

Legal Screen Enhancements

New options have been added to the **Update Legal Master Files** menu, **Full Legal Screen** and the addition of new fields within some of the screens. The enhancements are as follows:

- Additional fields in Defendant Attorney Codes
- Additional fields in Court Codes
- Additional fields in County Codes
- New options on Legal Master Files Menu
 - Judge Codes
 - Covering Attorney Codes
- Additional screens in Full Legal Screen
 - New Garnishment screen
 - New Suit Detail screen
 - New Full Detail screen by Defendant
 - New Caption screen

Defendant Attorney Codes

The following new fields have been added to the Defendant Attorney Codes screen:

- Additional name
- Secretary name
- Phone
- Remarks
- E-Mail address

To access the Defendant Attorney Codes screen:

1. From *Main Menu* select **Management menu** then select **Legal Files and Reports**
2. From *Legal Files and Reports*, select **Defendant Attorney Codes**
3. Type in information and press **ENTER** to save

The screenshot shows the 'Defendant Attorney Codes' screen. The form contains the following fields and values:

Attorney code	COOVER		
Name	CHIP COOVER		
Additional name			
Address	1 MAIN ST		
City/State/Zip	COLUMBIA, MD 20804		
Phone	3015551212	Ext	
Fax number	3016671111		
E-Mail address	NEW EMAIL ADDRESS		
Secretary name	NEW SECRETARY NAME		
Remarks:	REMARK 1		
	REMARK 2		
	REMARK 3		
	REMARK 4		
Delete (D)	<input type="checkbox"/>		

At the bottom of the screen, there are three buttons: F1-New Selection, F3-Search, and F7-Exit.

Court Codes

The following new fields have been added to the Defendant Attorney Codes screen:

- Description (longer length)
- Courthouse Name
- Phone
- Extension

To access the Court Codes screen:

1. From *Main Menu* select **Management menu** then select **Legal Files and Reports**
2. From *Legal Files and Reports*, select **Court Codes**
3. Type in information and press **ENTER** to save

The screenshot shows the 'Court Codes' screen with the following fields and options:

- Court code:** AAAA
- Description:** ABCD COURT - IT IS DEFENETELY BIGGER LINEXX
- Courthouse Name:** NEW COURT HOUSE NAME FOR COURT
- Clerk name:** [Empty field]
- Address:** 123 MAIN
- City/State/Zip:** [Empty field]
- Phone:** 1231541414
- Ext:** 76151
- Do not serve work:**
- Allow multiple complaints:**
- Sue one client only:**
- Court cost-one:** [Empty field]
- Court cost-multiple:** [Empty field]
- Maximum allowed:** [Empty field]
- Use attorney fee:**
- Use court cost:**
- Balance:** [Empty field]
- Attorney:** [Empty field]
- Fee table:** A table with 4 columns: From, To, Fee \$, Fee %.
- Delete (D):**
- Navigation buttons:** F1-New Selection, F3-Search, F7-Exit

County Codes

The following new fields have been added to the Defendant Attorney Codes screen:

- Second person
- Phone
- Fax

To access the County Codes screen:

1. From *Main Menu* select **Management menu** then select **Legal Files and Reports**
2. From *Legal Files and Reports*, select **County Codes**

3. Type in information and press **ENTER** to save

County Codes

County code	000000001
County	COUNTY 000000001
City	STATE DFDFDFD
State	MD
Sheriff Name	WILLIAM STAUARAT PLLIUYOU
Second Person	THOMAS WILLIAM STOUWARD SECOND
Address	87171 EEST ROAD SIDE STORRY FOR
C/S/Z	BETHESDA, MD 209181
Phone	3018272616 Ext. 71620
Fax#	3018276122
Delete (D)	<input type="checkbox"/>

F1-New Selection F3-Search F7-Exit

Judge Codes

A new option is available on the **Legal Master Files Menu** called **Judge Codes**. Use the **Judge Codes** screen to enter detailed information about the judge.

To access the Judge Codes screen:

1. From *Main Menu* select **Management menu** then select **Legal Files and Reports**
2. From *Legal Files and Reports*, select **Judge Codes**
3. Type in information and press **ENTER** to save

Judge Codes

Judge code	JJJ
Name	
Additional name	
Address	
City/State/Zip	
Phone	Ext. Fax number
Court Room	Court Room Phone#
E-Mail address	
Judicial Assistant Name	Phone#
Judicial E-Mail address	
Remarks:	
Delete (D)	<input type="checkbox"/>

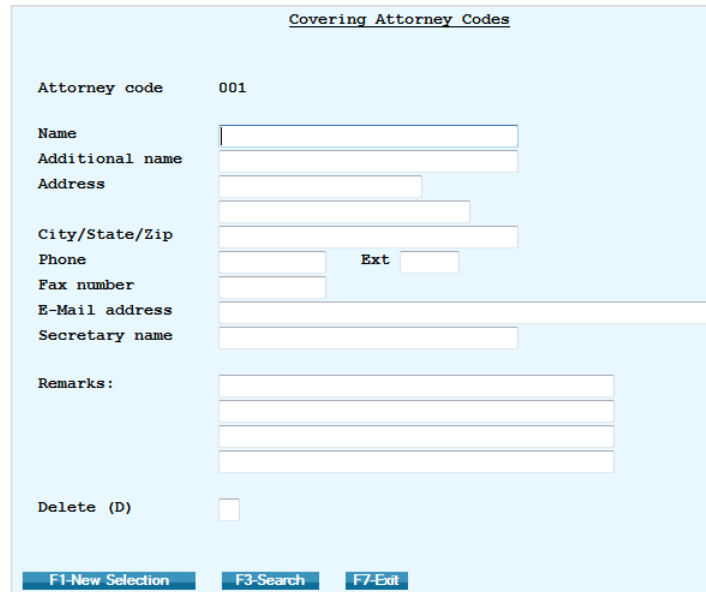
F1-New Selection F3-Search F7-Exit

Covering Attorney Codes

A new option is available on the Legal Master Files Menu called **Covering Attorney Codes**. Use the Covering Attorney Codes screen to enter detailed information about the covering attorney.

To access the Covering Attorney Codes screen:

1. From *Main Menu* select **Management menu** then select **Legal Files and Reports**
2. From *Legal Files and Reports*, select **Covering Attorney Codes**
3. Type in information and press **ENTER** to save



Full Legal Screen Enhancements

Additional legal screens are available from the **Full Legal Screen** via the **Account Detail** screen. The new screens are:

- Caption Screen
- Suit Details Screen (by defendant)
- Garnishment Screen

NOTE: Only three defendants can be entered (Def1, Def2 and Def3)

There are 2 new files (one for Garnishments and for a second legal screen) stored at the defendant level (DEF1, DEF2 and DEF3)

For letters, there are a set of merge codes for data in each screen. For the Caption and Garnish screens, there are merge codes to indicate these items are for which defendant.

Click on the icon to view the list of merge codes for the **Full Legal** screen enhancements



To view the merge codes used for letters:

1. From *Main Menu* select **Letter Format menu** then select **Merge Codes**

Caption Screen

Use the **Caption Screen** to notate the heading of a motion or other document filed with a court. It typically contains the names of the plaintiff(s) and the defendant(s), the name of the court, the assigned judge, and the case number.

To access the Caption Screen:

1. From *Main Menu* select **Inquiry menu** then select **Account Inquiry** and bring up an account
NOTE: You can also access **Account processing menu** then select **Account inquiry**
2. From the **Account Detail Screen** press **F6** for the **Full Legal** screen, then **F2** for the **Caption** screen
3. Type in information and press **F12** to update

Caption * Def1 * Case # 001480726

Cap1		Cap21	
Cap2		Cap22	
Cap3		Cap23	
Cap4		Cap24	
Cap5		Cap25	
Cap6		Cap26	
Cap7		Cap27	
Cap8		Cap28	
Cap9		Cap29	
Cap10		Cap30	
Cap11		Cap31	
Cap12		Cap32	
Cap13		Cap33	
Cap14		Cap34	
Cap15		Cap35	
Cap16		Cap36	
Cap17		Cap37	
Cap18		Cap38	
Cap19		Cap39	
Cap20		Cap40	

F7-Exit F12-Update Up/Down = change defendant

Suit Detail Screen

Use the **Suit Detail Screen** to enter detailed information about the law suit.

To access the Suit Detail Screen:

1. From *Main Menu* select **Inquiry menu** then select **Account Inquiry** and bring up an account
NOTE: You can also access **Account processing menu** then select **Account inquiry**
2. From the **Account Detail Screen** press **F6** for **Full Legal** screen then **F8** for the **Suit Detail** screen

3. Type in information and press **F12** to update /or go to view info for next defendant

Suit Detail * Def1 * Case # 001480304

----- Defendant Information ----- ----- Attorney Information -----

Name Name

Addr Addr

County Code SS# Ph# Fax

Att H/Own C.Att Forwarded to Attorney date

Suit Filed in Court Code C.Case# Filed Date

Court Ph# Date Served

Service Type Answer Filed by (Def/Atty) Default Date

Reason:

Hearing Date Time AM/PM Date Judgement Entered

Judge Name Judgement Amount

Court Room Ph# Ext Judgement Book Page #

Deposition Date Time AM/PM Nulla Bona (Date/Info)

Case Dismissed Date Reason Judgement Satisfied Date

Fifa Received (Y/N) Fifa Satisfied (Y/N) Fifa Vacated (Y/N)

F2-Garnishments **F7-Exit** **F12-Update Up/Down = change defendant**

Garnishment Screen

Use the **Garnishment Screen** to enter up to 5 garnishments for each defendant.

To access the Garnishment Screen:

1. From *Main Menu* select **Inquiry** menu then select **Account Inquiry** and bring up an account
NOTE: You can also access **Account processing** menu then select **Account inquiry**
2. From the **Account Detail Screen** press **F6** for **Full Legal** screen, **F8** for the **Suit Detail** screen then press **F2** for **Garnishment** screen
3. Type in information and press **F12** to update and/or go to view info for next defendant

Garnishment * Def1 * Case # 001480304

Garnishment Type Sequence# 1 Garnishment Expired Date

Place Attn

Addr

City Phone Number Ext.

Contact

Garnishment filed in Court Code C.Case# Date

Court Ph# Date Served

Service Type Answer Filed by (Def/Atty) Default Date

Reason:

Hearing Date Time AM/PM Date Judgement Entered

Judge Name Judgement Amount

Court Room Ph# Ext Judgement Book Page #

Deposition Date Time AM/PM Nulla Bona (Date/Info)

Case Dismissed Date Reason Judgement Satisfied Date

Fifa Received (Y/N) Fifa Satisfied (Y/N) Fifa Vacated (Y/N)

F2-More Garnishments **F7-Exit** **F12-Update** Up/Down = change defendant