**Guides to Entering Dispositions for Transmission to BCI for Courts Using CMI, CourtView, and Henschen Case Management Systems**

The attached guides are intended to assist courts with entering data in a format that will be accepted for electronic reporting by BCI. The CMI and CourtView guides were developed by Supreme Court staff with the assistance of Delaware Municipal Court, Montgomery County Common Pleas Court, Montgomery County Municipal Court, and the Union County Clerk of Courts, in addition to the valuable feedback of CMI and CourtView staff. The Henschen guide was provided by Henschen and Associates staff based on a draft provided by Supreme Court staff.

Please feel free to contact the OCN Help Desk with any questions or comments about the guides at OCNHelp@sc.ohio.gov or (614) 387-9980. We plan to add guides for other case management system vendors in the future, so if your vendor is not currently represented and you would like to work with us on the creation of a guide, please contact the OCN Help Desk.

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**CMI Courts' Guide to Entering Dispositions for Transmission to BCI**

The purpose of this guide is to help you to enter data in a way that will allow your disposition information to be accepted by BCI, whether it is submitted through your court's nightly Ohio Courts Network updates or directly to BCI in an electronic report generated by your case management system. For that reason, we will only be discussing fields relevant to the BCI disposition reporting process. An ITN and/or a combination of a Social Security Number and Date of Arrest are the primary pieces of data required for BCI to match your disposition to the relevant arrest. The information in the other fields we will discuss is also important to ensuring complete and accurate disposition reporting. While we strongly encourage the electronic submission of dispositions to BCI for purposes of accuracy and timeliness, please remember that expunged and sealed cases, in addition to corrected disposition records, must be submitted directly to BCI by mail.

**Case Screen**



| | |
|---|---|
| 1. | Enter the full 9-digit Social Security Number here. If the defendant's name and personal details do not automatically populate when you enter the SSN, you will need to enter all of their details in the appropriate fields in the screen above. |
| 2. | Click on the binoculars to select the appropriate ORC or ordinance code. Make sure to update this field if the final disposed charge differs from the original (the original charge can then be noted on the Violation Tab of the Violation Screen). |
| 3. | Enter the full ITN from ITN card provided by the citing law enforcement agency here. |

| All charges listed on the fingerprint card will require an ITN to be entered. |
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**Violation Screen – Violation Tab**



1. Case counts/charges will be listed here as you enter them – make sure to enter the appropriate disposition information for every charge.

   **Special Note for a Single Sentence applied to Multiple Charges:**
   If a single sentence is being applied to multiple charges, only enter sentencing details on one charge and not on each related charge.

2. This description should appear when you fill in the Section Cd field above.

3. If you are reporting your dispositions to BCI through the OCN, enter any additional sentence information not captured in other fields here. If you are sending your dispositions to BCI directly, you will use the Additional Court Provisions field on the BCI&I Screen.

4. Enter the violation date from the ticket or criminal complaint here, in MM-DD-YYYY format.

5. Enter the fine amount as a number (no dollar sign) here. If you use Court Compass, this may be entered there and carried over to this screen.

6. Select the finding code here. If you use Court Compass, this may be entered there and carried over to this screen.

   **Special Note for a Single Sentence applied to Multiple Charges:**

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| | If a single sentence is being applied to multiple charges, you will need to select the finding code that identifies the charges as being merged.  You will apply the same finding code to each charge.  If you do not currently have a code for merged sentencing, one will need to be added through the Setup/Utilities menu on the "Finding" table. Please make sure to include "390" in your code. |
| 7. | Enter the finding date here when the case is disposed, in MM-DD-YYYY format. If you use Court Compass, this may be entered there and carried over to this screen. |

**Violation Screen – Jail/Probation Tab**



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| 1. | Enter the number of days probation here as a whole number – for example, enter 30 for 30 days. If you use Court Compass, this may be entered there and carried over to this screen. |
| 2. | Enter the Jail Term as a whole number here – for example, enter 30 for 30 days. If you use Court Compass, this may be entered there and carried over to this screen. |
| 3. | Enter the Suspended Jail Term as a whole number here – for example, enter 30 for 30 days. If you use Court Compass, this may be entered there and carried over to this screen. |

**BCI&I Screen**

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| 1. | If you are reporting your dispositions directly to BCI, enter any additional sentence information not captured in other fields here. If you are sending your dispositions to BCI through the OCN, you will use the Conditions of Sentence field on the Violation Tab of the Violation Screen. |

**CourtView Courts' Guide to Entering Dispositions for Transmission to BCI**

The purpose of this guide is to help you to enter data in a way that will allow your disposition information to be accepted by BCI, whether it is submitted through your court's nightly Ohio Courts Network updates or directly to BCI in an electronic report generated by your case management system. For that reason, we will only be discussing fields relevant to the BCI disposition reporting process. An ITN and/or Social Security Number is the primary piece of data required for BCI to match your disposition to the relevant arrest, but the information in the other fields we will discuss is also important to ensuring complete and accurate dispositions. Please note that this guide is based upon images gathered from the CV2 system – while the screens of the CV3 system have a different appearance, the same guidance applies.

While we strongly encourage the electronic submission of dispositions to BCI for purposes of accuracy and timeliness, please remember that BCI requires expunged and sealed cases, in addition to corrected disposition records, to be submitted directly by mail.

# Traffic/Criminal Initiation Screen



| 4. | Enter the full 9-digit Social Security Number here – it may be already populated from the Identity screen or from InCourt, but ensure that it is correct here so it will be accepted by BCI. |
|---|---|
| 5. | Add each count/charge here. Counts/charges will be numbered in the order they are added. Enter the action code for each count/charge into the description field and click the arrow to select the appropriate description. Make sure that both the action code and description fields are populated after you have done this. |
| 6. | The case number should appear here, and will be automatically generated by your CourtView systemor the prosecutor's office. |

**Party Charge Selection Screen**



1. If you did not already add the counts/charges on the Traffic/Criminal Initiation screen, click here to add each count/charge. Counts/charges will be numbered in the order they are added. Once the counts/charges are added, you will be able to select each count/charge to enter the details – make sure to enter full detail, including disposition information, for each count/charge.

   **Special Note for a Single Sentence applied to Multiple Charges:**
   If a single sentence is being applied to multiple charges, you will need to select the finding code that identifies the charges as being merged.  You will apply the same finding code to each charge.  If you do not currently have a code for merged sentencing, one will need to be added either through your table maintenance menu or by contacting CourtView so they can add it for you.  Please make sure to include "390" in your code.

## Party Charge Maintenance Screen



| 8. | Enter or select the ORC number here. This is the field that will be transmitted to BCI, unless there is an amended charge entered below in item 5. This information should be automatically populated with what you entered on the case initiation screen, but please make sure that it is populated here. |
|---|---|
| 9. | The charge description should be automatically populated here when the ORC is selected above. This information should be automatically populated with what you entered on the case initiation screen, but please make sure that it is populated here. |
| 10. | Select the charge degree here. This information should be automatically populated with what you entered on the case initiation screen, but please make sure that it is populated here. |
| 11. | Enter the offense date from the indictment, ticket, or criminal complaint here, in the format shown (MM/DD/YYYY). The date may already be populated by the prosecutor's office or InCourt; or carried forward from what you entered on the case initiation screen; but ensure that it is correct here so the record will be accepted by BCI. |
| 12. | If the charge has been amended since the Action Code was initially entered in item 1 above, enter or select the amended charge information here. If these fields are populated, this data will be sent to BCI instead of the information in item 1. This field may be automatically populated with data entered through InCourt, but please make sure that it is correct here. |
| 13. | Enter the full ITN here as provided on the fingerprint card or by the prosecutor's office. |

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| 14. Enter the date of the disposition/court appearance here in the format shown (MM/DD/YYYY). This field may be automatically populated with data entered through InCourt, but please make sure that it is correct here. |
| 15. Select or type in the disposition code here. The code will display as text even if you enter the numeric code. This field may be automatically populated with data entered through InCourt, but please make sure that it is correct here. |
| 16. Please note that text entered into the comments box is NOT transmitted to BCI, so it is important to use the fields on the Party Charge Sentence Maintenance Screen to ensure that your sentencing information is complete. |

# Party Charge Sentence Maintenance Screen



**Please note that this screen should be used by courts reporting via the OCN – data entered on this screen will NOT be transmitted if you are reporting directly to BCI. Courts reporting directly to BCI should use the BCI&I reporting screen described on the next page.**

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|---|---|
| 4. | Enter the fine amount as a whole number here, with no decimals or dollar signs. This field may be automatically populated with data entered through InCourt, but please make sure that it is correct here. |
| 5. | Enter the number of years, months, or days of jail here as a whole number in the appropriate box. In the example above 30 has been entered in the "days" box, indicating 30 days. This information may also be entered on the Party Charge Jail Time Maintenance screen and carried over to this field, or may have been entered through InCourt, but make sure it is correct here since this is the field that will be transmitted. |
| 6. | Enter the number of days of suspended jail time here as a whole number. This information may also be entered on the Party Charge Jail Time Maintenance screen and carried over to this field, or may have been entered through InCourt, but make sure it is correct here since this is the field that will be transmitted. |
| 7. | Enter the number of years, months, or days of probation here as a whole number in the appropriate box. This information may also be entered on the Party Charge Jail Time Maintenance screen and carried over to this field, or may have been entered through InCourt, but make sure it is correct here since this is the field that will be transmitted. |

**BCI&I Reporting Screen**



**Please note that this screen should be used by courts reporting directly to BCI – data entered on this screen will NOT be transmitted if you are reporting to BCI via the OCN. Courts reporting to BCI through the OCN should use the Party Charge Sentence Maintenance Screen described on the preceding page.**

1. At least one sentencing provision must be selected or entered for transmission to BCI. Additional detail, such as the term, should be entered in the Restriction Text field using whole numbers and single letter labels, as shown in the example above (e.g. 5Y = 5 years).

**Henschen Common Pleas Courts' Guide to Entering Dispositions for Transmission to BCI**

The purpose of this guide is to help you to enter data in a way that will allow your disposition information to be accepted by BCI, whether it is submitted through your Court's nightly Ohio Courts Network (OCN) updates or directly to BCI in an electronic report generated by your case management system. For that reason, we will only be discussing fields relevant to the BCI disposition reporting process. An ITN and/or Social Security Number is the primary piece of data required for BCI to match your disposition to the relevant arrest, but information in the other fields we will discuss is also important to ensuring complete and accurate dispositions.

While we strongly encourage the electronic submission of dispositions to BCI for purposes of accuracy and timeliness, please remember that BCI requires expunged and sealed cases, in addition to corrected disposition records, to be submitted directly by mail.

If you are planning to report a disposition to BCI through the OCN you will need to retrieve your case and verify that specific fields have been populated. Once you have retrieved your case, you will be able to review the case information to review and/or fill in the following:

- Case number, which has been assigned by the case management system during the case creation.
- 9-digit Social Security Number (SSN), entered during case creation. If you need to add the SSN, please add it on the party screen.
- Incident Tracking Number (ITN), which has been provided by the fingerprinting agency on the Final Disposition Form 2-71.
- Sentence Date, once this date is entered you will have a list of charges filed in the case. You will need to select and enter the disposition for each charge.
- On the Criminal Violation Information screen you will see the Ohio Revised Code (ORC), description and degree.
- If the charge is amended, please make sure you enter the amended charge information in the Amended Violation area.
- The Sentence Date should already be filled in with the date entered on the Criminal Case Info Screen.
- The last area that needs data is Sentencing. This is required to be laid out in a format that OCN can pass to BCI. Enter sentencing verbiage starting with Plead and Found.

| PLEA CODES | FOUND CODES |
|---|---|
| G - Guilty | G - Guilty |
| NC - No Contest | M - Merged |
| NG - Not Guilty | N - Not Guilty |
| | R - Reduced |
| | D - Dismissed |

Example:
PLEAD G FOUND G. 5 YEARS COMMUNITY CONTROL WITH CONDITIONS. 40 DAYS LOCAL INCARCERATION WITH 40 DAYS SERVED. PAY $100 FINE, COSTS AND RESTITUTION.

If you want to continue sending your dispositions directly to BCI, you will need to complete the above steps along with the following process.

- Once you have completed the Criminal Violation Information screen, the system will move you to the BCI Disposition screen. A lot of the information will be carried into this screen from the Criminal Violation Information screen, but you will need to complete this screen by entering all applicable data.
- Arrested Date should be found on the Final Disposition Form 2-71 provided by the fingerprinting agency.
- BCI Code (CDN), a number provided by BCI used to report disposition of the offense.
- Court Provision-BCI (CPN) codes are numbers provided by BCI used to describe the sentencing provisions.
- Court Provision-Additional Description (CPL) is for information or provisions which cannot be described using the CPN codes. This information should not be abbreviated. If abbreviations are necessary due to space limitations, they should be understandable to the general public.

To submit the completed BCI Disposition screen records directly to BCI you must navigate to the BCI Information Menu.

From the BCI Information Menu run the BCI Error Report. If an Error Report prints you need to access the record with the error through the BCI Information File and correct the error. Once the error has been corrected, rerun the Error Report. If no report prints, move on to the BCI Extract Reporting option. This option will create an extract file that you will submit to BCI through Filezilla using the "drag and drop" method.

**Henschen Municipal and County Courts' Guide to Entering Dispositions for Transmission to BCI**

The purpose of this guide is to help you to enter data in a way that will allow your disposition information to be accepted by BCI, whether it is submitted through your Court's nightly Ohio Courts Network (OCN) updates or directly to BCI in an electronic report generated by your case management system. For that reason, we will only be discussing fields relevant to the BCI disposition reporting process. An ITN and/or Social Security Number is the primary piece of data required for BCI to match your disposition to the relevant arrest, but the information in the other fields we will discuss is also important to ensuring complete and accurate dispositions.

While we strongly encourage the electronic submission of dispositions to BCI for purposes of accuracy and timeliness, please remember that BCI requires expunged and sealed cases, in addition to corrected disposition records, to be submitted directly by mail.

If you are planning to send your BCI by the means of OCN you will need to retrieve your case. Once you have retrieved your case you will be able to review the case information. Items you will need to check and/or fill in will be the following:

- Case number, which has been assigned by the case management system during case creation.
- 9-digit Social Security Number (SSN), entered during case creation. If you need to add the SSN, please add it on the party screen.
- Incident Tracking Number (ITN), which has been provided by the fingerprinting agency on the Final Disposition Form 2-71.
- If the charge has been amended, enter the Violation Information screen by selecting the 'View' option at Violation Info on the case screen. On the Violation Information Screen, navigate to the Section Number. Select the Reduce/Amend Charge option and enter the amended information.
- On the Case Information screen, navigate to Dispo and select the 'View' option then select 'C - Conviction Info' to display the History Information screen.
- Enter the Disposition Date.
- Enter the Defendant's Plea.
- Enter the Defendant Found information
- Enter additional disposition information: Fine, costs, jail, etc.

If you want to continue sending your dispositions directly to BCI, you will need to complete the above steps along with the following process.

- Once you have completed the History Information screen to include the disposition information, return to Dispo on the Case Information screen and select the 'View' option. Select 'I - BCI Info' and the system will move you to the BCI Disposition Screen. A lot of the information will be carried into this screen from the History Information screen, but you will need to complete this screen by entering all applicable data.

- Arrested Date should be found on the Final Disposition Form 2-71 provided by the fingerprinting agency.
- BCI Code (CDN), a number provided by BCI used to report disposition of the offense.
- Court Provision-BCI (CPN) codes are numbers provided by BCI used to describe the sentencing provisions.
- Court Provision-Additional Description (CPL) is for information or provisions which cannot be described using the CPN codes. This information should not be abbreviated. If abbreviations are necessary due to space limitations, they should be understandable to the general public
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