



Georgia Department of Motor Vehicle Safety

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Sonny Perdue
Governor

James R. (Jim) Davis
Commissioner

MEMORANDUM

TO: Georgia Clerks of Court

FROM: James R. Davis, Commissioner

DATE: June 21, 2004

SUBJECT: Georgia Uniform Traffic Citation Processing Changes and Timeframes for Changes

On behalf of the Georgia Department of Motor Vehicle Safety (DMVS), I am very pleased to announce significant changes that are being planned to improve the processing of Uniform Traffic Citations (UTC) both within our offices and from your courts. Members of my staff have been working with many of you over the past few months and are keenly aware of your desire to collect, store, share, and disseminate UTC information electronically among yourselves and with our agency.

Many of you are aware of the Federal mandate which looms over us. On July 31, 2002 the US Department of Transportation – Federal Motor Carrier Safety Administration finalized 49 CFR Parts 350, et al. (Go to <http://www.fmcsa.dot.gov/pdfs/CDL%20Final%20Rule.pdf> for more information.) Several items impacting Georgia are included in the final rule. Some items have already been addressed legislatively during the 2003 Session of the Georgia General Assembly. The sanctions imposed for noncompliance will have a major impact on the citizens of Georgia. Federal-aid highway funds will no longer be available and Georgia will be prohibited from issuing, renewing, transferring, or upgrading CDLs. One very important item is the timely reporting of convictions to the Department of Motor Vehicle Safety. The federal rule requires that by September 30, 2005, convictions be on the driving record within thirty (30) days of the date of conviction or, for nonresidents, that Georgia has notified the licensing state within thirty (30) days of the date of conviction. The second deadline shortens the time to report convictions to the Department of Motor Vehicle Safety and requires that by September 30, 2008, convictions be on the driving record within ten (10) days of the date of conviction or, for nonresidents, that Georgia has notified the licensing state within ten (10) days of the date of the conviction. In order to

meet this mandate and not adversely affect our future federal highway funds, we are all forced to move rapidly toward full electronic transmission of UTC data from the courts to DMVS.

I would like to briefly address each of the following DMVS UTC required changes:

- 2004 Georgia Legal Violation Codes List availability from DMVS
- Update on the Georgia Electronic Citation Processing System (GECPS)
- Discontinuation of the current electronic citation filing process
- Upcoming Court UTC Error Reports
- Most Common Errors found on UTC's

2004 Georgia Legal Violation Codes List

We have been working on creating a current version of the *Georgia Legal Violation Codes List* (also known by some as the *Georgia Criminal & Traffic Codes*) for some time. Our plans are to have this list posted on our agency web site (www.dmv.ga.gov) by July 9, 2004. This list can be downloaded and then used by your courts to determine those UTC's that should be sent to us for further processing and posting to the driver record. We will keep this list updated regularly so that you will always have the most recent information for processing. Please note that we do not need to receive any citations that are not placed on the driving record. The following are a few examples for illustration purpose of citations that do not go on the driving record and therefore should not be sent to DMVS:

- OCGA 40-6-181 (Speeding) 14 MPH or less over the speed limit in a non-commercial vehicle
- OCGA 40-5-20 (Expired or No Driver's License) if in a non-commercial vehicle
- OCGA 40-5-24 (Class D Limitation Violation) if in a non-commercial vehicle

Please be aware that all violations occurring in a commercial vehicle (except parking violations) must be reported to DMVS. For example, equipment violations will not assess points, will not suspend the license, and will not count as a serious violation for purposes of disqualification; however, equipment violations occurring in a commercial vehicle will be placed on the driving record).

Georgia Electronic Citation Processing System (GECPS)

Many of you already electronically file UTC's to us each month, but the majority of you do not. In the past, several different formats have been used for this electronic transmission. We are moving forward with building a more secure and accurate method of electronic file transmission from the courts to DMVS. In order to prepare for this we have developed a uniform format and protocol that must be used by all courts desiring to file electronically. All current electronic filing courts must also convert from the old format and submission method to this new format

and protocol. The new electronic process will require all courts to correct and resubmit any UTC's containing errors and also offers the option to file Failure to Appear (FTA) documents and the FTA withdrawal electronically as well. We have created an area on our website which provides the following information regarding this new process which we are calling the *Georgia Electronic Citation Processing System* (GECPS):

- An overview of GECPS
- A registration screen used to set up your account with DMVS
- A detailed *GECPS User Implementation Guide*

I urge each of you to sign on to our website today to register your court with our agency and to download a copy of the *User Implementation Guide*. As soon as you register, a member of our IT Enterprise Systems Team will contact you to provide additional instructions and information. The new GECPS process will be in production by August 31, 2004.

Discontinuation of the Current Electronic Citation Filing Process

As stated above, the current electronic filing process used by many courts is now obsolete and is being replaced by the GECPS process. As of March 1, 2005, DMVS will no longer accept any UTC's processed electronically by any means other than via the GECPS process. All courts who use the old format and method of transmission must be converted to the new process by that time.

Court UTC Error Reports

As noted in the GECPS discussion previously in this memo, the GECPS process will send all electronic UTC's containing errors or missing required data fields back to the courts electronically to correct and resubmit. Currently, any such errors, which are contained in the current electronic files submitted to DMVS from the courts, are handled in-house at DMVS, often by one-on-one discussions with the courts. We no longer have the staff at DMVS to offer this service and this process will cease as of July 30, 2004. Instead, you will receive a report from DMVS as follows:

- *UTC Error Report* – This report will contain detailed information on each UTC submitted electronically to DMVS that did not pass our edit criteria. Each error will also include an error message stating the specific error(s) encountered. You will be required to mark corrections directly on the report and mail the report back to DMVS for final processing.

This new report will be generated each time you submit electronic files to DMVS via the current electronic format and errors of any type are encountered. Once you are converted to the GECPS format, this report will be discontinued for your court. This report will also be discontinued as of March 1, 2005 along with the current (i.e. non-GECSP) electronic processing method, as noted above.

Most Common Errors Found on UTCs

We frequently receive citations that we cannot process for various reasons. Examples of the errors or omissions we receive include the following:

- Disposition Date error [i.e., missing, invalid, prior to Violation Date, etc.]
- Signature of Judge or Clerk missing
- Inaccurate Disposition checked on the back of Citation [i.e., blank, multiple checked, etc.]
- Violation Date error [i.e., missing, invalid, etc.]
- Date of Birth and/or Driver's License Number error [i.e., missing, invalid, etc.]
- Invalid Violation Code [i.e., missing, invalid, etc. **NOTE:** Correct Code Section from the Official Code of Georgia Annotated **MUST** be included in order to process the citation.]
- Citation missing reverse side [i.e., a copy was sent to us with only the front side included]
- For traffic violations, submit only the DPS32 or DS32C
- For drug violations, submit only the DPS32 or DS1242
- Missing or invalid Demographic Information
- Illegible information

I would like to request that you give priority to insuring that all citations you send to our offices are complete so that they can be processed quickly and not have to be re-mailed to your offices for correction or completion. I would also like to request that the full citation number be keyed for electronic citations (i.e., all numeric and alphabetic characters shown on the UTC). Some courts key only the numeric portion and this causes problems with match-ups on our database.

If you have any questions or concerns about any item discussed in this memorandum, please do not hesitate to call on us for assistance. We appreciate your cooperation with us as we strive to continually improve our service to you.

JD/trp

cc: Marty Horne, Deputy Commissioner
Wayne Phillips, CIO
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Jennifer Ammons, General Counsel
Cathy Malone, CFO
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