

Court Transmission Client Setup Instructions

Introduction

The CourtTransmissionClient application provides courts a secure way to submit Major Convictions, Minor Convictions, and Failure to Comply Suspensions and Reinstatements to DMV as well as retrieve corresponding result files. The application can send files in two formats: fixed length text files (using DMV record layouts) and comma separated value (CSV) files (using DMV provided files). The result files (received from DMV) are in a fixed length format.

This documentation contains instructions to:

- Download and install .Net Framework 3.5.
- Install the CourtTransmissionClient application.
- Setup the application.
- Use the application.

The setup will take 30 – 60 minutes. The download time for .Net frameworks is not included in this estimate.

Note: The picture examples in this document were taken using Edge and Windows 11, if you are using a different browser or operating system your steps may look different.

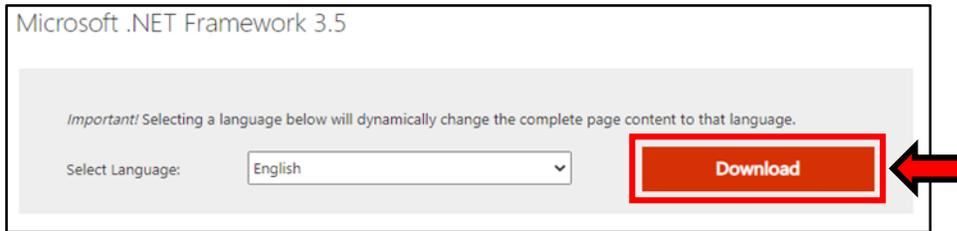
If you need any assistance with this setup or need to be switched between Test and Production modes, please contact Asia Puck at asia.puck@ks.gov.

Installation of .NET Framework 3.5

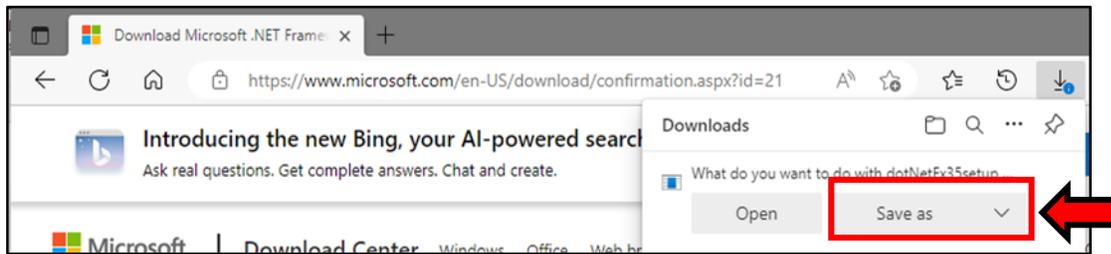
CourtTransmissionClient requires that your computer have .NET Framework 3.5 or a compatible version installed.

Note: Depending on the setup of your PC, you may need Admin privileges to install this. If so, please contact your system administrator.

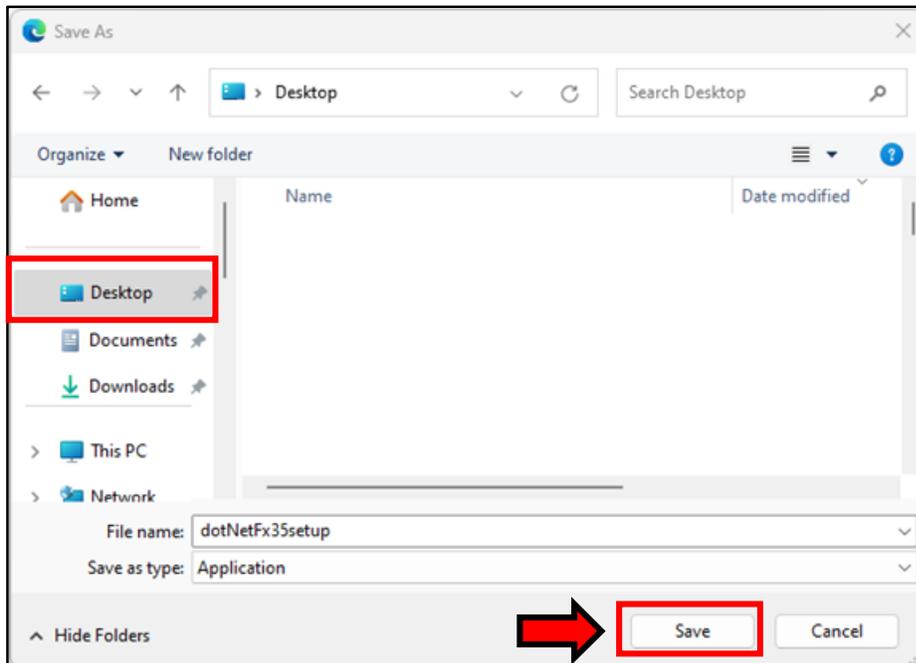
1. Use the link below to go to Microsoft's .NET Framework 3.5 download page
<https://www.microsoft.com/en-US/download/details.aspx?id=21>



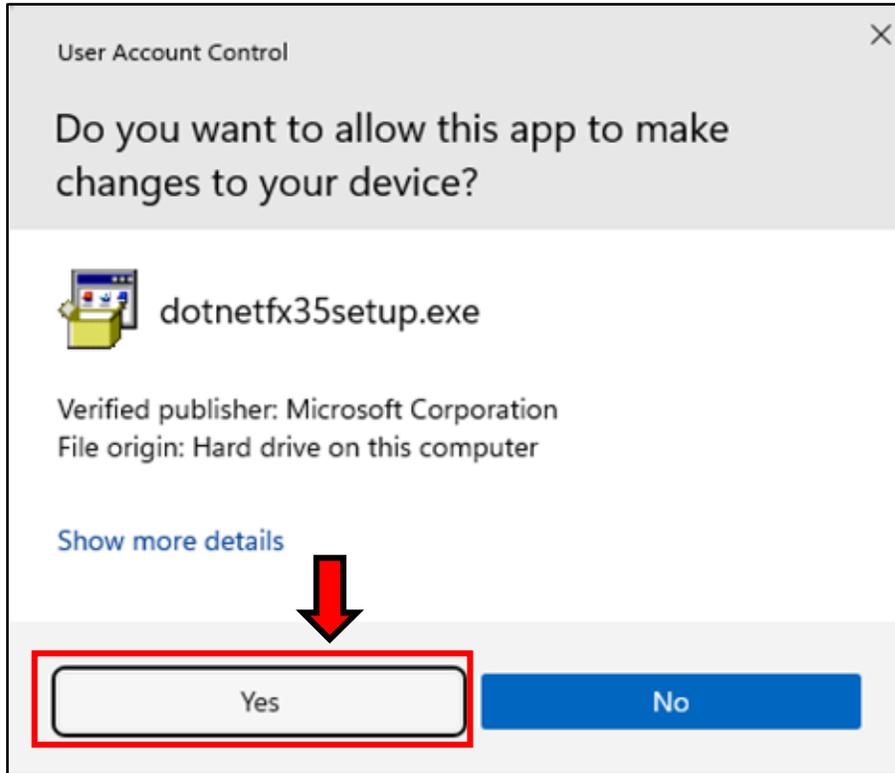
2. Click the orange **Download** button on the screen
3. Click **Save As** on the download popup for your browser.



4. Save the file to your desktop so you can locate it easier. Leave the file name as is.



5. Once the file has downloaded, you will see the file called “dotNetFx35setup.exe.” on your desktop.
6. Double-click on the file to start the installation process.
7. You may see a pop up that asks, “Do you want to allow this app to make changes to your device?” If so, click *Yes*.

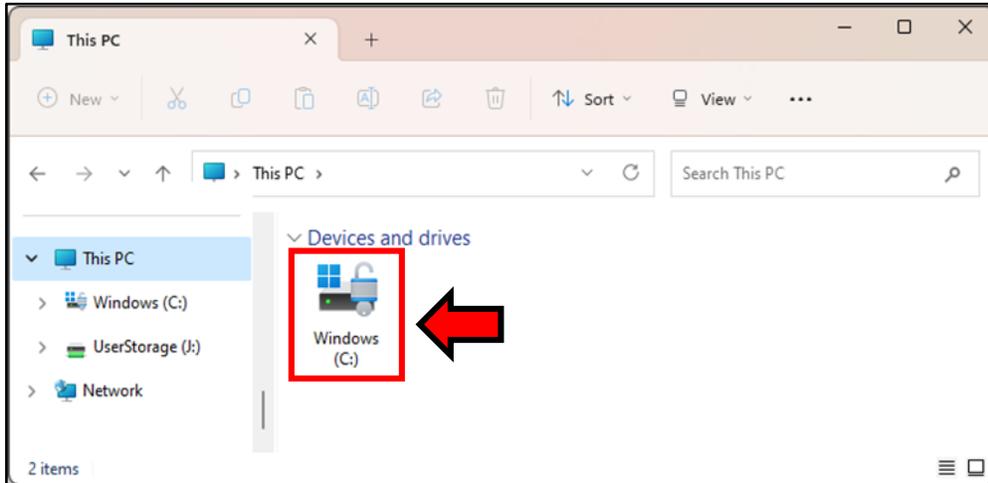


8. Follow the on-screen instructions to finish installation of .Net Framework 3.5.

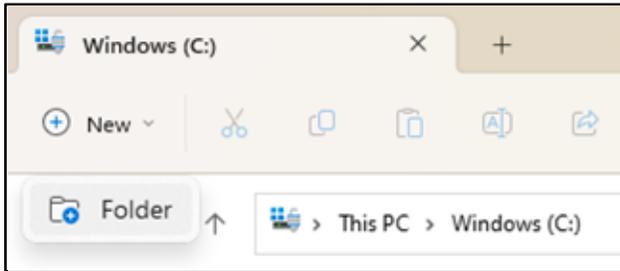
Directory Setup

These next steps will instruct you on how to create and set up your directories to house the electronic submission files that you will be sending and receiving.

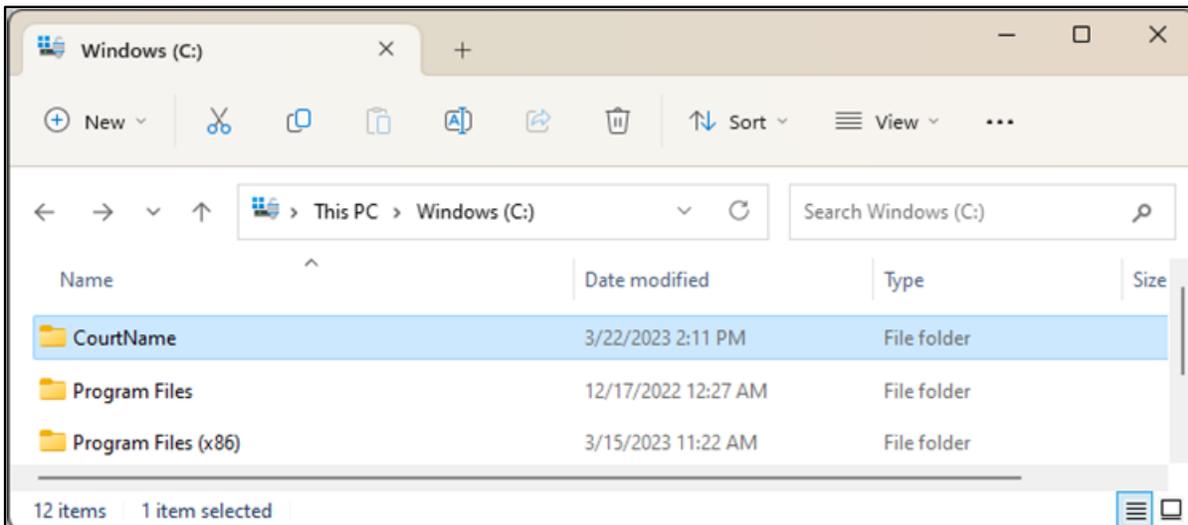
1. Open Windows Explorer and create a directory on the local drive (usually the C: drive) by double-clicking on the drive.



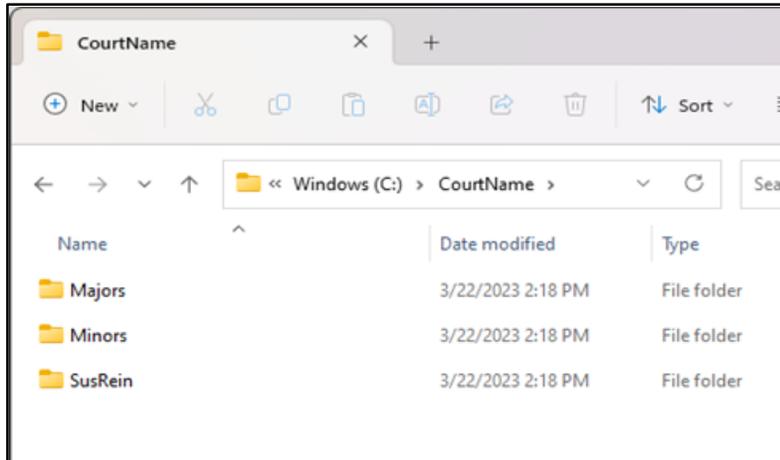
2. In the next window, navigate to the top left-hand corner and click *New*, then click *Folder*.



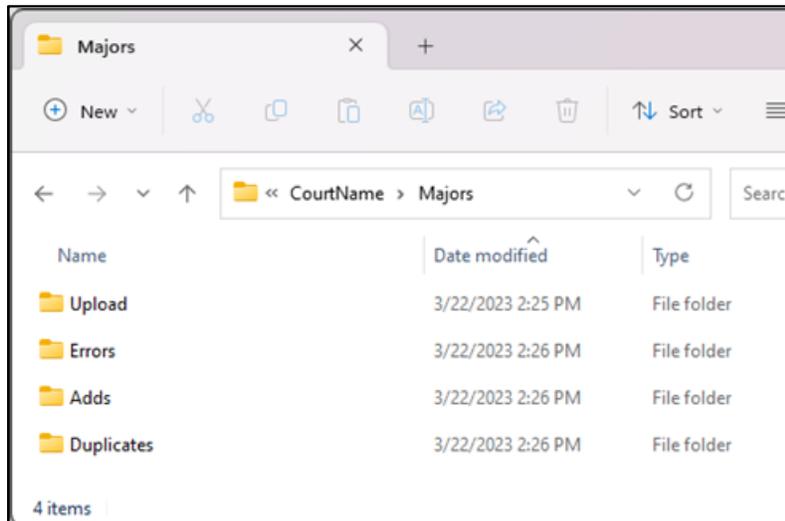
3. Name the folder so that it is easily located, for example the name of the court (“CourtName” is used in the example below).



4. Within your folder (i.e., “CourtName”), create 3 additional folders named “Majors”, “Minors”, and “SusRein”.



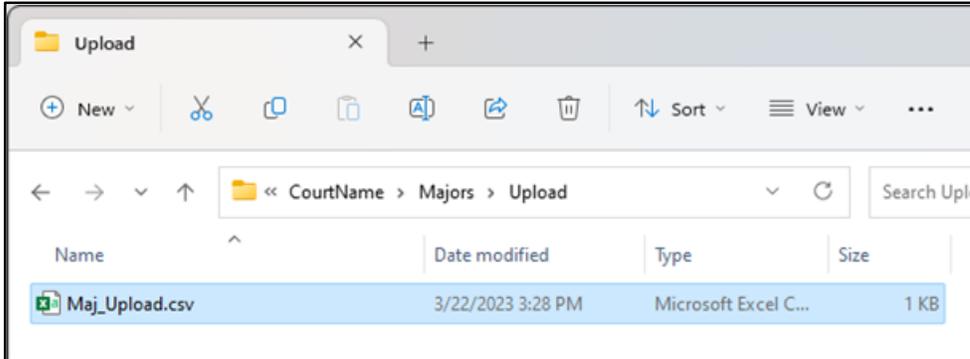
5. In the “Majors” folder create four additional folders named “Upload”, “Errors”, “Adds”, and “Duplicates”.



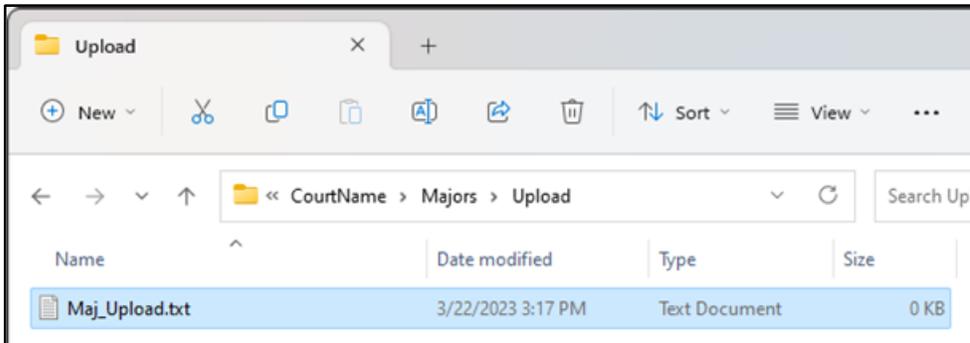
6. You will now need to create a blank document in each of these folders.

- **For the Major Upload Folder**

If you will be uploading CSV files, please download the *Major File Spreadsheet* and save it with the file name **Maj_Upload** to this folder. The file can be found on our download page here: <https://www.ksrevenue.gov/courts/downloads.html>

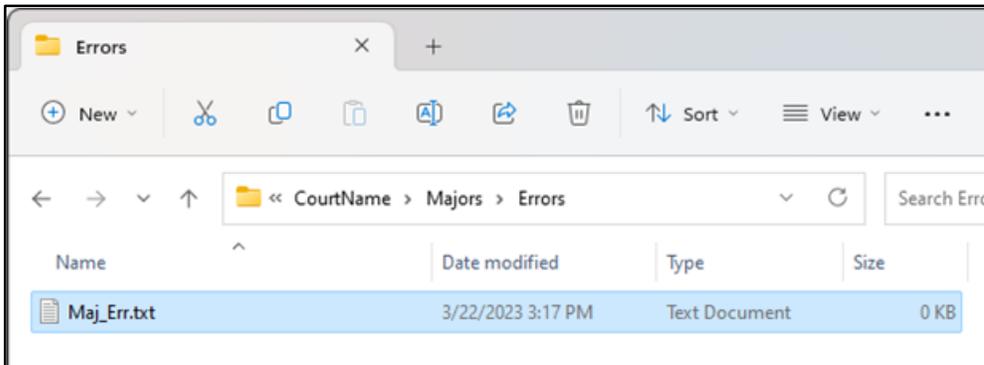


If you are using court software, you will need to create a blank .txt file in this folder with the file name **Maj_Upload**. You can use the *Notepad* application or a similar program on your computer to do this.



- **For the Major Errors Folder**

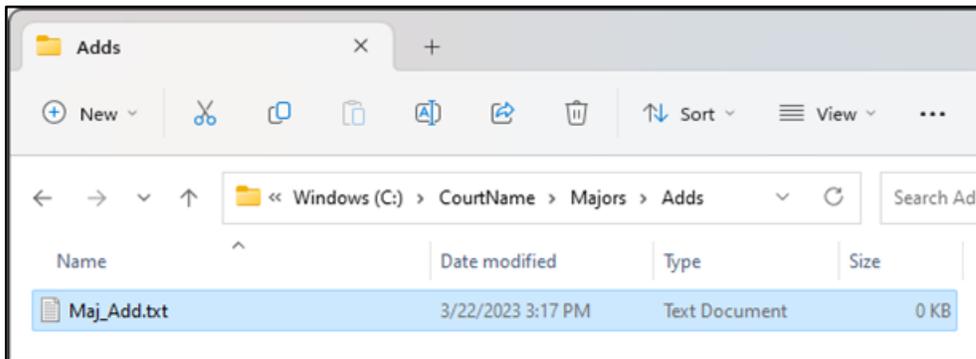
You will need to create a blank .txt file in this folder with the file name **Maj_Err**. You can use the *Notepad* application or a similar program on your computer to do this.



- **For the Major Adds Folder**

You will need to create a blank .txt file in this folder with the file name **Maj_Add**.

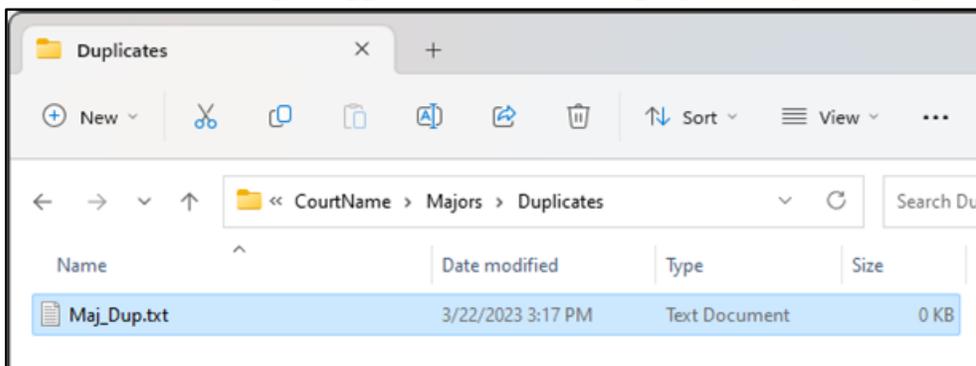
You can use the *Notepad* application or a similar program on your computer to do this.



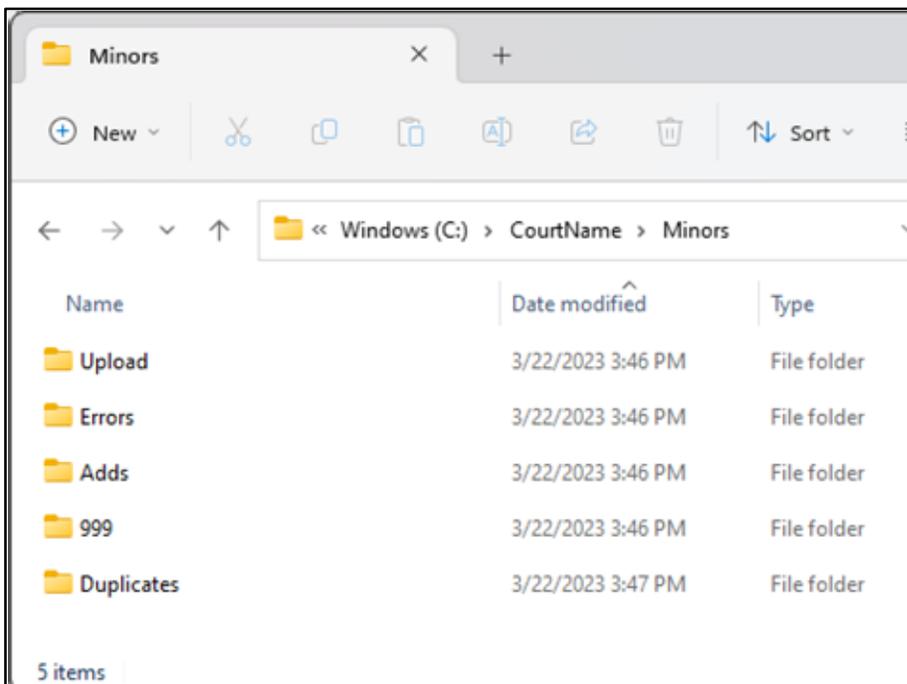
- **For the Major Duplicates Folder**

You will need to create a blank .txt file in this folder with the file name **Maj_Dup**.

You can use the *Notepad* application or a similar program on your computer to do this.



7. In the “Minors” folder create five additional folders named “Upload”, “Errors”, “Adds”, “999”, and “Duplicates”.



8. You will now need to create a blank document in each of these folders the same way you did for the Majors above.

- **For the Minor Upload Folder**

If you will be uploading CSV files, please download the *Minor File Spreadsheet* and save it with the file name **Min_Upload** to this folder. The file can be found on our download page here: <https://www.ksrevenue.gov/courts/downloads.html>

If you are using court software, you will need to create a blank .txt file in this folder with the file name **Min_Upload**. You can use the *Notepad* application or a similar program on your computer to do this.

- **For the Minor Errors Folder**

You will need to create a blank .txt file in this folder with the file name **Min_Err**. You can use the *Notepad* application or a similar program on your computer to do this.

- **For the Minor Adds Folder**

You will need to create a blank .txt file in this folder with the file name **Min_Add**. You can use the *Notepad* application or a similar program on your computer to do this.

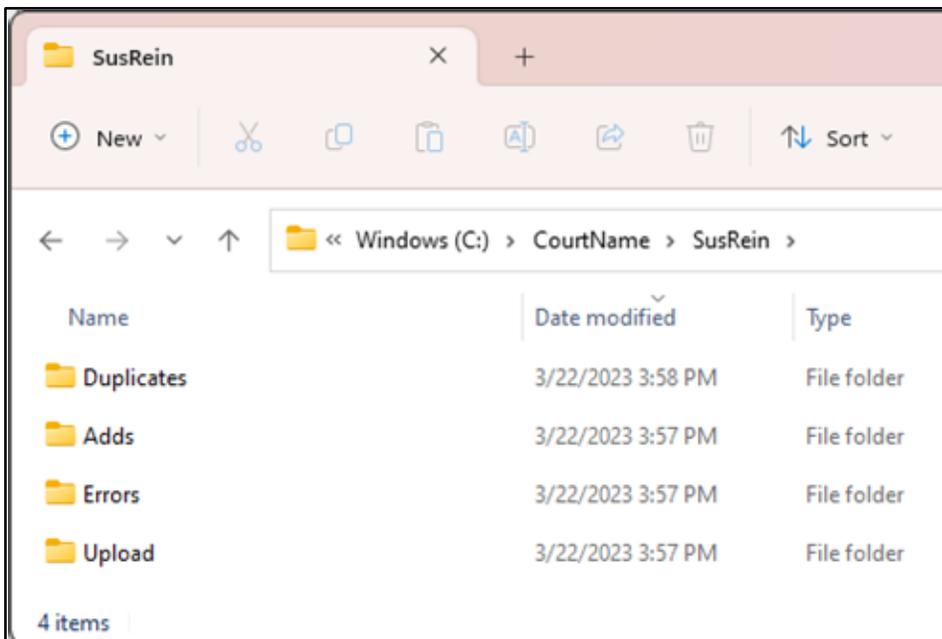
- **For the Minor Duplicates Folder**

You will need to create a blank .txt file in this folder with the file name **Min_Dup**. You can use the *Notepad* application or a similar program on your computer to do this.

- **For the Minor 999 Folder**

You will need to create a blank .txt file in this folder with the file name **Min_999**. You can use the *Notepad* application or a similar program on your computer to do this.

9. In the SusRein folder create four additional folders named “Upload”, “Errors”, “Adds”, and “Duplicates”.



10. You will now need to create a blank document in each of these folders the same way you did for the Majors & Minors above.

- **For the SusRein Upload Folder**

If you will be uploading CSV files, please download the *Suspension/Reinstatement File Spreadsheet* and save it with the file name **SusRein_Upload** to this folder. The file can be found on our download page here: <https://www.ksrevenue.gov/courts/downloads.html>

If you are using court software, you will need to create a blank .txt file in this folder with the file name **SusRein_Upload**. You can use the *Notepad* application or a similar program on your computer to do this.

- **For the SusRein Errors Folder**

You will need to create a blank .txt file in this folder with the file name **SusRein_Err**. You can use the *Notepad* application or a similar program on your computer to do this.

- **For the SusRein Adds Folder**

You will need to create a blank .txt file in this folder with the file name **SusRein_Add**. You can use the *Notepad* application or a similar program on your computer to do this.

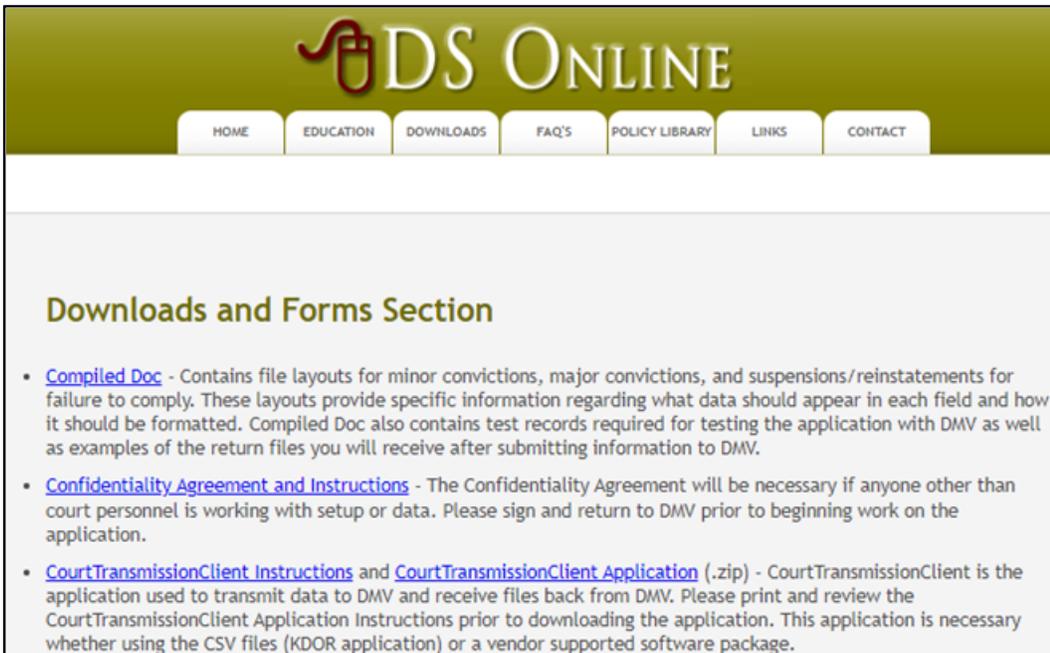
- **For the SusRein Duplicates Folder**

You will need to create a blank .txt file in this folder with the file name **SusRein_Dup**. You can use the *Notepad* application or a similar program on your computer to do this.

11. Once complete, you can move on to setting up the application.

DMV Web-Based Application

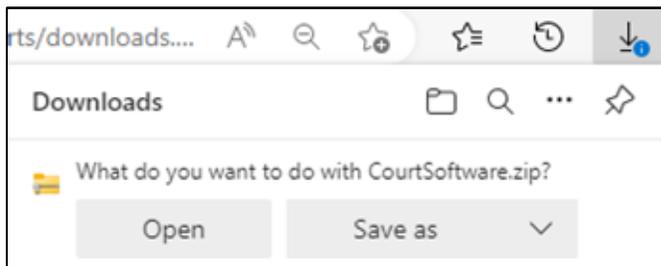
On the Downloads page of our court's website, you will see a link for the CourtTransmissionClient Application. <https://www.ksrevenue.gov/courts/downloads.html>



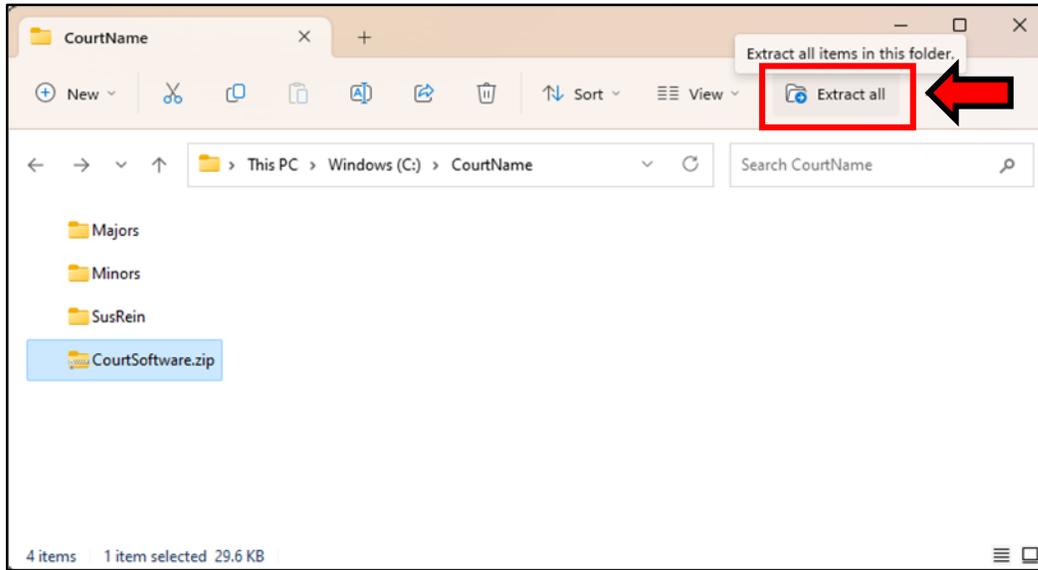
This is a zip file that contains the eleven (11) files that allow you to send and retrieve Major Convictions, Minor Convictions, and Failure to Comply Suspensions & Reinstatements.

Downloading the Court Transmission Client

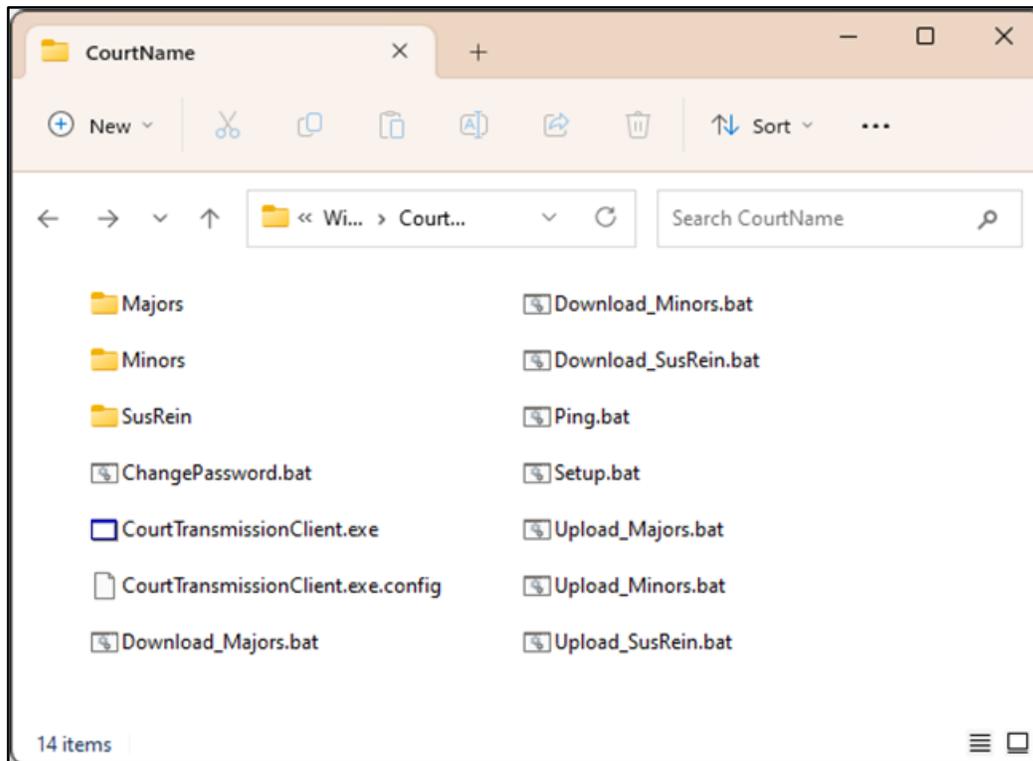
1. Click on the ***CourtTransmissionClient Application*** link on our downloads page.
2. Direct your browser to save it in your "Parent Directory"
("CourtName" is used in the examples below).



3. After downloading, extract the contents of the zip folder into the main directory.



4. Once everything has been extracted, you can delete the zip file and your ***“Parent Directory”*** should now look like the example below:



Court Transmission Setup

These next steps will take you through the process of directing your Court Transmission Client pathways to the files you set up in the Directory Setup process above. The **Upload** files you created will be what the Client pulls to send your submissions the DMV. The **Error**, **Adds**, **Duplicate**, and **999** files will be where the Client stores the information you pull back from the DMV letting you know the results of your uploads.

1. Double click on the Setup.bat file in your **“Parent Directory”**.
2. This will bring up a new window called **“Court Transmission Settings”**. Enter your Username, Password & Court Code into the top three fields on the Settings screen.
Note: Your Username and Court Code will be the same thing. If you do not know your username/court code and/or your password, please contact Asia Puck at asia.puck@ks.gov for assistance.

Court Transmission Settings

Username Password

Court Code

Major Convictions | Minor Convictions | Suspension/Reinstatements

Upload File

This Upload file will be a CSV (Comma Seperated Value) formatted File.

Error File

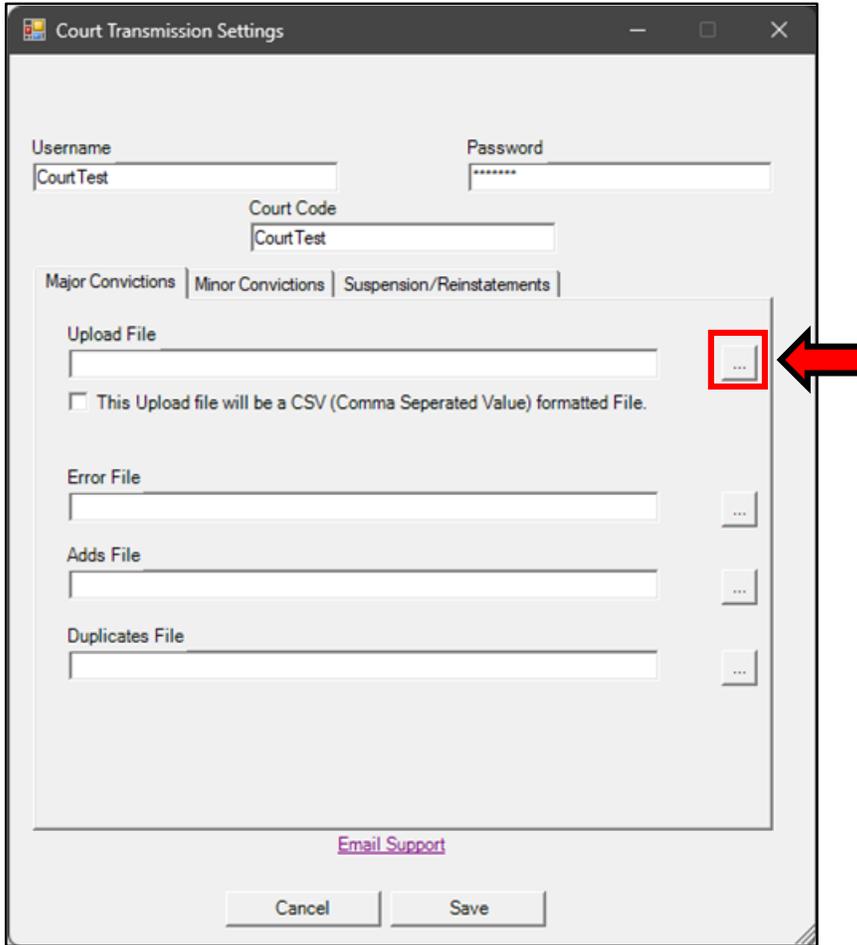
Adds File

Duplicates File

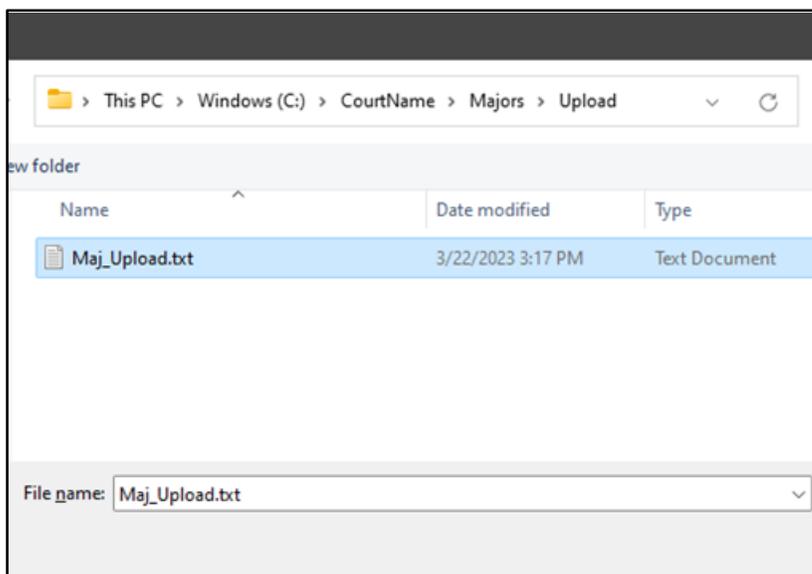
[Email Support](#)

Cancel Save

3. On the Major Convictions tab, click on the ellipsis button next to the empty field under ***“Upload File”***.



4. This will bring up a Windows Explorer window where you will navigate back to your ***“Parent Directory”*** and select the Major Upload file you created in the previous steps.



5. Your Court Transmission Settings will now show the **Maj_Upload** file in the Upload File pathway.

Note: If you are using a CSV file for your uploads, make sure you check the box that says “This Upload file will be a CSV (Comma Separated Value) formatted File.”

Court Transmission Settings

Username: CourtTest Password: *****

Court Code: CourtTest

Major Convictions | Minor Convictions | Suspension/Reinstatements

Upload File: C:\CourtName\Majors\Upload\Maj_Upload.txt

This Upload file will be a CSV (Comma Separated Value) formatted File.

Error File: [Browse]

Adds File: [Browse]

Duplicates File: [Browse]

[Email Support](#)

Cancel Save

6. You will now repeat the process to select the .txt files you created for the Error, Adds, and Duplicates files for Major Convictions.

Major Convictions | Minor Convictions | Suspension/Reinstatements

Upload File: C:\CourtName\Majors\Upload\Maj_Upload.txt

This Upload file will be a CSV (Comma Separated Value) formatted File.

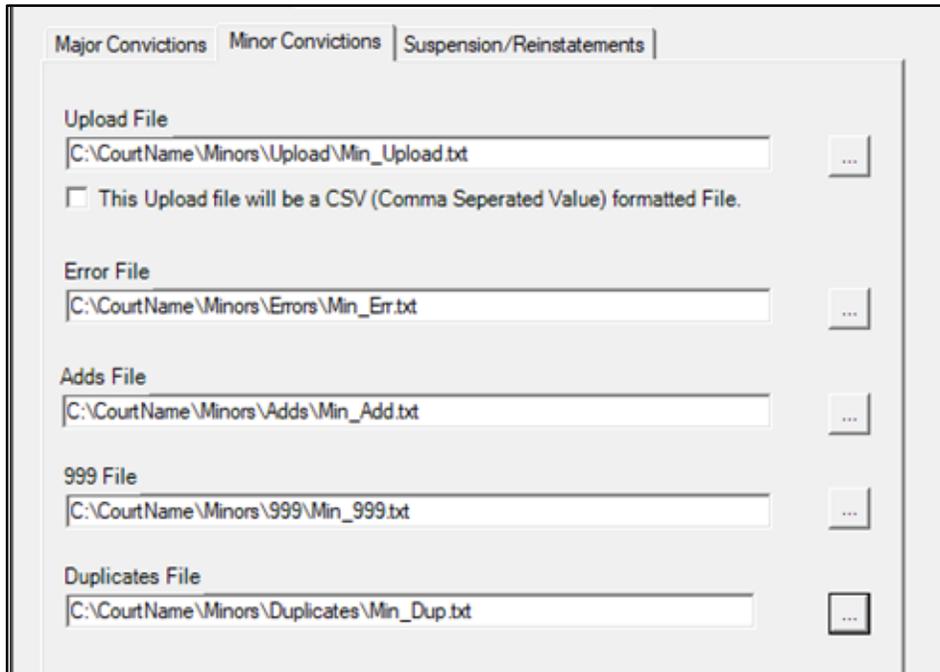
Error File: C:\CourtName\Majors\Errors\Maj_Err.txt

Adds File: C:\CourtName\Majors\Adds\Maj_Add.txt

Duplicates File: C:\CourtName\Majors\Duplicates\Maj_Dup.txt

7. You will now move on to the **Minor Convictions** and the **Suspension/Reinstatement** tabs and repeat the same processes there as well. Each tab should look like the examples below:

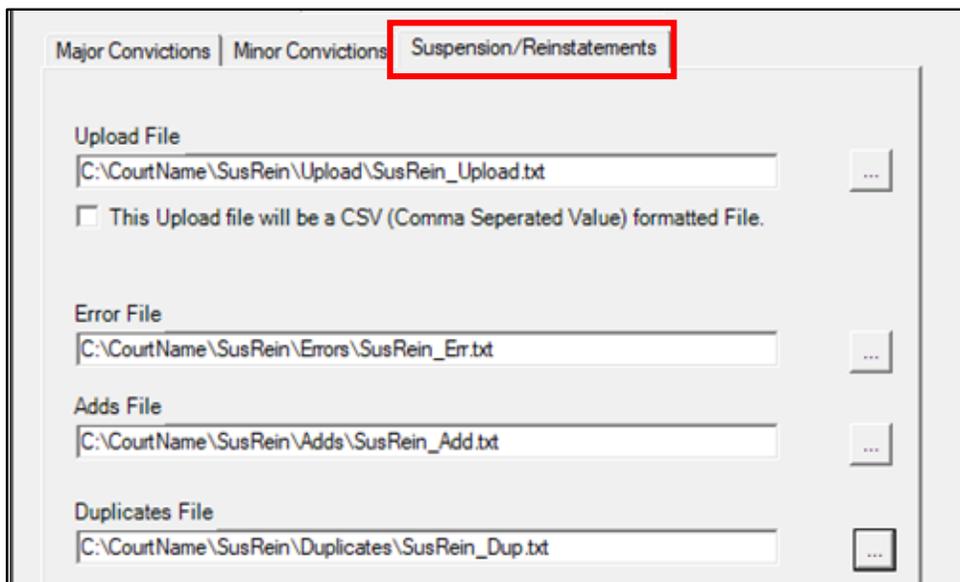
Minor Convictions Tab



The screenshot shows the 'Minor Convictions' tab selected in a software interface. The interface has three tabs: 'Major Convictions', 'Minor Convictions', and 'Suspension/Reinstatements'. Below the tabs, there are five sections, each with a text input field and a browse button (three dots):

- Upload File:** C:\CourtName\Minors\Upload\Min_Upload.txt
- This Upload file will be a CSV (Comma Separated Value) formatted File.
- Error File:** C:\CourtName\Minors\Errors\Min_Err.txt
- Adds File:** C:\CourtName\Minors\Adds\Min_Add.txt
- 999 File:** C:\CourtName\Minors\999\Min_999.txt
- Duplicates File:** C:\CourtName\Minors\Duplicates\Min_Dup.txt

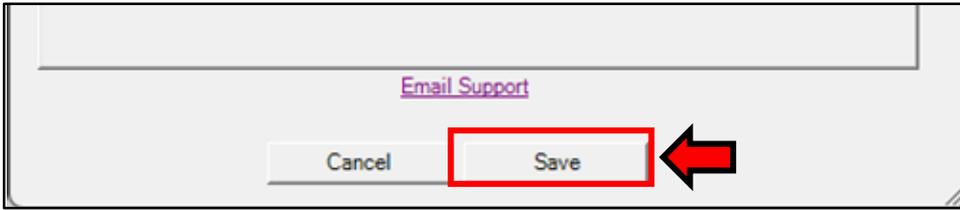
Suspension/Reinstatements Tab



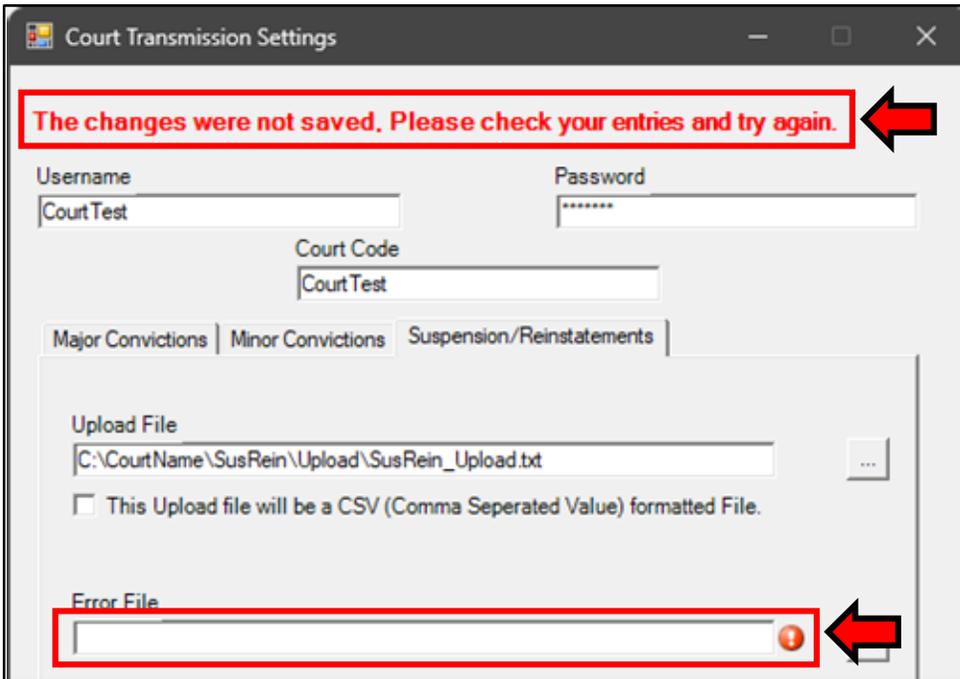
The screenshot shows the 'Suspension/Reinstatements' tab selected in a software interface. The interface has three tabs: 'Major Convictions', 'Minor Convictions', and 'Suspension/Reinstatements'. The 'Suspension/Reinstatements' tab is highlighted with a red box. Below the tabs, there are four sections, each with a text input field and a browse button (three dots):

- Upload File:** C:\CourtName\SusRein\Upload\SusRein_Upload.txt
- This Upload file will be a CSV (Comma Separated Value) formatted File.
- Error File:** C:\CourtName\SusRein\Errors\SusRein_Err.txt
- Adds File:** C:\CourtName\SusRein\Adds\SusRein_Add.txt
- Duplicates File:** C:\CourtName\SusRein\Duplicates\SusRein_Dup.txt

8. Once all your settings are complete, click “Save” at the bottom of the window.



Note: If there is a field in error an error message will be received with a red flashing “!” next to the field in error. See below:



You have now completed setup of the application! You are now ready to submit convictions and suspension/reinstatements to the DMV. The following pages explain the upload and download processes and possible errors.

Upload and Download File Results

When using the “.bat” files included a result file will be generated each time a file is uploaded and/or downloaded to/from DMV. Each file will create a message stating the action was successful or that there was an error.

Successful upload messages:

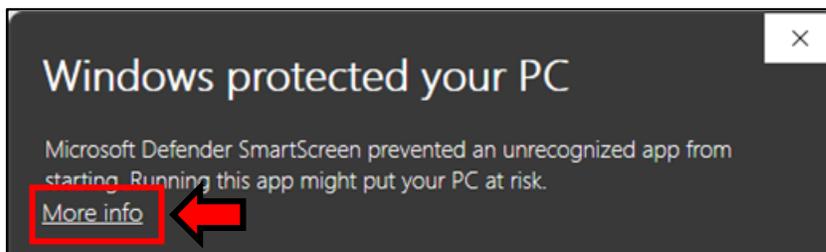
- The file was uploaded successfully.
- Processing download file was successful.

Possible error messages:

- The file you are trying to upload was not found, please check the file, and try again.
- The CSV you are trying to upload was not formatted properly, please check the file and try again.
- This file does not appear to be formatted correctly. Please check the file and try again.
- This file does not appear to have the correct Court Code. Please check the file and try again.
- An unknown conviction type was transferred, please contact the Kansas Department of Revenue for assistance.
- An unknown file type was transferred, please contact the Kansas Department of Revenue for assistance.
- An unknown error occurred, if you continue to get this error please contact the Kansas Department of Revenue.
- There was a connection error, please try again later.
- There was a database error, please try again later.
- There was a problem with the file you uploaded, check the file and try again.
- There was not a security header with this transmission.
- The username token was missing from the transmission.
- Password types were not the same.
- Your username/password combination was invalid.
- An Unknown error has occurred.

Note: Errors should be corrected and resubmitted to DMV.

Note: If you receive this pop up when running any .bat files as directed below:



- Click the "More Info" text
- And then select the "Run Anyway" option that appears

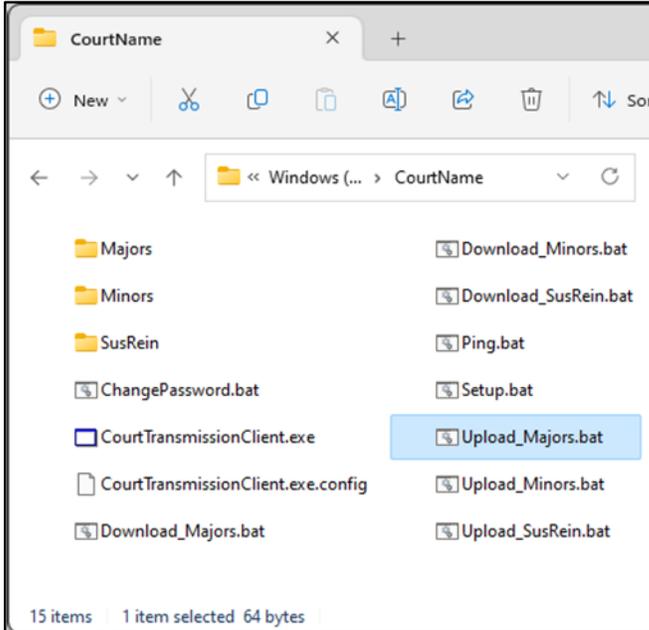


Note: If you are using court software, the following processes may work differently for you, please consult your software vendor for training on how electronic submission works with your software.

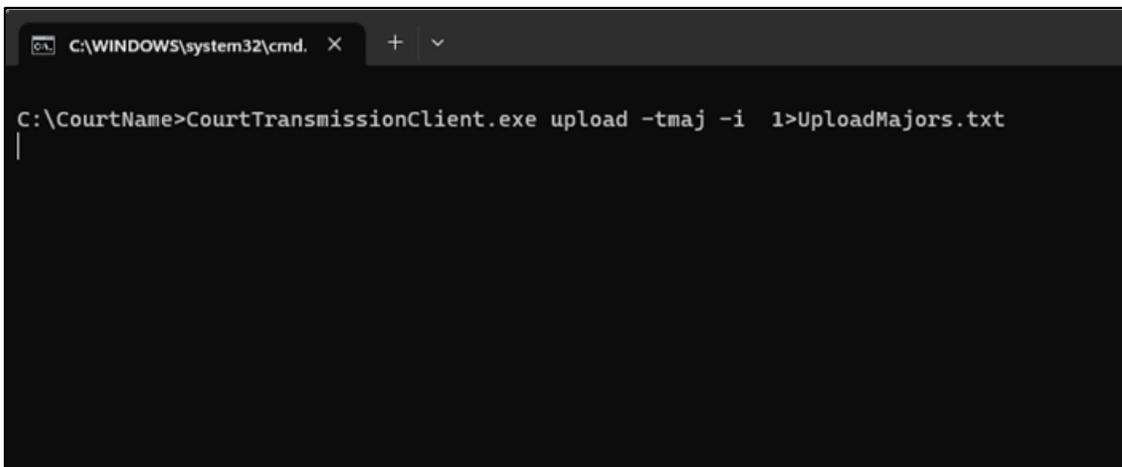
Major Convictions

To upload Major Convictions to DMV:

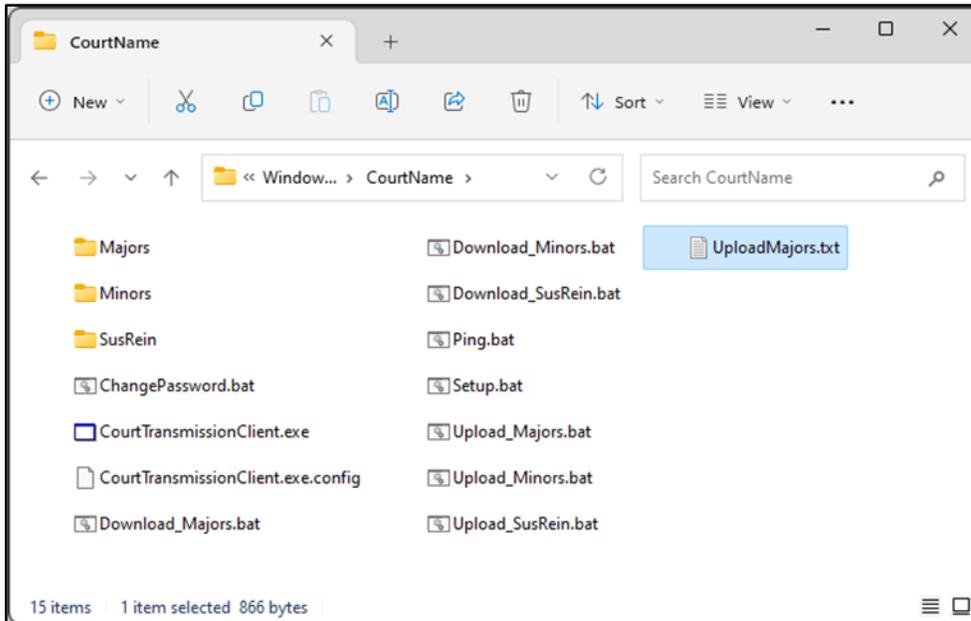
1. Double click on the **“Upload_Majors.bat”** file (in the **“Parent Directory”**).



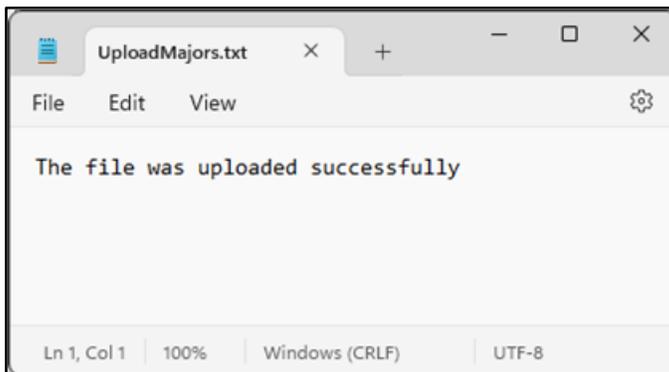
2. A Command Prompt window will briefly flash on your screen, this is just the Court Transmission Client running its process to upload your file.



- When the upload is complete, a file named ***“UploadMajors.txt”*** will be created in the ***“Parent Directory”***. The ***“UploadMajors.txt”*** file will contain the status of the upload – whether it was successful or that there was an error.



- Verify the file was successfully sent. Example of a successfully uploaded file:

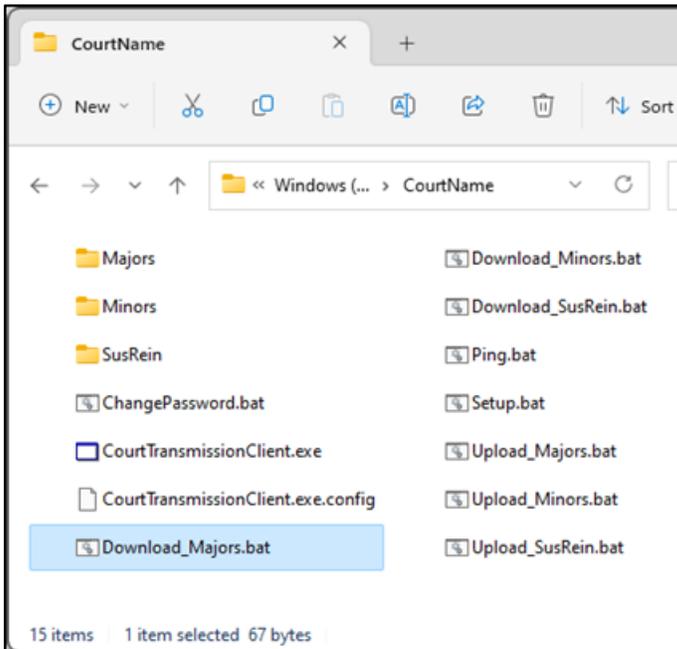


- Your upload file has now been submitted to the state!

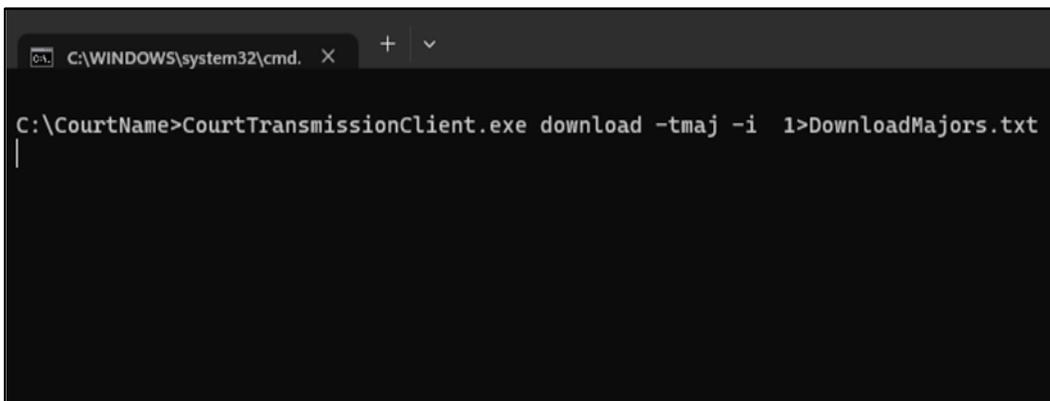
To download the Major Convictions results from DMV:

Note: You must do this the following business day after you upload in order to obtain the results.

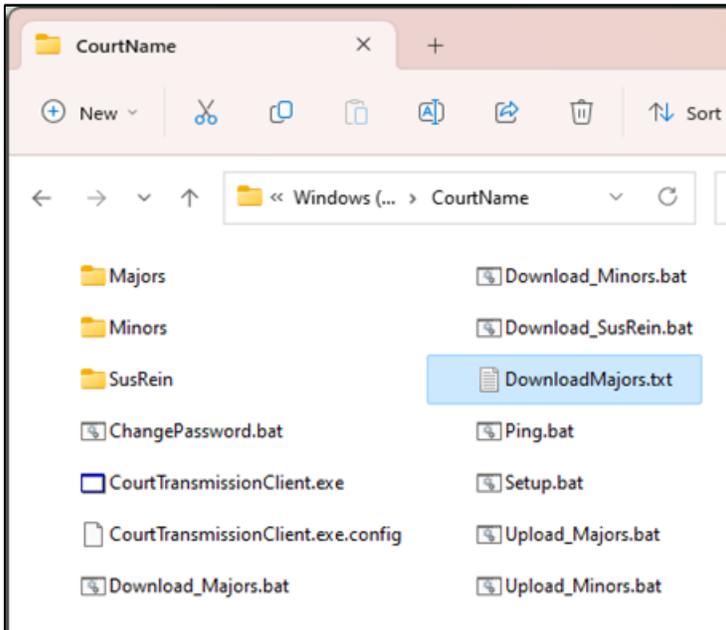
1. Double click on the “*Download_Majors.bat*” file (in the “*Parent Directory*”).



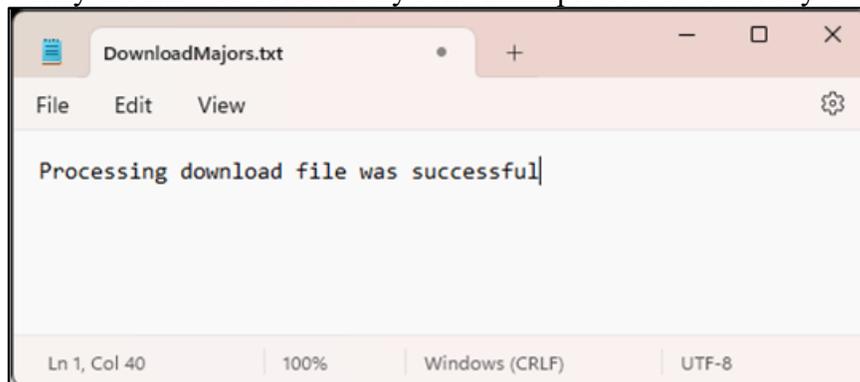
2. A Command Prompt window will briefly flash on your screen, this is just the Court Transmission Client running its process to upload your file.



- When the download is complete, a file named “**DownloadMajors.txt**” will be created in the “**Parent Directory**”. The “**Download_Majors.bat**” file will contain the status of the download – whether it was successful or that there was an error.



- Verify the file was successfully sent. Example of a successfully downloaded file:



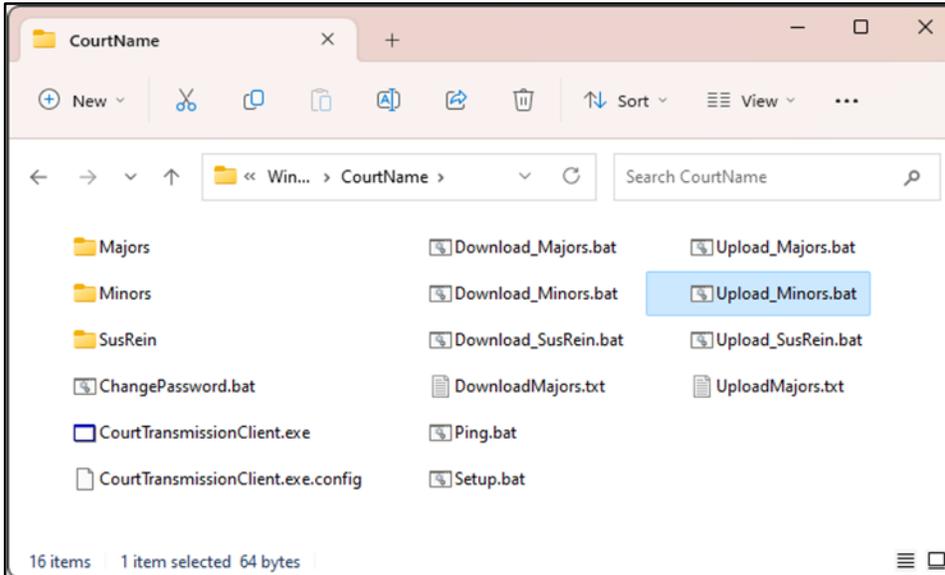
- The results from the state have now been downloaded!

Now when you navigate to the .txt files in your Major **Adds**, **Errors**, and **Duplicate** folders, they will contain the data that you just downloaded.

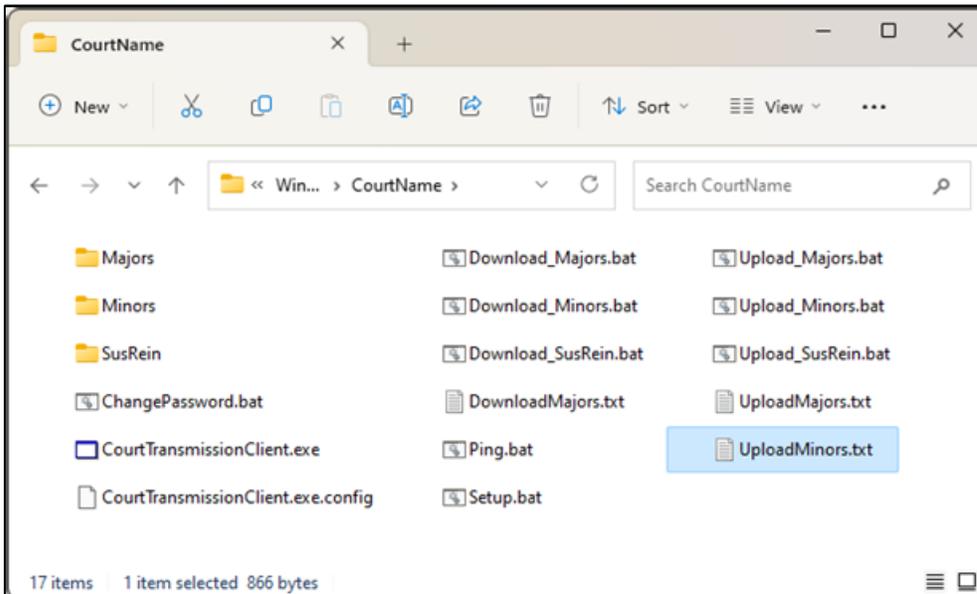
Minor Convictions

To upload Minor Convictions to DMV:

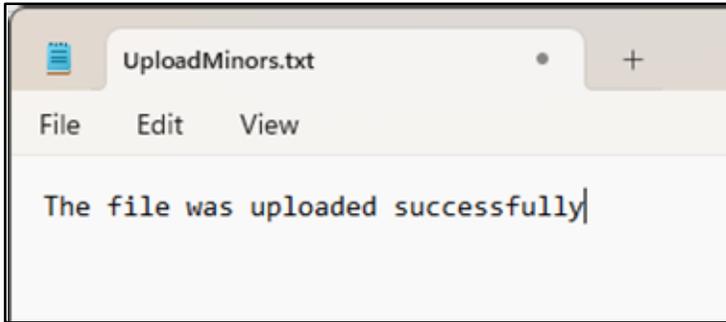
1. Double click on the **“Upload_Minors.bat”** file (in the **“Parent Directory”**).



2. A Command Prompt window will briefly flash on your screen, this is just the Court Transmission Client running its process to upload your file.
3. When the upload is complete, a file named **“UploadMinors.txt”** will be created in the **“Parent Directory”**. The **“UploadMinors.txt”** file will contain the status of the upload – whether it was successful or that there was an error.



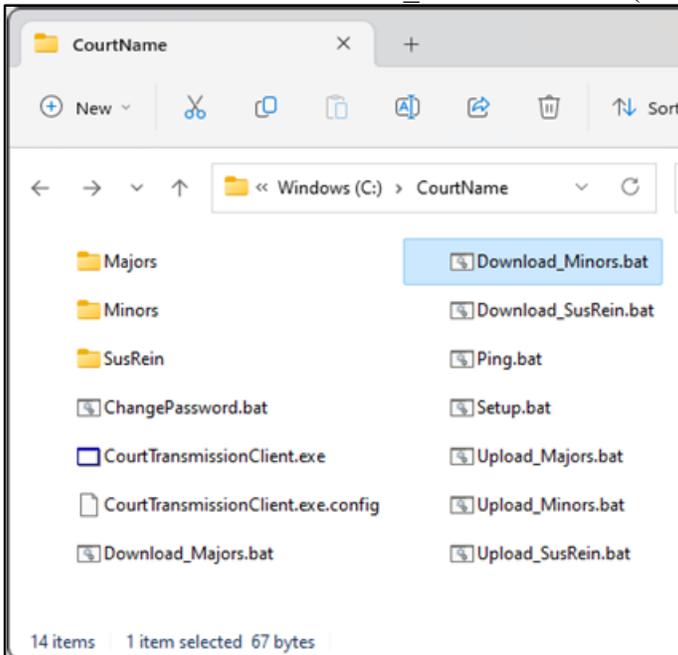
4. Verify the file was successfully sent. Example of a successfully uploaded file:



5. Your upload file has now been submitted to the state!

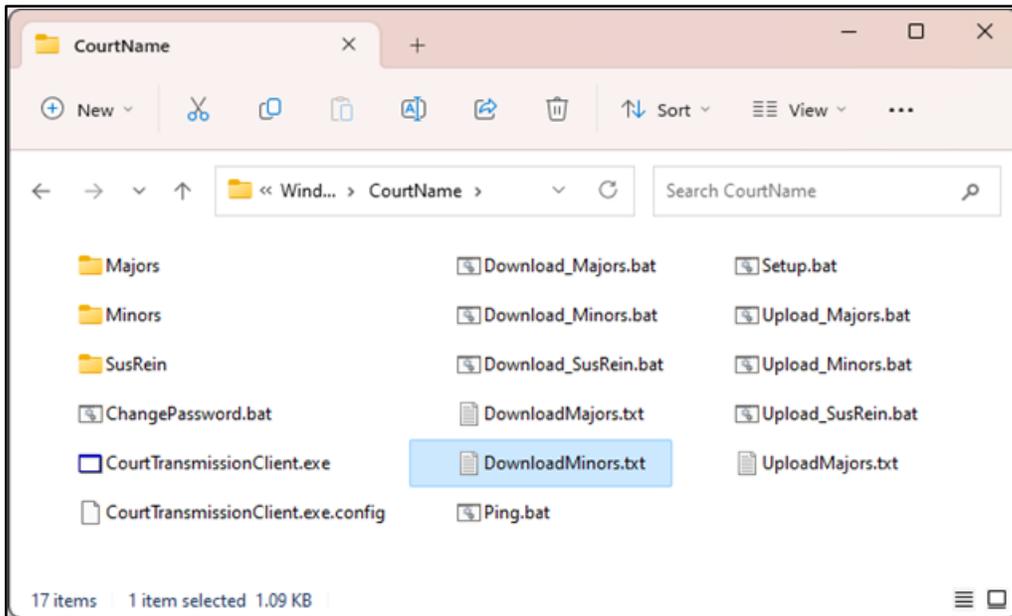
To download the Minor Convictions results from DMV:

1. Double click on the "Download_Minors.bat" file (in the "Parent Directory").

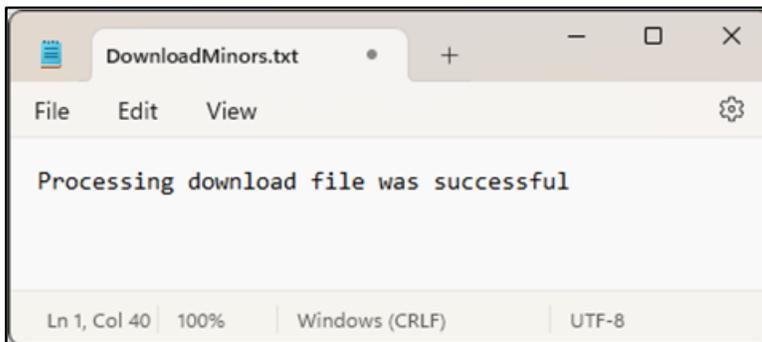


2. A Command Prompt window will briefly flash on your screen, this is just the Court Transmission Client running its process to upload your file.

- When the download is complete, a file named ***DownloadMinors.txt*** will be created in the ***Parent Directory***. The ***Download_Minors.bat*** file will contain the status of the download – whether it was successful or that there was an error.



- Verify the file was successfully downloaded. Example of successfully downloaded file:



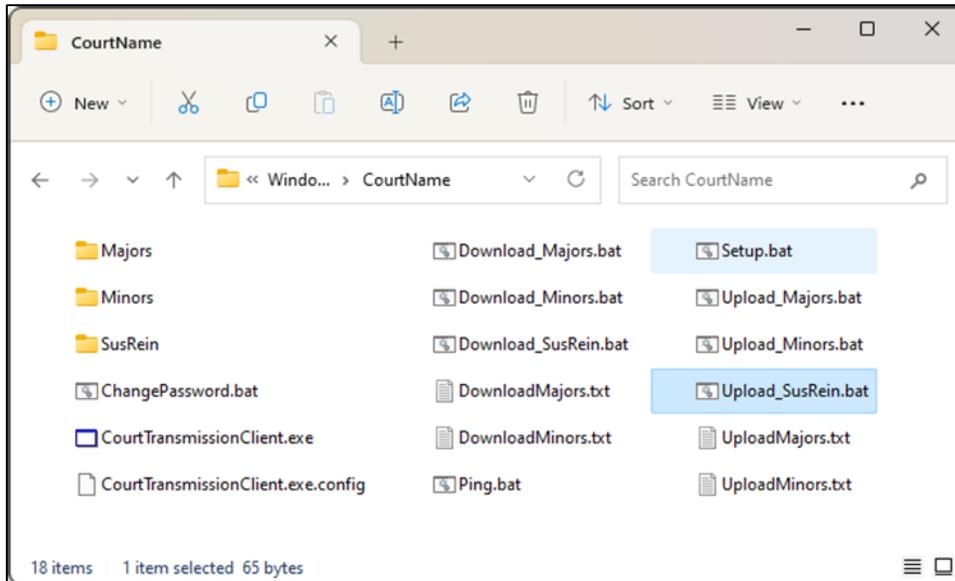
- The results from the state have now been downloaded!

Now when you navigate to the .txt files in your Minor ***Adds***, ***Errors***, ***Duplicate*** and ***999*** folders, they will contain the data that you just downloaded.

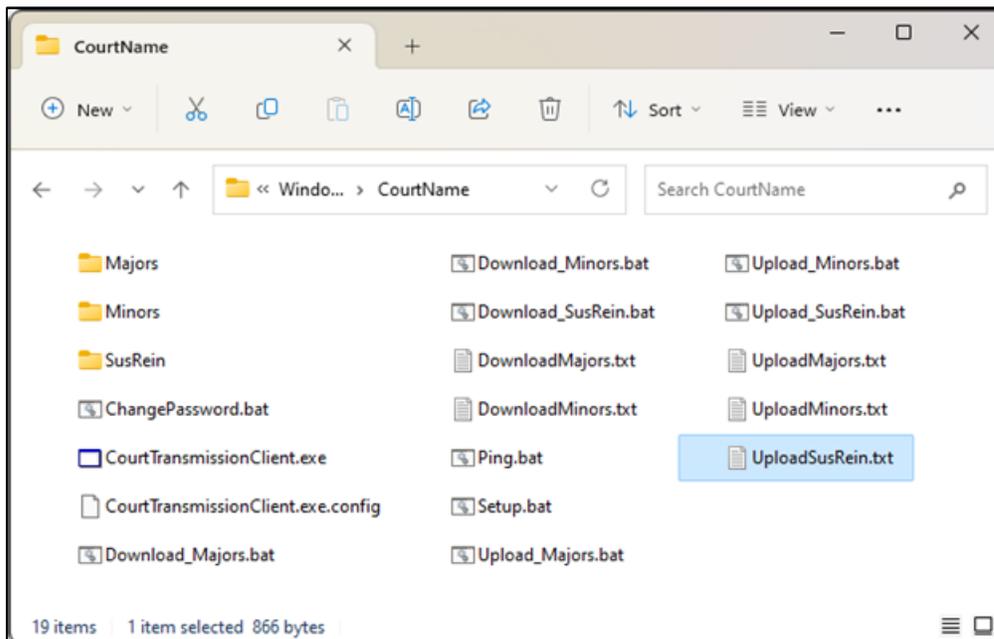
Suspensions/Reinstatements

To upload Suspensions and Reinstatements to DMV:

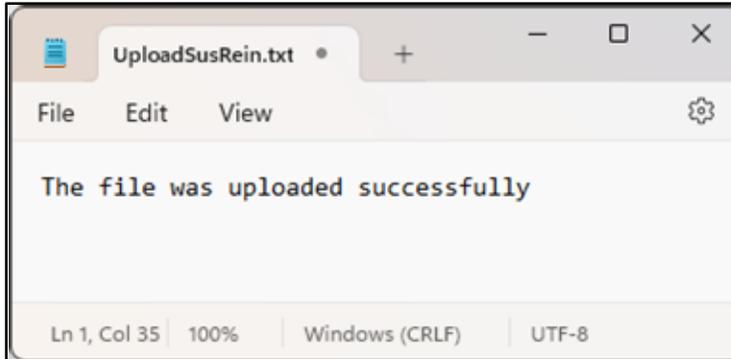
1. Double click on the **“Upload_SusRein.bat”** file (in the **“Parent Directory”**).



2. A Command Prompt window will briefly flash on your screen, this is just the Court Transmission Client running its process to upload your file.
3. When the upload is complete, a file named **“UploadSusRein.txt”** will be created in the **“Parent Directory”**. The **“UploadSusRein.txt”** file will contain the status of the upload – whether it was successful or that there was an error.



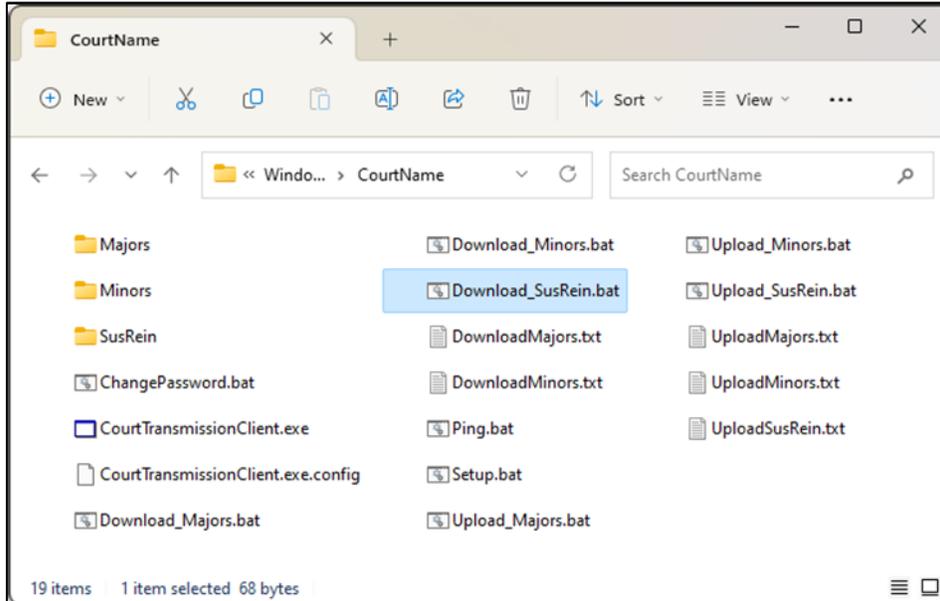
- Verify the file was successfully sent. Example of a successfully uploaded file:



- Your upload file has now been submitted to the state!

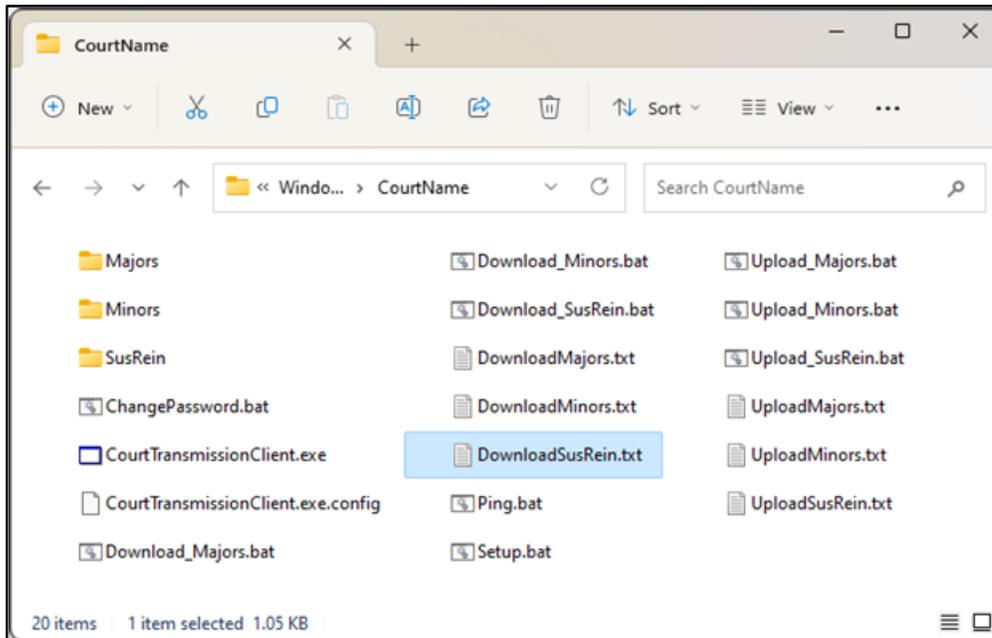
To download the Suspension and Reinstatements results from DMV:

- Double click on the ***“Download_SusRein.bat”*** file (in the ***“Parent Directory”***).

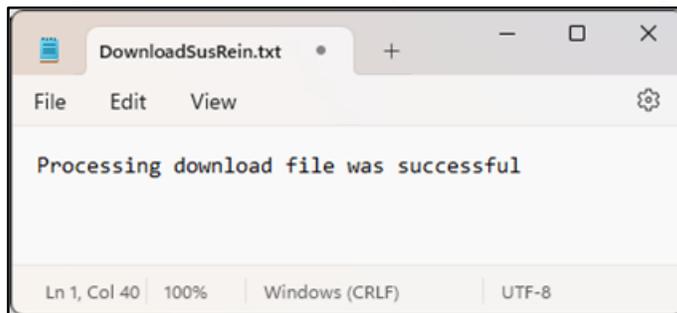


- A Command Prompt window will briefly flash on your screen, this is just the Court Transmission Client running its process to upload your file.

- When the download is complete, a file named “DownloadSusRein.txt” will be created in the “**Parent Directory**”. The “**Download_SusRein.bat**” file will contain the status of the download – whether it was successful or that there was an error.



- Verify the file was successfully downloaded. Example of a successfully downloaded file:



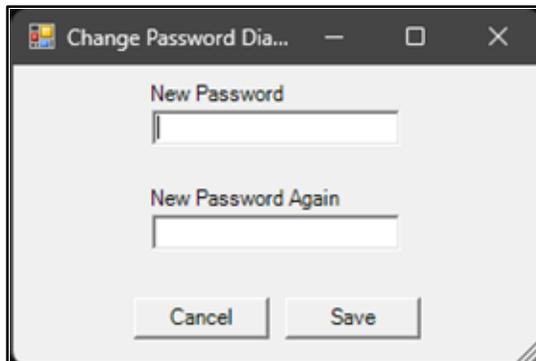
- The results from the state have now been downloaded!

Now when you navigate to the .txt files in your Suspension/Reinstatement **Adds**, **Errors**, and **Duplicate** folders, they will contain the data that you just downloaded.

Changing Password

To change your password:

1. Double click on the “ChangePassword.bat” file (in the “Parent Directory”). The Change Password Dialog window will appear:



2. Enter New Password; Enter New Password Again
3. Click on “Save” (click on “Cancel” to keep your existing password).

A successful message in the command window will be displayed when the password is successfully changed. To close the window, press the “Enter” key.

Technical Information (typically used by programmer)

This application can also be run from the command line. Double click “CourtTransmissionClient.exe”. The following window appears providing the details to run the application from a command prompt. To close the window, press the “Enter” key.

```
C:\WINDOWS\system32\cmd. x + v

This program downloads and uploads convictions, suspensions, and reinstatements to KDOR.

CourtTransmissionClient.exe <changepassword | upload | download | ping | setup > -t<maj|min|sus> [-dOriginal Download Date] [-i]

changepassword  Changes your password
upload          Uploads your specified DMV file.
download        Downloads your specified files.
ping           Gets the status of KDOR's webservice.
setup          Change your settings/paths for this program.

-t<maj|min|sus> Declares the type of conviction you want to work with.
maj            Major convictions.
min           Minor convictions.
sus           Suspensions/Reinstatements.

-d<Date>       The date you want to download again.

-i            Disable prompting before exit.

Notes: Run "setup" the first time to configure your settings.
```