

# STATE OF FLORIDA

## Department of Highway Safety and Motor Vehicles

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### 1. REINSTATEMENT PROCEDURES FOR CLERK OF COURTS ON-LINE WITH D.H.S.M.V. COMPUTER

#### a. GENERAL INFORMATION

1. Reinstatement Authority – 318.15 F.S. authorizes the Clerk of Court to reinstate the driving privilege of a person who complies with all obligations and penalties required by the court and collect a non-refundable service fee up to \$47.50 for clearing such suspensions.

#### b. COURT CLEARANCE SCREEN – OPEN SUSPENSIONS

To close a Failure To Comply Suspension, all fields must be entered correctly on the Court Clearance Screen. If this function is chosen, the program will obtain all open court suspensions for the DL NUMBER that was entered. One of two screens will be displayed. If there is at least one open court suspension, the “COURT CLEARANCE SCREEN – OPEN SUSPENSIONS” screen will be displayed. If there are no open court suspensions, the “COURT CLEARANCE SCREEN SUSPENSIONS NOT ON FILE” screen will be displayed. The procedures for each of these follows:

04/14/07 16, 36 59 COURT SCREEN – OPEN SUSPENSIONS PAGE 01 OF 01				
DL J520-794-76-590-0		DL REINSTATEMENT FEE COLLECTED?		
<u>CLOSE?</u>	<u>TICKET/CTY</u>	<u>DESCRIPTION</u>	<u>SUSP</u>	<u>RESTORE</u>
001_2199668	12	FAILED TO PAY TRAFFIC FINE (PENALTY) COURT REQUIREMENT MET – STILL SUSP-FEE REQ	10/07/2006	___-___-___
-				___-___-___
-				___-___-___
-				___-___-___
DO YOU WANT TO CLEAR A COURT SUSPENSION THAT IS NOT ON FILE? ___				
PRESS THE ENTER KEY TO UPDATE, PF1 TO MENU, ESC OR (PAUSE/BREAK) TO EXIT				

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1. **Check for Other Withdrawal Actions**

If there are other types of withdrawal actions on the driving record, the message “OPEN SUSP/REV/CANC/ON THIS RECORD-DIRECT THE DRIVER TO A DL OFFICE” will be displayed. You can use the “ELIGIBILITY INQUIRY” to get the detailed information.

2. **Locate the Court Clearance(s)**

Locate the ticket number of the suspension(s) that you are trying to close and type a “Y” in the “CLOSE” field located to the left of the ticket number(s).

3. **Multiple Pages**

The first five open court suspensions are displayed on the first screen. If there are more than five open court suspensions, they will be displayed on subsequent screens. To view the other pages use the PF KEYS.

PF7 will display the **previous page**.

PF8 will display the **next** page.

4. **Multiple Court Clearances**

You can clear multiple court suspensions, but they must be on the same page. If there are several court suspensions that you are trying to clear and they are on different pages, you will have to perform the clearance procedure more than once.

5. **Clearance Requirement**

You can clear a court suspension for other counties if the customer provides a clearance from the other counties that verify that the citations have been paid or disposed. The county number is displayed under the ticket number.

6. **Court Suspension is Not on the Driver File**

If there are open court suspensions, but the one you are trying to clear is not on the Driver File, you can transfer to the COURT CLEARANCE SCREEN–SUSPENSION NOT ON FILE screen by typing a “Y” in the “DO YOU WANT TO CLEAR A COURT SUSPENSION THAT IS NOT ON FILE” field. Those procedures are described later in this document.

7. **Restore Date** Type the restore date if it is different from the current date. If the restore date is left blank, the program will automatically enter the current date.

8. **DL Reinstatement Fee**

If the Driver License Reinstatement Fee up to \$47.50 is collected, type a “Y” in the DL REINSTATEMENT FEE COLLECTED field.

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9. **Onfile Code Added**  
Remember that if the Driver License Reinstatement Fee is not collected and the restore date is after the suspension date the on-file code is added to the court suspension to indicate that “COURT REQ. MET – STILL SUSP – FEE REQ.” and the suspension remains open. If the restore date is before the suspension date, the on-file code “CLEARED PRIOR TO EFFECTIVE DATE” is added.
10. **Automatic Clearances**  
Once the Driver License Reinstatement Fee is collected, the program will automatically clear all other open court suspensions that have satisfied the court requirement.
11. **Update**  
Press ENTER.
12. **Update Successful**  
If the information was entered correctly the screen will be returned with a success message and a “U” will appear to the left of the county number for every suspension that was updated. Press ENTER again to return to the COURT MENU.
13. **Update Not Successful**  
If the information was not entered correctly, the screen will be displayed with an error message. Correct and retry.
14. **Transferring Out of the Court Clearance Function**  
At any time you can transfer out of the Court Clearance Function without updating a court suspension by using a PF1 or the ESC OR (PAUSE/BREAK) KEY.
- PF1 – Returns to the COURT MENU screen.
- CLEAR – Returns a blank screen.
- c. **COURT CLEARANCE SCREEN – SUSPENSION NOT ON FILE**  
Court suspension that needs to be cleared does not appear on the screen, which means that it is not on the DL file. Enter a “Y” in the “DO YOU WANT TO CLEAR A COURT SUSPENSION THAT IS NOT ON FILE?” field. This will transfer you to the “COURT CLEARANCE SCREEN – SUSPENSION NOT ON FILE”. If you have entered a DL# where there are no open suspensions, you immediately go to this screen displayed on next page.

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04/14/2007 15, 07, 48 COURT CLEARANCE SCREEN – SUSPENSIONS NOT ON FILE			
DL: J520-794-76-590-0		DL REINSTATEMENT FEE COLLECTED: =	
<u>TICKET</u>	<u>CK DIGIT</u>	<u>SUSP DATE</u>	<u>RESTORE DATE</u>
_____	_____	__-__-__	__-__-__
_____	_____	__-__-__	__-__-__
_____	_____	- -	- -
_____	_____	__-__-__	__-__-__
_____	_____	__-__-__	__-__-__
PRESS ENTER KEY TO UPDATE. PF1 TO RETURN TO MENU. (PAUSE/BREAK) KEY TO EXIT			

The above screen is displayed automatically when there are no open court suspensions of the DL record.

1. **Check for Other Withdrawal Actions**  
 If there are other types of withdrawal actions on the driving record, the message **OPEN SUSP/REV/CANC/ON THIS RECORD – DIRECT THE DRIVER TO A DL OFFICE** will be displayed. You can use the **ELIGIBILITY INQUIRY** to get the detailed information.
  
2. **Type the Suspension Clearance Information DL Reinstatement Fee**  
 Never enter “Y” that reinstatement fee was collected. Since suspensions are post dated 20 days once added to record, those suspensions not appearing on this file are never actually suspended so no reinstatement fee can be collected.
  
3. **Ticket**  
 Enter the ticket number and ticket number check digit, if applicable.
  
4. **Suspension Date**  
 Type the suspension date.
  
5. **Restore Date**  
 Leave Blank. Current date will automatically be filled in which will always be prior to suspension date when suspension is not yet on the DL record.
  
6. **Update**  
 Press ENTER.

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7. **Update Successful**  
If the information was entered correctly the screen will be returned with a success message and an "A" will appear under the ticket number of every suspension that was updated. Press ENTER again to return to the COURT MENU.
8. **Update Not Successful**  
If the information was not entered correctly, the screen will be displayed with an error message. Correct and retry.
9. **Multiple Court Clearances**  
You can enter up to five court suspension clearances at a time. If there are more than five, you will have to perform the clearance procedure more than once.
10. **Transferring Out of the Court Clearance Function**  
At any time you can transfer out of the Court Clearance Function without updating a court suspension by using the PF1 or the ESC OR (PAUSE/BREAK) KEY.

**PF1** – Returns to the COURT MENU Screen

**CLEAR** – Returns a blank screen

EXAMPLE:

The following screen is an example of clearing two court suspensions that were not on file.

02/20/07 5, 46, 47 COURT CLEARANCE SCREEN – SUSPENSIONS NOT ON FILE  
DL: R360-879-55-580 DL REINSTATEMENT FEE COLLECTED: Y

TICKET	CK DIGIT	SUSP. DATE	RESTORE DATE
2345AA		04 – 01 – 07	02 – 20 – 07
A			
234567A		04 – 05 – 07	02 – 20 – 07
A			

OPEN SLP/REV/CANC ON THIS RECORD – DIRECT INDIVIDUAL TO A DL OFFICE  
A= ADDED TO TRANSACTION FILE, PRESS ENTER TO RETURN TO MENU  
PRESS ENTER KEY TO UPDATE, PF TO RETURN TO MENU, ESC OR (PAUSE/BREAK) KEY TO EXIT

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**d. SELECTION 6 – COURT CLEARANCE REOPEN**

If SELECTION “6” is chosen, the program will re-open every court clearance (reinstatement) completed by your county during the day for the input DL number. This opens reinstatements, not on file code for court requirements met.

If the court clearance was re-opened successfully, a success message will be displayed on the COURT MENU screen.

If the court suspension re-open was not updated successfully, an error message will be displayed. Correct information and retry.

**CAUTION: When you enter “Y” for “reinstatement fees collected”, you are reinstating all suspensions including those from other counties. Therefore if you perform a “re-open” you will reopen the suspensions for all counties.**

**The on file code Court Requirement Met” will not reappear for the other counties. For any that need to go back to “Court Requirement Met” you will need to go back and add those “Court Requirement Met” messages back on by doing a clearance with no reinstatement fee collected.**