

Defensive Driving Tracking System

ARIZONA SUPREME COURT – ADMINISTRATIVE OFFICE OF THE COURTS

Defensive Driving Tracking System

User Manual

Certification and Licensing Division

Compliance Unit

Defensive Driving Tracking System

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Defensive Driving Tracking System

Main Menu Selections

Student Data: Manage student information

Sub-menu selections:

1. **Check Eligibility** (Verify that a student is eligible to attend defensive driving class.)
2. **Add New Registration** (Enter a student registration record. Eligibility will be checked when submitted.)
3. **Add New Completion** (Enter a student completion record. Eligibility will be checked when submitted.)
4. **View or Update Student** (View an existing student record and edit details.)
5. **Batch Upload Student Data** (Upload a batch of student information in a xml file format – AOC approved batch schools only. Not included in this User Manual.)
6. **Error Correction** (View all batch error records and saved registration records with errors awaiting correction.)
7. **Denied Change Requests** (View change requests that have been denied by the AOC.)
8. **Court Reject Records** (View a list of court reject records awaiting correction that have not yet been acknowledged.)
9. **Batch Upload Student Data** (Upload a batch of registration and completion student records in an .xml file format – AOC approved batch schools only.)

Payments: Manage payments

Sub-menu selections:

1. **Add New Court Payment** (Add a new court payment and select students.)
2. **Court Un-Paid Diversion Fee Payment Report** (Reconcile school records with DDTS eligible student records to prepare for “Add New Court Payment” workflow)
3. **Add New State Payment** (Add a new state payment and select students.)
4. **View Existing Payments** (View existing court and state fee payments, add additional students and generate remittance reports.)

School Info: Manage school information for *your individual Defensive Driving School*.

Sub-menu selections:

1. **School Information** (View school contact information, along with associated instructors, class locations and upcoming classes.)
2. **Class Locations** (view, edit, and delete class locations.)
3. **Add New Class Location** (Add a new class location.)
4. **Scheduled Classes** (View, edit and delete scheduled classes.)
5. **Add New Scheduled Class** (Add a new scheduled class.)
6. **Batch Upload Schedules** (Upload a batch of class schedule information in an .xml file format – AOC approved batch schools only.)

Defensive Driving Tracking System

Main Menu Selections continued

Instructors: Instructor contact data and list of upcoming classes.

Sub-menu selections: none

Courts: List of applicable Arizona courts, contact information and court specific diversion fee history.

Sub-menu selections: none

Reports: Standard available reports

Sub-menu selections: see on-line application for current list of available reports.

Help : Help topics

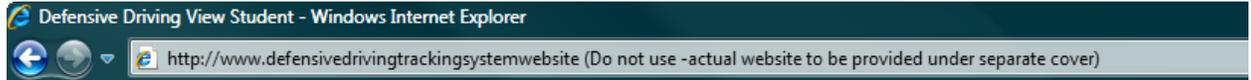
Sub-menu selections:

1. FAQ (Frequently Asked Questions)
2. Deferrable Violation codes
3. Administrative Orders
4. Court Directory
5. User Training Guide
6. Contact Us

Defensive Driving Tracking System

Login Procedures

1. Enter the **Defensive Driving Tracking System** website address into your internet browser address bar, and press your keyboard <Enter> key.



2. The "Defensive Driving Tracking System" (i.e. "DDTS") website's login page will display.
 - A. Enter your assigned "User ID"
 - B. Enter your assigned "Password"
 - C. Select <Submit>

Home

Text Size: A A A

Defensive Driving

Login

Welcome to the Arizona Defensive Driving Tracking System
Please enter your user name and password

A → User ID:

B → Password:

C →

[Forgot Password?](#)

If an incorrect user id/password has been entered more than 3 times in a row, the user will be locked out on the 4th attempt. You will be prompted to contact DD admin support to reset your password.

Click here if you do not remember your password. You will be prompted to enter your "userid" so that a new password will be sent to the email address on file.

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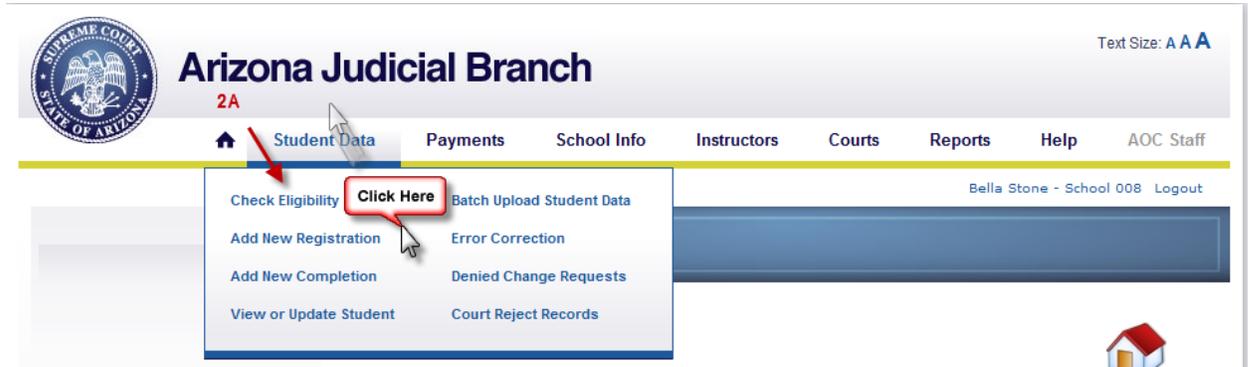
Defensive Driving Tracking System

Navigation Tips

1. The main menu selections will display at the top of each screen. From there, you can navigate to any desired screen and/or function.



2. To navigate to any sub-menu function, you can either:
 - A. Hover your cursor over any main menu selection and the sub-menu functions will display.
 - 1) Click on the desired function



Defensive Driving Tracking System

Navigation Tips continued

Or

B. Click on the main menu selection. The sub-menu functions will display on the right hand side and center sections of your screen.

1) Click on the desired function

The screenshot displays the Arizona Judicial Branch Defensive Driving Tracking System interface. At the top left is the Arizona Supreme Court logo. The main header reads "Arizona Judicial Branch" with a "Text Size: A A A" option on the right. A navigation bar contains links: Home, Student Data (highlighted with a red arrow and a "2B" label), Payments, School Info, Instructors, Courts, Reports, Help, and AOC Staff. Below the navigation bar, a breadcrumb trail shows "Home / Student Data" and the user information "Bella Stone - School 008 Logout".

The "Student Data" sub-menu is expanded on the left, listing: Check Eligibility, Add New Registration, Add New Completion, View Student, Error Correction, Denied Change Requests, Court Reject Records, and Batch Upload Student Data. A red arrow points from the "Student Data" link in the navigation bar to this sub-menu, and another red arrow points from the "Check Eligibility" link in the sub-menu to the main content area.

The main content area features a "Defensive Driving" header and a "Student Data" section with the instruction "Manage student information. Select a task below." It contains eight task cards, each with an icon and a description:

- Check Eligibility**: Verify that a student is eligible to attend defensive driving classes.
- Add New Registration**: Enter a student registration record. Eligibility will be checked when submitted.
- Add New Completion**: Enter a student completion record. Eligibility will be checked when submitted.
- View or Update Student**: View an existing student record and edit details.
- Batch Upload Student Data**: Upload a batch of student information in a xml file format.
- Error Correction**: View all error records awaiting correction.
- Denied Change Requests**: View change requests that have been denied by the AOC.
- Court Reject Records**: View a list a reject records awaiting correction that have not yet been acknowledged.

Red callouts labeled "Click Here" with arrows point to the "Check Eligibility" link in the sub-menu and the "Add New Registration" card in the main content area.

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Defensive Driving Tracking System

Navigation Tips continued

3. As you navigate through the application, a “breadcrumb” trail will display the path and menu options you used to arrive at your current location. Click on any menu selection in the “breadcrumb” trail to navigate back to the desired screen. For example:
 - A. Click on “Home” to return to the “Home” page.
 - B. Click on “Student Data” to navigate to the main Student Data menu selection options.
4. Upon a successful sign-on, your name and school location will display at the top right of every screen.
5. To logout at any time, click on the “Logout” link on the top right of any available screen.

Arizona Judicial Branch

Text Size: A A A

Home / Student Data / Check Eligibility

Bella Stone - School 008 Logout

Defensive Driving

Check Student Eligibility - Search

NOTE: This will search existing class completion records. Search will return records with Violation Dates less than 30 months old.

Input search criteria below:
Please input Last Name and/or Driver's License Number plus at least one other field.

Last Name:

First Name:

Birth Date: MM-DD-YYYY

Driver's License Number:

State:

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Defensive Driving Tracking System

Navigation Tips continued

- When searching for records in the application, you can clear/refresh your search criteria without individually erasing each field. Simply click on the <Reset> button.....

The screenshot shows the Arizona Judicial Branch website interface. At the top left is the Arizona Supreme Court logo. The main header reads "Arizona Judicial Branch" with a "Text Size: AAA" link on the right. A navigation menu includes "Student Data", "Payments", "School Info", "Instructors", "Courts", "Reports", "Help", and "AOC Staff". The breadcrumb trail is "Home / Student Data / Check Eligibility". The user is logged in as "Bella Stone - School 008" with a "Logout" link.

The main content area is titled "Defensive Driving" and contains a "Check Student Eligibility - Search" section. A note states: "NOTE: This will search existing class completion records. Search will return records with Violation Dates less than 30 months old." Below the note, it says "Input search criteria below: Please input Last Name and/or Driver's License Number plus at least one other field." The search form includes the following fields:

- Last Name:
- First Name:
- Birth Date: MM-DD-YYYY
- Driver's License Number:
- State:

At the bottom of the form are two buttons: "Reset" and "Submit". A red arrow with the number "6" points to the "Reset" button, indicating the action described in the text above.

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...and your screen clears for new input.

Defensive Driving Tracking System

Input search criteria below:

Please input Last Name and/or Driver's License Number plus at least one other field.

Last Name:

First Name:

Birth Date: MM-DD-YYYY

Driver's License Number:

State:

Navigation Tips continued

7. After entering your search criteria, you may not receive any results because the application did not locate an exact record match with the information entered in the search screen. To resume your search:
 - A. Click on the "Search" link to return to the original search screen with your selection criteria intact. Or:
 - B. Click on any applicable Search screen link to return to the original search screen with no input displayed (screen will be refreshed).

Arizona Judicial Branch

Text Size: A A A

Home / Student Data / Payments / School Info / Instructors / Courts / Reports / Help / AOC Staff

Home / Student Data / Check Eligibility **7B**

Bella Stone - School 008 Logout

Defensive Driving

Check Student Eligibility - Search Results

0 records found.

7A → Search

7 → No matching records found.

7B → Check Eligibility

7C → Check Eligibility

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Defensive Driving Tracking System

Navigation Tips continued

8. When using the “Search” screens, the application may locate more than one record that matches your search criteria. In the case where more than one record was found, the results will display in a list with a total record count (otherwise, you will see the record detail screen for the one result.) When a list is displayed, you will have the following options:
 - A. Click on the record id (highlighted in blue) to view the record’s detailed information.
 - B. Click on any page number to move from one page to the next, including moving directly to the first or last pages.
 - C. Click on any column heading to sort your results. For example, click on the column heading “Birth Date” to sort your results by the driver’s date of birth.
 - D. Click on the “Search” link to return to the original search screen with your selection criteria intact.

Defensive Driving Tracking System



Arizona Judicial Branch

Text Size: A A A

Home Student Data Payments School Info Instructors Courts Reports Help AOC Staff

Home / Student Data / Check Eligibility

Bella Stone - School 008 Logout

Student Data

- Check Eligibility
- Add New Registration
- Add New Completion
- View Student
- Error Correction
- Denied Change Requests
- Court Reject Records
- Batch Upload Student Data

Defensive Driving

8

Check Student Eligibility - Search Results

4 records found. Click a record number to view that student record. [Search](#)

ID	Type	Last Name	First Name	Birth Date	License	Violation	Eligibility Date
175178	C	STONE	MARK	11/30/1953	B12834379	6/3/2010	6/3/2012
175607	C	STONEB	CAROL	11/1/1980	D11011980	1/1/2011	1/1/2013
175615	C	STONEHENGE	CARRIE	11/1/1980	D1112222	1/1/2011	1/1/2013
175820	T	STONEBURNER	JAMES BOB	6/14/1948	DLN999	2/1/2011	2/1/2013

1 2 3 4 5 6 7 8 9 10 ... Last

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Home Page

1. Upon each initial sign-on, you will be directed to the "Home Page." However, if your school has any unresolved batch errors, you will instead be directed to the Error Correction page (Home>Student Data>Error Correction). See "Error Correction" for more information. Click on the "Home" link to navigate to the "Home" page if

Defensive Driving Tracking System

needed.

Arizona Judicial Branch

Text Size: A A A

Home / Student Data / Error Correction

Bella Stone - School 008 Logout

Defensive Driving

Error Correction

306 records found. Click a record number to view that student record. [Search](#)

ID	Type	Last Name	First Name	Birth Date	License	Violation	Added
3752	S	DYER	TINA			6/3/2010	8/26/2010
3754	S	EGREMY	MARIA		Information deleted for security	6/29/2010	8/26/2010

2. The “Home Page” will display the number of unresolved “Batch Error” and “Court Reject” records. You may click on the record count to the right of each sub-menu selection to go directly to the applicable section.
3. The “Home Page” will also display important news and information. Please check this page often for updates.

Arizona Judicial Branch

Text Size: A A A

Home

Bella Stone - School 008 Logout

Defensive Driving

Home

Welcome to the Arizona Defensive Driving Tracking System

Unresolved Error Records: [306](#)

Unresolved Court Reject Records: [0](#)

News

Online Eligibility Check
If you would like to incorporate eligibility checking into your own website, please [Contact Us](#).

Testing begins
Testing of the new Defensive Driving application begins January 2011.

[Check Eligibility](#)

Home>Student Data>Check Eligibility

1. Use this input screen to check the eligibility for a potential student: *You must enter the Last Name or Driver’s License Number and one other field to initiate a search.*

Defensive Driving Tracking System

- A. **Last Name:** If using, must include at least 1 character (no numbers).
 - B. **First Name:** If using, must include at least 1 character (no numbers).
 - C. **Birth Date:** If using, enter the driver's date of birth using the displayed format: MM-DD-YYYY. Ex: 11-01-1980.
 - D. **Driver's License Number:** If using, must be alphanumeric (characters and numbers). No special characters allowed.
 - E. **State:** This field automatically defaults to "not specified." Use the drop down menu to select another state or location.
2. Enter your search criteria and select <Submit>.

 **Arizona Judicial Branch** Text Size: A A A

Home / Student Data / Check Eligibility Afton Foutz Logout

Defensive Driving

Check Student Eligibility - Search

NOTE: This will search existing class completion records. Search will return records with Violation Dates less than 30 months old.

Input search criteria below:
Please input Last Name and/or Driver's License Number plus at least one other field.

School Code:

1A → Last Name:

1B → First Name:

1C → Birth Date: MM-DD-YYYY

1D → Driver's License Number:

1E → State:

Check Eligibility continued

Defensive Driving Tracking System

3. If there is no record found based upon the search criteria, you will see the below screen. *This means the student has not completed a diversion eligible Defensive Driving class within the last 18 months, and is eligible for the current violation.

The screenshot displays the Arizona Judicial Branch website interface. At the top left is the Arizona Supreme Court logo. The main header reads "Arizona Judicial Branch" with a "Text Size: A A A" option on the right. A navigation menu includes "Student Data", "Payments", "School Info", "Instructors", "Courts", "Reports", "Help", and "AOC Staff". The breadcrumb trail shows "Home / Student Data / Check Eligibility". The user is identified as "Bella Stone - School 008" with a "Logout" link. The page title is "Defensive Driving". The main content area is titled "Check Student Eligibility - Search Results". A search icon followed by "0 records found ." is circled in red. A "Search" button with a question mark icon is visible on the right. Below the search results, the text "No matching records found." is displayed. A footer at the bottom reads "© 2011 Arizona Supreme Court. All Rights Reserved."

Defensive Driving Tracking System

Check Student Eligibility - Detail

Home>Student Data>Check Eligibility

1. If there is only one result from your search criteria, the following record detail screen will display (otherwise, see “Navigation Tips” for accessing detail records from a list). This screen will also display after clicking on the “Record ID” for each record displayed in the results list.
2. All fields are display only. No modifications to data can be made from this screen. (See the “View Student –Detail” section for instructions on how to process updates or changes to existing records.)
3. This screen will provide the eligibility status and eligibility date for any successful completion record processed within the last 18 months. It will also display the original violation and school completion details.

Example of “Not Eligible”

The screenshot displays the Arizona Judicial Branch website interface. At the top left is the Arizona Supreme Court logo. The main header reads "Arizona Judicial Branch" with a "Text Size: AAA" option on the right. A navigation bar includes links for Home, Student Data, Payments, School Info, Instructors, Courts, Reports, Help, and AOC Staff. Below this, a breadcrumb trail shows "Home / Student Data / Check Eligibility" and the user "Bella Stone - School 008" is logged out. The left sidebar lists "Student Data" options, with "Check Eligibility" selected. The main content area is titled "Defensive Driving" and "Check Student Eligibility - Detail". A message states "This student record cannot be edited." Below this, a table of fields shows the following details: Eligibility Date: 01-01-2013 (Not Eligible); Record Type: C - Completion; School: 029 - ARIZONA CRASH COURSE; Court: 0242 - DOUGLAS MUNICIPAL COURT; Last Name: STONEB; First Name: CAROL; Birth Date: 11-01-1980; Driver's License Number: D11011980; Driver's License State: AZ - Arizona; Program Type: ST; Violation Date: 01-01-2011; Class Date: 01-07-2011; Completion Date: 01-07-2011; Completion Type: ST. A red arrow points to the "Not Eligible" status in the Eligibility Date field. Navigation links for Search, Return to List, Previous, and Next are visible.

Eligibility Date:	01-01-2013	Not Eligible
Record Type:	C - Completion	
School:	029 - ARIZONA CRASH COURSE	
Court:	0242 - DOUGLAS MUNICIPAL COURT	
Last Name:	STONEB	
First Name:	CAROL	
Initial:		
Suffix:		
Birth Date:	11-01-1980	
Driver's License Number:	D11011980	
Driver's License State:	AZ - Arizona	
Program Type:	ST	
Violation Date:	01-01-2011	
Class Date:	01-07-2011	
Completion Date:	01-07-2011	
Completion Type:	ST	

Defensive Driving Tracking System

Check Student Eligibility – Detail continued

Example of “Eligible”

The screenshot displays the Arizona Judicial Branch website interface. At the top, the logo of the Supreme Court of the State of Arizona is visible on the left, and the text 'Arizona Judicial Branch' is centered. To the right, there is a 'Text Size: A A A' option. Below the header, a navigation menu includes links for 'Student Data', 'Payments', 'School Info', 'Instructors', 'Courts', 'Reports', 'Help', and 'AOC Staff'. The main content area shows a breadcrumb trail: 'Home / Student Data / Check Eligibility'. On the right side of the main area, it says 'Bella Stone - School 008 Logout'. A sidebar on the left under 'Student Data' lists various actions: 'Check Eligibility', 'Add New Registration', 'Add New Completion', 'View Student', 'Error Correction', 'Denied Change Requests' (with a red '3' and an arrow pointing to the main content), 'Court Reject Records', and 'Batch Upload Student Data'. The main content area has a blue header 'Defensive Driving' and a sub-header 'Check Student Eligibility - Detail'. Below this, a message states 'This student record cannot be edited.' To the right of this message are links for 'Search', 'Return to List', 'Previous', and 'Next'. The student record details are as follows:

Eligibility Date:	01-01-2011 Eligible
Record Type:	C - Completion
School:	008 - AZ TRAFFIC SCHOOLS, LLC
Court:	0750 - PEORIA MUNICIPAL
Last Name:	CRASH
First Name:	GORDON
Initial:	
Suffix:	
Birth Date:	11-29-1980
Driver's License Number:	B122222222
Driver's License State:	AZ - Arizona
Program Type:	ST
Violation Date:	01-01-2009
Class Date:	01-15-2009
Completion Date:	01-15-2009
Completion Type:	ST

At the bottom of the page, the copyright notice reads: '© 2011 Arizona Supreme Court. All Rights Reserved.'

Defensive Driving Tracking System

Add New Registration

Home>Student Data>Add New Registration

1. Use this screen to enter a student registration record. Eligibility will be checked and data field information validated when submitted. Once successfully created, the record details will be electronically transmitted to the applicable court.
2. Record type ("S" – Registration) and school name automatically display.
3. After completing all applicable and mandatory fields, click <Submit> to validate and save your record.
 - A. **Court location:** Use the drop down menu to select the appropriate court code.
 - B. **Last Name:** Enter the driver's last name. This field is mandatory and should only include characters (no numbers). No special characters allowed except for "." and "-".
 - C. **First Name:** Enter the driver's first name. This field is mandatory and should only include characters (no numbers). No special characters allowed except for "." and "-".
 - D. **Initial:** Enter the driver's middle name or initial. This field may be blank and should only include characters (no numbers). No special characters allowed.
 - E. **Suffix:** Use the drop down menu to select the appropriate value: "I", "II", "III", "IV", "V", "JR" or "SR". This field may be blank.
 - F. **Birth Date:** Enter the driver's date of birth. This must be a valid date and cannot be in the future. Warnings will display (and the record will save) if the driver's age is less than 10 years for program types "CO" and "CW." Warnings will display (and the record will save) if the driver's age is less than 14 years or greater than 100 years for all program types except "CO" and "CW." The birth year must be 1900 or later. Use the format hint to enter the date of birth: MM-DD-YYYY. Example: 08-16-1976 for August 16, 1976.
 - G. **Driver's License Number:** This field is mandatory and may contain numbers and/or characters. No special characters allowed.
 - H. **Driver's License State:** Use the drop down menu to select the appropriate state code. This field will default to "AZ-ARIZONA."
 - I. **Program Type:** Use the drop down menu to select the appropriate code: (ST, CO, CW and DW). The value will default to "ST" (standard). See appendix for definitions for each program type.
 - J. **Citation Number:** Enter the driver's citation number. This field is mandatory and may include numbers and/or characters.
 - K. **Violation Code:** Enter the driver's violation code using the drop down menu. Select "999" for local ordinance (non-AZ state) violations. The violation type is automatically associated with the selected Violation Code.
 - L. **Charge Identifier:** Enter the citation sequence number for the diversion eligible charge. The value must be "A", "B", "C", "D", "E" or "1-999."
 - M. **Process Server Fee:** This field may be blank and should only include numbers. Use only if the court has authorized your school to collect a process server fee from the driver/student.
 - N. **Violation Date:** Enter the date the violation occurred using the calendar option to select the date (you may enter the date manually using the MM-DD-YYY format.) This field is mandatory, must be a valid date, cannot be in the future, and cannot be after the "Class Date", "Arraignment Date" or "Extension Date."

Defensive Driving Tracking System

Add New Registration continued.

- O. **Arraignment Date:** Enter the driver's original court date displayed on the citation. However, if the student contacted the court directly to extend the arraignment date and the court granted the extension, input the new arraignment date here. This field must always match the court's arraignment date. This field is mandatory and cannot be before the "Violation Date" or "Class Date." A warning will display if the date is in the past.
- P. **Extension Date:** Enter the new Arraignment Date if the court has authorized your school to grant a onetime extension of the original Arraignment Date. If the court has previously granted an extension, do not use this field (use the "Arraignment Date" field instead). Only use this field if your school is granting the extension. This field may be blank and must be a valid date. Do not enter a date before the "Violation Date", "Arraignment Date" or "Class Date"
- Q. **School Receipt Date:** Enter the date the school received the payment from the driver to attend class. This date must be a valid date and cannot be after the current date and/or the "Violation Date". This date must be on or before the "Completion Date." A warning will display if the date is more than 90 days prior to the current date. NOTE: This field may be edited to a date within the previous two pay periods, if needed.
- R. **Class Date:** Enter the date the student will attend the class. This date cannot be more than one year from the current date and cannot be before the "Violation Date." A warning will display if the class date is before the current date.

See following page for example.

Defensive Driving Tracking System

Add New Registration continued

Home / Student Data / Add New Registration Bella Stone - School 008 Log

Defensive Driving

Add New Registration

Student Data

- Check Eligibility
- Add New Registration**
- Add New Completion
- View Student
- Error Correction
- Denied Change Requests
- Court Reject Records
- Batch Upload Student Data

Record Type: S - Registration

School: 008 - AZ TRAFFIC SCHOOLS, LLC

Court: 0745 - MESA MUNICIPAL

28-701.02 Must see judge [View Court](#)
Diversion Fee: \$90.00 (effective: 1/1/2006)
Fee waiver for juveniles: No

Last Name: Safe

First Name: Driver

Initial:

Suffix:

Birth Date: 08-16-1976 MM-DD-YYYY

Driver's License Number: B989898989

Driver's License State: AZ - ARIZONA

Program Type: ST

Citation Number: 989898989

Violation Code: 28-701A

Charge Identifier: 1

Process Server Fee:

Violation Date: 04-19-2011 MM-DD-YYYY

Arraignment Date: 05-18-2011 MM-DD-YYYY

Extension Date: MM-DD-YYYY

School Receipt Date: 04-26-2011 MM-DD-YYYY

Class Date: 05-01-2011 MM-DD-YYYY

[Click Here](#) **3**

Once the court location is selected, any applicable court comments will display along with the current diversion fee. Note: Once the violation date and program type is entered, the diversion fee may change.



Click here to view the court contact details.

Defensive Driving Tracking System

Add New Registration continued.

4. Once the Registration record is created, the below confirmation screen will display. From this screen, you can:
 - A. View the record just created (see “View Student” for more information.)
 - B. Enter another student

The screenshot displays the Arizona Judicial Branch website interface. At the top left is the state seal, and the title "Arizona Judicial Branch" is centered. A navigation menu includes "Student Data", "Payments", "School Info", "Instructors", "Courts", "Reports", "Help", and "AOC Staff". The breadcrumb trail reads "Home / Student Data / Add New Registration". The user is identified as "Bella Stone - School 008" with a "Logout" link.

The main content area is titled "Defensive Driving" and "Add New Registration". A confirmation message states: "Record successfully saved. The record has been validated and successfully saved in the student table." Below this message is a link "View saved student" with a red arrow pointing to it labeled "4A".

On the left sidebar, under "Student Data", the "Add New Registration" option is highlighted with a red box and a "Click Here" callout. On the right, there is a "Click Here" callout pointing to a link "Enter another student" which is accompanied by a family icon and a red arrow labeled "4B".

At the bottom, the copyright notice reads: "© 2011 Arizona Supreme Court. All Rights Reserved."

Defensive Driving Tracking System

Add New Registration continued

5. If after selecting <submit> the application detects any errors, you will see the following:
 - A. **Validation Errors:** These errors will display in **red**. The fields must be corrected before the record can be created and saved. Make the necessary corrections and select <submit> again.
 - B. **Warnings:** These are for information only and will display in **blue**. The record will be created and saved if no further action is taken for the associated data field.
 - C. Click the link "Save with Errors" if you wish to save the record for correction at a later time. See the "Error Correction" section for procedures in retrieving these types of records. You will receive a confirmation page that the "Registration saved as an error record."

Defensive Driving Tracking System

Defensive Driving

Add New Registration



5A → Validation errors are listed in red.

5C → [Save with Errors](#) - save this registration as an error record for later correction.

5B → Note: The registration cannot be sent to the court or processed to completion until all errors are resolved.

Warning messages are listed in blue. Warnings will not prevent a record from saving.

Record Type: S - Registration

School: 008 - AZ TRAFFIC SCHOOLS, LLC

Court: 0750 - PEORIA MUNICIPAL

[View Court](#)

Diversion Fee: \$162.00 (effective: 10/1/2009)

Fee waiver for juveniles: No

Last Name: NEGLIGENT

First Name: DRIVER

Initial:

Suffix:

Birth Date: 03-03-2005 MM-DD-YYYY

Warning: Age less than 14 years old is unreasonable, admission permitted for special reasons only - contact court

Driver's License Number: B06141947

Driver's License State: AZ - ARIZONA

Program Type: ST

Citation Number:

Violation Code:

Charge Identifier:

Process Server Fee:

5A → Citation Number is required

5A → Violation Code is required

5A → Charge Identifier is required

Add New Registration continued

- When a user attempts to retrieve a registration record that is incomplete (see #5 on previous page), the student record information will appear when searching for the record using the "View Student" menu option (See "View Student" section for further information). However, the record must be updated using the "Error Correction" menu option. For your convenience, a link to the specific record in the "Error Correction" menu section will display in the "View Student – Detail" screen. (See "Error Correction" section for further information)

Defensive Driving Tracking System

Arizona Judicial Branch

Text Size: A A A

Home / Student Data / View Student

Bella Stone - School 008 Logout

Student Data

- Check Eligibility
- Add New Registration
- Add New Completion
- View Student**
- Error Correction
- Denied Change Requests
- Court Reject Records
- Batch Upload Student Data

Defensive Driving

View Student - Detail



[Search](#) [Return to List](#) [Previous](#) [Next](#)

Error Record.
This record currently in error status and needs to be corrected before it can be processed.
[Go to Error Correction page](#)

Record Type: S - Registration
School: 008 - AZ TRAFFIC SCHOOLS, LLC
Court: [0750 - PEORIA MUNICIPAL](#)
Last Name: DOG
First Name: TOY
Initial:
Suffix:
Birth Date: 11-05-2005
Driver's License Number:
Driver's License State: AZ - Arizona
Program Type: ST
Violation Date:
Class Date:

Select the <Delete> button to remove the record from both the "Error Correction" and "View Student" menu options. This would be necessary in the case where the record is no longer needed or applicable.

[Delete](#)

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Add New Registration continued

- 7. Eligibility Override Request:** If there is a matching Completion record in the database with the same identity indicators: (1) Driver's License Number and State – or - 2) Last Name, Date of Birth, and the first three letters of the first name) the application will display the following screen with the reason for the eligibility validation error message. The following options are available:
 - To save the record for later modification and review, click on "Save with Errors". See the "Error Correction" section for procedures in retrieving these types of records. You will receive a confirmation page that the "Registration saved as an error record."

Defensive Driving Tracking System

Or

- B. If the school believes the student driver is eligible and a review by the AOC is needed to process the eligibility override, do the following
 - I. Enter the reason for the eligibility request (mandatory field)
 - II. Select <Send Request>

The screenshot shows the Arizona Judicial Branch website interface. The header includes the state seal and navigation links: Student Data, Payments, School Info, Instructors, Courts, Reports, Help, and AOC Staff. The breadcrumb trail is Home / Student Data / Add New Registration. The user is logged in as Bella Stone - School 008. The main content area is titled 'Defensive Driving' and 'Add New Registration'. A red error message states: 'Duplicate Driver's License Number exists in student file - student not eligible.' Below this, a note explains that a 'Request Eligibility Review' is required. The 'Eligibility Request Reason' field contains the text 'Driver's license number is bogus.' A 'Send Request' button is visible at the bottom right. Red callout boxes labeled '7A' and '7B' point to the 'Save with Errors' link and the 'Eligibility Request Reason' field, respectively. A 'Click Here' callout points to the 'Send Request' button.

Add New Registration continued:

8. If an Eligibility override was requested, the following confirmation screen will display. Important: The Registration record will not be saved and transmitted to the court until the AOC approves the eligibility override.

Defensive Driving Tracking System

Arizona Judicial Branch

Text Size: A A A

Student Data Payments School Info Instructors Courts Reports Help AOC Staff

Home / Student Data / Add New Registration Bella Stone - School 008 Logout

Defensive Driving

Add New Registration

Eligibility Request submitted.
Your request for an eligibility review has been submitted.
The record will not be sent to the court until eligibility override has been approved.
[View existing eligibility review request record](#)

[Enter another student](#)

Click here to add another registration record.

Click here to view the request (See "View Student" for more information.)

Check Eligibility
Add New Registration
Add New Completion
View Student
Error Correction
Denied Change Requests
Court Reject Records
Batch Upload Student Data

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9. If the request is approved, the record will display in the "View Student" menu option as a normal registration record without a change request status. However, if the request is denied, the record will not display in the "View Student" menu option, but instead will display in the "Denied Change Requests" menu option (See "Denied Change Requests" for more information).

Add New Completion

Home>Student Data>Add New Completion

1. Use this screen to enter a student completion record only if a registration record does not currently exist (see "View Student" for instructions on how to convert an existing registration record into a completion record). Eligibility will be checked and data field information validated

Defensive Driving Tracking System

when submitted. Once successfully created, the record details will be electronically transmitted to the applicable court.

2. Record type (“C” – Completion) and school name automatically display.
3. After completing all applicable and mandatory fields, click <Submit> to validate and save your record.
 - A. **Court location:** Use the drop down menu to select the appropriate court code.
 - B. **Last Name:** Enter the driver’s last name. This field is mandatory and should only include characters (no numbers). No special characters allowed except for “.” and “-”.
 - C. **First Name:** Enter the driver’s first name. This field is mandatory and should only include characters (no numbers). No special characters allowed except for “.” and “-”.
 - D. **Initial:** Enter the driver’s middle name or initial. This field may be blank and should only include characters (no numbers). No special characters allowed.
 - E. **Suffix:** Use the drop down menu to select the appropriate value: “I”, “II”, “III”, “IV”, “V”, “JR” or “SR”. This field may be blank.
 - F. **Birth Date:** Enter the driver’s date of birth. This must be a valid date and cannot be in the future. Warnings will display (and the record will save) if the driver’s age is less than 10 years for program types “CO” and “CW.” Warnings will display (and the record will save) if the driver’s age is less than 14 years or greater than 100 years for all program types except “CO” and “CW.” The birth year must be 1900 or later. Use the format hint to enter the date of birth: MM-DD-YYYY. Example: 08-16-1976 for August 16, 1976.
 - G. **Driver’s License Number:** This field is mandatory and may contain numbers and/or characters. No special characters allowed.
 - H. **Driver’s License State:** Use the drop down menu to select the appropriate state code. This field will default to “AZ-ARIZONA.”
 - I. **Program Type:** Use the drop down menu to select the appropriate code: (ST, CO, CW and DW). The value will default to “ST” (standard). See appendix for definitions for each program type.
 - J. **Citation Number:** Enter the driver’s citation number. This field is mandatory and may include numbers and/or characters.
 - K. **Violation Code:** Enter the driver’s violation code using the drop down menu. Select “999” for local ordinance (non-AZ state) violations. The violation type is automatically associated with the selected Violation Code.
 - L. **Charge Identifier:** Enter the citation sequence number for the diversion eligible charge. The value must be “A”, “B”, “C”, “D”, “E” or “1-999.”
 - M. **Process Server Fee:** This field may be blank and should only include numbers. Use only if the court has authorized your school to collect a process server fee from the driver/student.
 - N. **Violation Date:** Enter the date the violation occurred using the calendar option to select the date (you may enter the date manually using the MM-DD-YYY format.) This field is mandatory, must be a valid date, cannot be in the future, and cannot be after the “Class Date”, “Arraignment Date” or “Extension Date.”

Defensive Driving Tracking System

- O. **Arraignment Date:** Enter the driver's original court date displayed on the citation. However, if the student contacted the court directly to extend the arraignment date and the court granted the extension, input the new arraignment date here. *This field must always match the court's arraignment date.* This field is mandatory and cannot be before the "Violation Date" or "Class Date." A warning will display if the date is in the past.
- P. **Extension Date:** Enter the new Arraignment Date if the court has authorized your school to grant a onetime extension of the original Arraignment Date. *If the court has previously granted an extension, do not use this field (use the "Arraignment Date" field instead). Only use this field if your school is granting the extension.* This field may be blank and must be a valid date. Do not enter a date before the "Violation Date", "Arraignment Date" or "Class Date"
- Q. **School Receipt Date:** Enter the date the school received the payment from the driver to attend class. This date must be a valid date and cannot be after the current date and/or "Violation Date". This date must be on or before the "Completion Date." A warning will display if the date is more than 90 days prior to the current date. NOTE: This field may be edited to a date within the previous two pay periods, if needed.
- R. **Class Date:** Enter the date the student attended the class. This date cannot be more than one year from the current date and cannot be before the "Violation Date." A warning will display if the class date is before the current date.
- S. **Completion Date:** Enter the date the student successfully completed the course (do not use if the class result is "Fail"). This field is mandatory and must be a valid date. It cannot be in the future and must be after the "Violation Date."
- T. **Completion Type:** Enter the type of class the student completed from the drop down menu ("ST", "AD" or "OS" – See appendix for definitions for each completion type.)
- U. **Class Result:** Use to indicate if the driver successfully completed the class. The default value is "Pass." Select "Fail" if the driver did not pass the course and do not enter a date in the "Completion Date" field.

See following page for example

Defensive Driving Tracking System

Text Size: [A](#) [A](#) [A](#)



Arizona Judicial Branch

[Home](#) / [Student Data](#) / [Add New Completion](#) [Bella Stone - School 008](#) [Logout](#)

Defensive Driving

Student Data

- [Check Eligibility](#)
- [Add New Registration](#)
- [Add New Completion](#)
- [View Student](#)
- [Error Correction](#)
- [Denied Change Requests](#)
- [Court Reject Records](#)
- [Batch Upload Student Data](#)

Add New Completion



Record Type: C - Completion

School: 008 - AZ TRAFFIC SCHOOLS, LLC

Court: 0745 - MESA MUNICIPAL ▼

28-701.02 Must see judge [View Court](#)

Diversion Fee: \$90.00 (effective: 1/1/2006)

Fee waiver for juveniles: No

Last Name:

First Name:

Initial:

Suffix: ▼

Birth Date: MM-DD-YYYY

Driver's License Number:

Driver's License State: AZ - ARIZONA ▼

Program Type: ST ▼

Citation Number:

Violation Code: 28-70102A1 ▼

Charge Identifier:

Process Server Fee:

Violation Date: MM-DD-YYYY

Arraignment Date: MM-DD-YYYY

Extension Date: MM-DD-YYYY

School Receipt Date: MM-DD-YYYY

Class Date: MM-DD-YYYY

Completion Date: MM-DD-YYYY

Completion Type: ST ▼

Class Result: Pass Fail

Click Here 3

Once the court location is selected, any applicable court comments will display along with the current diversion fee. Note: Once the violation date and program type is entered, the diversion fee may change.

Click here to view the court contact details.

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Defensive Driving Tracking System

4. Once the Completion record is created, the below confirmation screen will display. From this screen, you can:
 - A. View the record just created (see 'View Student' for more information.)
 - B. Enter another student

The screenshot displays the Arizona Judicial Branch website interface. At the top left is the Arizona Supreme Court logo. The main header reads "Arizona Judicial Branch" with a "Text Size: A A A" option on the right. A navigation menu includes "Student Data", "Payments", "School Info", "Instructors", "Courts", "Reports", "Help", and "AOC Staff". Below the menu, the breadcrumb trail shows "Home / Student Data / Add New Completion" and the user is identified as "Bella Stone - School 008" with a "Logout" link.

The main content area is titled "Defensive Driving" and contains a sub-section "Add New Completion". A confirmation message states: "Record successfully saved. The record has been validated and successfully saved in the student table." Below this message is a link labeled "View saved student" with a red arrow pointing to it and the label "4A".

On the left side, there is a "Student Data" sidebar menu with options: "Check Eligibility", "Add New Registration", "Add New Completion", "View Student", "Error Correction", "Denied Change Requests", "Court Reject Records", and "Batch Upload Student Data". A red callout box labeled "Click Here" points to the "View Student" option.

On the right side, there is a document icon with a green checkmark and a red callout box labeled "Click Here" pointing to a link labeled "Enter another student". A red arrow labeled "4B" points to this link.

At the bottom of the page, the copyright notice reads: "© 2011 Arizona Supreme Court. All Rights Reserved."

Defensive Driving Tracking System

Add New Completion continued

5. If after selecting <submit>, the application detects any errors, you will see the following:
 - A. **Validation Errors:** These errors will display in **red**. The fields must be corrected before the record can be created and saved. Make any necessary corrections and select <submit> again.
 - B. **Warnings:** These are for information only and will display in **blue**. The record will be created and saved if no further action is taken for the associated data field.

Arizona Judicial Branch Text Size: [A](#) [A](#) [A](#)

Home / Student Data / Add New Completion Bella Stone - School 008 Logout

Defensive Driving

Add New Completion

5A → Validation errors are listed in red.
5B → Warning messages are listed in blue. Warnings will not prevent a record from saving.

Record Type: C - Completion
School: 008 - AZ TRAFFIC SCHOOLS, LLC
Court: 0750 - PEORIA MUNICIPAL
[View Court](#)
Diversion Fee: \$162.00 (effective: 10/1/2009)
Fee waiver for juveniles: No

Last Name: GO
First Name: FAST
Initial:
Suffix:
Birth Date: 09-01-2001 MM-DD-YYYY

Driver's License Number: H876
Driver's License State: AZ - ARIZONA
Program Type: ST
Citation Number: H876
Violation Code:
Charge Identifier:

5B → Warning: Age less than 14 years old is unreasonable, admission permitted for special reasons only - contact court

5A → Violation Code is required
5A → Charge Identifier is required

Defensive Driving Tracking System

Add New Completion continued:

6. **Eligibility Override Request:** If there is a matching Completion record in the database with the same identity indicators: (1) Driver's License Number and State – or - 2) Last Name, Date of Birth, and the first three letters of the first name) the application will display the following screen with the reason for the eligibility validation error message. If the school believes the student driver is eligible and a review by the AOC is needed to process an override, complete the following:
 - A. Enter the reason for the eligibility request (mandatory field)
 - B. Select <Send Request>

The screenshot shows the Arizona Judicial Branch website interface. The header includes the state seal and the text "Arizona Judicial Branch" with a "Text Size: A A A" option. A navigation menu contains links for Home, Student Data, Payments, School Info, Instructors, Courts, Reports, Help, and AOC Staff. The breadcrumb trail reads "Home / Student Data / Add New Completion" and the user is identified as "Bella Stone - School 008 Logout".

The main content area is titled "Defensive Driving" and "Add New Completion". A validation error message is displayed in red: "Duplicate Driver's License Number exists in student file - student not eligible." Below this, a "Request Eligibility Review" section explains that an AOC review is required. The "Eligibility Request Reason:" field contains the text "Driver's License Number is bogus", with a red arrow labeled "6A" pointing to it. A "Send Request" button is visible at the bottom right, with a red box labeled "Click Here" and a mouse cursor pointing to it, and a "6B" label below it.

Defensive Driving Tracking System

Add New Completion continued:

7. Once the eligibility override request has been successfully submitted, the following confirmation screen will display. Important: The Completion record will not be saved and transmitted to the court until the AOC approves the eligibility override.

The screenshot displays the Arizona Judicial Branch website interface. The main navigation bar includes 'Student Data', 'Payments', 'School Info', 'Instructors', 'Courts', 'Reports', 'Help', and 'AOC Staff'. The current page is 'Add New Completion' under 'Student Data'. A confirmation message is shown: 'Eligibility Request submitted. Your request for an eligibility review has been submitted. The record will not be sent to the court until eligibility override has been approved. View existing eligibility review request record'. A red arrow points from the 'Add New Completion' menu item to the confirmation message. Another red arrow points from the 'Enter another student' link to a document icon. A blue cloud annotation points to the 'View existing eligibility review request record' link with the text 'Click here to view the request (See "View Student" for more information)'. The footer reads '© 2011 Arizona Supreme Court. All Rights Reserved.'

8. If the request is approved, the record will display in the "View Student" menu option as a normal completion record with the "Eligibility Request submitted" status removed. However, if the request is denied, the record will not display in the "View Student" menu option, but instead will display in the "Denied Change Requests" menu option (See "Denied Change Requests" for more information).

Defensive Driving Tracking System

[View Student - Search](#)

Home>Student Data>View Student

1. Use this screen to initiate a search for an existing registration or completion record created under the user's school id (Records will only be displayed that were created by the same school as the user). You must enter the Last Name or Driver's License Number and one other field to initiate a search.
 - A. **Last Name:** If using, must include at least 1 character (no numbers).
 - B. **First Name:** If using, must include at least 1 character (no numbers).
 - C. **Birth Date:** If using, enter the driver's date of birth using the displayed format: MM-DD-YYYY. Ex: 11-01-1980.
 - D. **Driver's License Number:** If using, must be alphanumeric (characters and numbers). No special characters allowed.
 - E. **State:** This field automatically defaults to "Arizona." Use the drop down menu to select another state or location.
2. Enter your search criteria and select <Submit>.

The screenshot shows the 'View Student - Search' interface. On the left is a sidebar with 'Student Data' options. The main area has a search form with the following fields:

- 1A Last Name:
- 1B First Name:
- 1C Birth Date: MM-DD-YYYY
- 1D Driver's License Number:
- 1E State:

Buttons for 'Reset' and 'Submit' are at the bottom. A red '2' points to the 'Submit' button. The page footer reads: © 2011 Arizona Supreme Court. All Rights Reserved.

Defensive Driving Tracking System

View Student – Search Results

(Home>Student Data>View Student)

1. When viewing a student record, either as a detailed record or in a results list, you will be able to quickly identify the status of the record by the “Status” symbol displayed next to the record. Click your cursor on the symbol next to the record, and the status will display. (See appendix for a list of status reasons).

Arizona Judicial Branch

Text Size: A A A

Student Data Payments School Info Instructors Courts Reports Help AOC Staff

Home / Student Data / View Student Bella Stone - School 008 Logout

Defensive Driving

View Student - Search Results

29 records found. Click a record number to view that student record. [Search](#)

Status	ID	Type	Last Name	First Name	Birth Date	License	Violation
✖	3978	S	PADILLA CARRENO	MARTHA			4/21/2010
✖	3979	S	PAE	HYONG			7/24/2010
👤	175926	T	PAPER	CLIP		Data removed for security	3/1/2011
✖	3980	S	PARETTI	NICHOLAS			6/12/2010
✖	3981	S	PARISH	EMMA			7/11/2010
✖	3982	S	PARR	JAMES			8/6/2010
✖	3983	S	PARSONS	KRISTINE			7/29/2010

The symbol and associated status description will display on the “View Student – Detail” screen.

Arizona Judicial Branch

Text Size: A A A

Student Data Payments School Info Instructors Courts Reports Help AOC Staff

Home / Student Data / View Student Bella Stone - School 008 Logout

Defensive Driving

View Student - Detail

✖ Error Record.
This record currently in error status and needs to be corrected before it can be processed.
[Go to Error Correction page](#)

[Search](#) [Return to List](#) [Previous](#) [Next](#)

Record Type: S - Registration
School: 008 - AZ TRAFFIC SCHOOLS, LLC
Court: [1041 - TUCSON MUNICIPAL COURT](#)

Defensive Driving Tracking System

[View Student- Detail](#)

Home>Student Data>View Student

From the “View Student – Detail” screen, you can do the following:

- **Modify or update student data information** in existing Registration or Completion records that were originally created by the school id associated with the user’s sign-on. Users will not be able to view or modify other schools’ records using the “View Student” option.
- **Submit reinstate eligibility requests** (with or without refunds).
- **Convert existing Registration records to Completion records.**

Defensive Driving Tracking System

View Student- Detail continued

Modify or update student data information. Any changes to data will be validated in the same manner outlined in the “Add New Registration” and “Add New Completion” sections. See also the “Appendix” section for field validation rules. Select <Submit> to save your changes. The “Search”, “Return to List”, “Previous” and/or “Next” Menu options will be grayed out if not applicable.

Student Data

- Check Eligibility
- Add New Registration
- Add New Completion
- View Student**
- Error Correction
- Denied Change Requests
- Court Reject Records
- Batch Upload Student Data

Defensive Driving

View Student - Detail

Reinstatement Eligibility

Record Type: C - Completion

School: 008 - AZ TRAFFIC SCHOOLS, LLC

Court: 0745 - MESA MUNICIPAL

28-701.02 Must see judge [View Court](#)
Diversion Fee: \$90.00 (effective: 1/1/2006)
Fee waiver for juveniles: No

Last Name: SPEEDY

First Name: DRIVER

Initial:

Suffix:

Birth Date: 12-25-1901 MM-DD-YYYY

Driver's License Number: H98765

Driver's License State: AZ - ARIZONA

Program Type: ST

Citation Number: C98765

Violation Code: 28-01A

Charge Identifier: 1

Process Server Fee:

Violation Date: 06-01-2011 MM-DD-YYYY

Arraignment Date: 06-30-2011 MM-DD-YYYY

Extension Date: MM-DD-YYYY

School Receipt Date: 06-07-2011 MM-DD-YYYY

Class Date: 06-07-2011 MM-DD-YYYY

Completion Date: 06-07-2011 MM-DD-YYYY

Completion Type: ST

Class Result: Pass Fail

Additional Information

Click "Search" to return to the "View Student - Search" screen.
Click "Return to List" to return to the list of search results.

Click "Previous" or "Next" to go the previous or next record in the results list.

Click on the "+" symbol to view additional record information (see following page).

Click here to submit changes to the record. Normal validation rules apply.

Defensive Driving Tracking System

View Student – Detail continued

[Additional Information](#)

Student Status: C
Violation Type: CV
Juvenile Fee Waived: False
*** Court Response:** P
*** Court Response Date:** 06-07-2011
*** Court Payment Check Num:** 745
*** Court Payment Date:** 06-07-2011
*** State Fee Check Num:** 7505
*** State Fee Remittance Date:** 06-07-2011
State Fee Refund Date:
Diversion Fee: 90.00
Last Modified By: CStonebur
Last Modified Date: 06-07-2011

See appendix for definitions.

* Will display only on Completion Records and if the information is available.

Submit

Defensive Driving Tracking System

View Student Detail - continued

When a user attempts to retrieve a registration record that was incomplete (See “Add New Registration” for more information) or when the batch school is searching for a record that has un-resolved batch errors, the student record information will display when searching for the record using the “View Student” menu option. However, the record must be updated using the “Error Correction” menu option. For your convenience, a link to the specific record in the “Error Correction” menu section is provided.

Arizona Judicial Branch Text Size: A A A

Home / Student Data / View Student Bella Stone - School 008 Logout

Defensive Driving

View Student - Detail

Error Record. This record currently in error status and needs to be corrected before it can be processed. [Go to Error Correction page](#)

[Search](#) [Return to List](#) [Previous](#) [Next](#)

Record Type: S - Registration
School: 008 - AZ TRAFFIC SCHOOLS, LLC
Court: [0750 - PEORIA MUNICIPAL](#)
Last Name: DOG
First Name: TOY
Initial:
Suffix:
Birth Date: 11-05-2005
Driver's License Number:
Driver's License State: AZ - Arizona
Program Type: ST
Violation Date:
Class Date:

Select the <Delete> button to remove the record from both the "Error Correction" and "View Student" menu options. This would be necessary in the case where the record is no longer needed or applicable.

Delete

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Defensive Driving Tracking System

View Student – Detail continued

Reinstate Eligibility.

1. To reinstate eligibility for a student/driver, check the “Reinstate Eligibility” box on any “C” Completion Record retrieved using the “View Student” option. You will be able to reinstate eligibility on any Completion record without AOC approval if no “State Fee” or “Diversion Fee” has been paid.

Home / Student Data / View Student Bella Stone - School 008 Logout

Defensive Driving

View Student - Detail

[Search](#) [Return to List](#) [Previous](#) [Next](#)

Reinstate Eligibility

Record Type: C - Completion

School: 008 - AZ TRAFFIC SCHOOLS, LLC

Court: 0750 - PEORIA MUNICIPAL

- A. If AOC approval is required, you will see the box below if the State Fee and/or Court Diversion Fee payment was recorded on the record. Enter the reason for reinstatement (mandatory), indicate whether a refund of the “State Fee” is requested, and select <Send Request>.

Home / Student Data / View Student Bella Stone - School 008 Logout

Defensive Driving

View Student - Detail

[Search](#) [Return to List](#) [Previous](#) [Next](#)

Reinstate Eligibility

Review needed - Payment has already been made for this student. To reinstate eligibility, please enter a reason below and click "Send Request" to request an eligibility reinstatement.

Change Request Reason:

Student found to be not eligible due to xxxxxxxxxxxxxxxxx.

Refund Fees

[Click Here](#)

Defensive Driving Tracking System

View Student – Detail continued

Below is the confirmation screen you will see after your request to reinstate eligibility has been submitted.

The screenshot shows the Arizona Judicial Branch website interface. At the top left is the state seal. The main header reads "Arizona Judicial Branch" with a "Text Size: A A A" option on the right. A navigation bar includes links for Home, Student Data, Payments, School Info, Instructors, Courts, Reports, Help, and AOC Staff. Below this is a breadcrumb trail: Home / Student Data / View Student. The page title is "Defensive Driving" and the sub-header is "View Student - Detail". A message icon indicates a notification: "Requested changes are pending AOC review." Below this, the "Change Request Type" is set to "R - Refund / Reinstatement Request". A sidebar on the left lists menu options: Student Data, Check Eligibility, Add New Registration, Add New Completion, View Student (highlighted with a red arrow), Error Correction, Denied Change Requests, Court Reject Records, and Batch Upload Student Data. Search and navigation links (Return to List, Previous, Next) are also visible.

If the request was approved, you will see this screen when retrieving the record through the “View Student” menu option. (See “Denied Change Requests” menu option for information regarding denied eligibility requests).

The screenshot shows the Arizona Judicial Branch website interface. At the top left is the state seal. The main header reads "Arizona Judicial Branch". Below this is a navigation bar with a home icon. The page title is "View Student - Detail". A message icon indicates a notification: "Student Status is 'Eligibility Reinstated'." Below this, the "Record Type" is "0 - Deleted Completion". The "School" is "008 - AZ TRAFFIC SCHOOLS, LLC" and the "Court" is "0750 - PEORIA MUNICIPAL". A "View Court" link is present. The "Diversion Fee" is "\$162.00 (effective: 10/1/2009)" and the "Fee waiver for juveniles" is "No". A red arrow points to the "Student Status is 'Eligibility Reinstated'" message.

Defensive Driving Tracking System

View Student – Detail continued

- B. If AOC approval is not required (the State Fee and/or Court Diversion Fee payment has not been noted on the record), you will see the box below. Select <Reinstate>.

The screenshot shows the Arizona Judicial Branch website interface. The header includes the state seal and the text "Arizona Judicial Branch" with a "Text Size: A A A" option. A navigation menu contains "Student Data", "Payments", "School Info", "Instructors", "Courts", "Reports", "Help", and "AOC Staff". The breadcrumb trail is "Home / Student Data / View Student" and the user is identified as "Bella Stone - School 008 Logout".

The main content area is titled "Defensive Driving" and "View Student - Detail". On the left is a "Student Data" sidebar with links: "Check Eligibility", "Add New Registration", "Add New Completion", "View Student", "Error Correction", "Denied Change Requests", "Court Reject Records", and "Batch Upload Student Data".

The "View Student - Detail" section features a "Reinstate Eligibility" checkbox which is checked. Below it, a message states: "No review needed. Please click 'Reinstate' to cancel the completion for this student." A red box highlights a "Click Here" button, and a mouse cursor is pointing at a "Reinstate" button.

Once your request has been submitted, you will see the confirmation screen below.

Important: Once the eligibility has been reinstated, the record cannot be modified or re-entered.

This screenshot shows the same interface as the previous one, but with a confirmation message highlighted by a red oval. The message reads: "Student Status is 'Eligibility Reinstated'. This record is locked and cannot be updated." Below this message, the "Record Type" is listed as "U - Deleted Completion" and the "School" is "008 - AZ TRAFFIC SCHOOLS LLC". The "Reinstate" button is no longer visible, and the "Click Here" button is also absent.

Defensive Driving Tracking System

View Student – Detail continued

Convert an existing Registration record to a Completion Record.

1. Retrieve an existing Registration record through the “View Student” menu option. To convert the record to a “Completion” record, the following mandatory fields must be completed:
 - A. School Receipt Date (if not already supplied)
 - B. Completion Date
 - C. Completion Type (See appendix for definitions)
 - D. Class Result (will default to “Pass”) *If “Fail” is selected, the “Completion Date” and “Completion Type” do not need to be entered, and will be removed if added before the transaction is saved.
 - E. Select <Submit>

Creation Number: 999000111

Violation Code: 28-01A

Charge Identifier: 1

Process Server Fee:

Violation Date: 05-01-2011 MM-DD-YYYY

Arraignment Date: 05-31-2011 MM-DD-YYYY

Extension Date: MM-DD-YYYY

School Receipt Date: MM-DD-YYYY **A**

Class Date: 05-09-2011 MM-DD-YYYY

Completion Date: MM-DD-YYYY **B**

Completion Type: AD OS ST **C**

Class Result: Pass Fail **D**

[Additional Information](#)

Delete Submit **E**

Defensive Driving Tracking System

View Student – Detail continued

Once the record has successfully saved, you will see the below screen.

The screenshot displays the Arizona Judicial Branch website interface. At the top left is the state seal, and the title "Arizona Judicial Branch" is centered. A navigation menu includes "Student Data", "Payments", "School Info", "Instructors", "Courts", "Reports", "Help", and "AOC Staff". The breadcrumb trail reads "Home / Student Data / View Student". The user is identified as "Bella Stone - School 008" with a "Logout" link. The main content area is titled "Defensive Driving" and "View Student - Detail". A success message states: "Record successfully converted to a completion record. The record has been validated and successfully saved in the student table." Below this message is a blue link "View saved student" with a red arrow pointing to it from the text "Click here to view the 'Completion Record.'" To the right of the message are links for "Search", "Return to List", "Previous", and "Next". A left sidebar menu lists options under "Student Data" and "View Student", with a red arrow pointing to "View Student".

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Defensive Driving Tracking System

Error Correction

Home>Student Data>Error Correction

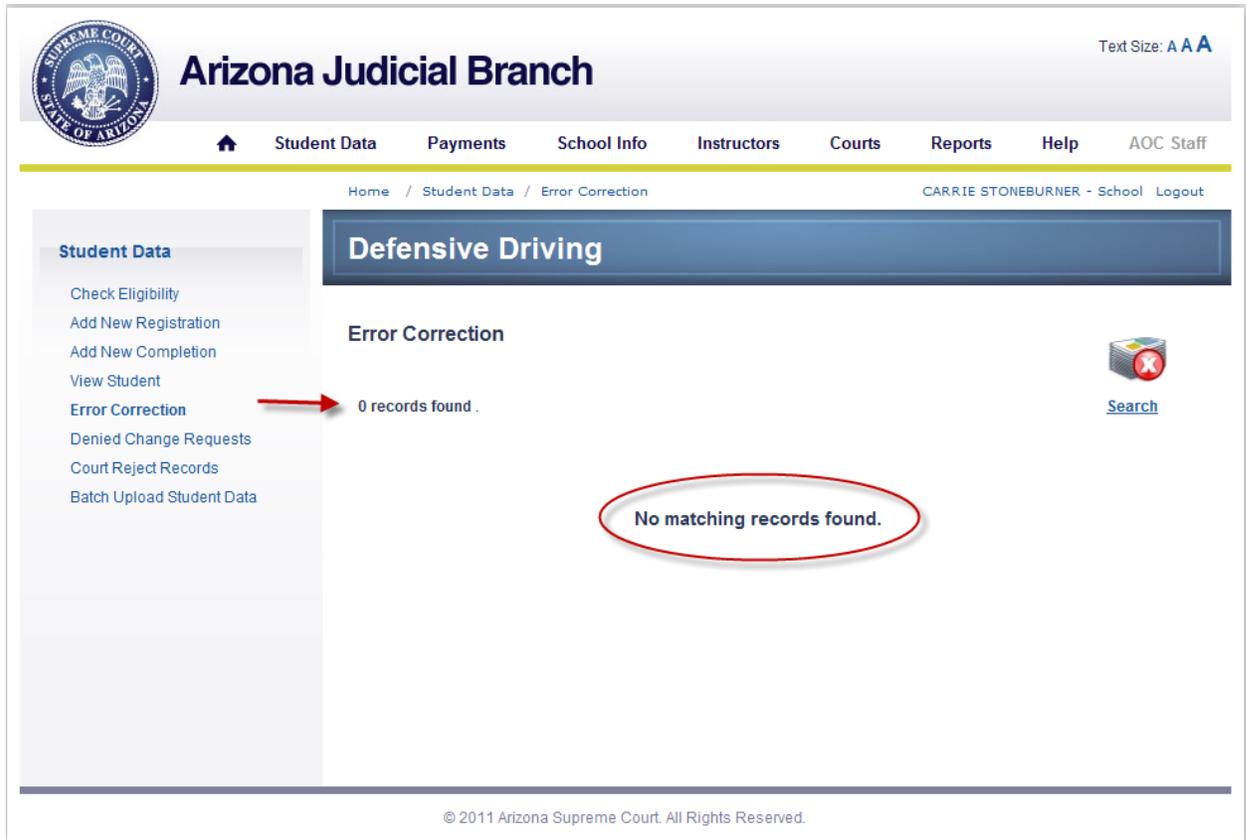
When a batch school or interactive school user attempts to enter a Registration or Completion record that has validation and/or eligibility errors, the record will be prevented from saving into the application. However, the school will have the ability to retrieve the record, correct the errors, and successfully save the record into the application. Records in the Error Correction menu option are the result of:

- 1) Saving Registration records with “errors”: To allow the schools to save incomplete Registration records, the record will be available through the “Error Correction” menu option to update and submit when necessary.
- 2) Batch error records: When a record fails validation or eligibility rules during a batch transmission, the record will be stored here. The batch school can retrieve the error record and correct the student record using the “DDTS” without having to correct the original record and retransmitting it to the DDTS. If the batch school does correct the original record in their own system, they must use the “Error Correction” option to locate the record and delete it from the list before retransmitting the corrected record.*

*Batch school user instructions are not covered in this section.

If your school has no Error Records, the below screen will display after clicking on “Error Correction” in the “Student Data” menu list:

Defensive Driving Tracking System



Arizona Judicial Branch

Text Size: A A A

Home / Student Data / Error Correction

CARRIE STONEBURNER - School Logout

Defensive Driving

Error Correction

0 records found .

No matching records found.

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Error Correction continued

If your school has more than one error record, they will display as a list (see below). Otherwise, you will be directed to the “Error Correction – Detail” screen to view the one error record (See the “Error Correction – Detail” section for further instructions).

1. The total count of error records will display.
2. Click the “Search” link to search for an individual record (See the “Error Correction-Search” section for further instructions).
3. See the “Navigation Tips” section for further information on sorting and navigating through results.

Defensive Driving Tracking System

Arizona Judicial Branch Text Size: A A A

Home / Student Data / Error Correction Bella Stone - School 008 Logout

Defensive Driving

Error Correction

305 records found. Click a record number to view that student record.

ID	Type	Last Name	First Name	Birth Date	License	Violation	Added
3752	S	DYER	TINA			6/3/2010	8/26/2010
3754	S	EGREMY	MARIA			6/29/2010	8/26/2010
3756	S	ELY	PROMISS		Data removed for security.	6/30/2010	8/26/2010
3758	S	ENGBRETSON	KIAH			7/30/2010	8/26/2010

[Search](#)

Error Correction - Search

Home>Student Data>Error Correction

1. To Search for a specific error record, navigate to the Error Correction sub-menu selection (Home>Student Data>Error Correction) and click on the “Search” link on the top right of your screen

Defensive Driving Tracking System



Student Data

- Check Eligibility
- Add New Registration
- Add New Completion
- View Student
- Error Correction**
- Denied Change Requests
- Court Reject Records

Defensive Driving

Error Correction - Detail

308 records found. Click a record number to view that student record.

ID	Type	Last Name	First Name	Birth Date	License	Violation	Added
3752	S	DYER	TINA	Data removed for security.	6/3/2010	8/26/2010	



Error Correction – Search continued

- You must enter the Last Name or Driver's License Number and one other field to initiate a search.
 - Last Name:** If using, must include at least 1 character (no numbers).
 - First Name:** If using, must include at least 1 character (no numbers).

Defensive Driving Tracking System

- C. **Birth Date:** Is using, enter the driver's date of birth using the displayed format: MM-DD-YYYY. Ex: 11-01-1980.
 - D. **Driver's License Number:** If using, must be alphanumeric (characters and numbers). No special characters allowed.
 - E. **State:** This field automatically defaults to "Arizona." Use the drop down menu to select another state or location.
3. Enter your search criteria and select <Submit>.

Arizona Judicial Branch

Text Size: A A A

Home / Student Data / Error Correction Bella Stone - School 008 Logout

Defensive Driving

Error Correction - Search

Input search criteria below:
Please input Last Name and/or Driver's License Number plus at least one other field.

A → Last Name:

B → First Name:

C → Birth Date: MM-DD-YYYY

D → Driver's License Number:

E → State:

[Cancel](#)

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Error Correction – Detail

1. After retrieving your record through the "Error Correction" menu option, a detailed record screen will display.
 - A. **Validation Errors:** These errors will display in **red**. The fields must be corrected before the record can be created and saved. Make any necessary corrections and select <submit>.
 - B. **Warnings:** These are for information only and will display in **blue**. The record will be created and saved if no further action is done for the associated data field.

Defensive Driving Tracking System

2. Click <Submit> after making corrections where mandatory (Validation Errors) to validate and save your record or
3. Click <Delete> to delete the record from the school's error record list.
 - There may be more than one error record for an individual student record. Therefore, please ensure all error records are deleted once the original student record is successfully saved in the DDTS.

See following page for example

Defensive Driving Tracking System

Arizona Judicial Branch Text Size: A A A

Home / Student Data / Error Correction Logout

Defensive Driving

Error Correction - Detail

Validation errors are listed in red.

Record Type: S - Registration

School: 008 - AZ TRAFFIC SCHOOLS, LLC

Court: 0750 - PEORIA MUNICIPAL

View Court

Diversion Fee: \$162.00 (effective: 10/1/2009)

Fee waiver for juveniles: No

Last Name: DOG

First Name: TOY

Initial:

Suffix:

Birth Date: 11-05-2005 MM-DD-YYYY

Driver's License Number:

Driver's License State: AZ - ARIZONA

Program Type: ST

Citation Number:

Violation Code: 28-01A

Charge Identifier:

Process Server Fee:

Violation Date: MM-DD-YYYY

Arraignment Date: MM-DD-YYYY

Extension Date: MM-DD-YYYY

School Receipt Date: MM-DD-YYYY

Class Date: MM-DD-YYYY

Additional Information

Warning: Age less than 14 years old is unreasonable, admission permitted for special reasons only - contact court

Driver's License Number is required

Citation Number is required

Charge Identifier is required

Violation Date is required

Arraignment Date is required

Class Date is required

Delete Submit

Remember options will be grayed out if not applicable.

Click "Search" to go to the "Error Correction - Search" screen.
 Click "Show All" to view all the school's error records.
 Click "Return to List" if your record was found with more than one result.
 Click "Previous" or "Next" for the next record in the results list

Denied Change Requests

Home>Student Data>Denied Change Requests

Defensive Driving Tracking System

1. This menu option will allow school users to view their eligibility override and reinstatement requests that were denied by the AOC. (If the request was approved by the AOC, the record will be displayed in the "View Student" menu option with no change request status.)
2. If the school has no denied change requests within the last 30 days, the below screen will display:

The screenshot shows the Arizona Judicial Branch website interface. At the top left is the Arizona Supreme Court logo. The header includes the text "Arizona Judicial Branch" and "Text Size: A A A". A navigation bar contains links for "Student Data", "Payments", "School Info", "Instructors", "Courts", "Reports", "Help", and "AOC Staff". Below this is a breadcrumb trail: "Home / Student Data / Denied Change Requests" and a user profile: "CARRIE STONEBURNER - School Logout".

The main content area is titled "Defensive Driving" and "Denied Change Requests". It displays the message: "Showing records denied in the last 30 days. Click 'Search' to change the date range. 0 records found." Below this, it states "No matching records found." and includes a "Run Report" link.

Red arrows in the image point to the "Denied Change Requests" menu item in the left sidebar, the search text "Click 'Search' to change the date range.", and the "Search" button.

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Denied Change Requests continued

Defensive Driving Tracking System

3. If there are eligibility override or reinstatement requests which have been denied within the last 30 days, the results will display as below (if there was only one result, the record will display in the "Denied Change Requests – Detail" screen.)

Arizona Judicial Branch Text Size: A A A

Home / Student Data / Denied Change Requests Bella Stone - School 008 Logout

Defensive Driving

Denied Change Requests

Showing records denied in the last 30 days. Click 'Search' to change the date range.
7 records found. Click a record number to view that student record.

ID	Type	Last Name	First Name	Requestor	Requested	Reviewed By	Review Date
427	C	BUTTER	PEANUT	CStonebur	5/17/2011	CarrieAOC	5/17/2011
428	C	BUTTER	PEANUT	CStonebur	5/17/2011	CarrieAOC	5/17/2011
442	C	SMITH	JOHN	CStonebur	5/19/2011	CarrieAOC	5/19/2011
443	C	SMITH	JOHN	CStonebur	5/19/2011	CarrieAOC	5/19/2011
450	C	USER	SMART	CStonebur	5/19/2011	CarrieAOC	5/19/2011
453	C	CHEATER	IMA	CStonebur	5/23/2011	CarrieAOC	5/23/2011
454	C	CHEATER	IMA	CStonebur	5/23/2011	CarrieAOC	5/23/2011

Click the "ID" link to go directly to the "Denied Change Requests- Detail" screen for that record.

Click here to "Search" for a specific record within any time frame.

Click here to run a report for all the denied change requests within the last 30 days. (See "Reports" for more information.)

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Defensive Driving Tracking System

Denied Change Requests – Search

Home>Student Data>Denied Change Requests

1. Use this screen to locate a specific denied change request.
 - A. **Last Name:** If using, must include at least 1 character (no numbers).
 - B. **First Name:** If using, must include at least 1 character (no numbers).
 - C. **Birth Date:** Is using, enter the driver's date of birth using the displayed format: MM-DD-YYYY. Ex: 11-01-1980.
 - D. **Driver's License Number:** If using, must be alphanumeric (characters and numbers). No special characters allowed.
 - E. **State:** This field automatically defaults to "Arizona." Use the drop down menu to select another state or location.
 - F. **Reviewed Date Range:** Enter the Begin and End date of the search range in the MMDDYYYY format (or use the calendar option to select the date).
2. Enter your search criteria and select <Submit>.

The screenshot shows the 'Arizona Judicial Branch' website interface. At the top, there is a logo for the Supreme Court of the State of Arizona and the text 'Arizona Judicial Branch'. Below this is a navigation bar with links: Home, Student Data, Payments, School Info, Instructors, Courts, Reports, Help, and AOC Staff. The current page is 'Denied Change Requests - Search' under the 'Student Data' section. The page title is 'Defensive Driving'. The search criteria are as follows:

- 1A Last Name:
- 1B First Name:
- 1C Birth Date: MM-DD-YYYY
- 1D Driver's License Number:
- 1E State: AZ - ARIZONA (dropdown menu)
- 1F Reviewed Date Range: 4/23/2011 through 5/23/2011 (calendar icons)

Buttons: Reset, Submit, Cancel. A 'Click Here' callout points to the Submit button.

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Defensive Driving Tracking System

Denied Change Requests – Detail

Home>Student Data>Denied Change Requests

1. This screen displays the student record details along with the following:
 - A. Change Request Type (See appendix for Student Status codes).
 - B. Change Request Reason.
 - C. Identity of school user that submitted the request.
 - D. Date the request was submitted by the school.
 - E. Identifies the AOC user that denied the request.
 - F. Date the request was reviewed by the AOC.
 - G. Change approved flag: “N” for No. *If the request was approved, the record would not be in the “Denied Change Requests” menu section and can be retrieved through the “View Student” menu section.

Arizona Judicial Branch Text Size: A A A

Home / Student Data / Denied Change Requests School 008 Logout

Defensive Driving

Denied Change Requests - Detail

This change request has been denied.
[View original record](#)

Click here to go to the view the original request record.

1A	Change Request Type:	E - Eligibility Override Request
1B	Change Request Reason:	Driver's License Number is bogus
1C	Change Requested By:	CStonebur
1D	Change Request Date:	05-23-2011
1E	Change Reviewed By:	CarrieAOC
1F	Change Review Date:	05-23-2011
1G	Change Approved?:	N

Record Type: C - Completion
School: 008 - AZ TRAFFIC SCHOOLS, LLC
Court: [0750 - PEORIA MUNICIPAL](#)
Diversion Fee: \$162.00 (effective: 10/1/2009)
Fee waiver for juveniles: No
Last Name: CHEATER
First Name: IMA
Initial:

Click "Search" to go to the "Denied Change Requests - Search" screen. Click "Return to List" to go back to the "Denied Change Requests" screen.

Click "Previous" or "Next" to go to the previous record in the list or to the next record in the list. The option will be grayed out if no records are available.

Defensive Driving Tracking System

Court Reject Records

Home>Student Data>Court Reject Records

1. All student registration and completion records will be transmitted electronically to the associated court database (currently each night, except for Sunday). If after the court reviews the record and determines errors are present that require correction by the school, the record will be “rejected” and transmitted back to the “DDTS” the day the court processes the record.
2. Any un-worked court reject records’ count will display on the Home Page (see the “Home Page” section for further information.)
3. To view current/un-worked court reject records or search for any previously worked court reject records, navigate to the “Court Reject Records” sub-menu option (Home>Student Data>Court Reject Records)
 - A. Click on the “Record ID” link to view the specific court reject record detail.
 - B. Click on the “Search” link to search for any un-worked or previously worked court reject record.
 - C. Click on “Run Report” to print out the list of un-worked court reject records (See “Reports” for more information.)

Arizona Judicial Branch

Text Size: A A A

Home / Student Data / Court Reject Records CARRIE STONEBURNER - School Logout

Defensive Driving

Court Reject Records

4 records found. Click a record number to view that student record.

ID	Type	Last Name	First Name	Birth Date	License	Violation	Court	Rejected
15	C	STONE	SUSHI	11/6/1987	D1161980	11/1/2010	0343	3/25/2011
14	C	PEYTON	CAROL	11/7/1985	D1171980	11/1/2010	0743	9/1/2010
13	S	STONE	BELLA	11/5/1985	D1151980	11/30/2010	0945	9/1/2010
10	S	STONEBURNER	JOHN	11/2/2008	D1121981	11/1/2010	0743	9/1/2010

3A → Court Reject Records (Sidebar)

3B → Search (Button)

3C → Run Report (Button)

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Defensive Driving Tracking System

Court Reject Records – Search

Home>Student Data>Court Reject Records

- To search for any court reject record (un-worked or previously worked), use the “Search” option to locate the record(s). You must input at least the Last Name and/or Driver’s License Number plus one other field.
 - Last Name:** If using, must include at least 1 character (no numbers).
 - First Name:** If using, must include at least 1 character (no numbers).
 - Birth Date:** If using, enter the driver’s date of birth using the displayed format: MM-DD-YYYY. Ex: 11-01-1980.
 - Driver’s License Number:** If using, must be alphanumeric (characters and numbers). No special characters allowed.
 - State:** This field automatically defaults to “Arizona.” Use the drop down menu to select another state or location.
- Click <Submit> to view your results (list or detailed record – see Navigation Tips for more information)

Arizona Judicial Branch

Text Size: A A A

Home / Student Data / Court Reject Records

CARRIE STONEBURNER - School Logout

Defensive Driving

Court Reject Records - Search

Input search criteria below:
Please input Last Name and/or Driver's License Number plus at least one other field.

4A Last Name:

4B First Name:

4C Birth Date: MM-DD-YYYY

4D Driver's License Number:

4E State:

[Cancel](#)

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Defensive Driving Tracking System

Court Reject Records – Detail

Home>Student Data>Court Reject Records

1. The “Court Reject Records – Detail” screen displays the record details, along with:
 - A. *Reject Reason*
 - ❖ The court case management automatic reject reason will display here along with any manual notes included by the court.
 - B. *“Acknowledge” button, with “No Action Required” check box*
 - ❖ The court reject record must be “Acknowledged” in order to document the school has reviewed the court reject record. Select <Acknowledge> once the review is complete. This will remove the record from the un-worked court reject record list. The court reject record will be available through the “Search” option if needed.
 - ❖ Check the “No Action Required” box if no action was required on the student record to correct the record.
 - C. *“View existing student record” link*
 - ❖ Click here to go directly to the student record (Home>Student Data>View Student. See following page for more information)
 - ❖ The corrections to the student record are done in the “View Student” option. Once the record has been updated and “submitted”, the new record will be transmitted to the court.

Arizona Judicial Branch Text Size: A A A

Home / Student Data / Court Reject Records CARRIE STONEBURNER - School Logout

Defensive Driving

Court Reject Records - Detail

1B Search Return to List Previous Next
 No Action Required **Acknowledge**

1C [View existing student record](#)

1A **Reject Reason:** This is a test reject record.

Reject Date: 03-25-2011

Record Type: C - Completion

School: 029 - ARIZONA CRASH COURSE

Court: [0343 - FREDONIA MAGISTRATE COURT](#)
28-701.02 Must see judge
Diversion Fee: \$100.00 (effective: 1/1/1994)
Fee waiver for juveniles: No

Last Name: STONE

First Name: SUSHI

Initial:

Suffix:

Birth Date: 11-06-1987

Driver's License Number: D1161980

Driver's License State: AZ - Arizona

Program Type:

Citation Number: C1151983

Defensive Driving Tracking System

Court Reject Records – Detail continued

After clicking “View existing student record” link in the above example, you will see the screen below.



Arizona Judicial Branch

Close this window

View Student - Detail

Related Court Reject record found
View existing Court Reject record

You may click here to go back to the "Court Reject record".

Any student record that has a court reject record will have this display on the student record accessed through the "View Student" menu option.

Record Type: S - Registration
School: 029 - ARIZONA CRASH COURSE
Court: 0747 - GLENDALE MUNICIPAL

Criminal speed must see judge [View Court](#)
Diversion Fee: \$100.00 (effective: 4/1/2009)
Fee waiver for juveniles: No

Last Name: STONEBURNER
First Name: JOHN
Initial:
Suffix:
Birth Date: 11-02-2008 MM-DD-YYYY
Driver's License Number: D1121981
Driver's License State: AZ - ARIZONA
Program Type: ST
Citation Number: C1121890
Violation Code: 28-701A
Charge Identifier: A
Process Server Fee:
Violation Date: 11-01-2010 MM-DD-YYYY
Arraignment Date: 11-30-2010 MM-DD-YYYY
Extension Date: MM-DD-YYYY
School Receipt Date: MM-DD-YYYY
Class Date: 11-17-2010 MM-DD-YYYY
Completion Date: MM-DD-YYYY
Completion Type:
Class Result: Pass Fail

Additional Information

Click «Submit» after the changes are done. For Registration records, you will have the option to delete the record from the "View Student" menu option if necessary.

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Defensive Driving Tracking System

Court Reject Records – Detail continued

2. After the <Acknowledge> button is selected, the below confirmation screen will display, and the court reject record will no longer appear in the list. However, it can always be found by searching for all court reject records (see “Court Reject Records – Search” for more information.)

Arizona Judicial Branch

Text Size: A A A

Home / Student Data / Court Reject Records

Defensive Driving

Court Reject Records - Detail

2 This reject record has been acknowledged.
[View existing student record](#)

Acknowledged Date: 05-12-2011
Acknowledged By: CStonebu
Reject Reason: **This is a test reject record.**
Reject Date: 03-25-2011
Record Type: C - Completion
School: 029 - ARIZONA CRASH COURSE
Court: [0343 - FREDONIA MAGISTRATE COURT](#)
28-701.02 Must see judge
Diversion Fee: \$100.00 (effective: 1/1/1994)
Fee waiver for juveniles: No

Last Name: STONE
First Name: SUSHI
Initial:
Suffix:
Birth Date: 11-06-1987
Driver's License Number: D1161980
Driver's License State: AZ - Arizona
Program Type:
Citation Number: C1151983

[Search](#) [Return to List](#) [Previous](#) [Next](#)

Click "Search" to go to the "Court Reject Records - Search" option.
Click "Return to List" to go back to the "Court Reject Records" results list.
Click "Previous" or "Next" to go back or to the next Court Reject Record in the list (grayed out if no records exist.)

Defensive Driving Tracking System

Batch Upload Student Data

Home>Student Data>Batch Upload Student Data

1. Use this menu option if your school is an AOC approved batch school and student record information is ready to be uploaded to the Defensive Driving Tracking System.
 - A. After navigating to the "Batch Upload Student Data" screen, click <Browse> to locate the file containing student data to be uploaded.

The screenshot displays the Arizona Judicial Branch website interface. At the top left is the state seal, and the title 'Arizona Judicial Branch' is centered. A navigation menu includes 'Student Data', 'Payments', 'School Info', 'Instructors', 'Courts', 'Reports', 'Help', and 'AOC Staff'. The breadcrumb trail shows 'Home / Student Data / Batch Upload Student Data'. The user is identified as 'bella stone - School 029' with a 'Logout' link. The main content area is titled 'Defensive Driving' and contains the 'Batch Upload Student Data' section. A sidebar on the left lists various options, with 'Batch Upload Student Data' highlighted and a red arrow pointing to it. The main section contains the instruction: 'Click the "Browse" button to find the file, then click "Upload".' Below this is a text input field, a 'Browse...' button (indicated by a red arrow), and an 'Upload' button. A red text box with an icon of a folder and arrow says: '1A. Click here to search for the .xml file located on your computer's hard drive.'

Defensive Driving Tracking System

Batch upload student data continued

B. As soon as your file has been located and selected, click <Upload> to begin the upload process.

C. If your file was successfully uploaded, you will see the screen below with the total records uploaded displayed, including the Total and Successful record count.

Defensive Driving Tracking System

Batch upload student data continued

- D. However, if any of the records in the batch failed data or eligibility validation, the following screen will display:
- The screen will display the total records uploaded, with a count of “Successful” and “Error Records” included in the total count.
 - The screen will also display a link to view the error records. Click on this link to immediately view the “Error Correction” menu section (See “Error Correction” section in this manual for more information)

Arizona Judicial Branch

Text Size: **AA**

Home / Student Data / Batch Upload Student Data bella stone - School 029 Logout

Defensive Driving

Batch Upload Student Data

File successfully uploaded

Total Records: 3

Successful Records: 2

Error Records: 1

[View error records](#)

Record 1. ClassDate: '07-11-2011'
Class Date must be on or before Arraignment Date if there is no Extension Date.

[Upload another file](#)

Click here to upload another .xml file.

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Defensive Driving Tracking System

Add New Court Payment

Home>Payments>Add Court Payment

1. This option is used to associate student records with diversion fee payments made to the court. **To facilitate this process by reconciling your school completion records with the Defensive Driving Tracking System before starting, see the “Court Un-paid Diversion Fee Payment” report section.**
2. Once the transaction is completed, the court payment check number, date and amount (for each individual record) will be electronically transmitted to the associated court.
3. **Step 1 – Enter Payment Information**
 - A. **Court:** Select the court location from the drop down menu. This is a mandatory field.
 - B. **Payment Date:** Enter the date using the MM-DD-YYYY format or select the calendar option to enter the date. The payment date cannot be in the future and must be entered.
 - C. **Check Number:** Must enter a valid check number.
 - D. **Payment Sequence Number:** This is an optional field and should be used if making more than 1 deposit per day to the court.
 - E. **Date Range From and Date Range To:** Must use to select eligible records of students who successfully completed the course. Date range cannot exceed 31 days.
4. Select <Next> to continue or <Cancel> to clear the input fields. **Note: Only completion records that have had the selected court location and completion date within the selected date range, a class result of “Pass”, and no previous court payment check number will be eligible for this payment.**

The screenshot shows the 'Add New Court Payment' form for 'Defensive Driving'. The form is titled 'Step 1 - Enter payment information'. It includes the following fields:

- 3A** Court: 0750 - PEORIA MUNICIPAL
- 3B** Payment Date: 05-12-2011 (MM-DD-YYYY)
- 3C** Check Number: 325
- 3D** Payment Sequence Number: (empty)
- 3E** Date Range From: 05-01-2011 (MM-DD-YYYY)
- Date Range To: 05-31-2011 (MM-DD-YYYY)

At the bottom right, there are 'Cancel' and 'Next' buttons. A red arrow points to the 'Next' button, which is also highlighted with a yellow starburst and a red '4' above it.

Defensive Driving Tracking System

Add New Court Payment continued

5. If there were no matching student records, you will see the below screen:

The screenshot displays the Arizona Judicial Branch website interface. At the top, the logo of the Supreme Court of the State of Arizona is visible on the left, and the text 'Arizona Judicial Branch' is centered. To the right, there is a 'Text Size: A A A' option. Below the header, a navigation menu includes 'Student Data', 'Payments', 'School Info', 'Instructors', 'Courts', 'Reports', 'Help', and 'AOC Staff'. The current page path is 'Home / Payments / Add Court Payment', and the user is identified as 'CARRIE STONEBURNER - School Logout'.

The main content area is titled 'Defensive Driving' and 'Add New Court Payment'. It shows 'Step 2 - Select students whose fees are included in this payment'. The form fields are as follows:

Court:	0745 - MESA MUNICIPAL
Payment Date:	05-12-2011
Check Number:	325
Payment Sequence Number:	
Date Range From:	05-01-2011
Date Range To:	05-31-2011

Below the form, it states '0 students eligible for this payment'. A red arrow points to this text. Below that, it says 'No unassigned student records found eligible for this payment.' To the right of the form, there is a cloud-shaped callout box with a gavel icon and a plus sign, containing the following instructions:

Select <Cancel> to return to the entry screen with all previous input cleared.
Select <Back> to return to the entry screen with all previous input intact.
Select <Next> to continue (this will remind you that no records were available to continue)

Below the callout box are three buttons: 'Cancel', 'Back', and 'Next'. A red arrow points from the callout box to the 'Cancel' button.

At the bottom of the page, there is a copyright notice: '© 2011 Arizona Supreme Court. All Rights Reserved.'

Defensive Driving Tracking System

Add New Court Payment continued

6. **Step 2: Select students whose fees are included in this payment.**

If there are eligible student records, you will see the below screen with the total record count displayed. Select the students whose diversion fee will be included in this payment, and select <Next>.

Arizona Judicial Branch

Text Size: A A A

Home / Payments / Add Court Payment

Bella Stone - School 008 Logout

Defensive Driving

Add New Court Payment

Step 2 - Select students whose fees are included in this payment

Court: [0750 - PEORIA MUNICIPAL](#)

Payment Date: 04-01-2011

Check Number: 325

Payment Sequence Number:

Date Range From: 04-01-2011

Date Range To: 04-30-2011

2 students eligible for this payment

<input type="checkbox"/>	Name	Birth Date	License #	Violation Date	Completion Date
<input type="checkbox"/>	BUTTER, PEANUT	7/14/1971	DLN314	1/10/2011	4/7/2011
<input type="checkbox"/>	BUTTER, PEANUT	7/14/1972	DLN315	1/10/2011	4/19/2011

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Check the box next to the "Name" column heading to select all records
Or
Check the box next to each record to selectively identify the records.

Select <Cancel> to return to the entry screen with all previous input cleared.
Select <Back> to return to the entry screen with all previous input intact.
Select <Next> to continue.

Defensive Driving Tracking System

Add New Court Payment continued

7. ***Step 3: Review and Submit.***

- A. The "Calculated Payment Amount" is the result of multiplying the selected record count by the "Diversion Fee Amount." In the example below, 1 (record) x \$162.00 (Diversion Fee Amount) = "Calculated Payment Amount" of \$162.00. The Diversion Fee amount will be based upon the violation date and program type for each student record.
- B. Select <Submit> to confirm the transaction.

Arizona Judicial Branch

Text Size: A A A

Home / Payments / Add Court Payment

Bella Stone - School 008 Logout

Payments

- Add Court Payment
- Add State Payment
- View Existing Payments

Defensive Driving

Add New Court Payment

Step 3 - Review and Submit

Court: [0750 - PEORIA MUNICIPAL](#)

Payment Date: 04-01-2011

Check Number: 325

Payment Sequence Number:

Date Range From: 04-01-2011

Date Range To: 04-30-2011

7A → Calculated Payment Amount: **\$162.00**

Select "Cancel" to cancel any further action (you will be asked to confirm)
Select "Back" to return to Step 2
Select "Submit" to complete the process.

Cancel Back Submit

7B

1 student to add to this payment

Last Name	Birth Date	License #	Violation Date	Comp. Date	Diversion Fee	Proc. Serv. Fee
BUTTER, PEANUT	7/14/1971	DLN314	1/10/2011	4/7/2011	\$162.00	

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Defensive Driving Tracking System

Add New Court Payment continued

8. After selecting <Submit> in Step 3, the below confirmation page will display. Your options are:
 - A. View the payment details for the payment record just created (See “View Existing Payments” for more information).
 - B. Add another court payment
 - C. Take no further action – you’re done!

The screenshot shows the Arizona Judicial Branch website interface. At the top left is the Arizona Supreme Court logo. The main header reads "Arizona Judicial Branch" with a "Text Size: A A A" option on the right. A navigation menu includes "Student Data", "Payments", "School Info", "Instructors", "Courts", "Reports", "Help", and "AOC Staff". Below the menu, the breadcrumb trail is "Home / Payments / Add Court Payment" and the user is identified as "Bella Stone - School 008" with a "Logout" link. The main content area is titled "Defensive Driving" and "Add New Court Payment". A message states "Payment successfully saved." with a document icon. Below this message are two links: "View saved payment" and "Add another payment". A red arrow labeled "8A" points to "View saved payment", and another red arrow labeled "8B" points to "Add another payment". A sidebar on the left under "Payments" lists "Add Court Payment", "Add State Payment", and "View Existing Payments". At the bottom, a copyright notice reads "© 2011 Arizona Supreme Court. All Rights Reserved."

Defensive Driving Tracking System

Court Un-Paid Diversion Fee Payment Report

Home>Reports>Court Un-Paid Diversion Fee Payment Report

1. Use this option if you wish to reconcile your school records with the Defensive Driving Tracking System's eligible un-paid diversion fee student records.
2. The report will display Completion records with the selected court location and completion date within the selected date range, a class result of "Pass", and no previous court payment check number associated with the student record.
3. Navigate to the "Reports" menu selection and click on "Court Un-Paid Diversion Fee Payment Report."

The screenshot displays the Arizona Judicial Branch website interface. At the top left is the Arizona Supreme Court seal. The main header reads "Arizona Judicial Branch" with a "Text Size: A A A" option on the right. A navigation menu includes "Student Data", "Payments", "School Info", "Instructors", "Courts", "Reports", "Help", and "AOC Staff". Below the menu, the breadcrumb "Home / View Reports" and user information "Bella Stone - School 008 Logout" are visible. The main content area is titled "Defensive Driving" and contains a "View Reports" section. Under "View Reports", there is a prompt "Select a report to view" followed by a grid of report options, each with a right-pointing arrow icon. The "Court Un-Paid Diversion Fee Payment Report" is circled in red, and a red arrow points to it from the left. Other reports in the grid include "Acknowledged Court Rejects Report", "Denied Change Request Report", "Completion Volume", "Non-Completed Paid State Fees", "Court Completions", "Pending Error Statistics", "Court Directory", "Print 3-Day Completion Statistics", "Court Diversion Fee Report", "School Completion Activity", "Court Ordered Completions", "School Directory", "Court Reject Results Report", "State Fee Remittance Report", "Court Remittance Report", and "Student Record Submission".

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Defensive Driving Tracking System

Court Un-Paid Diversion Fee Payment Report continued

4. Enter the “Start Date” and “End Date” of the desired report date range and the “Court Code” drop down list will display.
5. Select a court code to display eligible payment records for a specific court, or “Select All” to display all courts with eligible payment records.
6. Select “View Report” to run the report.

Arizona Judicial Branch

Defensive Driving Reports - Court Un-Paid Diversion Fee Payment Report

Shows un-paid Diversion Fee records by Court for the requested completion date range.

Please enter values in the fields below and click "View Report"

Start Date: 4/1/2011 End Date: 4/30/2011

Court Code's: 0750 - PEORIA MUNICIPAL

OR

- (Select All)
- 0100 - APACHE CO SL
- 0101 - ROUND VALLEY
- 0102 - ST. JOHNS JP
- 0103 - PUERCO JP
- 0104 - CHINLE JUSTIC

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View Report

Defensive Driving Tracking System

Court Un-Paid Diversion Fee Payment Report continued

7. The results shown will match the results displayed in the “Add New Court Payment” workflow when using the same selection criteria. Click the “Print” icon to print your report.
8. For more information on the reporting function, please see “Reports” section.

Please enter values in the fields below and click 'View Report'

Start Date End Date

Court Code/s

Navigation: 1 of 1 | 100% | Find | Next | Select a format | Export | 

Arizona Defensive Driving System

Court Un-Paid Diversion Fee Payment Report

029 - ARIZONA CRASH COURSE

Date Range: 4/1/2011 Through 4/30/2011

Court	Name	Birth Date	Driver's License Number	Violation Date	Citation Number	Completion Date	Program Type	Juvenile Fee Waived	Diversion Fee
PEORIA MUNICIPAL [0750]	Information removed for security.			02/27/2011	Information removed for security.	04/16/2011	ST	N	\$162.00
				03/07/2011		04/23/2011	ST	N	\$162.00
				12/28/2010		04/02/2011	ST	N	\$162.00
				02/24/2011		04/23/2011	ST	N	\$162.00
				01/10/2011		04/23/2011	ST	N	\$162.00
				12/07/2010		04/25/2011	ST	N	\$162.00
				03/20/2011		04/23/2011	ST	N	\$162.00
				04/15/2011		04/28/2011	ST	N	\$162.00
				02/15/2011		04/16/2011	ST	N	\$162.00
Total For Court 0750:								\$1,458.00	

Defensive Driving Tracking System

Add New Court Payment – Duplicate Check Number

Home>Payments>Add New Court Payment

1. The Defensive Driving Tracking System (“DDTS”) will allow a duplicate Court Payment check number to be used only if the payment sequence number and/or payment date is different on the new and existing payment records.
2. If the entered check number matches an existing Court Payment check number with the same sequence number/and or payment date, the “DDTS” will only allow new student records to be added to the existing payment record. No new payment record can be created. Chose one of the options below:
 - A. Click on the “View existing payment” link to modify the existing payment record. See “View Existing Payments – Add Students (Court Payment)” for more information.
 - B. Cancel the workflow by selecting the <Cancel> button.

Arizona Judicial Branch Text Size: A A A

Home / Payments / Add Court Payment CARRIE STONEBURNER - School Logout

Defensive Driving

Add New Court Payment

Step 1 - Enter payment information

Existing record found.
There is an existing payment with the same Check Number, Payment Sequence Number and Payment Date.
Please make changes to the existing payment record.
[View existing payment](#)

Court: 0750 - PEORIA MUNICIPAL

Payment Date: 04-01-2011 MM-DD-YYYY

Check Number: 508

Payment Sequence Number:

Date Range From: 04-01-2011 MM-DD-YYYY

Date Range To: 04-30-2011 MM-DD-YYYY

Select <Cancel> to clear the entered field information (you will be asked to confirm.)
Because a new payment record cannot be created with a duplicate check number, clicking <Next> will result in no further action.

Cancel Next

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Defensive Driving Tracking System

Add New Court Payment – Duplicate Check Number continued

3. If the entered check number matches an existing Court Payment check number with a different sequence number and/or payment date, the “DDTS” will allow the user to create a new payment record with a duplicate check number. Therefore, choose one of the options below:
 - A. Continue by selecting <Next>. Once your transaction is completed, records will exist with duplicate check numbers, but with different payment dates and/or sequence numbers.
 - B. Click on the <View Existing Payment> record link. You will be given the option of adding student records to the existing court payment record. See “View Existing Payments – Add Students (Court Payment)” for more information.

Arizona Judicial Branch

Text Size: A A A

Home / Payments / Add Court Payment CARRIE STONEBURNER - School Logout

Defensive Driving

Add New Court Payment

Step 1 - Enter payment information

? Court Payment Check Number already exists.
There is an existing court payment with the same Check Number, but different Court Sequence Number and/or Payment Date.
[View existing payment](#)

Court: 0750 - PEORIA MUNICIPAL

Payment Date: 04-02-2011 MM-DD-YYYY

Check Number: 508

Payment Sequence Number:

Date Range From: 04-01-2011 MM-DD-YYYY

Date Range To: 04-30-2011 MM-DD-YYYY

Cancel Next

Click <Cancel> to clear your input fields (you will be asked to confirm).

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Defensive Driving Tracking System

Add New State Payment

Home>Payments>Add New State Payment

1. This screen is used to associate student records with State Fee payments made to the Administrative Office of the Courts (“AOC”).
2. Once the transaction is completed, the State Fee check number and check date will be stored in the student record. The State Fee payment information is never electronically transmitted to the Court or AOC.
3. **Step 1 – Enter Payment Information**
 - A. **Payment Date:** Enter the date using the MM-DD-YYYY format or select the calendar option to enter the date. The payment date cannot be in the future and must be entered.
 - B. **Check Number:** Must enter a valid check number
 - C. **Reporting Period:** Payments are assigned to one of the two bi-monthly reporting periods: (“A” = 1-15, or “B” = 16 – 31).
4. Select <Next> to continue or <Cancel> to clear the input fields.

Note: Only Registration or Completion (“Pass or “Fail”) records with a matching “School Receipt Date” within the selected reporting period, and no previous State Fee check number, will be eligible for this payment. Student Records with State Fee payments collected by another school will not be eligible.

The screenshot shows the Arizona Judicial Branch website interface. At the top, there is a navigation bar with the Arizona Supreme Court logo and the text 'Arizona Judicial Branch'. Below this is a menu with options: Student Data, Payments, School Info, Instructors, Courts, Reports, Help, and AOC Staff. The main content area is titled 'Defensive Driving' and 'Add New State Payment'. It includes a sidebar with 'Payments' options: Add Court Payment, Add State Payment, and View Existing Payments. The main form area is titled 'Step 1 - Enter payment information' and contains three fields: 'Payment Date' (04-01-2011), 'Check Number' (900), and 'Reporting Period' (Mar, 16-31, 2011). A mouse cursor is pointing at the 'Next' button. The footer contains the text '© 2011 Arizona Supreme Court. All Rights Reserved.'

Defensive Driving Tracking System

Add New State Payment continued

5. If there were no matching student records, you will see the screen below:

The screenshot displays the Arizona Judicial Branch website interface for the Defensive Driving system. The page title is "Defensive Driving" and the sub-header is "Add New State Payment". The user is logged in as "Bella Stone - School 008". The page shows the following information:

- Payment Date:** 04-01-2011
- Check Number:** 900
- Reporting Period:** 8-16-2011 to 8-31-2011

The status message is "0 students eligible for this payment", which is circled in red. A red arrow points from the left sidebar to this message. Below the message, it states "No unassigned student records found eligible for this payment." A callout box provides instructions: "Select <Cancel> to return to the entry screen with all previous input cleared. Select <Back> to return to the entry screen with all previous input intact. Select <Next> to continue (this will remind you that no records were available to continue)". Buttons for "Cancel", "Back", and "Next" are visible.

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Defensive Driving Tracking System

Add New State Fee payment continued

6. ***Step 2: Select students whose fees are included in this payment.***

If there are eligible student records, you will see the screen below with the total record count displayed. Select the students whose state fee will be included in this payment, and select <Next>.

Arizona Judicial Branch Text Size: [AAA](#)

Home / Payments / Add State Payment Bella Stone - School 008 Logout

Defensive Driving

Add New State Payment

Step 2 - Select students whose fees are included in this payment

Payment Date: 04-01-2011
Check Number: 900
Reporting Period: 3-16-2011 to 3-31-2011

3 students eligible for this payment

<input type="checkbox"/>	Name	Birth Date	License #	Violation Date	Completion Date
<input type="checkbox"/>	KEENEYE, CALABAN E	9/17/1971	CK684748	2/2/2011	3/30/2011
<input type="checkbox"/>	TEST, MAYA L	3/19/1945	D100847620	3/1/2011	4/18/2011
<input type="checkbox"/>	TEST, SARAH E	8/19/1963	D123444	1/1/2011	

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Callout 1: Check the box next to the "Name" column heading to select all records. Or Check the box next to each record to selectively identify the records.

Callout 2: Select <Cancel> to return to the entry screen with all previous input cleared. Select <Back> to return to the entry screen with all previous input intact. Select <Next> to continue.

Defensive Driving Tracking System

Add New State Payment continued

7. Step 3: Review and Submit.

- A. The “Calculated Payment Amount” is the result of multiplying the selected record count by the State Fee Amount (due to legislative mandates, the “DDTS” has been programmed to accommodate different State Fee amounts). In the example below, 1 (record) x \$65.00 + 1 (record) x \$75.00 = \$140.00. The State fee amount will be based upon the current State Fee amount on the date of violation.
- B. Select <Submit> to confirm the transaction.

Defensive Driving Tracking System

Arizona Judicial Branch

Text Size: A A A

Home / Payments / Add State Payment

Bella Stone - School 008 Logout

Defensive Driving

Add New State Payment

Step 3 - Review and Submit

Payment Date: 04-01-2011
Check Number: 900
Reporting Period: 3-16-2011 to 3-31-2011
Calculated Payment Amount: **\$140.00**

7A →

Select "Cancel" to cancel any further action (you will be asked to confirm)
Select "Back" to return to Step 2
Select "Submit" to complete the

Cancel Back Submit

2 students to add to this payment

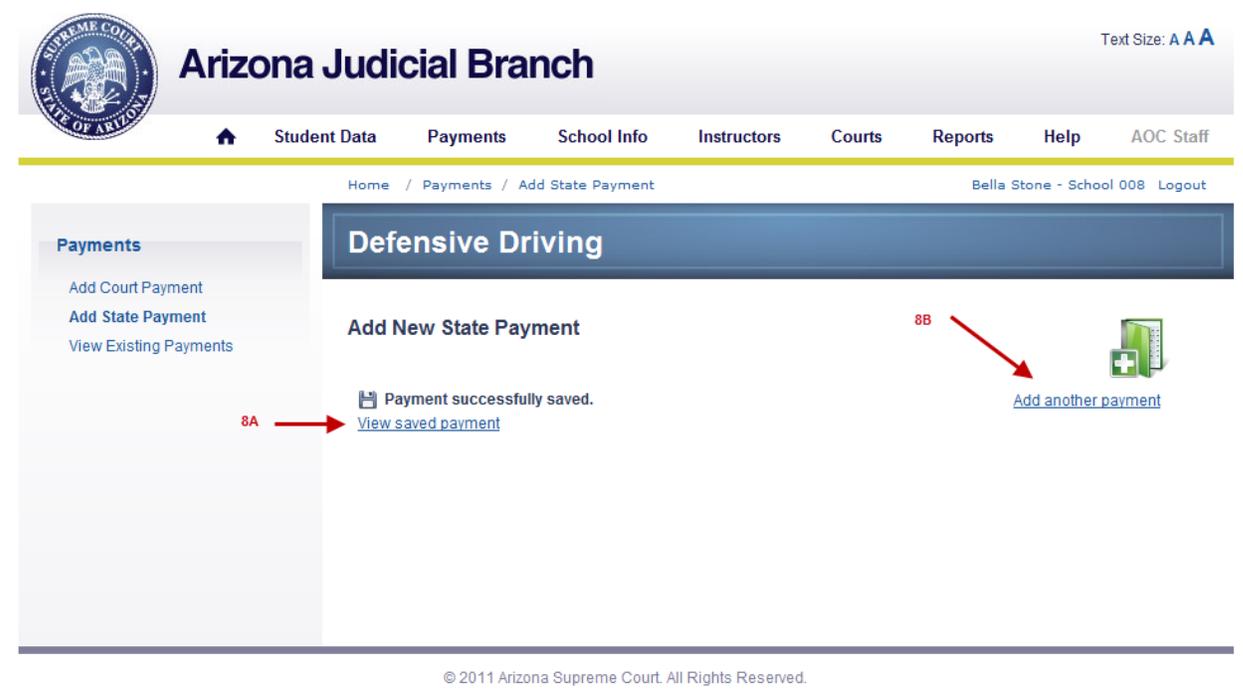
Last Name	Birth Date	License #	Violation Date	Comp. Date	State Fee
KEENEYE, CALABAN E	9/17/1971	CK884748	2/2/2011	3/30/2011	\$85.00
TEST, MAYAL	3/19/1945	D100847620	3/1/2011	4/18/2011	\$75.00

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Add New State Payment continued

8. After selecting <Submit> in Step 3, the confirmation page below will display. Your options are:
 - A. View the payment details for the payment record just created (See "View Existing Payments" for more information).
 - B. Add another State Fee Payment
 - C. Take no further action – you're done!

Defensive Driving Tracking System



Arizona Judicial Branch

Text Size: A A A

Home / Payments / Add State Payment

Bella Stone - School 008 Logout

Payments

- Add Court Payment
- Add State Payment
- View Existing Payments

Defensive Driving

Add New State Payment

Payment successfully saved.

8A → [View saved payment](#)

8B → [Add another payment](#)

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Add New State Fee Payment – Duplicate Check Number

Home>Payments>Add New State fee Payment

1. The Defensive Driving Tracking System (“DDTS”) will allow duplicate State Fee check numbers to be used. If the application recognizes a previously used check number, a warning will display. Your options are:
 - A. Change the check number to one that has not be used before.
 - B. Continue by selecting <Next>. Once the transaction is completed, state fee payment records will existing with duplicate check numbers and may have different payment dates.
 - C. Click on the “View Existing Payment” record link. See “View Existing Payments – Add Student Records (State Fee Payment)” for more information.

Defensive Driving Tracking System

Arizona Judicial Branch

Text Size: A A A

Student Data Payments School Info Instructors Courts Reports Help AOC Staff

Home / Payments / Add State Payment CARRIE STONEBURNER - School Logout

Defensive Driving

Add New State Payment

Step 1 - Enter payment information

Warning: State Fee Check Number already used for School 029.
Either change the check number, or click 'Next' to continue with a duplicate check number.
[View existing payment](#)

Payment Date: 04-13-2011 MM-DD-YYYY

Check Number: 305

Reporting Period: May 16-31 2011

Cancel Next

Click <Cancel> to clear your input fields (you will be asked to confirm).

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View Existing Payments

Home>Payments>View Existing Payments

1. In the “View Existing Payments” menu option, you will be able to do the following:
 - A. View existing Court and State Fee payments
 - B. Add additional students to existing Court and State Fee payments
 - C. Generate remittance Reports.
2. To begin, retrieve an existing payment record.
 - A. Select either “Court Payments” or “State Fee Payments” (“Court Payments” will be the default value.)

Defensive Driving Tracking System

- B. If “Court Payments” is selected, complete the following for the existing court payment (must choose at least 1 search field)
- Court:** Select the court location from the drop down menu.
 - Payment Date:** Enter the payment date of the court payment using the MM-DD-YYYY format or select the calendar option to enter the date.
 - Check Number:** Enter the check number of the existing payment.
 - Completion Date Range:** Use the date range used to create the existing court payment record.
 - Driver’s License Number:** Use this to search for an existing Court Payment record by one of the student record’s Driver’s License number included in the payment.
3. Select <Submit> to continue or <Reset> to clear the input fields.

The screenshot displays the Arizona Judicial Branch website interface for the Defensive Driving tracking system. The page title is "Defensive Driving" and the sub-section is "View Existing Payments - Search". The search form includes the following fields and options:

- Search For:** Radio buttons for "Court Payments" (selected) and "State Fee Payments".
- Court:** A dropdown menu showing "0750 - PEORIA MUNICIPAL".
- Payment Date:** A text input field with "04-01-2011" and a calendar icon.
- Check Number:** A text input field with "325".
- Completion Date Range:** Two text input fields with "04-01-2011" and "04-30-2011", each with a calendar icon, separated by "to".
- Driver's License Number:** An empty text input field.

Red arrows on the left side of the form point from labels 2Bi through 2Bv to the respective input fields. A red arrow points from the number "3" below to the "Submit" button, which is highlighted by a mouse cursor.

View Existing Payments continued

4. If “State Fee Payments” is selected, complete the following for the existing state fee payment (must choose at least 1 search field)
- Payment Date:** Enter the payment date of the state fee payment using the MM-DD-YYYY format or select the calendar option to enter the date.
 - Check Number:** Enter the check number of the existing payment.
 - Driver’s License Number:** Use this to search for an existing State Fee Payment record by one of the student record’s Driver’s License number included in the payment.

Defensive Driving Tracking System

5. Select <Submit> to continue or <Reset> to clear the input fields

The screenshot displays the Arizona Judicial Branch website interface for the Defensive Driving Tracking System. The page title is "Defensive Driving" and the sub-section is "View Existing Payments - Search". The search form includes the following elements:

- Search For:** Radio buttons for "Court Payments" and "State Fee Payments".
- Payment Date:** A text input field containing "04-01-2011" with a calendar icon.
- Check Number:** A text input field containing "900".
- Driver's License Number:** An empty text input field.
- Buttons:** "Reset" and "Submit" buttons.

Red arrows labeled 4i, 4ii, and 4iii point to the Payment Date, Check Number, and Driver's License Number fields, respectively. A red arrow labeled 5 points to the Submit button. A stack of money icon is visible on the right side of the search form.

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View Existing Payments continued

Defensive Driving Tracking System

- If the search yields more than one result, the screen below will display with each result listed. Click on the “Check Number” id link to view the payment record detail screen (see “View Existing Payments – Detail” section for more information).

The screenshot shows the Arizona Judicial Branch website interface. At the top left is the Arizona Supreme Court logo. The main header reads "Arizona Judicial Branch" with a "Text Size: AAA" option on the right. A navigation menu includes "Student Data", "Payments", "School Info", "Instructors", "Courts", "Reports", "Help", and "AOC Staff". Below the menu, a breadcrumb trail shows "Home / Payments / View Existing Payments" and the user "CARRIE STONEBURNER - School" with a "Logout" link. A sidebar on the left under "Payments" contains links for "Add Court Payment", "Add State Payment", and "View Existing Payments". The main content area is titled "Defensive Driving" and "View Existing Payments - Search Results". It displays a search result: "2 State Fee Payment records found. Click a check number to view that payment record." Below this is a table with columns "Check #", "Pay Date", and "School". The table contains two rows, both with "700" in the "Check #" column and "029" in the "School" column. The first row has a "Pay Date" of "4/1/2011" and the second row has "4/14/2011". A red arrow points to the "700" in the first row. A "Search" link is visible on the right. At the bottom, a copyright notice reads "© 2011 Arizona Supreme Court. All Rights Reserved."

Check #	Pay Date	School
700	4/1/2011	029
700	4/14/2011	029

View Existing Payments – Detail

Home>Payments>View Existing Payments

- Once the existing payment record is retrieved, you can perform the following:

Defensive Driving Tracking System

- A. View and print the remittance report for the existing payment. This report will display the payment details included in the payment (School ID, Date report run, check number, remittance date, and student record details for each student record included in the payment.) Click on the link “Run Report” to view and/or print. (See “Reports” for more information).

Arizona Judicial Branch Text Size: A A A

Home / Payments / View Existing Payments Bella Stone - School 008 Logout

Defensive Driving

View Existing Payments - Detail

State Fee Payment Record

Payment Date: 04-01-2011
Check Number: 900
Reporting Period: 03-16-2011 to 03-31-2011
Calculated Payment Amount: **\$140.00**

[Search](#) [Return to List](#) [Previous](#) [Next](#)

1A [Click Here](#) [Run Report](#) [Add Students](#)

2 students assigned

Name	Birth Date	License #	Violation Date	Comp. Date	State Fee
KEENEYE, CALABAN E	9/17/1971	CK884748	2/2/2011	3/30/2011	\$85.00
TEST, MAYAL	3/19/1946	D100847620	3/1/2011	4/18/2011	\$75.00

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View Existing Payments – Add Students (State Fee Payment)

Home>Payments>View Existing Payments

Defensive Driving Tracking System

1. Another option in the “View Existing Payments – Detail” screen, is to add additional qualifying students to the existing payment record. In the example below, additional student records can be added to an existing State Fee payment record.

Supreme Court
STATE OF ARIZONA

Arizona Judicial Branch

Text Size: A A

Home / Payments / View Existing Payments

Bella Stone - School 008 Logout

Defensive Driving

View Existing Payments - Detail

State Fee Payment Record

Payment Date: 04-01-2011
Check Number: 900
Reporting Period: 03-16-2011 to 03-31-2011
Calculated Payment Amount: **\$140.00**

[Search](#) [Return to List](#) [Previous](#) [Next](#)

[Run Report](#) [Add Students](#)

2 students assigned

Name	Birth Date	License #	Violation Date	Comp. Date	State Fee
KEENEYE, CALABAN E	9/17/1971	CK884748	2/2/2011	3/30/2011	\$65.00
TEST, MAYAL	3/19/1945	D100847820	3/1/2011	4/18/2011	\$75.00

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View Existing Payments – Add Students (State Fee Payment) continued

Defensive Driving Tracking System

2. If there are no more qualifying/eligible student records found, the screen below will display.

The screenshot displays the Arizona Judicial Branch website interface. At the top left is the state seal, and the title 'Arizona Judicial Branch' is centered. A navigation menu includes 'Student Data', 'Payments', 'School Info', 'Instructors', 'Courts', 'Reports', 'Help', and 'AOC Staff'. The user is logged in as 'Bella Stone - School 008'. The main content area is titled 'Defensive Driving' and shows details for a payment: 'View Existing Payments - Detail'. The payment information includes: 'Payment Date: 05-01-2011', 'Check Number: 600', and 'Reporting Period: 02-16-2011 to 02-28-2011'. Below this, it states '0 students eligible for this payment' and 'No unassigned student records found eligible for this payment.' A red callout box with arrows pointing to the 'Search', 'Cancel', and 'Next' buttons contains the following text: 'Click "Search" to search for another existing payment. Click "Cancel" to return to the "View Existing Payment - Detail" screen. Click "Next" and no action will be done. You will be reminded there were no eligible students found.'

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Defensive Driving Tracking System

3. If there are eligible students, the below screen will display. Select the student record to be added and select <Next>

Arizona Judicial Branch Text Size: A A A

Home / Payments / View Existing Payments Bella Stone - School 008 Logout

Defensive Driving

View Existing Payments - Detail

Select students to add to this payment

Payment Date: 04-01-2011
Check Number: 900
Reporting Period: 03-16-2011 to 03-31-2011

[Search](#) [Return to List](#) [Previous](#) [Next](#)

Select <Cancel> to return to the "View Existing Payments" search screen.

1 student eligible for this payment

<input checked="" type="checkbox"/>	Name	Birth Date	License #	Violation Date	Completion Date
<input checked="" type="checkbox"/>	TEST, SARAH E	8/19/1963	D123444	1/1/2011	

Select the box next to the "Name" column to select all eligible records.
Or
Select the box next to each record for individual record selection.

Cancel Next

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Defensive Driving Tracking System

View Existing Payments – Add Students (State Fee Payment) continued

- This screen displays the current payment details with the new record(s) to be added. After review, click <Submit> to complete the transaction.

Note: The “New Payment Amount” is calculated by adding the new record amount(s) to the “Old Payment Amount.” In the example below, \$65.00 is the amount of the new student record. When this amount is added to the “Old Payment Amount” of \$140.00, the result is the “New Payment Amount” of \$205.00. (Please see “Add New Court Payment” and “Add New State Fee Payment” for more information on calculation of total payment amounts).

Arizona Judicial Branch

Text Size: A A A

Home / Payments / View Existing Payments

Bella Stone - School 008 Logout

Defensive Driving

View Existing Payments - Detail

State Fee Payment Record

Payment Date: 04-01-2011
 Check Number: 900
 Reporting Period: 03-16-2011 to 03-31-2011
 Old Payment Amount: 140.00
 New Payment Amount: 205.00

Click the "Add Students" button to include any other eligible students for this payment.

Run Report Add Students Submit

1 student to add to this payment

Last Name	Birth Date	License #	Violation Date	Comp. Date	State Fee
TEST, SARAH E	8/19/1963	D123444	1/1/2011		\$65.00

2 students assigned

Name	Birth Date	License #	Violation Date	Comp. Date	State Fee
KEENEYE, CALABAN E	9/17/1971	CK884748	2/2/2011	3/30/2011	\$65.00
TEST, MAYAL	3/19/1945	D100847620	3/1/2011	4/18/2011	\$75.00

\$65 + \$75 = \$140 (old payment amount)

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Defensive Driving Tracking System

View Existing Payments – Add Students (State Fee Payment) continued

- Once <Submit> is selected in the step above, the below confirmation screen will display with the updated “Calculated Payment Amount” and student detail record(s) added. The payment was successfully saved.

Arizona Judicial Branch Text Size: A A A

Home / Payments / View Existing Payments Bella Stone - School 008 Logout

Defensive Driving

View Existing Payments - Detail

Payment successfully saved.

Payment Date: 04-01-2011
Check Number: 900
Reporting Period: 03-16-2011 to 03-31-2011
Calculated Payment Amount: **\$205.00**

3 students assigned

Name	Birth Date	License #	Violation Date	Comp. Date	State Fee
KEENEYE, CALABAN E	9/17/1971	CK684748	2/2/2011	3/30/2011	\$65.00
TEST, MAYA L	3/19/1945	D100847620	3/1/2011	4/18/2011	\$75.00
TEST, SARAH E	8/19/1963	D123444	1/1/2011		\$65.00

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Callout instructions:
Click "Search" to return to the "View Existing Payments" search screen.
Click "Run Report" to view/print the remittance report for this payment.
Click "Add Students" to add additional qualifying students to this payment.

Defensive Driving Tracking System

View Existing Payments – Add Students (Court Payment)

Home>Payments>View Existing Payments

1. To add additional records to an existing Court payment, retrieve an existing Court Payment (see “View Existing Payments” paragraph 2 above.) Then, click on <Add Students>.

Arizona Judicial Branch

Text Size: A A A

Home / Payments / View Existing Payments

Bella Stone - School 008 Logout

Payments

- Add Court Payment
- Add State Payment
- View Existing Payments

Defensive Driving

View Existing Payments - Detail

[Search](#) [Return to List](#) [Previous](#) [Next](#)

Court Payment Record

Court: [0750 - PEORIA MUNICIPAL](#)

Payment Date: 04-01-2011

Check Number: 325

Payment Sequence Number:

Date Range From: 04-01-2011

Date Range To: 04-30-2011

Calculated Payment Amount: **\$162.00**

[Run Report](#) [Add Students](#)

1 student assigned

Name	Birth Date	License #	Violation Date	Comp. Date	Diversion Fee	Proc. Serv. Fee
BUTTER, PEANUT	7/14/1971	DLN314	1/10/2011	4/7/2011	\$182.00	

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Defensive Driving Tracking System

View Existing Payments – Add Students (Court Payment) continued

2. If there are no more qualifying/eligible student records found, the below screen will display:

The screenshot displays the Arizona Judicial Branch website interface. The header includes the state seal and navigation links: Student Data, Payments, School Info, Instructors, Courts, Reports, Help, and AOC Staff. The breadcrumb trail is Home / Payments / View Existing Payments. The page title is 'Defensive Driving' and the sub-header is 'View Existing Payments - Detail'. A sidebar on the left lists 'Add Court Payment', 'Add State Payment', and 'View Existing Payments'. The main content area shows payment details for court '0750 - PEORIA MUNICIPAL' with a payment date of 04-01-2011 and check number 325. Below the details, it states '0 students eligible for this payment' and 'No unassigned student records found eligible for this payment.' Navigation links include 'Search', 'Return to List', 'Previous', and 'Next'. A red callout box explains the 'Search' and 'Next' buttons. The footer contains the copyright notice: © 2011 Arizona Supreme Court. All Rights Reserved.

Text Size: A A A

Home / Payments / View Existing Payments Bella Stone - School 008 Logout

Payments

- Add Court Payment
- Add State Payment
- View Existing Payments

Defensive Driving

View Existing Payments - Detail

Select students to add to this payment

Court: [0750 - PEORIA MUNICIPAL](#)

Payment Date: 04-01-2011

Check Number: 325

Payment Sequence Number:

Date Range From: 04-01-2011

Date Range To: 04-30-2011

[Search](#) [Return to List](#) [Previous](#) [Next](#)

Click "[Search](#)" to search for another existing payment.
Click "[Cancel](#)" to return to the "View Existing Payment - Detail" screen.
Click "[Next](#)" and no action will be taken. You will be reminded there were no eligible students found.

0 students eligible for this payment

No unassigned student records found eligible for this payment.

Cancel Next

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Defensive Driving Tracking System

View Existing Payments – Add Students (Court Payment) continued

3. If there are eligible records, the screen below will display. Select the student record to be added and select <Next>

Arizona Judicial Branch Text Size: A A A

Home / Payments / View Existing Payments Bella Stone - School 008 Logout

Defensive Driving

View Existing Payments - Detail

Select students to add to this payment

Court: [0750 - PEORIA MUNICIPAL](#)

Payment Date: 04-01-2011

Check Number: 325

Payment Sequence Number:

Date Range From: 04-01-2011

Date Range To: 04-30-2011

[Search](#) [Return to List](#) [Previous](#) [Next](#)

Select the box next to the "Name" column to select all eligible records.
Or
Select the box next to each record for individual record selection.

1 student eligible for this payment

<input type="checkbox"/>	Name	Birth Date	License #	Violation Date	Completion Date
<input type="checkbox"/>	BUTTER PEANUT	7/14/1972	DLN315	1/10/2011	4/19/2011

Select <Cancel> to return to the "View Existing Payments" search screen.

[Cancel](#) [Next](#)

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Defensive Driving Tracking System

View Existing Payments – Add Students (Court Payment) continued

- This screen displays the current payment details with the new record(s) to be added. After review, click <Submit> to complete the transaction.

Note: The “New Payment Amount” is calculated by adding the new record amount(s) to the “Old Payment Amount.” In the example below, \$162.00 is the amount of the new student record. When this amount is added to the “Old Payment Amount” of \$162.00, the result is the “New Payment Amount” of \$324.00. (Please see “Add New Court Payment” and “Add New State Fee Payment” for more information on calculation of total payment amounts.)

Arizona Judicial Branch Text Size: [A](#) [A](#) [A](#)

Home / Payments / View Existing Payments Bella Stone - School 008 Logout

Defensive Driving

View Existing Payments - Detail

Court Payment Record

Court: [0750 - PEORIA MUNICIPAL](#)
 Payment Date: 04-01-2011
 Check Number: 325
 Payment Sequence Number:
 Date Range From: 04-01-2011
 Date Range To: 04-30-2011
 Old Payment Amount: 162.00
 New Payment Amount: **324.00**

Click the "Add Students" button to include any other eligible students for this

[Run Report](#) [Add Students](#) [Submit](#) Click Here

1 student to add to this payment

Last Name	Birth Date	License #	Violation Date	Comp. Date	Diversion Fee	Proc. Serv. Fee
BUTTER, PEANUT	7/14/1972	DLN315	1/10/2011	4/19/2011	\$162.00	

1 student assigned

Name	Birth Date	License #	Violation Date	Comp. Date	Diversion Fee	Proc. Serv. Fee
BUTTER, PEANUT	7/14/1971	DLN314	1/10/2011	4/7/2011	\$162.00	

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Defensive Driving Tracking System

View Existing Payments – Add Students (Court Payment) continued

- Once <Submit> is selected in the step above, the confirmation screen shown below will display with the updated “Calculated Payment Amount” and student detail record(s) added. The payment has been successfully saved.

Arizona Judicial Branch Text Size: **AA**

Home / Payments / View Existing Payments Bella Stone - School 008 Logout

Defensive Driving

View Existing Payments - Detail

Payment successfully saved.

Court: [0750 - PEORIA MUNICIPAL](#)

Payment Date: 04-01-2011

Check Number: 325

Payment Sequence Number:

Date Range From: 04-01-2011

Date Range To: 04-30-2011

Calculated Payment Amount: **\$324.00**

2 students assigned

Name	Birth Date	License #	Violation Date	Comp. Date	Diversion Fee	Proc. Serv. Fee
BUTTER, PEANUT	7/14/1971	DLN314	1/10/2011	4/7/2011	\$162.00	
BUTTER, PEANUT	7/14/1972	DLN315	1/10/2011	4/19/2011	\$162.00	

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Callout Box Instructions:
Click "Search" to return to the "View Existing Payments" search screen.
Click "Run Report" to view/print the remittance report for this payment.
Click "Add Students" to add additional qualifying students to this payment.

Defensive Driving Tracking System

School Base Information

Home>School Information>School Base Info

1. This menu option will display your individual school's main contact information.
2. Updates cannot be done in this web-based Defensive Driving Tracking System ("DDTS"). Until further notice, updates will continue to be maintained in the AS400.
3. Click the below links to display:
 - A. Upcoming Classes (See "Scheduled Classes" for more information)
 - B. Instructors (See "Instructors" for more information)
 - C. Class Locations (See "Class Locations" for more information)

Arizona Judicial Branch Text Size: [A](#) [A](#) [A](#)

Home / School Information / School Base Info Bella Stone - School 008 Logout

Defensive Driving

School Base Info

School: 00 -
Address: 3160 CHANDLER, AZ 85225
Phone: (480) 857
Email:
Contact 1: DAVID
Contact 2:
Counties Served: MARICOPA, PINAL
Comments:
Status: Active
Online/Batch: B

School information has been removed for privacy.

3A → [Upcoming Classes](#)
3B → [Instructors](#)
3C → [Class Locations](#)

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Defensive Driving Tracking System

Class Locations

Home>School Information>Class Locations

1. The "Class Locations" menu option allows the school user to view, edit and delete class locations for their individual school.
2. After navigating to this menu option, the application will list the current class locations.
3. Click "Search" to locate a specific class location.

Arizona Judicial Branch Text Size: [A](#) [A](#) [A](#)

[Home](#) / [School Information](#) / [Class Locations](#) CARRIE STONEBURNER - School [Logout](#)

Defensive Driving

Class Locations

13 records found. Click an ID number to view that location record.

ID	Name	Address	City	County
0291	Chandler Fashion Center	3111 W. Chandler Blvd. (Community Room.)	Chandler	MARICOPA
02910	Twin Palms - Tempe	225 E. Apache Blvd.	Tempe	MARICOPA
02911	Comfort Suites - Tucson	7007 E. Tanque Verde	Tucson	PIMA
02912	Riverpark Inn - Tucson	350 South Freeway	Tucson	PIMA
02913	Windmill Inn - Tucson	4250 N. Campbell Ave.	Tucson	PIMA
0292	Comfort Inn - Scottsdale	7350 E. Gold Dust	Scottsdale	MARICOPA
0293	Comfort Suites - Peoria	8473 W. Paradise Ln	Peoria	MARICOPA
0294	Holiday Inn - West Phoenix	1500 N. 51st Ave	Phoenix	MARICOPA
0295	La Quinta Inn - Mesa	902 W. Grove Ave.	Mesa	MARICOPA
0296	La Quinta Inn - Phoenix	2510 W. Greenway	Phoenix	MARICOPA
0297	Hampton Inn - Mesa	1563 S. Gilbert Rd.	Mesa	MARICOPA
0298	Radisson Hotel - Ahwatukee	7475 W. Chandler Blvd.	Chandler	MARICOPA
0299	Residence Inn - Tempe	5075 S. Priest Dr.	Tempe	MARICOPA

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Defensive Driving Tracking System

Class Locations – Search

Home>School Information>Class Locations

1. To locate a specific class location for your individual school, enter information in the “Class Locations – Search” screen and select <Submit>. **You must enter at least one field to begin the search.**
 - A. **Location ID:** Select from the drop-down menu
 - B. **Location Name:** Enter a valid location name
 - C. **City:** Select a value from the drop-down menu

The screenshot shows the Arizona Judicial Branch website interface. At the top left is the state seal. The main header reads 'Arizona Judicial Branch' with a 'Text Size: A A A' option on the right. A navigation bar contains links for 'Student Data', 'Payments', 'School Info', 'Instructors', 'Courts', 'Reports', 'Help', and 'AOC Staff'. Below this is a breadcrumb trail: 'Home / School Information / Class Locations' and a user profile 'CARRIE STONEBURNER - School Logout'. The main content area is titled 'Defensive Driving' and contains a 'Class Locations - Search' section. This section has a heading 'Input search criteria below: Please select at least one field below.' and three input fields: 'Location ID' (a dropdown menu showing '0291 - Chandler Fashion Center'), 'Location Name' (a text box containing 'Chandler Fashion Center'), and 'City' (a dropdown menu showing 'CHANDLER'). Below the fields are 'Reset' and 'Submit' buttons. A 'Cancel' link is located at the bottom left of the form area. Red arrows point from labels '1A', '1B', and '1C' to the Location ID, Location Name, and City fields respectively. A red arrow points from the text 'Click "Cancel" to return to the previous screen' to the 'Cancel' link.

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Defensive Driving Tracking System

Class Locations - Search Results

Home>School Information>Class Locations

1. If your search resulted in no results, you will see the screen below.

The screenshot displays the Arizona Judicial Branch website interface. At the top left is the Arizona Supreme Court logo. The main header reads "Arizona Judicial Branch" with a "Text Size: A A A" option on the right. A navigation bar includes links for Home, Student Data, Payments, School Info, Instructors, Courts, Reports, Help, and AOC Staff. Below this, a breadcrumb trail shows "Home / School Information / Class Locations" and the user "CARRIE STONEBURNER - School" is logged in. The main content area is titled "Defensive Driving" and "Class Locations - Search Results". A search icon is followed by the text "0 records found.", which is circled in red. Below this, a larger red circle highlights the message "No matching records found.". To the right, a callout box with a cloud border contains the text: "Click 'Show All' to view all school's class locations. Click 'Search' to return to the 'Class Locations - Search' option." Red arrows point from this callout to the "Show All" and "Search" links. The "Show All" link is circled in red. A sidebar on the left lists "School Information" options: School Base Info, Class Locations, Add New Class Location, Scheduled Classes, Add New Scheduled Classes, and Batch Upload Schedules. The footer contains the text "© 2011 Arizona Supreme Court. All Rights Reserved."

Defensive Driving Tracking System

Class Locations – Search Results continued

2. If more than one result was found, the list below will display (otherwise, you will view the one result in the “Class Locations – Detail” screen.)

Arizona Judicial Branch Text Size: A A A

Home / School Information / Class Locations CARRIE STONEBURNER - School Logout

Defensive Driving

Class Locations - Search Results

2 records found. Click an ID number to view that location record. [Show All](#) [Search](#)

ID	Name	Address	City	County
0291	Chandler Fashion Center	3111 W. Chandler Blvd. (Community Room.)	Chandler	MARICOPA
0298	Radisson Hotel - Ahwatukee	7475 W. Chandler Blvd.	Chandler	MARICOPA

Click the record "ID" link to view the location details.

Click "Show All" to view all school's class locations. Click "Search" to return to the "Class Locations - Search" option.

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Defensive Driving Tracking System

Class Locations - Detail

Home>School Information>Class Locations

1. From this screen, you can view, edit or delete a class location for your individual school.
 - A. **Location Name:** Enter a valid location name.
 - B. **Street 1:** Typically used for the main street address
 - C. **Street 2:** Typically used for the suite or apartment number.
 - D. **City:** Enter a valid city
 - E. **State:** Chose from the drop-down menu
 - F. **Zip:** Enter a valid zip code
 - G. **County:** Use the drop down menu to select the county location.
2. Click <Delete> to permanently delete the class location. You will be asked to confirm.
3. Click <Submit> to submit the changes. ***Important note: The "DDTS" will not validate spelling and/or information. Please review for accuracy before selecting <Submit>**

Defensive Driving Tracking System

The screenshot displays the 'Defensive Driving' section of the Arizona Judicial Branch website. The navigation bar includes links for Student Data, Payments, School Info, Instructors, Courts, Reports, Help, and AOC Staff. The breadcrumb trail shows 'Home / School Information / Class Locations'. The main content area is titled 'Class Locations - Detail' and contains a form for entering location information. The form fields are: ID (0291), Location Name (Chandler Fashion Center), Street 1 (3111 W. Chandler Blvd. (Community Room.)), Street 2, City (Chandler), State (AZ - ARIZONA), Zip (85226), and County (MARICOPA). A 'Delete' button and a 'Submit' button are visible at the bottom right. A callout box at the top right contains instructions: 'Click "Search" to return to "Class Locations - Search" screen. Click "Return to List" to return to the "Class Locations - Search Results" screen.' Another callout box at the bottom right contains instructions: 'Click "Previous" or "Next" to go to the previous or next class location in the results list. (If grayed out, no records are available to view).' A third callout box at the bottom left contains instructions: 'Click here to view future classes held at this location.' Red arrows point from these callouts to the corresponding buttons and links on the page.

1A → Location Name: Chandler Fashion Center
1B → Street 1: 3111 W. Chandler Blvd. (Community Room.)
1C → Street 2:
1D → City: Chandler
1E → State: AZ - ARIZONA
1F → Zip: 85226
1G → County: MARICOPA

Click here to view future classes held at this location.

Click "Previous" or "Next" to go to the previous or next class location in the results list. (If grayed out, no records are available to view).

Click "Search" to return to "Class Locations - Search" screen.
Click "Return to List" to return to the "Class Locations - Search Results" screen.

2 3
Delete Submit

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Add New Class Location

Home>School Information>Add New Class Location

1. Use this menu option to add a class location for your individual school.
 - A. **Location Name:** Enter a valid location name. i.e. "Marriott Hotel"
 - B. **Street 1:** Typically used for the main street address
 - C. **Street 2:** Typically used for the suite or apartment number.
 - D. **City:** Enter a valid city
 - E. **State:** Chose from the drop-down menu
 - F. **Zip:** Enter a valid zip code
 - G. **County:** Use the drop down menu to select the county location.

Defensive Driving Tracking System

2. Select <Submit> to create a new class location (an "ID" will be systemically assigned when the location is successfully saved.) ****Important note: The "DDTS" will not validate spelling and/or information. Please review for accuracy before selecting <Submit>***

The screenshot shows the Arizona Judicial Branch website interface. At the top, there is a navigation menu with options: Home, Student Data, Payments, School Info, Instructors, Courts, Reports, Help, and AOC Staff. The current page is titled 'Defensive Driving' and 'Add New Class Location'. The form contains the following fields:

- Location Name: Marriott Hotel
- Street 1: 100 W University Dr
- Street 2: (empty)
- City: Tempe
- State: AZ - ARIZONA
- Zip: 85281
- County: MARICOPA

Red arrows labeled 1A through 1G point to each of these fields. A 'Submit' button is located at the bottom right, with a red callout box labeled 'Click Here' pointing to it. The footer of the page reads '© 2011 Arizona Supreme Court. All Rights Reserved.'

Add New Class location continued

3. After selecting <Submit>, you will see the below confirmation screen.

Defensive Driving Tracking System



Arizona Judicial Branch

Text Size: [A](#) [A](#) [A](#)

[Home](#) / [School Information](#) / [Add New Class Location](#) Bella Stone - School 008 [Logout](#)

- Student Data
- Payments
- School Info
- Instructors
- Courts
- Reports
- Help
- AOC Staff

School Information

- School Base Info
- Class Locations
- Add New Class Location**
- Scheduled Classes
- Add New Scheduled Classes
- Batch Upload Schedules

Defensive Driving

Add New Class Location

 **Record successfully saved.**

The record has been validated and successfully saved in the location table.

[View saved location](#)

[Enter another location](#)

Click here to obtain the class ID for the new location, which will be needed when scheduling classes at the new location.

Click here to enter another class location.

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Scheduled Classes

Home>School Information>Scheduled Classes

Defensive Driving Tracking System

1. Use this menu option to view scheduled classes for your individual school. If more than 1 class is found, the below list will display. Otherwise, you will be directed to the "Scheduled Classes – Detail" screen to view the one result.

Supreme Court
State of Arizona

Arizona Judicial Branch

Text Size: A A A

Home / School Information / Scheduled Classes

Bella Stone - School 008 Logout

School Information

- School Base Info
- Class Locations
- Add New Class Location
- Scheduled Classes**
- Add New Scheduled Classes
- Batch Upload Schedules

Click the "ID" link to view the class detail screen.

Defensive Driving

Scheduled Classes

2 records found. Click an ID number to view that class record.

[Search](#)

ID	Class Date	Class Time	Spanish?	Location	Instructor
93	06-01-2011 , 06-30-2011	8:00am - 12:00pm		La Quinta	Abate, Raymond A
94	07-01-2011 , 07-31-2011	1:00pm - 5:00pm	Yes	Hilton East	MOLINA, ROBERT

Click "Search" to locate a specific class.

Click "Location" link to view the class location detail screen.
Click "Instructor" link to view the Instructor detail screen.

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Defensive Driving Tracking System

Scheduled Classes - Detail

Home>School Information>Scheduled Classes

1. Use this screen to view, edit or delete a scheduled class for your individual school.
 - A. **Class Date 1:** Enter a valid date (cannot be more than 1 month in the past.)
 - B. **Class Date 2:** Enter a valid date (cannot before "Class Date 1.")
 - C. **Start:** Enter a valid start time using the drop down menus.
 - D. **End:** Enter a valid end time using the drop down menus. The time entered must occur after the "Start Time."
 - E. **Class in Spanish?:** Check this box if the class is available in Spanish.
 - F. **Instructor:** Select the instructor from the drop-down menu (as soon as the instructor is selected, a link will display to the "Instructor - Detail" screen.
 - G. **Location:** Chose the location from the drop down menu. Once the location is selected, the address will display along with a link to the "Class Location - Detail" screen.
2. Select <Delete> to delete the class location. You will be asked to confirm.
3. Select <Submit> to submit changes.

Arizona Judicial Branch Text Size: [A](#) [A](#) [A](#)

Home / School Information / Scheduled Classes / Bella Vista - School 008 Logout

Defensive Driving

Scheduled Classes - Detail

View or Update class information.

[Search](#) [Return to List](#) [Previous](#) [Next](#)

1A → Class Date 1: 06-01-2011 MM-DD-YYYY

1B → Class Date 2: 06-30-2011 MM-DD-YYYY

1C → Start: 8 00 am

1D → End: 12 00 pm

1E → Class in Spanish?:

1F → Instructor: 756 - Abate, Raymond A [View Instructor](#)

1G → Location: 00823 - La Quinta [View Location](#)

6530 E Superstition Springs Blvd
Mesa, AZ 85206

[Delete](#) [Submit](#)

Click "Search" to return to the "Scheduled Classes - Search" screen.
Click "Return to List" to return to the "Scheduled Classes - Search Results" screen.

Click "Previous" or "Next" to go to the previous or next record in the list. Option will be grayed out if no records are available.

Click here to view the instructor details.

Click here to view the class location details.

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Defensive Driving Tracking System

Scheduled Classes – Detail continued.

4. Once the <Select> button is clicked, the below confirmation screen will display.

The screenshot displays the Arizona Judicial Branch website interface. At the top left is the state seal, and the title "Arizona Judicial Branch" is centered. A navigation menu includes "Student Data", "Payments", "School Info", "Instructors", "Courts", "Reports", "Help", and "AOC Staff". The breadcrumb trail shows "Home / School Information / Scheduled Classes". The page title is "Defensive Driving".

On the left sidebar, under "School Information", the "Scheduled Classes" link is highlighted with a red arrow. The main content area features a yellow confirmation message: "Record successfully saved. The record has been validated and successfully saved in the class table." To the right of this message are navigation links: "Search", "Return to List", "Previous", and "Next".

Below the message is a form for class details:

- Class Date 1: 06-01-2011 (MM-DD-YYYY)
- Class Date 2: 06-30-2011 (MM-DD-YYYY)
- Start: 8:00 am
- End: 12:00 pm
- Class in Spanish?:
- Instructor: 756 - Abate, Raymond A (with a "View Instructor" link)
- Location: 00823 - La Quinta (with a "View Location" link and address: 6530 E Superstition Springs Blvd, Mesa, AZ 85206)

At the bottom right of the form are "Delete" and "Submit" buttons. The footer contains the copyright notice: "© 2011 Arizona Supreme Court. All Rights Reserved."

Defensive Driving Tracking System

Add New Scheduled Classes

Home>School Information>Add New Scheduled Classes

1. Use this menu option to add a scheduled class for your individual school.
 - A. **Class Date 1:** Enter a valid date (cannot be more than 1 month in the past.)
 - B. **Class Date 2:** Enter a valid date (cannot before "Class Date 1.")
 - C. **Start:** Enter a valid start time using the drop down menus.
 - D. **End:** Enter a valid end time using the drop down menus. The time must be after the "Start Time."
 - E. **Class in Spanish?:** Check this box if the class is available in Spanish.
 - F. **Instructor:** Select the instructor from the drop-down menu (as soon as the instructor is selected, a link will display to the "Instructor – Detail" screen.
 - G. **Location:** Chose the location from the drop down menu. Once the location is selected, the address will display along with a link to the "Class Location – Detail" screen.
2. Click <Submit> to confirm your transaction.

The screenshot shows the 'Add New Scheduled Classes' form for 'Defensive Driving' on the Arizona Judicial Branch website. The form includes the following fields and annotations:

- 1A** → **Class Date 1:** 06-01-2011 (MM-DD-YYYY)
- 1B** → **Class Date 2:** 06-30-2011 (MM-DD-YYYY)
- 1C** → **Start:** 8:00 am
- 1D** → **End:** 12:00 pm
- 1E** → **Class in Spanish?:**
- 1F** → **Instructor:** 756 - Abate, Raymond A. [View Instructor](#) (Annotation: Click here to view the instructor details.)
- 1G** → **Location:** 00823 - La Quinta. Address: 6530 E Superstition Springs Blvd, Mesa, AZ 85206. [View Location](#) (Annotation: Click here to view the class location details.)

Additional elements include a 'Submit' button (Annotation: Click Here) and a 'Text Size: AAA' link in the top right corner. The footer contains the text: © 2011 Arizona Supreme Court. All Rights Reserved.

Defensive Driving Tracking System

Add New Scheduled Classes continued

3. After clicking <Submit>, the confirmation below screen will display.

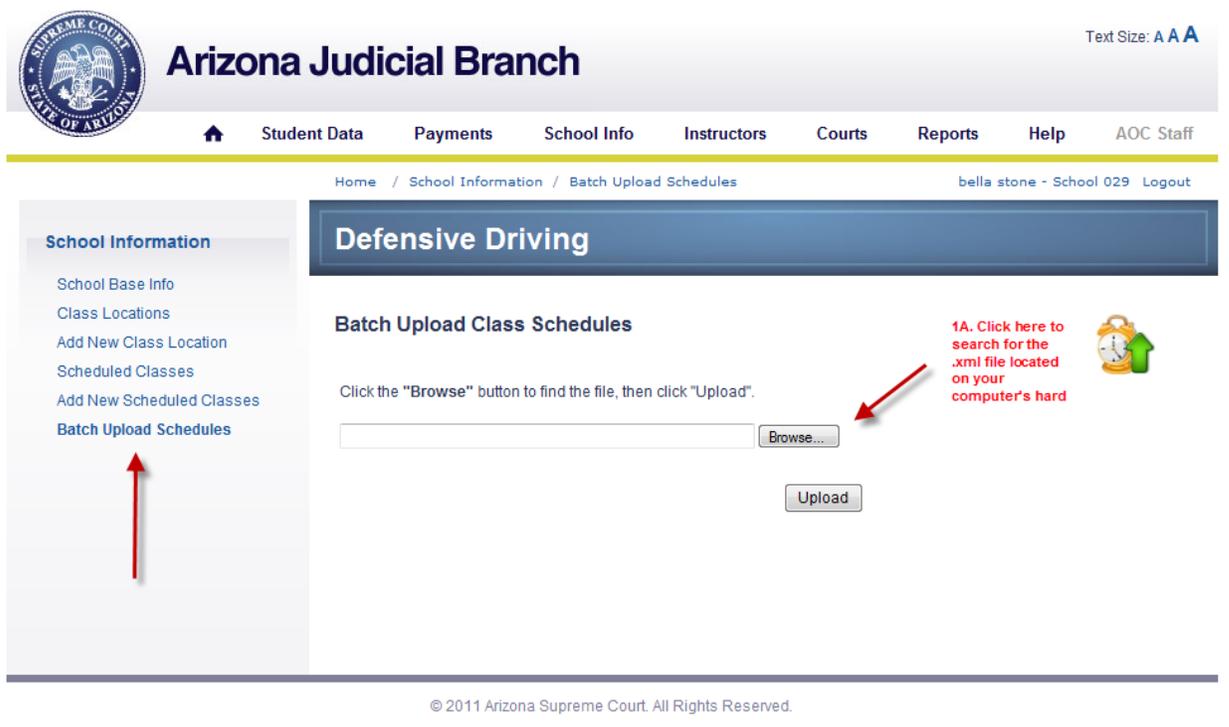
The screenshot displays the Arizona Judicial Branch website interface. At the top left is the state seal, and the title "Arizona Judicial Branch" is centered. A navigation menu includes "Student Data", "Payments", "School Info", "Instructors", "Courts", "Reports", "Help", and "AOC Staff". The breadcrumb trail reads "Home / School Information / Add New Scheduled Classes". The user is identified as "Bella Stone - School 008" with a "Logout" link. The main content area is titled "Defensive Driving" and contains a sub-section "Add New Scheduled Classes". A confirmation message states: "Record successfully saved. The record has been validated and successfully saved in the class schedule table." Below this message are two links: "View saved class" (with a red arrow pointing to it) and "Click here to view the new class." To the right, there is a "Enter another class" link with a calendar icon and a red arrow pointing to it, accompanied by the text "Click here to enter another scheduled class." A sidebar on the left lists "School Information" options: "School Base Info", "Class Locations", "Add New Class Location", "Scheduled Classes", "Add New Scheduled Classes" (highlighted), and "Batch Upload Schedules". The footer contains the copyright notice: "© 2011 Arizona Supreme Court. All Rights Reserved."

Defensive Driving Tracking System

Batch Upload Schedules

Home>School Information>Batch Upload Schedules

1. Use this menu option if your school is an AOC approved batch school and class schedule information is ready to be uploaded to the Defensive Driving Tracking System.
 - A. After navigating to the "Batch Upload Student Data" screen, click <Browse> to locate the file containing class schedules to be uploaded.



Arizona Judicial Branch Text Size: [A](#) [A](#) [A](#)

Home / School Information / Batch Upload Schedules bella stone - School 029 Logout

Defensive Driving

Batch Upload Class Schedules

Click the "Browse" button to find the file, then click "Upload".

1A. Click here to search for the .xml file located on your computer's hard

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Defensive Driving Tracking System

Batch upload schedules continued

- B. As soon as your file has been located and selected, click <Upload> to begin the upload process.

The screenshot displays the Arizona Judicial Branch website interface. At the top left is the state seal, and the title 'Arizona Judicial Branch' is centered. A navigation menu includes 'Student Data', 'Payments', 'School Info', 'Instructors', 'Courts', 'Reports', 'Help', and 'AOC Staff'. The breadcrumb trail shows 'Home / School Information / Batch Upload Schedules'. The user is logged in as 'bella stone - School 029'. The main content area is titled 'Defensive Driving' and 'Batch Upload Class Schedules'. It contains instructions: 'Click the "Browse" button to find the file, then click "Upload"'. A file path 'C:\Users\cstonebu\Documents\DD Phase 2\Testing Data\02' is shown next to a 'Browse...' button. Below it is an 'Upload' button with a mouse cursor hovering over it. A clock icon is visible in the top right of the content area. The footer contains the copyright notice: '© 2011 Arizona Supreme Court. All Rights Reserved.'

- C. If your file was successfully uploaded, you will see the screen below with the total records uploaded displayed, including the Total and Successful record count.

Defensive Driving Tracking System

The screenshot shows the Arizona Judicial Branch website interface. At the top left is the Arizona Supreme Court logo. The main header reads "Arizona Judicial Branch" with a text size selector "Text Size: A A A" on the right. A navigation menu includes "Student Data", "Payments", "School Info", "Instructors", "Courts", "Reports", "Help", and "AOC Staff". Below this is a breadcrumb trail: "Home / School Information / Batch Upload Schedules". The user is identified as "bella stone - School 029" with a "Logout" link. A left sidebar under "School Information" lists options like "School Base Info", "Class Locations", "Add New Class Location", "Scheduled Classes", "Add New Scheduled Classes", and "Batch Upload Schedules" (which is highlighted with a red arrow). The main content area is titled "Defensive Driving" and "Batch Upload Class Schedules". It displays a message "File successfully uploaded" and two statistics: "Total Records: 1" and "Successful Records: 1", with the numbers circled in red. On the right, there is an "Upload another file" link with a clock icon and a red text prompt: "Click here to upload another file." The footer contains the copyright notice: "© 2011 Arizona Supreme Court. All Rights Reserved."

Batch upload schedules continued

- D. However, if any of the records in the batch failed data validation, the following screen will display:
- The screen will display the total records uploaded, with a count of "Successful" and "Error Records" included in the total count.
 - The school should fix the error record(s) and resend with the next file upload.

Defensive Driving Tracking System

Arizona Judicial Branch Text Size: A A A

Home / School Information / Batch Upload Schedules bella stone - School 029 Logout

Defensive Driving

Batch Upload Class Schedules

File successfully uploaded

Total Records: 1

Successful Records: 0

Error Records: 1 Class Schedule error records are not imported.

Record 1. ClassLocationCd: '129'
Invalid Location ID.

Record 1. DLNumber: 'D00000666'
Invalid DriverLicenseID for InstructorID 666.

[Upload another file](#)

Click here to upload another file.

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Instructors

Home>Instructor Data

1. Use this menu option to view the list of certified instructors.

Defensive Driving Tracking System

Supreme Court
State of Arizona

Arizona Judicial Branch

Text Size: A A A

Home / Instructor Data

Bella Stone - School 008 Logout

Defensive Driving

Instructor Data - Results

25 records found. Click a record number to view that instructor record.

Click here to search for a specific instructor.

Click the record ID to view the instructor detail screen.

ID	Last Name	MI	Nickname	License #	Active?
756	Abate	A			Y
881	Arellano	E		Information removed for privacy and security.	Y
697	Arnout	P	Patrice		Y
872	Becker	W	Rich		Y

[Search](#)

Instructor Data – Search

Home>Instructor Data

1. Use this screen to search for a specific driving instructor.

Defensive Driving Tracking System

- A. **Last Name:** If using, must include at least 1 character (no numbers).
 - B. **First Name:** If using, must include at least 1 character (no numbers).
 - C. **Driver's License Number:** If using, must be alphanumeric (characters and numbers). No special characters allowed.
2. Select <Submit>

****If no search criteria are supplied, all instructors assigned to this school will display.***

The screenshot shows the 'Arizona Judicial Branch' website interface. At the top left is the Arizona Supreme Court logo. The main header reads 'Arizona Judicial Branch' with a 'Text Size: AAA' option on the right. A navigation menu includes 'Student Data', 'Payments', 'School Info', 'Instructors', 'Courts', 'Reports', 'Help', and 'AOC Staff'. The current page is 'Instructor Data', with a breadcrumb trail 'Home / Instructor Data' and a user profile 'Bella Stone - School 008 Logout'. The main content area is titled 'Defensive Driving' and contains a section 'Instructor Data - Search'. Below this is the instruction 'Input search criteria below:' followed by three input fields: 'Last Name:', 'First Name:', and 'Driver's License Number:'. Red arrows labeled '1A', '1B', and '1C' point to these fields. There are 'Reset' and 'Submit' buttons, with a mouse cursor over the 'Submit' button. A 'Cancel' link is also present. The footer contains the copyright notice '© 2011 Arizona Supreme Court. All Rights Reserved.'

Defensive Driving Tracking System

Instructor Data - Detail

Home>Instructor Data

1. Use this menu option to view a specific instructor record.
2. Updates to the Instructor Data cannot be made through this application.

Arizona Judicial Branch Text Size: A A A

Home / Instructor Data Bella Stone - School 008 Logout

Defensive Driving

Click "Search" to search for a specific instructor.
Click "Show All" to view all instructors.
Click "Return to List" to return to the search results list.

Instructor Data - Detail

Certification ID:	413
Name:	[REDACTED]
Nick Name:	ROBERT
Driver's License Number:	[REDACTED]
Driver's License State:	AZ
Birth Date:	01-01-1900
Active Status?:	Y
Contact Info:	[REDACTED]

[Upcoming Classes](#)

Click here for a list of the instructor's future classes.

Information removed for security and privacy.

Click "Next" or "Previous" to go to the previous or next record in the list. Option will be grayed out if no records are available.

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Defensive Driving Tracking System

Courts

Home>Court Information

1. Use this menu option to search for and view specific court contact information.
2. To search for a specific court, enter the following:
 - A. **Court:** Select from the drop-down menu
 - B. **Court Name:** Enter the complete or partial name of the court.
3. Select <Submit>

The screenshot shows the Arizona Judicial Branch website interface. At the top left is the Arizona Supreme Court logo. The main header reads "Arizona Judicial Branch" with a "Text Size: A A A" link on the right. A navigation menu includes "Student Data", "Payments", "School Info", "Instructors", "Courts", "Reports", "Help", and "AOC Staff". The breadcrumb trail is "Home / Court Information" and the user is identified as "Bella Stone - School 008" with a "Logout" link. A blue banner for "Defensive Driving" is present. Below it, the "Court Information - Search" section contains the instruction: "Input search criteria below: Please select the Court from the dropdown or enter a partial Court Name below." There are two input fields: "Court:" with a dropdown menu currently showing "- Show All -", and "Court Name:" with the text "mesa" entered. A red arrow labeled "2A" points to the "Court:" dropdown, and another red arrow labeled "2B" points to the "Court Name:" text box. Below the text boxes are "Reset" and "Submit" buttons. A red callout box with the text "Click Here" and a mouse cursor points to the "Submit" button. The footer contains the copyright notice: "© 2011 Arizona Supreme Court. All Rights Reserved."

Defensive Driving Tracking System

Court Information – Search Results

Home>Court Information

1. After selecting <Submit> in the prior search screen, if more than one result is found, the below list will display. Otherwise, the one result will display in the “Court Information – Detail” screen.

Arizona Judicial Branch

Text Size: A A A

Home / Court Information

Bella Stone - School 008 Logout

Defensive Driving

4 records found. Click a Court Code to view that court record.

[Show All](#) [Search](#)

Court Code	Court Name	City	Diversion Fee	Effective Date
0705	EAST MESA JP	MESA	\$65.00	07-01-2003
0715	WEST MESA JP		\$65.00	07-01-2003
0721	NORTH MESA JP		\$65.00	07-01-2003
0745	MESA MUNICIPAL	MESA	\$90.00	01-01-2006

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Click the "Court Code" id link to view the detail screen for that court.

Click "Show All" to view a list of all the courts. Click "Search" to return

Defensive Driving Tracking System

Court Information - Detail

Home>Court Information

1. This screen will display the specific court contact information, along with any available comments.
2. Updates cannot be made through this application.

Arizona Judicial Branch Text Size: A A A

Home / Court Information | la Stone - School 008 Logout

Defensive Driving

Court Information - Detail

Court: 0745 - MESA MUNICIPAL
Juvenile Fee Waived?: No
Diversion Fee: \$90.00 - Effective 1/1/2006
Presiding Judge: Hon. J. Matias Tafoya
Street: 245 W. SECOND STREET
City, State Zip: MESA, AZ 85201
Phone: (480) 644-3105
Fax: (480) 644-2927
Public Phone: (480) 644-2255
Email:
Contacts: GLORIA HOLLAND
EDNA RAMON
Comments: 28-701.02 Must see judge

[Diversion Fee History](#) Click here to view the court's Diversion Fee History.

[Search](#) [Show All](#) [Return to List](#) [Previous](#) [Next](#)

Click "Next" or "Previous" to go to the previous or next record in the list. Option will be grayed out if no records

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[Diversion Fee History](#)

Diversion Fee	Effective Date
\$90.00	01-01-2006
\$80.00	01-01-2003

Defensive Driving Tracking System

Reports

Home>View Reports

1. This menu option will display the current reports available to the Defensive Driving Schools.
 - A. Click on any report link to go to the specific report criteria request screen.

Arizona Judicial Branch Text Size: AAA

Home / View Reports Bella Stone - School 008 Logout

Defensive Driving

View Reports

Select a report to view

- ⇒ Acknowledged Court Rejects Report
- ⇒ Completion Volume
- ⇒ Court Completions
- ⇒ Court Directory
- ⇒ Court Diversion Fee Report
- ⇒ Court Expected Receipts
- ⇒ Court Ordered Completions
- ⇒ Court Reject Results Report
- ⇒ Court Remittance Report
- ⇒ Denied Change Request Report
- ⇒ Duplicate Driver's License
- ⇒ Non-Completed Paid State Fees
- ⇒ Pending Error Statistics
- ⇒ Print 3-Day Completion Statistics
- ⇒ Print 3-Day Completion Statistics Detail
- ⇒ School Completion Activity
- ⇒ School Directory
- ⇒ State Fee Remittance Report
- ⇒ State Fee Remittance Report(Auto)
- ⇒ State Fee Remittance Report(School)
- ⇒ Student Record Submission

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Defensive Driving Tracking System

Reports continued

2. As an example, below is the request input screen for the "State Fee Remittance Report".
 - A. The user's school id will display here and cannot be changed.
 - B. Enter the report criteria. All fields are mandatory.
 - C. Click on <View Report> to run the report
 - D. Click on "Close this window" to exit the screen without generating the report.



Arizona Judicial Branch

Defensive Driving Reports - State Fee Remittance Report

Report of student state fees paid by school

Please enter values in the fields below and click 'View Report'

SchoolCd	008	StFeeCheckNum	600	View Report
Payment Date	5/1/2011			

2A

2D

[Close this window](#)

2B

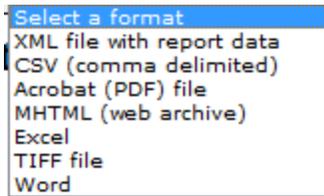
2C

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Defensive Driving Tracking System

Reports continued

3. Below is a sample report. You now have several options:
 - A. If there is more than one page, use these buttons to navigate forward or backward through the report.
 - B. Change the zoom level.
 - C. Search for a specific record. Enter a value and select "Find" and "Next" if necessary.
 - D. Select a format to export your report results to another format. Next, select <Export>. For more instructions, see the "Export Report Results" section immediately following.



- E. If you changed the reporting selection criteria, click here to "refresh" the report's results.
- F. Print out the report displaying "as is".



Arizona Judicial Branch

Defensive Driving Reports - State Fee Remittance Report

Report of student state fees paid by school



Please enter values in the fields below and click 'View Report'

SchoolCd	008	StFeeCheckNum	600	View Report
Payment Date	5/1/2011			

⏪ ⏩ 1 of 1 100% Find | Next Select a format Export 🖨️

School Paying: 008 AZ TRAFFIC SCHOOLS, LLC Report Date: 5/23/2011 12:38:36 PM

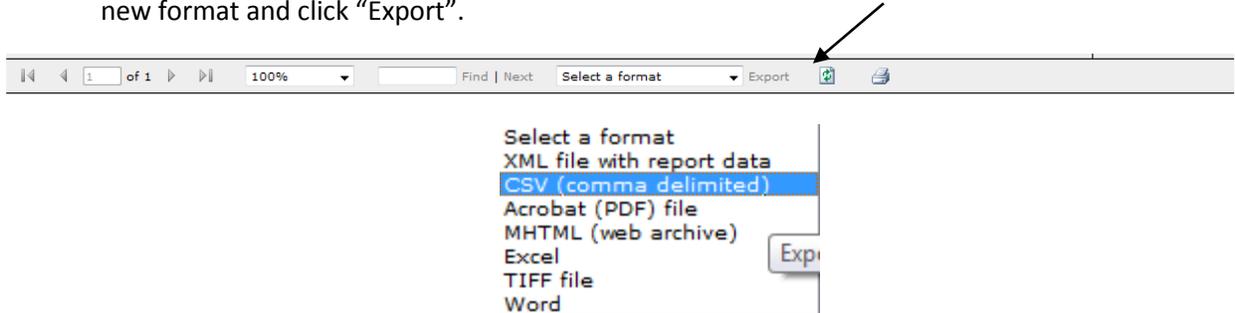
State Fee Check Number: 600 Remittance Date: 05/01/2011

Student Count:

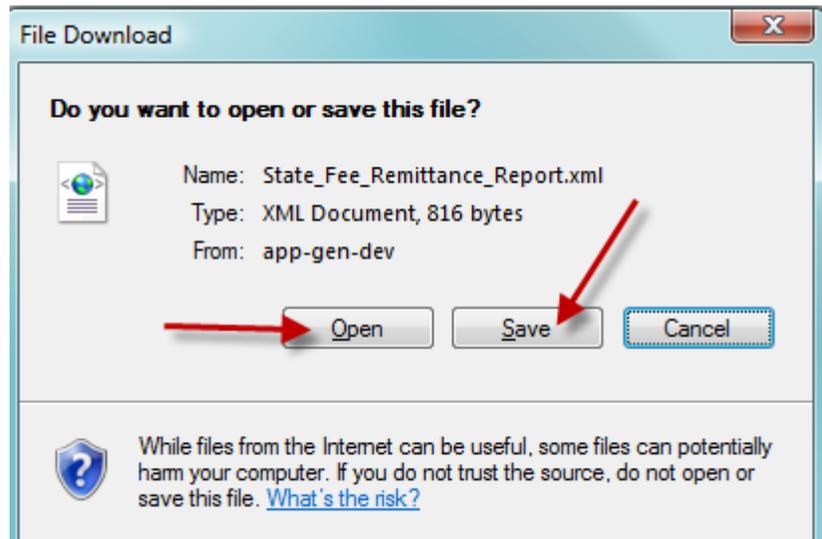
Last Name	First Name	Birth Date	DL Number	St.	Viol. Date	Sch. Rec. Dt	Comp. Date	Prev. Pd. Sch.	P/F	Desc Short
TESTTTY	TIMMY	01/01/1985	B12345678901	AZ	02/25/2011	02/28/2011	02/28/2011		P	Completed

Defensive Driving Tracking System

- Export report results.** Use this option to export the report's results to another format. Select a new format and click "Export".



- Click "Open" to immediately view your report or "Save" to save the report to your personal drive. If you no longer wish to export the report's results, click "Cancel."



Here's an example of the report exported using the "Excel" option. From your new document, you can format, sort and/or display the data per your specific requirements.

Arizona Defensive Driving System									
Court Un-Paid Diversion Fee Payment Report									
008 - AZ TRAFFIC SCHOOLS, LLC									
Date Range: 5/4/2011 Through 7/22/2011									
Court	Name	Birth Date	Driver's License Number	Violation Date	Citation Number	Completion Date	Program Type	Juvenile Fee Waived	Diversion Fee
ROUND VALLEY JP [0101]				02/26/2011		05/07/2011	ST	N	\$85.00
				04/04/2011		05/07/2011	ST	N	\$85.00
				04/04/2011		05/07/2011	ST	N	\$85.00
				04/15/2011		05/07/2011	ST	N	\$85.00
	Information removed for security				Information removed for security			Total For Court 0101:	\$340.00

Defensive Driving Tracking System

Appendix

Field Validation Rules

1. **Court location:** Use the drop down menu to select the appropriate court code.
2. **Last Name:** Enter the driver's last name. This field is mandatory and should only include characters (no numbers). No special characters allowed except for "." and "-".
3. **First Name:** Enter the driver's first name. This field is mandatory and should only include characters (no numbers). No special characters allowed except for "." and "-".
4. **Initial:** Enter the driver's middle name or initial. This field may be blank and should only include characters (no numbers). No special characters allowed.
5. **Suffix:** Use the drop down menu to select the appropriate value: "I", "II", "III", "IV", "V", "JR" or "SR". This field may be blank.
6. **Birth Date:** Enter the driver's date of birth. This must be a valid date and cannot be in the future. Warnings will display (and the record will save) if the driver's age is less than 10 years for program types "CO" and "CW." Warnings will display (and the record will save) if the driver's age is less than 14 years or greater than 100 years for all program types except "CO" and "CW." The birth year must be 1900 or later. Use the format hint to enter the date of birth: MM-DD-YYYY. Example: 08-16-1976 for August 16, 1976.
7. **Driver's License Number:** This field is mandatory and may contain numbers and/or characters. No special characters allowed.
8. **Driver's License State:** Use the drop down menu to select the appropriate state code. This field will default to "AZ-ARIZONA."
9. **Program Type:** Use the drop down menu to select the appropriate code: (ST, CO, CW and DW). The value will default to "ST" (standard). See appendix for definitions for each program type.
10. **Citation Number:** Enter the driver's citation number. This field is mandatory and may include numbers and/or characters.
11. **Violation Code:** Enter the driver's violation code using the drop down menu. Select "999" for local ordinance (non-AZ state) violations. The violation type is automatically associated with the selected Violation Code.
12. **Charge Identifier:** Enter the citation sequence number for the diversion eligible charge. The value must be "A", "B", "C", "D", "E" or "1-999."
13. **Process Server Fee:** This field may be blank and should only include numbers. Use only if the court has authorized your school to collect a process server fee from the driver/student.
14. **Violation Date:** Enter the date the violation occurred using the calendar option to select the date (you may enter the date manually using the MM-DD-YYY format.) This field is mandatory, must be a valid date, cannot be in the future, and cannot be after the "Class Date", "Arraignment Date" or "Extension Date."
15. **Arraignment Date:** Enter the driver's original court date displayed on the citation. However, if the student contacted the court directly to extend the arraignment date and the court granted the extension, input the new arraignment date here. *This field must always match the court's arraignment date.* This field is mandatory and cannot be before the "Violation Date" or "Class Date." A warning will display if the date is in the past.
16. **Extension Date:** Enter the new Arraignment Date if the court has authorized your school to grant a onetime extension of the original Arraignment Date. *If the court has previously granted an extension, do not use this field (use the "Arraignment Date" field instead). Only use this field if your school is granting the extension.* This field may be blank and must be a valid date. Do not enter a date before the "Violation Date", "Arraignment Date" or "Class Date"

Defensive Driving Tracking System

Appendix continued

17. **School Receipt Date:** Enter the date the school received the payment from the driver to attend class. This date must be a valid date and cannot be after the current date and/or "Violation Date". This date must be on or before the "Completion Date." A warning will display if the date is more than 90 days prior to the current date. NOTE: This field may be edited to a date within the previous two pay periods, if needed.
18. **Class Date:** Enter the date the student will attend the class. This date cannot be more than one year from the current date and cannot be before the "Violation Date." A warning will display if the class date is before the current date.
19. **Completion Date:** Enter the date the student successfully completed the course (do not use if the class result is "Fail"). This field is mandatory and must be a valid date. It cannot be in the future and must be after the "Violation Date."
20. **Completion Type:** Enter the type of class the student completed from the drop down menu ("ST", "AD" or "OS" – See appendix for definitions for each completion type.)
21. **Class Result:** Use to indicate if the driver successfully completed the class. The default value is "Pass." Select "Fail" if the driver did not pass the course and do not enter a date in the "Completion Date" field.

Defensive Driving Tracking System

Appendix continued

Student Status Codes

Code	Description
A	Active
E	Pending Eligibility
P	Pending Changes
I	Incomplete
C	Completed
F	Failed
D	Denied Eligibility Override
R	Reinstate Eligibility – Refund
N	Eligibility Reinstated – No Refund

Violation Types

Type	Description
CV	Civil Violation
CM	Criminal Violation

Program Types

Type	Description
CO	Court Ordered
CW	Court Waived
DW	Diversion Waived
ST	Standard

Completion Types

Type	Description
ST	Standard
AD	Alternate Delivery
OS	Out of State

Activity Status Codes (School)

Status Codes	Description
A	Active
I	Inactive
S	Suspended
P	Pending

Defensive Driving Tracking System

Appendix continued

Instructor Status Codes

Status Codes	Description
Y	Active
N	Inactive
P	Pending
D	Denied
W	Withdrawl