



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: December 1, 2004

SUBJECT: Georgia Electronic Citation Processing System (GECPS) Update

On behalf of the Georgia Department of Motor Vehicle Safety (DMVS), I am pleased to provide you with a status update on changes that are being implemented to improve the processing of convictions for traffic offenses from your courts to our headquarters. This update will cover many of the same items that were covered in the previous letter sent to you dated June 21, 2004. Members of my staff have been working with representatives of the Cobb County State Court (CCSC) staff to pilot test the GECPS process. This has been a very time consuming and tedious process, but we are now successfully accepting electronic files from CCSC on a daily basis. We are most grateful to the staff at CCSC for their willingness to patiently work with us and bear the burden that often comes with participating in a new process. We feel that all other courts will benefit from the lessons learned during the pilot.

I would like to remind you of the Federal mandate which looms over us and is the driving force for improving the entire GECPS process. On July 31, 2002, the United States Department of Transportation – Federal Motor Carrier Safety Administration finalized 49 C.F.R. Parts 350, *et seq.* (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 were 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 DMVS. 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 via the GECPS process.

I would like to briefly revisit each of the following items:

- 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
- Court UTC Error Reports
- Most Common Errors found on Current Electronic Files

2004 Georgia Legal Violation Codes List

We continue to work on creating a current version of the *Georgia Legal Violation Codes List* (also known by some as the *Georgia Criminal & Traffic Codes*). Our plans were to have this list posted on our agency web site (www.dmv.ga.gov) by July 9, 2004. Unfortunately this has taken much longer than anyone anticipated, and we did not meet that date. Hopefully we will have this list posted to our website before the end of this calendar year. Once posted, 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.

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 in a variety of formats but the majority of you remain paper filers. We have completed building a more secure and accurate method of electronic file transmission from the courts to DMVS that includes 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 release 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*. After you register, someone from DMVS will contact you to provide additional instructions and information.

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. We are extending the previously stated cut-off date of March 1, 2005 to **July 1, 2005**. As of that date, DMVS will no longer accept any conviction reports 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 previously, the GECPS process will send all electronic conviction reports containing errors or missing required data fields back to the courts electronically to correct and resubmit. Previously, any such errors, which were contained in the current electronic files submitted to DMVS from the courts, were handled in-house at DMVS, often by one-on-one discussions with the courts. Due to lack of DMVS staff, we no longer offer this service and instead we mail a hardcopy report to you. This report contains detailed information on each UTC submitted electronically to DMVS that did not pass our edit criteria. Each error includes an error message stating the specific error(s) encountered. You are required to mark corrections directly on the report under the column titled "Court Corrections" 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 July 1, 2005 along with the current (i.e. non-GECSP) electronic processing method, as noted above.

Most Common Errors Found on Current Electronic Files

We frequently receive electronic convictions that we cannot process for various reasons. Examples of the errors (and the file format for each) we receive include the following:

- Accident Indicator

For the 300-byte record format, this field must contain either “Y” for Yes, or “N” for No.
For the 275-byte record format, this field must contain either “1” for Yes, or “0” for No.
For the 80-byte record format, this field must contain either “A” for Yes, or Space for No.

- Commercial Offense

For the 300-byte record format, this field must contain either “Y” for Yes, or “N” for No.
For the 275-byte record format, this field must contain either “1” for Yes, or “2” for No.
For the 80-byte record format, this field must contain either “1” for Yes, or “2” for No.

- Hazardous Material

For the 300-byte record format, this field must contain either “Y” for Yes, or “N” for No.
For the 275-byte record format, this field must contain either “1” for Yes, or “2” for No.
For the 80-byte record format, this field must contain either “1” for Yes, or “2” for No.

- Agency Code

For the 275-byte record format, this field must contain either “0” for GSP, or “1” for Other GA.
For the 80-byte record format, this field must contain either “G” for GSP, or “L” for Other GA.

- GA or State Code for Driver License

For the 300-byte record format, this field must contain either “GA” for Georgia or appropriate 2-character alpha State Code for Out of State Driver.

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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
Chip Curl, COO
Jennifer Ammons, General Counsel
Cathy Malone, CFO
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