

Good Day,

There has been some confusion with the way Failure to Appear (FTA) and FTA withdrawals should be reported via GECPS. Some of the things I've listed below are reminders to make sure electronic courts are following the proper procedures in order to eliminate the paper workload at DDS and to speed up record processing. GECPS Version 2 enhancements include eliminating paper DS-912 forms all together. If you are not using Version 2 of GECPS or unsure, please contact me directly.

Reporting FTA's:

When FTA's are reported, a *pending* suspension will be placed on the driver history with the effective suspension date 28 days from when the FTA was processed. DDS will mail a notice to the driver's address and the driver has 28 days to be cleared of the FTA. If the court submits the FTA withdrawal before the 28th day, the FTA will be cleared off the driver history, showing *no* traces of the FTA ever occurring. If the FTA Withdrawal is submitted after the 28th day, history of the suspension will remain on the driver history even after the reinstatement fee has been paid to DDS to fully clear the driver's FTA.

Below lists the difference how DDS captures the FTA clearance date from Version 1 and Version 2:

- Version 1 of GECPS records clearance dates based on when the FTA withdrawal was processed (when the record was accepted without errors).
- Version 2 of GECPS records the clearance date that is provided by the court.
 - This is an enhancement that will allow courts to provide the *correct* date even if the FTA was cleared in the past.

If a FTA is mistakenly submitted and the suspension is not in effect, please do NOT fax the FTA as a court correction form to have this removed. A FTA Withdrawal can be sent via GECPS and will remove the FTA like it never occurred since it's before the 28th day when the FTA was mistakenly submitted.

The only FTA court corrections accepted from GECPS courts via fax are those that were mistakenly processed and resulted in a suspension, which is after 28 days from the day it was processed.

Reporting FTA withdrawals:

FTA withdrawals are processed overnight if submitted via GECPS by 6pm. If an error returns a correction is required the following day in order for the FTA to be processed to remove the pending suspension. Because the record potentially returning back as an error, please inform the driver to allow DDS at least 2 business days for their driver history to update. If a driver's license is already suspended (28 days from when the FTA was processed), a court can provide a paper DS-912 form (FTA Withdrawal) to the driver if he wishes to reinstate their license that same day since DDS will not process the file until later that night.

Please keep in mind for those FTA's that are *not* cleared before the 28th day will result in a suspension and will *remain* suspended even after the court clears the FTA. At this point, in order to reinstate the license, the driver must pay DDS a reinstatement fee. DDS customer service centers (CSC) will be able to see on the driver history where the court cleared the FTA and a reinstatement fee is required.

Approval to report via GECPS:

If a court has been approved to report via GECPS, reporting citations, Failure to Appear (FTA) and FTA withdrawals *must* be done sent *via GECPS* and no other way. These should NOT to be faxed or mailed unless DDS has been made aware of software issues. If there are any software vendor issues, please either e-mail GECPS@dds.ga.gov or contact me directly so that all DDS

divisions are aware. If you are currently not sending via GECPS, please contact me for a password that will allow you to report electronically.

Court Bulletin:

This information will be posted on the DDS website's homepage titled "Court Bulletin" under Business Partners: <http://www.dds.ga.gov/docs/business/CourtBulletin.pdf>. Please also check back in the near future for updates as it relates to HB160, Super Speeder.

Regards,

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[GECPS](#) Outreach

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