

## Major Conviction Layout

These changes will be in effect as of 03/01/2025.

NUMBER	DATA ITEM	TYPE	LENGTH	FROM	TO	FORMATTING	REMARKS
<b>Part 1:</b>							
1	Court Jurisdiction	A	5	1	5	Five character code -- Municipal Court; Two character code -- District Court.	Required field. If blank or invalid code, error.
2	Court Type	A	3	6	8	MUN or DIS	Required field. If blank or invalid type, error.
3	Locator Number	A/N	12	9	20	Each locator number must be a case number so that the proper document can be located.	Required field. If blank, error.
4	Last Name	A/N	40	21	60	Last name	Required field. If blank, error
5	First Name	A/N	40	61	100	First Name	
6	Middle Name 1	A/N	35	101	135	Middle Name	
7	Middle Name 2	A/N	15	136	150	Second middle name (if present)	
8	Suffix	A/N	4	151	154	If present, valid suffix values are: 'SR', 'JR', '1st', '2nd', '3rd', '4th', and '5th'. Suffixes should not be in Roman Numerals.	
9	DL#	A/N	25	155	179	Kansas driver's license number will be left justified.	Can be KS DL#, OOS DL#, or blank.
10	DOB	N	8	180	187	YYYYMMDD	Required field. If blank or formatted improperly, error
11	Sex	A	1	188	188	OPTIONAL. If omitted Blank fill. Values are as follows: 0-----Unknown 1-----Male 2-----Female 3-----Unspecified	
12	Height	A	3	189	191	OPTIONAL. If omitted fill with blanks, else use (FII) F=Height in Feet, II = Height in inches.	
13	Weight	A	3	192	194	OPTIONAL. If omitted fill with blanks. If less than 100 lbs use leading zeros.	
14	Eye Color	A	3	195	197	OPTIONAL. If omitted fill with blanks. Values are as follows: BLK---Black BLU---Blue BRO---Brown GRY---Grey GRN---Green HAZ---Hazel PNK---Pink DIC---Dichromatic UNK---Unknown	
						If you collect codes other than those listed the code may be used and will be interpreted as unknown.	
15	Veh Registr	A/N	20	198	217	Tag Number (License Plate Number)	
16	Conv Court	A/N	20	218	237	Court Name	Required field. If blank, error.
17	Counsel	A/N	1	238	238	Y or N	Required Y or N. If blank, error. If N and name in line 14, error.
18	Counsel Name	A/N	35	239	273	The name field will be formatted as follows: Last name, blank, first name, blank, middle name, blank, second middle name (if present), blank, suffix. Valid suffix values are: 'SR', 'JR', '1st', '2nd', '3rd', '4th', and '5th'. Suffixes should not be in Roman Numerals.	If Y in line 13 and blank, error.
19	Waiver	A/N	1	274	274	Y. Blank = N	
20	Statute or Ordinance Violated	A/N	20	275	294	KSA or STO as indicated on Attachment #3 of this document. Formatted as number only. Ex: 8-1567 or 30. The characters "KSA" or "STO" preceding the number are not required and will cause an error if used.	Required field. If blank or formatted improperly, error.
21	Offense	A/N	30	295	324	Text description.	Required field. If blank, error
22	CDL Holder	A/N	1	325	325	Y or N	Required Y or N. If blank, error.
23	CMV	A/N	1	326	326	Y or N	Required Y or N. If blank, error.

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24	Hazardous	A/N	1	327	327	Y or N	Required Y or N. If blank, error.
25	Accident	A/N	1	328	328	Y or N	Required Y or N. If blank, error.
26	Diversion	A	1	329	329	Y or N.	If Y and no date in line 23, error. If Y and date in line 33, error.
27	Diversion Date Entered	N	8	330	337	YYYYMMDD.	Required field if Y in line 22. If Y in line 22 and blank, error.
28	Infraction	A/N	1	338	338	N	
29	Misdemeanor	A/N	1	339	339	Y or N	
30	Felony	A/N	1	340	340	Y or N	
31	Case No.	A/N	15	341	355		Required field. If blank, error.
32	Occurrence Date	N	8	356	363	YYYYMMDD.	Required field. If blank, error.
	<b>Plea:</b>						
33	Guilty	A/N	1	364	364	Y. Not Guilty = N. Nolo contendere= N.	
34	Not Guilty	A/N	1	365	365	Y. Guilty = N. Nolo Contendere = N.	
35	Nolo Contendere	A/N	1	366	366	Y. Guilty = N. Not Guilty = N.	
	<b>Finding by:</b>						
36	Court/Jury	A/N	5	367	371	Court or Jury	Required field. If blank, error.
37	Date of Conviction	N	8	372	379	YYYYMMDD. If Diversion Date is 'N', this date must be entered.	Required field. If date and Y in line 22, error. If blank, error.
38	Found Guilty	A/N	1	380	380	Y or N.	Required field. If N and N in line 35, error
39	Found Guilty, amended	A/N	1	381	381	Y or N.	If Y and no description in line 36, error.
40	Amended	A/N	20	382	401	Description.	If Y in line 35 and blank, error.
41	Found Not Guilty	A/N	1	402	402	Y or N.	If Y, error.
42	Dismissed	A/N	1	403	403	Y or N.	If Y, error.
43	Bond Forfeited	A/N	1	404	404	Y or N	If Y and no date in line 40, error.
44	Bond Forfeited Date	A/N	8	405	412	YYYYMMDD. If Bond Forfeited = 'Y', date must be entered.	Required field if Y in line 39. If Y in line 39 and blank, error.
	<b>Judgment:</b>						
45	Fine \$	N	7	413	419	\$\$\$\$\$CC	
46	Cost \$	N	7	420	426	\$\$\$\$\$CC	
47	Jail Days	N	4	427	430	Number of days	
48	Suspended	A/N	1	431	431	Y or N	
49	Sus time	N	4	432	435	Number of days	
50	Revoked	A/N	1	436	436	Y or N	
51	Rev Time	N	4	437	440	Number of days	
52	Restricted	A/N	1	441	441	Y or N	
53	Rest Time	N	4	442	445	Number of days	
54	Other orders:	A/N	25	446	470		
55	Address	A	20	471	490	Street Address	Required Field.
56	City	A	15	491	505	City	Required Field.
57	State	A	2	506	507	State	Required Field.
58	Zip	N	5	508	512	Zip Code	Required Field.
59	New Zip	N	4	513	516	Zip Code-New	Required Field.
60	OOS Juris	A	2	517	518	State Code	Required field. Must be KS or other valid state code. Ex: Missouri = MO.
61	DMV Code	A/N	3	519	521	Three character DMV Driving Record Code from Attachment #3 which correspondes to KSA/STO used in field number 16. .	Required field. If blank or formatted improperly, error