

Year End Counters

In this documentation, 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.

\checkmark	Accounting
\checkmark	Civil
\checkmark	Criminal
\checkmark	Juvenile
\checkmark	Magistrate
\checkmark	LCR
\checkmark	General
	Probate Programs (Estates, Conguard, Firearms and Marriage)



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

What counters need to be reset in Accounting?

In Accounting the only things, 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.





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**.

ounty Address Cr	iminal Civil T	Return 101	Real Est	Additional	Other	Program Options	Partial Pay	Orders	Miscellanous Deed Types	Fees Setup	Credit Card
Book/Page Auto	Assignment	add Harries		and [Hotal]	- Ouler	Durin Accounts	Tux Districts	Trobute	Deed Types	Longer oc	
9.) 	Auto Assign Dee Deed	d B/F 9	Auto Ass Lier	sign Lien B n	/P 🛛	Auto Assign Plat Plat	B/P				
Max Pages	\$ 330	_	800		700						
Overrun	340		800		710						
Current Book 01171 01171				0	0033						
Last Page Used 0060		0060		0	593						
	Release Lock	s	Release	e Locks		Release Locks					
Auto assign filing time Use Validation Printer Print document labels as two separate labels Auto-Assign instrument number Auto-Assign UCC Control # Add an associated document when PT-61 is filled in Add an associated document when PT-61 is filled in Auto fill last party name used Use LCR Program Use Filling Date for Reference Doc Fees Else Instrument Di					9 Enal	le GSCCCA Filir	a Import				
Use Validation F Print document Auto-Assign IDS Auto-Assign UC Adda associat Adways have the Auto fill last part Uses LCR Prog Use Filing Date Use Start ast Bacia	Printer labels as two sep trument number CC Control # ted document wh PT-61 field visiti y name used ram for Reference D to Pate as next re	en PT-61 is ole even if the oc Fees Else	filled in are is no tr a Instrume	ansfer 1 Int Di	Site Use GSCCC	https://efiledev icon-clarke CA UCC Filing Im ole GSCCCA UCC	.gsccca.org/e port C Import	FileWebS Pwd	Service/RESer	vice.asmx?w	sdl
 Use Validation F Print document Auto-Assign US Auto-Assign UC Add an associal Always have the Always have the Auto fill last part Uses LCR Prog Use Filing Date Use Last Receip This program us When sending b 	Printer labels as two sep trument number IC Control # ted document wh PT-61 field visib y name used tram for Reference D pt Date as next re ses CMS360 Acc bills to CMS360,	en PT-61 is ole even if the oc Fees Else eccipt and fili counting Ref# should	filled in are is no tr e Instrume ng date be same a	ansfer 1 Int Di as me	Site Use GSCCC Enal Site Use	https://efiledev icon-clarke CA UCC Filing Im ble GSCCCA UCC https://eFiledev iconSoftware	g mport port C Import v.gsccca.org/e	FileWebS Pwd afilewebse Pwd	ervice/RESer icon5435 ervice/queryse icon5435	vice.asmx?w wvice.asmx?\	sdl NSE

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.



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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.

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.

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el

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.



Updated 12/16/2019

Dist#		Dist#	Millage	e Description	Year	Factors to I	Edit
		loi	moor		2014	Transfer	Tax Factors
istrict Name	15	Tax Rate	Mill	age Ratio Commission	District Total	manarer	lax r actors
LARRESVIL	LLE	0.0	30	0.0103	2	Calc	late Millage
		Vendor in	QB			Guice	nate minage
		HOSPITA	L				
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 1	
01	CLARKESVILLE	2014	01	HOSPITAL	0.598	0.0183	
02	BALDWIN V	2014	01	SCHOOLS	14.75	0.452	
03	CORNELIA	2014	01	STATE TAX	0.15	0.0046	
04	ALTO	2014	01	CLARKESVILLE	6.35	0.1946	
05	MT AIRY	2014	01	COUNTY	10.785	0.3305	
06	TALLULAH FALLS	2014	01	HOSPITAL	0.598	0.0183	
07	DEMOREST	2014	01	SCHOOLS	14.75	0.452	
08	BOARD OF COMMISSIONERS	2014	01	STATE TAX	0.15	0.0046	
		2014	01	CLARKESVILLE	6.35	0.1946	
		2014	01	COUNTY	10.785	0.3305	
Cancel	Add Edit Save	Cancel	Ad	d Edit Delet	e Save	, show tax year	e 2014
Copy All to T	Transfer Tax				Oni	anow tax year o	

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 #	Millage	• • Description • ITAI	Year	Factors to Edit
Tax Rate	Milla	age Ratio Commission D 0.0183 2	istrict Total	© Transfer Tax Factors
Vendor in 0 HOSPITAI	2B -			
he right				Clone All Factors
Year	Dist #	Millage Description	Tax Rate	Mill ratio
▶2014	01	HOSPITAL	0.598	0.0183
2014	01	SCHOOLS	14.75	0.452
2014	01	STATE TAX	0.15	0.0046
2014	01	CLARKESVILLE	6.35	0.1946
2014	01	COUNTY	10.785	0.3305
2014	01	HOSPITAL	0.598	0.0183
2014	01	SCHOOLS	14.75	0.452
2014	01	STATE TAX	0.15	0.0046
2014	01	CLARKESVILLE	6.35	0.1946
2014	01	COUNTY	10.785	0.3305
		1		
Cancel	Add	d Edit Delete	Save	
			C	only show tax year of ²⁰¹⁴

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.



Updated 12/16/2019

)ist #)1)istrict Name CLARKESVILLE	1	_	Dist # 01 Tax Rate 0.5 Vendor in HOSPITA	Millage HOSF 98 Milli 98 L	e Description PITAL age Ratio Commission 0.0183	Year 2014 District Total 2	Factors to Edit Intangible Tax Transfer Tax Calculate	: Factors Factors Millage
Click on a Dis	trict Name above to	see Millage to th	e right				Clone All	Factors
District #	District Nam	e *	Year	Dist #	Millage Description	Tax Rate	Mill ratio	
01 C	LARKESVILLE		►2014	01	HOSPITAL	0.598	0.0183	
02 B	ALDWIN	2	2014	01	SCHOOLS	14.75	0.452	
03 C	ORNELIA		2014	01	STATE TAX	0.15	0.0046	
04 A	LTO		2014	01	CLARKESVILLE	6.35	0.1946	
05 M	IT AIRY		2014	01	COUNTY	10.785	0.3305	
06 T.	ALLULAH FALLS		2014	01	HOSPITAL	0.598	0.0183	
07 D	EMOREST		2014	01	SCHOOLS	14.75	0.452	
08 B	OARD OF COMMIS	SIONERS	2014	01	STATE TAX	0.15	0.0046	
			2014	01	CLARKESVILLE	6.35	0.1946	
			2014	01	COUNTY	10.785	0.3305	
Cancel	Add Edit	- Save	Cancel	Ad	d Edit Delet	e Save Onl	- y show tax year of 20	014

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 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 system > System Master Defaults.



Updated 12/16/2019

Civ	il Case Ma	nagemen	t		com	DILAN	Elster	100	-			opu		x
ile	Calendar	Notice	Reports	Processing	Gen-Civil	Dispossessory	MV-Pers.Prop	PJ-Garnish	GSCCCA	Document Stamp	System	Accounting	Help	
.	<u>il 8</u>		*					· · · · · · · · · · · · · · · · · · ·			Us Us Ch Att Co Re Juu Pa Sy	er Logon er Logout er Master List and ange Password torney Master File ypy Images To Fo view Book Image dge Assignments rty Master File stem Master Defa	l Rights e Ider to Burn to Di s	isc

Once you have opened the system screen Click on the Tab that says Counters and values. Next Click on the Edit button at the top of the screen. This will give you the ability to change the counters. On this screen you will be adjusting the **instrument number to 0, Instrument year to 2020, both superior and state transmit numbers should be set to 1 and the transmit year should be set to 2020.** Once you have finished you will Click Save then Exit.

	e Styles	Active Co	ourts		Proceeding Defin	nitions
Court Address	Counters and Values	Program Options	Book/Page Setup	Officers	Magistrate	Location of Files
FTP Settings FTP Host FTP User ID FTP Password		Idle Timeout (in minutes 25 Email Route (to use Ou OUTLOOK	s) tlook for sending emails	, type 'Outlook')	Next I 220	mage Locator
□ Use Passive I	Mode					
Use SSL Auth	entication					
Counter Values,	Funds, and Surcharge Perc	entages				
Instrument # 0	Instr Year 2019	Superior Transmit # State 1 1	e Transmit # Transmit \ 2019	Year		
Library 5.00						
Clerk Ret	Sheriff Ret	Civil Documer	nt Stamp Counter			
2.00	2.00	42	_			
ADR 0	Child Trust 5.00	Equalization D	ocument Stamp Counte	r		

How do you Reset Case Numbers?

The case numbers are located under system > System Master Defaults.



Updated 12/16/2019



Once you are this screen you will Click on the tab that says Case Styles. Next you will Click on the Case Number string you would like to update. All of your case number strings will be visable on this screen. Only click on the one you would like to update. Then Click the Edit button on the Case Styles screen.

Court /	Address	Count ase Styles	ers and Values	Program O	Active Courts	ok/Page Setup	Office	rs Magistrati Proceeding	e Loo Definitions	ation of File
Type C	ase	Cat	egory	Description			Last Ca	ase Number Used	Court of Fi	lina
CV		CV		SUPERIOR	COURT CIVIL		13CV0	96	SU	
Format ##CV*	String	Nex	t Sequence Number 97	Start Colum	n Er	nd Column 7	Auto C Chec	ounter ck if ON		
Active	Type	Category	Desception		Last Case Number	Seg Start Column	SegEnd	Formal String	Next Case	AutoCount
True	CR	CR	SUPERIOR COUR	T CRIMINAL	13CR027	5	7	##CR***	28	True
True	JV	CR	JUVENILE COURT		13JTEST	4	6	##J***	1	True
True	CV	CV	SUPERIOR COUR	T CIVIL	13CV096	5	7	##CV***	97	True
True	JT	CR	JUVENILE TRAFFI	IC	11JV001	0	0			False
True	CM	CR	CRIMINAL MOTION	N		0	0			False
True	BC	MV	BAD CHECK		11-BC-0057	7	10	##-BC-****	58 True	
True	CA	CV	CIVIL ADOPTION		2012CA0033	7	10	####CA****	34	True
True	BC	CR	BAD CHECK		09-BC-0003	7	10	##-BC-****	1	True
True	CR	MV	CRIMINAL CASES		12-0000031CR	- 4	10	##-CR-****	32	True
True	TR	CR	SUPERIOR TRAFF	FIC	13-TR-0008	7	10	##-TR-****	9	True
True	SE	MV	SEARCH			0	0			False
Exit Cancel Add		Edit Delete Save	Mode VIEW	1			Case Num Examples SU-02-CR 1B-2002-0 02-CR-04 Start Colu	nber Examples R-5420 CR-0159 64 mn: Should equal t	Format St SU-##-CR 1B-####- YY-##-****	ring _**** CR-**** tion of a

Next you will update the Next Sequence Number to 1 and Click Save.



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Court A	Court Address Counters and Values Case Styles			Program O	ptions Boo Active Courts	ok/Page Setup	Officer	rs Magistra Proceeding	te Loc Definitions	ation of File	es
Type Ca CV	ase	Cate CV	egory	Description SUPERIOF			Last Ca 13CV0	ese Number Used 96	Court of Fi SU	ling	•
Format ##CV**	String	Nex 1	t Sequence Number	Start Colum	n End	d Column 7	Auto Counter 7 Check if ON				
Active	Type	Category	Description		Last Case Number	Seq Start Column	Seq End	Format String	Next Case	AutoCount	1^
True	CR	CR	SUPERIOR COUR	T CRIMINAL	13CR027	5	7	##CR***	28	True	-
True	JV	CR	JUVENILE COURT		13JTEST	4	6	##J***	1	True	
True	CV	CV	SUPERIOR COUR	T CIVIL	13CV096	5	7	##CV***	97	True	
True	JT	CR	JUVENILE TRAFFI	С	11JV001	0	0			False	
True	CM	CR	CRIMINAL MOTION	N		0	0			False	
True	BC	MV	BAD CHECK		11-BC-0057	7	10	##-BC-****	58	True	10
True	CA	CV	CIVIL ADOPTION		2012CA0033	7	10	####CA****	34	True	
True	BC	CR	BAD CHECK		09-BC-0003	7	10	##-BC-***	1	True	
True	CR	MV	CRIMINAL CASES		12-0000031CR-	4	10	##-CR-****	32	True	
True	TR	CR	SUPERIOR TRAFF	IC	13-TR-0008	7	10	##-TR-***	9	True	
True	SE	MV	SEARCH			0	0			False	۰.
			Mada								
E	xit	Edit	EDIT				Case Num Examples	ber Examples	Format St	ring	
Car	ncel	Delete						5400			
Ad	bb	Save 🚽	7				1B-2002-0 02-CR-046	-5420 CR-0159 64	1B-####-0 YY-##-***	CR-****	
							Start Colur	nn: Should equal	the first locat	ion of a	

NOTE: If you have multiple case number strings (example: CV, CS, AD, etc.) you will need to update each one.

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 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 system > System Master Defaults.



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Updated 12/16/2019



Once you have opened the system screen Click on the Tab that says Counters and values. Next Click on the Edit button at the top of the screen. This will give you the ability to change the counters. On this screen you will be adjusting the **instrument number to 0, Instrument year to 2020, the GCIC transmit number to 1, and the transmit year for GCIC and DDS should be set to 2020.** Once you have finished you will Click Save then Exit.

A Exit O Cancel - Edit	Save Statu	s EDIT			
Location of Files Case Numbers	Active Courts	Proceeding Definitions	Transmission Info	Traffic Defaults	Calendar Designer
Court Address Counters and Value	es Program Options	Book/Page Setup	Officers Magi	strate District A	Attorney Solicitor
GCIC Numbers ORI # Superior Court GA32654J ORI # State Court County FIPS ID County FIPS ID Email Route (to use Outlook for sending emails, type 'Outlook')	Counter Values, Funds, and Instrument # Instr 1 0 2019 Superior Court DMVS Transm 2019 State Court DMVS Transm 2019 Document Stamp Counter 4 Library Is Law 5 NO POPT % CVAP 10 5	Surcharge Percentages	Transmit Year 2019 urt DMVS Transmit # DMVS Transmit # tamp Counter (Juvenile) tamp Counter (Juvenile) Clerk Retirement 2 Brain Spinal % 10	eriff Retirement POA 5 POPTIDF % 10	ext Image Locator 0024457 B %
Send DPS Transmit Email Name of Adobe Printer (For Printing E-P	ayment Receipts)		Import Parms Auto Check for new Email Email	Import using Metaton cases every 60 Notification 1 Notification 2	nix minutes

NOTE: DMVS transmit numbers DO NOT reset.

How do you Reset Case Numbers?

The case numbers are located under system > System Master Defaults.



Updated 12/16/2019



Once you are this screen you will Click on the tab that says Case Numbers. Next you will Click on the Case Number string you would like to update. All of your case number strings will be visable on this screen. Only click on the one you would like to update. Then Click the Edit button on the Case Numbers screen.

. E <u>x</u> it ⊘	<u>C</u> ancel =	= <u>E</u> dit <mark>√</mark> <u>S</u> ave	Status VIEW					-	
Court Addres	s C	ounters and Values Program	Options Book/F	Page Setup	Officers	Magistrate	District	Attorney	Solicitor
Location of F	iles	Case Numbers Active Court	s Proceeding D	Definitions	Transmiss	ion Info Tra	ffic Defaults	Caler	ndar Designer
Type Case CR	-	Category Descripti CR SUPER	on OR COURT CRIMINAL	-	Last Ca 13CR0	se Number Used 27	Court of Film	ng .	-
Format String ##CR***		Next Sequence Number Start Co	umn End	Column 7	Auto Co I⊄ Cheo	ounter ck if ON			
Active Type	Category	Description	Last Case Number	Seq Start Column	Seq End	Format String	Next Case	AutoCount	A
True CR	CR	SUPERIOR COURT CRIMINAL	13CR027	5	7	##CR***	28	True	
True JV	CR	JUVENILE COURT	13JTEST	4	6	##J***	1	True	
True JT	CR	JUVENILE TRAFFIC	11JV001	0	0			False	
True CM	CR	CRIMINAL MOTION		0	0			False	
True BC	CR	BAD CHECK	09-BC-0003	7	10	##-BC-****	1	True	
True TR	CR	SUPERIOR TRAFFIC	13-TR-0008	7	10	##-TR-****	9	True	
True TP	CR	TRAFFIC-DNR	0020	1	4	****	21	True	
True WR	CR	WARRANT	000015	1	6	*****	16	True	
True PI	CR	PRE-INDICTMENT	78859					False	
True JZ	CR	JUV TRUANCY DEPRIVED	0	7	10	##-JU-****	1	True	-
Exit Cancel Add	Delet	te			Case Num Examples SU-02-CR- 1B-2002-C 02-CR-046	ber Examples 5420 R-0159 4	Format Stri SU##-CR- 1B-####-CR ##-CR-****	ng **** 2,****	

Next you will update the Next Sequence Number to 1 and Click Save.



ount Addre	ss Files	Counters and Values Program Case Numbers Active Court	Options Book/F s Proceeding D	Page Setup	Officers Transmiss	ion Info Tra	District	Attorney Cale	Solicito	r r
pe Case R		Category Descript CR SUPER	ion IOR COURT CRIMINAL		Last Ca 13CR0	ise Number Used 27	Court of Fili	ng	•	
rmat Strin CR***	9	Next Sequence Number Start Co	lumn End	Column 7	Auto Co	ounter sk if ON				
ctive Type	Catego	ny Description	Last Case Number	Seg Start Column	Seq End	Format String	Next Case	AutoCount		
ue CR	CR	SUPERIOR COURT CRIMINAL	13CR027	5	7	##CR***	1	True	-	
ue JV	CR	JUVENILE COURT	13JTEST	4	6	##J***	1	True		
ue JT	CR	JUVENILE TRAFFIC	11JV001	0	0			False		
rue CM	CR	CRIMINAL MOTION		0	0			False		
rue BC	CR	BAD CHECK	09-BC-0003	7	10	##-BC-****	1	True		
rue TR	CR	SUPERIOR TRAFFIC	13-TR-0008	7	10	##-TR-****	9	True		
rue TP	CR	TRAFFIC-DNR	0020	1	4	****	21	True		
rue WR	CR	WARRANT	000015	1	6	*****	16	True		
rue PI	CR	PRE-INDICTMENT	78859					False		
rue JZ	CR	JUV TRUANCY DEPRIVED	0	7	10	##-JU-****	1	True	-	
Exit Cancel		Edit EDIT			Case Num Examples SU-02-CR- 18-2002-C	ber Examples 5420 R-0159	Format Stri	ing ****		

NOTE: If you have multiple case number strings (example: CR, TR, WR, etc.) you will need to update each one.

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 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 system > System Master Address and Values.



Updated 12/16/2019 💷 Juvenile Processing GSCCCA Traffic Disposition Document Stamp File Calendars Notices Reports System Accounting Hal User Logon ă 🧘 🕴 User Logout Juvenile Search Juvenile Notes Change User Password User Master List and Access Rights Juvenile Search Attorney Master Juvenile St Tracking Summary Search Name Bondsman Master • Code Table Copy Image to Folder to Burn to Disc Search DOB • **Review Book Images** Fine Master Table Name File Checkout Import Outlook Calendar to Day Planner Judge Assignments Master Calendar Dates Master Juvenile Names Admin Master Party Names Admin Zip Code Maintenance Index Criminal Files Magistrate O.C.G.A. Definitions Prosecutor O.C.G.A. Definitions System Master Address and Values Import Image Locations Record Locking Image FTP Transfer Label Setup Support A.

Once you have opened the system screen Click on the Tab that says Counters and values. Next Click on the Edit button at the top of the screen. This will give you the ability to change the counters. On this screen you will be adjusting the instrument number to 0, Instrument year to 2020, the GCIC transmit number to 1, and the transmit year for GCIC and DDS should be set to 2020. Once you have finished you will Click Save then Exit.

🖉 Exit 🖉 Cancel 🗕 Edit 🗸 S	ave Sta	tus EDIT			
Location of Files Ca	ase Numbers	Active Courts	Transmission Info	Proceeding Defi	nitions
Court Address Counters and Value	Program Options	Book/Page Setup	Officers Magistrate	District Attorney	Solicitor
GCIC Numbers ORI #	Counter Values, Funds, a	nd Surcharge Percentages			
GA1234567	Instrument # Inst 0 201	r Year Transmit : 19 1	Transmit Year DPS T 2019 2019	ansmit Year DPS Tra	nsmit #
	Document Stamp Count	er (Criminal) Document	Stamp Counter (Juvenile) Link ID	_	
FTP Settings FTP Host	Ju	<u></u>			
obts.gscca.org	Library Is L 5.00 NO	aw Library in Base Fine?	Clerk Retirement Sheriff Reti 2.00 2	rement POAB % 5	
obtsproduser	2027.0		D : 0 : 10/		
FTP Password 4sa7aoff	10 5		0		
Use SSL Authentication	POPTIDF %				
Email Host OUTLOOK	, ,				
Send DPS Transmit Email	_				



NOTE: DMVS transmit numbers DO NOT reset.

How do you Reset Case Numbers?

The case numbers are located under system > System Master Address and Values.



Once you are this screen you will Click on the tab that says Case Numbers. Next you will Click on the Case Number string you would like to update. All of your case number strings will be visable on this screen. Only click on the one you would like to update. Then Click the Edit button on the Case Numbers screen.



Updated 12/16/2019

Court Addr	ess	Counters and Values	Program Optio	ons Book/P	age Setup	Officers	Magistrate	District	Attorney	Solic
Type Case JV Format Stri		Description JUVENILE COURT	Start Column	Last 13JT	Case Number U EST Column	sed Court	of Filing]	ceeding De	initions
##J***		1		4	6	Chec	k if ON			
Active Typ	e Categor	y Description		Last Case Number	Seq Start Column	Seq End	Format String	Next Case	AutoCount	^
True CR	CR	SUPERIOR COURT CRIM	INAL	13CR027	5	7	##CR***	28	True	
True JV	CR	JUVENILE COURT		13JTEST	4	6	##J***	1	True	
True JT	CR	JUVENILE TRAFFIC		11JV001	0	0			False	
True CM	CR	CRIMINAL MOTION			0	0			False	
True BC	CR	BAD CHECK		09-BC-0003	7	10	##-BC-****	1	True	
True TR	CR	SUPERIOR TRAFFIC		13-TR-0008	7	10	##-TR-****	9	True	
True TP	CR	TRAFFIC-DNR		0020	1	4	****	21	True	
True WR	CR	WARRANT		000015	1	6	*****	16	True	
True PI	CR	PRE-INDICTMENT		78859					False	
True JZ	CR	JUV TRUANCY DEPRIVE	D	0	7	10	##-JU-****	1	True	-
Exit Cancel Add		idit VIEW				Case Num Examples SU-02-CR- 1B-2002-CI 02-CR-046	ber Examples 5420 R-0159 4	Format Str SU-##-CR- 1B-####-C ##-CR-***	ing **** R-**** *	

Next you will update the Next Sequence Number to 1 and Click Save.

pe Case /	_	Description JUVENILE COURT		L	ast Case Number L I3JTEST	Jsed Cour JV	t of Filing	-		
rmat String ม***		Next Sequence Numb	er Start Colum	in E	nd Column 6	Auto Co	ounter ck if ON			
ctive Type	Category	/ Descriptio	on	Last Case Numb	per Seq Start Column	Seq End	Format String	Next Case	AutoCount	
rue CR	CR	SUPERIOR COURT CF	RIMINAL	13CR027	Ę	5 7	##CR***	28	True	-
rue JV	CR	JUVENILE COURT		13JTEST	4	1 6	##J***	1	True	
rue JT	CR	JUVENILE TRAFFIC		11JV001	() 0			False	
rue CM	CR	CRIMINAL MOTION			(0 0			False	
rue BC	CR	BAD CHECK		09-BC-0003	1	7 10	##-BC-****	1	True	
rue TR	CR	SUPERIOR TRAFFIC		13-TR-0008	ī	7 10	##-TR-***	9	True	
rue TP	CR	TRAFFIC-DNR		0020	1	1 4	***	21	True	
rue WR	CR	WARRANT		000015	1	1 6	*****	16	True	
rue PI	CR	PRE-INDICTMENT		78859					False	
rue JZ	CR	JUV TRUANCY DEPRI	VED	0	1	7 10	##-JU-****	1	True	-
rue WR rue PI rue JZ Exit Cancel Add	CR CR CR Del	WARRANT PRE-INDICTMENT JUV TRUANCY DEPRI dit Mode EDIT	VED	000015 78859 0		Case Num Examples SU-02-CR- 1B-2002-C	++++++ ##-JU-**** ber Examples 5420 R-0159	16 1 Format Str 18-####CR 18-#####CR	True False True ing **** R-****	

NOTE: If you have multiple case number strings (example: JV, JR, WR, etc.) you will need to update each one.



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 system > System Master Address and Values.



Once you have opened the system screen Click on the Tab that says Counters and values. Next Click on the Edit button at the top of the screen. This will give you the ability to change the counters. On this screen you will be adjusting the **instrument number to 0, Instrument year to 2020, the GCIC transmit number to 1, and the transmit year for GCIC and DPS should be set to 2020.** Once you have finished you will Click Save then Exit.



ne heep order in the court

Location of Files Case N	lumbers	Active Courts	Warrant Cour	nters	Proceeding Definiti	ons Transm	ission Info
Court Address Counters and V	/alues Prog	ram Options	Book/Page Setup	Officers	Magistrate	District Attorney	Solicitor
GCIC Numbers ORI #	Counter Value	es, Funds, and S	urcharge Percentag	es			
GA009033J	Instrument	# Instr Year 2019	Transmit #	Transmit Year 2019	DPS Transmit # 35	DPS Transmit Year 2019	
	Document S	Stamp Counter (0	Criminal) Document	Stamp Counte	r (Juvenile)		
FTP Settings FTP Host	4		3				
obtsprod.gsccca.org	Library	Is Law Li	ibrary in Base Fine?	Clerk Retirer	ment Sheriff Retir	rement POAB %	
FTP User ID	5.00	INO	<u> </u>	0	2	10	
FTP Password	POPT % 10	CVAP %	VEF 0	Brain S	Spinal % Court 0	Costs	
Use SSL Authentication							
Transit March				Impo	rt Parms		
OUTLOOK					 Auto Import Do not promp 	ot to approve warrants	
Send DPS Transmit Email					County FIPS ID		
Lookup name in master name ta	ble upon entry						
Default Warrant Terms/Bond Cond	itions (Limit 254 o	char, No CR)	_				

NOTE: DPS transmit numbers DO NOT reset.

How do you Reset Case Numbers?

The case numbers are located under system > System Master Address and Values.





Once you are this screen you will Click on the tab that says Case Numbers. Next you will Click on the Case Number string you would like to update. All of your case number strings will be visable on this screen. Only click on the one you would like to update. Then Click the Edit button on the Case Numbers screen.

ourt / Loca	Address tion of Fil	Counte es	rs and Values Case Numbers	Program O Active	Courts	Book/ V	Page Setup	Officers	Magistrate Proceeding Defin	District itions	t Attorney Transmi	Solicito
ype C	ase	Cat	egory	Descriptio	n			Last C	ase Number Used	Court of F	iling	_
C		MV		BAD CHE	СК			11-BC	-0057	MV	•	
ormat #-BC	t String -****	Nex Nex	<u>tt Sequence Nu</u> mbe 58	r Start Colur	<u>nn</u> 7	End	Column 10	Auto C ⊠ Che	ounter ck if ON			
ctive	Type	Category	Description		Last Case Num	per	Seg Start Column	Seq End	Format String	Next Case	AutoCount	<u>^</u>
rue	BC	MV	BAD CHECK		11-BC-005	7	7	10	##-BC-***	58	True	
rue	CR	MV	CRIMINAL CASES		12-000003	1CR-	4	10	##-CR-****	32	True	
rue	SE	MV	SEARCH				0	0			False	
rue	WR	MV	WARRANTS		2012-EZ-01	46	9	12	####-EZ-****	147	True	
rue	PW	MV	PREWARRANT		2012-EZ-		7	10	##-PW-****	2	True	
rue	CF	MV	CITATION FORMA	T			4	8	##-****	42	False	
rue	TR	MV	MAGISTRATE TR	AFFIC	TR-0002		4	7	TR-****	3	True	
rue	OR	MV	GOOD BEHAVIOR	BOND	GBB-0002		5	8	GBB-****	3	True	
rue	WA	MV	WARRANTLESS A	PP	12-0011		4	20	CR-***-*****	1	False	
E Car A	xit ncel dd	Edit Delete Save	Mode VIEW	Ĩ			(Case Nun Examples SU-02-CF 1B-2002- 18	nber Examples 	Format S SU-##-C 1B-#### ##-CR-*	String R-**** #-CR- ***	

Next you will update the Next Sequence Number to 1 and Click Save.

Court /	Address	Count	ers and Values	Program (Options	Book	Page Setup	Officers	Magistrate	Distric	t Attorney	Sc
Loca	tion of Fi	les	Case Numbers	Activ	e Courts	1	Narrant Counters		Proceeding Defi	nitions	Transm	nission
Type C	ase	Ce	tegory	Descripti	on			Last Ca	se Number Use	d Court of F	iling	
BC		M	V	BAD CH	ECK			11-BC-	0057	MV		•
orma ##-BC	t String	Ne	ext Sequence Numb	er Start Coli	umn	End	Column 10	Auto Co Chec	ounter k if ON			
Active	Type	Calegory	Descriptio	n	Last Case ?	lunber	Seg Start Column	SegEnd	Format String	Ned Case	AutoCount	
True	BC	MV	BAD CHECK		11-BC-00)57	7	10	##-BC-****	1	True	-
True	CR	MV	CRIMINAL CASE	s	12-00000	31CR-	4	10	##-CR-****	32	True	
True	SE	MV	SEARCH				0	0			False	
True	WR	MV	WARRANTS		2012-EZ-	0146	9	12	####-EZ-****	147	True	
True	PW	MV	PREWARRANT		2012-EZ-		7	10	##-PW-***	2	True	
True	CF	MV	CITATION FORM	AT			4	8	###_*****	42	False	-0
True	TR	MV	MAGISTRATE TR	RAFFIC	TR-0002		4	7	TR-***	3	True	
True	OR	MV	GOOD BEHAVIO	R BOND	GBB-000	2	5	8	GBB-****	3	True	
True	WA	MV	WARRANTLESS	APP	12-0011		4	20	CR-***-****-**	1	False	
E Ca A	xit ncel dd	Edit Delete Save	Mode EDIT					Case Num Examples SU-02-CR 1B-2002-C	ber Examples -5420 CR-0159 64	Format SU-##-C 1B-###	String :R-**** #-CR- ***	

NOTE: If you have multiple case number strings (example: MV, MC, WR, etc.) you will need to update each one.



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.



We Keep	Order i Setup	n the C	Court TM			Updated 12/1	16/2019 ×
Close	Edit	Save	Status:	EDIT			
County Informa	tion:			,			
County Name:	COUNTY			County Number:	111	_	
Address 1:				Clerk Sup:		-	
Address 2:				Office:	SUPERIOR COURT	-	
City:				Phone:		-	
State:		Zip:		Email:		_	
Deed Informat Last I Good Accept (Transmit Fi Next Instrume	Instrument: [Thru Date:] Checksum:] Ile Number:] nt Number:]	ormation Pl 11120180000 09/14/2018 000EB86 2	lat Information	Misc Information]		
Reset Instrum Reset Cour	ent Counters	ew Instrume ent Instrume	nt Year: <mark>2019</mark> nt Year: <mark>2018</mark>			Record Type © DEED © LIEN © PLAT © 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.



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.

Ľ	Parameters Set	tup				
ſ	Close	Edit Save 🕎 Status:	EDIT			
ŀ	County Informati	ion:				
l	County Name:	COUNTY	County Number:	003		
l	Address 1:		Clerk Sup:			
1	Address 2:		Office:	SUPERIOR COURT		
l	City:		Phone:			
	State:	Zip:	Email:			
	Instrument Cour	nters Alt. Field Descriptions Misc.	Table Dictionary	Values		
	Deed Information	on Lien Information Plat Information	Misc Information]		
	Last In	nstrument: 0				
	Good	Thru Date: 10/10/2013				
	Accept C	hecksum: 0034DB5				
l	Transmit File	e Number: 1				
l	Next Instrumen	it Number:	1			
	Reset Instrume	ent Counters				
	Reset Count	er New Instrument Year:			Record Type	
		Current Instrument Year:			CLIEN	
					C PLAT C MISC	
Ш						



GENERAL

What counters need to be reset in General?

In General, the only item that needs to be reset is the instrument number.

When should you reset your counters?

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

How do you Reset Instrument numbers?

The instrument number is located under system> Parameter Maintenance.

Icon Software General Cour	t Indexing
Records Reports Images (System Help
ai :	User Log On User Log Out
User Name ICON	User Master List and Access Rights Setup Record Type Groups Parameter Maintenance
	Change User Password
	View Definable Instr Types Copy Program Rights to New Field
	Convert Table Structures

Once you are on the parameters screen, you will Click on the Edit button located at the bottom of the screen. Next you will Click on Record Count and Change that to 1 and update the year to 2020. Once you are finished Click Save.



We	Keen	Order	in	the	Court TM
	muup	Ulaci	UIU	uu	Court

Updated 12/16/2019

Parameter Setup			- 🗆 ×	
County Information:				
County Name: COUNT	County Numb	ber: 999	_	
Office:	Clerk Sup:		-	
Email:	Phone:		_	
Address 1:	Address 2:		-	
City:	State:	Zip:	-	
Misc Image Locator Counter: 6 Show Deleted Name Records I Icon User Access Only				
Last Instrument:	Record Count:	Year:		
9992015000002	1	2019		
Image Directory Root: C:\ICON\	Excluded Types for View	users:		
(Specify full path, i.e. "C:\ICON\")	ON(") Please separate by comma			
Death Certificates	Format Ne	ext Number		
Status	⊑dit	Save Cancel Close	se	
CON				



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 Case Numbers in Estates and Conguard?

The Case numbers for both Estates and Conguard are located under File>Administrator Tools.

Reporting AOCFiles Transmissions Cor	tacts Letters Help
Estate Records	
Demand Records	
Printer Setup	Rights ADMIN
Administrator Tools	
Code Table	
Calendar	
Day Planner	
Document Stamp	
File Checkout	
Receipt Conversion	
User List Administration	
Recall Deleted Records	
Record Locking	
Zip Code Maintenance	
Copy Images to Folder to burn to Disc	
Icon Support	•
Change User Password	
Login as a Different User	
Logout of Probate	
Exit Estates	

Once you have opened the Adminitrator Screen on the Parameters Tab you will Click Edit at the bottom of the screen. Next you will change the current Year to **2020** and change the Case Number to **1** (**if you do not auto-assign case numbers just change the year**). Once you have finished Click Save.



Default Values Estate F	ees/IA Recap Options Lett	ers Case Types Proceedings	Account Setup	
County Name	CRISP			
Office	CRISP COUNTY PROBATE (User Name	
County Number			File Location	
Address	510 North 7th Street		Templates	GaProbate\templates\
	Room 101		Images	
City			Letters	GaProbate\letters\
Chat		l a a tha		
State	GA <u>·</u>	Locatio	n of PaperPort Files	
Zip	31015		Mail Merge Files	GaProbate\Mail Merge\
Phone	229-271-4731			
Email				
Hearing Location	210 SOUTH 7TH STREET RC	OM 101		
Alt Hearing Location				
Probate Judge	BELINDA GRIFFIN			
Associate Probate Judge				
Image ID	200	V Auto Number Cases	Effective Date of A	Auto Numbering
Current Year	2019	Case # Format	08/25/2015	_
Estate Number	1	####-EST-*****		
Current Docket Default #:		Edit Save Mode: EDIT	Exit	

How do you Reset Case Numbers in Marriage and Firearms?

The Case numbers for both Marriage and Firearms are located under File>Administrator Tools.





Once you have this screen open Click Edit at the bottom of the screen. Change the Current year to **2020** and update the Licence Number to **1**. In Marriage you will also update the Application number to **1**. Once you are finished Click Save.

Parameters Options			
County Name	GWINNETT	User Na	ime
Office	PROBATE	Ima	ges \\icon-public-01\E\$\Georgia\Walton Prol
County Number	177	Templa	IGAPROBATE\TEMPLATES\
Address		Mail Mer	
City			
State			
State			
Zip			
Phone			
Probate Judge			
Associate Probate Judge			
Case ID		License is issued with application	
Image ID	2	Auto Number License (County #)	issues Format Style
Application Number		Auto Number Application (State #)	Itense Format Style
Application Number		Print License on Laser Printer	Application Format Style
License Number	1	Duplexer	###_****
Current Year	2019	Format License	e license format style, use the '#' character to specify
	Mode	Show Alt. Cert. Form	the '*' character to specify the actual license number.
Exit	Edit 📙 Save LEDIT	Example:	
		2003ML123	345 would be #####ML*****
		,	