



South Carolina Court Administration
South Carolina Supreme Court
Columbia, South Carolina

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MEMORANDUM

To: Magistrates and Municipal Judges
From: J. Daniel Jones, Deputy Director, Trial Court Services
Subject: CMS eDisposition Reports Portal
Date: May 15, 2024

An increasing number of ticket dispositions are remaining in the CMS e-Dispositions Reports Error Portal without being corrected by the court. This prevents traffic case dispositions from being accurately reported to SC DMV. As a result, point assessments and suspensions are potentially not being correctly and timely entered against drivers. This may be of particular concern where the driver is a CDL holder, thereby subjecting the courts and prosecuting agencies to federal reporting requirements under 49 CFR Part 383 (i.e., “anti-masking” regulations).

Please review the processes below to help ensure traffic ticket dispositions are correctly and timely reported to SC DMV.

A brief video, titled “Criminal Traffic Court CMS Training 27 eDisposition Portal for Judges,” is available on the SCJB Learning Management System (<https://scjb.geniussis.com/>) for all judges and clerks. This video explains entry of E-Tickets into CMS and correcting post-disposition errors. I would urge all judges and clerks who process E-Tickets to review this video.

Every South Carolina law enforcement agency and court must be in full compliance with submitting citations electronically. Pursuant to House Act No. 185 of 2016, which was signed into law on May 25, 2016, the issuing law enforcement agency must electronically submit citation data to the South Carolina Department of Motor Vehicles within three business days of the issuance of

the citation. **All tickets must be imported by the court and no tickets may be entered from the paper copy. The only exception is in bond court.**

Upon disposition, all courts must submit the disposition electronically to the DMV within five business days of disposition date.

All courts who participate in the Judicial Branch's Case Management System (CMS) are already forwarding dispositions to DMV upon entering them into CMS, with an accepted disposition you are in compliance with the legislation, rejected dispositions are not in compliance.

The South Carolina Judicial Branch has created the CMS e-Disposition Reports Error Portal that will list rejected dispositions from the DMV and the rejection error. It is the courts responsibility to correct the errors and resubmit the disposition to the DMV within the five business days. Instructions for using the portal and correcting errors are available on the error portal and the Court Documentation folder in Citrix. The "Resolve Errors" document details when the user should create a HEAT ticket to resolve issues with errors.

The South Carolina Judicial Branch has created a web portal that will allow courts without a court case management system to input basic citation disposition data and electronically submit that data to the South Carolina Department of Motor Vehicles. The Disposition portal is also available to courts whose software vendor has not implemented electronic disposition reporting functionality.

Those Courts whose vendors do report the dispositions to the DMV should be able to obtain rejected dispositions from the vendor.

You may access Act No. 185 at the following link: http://www.scstatehouse.gov/sess121_2015-2016/bills/3685.htm

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Consult your attorney for advice concerning specific situations.