

Meet the Staff

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#### Submit a Court Record • 7 Different options for Submission Type Submission types. Compliance Please select the type of court record you wish to submit. \* Conviction Compliance Default on Payment Plan O Conviction Failure to appear O Default on Payment Plan • Mental Health Failure to Appear Pending Criminal O Mental Health Traffic School O Pending Criminal Traffic School TN Safety & Homeland Security

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#### Submitting a Compliance

#### Submission Type

Please select the type of court record you wish to submit.

- Compliance
   Conviction
- O Default on Payment Plan
- Failure to Appear
- O Mental Health
- Pending Criminal
- Traffic School

- Allows courts to submit compliance documents electronically.
- Reduces time compared to email, fax, and other traditional methods.
- Provides option to submit court records when errors have occurred with software.

#### TN Safety & Homeland Security

Submission Type	Driver Information			
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# Convictions

# Submission Type Please select the type of court record you wish to submit.

O Compliance

ConvictionDefault on Payment Plan

Failure to Appear

Mental Health

O Pending Criminal

TN Safety & Homeland Security

O Traffic School

 Allows courts to submit guilty convictions instead of sending in court action reports through email, fax, or snail mail.

- Allows for faster processing
- Provides option to submit court records when errors have occurred with software.

Date of Birth	
Required Last name *	
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	Action Code	
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	Speeding Details Provided	
	Yes No	







# **Default on Payment Plan**

Submission Type	<ul> <li>Used to submit a record that a driver defaulted on a establish</li> </ul>
Please select the type of court record you wish to submit. Compliance Conviction Default on Payment Plan Failure to Appear Mental Health Pending Criminal Traffic School	payment plan and puts a pendin revocation on their license account. • Once processed they will receive letter with 30 day notice.

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TN Safety & Homeland Security

Offense Codes Please enter the TCA Code and/or Action Code of the underlying offense. TCA Code * Required Action Code * Required	Similar to posting a conviction     Select the underlying offense and action code     Will require more details on pext page
Offense Codes Please enter the TCA Code and/or Action Code of the une TCA Code 55-8-199 - No Handheld Devices in Use	erlying offerse.
Attion Code 186 - Texting While Driving	~



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	<ul> <li>Offense and Cour</li> </ul>	t/Pay date		
	Underlying Offense M85- Texting while driving		Underlying Date of Offense	0
	The Court/Pay			
	Date is the day they defaulted on the payment	Court/Pay Date Required	*	
	plan.			



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- Used to submit an FTA record on a drivers record.
- Some FTA's are not posted to accounts: Such as failure to appear for seatbelt violations

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TN Safety & Homeland Security

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# Pending Criminal

#### Submission Type

- Please select the type of court record you wish to submit.
- O Conviction
- Default on Payment Plan
   Failure to Appear
- Mental Health
- Pending Criminal

TN Safety & Homeland Security

- Traffic School
- Used to submit a record for Failure to Pay regarding criminal convictions.
  Will post a pending revocation to the record.
- Offense has to be at least one year from date of request.





Thank you for your submission, your request is being p	rocessed by the agency. Please click OK to return to the home page
To view your submission, navigate to View Online Subm	issions on the home page.
OF	
<u>UN</u>	
Congrats! You just subm	itted
a Pending Criminal	
Pending Criminal Revocation!	
Pending Criminal Revocation!	

# Traffic School Submission Type

## Please select the type of court record you wish to submit.

- O Compliance
- Conviction
   Default on Payment Plan
- Failure to Appear
- O Mental Health
- Pending Criminal

TN Safety & Homeland Security

Traffic School

- Used to submit a Traffic School Record
   Will post directly to a
- Will post directly to a driver's record if a TN driver
- Out of state records will be sent to state of record









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Safety & Homeland Security			









#### **Portal Access**

#### • Types of Access:

- <u>Full Access:</u> Allows the users to perform every function allowed on the portal
- <u>Administrative</u>: Allows the user access to Court Reporting and Driver Inquiry
- <u>Court Document Reporting</u>: Allows access to the Court reporting section only
- <u>Court Inquiry</u>: Allows access to driver inquiries only

# TN Safety & Homeland Security

