

## CourtRoom Program Notification Process

The first time entering the program after updating to 1.19.12E (or later) you will receive the message:

Update Action Codes where Defendants are Not Required



You have not yet designated any Action Codes as "Defendant is Not Required To Show Up". Please click "Update Now" to check if there are any Action Codes you wish to mark as "Defendant is Not Required To Show Up". Click "Remind me Later" to be prompted the next time CourtRoom Program starts up.

You have not yet designated any Action Codes for "Arraigned". Please click "Update Now" to set an Arraigned Action Code, or "Remind me Later" to be prompted the next time CourtRoom Program starts up.

Remind me Later

Update Now

You can select either **Remind me Later** or **Update Now**.

**\*Note** - If you select **Remind me Later**, this message will appear each time you log into the program until the action codes have been updated.

To update your action codes either select **Update Now** on the above message or go to:

### 1. Utility, Edit Databases, Action Status Codes

Edit Action/Status Codes

Top Prev Next Bott Find New Del Save Exit

RECORD NUMBER: 1 of 52

CODE 001

CODE\_TXT 1st Appearance

START\_DATE / /

END\_DATE / /

☐ Defendant Not Required For Appearance

☐ Arraignment Appearance

Print Code List

- You will have two new options for each Action Code:

- a. **Defendant NOT required for Appearance**

Check when the Defendant is not required in Court for the appearance associated with this action code.

**NO** appearance notification information will be sent for the Action Code when this is checked.

- b. **Arraignment Appearance**

Indicates this appearance is an arraignment appearance. OCA's DAT Notification System needs to know which appearances arraignment appearances for the First Appearance Notice to be sent. If **"Arraignment Appearance"** is not checked then the appearance notice will be sent with a purpose of the value of CODE\_TXT (shown above).

**NOTE: The "Defendant Not Required For Appearance" and "Arraignment Appearance" attributes can always be updated in the future by going to: Utility, Edit Databases, Action Status Codes.**

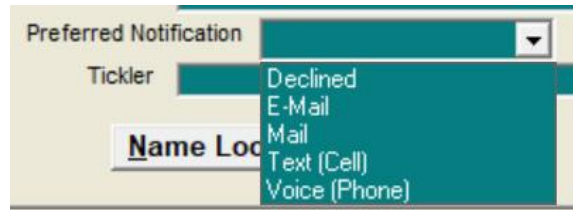
2. Starting with update version **1.20.05E** the ability to signify the **Preferred Notification** method and the **Preferred Language** has been implemented. These options are available when entering in new cases as well as on current cases.

- When adding a new case: **Cases, Add New Case**

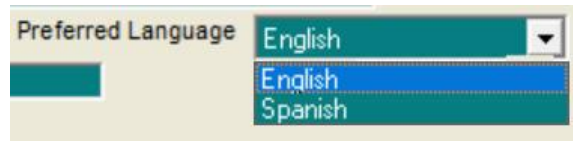
The screenshot shows a software window titled "Add New Criminal Case" with a subtitle "Index\_No: Temp9338". The window has a standard Windows-style title bar with minimize, maximize, and close buttons. Below the title bar is a toolbar with an "Exit" button. The main area of the form is divided into three columns: "Name", "Charges", and "Notes". Below these columns is a section labeled "DEFENDANT:". This section contains several input fields: "Last" (with a red background), "First", "Address" (two lines), "City", "State" (a dropdown menu), "Zip" (with a small icon), "DOB" (with a date format guide), "Motorist ID", "Phone", "Cell", "Fax", "Email", "Preferred Notification" (a dropdown menu), "Preferred Language" (a dropdown menu showing "English"), "Tickler", and "Alerts" (with a small icon). At the bottom of the form is a "Name Lookup" button.

- There are additional fields to be filled in:
  - o **Cell** – Enter in the defendant’s 10-digit **Cell** phone number if provided to receive **Text Notifications**
  - o **Email** – Enter in the defendant’s **E-mail** if provided to receive **E-Mail Notifications**
  - o **Preferred Notification** – Select the corresponding **Preferred Notification** by selecting the lookup key at the end of the field

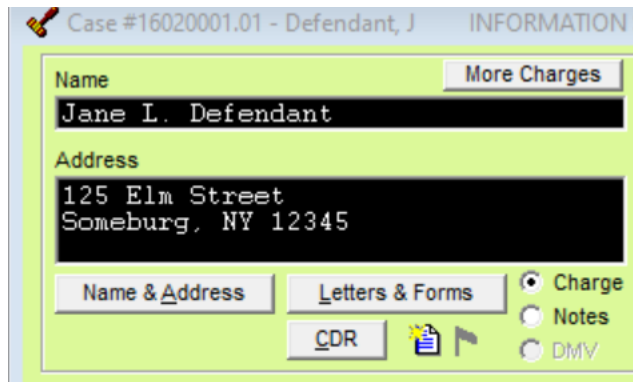
**\*\*Note** – **Declined** indicates the defendant has **Declined** to receive notifications



- o **Preferred Language** – English is the default language, currently the only other **Preferred Language** is **Spanish**



3. On existing cases the **Preferred Notification** method can be identified by selecting the **Name & Address** button. This will open the same options as described above.



4. **Preferred Notification** indicator was added to the Case Information Screen.

Case #16020001.01 - Defendant, J INFORMATION SCREEN (case# order)

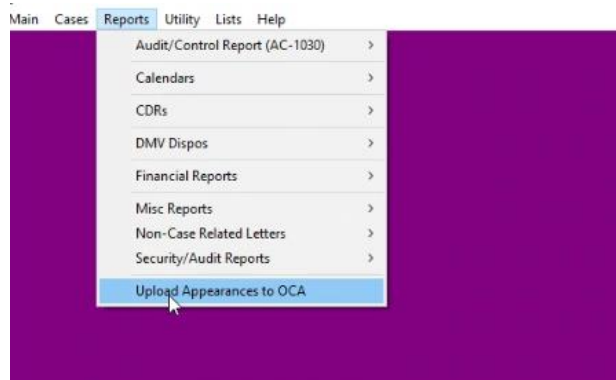
Name	More Charges	Sex	DOB
Jane L. Defendant		M	11/27/1962
Address		Motorist ID #	
125 Elm Street Someburg, NY 12345		111-111-111	
Name & Address	Letters & Forms	Charge	Phone Number
CDR		Notes	123-555-1234
		DMV	

The 'V' indicator next to the Phone Number is highlighted in green and circled in red with an arrow pointing to it.

- Any indicator highlighted in **GREEN** is a valid **Preferred Notification** method
- If the indicator is highlighted in **RED** this indicates either 1) The Preferred Notification was never set OR 2) The Preferred Notification was set but the case is missing the contact data for the selected Preferred Notification type.
  - **Empty** = Preferred Notification not set
  - **D** = Declined
  - **E** = Email
  - **M** = Mail
  - **T** = Text by cell phone (*10-digit number required*)
  - **V** = Voice by phone number (*10-digit number required*)

5. After your action codes have been updated and case information has been entered, cases can be uploaded to the DAT Notification Web Site.

Go to **Reports** and then **Upload Appearances to OCA**.



6. You will now have the following screen.

Upload Appearances to OCA

**Upload Appearances to OCA Options**

From Date: 12/22/2019 ...

To Date: 01/25/2020 ...

Judge(s): JJT

PREVIEW UPLOAD    UPLOAD    CANCEL

- **From Date** - Will default to two days in the future
- **To Date** - Will default to 14 days in the future, however this can be extended up to 40 days.
- **Judge(s)** - Defaults to the currently selected Judge. You can eliminate the Judges initials to upload for all Judges, enter in multiple Judges initials by separating them with comas. Or just leave the current Judges initials and upload individually.
- **Preview Upload button** – This will run a printable and clickable report of all the case that are eligible to receive a notification.
- **Upload Button** – This will upload the cases to receive notifications
- **Cancel Button** – Will close the screen

**Please note that notification information will only be sent for cases that:**

- a. Have appearances scheduled within the From Date/To Date time frame entered
- b. Have an Action/Status Code which require a Defendant to Appear (i.e., the **“Defendant Not Required For Appearance”** is unchecked)
- c. Have one or more Violation, Misdemeanor, or Felony Charges
- d. Contain a valid **Preferred Notification** method
- e. Are Not Closed

7. Before uploading the appearance information, click **Preview Upload** to verify the contents of the appearances to be uploaded. The report shown below will be displayed: This report is clickable so that any needed modifications can be made by clicking on the defendant's name.

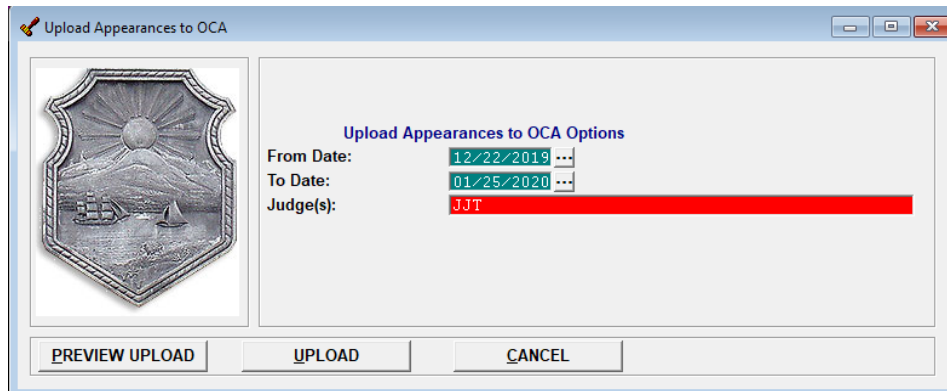
## Preview of Appearances to Upload to OCA DAT System

Page 1 of 1

05/04/2020, 8:10AM

Judge - PV		
Case Number	Appearance Date (Action Code)	Name (Notification Type)
The following case(s) are missing contact data:		
20040001	06/03/2020 03:00PM (001)	Kravic, John (NONE)
The following case(s) missed the notification deadline (Expired):		
20030009	05/08/2020 03:00PM (001)	Hyson Jr, Phillips (Mail)
20030006	05/08/2020 03:00PM (001)	Nicholos, Alvin (Mail)
The defendant declined to receive notifications on the following case(s):		
20030004	06/02/2020 03:00PM (001)	Pothul, Jayme (Declined)
20030005	06/02/2020 03:00PM (006)	Oathout, Rocco (Declined)
The following case(s) will be processed as indicated:		
17060007	05/13/2020 09:00AM (031)	Diolosa, Arthur (Mail)
20030012	06/02/2020 03:00PM (001)	Disher, Tonya (Mail)
20030003	06/02/2020 03:00PM (001)	Doria, Dudley (Text (Cell))
18120001	06/02/2020 03:00PM (001)	Gaggi, Arthur (Mail)
20030019	06/02/2020 03:00PM (001)	Gregory, David (Mail)
19100027	06/02/2020 03:00PM (006)	Gjergji, Jessica (Voice (Phone))
Judge - RLB		
Case Number	Appearance Date (Action Code)	Name (Notification Type)
20040002	06/04/2020 03:00PM (001)	Gaffney, Joan (Mail)

- **Orange** signifies there is missing contact information
- **Purple** means the case has missed the allotted time to receive notification based on their preferred method of contact
- **Blue** cases are where defendant's have declined to receive notifications
- **Black** cases contain good contact data to receive notifications



8. Click **Upload** to run the process to upload the appearance data.

**\*\*\* Note \*\*\***

**The latest Upload transmission from the court for a Judge will replace what was sent in prior transmissions for that Judge!**

**Any Appearances that were sent in prior transmissions that are not in the last transmission will be marked as deleted, resulting in no notifications being sent.**

**If you need to make corrections due to changes in contact data (steps 5 and 6 above), or when you have deleted or rescheduled appearances, etc., then you must resubmit cases for notifications for each Judge whose appearances were updated.**

**To ensure a complete list of appearance notifications are uploaded for your court, include the entire date range, beginning 2 days from the current date through the last calendar date that you'd like to have notifications sent.**



9. To **DELETE ALL** Appearances for a specific Judge:

In the event that an error was made in uploading the appearance notification data for a judge, you can delete this data by running an upload for that judge using a date range where that judge has no appearances (ie. for a non-existent court date, such as a weekend day).

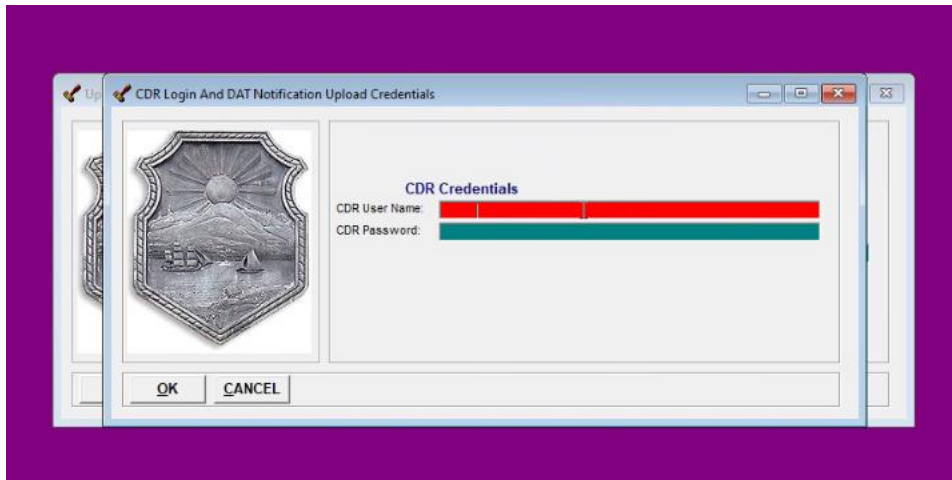
The judge's initials **must** be specified on the Upload Dialog in order to clear out appearances.

- Leaving the **Judge(s)** selection blank/empty on the **Upload Appearances** screen **does not** delete all appearances for any judge.

If you successfully delete all appearances for a Judge you will receive the following message:



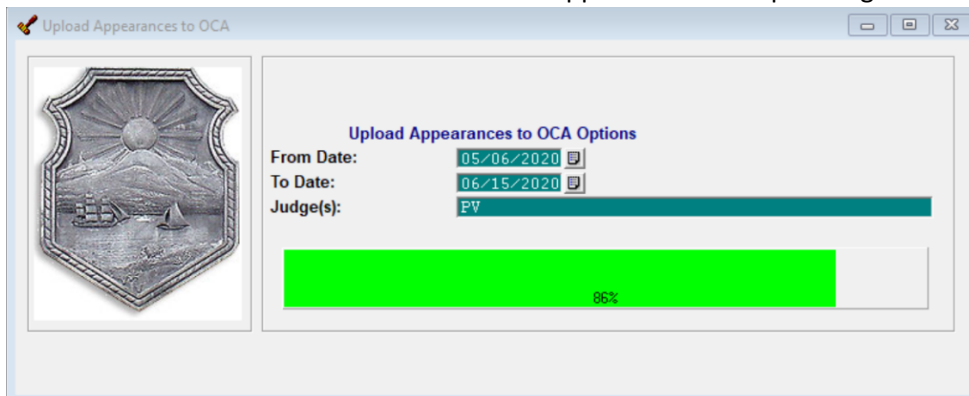
10. After selecting the **Upload** button, you will then have the **CDR Credentials Login** screen.



- Enter in your **CDR User Name** and **CDR Password** then select OK at the bottom.

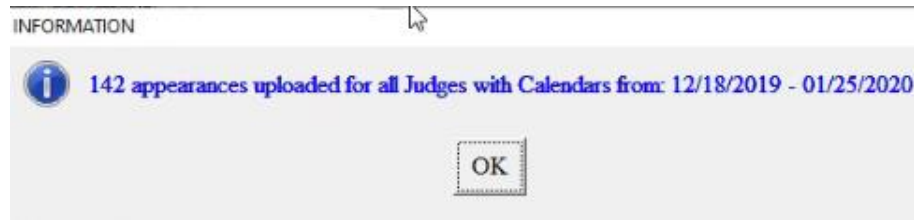
Once valid credentials are entered, the program stores a DAT Notification Token which will be available to all CourtRoom program users in your court. This token will be valid for 30 days.

11. You will then have an indicator that the court appearances are uploading.

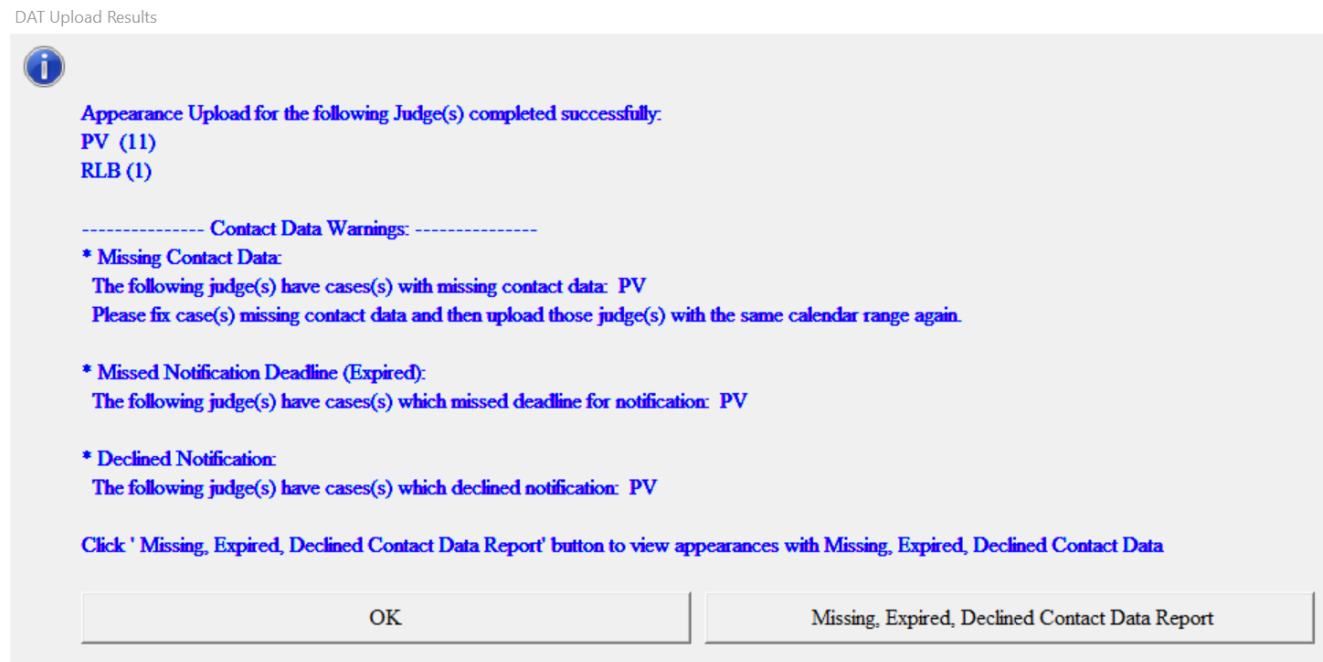


12. When it is finished you will then receive confirmation of the uploaded appearances.

- a. If all cases contained contact information you will receive a message that looks like:



- b. If there were cases with missing contact information you will receive a warning message:



Click the **Missing, Expired, Declined Contact Data Report** button to view a clickable report of cases with missing contact data.

If the missing contact data was not corrected before the upload (as shown in step #5, above), please update each case which is missing contact data and re-upload **using the same Judge, From Date and To Date**.

**Please review the Sample of Transmissions table below for examples of how the Upload specifications can impact what is sent. Reference the “APPEARANCE NOTIFICATION TIMETABLE” chart at the end of this document for additional details.**

A. Sending two judges (ABC and XYZ) for the same date range:

Transmission #	From Date	To Date	Judge
1	01/03/2020	01/31/2020	ABC
1	01/03/2020	01/31/2020	XYZ

- In this example, you can run a single upload by specifying both judges in the upload screen (entered as ABC, XYZ).
  - You can also send this as two upload transmissions (one for each judge, but this is not necessary).

B. Sending two judges (ABC and XYZ) for two different date ranges because Judge XYZ has no cases scheduled from 1/2/2020 - 1/5/2020:

Transmission #	From Date	To Date	Judge
2	01/03/2020	01/31/2020	ABC
3	01/06/2020	01/31/2020	XYZ

- In this example, you can run a two separate upload transmissions by each judge individually in the upload screen (go through the upload steps for Judge ABC, and then repeat for Judge XYZ).
  - It is also acceptable to send this as a single upload transmission, as shown in example A (above) using the same date range, since Judge XYZ has no cases scheduled from 1/3/2020 - 1/5/2020 and this will simply not upload any data for those dates.

**\*\*\*IMPORTANT\*\*\***

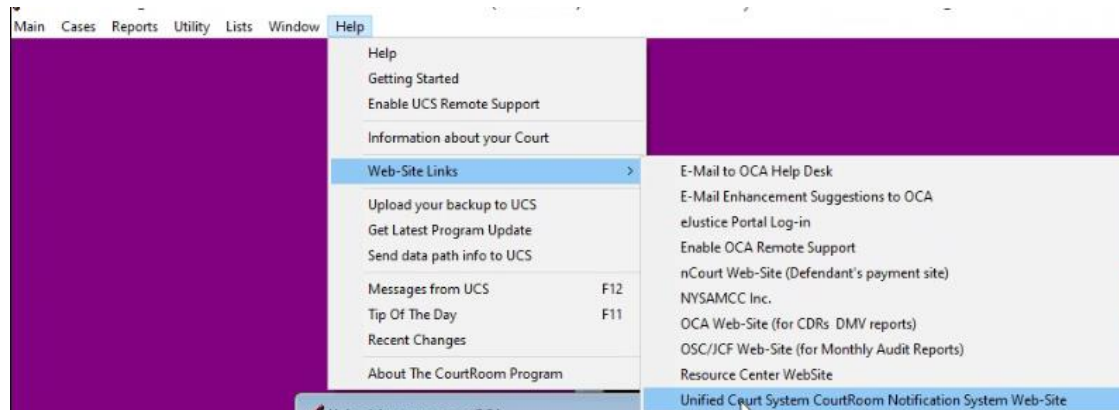
**Electronic notifications will begin with 1/3/2020 & later appearances.**

**Letter notifications will begin with 1/9/2020 & later appearances.**

**13. Verify your uploads on OCA's Notification Website: <https://notify.nycourts.gov>**

**The new website link is available:**

**Help, Web-Site Links, Unified Court System CourtRoom Program Notification Web-Site**



You will use your same CDR credentials to log into this site.

## Login

Please enter credentials.

**User Name**

**Password**


[Login](#)


[Forgot Password](#)


© 2019 NYS Office of Court Administration.  
Built 2019-12-18 06:02:59 PM from master (e6a06e07) as 20191218.8 (4874). Served from Texas Data Center.


This site will allow you to view the status of the cases uploaded to receive notifications


[Appearance Notifications](#) [Home](#) [Search](#) [Info](#)


 [List of Result Types](#)


 [Add New Notification](#)

 [Return Notification\(s\)](#)

 [Search Traffic Tickets](#)

 [Search Incoming Arrests](#)

 [Search \(and update\) Notifications](#)

 [Show Notifications for single day](#)

© 2019 NYS Office of Court Administration.  
Built 2019-12-27 03:51:57 PM from develop (5827b1a8) as 20191227.9 (4922). Served from Virginia Data Center.

- Navigate to “Show Notifications for a single day”
- Select your Court and Appearance Date to verify then click search.
- Sort by Status.

Appearance Notifications

Home

Search

Info

Dolores Broder

Results

Search

All Columns

Original Columns

Hide Successes

	Name	Date of Birth	Case #	Appearance	Part	Judge	Status	Pref. Comm.	Action
+	Cossou, Roydel	3/6/1992	19010169	1/7/2020 12:00AM		Hon. Ryan T. Donovan	Pending	None	<div></div>
+	DiPierro, Natalee	7/11/1980	19070415	1/7/2020 12:00AM		Hon. Ryan T. Donovan	Pending	None	<div></div>
+	Demarest, Elyssa	9/28/2000	19120081	1/7/2020 12:00AM		Hon. Ryan T. Donovan	Pending	None	<div></div>
+	Metellus, Anthony	5/30/1998	19120116	1/7/2020 12:00AM		Hon. Ryan T. Donovan	Pending	None	<div></div>
+	Noe, Freeman	2/19/1972	19120052	1/7/2020 4:00PM		Hon. Andrew W. Kirby	Pending	None	<div></div>
+	Mccarthy, Megan	5/29/1975	19090183	1/7/2020 4:00PM		Hon. Ryan T. Donovan	Pending	None	<div></div>
+	Dapson, Kyle	3/18/1988	17060197	1/7/2020 4:00PM		Hon. Ryan T. Donovan	Pending	None	<div></div>
+	Seneta, John	6/23/1979	19010211	1/7/2020 4:00PM		Hon. Ryan T. Donovan	Pending	None	<div></div>
+	Quackenbush, Karia	12/11/1999	19070128	1/7/2020 4:00PM		Hon. Ryan T. Donovan	Pending	None	<div></div>
+	Delafuente, Jesse	12/27/1979	19010389	1/7/2020 4:00PM		Hon. Ryan T. Donovan	Pending	None	<div></div>

**Note:**

- Any Notifications with **Status** equal to INVALID means the contact data for that case was invalid, no notification will be sent.
- Any Notifications with Status equal to EXPIRED means the appearance was uploaded past the deadline for the Notification system to process a notification for the given contact data, no notification will be sent.

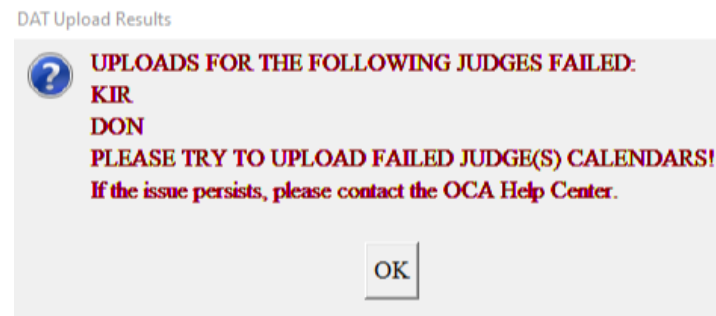
## Additional Upload Results displayed in CourtRoom Program

Note: Message results will vary based on the upload criteria and fail/success rate.

An example of failed uploads and successful uploads:



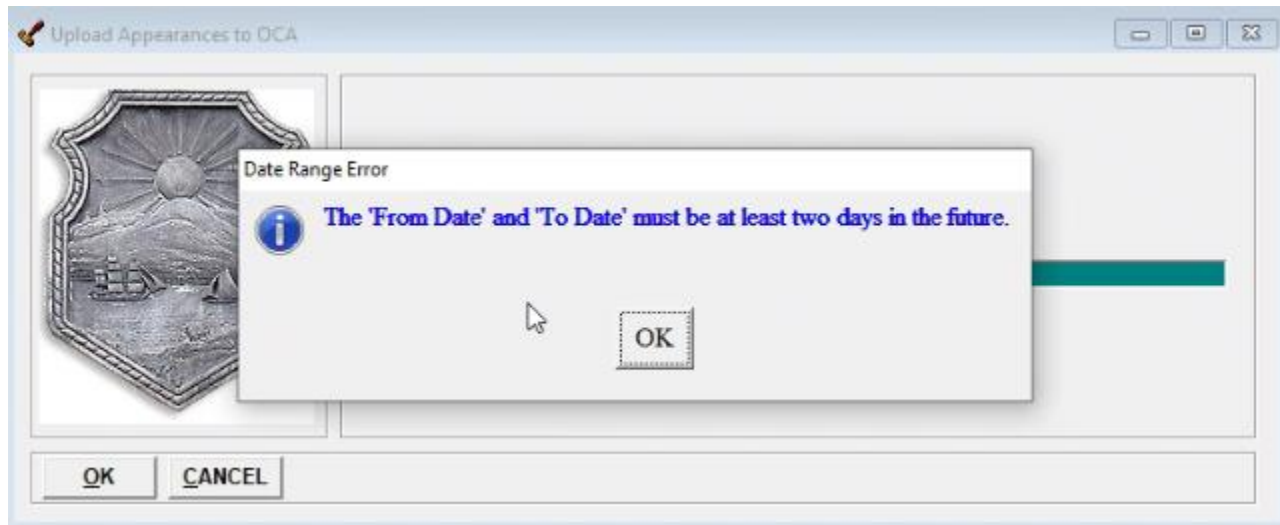
All uploads failed:





**Additional messages:**

When uploading cases if the date range isn't at least two days in the future you will receive the message:



When closing out of The CourtRoom Program if the upload is still in progress you will receive the following warning:

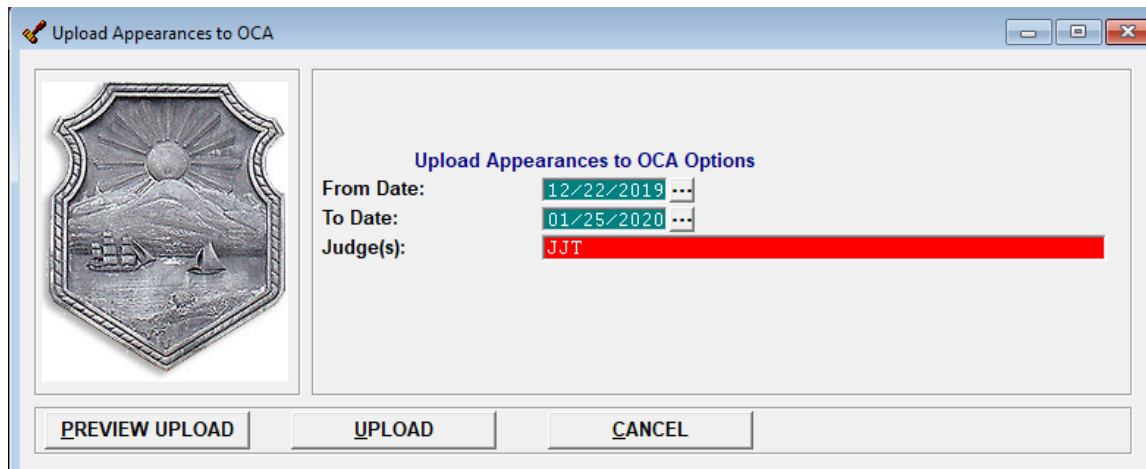


If your unable to connect to the OCA servers, the program will display the following:

WARNING



Upon closing out of the program you will receive the Upload Appearances to OCA as a reminder. If you have already done the upload simply select **Cancel** and the program will close.



The upload reminder screen can be turned off when closing out of the program by going to **Utility, User Defaults** and unchecking the **DAT on Close box**.

This option is per user, checking the **Save to ALL users** box at the bottom of this screen will save this setting for everyone who uses the program.

**SET USER DEFAULTS**

Default value for 'Cash': ☒ Block Receipt Printing: ☐

Month for Audit Report: ☒ Previous ☐ Current

Location for Audit Report: A:\

Default Action codes: Button Color: X

Code for Closed Case: 099 Reverse Screen Colors: ☐

Code for Money Due: 069 Pay Mail-In Fine Code: 070

Enable UCS Messages: ☒

Delay for Judge warning: DAT On Close: ☒ Optimize: 0

Enable DMV eDispo: ☒ AutoFill: ☒ Passive FTP: ☒

Autofill DMV on Dispos: ☐ SOAP Setup: 0

Enable Print Screen: ☒ Enable Print Archive: 2

Enable Screen Resize: ☒ Save Size: ☒ Archive Emails: 0

Import as ProperCase: ☒ Multi-Screen: ☐

Avoid Holidays: ☐ Notify: ☐ Saturdays OK: ☐

Local data Import Path: \\TOBCRT\COURT\COURT32\BPI

eTicket Import Path: C:\DMVTRAN\

☐ Save to ALL users

## APPEARANCE NOTIFICATION TIMETABLE

Method:	Contact Info entered:	Period of time before next appearance:	Result:
<b>Text*</b>	Cell/Phone # (Text)  -Spanish available-	<= 1 day prior	<b>NO</b> Text message sent before the appearance
		2-3 days prior	Text message sent 1 day before the appearance
		4-7 days prior	Text message sent 1 day & 3 days before the appearance
		>= 8 days prior	Text message sent 1, 3 & 7 days before the appearance
<b>E-Mail</b>	E-Mail Address  -Spanish available-	<= 1 day prior	<b>NO</b> E-Mail sent before the appearance
		2-3 days prior	E-Mail sent 1 day before the appearance
		4-7 days prior	E-Mail sent 1 day & 3 days before the appearance
		>= 8 days prior	E-Mail sent 1, 3 & 7 days before the appearance
<b>Voice* Mail/Message</b>	Phone # (Voice)  -Spanish available-	<= 1 day prior	<b>NO</b> Call made before the appearance
		2-3 days prior	Call made 1 day before the appearance
		4-7 days prior	Call made 1 day & 3 days before the appearance
		>= 8 days prior	Call made 1, 3 & 7 days before the appearance
<b>Letter</b>	Mailing Address entered	<= 8 days prior	<b>NO</b> Appearance letter automatically produced or mailed
		>= 9 days prior	Automated Appearance letter produced and mailed

**\*NOTE:** If the phone number includes an **Extension**, there will be **no notification** sent through this method. Defendants who appear to be **incarcerated** as designated in the case management system, will **NOT** receive notifications.

**Text Message Content Example:** Reminder, John Doe should appear on Monday, January 7, 2020 at 10:00AM @ Tompkins County Court located at 320 N. Tioga Street, Ithaca, NY. Please show up & avoid a warrant. Questions? Reply HELP for help. To stop receiving these text message reminders reply S to cancel.

**E-Mail Message Content Example:** This is an important message on behalf of the New York State Unified Court System. John Doe has a court appearance and must appear at Tompkins County Court on January 7, 2020 10:00AM. To avoid the possibility of a warrant being issued for your arrest, you are required to show up to the court 320 N. Tioga Street, Ithaca, NY 14850. If you have an attorney, you should consult with him or her if you have a question about this appearance in court. If you need further assistance, please contact your attorney. Alternatively, you may call the court (607)555-5555 regarding your case number(s): CR-000113-BX, CR-000272-BX. For additional information, please go to the following website <https://nycourts.gov/courthelp>. **\*\*\*IMPORTANT: Electronic notifications will begin with 1/3/2020 & later appearances; letter notifications will begin with 1/9/2020 & later appearances.**