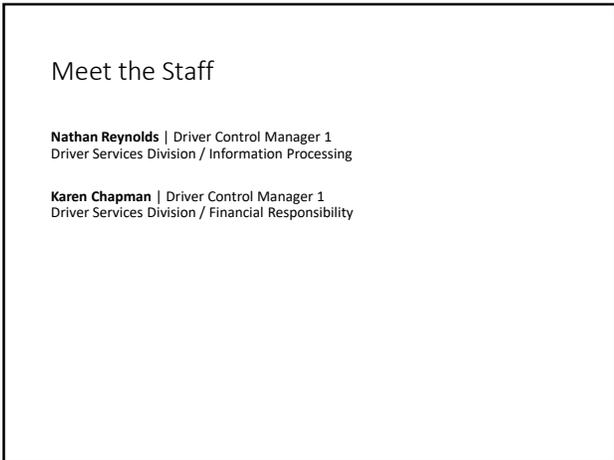




1



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Portal Modules

What are you looking for?

Court Document Reporting
Review Court Document Reporting submissions that were rejected or accepted but in error.

- [Submit a Court Record](#)
- [View Online Submissions](#)
- [View Rejected Court Document Reporting Items](#)
- [View Correct Court Document Reporting Errors](#)

Court Inquiries
Perform driver inquiries.

- [Driver Inquiry](#)

Access Management
Manage access of accounts.

- [View Access](#)

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Submit a Court Record

- 7 Different options for Submission types.
 - Compliance
 - Conviction
 - Default on Payment Plan
 - Failure to appear
 - Mental Health
 - Pending Criminal
 - Traffic School

Submission Type

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

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Submitting a Compliance

Submission Type

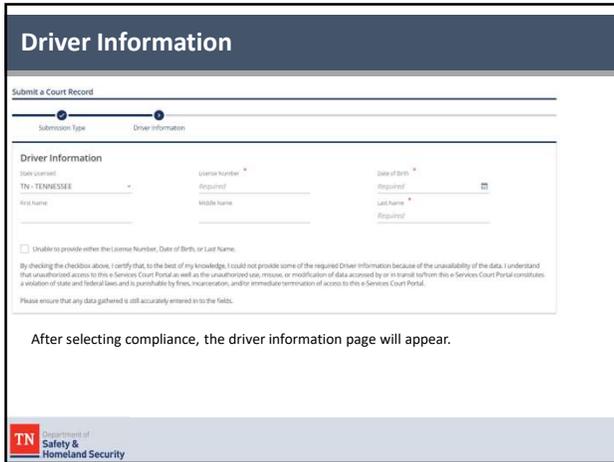
Please select the type of court record you wish to submit.

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

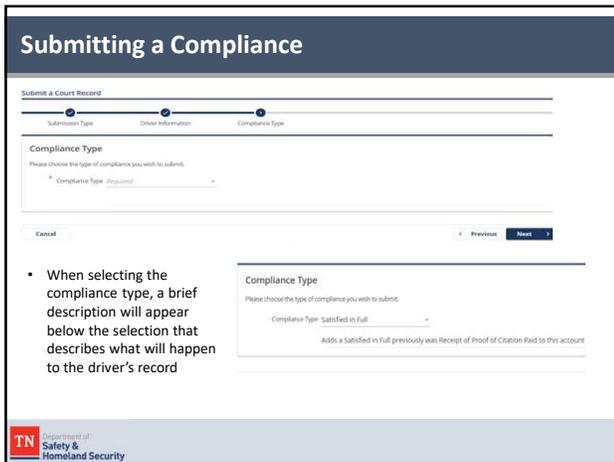
- Allows courts to submit compliance documents electronically.
- Reduces time compared to email, fax, and other traditional methods.
- Provides option to submit court records when errors have occurred with software.

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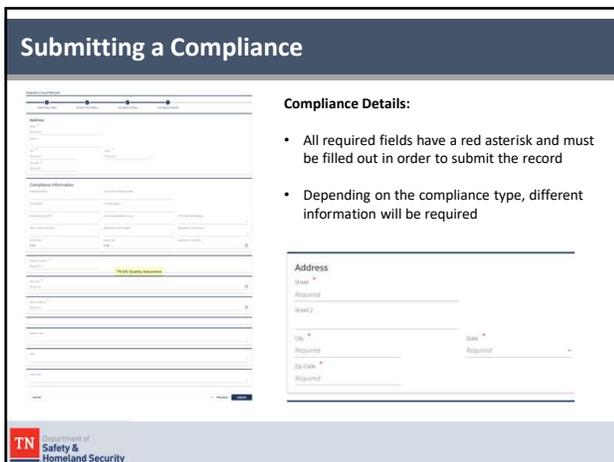
6



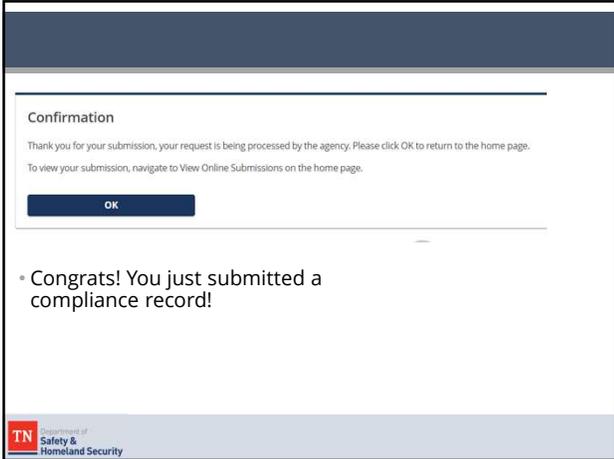
7



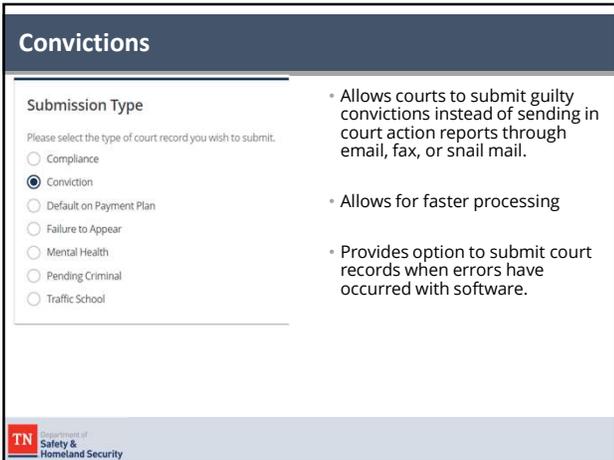
8



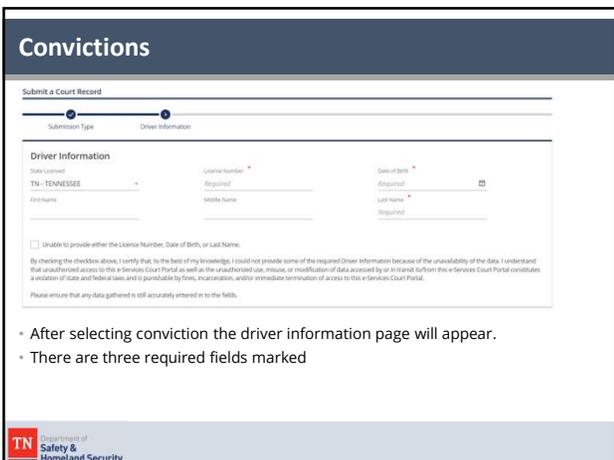
9



10



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12

Submitting a Conviction

Submit a Court Record

Submission Type Case Information Offense Codes

Offense Codes

Please enter the TCA Code and Action Code of the offense.

TCA Code *

Required

55-8-152 - Speeding

Action Code *

Required

001 - Speeding 1-5(1),6-15(3),16-25(4),26-35(5),36-45(6),46>8

Speeding Details Provided

Yes No

Cancel Previous Next >

• Select the TCA code and action code for the offense

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Submitting a Conviction

Offense Details:

- All required fields have a red asterisk and must be filled out in order to submit the record
- Depending on the offense type, different information may be required

Address

Street *

Required

Street 2

City *

Required

State *

Required

Zip Code *

Required

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Submitting a Conviction

Confirmation

Thank you for your submission, your request is being processed by the agency. Please click OK to return to the home page.

To view your submission, navigate to View Online Submissions on the home page.

OK

• CONGRATS! You just successfully submitted a conviction!

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Default on Payment Plan

Offense Details

- Similar to posting a conviction
- Main difference is Underlying Date of Offense and Court/Pay date

Underlying Offense: MIS- Testing while driving

Underlying Date of Offense: Required

Court/Pay Date: Required

• The Court/Pay Date is the day they defaulted on the payment plan.

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Default on Payment Plan

Confirmation

Thank you for your submission, your request is being processed by the agency. Please click OK to return to the home page.
To view your submission, navigate to View Online Submissions on the home page.

OK

• CONGRATS! You just submitted a Failure to Pay!

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Failure to Appear

Submission Type

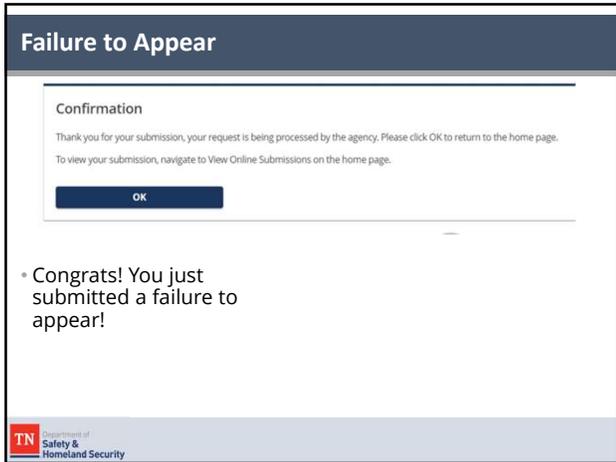
Please select the type of court record you wish to submit.

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

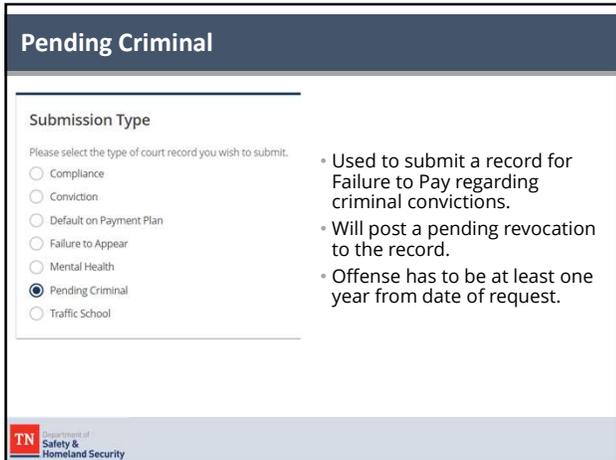
- Used to submit an FTA record on a drivers record.
- Some FTAs are not posted to accounts: Such as failure to appear for seatbelt violations

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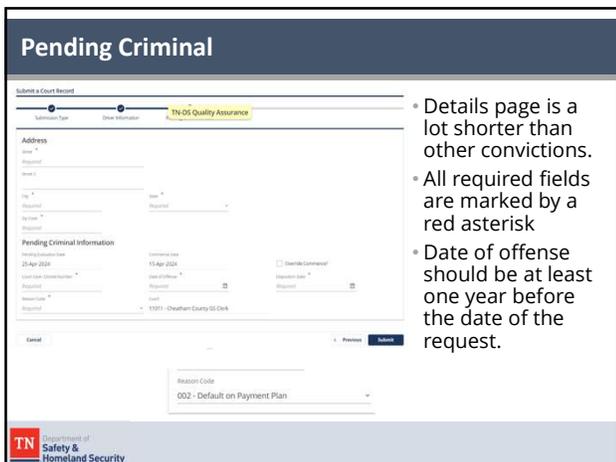
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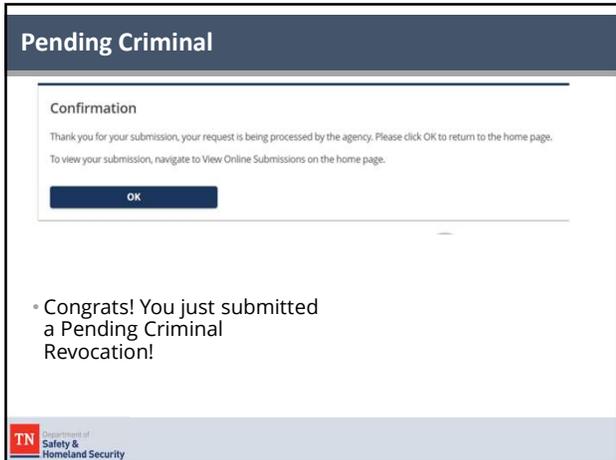
25



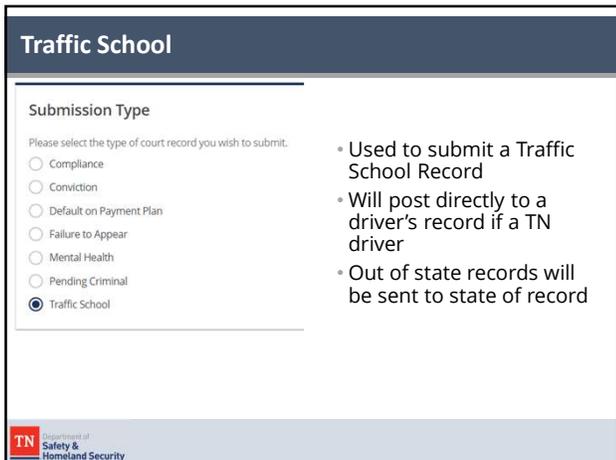
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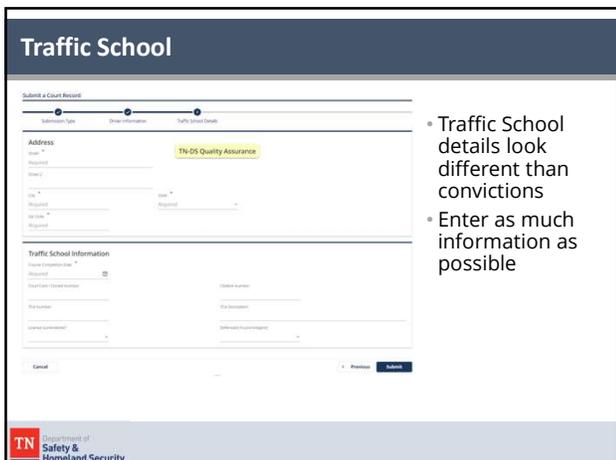
27



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29



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Traffic School

Confirmation

Thank you for your submission, your request is being processed by the agency. Please click OK to return to the home page.
To view your submission, navigate to View Online Submissions on the home page.

OK

• Congrats! You just submitted a Traffic School record!



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View Online Submissions



Court Document Reporting

Review Court Document Reporting submissions that were rejected or accepted but in error.

- > Submit a Court Record
- > View Online Submissions
- > View Rejected Court Document Reporting Items
- > View/Correct Court Document Reporting Errors

• Shows all submissions made by the court via the Court Portal



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View Online Submissions

Processed

Search

Processed From: 16-Apr-2023

Processed To:

Search

Submissions

Date	Title	Name	Account	Account ID	Period
11-Apr-2024	Pending Criminal Submission - SAMPLE	CHATHAM COUNTY 05-CL28K			

• Submissions list will be populated and sorted by date.

• Can search for submission by date



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View/Correct Reporting Errors



- Allows court to view and correct Document Reporting Errors
- This is a list of items missing some information that is needed to process the report.

Court Document Reporting
Review Court Document Reporting submissions that were rejected or accepted but in error.

- > Submit a Court Record
- > View Online Submissions
- > View Rejected Court Document Reporting Items
- > **View/Correct Court Document Reporting Errors**

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View/Correct Reporting Errors

CDR Errors

First Name	Last Name	DOB	DLN	Street	Address State	Zip Code	Citation #	Decklet #	Offense Date	Filed In Error	Error Reason			
Compliance > D06_79042_20240403024533.Dat > 03-Apr-2024														
RALPH	JONES			5578 COTTI		381152302 W664960	52763P		10/9/2005	Date Fines Error - com	Details	Correct	Invalide	
EMMANUEL	MITCHELL			2412 VAND		381122 Q418176	83391P		12/4/2008	Date Fines Error - com	Details	Correct	Invalide	
CORNELIUS	LOVE			3266 SEMR		381198645 U500746	180221800		1/22/2018	Date Fines Error - com	Details	Correct	Invalide	
DESTINY S	WASHINGTON			8321 HUNT		380039453 U810320	211463A01		5/25/2021	Date Fines Error - com	Details	Correct	Invalide	

- Error list is sorted by Data File and date submitted
- Can view details, correct, or invalidate the report

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View/Correct Reporting Errors

Document Number: [Redacted] State: TN
 First Name: RALPH Middle Name: Last Name: JONES Date of Birth: [Redacted]
 Address: 5578 COTTONWOOD RD
 City: Memphis State: TN Zip Code: 381152302
 Station: DRIVERS LICENSE LAW
 Station Number: 52763P
 Station Name: W664960
 Error Reason: Error - compliance from [Redacted] where disposition case indicator = N and there's no paid date

Correct Record Invalide Record

- Details will give a more detailed reason for the error.
- Can choose to Correct or Invalidate the record from this page.

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Driver Inquiry

Driver Inquiry

TN License/ID Number * Last Name * Date of Birth *

Required *Required* *Required*

- All that is required is the drivers TN license/ID number, last name and date of birth.



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Driver Inquiry

Driver Information

133295764 TN DS Quality Assurance

License Status

License	Status	Issue	Expiration
State ID	Valid	19 Mar 2024	10 Jul 2028

Reinstatement Requirements and Instructions

There is an action pending against this driving record that might affect the status of this driver's privileges or change the requirements needed to place this driver in compliance with the law.

Specific violations from the court(s) that affect this driver's license have been identified for the following court(s):

- Driving While
- Court Order
- Location
- Suspension Date
- Class
- Date of Birth
- License Class
- License Type

Print Reinstatement Requirements



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- After searching for the driver, if there is any unsatisfied requirements on their account, it will show up here.
- The inquiry will show the driver information, and reinstatement requirements
- Can be printed out for the driver

Access Management



Access Management

Manage access of accounts.

> View Access



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- The access management section allows users with full access to modify the user profiles for their respective court

Access Management

Customer Access
Customer Account Access

Logins

Logins with Access to Customer



- After clicking "View Access" a list of users will be generated.
- Click the user ID to view the profile
- Once on the profile you can manage the account.
- **NOTE:** Only designated DOSHS employees can create new user accounts.

- > Change Access
- > Manage Account Access
- > Reset Password
- > Reset Two-Step Verification
- > Deactivate Access

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Portal Access

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

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How do I access the portal?

- Court Portal link: https://dl.safety.tn.gov/CourtPortal/_/
- Email requests for portal access to DOSHS_Court.Reporting@TN.gov.
 - Will receive DPPA paperwork to be filled out and sent back to DOSHS.
 - When returning paperwork include: User's Full name, official email, court ID# and type of access requested.
 - After the account is created you will receive: Login ID and temp. password.
- Also use this email address for general court reporting questions.

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