

## **CITATIONS - Citation Tracking and Court Docketing System**

CITATIONS is an on-line, interactive citation tracking and court docketing system. CITATIONS can stand alone or integrate with the CISCO records management system. A variety of reports provides accurate and timely information for effective tracking and management analysis.

English language menus and prompts make CITATIONS an easy-to-use system for non-technical personnel. Data entry is simple, with a logical flow of fill-in-the-blank data fields.

**MAINTENANCE** - The Maintenance menu provides three data entry functions: Add New Records, Change Records, Delete Records. The records data element fields that include citation individual's name, license information, address, date and time of citation, reporting officer and name, date and disposition, and docket figures for total court cost, forfeiture, penalty, driver surcharge, jail assessment, witness fee, local court cost, state court cost, and other costs.



The Change/Inquire function allows individual records to be recalled and altered. All data elements can be changed, except for the key fields that identify the record within the system.

Individual records can be deleted. The record must be recalled and verified before being deleted, which prevents the accidental loss of necessary records.

**INQUIRY** - Through this function, the user can search for records using key data elements such as name, location, license tag, citation number, or report number. The system will generate a complete list, within a specified date range, of all records in which the key field occurs.

**REPORTS** - CITATIONS provides twelve pre-programmed reports. These reports can be printed immediately or stored for later viewing or printing through Process Selected Listing.

### **TRAFFIC CITATION/LOCATION SUMMARY**

A report of Location Summary information on all citations issued within a specified date range.

### **MUNICIPAL COURT CASELOAD STATS.**

A report of municipal court caseloads for a specified date range.

### **MASTER FINANCIAL COURT DOCKET**

A report of Court financial information on all defendants within a specified date range.

**VOICE : 1-800-862-2627**

**727-817-0131**

**FAX: 727-816-9505**

**5305 Gulf Drive, Suite 1**

**New Port Richey, Florida 34652**



## **MASTER VIOLATIONS COURT DOCKET**

A report on Court Violations information on all defendants within a specified date range.

## **DISPOSITION FINANCIAL COURT SUMMARY**

A financial summary including fines, penalty assessments, court costs, witness fees with totals for each, within a specified Month and Year.

## **OFFICER ACTIVITY SUMMARY**

A summary of officer activities for Citation types within a specified date range.

## **CITATIONS BY NAME**

A summary of traffic citations issued. This report provides this information by name within a specified date range.

## **CITATIONS BY CITATION TYPE**

A summary of citations issued for a particular Citation Type within a specified date range.

## **CITATIONS BY DATE RANGE**

A report summary of traffic citations issued within a specified date range.

## **CITATIONS BY ORDINANCE TYPE**

A summary of citations issued by ordinance type within a particular month and year.

## **CITATIONS BY TYPE AND DAY**

A total of each citation type is listed under the day of the week issued.

## **INDIVIDUAL CITATION LISTING**

For a specific individual, all citations issued during the specified date range are listed. Each listing contains details of the citation, including the court and court disposition.