



# Georgia Department of Motor Vehicle Safety

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Sonny Perdue

Governor

James R. (Jim)

Davis

Commissioner

## MEMORANDUM

Date: February 7, 2005

To: Georgia Clerk of Court

From: James R. Davis, Commissioner 

Subject: Electronic versus Hardcopy Filing of DPS-32 Georgia Uniform Traffic Citation, Summons, and Accusation to DMVS

The Georgia Department of Motor Vehicle Safety is proud of the progress that has been made in moving the courts in Georgia to electronic filing status for the DPS-32 Uniform Traffic Citation documents. Your court is among the distinguished list of 260+ courts that currently file these documents (DPS-32) electronically to our offices. Due to some confusion in the past, the following clarification needs to be made at this time:

- Once your court has been approved by DMVS to file electronically, you should immediately discontinue sending hardcopy convictions to DMVS. We will return any convictions received from your court in the mail at that point.
- If your court software should have a occasion where you are unable to file electronically to DMVS and you need to file hardcopy convictions for a short period of time, you must immediately notify DMVS so that provisions can be made to accept hardcopies in lieu of electronic copies from your court. This notification must be on the attached DMVS-0315 form, must specify the exact time period you wish to file hardcopy documents, must be signed and dated by a court representative, and must be faxed to DMVS at (678) 413-8894, Attention: Carolyn Sanders.
- It will be your sole responsibility during any period of time when your court files hardcopy convictions versus electronic convictions to insure that once your system is again operational and able to file electronic convictions that no convictions that were filed hardcopy are included in your electronic files transmitted to DMVS. Failure to insure this could result in duplicates being processed and possible adverse repercussions to affected Georgia drivers.

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- You are also required to convert to the GECPS (Georgia Electronic Citation Processing System) by July 1, 2005 as previously noted in letters from our offices dated June 21, 2004, December 1, 2004, and January 17, 2005. **Beginning on July 1, 2005 DMVS will no longer accept ANY electronic convictions unless they are filed through the secure GECPS process.** You need to be making immediate plans with your IT Department, your vendor, or the Administrative Office of the Courts to convert to this new process before the cut-off date.

If you have questions regarding any of the above information, please contact GA DMVS at (770) 918-5818.

Please make sure that all affected parties at your court are made aware of this notice.

We appreciate your cooperation and look forward to working closely with you to continue to improve our service to you.

Cc Wayne Phillips, CIO  
Louis J. Curl, III, COO  
Ross Potts, Director Information Technology-Enterprise Operations  
Ronny Johnson, Director Driver Services  
Linda Baughcum, Dep. Director Information Technology-Enterprise Operations  
Louise Strickland, Dep. Director Driver Services  
Carolyn Sanders, Manager Conviction Processing Unit  
Darien Mize, Driver Services  
George Nolan, Administrative Office of the Courts

Attachment