

COURT ACTION REPORT



DEPARTMENT OF SAFETY AND HOMELAND SECURITY USE ONLY
TYPE OR PRINT LEGIBLY IN BLACK IN. DO NOT WRITE IN SHADED AREAS.

DEFENDANT	NAME: FIRST			MIDDLE			LAST			RACE	SEX	DATE OF BIRTH: mm/dd/yyyy			SOCIAL SECURITY NUMBER		
	ADDRESS (NO., STREET, APT, OR RT. AND PO BOX NO.)							CITY					STATE		ZIP CODE		
	DRIVER LICENSE NUMBER:			CLASS	STATE	LIC. PLATE NO.		STATE	YR	VEH YR	VEH MAKE		VEH MODEL				
	ASSIGNED NO. HISTORY ONLY				COMMERCIAL MOTOR VEH <input type="checkbox"/> YES <input type="checkbox"/> NO				HAZARDOUS MATERIALS <input type="checkbox"/> YES <input type="checkbox"/> NO		ACCIDENT <input type="checkbox"/> YES <input type="checkbox"/> NO		CDL <input type="checkbox"/> YES <input type="checkbox"/> NO				

VIOLATIONS	VIO. DATE		COUNTY			CODE	STREET/HIGHWAY					AGENCY				
	1	CITATION NO.		DESCRIPTION OF VIOLATION						SPEED MPH		ZONE	DUI OFFENSE <input type="checkbox"/> 1ST <input type="checkbox"/> 2ND <input type="checkbox"/> 3RD			
		OTHER COURT ORDERED RESTRICTIONS														
		HEARING DATE		COURT DOCKET NO.		CASE DISPOSITION: (CHECK ONLY THE ONE APPROPRIATE BOX) <input type="checkbox"/> GUILTY AS CHARGED <input type="checkbox"/> REDUCED - GUILTY OF: _____										
		TRAFFIC SCHOOL <input type="checkbox"/> YES <input type="checkbox"/> NO		DATE COMPLETED		<input type="checkbox"/> DISMISSED <input type="checkbox"/> FAILED TO APPEAR - INITIATE SUSPENSION (LIST CONVICTION) <input type="checkbox"/> FAILED TO PAY FINES/COSTS AFTER CONVICTION - INITIATE SUSPENSION <input type="checkbox"/> SENT IN ERROR										
		REMARKS														
	FINE		COSTS		OTHER		TOTAL ASSESSED		PAID IN FULL <input type="checkbox"/> YES <input type="checkbox"/> NO		PAYMENT PLAN <input type="checkbox"/> YES <input type="checkbox"/> NO		WAIVED/INDIGENT <input type="checkbox"/> YES <input type="checkbox"/> NO		TN LICENSE SEIZED <input type="checkbox"/> YES <input type="checkbox"/> NO	
	VIO. CODE		BAT CODE		FTA CODE		FINE CODE		LIC. SURR CODE		REVOKE/SUSPEND		BEGIN		ELIGIBLE	
	2	CITATION NO.		DESCRIPTION OF VIOLATION						SPEED MPH		ZONE	DUI OFFENSE <input type="checkbox"/> 1ST <input type="checkbox"/> 2ND <input type="checkbox"/> 3RD			
		OTHER COURT ORDERED RESTRICTIONS														
		HEARING DATE		COURT DOCKET NO.		CASE DISPOSITION: (CHECK ONLY THE ONE APPROPRIATE BOX) <input type="checkbox"/> GUILTY AS CHARGED <input type="checkbox"/> REDUCED - GUILTY OF: _____										
		TRAFFIC SCHOOL <input type="checkbox"/> YES <input type="checkbox"/> NO		DATE COMPLETED		<input type="checkbox"/> DISMISSED <input type="checkbox"/> FAILED TO APPEAR - INITIATE SUSPENSION (LIST CONVICTION) <input type="checkbox"/> FAILED TO PAY FINES/COSTS AFTER CONVICTION - INITIATE SUSPENSION <input type="checkbox"/> SENT IN ERROR										
REMARKS																
FINE		COSTS		OTHER		TOTAL ASSESSED		PAID IN FULL <input type="checkbox"/> YES <input type="checkbox"/> NO		PAYMENT PLAN <input type="checkbox"/> YES <input type="checkbox"/> NO		WAIVED/INDIGENT <input type="checkbox"/> YES <input type="checkbox"/> NO		TN LICENSE SEIZED <input type="checkbox"/> YES <input type="checkbox"/> NO		
VIO. CODE		BAT CODE		FTA CODE		FINE CODE		LIC. SURR CODE		REVOKE/SUSPEND		BEGIN		ELIGIBLE		
3	CITATION NO.		DESCRIPTION OF VIOLATION						SPEED MPH		ZONE	DUI OFFENSE <input type="checkbox"/> 1ST <input type="checkbox"/> 2ND <input type="checkbox"/> 3RD				
	OTHER COURT ORDERED RESTRICTIONS															
	HEARING DATE		COURT DOCKET NO.		CASE DISPOSITION: (CHECK ONLY THE ONE APPROPRIATE BOX) <input type="checkbox"/> GUILTY AS CHARGED <input type="checkbox"/> REDUCED - GUILTY OF: _____											
	TRAFFIC SCHOOL <input type="checkbox"/> YES <input type="checkbox"/> NO		DATE COMPLETED		<input type="checkbox"/> DISMISSED <input type="checkbox"/> FAILED TO APPEAR - INITIATE SUSPENSION (LIST CONVICTION) <input type="checkbox"/> FAILED TO PAY FINES/COSTS AFTER CONVICTION - INITIATE SUSPENSION <input type="checkbox"/> SENT IN ERROR											
	REMARKS															
FINE		COSTS		OTHER		TOTAL ASSESSED		PAID IN FULL <input type="checkbox"/> YES <input type="checkbox"/> NO		PAYMENT PLAN <input type="checkbox"/> YES <input type="checkbox"/> NO		WAIVED/INDIGENT <input type="checkbox"/> YES <input type="checkbox"/> NO		TN LICENSE SEIZED <input type="checkbox"/> YES <input type="checkbox"/> NO		
VIO. CODE		BAT CODE		FTA CODE		FINE CODE		LIC. SURR CODE		REVOKE/SUSPEND		BEGIN		ELIGIBLE		

DEFENDANT	NAME OF COURT				CORRECTED/AMENDED ABSTRACT? <input type="checkbox"/> YES, EXPLAIN CORRECTION BELOW: STAPLE COPY OF ORIGINAL DOCUMENT SUBMITTED.			
	COURT MAILING ADDRESS							
	CITY		STATE	ZIP CODE				
	COURT ID NO.		TELEPHONE NUMBER (AREA CODE)					
	THIS IS A TRUE AND CORRECT ABSTRACT.							
	JUDGE/CLERK SIGNATURE				REPORT DATE			

DIRECTIONS FOR CLERKS AND DEFENDANTS

CLERKS

1. Use this form for reporting all court actions to the Tennessee Department of Safety and Homeland Security. These actions include:
 - a) Convictions of traffic or traffic related offenses which are required by law to be reported (T.C.A. 55-10-306);
 - b) Failure to appear on said traffic related offenses, or failure to pay fines and costs after conviction (no action can be taken on non-traffic violations);
 - c) Certification of payment of fines and costs when drivers are convicted of mandatory revocation or suspension offenses if not previously notified on original abstract;
 - d) Notification when citations are satisfied or fines and costs have been paid if not previously notified on original abstract;
 - e) Notification of withdrawal on "18-20 Alcohol Violations";
 - f) Corrected or amended abstracts; or
 - g) Report completion of court ordered traffic school.
2. Send original directly to the Department of Safety and Homeland Security when reporting convictions, failures to appear or pay, and corrected or amended abstracts. If the court is sending in a failure to appear or pay to initiate suspension of the defendant's license, the court may wish to notify the defendant that this process has been initiated by the court.
3. Send Part #2 directly to the Department when citation(s) are satisfied or for "18-20 Alcohol Violation" withdrawal.
4. Maintain Part #3 for court records.
5. Furnish Part #4 to defendant when citation(s) are satisfied or other withdrawals are ordered.
6. Send completed copies of the form directly to:

**TICKET EVALUATION UNIT
DEPARTMENT OF SAFETY AND HOMELAND SECURITY
P.O. BOX 945
NASHVILLE, TN 37202**

OUT-OF-STATE DRIVERS

1. Any conviction or failure to satisfy a ticket has been forwarded to your home state. You should forward a copy of this form to the licensing authorities in your home state. In addition, if the violation required a mandatory revocation or suspension, then action may have been taken against your driving privileges in the State of Tennessee. If you were convicted of any of the following violations you are required to submit this form to the Tennessee Department of Safety and Homeland and Security along with any other requirements: driving while intoxicated, manslaughter, vehicular homicide, driving on revoked or suspended license, drag racing, violation of restricted license, leaving the scene of an accident, unlawful use of driver license, committing a felony with an automobile, allowing an intoxicated person to drive, driving while impaired, theft of a motor vehicle or part thereof, child endangerment by driving while intoxicated, and the drug free youth act, 18-20 year old alcoholic beverage violation, or juvenile possession of weapon if suspension period expired and withdrawal order not submitted.

ALL DRIVERS

If you are convicted of an offense requiring revocation or suspension of your driving privileges, such as driving while intoxicated, driving while revoked or suspended, failure to show liability insurance, refusal to take blood/alcohol test, etc., your privilege to drive in Tennessee will be revoked or suspended.

GENERAL INFORMATION TO DRIVERS

1. All telephone inquiries should be made to the Financial Responsibility Section at (866) 903-7357.
2. All forms, compliances, or written correspondence should be mailed to:

**FINANCIAL RESPONSIBILITY SECTION
DEPARTMENT OF SAFETY AND HOMELAND SECURITY
P.O. BOX 945
NASHVILLE, TN 37202**