



## Open Forum – Questions for DOL & AOC

Wednesday, April 23, 2025

Reminder: Display your name to get Continuing Education Credit for this session.

### Q & A NOTES

#### 1. DOL Questions

Q: “How do we report DUI and Physical Control to DOL using DIAS?” new training material

A: DIAS has been in place for some time now and Law and Justice (L&J) has updated the “Reporting DUI or Physical Control using DIAS” training material document that is given out.

For DOL, DUI/Physical control are treated the same. DOL is still having issues with the courts selecting the wrong description code for DUI charges. If the wrong description code is chosen, it can cause the wrong sanctions to be placed on the conviction. The new training document is in the e-services answers and can also be requested by emailing [lawandjusticesupport@dol.wa.gov](mailto:lawandjusticesupport@dol.wa.gov).

- DUI/physical control conviction/deferred prosecution revoked charges should always be reported using description codes A12, A21, A22, or A23.
- Deferred prosecutions should only be reported using description code A20.
- When you report the conviction of DUI/Physical control, you’ll get the entire list of description codes. You’ll need to look at the conditions of the convictions to determine what description code to use; A12, A21, A22, or A23.

Further explanation of description codes is provided on the “Reporting DUI or Physical Control using DIAS” training material document.

Deferred prosecution revoked must be submitted the Deferred Prosecution Revoked form and **not** the Report Conviction form. If the DP revoked isn’t reported on the Deferred Prosecution revoked form, DOL’s system won’t recognize that the DP was revoked, and it will remain on record as an active DP. The same codes are used for DP revoked, as for reporting a DUI/physical control conviction.

NOTE: Do not remove a deferred prosecution after the defendant has completed their agreement. For DOL purposes, DPs stay on for life and shouldn’t ever be removed.

Q: “Does one need to go into the DIAS platform to use these codes each time? Normally court sends these through JIS.”

A: JIS doesn’t send dispositions electronically on the following convictions: DUI, Physical control, vehicular homicide, vehicular assault, minor in possession, and negligent driving vulnerable user. **Remember:** for amended charges, don’t send duplicate reports manually; a DUI amended to a Reckless Driving or other charge that does not require manual reporting will come over to DOL via JIS.

Q: “Do you report an amended DUI if it comes through a complaint?”

A: It's only reported upon conviction, not upon amendment. See [eService Answer 2237](#) – Caseload Case Type Code - Manually Report to DOL. This answer will provide you with when the conviction needs to be manually reported through DIAS. When one of those charges is amended to a charge that does not require manual reporting, it will go electronically to DOL if it was filed as an eTicket. See also the ETP Manual section DOL Disposition Transfer Information > [Manual Reporting](#) for specific details on what must be manually reported to DOL.

Q: “Why would we report DP conviction in the Report Court Conviction form vs Report DP?”

A: We'll address that question next, when we cover the DP revoked form.

Q: “If there isn't data to complete the drug part of the form, do we just leave it blank?”

A: If there isn't any data then you would need to leave that field blank.

Q: “So, remind me if we don't know the BAC information when reporting DP, what are we supposed to enter?”

A: On the original deferred prosecution, conditions aren't required. Conditions are only required for DUI/Physical Control convictions and deferred prosecution revoked. The fields will still appear, but they aren't required to submit the deferred prosecution.

Q: “What happens if the BAC is added on a DP entry?”

A: Nothing will happen, and it won't affect the conditions of the deferred prosecution.

Q: “How do we remove a conviction from a record?”

A: This question comes up when the violation bureau submits convictions to DOL. A court user can only remove reporting that is associated with their court ORI. Another question that we get is why the court can't remove the administrative action of DUI offense on record. This is because the action isn't from the court, it's from DOL, and a court can only remove reporting that is associated with their court ORI.

When you want to remove a conviction, at the last screen you get a drop-down menu of choices. Currently, DOL doesn't have a vacated option when removing a conviction. The 'Vacated Unconstitutional' option is only for Blake cases. When removing convictions due to vacated findings, select the option “Dismissed” and provided the details in the open text field directly below the drop-down menu.

Q: “How do we report a Record Correction?”

A: Like removing convictions, a court can only correct reporting that is associated with their court ORI. Your court won't be able to alter reporting from another court and vice versa.

Q: "How do we report a revoked Deferred Prosecution?"

A: Complete the Revoked Deferred Prosecution form, do not use the Report a Conviction form.

Q: "What's the proper process for adding and removing a Pretrial IID?"

A: Pretrial IIDs must be manually reported to DOL. Just because there has been a finding reported to DOL, **it doesn't** mean the pretrial IID will automatically be removed from the driver record.

Older pretrial IIDs or pretrial IIDs that were under a court that has since been merged/taken over by another court may require manual intervention by DOL. Please reach out to Law and Justice Support for these.

Q: "The court would like the re-issue fee removed on a record, what's the process?"

A: Your court can request a UTC fee be waived by DOL using the "Request UTC re-issue fee removal" form. Removal of re-issue fee determination will be done by DOL as they driver may owe it for some other reason.

Q: "Being an EDR court, we've submitted lots of these forms because of the communication issues between EDR and DOL."

A: Would like to have an offline meeting to review the driver records and determine if the suspension should be taken off entirely. The justification needs to be on the form and on the docket as well. If justification isn't in both places, the request will be denied.

Q: "Had a defendant that was given a late mitigation, where the judge didn't have the ruling for 2 months after the suspension began. How do those get addressed?"

A: This would be a case-by-case basis, and something that would need to come to L&J. Anytime there are cases where you feel the fee should be waived and isn't, then please contact L&J for a secondary review.

Q: "When would we use the report incompetency eval?"

A: Whenever there is a case where the court finds the defendant is incompetent. There is a form in DIAS. These occur when the defendant is **found** incompetent. There is also a one year driving suspension that can be ordered, if the prosecutor requests it, when the competency evaluation is ordered, that does not use the Report Incompetency Evaluation form. (RCW 10.77) See [eService Answer 2023 Legislative impacts to Courts of Limited Jurisdiction - Bill E2SSB 5440](#)

Q: "The 1-year suspension is regarding a criminal traffic ticket only, correct?"

A: There is a list of offenses that require (Serious Traffic Offenses) and only when the prosecutor requests it.

## 2. Other Topics

Q: "What is the proper way to enter that someone is deceased in JIS?"

A: There is a date of death field in the person record. There is also a way to add a comment on the person's record how the court determined that person is deceased as well. On the Person Comment (PCMT) screen, please put where you found this information or how you verified the information. This helps other courts know if they can then process their cases or if they need to get additional documentation. See [eService Answer 2087](#) – Obtaining a Death Certificate from the Department of Health if you need instructions on how to obtain a death certificate.

Q: "What do we do when we get an eTicket with the word "None" in one of the name fields?"

A: Law Enforcement Agencies used to only get a pop-up warning if the word "None" was in a name field and we found that they were ignoring that warning. New language telling them they need to confirm the name fields match the front of the license before proceeding has been added by WSP in hopes of reducing this issue. If you get one, please remove it if it's in the middle name; leaving it can result in duplicate records being built at DOL. If it's in the last name or first name field, you have to leave it initially, but if the person does come to court, confirm the actual name. That should be the True Name used in JIS, with the "None" person record added as an AKA.

Q: "Is there a way to run a cleanup report for "none" records?"

A: There isn't one currently, however, we'll investigate building one. There may be a court that has a report out there already, so look out for that.

Q: "What about "NMI" for no middle initial?"

A: This causes problems downstream at DOL as well, because our system won't detect that the person is related to the correct record and creates another record. NMI, None, or anything other than a blank field when there truly is no middle name will cause problems for person matching at AOC and DOL.

Q: "We need to do some test cases in JIS, are there recommendations how to do it?"

A: Please do not create test cases in JIS production. If there is anything that needs to be tested, please reach out to AOC. There are training environments, and other methods to work through any issues that may require test convictions. This way we don't have test convictions in JIS and sent to DOL or WSP. When they get sent downstream, DOL will post the convictions to the driver record and DOL will act and notify the defendant. It causes problems with DOL's relations with the public, as it causes to their customers.

Q: "What if we have a lot of test cases already?"

A: Delete any of these should be done. Even factious names can cause problems. If the ticket number was changed to Test to reuse the ticket number, please instead keep the number as close to the original as you can and change the last character or the first character instead.

Q: "Cases with Test Driver's License Numbers are, okay?"

A: No, not in production. Only actual court files should be kept in production. If you need assistance with testing, please reach out to AOC and we'll facilitate any testing needs. For any of the EDR testing in production, we'll take that conversation offline.

Q: "This inquiry/request is more for AOC and for discussion at the next meeting. I'd like to see what we can do about cases that require duplicate cases to be created because of max # of hearings reached. Anyway, to bypass this process?"

A: Unfortunately, in JIS there isn't a way to bypass this process. There is a maximum amount of hearings allowed on a case. We can have an offline conversation on what other options are available in these situations. Ultimately, it's up to each court to determine what practices they should use.

Q: "What is AOC best practices for when the judge orders clerks to file up to the maximum amount of hearings allotted?"

A: Each court needs to determine what practices they should use.

Q: "Real ID name changes issues. People come to court for a name change and are sent by DOL, but they are missing documents to link names. Example - my mom remarried and starting using a different last name for me when I was a kid, and I was issued a license in that name way back then but then I got married. How do we help them connect those dots. Can we have a discussion about real ID issues?"

A: You'll need a copy of your certified birth certificate. You'll also need to have some court name change documents. DOL is being emendated with individuals wanting REAL ID complaint documents. For defendants that have the wrong name on their credential, they'll have to prove their real name to DOL. Carla is going to work with DOL's Customer Relation division on how DOL is handling this. There may be communication from DOL/AOC about this specific issue to provide further guidance to the courts in the future.