



Georgia Department of Motor Vehicle Safety

2206 East View Parkway · Conyers, Georgia 30013 · 678.413.8650

Sonny Perdue
Governor

James R. (Jim) Davis
Commissioner

MEMORANDUM

TO: Clerk of Court

FROM: James R. Davis, Commissioner 

DATE: ____/____/2005

SUBJECT: Errors found on electronic citations received from your court

Greetings from the Georgia Department of Motor Vehicle Safety (DMVS). As noted in my Memorandum dated December 1, 2004 "*Georgia Electronic Citation Processing System (GECPS) Update*", DMVS is now providing back to you a report of all errors contained in electronic citations transmitted to us from your agency. This report entitled, **PSDP402B-R03 AS400 Electronic Citation Error Report**, will be produced each time we process an electronic file received from your court that contains any errors. This report will be mailed to you so that you can correct any errors or missing required data fields and return the report to us for further processing. This report lists some of the data fields for each conviction electronically sent to DMVS that did not pass our edit criteria. There will be enough information provided to enable the court to research and find the record electronically transmitted. Each citation error list also includes an error message stating the specific error(s) encountered. Some error messages are generic and will require looking at all of the fields sent on the original record to determine which fields may actually be in error. Please mark corrections directly on the report under the column titled "***Court Corrections***" and mail the report back to DMVS for final processing. You may not be able to correct all errors, as you may not have the information that was omitted by the Officer who generated the citation originally. In those instances, please write, "DELETE" next to the error, as we cannot process the conviction without all information being present. The error report must be returned to us as quickly as possible to prevent any further delay in processing each conviction listed on the report. **For those reports not returned to us within 30 days of the report date, we will delete the entire error file from our system and you will be required to resubmit all citations contained on the report to DMVS if they are to be processed.**

Error Reports
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Your current Error Report is attached to this Memorandum. Please carefully review each error and correct them accordingly. If you have any questions while you are working this report, please do not hesitate to contact Beverly Tankersley at 678-413-8847 for assistance.

Please mail the corrected report to the following address:

Georgia DMVS IT-EO Conviction Processing
ATTN: Beverly Tankersley
2206 East View Pkwy
Conyers, GA 30013

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
Ross Potts, Director Information Technology-Enterprise Operations
Ronny Johnson, Director Driver Services
Harriet Dye, Director Information Technology-Enterprise Systems
Loraine Piro, Information Technology Section Manager
Linda Baughcum, Deputy Director Information Technology-Enterprise Operations
Darien Mize, Driver Services
Beverly Tankersley, Information Technology-Enterprise Operations.