Automatic Transmit of Arrest from eCitation to NCAWARE
Quick Reference Guide

The eCitation Interface with NCAWARE will streamline the arrest process for Law Enforcement Officers in the field by providing a seamless electronic transition from the nonarrest violation process in eCitation to the arrest process in NCAWARE. Additional benefits of interfacing the two systems include reduced paper and the ability for Magistrates to electronically receive and resume the arrest process.

User Guides and additional information for eCitation and NCAWARE can be found on the eCitation website www.eCitation.NCcourts.org in the *eCitation Interface with NCAWARE* section. Links to the eCitation and NCAWARE user guides are also provided below.

eCitation Changes	NCAWARE Changes
eCitation Interface to NCAWARE Changes	NCAWARE Magistrate Order Changes

Reminder: **The cite-and-release process remains unchanged.**
Upcoming changes include:

eCitation Changes:

- A new check box "Process as Arrest" displays beside the "Next" and "Back" buttons.
- eCitation will now support transmission of citation data to a Magistrate Order in NCAWARE. If an eCitation hasn't been started, the user can go directly to NCAWARE and begin entering the Magistrate Order.
- When the process is transmitted as an arrest from eCitation, a Tracking Number is generated and replaces the citation number.
- The Tracking Number (BEGINS WITH Y) will be used in lieu of a citation number for the EC/IR II instrument.
- A link to NCAWARE allows the officer to select the Tracking Number in eCitation after the data is transmitted to NCAWARE. The process will then open in NCAWARE.
- The Witness Panel pre-populates information from a driver's license.
- The Witness Panel lists Law enforcement agencies in a drop down.
- NCSHP can now enter personal notes.
- eCitation will allow cite-and-release on DWI offenses. At the request of law enforcement, the NCAOC plans to add several implied-consent offenses. This means law enforcement now may use eCitation to "cite-and-release" defendants for these offenses. The NCAOC takes no position on when it is appropriate to cite-and-release a defendant for an implied-consent offense. Law enforcement officers should consult their legal counsel for any questions on this issue. The NCAOC does note, however, that certain fields that appear on the hard copy traffic citation do not appear on the traffic eCitation. For example, the field for "AC/Refused/Blood" does not appear on the traffic eCitation. The NCAOC recommends that law enforcement officers consult

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their own legal counsel and the district attorney's office about reporting this information when using eCitation. Once eCitation 5.2 is mandatory, the requested implied consent offenses will be made available for use in eCitation. A detailed list of the added offenses will be provided at this time.

Additional eCitation Information:

- Minimum information required to transmit arrest data to NCAWARE includes County and Defendant information. If user is NCSHP, vehicle information and highway is required.
- "More Charges" is now available when the user has selected one offense. When the officer chooses to cite and release on one offense, the user can then duplicate the citation data to transmit to NCAWARE without having to enter duplicate data entry.
- If charging language is entered from eCitation and then edited in NCAWARE, eCitation language is removed and user is prompted to use NCAWARE charging language.
- Free Text codes (ends in XX99) are not transmitted to NCAWARE. If you need to enter a Free Text code, transmit the arrest data to NCAWARE and add the free text offense in NCAWARE.
- If a user prints an officer or defendant copy, the "process as arrest" checkbox is no longer selectable.

NCAWARE Changes:

- NCAWARE no longer displays Magistrate Order based on different citation types. The user will instead select the process type Magistrate Order when needed.
- When entering directly in NCAWARE once Magistrate Order is selected user must select Paper Citation "Yes" or "No". If you have a physical paper citation, select "Yes", otherwise select "No".
- **If you enter the Magistrate Order directly in NCAWARE, unless your agency is NCSHP, the only time you will need to generate the Tracking Number is when you are charging DWI and need the Y number to enter into the EC/IR II instrument.**
- An Incident Tab has been added to the Magistrate Order in NCAWARE. This tab will collect data transmitted from eCitation or entered manually during the stop and also contains a generate Tracking Number (begins with Y) button which will be used for the EC/IR II instrument.
- An Incident Data Sheet can be printed from NCAWARE which will contain data appearing in the Incident Tab. If you wait until after the magistrate sets probable cause to print the Incident Data Sheet, additional information will print, including File Number and Probably Cause (yes or no).
- The Offense Tab now displays the list of standard charges for the General Citation, ALE/ABC Citation and Wildlife. The search features located at the top of the Offense Tab is now your "other".
- NCAWARE still allows up to three offenses. The officer can transmit 2 offenses from eCitation and add a 3rd offense in NCAWARE.

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