

WebDVS

User Manual

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1 Introduction

The Domestic Violence System was created by the Office of Court Administration (OCA) in conjunction with the New York State Police as mandated by *The Family Protection and Domestic Violence Intervention Act of 1994*. WebDVS is a web-based system used to enter information on orders of protection into the OCA database. From there it is electronically transmitted to the New York State Police Information Network (NYSPIN) system. WebDVS collects and stores all order of protection and warrant information issued by the courts of the State of New York - including all Family Courts, Criminal Courts, Supreme Matrimonial Terms, and Town and Village Justices. The system also prints the actual orders and can generate a number of reports for system users. The order data is stored for several years after the orders become inactive according to a specific records retention schedule, thus providing for inquiry into the domestic violence history of individuals. Access to this Registry is currently available to judges, courts, and other qualified agencies.

Searches into the Registry may be executed by Name, Case Number (Docket Number), Order Number, NYSID, and/or Social Security Number. They may be conducted on a statewide or regional basis, or limited to a specific court or county. An online "Order Recap," which prints all order of protection information for a given order, is available to judges to assist in the adjudication of domestic violence cases. This information can be used, for example, by a Criminal Court judge to view terms of an existing Family Court order of protection, or to validate that an active order of protection exists in another court. It also provides information on the terms and conditions of the order, and who is protected as such.

Immediately upon entry into WebDVS, select order information is transmitted to the New York State Police Information Network (NYSPIN), which is a "Hot File" repository, storing only active order of protection information. The NYSPIN system is specifically designed for inquiry purposes by law enforcement and is a tool for the Mandatory Arrest Statute enacted in January 1996. Local Law Enforcement Agencies, upon serving orders of protection, update the NYSPIN system with the associated service information. This data is immediately forwarded back to the OCA database.

2 Getting Started

2.1 Book Marking the Site

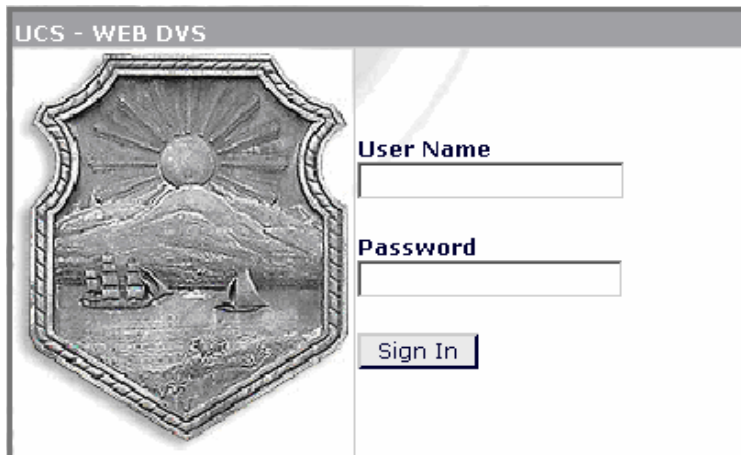
Setting a bookmark will provide easy retrieval of the WebDVS site. To set a bookmark, bring the site's initial window to the front and set a bookmark from there.

Depending on the configuration of the computer, 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 the screen (to the right of the 'Start' menu).
- Close the Login window when it appears. This will return the initial window where the user can set a bookmark. After doing so, the user may return to the Login window by clicking the browser's *Refresh* button.

2.2 Login

The Login window shown below is displayed upon first accessing the URL for the application. This Login window is shown on a background that highlights the OCA security statement. This statement explains that the application is the property of the New York State Unified Court System, and that it is to be utilized **only** by authorized users for official Unified Court System business. The statement explains that by logging onto the system, the user consents to have read, understood, and agreed to such terms.



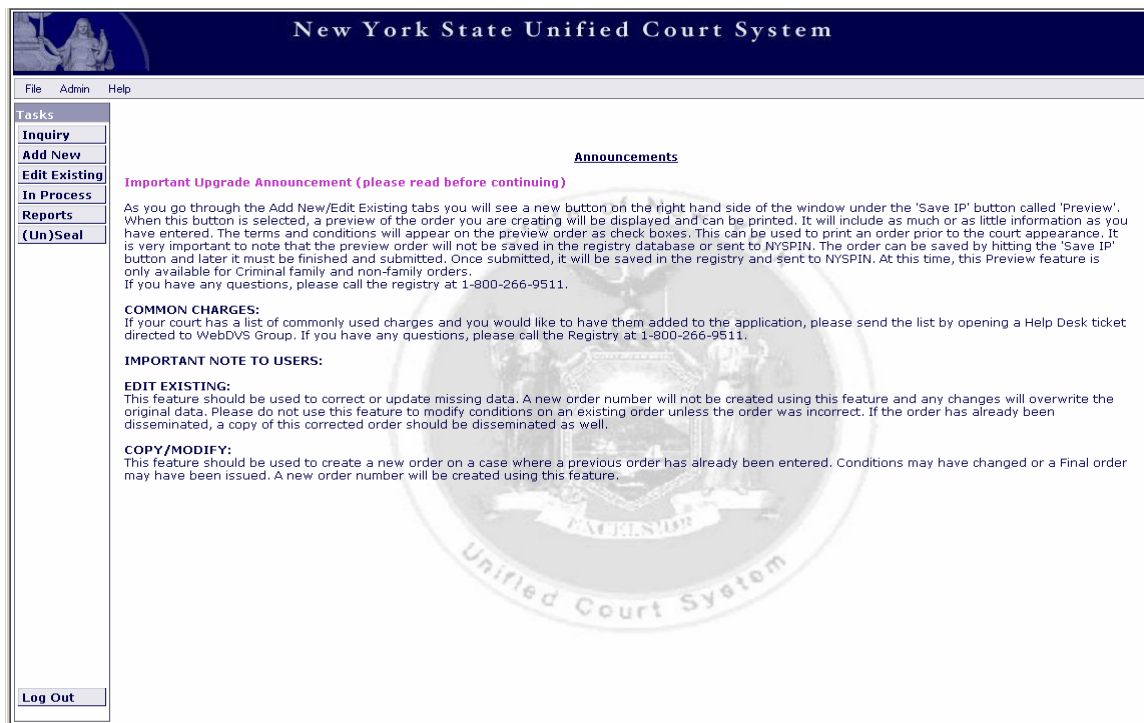
Once the Login window is displayed, enter the User Name and Password and click the *Sign In* button to begin. Logins and Passwords are assigned by the Security Administration Unit of OCA.

Note: Please be aware that both the User Name and Password are **case sensitive**.

In accordance with security standards, the user is required to change his or her Password periodically. For more information on Password change requirements, see [section 2.4.1.1 Change Password](#).

2.3 Main Menu

After successfully logging into the application, the Main Menu window is displayed as shown below. Depending on the user's security level, the user may see some or all of the buttons displayed on the left of the screen (Left Task Panel). These buttons represent the various functions that can be performed from this window.



2.4 Menu Bar

A number of the functions within this application can be accessed from a 'menu bar' similar to a standard Windows application.

2.4.1 File

From the *File* menu, the user can change his or her Password, switch to a different court (if the user's account permits access to multiple courts), or Log Out of the application.

2.4.1.1 Change Password

The user is required to change his or her Password periodically. To do so (manually) at any time, choose *File* → *Change Password* to reach the screen below:

Change Password:	
Old Password:	<input type="text"/>
New Password:	<input type="text"/>
New Password: (again)	<input type="text"/>
<input type="button" value="Change Password"/>	<input type="button" value="Cancel"/>

Enter the current (Old) Password, then type the New Password twice, and click the *Change Password* button to complete the change.

Note: Please be aware that both the User Name and Password are **case sensitive**.

In accordance with security standards, the Password expires after 60 days. The system maintains a history of the user's previous Passwords, so the user cannot 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 (!@#\$%^&*()-_+=<>?/[{}])

2.4.1.2 Change Court

If the user's account permits access to multiple courts, the user may change the current active court by choosing *File* → *Change Court*. Select the desired court from the list displayed, and then click the *Change Court* button to activate the selection and return to the Main Menu. Clicking the *Cancel* button returns the user to the Main Menu without changing the current court.

2.4.1.3 Log Out

When finished using the WebDVS application, the user should log out so that no other person may use that account. To do so, choose *File* → *Log Out* or click the *Log Out* button at the bottom left side of the screen.

2.4.2 Admin

From the *Admin* menu, (with the proper security level), it is possible to delete an Order Number or Case Number, or change an Order Number or Case Number.

2.4.3 Help

The *Help* menu provides access to information on what setting to use for various popular browsers, such as Internet Explorer or Firefox. There are explicit instructions on how to use the Inquiry features of this application, as well as a demonstration of the application. Additionally, a copy of this User Manual is available for view and print, and the HelpDesk contact number is listed if further assistance is needed.

2.4.4 Announcements

Announcements are added and updated on the Main Menu whenever enhancements are added to the WebDVS application or information needs to be relayed to system users.

3 Add New

The Add New function is used to enter a new order. From the Main Menu, click the *Add New* button from the Left Task Panel to reach the window shown below:

The screenshot shows a web browser window titled "New York State Unified Court System". At the top left is a small logo. Below the title bar is a menu with "File", "Admin", and "Help". On the left side, there is a "Tasks" panel with buttons for "Inquiry", "Add New", "Edit Existing", "In Process", "Reports", and "(Un)Seal". The main content area is titled "Case Information:" and contains a "Case Number:" label followed by a text input field and a "Find" button. A "Cancel" button is located at the bottom right of the main area. At the bottom left of the window, there is a "Log Out" button.

Enter the Case Number (docket) for the new order. If the Case Number already exists in the WebDVS database, a window is displayed showing all orders associated with that Case Number.

Note: Orders entered in the old DVS Sybase System will **not** be retrieved or displayed here.

New York State Unified Court System

File Admin Help

Tasks
 Inquiry
 Add New
 Edit Existing
 In Process
 Reports
 (Un)Seal

Case Information:
 Case Number: 2006-101 Find

Existing Orders of Protection:

Issue date	Court	Order #	Applying party	On behalf of	Against party
01/01/2006	Colonie-Town	2006-900105	Delilah Demo		Danny Demo
01/01/2006	Colonie-Town	2006-900106	Delilah Demo		Danny Demo
03/03/2006	Colonie-Town	2006-900108	Delilah Demo		Danny Demo

Order Number:
 System Assigned
 Manually Assigned [] - []
 Create Order

Cancel

Log Out

If the Case Number (docket) is **new** (it did not already exist in the WebDVS database), the “Existing Order of Protection” box on the upper part of the window does not appear. Instead, the user receives a message advising no such Case Number was found:

New York State Unified Court System

File Admin Help

Tasks
 Inquiry
 Add New
 Edit Existing
 In Process
 Reports
 (Un)Seal

Case Information:
 Case Number: 999999-9999 Find

No case with this number was found in this court. To create a new case and order enter a case number and choose from one of the options to create the order.

Create Case and Order:
 Case Number: 999999-9999
 System Assigned
 Manually Assigned [] - []
 Create Order

Cancel

In either instance, the user can click the *Create Order* button to create a new order or the *Cancel* button to close the window and return to the Main Menu. The default is set to “System Assigned” to create the new order number, but there is an option to select the ‘Manually Assigned’ radio button and enter an order number manually (the format of the order number is a four digit year followed by a 6 digit sequence number).

Note: In this application there are no Alpha values allowed in the order # field.

Each order number must be unique to a specific court. If it is not, the application returns an error message saying, “Order number already exists in this court.”

By selecting the *Create Order* button, the window shown below is displayed:

The screenshot shows a web application window titled "New York State Unified Court System". The interface includes a menu bar with "File", "Admin", and "Help". Below the menu bar are several tabs: "Person Information", "Charges", "OP Data", "Terms & Conditions", "Service", "Additional Information", and "Warrant". The "Person Information" tab is active, showing a "Persons in Docket:" dropdown menu and "Select", "Add New", and "Delete" buttons. On the left side, there is a "Tasks" sidebar with buttons for "Inquiry", "Add New", "Edit Existing", "In Process", "Reports", and "(Un)Seal". At the bottom left is a "Log Out" button. On the right side, there is an "Options" sidebar with "Save IP", "Preview", "Case#: 999999-9999", "Order#: System Assigned", "Submit", and "Cancel" buttons.

This window is used throughout the application to add new orders or to update existing orders. By navigating through the tabs on the top of the page, all information that is needed for an order can be entered.

3.1 Person Information Tab

Upon entering this window, the **Person Information** tab is auto-selected. For new orders, there will not yet be any persons in the “Persons in Docket” drop-down list. To add persons to the order, click the *Add New* button and the window shown below is displayed:

Note: The Select, Add (New), and Delete buttons are used throughout the application. See [section 12.2 Conventions](#) of the Appendix for a detailed explanation of how these controls work.

Enter as much information as possible for each person listed on the order of protection. When entering person information, at least one character for the First Name field is required, and at least two characters for the Last Name field are required. The Date of Birth (DOB field) is required, or the 'Unk' box must be checked if the DOB is unknown. Also, the Sex and Race fields are required. All other fields on the window are optional, but should be entered if known.

Note: Always include the NYSID # when one is available.

From this window, the user can also add an AKA (alias), address, and contact information for the person.

3.1.1 Alias Information

Select the *Add/Edit Alias...* button to add an alias. Click the *Add New* button and the window displays name fields in which to enter the alias information. At least one character for the First Name field is required, and at least two characters for the Last Name field are required.

The screenshot shows a form titled "Person Name: Boop, Betty". At the top, there is a table with the header "AKA" and a single row containing "*NEW*". To the right of this table are three buttons: "Select", "Add New", and "Delete". Below the table is a section titled "AKA Information:" containing several input fields: "Name: (Prefix) [] (First) [] (Middle) [] (Last) [] (Seniority) [] (Suffix) []". There is also a checkbox labeled "No First Name" and two buttons at the bottom: "Apply" and "Reset".

3.1.2 Address Information

Select the *Add/Edit Address...* button to add an address. Click the *Add New* button and the window displays address fields in which to enter the information:

The screenshot shows a form titled "Person Name: David Demo". At the top, there is a table with the header "Address Type", "Address", and "Confidential". It contains a single row with "*NEW*" in the "Address" column. To the right are three buttons: "Select", "Add New", and "Delete". Below the table is a section titled "Address Information:" with various fields: "Address to Copy:" with a dropdown and a "Copy to Current Address" button; "Address Type:" with a dropdown set to "Home"; "Address Confidential:" with radio buttons for "Yes" and "No"; "Street:" with a text input; "Apt:" with a text input, "Floor:" with a text input, and "Room:" with a text input; "Mail C/O:" with a text input; "City:" with a text input; "State:" with a dropdown set to "NY" and "Zip Code:" with a text input; "County:" with a dropdown set to "Albany"; and "Nation, if not USA:" with a dropdown. At the bottom are "Apply" and "Reset" buttons, and at the very bottom are "OK" and "Cancel" buttons.

Partial addresses cannot be added. The "Address Information" box requires the Street, City, State, and Zip Code fields, along with the Address Confidential field. If the address is marked as confidential, the information is displayed in **red** and **not** displayed on the order. 'Home' is the default for "Address Type" but there are other options in the drop-down list.

If applicable, utilize the “Address to Copy” drop-down list to select an address already entered for another person on the order. Doing so will prevent the user from having to enter (type) the same information more than once.

Upon completion of the address information, click the *Apply* button to save it or the *OK* button to save the information and close the window. The new address will appear in the box at the top of the window replacing the words “NEW.”

The *Select* or *Delete* buttons can then be used to modify or delete this address.

The *OK* button brings the user back to the previous window, and the *Cancel* button does the same without saving any information from the address window.

3.1.3 Contact Information

Contact information can be entered in the “Contact Info” box. Home phone is defaulted but other options are available in the drop-down list. If contact information is added, the ‘Confidential’ indicator must be selected.

The screenshot shows a form titled "Contact Info:". It contains several fields and buttons. On the left, there are two radio button options: "Confidential?" with "Yes" and "No" (where "No" is selected), and "Contact Info outside the US?" with "Yes" and "No" (where "No" is selected). Below these is a "Contact Type:" dropdown menu set to "Home Phone" and a text input field containing "(518)555-9999". A small text label "(xxx) xxx - xxxx ext. yyyy" is positioned below the input field. At the bottom left is a "Delete Contact" button. On the right side, there is a section titled "Additional Contacts" with a large empty text area and an "Add/Edit Additional Contacts..." button at the bottom.

If more than one contact must be added, use the Additional Contact window as outlined below.

3.1.4 Additional Contact Information

Select the *Add/Edit Additional Contacts...* button to add an additional contact. Click the *Add New* button and the window displays contact type fields in which to enter the information:

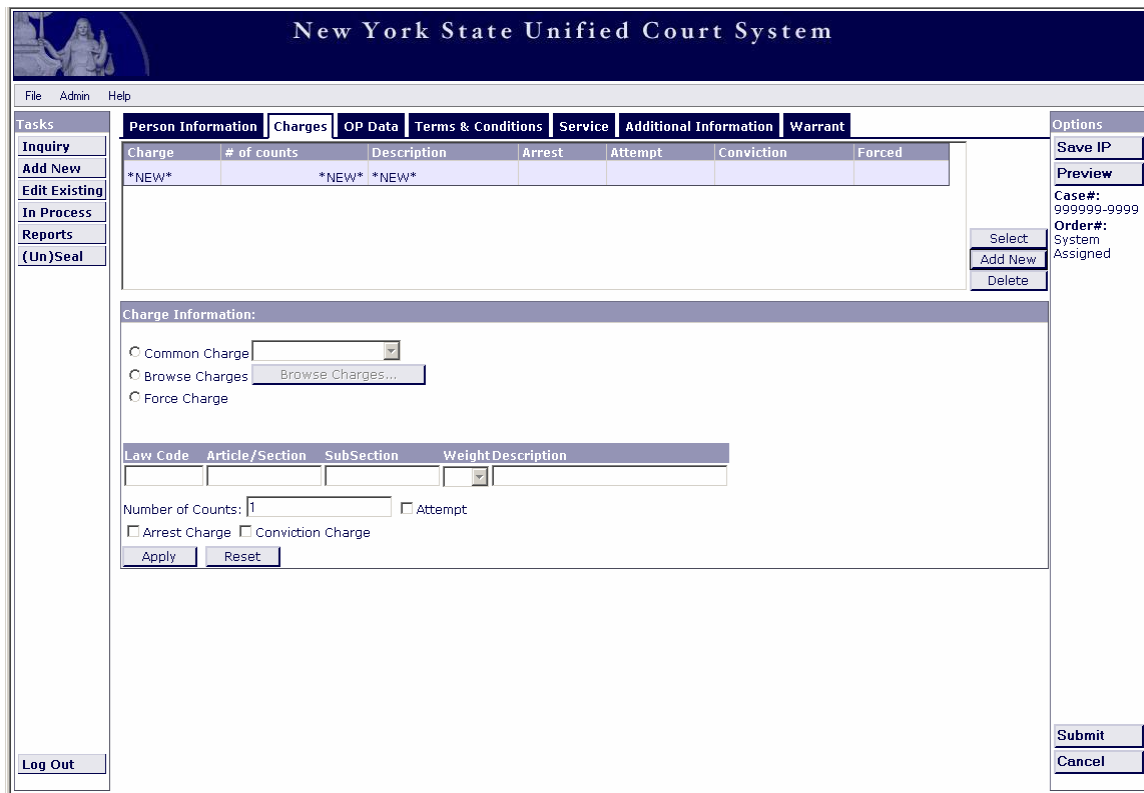
The screenshot shows a window titled "Person Name: David Demo". It features a table with three columns: "Contact Type", "Contact Information", and "Confidential". The first row contains "*NEW*", "*NEW*", and an empty cell. To the right of the table are three buttons: "Select", "Add New", and "Delete". Below the table is a "Contact Information:" section with a "Contact Information from outside the US?" radio button (where "No" is selected). The "Type:" dropdown is set to "E-Mail" and the text input field contains "DavidDemo@yahoo.cc". Below this is another "Confidential?" radio button (where "No" is selected). At the bottom left are "Apply" and "Reset" buttons, and at the bottom right are "OK" and "Cancel" buttons.

The additional contact information that can be added includes e-mail address, phone numbers, fax numbers, or pager numbers. Click the *Apply* button to save the information to the database or the *OK* button to save the information and close the window. The *Reset* button returns the window to its original state.

When finished entering any additional contact information, click the *OK* button to return to the previous window. The *Cancel* button returns the user to the previous window without saving any entered information.

3.2 Charges Tab

The **Charges** tab is used for criminal orders (all other order types can ignore this tab). When entering a criminal order, select this tab to enter the charges. An example window is shown below:



Upon first entering the **Charges** tab, click the *Add New* button to the right of the window. There are three options for entering charges:

Common Charge: If this radio button is selected, the user can choose from a list of common charges as designated by the user's court. Adding common charges is an Administrative function that is not yet available, but will be an option for Local Supervisors. To add common charges at this time, contact the Family Protection Registry Center.

Browse Charges: If this radio button is selected, a window displays allowing the user to select a charge from the DCJS Charge Dictionary:

Search:

Law Code: All Charges
 Statewide Only
 Local Only

Article/Section(Starts with):
Description(Includes):

Search Results:

The “Law Code” drop-down list contains all codes in the DCJS Charge Dictionary. The window will display Law Code: **PL** as the default. In the “Article/Section” field, enter **all or part** for the charge article and section. Click the *Find Charge(s)* button to retrieve a list of all charges that meet the criteria specified:

Search:

Law Code: All Charges
 Statewide Only
 Local Only

Article/Section(Starts with):
Description(Includes):

Search Results:

Formatted Charge	Description	Local	Effective Date
PL 120.00 AM	ASSAULT -3RD		09/30/1967
PL 120.00 00H EF	ASSAULT-3RD / AS A HATE CRIME		10/08/2000
PL 120.00 01 AM	ASLT W/INT CAUSES PHYS INJURY		09/30/1967
PL 120.00 01H EF	ASSAULT 3RD: CAUSE PHYS INJURY/HATE CRIME		10/08/2000

Select the applicable charge to attach to the order being entered.

The default is set to search **all charges**, meaning all charges in the DCJS Statewide Charge Dictionary as well as the common and local charges that the user’s court has entered. Alternatively, the user can choose to search only the Statewide Dictionary or the Local/Common charge dictionary as defined by the court.

Force Charge: Select this radio button when the charge information is incomplete on the order. Enter either the Law Code and Article/Section OR description.

Once the appropriate charge or charges are selected, the user must select whether the charge is an arrest charge or a conviction charge. The user must choose one of the options, however both can be selected at the same time if applicable.

If there is more than one count for the charge, the count field can be updated (“1” is defaulted).

If the charge is an attempt charge, click the ‘Attempt’ box. This will display the charge with the appropriate 110- in front of the charge to indicate it is an attempt.

3.3 OP Data Tab

The **OP Data** tab is used to enter the **type** of order and the basic order information. The user must select the type of order from the “Form Type” drop-down list (Criminal - Family Offense, Criminal - Non-Family Offense, Family, and Supreme Matrimonial), and whether the order is a Temp(orary) or Final order of protection, to reach the window below:

Select the Judge, Part, and Attendance from the drop-down list. Judge and Part are required. The drop-down lists are populated with information as defined by the court. If a particular part is **not** in the drop-down list, use **DV** as the default.

The “Judge” drop-down list contains the judges assigned to the user’s court. If the judge who issued the extension is **not** in this drop-down list, select the *Find Judge...* button. This displays a pop-up window that allows the user to search the Statewide Judge Dictionary and select the judge required.

Complete the fields in the “Applying Party Info” box and “Against Party Info” box as applicable (the drop-down lists contain the names of the persons entered on the **Person Information** tab). Check the ‘Youthful Offender’ box if applicable. The ‘Issue Date’ and ‘In Effect Until’ date are required. ‘Return On Warrant’ should only be used if a warrant has been issued and the order will expire upon the return on warrant. ‘Issued as a Condition Of’ refers to conditions of bail and should be selected as applicable (these conditions are not required).

There must be at least one entry in the “Order Filed With Police Agencies” box. The primary law enforcement agency as defined by the court is defaulted, however additional agencies can be selected using the *Add* button. If the law enforcement agency is not part of the Local Agencies listed, select the ‘All Agencies Beginning with’ radio button. This will allow the search of the Statewide Law Enforcement Dictionary. This search can be done by lead characters of name or ORI.

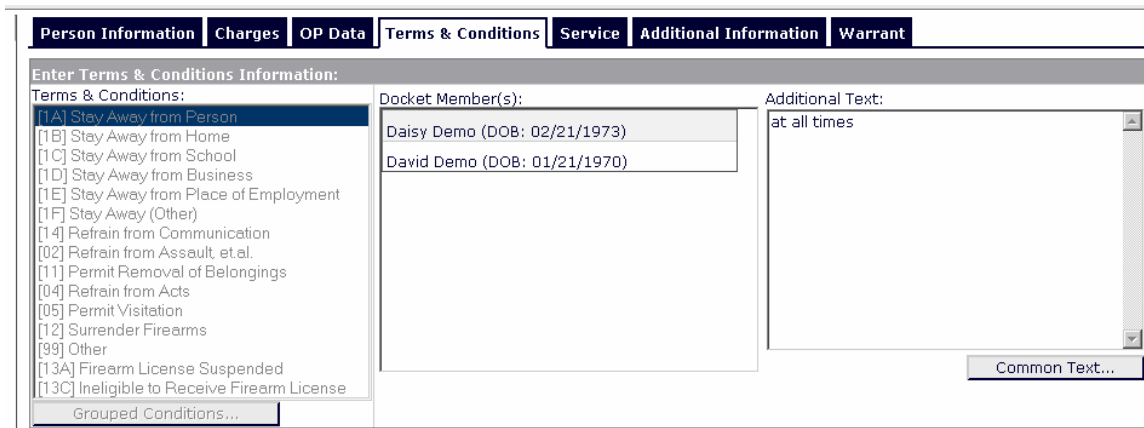
Click the *Apply* button to save the information to the database or select another tab to save the information and continue. The *Reset* button returns the fields to the original state.

3.4 Terms & Conditions Tab

The **Terms & Conditions** tab is used to enter all of the terms and conditions that appear on the order of protection. This tab is shown below:



Select the particular terms or conditions to be included on the order. If a selection is made from the “Terms & Conditions” box and it requires additional information, the space to the right of the box provides the necessary fields (such as a free-form text box or an address field). In the example below, David Demo must “Stay Away” from Daisy Demo AT ALL TIMES:



Once the additional information has been added, click the *Add* button, and the term or condition populates into the box at the bottom of the window (see screenshot below). The terms and conditions listed in this box are printed on the order of protection.

To delete a term or condition from the bottom box, select it and click the *Delete* button. To change some aspect of the term or condition in the bottom box, select it and click the *Edit* button. This will move it back up to the top box where it can be edited. Once edited, click the *Replace* button and the condition will be updated.

3.4.1 Grouped Conditions

In order to expedite entering the most commonly used terms and conditions, a shortcut was added in the form of the *Grouped Conditions...* button. Selecting this button automatically adds the Stay-away terms 1A through 1E, Condition 02, and Condition 14. Once selected, a window opens displaying the above conditions, each of which is highlighted. The user then selects the name associated with the conditions and clicks the *Add to Terms* button. This populates the Terms and Conditions Data window. If one of these pre-selected conditions should not be included, simply de-select it.

Each additional condition can also be added by selecting it, adding the required additional information and clicking the *Add* button.

If the “1F Stay Away (Other)” or “99 Other” term or condition is selected, a free-form text box is provided in the space to the right of the “Terms & Conditions” box to enter the information.

3.4.2 Common Text

Common Text fields can be used to enter wording or terminology commonly used by a judge or the court in general. Once added to the Common Text Dictionary, the user can access this common text by clicking on the *Common Text* button specific to each term or condition. Common Text will be added at the request of the court and can be designated for a specific judge or for the court. See example below:

Display Common Text for:

Court

Specific Judge

Common Text:

Common Text

Stay 100 yards away.
Do not go within 100 yards of the above-named person. You will be in violation of this Order even if you are

Additional Text:

Adding common text is an Administrative function that is not yet available, but will be an option for Local Supervisors. To add common text at this time, contact the Family Protection Registry Center.

3.5 Service Tab

The **Service** tab is used to enter information about the service of the order.

If the 'Defendant Advised in Court' check box is checked, the 'Yes' radio button remains selected and the issue date of the order populates the fields for the service date (see screenshot below). If the date is different, the user may make the change as appropriate. If no time is entered, the system defaults to 12:00 am.



If the 'Defendant Advised in Court' check box is **not** checked, the 'No' radio button must be selected and the user must choose one of the radio buttons in the "Police Service Req'd" box to indicate whether or not Police service is required.



The **Person Information**, **OP Data**, **Terms & Conditions**, and **Service** tabs are **required** for all orders. The two remaining tabs are described below.

3.6 Additional Information Tab

The **Additional Information** tab (see screenshot below) is used to enter any additional information that should appear on the order of protection. This includes AKA(s), CC's, to whom copies of the order should be given, and if the order is issued on behalf of anyone. All persons names including AKA(s) and On behalf Of must be added on the **Person Information** tab to then be available on this window. The names appear in the boxes on the left of the window and can be added to the order by selecting it and clicking the *Add* button. If a name is added in error, select it from the boxes on the right and click the *Remove* button.

The screenshot displays the 'New York State Unified Court System' interface. The main navigation bar includes 'File', 'Admin', and 'Help'. The 'Additional Information' tab is selected, showing three sections for adding information to an order of protection:

- Against Party AKA(s):** Available AKA(s) list contains 'Daring Demo'. Selected AKA(s) list is empty.
- CC:** Available CC's list contains 'David Demo', 'Daisy Demo', and 'Colonie Town Police Department'. Selected CC's list is empty.
- On Behalf Of:** Available Docket Members list contains 'David Demo' and 'Daisy Demo'. Selected Docket Member(s) list is empty.

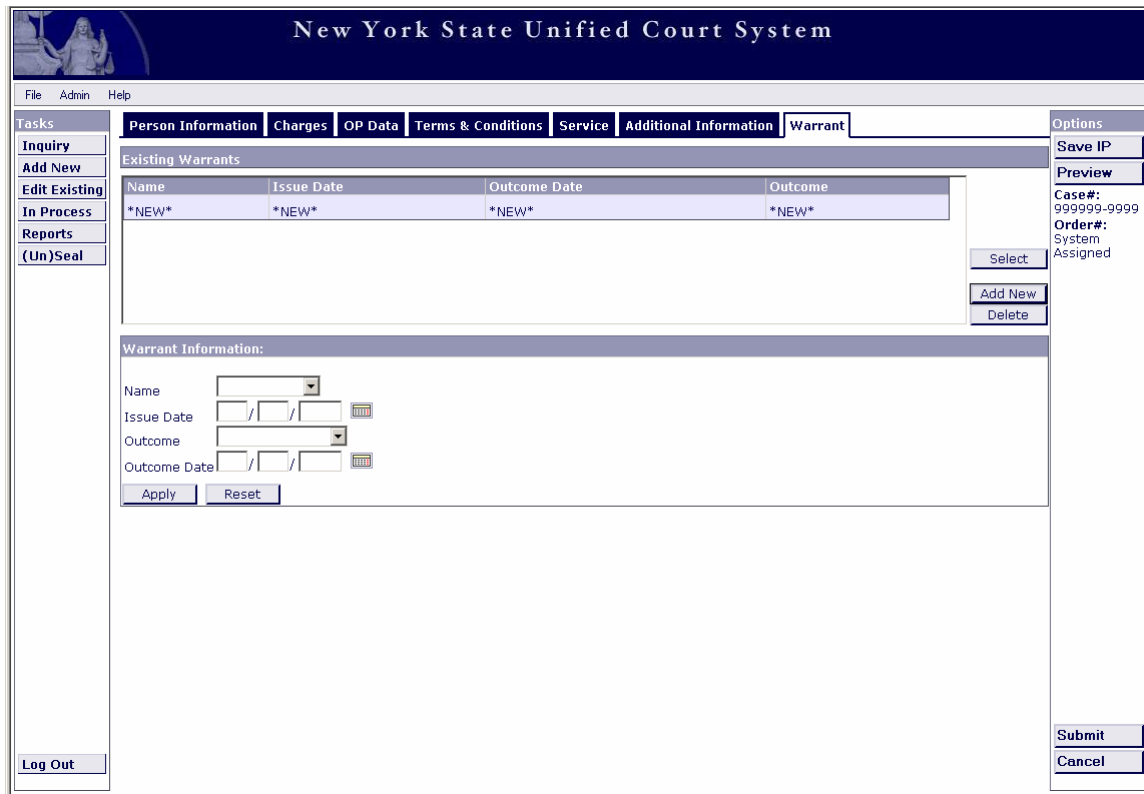
Buttons for 'Add' and 'Remove' are provided for each section. At the bottom of the main content area are 'Apply' and 'Reset' buttons. On the right side, the 'Options' panel shows 'Save IP', 'Preview', 'Case#: 999999-9999', and 'Order#: System Assigned'. At the bottom right are 'Submit' and 'Cancel' buttons. On the left side, the 'Tasks' panel includes 'Inquiry', 'Add New', 'Edit Existing', 'In Process', 'Reports', and '(Un)Seal' buttons, with a 'Log Out' button at the bottom left.

3.7 Warrant Tab

The **Warrant** tab is used to enter a warrant associated with an order of protection, and any outcomes for that warrant.

When the window first displays, only the “Existing Warrants” box appears at the top of the window. This box contains a list of all warrants already entered for this order, including the Name of the person against whom the warrant was issued, the Issue Date, and any Outcome and Outcome Date for the warrant.

To add a new warrant, click the *Add New* button and the “Warrant Information” box appears (see screenshot below). Add the Name, Issue Date, and any Outcome and Outcome Date for the warrant. Click the *Apply* button to add it to the “Existing Warrants” box.



To modify information on an existing warrant, choose the warrant from the “Existing Warrant” box and click the *Select* button. The “Warrant Information” box displays with the information for the user to modify.

To delete a warrant, select it from the “Existing Warrants” box and click the *Delete* button.

5 Edit Existing

To edit or modify an existing order, click the *Edit Existing* button on the Left Task Panel of the Main Menu. The following window is displayed:

The screenshot shows the 'New York State Unified Court System' web application. On the left is a 'Tasks' panel with buttons for 'Inquiry', 'Add New', 'Edit Existing', 'In Process', 'Reports', and '(Un)Seal'. The 'Edit Existing' button is highlighted. Below the tasks panel is a 'Log Out' button. The main area is titled 'Case Information:' and contains a search box with the following options:

- Search by:
- Case Number: [text input]
- Order Number: [text input] - [text input] [Find]

A 'Cancel' button is located at the bottom right of the search area.

In the “Case Information” box, the user can search by Case Number (which shows all orders associated with that case number) or by Order Number (which takes the user directly to that order). If a Case Number is entered that **does not** exist, the Add New window (used to create a new order) is displayed. If a Case Number is entered that **does** exist, the window shown below is displayed. Choose the order and click the *Select* button.

The screenshot shows the same web application, but now displaying search results. The search box shows 'Case Number: 12345C-2005' selected. Below the search box is a table titled 'Existing Orders of Protection:' with the following data:

Issue date	Court	Order #	Applying party	On behalf of	Against party
10/05/2005	Bronx-Supreme,Criminal	2005-900001	mary lombardo		joe lombardo

A 'Select' button is located below the table, and a 'Cancel' button is at the bottom right.

Note: The Edit Existing button on the Right Task Panel off of the Inquiry Results page has exactly the same function.

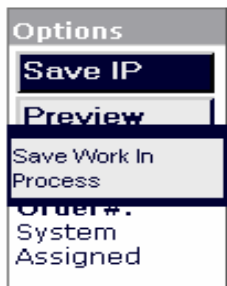
Note: This option is only available to users from the court that originated the order.

This feature should be used to correct or update missing data. A new order number will not be created using this feature and any changes will overwrite the original data. Please **do not use** this feature to modify conditions on an existing order unless the order was incorrect. If the order has already been disseminated, a copy of this corrected order should be disseminated as well.

6 In Process

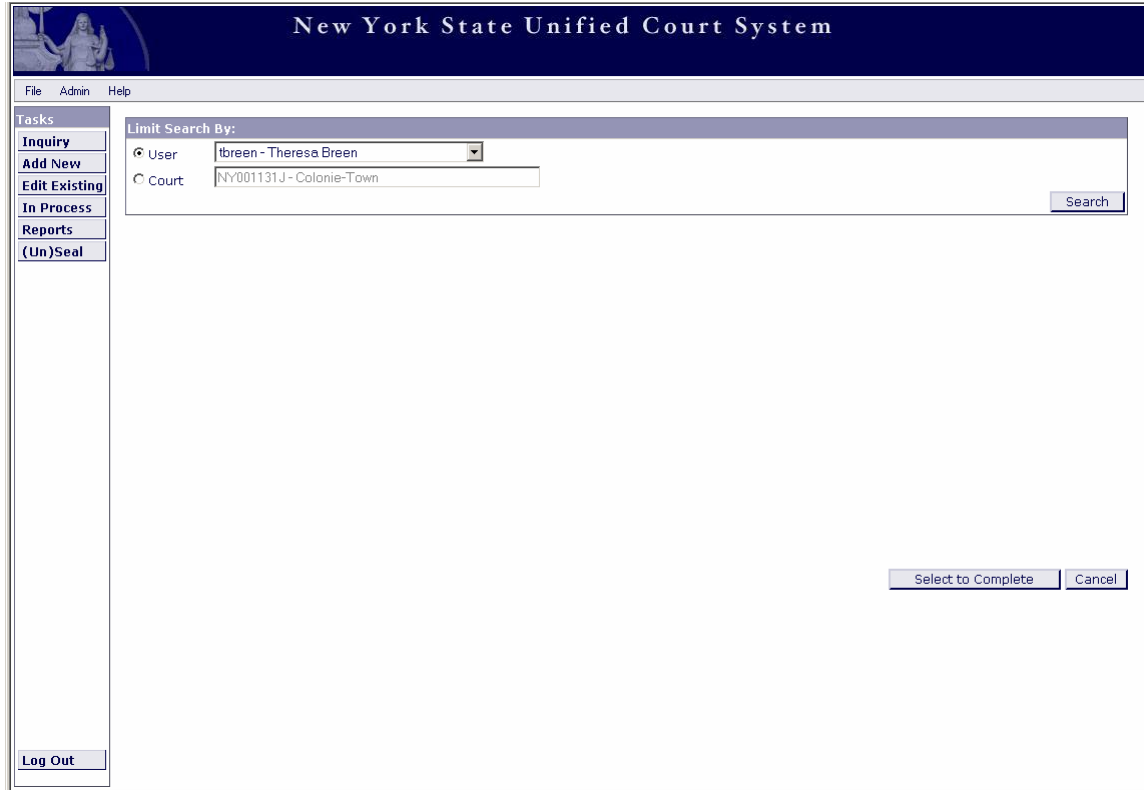
6.1 *Save IP button*

In proceeding through the various tabs to create an order (as described in [section 3 Add New](#)), there is a button on the Right Task Panel labeled **Save IP**. When this button is selected, the order that the user is currently working on is saved exactly “as is” - as an incomplete, or “In Process” order. This allows the user to save the existing data for retrieval and completion at a later time.



6.2 In Process Function

To retrieve and complete an order in process, click the *In Process* button on the Left Task Panel of the Main Menu. Upon entering this window, the 'User' radio button is selected and the user's name is populated in the adjacent field. This indicates that when the *Search* button is selected, the default is set to search for all orders that are "In Process" for that specific user. The user can also select all "In Process" orders for the user's court.



After choosing a search option and clicking the *Search* button, all orders found based on the search option are displayed in the bottom box as shown in the screenshot below:



Choose the order and click the *Select to Complete* button. This retrieves the order as it was last saved. The user can then complete the order. Once completed, the order is removed from the “In Process” list.

To delete an order from the “In Process” list, select it and click the *Delete* button.

To leave the window without doing any processing, click the *Cancel* button.

Note: In Process orders will **not** be displayed through Inquiry. IP orders are not transmitted to NYSPIN until completed.

7 Print Preview

When proceeding through the Add New/Edit Existing tabs, there is a button on the right side of the window labeled *Preview*. When this button is selected, a preview of the order being created is displayed and can be printed. It includes as much or as little information as is entered. The terms and conditions appear as check boxes on the preview order. This feature can be used to print the order prior to the court appearance.

Criminal Form 1 1002
At a term of the Alexandria Bay Village Court, County of Jefferson, at the Courthouse at PO Box 809 110 Walton Street, Alexandria Bay, NY 13607, State of New York

ORI No: NY022491J
Order No:
NYSID No:
PRESENT: Smith, John G.
PEOPLE OF THE STATE OF NEW YORK
- against -
Demo, Daniel
Defendant
Date of Birth: 04/15/1951

ORDER OF PROTECTION
Family Offenses - C.P.L. 530.12
Other Domestic Violence Crimes - C.P.L. 530.13'
 Youthful Offender (check if applicable)
Part: DV Index /Docket No: 2006-100
Indictment No., if any:
Charges: PL120.00.01 AM ASLT W/INT CAUSES PHYS INJURY

Check one: Ex parte
 Defendant Present In Court

NOTICE: YOUR FAILURE TO OBEY THIS ORDER MAY SUBJECT YOU TO MANDATORY ARREST AND CRIMINAL PROSECUTION, WHICH MAY RESULT IN YOUR INCARCERATION FOR UP TO SEVEN YEARS FOR CONTEMPT OF COURT. IF THIS IS A TEMPORARY ORDER OF PROTECTION AND YOU FAIL TO APPEAR IN COURT WHEN YOU ARE REQUIRED TO DO SO, THIS ORDER MAY BE EXTENDED IN YOUR ABSENCE AND CONTINUE IN EFFECT UNTIL YOU REAPPEAR IN COURT.

TEMPORARY ORDER OF PROTECTION - Whereas good cause has been shown for the issuance of a temporary order of protection [as a condition of: recognizance release on bail adjournment in contemplation of dismissal]

ORDER OF PROTECTION - Whereas defendant has been convicted of (specify crime or violation): PL120.00.01 AM ASLT W/INT CAUSES PHYS INJURY
And the Court having made a determination in accordance with section 530.12 or 530.13 of the Criminal Procedure Law,
IT IS HEREBY ORDERED that the above-named defendant observe the following conditions of behavior:
(Check applicable paragraphs and subparagraphs)

[01] Stay Away from [A] Delilah Demo (DOB: 05/15/1951);
[B] the home of Delilah Demo (DOB: 05/15/1951);
[C] the school of Delilah Demo (DOB: 05/15/1951);
[D] the business of Delilah Demo (DOB: 05/15/1951);
[E] the place of employment of Delilah Demo (DOB: 05/15/1951);
[F] other _____

[14] Refrain from communication or any other contact by mail, telephone, e-mail, voice-mail or other means with Delilah Demo (DOB: 05/15/1951);

[02] Refrain from assault, stalking, harassment, menacing, reckless endangerment, disorderly conduct, intimidation, threats or any criminal offense against Delilah Demo (DOB: 05/15/1951);

[11] Permit [specify individual]: _____ to enter the residence at [specify]: _____ during [specify date/time]: _____ with [specify law enforcement agency, if any]: _____ to remove personal belongings not in issue in litigation [specify items]: _____

[04] Refrain from [indicate acts]: _____ that create an unreasonable risk to the health, safety, or welfare of [specify child(ren), family or household member]: _____

[05] Permit [specify individual(s)]: _____ entitled by a court order or separation or other written agreement, to visit with [specify child(ren)]: _____, during the following periods of time [specify]: _____ under the following terms and conditions [specify]: _____

[12] Surrender any and all handguns, pistols, revolvers, rifles, shotguns and other firearms owned or possessed, including, but not limited to, the following: _____ Such surrender shall take place immediately, but no event later than [specify date/time]: _____ at: _____

[99] Specify other conditions defendant must observe: _____

IT IS FURTHER ORDERED that the above-named Defendant's license to carry, possess, repair, sell or otherwise dispose of a firearm or firearms, if any, pursuant to Penal Law 7400.00, is hereby [13A] suspended or [13B] revoked (note: final order only), and/or [13C] the Defendant shall remain ineligible to receive a firearm license during the period of this order. (Check all applicable boxes).
IT IS FURTHER ORDERED that this order of protection shall remain in effect until (specify date) 12/31/2006.
DATED: 01/01/2006
 Received advised in Court of issuance of Order. _____ JUDGE / JUSTICE
Received by Defendant _____ (Defendant's signature)

The preview order will **not** be saved in the Registry database or sent to NYSPIN. The order can be saved by clicking the *Save IP* button and later it must be finished and submitted. Once submitted, it is saved to the Registry and sent to NYSPIN.

Note: At this time, the Preview feature is only available for Criminal family and non-family orders.

8 Inquiry

The Inquiry window allows access to information on pre-existing orders of protection by Name or Case Identifier. The Case Identifiers that can be used are: Case #, Order #, NYSID, or SSN. Orders can be searched by Court, County, Region, or Statewide. The search default is set to include all orders, however the search can be limited to Family, Criminal, or Civil orders (or some combination of these), and it can be limited to Active Orders Only.

In addition to the text included in this section, an explanation of the Inquiry function can be accessed through the *Help* menu by selecting the *Inquiry* button.

Note: Orders entered through applications other than WebDVS can be viewed as read only. Only orders entered through WebDVS can be updated through WebDVS. However, orders entered in the old DVS Sybase System can be vacated through WebDVS.

8.1 Search Criteria

Selecting the *Inquiry* button from the Main Menu displays the following window:

To choose the geographical area for the search, select one of the radio buttons in the box at the top of the page entitled “Search Area.” In addition to selecting the geographical area (Court, County, Region, or Statewide), there is an option to either exclude Town and Village courts from the search, or to **only include** Town or Village courts. If one of these options is **not** selected, the search includes **all courts** in the geographical area chosen. The search defaults to Statewide if no other radio button is selected in the “Search Area” box.

The “Proceeding Type(s)” box permits limiting the search to a Family, Criminal, or Civil order (or some combination of these). The default is all types. The “Display” box permits limiting the search to Active Orders Only. The default is all orders.

8.1.1 Search By: Name

When the Inquiry window first displays it allows a search for an order by **Name** (First and Last). The user must enter at least two characters in the Last Name field and at least one character in the First Name field. The program then searches the database to find all cases that ‘Begin With’ the characters entered. This default can be changed by selecting another option in the “Find Names That” drop-down list. The other search options include: ‘Match’ (exact match), ‘Reverse First And Last’ (some non-English names may reverse first and last names), or ‘Sounds Like’ (for example: Smith and Smyth). To further limit the search, enter the necessary information into the “Limit Search By” box. The search can be limited by a Date of Birth (range), Sex, and/or Race.

A Statewide search requested on “Danny Demo,” will result in the window shown below:

The screenshot shows the 'New York State Unified Court System' web application interface. The main window displays a table of search results for the name 'Danny Demo'. The table has columns for Name, DOB, Court, Docket, Role, and SSN. There are also buttons for various actions like 'View Order Details', 'View Order (PDF)', 'Order Recap', 'Extend TOP', 'Copy/Modify', 'Edit Existing', 'Violations', 'Vacate Order(s)', 'Dismiss Case', and 'Seal Case'. A 'Log Out' button is visible in the bottom left corner, and 'Print Results' and 'Cancel' buttons are in the bottom right corner.

Name	DOB	Court	Docket	Role	SSN
Demo, Danny	03/03/1903	Monroe County Supreme Court	09809808098	Applying	
Demo, Danny	03/03/1903	Rochester City Court	2006RO999999	Applying	
Demo, Danny	07/07/1907	Colonie Town Court	2006-101	Against	123-45-7899
Demo, Danny	07/07/1907	Colonie Town Court	2006-101	Against	123-45-7899
Demo, Danny	07/07/1907	Colonie Town Court	2006-101	Against	123-45-7899
Demo, Dannyboy (Name on order: Demo, Danny)	07/07/1907	Colonie Town Court	2006-101	Against	123-45-7899
Demo, Dannyboy (Name on order: Demo, Danny)	07/07/1907	Colonie Town Court	2006-101	Against	123-45-7899
Demo, Dannyboy (Name on order: Demo, Danny)	07/07/1907	Colonie Town Court	2006-101	Against	123-45-7899

The *Print Results* button at the bottom of the window prints these results if so desired.

Note: Inquiry Results should be printed in landscape mode for best results.

8.1.2 Search By: Case Identifier

To search by Case Identifier, select the 'Case Identifier' radio button. When selected, the following window is displayed:

This window allows a search by Case #, Order #, NYSID, or SSN. When the *Search* button is selected, a window appears with all cases that match the information as entered in the 'Case Identifier' fields.

As on all windows in the WebDVS application, the *Clear* button clears all information entered in the window, and the *Cancel* button returns the user to the previous window without executing any function on the opened window.

8.2 Functions off of Inquiry Results

Additional functions can be obtained by selecting a single row on the Inquiry Results window and choosing one of the buttons on the Right Task Panel. Each of the functions are outlined below.

8.2.1 View Order Details

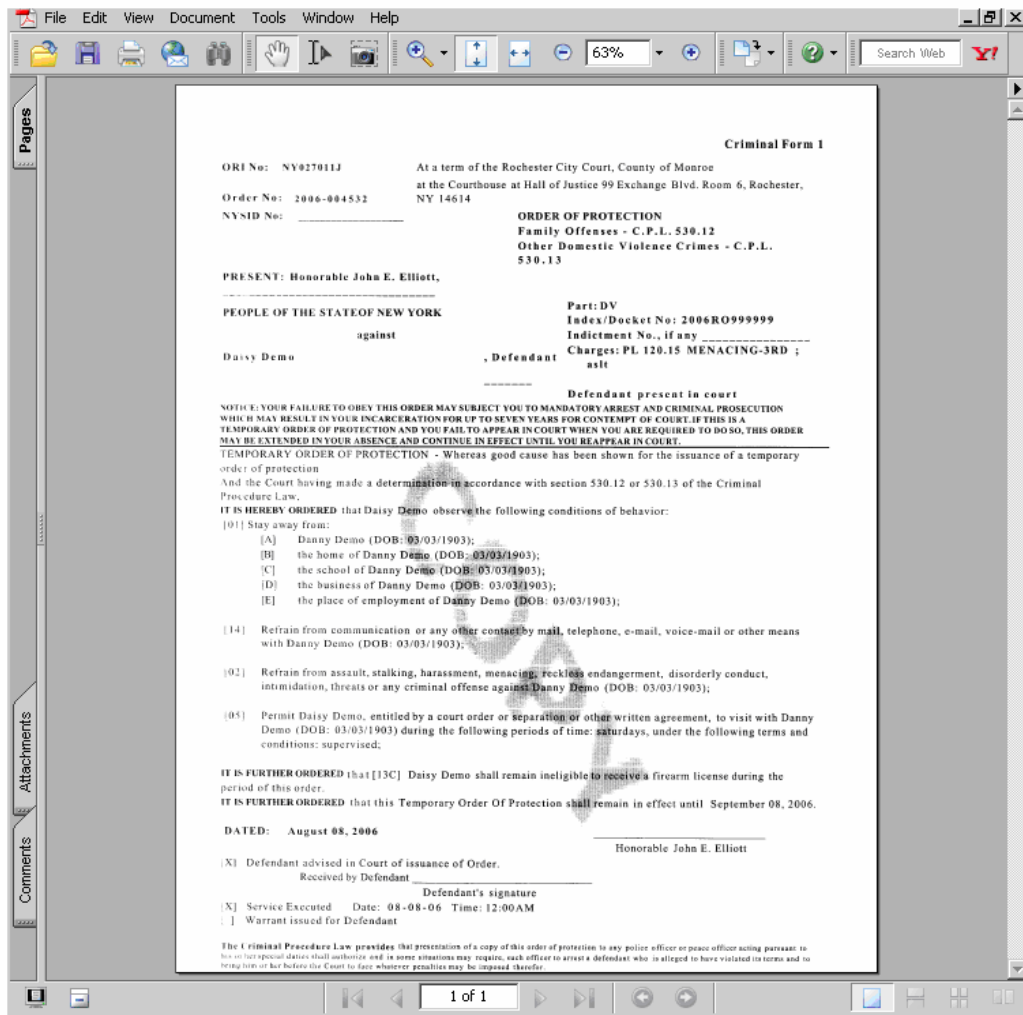
When the *View Order Details* button is selected, the order is returned as a read only order. The Case # and Order # are displayed on the right side of the window. All the information entered for this order can be viewed by selecting the various tabs at the top of the window (**Person Info**, **Charges**, **OP Data**, **Terms & Cond**, **Service**, **Additional Info**, **Warrant**, **Extension**, and **Violation**). When entering this window, the **Person Info** tab is auto-selected. The “Persons in Docket” drop-down list contains all persons associated with this order (as shown below). By selecting a person from the list, the window displays demographic information specific to that person.



Note: This option is available to all courts and all users, even if the order originated from another court.

8.2.2 View Order (PDF)

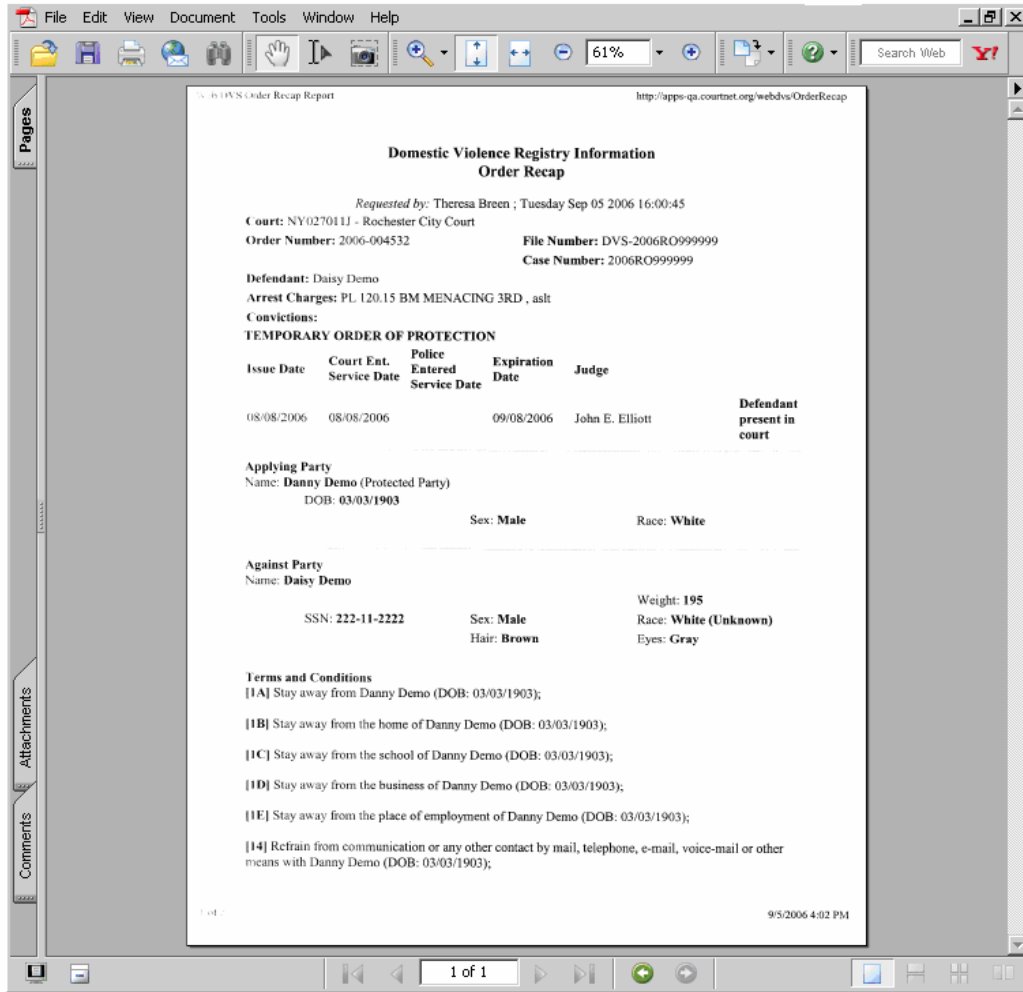
By choosing the particular order of interest and selecting the *View Order (PDF)* button, an actual image of the order (in PDF form) presents with a watermark “COPY” displayed on the order. If desired, choose the printer icon at the top of the PDF page to print a copy of the order. An example of such is shown below:



Note: This option is available to all courts and all users, even if the order originated from another court.

8.2.3 Order Recap

By choosing the particular order of interest and selecting the *Order Recap* button, the order recap is available for view and print.



Note: This option is available to all courts and all users, even if the order originated from another court.

8.2.4 Extend TOP

Select the *Extend TOP* button to enter extension information on an existing order of protection. By choosing the particular order of interest and selecting the *Extend TOP* button, a window is displayed as shown below. The original order information is displayed in the “Original Order” box at the top of the window. Existing extensions to the order (if any) are displayed in the “Existing Extensions” box.

The screenshot shows the 'New York State Unified Court System' web interface. The main content area displays the 'Original Order (2005-000163)' with the following details:

Issue Date	Expiration Date	Judge	Police to Serve	Court Service	Police Service
09/12/2005	10/12/2005	Amodeo, Damian J.		09/12/2005	

Below the original order, there is an 'Existing Extensions:' section with a table that is currently empty. To the right of this table are four buttons: 'Select', 'Add New', 'Delete', and 'View PDF'. On the left side of the interface, there is a 'Tasks' menu with options: 'Inquiry', 'Add New', 'Edit Existing', 'In Process', 'Reports', 'Admin', '(Un)Seal', and 'Log Out'.

To add an extension, select the *Add New* button. A new window opens at the bottom of the screen for entry of the necessary information to extend the order as shown below:

The screenshot shows the 'New York State Unified Court System' web interface. The main content area displays the 'Original Order (2006-900108)' with the following details:

Issue Date	Expiration Date	Judge	Police to Serve	Court Service	Police Service
03/03/2006	12/31/2006	Crummey, Peter G.		03/03/2006	

Below the original order, there is an 'Existing Extensions:' section with a table containing one entry:

Issue Date	Exp Date	Judge	Police to Serve	Court Service	Police Service
NEW	*NEW*	*NEW*		*NEW*	*NEW*

Below the existing extensions, there is an 'Extension Details:' section with the following fields:

- Order Duration: Issue Date: []/[]/[] [mm] In Effect Until: Date []/[]/[] [mm]
- Court Service: Defendant Advised in Court
 Yes []/[]/[] [mm]
 No
 Police Service Req'd
 Yes No
- Attendance Info: [] Judge: [] Find Judge...
- Show PDF Apply Reset

On the right side of the extension details section are four buttons: 'Select', 'Add New', 'Delete', and 'View PDF'. On the left side of the interface, there is a 'Tasks' menu with options: 'Inquiry', 'Add New', 'Edit Existing', 'In Process', 'Reports', 'Admin', '(Un)Seal', and 'Log Out'.

Note: This option is only available to users from the court that originated the order.

In the “Order Duration” box, **enter** the date the extension was issued and the date it is extended to (‘In Effect Until’). The ‘Date’ is divided into Month/Day/Year fields with the year field being the four digit year. Instead of entering the date in the Month/Day/Year fields, the user can select the Calendar icon and a calendar window appears, allowing the **selection** of the desired dates. A more detailed explanation of the calendar feature can be found in [section 12.2 Conventions](#) of the Appendix of this User Manual.

The ‘Return On Warrant’ radio button is available for a case in which the against party is warranted. Otherwise, all orders of protection must include an expiration date. ROW is **not** available to Town and Village Courts.

In addition to the extension dates, the “Attendance Info” may be entered. Select from the drop-down list as applicable.

The “Judge” drop-down list contains the judges assigned to the user’s court. If the judge who issued the extension is **not** in this drop-down list, select the *Find Judge...* button. This displays a pop-up window that allows the user to search the Statewide Judge Dictionary and select the judge required.

In the “Court Service” box, the user may select the check box labeled ‘Defendant Advised in Court.’ When this is selected, the radio button labeled “Yes” (the party was advised in court) is automatically selected and the current date and time are populated in the appropriate fields. If the date of service is not correct, the user can change it to the correct date and time.

If the against party was **not** served the extension in court, select the radio button labeled “No,” then select the “Yes” or “No” radio button for “Police Service Req’d” as applicable.

8.2.5 Copy/Modify

After selecting an order from Inquiry Results and selecting the *Copy/Modify* button, a window is displayed as shown below:

In the “Order Number” box, the user can accept the default of ‘System Assigned’ or select ‘Manually Assigned’ and enter an order number. The *Copy Order* button will copy all of the information from the old order to the new order. At this point the user must then modify any of the information from the old order on the newly created order by going through each of the tabs and updating as necessary (for further information, see [section 3 Add New](#)).

Note: When Copy/Modify feature is used, the system automatically creates a new order number. This feature should be used to create a new order on a case where a previous order has already been entered, conditions may have changed, or a Final order has been issued.

Note: This option is only available to users from the court that originated the order.

8.2.6 Edit Existing

After selecting an order from Inquiry Results and selecting the *Edit Existing* button, a window displays that allows the user to **edit** or **modify** any information on a pre-existing order of protection.

Note: This feature should only be used to correct or update missing data. A new order number will **not** be created using this feature and any changes will overwrite the original data. **Do not** use this feature to modify conditions on an existing order unless the order was incorrect. Once an order is issued and disseminated, the order should not be altered in any way unless a copy of this corrected order is signed and disseminated as well.

Note: This option is only available to users from the court that originated the order.

8.2.7 Violations

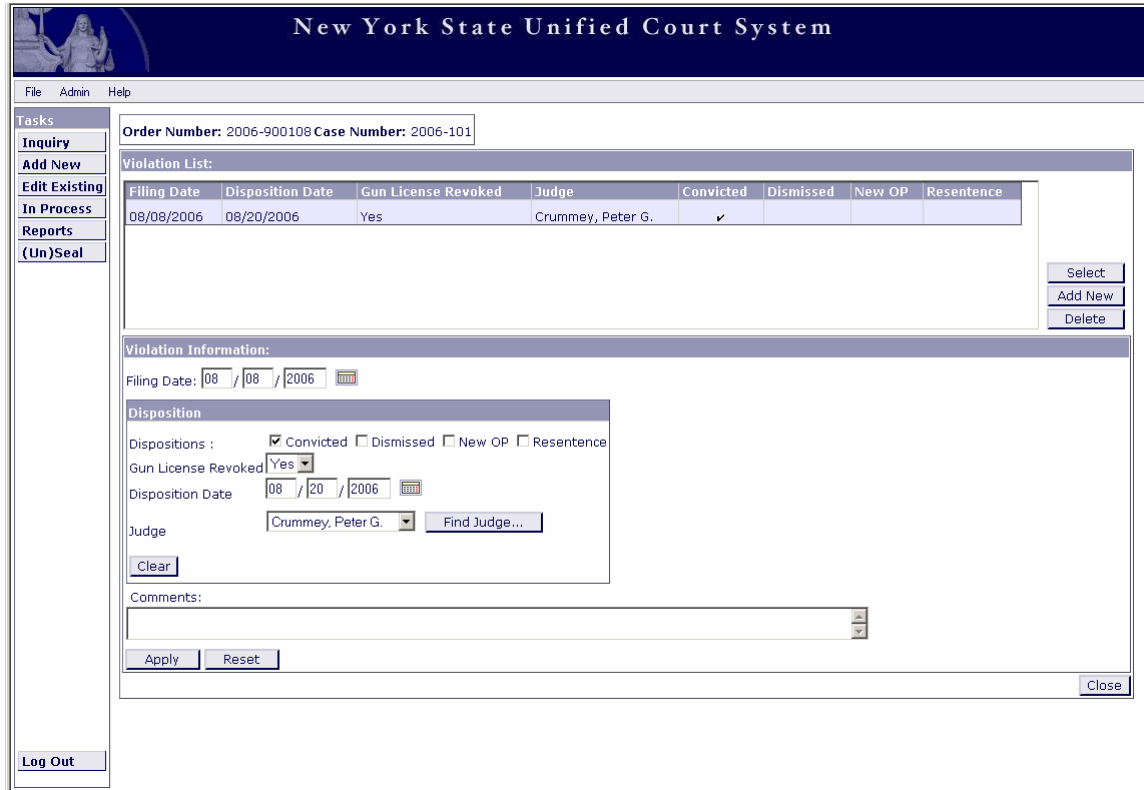
After selecting an order from Inquiry Results and selecting the *Violations* button, a window is displayed as shown below:

The screenshot shows a web application window titled "New York State Unified Court System". The window has a menu bar with "File", "Admin", and "Help". On the left, there is a "Tasks" sidebar with buttons for "Inquiry", "Add New", "Edit Existing", "In Process", "Reports", and "(Un)Seal". The main content area shows "Order Number: 2006-900108 Case Number: 2006-101" and a "Violation List" table. The table has columns for "Filing Date", "Disposition Date", "Gun License Revoked", "Judge", "Convicted", "Dismissed", "New OP", and "Resentence". One row is visible with the following data: Filing Date: 08/08/2006, Disposition Date: 08/20/2006, Gun License Revoked: Yes, Judge: Crumney, Peter G., Convicted: checked, Dismissed: empty, New OP: empty, Resentence: empty. To the right of the table are buttons for "Select", "Add New", and "Delete". A "Close" button is located at the bottom right of the window. A "Log Out" button is located at the bottom left of the sidebar.

Filing Date	Disposition Date	Gun License Revoked	Judge	Convicted	Dismissed	New OP	Resentence
08/08/2006	08/20/2006	Yes	Crumney, Peter G.	✓			

The "Violation List" box displays any existing violations of the order selected. The user can modify information on a given violation (*Select* button), add a new violation (*Add New* button) or delete a violation erroneously added to the order (*Delete* button).

To modify an existing violation, highlight the violation and click the *Select* button. The bottom of the window displays the specific information related to that violation. Edit or modify this information and apply any changes (*Apply* button). An example of this window is shown below:



Note: This option is only available to users from the court that originated the order.

To add a new violation, click the *Add New* button. The bottom portion of the window is designed with the same fields as above, however all fields are blank. Enter the information as necessary. A comments field is also available for additional information related to the violation. Upon completion, click the *Apply* button and the new violation will appear in the “Violation List” box at the top of the window.

To delete an existing violation that was entered in error, select the violation from the “Violation List” box and click the *Delete* button.

8.2.8 Vacate Order(s)

After selecting an order form Inquiry Results and selecting the *Vacate Order(s)* button, a window is displayed as shown below:

The screenshot shows the 'New York State Unified Court System' WebDVS interface. The window title is 'New York State Unified Court System'. The main content area is divided into several sections:

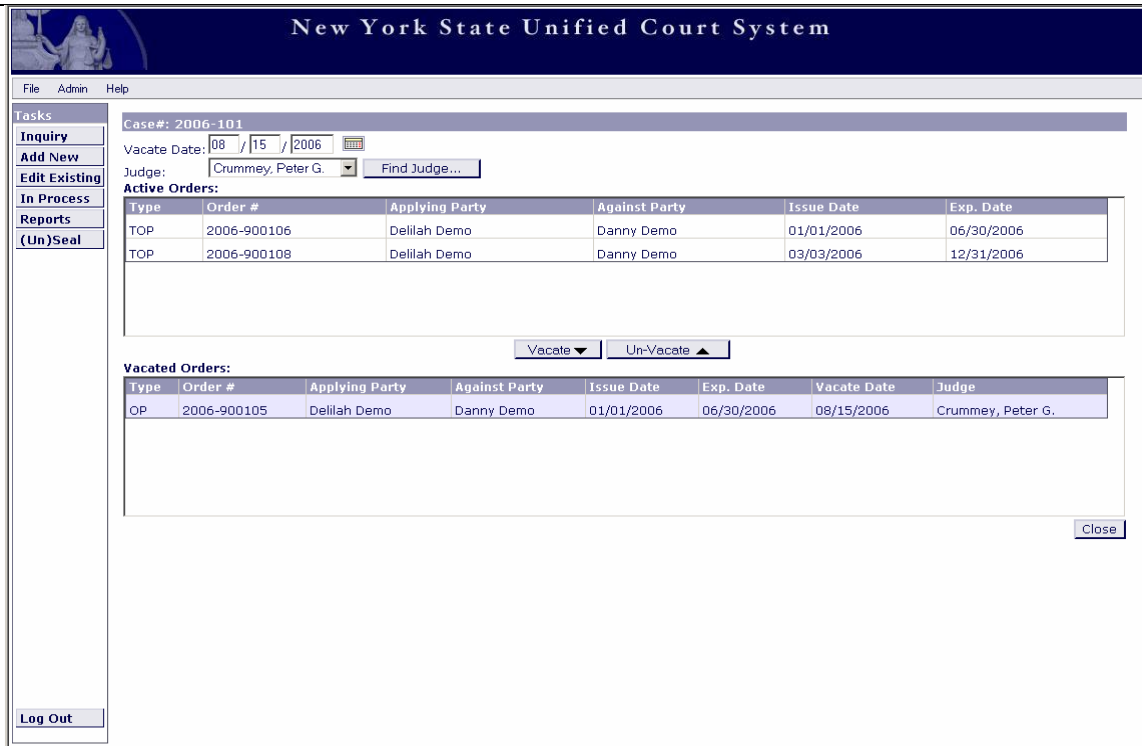
- Case Information:** Case#: 2006-101
- Vacate Date:** A date selection field.
- Judge:** A dropdown menu with a 'Find Judge...' button.
- Active Orders:** A table with columns: Type, Order #, Applying Party, Against Party, Issue Date, and Exp. Date.

Type	Order #	Applying Party	Against Party	Issue Date	Exp. Date
OP	2006-900105	Delilah Demo	Danny Demo	01/01/2006	06/30/2006
TOP	2006-900106	Delilah Demo	Danny Demo	01/01/2006	06/30/2006
TOP	2006-900108	Delilah Demo	Danny Demo	03/03/2006	12/31/2006
- Vacated Orders:** A table with columns: Type, Order #, Applying Party, Against Party, Issue Date, Exp. Date, Vacate Date, and Judge. This table is currently empty.

Navigation buttons include 'Vacate' (down arrow) and 'Un-Vacate' (up arrow). A 'Close' button is located in the bottom right corner. A 'Log Out' button is in the bottom left corner.

All orders associated with this case number will be displayed in the upper portion of the window in the “Active Orders” box. To vacate this order, enter the ‘Vacate Date’ and ‘Judge.’ Select the order and click the *Vacate* button. This moves the order to the lower portion of the window into the “Vacated Orders” box (see screenshot below). The order is now vacated.

Note: Orders entered through the old DVS Sybase system can also be vacated through WebDVS.



To un-vacate an order that was vacated in error, select it from the “Vacated Orders” box and click the *Un-Vacate* button. This causes the order to move back up to the “Active Orders” box.

To leave this window, select the *Close* button.

Note: This option is only available to users from the court that originated the order.

8.2.9 Dismiss Case

After selecting the order from Inquiry Results and selecting the *Dismiss Case* button, a window is displayed as shown below:

The screenshot shows the 'New York State Unified Court System' interface. The main content area displays 'Case #: 2006-101' and 'Orders in Case:' followed by a table with the following data:

Case #	Order #	Order Type	Against Party	Applying Party	Issue Date	Exp Date	Vacate Date	Vacate Outcome	Vacate Judge
2006-101	2006-900105	OP	Danny Demo	Delilah Demo	01/01/2006	06/30/2006	08/15/2006	Vacate Order of Protection	Crummey, Peter G.
2006-101	2006-900106	TOP	Danny Demo	Delilah Demo	01/01/2006	06/30/2006			
2006-101	2006-900108	TOP	Danny Demo	Delilah Demo	03/03/2006	12/31/2006			

Below the table, the 'Docket to be Dismissed On:' section contains:

- Date: [] / [] / [] [mm]
- Judge: []
- Seal Case

Buttons for 'Dismiss Case' and 'Close' are located at the bottom right of the form area. A 'Log Out' button is visible in the bottom left corner of the application window.

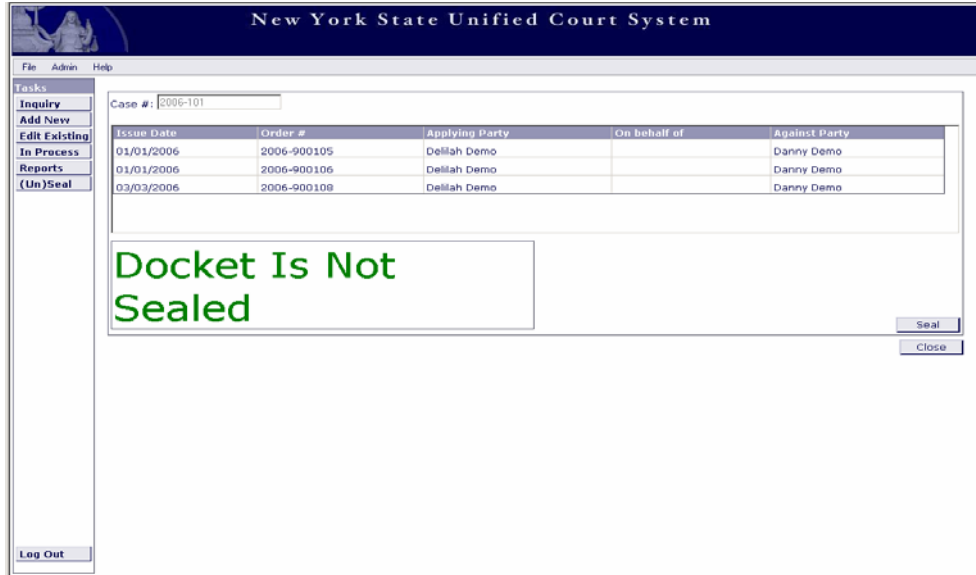
All orders associated with that case are displayed. The Case # displays at the top of the window. Enter a dismissed 'Date' and 'Judge.' The user also has the option to check the 'Seal Case' check box. When the user clicks the *Dismiss Case* button, **the case is dismissed and all orders associated with that case are "vacated by dismissal."** If the 'Seal Case' box is checked, the case is sealed and no longer visible to any users.

To leave this window, select the *Close* button.

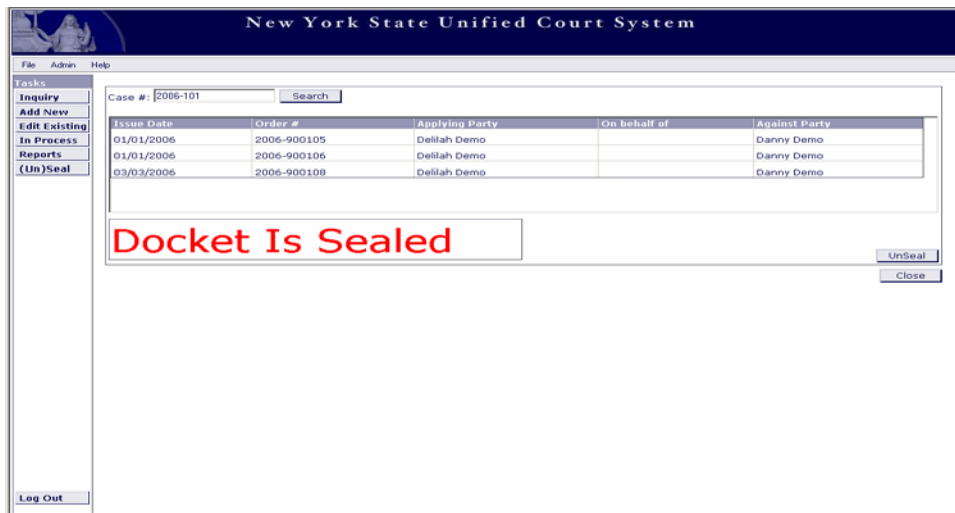
Note: This option is only available to users from the court that originated the order.

8.2.10 Seal Case

This function is used to seal a case that has already been dismissed. Select an order from the case to be sealed, and click the *Seal* button to seal the entire case:



By clicking the *Seal* button, the dismissed case is now sealed. The message “Docket Is Not Sealed” changes to “Docket Is Sealed” (and the color changes from green to red). The *Seal* button also changes to read *Unseal* (see screenshot below). If the user enters this window for a Case that is already sealed and clicks the *Unseal* button, the Case will be unsealed.



To leave this window, select the *Close* button.

Note: This option is only available to users from the court that originated the order.

8.2.11 Transfer/Vacate

The Transfer/Vacate function allows a Supreme or County Court user to choose a Local Court criminal order from within the county, and copy the contents to create a Supreme or County Court order. After assigning a new Case Number and Order Number, the new Supreme or County Court order is created and the Local Court order is vacated (all in one function).

When the Local Court order is highlighted and the *Transfer/Vacate* button selected, the following window is displayed:

The screenshot displays the 'New York State Unified Court System' web application interface. The title bar shows 'File Admin Help'. The main content area is titled 'Local Court Case #: 2006-101 Local Court Order #: NY0011313'. Below this, there are two main sections: 'Vacate Local Court Order' and 'Create New Order'. The 'Vacate Local Court Order' section includes a 'Vacate Date' field set to '08 / 24 / 2006' and a 'Judge' dropdown menu with a 'Find Judge...' button. The 'Create New Order' section includes 'Case #' and 'Order #' fields, and radio buttons for 'System Assigned' (selected) and 'Manually Assigned' with associated input fields. At the bottom right, there are 'Vacate/Transfer' and 'Close' buttons. A 'Log Out' button is located in the bottom left corner of the application window.

Enter the 'Vacate Date' and 'Judge.' Enter the **new** (Supreme or County Court) Case # and select "System Assigned" or "Manually Assigned" for the Order #. Once the *Vacate/Transfer* button is selected, the **Person Information** window is displayed. All existing information from the vacated order is displayed. This information can be modified as necessary. If there is no need to modify any of the information from the vacated order, click the *Submit* button. This will immediately vacate the Local Court order and create the new Supreme or County Court order.

Note: This function is only available to Supreme and County court users.

9 Reports

There are several reports available to users of WebDVS by clicking the *Reports* button on the Left Task Panel of the Main Menu. Reports are available and displayed in the drop-down list according to access level. The following reports are available:

Expired Temporary Orders Report

List of orders that will expire within a given month

Order Number List Report

List of all orders entered by a specific court

Order by Court or County Report

List of all orders entered by a specific court or county

Order with No Service – Details

List of orders entered where no service information is indicated

Orders with No Service – Totals

List of number of orders entered where no service information is indicated

Outstanding Violation Report

List of orders with violations attached

Outstanding Warrant Report

List of orders with warrants attached

User Workload Report

List of number of orders entered by user or by court



Select the desired report from the drop-down list. The window will display fields for the parameters needed for the selected report (such as date range). In the example screenshot below, the Order Number List Report is selected. If the desired search is for a specific user, the 'User' radio button is selected. The window then displays a field to search for that user:

For the Order Number List Report, the user can narrow the search by specifying an Order # Range, a specific Year, or a data entry User.

An example of each report can be found in [section 12.1 Reports](#) of the Appendix of this User Manual.

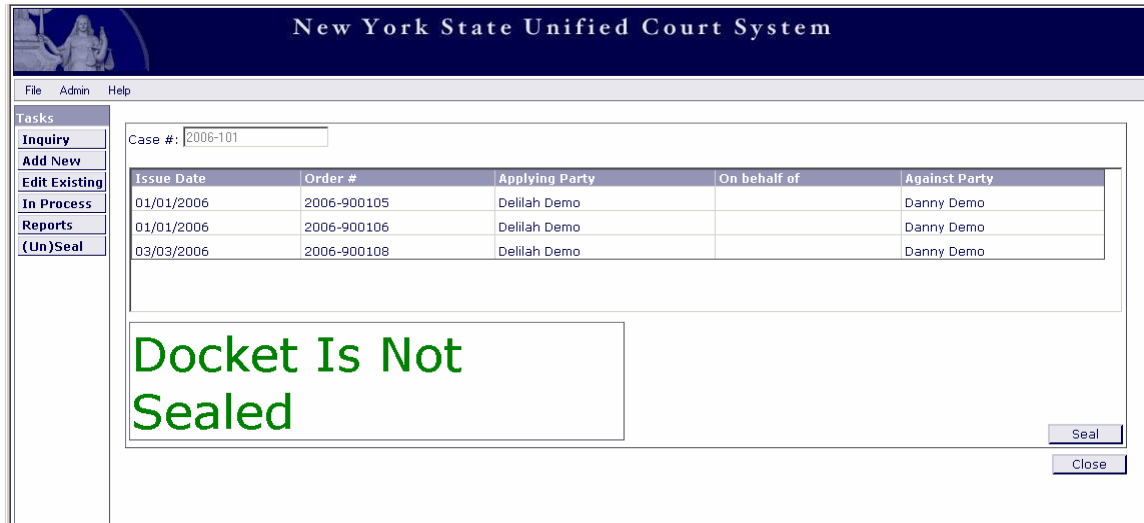
10 Admin

The Admin function is not available at this time. It will be available in future releases of the WebDVS application and will provide Dictionary access to Local Supervisors. Functions available through Admin include:

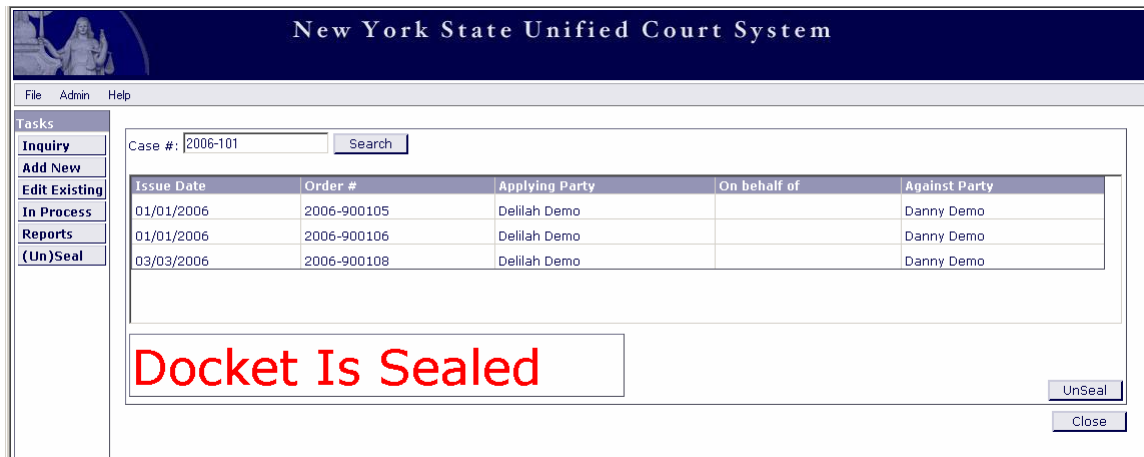
- Common Charges Dictionary
- Local Charges Dictionary
- Court/Judge Dictionary
- Common Text Dictionary

11 (Un)Seal

This function is used to **seal** a case, or **unseal** a sealed case. Select the *(Un)Seal* button from the Main Menu. Enter a Case # in the designated field and click the *Search* button. If the docket is found and is not sealed, the message will read as such:



If the user clicks the *Seal* button the docket (case) will be sealed. If the docket found was **already sealed**, the message reads as such:



In this instance, the button is labeled "Unseal." If the user clicks this button the case will be unsealed.

Note: All orders entered under a docket (case number) that have been sealed are **not** viewable through Inquiry or NYSPIN.

12 Appendix

12.1 Reports

12.1.1 Expired Temporary Orders Report

NYS UCS
WEBDVS

Expired Temporary Orders Report
Albany-City, Criminal Part
12/01/2005 - 12/31/2005

Processed:11/13/2005 01:14 PM
Requested by:Theresa Breen

<u>Order Number</u>	<u>Case Number</u>	<u>Expiration Date</u>	<u>Enjoined Party</u>	<u>Judge</u>
2005-000001	12345	12/31/2005	Thomas Jones	William A. Carter
2005-900002	12345	12/31/2005	Thomas Jones	William A. Carter
2005-900003	123	12/31/2005	Joseph Smith	William A. Carter
2005-900004	123	12/31/2005	Joseph Smith	William A. Carter
2005-900005	123	12/31/2005	Joseph Smith	William A. Carter
2005-900007	123	12/31/2005	Joseph Smith	William A. Carter
2005-900012	777	12/01/2005	Joker Smith	John Egan
2005-900013	777	12/01/2005	Joker Smith	William A. Carter

12.1.2 Order Number List Report

NYSUCS
WEBDVS

Order Number List
Albany City Court, Criminal Part
Orders Issued in Year 2005

Processed: 11/13/2005 01:15 PM
Requested by: Theresa Breen

<u>Order #</u>	<u>(T)OP</u>	<u>Case #</u>	<u>Applying Party</u>	<u>Against Party</u>	<u>Issue Date</u>	<u>Exp Date</u>	<u>Vacate Dt</u>	<u>Created by</u>
2005-900001	TOP	12345	Jones, Mary	Jones, Thomas	01/01/2005	12/31/2005		tbreen
2005-900002	OP	12345	Jones, Mary	Jones, Thomas	01/01/2005	12/31/2005		tbreen
2005-900003	TOP	123	Smith, Alice	Smith, Joseph	01/01/2005	12/31/2005		tbreen
2005-900004	OP	123	Smith, Alice	Smith, Joseph	01/01/2005	12/31/2005		tbreen
2005-900005	OP	123	Smith, Alice	Smith, Joseph	01/01/2005	12/31/2005		tbreen
2005-900006	TOP	144	Jones, Elise	Jones, Edward	01/01/2005		11/03/2005	tbreen
2005-900007	TOP	123	Smith, Alice	Smith, Joseph	01/01/2005	12/31/2005		tbreen
2005-900008	TOP	123	Smith, Alice	Smith, Joseph	10/01/2005	10/01/2006		tbreen
2005-900009	TOP	123	Smith, Alice	Smith, Joseph	01/01/2005	10/30/2005		tbreen
2005-900010	OP	123	Smith, Alice	Smith, Joseph	10/01/2005	10/01/2006		tbreen
2005-900011	TOP	456	Smith, Patricia	Smith, Michael	10/01/2005	10/01/2006		tbreen
2005-900012	TOP	777	Jones, Jane	Smith, Joker	10/01/2005	12/01/2005		tbreen
2005-900013	OP	777	Jones, Jane	Smith, Joker	11/01/2005	12/01/2005		tbreen
2005-900014	TOP	7878	Jackson, Mary	Jackson, Joseph	11/01/2005	06/01/2006		tbreen
2005-900015	OP	7878	Jackson, Mary	Jackson, Joseph	11/03/2005	11/03/2008		tbreen

12.1.3 Orders by Court or County Report

NYSUCS
WEBDVS

Orders by Court Report
Albany City Court, Criminal Part
10/01/2005 - 11/01/2005

Processed: 11/13/2005 01:20 PM
Requested by: Theresa Breen

<u>Against Party</u>	<u>Applying Party</u>	<u>Case/Docket #</u>	<u>Order #</u>	<u>Issue Date</u>	<u>Exp Date</u>	<u>Temp /Final</u>
Joseph Jackson	Mary Jackson	7878	2005-900014	11/01/2005	06/01/2006	T
Joseph Smith	Alice Smith	123	2005-900010	10/01/2005	10/01/2006	F
Joseph Smith	Alice Smith	123	2005-900008	10/01/2005	10/01/2006	T
Michael Smith	Patricia Smith	456	2005-900011	10/01/2005	10/01/2006	T
Joker Smith	Jane Jones	777	2005-900012	10/01/2005	12/01/2005	T
Joker Smith	Jane Jones	777	2005-900013	11/01/2005	12/01/2005	F

NYSUCS
WEBDVS

Orders by County Report
Albany County
10/15/2005 - 11/15/2005

Processed: 11/13/2005 01:16 PM
Requested by: Theresa Breen

<u>Name of Court</u>	<u>Against Party</u>	<u>Applying Party</u>	<u>Case #</u>	<u>Order #</u>	<u>Issue Date</u>	<u>Exp Date</u>	<u>Temp /Final</u>
Albany-City, Criminal Part	Joseph Jackson	Mary Jackson	7878	2005-900014	11/01/2005	06/01/2006	T
Albany-City, Criminal Part	Joseph Jackson	Mary Jackson	7878	2005-900015	11/03/2005	11/03/2008	F
Albany-City, Criminal Part	Joker Smith	Jane Jones	777	2005-900013	11/01/2005	12/01/2005	F
Albany-Supreme	Cucumber Extract	Aloe Relief	5251-04	2005-900004	11/13/2005	11/15/2006	T
Albany-Supreme	xcvzxvc zxvc	asdf asfd	123	2005-900005	11/01/2005	12/01/2005	T

12.1.4 Orders with No Service - Details

NYS UCS
WEBDVS

Orders with No Service - Details*
For Orders Issued: 06/01/2005 - 12/31/2005

Processed: 11/13/2005 01:22 PM
Requested by: Theresa Breen

Court: Albany City Court, Criminal Part (NY001011J)

<u>Order #</u>	<u>Case #</u>	<u>Latest Issue Date</u>	<u>Latest Exp Date</u>	<u>Against Party</u>	<u>Serv Req'd?</u>
2005-900012	777	10/01/2005	12/01/2005	Smith, Joker	Yes
2005-900013	777	11/01/2005	12/01/2005	Smith, Joker	Yes

Total # Orders: 2

Total # Active Orders: 0

12.1.5 Orders with No Service - Totals

NYSUCS
WEBDVS

Orders with No Service - Totals*
Date Range: 06/01/2005 - 12/31/2005
Albany City Court, Criminal Part(NY001011J)

Processed:09/01/2006 09:35 AM
Requested by:Theresa Breen

	Total #	# No Police Service (Service Required)		#No Police Service (Service NOT Required)		# No Court Service		# No Police or Court Service	
		#	%	#	%	#	%	#	%
Orders Issued	101	0	0%	101	100%	0	0%	0	0%
Active Orders	49	0	0%	49	100%	0	0%	0	0%

* The numbers of orders include the original order (both temporary and final) and all extensions.
"Issued" counts include those that were issued during the period , and includes vacated orders
"Active" counts include those that were issued during the period, have not yet expired and were not vacated.

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12.1.7 Outstanding Warrant Report

NYS UCS
WEBDVS

Outstanding Warrant Report
Albany City Court, Criminal Part

Processed: 11/13/2005 01:35 PM
Requested by: Theresa Breen

Name
Joseph Jackson

Warrant Date
11/01/2005

Docket #
7878

12.1.8 User Workload Report

NYSUCS
WEBDVS

User Workload Report
All Courts - Specific User
Theresa Breen
10/01/2005 - 10/31/2005

Processed:11/13/2005 01:38 PM
Requested by:Theresa Breen

Court Name	Date of Activity	Entered	Updated	Total
Adams-Town	10/20/2005	1	1	2
Albany-City, Criminal Part	10/05/2005	5	4	9
	10/06/2005	1	1	2
	10/07/2005	1	0	1
	10/25/2005	3	2	5
	10/26/2005	1	0	1
Albany-Supreme	10/31/2005	0	1	1
Bronx-Criminal	10/03/2005	4	8	12
	10/04/2005	5	1	6
	10/05/2005	0	4	4
	10/06/2005	1	0	1
Brunswick-Town	10/06/2005	8	2	10
Onondaga-Supreme	10/31/2005	1	0	1
Rensselaer-City	10/26/2005	0	1	1
Rensselaer-Supreme	10/31/2005	0	1	1
Schenectady-City	10/04/2005	2	10	12
	10/05/2005	1	3	4
Syracuse-City	10/31/2005	2	4	6
Totals		36	43	79

12.2 Conventions

12.2.1 Calendar Icon

To the right of all date fields in the WebDVS application is a Calendar icon. When selected, a calendar displays (defaulted to the current date) as shown below:

?	September, 2005							x
<<	<	Today					>	>>
wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
34					1	2	3	
35	4	5	6	7	8	9	10	
36	11	12	13	14	15	16	17	
37	18	19	20	21	22	23	24	
38	25	26	27	28	29	30		
Select date								

Clicking on a certain date enters this information into the Date fields to the left of the Calendar icon. The single arrow (>) at the top of the calendar displays the next month in the future, and the single backwards arrow (<) displays the previous month. The double arrows (>> or <<) cause the calendar to display a year in the future or past, respectively.

12.2.2 Buttons

Apply

Apply button saves data entered on the current page

Cancel

Cancel button returns the user to the previous window without executing any function on the opened window

Clear

Clear button clears all information entered in the window

Close

Close button closes the open window

Delete

Delete button deletes the selected data

Reset



Reset button returns the window to the last state before a save

OK



OK button returns the user to the previous window and saves any data that was added or updated

Submit



Submit button saves order information to the database after verification of edits and electronically transmits select order information to NYSPIN

SAND Controls



The trio of buttons, *Select*, *Add/New*, and *Delete* are used throughout the application and are commonly referred to as the SAND Controls. These buttons maintain the same functionality in all areas of the application.

Select



Select button allows the user to update or edit specified data within a specific row of a table once the data has been highlighted

Add/New



Add/New button allows the user to add new information to a specified table

Delete



Delete button allows the user to remove existing data from a row within a table once the data has been highlighted

12.3 Access Levels

Below is a list of access levels for the application along with a description of the permission allowed for each.

In addition to the specific permissions allowed for each access level, there are also permissions based on the logged in court.

DA (District Attorney) Access

- Add New
- In Process

Inquiry Only Access

- Inquiry
 - View Order Details
 - View Order (PDF)
 - Order Recap

Data Entry User

- Inquiry
 - View Order Details
 - View Order (PDF)
 - Order Recap
 - Extend TOP
 - Copy/Modify
 - Edit Existing
 - Violations
 - Vacate Order(s)
 - Dismiss Case
 - Seal Case
- Add New
- Edit Existing
- In Process
- Reports
 - Order Number List

Local Supervisor

Inquiry

- View Order Details
- View Order (PDF)
- Order Recap
- Extend TOP
- Copy/Modify
- Edit Existing
- Violations
- Vacate Order(s)
- Dismiss Case
- Seal Case

Add New

Edit Existing

In Process

Reports

- Expired Temporary Orders
- Order Number List
- Orders by Court or County
- Orders with No Service – Details
- Orders with No Service – Totals
- Outstanding Violation Report
- Outstanding Warrant Report
- User Workload

(Un)Seal

12.4 Options (Functions)

The following options are available to all courts and all users, even if the order originated from another court:

- Inquiry
- View Order Details
- View Order (PDF)
- Order Recap

The following options are only available to users within a specified court:

- Edit Existing
- Extend TOP
- Copy/Modify
- Violations
- Vacate (exception: Supreme and County users can vacate lower court orders entered by courts within the same county)
- Dismiss
- (Un)Seal

The following option is only available to Supreme and County court users for orders entered by a court within their county:

- Transfer/Vacate