

DEPENDENT FILING GENERATION

- Typical case filing flow:
NOA – DJN – APB – ALB
- Use TOOLS/FILING TYPES to establish dependencies.

ACMS Version 4.27.16 Filing Type Maintenance

Save Add Delete ? ESC

Filing Type Abbr: NOA
Filing Type Desc: Notice of Appeal
Update Record Complete Date:
Usual Frequency: 1
Cause Reactivation Clearing: No
Archived: No

Event Generation
Associated Filing Category:
Associated Event Type:

Dependent Filing Generation
Filing Category: FIL Filing
Filing Type: DJN Docket and Journal Entries
Party Type: APT Appellant
Number Days: 5

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- Note lower right box “Dependent Filing Generation”
- Values indicate the following:
 - filing of type “**DJN**” will be created
 - filing will be linked to the “**Appellant**” party
 - filing will have a *due date* “5” days after the filing order date of the “NOA” filing.

- The dependent “DJN” filing is triggered when the final order date of the “NOA” filing is entered and saved.

The screenshot shows the ACMS Version 4.27.16 Filing Maintenance application window. The interface includes a menu bar with options: CASE, Assignments, Comments, Consolidations, Events, Filings, Issues, PARTIES, Trial#, Inquiry, Tools, and Reports. Below the menu bar is a toolbar with buttons for navigation (I<, <, >, >I), actions (New, Save, Change, Search, Connects, Joins), and other functions (Delete, ?, ESC). The main form area contains the following fields and controls:

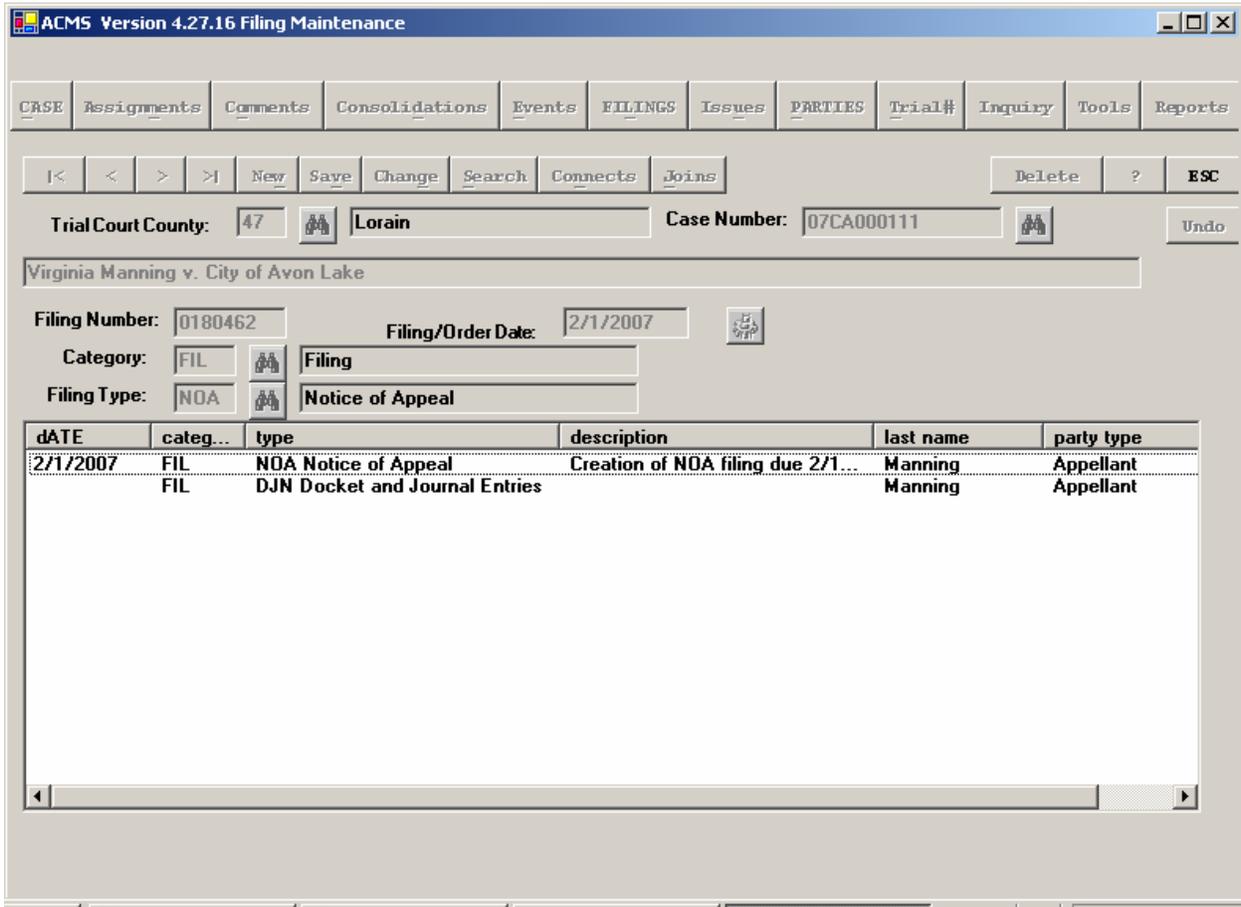
- Trial Court County:** 47 (with a dropdown icon) and Lorain
- Case Number:** 07CA000111 (with a dropdown icon) and an Undo button
- Case Name:** Virginia Manning v. City of Avon Lake
- Filing Number:** 0180462
- Filing/Order Date:** 2/1/2007 (with a calendar icon)
- Category:** FIL (with a dropdown icon) and Filing
- Filing Type:** NOA (with a dropdown icon) and Notice of Appeal
- Description:** Creation of NOA filing due 2/1/07 (in a text area with scrollbars)
- Docket Date:** (empty field with a calendar icon)
- Filed by:** ? (in a text field)
- Due Date:** 2/1/2007 (with a calendar icon)
- Motion Resolved:** ? (in a text field)
- Comments:** (empty text area with scrollbars)

- SAVE action of NOA filing's update presents new box:

The screenshot shows the ACMS Version 4.27.16 Filing Maintenance software interface. The window title is "ACMS Version 4.27.16 Filing Maintenance". The menu bar includes CASE, Assignments, Comments, Consolidations, Events, FILINGS, Issues, PARTIES, Trial#, Inquiry, Tools, and Reports. The toolbar contains navigation and action buttons: I<, <, >, >|, New, Save, Change, Search, Connects, Joins, Delete, ?, and ESC. The main area shows "Trial Court County: 47 Lorain" and "Case Number: 07CA000111". Below this is the case name "Virginia Manning v. City of Avon Lake". A "Create Dependent Filing" dialog box is open, showing fields for Category (FIL), Filing Type (DJN), Party Type (APT), Calender (REG), Starting Date (2/1/2007), Number of Days (5), and Due Date (2/6/2007). There are checkboxes for "1st working day", "Exclude Weekends", and "Exclude Holidays". Buttons for "Compute Due Date", "Cancel", and "Create Filing" are at the bottom of the dialog.

- “Starting Date:” value is the filing/order date of the saved NOA filing.
- User can alter the number of days/weekend/holiday exclusions in order to compute the “DJN” filing’s due date.
- “CANCEL” button will prevent creation of dependent filing. (In this example, only the “NOA” filing update would be saved to the database.)
- “COMPUTE DUE DATE” button will alter date based upon entry values.
- “CREATE FILING” button will generate and automatically SAVE the dependent filing. (In this example the “DJN” filing.)

- Use of “SEARCH” button shows existence of two filings:



- Note: filing creation is serial and triggered by the completion (filing/order date value entry) of a filing with a defined dependency.
- All the “ghost” filings within a case are not created at once.