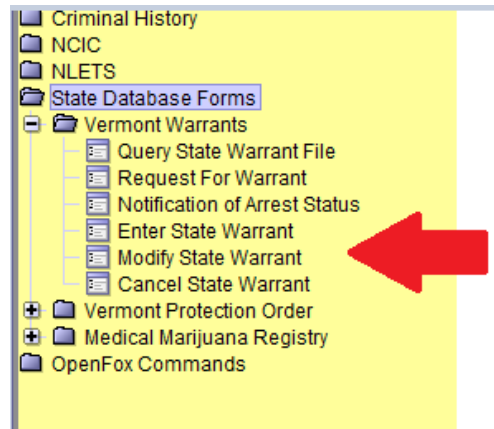


How to Enter/Modify/Cancel Warrants in the State Database for VOWS Agencies

This is NOT for WANTED PERSONS - they have their own instructions

1. Log into OpenFox
2. Double-Click the State Database Forms folder on the left-hand side menu and expand the Vermont Warrants folder. Here you will find the options for entering, modifying and canceling a warrant



Entering a Warrant

1. **Run name & DOB FIRST** using the Multiple Response Name Query (SNQ) located in the Most Common folder to see if warrant has already been entered and to confirm the name and DOB are correct. ***Note: a person can have more than 1 warrant, so if any come up, verify that it's not the same one.***
2. To enter the warrant, double-click on Enter State Warrant
3. Use the ORI of the originating (investigating) agency
4. Skip the Control Field and enter the information from the warrant into the fields with a red asterisk along with the Town of Residence and Agency fields
 - a. Name (NAM): Name of the Defendant
 - b. Date of Birth (DOB): Defendant's DOB
 - c. County of Residence: Defendant's county. Use UNKNOWN if no address listed
 - d. Holding Station (STA): The Agency primarily responsible for entering/updating/cancelling the state database entry
 - e. Offense (OFF): Use what's listed (if multiple offenses, use the most severe)
 - f. Caution Indicator (CAU): No
 - g. Issuing Court (CRT): The court that issued the warrant
 - h. Docket Number (DKT): Use what's listed (if multiple, use the one for the offense you chose)
 - i. Reason for Entry (RFE): New or Failure to Appear
 - j. Town of Residence (TWN): Town where Defendant lives. Use UNKNOWN if no address listed or OUT OF STATE if they are not in VT
 - k. Agency Name (AGY): Name of originating (investigating) agency.

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5. Click Submit. The return will list the SCN number needed for the VOWS update.
6. Have someone else check the record and VOWS for completeness and accuracy

Modifying a Warrant

1. To modify a warrant, go to OpenFox and double-click on Modify State Warrant
2. Use the ORI that is listed on the entry
3. Use the date of birth and the SCN that is listed on the entry:

```
***** MATCH BASED ON SOUNDEX SEARCH, VERIFY MATCH *****  
***** INSTATE **** INSTATE **** INSTATE *****  
MKE/WARRANT  
ORI/VTVSP0100  
STA/VSP WILLISTON  
NAM/DOE, JANE DOB/19870122 OFF/SALE OF COCAINE X2  
CAU/N CRT/CHITTENDEN DKT/4192/3-8-04 BAI/--  
MIS/HAS BEEN CHARGED  
IDX/WXC0007747 SCN/07747  
DTE/20050223  
***** IMMED CONFIRM RECORD WITH ORI *****  
***** MATCH BASED ON SOUNDEX SEARCH, VERIFY MATCH *****
```

4. Update the modifiable fields as necessary and as completely as possible. Leave fields blank if there are no changes
5. Click Submit and update the appropriate fields in VOWS
6. Have someone else check the record and VOWS for completeness and accuracy

Canceling a Warrant

1. To cancel a warrant, go to OpenFox and double-click on Cancel State Warrant
2. Use the ORI that is listed on the original entry
3. Skip the Control Field and fill out the fields with a red asterisk:
 - a. State Control Number (SCN): Use what is listed on the Hit
 - b. Date of Birth (DOB): Use what is listed on the Hit
 - c. Reason for Cancel (RFC): Use Arrested or what is listed on the vacate order (Withdrawn, Voluntary Appearance, etc)
4. Click Submit and update the appropriate fields in VOWS
5. Have someone else check the record and VOWS for completeness and accuracy