



We Keep Order in the Court™ _____ *Updated 12/29/2019*

Year End Counters

In this document you will see in detail on how and when to update your yearend counters in CMS360.



NOTE: Everyone **MUST** be closed out of the programs during the resetting of the counters and once you have reset please exit out of the program and then reopen it.

If you have any questions please contact Icon Support.

PROBATE

What counters need to be reset in the Probate program?

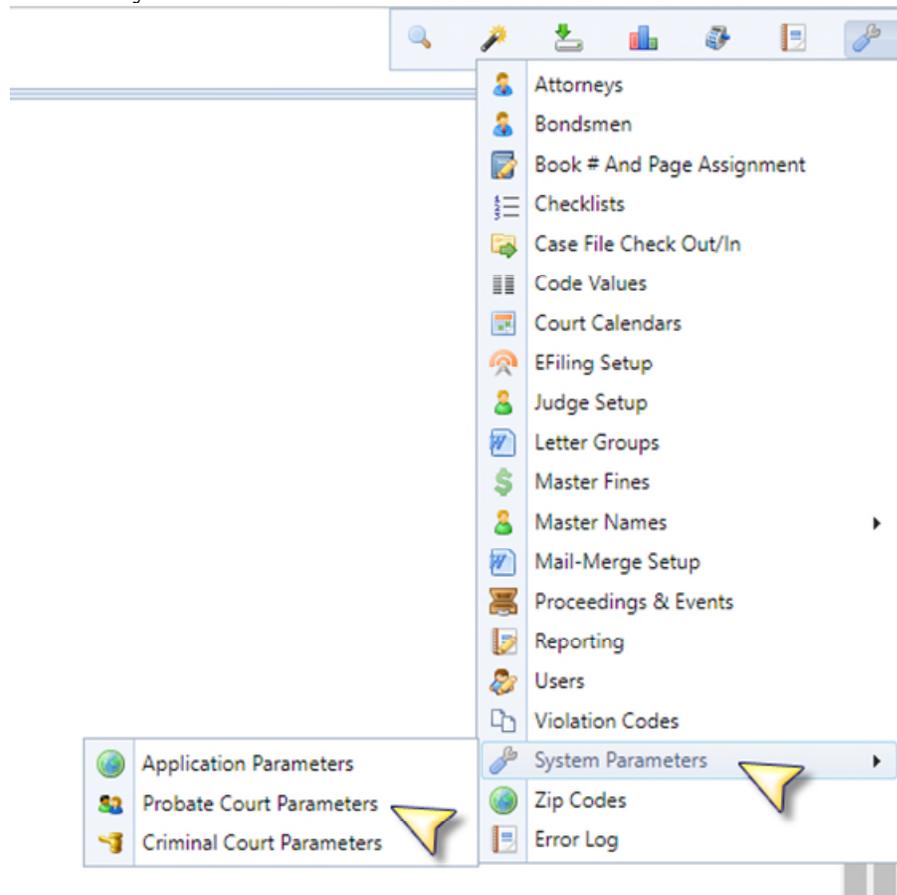
In the CMS360 program you will need to reset the Year and the Case Numbers

When should you reset your counters?

All counters will need to be reset once you have entered in all NEW cases that were filed in 2019.

How do you Reset the counters?

The instrument number and transmit number are located on the same screen and should be done at the same time. These counters are located under the wrench on the menu bar > System Parameters > Probate Court Parameters.





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Once you have opened the system screen the Civil Court Parameters tab will be viewable.

Follow these steps:

1. Fill in the instrument number year to **2020**
2. Click the Update button next to the instrument number section.
3. A pop up will be displayed, clear out the current value and then type in **0**.
4. Once you are finished Click Update Now button.
5. Then Click Save Changes to Setup button on the top of the screen.

Save Changes to Setup

Probate Court Parameters Case Numbers Transmission Default Defendant Case Seal Options Admin Functions

Circuit Name
County Name HANCOCK
Judge Name William B. Blaisdell, IV
Judge Title
County Address 50 STATE STREET
Address Line 2 SUITE 6
City / State / Zip ELLSWORTH MAINE 04605
County # 165
Phone Number 207-667-8434
Clerk Name Gale S. Coughlin
Template Path C:\inetpub\wwwroot\CMS360\Hancock\ter
Case Attachments Path \\vm-fileserver-2\me\Hancock\Attachment
Image Location (Full Path) \\vm-fileserver\me\Hancock\IconImages\

Instrument Year 2019 Update

Instrument # 1 Update
Document Stamp Counter 1 Update
BOE Document Stamp Counter 1 Update

If filing date is specified on an event, do not list it separate in the tree

Instrument Number Update

This value is a system counter value. Updating this value during working hours could cause issues. Please proceed with caution.

Change Value to: 0 Update Now

How do you Reset Case Numbers?

Click on the Tab that says Case Numbers then Click on the Edit button at the next to the case number sting you would like to reset.

Description	Format	Last Case#	Edit	Delete
STATE COURT CIVIL	[YY]SV[#]	108F0080	Edit	Delete
STATE COURT CIVIL		14SV0251	Edit	Delete
BOARD OF EQUALIZATION			Edit	Delete
FORMA PAUPERIS			Edit	Delete

NOTE: You will need to Edit and Update each Case Number format that your court uses, follow the next step for each Case Number format.

This screen will give you the ability to update the Next Sequence Number. Set the number to 1 then Click Save.



Civil Court Parameters Case Numbers Transmission Default Defendant Case Seal Options

Cancel Save

Auto Counter is ON

Type Case CV

Description STATE COURT CIVIL

Last Case# Used 10BF0080

Court of Filing State Court

Format String [YY]SV[#]

Pad Number Length 4

Next Sequence Value 1

Category (if applicable)

Is Grouping Parent

Parent Group

Book/Page Assignment (if applicable)

Sample Value: (will refresh as you make changes)