



Introduction

This reference guide provides instructions for resolving the most common errors on the CMS e-Disposition Reporting Portal. As well as help users understand how information flows between CMS and SCUTTIES, as well as between law enforcement ticketing systems and SCUTTIES.

In this guide, you will learn how to:

- Understand the SCUTTIES workflow
- Create cases in CMS using eCitation Case Entry
- Access the SCJB CDR/Statute Search
- View the eCitation Audit Tracking Log
- Create an Audit Log
- Access the CMS e-Disposition Reporting Portal
- Identify when and how to ignore or resubmit errors
- Correct the most common CMS e-Disposition errors

SCUTTIES: South Carolina Uniform Traffic Ticket Information Exchange System

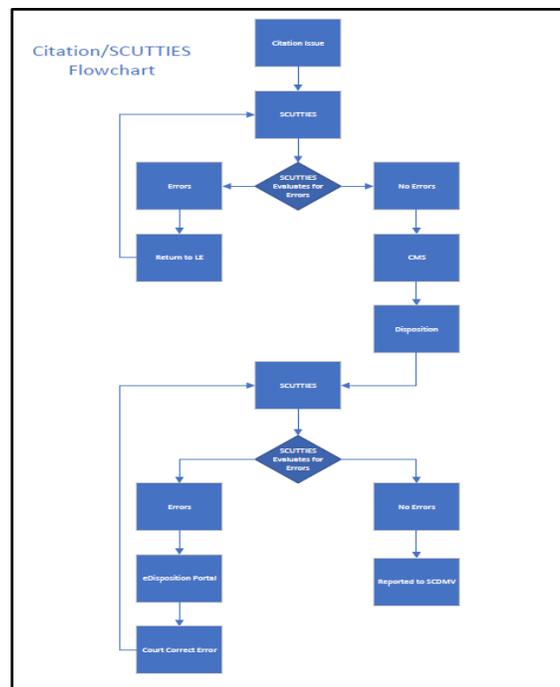
Uniform Traffic Ticket - UTT

- A handwritten citation.
- Must be manually entered into SCUTTIES by Law Enforcement.

e-Citation

- An electronically generated Uniform Traffic Ticket.
- Citation is sent to SCUTTIES by Law Enforcements ticketing system.

SCUTTIES Workflow



- e-Citation is issued



- The officer's ticketing system automatically sends the data to SCUTTIES. This data push varies with ticketing systems.
- Uniform Traffic Ticket (UTT) is issued
 - The officer or their law enforcement agency is responsible for manually entering the citation into SCUTTIES.
- SCUTTIES receives a citation - there is a 24-hour hold before it is released to the court. During this time, the SCDMV performs a cross-reference check of the defendant's information.
 - If any discrepancies are found, the citation is rejected and returns it to the officer for correction.
 - If no errors are detected, the SCUTTIES approves the citation, and it becomes available for the court to retrieve through the Court Management System (CMS).
- Court disposes of the case in CMS – CMS sends the data to the SCUTTIES. SCUTTIES then validates the disposition by comparing key data points—such as the defendant's name, date of birth, driver's license number, issuing statute, disposition statute, and the statute-to-CDR code mapping.
 - If any discrepancies are found, the disposition is rejected.
 - The error is then reported in the CMS e-Disposition Reporting Portal.
 - Court corrected the error
 - Court resubmits the case on the error portal, the disposition is resubmitted.
 - SCUTTIES-to-CMS comparison process begins again.
 - The disposition has been accepted by SCUTTIES if the case is not on the error portal.
 - The SCDMV pulls convictions from SCUTTIES that need to be posted to a driving record.

Pulling a citation into CMS

It is important to note that most errors on the eDisposition Report begin at ticket entry. Per Court Services' directive, the court should not pull in a citation with an invalid charge. All cases should be pulled into CMS via the eCitation screen and not manually entered.

When a citation is pulled into CMS via the eCitation screen, do not change any citation information. The citation in CMS should be the same information received by the Defendant and issued by the officer. If changes have been made when the disposition is submitted to SCDMV, the conviction will be rejected and will not be reported on the defendants' driving record.

When citations are imported through CMS eCitation Case Entry, a record is created in the **eCitation Audit Tracking Log**.



eCitationCaseEntry [JE3gj5F]

UNIFORM TRAFFIC TICKET
STATE OF SOUTH CAROLINA
VERSUS

CITATION NBR [] Type [] Subtype [] Status []

FIRST NAME - Person ID [] MIDDLE NAME [] LAST NAME []

STREET []

CITY [] STATE [] ZIP CODE []

DL STATE [] DRIVERS LICENSE NO [] CLASS [] CDL Yes No

RACE [] SEX [] BIRTH DATE [] HGT. [] WGT. [] HAIR [] EYES []

VEH. LIC. NO. [] STATE [] MAKE OF VEH [] YEAR [] 16 PSGR VEH AUTO BICYCLE COMB COMM. VEH.
HAZ. MAT. MOPED MTRCYCL PEDESTRIAN OTHER

VEHICLE OWNER FIRST NAME [] MIDDLE NAME [] LAST NAME []

OWNER STREET [] CITY [] STATE [] ZIP CODE []

YOU ARE SUMMONED TO APPEAR BEFORE THE TRIAL COURT

NAME OF TRIAL COURT/DOCKET [] STREET [] Judge []

DATE OF TRIAL [] TIME OF TRIAL [] CITY [] STATE [] ZIP CODE []

VIOLATION SECTION NO. [] **VIOLATION - COURT APPEARANCE REQUIRED** Yes No

DATE OF VIOLATION [] TIME OF VIOL [] ACT / PSTD SPEED [] SC POINTS [] B.A. LEVEL []

VIOLATION LOCATION [] COUNTY []

LAT [] LONG [] CITY []

NAME AND RANK OF ARRESTING OFFICER [] **SCCJA OFFICER NUMBER** []

BAIL DEPOSITED [] DATE OF ARREST [] BOND AMOUNT REQUESTED []

DATE BAIL RECD [] BY [] CHARGE AMOUNT []

INCIDENT NO. [] Last case []

- Open the Traffic e-Citation option.
- Enter the case number then tab out.

YOU ARE SUMMONED TO APPEAR BEFORE THE TRIAL COURT

NAME OF TRIAL COURT/DOCKET [] STREET [] Judge []

DATE OF TRIAL [] TIME OF TRIAL [] CITY [] STATE [] ZIP CODE []

VIOLATION SECTION NO. 56-01-0460A(1) **VIOLATION - COURT APPEARANCE REQUIRED** Yes No
Driving Under Suspension; License Not Suspended For

DATE OF VIOLATION [] TIME OF VIOL [] ACT / PSTD SPEED [] SC POINTS [] B.A. LEVEL []

VIOLATION LOCATION [] COUNTY []

LAT [] LONG [] CITY []

NAME AND RANK OF ARRESTING OFFICER [] **SCCJA OFFICER NUMBER** []

Greg. Withers TFC 2528-8002 Georgetown County Sheriff

BAIL DEPOSITED [] DATE OF ARREST [] BOND AMOUNT REQUESTED []

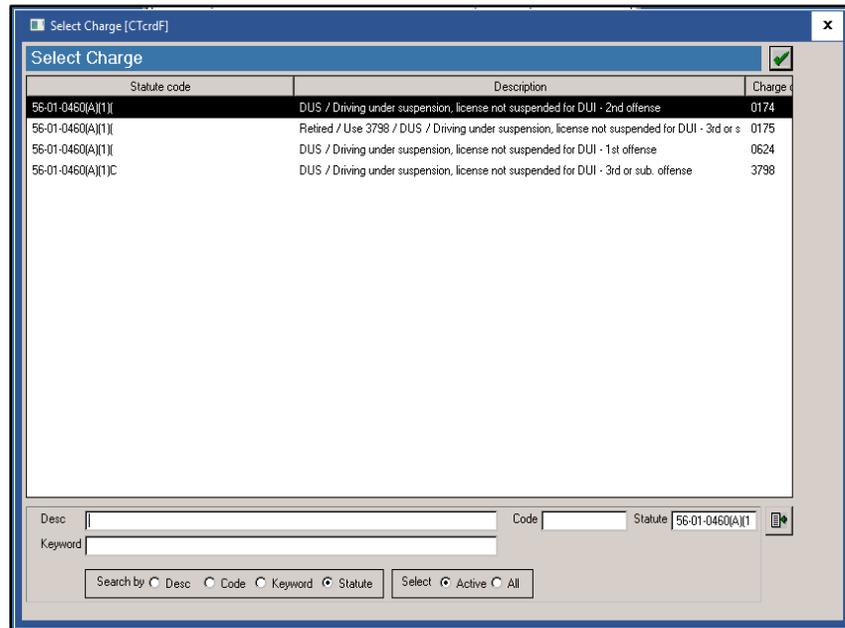
DATE BAIL RECD [] BY [] CHARGE AMOUNT []

Last case []

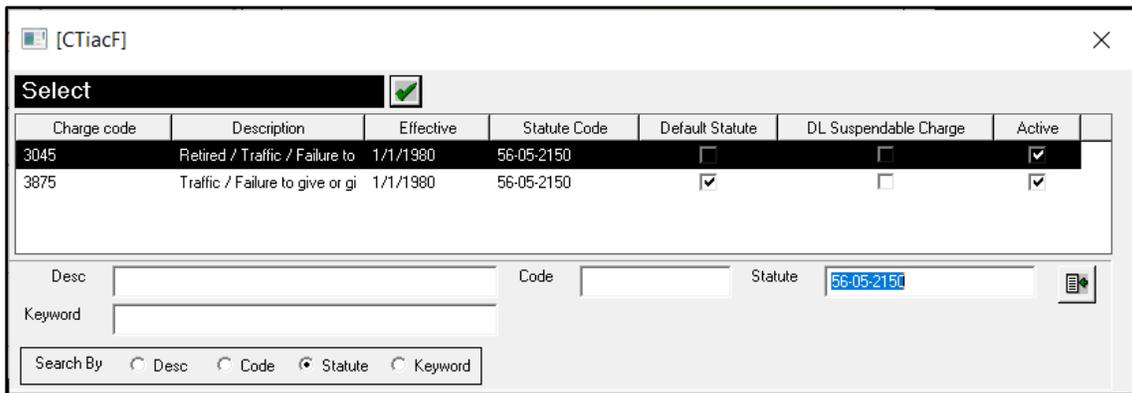
The Statute code will display in **red** in the Violation Section No. field when **multiple CDR codes exist** for that status or when a **CDR code doesn't exist** for the statute retrieved from the SCUTTIES. The Charge Description will display the charge description as it appears in SCUTTIES, and the Charge Amount will be zero. CMS will not allow this citation to be created. If any of the case creation icon buttons are selecting an error message will appear noting that multiple CMS Charge Codes exist.



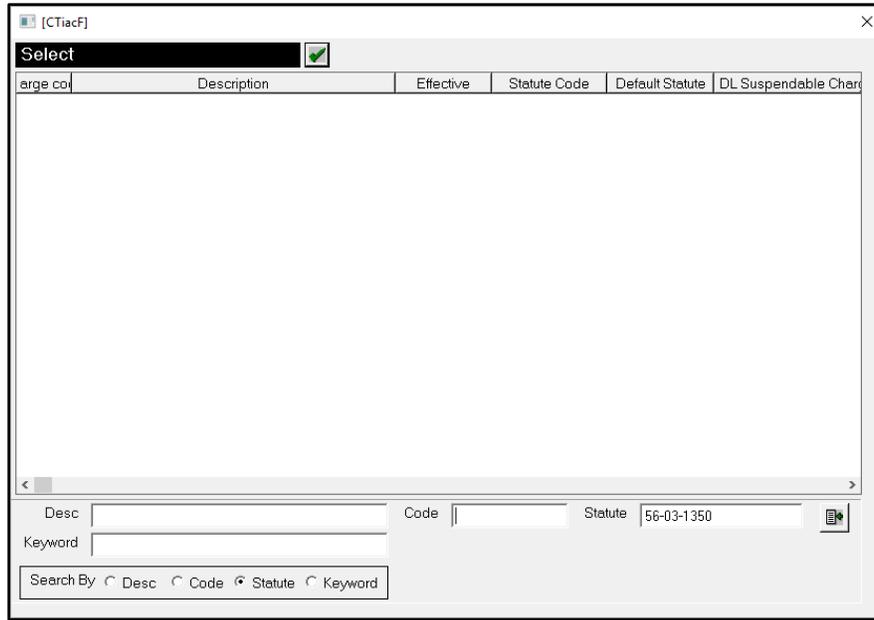
- Double click the Violation Section No. field to select the correct CDR code



- If the statute has multiple CDR codes, select the needed charge.
- Highlight and green check the correct CDR.



- Do not select a retired CDR code.



- If no match is found for the Statute in the CMS Charge CDR code table, the citation should NOT be created.

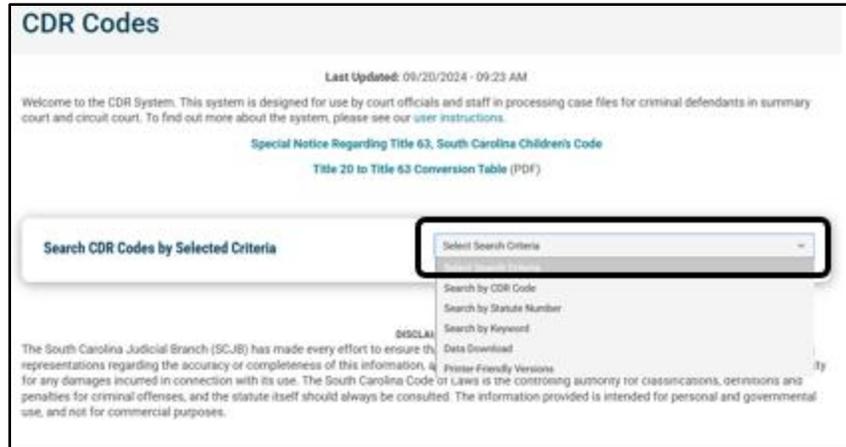
The court should notify the officer of the discrepancy. The officer can void that citation and rewrite a new citation with the appropriate charge. If a new citation is issued it must be personally served on the defendant by the officer.

NOTE: Some state statutes are administrative and not punishable; therefore, they don't have a CDR code, and one will not be created.

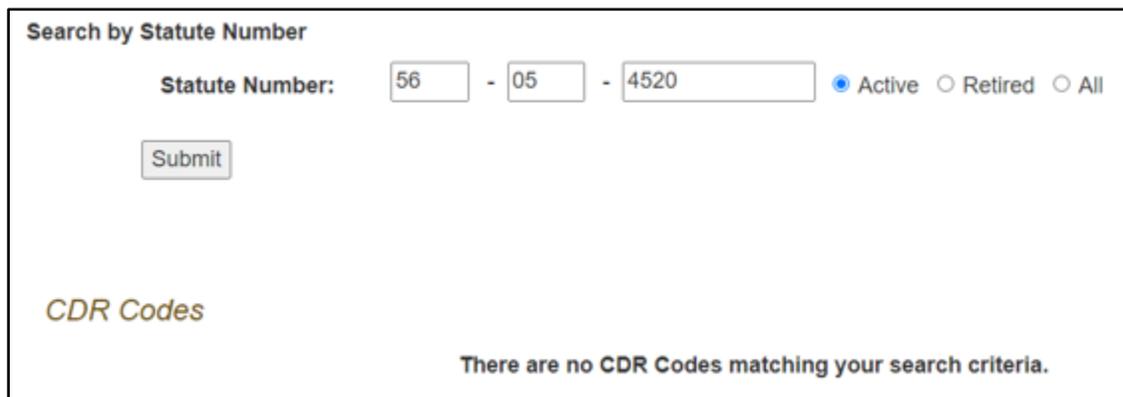
CDR Code/Statute Search



- The SCJB CDR code search can be used to verify if a statute has a CDR.
<https://www.sccourts.org/cdr-codes/>

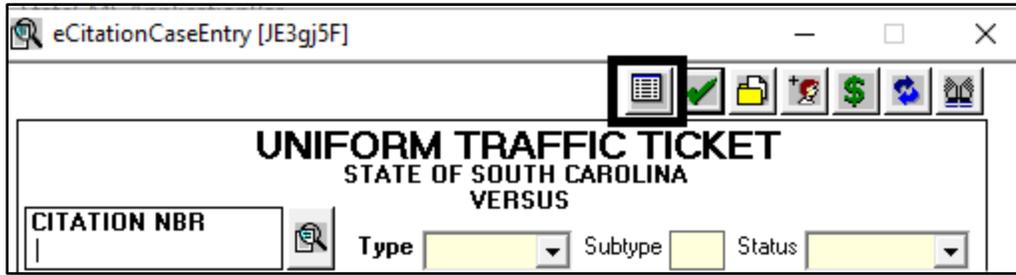


- You can search by CDR code, Statute Number or Keyword.

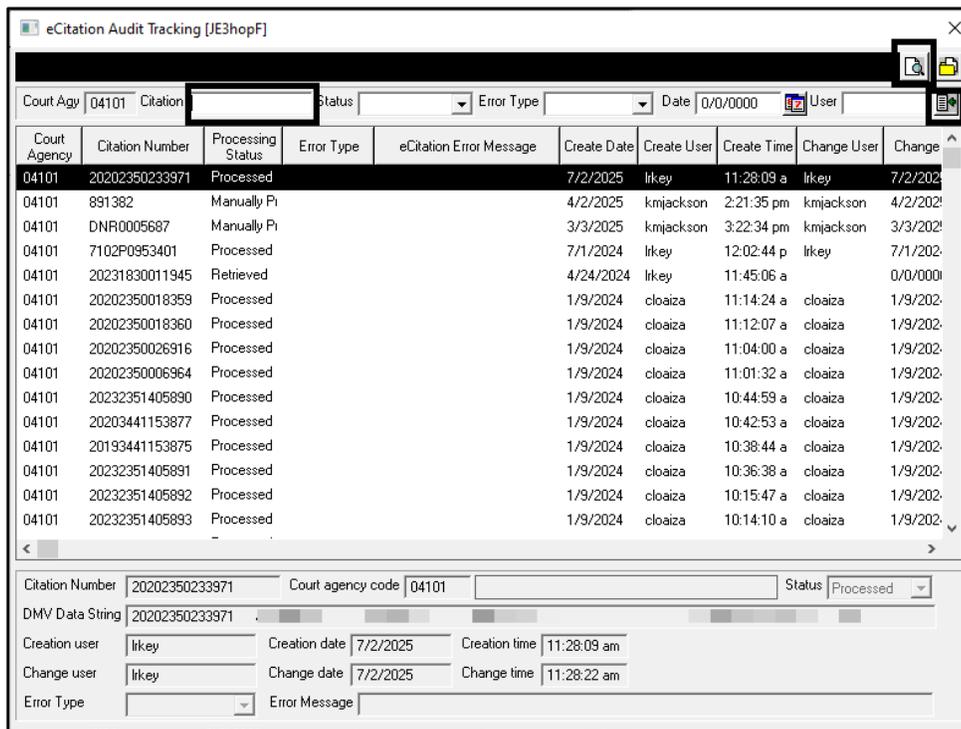


- If your search yields no results and you think a CDR should be created, please contact Court Administration.
- If the State Statute has a CDR code and is not in CMS, submit an Ivanti incident for the code to be added.
- If a City or County Ordinance is not in CMS, submit an Ivanti incident for the code to be added.
- The Ivanti incident will need to include:
 - State Statute or City Ordinance number
 - Charge description
 - Is the charge criminal, traffic or parking
 - Total amount indicates if the amount is
 - Charge Total with assessments
 - Fine Total without assessments

eCitation Audit Tracking log - The eCitation Audit Log display allows the user to search for any initiated eCitation transaction using any combination of Citation Number, Status, Error Type, Creation Date, and Creation User. The audit copy should be compared to the CMS case.



- From the e-Citation screen select the Review eCitation Audit Log button



Access eCitation Audit Tracking log

- From the CMS eCitation Case Entry screen click the Review eCitation Audit Log button to launch the Audit Log Display window.
- The eCitation Audit Log display allows the user to search for any initiated eCitation transaction using any combination of Citation Number, Status, Error Type, Creation Date, and Creation User.
- Enter the Citation number and click Position To button.
- Highlight the audit log record and click the eCitation Entry/Display for selected button to view the eCitation data on the CMS eCitation Entry Screen again in read-only mode.



eCitationCaseEntry [UE3gj5F]

UNIFORM TRAFFIC TICKET

STATE OF SOUTH CAROLINA
VERSUS

CITATION NBR		Type	Traffic	Subtype		Status	
FIRST NAME - Person ID	MIDDLE NAME	LAST NAME		SFX			
STREET							
CITY		STATE		ZIP CODE			
DL STATE	DRIVERS LICENSE NO			CLASS	CDL		
SC				D	Yes No		
RACE	SEX	BIRTH DATE	HGT.	WGT.	HAIR	EYES	
			5' 9"	200			
VEH. LIC. NO.	STATE	MAKE OF VEH	YEAR	16 PSGR VEH	AUTO	BICYCLE	COMB.
	OT			HAZ. MAT.	MOPED	MTVCYCL	PEDESTRIAN
VEHICLE OWNER FIRST NAME		MIDDLE NAME		LAST NAME			
OWNER STREET		CITY		STATE		ZIP CODE	
YOU ARE SUMMONED TO APPEAR BEFORE THE TRIAL COURT							
NAME OF TRIAL COURT/DOCKET		STREET		Judge			
Criminal/Traffic Court							
DATE OF TRIAL	TIME OF TRIAL	CITY		STATE		ZIP CODE	
		Conway		SC		29526	
VIOLATION SECTION NO.	VIOLATION - COURT APPEARANCE REQUIRED Yes No						
56-01-0190	Traffic / Operating motor vehicle without license in possession						
DATE OF VIOLATION	TIME OF VIOL	ACT / PSTD	SPEED	SC POINTS	B.A. LEVEL		
		/		0	-		
VIOLATION LOCATION						COUNTY	
LAT		LONG		CITY			
NAME AND RANK OF ARRESTING OFFICER				SCCJA OFFICER NUMBER			
BAIL DEPOSITED		DATE OF ARREST		BOND AMOUNT REQUESTED			
0.00							
DATE BAIL RECD	BY			CHARGE AMOUNT			
INCIDENT NO.		Last case					

Note: A copy of the data sent from SCDMV and stored as part of the eCitation audit record is used to populate the display screen. The data is a "snapshot" of the citation at the time it was retrieved from the SCDMV and contains no adjustments or updates that may have been made by the officer.



The screenshot displays two software windows. The left window, titled 'eCitationCaseEntry [R3]g5F', shows a 'UNIFORM TRAFFIC TICKET' for 'STATE OF SOUTH CAROLINA VERSUS'. It includes fields for citation number (20241850225646), defendant information (Jeremiah Benjamin Wright), and vehicle details (Ford, 2007 Chevy). A red box highlights the 'VIOLATION SECTION NO.' (16-03-120) and 'VIOLATION DESCRIPTION' (Exceeds Upon Transfer Of Ownership Of Vehicle). The right window, 'Case Manager [Jsf]P', shows the 'Charges' screen for the same case, with a red box highlighting the 'Offense' dropdown menu.

- Compare the eCitation audit image to the case in Case Manager (Charges screen for the CDR and the Additional Information tab for the section of law).
- Note the value of interest (Last name, date of birth, DL number, etc.) and update the case in Case Manager as needed.

Creating an Audit Log

When the citation is not in the **eCitation Audit Tracking Log** it is an indicator that the case was transferred to the Trial Court from bond court.

When a case is manually entered in Bond Court an audit log will need to be created to assist in correcting CMS eDisposition Reporting Portal errors.

NOTE: If a case was manually entered by the Trial Court an Audit Log cannot be created.



eCitationCaseEntry [JE3gj5F]

UNIFORM TRAFFIC TICKET
STATE OF SOUTH CAROLINA
VERSUS

CITATION NBR
8102P0884753

Type Subtype Status

FIRST NAME - PersonID MIDDLE NAME LAST NAME SFX

STREET

CITY STATE ZIP CODE

DL STATE DRIVERS LICENSE NO CLASS CDL Yes No SSN 000-00-0000

RACE SEX BIRTH DATE HGT. WGT. HAIR EYES

VEH. LIC. NO. STATE MAKE OF VEH YEAR 16 PSGR VEH AUTO BICYCLE COMM. VEH. OTHER

VEHICLE OWNER FIRST NAME MIDDLE NAME LAST NAME

OWNER STREET CITY STATE ZIP CODE

YOU ARE SUMMONED TO APPEAR BEFORE THE TRIAL COURT

NAME OF TRIAL COURT/DOCKET STREET Judge
7196 Eubanks, Wynnee Deni

DATE OF TRIAL TIME OF TRIAL CITY STATE ZIP CODE
0/0/0000 12:00 am

VIOLATION SECTION NO. VIOLATION - COURT APPEARANCE REQUIRED Yes No

DATE OF VIOLATION TIME OF VIOL ACT / PSTD SPEED SC POINTS B.A. LEVEL
0/0/0000 12:00 am / 0

VIOLATION LOCATION COUNTY

LAT LONG CITY

NAME AND BANK OF ARRESTING OFFICER SCCJA OFFICER NUMBER

BAIL DEPOSITED DATE OF ARREST BOND AMOUNT REQUESTED
0.00 0/0/0000

DATE BAIL RECD BY CHARGE AMOUNT
0/0/0000 0.00

Incident # Last case

- Open the Traffic eCitation screen.
- Enter case number then tab out.

Case.eCitationCaseEntry

Citation 8102P0884753 already exists but was not created using eCitation Case Entry. Citation 8102P0884753 exists at the DMV, so an Audit Log record based on the DMV citation has now been created.

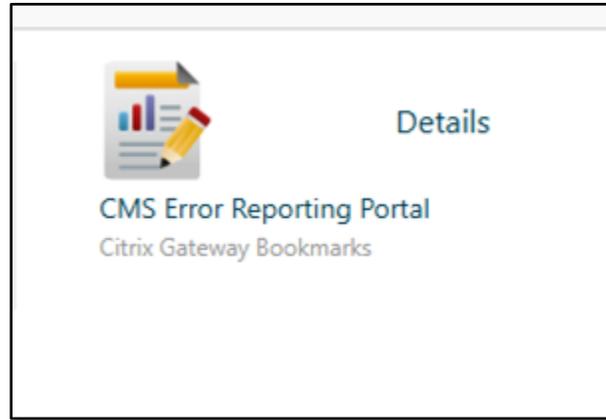
OK

- Select OK to the message “Citation XXXXXXXXXX already exist but was not created using eCitation Case Entry. Citation XXXXXXXXXX exists at the SCDMV, so an Audit Log record based on the SCDMV citation has now been created.”

An Audit Log record for this case now exists and can be viewed and compared to the case in CMS.
CMS eDisposition Reporting Portal



The CMS Error Reporting Portal list of disposed case dispositions rejected from SCUTTIES and the reason for the rejections. It is the court responsibility to correct the errors.



- Select the CMS Error Reporting Portal icon from your Citrix APPS or FAVORITES.

CMS eDisposition Reporting Portal

Error Log Search

Search eDisposition reporting error log and view details. Bold labels indicate required fields.

County:
Court Agency: **Case Number:**
Process Dates: to

Enter optional search criteria.

- The County field populates automatically with the login user's county.
- Court Agency will default to your court, if you have rights to multiple courts, select a Court from the drop-down.
- Click the Search button.
- You can search by Case Number or Process Dates if needed.



County: Court Agency: Case Number: Search

Process Dates: to

Court	Case Number	Disposition	Process Date	Arresting Agency	Error Message	Select
01101	20223251346176	Not Guilty Bench Trial	05-08-2023 5:03 PM	S C Highway Patrol Troop 1	This ticket has already been processed. To amend or modify a court order is required.	<input type="checkbox"/>
01101	20182360761421	Forfeiture / Criminal Traffic	05-03-2023 10:22 AM	S C Highway Patrol Troop 2	This ticket has already been processed. To amend or modify a court order is required.	<input type="checkbox"/>
01101	20223251319544	Nolle Prosequi	05-02-2023 2:46 PM	S C Highway Patrol Troop 1	This ticket has already been processed. To amend or modify a court order is required.	<input type="checkbox"/>
01101	20223251338086	Nolle Prosequi	04-27-2023 4:20 PM	S C Highway Patrol Troop 1	This ticket has already been processed. To amend or modify a court order is required.	<input type="checkbox"/>
01101	20223251338085	Nolle Prosequi	04-27-2023 4:20 PM	S C Highway Patrol Troop 1	This ticket has already been processed. To amend or modify a court order is required.	<input type="checkbox"/>
01101	24723GP	Not Guilty Bench Trial	04-26-2023 4:26 PM	Abbeville County Sheriff	REJECTED: "Charge Convicted Of" do not match "Violation Section Number and Description".	<input type="checkbox"/>
01101	24765GP	Pled Guilty	04-19-2023 3:22 PM	Abbeville County Sheriff	REJECTED: "Charge Convicted Of" do not match "CDR Code".	<input type="checkbox"/>
01101	25251GP	Guilty Bench Trial Credit Time Served	04-19-2023 12:02 PM	Abbeville County Sheriff	REJECTED: "Charge Convicted Of" do not match "CDR Code".	<input type="checkbox"/>
01101	20223251188011	Guilty Bench Trial	04-19-2023 11:28 AM	S C Highway Patrol Troop 1	This ticket has already been processed. To amend or modify a court order is required.	<input type="checkbox"/>
01101	20223251029253	Pled Guilty	04-19-2023 11:28 AM	S C Highway Patrol Troop 1	This ticket has already been processed. To amend or modify a court order is required.	<input type="checkbox"/>
01101	20223251029252	Pled Guilty	04-19-2023 11:28 AM	S C Highway Patrol Troop 1	This ticket has already been processed. To amend or modify a court order is required.	<input type="checkbox"/>
01101	24289GP	Guilty Bench Trial	04-18-2023 9:52 AM	Abbeville County Sheriff	REJECTED: "Charge Convicted Of" do not match "Violation Section Number and Description".	<input type="checkbox"/>
01101	24288GP	Guilty Bench Trial	04-18-2023 9:52 AM	Abbeville County Sheriff	REJECTED: "Charge Convicted Of" do not match "Violation Section Number and Description".	<input type="checkbox"/>
01101	24287GP	Guilty Bench Trial	04-18-2023 9:52 AM	Abbeville County Sheriff	REJECTED: "Charge Convicted Of" do not match "Violation Section Number and Description".	<input type="checkbox"/>
01101	20223251290357	Pled Guilty	04-14-2023 4:25 PM	S C Highway Patrol Troop 1	This ticket has already been processed. To amend or modify a court order is required.	<input type="checkbox"/>
01101	23028GP	Guilty Bench Trial	04-14-2023 12:03 PM	Abbeville County Sheriff	REJECTED: "Charge Convicted Of" do not match "CDR Code".	<input type="checkbox"/>
01101	24920GP	Nolle Prosequi	04-12-2023 4:31 PM	Abbeville County Sheriff	REJECTED: "Charge Convicted Of" do not match "Violation Section Number and Description".	<input type="checkbox"/>
01101	24961GP	Pled Guilty	03-17-2023 11:01 AM	Abbeville County Sheriff	REJECTED: "Charge Convicted Of" do not match "Violation Section Number and Description".	<input type="checkbox"/>
01101	9102P0686008	Not Guilty Bench Trial	02-21-2023 9:56 AM	Abbeville County Sheriff	REJECTED: "Charge Convicted Of" do not match "Violation Section Number and Description".	<input type="checkbox"/>
01101	24286GP	Pled Guilty	02-15-2023 9:41 AM	Abbeville County Sheriff	REJECTED: "Charge Convicted Of" do not match "Violation Section Number and Description".	<input type="checkbox"/>

Page 3 of 6 (105 items) < Prev 1 2 3 4 5 6 Next >

The CMS eDisposition Reporting Portal Error Log Search screen appears and displays

- Court Agency Number
- Case Number
- Disposition
- Process Date
- Arresting Agency
- Error Message
- Select used to "Ignore" or "Resubmit" the case

The User Guide and Resolve Errors buttons in the upper right-hand corner of the screen provide documentation to assist the user.

Ignore and Resubmit Errors

Court	Case Number	Disposition	Process Date	Arresting Agency	Error Message	Select
	20232351624453	Forfeiture / Criminal Traffic	12-19-2023 9:07 AM			<input type="checkbox"/>
	15374AC	Nolle Prosequi	09-19-2025 9:39 AM			<input type="checkbox"/>
	15372AC	Nolle Prosequi	09-19-2025 9:39 AM			<input type="checkbox"/>
	15371AC	Nolle Prosequi	09-19-2025 9:39 AM			<input type="checkbox"/>
	20240090011208	Forfeiture / Criminal Traffic	09-18-2025 6:55 AM			<input type="checkbox"/>
	20240090008218	Nolle Prosequi	09-18-2025 6:55 AM		CitationRead: Ticket not found	<input type="checkbox"/>
	20240090008217	Pled Guilty	09-18-2025 6:55 AM		CitationRead: Ticket not found	<input type="checkbox"/>
	20242351028235	Pled Guilty	02-27-2024 11:09 AM		Last/Business Name does not match	<input type="checkbox"/>
	69393AQ	TIA Guilty Bench Trial Fine Only	09-19-2025 9:39 AM		Recorded speed must be greater than legal speed	<input type="checkbox"/>
	T778891	Guilty Bench Trial	09-19-2025 9:39 AM		Recorded speed must be greater than legal speed speed	<input type="checkbox"/>

Ignore Errors

Only cases that meet the established criteria may be ignored, following verification that the criteria have been satisfied.

1. Mark the check box in the "Select" column for the case or cases you wish to ignore.
2. Click the "Ignore" button.
 - A confirmation message will appear, click Ok.
 - The case will be removed from the grid.



Resubmit Errors

Once the case has been corrected based on the identified error, you must resubmit the disposition to the SCDMV.

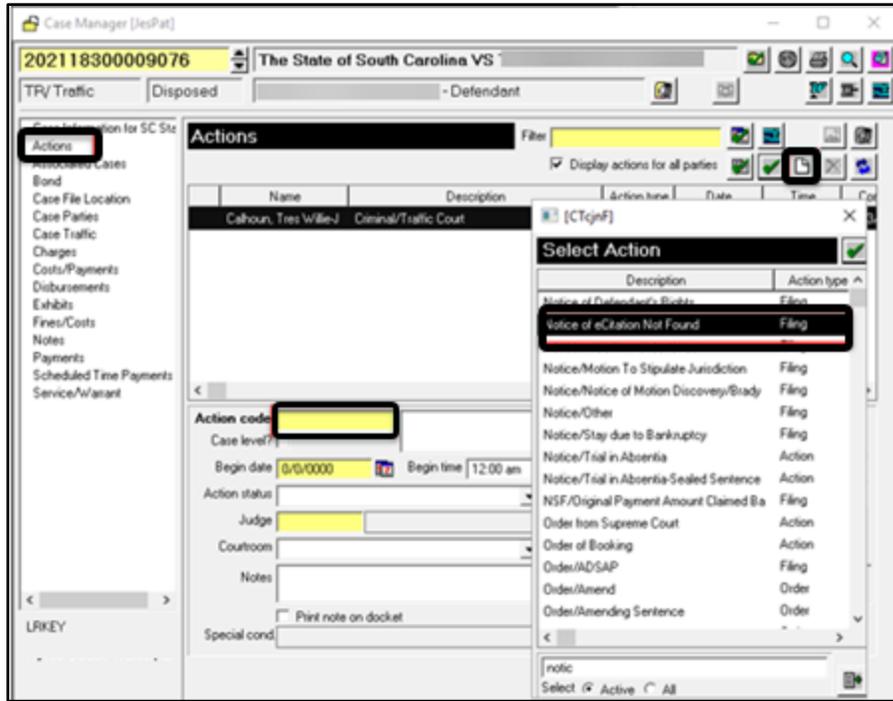
- Mark the check box in the “Select” column for the case or cases you wish to resubmit. (Draw attention to the Select column)
- Click the “Resubmit” button.
- A confirmation message will appear. Click Ok.
- The case will not disappear immediately from the grid. The eDisposition service runs every 30 minutes.
- When the service runs again and the case has been reported successfully to the SCDMV, it will be removed from the grid.

Most Common Errors

- CitationRead: Ticket not found
- This ticket has already been processed. To amend or modify a court order is required
- REJECTED “Charge Convicted of” do not match “Violation Section Number and Description”
- REJECTED “Charge Convicted of” do not match “CDR Code”
- Retired CDR Code
- Speeding Errors:
 - Recorded speed must be greater than legal speed
 - For statute 56-05-1520(G)(4) recorded speed must exceed legal speed by 25 MPH or more, currently 20 MPH
 - For statute 56-05-1520(G)(3) recorded speed must exceed legal speed by 11 to 24 MPH inclusive, currently 5 MPH
 - For CDR code 2101 recorded speed must exceed legal speed by 11 to 14 MPH inclusive, currently 15 MPH
 - For CDR code 2102 recorded speed must exceed legal speed by 15 to 24 MPH inclusive, currently 14 MPH

Ticket Not Found - A disposition has been transmitted to the SCDMV, and the citation is not in SCUTTIES. Law Enforcement is required to enter all cases into SCUTTIES, except for City/County ordinance, code enforcement, or weight tickets.

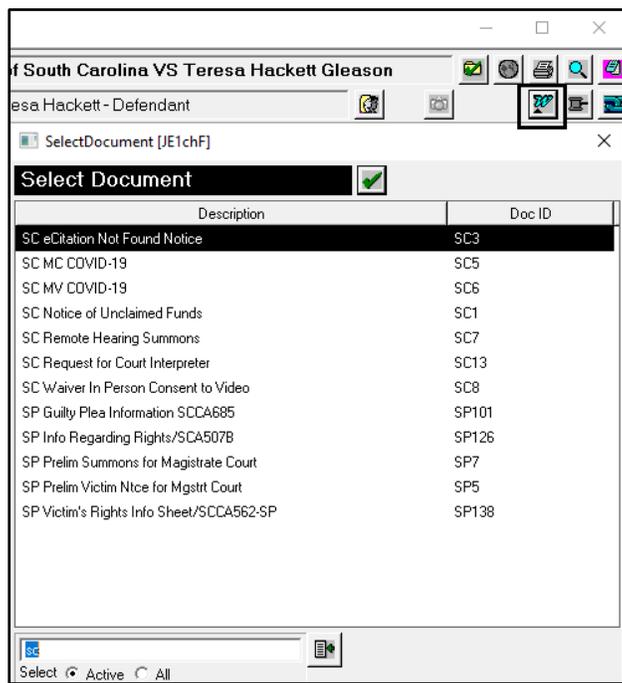
These errors can be resolved by **resubmitting** once the citation has been entered into SCUTTIES.



Ticket Not Found – Resubmit

Send the officer or arresting agency a SC3 – SC eCitation Not found Notice or contact by email and request the ticket be entered into SCUTTIES

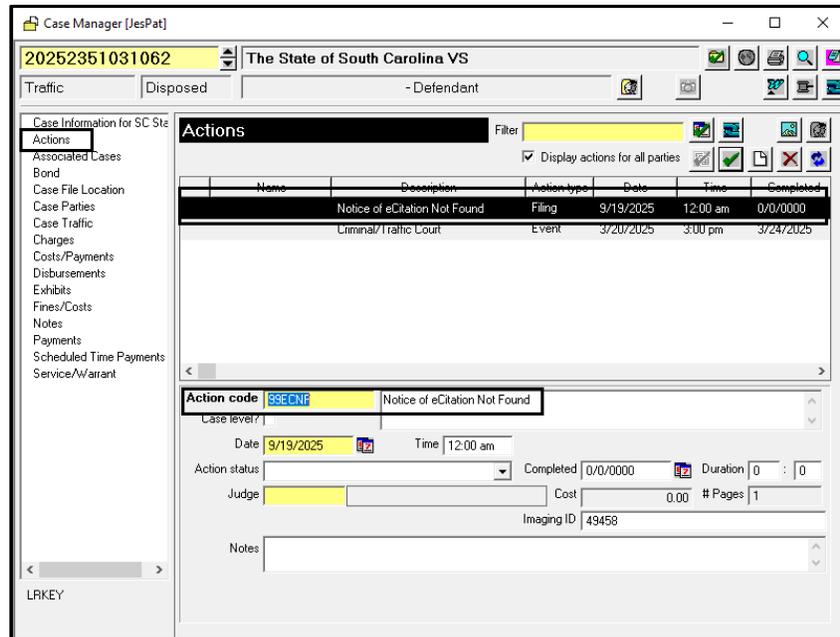
The SC3 – SC eCitation Not found Notice can be ran in bulk or at case level using the word document option.



- Locate the citation in CMS (Case Selection / Case Manager).
- Select the Word document icon



- Search for and select **SC eCitation Not Found Notice**.
- The document will automatically print and will be saved to the case.
- This document needs to be given to the officer or the person responsible for entering cases into SCUTTIES.



- The **SC eCitation Not Found Notice** document an archived document as a filing and can be viewed in Case Manager / Actions.
- To view the document click on the Notice of eCitation Not Found action and then click to view the document.
- When the court is notified that the citation has been submitted to SCUTTIES and it has been released to the court, the case can be resubmitted.
- Open the CMS eDisposition Reporting Portal and do a search to find the citation.
- Highlight the needed case in the grid
- Mark the box in the “**Select**” column and click the **Resubmit** button.

The citation will be resubmitted to SCDMV the next time the service runs (which is every 30 minutes). During this time, the citation will remain on the grid. It will not be removed from the grid until it has been reported successfully to the SCDMV.

Selected cases have been resubmitted. Existing errors will continue to display until the cases have been processed by SCDMV.

Ticket Not Found – Ignore

The following citation types may be ignored in accordance with established criteria:

- DNR citations (non-UTT)
- Ordinance code citations (non-UTT)
- Arrest warrants (a certified copy must be submitted to the SCDMV when applicable)
- Weight tickets
- Citations issued by other arresting agencies that do not use UTT (e.g., Forestry Commission)
- Ignore the case on the CMS eDisposition Portal.
- Select OK on the “Proceed with request to ignore selected errors?”



This ticket has already been processed. To amend or modify a court order is required

The case disposition has already been processed by SCUTTIES, and they have received an additional disposition. The court will need to determine why an additional disposition has been submitted.

“**This ticket has already been processed. To amend or modify a court order is required**” error is the only error that an Ishmell Order may be needed to be resolved.

The screenshot shows the Case Manager interface for case 20232351338085, titled 'The State of South Carolina VS - Defendant'. The 'Actions' tab is selected, showing a table of actions. One action is highlighted: 'Order/Ishmell Order' with action type 'Filing', date '4/21/2023', time '12:00 am', and completed date '4/21/2023'. Below the table, the details for this action are shown, including the action code 'ISHMEL', case level, date, time, action status, judge, cost, # Pages, and imaging ID '41493'. The 'Notes' field is empty.

Name	Description	Action type	Date	Time	Completed
Order/Ishmell Order		Filing	4/21/2023	12:00 am	4/21/2023
Criminal/Traffic Court		Event	4/4/2023	3:00 pm	4/4/2023

Action code ISHMEL Order/Ishmell Order

Case level? []

Date 4/21/2023 Time 12:00 am

Action status [] Completed 4/21/2023 Duration 0 : 0

Judge [] Cost 0.00 # Pages 1

Imaging ID 41493

Notes []

- Locate the citation in CMS (Case Selection / Case Manager).
- Select Actions from the options.
- Search for action code **ISHMEL** - Description **Order/Ishmell Order**. This is an archived document that can be viewed if needed.
- **Ignore** the case on the eDisposition Error Log.

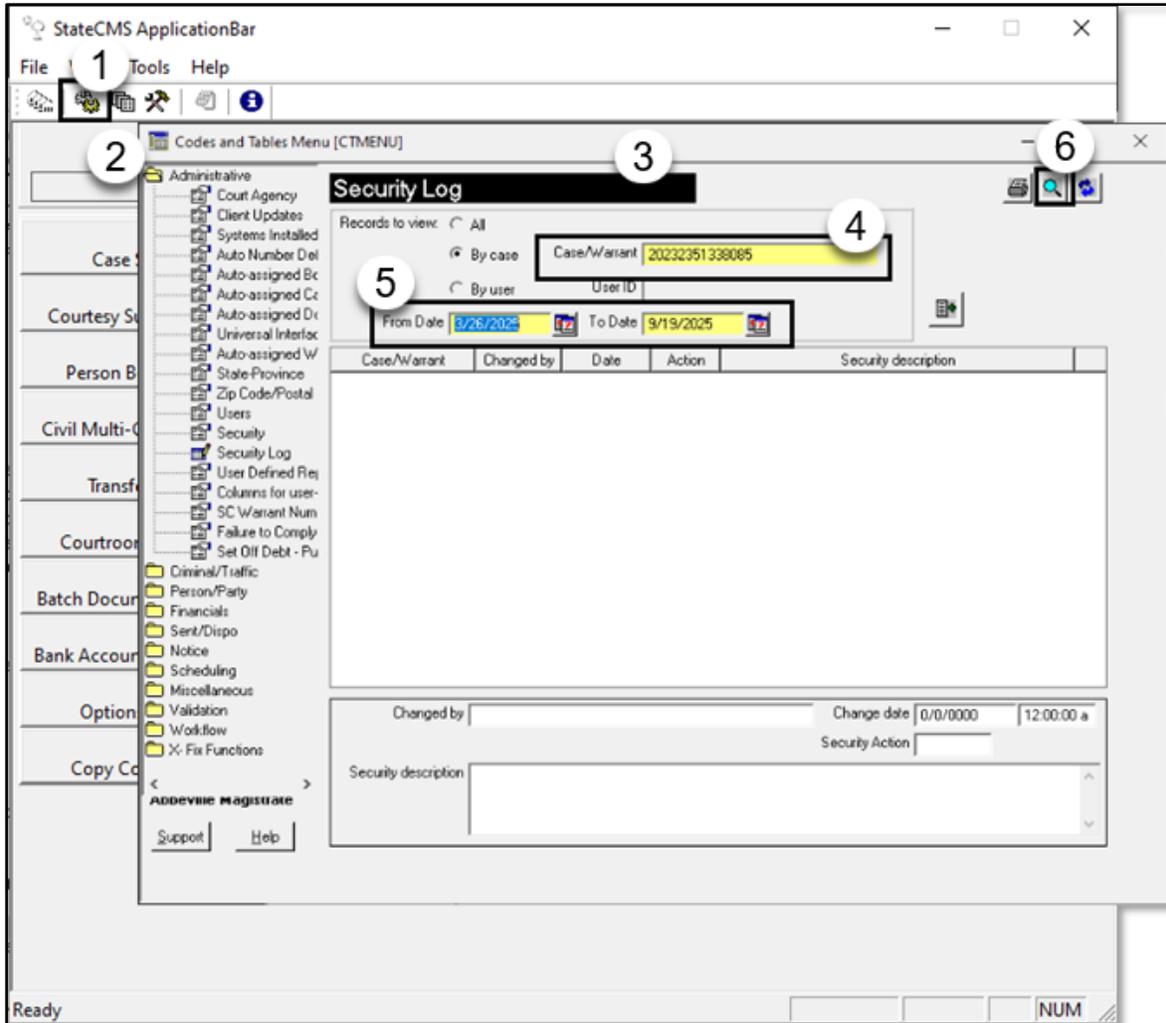


The screenshot shows the Case Manager (JesPat) interface. At the top, the case number 20232351455528 is displayed, along with the case name 'The State of South Carolina VS' and the status 'Disposed'. The case is categorized as 'Traffic' and involves a '- Defendant'. A sidebar on the left lists various case information categories such as Actions, Associated Cases, Bond, Case File Location, Case Parties, Case Traffic, Charges, Costs/Payments, Disbursements, Exhibits, Fines/Costs, Notes, Payments, Scheduled Time Payments, and Service/Warrant. The main area displays an 'Actions' table with the following data:

Name	Description	Action type	Date	Time	Completed
	Criminal/Traffic Court	Event	8/10/2023	3:00 pm	6/19/2023
	Criminal/Traffic Court	Event	8/10/2023	3:00 pm	8/10/2023
	Bond Hearing	Event	6/19/2023	8:30 am	6/19/2023
	Archived Faretta Warnings	Filing	6/19/2023	12:00 am	6/19/2023
	Notice of Defendant's Rights	Filing	6/19/2023	12:00 am	6/19/2023

Below the table, there is a form for adding or editing an action. The 'Action code' is set to 'CRTRCT' (Criminal/Traffic Court). The 'Begin date' is 8/10/2023, 'Begin time' is 3:00 pm, 'End date' is 8/10/2023, and 'End time' is 5:00 pm. The 'Action status' is set to 'Completed' on 6/19/2023, with a duration of 0:00. The 'Judge' field is empty, and the 'Cost' is 0.00. The 'Courtroom' is set to 'Criminal/Traffic Court'. There is a 'Notes' field and a checkbox for 'Print note on docket'. A 'Special cond.' field is also present.

- If an Ishmell Order has not been done on the case, a security log must be run on the case to determine why the disposition was pushed to the SCDMV again.



Case Security Log

1. Open the Table Manager
2. Expand the Administrative Folder
3. Select Security Log
4. Enter the case number in the Case/Warrant field
5. Enter the case FILE date for the From Date and the current date for the To Date
6. Select the magnifying glass icon to view the report



Security Log for Number 20240610033802 from 3/26/2024 thru 6/14/2024

USER	DATE	TIME	CHANGE
Case: 20240610033802			
	04/10/2024	10:58:05 am	Changed a record as follows: Case disb status from R to OCase disb check date from 1753-01-01 to 2024-04-10
	04/10/2024	10:58:05 am	Changed a record as follows: Case disb status from R to OCase disb check date from 1753-01-01 to 2024-04-10
	04/10/2024	10:58:05 am	Changed a record as follows: Case disb status from R to OCase disb check date from 1753-01-01 to 2024-04-10
	04/10/2024	10:58:05 am	Changed a record as follows: Case disb status from R to OCase disb check date from 1753-01-01 to 2024-04-10
	03/26/2024	8:59:42 am	Added record with the following properties: Case Number = 20240610033802Status code = ICMCCase filed date = 2024-03-26Disposition code = Case disposition date = 1753-01-01Judge Assigned = 8401Judge Disposition = Case sealed-expunged = NCourt administration status = Financial status =
	03/26/2024	8:59:43 am	Added record with the following properties: Case Number = 20240610033802Court agency code = 40216Case party name last-busi = Molina MenciasCase party name first = DarinCase party name middle = ElenaCase party email address = Case party phone nbr 1 = Case party phone nbr 2 = Date of Birth = 1986-06-03Case party SSN = 0Case party drivers license nbr = Case party drivers license state =
	03/26/2024	8:59:43 am	Added record with the following properties: Case Number = 20240610033802Court agency code = 40216Case party name last-busi = JenkinsCase party name first = MatthewCase party name middle = FCase party email address = Case party phone nbr 1 = 8035453500Case party phone nbr 2 = Date of Birth = 1753-01-01Case party SSN = 0Case party drivers license nbr = Case party drivers license state =
	03/26/2024	8:59:43 am	Changed a record as follows: Case offense fine amount from 0 to 100
	03/26/2024	8:59:43 am	Added record with the following properties: Case Number = 20240610033802Court agency code = 40216Case party seq nbr = 1Case party cost payment priority = 999Case party cost disbursed amount = 0Case party cost amount to disb = 100Case party cost disbursed date = 1753-01-01Case party cost account status = DRecipient case party seq nbr = 0
	03/26/2024	8:59:43 am	Changed a record as follows: Case offense court costs from 0 to 12
	03/26/2024	8:59:43 am	Added record with the following properties: Case Number = 20240610033802Court agency code = 40216Case party seq nbr = 1Case party cost payment priority = 999Case party cost disbursed amount = 0Case party cost amount to disb = 25Case party cost disbursed date = 1753-01-01Case party cost account status = DRecipient case party seq nbr = 0
	03/26/2024	8:59:43 am	Changed a record as follows: Case offense court costs from 12 to 37
	03/26/2024	8:59:43 am	Added record with the following properties: Case Number = 20240610033802Court agency code = 40216Case party seq nbr = 1Case party cost payment priority = 999Case party cost disbursed amount = 0Case party cost amount to disb = 25Case party cost disbursed date = 1753-01-01Case party cost account status = DRecipient case party seq nbr = 0
	03/26/2024	8:59:44 am	Changed a record as follows: Case offense court costs from 37 to 132.5
	03/26/2024	8:59:44 am	Added record with the following properties: Case Number = 20240610033802Court agency code = 40216Case party seq nbr = 1Case party cost payment priority = 999Case party cost disbursed amount = 0Case party cost amount to disb = 95.5Case party cost disbursed date = 1753-01-01Case party cost account status = DRecipient case party seq nbr = 0
	03/26/2024	8:59:44 am	Added record with the following properties: Charge code = 2489Charge effective date = 1980-01-01Case offense charge desc = Traffic 1 Failure to obey traffic-control devicesCase offense disposition date = 1753-01-01Plea code = Case offense plea date = 1753-01-01Case offense fine amount = 0Case offense court costs = 0Case offense restitution = 0Judgment Code = Case offense judgment date = 1753-01-01Judge code =
	03/26/2024	8:59:44 am	Added record with the following properties: Case Number = 20240610033802Court agency code = 40216Case party seq nbr = 1Case party action seq nbr = 1Case party action begin date = 2024-03-26Case party action begin time = 13:00:00Case party action end date = 2024-03-26Case party action end time = 13:01:00Case party action cntrl date = 1753-01-01Case party action cost = 0
	03/26/2024	8:59:45 am	Changed a record as follows: Status code from ICMC to SCHE
	03/26/2024	1:35:23 pm	Changed a record as follows: Case offense fine amount from 100 to 0

Print Date: 06/14/2024
Print Time: 11:35:33AM
Requested By: LRKEY

Page 1 of 4

- Once the report has opened select the Ctrl + F to search for key “changed” in the document.
- You are searching for changes made to the defendant’s biographical information or changes to the disposition code, date or judge.

Biographical Changes

If changes were made to the defendant’s biographical information (Name, Date of Birth, DL Number or State, SSN) The Action Code **99DCPU - Defendant Case Party Updated** should be added to the case at the time of the change.

1. Add the action code **99DCPU - Defendant Case Party Updated** to the action screen.
2. Ignore the case on the eDisposition Error Log

Disposition Changes

If changes have been made to the **verdict** an Ishmell Order must be done.

If it is determined that an Ishmell Order is not needed due to a change in the judge code or a disposition date adjustment within a few days:

1. Add action code **99ISND – Ishmell Order No Document** to the action screen.
2. Ignore the case on the eDisposition Error Log

REJECTED: Charge Convicted Of do not match Violation Section Number and Description

The Statute on the citation and SCUTTIES is not what the case was disposed of in CMS.

- Compare audit log to CMS case.
- Does the Statute on the citation have a CDR code?
- Was the statute changed to create the case?



The screenshot displays two overlapping windows. The 'Case Manager' window on the left shows a case for 'The State of South Carolina VS' with a charge code of 2510, description 'Traffic / Following vehicle too closely', and a disposition date of 8/28/2025. A red box highlights the statute '56-05-1930'. The 'Uniform Traffic Ticket' window on the right shows a citation for 'VIOLATION SECTION NO. 56-05-6190' dated 7/31/2025. The ticket also includes driver information, vehicle details, and court information.

CMS Case statute is 56-05-1930
SCUTTIES statute is 56-05-6190

CDR Code	2510
Offense Description:	Traffic / Following vehicle too closely
Offense Statute(s):	56-05-1930
Penalty Statute(s):	56-05-6190
Offense Type:	Misdemeanor
Offense Class:	U
Status:	Active
Effective Date:	
Expiration Date:	
Rescind/Retire Date:	
Last Updated:	

- Use the CDR code search to search for the statute on the audit log.
- If the audit copy of the citation is a statute that **does not** have a CDR code or is the **penalty section**. The Court must contact the SCDMV to submit a certified copy of the disposition.
- Submit an Ivanti incident to request the case be removed from the error log.



CMS Case statute is 56-03-0840
SCUTTIES statute is 56-03-1360

CDR Code	2486
Offense Description:	Traffic / Use of license plate other than for vehicle which issued
Offense Statute(s):	56-03-1360
Penalty Statute(s):	56-03-2520
Offense Type:	Misdemeanor
Offense Class:	U
Status:	Active
Effective Date:	
Expiration Date:	
Rescind/Retire Date:	
Last Updated:	

- If the audit copy of the citation includes a statute with a valid CDR code, the case must be updated to reflect that statute.

Use Amend Charge Secured or the **Amend Charge Workaround**, as appropriate. Once the case has been updated, it may be resubmitted through the error portal.

Note: This rule does not apply if the defendant pled to a new charge and a new citation was not issued. (charge was amended on the current ticket)



- If the audit copy of the citation includes a statute with a valid CDR code, and the case was reduced to a new charge on the same ticket, the court must contact the SCDMV to submit a certified copy of the disposition.
- Submit an Ivanti incident to request the case be removed from the error log.

If the conviction statute is different from the issuing statute, a new citation must be issued.

Examples that require new citation

Note

- DUS reduced to No SC DL
- OUV reduced to No Proof of Insurance
- DUI reduced to DUAC
- DUI reduced to Reckless Driving

Amendments Allowed on the Same Citation - Only lesser-included offenses may be amended on the same citation.

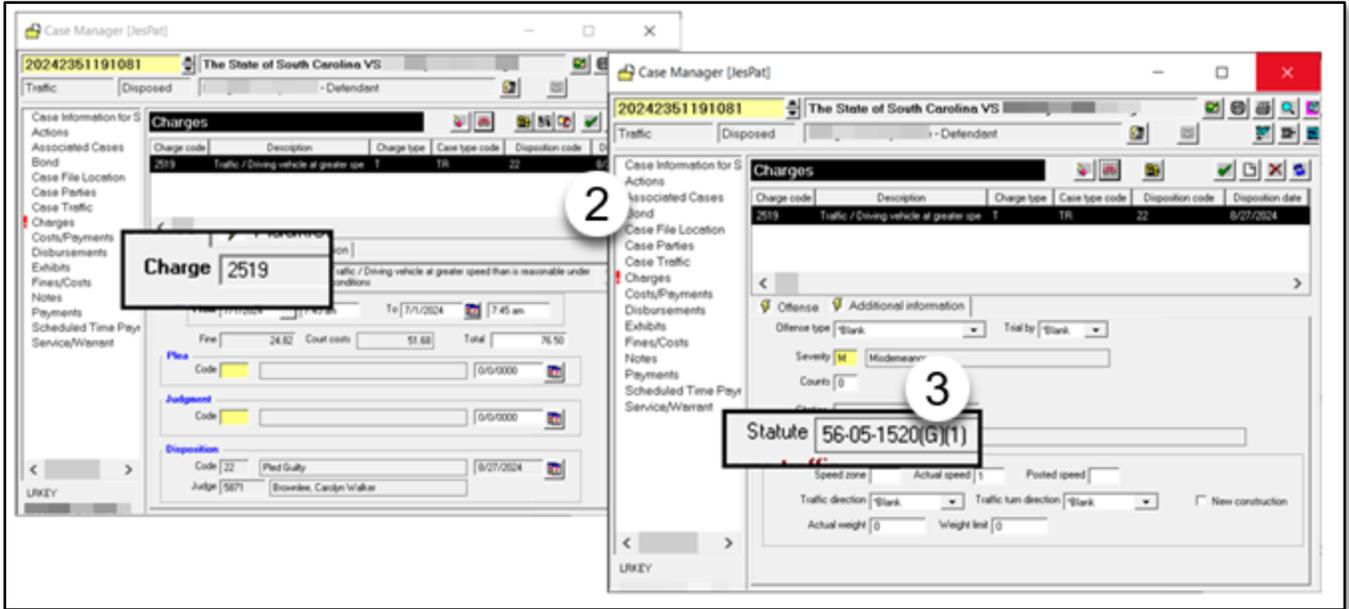
Examples include:

- DUS 3rd reduced to DUS 2nd or DUS 1st
- DUI .18 reduced to DUI .08
- Speeding over 25 mph reduced to Speeding 14 mph over

REJECTED: Charge Convicted Of do not match CDR Code - The conviction statute does not match the CDR Code.

- Does the Statute on the citation have a CDR code?
- Is a portion of the Statute missing?

1. Open the case Audit Log



2. Compare the eCitation audit image to the case in Case Manager (Charges screen for the CDR and the Additional Information tab for the section of law).
3. Use the SCJB CDR code search to find the correct CDR code for that statute.
 - The above example shows the SCUTTIE statue is 56-05-1520(A) and the CMS Case statute is 56-05-1520(G)(1) and the CDR code is 2519.
 - The CDR code search indicates 2519 is the CDR code for 56-05-1520(A).
 - The CMS Case statute needs to be updated to what's in SCUTTIES, this can be done by using **Amend Charge Secure** or the **Amend Charge workaround**.

UNIFORM TRAFFIC TICKET											
STATE OF SOUTH CAROLINA											
VERSUS											
CITATION NBR		Type		Subtype		Status		Pending			
FIRST NAME - Person ID		MIDDLE NAME		LAST NAME		SFX					
STREET											
CITY			STATE			ZIP CODE					
DL STATE	DRIVERS LICENSE NO	CLASS	CDL	Yes	No	SSN	000-00-0000				
RACE	SEX	BIRTH DATE	HGT.	WGT.	HAIR	EYES					
VEH. LIC. NO.	STATE	MAKE OF VEH	YEAR	16 PASS VEH	AUTO	BICYCLE	COMB	COMB	VEH		
VEHICLE OWNER FIRST NAME		MIDDLE NAME		LAST NAME							
OWNER STREET		CITY		STATE		ZIP CODE					
YOU ARE SUMMONED TO APPEAR BEFORE THE TRIAL COURT											
NAME OF TRIAL COURT/DOCKET				STREET				Judge			
DATE OF TRIAL				TIME OF TRIAL		CITY		STATE		ZIP CODE	
VIOLATION SECTION NO.				VIOLATION - COURT APPEARANCE REQUIRED				Yes No			
DATE OF VIOLATION				TIME OF VIOL		ACT / PSTD SPEED		SC POINTS		B.A. LEVEL	
VIOLATION LOCATION				CITY		COUNTY					
LAT		LONG		CITY							
NAME AND RANK OF ARRESTING OFFICER						SCCJA OFFICER NUMBER					
BAIL DEPOSITED		DATE OF ARREST		BOND AMOUNT REQUESTED							
DATE BAIL RECD		BY		CHARGE AMOUNT							
Incident #		Last case		Checking to see if name e							



The screenshot displays a 'Charges' window with a table containing one entry: Charge code 0624, Description 'DUS / Driving under suspension, licen', Charge type 'T', Case type code 'TR', Disposition code '25', and Disposition date '5/9/2023'. Below the table, the charge details are shown, including a fine of 0.00, court costs of 0.00, and a plea of 'Nolle Prosequi'. The 'Statute' field is highlighted with a red box and contains the text '56-01-0460(A)(1)(a)'. Other fields include 'Offense type' set to 'Blank', 'Severity' set to 'M' (Misdemeanor), and 'Counts' set to 0.

- The above example shows the SCUTTIE statue is 56-05-0460(A)(1)(a).
- The CMS Case statute is 56-05-0460(A) (with a CDR code of 0624).

CDR Code	624
Offense Description:	DUS / Driving under suspension, license not suspended for DUI - 1st offense
Offense Statute(s):	56-01-0460(A)(1)(a)
Penalty Statute(s):	56-01-0460(A)(1)(a)

- The CDR code search indicates the statute for CDR 0624 is 56-05-0460(A)(1)(a).
- The CMS Case statute needs to be updated to 56-01-0460(A)(1)(a), this can be done by using **Amend Charge Secure** or the **Amend Charge workaround**.

Retired CDR Code – The case was disposed of with a retired CDR code.



- Open the case Audit Log.

- Compare the eCitation audit image to the case in Case Manager (Charges screen for the CDR and the Additional Information tab for the section of law).
- The CMS case description is **Retired/Traffic/Failure to give or giving improper signal**.

CDR Code	3045
Offense Description:	Traffic / Failure to give or giving improper signal
Offense Statute(s):	56-05-2170
	56-05-2180
	56-05-2150
Penalty Statute(s):	56-05-6190
Offense Type:	Misdemeanor
Offense Class:	U
Status:	Retired
Effective Date:	6/7/2005
Expiration Date:	5/19/2017
Rescind/Retire Date:	5/19/2017
Last Updated:	6/1/2017

- Verify the CMS CDR code is retired by using the SCJB CDR code search.



CDR Code	3875
Offense Description:	Traffic / Failure to give or giving improper turn signal, stop signal, etc.
Offense Statute(s):	56-05-2150
Status:	Active
Effective Date:	5/19/2017

1. Use the SCJB CDR code search to find the correct CDR code for the statute.

The above example

- The CDR code search indicates 3045 is the Retired.
- The active CDR code for 56-05-2150 is 3875
- The CMS Case CDR code needs to be updated to 3875 this can be done by using **Amend Charge Secure** or the **Amend Charge workaround**.

Charge code	Description	Effective	Statute Code	Default Statute	DL Suspendable Charge	Active
3045	Retired / Traffic / Failure to	1/1/1980	56-05-2150	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3875	Traffic / Failure to give or gi	1/1/1980	56-05-2150	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

When the above case was created with e-Citation the retired CDR code was selected.



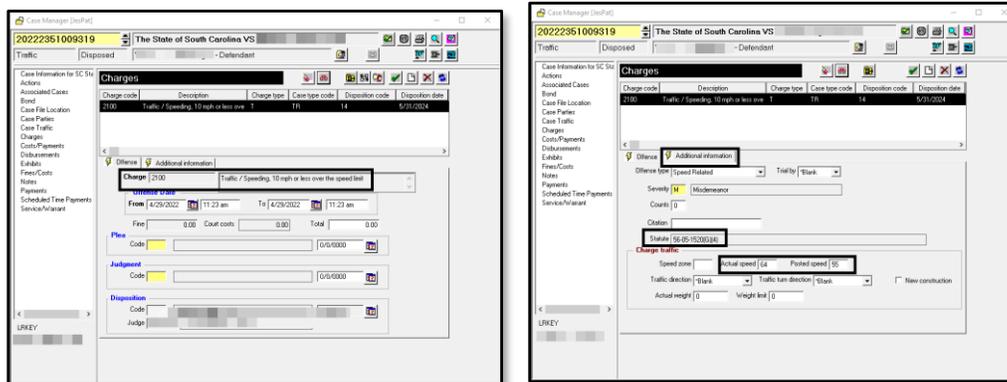
Speeding Errors

- 56-05-1520(G)(4) recorded speed must exceed legal speed by 25 MPH or more, currently 20 MPH
- 56-05-1520(G)(3) recorded speed must exceed legal speed by 11 to 24 MPH inclusive, currently 5 MPH
- 2101 recorded speed must exceed legal speed by **11 to 14** MPH inclusive, currently 15 MPH
 - 56-05-1520 (G)(2) in excess of **ten** miles an hour but less than **fifteen** miles an hour above the posted limit
- 2102 recorded speed must exceed legal speed by 15 to 24 MPH inclusive, currently 14 MPH
 - 56-05-1520(G)(1) in excess of the above posted limit but not in excess of ten miles an hour
- The actual speed and Posted speed will need to be entered.

Speeding CDR

- 2100 56-05-1520(G)(1) Traffic / Speeding, **10 mph or less** over the speed limit
- 2101 56-05-1520 (G)(2) Traffic / Speeding, **more than 10 but less than 15** mph over the speed limit
- 2102 56-05-1520(G)(3) Traffic / Speeding, **more than 15 but less than 25** mph over the speed limit
- 2103 56-05-1520(G)(4) Traffic / Speeding, **more than 25** mph over the speed limit

SCUTTIES uses the statute to determine the corresponding CDR, please note that **15 mph over** the posted speed limit will not be accepted by the SCUTITES.



- Open the case in Case Manager (Charges screen for the CDR and the Additional Information tab for the section of law).
- Use the SCJB CDR code search to verify the case CDR Code has the correct statute.
- Verify the rate of speed over the posted limit is within the range for the statute.
- Update the Actual and Posted speed if necessary.
- Select the Green check button if any changes are made.
- The CMS Case CDR code and/or statute can be corrected by using **Amend Charge Secure** or the **Amend Charge workaround**.
- Then resubmit the case on the CMS e-Disposition Reporting Portal.



UNIFORM TRAFFIC TICKET									
STATE OF SOUTH CAROLINA									
VERSUS									
CITATION NBR 20222351009319		Type	Traffic	Subtype		Status	Pending		
FIRST NAME - Person ID		MIDDLE NAME		LAST NAME		SFX			
STREET									
CITY			STATE			ZIP CODE			
DL STATE	DRIVERS LICENSE NO	CLASS	CDL	SSN					
SC	XXXXXXXXXX		<input type="radio"/> Yes <input checked="" type="radio"/> No	000-00-0000					
RACE	SEX	BIRTH DATE	HGT.	WGT.	HAIR	EYES			
White	Male	7/14/1998	6' 0"	160	Brown				
VEH. LIC. NO.	STATE	MAKE OF VEH	YEAR	16 PSGR VEH	AUTO	BICYCLE	COMM. VEH		
LXH578	SC	INFI	2008	<input type="radio"/> HAZ. MAT. <input type="radio"/> MOPED <input type="radio"/> MTRCYCL <input type="radio"/> PEDESTRIAN <input type="radio"/> OTHER					
VEHICLE OWNER FIRST NAME		MIDDLE NAME		LAST NAME					
OWNER STREET		CITY		STATE		ZIP CODE			
YOU ARE SUMMONED TO APPEAR BEFORE THE TRIAL COURT									
NAME OF TRIAL COURT/DOCKET		STREET		Judge					
		1201 Third Avenue		7331 Scott, LaShonda Gree					
DATE OF TRIAL	TIME OF TRIAL	CITY		STATE		ZIP CODE			
7/18/2022	9:00 am	Conway		SC		29526-			
VIOLATION SECTION NO.		VIOLATION - COURT APPEARANCE REQUIRED		<input type="radio"/> Yes <input checked="" type="radio"/> No					
58-05-1520(6)(1)		Speeding; 10 Mph Or Less Over The Speed Limit							
DATE OF VIOLATION	TIME OF VIOLATION	HAZ. MAT.	MOPED	MTRCYCL	PEDESTRIAN	OTHER			
4/29/2022	11:23 am	64 / 55	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
VIOLATION LOCATION		COUNTY							
Bill Jones Rd Sb		Horry							
LAT	LONG	CITY							
34.0592 0 0	-79.14741 0 0	AYNOR							
NAME AND RANK OF ARRESTING OFFICER		SCCJA OFFICER NUMBER							
Jeffrey S Peavy LCPL		4121-1025 S.C Highway Patrol Troop 1							
BAIL DEPOSITED		DATE OF ARREST		BOND AMOUNT REQUESTED					
0.00		4/29/2022		76.5					
DATE BAIL RECD	BY	CHARGE AMOUNT							
0/0/0000		0.00							
Incident #		Last case							

- The eCitation audit image can be used as a reference if needed.

Amend Charge Secure

Enables the court to update a CDR code on cases with a disbursement status of Check Printed, eliminating the need to call back and redisperse funds. Amend Charge Secure will not update a CDR code if the obligation groups differ.



Reports Menu [RPTMENU]

Amend Charge Secured

Case number 9102P0823547

Charge code 2073 Traffic / Operating vehicle on highway without registration and license due to delinquency

Total Charge Amount 30.00

New Charge code 2486 Traffic / Use of license plate other than for vehicle which issued

Statute 56-03-1360

Please acknowledge the new charge will have the same charge total amount

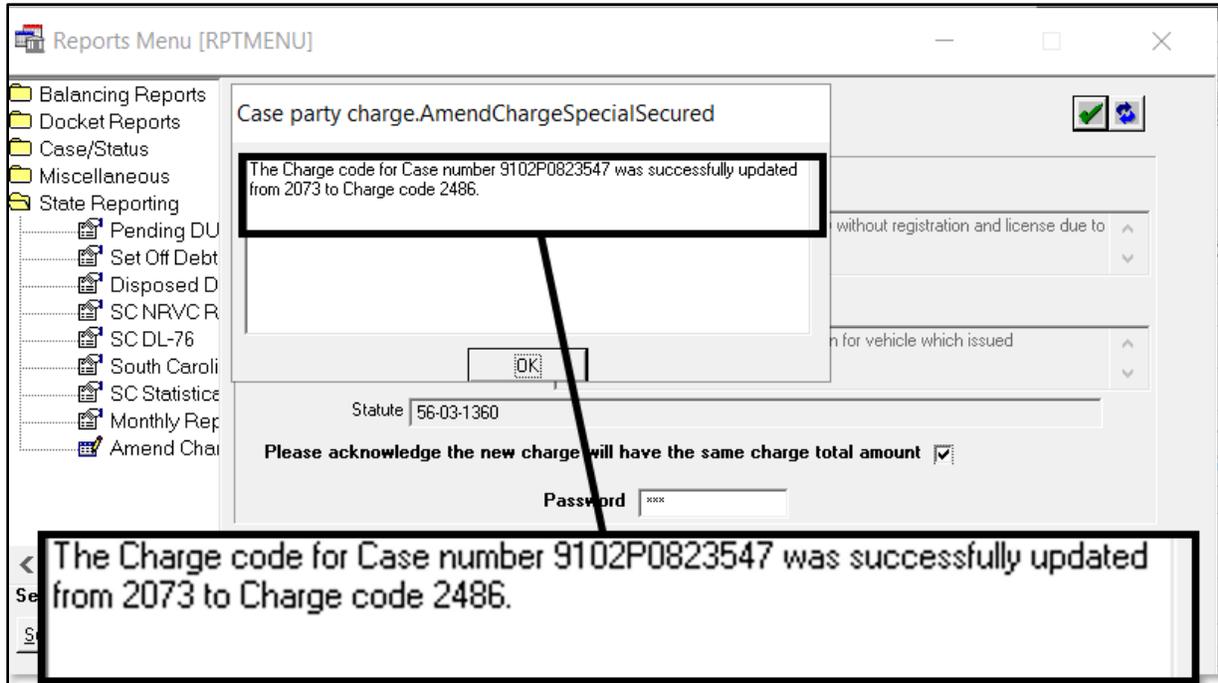
Password

Seneca Magistrate

Support Help

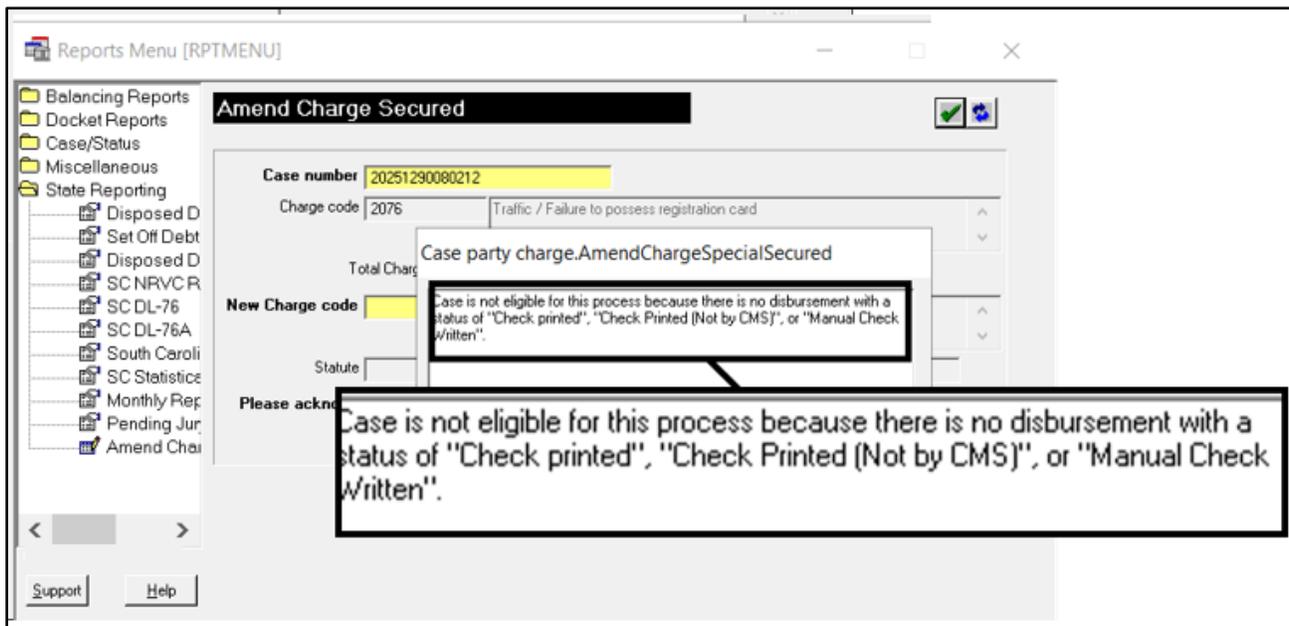
- From the CMS application open Report Manger
- Expand the State Reporting folder and select Amend Charge Secured.
- Enter the case number then select the tab key.
- In the New Charge code field enter the new CDR code or double click the field to search and select the needed CDR code.
- Tab out
- Read and acknowledge the statement that the new charge will have the same charge total amount
- Enter your court's master password, this is the same password used to expunge a case.
- Green check to save.

Amend Charge Secured pop up messages



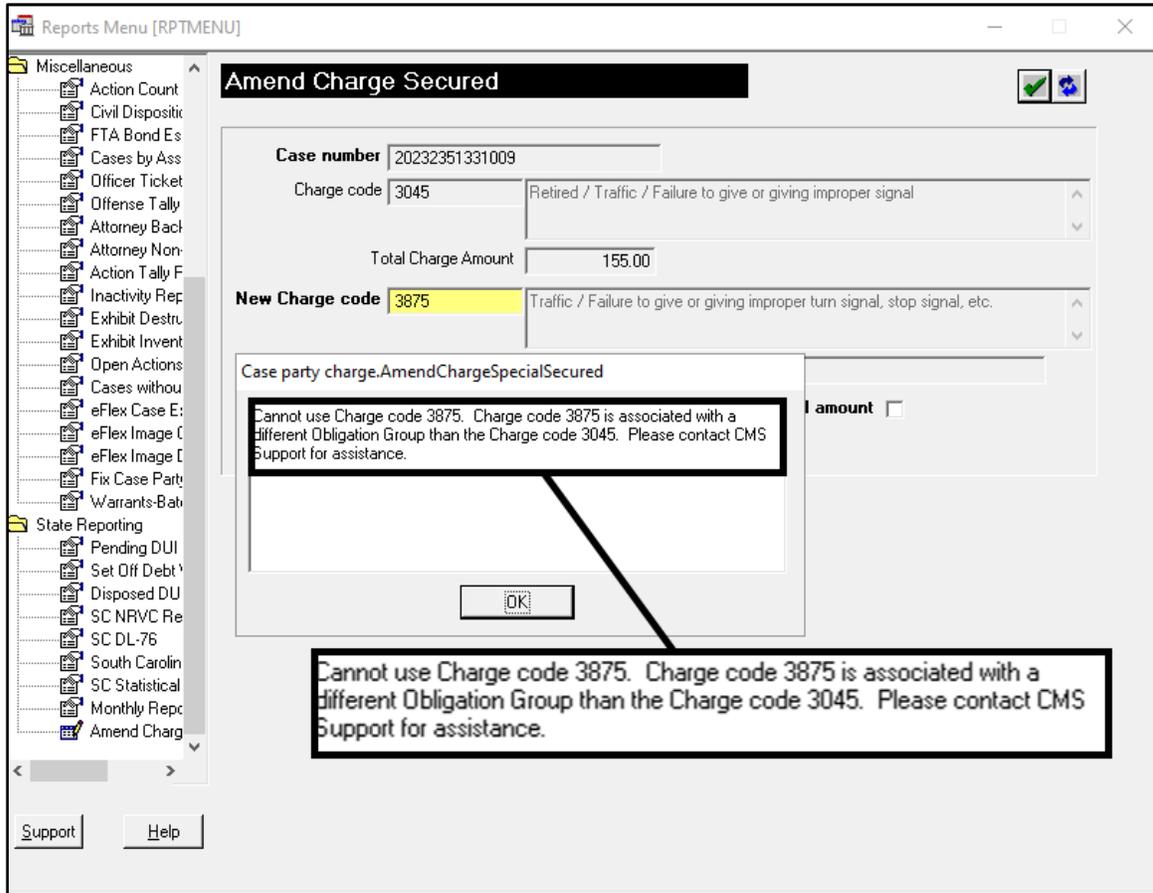
Successfully Updated: “The Charge code for Case number XXXXXXXXXXXX was successfully updated from XXXX to Charge code XXXX.”

1. Select OK to close the change success pop up message.



Unsuccessful Update: “Case is not eligible for this process because there is no disbursement with a status of “Check printed”, “Check Printed (Not by CMS)”, or “Manual check Written.”

Amend Charge Workaround can be used to correct the case.



Unsuccessful Update: “Cannot use Charge code XXXX. Charge code XXXX is associated with a different Obligation Group than the Charge code XXXX. Please contact CMS Support for assistance.”

If Amend Charge Secure cannot be used due to different obligation groups, submit an Ivanti incident for assistance or follow the steps detailed in **Correction CDR codes with different obligation groups**

Current CDR Code Obligation Group

Example:
 3045 Retired Traffic / Failure to give or giving improper signal
 Charge Total: \$155.00 - \$232.50
 Cost Code:
 Fine to General Fund
 Victim Services Asm 38.0013% / 5.7831%
 Law Enforcement Funding Surcharge \$25
 State Assessment

New CDR Code Obligation Group

3875 Traffic / Failure to give or giving improper signal
 Charge Total: \$25.00
 Cost Code:
 Fine to General Fund



**Amend Charge Workaround - Check Printed
Correction CDR codes with different obligation groups and the disbursement status if Check Printed**

If Amend Charge Secure cannot be used due to different obligation groups, the money must be called back, amend the charge, redisperse the funds and issue a refund to the payee if necessary.

Note NEVER void a payment with the disbursement status of “Check Printed”, “Check Printed NOT by CMS” or “Manual Check Written”

The screenshot shows the Case Manager interface for case 9102P0580000. The 'Payments' table is visible, showing a payment of 155.00 on 3/24/2025. Below it, the 'COSTS/FINES' table lists several items, including 'Law Enforcement Funding Su' (LEFSUR) for 25.00, 'State Assessment' (STAASM) for 59.83, 'Fine to General Fund' (AFNEGF) for -62.65, and 'Victim Services Asm 38.0013' (ASMVIC) for -7.52. The first two items are marked 'Check Printed', and the last two are marked 'Ready for Check Processin'. The 'Void Disb' button is highlighted in the bottom toolbar.

Pay priority	Description	Code	Amount	Apply date	Applied payment ar
999	Fine to General Fund	AFNEGF	62.65	9/7/2025	0.0
999	Victim Services Asm 38.001	ASMVIC	7.52	9/7/2025	0.0
999	Law Enforcement Funding S	LEFSUR	25.00	9/7/2025	0.0

- Open the Payment screen
- Highlight the needed receipt.
- Select the refresh button.
- Open the Disburse Payment tab.
- Highlight all the “Check Printed” disbursements
- Select the Void Disb button.
 - This will create a negative amount for each selected cost code. (Called back money)
- Update the charge by using the **Amend Charge Workaround**.



Amend Charge Workaround -

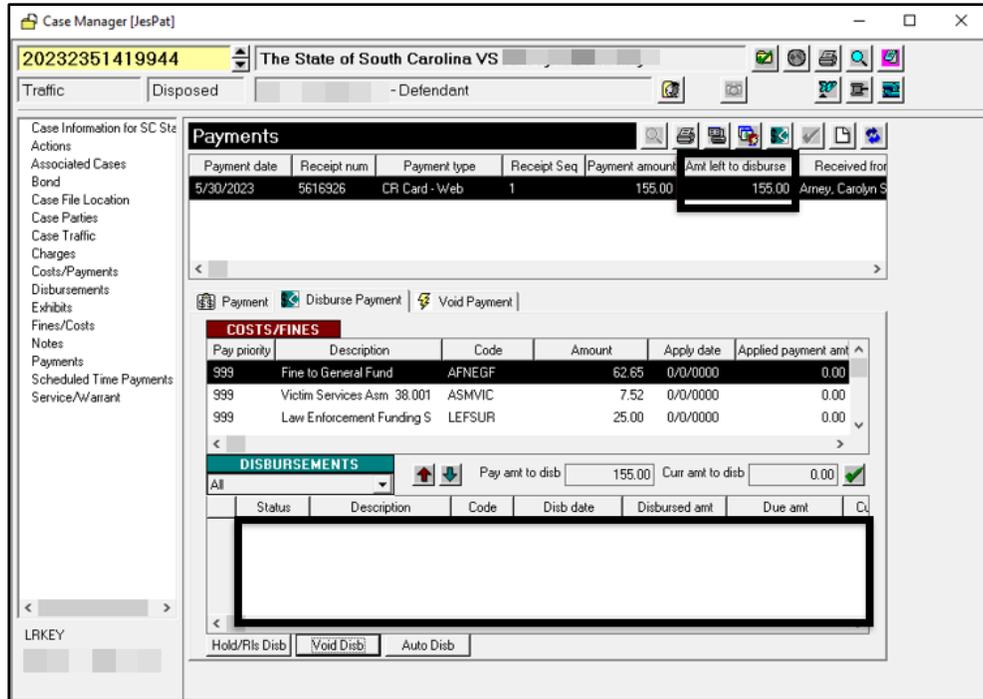
The screenshot shows the Case Manager interface for case 20232351419944. The 'Payments' section is active, displaying a table with one payment record. Below it, the 'DISBURSEMENTS' section is visible, showing a table with four entries, all with a status of 'Ready for C'. A yellow box highlights these entries, and a red box highlights the 'Void Disb' button at the bottom.

Payment date	Receipt num	Payment type	Receipt Seq	Payment amount	Amt left to disburse	Received from
5/30/2023	5616926	CR Card - Web	1	155.00	0.00	Amey, Carolyn S

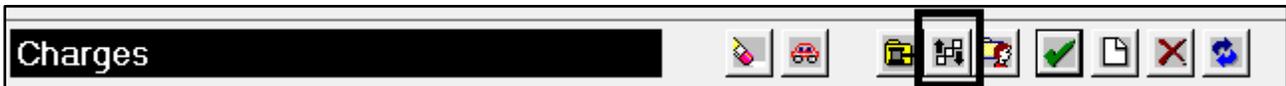
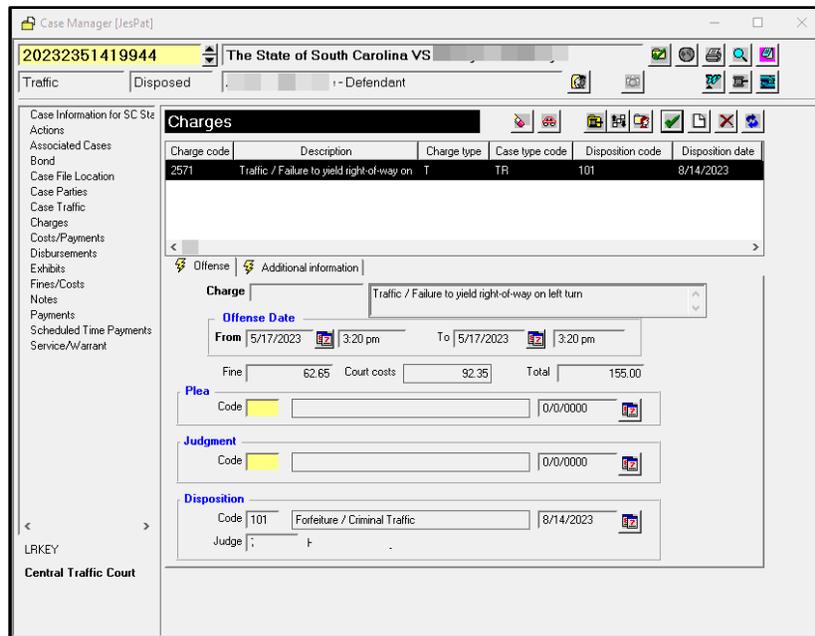
Pay priority	Description	Code	Amount	Apply date	Applied payment amt
999	Fine to General Fund	AFNEGF	62.65	8/14/2032	62.65
999	Victim Services Asm 38.001	ASMVIC	7.52	8/14/2032	7.52
999	Law Enforcement Funding S	LEFSUR	25.00	8/14/2032	25.00

Description	Code	Disb date	Disbursed amt	Due amt	Cu
Ready for C Fine to General Fund	AFNEGF	8/14/2032	62.65	0.00	
Ready for C Victim Services Asm 38.001	ASMVIC	8/14/2032	7.52	0.00	
Ready for C Law Enforcement Funding S	LEFSUR	8/14/2032	25.00	0.00	
Ready for C State Assessment	STAASM	8/14/2032	59.83	0.00	

1. Open the Payment screen.
2. Highlight the needed receipt.
3. Select the refresh button.
4. Open the Disburse Payment tab.
5. Highlight all disbursements with the status of "Ready for Check"
6. Then Select Void Disb.



- All of the pending disbursements will be removed, and the payment will have an **Amt left to disburse**



- Open the Charges screen.
- Select the Amend Charge button.



- Put a check mark in the Clear Disposition box and answer yes to the message.
- Double-click the Statute field.

Charge code	Description	Effective	Statute Code	Default Statute	DL Suspensible Charge	Active
0624	DUS / Driving under s	1/1/1980	56-01-0460(A)(1)(a)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0174	DUS / Driving under s	1/1/1980	56-01-0460(A)(1)(b)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0175	Retired / Use 3798 / D	1/1/1980	56-01-0460(A)(1)(c)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3798	DUS / Driving under s	1/1/1980	56-01-0460(A)(1)(C)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Search for the correct charge by Statute or CDR Code.
- Highlight and select the correct charge.



- Verify the Statute has been updated.
- **UNCHECK** the clear disposition box.
- **If you fail to uncheck this box a second disposition will be sent to the SCDMV, and the case will be on the error portal again with a new error.**
- Green check to save.
- Verify the funds have redisperse properly.
- Resubmit the case on the CMS eDisposition Error Portal.

Redispersing funds – New CDR has a different obligation group.



The screenshot shows the 'Charges' section of a case. A table highlights the following information:

Cost/Fine	Amount
Fine to General Fund	25.00

Below this, the 'Charges' table is visible:

Charge code	Desc	Fine	Court costs	T
3875	Traffic / Fal	25.00	0.00	

Additional details shown include: Cost code: AFNEGF, Fine to General Fund; Amount: 25.00; Pay priority: 999; Acct status: Disburse.

From the example, the New CDR code cost code is:

- Fine to General Fund

The old CDR code cost codes were:

- Fine to General Fund
- Victim Services Asm 38.0013% / 5.7831%
- Law Enforcement Funding Surcharge \$25
- State Assessment

The disbursements that were voided in the previous steps will need to be disbursed. Because the payment was \$155.00 and the new cost is \$25.00 a refund will need to be issued to the payee.



The screenshot shows a software interface for managing payments. At the top, a case title 'The State of South Carolina VS' is visible. A 'Payments' section contains a table with columns for Payment date, Receipt num, Payment type, Receipt Seq, Payment amount, Amt left to disburse, and Received from. Below this is a 'DISBURSEMENTS' section with a table listing disbursements by status, description, code, date, and amount. The 'Auto Disb' button is highlighted with a red box.

Payment date	Receipt num	Payment type	Receipt Seq	Payment amount	Amt left to disburse	Received from
3/24/2025	452515	CR Card - We	1	155.00	155.00	Griffith, Holly Elizabe

Status	Description	Code	Disb date	Disbursed amt
Check Printed	Fine to General Fund	AFNEGF	3/24/2025	62.65
Check Printed	Victim Services Asm 38.0013	ASMVIC	3/24/2025	7.52
Check Printed	Law Enforcement Funding Su	LEFSUR	3/24/2025	25.00
Check Printed	State Assessment	STAASM	3/24/2025	59.83

- Open the payment screen
- Highlight the needed receipt.
- Select the refresh button.
- Open the Disburse Payment tab.
- Select the Auto Disb button, this will redisperse the payment to the correct cost code.
- Update the disbursement date to today's date.
- Create a refund and issue a refund check to the payee.
- Resubmit the corrected case on the error portal.



Case Manager [JesPat]

Charge level

Payment priority	Cost/Fine	Amount	Disbursed amount	Disbursement date
999	Fine to General Fund	0.00	0.00	0/0/0000
999	Victim Services Asm 38.0013%	0.00	0.00	0/0/0000
999	Law Enforcement Funding Surch	25.00	25.00	1/15/2025
999	State Assessment	0.00	0.00	0/0/0000

Amount: 12.05 | Pay priority: 999 | Acct status: Disburse

Charges

Charge code	Desc	Fine	Court costs	Total
3045	Retired / Tr	0.00	25.00	

Charge code: 3875
 Fine amount: 0.00
 Court costs: 25.00
 Total amount: 25.00
 Rest total: 0.00

LRKEY
St. Matthews Magistrate

The above process will also need to be used to correct cases that had the correct amount paid but was disbursed to the incorrect cost code.

Errors that cannot be corrected



If the error cannot be resolved using the steps outlined in this reference guide, an Ivanti incident should be created.

On the **New Incident** screen, enter the following information:

- **Category:** CMS e-Disposition Reporting Portal
- **Subcategory:** eDisposition Error
- **In the Description field,** include all relevant details, such as:
 - Case numbers
 - The specific error encountered
 - The statute or CDR present on the case in both CMS and SCUTTIES
 - A clear explanation of what action is needed

Note: Some of this information may also be included in the **Incident Details** section.