

# ACMS

## Desktop Guide

### IMPORTANT—PLEASE NOTE!

- **SINGLE-CLICK** unless instructed otherwise.
- **TAB** to move between fields
- **DELETIONS cannot be undone!**

### What else is New in ACMS

- **ATTORNEY**—now search by full name when joining an attorney to a party.
- **CLIPBOARDS**—now also on Case Caption and Party Address
- **CONSOLIDATION NUMBER**—Screen (in Tools) now shows all cases consolidated into a number.
- **COUNTY**—when entering a county, enter up to 3 letters of the county name if county number is unknown.
- **CONFLICTS**—Click Conflict Command Button to enter any judge conflicts so that conflicts can be viewed while in Assignments, Events or Cases.
- **ENVIRONMENTAL**—Click this command button in Tools to enter the presiding judge.
- **INQUIRY** Screen—Now search by case number and trial court

### Data Entry Order

1. **Case Information**
  - ⇒ Case Number
  - ⇒ Case Caption
  - ⇒ Calendar Type
  - ⇒ Supreme Court Case Type
  - ⇒ Original Action Type OR
  - ⇒ Trial Court Information:
    - ◇ Trial Court Type
    - ◇ Trial Court Name
    - ◇ Trial Court Number
    - ◇ Trial Court Judge
    - ◇ Trial Court Disposition
2. **Party Information**
  - ⇒ If the party is a company, enter the full company name in “Last Name”
3. **Join Attorneys to Parties**
  - ⇒ If a desired attorney is missing, enter it in the Attorney Screen (From Tools)
  - ⇒ Lead Counsel and Notification both default to “yes”
4. **Filing Information**
  - ⇒ Try the Date Calculator on Filing Due Date.
5. **Consolidations**
  - ⇒ First create the number (Tools/Consolidations)
  - ⇒ Then go to Consolidations from the main menu to consolidate cases together under that number.

### Required Codes Fields

The Presiding Judge Report searches for specific codes. Not all the following codes must be used, but if any of the codes below are replaced with alternate codes, the report will not run properly.

#### FILINGS:

##### New Cases:

NOA - Notice of Appeal  
MDA - Motion for Delayed Appeal  
MLA - Motion for leave to appeal  
COM - Complaint  
REA - New Reactivated Cases  
TRI - Transferred in

#### TRIAL COURT CASE TYPE

DOM - Domestic Relations  
PRO - Probate  
JUV - Juvenile

#### ASSIGNMENT TYPES

OAJ - Oral Argument Author Judge  
BAJ - Brief Author Judge

#### Terminations:

TER - Termination  
TDM - Dismissal  
TVL - Voluntary Dismissal  
TSC - Show Cause Dismissal  
TDO - Dismiss after motion  
TDC - Decision  
TBK - Bankruptcy

The following event types are used for the “Set Briefs Complete” Utility.

#### EVENT TYPES

SET - Set Oral Argument  
OAR - Oral Argument  
SUB - Submitted on briefs or Case to be Submitted

#### Briefs:

APB - Appellant's Brief  
CAP - Cross-Appellant Brief  
ALB - Appellee's Brief  
REB - Reply Brief  
CAL - Cross-Reply Brief

#### Records:

DJN - Docket & Journal  
TRP - Transcript of Proceedings  
RCF - Record Filed  
11B - Record Complete