

GECPS2 Testing Checklist Signoff Sheet

Court Name: _____

Court NCIC #: _____

Testing Start Date: _____

Anticipated End Date: _____

Actual End Date: _____

Comments:

File Format - Citations

Y N

Please include in comments what needs to be transmitted in order to fully check off for this section. Also, include your date and initials

Filenaming conventions met?	<input type="checkbox"/>	<input type="checkbox"/>	
Header requirements met?	<input type="checkbox"/>	<input type="checkbox"/>	
Record Requirements met?	<input type="checkbox"/>	<input type="checkbox"/>	
Footer Requirements met?	<input type="checkbox"/>	<input type="checkbox"/>	

File Format - Failure to Appears

Y N

Filenaming conventions met?	<input type="checkbox"/>	<input type="checkbox"/>	
Header requirements met?	<input type="checkbox"/>	<input type="checkbox"/>	
Record Requirements met?	<input type="checkbox"/>	<input type="checkbox"/>	
Footer Requirements met?	<input type="checkbox"/>	<input type="checkbox"/>	

File Format - Failure to Appear Withdrawals

Y N

Filenaming conventions met?	<input type="checkbox"/>	<input type="checkbox"/>	
Header requirements met?	<input type="checkbox"/>	<input type="checkbox"/>	
Record Requirements met?	<input type="checkbox"/>	<input type="checkbox"/>	
Footer Requirements met?	<input type="checkbox"/>	<input type="checkbox"/>	

Citations

Y N

Transmitted CN?	<input type="checkbox"/>	<input type="checkbox"/>	
Include in notes: how many transmitted, date, suggestions given to court, batch number.			
Y N			
Errors?	<input type="checkbox"/>	<input type="checkbox"/>	
Include in notes: what correction needed, date, suggestions given to court, batch number.			
Y N			
Corrections made?	<input type="checkbox"/>	<input type="checkbox"/>	
Include in notes: when corrections were transmitted, suggestions given to court, batch number.			
Y N			
CLEARANCE ON CITATIONS?	<input type="checkbox"/>	<input type="checkbox"/>	Additional Comments:

Failure To Appear

Y N

Transmitted FN?			
Include in notes: how many transmitted, date, suggestions given to court, batch number.			
		Y N	
Errors?			
Include in notes: what correction needed, date, suggestions given to court, batch number.			
		Y N	
Corrections made?			
Include in notes: when corrections were transmitted, suggestions given to court, batch number.			
		Y N	
CLEARANCE ON FTAS?			Additional Comments:

FTA Withdrawals

Y N

Transmitted WN?			
Include in notes: how many transmitted, date, suggestions given to court, batch number.			
		Y N	
Errors?			
Include in notes: what correction needed, date, suggestions given to court, batch number.			
		Y N	
Corrections made?			
Include in notes: when corrections were transmitted, suggestions given to court, batch number.			
		Y N	
CLEARANCE ON FTA WITHDRAWALS?			Additional Comments:

Corrections: CC, FC or WC

Y N

Transmitted CC, FC or WC?			
Include in notes: how many transmitted, date, suggestions given to court, batch number.			
		Y N	
Errors?			
Include in notes: what correction needed, date, suggestions given to court, batch number.			
		Y N	
Corrections made?			
Include in notes: when corrections were transmitted, suggestions given to court, batch number.			
		Y N	
CLEARANCE ON CORRECTIONS?			Additional Comments: