

CDL Specific Training for Clerks of Court | New York

REGISTRATION GUIDE

The Clerk of Court function is the cornerstone of court management and has the potential to play a critical role in improving the accuracy, timeliness, and compliance of CDL adjudications. Clerks review citations and assign cases to judges and dockets; review final adjudications; and compile the data submitted to State Driver’s Licensing Agencies (SDLAs) for updating driver records and applying the appropriate sanctions to drivers convicted of traffic law violations. If Clerks do not understand the requirements of 49 CFR 383 and 384 and corresponding state statutes and regulations, the timeliness, accuracy, and compliance of CDL adjudications may be adversely impacted.

THE PROJECT

In collaboration with the New York State Association of Magistrates Court Clerks, Inc. (NYSAMCC), the New York Department of Motor Vehicles, and the New York State Office of Justice Court Support, the University of Cincinnati (UC), in association with the National Center for State Courts, eScience and Technology Solutions, and the North Dakota State University Upper Great Plains Transportation Institute, has developed and is pilot testing, and evaluating the effectiveness of a training course designed specifically to ensure Clerks of Court gain an understanding of the requirements of 49 CFR 383 and 384 and corresponding state statutory requirements.

The goal is to improve the timeliness and accuracy of CDL data exchanges between the courts and the SDLA to in turn enhance New York’s compliance with 49 CFR 383 and 384.

TWO-PART TRAINING

1. The training includes an **e-learning course** designed to provide an understanding of the federal regulations and CDL-specific requirements.
2. On completion of the e-learning course, Court Clerks will participate in an **instructor-led training (ILT)** on the statutes, regulations, and processes that govern the New York CDL program. A session of the ILT will be offered at the NYSAMCC annual conference.

TAKE THE E-LEARNING COURSE

- Register at <https://ncsc.courtllms.org> or log in if you already have an account.
Note: When registering for the first time, you will need to verify your email address by clicking a link sent to your email address during the registration process.

- Once you are logged in, on the right side of your dashboard should be a “Join Group” button. (If you don’t see the Join group button, ensure you are on the dashboard page by clicking the “Home” link in the top left of the breadcrumb bar.)



- Click “Join Group” to open a pop-up box and then enter the group key below in the field.

CDL-Clerks-NYSAMCC

- Then click the “join group” submit button. This will automatically add the following course to your dashboard for you to begin.

Clerks of Court and the CDL Traffic Citation Lifecycle

- For technical assistance, please contact elearning@ncsc.org.

Traffic Citation Lifecycle

The UC research conducted under CDLPI Grant Number 69A3602341085CDL00H examined all aspects of the CDL traffic citation lifecycle beginning with the roadside enforcement action, as shown in the diagram below.

The diagram illustrates the critical role of the Court Clerk in the adjudication and conviction reporting functions and the integrated nature of the traffic citation lifecycle.

Through the proposed project, developing and delivering CDL-specific training for court clerks and court personnel to enhance their understanding of 49 CFR 383 and 384 has the potential to significantly improve the quality and accuracy of information flows through the CDL citation lifecycle.



Evaluation & Outcomes

The project will assess both the qualitative and quantitative impacts of the training. This will include assessing participant satisfaction, improvements in understanding 49 CFR 383 and 384, and recommendations for enhancements. The quantitative assessment will examine enhanced compliance with the prohibition on masking convictions (49 CFR 384.226); updating driver history records and assigning the appropriate sanctions for convictions (49 CFR 383.51) and reporting convictions (49 CFR 384.208 and 384.209). For more information, contact the following individuals.

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