



## ***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.

- Accounting
- Civil
- Criminal
- Juvenile
- Magistrate
- LCR
- 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.

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## ACCOUNTING

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### **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.

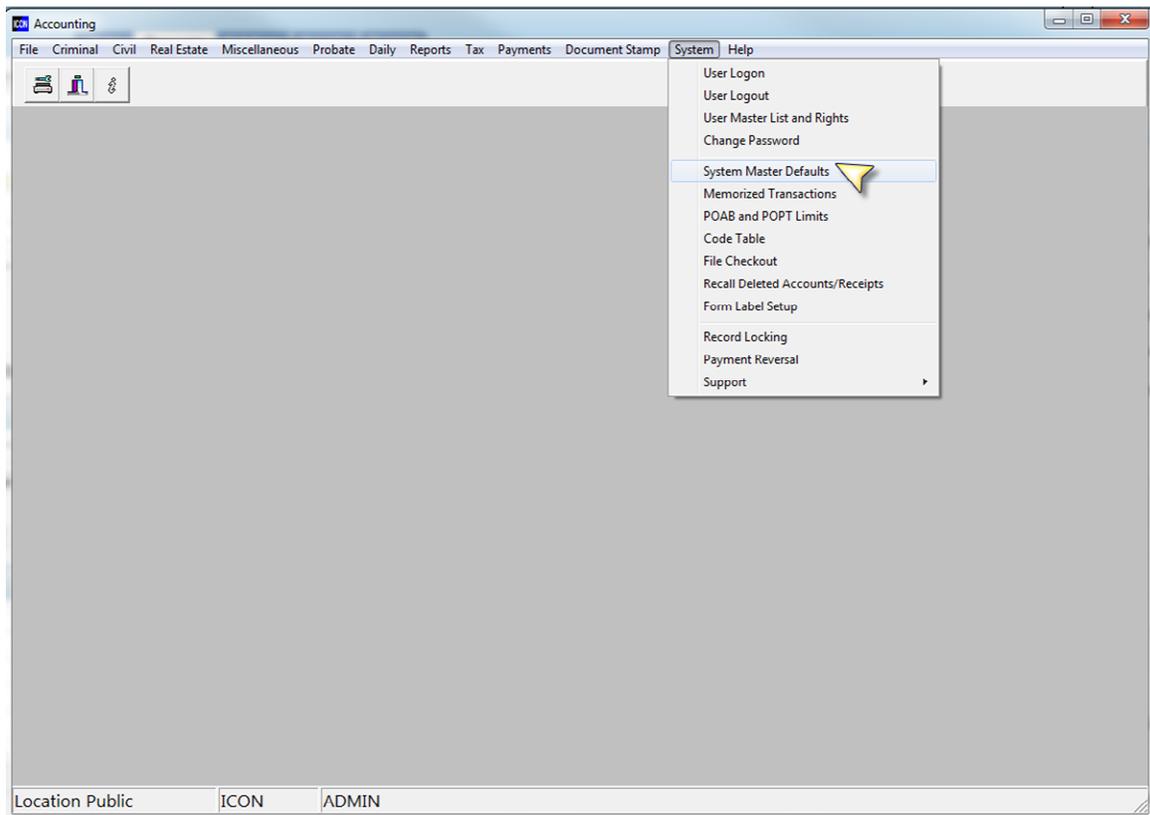
### **When should you reset your counters?**

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.



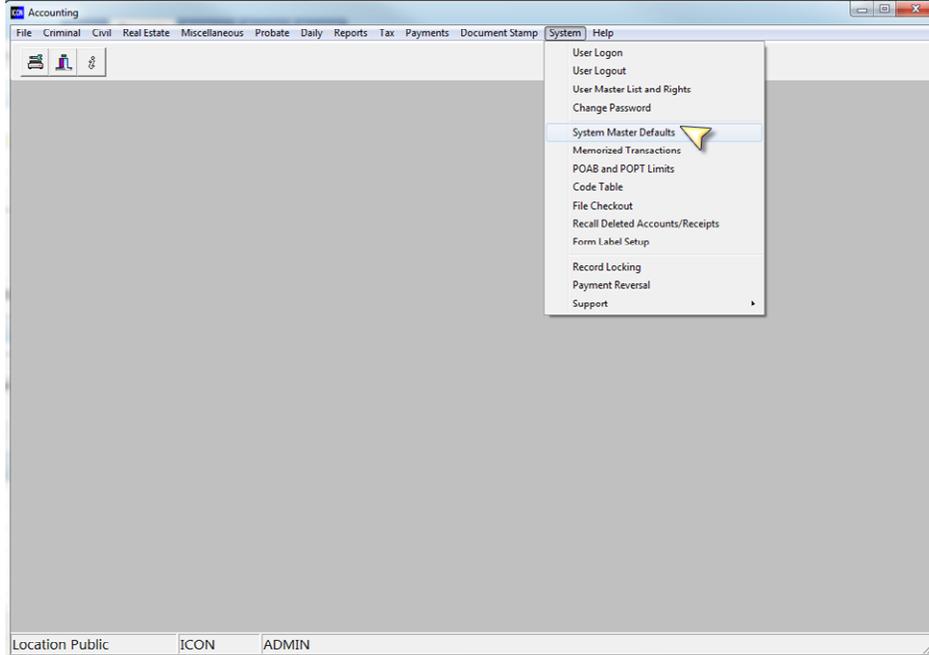


Once you have opened the system screen you will Click on the Real Estate Tab, then Click Edit at the top of the screen. That will give you the ability to change the Current UCC number to **1** and Update the year to **2020**.

The screenshot shows a software interface with a menu bar at the top containing: Exit, Cancel, Edit, Save. Below the menu bar is a navigation bar with tabs: Case Vendors, Location of Files, Return To Names, Additional Fees, Program Options, Partial Pay Orders, Miscellaneous Fees Setup, Credit Cards, County Address, Criminal, Civil, Trade Names, Real Estate, Notary, Other, Bank Accounts, Tax Districts, Probate, Deed Types, Ledger, Common Vendors. The main content area is titled 'Book/Page Auto Assignment' and contains three columns for 'Deed', 'Lien', and 'Plat'. Each column has fields for 'Max Pages', 'Overrun', 'Current Book', and 'Last Page Used', along with a 'Release Locks' button. Below this is a list of checkboxes for various settings. To the right, there is a table with columns: 'Cross Ref. Doc. Fee', 'Current UCC #', and 'Current Year (used for UCC Auto-Assignment)'. The table contains one row with values: '1' and '2019'. Below the table are sections for 'GSCCCA Real Estate Filing' and 'GSCCCA UCC Filing Import', each with 'Enable' checkboxes, 'Site' URLs, and 'User'/'Pwd' fields. At the bottom left, there is a checkbox for 'Transfer Tax Report Available' and a 'Status' dropdown menu set to 'EDIT'.

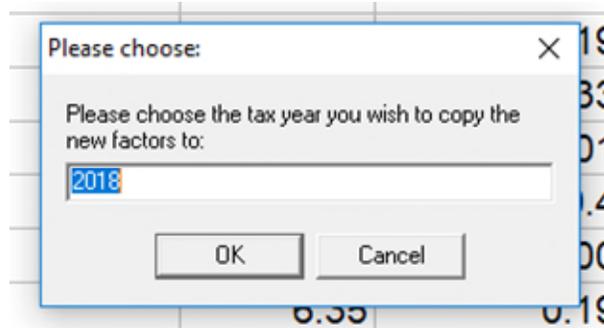
### **How do you Update Tax Rates**

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.

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.



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.



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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 HOSPITAL Year 2014 Factors to Edit  
Intangible Tax Factors  
Transfer Tax Factors

District Name CLARKESVILLE Tax Rate 0.598 Millage Ratio 0.0183 Commission District Total 2 Calculate Millage

Vendor in QB HOSPITAL

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	2014	01	HOSPITAL	0.598	0.0183
02	BALDWIN	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 Add Edit Delete Save

Copy All to Transfer Tax Only show tax year of 2014

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 HOSPITAL Year 2014 Factors to Edit  
Intangible Tax Factors  
Transfer Tax Factors

Tax Rate 0.598 Millage Ratio 0.0183 Commission District Total 2 Calculate Millage

Vendor in QB HOSPITAL

Click on a District Name above to see Millage to the 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

Cancel Add Edit Delete Save

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.



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  
District Name CLARKESVILLE

Dist # 01 Millage Description HOSPITAL Year 2014  
Tax Rate 0.598 Millage Ratio 0.0183 Commission District Total 2

Vendor in QB HOSPITAL

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	2014	01	HOSPITAL	0.598	0.0183
02	BALDWIN	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

Clone All Factors

Cancel Add Edit Save Cancel Add Edit Delete Save

Copy All to Transfer Tax

Only show tax year of 2014

Transfer Tax Report Available Status VIEW

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

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## CIVIL

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### 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.

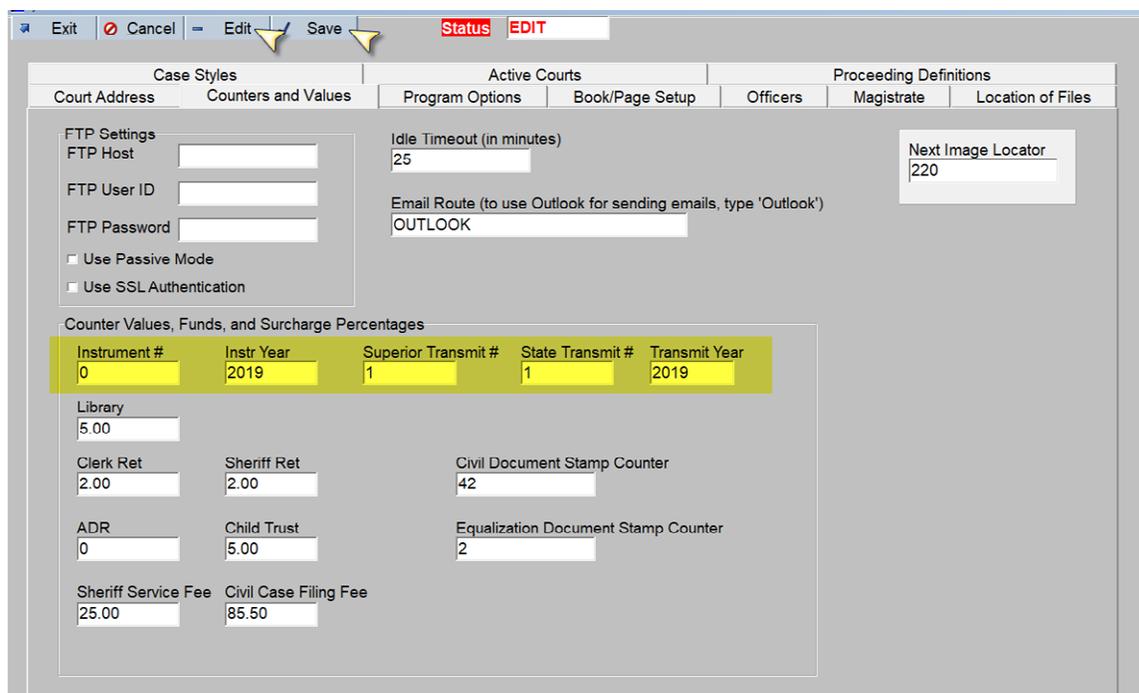


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Once you have opened the system screen Click on the Tab that says Counters and values. Next Click on the Edit button at the top of the screen. This will give you the ability to change the counters. On this screen you will be adjusting the **instrument 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.



### How do you Reset Case Numbers?

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

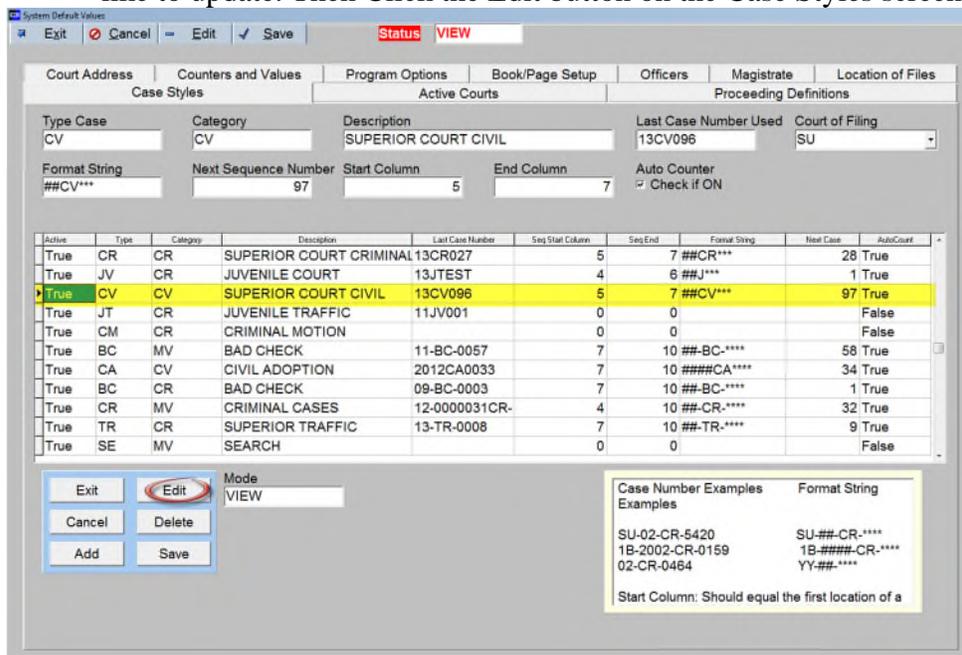


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Once you are this screen you will Click on the tab that says Case Styles. Next you will Click on the Case Number string you would like to update. All of your case number strings will be visible on this screen. Only click on the one you would like to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



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



Court Address     Counters and Values     Program Options     Book/Page Setup     Officers     Magistrate     Location of Files

Case Styles     Active Courts     Proceeding Definitions

Type Case: CV    Category: CV    Description: SUPERIOR COURT CIVIL    Last Case Number Used: 13CV096    Court of Filing: SU

Format String: ##CV\*\*    Next Sequence Number: 1    Start Column: 5    End Column: 7    Auto Counter:  Check if ON

Active	Type	Category	Description	Last Case Number	Seq Start Column	Seq End	Format String	Next Case	AutoCount
True	CR	CR	SUPERIOR COURT CRIMINAL	13CR027	5	7	##CR**	28	True
True	JV	CR	JUVENILE COURT	13JTEST	4	6	##J**	1	True
True	CV	CV	SUPERIOR COURT CIVIL	13CV096	5	7	##CV**	97	True
True	JT	CR	JUVENILE TRAFFIC	11JV001	0	0			False
True	CM	CR	CRIMINAL MOTION		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 TRAFFIC	13-TR-0008	7	10	##-TR-****	9	True
True	SE	MV	SEARCH		0	0			False

Exit    Edit    Mode: EDIT  
 Cancel    Delete  
 Add    Save

**Case Number Examples**    **Format String**  
 SU-02-CR-5420    SU-##-CR-\*\*\*\*  
 1B-2002-CR-0159    1B-####-CR-\*\*\*\*  
 02-CR-0464    YY##-\*\*\*\*  
 Start Column: Should equal the first location of a

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

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## CRIMINAL

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### 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.

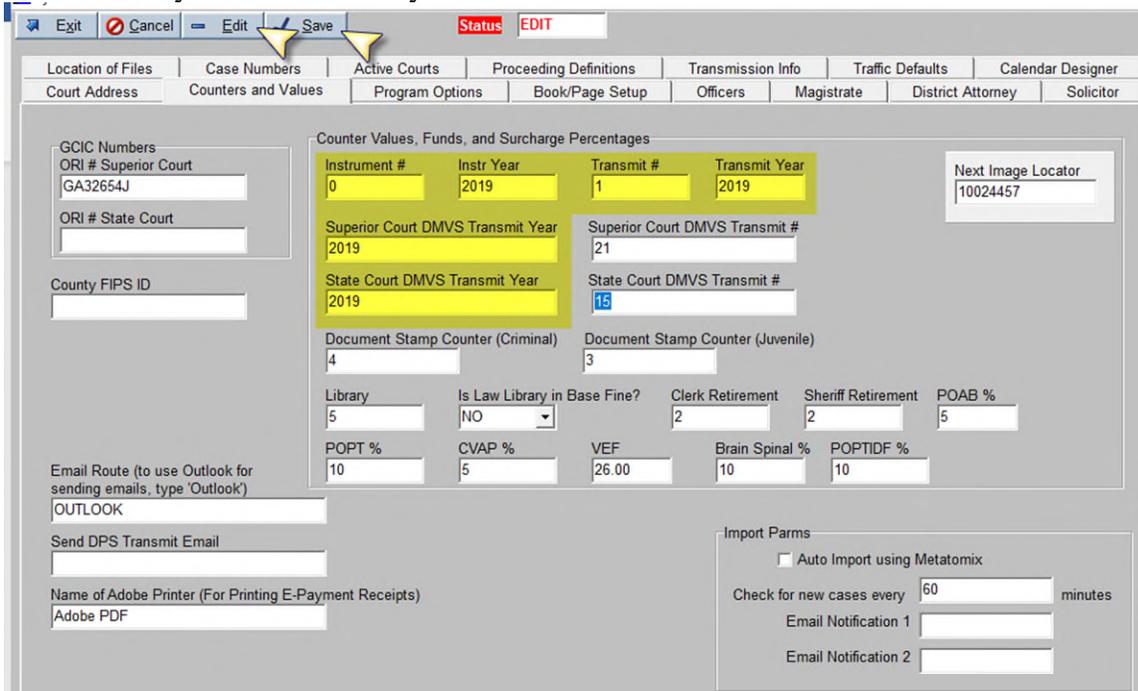


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Once you have opened the system screen Click on the Tab that says Counters and values. Next Click on the Edit button at the top of the screen. This will give you the ability to change the counters. On this screen you will be adjusting the **instrument 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.



**NOTE: DMVS transmit numbers DO NOT reset.**

### How do you Reset Case Numbers?

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

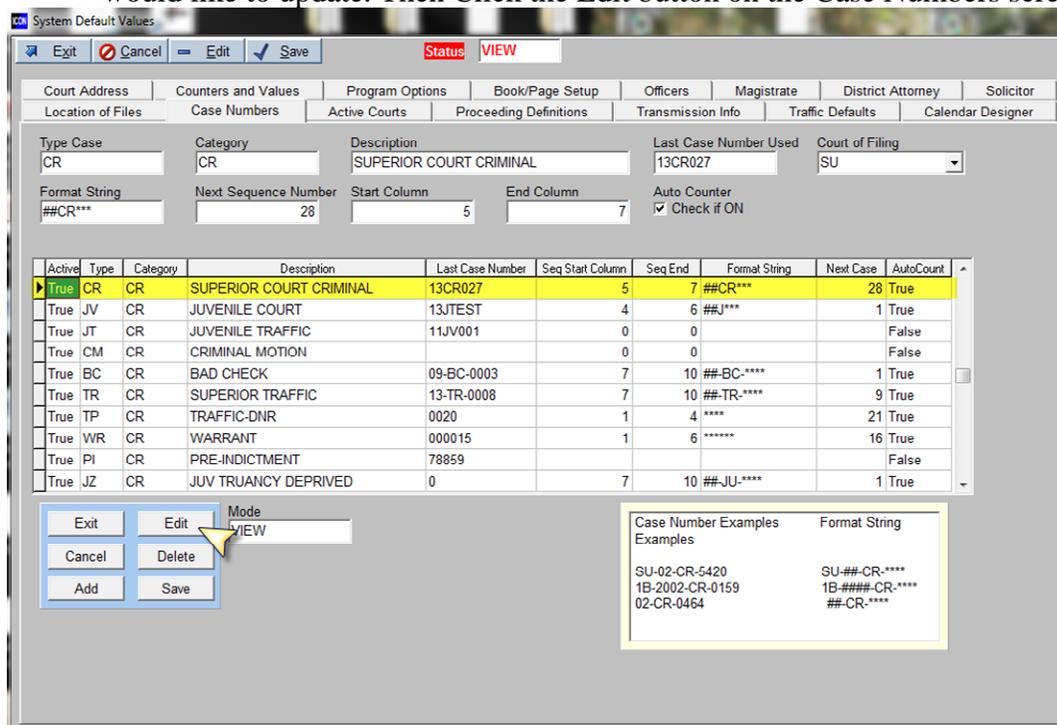


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Once you are this screen you will Click on the tab that says Case Numbers. Next you will Click on the Case Number string you would like to update. All of your case number strings will be visible on this screen. Only click on the one you would like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



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

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

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## JUVENILE

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

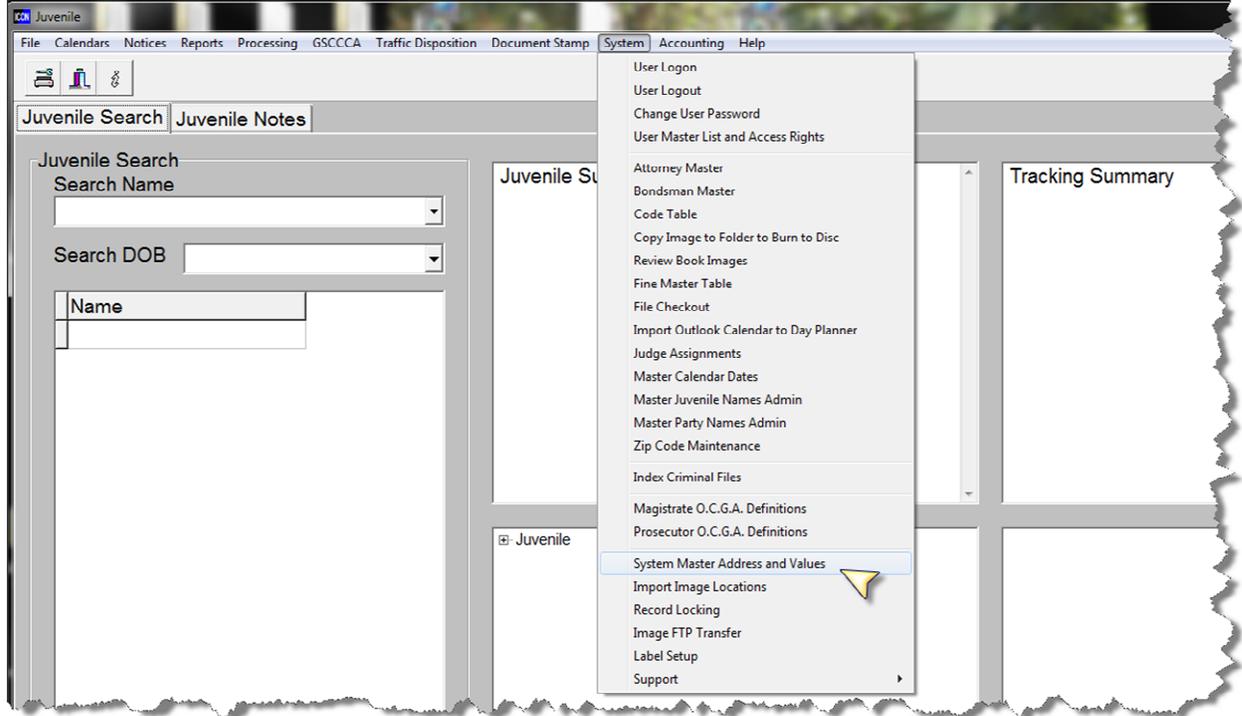
In Juvenile, the items that need to be reset include: Instrument numbers, Transmit Numbers, and Case Numbers (if you auto-assign).

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

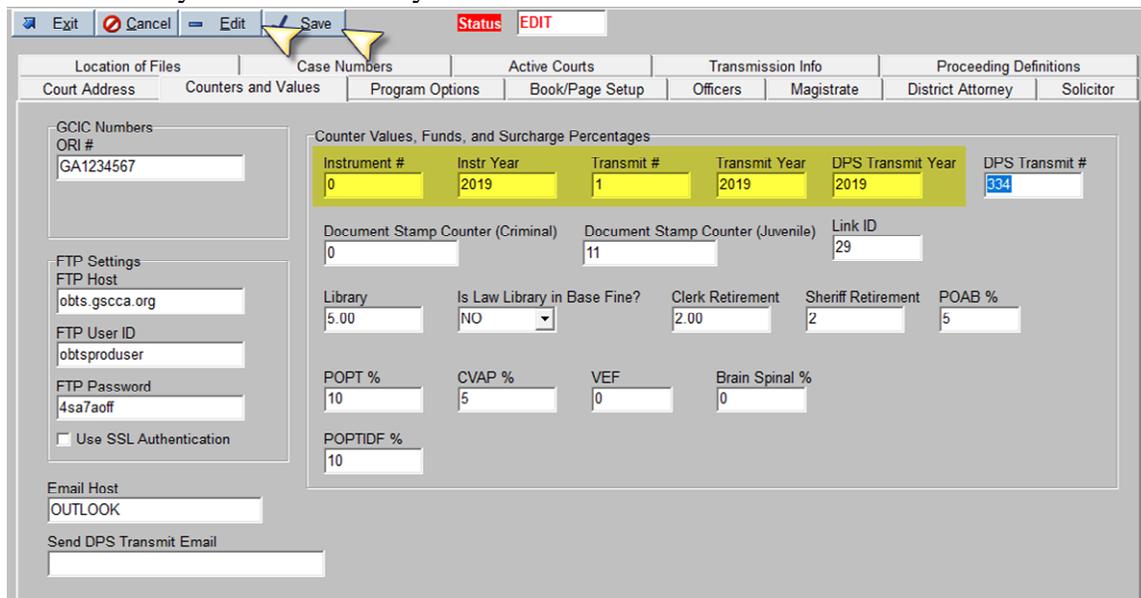
Juvenile Counters should be reset after all **New Cases** have been entered for 2019.

### **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.



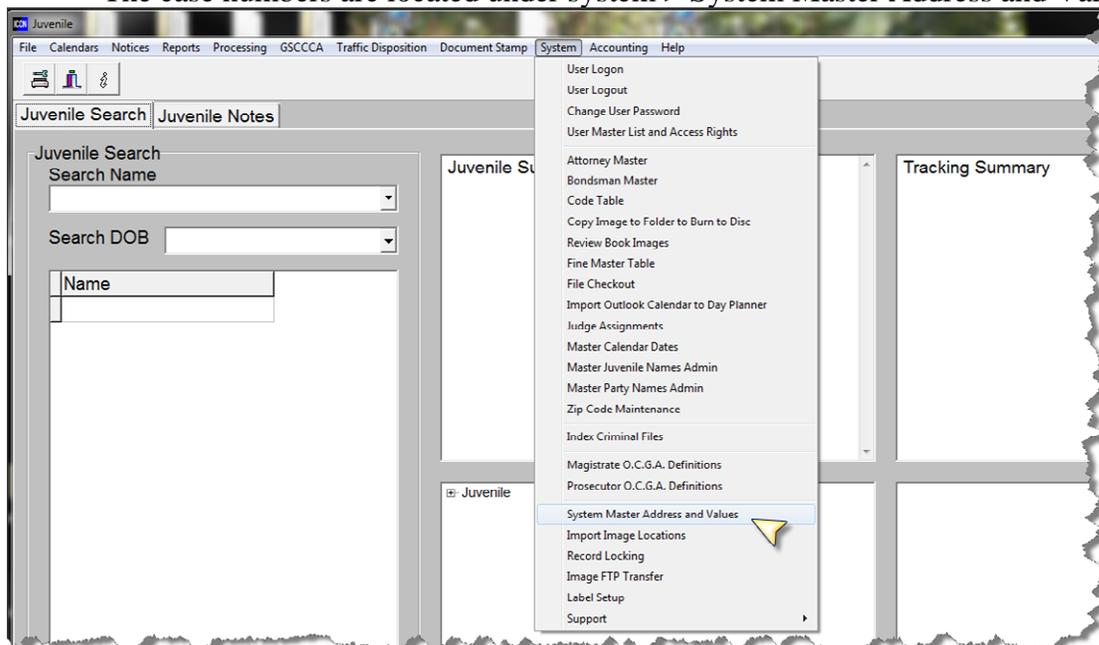
Once you have opened the system screen Click on the Tab that says Counters and values. Next Click on the Edit button at the top of the screen. This will give you the ability to change the counters. On this screen you will be adjusting the **instrument number to 0, Instrument year to 2020, the GCIC transmit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



**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.



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Court Address	Counters and Values	Program Options	Book/Page Setup	Officers	Magistrate	District Attorney	Solicitor		
Location of Files	Case Numbers	Active Courts	Transmission Info	Proceeding Definitions					
Type Case JV	Description JUVENILE COURT	Last Case Number Used 13JTEST	Court of Filing JV						
Format String ##J***	Next Sequence Number 1	Start Column 4	End Column 6	Auto Counter <input checked="" type="checkbox"/> Check if ON					
Active	Type	Category	Description	Last Case Number	Seq Start Column	Seq End	Format String	Next Case	AutoCount
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 Edit Mode  
Cancel Delete VIEW  
Add Save

Case Number Examples      Format String Examples

SU-02-CR-5420              SU-##-CR-\*\*\*\*  
1B-2002-CR-0159        1B-####-CR-\*\*\*\*  
02-CR-0464                ##-CR-\*\*\*\*

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

Court Address	Counters and Values	Program Options	Book/Page Setup	Officers	Magistrate	District Attorney	Solicitor		
Location of Files	Case Numbers	Active Courts	Transmission Info	Proceeding Definitions					
Type Case JV	Description JUVENILE COURT	Last Case Number Used 13JTEST	Court of Filing JV						
Format String ##J***	Next Sequence Number 1	Start Column 4	End Column 6	Auto Counter <input checked="" type="checkbox"/> Check if ON					
Active	Type	Category	Description	Last Case Number	Seq Start Column	Seq End	Format String	Next Case	AutoCount
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 Edit Mode  
Cancel Delete EDIT  
Add Save

Case Number Examples      Format String Examples

SU-02-CR-5420              SU-##-CR-\*\*\*\*  
1B-2002-CR-0159        1B-####-CR-\*\*\*\*  
02-CR-0464                ##-CR-\*\*\*\*

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

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## MAGISTRATE

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

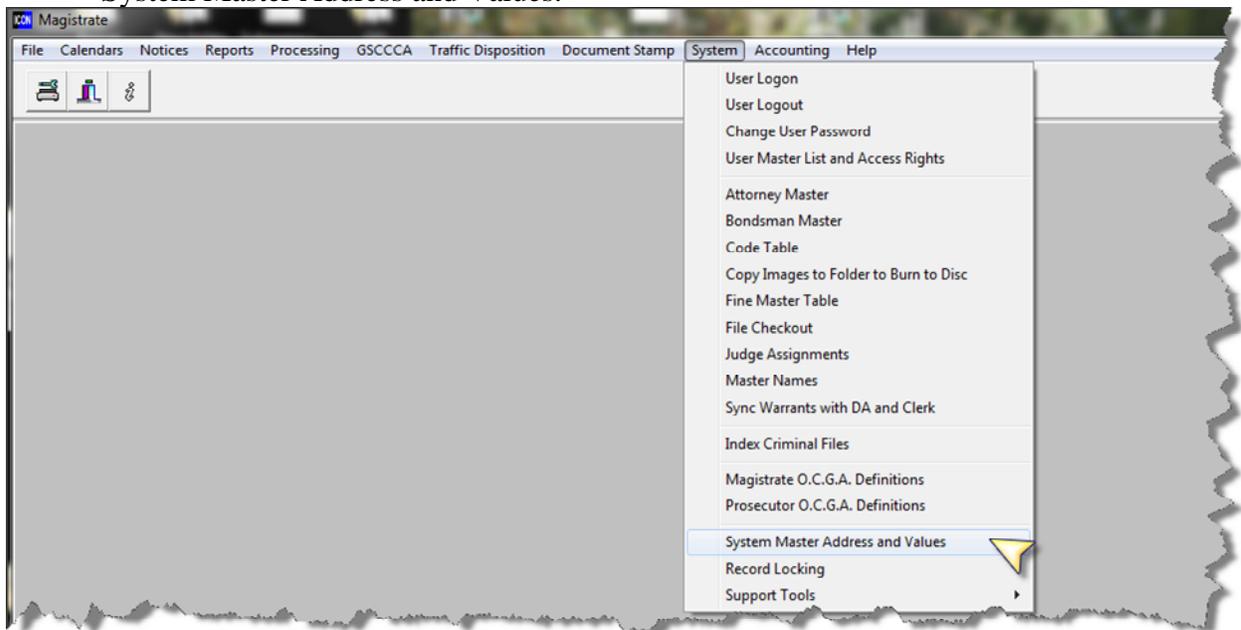
In Magistrate, the items that need to be reset include: Instrument numbers, Transmit Numbers, and Case Numbers (if you auto-assign).

### **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.



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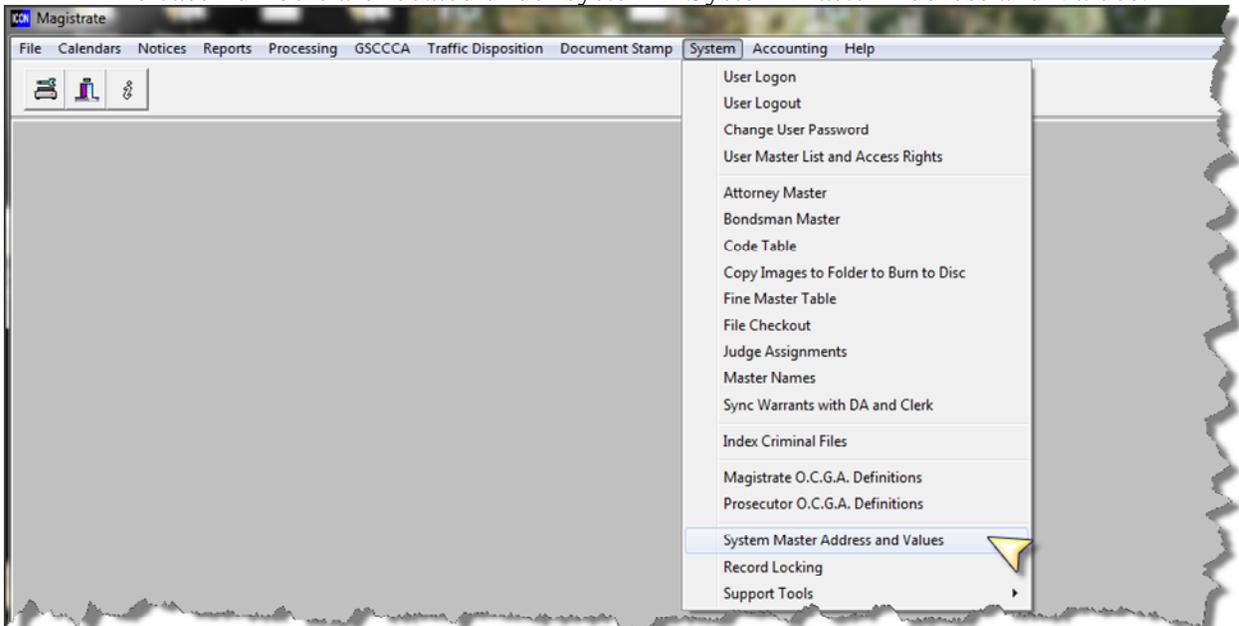
Updated 12/16/2019

Instrument #	Instr Year	Transmit #	Transmit Year	DPS Transmit #	DPS Transmit Year
0	2019	1	2019	35	2019

**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.





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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 visible on this screen. Only click on the one you would like to update. Then Click the Edit button on the Case Numbers screen.

Active	Type	Category	Description	Last Case Number	Seq Start Column	Seq End	Format String	Next Case	AutoCount
True	BC	MV	BAD CHECK	11-BC-0057	7	10	##-BC-****	58	True
True	CR	MV	CRIMINAL CASES	12-0000031CR-	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 FORMAT		4	8	##-*****	42	False
True	TR	MV	MAGISTRATE TRAFFIC	TR-0002	4	7	TR-****	3	True
True	OR	MV	GOOD BEHAVIOR BOND	GBB-0002	5	8	GBB-****	3	True
True	WA	MV	WARRANTLESS APP	12-0011	4	20	CR-***-*****-*	1	False

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

Active	Type	Category	Description	Last Case Number	Seq Start Column	Seq End	Format String	Next Case	AutoCount
True	BC	MV	BAD CHECK	11-BC-0057	7	10	##-BC-****	1	True
True	CR	MV	CRIMINAL CASES	12-0000031CR-	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 FORMAT		4	8	##-*****	42	False
True	TR	MV	MAGISTRATE TRAFFIC	TR-0002	4	7	TR-****	3	True
True	OR	MV	GOOD BEHAVIOR BOND	GBB-0002	5	8	GBB-****	3	True
True	WA	MV	WARRANTLESS APP	12-0011	4	20	CR-***-*****-*	1	False

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

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## LCR

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

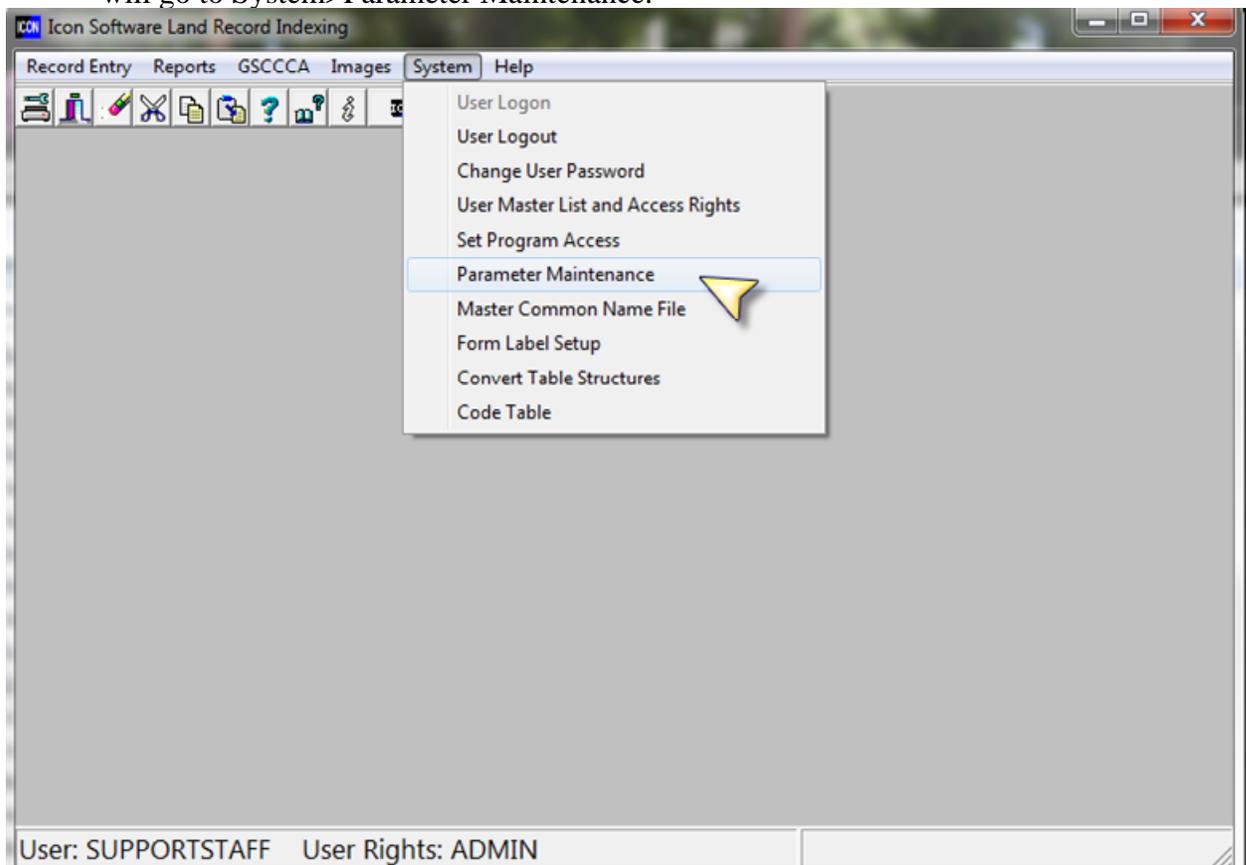
In LCR the items that need to be reset include: Instrument numbers and Transmit Numbers.

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

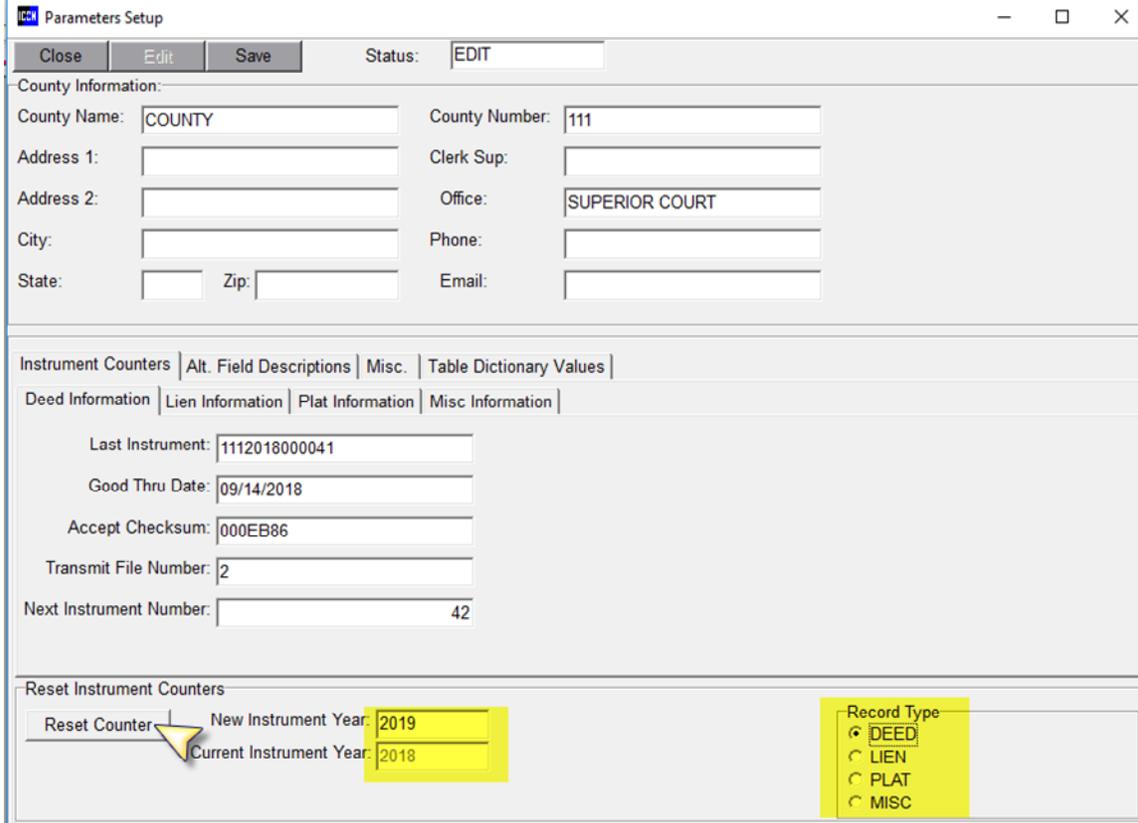
LCR Counters should be reset after all **New** instruments have been entered for 2019.

### **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.



Parameters Setup

Close Edit Save Status: EDIT

County Information:

County Name: COUNTY County Number: 111

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: 1112018000041

Good Thru Date: 09/14/2018

Accept Checksum: 000EB86

Transmit File Number: 2

Next Instrument Number: 42

Reset Instrument Counters

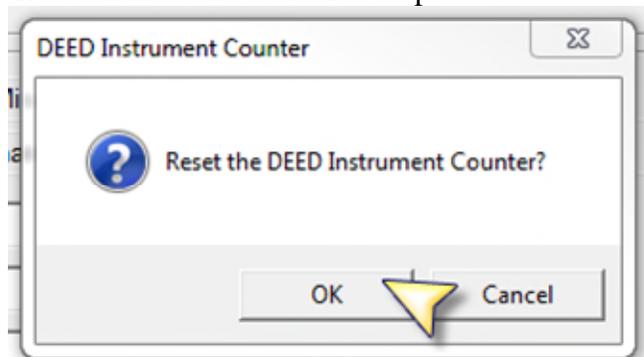
Reset Counter New Instrument Year: 2019

Current Instrument Year: 2018

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.



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

**Deed Information** | Lien Information | Plat Information | Misc Information |

Last Instrument:

Good Thru Date:

Accept Checksum:

Transmit File Number:

Next Instrument Number:

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 Number:

Address 1:  Clerk Sup:

Address 2:  Office:

City:  Phone:

State:  Zip:  Email:

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

**Deed Information** | Lien Information | Plat Information | Misc Information |

Last Instrument:

Good Thru Date:

Accept Checksum:

Transmit File Number:

Next Instrument Number:

Reset Instrument Counters

New Instrument Year:

Current Instrument Year:

Record Type

- DEED
- LIEN
- PLAT
- MISC

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## GENERAL

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

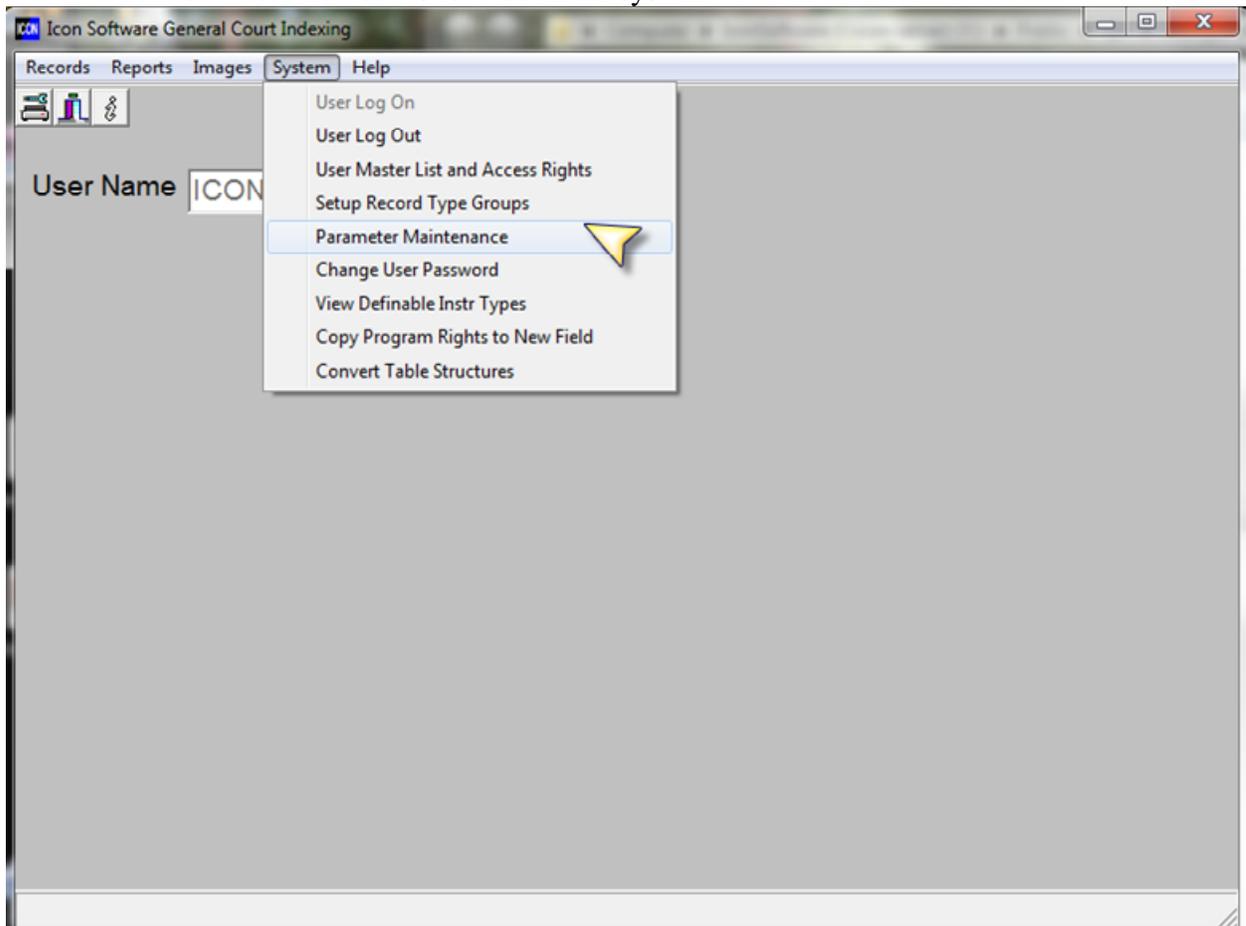
In General, the only item that needs to be reset is the instrument number.

### **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.



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.



Parameter Setup

County Information:

County Name:  County Number:

Office:  Clerk Sup:

Email:  Phone:

Address 1:  Address 2:

City:  State:  Zip:

Misc

Image Locator Counter:   Show Deleted Name Records  Icon User Access Only

Last Instrument:  Record Count:  Year:

Image Directory Root:   
*(Specify full path, i.e. "C:\ICON\")*

Excluded Types for View users:   
Please separate by comma

Death Certificates

Auto Number Death Certificates

Format:  Next Number:

Status: **EDIT**

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

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

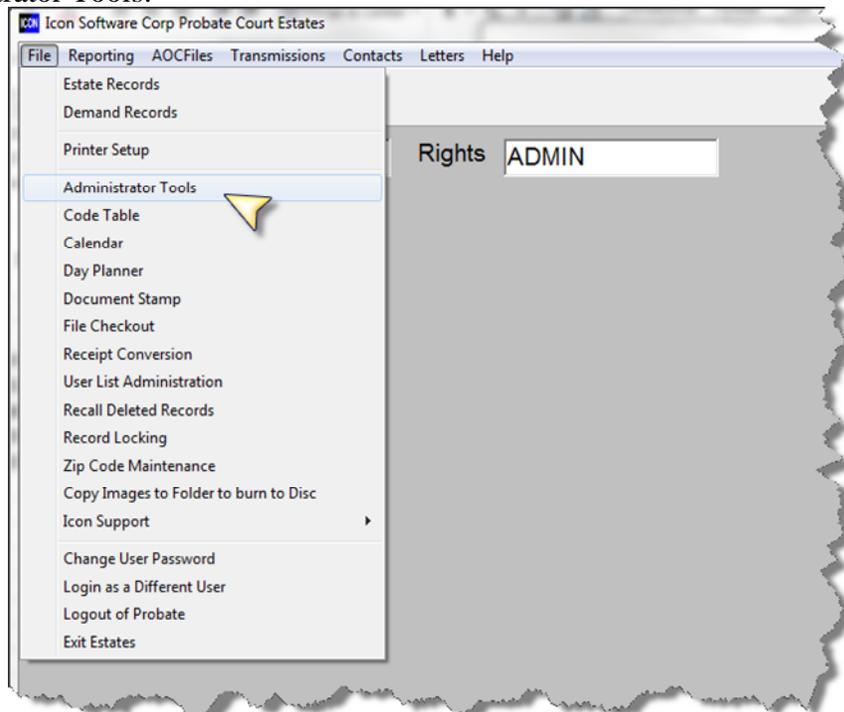
In the Probate Programs the only item that needs to be reset is the case numbers and the Year.

### When should you reset your counters?

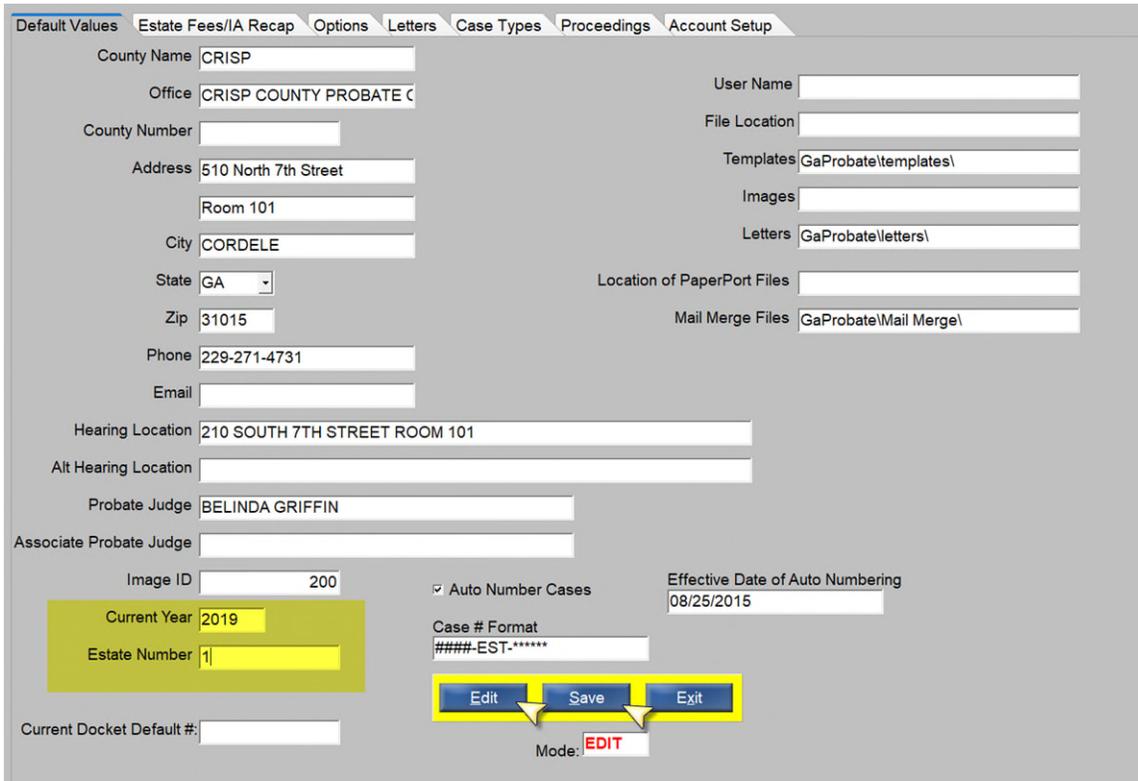
Probate Counters should be reset after all **New** instruments have been entered for 2019.

### How do you Reset Case Numbers in Estates and Conguard?

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



Once you have opened the Administrator 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.

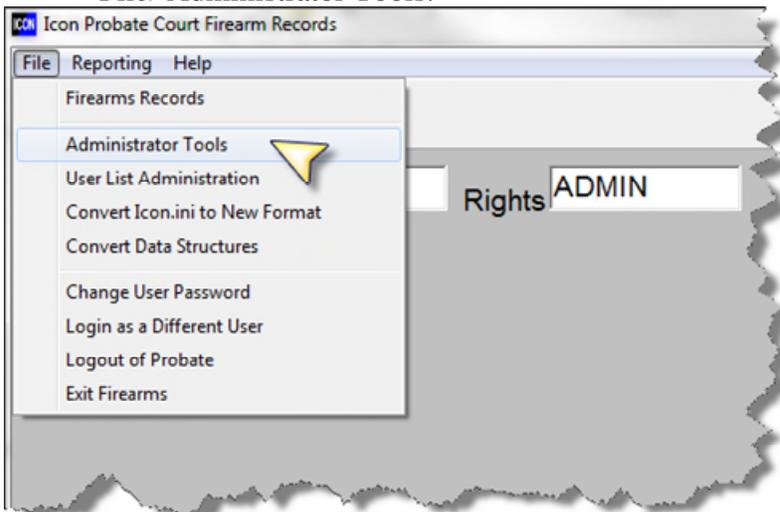


Default Values | Estate Fees/IA Recap | Options | Letters | Case Types | Proceedings | Account Setup

County Name: CRISP  
 Office: CRISP COUNTY PROBATE C  
 County Number:   
 Address: 510 North 7th Street  
 Room 101  
 City: CORDELE  
 State: GA  
 Zip: 31015  
 Phone: 229-271-4731  
 Email:   
 Hearing Location: 210 SOUTH 7TH STREET ROOM 101  
 Alt Hearing Location:   
 Probate Judge: BELINDA GRIFFIN  
 Associate Probate Judge:   
 Image ID: 200  
 Current Year: 2019  
 Estate Number: 1  
 User Name:   
 File Location:   
 Templates: GaProbate\templates\  
 Images:   
 Letters: GaProbate\letters\  
 Location of PaperPort Files:   
 Mail Merge Files: GaProbate\Mail Merge\  
 Auto Number Cases  
 Effective Date of Auto Numbering: 08/25/2015  
 Case # Format: ####-EST-\*\*\*\*\*  
 Edit Save Exit  
 Mode: EDIT  
 Current Docket Default #:   
 Current Year: 2019  
 Estate Number: 1

**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  
Office: PROBATE  
County Number: 177  
Address:   
City: CORDELE  
State: GA  
Zip:   
Phone:   
Probate Judge:   
Associate Probate Judge:   
Case ID:   
Image ID: 2  
Application Number: 1  
License Number: 1  
Current Year: 2019

User Name:   
Images: \\icon-public-011ES\Georgial\Walton Pro  
Templates: GAPROBATE\TEMPLATES\  
Mail Merge: GAPROBATE\MAIL MERGE\  
License Format Style: ##-\*\*\*\*  
Application Format Style: ##-\*\*\*\*

License is issued with application  
 Auto Number License (County #)  
 Auto Number Application (State #)  
 Print License on Laser Printer  
 Duplexer  
 Format License  
 Format Application  
 Show Alt. Cert. Form

For marriage license format style, use the '#' character to specify the year and the '\*' character to specify the actual license number.  
Example:  
2003ML12345 would be ####ML\*\*\*\*\*

Exit Edit Save Mode EDIT