



Open Forum – Questions for DOL & AOC

Wednesday, June 21, 2023

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

Q & A NOTES

1. DOL Records

Q: “We’ve been using DIAS to release a parking hold, is that how we should be doing it?”

A: There are two different scenarios:

- If you are using JIS (or the EDR Data Exchanges, like King County District Court) your holds and releases are going through the AOC overnight batch process, removing the parking holds in DIAS is unnecessary.
- DIAS should be used for courts that aren't using the JIS parking subsystem.

Note: Parking holds released via DIAS won't be removed automatically; they are removed by DOL staff manually, generally the next day.

Q: “We had a DUI with a blood draw with results related to drugs other than THC and alcohol was not included. How do we properly record that in JIS and DIAS?”

A: The JIS itself requires the content number if you use the blood draw code. If the blood draw doesn't apply for THC and alcohol, a workaround is to utilize the “No Test” code NT, since you have no numbers to enter.

DIAS has the following codes: A12-Refusal, A20-DUI alcohol or drugs (deferred prosecution only), A21-Alcohol, A22-Drugs, and A23-Alcohol and drugs. In this case, you would select the A22 code, select “drug related” and it would be treated as a drug case at DOL.

Q: “If we have a deferred prosecution that has been completed do we remove it from the DOL record?”

A: No. DOL must keep the records, and it will remain on the driver's record forever as a prior offense. A person only gets one deferred prosecution in a lifetime; even if the person has completed the conditions of probation and requirements of the court, **do not** remove it from DOL.

For JIS, please make sure that you add in JIS the reason for the dismissal is “deferred prosecution”, or DP, so the case is automatically retained per the retention rules. If any other reason code is used the case will not be automatically permanently retained as per the Destruction of Records rules for courts of limited jurisdiction. Your court would need to manually add a retention reason on the Case Disposition (CSD) screen to have the case permanently retained.

Q: "When a driver has a deferred prosecution that has been revoked, how do we add the conviction to record"

A: There is a section on the DIAS home page for reporting a deferred prosecution; the option to report a revocation is in that section. Do not do an original conviction, otherwise it will count as a second or subsequent offense on the person's record and the deferred prosecution would still show as active.

Select court form submission type

The screenshot shows two side-by-side panels under the heading "Select court form submission type".

- Abstract of Court Record:** Includes the instruction "Submit conviction and infraction information" and five options: "Report Court Conviction", "Report Minor-In-Possession", "Report Probation Violation", "Report Record Correction", and "Remove Conviction".
- Deferred Prosecution:** Includes the instruction "Submit Deferred Prosecution information" and three options: "Report Deferred Prosecution", "Report Deferred Prosecution Revoked" (highlighted in yellow), and an unlabeled option.

Q: "When a case has a conviction that is held over for sentencing at a later date, should the court be sending both the conviction and the sentence details at separate times?"

A: Always submit the guilty finding at the time of conviction. If anything changes at the sentencing hearing that differs from the original disposition, do a records correction. Do not submit a new conviction to update the sentence information or it will appear as a second conviction.

2. VRV Questions

Q: "We are talking with a vendor for a new photo ticket and they sent us a document to fill out, what do we do once it's complete?"

A: Your very first step is to contact AOC and let us know that your city/county is looking to add a new photo-enforced vendor or a new type of violation. There is a process to follow with multiple stages, it is not just a form, plus AOC maintains the form that needs completed so we need to make sure you have the current form. The form is used to confirm all the details of the new program to make sure all parties, including our justice partner WaTech, has all details needed to make VRV tickets come through properly. Additionally, the AOC QA team needs to test each law separately to ensure every ticket submitted will work properly, prior to the product going live.

Q: "We have a VRV connection already but are adding a new type of photo enforced ticket, do we need to do the onboarding process?"

A: In this situation, your first step is also to contact AOC. The same steps need to occur as with setting up an initial connection, though it often goes faster with new violations as all parties are familiar with the process and the vendor's connection to JINDEX (WaTech) is already in effect.

Q: "Our vendor is already connected to send our parking tickets in, but the city has changed the ordinance numbers for the laws. Do we need to do anything special to make sure it all transitions smoothly?"

A: If the law changed, you need to update your law table by using the law table request form. If it is a photo enforced, put a comment in the "Comment" box on the form, and they will notify CLJ business team to work with both your court and the vendor on what needs done for this change. Timing of the changes to the law table, the Parking Violation Codes (PRKVIO table), and the citation coding by the vendor need to be coordinated to prevent errors in the tickets that get submitted when the changes take effect.

3. Legislation

Q: "I missed the legislative impacts webinar; how do I learn what is coming from this year's legislative session?"

A: An email was sent to DMCJA List Serv to announce that the webinar recording as well as the power point slides from the presentation are available on InsideCourts. Inside Courts > Education > Education and Training. Scroll to DMCMA. Choose the program page entitled CLJ Administrators & Staff | General Education & Training. (Or [click here](#))

Q: "When will the eService Answer about legislative impacts be published?"

A: The 2023 Answer hasn't been published it. You can find past reports in the [eService Center](#). NOTE: Since this session the [2023 CLJ Legislative Impacts](#) answer has been published.

Q: "What bills take effect July 1st?"

A: There are three main bills from 2023 with CLJ impacts that take effect July 1st:

- LFO Bill - DNA fee is no longer required or allowed to be required on cases that require DNA samples to be submitted. It is not retroactive but people who had the fee was previously imposed can motion to have the unpaid fees waived.
- Washington Auto Theft Prevention Account – It changes the money from to subaccount to the general fund. The only change is to the name of the remittance group name. Most staff will not see the change as it is a sub-account within the JTR/JTX code and not visible on the Create Accounts Receivable (CAR) screen.
- Possession Laws – Section 5536 allows for pre-trial diversions if your court have one of the three specified programs. See the details in the legislative presentation for more information about the specific types of programs.

4. Blake Question

Q: "Does the Blake Refund process include Possession of Drug Paraphernalia charges or only Drug Possession charges?"

A: Per the Blake Administrator, the legislation did include Possession of Drug Paraphernalia charges in the refund language for Municipal Courts. It does not include them, however, in the refund language for District Courts.

Q: "Does that mean the Possession of Drug Paraphernalia charges don't get vacated in District Courts?"

A: If the judge orders them vacated, you still process them using the Blake Vacate Code (VU – Vacated, Unconstitutional), however, those cases will not be eligible for a refund through the refund bureau for District Courts. Also look at the DOL record to see if you need to go into DIAS and remove conviction.

5. Chat Questions

Q: "What about Juvenile Youth and orders on early reinstatement?"

A: In cases where is the youth's 1st offense, those are not reported to DOL so it won't go to the driver's record. Youth's 2nd and subsequence offense will be kept on the driver's record, and you would do a reinstatement of the minor possession charge that could be early eligible or not.

Q: "If our court made a correction through DIAS on a case that should have been not committed, how long before that is updated?"

A: Corrections and conviction removals are done immediately. If one doesn't happen immediately, please reach out to the lawandjusticesupport@dol.wa.gov email address with the person's name, date of birth, license number, and citation number in question.

Q: Does that happen automatically when we remove a committed finding in JIS?

A: Yes. If it is an eTicket, it will go over to DOL automatically overnight through the eDisposition process.

Q: "If an individual is re-sentenced on a DUI after an order was signed permitting withdrawal of original guilty plea, how do we update in DIAS?"

A: You go into DIAS and do a record correction to the original one. Do not create a second conviction because it will make the 1st one a prior offense.

Q: "Is another way besides faxing DOL to report hold and releases on parking tickets for cities that don't use JIS?"

A: The court should use DIAS only if the staff has no access to JIS. DIAS has a section named "vehicle violations" with the "payment", "hold", "release" options; once you have selected one, DOL can process it. If the court don't have access to DIAS as well, there is no other way to report it than fax.

Vehicle Violations

Submit Vehicle Violation payment information

> Payment of Vehicle Violation

Q: "Are the municipalities like Cams/City of Vancouver supposed to report unpaid parking tickets? If a parking ticket was never in the court system, then it wouldn't cause a hold right?"

A: They can submit through fax as well.

Q: "What are the 3 things a court has to do to have a diversion?"

A: If the city or county has one of the following programs set up, then the new Pre-Trial Diversions on drug related violations can be used: Recovery Navigator Program, Arrest Jail Alternative Program, and Law Enforcement Diversion Program. The Legislative Webinar has the details for review, but it is also recommended the bill be reviewed, specifically Section (9).

Q: "When is probation able to provide the ADR?"

A: DOL will be training on ADR during the week of July 17th. Carla will provide Angie Autry updates, so she can share with the AOC-DOL open forum attendees