



Introduction to DMV Call

DMV_Call provides access to New York State Department of Motor Vehicles giving you the ability to do abstract searches based on Name, Motorist ID, or Plate (if you have a PREED account). You can search on multiple motorists at one time or just one. Defendants can be transferred into DMV_Call based on calendar date, from the imported electronic tickets, or manually.

To use DMV_Call your court must first be registered with DMV's VPass or PREED system. To obtain access please call DMV at 1-800-948-7533. Call CourtRoom Program staff after you've received the User ID and Password and we'll help you setup DMV_Call.

Getting Started

If you are already using VPass, you can start using DMV_Call immediately. Once DMV_Call is installed it is listed as an option under Main in CourtRoom Program.

Following is the Setup Screen.

COMPASS Information

COMPASS Account Number: (User ID)

COMPASS Password: (Password)

PREED Information (For Plate Searches)

Unique PREED Password (Y/N): (*Y* is Strongly Recommended)

PREED User ID:

PREED Password:

DMV

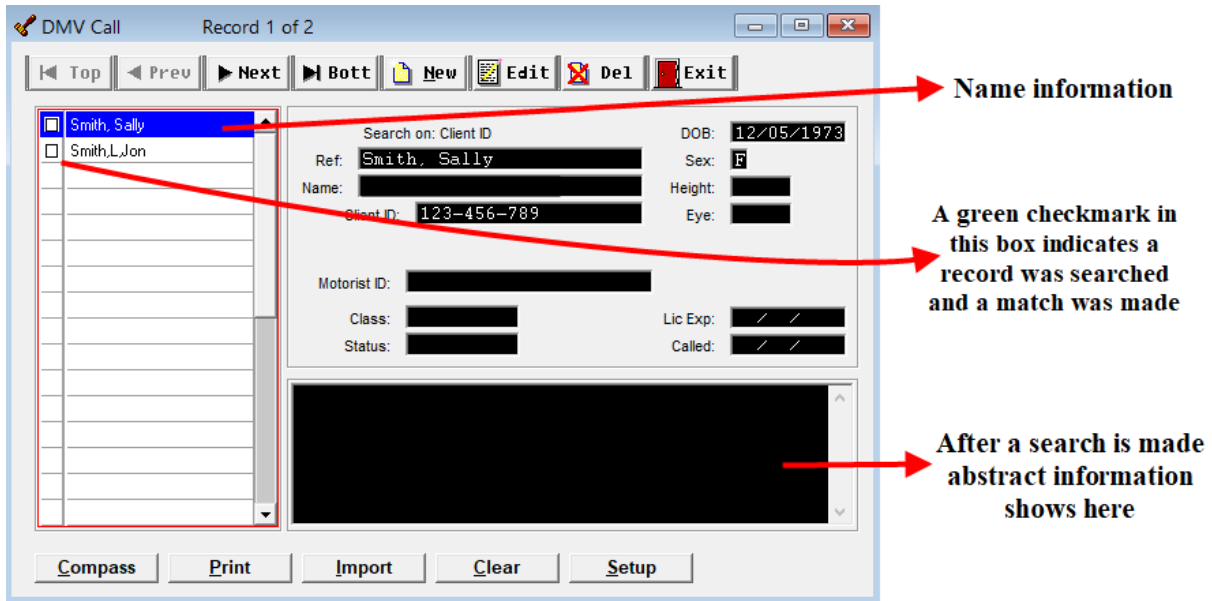
OK CANCEL

Enter Compass ID and Password

Enter PREED ID and Password

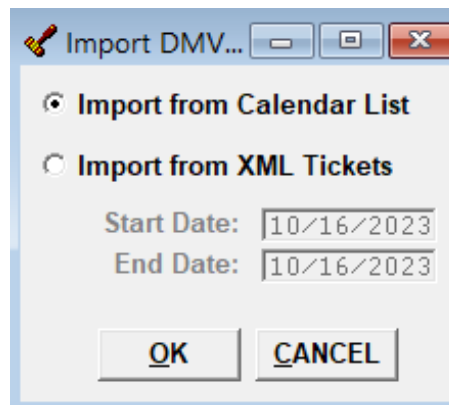
Using DMV Call

Names can be imported into DMV_Call from a calendar list, a list of imported electronic tickets, individually from the case Information Screen, or added manually. The imported names are listed down the left-hand side of the screen with a checkbox. The rest of the information fills in either from the program or after the search has been made.



The following key descriptions are based on how the program is used, not in the order the keys are displayed on the DMV_Call screen.

Import Normally, records to be searched are entered into the program by importing from a court calendar or from a list of imported tickets.



The court calendar can be created in CourtRoom Program or in DMV_Call. Only VTL cases are included. Abstracts for out of state defendants are included if a match is made in DMV.

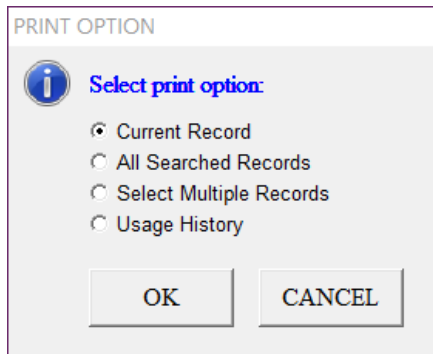
The list of XML tickets is based on the date the tickets were imported into the CourtRoom Program.



After importing names to search, click the Compass button to start the search. If this button is not highlighted your User ID and Password have not been entered in the Setup Screen.



Once a search has been completed and abstract information displays in the large black box, the abstracts can be printed.



Select one record to print, **Current Record** or choose to print **All Searched Records**. Another option is to identify certain records to be printed by selecting **Select Multiple Records**.

DMV requires a log to be maintained indicating searches made. The **Usage History** report is generated based on search dates.

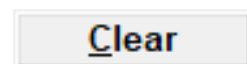
Someburg Town Court DMV_Call Usage Report

DMV Searches From: 08/01/08 to 08/31/08
Report date: 09/09/09
Page 2 of 2

Reference	Type	Search	Status	Operator	Date
08080028	C	070-700-000	C	ssm	08/19/08
08070015	C	000-700-000	C	ssm	08/19/08
08010066	C	000-700-000	C	ssm	08/19/08
Sought on: 08050030	C	000-700-000	C	ssm	08/19/08
Sent: 08050073	C	000-700-000	C	ssm	08/19/08

Search Types:
N -> Driver Name/DOB C -> Client ID I -> Old Driver ID
P -> Plate Number O -> Owner Name/DOB V -> Vin Number

Status Codes:
C -> Search Completed OK F -> Search Failed



Delete the current list from the DMV_Call screen

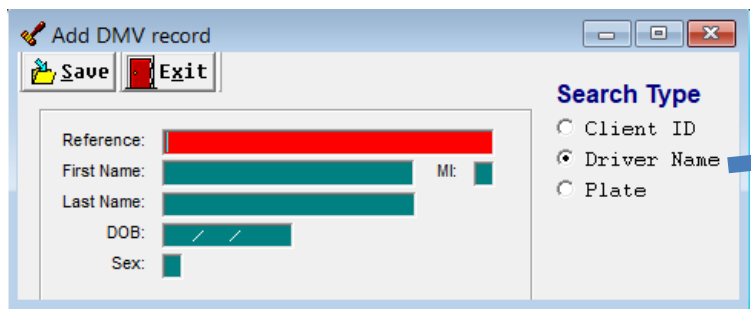
OPTIONS FOR PUTTING NAMES IN DMV_Call

In addition to importing calendars or electronic ticket XML files, individual names may be added to DMV_Call:

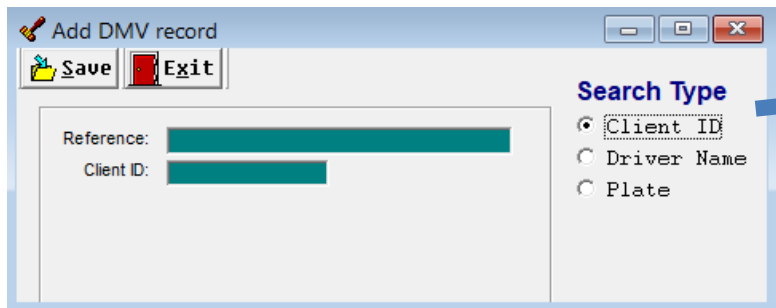
◆ From the CourtRoom Program case Information screen hold down the **CTRL** key and touch the **F8** key. Or **right click** on the case Information Screen and left click on **Add Name to DMV_Call**

◆ To enter manually go into **DMV_Call** and click NEW

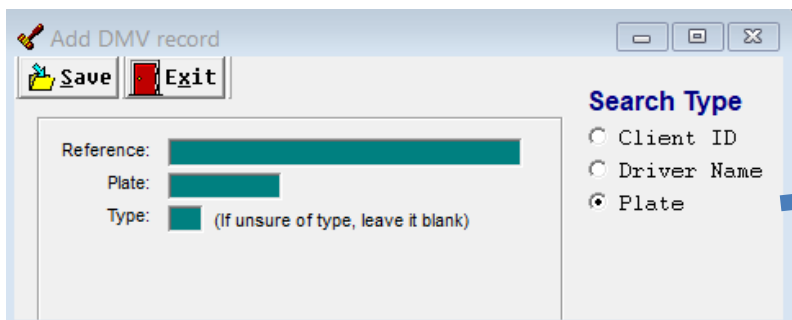
• There are three ways to search abstracts.



The screenshot shows the 'Add DMV record' window with the following fields: Reference (red bar), First Name (teal bar), Last Name (teal bar), DOB (teal bar with slashes), Sex (teal bar), and Mt (teal bar). The 'Search Type' section has three radio buttons: Client ID, Driver Name (selected), and Plate. A blue arrow points from the 'Driver Name' radio button to the text 'Search by name information'.



The screenshot shows the 'Add DMV record' window with the following fields: Reference (teal bar) and Client ID (teal bar). The 'Search Type' section has three radio buttons: Client ID (selected), Driver Name, and Plate. A blue arrow points from the 'Client ID' radio button to the text 'Search by Client ID'.



The screenshot shows the 'Add DMV record' window with the following fields: Reference (teal bar), Plate (teal bar), and Type (teal bar with text '(If unsure of type, leave it blank)'). The 'Search Type' section has three radio buttons: Client ID, Driver Name, and Plate (selected). A blue arrow points from the 'Plate' radio button to the text 'Search by plate'.