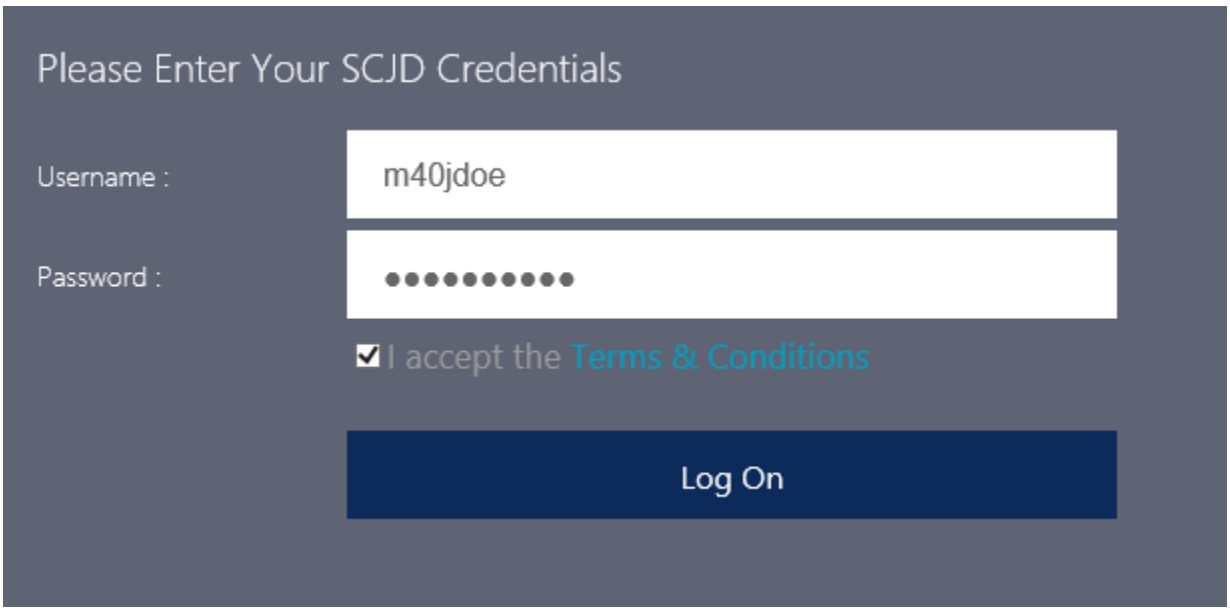
eDispositions Portal Instructions

1. Logon to **CMS Portal** using URL:
    - https://cmsportal.sccourts.org/
2. Click the **Citrix Login** button.

3. The **Citrix Login** screen appears.
4. Enter your **Username** and **Password**. Click the "I accept the Terms & Conditions" checkbox and press the "Log On" button.



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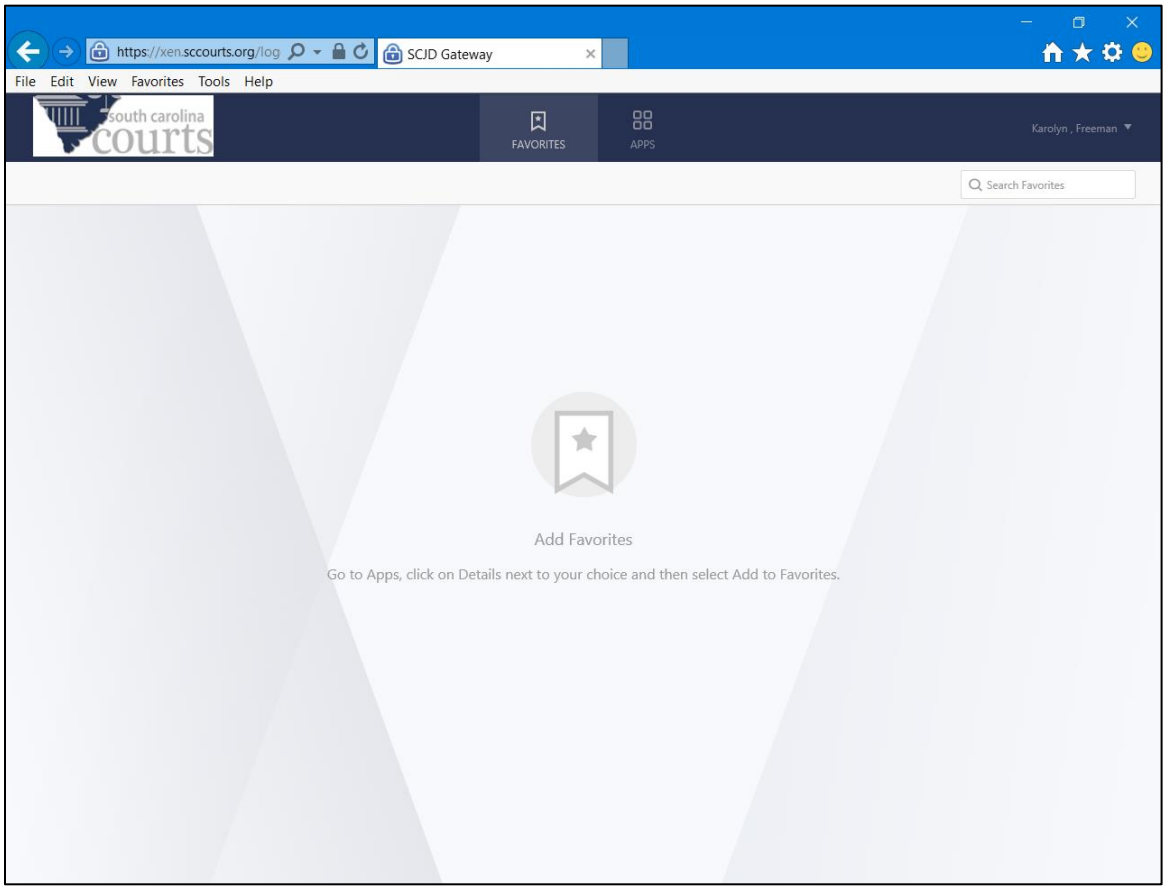
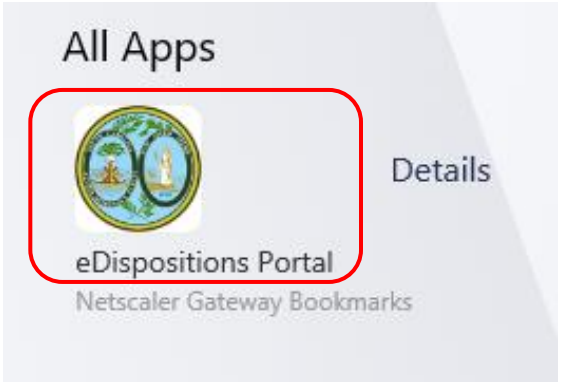
5. The **SCJB Gateway** screen appears with **FAVORITES** selected.



6. Click **APPS** at the top of the screen.

7. The **APPS** screen appears with the **eDispositions Portal** icon.
8. Click on the **eDispositions Portal** icon to open the **eDispositions Portal** screen.



9. The **eDispositions Portal** screen appears with sections for a **Citation** and its **Disposition.**
10. Enter the citation number in the **Citation Number** field at the top of the screen and click the **Search** button.
11. A read-only version of the citation information loads in the **CITATION** section. The **Submit Disposition** button becomes enabled in the **DISPOSITION** section.
12. From the **DISPOSITION** section, select **Court Type** from the drop-down box.
13. Select **Trial By** jury or judge using the appropriate radio button.
14. Select Did Not Appear or Appeared using the appropriate radio button for the **Defendant**.
15. Enter **Disposition Date** using **MM/DD/YYYY** format or by selecting date from available calendar.
16. Select **Disposition** from drop-down box.
17. When the **Disposition** field value is blank, "Not Guilty", or "Nolle Prossed", the following fields are **disabled**:
    - **Charge Convicted Of** drop-down box
    - **Charge not in List?** checkbox
    - **DL Surrender** checkbox.

    Any other selection in the **Disposition** field drop-down **enables** these field.
18. If the **Charge Convicted Of** drop-down is enabled, click in the drop-down field to select the appropriate charge. If no charge is found, mark the **Charge not in List?** checkbox.
    - **Note**: The **Charge not in List?** checkbox acts as a toggle switch when it is checked.
      - ☐ displays single drop-down list of charges
      - ☑ displays 3 fields to allow the user to enter a charge not found in the list
19. When the **Charge not in List?** checkbox is checked, three new fields and a help button appear on the screen (two of the fields are required):
    - **Statute Code** - Required
      - **X's** represent digits
    - **CDR Code** - Not Required
    - **Help Button**
      - Pressing the **Help Button** accesses the **SC Judicial Branch's CDR Codes** search screen where the user can find a **CDR Code**, if needed.
        - see **user instructions** link on **SCJB's CDR Codes** search screen
    - **Description** - Required
      - Enter description of charge
20. **Important**: Values entered in the 3 fields above will be cleared if the user removes the checkmark in the **Charge not in List?** checkbox to toggle back to the **Charge Convicted Of** drop-down.

21. If the citation includes the **Posted** or **Actual Speed** values, they will appear in the **DISPOSITION** section. These values must be numeric.
22. Enter the **Judge Code**.
23. Mark **DL Surrender** checkbox, if appropriate. The **DL Surrender Date** field appears.
    - **Note**: The **DL Surrender** checkbox acts as a toggle switch when it is enabled.
        - ☐ displays **DL Surrender** field only (hides **DL Surrender Date**)
        - ☑ displays **DL Surrender Date**
24. Enter **MM/DD/YYYY** format or select date from available calendar.
25. Click **Submit Disposition** button. If the submission is successful, a message appears. If the submission is not successful, an error message appears.

Legend:

DD = Day

DL = Driver's License

MM = Month

YYYY = Year