Criminal/Traffic Records System File Layout

Extract File   (extract)

Field Name	Type	Start Position	End Position	Length	Description	OMV Field
PARISHID	A	1	2	2	Parish ID Code where case originated from	
COURTID	A	3	5	3	Court identification code	ORI of Pro
COURT-SECT	A	6	7	2	Court section code	
DOCKNUM	A	8	27	20	Docket number or case number	Case (Doc
ARRTRKNO					Arrest Tracking Number 12 char (**See Note 1**)	
* ORI	A	28	31	4	Originating Arrest Agency ID (**See Note 17**)	Issuing Ag
* AFISDEV	A	32	32	1	AFIS Device Method Used For Fingerprints	
* YEAR	A	33	34	2	Year Of Arrest	
* ARRSEQNO	A	35	39	5	Arrest Sequence Number	
CHGSEQNO	A	40	42	3	Charge Sequence Number (**See Note 4**)	
SID	A	43	51	9	State ID Number obtained from State Police	
SSN	A	52	60	9	Defendant's Social Security number	Driver SSN
DLIC	A	61	85	25	Defendant's Driver's License number	Driver's Lic
DLSTATE	A	86	87	2	Defendant's Driver's License state	Driver's Lic
DOB	D	88	95	8	Date of Birth	Date of Bir
LNAME	A	96	120	25	Defendant's Last Name	Driver Nan
FNAME	A	121	135	15	Defendant's First Name	Driver Nan
MI	A	136	136	1	Defendant's Middle Initial	
NAME-SUFFIX	A	137	139	3	Defendant's Name Suffix (Jr., Sr., etc)	
CITY	A	140	169	30	City of Last Known Residence	Driver City
STATE	A	170	171	2	State of Last Known Residence	
RACE	A	172	172	1	Race Code (**See Note 16**)	
SEX	A	173	173	1	Sex (M-Male, F-Female)	Driver Sex
CITIZEN	A	174	174	1	(Y/N) Is the defendant a U.S. citizen?	
CMODIFIER	A	175	176	2	Charge Modifier (RS 14:25,26,27....) (**See Note 6**)	
CHARGE	A	177	196	20	Original/Filed Charge Code (**See Note 2**)	
CASE-TITLE	A	197	256	60	Case Title	
OFN-DATE	D	257	264	8	Date the Offense/Violation was committed	Date of Vic
ARRESTDATE	D	265	272	8	Date of Arrest	
JUDGE	A	273	302	30	Presiding Judge's Name	
PATTORNEY	A	303	307	5	Prosecuting Attorney's Bar Roll #	
DATTORNEY	A	308	312	5	Defense Attorney's Bar Roll #	
CFDATE	D	313	320	8	Date case was filed with the Clerk of Court	
AR-DATE	D	321	328	8	Arraignment Date	
INDIGENT	A	329	329	1	(Y/N) Is defense attorney IDB appointed?	
BOND	A	330	330	1	(Y/N) Is defendant out on bond?	
BOND-AMT	N	331	338	8	Amount of Bond	
SANITY-HRG	A	339	339	1	(Y/N) Was Sanity Hearing ordered by court?	
TRIAL-BY	A	340	340	1	Trial by 1-Judge, 2-Jury or N-No Trial	
TRIAL-DATE	D	341	348	8	Scheduled Trial Date	
TRIAL-START	D	349	356	8	Date Trial Started	
CC-MODIFIER	A	357	358	2	Conviction charge modifier (RS 14:25,26,27..) (**See Note 6**)	
CONVICTION-CHARGE	A	359	378	20	Charge individual was convicted of (**See Note 10**)	

Criminal/Traffic Records System File Layout

Field Name	Type	Start Position	End Position	Length	Description	OMV Field
ASSOC-RS-FILED	A	379	398	20	Associated Revised Statute code if filing charge was a local/municipal ordinance or charge code	
DVCASE	A	399	399	1	(Y/N) Domestic Violence Case	
JUVICTIM	A	400	400	1	(Y/N) Was the victim of the crime a juvenile?	
FDDATE	D	401	408	8	Final Disposition/Verdict Date	
FINAL-DISPO	A	409	410	2	Final Disposition/Verdict Code (**See Note 3 & Note 8**)	Verdict/Dis
SDATE	D	411	418	8	Date of Sentencing	
SP-SENTENCE	A	419	419	1	(Y/N) Were special conditions set in sentence?	
SCONDITION	A	420	420	1	C-Consecutive, K-Concurrent, O-Other	Jail Time 1
ST-DATE	D	421	428	8	Start Date of Sentence	
SLEN-YRS	N	429	431	3	Sentence Length Year(s)	
SLEN-MOS	N	432	433	2	Sentence Length Month(s)	
SLEN-DAYS	N	434	436	3	Sentence Length Day(s)	Jail Conse
SLEN-HRS	N	437	441	5	Sentence Length Hour(s)	
SAGENCY	A	442	446	5	Agency where person is committed to - **See Note 17**	
FINE-AMT	N	447	454	8	Amount of Fine	Fine Amou
CREDIT-FTAS	A	455	455	1	(Y/N) Credit For Time Already Served Flag	Jail Time 1
SUSP-YRS	N	456	458	3	Suspended Sentence Year(s)	
SUSP-MOS	N	459	460	2	Suspended Sentence Month(s)	
SUSP-DAYS	N	461	463	3	Suspended Sentence Day(s)	Jail Susp.
SUSP-HRS	N	464	468	5	Suspended Sentence Hour(s)	
PROB-TYPE	A	469	469	1	Probation Type (S-supervised/N-not supervised)	Probation
PROB-YRS	N	470	472	3	Probation Year(s)	
PROB-MOS	N	473	474	2	Probation Month(s)	
PROB-DAYS	N	475	477	3	Probation Day(s)	
PROB-HRS	N	478	482	5	Probation Hour(s)	
PAGENCY	A	483	487	5	Agency Supervising Probation- **See Note 17**	
COM-SRVC-YRS	N	488	490	3	Community Service Year(s)	
COM-SRVC-MOS	N	491	492	2	Community Service Month(s)	
COM-SRVC-DAYS	N	493	495	3	Community Service Day(s)	
COM-SRVC-HRS	N	496	500	5	Community Service Hour(s)	Communit
SUS-OPR	A	501	501	1	(Y/N) Was there a court ordered suspension of operator's license	Court-Orde
SUS-OPR-YRS	N	502	504	3	Operator's License Suspension - Year(s)	
SUS-OPR-MOS	N	505	506	2	Operator's License Suspension - Month(s)	
SUS-OPR-DAYS	N	507	509	3	Operator's License Suspension - Day(s)	Suspend F
OTHER-SENT	A	510	510	1	(Y/N) Other Mandated Sentencing (Therapy, Restitution, etc.)	
APPEAL	A	511	511	1	(Y/N) Is case on appeal?	
APDATE	D	512	519	8	Date Appeal was granted	
APAIDDATE	D	520	527	8	Date Cost of Appeal was paid (If not indigent)	
APWDDATE	D	528	535	8	Date Appeal was withdrawn dismissed, abandoned, etc. (If done by trial court or defendant)	
CCHANGE	A	536	536	1	(Y/N) Is this a new judgment after appeal or rehearing?	
SCHANGE	A	537	537	1	(Y/N) Is rec. a sentence modification from appeal or rehearing	
SEAL-REC	A	538	538	1	S-Sealed Record or X-Expunged Record (**See Note 5**)	

Criminal/Traffic Records System File Layout

Field Name	Type	Start Position	End Position	Length	Description	OMV Field
FILLER	A	539	550	12	Filler Field for any fields added in the future or for comments	
CMDATE	D	551	558	8	Date record was created or modifed.	
REC-TYPE	A	559	559	1	Type of record; e.g., C-civil, K-criminal, J-juvenile, T-traffic, etc.	
CHG-DESCR	A	560	619	60	Verbiage describing the field "CHARGE" (Filing Charge)	
ASSOC-RS-CONVICTION	A	620	639	20	Associated Revised Statute code if conviction charge was a local/municipal ordinance or charge code	
TICKET-NUMBER	A	640	659	20	Ticket Number (currently 9 characters)	Ticket Nur
OMV-ORIGINAL-CHARGE	N	660	662	3	OMV Code translated from the original charge/violation at filing	Violation -
OMV-CONVICTED-OF	N	663	665	3	OMV Code translated from the charge/violation convicted of	Violation C
COMM-VEH	A	666	666	1	(Y/N) Is this a commercial vehicle?	Commerci
HAZ-MAT	A	667	667	1	(Y/N) Was hazardous material involved?	Hazardous
FATALITY	A	668	668	1	(Y/N) Was a fatality involved?	Fatality
MULTI-VIOLATION	N	669	669	1	Multiple Violations Sequence Number (1-4)	Multi-Viola
POSTED-SPEED	N	670	671	2	Posted speed limit	Posted Sp
ACTUAL-SPEED	N	672	674	3	Actual vehicle speed	Actual Spe
BLOOD-ALCOHOL	N	675	679	5	Blood-Alcohol Content (**See Note 9**)	Blood Alcc
DEFENDANT-PLEA	A	680	681	2	Defendant plea (G-guilty, N-not guilty, C- nolo contendere)	Defendant
MOTION-GRANTED-TYPE	A	682	682	1	Motion granted type (Q-quash, S-suppress, D-dismiss)	Motion Gra
SENTENCE-TYPE						
* BOND FORFEITURE	A	683	683	1	(Y/N) Was bond forfeited?	Bond Forfe
* FINE-PAID	A	684	684	1	(Y/N) Was fine paid?	Fine Paid
* JAIL-TIME	A	685	685	1	(Y/N) Was jail time served?	Jail Time
FINE-SUSPENDED	A	686	686	1	(Y/N) Was fine suspended by the court?	Fine Suspe
COURT-COSTS	N	687	694	8	Court Costs	Court Cost
COURT-COSTS-SUSP	A	695	695	1	(Y/N) Was court costs suspended by the court?	Court Cost
JAIL-DAYS-IN-LIEU-OF-FINE	N	696	700	5	Days to serve in jail instead of paying the fine	Jail Days i
JAIL-CREDIT-DAYS-SERVED	N	701	705	5	Credit to be received for the # of days already served in jail	Jail Credit
ARTICLE 893/894	N	706	706	1	1-Article 893, 2-Article 894	Article 893
PROBATION-REQUIREMENT						
* DRIVER-IMPROVEMENT	A	707	707	1	(Y/N) Defendant must take a driver improvement course?	Driver Imp
* IGNITION-INTERLOCK	A	708	708	1	(Y/N) Defendant must install Ignition Interlock?	Ignition Int
* SUBSTANCE-ABUSE	A	709	709	1	(Y/N) Defendant must enter substance abuse program?	Supstance
VICTIMS-IMPACT	A	710	710	1	Victim impact (M-Monetary Reimbursement, S-Statement, B-Both)	Victim Imp
MNAME	A	711	725	15	Defendant's Middle Name	Driver Nar
STREET-ADDRESS	A	726	755	30	Defendant's Street Address	Driver Stre
ZIP-CODE5	A	756	760	5	Defendant's Zip Code (1st 5 digits)	Driver Zip
ZIP-CODE4	A	761	764	4	Defendant's Zip Code (last 4 digits)	Driver Zip
HEIGHT	N	765	767	3	Defendant's Height in inches (511 represents 5'11")	Driver Heig
EYE-COLOR	A	768	770	3	Defendant's Eye Color (**See Note 7**)	Driver Eye
PROBATION-REVOKED	A	771	771	1	(Y/N) Was Probation Revoked by judge?	
PROB-REVOKED-DATE	D	772	779	8	Date Probation Was Revoked	
HARD_LABOR	A	780	780	1	(Y/N) Was jail time hard labor?	
DRIVER_LIC_CLASS	A	781	781	1	Driver's License Class (**See Note 13**)	Driver's Lic
CMIS_ID	A	782	811	30	Unique identifier for each record (**See Note 14**)	

Record Length   **811**   (**See Note 15**)

Criminal/Traffic Records System File Layout

<u>**File Description**</u>

This file will be used to temporarily store the court case information. There will be an extract record created for each offense that the defendant is charged with. This file will be created on the court's computer system in ASCII format (fixed length records with no delimiters) and then uploaded to CMIS via telephone modems.

Extract records should be generated and sent to CMIS during the following events:
 - when a case is filed
 - when a final disposition is entered
 - when sentencing information is entered
 - when appeal information is entered
 - anytime a correction is made to the case record after the sentencing info. is entered

Date information shall be placed in the extract record in the format of 'MMDDYYYY'.

Note1: The arrest tracking number will be assigned by the arresting agency. This number will be
       composed of 5 individual fields: **ORI**-Original Arrest Agency ID, **AFISDEV**-
       AFIS Device which indicates the method used to take the fingerprints, **YEAR**-Year Of
       Arrest, and **ARRSEQNO**-Arrest Sequence Number.
       The Charge Sequence number could be assigned by either the arresting agency,
       district attorney, or court - depending on the business practices of the District. This number
       composite 'arrest tracking number' will be used to distinguish the number of counts for a certain
       charge. Each count will be stored in a separate record.

Note2: There will be a need to standardize all charge codes. A lookup window
       should be provided by the software to assist the user in determining which charge
       code to use. (It is preferrable that any local statutes be converted to State Statutes)

Note3: The final dispositon code will also be a standardized list of codes. Ex) D-Dismissed,
       G - Guilty, NG - Not Guilty, PG - Pled Guilty, NP - Nolle Pros, M - Mistrial, etc.

Note4: If the Arrest Tracking Number has not been provided by the arresting agency and/or DA,
       a Charge Sequence Number must be generated for each individual charge that pertains
       to a Docket Number. For example, if the individual had three different charges filed
       under one case (docket), the 1st charge record would contain a Charge Sequence Number
       of '001' the next record would be assigned '002' and the 3rd record '003'.

Note5: If a record is to be sealed, a "S" must be placed in the Seal-Rec field. If the record is to be
        expunged, a "X" must be placed in the Seal-Rec field. The original disposition code is not to
        be changed.

Note6: The charge modifier codes are:
    24 - Principal
    25 - Accessory After The Fact (RS 14:25)
    26 - Criminal Conspiracy (RS 14:26)
    27 - Attempt (RS 14:27)

79 - Attempt and Conspiracy - Drugs (RS 40:979)

Criminal/Traffic Records System File Layout

Note7: OMV Eye Color Codes:

BLK - Black	GRY - Gray
BLU - Blue	HAZ - Hazel
BRO - Brown	MAR - Maroon
DIC - Dichromatic	PNK - Pink
GRN - Green	UNK - Unknown

Note8: New OMV Disposition Codes To Be Added To Disposition Table

08 - Paid Receipt Required (Only Valid For Violation Code 047)

42 - Failure To Appear Satisfied (Only Valid For Violation Code 047)

These codes along with the OMV Convicted Charge Code of '047' will be used to process Failure to Appear info that is sent to OMV.

Note9: Blood-Alcohol Content

Values (01 - 45) represents (.01 to .45)

00 - If Not A DWI Violation

88 - If Unknown

Can enter up to 3 digits. Do not place a decimal in this field. If the BAC is 0.122, then the correct entry would be 122.

Note10: As of January 2001, when the Final Disposition is entered, the Conviction Charge field must also be
populated. If there is a charge modifier, the CC-Modifier field must also be populated.
This field was formally known as the ALTERNATE-CHARGE field.

Note11: The total length of sentence, which is entered in the SLEN-YRS, SLEN-MOS, SLEN-DAYS fields
should be a total of the days captured in the JAIL-CONSECUTIVE-DAYS and JAIL-DAYS-IN-LIEU-OF-FINE
fields.

Associated Control Code Files:

Agency Code File

Attorney Bar Roll # File

Charge Code File

Court Code File

Disposition/Verdict Code File

Parish Code File

Race Code File

Note12: All XML tags MUST be entered as seen in column. The Arrest Tracking # is a composite of 4 to 5 fields; therefore no XML tag is needed for tl
as well as the Sentence Type and the Probation Requirement.

Note 13: Driver's License Classes

A Class A - Commercial Driver's License - Combination Vehicles

B Class B - Commercial Driver's License Heavy Straight Vehicle

C Class C - Commercial Driver's License - Light Vehicle

D Class D - Chauffers Driver's License

E Class E - Driver's License - Personal Vehicle

Criminal/Traffic Records System File Layout

Note 14: The CMIS ID field is to be a unique identifier issued to each record when it is created. When the record is altered, the same id should be sen for identification puposes.

Note 15: The last record in the file will contain information to indicate the total number of records in the file. The first 5 positions of this record, which a will contain 5 asterisks '*****' followed by 2 blank spaces in the Court Section field. The Docket Number field will contain the record count. The examp contains 100 records:

***** 100

Note 16: Valid Race Codes:

A	Asian
B	Black
H	Hispanic
M	Middle Easterner/Arabic
N	Native American
O	Other
P	Pacific Islander
U	Unknown
W	White

Note 17: Agency Codes: Please use the valid agency code list provided to your court by CMIS staff.