



Open Forum – Questions for DOL & AOC

Wednesday, October 16, 2024

Zoom Link: <https://wacourts.zoom.us/j/95550229687>

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

Q & A NOTES

1. DOL Reporting Questions

Q: “How do we report a Recommendation Against Resuspension (RAR) on a conviction?”

A: “In JIS, you must add the Recommendation Against Resuspension (RAR) Case Condition Code on the same date as the entry of the Guilty-type finding is entered on the case if it is an eCitation so the eDisposition will be sent to DOL with the recommendation. If it is not entered the same day then the recommendation will not be sent to DOL and cannot be manually reported via DIAS. In Enterprise Justice, click the check-box on the Disposition in the Confinement and Probation component the same date as the entry of the Guilty-type finding on the case and it will also get sent to DOL on eCitations.

For manually reporting dispositions in DIAS, when you get to the charge screen and enter an eligible law, a required filed will automatically appear. Click “Recommend Non-Extension” if you want to do and RAR, or, click “No” if you do not want to do an RAR.

Note: if you sent it to DOL via AOC and you wanted it to be an RAR – please use the record correction form in DIAS and when you get to the charge screen, click the Recommend Non-Extension in the drop down list.as referenced above.

Q: “If we removed a DUI conviction, why is the case number and DUI charge still showing on the DOL record?”

A: “You must make sure you look at the court listed on the charge you are seeing still on the record. It may be a DUI in another court, a FTA/UTC or it may be a DOL Administrative DUI action taken that is completely separate from the disposition of the court case and will not be removed. [

Q: "If a Deferred Prosecution is completed and the charge is dismissed, why shouldn't the court do a removal in DIAS?"

A: "A successful Deferred Prosecution allows for the charge to be dismissed, but it must remain on the driving record as having occurred. RCW 46.01.260 and 10.05 requires Deferred Prosecutions to stay on a person's driving record to document that they have had one granted as they are only allowed one per lifetime, unless they qualify for a second one under RCW [10.05.010](#) after January 1, 2026. "

Q: "How does the court correct reportings to DOL when the officer put the wrong DLN on an eTicket."

A: "Unfortunately, when the officer puts an incorrect DLN on an eTicket, that's the DLN that gets sent to DOL on the FTAs and eDispositions. If this occurs you will want to manually report FTAs via DIAS and do a manual FTA in JIS, as well as Adjudicate it via DIAS and do the JIS Adjudication with "Notify DOL = No". When the eDisposition gets sent, you'll have to do a manual removal on the incorrect license number and manually report the disposition via DIAS."

Q: "When submitting a records correction, which form should be used in DIAS?"

A: "For a record correction, it depends on what you are doing. If you're correcting a conviction on record then you will be doing a "Report Record Correction". If you are wanting the conviction to come off record, then you will do "Remove Conviction" (see below).



Abstract of Court Record
Submit conviction and infraction information

- > Report Court Conviction
- > Report Minor-In-Possession
- > Report Probation Violation
- > Report Record Correction
- > Remove Conviction

Q: "Is there a cheat-sheet for reporting DUI Convictions and Deferred Prosecutions?"

A: "There is one attached to the eService Answer [DOL-AOC Open Forum Sessions](#) called Reporting DUI-Physical Controls to DOL using DIAS."

2. Other Topics

Q: "If an OFO record is used on a case and there is money due to that party, but they want the money sent to a different address, should the court just update the record to the address they want the money to go to?"

A: "OFO records should NOT be used for accounting related activities on a case. The Person Business Rules recommend unique records with no personal identifiers for use with accounting related actions like posting bail or restitution recipients so it is only used in your court's case and will not have the addresses changed by another court. Keeping personal identifiers out keeps it from being a record that should be used for any other court's case as there are not three identifiers for selecting per the Person Business Rules.

Please remember that OFO records are meant for use as statewide records for law enforcement, government agencies, etc. and are used by many courts across the state. Addresses should not be changed to an address for an attorney representing that company or agency in a particular court (i.e., in care of Attorney Smith, PO Box . . .) as that may not be the attorney for that company or agency in another court. The address must remain the appropriate address for the company or agency.

Q: "I'm seeing person records with notes, AKA's, and Social Security Numbers in the physical description fields. Is that visible to the public or does it show up on anything that's printed?"

A: "Physical Description lines in the JIS Person records are viewable by JIS Link users and may print on other documents, like warrants in other courts that use that person record. They should not be used for anything other than the Physical Description of the person. Remember that these fields will also be converted to Enterprise Justice and may be visible to public as well as attorneys in future online access programs and other reports. If the person has an alias or nickname to be documented, please follow the instructions for adding an AKA Name record to comply with the Person Business Rules.

In early October the JIS Maintenance team completed a purge of Social Security Numbers from the Physical Description lines in JIS due to a JISC mandate from 2014 requiring they be removed from JIS. Work was also completed by the CLJ-CMS team to remove them from the Physical Description data that was converted prior to the recent purge.

Please remind all staff that they are not to add additional Social Security Numbers to any AOC provided program. Also, please only use the fields in the case management systems for what they are labeled as, so there is not bad data displaying, printing, or being reported down-stream to justice partners. Additionally, please do not add notes for your court use only in statewide fields and do not add notes and comments to other courts in any field."

Q: "If you go to the DOL website to remove an FTA, should you still choose the "Yes" in JIS to Notify DOL?"

A: "If you manually Adjudicate an FTA via DIAS, please use the "No" option for Notify DOL when you do the Adjudication in JIS. Doing "Yes" in JIS will send a duplicate adjudication to DOL resulting in an exception that must then be worked by DOL staff."

Q: "We have a ticket issued by a Trooper but the officer record was end dated in JIS?"

A: "We did have a handful of Trooper records that were edited by court staff doing officer clean-up in JIS. However, often those Troopers simply relocated to another region in the state, they didn't leave WSP. Please do not update any state officers in JIS as AOC has a process with WSP to get updates as officers are added, removed, and when badge numbers are changed. Courts only need to periodically review and edit any local officer records that file into their courts. All end dated Trooper records had their information confirmed with WSP and were updated again to show they are once again in effect. Courts impacted were updated as the updates were done in JIS."