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

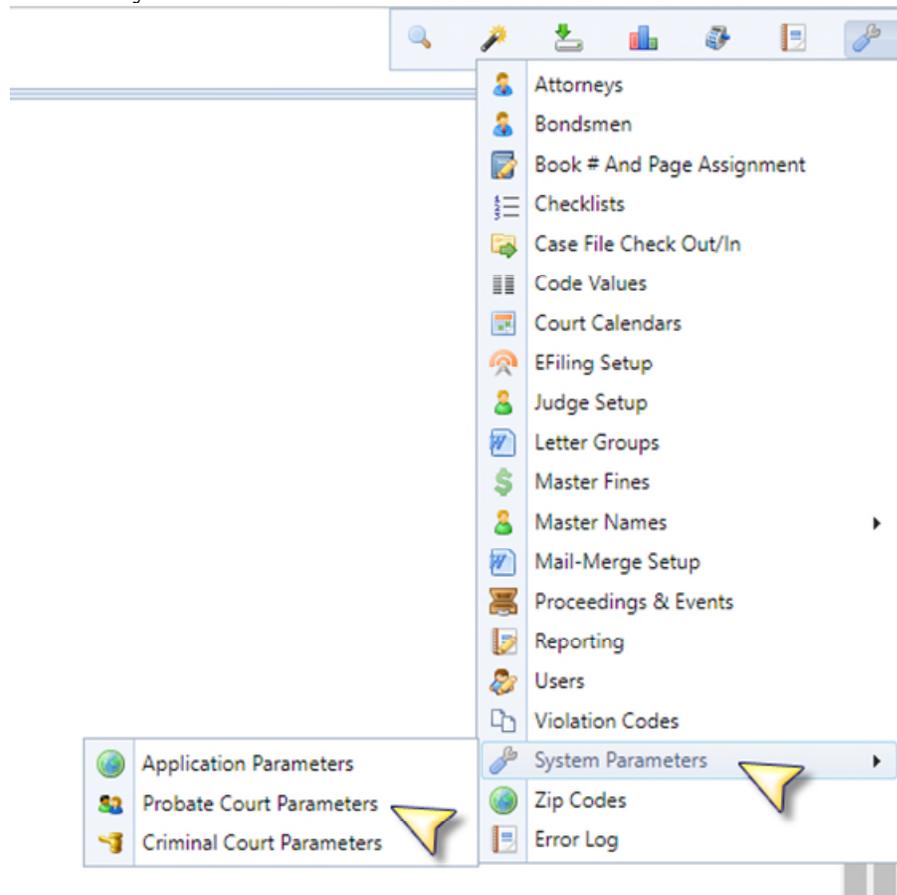## *What counters need to be reset in the Probate program?*

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.

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.

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.

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.

◆ICON

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| 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)