

NORTH CAROLINA JUDICIAL BRANCH

ADMINISTRATIVE OFFICE OF THE COURTS

TECHNICAL SERVICES DIVISION

**AUTOMATED CRIMINAL/INFRACTIONS SYSTEM
(ACIS)**

CRIMINAL INQUIRY MODULE

USER MANUAL

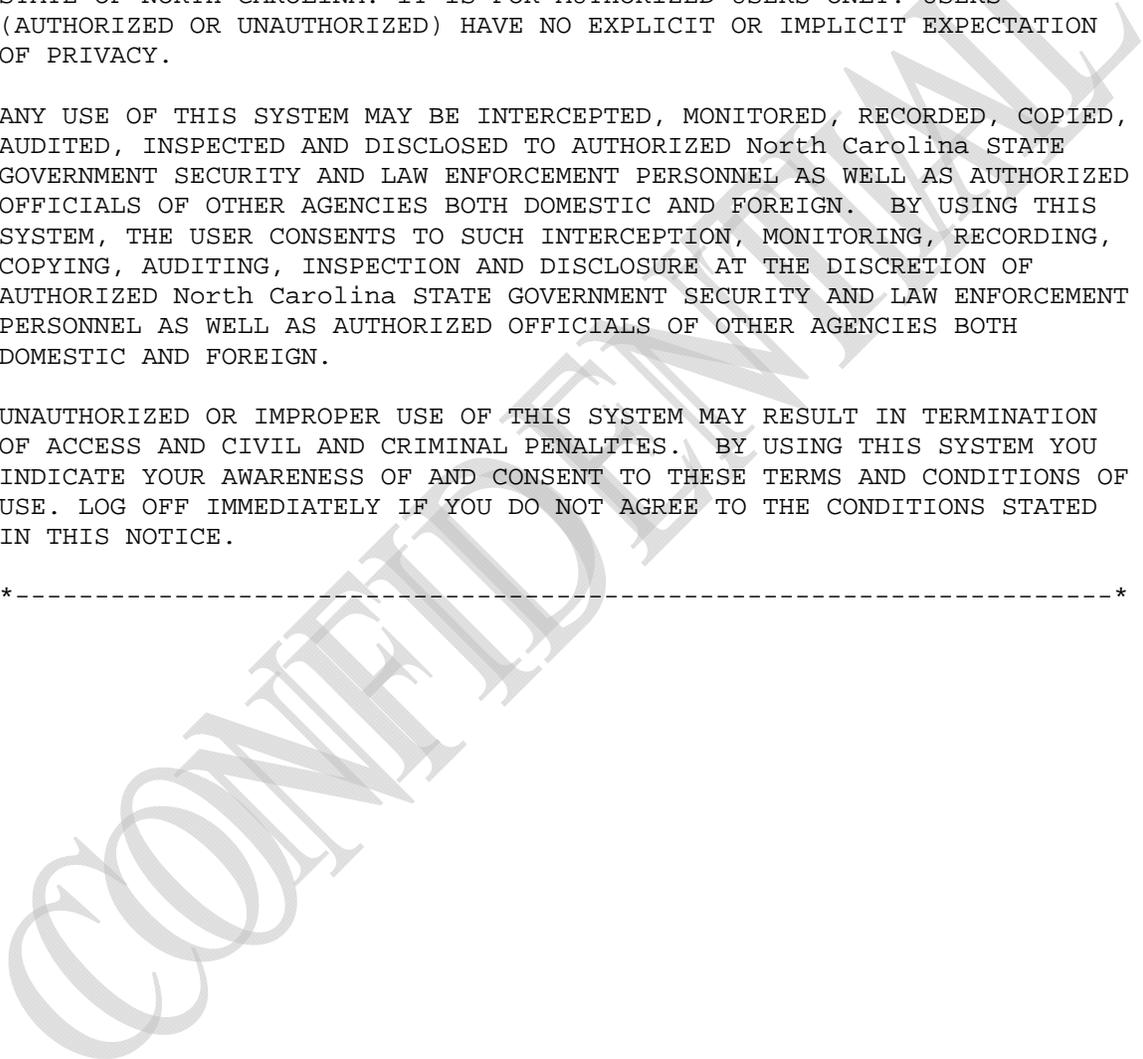
CRIMINAL / INFRACTION SYSTEM

NOTICE TO USERS

THIS COMPUTER SYSTEM IS THE PROPERTY OF THE JUDICIAL BRANCH OF THE STATE OF NORTH CAROLINA. IT IS FOR AUTHORIZED USERS ONLY. USERS (AUTHORIZED OR UNAUTHORIZED) HAVE NO EXPLICIT OR IMPLICIT EXPECTATION OF PRIVACY.

ANY USE OF THIS SYSTEM MAY BE INTERCEPTED, MONITORED, RECORDED, COPIED, AUDITED, INSPECTED AND DISCLOSED TO AUTHORIZED North Carolina STATE GOVERNMENT SECURITY AND LAW ENFORCEMENT PERSONNEL AS WELL AS AUTHORIZED OFFICIALS OF OTHER AGENCIES BOTH DOMESTIC AND FOREIGN. BY USING THIS SYSTEM, THE USER CONSENTS TO SUCH INTERCEPTION, MONITORING, RECORDING, COPYING, AUDITING, INSPECTION AND DISCLOSURE AT THE DISCRETION OF AUTHORIZED North Carolina STATE GOVERNMENT SECURITY AND LAW ENFORCEMENT PERSONNEL AS WELL AS AUTHORIZED OFFICIALS OF OTHER AGENCIES BOTH DOMESTIC AND FOREIGN.

UNAUTHORIZED OR IMPROPER USE OF THIS SYSTEM MAY RESULT IN TERMINATION OF ACCESS AND CIVIL AND CRIMINAL PENALTIES. BY USING THIS SYSTEM YOU INDICATE YOUR AWARENESS OF AND CONSENT TO THESE TERMS AND CONDITIONS OF USE. LOG OFF IMMEDIATELY IF YOU DO NOT AGREE TO THE CONDITIONS STATED IN THIS NOTICE.



INTRODUCTION

PURPOSE

This manual is provided as both a reference manual and a user's guide for the criminal clerk's version of the ACIS Criminal Module.

SCOPE OF CRIMINAL CLERK USER MODULE

The criminal clerk's user menu provides criminal case information to North Carolina Clerk of Superior Court offices by automating the process by which these courts create indexes, calendars, and docket cases, notification of individuals of case status and exceptions, and staff attorney assignments.

SYMBOLS USED IN THIS MANUAL

All **function keys** are enclosed in brackets { }.

All **field titles** will be in capital letters (FIELD TITLE).

You will find **imperative information** for using a screen or function beginning with 'NOTE:'

SIGNING ON TO THE SYSTEM

If you are accessing the application at a "public terminal", there is no sign-on needed. If access is not through a public terminal, refer to the sign-on instructions that have been provided or check with your supervisor.

PUBLIC RECORDS

Most criminal case information in North Carolina is public record. There are a few exceptions, such as records regarding arrest warrants that have been issued but not returned to the Clerk's office by the law enforcement agency serving the warrants. All information in ACIS subject to disclosure as public record is available to any inquiry user. Non-public information is restricted to users permitted access by law.

ACCESSING DATA

In order to inquire on data an inquiry on the defendant name, citation number or case/file number can be performed. Each of these search types has certain requirements that must be followed in order to produce desirable results. The following formats for entering certain data are standard throughout this manual.

NAME FORMATTING (Defendant, Alias, Law Enforcement, Witnesses, Attorney)

Last, First, Middle (or initial), Suffix

Enter the name in the above format with no punctuation other than a comma separating the parts of the name.

Do not enter any spaces between the parts of the name. Use commas (,) as the separators. Do not enter any punctuation at the end of the name (Ex. - Smith, Donald, E, and Jr). Do not include titles (Ex. - Dr, Mr). Always enter the name starting in the leftmost position of the field. Failure to follow these data entry rules may result in difficulty in retrieving names when performing name inquiries.

The full name is desired, but at least one alphabetic character is accepted.

Business names should be entered following the global naming standards and should not include the use of commas or periods (See “Miscellaneous - Naming Standards Appendix” – Page 1: Entering Corporation or Company Names).

CITATION NUMBER

When entering the citation number, the first position of the field cannot be blank. Enter the citation number beginning in the 1st position of the field including any alpha characters without embedded blanks.

FILE NUMBER

The file number is displayed in the system and stored in the database as YYXXX999999 where:

- YY = File Year (Default is current year)
- XXX = Classification (IF or IFS)
- 999999 = Sequence Number (Zero filled)

To enter the file number (if the file year is the current year), you must enter 'IF' and the case sequence number. For example, if you enter 'IF500', the system will default to the current year. If the file year is not current, you must enter the year in the first two characters of the file number. It is not necessary to insert a space in the classification (for example 'IF '), nor is it necessary to zero fill the sequence number ('000500'). The system will display the file number on the screens as '02IF 000500'.

ERROR CONDITIONS

If any data entered does not pass the edit criteria, an error message number and error message will be displayed on the screen. A description of all error messages can be found after each field description. If an error message is displayed, correct the field in error and depress the {ENTER} key.

Error messages typically appear at the top of the screen, but sometimes appear elsewhere on the screen. Error messages are easily distinguished from the regular screen display because it will be a different color.

The following is a sample of an error message followed by the explanation of the components:

IF007 - Case Not Found.

- “IF007” represents the assigned application error number.
- “Case Not Found” represents the explanation of the error.

This section intentionally left blank

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CRIMINAL SYSTEM SECURITY

PRIMARY USER GROUPS

The criminal module is designed for direct use by the various component agencies of the court system and for reference access by authorized non-court agencies (Ex. - Probation Office, State Highway Patrol, Division of Criminal Information, etc.). Due to the variety of functions that can be performed, a multi-level security procedure has been established to provide each user with specified access authority regarding various portions of the criminal module. This avoids overlapping lines of responsibility, redundant entry of pertinent data, and unauthorized use of data. The three primary court user groups for the criminal module are:

Clerk of Superior Court

District Attorney and Public Defender

Magistrates

LEVELS OF SECURITY

Physical security is the first of the functions of security built into the Automated Criminal/Infractions System (ACIS). Physical security refers to reliance on authorized users of ACIS to locally control access to and safeguard assigned computer devices and other computer-related equipment. Important as physical security is, it is not enough. Therefore, five (5) additional security checks have been designed into ACIS:

CESN Log-on code

RACF Sign-on code

Password code

Device identification

Function (usage) code

These five (5) security checks function by codes, which are assigned on a confidential basis to the individual users of the criminal module. This is coupled with a crosschecking of device entered codes against a list of authorized codes and retained in the criminal module.

These five (5) security checks are used to further control access to the computer and its data files. Issuance and usage of confidential, sign-on codes successfully insure data and system security. The computer's security system performs an immediate table look-up to verify an authorized log-on and sign-on code. The user must then pass the next security check. Each authorized user must key the unique identification code (password) that has been confidentially assigned to that person. The computer verifies the password in the same manner as done for the

sign-on code. In addition, the computer verifies the unique device identification number that has been assigned to the in-use device. The combination check of sign-on code, password, and device identification becomes an automatic security check by the system before the user can proceed.

An additional level of security is provided through the assignment of function codes. These codes limit individuals to only certain types of processing. For example, a user may be authorized for inquiry purposes only, while another user may be authorized for add, update and inquiry functions, and another user may be authorized to delete cases. The management staff of each office will determine usage authority given to each user. Any changes to the usage authority will be the responsibility of the management staff.

NOTE: *Due to the sensitive nature of the case related data stored in the computer, it is imperative that the sign-on and password codes be considered confidential and secure. These codes must not be given to another individual. Always sign-off before leaving the terminal so that another person cannot use your assigned password.*

AUTOMATED COURT INFORMATION SYSTEM

TECHNICAL SERVICES DIVISION

CRIMINAL MODULE OVERVIEW

PURPOSE AND DESIGN

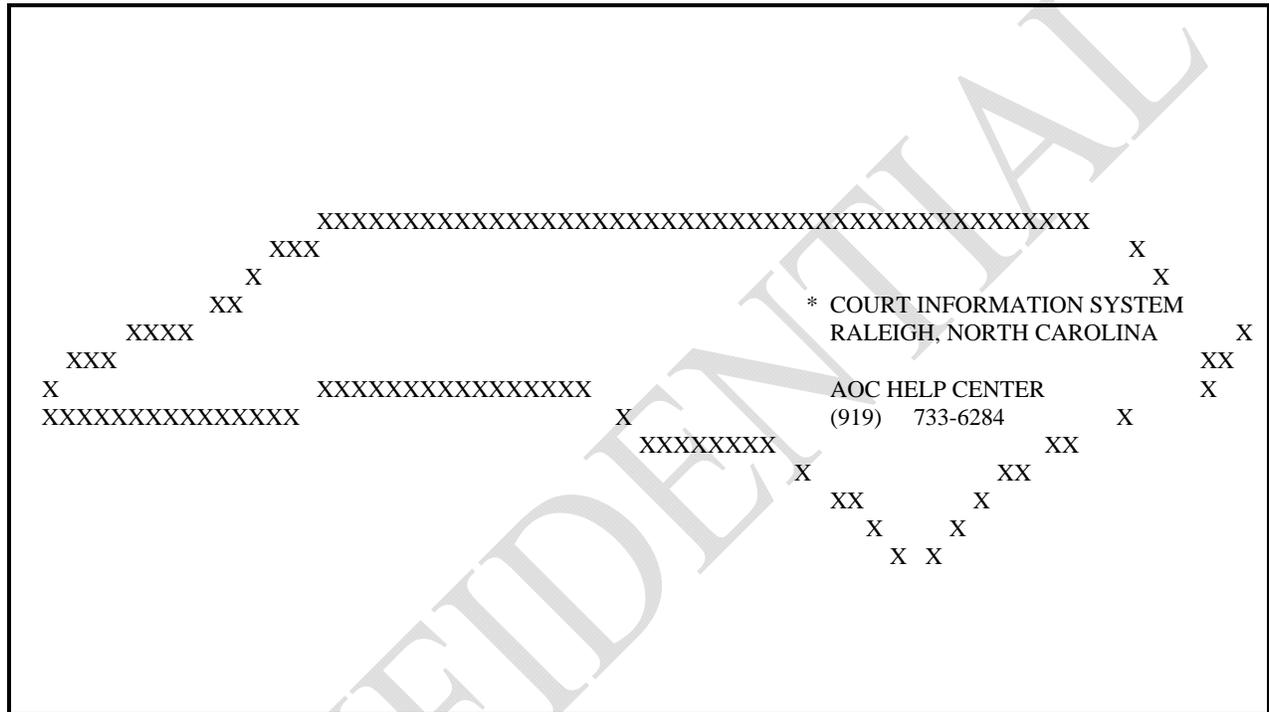
The purpose of the Automated Criminal/Infractions System (ACIS), criminal module, is to provide the superior and district courts in North Carolina with accurate and timely criminal case information. This is accomplished by automating the process by which these courts create indexes, calendars and docket cases, notify individuals of case status and exceptions, and control the reporting of dispositions and final judgments for criminal cases.

The criminal module is designed to maintain both index and case status information as a by-product of normal case processing activities. Normally, criminal cases are initiated from warrants, citations, magistrate orders, summonses, etc. The basic design of the criminal module requires that identifying data be keyed into the automated system from the case initiating document. Additional case data and status information including witnesses, attorney names and alias names, is used to update the case as it becomes available. This provides a complete history of all case related activity, and ultimately, disposition data.

The District Attorney and Public Defender have inquiry access, and the ability to assign attorney names to each case. The District Attorney can add calendar assignments to a case. Both the District Attorney and Public Defender have access to witness add and update functions. The magistrates as well as local and state agencies have case add and inquiry access through special menus designed for their purposes.

SIGNING ONTO THE AUTOMATED CRIMINAL/INFRACTIONS SYSTEM

To access the AUTOMATED CRIMINAL/INFRACTIONS SYSTEM the following screen should appear:



1. Type 'CICSCR' in the state map screen (the cursor is located in the lower left portion of the screen) and depress the {ENTER} key. If an error occurs, depress the {CLEAR} key and type 'CICSCR' at the cursor position and depress the {ENTER} key again. The 'CICS' logo screen will appear. If a different method of accessing the AUTOMATED CRIMINAL/INFRACTIONS SYSTEM is used, follow those procedures to get to this point.

```

                                WELCOME TO THE
                                CRIMINAL / INFRACTION SYSTEM
                                11/02/94
                                05:26
*-----*

      CCCCC   IIIII   CCCCC   SSSSS
    CCCCCC   IIIII   CCCCCC   SSSSSSS
  CCCC  CC   III   CCCC  CC   SSSS  SS
    CCC      III   CCC      SSSS
   CCC      III   CCC      SSSS
  CCCC  CC   III   CCCC  CC   SS  SSSS
CCCCCCCC   IIIII   CCCCCC   SSSSSSS
CCCCC      IIIII   CCCCC   SSSSS

*-----*
```

NOTE: *If a system message appears, the CICS screen will not appear. Print the system message, if needed, and continue with the next step.*

2. After the CICS Screen appears press the {ENTER} key. The screen will go blank and the cursor will be positioned at the upper left portion of the screen.
3. Type 'CESN', and press {ENTER}. The next screen will be the actual "CICS Sign On" screen. Enter your RACF user id, press the {TAB} key and then enter your RACF password. See the "CICS Sign On" screen below.
4. After the correct user-id and password are entered on the "CICS Sign On" screen, the system will prompt you to press the {ENTER} key again.

```

                Signon for CICS                               Applid: CICSCR
                CRIMINAL / INFRACTION SYSTEM

Type your Userid and Password, then press ENTER:

    Userid . . . .
    Password . . .
    New Password . . .

***** Message Area *****
*   Please enter your Userid   *
*                               *
*                               *
*                               *
*                               *
*                               *
*****
F3=Exit  F4=Clear Input Fields

```

- When the {ENTER} key is pressed the system will bring up another blank screen. Type 'ACIS' in the upper left portion of the screen and depress the {ENTER} key. The sign-on screen will appear:

```

                AAA          CCCCCCCCCC      IIIIIIIIII  SSSSSSSSSSSSS
                A  A          C              I          S
                A  A          C              I          S
                A  A          C              I          S
                A  A          C              I          S
                AAAAAAAAAA    C              I          SSSSSSSSSSSSS
                A  A          C              I              S
                A  A          C              I              S
                A  A          C              I              S
                A  A          C              I              S
                A  A          CCCCCCCCCC    IIIIIIIIII  SSSSSSSSSSSSS

                NORTH CAROLINA
                ADMINISTRATIVE OFFICE OF THE COURTS
                AUTOMATED CRIMINAL/INFRACTIONS SYSTEM

                COUNTY/GROUP:      USER ID:      PASSWORD:

                F5-CHANGE PASSWORD  12-EXIT      10/24/94  12:09:16

```



6. Enter the county number or group, if necessary. The valid county numbers (see file Miscellaneous - County Codes.XLS for valid county numbers) are '000' - '999' and the valid groups are 'SEC' (Clerks Secured Function), 'ADM' (Security Administrator), and 'SRS' (Statistical Reporting). If this field is left blank, the user will be signed on to their default county. This field will be left blank for most users. If the county or group is not valid, then one of the following error message numbers and messages will appear:

SO005 - COUNTY/GROUP NOT VALID

SO006 - COUNTY/GROUP NOT FOUND

7. Enter the userid, which is the Resource Access Control Facility Identification Number (RACF) ID. This is a 6-character code that identifies a user. An example for a clerk is C99III where 99 is the first two digits of the county number and III are the clerk's initials. The screen may be displayed with a userid that was previously signed on at this device. If this occurs, the current user should key over the displayed userid with the correct userid. If the userid is already correct, then only the password will be necessary.
8. Type your Password. There must be at least 4 characters but less than eight (8) characters. The first character must be an alpha character. After the first character, any combination of letters and numbers are allowed. This will be your RACF password. Some examples of valid passwords follow: (APPLE, A1234567, and A12A34A). Some examples of invalid passwords follow (12345678, 1ABCDE, BAD). Depress the {ENTER} key. If any PF key other than PF5 or PF12 is selected, the following error message will appear:

SO004 - INVALID PF KEY ENTERED - PLEASE TRY AGAIN

The password will be assigned when the userid is assigned. This password will expire every thirty days at which time a new one will need to be entered. The user has the option to change this password by selecting the {PF5} key before the automatic change is required. If this is the first time the RACF ID is used in any application, the user will be prompted for a new password immediately.

9. If the correct userid and password have been entered, the user profile (name, access level, etc.) exists in the application security file and your RACF password has not expired, then the menu assigned to the userid and county/group will be displayed. The sign on is now complete.
10. If the userid and/or password entered does not verify, then a security violation message will appear indicating one of the following:

SO007 - USERID IS REQUIRED
(The userid was left blank)

- SO014 - USERID IS INCORRECT
(The userid was not found under RACF. Please verify and rekey the userid)
- SO015 - USERID IS REVOKED
(The user may not sign onto any application until the revocation is removed and a new password is assigned. Check with your supervisor to verify that you should have access to this application. If you have authority to access this application, then contact the Help Desk)
- SO016 - PASSWORD IS INCORRECT
(Rekey the correct password)
- SO017 - SIGN ON ATTEMPT IS INVALID

Type the userid and password, then try again. If one of the above error messages appears again, call the Help Desk. Five attempts are allowed when signing on. After the 5th unsuccessful attempt, the userid will be revoked. The userid will also be revoked after 45 days of inactivity (no attempt to sign on has been made within the time frame).

11. If the password has expired, the sign-on screen will be displayed to allow a new password to be entered. The error message below will appear:

SO012 - PASSWORD HAS EXPIRED - ENTER NEW PASSWORD

The sign-on screen will also be displayed when the {PF5} is selected. The following message will also be displayed:

SO003 - ENTER NEW PASSWORD

AAA	CCCCCCCCCCCC	IIIIIIIIII	SSSSSSSSSSSSSS
A A	C	I	S
A A	C	I	S
A A	C	I	S
A A	C	I	S
AAAAAAAAAAAA	C	I	SSSSSSSSSSSSSS
A A	C	I	S
A A	C	I	S
A A	C	I	S
A A	C	I	S
A A	CCCCCCCCCCCC	IIIIIIIIII	SSSSSSSSSSSSSS
NORTH CAROLINA ADMINISTRATIVE OFFICE OF THE COURTS AUTOMATED CRIMINAL/INFRACTIONS SYSTEM			
COUNTY/GROUP :	USER ID :	PASSWORD :	



NEW PASSWORD :			
F5 - CHANGE PASSWORD	12 - EXIT	10/24/94	12:09:16

12. Enter the new RACF password. It must pass the following criteria:

1. It must be from 4 to 8 characters long.
2. The first character must be a letter of the alphabet.
3. It can not be the same as a password you used within the past 6 password changes.

Depress the {ENTER} key. If an error occurs, then one of the following error message numbers and messages will appear:

SO001 - ENTER USERID BEFORE SETTING NEW PASSWORD

SO002 - ENTER PASSWORD BEFORE SETTING NEW PASSWORD

If errors were made, make the appropriate corrections and depress the {ENTER} key again. Once the screen is error free, the following message will appear:

SO008 - RE-TYPE NEW PASSWORD

Type the new password again. It must be exactly the same as what was typed the first time. If an error occurs, one of the following error message numbers and messages will appear:

SO009 - SECOND ATTEMPT UNEQUAL TO FIRST - TRY AGAIN

SO013 - NEW PASSWORD IS NOT ACCEPTABLE - TRY AGAIN

If no errors occurred, then the password will be changed and must be used from this point until the password expires. If the userid and application password already exist in the application security file, then the menu assigned to the ID will be displayed. The sign on is now complete.

NOTE: *When your RACF password is changed in any application, e.g. Criminal/Infraction System or Email, it is changed in all RACF applications at the same time.*

13. If the userid and application password do not already exist in the application security file, then the following screen will be displayed along with the error message:

SO010 - APPLICATION PASSWORD NOT FOUND

```

      AAA          CCCCCCCCCC      IIIIIIIIIII  SSSSSSSSSSSSSSS
        A  A      C                I            S
          A  A      C                I            S
            A  A      C                I            S
              A  A      C                I            S
AAAAAAAAAAAAAA  C                I            SSSSSSSSSSSSSSS
  A              A      C                I            S
  A              A      C                I            S
  A              A      C                I            S
  A              A      C                I            S
A              A      CCCCCCCCCC      IIIIIIIIIII  SSSSSSSSSSSSSSS

                                NORTH CAROLINA
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                                AUTOMATED CRIMINAL/INFRACTIONS SYSTEM

                                COUNTY/GROUP:      USER ID:      PASSWORD:
                                APPLICATION PASSWORD:

APPLICATION PASSWORD NOT FOUND

F5-CHANGE PASSWORD  12-EXIT                10/24/94  12:09:16

```

Enter the old application password here. If an error occurs, one of the following error message numbers and messages will appear:

SO010 - APPLICATION PASSWORD NOT FOUND

SO011 - APPLICATION PASSWORD ALREADY CONVERTED

If the old password exists in the application security file, then the menu assigned to the RACF ID will be displayed. The sign on is now complete and access to the section that describes your menu is allowed. This step will only be required the first time when using the new sign-on procedure. The old application password is no longer valid after this conversion.

Five attempts are allowed to correctly enter the old application password. After the 5th attempt, the userid will be revoked.

14. Repeat the above steps to convert additional passwords. An example would be where there is an update password just converted and a secured password needs to be converted now. Key SEC in the County/Group Field, enter the userid if necessary and the current RACF password. Enter the old secured application password in the application password field. The clerk's secured menu will appear if the application password accessed the clerk's secured menu.

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CRIMINAL INQUIRY MENU

ACCESSING THE CLERK'S INQUIRY MENU FUNCTION

The purpose of the Clerk's Inquiry Menu is to provide the user with the capability to choose the function (screen format) needed to view the required case processing task. To access the Clerk's Inquiry Menu, do the following:

1. Complete the required sign on and security check procedures.
2. The Clerk's Inquiry Menu will appear. The user ID and access level will determine what functions can be performed.

NNN COUNTY (1)	* * * CIS INQUIRY MENU * * *	
FILE NUMBER: (2)	MODE: (3)	(A = ADD, I = INQUIRY, U = UPDATE) (R = REQUEST ARCHIVE PF1, PF2) (A = ARREST, C = COMPLAINT,) (S = SID, K = CKN, L = LID, N=INCID) (* * * NAME INQUIRY * * *) (P = PENDING, U = UNSERVED,) (D = DISPOSED, BLANK - ALL)
NAME/SID/CKN/LID		
ARR/COM/INCID: (4)		
PF1 - ICA/FILE NUMBER INQUIRY		PF7 - WITNESS I/P/D/BLANK
PF2 - NAME SID/LID/CKN/ARR/COM/INCID		PF8 - DISPOSITION INQUIRY
PF3 - DEFENDANT RECORD CHECK		PF9 - (UNUSED)
PF4 - PROCESS INQUIRY		PF10 - COURTROOM SCHEDULE SUMMARY
PF5 - CITATION INQUIRY		PF11 - INFRACTIONS INQUIRY
PF6 - SUPPLEMENTAL INQUIRY		PF12 - CANCEL

USING THE CLERK'S INQUIRY MENU FUNCTION

1. Listed on the Clerk's Inquiry Menu are eleven (11) program functions {PF} along with the FILE NUMBER, MODE and NAME/SID/CKN/LID/ARR/COM/INCID fields. The cursor will be placed at the FILE NUMBER field.
2. Determine which function is to be performed. In this manual each program function is fully described on how to use it and how to access its respective screen.



NOTE: *Some of the program functions will require one or more data elements and the cursor will have to be placed accordingly. See the CLERK'S INQUIRY MENU FIELD DESCRIPTIONS.*

INQUIRY BY FILE NUMBER OR CITATION NUMBER WITH MODE OF 'T' (PF1)

Enter the file or citation number in the FILE NUMBER field to inquire by the file or citation number. An inquiry can be performed by the citation number even though the field is titled FILE NUMBER. Press the {F1} key. Refer to the ICA/FILE NUMBER INQUIRY function for additional instructions.

If the requested case has been archived, the following error message number and error message will appear:

CM025 - CASE ARCHIVED
(The case has been moved to the archived database. Repeat the inquiry using a mode of 'R' (Archive))

NOTE: *The MODE defaults to 'T' (Inquiry) on this function.*

NOTE: *The file number and name can be retained in this menu after returning from one of the functions. This enables other functions to be performed without having to re-enter the file number/name fields. Contact your CSA for more information.*

INQUIRY BY FILE NUMBER WITH MODE OF 'R' (F1)

To inquire on an archived case by the file number, enter the file number in the FILE NUMBER field and an 'R' in the MODE field. Press the {F1} key. The Archival ICA Inquiry screen will appear.

If the requested case has not been archived, the following error message number and error message will appear:

CR024 - CASE NOT ARCHIVED

NAME INQUIRY BY DEFENDANT/ALIAS WITH MODES OF P, U, D OR BLANK (PF2)

Enter the name in the NAME/SID/CKN/LID/ARR/COM/INCID field to inquire on a case by defendant or alias name. The name format should be Last, First, Middle (or initial), Suffix. The full name is desired, but at least one alphabetic character is accepted. Enter a MODE of 'P' (Pending), 'U' (Unserved), 'D' (Disposed) or leave the MODE blank to receive all cases that match the name. Press the {F2} key. Refer to the NAME/SID/CKN/LID/ARR/COM/INCID field descriptions below for name formats and the results when the complete name, partial name, soundex name, etc. are entered.

NAME INQUIRY BY DEFENDANT/ALIAS NAME WITH MODE OF 'R' (Archive)

To inquire by Defendant/Alias Name for a case(s) that has been archived, enter the name in the NAME/SID/CKN/LID/ARR/COM/INCID field and a MODE of 'R' (ARCHIVE). Press the {F2} key. The Archival Name Inquiry screen will appear. Refer to the Criminal Name Inquiry Defendant/Alias {PF2}, for name formats and the results when the complete name, partial name, soundex name, etc. are entered.

If the requested name does not match or there are no archival cases that match the name, the Archival Name Inquiry screen and the following error message number and error message will appear:

AN002 - NO LIKE NAME

NAME INQUIRY BY DEFENDANT/ALIAS WITH MODE OF 'S' (PF2)

To inquire by defendant or alias name for a case(s) that contains an SID number, enter the name in the NAME/SID/CKN/LID/ARR/COM/INCID field and a MODE of 'S' (SID). Press the {F2} key. Refer to the NAME/SID/CKN/LID/ARR/COM/INCID INQUIRY function for additional instructions.

SID (State Identification Number) INQUIRY WITH MODE OF 'S' (PF2)

Enter the SID number in the NAME/SID/CKN/LID/ARR/COM/INCID field and an 'S' (SID) in the MODE field to inquire statewide on a case(s) by SID number. Press the {F2} key. Refer to the NAME/SID/CKN/LID/ARR/COM/INCID INQUIRY function for format and results when the SID number is entered.

CKN (Check Digit Number) INQUIRY WITH MODE OF 'K' (PF2)

Enter the seven (7) digit check digit number in the NAME/SID/CKN/LID/ARR/COM/INCID field and a MODE of 'K' (CKN) to inquire on a case(s) by CKN. Press the {F2} key. Refer to the NAME/SID/CKN/LID/ARR/COM/INCID INQUIRY function for format and results when the CKN is entered.

LID (Local Identification Number) INQUIRY WITH MODE OF 'L' (PF2)

Enter the three (3) digit county number and at least a six (6) position LID number in the NAME/SID/CKN/LID/ARR/COM/INCID field and a MODE of 'L' (LID) to inquire on a case(s) by LID number within a county. Press the {F2} key. Refer to the NAME/SID/CKN/LID/ARR/COM/INCID INQUIRY function for format and results when the LID number is entered.

ARREST NUMBER INQUIRY WITH MODE OF 'A' (PF2)

Enter the three (3) digit county number and up to ten (10) positions of the ARREST number in the NAME/SID/CKN/LID/ARR/COM/INCID field and a MODE of 'A' (ARREST) to inquire on a case(s) by ARREST number within a county. Press the {F2} key.

Refer to the NAME/SID/CKN/LID/ARR/COM/INCID INQUIRY function for format and results when the ARREST number is entered.

COMPLAINT NUMBER INQUIRY WITH MODE OF 'C' (PF2)

Enter the three (3) digit county number and up to thirteen (13) positions of the COMPLAINT number in the NAME/SID/CKN/LID/ARR/COM/INCID field and a MODE of 'C' (COMPLAINT) to inquire on a case(s) by COMPLAINT number within a county. Press the {F2} key. Refer to the NAME/SID/CKN/LID/ARR/COM/INCID INQUIRY function for format and results when the COMPLAINT number is entered.

INCIDENT NUMBER INQUIRY WITH MODE OF 'N' (PF2)

Enter the three (3) digit county number and up to nine (9) positions of the INCIDENT number in the NAME/SID/CKN/LID/ARR/COM/INCID field and a MODE of 'D' (INCIDENT) to inquire on a case(s) by INCIDENT number within a county. Press the {F2} key.

Refer to the NAME/SID/CKN/LID/ARR/COM/INCID INQUIRY function for format and results when the INCIDENT number is entered.

DEFENDANT RECORD CHECK (PF3)

To perform a record check on the defendant and print the results, press the {F3} key. Refer to the Defendant Record Check function for additional instructions.

INQUIRING OFFENSE CODES OR PERSONAL DATA (PF4) and (PF5)

To inquire on an offense code or personal data (defendant's address, race, sex, etc.) for a particular case, enter the file number in the FILE NUMBER field and enter an 'I' (Inquire) in the MODE field. Press the {F4} key for the Process Inquiry or the {F5} key for the Citation Inquiry. Refer to the Process Inquiry function or the Citation Inquiry function for additional instructions.

INQUIRING PRE AND POST TRIAL DATA (PF6)

Enter the file number in the FILE NUMBER field and enter a 'I' (Inquiry) in the MODE field to find pre trial and post trial data. Press the {F6} key for the Supplemental Inquiry screen.

Examples are: inquire on a service date, continued trial date, courtroom number, session, called & failed date, 20 day failure, etc. Refer to the Supplemental Inquiry function for additional instructions.

WITNESS NAME (Inquiring, and Searching) (PF7)

Enter an 'I' in MODE and the file number in the FILE NUMBER field for inquiring about witnesses. Refer to the Witness Inquiry function for additional instructions on these functions and the delete function.

To search on a witness name, enter the name in the NAME/SID/CKN/LID/ARR/COM/INCID INQUIRY field and enter a 'P' (for all pending matches) or 'D' (for all disposed matches) in the MODE or leave the MODE blank (returns all matches). Press the {PF7} key. The Witness Search screen will appear. This screen is formatted about the same as the defendant name list screen. All witness names that match will appear and can be paged through by depressing the {ENTER} key, but no additional functions are available.

INQUIRY OF A CASE AFTER TRIAL HEARING (PF8)

Enter an 'I' in the MODE field for inquiry only. Press the {F8} key. Refer to the Disposition Inquiry function for additional instructions.

ACCESSING THE REPORTING SUB-MENU (PF10)

FOR GENERATING:

COURTROOM CASELOADS

To access the above function, press the {F10} key. Refer to the Reporting Sub-Menu for additional instructions.

INQUIRING ON DMV (Division of Motor Vehicle) CASE EVENTS (PF8) then (PF11)

Enter the file or citation number in the FILE NUMBER field and enter an 'I' (Inquiry) in the MODE field to inquire on DMV events for a case. Press the {F8} key. The Disposition Inquiry screen will appear with the Events Inquiry (PF11) Function displayed at the bottom of the screen. Press the {PF11} key. The Events Inquiry screen will appear. Refer to the Events Inquiry function for additional instructions.

INQUIRING ON ALI (AOC Local Interface) CASE EVENTS (PF4), (PF5), {PF6} or (PF7) then (PF11)

Enter the file or citation number in the FILE NUMBER field and enter an 'I' (Inquiry) in the MODE field to inquire on ALI events for a case. Press the {F4}, {F5} or {F6} key. The appropriate inquiry screen will appear with the Events Inquiry (PF11) Function displayed at the bottom of the screen. Press the {F11} key. The Case Events Inquiry screen will appear. Refer to the Criminal ALI Events Inquiry function for additional instructions.

ACCESSING THE INFRACTIONS MAIN MENU (PF11)

To access the Infractions Main Menu, depress the {F11} key. The Infractions Main Menu will appear. Refer to the Infractions User Manual for menu functions and how to use.

CANCEL (PF12)

To cancel the Clerk's Main Menu, depress the {F12} key. This will return you to the blank criminal ACIS screen.

This section intentionally left blank.

CLERK'S INQUIRY MENU FIELD DESCRIPTIONS

Refer to the following field descriptions for data requirements and error messages before using this screen.

1. NNN COUNTY

The county number and name are displayed for informational purposes only.

2. FILE NUMBER (File Number or Citation Number)

This field is required for all functions except for the NAME/SID/CKN/LID/ARR/COM/INCID Inquiry {PF2}, Defendant Record Check {PF3} Witness Search {PF7}, Sub-Menus {PF9 & PF10} and the {PF11} Infractions Main Menu. Enter the File Number YYXXX999999 where:

YY = File Year (Default is current year, range is 1966 to current year)

XXX = Classification (CR or CRS)

999999 = Sequence Number (Zero Filled)

NOTE: *A file number is required to add a case; a case may not be added with a citation number.*

If an error occurs, one of the following error message numbers and messages will appear:

- CM002 - CASE TYPE MUST BE 'CR OR 'CRS'.
- CM004 - CAN'T ADD CASE WITH CITATION # - FILE # IS REQUIRED
- CM005 - A SUPERIOR CASE MAY NOT BE ENTERED ON CITATION SCREEN (Infractions Only)
- CR003 - INVALID YEAR IN FILE NUMBER
- CR004 - INVALID CLASS IN FILE NUMBER
- CR005 - INVALID SEQUENCE IN FILE NUMBER
- CR008 - CASE ALREADY EXISTS
(For ADD Mode only)
- CR016 - FILE NUMBER OR NEXT KEY MUST NOT BE BLANK
- IF007 - CASE NOT FOUND
- IF009 - FILE NUMBER ENTERED NOT EQUAL TO CASE TYPE
- IF013 - CITATION NOT FOUND

3. **MODE**

The mode is required for all functions except for the Defendant Record Check {PF3}, Sub-Menus {PF9 & PF10} and {PF11} Infractions Main Menu. For certain functions the default mode is 'I' and does not have to be entered as described below.

Enter one of the following codes:

File Number Access

- A (Add) - For initiating a new case in the system.
- U (Update) - For updating data except those fields requiring secured menu functions, such as defendant's name.
- I (Inquiry) - For inquiring on data in any screen.

NAME/SID/CKN/LID/ARR/COM/INCID Access

The first four that follow are for defendant name searches.

- P (Pending) - Only pending cases that match the name entered will appear on the Name Inquiry screen.
- U (Unserved) - Only unserved cases that match the name entered will appear on the Name Inquiry screen.
- D (Disposed) - Only disposed cases that match the name entered will appear on the Name Inquiry screen.
- Blank - All cases (pending, unserved and disposed) that match the name entered will appear on the Name Inquiry screen.
- S (SID) - If a name and SID search is performed; only those cases that match the name and contain an SID number will appear on the SID Name List screen. If a SID number search is performed, only those cases that contain a matching SID number will appear (statewide).
- K (CKN) - Only cases that contain a matching CKN (Check Digit Number) will appear on the CKN inquiry screen (statewide).
- L (LID) - Only cases that contain a matching LID number will appear on the LID Number inquiry screen. (There are various formats).
- A (Arrest) - All cases in the county that match the requested ARREST number will appear on the ARREST inquiry screen. (There are various formats).
- C (Complaint) - Any case in the county, which contains a COMPLAINT number that matches the one entered, will appear in the COMPLAINT inquiry screen. (There are various formats).

- N (Incident) - Any case in the county, which contains an INCIDENT number that matches the one entered, will appear in the INCIDENT inquiry screen. (There are various formats)

Witness Name Access

- P (Pending) - Only pending cases that match the name entered will appear on the Witness Search screen.
- D (Disposed) - Only disposed cases that match the name entered will appear on the Witness Search screen.
- Blank - All cases (pending, unserved and disposed) that match the name entered will appear on the Witness Search screen.

The following defaults occur:

PF KEY		ACTION DEFAULT
PF1	MODE is left blank	I
	MODE contains other than 'A' or 'U'	I
PF2	MODE is left blank	Blank
	MODE contains other than 'A', 'C', 'D', 'L', 'K', 'P', 'R', 'S', or 'U'	Blank
PF4	MODE is left blank	I
PF5	MODE is left blank	I
PF6	MODE is left blank	I
PF8	MODE is left blank	I

When the MODE field is in error, one of the following error message numbers and messages will appear:

- CM001 - PLEASE ENTER EITHER A FILE/CITATION NUMBER OR A DEFENDANT/WITNESS NAME
- CR002 - INVALID MODE SELECTED
- CR022 - FIRST POSITION OF NAME FIELD CANNOT BE BLANK
- CR028 - COUNTY AND LID REQUIRED
- CR029 - INVALID COUNTY PREFIX FOR LID NUMBER
- CR030 - LID NUMBER CANNOT BE LESS THAN SIX CHARACTERS
- CR031 - COUNTY AND ARREST NUMBER REQUIRED

- CR032 - INVALID COUNTY PREFIX FOR ARREST NUMBER
- CR033 - INCIDNET NUMBER IS INVALID
- CR034 - COUNTY AND COMPLAINT NUMBER REQUIRED
- CR035 - INVALID COUNTY PREFIX FOR COMPLAINT NUMBER
- CR036 - COMPLAINT NUMBER MUST BE 13 CHARACTERS
- CR037 - CHECK DIGIT IS INVALID
- CR038 - COUNTY AND INCIDENT NUMBER REQUIRED
- CR039 - INVALID COUNTY PREFIX FOR INCIDENT NUMBER

4. NAME (Defendant, Alias or Witness Name)

This field is optional when entering a new case into the system, but required for the Name Inquiry {PF2} and the Witness Search function. Enter the name in the standard name format of Last, First, Middle (or initial), Suffix.

Defendant/Alias Inquiry

See the examples below and their expected results when using the Defendant/Alias Name Inquiry function:

- | | |
|---------------------------|--|
| Smith | - All cases in the system where the last name is 'Smith' will appear. |
| Smith, D | - All cases in the system where the last name is 'Smith' and the first name begins with 'D' will appear. |
| Smith, Don | - All cases in the system where the last name is 'Smith' and the first name begins with 'Don' will appear.
(Ex.: Smith, Don
Smith, Donald
Smith, Donnie
Smith, Donald, Eugene, Jr) |
| Smith, Donald, Eugene, Jr | - All cases in the system where the exact name is like the name requested will appear. |
| Smith? | - All cases in the system where the last name is 'Smith' or sounds like 'Smith' will appear. |

Anytime the question mark (?) is entered after the last name, a phonetic search routine (sound alike) is performed on the last name and a variety of sound alike names will appear on the Name Inquiry Screen.

Witness Search

The witness name search is the same as the defendant/alias name search. When either PF2 or PF7 is depressed and an entry is not made in NAME, the following error message number and message will appear:

CR006 - INVALID NAME

FUNCTION KEYS

When a key other than {F1-F12} is depressed, one of the following error message numbers and messages will appear:

CM006 - INVALID PF KEY - PLEASE TRY AGAIN

CR010 - PLEASE USE A PF KEY TO SELECT A FUNCTION

CLERK'S INQUIRY MENU ERROR PROCESSING

If an error occurs after the mode selection, the Clerk's Inquiry Menu will return with the error highlighted and the corresponding error message.

If you find you have selected the wrong function, press the {F12} (Cancel) key. The Clerk's Inquiry Menu will appear and you may select the program function again.

CLERK'S INQUIRY MENU RETURN PROCESSING

To sign-off the system when all functions are complete, refer to the SIGNING OFF FUNCTION, for additional instructions.

CRIMINAL INQUIRY MENU FUNCTIONS

<u>PF KEY</u>	<u>FUNCTION</u>	<u>MENU REQUIREMENTS</u>
PF1	ICA (Index to Criminal Actions)	File/Cita. Number (YYCR999999 or Cita. Number) Mode =I - Inquiry
PF2	Defendant/Alias, SID Name Inquiry	Name (Last, First, Middle, Suffix) Mode =P – Pending,U – Unserved, D – Disposed, R – Archived, Blank – All
	SID, Check Digit, Arrest, Complaint, Incident Numbers	MODE = S –SID, K - Check Digit, A – Arrest, C -Complaint, Number N - Incident
PF3	Defendant Record Check	No Entries From Clerks Inquiry Menu
PF4	Process Inquiry Warrant, Criminal Summons, Magistrate Order, Bill of Indictment, Statement of Charges	File Number (YYCR (999999)) Mode = I - Inquiry
PF5	Citation Inquiry All citations - (traffic, drug, liquor, wildlife) Warrant, Criminal Summons or Magistrate Order attached to a Citation	File Number (YYCR 999999) Mode = I - Inquiry
PF6	Supplemental Inquiry Case activity before and after court	File Number (YYCR 999999) Mode = I - Inquiry

CRIMINAL INQUIRY MENU FUNCTIONS

<u>PF KEY</u>	<u>FUNCTION</u>	<u>MENU REQUIREMENTS</u>
PF7	Witness Inquiry/Search	File Number (YYCR 999999) Mode = I - Inquiry, S - Search
PF8	Disposition Inquiry	File Number (YYCR 999999) Mode = I - Inquiry
PF9	Unused	No Entries From Clerks Inquiry Menu
PF10	Courtroom Schedule Summary	Select PF 10
	<u>Functions Available</u>	
	Courtroom Caseloads	
PF11	Infractions Inquiry Menu	

WHEN IN DOUBT ALWAYS PF12 TO CANCEL

CLERK'S ICA (INDEX TO CRIMINAL ACTIONS) INQUIRY (PF1)

ACCESSING THE ICA INQUIRY FUNCTION

To inquire via a file or citation number and view a summary of case data, access the ICA INQUIRY screen from the Clerk's Main Menu as follows:

1. Enter the file number or the citation number, where the file number format is:
 YY = File Year (default is current year; range is 1966 to current year)
 XXX = Classification (CR, CRS)
 999999 = Sequence Number (zero filled)

2. Enter an 'I' in the MODE field.

NOTE: *The mode will default to 'I'; therefore it is not necessary to enter the mode when using this function.*

3. Press the {PF1} key.
4. The ICA INQUIRY screen will appear:

XXX COUNTY (1)		ICA INQUIRY 01 (2)		02CR 000001 (3)		FILM: (4)	
PENDING (5)		XXXXXXXXXX (6)		R (7) S (8) DOB/AGE (9)		CR (10) FILING DATE: XXXXXX (11)	
WARRANT (12)		XXXXXXXXXX (13)		W F XXXXXX DL#: XXXXXXXX (14)		XX (15)	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX (16)		CITA.#: XXXXXXXX (17)		TRIAL DATE: XXXXXXXX (18)		XXXXXXXXXXXXXXXXXXXX (19)	
XXXXXXXXXXXXXXXXXXXX (19)		XXXXXXXXXXXX(19) CSLR: XXXXXXX (20)		CSLRC: XXXXXXX (21)		XX XXXX XXXXXXXXXXXXXXXXXXXX (22)	
XX XXXXX		DEF ATTY: XXXXXXXXXXX (23)		TYP: X (24)		VRA:Y (25)	
CHG/ARRN OFFN: (26) X		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		XX-XXXXXXXXXX			
COMPLAINANT: (27)XXXXXXXXXXXXXXXXXXXXXXXXXXXX				XXX(28)		ISSUED: (29) SERVED: (30)	
OFFN DATE: (31)		ARRN DATE: (32)		MOTIONS DATE: (33)		DISP DATE: (34)	
CONT. D: S: C: NR: (35)		X X X X		RSONCO (36) GANG REL: (37)DV CV: Y (38)			
PLEA VERDICT MOD FINE COSTS REST JUDGE MONIES-PD TO-BE-PAID		(39) (40) (41) \$ (42) \$ (43) (44) (45) (46) (47)					
CONV OFFN: (48) X		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		XXXXXXXXXX			
SENT LEN: (49)		SENT TYPE: (50)		CONS F/JGMT: (51)			
PROB: (52)		XXXXXXXXXXXXXXX (53)		WITHDRAWN: (54)		APPEALED TO: SUPERIOR: (55)	
AREA CD: (56)		ACCD: (57) HWY: (58) V LIC: (59)		TRANS TO SUPERIOR: (60)			
CDL: N (61) CMV: N (62) HAZ: N (63) TRP/DIST: (64)V ST: (65)V TYP: (66)		APPELLATE: (67)					
(68) XXX							
(68) XXX							
(68) XXX							
ARREST DATE: (69)		CHECK DIGIT: (70)		SID: (71)		LID: (72)	
NEXT#: (73)		PF2 - NAME INQUIRY		ADDL CHARGES: X (74)			

USING THE ICA INQUIRY FUNCTION

This function provides the summary view of the selected offense. No updates from this screen. Only the "NEXT #" field allows data entry.

ICA FIELD DESCRIPTIONS

Each data field is listed in numerical sequence as it appears on the screen from left to right. Explanations of all possible data elements along with data error messages are provided.

NOTE: *Blank fields indicate that the information is not available or that it was not entered into the system.*

1. XXX COUNTY

This field displays the AOC county number and name in which the case resides.

2. OFFN # (Offense Number)

If one (01) or two (02) is displayed in this field, then the offense displayed is a district court offense. District court offense numbers can range from 01-49. Fifty-one (51) or fifty-two (52) is displayed for superior court offenses. Superior court offenses can range from 51-99.

3. FILE NUMBER

The case file number is displayed with 'CR' for district court and 'CRS' for superior court. If a 'GR' or 'HP' displays to the right of the file number, this indicates the court location for a Guilford County case only. A 'GR' displays for a Greensboro case and an 'HP' for High Point.

4. FILM (Microfilm Number)

This field contains the microfilm number.

5. CASE STATUS

This field indicates whether the case/offense is disposed, pending, unserved, returned unserved or redelivered.

6. EVENT (Also See 13 Below)

This field indicates if any of the following events occurred and the date on which they occurred:

C&F = CALLED AND FAILED
FTA = 20 DAY FAILURE TO APPEAR
FTAC = 20 DAY FAILURE TO APPEAR COMPLIANCE
FTC = 20 DAY FAILURE TO COMPLY
FTCC = 20 DAY FAILURE TO COMPLY COMPLIANCE
OFA = ORDER FOR ARREST ISSUED
SCO = SHOW CAUSE ORDER ISSUED
OOF = ORDER OF FORFEITURE ISSUED



NOTE: *If more than one event has occurred on a case or an offense within a case, the events will be displayed in two (2) separate areas within the EVENT field. C&F, OFA, SCO and OOF will display in a priority sequence in the first event area with OFA having the highest priority. All 20 DAY Failure events are displayed directly below in the second event area, which is field number thirteen (13).*

7. R (Race)

This is a one (1) position field and represents one of the following codes:

- A = ASIAN
- B = BLACK
- H = HISPANIC
- I = AMERICAN INDIAN
- O = OTHER
- U = UNKNOWN
- W = WHITE
- X = NON-PERSON

8. S (Sex)

This is a one (1) position field and represents one of the following codes:

- F = FEMALE
- M = MALE
- U = UNKNOWN
- X = NON-PERSON

9. DOB (Date of Birth)

This field represents the birth date of the defendant. Date of Birth is displayed in the MMDDYYYY format. If only the defendant's age was entered in the record, it is displayed in the last two (2) positions of the DOB field.

10. COURT TYPE

This field indicates whether the case is currently in District Court or Superior Court.

- CR = CRIMINAL DISTRICT COURT CASE
- CRS = CRIMINAL SUPERIOR COURT CASE

11. FILING DATE

This is the date that the case was added in the system.

12. PROCESS TYPE

If the case was initiated via a Citation, then 'CITATION' will be displayed here. If the case is the result of a Warrant, then 'WARRANT' will be displayed here, etc. See the Miscellaneous Codes list.

13. EVENT (See 6 Above)

14. DL# (Drivers License Number)

This field displays the defendant's driver's license number.

15. D.L. STATE (Drivers License)

If there is a driver's license number, then this field should contain a two (2) digit code representing the driver's license state. See the Miscellaneous Codes list.

16. DEFENDANT NAME

The defendant's name is displayed in the following format:
Last, First, Middle (or Initial), Suffix.

NOTE: *The AOC Automated and Criminal Infraction System (ACIS) will allow 28 characters to be entered for a defendant's name. However, only a maximum of 27 characters of the name will be displayed on an inquiry. (Exception is the Clerks Secured Menu, which displays all 28 characters.) This "truncated" version occurs because the 28th spot is reserved for the '*' or the '@' sign to be shown when the defendant has an alias. An inquiry using the file number will return the record; however, only 27 characters of the defendant's name will be shown.*

17. CITA.# (Citation Number)

The citation number is displayed here. An 'E' in the citation number indicates that the citation was entered electronically by the State Highway Patrol.

18. TRIAL DATE, SESSION, COURTROOM

These fields contain the trial date, court session and courtroom number for the case. The following represents the court session:

AM = Morning Session
PM = Afternoon Session
NC = Night Session

19. DEFENDANT ADDRESS

The two (2) address fields will display the defendant's primary or home address.

20. CSLR (Community service License Revocation Date)

This is the date the judge ordered the defendant's drivers license to be revoked due to willful failure to comply with community service.

21. CSLR (Community service License Revocation Compliance Date)

This is the date the defendant complied with the requirements of community service after a license revocation was entered.

22. DEFENDANT ADDRESS (City, State, Zip Code)

These three (3) address fields will display the defendant's city, state and zip code.

23. DEF ATTY (Defense Attorney)

The defense attorney's name will appear here.

24. TYP (Defense Attorney Type)

One of the following codes represents the type of defense attorney:

A = APPOINTED

P = PUBLIC DEFENDER
R = PRIVATELY RETAINED OR SELF
W = WAIVED

25. VRA (Victims Rights Amendment)

This field is primarily to allow for statistical gathering and tracking of cases that are categorized under the Victims' Rights legislation. In this one character field, 'Y' is the only stored value; 'N' and (blank) are the same. Implemented 12-04.

26. CHR/ARRN OFFN (Charged/Arraigned Offense)

This field displays forty-six (46) positions of the charged or arraigned offense text and the General Statute Number. If the arraigned offense is different from the charged offense, the arraigned offense is displayed.

27. COMPLAINANT (or Officer)

The complainant or officer as listed on the originating process is displayed.

NOTE: *The law enforcement officer is the complainant for all citations.*

28. AGENCY

This field contains the law enforcement officer's agency code. See the Miscellaneous Codes list.

29. ISSUED (Date)

The date the initiating process (Citation, Warrant, etc.) was issued is displayed here.

NOTE: *For citations, the date the citation was issued is the same as the offense date and automatically generated by the system.*

30. SERVED (Date)

The date that the initiating case process was served is displayed here.

NOTE: *For citations, the date the citation was served is the same as the offense date. For magistrate orders, the date served is the same as the issued date. The system automatically provides this data.*

31. OFFN DATE (Offense)

This field contains the date the offense occurred.

32. ARRN DATE (Arraigned)

This field contains the date the case was set on an Arraignment calendar at the superior court level. The presence of a date does not mean that the arraignment has or has not been held.

33. MOTIONS DATE

This field contains the date the case was set on a Motions or Grand Jury calendar at the superior court level.

34. DISP DATE (Disposition)

This field contains the date the offense was disposed.

35. CONT (Continuances)

The following is a counter that keeps track of how many times the case was continued and by whom:

D	=	Number of times case was continued by defense
S	=	Number of times case was continued by the state
J	=	Number of times case was continued by the judge
NR	=	Number of times the case was not reached in court and case was continued

36. RSONCO

Registered sex offender no contact order flag default to 'blank'.

Registered sex offender no contact order may be 'Y' (Yes) or 'R' (Rescinded) for any non-infraction offense code.

37. GANG RELATED

Gang flag default to 'blank' for the following offense codes: 2152, 2153, 2154, 2155, 2156, 2157, and 2158.

Gang flag to be set automatically to 'Y' at **conviction only** for the following offense codes and can not be changed to 'blank': 2152, 2153, 2154, 2155, 2156, 2157 and 2158.

Gang flag will be 'blank' at disposition of offense codes 2152, 2153, 2154, 2155, 2156, 2157 and 2158 offense (s) if Verdict is not equal to GU, or GL.

38. DV CV (Domestic Violence Convicted)

This field contains a one character flag that indicates whether the defendant has been found guilty of a domestic violence charge (court decides that details fall under the domestic violence statute; not offense code specific). Implemented 12-04.

38. 39. PLEA

This field contains the plea of the defendant. See the Criminal Miscellaneous Codes list.

40. VERDICT

This field contains the verdict for the defendant. See the Criminal Miscellaneous Codes list.

41. MOD (Method of Disposition)

This field contains the method of disposition code. See the Criminal Miscellaneous Codes list.

42. FINE (Money)

Fines or penalties are displayed in this field.

43. COSTS (Money)

Court costs are displayed in this field.

44. REST (Restitution Money)

Restitution amounts are displayed in this field.

45. JUDGE

The judge's number or initials are displayed in this field.

46. MONIES-PD (Paid)

If MONIES-PD = 'N', then the defendant has not complied with fine or cost. If Monies-PD = 'Y', then the defendant has complied with fine or cost. (In some older cases, see special conditions for some exceptions.) If MONIES-PD = 'X', then a CVR (Civil Revocation) of the defendant's drivers license has been rescinded by a judge or magistrate. If MONIES-PD = 'R', then probation has been revoked by the judge. If MONIES-PD = 'E', then the defendant elected to serve the sentence instead of the probation term.

47. TO-BE-PAID

This is the compliance date set for fine, cost or restitution.

48. CONV OFFN (Convicted Offense)

This field displays the convicted offense text and General Statute number.

49. SENT LEN (Sentence Length)

The minimum and maximum sentence lengths and frames are displayed here.

50. SENT TYPE (Sentence)

The sentence type is displayed where:

- A = Active Punishment
- I = Intermediate Punishment
- C = Community Punishment

NOTE: *For offenses committed before 10/01/94 or not structured sentencing, the only valid entry is 'A' or blank.*

51. CONS F/JGMT (Consolidated for Judgment)

If the offense was consolidated for judgment with a lead offense, the file number for the lead offense is displayed here.

52. PROB (Probation)

The length and frame of the defendant's probation are displayed in this field.

53. SUPERVISED/UNSUPERVISED

This field displays whether the probation is supervised or unsupervised.

54. WITHDRAWN

The date the defendant withdrew the appeal to superior court is displayed here.

55. APPEALED TO SUPERIOR

If the case has been appealed to Superior Court, the date of appeal will appear next to SUPERIOR.

56. AREA CD (State Highway Patrol Area Code)

This field contains the SHP data for Area Code.

57. ACCD (Accident)

This field contains the data for the accident involvement code. See the Miscellaneous Codes list.

58. HWY (Highway/Road Number)

The SHP highway or road data where the offense occurred is displayed.

59. V LIC (Vehicle License)

This field displays the vehicle license plate number.

60. TRANS TO SUPERIOR (Transferred (Bound Over) to Superior Date)

The transferred to superior court date is displayed in this field.

61. CDL (Commercial Drivers license)

This field indicates if the driver's license in the case was a commercial driver's license with a 'Y' (Yes) or 'N' (No).

62. CMV (Commercial Motor Vehicle)

This field indicates if the vehicle in the case was a commercial motor vehicle with a 'Y' (Yes) or 'N' (No).

63. HAZ (Hazardous Material)

This field indicates if the vehicle contained hazardous material with a 'Y' (Yes) or 'N' (No).

64. TRP/DIST (SHP Troop/District Code)

These fields contain the assigned troop zone and district of the state trooper initiating the Process. See the Criminal Miscellaneous Codes list.

65. V ST (Vehicle State)

This field contains the state code where the vehicle is registered. See the Criminal State Codes list.

66. V TYP (Vehicle Type)

This field contains the type of vehicle code. See the Criminal Miscellaneous Codes list.

67. APPELLATE

The date a case was appealed to the appellate court is displayed here.

68. SPECIAL CONDITIONS

This field contains up to three (3) lines of freeform text displaying special conditions of the judgment in the offense.

69. ARREST DATE

The arrest date recorded on the SBI Fingerprint Card is displayed in this field.

70. CHECK DIGIT

The Check Digit number from the SBI Fingerprint Card is displayed in this field.

71. SID (State Identification Number)

The State Identification Number is displayed if it was linked through the Check Digit Number and date of arrest to the Division of Criminal Information (DCI) data.

72. LID (Local Identification Number)

If the case contains a Local Identification Number, it is displayed here. The LID is sometimes referred to as PID (Positive Identification Number).

73. NEXT # (File Number or Citation Number)

This is the only field that allows data to be entered. Enter the file or citation number for the next case you wish to view. Press the {ENTER} key to view the next case.

If an error occurs, the following error message number and message will appear:

IC003 - CASE TYPE MUST BE 'CR' OR 'CRS'

74. ADDL CHARGES (Additional Charges)

If the case contains additional charges, this field will display a 'Y'. Press the {ENTER} key to view the next offense.

USING THE DEFENDANT NAME/ALIAS FUNCTION

You may access the Defendant NAME/ALIAS (PF2) screen to search for additional cases on the same defendant as follows:

1. Press the {PF2} key.
2. The Defendant/Alias Name List screen will appear for the same defendant as displayed in the ICA screen.

INDEX TO CRIMINAL ACTIONS ERROR PROCESSING

If an error occurs, the following error message number and message will appear:

IC002 - INVALID PF KEY - PLEASE TRY AGAIN

ICA RETURN PROCESSING

To return to the CLERK'S MAIN Menu screen, press the {PF12} key. The Clerk's Main Menu will appear.



To return to the Name Inquiry Defendant/Alias screen, press the {PF2} key. The Name Inquiry - Defendant/Alias screen will appear.

ACCESSING THE ARCHIVAL ICA INQUIRY {PF1} FUNCTION

Archiving of cases was limited to two counties (Wake and Mecklenburg). This process was performed once and it included all disposed criminal cases that originated in the 1980's.

To inquire via a file number or citation number and view a summary of archived case data, access the ARCHIVAL ICA INQUIRY screen from the Clerk's Main Menu as follows:

1. Enter the file number or the citation number.
2. Enter an 'R' in the MODE field.
3. Press the {PF1} key.
4. The Archival ICA Inquiry screen will appear:

910 WAKE (1)	ARCHIVAL ICA INQUIRY	90CR 063320 (2)	CRARC1P (3)
060694 (4)	R S DOB/AGE	CR (8)	FILM: (9)
SMITH,KARL,HENRY (10)	(5) (6) (7)	DL#: 9999999	NC (12)
123 MAIN ST (11)		CITA. #: C2482106 (14)	
RALEIGH	NC 27602 (13)		
OFFN #: 01 (15)			
CHRG OFFN: M INTOXICATED AND DISRUPTIVE		14-444 (16)	
AGENCY: CPD (17)	ISSUED: 082690 (18)	DISP DATE: 083190 (19)	
PLEA	VERDICT	MOD	FINE
GU (20)	GU (21)	JU (22)	\$ (23)
			COSTS
			\$ (24)
			REST
			\$ (25)
			MONIES PAID
			YES (26)
CONV OFFN: M INTOXICATED AND DISRUPTIVE		14-444 (27)	
SENT. LENGTH: (28)		FTA COMP: (29)	
PROB. LENGTH: (30)		FTC COMP: (31)	
NEXT#: (32)	PF2-NAME INQUIRY	PF4-ADDITIONAL EVENTS	ADDL CHARGES: Y (33)

USING THE ARCHIVAL ICA INQUIRY FUNCTION

This screen provides the ability to view an archived case summary of the selected offense.

ARCHIVAL INDEX TO CRIMINAL ACTIONS (ICA) FIELD DESCRIPTIONS

Refer to the following descriptions for edit requirements and error messages for the fields in the Archival ICA Inquiry screen:

1. **NNN COUNTY**
This field displays the AOC county number and name in which the case resides.

2. FILE NUMBER

The case file number is displayed. 'CR' for district court and 'CRS' for superior court.

3. CRARCIP (Program Name)

This is a program identifier and cannot be changed. The program name may be useful when talking with the Help Desk.

4. ARCHIVAL DATE

This is the date the case was moved from production to the archives.

5. R (Race)

This is a one (1) position field and represents one of the following codes:

A = ASIAN
B = BLACK
H = HISPANIC
I = AMERICAN INDIAN
O = OTHER
U = UNKNOWN
W = WHITE
X = NON-PERSON

6. S (Sex)

This is a one (1) position field and represents one of the following codes:

F = FEMALE
M = MALE
U = UNKNOWN
X = NON-PERSON

7. DOB/AGE (Date of Birth)

This field represents the birth date of the defendant. Date of Birth is displayed in the MMDDYY format. If the defendant's age was entered in the record, it is displayed in the last two (2) positions of the DOB field.

8. COURT TYPE

This field indicates whether the case is currently in District Court or Superior Court

CR = DISTRICT COURT CRIMINAL CASE
CRS = SUPERIOR COURT CRIMINAL CASE

9. FILM (Microfilm Number)

If available, the microfilm number is displayed.

10. DEFENDANT NAME

The defendant's name is displayed in the following format:

Last, First, Middle (or Initial), Suffix

11. DEFENDANT ADDRESS

The two (2) address fields will display the defendant's address (primary or home) and extended address.

12. DL# (Driver License Number and State)

This field contains the defendant's driver license number and license state.

13. DEFENDANT ADDRESS (City/State/Zip)

These three (3) address fields will display the defendant's city, state and zip code.

14. CITA.# (Citation Number)

This field contains the citation or serial number.

15. OFFN # (Offense Number)

If one (01) or two (02) is displayed in this field, then the offense displayed is a district court offense. District court offense numbers can range from 01-49. Fifty-one (51) or fifty-two (52) is displayed for superior court offenses. Superior court offenses can range from 51-99.

16. CHRG OFFN (Charged/Arraigned Offense)

This field contains the charged/arraigned offense type, text and statute. If the arraigned offense is different from the charged offense, the arraigned offense is displayed.

17. AGENCY

This field contains the law enforcement officer's agency code. See the Miscellaneous Codes for a list of agency codes.

18. ISSUED (Date)

The date the initiating process (Citation, Warrant, etc.) was issued is displayed here.

19. DISP DATE (Disposition)

This field contains the date the offense was disposed.

20. PLEA

This field contains the plea of the defendant. See the Criminal Miscellaneous Codes for a list of plea codes.

21. VERDICT

This field contains the verdict and is one of the following codes. See the Criminal Miscellaneous Codes for a list of verdict codes.

22. MOD (Method of Disposition):

This field contains the Method of Disposition code. See the Criminal Miscellaneous Codes for a list of Method of Disposition Codes.

23. FINE (Money)

If there is a fine amount, it is displayed in this field.

24. COSTS (Money)



Court costs are displayed in this field.

25. REST (Restitution Money)

If restitution was included in the judgment, the amount will appear in this field.

26. MONIES-PD (Paid)

If Monies-PD = 'N', then the defendant has not complied with fine, cost or restitution. If Monies-PD = 'Y', then the defendant has complied with fine, cost or restitution.

27. CONV. OFFENSE (Convicted)

This field contains the convicted offense type, text and statute number.

28. SENT. LENGTH (Sentence and Frame)

The sentence length (minimum and maximum) will be displayed here.

29. FTA COMP (Failure to Appear Compliance)

The date the Division of Motor Vehicles was notified of compliance to a failure to appear is displayed in this field.

30. PROB. LENGTH (Probation and Frame)

The length of the defendant's probation will appear in this field.

31. FTC COMP (Failure to Comply Compliance)

The date the Division of Motor Vehicles was notified of the defendant's compliance with judgment (fines/costs) is displayed in this field.

32. NEXT # (File Number)

This is the only field that allows data to be entered. Enter the file number for the next case you wish to view.

If an error occurs, the following error message number and error message will return:

AI001 - CASE NOT FOUND

33. ADDL CHARGES

If a 'Y' appears, there are additional charges in this case that follow. Press the {ENTER} key to view the next charge.



ARCHIVAL ICA ERROR PROCESSING

If an error occurs, the following error message number and error message will return:

AI002 - INVALID PF KEY - PLEASE TRY AGAIN

INFORMATIONAL MESSAGES

The following message displays information that is very important. When the {ENTER} key is pressed and all of the data has been edited, the following message number and message may appear:

AI005 - NOT ARCHIVED

ARCHIVAL ICA RETURN PROCESSING

When all inquiries have been made, return to the Menu screen by pressing the {F12} key and the CLERK'S MAIN Menu will appear.

If entry was made from the Archival Name Inquiry - Defendant/Alias function (F2) and you wish to return to that function, press the {PF2} key.

The Archival Name Inquiry - Defendant/Alias screen will appear.



This section intentionally left blank.

CONFIDENTIAL



CRIMINAL/INFRACTIONS STATEWIDE NAME SEARCH INQUIRY

ACCESSING THE CR/IF CASE PROCESSING STATEWIDE NAME INQUIRY FUNCTION

After specific names have been selected on the CR/IF CASE PROCESSING NAME SEARCH LIST, press the {ENTER} key. The CR/IF Case Processing Statewide Name Inquiry screen will appear.

NC AOC CIS	CR/IF CASE PROCESSING	*** CAUTION *** (1)
NNN COUNTY (2)	STATEWIDE NAME INQUIRY	INDEXED SOLELY BY NAME
		NO GUARANTEE OF IDENTITY
DEFENDANT NAME (3)	RSDOB (4) SSN#: (5)	NNN FILE NUMBER (6)
ADDRESS (7)	DL#: (8)	
CITY (9) ST ZIP	CIT#:(10)	VRA:Y (11) DV CH:Y (12)
TRIAL DATE (13)	SID#: (14)	STATUS: (15)
DISTRICT (16) PROCESS: (17) SERVED: (18)	CK DIG#: (19)	LID#: (20)
CHG: (21)	C&F: (22)	FTA: (23) OFA: (24)
CONV: (25)	CLASS:(26)	P: (27) V: (28) M: (29) DISP: (30)
FINE: (31) COST: (32) REST: (33)	M PAID: (34)	TO BE PD: (35) NMFTC: (36)
	SCO: (37)	PVD: (38) FTC: (39)
ALIAS: (40)		
SPEC COND: (41)		
COMP: (42)	AGY: (43)	ORI: (44)
F3=EXIT (45) 7=BKWD (46) 8=FWD (47) 10=PREV (48) 11=NEXT (49)		MM/DD/YY HH:MM:SS (50)

USING THE CR/IF CASE PROCESSING STATEWIDE NAME INQUIRY FUNCTION

This screen provides the ability to view, in detail, case(s) selected on the Statewide Name Search List screen.

CR/IF CASE PROCESSING STATEWIDE NAME INQUIRY FIELD DESCRIPTIONS

This screen has multiple program functions displayed at the bottom of the screen. These functions are explained at the end of the field descriptions. The data contained in the Statewide Name Inquiry screen cannot be changed and is described from left to right, line by line:

NOTE: Blank fields indicate that data is not available or were not entered into the system.

1. ****** CAUTION ******
INDEXED SOLELY BY NAME
NO GUARANTEE OF IDENTITY
This is a caution message indicating the results of the search are no guarantee to the identity of the defendant.
2. **NNN COUNTY (County Number and Name)**
The three (3) digit county number and up to fifteen (15) positions county name are displayed.
3. **DEFENDANT NAME**
The name of the defendant selected from the name list screen is displayed in twenty-eight (28) positions.
4. **RACE/SEX/DATE OF BIRTH OR AGE**
The defendant's race, sex and date of birth or age are displayed in eight (8) positions.
5. **SSN# (Social Security Number)**
The nine (9) digit Social Security Number is displayed.
6. **NNN FILE NUMBER (Originating County and File Number)**
The three (3) digit county number and the eleven (11) positions file number assigned by the originating county are displayed. If a 'GR' or 'HP' displays to the right of the file number, this indicates the court location for a Guilford County case only. A 'GR' displays for a Greensboro and an 'HP' for High Point.
7. **ADDRESS (Defendant Residence)**
Up to twenty (20) positions of the defendant's address as listed on the originating process is displayed.
8. **DL# (Drivers License Number)**
The defendant's driver's license number is displayed in up to twenty-five (25) positions.
9. **CITY, STATE AND ZIP CODE**
The defendant's resident city is displayed in up to fifteen (15) positions along with the two (2) position state and up to nine (9) positions zip code.
10. **CIT# (Citation Number)**
The North Carolina Uniform Citation number is displayed in up to eight (8) positions.
11. **VRA (Victims Rights Amendment)**
This field is primarily to allow for statistical gathering and tracking of cases that are categorized under the Victims' Rights legislation. In this one character field, 'Y' is the only stored value; 'N' and (blank) are the same. Implemented 12-04.

12. DV CH (Domestic Violence Charged)

This field contains a one character flag that indicates whether the defendant has been charged with a domestic violence offense (not offense code specific). Implemented 12-04.

13. TRIAL DATE

The most current trial date is displayed for pending offenses and the last for disposed offenses in the six (6) digit format of MMDDYY.

14. SID# (State Identification Number)

The ten (10) positions State Identification Number is displayed if it was linked through the Check Digit Number and date of arrest to the Division of Criminal Information (DCI) data.

15. STATUS (Jail)

The one (1) character jail status of the defendant associated with the LID number is displayed. Jail status will be one of the following codes:

' ' = No information is known about the jail status for the defendant.

'Y' = The defendant identified by the LID number is in jail in the displayed county.

'N' = The defendant identified by the LID number was in jail in the displayed county but has been released.

'U' = The jail status of the defendant identified by the LID number is undetermined.

16. COURT TYPE

This is a highlighted field and reflects the case type and court of jurisdiction. This field is displayed in up to eight (8) positions as either DISTRICT or SUPERIOR.

17. PROCESS

The type of existing process is displayed. Process type is displayed as one of the following one (1) character codes:

B = BILL OF INFORMATION

C = CITATION

I = INDICTMENT

M = MAGISTRATE'S ORDER

O = OTHER

S = CRIMINAL SUMMONS

W = WARRANT

X = STATEMENT OF CHARGES

18. SERVED

The service date of the originating process is displayed in six (6) positions in the MMDDYY format. The absence of a service date indicates the process has not been served and the defendant has an outstanding process. There is no outstanding process if the 'M' field, Method of Disposition, is equal to 'NS' (Never to be Served).

19. CK DIG# (Check Digit Number)

The seven (7) characters Check Digit Number from the SBI Fingerprint Card is displayed in this field.

20. LID# (Local Identification Number)

The Local Identification Number is displayed up to fifteen (15) positions if it was entered or linked through the Check Digit Number and date of arrest to the Division of Criminal Information (DCI) data.

21. CHG (Charged Offense Type and Text)

The first character in this field is the offense type (M, F, T, or I) and is followed by up to thirty-three (33) characters of the charged offense text from the originating process.

22. C&F (Called and Failed)

The six (6) digit called and failed date is displayed in the MMDDYY format.

23. FTA (20DF Failure to Appear)

The six (6) digit 20 Day Failure to Appear date is displayed in the MMDDYY format for motor vehicle cases only (G. S., Chapter 20).

24. OFA (Order for Arrest)

The six (6) digit issue date, of any outstanding order for arrest or any warrant for arrest for failure to appear as directed by citation, is displayed in the MMDDYY format.

25. CONV (Convicted Offense Type and Text)

The first character in this field is the offense type (M, F, T, or I), followed by the convicted offense text if the verdict is RS, RL, PJ, GU, or GL. The text is displayed in up to thirty-two (32) positions.

26. CLASS (Convicted Structured Sentencing Act Offenses only)

From the judgment form, the offense class is displayed in two (2) alphanumeric positions. The valid entries are 'A', 'B1', 'B2', 'C' through 'T' for felony offenses and '1' through '3' for misdemeanor offenses.

27. P (Plea)

This field contains the plea tendered of the defendant and the two (2) positions code is displayed as one of the following codes:

GL = GUILTY TO LESSER
GU = GUILTY
NC = NO CONTEST
NG = NOT GUILTY
NR = NOT RESPONSIBLE
OT = OTHER (OLDER CASES ONLY)
RL = RESPONSIBLE TO LESSER
RS = RESPONSIBLE

28. V (Verdict)

This field contains the verdict and the two (2) positions code is displayed as one of the following codes:

GL = GUILTY TO LESSER
GU = GUILTY
JA = JUDGMENT ARRESTED (BY JUDGE AFTER JURY VERDICT)
PJ = PRAYER FOR JUDGMENT
NG = NOT GUILTY
NR = NOT RESPONSIBLE
OT = OTHER (OLDER CASES ONLY)
RL = RESPONSIBLE TO LESSER
RS = RESPONSIBLE

29. M (METHOD OF DISPOSITION)

The Method of Disposition is displayed in this field. The following is a listing of the acceptable two (2) character codes and the associated Method of Disposition:

CV = CHANGE OF VENUE (TO ANOTHER COUNTY)
DC = DISMISSED BY THE COURT
DD = DISMISSAL WITHOUT LEAVE AFTER DEFERRED PROSECUTION
VD = DISMISSAL WITHOUT LEAVE BY THE DISTRICT ATTORNEY
VL = DISMISSAL WITH LEAVE BY THE DISTRICT ATTORNEY
ST = DISMISSED BY THE DISTRICT ATTORNEY (SPEEDY TRIAL)
FE = FIGHT EXTRADITION (EXTRADITION HEARING BY A JUDGE)
HC = HABEAS CORPUS HEARING (SUPERIOR ONLY)
JU = JUDGE (TRIAL BY JUDGE OR GUILTY PLEA BEFORE JUDGE AT THE DISTRICT COURT LEVEL, GUILTY PLEA AT THE SUPERIOR COURT LEVEL)
JR = JURY TRIAL (JURY IMPANELED)
MA = MAGISTRATE (MISDEMEANOR CASES)
NS = NEVER TO BE SERVED (VOIDED / RECALLED / STRICKEN)
NP = NO PROBABLE CAUSE
NB = NO TRUE BILL RETURNED
OT = OTHER (CIVIL REVOCATION ONLY) AND OLDER CASES
PC = PROBABLE CAUSE FOUND
PO = PROCESS OTHER (IN PLACE OF 'OT', EXCEPT FOR OFFENSE CODE 9954), ONLY VALID FOR CERTAIN OFFENSE CODES
PR = PROCESS REVOCATION (BY JUDGE), ONLY VALID FOR CERTAIN OFFENSE CODES
RM = REMANDED TO DISTRICT COURT
SI = SUPERSEDING PROCESS OR SUPERSEDING INDICTMENT
TD = TRANSFER TO DISTRICT
WE = WAIVER OF EXTRADITION
WP = WAIVER OF PROBABLE CAUSE
WC = WAIVER BY THE CLERK
WM = WAIVER BY THE MAGISTRATE

WD = APPEAL WITHDRAWN FROM SUPERIOR COURT

30. DISP (Disposition Date)

This field displays the six (6) positions offense disposition date in the MMDDYY format. The absence of a disposition date indicates a pending or unserved status.

NOTE: *The line starting with the convicted offense will not appear unless the offense has a disposition date.*

31. FINE (Money)

Fines or penalties are displayed in this field in five (5) positions.

32. COSTS (Money)

Court costs are displayed in this field in four (4) positions.

33. REST (Restitution Money)

Restitution amounts are displayed in this field in nine (9) positions.

34. M PAID (Money Paid)

If MONIES-PD = 'N', then the defendant has not complied with fine or cost. If Monies-PD = 'Y', then the defendant has complied with fine or cost. (In some older cases, see special conditions for some exceptions.) If MONIES-PD = 'X', then a CVR (Civil Revocation) of the defendant's drivers license has been rescinded by a judge or magistrate. If MONIES-PD = 'R', then probation has been revoked by the judge. If MONIES-PD = 'E', then the defendant elected to serve the sentence instead of the probation term.

35. TO BE PD (To Be Paid Date)

This is the six (6) positions compliance date set for fine, cost or restitution and is displayed in the MMDDYY format.

36. NMFTC (Non Motor Vehicle Failure To Comply)

The six (6) positions non-motor vehicle offense Failure to Comply date is displayed in the MMDDYY format.

37. SCO (Show Cause Order)

The six (6) positions Show Cause Order date is displayed in the MMDDYY format.

38. PVD (Probation Violation Date)

The six (6) positions probation violation date will be displayed in the MMDDYY format if the violation date was entered in the 'PROBATION VIOLATION' date field in the Supplemental Update (PF6) screen.

39. FTC (20 DF Failure to Comply)

If present, the six (6) positions 20DF to Comply date is displayed in MMDDYY format for motor vehicle cases only (G.S., Chapter 20).



NOTE: *The SCO, PVD and FTC line will not appear unless at least one of the fields contains a date.*

40. ALIAS

Up to two alias names will be displayed in up to twenty-eight (28) positions each.

41. SPEC COND

The first line entered in the 'SPECIAL CONDITIONS' field on the Disposition Update {PF8} screen will be displayed in up to sixty (60) positions. The narrative is associated with only the first offense listed at the top of the screen (District or Superior).

42. COMP (Complainant or Officer)

The complainant or officer as listed on the originating process is displayed in up to twenty-eight (28) positions.

43. AGY (Agency)

The agency affiliation of the complaining witness is displayed. The following is a listing of acceptable three (3) character codes and associated agencies:

ABC = County ABC
ALE = Alcohol Law Enforcement
APD = International Airport
CPD = City Police Department
CSC = Clerk of Superior Court
DMF = Division of Marine Fisheries
DMV = Division of Motor Vehicles
DOR = Department of Revenue
FBI = Federal Bureau of Investigation
JUD = Judge
L-T = NC License- Theft Division
MAG = Magistrate
OTH = Other
RRP = Railroad Police
SBI = State Bureau of Investigation
SFF = County Sheriff Department
SHP = State Highway Patrol
SPR = State Parks & Recreation
WRC = Wildlife Resources Commission

44. ORI (Originating Agency Routing Identifier)

The nine (9) positions originating agency routing identifier number is displayed if it was linked through the Check Digit Number and date of arrest to the Division of Criminal Information (DCI) data.

STATEWIDE NAME INQUIRY RETURN PROCESSING

The following explains the multiple paging and return processing within the STATEWIDE NAME INQUIRY screen:

45. F3=EXIT

In order to return to the previous screen while in the CR/IF Case Processing Statewide Name Inquiry function, press the {PF3} key. The previous screen will appear.

46. 7=BKWD (Backward)

If a case has more offenses than can be displayed on the screen, a message 'ADDITIONAL OFFENSES' will appear just above the defendant name. Pressing the {PF7} key will scroll backwards through the offenses listed for the case. If there are no more offenses to be displayed backwards, the following message number and message will appear:

SS304 - NO MORE OFFENSES TO DISPLAY BACKWARDS

47. 8=FWD (Forward)

If a case has more offenses than can be displayed on the screen, a message 'ADDITIONAL OFFENSES' will appear just above the defendant name. Pressing the {PF8} key will scroll forwards through the offenses listed for the case forwards. If there are no more offenses to be displayed forwards, the following message number and message will appear:

SS306 - NO MORE OFFENSES TO DISPLAY FORWARDS

48. 10=PREV (Previous Case)

If multiple cases were selected with a '/' (slash) on the search list, press the {PF10} key to view the previous case. If there are no more cases to be displayed backwards, the following message number and message will appear:

SS301 - NO MORE CASES TO DISPLAY BACKWARDS

49. 11=NEXT (Case)

If multiple cases were selected with a '/' (slash) on the search list, press the {PF11} key to view the next case. If there are no more cases to be displayed forwards, the following message number and message will appear:

SS302 - NO MORE CASES TO DISPLAY FORWARDS

50. MM/DD/YY HH:MM:SS (Month/Day/Year Hour:Minute:Second)

The system date and time is displayed in the lower right portion of the screen.

To return to the Clerks Main Menu screen from the STATEWIDE NAME INQUIRY screen, press the {PF3} key. Then press the {PF12} key. The Clerks Main Menu will appear ready for the next function.

If any function key is selected other than those described above, the following error message number and message will appear:

SS303 - INVALID PF KEY - PLEASE TRY AGAIN

CONFIDENTIAL



This section intentionally left blank.

CONFIDENTIAL



CRIMINAL NAME/SID/LID/CKN/ARR/COM/INCID INQUIRY (PF2)

ACCESSING THE NAME/SID/LID/CKN/ARR/COM/INCID INQUIRY FUNCTION

This function offers a variety of inquiry and mode options:

1. To view a list of cases for the same defendant or alias name, see [INQUIRY BY DEFENDANT/ALIAS NAME](#), in this section.
2. To dispose of a case or an offense from the Defendant/Alias Name List screen, see [ACCESSING THE PF8 DISPOSITION UPDATE FUNCTION](#), in this section. This function requires security access.
3. To view the disposition of a case or an offense from the Defendant/Alias Name List screen, see [ACCESSING THE PF8 DISPOSITION INQUIRY FUNCTION](#), in this section.
4. To view the additional judgment screen for additional disposition data, see [ACCESSING THE PF8 ADDITIONAL JUDGMENT INQUIRY FUNCTION](#), in this section.
5. To view a list of archived cases for the same defendant or alias name, see [USING THE 'R' MODE FOR ARCHIVES NAME INQUIRY DEFENDANT/ALIAS](#), in this section.
6. To view all cases within a county with the same LID (Local Identification Number), see [USING THE 'L' MODE FOR LID NUMBER INQUIRY](#), in this section.
7. To view a list of cases with the same SID (State Identification Number) by defendant or alias name, see [USING THE 'S' MODE FOR SID NAME INQUIRY DEFENDANT/ALIAS](#), page 12 in this section.
8. To view a list of cases with the same SID (State Identification Number), see [USING THE 'S' MODE FOR SID NUMBER INQUIRY](#), see page 17 in this section.
9. To view a list of cases with the same Check Digit Number, see [USING THE 'K' MODE FOR CHECK DIGIT NUMBER INQUIRY](#), page 20 in this section.
10. To view all cases within a county with the same Arrest Number, see [USING THE 'A' MODE FOR ARREST NUMBER INQUIRY](#), page 26 in this section.
11. To view all cases within a county with the same Complaint Number, see [USING THE 'C' MODE FOR COMPLAINT NUMBER INQUIRY](#), page 29 in this section.
12. To view all cases within a county with the same Incident Number, see [USING THE 'N' MODE FOR INCIDENT NUMBER INQUIRY](#), page 33 in this section.

A. Accessing the Defendant/Alias Name Inquiry From the Clerk's Main Menu

To view a list of cases for the same defendant or alias name, access the Defendant/Alias Name List screen from the Clerks Main Menu, as follows:

1. Enter one of the following codes in the MODE field:

P	=	Pending (Use when searching for a defendant/alias name)
U	=	Unserved (Use when searching for a defendant/alias name)
D	=	Disposed (Use when searching for a defendant/alias name)
Blank	=	All the above (Use when searching for a defendant/alias name)
R	=	Archives (See USING THE 'R' MODE FOR ARCHIVES NAME INQUIRY DEFENDANT/ALIAS)
S	=	SID (See USING THE 'S' MODE FOR SID NAME INQUIRY DEFENDANT/ALIAS)

NOTE: *The MODE field will default to a blank. Any errors entered into this field will default to blank.*

2. Enter the defendant or alias name in the NAME/SID/LID/CKN/ARR/COM/INCID field. As in all names, use the standard system name format (Last, First, Middle (Initial), Suffix). The full name is desired, but at least one alphabetic character is accepted.

NOTE: *See "Introduction" chapter for name entry standards. Names should not include commas or periods. For company/business names, see "Miscellaneous - Naming Standards Appendix" – Page 1: Entering Corporation or Company Names.*

3. Press the {PF2} key.

4. The Defendant/Alias Name List screen will appear with the cursor at the MODE field.

C (1)	DEFENDANT NAME (2)	T (3)(4)	OFFENSE (5)	CTRM (6)	TRIAL (7)	CT (8)	FILE NUMBER (9)	L (10)
	SASSY,SALLY	* A	W/C SIMPLE \$2000.00GREEN,T		040193	01	01CR 006528	H
	SASSY,SALLY	A	AID AND ABET PROSTITUTION	0001	040193	01	01CR 006529	H
	SASSY,SALLY	A	OPERATE/POSSESS SLOT MACHINE	0001	040193	02	01CR 006529	H
	SASSY,SALLY	A	ASSAULT ON A FEMALE	0001	040193	51	01CR 006550	G
	SASSY,SALLY	A	DRIVING WHILE IMPAIRED	0001	050193	01	02CR 007700	G
	SASSY,SALLY	A	POSS WEAPON ON SCHOOL GROUNDS	0001	050193	02	02CR 007700	G
	SASSY,SALLY	@A	ASSAULT ON A FEMALE	0001	050193	01	02CR 007701	G
	SASSY,SALLY	A	ASSAULT ON EMERGENCY PERSONNE	0001	050193	02	02CR 007701	G
	SASSY,SALLY	A	AWDW ON OFFICER	0001	050193	03	02CR 007701	G
	SASSY,SALLY	A	SPEEDING 085/55	0001	100193	01	02CR 009030	H
	SASSY,SALLY	A	DRIVE WRONG WAY ONE WAY ST/RD		021794	01	02CR 000002	G
	SASSY,SALLY	A	DRIVING WHILE IMPAIRED		021794	02	02CR 000002	G

NEXT NAME: (11)+

Using the Defendant/Alias Name Inquiry function

This function provides the ability to view a list of Criminal and Infractions cases for the same defendant/alias name and the summary of data for the case. The only fields that allow data entry are the MODE and NEXT NAME fields. An explanation of these fields and the data displayed in the screen follows.

Defendant/Alias Name Inquiry Field Descriptions

Refer to the following field descriptions of the data being displayed.

1. MODE

The one (1) position MODE determines how the screen will function. It first appears with a 'C' for normal name search processing. It may be changed to an 'A' for ACCESSING THE CASE ALIAS INQUIRY FUNCTION, to an 'I' for accessing the ICA/FILE NUMBER INQUIRY FUNCTION, to an 'S' for ACCESSING THE SID NAME INQUIRY FUNCTION, to a 'U' for ACCESSING THE DISPOSITION UPDATE FUNCTION or a 'D' for ACCESSING THE DISPOSITION INQUIRY FUNCTION. Refer to those functions for additional information.

If an error occurs, one of the following error message numbers and messages will appear:

NI005 - INVALID REQUEST. ENTER C, A, D, I OR U ONLY

NI006 - HOME POSITION MUST BE 'C'

2. DEFENDANT/ALIAS NAME



This field contains the defendant or alias name in the following format:
Last, First, Middle (or Initial), Suffix

3. * or @ (Defendant/Alias Flag)

An 'asterisk' (*) in the right most position of the name field indicates an alias name was entered for the case as well as the defendant name. An 'at sign' (@) in the right most position indicates that the name displayed in this screen is an alias name.

4. T (Session)

An 'A' is displayed for morning courtroom session, a 'P' for afternoon courtroom session and an 'N' for night courtroom session.

5. OFFENSE

This field contains the arraigned offense text.

6. CTRM (Courtroom Number)

This field contains the courtroom number.

NOTE: *Courtroom number is normally deleted when a disposition date is entered. This field should not be used for determining the status of a case (pending or disposed).*

7. TRIAL (Date)

The trial or hearing date is displayed in MMDDYY format.

8. CT (Offense Number)

If one (01) or two (02) is displayed in this field, then the offense displayed is a district court offense. (District court offense numbers can range from 01-49). Fifty-one (51) or fifty-two (52) is displayed for superior court offenses. Superior court offenses can range from 51-99.

NOTE: *Individual cases can have multiple charges for each court type (district and superior).*

9. FILE NUMBER

The file number for the case is displayed. 'CR' or 'IF' is displayed for the district court and 'CRS' or 'IFS' for the superior court. If a file number for a case is displayed more than once, then the case has more than one charge.

10. L (Court Location)

This field currently displays the court location for a case in Guilford County only. A 'G' indicates a Greensboro case and an 'H' indicates a High Point case.

11. NEXT NAME

If another name search is desired, enter the name in this field instead of returning to the Clerks Main Menu. As in all names, use the standard system name format (Last, First, Middle (Initial), Suffix). If the full name is not known, one character names will be accepted. The mode will remain the same until the name search is cancelled.

If an error occurs, one of the following error message numbers and messages will appear:

- NI003 - NEXT NAME MUST START IN POSITION 1
(The first position of the NEXT NAME field cannot be blank)

NOTE: Do not enter a name in this field unless the MODE (upper left corner) displays a 'C'.

Defendant/Alias Name Inquiry Error Processing

If an error occurs, one of the following error message numbers and messages will appear:

- NI004 - NO ALIAS FOR DEFENDANT
NI005 - INVALID REQUEST. ENTER C, A, D, I OR U ONLY

Correct the error before continuing the name search.

Returning to the Clerk's Main Menu

To return to the Clerks Main Menu from the Name Inquiry - Defendant/Alias screen or the ICA Inquiry screen, press the {PF12} key. The Clerks Main Menu will appear ready for the next function.

Accessing the Case Alias Inquiry screen from the Defendant/Alias Name Inquiry

If the defendant has an alias name attached to the case, an asterisk (*) will appear in the last position of the name field on this screen. If this is an alias name, an at sign (@) will appear. To access the CASE ALIAS INQUIRY screen from the NAME INQUIRY - DEFENDANT/ALIAS screen, do the following:

1. Change the MODE in home position from a 'C' to an 'A'. This step is very important. Only a mode of 'A' in home position will allow an alias inquiry.
2. Place the cursor on the first position of the defendant name.
3. Press the {ENTER} key and the Case Alias Inquiry screen will appear.

A	CASE ALIAS INQUIRY	
DEFENDANT NAME:	SASSY,SALLY	02CR 021200
OFFENSE:	BREAKING AND OR ENTERING (F)	
	ALIAS NAMES	
	SASSY,SILLY	



To view all defendant names and file numbers associated with an alias name, do the following:

1. Change the MODE in the Case Alias Inquiry Screen from an 'A' to an 'N'.

NOTE: *Cursor will automatically position itself at the first alias name, after the MODE is changed to 'N'.*

2. Place the cursor back in the MODE field.
3. Press the {ENTER} key.
4. The Name Inquiry - Defendant/Alias screen will appear.

To return to the Alias Name List screen, repeat the steps in ACCESSING THE CASE ALIAS INQUIRY FUNCTION.

To view all cases for a specific alias name, do the following:

1. Change the MODE from an 'A' to an 'N'.

NOTE: *Cursor will automatically position itself at the first alias name, after the MODE is changed to an 'N'.*

2. Place the cursor on the first position of the desired alias name.
3. Press the {ENTER} key.
4. The Name Inquiry - Defendant/Alias screen will appear with all cases having the same alias name.

NOTE: *Changing the MODE and the placement of the cursor are very important steps to ensure that the Name Inquiry - Defendant/Alias functions properly. Be sure to follow these steps for the correct results.*

Accessing the ICA/File Number Inquiry screen from the Defendant/Alias Name Inquiry

To view the ICA Inquiry screen after a specific name has been identified, complete this function as follows:

1. Change the mode in the upper left corner of the screen to an 'I' (This is very important to ensure that the function will work properly).
2. Place the cursor on the first position of the desired name and file number.
3. Press the {ENTER} key and the ICA Inquiry screen will appear for the name and case selected. See the Criminal ICA (Index to Criminal Actions) Inquiry section for an explanation of this screen.

Press the {PF2} key in order to return to the Name Inquiry - Defendant/Alias screen. The same list of defendant/alias names will appear as displayed before the ICA Inquiry {PF1} function was performed.

Accessing the PF8 Disposition Update function from the Defendant/Alias Name Inquiry

IMPORTANT -See the ACCESS AND RETURN OPTIONS listed below before using this function.

To enter the disposition of a case or an offense from the Defendant/Alias Name List screen:

1. Enter a 'U' in the MODE field and then place the cursor on the selected offense.
2. Depress the {ENTER} key. The disposition update screen for the selected offense will appear with the cursor at the CONV OFFN field.

If an error occurs, the following error message number and message will appear:

NI005 - INVALID REQUEST. ENTER C, A, D, I OR U ONLY

3. Enter the disposition data as described in the CIS Criminal or Infraction User Manual, Disposition Update Function. Press the {ENTER} key.
4. The Defendant/Alias Name List screen will return with the cursor at the MODE field.

Accessing the PF8 Disposition Inquiry function from the Defendant/Alias Name Inquiry

To view the disposition of a case or an offense from the Defendant/Alias Name List screen:

1. Enter a 'D' in the MODE field and then place the cursor on the selected offense.

2. Press the {ENTER} key. The disposition inquiry screen will appear. While in the PF8 Disposition Inquiry screen, the NEXT # field may be used to access a different case. This function may be continued until you wish to return to the PF2 function. When returning to the PF2 Defendant/Alias Name List screen, it returns with the defendant name where entry to the PF8 Disposition Inquiry originally occurred.

If an error occurs, the following error message number and message will appear:

NI005 - INVALID REQUEST. ENTER C, A, D, I OR U ONLY

3. If the case has multiple offenses, the additional data may be viewed by entering a 'Y' in the ADDL CHARGES field. Press the {ENTER} key.
4. The Disposition Inquiry screen will return. You may continue until there are no additional charges or you wish to return to the PF2 Defendant/Alias Name List screen.
5. To return to the Defendant/Alias Name List screen, press the {PF2} key. The Defendant/Alias Name List screen will appear with the cursor at the MODE field.

Accessing the PF8 Additional Judgement Inquiry function from the Defendant/Alias Name Inquiry

To view the additional judgment date of a case or an offense from the Defendant/Alias Name List screen:

1. Enter a 'D' in the MODE field and then place the cursor on the selected offense.
2. Press the {ENTER} key. The disposition inquiry screen will appear and if the case has additional judgment data, the ADDL JGMT field will contain a 'Y'.
3. Enter a 'Y' in the ADDL JGMT? field and press the {ENTER} key.
4. The Judgment Data screen will appear. After viewing the screen, press the {ENTER} key. The PF8 Disposition Inquiry screen will return.
While in the PF8 Disposition Inquiry screen, the NEXT # field may be used to access a different case. This function may be continued until you wish to return to the PF2 function. When returning to the PF2 Defendant/Alias Name List screen, it returns with the defendant name where entry to the PF8 Disposition Inquiry originally occurred.

If an error occurs, the following error message number and message will appear:

NI005 - INVALID REQUEST. ENTER C, A, D, I OR U ONLY

5. If the case has multiple offenses, the additional data may be viewed by entering a 'Y' in the ADDL CHARGES field. Press the {ENTER} key.
6. The Disposition Inquiry screen will return. You may continue until there are no additional charges or you wish to return to the PF2 Defendant/Alias Name List screen.

- To return to the Defendant/Alias Name List screen, press the {PF2} key. The Defendant/Alias Name List screen will appear with the cursor at the MODE field.

ACCESS AND RETURN OPTIONS

- A specific offense may be selected (such as a CVR, a dismissal or a no probable cause found) and disposition data may be entered for that offense only. The other offense(s) in the case does not have to be disposed.
- While in the F8 Disposition Update screen, the NEXT # field may be used to access a different case. This function may be continued until you wish to return to the PF2 function. When returning to the F2 Defendant/Alias Name List screen, it returns with the defendant name where entry to the F8 Disposition Update originally occurred.
- If the case has two offenses and disposition data is entered in both offenses, the Defendant/Alias Name List screen will return after the {ENTER} key is depressed in the last offense.
- The {ENTER} key must be depressed in order for the database record to be updated.

B. Using the 'R' Mode For Archives – Defendant/Alias Name Inquiry from the Clerk's Main Menu

To view a complete list of cases that have been archived for the same defendant name, access the Archival Name Inquiry screen from the Clerks Main Menu as follows:

- Enter an 'R' in the MODE field.
- Enter the defendant/alias name in the NAME/SID/LID/CKN/ARR/COM/INCID field.
- Press the {PF2} key.
- The Archival Name Inquiry screen will appear with the cursor positioned at the first name:

910 WAKE (1) (2)	ARCHIVAL NAME INQUIRY			(7)	(8)
DEFENDANT NAME	(3) @	(4) R	(5) S	(6) OFFENSE	CT FILE NUMBER
SAINT-JEAN,KATHERI	B	M		INTOXICATED AND DISRUPTIVE	01 00CR 063320
SAINT-JEAN,KATHERI	B	M		DOMESTIC CRIMINAL TRESPASS	02 00CR 063320
SAINTCLAIR,SAMUEL	W	M		SPEEDING	01 01CR 010808
SAINTSING,CHARLES	@			WORTHLESS CHECK	01 01CR 006448
SAINTSING,CHARLEY					01CR 006448
SANDES,ANNA,MARI	W	F		EXPIRED REGISTRATION CARD/TAG	01 01CR 050111
SANDGREEN,DAWN,ELA	*	W	M	DRIVING WHILE IMPAIRED	01 02CR 047063
SANDGREEN,ELLA					02CR 047063
SANDGREN,DENISE,ANN	W	M		SPEEDING	01 02CR 036727
SANDGREN,DENISE,ANN	W	M		STOP SIGN VIOLATION	01 02CR 015782
SANDGREN,DENISE,ANN	W	M		DRIVE-CONS MALT BEV PASS AREA	01 02CR 036828

SANDISKY,SALLY,ANN	W F	SPEEDING	01	02CR 042113
SANDISKY,SALLY,ANN	W F	EXPIRED REGISTRATION CARD/TAG	02	02CR 042113
SANDOSKY,SALLY,ANN	W F	FAILURE TO REDUCE SPEED	01	02CR 053395
MORE	F1-ARCHIVAL ICA INQUIRY	NEXT NAME: (9)		

Using the Archives – Defendant/Alias Name Inquiry function

This screen provides the ability to view a complete list of archived cases for the same defendant/alias name within a specific county.

Regarding the display of listed aliases, if a line that displays only an indented name and case number is under a line with an asterisk (*), then the indented name represents an alias. If a line that displays only an indented name and case number is under a line with an “at-sign” (@), then the indented name represents a defendant name.

If the word 'MORE' appears in the lower left corner of the screen, an additional screen with a list matching the name requested is waiting to be displayed. Press the {ENTER} key and the next list will appear. Continue this process until the word 'MORE' does not appear or the requested case is found.

Archives – Defendant/Alias Name Inquiry Field Descriptions

Refer to the following field descriptions of the data being displayed.

- 1. NNN COUNTY (County Number and Name)**
The three (3) digit pre-assigned county number and name is displayed.
- 2. DEFENDANT/ALIAS NAME**
The field contains the defendant/alias name in the format of Last, First, Middle (or initial), Suffix.
- 3. * or @ (Defendant/Alias Flag)**
An 'asterisk' (*) in the right most position of the name field indicates an alias name was entered for the case as well as the defendant name. An 'at sign' (@) in the right most position indicates that the name displayed is an alias and not the defendant name.
- 4. R (Race)**
This field contains the defendant race. See the Criminal/Infractions Miscellaneous Codes for a list of race codes.
- 5. S (Sex)**
This field contains the defendant sex. See the Criminal/Infractions Miscellaneous Codes for a list of sex codes.
- 6. OFFENSE**
This field displays the arraigned offense text.
- 7. CT (Court Type)**

If one (01) or two (02) is displayed in this field, then the offense displayed is a district court offense. District court offense numbers can range from 01-49). Fifty-one (51) or fifty-two (52) is displayed for superior court offenses. Superior court offenses can range from 51-99. If a file number for a case is displayed twice with an '01' and '02' in the CT field, then the case has two (2) charges. This would apply for a superior court file number and '51' and '52'.

8. FILE NUMBER

The file number for the case is displayed. 'CR' is displayed for the district court and 'CRS' for the superior court.

9. NEXT NAME

If an additional name search is desired, enter the name in this field instead of returning to the Clerks Main Menu. As in all names, use the standard system name format (Last, First, Middle (initial), Suffix). The full name is desired, but at least one character is accepted. The full name is desired but at least one character is accepted. If an error occurs, the following error message number and error message will appear:

AN003 - START NAME IN POS 1

Archives – Defendant/Alias Name Inquiry Error Processing

If an error occurs, the Archives Name Inquiry - Defendant/Alias screen will appear with one of the following error message numbers and error messages:

AN001 - INVALID PF KEY

AN002 - NO LIKE NAME

Returning to the Clerk's Main Menu

To return to the Clerks Main Menu screen from the Archives Name Inquiry Defendant/Alias screen, press the {PF12} key. The Clerks Main Menu will appear ready for the next function.

Accessing the Archival ICA Inquiry screen from the Archives – Defendant/Alias Name Inquiry

When a specific name has been identified and you wish to view the Archival ICA Inquiry screen, complete this function as follows:

1. The cursor will appear in the first position of the first name in the upper left portion of the screen.
2. Place the cursor on the first position of the desired name.
3. Press the {PF1} key and the Archival ICA Inquiry screen will appear for the name selected:

910 WAKE (1)

ARCHIVAL ICA INQUIRY

90CR 063320 (2)

CRARC1P (3)



SMITH,KARL,HENRY (9)	R (4)	S (5)	DOB/AGE (6)	CR (7)	FILM: (8)	
123 MAIN ST (10)				DL#: 9999999	NC (11)	
RALEIGH	NC	27602 (12)		CITA. #: C2482106 (13)		
OFFN #: 01 (14)						
CHRG OFFN: M	INTOXICATED AND DISRUPTIVE			14-444 (15)		
AGENCY: CPD (16)			ISSUED: 082690 (17)		DISP DATE: 083190 (18)	
PLEA	VERDICT	MOD	FINE	COSTS	REST	MONIES PAID
GU (19)	GU (20)	JU (21)	\$ (22)	\$ (23)	\$ (24)	YES (25)
CONV OFFN: M	INTOXICATED AND DISRUPTIVE				14-444 (26)	
SENT. LENGTH: (27)					FTA COMP: (28)	
PROB. LENGTH: (29)					FTC COMP: (30)	
NEXT#: (31)	PF2-NAME INQUIRY	PF4-ADDITIONAL EVENTS		ADDL CHARGES: Y (32)		

ARCHIVAL INDEX TO CRIMINAL ACTIONS (ICA) FIELD DESCRIPTIONS

Refer to the following descriptions for edit requirements and error messages for the fields in the Archival ICA Inquiry screen:

1. **NNN COUNTY**
This field displays the AOC county number and name in which the case resides.
2. **FILE NUMBER**
The case file number is displayed. 'CR' for district court and 'CRS' for superior court.
3. **CRARCIP (Program Name)**
This is a program identifier and cannot be changed. The program name may be useful when talking with the Help Desk.
4. **R (Race)**
This is a one (1) position field and represents one of the following codes:
 - A = ASIAN
 - B = BLACK
 - H = HISPANIC
 - I = AMERICAN INDIAN
 - O = OTHER
 - U = UNKNOWN
 - W = WHITE
 - X = NON-PERSON
5. **S (Sex)**

This is a one (1) position field and represents one of the following codes:

- F = FEMALE
- M = MALE
- U = UNKNOWN
- X = NON-PERSON

6. DOB/AGE (Date of Birth)

This field represents the birth date of the defendant. Date of Birth is displayed in the MMDDCCYY format. If the defendant's age was entered in the record, it is displayed in the last two (2) positions of the DOB field.

7. COURT TYPE

This field indicates whether the case is currently in District Court or Superior Court

- CR = DISTRICT COURT CRIMINAL CASE
- CRS = SUPERIOR COURT CRIMINAL CASE

8. FILM (Microfilm Number)

If available, the microfilm number is displayed.

9. DEFENDANT NAME

The defendant's name is displayed in the following format:

Last, First, Middle (or Initial), Suffix

10. DEFENDANT ADDRESS

The two (2) address fields will display the defendant's address (primary or home) and extended address.

11. DL# (Driver License Number and State)

This field contains the defendant's driver license number and license state.

12. DEFENDANT ADDRESS (City/State/Zip)

These three (3) address fields will display the defendant's city, state and zip code.

13. CITA.# (Citation Number)

This field contains the citation or serial number.

14. OFFN # (Offense Number)

If one (01) or two (02) is displayed in this field, then the offense displayed is a district court offense. District court offense numbers can range from 01-49. Fifty-one (51) or fifty-two (52) is displayed for superior court offenses. Superior court offenses can range from 51-99.

15. CHRG OFFN (Charged/Arraigned Offense)

This field contains the charged/arraigned offense type, text and statute. If the arraigned offense is different from the charged offense, the arraigned offense is displayed.

16. **AGENCY**
This field contains the law enforcement officer's agency code. See the Miscellaneous Codes for a list of agency codes.
17. **ISSUED (Date)**
The date the initiating process (Citation, Warrant, etc.) was issued is displayed here.
18. **DISP DATE (Disposition)**
This field contains the date the offense was disposed.
19. **PLEA**
This field contains the plea of the defendant. See the Criminal Miscellaneous Codes for a list of plea codes.
20. **VERDICT**
This field contains the verdict and is one of the following codes. See the Criminal Miscellaneous Codes for a list of verdict codes.
21. **MOD (Method of Disposition):**
This field contains the Method of Disposition code. See the Criminal Miscellaneous Codes for a list of Method of Disposition Codes.
22. **FINE (Money)**
If there is a fine amount, it is displayed in this field.
23. **COSTS (Money)**
Court costs are displayed in this field.
24. **REST (Restitution Money)**
If restitution was included in the judgment, the amount will appear in this field.
25. **MONIES-PD (Paid)**
If Monies-PD = 'N', then the defendant has not complied with fine, cost or restitution. If Monies-PD = 'Y', then the defendant has complied with fine, cost or restitution.
26. **CONV. OFFENSE (Convicted)**
This field contains the convicted offense type, text and statute number.
27. **SENT. LENGTH (Sentence and Frame)**
The sentence length (minimum and maximum) will be displayed here.
28. **FTA COMP (Failure to Appear Compliance)**
The date the Division of Motor Vehicles was notified of compliance to a failure to appear is displayed in this field.
29. **PROB. LENGTH (Probation and Frame)**
The length of the defendant's probation will appear in this field.

30. FTC COMP (Failure to Comply Compliance)

The date the Division of Motor Vehicles was notified of the defendant's compliance with judgment (fines/costs) is displayed in this field.

31. NEXT # (File Number)

This is the only field that allows data to be entered. Enter the file number for the next case you wish to view.

If an error occurs, the following error message number and error message will return:

AI001 - CASE NOT FOUND

32. ADDL CHARGES

If a 'Y' appears, there are additional charges in this case that follow. Press the {ENTER} key to view the next charge.

Returning to the Archives – Defendant/Alias Name Inquiry

Press the {PF2} key in order to return to the Archival Name Inquiry - Defendant/Alias screen. The same list of defendant/alias name will appear as displayed before the Archival ICA Inquiry {PF1} function was performed.

C. Using the 'S' Mode For SID – Defendant/Alias Name Inquiry from the Clerk's Main Menu

To view a list of cases that contain an SID (State Identification) number for the same defendant or alias name, access the SID Name Inquiry Defendant/Alias screen from the Clerks Main Menu, as follows:

1. Enter an 'S' in the Mode field.
2. Enter the defendant or alias name in the NAME/SID/LID/CKN/ARR/COM/INCID field.
3. Press the {PF2} key.
4. The SID NAME INQUIRY screen will appear with the cursor positioned at the MODE field.

C (1)	DEFENDANT NAME (2)	OFFENSE (3) (4)	SID (5)	CT (6)	FILE NUMBER (7)	L (8)
	SASSY,SALLY	OBTAIN PROPERTY FALSE PRETENS	NC0085941A	01	01CR 002401	G
	SASSY,SALLY	* OBTAIN PROPERTY FALSE PRETENS	NC0085941A	01	01CR 003977	G
	SASSY,SALLY	OBTAIN PROPERTY FALSE PRETENS	NC0085941A	01	01CR 003978	G
	SASSY,SALLY	OBTAIN PROPERTY FALSE PRETENS	NC0085941A	01	01CR 003979	G
	SASSY,SALLY	OBTAIN PROPERTY FALSE PRETENS	NC0085941A	01	01CR 003980	H
	SASSY,SALLY	OBTAIN PROPERTY FALSE PRETENS	NC0085941A	01	01CR 003981	H
	SASSY,SALLY	* OBTAIN PROPERTY FALSE PRETENS	NC0085941A	01	01CR 003982	H
	SASSY,SALLY	OBTAIN PROPERTY FALSE PRETENS	NC0085941A	01	01CR 003983	H
	SASSY,SALLY	OBTAIN PROPERTY FALSE PRETENS	NC0085941A	01	01CR 003984	H
	SASSY,SALLY	OBTAIN PROPERTY FALSE PRETENS	NC0085941A	01	02CR 012340	G
	SASSY,SALLY	OBTAIN PROPERTY FALSE PRETENS	NC0085941A	01	02CR 012341	G
	SASSY,SALLY	OBTAIN PROPERTY FALSE PRETENS	NC0085941A	01	02CR 012342	G
	SASSY,SALLY	OBTAIN PROPERTY FALSE PRETENS	NC0085941A	01	02CR 006566	H
	SASSY,SALLY	OBTAIN PROPERTY FALSE PRETENS	NC0085941A	01	02CR 023452	G
	SASSY,SALLY	OBTAIN PROPERTY FALSE PRETENS	NC0085941A	01	02CR 010233	H
	MORE (9)	NEXT NAME: (10)				

Using the SID – Defendant/Alias Name Inquiry

This screen provides the ability to view a list of cases, which contain an SID number for the same defendant/alias name for a specific county. After a case that contains an SID number is found, then the ability to search statewide for additional cases with a matching SID number is also provided. See SEARCH STATEWIDE FOR SID NUMBER FROM THE DEFENDANT/ALIAS NAME LIST. It also allows for viewing the ICA screen for a selected case. See ICA Inquiry Function below.

If the word 'MORE' appears in the lower left corner of the screen, then another screen with a list matching the name requested is waiting to be displayed. Depress and release the {ENTER} key and the next list will appear. Continue this process until the word 'MORE' does not appear or the

requested name/case is found. The only fields that allow data entry are the MODE and NEXT NAME fields.

SID – Defendant/Alias Name Inquiry Field Descriptions

Refer to the following field descriptions of the data being displayed.

1. MODE

The one (1) position MODE determines how the screen will function. It first appears with a 'C' for normal name search processing. It may be changed to an 'A' for ACCESSING THE CASE ALIAS INQUIRY FUNCTION. The MODE may be changed to 'S' for accessing the SEARCH STATEWIDE FOR SID NUMBER FROM THE DEFENDANT/ALIAS NAME LIST FUNCTION. Refer to those functions for additional information.

If an error occurs, one of the following error message numbers and messages will appear:

NI008 - INVALID REQUEST. ENTER C, A OR S ONLY

2. DEFENDANT/ALIAS NAME

This field displays up to twenty-eight (28) positions of the defendant/alias name in the following format:

Last, First, Middle (or Initial), Suffix

3. * or @ (Defendant/Alias Flag)

An 'asterisk' (*) in the right most position of the name field indicates an alias name was entered for the case as well as the defendant name.

An 'at sign' (@) in the right most position indicates that the name displayed in this screen is an alias name. (Refer to ACCESSING THE CASE ALIAS INQUIRY FUNCTION to view the defendant or alias name.)

4. OFFENSE

This field contains the twenty-nine (29) character arraigned offense text.

5. SID (State Identification)

The ten (10) positions State Identification Number is displayed if it was linked through the Check Digit Number and date of arrest to the Division of Criminal Information (DCI) data.

6. CT (Offense Number)

If one (01) or two (02) is displayed in this field, then the offense displayed is a district court offense. District court offense numbers can range from 01-49). Fifty-one (51) or fifty-two (52) is displayed for superior court offenses. Superior court offenses can range from 51-99.

7. FILE NUMBER

The file number for the case is displayed in eleven (11) positions. 'CR' is displayed for the district court and 'CRS' for the superior court. If a file number for a case is displayed more than once, then the case has more than one charge.

8. L (Court Location)

This field currently displays the court location for a case in Guilford County only. A 'G' indicates a Greensboro case and an 'H' indicates a High Point case.

9. MORE

This field indicates whether or not additional or previous data is available for viewing.

10. NEXT NAME

If an additional name search is desired, enter the name in this field instead of returning to the MAIN MENU. Up to twenty-eight (28) positions are available. As in all names, use the standard system name format (Last, First, Middle (Initial), Suffix). The full name is desired, but at least one alphabetic character is accepted.

SID – Defendant/Alias Name Inquiry Error Processing

If an error occurs, one of the following error message numbers and messages will appear:

- NI002 - NAME REQUIRED. RETURN TO THE MENU
- NI003 - NEXT NAME MUST START IN POSITION 1
- NI004 - NO ALIAS FOR DEFENDANT
- NI005 - INVALID REQUEST. ENTER C, A, D, I OR U ONLY
- NI007 - INVALID PF KEY - PLEASE TRY AGAIN

Correct the error before continuing with the name search.

Returning to the Clerks Main Menu

To return to the Clerks Main Menu screen from the SID Name Inquiry Defendant/Alias screen, press the {PF12} key. The Clerks Main Menu will appear ready for the next function.

Accessing the Statewide SID Number Search screen from the SID – Defendant/Alias Name Inquiry

To search statewide for a list of cases that contain the same SID number for the selected defendant or alias name, access the Statewide SID Number Search screen from the SID Name Inquiry Screen Defendant/Alias screen as follows:

1. Enter an 'S' over the 'C' in the MODE field.

2. Place the cursor on the first position of the desired name.
3. Press the {ENTER} key.
4. The Statewide SID Number Search screen will appear with the cursor positioned at the CTY field title.

SID: NC0085941A (1)		STATEWIDE SEARCH				
SELECT THE DESIRED CASE BY PLACING THE CURSOR BY THE COUNTY CODE. PRESS ENTER TO RECEIVE THE ICA SCREEN FOR THE SELECTED CASE.						
CTY	FILE NUMBER	L	DEFENDANT		OFFENSE	LID
(2)	(3)	(4)	(5)	(6)	(7)	(8)
130	01CR 002401		SASSY,SALLY	01	OBTAIN PROPERTY FALSE PRET	
130	01CR 00397		SASSY,SALLY	01	OBTAIN PROPERTY FALSE PRET	
130	01CR 003978		SASSY,SALLY	01	OBTAIN PROPERTY FALSE PRET	
130	01CR 003979		SASSY,SALLY	01	OBTAIN PROPERTY FALSE PRET	
130	01CR 003980		SASSY,SALLY	01	OBTAIN PROPERTY FALSE PRET	
130	01CR 003981		SASSY,SALLY	01	OBTAIN PROPERTY FALSE PRET	
130	01CR 003982		SASSY,SALLY	01	OBTAIN PROPERTY FALSE PRET	
400	02CR 003098	H	SASSY,SALLY	01	OBTAIN PROPERTY FALSE PRET	
400	02CRS003098	H	SASSY,SALLY	51	OBTAIN PROPERTY FALSE PRET	
400	02CR 003099	G	SASSY,SALLY	01	OBTAIN PROPERTY FALSE PRET	
400	02CRS003099	G	SASSY,SALLY	51	OBTAIN PROPERTY FALSE PRET	
920	02CR 002370		SASSY,SALLY	01	OBTAIN PROPERTY FALSE PRET	
920	02CR 002371		SASSY,SALLY	01	OBTAIN PROPERTY FALSE PRET	
920	02CR 002372		SASSY,SALLY	01	OBTAIN PROPERTY FALSE PRET	
PF12 - MAIN MENU						MORE (9)

Using the Statewide SID Number Search

This screen provides the ability to view a statewide list of cases, which match the SID number for the selected defendant/alias name. It also allows for viewing the ICA screen for a selected case. See ICA Inquiry Function below.

If the word 'MORE' appears in the lower left corner of the screen, then another screen with a list matching the name requested is waiting to be displayed. Depress and release the {ENTER} key and the next list will appear. Continue this process until the word 'MORE' does not appear or the requested name or case is found.

Statewide SID Number Search Field Descriptions

Refer to the following field descriptions of the data being displayed.

1. **SID (State Identification Number)**
The ten (10) positions State Identification Number is displayed if it was linked through the Check Digit Number and date of arrest to the Division of Criminal Information (DCI) data.
2. **CTY (County)**
This field contains the three (3) digit county number that identifies the county where the record resides.
3. **FILE NUMBER**
The file number for the case is displayed in eleven (11) positions. 'CR' is displayed for the district court and 'CRS' for the superior court.
4. **L (Court Location)**
This field currently displays for Guilford County only. A 'G' indicates a Greensboro case and an 'H' indicates a High Point case.
5. **DEFENDANT (Name)**
This field displays up to twenty-eight (28) positions of the defendant/alias name in the following format:

Last, First, Middle (or Initial), Suffix
6. **CT (Offense Number)**
If one (01) or two (02) is displayed in this field, then the offense displayed is a district court offense. (District court offense numbers can range from 01-49). Fifty-one (51) or fifty-two (52) is displayed for superior court offenses. Superior court offenses can range from 51-99.
7. **OFFENSE**
This field contains the twenty-six (26) character arraigned offense text.
8. **LID (Local Identification Number)**
The Local Identification Number is displayed in up to fifteen (15) positions if it was entered or linked through the Check Digit Number and date of arrest to the Division of Criminal Information (DCI) data.
9. **MORE**
This field indicates whether or not additional or previous data is available for viewing.

Statewide SID Number Search Error Processing

If an invalid function key is selected, the following error message number and message will appear:

SI003 - INVALID PF KEY - PLEASE TRY AGAIN

Returning to the Clerk's Main Menu

To return to the Clerks Main Menu screen from the Statewide SID Number Search screen, press the {PF12} key. The Clerks Main Menu will appear.

ICA INQUIRY FUNCTION

To view the ICA Inquiry screen after a specific name has been identified, complete this function as follows:

1. Place the cursor on the first position of the desired name.
2. Press the {ENTER} key and the ICA Inquiry screen will appear for the name selected. See the Criminal ICA (Index to Criminal Actions) Inquiry section for an explanation of this screen.

Accessing the ICA/File Number Inquiry screen from the Statewide SID Number Search screen

To view a list of cases that contain a matching SID (State Identification) number, access the Statewide SID Number Search screen from the Main Menu, as follows:

1. Enter an 'S' in the Mode field.
2. Enter the SID number in the NAME/SID/LID/CKN/ARR/COM/INCID field.
3. Press the {PF2} key.
4. The Statewide SID Number Search screen will appear with the cursor positioned to the left of the CTY field:

SID: NC0085941A (1)		STATEWIDE SEARCH					
SELECT THE DESIRED CASE BY PLACING THE CURSOR BY THE COUNTY CODE. PRESS ENTER TO RECEIVE THE ICA SCREEN FOR THE SELECTED CASE.							
CTY (2)	FILE NUMBER (3)	L (4)	DEFENDANT (5)	(6)	OFFENSE (7)	LID (8)	
130	01CR 002401		SASSY,SALLY	01	OBTAIN PROPERTY FALSE PRET		
130	01CR 00397		SASSY,SALLY	01	OBTAIN PROPERTY FALSE PRET		
130	01CR 003978		SASSY,SALLY	01	OBTAIN PROPERTY FALSE PRET		
130	01CR 003979		SASSY,SALLY	01	OBTAIN PROPERTY FALSE PRET		
130	01CR 003980		SASSY,SALLY	01	OBTAIN PROPERTY FALSE PRET		
130	01CR 003981		SASSY,SALLY	01	OBTAIN PROPERTY FALSE PRET		
130	01CR 003982		SASSY,SALLY	01	OBTAIN PROPERTY FALSE PRET		
400	02CR 003098	H	SASSY,SALLY	01	OBTAIN PROPERTY FALSE PRET		
400	02CRS003098	H	SASSY,SALLY	51	OBTAIN PROPERTY FALSE PRET		
400	02CR 003099	G	SASSY,SALLY	01	OBTAIN PROPERTY FALSE PRET		
400	02CRS003099	G	SASSY,SALLY	51	OBTAIN PROPERTY FALSE PRET		
920	02CR 002370		SASSY,SALLY	01	OBTAIN PROPERTY FALSE PRET		
920	02CR 002371		SASSY,SALLY	01	OBTAIN PROPERTY FALSE PRET		
920	02CR 002372		SASSY,SALLY	01	OBTAIN PROPERTY FALSE PRET		
F12=CNCL						MORE(9)	

D. Using the 'L' Mode For LID Inquiry from the Clerk's Main Menu

To view all cases within a county with the same LID number within a county, access the Local Identification Inquiry screen from the Main Menu, as follows:

1. Enter an 'L' in the MODE field:
2. Enter the LID number in the NAME/SID/LID/CKN/ARR/COM/INCID field. Any valid three (3) digit county number and the LID number are required. Fifteen (15) positions are available.

NOTE: The Three (3) digit county number is not required for Mecklenburg County.

3. Press the {PF2} key.
4. The Local Identification Inquiry screen will appear with the cursor at the LID# field.

NC AOC CIS NNN COUNTY(2)	LOCAL IDENTIFICATION INQUIRY	CRLIDSP(1)
LID#: 123456 (3) DEFENDANT NAME (6)	C/R DATE (4) RACE(7) SEX(8) DOB(9) FILE#(10) CASE DISP(11) OFFENSE(12) OFF DATE(13) DISP DATE(14) PL VE MOD(15)	IN-JAIL: U(5)
JONES, PHIL, E (17)	W M 06/26/1906 91CR 044244 09/24/91 ASSAULT ON A FEMALE 06/28/91 09/19/91 GU GU JU	
JONES, NAT	MORE OFFENSES(16) W U 00/36/0000 99CR 990004 SIMPLE WORTHLESS CHE 01/05/89 DRIVING WHILE IMPAIR 01/05/89 CIVIL REVOCATION DR 01/05/89	
PF3=ARCHIVES(18) 7=BKWD(19) 8=FWD(20) 12=CNCL(21)		01/13/05 13:53:08

Using the LID Inquiry

This function provides the ability to obtain the jail status of a particular person identified by an LID number and/or to obtain a synopsis of criminal history concerning the LID number with the county.

LID Inquiry Field Descriptions

Refer to the following field descriptions of the data being displayed.

11. **CRLIDSP (Program Name)**
This is a program identifier and cannot be changed. The program name may be useful when talking with the Help Desk.
12. **NNN COUNTY (Number and Name)**
The three (3) digit county number that was entered as part of the LID# and that county name is displayed here.
13. **LID# (Local Identification Number)**
Up to fifteen (15) characters of the LID number are displayed.
14. **C/R (Committed or Released Date)**
If the defendant is in jail (IN-JAIL = 'Y'), the date the defendant was committed to the jail is displayed here as 'C MM/DD/YY'. If the defendant has been released from jail, the date the defendant was released from jail (IN-JAIL = 'N'), the date the defendant was released is displayed here as 'R MM/DD/YY'. If IN-JAIL = 'U', then this field will be blank.
15. **IN-JAIL (Jail Status)**

The jail status of the defendant associated with the LID number is displayed. Jail status will be one of the following codes:

- 'Y' = The defendant identified by the LID number is in jail in the displayed county.
- 'N' = The defendant identified by the LID number was in jail in the displayed county but has been released.
- 'U' = The jail status of the defendant identified by the LID number is undetermined.
- BLANK = No information is known about the jail status for the defendant.

16. DEFENDANT NAME

This field contains the defendant/alias name in the following format:

Last, First, Middle (or Initial), Suffix

17. RACE

This field contains the defendant's race. See the Criminal Miscellaneous Codes for a list of Race Codes.

18. SEX

This field displays the defendant's sex. See the Criminal Miscellaneous Codes for a list of Sex Codes.

19. DOB (Date of Birth)

The defendant's date of birth is displayed in the MM/DD/CCYY format. If the date of birth was not entered and the age was, then the age is displayed as 00/00/nn.

20. FILE # (Number)

The file number for the case is displayed. 'CR' is displayed for the district court and 'CRS' for the superior court. If a 'G' or 'H' displays to the right of the file number, this indicates the court location for a Guilford County case only. A 'G' displays for a Greensboro and an 'H' for High Point.

21. CASE DISP DATE (Disposed)

The system date the last pending offense was disposed is displayed in the MM/DD/YY format.

22. OFFENSE (Charged)

The charged offense text is displayed in twenty (20) positions.

23. Off Date (Offense)

The offense date is displayed in MM/DD/YY format.

24. DISP DATE (Date the Offense was Disposed)

This field displays the offense disposition date in the MM/DD/YY format.

25. PL VE MOD (Plea, Verdict and Method of Disposition)

The Plea, Verdict and Method of Disposition for the offense are displayed. See the Criminal Miscellaneous Codes for a list of Method of Disposition codes.

26. MORE OFFENSES

Fields 12 through 15 can appear up to three (3) times for each file number. In other words, a maximum of three (3) offenses per case is displayed on the screen. If more than three (3) offenses exist for the case, the message 'MORE OFFENSES' will show in a fourth line. These offenses may be viewed through the name inquiry function or the file number function.

27. COUNTY SPECIFIC IDENTIFIERS

County specific identifiers related to the AOC/Local Interface are displayed in this twenty one (21) character field. The identifiers are:

- Buncombe County - Warrant Number
- OFA-Warrant Number
- Mecklenburg County - Complaint Number

The following explains the multiple paging and return processing within the Inquiry screen:

28. F3=ARCHIVES

When this function is selected, the return archived Lid numbers

29. 7=BKWD (Page Backward)

If a 'B' appears in the MORE field, then this function will allow paging backward to the previous screen. Press the {PF7} key. The previous Local Identification Inquiry screen will appear. This function may be repeated until there are no more previous screens and the message:

LD007 - NO MORE CASES TO DISPLAY BACKWARDS

30. 8=FWD (Page Forward)

If an 'F' appears in the MORE field, then this function will allow paging forward to the next screen. Press the {PF8} key. The next Local Identification Inquiry screen will appear. This function may be repeated until there are no more forward screens and the message:

LD016 - NO MORE CASES TO DISPLAY FORWARDS

31. 12=CNCL (Cancel)

To return to the Clerks Main Menu, press the {PF12} key. The Clerks Main Menu will appear.

32. MORE

This field indicates whether or not additional or previous data is available for viewing. If a 'B' appears, then the 7=BKWD function is allowed, if an 'F' appears, then the 8=FWD function is allowed and if 'BF' appears, both functions are allowed.

33. MMDDYY HH:MM:SS (Date and Time)

The system date in MMDDYY format and time in hour, minute, second format is displayed for informational purposes only.

LID Inquiry Error Processing

If an invalid function is selected, the follow error message number and message will appear:

LD012 - INVALID PF KEY - PLEASE TRY AGAIN

Returning to the Clerk's Main Menu

To return to the Clerks Main Menu, press the {PF12} key. The Clerks Main Menu will appear.

E. Using the 'K' Mode For Statewide Check Digit Number Search from the Clerk's Main Menu

To view a list of cases that contain a matching Check Digit #, access the Statewide Check Digit Number Search screen from the Main Menu, as follows:

1. Enter a 'K' in the Mode field.
2. Enter the Check Digit # in the NAME/SID/LID/CKN/ARR/COM/INCID field.
3. Press the {PF2} key.
4. The Statewide Check Digit Number Search screen will appear with the cursor positioned to the left of the CTY field:

CHECK DIGIT NUMBER: (1)		STATEWIDE SEARCH					
SELECT THE DESIRED CASE BY PLACING THE CURSOR BY THE COUNTY CODE. PRESS ENTER TO RECEIVE THE ICA SCREEN FOR THE SELECTED CASE.							
CTY (2)	FILE NUMBER (3)	L (4)	DEFENDANT (5)	(6)	OFFENSE (7)	LID (8)	
130	01CR 002401		SASSY, SALLY	01	OBTAIN PROPERTY FALSE PRET		
130	01CR 00397		SASSY, SALLY	01	OBTAIN PROPERTY FALSE PRET		
130	01CR 003978		SASSY, SALLY	01	OBTAIN PROPERTY FALSE PRET		
130	01CR 003979		SASSY, SALLY	01	OBTAIN PROPERTY FALSE PRET		
130	01CR 003980		SASSY, SALLY	01	OBTAIN PROPERTY FALSE PRET		
130	01CR 003981		SASSY, SALLY	01	OBTAIN PROPERTY FALSE PRET		
130	01CR 003982		SASSY, SALLY	01	OBTAIN PROPERTY FALSE PRET		
400	02CR 003098	H	SASSY, SALLY	01	OBTAIN PROPERTY FALSE PRET		
400	02CRS003098	H	SASSY, SALLY	51	OBTAIN PROPERTY FALSE PRET		
400	02CR 003099	G	SASSY, SALLY	01	OBTAIN PROPERTY FALSE PRET		
400	02CRS003099	G	SASSY, SALLY	51	OBTAIN PROPERTY FALSE PRET		
920	02CR 002370		SASSY, SALLY	01	OBTAIN PROPERTY FALSE PRET		
920	02CR 002371		SASSY, SALLY	01	OBTAIN PROPERTY FALSE PRET		
920	02CR 002372		SASSY, SALLY	01	OBTAIN PROPERTY FALSE PRET		
F12 - MAIN MENU					MORE		

Using the Statewide Check Digit Number Search



This screen provides the ability to view a statewide list of cases, which match the Check Digit number for the selected defendant or alias name. It also allows for viewing the ICA screen for a selected case. See the ICA Inquiry Function below. If the word 'MORE' appears in the lower right corner of the screen, then another screen with a list matching the check digit number requested is waiting to be displayed. Press the {ENTER} key and the next list will appear. Continue this process until the word 'MORE' does not appear or the requested name or case is found.

Statewide Check Digit Number Search Field Descriptions

Refer to the following field descriptions of the data being displayed.

1. **CHECK DIGIT NUMBER**
The seven (7) positions Check Digit Number is displayed.
2. **CTY (County)**
This field contains the three (3) digit county number that identifies the county where the record resides.
3. **FILE NUMBER**
The file number for the case is displayed in eleven (11) positions. 'CR' is displayed for the district court and 'CRS' for the superior court.
4. **L (Court Location)**
This field currently displays the court location for a case in Guilford County only. A 'G' indicates a Greensboro case and an 'H' indicates a High Point case.
5. **DEFENDANT (Name)**
This field displays up to twenty-eight (28) positions of the defendant/alias name in the following format:
Last, First, Middle (or Initial), Suffix
6. **CT (Offense Number)**
If one (01) or two (02) is displayed in this field, then the offense displayed is a district court offense. (District court offense numbers can range from 01-49). Fifty-one (51) or fifty-two (52) is displayed for superior court offenses. Superior court offenses can range from 51-99.
7. **OFFENSE**
This field contains the forty-five (45) character arraigned offense text.
8. **LID (Local Identification Number)**
The Local Identification Number is displayed in up to fifteen (15) positions if it was entered or linked through the Check Digit Number and date of arrest to the Division of Criminal Information (DCI) data.

Statewide Check Digit Number Search Error Processing

If an invalid function key is selected, the following error message number and message will appear:

CK003 - INVALID PF KEY - PLEASE TRY AGAIN

Correct the error and then continue with inquiries.

Returning to the Clerk's Main Menu

To return to the Clerks Main Menu screen from the Statewide Check Digit Number Search screen, press the {PF12} key. The Clerks Main Menu Screen will appear.

ICA INQUIRY FUNCTION

To view the ICA Inquiry screen after a specific name has been identified, complete this function as follows:

1. Place the cursor on the first position of the desired name.
2. Press the {ENTER} key and the ICA Inquiry screen will appear for the name selected. See the Criminal ICA (Index to Criminal Actions) Inquiry section for an explanation of this screen.

F. Using the 'A' Mode for Arrest Number Inquiry from the Clerk's Main Menu

To view all cases within a county with the same Arrest number within a county, access the Arrest Number Inquiry screen from the Main Menu, as follows:

1. Enter an 'A' in the MODE field:
2. Enter the Arrest number in the NAME/SID/LID/CKN/ARR/COM/INCID field. A valid three (3) digit county number and up to ten (10) digit arrest number is required.

NOTE: *The Three (3) digit county number is not required for Mecklenburg County.*

3. Select the {PF2} key.
4. The Arrest Number Inquiry screen will appear.

NC AOC CIS	ARREST NUMBER INQUIRY				CRARSTP (1)
NNN COUNTY (2)					
ARREST#: (3)	RACE: (5)	SEX: (6)	DOB: (7)	FILE#: (8)	CASE DISP DATE (9)
DEFENDANT NAME (4)	OFFENSE (10)	OFF DATE (11)	DISP DATE (12)	MOD (13)	
SASSY,SALLY	W F	05151965	02CRS005456 G	08/23/94	
8808111 (14)	OPERATE/POSSESS SLOT	07/15/94	08/18/94	VD	
	FINANCIAL CARD FRAUD	06/12/94	08/18/94	JR	
	SELLING LOTTERY TICK	04/14/94	08/18/94	DC	
MORE OFFENSES (15)					
PF3=EXIT (16)	7=BKWD (17)	8=FWD (18)	12=CNCL (19)	MORE: (20)	01/06/96 09:08:51 (21)

Using the Arrest Number Inquiry

This function provides the ability to view a list of case(s) for the same arrest number within a specific county.

Arrest Number Inquiry Field Descriptions

Refer to the following field descriptions of the data being displayed.

1. **CRARSTP (Program Name)**
This is a program identifier and cannot be changed. The program name may be useful when talking with the Help Desk.

2. **NNN COUNTY (Number and Name)**
The three (3) digit county number that was entered as part of the arrest number and that county name is displayed here.
3. **ARREST# (Number)**
Up to ten (10) characters of the arrest number are displayed.
4. **DEFENDANT NAME**
This field contains the defendant/alias name in the following format:
Last, First, Middle (or Initial), Suffix
5. **RACE**
This field contains the defendant's race. See the Criminal Miscellaneous Codes for a list of Race Codes.
6. **SEX**
This field displays the defendant's sex. See the Criminal Miscellaneous Codes for a list of Sex Codes.
7. **DOB (Date of Birth)**
The defendant's date of birth is displayed in the MM/DD/CCYY format. If the date of birth was not entered and the age was, then the age is displayed as 00/00/nn.
8. **FILE # (Number)**
The file number for the case is displayed. 'CR' is displayed for the district court and 'CRS' for the superior court. If a 'G' or 'H' displays to the right of the file number, this indicates the court location for a Guilford County case only. A 'G' displays for a Greensboro and an 'H' for High Point.
9. **CASE DISP DATE (Disposed)**
The system date the last pending offense was disposed is displayed in the MM/DD/YY format.
10. **OFFENSE (Charged)**
The charged offense text is displayed in twenty (20) positions.
11. **OFF DATE (Offense)**
The offense date is displayed in MM/DD/YY format.
12. **DISP DATE (Date the Offense was Disposed)**
This field displays the offense disposition date in the MM/DD/YY format.
13. **MOD (Method of Disposition)**
The Method of Disposition for the offense is displayed. See the Criminal Miscellaneous Codes for a list of Method of Disposition codes.
14. **LID (Local Identification Number)**

This field displays the Local Identification Number for the defendant.

15. MORE OFFENSES

Fields 10 through 13 can appear up to three (3) times for each file number. In other words, a maximum of three (3) offenses per case is displayed on the screen. If more than three (3) offenses exist for the case, the message 'MORE OFFENSES' will show in a fourth line. These offenses may be viewed through the name inquiry function or the file number function.

The following explains the multiple paging and return processing within the Inquiry screen:

16. F3=EXIT

When this function is selected, the return will be to the screen from which this screen was accessed. Press the {PF3} key. The appropriate screen from which access was gained will return.

17. 7=BKWD (Page Backward)

If a 'B' appears in the MORE field, then this function will allow paging backward to the previous screen. Press the {PF7} key. The previous Local Identification Inquiry screen will appear. This function may be repeated until there are no more previous screens and the message:

AT007 - NO MORE CASES TO DISPLAY BACKWARDS

18. 8=FWD (Page Forward)

If an 'F' appears in the MORE field, then this function will allow paging forward to the next screen. Press the {PF8} key. The next Arrest Number Inquiry screen will appear. This function may be repeated until there are no more forward screens and the message:

AT016 - NO MORE CASES TO DISPLAY FORWARDS

19. 12=CNCL (Cancel)

To return to the Clerks Main Menu, press the {PF12} key. The Clerks Main Menu will appear.

20. MORE

This field indicates whether or not additional or previous data is available for viewing. If a 'B' appears, then the 7=BKWD function is allowed, if an 'F' appears, then the 8=FWD function is allowed and if 'BF' appears, both functions are allowed.

21. MMDDYY HH:MM:SS (Date and Time)

The system date in MMDDYY format and time in hour, minute, second format is displayed for informational purposes only.

Arrest Number Inquiry Error Processing

If an invalid function is selected, the follow error message number and message will appear:

AT012 - INVALID PF KEY - PLEASE TRY AGAIN

Returning to the Clerk's Main Menu

To return to the Clerks Main Menu, press the {PF12} key. The Clerks Main Menu will appear.

G. Using the 'C' Mode for Complaint Number Inquiry from the Clerk's Main Menu

To view all cases with the same complaint number within a county, access the Complaint Number Inquiry screen from the Main Menu, as follows:

1. Enter a 'C' in the MODE field:
2. Enter the complaint number in the NAME/SID/LID/CKN/ARR/COM/INCID field. A valid three (3) digit county number and up to thirteen (13) digit complaint number is required.

NOTE: *The Three (3) digit county number is not required for Mecklenburg County.*

3. Press the {PF2} key.
4. The Complaint Number Inquiry screen will appear.

NC AOC CIS NNN COUNTY (2)	COMPLAINT NUMBER INQUIRY				CRCMPNP (1)
COMPLAINT#: (3)	RACE: (5)	SEX: (6)	DOB: (7)	FILE#: (8)	CASE DISP DATE (9)
DEFENDANT NAME (4)	OFFENSE (10)	OFF DATE (11)	DISP DATE (12)	MOD (13)	
SASSY,SALLY 8808112 (14)	W F	05151965	02CRS005456	08/23/94	
	OPERATE/POSSESS SLOT		07/15/94	08/18/94	VD
	FINANCIAL CARD FRAUD		06/12/94	08/18/94	JR
	SELLING LOTTERY TICK		04/14/94	08/18/94	DC
MORE OFFENSES (15)					
PF3=EXIT (16)	7=BKWD (17)	8=FWD (18)	12=CNCL (19)	MORE: (20)	01/06/96 09:08:51 (21)

Using the Complaint Number Inquiry

This function provides the ability to view a list of case(s) for the same Complaint number within a specific county.

Complaint Number Inquiry Field Descriptions

Refer to the following field descriptions of the data being displayed.

1. **CRCMPNP (Program Name)**
This is a program identifier and cannot be changed. The program name may be useful when talking with the Help Desk.
2. **NNN COUNTY (Number and Name)**
The three (3) digit county number that was entered as part of the complaint number and that county name is displayed here.
3. **COMPLAINT# (Number)**
Up to thirteen (13) characters of the complaint number are displayed.
4. **DEFENDANT NAME**
This field contains the defendant/alias name in the following format:
Last, First, Middle (or Initial), Suffix
5. **RACE**
This field contains the defendant's race. See the Criminal Miscellaneous Codes for a list of Race Codes.
6. **SEX**
This field displays the defendant's sex. See the Criminal Miscellaneous Codes for a list of Sex Codes.
7. **DOB (Date of Birth)**
The defendant's date of birth is displayed in the MM/DD/CCYY format. If the date of birth was not entered and the age was, then the age is displayed as 00/00/nn.
8. **FILE # (Number)**
The file number for the case is displayed. 'CR' is displayed for the district court and 'CRS' for the superior court. If a 'G' or 'H' displays to the right of the file number, this indicates the court location for a Guilford County case only. A 'G' displays for a Greensboro and an 'H' for High Point.
9. **CASE DISP DATE (Disposed)**
The system date the last pending offense was disposed is displayed in the MM/DD/YY format.
10. **OFFENSE (Charged)**
The charged offense text is displayed in twenty (20) positions.
11. **OFF DATE (Offense)**
The offense date is displayed in MM/DD/YY format.
12. **DISP DATE (Date the Offense was Disposed)**
This field displays the offense disposition date in the MM/DD/YY format.

13. **MOD (Method of Disposition)**
The Method of Disposition for the offense is displayed. See the Criminal Miscellaneous Codes for a list of Method of Disposition codes.
14. **LID (Local Identification Number)**
This field displays the Local Identification Number for the defendant.
15. **MORE OFFENSES**
Fields 10 through 13 can appear up to three (3) times for each file number. In other words, a maximum of three (3) offenses per case is displayed on the screen. If more than three (3) offenses exist for the case, the message 'MORE OFFENSES' will show in a fourth line. These offenses may be viewed through the name inquiry function or by file number function.

The following explains the multiple paging and return processing within the Inquiry screen:

16. **F3=EXIT**
When this function is selected, the return will be to the screen from which this screen was accessed. Press the {PF3} key. The appropriate screen from which access was gained will return.
17. **7=BKWD (Page Backward)**
If a 'B' appears in the MORE field, then this function will allow paging backward to the previous screen. Press the {PF7} key. The previous Local Identification Inquiry screen will appear. This function may be repeated until there are no more previous screens and the message:

CP007 - NO MORE CASES TO DISPLAY BACKWARDS
18. **8=FWD (Page Forward)**
If an 'F' appears in the MORE field, then this function will allow paging forward to the next screen. Press the {PF8} key. The next Complaint Number Inquiry screen will appear. This function may be repeated until there are no more forward screens and the message:

CP016 - NO MORE CASES TO DISPLAY FORWARDS
19. **12=CNCL (Cancel)**
To return to the Clerks Main Menu, press the {PF12} key. The Clerks Main Menu will appear.
20. **MORE**
This field indicates whether or not additional or previous data is available for viewing. If a 'B' appears, then the 7=BKWD function is allowed, if an 'F' appears, then the 8=FWD function is allowed and if 'BF' appears, both functions are allowed.
21. **MMDDYY HH:MM:SS (Date and Time)**
The system date in MMDDYY format and time in hour, minute, second format is displayed for informational purposes only.

Complaint Number Inquiry Error Processing

If an invalid function key is selected, the follow error message number and message will appear:

CP012 - INVALID PF KEY - PLEASE TRY AGAIN

Returning to the Clerk's Main Menu

To return to the Clerks Main Menu, press the {PF12} key. The Clerks Main Menu will appear.

H. Using the 'N' Mode for Incident Number Inquiry from the Clerk's Main Menu

To view a list of cases with the same incident number within a county, access the Incident Number Inquiry screen from the Main Menu, as follows:

1. Enter a 'N' in the MODE field:
2. Enter the incident number in the NAME/SID/LID/CKN/ARR/COM/INCID field. A valid three (3) digit county number and up to nine (9) digit incident number is required.
3. Press the {PF2} key.

If an error occurs, the following error message numbers and messages will appear:

NC008 - INCIDENT NUMBER NOT FOUND FOR COUNTY

NC017 - COUNTY 999 NOT VALID FOR INCIDENT NUMBER INQUIRY

3. The Incident Number Inquiry screen will appear.

NC AOC CIS NNN COUNTY (2)	INCIDENT NUMBER INQUIRY				CRINCRP (1)
INCIDENT#: (3)	(5)	(6)	(7)	(8)	
DEFENDANT NAME (4)	RACE	SEX	DOB	FILE#	
SASSY,SALLY	W	F	09161965	02CRS000770	
	FORGERY OF INSTRUMEN	11/29/01	02/05/02	VD	
	UTTERING FORGED INST	11/29/01	02/05/02	JU	
SASSY,SALLY	W	F	09161965	02CRS000771	
	FORGERY OF INSTRUMEN	11/29/01	02/05/02	VD	
	UTTERING FORGED INST	11/29/01	02/05/02	JU	
7=BKWD (13)	8=FWD (14)	12=CNCL (15)	MORE: F (16)	08/05/02 15:21:24 (17)	

Using the Incident Number Inquiry

This function provides the ability to view all cases for the same Incident number within a specific county.

Incident Number Inquiry Field Descriptions

Refer to the following field descriptions of the data being displayed.

1. **CRINCRP (Program Name)**
This is a program identifier and cannot be changed. The program name may be useful when talking with the Help Desk.
2. **NNN COUNTY (Number and Name)**
The three (3) digit county number that was entered as part of the incident number and county name is displayed here.
3. **INCIDENT# (Number)**
Up to nine (9) characters of the incident number are displayed.
4. **DEFENDANT NAME**
This field contains the defendant/alias name in the following format:
Last, First, Middle (or Initial), Suffix
5. **RACE**
This field contains the defendant's race. See the Criminal Miscellaneous Codes for a list of Race Codes.
6. **SEX**
This field displays the defendant's sex. See the Criminal Miscellaneous Codes for a list of Sex Codes.
7. **DOB (Date of Birth)**
The defendant's date of birth is displayed in the MM/DD/CCYY format. If the date of birth was not entered and the age was, then the age is displayed as 00/00/nn.
8. **FILE # (Number)**
The file number for the case is displayed. 'CR' is displayed for the district court and 'CRS' for the superior court. If a 'G' or 'H' displays to the right of the file number, this indicates the court location for a Guilford County case only. A 'G' displays for a Greensboro and an 'H' for High Point.
9. **OFFENSE (Charged)**
The charged offense text is displayed in twenty (20) positions.
10. **OFF DATE (Offense)**
The offense date is displayed in MM/DD/YY format.

11. DISP DATE (Date the Offense was Disposed)

This field displays the offense disposition date in the MM/DD/YY format.

12. MOD (Method of Disposition)

The Method of Disposition for the offense is displayed. See the Criminal Miscellaneous Codes for a list of Method of Disposition codes.

The following explains the multiple paging and return processing within the Inquiry screen:

13. 7=BKWD (Page Backward)

If a 'B' appears in the MORE field, then this function will allow paging backward to the previous screen. Press the {PF7} key. The previous Incident Inquiry screen will appear. This function may be repeated until there are no more previous screens and the message:

NC007 - NO MORE CASES TO DISPLAY BACKWARDS

14. 8=FWD (Page Forward)

If an 'F' appears in the MORE field, then this function will allow paging forward to the next screen. Press the {PF8} key. The next Incident Inquiry screen will appear. This function may be repeated until there are no more forward screens and the message:

NC016 - NO MORE CASES TO DISPLAY FORWARDS

15. 12=CNCL (Cancel)

To return to the Clerks Main Menu, press the {PF12} key. The Clerks Main Menu will appear.

16. MORE

This field indicates whether or not additional or previous data is available for viewing. If a 'B' appears, then the 7=BKWD function is allowed, if an 'F' appears, then the 8=FWD function is allowed and if 'BF' appears, both functions are allowed. If there are no multiple screens to view, this field will not appear on the screen.

17. MMDDYY HH:MM:SS (Date and Time)

The system date in MMDDYY format and time in hour, minute, second format is displayed for informational purposes only.

Incident Number Inquiry Error Processing

If an invalid function key is selected, the follow error message number and message will appear:

NC012 - INVALID PF KEY

Returning to the Clerk's Main Menu

To return to the Clerks Main Menu, press the {PF12} key. The Clerks Main Menu will appear.

CONFIDENTIAL

This section intentionally left blank.



CRIMINAL DEFENDANT RECORD CHECK (PF3)

ACCESSING THE DEFENDANT RECORD CHECK FUNCTION

To conduct an electronic record check on an individual, access the Defendant Record Check Request screen from the Menu screen as follows:

1. Press the {PF3} key.

NOTE: *No entry is necessary at the Menu screen.*

2. The Defendant Record Check Request screen will appear with the cursor in the first position of the NAME field.

NNN COUNTY (1)	DEFENDANT RECORD CHECK REQUEST			MMDDYY (2)
NAME: (3)				LID: (4)
CRITERIA-	RACE: (5)	SEX: (6)	DATE OF BIRTH: (7)	
CASE SELECTION: (8)		('X' ALL DESIRED CATEGORIES)		
		PENDING: X	DISPOSED: X	
		CONVICTED: X	MOTOR VEHICLE: X	
		UNSERVED: X		
		AOC REQUEST: (9)	(INCLUDES ALL RECORDS) (NAME WILL BE SOUNDEXED)	
PF-12 TO RETURN TO MAIN MENU				

USING THE DEFENDANT RECORD CHECK FUNCTION

This function provides the ability to perform an electronic record search based upon selection criteria and screen printing the results. The Clerk of Court requires certification of the data. Refer to the section entitled DEFENDANT RECORD CHECK REQUEST FIELD DESCRIPTIONS for data requirements.

NOTE: *Refer to USING THE DEFENDANT RECORD CHECK ARCHIVES FUNCTION for descriptions of Archival Cases and selection criteria.*

DEFENDANT RECORD CHECK REQUEST FIELD DESCRIPTIONS

Each data field is listed in numerical sequence as it appears on the screen from left to right. Explanations of all possible data elements along with data error messages are provided.

- 1. NNN COUNTY (County Number and Name)**
The three (3) digit county number and name originating the request is displayed.
- 2. MMDDYY (Current Date)**
This is the system date displayed in MonthDayYear format.
- 3. NAME (DEFENDANT OR ALIAS)**
Either the defendant name or the LID number must be entered for a record check. Enter the name in up to twenty eight (28) positions. As in all names, use the standard system name format (Last, First, Middle (Initial), Suffix). The full name is desired, but at least one alphabetic character is accepted. The name is required in order to perform the record check function and the following will apply:

SOUNDEX MATCH

A soundex match is requested by ending the requested name with a question mark (?). An example would be Smith? Or, by entering an "X" in the AOC REQUEST field. In either case, no first name information is used in evaluating name matches.

PARTIAL MATCH

A partial match is requested by using one of three methods: entering the last name; last name and comma; or last name, comma and question mark. Examples would be 'Smith', 'Smith,', or 'Smith,' or, by entering a fixed last name and a partial first name with a question mark. Examples would be 'Smith, J?' and 'Smith, Jo?'

EXACT NAME MATCH

An exact name match is requested by enter the name 'exactly' as it was originally entered in the automated system. No question mark is used in this type of request.

NOTE: See "Introduction" chapter for name entry standards. Names should not include commas or periods. For company/business names, see "Miscellaneous - Naming Standards Appendix" – Page 1: Entering Corporation or Company Names.

NOTE: The AOC Automated and Criminal Infraction System (ACIS) will allow 28 characters to be entered for a defendant's name. However, only a maximum of 27 characters of the name will be displayed on an inquiry. (Exception is the Clerks Secured Menu, which displays all 28 characters.) This "truncated" version occurs because the 28th spot is reserved for the '*' or the '@' sign to be shown when the defendant has an alias.

This cannot be corrected in the current ACIS system and unfortunately, this can cause a problem when inquiring by exact names. Example: A record created with a

complete, true defendant's name - Acme, William, Christopher, III will be accepted in ACIS, however, could result in a "no matches for this request" if inquired, via PF3, by the complete, true name.

4. LID (Local Identification Number)

Either the defendant name or the LID number must be entered for a record check. If a record check is requested for an LID number, then this field is required. Enter the LID number if fifteen (15) alphanumeric positions.

5. RACE

This is a one (1) character field and A, B, I, O, U, W or X may be entered but is not required. If entered, all cases matching the race or a blank race will be selected. Should the field be left blank, all cases passing the NAME request criteria will be displayed.

6. SEX

This is a one (1) character field and F, M, U OR X may be entered but is not required. If entered, all cases matching the sex or a blank sex will be selected. If the field is left blank, all cases passing the NAME request criteria will be displayed.

7. DATE OF BIRTH

This is an eight (8) character numeric field and a date of birth may be entered but is not required. If entered, all cases matching the date of birth or a blank date of birth will be selected. If the field is left blank, all cases passing the NAME request criteria will be displayed.

8. CASE SELECTION

PENDING:, DISPOSED:, CONVICTED:, MOTOR VEHICLE: OR UNSERVED

These are one (1) character fields and at least one selection is required unless the AOC REQUEST option is selected. Enter an 'X' beside the option(s) desired. Multiple options may be requested per name. Each option causes different data to be selected/displayed.

9. AOC REQUEST

This is a one (1) character field but is not required if at least one case selection is entered. Should an 'X' be entered for this selection, the last name of the requested name is automatically soundexed by the system and a search is conducted among all of the above categories. This option returns large amounts of data and should only be used in instances where there is uncertainty about the defendant name or the case data to be selected.

CRIMINAL RECORD CHECK REQUEST PROCESSING

Take time to review the screen, depress and release the {ENTER} key and if no errors occur, the Criminal Check screen will appear:

(1)	XXX COUNTY	ATTENTION - USE PF3 FOR ARCHIVES			
(2)	101294 CRIMINAL CHECK-	PENDING - -DISPOSED - -MOTOR V. - -UNSERVED - -CONVICTED			
(3)	CRITERIA- NAME: SASSY,SALLY	R=RACE: S=SEX: DOB:			
(3)	CRITERIA- LID: 12345678				
(4)	SASSY,SALLY (4)	* RT 1	S=F R=W	DOB=05151965	01CR 022300
(5)	AKA SASSY,SILLY	@			
(6)	LID: 12345678				
(7)	OF:100202 (T) DRIVING WHILE IMPAIRED	GUILTY		102501 CR	
(8)	FINE/COSTS\$ 85	REST\$	SENT: 001 Y	TYPE:	PROB: 002 Y SUPERVISED
(9)	VICTIMS RIGHTS: Y DOM VIOL CH: Y DOMESTIC VIOLENCE CONVICTED: Y				
(10)	SEE ALSO 02CR22301 02CR22302 02CR22303 02CR22304				PLUS MORE
(11)	SPEC. COND: DEFENDANT RECEIVED LIMITED DRIVING PRIVILEGE				
	OF:060101 (I) FAIL YLD STOPSIGN/FLSH RED LGT	NOT RESPONSIBLE		102501 CR	
	++	++	++		
	SASSY,SALLY	RT 1	S=F R=W	DOB=05151965	01CR 022301
	LID: 12345678				
	OF:100201 (T) SPEEDING	080/55	GUILTY		102501 CR
	OF: 100201 (T) OWN AND OPER VEH WITH NO INS.	GUILTY		102501 CR	
(12)	CONSOLIDATED FOR JUDGMENT WITH 94CR22300				
	++	++	++		
	SASSY,SALLY	RT 1	S=F R=W	DOB=05151965	99CR 023044
	OF:110199 (T) SPEEDING	085 IN 55 ZONE	REINSTATED		TRIAL- 011101 CR
	++	++	++		
(13)	OF:OFFENSE DATE S=SEX R=RACE DOB=BIRTH (M)MISD (F)FELONY (T)TRAFFIC PF3-ARCHIVE MORE-				

CRIMINAL CHECK FIELD DESCRIPTIONS

The selection criteria will appear at the top of the screen followed by a listing of cases satisfying the requested selection(s). A description of data that may or may not appear, depending upon the status of the case, is explained by line number instead of by field number. Refer to the following line numbers for an explanation.

LINE 1**XXX COUNTY**

This field displays the AOC county number and name in which the case resides.

ATTENTION

This message alerts the user that there may be archived records to be displayed. This only appears in counties where records have been archived.



LINE 2**CURRENT DATE**

This field represents the date the record check was requested.

CRIMINAL CHECK

The case selection (PENDING, DISPOSED, MOTOR V. UNSERVED, CONVICTED) is displayed as requested from the Record Check Menu.

LINE 3**CRITERIA- (Name or LID Number and Race, Sex and Date of Birth)**

The name or the LID number is displayed as requested in the Record Check Menu along with any other selection criteria such as the race, sex or date of birth. If name and LID are entered as criteria, LID will be displayed on this line.

LINE 4**DEFENDANT NAME**

The defendant name, matching the request, is displayed as stored in the database record.

DEFENDANT STREET ADDRESS

Only a portion of the defendant street address is displayed to the right of the defendant name.

SEX, RACE, DATE OF BIRTH

The sex, race and date of birth as stored in the database record are displayed to the right of the defendant street address.

FILE NUMBER

The file number for the case is displayed to the right of the SEX, RACE and DATE OF BIRTH fields. This field may be erased to remove this case from the screen before printing. If a 'G' or 'H' displays to the right of the file number, this indicates the court location for a Guilford County case only. A 'G' displays for a Greensboro and an 'H' for High Point.

LINE 5**ALIAS NAME**

If one or more alias names have been entered for the defendant in the case, it is displayed on this line and repeated for each alias name. One or more lines could appear. This line will not appear if there is no alias name.

NOTE: An 'asterisk' () in the right most position of the name field indicates an alias name was entered for the case as well as the defendant name. An 'at sign' (@) in the right most position indicates that the name displayed in this screen is an alias name.*

LINE 6

LID (Local Identification Number)

The LID number is displayed directly under the Defendant or Alias name(s). If the case does not have an LID number, then this print line is omitted.

LINE 7**OF (Offense Date)**

The date of the offense is displayed directly under the Defendant or Alias name(s).

OFFENSE (Type and Description)

The type of offense (MFTI - MISD, FEL, TRAFF, and INFR) is displayed to the right of the Offense Date. If the offense is pending or has a not guilty verdict or has been dismissed, the charged/arraigned offense type and text are displayed. If the offense has a guilty verdict, then the convicted offense type and text are displayed. If the conviction was of a lesser offense, the lesser offense type and text will be displayed directly under this line.

CASE STATUS

The status of the case is displayed to the right of the offense. Examples are: PENDING, UNSERVED, REDELIVERED with the word TRIAL, TRANSFERRED TO S.C., APPEALED TO S.C., GUILTY, NOT GUILTY, REINSTATED, REMAND TO DISTRICT, RESP LESSER OFFENSE, DISMISS WITH LEAVE, DEF PROC/PROSC DISM etc.

STATUS DATE

The disposition date, date of the transfer or appeal to superior court, etc., is displayed here with the court level of 'CR' or 'CRS'.

Line 6 is repeated for each offense or case status change at each court level.

LINE 8**FINE/COSTS**

If the offense has fine or costs, the total of fine and cost is displayed directly under the Offense Date, else this area may be blank.

REST (Restitution)

If the case has restitution, it is displayed to the right of the Fine/Costs; else this area may be blank.

SENT (Sentence)

If there is sentencing in the offense, it is displayed to the right of the REST field.

TYPE (Sentence)

The type of sentencing is displayed where A = Active Punishment, I = Intermediate Punishment and C = Community Punishment. For offenses committed before 10/01/94 or non-structured sentencing offenses, only an 'A' or blank will display.

PROB (Probation Length and Frame)

If the offense has a probation length and frame, it is displayed here.

PROBATION/ MONIES PAID

If the offense has a probation length and frame, Supervised or Unsupervised probation is displayed here. If there is no probation length and frame, then the monies paid or not paid status will be displayed.

NOTE: *Line 8 is present only if a guilty verdict was found and the district offense is not appealed or transferred to superior court and the case has not been reinstated to pending status.*

NOTE: *Line 7 will not display when an offense has a consolidated for judgment file/offense number. It will be replaced with Line 8.*

Line 9**VRA (Victims Rights Amendment)**

This field is primarily to allow for statistical gathering and tracking of cases that are categorized under the Victims' Rights legislation. In this one character field, 'Y' is the only stored value; 'N' and (blank) are the same. Implemented 12-04.

DOM VOL CH (Domestic Violence Charged)

This field contains a one character flag that indicates whether the defendant has been charged with a domestic violence offense (not offense code specific). Implemented 12-04.

DOMESTIC VIOLENCE CONVICTED

This field contains a one character flag that indicates whether the defendant has been found guilty of a domestic violence charge (court decides that details fall under the domestic violence statute; not offense code specific). Implemented 12-04.

LINE 10**SEE ALSO**

If the offense being displayed is a lead offense for consolidated for judgment offenses, then the file/offense number(s) for each consolidated offense is displayed. Up to four (4) file/offense numbers will be displayed. If more than four (4) file/offense numbers are involved, then the words 'PLUS MORE' will appear to the right of this field indicating there are more files/offenses than can be displayed. (Refer to the Consolidated for Judgment screen in the Disposition {PF8} Screen).

NOTE: *Line 9 will display only in the lead file/offense number when offenses from other cases have been consolidated for judgment with the displayed file/offense number.*



LINE 11**SPECIAL CONDITIONS**

If the offense has special conditions the first line is displayed directly under Line 7, Line 8 or Line 9.

NOTE: *Each of the above lines may or may not be displayed for each offense in a case and at each court level (CR or CRS).*

LINE 12**CONSOLIDATED FOR JUDGMENT WITH**

If the offense has been consolidated for judgment with a lead offense, then the file/offense number of the offense containing the judgment is displayed here.

NOTE: *Line 8 will not display in a lead file/offense.*

LINE 13

!OF:OFFENSEDATE!S=SEX!R=RACE!DOB=BIRTH! (M) MISD! (F) FELONY! (T) TRAFFIC!

An explanation of the abbreviated field titles appearing in the screen is displayed on this line. Should the word MORE appear in the lower right portion of the screen, more names matching the requested criteria are available for viewing? Press the {ENTER} key to view these names. This method may be continued as long as MORE continues to appear or until all cases have been found.

PF3-ARCHIVE MORE-

This highlighted program function options indicates that a search for archived records may be performed. Press the {PF3} key to view archived records. See 'USING THE DEFENDANT RECORD CHECK ARCHIVES FUNCTION' for additional information on viewing archival records.

Should the word 'MORE' appear in the lower right portion of the screen, additional records matching the requested criteria are available for viewing. Press the {ENTER} key to view these records. If desired, this method may be continued as long as 'MORE' appears.

PRINTING THE CRIMINAL RECORD CHECK REQUEST

A copy of the requested name and associated selection criteria may be printed. This can be accomplished by initiating a screen print. Be careful to include only those cases meeting the selection criteria on the printed record check.

1. Identify those cases which meet the selection criteria.
2. Blank all file numbers which do not pertain to the selection criteria by moving the cursor to the first position of each unwanted file number and remove the file number with the space bar.
3. Be sure all cases that should not print have had the file numbers removed.
4. Press the {ENTER} key and wait for the returning screen to be formatted with the data to appear on the print request.
5. Press the print key and the printed copy may be used as a record check after it is certified.
6. If the word 'MORE' appears at the bottom of the screen, press the {ENTER} key for the next screen of names to appear. Repeat steps 1-5 above, if desired.

CRIMINAL RECORD CHECK REQUEST RETURN PROCESSING

When all printing is complete, press the {PF12} key. This will cause a return to the Criminal Record Check Request screen. Press the {PF12} key again in order to return to the Menu screen.

USING THE DEFENDANT RECORD CHECK ARCHIVES FUNCTION

Only Wake and Mecklenburg counties have archived records on the system. It is not applicable unless you are looking at records in those two counties. All cases that meet the archive criteria are not archived. The process of moving production cases to archival cases is done periodically and not for all counties.

The following is a listing of the archive case criteria:

(These rules were followed exactly for Wake County. When Mecklenburg County was converted to ACIS, some of their data was not compatible with ACIS data. These cases were written to the archive database in order to keep a partial history of the case. Some of the data fields appear with data such as 'unknown' and do not follow the archived rules)

1. Cases with a felony charge have not been archived.
2. Cases with an SBI Fingerprint Check Digit number have not been archived.
3. Cases with a misdemeanor offense type (M) and a not guilty (NG) verdict are archived thirty (30) days past the most current offense disposition date (DISP DATE) and the date of the last update (the system date captured when the last update to the case was made).
4. Cases with a misdemeanor offense type (M) and a guilty (GU) verdict are archived one hundred eighty (180) days past the most current offense disposition date (DISP DATE) and

the date of the last update (the system date captured when the last update to the case was made).

5. Cases where all offenses are motor vehicle (offense type T or I) are archived thirty (30) days past the most current offense disposition date (DISP DATE) and the date of the last update (the system date captured when the last update to the case was made).
6. Cases where the Supplemental {PF6} REINSTATEMENT field is equal to 'Y' will not be archived.
7. Cases where the Disposition {PF8} MONIES PAID field is equal to 'N' will not be archived.
8. Cases in an appealed status to the State Court of Appeals will not be archived.
9. All cases with a filing year of 1989 or older will be archived.
10. Criminal cases where the only offense is an offense type of 'I' (Infraction) will not be archived. These cases are in error.

If the defendant record check request does not find any records matching the requested criteria, the following screen will appear:

NNN COUNTY 022494 CRIMINAL CHECK- CRITERIA- NAME: SASSY,SALLY RACE:	ATTENTION - USE PF3 FOR ARCHIVES PENDING - -DISPOSED - -MOTOR V. - -UNSERVED - -CONVICTED SEX: DOB:
NO NON-ARCHIVE MATCHES FOR THIS REQUEST - USE PF3	
/OF:OFFENSE DATE S=SEX R=RACE DOB=BIRTH (M)MISD (F)FELONY (T)TRAFFIC PF3 ARCHIVE *ARC*	



To view the archived cases, press the {PF3} key. The following screen will appear:

(1)	NNN COUNTY						
(2)	022494 CRIMINAL ARCHIVES-					--DISPOSED - -MOTOR V. - -CONVICTED	
(3)	CRITERIA- NAME: KELLOG?					RACE: SEX: DOB:	
(3)	CRITERIA- LID: 12345678?					RACE: SEX: DOB:	
(4)	KELLOG,ALAN,JAY	PO BOX 673	S=M	R=W	DOB=08171967	86CR 026152	
(5)	LID: 12345678						
(5)	OF: 5491 (T) VEHICLE NOT REGISTERED/TITLED					CONVICTED	101486 CR
(6)	FINE/COSTS\$ 87 REST\$ SENT: 010		D			PROB:NONE	UNSUPERVISED
(7)	SPEC. COND: JUDGE GARY S. CASH						
	OF: 5494 (T) OWN AND OPER VEH WITH NO INS					CONVICTED	101486 CR
	FINE/COSTS\$ REST\$ SENT: 010		D			PROB:NONE	SATISFIED
	SPEC. COND: SEE FIRST CHG FOR JUDGMENT						
		--	--			--	
	KELLOG,ALAN,JAY	PO BOX 673	S=M	R=W	DOB=08171967	86CR 026153	
	LID: 12345678						
	OF: 5491 (T) VEHICLE NOT REGISTERED/TITLED					CONVICTED	101486 CR
	FINE/COSTS\$ 37 REST\$ SENT: 010		D			PROB:006M	UNSUPERVISED
	SPEC. COND: JUDGE GARY S. CASH						
		--	--			--	
(8)	{OF:OFFENSE CODE DOB=BIRTH (M)MISD (T)TRAFFIC (I)INFRACT						MORE-

LINE 1

NNN COUNTY (County Number and Name)

The three (3) digit county number and name originating the request is displayed.

LINE 2

MMDDYY (Current Date)

This field represents the date the record check was requested.

LINE 3

SELECTION CRITERIA FROM REQUEST SCREEN

The name or LID number is displayed as requested in the Record Check Menu along with any other selection criteria such as the race, sex or date of birth.

LINE 4

DEFENDANT NAME

The defendant name or LID number, which matched the request, is displayed as stored in the database record. If an alias name exists for the case, it is displayed directly under the defendant name field; else this area may be blank. If an LID number exists for the case, it is displayed directly under the defendant name field; else this area may be blank

DEFENDANT ADDRESS

Only a portion of the defendant street address is displayed to the right of the defendant name.

SEX, RACE, DATE OF BIRTH

The sex, race and date of birth as stored in the database record are displayed to the right of the defendant street address field.

FILE NUMBER

The file number for the case is displayed to the right of the SEX, RACE and DATE OF BIRTH fields.

LINE 5**OF (Offense Code)**

The offense code is displayed directly under the Defendant/Alias name(s) fields. The offense date is not available for archival cases.

OFFENSE TYPE

The type of offense (MFTI - MISD, TRAFF, and INFR) is displayed to the right of the Offense Code field.

OFFENSE (Text)

The offense description is displayed to the right of the Offense Type field.

CASE STATUS

The status of the case is displayed to the right of the Offense field. Examples are: CONVICTED, NOT GUILTY, DISMISSED, etc.

DISPOSITION DATE

The disposition date is displayed to the right of the case status field.

COURT TYPE

The court type of 'CR' (criminal district court) or 'CRS' (criminal superior court) is displayed to the right of the disposition date field.

LINE 6**FINE/COSTS**

If the case has fine and/or costs, the total is displayed directly under the Offense Date field, else this area may be blank.

REST\$ (Restitution)

If the case has restitution, it is displayed to the right of the Fine/Costs field; else this area may be blank.

SENT (Sentence)

If there is sentencing in the case, it is displayed to the right of the Restitution field along with the length (D=Days, M=Months, etc.), else this area may be blank.

PROB (Probation)

If there is probation in the case, it is display to the right of the Sentence field along with the probation length, (M=Months, Y=Years, etc.), else this area may be blank.

MONIES PAID

If the defendant has not complied with the monies judgment, then NOT PAID is displayed. If the defendant has complied with the monies judgment, then PAID is displayed.

LINE 7**SPEC. COND (Special Conditions)**

The first line of special conditions in the case is displayed directly under the Fine/Costs field.

LINE 8

{OF: OFFENSE CODE;DOB=BIRTH; (M) MISD; (T) TRAFFIC; (I) INFRACT;

A partial list of abbreviations and the associated explanation appears at the bottom of the screen.

If no archival case(s) were found for the selection criteria, the screen will return with the message 'NO ARCHIVAL MATCHES FOR THIS REQUEST'. Check to be sure the defendant had case(s) meeting the archived case rules.

If the archived record check needs to be printed, follow the same steps as for printing the non-archived Criminal Record Check.

CRIMINAL RECORD CHECK ARCHIVES FUNCTION RETURN PROCESSING

When all printing and record checks have been completed, press the {PF12} key. The Criminal Record Check Request screen will appear. To return to the CIS Inquiry Menu, press the {PF12} key.

This section intentionally left blank.

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CRIMINAL PROCESS INQUIRY FUNCTION (PF4)

ACCESSING THE PROCESS INQUIRY FUNCTION

To view a criminal case initiated from a Warrant, Summons, Magistrate Order, Bill of Indictment, etc., access the Criminal Process Inquiry screen from the Clerks Main Menu as follows:

1. Enter the File Number YYXXX999999 where

YY = File Year (default is current year; range is 1966 to current year)
 XXX = Classification (CR or CRS)
 999999 = Sequence Number (Zero Filled)

2. Enter an 'I' (Inquiry) in the MODE field.
3. Press the {PF4} key.
4. The following screen will appear with the cursor at the NEXT# field:

I (1)		CRIMINAL PROCESS INQUIRY	NN (2)	FILE NUMBER: (3)
DEFENDANT: (4)			RACE: (5)	SEX: (6) DOB: (7) AGE: (8)
ADDRESS: (9)	/			JAIL: (10)
CITY: (11)		STATE: (12)	ZIP: (13)	
			DEF D.L: (14)	ST: (15)
PROCESS: (16)	OFFENSE: (17)	AC: (18)	DV CV: (19)	VRA: Y (20) W/C TOT: \$ 00000 . 00 (21)
MFTI (22)	TEXT: (23)			GS: (24)
OFFENSE DATE: (25)		ISSUED DATE: (26)		SERVICE DATE: (27)
ARREST DATE: (28)		CHECK DIGIT: (29)	INCIDENT NO: (30)	RS/RV CD: (31)
ARREST NO: (32)		WARRANT NO: (33)		LID NO: (34)
TRIAL DATE: (35)		AM/PM/NC: (36)		COURTROOM: (37)
WITNESS NO.: (38)				
COMPLAINANT: (39)			NO: (40)	AGCY: (41) TYPE: (42) SUB: (43)
ADDRESS: (44)	/			
CITY: (45)		STATE: (46)	ZIP: (47)	
HOME PHONE: (48)		BUS PHONE: (49)	CDL:N (50)	CMV:N (51) HAZ:N (52)
SERIAL #: (53)		BOND.AMT: (54)	BOND.TYPE: (55)	ADDL CHARGES: (56)
CVR EFF.DT: (57)				
ALIAS:		INQUIRY ALIAS: (58)		INQUIRY ADDL CHARGES: (59)
				INQUIRY ADDL WITNESSES: (60)
NEXT#: (61)		PF11=EVNT (62)	12=CNCL (63)	



USING THE PROCESS INQUIRY FUNCTION

The Process Inquiry Function allows the user to look at information that has previously been entered. Updates cannot be made while in the inquiry mode. The only fields that allow entry of data are the INQUIRY ALIAS, INQUIRE ADDL WIT, NEXT # and the MODE.

PROCESS INQUIRY FIELD DESCRIPTIONS

The following describes the data within the fields and also describes the INQUIRY ALIAS, INQUIRY ADDL WITNESSES, NEXT # and the MODE fields.

1. MODE

This is a required one (1) position field and if entered, must be one of the following:

'T' if you wish to remain in the Inquiry mode.

'A' if you wish to change the mode to Add (Not applicable from Clerks Inquiry Manual).

'U' if you wish to change the mode to Update (Not applicable from Clerks Inquiry Manual).

If an error occurs, the following error message number and message will appear:

PC001 - INVALID MODE, ENTER CORRECT MODE OR PF12

2. NN (Offense Number)

This field identifies the offense number in the case. If 01 is displayed the offense is the first district court offense. If 02 is displayed, the offense is the second offense in the case, etc. District court offenses can be incremented to the number 49 (01-49). Superior court offenses begin with the number 51 and can be incremented to offense number 99 (51-99). This field is system generated and data entry is not allowed.

3. FILE NUMBER

The case file number is displayed in up to eleven (11) positions. If a 'GR' or 'HP' displays to the right of the file number, this indicates the court location for a Guilford County case only. A 'GR' displays for a Greensboro case and an 'HP' for High Point.

4-9. DEFENDANT NAME, RACE, SEX, DOB, AGE, STREET ADDRESS

These fields contain the defendant's name, race, sex, date of birth or age and the street address. See the ACIS Miscellaneous Code for a description of the race and sex.

NOTE: *The AOC Automated and Criminal Infraction System (ACIS) will allow 28 characters to be entered for a defendant's name. However, only a maximum of 27 characters of the name will be displayed on an inquiry. (Exception is the Clerks Secured Menu, which displays all 28 characters.) This "truncated" version occurs because the 28th spot is reserved for the '*' or the '@' sign to be shown when the defendant has an alias. An update or inquiry using the file number will return the record; however, only 27 characters of the defendant's name will be shown.*

10. JAIL

This is an indicator as to whether the defendant is in jail or has been released. This is a one position field and displayed as one of the following codes:

- 'Y' - The defendant is in jail in the displayed county
- 'N' - The defendant was in jail in the displayed county but has been released.
- 'U' - The jail status of the defendant is unknown.

- 11. **CITY (Defendant's) and**
- 12. **STATE (Defendant's) and**
- 13. **ZIP (Defendant's)**

These fields contain the defendant's city, state and zip code.

- 14. **D.L. (Defendant Driver License Number)**
- 15. **State (Defendant Driver License State)**

These fields contain the defendant's driver's license number and state.

- 16. **PROCESS TYPE (Of Initiating Document)**

This field displays the type of initiating process document as one of the following codes:

- B = Bill of Information
- C = Citation
- I = Indictment
- M = Magistrate's Order
- O = Other
- S = Criminal Summons
- W = Warrant
- X = Statement of Charges

- 17. **OFFENSE (Code)**

The four digit charged offense code is displayed.

NOTE: *The system will automatically create an event for the CVR that can be viewed in the EVENTS INQUIRY screen. The Events Inquiry can be accessed through the Disposition Update/Inquiry (PF8), then the {PF11}.*

- 18. **AC (Alcohol Content)**

The AC is required for all Implied Consent Offense Codes, 0922, 0940, 5405, 5406, 5526, 5527, 5553, 5559, 5560, 5570, 5571, 5577, 5594, 5595, 5610, 5615, 5620, 5621, 5622, 5624, 4703 and 4540 with offense dates on or after 12/01/2006.

Valid Codes: Numeric value 00 to 55

BT = Blood Test

RF = Refusal

NR = Not Required

DR = Drugs or Controlled Substance other than alcohol.

- 19. **DV CH (Domestic Violence Charged) Formerly DOM. VL**



This field contains a one character flag that indicates whether the defendant has been charged with a domestic violence offense (not offense code specific). Implemented 12-04.

20. VRA (Victims Rights Amendment)

This field is primarily to allow for statistical gathering and tracking of cases that are categorized under the Victims' Rights legislation. In this one character field, 'Y' is the only stored value; 'N' and (blank) are the same. Implemented 12-04.

21. W/C TOT(Total Worthless Check Amount)

If the offense code is a Worthless Check offense, the total check amount is displayed the total amount, which includes the amount of the check, service fees and bank fees, for checks written on or after 12-01-93 (December 01, 1993).

22. MFTI (Offense Type)

The charged offense type is displayed as one of the following codes:

- M = Misdemeanor
- F = Felony
- T = Traffic
- I = Infractions

23-24 TEXT, GS (General Statute)

The offense text and general statute number are displayed.

25. OFFENSE (Date)

The date the offense occurred.

26. ISSUED DATE

The date the original process was issued by the court official are displayed in MMDDYY format.

27. SERVICE DATE

The date the originating process was served on the defendant is displayed in the MMDDYY format. A blank service date indicates an unserved process.

28. ARREST DATE

This is the arrest date recorded on the SBI Fingerprint Card. This date is usually the same as the service date but may be different from the service date (e.g., the defendant was arrested at 11:30 p.m. but was not served with the process until 12:30 am the next day

29. CHECK DIGIT

The Check Digit number from the SBI Fingerprint Card is displayed in seven (7) alpha/numeric positions

30. INCIDENT NO (Number)



This number is usually entered from the green SBI Fingerprint Card in the field titled: 'ARREST NO. (OCA)'

31. RS/RV CD (Reason or Review Code)

REASON CODE

If the check digit number and arrest date are blank, a reason code is displayed as one of the following:

- BC - Bad CKN (The CKN on the card is invalid. Contact arresting agency)
- CS - Another county served - no CKN (Have defendant printed locally)
- DD - Defendant died before prints taken
- MC - Missing CKN on fingerprint card (Contact arresting agency)
- MR - Manually reported (For old and history cases)
- NA - Not arrested (Citation, Summons) (Have defendant printed)
- NC - Old/History case, no fingerprint card in file (for cases before 1995)
- ND - No DCI record found in DCI files (Do not use this code unless AOC or DCI informs the clerk to do so)
- NF - Not fingerprinted by law enforcement officer (Have defendant printed)
- NM - Fingerprint information not provided by magistrate (Have defendant printed)
- NP - No probable cause by magistrate (On all felony charges in the case)
- NR - No fingerprint required by judge's plan (Fingerprint when trans. to Superior Court)
- UD - Unserved/dismitted, no record (Do not use this code unless AOC or DCI informs the clerk to do so)
- WN - Wrong person's name used (When correct defendant fingerprinted, update and also notify DCI manually)

REVIEW CODE

Rejection letters are sent to the clerk from DCI when there is a discrepancy between DCI data and CIS data. The clerk will enter a review code to indicate when they have reviewed a case and cannot make a correction because the CIS data is correct. This review code is displayed as follows:

- RA - Arrest Date Mismatch verified (Changes to the Arrest Date will blank out codes of RA and RO)
- RC - Check Digit Mismatch verified (Changes to the CKN will blank out all codes)
- RN - Defendant Name Mismatch verified (Changes to the defendant's Name will blank out codes of RN and RO)
- RO - Other mismatch verified (Any update to the case will blank out this code)

32. ARREST NO (Number)

Enter the arrest number in ten (10) alphanumeric positions. Once this number has been entered, it cannot be updated.

33. WARRANT NO (Number - This field description is for ALI [AOC Local Interface] counties only)

The eight (8) characters warrant number is displayed if it exists on the database. No entry can be made into this field.

34. LID NO (Number)

If entered in the database, the LID, sometimes referred to as PID (Positive Identification Number) is displayed

35. TRIAL DATE

36. SESSION

37. COURTROOM

These fields contain the scheduled trial date, session and courtroom number.

38. WITNESS NO (Number)

The witness number is displayed here and no entry can be made in this field. The complainant is always assigned the number '01' by the system. The witness number is incremented by one (1) for each additional witness added to the case.

39. COMPLAINANT

This is a twenty-eight (28) position alphanumeric field for displaying the complainant name in the standard name format (Last, First, Middle (or Initial), Suffix).

40. NO (Officer Number) Mecklenburg County Only

The officer number is displayed for all law enforcement officers in Mecklenburg County.

41. AGENCY

If the witness type is an "L" (Law Enforcement) the agency is displayed as one of the following codes: and must be one of the following codes:

ABC = County ABC
ALE = Alcohol Law Enforcement
APD = International Airport
CPD = City Police Department
CSC = Clerk of Superior Court
DMF = Division of Marine Fisheries
DMV = Division of Motor Vehicles
DOR = Department of Revenue
FBI = Federal Bureau of Investigation
JUD = Judge
L-T = NC License- Theft Division
MAG = Magistrate
OTH = Other
RRP = Railroad Police

SBI = State Bureau of Investigation
SFF = County Sheriff Department
SHP = State Highway Patrol
SPR = State Parks & Recreation
WRC = Wildlife Resources Commission

42. TYPE (Witness Type)

The type of witness is displayed as one of the following codes:

C = Complainant
D = Defense
I = Inactive
L = Law Enforcement
S = State
N = Complainant Non-Witness
V = Victim

43. SUBPOENA

If an 'E' is displayed, this indicates that a subpoena is to be generated every time requested.

If a 'Y' is displayed, this indicates no subpoena be generated for the first trial setting. A blank indicates no subpoena is to be generated.

44. ADDRESS**45. CITY****46. STATE****47. ZIP (Witness)**

The witness address, city, state and zip code are displayed.

48. HOME PHONE and,**49. BUSINESS PHONE (Witness)**

The home and business phone numbers are displayed if entered into the database.

50. CDL (Commercial Driver's License)

This field's default value is an 'N' (No). If the officer has indicated a 'Y' on the Process that the defendant has a Commercial Driver's License, then a 'Y' (Yes) is displayed

51. CMV (Commercial Motor Vehicle)

This field's default values is an 'N' (No). If the officer has indicated a 'Y' on the Process that the vehicle was a commercial motor vehicle, then a 'Y' (Yes) is displayed

52. HAZ (Hazardous Material)

This field's default value is an 'N' (No). If the officer has indicated a 'Y' on the process that hazardous material was involved, then a 'Y' (Yes) is displayed.

53. SERIAL # (Number)

This is an eight (8) position alphanumeric field that may be used for any special data that the user wants to capture.

54. BOND AMT (Amount)

55. BOND TYPE

This field displays the bond amount and type of bond as follows:

CSH = Cash
CUS = Custody Release
PTR = Pretrial Release
SEC = Secured
UNS = Unsecured
WPA = Written Promise to Appear

56. ADDL CHARGES

If the case has more than one charge, a 'Y' will display.

57. CVR EFF.DT (CVR Effective Date)

If a CVR (Civil Revocation) was entered, the date that the CVR went into effect is displayed in the MMDDYY format.

58. ALIAS, ALIAS INQUIRY

If ALIAS = 'Y', an inquiry can be made as follows:

1. Enter a 'Y' in the INQUIRY ALIAS field and depress the {ENTER} key.
2. The Infractions Citation Inquiry screen will return with the alias name in the field titled INQUIRY ALIAS. If ALIAS = 'Y', you can inquire on another alias by repeating steps 1 and 2.

If an error occurs, the following error message and error message number will appear:

PC012 - INQUIRY ALIAS? MUST BE 'Y' OR SPACE

59. INQUIRY ADDL CHARGES (Additional)

If ADD'L CHGS = 'Y', then inquire as follows:

1. Enter a 'Y' in INQUIRY ADDL CHARGES and depress the {ENTER} key.
2. The Process Inquiry screen will appear with the cursor placed at the NEXT# field. If ADD'L CHGE? = 'Y' you can continue to inquire on additional charges by repeating steps 1 and 2.

If an error occurs, one of the following error message numbers and messages will appear:

PC107 - ADD/INQUIRY/UPDATE ADDL CHARGE NOT ALLOWED WITH
NEXT #

PC115 - INQUIRY ADDL CHARGES MUST BE 'Y', 'N' OR SPACE

PC152 - DO YOU WANT TO INQUIRY ADDL CHARGES?
(This message will only appear in the Inquiry mode)

60. INQUIRY ADDL WIT.? (Additional Witness)

If ADD'L WITS = 'Y', then inquire as follows:

1. Enter a 'Y' in INQUIRE ADDL WIT.? and depress the {ENTER} key.
2. The Witness Inquiry screen will appear with the cursor placed at the NEXT# field. If ADD'L WIT.? = 'Y' you can continue to inquire on additional witnesses by repeating steps 1 and 2.

If an error occurs, the following error message number and message will appear:

PC116 - INQUIRY ADDL WITNESSES MUST BE 'Y', 'N' OR SPACE

61. NEXT # (File or Citation Number)

To inquire into another case while in the Process Inquiry function, enter the next file number or the citation number in this field and depress the {ENTER} key.

If an error occurs, the following error message number and message will appear:

IF007 - CASE NOT FOUND
(This message will appear in the update/inquiry modes)

PC107 - ADD/INQUIRY/UPDATE ADDL CHARGE NOT ALLOWED WITH
NEXT #

**62. PF11=EVNT (EVENT INQUIRY) (This field description is for ALI [AOC Local Interface] counties only)
(Does not include DMV Events)**

An event is generated for selected data that is either added or updated on a case or an offense. To view these events, see ACCESSING THE EVENT INQUIRY FUNCTION (PF11).

PROCESS INQUIRY ERROR PROCESSING

Take time to review the screen before the {ENTER} key is pressed. If an error occurs, the screen will return with an error message. Correct the error and depress the {ENTER} key again.

PROCESS INQUIRY RETURN PROCESSING

63. 12=CNCL (Cancel)

When the inquiry of all cases is complete, press the {PF12} key. The Clerks Main Menu will appear. When a function key is pressed other than {PF11} or {PF12}, the following error message number and message will appear:



PC120 - INVALID PF KEY - PLEASE TRY AGAIN

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This section intentionally left blank.

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CRIMINAL CITATION INQUIRY FUNCTION (F5)

ACCESSING THE CITATION INQUIRY FUNCTION

To inquiry on a criminal case initiated from a Citation, access the Citation Inquiry screen from the Clerk's Main Menu as follows:

1. Enter the File Number YYXXX999999 where

YY = File Year (default is current year; range is 1966 to current year)
 XXX = Classification (CR, CRS)
 999999 = Sequence Number (Zero Filled)

2. Enter an 'I' (Inquiry) in the MODE field.
3. Press the {PF5} key.
4. The following screen will appear with the cursor at the NEXT# field:

I (1)		CRIMINAL CITATION INQUIRY		FILE NUMBER: (2)	
CITATION NUMBER: (3)	- (4)	TRIAL DATE: (5)	AM/PM/NC: (6)	COURTROOM: (7)	
DEFENDANT NAME: (8)		ADDRESS: (9)		JAIL: (10)	
CITY: (11)		STATE: (12)	ZIP: (13)		
ARREST DATE: (14)	CHECK DIGIT: (15)	INCIDENT NO: (16)	RS/RV CD: (17)		
ARREST NO: (18)	WARRANT NO: (19)	LID NO: (20)			
OFFICER: (21)	NO: (22)	SHP TROOP: (23)	DISTR: (24)		
OFF.AGY: (25)	OFF.CITY: (26)	ACCIDENT: (27)	HWY: (28)	SHP CODE: (29)	
DEF D.L: (30)	ST: (31)	CDL: N (32)	RACE: (33)	SEX: (34)	DOB: (35)
VEH LIC: (36)	VEH.ST: (37)	VEH.TYPE: (38)	TRLR.TYPE: (39)	CMV: N (40)	HAZ: N (41)
OFFENSE(S): (42)	OFF.TIME: (43):	DATE: (44)	AC: (45)	DV CH:Y (46)	VRA:Y (47)
==>				XXX IN A XX ZONE	
==>				CVR? (48)	
OTHER	MFTI	TEXT		CVR EFF.DT: (49)	
1. (50)	(51)	(52)		(53)	
2.					
BOND AMT: (54)	BOND TYPE: (55)	PROCESS: (56)			
RECIPROCAL AGREEMENT (57)	ISSUED DATE: (58)	SERVICE DATE: (59)			
		ALIAS: (60)		INQUIRY ALIAS: (61)	
	ADDL WIT'S: (62)	INQUIRE ADDL WIT.?: (63)			
NEXT#: (64)	CIT: (65)	-	DL: (66)	OFFR: (67)	F11=EVNT (68) 12=CNCL (69)

USING THE CITATION INQUIRY FUNCTION

The Citation Inquiry Function allows the user to look at information that has previously been entered. Updates cannot be made while in the inquiry mode. The only fields that allow entry of data are the INQUIRY ALIAS, INQUIRE ADDL WIT, NEXT # and the MODE.

CITATION ADD FIELD DESCRIPTIONS

Each data field is listed in numerical sequence as it appears on the screen from left to right. Explanations of all possible data elements along with data error messages are provided.

1. MODE

This is a one (1) position required field and must be one of the following:

A = ADD MODE

I = INQUIRY MODE (Not applicable from Clerk's Inquiry Menu)

U = UPDATE MODE (Not applicable from Clerk's Inquiry Menu)

If an error occurs, one of the following error message numbers and messages will appear:

CT038 - INVALID MODE - MUST BE 'A', 'I' OR 'U' ONLY

CT039 - INVALID MODE - MUST BE I.
(This message would appear in the Inquiry Mode only)

CT130 - MODE HAS BEEN CHANGED TO ADD

CT131 - MODE HAS BEEN CHANGED TO UPDATE

CT132 - MODE HAS BEEN CHANGED TO INQUIRY

IF007 - CASE NOT FOUND

(The requested case was not found when changing to the 'U' (Update) or 'I' (Inquiry) mode from the 'A' (Add) mode)

2. FILE NUMBER

The case file number is displayed in up to eleven (11) positions. If a 'GR' or 'HP' displays to the right of the file number, this indicates the court location for a Guilford County case only. A 'GR' displays for a Greensboro case and an 'HP' for High Point.

3-4. CITATION NUMBER

If the Process Type = 'C', then the citation number is displayed.

5-7. TRIAL DATE, SESSION, COURTROOM

These fields contain the scheduled trial date, session and courtroom number.

NOTE: *The courtroom number is blanked when all offenses in a case are disposed, but should not be used to determine the status of a case as pending or disposed.*

8-9. DEFENDANT NAME and ADDRESS (Defendant)

These fields display the defendant name and street address.

NOTE: *The AOC Automated and Criminal Infraction System (ACIS) will allow 28 characters to be entered for a defendant's name. However, only a maximum of 27 characters of the name will be displayed on an inquiry. (Exception is the Clerks Secured Menu, which displays all 28 characters.) This "truncated" version occurs because the 28th spot is reserved for the '*' or the '@' sign to be shown when the defendant has an alias. An update or inquiry using the file number will return the record; however, only 27 characters of the defendant's name will be shown*

10. JAIL

If displayed, this is an indicator as to whether the defendant is in jail or has been released.

'Y' - The defendant is in jail in the displayed county

'N' - The defendant was in jail in the displayed county but has been released.

'U' - The jail status of the defendant is unknown.

11-13. CITY (Defendant) STATE and ZIP

The defendant's city, state and zip are displayed.

14. ARREST DATE

This is the arrest date recorded on the SBI Fingerprint Card. This date is usually the same as the service date but may be different from the service date (e.g., the defendant was arrested at 11:30 p.m. but was not served with the process until 12:30 am the next day)

15. CHECK DIGIT

The Check Digit number from the SBI Fingerprint Card is displayed in seven (7) alpha/numeric positions

16. INCIDENT NO (Number)

This number is usually entered from the green SBI Fingerprint Card in the field titled: 'ARREST NO. (OCA)'

17. RS/RV CD (Reason or Review Code)

REASON CODE

If the check digit number and arrest date are blank, a reason code is displayed as one of the following:

BC - Bad CKN (The CKN on the card is invalid. Contact arresting agency)

CS - Another county served - no CKN (Have defendant printed locally)

DD - Defendant died before prints taken

MC - Missing CKN on fingerprint card (Contact arresting agency)

MR - Manually reported (For old and history cases)

- NA - Not arrested (Citation, Summons) (Have defendant printed)
- NC - Old/History case, no fingerprint card in file (for cases before 1995)
- ND - No DCI record found in DCI files (Do not use this code unless AOC or DCI informs the clerk to do so)
- NF - Not fingerprinted by law enforcement officer (Have defendant printed)
- NM - Fingerprint information not provided by magistrate (Have defendant printed)
- NP - No probable cause by magistrate (On all felony charges in the case)
- NR - No fingerprint required by judge's plan (Have fingerprinted when transferred to Superior Court)
- UD - Unserved/dismissed, no record (Do not use this code unless AOC or DCI informs the clerk to do so)
- WN - Wrong person's name used (When correct defendant fingerprinted, update and also notify DCI manually)

REVIEW CODE

Rejection letters are sent to the clerk from DCI when there is a discrepancy between DCI data and CIS data. The clerk will enter a review code to indicate when they have reviewed a case and cannot make a correction because the CIS data is correct. This review code is displayed as follows:

- RA - Arrest Date Mismatch verified (Changes to the Arrest Date will blank out codes of RA and RO)
- RC - Check Digit Mismatch verified (Changes to the CKN will blank out all codes)
- RN - Defendant Name Mismatch verified (Changes to the defendant's Name will blank out codes of RN and RO)
- RO - Other mismatch verified (Any update to the case will blank out this code)

18. ARREST NO (Number)

Enter the arrest number in ten (10) alphanumeric positions. Once this number has been entered, it cannot be updated.

19. WARRANT NO (Number - This field description is for ALI [AOC Local Interface] counties only)

The eight (8) characters warrant number is displayed if it exists on the database. No entry can be made into this field.

20. LID NO

If entered in the database, the LID, sometimes referred to as PID (Positive Identification Number) is displayed

21-22. OFFICER, NO (Number)

These fields contain the charging officer name and officer number.

23-24. SHP. TROOP (State Highway Patrol), DISTR (District)

These fields contain the assigned troop/zone and district of an SHP officer.

25-26. OFF. AGY (Agency), OFF. CITY (Officer)

These fields contain the officer agency and city.

27. ACCIDENT - Required if Agency = SHP (State Highway Patrol)

This field displays the accident involvement code.

28. HWY (Highway No./Street)

The highway/road where the offense occurred is displayed here.

29. SHP CODE (State Highway Patrol Area)

The SHP code for the geographical area within the county in which the citation was issued.

30-31. DEF D.L., ST (Defendant's Drivers License Number and State)

These fields contain the defendant's driver's license number and state.

32. CDL (Commercial Drivers License)

This field indicates whether or not the defendant has a commercial driver's license. A 'Y' = 'YES' or 'N' = 'NO'.

33-35. RACE, SEX, DOB (Date of Birth)

These fields contain the race, sex and date of birth of the defendant.

36-39. VEH LIC (Vehicle License), VEH.ST (State), VEH. TYPE, TRLR TYPE (Trailer)

These fields contain the vehicle license plate number, state, vehicle type and trailer type.

40-41. CMV,HAZ (Commercial Vehicle, Hazardous Material)

These fields indicate if there was a commercial vehicle and if hazardous material was being carried.

42. OFFENSE (Selection Number)

The offense selection number, offense code, text and general statute number are displayed here.

43. OFF. TIME (Time of the Offense)

This is the time of day the offense occurred. 'AM' indicates morning, 'PM' is for the afternoon and 'MM' indicates military time.

44. DATE (Offense Date)

This is the date of the offense in MMDDYY format.

45. AC (Alcohol Content)



The AC is required for all Implied Consent Offense Codes, 0922, 0940, 5405, 5406, 5526, 5527, 5553, 5559, 5560, 5570, 5571, 5577, 5594, 5595, 5610, 5615, 5620, 5621, 5622, 5624, 4703 and 4540 with offense dates on or after 12/01/2006.

Valid Codes: Numeric value 00 to 55

BT = Blood Test

RF = Refusal

NR = Not Required

DR = Drugs or Controlled Substance other than alcohol.

- 46. DV CH (Domestic Violence Charged) Formerly DOM. VL**
This field contains a one character flag that indicates whether the defendant has been charged with a domestic violence offense (not offense code specific). Implemented 12-04.
- 47. VRA (Victims Rights Amendment)**
This field is primarily to allow for statistical gathering and tracking of cases that are categorized under the Victims' Rights legislation. In this one character field, 'Y' is the only stored value; 'N' and (blank) are the same. Implemented 12-04.
- 48. CVR (Civil Revocation)**
If a civil revocation (CVR) of the defendant's driver's license occurred, a 'Y' (Yes) will be displayed.
- 49. CVR EFF.DT (CVR EFFECTIVE DATE)**
If a CVR (Civil Revocation) was entered, the date that the CVR went into effect is displayed
- 50-53. OTHER, TEXT, TYPE, GENERAL STATUTE**
For charged offenses not identified above, the offense code, offense type, text and general statute number are displayed.
- 54. BOND AMT (Amount), BOND TYPE**
This field displays the bond amount and type of bond as follows:
- CSH = Cash
 - CUS = Custody Release
 - PTR = Pretrial Release
 - SEC = Secured
 - UNS = Unsecured
 - WPA = Written Promise to Appear
- 55. BOND TYPE**



This field displays one of the six (6) types of bonds placed to ensure a defendant will appear for a court hearing in the future. Valid entries are:

CSH = Cash
CUS = Custody Release
PTR = Pre-Trial Release
SEC = Secure
UNS = Unsecured
WPA = Written Promise To Appear

56. PROCESS

This is a one (1) position field displaying the initiating process type

C = Citation
M = Magistrate's Order
S = Criminal Summons
W = Warrant

57. RECIPROCAL AGREEMENT

If the defendant's driver's license state is a member of the compact, a 'Y' is displayed for 'YES' or an 'N' for 'NO'.

58. ISSUED DATE

If the Process type is 'M', 'S' or 'W', then the issued date is displayed in the MMDDYY format.

59. SERVICE DATE

The date the originating process was served on the defendant is displayed in the MMDDYY format. A blank service date indicates an unserved process.

60-61. ALIAS, ALIAS INQUIRY

If ALIAS = 'Y', you can inquire as follows:

1. Enter a 'Y' in the INQUIRY ALIAS field and depress the {ENTER} key.
2. The Infractions Citation Inquiry screen will return with the alias name in the field titled INQUIRY ALIAS. If ALIAS = 'Y', you can inquire on another alias by repeating steps 1 and 2.

If an error occurs, one of the following error message number and messages will appear:

CT003 - UPDATE/INQUIRY ALIAS; MAY BE Y ONLY IF ALIAS: IS Y

CT063 - NO MORE ALIASES

CT156 - INQUIRY ALIAS: MAY BE 'Y ONLY

62-63. ADDL WIT'S (Additional Witness), INQUIRE ADDL WIT.? (Additional Witnesses)



If ADD'L WITS = 'Y', then inquire as follows:

1. Enter a 'Y' in INQUIRE ADDL WIT.? and depress the {ENTER} key.
2. The Infractions Witness Inquiry screen will appear with the cursor placed at the NEXT# field. If ADD'L WIT.? = 'Y' you can continue inquiry on additional witnesses by repeating steps 1 and 2.

If an error occurs, the following error message number and message will appear:

CT152 - ADDL WIT.? MAY CONTAIN 'Y' OR BLANK ONLY

64. NEXT# (Number)

To inquire into another case while in the Process Inquiry function, enter the next file number or the citation number in this field and depress the {ENTER} key.

If an error occurs, the following error message number and message will appear:

IF007 - CASE NOT FOUND
(This message will appear in the update/inquiry modes)

CT136 - 'NEXT #' NOT ALLOWED WITH 'ADDL WIT' SELECTION
(This message will appear in the update mode only)

CT186 - NEXT NUMBER IS REQUIRED WHEN CHANGING TO ADD MODE
(This message will appear in the update or inquiry modes)

65. CITA # (Citation Number) and

66. NC D.L. (N.C. Drivers License) and

67. OFFR# (Officer Number)

These fields are not used in the Infractions Citation Inquiry screen.

**68. F11- EVENT INQUIRY (This field description is for ALI [AOC Local Interface] counties only)
(Does not include DMV Events)**

An event is generated for selected data that is either added or updated on a case or an offense. To view these events, see ACCESSING THE EVENT INQUIRY FUNCTION (F11).

CITATION INQUIRY ERROR PROCESSING

Take time to review the screen before the {ENTER} key is pressed. If an error is found the screen will return with the error(s) highlighted and a corresponding error message(s). Correct

the error and then press the {ENTER} key again. A new Criminal Citation Inquiry screen will reappear, ready for the next new case.

CITATION INQUIRY RETURN PROCESSING

69. CNCL (Cancel)

When all citation inquiries are complete, press the {PF12} key. The Clerks Main Menu will appear. When a function is selected other than {PF11}, or {PF12}, the following error message number and message will appear:

CT044 - INVALID PF KEY - PLEASE TRY AGAIN

This section intentionally left blank.

CRIMINAL SUPPLEMENTAL INQUIRY FUNCTION (PF6)

ACCESSING THE SUPPLEMENTAL INQUIRY FUNCTION

To inquire on the supplemental status of a case, access the Criminal Supplemental Inquiry screen from Clerks Main Menu, as follows:

1. Enter the file number or the citation number.
2. Enter an 'I' in the MODE field.
3. Press the {PF6} key.
4. The following screen will appear with the cursor at the NEXT# field:

CRIMINAL SUPPLEMENTAL INQUIRY			#(1)
--DEFENDANT NAME--(2)		--FILE NUMBER--(3)	CITA: (4)
CHRG OFFENSE: (5)	SPEED: (6)	MPH	ZONE:(7)
ARRN OFFENSE:(8)	SPEED: (9)	MPH	ZONE: (10) DV CH:Y (11) VRA:Y (12)
MFTI: (13) TEXT: (14)	GS: (15)		
TRIAL DATE: (16)	CONT BY: (17)	COURTROOM: (18)	AM/PM/NC: (19)
SERV DATE: (20)	RET UNSERV: (21)	REDEL DATE: (22)	
ARREST DT: (23)	COMPLAINT: (24)	CHECK DIGIT: (25)	RS/RV CD: (26)
DEF ATTY: (27)	TYPE: (28)	ADA: (29)	
WAIV CT-APPTD ATTY?: (30)			
C&F: (31)	90DF: (32)	NON MV FTC: (33)	
OFA: (34)	KEEP OFA?: N (35)	SCO: (36)	OOF: (37) CASH BF: (38)
REINSTATEMENT:(39)		PROBATION VIOL DATE: (40)	
FTA 20DF: (41)		OFFENSE DATE: (42)	
FTA 20DF COMPLIANCE:(43)		DISPOSED DATE:(44)	
PROBABLE CAUSE DATE: (45)		INDICTMENT DATE:(46)	
ARRAIGNMENT DATE:(47)		MOTION/GJ PENDING DATE:(48)	
ADDL CHARGES:(49)			
INQUIRY ADDL CHARGES?: (50)			
NEXT #: (51)	PF11=EVNT (52)	12=CNCL (53)	

USING THE SUPPLEMENTAL INQUIRY FUNCTION

The Infractions Supplemental Inquiry function allows the user to look at any supplemental (pre or post-trial update) information previously keyed into the system. Updates cannot be made while in the Inquiry Mode. Only two (2) fields allow entry of data: INQ ADDL CHARGES and NEXT #.

SUPPLEMENTAL INQUIRY FIELD DESCRIPTIONS

Each data field is listed in numerical sequence as it appears on the screen from left to right. Explanations of all possible data elements along with data error messages are provided.

1. OFFENSE # (Display Only)

The number that is displayed in the 'nn' portion of this field indicates the number of the offense appearing on the screen ('01' and '02' for the first and second district court offenses; '51' and '52' for the superior court offenses).

2. DEFENDANT NAME (Display Only)

The defendant's name will be displayed in the standard format.

NOTE: *The AOC Automated and Criminal Infraction System (ACIS) will allow 28 characters to be entered for a defendant's name. However, only a maximum of 27 characters of the name will be displayed on an inquiry. (Exception is the Clerks Secured Menu, which displays all 28 characters.) This "truncated" version occurs because the 28th spot is reserved for the '*' or the '@' sign to be shown when the defendant has an alias. An update or inquiry using the file number will return the record; however, only 27 characters of the defendant's name will be shown*

3. FILE NUMBER (Display Only)

The case File Number is displayed here for informational purposes only. If a 'GR' or 'HP' displays to the right of the file number, this indicates the court location for a Guilford County case only. A 'GR' displays for a Greensboro and an 'HP' for High Point.

4. CITA.# (Citation Number) (Display Only)

The citation number is displayed for informational purposes only.

5. CHARGED OFFENSE (Display Only)

The offense code for the initiating charge is displayed here.

6. SPEED (Charged) (Display Only)

If the charged offense was speeding, the speed is displayed here.

7. ZONE (Charged) (Display Only)

If the charged offense was speeding, the speed zone is displayed here.

8. ARRN OFFENSE (Arraigned)

This field displays the arraigned offense and text. The term 'arraigned', as used here, indicates the offense on which the defendant was or will be tried. This offense could be different from the charged offense.

9-10. SPEED, ZONE(Arraigned)

The arraigned speed and zone will display in this field. These could be different from the charged speed/zone.

- 11. DV CH (Domestic Violence Charged) Formerly DOM. VL**
This field contains a one character flag that indicates whether the defendant has been charged with a domestic violence offense (not offense code specific). Implemented 12-04.
- 12. VRA (Victims Rights Amendment)**
This field is primarily to allow for statistical gathering and tracking of cases that are categorized under the Victims' Rights legislation. In this one character field, 'Y' is the only stored value; 'N' and (blank) are the same. Implemented 12-04.
- 13-15. MFTI, TEXT, GS (Offense Type, Text and General Statute)**
For '99' freeform offenses, the offense code, offense type, text and general statute number are displayed.
- 16. TRIAL DATE**
This field contains the current trial date.
- 17. CONT BY (Continued by)**
No data displayed here - Please see Infractions Index Inquiry for further information.
- 18-19. COURTROOM (Number), AM/PM (Session)**
These fields contain the courtroom number and session for this case.
- 20. SERV DATE (Service Date)**
This field contains the service date in the MMDDYY format.
- 21. RET UNSERV (Returned Unserved Date)**
The date on which the process was returned unserved is displayed in the MMDDYY format.
- NOTE:** *This date is blanked when the redelivery date is entered.*
- 22. REDEL DATE (Redelivery Date)**
This is the date on which the process is returned to a law enforcement agency for re-service. It is displayed in the MMDDYY format.
- 23. ARREST DATE (Display Only)**
This is the arrest date recorded on the SBI Fingerprint Card. This date is usually the same as the service date but may be different from the service date (e.g., the defendant was arrested at 11:30 p.m. but was not served with the process until 12:30 am the next day)
- 24. COMPLAINT (Number) This field appears for Mecklenburg County only.**
If entered into the system, the complaint number is displayed in the following format:
Pos. 1-2 YY (Year)
Pos. 3-4 MM (Month)

Pos. 5-6 DD (Day)
Pos. 7-8 HH (Hour)
Pos. 9-10 MM (Minute)
Pos. 11-12 99 (Sequence Number)

25. CHECK DIGIT (Display Only)

The Check Digit number from the SBI Fingerprint Card is displayed in seven (7) alpha/numeric positions

26. RS/RV CD (Reason or Review Code)

REASON CODE

If the check digit number and arrest date are blank, a reason code is displayed as one of the following:

- BC - Bad CKN (The CKN on the card is invalid. Contact arresting agency)
- CS - Another county served - no CKN (Have defendant printed locally)
- DD - Defendant died before prints taken
- MC - Missing CKN on fingerprint card (Contact arresting agency)
- MR - Manually reported (For old and history cases)
- NA - Not arrested (Citation, Summons) (Have defendant printed)
- NC - Old/History case, no fingerprint card in file (for cases before 1995)
- ND - No DCI record found in DCI files (Do not use this code unless AOC or DCI informs the clerk to do so)
- NF - Not fingerprinted by law enforcement officer (Have defendant printed)
- NM - Fingerprint information not provided by magistrate (Have defendant printed)
- NP - No probable cause by magistrate (On all felony charges in the case)
- NR - No fingerprint required by judge's plan (Have fingerprinted when transferred to Superior Court)
- UD - Unserved/dismitted, no record (Do not use this code unless AOC or DCI informs the clerk to do so)
- WN - Wrong person's name used (When correct defendant fingerprinted, update and also notify DCI manually)

REVIEW CODE

Rejection letters are sent to the clerk from DCI when there is a discrepancy between DCI data and CIS data. The clerk will enter a review code to indicate when they have reviewed a case and cannot make a correction because the CIS data is correct. This review code is displayed as follows:

- RA - Arrest Date Mismatch verified (Changes to the Arrest Date will blank out codes of RA and RO)
- RC - Check Digit Mismatch verified (Changes to the CKN will blank out all codes)
- RN - Defendant Name Mismatch verified (Changes to the defendant's Name will blank out codes of RN and RO)
- RO - Other mismatch verified (Any update to the case will blank out this code)

- RA - Arrest Date Mismatch verified (Changes to the Arrest Date will blank out codes of RA and RO)
- RC - Check Digit Mismatch verified (Changes to the CKN will blank out all codes)
- RN - Defendant Name Mismatch verified (Changes to the defendant's Name will blank out codes of RN and RO)
- RO - Other mismatch verified (Any update to the case will blank out this code)

If an error occurs, one of the following error message numbers and messages will appear:

SP100 - INVALID REVIEW CODE
(Review code must be 'RA', 'RC', 'RN' or 'RO'. A Reason Code is not valid when a CKN # is present)

- 27. **DEF ATTY (Defense Attorney Name)**
This field contains the defense attorney's name.
- 28. **TYPE (Defense Attorney)**
The type of defense attorney is displayed in this field. The valid codes are:
 - A = Appointed
 - P = Public Defender
 - R = Privately Retained or Self
 - W = Waived (Waived right to court appointed attorney or representation by any attorney)
- 29. **ADA (Assistant District Attorney Initials and Name)**
This field contains the Assistant District Attorney's initials and name.
- 30. **WAIV CT-APPTD ATTY?: (Waive Court Appointed Attorney)**
This field defaults to blank. The only valid entries are 'Y' 'N' or 'Blank'. A 'Y' will indicate that the defendant has waived the right to a court appointed attorney only. The defendant has not waived his right to any other type of attorney.
- 31. **C&F (Called and Failed)**
This is the date on which the defendant failed to appear for the scheduled trial date in the MMDDYY format.
- 32. **90DF (Ninety Day Failure)**
This is the date on which the 90DF occurred for non appearance by the defendant for the scheduled trial date. The display is in MMDDYY format.
- 33. **NON MV FTC (Non-Motor Vehicle Failure To Comply)**
This is the date on which the defendant failed to comply with judgment on a non-motor vehicle offense

34. OFA (Order For Arrest)

This is the date on which an Order for Arrest was issued against the defendant

35. KEEP OFA?

This field defaults to an 'N' (NO). If the OFA date should remain in the case, then a 'Y' will display

36. SCO (Show Cause Order)

This is the date on which the Show Cause Order was issued

37. OOF (Order of Forfeiture)

This is the date the judge orders that an Order of Forfeiture and Notice be issued by the clerk and served on the defendant and surety.

38. CASH BF (Cash Bond Forfeiture Date)

If the defendant is charged with a motor vehicle violation, a cash bond is posted for his appearance in court and he fails to appear, the bond forfeiture date is displayed

NOTE: *To view any transactions that have been electronically reported to DMV in the DMV Events Screen, access the DMV Events screen is through the PF8 Disposition Update/Inquiry screens.*

39. REINSTATEMENT

A 'Y' in this field indicates that a case was reinstated to pending status after being disposed.

40. PROBATION VIOL DATE (Violation)

This is the date on which the defendant violated probation.

41. FTA 20 DF (Failure to Appear 20 Day Failure)

If the defendant does not appear for disposition of a motor vehicle offense (GS 20) within 20 days of the called and failed date, DMV is to be notified after the 20 days expire. This date is displayed in the MMDDYY format.

NOTE: *To view any transactions that have been electronically reported to DMV in the DMV Events Screen, access the DMV Events screen is through the PF8 Disposition Update/Inquiry screens.*

42. OFFENSE DATE (Display Only)

The offense date is displayed for informational purposes only.

43. FTA 20 DF COMPLIANCE (Failure To Appear) (Display Only)

The FTA20DF compliance date is displayed for informational purposes only.

44. DISPOSED DATE (Display Only)

The offense disposition date is displayed for informational purposes only.

45. PROBABLE CAUSE DATE

This is the date on which probable cause was found. This field displays only for Superior Court cases.

46. INDICTMENT DATE

This is the date that an Indictment for a criminal offense was returned by the Grand Jury and displays only for Superior Court cases.

47. ARRAIGNMENT DATE

This is the date for which the arraignment hearing is set and displays only for Superior Court cases.

48. MOTION/GJ PENDING DATE

This is the date for which the Motion or Grand Jury hearing is set and displays only for Superior Court cases.

49. ADDL CHARGES (Additional Charges) (Display Only)

If there is at least one more charge on a case, a 'Y' will appear in this field.

50. INQUIRY ADDL (Additional) CHARGES

Enter a 'Y' into this field if there is a 'Y' in the ADDL CHARGES field and you wish to view the next charge. Press the {ENTER} key and the Criminal Supplemental Inquiry screen will appear with the next charge.

51. NEXT # (Next File Number or Citation #)

While in the Criminal Supplemental Update, you may view another case by entering the file number or the citation number in this field, where the file number format is:

YY = File Year (default is current year; range is 1966 to current year)
XXX = Classification (CR, CRS)
999999 = Sequence Number (zero filled)

If no entry is made, the system will return to the Clerk's Main Menu.

If an error occurs, one of the following error message numbers and messages will appear:

IF007 - CASE NOT FOUND
(The file number that was entered is not on the database. Check the number and then continue)

IF013 - CITATION NOT FOUND
(The citation number that was entered is not one the database. Check the number and then continue)

SP201 - NEXT # MUST BE A CRIMINAL CASE.

**52. PF11- EVENT INQUIRY (This field description is for ALI [AOC Local Interface] counties only)
(Does not include DMV Events)**

An event is generated for selected data that is either added or updated on a case or an offense. To view these events, see ACCESSING THE EVENT INQUIRY FUNCTION (PF11).

SUPPLEMENTAL UPDATE ERROR PROCESSING

Review the screen before you press the {ENTER} key. If an error is found, the screen will return with the error highlighted and a corresponding error message:
Correct the error and press the {ENTER} key again. A new Supplemental Inquiry screen will reappear.

SUPPLEMENTAL INQUIRY RETURN PROCESSING

53. 12=CNCL (Cancel)

When all inquiries have been completed, press the {PF12} key. The Clerks Main Menu will appear. When a function is selected other than {PF11} or {PF12}, the following error message number and message will appear:

SP002 - INVALID PF KEY - PLEASE TRY AGAIN

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This section intentionally left blank.



CRIMINAL WITNESS INQUIRY FUNCTION (PF7)

ACCESSING THE WITNESS INQUIRY FUNCTION

To view witness data for an existing case, access the Witness Inquiry screen from the Clerks Main Menu as follows:

1. Enter the file number or the citation number, where the file number format is:
 - YY = File Year (default is current year; range is 1966 to current year)
 - XXX = Classification (CR, CRS)
 - 999999 = Sequence Number (zero filled)
2. Enter an 'I' (Inquire) in the MODE field.
3. Press the {PF7} key.
4. The Criminal Witness Inquiry screen will return with the cursor at the NEXT# field.

I (1)		
CRIMINAL WITNESS INQUIRY		
DEFENDANT NAME: (3)	FILE NUMBER: (2)	CITATION NUMBER: (4)
OFFENSE: (5)		
TRIAL DATE: (6)	COURTROOM: (7)	SESSION: (8)
WITNESS NO.: 01 (9)		OFFICER NO.: (11)
WITNESS NAME: (10)		
ADDRESS: (12)	/	
CITY: (13)		
STATE: (14)	ZIP: (15)	
HOME PHONE: (16)	BUSINESS PHONE: (17)	
WITNESS TYPE: (18)	AGENCY: (19)	SUBPOENA REQUESTED: (20)
SUBPOENA ISS DATE: (21)	SUBPOENA SERV DATE: (22)	METHOD OF SERV: (23)
	NEXT#: (24)	PF11=EVNT (25) 12=CNCL (26)

USING THE CRIMINAL WITNESS INQUIRY FUNCTION

The Criminal Witness Inquiry function allows the user to view witnesses that are assigned to cases in district court. Updates cannot be made while in the Inquiry Mode. Only one (1) field allows entry of data: NEXT #.

CRIMINAL WITNESS INQUIRY FIELD DESCRIPTIONS

Each data field is listed in numerical sequence as it appears on the screen from left to right. Explanations of all possible data elements along with data error messages are provided.

1. MODE

This is a one (1) position field and if entered must be one of the following:

A = Change to the add MODE.

I = Change to the inquiry MODE (Not applicable from Clerk's Inquiry Menu).

U = Remain in the update MODE .

If an error occurs, one of the following message numbers and messages will appear:

WT042 - MODE MUST BE 'A', 'I' OR 'U'.

WT043 - ADD/UPDATE MODE IS INVALID FOR INQUIRY ACCESS

WT044 - MODE HAS BEEN CHANGED TO ADD

WT045 - MODE HAS BEEN CHANGED TO INQUIRY

WT046 - MODE HAS BEEN CHANGED TO UPDATE

2. FILE NUMBER (Display Only)

The file number is displayed to assist in identifying the correct case for viewing the witness data. If a 'GR' or 'HP' displays to the right of the file number, this indicates the court location for a Guilford County case only. A 'GR' displays for a Greensboro and an 'HP' for High Point.

3. DEFENDANT NAME (Display Only)

The defendant name is displayed to assist in identifying the correct case for updating the witness data.

NOTE: *The AOC Automated and Criminal Infraction System (ACIS) will allow 28 characters to be entered for a defendant's name. However, only a maximum of 27 characters of the name will be displayed on an inquiry. (Exception is the Clerks Secured Menu, which displays all 28 characters.) This "truncated" version occurs because the 28th spot is reserved for the '*' or the '@' sign to be shown when the defendant has an alias. An update or inquiry using the file number will return the record; however, only 27 characters of the defendant's name will be shown*

4. CITATION NUMBER (Display Only)

The citation number is displayed to assist in identifying the correct case for updating the witness data.

5. **OFFENSE (Display Only)**
The arraigned offense is displayed to assist in identifying the correct case for updating the witness data.
6. **TRIAL DATE (Display Only)**
The trial date is displayed to assist in identifying the correct case for updating the witness data.
- 7-8. **COURTROOM (Number), SESSION (Display Only)**
Courtroom number and session, if scheduled, are for display purposes only.
9. **WITNESS NO. (Number) (Display Only)**
This field is displayed for information purposes only.
10. **WITNESS NAME**
The witness name is displayed in up to twenty eight (28) positions.
11. **OFFICER NO. (Number)**
If the witness is a law enforcement officer and the agency is SHP or DMV, this field displays the officer's assigned badge or identification number.
- 12-15. **ADDRESS, CITY, STATE, ZIP(Of Witness)**
The witness primary (residence) address, city, state and zip code are displayed.
- 16-17. **HOME PHONE, BUSINESS PHONE (Of Witness)**
Witnesses' primary (residence) phone and business or work phone is displayed.
18. **WITNESS TYPE**
This is a one (1) position alphabetic field that defines the type of witness that is being displayed as follows:
 - C - Complainant
 - D - Defense
 - L - Law Enforcement
 - S - State
 - I - Inactive
 - N - Complainant Non-Witness
 - V - Victim
19. **AGENCY (Of Witness)**
If the witness is a law enforcement officer, enter the agency code for the officer is displayed in the three (3) positions.
20. **SUBPOENA REQUESTED**

This field displays either an 'E' or a 'Y'. An 'E' indicates that a subpoena is to be generated for each trial setting and a 'Y' indicates the subpoena is to be generated after the first trial setting.

21. SUBPOENA ISS DATE (Issued)

This field displays the most current date that a subpoena was issued in the MMDDYY format.

22. SUBPOENA SERV DATE (Service)

The date the subpoena was served is displayed in the MMDDYY format.

23. METHOD OF SERVICE (For Subpoena)

The method of service of the subpoena is displayed as one of the following codes:

P - Personal

T - Telephone

M - Mail

24. NEXT # (File or Citation Number)

If witness data needs to be viewed in other cases, enter the file number or the citation number for the next case into this field and press the {ENTER} key. (Refer to the above file number format).

If an error occurs, the following error message number and message will appear:

WT035 - NEXT # MUST BE A CRIMINAL CASE

25. P11=EVNT (EVENT INQUIRY) (This field description is for ALI [AOC Local Interface] counties only and does not include DMV events)

An event is generated for selected data that is either added or updated on a case or an offense. To view these events, see ACCESSING THE EVENT INQUIRY FUNCTION (PF11).

WITNESS INQUIRY ERROR PROCESSING

If an error occurs, the Witness Inquiry screen will return with the error highlighted and a corresponding error message number and message. Correct the error and then continue with your witness updates.

WITNESS INQUIRY RETURN PROCESSING

26. 12=CNCL (Cancel)

When all witness inquiries are complete, press the {PF12} key. The Clerks Main Menu will appear. When a function is selected other than {PF11}, or {PF12}, the following error message number and message will appear:

WT003 - INVALID PF KEY - PLEASE TRY AGAIN

This section intentionally left blank.

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CRIMINAL WITNESS SEARCH FUNCTION (PF7)

ACCESSING THE WITNESS SEARCH FUNCTION

To search for a witness name, access the Witness Search screen from the Clerks Inquiry Menu, as follows:

1. Enter one of the following in the MODE field:
 - P (Pending) - All cases with a pending status and match the name searched will appear on the Witness Search screen.
 - D (Disposed) - All cases with a disposed status and match the name searched will appear on the Witness Search screen.
 - Blank - All cases with a status of (pending, unserved and disposed) and match the name searched will appear on the Witness Search screen.
2. Enter the witness name in the NAME field. Use the standard name format used throughout the system. The full name is desired but at least one character is accepted.
3. Depress the {PF7} key.
4. The following screen will appear:

(01)	(02)	(03)	(04)	(05)	(06)	(07)	(08)
WITNESS	W#	DEFENDANT	OFFENSE	CTRM	DATE	FILE NUMBER	L
STATUS (09)							
SMITH,A	01	BAKER,JUDY	01 INSPECT VIO	0001	112302A	02CR 001234	G
SMITH,A	01	BAKER,JUDY	02 INSPECT VIO	0001	112302A	02CR 001234	G
SMITH,A	01	BAKER,JUDY	51 INSPECT VIO	0001	112302A	02CRS001234	G
SMITH,A	01	BAKER,JUDY	52 INSPECT VIO	0001	112302A	02CRS001234	G
SMITH,A,J	01	PICKETT,JO	01 SPEEDING	0001	111902A	02CR 004322	H

NEXT NAME: (10)

PF12-MENU



USING THE WITNESS SEARCH FUNCTION

This screen displays a list of witness names that match the name that was requested.

WITNESS SEARCH FIELD DESCRIPTION

NOTE: *No fields, except NEXT NAME, may be entered in the Witness Search screen.*

1. **WITNESS (Name)**
The witness name is displayed in this field.
2. **W # (Witness No)**
The witness sequence number is displayed in this field.
3. **DEFENDANT**
This field contains the defendant's name.
4. **O # (Offense No.) and OFFENSE**
The offense sequence number and text is displayed in this field. The numbers '01' through '02' indicate a district court case; the numbers '51' through '52' indicate a superior court case.
5. **CTRM (Number)**
The courtroom number is displayed in this field.
6. **DATE (Trial) and S (Session)**
The trial date is displayed along with the first position of the court session, i.e., 'A' for 'AM', 'P' for 'PM' and 'N' for 'NC'.
7. **FILE NUMBER**
This case file number is displayed in this field.
8. **LOC (Court Location)**
If a 'GR' or 'HP' displays to the right of the file number, this indicates the court location for a Guilford County case only. A 'GR' displays for a Greensboro and an 'HP' for High Point.
9. **STATUS**
Depending on the search type (parameter) entered at the main menu, either "Pending" or "Disposed" will show in this space.
10. **NEXT NAME**
Enter the next witness name in the NEXT NAME field. Use the standard name format used throughout the system. The full name is desired but at least one character is accepted. If an error occurs or the name is not found on the database, the following error message and error message number will appear:

WS001 - NO NAMES FOUND SATISFYING REQUEST



WITNESS SEARCH ERROR PROCESSING

If an error occurs, the Witness Search screen will return with the error highlighted and a corresponding error message. Correct the error and continue with the witness inquiries.

If a witness name is not found on the database, the following error message and error message number will appear:

WS001 - NO NAMES FOUND SATISFYING REQUEST

WITNESS SEARCH RETURN PROCESSING

To return to the Clerks Main Menu, depress the {PF12} key. The Clerks Inquiry Menu screen will return.

If a function key is depressed other than {PF12}, the following error message and error message number will appear:

WS002 - INVALID PF KEY - PLEASE TRY AGAIN

This section intentionally left blank.

CONFIDENTIAL



CRIMINAL DISPOSITION INQUIRY FUNCTION (PF8)

ACCESSING THE CRIMINAL DISPOSITION INQUIRY FUNCTION

To view disposition data for a case or an offense, access the Criminal Disposition Inquiry screen from the Clerks Inquiry Menu, as follows:

1. Enter the file number or the citation number, where the file number format is:
 - YY = File Year (default is current year; range is 1966 to current year)
 - XXX = Classification (CR, CRS)
 - 999999 = Sequence Number (zero filled)
2. Enter an 'I' in the MODE field.
3. Press the {PF8} key.
4. The Criminal Disposition Inquiry screen will appear with the cursor at the ADDL JGMT? field:

NNN COUNTY NAME (1)		CRIMINAL DISPOSITION INQUIRY		FILE NUMBER (3)	TRIAL DATE: (2)
DEFENDANT NAME (5)		OFFENSE 01 (6)		OFFN. DATE: (4)	
ARRN OFFN: (8)	SP: (9)	ZONE:	D.L.: (10)	VRA:Y (11) DV CH:Y (12)	
MFTI: (13) TEXT:	AC: (17)		CL: (18)	PR PTS: (19)	GS: (14)
CONV OFFN: (15)	SP: (16)	ZONE:	DV CH: (20)		GS: (23)
MFTI: (21) TEXT: (22)	DISP DATE: (27)		CONS F/JGMT: (28)		
PLEA: (24)	VER: (25)	MOD: (26)	MONIES PAID: (32)	TO BE PAID: (33)	
COST: (29)	FINE: (30)	REST: (31)	C&F: (38)	CASH BF: (39)	
ATTY TYPE: (34)	JUDGE: (35)	ADA: (36)	90DF: (37)	COMPL: (43)	
FTA 20DF: (40)		COMPL: (41)	FTC 20DF: (42)	LTD PRV: (49)	
DL SUSP LEN: (44)	YMD: (45)	ACK.DT: (46)	LIC.STAT: (47)	ISS.DT: (48)	LDP EFF.DT: (55)
SENT LEN MIN: (50)	YMDLX: (51)	MAX: (52)	YMD: (53)	SENT TYPE: (54)	
PROB LEN: (56)	YMD: (57)	SUPERVISED?: (58)	RSONCO: (59)		GANG REL: (60)
CREDIT FOR TIME SERVED: (61)		DAYS CONSECUTIVE SENTENCING(A/S): (62)			
COMM SVC: (63)	HRS IN: (64)	DAYS	ASSMT: (65)	CSLR: (66)	CSLRC: (67)
SPECIAL COND: (68)					
APPEAL TO SUPERIOR: (69)		WD/RM: (70)	TRANS TO SUPERIOR: (71)		
TO APPELLATE: (72)	APPELLATE RESULT: (73)		ADDL CHARGES: (74)	ADDL JGMT: (75)	
MICROFILM #: (76)			ADDL CHARGES?: (77)	ADDL JGMT?: (78)	
NEXT #: (79)	PF2-NAME (80)	PF10-CONS CHARGES (81)	PF11-EVENTS (82)	MM/DD/YY HH:MM:SS(83)	

USING THE CRIMINAL DISPOSITION INQUIRY FUNCTION

The purpose of the Criminal Disposition Inquiry Function is to allow viewing of judgment data or disposition of an offense or case. Three (3) additional screens may be accessed from this function: Judgment Data, Offenses Consolidated for Judgment, and Criminal DMV Events Inquiry.

Instructions on the use and access of these screens are also included in this section.

Refer to the CRIMINAL DISPOSITION INQUIRY FIELD DESCRIPTIONS, ACCESSING THE JUDGMENT DATA SCREEN, ACCESSING THE OFFENSES CONSOLIDATED FOR JUDGMENT AND ACCESSING THE CRIMINAL DMV EVENTS INQUIRY SCREEN.

CRIMINAL DISPOSITION INQUIRY FIELD DESCRIPTIONS

Each data field is listed in numerical sequence as it appears on the screen from left to right. Explanations of all possible data elements along with data error messages are provided.

1. **NNN COUNTY NAME (Display Only)**
The three (3) digit county number and county name are displayed for informational purposes only.
2. **TRIAL DATE (Display Only)**
The current trial date is displayed for informational purposes only.
3. **FILE NUMBER (Display Only)**
The file number is displayed for informational purposes only. If a 'GR' or 'HP' displays to the right of the file number, this indicates the court location for a Guilford County case only. A 'GR' displays for a Greensboro and an 'HP' for High Point.
4. **OFFN DATE (Offense Date) (Display Only)**
The date of the offense is displayed for informational purposes only.
5. **DEFENDANT NAME (Display Only)**
The defendant name is displayed in the standard name format, (Last Name, First Name, Middle Name (or Initial), Suffix) for informational purposes only.

NOTE: *The AOC Automated and Criminal Infraction System (ACIS) will allow 28 characters to be entered for a defendant's name. However, only a maximum of 27 characters of the name will be displayed on an inquiry. (Exception is the Clerks Secured Menu, which displays all 28 characters.) This "truncated" version occurs because the 28th spot is reserved for the '*' or the '@' sign to be shown when the defendant has an alias. An update or inquiry using the file number will return the record; however, only 27 characters of the defendant's name will be shown*

- 6. OFFENSE NN (Display Only)**
The number that appears in the 'NN' portion of this field indicates the number of the offense appearing on the screen ('01' and '02' for the first and second district court offenses; '51' and '52' for the superior court offenses). The offense number is displayed for informational purposes only.
- 7. CITA: (Citation Number) (Display Only)**
The citation number is displayed for informational purposes only.
- 8. ARRN OFFN (Arraigned Offense) (Display Only)**
The appropriate four (4) digit numeric offense code for the offense is displayed for informational purposes only. If the arraigned offense code is in error, a correction can be made in the Supplemental Update (PF6) screen. Unless the arraigned offense code has been changed, the arraigned offense code is the same as the charged offense code.
- 9. SPEED and ZONE (Display Only)**
If the arraigned offense was speeding, the arraigned speed and zone are displayed.
- 10. D.L. (Drivers License Number and State) (Display Only)**
The first nine (9) positions of the defendant's driver's license number and the driver's license state are displayed for informational purposes only.
- 11. VRA (Victims Rights Amendment)**
This field is primarily to allow for statistical gathering and tracking of cases that are categorized under the Victims' Rights legislation. In this one character field, 'Y' is the only stored value; 'N' and (blank) are the same. Implemented 12-04.
- 12. DV CH (Domestic Violence Charged) Formerly DOM. VL**
This field contains a one character flag that indicates whether the defendant has been charged with a domestic violence offense (not offense code specific). Implemented 12-04.
- 13. MFTI (Offense Type) TEXT (Display Only)**
The type of offense: Misdemeanor, Felony, Traffic or Infraction, and text for the arraigned offense is displayed for informational purposes only.
- 14. GS (Arraigned N.C. General Statute Number)**
The GS number for the arraigned offense is displayed for informational purposes only.
- 15. CONV OFFN (Convicted Offense)**
If the verdict for this offense is RS, RL, PJ, GU, or GL, the convicted offense code will display. (The code must be one of the criminal offense codes found in the User Manual of Codes)
- 16. SPEED (Convicted) ZONE (Convicted)**
If the arraigned offense is SPEEDING, SPEED IN HWY WORK ZONE OR SPEEDING IN SCHOOL ZONE, the convicted SPEED and ZONE fields will display.

17. AC (Alcohol Content)

The AC is required for all Implied Consent Offense Codes, 0922, 0940, 5405, 5406, 5526, 5527, 5553, 5559, 5560, 5570, 5571, 5577, 5594, 5595, 5610, 5615, 5620, 5621, 5622, 5624, 4703 and 4540 with offense dates on or after 12/01/2006.

Valid Codes: Numeric value 00 to 55

BT = Blood Test

RF = Refusal

NR = Not Required

DR = Drugs or Controlled Substance other than alcohol.

18. CL (Offense Class for Convicted Offense)

The offense class is displayed here. The valid entries are 'A', 'B1', 'B2', 'C' through 'I' for felony offenses and 'A1', '1' through '3' for misdemeanor offenses.

19. PR PTS (Prior Record Points or Prior Record Conviction Level)

If the defendant had prior record points this values displayed.

20. DV CV (Domestic Violence Convicted)

This field contains a one character flag that indicates whether the defendant has been found guilty of a domestic violence charge (court decides that details fall under the domestic violence statute; not offense code specific). Implemented 12-04.

21-23. MFTI (Convicted Offense Type), TEXT (Offense), GS (General Statute)

The convicted offense type, offense description and general statute number are displayed.

M = MISDEMEANOR

F = FELONY

T = TRAFFIC

I = INFRACTION

24. PLEA

The plea of the defendant is displayed as one of the following:

GU= GUILTY

GL= GUILTY TO A LESSER OFFENSE

NC= NO CONTEST

NG= NOT GUILTY

NR= NOT RESPONSIBLE

RS = RESPONSIBLE

RL = RESPONSIBLE TO A LESSER OFFENSE

25. VER (Verdict)

The verdict code for the offense is displayed as follows:

- GU= GUILTY
- GL = GUILTY TO A LESSER OFFENSE
- JA = JUDGMENT ARRESTED (BY JUDGE AFTER JURY TRIAL)
- PJ = PRAYER FOR JUDGMENT
- NG = NOT GUILTY
- NR = NOT RESPONSIBLE
- RS = RESPONSIBLE
- RL = RESPONSIBLE TO A LESSER OFFENSE

26. MOD (Method of Disposition)

This code will describe how and by whom the case was disposed (Judge, Jury, DA, etc.).

The valid codes are:

- CV = CHANGE OF VENUE (TO ANOTHER COUNTY)
- DC = DISMISSED BY THE COURT
- DD = DISMISSAL AFTER DEFERRED PROSECUTION
- VD = DISMISSAL WITHOUT LEAVE BY DA
- VL = DISMISSAL WITH LEAVE BY DA
- ST = DISMISSED BY COURT - SPEEDY TRIAL
- FE = FIGHT EXTRADITION (EXTRADITION HEARING BY JUDGE CODE 9901 OR 5099 ONLY)
- HC = HABEAS CORPUS HEARING (VALID ONLY WITH CODE 9902)
- JU = JUDGE (TRIAL BY JUDGE OR GUILTY PLEA BEFORE JUDGE AT DISTRICT COURT LEVEL, GUILTY PLEA AT SUPERIOR COURT LEVEL)
- JR = JURY TRIAL (JURY EMPANELLED IN CASE)
- MA = MAGISTRATE (MISDEMEANOR CASES)
- NS = NEVER TO BE SERVED (UNSERVED THAT IS VOIDED, RECALLED OR STRICKEN BY JUDICIAL OFFICIAL)
- NP = NO PROBABLE CAUSE
- NB = NO TRUE BILL RETURNED
- OT = OTHER (CVR ONLY) (SOME OLDER CASES FOR DISPLAY ONLY)
- PC = PROBABLE CAUSE FOUND (TRANSFER TO SUPERIOR COURT)
- PO = PROCESS/PROBATION OTHER (INCLUDES PROBATION IF NOT REVOKED)
- PR = PROCESS/PROBATION REVOKED (BY JUDGE)
- RM = REMANDED TO DISTRICT COURT
- SI = SUPERSEDING INDICTMENT OR SUPERSEDING PROCESS
- TD = TRANSFERRED CLASS H OR I FELONY TO DISTRICT COURT
- WE = WAIVER OF EXTRADITION (CODE 9901 OR 5099 ONLY)
- WP = WAIVED PROBABLE CAUSE (TRANSFER TO SUPERIOR COURT)
- WC = WAIVER - CLERK
- WM = WAIVER - MAGISTRATE
- WD = WITHDRAWN FROM SUPERIOR COURT

27. DISP DATE (Disposition Date)

The date of the announcement of judgment in open court, waiver accepted, or other dates of disposition are displayed in the MMDDYY format.

28. CONS F/JGMT (Consolidated for Judgment File Number and Offense Number)

If the current offense has been consolidated for judgment with a lead offense (where the judgment data has been entered), the file number and the offense number of the lead offense is displayed.

29-31. COST, FINE, RESTITUTION

The total amount of court costs, the fine amount and total amount of restitution or fee for a CVR charge are displayed in these fields.

32. MONIES PAID

This field is used for multiple purposes. A 'Y' in this field indicates the defendant has complied with judgment regarding any monies to be paid. An 'N' displays if the judge allowed time for the defendant to pay and a compliance date has been set.

An 'X' displays to indicate that the order was rescinded if the offense is a CVR (Civil Revocation) and the judge or magistrate rescinds the revocation order.

An 'R' (Revoked) displays in this field if probation is revoked later. An 'E' (Elect to Serve) displays if the defendant elects to serve active time after being placed on probation.

33. TO BE PAID (Date)

If the judgment allowed time for the defendant to pay and a compliance date has been set, this date is displayed in the MMDDYY format.

34. ATTY TYPE (Defense Attorney)

The type of defense attorney is displayed as one of the following codes:

A = APPOINTED

P = PUBLIC DEFENDER

R = PRIVATELY RETAINED OR SELF

W = WAIVED

NOTE: *When attorney type 'W' is entered, the Defense Attorney name is changed to 'Waived' in the record on the database. When attorney type 'P' is entered, the Defense Attorney name is changed to 'Public Defender' in the record on the database.*

35. JUDGE (Judge's Number or Initials)

The presiding judge's number or initials are displayed.

36. ADA (Assistant District Attorney Initials)

The initials of the District Attorney or Assistant District Attorney assigned to the case are displayed here.

NOTE: *The following occurs to this field while the case is pending only:*

If the ADA initials are changed, the ADA name in the database record is changed to ASST DIST ATTY. If the ADA initials are blanked, then the ADA initials and name are blanked in the database record.

37. 90DF (Day Failure) (Display Only)

This field displays the date that a 90DF occurred for informational purposes only.

38. C&F (Called and Failed Date) (Display Only)

The date the defendant was called to court and failed to appear is displayed for informational purposes only.

39. CASH BF (Bond Forfeiture)

If the defendant is charged with a motor vehicle violation, a cash bond is posted for his appearance in court and he fails to appear, the bond forfeiture date is displayed

40. FTA 20DF (Failure to Appear 20 Day Failure)

If the defendant does not appear for disposition of a motor vehicle offense (GS 20) within 20 days of the called and failed date, DMV is to be notified after the 20 days expire. This date is displayed in the MMDDYY format.

NOTE: *To view any transactions that have been electronically reported to DMV in the DMV Events Screen, access the DMV Events screen is through the PF8 Disposition Update/Inquiry screens.*

41. COMPL (Failure to Appear 20 Day Failure Compliance)

The FTA20DF compliance date is displayed in the MMDDYY format.

42. FTC 20DF (Failure to Comply 20 Day Failure)

If the defendant fails to comply with the judgment of monies to be paid and the offense is a GS 20 offense, the failure to comply (FTC) must be reported to DMV after 20 days have elapsed since the "to be paid" date. This date is displayed in the MMDDYY format.

43. COMPL (Failure to Comply 20 Day Failure Compliance)

The FTC20DF compliance date is displayed in the MMDDYY format.

44-45. DL SUSP LEN (Drivers License Suspension Length), YMD (Year, Month, Day)

The driver's license length and time frame of suspension is displayed.

46. ACK.DT (Acknowledgment Date)

The date that the defendant signed the appropriate DL form acknowledging surrender of the driver's license or acknowledging the suspension or the date the license was surrendered is displayed in the MMDDYY format

47. LIC.STAT (License Status)

The status of the defendant's driver's license is displayed as follows:

- 1 = LICENSE IS SURRENDERED
- 2 = LICENSE IS A LIMITED PRIVILEGE LICENSE SURRENDER
- 3 = LICENSE WAS LOST
- 4 = DEFENDANT DOES NOT HAVE A LICENSE

NOTE: *If License Status is 5 on the DL-53, then use License Status 1 in this field.*

48. ISS.DT (NC Drivers License Issued Date)

The issued date for the driver's license being surrendered is displayed in the MMDDYY format.

49. LTD PRV (Limited Driving Privilege)

This field appears as an 'N'. If the defendant has received a limited driving privilege, a 'Y' will display.

50-51. SENT LEN MIN (Sentence Length Minimum), YMDLX (Sentence Length Minimum Frame)

The minimum sentence length and time frame is displayed. The valid codes are:

- Y = YEARS
- M = MONTHS
- D = DAYS
- L = LIFE
- X = DEATH

52-53. MAX (Sentence Length Maximum), YMD (Sentence Length Maximum Frame)

The maximum sentence length and maximum sentence frame are displayed. The valid codes are:

- Y = YEARS
- M = MONTHS
- D = DAYS

54. SENT TYPE (Sentence)

The type of sentence the defendant received is displayed as 'A' (Active Punishment), 'I' (Intermediate Punishment), 'C' (Community Punishment) for structured sentencing offenses. For offenses committed before 10/01/94 or not structured sentencing, the only valid entries are 'A' or blank.

55. LDP EFF.DT (Limited Privilege Effective Date)

The date the limited driving privilege is effective is displayed in the MMDDYY format.

56-57. PROB LEN (Probation Length), YMD (Probation Length Frame)

The probation sentence length and the probation sentence frame that corresponds with the probation sentence length is displayed. The valid codes are 'Y' (Years), 'M' (Months) and 'D' (Days).

58. SUPERVISED?

If the defendant is given supervised probation, a 'Y' will display. If not supervised probation, then an 'N' will display.

59. **RSONCO**
Registered sex offender no contact order flag default to 'blank'.
Registered sex offender no contact order may be 'Y' (Yes) or 'R' (Rescinded) for any non-infracton offense code.
60. **GANG RELATED**
Gang flag default to 'blank' for the following offense codes: 2152, 2153, 2154, 2155, 2156, 2157, and 2158.
Gang flag to be set automatically to 'Y' at **conviction only** for the following offense codes and can not be changed to 'blank': 2152, 2153, 2154, 2155, 2156, 2157 and 2158.
Gang flag will be 'blank' at disposition of offense codes 2152, 2153, 2154, 2155, 2156, 2157 and 2158 offense (s) if Verdict is not equal to GU, or GL.
61. **CREDIT FOR TIME SERVED**
If applicable, the credit for time served will display.
62. **CONSECUTIVE SENTENCING (A/S)**
If applicable, the consecutive sentencing indicator from the judgment form will display.
Valid entries are 'A' (All current sentence obligations), or 'S' (Specified cases).
- 63 64. **COMM SVC (Community Service Length), HRS IN (Community Service to be Completed Within)**
If community service is ordered in the judgment, the length (hours) and the time frame for completion will display.
65. **ASSMT (Assessment)**
The indicator, 'Y' (Yes) or 'N' (No), if the judgment indicates that the defendant attend assessment.
66. **CSLR (Community Service License Revocation)**
A legislative mandate requires that a defendant's driver's license is revoked if the court determines that there is a willful failure to complete community service within the court ordered time frame. This law went into effect on 10-31-1998; therefore, the revocation order date must be equal to or greater than this date. If revocation occurs, DMV must be notified on all criminal offenses except felonies. The date that the judge signed the order as the revocation date is displayed in the MMDDYY format.
67. **CSLRC (Community Service License Revocation Compliance)**
The date the defendant complied with the requirements of community service as conditions of the judgment is displayed in MMDDYY format.
68. **SPECIAL COND (Special Conditions)**

This is the first line (59 alphanumeric positions) of four (4) lines for displaying any special conditions attached to the judgment of the case. The remaining three (3) lines are on the Judgment Data screen. Any data that is entered in this line is carried forward to the Judgment Data screen and appears as the first line of data.

69. APPEAL TO SUPERIOR (Date)

The date of appeal displays if the defendant appeals the case to superior court.

70. WD/RM (Withdrawn/Remand Date) (Display Only)

This field will display only if the offense was remanded back to district court or was withdrawn from superior court by the defendant. The date represents the date of remand or withdrawn date in the superior court record, therefore, eliminating the need to change the disposition date at the district court level.

71. TRANS TO SUPERIOR (Transferred Date)

The date the offense was transferred to superior court will display in this field, if applicable.

72. TO APPELLATE (Date)

This field appears only for a superior court case. If applicable, the date the case was appealed to the appellate court will display in the MMDDYY format. A date in this field is for informational purposes only. It does not change the status of a case.

73. APPELLATE RESULT

This field appears only for a superior court case. If applicable, the appellate results will display. The valid codes are:

A = AFFIRMED

D = DISMISS THE CASE

M = MODIFIED

N = NOT PERFECTED OR WITHDRAWN

R = REVERSED

74. ADDL CHARGES (Additional Charges)

The 'Y' that appears in this field indicates that the current case has at least one more offense. No entry can be made in this field.

75. ADDL JGMT (Additional Judgment)

The 'Y' that appears in this field indicates that the current case has additional judgment data entered. No entry can be made in this field.

76. MICROFILM #

This field appears only for a superior court case. The microfilm number for the case will display, if applicable.

77. ADDL CHARGES? (Additional)

If there is a 'Y' in the ADDL CHARGES field enter a 'Y' into this one (1) position alphabetic field. Press the {ENTER} key and the Criminal Disposition Inquiry screen will appear.

NOTE: *No entry can be made in this field if there is only (1) one offense.*

78. ADDL JGMT? (Additional Judgment)

If a 'Y' appears in the ADDL JGMT field, the current offense has existing judgment data in the Criminal Judgment Data screen. Enter a 'Y' in this field to view the additional judgment data. Press the {ENTER} key and the Criminal Judgment Data screen will appear. The only valid entries are 'Y' (Yes) or 'N' (No) in one (1) alphabetic position.

NOTE: *When in the Inquiry (I) mode, access to the Criminal Judgment Data screen is denied unless the ADDL JGMT field displays a 'Y'.*

79. NEXT # (Next File Number or Citation #)

Enter the file number or the citation number for the next case into this field if an additional Criminal Disposition inquiry is needed. (Refer to the above file number format). Depress the {ENTER} key and the Criminal Disposition Inquiry screen for the next case will appear. Returning to the Clerks Main Menu is not necessary when this method is used.

80. PF2 NAME

If entry was from the Defendant/Alias Name List screen and you wish to return, press the {PF2} key.

While in the PF8 Disposition Inquiry screen, the NEXT # field may be used to access a different case. This function may be continued until you wish to return to the PF2 function. When returning to the PF2 Defendant/Alias Name List screen, it returns with the defendant name where entry to the PF8 Disposition Inquiry originally occurred.

81. PF10 CONS CHARGES (Consolidated)

If an offense has no consolidated for judgment offenses, this field will not appear. If an offense has been consolidated for judgment with another offense or had other offenses consolidated to this offense, the PF10 CONS CHARGES function will appear at the bottom of the screen. To view all offenses consolidated for judgment with a lead offense, press the {PF10} key. The Offenses Consolidated for Judgment screen will appear. See ACCESSING THE OFFENSES CONSOLIDATED FOR JUDGMENT for a description of the use of this screen.

82. PF11-EVENTS

A DMV event is generated when the case is disposed. To view these events for an offense, to see how/if DMV was notified, press the {PF11} key. The DMV EVENTS INQUIRY SCREEN will appear.

83. MM/DD/YY HH:MM:SS (Month/Day/Year Hour:Minute:Second)

The system date and time is displayed in the lower right portion of the screen.

ACCESSING THE CRIMINAL EVENTS INQUIRY FUNCTION (PF11)

To review event information for a Criminal offense or case, access the Criminal Events Inquiry screen from the Disposition Inquiry screen by pressing the {PF11} key. The Criminal Events Inquiry Screen will appear.

To return to the Criminal Disposition Inquiry screen, press the {PF12} key. The Criminal Disposition Inquiry Screen will return. (Pressing the {ENTER} key will return the same results).

DISPOSITION INQUIRY ERROR PROCESSING

Take time to review the screen before you depress the {ENTER} key. If an error is found, after depressing the {Enter} key, the Disposition Inquiry screen will return with the error highlighted and a corresponding error message. Correct the error and then depress the {ENTER} key again. A new Disposition Inquiry screen will appear.

DISPOSITION INQUIRY RETURN PROCESSING

To return to the Clerks Main Menu, press the {PF12} key. The Clerks Main Menu will appear ready for the next transaction.

The following error message number and message will appear if a function is selected other than {PF10}, {PF11} or {PF12}.

DS003 - INVALID PF KEY - PLEASE TRY AGAIN.

CRIMINAL JUDGMENT DATA

ACCESSING THE JUDGMENT DATA SCREEN

The purpose of this screen is to allow additional judgment data to be viewed for a convicted offense.

MESSAGE TEXT (1)	CR/IF CASE PROCESSING	CRJDMTP
NC AOC CIS	JUDGMENT DATA	
NNN COUNTY NAME (2)	OFFENSE: (4)	NAME: (5)
FILE #: (3)		
SPECIAL COND: (6)		
ENHANCED FIREARM PENALTY (Y/N): (7)	SENTENCING SERVICES PLAN (Y/N): (8)	
OTHER SPECIAL CONDITIONS OF PROBATION – INTERMEDIATE PUNISHMENTS		
SPECIAL PROBATION LENGTH: (9) MD: (10) CUSTODY OF: (11)		
RESIDENTIAL PROGRAM:		
IMPACT PROGRAM (Y/N): (12)		
PROGRAM NAME: (13)	LEN: (14)	MD: (15)
ELECTRONIC MONITORING/ELECTRONIC HOUSE ARREST: (16) MD: (17)		
INTENSIVE PROBATION SUPERVISION: (18) MONTHS		
DAY REPORTING CENTER: (19) MD: (20)		
DRUG COURT (Y/N): (21)		
SPECIAL CONDITIONS FOR SEX OFFENDERS (Y/N): (22)		
PF3=EXIT (23) 10=CONS CHARGES (24) 11=EVENTS (25)		
MM/DD/YY HH:MM:SS (26)		

JUDGMENT DATA FIELD DESCRIPTIONS

Refer to the following descriptions for data requirements and data entry rules:

1. **Message Text**
Error/informational messages are displayed here.
2. **NNN COUNTY NAME (Display Only)**
The three (3) digit county number and county name are displayed for informational purposes only.
3. **FILE # (Number) (Display Only)**
The file number is displayed for informational purposes only.
4. **OFFENSE (Display Only)**
The convicted offense is displayed for informational purposes only.
5. **NAME (Defendant) (Display Only)**
The defendant name is displayed for informational purposes only.

6. SPECIAL COND (Conditions)

There are four (4) lines for displaying any special conditions attached to the judgment of the case. If the first line was entered on the Disposition screen, it will be carried forward to this screen.

7. ENHANCED FIREARM PENALTY

This field will only appear for Superior Court cases and applies to convictions for class A-E offenses where the defendant receives an active sentence. The valid entries are 'Y' (Yes) or 'N' (No).

8. SENTENCING SERVICES PLAN

Sentencing Services displays only if Community Penalties Plan was entered into a case prior to 09/28/01.

9. SPECIAL PROBATION LENGTH

The length of the active time is displayed if the defendant received a split sentence (active time and probation).

10. MD (Special Probation Active Term Frame)

The frame of the special probation active term length is displayed as 'D' (Days) or 'M' (Months).

11. CUSTODY OF

The location where the defendant is held in custody for special probation is displayed. The valid entries are 'J' (Jail - County Sheriff) or 'P' (Prison - DOC.)

12. IMPACT PROGRAM(Y/N)

(Intensive Motivation Program of Alternative Correctional Treatment Indicator)

The impact program indicator is displayed as 'Y' (Yes) or 'N' (No).

13. PROGRAM NAME

The program name for probation is displayed.

14. LEN (Residential Program Length)

If applicable, the length of the program is displayed.

15. MD (Residential Program Length Frame)

The residential program length frame is displayed as 'M' (Months) or 'D' (Days).

16. ELECTRONIC MONITORING/ELECTRONIC HOUSE ARREST

If applicable, the length of the electronic monitoring/house arrest in three (3) numeric positions displayed.

17. MD (Electronic Monitoring/Electronic House Arrest Frame)

Enter the electronic monitoring/house arrest frame is displayed as 'M' (Months), 'D' (Days).



18. INTENSIVE PROBATION SUPERVISION

If applicable, the length of the intensive probation is displayed.

19. DAY REPORTING CENTER

If applicable, the length of time the defendant is to report to the day center is displayed.

20. MD (Day Reporting Center Frame)

The day reporting center length frame is displayed as 'M' (Months), or 'D' (Days).

21. DRUG COURT (Y/N)

A display if 'Y' or blank indicates that the defendant has been assigned to a special drug treatment court as a part of sentencing. Probation is not a required part of sentencing for this punishment. Upon judgment entry, if 'N' is entered, then blank will be saved.

22. SPECIAL CONDITIONS FOR SEX OFFENDERS (Y/N)

A display of 'Y' (Yes) or 'N' (No) indicates there are special conditions in the judgment for sex offenders.

JUDGMENT DATA RETURN PROCESSING

The following explains the multiple accesses to screens within the Judgment Data screen:

23. PF3 = EXIT

To return to the Criminal Disposition Inquiry screen, press the {PF3} key. The Criminal Disposition Inquiry screen will return to the charge appearing before accessing the Judgment Data screen.

24. 10 = CONS CHARGES (Consolidated)

If an offense has been consolidated for judgment with another offense, the PF10 CONS CHARGES function will appear at the bottom of the screen. To view all offenses consolidated for judgment with a lead offense, press the {PF10} key. The Offenses Consolidated for Judgment screen will appear. (Pressing the {ENTER} key will return the same results).

See ACCESSING THE OFFENSES CONSOLIDATED FOR JUDGMENT for a description of the use of this screen.

25. 11 = EVENTS (PF11)

To review event information for a criminal offense or case, access the Criminal Events Inquiry screen by pressing the {PF11} key. The Criminal Events Inquiry Screen will appear.

26. MMDDYY HH:MM:SS

The system date, hour, minute and second are displayed for informational purposes only.

JUDGMENT DATA ERROR PROCESSING

Take time to review the screen before you depress the {ENTER} key. If an error is found, after depressing the {Enter} key, the Judgment Data screen will return with the error highlighted and a corresponding error message. If any Key other than those above is selected, the following error message number and message will appear:

JD001 - INVALID PF KEY - PLEASE TRY AGAIN

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This section intentionally left blank.



CRIMINAL**OFFENSES CONSOLIDATED FOR JUDGMENT****ACCESSING OFFENSES CONSOLIDATED FOR JUDGMENT**

Access to this screen is only allowed from the Criminal Disposition Update/Inquiry screen. The purpose of the Offenses Consolidated For Judgment screen is to display all cases and/or offenses that have been consolidated for judgment and allow access to the Disposition Update/Inquiry screen for the selected offense. When the screen is displayed the (LEAD) offense that contains the judgment data is identified.

ACCESSING THE CRIMINAL DISPOSITION UPDATE/INQUIRY SCREEN

Access to this screen is only allowed from the Criminal Disposition screen. Review the list of file/offense numbers appearing on the screen. Using the {NEW LINE} key, place the cursor to the left of the file and offense number to be viewed. Enter a '/' (slash) to the left of the file number and depress the {ENTER} key. The Criminal Disposition screen will appear for the selected file and offense number.

If an error occurs, one of the following error message numbers and messages will appear:

CJ002 - USE '/' TO INDICATE YOUR SELECTION

CJ003 - SELECT ONE LINE ONLY

CJ004 - NO SELECTION WAS MADE

NC AOC CIS	CR/IF CASE PROCESSING	CRCONFJP
NNN COUNTY NAME (1)	OFFENSES CONSOLIDATED FOR JUDGMENT	
FILE #: (2)	OFFENSE: (3)	NAME: (4)
(5)		
94CR XXXXXX 01		
94CR XXXXXX 02		
94CR XXXXXX 01 (LEAD)		
94CR XXXXXX 02		
94CR XXXXXX 01		
94CR XXXXXX 02		
94CR XXXXXX 03		
94CR XXXXXX 01		
94CR XXXXXX 01		
94CR XXXXXX 02		
94CR XXXXXX 01		
94CR XXXXXX 02		
94CR XXXXXX 01		
94CR XXXXXX 02		
94CR XXXXXX 02		
94CR XXXXXX 01		
CJ008 WARNING - PF12 WILL CANCEL ANY UPDATES BEING MADE (6)		MORE: BF (7)
PF3=EXIT (8) 7=BKWD (9) 8=FWD (10) 12=CANCEL (11)		MM/DD/YY HH:MM:SS (12)

OFFENSES CONSOLIDATED FOR JUDGMENT FIELD DESCRIPTIONS

1. **NNN COUNTY NAME (Display Only)**
The three (3) digit county number and county name are displayed for informational purposes only.
2. **FILE # (Number) (Display Only)**
The file number from which this screen was accessed is displayed for informational purposes only.
3. **OFFENSE (Display Only)**
The offense number from which this screen was accessed is displayed for informational purposes only.
4. **NAME (Defendant) (Display Only)**
The defendant name is displayed for informational purposes only.
5. **FILE AND OFFENSE NUMBER**
Each file(s) and offense(s) number(s) consolidated for judgment with the same lead offense is displayed. The lead file/offense number is identified by the word (LEAD).
6. **MESSAGES GO HERE**
The message 'CJ008' displays when the screen appears as a warning to the user regarding use of the {PF12} key. If any other errors are detected in the screen, the error message will display in this same area.
7. **MORE**
This field indicates whether or not additional or previous data is available for viewing. If a 'B' appears, then the 7=BKWD function is allowed, if an 'F' appears, then the 8=FWD function is allowed and if 'BF' appears, both functions are allowed.

OFFENSES CONSOLIDATED FOR JUDGMENT RETURN PROCESSING

The following explains the multiple accesses to screens within Offenses Consolidated for Judgment screen:

8. **PF3 = EXIT**
When this function is selected, the return will be to either the Disposition Inquiry screen or the Judgment Data screen, depending upon the path used to access this screen. Press the {PF3} key. The appropriate screen from which access was gained will return with the offense displayed before access to this screen.
9. **7 = BKWD (PF7 Backward)**
If a 'B' appears in the MORE field, then this function will allow paging backward to the previous screen. Press the {PF7} key. The previous Offenses Consolidated for Judgment screen will appear. This function may be repeated until there are no more previous screens.

10. 8 = FWD (PF8 Forward)

If an 'F' appears in the MORE field, then this function will allow paging forward to the next screen. Press the {PF8} key. The next Offenses Consolidated for Judgment screen will appear. This function may be repeated until all data has been viewed.

11. 12 = CANCEL (PF12)

To return to the Clerks Main Menu, press the {PF12} key. The Clerks Main Menu will appear.

12. MM/DD/YY HH:MM:SS

The system date, hour, minute and second are displayed for informational purposes only.

OFFENSES CONSOLIDATED FOR JUDGMENT ERROR PROCESSING

Take time to review the screen before you depress the {ENTER} key. If an error is found, after depressing the {Enter} key, the Offenses Consolidated for Judgment screen will return with the error highlighted and a corresponding error message. Correct the error, and then continue.

If an error occurs, one of the following error message numbers and messages will appear:

CJ001 - INVALID PF KEY - PLEASE TRY AGAIN

CJ005 - CASE NOT FOUND

CJ006 - NAME NOT FOUND

CJ007 - OFFENSE IS NOT CONSOLIDATED

This section intentionally left blank.

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CRIMINAL COURTROOM SCHEDULING PF10 : COURTROOM CASELOADS

ACCESSING THE COURTROOM CASELOADS FUNCTION

To generate the Courtroom Caseload Report or to view courtroom caseload information, access the Courtroom Schedule Summary screen from the Clerks Inquiry Menu, as follows:

1. Select the Courtroom Scheduling option by depressing the {PF10} key.
2. The Courtroom Schedule Summary screen will appear with the cursor at the COURTROOM field.

COURTROOM SCHEDULE SUMMARY	
COURTROOM NUMBER:	(1)
DATE:	(2)
AM CASES:	(3)
PM CASES:	(4)
NC CASES:	(5)
PLEASE ENTER A COURTROOM AND DATE TO BE SUMMARIZED HERE, OR ENTER ONLY A START DATE TO REQUEST A PRINTED WEEKLY SUMMARY.	
COURTROOM:	(6)
DATE:	(7)
PF12 - RETURN TO MAIN MENU (8)	

USING THE COURTROOM SCHEDULE SUMMARY FUNCTION

The Courtroom Schedule Summary can be used for two different types of information regarding the total number of cases assigned to a courtroom or courtrooms. One returns the information for one (1) courtroom and the date to the screen. The other is a printed weekly summary and returns the total cases assigned to all courtrooms for a specific county for a given period. Both are on-line functions. To generate either function, see the COURTROOM SCHEDULE SUMMARY FIELD DESCRIPTIONS before using this screen.

COURTROOM SUMMARY FIELD DESCRIPTIONS

The only fields, which allow data entry, are COURTROOM and DATE, displayed at the bottom of the screen. Explanations of all possible data elements along with data error messages are provided.

1. COURTROOM NUMBER (Display Only)

The courtroom number that was entered in the bottom portion of the screen is displayed in this field if the request was for one (1) courtroom and date only.

2. DATE (Display Only)

The date that was entered in the bottom portion of the screen is displayed in this field if the request was for one (1) courtroom and date only.

3. AM CASES (Morning)(Display Only)

The total number of cases for the morning (AM) session for the date that was entered in the bottom portion of the screen is displayed in this field if the request was for one (1) courtroom and date only.

4. PM CASES (Afternoon) (Display Only)

The total number of cases for the afternoon (PM) session for the date that was entered in the bottom portion of the screen is displayed in this field if the request was for one (1) courtroom and date only.

5. NC CASES (Night) (Display Only)

The total number of cases for the night (NC) session for the date that was entered in the bottom portion of the screen is displayed in this field if the request was for one (1) courtroom and date only.

Data is returned to these fields (populated) in the event a caseload is requested for a specific courtroom and date. Refer to the COURTROOM SCHEDULE SUMMARY FIELD DESCRIPTIONS for edit requirements and error messages for the fields in this screen.

COURTROOM SCHEDULE SUMMARY FIELD DESCRIPTIONS

Refer to the following descriptions for edit requirements.

6. COURTROOM

Enter the courtroom number if you desire the total number of cases assigned to that courtroom. Up to four (4) positions may be entered and must be a valid courtroom number preassigned to your county. When the courtroom number and the date field are entered, the screen will return with the total number of cases assigned to the courtroom in the 'AM', 'PM' and 'NC' sessions for the specified date.

If an error occurs, the following error message numbers and error messages will appear:

CC003 - INVALID COURTROOM NUMBER - PLEASE RE-ENTER

CC009 - NO COURTROOMS FOUND IN COURTRM TABLE FOR COUNTY
(This is an informational message indicating there is a problem with the County Courtroom File. Call the Help Desk at 919/733-6284)

7. DATE

Enter the trial date for a total of cases assigned to that date. All 6 positions must be entered (Ex: January 15, 2002 is entered 0115902). If only the date field is entered and not the courtroom number, a weekly summary of all the courtrooms will generate for printing. The summary report will give totals for the 'AM', 'PM' and 'NC' sessions beginning with the date requested through the next five (5) work day dates. See the Central Print Facility (CPF) Manual for printing instructions. If an error occurs, the following error message numbers and error messages will appear:

- CC002 - INVALID DATE ENTERED - PLEASE RE-ENTER
(Data entered must be a valid date in the MMDDYY format)
- CC008 - DATE IS REQUIRED FOR DAILY SUMMARY INFORMATION
(A valid date must be entered when requesting the Daily Caseload Summary. Data entered must be valid and in MMDDYY format)

When the screen is complete, depress the {ENTER} key. If the screen is error free the following message number and message will appear:

- CC007 - WEEKLY SUMMARY REQUEST-FIVE DAYS BEGINNING
(This is an information message indicating that the request for a Courtroom Caseload Report was successful)
- CC007 - 12 WEEK SUMMARY REQUEST – 84 DAYS BEGINNING
(This message appears for Mecklenburg County only)

COURTROOM SCHEDULE SUMMARY ERROR PROCESSING

If an error occurs, the screen will return with the error highlighted and the corresponding error message. Correct the error and depress the {ENTER} key again.

COURTROOM SCHEDULE SUMMARY RETURN PROCESSING**8. PF12=MAIN MENU**

After depressing the {ENTER} key, the Courtroom Schedule Summary screen will appear.

To return to the Clerks Inquiry Menu, depress the {PF12} key.

If an error occurs, the following error message number and message will appear:

- CC001 - INVALID PF KEY - PLEASE TRY AGAIN
- CC005 - NO DATA ENTERED - USE PF10 OR PF12 TO EXIT
(No data was entered in the required fields. Depress the {PF12} to return to the Clerks Inquiry Menu)

This section intentionally left blank.

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CRIMINAL DMV EVENTS INQUIRY FUNCTION (PF11)

ACCESSING THE DMV (Division of Motor Vehicles) EVENTS INQUIRY FUNCTION

To access DMV event information for a criminal case, access the DMV Events Inquiry screen from the Clerks Main Menu, as follows:

1. Enter the file number or the citation number in the FILE NUMBER field. The file number format is as follows:
 - YY = File Year (default is current year)
 - XXX = Classification (CR, CRS)
 - 999999 = Sequence Number (zero filled)

2. Enter a 'U' (Update) or an 'I' (Inquiry) in the MODE field.

NOTE: *If the MODE is left blank, the mode will default to 'I'.*

3. Depress the {F8} key.
4. The Disposition Update or Inquiry screen will appear, depending upon the MODE.
5. Depress the {F11} key.
6. The DMV Events Inquiry screen will appear:

DMV EVENTS INQUIRY					
(DEFENDANT NAME) (1)			XXCR XXXXXX (2)		
DATE (3)	*----- EVENT -----*	(5)	SOURCE (6)	CT (7)	BY (8)
XXXXXX	FAILURE TO APPEAR	SENT ELECTRONICALLY	PF9-G	D	XXX
XXXXXX	JUDGMENT	SENT ELECTRONICALLY	PF8	D	XXX
XXXXXX	COMPLIANCE TO FTA	SENT ELECTRONICALLY	PF8	D	XXX
XXXXXX	FAILURE TO COMPLY	SENT ELECTRONICALLY	PF9-G	D	XXX
XXXXXX	COMM SVC LIC REV	SENT ELECTRONICALLY	PF8	D	XXX
XXXXXX	COMPLIANCE TO CSLR	SENT ELECTRONICALLY	PF8	D	XXX
XXXXXX	DWLR VIOL	SENT ELECTRONICALLY	PF4/5	D	XXX
XXXXXX	DISP OF DWLR	SENT ELECTRONICALLY	PF8	D	XXX

DEPRESS ENTER OR PF12

USING THE DMV EVENTS INQUIRY FUNCTION

The DMV Events Inquiry function allows the user to view DMV events that have occurred in a criminal case. Updates cannot be made in this screen even if accessed from the Disposition Update screen. Entries in this screen are listed in chronological order, from oldest to most current.

If the word 'MORE' appears in the lower right corner of the screen, then there are additional events for the case. Depress the {ENTER} key and the next list will appear. Continue this process until the word 'MORE' does not appear or the inquiry is completed.

DMV EVENTS FIELD DESCRIPTIONS

Refer to the following descriptions for edit requirements. Each field is listed and an explanation of all possible data elements along with error messages is provided.

1. DEFENDANT NAME

The DEFENDANT NAME is displayed for informational purposes.

2. FILE NUMBER

The File Number is displayed for informational purposes.

3. DATE (Event Date)

The system date that the event occurred is displayed in the standard date format of MMDDYY. If the event affects a GS20 (motor vehicle) offense, this date reflects the day the transaction was sent electronically, sent manually or not sent to DMV.

4. EVENT

Event Types are:

Appeal Offense nn (Number)

Appeal

Case Reinstated

Cash BF Conviction

Civil Revocation

Compliance

Compliance to FTA

Compliance to FTC

Compliance to 90 DF

CVR Comply/Rescind

Failure to Appear

Failure to Comply

Judgment

Comm Svc Lic Rev

Compliance to CSLR

DWLR Viol

Disp of DWLR

5. DMV Response

Displayed after the event type is the response to the question 'NOTIFY DMV' from the Disposition Update (PF8) screen:

- (Y) = Sent Electronically
- (M) = Sent Manually
- (N) = Not Sent

NOTE: *If ***No History*** appears, no event has occurred in the case. Only those events since August 1992 will appear in this screen.*

6. SOURCE (PF Key or Menu)

This field displays the screen (PF function) or the Menu and Function on which the event occurred:

- PF4 Process Add/Update
- PF5 Citation Add/Update
- PF6 Supplemental Update
- PF8 Disposition Update
- PF9-A Multiple Entry: Function A - Waivers
- PF9-G Multiple Entry: Function G - Called & Failed and 20 Day Failures
- BCHWVR Batch Waiver Processed through Mainframe Cash Receipting System
- SECFUN CVR processed through the Clerks Secured Menu, Function G - Add CVR Event.

7. CT (Court Type)

This field displays the court type of the criminal case at the time the event occurred:

- D = District
- S = Superior

8. BY (Initials of Person Responsible for creating the Event)

The initials of the person signed on to the system at the time the event occurred.

DMV EVENTS RETURN PROCESSING

When you wish to return to the Disposition screen, depress the {F12} key or depress the {ENTER} key. The Disposition Update or Inquiry screen will appear.

To access the DMV Events Inquiry screen for another case, depress the {ENTER} key or depress the {F12} key. Enter the file number for the next case in the NEXT # field on the Disposition screen (PF8) and depress the {ENTER} key. Depress the {F11} key.

To return to the Clerks Main Menu, depress the {ENTER} key or the {F12} key. The Disposition screen {PF8} will appear. Depress the {F12} key. The Clerk's Main Menu screen will appear.

If a PF key is depressed other than {F12} or {ENTER}, the following message will appear:

DH001 - INVALID PF KEY - PLEASE TRY AGAIN

This section intentionally left blank.



PLEA:

GL = GUILTY TO LESSER
GU = GUILTY
NC = NO CONTEST
NG = NOT GUILTY
NR = NOT RESPONSIBLE
RL = RESPONSIBLE TO LESSER
RS = RESPONSIBLE

VERDICT:

GL = GUILTY TO LESSER
GU = GUILTY
JA = JUDGMENT ARRESTED
(by Judge after Jury verdict)
PJ = PRAYER FOR JUDGMENT
NG = NOT GUILTY
NR = NOT RESPONSIBLE
RL = RESPONSIBLE TO LESSER
RS = RESPONSIBLE

METHOD OF DISPOSITION:

Alphabetically by Text Description

CV = CHANGE OF VENUE (to another county)
DC = DISMISSED BY THE COURT
DD = DEFERRED PROCEEDING OR DEFERRED PROSECUTION DISMISSAL
VD = DISMISSAL WITHOUT LEAVE BY DA
VL = DISMISSAL WITH LEAVE BY DA
ST = DISMISSED BY DA - SPEEDY TRIAL
FE = FIGHT EXTRADITION (Extradition hearing by Judge)
HC = HABEAS CORPUS HEARING (Superior Only)
JU = JUDGE (Trial by judge or guilty plea before judge at district court level, guilty plea at superior court level)
JR = JURY TRIAL
MA = MAGISTRATE (Misdemeanor cases)
NS = NEVER TO BE SERVED (voided/recalled/stricken that are unserved)
NP = NO PROBABLE CAUSE
NB = NO TRUE BILL RETURNED
OT = OTHER (CVR only) (Has been used on older cases with other types of offenses)
PC = PROBABLE CAUSE FOUND
PO = PROCESS OTHER (Use in place of 'OT' except for offense 9954)
PR = PROCESS REVOCATION (by Judge)
RM = REMANDED TO DISTRICT COURT
SI = SUPERSEDING PROCESS OR SUPERSEDING INDICTMENT
TD = TRANSFER TO DISTRICT
WE = WAIVER OF EXTRADITION
WP = WAIVER OF PROBABLE CAUSE
WC = WAIVER - CLERK
WM = WAIVER - MAGISTRATE
WD = APPEAL WITHDRAWN FROM SUPERIOR COURT

PROCESS TYPE:

B = BILL OF INFORMATION
 C = CITATION
 I = INDICTMENT
 M = MAGISTRATE ORDER
 O = OTHER
 S = CRIMINAL SUMMONS
 W = WARRANT
 X = STATEMENT OF CHARGES

AGENCY:

ABC = ALCOHOL BEVERAGE CONTROL
 ALE = STATE ALCOHOL LAW ENFORCEMENT
 APD = INTERNATIONAL AIRPORT POLICE
 CPD = CITY POLICE DEPARTMENT
 CSC = CLERK OF SUPERIOR COURT
 DMF = DIVISION OF MARINE FISHERIES
 DMV = DIVISION OF MOTOR VEHICLES
 DOR = DEPARTMENT OF REVENUE
 FBI = FEDERAL BUREAU OF INVESTIGATION
 JUD = JUDGE
 L-T = NC LICENSE & THEFT DIVISION
 MAG = MAGISTRATE
 OTH = OTHER
 RRP = RAILROAD POLICE
 SBI = STATE BUREAU OF INVESTIGATION
 SFF = COUNTY SHERIFF DEPARTMENT
 SHP = STATE HIGHWAY PATROL
 SPR = STATE PARKS AND RECREATION
 WRC = WILDLIFE RESOURCES COMMISSION

ATTORNEY CODE:

A = COURT APPOINTED
 P = PUBLIC DEFENDER
 R = PRIVATELY RETAINED (SELF)
 W = WAIVED

RACE:

A = ASIAN
 B = BLACK
 H = HISPANIC
 I = AMERICAN INDIAN
 O = OTHER
 U = UNKNOWN
 W = WHITE
 X = NON-PERSON

CONTINUED BY:

C = COURT (JUDGE)
 D = COURT DEFENSE
 N = NOT REACHED
 S = STATE

WITNESS TYPE:

C = COMPLAINANT
 D = DEFENSE
 I = INACTIVE
 L = LAW ENFORCEMENT
 N = COMPLAINANT NON-WITNESS
 S = PROSECUTION WITNESS (STATE)
 V = VICTIM

BOND TYPE:

CUS = CUSTODY RELEASE
 CSH = CASH
 DIS = THE OFFICIALS DISCRETION
 PTR = PRE-TRIAL RELEASE
 SEC = SECURED
 UNS = UNSECURED
 WPA = WRITTEN PROMISE TO APPEAR

R = Determining conditions of
 release and Commitment

C = Commitment since release of the
 defendant

SEX:

F = FEMALE
 M = MALE
 U = UNKNOWN
 X = NON-PERSON

RESULTS OF APPEAL:

A = AFFIRMED
 D = DISMISS THE CASE
 M = MODIFIED
 N = NOT PERFECTED
 R = REVERSED

SENTENCE FRAME:

D = DAYS
L = LIFE (Key in Min. Sentence Frame only)
M = MONTHS
X = DEATH (Key in Min. Sentence Frame only)
Y = YEARS

SHP ASSIGNED TROOP:

A,B,C,D,E,F,G,H,I,M,R,S,X,Z,U (Unknown, if blank)

ACCIDENT FLAG:

F = FATALITY
I = PERSONAL INJURY
N = NEAR/NO ACCIDENT
P = PROPERTY DAMAGE
U = UNKNOWN (If blank)

VEHICLE TYPE:

AMB = AMBULANCE
BI = BICYCLE
CAB = Activity Bus 16 or More Passengers
CSB = School Bus 16 or More Passengers
CB = COMMERCIAL BUS
CTTT = COMMERCIAL TRUCK TRACTOR WITH TRAILER OVER 26,000 GVW
CT2A = COMMERCIAL TRUCK TRACTOR WITH TWO AXLES
CT3A = COMMERCIAL TRUCK WITH THREE AXLES OVER 26,000 GVW
CT4A = COMMERCIAL TRUCK WITH FOUR AXLES OVER 26,000 GVW
CT5A = COMMERCIAL TRUCK WITH FIVE AXLES OVER 26,000 GVW
CT6A = COMMERCIAL TRUCK WITH SIX AXLES OVER 26,000 GVW
FE = FARM EQUIPMENT
FTR = FARM TRACTOR
MC = MOTORCYCLE
MP = MOPED
MS = MOTOR SCOOTER OR MOTOR BIKE
OT = OTHER
P = TWO OR FOUR DOOR SEDAN (Passenger)
PED = PEDESTRIAN
PU = PICKUP TRUCK
RV = RECREATIONAL VEHICLE, (Self Contained)
SW = STATION WAGON (Passenger)
SWT = STATION WAGON (Truck)
TAXI = TAXICAB
TRV = CAMPER MOUNTED ON TWO-AXLE TRUCK
TT = TRUCK TRACTOR ONLY
TTT = TRUCK TRACTOR WITH TRAILER
U = UNKNOWN (undecipherable or blank)

VN = VAN

TRAILER TYPES:

BT = BOAT
CT = CAMPER
DT = DOUBLE/TWIN
FB = FLATBED
HE = HORSE
HS = HOUSE TRAILER
OS = OTHER SEMI
OT = OTHER
TN = TANKER
TV = TOWED VEHICLE
U = UNKNOWN
UT = UTILITY
VN = ENCLOSED VAN



County Number	County Name	County Seat	County Number	County Name	County Seat	County Number	County Name	County Seat
000	Alamance	Graham	340	Franklin	Louisburg	680	Pamlico	Bayboro
010	Alexander	Taylorsville	350	Gaston	Gastonia	690	Pasquotank	Elizabeth City
020	Alleghany	Sparta	360	Gates	Gatesville	700	Pender	Burgaw
030	Anson	Wadesboro	370	Graham	Robbinsville	710	Perquimans	Hertford
040	Ashe	Jefferson	380	Granville	Oxford	720	Person	Roxboro
050	Avery	Newland	390	Greene	Snow Hill	730	Pitt	Greenville
060	Beaufort	Washington	400	Guilford	Greensboro	740	Polk	Columbus
070	Bertie	Windsor	410	Halifax	Halifax	750	Randolph	Asheboro
080	Bladen	Elizabethtown	420	Harnett	Lillington	760	Richmond	Rockingham
090	Brunswick	Bolivia	430	Haywood	Waynesville	770	Robeson	Lumberton
100	Buncombe	Asheville	440	Henderson	Hendersonville	780	Rockingham	Wentworth
110	Burke	Morganton	450	Hertford	Winton	790	Rowan	Salisbury
120	Cabarrus	Concord	460	Hoke	Raeford	800	Rutherford	Rutherfordton
130	Caldwell	Lenoir	470	Hyde	Swan Quarter	810	Sampson	Clinton
140	Camden	Camden	480	Iredell	Statesville	820	Scotland	Laurinburg
150	Carteret	Beaufort	490	Jackson	Sylva	830	Stanly	Albemarle
160	Caswell	Yanceyville	500	Johnston	Smithfield	840	Stokes	Danbury
170	Catawba	Newton	510	Jones	Trenton	850	Surry	Dobson
180	Chatham	Pittsboro	520	Lee	Sanford	860	Swain	Bryson City
190	Cherokee	Murphy	530	Lenoir	Kinston	870	Transylvania	Brevard
200	Chowan	Edenton	540	Lincoln	Lincolnton	880	Tyrrell	Columbia
210	Clay	Hayesville	550	Macon	Franklin	890	Union	Monroe
220	Cleveland	Shelby	560	Madison	Marshall	900	Vance	Henderson
230	Columbus	Whiteville	570	Martin	Williamston	910	Wake	Raleigh
240	Craven	New Bern	580	McDowell	Marion	920	Warren	Warrenton
250	Cumberland	Fayetteville	590	Mecklenburg	Charlotte	930	Washington	Plymouth
260	Currituck	Currituck	600	Mitchell	Bakersville	940	Watauga	Boone
270	Dare	Manteo	610	Montgomery	Troy	950	Wayne	Goldsboro
280	Davidson	Lexington	620	Moore	Carthage	960	Wilkes	Wilkesboro
290	Davie	Mocksville	630	Nash	Nashville	970	Wilson	Wilson
300	Duplin	Kenansville	640	New Hanover	Wilmington	980	Yadkin	Yadkinville
310	Durham	Durham	650	Northampton	Jackson	990	Yancey	Burnsville
320	Edgecombe	Tarboro	660	Onslow	Jacksonville			
330	Forsyth	Winston Salem	670	Orange	Hillsborough			