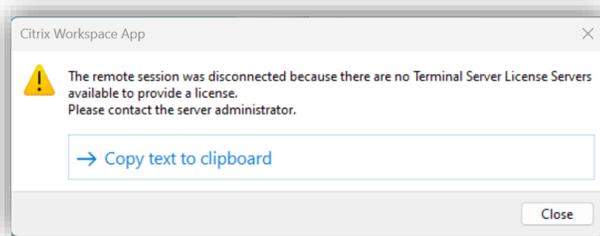
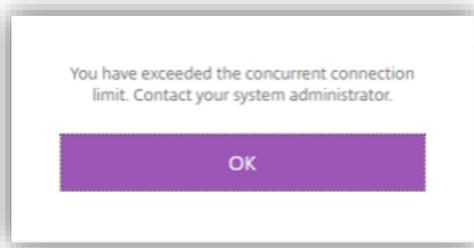


### Things to note when starting to record:

1. The first time you login to Citrix and to each of your applications, you will likely experience slowness. This should only occur the first time you open the applications. Afterwards, you should experience normal loading times.
2. You may encounter images that are not on file. This is to be expected, as thirteen percent of the total images stored are being validated.
3. If you are not receiving eFilings, please contact the eFiling vendor with which you are working to inform them that you are able to receive documents from them. If the vendor confirms transmission, please contact Cott Support so we can assist you further.
4. If you receive one of the following messages periodically, please acknowledge the message, log out of Citrix and log back in after a few minutes. You will be able to proceed. This is a temporary situation that we are working to resolve.



### If you have not manually recorded documents during the outage:

1. You may begin recording cases.
2. The next case number will assign automatically for you if your system is set up to do so; however, if your case number series includes a year, it will restart to 2023 after the first case is recorded for 2023.
  - a. To avoid assigning a case number a 2023 prefix, make sure the Working Day is set to the date you wish to record when adding a new case.

### If you have manually recorded documents during the outage:

1. Gather information (documents and manual records) for the items recorded.
2. You should re-enter documents in the same order manually recorded to keep the same case number series or type the Case Number into the Year and Sequence fields. If your system is set

up to auto-assign the case numbers, you can manually enter the Year and Sequence by checking the Existing Case checkbox on the General screen.

The screenshot shows the 'General - Add Case' form with the following fields and values:

- Case Title: [Empty]
- Case Number: [Empty]
- Working Day: 06/01/2022
- Temporary Case:
- Existing Case:
- Court Type: DISTRICT COURT
- Case Type: CRIMINAL
- Case Category: [Empty]
- Filing Type: [Empty]
- Filing Category: [Empty]
- Year: [Empty]
- Sequence: [Empty]
- Filing Date: 12/28/2022
- Status/Dt: OPEN
- 12/28/2022
- Jury Trial: [Empty]
- Seal Case:  Expunge:  Domestic Violence:  Juvenile Victim:  First Witness Sworn:  Civil Action:  Civil Other:
- Comment: [Empty]
- Age in Days: 6
- Division Assignment: Division: [Empty] Judge: [Empty] Randomly Assign: [Button]
- Case Status History: [Table with Status and Date columns]
- Buttons: Change Case, Delete, Save, Close

3. For each day's worth of cases, follow these steps:
  - a. Set the Working day to match the date the cases are to be filed.
    - i. Utilities>Case Management>Open Working Day
    - ii. Below is a sample of a recording date of 12/27/2022

The screenshot shows the 'Open Working Day' dialog box with the following details:

- Title: Open Working Day
- Text: Please select the day you wish to open
- Calendar: December 2022
- Calendar Grid:
 

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7
- Buttons: Open, Cancel
- Today: 1/3/2023

- b. Select this date as the Working Day.
- c. After a day is complete, start with the next day's work.

### Verifying the last case number entered in the system:

Please follow these steps if you need to verify the last case number entered into the system.

- 1) Navigate to Reports>Case Management>Statistics Report.
- 2) Enter the last date you entered into the system – probably 12/22/2022 or 12/23/2022 – in the From and Thru Dates and press the <Preview> button.
- 3) Go to the last page of the report.
- 4) Click the blue link, "Statistics Report Detail – Click on this link to view the records that make the report."
- 5) This will show a listing of the cases entered that day in the Case Number order. If you are set up for multiple numbering series based on Case Type or Filing Type, you may need to increase your range if no cases of that type were entered on that day.

