IUCS

Illinois Uniform Configuration Service

http://iucs.illinoiscourtservices.net/

LEADER Transmittal User Guide

V1.0

August 2023

Introduction to Court Transmittals

The IUCS system provides the following features to County and Agency users in Illinois:

- Provides a central repository for information used across the State of Illinois for Courts and Police agencies that can be updated and promulgated efficiently.
- Allows law enforcement agencies to manually enter traffic stop forms such as Uniform Traffic Citations, Written Warnings, TSSS forms, etc. The traffic stop information is automatically sent to the statewide Illinois Citation Repository, TSS data is collected for future submission to IDOT, and Uniform Traffic Citations can be electronically filed with the Circuit Clerk. All data can be exported in a standardized format for import into Records RMS systems for agency use.
    - Future development will allow overweight citations, criminal complaints, tow forms, etc.
- Allows law enforcement to electronically prepare court transmittals of citations for the Circuit Clerk, and allows the electronic citation information to be sent to the DuPage County Circuit Clerk.

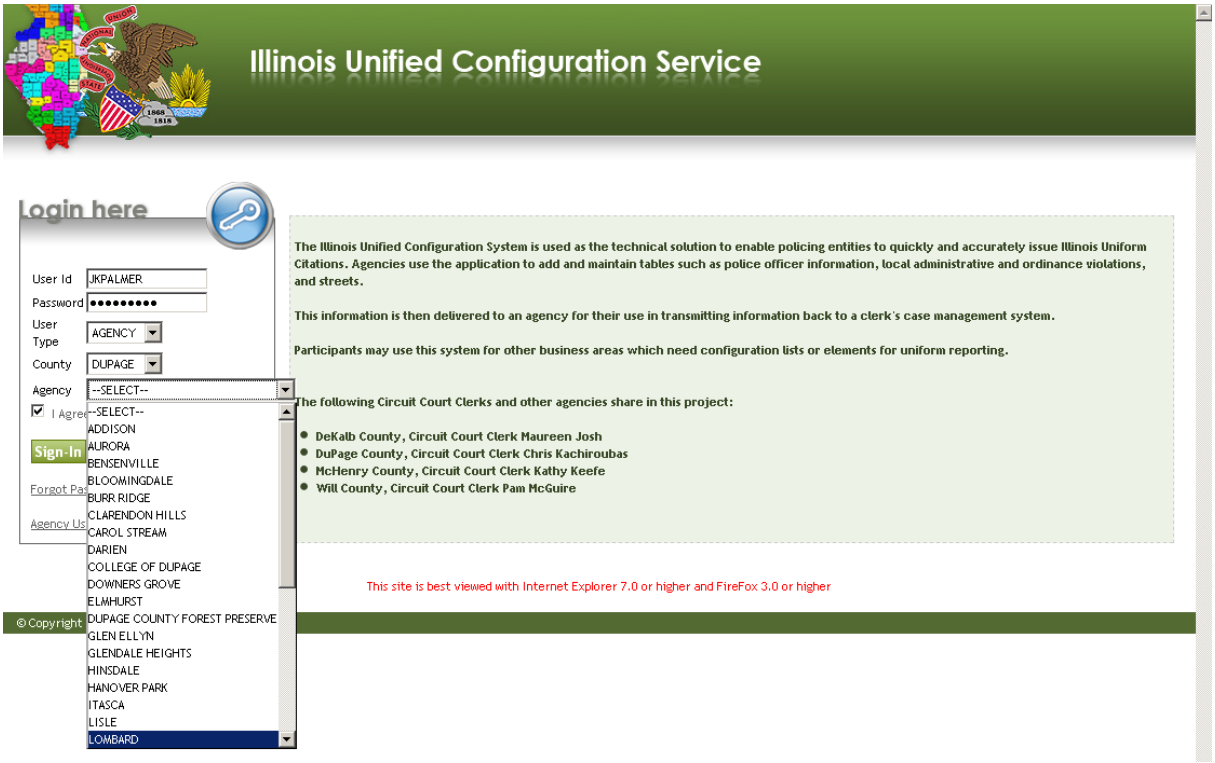
IMPORTANT – At this time, agencies that operate in more than one County will need to maintain separate logins to IUCS – one for each county the agency operates in. Court transmittals must be done separately for each County of issuance.

1. Getting Started

- The URL / Site Address for the IUCS system is: http://iucs.illinoiscourtservices.net/
- This site is best viewed with Firefox 31.0 or higher or Chrome. Internet Explorer is not recommended at this time.

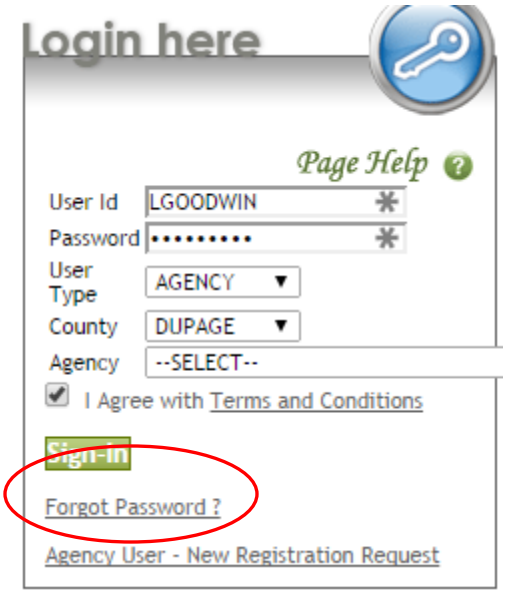
1.1. Login

- Providing credentials
    - Provide your User ID and password
    - Select “Agency” from the “User Type” drop down list.
    - Select your county name from the “County” drop down list.
    - Select your agency name from the “Agency” drop down list.
- The “I Agree with Terms and Conditions” box should be checked.
- Click the Sign-In button



1.2. Forgot Password?

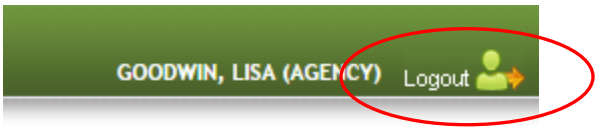
- Click on the link Forgot Password?



- Enter your User ID, User Type, County, Agency and Email address.
- A new password will be sent via your email address. This password must be changed the first time that it is used.

1.3. Logout

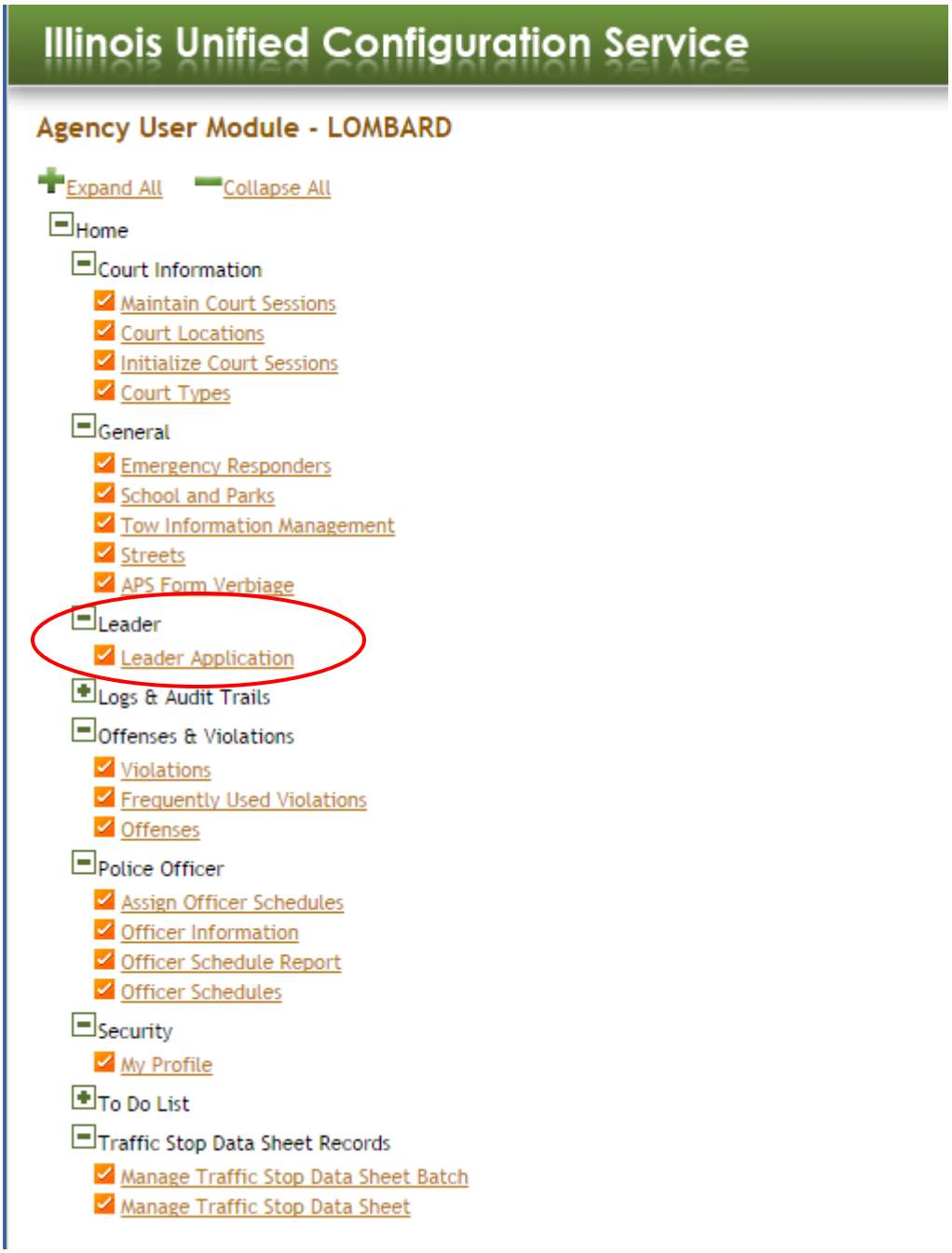
- To end the IUCS session, click on the “Logout” button on the green frame in the upper right hand corner of any window.



2. Agency User Menu

This is the window that will be displayed when you have successfully logged in. Expand any of the lists to see your choices.

For Court Transmittals and data entry, click **Leader Application**



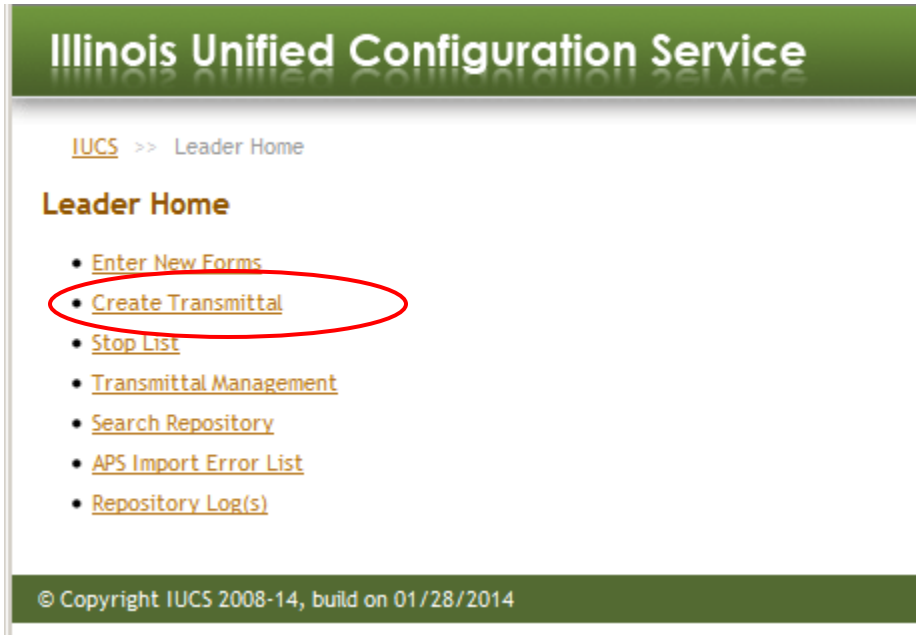
3. Court Transmittals

LEADER also provides the ability to void a citation or a warning form, or remove it from being transmitted if the citation is going to be included with a criminal complaint or a custodial arrest.

The following types of forms are available to be transmitted through LEADER, or voided in LEADER:

- Manually entered paper tickets (See Enter New Forms section) – Your agency may or may not be entering paper tickets according to your policies or alternative arrangements with the circuit clerk.
- Citations issued from ReportBeam
- Citations issued from VP2

3.1. Create a New Transmittal



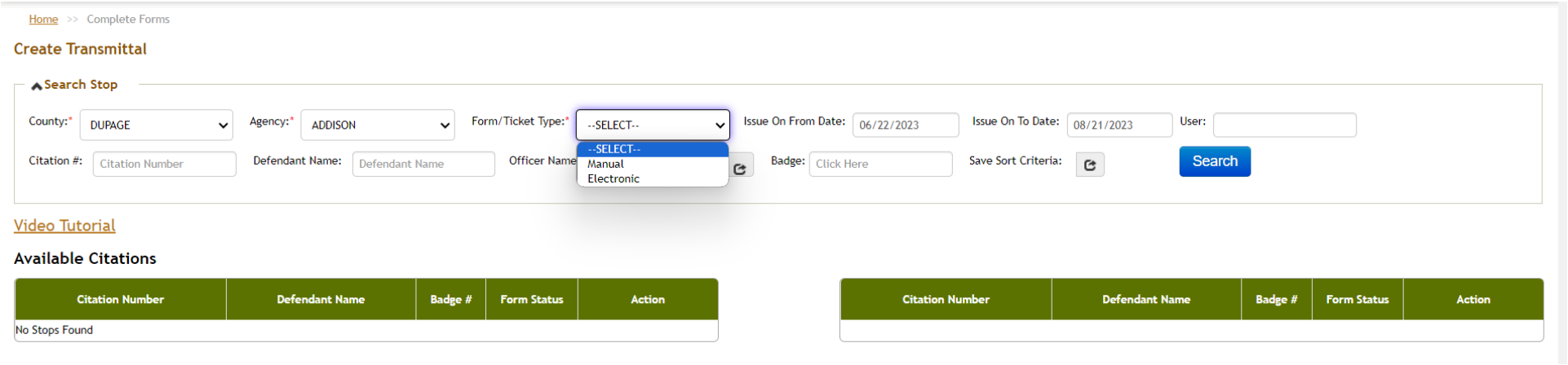
3.2. Choose Manual or Electronic Batches

Due to handling procedures in the circuit clerk offices, manually entered tickets must be batched separately from electronically issued tickets.

Citations issued via ReportBeam and VP2 are considered Electronic transmittals, so choose “Electronic” below.

If a ReportBeam or VP2 ticket experienced a system problem and was unable to be transmitted electronically, you may enter the ticket data as a manual ticket (see Enter New Forms). In this case, that ticket must be treated as a Manual ticket transmittal.

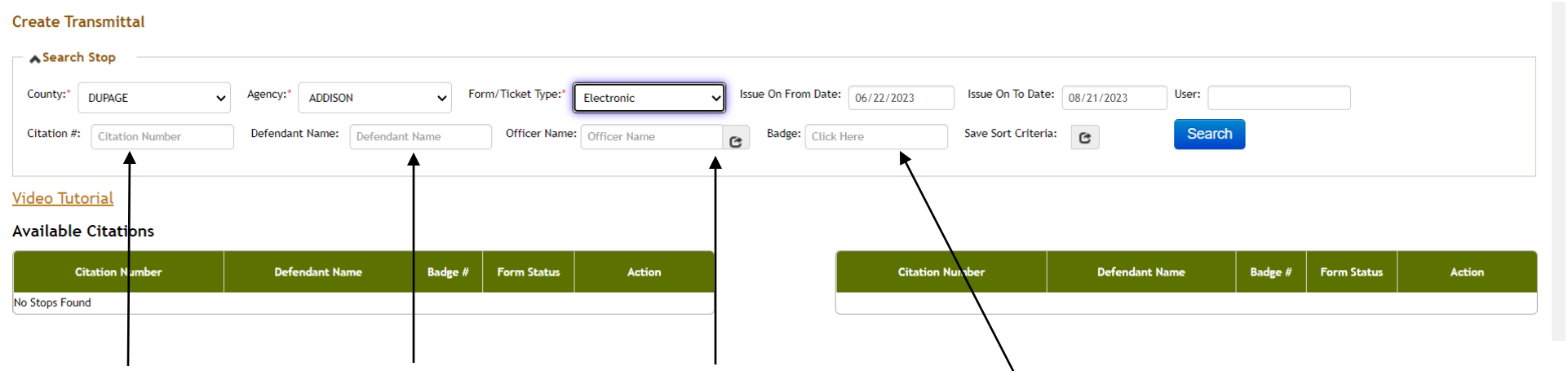
Click Search when you are finished, or see section 3.2.1 Other Transmittal Batch options.



3.2.1. Other Transmittal Batch Options

Your agency has several options for batching transmittals to the circuit clerks. While the circuit clerk requires the batch to be labeled either Manual or Electronic, according to your agency procedures you may batch transmittals by Officer. You may also search for a particular citation number, or for a defendant name to filter the result list.

You can always add citations to a transmittal batch, so you may find it easier to filter by Officer.

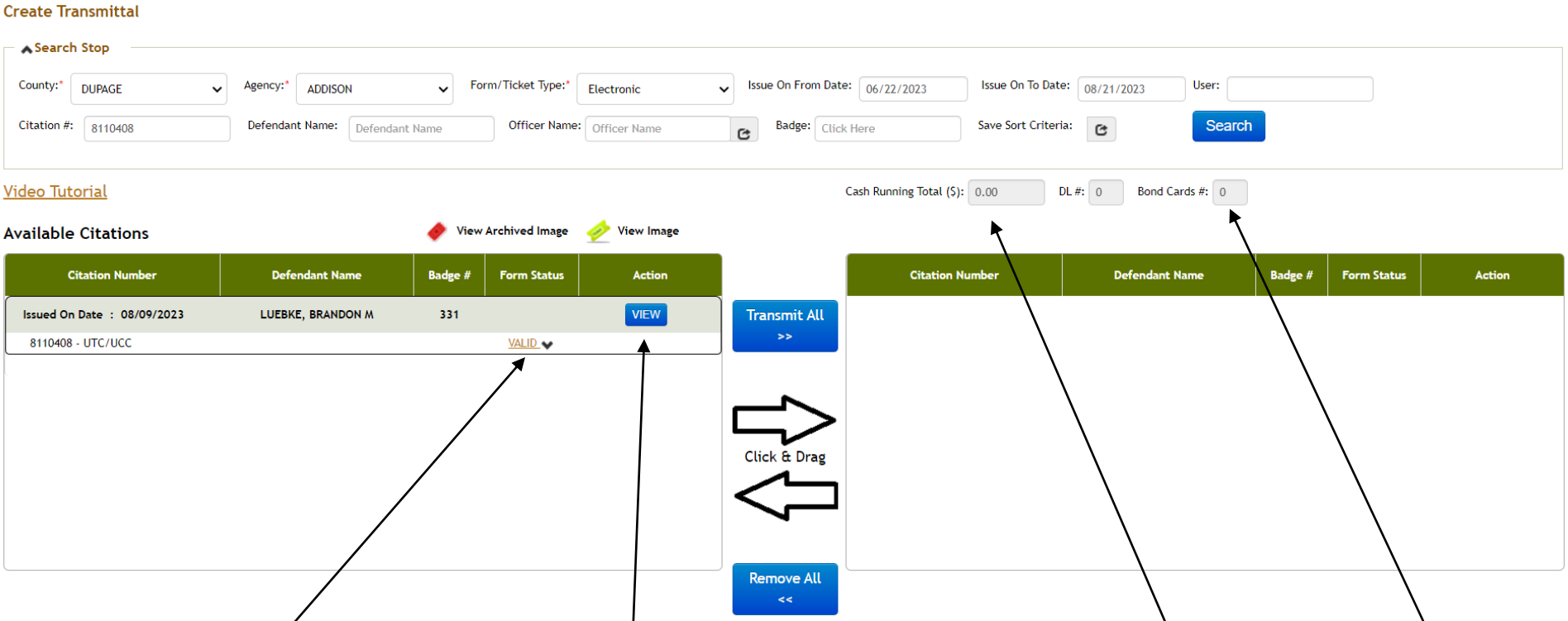


Enter Citation Number here Enter a defendant name here Choose an officer from a list, or enter badge # here

Click Search when you are finished!

3.3. Explanation of the Results Window

Once you click Search, the list of available Traffic Stops will appear in the results list.



The system will keep a running total of physical bonds so you can reconcile your transmittal before sending it. It tracks Cash, number of DLs and Bond Cards here.

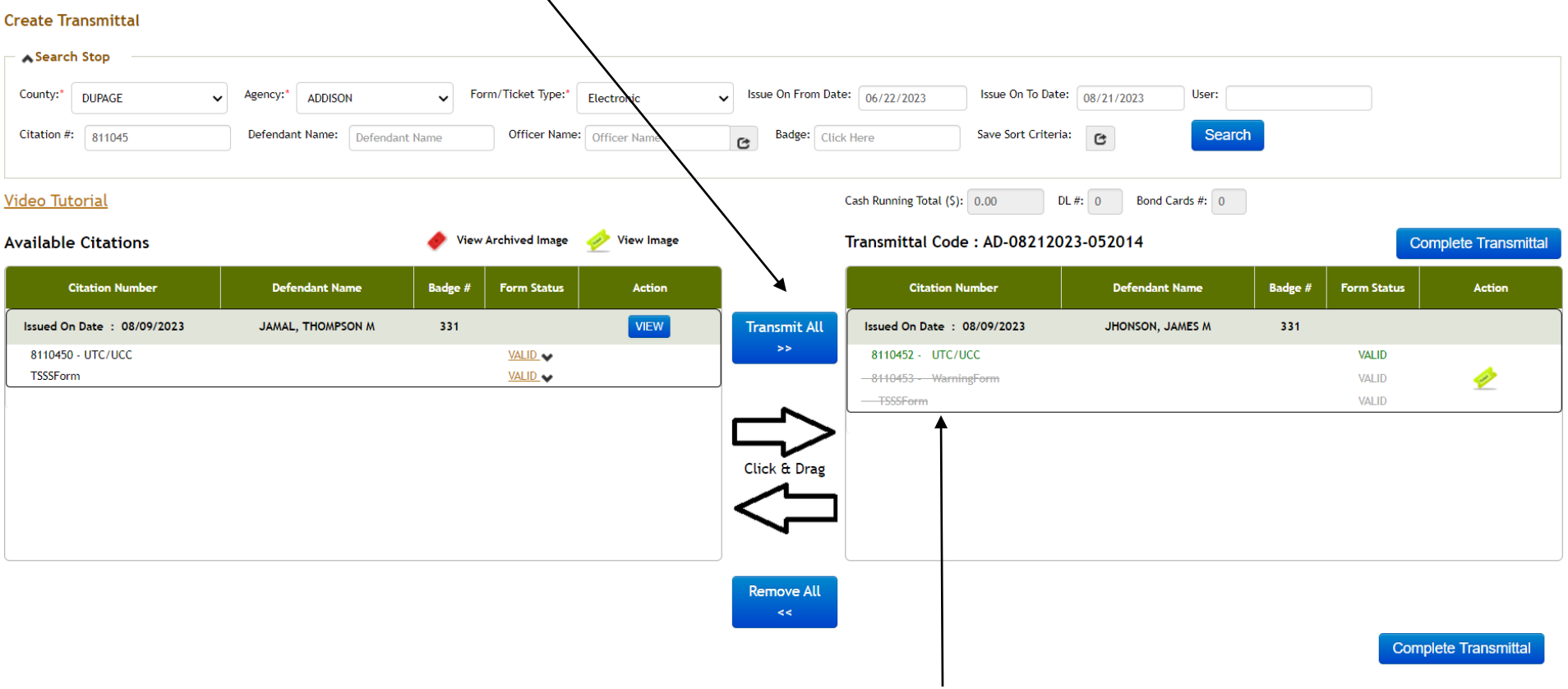
If you want to view the form data to compare the electronic information to the ticket, you can view all the forms in the stop here.

VALID, VOID and REMOVED form statuses are shown here. If this status says VOIDED, then the Officer may have voided the citation in the car.

3.4. Add Citations to the New Transmittal Batch

Once you click Search, the list of available Traffic Stops will appear in the results list in Available Citations.

Match up the citations on the screen with the citations in your batch, select and drag STOP(s) to right side that you want to transmit. (Also notice that you could Select ALL STOP(s) in the result list by click on Transmit All.)

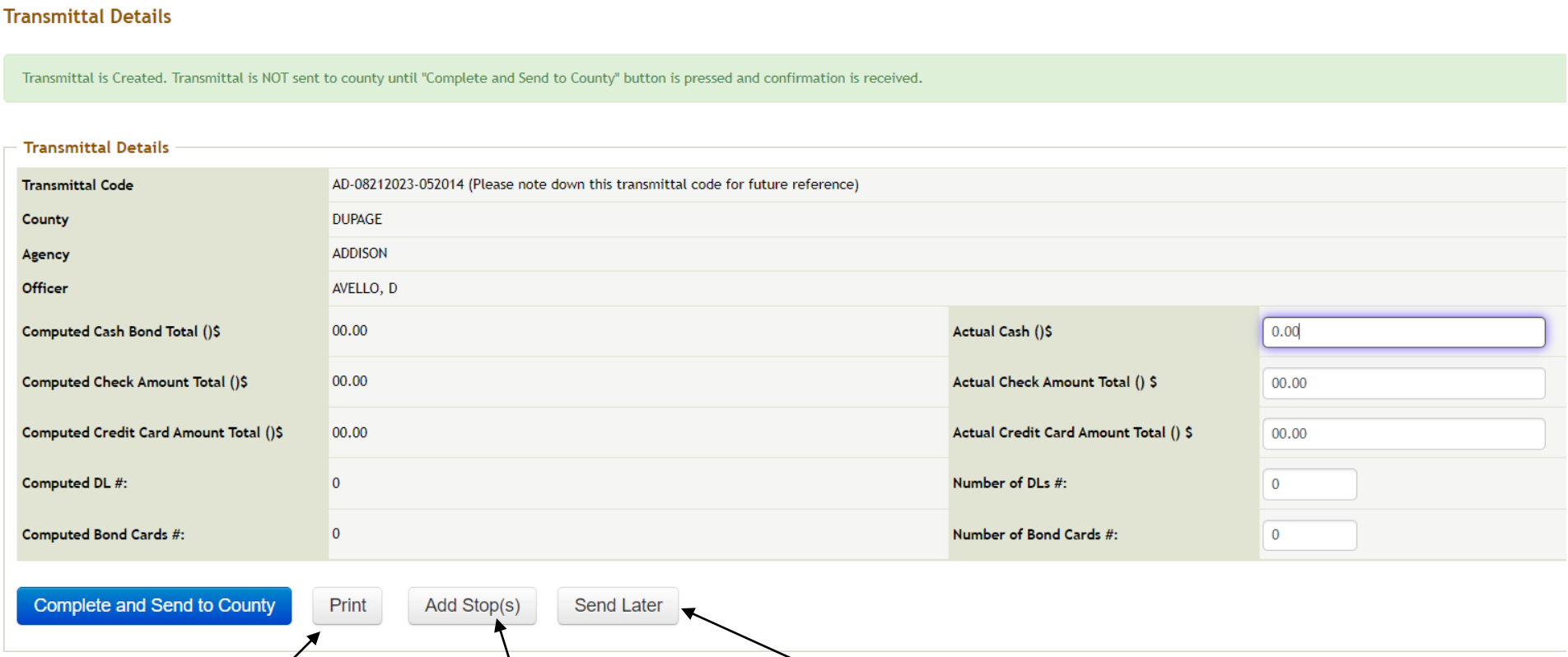


Notice here that only the Citation in the Stop was selected – the Written Warning form just above it and the TSSS Form below it were not selected. These types of forms are not transmitted to the circuit clerks. The system will not allow you to select them!

Click Complete Transmittal to add this one citation to the new transmittal batch.

3.5. Reconciling a Transmittal Batch

The transmittal batch has been created, but it is **not sent to the circuit clerk** until you click Complete and Send to County. You may save this open transmittal for later work, or add more citations to it at any time.

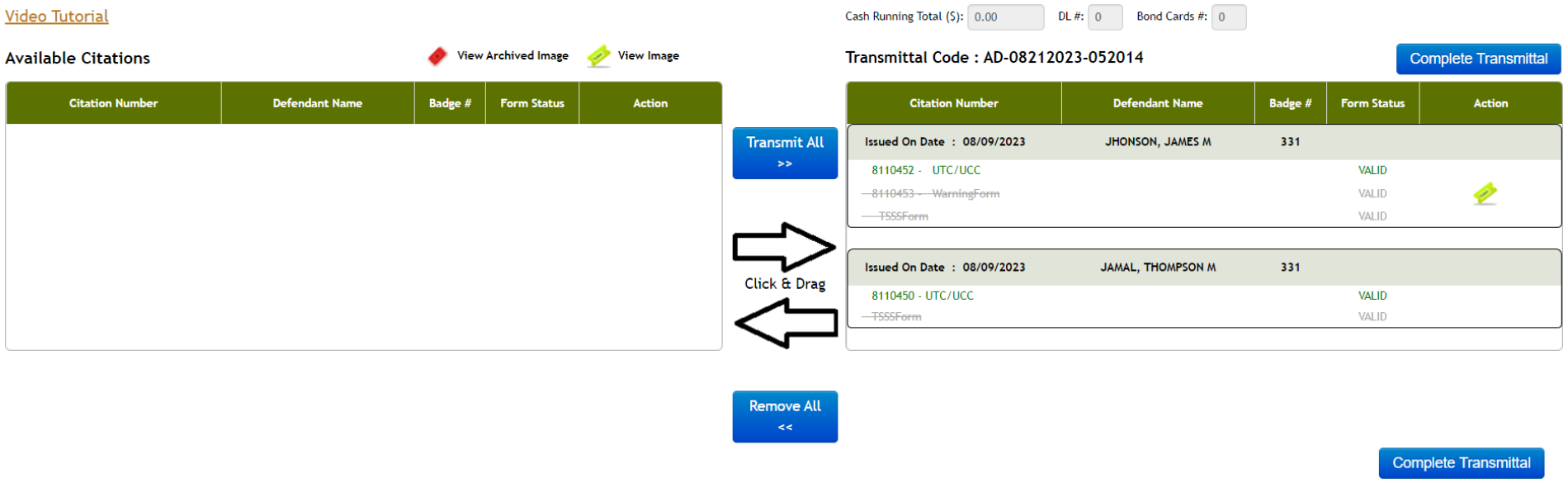


To Reconcile the transmittal before sending it to the County, enter the amount of actual cash, actual checks collected (i.e. from Overweights), and the number of DLs and Bond Cards in this batch. **<u>If the values do not match what the system has calculated, it will not send the transmittal!</u>**

Use the Print button for the transmittal report Click Add Stop(s) to add more forms (Sec 3.2), or Click Send Later to save your work.

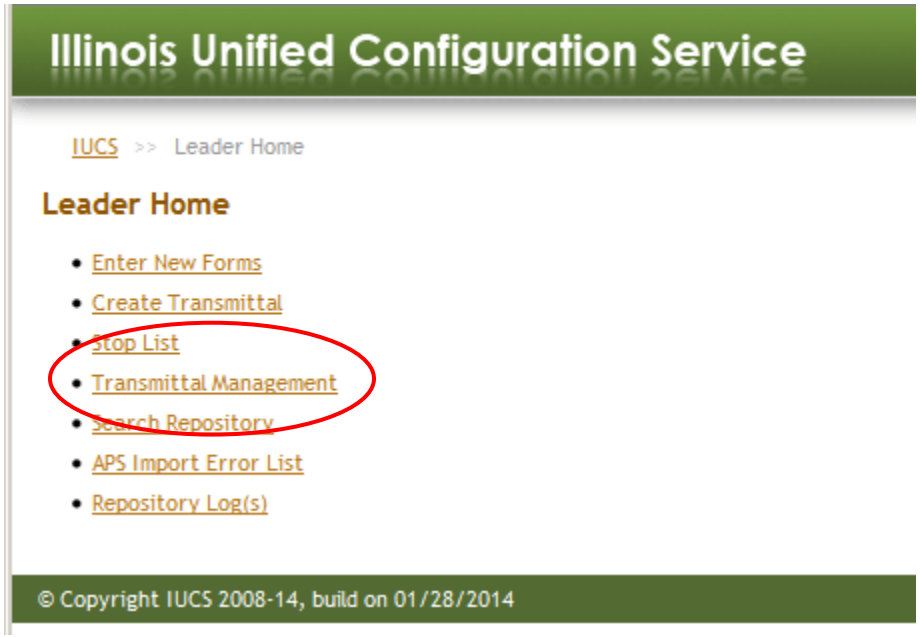
3.6. Adding More to an Open Transmittal

If you clicked Add Stop(s), the system returns you to section 3.2 to add more forms. Once you search, drag STOP(s) from left to right for the additional forms, then click Complete Transmittal to add them.



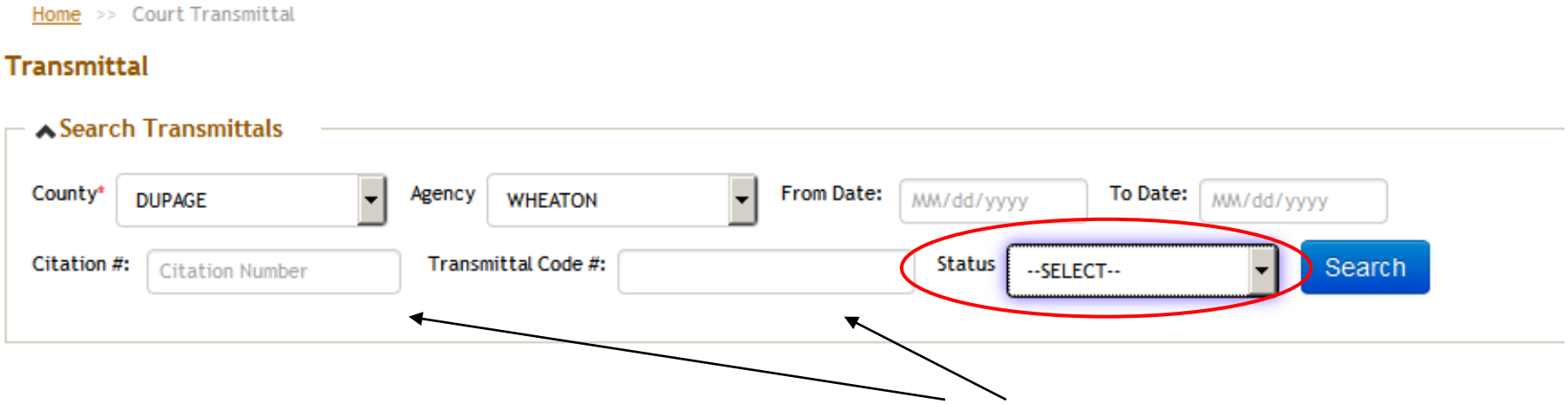
3.7. Viewing the Open Transmittals or Previously Sent Transmittals

Go to Transmittal Management under the main LEADER menu.



3.8. Transmittal Management – Search

The Status field allows you to select: **OPEN, FAILED or SENT**. Using this value, you can search for any OPEN Transmittal or previous transmittals that were Sent to the circuit clerk. In the event that a transmittal FAILED to send, you can resend it here.

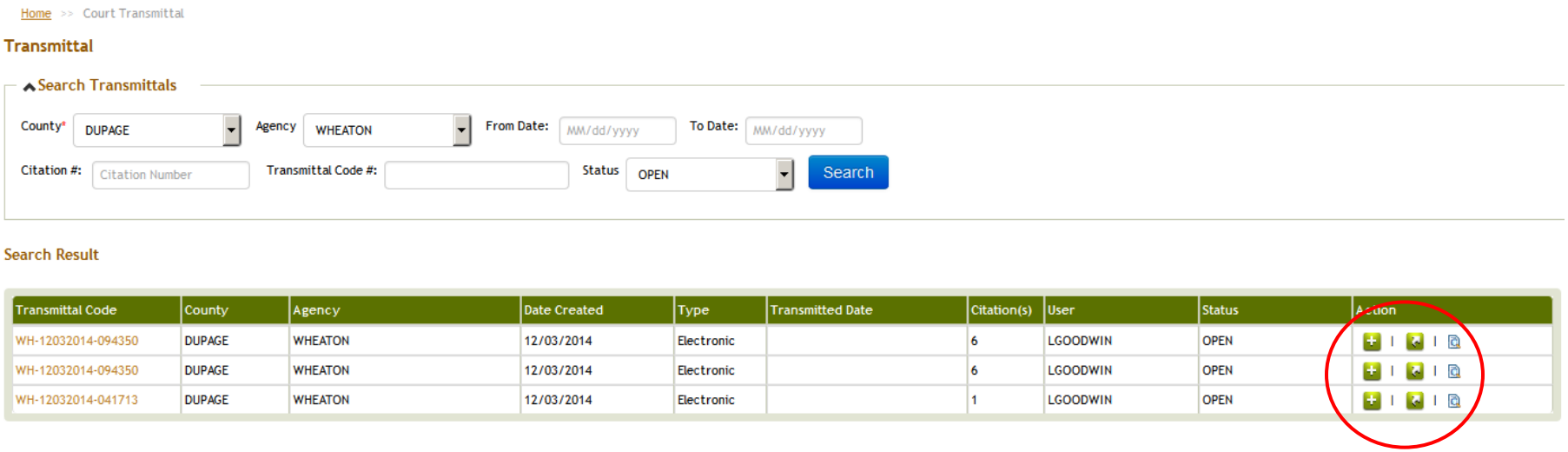


If you are searching for a particular citation number or a transmittal batch number, enter them here.

Click to retrieve the transmittals.

3.9. Transmittal Search Results – Add & Re-send

These screen shows three open transmittals for this agency. These quick access buttons allow you to Add or Send the transmittal. In the case of resending a failed transmittal, simply click the Send arrow again!

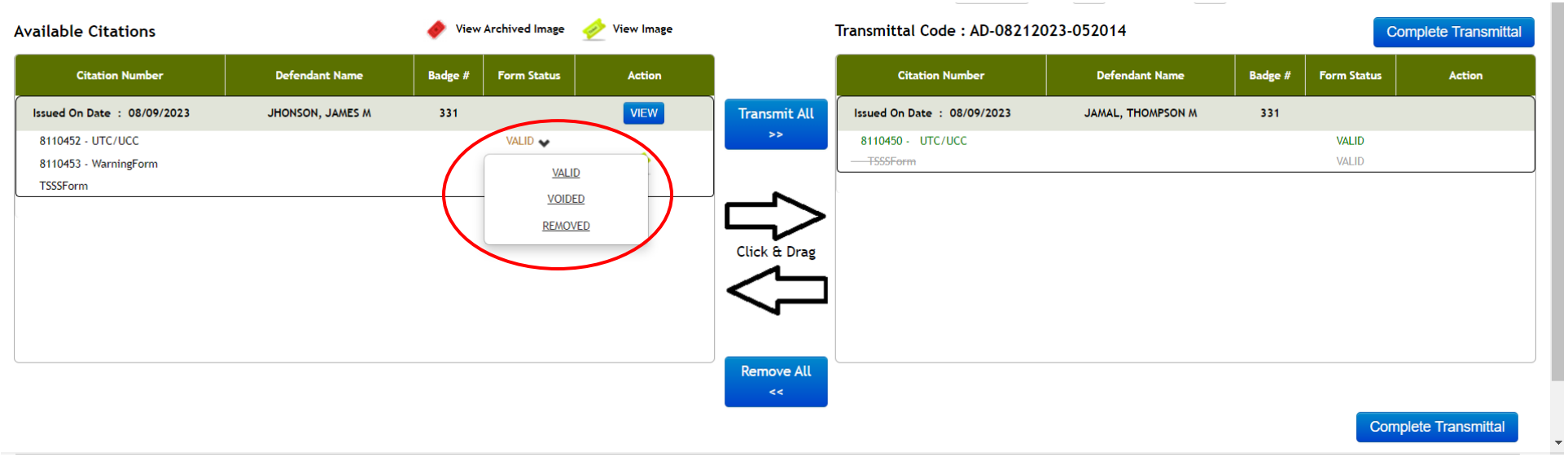


The (+) sign is for adding new citations to a batch.

The arrow sign is to send the transmittal to the circuit clerk.

The report icon will display the transmittal report for all the citations currently in the batch.

3.10. Voiding a form, or Removing ("booking") a Citation

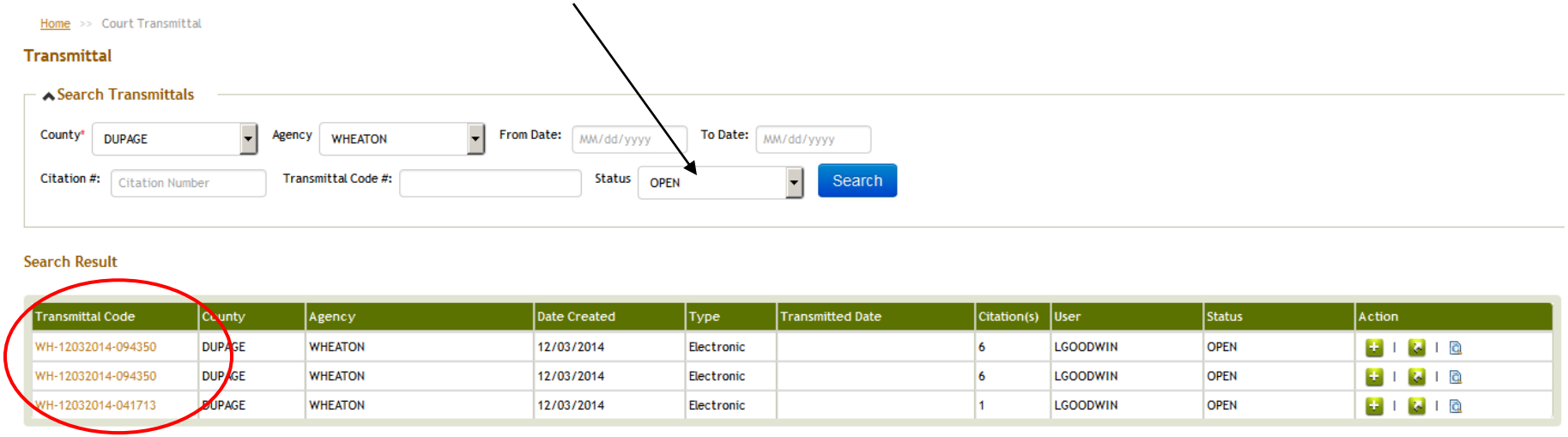


Click the **V** to change the status of the form to either VOIDED or REMOVED. REMOVED means that the citation is still a valid ticket, but it is being sent to the circuit clerk with either a criminal complaint or a custoidal arrest and should not be sent through this system. These status values may only be changed until the transmittal batch is sent to the circuit clerk. Once sent, it cannot be changed.

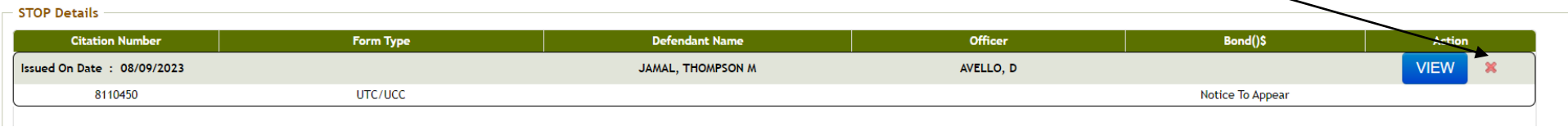
3.11. Removing a Citation from an Open Transmittal

Setting the status if a citation to REMOVED makes that citation ineligible to be sent to the court on a transmittal. Removing, or taking a citation out of an open transmittal simply removes it from the batch. That citation is still eligible to be placed in another batch.

In Transmittal Management, search for an open transmittal.



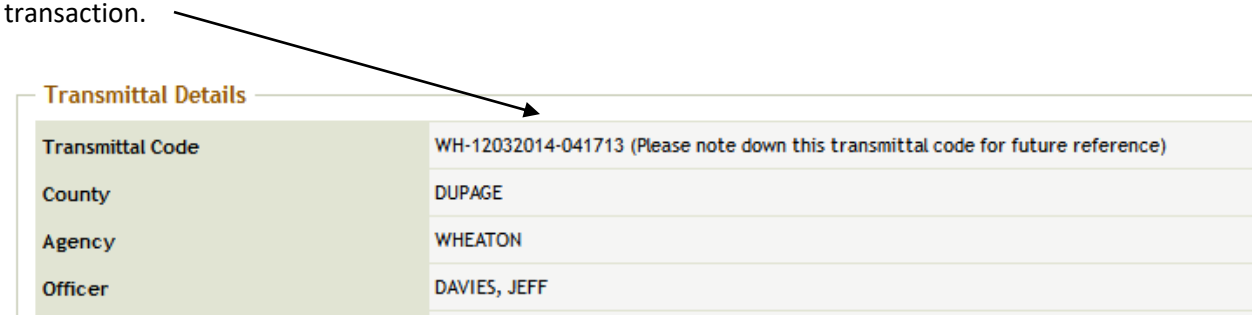
Click one of the transmittal code numbers to display the contents of the batch. This allows you to delete the ticket from the batch. Remember it will not delete the citation from the system, and it still must be transmitted, or VOIDED or REMOVED by setting the status.



3.12. Tips for Cash (and Cash equivalent) Transmittals

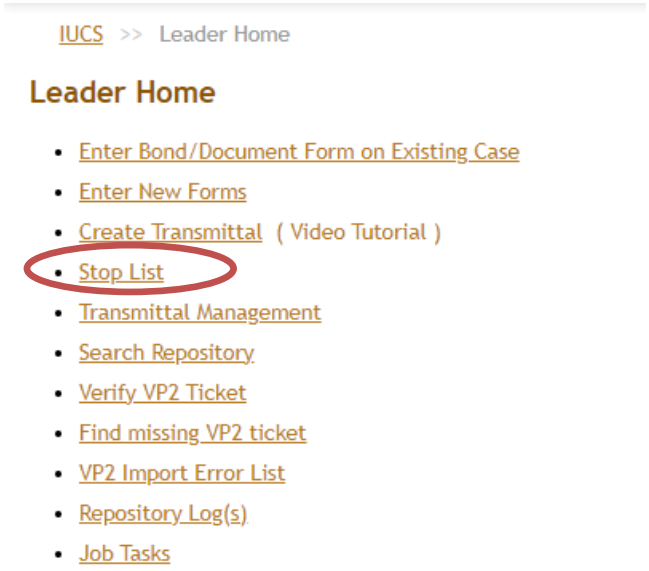
Cash and cash equivalents like checks and credit card transactions may be handled differently from other types of bond, or may be reconciled differently with your circuit clerk. Your agency may choose to group all cash bonds into one transmittal, all credit card transactions into another, etc.

If your circuit clerk allows you to make deposits directly into a bank account, it may be helpful for future reconciliation to write this number on the deposit transaction.

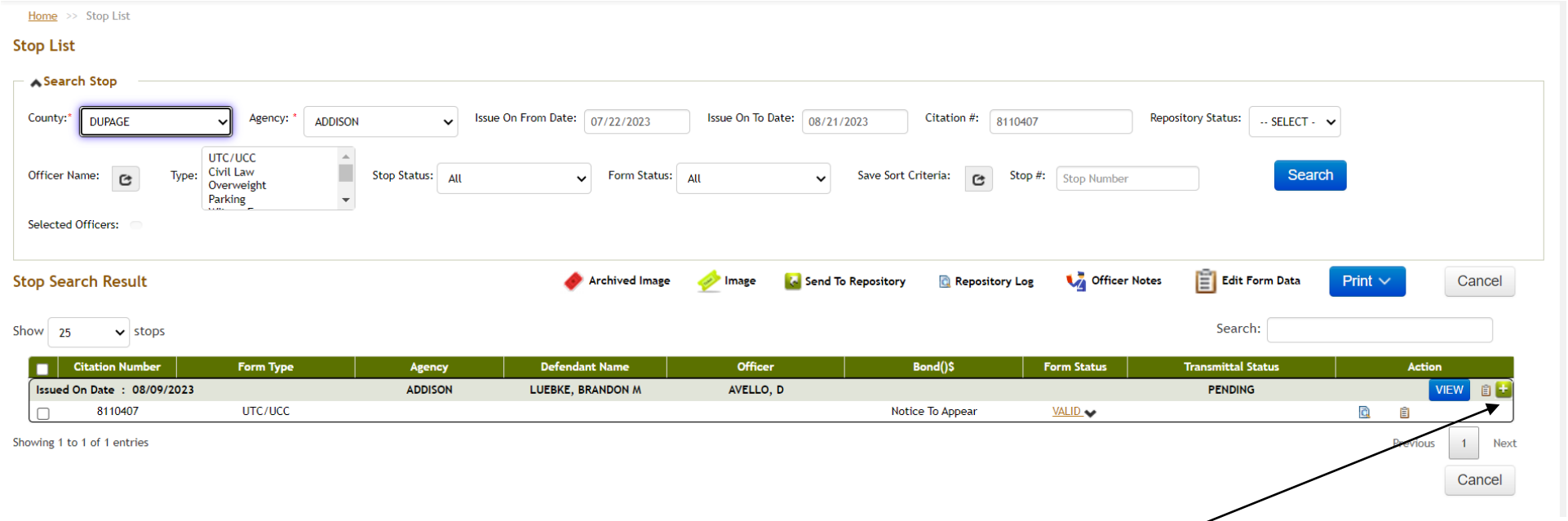


3.13. Associate un-transmitted traffic stops to an existing DuPage Circuit Court case number

Go to the “stop list” in LEADER



Find the traffic stop by searching for a citation number in the stop.

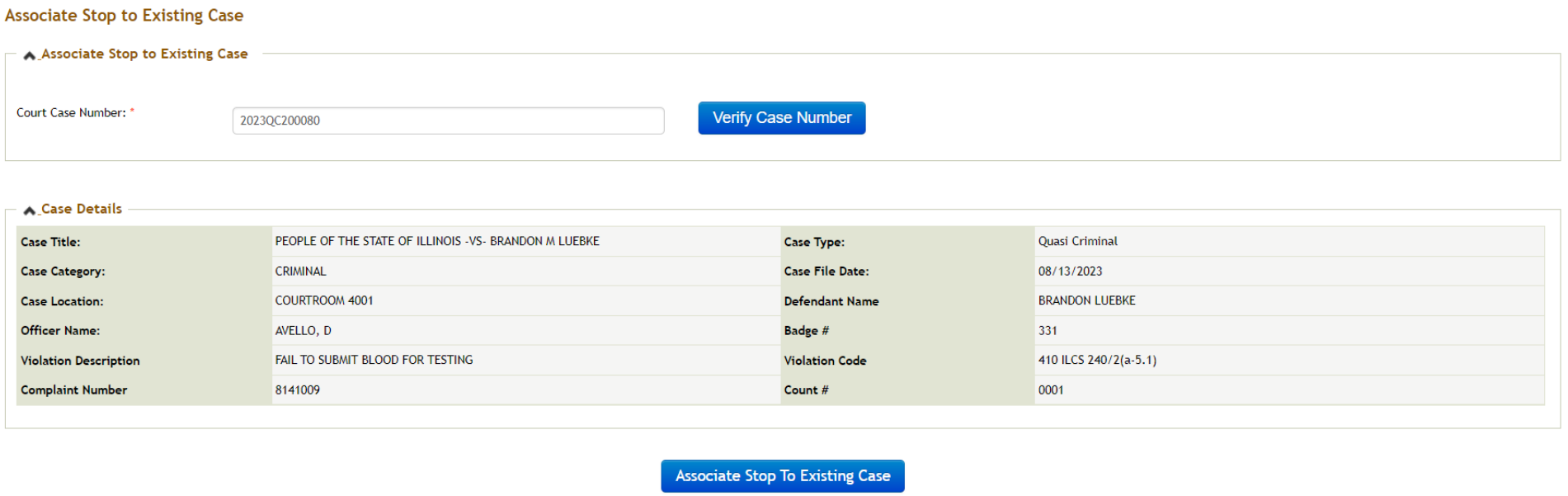


If the stop has not yet been transmitted a square “+” button will be on the right side of the screen.

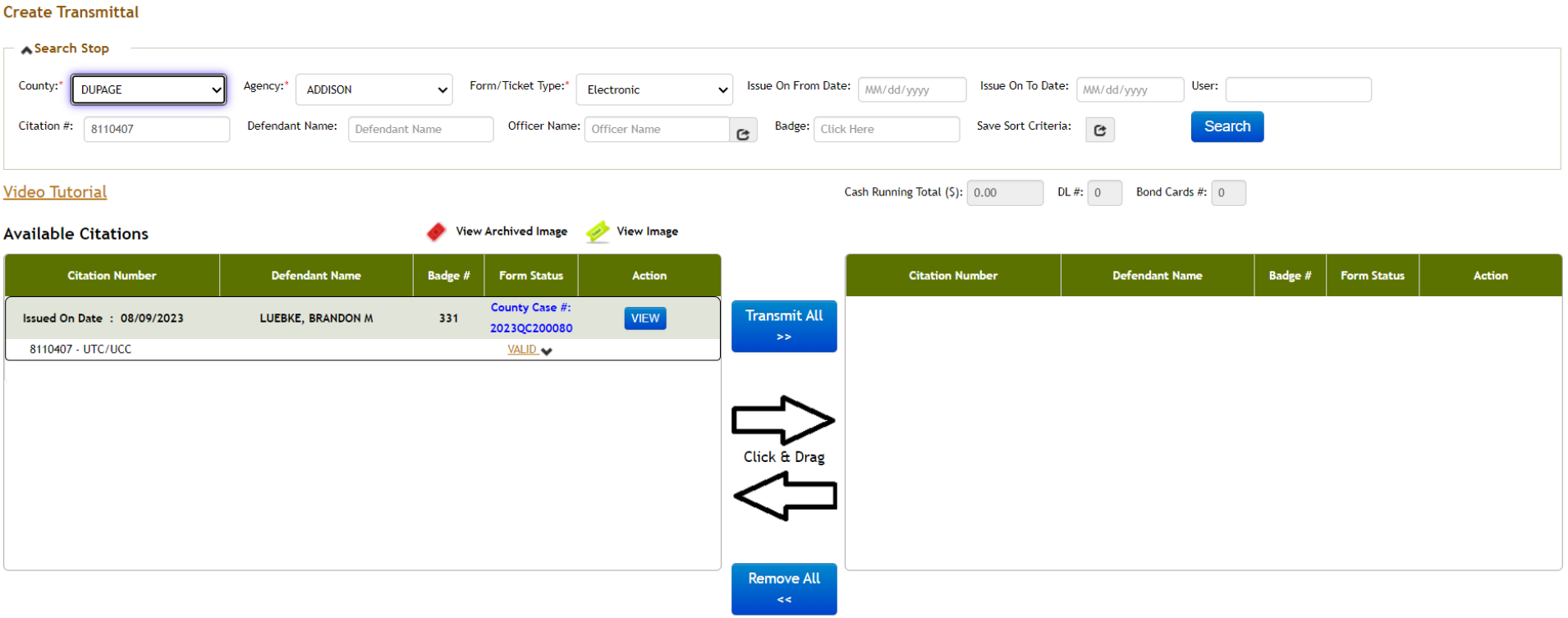
Enter the DuPage Circuit Court case number you want to associate the tickets with. (Example: 2023DT000123, 2023CF000456, 2023CM001234) and click on

Verify Case Number

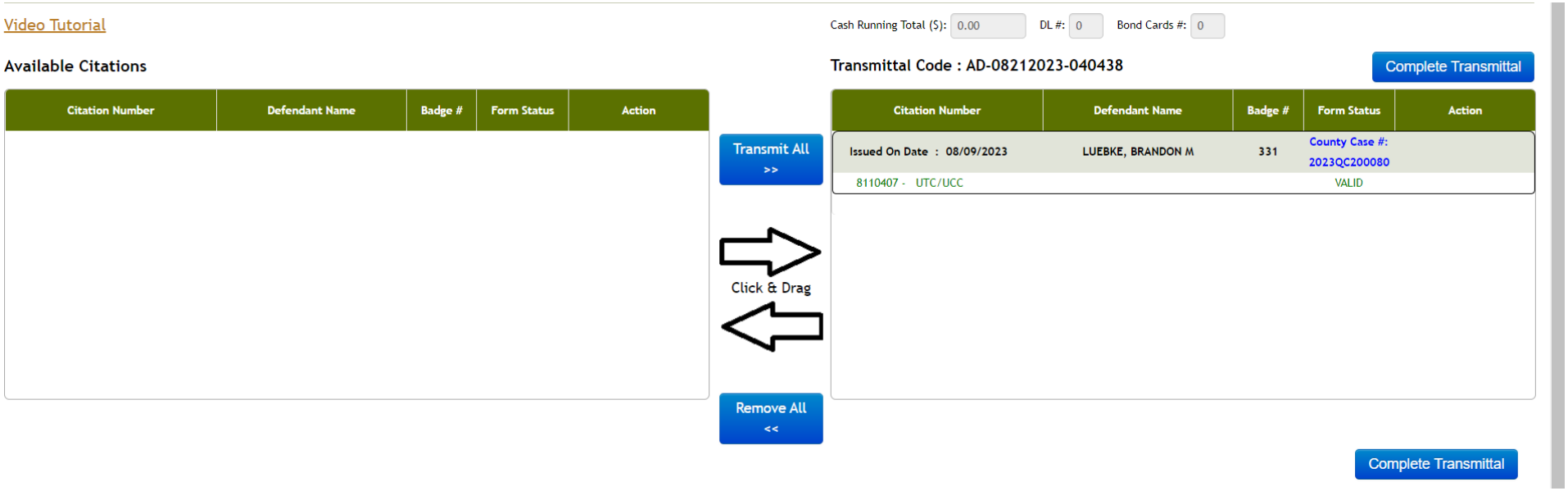
This will validate case details and render case details after successful verification.



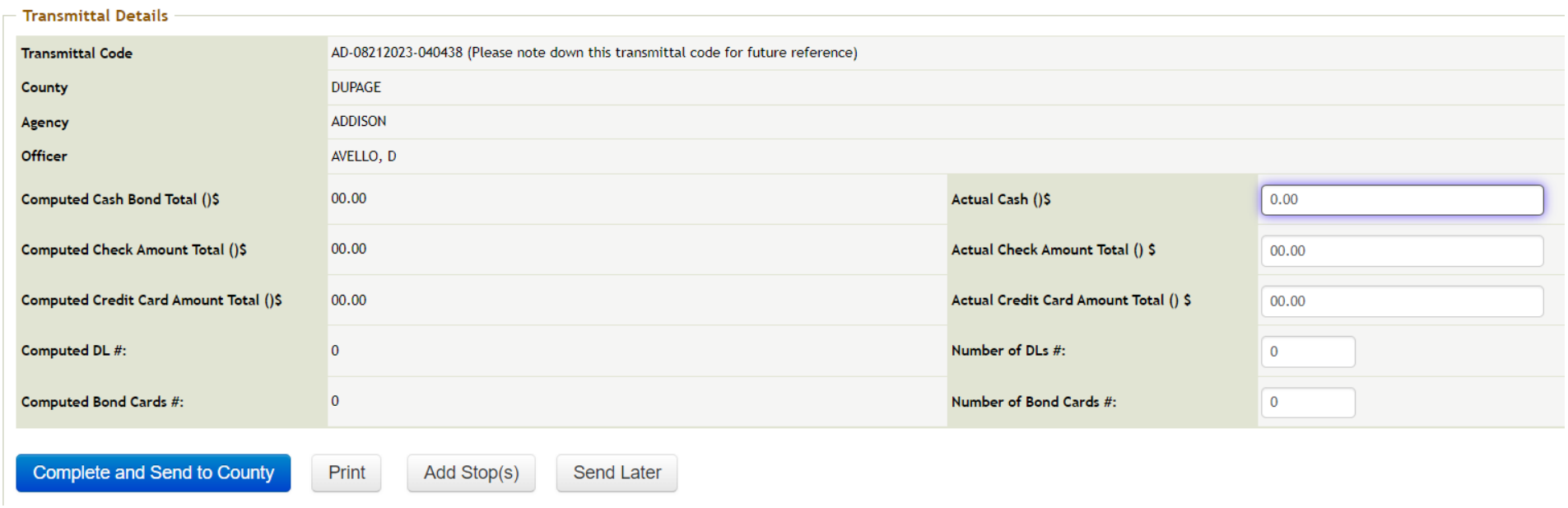
After click on Associate Stop To Existing Case and Create Transmittal screen will be rendered



Select and drag the ticket from left to right and click on



Once Transmittal is created Click on



Upon completion of these steps the ticket(s) will automatically transmit to DuPage and be associated to the correct existing criminal case.