



## ***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.

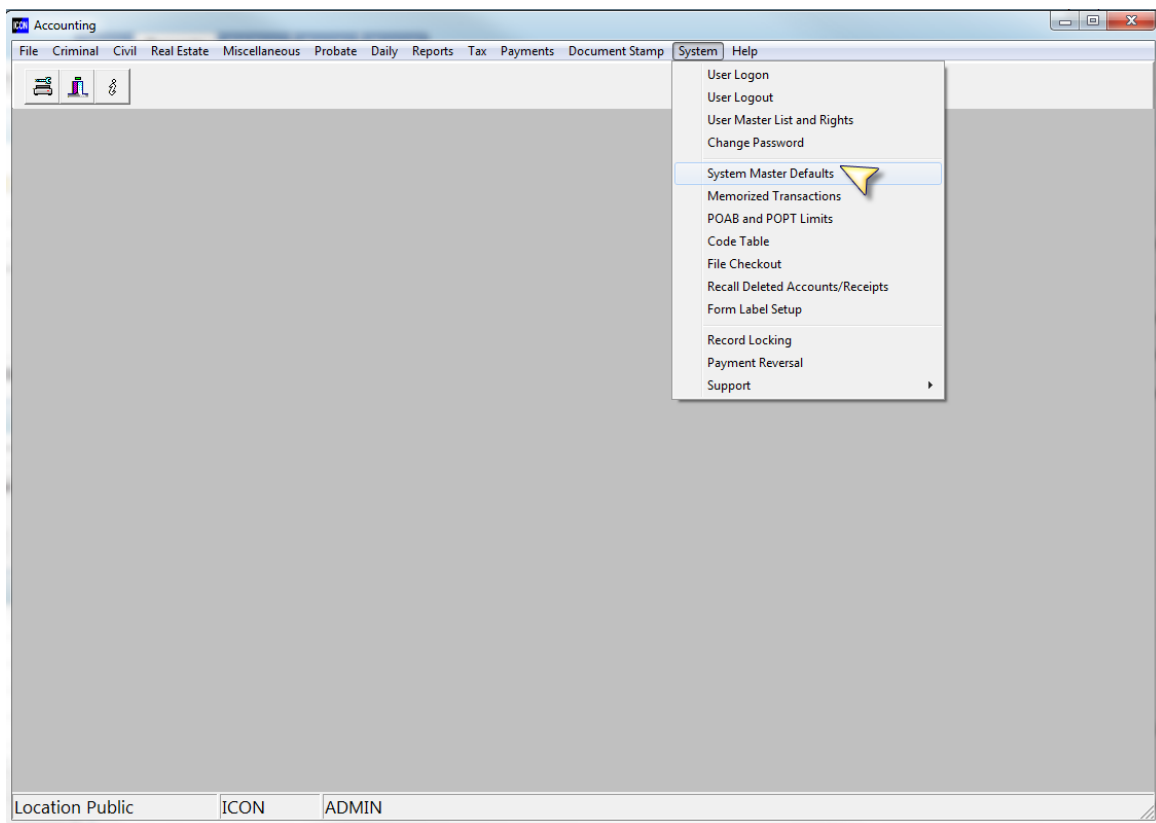
### **When should you reset your counters?**

UCC counters will need to be reset once you have entered in all UCCs that were filed in 2021.

New Tax Rates will need to be updated before the end of **Jan 2022**.

### **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.





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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 **2022**.

## ***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.

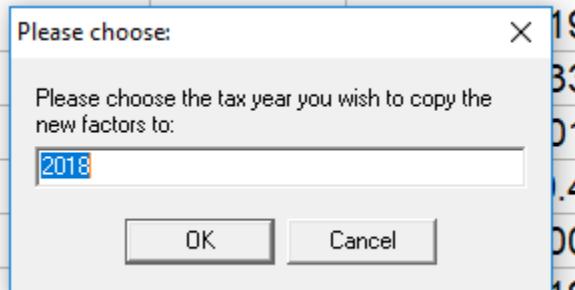


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Once the system screen is open Click on the tab that says Tax Districts, all your **2018** tax information will be listed on the screen. Your first step will be to Clone all Factors from **2020** to **2021**. Simply Click on the Clone all factors button. 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 **2021 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.

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

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



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steps. Once each factor for District 1 has been updated Click on the Calculated Millage option.

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

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 Millage Description HOSPITAL Year 2014

District Name CLARKESVILLE 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

Clone All Factors

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

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 2021.

### **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.



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 2022, both superior and state transmit numbers should be set to 1 and the transmit year should be set to 2022.** Once you have finished you will Click Save then Exit.



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FTP Settings  
FTP Host  
FTP User ID  
FTP Password  
☐ Use Passive Mode  
☐ Use SSL Authentication

Idle Timeout (in minutes)  
25

Email Route (to use Outlook for sending emails, type 'Outlook')  
OUTLOOK

Next Image Locator  
220

Counter Values, Funds, and Surcharge Percentages

Instrument #	Instr Year	Superior Transmit #	State Transmit #	Transmit Year
0	2019	1	1	2019

Library  
5.00

Clerk Ret  
2.00

Sheriff Ret  
2.00

Civil Document Stamp Counter  
42

ADR  
0

Child Trust  
5.00

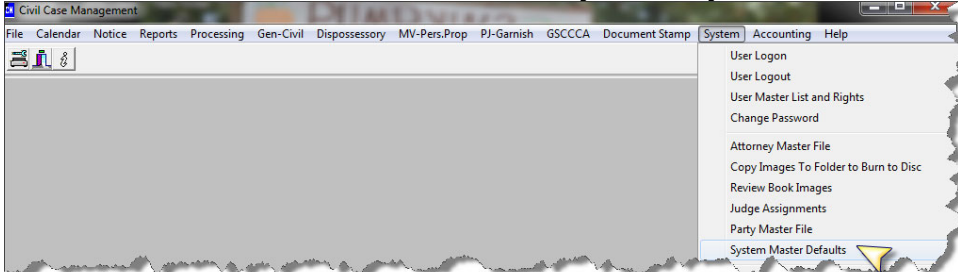
Equalization Document Stamp Counter  
2

Sheriff Service Fee  
25.00

Civil Case Filing Fee  
85.50

### **How do you Reset Case Numbers?**

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



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.



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System Default Values

Exit Cancel Edit Save Status VIEW

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 97 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 VIEW

Cancel Delete

Add Save

Case Number Examples Format String Examples

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

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 Examples

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?**

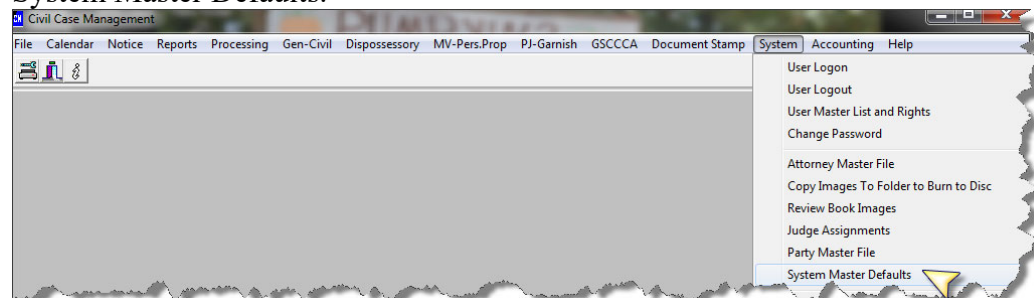
In Criminal, the items that need to be reset include: Instrument numbers, Transmit Numbers, and Case Numbers (if you auto-assign).

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

Criminal Counters should be reset after all **New** Cases have been entered for 2021.

### **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.



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 2022, the GCIC transmit number to 1, and the transmit year for GCIC and DDS should be set to 2022.** Once you have finished you will Click Save then Exit.



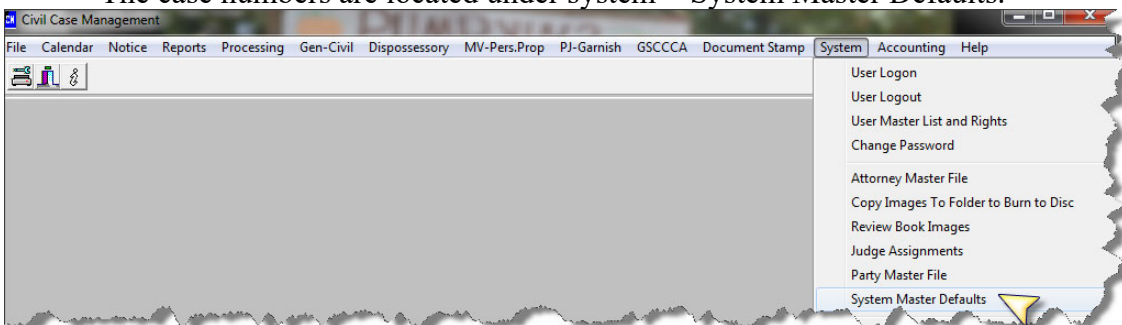
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**NOTE: DMVS transmit numbers DO NOT reset.**

## **How do you Reset Case Numbers?**

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



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.



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System Default Values

Exit Cancel Edit Save Status VIEW

Court Address	Counters and Values	Program Options	Book/Page Setup	Officers	Magistrate	District Attorney	Solicitor
Location of Files	Case Numbers	Active Courts	Proceeding Definitions	Transmission Info	Traffic Defaults	Calendar Designer	

Type Case: CR  
Category: CR  
Description: SUPERIOR COURT CRIMINAL  
Last Case Number Used: 13CR027  
Court of Filing: SU

Format String: ##CR\*\*\*  
Next Sequence Number: 28  
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	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  
Examples  
SU-02-CR-5420  
1B-2002-CR-0159  
02-CR-0464

Format String  
SU-##-CR-\*\*\*\*  
1B-####-CR-\*\*\*\*  
##-CR-\*\*\*\*

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

System Default Values

Exit Cancel Edit Save Status VIEW

Court Address	Counters and Values	Program Options	Book/Page Setup	Officers	Magistrate	District Attorney	Solicitor
Location of Files	Case Numbers	Active Courts	Proceeding Definitions	Transmission Info	Traffic Defaults	Calendar Designer	

Type Case: CR  
Category: CR  
Description: SUPERIOR COURT CRIMINAL  
Last Case Number Used: 13CR027  
Court of Filing: SU

Format String: ##CR\*\*\*  
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***	1	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  
Examples  
SU-02-CR-5420  
1B-2002-CR-0159  
02-CR-0464

Format String  
SU-##-CR-\*\*\*\*  
1B-####-CR-\*\*\*\*  
##-CR-\*\*\*\*

**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?**

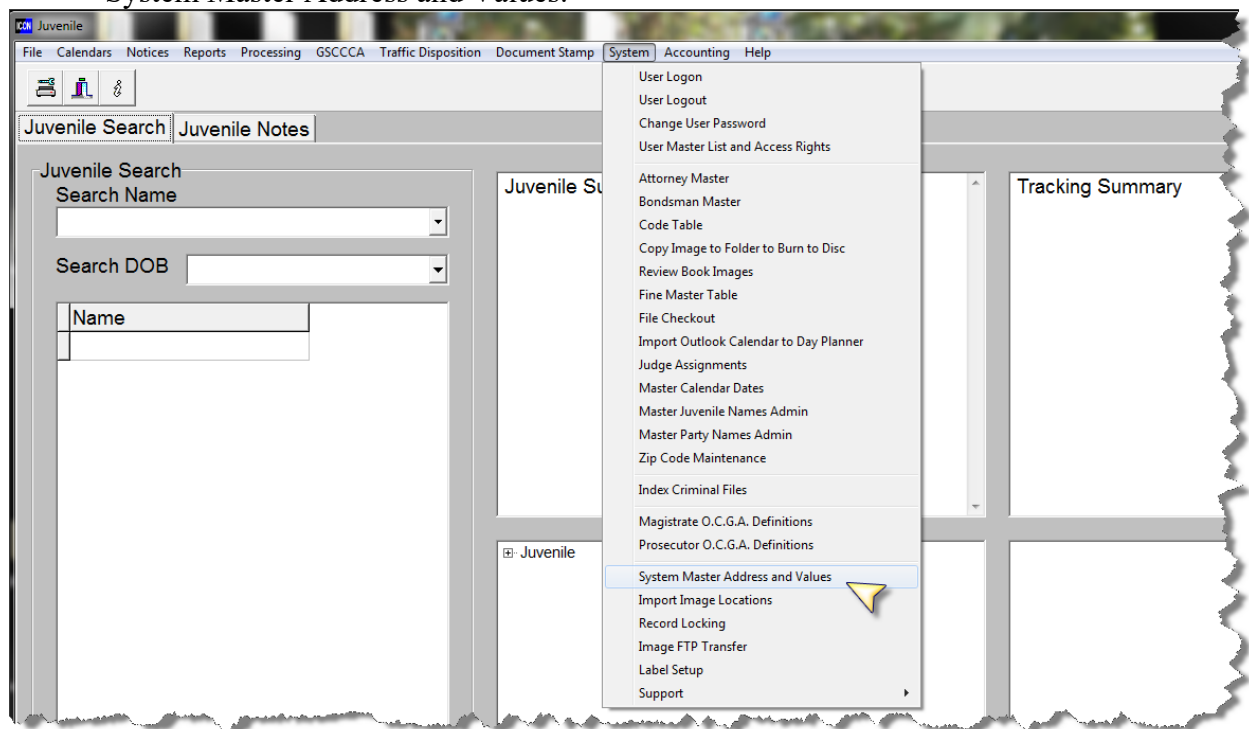
In Juvenile, the items that need to be reset include: Instrument numbers, Transmit Numbers, and Case Numbers (if you auto-assign).

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

Juvenile Counters should be reset after all **New** Cases have been entered for 2021.

### **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 2022, the GCIC transmit number to 1, and the transmit year for GCIC and DDS should be set to 2022.** Once you have finished you will Click Save then Exit.



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Exit Cancel Edit Save Status EDIT

Location of Files Case Numbers Active Courts Transmission Info Proceeding Definitions

Court Address Counters and Values Program Options Book/Page Setup Officers Magistrate District Attorney Solicitor

GCIC Numbers  
ORI #  
GA1234567

FTP Settings  
FTP Host  
obts.gscga.org  
FTP User ID  
obtsproduser  
FTP Password  
4sa7aoff  
☐ Use SSL Authentication

Email Host  
OUTLOOK  
Send DPS Transmit Email  
☐

Counter Values, Funds, and Surcharge Percentages

Instrument #	Instr Year	Transmit #	Transmit Year	DPS Transmit Year	DPS Transmit #
0	2019	1	2019	2019	334

Document Stamp Counter (Criminal) Document Stamp Counter (Juvenile) Link ID

0 11 29

Library Is Law Library in Base Fine? Clerk Retirement Sheriff Retirement POAB %

5.00 NO 2.00 2 5

POPT % CVAP % VEF Brain Spinal %

10 5 0 0

POPTIDF %

10

**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.

Juvenile

File Calendars Notices Reports Processing GSCCCA Traffic Disposition Document Stamp System Accounting Help

Juvenile Search Juvenile Notes

Juvenile Search  
Search Name  
Search DOB

Name

Tracking Summary

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 visible 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  
Cancel  
Add

Edit  
Delete  
Save

Mode  
VIEW

Case Number Examples

Format String

SU-02-CR-5420  
1B-2002-CR-0159  
02-CR-0464

SU-##-CR-\*\*\*\*  
1B-####-CR-\*\*\*\*  
##-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  
Cancel  
Add

Edit  
Delete  
Save

Mode  
EDIT

Case Number Examples

Format String

SU-02-CR-5420  
1B-2002-CR-0159  
02-CR-0464

SU-##-CR-\*\*\*\*  
1B-####-CR-\*\*\*\*  
##-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?**

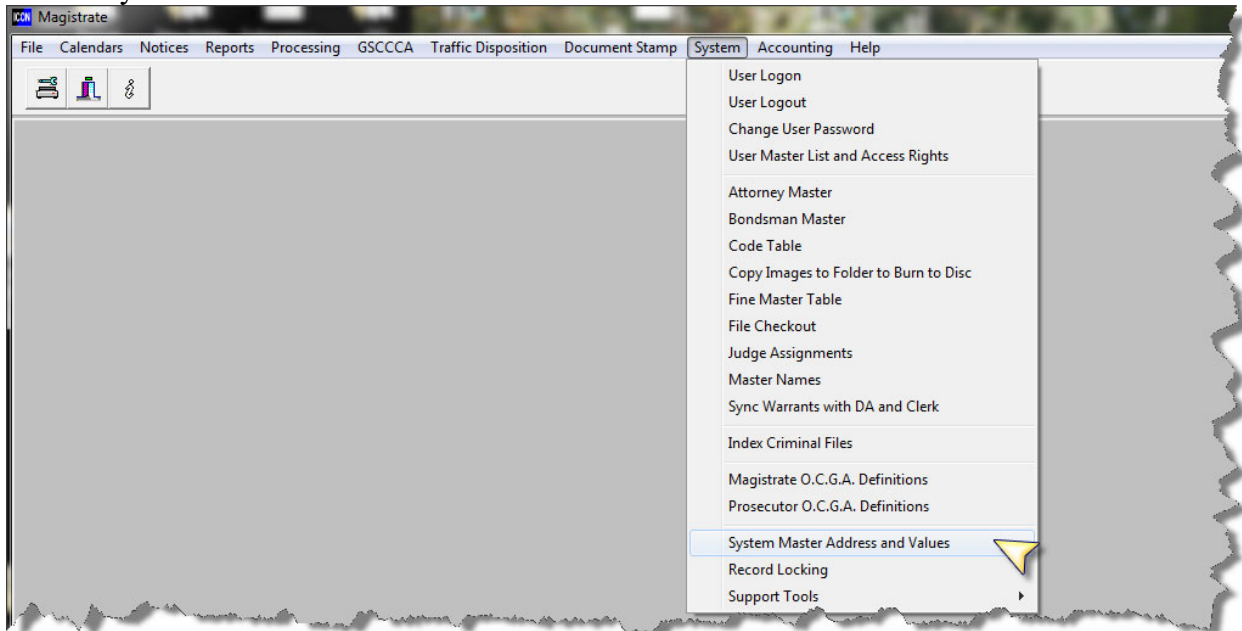
In Magistrate, the items that need to be reset include: Instrument numbers, Transmit Numbers, and Case Numbers (if you auto-assign).

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

Magistrate Counters should be reset after all **New** Cases have been entered for 2021.

### **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 2022, the GCIC transmit number to 1, and the transmit year for GCIC and DPS should be set to 2022.** Once you have finished you will Click Save then Exit.





## *We Keep Order in the Court™*

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Exit Cancel Edit Save Status EDIT

Location of Files	Case Numbers	Active Courts	Warrant Counters	Proceeding Definitions	Transmission Info
Court Address	Counters and Values	Program Options	Book/Page Setup	Officers	Magistrate
District Attorney		Solicitor			

GCIC Numbers  
ORI #  
GA009033J

FTP Settings  
FTP Host  
obtsprod.gscca.org  
FTP User ID  
FTP Password  
☐ Use SSL Authentication

Email Host  
OUTLOOK  
Send DPS Transmit Email  
☒ Lookup name in master name table upon entry  
Default Warrant Terms/Bond Conditions (Limit 254 char, No CR)

Counter Values, Funds, and Surcharge Percentages

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

Document Stamp Counter (Criminal) 4 Document Stamp Counter (Juvenile) 3

Library 5.00 Is Law Library in Base Fine? NO Clerk Retirement 0 Sheriff Retirement 2 POAB % 10

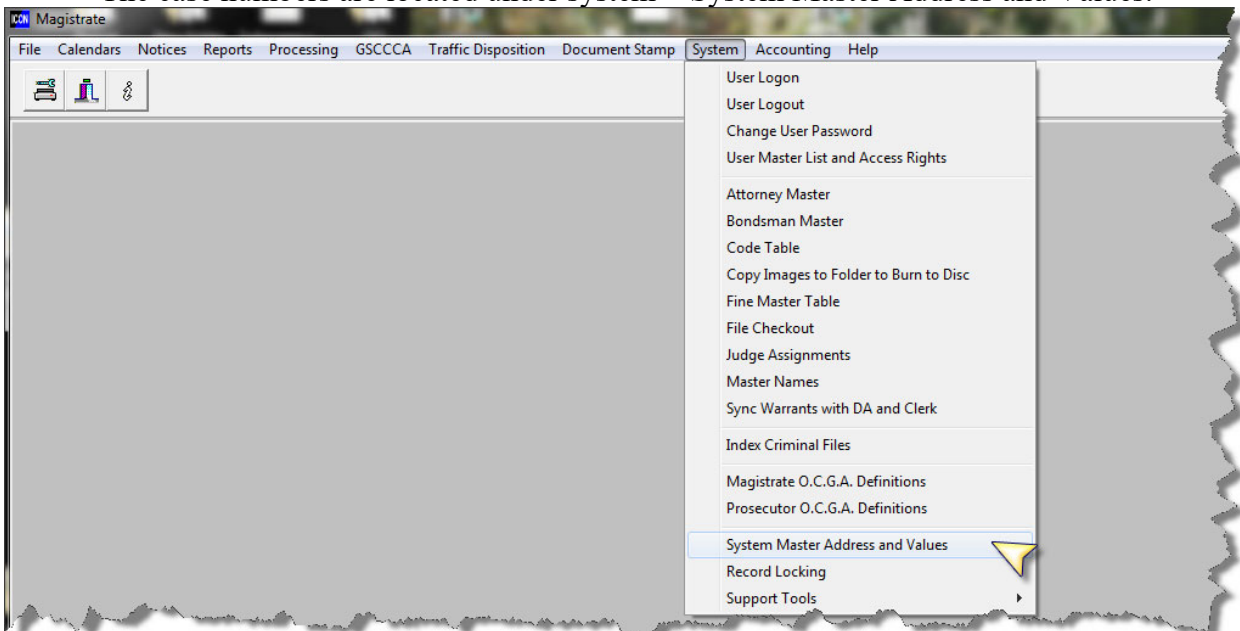
POPT % 10 CVAP % 5 VEF 0 Brain Spinal % 0 Court Costs 0

Import Params  
☒ Auto Import  
☐ Do not prompt to approve warrants  
County FIPS ID

**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?**

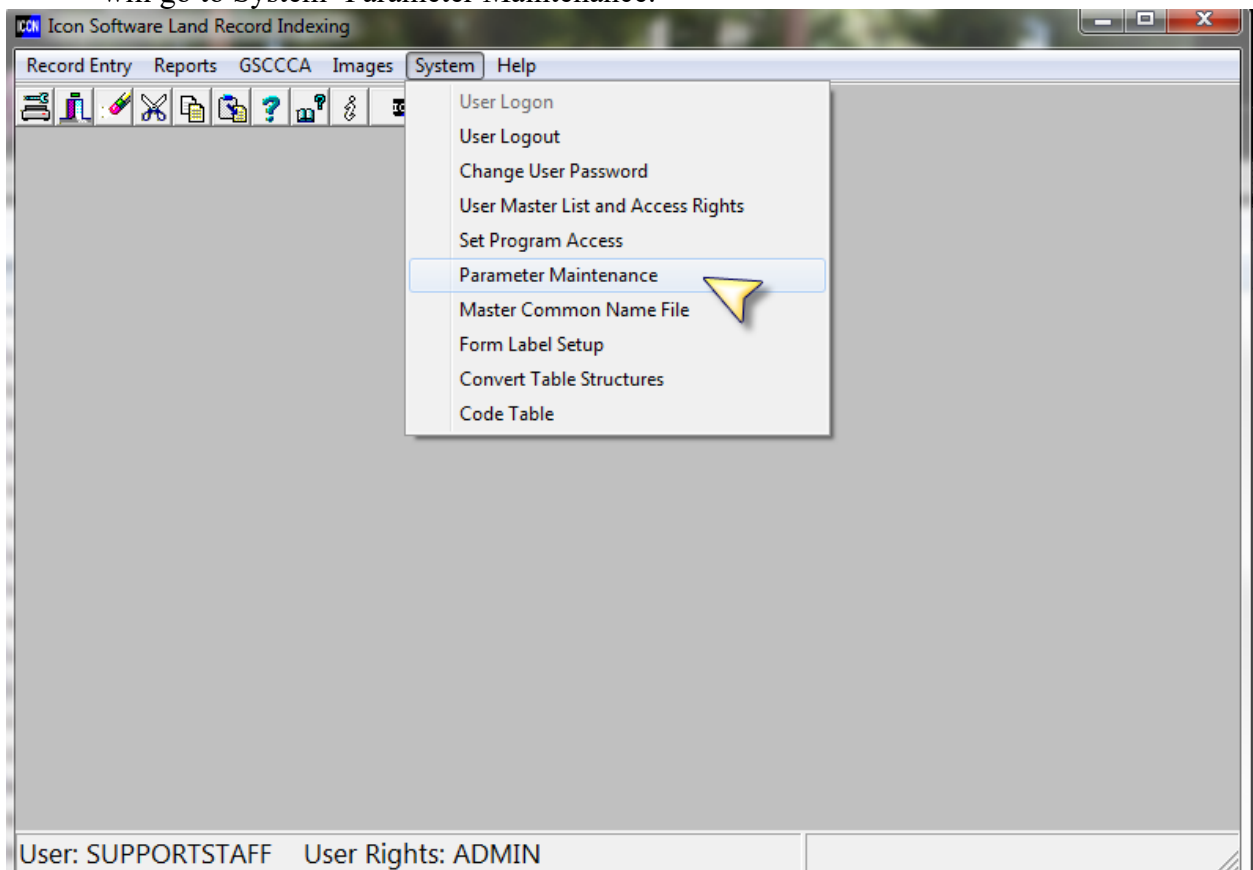
In LCR the items that need to be reset include: Instrument numbers and Transmit Numbers.

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

LCR Counters should be reset after all **New** instruments have been entered for 2021.

### **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.



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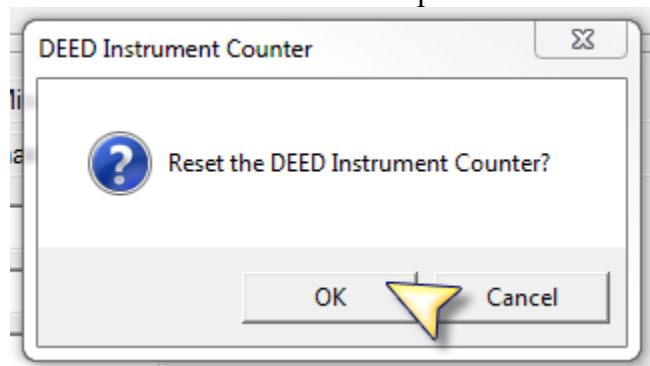
The Parameters Setup window is shown with the following fields and values:

County Information:	
County Name:	COUNTY
County Number:	111
Address 1:	
Address 2:	
City:	
State:	
Zip:	
Clerk Sup:	
Office:	SUPERIOR COURT
Phone:	
Email:	

Below the County Information section, there are tabs for Instrument Counters, Alt. Field Descriptions, Misc., and Table Dictionary Values. The Instrument Counters tab is selected, showing fields for Last Instrument (1112018000041), Good Thru Date (09/14/2018), Accept Checksum (000EB86), Transmit File Number (2), and Next Instrument Number (42).

At the bottom, the Reset Instrument Counters section is visible. It includes a Reset Counter button, New Instrument Year (2019), and Current Instrument Year (2018). To the right, a Record Type dropdown menu is shown with 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 2022 fill in, and the current year will show 2021. 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.



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Instrument Counters	Alt. Field Descriptions	Misc.	Table Dictionary Values
Deed Information	Lien Information	Plat Information	Misc Information
<div>Last Instrument: <input type="text" value="0"/></div> <div>Good Thru Date: <input type="text" value="10/10/2013"/></div> <div>Accept Checksum: <input type="text" value="0034DB5"/></div> <div>Transmit File Number: <input type="text" value="1"/></div> <div>Next Instrument Number: <input type="text" value="1"/></div>			
<input type="button" value="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: <input type="text" value="EDIT"/>
County Information:				
County Name:	<input type="text" value="COUNTY"/>	County Number:	<input type="text" value="003"/>	
Address 1:	<input type="text"/>	Clerk Sup:	<input type="text"/>	
Address 2:	<input type="text"/>	Office:	<input type="text" value="SUPERIOR COURT"/>	
City:	<input type="text"/>	Phone:	<input type="text"/>	
State:	<input type="text"/>	Zip:	<input type="text"/>	
Email:	<input type="text"/>			
<div>Instrument Counters   Alt. Field Descriptions   Misc.   Table Dictionary Values</div> <div>Deed Information   Lien Information   Plat Information   Misc Information</div> <div>Last Instrument: <input type="text" value="0"/></div> <div>Good Thru Date: <input type="text" value="10/10/2013"/></div> <div>Accept Checksum: <input type="text" value="0034DB5"/></div> <div>Transmit File Number: <input type="text" value="1"/></div> <div>Next Instrument Number: <input type="text" value="1"/></div>				
Reset Instrument Counters				
<input type="button" value="Reset Counter"/>	New Instrument Year:	<input type="text"/>	Record Type	
	Current Instrument Year:	<input type="text"/>	<input type="radio"/> DEED	
			<input type="radio"/> LIEN	
			<input type="radio"/> PLAT	
			<input type="radio"/> MISC	

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## GENERAL

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

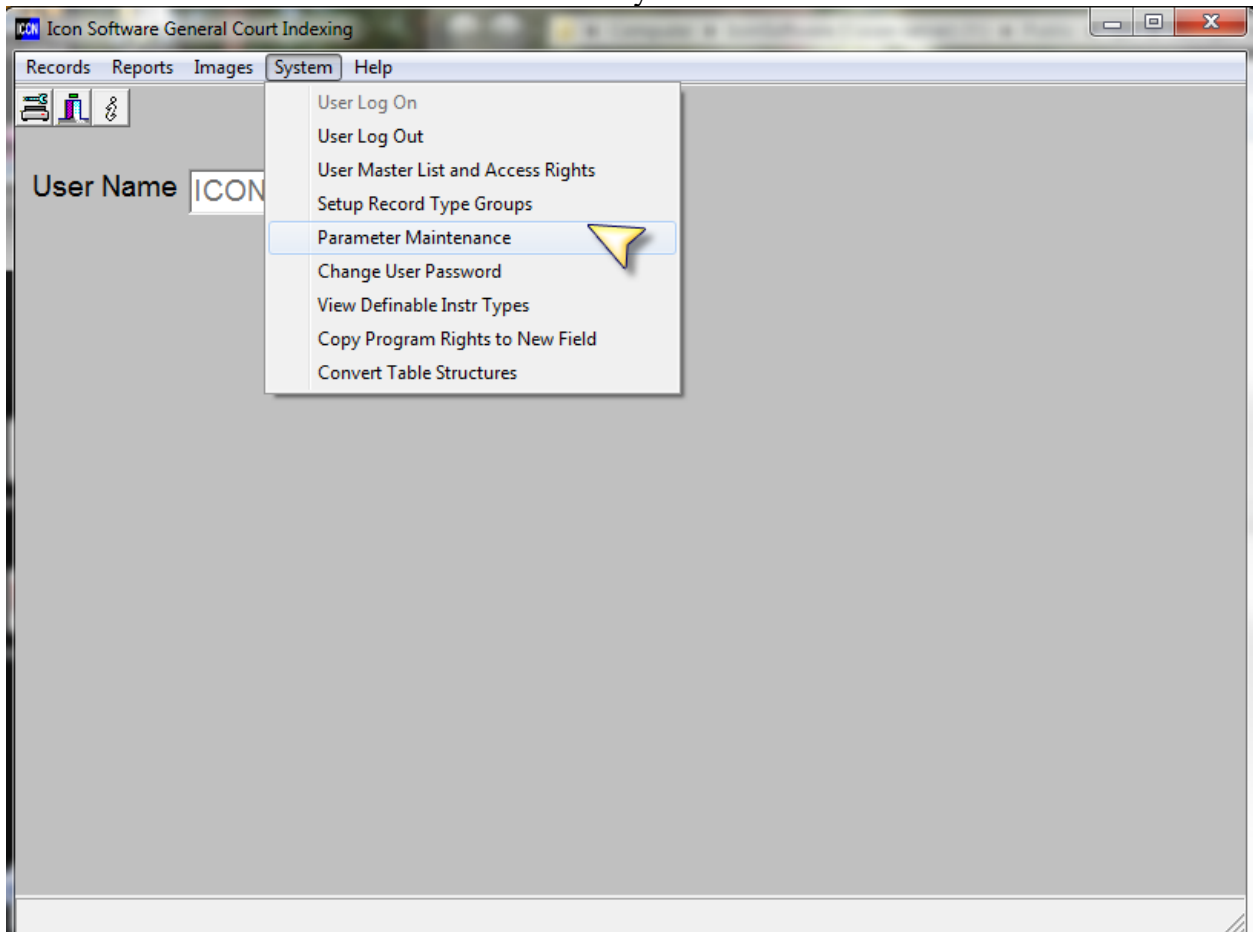
In General, the only item that needs to be reset is the instrument number.

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

General Counters should be reset after all **New** instruments have been entered for 2021.

### **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 **2022**. Once you are finished Click Save.



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**ICON** Parameter Setup

County Information:

County Name:	COUNT	County Number:	999
Office:		Clerk Sup:	
Email:		Phone:	
Address 1:		Address 2:	
City:		State:	Zip:

Misc

Image Locator Counter: 6 ☐ Show Deleted Name Records ☐ Icon User Access Only

Last Instrument:	Record Count:	Year:
9992015000002	1	2019

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

Excluded Types for View users: Please separate by comma

Death Certificates

<input type="checkbox"/> Auto Number Death Certificates	Format	Next Number

Status: EDIT

Edit Save Cancel Close

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

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

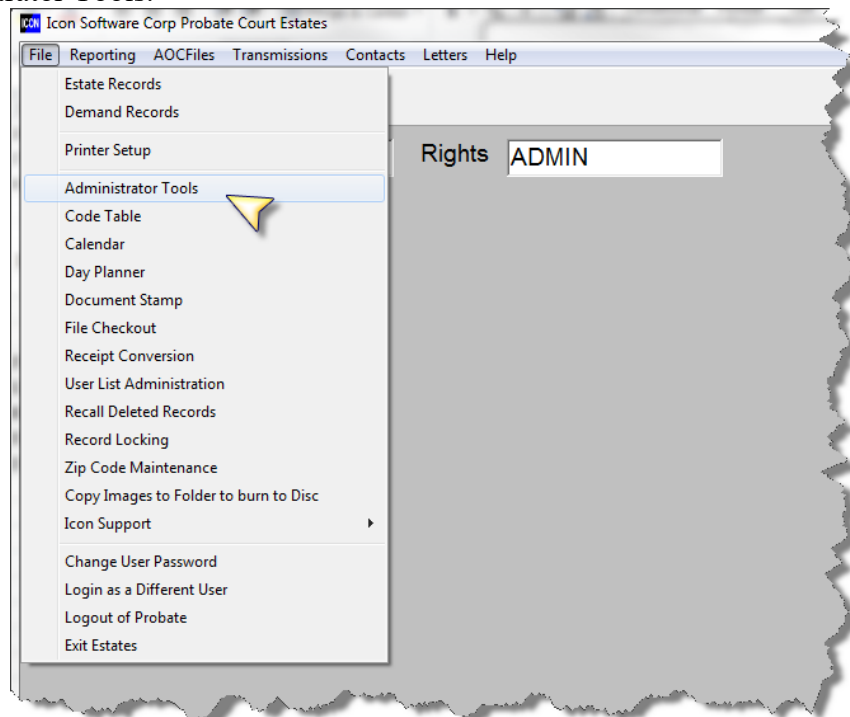
In the Probate Programs the only item that needs to be reset is the case numbers and the Year.

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

Probate Counters should be reset after all **New** instruments have been entered for 2021.

### ***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 **2022** 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.

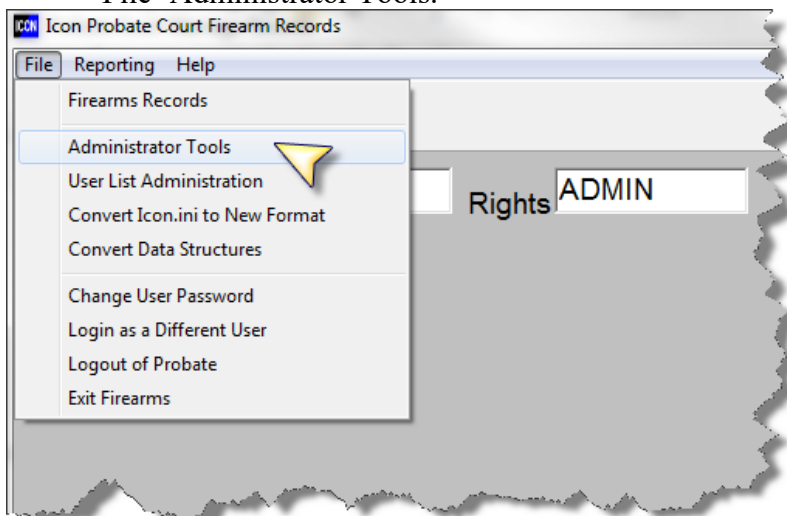


Default Values | Estate Fees/IA Recap | Options | Letters | Case Types | Proceedings | Account Setup

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:   
User Name:   
File Location:   
Templates: GaProbate\templates\  
Images:   
Letters: GaProbate\letters\  
Location of PaperPort Files:   
Mail Merge Files: GaProbate\Mail Merge\  
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  
Case # Format: ###-EST-\*\*\*\*\*  
Effective Date of Auto Numbering: 08/25/2015  
Auto Number Cases: ☒  
Buttons: Edit, Save, Exit  
Mode: EDIT

### **How do you Reset Case Numbers in Marriage and Firearms?**

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







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Once you have this screen open Click Edit at the bottom of the screen. Change the Current year to **2022** 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  User Name

Office  Images

County Number  Templates

Address  Mail Merge

City

State

Zip

Phone

Probate Judge

Associate Probate Judge

Case ID

Image ID

Application Number

License Number

Current Year

☒ 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

License Format Style

Application Format Style

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