

# **RECEIVING CAP TRANSFERS USER GUIDE**

**The CourtRoom Program™**

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[www.NYCourts.us](http://www.NYCourts.us)

## COURTS RECEIVING TRANSFERRED CASES

You will need to create a new action code for receiving the CAP transfers.

To create a new action code for the CAP transfers, at the top of the screen click on Utility, Edit Databases, and then Action/Status Codes.

- At the top of the Edit Action/Status Codes screen click on, new and then click on yes to add a new code.
- In the code field enter in an action code number that is not currently being used. If you're not sure click on the button to the right that reads, Print Code List. Pick any number not listed.
- In the code\_txt field enter in → CAP Transfer Recv'd
- Click on save and exit

The screenshot shows a window titled "Edit Action/Status Codes" with a toolbar containing buttons for Top, Prev, Next, Bott, Find, New, Del, Save, and Exit. Below the toolbar, it displays "RECORD NUMBER: 35 of 35". The form fields are as follows:

CODE	100	Print Code List
CODE_TXT	CAP Transfer Recv'd	
START_DATE	/ /	
END_DATE	/ /	

**Updating passwords to accept CAP transfers.**

At the top of the screen click on Utility, Edit Databases, and then Users Passwords. For each user you will need to change field 077 from an 'X' to a 'T'. This will allow you to import the transferred cases.

**Edit User Data** 1 of 1

Top Prev Next Bott New Del Save Exit

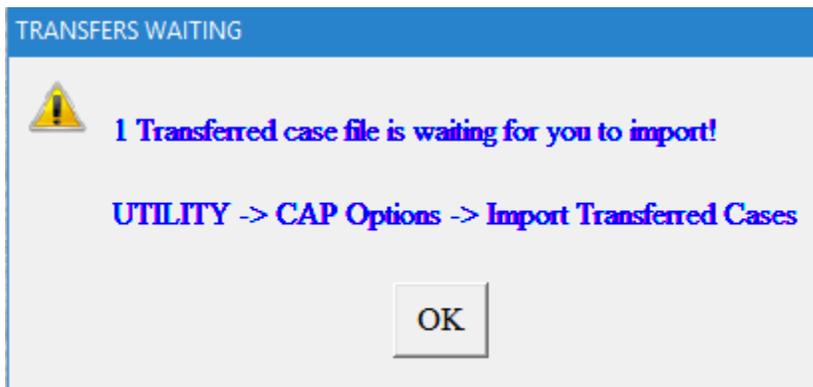
USER Jane START-UP JUDGE 1 PRINTER SELECTIONS  
PASSWORD \*\*\* LOGOUT TIMER 20 LETTER PRINTER  
CONFIRM PW \*\*\* LABEL LABELPRN  
TYPIST JQD RECEIPT PRNTER1  
FULL\_NAME Jane Q. Doe

**Print Level List**

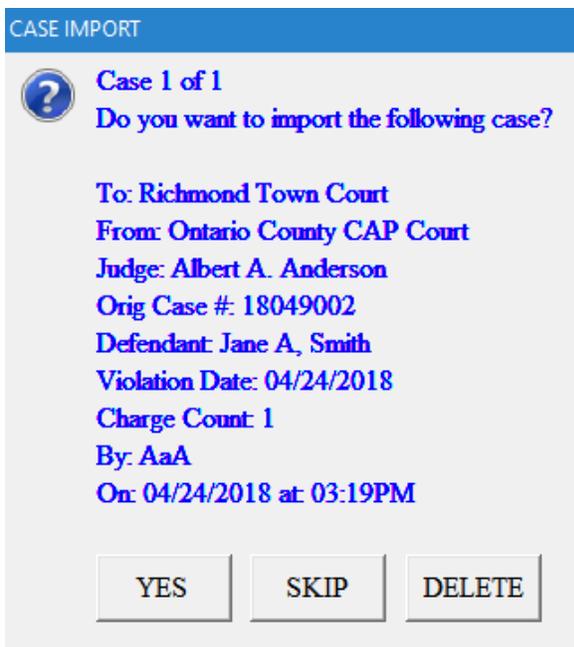
001	P	011	X	021	X	031	X	041	X	051	X	061	X	071	X	081	X	091	X
002	X	012	X	022	X	032	X	042	X	052	X	062	X	072	X	082	X	092	X
003	X	013	X	023	X	033	X	043	X	053	X	063	X	073	X	083	X	093	X
004	X	014	X	024	X	034	X	044	X	054	X	064	X	074	X	084	X	094	X
005	X	015	X	025	X	035	X	045	X	055	X	065	X	075	X	085	X	095	X
006	X	016	X	026	X	036	X	046	X	056	X	066	X	076	X	086	X	096	X
007	X	017	X	027	X	037	X	047	X	057	X	067	X	077	T	087	X	097	X
008	X	018	X	028	X	038	X	048	X	058	X	068	X	078	X	088	X	098	X
009	X	019	X	029	X	039	X	049	X	059	X	069	X	079	X	089	X	099	X
010	X	020	X	030	X	040	X	050	X	060	X	070	X	080	X	090	X	100	X

## Importing Transferred CAP Cases.

When you do have a case that has been transferred to your Court you will receive this message. At the top of the screen click on Utility, CAP Options, and select Import Transferred Cases



Click on YES to import the transferred case.

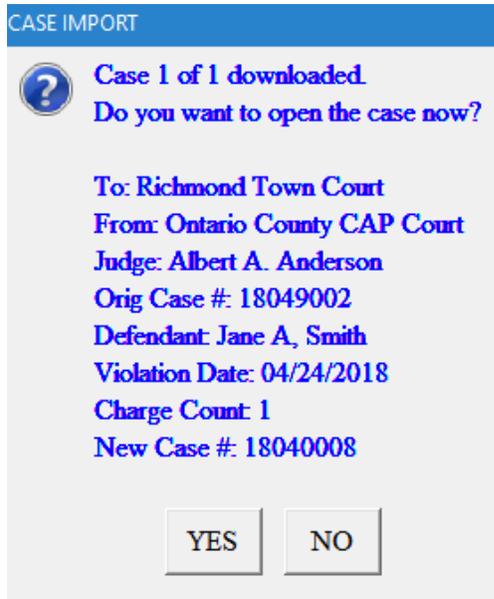


**\*\*\*CAUTION\*\*\***

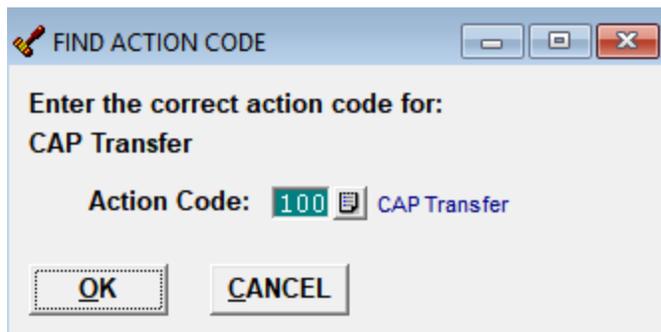
**IF YOU CLICK DELETE THE  
TRANSFER WILL BE LOST.**

**THE CAP COURT WOULD  
THEN NEED TO RESEND THE  
CASE.**

After clicking on YES to import the case you will then receive this confirmation screen. You can either click on YES to view the case or no and this screen will close.



After selecting either YES to view the case or NO to close the screen the program will ask for your CAP Transfer action code. Either type in your action code number or you can click on the lookup button and select it from the list. Click on OK after the action code is filled in.



Case screen of the imported CAP transfer.  
 You will need to update the case with the Officer, Procecutor, and Attorney information.

Case #18040009.01 - Smith, J    INFORMATION SCREEN    (case# order)

Name Jane A. Smith		Sex F	DOB 09/21/1980	Attorney Public Defender, Ont ?	
Address 123 Elm Street Victor, NY 14564		Motorist ID #		Prosecutor ?	
Name & Address		Charge		Officer ?	
Letters & Forms		Notes		Force JHC	
CDR		DMV		Other Players	
Phone Number		Modify Case			

Statute/Section	Description	C/C/D	Counts	Attempt	Fine
VTL 1192 02	DWI 08 OF 1PCT	U M 0	1	N	0.00
			0	N	Civil Fee 0.00

Disposition:                      Charge 1 of 1                      Ref #                      Ticket # 2B917ZQPZF

Comment:                      SurCharge                      0.00

Next Date	Action (100)	Crime	Arrest
04/26/2018	CAP Transfer	04/24/2018	04/24/2018

History	Time	Arraignment	Adjudication
04/26/18	CAP Transfer	04/24/2018	/ /
04/24/18	1st Appearance V&T		

Fines	0.00
Civil Fees	0.00
SurCharge	0.00
Bail	0.00
Other	0.00
AmountDue	0.00

The notes section shows the transfer information.

Case #18040009.01 - Smith, J    INFORMATION SCREEN    (case# order)

Name James T. Smith		Sex M	DOB / /	Attorney ?	
Address 45 West Street Apt. B Someburg, NY 12345		Motorist ID #		Prosecutor ?	
Name & Address		Charge		Officer ?	
Letters & Forms		Notes		Force JHC	
CDR		DMV		Other Players	
Phone Number		Modify Case			

```

04/24/18 Transfer from: Ontario County CAP Court
Original Case #: 18049003 -- Judge: Albert A. Anderson
***** OLD ACTIONS *****
04/24/2018 - 1st Appearance V&T (001)
04/24/2018 - CAP Transfer (100)
***** END OLD ACTIONS *****
  
```

**Note:** If an imported CAP case is a VTL charge when importing eTickets the imported ticket will attach and update the CAP case. The only way to print the ticket, after it's been imported, is to go to the case information screen, right click on the case and then left click on print ticket.

If the CAP case ticket number on a VTL ticket does not match the imported eTicket, it will import as a new case. To resolve this issue:

- Correct the CAP case ticket number.
  - o From the CAP case information screen, Modify Case → Case Modification → Edit Charge Information. Correct the ticket number, then save and exit.
- Open the imported eTicket case information screen.
  - o Click on Notes and enter in a note indicating this was a duplicate ticket.
  - o Then close out this case with a disposition code that it is a duplicate ticket.
    - If the court doesn't have a disposition code for a duplicate ticket:
      - Utility → Edit Databases → Disposition Codes
      - At the top of this screen click on New, it will then ask 'Add a New Code', click on yes.
      - Enter in a disposition code number that isn't currently being used.
      - In either the CODE\_TXT upper or lower line enter in 'Duplicate Ticket'
      - Click on Save and Exit.
  - o Finally eliminate the imported eTicket, Modify Case → Case Modification → Eliminate Case. This will open another screen asking to eliminate case completely? Click on OK.
- Go through the import eTicket process again, this time the eTicket will merge into the CAP case.