

Please carefully read the following information

After you have your FTP account set up for access to the nightly court **extracts**. There are 2 files, the Customer_CCIS_Filelayouts_11202012.doc document (This is addressed below) and the FTP document which shows how to connect to the FTP site using internet explorer or Foxfire Mozilla Internet Browser. Or there is another option for Connecting/Downloading Files and it is free software named Filezilla which we use daily and it works really well <https://filezilla-project.org/download.php?type=server>

The Highlands FTP site. IP Address is [76.7.89.143](#) You use this IP to Access the Site

The File Layout Data Dictionary (Customer_CCIS_Filelayouts_11202012) is located in each of the individual file directory folders on the FTP Site (Traffic, Civil and Criminal) and is also attached. The extracts are zipped up so you will need (if you don't already have it) to download and install **winzip** to unzip the files <http://www.winzip.com/downwz.htm> to uncompress the single file to gain access to the multiple files inside. If you experience problems accessing the FTP site please send me and e-mail to cbarker@hcclerk.org and include the error the message that you are receiving. (**NOTE** there have been instances where Norton and other Antivirus have prevented connection to the FTP site so this may need to be turned off to connect)

Highlands County Florida, Clerk of Courts

Clericus - Civil, Criminal and Traffic Court Extracts File Descriptions.

***** Note*** This document is intended to be used in conjunction with the [Customer FACC CCIS Data Dictionary File Layout document and the extract files.](#)**

SECTION A:

Two Types of File Extract we will offer (1.) Nightly Increment Extracts which will encompass ONLY ONE DAY. (2.) And the **Once a Month Full Extract** at the beginning of each month which will encompass the entire history up to and including the prior month;

1.) Nightly Incremental extract files will be identified in the file name with an, **I** following the extract Name and Date identifier. (Example <TYPE>yyyy mm dd **I** .txt) (Type = CIVIL, CRIM, or TRAF)

2.) Once a month Full extracts will be identified in the file name with an, **F** following the extract Name and Date identifier. (Example <TYPE>yyyy mm dd **F** .txt) (Type = CIVIL, CRIM, or TRAF)

SECTION B:

The Nightly Extracts and the Full Extracts will consist of 3 different Zipped Up Files depending on which of the 3 Court Extract Type files received **Civil, Criminal** or **Traffic**.

(The 3 Examples of the Incremental s, Notice the **I** after dd)

CIVILyyyyymmdd**I**.tar.gz

CRIMyyyyymmdd**I**.tar.gz

TRAFyyyyymmdd**I**.tar.gz

Zipped File Naming Convention Explanation

1.) Incremental File Names; (Identified by **I (Incremental) in file name)**

Civil Zip file will be named CIVILyyyyymmdd**I**.tar.gz

Criminal Zip file will be named CRIMyyyyymmdd**I**.tar.gz

Traffic Zip file will be named TRAFyyyyymmdd**I**.tar.gz

2.) Full File Names; (Identified by **F (Full) in file name)**

Civil Zip file will be named CIVILyyyyymmdd**F**,tar.gz

Criminal Zip file will be named CRIMyyyyymmdd**F**.tar.gz

Traffic Zip file will be named TRAFyyyyymmdd**F**.tar.gz

Incremental Zipped File Name Break Down example CIVILyyyyymmdd**I**.tar.gz

Extract Type, 4 Digit Year, 2 Digit Month, 2 Digit Day, (**I**) incremental, zipped file appendage

CIVIL yyyy mm dd **I**, tar.gz

Full Zipped File Name Break Down example CIVILyyyyymmdd**F**,tar.gz

Extract Type, 4 Digit Year, 2 Digit Month, 2 Digit Day, (**F**) full, zipped file appendage

CIVIL yyyy mm dd **F**, tar.gz

SECTION C:

Each of the 3 different zip files will contain 11 to 12, individual Civil, Criminal or Traffic text files zipped into one .tar.gz file of the same named file types Civil, Criminal or Traffic.

(Example Name of the First, Second and Third of the Traffic (12) text files)

#1 Traffic2013123111001I.txt (Example <TYPE>yyyy mm dd 11001 I .txt)

#2 Traffic2013123111002I.txt (Example <TYPE>yyyy mm dd 11002 I .txt)

#3 Traffic2013123111003I.txt (Example <TYPE>yyyy mm dd 11003 I .txt)

Etc.....

Each Zip file will contain 11 to 12 individual text files

Following is an example of the Traffic 1st individual text file Traffic2012100111001I.txt. The number 11001 after the date is the identifier for the **Case Name File**. Each file type is identified by the 5 numbers following the date in the file name in this example the 11001.

Example of the Text File Name Break Down

Traffic2012100111001I.txt

(Incremental)

Traffic 2012 10 08 **11001** I .txt

Type, yyyy, mm, dd, case name file, Incremental, text type file format

(Full)

Traffic 2012 10 08 **11001** F .txt

Type, yyyy, mm, dd, case name file, Full, text type file format

The 12 Different File Types Numeric Names and Descriptions

11001	Case Name File	(this would be a like Traffic20121001 <u>11001</u> .txt)
11002	Case Data File	(this would be like Traffic20121001 <u>11002</u> .txt)
11003	Court Events Detail File	(this would be like Traffic20121001 <u>11003</u> .txt)
11004	Financial File	
11005	Case Progress Docket	
11006	Name Type File	
11007	Reopen Date History File	
11008	Attorney Cross Reference File	
11009	Parcel File	
11010	Charges Detail File	
11011	Warrant/Summons/Capias File	
11012	Sentence File	

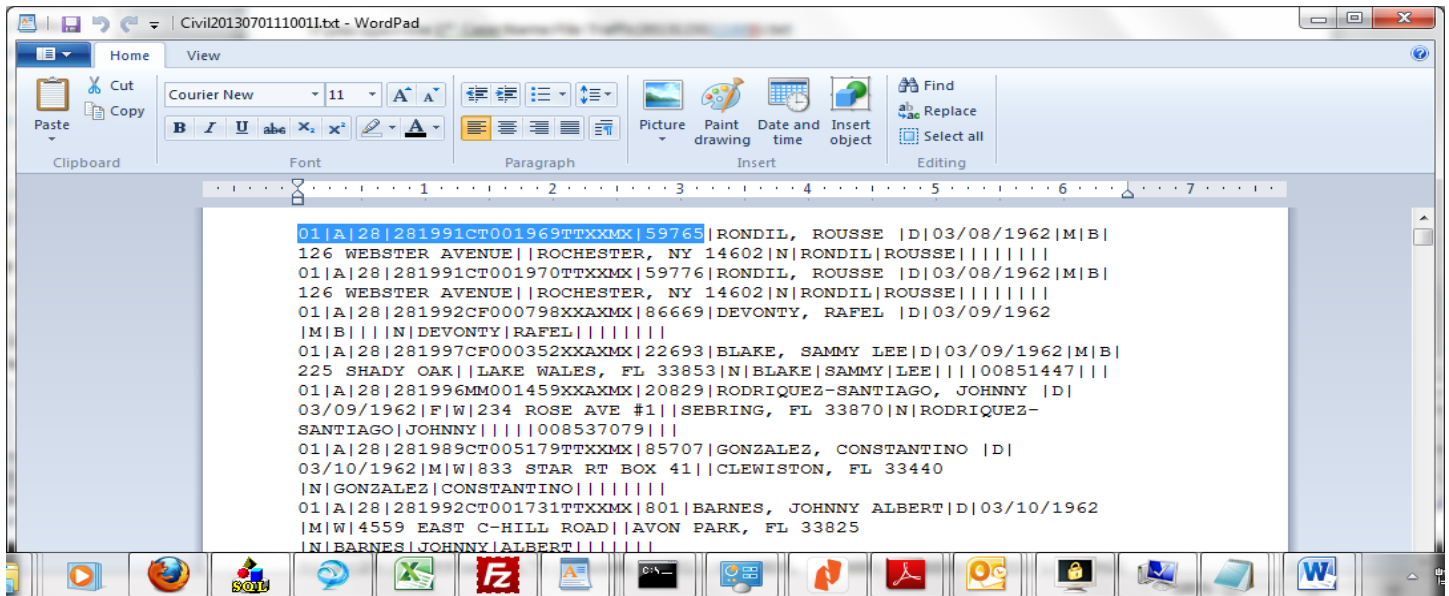
The General File Layout

All extracts Civil, Criminal and Traffic will follow the same basic naming convention and same standard file layout as outlined in the CCIS ICD [Customer_CCIS_Filelayouts_11202012](#), the files will be zipped up into a single file (example) **CIVILyyyymmdd110011.tar.gz** file and will contain (11) or (12) (.txt) Text files.

SECTION D:

- 1.) If you open the 1st Case Name File Traffic2013123111001.txt
- 2.) Let's look at the first (4) Columns of the 1st line, for the file Traffic2013123111001.txt
01 | A | 28 | 281991CT001969TTXXMX | 59765

(***NOTE*** Each Column is Separated by an "|")



- 3.) Now Open the Customer_CCIS_FileLayouts_11202012.doc (Example Below)
- 4.) Notice how the first section **11001- Case Name File** section (of the Customer_CCIS_FileLayouts_11202012.doc file) corresponds to the **11001** in the file name Traffic20131231**11001**!.txt this is how they are matched up

01|A|28|281991CT001969TXXMX| (first 4 columns of line #1)

The First Column of line #1 **01** corresponds to # 1 **Record Type** (see the comments Column)

The Second Column of line #1 **A** corresponds to **Update Type** this one is an 'A'dd (ADD)

The Third Column of line #1 **28** corresponds to **County Code** Highlands County Code is 28

The Fourth Column of line #1 **281991CT001969TXXMX** corresponds to **Uniform Case Number**

Etc.....

11001 – Case Name File									
ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Valid Range	Units	Comments
	Case Data Record – NAME		369						
1	Record Type	A	2	1	2	M			Value = "01" - Name Data
2	Update Type	A	1	3	3	M			'U'pdate, 'A'dd, or 'D'elete
3	County code	A	2	4	5	M	01-67		Alpha County number (i.e. 03=Bay)
4	Uniform Case Number	A	20	8	27	M			OSCA Uniform Case Number Format, See Appendix B.

Customer_CCIS_FileLayouts_11202012.doc [Compatibility Mode] - Micro... Table Tools

File Home Insert Page Layout References Mailings Review View Design Layout

11001 – Case Name File

ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Valid Range	Units	Comments
	Case Data Record – NAME		369						
1	Record Type	A	2	1	2	M			Value = "01" - Name Data
2	Update Type	A	1	3	3	M			Update, Add, or Delete
3	County code	A	2	4	5	M	01-67		Alpha County number (i.e. 03=Bay)
4	Uniform Case Number	A	20	8	27	M			OSCA Uniform Case Number Format, See Appendix B.
5	Personal Identification Number	A	15	28	42	M			Personal Identification Number
6	Name	A	30	52	81	M			Recommended Name format=lastname,*,* firstname middle initial suffix. Example: Doe, John E III. Name will be accepted without comma if necessary.
7	Name Type	A	4	82	85				See Appendix A for valid name types.
8	Date of Birth	Date	10	86	95	C			Date of Birth, Format = "MM/DD/YYYY"
9	Sex	A	1	96	96	C			"M"=male, "F"=female, "N"=Business
10	Race	A	1	97	97	C			W-White (includes Hispanics), B-Black, O-oriental/Asian, I-American Indian or Alaskan Native, N-Business, U=Unknown
11	Address 1	A	25	98	122	C			Address Line 1
12	Address 2	A	25	123	147	C			Address Line 2
13	City, State, Zip	A	35	148	182	C			City, State, Zip format: city, state, zip

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Thanks
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