

## Transactions For Adding A Case To FARE

Transaction Sequence for Case Add:

1. Fr\_case
2. Fr\_prsn
3. Fr\_party
4. Fr\_paddr
5. Fr\_cscrg
6. Fr\_obgtn

1. Case: Transaction **Fr\_Case** required to send case – one transaction per case
  - a. Charge Case Type: Case type based on most serious charge in the case.
  - b. Case title is required.

Example: fr\_case|U|0|64866|1149|2015-05-20 08:12:15|M|1149|CR|201400729|OMS|10/29/2014||N|ST OF AZ VS TEST CASE||N|||||

**Note:** Court number must be four characters (in red).

2. Person: Transaction **Fr\_Prsn** required. One transaction per unique occurrence for that person in FARE. If the person is on more than one case only one Fr\_Prsn transaction is needed. If the person was previously added to the Data Warehouse for another case, no Fr\_Prsn transaction is needed. This transaction is keyed by the Source System Person Number.

Example: fr\_prsn|U|0|64867|1149|2015-05-2008:12:15|10053790|TESTFIRST|J|TESTLAST|N|10/28/1992|123456789|F|95|5|0|BRO|BRO||1149|

3. Party: Transaction **Fr\_Party** required for each party appearing on the case. (Minimum of one party)
  - a. Source Person Number: Unique **court** person ID number.
  - b. SSN/Birth Date/Driver License Number: Needed for TTEAP hold.
  - c. TTEAP Notice Indicator – For backlog, should be set to 1 to add the case directly into collections.

Example: fr\_party|U|0|64868|1149|2015-05-2008:12:15|M|1149|CR|201400729|D|1|N|N|N|F||95|5|0|BRO|BRO||N|10053790|N|TESTFIRST|TESTLAST|J|123456789|10/28/1992|D099999999|AZ|N||Y|N|N|1|Y|N|||

4. Party Address: Transaction **Fr\_Paddr** required per party (Fr\_Party) to reflect address information.
  - a. Address Type: Indicates if the address supplied is the primary or secondary address for the party. If more than one address exists for a party, it is important that the primary address be marked correctly and all other addresses be marked secondary. If multiple addresses are marked as the primary, the last received is considered the primary and all mailings will be sent to that

address only. It is recommended that only the primary address be sent to for the case but that is up to the court's discretion.

- b. Bad Address Indicator: Used by the court to indicate that they have determined that the party address is bad. This will cause an immediate skip trace by ACS before any noticing is done.

Example: fr\_paddr|U|0|64869|1149|2015-05-20 08:12:15|M|1149|CR|201400729|D|1|P|710 E MAIN AVE|141012002|MESA|AZ|85210|US|N||

5. Charge: Transaction **Fr\_Cscrg** required for **each** charge appearing on the case (Minimum of one charge.)

- a. Charge Case Type: Specific to charge
- b. Disposition: DPS standard, numeric version preferable
- c. Sentence Code:
- d. TTEAP Qualifier Flag: Indicates if charge qualifies for TTEAP hold. Supplied from court's statute table.

Example: fr\_cscrg|U|0|64871|1149|2015-05-2008:12:15|M|1149|CR|201400729|D|1|2|CR201400729|011|13-2506A|13-506A|OMS|11|01/28/2015|01/28/2015|Q|01/28/2015|01/28/2015|M1|12/10/2014||12/10/2014|||Y|

6. Obligation Transaction **Fr\_Obgtm** required for the entire case balance.

Example: fr\_obgtm|U|0|64872|1149|2015-05-2008:12:15|M|1149|CR|201400729|D|1|0|||511.70|0.00|81.70|0.00|0||