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# OHIO BUREAU OF CRIMINAL INVESTIGATION
# COURT REPORTING PROCEDURES

Courts sending disposition information electronically to the Ohio Bureau of Criminal Investigation (BCI) either via FTP or the Ohio Courts network (OCN) will still need to report certain things manually to BCI – either through fax or mail.  The following information highlights some of the more frequent instances where courts will need to communicate with BCI through manual reporting.

**Corrections/Modifications:**
BCI has a court correction form in electronic format that can be filled out  or corrections to dispositions can be faxed or mailed on court letterhead.  Include ITN number, date of arrest and person's name, date of birth and SSN.  A journal entry is also acceptable.
Modifications or corrections to a sentence or vacate orders can also be mailed or faxed to BCI on letterhead or journal entry.  Include name, date of birth, SSN and ITN number; these can also be reported by filling out the BCI court correction form.

In either case, the completed 2-71 fingerprint card sent to the court by law enforcement can also be attached with identifiers if available.  In some cases, if you are reporting by FTP, corrections/modifications can be made electronically if your software vendor has programmed your system with this capability.  Please check with your software vendor to verify.

**Diversion and Intervention in Lieu of Conviction Information:**
Both can be submitted electronically after the person has either completed or has failed to complete the program.  It can also be submitted as continued without finding electronically, followed by reporting the final outcome via fax, email or mail.

**Probation Violations:**
If you have an ITN number specifically for the Probation Violation, you can report these electronically.  If all you have is the initial ITN number from the initial arrest, then you need to either mail or fax this information to BCI.  The reason for this is because these are entered as supplemental information onto the rap sheet and currently there is not a way to submit supplemental information electronically.

**Relief from Disability:**
Include person demographics including SSN along with the case number(s) the person has been granted relief from disability for along with the journal entry signed by a judge.  A faxed version or mailed copy of this is acceptable, it does not have to be an original.

**FAQ's regarding error messages on Electronic reports:**

**Q**:  Any time I try to submit a disposition with a code ending in "F" I get a reject message
**A**:  BCI routinely receives submissions with "F" on the end of the Ohio Revised Code indicating a felony. Since then there are new ORC's that contain an "F" at the end.  When the specification is updated accordingly, the rejections should cease.

**Q**:  Error reports don't explain why there is an error
**A**:  There are two types of reports:

Summary Reports display only fatal errors

Detailed Reports display all other errors.  A detailed report can be requested via email at

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Joyce.Myers@ohioattorneygeneral.gov

**Summary Report Fatal Errors:**
**Some errors are repeated in both reports**

**Multi-cycle with same ITN**
There are 2 or more arrests on file with the same ITN.  The program cannot determine which arrest corresponds to the disposition.
**Q:**  How do I resolve this?
**A:**  No action is necessary, BCI manually enters the information

**Multi-cycle with same DOA**
There are 2 or more arrests on file that occurred on the same day.  The program cannot determine which arrest corresponds to the disposition.
**Q:**  How do I resolve this?
**A:**  No action is necessary, BCI manually enters the information

**Required field invalid**
This message is displayed beside the field that has been entered incorrectly.  This could happen due to a variety of reasons.  Usually it is a format issue; for example, the date of birth has to be submitted YYYMMDD
**Q:**  How do I resolve this?
**A:**  Review the error listed on the report and refer to specifications indicating in what format that field should be submitted.  Correct the error, and resend electronically with the next file.

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**Required field missing**

This message is displayed beside the field that has been left blank. Within the specifications there are several combinations by which the search for a matching offender is processed. If one of those fields is missing the program will error because it can't complete the search without it.

**Q:** How do I resolve this?
**A:** Identify which field was submitted without information. Refer to the specifications to verify what fields are mandatory for successful attachment. Add the missing field and resend electronically with the next file. In some cases a different combination of fields might have to be submitted if you do not have the information on the missing field.

**Disposition already on file**
Either a disposition has already been sent electronically and accepted, or BCI staff has entered it manually.
**Q:** How do I resolve this?
**A:** No action is necessary

**Matching TRN (tracking number) not found**
The disposition program could not find a disposition in CCH that had the same TRN as the disposition record submitted. In order to delete/modify a disposition in CCH, the TRN on the CCH must match the TRN on the submission.
**Q:** How do I resolve this?
**A:** Resend the disposition as a new entry, not as a modification.

**Detailed Report Errors:**
**Note – the list below does not include all error messages**

**Offender not on file**
Unable to locate an offender with CCH. This means that BCI did not receive a fingerprint card for this individual. The agency needs to be contacted to obtain a fingerprint card for the offender.

**Cycle not on file/No corresponding arrest record on file**
An offender has been located, but this incident or date of arrest is not on file. The agency needs contacted to supply a fingerprint card for that arrest.
**Q:** How do I resolve this?
**A:** The Quality Assurance Unit receives detailed reports and contacts the arresting agency if the ITN number is listed. If there is no ITN number, the court should contact the arresting agency if that information is available. Without an ITN number QA does not know where the arrest came from and would not be able to locate that information. ***Please note that this applies to dispositions sent electronically via FTP. If sending through OCN the number of these will increase since non reportable information is included in this portion of the report.*****

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**Disp (disposition) exists**
There is already a disposition on file for that arrest.
**Q:** How do I resolve this?
**A:** No action is necessary

**Record accepted**
Disposition(s) added to CCH.

**Disposition found without a TRN**
A disposition has been added manually by BCI staff previous to the electronic submission

**Q:** How do I resolve this?
**A:** No action is necessary

**Records contained supplement data and were ignored**
The disposition was ignored because the system interpreted the record to be supplemental data which cannot be processed electronically at this time.
**Q:** How do I resolve this?
**A:** Mail the supplemental information to BCI for manual processing.

**E-mail/FAX/Address to Send Manual Corrections/Reporting:**

The BCI court correction form (next page) can be e-mailed or faxed to the following also:

CCH_Corrections@ohioattorneygeneral.gov

Fax number:
866-239-5524 Attn: Identification
Address:
BCI Identification
P.O. Box 365
London, OH 43140

**Questions regarding electronic submissions**
Electronic_dispositions@ohioattorneygeneral.gov

**Contact Information:**

Conchita Matson Identification Supervisor: 740-845-2212
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