

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

Illinois Unified Configuration Service

Login here

User Id: JRPALMER
Password: ●●●●●●●●
User Type: AGENCY
County: DUPAGE
Agency: --SELECT--
 I Agree

Sign-In

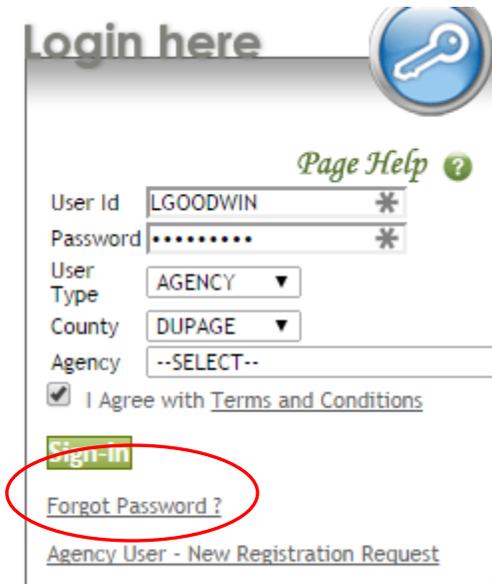
The following Circuit Court Clerks and other agencies share in this project:

- DeKalb County, Circuit Court Clerk Maureen Josh
- DuPage County, Circuit Court Clerk Chris Kachiroubas
- McHenry County, Circuit Court Clerk Kathy Keefe
- Will County, Circuit Court Clerk Pam McGuire

This site is best viewed with Internet Explorer 7.0 or higher and FireFox 3.0 or higher

1.2. *Forgot Password?*

- Click on the link [Forgot Password?](#)



The screenshot shows a login form titled "Login here" with a key icon. It includes a "Page Help" link with a question mark. The form fields are: User Id (LGOODWIN), Password (masked with dots), User Type (AGENCY), County (DUPAGE), and Agency (--SELECT--). There is a checkbox for "I Agree with Terms and Conditions". Below the form, the "Sign-in" button is circled in red, and the "Forgot Password?" link is also circled in red. At the bottom, there is a link for "Agency User - New Registration Request".

- 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**

The screenshot shows the 'Agency User Module - LOMBARD' interface. At the top, there is a green header with the text 'Illinois Unified Configuration Service'. Below the header, the title 'Agency User Module - LOMBARD' is displayed. There are two buttons: '+ Expand All' and '- Collapse All'. The main menu is organized into several categories, each with a minus sign icon to its left:

- Home
 - Court Information
 - [Maintain Court Sessions](#)
 - [Court Locations](#)
 - [Initialize Court Sessions](#)
 - [Court Types](#)
 - General
 - [Emergency Responders](#)
 - [School and Parks](#)
 - [Tow Information Management](#)
 - [Streets](#)
 - [APS Form Verbiage](#)
 - Leader** (circled in red)
 - [Leader Application](#)
- Logs & Audit Trails
- Offenses & Violations
 - [Violations](#)
 - [Frequently Used Violations](#)
 - [Offenses](#)
- Police Officer
 - [Assign Officer Schedules](#)
 - [Officer Information](#)
 - [Officer Schedule Report](#)
 - [Officer Schedules](#)
- Security
 - [My Profile](#)
- To Do List
- Traffic Stop Data Sheet Records
 - [Manage Traffic Stop Data Sheet Batch](#)
 - [Manage Traffic Stop Data Sheet](#)

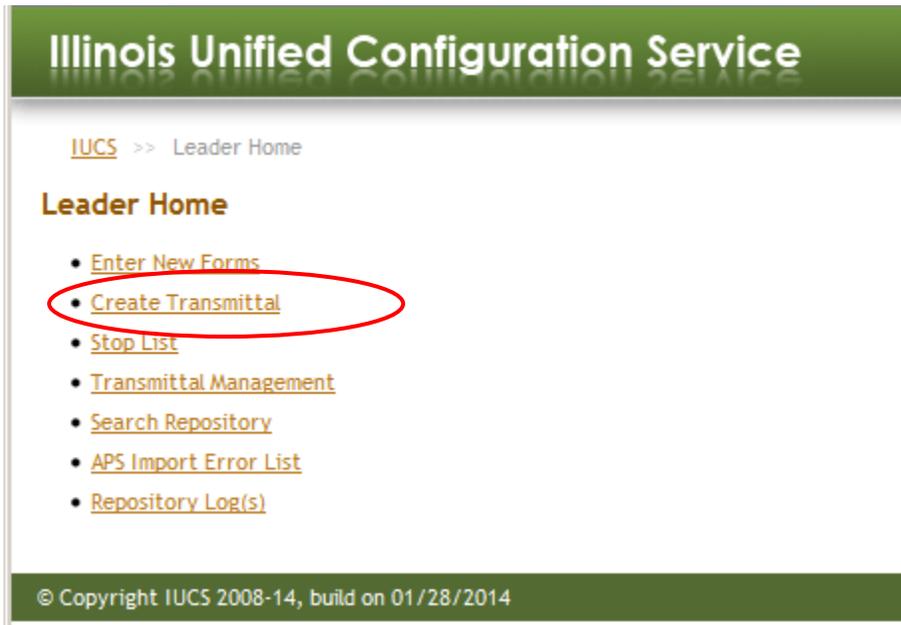
3. Court Transmittals

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

[Home](#) >> Complete Forms

Create Transmittal

Search Stop

County: Agency: Form/Ticket Type: Issue On From Date: Issue On To Date: User:

Citation #: Defendant Name: Officer Name:   Badge: Save Sort Criteria: 

[Video Tutorial](#)

Available Citations

Citation Number	Defendant Name	Badge #	Form Status	Action
No Stops Found				

Citation Number	Defendant Name	Badge #	Form Status	Action
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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.

Create Transmittal

Search Stop

County: Agency: Form/Ticket Type: Issue On From Date: Issue On To Date: User:

Citation #: Defendant Name: Officer Name: Badge: Save Sort Criteria:

[Video Tutorial](#)

Available Citations

Citation Number	Defendant Name	Badge #	Form Status	Action
No Stops Found				

Citation Number	Defendant Name	Badge #	Form Status	Action
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Enter Citation Number here

Enter a defendant name here

Choose an officer from a list, or enter badge # here

Click 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.

Create Transmittal

Search Stop

County: Agency: Form/Ticket Type: Issue On From Date: Issue On To Date: User:

Citation #: Defendant Name: Officer Name: Badge: Save Sort Criteria:

Video Tutorial

Available Citations

Cash Running Total (\$): DL #: Bond Cards #:

Citation Number	Defendant Name	Badge #	Form Status	Action
Issued On Date : 08/09/2023	LUEBKE, BRANDON M	331		<input type="button" value="VIEW"/>
8110408 - UTC/UCC			VALID	

Click & Drag

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.)

Create Transmittal

Search Stop

County: Agency: Form/Ticket Type: Issue On From Date: Issue On To Date: User:

Citation #: Defendant Name: Officer Name: Badge: Save Sort Criteria:

Video Tutorial

Available Citations

Citation Number	Defendant Name	Badge #	Form Status	Action
Issued On Date : 08/09/2023				
JAMAL, THOMPSON M 331 <input type="button" value="VIEW"/>				
8110450 - UTC/UCC			VALID	
TSSForm			VALID	

Click & Drag

Transmittal Code : AD-08212023-052014

Citation Number	Defendant Name	Badge #	Form Status	Action
Issued On Date : 08/09/2023				
JHONSON, JAMES M 331				
8110452 - UTC/UCC			VALID	
8110453 - WarningForm			VALID	<input type="button" value="View Image"/>
TSSForm			VALID	

Notice here that only the Citation in the Stop was selected – the Written Warning form just above it and the TSS 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 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



. You may save this open

Transmittal Details

Transmittal is Created. Transmittal is NOT sent to county until "Complete and Send to County" button is pressed and confirmation is received.

Transmittal Details

Transmittal Code	AD-08212023-052014 (Please note down this transmittal code for future reference)		
County	DUPAGE		
Agency	ADDISON		
Officer	AVELLO, D		
Computed Cash Bond Total ()\$	00.00	Actual Cash ()\$	<input type="text" value="0.00"/>
Computed Check Amount Total ()\$	00.00	Actual Check Amount Total () \$	<input type="text" value="00.00"/>
Computed Credit Card Amount Total ()\$	00.00	Actual Credit Card Amount Total () \$	<input type="text" value="00.00"/>
Computed DL #:	0	Number of DLs #:	<input type="text" value="0"/>
Computed Bond Cards #:	0	Number of Bond Cards #:	<input type="text" value="0"/>

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. **If the values do not match what the system has calculated, it will not send the transmittal!**

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.

[Video Tutorial](#)

Available Citations

 View Archived Image  View Image

Citation Number	Defendant Name	Badge #	Form Status	Action

Transmit All
>>



Remove All
<<

Cash Running Total (\$): DL #: Bond Cards #:

Transmittal Code : AD-08212023-052014

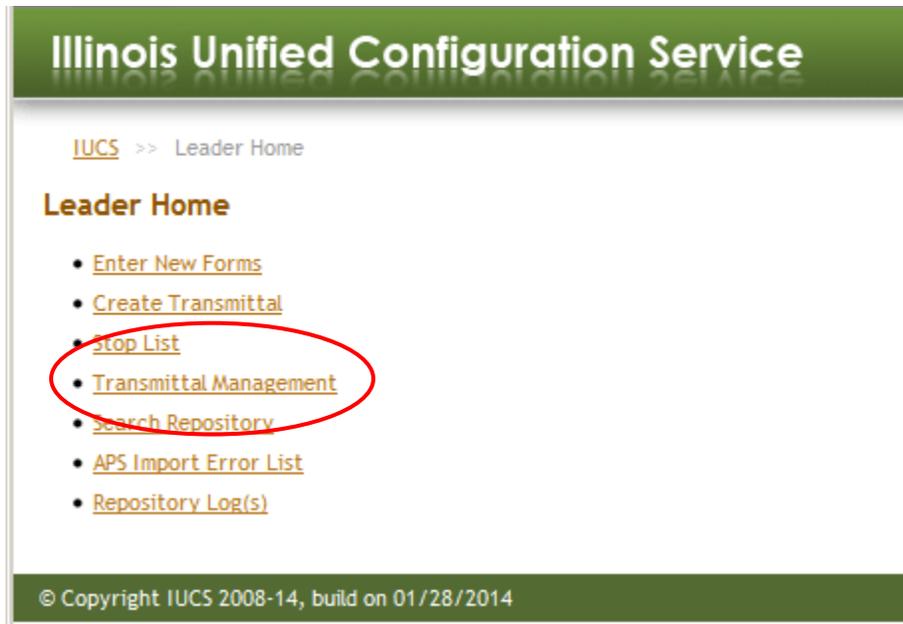
Complete Transmittal

Citation Number	Defendant Name	Badge #	Form Status	Action
Issued On Date : 08/09/2023 JHONSON, JAMES M 331				
8110452 - UTC/UCC			VALID	
—8110453— WarningForm			VALID	
—T555Form			VALID	
Issued On Date : 08/09/2023 JAMAL, THOMPSON M 331				
8110450 - UTC/UCC			VALID	
—T555Form			VALID	

Complete Transmittal

3.7. Viewing the Open Transmittals or Previously Sent Transmittals

Go to Transmittal Management under the main LEADER menu.



3.8. Transmittal Management – Search

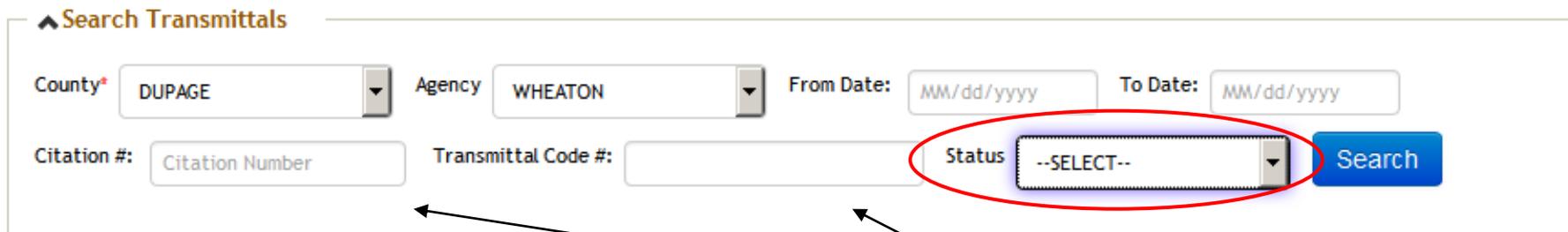
The Status field allows you to select: **OPEN**, **FAILED** or **SENT**. Using this value, you can search for any OPEN Transmittal or previous transmittals that were Sent to the circuit clerk. In the event that a transmittal FAILED to send, you can resend it here.

[Home](#) >> Court Transmittal

Transmittal

▲ Search Transmittals

County*	DUPAGE	Agency	WHEATON	From Date:	MM/dd/yyyy	To Date:	MM/dd/yyyy
Citation #:	Citation Number	Transmittal Code #:		Status	--SELECT--	<input type="button" value="Search"/>	



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!

[Home](#) >> Court Transmittal

Transmittal

Search Transmittals

County: Agency: From Date: To Date:

Citation #: Transmittal Code #: Status:

Search Result

Transmittal Code	County	Agency	Date Created	Type	Transmitted Date	Citation(s)	User	Status	Action
WH-12032014-094350	DUPAGE	WHEATON	12/03/2014	Electronic		6	LGOODWIN	OPEN	  
WH-12032014-094350	DUPAGE	WHEATON	12/03/2014	Electronic		6	LGOODWIN	OPEN	  
WH-12032014-041713	DUPAGE	WHEATON	12/03/2014	Electronic		1	LGOODWIN	OPEN	  

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

Available Citations View Archived Image View Image

Citation Number	Defendant Name	Badge #	Form Status	Action
Issued On Date : 08/09/2023				
JHONSON, JAMES M		331	VALID	VIEW
8110452 - UTC/UCC			VALID	
8110453 - WarningForm			VOIDED	
TSSForm			REMOVED	

Transmit All
>>

Click & Drag

Remove All
<<

Transmittal Code : AD-08212023-052014 Complete Transmittal

Citation Number	Defendant Name	Badge #	Form Status	Action
Issued On Date : 08/09/2023				
JAMAL, THOMPSON M		331	VALID	
8110450 - UTC/UCC			VALID	
TSSForm			VALID	

Complete Transmittal

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 custodial 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.

Home >> Court Transmittal

Transmittal

Search Transmittals

County: DUPAGE Agency: WHEATON From Date: MM/dd/yyyy To Date: MM/dd/yyyy

Citation #: Citation Number Transmittal Code #: Status: OPEN Search

Search Result

Transmittal Code	County	Agency	Date Created	Type	Transmitted Date	Citation(s)	User	Status	Action
WH-12032014-094350	DUPAGE	WHEATON	12/03/2014	Electronic		6	LGOODWIN	OPEN	+ ↺ 📄
WH-12032014-094350	DUPAGE	WHEATON	12/03/2014	Electronic		6	LGOODWIN	OPEN	+ ↺ 📄
WH-12032014-041713	DUPAGE	WHEATON	12/03/2014	Electronic		1	LGOODWIN	OPEN	+ ↺ 📄

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.

STOP Details

Citation Number	Form Type	Defendant Name	Officer	Bond(\$)	Action
Issued On Date : 08/09/2023		JAMAL, THOMPSON M	AVELLO, D		VIEW 
8110450	UTC/UCC			Notice To Appear	

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.



Transmittal Details	
Transmittal Code	WH-12032014-041713 (Please note down this transmittal code for future reference)
County	DUPAGE
Agency	WHEATON
Officer	DAVIES, JEFF

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

Go to the “stop list” in LEADER

[IUCS](#) >> [Leader Home](#)

Leader Home

- [Enter Bond/Document Form on Existing Case](#)
- [Enter New Forms](#)
- [Create Transmittal \(Video Tutorial \)](#)
- [Stop List](#)
- [Transmittal Management](#)
- [Search Repository](#)
- [Verify VP2 Ticket](#)
- [Find missing VP2 ticket](#)
- [VP2 Import Error List](#)
- [Repository Log\(s\)](#)
- [Job Tasks](#)

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

Home >> Stop List

Stop List

Search Stop

County: **DUPAGE** Agency: **ADDISON** Issue On From Date: **07/22/2023** Issue On To Date: **08/21/2023** Citation #: **8110407** Repository Status: **-- SELECT -**

Officer Name: Type: **UTC/UCC**
Civil Law
Overweight
Parking

Stop Status: **All** Form Status: **All** Save Sort Criteria: Stop #: **Stop Number** **Search**

Selected Officers:

Stop Search Result

Archived Image Image Send To Repository Repository Log Officer Notes Edit Form Data **Print** **Cancel**

Show **25** stops Search:

	Citation Number	Form Type	Agency	Defendant Name	Officer	Bond()\$	Form Status	Transmittal Status	Action
Issued On Date : 08/09/2023			ADDISON	LUEBKE, BRANDON M	AVELLO, D			PENDING	VIEW
<input type="checkbox"/>	8110407	UTC/UCC				Notice To Appear	VALID		

Showing 1 to 1 of 1 entries

Previous **1** Next **Cancel**

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.

Associate Stop to Existing Case

^ Associate Stop to Existing Case

Court Case Number: *

2023QC200080

[Verify Case Number](#)

^ Case Details

Case Title:	PEOPLE OF THE STATE OF ILLINOIS -VS- BRANDON M LUEBKE	Case Type:	Quasi Criminal
Case Category:	CRIMINAL	Case File Date:	08/13/2023
Case Location:	COURTROOM 4001	Defendant Name	BRANDON LUEBKE
Officer Name:	AVELLO, D	Badge #	331
Violation Description	FAIL TO SUBMIT BLOOD FOR TESTING	Violation Code	410 ILCS 240/2(a-5.1)
Complaint Number	8141009	Count #	0001

[Associate Stop To Existing Case](#)

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

Create Transmittal

County: Agency: Form/Ticket Type: Issue On From Date: Issue On To Date: User:

Citation #: Defendant Name: Officer Name: Badge: Save Sort Criteria:

Video Tutorial

Cash Running Total (\$): DL #: Bond Cards #:

Available Citations

 View Archived Image  View Image

Citation Number	Defendant Name	Badge #	Form Status	Action
Issued On Date : 08/09/2023	LUEBKE, BRANDON M	331	County Case #: 2023QC200080	<input type="button" value="VIEW"/>
8110407 - UTC/UCC			VALID <input type="button" value="v"/>	

>>



<<

Citation Number	Defendant Name	Badge #	Form Status	Action

Complete Transmittal

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

[Video Tutorial](#)

Cash Running Total (\$): DL #: Bond Cards #:

Available Citations

Transmittal Code : AD-08212023-040438

Complete Transmittal

Citation Number	Defendant Name	Badge #	Form Status	Action
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Transmit All
>>



Remove All
<<

Citation Number	Defendant Name	Badge #	Form Status	Action
Issued On Date : 08/09/2023		LUEBKE, BRANDON M	331	County Case #: 2023QC200080
8110407 - UTC/UCC			VALID	

Complete Transmittal

Once Transmittal is created Click on [Complete and Send to County](#)

Transmittal Details

Transmittal Code	AD-08212023-040438 (Please note down this transmittal code for future reference)		
County	DUPAGE		
Agency	ADDISON		
Officer	AVELLO, D		
Computed Cash Bond Total ()\$	00.00	Actual Cash ()\$	<input type="text" value="0.00"/>
Computed Check Amount Total ()\$	00.00	Actual Check Amount Total () \$	<input type="text" value="00.00"/>
Computed Credit Card Amount Total ()\$	00.00	Actual Credit Card Amount Total () \$	<input type="text" value="00.00"/>
Computed DL #:	0	Number of DLs #:	<input type="text" value="0"/>
Computed Bond Cards #:	0	Number of Bond Cards #:	<input type="text" value="0"/>

[Complete and Send to County](#) [Print](#) [Add Stop\(s\)](#) [Send Later](#)

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