



DMV_Call
USER GUIDE

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Introduction to DMV_Call

DMV_Call provides access to New York State Department of Motor Vehicles giving you the ability to do Abstract searches based on Motorist (or Client) ID. You can search on multiple motorists at one time or just one driver. Names can be transferred from The CourtRoom Program based on calendar date or the date the ticket was electronically downloaded from DMV into The CourtRoom Program, or a single name can be transferred right from the Case Information screen.

To use DMV_Call your court must first be registered with DMV's VPass system. To obtain access to VPass please call DMV at 1-800-948-7533. Call SEi after you've received the User ID and password and we'll help you setup DMV_Call.

Getting Started

If you are already using VPass, you can start using DMV_Call immediately. If you don't have access to VPass, you must first contact DMV. Once you have a user id and password, you must go on the VPass website to initiate your VPass account. After you've accessed VPass through their website, call us to setup DMV_Call. The installation normally takes about 10 to 15 minutes. Have your VPass information handy. Once DMV_Call is installed it is listed as an option under MAIN in the CourtRoom Program.

Following is the Setup Screen. You'll need help from SEi entering this information.

The screenshot shows the 'Setup DMV Call' window with the following fields and annotations:

- Dial-Up Information:**
 - Dial-Up Account Number: [Redacted]
 - Dial-Up Primary Password: [Redacted]
 - Dial-Up Secondary Password: [Redacted]
 - DMV Dial-Up Call-in Number: 1(518)402-2600
 - Modem is on ??? Reset the Modem Port

Annotation: An old method for doing plate searches, now we use PREED
- VPass Information:**
 - VPass Account Number: NY123143 (User ID)
 - VPass Password: dmvcall (Password)

Annotation: Enter V_Pass information here for motorist ID searches
- PREED Information (For Plate Searches):**
 - PREED User ID: 11223311
 - PREED Password: 14129
 - DMV button

Annotation: Enter PREED information here for doing Plate searches
- Additional Fields:**
 - Expiration Date: 12/31/2009
 - Registration Key: 123468
 - Automatic Passwords
 - Debug mode

Annotation: SEi setup for DMV_Call

Buttons: Ok, Cancel

Using DMV_Call

Names are imported into DMV_Call from a calendar list, a list of imported electronic tickets, individually from a case or added manually. The imported names are listed down the left hand side of the screen with a checkbox. The rest of the information fills in either from The CourtRoom program or after the DMV search has been made.

DMV Call Record 2 of 2

Names imported from The CourtRoom Program

A green checkmark indicates record has been searched and match was made

After search is made, abstract information shows here

The following key descriptions are based on how the program is used, not in the order the keys are displayed on the DMV_Call screen.

Import Normally, records to be searched are entered into the program by importing from a court calendar or from a list of imported tickets.

Import DMV-Call ...

Import from Calendar List

Import from XML Tickets

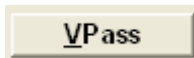
Start Date: 09/09/2009

End Date: 09/09/2009

OK CANCEL

The court calendar can be created in The CourtRoom Program or in DMV_Call. Only VTL cases are included. Abstracts for out of state defendants are included if a match is made in DMV.

The list of XML tickets is based on the date the tickets were imported into The CourtRoom Program.



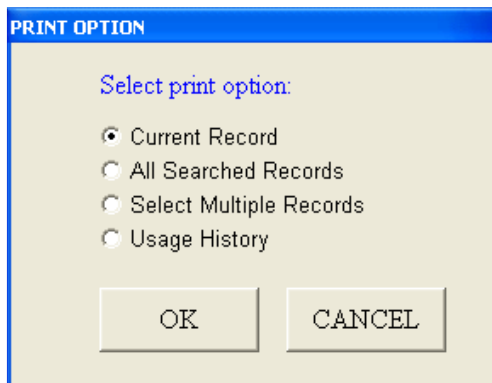
After importing names to search, click this button to start the DMV VPass search. **If this button is not highlighted your VPass User ID and Password have not been entered on the Setup Screen. Call SEi for assistance.**



Normally, this button is not activated. There are only a few courts using dial-up access to DMV. Most courts use PREED.



Once a search has been completed and abstract information displays in the large black box, the abstracts can be printed.



Select one record to print or choose to print all the currently searched records. Another option is to identify certain records to be printed. Following, is a sample of a printed abstract.

**Driver History Report
Someburg Town Court**

DMV_Call

DRIVER INFORMATION:	HISTORY: AS OF / /
Dick, Daniel W	
SEX: M DOB: 09/11/1987 EYES: HEIGHT:	
M ID#: CLIENT: 515-119-373	
CLASS: RSTRCT: STATUS: EXPIRE: / /	
COUNTY:	

NOTE: Some courts print all abstracts before court, attaching them to each individual's paper file. Others complete the DMV_Call search before court and only print a selected abstract as required. **ALSO,** some courts keep DMV_Call open on the task bar for easy searching during the day.

DMV requires a log to be maintained indicating searches made. The report is generated based on search dates.

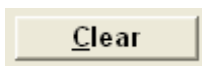
Someburg Town Court DMV_Call Usage Report

DMV Searches From: 08/01/08 to 08/31/08
Report date: 09/09/09
Page 2 of 2

Reference	Type	Search	Status	Operator	Date
08080028	C	080-700-000	C	SSM	08/19/08
08070015	C	080-700-000	C	SSM	08/19/08
08010066	C	080-700-000	C	SSM	08/19/08
08050030	C	080-700-000	C	SSM	08/19/08
08050073	C	080-700-000	C	SSM	08/19/08

Search Types:
M -> Driver Name/DOB C -> Client ID I -> Old Driver ID
P -> Plate Number O -> Owner Name/DOB V -> Vin Number

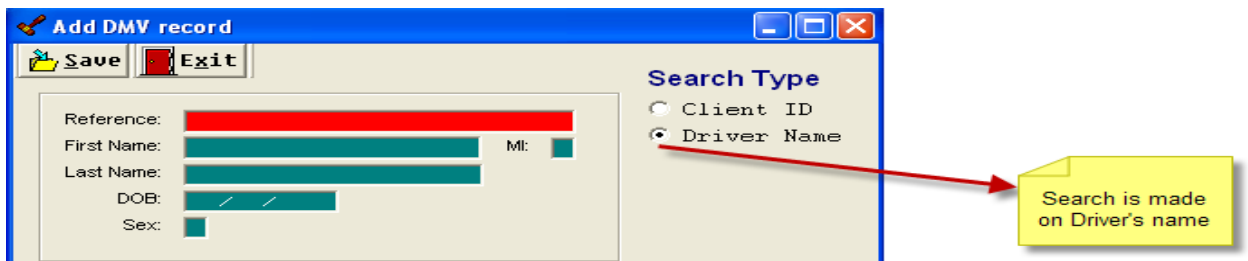
Status Codes:
C -> Search Completed OK F -> Search Failed

 Delete the current list from the DMV_Call screen

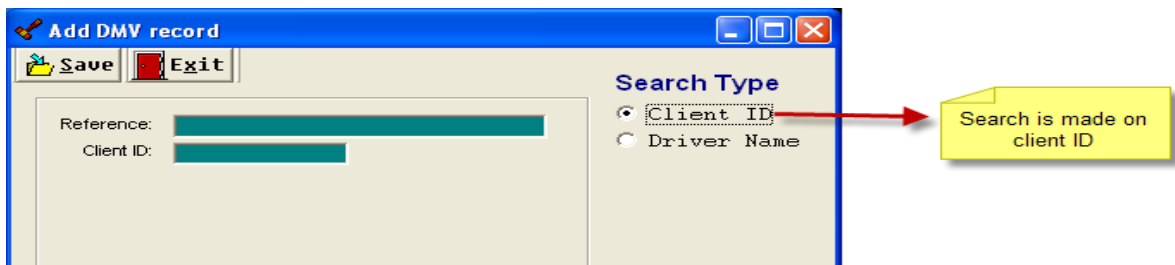
OPTIONS FOR PUTTING NAMES IN DMV_Call

In addition to importing calendars or electronic ticket XML files, individual names may be added to DMV_Call:

- ◆ From the CourtRoom Program Case Information screen hold down the CTRL key and touch the F8 key.
- ◆ Go into DMV_Call and click NEW



The screenshot shows the 'Add DMV record' dialog box. The 'Search Type' section has two radio buttons: 'Client ID' and 'Driver Name'. The 'Driver Name' radio button is selected. A red arrow points from the 'Driver Name' radio button to a yellow callout box that says 'Search is made on Driver's name'. The form fields include Reference, First Name, Last Name, DOB, Sex, and MI.



The screenshot shows the 'Add DMV record' dialog box. The 'Search Type' section has two radio buttons: 'Client ID' and 'Driver Name'. The 'Client ID' radio button is selected. A red arrow points from the 'Client ID' radio button to a yellow callout box that says 'Search is made on client ID'. The form fields include Reference and Client ID.

Identify the type of search you want based on the driver information you have. Enter the appropriate information and select VPass to begin the DMV search. **NOTE: You do not need to put anything in the Reference field.**