



# 2024 Annual Conference

*Niagara Falls, New York*

## **Courtroom Program**

Date: Tuesday, September 24, 2024

Instructors:

Hon. David Brockway

Dolores Broder

Jennifer Schoeffel

MCLE: 1.0 Skills

This program has been approved for credit in  
New York State for all attorneys  
including those who are Newly Admitted  
(less than 24 months) and administered by  
the Onondaga County Bar Association



## PRESENTERS

**Hon. David M. Brockway**  
Village Justice, Horseheads

Hon. David M. Brockway is a cum laude honors graduate of Colgate University (1972) and of the Albany Law School of Union University (1975). A former assistant public defender for Chemung County (1975-1980) and practicing attorney, he currently presides as Village Justice in Horseheads (2014-present; 1980 to 2000). He retired in 2014 as a Family Court Judge (2000-2014) and as an Acting County and Supreme Court Justice. He also served as a Supervising Judge of the Town and Village Courts in the 6<sup>th</sup> District. From 2003-2007 he was an adjunct lecturer in paralegal studies at SUNY-Corning Community College. He has served the New York State Magistrates Association in numerous capacities, including as Editor of The Magistrate, Vice-President, and Director. A former “Magistrate of the Year (1988), he has also been a frequent presenter over many years, including at NYSMA state conferences and the Southern Tier Central (SUNY-Corning) and Southern Tier West (Houghton College) Regional Leadership Conferences. He has two grown children and five grandchildren and was married for 42 years to the late Barbara Brockway.

**Dolores Broder** is a Principal Computer Applications Programmer for OCA Division of Technology and Court Research (DoTCR). Dolores has been with DoTCR since 2015. Throughout her career, Dolores has worked on Universal Case Management Systems (UCMS) for Family/Criminal, Court of Appeals and Local Civil. In addition, since 2018, Dolores has been the technical lead for The CourtRoom Program. The CourtRoom Program is the case management system used by the Town and Village Courts. Her focus is on development and enhancement aspects of the CourtRoom Program, as well as support and training.

**Jennifer Schoeffel** is a Senior Management Analyst for OCA Department of Technology and Court Research. Jennifer’s primary focus is the case management system used by the Town and Village Courts, the CourtRoom Program. With 21 years of experience supporting the CourtRoom Program software, she has assisted with various aspects of the program, including but not limited to: phone support, developing state-required forms and reports, training, documenting tutorials, and program development.



## The CourtRoom Program



### Contacting CourtRoom Program for Support

You can contact support by phone at (800) 622-2522 option 1 then option 2. Or you can open a help desk ticket. To open a help desk ticket, send an email to [helpcenter@nycourts.gov](mailto:helpcenter@nycourts.gov) please provide a detailed description of what assistance you are in need of and the best day and time to reach you.

### Backups

The easiest way to backup is to a flash drive. Backups should be done **every day** you work. If your IT department handles your backups outside of the CourtRoom Program that's fine, you can never have too many backups, but you should still do the CourtRoom Program backup so we can help you if necessary.

Backups should be uploaded to UCS as well. To initiate the process of uploading your backup select **Help → Upload your backup to UCS**. We recommend you upload a backup everyday you work. We can automate this process, please call to initiate this feature.

### Updates

Stay current with new updates when they are released. To download the most recent update within the CourtRoom Program, select **Help → Get Latest Program Update**. If your computers are networked, it is very important that all other computers be closed out of the program until the computer that downloaded the update completes the update. It is also very important that all the computers use the same version of the program. If computers have different versions, please contact CourtRoom Program office support. After installing the update, click **Help → Recent Changes** to see an explanation of the changes in the new version.

1

### Downloading eTickets:

Within the CourtRoom Program click on **Help, Web-Site Links, OCA Website (for CDRs DMV Reports)**

This will bring you to the OCA Web-Site login screen.

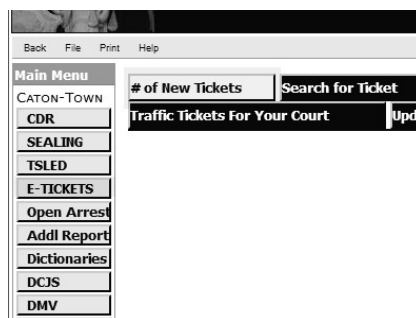
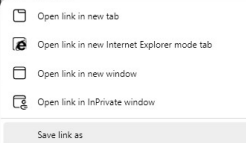
Once you are logged in, on the left-hand side click on **E-Tickets, # of New Tickets**

**TRAFFIC COURT TICKETS**  
Number of Records

28

[Click Here to Create Download File \(Text\)](#)

[Click Here to Create Download](#)



The Website will then display the number of traffic tickets for your court.

Right click on 'Click Here to Create Download File (XML)' and select 'Save link as'

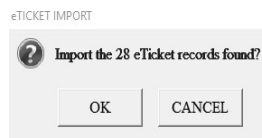
2

Downloading eTickets continued



1. Double check to make sure you are in the C:\DMVTRAN folder
2. Make sure file name is eTktin.xml
3. If you double click on the already existing file, it will ask if you want to overwrite the existing file, select **Yes**.
4. Normally selecting **Yes** will close the screen if it doesn't click on **Save**.

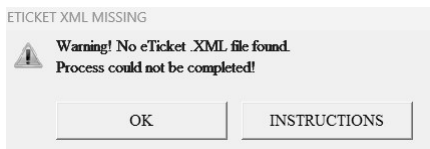
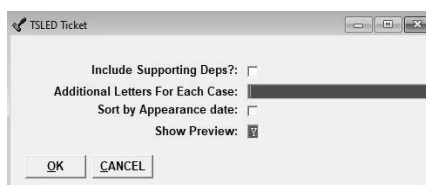
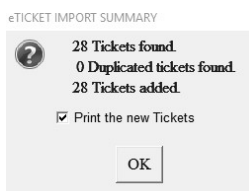
After saving the tickets you will then go back into the program and import them by selecting, **Utility, Read eTicket XML File**.



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Downloading eTickets continued

After the tickets import you will then be prompted to print the new ticket(s) with the option to print the supporting deposition(s).



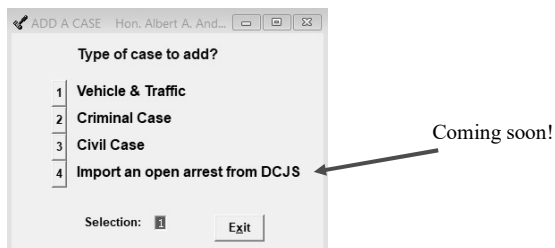
If after selecting, **Utility, Read eTicket XML** file a warning pops up this means the eTktin.xml file wasn't imported to the C:\DMVTRAN folder.

After importing and printing the eTickets you will need to go back to the OCA Website and select to **Update as Received**.

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Adding new cases:

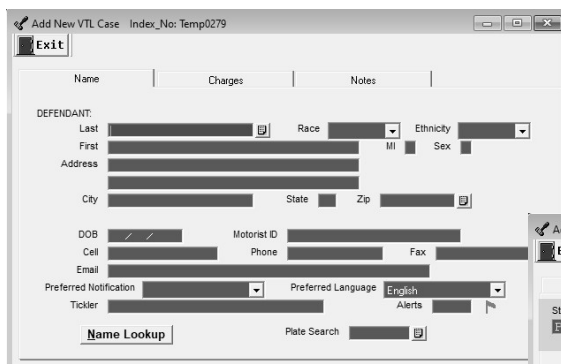
Cases may be entered manually by clicking on **Cases, Add New Case**



Select the corresponding number for the type of case you need to add. The only difference between entering a VTL case or a PL case is that the statute is pre-filled for you.

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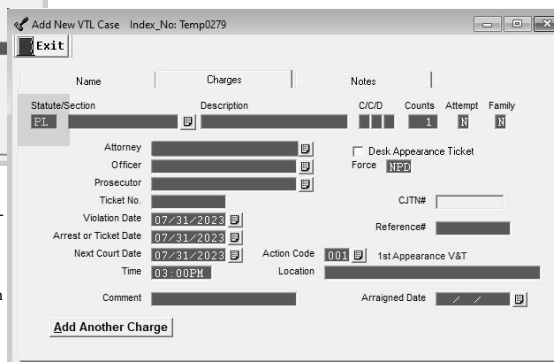
*Adding new cases continued*



Adding a new case, enter in the defendant's last name and then click on the lookup key at the end of the name field to see if the defendant is already in the names database. This will make it easier if you need to merge cases later. If the defendant is not in the names database fill in the fields shown. Then select the charges tab to enter in the violation(s).

This image is showing you adding in a criminal case where the statute is pre-filled with PL.

If you needed to add a case for a violation other than a VTL or a PL simply remove the pre-filled statute and enter in what the defendant was in violation of; for example, the abbreviation for Environmental Conservation Law is ECL. All the Law abbreviations can be found in the Justice Court Fund Handbook.



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Adding new cases continued

When adding a civil case, the **Plaintiff** and **Defendant** name information screens appear the same.

PLAINTIFF:

Last: [ ] Race: [ ] Ethnicity: [ ]  
 First: [ ] MI: [ ] Sex: [ ]  
 Address: [ ]  
 City: [ ] State: [ ] Zip: [ ]  
 Cell: [ ] Phone: [ ] Fax: [ ]  
 Tickler: [ ] Alerts: [ ]  
 Attorney: [ ]

Name Lookup

Case Info & Fees

Filing Date: 07/31/2023  
 Receipt No: [ ] Cash:  Yes Bank Deposit: 07/31/2023  
 Civil Fee: 0.00 Other: 0.00 Reference: [ ]  
 Mailing Date: 07/31/2023  
 Report Date: 07/31/2023  
 Court Date: 07/31/2023 Time: 03:00PM Action Code: 008  
 Comment: [ ]

Small Claim, Civil or Summary Proceeding: (S/C/P)

Case Info & Fees - be sure to identify the type of civil case you're adding.

**S** = Small Claims (limit of \$3,000 for Town and Village Courts)

**C** = Civil

**P** = Summary Proceeding (landlord tenant cases)

You may report the filing fee to the JCF in either of two ways: you may deduct the cost of the postage from the small claims fee reported at the end of each month's report, or send the total amount of the small claims fee without deducting the cost of the postage. In either case, the amount reported will be returned to your locality.

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Adding new cases continued

### Correcting a Summary Proceeding Case Entered Incorrectly

Form the Case Information Screen, Modify Case, Case Modification, Edit Charge Records

STATUTE: CIV DESCRIPTION: Small Claim

DELETE

JUDGE - AAA ATTORNEY - [ ]  
 INDEX\_NO - 21090001.01 DEFENSE ATTORNEY - [ ]  
 NAME NUMBER - 0000071  
 NAME SORT - TESTER TONY

CASE FILED: 07/23/2021 FINE: 0.00  
 MAILING TRIAL: 07/23/2021 CIVIL FEE: 20.00  
 DECISION CASE CLOSED: SURCHARGE: 0.00

DISPOSITION: [ ]  
 COMMENT: [ ]  
 REFERENCE: [ ]  
 DOCKET DONE: [ ] BLOCK nCOURT: [ ]

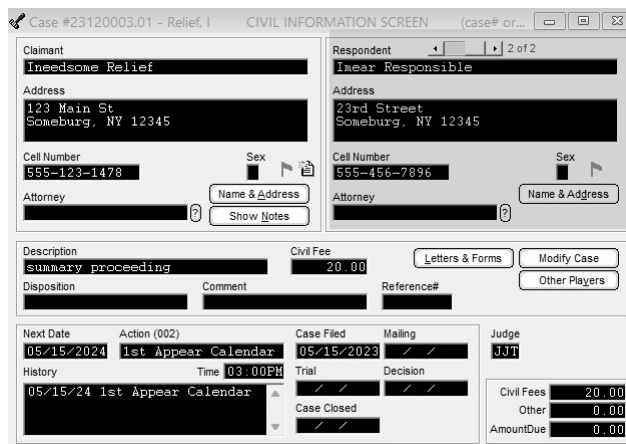
Desk Appearance Ticket sEI - 09/23/2021

Remove either **Small Claim** or **Civil** from the **Description** field and enter in **Summary Proceeding**. Then **Save** and **Exit**.

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- Another common question is how to include multiple Co-Defendants or Respondents.
- To do this from the case **Information Screen** select, **Modify Case** then **Co-Defendants**
- Select **OK** to add a Co-Defendant. This will open the **Name List** where you can select a name from your database or select **Add New Name**.
- You will now have a scroll bar above the Defendant or Respondent name



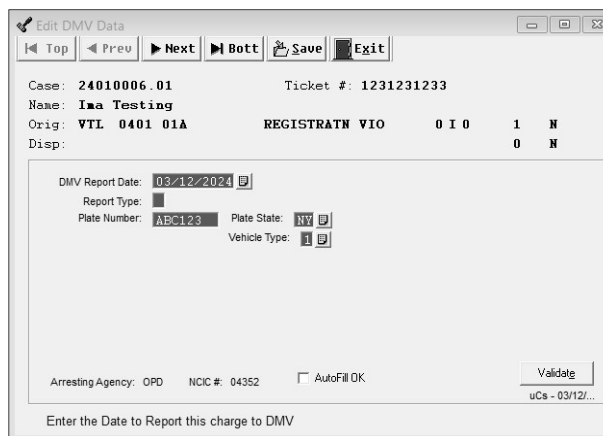
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**TSLED/DMV Reporting**

- From the case **Information Screen**
- **Modify Case, Case Modification, DMV Data**
  - Or
  - **<Ctrl>D**

If you have a multi charge case and different information needs to be entered for each charge, be sure the **AutoFill OK** box is **UNCHECKED**

- **DMV Report Date** = Date to be uploaded to DMV
- **Report Type options**
  - **D** = Disposition
  - **P** = Suspended Pending Prosecution
  - **S** = Scoff
  - **T** = Court transfer
  - **U** = UT-20



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TSLED/DMV Reporting Continued

Depending on the **Report Type** different fields will open

Report Type 'T' for Court Transfer

- **Transfer Court ORI:** Enter in the ORI# of the receiving court or use the lookup key and select from list.

Report Type 'U' for a UT-20

- **UT-20 Reason:** Use lookup key to enter the UT-20 reason
- **License State:** Enter defendants license state
- **Arrest Type:** Use lookup key
- **CVH Indicator:** 'C' = Comm Veh. 'B' = Bus 'H' = Haz. Mat.
- **Disp Code:** Use lookup key to select disposition code.

The only two reasons for a UT-20 that cannot be sent electronically are:

- 5 – Coram Nobis
- 10 – Submitted to TSLED by mistake-Reopen ticket

TSLED/DMV Reporting Continued

Report Type 'P' for Suspended Pending Prosecution

- **License State:** Enter defendants license state
- **Was 1192/1193 order issued:** 'Y' es or 'N' o
- **Was 1192/1193 order signed:** 'Y' es or 'N' o
- **Was hardship granted:** 'Y' es or 'N' o
- **Suspension type:**

- 'H'ard – No driving for any reason
- 'P'ermisive – Allows driver to commute to work/school/medical/etc...
- 'S'ean's Law – Immediate suspension of junior licenses

- **License Susp/Rev:** S = suspension otherwise leave blank
- **Susp/Rev Effective Date:** Date suspension takes effect
- **Lic. Attached:** L = attached otherwise leave blank

TSLEDDMV Reporting Continued

Report Type 'S' for a Failure to Appear

- License State:** Enter defendants license state
- Arrest Type:** Use lookup key
- CVH Indicator:** 'C' Comm Veh. 'B' Bus 'H' Haz. Mat.
- **Scoff Status:** A for failure to appear
- **Plate Number:** Enter plate number from ticket
- **Plate State:** Enter state or use lookup key
- **Vehicle Type:** Use lookup key
- **Original Court Date:** Enter original court date

DMV Report Date: 03/12/2024

Report Type: S Scofflaw

Plate Number: ABC123 Plate State: NY

License State: [dropdown] Vehicle Type: [dropdown]

Arrest Type: 1 Patrol

CVH Indicator: [dropdown]

Scoff Status: [dropdown]

Scoff Lift Date: / /

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TSLEDDMV Reporting Continued

Report Type 'S' to lift a scoff when there isn't a disposition

- License State:** Enter defendants license state
- Arrest Type:** Use lookup key
- CVH Indicator:** 'C' =Comm Veh. 'B' = Bus 'H' = Haz. Mat.
- **Scoff Status:** Remove the A so it's blank
- **Scoff Lift Date:** Date scoff to be lifted
- **Scoff Timer Restart:** Next court date

DMV Report Date: 03/12/2024

Report Type: S Scofflaw

Plate Number: ABC123 Plate State: NY

License State: [dropdown] Vehicle Type: [dropdown]

Arrest Type: 1 Patrol

CVH Indicator: [dropdown]

Scoff Status: [dropdown]

Scoff Lift Date: 03/12/2024

Scoff Timer Restart: 04/24/2024

\*Note: a disposition will also lift a scoff

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TSLED/DMV Reporting Continued

Example DWI or Alcohol related disposition

- **DMV Report Date** = Date to be uploaded to DMV

- **Report Type**

- o **D** = Disposition
- o **P** = Suspended Pending Prosecution
- o **S** = Scoff
- o **T** = Court transfer
- o **U** = UT-20

- **License State** – Use the lookup key

- **Arrest Type** – Use the lookup key

- **CVH Indicator** = ‘C’ommercial ‘B’us ‘H’az. Mat

- **Dispo Code** – Use the lookup key

- **Secondary Sentence** – If there are

more than two enter in the most

important two.

- **Alch/Drug Test**

- o **1** = Test given
- o **2** = Test refused
- o **3** = No test given
- o **4** = Unknown

- **Type 1** = Breathalyzer **2** = Blood test **3** = Urinalysis

- **Alch Result** = Enter .15 as 15

- **Probation** = ‘Y’es or ‘N’o

- **Jail** = ‘S’tate ‘L’ocal ‘C’ounty **Jail Time** = Enter number days,

weeks, months, years ‘D’ays ‘W’eeks ‘M’onths ‘Y’ears

- **Ignition Interlock** = ‘Y’es or ‘N’o **Time** = Enter number days, weeks,

months, years ‘D’ays ‘W’eeks ‘M’onths ‘Y’ears

- **License Susp/Rev** = ‘S’uspension or ‘R’evoked

- **Type** = ‘P’ermissive or ‘M’andatory **Time** = Enter number days, weeks,

months, years ‘D’ays ‘W’eeks ‘M’onths ‘Y’ear

- **Susp/Rev Effective Date** = Date suspension takes effect

- **Lic. Attached** = ‘L’ if license was surrendered otherwise leave blank

- **‘Do Not Apply’ Order** = Court order to not apply for license ‘Y’es or

‘N’o

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TSLED/DMV Reporting Continued

Example DWI or Alcohol related disposition continued

For all charges when there is a change in disposition a UT-20 is required.

For example:

When reporting DWI convictions from unpaid to paid, courts need to submit as a UT-20 for TSLED to verify the only thing changing is the status of the ticket to paid.

**Report Type** = U

**UT-20 Reason** = 4 (Correct an error reported by TSLED)

**Dispo Code**

23 (Plead Guilty Fine Not Collected) → 13 (Plead Guilty)

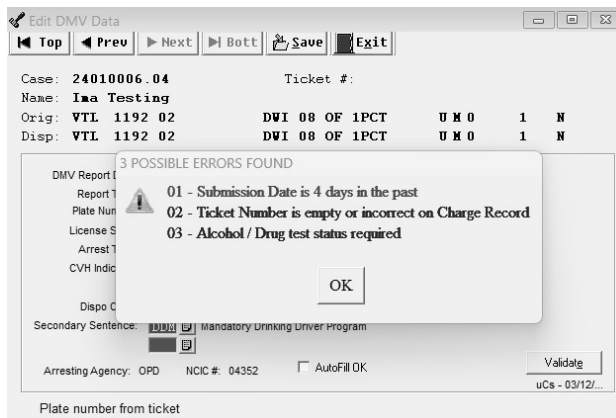
24 (Convicted Fine Not Collected) → 4 (Convicted after Trial)

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TSLED/DMV Reporting Continued

Regardless of the report type, after entering data select the **Validate** button in the lower right corner

There are many reasons for a possible error. Any error in red shouldn't be ignored. A green error isn't a true error, it's alerting you to pay attention to the field



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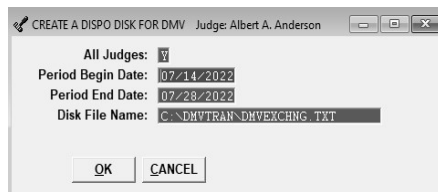
TSLED/DMV Reporting Continued

**Uploading to DMV**

After entering in Dispositions, Suspended Pending Prosecutions, Scoffs, Court transfers, or UT-20 information it then needs to be sent to DMV.

Within the program:

**Reports, DMV Dispos, Create DMV Report Disk**



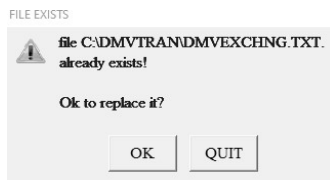
**All Judges** – ‘Y’es or ‘N’o

**Period Begin Date** – By default the date is two weeks past, this can be changed as needed

**Period End Date** – By default the date is today's date, this can be changed as needed **Disk File Name** – Saves to the C:\ drive in the **DMVTran** Folder and the file name is **DMVEXCHNG.TXT**

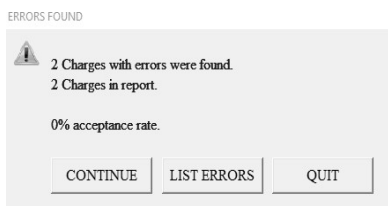
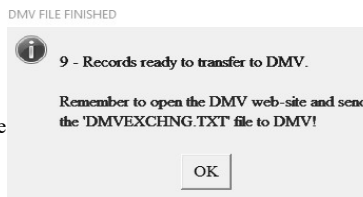
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TSLED/DMV Reporting Continued



After selecting **OK** the following screen will appear, select **OK**

Then you would either have a confirmation the records are ready to be sent or that there are possible errors.



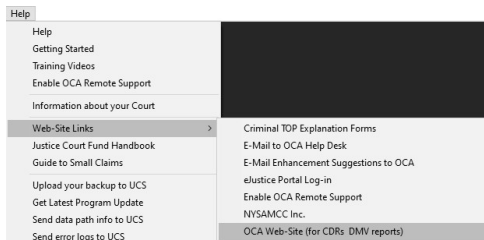
If there are possible errors, select **List Errors** to correct them.

After correcting the errors, the file would need to be re-created.

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TSLED/DMV Reporting Continued

To upload the file, go to **Help, Website Links, OCA Web-Site (for CDR's DMV reports)**



Welcome to the New York State Unified Court System



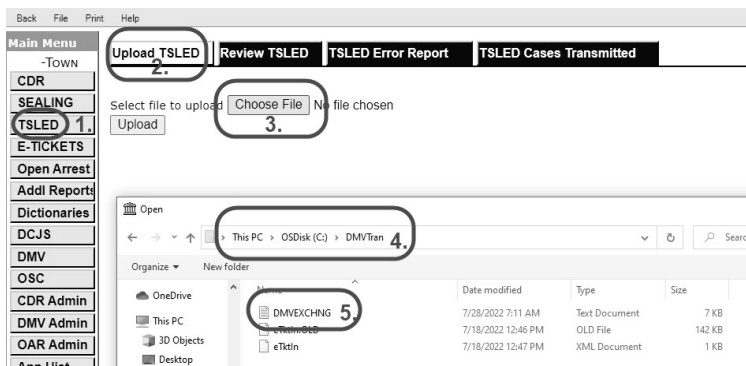
Enter your **User Name** and **Password** and select **Sign In**

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TSLED/DMV Reporting Continued

Once you are logged in select

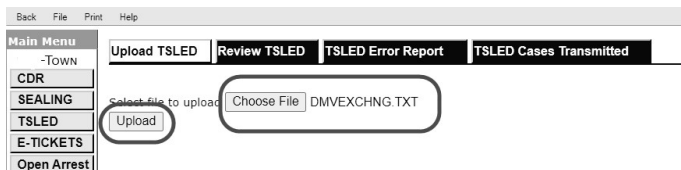
1. TSLED
2. Upload TSLED
3. Choose File
4. Within the C:\DMVTran folder look for DMVEXCHNG
5. Select DMVEXCHNG



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TSLED/DMV Reporting Continued

After selecting the **DMVEXCHNG** file select the **Upload** button



There will then be a confirmation of the number of records uploaded.

Don't forget to check for any possible errors by selecting TSLED Error Report.

Reminder, it takes TSLED 48 hours to process new uploads.  
For help with TSLED errors TSLED can be reached at (800) 948-7533.

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**Legislation Data Collection**

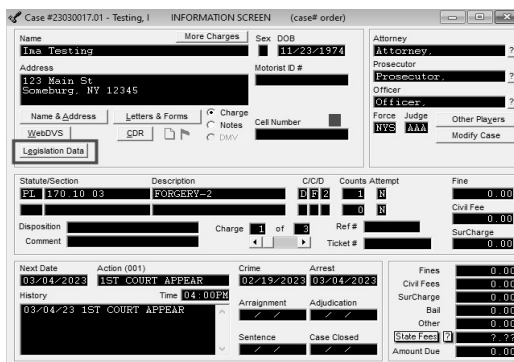
Due to new legislation, specifically Judiciary Law §216 and Executive Law §837-U, the CourtRoom Program has been enhanced to collect additional data elements.

To collect the required data that was outlined in the 2020 Criminal Legislature new fields have been added to the CourtRoom Program.

If there is a Misdemeanor or a Felony charge on a case, regardless of CDR eligibility, the case **Information Screen** will now contain a new button labeled, **Legislation Data**. The **Legislation Data** button can also be found within the **Enter Disposition**, **Fine/Fee Payment**, and **Adjourn Case** screens.

Once there is an **Arraignment** date entered on the case the wording of the **Legislation Data** button will change to red.

The red text is alerting you to enter in required information



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*Legislation Data collection continued*

After selecting the **Legislation Button**, you will see three tabs

**1. General Info:**

Legislation Data - Case# 23030017

- **CJTN** – Criminal Justice Tracking Number (was formally known as 501 or Fingerprint card number) is the number assigned to a particular set of Arrest Fingerprints. It’s used to identify the particular arrest on the individual’s New York State criminal history. *If already entered within the CDR that information will carry over and vice versa.*
- **NYSID** - Assigned to the individual’s New York State criminal history; the NYSID is a permanent number and remains with the individual for life. *If already entered within the CDR that information will carry over and vice versa.*
- **Failed To Appear After Arraignment and Before Disposition** – Select either Yes or No from the dropdown
- **Order Of Protection Exists:** Select from the dropdown – *This is only if an OP was issued during the span of this case.*
  - No
  - Yes: Family
  - Yes: Non-Family
  - Yes: Family & Non-Family

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Legislation Data collection continued

2. Arraignment Info

Legislation Data - Case# 23060008

- **Arraignment Judge** – This field will default to the Judge on the case. However, if the arrainging Judge was different, the arrainging Judge can be selected from the dropdown or typed in.
- **Attorney Present** - Select from the dropdown –
  - Yes
  - No
  - Not Applicable - Disposed prior to arraignment
- **Release Status** - Select from the dropdown –
  - Not-Applicable - Disposed at or before Arraignment
  - Remanded to Jail
  - ROR
  - Bail Set and Posted (Optional NMR)
  - Bail Set and Not Posted (Optional NMR)
  - Bail Set – Nominal Cash (Optional NMR)
  - NMR (Nonmonetary Release Conditions)

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Legislation Data collection continued

If **Bail Set and Posted**, **Bail Set and Not Posted**, or **Bail Set – Nominal Cash** are selected the **NMR Conditions(0)** button will appear on the **Arraignment Info** screen. Selecting **NMR Conditions for Bail** is **optional**.

After selecting the **NMR Conditions** button the following screen will appear

Double click on all conditions that apply. This will move the conditions to the right side of the screen. When finished select **OK**.

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Legislation Data collection continued

If **NMR (Nonmonetary Release Conditions)** is selected the **NMR Conditions(0)** button will appear on the **Arraignment Info** screen  
**Selecting NMR Conditions is a requirement.**

After selecting the **NMR Conditions** button the following screen will appear

Double click on all conditions that apply. This will move the conditions to the right side of the screen. When finished select **OK**.

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Legislation Data collection continued

**3. Disposition Info**

- Disposition Status** - Select from the dropdown –
- Superior Court Transfer (e.g. IDV, IND, SCI, HGJ)
  - Trial Found Guilty
  - Pled by Mail
  - Pled Guilty in Court
  - Covered by Another Case
  - Adjourment in Contemplation of Dismissal
  - Acquitted
  - Dismissed - Speedy Trial
  - Dismissed - Decline to Prosecute
  - Dismissed - Post ARGN, on consent (e.g. Diversion Program)
  - Dismissed - Uncooperative Witness
  - Dismissed - Mental Health/ Hygiene related
  - Dismissed - Upon motion (CPL 170.40, CPL 180.85)
  - Dismissed - None of the Above
  - Transfer to other jurisdiction
  - Other Disposition

**Pretrial Days in Custody** – Enter the number of days the defendant spent in jail from arraignment until release. If the defendant did not spend time in custody enter a 0 (zero) in the field.

*Enter the best information available to you without having to call the jail*

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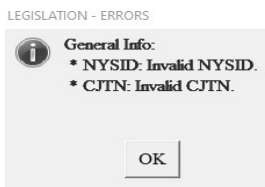
Legislation Data collection continued

**Validations** - As a case progresses the **Legislation Data** becomes required and will trigger validation errors if not entered when selecting **Save** from within the **Legislation Data** screen.

If fingerprint information is not entered within either the CDR or Legislation Data, the following message would appear for only Fingerprintable offenses. This will not prevent from saving any other information.



If invalid information is entered for either CJTN or NYSID this will prevent from saving any information. The CJTN or NYSID must be corrected or removed to proceed.



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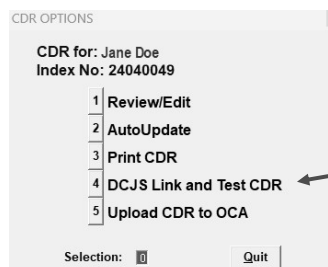
**CDR Upload**

When to report CDR information? As the case progresses

- After arraignment **OR** if there was an Arrest Warrant issued. Arrest Warrants uploaded prior to arraignment may not be applied to the criminal history if not accompanied by a CJTN or NYSID.
- Interim Action (BW/WO/ROW/WV should be reported)
- Final Disposition of the case even if all fines and fees are not paid.
- ACD dispositions should be reported at adjudication and again at the deemed dismiss date with the seal.
- Post final disposition action.
  - Resentence
  - Return from Grand Jury
  - Corrections
  - Appeal Overtum

Within the CourtRoom Program, after selecting the CDR button from the Case Information Screen, the following 5 options will appear.

Select number 1 to enter in CDR information



Coming soon!

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Coming soon!

The first tab is the Case Info

- **Correct/Resent/Appeal/GJ Ret**
  - o 'C'orrection
  - o 'R'esentence
  - o Return on 'A'ppeal
- **CJTN#** = Fingerprint card number *AKA 501#*
- **NYSID#** = Identifier assigned by DCJS
- **Arrest ID#** = Arresting agency ID#
- **AKA** = If there's an alias name
- **Interim Dispositions**
  - o Enter date
  - o Use lookup key to select from list
- **Counsel Type** – Use lookup key
- **Arrest Agency** = Use lookup key for ORI#
- **Next Report** = Date CDR uploaded
- **CDR Covers Charges in Other Courts**
  - o **ORI** = Select from list
  - o **DKT** = Docket number
- **Case Transferred** = Use lookup key for ORI#
- **Remarks** = Any notes
- **Prepared by** = Users initials

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CDR upload continued

Next select the **Charge Info** tab. You will be entering charge information for each charge on the case. Selecting **Next** at the top will display the next charge.

- **Disp Code** - Use lookup key
- **Deemed Dism Dt** = Enter date *Only for ACD's*
- **CD** = 'Y' if conditions were set
- **UCD** = 'Y' if NO dispositions were set
- **Remaining Cnts** = Enter number remaining *Only appears when all counts are not accounted for*
- **Rem Cnts Were** = Use lookup key
- **Family Offense** = 'Y'es or 'N'o *Only appears whe the charge was a family offense*
- **Vict** = Use lookup key to identify relationship
- **Compl** = Use lookup key to identify relationship
- **Fine** = Fine amount assessed
- **Paid** - Use lookup key
- **CVAF** = Crime Victim Assistance Fee
- **SurCharge** = Surcharge amount assessed
- **Paid** - Use lookup key
- **Jail** = 'Y' if jail 'H'ome confinement
- **Custody** = Enter number days, weeks, months, years followed by 'D'ays 'W'eeks 'M'onths 'Y'ears or **TS** = Time Served
- **Type** = **1** = Concurrent **2** = Consecutive **3** = Intermittent
- **Shg Jail** = Was Surcharge paid at jail? **Yes** or **No**
- **Probation** = Enter number days, weeks, months, years followed by 'D'ays 'W'eeks 'M'onths 'Y'ears
- **Comm Serv** = Enter number hours, days, weeks, months, years followed by 'H'ours 'D'ays 'W'eeks 'M'onths 'Y'ears
- **Order Protect** = Enter number days, weeks, months, years followed by 'D'ays 'W'eeks 'M'onths 'Y'ears
- **License S/R** = 'S'uspended 'R'evoked
- **Susp Time** = Enter number days, weeks, months, years followed by 'D'ays 'W'eeks 'M'onths 'Y'ears
- **YO Override** = 'Y' to override the YO
- **Do Not Seal** = 'N' if the charge is not to be sealed
- **Seal Dt** = Enter the date the charge is sealed
- **Ignition Intk Time** = Enter number days, weeks, months, years followed by 'D'ays 'W'eeks 'M'onths 'Y'ears
- **Covered by Docket** = Enter in the covered by docket number *\*Only appears when Disp Code is Covered by Another Case/Final Disp Consolidated/Dismissed Unrelated Docket/Dismissed Superseded by Related Docket.*
- **Covering Court ORI** = Use lookup key or enter in the Covering Court ORI# *\*Only appears when Disp Code is Covered by Another Case or Final Disp Consolidated*

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CDR upload continued

If conditions were set, select the **Conditions** tab and check the conditions that apply

When finished entering in the CDR information select the **Exit / Upload CDR** button. Selecting this button will also validate the CDR

There are many reasons for a possible error. Any error in red shouldn't be ignored. A green error isn't a true error, it's alerting you to pay attention to the field

7 POSSIBLE CDR ERRORS FOUND

- 01 - CJTN or Fingerprint card number is blank.
- 02 - NYSID number is blank.
- 03 - Arresting agency ORI number is blank.
- 04 - Report date is blank.
- 05 - C03: Disp\_Code required for Adjudication Date shown.
- 06 - C03: Ignition Interlock Device sentence required?
- 07 - C03: Missing CVAF payment status.

OK

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CDR upload continued

Next you will have a login screen. These are the same credentials you would use when logging into the OCA website

After selecting **OK** you will receive confirmation your CDR was uploaded.

CDR Upload Successful

**i** CDR for Case Number:19100006 successfully uploaded to OCA!  
Please remember to check your error report at the OCA Website!

OK

**\*\*\*Don't forget to check your error report\*\*\***

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**CDR Charge Seal Date**

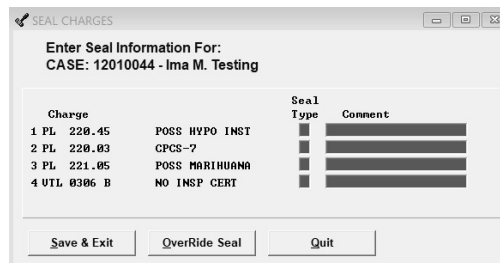
To enter a seal on a charge, from the case **Information Screen** you would go to:

**Modify Case, Seal/Suppress**

After entering the Seal Type on the **Seal Charges** screen select **Save & Exit**.

If the seal needs to be overridden (*to produce a seal order or Certificate of Disposition for example*) selecting the **OverRide Seal** button will temporarily remove the seal from the charge for 60 seconds before it is automatically applied again.

Selecting **Quit** will close the screen and no changes will be saved.

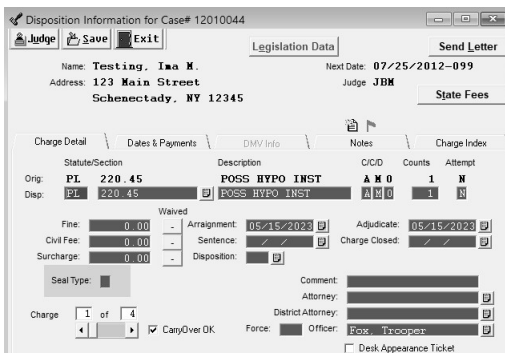


Seal types:

- 0- Dismissal 160.50
- 5- Reduced 160.55
- 8- Drug Court Seal 160.58
- 9- Sealed Conviction 160.59
- F- Family Court Removal 725.15
- Y- YO CPL-720
- E- Apparently Eligible Youth
- X- 160.50 (5)(a) Expunged

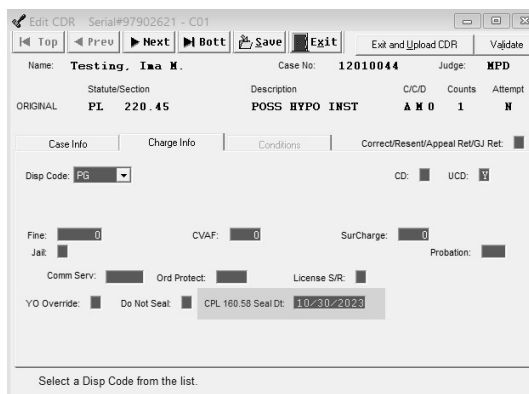
35

CDR Charge Seal Date Continued



**Or Modify Case, Enter Disposition Info.**

The **Seal Type** can also be entered on this screen.



On cases with CDR's the **Seal Date** is now collected within the **Charge Info** tab on the **Edit CDR** screen.

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ACD's when entered correctly will display the **Deemed Dism Dt** and not the **Seal Dt** below

Disp Code: **ACD56** Deemed Dism Dt: **05/01/2024**

If the **Do Not Seal** status is set with an **N** a new date field for **Do Not Seal Dt** will appear.

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CDR Charge Seal Date Continued

Seal date validations have been added to prevent reporting errors. ACD's will display an error for any seal type other than:

- E - Seal (AEYO)
- 0 - Seal (160.50)

In this error:

- 01 – 03 - Seal Dates will error validation if not entered
- 04 – Seal dates will also error if a future date is entered

Be sure to enter the correct dates before uploading CDR data

4 POSSIBLE CDR ERRORS FOUND

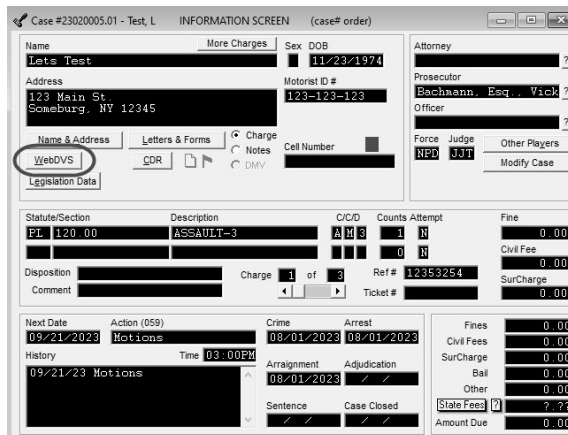
38

**CourtRoom Program WebDVS Upload (Export)**

CourtRoom Program can upload case information to WebDVS. The uploaded case will be available within the “In Process” task within WebDVS.

Information that is sent to WebDVS includes:

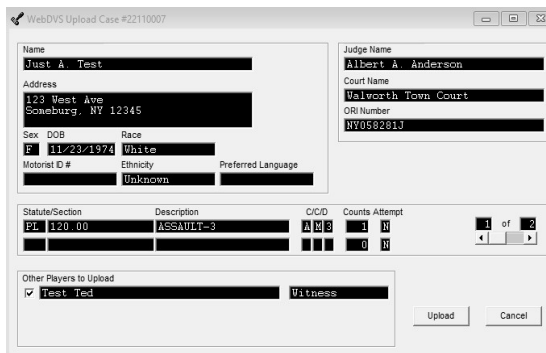
1. Defendant name, address, and contact information
2. Defendant’s alias name, address, and contact information
3. Charges (standard and forced)
4. The option to send the following Other Player’s names.
  - o Complainant
  - o Other
  - o Victim
  - o Witness



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*CourtRoom Program WebDVS Upload (Export) Continued*

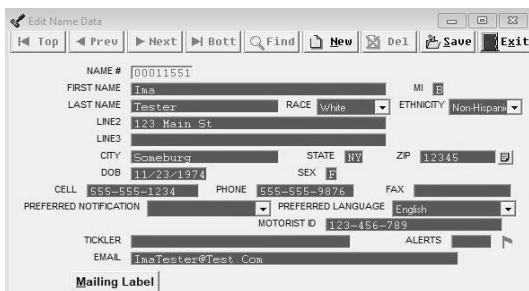
Verify the information to be uploaded on the **WebDVS Upload Case** screen.



If the defendant’s data needs to be updated, select the **Name & Address** button from the case **Information Screen**. Enter in any missing information. Then **Save** and **Exit**.

Notes:

- If any contact information is confidential, it must be set as confidential within WebDVS.
- Address Type is going to **default to Home in WebDVS**. This will need to be updated in WebDVS if the uploaded address is not the home address.



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CourtRoom Program WebDVS Upload (Export) Continued

Add Other Players, if applicable.

If there are **Other Players** they should be added by selecting the **Other Players** button on the **Case Information** screen

- o Select the **title** for the other player then select **OK**
- o This will open the **Name List**. You can either select the individual from the list or select **Add New Name** at the bottom
- o The individual will appear in the **Other Players** list. Select **Add** to add more or select **OK** to close the window



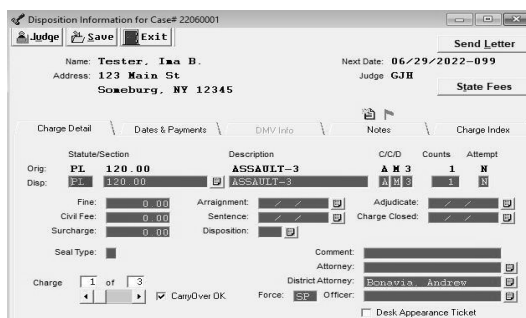
41

CourtRoom Program WebDVS Upload (Export) Continued

Note: If uploading to WebDVS is done **before** sentencing be sure there is no sentence date on any of the charges.

If charge information needs to be changed:

- o **Modify Case, Enter Disposition Info**



- o When uploading case information to WebDVS:
  - o If there is a **Sentence date** filled in, the charge will be marked as the **Conviction Charge** within WebDVS.
  - o If **no Sentence date**, the charge will be marked as the **Arrest charge** within WebDVS.
  - o If the charge was an **Attempt**, change the **N** to a **Y** to indicate as such

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CourtRoom Program WebDVS Upload (Export) Continued

Once data is verified, select **Upload**

Statute/Section	Description	C/C/D	Counts Attempt
PT 120.00	ASSAULT-3	A M 3	1 N
			0 N

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CourtRoom Program WebDVS Upload (Export) Continued

The WebDVS login screen will appear

Enter in your **User Name** and **Password** as you would when logging into the WebDVS website

Select **OK**

If successful, the following message will appear

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CourtRoom Program WebDVS Upload (Export) Continued

### After Successful WebDVS Upload

Case Notes will be updated in CourtRoom Program

Once the case has been uploaded to WebDVS, an upload note will be added to the case Notes, and there will be a blue dot indicator visible on the case.

The screenshot shows the 'INFORMATION SCREEN' for 'Case #22110007.01 - Test, J'. The case details include: Name: Just A. Test, Sex: M, DOB: 11/23/1974, Address: 123 West Ave, Scoburg, NY 12345, Motorist ID #, and Cell Number. The 'Notes' tab is selected, showing a note dated 11/25/2022: 'Uploaded to WebDVS with the case number 19120024. - uCs'. A blue dot indicator is visible on the 'Notes' tab.

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CourtRoom Program WebDVS Upload (Export) Continued

You will need to complete the order in WebDVS once the case has been uploaded successfully. To complete the order:

- o Navigate to WebDVS.
  - Link to WebDVS is available within the CourtRoom Program by going to: **Help, Website Links, Web-DVS Log In**
- o Once logged in select **In Process**
- o Search for the case
  - For a **case # search**, enter the exact **Case#** can be entered and click **Search**.
    - Please refer to the notes section in the CourtRoom Program to verify the case number.
  - To view all **In Process** Orders by clicking **Search** without entering any criteria.

The screenshot shows the WebDVS search interface. The 'Search By:' section has 'User' set to 'schoeff - Schoeff, Jennifer' and 'Court' set to 'NY064101J'. The 'Limit Results by:' section has 'Case #' selected. The 'Workflow Status' section includes 'Workflow Started', 'Ready For Judge', 'Ready For Clerk', and 'Return To Clerk'. A 'Search' button is visible at the bottom right.

#### \*\*Reminders

- o Orders can be accessed by any user in the court.
- o After 90 days, "In Process" orders will automatically be removed from database.
- o **ORDERS IN PROCESS ARE NOT IN THE REGISTRY OR NYSPIN DATABASE**
- o Orders must be entered within **24 hours** of the issuance of the order.

For further assistance call the CDR unit 800-622-2522 option 1 then option 3 or by emailing [CDR@nycourts.gov](mailto:CDR@nycourts.gov)

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There are more help tutorials and videos available at our website: [www.nycourts.us](http://www.nycourts.us) Select the **Help Options** button on the left side.

**Unified Court System**  
**The CourtRoom Program**  
 125 Jordan Road  
 Troy, NY 12180  
 Phone: (800) 622-2522  
 (option 1, then option 2)

**Current Program**  
**Version: 1.24.04B**  
**Dated: 4/11/24**  
**Version Details**  
 Updates Sent Today: 3  
 Backups Received Today: 166  
 Main



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**Automatic CDR Upload Process:** Step by step guide for uploading CDR information from within The CourtRoom Program.

**CAP Court User Guide:** Step by step instructions for entering CAP cases and instructions for Courts receiving CAP transfers.

**CDR Charge Seal Date:** Instructions for collecting the date a charge is sealed or if a charge has a Do Not Seal status.

**CourtRoom Program Update Process:** The purpose of the new update process is to make updating safer and smoother by preventing database corruption and various other issues. Please reference this guide and/or training video (select Videos on the left) before downloading your next update.

**Credit Card Terminals and Online Payments:** Questions and answers about credit card terminals and online payments.

**Criminal TOP Explanation Forms:** Here you will find plain language instructions on Orders of Protection for all parties on a case. As well as, other statewide criminal forms.

**DAT Notification Process:** Outlines how to upload defendants' contact information to OCA so that reminders of upcoming court appearances can be sent. Frequently asked questions regarding setting up action codes is also available here. Also available is a brief video overview. If you have trouble playing the video, please try opening this

