabs above displayed at the top of your screen. These tabs allow you to access functions that will help you process TSLED disposition records.

3.1. Upload TSLED

When you select the *Upload TSLED* tab, the form below will be displayed.

Select file to upload [   ] Browse...

Upload

In the field labeled *Select file to upload* you may type the full path to your TSLED upload file from your hard drive. If you're unsure of the exact path to the file you wish to upload, you should click the *Browse* button to visually locate and select the file from your computer. Once the filename is entered in the *Select file to upload* field, click the *Upload* button to submit your file to the OCA database.

Once each night, all uploaded files are sent to DMV where they are checked for accuracy. Records which are free of errors are are added to the DMV database. Any records that contain errors are placed into an error file with a message describing the problem you need to fix. The day after uploading a TSLED file, you should return to this site and check the TSLED Error Report.

Each TSLED Upload file can only be sent once. If you attempt to repeat the upload of a file a second time, you will see the following error:

File Upload Failed

You have already uploaded this file!

Please check that the format of your upload file is correct and that you are uploading the proper file.

You should make sure that you selected the correct file for upload from your computer's hard drive and that you remembered to generate a new export file from your case management software.

3.2. Review TSLED

By selecting the *Review TSLED* tab, you can review any TSLED ticket record that was previously sent.

3.2.1. Options

On the screen listed below, you must enter the ticket number you wish to find in the *Enter Ticket Number* field. Click the *Run Report* button to display all records that were sent for that Ticket number.

Run Report

Sort Report By:

Enter Ticket Number

3.2.2. Results

The results from the Review TSLED entry will be a display as show below.

Sent Date	Ori Number	Sender Info	Ticket Number	Name
20040927	NY014141J	00010072.01	LJ2	
20041108	NY014141J	00010072.01	LJ2	

Total Row Count in Report: 2

The *Ticket #* column links to a display of the ticket details.

3.2.3. Ticket Details

Below is a display of all details available for a ticket.

Record Type	03
Ori Number	NY014141J
Create Date	09/27/2004
Tran Type	S
Sender Info	00010072.01
Ticket Num	LJ2
Arr Agy	01451
Last Name	
First Name	
Mid Init	
Address	
City	
State	NY
Zip	
Dob	/1973
Sex	M
Lic Num	35
Lic State	NY
Arrest Type	1
Cvh Ind	
Viol Dt	11/04/1999
Viol Tm	00:00:00.000
Dispo Cd	
Dispo Dt	
Alc Drug Cd	
Alc Drug Typ	

3.3. TSLED Error Report

The *TSLED Error Report* tab brings you to a report listing any errors found by DMV in your TSLED uploads.

3.3.1. Options

Run Report

Row Order Options

Sort Report By:

1. [_____ ▼] [Ascending ▼]
2. [_____ ▼] [Ascending ▼]
3. [_____ ▼] [Ascending ▼]
4. [_____ ▼] [Ascending ▼]
5. [_____ ▼] [Ascending ▼]
6. [_____ ▼] [Ascending ▼]

Note

The functioning of the sortable report screens in the CDR application is described in detail in Section 2.3.1, "Options". Please refer to that section for an explanation of how to use this screen.

3.3.2. Results

The error report displays all records that failed DMV's TSLED validations. The sample error report shown below was created with default sorting options and font size. When no sorting options are selected, the report will be sorted in date order.

TSLED Error Report For Williamsville Village Court NY014141J From 1/1/2000 to Present

Judge	Error Dt	Ticket #	Def Name	Field Name	Bad Value	Error
14436	09/27/2004	LJ2		COURT	NOT COURT OF RECORD	INVALID COURT CODE
14436	09/27/2004	LN9		COURT	NOT COURT OF RECORD	INVALID COURT CODE
14436	09/27/2004	LN9		COURT	NOT COURT OF RECORD	INVALID COURT CODE
14436	09/27/2004	LN9		NOT SCOFFABLE	DISPOSITION NOT ON RECORD	FNC DISPO ENTRY REQUIRED
14436	09/27/2004	LP6		NOT SCOFFABLE	DISPOSITION NOT ON RECORD	FNC DISPO ENTRY REQUIRED
14433	09/27/2004	LP6		NAME	HAYWARD AMY R	NAME DOESNT MATCH TSLED

Each line of this report lists one ticket which failed validation in some way. A single ticket may appear multiple times if more than one error was found. You should refer to the *Error* column for a description of each problem as well as to the *Field Name* to see which field caused the error. The current (invalid) value of that field is shown in the *Bad Value* column for your reference along with the defendant's name, the ticket number, and the date of the error. The *Ticket #* field is a link which you may click to see the

full ticket details for that ticket. (see Section 3.3.3, "Ticket Details").

You should update your court records to correct the errors listed for each ticket then perform another TSLED Upload (see Section 3.1, "Upload TSLED"). As errors are corrected, the tickets will be removed from your Error Report. If after making corrections on a ticket there are still additional errors, the remaining errors will continue to display on this report.

3.3.3. Ticket Details

Sample ticket details are shown below.

Record Type	03
Ori Number	NY014141J
Create Date	09/27/2004
Tran Type	S
Sender Info	00010072.01
Ticket Num	LJ2
Arr Agy	01451
Last Name	
First Name	
Mid Init	
Address	
City	
State	NY
Zip	
Dob	/1973
Sex	M
Lic Num	35
Lic State	NY
Arrest Type	1
Cvh Ind	
Viol Dt	11/04/1999
Viol Tm	00:00:00.000
Dispo Cd	
Dispo Dt	
Alc Drug Cd	
Alc Drug Typ	

3.4. TSLED Cases Transmitted

By selecting the *TSLED Cases Transmitted* tab, you may see how many TSLED cases were uploaded on a given day and see a listing of the tickets transmitted in each file.

3.4.1. Options

Run Calendar

Start Month January ▼   Start Year 2002 ▼
End Month ▼   End Year ▼

☞ **Note**

The functioning of Calendar type screens is described in detail in Section 2.4, "Cases Transmitted". Please refer to that section for an explanation of how to use this screen.

3.4.2. Calendar

Each number on the sample calendar shown below represents one TSLED upload file. Clicking one of the numbers displays details of the tickets contained in that upload file.

TSLED Cases Sent For Syracuse City Court ORI NY033011J

May 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12 ● 8	13 ● 8	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

3.4.3. Details

Detailed information about a TSLED upload includes the *ORI Number*, *Court Code*, and *Ticket #* for each ticket included in the upload.

Ori Number	Court Cd	Ticket #
NY033011J	323301	2D4
NY033011J	323301	2D4
NY033011J	323301	2D4
NY033011J	323301	2D4
NY033011J	323301	2D4
NY033011J	323301	2D4
NY033011J	323301	2D4
NY033011J	323301	2D4

3.5. E-mail TSLED

The *E-mail TSLED* tab, displays the screen shown below.

Click Here To E-mail DMV TSLED Staff

Clicking the *E-mail DMV TSLED Staff* link will open your default e-mail program with the e-mail address for the DMV TSLED group pre-entered. You may use this email address to ask questions or get help from TSLED staff.

3.6. Login To DMV Site

Click the *Login To DMV Site* tab, to access the screen shown below which contains three links.

OCA's website to provide courts access to New York State Department of Motor Vehicle

Logon to NYS Dept of Motor Vehicle VPASS
logon to DMV's site for Court License Search, TSLED reports and memos

Logon on to DMV Dial In

DMV Forms
All current versions of DMV forms

- *Logon to NYS Dept. Of Motor Vehicle VPASS* gives you access to DMV's site for License Search, TSLED reports and memos.

- *Logon to DMV Dial in* connects you to DMV's dial in site.

- From *DMV forms* you can download various printable DMV forms that your court may need to use.

Chapter 4. ETICKETS

# Tickets	Search for Ticket	Update as Received

Courts Receiving Tickets By District		Courts Receiving Tickets
Courts Downloading Tickets	Traffic Tickets For Your Court	

When you select the *E-TICKETS* button from the Main Menu, you will see the tabs above displayed across the top of your screen. These tabs allow you to access information on TraCS tickets that were sent for your court and to download tickets for display, printing, or to import into your traffic application for processing.

4.1. Printable Traffic Tickets

Printable traffic tickets can be easily generated by the CDR application. To print traffic tickets for your court, you should perform the following steps.

Note

This brief tutorial repeats some information listed in the later parts of this chapter. As many requests were received during CDR's development for a quick explanation of how to print tickets, this tutorial appears first even though it makes some of the later information redundant.

- Choose *E-Tickets* from the main menu.

- Choose the *# Tickets* tab at the top of your screen.

- Assuming your court has more than zero pending tickets, click on the count of tickets. (If your court has 42 tickets, click right on the number 42.)

- Click the *Run Report* button.

- Above the listing of ticket details, click the *Print All With Supporting Depositions* link. A new window will open showing all printable tickets and their supporting depositions complete with signature images. You may need to wait a bit for this screen to finish loading as it can take some time if you have a lot of traffic tickets.

- Choose *File → Print...* in your browser. All tickets should start printing.

Warning

In order for printable tickets to display properly, you must set your browser's *Page Setup* options so that the print margin on all four sides of the page is 0.25 inches. If your margins are set incorrectly, traffic tickets will print on two pages each and will be unuseable for court purposes. See Section 1.4, "Print Margin Setup" for instructions on setting the print margins for various browsers.

4.2. # Tickets

The *# Tickets* tab, is your starting point for printable traffic tickets.

4.2.1. Overview / Ticket Count

This screen displays the number of pending traffic tickets available for your court. Only tickets that have not already been updated as received (see Section 4.4, "Update as Received") are included in this count.

TRAFFIC COURT TICKETS

Number of Records

49

Click Here to Create Download File

The very first time that your court accesses E-Tickets, it's likely that the number of tickets listed will be quite a bit larger than the actual number of tickets available for printing. Only tickets issued since approximately January 2005 contain the digital signature image necessary to produce printed tickets. The first time your court accesses CDR, this count will also include all older unprintable tickets issued for your court.

Once you run the Update as Received process once (see Section 4.4, "Update as Received"), these extra tickets will be removed from the count. After that point, your ticket count will only show new tickets that can actually be printed. Please be aware that the Update as Received process runs on a nightly basis. After updating your current tickets as received, your ticket count will not be corrected until the next day.

The number displayed is a link that will display detailed information for your pending tickets. Clicking the count of tickets is the second step for printable tickets.

Below the ticket count is a link entitled *Click Here to Create Download File*. Clicking that link will provide a downloadable file containing all the pending tickets for your court. This file is suitable for importing data into your court's traffic application.

4.2.2. Options

After clicking the number of available tickets, you will see the sorting options screen below.

Run Report

Row Order Options:

Sort Report By:

1. [_____ ▼] [Ascending ▼]
2. [_____ ▼] [Ascending ▼]
3. [_____ ▼] [Ascending ▼]
4. [_____ ▼] [Ascending ▼]
5. [_____ ▼] [Ascending ▼]
6. [_____ ▼] [Ascending ▼]

Note

The functioning of the sortable report screens in the CDR application is described in detail in Section 2.3.1, "Options". Please refer to that section for an explanation of how to use this screen.

Click the *Run Report* button to display sorted details for your tickets and to access the printable tickets screen.

4.2.3. Results

The *Traffic Court Tickets* report is shown below. Clicking each *Ticket #* field will display a printable ticket and supporting deposition (including signatures) in a new browser window. You may view or print the ticket from the new window, then close the window to return to this details screen.

Traffic Court Tickets

Print All Tickets Print All WITH Supporting Depositions

First Appear Dt	Ticket #	Name	Charge	Description	Sup Dep
EC/-0/29-D	2D1		VTL0375 42 0I0	UNLAWFUL SPEEDOMETER	Non-SpeedingGen101a
AN/-0/05-J	2D1		VTL1128 0A 0I0	MOVED FROM LANE UNSAFELY	NONE
EC/-0/20-D	2D4		VTL1180 0D 0I0	SPEED IN ZONE	Speeding Gen101
EC/-0/20-D	2D4		VTL1180 0B 0I0	SPEED OVER 55 ZONE	Speeding Gen101
EC/-0/28-D	2D7		VTL1180 0B 0I0	SPEED OVER 55 ZONE	Speeding Gen101

Tip

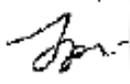Above the individual listing of tickets are two links: *Print All Tickets* and *Print All WITH Supporting Depositions*. Clicking those links will open a new window with printable tickets (with or without supporting depositions) for all pending tickets for your court. From this new window, you can easily print all pending tickets in one step.

4.2.4. Printable Ticket

Part of a printable ticket is shown below.

New York State - Department of Motor Vehicles
SIMPLIFIED INFORMATION/CERTIFICATE CONCERNING VIOLATION OF LAW RELATIN

2D1	POLICE AGENCY **NEW YORK STATE POLICE**		Date of Arraignme
The people of The State of New York VS.	Local Police Code		Court Adjournmen
Last Name (Defendant)	First Name	M.I. **D**	
Number and Street		Photo Lic Shown **Yes**	Date From
City **N SYRACUSE**	State **NY**	Zip Code **13212**	Oper Owns Veh **N**	Lic. Class **DM**	
Client ID Number **41**		Sex **M**	Date Expires **/13**	
Lic. State **NY**	Date of Birth **/79**	Veh. Type **P**	Year **2003**	Make **FORD**	Color **BK**	
Plate Number **24**	Reg. State **NY**	Registration Expires **/2005**				Bail
						Refund
						Fine
						Surcharge

THE PERSON DESCRIBED ABOVE IS CHARGED AS FOLLOWS

Time **1:53:00 PM**	Date **11/26/04**	IN VIOLATION OF **Vehicle and Traffic Law**		
Violation Section **37542**		Tr Inf / Misd / Fel **Infraction**	MPH **0**	MPH Zone **0**
Description of Violation **UNLAWFUL SPEEDOMETER**		US DOT#		
		Com Veh	Bus	Haz Mat
C/T/V Name **SYRACUSE CITY COURT**		County **ONONDAGA**	Hwy Type **1**	NCIC/ORI **13301**
Street Name **I81S**		Hwy. No. **81**	Loc. Code **3401**	

Officer's Signature Affirmed Under Penalty of Perjury

Officer Operating Radar Signature

**SECTION
AND TRAF
THAT DEF
CASES, M
SUBSTAN**

*A plea of guilty to
conviction after tria
you be liable to a p

Warning

In order for printable tickets to appear correctly, you must set your print margins to 0.25 inches on all four sides before printing. If you see single tickets appearing on two separate pages, then your print margins are probably set incorrectly. See Section 1.4, "Print Margin Setup" for instructions on setting the print margins for various browsers.

4.2.5. Printable Supporting Deposition

Part of a printable supporting deposition is shown below.

**SUPPORTING DEPOSITION / CPL 710.30(1)(A) NOTICE TO
SUPPORT SIMPLIFIED TRAFFIC INFORMATION
LOCAL CRIMINAL COURT**

County of **ONONDAGA**

**STATE OF NEW YORK
THE PEOPLE OF THE STATE OF NEW YORK
VS**

UTT NUMBER **2D110**

Officer **T** of the **NEW YORK STATE POLICE**
a Police Officer and the Complainant alleges that the Defendant committed a v

1. (Law/Section/Subsection) **37542**
2. Description of Violation **UNLAWFUL SPEEDOMETER**
3. Date **11/26/04** Time **1:53:00 PM** C/T/V of **CITY OF SYRACUSE**
4. Vehicle Year **2003** Make **FORD** Color **BK**
5. General Direction of Travel by Defendant **NOT SENT**
6. Highway (Type/Name) **1 I81S**
7. Charge based on Officer's **DIRECT OBSERVATION**
8. Additional Information

4.3. Search for Ticket

You may search for any ticket issued for your court using the ticket number.

4.3.1. Options

Enter the ticket number in the *Ticket Number* field.

| Run Report |

Ticket Number |2D1

4.3.2. Results

Traffic Court Ticket

First Appear Dt	Ticket #	Name	Charge	Description	Sup Dep
12/29/2004	2D11		VTL0375 42 0I0	UNLAWFUL SPEEDOMETER	Non-Speed

Clickable Ticket Number and Deposition Type will display a printable ticket or deposition (see Section 4.2.4, "Printable Ticket").

4.4. Update as Received

Once you have printed the pending tickets for your court, you should select the *Update as Received* tab and click on the button shown below.

Remove Old Ticket Records From Download

This will trigger a nightly process that clears tickets from your 'pending' file and resets the ticket count on the *# Tickets* screen. You can always lookup these older tickets either by searching for a specific ticket number (see Section 4.3, "Search for Ticket") or by browsing through the *Traffic Tickets for your Court* calendar (see Section 4.8, "Traffic Tickets For Your Court").

4.5. Courts Receiving Tickets By District

The *Courts Receiving Tickets By District* tab displays a report of the number of tickets pending, downloaded, and total for each court in the state, grouped by judicial district.

4.5.1. Options

Enter the first date for which you want to see tickets for in YYYYMMDD format. Tickets will be counted from the date you enter through the present date.

Run Report

Enter Starting Date in (YYYYMMDD) Format   20050101

4.5.2. Results

Ticket counts grouped by judicial district and county.

Courts Receiving E-Tickets By District

Judical Dist	County Name	Court Name	Court Ori	# Available	# Downloaded	Total # of Tickets
3	ALBANY	ALBANY CITY COURT	NY001011J10		0	10
		ALBANY TRAFFIC COURT	NY001291J104		0	104
		BERNE T.J.	NY001271J1		0	1
		BETHLEHEM T.J.	NY001061J101		0	101
		COEYMANS T.J.	NY001101J48		0	48
		COLONIE T.J.	NY001131J74		0	74
		GUILDERLAND T.J.	NY001211J51		0	51
		KNOX T.J.	NY001181J1		0	1
		MENANDS A.J.	NY001081J33		0	33
		NEW SCOTLAND T.J.	NY00107117	11		18

4.6. Courts Receiving Tickets

The *Courts Receiving Tickets* report lists the number of tickets pending, downloaded, and total sorted by court name.

Courts Receiving Etickets

Court Ori	Court Name	# Available	# Downloaded	Total # of Tickets
NY022071J	ADAMS T.J.	55	0	55
NY022081J	ADAMS V.J.	7	0	7
NY014351J	AKRON V.J.	107	0	107
NY018111J	ALABAMA T.J.	3	187	190
NY001011J	ALBANY CITY COURT	58	130	188
NY001291J	ALBANY TRAFFIC COURT	1,284	0	1,284
NY036011J	ALBION T.J.	185	0	185
NY036071J	ALBION T.J.	174	0	174
NY036111J	ALBION V.J.	135	0	135

4.7. Courts Downloading Tickets

Courts Downloading Tickets shows the total number of tickets downloaded by each court, sorted by county.

Courts Downloading E-Tickets

County Name	Court Ori	Court Name	Total # of Tickets
ALBANY	NY001011J	ALBANY CITY COURT	58
ALBANY	NY001041J	COHOES CITY COURT	21
ALBANY	NY001051J	WATERVLIET CITY COURT	67
ALBANY	NY001061J	BETHLEHEM T.J.	814
ALBANY	NY001071J	NEW SCOTLAND T.J.	39
ALBANY	NY001081J	MENANDS A.J.	296
ALBANY	NY001091J	RAVENA V.J.	120
ALBANY	NY001101J	COEYMANS T.J.	459

4.8. Traffic Tickets For Your Court

Traffic Tickets For Your Court allows you to find tickets that were downloaded by your court on a particular date.

4.8.1. Options

Run Calendar

Start Month [July ▼]   Start Year [2005 ▼]
End Month [▼]   End Year [▼]

Note

> The functioning of Calendar type screens is described in detail in Section 2.4, "Cases Transmitted". Please refer to that section for an explanation of how to use this screen.

4.8.2. Calendar

The number of tickets downloaded on each date is displayed on the calendar. Clicking the ticket count for any date displays a listing of the individual tickets for that date and allows you to reprint any tickets and/or supporting depositions.

Traffic Court Tickets For Syracuse City Court ORI NY033011J

January 2005

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 ● # Tickets 2	4 ● # Tickets 15	5 ● # Tickets 18	6 ● # Tickets 5	7 ● # Tickets 4	8
9	10 ● # Tickets 9	11 ● # Tickets 3	12 ● # Tickets 32	13 ● # Tickets 2	14	15 ● # Tickets 1
16	17 ● # Tickets 2	18 ● # Tickets 9	19 ● # Tickets 26	20 ● # Tickets 9	21 ● # Tickets 10	22
23	24 ● # Tickets 14	25 ● # Tickets 6	26 ● # Tickets 8	27 ● # Tickets 11	28 ● # Tickets 1	29
30	31					

Next

4.8.3. Details

Traffic Court Tickets For Syracuse City Court ORI NY033011J

Status	Ticket #	Name	Charge	Printable Ticket
Q	2D860		VTL0306 B 0I0	PRINTABLE TICKET
Q	2D860		VTL1229-C 03A 0I0	PRINTABLE TICKET
Q	2D860		VTL0511 2AA UM2	PRINTABLE TICKET
Q	2D860		VTL1229-C 03A 0I0	PRINTABLE TICKET
Q	2D860		VTL1229-C 03A 0I0	PRINTABLE TICKET
Q	2D860		VTL1229-C 03A 0I0	PRINTABLE TICKET
Q	2D860		VTL1229-C 03A 0I0	PRINTABLE TICKET
Q	2D860		VTL1229-C 03A 0I0	PRINTABLE TICKET
Q	2D860		VTL1229-C 03A 0I0	PRINTABLE TICKET
Q	2D860		VTL0306 B 0I0	PRINTABLE TICKET

Clickable Ticket Number and Deposition Type will display a printable ticket or deposition (see Section 4.2.4, "Printable Ticket").

Chapter 5. DCJS

When you click the *DCJS* button from the Main Menu, you will see the tabs above across the top of your screen. These tabs allow you to connect to the DCJS website, e-mail DCJS, or view the PT-180 report sent from DCJS.

5.1. Log On to DCJS

When you click the *Log On to DCJS* tab, you will see the screen below.

Click the provided link to access the DCJS home page.

5.2. E-mail DCJS

The *E-mail DCJS* tab provides a link to easily contact the DCJS help center.

Clicking the provided link will open your default e-mail program with the e-mail address for the DCJS help center pre-entered.

5.3. PT §180 Report

When you click the *PT §180 Report* tab, you can access a report provided by DCJS that shows all cases from your court for which DCJS does not have a disposition and that are more than one year old. These cases are potential CPL §180 cases that were not prosecuted. If the court finds that one or more of the cases on this report are CPL §180 cases, those cases should be sent with a PT 180 disposition.

5.3.1. Options

Run Report

Row Order Options:

Sort Report By:

1.	[▼]	Ascending ▼
2.	[▼]	Ascending ▼
3.	[▼]	Ascending ▼
4.	[▼]	Ascending ▼
5.	[▼]	Ascending ▼
6.	[▼]	Ascending ▼

General Options

Maximum Rows/Page 50

Note

The functioning of the sortable report screens in the CDR application is described in detail in Section 2.3.1, "Options". Please refer to that section for an explanation of how to use this screen.

5.3.2. Results

The sample PT §180 report shown below lists details for each case and the top charge for each defendant. The *Name* field links to a more detailed screen for each defendant which also lists any lesser charges for the case.

Potential CPL §180.85 Cases Identified by DCJS For Dutchess County Court NY013013J

Name	DOB	Case #	CJTN	Nysid #	Arrest #	Arrest Dt	Crime Dt	Lower Ct	L
	/1953	000	000			11/21/2000	11/21/2000		
	/1964	010	000			12/30/1990		NY013461J	P
	/1927	009	015			07/20/1992	07/20/1992	NY013351J	
	/1941	021	084			03/03/1990	03/03/1990		
	/1973		084			09/15/1990	09/15/1990	NY0130811	4

5.3.3. Details

This detailed listing for a single defendant includes all available information on the case.

Potential CPL §180.85 Cases Identified by DCJS For Dutchess County Court NY013013J

Name	
AKA	
Birthdate	/1953
Docket	000
CCN	000
Nysid #	036
Arrest #	
Arrest Date	11/21/2000
Crime Date	11/21/2000
Arrest Agency Name	NYSP Wappinger Falls
Lower ORI	
Lower Docket	
Charge 1	
Charge 2	
Charge 3	
Charge 4	

Chapter 6. Dictionaries

Charges | **Courts**

The *Dictionaries* button on the Main Menu, displays the tabs shown above across the top of your screen. These tabs allow you to view the Charge Dictionary and the Courts Dictionary.

6.1. Charges

The *Charges* tab gives you access to a searchable dictionary of all state charges. This dictionary does not include any local charges.

6.1.1. Options

To lookup charges, you must select a law code from the *Law* drop-down. You may optionally enter any portion of the section number in the *Section* textbox. If the *Section* box is left blank, all charges in the selected law code will be displayed. Any text entered in the *Section* textbox will be matched using a wild card search. For example, entering '40' would match '40.01' '240.10' or '400.00'.

Run Report

Sort Report By:

Law PL

Section 240.25

Note

When entering a section number, you must include the period if you intend to include both the section and subsection. You may safely enter 155 or 155.25, but not 15525.

6.1.2. Results

In the listing of laws shown below, each row in the *Section* column is a link to a more detailed listing of all fields for that law.

Laws

Law	Section	Subsection	Deg	Sev	Adbm Charge	DMV Value	Description	Effective Date	Repeal Date	FP Off (Y/N)	C
PL	240.25	00H	1	AM	PL-240.25-0H -AM-	(null)	HARASSMENT-1ST/AS A HATE CRIME	Oct 8, 2000 12:00:00 AM	(null)	NO	6
PL	240.25	(null)	1	BM	PL-240.25 -BM-	(null)	HARASSMENT 1ST - STALKING	Nov 1, 1992 12:00:00 AM	(null)	NO	5
					PL-240.25 -V			Oct 31, 1992 12:00:00			

6.1.3. Details

This detailed listing shows all data available for a single law.

Law Ordinal	6,251
Title	PL
Section	240.25
Subsection13	00H
Subsection13	00H
Degree	1
Class	A
Nys Law Category	M
Dmv Vtcode	
Law Effective Date	Oct 8, 2000 12:00:00 AM
Repeal Date	
Ncic Code	7,099
Fp Offense	T
Law Description	HARASSMENT-1ST/AS A HATE CRIME
Mini Law Description	HARAS-1/HATE CM
Maxi Law Description	HARASSMENT-1ST/AS A HATE CRIME
Full Law Description	Harassment-1st Degree / As A Hate Crime
Vf Indicator	N
Attempted Dna Indicator	
Dna Indicator	
Attempted Class	B
Attempted Nys Law Category	M
Attempted Vf Indicator	N
Bus Driver Charge Code	9
Safis Crime Category Code	0
Offense Category	240
Jo Indicator	0
Jd Indicator	0
Ibr Code	13C

6.2. Courts

From the *Courts* tab, you can lookup courts in New York State using any portion of the court name, court code, or ORI number.

6.2.1. Options

In the *Search for Court by ORI Number or Name* field, you may enter any portion of the court name or ORI number then click the *Run Report* button to search.

Run Report

Query Options:

Search for Court by entering the Ori Number or the Court Name or the Court Code:

6.2.2. Results

The results of a search are shown below.

Courts

Court Name	Ori Number	Court Code
DEKALB T.J.	NY044311J	344411
ALBION T.J.	NY037341J	343701
ALBION T.J.	NY036071J	343602
ALBION T.J.	NY036011J	343601
BROADALBIN T.J.	NY017081J	341703
NEW ALBION T.J.	NY004211J	340443
ALBION V.J.	NY036111J	333601
BROADALBIN V.J.	NY017091J	331702
ALBANY TRAFFIC COURT	NY001291J	320104
ALBANY CITY COURT	NY001011J	320101
ALBANY COUNTY COURT	NY001013J	310101

The full *Court Name*, *ORI Number*, and *Court Code* are shown for each court in the state that matched the search parameters.

Chapter 7. Open Arrests

When you select the *Open Arrests* button from the Main Menu, you will see the tabs above across the top of your screen. These tabs allow you to view information on current and past open arrests for your court. Open Arrests are cases for which DCJS received an arrest record from an arresting agency but did not receive a final disposition from the court. This window can be used to help your court resolve and clean up open arrest cases that should not be open.

7.1. Open Arrests

The *Open Arrests* tab accesses a report showing all open arrests for your court from the years 1990 through 1999. More recent open arrests are listed in a separate report.

7.1.1. Options

> **Note**
>
> The functioning of the sortable report screens in the CDR application is described in detail in Section 2.3.1, "Options". Please refer to that section for an explanation of how to use this screen.

7.1.2. Results

The sample open arrest report shown below displays all available identifying information that will allow you to locate the particular arrest, send in the disposition or determine why no disposition was sent. The charge field in this report is a link that will take you to the dictionary description of that charge.

Name	Nysid #	Dob	arrest Dt	CCN	Top Charge		Sub Sev	Deg	Counts	Att	ArrestNum	DktNumber	oar_argnct	EventYr
	313	/1942	07/27/1993	0H	PL	220.39	BF	3	01				323301	1993
	579	/1962	05/17/1998	0H	PL	165.50	DF	3	01				323301	1998
	745	/1963	08/04/1995	0H	PL	140.25	CF	2	01				323301	1995
	790	/1976	08/01/1996	0H	PL	220.16	BF	3	01				323301	1996
	431	/1961	09/17/1996	0H	PL	215.15	EF	3	01				323301	1996
	458	/1964	02/03/1996	0H	PL	155.25	AM	0	01				323301	1996

7.2. OA Counts

When you select the *OA Counts* tab, you will get a report of the number of open arrests from your court during the years 1990 through 1999, the number that have been corrected and the number that are still open.

7.2.1. Options

You should enter a starting date for the OA Counts report in YYYYMMDD format.

7.2.2. Results

Open Arrest Statistics

Ori	Court Name	# Corrected	# Not Corrected	Total
NY013013J	DUTCHESS COUNTY COURT	110	938	1,048

7.3. OA w/ Warrants

The *OA w/ Warrants* report lists all open arrests in your court from the years 1990 through 1999 that have a disposition of Warrant. Typically, these are cases that have open warrants that were not resolved and are open for that reason. If there was no return on warrant, these are valid entries on the Open Arrest report and there is nothing to fix. At the bottom of this report is the total number of such cases.

Note

See Section 7.1, "Open Arrests" for images and process.

7.4. OA w/o Warrants

The *OA w/o Warrants* report lists all open arrests in your court from the years 1990 through 1999 that do not have a disposition of Warrant. Typically, these are cases that need looking into to determine why they are open and to be corrected by your court. At the bottom of this report is the total number of such cases.

Note

> See Section 7.1, "Open Arrests" for images and process.

7.5. Docketed/No warrants/Not Finished

The *Docketed/No warrants/Not Finished* report displays a subset of the report described in Section 7.4, "OA w/o Warrants". This report will give you the subset of the open arrests in you court during the period 1990 through 1999 that are not warrants and are open but have been docketed. Since they were docketed, they should be disposed. These are possible candidates of cases that were simply disposed in your court but the disposition is not on file with DCJS. At the bottom of this report is the total number of such cases in your court.

Note

> See Section 7.1, "Open Arrests" for images and process.

7.6. OA HGJ/TRANS

The *OA HGJ/TRANS* report lists all cases that are open cases from the years 1990 through 1999 and have a disposition of Held for Grand Jury or TRANS. These will include cases that have been transferred into your court from another court. On the report will be the ORI number of the court that transferred the case. This ORI number is a link. If you select this link, you will see a screen with information on the defendant and the court that transferred the case.

Note

> See Section 7.1, "Open Arrests" for images and process.

7.7. Corrected by Date

Corrected by Date is a calendar report which shows the number of cases corrected by your court each day.

7.7.1. Options

Run Calendar

Start Month | July | Start Year | 2005
End Month | | End Year |

Note

> The functioning of Calendar type screens is described in detail in Section 2.4, "Cases Transmitted". Please refer to that section for an explanation of how to use this screen.

7.7.2. Calendar

On this calendar appear numbers in the various date boxes preceded by the words, "cases corrected". These numbers represent the number of missing dispositions for your court from the years 1990 through 1999 that have been corrected on that date.

Open Arrest Cases Corrected for Dutchess County Court NY013013J

March 2005

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15 ● Cases Corrected 1	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30 ● Cases Corrected 1	31		

Next

7.7.3. Details

As in other calendars in this application the numbers displayed for each date are links. If you select one of these links, you will see the following information on the particular case that was corrected.

Argn Ct	Name	NYSID #	Dob	Arrest Date	CCN	Dkt Number	Event Yr	Corrected Dt
311302		6651	0 /1971	04/14/1991	13802	00	1991	03/15/2005

Total Row Count in Report: 1

7.8. Rejected By DCJS

Rejected by DCJS is a calendar report showing the number of cases rejected by DCJS each day.

7.8.1. Options

Run Calendar

| Start Month | March | ▼ | Start Year | 2005 | ▼ |
| End Month | | ▼ | End Year | | ▼ |

Note

> The functioning of Calendar type screens is described in detail in Section 2.4, "Cases Transmitted". Please refer to that section for an explanation of how to use this screen.

7.8.2. Calendar

In the various calendar date boxes there may appear a number preceded by the words "Cases rejected." This number represents the number of open arrest cases from your court for the period 1990 through 1999 that were rejected by DCJS on that date.

Open Arrest Cases Rejected by DCJS for Dutchess County Court NY013013J

March 2005

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 ● _Cases Rejected 1_	4	5
6	7	8 ● _Cases Rejected 1_	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 ● _Cases Rejected 1_		

Next

7.8.3. Details

The number link on the calendar screen displays a listing of the cases that were rejected with an error message giving the reason that the case was rejected by DCJS.

Open Arrest Cases Rejected by DCJS for Dutchess County Court NY013013J

Argn Ct	Name	NYSID #	Dob	Arrest Date	CCN	Dkt Number	Event Yr	Rejected Dt	Error Msg
311302		560	/1966	11/29/1999	1403	000	1999	03/03/2005	CONFLICTING DOCKET/CHARGE DISPOSITIONS

Total Row Count in Report: 1

7.9. Current 1/1/2000-Present

The *Current 1/1/2000-Present* report shows you all open arrests since 1/1/2000 for your court.

7.9.1. Options

Run Report

Row Order Options

Sort Report By:

1. [▼] Ascending ▼
2. [▼] Ascending ▼
3. [▼] Ascending ▼
4. [▼] Ascending ▼
5. [▼] Ascending ▼
6. [▼] Ascending ▼

Note

The functioning of the sortable report screens in the CDR application is described in detail in Section 2.3.1, "Options". Please refer to that section for an explanation of how to use this screen.

7.9.2. Results

This report contains all necessary identifiers for you to research the case. The defendant's name is a link which will show you the charges for the case.

Current Open Arrest Report For Dutchess County Court NY013013J From 1/1/2000 to Present

Def Name	DOB	CCN	NYSID #	Arrest Dt	Crime Dt	Arrest Num
	/1963	3007	950	02/05/2000	02/04/2000	102
	/1960	3008	954	03/09/2000	03/09/2000	101
	/1951	3008	957	04/13/2000	04/13/2000	101
	/1970	3007	952	04/14/2000	04/10/2000	103
	/1968	2821	958	03/03/2000	03/03/2000	B26

7.10. Current HGJ/TRANS

The *Current HGJ/TRANS* report shows all cases held for grand jury or transferred including cases that have been transferred to your court. In this report the *Lct ORI* field shows the ORI of the court that transferred the case. This ORI is a link to the courts dictionary which lists the court name, ORI, and court code.

Current Open Cases Transferred to Dutchess County Court NY013013J From 1/1/2000 to Present

Name	Def DOB	CCN	NYSID #	Def Arr Dt	Cas Crime Dt	Lct Ori	Lct Docket	Hgj Disp Dt
	/1968	279	544	12/11/1999	12/11/1999	NY013021J	99-	12/16/1999
	/1961	0	419	01/18/2000	01/18/2000	NY013021J	00-	01/28/2000
	/1980	0	0	03/24/2000	03/24/2000	NY013021J	00-	03/31/2000
	/1979	301	845	04/20/2000	04/20/2000	NY013021J	00-	05/16/2000
	/1966	285	521	03/25/2000	03/25/2000	NY013021J	00-	05/16/2000

Note

The functioning of the sortable report screens in the CDR application is described in detail in Section 2.3.1, "Options". Please refer to that section for an explanation of how to use this screen.

Chapter 8. OSC

Log On To OSC   **E-mail OSC**

When you select the *OSC* button from the Main Menu, you will see the tabs above across the top of your screen. These tabs allow you log onto the OSC web site or e-mail OSC. This page can be used to send your financial reports to OSC.

8.1. Log On To OSC

When you select the *Log On To OSC* tab, you will see a link that when selected will bring you to the sign-on window of the OSC web site.

OCA's website to provide courts access to the Office Of State Comptrollers web site.

Click here to Logon to Office Of State Comptrollers

8.2. E-mail OSC

Clicking the *E-mail OSC* link will open your default e-mail program with the e-mail address for the OSC support center pre-entered.

Click Here To E-mail OSC for Support

Appendix 1. Browser Configuration

The CDR application is designed to work with a variety of web browsers on different computer platforms, however some settings may need to be adjusted on your system before CDR will run correctly. As a bare minimum, your browser must support JavaScript (including pop-up windows) and frames. If you have disabled JavaScript or have a pop-up blocker installed, you will be unable to access this site. Below are browser-specific instructions for reconfiguring the following browsers:

Please note that the instructions below only cover configuring the browser applications themselves. If you have third-party pop-up blocking or Internet Security applications installed, you may also need to configure those applications to allow pop-ups and/or JavaScript from this site. With most browsers and applications it is possible to enable these features on a per-site basis. By enabling JavaScript and pop-ups only for this site, you ensure that you can access this site's functionality without exposing yourself to undesired pop-ups or other nuisances from other sites.

1.1. Internet Explorer

- Pop Up Blocker

- Enabling scripts

1.1.1. Pop Up Blocker

To enable popups in IE:

- From the menu, select *Tools → Internet Options* (**Alt-T-O**)

- Click on the *Security* tab

- Click on the *Custom Level...* button

- Find the *Use Pop-up Blocker* option and click on *Disable*
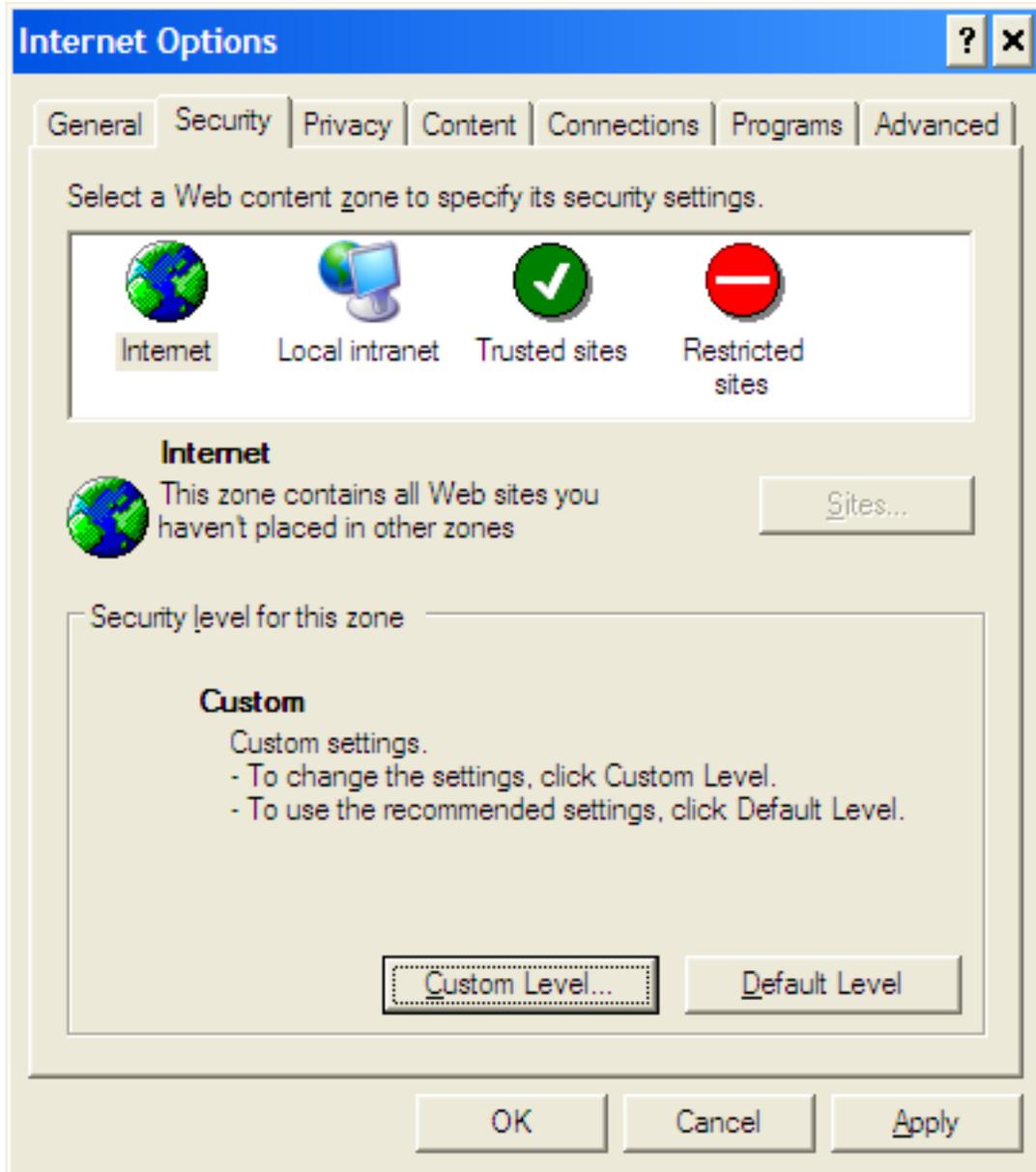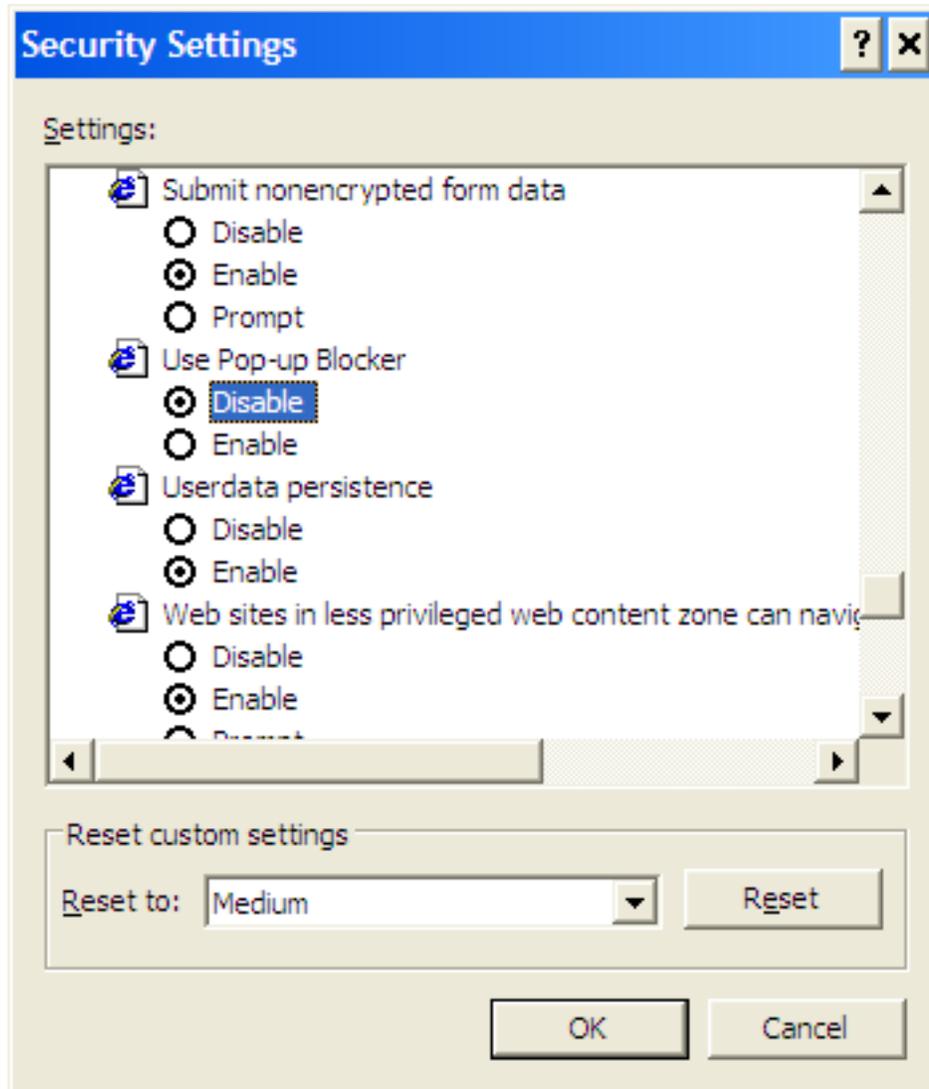
- Click on the *Privacy* tab in *Tools → Internet Options* (**Alt-T-O**)

- Uncheck the *Block Pop-ups* checkbox
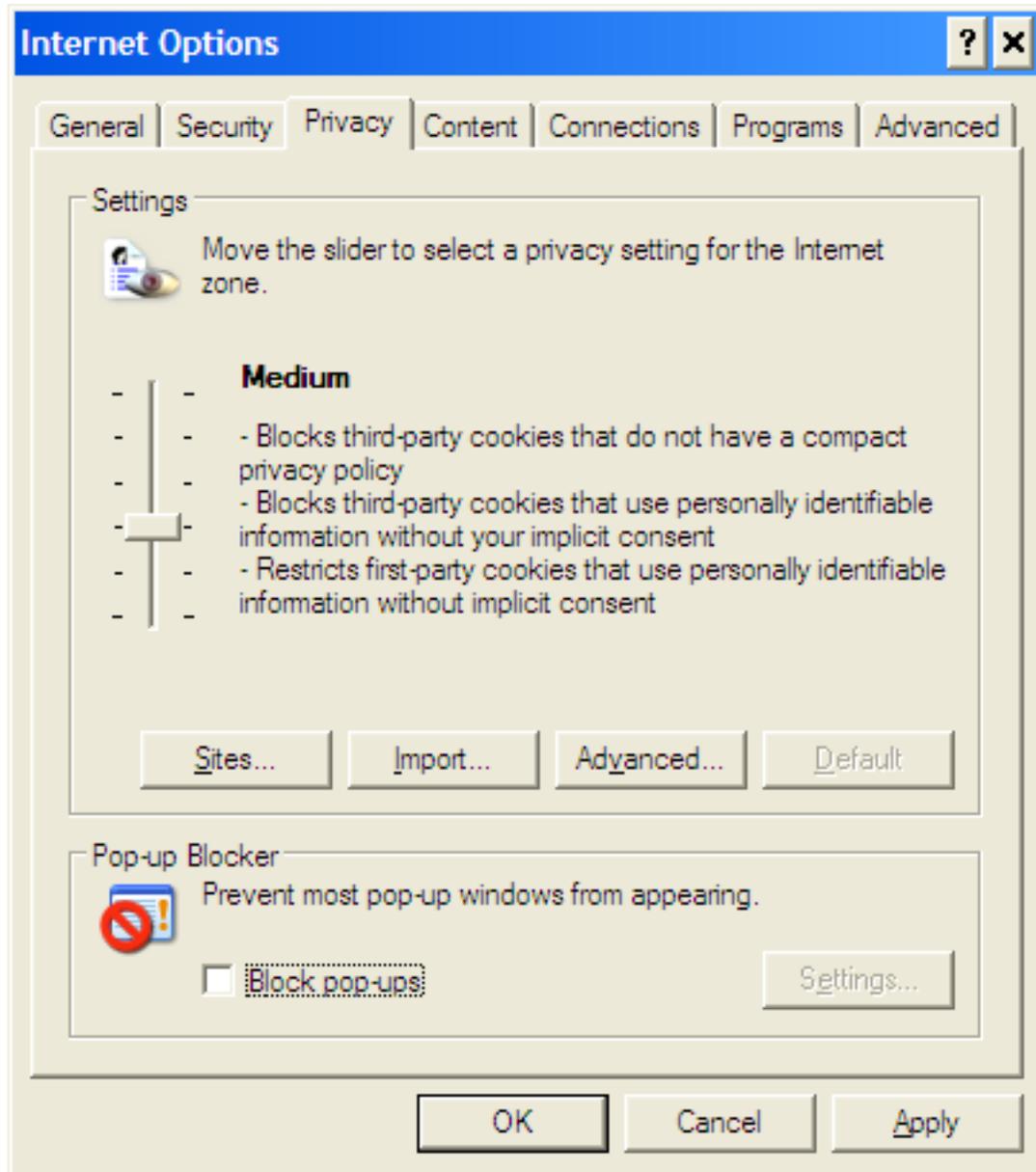
Tip

You can also enable just this site to open popup windows. To do this:

- Select *Tools → Internet Options* (**Alt-T-O**)

- Click on the *Privacy* tab

- Leave the box next to *Block Pop-ups* checked

- Click on the *Settings...* button

- Enter the website address in the *Address of web site to allow* field and click on the *Add* button

- Click *Close* to save your changes
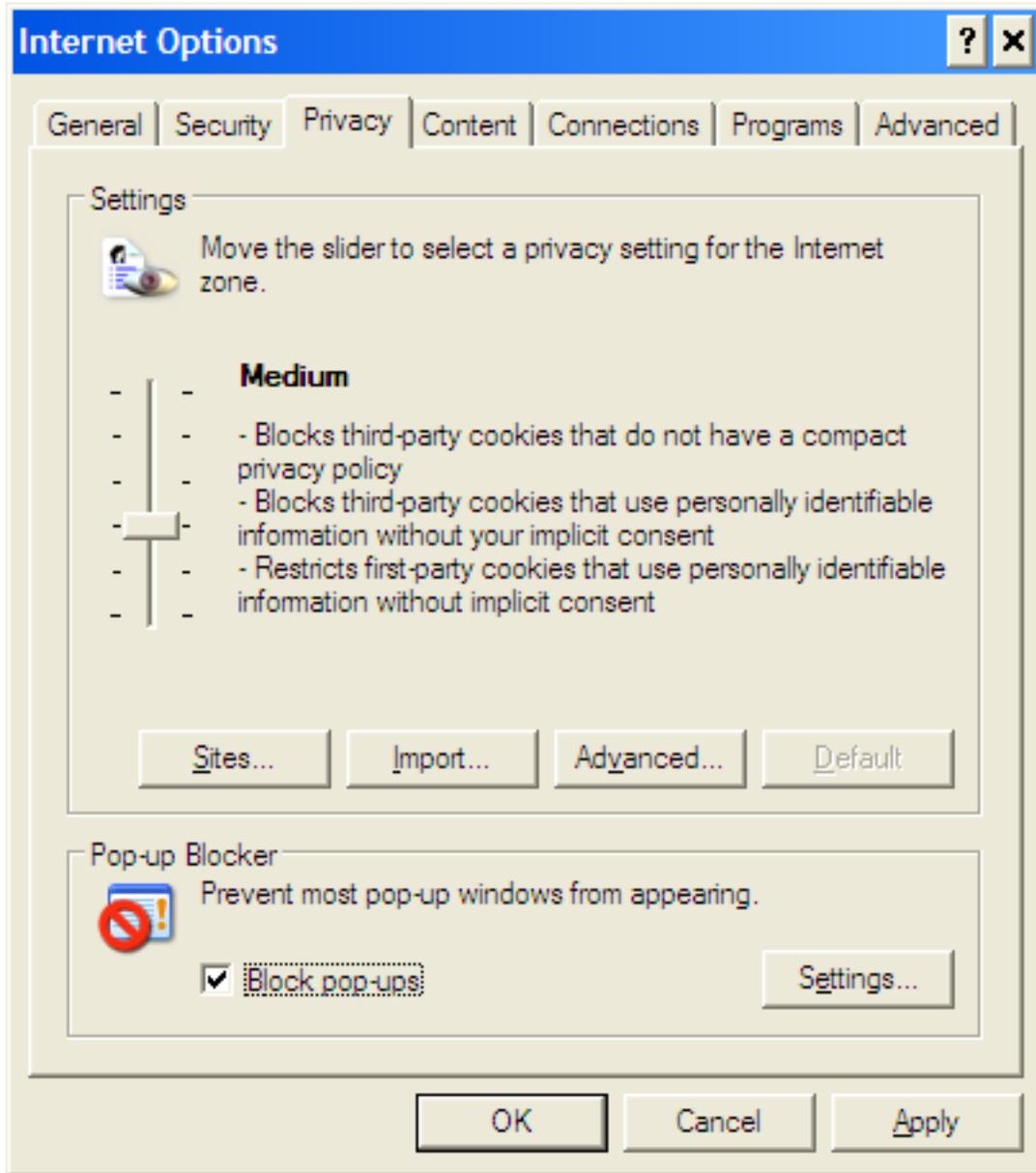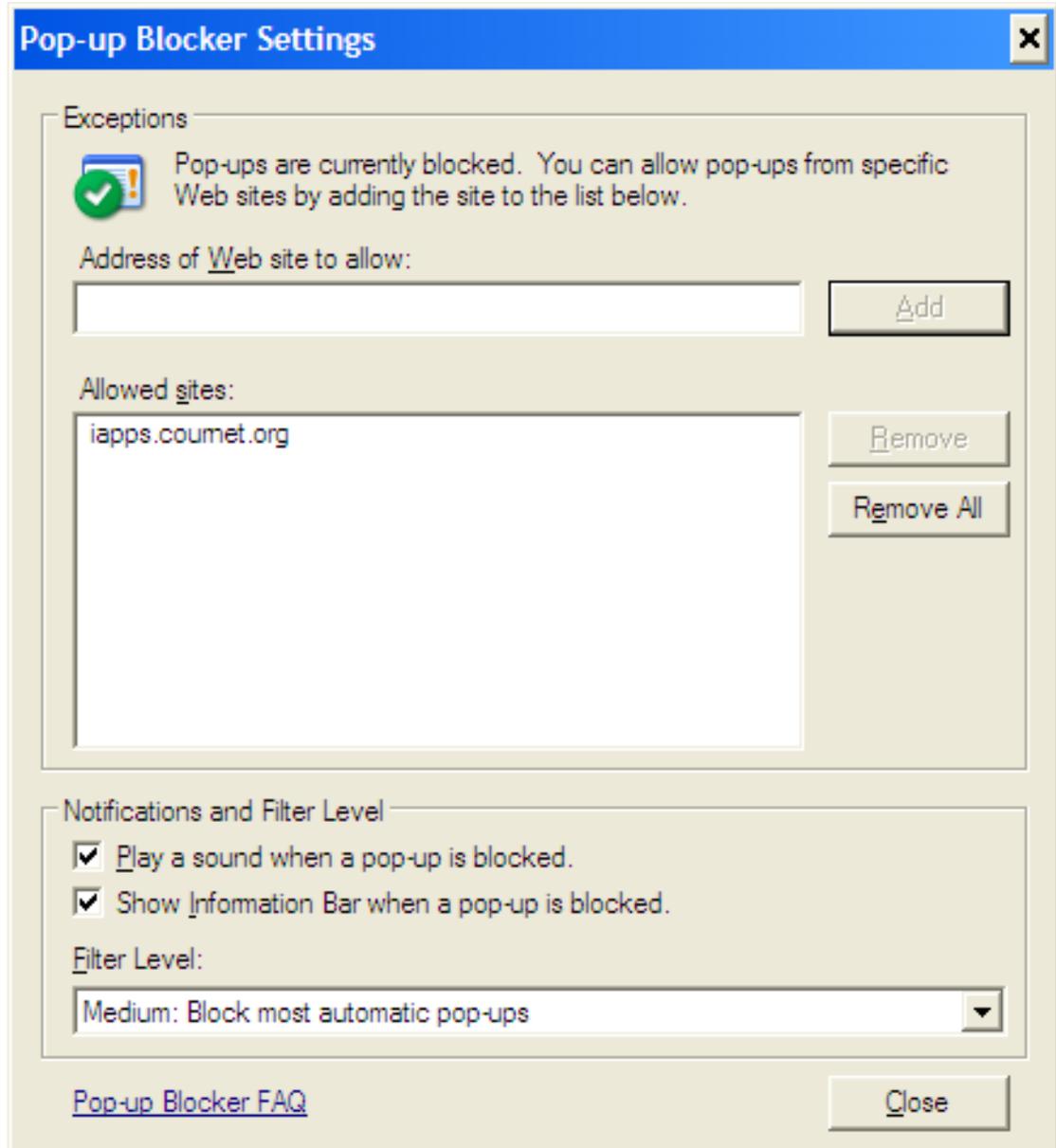
1.1.2. Enabling scripts

You need to enable JavaScript if you encounter the following message in your browser window:
This site cannot be accessed without JavaScript enabled.

This problem can be fixed by changing your IE settings as follows:

- Select *Tools → Internet Options* (**Alt-T-O**)

- Select the *Security* tab

- Click the *Internet* icon near the top of the window, then click the *Custom Level...* button at the bottom of the window.

- Find the *Active Scripting* open and make sure *Enabled* is selected.
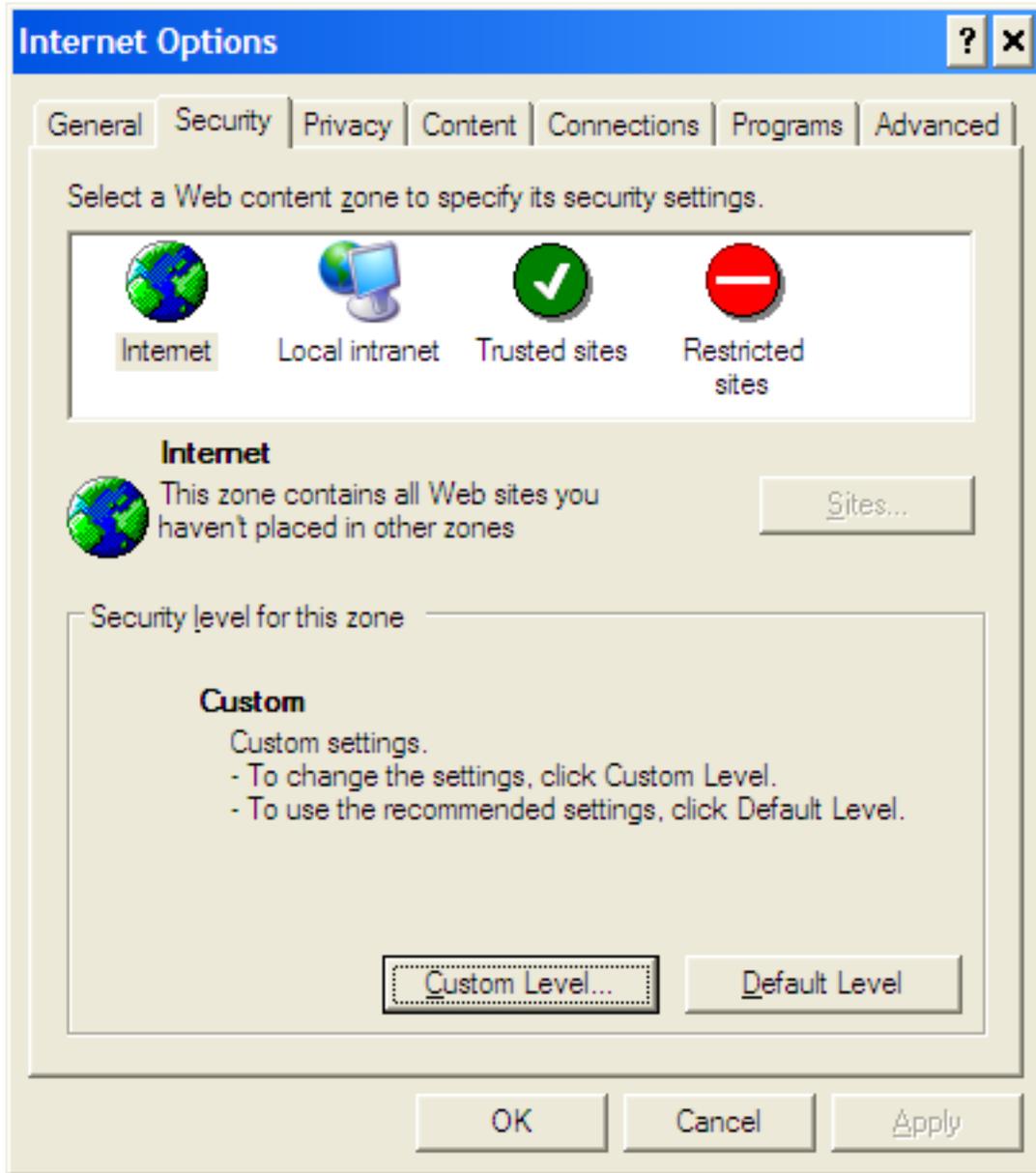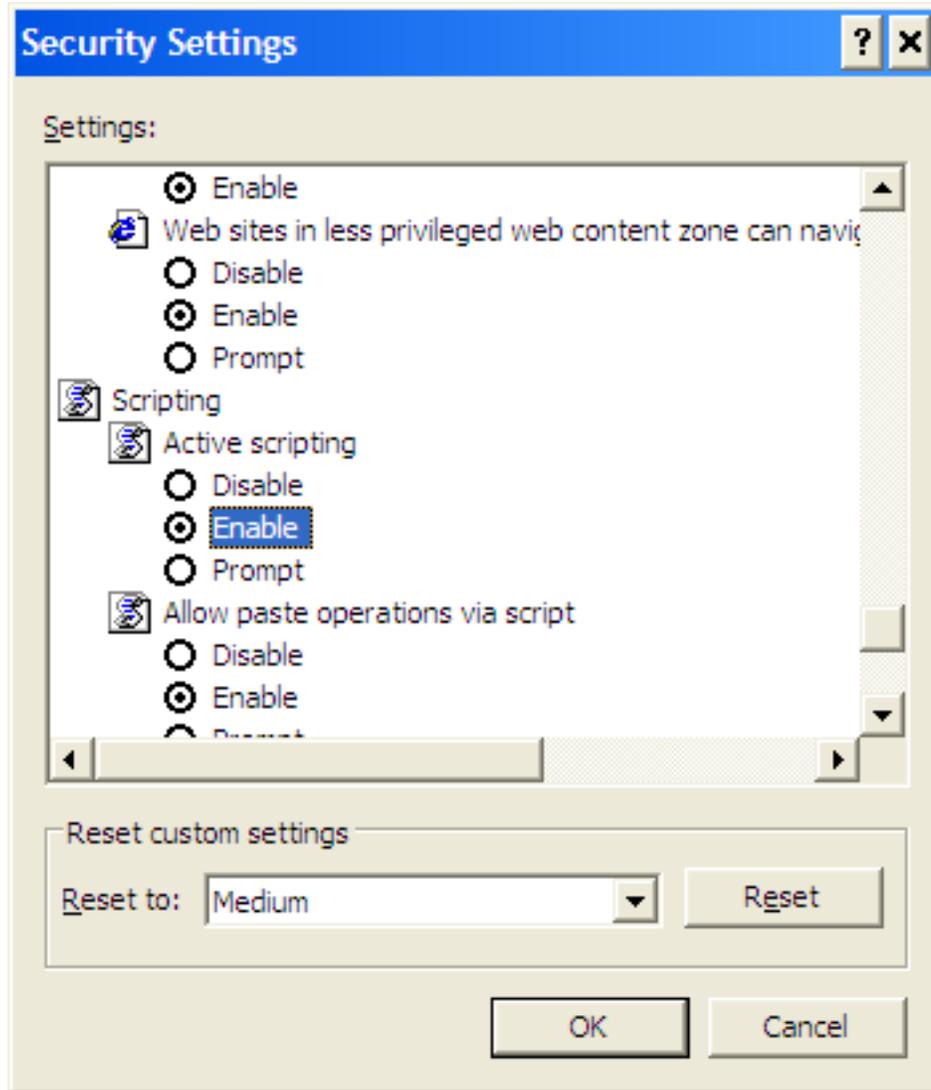
1.2. Mozilla Firefox

- Pop Up Blocker

- Enabling Javascript

- Enabling Window Status Messages (*Optional*)

1.2.1. Pop Up Blocker

You must enable popups in Firefox if you encounter the following message in your browser window:
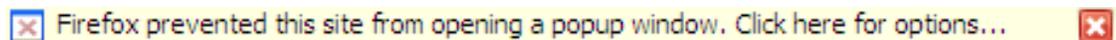
To enable popups in Firefox:

- Click on the *Click here* in the error message

- Click on *Allow popups For* to enable this site to open popup windows
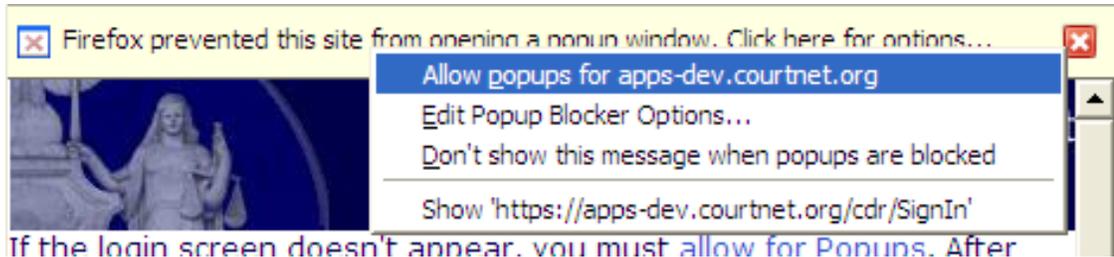
1.2.2. Enabling Javascript

You need to enable JavaScript if you encounter the following message in your browser window:
This site cannot be accessed without JavaScript enabled.

You can do this as follows:

- Select *Tools* → *Options* (**Alt-T-O**)

- Select *Web Features*

- Check the box next to *Enable Javascript*

- Click *Ok* to save your changes
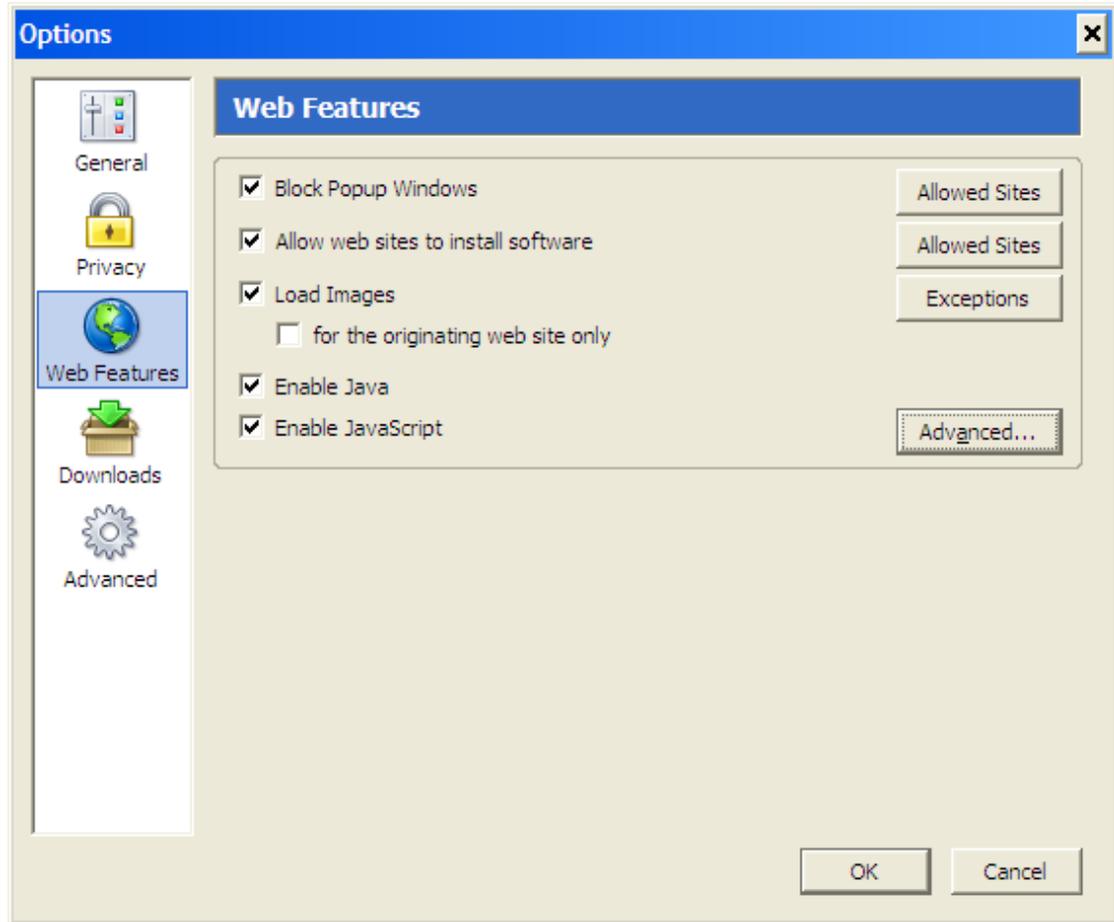
1.2.3. Enabling Window Status Messages

Note

This step is optional. This website may place some helpful hints in the status bar area, but there will never be any vital information that you couldn't live without.

To enable javascript based window status messages:

- First Enable Javascript for your browser

- Click the *Advanced* button next to the *Enable Javascript* checkbox

- Check the *Change status bar text* checkbox

- Click *Ok* to save your changes
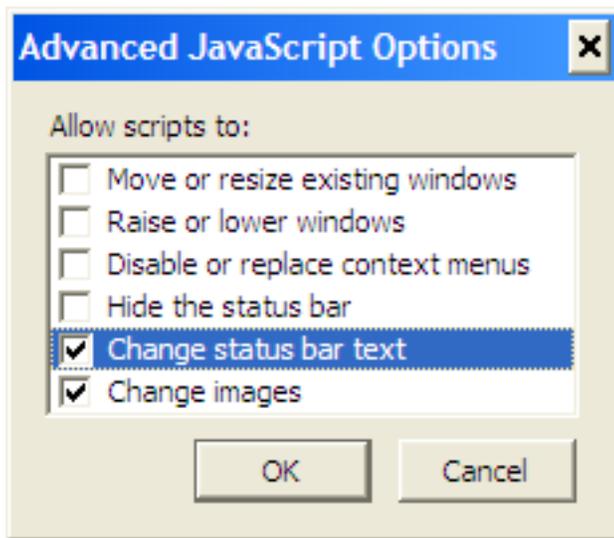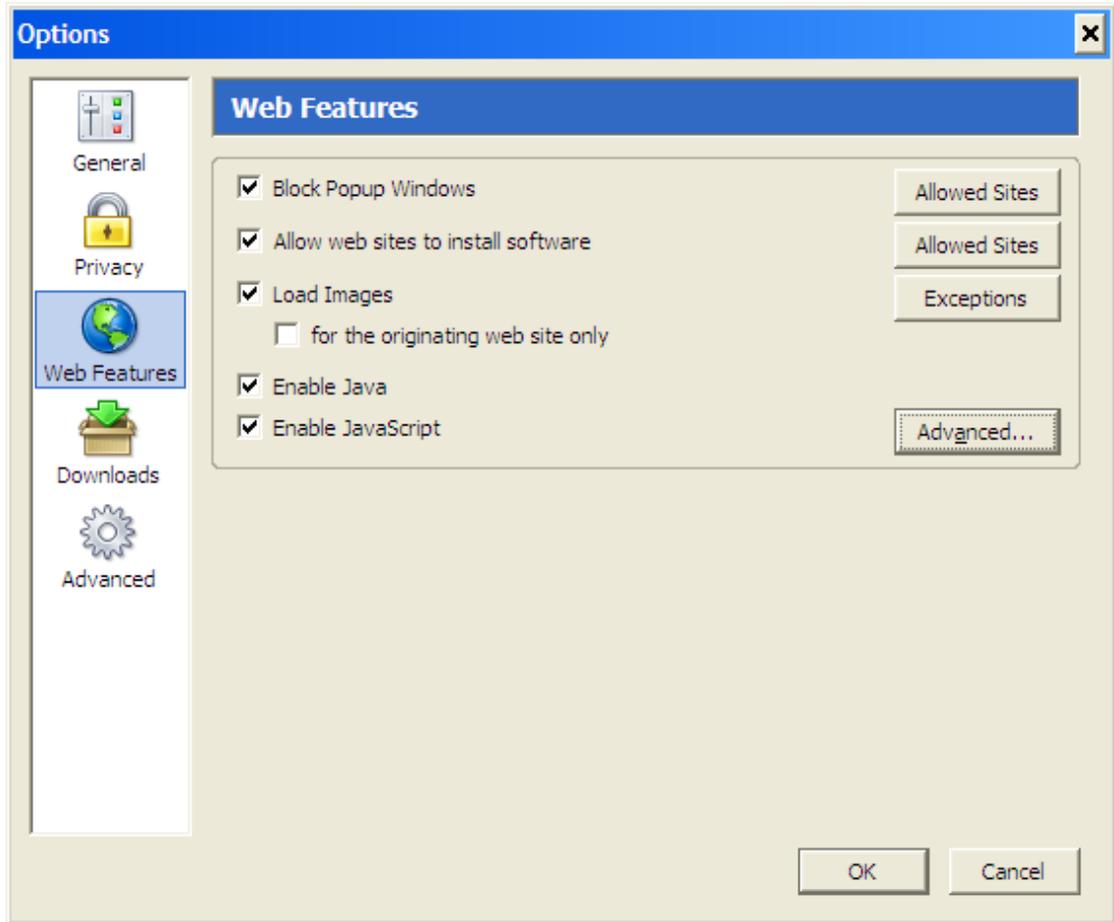
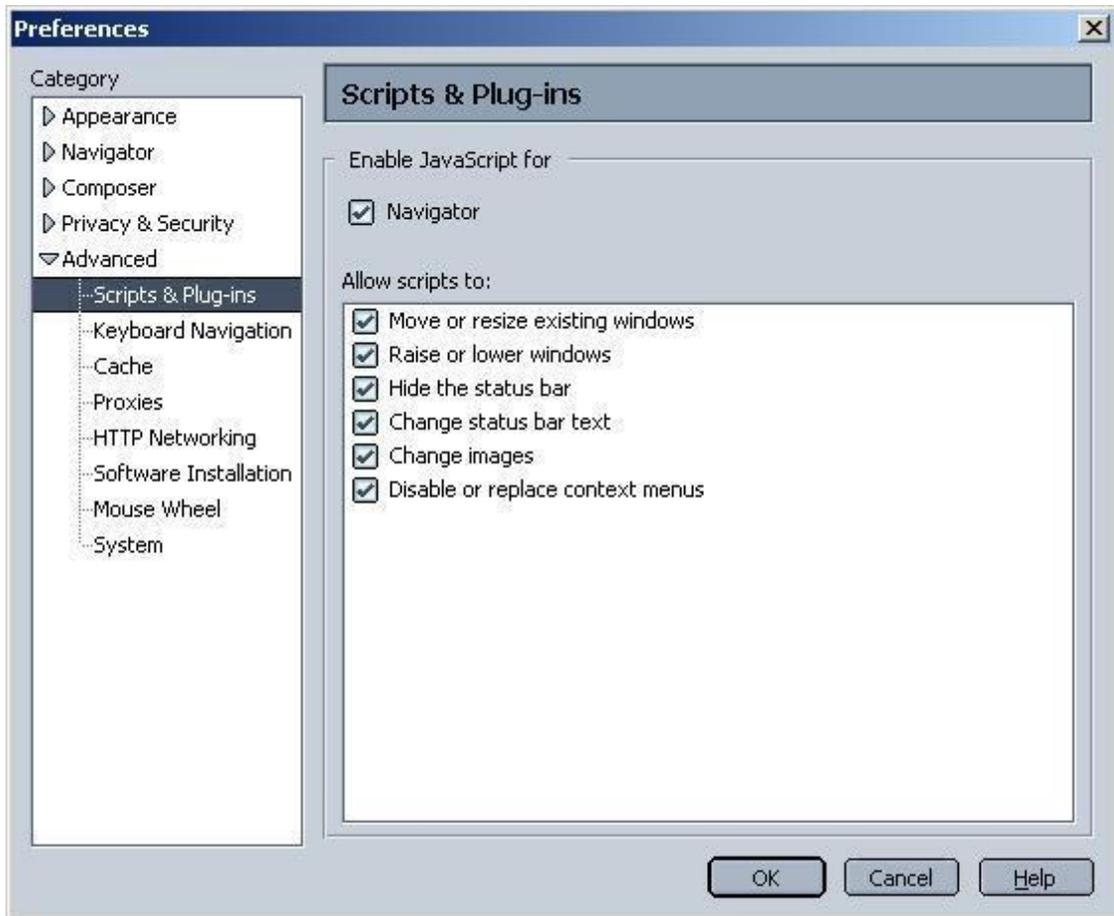# 1.3. Netscape Navigator

- Enabling Javascript

- Pop Up Blocker

- Enabling Window Status Messages (*Optional*)

1.3.1. Enabling Javascript

To enable javascript in Netscape:
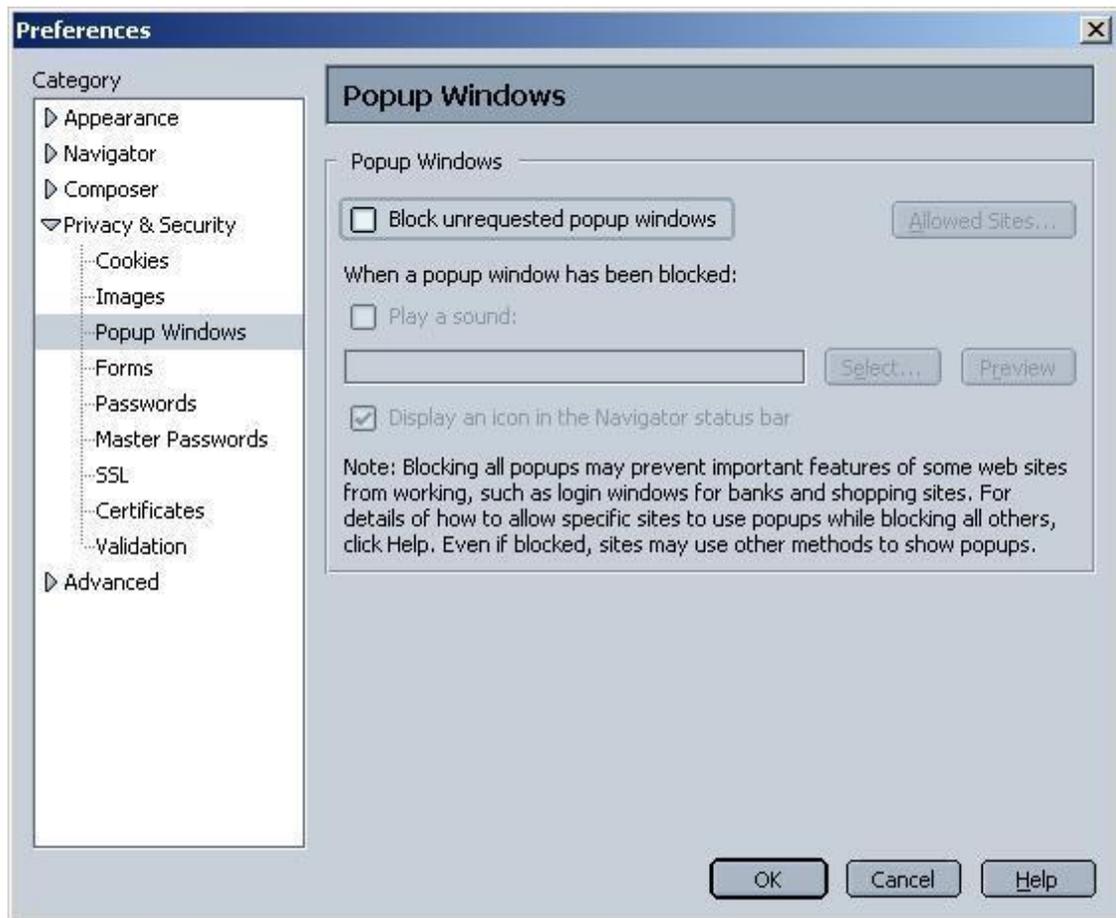
- Select *Edit → Preferences...*

- Click on *Advanced*

- Click on *Scripts & Plug-ins*

- Check the box next to *Navigator* to enable javascript

- Leave the default script options unchanged

- Click on *Ok* to save your changes

1.3.2. Pop Up Blocker

To enable popups in Netscape:

- Select *Edit → Preferences...*

- Click on *Privacy & Security*

- Click on *Popup Windows*

- Uncheck the box next to *Block unrequested popup windows* to enable popups

- Click on *Ok* to save your changes

You can also enable just this site to open popup windows. To do this:

- Select *Edit → Preferences...*

- Click on *Privacy & Security*

- Click on *Popup Windows*

- Leave the box next to *Block unrequested popup windows* checked

- Click on the *Allowed Sites...* button next to the *Block unrequested popup windows* option

- Enter the website address in the *Allow popups from the following web sites* field and click on the *Add* button

- Click *Ok* to save your changes

1.3.3. Enabling Window Status Messages

Note

This step is optional. This website may place some helpful hints in the status bar area, but there will never be any vital information that you couldn't live without.

To enable javascript based window status messages:

- First Enable Javascript for your browser

- Check the *Change status bar text* in the *Allow scripts to* options

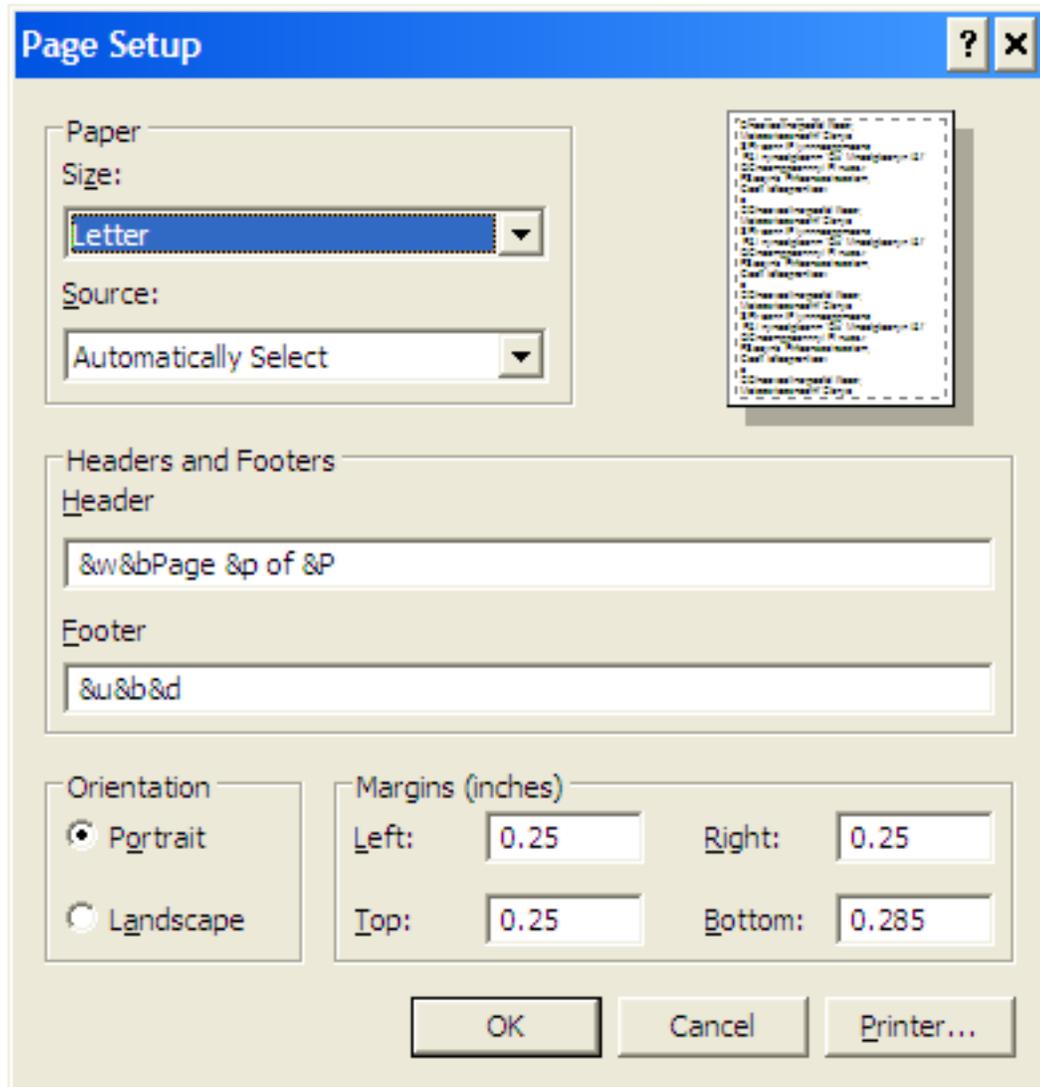- Click on *Ok* to save your changes
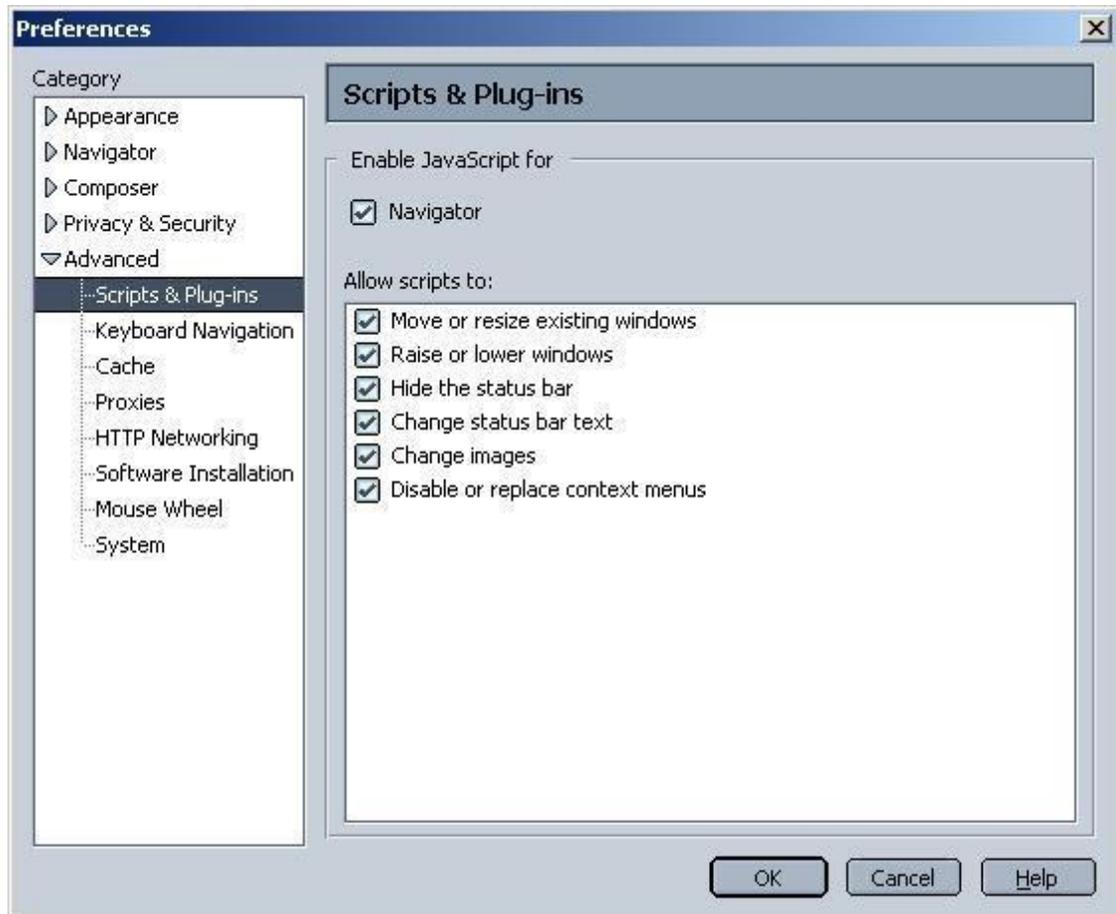
1.4. Print Margin Setup

In order for printable E-Tickets to display properly, you must set the print margins in your browser to 0.25 inches on all four sides.

1.4.1. Internet Explorer
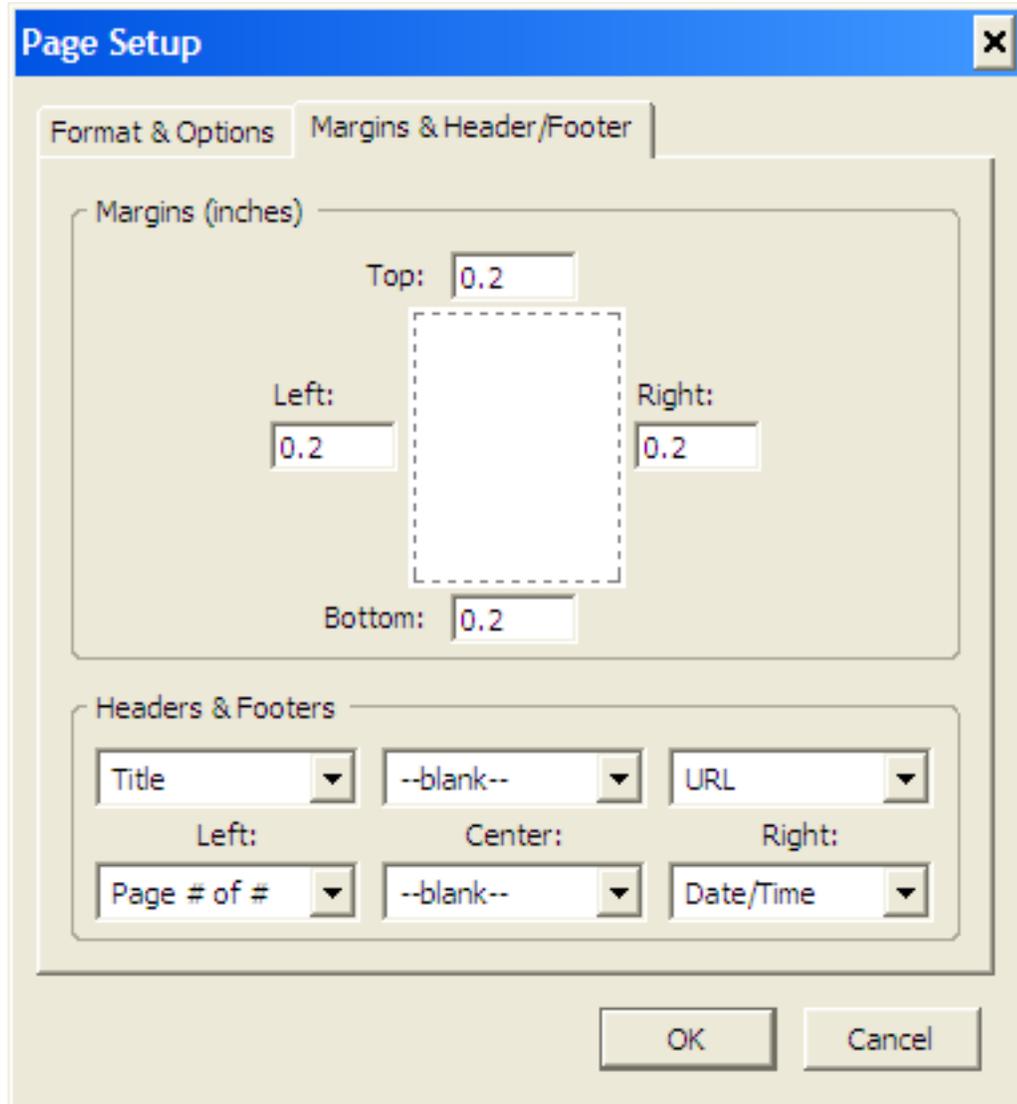
To setup print margins in Internet Explorer:

- Choose *File → Page Setup...*

- Near the bottom of the *Page Setup* dialog, you will see four textboxes labeled Left, Right, Top, and Bottom.

- Into each of these four boxes, enter "0.25" (without the quotes).

- Click the *OK* button.

You are now ready to print E-Tickets. IE will remember your margin settings, so you should not need to make these changes again in the future.

1.4.2. Mozilla FireFox

To setup print margins in Mozilla FireFox:

Page Setup ✕

Format & Options | Margins & Header/Footer

Margins (inches)

Top: `0.2`

Left: `0.2`   Right: `0.2`

Bottom: `0.2`

Headers & Footers

Title ▼	--blank-- ▼	URL ▼
Left:	Center:	Right:
Page # of # ▼	--blank-- ▼	Date/Time ▼

[OK]   [Cancel]

- Choose *File → Page Setup...*

- Select the *Margins & Header/Footer* tab.

- Around the sample piece of paper, you will see four textboxes: Top, Left, Right, and Bottom.

- Into each of these four boxes, enter "0.25" (without the quotes).

- Click the *OK* button.

You are now ready to print E-Tickets. FireFox will remember your margin settings, so you should not need to make these changes again in the future.