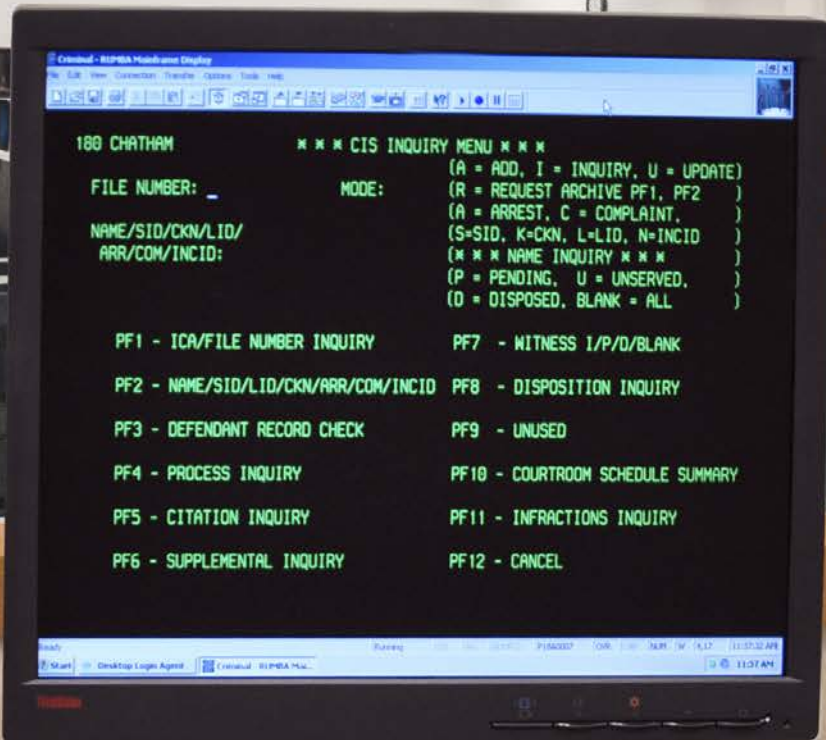




ACIS CITIZEN'S GUIDE

Searching the Automated Criminal/Infractions System

Do Not Remove From Courthouse





ACIS PUBLIC INQUIRY

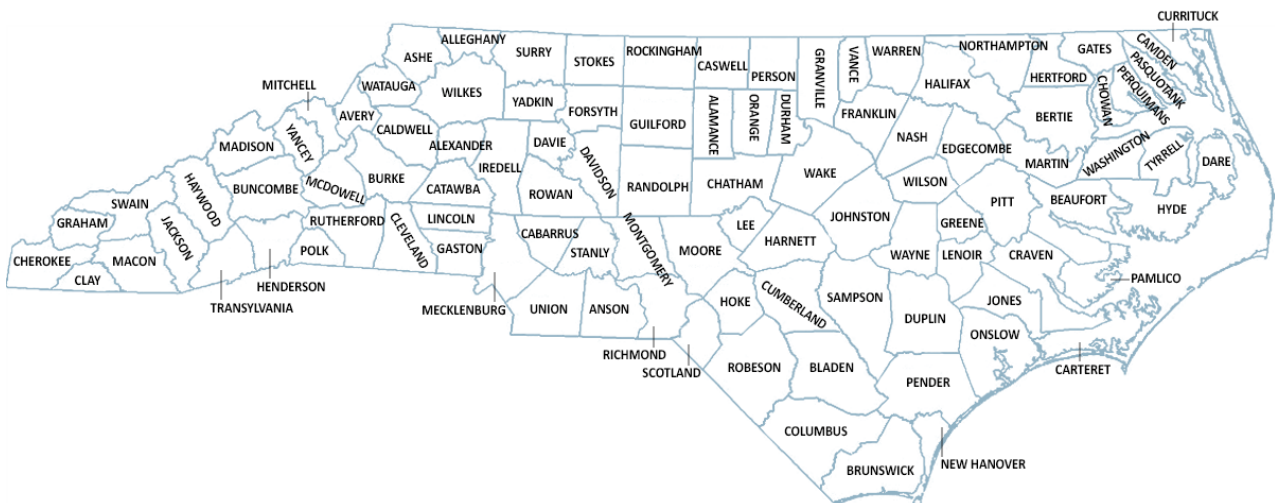
Reference Guide

This guide provides information that can be used by anyone who conducts inquiries in the Automated Criminal/Infractions System (ACIS) on the public computer terminals inside the courthouse. This ACIS Public Inquiry Reference Guide is presented electronically for convenient online viewing and is also available to print.

PII (Personal Identifying Information) such as Social Security Numbers and Driver's License Numbers will not be displayed. For more details about Judicial Department data and information, visit the North Carolina Court System website at www.nccourts.org.



ACIS will return results only for the county where the search is performed except for a PF2 Name Search where the letter G (for global statewide) can be entered in the Mode field.



TIP

Program Function (PF) keys are the same as Function (F) keys

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A. Overview of ACIS

Created and maintained by the North Carolina Administrative Office of the Courts (NCAOC), the Automated Criminal/Infractions System (ACIS) provides the superior and district courts in North Carolina with accurate and timely criminal and infraction case information. The system is offered to the public through public inquiry devices (one or more in each clerk's office) and private vendors (via the Internet, with records for all 100 counties) as well as to other government agencies.

ACIS is a mainframe computer system that has been enhanced and maintained for over 30 years. It interfaces with several in-house systems, including the North Carolina Warrant Repository (NCAWARE), Financial Management System (FMS), Civil Case Processing System (VCAP), and CCIS (Criminal Court Information System – a browser-based system that will eventually replace/overlay ACIS). It interfaces with several outside agencies as well, including the Department of Motor Vehicles (DMV), the State Bureau of Investigation (SBI), and the Department of Correction (DOC).

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B. History of Criminal Recordkeeping in North Carolina

In North Carolina, criminal records began hundreds of years ago and were usually indexed in large (and heavy) red or brown books. In the mid-1960s, court officials replaced these index books with 3 x 5 index cards. This method of indexing continued to be used by the courts until ACIS went live in each county and became the official method of recording court records in all 100 counties. At that point, index cards were discontinued. Originals of these cards were eventually microfilmed and sent to the North Carolina Department of Archives, with copies maintained on electronic reels and CDs by the NCAOC's Micrographics Unit. These old records are still used today by clerks of superior court.

Starting in 1982, counties went live with ACIS on different dates over an eight-year period. With the exception of Mecklenburg, all counties were live on the system by January 1990. Mecklenburg's infraction records went live in 1993, and its criminal records followed in 1996. Some disposed records from Wake and Mecklenburg counties are in an archived database.

Certain crimes were decriminalized effective September 1, 1986. These offenses are now called infractions instead of crimes. Examples include failing to wear a seat belt and speeding 70 mph in a 55 mph zone.

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C. Access to ACIS

ACIS may be accessed at public computer terminals stationed inside the clerk’s office of each county in North Carolina.

- Contact the [Office of the Clerk of Superior Court](#) for your county to find out office hours and confirm that public terminals are available.
- Ask about the fees charged to print results.

Most criminal case information in North Carolina is public record. There are a few exceptions, such as records regarding arrest warrants that have been issued but not returned to the clerk’s office by the law enforcement agency serving the warrants. All public record information in ACIS is available to any inquiry user. Nonpublic information is restricted to users permitted access by law.

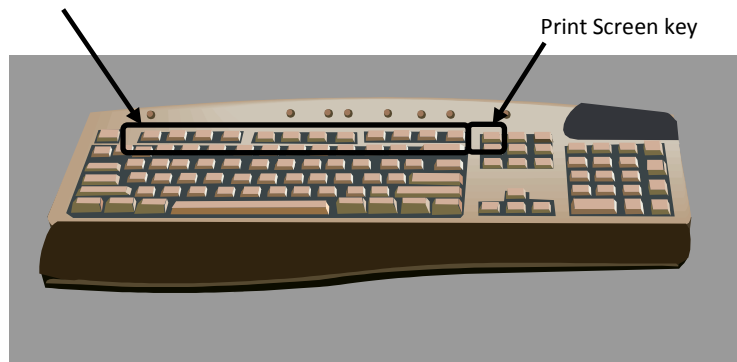


TIP

Program Function (PF) Keys are the Same as Function (F) Keys

PF is an old computer keyboard term referring to Program Function keys (as in <F1> key, <F2> key, etc.) These are also known as the Function (F) keys. These keys are located on the top row of the keyboard. In ACIS, F keys are used to navigate the system.

Program Function (PF) keys: <F1> through <F12>



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This document contains test data only. No real names or cases are used. All examples have been taken from fictitious data entered in ACIS test systems.

D. Navigation

Use the <F12> key to return to the previous screen, but do not press <F12> from the Main Menu unless you are exiting the system.

Always use the <Tab> key to move around the screen.



Do not use your computer mouse.

Avoid the use of the up, down, left, and right arrows.

Using the mouse or arrows may put the cursor in the wrong position in a particular field and cause the screen to lock up.

If the screen is locked, and the cursor will not move, press the <Esc> (escape) key to unlock the screen and press <Tab> to move to the next field. The <Esc> key is located in the top left corner of the keyboard.



TIP

Signing On to the System

If you are accessing the application at a public computer terminal, no sign-on is needed. Begin at the CIS INQUIRY MENU screen.

CIS INQUIRY MENU

County Number and Name will display here

590 MECKLENBURG

FILE NUMBER

FILE NUMBER: _

NAME

NAME/SID/CKN/LID/ARR/COM/INCID:

MODE

MODE:

```

*** CIS INQUIRY MENU ***
(A = ADD, I = INQUIRY, U = UPDATE)
(R = REQUEST ARCHIVE PF1, PF2 )
(A = ARREST, C = COMPLAINT, )
(S=SID, K=CKN, L=LID, N=INCID )
*** NAME INQUIRY ***
(P = PENDING, U = UNSERVED, )
(D = DISPOSED, BLANK = ALL )

PF1 - ICA/FILE NUMBER INQUIRY      PF7 - WITNESS I/P/D/BLANK
PF2 - NAME/SID/LID/CKN/ARR/COM/INCID PF8 - DISPOSITION INQUIRY
PF3 - DEFENDANT RECORD CHECK       PF9 - UNUSED
PF4 - PROCESS INQUIRY              PF10 - COURTROOM SCHEDULE SUMMARY
PF5 - CITATION INQUIRY             PF11 - INFRACTIONS INQUIRY
PF6 - SUPPLEMENTAL INQUIRY        PF12 - CANCEL
    
```

PF KEYS

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E. How to Conduct a Search

At the CIS INQUIRY MENU screen, the cursor defaults to the FILE NUMBER field. Use the <Tab> key to move to the MODE field or NAME field or to move between fields. Enter the necessary data, then press the appropriate function (PF) key to perform your search. Entry fields, PF searches, and result screen data are defined below.

FILE NUMBER field

The case file number or citation number is accepted in this field. The file number is displayed in the system and stored in the database as YYXXX999999 where

- YY = File Year (default is current year)
- XXX = Classification (IF or IFS; CR or CRS)
- 999999 = Sequence Number (Zero filled)

To enter the file number for the current file year, enter **IF** for infraction or **CR** for criminal and the case sequence number only. For example, if **IF500** is entered, the system will default to the current year.

If the file year is not current, enter the year in the first two characters of the file number. It is not necessary to insert a space or underscore in the classification (CR_), nor is it necessary to zero-fill the sequence number (000500). The system will display the file number on the screens as 02CR 000500.

MODE field

The letters acceptable for use in the MODE field will vary based on the type of search and therefore the PF screen desired.

| LETTER | MEANING | USED WITH |
|--------|---|-------------------------|
| I | Inquiry | PF1, PF4, PF5, PF6, PF8 |
| R | Request archive (for Wake and Mecklenburg only) | PF1, PF2 |
| P | Pending – only pending cases | PF2 |
| U | Unserved – only unserved cases that are public record | PF2 |
| D | Disposed – only disposed cases | PF2 |
| Blank | All pending, unserved, and disposed cases | PF2 |

NAME/etc. field

Use the following format to enter a defendant, alias, or witness name: last,first,middle,suffix

Always enter the name starting in the leftmost position of the field. Use commas (,) as the separators. Do not enter any spaces between the parts of the name. Do not enter any punctuation at the end of the name. Do not use titles. Full name is desired, but at least one alphabetic character is accepted.

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PF1 ICA/FILE NUMBER INQUIRY

Enter the file or citation number in the FILE NUMBER field to inquire by the file or citation number. An inquiry can be performed by the citation number even though the field is titled FILE NUMBER.

1. Enter the file number or citation number on the CIS INQUIRY MENU screen.
2. Enter the letter I (inquiry) in the MODE field.
3. Press the <F1> key.



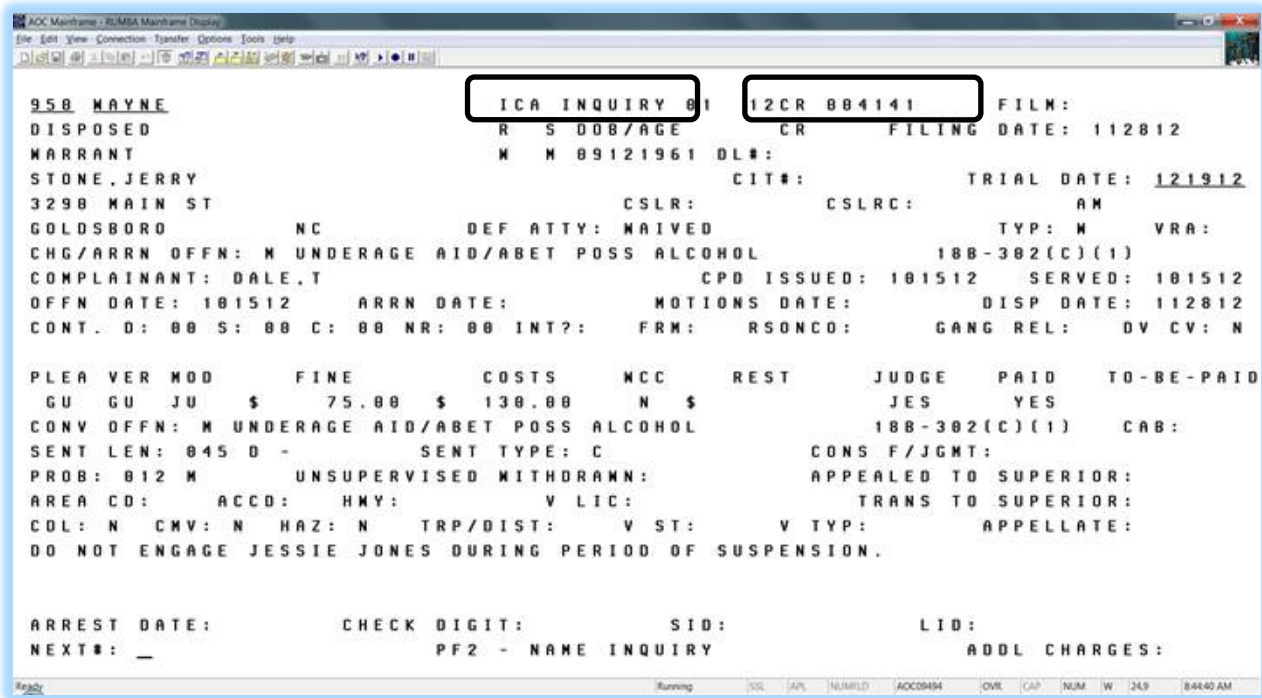
TIP

Use <Tab> key to navigate the screen.

Do not use the computer mouse!



INDEX TO CRIMINAL ACTIONS/FILE NUMBER INQUIRY results screen



***f.y.i. ICA**

ICA stands for "Index to Criminal Actions"

PF1 ICA/FILE NUMBER INQUIRY – FIELD DEFINITIONS

| | | | |
|--|--------------------------------------|-------------------------------|----------------------------------|
| XXX COUNTY (1) | ICA INQUIRY 01 (2) | 02CR 000001 (3) | FILM: (4) |
| PENDING (5) | XXXXXXXXXX (6) | R (7) S (8) DOB/AGE (9) | CR (10) FILING DATE: XXXXXX (11) |
| WARRANT (12) | XXXXXXXXXX (13) | W F XXXXXX DL#: XXXXXXXX (14) | XX (15) |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX (16) | CITA.#: XXXXXXXX (17) | (18) TRIAL DATE: XXXXXX | |
| XXXXXXXXXXXXXXXXXXXX (19) | XXXXXXXXXX(19) | CSLR: XXXXXX (20) | CSLRC: XXXXXX (21) XX XXXX |
| XXXXXXXXXXXXXXXXXXXX (22) | XX XXXXX | DEF ATTY: XXXXXXXXX (23) | TYP: X (24) VRA:Y (25) |
| CHG/ARRN OFFN: (26) X | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XX-XXXXXXXXXX | |
| COMPLAINANT: (27) | XXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXX(28) | ISSUED: (29) SERVED: (30) |
| OFFN DATE: (31) | ARRN DATE: (32) | MOTIONS DATE: (33) | DISP DATE: (34) |
| CONT. D: S: C: NR: (35) | INT?: (36) FRM: (37) | RSONCO (38) | GANG REL: (39) DV CV: Y (40) |
| X X X X | | | |
| PLEA VERDICT MOD FINE COSTS REST WCC JUDGE | MONIES-PD | TO-BE-PAID | |
| (41) (42) (43) \$ (44) \$ (45) (46) (47) (48) | (49) | (50) | |
| CONV OFFN: (51) X | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXX | |
| SENT LEN: (52) | SENT TYPE: (53) | CONS F/JGMT: (54) | |
| PROB: (55) | XXXXXXXXXXXX (56) | WITHDRAWN: (57) | APPEALED TO: SUPERIOR: (58) |
| AREA CD: (59) | ACCD: (60) HWY: (61) | V LIC: (62) | TRANS TO SUPERIOR: (63) |
| CDL: N (64) CMV: N (65) HAZ: N (66) | TRP/DIST: (67)V ST: (68)V TYP: (69) | APPELLATE: (70) | |
| (71) XXX | | | |
| (71) XXX | | | |
| (71) XXX | | | |
| ARREST DATE: (72) | CHECK DIGIT: (73) | SID: (74) | LID: (75) |
| NEXT#: (76) | PF2 - NAME INQUIRY | | ADDL CHARGES: X (77) |

Each data field is listed in numerical sequence as it appears on the screen from left to right. Explanations of all possible data elements along with data error messages are provided.

NOTE: *Blank fields indicate that the information is not available or that it was not entered into the system.*

1. XXX COUNTY

This field displays the AOC county number and name in which the case resides.

2. OFFN # (Offense Number)

If one (01) or two (02) is displayed in this field, then the offense displayed is a district court offense. District court offense numbers can range from 01-49. Fifty-one (51) or fifty-two (52) is displayed for superior court offenses. Superior court offenses can range from 51-99.

3. FILE NUMBER

The case file number is displayed with 'CR' for district court and 'CRS' for superior court. If a 'GR' or 'HP' displays to the right of the file number, this indicates the court location for a Guilford County case only. A 'GR' displays for a Greensboro case and an 'HP' for High Point.

4. FILM (Microfilm Number)

This field contains the microfilm number.

5. CASE STATUS

This field indicates whether the case/offense is disposed, pending, unserved, returned unserved or redelivered.

6. EVENT (Also See 13 Below)

This field indicates if any of the following events occurred and the date on which they occurred:

- C&F = CALLED AND FAILED
- FTA = 20 DAY FAILURE TO APPEAR
- FTAC = 20 DAY FAILURE TO APPEAR COMPLIANCE
- FTC = 20 DAY FAILURE TO COMPLY
- FTCC = 20 DAY FAILURE TO COMPLY COMPLIANCE
- OFA = ORDER FOR ARREST ISSUED
- SCO = SHOW CAUSE ORDER ISSUED
- OOF = ORDER OF FORFEITURE ISSUED

NOTE: *If more than one event has occurred on a case or an offense within a case, the events will be displayed in two (2) separate areas within the EVENT field. C&F, OFA, SCO and OOF will display in a priority sequence in the first event area with OFA having the highest priority. All 20 DAY Failure events are displayed directly below in the second event area, which is field number thirteen (13).*

7. R (Race)

This is a one (1) position field and represents one of the codes listed in appendix Section G. Codes of this guide.

8. S (Sex)

This is a one (1) position field and represents one of the following codes:

- F = FEMALE
- M = MALE
- U = UNKNOWN
- X = NON-PERSON

9. DOB (Date of Birth)

This field represents the birth date of the defendant. Date of Birth is displayed in the MMDDYYYY format. If only the defendant's age was entered in the record, it is displayed in the last two (2) positions of the DOB field.

10. COURT TYPE

This field indicates whether the case is currently in District Court or Superior Court.

- CR = CRIMINAL DISTRICT COURT CASE
- CRS = CRIMINAL SUPERIOR COURT CASE

11. FILING DATE

This is the date that the case was added in the system.

12. PROCESS TYPE

If the case was initiated via a Citation, then 'CITATION' will be displayed here. If the case is the result of a Warrant, then 'WARRANT' will be displayed here, etc. See the Miscellaneous Codes list.

13. EVENT (See 6 Above)

14. DL# (Drivers License Number)

This field contains the defendant's driver's license number. It is not displayed.

15. D.L. STATE (Drivers License)

If there is a driver's license number, then this field should contain a two (2) digit code representing the driver's license state. See appendix Section G. Codes of this guide.

16. DEFENDANT NAME

The defendant's name is displayed in the following format:
Last, First, Middle (or Initial), Suffix.

17. CITA.# (Citation Number)

The citation number is displayed here. An 'E' in the citation number indicates that the citation was entered electronically by the State Highway Patrol.

18. TRIAL DATE, SESSION, COURTROOM

These fields contain the trial date, court session and courtroom number for the case. The following represents the court session:

AM = Morning Session
PM = Afternoon Session
NC = Night Session

19. DEFENDANT ADDRESS

The two (2) address fields will display the defendant's primary or home address.

20. CSLR (Community Service License Revocation Date)

This is the date the judge ordered the defendant's driver's license to be revoked due to willful failure to comply with community service.

21. CSLR (Community Service License Revocation Compliance Date)

This is the date the defendant complied with the requirements of community service after a license revocation was entered.

22. DEFENDANT ADDRESS (City, State, Zip Code)

These three (3) address fields will display the defendant's city, state and zip code.

23. DEF ATTY (Defense Attorney)

The defense attorney's name will appear here.

24. TYP (Defense Attorney Type)

One of the following codes represents the type of defense attorney:

- A = APPOINTED
- P = PUBLIC DEFENDER
- R = PRIVATELY RETAINED OR SELF
- W = WAIVED

25. VRA (Victims' Rights Amendment)

This field is primarily to allow for statistical gathering and tracking of cases that are categorized under the Victims' Rights legislation. In this one character field, 'Y' is the only stored value; 'N' and (blank) are the same. Implemented 12/04.

26. CHR/ARRN OFFN (Charged/Arrested Offense)

This field displays forty-six (46) positions of the charged or arrested offense text and the General Statute Number. If the arrested offense is different from the charged offense, the arrested offense is displayed.

27. COMPLAINANT (or Officer)

The complainant or officer as listed on the originating process is displayed.

NOTE: *The law enforcement officer is the complainant for all citations.*

28. AGENCY

This field contains the law enforcement officer's agency code. See appendix Section G. Codes of this guide.

29. ISSUED (Date)

The date the initiating process (Citation, Warrant, etc.) was issued is displayed here.

NOTE: *For citations, the date the citation was issued is the same as the offense date and automatically generated by the system.*

30. SERVED (Date)

The date that the initiating case process was served is displayed here.

NOTE: *For citations, the date the citation was served is the same as the offense date. For magistrate orders, the date served is the same as the issued date. The system automatically provides this data.*

31. OFFN DATE (Offense)

This field contains the date the offense occurred.

32. ARRN DATE (Arrested)

This field contains the date the case was set on an Arraignment calendar at the superior court level. The presence of a date does not mean that the arraignment has or has not been held.

33. MOTIONS DATE

This field contains the date the case was set on a Motions or Grand Jury calendar at the superior court level.

34. DISP DATE (Disposition)

This field contains the date the offense was disposed.

35. CONT (Continuances)

The following is a counter that keeps track of how many times the case was continued and by whom:

- D = Number of times case was continued by defense
- S = Number of times case was continued by the state
- J = Number of times case was continued by the judge
- NR = Number of times the case was not reached in court and case was continued

36. INT?: (Interpreter Flag Used)

A letter 'Y' will display in the INT? field if the interpreter used flag is set on PF6 or PF8. (Implemented 05/16/13).

37. FRM (Firearm Flag)

Set to Y to capture whether the defendant used or displayed a firearm while committing a felony. (Implemented 10/01/13).

38. RSONCO

Registered sex offender no contact order flag default to 'blank'.
Registered sex offender no contact order may be 'Y' (Yes) or 'R' (Rescinded) for any non-infraction offense code.

39. GANG RELATED

Gang flag default to blank for the following offense codes: 2152, 2153, 2154, 2155, 2156, 2157, and 2158.

Gang flag to be set automatically to Y at **conviction only** for the following offense codes and cannot be changed to 'blank': 2152, 2153, 2154, 2155, 2156, 2157 and 2158.

Gang flag will be blank at disposition of offense codes 2152, 2153, 2154, 2155, 2156, 2157 and 2158 offense (s) if Verdict is not equal to GU, or GL.

40. DV CV (Domestic Violence Convicted)

This field contains a one character flag that indicates whether the defendant has been found guilty of a domestic violence charge (court decides that details fall under the domestic violence statute; not offense code specific). Implemented 12/04.

41. PLEA

This field contains the plea of the defendant. See appendix Section G. Codes of this guide.

42. VERDICT

This field contains the verdict for the defendant. See appendix Section G. Codes of this guide.

43. MOD (Method of Disposition)

This field contains the method of disposition code. See appendix Section G. Codes of this guide.

44. FINE (Money)

Fines or penalties are displayed in this field.

45. COSTS (Money)

Court costs are displayed in this field.

46. REST (Restitution Money)

Restitution amounts are displayed in this field.

47. WCC (Waived Court Cost)

Waived, P = Partially Waived, N = Not Waived, F = Court Cost Fully Waived Local Rule, L = Court Cost Partially Waived Local Rule.

48. JUDGE

The judge's number or initials are displayed in this field.

49. MONIES-PD (Paid)

If MONIES-PD = 'N', then the defendant has not complied with fine or cost. If Monies-PD = 'Y', then the defendant has complied with fine or cost. (In some older cases, see special conditions for some exceptions.) If MONIES-PD = 'X', then a CVR (Civil Revocation) of the defendant's driver's license has been rescinded by a judge or magistrate. If MONIES-PD = 'R', then probation has been revoked by the judge. If MONIES-PD = 'E', then the defendant elected to serve the sentence instead of the probation term.

50. TO-BE-PAID

This is the compliance date set for fine, cost or restitution.

51. CONV OFFN (Convicted Offense)

This field displays the convicted offense text and General Statute number.

52. SENT LEN (Sentence Length)

The minimum and maximum sentence lengths and frames are displayed here.

53. SENT TYPE (Sentence)

The sentence type is displayed where: A = Active Punishment; I = Intermediate Punishment; C = Community Punishment

NOTE: *For offenses committed before 10/01/94 or not structured sentencing, the only valid entry is 'A' or blank.*

54. CONS F/JGMT (Consolidated for Judgment)

If the offense was consolidated for judgment with a lead offense, the file number for the lead offense is displayed here.

55. PROB (Probation)

The length and frame of the defendant's probation are displayed in this field.

56. SUPERVISED/UNSUPERVISED

This field displays whether the probation is supervised or unsupervised.

57. WITHDRAWN

The date the defendant withdrew the appeal to superior court is displayed here.

58. APPEALED TO SUPERIOR

If the case has been appealed to Superior Court, the date of appeal will appear next to SUPERIOR.

59. AREA CD (State Highway Patrol Area Code)

This field contains the SHP data for Area Code.

60. ACCD (Accident)

This field contains the data for the accident involvement code. See the Miscellaneous Codes list.

61. HWY (Highway/Road Number)

The SHP highway or road data where the offense occurred is displayed.

62. V LIC (Vehicle License)

This field displays the vehicle license plate number.

63. TRANS TO SUPERIOR (Transferred (Bound Over) to Superior Date)

The transferred to superior court date is displayed in this field.

64. CDL (Commercial Driver's license)

This field indicates if the driver's license in the case was a commercial driver's license with a Y (Yes) or N (No).

65. CMV (Commercial Motor Vehicle)

This field indicates if the vehicle in the case was a commercial motor vehicle with a 'Y' (Yes) or 'N' (No).

66. HAZ (Hazardous Material)

This field indicates if the vehicle contained hazardous material with a Y (Yes) or N (No).

67. TRP/DIST (SHP Troop/District Code)

These fields contain the assigned troop zone and district of the state trooper initiating the Process. See the Criminal Miscellaneous Codes list.

68. V ST (Vehicle State)

This field contains the state code where the vehicle is registered.

69. V TYP (Vehicle Type)

This field contains the type of vehicle code. See the Criminal Miscellaneous Codes list.

70. APPELLATE

The date a case was appealed to the appellate court is displayed here.

71. SPECIAL CONDITIONS

This field contains up to three (3) lines of freeform text displaying special conditions of the judgment in the offense.

72. ARREST DATE

The arrest date recorded on the SBI Fingerprint Card is displayed in this field.

73. CHECK DIGIT

The Check Digit number from the SBI Fingerprint Card is not displayed.

74. SID (State Identification Number)

The State Identification Number can be linked through the Check Digit Number and date of arrest to the Division of Criminal Information (DCI) data. SID is not displayed.

75. LID (Local Identification Number)

The case may contain a Local Identification Number. The LID is sometimes referred to as PID (Positive Identification Number). LID is not displayed.

76. NEXT # (File Number or Citation Number)

This is the only field that allows data to be entered. Enter the file or citation number for the next case you wish to view. Press the <ENTER> key to view the next case.

If an error occurs, the following error message number and message will appear:

IC003- CASE TYPE MUST BE 'CR' OR 'CRS'

77. ADDL CHARGES (Additional Charges)

If the case contains additional charges, this field will display a Y. Press the <ENTER> key to view the next offense.

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Intentionally blank.

PF2 NAME/SID/LID/CKN/ARR/COM/INCID

Use the PF2 search option when the file or citation number is not known, or if you are searching for all file numbers associated with one individual.

1. On the CIS INQUIRY MENU screen, enter the defendant or alias name (format = last,first,middle,suffix)
 - a. SID* State identification number
 - b. CKN* Check digit number
 - c. LID* Local identification number
 - d. ARR Arrest
 - e. COM Complaint
 - f. INCID Incident

*An error message will display when searching these fields.
2. To narrow the search, enter one of the following codes in the MODE field:
 - a. **P** for Pending
 - b. **U** for Unserved (if public record)
 - c. **D** for Disposed
 - d. **R** for Archives (Wake and Mecklenburg counties only)

For the broadest search, leave the MODE field blank. Leaving the MODE field blank will return all pending, unserved, and disposed cases that match the name.

3. Press the <F2> key.

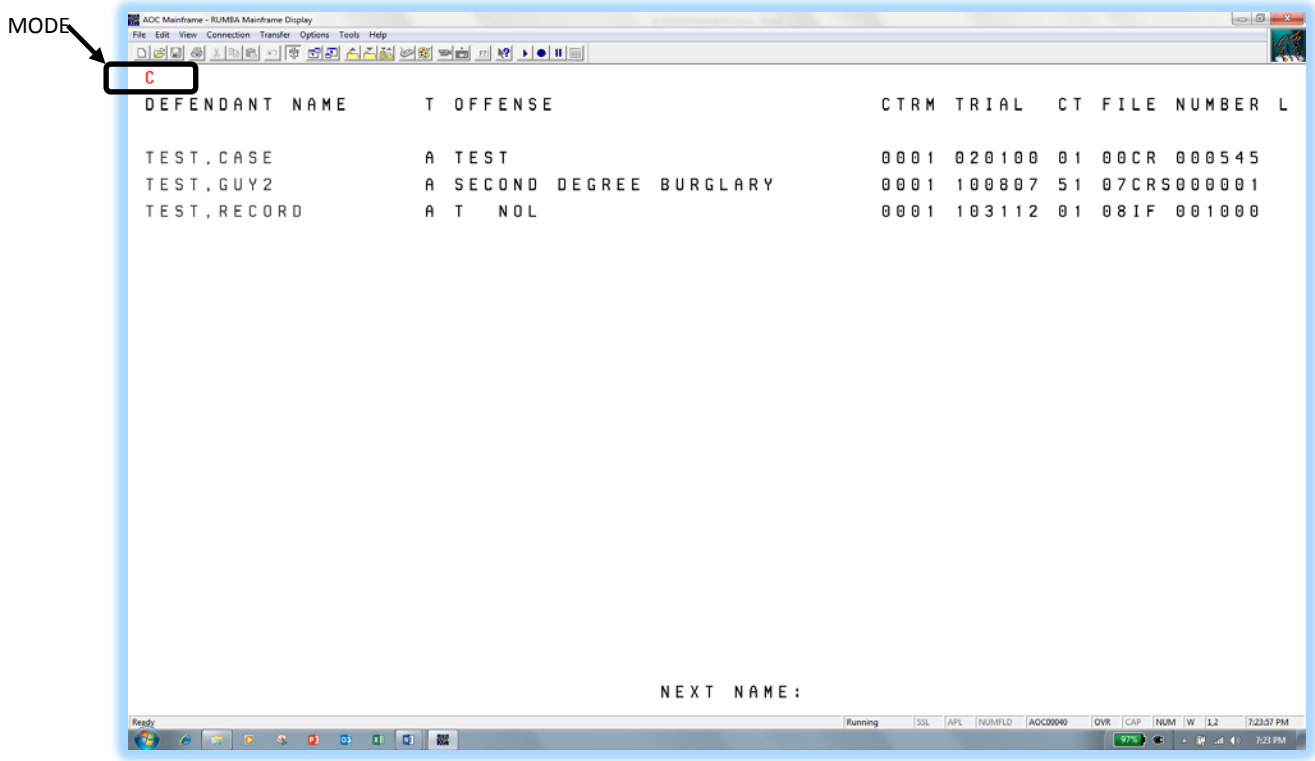
**TIP**

Use <Tab> key to navigate the screen.

Do not use the computer mouse!



NAME INQUIRY results screen



PF2 NAME/SID/LID/CKN/ARR/COM/INCID – FIELD DEFINITIONS

| C (1) | DEFENDANT NAME | T | OFFENSE | CTRM | TRIAL | CT | FILE NUMBER | L |
|-------|----------------|--------|-------------------------------|------|--------|-----|-------------|------|
| | (2) | (3)(4) | (5) | (6) | (7) | (8) | (9) | (10) |
| | SASSY,SALLY | * A | W/C SIMPLE \$2000.00GREEN,T | | 040193 | 01 | 01CR 006528 | H |
| | SASSY,SALLY | A | AID AND ABET PROSTITUTION | 0001 | 040193 | 01 | 01CR 006529 | |
| | SASSY,SALLY | A | OPERATE/POSSESS SLOT MACHINE | 0001 | 040193 | 02 | 01CR 006529 | H |
| | SASSY,SALLY | A | ASSAULT ON A FEMALE | 0001 | 040193 | 51 | 01CR 006550 | G |
| | SASSY,SALLY | A | DRIVING WHILE IMPAIRED | 0001 | 050193 | 01 | 02CR 007700 | G |
| | SASSY,SALLY | A | POSS WEAPON ON SCHOOL GROUNDS | 0001 | 050193 | 02 | 02CR 007700 | G |
| | SASSY,SALLY | @A | ASSAULT ON A FEMALE | 0001 | 050193 | 01 | 02CR 007701 | G |
| | SASSY,SALLY | A | ASSAULT ON EMERGENCY PERSONNE | 0001 | 050193 | 02 | 02CR 007701 | G |
| | SASSY,SALLY | A | AWDW ON OFFICER | 0001 | 050193 | 03 | 02CR 007701 | G |
| | SASSY,SALLY | A | SPEEDING 085/55 | 0001 | 100193 | 01 | 02CR 009030 | H |
| | SASSY,SALLY | A | DRIVE WRONG WAY ONE WAY ST/RD | | 021794 | 01 | 02CR 000002 | G |
| | SASSY,SALLY | A | DRIVING WHILE IMPAIRED | | 021794 | 02 | 02CR 000002 | G |

NEXT NAME: (11)+

Using the Defendant/Alias Name Inquiry function

This function provides the ability to view a list of Criminal and Infractions cases for the same defendant/alias name and the summary of data for the case. The only fields that allow data entry are the MODE and NEXT NAME fields. An explanation of these fields and the data displayed in the screen follows.

Defendant/Alias Name Inquiry Field Descriptions

Refer to the following field descriptions of the data being displayed.

1. **MODE**

The one (1) position MODE determines how the screen will function. It first appears with a 'C' for normal name search processing. It may be changed to an 'A' for ACCESSING THE CASE ALIAS INQUIRY FUNCTION, to an 'I' for accessing the ICA/FILE NUMBER INQUIRY FUNCTION, to an 'S' for ACCESSING THE SID NAME INQUIRY FUNCTION, to a 'U' for ACCESSING THE DISPOSITION UPDATE FUNCTION or a 'D' for ACCESSING THE DISPOSITION INQUIRY FUNCTION. Refer to those functions for additional information.

If an error occurs, one of the following error message numbers and messages will appear:

NI005 - INVALID REQUEST. ENTER C, A, D, I OR U ONLY
 NI006 - HOME POSITION MUST BE 'C'

2. **DEFENDANT/ALIAS NAME**

This field contains the defendant or alias name in the following format:
 Last, First, Middle (or Initial), Suffix

3. *** or @ (Defendant/Alias Flag)**

An asterisk (*) in the right most position of the name field indicates an alias name was entered for the case as well as the defendant name. An "at" sign (@) in the right most position indicates that the name displayed in this screen is an alias name.

4. **T (Session)**

An A is displayed for morning courtroom session, a P for afternoon courtroom session and an N for night courtroom session.

5. **OFFENSE**

This field contains the arraigned offense text.

6. **CTRM (Courtroom Number)**

This field contains the courtroom number.

NOTE: *Courtroom number is normally deleted when a disposition date is entered. This field should not be used for determining the status of a case (pending or disposed).*

7. **TRIAL (Date)**

The trial or hearing date is displayed in MMDDYY format.

8. CT (Offense Number)

If one (01) or two (02) is displayed in this field, then the offense displayed is a district court offense. (District court offense numbers can range from 01-49). Fifty-one (51) or fifty-two (52) is displayed for superior court offenses. Superior court offenses can range from 51-99.

NOTE: *Individual cases can have multiple charges for each court type (district and superior).*

9. FILE NUMBER

The file number for the case is displayed. CR or IF is displayed for the district court and CRS or IFS for the superior court. If a file number for a case is displayed more than once, then the case has more than one charge.

10. L (Court Location)

This field currently displays the court location for a case in Guilford County only. A letter 'G' indicates a Greensboro case and a letter 'H' indicates a High Point case.

11. NEXT NAME

If another name search is desired, enter the name in this field instead of returning to the Clerks Main Menu. As in all names, use the standard system name format (Last, First, Middle (Initial), Suffix). If the full name is not known, one character names will be accepted. The mode will remain the same until the name search is cancelled.

If an error occurs, one of the following error message numbers and messages will appear:

NI003 - NEXT NAME MUST START IN POSITION 1
(The first position of the NEXT NAME field cannot be blank)

NOTE: *Do not enter a name in this field unless the MODE (upper left corner) displays a 'C'.*

[BACK TO INDEX](#)

PF2 STATEWIDE NAME SEARCH

To search case records about an individual in every county, a statewide name search may be performed.

1. Enter the defendant or alias NAME (format=last,first,middle,suffix).
2. Enter a letter **G** (for global statewide) in the MODE field.
3. Press the <F2> key.



TIP

Use <Tab> key to navigate the screen.

Do not use the computer mouse!



The CR/IF Case Processing STATEWIDE NAME SEARCH REQUEST screen will display, allowing the search to be narrowed, if desired.

The screenshot shows a mainframe terminal window titled "AOC Mainframe - RUMBA Mainframe Display". The screen content is as follows:

```

NC AOC CIS                CR/IF CASE PROCESSING                CRSSA1P
999 END OF FILE          STATEWIDE NAME SEARCH REQUEST

REQUIRED NAME(LAST, FIRST, MIDDLE): TEST.RECORD_-----

THE FOLLOWING CHOICES WILL NARROW THE SEARCH DISPLAY:

DIVISION(S)/COUNTY(S): ALL
FILE NO.  BEGIN YEAR:      FILE NO.  END YEAR:
CASE TYPE: C  C=CRIMINAL, I=INFRACTION, R=ARCHIVES
CASE OFFENSE(S): _  P=ANY OFFENSE PENDING, D=ALL OFFENSE(S) DISPOSED
CHARGED OFFENSE TYPE(S): _  F=FELONY, M=MISDEMEANOR, T=TRAFFIC, I=INFRACTION
CONVCTD OFFENSE TYPE(S): _  F=FELONY, M=MISDEMEANOR, T=TRAFFIC, I=INFRACTION
CVR: _
RACE: _  A=ASIAN, B=BLACK, H=HISPANIC, I=INDIAN,
        W=WHITE, X=NOT PERSON
SEX: _  F=FEMALE, M=MALE, X=NOT PERSON
AGE/DOB: _ 2 DIGIT=AGE, MMDDCCYY=DOB

ANY OF THE FOLLOWING: N  Y=ANY OF THE FOLLOWING OR SELECT INDIVIDUALLY
CALLED & FAILED: _  ORDER FOR ARREST: _  PROBATION VIOLATION: _
UNSERVED: _  DISMISSED WITH LEAVE: _  FAILURE TO COMPLY: _

F1=HELP  2=NAME  3=EXIT  5=REFRESH  6=DIVISION/COUNTY LIST  12=CNCL
    
```

Annotations in the image:

- An arrow points from the text "Division(s) / County(s)" to the field "DIVISION(S)/COUNTY(S): ALL".
- An arrow points from the text "Case Type" to the field "CASE TYPE: C C=CRIMINAL, I=INFRACTION, R=ARCHIVES".

The default for DIVISION(S)/COUNTY(S) is ALL (all 100 counties in North Carolina), but up to four 3-digit county numbers can be keyed. To see a list of county codes, press <F6> from this screen or refer to the county codes list at the end of this document. The county codes can be keyed or selected from the county list.

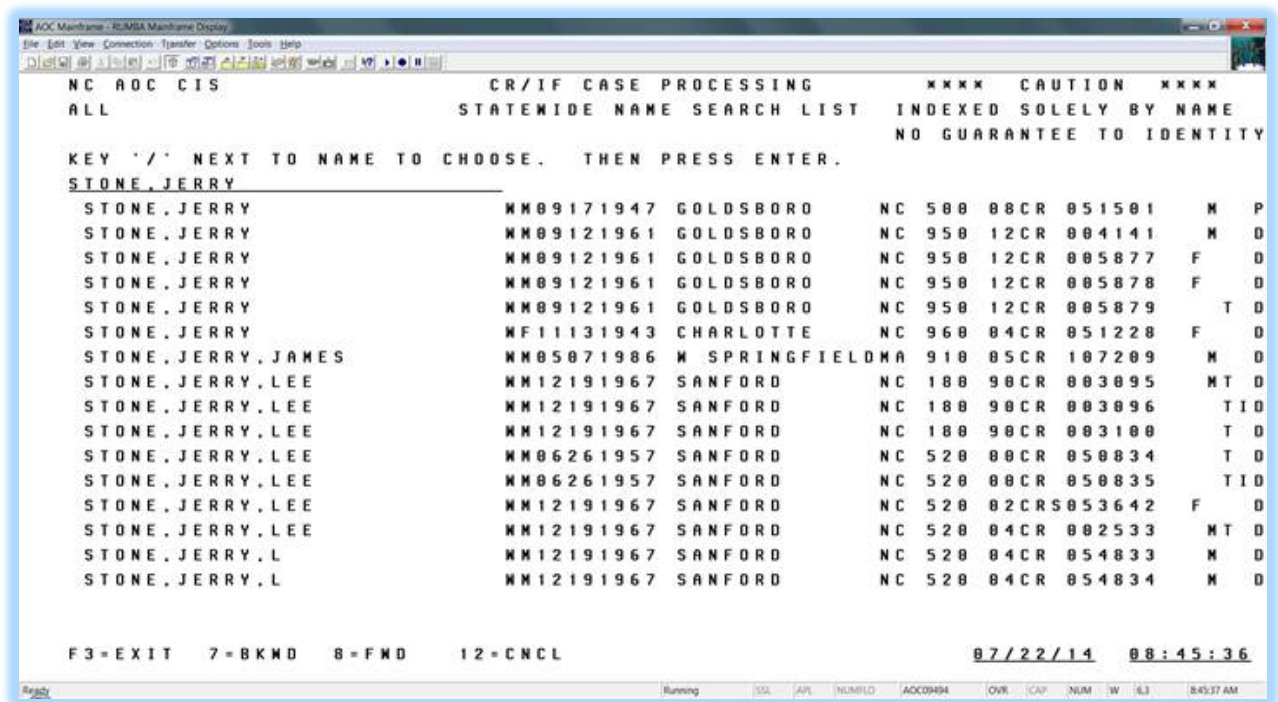
The other fields following DIVISION(S)/COUNTY(S) can be filled in to narrow the search, if desired. By default, the broadest search is done. The default for CASE TYPE is criminal (C).

- To view infractions (I) and archived (R) cases, the statewide name search would need to be run two more times, after changing the CASE TYPE selection.
- To restore the defaults in the above fields, press <F5>.

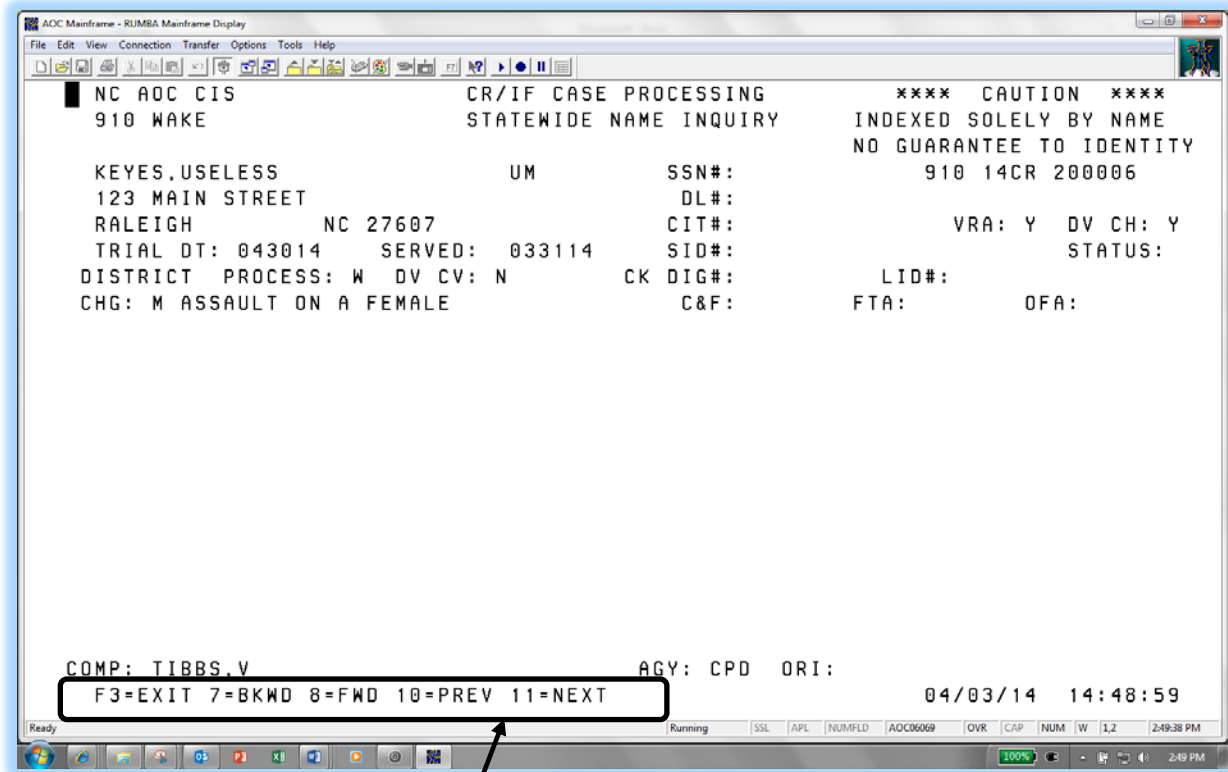
When satisfied with the selections in the above fields, press <F2> to run the statewide name search and obtain the CR/IF Case Processing Statewide Name Search List.

STATEWIDE NAME SEARCH LIST screen

Tab to the cases of interest, enter a forward slash beside them, and press <Enter>.



The STATEWIDE NAME INQUIRY screen will display for the name(s) selected:



Navigate to other pages by using the program function keys listed at the bottom of the results page.

PF2 STATEWIDE NAME SEARCH – FIELD DEFINITIONS

| | | |
|---|------------------------|---|
| NC AOC CIS | CR/IF CASE PROCESSING | *** CAUTION *** (1) |
| NNN COUNTY (2) | STATEWIDE NAME INQUIRY | INDEXED SOLELY BY NAME NO GUARANTEE OF IDENTITY NNN FILE NUMBER (6) |
| DEFENDANT NAME (3) | RSDOB (4) SSN#: (5) | |
| ADDRESS (7) | DL#: (8) | |
| CITY (9) ST ZIP | CIT#:(10) | VRA:Y (11) DV CH:Y |
| (12) | | |
| TRIAL DATE (13) | SID#: (14) | STATUS: (15) |
| DISTRICT (16) PROCESS: (17) SERVED: (18) | CK DIG#: (19) | LID#: (20) |
| CHG: (21) | C&F: (22) | FTA: (23) OFA: (24) |
| CONV: (25) | CLASS:(26) | P: (27) V: (28) M: (29) DISP: (30) |
| FINE: (31) COST: (32) REST: (33) | M PAID: (34) | TO BE PD: (35) |
| NMFTC: (36) | | |
| | SCO: (37) | PVD: (38) FTC: (39) |
| ALIAS: (40) | | |
| SPEC COND: (41) | | |
| COMP: (42) | AGY: (43) | ORI: (44) |
| F3=EXIT (45) 7=BKWD (46) 8=FWD (47) 10=PREV (48) 11=NEXT (49) | | MM/DD/YY HH:MM:SS (50) |

CR/IF CASE PROCESSING STATEWIDE NAME INQUIRY FIELD DESCRIPTIONS

This screen has multiple program functions displayed at the bottom of the screen. These functions are explained at the end of the field descriptions. The data contained in the Statewide Name Inquiry screen cannot be changed and is described from left to right, line by line:

NOTE: Blank fields indicate that data is not available or were not entered into the system.

- **** CAUTION ******
INDEXED SOLELY BY NAME
NO GUARANTEE OF IDENTITY
 This is a caution message indicating the results of the search are no guarantee to the identity of the defendant.
- NNN COUNTY (County Number and Name)**
 The three (3) digit county number and up to fifteen (15) positions county name are displayed.
- DEFENDANT NAME**
 The name of the defendant selected from the name list screen is displayed in twenty-eight (28) positions.
- RACE/SEX/DATE OF BIRTH OR AGE**
 The defendant's race, sex and date of birth or age are displayed in eight (8) positions.

5. **SSN# (Social Security Number)**
The Social Security Number will not be displayed.
6. **NNN FILE NUMBER (Originating County and File Number)**
The three (3) digit county number and the eleven (11) positions file number assigned by the originating county are displayed. If a GR or HP displays to the right of the file number, this indicates the court location for a Guilford County case only. A 'GR' displays for a Greensboro and an 'HP' for High Point.
7. **ADDRESS (Defendant Residence)**
Up to twenty (20) positions of the defendant's address as listed on the originating process is displayed.
8. **DL# (Driver's License Number)**
The defendant's driver's license number is not displayed.
9. **CITY, STATE AND ZIP CODE**
The defendant's resident city is displayed in up to fifteen (15) positions along with the two (2) position state and up to nine (9) positions zip code.
10. **CIT# (Citation Number)**
The North Carolina Uniform Citation number is displayed in up to eight (8) positions.
11. **VRA (Victims' Rights Amendment)**
This field is primarily to allow for statistical gathering and tracking of cases that are categorized under the Victims' Rights legislation. In this one character field, Y is the only stored value; N and (blank) are the same. Implemented 12/04.
12. **DV CH (Domestic Violence Charged)**
This field contains a one character flag that indicates whether the defendant has been charged with a domestic violence offense (not offense code specific). Implemented 12/04.
13. **TRIAL DATE**
The most current trial date is displayed for pending offenses and the last for disposed offenses in the six (6) digit format of MMDDYY.
14. **SID# (State Identification Number)**
The ten (10) positions State Identification Number may be linked through the Check Digit Number and date of arrest to the Division of Criminal Information (DCI) data. The SID is not displayed.
15. **STATUS (Jail)**
The one (1) character jail status of the defendant associated with the LID number is displayed. Jail status will be one of the following codes:
 - ' ' = No information is known about the jail status for the defendant.
 - Y = The defendant identified by the LID number is in jail in the displayed county.

- N = The defendant identified by the LID number was in jail in the displayed county but has been released.
- U = The jail status of the defendant identified by the LID number is undetermined.

16. COURT TYPE

This is a highlighted field and reflects the case type and court of jurisdiction. This field is displayed in up to eight (8) positions as either DISTRICT or SUPERIOR.

17. PROCESS

The type of existing process is displayed. Process type is displayed as one of the following one (1) character codes:

- B = BILL OF INFORMATION
- C = CITATION
- I = INDICTMENT
- M = MAGISTRATE'S ORDER
- O = OTHER
- S = CRIMINAL SUMMONS
- W = WARRANT
- X = STATEMENT OF CHARGES

18. SERVED

The service date of the originating process is displayed in six (6) positions in the MMDDYY format. The absence of a service date indicates the process has not been served and the defendant has an outstanding process. There is no outstanding process if the 'M' field, Method of Disposition, is equal to 'NS' (Never to be Served).

19. CK DIG# (Check Digit Number)

The seven (7) characters Check Digit Number from the SBI Fingerprint Card is not displayed.

20. LID# (Local Identification Number)

The Local Identification Number has up to fifteen (15) positions if it was entered or linked through the Check Digit Number and date of arrest to the Division of Criminal Information (DCI) data. LID is not displayed.

21. CHG (Charged Offense Type and Text)

The first character in this field is the offense type (M, F, T, or I) and is followed by up to thirty-three (33) characters of the charged offense text from the originating process.

22. C&F (Called and Failed)

The six (6) digit called and failed date is displayed in the MMDDYY format.

23. FTA (20DF Failure to Appear)

The six (6) digit 20 Day Failure to Appear date is displayed in the MMDDYY format for motor vehicle cases only (G. S., Chapter 20).

- 24. OFA (Order for Arrest)**
The six (6) digit issue date, of any outstanding order for arrest or any warrant for arrest for failure to appear as directed by citation, is displayed in the MMDDYY format.
- 25. CONV (Convicted Offense Type and Text)**
The first character in this field is the offense type (M, F, T, or I), followed by the convicted offense text if the verdict is RS, RL, PJ, GU, or GL. The text is displayed in up to thirty-two (32) positions.
- 26. CLASS (Convicted Structured Sentencing Act Offenses only)**
From the judgment form, the offense class is displayed in two (2) alphanumeric positions. The valid entries are A, B1, B2, C through I for felony offenses and 1 through 3 for misdemeanor offenses.
- 27. P (Plea)**
This field contains the plea tendered of the defendant. A complete list of the two (2) position codes are in appendix section G. Codes.
- 28. V (Verdict)**
This field contains the verdict. See complete list of the two (2) positions codes in section G. Codes.
- 29. M (METHOD OF DISPOSITION)**
The Method of Disposition is displayed in this field. See complete list of MOD in appendix section G. Codes.
- 30. DISP (Disposition Date)**
This field displays the six (6) positions offense disposition date in the MMDDYY format. The absence of a disposition date indicates a pending or unserved status.

NOTE: *The line starting with the convicted offense will not appear unless the offense has a disposition date.*

- 31. FINE (Money)**
Fines or penalties are displayed in this field in five (5) positions.
- 32. COSTS (Money)**
Court costs are displayed in this field in four (4) positions.
- 33. REST (Restitution Money)**
Restitution amounts are displayed in this field in nine (9) positions.
- 34. M PAID (Money Paid)**
If MONIES-PD = 'N', then the defendant has not complied with fine or cost. If Monies-PD = 'Y', then the defendant has complied with fine or cost. (In some older cases, see special conditions for some exceptions.) If MONIES-PD = 'X', then a CVR (Civil Revocation) of the defendant's drivers license has been rescinded by a judge or magistrate. If MONIES-PD = 'R', then probation has been revoked by the judge. If MONIES-PD = 'E', then the defendant elected to serve the sentence instead of the probation term.

35. TO BE PD (To Be Paid Date)

This is the six (6) positions compliance date set for fine, cost or restitution and is displayed in the MMDDYY format.

36. NMFTC (Non Motor Vehicle Failure To Comply)

The six (6) positions non-motor vehicle offense Failure to Comply date is displayed in the MMDDYY format.

37. SCO (Show Cause Order)

The six (6) positions Show Cause Order date is displayed in the MMDDYY format.

38. PVD (Probation Violation Date)

The six (6) positions probation violation date will be displayed in the MMDDYY format if the violation date was entered in the 'PROBATION VIOLATION' date field in the Supplemental Update (PF6) screen.

39. FTC (20 DF Failure to Comply)

If present, the six (6) positions 20DF to Comply date is displayed in MMDDYY format for motor vehicle cases only (G.S., Chapter 20).

NOTE: *The SCO, PVD and FTC line will not appear unless at least one of the fields contains a date.*

40. ALIAS

Up to two alias names will be displayed in up to twenty-eight (28) positions each.

41. SPEC COND

The first line entered in the 'SPECIAL CONDITIONS' field on the Disposition Update <PF8> screen will be displayed in up to sixty (60) positions. The narrative is associated with only the first offense listed at the top of the screen (District or Superior).

42. COMP (Complainant or Officer)

The complainant or officer as listed on the originating process is displayed in up to twenty-eight (28) positions.

43. AGY (Agency)

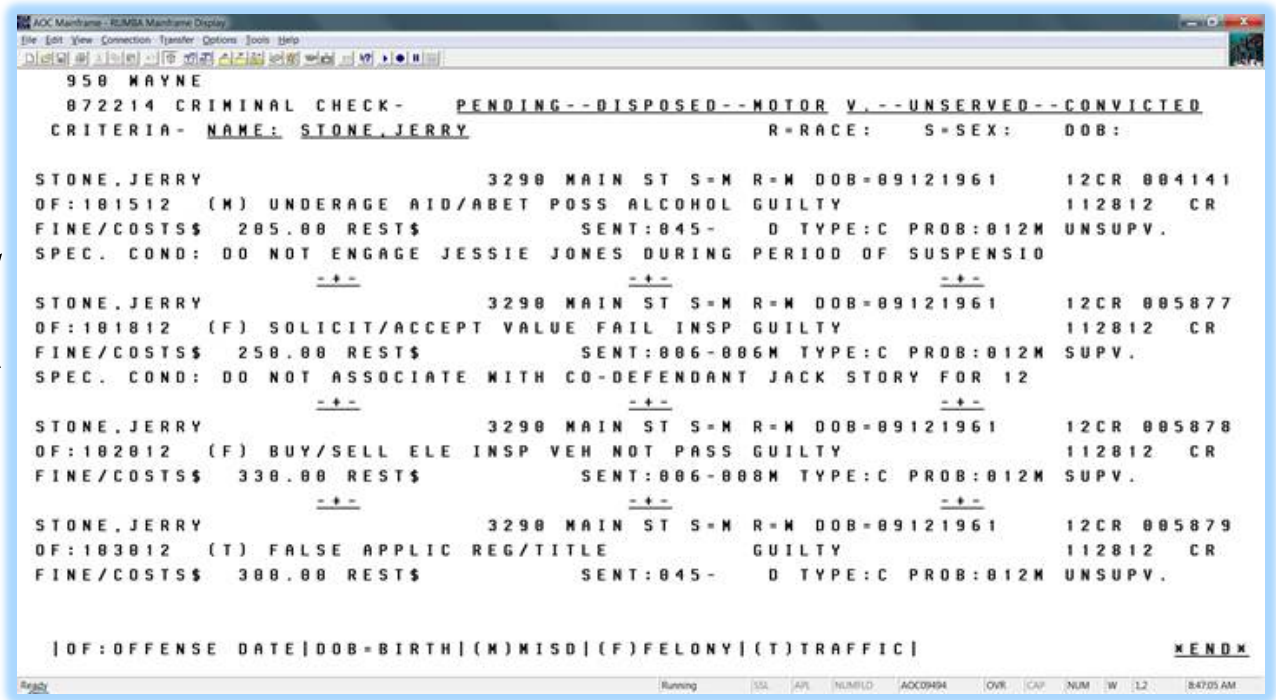
The agency affiliation of the complaining witness is displayed. See a full listing of acceptable three (3) character codes and associated agencies in appendix section G. Codes.

44. ORI (Originating Agency Routing Identifier)

The nine (9) positions originating agency routing identifier number is displayed if it was linked through the Check Digit Number and date of arrest to the Division of Criminal Information (DCI) data.

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DEFENDANT RECORD CHECK REQUEST results screen



SPEC. COND:

Users may perform a print screen of the data. If a case on the screen belongs to a different defendant, tab to the case number field, press the <End> key on the keyboard, and then press <Enter>. This combination of keystrokes will remove that case from the screen but leave the others displayed.

A new feature will change the way Special Conditions are entered on the F8 screen at judgment. Therefore you will either see Special Conditions listed directly on the Defendant Record Check Request results screen in a line below the FINE/COSTS or there will be a “+” symbol appearing to the left of the case file number. The “+” symbol will signal that if you go to one of the other PF screens (1, 4, 5, 6, 7, or 8) then you will see this message at the top of the screen, “Additional Special Conditions Exist. Press PF4 for details.”

Additional information about Special Conditions can be found in appendix [section F](#) of this document.

MORE appearing in the lower right corner indicates additional names matching the requested criteria are available. Press <Enter> to view these records.

Certification of the data is required by the clerk of court. The clerk can certify a criminal record search for a fee that is set by statute (G.S. 7A-308). Refer to the [Court Costs Sheet](#) available on NCcourts.org for the current amount. The certified copy is stamped or sealed for authenticity and attached to a coversheet that contains statutory language regarding the certification of the record.



TIP

Infraction cases (IF) do not appear on the DEFENDANT RECORD CHECK

However, an infraction charge could appear with a CR case number if the infraction was entered on the same citation as a criminal case.

For example, if a defendant is charged with a stoplight violation, it would be an infraction (IF case) and would not appear on the defendant record check. However, if the defendant is a charged with DWI and a stoplight violation on the same citation, then the case would be a CR case in ACIS.

To display infractions cases, it is necessary to perform a record check from the infraction menu <F11> also.

PF 3 DEFENDANT RECORD CHECK

| | | | | |
|------------------------------|--------------------------------|--|--------------------|------------|
| NNN COUNTY (1) | DEFENDANT RECORD CHECK REQUEST | | | MMDDYY (2) |
| NAME: (3) | LID: | | | |
| CRITERIA- | RACE: (5) | SEX: (6) | DATE OF BIRTH: (7) | |
| CASE SELECTION: (8) | | ('X' ALL DESIRED CATEGORIES) | | |
| | PENDING: X | DISPOSED: X | | |
| | CONVICTED: X | MOTOR VEHICLE: X | | |
| | UNSERVED: X | | | |
| AOC REQUEST: (9) | | (INCLUDES ALL RECORDS) (NAME WILL BE SOUNDEXED) | | |
| PF-12 TO RETURN TO MAIN MENU | | | | |

USING THE DEFENDANT RECORD CHECK FUNCTION

This function provides the ability to perform an electronic record search based upon selection criteria and screen printing the results. The Clerk of Court requires certification of the data. Refer to the section entitled DEFENDANT RECORD CHECK REQUEST FIELD DESCRIPTIONS for data requirements.

NOTE: Refer to USING THE DEFENDANT RECORD CHECK ARCHIVES FUNCTION for descriptions of Archival Cases and selection criteria.

DEFENDANT RECORD CHECK REQUEST FIELD DESCRIPTIONS

Each data field is listed in numerical sequence as it appears on the screen from left to right. Explanations of all possible data elements along with data error messages are provided.

1. NNN COUNTY (County Number and Name)

The three (3) digit county number and name originating the request is displayed.

2. MMDDYY (Current Date)

This is the system date displayed in MonthDayYear format.

3. NAME (DEFENDANT OR ALIAS)

The defendant name must be entered for a record check. A search by LID will display an error message. Enter the name in up to twenty eight (28) positions. As in all names, use the standard system name format (Last, First, Middle (Initial), Suffix). The full name is desired, but at least one alphabetic character is accepted. The name is required in order to perform the record check function and the following will apply:

SOUNDEX MATCH

A soundex match is requested by ending the requested name with a question mark (?). An example would be Smith? Or, by entering an "X" in the AOC REQUEST field. In either case, no first name information is used in evaluating name matches.

PARTIAL MATCH

A partial match is requested by using one of three methods: entering the last name; last name and comma; or last name, comma and question mark. Examples would be 'Smith', 'Smith,', or 'Smith,?' or, by entering a fixed last name and a partial first name with a question mark. Examples would be 'Smith, J?' and 'Smith, Jo?'

EXACT NAME MATCH

An exact name match is requested by enter the name 'exactly' as it was originally entered in the automated system. No question mark is used in this type of request.

4. LID (Local Identification Number)

Unable to search by LID. A search by LID will display an error message.

5. RACE

This is a one (1) character field and A, B, I, O, U, W or X may be entered but is not required. If entered, all cases matching the race or a blank race will be selected. Should the field be left blank, all cases passing the NAME request criteria will be displayed.

6. SEX

This is a one (1) character field and F, M, U OR X may be entered but is not required. If entered, all cases matching the sex or a blank sex will be selected. If the field is left blank, all cases passing the NAME request criteria will be displayed.

7. DATE OF BIRTH

This is an eight (8) character numeric field and a date of birth may be entered but is not required. If entered, all cases matching the date of birth or a blank date of birth will be selected. If the field is left blank, all cases passing the NAME request criteria will be displayed.

8. CASE SELECTION**PENDING;, DISPOSED;, CONVICTED;, MOTOR VEHICLE: OR UNSERVED**

These are one (1) character fields and at least one selection is required unless the AOC REQUEST option is selected. Enter an 'X' beside the option(s) desired. Multiple options may be requested per name. Each option causes different data to be selected/displayed.

9. AOC REQUEST

This is a one (1) character field but is not required if at least one case selection is entered. Should an 'X' be entered for this selection, the last name of the requested name is automatically soundexed by the system and a search is conducted among all of the above categories. This option returns large amounts of data and should only be used in instances where there is uncertainty about the defendant name or the case data to be selected.

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Intentionally blank.

PF4 PROCESS INQUIRY

You can inquire on a new criminal case initiated from a warrant, summons, magistrate’s order, or bill of indictment by following these steps:

1. Enter the file number on the CIS INQUIRY MENU screen.
2. Enter the letter I (inquiry) in the MODE field.
3. Press the <F4> key.



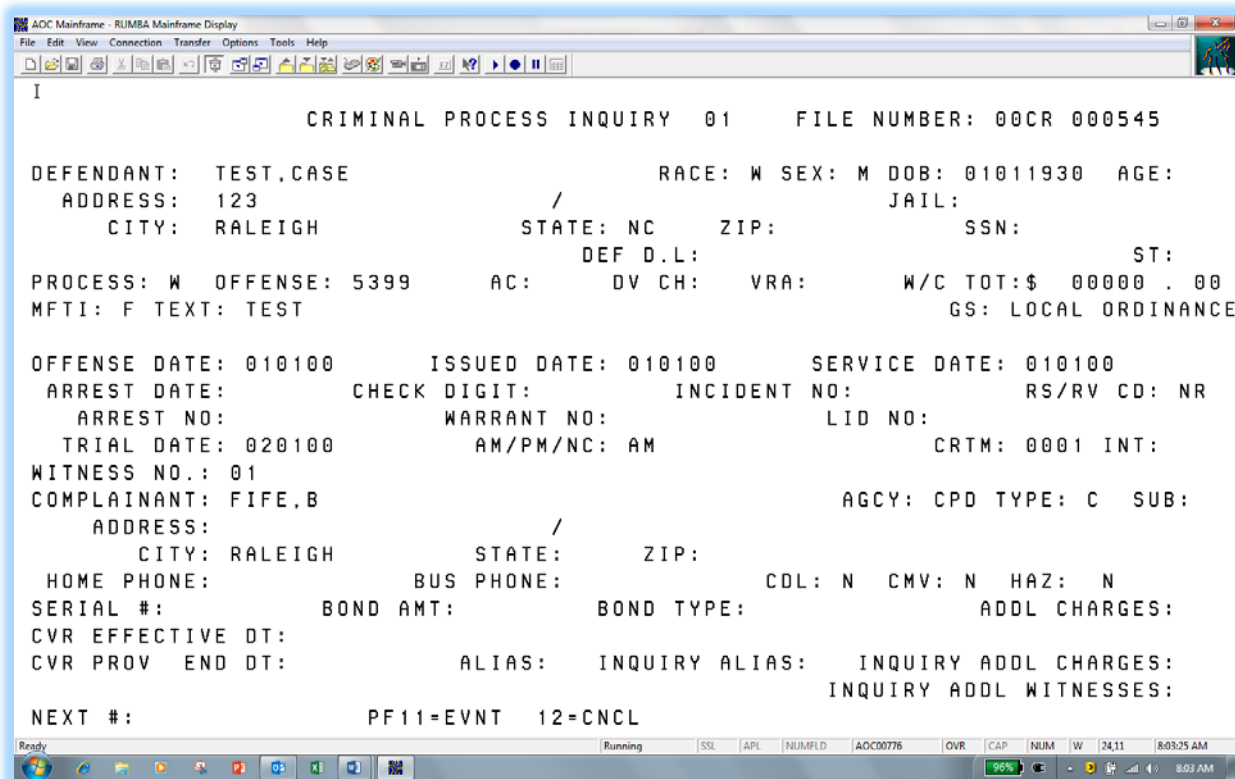
TIP

Use <Tab> key to navigate the screen.

Do not use the computer mouse!



CRIMINAL PROCESS INQUIRY screen



PF 4 PROCESS INQUIRY – FIELD DEFINITIONS

| | | | | | |
|------------------------------|--------------------------|---------------------|--------------------|-----------------------|------------------------------|
| I (1) | CRIMINAL PROCESS INQUIRY | | NN (2) | FILE NUMBER: (3) | |
| DEFENDANT: (4) | | RACE: (5) | SEX: (6) | DOB: (7) | AGE: (8) |
| ADDRESS: (9) | / | | | JAIL: (10) | |
| CITY: (11) | STATE: (12) | ZIP: (13) | DEF D.L: (14) | ST: (15) | |
| PROCESS: (16) | OFFENSE: (17) | AC: (18) | DV CH: (19) | VRA: Y (20) | W/C TOT: \$ 00000 . |
| 00 (21) | MFTI (22) | TEXT: (23) | | GS: (24) | |
| OFFENSE DATE: (25) | ISSUED DATE: (26) | SERVICE DATE: (27) | | | |
| ARREST DATE: (28) | CHECK DIGIT: | INCIDENT NO: (30) | RS/RV CD: (31) | | |
| ARREST NO: (32) | WARRANT NO: (33) | LID NO: (34) | | | |
| TRIAL DATE: (35) | AM/PM/NC: (36) | COURTROOM: (37) | INT: (38) | | |
| WITNESS NO.: (39) | | | | | |
| COMPLAINANT: (40) | | NO: (41) | AGCY: (42) | TYPE: (43) | SUB: (44) |
| ADDRESS: (45) | / | | | | |
| CITY: (46) | STATE: (47) | ZIP: (48) | | | |
| HOME PHONE: (49) | BUS PHONE: (50) | CDL:N (51) | CMV:N (52) | HAZ:N (53) | |
| SERIAL #: (54) | BOND.AMT: (55) | BOND.TYPE: (56) | ADDL CHARGES: (57) | | |
| CVR EFF.DT: (58) | | | | | |
| CVR PROV END DT: (59) | ALIAS: (60) | INQUIRY ALIAS: (60) | | | |
| (61) | | | | INQUIRY ADDL CHARGES: | |
| | | | | | INQUIRY ADDL WITNESSES: (62) |
| NEXT#: (63) | PF11=EVNT (64) | 12=CNCL (65) | | | |

1. MODE

This is a required one (1) position field and if entered, must be one of the following:

'I' if you wish to remain in the Inquiry mode.

'A' if you wish to change the mode to Add (Not applicable from Clerks Inquiry Manual).

'U' if you wish to change the mode to Update (Not applicable from Clerks Inquiry Manual).

If an error occurs, the following error message number and message will appear:

PC001 - INVALID MODE, ENTER CORRECT MODE OR PF12

2. NN (Offense Number)

This field identifies the offense number in the case. If 01 is displayed the offense is the first district court offense. If 02 is displayed, the offense is the second offense in the case, etc. District court offenses can be incremented to the number 49 (01-49). Superior court offenses begin with the number 51 and can be incremented to offense number 99 (51-99). This field is system generated and data entry is not allowed.

3. FILE NUMBER

The case file number is displayed in up to eleven (11) positions. If a 'GR' or 'HP' displays to the right of the file number, this indicates the court location for a Guilford County case only. A 'GR' displays for a Greensboro case and an 'HP' for High Point.

4-9. DEFENDANT NAME, RACE, SEX, DOB, AGE, STREET ADDRESS

These fields contain the defendant's name, race, sex, date of birth or age and the street address. See the ACIS Miscellaneous Code for a description of the race and sex.

10. JAIL

This is an indicator as to whether the defendant is in jail or has been released. This is a one position field and displayed as one of the following codes:

- Y = The defendant is in jail in the displayed county
- N = The defendant was in jail in the displayed county but has been released.
- U = The jail status of the defendant is unknown.

11. CITY (Defendant's) and**12. STATE (Defendant's) and****13. ZIP (Defendant's)**

These fields contain the defendant's city, state and zip code.

14. D.L. (Defendant Driver License Number)

Data is not displayed.

15. State (Defendant Driver License State)

These fields contain the defendant's driver's license number and state. Data is not displayed for driver license number.

16. PROCESS TYPE (Of Initiating Document)

See list in appendix section G. Codes.

17. OFFENSE (Code)

The four digit charged offense code is displayed.

NOTE: *The system will automatically create an event for the CVR that can be viewed in the EVENTS INQUIRY screen. The Events Inquiry can be accessed through the Disposition Update/Inquiry (PF8), then the <PF11>.*

18. AC (Alcohol Content)

The AC is required for all Implied Consent Offense Codes, 0922, 0940, 5405, 5406, 5526, 5527, 5553, 5559, 5560, 5570, 5571, 5577, 5594, 5595, 5610, 5615, 5620, 5621, 5622, 5624, 4703 and 4540 with offense dates on or after 12/01/2006.

Valid Codes: Numeric value 00 to 99 (there is an assumed decimal point in front, so if you see “11,” the person blew a .11 on the blood alcohol content (BAC) test).

BT = Blood Test

RF = Refusal

NR = Not Required

DR = Drugs or Controlled Substance other than alcohol.

19. DV CH (Domestic Violence Charged) Formerly DOM. VL

This field contains a one character flag that indicates whether the defendant has been charged with a domestic violence offense (not offense code specific). Implemented 12/04.

20. VRA (Victims Rights Amendment)

This field is primarily to allow for statistical gathering and tracking of cases that are categorized under the Victims’ Rights legislation. In this one character field, ‘Y’ is the only stored value; ‘N’ and (blank) are the same. Implemented 12/04.

21. W/C TOT(Total Worthless Check Amount)

If the offense code is a Worthless Check offense, the total check amount is displayed, which includes the amount of the check, service fees and bank fees, for checks written on or after December 01, 1993.

22. MFTI (Offense Type)

The charged offense type is displayed as one of the following codes:

M = Misdemeanor

F = Felony

T = Traffic

I = Infractions

23-24 TEXT, GS (General Statute)

The offense text and general statute number are displayed.

25. OFFENSE (Date)

The date the offense occurred.

26. ISSUED DATE

The date the original process was issued by the court official are displayed in MMDDYY format.

27. SERVICE DATE

The date the originating process was served on the defendant is displayed in the MMDDYY format. A blank service date indicates an unserved process.

28. ARREST DATE

This is the arrest date recorded on the SBI Fingerprint Card. This date is usually the same as the service date but may be different from the service date (e.g., the defendant was arrested at 11:30 p.m. but was not served with the process until 12:30 am the next day.

29. CHECK DIGIT

The Check Digit number from the SBI Fingerprint Card is not displayed.

30. INCIDENT NO (Number)

This number is usually entered from the green SBI Fingerprint Card in the field titled: 'ARREST NO. (OCA)'

31. RS/RV CD (Reason or Review Code)

See complete list in appendix section G. Codes.

32. ARREST NO (Number)

Enter the arrest number in ten (10) alphanumeric positions. Once this number has been entered, it cannot be updated.

33. WARRANT NO (Number - This field description is for ALI [AOC Local Interface] counties only)

The eight (8) characters warrant number is displayed if it exists on the database. No entry can be made into this field.

34. LID NO (Number)

If entered in the database, the LID, sometimes referred to as PID (Positive Identification Number) will not be displayed.

35. TRIAL DATE**36. SESSION****37. COURTROOM**

These fields contain the scheduled trial date, session, and courtroom number.

38. INTERPRETER FLAG

This field is defaulted to blank. If the INT field is populated in ACIS, then one of the valid values will display on the calendar. See complete list in section G. Codes.

39. WITNESS NO (Number)

The witness number is displayed here and no entry can be made in this field. The complainant is always assigned the number '01' by the system. The witness number is incremented by one (1) for each additional witness added to the case.

40. COMPLAINANT

This is a twenty-eight (28) position alphanumeric field for displaying the complainant name in the standard name format (Last, First, Middle (or Initial), Suffix).

41. NO (Officer Number) Mecklenburg County Only

The officer number is displayed for all law enforcement officers in Mecklenburg County.

42. AGENCY

If the witness type is an "L" (Law Enforcement) the agency is displayed as one of

43. TYPE (Witness Type)

The type of witness is displayed as one of the codes listed in section G. Codes.

44. SUBPOENA

If an 'E' is displayed, this indicates that a subpoena is to be generated every time requested. If a 'Y' is displayed, this indicates no subpoena be generated for the first trial setting. A blank indicates no subpoena is to be generated.

45. ADDRESS (Witness)

46. CITY (Witness)

47. STATE (Witness)

48. ZIP (Witness)

The witness address, city, state, and zip code are displayed.

49. HOME PHONE

50. BUSINESS PHONE (Witness)

The home and business phone numbers are displayed if entered into the database.

51. CDL (Commercial Driver's License)

This field's default value is an 'N' (No). If the officer has indicated a 'Y' on the Process that the defendant has a Commercial Driver's License, then a 'Y' (Yes) is displayed

52. CMV (Commercial Motor Vehicle)

This field's default values is an 'N' (No). If the officer has indicated a 'Y' on the Process that the vehicle was a commercial motor vehicle, then a 'Y' (Yes) is displayed

53. HAZ (Hazardous Material)

This field's default value is an 'N' (No). If the officer has indicated a 'Y' on the process that hazardous material was involved, then a 'Y' (Yes) is displayed.

54. SERIAL # (Number)

This is an eight (8) position alphanumeric field that may be used for any special data that the user wants to capture.

55. BOND AMT (Amount)

56. BOND TYPE

This field displays the bond amount and type of bond. See complete list in appendix section G. Codes.

57. ADDL CHARGES

If the case has more than one charge, a Y will display.

58. CVR EFF.DT (CVR Effective Date)

If a CVR (Civil Revocation) was entered, the date that the CVR went into effect is displayed in the MMDDYY format.

59. PROVISIONAL CIVIL REVOCATION

Enter the provisional licensee civil revocation end date in the new CVR PROV END DT. All six (6) positions must be entered in the MMDDYY format. This date will be provided by the judicial official that entered the order revoking the provisional licensee's permit or license.

60 ALIAS, ALIAS INQUIRY

If ALIAS = 'Y', an inquiry can be made as follows:

1. Enter a 'Y' in the INQUIRY ALIAS field and depress the <ENTER> key.
2. The Infractions Citation Inquiry screen will return with the alias name in the field titled INQUIRY ALIAS. If ALIAS = 'Y', you can inquire on another alias by repeating steps 1 and 2.

If an error occurs, the following error message and error message number will appear:

PC012 - INQUIRY ALIAS? MUST BE 'Y' OR SPACE

61. INQUIRY ADDL CHARGES (Additional)

If ADD'L CHGS = 'Y', then inquire as follows:

1. Enter a 'Y' in INQUIRY ADDL CHARGES and depress the <ENTER> key.
2. The Process Inquiry screen will appear with the cursor placed at the NEXT# field. If ADD'L CHGE? = 'Y' you can continue to inquiry on additional charges by repeating steps 1 and 2.

If an error occurs, one of the following error message numbers and messages will appear:

PC107 - ADD/INQUIRY/UPDATE ADDL CHARGE NOT ALLOWED WITH NEXT #
 PC115 - INQUIRY ADDL CHARGES MUST BE 'Y', 'N' OR SPACE
 PC152 - DO YOU WANT TO INQUIRY ADDL CHARGES?
 (This message will only appear in the Inquiry mode)

62. INQUIRY ADDL WIT.? (Additional Witness)

If ADD'L WITS = 'Y', then inquire as follows:

1. Enter a 'Y' in INQUIRE ADDL WIT.? and depress the <ENTER> key.
2. The Witness Inquiry screen will appear with the cursor placed at the NEXT# field. If ADD'L WIT.? = 'Y' you can continue to inquiry on additional witnesses by repeating steps 1 and 2.

If an error occurs, the following error message number and message will appear:

PC116 - INQUIRY ADDL WITNESSES MUST BE 'Y', 'N' OR SPACE

63. NEXT # (File or Citation Number)

To inquire into another case while in the Process Inquiry function, enter the next file number or the citation number in this field and depress the <ENTER> key.

If an error occurs, the following error message number and message will appear:

IF007 - CASE NOT FOUND
 (This message will appear in the update/inquiry modes)
 PC107 - ADD/INQUIRY/UPDATE ADDL CHARGE NOT ALLOWED WITH NEXT #

64. PF11=EVNT (EVENT INQUIRY) (This field description is for ALI [AOC Local Interface] counties only)
(Does not include DMV Events)

An event is generated for selected data that is either added or updated on a case or an offense. To view these events, see ACCESSING THE EVENT INQUIRY FUNCTION (PF11).

65. 12=CNCL (Cancel)

When the inquiry of all cases is complete, press the <PF12> key. The Clerks Main Menu will appear. When a function key is pressed other than <PF11> or <PF12>, the following error message number and message will appear:

PC120 - INVALID PF KEY - PLEASE TRY AGAIN

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PF5 CITATION INQUIRY

To inquire on a criminal case initiated from a citation from the CIS INQUIRY MENU:

1. Enter the file or citation number.
2. Enter the letter I (inquiry) in the MODE field.
3. Press the <F5> key.



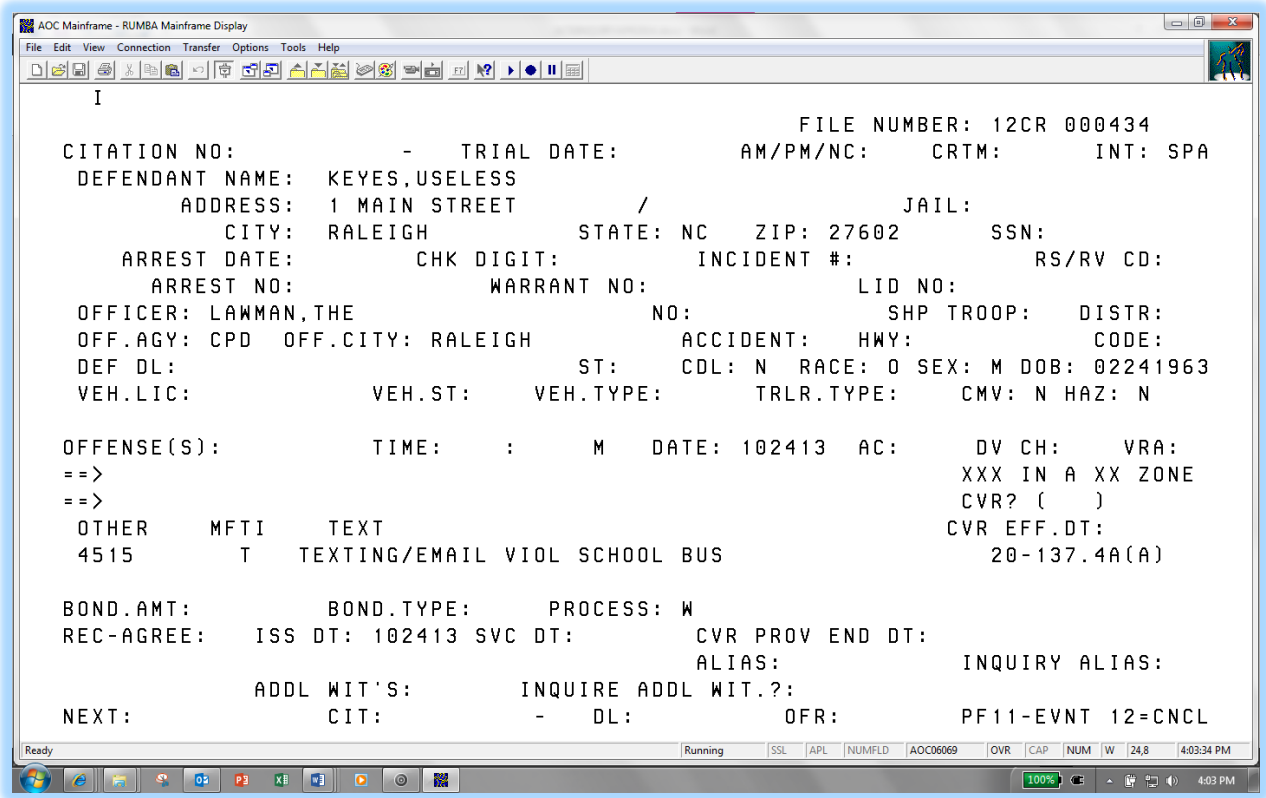
TIP

Use <Tab> key to navigate the screen.

Do not use the computer mouse!



CITATION INQUIRY results screen



PF5 CITATION INQUIRY – FIELD DEFINITIONS

| | | |
|------------------------------|-------------------------------------|--|
| I (1) | CRIMINAL CITATION INQUIRY | FILE NUMBER: (2) |
| CITATION NUMBER: (3) | - (4) TRIAL DATE: (5) | AM/PM/NC: (6) COURTROOM: (7) INT (8) |
| DEFENDANT NAME: (9) | | |
| ADDRESS: (10) | / | JAIL: (11) |
| CITY: (12) | STATE: (13) ZIP: (14) | |
| ARREST DATE: (15) | CHECK DIGIT: (16) INCIDENT NO: (17) | RS/RV CD: (18) |
| ARREST NO: (19) | WARRANT NO: (20) | LID NO: (21) |
| OFFICER: (22) | NO: (23) | SHP TROOP: (24) DISTR: (25) |
| OFF.AGY: (26) OFF.CITY: (27) | ACCIDENT: (28) HWY: (29) | SHP CODE: (30) |
| DEF D.L: (31) | ST: (32) CDL: N (33) RACE: (34) | SEX: (35) DOB: (36) |
| VEH LIC: (37) | VEH.ST: (38) VEH.TYPE: (39) | TRLR.TYPE: (40) CMV: N (41) HAZ: N (42) |
| OFFENSE(S): (43) | OFF.TIME: (44): | DATE: (45) AC: (46) DV CH:Y (47) VRA:Y (48) |
| ==> | | XXX IN A XX ZONE |
| ==> | | CVR? (49) |
| OTHER MFTI TEXT | | CVR EFF.DT: (50) |
| 1. (51) (52) (53) | | (54) |
| 2. | | |
| BOND AMT: (55) | BOND TYPE: (56) PROCESS: (57) | |
| REC-AGREE: (58) ISS DT: (59) | SVC DT: (60) | CVR PROV END DT: (61) |
| | | ALIAS: (62) INQUIRY ALIAS: (63) |
| | ADDL WIT'S: (64) | INQUIRE ADDL WIT.?: (65) |
| NEXT#: (66) | CIT: (67) | DL: (68) OFFR: (69) F11=EVNT (70) 12=CNCL (71) |

USING THE CITATION INQUIRY FUNCTION

The Citation Inquiry Function allows the user to look at information that has previously been entered. Updates cannot be made while in the inquiry mode. The only fields that allow entry of data are the INQUIRY ALIAS, INQUIRE ADDL WIT, NEXT # and the MODE.

CITATION ADD FIELD DESCRIPTIONS

Each data field is listed in numerical sequence as it appears on the screen from left to right. Explanations of all possible data elements along with data error messages are provided.

1. MODE

This is a one (1) position required field and must be one of the following:

- A = ADD MODE
- I = INQUIRY MODE (Not applicable from Clerk's Inquiry Menu)
- U = UPDATE MODE (Not applicable from Clerk's Inquiry Menu)

If an error occurs, one of the following error message numbers and messages will appear:

- CT038 - INVALID MODE - MUST BE 'A', 'I' OR 'U' ONLY
- CT039 - INVALID MODE – MUST BE I.
(This message would appear in the Inquiry Mode only)
- CT130 - MODE HAS BEEN CHANGED TO ADD
- CT131 - MODE HAS BEEN CHANGED TO UPDATE
- CT132 - MODE HAS BEEN CHANGED TO INQUIRY
- IF007 - CASE NOT FOUND

2. FILE NUMBER

The case file number is displayed in up to eleven (11) positions. If a 'GR' or 'HP' displays to the right of the file number, this indicates the court location for a Guilford County case only. A 'GR' displays for a Greensboro case and an 'HP' for High Point.

3-4. CITATION NUMBER

If the Process Type = 'C', then the citation number is displayed.

5-7. TRIAL DATE, SESSION, COURTROOM

These fields contain the scheduled trial date, session and courtroom number.

NOTE: *The courtroom number is blanked when all offenses in a case are disposed, but should not be used to determine the status of a case as pending or disposed.*

8. INTERPRETER FLAG

This field is defaulted to blank. If the INT field is populated in ACIS, then one of the valid values will display on the calendar. The valid values for this field are listed in section G. Codes.

9-10. DEFENDANT NAME and ADDRESS (Defendant)

These fields display the defendant name and street address.

11. JAIL

If displayed, this is an indicator as to whether the defendant is in jail or has been released.

- Y = The defendant is in jail in the displayed county
- N = The defendant was in jail in the displayed county but has been released.
- U = The jail status of the defendant is unknown.

12-14. CITY (Defendant) STATE and ZIP

The defendant's city, state and zip are displayed.

15. ARREST DATE

This is the arrest date recorded on the SBI Fingerprint Card. This date is usually the same as the service date but may be different from the service date (e.g., the defendant was arrested at 11:30 p.m. but was not served with the process until 12:30 am the next day

16. CHECK DIGIT

The Check Digit number from the SBI Fingerprint Card is not displayed.

17. INCIDENT NO (Number)

This number is usually entered from the green SBI Fingerprint Card in the field titled: 'ARREST NO. (OCA)'

18. RS/RV CD (Reason or Review Code)

REASON CODE

If the check digit number and arrest date are blank, a reason code is displayed as one of the codes listed in appendix section G. Codes.

19. ARREST NO (Number)

Enter the arrest number in ten (10) alphanumeric positions. Once this number has been entered, it cannot be updated.

20. WARRANT NO (Number - This field description is for ALL [AOC Local Interface] counties only)

The eight (8) characters warrant number is displayed if it exists on the database. No entry can be made into this field.

21. LID NO

If entered in the database, the LID, sometimes referred to as PID (Positive Identification Number) is not displayed

22-23 OFFICER, NO (Number)

These fields contain the charging officer name and officer number.

24-25. SHP. TROOP (State Highway Patrol), DISTR (District)

These fields contain the assigned troop/zone and district of an SHP officer.

26-27 OFF. AGY (Agency), OFF. CITY (Officer)

These fields contain the officer agency and city.

28. ACCIDENT - Required if Agency = SHP (State Highway Patrol)

This field displays the accident involvement code.

29. HWY (Highway No./Street)

The highway/road where the offense occurred is displayed here.

30. SHP CODE (State Highway Patrol Area)

The SHP code for the geographical area within the county in which the citation was issued.

31-32. DEF D.L., ST (Defendant's Drivers License Number and State)

These fields contain the defendant's driver's license number and state. Driver license number is not displayed.

33. CDL (Commercial Drivers License)

This field indicates whether the defendant has a commercial driver's license. Y = YES or N = NO.

34-36. RACE, SEX, DOB (Date of Birth)

These fields contain the race, sex, and date of birth of the defendant.

37-40. VEH LIC (Vehicle License), VEH.ST (State), VEH. TYPE, TRLR TYPE (Trailer)

These fields contain the vehicle license plate number, state, vehicle type, and trailer type.

41-42. CMV, HAZ (Commercial Vehicle, Hazardous Material)

These fields indicate if there was a commercial vehicle and if hazardous material was being carried.

43. OFFENSE (Selection Number)

The offense selection number, offense code, text and general statute number are displayed here.

44. OFF. TIME (Time of the Offense)

This is the time of day the offense occurred. 'AM' indicates morning, 'PM' is for the afternoon and 'MM' indicates military time.

45. DATE (Offense Date)

This is the date of the offense in MMDDYY format.

46. AC (Alcohol Content)

The AC is required for all Implied Consent Offense Codes, 0922, 0940, 5405, 5406, 5526, 5527, 5553, 5559, 5560, 5570, 5571, 5577, 5594, 5595, 5610, 5615, 5620, 5621, 5622, 5624, 4703 and 4540 with offense dates on or after 12/01/2006.

Valid Codes: Numeric value 00 to 99 (there is an assumed decimal point in front, so if you see "11," the person blew a .11 on the blood alcohol content (BAC) test).

BT = Blood Test

RF = Refusal

NR = Not Required

DR = Drugs or Controlled Substance other than alcohol.

47. DV CH (Domestic Violence Charged) Formerly DOM. VL

This field contains a one character flag that indicates whether the defendant has been charged with a domestic violence offense (not offense code specific). Implemented 12/04.

48. VRA (Victims Rights Amendment)

This field is primarily to allow for statistical gathering and tracking of cases that are categorized under the Victims' Rights legislation. In this one character field, 'Y' is the only stored value; 'N' and (blank) are the same. Implemented 12/04.

49. CVR (Civil Revocation)

If a civil revocation (CVR) of the defendant's driver's license occurred, a 'Y' (Yes) will be displayed.

50. CVR EFF.DT (CVR EFFECTIVE DATE)

If a CVR (Civil Revocation) was entered, the date that the CVR went into effect is displayed

51-54. OTHER, TEXT, TYPE, GENERAL STATUTE

For charged offenses not identified above, the offense code, offense type, text and general statute number are displayed.

55. BOND AMT (Amount), BOND TYPE

This field displays the bond amount.

56. BOND TYPE

This field displays one of the six (6) types of bonds placed to ensure a defendant will appear for a court hearing in the future. Valid entries are:

CSH = Cash

CUS = Custody Release

PTR = Pre-Trial Release

SEC = Secure

UNS = Unsecured

WPA = Written Promise To Appear

57. PROCESS

This is a one (1) position field displaying the initiating process type

C = Citation

M = Magistrate's Order

S = Criminal Summons

W = Warrant

58. RECIPROCAL AGREEMENT

Indicates if the defendant's driver's license state is a member of the compact. Y = YES or N = NO.

59. ISSUED DATE

If the Process type is 'M', 'S' or 'W', then the issued date is displayed in the MMDDYY format.

60. SERVICE DATE

The date the originating process was served on the defendant is displayed in the MMDDYY format. A blank service date indicates an unserved process.

61. CVR PROV END DT

Enter the provisional licensee civil revocation end date in the new CVR PROV END DT. All six (6) positions must be entered in the MMDDYY format. This date will be provided by the judicial official that entered the order revoking the provisional licensee's permit or license.

62-63. ALIAS, ALIAS INQUIRY

If ALIAS = 'Y', you can inquire as follows:

1. Enter a 'Y' in the INQUIRY ALIAS field and depress the <ENTER> key.
2. The Infractions Citation Inquiry screen will return with the alias name in the field titled INQUIRY ALIAS. If ALIAS = 'Y', you can inquire on another alias by repeating steps 1 and 2. If an error occurs, one of the following error message number and messages will appear:

CT003 - UPDATE/INQUIRY ALIAS; MAY BE Y ONLY IF ALIAS: IS Y

CT063 - NO MORE ALIASES

CT156 - INQUIRY ALIAS: MAY BE Y ONLY

64-65. ADDL WIT'S (Additional Witness), INQUIRE ADDL WIT.? (Additional Witnesses)

If ADD'L WITS = 'Y', then inquire as follows:

1. Enter a 'Y' in INQUIRE ADDL WIT.? and depress the <ENTER> key.
2. The Infractions Witness Inquiry screen will appear with the cursor placed at the NEXT# field. If ADD'L WIT.? = 'Y' you can continue inquiry on additional witnesses by repeating steps 1 and 2.

If an error occurs, the following error message number and message will appear:

CT152 - ADDL WIT.? MAY CONTAIN 'Y' OR BLANK ONLY

66. NEXT# (Number)

To inquire into another case while in the Process Inquiry function, enter the next file number or the citation number in this field and depress the <ENTER> key.

If an error occurs, the following error message number and message will appear:

IF007 - CASE NOT FOUND
(This message will appear in the update/inquiry modes)

CT136 - 'NEXT #' NOT ALLOWED WITH 'ADDL WIT' SELECTION
(This message will appear in the update mode only)

CT186 - NEXT NUMBER IS REQUIRED WHEN CHANGING TO ADD MODE
(This message will appear in the update or inquiry modes)

67. CITA # (Citation Number) and**68. NC D.L. (N.C. Driver's License) and**

Data is not displayed.

69. OFFR# (Officer Number)

These fields are not used in the Infractions Citation Inquiry screen.

70. F11- EVENT INQUIRY (This field description is for ALI [AOC Local Interface] counties only)

(Does not include DMV Events)

An event is generated for selected data that is either added or updated on a case or an offense. To view these events, see ACCESSING THE EVENT INQUIRY FUNCTION (PF11).

CITATION INQUIRY ERROR PROCESSING

Take time to review the screen before the <ENTER> key is pressed. If an error is found the screen will return with the error(s) highlighted and a corresponding error message(s). Correct the error and then press the <ENTER> key again. A new Criminal Citation Inquiry screen will reappear, ready for the next new case.

CITATION INQUIRY RETURN PROCESSING

71. CNCL (Cancel)

When all citation inquiries are complete, press the <PF12> key. The Clerks Main Menu will appear. When a function is selected other than <PF11>, or <PF12>, the following error message number and message will appear:

CT044 - INVALID PF KEY - PLEASE TRY AGAIN

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PF6 SUPPLEMENTAL INQUIRY

To inquire on additional information about a criminal case, from the CIS INQUIRY MENU:

1. Enter the file or citation number.
2. Enter the letter I (inquiry) in the MODE field.
3. Press the <F6> key.



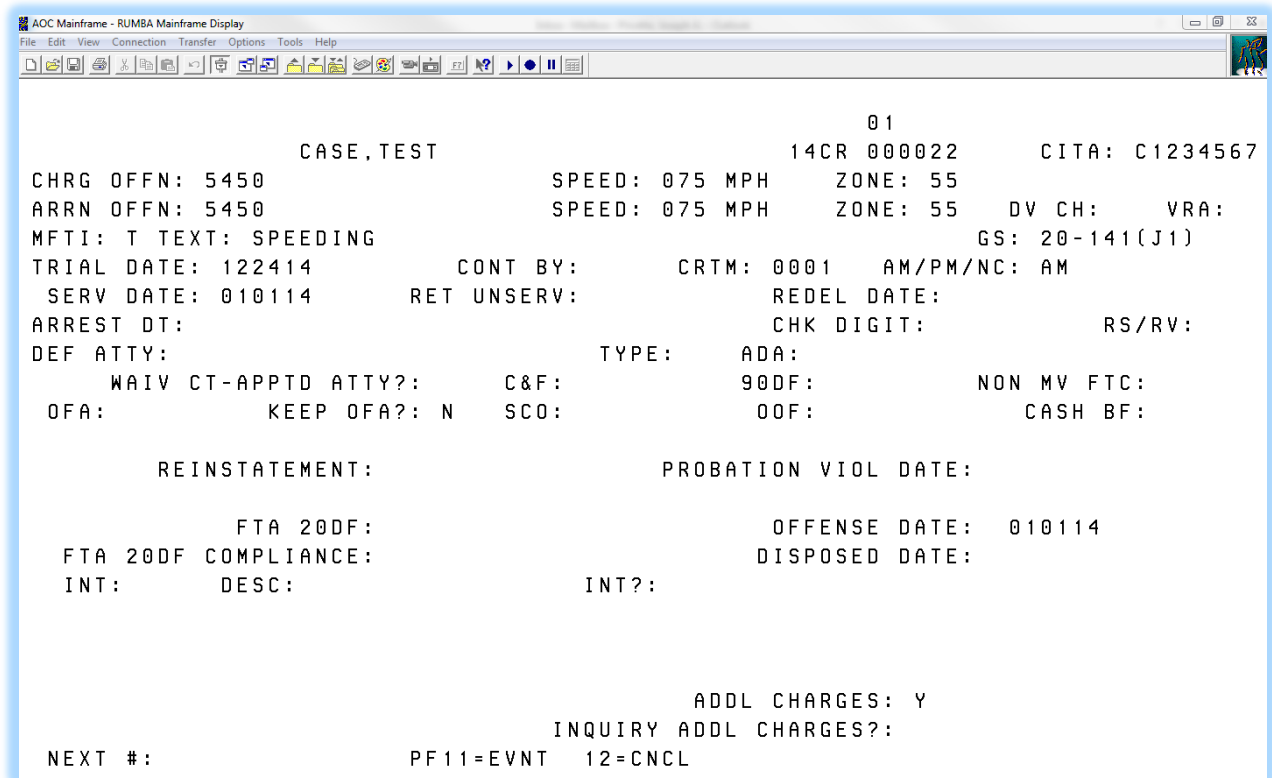
TIP

Use <Tab> key to navigate the screen.

Do not use the computer mouse!



SUPPLEMENTAL INQUIRY results screen



PF 6 SUPPLEMENTAL INQUIRY – FIELD DEFINITIONS

| | | |
|-------------------------------|--------------------|---|
| CRIMINAL SUPPLEMENTAL INQUIRY | | #(1) |
| --DEFENDANT NAME--(2) | --FILE NUMBER--(3) | CITA: (4) |
| CHRG OFFENSE: (5) | SPEED: (6) MPH | ZONE:(7) |
| ARRN OFFENSE:(8) | SPEED: (9) MPH | ZONE: (10) DV CH:Y (11) VRA:Y (12) |
| MFTI: (13) TEXT: (14) | | GS: (15) |
| TRIAL DATE: (16) | CONT BY: (17) | COURTROOM: (18) AM/PM/NC: (19) |
| SERV DATE: (20) | RET UNSERV: (21) | REDEL DATE: (22) |
| ARREST DT: (23) | COMPLAINT: (24) | CHECK DIGIT: (25) RS/RV CD: (26) |
| DEF ATTY: (27) | TYPE: (28) | ADA: (29) |
| WAIV CT-APPTD ATTY?: (30) | | |
| C&F: (31) | 90DF: (32) | NON MV FTC: (33) |
| OFA: (34) | KEEP OFA?: N (35) | SCO: (36) OOF: (37) CASH BF: (38) |
| REINSTATEMENT:(39) | | PROBATION VIOL DATE: (40) |
| FTA 20DF: (41) | | OFFENSE DATE: (42) |
| FTA 20DF COMPLIANCE:(43) | | DISPOSED DATE:(44) |
| INT: (45) DESC: (45) | | INT?: (45) |
| PROBABLE CAUSE DATE: (46) | | INDICTMENT DATE:(47) |
| ARRAIGNMENT DATE:(48) | | MOTION/GJ PENDING DATE:(49) |
| | | ADDL CHARGES:(50) |
| | | INQUIRY ADDL CHARGES?: (51) |
| NEXT #: (52) | PF11=EVNT (53) | 12=CNCL (54) |

USING THE SUPPLEMENTAL INQUIRY FUNCTION

The Infractions Supplemental Inquiry function allows the user to look at any supplemental (pre or post-trial update) information previously keyed into the system.

SUPPLEMENTAL INQUIRY FIELD DESCRIPTIONS

Each data field is listed in numerical sequence as it appears on the screen from left to right Explanations of all possible data elements along with data error messages are provided.

1. OFFENSE # (Display Only)

The number that is displayed in the 'nn' portion of this field indicates the number of the offense appearing on the screen ('01' and '02' for the first and second district court offenses; '51' and '52' for the superior court offenses).

2. **DEFENDANT NAME (Display Only)**
The defendant's name will be displayed in the standard format.
3. **FILE NUMBER (Display Only)**
The case File Number is displayed here for informational purposes only. If a 'GR' or 'HP' displays to the right of the file number, this indicates the court location for a Guilford County case only. A 'GR' displays for a Greensboro and an 'HP' for High Point.
4. **CITA.# (Citation Number) (Display Only)**
The citation number is displayed for informational purposes only.
5. **CHARGED OFFENSE (Display Only)**
The offense code for the initiating charge is displayed here.
6. **SPEED (Charged) (Display Only)**
If the charged offense was speeding, the speed is displayed here.
7. **ZONE (Charged) (Display Only)**
If the charged offense was speeding, the speed zone is displayed here.
8. **ARRN OFFENSE (Arrested)**
This field displays the arrested offense and text. The term 'arrested', as used here, indicates the offense on which the defendant was or will be tried. This offense could be different from the charged offense.
- 9-10. **SPEED, ZONE(Arrested)**
The arrested speed and zone will display in this field. These could be different from the charged speed/zone.
11. **DV CH (Domestic Violence Charged) Formerly DOM. VI**
This field contains a one character flag that indicates whether the defendant has been charged with a domestic violence offense (not offense code specific). Implemented 12/04.
12. **VRA (Victims Rights Amendment)**
This field is primarily to allow for statistical gathering and tracking of cases that are categorized under the Victims' Rights legislation. In this one character field, 'Y' is the only stored value; 'N' and (blank) are the same. Implemented 12/04.
- 13-15. **MFTI, TEXT, GS (Offense Type, Text and General Statute)**
For '99' freeform offenses, the offense code, offense type, text and general statute number are displayed.
16. **TRIAL DATE**
This field contains the current trial date.
17. **CONT BY (Continued by)**
No data displayed here - Please see Infractions Index Inquiry for further information.

18-19. COURTROOM (Number), AM/PM (Session)

These fields contain the courtroom number and session for this case.

20. SERV DATE (Service Date)

This field contains the service date in the MMDDYY format.

21. RET UNSERV (Returned Unserved Date)

The date on which the process was returned unserved is displayed in the MMDDYY format.

NOTE: *This date is blanked when the redelivery date is entered.*

22. REDEL DATE (Redelivery Date)

This is the date on which the process is returned to a law enforcement agency for re-service. It is displayed in the MMDDYY format.

23. ARREST DATE (Display Only)

This is the arrest date recorded on the SBI Fingerprint Card. This date is usually the same as the service date but may be different from the service date (e.g., the defendant was arrested at 11:30 p.m. but was not served with the process until 12:30 am the next day

24. COMPLAINT (Number) This field appears for Mecklenburg County only.

If entered into the system, the complaint number is displayed in the following format:

| | |
|------------|----------------------|
| Pos. 1-2 | YY (Year) |
| Pos. 3-4 | MM (Month) |
| Pos. 5-6 | DD (Day) |
| Pos. 7-8 | HH (Hour) |
| Pos. 9-10 | MM (Minute) |
| Pos. 11-12 | 99 (Sequence Number) |

25. CHECK DIGIT

The Check Digit number from the SBI Fingerprint Card is not displayed.

26. RS/RV CD (Reason or Review Code)

REASON CODE

If the check digit number and arrest date are blank, a reason code is displayed. See section G. Codes for a complete listing. If an error occurs, one of the following error message numbers and messages will appear:

SP100 - INVALID REVIEW CODE
(Review code must be 'RA', 'RC', 'RN' or 'RO'. A Reason Code is not valid when a CKN # is present)

27. DEF ATTY (Defense Attorney Name)

This field contains the defense attorney's name.

28. TYPE (Defense Attorney)

The type of defense attorney is displayed in this field. The valid codes are:

- A = Appointed
- P = Public Defender
- R = Privately Retained or Self
- W = Waived (Waived right to court appointed attorney or representation by attorney)

29. ADA (Assistant District Attorney Initials and Name)

This field contains the Assistant District Attorney's initials and name.

30. WAIV CT-APPTD ATTY?: (Waive Court Appointed Attorney)

This field defaults to blank. The only valid entries are 'Y' 'N' or 'Blank'. A 'Y' will indicate that the defendant has waived the right to a court appointed attorney only. The defendant has not waived his right to any other type of attorney.

31. C&F (Called and Failed)

This is the date on which the defendant failed to appear for the scheduled trial date in the MMDDYY format.

32. 90DF (Ninety Day Failure)

This is the date on which the 90DF occurred for non-appearance by the defendant for the scheduled trial date. The display is in MMDDYY format.

33. NON MV FTC (Non-Motor Vehicle Failure To Comply)

This is the date on which the defendant failed to comply with judgment on a non-motor vehicle offense.

34. OFA (Order For Arrest)

This is the date on which an Order for Arrest was issued against the defendant

35. KEEP OFA?

This field defaults to an 'N' (NO). If the OFA date should remain in the case, then a 'Y' will display

36. SCO (Show Cause Order)

This is the date on which the Show Cause Order was issued

37. OOF (Order of Forfeiture)

This is the date the judge orders that an Order of Forfeiture and Notice be issued by the clerk and served on the defendant and surety.

38. CASH BF (Cash Bond Forfeiture Date)

If the defendant is charged with a motor vehicle violation, a cash bond is posted for his appearance in court and he fails to appear, the bond forfeiture date is displayed

NOTE: *To view any transactions that have been electronically reported to DMV in the DMV Events Screen, access the DMV Events screen is through the PF8 Disposition Update/Inquiry screens.*

39. REINSTATEMENT

A 'Y' in this field indicates that a case was reinstated to pending status after being disposed.

40. PROBATION VIOL DATE (Violation)

This is the date on which the defendant violated probation.

41. FTA 20 DF (Failure to Appear 20 Day Failure)

If the defendant does not appear for disposition of a motor vehicle offense (GS 20) within 20 days of the called and failed date, DMV is to be notified after the 20 days expire. This date is displayed in the MMDDYY format.

NOTE: *To view any transactions that have been electronically reported to DMV in the DMV Events Screen, access the DMV Events screen is through the PF8 Disposition Update/Inquiry screens.*

42. OFFENSE DATE (Display Only)

The offense date is displayed for informational purposes only.

43. FTA 20 DF COMPLIANCE (Failure To Appear) (Display Only)

The FTA20DF compliance date is displayed for informational purposes only.

44. DISPOSED DATE (Display Only)

The offense disposition date is displayed for informational purposes only.

45. INTERPRETER, DESC AND INT?: Implemented more valid language codes effective May 16, 2013

The interpreter needed "INT:" field has been moved to the bottom of the screen with the language code and description. When an interpreter is needed or used on a case, enter the three character language code and depress enter. The language description will automatically display unless language code 999 is entered. If 999 is entered, the language must be entered in the freeform DESC field.

46. PROBABLE CAUSE DATE

This is the date on which probable cause was found. This field displays only for Superior Court cases.

47. INDICTMENT DATE

This is the date that an Indictment for a criminal offense was returned by the Grand Jury and displays only for Superior Court cases.

48. ARRAIGNMENT DATE

This is the date for which the arraignment hearing is set and displays only for Superior Court cases.

49. MOTION/GJ PENDING DATE

This is the date for which the Motion or Grand Jury hearing is set and displays only for Superior Court cases.

50. ADDL CHARGES (Additional Charges) (Display Only)

If there is at least one more charge on a case, a 'Y' will appear in this field.

51. INQUIRY ADDL (Additional) CHARGES

Enter a 'Y' into this field if there is a 'Y' in the ADDL CHARGES field and you wish to view the next charge. Press the <ENTER> key and the Criminal Supplemental Inquiry screen will appear with the next charge.

52. NEXT # (Next File Number or Citation #)

While in the Criminal Supplemental Update, you may view another case by entering the file number or the citation number in this field, where the file number format is:

YY = File Year (default is current year; range is 1966 to current year)
 XXX = Classification (CR, CRS)
 999999 = Sequence Number (zero filled)

If no entry is made, the system will return to the Clerk's Main Menu.

If an error occurs, one of the following error message numbers and messages will appear:

| | |
|-------|---|
| IF007 | CASE NOT FOUND (The file number that was entered is not in the database. Check the number and then continue) |
| IF013 | CITATION NOT FOUND (The citation number that was entered is not one the database. Check the number and then continue) |
| SP201 | NEXT # MUST BE A CRIMINAL CASE. |

53. PF11- EVENT INQUIRY (This field description is for ALL [AOC Local Interface] counties only) (Does not include DMV Events)

An event is generated for selected data that is either added or updated on a case or an offense. To view these events, see ACCESSING THE EVENT INQUIRY FUNCTION (PF11).

SUPPLEMENTAL UPDATE ERROR PROCESSING

Review the screen before you press the <ENTER> key. If an error is found, the screen will return with the error highlighted and a corresponding error message:

Correct the error and press the <ENTER> key again. A new Supplemental Inquiry screen will reappear.

SUPPLEMENTAL INQUIRY RETURN PROCESSING**54. 12=CNCL (Cancel)**

When all inquiries have been completed, press the <PF12> key. The Clerks Main Menu will appear. When a function is selected other than <PF11> or <PF12>, the following error message number and message will appear:

SP002 INVALID PF KEY - PLEASE TRY AGAIN

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Intentionally blank.

PF7 WITNESS I/P/D/BLANK

This option allows you to inquire by file number or witness name.

Searching by File Number

1. Enter the file number on the CIS INQUIRY MENU screen.
2. Enter the letter I (inquiry) in the MODE field.
3. Press the <F7> key.



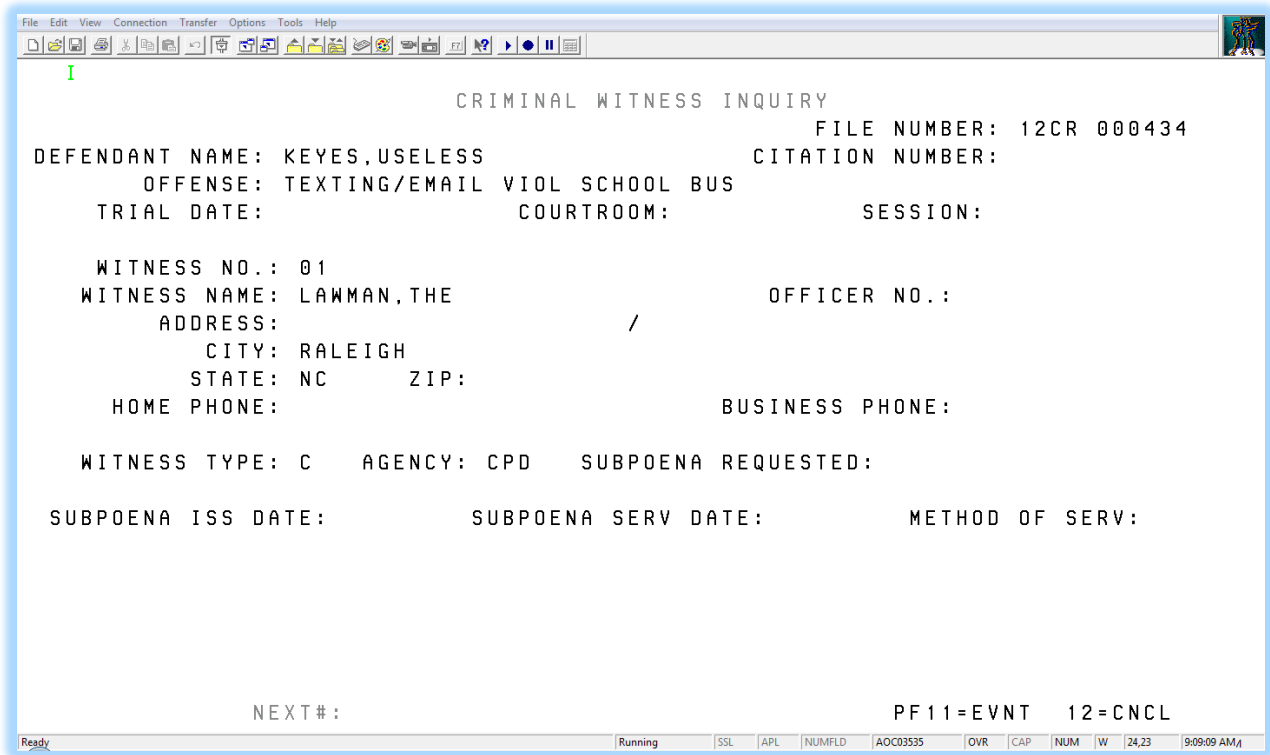
TIP

Use <Tab> key to navigate the screen.

Do not use the computer mouse!



CRIMINAL WITNESS INQUIRY screen





TIP

Narrow results by MODE on the Case Inquiry Menu screen

Enter a MODE of **P** for pending cases, or a **D** for disposed cases only. If the MODE field is left blank, all results will display.

Searching by witness name

1. Enter the witness name.
2. Press the <F7> key to display a list of all cases for that witness.

CRIMINAL WITNESS INQUIRY results screen

| WITNESS | W# | DEFENDANT | OFFENSE | CTRM | DATE | FILE NUMBER | L |
|---------------------|----|----------------|-------------------|------|---------|-------------|---|
| ALL OFFENSES | | | | | | | |
| LAWMAN, THE | 01 | USELESS, KEYES | 01 ASSAULT ON A F | 0001 | 113012A | 11CR 002002 | |
| LAWMAN, THE | 01 | KEYES, USELESS | 01 DELIVER MARIJU | | 070712A | 12CR 000002 | |
| LAWMAN, THE | 01 | KEYES, USELESS | 51 SELL/DELIVER C | 0001 | 090612A | 12CRS000012 | |
| LAWMAN, THE | 01 | JUNGLE, GEORGE | 51 SELL/DELIVER C | 0001 | 090612A | 12CRS000014 | |
| LAWMAN, THE | 01 | KEYES, USELESS | 01 TEXTING/EMAIL | | | 12CR 000434 | |
| LAWMAN, THE | 01 | CROOK, IAM | 01 NO OPERATORS L | 0001 | 051212A | 12CR 003000 | |
| LAWMAN, THE | 01 | KEYES, USELESS | 01 ASSAULT ON A F | 0001 | 090612A | 12CR 003001 | |
| LAWMAN, THE | 01 | JUNGLE, GEORGE | 01 ASSAULT ON A F | 0001 | 090612A | 12CR 003002 | |
| LAWMAN, THE | 01 | JUNGLE, GEORGE | 01 CONSPIRE SELL | | 080112A | 12CR 003003 | |
| LAWMAN, THE | 01 | KEYES, USELESS | 01 SPEEDING | | 071612A | 12CR 012012 | |
| LAWMAN, THE | 01 | KEYES, USELESS | 02 DWLR | | 071612A | 12CR 012012 | |
| LAWMAN, THE | 01 | KEYES, USELESS | 51 SPEEDING | | 071612A | 12CRS012012 | |
| LAWMAN, THE | 01 | KEYES, USELESS | 52 DWLR | | 071612A | 12CRS012012 | |
| LAWMAN, THE | 01 | KEYES, USELESS | 01 SPEEDING | | 071312A | 12CR 012013 | |
| LAWMAN, THE | 01 | KEYES, USELESS | 01 COMMUNICATING | 0001 | 071312A | 12CR 012211 | |

NEXT NAME:

PF 12 - MENU

PF 7 WITNESS I/P/D/BLANK – FIELD DEFINITIONS

| | | | |
|-------------------------|--------------------------|----------------------|--------------|
| I (1) | CRIMINAL WITNESS INQUIRY | | |
| DEFENDANT NAME: (3) | FILE NUMBER: (2) | CITATION NUMBER: (4) | |
| OFFENSE: (5) | | | |
| TRIAL DATE: (6) | COURTROOM: (7) | SESSION: (8) | |
| WITNESS NO.: 01 (9) | | | |
| WITNESS NAME: (10) | | OFFICER NO.: (11) | |
| ADDRESS: (12) / | | | |
| CITY: (13) | | | |
| STATE: (14) ZIP: (15) | | | |
| HOME PHONE: (16) | BUSINESS PHONE: (17) | | |
| WITNESS TYPE: (18) | AGENCY: (19) | SUBPOENA REQUESTED: | (20) |
| SUBPOENA ISS DATE: (21) | SUBPOENA SERV DATE: (22) | METHOD OF SERV: (23) | |
| | NEXT#: (24) | PF11=EVNT (25) | 12=CNCL (26) |

USING THE CRIMINAL WITNESS INQUIRY FUNCTION

The Criminal Witness Inquiry function allows the user to view witnesses that are assigned to cases in district court. Updates cannot be made while in the Inquiry Mode. Only one (1) field allows entry of data: NEXT #.

CRIMINAL WITNESS INQUIRY FIELD DESCRIPTIONS

Each data field is listed in numerical sequence as it appears on the screen from left to right. Explanations of all possible data elements along with data error messages are provided.

1. MODE

This is a one (1) position field and if entered this must be I (inquiry). NOTE: modes for A (Add) and U (Update) are not available when using the ACIS public inquiry feature.

If an error occurs, one of the following message numbers and messages will appear:

| | |
|-------|---|
| WT042 | MODE MUST BE 'A', 'I' OR 'U'. |
| WT043 | ADD/UPDATE MODE IS INVALID FOR INQUIRY ACCESS |
| WT044 | MODE HAS BEEN CHANGED TO ADD |
| WT045 | MODE HAS BEEN CHANGED TO INQUIRY |
| WT046 | MODE HAS BEEN CHANGED TO UPDATE |

2. FILE NUMBER (Display Only)

The file number is displayed to assist in identifying the correct case for viewing the witness data. If a 'GR' or 'HP' displays to the right of the file number, this indicates the court location for a Guilford County case only. A 'GR' displays for a Greensboro and an 'HP' for High Point.

3. DEFENDANT NAME (Display Only)

The defendant name is displayed to assist in identifying the correct case.

4. CITATION NUMBER (Display Only)

The citation number is displayed to assist in identifying the correct case.

5. OFFENSE (Display Only)

The arraigned offense is displayed to assist in identifying the correct case.

6. TRIAL DATE (Display Only)

The trial date is displayed to assist in identifying the correct case.

7-8. COURTROOM (Number), SESSION (Display Only)

Courtroom number and session, if scheduled, are for display purposes only.

9. WITNESS NO. (Number) (Display Only)

This field is displayed for information purposes only.

10. WITNESS NAME

The witness name is displayed in up to twenty eight (28) positions.

11. OFFICER NO. (Number)

If the witness is a law enforcement officer and the agency is SHP or DMV, this field displays the officer's assigned badge or identification number.

12-15. ADDRESS, CITY, STATE, ZIP(Of Witness)

The witness primary (residence) address, city, state and zip code are displayed.

16-17.HOME PHONE, BUSINESS PHONE (Of Witness)

Witnesses' primary (residence) phone and business or work phone is displayed.

18. WITNESS TYPE

This is a one (1) position alphabetic field that defines the type of witness that is being displayed as follows:

- C Complainant
- D Defense
- L Law Enforcement
- S State
- I Inactive
- N Complainant Non-Witness
- V Victim

19. AGENCY (Of Witness)

If the witness is a law enforcement officer, enter the agency code for the officer is displayed in the three (3) positions.

20. SUBPOENA REQUESTED

This field displays either an 'E' or a 'Y'. An 'E' indicates that a subpoena is to be generated for each trial setting and a 'Y' indicates the subpoena is to be generated after the first trial setting.

21. SUBPOENA ISS DATE (Issued)

This field displays the most current date that a subpoena was issued in the MMDDYY format.

22. SUBPOENA SERV DATE (Service)

The date the subpoena was served is displayed in the MMDDYY format.

23. METHOD OF SERVICE (For Subpoena)

The method of service of the subpoena is displayed as: P – Personal; T –Telephone; M –Mail

24. NEXT # (File or Citation Number)

If witness data needs to be viewed in other cases, enter the file number or the citation number for the next case into this field and press the <ENTER> key. If an error occurs, the following error message number and message will appear:

WT035 - NEXT # MUST BE A CRIMINAL CASE

25. P11=EVNT (EVENT INQUIRY) (This field description is for ALI [AOC Local Interface] counties only and does not include DMV events)

An event is generated for selected data that is either added or updated on a case or an offense. To view these events, see ACCESSING THE EVENT INQUIRY FUNCTION (PF11).

WITNESS INQUIRY ERROR PROCESSING

If an error occurs, the Witness Inquiry screen will return with the error highlighted and a corresponding error message number and message. Correct the error and then continue with your witness updates.

WITNESS INQUIRY RETURN PROCESSING**26. 12=CNCL (Cancel)**

When all witness inquiries are complete, press the <PF12> key. The Clerks Main Menu will appear. When a function is selected other than <PF11>, or <PF12>, the following error message number and message will appear:

WT003 - INVALID PF KEY - PLEASE TRY AGAIN

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Intentionally blank.

PF8 DISPOSITION INQUIRY

To inquire about the disposition (outcome) or judgment data for a case or offense from the CIS INQUIRY MENU screen:

1. Enter the file or citation number.
2. Enter the letter I (inquiry) in the MODE field.
3. Press the <F8> key.



TIP

Use <Tab> key to navigate the screen.

Do not use the computer mouse!



CRIMINAL DISPOSITION INQUIRY results screen

```

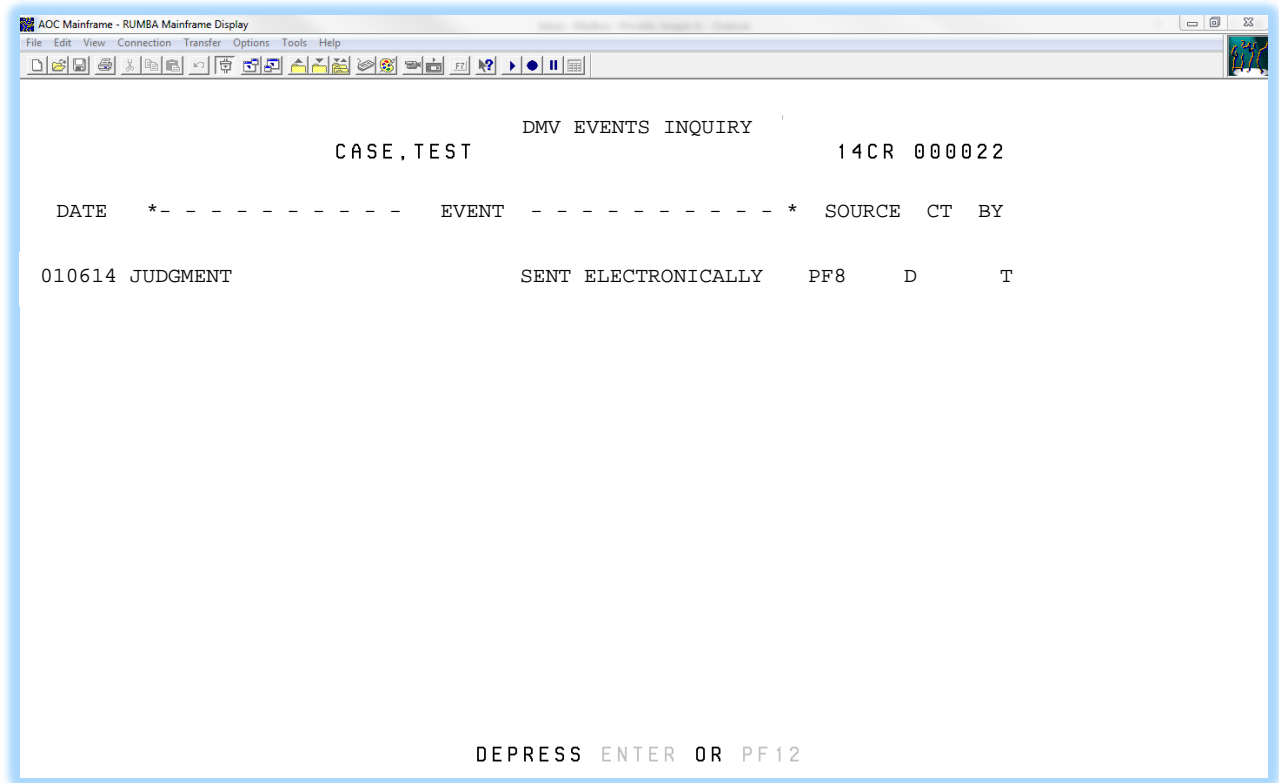
999  END OF FILE                                TRIAL DATE: 122414
                                                14CR 000022    OFFN DATE: 010114
                                                OFFENSE 01    CITA: C1234567
CASE,TEST
ARRN OFFN: 5450    SP: 075  ZONE: 55    D.L.: 7654321    NC    VRA:    DV CH:
MFTI: T TEXT: SPEEDING                                GS: 20-141(J1)
CONV OFFN:        SP:        ZONE:        AC:        CL:    PR PTS:    DV CV:
MFTI:  TEXT:
PLEA:    VER:    MOD:    DISP DATE:        CONS F/JGMT:
COST:        WCC:    FINE:        REST:        PAID:    TO-BE-PAID:
ATTY TYPE:    JUDGE:    ADA:    90DF:        C&F:        CASH BF:
        FTA 20DF:        COMPL:        FTC 20DF:        COMPL:
DL SUSP LEN:    YMD:    ACK.DT:        LIC.STAT:    ISS.DT:        LTD PRV: N
SENT LEN MIN:    FYMDLPX:    MAX:    YMD:    SENT TYPE:    LDP EFF.DT:
PROB LEN:    YMD:    SUPV?:    INT?:    RSONCO:    GANG REL:    FRM:
CREDIT FOR TIME SERVED:        DAYS        CONSEC SENT(A/S):
COMM SVC:    HRS IN:    DAYS ASSMT:    CAB:    CSLR:    CSLRC:
SPECIAL COND:

        DLSUSB:        DLSUSE:
        APPEAL TO SUPERIOR:    WD/RM/TD:        TRANS TO SUPERIOR:
        ADDL CHARGES: Y    ADDL JGMT:
MICROFILM #:
NEXT #:        PF2-NAME    ADDL CHARGES?:    ADDL JGMT?:
        PF11-EVENTS 05/01/14 14:22:55
    
```

Y indicates Additional Judgment data exists

Press <F11> key to show-EVENTS for DMV EVENTS INQUIRY

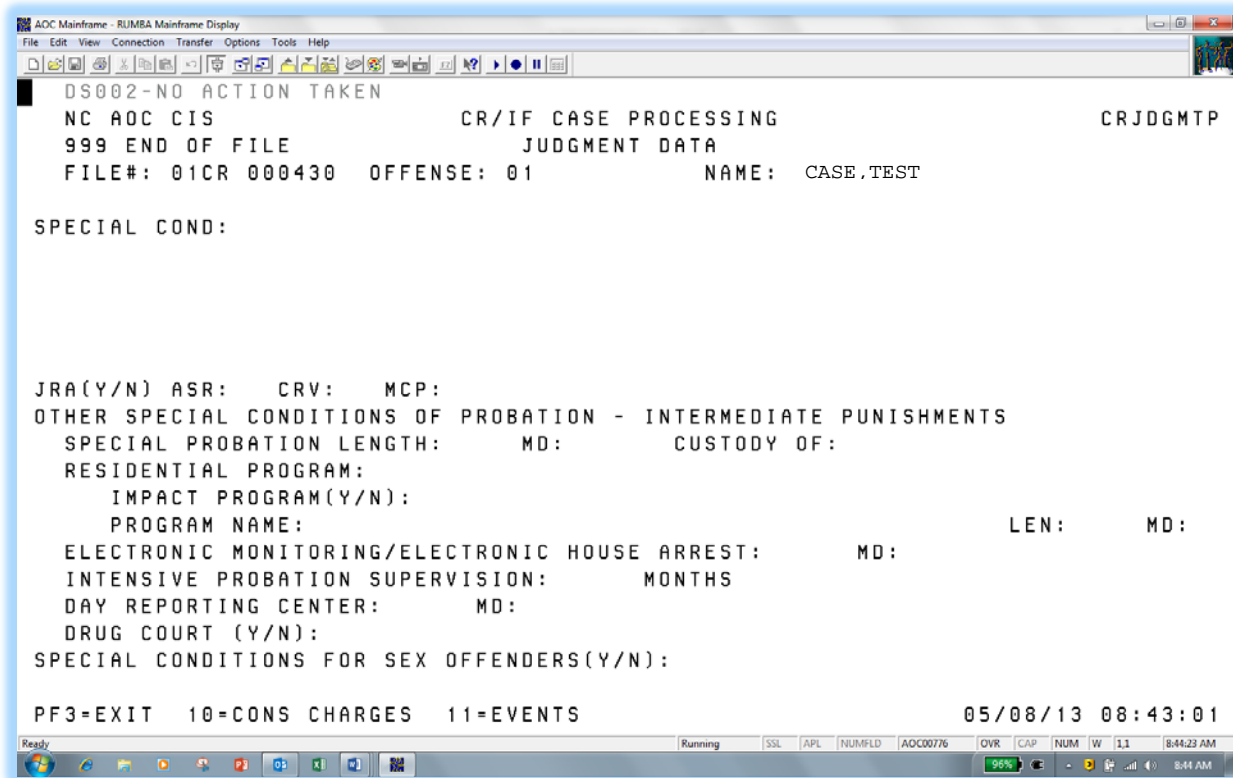
From the F8 results screen, press the <F11> key to display the transactions sent to the DMV EVENTS INQUIRY screen:



From the F8 results screen, you can reach the additional CR/IF CASE PROCESSING JUDGMENT DATA screen. This screen allows additional judgment data to be viewed for a convicted offense.

This screen can be accessed only when there is a **Y** in the ADDL JGMT field on the F8 results screen, indicating that there is existing judgment data in the Criminal Judgment Data screen.

If there is a **Y** in the ADDL JGMT field, then enter a **Y** in the ADDL JGMT? field and press <Enter>.



PF 8 DISPOSITION INQUIRY – FIELD DEFINITIONS

| | | | |
|---|-----------------------------------|--------------------------------------|-----------------|
| NNN COUNTY NAME (1) | CRIMINAL DISPOSITION INQUIRY | FILE NUMBER (3) | TRIAL DATE: (2) |
| ARRN OFFN: (8) | DEFENDANT NAME (5) | OFFENSE 01 (6) | OFFN. DATE: (4) |
| CH:Y (12) | SP: (9) ZONE: | D.L.: (10) | CITA: (7) |
| MFTI: (13) TEXT: | | | VRA:Y (11) DV |
| CONV OFFN: (15) | SP: (16) ZONE: AC: (17) | CL: (18) PR PTS: (19) | GS: (14) |
| MFTI: (21) TEXT: (22) | | | DV CH: (20) |
| PLEA: (24) VER: (25) MOD: (26) | DISP DATE: (27) | CONS F/JGMT: (28) | GS: (23) |
| COST: (29) WCC: (30) FINE: (31) | REST: (32) | MONIES PAID: (33) | |
| TO BE PAID: (34) | | | |
| ATTY TYPE: (35) JUDGE: (36) ADA: (37) | 90DF: (38) C&F: (39) | CASH BF: (40) | |
| FTA 20DF: (41) COMPL: (42) | FTC 20DF: (43) | COMPL: (44) | |
| DL SUSP LEN: (45) YMD: (46) ACK.DT: (47) | LIC.STAT: (48) ISS.DT: (49) | LTD PRV: (50) | |
| SENT LEN MIN: (51) YMDLPX: (52) MAX: (53) | YMD: (54) SENT TYPE: (55) | LDP EFF.DT: (56) | |
| PROB LEN: (57) YMD: (58) SUPV?: (59) | INT?: (60) RSONCO: (61) | GANG REL: (62) FRM:(63) | |
| CREDIT FOR TIME SERVED: (64) DAYS | CONSECUTIVE SENTENCING(A/S): (65) | | |
| COMM SVC: (66) HRS IN: (67) DAYS | ASSMT: (68) CSLR: (69) | CSLRC: (70) | |
| SPECIAL COND: (71) | | | |
| | DLSUSB: (72) | DLSUSE: (73) | |
| APPEAL TO SUPERIOR: (74) | WD/RM: (75) | TRANS TO SUPERIOR: (76) | |
| TO APPELLATE: (77) APPELLATE RESULT: (78) | | ADDL CHARGES: (79) ADDL JGMT: (80) | |
| MICROFILM #: (12) | | ADDL CHARGES?: (82) ADDL JGMT?: (83) | |
| NEXT #: (84) PF2-NAME (85) | | PF10-CONS CHARGES (86) PF11-EVENTS | |
| (87) MM/DD/YY HH:MM:SS(88) | | | |

USING THE CRIMINAL DISPOSITION INQUIRY FUNCTION

The purpose of the Criminal Disposition Inquiry Function is to allow viewing of judgment data or disposition of an offense or case. Three (3) additional screens may be accessed from this function: Judgment Data, Offenses Consolidated for Judgment, and Criminal DMV Events Inquiry. Instructions on the use and access of these screens are also included in this section.

Refer to the CRIMINAL DISPOSITION INQUIRY FIELD DESCRIPTIONS, ACCESSING THE JUDGMENT DATA SCREEN, ACCESSING THE OFFENSES CONSOLIDATED FOR JUDGMENT AND ACCESSING THE CRIMINAL DMV EVENTS INQUIRY SCREEN.

CRIMINAL DISPOSITION INQUIRY FIELD DESCRIPTIONS

Each data field is listed in numerical sequence as it appears on the screen from left to right Explanations of all possible data elements along with data error messages are provided.

1. NNN COUNTY NAME (Display Only)

The three (3) digit county number and county name are displayed for informational purposes only.

- 2. TRIAL DATE (Display Only)**
The current trial date is displayed for informational purposes only.
- 3. FILE NUMBER (Display Only)**
The file number is displayed for informational purposes only. If a 'GR' or 'HP' displays to the right of the file number, this indicates the court location for a Guilford County case only. A 'GR' displays for a Greensboro and an 'HP' for High Point.
- 4. OFFN DATE (Offense Date) (Display Only)**
The date of the offense is displayed for informational purposes only.
- 5. DEFENDANT NAME (Display Only)**
The defendant name is displayed in the standard name format, (Last Name, First Name, Middle Name (or Initial), Suffix) for informational purposes only.
- 6. OFFENSE NN (Display Only)**
The number that appears in the 'NN' portion of this field indicates the number of the offense appearing on the screen ('01' and '02' for the first and second district court offenses; '51' and '52' for the superior court offenses). The offense number is displayed for informational purposes only.
- 7. CITA: (Citation Number) (Display Only)**
The citation number is displayed for informational purposes only.
- 8. ARRN OFFN (Arraigned Offense) (Display Only)**
The appropriate four (4) digit numeric offense code for the offense is displayed for informational purposes only. If the arraigned offense code is in error, a correction can be made in the Supplemental Update (PF6) screen. Unless the arraigned offense code has been changed, the arraigned offense code is the same as the charged offense code.
- 9. SPEED and ZONE (Display Only)**
If the arraigned offense was speeding, the arraigned speed and zone are displayed.
- 10. D.L. (Drivers License Number and State)**
Driver license number is not displayed..
- 11. VRA (Victims Rights Amendment)**
This field is primarily to allow for statistical gathering and tracking of cases that are categorized under the Victims' Rights legislation. In this one character field, 'Y' is the only stored value; 'N' and (blank) are the same. Implemented 12/04.
- 12. DV CH (Domestic Violence Charged) Formerly DOM. VL**
This field contains a one character flag that indicates whether the defendant has been charged with a domestic violence offense (not offense code specific). Implemented 12/04.
- 13. MFTI (Offense Type) TEXT (Display Only)**
The type of offense: Misdemeanor, Felony, Traffic or Infraction, and text for the arraigned offense is displayed for informational purposes only.

14. GS (Arraigned N.C. General Statute Number)

The GS number for the arraigned offense is displayed for informational purposes only.

15. CONV OFFN (Convicted Offense)

If the verdict for this offense is RS, RL, PJ, GU, or GL, the convicted offense code will display. See appendix section G. Codes for a full listing.

16. SPEED (Convicted) ZONE (Convicted)

If the arraigned offense is SPEEDING, SPEED IN HWY WORK ZONE OR SPEEDING IN SCHOOL ZONE, the convicted SPEED and ZONE fields will display.

17. AC (Alcohol Content)

The AC is required for all Implied Consent Offense Codes, 0922, 0940, 5405, 5406, 5526, 5527, 5553, 5559, 5560, 5570, 5571, 5577, 5594, 5595, 5610, 5615, 5620, 5621, 5622, 5624, 4703 and 4540 with offense dates on or after 12/01/2006.

Valid Codes: Numeric value 00 to 99 (there is an assumed decimal point in front, so if you see "11," the person blew a .11 on the blood alcohol content (BAC) test).

BT = Blood Test

RF = Refusal

NR = Not Required

DR = Drugs or Controlled Substance other than alcohol.

18. CL (Offense Class for Convicted Offense)

The offense class is displayed here. The valid entries are 'A', 'B1', 'B2', 'C' through 'I' for felony offenses and 'A1', '1' through '3' for misdemeanor offenses.

19. PR PTS (Prior Record Points or Prior Record Conviction Level)

If the defendant had prior record points this values displayed.

20. DV CV (Domestic Violence Convicted)

This field contains a one character flag that indicates whether the defendant has been found guilty of a domestic violence charge (court decides that details fall under the domestic violence statute; not offense code specific). Implemented 12/04.

21-23. MFTI (Convicted Offense Type), TEXT (Offense), GS (General Statute)

The convicted offense type, offense description and general statute number are displayed.

M = MISDEMEANOR

F = FELONY

T = TRAFFIC

I = INFRACTION

24. PLEA

The plea of the defendant is displayed as a two letter code. See complete list in appendix section G. Codes.

25. VER (Verdict)

The verdict codes for the offense are listed in the appendix section G. Codes.

26. MOD (Method of Disposition)

This code will describe how and by whom the case was disposed (Judge, Jury, DA, etc.). The valid codes are listed in appendix section G. Codes.

27. DISP DATE (Disposition Date)

The date of the announcement of judgment in open court, waiver accepted, or other dates of disposition are displayed in the MMDDYY format.

28. CONS F/JGMT (Consolidated for Judgment File Number and Offense Number)

If the current offense has been consolidated for judgment with a lead offense (where the judgment data has been entered), the file number and the offense number of the lead offense is displayed.

29-32. COST, WCC, FINE, RESTITUTION

The total amount of court costs, the fine amount and total amount of restitution or fee for a CVR charge are displayed in these fields.

WCC = (W)aive (C)ourt (C)ost

W = Waived

P = Partially Waived

N = Not Waived

F = Court Cost Fully Waived Local Rule

L = Court Cost Partially Waived Local Rule

33. MONIES PAID

This field is used for multiple purposes.

Y = Indicates the defendant has complied with judgment regarding any monies to be paid.

N = Indicates the judge allowed time for the defendant to pay and a compliance date has been set.

X = Indicates that the order was rescinded if the offense is a CVR (Civil Revocation) and the judge or magistrate rescinds the revocation order.

R = (Revoked) displays in this field if probation is revoked later.

E = (Elect to Serve) displays if the defendant elects to serve active time after being placed on probation.

34. TO BE PAID (Date)

If the judgment allowed time for the defendant to pay and a compliance date has been set, this date is displayed in the MMDDYY format.

35. ATTY TYPE (Defense Attorney)

The type of defense attorney is displayed as one of the following codes:

A = APPOINTED

P = PUBLIC DEFENDER

R = PRIVATELY RETAINED OR SELF

W = WAIVED

NOTE: *When attorney type 'W' is entered, the Defense Attorney name is changed to 'Waived' in the record on the database. When attorney type 'P' is entered, the Defense Attorney name is changed to 'Public Defender' in the record on the database.*

36. JUDGE (Judge's Number or Initials)

The presiding judge's number or initials are displayed.

37. ADA (Assistant District Attorney Initials)

The initials of the District Attorney or Assistant District Attorney assigned to the case are displayed here.

NOTE: *The following occurs to this field while the case is pending only:
If the ADA initials are changed, the ADA name in the database record is changed to ASST DIST ATTY. If the ADA initials are blanked, then the ADA initials and name are blanked in the database record.*

38. 90DF (Day Failure) (Display Only)

This field displays the date that a 90DF occurred for informational purposes only.

39. C&F (Called and Failed Date) (Display Only)

The date the defendant was called to court and failed to appear is displayed for informational purposes only.

40. CASH BF (Bond Forfeiture)

If the defendant is charged with a motor vehicle violation, a cash bond is posted for his appearance in court and he fails to appear, the bond forfeiture date is displayed

41. FTA 20DF (Failure to Appear 20 Day Failure)

If the defendant does not appear for disposition of a motor vehicle offense (GS 20) within 20 days of the called and failed date, DMV is to be notified after the 20 days expire. This date is displayed in the MMDDYY format.

NOTE: *To view any transactions that have been electronically reported to DMV in the DMV Events Screen, access the DMV Events screen is through the PF8 Disposition Update/Inquiry screens.*

42. COMPL (Failure to Appear 20 Day Failure Compliance)

The FTA20DF compliance date is displayed in the MMDDYY format.

43. FTC 20DF (Failure to Comply 20 Day Failure)

If the defendant fails to comply with the judgment of monies to be paid and the offense is a GS 20 offense, the failure to comply (FTC) must be reported to DMV after 20 days have elapsed since the "to be paid" date. This date is displayed in the MMDDYY format.

44. COMPL (Failure to Comply 20 Day Failure Compliance)

The FTC20DF compliance date is displayed in the MMDDYY format.

45-46. DL SUSP LEN (Drivers License Suspension Length), YMD (Year, Month, Day)

The driver's license length and time frame of suspension is displayed.

47. ACK.DT (Acknowledgment Date)

The date that the defendant signed the appropriate DL form acknowledging surrender of the driver's license or acknowledging the suspension or the date the license was surrendered is displayed in the MMDDYY format

48. LIC.STAT (License Status)

The status of the defendant's driver's license is displayed as follows:

- 1 = LICENSE IS SURRENDERED
- 2 = LICENSE IS A LIMITED PRIVILEGE LICENSE SURRENDER
- 3 = LICENSE WAS LOST
- 4 = DEFENDANT DOES NOT HAVE A LICENSE

49. ISS.DT (NC Drivers License Issued Date)

The issued date for the driver's license being surrendered is displayed in the MMDDYY format.

50. LTD PRV (Limited Driving Privilege)

This field appears as an 'N'. If the defendant has received a limited driving privilege, a 'Y' will display.

51-52. SENT LEN MIN (Sentence Length Minimum), YMDLX (Sentence Length Minimum Frame)

The minimum sentence length and time frame is displayed. The valid codes are:

- Y = YEARS
- M = MONTHS
- D = DAYS
- L = LIFE
- P = LIFE WITH POSSIBILITY OF PAROLE (10/05/12)
- X = DEATH

53-54. MAX (Sentence Length Maximum), YMD (Sentence Length Maximum Frame)

The maximum sentence length and maximum sentence frame are displayed. The valid codes are:

- Y = YEARS
- M = MONTHS
- D = DAYS

55. SENT TYPE (Sentence)

The type of sentence the defendant received is displayed as 'A' (Active Punishment), 'I' (Intermediate Punishment), 'C' (Community Punishment) for structured sentencing offenses. For offenses committed before 10/01/94 or not structured sentencing, the only valid entries are 'A' or blank.

56. LDP EFF.DT (Limited Privilege Effective Date)

The date the limited driving privilege is effective is displayed in the MMDDYY format.

57-58. PROB LEN (Probation Length), YMD (Probation Length Frame)

The probation sentence length and the probation sentence frame that corresponds with the probation sentence length is displayed. The valid codes are Y = Years, M = Months, D = Days.

59. SUPERVISED?

If the defendant is given supervised probation, a 'Y' will display. If not supervised probation, then an 'N' will display.

60. INTERPRETER FLAG

Y will display in the INT? field if the interpreter used flag is set on PF6.

61. RSONCO

Registered sex offender no contact order flag default to 'blank'.

Registered sex offender no contact order may be Y (Yes) or R (Rescinded) for any non-infraction offense code.

62. GANG RELATED

Gang flag default to 'blank' for the following offense codes: 2152, 2153, 2154, 2155, 2156, 2157, and 2158.

Gang flag to be set automatically to 'Y' at **conviction only** for the following offense codes and cannot be changed to 'blank': 2152, 2153, 2154, 2155, 2156, 2157 and 2158.

Gang flag will be 'blank' at disposition of offense codes 2152, 2153, 2154, 2155, 2156, 2157 and 2158 offense (s) if Verdict is not equal to GU, or GL.

63. FRM (Firearm Flag)

Set to Y to capture whether the defendant used or displayed a firearm while committing a felony. (10/01/13)

64. CREDIT FOR TIME SERVED

If applicable, the credit for time served will display.

65. CONSECUTIVE SENTENCING (A/S)

If applicable, the consecutive sentencing indicator from the judgment form will display. Valid entries are 'A' (All current sentence obligations), or 'S' (Specified cases).

66-67. COMM SVC (Community Service Length), HRS IN (Community Service to be Completed Within)

If community service is ordered in the judgment, the length (hours) and the time frame for completion will display.

68. ASSMT (Assessment)

The indicator, 'Y' (Yes) or 'N' (No), if the judgment indicates that the defendant attend assessment.

69. CSLR (Community Service License Revocation)

A legislative mandate requires that a defendant's driver's license is revoked if the court determines that there is a willful failure to complete community service within the court ordered time frame. This law went into effect on 10/31/1998; therefore, the revocation order date must be equal to or greater than this date. If revocation occurs, DMV must be notified on all criminal offenses except felonies. The date that the judge signed the order as the revocation date is displayed in the MMDDYY format.

- 70. CSLRC (Community Service License Revocation Compliance)**
The date the defendant complied with the requirements of community service as conditions of the judgment is displayed in MMDDYY format.
- 71. SPECIAL COND (Special Conditions)**
This is the first line (59 alphanumeric positions) of four (4) lines for displaying any special conditions attached to the judgment of the case. The remaining three (3) lines are on the Judgment Data screen. Any data that is entered in this line is carried forward to the Judgment Data screen and appears as the first line of data.
- 72. DLSUSB: Driver's License Suspension Begin Date (10/01/13)**
Display the date the court suspends the license for conviction of either 4524 or 4525. The Court can suspend the driver's license up to 30 days. Effective 10/01/13.
- 73. DLSUSE: Driver's License Suspension End Date (10/01/13)**
Display the date the suspension for either offense code 4524 or 4525 ends. Effective 10/01/13.
- 74. APPEAL TO SUPERIOR (Date)**
The date of appeal displays if the defendant appeals the case to superior court.
- 75. WD/RM (Withdrawn/Remand Date) (Display Only)**
This field will display only if the offense was remanded back to district court or was withdrawn from superior court by the defendant. The date represents the date of remand or withdrawn date in the superior court record, therefore, eliminating the need to change the disposition date at the district court level.
- 76. TRANS TO SUPERIOR (Transferred Date)**
The date the offense was transferred to superior court will display in this field, if applicable.
- 77. TO APPELLATE (Date)**
This field appears only for a superior court case. If applicable, the date the case was appealed to the appellate court will display in the MMDDYY format. A date in this field is for informational purposes only. It does not change the status of a case.
- 78. APPELLATE RESULT**
This field appears only for a superior court case. If applicable, the appellate results will display. The valid codes are:
- | | |
|--------------|--------------------------------|
| A = AFFIRMED | D = DISMISS THE CASE |
| M = MODIFIED | N = NOT PERFECTED OR WITHDRAWN |
| R = REVERSED | |
- 79. ADDL CHARGES (Additional Charges)**
The 'Y' that appears in this field indicates that the current case has at least one more offense.
- 80. ADDL JGMT (Additional Judgment)**
The 'Y' that appears in this field indicates that the current case has additional judgment data entered.

81. MICROFILM #

This field appears only for a superior court case. The microfilm number for the case will display, if applicable.

82. ADDL CHARGES? (Additional)

If there is a 'Y' in the ADDL CHARGES field enter a 'Y' into this one (1) position alphabetic field. Press the <ENTER> key and the Criminal Disposition Inquiry screen will appear.

83. ADDL JGMT? (Additional Judgment)

If a 'Y' appears in the ADDL JGMT field, the current offense has existing judgment data in the Criminal Judgment Data screen. Enter a 'Y' in this field to view the additional judgment data. Press the <ENTER> key and the Criminal Judgment Data screen will appear.

NOTE: *When in the Inquiry (I) mode, access to the Criminal Judgment Data screen is denied unless the ADDL JGMT field displays a 'Y'.*

84. NEXT # (Next File Number or Citation #)

Enter the file number or the citation number for the next case into this field if an additional Criminal Disposition inquiry is needed. (Refer to the above file number format). Depress the <ENTER> key and the Criminal Disposition Inquiry screen for the next case will appear. Returning to the Clerks Main Menu is not necessary when this method is used.

85. PF2 NAME

If entry was from the Defendant/Alias Name List screen and you wish to return, press the <PF2> key. While in the PF8 Disposition Inquiry screen, the NEXT # field may be used to access a different case. This function may be continued until you wish to return to the PF2 function. When returning to the PF2 Defendant/Alias Name List screen, it returns with the defendant name where entry to the PF8 Disposition Inquiry originally occurred.

86. PF10 CONS CHARGES (Consolidated)

If an offense has no consolidated for judgment offenses, this field will not appear. If an offense has been consolidated for judgment with another offense or had other offenses consolidated to this offense, the PF10 CONS CHARGES function will appear at the bottom of the screen. To view all offenses consolidated for judgment with a lead offense, press the <PF10> key. The Offenses Consolidated for Judgment screen will appear. See ACCESSING THE OFFENSES CONSOLIDATED FOR JUDGMENT for a description of the use of this screen.

87. PF11-EVENTS

A DMV event is generated when the case is disposed. To view these events for an offense, to see how/if DMV was notified, press the <PF11> key. The DMV EVENTS INQUIRY SCREEN will appear.

88. MM/DD/YY HH:MM:SS (Month/Day/Year Hour:Minute:Second)

The system date and time is displayed in the lower right portion of the screen.

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PF10 COURTROOM SCHEDULE SUMMARY

This screen will provide a summary of the number of cases scheduled for any courtroom in the county.

1. Press <Tab> to move to the bottom fields.
2. Enter the COURTROOM number (####) and DATE (MMDDYY).
3. Press the <F10> key to display results in the top half of the screen.

COURTROOM SCHEDULE SUMMARY results screen

```
COURTROOM SCHEDULE SUMMARY

COURTROOM NUMBER:
      DATE:
      AM CASES:
      PM CASES:
      NC CASES:

PLEASE ENTER A COURTROOM AND DATE TO BE SUMMARIZED HERE

COURTROOM:
      DATE:

PF12 - RETURN TO MAIN MENU
```

Results will display here

Enter search data here

PF10 COURTROOM SCHEDULE SUMMARY – FIELD DEFINITIONS

| | |
|---|-----|
| COURTROOM SCHEDULE SUMMARY | |
| COURTROOM NUMBER: | (1) |
| DATE: | (2) |
| AM CASES: | (3) |
| PM CASES: | (4) |
| NC CASES: | (5) |
| PLEASE ENTER A COURTROOM AND DATE TO BE SUMMARIZED HERE, OR ENTER ONLY A START DATE TO REQUEST A PRINTED WEEKLY SUMMARY. | |
| COURTROOM: | (6) |
| DATE: | (7) |
| PF12 - RETURN TO MAIN MENU (8) | |

The only fields which allow data entry are COURTROOM and DATE, displayed at the bottom of the screen. Explanations of all possible data elements along with data error messages are provided.

- 1. COURTROOM NUMBER (Display Only)**
The courtroom number that was entered in the bottom portion of the screen is displayed in this field if the request was for one (1) courtroom and date only.
- 2. DATE (Display Only)**
The date that was entered in the bottom portion of the screen is displayed in this field if the request was for one (1) courtroom and date only.
- 3. AM CASES (Morning) (Display Only)**
The total number of cases for the morning (AM) session for the date that was entered in the bottom portion of the screen is displayed in this field if the request was for one (1) courtroom and date only.
- 4. PM CASES (Afternoon) (Display Only)**
The total number of cases for the afternoon (PM) session for the date that was entered in the bottom portion of the screen is displayed in this field if the request was for one (1) courtroom and date only.
- 5. NC CASES (Night) (Display Only)**
The total number of cases for the night (NC) session for the date that was entered in the bottom portion of the screen is displayed in this field if the request was for one (1) courtroom and date only.

Data is returned to these fields (populated) in the event a caseload is requested for a specific courtroom and date. Refer to the COURTROOM SCHEDULE SUMMARY FIELD DESCRIPTIONS for edit requirements and error messages for the fields in this screen.

6. COURTROOM

Enter the courtroom number if you desire the total number of cases assigned to that courtroom. Up to four (4) positions may be entered and must be a valid courtroom number pre-assigned to the county in which you are searching. When the courtroom number and the date field are entered, the screen will return with the total number of cases assigned to the courtroom in the 'AM', 'PM' and 'NC' sessions for the specified date.

If an error occurs, the following error message numbers and error messages will appear:

CC003 INVALID COURTROOM NUMBER - PLEASE RE-ENTER

CC009 NO COURTROOMS FOUND IN COURTRM TABLE FOR COUNTY
(This is an informational message indicating there is a problem with the County Courtroom File.)

7. DATE

Enter the trial date for a total of cases assigned to that date. All 6 positions must be entered (Ex: January 15, 2002 is entered 011502). If only the date field is entered and not the courtroom number, a weekly summary of all the courtrooms will generate for printing. The summary report will give totals for the 'AM', 'PM' and 'NC' sessions beginning with the date requested through the next five (5) work day dates. See the Central Print Facility (CPF) Manual for printing instructions.

If an error occurs, the following error message numbers and error messages will appear:

CC002 INVALID DATE ENTERED - PLEASE RE-ENTER
(Data entered must be a valid date in the MMDDYY format)

CC008 DATE IS REQUIRED FOR DAILY SUMMARY INFORMATION
(A valid date must be entered when requesting the Daily Caseload Summary. Data entered must be valid and in MMDDYY format)

When the screen is complete, depress the <ENTER> key. If the screen is error free the following message number and message will appear:

CC007 WEEKLY SUMMARY REQUEST-FIVE DAYS BEGINNING
(This is an information message indicating that the request for a Courtroom Caseload Report was successful)

CC007 12 WEEK SUMMARY REQUEST – 84 DAYS BEGINNING
(This message appears for Mecklenburg County only)

8. PF12=MAIN MENU

After depressing the <ENTER> key, the Courtroom Schedule Summary screen will appear. To return to the CIS Inquiry Menu, depress the <PF12> key.

If an error occurs, the following error message number and message will appear:

CC001 - INVALID PF KEY - PLEASE TRY AGAIN

CC005 - NO DATA ENTERED - USE PF10 OR PF12 TO EXIT

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PF11 INFRACTIONS INQUIRY

This menu allows inquiry on infraction-only cases. Follow the same basic instructions for the choices shown here detailed above for the CIS INQUIRY MENU choices detailed above.

```

590 MECKLENBURG
* * * * *
INFRACTIONS INQUIRY MENU
* * * * *

FILE/CITA. NO:          MODE:  (A-ADD, I-INQUIRY, U-UPDATE)
                               * * NAME INQUIRY ONLY * *
                               (P-PENDING, U-UNSERVED,
                               D-DISPOSED, BLANK-ALL)

NAME:

PF1 - INFRACTION INDEX          PF7 - WITNESS I/P/D/BLANK
PF2 - NAME INQUIRY - DEFENDANT/ALIAS  PF8 - DISPOSITION INQUIRY
PF3 - DEFENDANT RECORD CHECK        PF9 - (UNUSED)
PF4 - (UNUSED)                     PF10 - (UNUSED)
PF5 - CITATION INQUIRY             PF11 - CIS INQUIRY MENU
PF6 - SUPPLEMENTAL INQUIRY        PF12 - CANCEL
    
```

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Intentionally blank.

PF12 CANCEL

The <F12> key serves as a BACK button for every screen except the Main Menu.

If <F12> is used on the Main Menu screen, it will exit the system entirely.

**TIP**

Press the PRINT SCREEN key to print your search results

If there is a case on the screen that belongs to a different defendant, tab to the case number, press the <End> key on the keyboard, and then press <Enter>. This combination of keystrokes will remove that case from the screen but leave the others displayed.

Ask your local clerk for details about printing costs and the location of the printer.

[BACK TO INDEX](#)

Intentionally blank.

F. Special Conditions Fields

In addition to “regular” conditions of probation, “special” conditions of probation may be imposed by the judge at sentencing. Special conditions may include things like the following: undergo medical or psychiatric treatment, remain at the defendant’s residence, or perform community service.

There are six main screens from which a public inquiry user could see the message “Additional Special Conditions Exist. Press PF4 for details.”

- PF1 – ICA/FILE NUMBER INQUIRY
- PF4 – PROCESS ADD/UPDATE/INQUIRY
- PF5 – CITATION ADD/UPDATE/INQUIRY
- PF6 – SUPPLEMENTAL UPDATE/INQUIRY
- PF7 – WITNESS A/U/I/P/D/BLANK
- PF8 – DISPOSITION UPDATE/INQUIRY

In the next section is a test data case showing the special conditions screen(s). Following are a few points to note:

- As shown below, the special conditions screens do not have the normal title lines seen on other screens. The “CCINQY10” is the screen identifier in the top line on every page.
- The screen has a counter at the top right (e.g., as shown below, “001 OF 003”). The first number is the screen the user is viewing, and the second number indicates the total number of screens for this particular case.
- As shown on screen 003, the two vertical bars at the end signal the end of the data for a particular case.
- The bold PF keys at the end of each screen instruct users how to navigate through screens.
- These special conditions fields are entered per offense and not per case. All of the special conditions fields relating to the first offense come first, and then if there is information for more than one offense, all those special condition fields will be displayed following the fields for the first offense. As shown in the test data case below, “|OFFENSE_NUM ##” is at the beginning of the special conditions fields for each offense, with “##” showing the offense number, for example, “|OFFENSE_NUM 01,” “|OFFENSE_NUM 02,” etc. for a district court case or “|OFFENSE_NUM 51,” “|OFFENSE_NUM 52,” etc. for a superior court case.
- It is possible for a case with two or more offenses to have information for some of the offenses and not for others. In that situation, only those offenses that contain data in the special conditions fields will be displayed.
- There is no actual limit on the number of possible screens associated with a case, since multiple offenses can occur on a single case, and several fields allow multiple occurrences without limit.
- Unlike other ACIS screens, fields will show only if they have data in them. The screens of the following sample case is fairly unrealistic, since it is rare for a case to have all special conditions fields filled in. However, it does give an example of all the fields and the relative order in which they would be found.

Test Data Case

This sample shows a case with two offenses.

Only the *first* |OFFENSE_NUM with data will definitely be at the beginning of a line, whereas the subsequent offense numbers could fall anywhere within the line.

Screen 001 of 003

```

520 11CR 704854 CCINQY10 LEE                                001 OF 003
|OFFENSE_NUM 01 |FTA_FEE_WAIVED Y |FTA_STRICKEN Y |FINES STATUS ORDERED
|REST_REMARKS REMARKS DEFENDANT WILL MAKE RESTITUTION PER PLAN BY COURT SYSTEM.
|VOLUNTARY SERVICE TO PUBLIC ORGANIZATION AS PER DECISION BY DISTRICT JUDGE R.
|BASKERVILLE. DEFENDANT TO FOLLOW UP WITH DA AFTER COURT CLOSING.
|DISP_REASON COURT REDUCTION |OTHER_SPCL_CONDS DEFENDANT HAS NO CONTACT WITH
|FAMILY OF THE VICTIM AND AGREES TO REFRAIN FROM CONTACT.
|DISP_CORR_REASON DATA ENTRY ERROR
|NO_PRETRIAL_CREDIT N |PRETRIAL_DAYS_SRVD 321 DAYS |TRANS_UNSUPV_FULLPAY Y
|TRANS_UNSUPV_COMMSVC Y |PROVIDE_DNA Y |PSYC_COUNSELING Y |SUBST_ABS_TREAT_REC Y
|WORK_RELEASE_RECOMMENDED |CT_FINDS_PROB_PERIOD LONGER
|REG_CONDS_EXCEPT TRYING TO ARRANGE PRISON TOUR |SENT_SERVED_WITHIN 400 MONTHS
|AT_DISCRETION_PROBOFF Y |BEGIN_IMMEDIATELY Y |SPEC_PROB_OTHER SPECIAL PROBATION
|OTHER_INFORMATION SUBMITTED| DO NOT ENGAGE W/ AMY JONES
|EXCEPT_BY PROBATION OFFICER |COMPLY_50B_DVPO Y| INITIAL_EVAL_BY ALICE JONES
|OBTN_ASSMT_ & TRTMNT ALCOHOL ABUSE |PREVIOUS_ASSMT Y |SBM Y
|COMMSVC_COMM_INTRMDT 20 HOURS |SURR_DL Y | NOT OPER MV PROP_LIC Y
|LDP_REV_DATE 06/14/2014 |APPELLATE_NOTES APPELLATE ADDITIONAL NOTES ON APPEAL,
|THE SECOND DISTRICT AFFIRMED THE TRIAL COURTS JUDGMENT FINDING NO COVERAGE AND
|FOUND THAT THE LANGUAGE IN QUESTION WAS NOT AMBIGUOUS AND CERTIFIED THAT ITS
|FINDING CONFLICTED WITH THAT OF THE FOURTH DISTRICT COURT.|APPEAL_RO_MODF
|RELEASE_ORDER_MODIFIED |COST_CATEGORY CHAPTER 15 VIOLATION FEE DISTRICT
|COST_CATEGORY CHAPTER 20 VIOLATION FEE DISTRICT |COST_AMOUNT 10.00
|COST_STATUS ORDERED |COST_CATEGORY COMMUNITY SERVICE FEE SPECIAL CONDITIONS
|COST_AMOUNT 250.00 |COST_STATUS ORDERED
|COST_CATEGORY EXPERT WITNESS FEE PER APPOINTED COUNSEL |COST_AMOUNT 550.00
|COST_STATUS ORDERED |COST_CATEGORY FACILITIES FEE DISTRICT
PF3-EXIT, PF8-FORWARD
    
```

Screen 002 of 003

```

520 11CR 704854 CCINQY10 LEE 002 OF 003
|COST_AMOUNT 12.00 |COST_STATUS ORDERED |COST_CATEGORY FTA 20DF FEE DISTRICT
|COST_AMOUNT 200.00 |COST_STATUS ORDERED |COST_CATEGORY GCJF DISTRICT
|COST_AMOUNT 127.05 |COST_STATUS ORDERED |COST_CATEGORY GCJF DISTRICT-LAA
|COST_AMOUNT 2.45 |COST_STATUS ORDERED
|COST_CATEGORY INSTALLMENT PLAN AND SET UP FEE |COST_AMOUNT 20.00
|COST_STATUS ORDERED |COST_CATEGORY JAIL FEE POST TRIAL |COST_AMOUNT 400.00
|COST_STATUS ORDERED |COST_CATEGORY JAIL FEE PRETRIAL |COST_AMOUNT 140.00
|COST_STATUS ORDERED |COST_CATEGORY LAB FEE |COST_AMOUNT 200.00
|COST_STATUS ORDERED |COST_CATEGORY LE CERT & TRAINING - DISTRICT
|COST_AMOUNT 2.00 |COST_STATUS ORDERED |COST_CATEGORY LEOB-RF
|COST_AMOUNT 7.50 |COST_STATUS ORDERED |COST_CATEGORY MCF FEE
|COST_AMOUNT 18.00 |COST_STATUS ORDERED |COST_CATEGORY PROCESS FEE
|COST_AMOUNT 5.00 |COST_STATUS ORDERED |COST_CATEGORY SERVICE FEE
|COST_AMOUNT 5.00 |COST_STATUS ORDERED |COST_CATEGORY STATE DNA FEE DISTRICT
|COST_AMOUNT 2.00 |COST_STATUS ORDERED |COST_CATEGORY TELEPHONE FEE DISTRICT
|COST_AMOUNT 4.00 |COST_STATUS ORDERED
|REST_JTLY_SVRLY 2013CR 705250,2013CR 705252,2013CR 705254
|COMPLY_WITH_CONDS_IN 2013CR 70525801,2013CR 70525901
|TRANSF_SUPV_TO JOHNSTON
|CASE_NOTES MAINTAIN GOOD GENERAL BEHAVIOR AND OBEY ALL NC LAWS; NOT APPLY FOR
ESC BENEFITS; NOT POSSESS ANY FIREARMS
PF3-EXIT, PF8-FORWARD

```

Screen 003 OF 003

```

520 11CR 704854 CCINQY10 LEE 003 OF 003
|OFFENSE_NUM 02
|APPELLATE_NOTES ON APPEAL, SECOND DISTRICT AFFIRMED THE TRIAL COURT'S JUDGMENT
FINDING NO COVERAGE AND FOUND THAT THE LANGUAGE IN QUESTION WAS NOT AMBIGUOUS
AND CERTIFIED THAT ITS FINDING CONFLICTED WITH THAT OF THE FOURTH DISTRICT
COURT.||
PF3-EXIT, PF7-BACK

```

| SPECIAL CONDITIONS FIELD DEFINITIONS | |
|---|---|
| Field Label | Data Element |
| Appeal_RO_Modf | Release Order Modifications at the time of Appeal |
| Appellate_Notes | Additional Notes |
| At_Discretion_ProbOff | At the discretion of the probation officer |
| Begin_Immediately | Beginning immediately |
| Case_Notes | Case Notes |
| CommSvc_Comm_Intrmdt | Community Service – Length and Frame – Community and Intermediate |
| Comply_50B_DVPO | Comply with Any 50B DV Protective Order in Effect Indicator |
| Comply_With_Conds_In | Comply with the Conditions Set Forth in File Number |
| Cost_Amount | Amount |
| Cost_Category | Cost Category |
| Cost_Status | Status |
| Ct_Finds_Prob_Period | Court finds _____ period of probation necessary |
| Def_Atty_Bar_Num | Defense Attorney Bar |
| Def_Atty_Name (Last,First,Middle,Suffix) | Defense Attorney Name |
| Disp_Corr_Reason | Correction Reason |
| Disp_Reason | Disposition Reason |
| Do_not_engage_w/ | Defendant not allowed to engage with _____ |
| Except_by | Defendant not allowed to engage by any means except _____ |
| Fines_Status | Fines – Status |
| FTA_Fee_Waived | FTA Fee Waived |
| FTA_Stricken | FTA Stricken/ Entered in Error |
| Initial_Eval_By | Initial Evaluation by: |
| LDP_Rev_Date | LDP Revocation Date |
| No_Pretrial_Credit | No Pretrial Jail Credit for This Sentence |
| Not_Oper_MV_Prop_Lic | Not Operate Motor Vehicle until Properly Licensed |
| Obtn_assmt_&_trtmnt | Obtain Assessment and Follow Treatment |
| Other_Spcl_Conds | Other Special Conditions |

| SPECIAL CONDITIONS FIELD DEFINITIONS | |
|--------------------------------------|--|
| Field Label | Data Element |
| Pretrial_Days_Srvd | Pretrial Jail Days Served Length and Frame |
| Previous_assmt | Assessment Previously Completed |
| Provide_DNA | Provide DNA Indicator |
| Psyc_Counseling | Psychiatric and/or Psychological Counseling Indicator |
| Reg_Conds_except | Regular Conditions: All, except |
| Rest_Jtly_Svrly | Restitution Grid – Jointly & Severally File Number(s) |
| Rest_Remarks | Restitution – Remarks |
| SBM | Satellite-Based Monitoring (SBM) Indicator |
| Sent_Served_Within | Sentence Served within: Length and Frame |
| Spec_Prob_Other | Special Probation Other |
| Subst_Abs_Treat_Rec | Substance Abuse Treatment Recommended Indicator |
| Surr_DL | Surrender Driver's License |
| Trans_Unsupv_CommSvc | May transfer to unsupervised probation upon completion of required community service |
| Trans_Unsupv_Fullpay | May transfer to unsupervised probation upon full payment |
| Transf_Supv_To | May transfer to _____ county for supervision |
| Work_Release | Work Release |

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Intentionally blank.

G. Codes

| PLEA | |
|------|-----------------------|
| GA | Guilty Alford Plea |
| GL | Guilty to lesser |
| GU | Guilty |
| NC | No contest |
| NG | Not guilty |
| NR | Not responsible |
| RL | Responsible to lesser |
| RS | Responsible |

| VERDICT (VER) | |
|---------------|---|
| GL | Guilty to lesser |
| GU | Guilty |
| JA | Judgment arrested (by judge after jury verdict) |
| PJ | Prayer for judgment |
| NG | Not guilty |
| NR | Not responsible |
| RL | Responsible to lesser |
| RS | Responsible |

| METHOD OF DISPOSITION | | | |
|-----------------------|---|----|---|
| CV | Change of venue (to another county) | PR | Process revocation (by judge) |
| DC | Dismissed by the court | RM | Remanded to district court |
| DD | Deferred proceeding or deferred prosecution dismissal | SI | Superseding process or superseding indictment |
| FE | Fight extradition (extradition hearing by judge) | ST | Dismissed – speedy trial |
| HC | Habeas corpus hearing (superior only) | TD | Transferred to district court |
| JR | Jury trial | VD | Dismissal without leave by DA |
| JU | Judge (trial by judge or guilty plea before judge at district court level; guilty plea at superior court level) | VL | Dismissal with leave by DA |
| MA | Magistrate (misdemeanor cases) | WC | Waiver – clerk |
| NB | No true bill returned | WD | Appeal withdrawn from superior court |
| NP | No probable cause | WE | Waiver of extradition |
| NS | Never to be served (voided/recalled/stricken that are unserved) | WM | Waiver – magistrate |
| OT | Other (CVR only); also used on older cases with other offense types | WP | Waiver of probable cause |
| PC | Probable cause found | CD | Capacity dismissed without leave |
| PO | Process other (used in place of “OT” except for offense 9954) | LC | Capacity dismissed with leave |

| CONTINUED BY | |
|--------------|---------------|
| C | Court (judge) |
| D | Defense |
| N | Not reached |
| S | State |

| ATTORNEY CODE | |
|---------------|--|
| A | Court appointed |
| P | Public defender |
| R | Privately retained or self-represented |
| W | Waived |

| SEX | |
|-----|------------|
| F | Female |
| M | Male |
| U | Unknown |
| X | Non-person |

| PROCESS TYPE | |
|--------------|----------------------|
| B | Bill of information |
| C | Citation |
| I | Indictment |
| M | Magistrate's order |
| O | Other |
| S | Criminal summons |
| W | Warrant |
| X | Statement of charges |

| WITNESS TYPE | |
|--------------|-----------------------------|
| C | Complainant |
| D | Defense |
| I | Inactive |
| L | Law enforcement |
| N | Complainant non-witness |
| S | Prosecution witness (state) |
| V | Victim |

| AGENCY | | | |
|--------|---------------------------------|-----|----------------------------------|
| ABC | Alcohol Beverage Control | SBI | State Bureau of Investigation |
| ALE | State Alcohol Law Enforcement | SFF | County sheriff department |
| APD | International airport police | SHP | State Highway Patrol |
| CPD | City police department | WRC | Wildlife Resources Commission |
| CSC | Clerk of superior court | SPR | State parks and rec |
| DMV | Division of motor vehicles | DCC | Division of Community Correction |
| FBI | Federal Bureau of Investigation | DMF | Division of Marine Fisheries |
| L-T | NC license and theft division | RRP | Railroad police |
| MAG | Magistrate | DOR | Department of Revenue |
| OTH | Other | JUD | Judge |

| RACE | |
|------|-----------------|
| A | Asian |
| B | Black |
| H | Hispanic |
| I | American Indian |
| O | Other |
| U | Unknown |
| W | White |
| X | Non-person |

| RESULTS OF APPEAL | |
|-------------------|--------------------|
| A | Affirmed |
| D | Dismissed the case |
| M | Modified |
| N | Not perfected |
| R | Reversed |

| ACCIDENT FLAG | |
|---------------|--------------------|
| F | Fatality |
| I | Personal injury |
| N | Near/no accident |
| P | Property damage |
| U | Unknown (if blank) |

***f.y.i. State Highway Patrol (SHP)**

SHP ASSIGNED TROOP: A,B,C,D,E,F,G,H,I,M,R,S,X,Z,U (Unknown, if blank)

BOND TYPE

| | |
|-----|---------------------------|
| CUS | Custody release |
| CSH | Cash |
| DIS | The official's discretion |
| PTR | Pre-trial release |
| SEC | Secured |
| UNS | Unsecured |
| WPA | Written promise to appear |

SENTENCE FRAME

| | |
|---|---|
| F | Fine only |
| D | Days |
| L | Life (keyed in min. sentence frame only) |
| M | Months |
| X | Death (keyed in min. sentence frame only) |
| Y | Years |
| P | Life with possibility of parole |

VEHICLE TYPES

| | | | |
|------|---------------------------------------|------|---------------------------------------|
| AMB | Ambulance | MS | Motor scooter or motor bike |
| BI | Bicycle | OT | Other |
| CAB | Activity bus 16 or more passengers | P | Two- or four-door sedan (passenger) |
| CB | Commercial bus | PED | Pedestrian |
| CSB | School bus 16 or more passengers | PU | Pickup truck |
| CT2A | Commercial truck with two axles | RV | Recreational vehicle (self-contained) |
| CT3A | Commercial truck with three axles | SW | Station wagon (passenger) |
| CT4A | Commercial truck with four axles | SWT | Station wagon (truck) |
| CT5A | Commercial truck with five axles | T2A | Truck with two axles |
| CT6A | Commercial truck with six axles | TAXI | Taxicab |
| CTTT | Commercial truck tractor with trailer | TRV | Camper mounted on two-axle truck |
| CVN | Van 16 or more passengers | TT | Truck tractor only |
| FE | Farm equipment | TTT | Truck tractor with trailer |
| FTR | Farm tractor | U | Unknown (undecipherable or blank) |
| MC | Motorcycle | VN | Van |
| MP | Moped | | |

**TIP****Commercial motor vehicle**

Any vehicle type beginning with a "C" is a commercial motor vehicle per federal definition.

TRAILER TYPES

| | | | | | |
|----|-------------|----|---------------|----|--------------|
| BT | Boat | HS | House trailer | U | Unknown |
| CT | Camper | OS | Other semi | UT | Utility |
| DT | Double/twin | OT | Other | VN | Enclosed van |
| FB | Flatbed | TN | Tanker | | |
| HE | Horse | TV | Towed vehicle | | |



REASON CODES (related to fingerprints)

| | |
|----|--|
| BC | Bad check digit number (CKN) (The CKN on the fingerprint card is invalid.) |
| CS | Another county served – no CKN |
| DD | Defendant died before prints taken |
| MC | Missing CKN on fingerprint card |
| MR | Manually reported (for old and history cases) |
| NA | Not arrested (citation, summons) |
| NC | Old/history case, no fingerprint card in file (for cases before 1995) |
| ND | No DCI record found in DCI files (This code is not used unless NCAOC or DCI informs the clerk to do so.) |
| NF | Not fingerprinted by law enforcement officer |
| NM | Fingerprint information not provided by magistrate |
| NP | No probable cause by magistrate (on all felony charges in the case) |
| NR | No fingerprint required by judge’s plan |
| UD | Unserved/dissmised, no record (This code is not used unless NCAOC or DCI informs the clerk to do so.) |
| WN | Wrong person’s name used |

REVIEW CODES (related to fingerprints)

| | |
|----|--|
| RA | Arrest date mismatch verified (changes to the arrest date will blank out codes of RA and RO) |
| RC | Check digit mismatch verified (changes to the CKN will blank out all codes) |
| RN | Defendant name mismatch verified (changes to the defendant’s name will blank out codes of RN and RO) |
| RO | Other mismatch verified (any update to the case will blank out this code) |

LANGUAGE CODES

| | | | |
|-----|----------------------|-----|----------------------------|
| SPA | SPANISH | IND | INDONESIAN |
| VIE | VIETNAMESE | JPN | JAPANESE |
| RUS | RUSSIAN | JRA | JARAI (MONTAGNARD) |
| FRA | FRENCH | KAR | KAREN (KAREN LANGUAGE) |
| CMN | MANDARIN (CHINESE) | KHM | KHMER (CAMBODIAN) |
| ARB | ARABIC | KQO | KRAHN |
| POR | PORTUGUESE | KLU | KRU (KRU LANGUAGES) |
| KOR | KOREAN | LAO | LAO |
| HNJ | HMONG | MAH | MARSHALLESE |
| MYA | BURMESE | MNG | MNONG (MONTAGNARD) |
| AMH | AMHARIC | NEP | NEPALI |
| BOS | BOSNIAN | PBT | PASHTO (PUSHTO) |
| CMO | BU NONG (MONTAGNARD) | POL | POLISH |
| YUE | CANTONESE (CHINESE) | PAN | PUNJABI (PANJABI, PUNJABI) |
| CLY | CHATINO | RAD | RHADE (MONTAGNARD) |
| CHK | CHUUKESE | SRP | SERBIAN |
| CES | CZECH | SWH | SWAHILI |
| PES | FARSI (PERSIAN) | TGL | TAGALOG |
| GUJ | GUJARATI | THA | THAI |
| HAT | HAITIAN CREOLE | TIR | TIGRINYA |
| HAK | HAKKA (CHINESE) | URD | URDU |
| HAU | HAUSA | ASE | AMERICAN SIGN LANGUAGE |
| HIN | HINDI | UND | UNDETERMINED |
| HND | HINDKO | 999 | OTHER |
| IBO | IGBO (IBO) | | |

COUNTY NUMBER TABLE (in numeric and alphabetical order)

| | | | | | |
|-----|------------|-----|--------------|-----|--------------|
| 000 | ALAMANCE | 330 | FORSYTH | 660 | ONSLow |
| 010 | ALEXANDER | 340 | FRANKLIN | 670 | ORANGE |
| 020 | ALLEGHANY | 350 | GASTON | 680 | PAMILCO |
| 030 | ANSON | 360 | GATES | 690 | PASQUOTANK |
| 040 | ASHE | 370 | GRAHAM | 700 | PENDER |
| 050 | AVERY | 380 | GRANVILLE | 710 | PERQUIMANS |
| 060 | BEAUFORT | 390 | GREENE | 720 | PERSON |
| 070 | BERTIE | 400 | GUILFORD | 730 | PITT |
| 080 | BLADEN | 410 | HALIFAX | 740 | POLK |
| 090 | BRUNSWICK | 420 | HARNETT | 750 | RANDOLPH |
| 100 | BUNCOMBE | 430 | HAYWOOD | 760 | RICHMOND |
| 110 | BURKE | 440 | HENDERSON | 770 | ROBESON |
| 120 | CABARRUS | 450 | HERTFORD | 780 | ROCKINGHAM |
| 130 | CALDWELL | 460 | HOKE | 790 | ROWAN |
| 140 | CAMDEN | 470 | HYDE | 800 | RUTHERFORD |
| 150 | CARTERET | 480 | IREDELL | 810 | SAMPSON |
| 160 | CASWELL | 490 | JACKSON | 820 | SCOTLAND |
| 170 | CATAWBA | 500 | JOHNSTON | 830 | STANLY |
| 180 | CHATHAM | 510 | JONES | 840 | STOKES |
| 190 | CHEROKEE | 520 | LEE | 850 | SURRY |
| 200 | CHOWAN | 530 | LENOIR | 860 | SWAIN |
| 210 | CLAY | 540 | LINCOLN | 870 | TRANSYLVANIA |
| 220 | CLEVELAND | 550 | MACON | 880 | TYRELL |
| 230 | COLUMBUS | 560 | MADISON | 890 | UNION |
| 240 | CRAVEN | 570 | MARTIN | 900 | VANCE |
| 250 | CUMBERLAND | 580 | MCDOWELL | 910 | WAKE |
| 260 | CURRITUCK | 590 | MECKLENBURG | 920 | WARREN |
| 270 | DARE | 600 | MITCHELL | 930 | WASHINGTON |
| 280 | DAVIDSON | 610 | MONTGOMERY | 940 | WATAUGA |
| 290 | DAVIE | 620 | MOORE | 950 | WAYNE |
| 300 | DUPLIN | 630 | NASH | 960 | WILKES |
| 310 | DURHAM | 640 | NEW HANOVER | 970 | WILSON |
| 320 | EDGEcombe | 650 | NORTHHAMPTON | 980 | YADKIN |
| | | | | 990 | YANCEY |

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H. Offense Code Chart

To view a complete listing of criminal offense codes, their descriptions, North Carolina General Statute or common law reference, and relevant dates, please visit NCCourts.org > Citizens > Court Performance and Statistics > [Statistics](#) > NC Courts Offense Codes.

The “NC Courts Offense Code” list is posted online as an Excel document. Codes are in numerical order (Column B). To date there are 1,971 unique misdemeanor (M) and felony (F) codes. Sort contents by clicking the dropdown arrows available in the title boxes on Row 1 and making your selection(s).

| 1 | Code | Offense Description | NC General Statute | Offense Start Date | Offense End Date | Class Start Date | Class End Date | DWI and IC Repor | Max Da | |
|----|------|----------------------------------|--------------------|--------------------|------------------|------------------|----------------|------------------|--------|----------|
| 2 | 0910 | F MURDER OF AN UNBORN CHILD | 14-23.2 (A) | 20111201 | 99999999 | ?? | 20111201 | 99999999 | No | 20111201 |
| 3 | 0915 | F VOL MANSLAUGHTER UNBORN CHILD | 14-23.3 (A) | 20111201 | 99999999 | D | 20111201 | 99999999 | No | 20111201 |
| 4 | 0916 | F INV MANSLAUGHTER UNBORN CHILD | 14-23.4 (A) | 20111201 | 99999999 | F | 20111201 | 99999999 | No | 20111201 |
| 5 | 0920 | F VOLUNTARY MANSLAUGHTER | 14-18 | 00000000 | 99999999 | E | 19941001 | 19971130 | No | 19971130 |
| 6 | 0920 | F VOLUNTARY MANSLAUGHTER | 14-18 | 00000000 | 99999999 | D | 19971201 | 99999999 | No | 19971201 |
| 7 | 0922 | F INVOLUNTARY MANSLAUGHTER | 14-18 | 00000000 | 99999999 | F | 19941001 | 99999999 | No | 19941001 |
| 8 | 0930 | F MURDER | 14-17 | 00000000 | 99999999 | ?? | 19941001 | 99999999 | No | 19941001 |
| 9 | 0935 | F FIRST DEGREE MURDER | 14-17 | 00000000 | 99999999 | A | 19941001 | 99999999 | No | 19941001 |
| 10 | 0940 | F SECOND DEGREE MURDER | 14-17 | 00000000 | 20121130 | B2 | 19941001 | 99999999 | No | 20121130 |
| 11 | 0941 | F ATTEMPTED SECOND DEGREE MURDER | 14-17 | 20020105 | 20021222 | C | 20020105 | 20021222 | No | 20021222 |
| 12 | 0942 | F SECOND DEG MURDER W/O REGARD | 14-17 (B) (1) | 20121201 | 99999999 | B2 | 20121001 | 99999999 | No | 20121201 |
| 13 | 0943 | F SECOND DEG MURDER DIST DRUG | 14-17 (B) (1) | 20121201 | 99999999 | B2 | 20121001 | 99999999 | No | 20121201 |
| 14 | 0944 | F SECOND DEGREE MURDER | 14-17 (B) | 20121201 | 99999999 | B1 | 20121001 | 99999999 | No | 20121201 |
| 15 | 0945 | F SOLICITATION TO COMMIT MURDER | COMMON LAW | 00000000 | 19941003 | E | 19941001 | 19941003 | No | 19941003 |
| 16 | 0950 | F ATTEMPTED MURDER | COMMON LAW | 00000000 | 20020104 | ?? | 19941001 | 99999999 | No | 20020104 |
| 17 | 0951 | F ATTEMPTED FIRST DEGREE MURDER | COMMON LAW | 20020105 | 99999999 | B2 | 20020105 | 99999999 | No | 20020105 |
| 18 | 0955 | F SOLICITATION TO COMMIT MURDER | 14-18.1 | 00000000 | 19961130 | - | - | - | No | 19961130 |

North Carolina General Statutes (listed in column E above) are posted on the North Carolina General Assembly website at www.ncga.state.nc.us.

The screenshot shows the homepage of the North Carolina General Assembly. At the top, there is a search bar with options for 'FULL SITE SEARCH', 'SEARCH BILL TEXT', 'FIND A BILL', and 'VIEW MEMBER INFO'. Below the search bar is a navigation menu with links like HOME, HOUSE, SENATE, ABOUT NCGA, etc. The main content area includes a welcome message and a 'SHORTCUTS' section. In the 'SHORTCUTS' section, there is a link for 'General Statutes' which is highlighted with a red box and an arrow pointing to it from the label 'SHORTCUTS General Statutes'.

From the homepage, look for the SHORTCUTS section in the right-hand column and click on **General Statutes**.

Use the Look-Up or Search feature to find and view the text of a particular North Carolina General Statute.

The screenshot shows the NCGA website interface. At the top, there is a navigation menu with links: HOME, HOUSE, SENATE, ABOUT NCGA, AUDIO, CALENDARS, COMMITTEES, LEGISLATION/BILLS, REDISTRICTING, WHO REPRESENTS ME?, CITIZEN GUIDE. Below the navigation menu is a search bar with the following options: FULL SITE SEARCH: type search criteria (Go), SEARCH BILL TEXT: 2013-2014 Session (dropdown) type search criteria (Go), FIND A BILL: 2013-2014 Session (dropdown) enter bill # (e.g., S253) (Go), and VIEW MEMBER INFO: Select a member... (dropdown) (Go). The main content area is titled "NC General Statutes" and includes a "NOTE" about changes in the 2013 Session. Below the note is a "Browse" section with links to "NC Statutes Table of Contents" and "NC Statutes and Session Laws affected by ratified bills". The "Look-Up" section is highlighted with a black box and an arrow labeled "Look-up". It contains a text input field for "enter chapter #" and a "Go" button, with an example "17D-4" below. The "Search" section is also highlighted with a black box and an arrow labeled "Search". It contains a dropdown menu for "All Chapters", a text input field for "enter search criteria", a dropdown menu for "Return Sections", and a "Search" button. On the right side of the page, there is a "PRINTABLE VERSION" link and a "NCGA DIVISION LINKS" section with a list of links: Legislative Library (In the Spotlight), Fiscal Research Division, Legislative Drafting Division, Program Evaluation Division, Research Division, Legislative Publications, and NCGA Career Opportunities. Below this is a "SHORTCUTS" section with links to General Statutes (Table of Contents), Session Laws, Staff Contact Info, NCGA Mobile website, and Help. At the bottom right, there is a "Chamber Dashboard" icon and the "nc.gov" logo.

I. Help

| Topic | Resource | Contact |
|---|--|---|
| Legal terms | Glossary | http://www.nccourts.org/Citizens/Publications/LegalTerms.asp |
| Technical issues | NCAOC Help Desk | 919 890-2407 To ask about technical difficulties when navigating ACIS. |
| Local procedure and courtroom information | Clerk of Superior Court | http://www.nccourts.org/Courts/OCO/Clerk/Default.asp Or ask a clerk of court in your county office. |
| ACIS Public Inquiry Reference Guide | NCAOC Training and Development Division | 919 890-1284 To provide comments and suggestions about this guide. |

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Prepared by

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