

# Instructions for Use of the WV Electronic CDR Form

This provides a step-by-step guide to using the WV Electronic CDR Form.

WVSP users may access the form via the Virtual Office Portal.

Open the form by double clicking on the form name. You will see the following CDR form.

The screenshot shows the WV Electronic CDR Form (Form 29) in Adobe Acrobat Pro. The form is titled "State of West Virginia COURT DISPOSITION REPORTING" and "WVSP Form 29 Electronic Version 3". It includes fields for personal information (Name, Address, Date of Birth, Social Security Number, Sex, Race), arrest details (Date of Arrest, Arresting Officer, Agency), and court information (County of Adjudication, Address of Court). There are also checkboxes for "Live Scan" and "Non Live Scan", and a "CASE ID NUMBER" field. The form is divided into sections for "TO BE COMPLETED BY OFFICER" and "TO BE COMPLETED BY COURT OF JURISDICTION". Green boxes highlight specific instructions and fields.

To navigate around the CDR form use the **TAB** key on the keyboard to move forward. Press the **SHIFT** key and then the **TAB** key to move backward through the form. The Green boxes on the form do not print out – these are there to provide additional guidance.

Initially the default location is the **CLEAR CDR FORM** button that appears in Gray at the top of the form. Hit the tab key twice to move to the check box labelled **Live Scan**. Check this box if you are using Live Scan to capture prints. In the space below the check box enter the 12 digit case ID number that is assigned by the Live Scan unit. See below for an example of a Live Scan ID number entered on the form.

WVCDR 082016.pdf - Adobe Acrobat Pro

File Edit View Plug-Ins Window Help

This file includes fillable form fields. You can print the completed form and save it to your device or Acrobat.com.

Highlight Existing Fields

Use tab key and shift-tab to navigate

Clear CDR Form Print CDR - 3 Copies

State of West Virginia  
**COURT DISPOSITION REPORTING**

WVSP Form 29  
 Electronic Version 3  
**COMPLETED BY ARRESTING OFFICER WITH FINGERPRINTS AS REQUIRED BY LAW**

Live Scan  Non Live Scan  
**809809809809**  
 CASE ID NUMBER

Filled out by Court personnel  
 TYPE OR PRINT LEGIBLY  
 To Generate a Non-Live Scan Number click the Check Box and Hit the Tab key here

FULL NAME Last Name First Name Middle Name Alias Juv. charged as adult  
 Address Street City State Zip +4 Weight Height  
 Date of Arrest Date of Birth Social Security Number Sex Race  
 Arresting Officer Officer ID/PID Law Enforcement Agency  
 Court of Jurisdiction: COUNTY OF ADJUDICATION ADDRESS OF COURT:  
 MUNICIPAL MAGISTRATE CIRCUIT  
 TO BE COMPLETED BY OFFICER TO BE COMPLETED BY COURT OF JURISDICTION

INITIAL CHARGE Filled out by Officer Charge Changed/Reduced To FELONY (Check box) Date of Disposition MM/DD/YYYY  
 1.

If you are rolling prints manually, click on the Non Live Scan checkbox. Hit your tab key twice after selecting the checkbox. The form will generate a unique case ID number with an E prefix. This is the case number assigned to this disposition. See below for an example of a Non Live Scan case number.

WVCDR 082016.pdf - Adobe Acrobat Pro

File Edit View Plug-Ins Window Help

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Highlight Existing Fields

Use tab key and shift-tab to navigate

Clear CDR Form Print CDR - 3 Copies

State of West Virginia  
**COURT DISPOSITION REPORTING**

WVSP Form 29  
 Electronic Version 3  
**COMPLETED BY ARRESTING OFFICER WITH FINGERPRINTS AS REQUIRED BY LAW**

Live Scan  Non Live Scan  
**E-471717029047**  
 CASE ID NUMBER

Filled out by Court personnel  
 TYPE OR PRINT LEGIBLY  
 To Generate a Non-Live Scan Number click the Check Box and Hit the Tab key here

FULL NAME Last Name First Name Middle Name Alias Juv. charged as adult  
 Address Street City State Zip +4 Weight Height  
 Date of Arrest Date of Birth Social Security Number Sex Race  
 Arresting Officer Officer ID/PID Law Enforcement Agency  
 Court of Jurisdiction: COUNTY OF ADJUDICATION ADDRESS OF COURT:  
 MUNICIPAL MAGISTRATE CIRCUIT  
 TO BE COMPLETED BY OFFICER TO BE COMPLETED BY COURT OF JURISDICTION

INITIAL CHARGE Filled out by Officer Charge Changed/Reduced To FELONY (Check box) Date of Disposition MM/DD/YYYY  
 1.

Once the case ID is assigned use the TAB key to navigate to the Full Name, Alias and Address sections. Click on the Juvenile charged as adult checkbox if

applicable. You may also enter the 5 digit zip code and the 4 digit extension if applicable. Weight is expressed in pounds. Enter height in two fields – 1<sup>st</sup> is feet, second is inches.

Date of arrest and date of birth may be selected by using the drop down boxes that appear in each of these fields. SSN is entered in 3 fields. Use the drop down boxes to assign sex and race information. Insert your name and local PID number in the appropriate boxes. The ORI number is tied to your agency. Select the appropriate agency from the drop down list by typing the first letter of the agency name – next scroll down the list to find the exact match.

Next, select the court of jurisdiction to which this disposition applies and the appropriate county. If you select the Municipal or Circuit jurisdiction checkboxes, please provide the address of the appropriate court. If you select Magistrate court and the county, the address will be automatically filled in after you enter the TAB key.

WVSP Form 29  
Electronic Version 3  
COMPLETED BY ARRESTING OFFICER WITH FINGERPRINTS AS REQUIRED BY LAW

State of West Virginia  
COURT DISPOSITION REPORTING  
TYPE OR PRINT LEGIBLY

Case ID Number: E-471717029047

Arresting Officer: Smith  
Date of Arrest: 08/18/2018  
Date of Birth: 07/28/2000  
Social Security Number: 111-11-1111  
Sex: Male  
Race: Black  
Weight: 180  
Height: 5 ft. 11 in.

County of Adjudication: Braxton  
Address of Court: 307 Main Street Suite 205 Sutton, WV 26601

Initial Charge: Arson 61-3-1

Next you may enter the initial charges in the space provided. Please include a description of the charge and the code section to which the charge applies. If you have more than 8 charges you may continue entering charge information on page 2 – all case information is transferred to page 2.

Here is a screenshot of page 2 of the CDR with charge descriptions entered. Notice that the CDR captures the page number and the Case ID number on every page.

**Page 2 -- E-471717029047** Use tab key and shift-tab to navigate

State of West Virginia  
COURT DISPOSITION REPORTING

WVSP Form 29  
Electronic Version 3  
COMPLETED BY ARRESTING OFFICER WITH FINGERPRINTS AS REQUIRED BY LAW

Live Scan  Non Live Scan  
CASE ID NUMBER: E-471717029047

FULL NAME: Jones, Joe L. Alias: L. Juv. charged as adult:

Address: 564 Maple Street, Anywhere, California, 98765-1111. Weight: 180, Height: 5 ft 11 in.

Date of Arrest: 08/18/2016. Date of Birth: 07/26/2000. Social Security Number: 111-11-1111. Sex: Male, Race: Black.

Arresting Officer: Smith. Officer ID/PID: 123. Law Enforcement Agency: GARY PD--WV0240500.

COURTY OF ADJUDICATION: Braxton. ADDRESS OF COURT: 307 Main Street Suite 205 Sutton, WV 26601.

TO BE COMPLETED BY OFFICER: INITIAL CHARGE (Filled out by Officer). TO BE COMPLETED BY COURT OF JURISDICTION: Charge Changed/Reduced To, FELONY (Check box), Date of Disposition (MM/DD/YYYY).

When you have completed your CDR, return to page 1 and click on the **PRINT CDR – 3 copies** button. Select 3 copies in the control panel as illustrated below.

Print

Printer: Adobe PDF

Copies: 3 Collate  Print in grayscale (black and white)  Save ink/toner

Pages to Print:  All  Current page  Pages 1 - 3

Page Sizing & Handling:  Fit  Actual size  Shrink oversized pages  Custom Scale: 100%  Choose paper source by PDF page size

Orientation:  Auto portrait/landscape  Portrait  Landscape

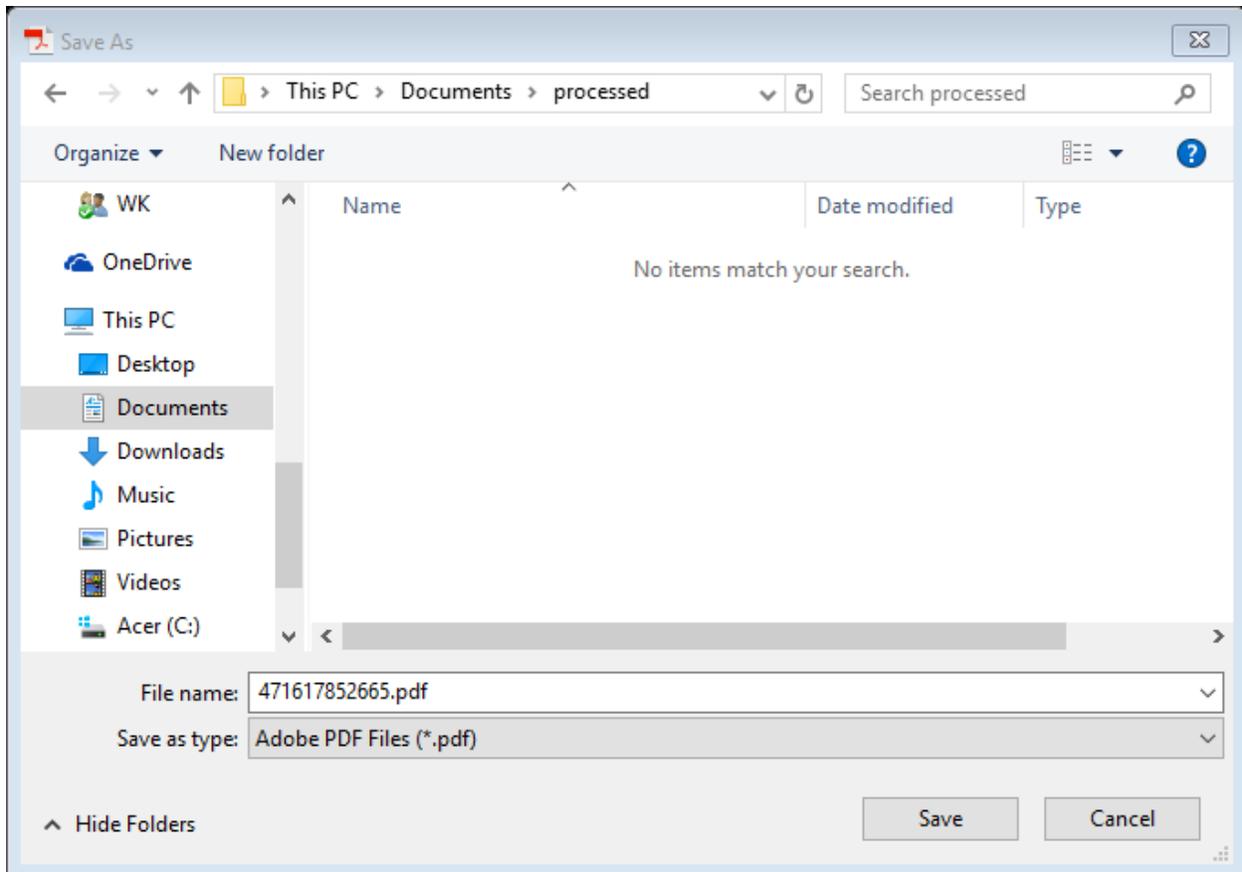
Comments & Forms: Document and Markups

Scale: 100% 8.5 x 11 Inches

Page 1 of 3

Print Cancel

You may save a copy of the completed form locally. Click on the Save icon in the upper right hand corner. You should get a screen that allows you to save the form – use the Case ID number assigned to the form to save locally.



If you make a mistake, or wish to start over, click on the **Clear CDR Form** button at the top of page 1.