CDR UPDATES
2019/2020

Marijuana Sealing (8/28/2019)

- Pled/Convicted and sentenced to the following charges:
  - PL-221.05 or PL-221.10
    - Seal 160.50(5)(a) – X in the CRP (super seal)
- Some Important Notes
  - The 160.50(5)(a) does not apply if the PL-221.05 or PL-221.10 charge was dismissed, ACD'd or covered by - it is only on a plea or conviction.
  - The 3 year waiting period on the PL-221.05 plea/conviction no longer applies. The case is sealed at sentence.

Violation/Infraction Sealing

- All dismissed violation/infraction cases should be sealed 160.50.

- All PG/CONV violation/infraction cases should be sealed 160.55 with the exception of VTL-1192.1 and PL-240.37-02 regardless of whether the original charge was fingerprintable.

CDR UPLOAD PROCESS

The automatic CDR upload functionality will alleviate the need for you to create a report disk and then upload the file at the OCA website. It will all be done from within the program.

- o One of the first changes you will notice is after selecting the CDR button on a case you will have a new option 5 - Upload CDR to OCA. This will allow you to send the individual CDR directly from the case.
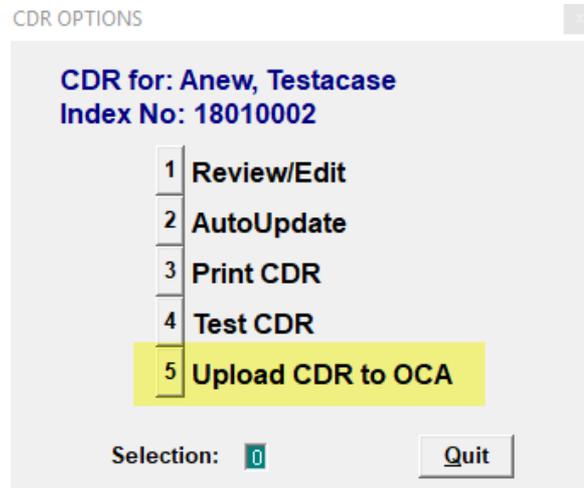
- o "Upload CDR to OCA" does the following:

  - ▪ Validates CDR with current changes
  - ▪ If validation errors, prompts user "FIX ERRORS" or "UPLOAD WITH ERRORS"
  - ▪ FIX ERRORS Returns user back to CDR Screen
  - ▪ UPLOAD WITH ERRORS Continues with the upload process

o There will also be an option to upload your CDR information from within the edit CDR screen.

o "Exit and Upload CDR" does the following:

- After changes have been made the program will prompt if you would like to save the changes, Yes or NO
- Validates CDR with current changes
- If validation errors, prompts user "FIX ERRORS" or "UPLOAD WITH ERRORS"
- FIX ERRORS Returns user back to CDR Screen
- UPLOAD WITH ERRORS Continues with the upload process
- Verifies CDR Credentials - exit out if invalid.
- Creates and uploads DCJS txt file – The program will display if the upload was a success or if there was an error and not uploaded.

There is always the option to upload through the OCA CDR website. Just uncheck the "Upload CDR to OCA" box
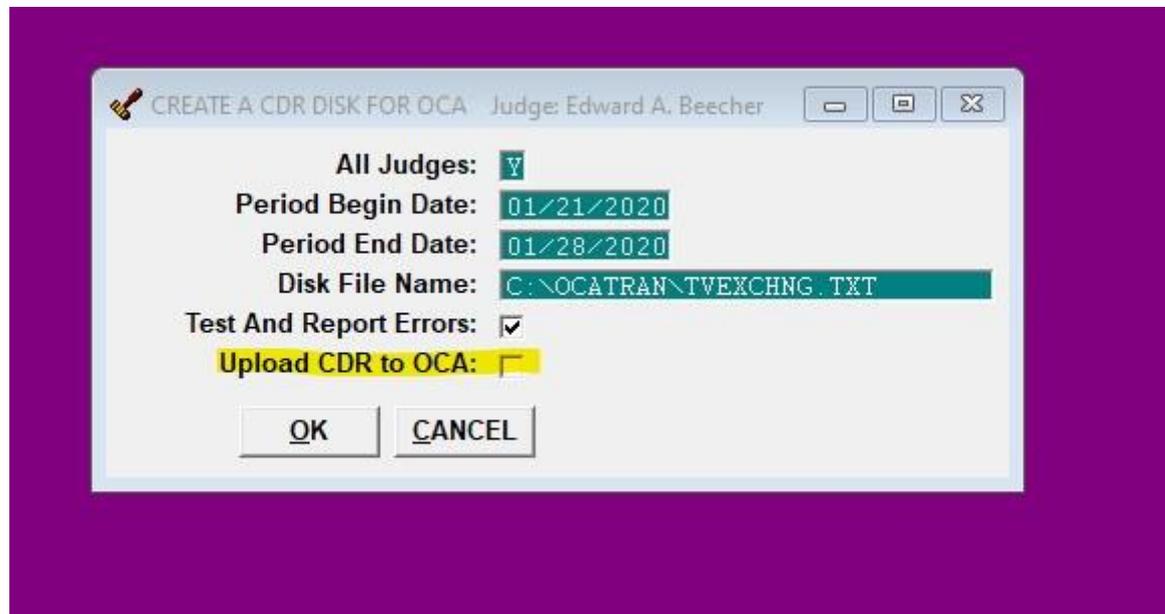
OCA CDR WEBSITE

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Welcome to Office of Court Administration's website for Reporting Court Dispositions.

Notice:	
2/10/11	Your last successful CDR upload was 779 days ago on 12/22/2008
2/10/11	Your last successful TSLED upload was 1416 days ago on 03/26/2007

The Welcome Page displays the last time records were transmitted to both OCA and TSLED
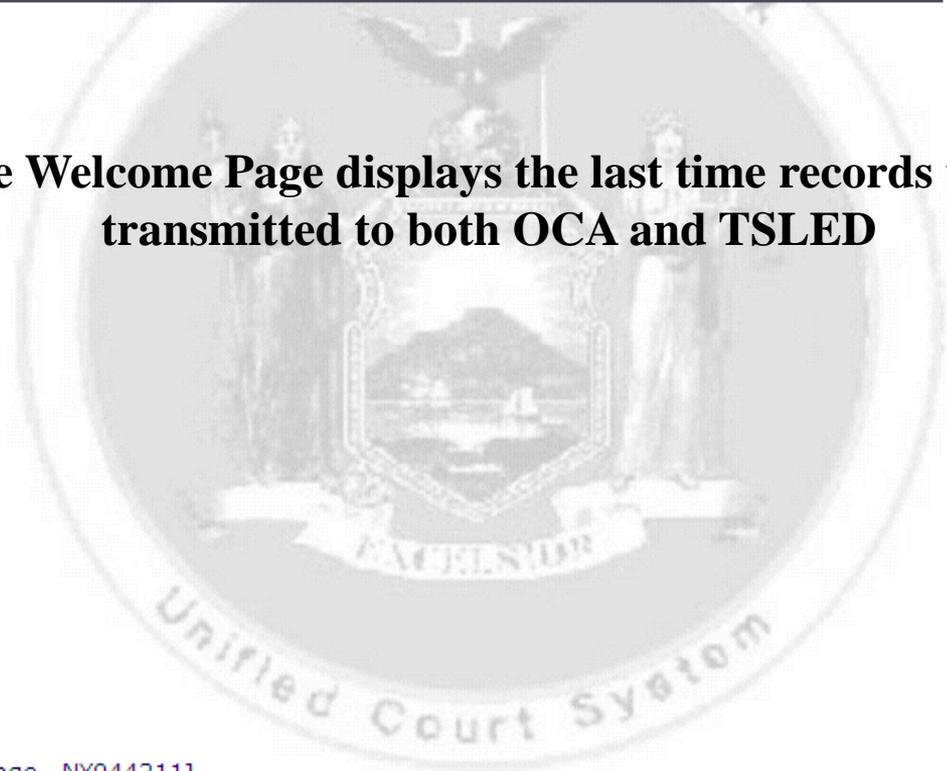
Active Court: Gouverneur-Village - NY044211J

2/3/2020

Local intranet   100%

start   Secure ...   Novell ...   Microso...   e-Justi...   2 QW...   2 Int...   WordP...   7:31 AM

New Look for Upload Calendar

Notice: All cases for a given day are now consolidated into a single number. The number is updated every time a new transmission is sent.

January 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 ● 99	3 ● 11	4
5	6 ● 40	7 ● 10	8 ● 47	9 ● 86	10 ● 50	11
12	13 ● 35	14 ● 10	15 ● 84	16 ● 74	17 ● 30	18
19	20	21 ● 31	22 ● 64	23 ● 87	24 ● 55	25
26	27 ● 66	28	29	30	31	

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| Upload CDR 540 | 540 Error Report | Cases Transmitted | Review CDR 540 | E-mail CDR |

Upload CDR 540
-If upload is done prior to 4:45 pm, records will process and be sent to DCJS after 6 pm on that same day.
-If upload is done after 4:45pm, records will process up until 11 pm on the same day but won't be sent to DCJS until after 6pm on the next day.
-It's a good idea to overlap transmission days.

540 Error Report
-If upload is done prior to 11:00 pm, records will process and errors will be posted to the error report within 2 hours.
-Once correction is transmitted, error with come off error report within 2 hours.
-The report is cumulative. Errors do not come off the report unless the error is fixed and uploaded again.

Cases Transmitted
-When records are uploaded, they will appear immediately on the calendar for that day. Click on the # of records for that day and a list of docket #'s will display. Use this to keep a history of cases uploaded and to verify that specific cases were uploaded.

Review CDR 540
-View the data uploaded by entering the serial # and Run Report. This will display the date(s) the record was uploaded. If you click on the serial #, it will display a copy of the CDR 540 form.

E-mail CDR
-This tab provides a link to e-mail the CDR group.

2/3/2020

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CDR Error Report is a great training tool!!!!

- If a case is on the court's CDR error report, it is not on the OCA database or the raphseet.

     Below are some reasons why errors are not being corrected.

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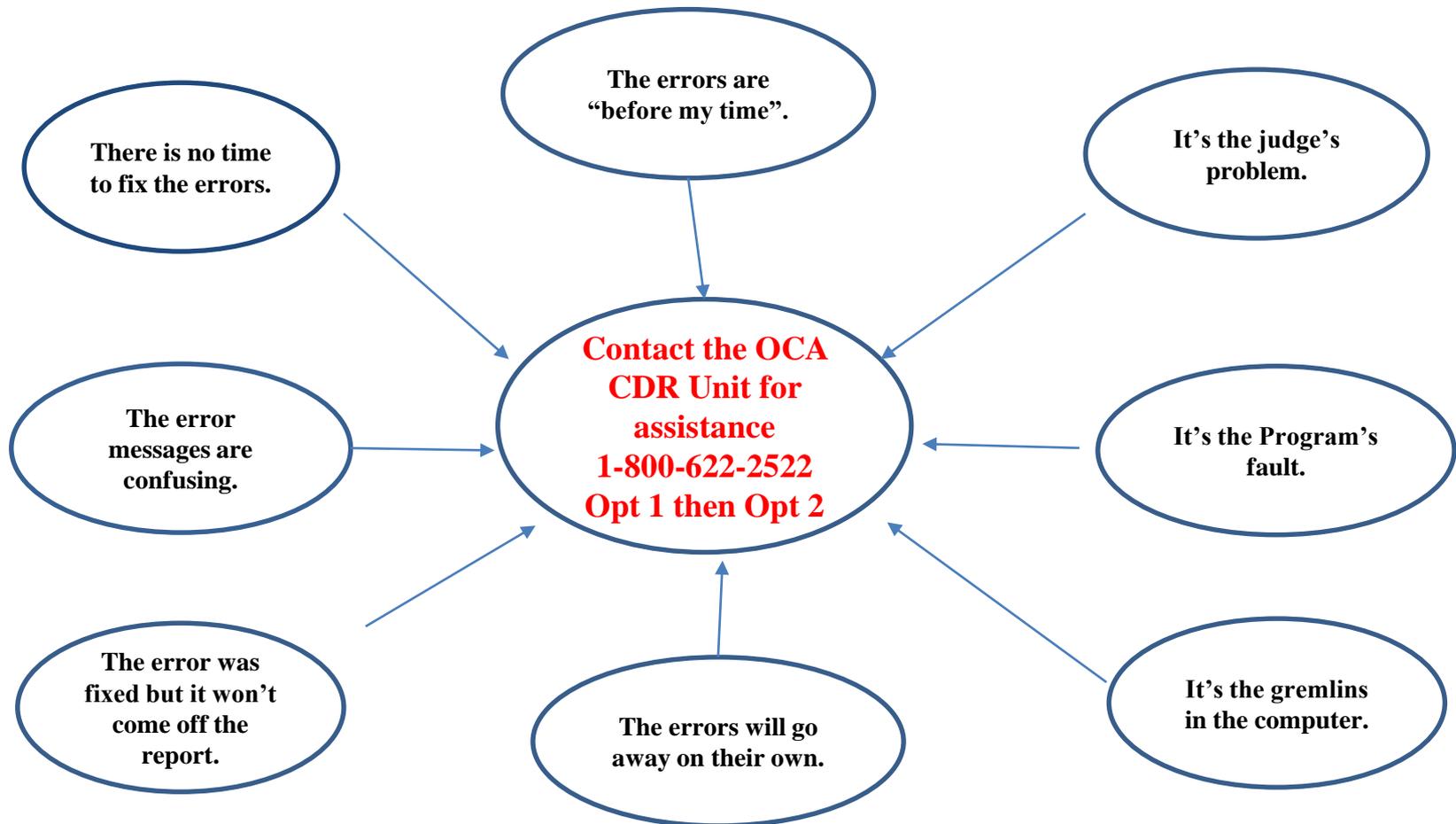
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ACD Cases For Sealing	Marihuana Cases For Sealing	Potential Cases For Sealing

ACD Cases for Sealing

-This report will display all dockets/cases with ACD dispositions that were uploaded and are now eligible to be sealed 160.50 (deem dismiss date has passed).

-Seal the docket with 160.50 seal and upload . Do not change the disposition code of ACD55 or ACD56.

-If the docket contains both PG and ACD charges, the docket will need to be split in order to seal properly.

-ACD cases come off the report within 2 hours of uploading the seal as long as there are no errors.

Marihuana Cases for Sealing

-This report will display all dockets that were uploaded with a **PG** to PL-221.05 and were not sealed.

-Seal the docket/case 160.50 and upload.

-Marihuana cases come off the report on the weekend only.

Potential Cases for Sealing

-This report will display dockets that are attached to a sealed arrest. This happens when there is another docket reported with a seal on the same arrest.

-Before sealing, seal order must be requested and sent from the sealing court.

-Cases resent with the seal section come off the report within 2 hours of uploading as long as there are no errors.

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Upload TSLED | **Review TSLED** | **TSLED Error Report** | **TSLED Cases Transmitted**

Upload TSLED
-If upload is done prior to 4:45 pm, records will process and be sent to TSLED after 6 pm on that same day.
-If upload is done after 4:45pm, records will process until 11 pm on the same day but won't be sent to TSLED until after 6pm on the next day.

Review TSLED
-If you want to view the data uploaded, enter the Ticket # and Run Report. This will display the date(s) the record was uploaded. If you click on the ticket #, it will display the TSLED data.

TSLED Error Report
-If upload is done prior to 4:45 pm, records will process and TSLED will return errors the next day.
-The report is cumulative. Errors do not come off the report unless the error is fixed and uploaded again.

Cases Transmitted
-When records are uploaded, they will appear immediately on the calendar for that day. Click on the # of records for that day and a list of ticket #'s will display. Use this to keep a history of tickets uploaded and to verify that specific tickets were uploaded.

2/3/2020

Local intranet   100%

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# of New Tickets	Search for Ticket	Courts Receiving Tickets By District	Courts Receiving Tickets

Courts Downloading Tickets	Traffic Tickets For Your Court	Update as Received

# of New Tickets

      -New tickets will display.

      -Click on # of tickets to get a list of ticket #'s .

      -Click on Create Download File (XML) and save file. Make sure that the tickets are saving in the correct location.

Search for Ticket

      -This allows the court to search for a specific ticket # to see if it's on the Website.

      -Enter ticket # (make sure cap lock is one) and click run report.

      -Click on the ticket # and the ticket will display.

      -If there is a supporting deposition, it will appear on the right. Click to display.

Traffic Tickets for Your Court

      -This allows the court to run a calendar for a specific month.

      -The calendar displays the # of tickets that have an appearance for that day.

      -Click on the # of tickets on any given day and a list will display.

Update as Received

      -This allows the court to remove tickets from Q (waiting to download) status.

      -Once the Remove Old Tickets from Download button is clicked, the tickets will be updated to P (updated as received) status and removed with 2 hours.

2/3/2020

Local intranet   100%

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Open Arrests	OA Counts	OA w/ Warrants	OA w/o Warrants	Docketed/No warrants/Not Finished	OA HGJ/TRAN
Corrected by Date	Rejected By DCJS	Current 1/1/2000-Present	Current HGJ/TRANS
Current Cases Finished W/O CJTN	Current Pending Cases

Opens Arrests, OA Counts/OA w/Warrants/OA w/o Warrants/Docketed/No Warrants/Not finished/OA HGJ/TRAN/Corrected by Date

-These reports are for the 1990-1999 Open Arrests.

-Once the case is finished and transmitted, it will come off the report within 2 hours as long as there are no errors.

-Open Arrest – Nothing has been Received and the arrest remains open; **OA Counts** - # of open arrests with and without warrants

-OA W/Warrant - # of docketed cases that are pending because of an open warrant; **OA/w/o Warrant** - # of cases (some dockets/some not docketed) that are open but have no open warrants; **Docketed/No Warrants/Not Finished** – Something was reported but not disposed.; **OA HGJ/TRAN** – Cases transferred into the court but no disposition reported; **Corrected by date** – Report will display # of 1990-1999 cases correct during a specific month.

Rejected by DCJS

-This report will display errors returned by DCJS.

-Error codes of less than 100 and higher than 299 do not need to be addressed.

-Error codes of more than 100 and less than 300 need to be addressed.

Current 1/1/2000 – Present

-This report will display arrests where the court was listed as the expected court of arraignment by the arresting agency.

-The report is updated every 45 minutes on the hour.

-Once a docket/case matches the arrest, it will come off the report within 2 hours.

Current HGJ/TRANS

-This report will display any dockets/cases transferred from another court.

Current Cases Finished w/o CJTN

-This report will display any dockets/cases that were uploaded without a CJTN and or NYSID #.

-This report also includes Violation of Probation transfer cases. Even if the court submits the case with the CJTN #, the case will still post on this report.

-Cases on this report will come off within 2 hours of the court uploading it with the CJTN/NYSID #.

-If CJTN #/NYSID are not available or for VOP-T cases, manual removal can be done.

Current Pending Cases

-This report will display cases pending and the last reported action. The report updates on the weekend.

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Charges   Courts

Charges

-This tab provides a charge dictionary for all sections of law that are in the DCJS charge dictionary.

-The list includes effective date, repeal date and if the charge is fingerprintable Y/N.

Courts

-This tab provides a court dictionary all criminal courts in NYS.

-The list includes the court's ORI # and criminal court code.

2/3/2020

CONTACT OCA'S CDR UNIT

(800) 622-2522 option 1 then option 3. If CDR staff are all on a call, it will roll over to the Help Desk, please open a ticket with them and your call will be returned as quickly as possible. You can also email helpcenter@nycourts.gov and a ticket will be opened for the CDR group.

- Questions on CDR Reporting/Uploading
- Questions on Error Reports
- Questions on Dispositions
- Questions on rapsheets/missing dispositions
- Questions on e-tickets
- Questions on training
- Questions on CDR/TSLED and Web/DVS website
- Questions on accessing websites
- Questions on notification process

Questions??

THANK YOU