



## **Integrating External Court Records with the Oklahoma Department of Public Safety's Online Court Reporting System**

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## **Table of Contents**

Table of Contents .....	2
Executive Summary .....	3
About the DPS Court Reporting System .....	4
Interfacing with the Court Reporting System .....	4
Overview .....	4
Getting Connected .....	4
Activating the DPS/CRS 3 <sup>rd</sup> Party Data Provider Account .....	4
Creating files .....	5
File Format .....	5
File naming convention .....	5
File layout .....	5
Sending Data .....	6
Sending data via HTTPS.....	6
File Processing.....	6
Error Notification.....	7
Appendix A: Application for DPS/CRS 3 <sup>rd</sup> Party Data Provider Access.....	9

## ***Executive Summary***

The Oklahoma Department of Public Safety's new Online Court Reporting System allows for the efficient transmission of Commercial Driver License Convictions by Courts via a web-based application. This system provides an interface for selected third parties to upload data to that system. This document covers the technical details of gaining access to the 3<sup>rd</sup> party Data Provider System, transferring data to the DPS/CRS as well as other important features.

## ***About the DPS Court Reporting System***

The DPS/CRS allows selected courts to report convictions of commercial driver licenses to the Oklahoma Department of Public Safety through a web-based interface. The web based application replaces the existing manual system in which courts mailed court documents to DPS who in turn manually entered the data into their database. The new application allows for records to show up in the system within hours rather than days.

## ***Interfacing with the Court Reporting System***

### **Overview**

Interfacing with the DPS/CRS is simple, but there are several steps that need to be completed before sending data. This section will discuss how to create and configure an account, how to send data and how to view information about data transfers.

### **Getting Connected**

Before data can be sent, a DPS/CRS 3<sup>rd</sup> Party Data Provider account must be registered. To register an account, fax the completed application found in Appendix A to 1-405-524-3469 or contact an OK.gov Customer Service Representative by calling 1-800-524-3468 x 0 or [helpdesk@www.ok.gov](mailto:helpdesk@www.ok.gov). Please note that a valid email address is required to set up an account. Once the application has been approved an email will be sent to the email address provided with a link to activate the account.

### **Activating the DPS/CRS 3<sup>rd</sup> Party Data Provider Account**

Clicking the activation link in the confirmation email will direct the account holder to an account activation web page. To activate the account the account holder will be asked to provide a secure password and to select and answer two Security Verification Questions. These questions will be used in the event that the account holder needs to reset their password.

#### **Choosing a secure password**

Secure passwords are vital to the overall security of the DPS/CRS therefore we have implemented the following policies for system passwords:

All passwords should be at least 8 characters in length

All passwords should contain characters of mixed case, numbers and special characters.

The same password cannot be used for 3 consecutive changes.

Passwords should not contain multiple consecutive characters.

Passwords expire every 90 days. Users will be asked to update their passwords after their first login after the password has expired.

Passwords should not be based on the user's login id or common words

**Examples of Insecure Passwords:**

1234  
abcd1234  
johndoe  
oklahoma

**Examples of Secure Passwords:**

#j0Ut%2r+xp5  
n\*m\_7o(k

Once the account has been successfully activated the account holder will be forwarded to the DCS/CRS 3<sup>rd</sup> Party Data Provider Control Panel. This page contains tools for uploading data files via HTTPS, viewing system and error logs and for creating additional user accounts.

**Creating files**

In order to send data to the DPS/CRS, 3<sup>rd</sup> parties must ensure that files are formatted and named according to the following standards. Files that do not meet these standards will be rejected. See the 'Error Notification' Section for more information on rejected data files.

**File Format**

Files should be in a standard comma separated values (CSV) text file format. Files should use the standard carriage return/line feed (CRLF) line ending.

**File naming convention**

Files should be named using the following convention.

**City/County Code \_ Timestamp . csv**

For example, if the City of Midwest City were to send a file at 5:30PM on September 1<sup>st</sup>, 2006 the filename would be:

**5555\_200609011730.csv**

**File layout**

All files must be sent with data that matches the following layout. Fields that are not required, MUST be represented in the CSV record layout with a comma separator:

## ***Sending Data***

HTTPS provides secure file transfer via a web based form in the 3<sup>rd</sup> Party Data Provider Control Panel.

### **Sending data via HTTPS**

Users will use the Secure File Transfer Tool available in the 3<sup>rd</sup> Party Data Provider Control Panel. To access the tool, select the Secure File Transfer Tool link. The user will be presented with a HTML File Upload control. Click the “Browse” button to view a File Selection Dialog. Browse your system to select the desired file the click “OK” in the dialog. The HTML File control will be populated with full path and name of the file you selected. Click “Upload” to begin the file transfer process. If the transfer fails, the user will be notified of the failure with reasons and possible solutions. Once the file transfer is complete, the File Transfer Tool will provide a notification of success to the user and the file will be placed into the file processing queue.

### **File Processing**

Once files have been successfully transferred to the DPS/CRS they will be placed into the file processing queue. Files are processed in batch, on a first in-first out basis. The File Processing Progress Tool will provide users with up-to-date information on the progress of their data files. The tool is available in the 3<sup>rd</sup> Party Data Provider Control Panel by clicking on the File Processing Progress Tool. The tool will present the user with a list of uploaded files ordered by upload date with the current status indicated.

#### **File Processing Statuses and Definitions**

**Pending:** The file has been successfully transferred but is waiting to be processed.

**In Progress:** The file is currently being processed.

**Error:** There was a problem processing the file. Check error logs to determine the reason(s). Once the record is corrected, transfer the record again to initiate processing.

**Completed:** The file has been successfully processed.

Field Name	Data Type	Max Length	Data Format	Required
Citation Number	Alphanumeric	8		Y
County/City Code	Alphanumeric	4		Y
Case Number	Alphanumeric	9		Y
Disposition Code	Alphanumeric	1	1,3,7,8 (see code definition)	Y
Court Type	Alpha	3	MUN only	Y
Violation Code	Alphanumeric	8	(see code definition)	Y
Offense Date	Date	8	YYYYYMMDD	Y
Conviction Date	Date	8	YYYYMMDD	Y
CMV	Alpha	1	Y/N	Y
HAZMAT	Alpha	1	Y/N	Y
CDL License	Alpha	1	Y/N	Y
Last Name, First Name, Middle Name	Alphanumeric	30		Y
Sex	Alpha	1	M /F	Y
Drivers License State	Alpha	2	YY for out of state	Y w/ DL #
Drivers License Number	Alphanumeric	25	Use NONE if not provided	Y
Drivers License Class	Alpha	1	A,B,C, etc.	Y w/ DL # N if 990 and OK used or if YY used
Date of Birth	Numeric	8	YYYYMMDD	Y
Vehicle Year (2 digit)	Numeric	2	Y if Insurance Violation	Y & N
Vehicle Make	Alpha	4	Y if Insurance Violation	Y & N
Vehicle Model	Alpha	3	Y if Insurance Violation	Y & N
Tag Year (2 digit)	Numeric	2	Y if Insurance Violation	Y & N
Tag State	Alpha	2	Y if Insurance Violation	Y & N
Tag Number	Alphanumeric	8	Y if Insurance Violation	Y & N
Address	Alphanumeric	25		Y
City	Alpha	12		Y
State	Alpha	2		Y
Zip	Alphanumeric	9		Y
Height	Numeric	3		N
Weight	Numeric	3		N
Race	Alpha	1		N
Clerk First Name	Alpha	40		Y
Clerk Last Name	Alpha	40		Y

## **Error Notification**

If an error occurs during file processing users may review the error logs in the 3<sup>rd</sup> Party Data Provider Control Panel. This log will contain the citation number with description of errors. Records that contain errors will not be processed. It is up to the 3<sup>rd</sup> Party Data Provider to correct the errors and resend the record. Once the corrected record has been received it will be placed back into the File Processing Queue. Only those records with errors need to be resent. Resending the entire file will create an additional error file stating citation number already exists for this municipality.

***Appendix A: Application for DPS/CRS 3<sup>rd</sup> Party Data Provider Access***

## **Application for Access to the Oklahoma Department of Public Safety's On-Line Court Reporting System**

Submit a request on your organization's letterhead that identifies the following:

- Organization Name
- Whether the organization is a municipality or vendor
- Municipalities that will be supported from your organization
- Address (include street, city, state, zip code)
- Primary Contact information (first name, last name, phone, fax and email address)
- Signature of authority from within the organization with date of signature

### **Disposition Code Definition**

1 – Plea of Guilty

3 – Amended

7 – Bond Forfeiture

8 – Plea Nolo Contendere or Court Conviction

For more information on the Violation Codes, please review the ["Oklahoma Motor Vehicle Violation Codes"](#).