

Laser Fax

Modification 5
Modification 5.13
March 16, 2005

NOTICE OF LICENSE SUSPENSION

The Notice of License Suspension (AOPC 650) can now be printed for a defendant charged with violating compulsory attendance requirements. The language on the form has been revised to include charges related to 24 P.S. § 13-1333. When the form prints an 'X' will appear in front of the applicable charge.

BORO/TWP/CITY CODE

On the Case Entry screen, be sure to record the specific borough or township code in the Boro/Twp/City field if a statute is the offense being cited. We have found instances where a general code of CTY (County) has been recorded for cases that have offenses charging a state statute. If an officer doesn't specify the code on the citation or complaint, you should make the citing officer aware.

Please note that the code of CTY can be used if the offense is a county ordinance since this will save you keystrokes on the Initial Charge screen.

LIVESCAN TRACKING NUMBER (LTN) FIELD ON CRIMINAL COURT CASE ENTRY AND MAINTENANCE SCREEN

Since a few questions have recently arose regarding LTN and OTN assignments, the procedures are being reviewed in the following paragraphs of this laser fax. Be aware that procedures have not changed since the date this laser fax was originally sent in March of 2004. This is only a review or reminder of LTN/OTN procedures.

Many central booking centers and police agencies across the state are using LiveScan Technology to fingerprint and identify individuals electronically. The police use LiveScan to obtain a positive identification, and then will enter the LiveScan Tracking Number (LTN) on the Police Criminal Complaint. District court staff records this number in the OTN field on the Criminal Court Case Entry screen.

We have received numerous calls with regard to the OTN being assigned by court staff and later the police provide the court with an already assigned LTN. Since the two different numbers cause unmatched records at the State Police repository, the case should have been deleted and redocketed using the LTN in the OTN field.

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The LTN can now be recorded in the DJS in the new LTN field on the Criminal Court Case Entry screen which will eliminate the need to delete and redocket these cases. In other words, you can now cross reference the LTN in the case if the OTN differs without redocketing the case. Both fields will be transmitted to the State Police and records will be matched.

When docketing the complaint, the new LTN field will appear on the Criminal Court Case Entry screen when the following is true:

- ? if you answer "Y" to Assign OTN or
- ? if you answer "N" to Assign OTN and the OTN number does NOT start with "L".

If either of the above conditions is true, after you press enter, a warning message "CSW0194 RECORD LTN IF ONE EXISTS" will appear. If you enter a LTN, after you press enter, another warning message "CSW0197 PLEASE VERIFY THAT THE LTN IS CORRECT" will appear.

The correct format must be used for the successful entry of the LTN. The format of the number should be an "L", a space, six digits, a hyphen, and a single digit (ex: L 123456-7). The LTN field is not a required field.

If you answer "N" to Assign OTN and the OTN you enter starts with "L", the LTN field will not appear.

On the Criminal Court Case Maintenance screen, the new LTN field will always appear. If the LTN or the OTN starting with "L" were entered on the Criminal Court Case Entry screen, that number will appear on the maintenance screen in the new LTN field as Inquiry Only. Any existing criminal cases that have an OTN starting with "L" will now appear in the new LTN field.

If the LTN was not entered on the Criminal Court Case Entry screen, and you receive one at a later date, you can enter it through the Maintenance screen in the new LTN field.