



## ***Year End Counters – CMS***

In this document, you will see in detail on how and when to update your yearend counters in each Icon program. Please note each not every program will apply to your court.

- ☒ Accounting – Real Estate Customers
- ☒ Civil
- ☒ Criminal
- ☒ Juvenile
- ☒ Magistrate
- ☒ LCR
- ☒ Probate



**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.



---

---

## **ACCOUNTING – Real estate**

---

### **What counters need to be reset in Accounting?**

In Accounting the only items, you will need to reset are your UCC counter for real estate and add in new tax rates. If your court doesn't receipt real estate in Icon, then you are all set for Accounting.

### **When should you reset your counters?**

UCC counters will need to be reset once you have entered in all UCCs that were filed in 2019.

New Tax Rates will need to be updated before the end of **Jan 2020**.

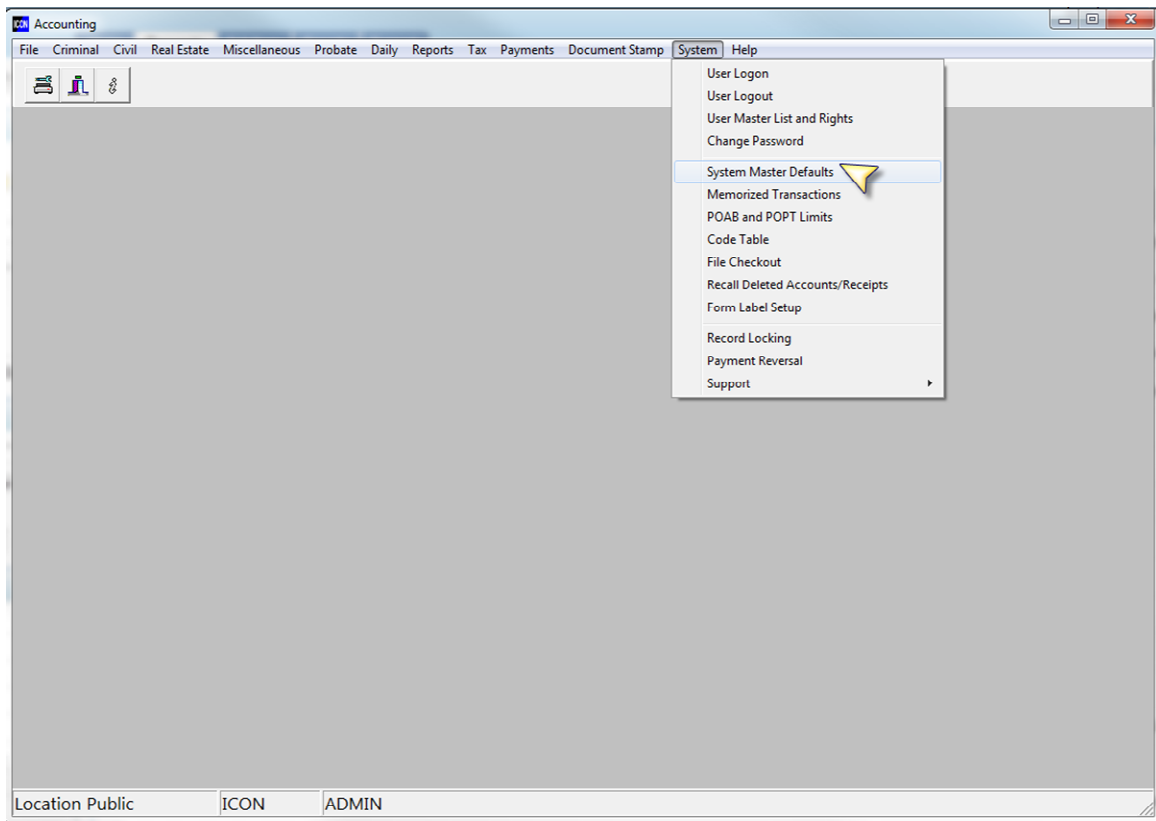
### **How do you Reset UCC counters?**

UCC counters will need to be reset by an admin user in your office, to do this open accounting then go to System>System Master Defaults.



*We Keep Order in the Court™*

*Updated 12/16/2019*



Once you have opened the system screen you will Click on the Real Estate Tab, then Click Edit at the top of the screen. That will give you the ability to change the Current UCC number to **1** and Update the year to **2020**.

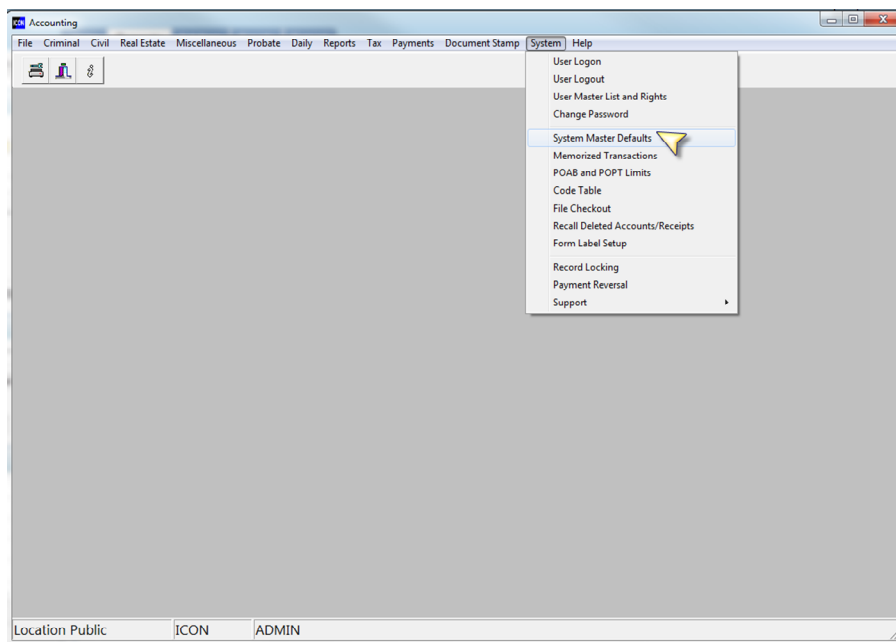


***We Keep Order in the Court™***

*Updated 12/16/2019*

### **How do you Update Tax Rates**

Tax Rates also must be entered by an Admin Icon user, to do this open accounting then go to System>System Master Defaults.



Once the system screen is open Click on the tab that says Tax Districts, all your **2018** tax information will be listed on the screen. Your first step will be to Clone all Factors from **2018** to **2019**. Simply Click on the Clone all factors button. A

pop up confirming that you would like to Clone will come up, Click Yes to continue and No to cancel.

the right

Year	Dist #	Millage Description	Tax Rate	Mill ratio
2015	01	HOSPITAL	0.598	0.0184096
2015	01	SCHOOLS	14.75	0.4540836
2015	01	CLARKESVILLE	6.35	0.1954868
2015	01	CC		

Clone All Factors

Confirm

This will make a copy of your Intangible tax factors for 2015 for a new year. Are you sure?

Yes No

Cancel Add Edit Delete Save

Only show tax year of 2015

Next there will be a pop up confirming the year you would like to clone your factors to this will be **2019** tax years are always **1** year behind the current year, Click OK to continue.

Please choose:

Please choose the tax year you wish to copy the new factors to:

2018

OK Cancel

Once all factors have been cloned the next thing you will do is adjust any updated factors for district 1. To do this you will first Click on District 1. Next you will Click on the factor you would like to update then Click the Edit button Listed under the factors. The **ONLY** field you will change is the Tax Rate field. Make sure the Tax Rate is in the correct decimal format. Each county receives their tax information differently.



***We Keep Order in the Court™***

*Updated 12/16/2019*

Common Vendors | Case Vendors | Location of Files | Return To Names | Additional Fees | Program Options | Partial Pay Orders | Miscellaneous Fees Setup  
County Address | Criminal | Civil | Trade Names | Real Estate | Notary | Other | Bank Accounts | Tax Districts | Probate | Deed Types | Ledger

Dist # 01 Millage Description COUNTY Year 2013  
District Name CLARKESVILLE Tax Rate 9.635 Millage Ratio 0.309 Commission District Total 1.0001  
Vendor in QB

Factors to Edit  
☐ Intangible Tax Factors  
☐ Transfer Tax Factors

Calculate Millage

Click on a District Name above to see Millage to the right

District #	District Name	Year	Dist #	Millage Description	Tax Rate	Mill ratio
01	CLARKESVILLE	2013	01	COUNTY	9.635	0.309
02	BALDWIN	2013	01	HOSPITAL	0.585	0.0188
03	CORNELIA	2013	01	SCHOOLS	14.41	0.4622
04	ALTO	2013	01	STATE TAX	0.2	0.0064
05	MT AIRY	2013	01	CLARKESVILLE	6.35	0.2037
06	TALLULAH FALLS					
07	DEMOREST					
08	BOARD OF COMMISSIONERS					

Cancel Add Edit Save Cancel Add Edit Delete Save

Copy All to Transfer Tax

Only show tax year of 2013

☒ Transfer Tax Report Available Status VIEW

Once you have filled in the correct Tax Rate for your needed factor Click Save. Then move on to the next factor that needs to be updated and follow the same steps. Once each factor for District 1 has been updated Click on the Calculated Millage option.

Dist # 01 Millage Description COUNTY Year 2013  
Tax Rate 10.001 Millage Ratio 0.3175323 Commission District Total 0.9999998  
Vendor in QB

Factors to Edit  
☒ Intangible Tax Factors  
☐ Transfer Tax Factors

Calculate Millage

the right

Clone All Factors

Year	Dist #	Millage Description	Tax Rate	Mill ratio
2013	01	COUNTY	10.001	0.3175323
2013	01	HOSPITAL	0.585	0.0185737
2013	01	SCHOOLS	14.41	0.4575184
2013	01	STATE TAX	0.15	0.0047625
2013	01	CLARKESVILLE	6.35	0.2016129

Cancel Add Edit Delete Save

Only show tax year of 2013



***We Keep Order in the Court™***

*Updated 12/16/2019*

Next Click on the District 2 and follow the same steps above. Each district will need any changes for each factor. Once all intangible districts have been adjusted with the new tax factors, Click on the Copy All to Transfer Tax. This will copy all factor changes to the Transfer tax rates also.

Common Vendors		Case Vendors		Location of Files		Return To Names		Additional Fees		Program Options		Partial Pay Orders		Miscellaneous Fees Setup			
County Address		Criminal		Civil		Trade Names		Real Estate		Notary		Other		Bank Accounts			
Dist #		Dist #		Millage Description		Year											
02		02		COUNTY		2013											
District Name		Tax Rate		Millage Ratio		Commission		District Total		Factors to Edit							
BALDWIN		9.635		0.2957				1		<input type="radio"/> Intangible Tax Factors <input type="radio"/> Transfer Tax Factors							
Vendor in QB												Calculate Millage					
Click on a District Name above to see Millage to the right														Clone All Factors			
District #		District Name		Year		Dist #		Millage Description		Tax Rate		Mill ratio					
01		CLARKESVILLE		2013		02		COUNTY		9.635		0.2957					
02		BALDWIN		2013		02		HOSPITAL		0.585		0.018					
03		CORNELIA		2013		02		SCHOOLS		14.41		0.4423					
04		ALTO		2013		02		STATE TAX		0.2		0.0061					
05		MT AIRY		2013		02		BALDWIN		7.75		0.2379					
06		TALLULAH FALLS															
07		DEMOREST															
08		BOARD OF COMMISSIONERS															
Cancel		Add		Edit		Save		Cancel		Add		Edit		Delete			
Copy All to Transfer Tax												Only show tax year of		2013			
<input checked="" type="checkbox"/> Transfer Tax Report Available														Status		VIEW	

NOTE: Please Contact Icon's support staff with any questions.

---

## CIVIL

---

### **What counters need to be reset in Civil?**

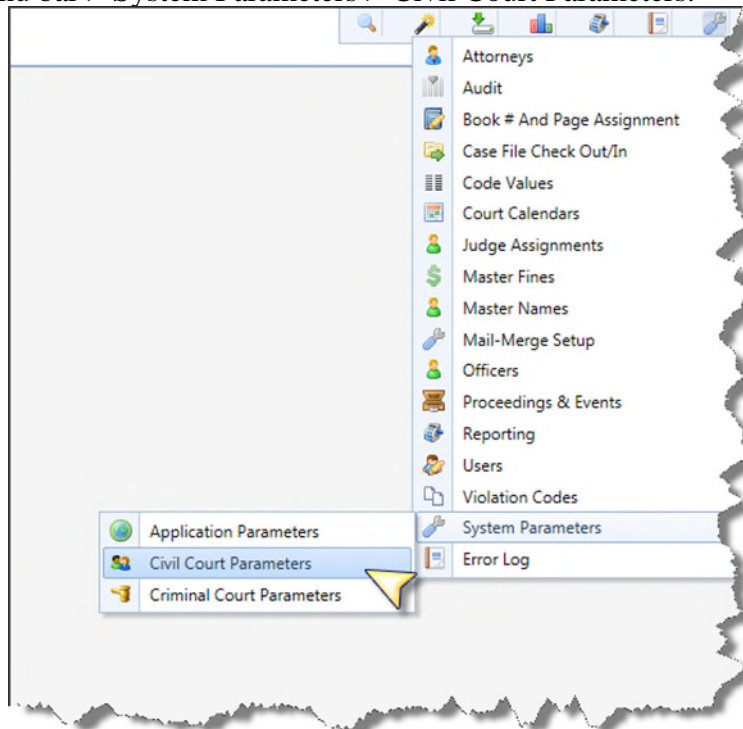
In Civil the items that need to be reset include: Instrument numbers, Transmit Numbers, and Case Numbers (if you auto-assign).

### **When should you reset your counters?**

Civil Counters should be reset after all **New** Cases have been entered for 2019.

### **How do you Reset Instrument numbers?**

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 > Civil 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.

The screenshot shows the 'Civil Court Parameters' setup screen. The 'Instrument Year' field is highlighted in yellow. An 'Instrument Number Update' dialog box is open, showing a warning message: 'This value is a system counter value. Updating this value during working hours could cause issues. Please proceed with caution.' Below the warning, there is a 'Change Value to' field with the value 'd' and an 'Update Now' button.

### **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.

The screenshot shows the 'Case Numbers' tab in the 'Civil Court Parameters' setup screen. A yellow arrow points to the 'Case Numbers' tab. A red circle highlights the 'Edit' button for the first row, 'STATE COURT CIVIL'.

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.



***We Keep Order in the Court™*** \_\_\_\_\_ *Updated 12/16/2019*

Civil Court Parameters Case Numbers Transmission Default Defendant Case Seal Options

☐ 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)

---

## CRIMINAL

---

### **What counters need to be reset in Criminal?**

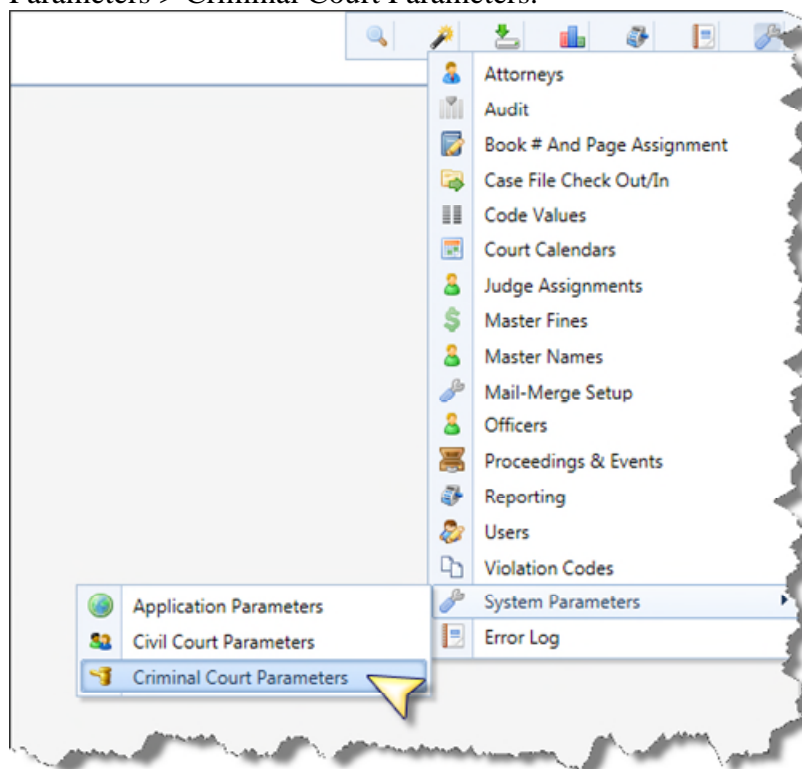
In Criminal, the items that need to be reset include: Instrument numbers, Transmit Numbers, and Case Numbers (if you auto-assign).

### **When should you reset your counters?**

Criminal Counters should be reset after all **New** Cases have been entered for 2019.

### **How do you Reset Instrument numbers?**

The instrument number are located under the wrench on the menu bar > System Parameters > Criminal Court Parameters.



Once you have opened the system screen the Criminal 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.



**We Keep Order in the Court™** Updated 12/16/2019

Then Click Save Changes to Setup button on the top of the screen.

Dashboard Criminal Court Parameters

Save Changes to Setup

Criminal Court Parameters Case Numbers GCIC Transmission DMVS Transmission Case Seal Options EZ-Warrant

Circuit Name  
County Name Douglas  
County Address 8700 HOSPITAL DRIVE  
Address Line 2  
City/State/Zip DOUGLASVILLE GEOR 30134  
County # 048  
Fips # 13097  
Phone Number  
Clerk Name Tammy Howard  
Template Path d:\inetpub\wwwroot\cms360\templates\cri  
Case Attachments Path d:\inetpub\wwwroot\cms360\scanimages\i  
Image Location (Full Path) d:\inetpub\wwwroot\cms360\scanimages\i  
Instrument Year 2019  
Instrument # 0 Update  
Document Stamp Counter 1 Update  
How many days since the court date should elapse before sending a license suspension to DMVS? 0  
☐ 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: 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.

Criminal Court Parameters Case Numbers GCIC Transmission DMVS Transmission

Case Seal Options

+ Add

Description	Format	Last Case#	Edit	Delete
STATE COURT CRIMINAL	[YY]SR[#]	14sr1998	Edit	Delete
TRAFFIC COURT	[YY]TR[#]	14tr124	Edit	Delete
TRAFFIC BUREAU			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.



Case Seal Options

Cancel Save

☐ Auto Counter Is ON

Type Case: ST

Description: STATE COURT CRIMINAL

Last Case# Used: 14sr1998

Court of Filing: State Court

Format String: [YY]SR[#]

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)

To insert a two digit year, use [YY]

To insert a four digit year, use [YYYY]

To insert your county number, use [CN]

To specify the numeric value of the number, use [#]

Example: 2010-CR-00001 = [YYYY]-CR-[#] (with pad length=5)

### **How do you Reset GCIC Transmission Numbers?**

Click on the Tab that says GCIC Transmission

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



***We Keep Order in the Court™***

*Updated 12/16/2019*

Dashboard Criminal Court Parameters

Save Changes to Setup

Criminal Court Parameters Case Numbers GCIC Transmission DMVS Transmission Case Seal Options EZ-Warrant

FTP Host  
FTP User Name  
FTP Password  
FTP Port 21  
☐ Use SSL  
Transmit Year 2019  
Transmit Number 26 Update  
☐ Exclude Defendant Info in XML Transmit

**GCIC Transmit# Update**

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

Change Value to: Update Now

### **How do you Reset DMVS Transmission Numbers?**

Click on the Tab that says DMVS Transmission

1. Fill in the transmit number year to **2020**
2. Click the Save Changes to Setup button at the top of the screen.

**NOTE: DVMS does NOT reset the transmit number.**

Dashboard Criminal Court Parameters

Save Changes to Setup

Criminal Court Parameters Case Numbers GCIC Transmission DMVS Transmission Case Seal Options EZ-Warrant

FTP Host SFTP.DDS.GA.GOV FTP Port 22

**Superior Court**

Transmit Year 2019  
Transmit # 12 Update  
Transmit Error File Path D:\inetpub\wwwroot\CMS360  
FTP User Name  
FTP Password  
Email Notification 1  
Email Notification 2  
Email Notification 3

**State Court**

Transmit Year 2019  
Transmit # 50 Update  
Transmit Error File Path D:\inetpub\wwwroot\CMS360  
FTP User Name  
FTP Password  
Email Notification 1  
Email Notification 2  
Email Notification 3

---

## JUVENILE

---

### **What counters need to be reset in Juvenile?**

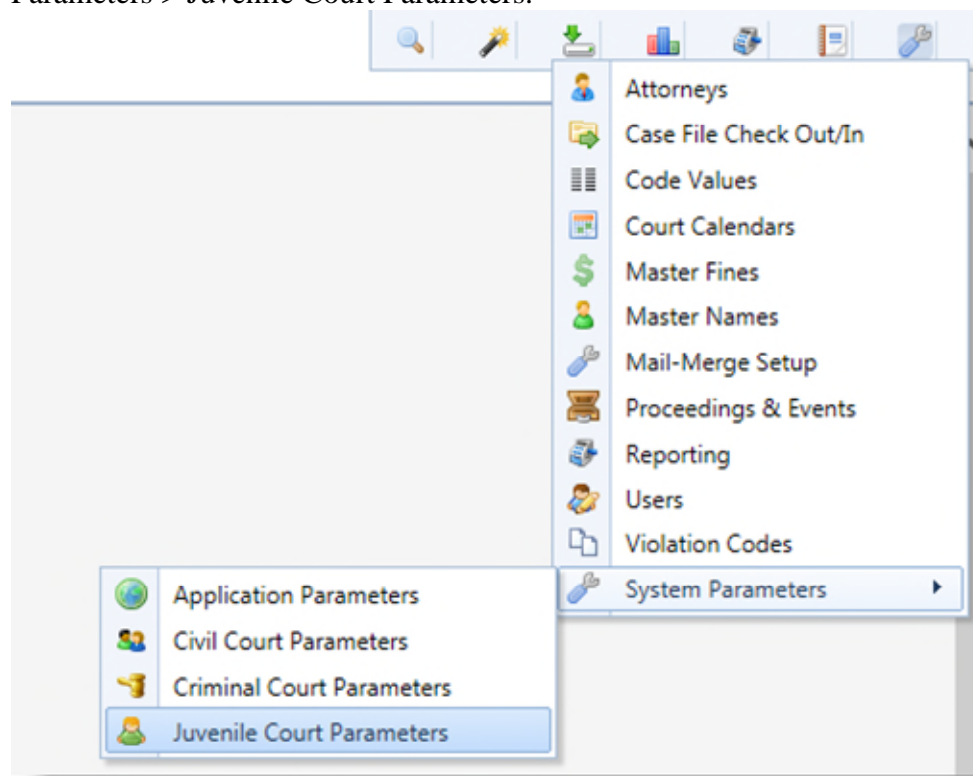
In Juvenile, the items that need to be reset include: Instrument numbers, Transmit Numbers, and Case Numbers (if you auto-assign).

### **When should you reset your counters?**

Juvenile Counters should be reset after all **New** Cases have been entered for 2019.

### **How do you Reset Instrument numbers?**

The instrument number are located under the wrench on the menu bar > System Parameters > Juvenile Court Parameters.



Once you have opened the system screen the Juvenile 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.



Then Click Save Changes to Setup button on the top of the screen.

Dashboard Juvenile Court Parameters

Save Changes to Setup

Criminal Court Parameters Case Numbers DMVS Transmission Case Seal Options

Circuit Name  
County Name Douglas  
County Address  
Address Line 2  
City/State/Zip  
County # 048  
Phone Number  
Clerk Name Donna Wentz  
Template Path d:\inetpub\wwwroot\cms360\juv\templates\  
Image Location (Full Path) d:\inetpub\wwwroot\cms360\scanimages\  
Case Attachments Path d:\inetpub\wwwroot\cms360\scanimages\  
**Instrument Year 2019**  
Instrument # 1,950 Update  
Document Stamp Counter 1 Update  
How many days since the court date should elapse before sending a license suspension to DMVS? 0  
☐ If filing date is specified on an event, do not list it separate in the tree  
☒ Display Proceeding Summary in Tree by Default instead of Detail

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.

Criminal Court Parameters Case Numbers DMVS Transmission Case Seal Options

+ Add

Description	Format	Last Case#	Edit	Delete
JUVENILE	[YYYY][#]	2014J00255	Edit	Delete
JUVENILE TRAFFIC	[YYYY]RCJT[#]	2014RCJT00090	Edit	Delete
JUVENILE WARRANTS	[YYYY]RCJW[#]	2014RCJW00346	Edit	Delete
JUV WARRANT TRUANCY UNRULY	[YYYY]JTU[#]	2013JTU00060	Edit	Delete
JUV WARRANT TRUANCY DEPRIVED	[YYYY]JWTD[#]	2013JWTD00089	Edit	Delete
RICHMOND CO MISDEMEANOR COURT	[YYYY]RCMC[#]	2013RCMC12277	Edit	Delete
JUVENILE ABORTION	[YYYY]RCJA[#]	2013RCJA00001	Edit	Delete
JUVENILE CHIN	[YYYY]JCHIN[#]	2014JCHIN00256	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.





## *We Keep Order in the Court™*

Updated 12/16/2019

The screenshot shows the 'Case Seal Options' tab. At the top are buttons for 'Cancel' and 'Save'. Below is a checkbox for 'Auto Counter is ON'. The 'Type Case' field is set to 'ST' and the 'Description' is 'STATE COURT CRIMINAL'. The 'Last Case# Used' is '14sr1998'. The 'Court of Filing' is a dropdown menu set to 'State Court'. The 'Format String' is '[YY]SR[#]'. The 'Pad Number Length' is a spinner set to '4'. The 'Next Sequence Value' is a spinner set to '1'. Below these are fields for 'Category (if applicable)', 'Is Grouping Parent', 'Parent Group', and 'Book/Page Assignment (if applicable)'. A 'Sample Value' note says '(will refresh as you make changes)'. A yellow box at the bottom contains instructions: 'To insert a two digit year, use [YY]', 'To insert a four digit year, use [YYYY]', 'To insert your county number, use [CN]', 'To specify the numeric value of the number, use [#]', and an example: 'Example: 2010-CR-00001 = [YYYY]-CR-[#] (with pad length=5)'.

### **How do you Reset DMVS Transmission Numbers?**

Click on the Tab that says DMVS Transmission, fill out the the Superior Court year to 2020.

**NOTE: DVMS does NOT reset the transmit number.**

The screenshot shows the 'DMVS Transmission' tab. At the top right is a 'Save Changes to Setup' button. The 'FTP Host' is 'SFTP.DDS.GA.GOV' and the 'FTP Port' is a spinner set to '22'. Below is a 'Superior Court' section with a table-like structure. The 'Transmit Year' is highlighted in yellow and set to '2019'. Other fields include 'Transmit #' (260), 'Transmit Error File Path' (D:\inetpub\wwwroot\CMS3t), 'FTP User Name' (048043j), 'FTP Password', and three email notification fields: 'Email Notification 1' (slindsey@co.douglas.ga.us), 'Email Notification 2' (bhayman@co.douglas.ga.us), and 'Email Notification 3'.

---

## MAGISTRATE

---

### **What counters need to be reset in Magistrate?**

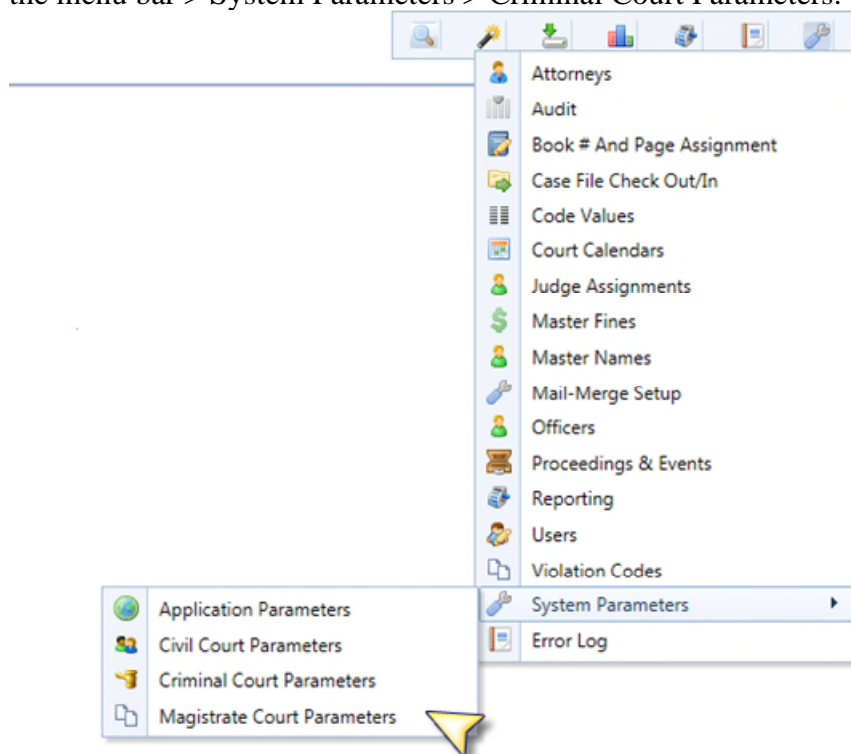
In Magistrate, the items that need to be reset include: Instrument numbers, Transmit Numbers, and Case Numbers (if you auto-assign).

### **When should you reset your counters?**

Magistrate Counters should be reset after all **New** Cases have been entered for 2019.

### **How do you Reset Instrument numbers and Transmit Numbers?**

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 > Criminal Court Parameters.



Once you have opened the system screen the Criminal 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.

Dashboard | Magistrate Court Parameters

Save Changes to Setup

Magistrate Court Parameters | Case Numbers | Transmission | EZ-Warrant

Circuit Name: MIDDLE JUDICIAL

County Name: JEFFERSON

County Address: P.O. BOX 749

Address Line 2:

City/State/Zip: LOUISVILLE | GEORGIA | 30434

County #: 81

Phone Number: 478-625-8834

Clerk Name:

Template Path: e:\inetpub\wwwroot\judicialrecords.net\Jef

Case Attachments Path: \\vm-fileserver-2\ga\Jefferson\Attachment

Image Location (Full Path): \\vm-fileserver-2\ga\Jefferson\Magistrate

Instrument Year: 2019

Instrument #: 409 | Update

Document Stamp Counter: 1 | Update

Ordinance Court Cost:

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

☐ Display Proceeding Summary in Tree by Default instead of Detail

☒ Auto Fill Event Calendar Message with Event Description

**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.

Magistrate Court Parameters | Case Numbers | Transmission | EZ-Warrant

+ Add

Description	Format	Last Case#	Edit	Delete
Bad Check		14MW2660	Edit	Delete
Criminal Ordinance	[YY]OR[#]	14OR0309	Edit	Delete
Criminal Pre-warrant	[YY]PW[#]	14PW0193	Edit	Delete
Criminal Warrant - Felony		13MW4618	Edit	Delete
Criminal Warrant - Misdemeanor		14MW1363	Edit	Delete
Magistrate Warrant		14MW3587	Edit	Delete
Search Warrant	[YY]SW[#]	14SW0638	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.



*We Keep Order in the Court™*

Updated 12/16/2019

Magistrate Court Parameters Case Numbers Transmission EZ-Warrant

☐ Auto Counter is ON

Type Case

Description

Last Case# Used

Court of Filing

Format String

Pad Number Length

Next Sequence Value

Category (if applicable)

Is Grouping Parent ☐

Parent Group

Book/Page Assignment (if applicable)

Sample Value: (will refresh as you make changes)

To insert a two digit year, use [YY]

To insert a four digit year, use [YYYY]

To insert your county number, use [CN]

To specify the numeric value of the number, use [#]

Example: 2010-CR-00001 = [YYYY]-CR-[#] (with pad length=5)



---

## LCR

---

### **What counters need to be reset in LCR?**

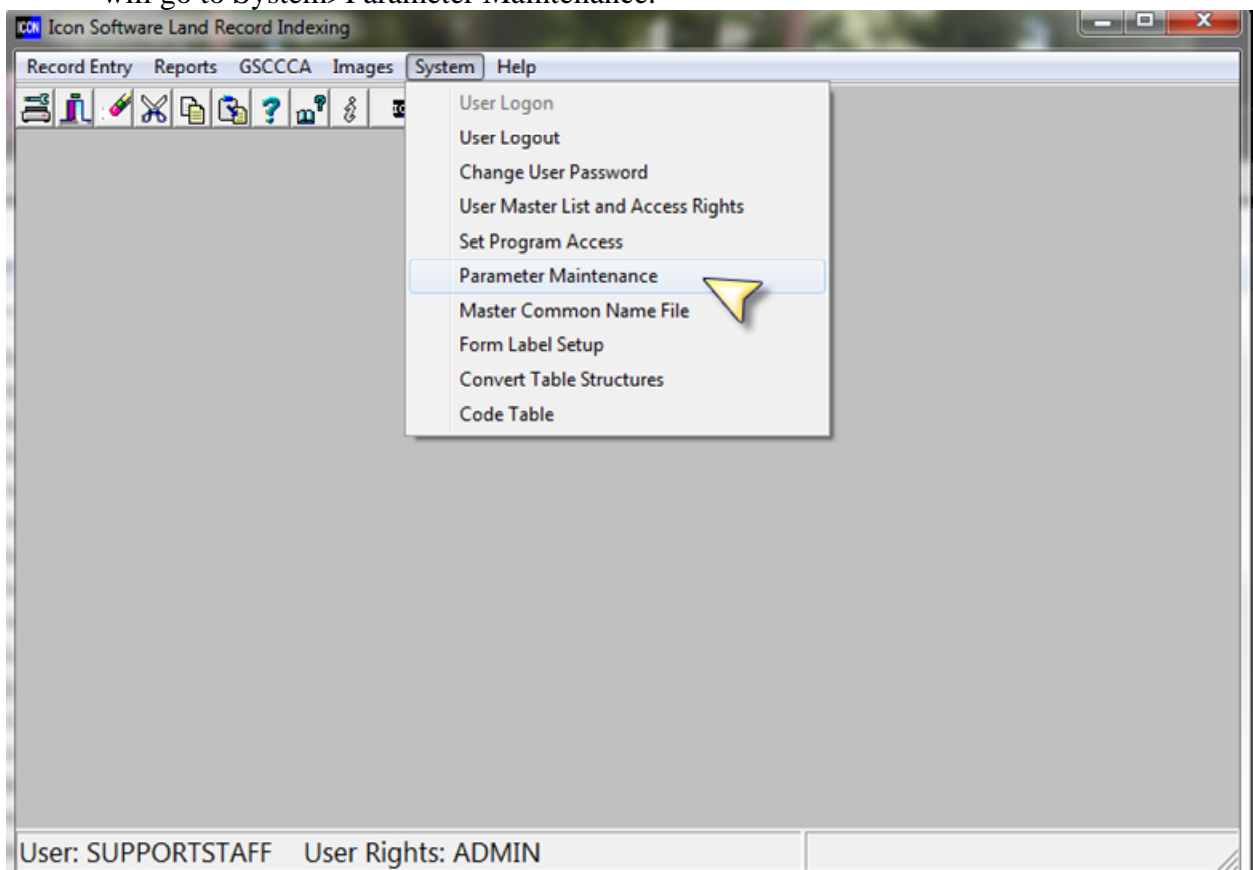
In LCR the items that need to be reset include: Instrument numbers and Transmit Numbers.

### **When should you reset your counters?**

LCR Counters should be reset after all **New** instruments have been entered for 2019.

### **How do you Reset Instrument numbers and Transmit Numbers?**

The instrument number and transmit number are located on the same page. You will go to System>Parameter Maintenance.

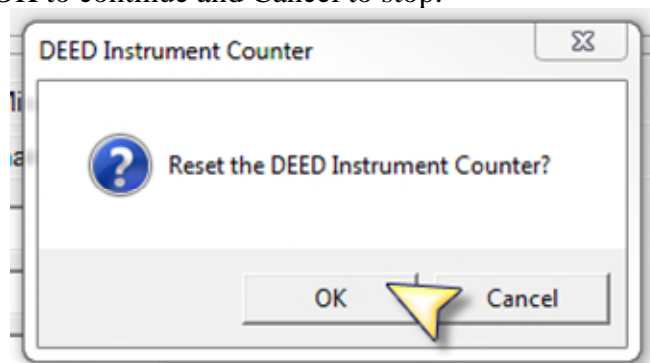


From there you will Click on the Edit button on the top of the screen. From there you will see the Reset Instrument Counters box pop up at the bottom of the screen.



The screenshot shows the 'Parameters Setup' window with the 'EDIT' status. The 'County Information' section includes fields for County Name (COUNTY), County Number (111), Address 1, Address 2, City, State, Zip, Clerk Sup, Office (SUPERIOR COURT), Phone, and Email. The 'Instrument Counters' section has tabs for Deed Information, Lien Information, Plat Information, and Misc Information. The 'Deed Information' tab is active, showing fields for Last Instrument (1112018000041), Good Thru Date (09/14/2018), Accept Checksum (000EB86), Transmit File Number (2), and Next Instrument Number (42). The 'Reset Instrument Counters' section at the bottom has a 'Reset Counter' button, 'New Instrument Year' (2019), and 'Current Instrument Year' (2018). A 'Record Type' dropdown menu is open, showing options: DEED (selected), LIEN, PLAT, and MISC.

Once you see the reset screen, Click on the Record Type of DEED. Once you do that the new Instrument year of 2020 fill in, and the current year will show 2019. To reset the counter Click on Reset Counter. A confirmation box will come up. Click OK to continue and Cancel to stop.



You will follow the same steps for LIEN, PLAT, and MISC records. After all instrument number have been reset you will need to also reset the Transmit File Number. To do this Click on Each Tab Deed Information, Lien Information, Plat Information and Edit the Transmit File Number to 1.



***We Keep Order in the Court™***

*Updated 12/16/2019*

Instrument Counters | Alt. Field Descriptions | Misc. | Table Dictionary Values

Deed Information | Lien Information | Plat Information | Misc Information

Last Instrument: 0

Good Thru Date: 10/10/2013

Accept Checksum: 0034DB5

Transmit File Number: 1

Next Instrument Number: 1

☐ Reset Instrument Counters

**NOTE: EACH ONE NEEDS TO BE RESET.**

After you are finished Click Save. At the Top of the screen.

Parameters Setup

Close Edit Save Status: EDIT

County Information:

County Name: COUNTY County Number: 003

Address 1: Clerk Sup:

Address 2: Office: SUPERIOR COURT

City: Phone:

State: Zip: Email:

Instrument Counters | Alt. Field Descriptions | Misc. | Table Dictionary Values

Deed Information | Lien Information | Plat Information | Misc Information

Last Instrument: 0

Good Thru Date: 10/10/2013

Accept Checksum: 0034DB5

Transmit File Number: 1

Next Instrument Number: 1

☐ Reset Instrument Counters

Reset Counter New Instrument Year: Current Instrument Year:

Record Type

☐ DEED

☐ LIEN

☐ PLAT

☐ MISC



## PROBATE (Estate, Conguard, Marriage and Firearms)

### What counters need to be reset in the Probate Programs?

In the Probate Programs the only item that needs to be reset is the case numbers and the Year.

### When should you reset your counters?

Probate Counters should be reset after all **New** instruments have been entered for 2019.

### How do you Reset Instrument Numbers?

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.

The screenshot shows the CMS360 - PROBATE application interface. The main window displays the 'Probate Court Parameters' screen, which includes a 'Save Changes to Setup' button and a 'Case Numbers' tab. The 'Case Numbers' tab contains the following fields:

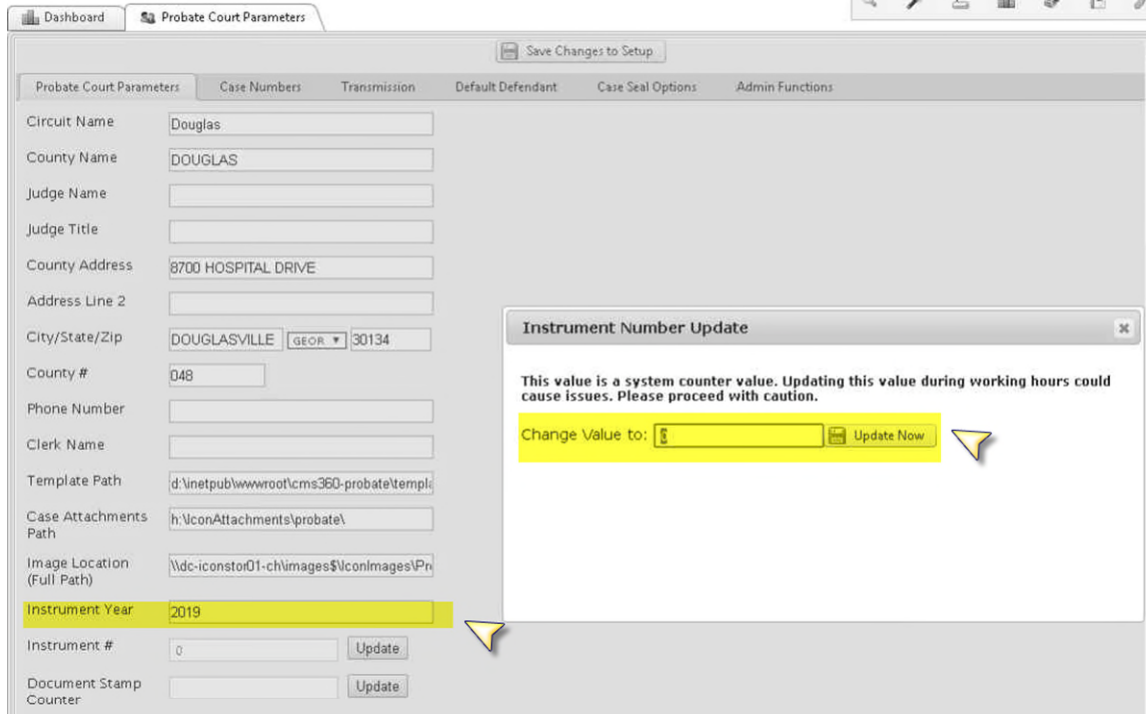
- Circuit Name: Douglas
- County Name: DOUGLAS
- Judge Name:
- Judge Title:
- County Address: 8700 HOSPITAL DRIVE
- Address Line 2:
- City/State/Zip: DOUGLASVILLE GEOR 30134
- County #: 048
- Phone Number:
- Clerk Name:
- Template Path: d:\inetpub\wwwroot\cms360-probate\templ
- Case Attachments Path: h:\conAttachments\probate\
- Image Location (Full Path): \\dc-iconstor01-ch\images\iconImages\Pr
- Instrument Year: 2018
- Instrument #: 0 (with an 'Update' button)
- Document Stamp Counter: (with an 'Update' button)
- BOE Document Stamp Counter: (with an 'Update' button)

The sidebar menu on the right lists various system parameters, with 'System Parameters' expanded to show '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.



The screenshot shows the 'Probate Court Parameters' screen. The 'Instrument Year' field is highlighted in yellow and contains the value '2019'. A yellow pop-up window titled 'Instrument Number Update' is displayed over the 'Update' button for the 'Instrument #' field. The pop-up contains the text: 'This value is a system counter value. Updating this value during working hours could cause issues. Please proceed with caution.' Below this text is a yellow input field with the value '0' and an 'Update Now' button. A yellow arrow points to the 'Update' button on the main 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.



The screenshot shows the 'Case Numbers' tab in the 'Civil Court Parameters' screen. It displays a table with case number formats and their last case numbers. The 'Edit' button for the 'Marriage Application' row is circled in red.

Description	Format	Last Case#	Edit	Delete
Marriage Application	[YYYY]ML[#]	2014ML1119	<a href="#">Edit</a>	<a href="#">Delete</a>
Marriage License	[YYYY]ML[#]	639	<a href="#">Edit</a>	<a href="#">Delete</a>
Firearm License	[YYYY]FL[#]	2014FL4011	<a href="#">Edit</a>	<a href="#">Delete</a>
Estate	[YYYY]ES[#]	2014ES0610	<a href="#">Edit</a>	<a href="#">Delete</a>
Conguard	[YYYY]GC[#]	2014GC0143	<a href="#">Edit</a>	<a href="#">Delete</a>
Mental Health	[YYYY]MH[#]	2014MH0038	<a href="#">Edit</a>	<a href="#">Delete</a>

**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

☒ Auto Counter is ON

Type Case

Description

Last Case# Used

Court of Filing

Format String

Pad Number Length

**Next Sequence Value**

Category (if applicable)

Is Grouping Parent ☐

Parent Group

Book/Page Assignment (if applicable)

[Sample Value: \(will refresh as you make changes\)](#)

To insert a two digit year, use [YY]

To insert a four digit year, use [YYYY]

To insert your county number, use [CN]

To specify the numeric value of the number, use [#]

Example: 2010-CR-00001 = [YYYY]-CR-[#] (with pad length=5)