CourtRoom Program Q&A – Action Codes

Question:
As a CourtRoom Program user, our court has an Action Code of "001 – 1st Appearance" which is used for all first appearances including for VTLs, violations, misdemeanors, and felonies. Do we need to enter new action codes to separate out cases only having VTL infractions (where no notifications would be sent) from other codes where the defendant would be contacted electronically?

Answer:
No, you do not need to add new Action Codes to The CourtRoom Program in this scenario. The existing Action Codes can continue to be used for all cases, as they have been previously. More specifically CourtRoom Program users must update the Action Codes:

- to designate which codes are associated to the Arraignment Appearances (The action Code for the first time a defendant appears in court).

- to designate and when the Defendant Not Required For Appearance (Action Codes such as Sending Scofflaw to DMV, court monitoring of an ACOD, or Pay by Mail).

- **NOTE:** Action Codes for on-going/typical court actions will not have either checkbox selected.

Additionally, when uploading DAT Notifications in The CourtRoom Program, every single case with an appearance scheduled for the judge(s) specified and within the date range specified will be uploaded, as long as they meet the following criteria:

- The highest charge weight on the case is a Violation, Misdemeanor, or a Felony. Cases which only have VTL infractions will not be sent as part of the notifications process.

- The case is NOT closed (meaning the Action Code is NOT set to the closed Action Code).

- The Action Code for the case does NOT have the "Defendant Not Required For Appearance" checkbox marked in the Action Code Setup screen.

For additional information, please refer to https://www.nycourts.us/ which has a link to the PDF of the notification process and a short video walkthrough of the steps.