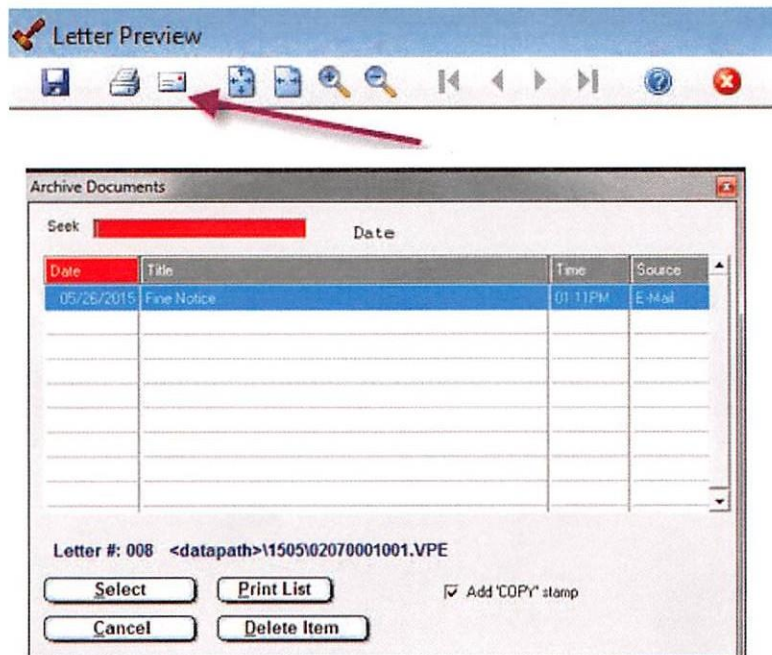
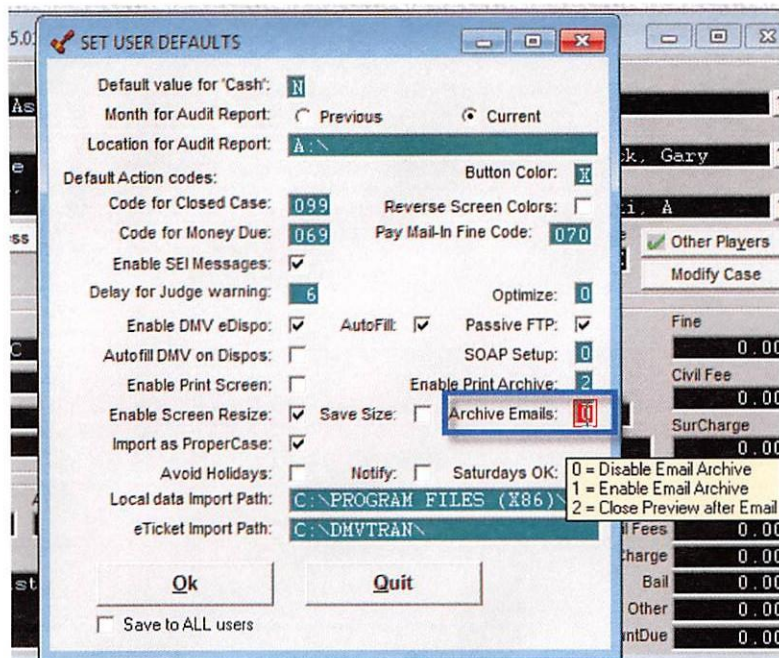


FAQs

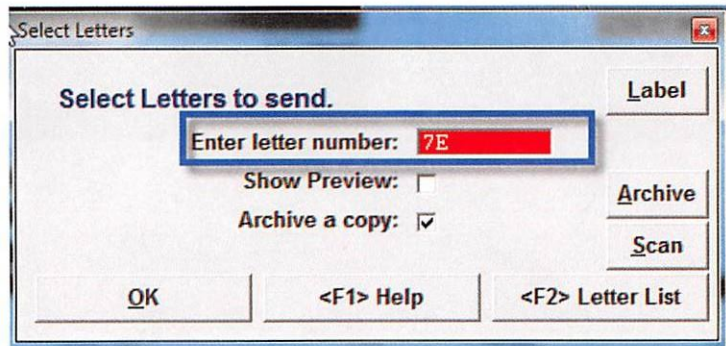
Can I email a previewed document and keep an archive in the Archive Letters list?

Yes, any document you preview in CRP can be emailed. If it's case related, it can be added to archive list



What can I do with Letters on a case?

Onetime edit to a letter for an individual case



Select Letters

Select Letters to send.

Enter letter number: 7E

Show Preview: ☐

Archive a copy: ☒

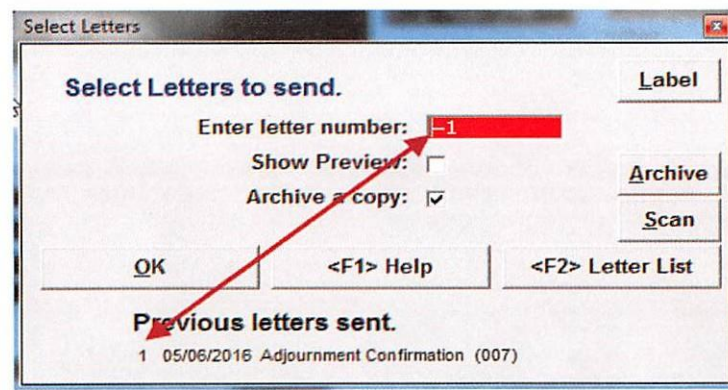
Label

Archive

Scan

OK <F1> Help <F2> Letter List

Remove letter(s) from sent list. -
A gets rid of All letters in list, -#
gets rid of one letter



Select Letters

Select Letters to send.

Enter letter number: -1

Show Preview: ☐

Archive a copy: ☒

Label

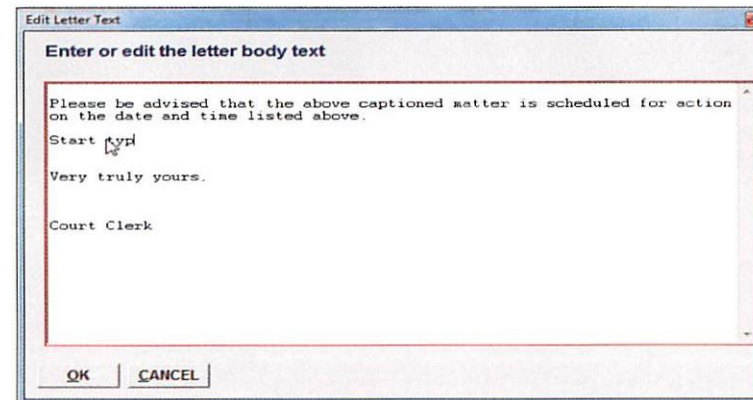
Archive

Scan

OK <F1> Help <F2> Letter List

Previous letters sent.

1 05/06/2016 Adjournment Confirmation (007)



Edit Letter Text

Enter or edit the letter body text

Please be advised that the above captioned matter is scheduled for action on the date and time listed above.

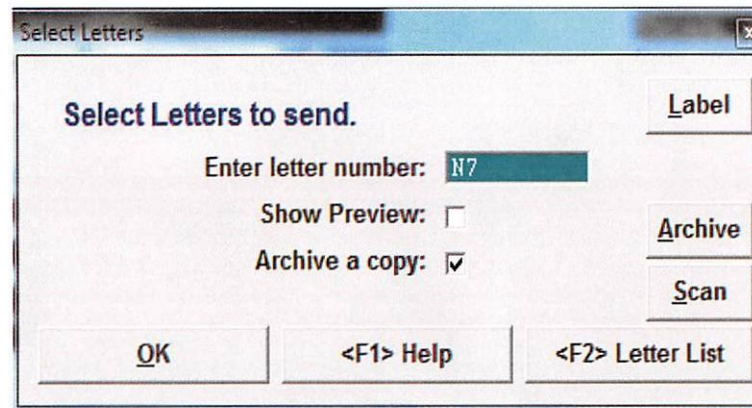
Start Typ

Very truly yours.

Court Clerk

OK CANCEL

Precede letter # with an "N" and
letter will not be listed in Letters
Sent



Select Letters

Select Letters to send.

Enter letter number: N7

Show Preview: ☐

Archive a copy: ☒

Label

Archive

Scan

OK <F1> Help <F2> Letter List

Message says there is an overpayment on a case but I know money is correct

Reason: Payment is applied to the wrong charge. Usually the payment was applied to a dismissed charge instead of the charge with money due.

How to fix: Edit the checkbook record. Make note of all the checkbook information, including paid date, deposit date, report date, payment date, receipt number, and payment type. Delete the checkbook record. Back on the Case Information Screen, select Modify Case->Fine Fee Payment and enter the payment information. The program will apply the payment to the correct charge.

Can I scroll through Cases in a specific order?

Yes, the order depends on how you searched for the case. IE, if you searched by name, you'll scroll alphabetically. If you searched on case number, you'll scroll in case number order

Use PgUp to scroll forward in **ascending order**

Use PgDown to scroll **in descending order**

Are there Case Search shortcuts?

Yes Any of the following searches work in the Name field using the special character as the first character in the field and entering your specific search Criteria

BIRTHDAY	*11/23/1974
TICKET#	@ XXXXXXXXXXXX
RECEIPT #	=123456
REFERENCE	>MALL
COMPANY	/BIG BUSINESS

More shortcuts

Use the keyboard or click the applicable button on the Case

Search Screen

<F4>

Inserts current date in Notes

<F5>

Opens auto data input in Notes

+

Inserts current date in empty date field

Increases date field by 1 day at a time

-

Decreases date field by 1 day at a time

Date Clipboard

Set keys to specific dates. These settings are based on password

(Utility->Edit Databases->Date Clipboard)

EDIT DATE CLIPBOARD

Home key = Today's date

Title 1: F5 Date: ☒ Use Today's Date

Title 2: F6 Date: ☒ Use Today's Date

Title 3: F7 Date: ☒ Use Today's Date

To remove data within a field <Ctrl> Y Enter todays date by

Use the **Home Key** to enter in todays date

Add or subtract days in the date field by using the **Plus or Minus Key**.

Case Information Screen

Address (edit)	<Ctrl> A
Alias (view/edit list)	<Ctrl> I
Case History (view/print)	<Ctrl> P
CDR (create, edit, view)	<Ctrl> C Checkbook Entries
Screen (view)	C Comment Field (edit)
	<Ctrl> 6
DMV Data (edit)	<Ctrl> D
Exit Information screen	<Esc>
Judge (change judge shown at top)	<Ctrl> J of screen)
Letter (send or view those sent)	<Ctrl> L Modify Case
	<Ctrl> K
Adjourn Case	<Ctrl> Z
Bail Options	<Ctrl> B
Case Modification	<Ctrl>K,C
Edit Name Record	<Ctrl> A
Edit Charge Records	<Ctrl> 1
Edit Checkbook Records	<Ctrl> 2
Edit Courtday Record	<Ctrl> 3
Edit DMV Data	<Ctrl> D
Enter Disposition Info	<Ctrl> X
Fine/Fee Payment	<Ctrl> F

Plea By Mail <Ctrl> M

Seal/Suppress <Ctrl>

State Fees <Ctrl> T

Name & Address (edit) <Ctrl> A

Next Case (view) Page Down key

Notes (view and close) <Ctrl> N

Previous Case (view) Page Up key

Receipt (print) <Ctrl> R

Can I sort the court calendar by time? Yes, you can!

Reports, Calendars, Build Calendar List

Build Calendar List

Court date: 09/21/2023

Exact date match: Y

Action codes from: 001 thru: 069

Time from: 08:00AM thru: 11:00PM

Sort Order: TN (N)ame (C)ode (T)ime (P)olice (A)ttny

All judges Y/N: N

Exact Date Match: (N)o includes cases on or before the court date. (F)rom includes cases from today to the court date.

OK CANCEL Defaults

The Sort Order Field Enter in TN = Time & Name

- Many courts are also opting to sort with the attorney. TAN =Time, Attorney, Name
- Go back to Reports, Calendars, and select the calendar you want to print and select OK at the bottom.

More Shortcuts

- .zipcode In City field populates CSZ - (.14450) Fairport, NY 14550
- .Badge In Officer field populates officer
- C On the Case Information screen opens Checkbook Records
- S On the Case Information screen opens Case Search

Password Settings

Highlight the Comments Line
User level - 062

Statute/Section	Description	C/C/D	Counts	Attempt	Fine
PL 410.10	Viol of Prob.		1	N	0.00
PL 410.10	Viol of Prob.		1	N	Civil Fee
Disposition: PLEAD GUILTY Plead G					0.00
Charge 1 of 1					SurCharge
Ref #					0.00
Ticket #					
Comment: TERMINATE FAVORABLE					

Disposition Information for Case# 14100617

Judge Save Exit

Name: Alger, Bertram G. Next Date: 03/03/2015-083
Address: 125 Elm Street JUDGE JFB
Rochester, NY 14623...

Send Letter

State Fees

Add A Charge

Charge Detail Dates & Payments DMV Info Notes

Add a charge on Dispo screen
User level - 082

More Password settings

Set specific appearance times
for individual action codes for
Each judge

User level - 086

RECORD NUMBER: 1 of 61

CODE 001

CODE_TXT 1st Appearance

START_DATE / /

END_DATE / /

J1_TIME 04:00PM

J2_TIME 05:00PM

J3_TIME 05:00PM

J4_TIME 05:00PM

J5_TIME 04:00PM

Times each Judge hears this type of case

Print Code List

Archive Documents

Seek [redacted] Date

Date	Title	Time	Source
02/03/2015	Criminal Summons	12:31PM	Print
04/14/2015	Certificate of Disposition	03:49PM	Print
05/06/2016	Adjournment Confirmation	03:02PM	Print
05/06/2016	Adjournment Confirmation	03:02PM	Print
05/06/2016	Adjournment Confirmation	03:03PM	Print
05/06/2016	Adjournment Confirmation	03:03PM	Print

Letter #: 021 <datapath>\1502\15010065001.VPE

Select Print List Add "COPY" stamp

Cancel Delete Item

Delete documents from
Archive list (archived,
scanned or emailed)

User level - 058

Password Levels

- 1 - 'P' Password Access
 - 'X' AddCases
 - 'O' Ofcr/Attn Cleanup
- 2 - Case Search
- 4 - Fine/Fee Payments
- 5 - Select New Judge
- 6 - Money Transaction
- 7 - Send Letters
- 8 - Plea By Mail
- 9 - Request For Adjournment
- 10 - Seal Suppress
- 11 - Utility Menu
- 12 - Reports Menu
- 13 - Dispose/Adjourn
- 14 - 'X' Allow Civil Co-Defendants
 - 'E' allows Add/Delete Co-Defendant
- 16 - 'S' Display SocSecurity Number
- 17 - State Fees
- 18 - DMV-Call
- 19 - Lists Menu
- 20 - Enable CDRs and WebDVS Export
- 21 - Make Backups
- 22 - Allow Case Printout
- 23 - Weddings
- 24 - Enable Other Players
- 25 - Allow Custom Ticket Import
- 28 - 'E' Edit Adjournment Date List
- 30 - Edit your own Password
- 31 - 'B' Bail poundage gets receipt number (Secure Version Only)
- 32 - 'B' Bail applied gets receipt number (Secure Version Only)
- 33 - 'B' Bail forfeit gets receipt number (Secure Version Only)
- 34 - Bail Options Menu
- 35 - 'S' Fine and SLF get same Receipt Numbers
- 36 - 'A' turns on AutoFill 'Amount Paid'
- 37 - 'C' Receipts by Clerk
- 38 - 'N' Transfer money defaults to No
- 40 - Allow Delete or Void ChkBook Records
- 42 - Index number change warning
- 43 - Create Judges Civil & Parking Records
- 44 - Edit Name
- 45 - Edit Charge
- 46 - Edit Check Book
- 49 - Edit Comment
- 50 - Mass Adjourn
- 51 - 'R' For Read nCourt payments
- 52 - 'S' For Send unpaid cases to nCourt
- 54 - 'K' For Receipts by teller station
- 58 - 'D' Delete Archive Letters
- 59 - 'L' To Lock Receipt Numbers
- 60 - Diagnostics
- 61 - 'C' Enable Court Clerks Edits
- 62 - 'H' For Highlight Comments
- 63 - Delete Charges
- 65 - Edit Notes
- 66 - Access Notes
- 67 - Save ^M letter merge data to notes
- 68 - 'J' Enable Jury List Maintenance
- 69 - Jury Management
- 70 - Case Modification
- 71 - '' means no date in past prompt
- 72 - Set User Defaults
- 73 - 'L' Leave Calendar Temp files
- 74 - 'S' Show 'Non-Cases' button on Search Screen
- 76 - 'V' Allow viewing 'Archive' on sealed cases
- 77 - 'B' Block transfer of cases from CAP
- 79 - 'D' Allow fully resetting a CDR case
- 80 - 'A' Enable 'Security/Audit Reports'
- 81 - 'J' Enable Judgment filing
- 82 - 'A' For Add a charge button on Dispo screen
- 83 - 'N' Don't test for duplicate receipt numbers
- 84 - State Fee Defaults: '' Full access 'X'
 - Disable Court-wide values
 - 'D' Disable everywhere
- 85 - 'S' Enable search Forms/Letters for text
- 86 - 'T' For adj time set by codes
- 87 - 'S' For save errorlogs
- 90 - 'X' Allow parking access
 - ' ' Deny all parking rights
 - 'L' Parking 'Look only' rights
- 92 - 'P' For Right to delete parking records
- 95 - 'Y' Enables Custom command #7
- 96 - 'Y' Enables Custom command #8
- 97 - 'Y' Enables Custom command #9
- 99 - WWW Access
- 100 - 'U' To allow update from Main Menu

Can I print all Case Histories for a defendant with multiple cases?

Yes, but you probably need to import a new 'letter'.

Click Utility->Edit Databases->Form Letter

Click New and respond to the prompt to add a new letter

Click Import->Search SEi Website for Letters

In the seek box start typing CASE and select **CASE_HISTORIES.LTR**

Click Save/Exit

Select this as a letter from the case and all histories print for the defendant, provided the same name record was used when entering the case.

A new feature is the ability to keep a record on the case if a case history, TSLED ticket or all case histories form was printed. The form will be added to your letter history and added into Notes. This can be turned off if you don't want the history

What are the Alert and Tickler fields?

ALERT - Use the Alert field to set a flag on the defendant's name. Normally, it's used to set a reminder or a notification to other users that there is something they should know about this defendant.

The Alert field is completely free-form so any text, numbers or symbols can be entered. It's totally up to you. **NOTE:** An entry in the Alert field triggers the flag.

Anywhere the defendant's name appears, the Alert flag displays.

Edit the Name and Address screen to add or delete the Tickler and/or Alert.

TICKLER - Use the Tickler field to describe the Alert. Again, this field is completely free form so you can enter any text, numbers or symbols. Both fields do not have to be filled in, but only the Alert field triggers the flag.

What is the DOB Age(xx) on the Case Information Screen?

If the defendant was 18 or younger at the time of the crime the message **DOB (Age-xx)** displays above the date of birth.

If the age appears unrealistic ie. **DOB (Age-2)**, the crime date is probably incorrect.

To fix, click Modify Case->Case Modification->Edit Charge Record and correct the crime date.

How do I add Miscellaneous Civil Fees?

Miscellaneous Civil Fees include money taken for Transcripts of Judgment, Certificates of Disposition, Certificates of Conviction and Counterclaim filing fees. It is NOT where filing fees for Small Claims cases, Civil cases or Summary Proceedings are entered. Those payments go directly on the case.

Click Cases->Misc Money Transactions and select the type of payment.

All the payments received in a month are combined and reported as a lump sum on the judge's audit and control report.

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**

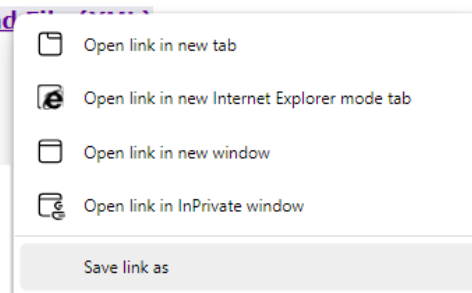
TRAFFIC COURT TICKETS

Number of Records

28

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

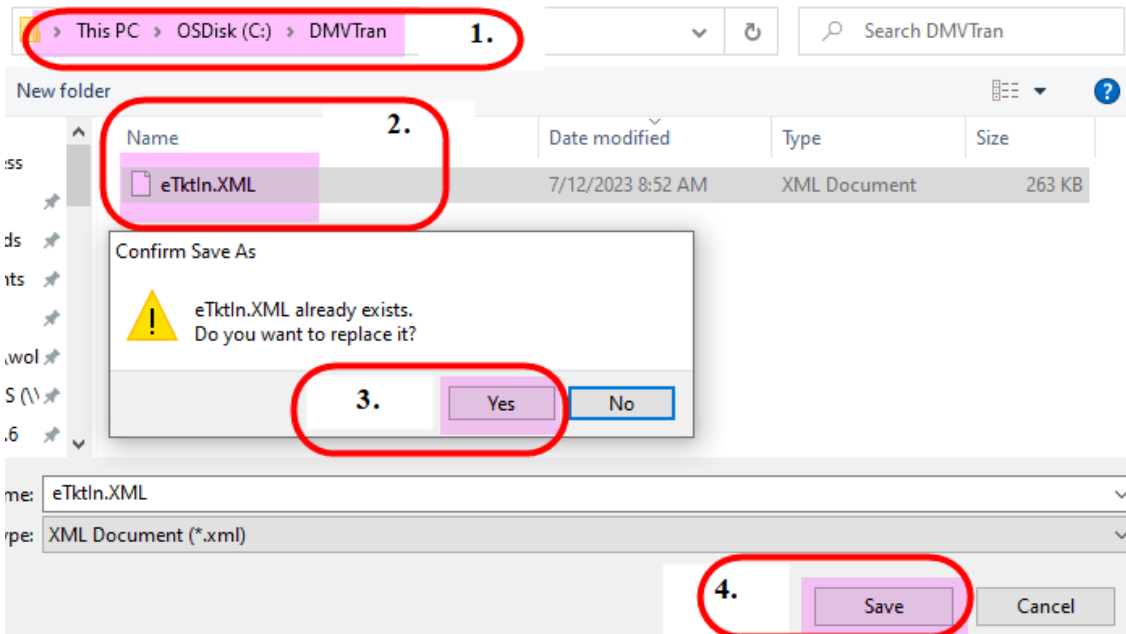
[Click Here to Create Download File \(XML\)](#)



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’

Downloading eTickets continued



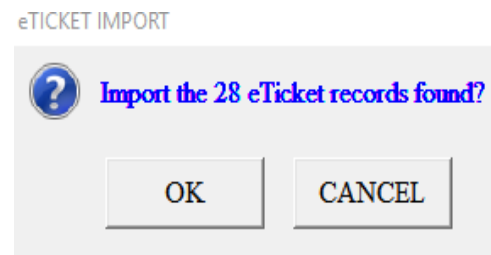
1. Double check to make sure you are in the **C:\DMVTRAN** folder

2. Make sure file name is eTktin.xml
(no parathesis with a #)

3. If you double click on the already existing file, it will ask if you want to overwrite the existing file, select **Yes**.

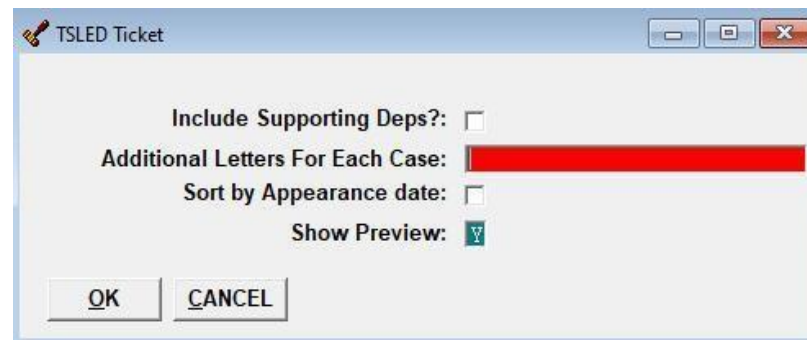
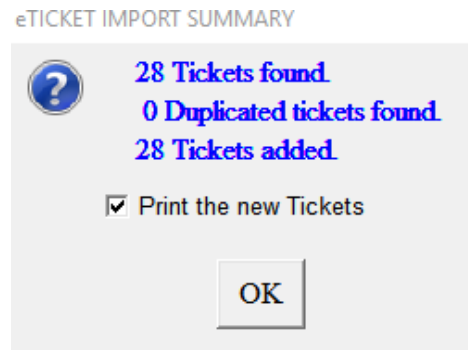
4. Normally selecting **Yes** will close the screen if it doesn't click on **Save**.

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



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).



What if the option to Read eTickets does not show under Utility?

This always occurs when you have downloaded tickets for the first time on a new computer. Exit/Quit the CourtRoom Program then come back in, the two options should be listed under Utility. If not, call the CourtRoom Program office support for further assistance.

Why does Read E-ticket XML not find any tickets even though some were downloaded?

This happens because the tickets were not downloaded into the **C:\DMVTRAN** folder or there is multiple **etkin.xml** files with numbers appended to them. Go back to the OCA website, download the tickets again and be sure the **etkin.xml** file is saved in the **C:\DMVTRAN** folder and there are no **etkin.xml** files with a number appended to them (*if these exist they should be deleted*).

Convert to Civil Judgment - To convert a case to Civil Judgment you will be entering in a Disposition Code of Civil Judgment Filed and an Action Code of Disposed.

If a new Disposition Code is needed:

- **Utility, Edit Databases, Disposition Codes**
- Select **New** at the top

The screenshot shows a window titled "Edit Disp Codes" with a toolbar at the top containing buttons: Top, Prev, Next, Bott, Find, New, Del, Save, and Exit. The main area displays "RECORD NUMBER: 31 of 31". Below this, there is a "Disposition Code" field with a red box next to it. To the right of this field is a button labeled "Print Code List". Below the "Disposition Code" field, there are several text input fields: "CODE_TXT upper line", "CODE_TXT lower line" (which contains the text "Civil Judgment Filed"), "Reduction text" (which contains "Reduced to:"), "CDR Dispo code", "CDR Sentence code", and "DMV Dispo code". Each of these fields has a corresponding teal-colored input box.

- Enter in a **Disposition Code** number NOT currently being used. If you are unsure select the **Print Code List** button.
- In the **CODE_TXT lower line** enter in: **Civil Judgment Filed**
- Select **Save** and **Exit** at the top

Convert to Civil Judgment Continued

On the case information screen:

- **Modify Case, Enter Disposition Information**

Statute/Section	Description	C/C/D	Counts	Attempt
Orig: VTL 0375 40	VEH EQUIP VIOL	0 I 0	1	N
Disp: VTL 1201 0A	STOP/PARK VIOL	0 I 0	1	N

Fine:	75.00	Arraignment:	01/09/2008	Adjudicate:	03/05/2008
Civil Fee:	0.00	Sentence:	03/05/2008	Charge Closed:	11/10/2021
Surcharge:	0.00	Disposition:	118 Civil Judgment Filed		

Seal Type: ☐

Charge: 1 of 3

☒ CarryOver OK

Force: SP

Officer:

☐ Desk Appearance Ticket

- Update the **Disposition code** to reflect Civil Judgment Filed and enter the **Charge Closed** date. Repeat these steps for all sentenced charges.

Convert to Civil Judgment Continued

- Select the **Dates & Payments** tab. **Amount Paid** must be zero. The **Action Code** will be 099. Then select **Save** and **Exit**.
- This case will appear on the Judge's AC-1030 report.

Charge Detail | Dates & Payments | DMV Info | Notes | Charge Index

Amount Due: 225.00
Amount Paid: 0.00

Action Code: 099 Disposed
Action Date: 11/10/2021 Time: 06:30PM

- Do not delete the imposed fines or surcharges due on a case, they must remain as entered.

Civil Compromise – When a Civil Compromise occurs the penalty will be entered in the Fine field, the \$2.50 filing fee will be entered in the Civil Fee field and a Disposition Code of Civil Compromise will be entered.

If a new Disposition Code is needed:

- **Utility, Edit Databases, Disposition Codes**
- Select **New** at the top

The screenshot shows a software window titled "Edit Disp Codes". At the top, there is a toolbar with buttons: "Top", "Prev", "Next", "Bott", "Find", "New", "Del", "Save", and "Exit". Below the toolbar, it says "RECORD NUMBER: 32 of 32". The main area contains several input fields and a button:

- "Disposition Code" with a text input field.
- "CODE_TXT upper line" with a text input field.
- "CODE_TXT lower line" with a text input field containing "Civil Compromise" in red text.
- "Reduction text" with a text input field containing "Reduced to:".
- "CDR Dispo code" with a text input field.
- "CDR Sentence code" with a text input field.
- "DMV Dispo code" with a text input field and a small icon.
- A "Print Code List" button.

At the bottom of the window, it says "Someburg Town Court".

- Enter in a **Disposition Code** number NOT currently being used. If you are unsure select the **Print Code List** button.
- In the **CODE_TXT lower line** enter in: '**Civil Compromise**'
- Select **Save** and **Exit** at the top

Civil Compromise Continued

On the case information screen:

- **Modify Case, Enter Disposition Information**

Disposition Information for Case# 21120004

Judge Save Exit Send Letter

Name: **Testing, Ima** Next Date: **02/22/2022-069**
Address: **49 S. Main St.** Judge: **AAA**
Someburg, NY 12345 State Fees

Charge Detail Dates & Payments DMV Info Notes Charge Index

Statute/Section	Description	C/C/D	Counts	Attempt
Orig: ECL 11-0901	HUNTING VIO	0 V 0	1	N
Disp: ECL 11-0901	HUNTING VIO	0 V 0	1	N

Fine: **197.50** Arraignment: **02/02/2022** Adjudicate: **02/02/2022**
Civil Fee: **2.50** Sentence: **02/02/2022** Charge Closed: **02/02/2022**
Surcharge: **0.00** Disposition: **011** Civil Compromise

- The charge remains unchanged

- Enter in the penalties in the Fine field and the Civil Compromise filing fee in the Civil Fee field.

*Example - If \$200 collected includes \$2.50 filing fee, then \$197.50 should be reported in Fine field and \$2.50 in Fee field.

- Enter in your dates

-Enter in your Disposition code number for Civil Compromise.

- Select the **Dates & Payments** tab to either enter in payment information or to adjourn the case for payment
- Select **Save** and **Exit**