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# ACMS

## Appellate Case Management System

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### User's Manual

The Supreme Court of Ohio  
Information Technology Division  
Technology Services  
65 South Front Street  
Columbus, Ohio 43215





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## What's New in ACMS?

### MOVING FROM FIELD TO FIELD

Use the **tab** key to move from field to field within a screen. (Enter will not work.)

### CLICKING WITH THE MOUSE

**Single-Click** unless otherwise instructed by ACMS. Under most circumstance, double-clicking will not work to select items. Data Grids are the exception to this (like the lists of Zip Codes, Cases within County). All data grids state that double-clicking is required, with cursor positioned in leftmost column.

### ATTORNEY

Ability to search by full name, last name, or registration number when joining an attorney to a party.

### CLIPBOARDS

Usable on Case Caption, Attorney Address, and Party Address.

### CONSOLIDATIONS

Screen (in Tools) shows all cases consolidated into a number and provides single-click link to any listed.

### COUNTY

When entering a county, enter up to 3 letters of the county name if county number is unknown.

### CONFLICTS

Conflict information may be established by case, by attorney, by trial court judge, or by party name. Conflicts pertinent to a specific case can be viewed while in Assignments, Events, or Case screens.

### ENVIRONMENTAL

Click this command button in Tools to enter data unique to the district court.

### INQUIRIES

Search by case number and trial court number, party name or attorney name from one screen.

## Definitions

### CODES FILES

Many of the fields used draw their information from a specific list (for example, the filing abbreviation). In this document, those lists are referred to as “Codes Files”. The code file contains the abbreviation used on other forms as well as the description of that abbreviation. The Codes Files can be found on the Tools Form.

### COMMAND BUTTONS

Rectangular Boxes with labels that when clicked open another form or open a list view. If a button’s label is gray, it is inactive.

### CONTROL

Refers to any item on a form allowing user interaction – a command button, a field, a list view, a data grid, etc.

### DATA GRID

Often when a search for records is done, those records are displayed in a box in a list format. Sometimes, the list is so lengthy that the box is a grid, like a spreadsheet, and is called is a data grid. Double-clicking will select records in a data grid. See below:

ACMS Version 4.27.17 Case Maintenance Page 1

Menu: CASE, ASSIGNMENTS, COMMENTS, Consolidations, EVENTS, FILINGS, ISSUES, PARTIES, TRIAL#, Inquiry, Tools, Reports

Buttons: New, Save, Change, Search, Page 2, Copy, Rename, TC#Search, Archive, Delete, ?

Trial Court County: 47 | Case Number: 00CA007535 | Disposition: Affirmed

Disposition Type: DEC | Decided

Case Caption: Clipboard

Calendar Type: | Release Date: | Final Order Date: | Record Complete: | Brief Complete:

Select by DOUBLE clicking in left hand column

County	Case Number	Disposition	Caption
47	00CA007535	DEC	State of Ohio v. Charles Perry, Jr.
47	00CA007599	DEC	State of Ohio v. Nathan A. Eden--Batchelder conflict
47	00CA007601	DEC	State of Ohio v. Nathan A. Eden
47	00CA007602	DEC	State of Ohio v. Nathan A. Eden
47	00CA007691	DEC	State of Ohio v. Matthew Hams
47	00CA007714	DEC	State of Ohio v. David Pettyjohn
47	00CA007716	DIS	State of Ohio v. David J. McCloskey



## DATE CALCULATOR

Many of the date fields have an icon next to them that when clicked displays the date calculator. (see below) It will calculate the desired date based on the criteria the user enters. For instance, one can enter a start date, indicate that the new date should be 20 days from that start date, and then select the option to exclude weekends. Then when “Calculate” is clicked, the program will calculate the desired date. Click “use this date” to put the computed value into the field. Simply pressing compute will use today’s date.

The screenshot shows the ACMS Version 4.27.17 Case Maintenance Page 1. The main window has a menu bar with options: CASE, ASSIGNMENTS, COMMENTS, Consolidations, EVENTS, FILLINGS, ISSUES, PARTIES, TRIAL#, Inquiry, Tools, Reports. Below the menu bar is a toolbar with buttons: |<, <, >, >|, New, Save, Change, Search, Page 2, Copy, Rename, TC#Search, Archive, Delete, ?, and ESC. The main area contains fields for Trial Court County (47), Case Number (00CA007535), Disposition (Affirmed), Disposition Type (DEC), Case Caption (State of Ohio v. Charles), Calendar Type (REG), Release Date (9/27/2000), Final Order Date (9/27/2000), Record Complete (3/3/2007), and Brief Complete (3/1/2007). A Date Calculator dialog box is open, showing Starting Date (9/27/2000), Number of Days (0), and checkboxes for 1st working day (checked), Exclude Weekends (unchecked), and Exclude Holidays (unchecked). The Results field is empty. Buttons for Compute, Cancel, and Use This Date are at the bottom of the dialog box.

## DIALOG WINDOW

A pop-up window that requires input of some kind from the user before any action can be performed by the program.

## FIELD

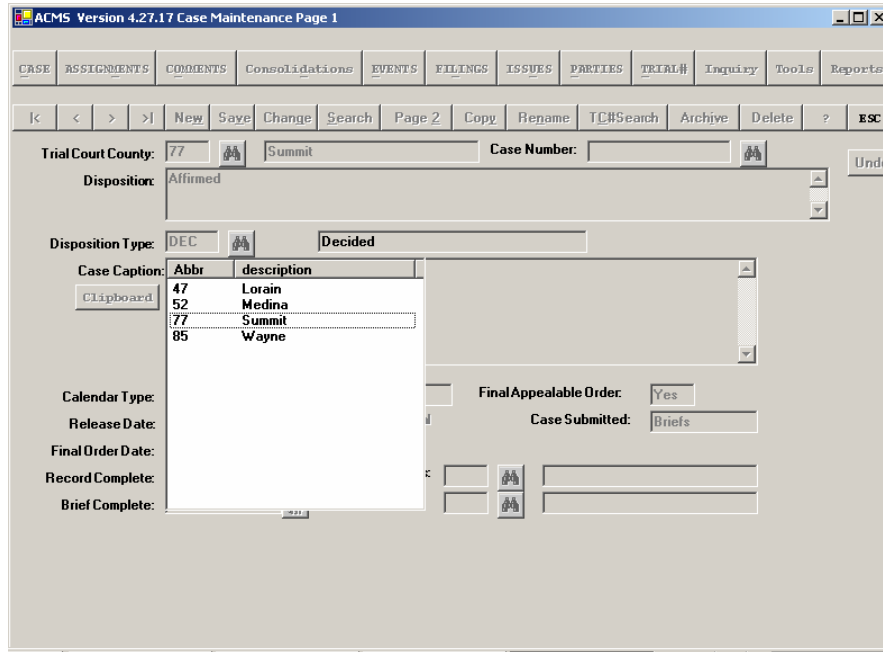
Any individual piece of information on a form (for example, “first name” is one field; “last name” is another).

## FORM

The screen at which you are looking at any given time. The name of the current form is found at the top left.

## LIST VIEW

Often when a search for records is done, those records are displayed in a box in a list format. This is referred to as a list view. Single clicking will select records in a list view. See below:



ACMS Version 4.27.17 Case Maintenance Page 1

CASE ASSIGNMENTS COMMENTS Consolidations EVENTS FILINGS ISSUES PARTIES TRIAL# Inquiry Tools Reports

[K] < > >| New Save Change Search Page 2 Copy Rename TQ#Search Archive Delete ? ESC

Trial Court County: 77 [Binoculars] Summit Case Number: [Binoculars] Undo

Disposition: Affirmed

Disposition Type: DEC [Binoculars] Decided

Case Caption: Abbr description

Clipboard

47	Lorain
52	Medina
77	Summit
85	Wayne

Calendar Type: Final Appealable Order: Yes

Release Date: Case Submitted: Briefs

Final Order Date:

Record Complete:

Brief Complete:

## RECORD

One set of information identified uniquely. For example, one case and its related information is a record, one filing and its related information is a record, etc.

## SEARCH BINOCULARS

A command button which has a picture of binoculars for its label. This label is always associated with a specific field. Clicking the button will display a list of information. The associated field will only accept information from that list.

## Navigation

### BUTTONS IN ALL CAPS – WHAT DO THEY MEAN?

If there is information in another form that is related to the current record, the label on the command button that opens that form will be in all capital letters. The label will refresh when the Save button is pressed.

### ENTERING INFORMATION IN FIELDS WHICH PULL FROM A LIST

You can either:

1. Type the information. If it is not correct the program will issue a warning.
2. Click on the binoculars and select from the list
3. Click F5 and select from the list.

### ESCAPING

There are three ways to escape a form or an action being performed on that form:

1. X button in the top right hand corner of the form
2. Clicking on the ESC command button on the form
3. Pressing the ESC key on the keyboard

When one escapes a portion of the application and information has not been saved, the application will issue a warning. To save data, click no and then click save.

### MOVING FROM FIELD TO FIELD

Use the tab key to move from field to field on the screen. The enter key will not work to move from field to field.

### MOVING FROM FORM TO FORM

#### Command Buttons

The main screen, as well as many of the other forms, contains a row of command buttons at the top. Use the mouse to click on the appropriate button. If a button's label is gray, it is inactive.

### Hot Keys

Most of the command buttons have “hot keys” enabled, for example, the “Case” command button in the upper left hand corner of the Main form has “C” as its hot key. Pressing “C” while your cursor is not in a text field will take you to the Case screen.

The hot keys for the main command buttons are as follows:

C=Case

M=Assignments

O=Comments

D=Consolidations

E=Events

L=Filings

U=Issues

P=Parties

T=Trials

## MOVING FROM RECORD TO RECORD

### Navigational Buttons

Many forms use navigational buttons to move from one record to another:

|< go to first record,  
< go to previous record,  
> go to next record, and  
>| go to last record)

If you are on the first or last record and try to go beyond that record, the system will warn you or flash a message box saying “ACMS”.

The set of records the navigational buttons scroll through changes according to which form is being used. Here are a few examples:

<b>Form</b>	<b>Record Set</b>
Case Maintenance Form (when entered from the main menu)	All Cases in the database for a county.
Filings Maintenance Form	All files pertaining to the current case number
Party Maintenance Form	All parties pertaining to the current case number
Attorney Address Form	All addresses pertaining to the current Attorney

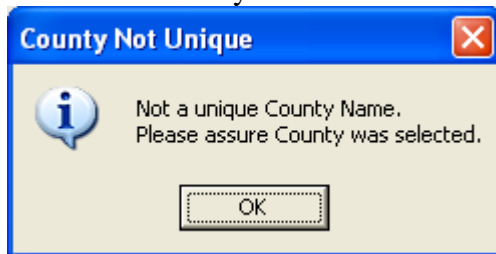
### Selecting a Record from a List

1. Many forms contain a “**Search**” command button or search binoculars.
2. When clicked, a **list view** or **data grid** will appear which can be sorted by any of its columns.
3. **Select** the desired record by clicking on it.

*Note: Unless otherwise indicated by the tool tip, a single mouse-click should be used*

### Select a Record By specifying a County and Case Number (CHANGE Button)

1. From most forms, click on **Change**.
2. **Specify the county** by entering the county number or the first few letters of the county name or by pressing F5 or clicking on the binoculars to select the county from a list view.
3. If the first letters entered could indicate more than one county, the application will select the first county the letters match and warn the user:



4. **Verify** that the county is correct; enter **Tab** to move to **case number** field.
5. Select the **case number** by entering it or by pressing F5 or clicking on the binoculars to select the case number from a data grid.
6. If you type the case number rather than selecting it from the data grid, you must then press **Tab**.
7. If it is a valid case number, the new record will become active.

### SORTING LISTS

Lists may be sorted by columns into ascending or descending order. If a column is sorted in ascending order, its first letter will be capitalized. If it is in descending order, the first letter will be lower case. **Click on the column header** to sort by that column and to switch the sort order.

***Note:** the width of the columns of the list view can be adjusted by positioning the mouse on the dividing line between columns, holding down the left hand mouse button and sliding either left or right.*

### TOOL TIPS

Every control has a “tool tip.” **Placing the mouse cursor over a control** for a moment will display the associated tool tip (tool tips will only display for a few seconds).

***Note:** a tool tip will only appear if the control is enabled for use.*

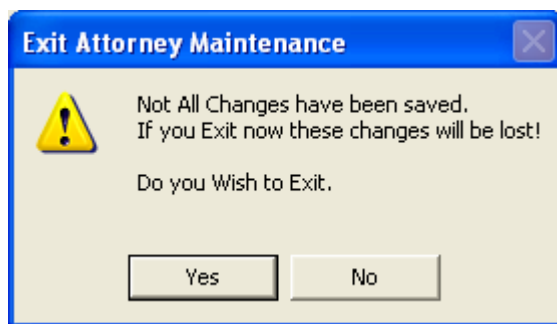
## Saving and Undoing Changes

### SAVING

The system automatically saves all data changes to a short-term memory bank. Therefore, even if one does not save data changes, they will still appear, as long as the application is not closed. **ONCE THE APPLICATION IS CLOSED, ANY INFORMATION NOT SAVED TO THE DATABASE WILL BE LOST.** For this reason, it is recommended that the user save after every entry or modification.

**Pressing the “save” command button** saves all data changes on ALL screens to the database. Changes saved to the database cannot be undone.

When one escapes (or exits) a portion of the application and information has been changed but not yet saved, the application will warn the user of this fact. For example:



To save data, click “No,” select the “Save” command button, and then exit again.

### UNDOING

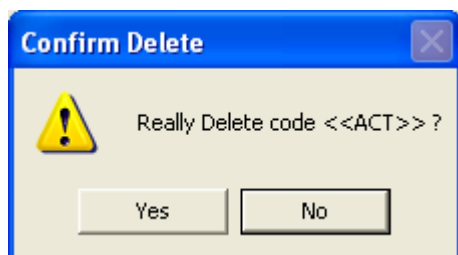
**Pressing the “undo” button** will remove all data changes on the current screen since the last save.

**DELETIONS CANNOT BE UNDONE.**

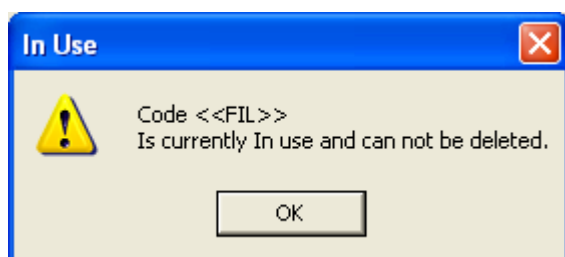
## Deleting a Record

**Pressing the delete command button** will delete the current record. **DELETIONS CANNOT BE UNDONE.**

If the delete command button is pressed, the system will give a warning like the following:



If a record being deleted has references elsewhere in the database, the system will not delete the record and will give the user a warning message like the following:



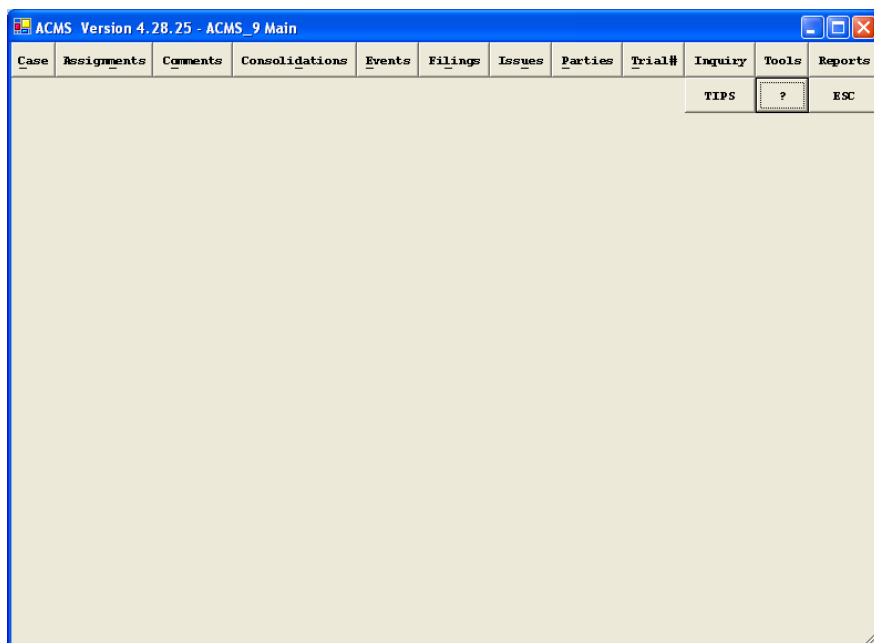
For example, if the user tried to delete a party but there were filings related to that party, a message would flash warning the user of that fact and the party would not delete.

**An exception** to this is the Case Files. If a Case is deleted **ALL RELATED RECORDS** (filings, parties, etc.) will be deleted with it!

## Forms

### MAIN FORM

The main form is the first screen seen upon opening the program. Escaping from other forms will return the user to the main screen. Command buttons to all the major forms are found on the main screen. (See below)





## CASE MAINTENANCE FORM

The purpose of the case maintenance form is to allow addition, modification, and deletion of case information. The case maintenance form is reached from the main menu (and many other forms) by clicking the case command button.

There are two pages of case information.

Page 1:

Field	Length	Required	Value
Case Number	15	X	
County	3	X	County Maintenance Form
Disposition	500		Text
Disposition Type	3		Disposition Type Maintenance Form
Caption	500		Text
Calendar Type	12		Calendar Type Maintenance Form
Release Date	10		Date value
Final Order Date	10		Date value
Record Complete	10		Date value
Brief Complete	10		Date value
Related Appeal	1		Check = yes, unchecked = no
Settlement Checkbox	1		Check = yes, unchecked = no
Settlement Status	3		Settlement Status Maintenance Form
Final Appealable Order	3		Yes, No, ?
Case Submitted	1		B (briefs), O (oral argument)
Sensitivity Type	3		Sensitivity Type Maintenance Form

and Page 2

ACMS Version 4.27.17 Case Maintenance Page 2

CASE	ASSIGNMENTS	COMMENTS	Consolidations	EVENTS	FILINGS	ISSUES	PARTIES	TRIAL#	Inquiry	Tools	Reports
------	-------------	----------	----------------	--------	---------	--------	---------	--------	---------	-------	---------

State of Ohio v. Charles Perry, Jr.

SC Case Type:

TC Type:

TC Name:

TC Judge:

TC Number:

TC Final Order:   ☐ Workers Compensation

TC Disposition:

Orig Act Type:

Related Desc:

Field	Length	Required	Value
Supreme Court Case Type	2	X	Supreme Court Case Type Maintenance Screen
Trial Court Type	3		Trial Court Type Maintenance Screen
Trial Court Name	6		Trial Court Name Maintenance Screen
Trial Court Judge	6		Trial Court Judge Maintenance Screen
Trial Court Case Number	20		Trial Court Case Number
TC Final Order	10		Date value
TC Disposition	120		Text (Trial Court Disposition)
Original Action Type	3		Original Action Type Maintenance Form
Related Description	60		Text

## ASSIGNMENT MAINTENANCE FORM

The purpose of the assignment maintenance form is to allow the user to add, delete, and modify which judges are assigned to cases. The assignment maintenance form is reached from the main menu (and many other forms) by clicking the assignments command button.

Field	Length	Required	Value
Individual Assigned	3	X	Individual Assigned Maintenance
Assignment Type	3	X	Assignment Type Maintenance
Assignment Start Date	10	X	Date
Assignment End Date	10		Date
Assignment Report Date	10		Date
Filing Number	7		From Filings Maintenance Form
Assignment Description	60		Text
Conflicts	60		Text
Assignment Disposition	60		Text
Comments	500		Text

## COMMENTS MAINTENANCE FORM

The purpose of the comments maintenance form is to allow the user to add, delete, and modify case comments. The comments maintenance form is reached from the main menu (and many other forms) by clicking the comments command button.

The screenshot shows a software window titled "ACMS Version 4.28.25 - ACMS\_9 Comment Maintenance". The window has a menu bar with the following items: CASE, ASSIGNMENTS, COMMENTS (highlighted), Consolidations, EVENTS, FILINGS, ISSUES, PARTIES, TRIAL#, Inquiry, Tools, and Reports. Below the menu bar is a toolbar with buttons: I<, <, >, >I, New, Save, Change, Search, Delete, Show All, ?, and ESC. The form contains several input fields: "Trial Court County:" with a dropdown set to "47" and a button, "Lorain" in a text field, and "Case Number:" with a dropdown set to "00CA007535" and a button. Below these is a text field containing "State of Ohio v. Charles Perry, Jr.". Further down are "Comment Date:" (3/6/2007) and "Comment Time:" (1:38 P.M.) fields. There is an unchecked checkbox labeled "Docket". At the bottom, there is a "Comments:" label followed by a large, empty text area with a vertical scrollbar. The text "Test of comment creation" is visible at the top of this area.

Using the “Show All” button on this screen will concatenate the comment records into one viewable, scrollable box listing all of the comments text.

## CONSOLIDATIONS MAINTENANCE FORM

The purpose of the Case Consolidations form is to allow the user to add, delete, and modify case consolidation information. This screen is used to link a case to a consolidation number created via the Tools section. The consolidations maintenance form is reached from the main menu (and many other forms) by clicking the consolidations command button.

The screenshot shows a software window titled "ACMS Version 4.28.25 - ACMS\_9 Case Consolidations". The window has a menu bar with the following options: CASE, Assignments, Comments, CONSOLIDATIONS (which is currently selected), EVENTS, Filings, Issues, PARTIES, Trial#, Inquiry, Tools, and Reports. Below the menu bar is a toolbar with buttons: I<, <, >, >I, New, Save, Change, Search, Delete, ?, and ESC. The main form area contains the following fields and controls:

- Trial Court County:** A dropdown menu showing "85" and a button with a magnifying glass icon.
- Wayne**: A text field.
- Case Number:** A text field showing "07CA0038" and a button with a magnifying glass icon.
- Case Name:** A text field showing "Daniel P. Zawacki v. Erin M. Harland".
- Consolidated Number:** A text field showing "372" and a button with a magnifying glass icon.
- Consolidation Comment:** A large text area containing the text "Cases 85/07CA0036, 07CA0037, 07CA0038". Below this text is a smaller text box labeled "Consolidation Comment".
- Consol Start Date:** A date field showing "6/1/2007" and a button with a magnifying glass icon.
- Consol End Date:** An empty date field and a button with a magnifying glass icon.

## Events Maintenance Form

The purpose of the Events maintenance form is to allow the user to add, delete, and modify event information. The Events maintenance form is reached from the main menu (and many other forms) by clicking the event command button.

ACMS Version 4.28.25 - ACMS\_9 Events Maintenance

Menu: CASE | ASSIGNMENTS | Comments | Consolidations | **EVENTS** | FILINGS | Issues | PARTIES | TRIAL# | Inquiry | Tools | Reports

Toolbar: I< | < | > | >I | New | Save | Change | Search | Delete | ? | ESC

Trial Court County: 77 | Case Number: 23018

Cynthia L. Brilla v. William P. Mulhearn

Event Abbr: OAR | Filing Number: 0168189 | Event Date: 6/20/2006 | Event Time: 11:00 A.M.

Description: | Event Room: | Address: | City: Akron | State: | Zip: |

Comments: B confl; Appt ok; Appt ok; Reb ok; orig set for 5/23 @ 11

Field	Length	Required	Value
Event Abbr	3	X	Event Type in Codes File
Filing Number	7		Filing Maintenance Form
Event Date	10	X	Date Value of Event
Event Time	10		Time value
Description	68		Text describing event
Event Room	3		Event Room Maintenance Form
Address (1)	60		Address Line 1
Address (2)	60		Address Line 2
City	30		City name
State	2		State Maintenance Form
Zip	10		Zip Code Maintenance Form
Comments	500		Text

## FILING MAINTENANCE FORM

The purpose of the Filing Maintenance form is to allow the user to add, delete and modify case filings information. The maintain filings form (see below) is reached from the main menu (and many other forms) by clicking the filings command button.

ACMS Version 4.28.25 - ACMS\_9 Filing Maintenance

Case: ASSIGNMENTS Comments Consolidations EVENTS FILINGS Issues PARTIES TRIAL# Inquiry Tools Reports

I< < > >I New Save Change Search Connects Joins Delete ? ESC

Trial Court County: 77 Submit Case Number: 23068 Undo

Timothy Metcalfe, et al. v. City of Akron

Filing Number: 0169125 Filing/Order Date: 3/13/2006

Category: FIL Filing

Filing Type: APB Appellant's Brief

Description: Brief & Appendix of Appt. Filed by Warner Mendenhall

Docket Date: Filed by: ?

Due Date: 3/13/2006 Motion Resolved: ?

Comments: Orig. due 2-21-06

Field	Length	Required	Value
Filing Number	Auto filled	X	Display Only
Filing Order Date	10		Date value
Category	3	X	Category Maintenance Form
Filing Type	3	X	Filing Maintenance Form
Description	500		Text
Docket Date	10		Date value
Filed By	10		A for "Attorney" or P for "Party"
Due Date	10		Date value
Motion Resolved	1		Y for Yes; N for No
Comment	500		Text

## ISSUES MAINTENANCE FORM

The purpose of the issues maintenance form is to allow the user to add, delete, and modify case issues information. The issues maintenance form is reached from the main menu (and many other forms) by clicking the issues command button.

There are two pages of the Issues Maintenance Form.

Page 1 provides a description of a case's issues:

The screenshot shows the 'ACMS Version 4.28.25 - ACMS\_9 Issues Maintenance' window. The 'ISSUES' tab is selected in the top menu. The 'Page 2' button is highlighted. The 'Trial Court County' is set to '77' and the 'Case Number' is '23068'. The case name is 'Timothy Metcalfe, et al. v. City of Akron'. The 'Description' field is a large text area with the placeholder text 'Describe the Issue here'.

and Page 2 allows for entry of an issue's rating, related statutes, and comments:

The screenshot shows the 'ACMS Version 4.28.25 - ACMS\_9 Issues Maintenance' window. The 'ISSUES' tab is selected in the top menu. The 'Page 1' button is highlighted. The 'Trial Court County' is set to '77' and the 'Case Number' is '23068'. The case name is 'Timothy Metcalfe, et al. v. City of Akron'. The form includes fields for '# of Errors' (set to '00'), 'Rating', 'Statute Rule Type', and 'Statute Rule'. There are also text areas for 'Comments' (with placeholder 'Rate the issue here') and 'Keywords' (with placeholder 'Enter issues comments').



## PARTY MAINTENANCE FORM

The purpose of the parties maintenance form is to allow the user to add, delete, and modify case party and attorney party information. The party maintenance form is reached from the main menu (and many other forms) by clicking the parties command button.

There are two pages for the Party Maintenance Form.

Page 1 describes the party:

ACMS Version 4.28.25 - ACMS\_9 Party Maintenance

Case: ASSIGNMENTS Comments Consolidations EVENTS FILINGS ISSUES PARTIES TRIAL Inquiry Tools Reports

IC < > >1 New Save Change Search Rty-Party Page 2 ATTORNEY Delete ? ESC

Trial Court County: 77 Submit Case Number: 23068 Undo

Timothy Metcalfe, et al. v. City of Akron

First Name: Appellation: Middle Name: Title: Last Name: City Of Akron Enter Party's Last Name

Party Status: Active Party Status Date: 1/30/2006 Rep. Status: ATY Attorney Rep. Status Date: 1/27/2006

Party Type 1: APE Appellee Prisoner ID: Party Type 2: Party Type 3: Party Type 4: Party Type 5:

Designator: PDF Primary Defendant Party Order: 001

Field	Length	Required	Value
First Name	30		Text
Middle Name	30		Text
Last Name	60	X	Used for business and government entities
Appellation	6		Text
Title	30		Text
Party Status	8		(A)ctive/(I)nactive
Party Status Date	8		Date value
Rep Status	3		Representation Status Maintenance Form
Rep Status Date	8		Date value
Party Type [1-5]	3		Party Type Maintenance Form
Prisoner ID	8		A/N
Party Designator	3		Party Designator Maintenance Form
Party Order	3		Numeric

and Page 2 provides additional data (address information) and allows for an attorney link:

<b><u>Field</u></b>	<b><u>Length</u></b>	<b><u>Required</u></b>	<b><u>Value</u></b>
Address	60 in each line		
Institution	3		Institution Maintenance Form
City	30		
State	2		State Maintenance Form
Zip	10		Zip Code Maintenance Form
Phone	13		
Phone Extension	9		
FAX	13		
FAX Extension	6		
Email Address	40		Text
Comments	500		Text

The “Atty-Party” button on this screen will present a list box displaying all of the case’s parties and the attorneys linked to each party. Selecting an entry within the box will immediately display the party information (page1/page2).

## Party-Attorney Maintenance Form

Clicking “Attorney” from the Party Maintenance Form will show the form below. This form allows the user to connect an attorney to a party.

ACMS Version 4.28.25 - ACMS\_9 Party Attorney Maintenance

Case: ASSIGNMENTS Comments Consolidations EVENTS FILINGS ISSUES PARTIES TRIAL# Inquiry Tools Reports

I< < > >I New Save Search Atty-Party Delete ? ESC

Trial Court County: 77 Submit Case Number: 23068 Undo

Timothy Metcalfe, et al. v. City of Akron

Party Name: City Of Akron

☒ Ohio Attorney Registration No: 0040222

Attorney Name: Vincent J. Tersigni

Sequence Number: 01 Clipboard

Employer Address: 106 S. Main St., Suite 1100  
Akron, OH 44308

Phone: (330) 208-1000 Email Address:

FAX: (330) 208-1001

Appearance Date: 1/30/2006 Date Completed:

☒ Notification ☒ Lead Counsel ☐ Appointed

Field	Length	Required	Value
Sequence Number	2	X	From Attorney Maintenance form
Appearance Date	10		Date
Date Completed	10		Date
Notification	1		Check = yes, unchecked =no
Lead Counsel	1		Check = yes, unchecked =no
Appointed	1		Check = yes, unchecked =no
Registration number	6	X	Attorney maintenance form

The “Atty-Party” button on this screen will present a list box displaying all of the case’s parties and the attorneys linked to each party. Selecting an entry within the box will immediately display the party information (page1/page2) and the appropriate attorney data record.

TRIAL COURT NUMBER MAINTENANCE FORM

The purpose of the trial court number maintenance form is to allow the user to add, delete, and modify trial court numbers related to an appeals case. The trial court number maintenance form is reached from the main menu (and many other forms) by clicking the “Trial#” command button.

ACMS Version 4.28.25 - ACMS\_9 Court Trial Number Maintenance

CASEASSIGNMENTSCommentsConsolidationsEVENTSFILINGSISSUESPARTIESTRIAL#InquiryToolsReports

I<<>>1NewSaveChangeSearchDelete?ESC

Trial Court County: 77SummitCase Number: 23068

Timothy Metcalfe, et al. v. City of Akron

Trial Court Number: CV 04 02 0717

## INQUIRY FORM

The Inquiry form allows searches for attorneys and parties by name and cases by Supreme Court case numbers or Trial Court Case Number. The final destination of all inquiries is the Case Maintenance screen. Use this form to find cases through attorneys, parties, case numbers, or trial court case numbers.

The screenshot shows a web application window titled "ACMS Version 4.28.25 Attorney and Party Inquiry". The window has a menu bar with the following items: Case, Assignments, Comments, Consolidations, Events, Filings, Issues, Parties, Trial#, Inquiry (highlighted), Tools, and Reports. The main content area is divided into two panels. The left panel, titled "Name Inquiry", contains two text input fields: "Last Name for Query:" and "First Name for Query:". Below these fields are two buttons: "Find Attorney" and "Find Party". The right panel, titled "Case Inquiry", contains a single text input field: "Case Number for Query:". Below this field are two buttons: "Find Case" and "Find Trial Court Case". An "ESC" button is located at the top right of the main content area.

Case	Assignments	Comments	Consolidations	Events	Filings	Issues	Parties	Trial#	Inquiry	Tools	Reports
<div><div><b>Name Inquiry</b> Last Name for Query: <input type="text"/> First Name for Query: <input type="text"/>  <div>Find Attorney Find Party</div></div><div><b>Case Inquiry</b> Case Number for Query: <input type="text"/>  <div>Find Case Find Trial Court Case</div></div><div>ESC</div></div>											

## TOOLS FORM

Many of the maintenance forms such as conflicts and the codes files can be found on the tools maintenance form. These are reached by clicking on the Tools button on the Main Form.

The screenshot shows the 'ACMS Version 4.28.25 Maintenance Tools' window. It features a blue title bar and standard window controls. The main area is organized into several functional groups:

- Tools:** Contains buttons for 'Archive', 'Set Briefs Complete', and 'Users'.
- Tables:** Contains buttons for 'Consolidations', 'Attorneys', and 'Re-Number Attorney'.
- Conflicts:** Contains buttons for 'Conflicts With Case', 'Conflicts With Attorneys', 'Conflicts With TC Judges', and 'Conflicts With Parties'.
- Preferences:** Contains a button for 'Personal'.
- Codes:** A large section with two columns of buttons. The left column includes: 'Assignment Types', 'Attorney Statuses', 'Calendar Type', 'Categories', 'Conflict Types', 'Disposition Types', 'Environment Constants', 'Events', 'Event Rooms', 'Filing Types', 'Holidays', 'Individuals Assigned', 'Institution Address', 'Original Action Types', and 'Party Designators'. The right column includes: 'Party Types', 'Ratings', 'Representation Status', 'Sensitivity Types', 'Settlements', 'States', 'Statute Rules', 'Statute Rule Types', 'Supreme Court Case Types', 'Trial Court Counties', 'Trial Court Judges', 'Trial Court Names', 'Trial Court Types', 'Version Control', and 'ZIP Codes'.
- Reasonability Checks:** Contains buttons for 'SC Type vs Event Type', 'SC Type vs Filing Type', 'SC Type vs Party Type', 'SC Type vs TC Type', and 'Filing Type vs Category'.
- ESC:** A button located at the top right of the main content area.

Tools

Users

The purpose of the Users maintenance form is to allow the user to add, delete, and modify users and their access security levels. The security maintenance form is reached from the main menu (and many other forms) by clicking the Tools command button and then clicking on “Users.”

Main Security Form:

The screenshot shows the 'ACMS Version 4.28.25 - ACMS\_9 User Maintenance' window. It features a toolbar with buttons for navigation (left arrow, right arrow, first, last), 'New', 'Save', 'Search', 'Delete', 'Capabilities', 'Preferences', '?', and 'ESC'. Below the toolbar is an 'Undo' button. The main form area contains input fields for 'First Name' (John), 'Middle Name' (empty), 'Last Name' (Crossman), and 'Log On Name' (CrossmaJ). A 'Comment' field is also present. A small tooltip 'Enter User's Middle Name' is visible over the Middle Name field.

Capabilities Form:

The screenshot shows the 'ACMS Version 4.28.25 - ACMS\_9 Capabilities Maintenance' window. It has a toolbar with 'Copy', 'Save', 'Users', '?', and 'ESC' buttons, and an 'Undo' button. The main area is divided into two sections. On the left is a table with columns 'Function', 'access', and 'update'. On the right are input fields for 'First Name' (John), 'Middle Name' (empty), 'Last Name' (Crossman), and 'Log On Name' (CrossmaJ). Below these are checkboxes for 'Ad Hoc Reports', 'Allow Access', and 'Allow Update'. A tooltip 'Click on Capability to modify' is visible over the 'access' column header.

Function	access	update
Ad Hoc Reports	Yes	Yes
Appellate Judge Report	Yes	Yes
Application's Environment Codes	Yes	Yes
Archive Utility	Yes	Yes
Assignment Screen	Yes	Yes
Assignment Type Codes	Yes	Yes
Attorney Address Screen	Yes	Yes
Attorney Screen	Yes	Yes
Attorney Status Codes	Yes	Yes
Attorney/Party/Case Inquiry Screen	Yes	Yes
Calendar Type Codes	Yes	Yes
Case Consolidation Screen	Yes	Yes
Case Screen	Yes	Yes
Case Sensativity Types	Yes	Yes
Case Summary Report	Yes	Yes
Category Codes	Yes	Yes
Comment Screen	Yes	Yes
Conflict Screen	Yes	Yes
Conflict Type Codes	Yes	Yes
Conflict With TC Judge	Yes	Yes
Conflicts with Attorneys	Yes	Yes
Conflicts with Parties	Yes	Yes
Consolidation Number Screen	Yes	Yes
County Codes	Yes	Yes
Disposition Type Codes	Yes	Yes
District Reports	Yes	Yes
Envelope Merge File Report	Yes	Yes
Event Room Codes	Yes	Yes
Event Screen	Yes	Yes
Event Type Codes	Yes	Yes
Filing Screen	Yes	Yes
Filing Type Codes	Yes	Yes

## Tables

### Consolidations

The purpose of the Consolidations Maintenance Form is to allow the user to add, delete, and modify consolidation numbers.

The consolidation number maintenance form is reached from the main menu (and many other forms) by clicking the Tools command button and then clicking on Consolidations.

The screenshot shows a software window titled "ACMS Version 4.28.25 - ACMS\_9 Consolidations Maintenance". The window has a light beige background and a blue title bar. At the top, there is a toolbar with buttons: "<<", "<", ">", ">>", "New", "Save", "Search", "Delete", "?", and "ESC". Below the toolbar, there is a text field labeled "Consolidated Number:" containing the value "0000". Underneath this is a large text area labeled "Comments:". At the bottom of the window, there is a table with the following headers: "County", "Case", "Start", "End", and an empty column. The table body is currently empty.

County	Case	Start	End	
--------	------	-------	-----	--



## Attorneys

The purpose of the Attorney maintenance form is to allow the user to add, delete, and modify attorneys and attorney address information. The attorney maintenance form is reached from the main menu by clicking the Tools command button and then clicking on “Attorneys.”

There is one main form for the Attorney information:

ACMS Version 4.28.25 Attorney Maintenance Page 1

New Save Search Address Delete ? ESC

☒ Ohio Attorney

Registration No: 0026010

Attorney Status: ACT  Active

Appellation:

First Name: Eric

Middle Name 1: Craig

Middle Name 2:

Last Name: Johnson

Title: Partner

Comment:

Field	Length	Required	Value
Registration Number	6	X	Must be unique
Last Name	20	X	
First Name	15		
Middle Name 1	15		
Middle Name 2	15		
Appellation	5		
Title	50		
Comments	500		
Ohio Attorney	1		If unchecked, number is generated by ACMS

And there is also a form for entering the attorney's address:

ACMS Version 4.28.25 Attorney Maintenance Page 2

Navigation: [Back] [Previous] [Next] [First] [New] [Save] [Search] [Attorney] [Delete] [Clipboard] [Help] [ESC]

☒ Ohio Attorney

Registration No: 0026010

Attorney Name: Eric Craig Johnson ☐ Invalid Address

Sequence Number: 01 ☒ Primary Address

Employer Name: Johnson & Johnson

Employer Address: 4201 South Turner Road

City: Canfield State: OH ZIP: 44406-9798

Phone: (216) 782-9222 Phone Extension:

FAX: FAX Extension:

Email Address:

Comment:

Archived: ☐ No

Field	Length	Required	Value
Employer Name	40		
Employer Address line 1	60		
Employer Address line 2	60		
City	30		
State	2		State Maintenance Form
ZIP	10		Zip Code Maintenance Form
Phone	14		Letters and numbers okay
Phone Extension	6		Letters and numbers okay
FAX	14		Letters and numbers okay
FAX Extension	6		Letters and numbers okay
Email Address	40		
Invalid Address	1		Check = yes, unchecked=no
Primary Address	1		Check = yes, unchecked=no
Comment	500		Text
Archived	3		N(No); Y(Yes)

### Re-Number Attorney

The purpose of the Re-Number Attorney form is to allow the user to alter or merge attorney registration information without having to delete and re-enter attorneys and attorney address information. The Re-Number Attorney form is reached from the main menu by clicking the Tools command button and then clicking on “Re-Number Attorney.”

The screenshot shows the 'ACMS Version 4.28.25 - ACMS. 9 Re Number Attorney' window. It features a 'Select Desired Action' section with two options: 'Change the Attorney Registration Number of an existing' (with a 'Change Attorney Number' button) and 'Combine two Attorney Registration Numbers' (with a 'Combine Attorney Numbers' button). An 'ESC' button is located in the top right corner.

Form for re-numbering an attorney:

This screenshot shows the 'Change Attorney Number' form. It includes a 'Current Ohio Attorney' checkbox (checked), a 'Current Attorney Number' text field, and a 'Desired Ohio Attorney' checkbox (checked) with a 'Desired Attorney Number' text field. To the right, there are text fields for 'First Name', 'Middle Name 1', 'Middle Name 2', and 'Last Name'. A 'Change Attorney Number Now' button is at the bottom right. The 'Select Desired Action' section from the previous screen is visible at the top.

Form to merge two attorney numbers:

This screenshot shows the 'Combine Attorney Numbers' form. It includes a 'Current Ohio Attorney' checkbox (checked) with a 'Current Attorney Number' text field, and a 'Combine With Ohio Attorney' checkbox (checked) with a 'Combine With Attorney Number' text field. To the right, there are text fields for 'First Name', 'Middle Name 1', 'Middle Name 2', and 'Last Name' for both the current and combine-with attorneys. A 'Combine Attorney Now' button is at the bottom right. The 'Select Desired Action' section is visible at the top.

## Conflicts

### Conflicts with Case Maintenance Form

The conflict with case maintenance form allows the user to add, modify, and delete conflicts between individuals and a specific case number. The conflict maintenance form can be reached by clicking the Tools Command Button on the Main Form and then clicking “Conflicts With Case”.

ACMS Version 4.28.25 - ACMS\_9 Conflict Maintenance

I< < > >I Save New Delete Search ? ESC Undo

Individual: AJ Amy James

Trial Court County: 47 Lorain

Case Number: 00CA007535

Conflict Type: PA Personal Acquaintance

Comments:

Field	Length	Required	Value
Individual	3	X	Individual Assigned Maintenance
Trial Court County	2	X	Trail Court County Maintenance
Case Number	15	X	Case Maintenance Form
Conflict Type	3	X	Conflict Type Maintenance Form
Comments	500		Text

### Conflicts with Attorneys Maintenance Form

The conflict with attorneys maintenance form allows the user to add, modify, and delete conflicts between individuals and a specific attorney. The conflict maintenance form can be reached by clicking the Tools Command Button on the Main Form and then clicking “Conflicts With Attorneys”. Creating conflict records via this form will result in automatically generating specific case conflict records when the named attorney is linked to a party within a case.

ACMS Version 4.28.25 - ACMS\_9 Conflict Attorney Maintenance

I< < > >I Save New Delete Search ? ESC

Individual: CB Caroline Broadman

☒ Ohio Attorney

Attorney Number: 69080 Mark Fankhauser

Conflict Type: BZ Business Conflict

Comments:

Undo

Field	Length	Required	Value
Individual	3	X	Individual Assigned Maintenance
Ohio Attorney	1		If checked=yes; unchecked=no
Attorney Number	7	X	Attorney Maintenance Form
Conflict Type	3	X	Conflict Type Maintenance Form
Comments	500		Text

### Conflicts with TC Judges Maintenance Form

The “Conflict with TC Judges” maintenance form allows the user to add, modify, and delete conflicts between appellate court individuals and a specific trial court judge. The conflict maintenance form can be reached by clicking the Tools Command Button on the Main Form and then clicking “Conflicts With TC Judges”. Creating conflict records via this form will result in automatically generating specific case conflict records when the named trial court judge is entered on the Case Maintenance Page 2 data field.

ACMS Version 4.28.25 - ACMS\_9 Conflict Judge Maintenance

I< < > >I Save New Delete Search ? ESC

Individual BW Beth Whitmore Undo

Trial Court Judge: 121 121

Conflict Type: PJ Prior Judge

Comments:

Field	Length	Required	Value
Individual	3	X	Individual Assigned Maintenance
Trial Court Judge	6	X	Trial Court Judge Maintenance
Conflict Type	3	X	Conflict Type Maintenance Form
Comments	500		Text

### Conflicts with Parties Maintenance Form

The “Conflict with TC Judges” maintenance form allows the user to add, modify, and delete conflicts between appellate court individuals and a party to a case. The conflict maintenance form can be reached by clicking the Tools Command Button on the Main Form and then clicking “Conflicts With Parties”. Creating conflict records via this form will result in prompting someone saving case party record data to choose to create specific case conflict records. This is useful for creating conflict records for appellate staff that may own stock in a company, or be part of a board of directors.

ACMS Version 4.28.25 - ACMS\_9 Conflict With Parties Maintenance

Navigation: I< < > >I Save New Delete Search ? ESC

Individual: CAC Christopher A. Curtin Undo

Appellation: Matching: NOT Do Not Match

First Name: Matching: NOT Do Not Match

Middle Name: Matching: NOT Do Not Match

Last Name: Goodyear Matching: CON Must Contain

Title: Matching: NOT Do Not Match

Conflict Type: REC Recusal

Party or Entity: Goodyear Tire and Rubber

Field	Length	Required	Value
Individual	3	X	Individual Assigned Maintenance
Appellation	6		
First Name	30		
Middle Name	30		
Last Name	50		Can be business/state entities
Title	30		
Matching:	3		NOT = Do Not Match (default) CON= Must contain STA=Starts with
Conflict Type	3	X	Conflict Type Maintenance Form
Party or Entity	500		Text

## Preferences

The Preferences Maintenance Form allows the user to modify how each function within ACMS is presented on the screen. The Preferences Maintenance Form can be reached by clicking the Tools Command Button on the Main Form and then clicking “Personal”.

### Personal

The screenshot shows a Windows-style dialog box titled "ACMS Version 4.28.25 - ACMS\_9 Personal Preferences". The dialog has a light beige background and a blue border. At the top left is a "Save" button. At the top right are buttons for "?", "ESC", and standard window controls (minimize, maximize, close). The main area is divided into three vertical panels. The first panel, "Select Starting Form", contains a list of radio buttons: "Main" (selected), "Case", "Assignments", "Comments", "Consolidations", "Events", "Filings", "Issues", "Parties", "Trial #", "Inquiry", "Reports", and "Tools". The second panel, "Start Form With Search", contains a list of checkboxes: "Assignments", "Comments", "Consolidations", "Events", "Filings", "Parties", and "Trial #". The third panel, "Other Choices", contains a checked checkbox for "Tool Tips Enabled" and a numeric input field set to "0" labeled "Duration of Splash".



## Codes Files

### Assignment Type Maintenance Form

When this form is initialized, current Assignment Types and their descriptions are shown in a list view display area. If more assignment types exist than can be displayed, then a vertical scrollbar will be included in the display.

Abbr	description	archived
BAJ	Brief Panel Judge Author	No
BPJ	Brief Panel Judge	No
CLK	Clerk Assigned	No
CDN	Conference Attorney	No
LC	Law Clerk	No
OAJ	Oral Argument Author Judge	No
OPJ	Oral Argument Panel Judge	No
ORP	Original Action Panel Judge	No
REF	Referee	No
SCP	Show Cause Panel Judge	No
VJ	Visiting Judge	No

Assign Type Abbr:

Assign Type Desc:

Archived:

Field	Length	Required	Value
Assign Type Abbr:	3	X	Must be unique
Assign Type Desc:	20	X	
Archived	3		N=No (default);Y=Yes

### Attorney Status Type Form

The purpose of the Attorney Status Type Maintenance form is to allow the user to add, delete, and modify Attorney Status. The Attorney Status Type Maintenance Form is reached from the “Attorney Statuses” command button of the Tools Form.

When this form is initialized, the current Attorney Statuses and their descriptions are shown in a list view display area. If more status types exist than can be displayed, then a vertical scroll bar will be included in the display.

Abbr	description	archived
ACT	Active	No
COR	Corporate	No
INA	Inactive	No
NOT	Not Registered	No
RET	Retired	No
ZIP	Not Required	No

Attorney Status Abbr:

Attorney Status Desc:

Archived:

Field	Length	Required	Value
Attorney Status Abbr:	3	X	Must be unique
Attorney Status Desc:	20	X	
Archived	3		N=No (default);Y=Yes

### Calendar Type Maintenance Form

The Calendar Type Maintenance Form is reached from the “Calendar Type” command button of the Tools Form.

When this form is initialized, current Calendar Types and their descriptions are shown in a list view display area. If more Calendar types exist than can be displayed, then a vertical scroll bar will be included in the display.

Abbr	description	archived
ACC	Accelerated	No
EXP	Expedited	No
REG	Regular	No

Calendar Type Abbr:

Calendar Type Desc:

Archived ☐

Field	Length	Required	Value
Calendar Type Abbr:	3	X	Must be unique
Calendar Type Desc:	20	X	
Archived	3		N=No (default); Y=Yes

### Category Maintenance Form

The Categories Maintenance Form (see below) is reached from the “Categories” command button of the Tools Form. When this form is initialized, current categories and their descriptions are shown in a list view display area. If more categories exist than can be displayed, then a vertical scroll bar will be included in the display.

Abbr	description	archived
FIL	Filing	No
MOT	Motion	No
ORD	Order	No
TER	Termination	No

Click on Entry to edit

Category Type Abbr:

Category Type Desc:

Archived:

Field	Length	Required	Value
Category Type Abbr:	3	X	Must be unique
Category Type Desc:	20	X	
Archived	3		N=No (default); Y=Yes

### Conflict Types Maintenance Form

The Conflict Types Maintenance Form is reached from the “Conflict Types” command button of the Tools Form. When this form is initialized, current Conflict Types and their descriptions are shown in a list view display area. If more Conflict types exist than can be displayed, then a vertical scroll bar will be included in the display.

Abbr	description	archived
BZ	Business Conflict	No
PJ	Prior Judge	No
PA	Personal Acquaintance	No
REC	Recusal	No
REL	Related to someone on case	No
STK	Major Stock Holder	No
BIZ	Bizzare Conflict - test onl	No

Click on Entry to edit

Conflict Type Abbr:

Conflict Type Desc:

Archived:

Field	Length	Required	Value
Conflict Type Abbr:	3	X	Must be unique
Conflict Type Desc:	20	X	
Archived	3		N=No (default); Y=Yes

### Disposition Type Maintenance Form

The Disposition Type Maintenance Form is reached from the “Disposition Type” command button of the Tools Form. When this form is initialized, current Disposition Types and their descriptions are shown in a list view display area. If more Disposition types exist than can be displayed, then a vertical scroll bar will be included in the display.

Abbr	description	type	category	archived
BKR	bankruptcy pending	TBK	TER	No
DEC	Decided	TDC	TER	No
DIS	Dismissed	TDM	TER	No
DMD	Dismiss After Motion	TDO	TER	No
TRX	Transferred out	TTO	TER	No
DEN	writ denied	DEN	TER	No
GRT	Writ granted	GRT	TER	No
SCD	Show Cause Dismissal	TSC	TER	No
SJG	Summary Judgement GR	TSJ	TER	No
VOL	Voluntary Dismissed	TVL	TER	No
TRO	Transferred out	TTO	TER	No

Disposition Type Abbr:

Disposition Type Desc:

Associated Filing Type:

Associated Filing Category:

Archived:

Field	Length	Required	Value
Disposition Type Abbr:	3	X	Must be unique
Disposition Type Desc:	20	X	
Associated Filing Type	3		Filing Types Maintenance
Associated Filing Category	3		Categories Maintenance
Archived	3		N=No (default); Y=Yes

### Environment Constants

The Environment Constants Maintenance Form is reached from the “Environment Constants” command button of the Tools Form. ACMS uses values in this form for multiple functions and reports. Entry fields are labeled accordingly.

ACMS Version 4.28.25 - ACMS\_9 Environmental values Maintenance

Save ? ESC

Court Name: Ninth District Court of Appeals

Address: The Oliver Ocasek Government Building

161 South High Street Suite 504

City: Akron ZIP: 44308

Phone: 330-643-2250 FAX:

District: 9 9th

Presiding Judge: Lynn C. Slaby

Default County Number: 77

District Reports Path: \\fices\Court Shared Folder\ACMS\Access Reports

AdHoc Reports Path: \\fices\Court Shared Folder\ACMS\Access Reports

Other:

4 Open - Not currently used 7 Open - Not currently used

5 Open - Not currently used 8 Open - Not currently used

Field	Length	Required	Value
Court Name			
Address (Line 1 & 2)	30 each		
City	20		
Zip	10		
Phone	12		
FAX	12		
District			
District (Label)			
Presiding Judge			
Default County Number			Trial Court Counties Codes
District Reports Path			
AdHoc Reports Path			

## Event Types

The Event Type Maintenance Form is reached from the “Events” command button of the Tools Form. When this form is initialized, current Event Types and their descriptions are shown in a list view display area. If more Event Types exist than can be displayed, then a vertical scroll bar will be included in the display.

Abbr	description	usual	archived
AHR	Alternative Writ Hearing	0	No
ASN	Assigned to Clerk	0	No
CON	Conference	0	No
INF	information on oar	0	No
MHR	Motion Hearing	0	No
OAR	Oral Argument	1	No
RHR	Referee Hearing	0	No
SCH	Show Cause Hearing	0	No
SET	case ready to be set	1	No
SUB	Case to be submitted on briefs	1	No

Click on Entry to edit

Event Type Abbr:

Event Type Desc:

Usual Frequency:

Archived:

Field	Length	Required	Value
Event Type Abbr:	3	X	Must be unique
Event Type Desc:	20	X	
Usual Frequency	1		Numeric; 0 = default
Archived	3		N=No (default); Y=Yes



### Event Rooms

The Event Rooms Maintenance Form is reached from the “Event Rooms” command button of the Tools Form. When this form is initialized, current Event Rooms and their descriptions are shown in a list view display area. If more Event Rooms exist than can be displayed, then a vertical scroll bar will be included in the display.

Abbr	description	address	archived
L	Lorain	Lorain Justice Center, 225 Court Street, Elyria	No
M	Medina	Medina County Courthouse, 93 Public Square 2nd Floor, Medina	No
S	Summit	The Oliver Ocasek Government Building, 161 South High Street Suite 504,...	No
W	Wayne	Wayne County Courthouse, 107 West Liberty 2nd Floor, Wooster	No

Event Room Abbr:

Event Room Desc:

Address:

City:  State:  Zip:

Comments:

Archived: ☐

Field	Length	Required	Value
Event Room Abbr:	1-3	X	Must be unique
Event Room Desc:	1-20	X	
Address (Line 1 & 2)	60 each		
City	30		
State	2		States Maintenance
Zip	10		Zip Codes Maintenance
Comments	500		Text
Archived	3		N=No (default); Y=Yes

## Filing Types

The Filing Type Maintenance Form is reached from the “Filing Types” command button of the Tools Form. When this form is initialized, current Filing Types and their descriptions are shown in a list view display area. If more Filing types exist than can be displayed, then a vertical scroll bar will be included in the display.

Abbr	description	category	type	rec	brf	usual	react	archived	depend	day
3PC	Third-Party Complaint			No	0	No	No	No		0
9C	Statement With No Agreement			No	0	No	No	No		0
9D	Statement With Agreement			No	0	No	No	No		0
AC	Amended Complaint			No	0	No	No	No		0
AFI	affidavit of indigency			No	0	No	No	No		0
ALB	Appellee's Brief	FIL	SET	No	Yes	1	No	No		0
ALT	Alternative Writ			No	0	No	No	No		0
AM	Amicus Brief			No	0	No	No	No		0
ANS	Answer			No	0	No	No	No		0
APB	Appellant's Brief			No	1	No	No	No	ALB	20
APP	Appointment of Counsel			No	0	No	No	No		0
BKR	bankruptcy notice			No	0	No	No	No		0
BRE	brief			No	0	No	No	No		0

Filing Type Abbr:

Filing Type Desc:

Update Record Complete Date:

Update Brief Complete Date:

Usual Frequency:

Cause Reactivation Clearing:

Archived:

Event Generation

Associated Filing Category:

Associated Event Type:

Dependent Filing Generation

Filing Category:

Filing Type:

Party Type:

Number Days:

Field	Length	Required	Value
Filing Type Abbr	3	X	Must be unique
Filing Type Desc	20	X	
Update Record Complete Date	3		No/Yes
Update Brief Complete Date	3		No/Yes
Usual Frequency	3		Numeric; default = 0
Cause Reactivation Clearing	3		No/Yes
Archived	3		N=No (default); Y=Yes
(Event) Associated Filing Category	3		Categories Maintenance
(Event) Associated Event Type	3		Events Maintenance
(Dependent) Filing Category	3		Categories Maintenance
(Dependent) Filing Type	3		Filing Types Maintenance
(Dependent) Party Type	3		Party Types Maintenance
(Dependent) Number Days	3		Numeric; Default = 0

### Holidays

The Holiday Maintenance Form is reached from the “Holiday” command button of the Tools Form. When this form is initialized, current Holidays and their descriptions are shown in a list view display area. If more Holidays exist than can be displayed, then a vertical scroll bar will be included in the display.

Date	description
11/10/2006	Veterans' Day observed
11/23/2006	Thanksgiving Day
12/25/2006	Christmas Day
1/1/2007	New Year's Day
1/15/2007	Martin Luther King Day
2/19/2007	President's Day
5/28/2007	Memorial Day
7/4/2007	Independence Day
9/3/2007	Labor Day
10/8/2007	Columbus Day
11/12/2007	Veteran's Day
11/22/2007	Thanksgiving Day
11/23/2007	Friday after Thanksgiving Day
12/24/2007	Christmas Eve (Monday)
12/25/2007	Christmas Day (Tuesday)

Date of Holiday:

Holiday Descriptor:

Field	Length	Required	Value
Date of Holiday	8	X	Date field
Holiday Desc:	20	X	

### Individuals Assigned

The Individuals Assigned Maintenance Form is reached from the “Individuals Assigned” command button of the Tools Form. When this form is initialized, current Individuals Assigned and their descriptions are shown in a list view display area. If more Individuals Assigned exist than can be displayed, then a vertical scroll bar will be included in the display.

Abbr	last name	first name	middle name	ar #	seniority	arch
AD	Dillon	Amanda		0	0	No
AEN	Newman	Alfred	Edward	0	0	No
AG	Griffin	Alpha		0	0	No
AH	Hlavacs	Anna		0	0	No
AJ	James	Amy		0	0	No
AMA	Astell	Amanda	M.	0	0	No
APP	Pickering	Andrew	P.	0	0	No
BH	Hartschuh	Betsey		0	0	No
BRS	Scheffler	Bethany	R.	0	0	No
BW	Whitmore	Beth		0	0	No
CAC	Curtin	Christopher	A.	0	0	No
CB	Broadman	Caroline		0	0	No
CLM	Marks	Caroline	S.	0	0	No
CM	Moore	Carla		0	0	No
CMC	McCarthy	Craig		0	0	No
CS	Smith	Christina		0	0	No
DRD	Quillen	Daniel	R.	0	0	No

Individual Abbr:

Last Name:

First Name:

Middle Name:

Attorney Number:

Seniority:

Archived:

Field	Length	Required	Value
Individual Abbr:	3	X	Must be unique
Last Name	19	X	
First Name	14		
Middle Name	15		
Attorney Number	7		Default = 0
Seniority	7		Default = 0
Archived	3		N=No (Default); Y=Yes

### Institution Address

The Institution Address Maintenance Form is reached from the “Institution Address” command button of the Tools Form. When this form is initialized, current Institution Address codes and their descriptions are shown in a list view display area. If more Institution Addresses exist than can be displayed, then a vertical scroll bar will be included in the display.

ACMS Version 4.28.25 - ACMS\_9 Institution Address Maintenance

Save Add Delete ? ESC

Abbr	description	address line 1	address line 2	city	archived
FCJ	Franklin County Jail	1234 Main street		Columbus	No

Click on Institution to modify

Institution Abbr: FCJ  
Description: Franklin County Jail  
Address: 1234 Main street  
City: Columbus State: OH Zip: 43215  
Phone: (614) 555-1212 Phone Extension: 123  
FAX: (614) 555-2121 FAX Extension:  
Email Address:  
Comments:  
Archived: No

Field	Length	Required	Value
Institution Abbr	1-3	X	Must be unique
Description	1-20	X	
Address (Line 1 & 2)	60 each	X	
City	30	X	
State	2	X	States Maintenance
Zip	10	X	Zip Codes Maintenance
Phone	14		
Phone Extension	6		
FAX	14		
FAX Extension	6		
Email Address	40		
Comments	500		Text
Archived	3		N=No (default); Y=Yes

### Original Action Types

The Original Action Type Maintenance Form is reached from the “Original Action Type” command button of the Tools Form. When this form is initialized, current Original Action Types and their descriptions are shown in a list view display area. If more Original Action Types exist than can be displayed, then a vertical scroll bar will be included in the display.

Abbr	description	archived
HAC	Habeus Corpus	No
MAN	Mandamus	No
OTH	Other	No
PRC	Procedendo	No
PRO	Prohibition	No
QUW	Quo Warranto	No

Click on Entry to edit

Original Action Type Abbr:

Original Action Type Desc:

Archived:

Field	Length	Required	Value
Original Action Type Abbr:	3	X	Must be unique
Original Action Type Desc:	20	X	
Archived	3		N=No;Y=Yes

## Party Designators

The Party Designators Maintenance Form is reached from the “Party Designators” command button of the Tools Form. When this form is initialized, current Party Designators and their descriptions are shown in a list view display area. If more Party Designators exist than can be displayed, then a vertical scroll bar will be included in the display.

Abbr	description	archived
ODF	Other Defendant	No
OPL	Other Plaintiff	No
PDF	Primary Defendant	No
PPL	Primary Plaintiff	No
INT	Intervenor	No
OTH	other, GAL	No

Party Designator Abbr:

Party Designator Desc:

Archived:

Field	Length	Required	Value
Party Designator Abbr:	3	X	Must be unique
Party Designator Desc:	20	X	
Archived	3		N=No (default); Y=Yes

### Party Types

The Party Types Maintenance Form is reached from the “Party Types” command button of the Tools Form. When this form is initialized, current Party Types and their descriptions are shown in a list view display area. If more Party Types exist than can be displayed, then a vertical scrollbar will be included in the display.

Abbr	description	archived
AMC	Amicus Curiae	No
APE	Appellee	No
APT	Appellant	No
CAP	Cross-Appellant	No
CLE	Cross-Appellee	No
DEF	Defendant	No
GAD	Guardian	No
GAL	Guardian Ad Litem	No
INT	Intervenor	No
OTH	Other	No
PET	Petitioner	No
PLN	Plaintiff	No
REL	Relator	No
RES	Respondent	No
TPT	Third Party	No

Party Type Abbr:

Party Type Desc:

Archived:

Field	Length	Required	Value
Party Type Abbr:	3	X	Must be unique
Party Type Desc:	20	X	
Archived	3		N=No;Y=Yes



## Ratings

The Rating Maintenance Form is reached from the “Rating” command button of the Tools Form. When this form is initialized, current Ratings and their descriptions are shown in a list view display area. If more Ratings exist than can be displayed, then a vertical scroll bar will be included in the display.

Abbr	description	archived
1	Easy	No
2	Fairly Easy	No
3	Moderate	No
4	Difficult	No
5	Most Difficult	No

Click on Entry to edit

Rating Abbr:

Rating Desc:

Archived:

Field	Length	Required	Value
Rating Abbr:	3	X	Must be unique
Rating Desc:	20	X	
Archived	3		N=No; Y=Yes

### Representation Status

The Representation Status Maintenance Form is reached from the “Representation Status” command button of the Tools Form. When this form is initialized, current Representation Status and their descriptions are shown in a list view display area. If more Representation Statuses exist than can be displayed, then a vertical scroll bar will be included in the display.

Abbr	description	archived
ATY	Attorney	No
BOT	Both	No
NON	None	No
PRO	Pro se	No

Click on Entry to edit

Representation Status Abbr:

Representation Status Desc:

Archived:

Field	Length	Required	Value
Representation Status Abbr:	3	X	Must be unique
Representation Status Desc:	20	X	
Archived	3		No/Yes

### Sensitivity Types

The Sensitivity Types Maintenance Form is reached from the “Sensitivity Types” command button of the Tools Form. When this form is initialized, current Sensitivity Types and their descriptions are shown in a list view display area. If more Sensitivity Types exist than can be displayed, then a vertical scroll bar will be included in the display.

ACMS Version 4.28.25 - ACMS\_9 Sensitivity Type Maintenance

Save Add Delete ? ESC

Abbr	description	archived
GAG	Gag Order	No
JUV	Juvenile Involved	No
BLK	Press blocked - offi	No

Click on Entry to edit

Sensitivity Type Abbr:

Sensitivity Type Desc:

Archived:

Field	Length	Required	Value
Sensitivity Type Abbr:	3	X	Must be unique
Sensitivity Type Desc:	20	X	
Archived	3		No/Yes

### Settlements

The Settlement Maintenance Form is reached from the “Settlement” command button of the Tools Form. When this form is initialized, current Settlements and their descriptions are shown in a list view display area. If more Settlements exist than can be displayed, then a vertical scrollbar will be included in the display.

Abbr	description	archived
CN	Continuing Neg.	No
CC	Conference Cancelled	No
DO	Dismissed, Other	No
P	Pending	No
NS	Not Settled	No
S	Settled	No

Click on Entry to edit

Settlement Status Abbr:

Settlement Status Desc:

Archived:

Field	Length	Required	Value
Settlement Abbr:	3	X	Must be unique
Settlement Desc:	20	X	
Archived	3		No/Yes

## States

The States Maintenance Form is reached from the “State” command button of the Tools Form. When this form is initialized, current State and their descriptions are shown in a list view display area. If more States exist than can be displayed, then a vertical scroll bar will be included in the display.

ACMS Version 4.28.25 - ACMS\_9 State Code Maintenance

Save Add Delete ? ESC

Abbr	description	archived
AK	Alaska	No
AL	Alabama	No
AR	Arkansas	No
AZ	Arizona	No
CA	California	No
CO	Colorado	No
CT	Connecticut	No
DC	Dst of Columbia	No
DE	Delaware	No
FL	Florida	No
GA	Georgia	No
HI	Hawaii	No
IA	Iowa	No
ID	Idaho	No
...	...	...

Click on Entry to edit

State Abbr:

State Desc:

Archived:

Field	Length	Required	Value
State Abbr:	3	X	Must be unique
State Desc:	20	X	
Archived	3		No/Yes

### Statute Rules

The Statute Rules Maintenance Form is reached from the “Statute Rules” command button of the Tools Form. When this form is initialized, current Statute Rules and their descriptions are shown in a list view display area. If more Statute Rules exist than can be displayed, then a vertical scroll bar will be included in the display.

Abbr	description	archived
2953	postconviction	No
FA0	2505.02:Civ.R. 54(B)	No
SB2	Senate Bill 2	No
SP	2950: sexual pred	No

Click on Entry to edit

Statute Rule Abbr:

Statute Rule Desc:

Archived:

Field	Length	Required	Value
Statute Rules Abbr:	3	X	Must be unique
Statute Rules Desc:	20	X	
Archived	3		No/Yes

### Statute Rule Types

The Statute Rule Type Maintenance Form is reached from the “Statute Rule Type” command button of the Tools Form. When this form is initialized, current Statute Rule Types and their descriptions are shown in a list view display area. If more Statute Rule Types exist than can be displayed, then a vertical scroll bar will be included in the display.

Abbr	description	archived
FCN	Federal Const.	No
FER	Federal Rule	No
FES	Federal Statute	No
FRG	Federal Regulation	No
OHC	Ohio Constitution	No
OHG	Ohio Regulation	No
OHR	Ohio Rule	No
OHS	Ohio Statute	No
OTH	Other	No
REC	Related Citation	No
CON	United States Constitution	No
FAO	Dismissed for lack of fao	No

Statute Rule Type Abbr:

Statute Rule Type Desc:

Archived:

Field	Length	Required	Value
Statute Rule Type Abbr:	3	X	Must be unique
Statute Rule Type Desc:	20	X	
Archived	3		No/Yes

### Supreme Court Case Types

The Supreme Court Case Type Maintenance Form is reached from the “Supreme Court Case Type” command button of the Tools Form. When this form is initialized, current Supreme Court Case Types and their descriptions are shown in a list view display area. If more Supreme Court Case Types exist than can be displayed, then a vertical scroll bar will be included in the display.

Abbr	description	archived
A	Crim. C.P.	No
B	Crim. Death C.P.	No
C	Crim. Muni.	No
D	Original Action	No
E	Civil C.P.	No
F	DomRel Prob/Juv C.P.	No
G	Civil Muni.	No
H	Administrative	No
I	Court of Claims	No

Supreme Court Case Type Abbr:

Supreme Court Case Type Desc:

Archived:

Supreme Court Guidelines

Pending:  Not Argued:

No Record:  Not Journalized:

No Brief:

Field	Length	Required	Value
Supreme Court Case Type Abbr:	3	X	Must be unique
Supreme Court Case Type Desc:	20	X	
Archived	3		No/Yes
(Guidelines) Pending	3		Numeric
(Guidelines) No Record	3		Numeric
(Guidelines) No Brief	3		Numeric
(Guidelines) Not Argued	3		Numeric
(Guidelines) Not Journalized	3		Numeric



### Trial Court Counties

The Trial Court County Maintenance Form is reached from the “Trial Court County” command button of the Tools Form. When this form is initialized, current County Names and their descriptions are shown in a list view display area. If more County Names exist than can be displayed, then a vertical scroll bar will be included in the display.

Abbr	description	archived
47	Lorain	No
52	Medina	No
77	Summit	No
85	Wayne	No

Click on Entry to edit

County Number:

County Name:

Archived:

Field	Length	Required	Value
County Number	3	X	Must be unique
County Name	20	X	
Archived	3		No/Yes

### Trial Court Judges

The Trial Court Judge Maintenance Form is reached from the “Trial Court Judge” command button of the Tools Form. When this form is initialized, current Trial Court Judges and their descriptions are shown in a list view display area. If more Trial Court Judges exist than can be displayed, then a vertical scroll bar will be included in the display.

Abbr	last name	first name	middle name	ar#	archived
961	Bailey	K.	William	0	No
511	Baird	Phillip	A.	0	No
351	Basinski	David	A.	0	No
WB	Batchelder	William	G	0	No
WGB	Batchelder	William	G	0	No
EV8	Belfance	Eve	V.	0	No
551	Berry	Ralph		0	No
MAB	Belleski	Mark	A.	0	No
179	Bierce	James	M.	0	No
DB	Bilancini	D.		0	No
111	Bond	Jane		0	No
DLB	Boros	Debra	L.	0	No
EB	Boyle	Edna		0	No
911	Brown	Robert	J.	0	No
MC	Cacioppo	Mary		0	No
LEC	Callahan	Lance	e	0	No

Trial Court Judge Abbr: 961

Last Name: Bailey

First Name: K.

Middle Name: William

Attorney Number: 0000000

Archived: No

Field	Length	Required	Value
Trial Court Judge Abbr:	3	X	Must be unique
Last Name	19	X	
First Name	14		
Middle Name	15		
Attorney Number	7		Numeric
Archived	3		No/Yes

### Trial Court Names

The Trial Court Name Maintenance Form is reached from the “Trial Court Name” command button of the Tools Form. When this form is initialized, current Trial Court Names and their descriptions are shown in a list view display area. If more Trial Court Names exist than can be displayed, then a vertical scroll bar will be included in the display.

Abbr	description	archived
BTA	Board of Tax Appeals	No
LAM	Lorain County, Avon Lake Municipal	No
LCP	Lorain County Common Pleas Court	No
LDR	Lorain County Domestic Relations	No
LEM	Lorain County, Elyria Municipal	No
LLM	Lorain County, Lorain Municipal	No
LDM	Lorain County, Oberlin Municipal	No
LPR	Lorain County Probate Court	No
MCP	Medina County Common Pleas Court	No
MMH	Medina County, Medina Municipal	No
MPJ	Medina County Probate/Juvenile	No
MWM	Medina County, Wadsworth Municipal	No
SAM	Summit County, Akron Municipal	No
SBM	Summit County, Barberton Municipal	No
SCM	Summit County, Cuyahoga Falls Municipal	No
SCP	Summit County Common Pleas Court	No

Field	Length	Required	Value
Trial Court Name Abbr:	3	X	Must be unique
Trial Court Name Desc:	20	X	
Archived	3		No/Yes

### Trial Court Types

The Trial Court Type Maintenance Form is reached from the “Trial Court Type” command button of the Tools Form. When this form is initialized, current Trial Court Types and their descriptions are shown in a list view display area. If more Trial Court Types exist than can be displayed, then a vertical scroll bar will be included in the display.

Abbr	description	archived
APP	Appellate	No
BTA	Board of Tax Appeals	No
COP	Common Pleas	No
CTY	County	No
DOM	Domestic Relations	No
SMC	Small Claims	No
JUV	Juvenile	No
MUN	Municipal	No
PRO	Probate	No

Click on Entry to edit

Trial Court Type Abbr:

Trial Court Type Desc:

Archived:

Field	Length	Required	Value
Trial Court Type Abbr:	3	X	Must be unique
Trial Court Type Desc:	20	X	
Archived	3		No/Yes

### Version Control

The Version Control Maintenance Form is reached from the “Version Control” command button of the Tools Form. When this form is initialized, current Versions and their descriptions are shown in a list view display area. If more Versions exist than can be displayed, then a vertical scroll bar will be included in the display.

Version	sub	sub-sub	runable	comment
4	26	10	No	Akron Install
4	26	15	No	User's Meeting
4	26	22	No	Install in Akron and elsewhere
4	26	23	No	Akron Install
4	27	10	No	Pre User's Meeting 8-Mar-2007
4	27	16	No	User's Meeting 8-Mar-2007
4	27	17	No	Deliverable to Users - 3/8/07
4	28	24	Yes	User's Meeting 6/14/2007
4	28	25	Yes	Akron Install 6/19/07

Version: 4 . 28 . 25

Runnable: Yes

Comment: Akron Install 6/19/07

Field	Length	Required	Value
Version (3 fields)	3	X	Must be unique
Runnable	3	X	No/Yes
Comment	500		Text

### ZIP Codes

The Zip Code Maintenance Form is reached from the “Zip Code” command button of the Tools Form. When this form is initialized, current Zip Codes and their descriptions are shown in a list view display area. If more Zip Codes exist than can be displayed, then a vertical scroll bar will be included in the display.

ACMS Version 4.28.25 - ACMS\_9 ZIP Code Maintenance

Save Add Delete ? ESC

Select by DOUBLE clicking in left hand column

ZIP	City	State
44320	Akron	OH
44901	Mansfield	OH
000000000	Macedonia	OH
017523078	Marlborough	MA
021040000	Boston	MA
056010990	Chillicothe	OH
070830000	Union	NY
071010105	Newark	NJ
073110000	Jersey City	NJ
074030000	Bloominadale	NJ

ZIP:

City:

State:

Field	Length	Required	Value
Zip	10	X	
City	16	X	
State	2	X	States Maintenance

Reasonability Checks


SC Type vs Event Type


The SC Type vs Event Type Form is reached from the “SC Type vs Event Type” command button of the Tools Form.

ACMS Version 4.28.25 - ACMS\_9 Event Type Reasonability

Save Add Delete ? ESC

Sc case type	permitted event type
--------------	----------------------

Supreme Court Case Type:  

Event Type Permitted:  

Field	Length	Required	Value
Supreme Court Case Type	3	X	
Event Type	3	X	

### SC Type vs Filing Type

The SC Type vs Filing Type Form is reached from the “SC Type vs Filing Type” command button of the Tools Form.

Sc case type	prohibited filing type
A	COM
C	COM
D	NOA
E	COM
F	COM

Supreme Court Case Type:

Filing Type Prohibited:

Field	Length	Required	Value
Supreme Court Case Type	3	X	
Filing Type	3	X	




SC Type vs Party Type


The SC Type vs Filing Party Form is reached from the “SC Type vs Party Type” command button of the Tools Form.

ACMS Version 4.28.25 - ACMS\_9 Party Type Reasonability

Save Add Delete ? ESC

Sc case type	prohibited party type
A	OTH

Supreme Court Case Type:  


Party Type Prohibited:  


Field	Length	Required	Value
Supreme Court Case Type	3	X	
Party Type	3	X	

### SC Type vs TC Type

The SC Type vs TC Party Form is reached from the “SC Type vs TC Type” command button of the Tools Form.

Sc case type	permitted trial court type
F	DDM
F	JUV
F	PRO

Supreme Court Case Type: ☐ 


Trial Court Type Permitted: ☐ 


Field	Length	Required	Value
Supreme Court Case Type	3	X	
Trial Court Type	3	X	

### Filing Type vs Category

The Filing Type vs Category Form is reached from the “Filing Type vs Category” command button of the Tools Form.

Filing category	filing type
FIL	TDC
FIL	TDM
FIL	TDO
FIL	TSJ
FIL	TSR
FIL	TTO
FIL	TVL
MOT	NOA
ORD	NOA
TER	NOA

Filing Category:  

Filing Type:  

Field	Length	Required	Value
Supreme Court Case Type	3	X	
Trial Court Type	3	X	

## Inquiries (Searching for Cases)

### BY ATTORNEY

1. From the Main Screen and most other forms, click on the **Inquiries Command Button**.
2. **Enter all or part of the person's name** (not case sensitive). The more specific the search information, the more quickly the application will complete the search.  
*Note: entering more than 20 characters in the last name field will result in no matches.*

3. Click the **"Find Attorney" Command Button**.

4. Click on the attorney to see the parties the attorney has represented.
5. Click on a party to open the specific case data.

Name	description	county	case number	appearance	final order	release	disposition
Akers, Et Al., Raymond	Appellant	77	17324	6/22/1995	8/24/19...	8/24/...	dismissal
Belfinger, Phyllis M.	Appellant	77	20744	9/6/2001	4/10/20...	4/10/...	Affirmed
Bozsk, Elizabeth	Appellant	77	23146	3/10/2006			
Deadman, William G. And Rox...	Appellant	77	23182	4/6/2006			
Jones, Albert	Appellant	77	17824	4/26/1996	9/23/19...	9/23/...	Dismissed
Marone, Et Al., Catherine S.	Appellee	52	03CA0120-M	10/20/2003	9/15/20...	9/15/...	PER CUR
Martin, Et Al., Albert Leroy	Appellee	77	18695	2/27/1998	6/3/1998	6/3/1...	Reversed
Phillips, Et Al., Greg & Eva	Appellee	52	03CA0120-M	10/20/2003	9/15/20...	9/15/...	PER CUR

## BY PARTY

1. From the Main Screen and most other forms, click on the **Inquiries Command Button**.
2. **Enter all or part of the person's name** (not case sensitive).

*Note: The more specific the search information, the more quickly the application will complete the search.*

3. Click **“Find Party” Command Button**

4. Click on the party to open the case the specific case data.

Name	county	case number	description	final order	release	disposition
Smith, Alvin	77	22193	Appellee	2/2/2005	2/2/2...	Affirmed in part, Reversed
Smith, Andrew	77	16778	Appellee	3/1/1995	3/1/1...	Affirmed
Smith, Anthony	47	02CA008135	Appellant	4/9/2003	4/9/2...	Affirmed
Smith, Antoine	77	18225	Appellee	7/23/1987	7/23/...	Affirmed
Smith, Antwan M.	77	22550	Appellant	1/18/2006	1/18/...	Affirmed
Smith, Barbara	77	17462	Appellant	3/20/1996	3/20/...	Affirmed
Smith, Barbara	77	17705	Appellant	4/24/1996	4/24/...	Dismissed
Smith, Barbara	77	17984	Appellant	4/16/1997	4/16/...	Affirmed
Smith, Barbara	77	21272	Appellant	10/16/2...	10/16/...	Dismissed
Smith, Barbara	77	21271	Appellant	10/17/2...	10/17/...	Dismissed
Smith, Barbara	77	21160	Appellant	10/3/2002	10/3/...	Dismissed
Smith, Barbara	77	21159	Appellant	9/30/2002	9/30/...	Dismissed
Smith, Barbara	77	21103	Appellant	1/15/2003	1/15/...	Affirmed
Smith, Barbara	77	21113	Appellant	8/5/2002	8/5/2...	Dismissed
Smith, Barbara	77	21059	Petitioner	6/24/2002	6/24/...	Dismissed
Smith, Barbara	77	21027	Petitioner	6/24/2002	6/24/...	Dismissed
Smith, Barbara	77	21544	Appellant	5/14/2003	5/14/...	Dismissed

BY APPELLATE COURT CASE NUMBER

- 1. From the Main Screen and most other forms, click on the **Inquiries Command Button**.
- 2. Enter the **Case Number** in the appropriate field, being sure to include any dashes.
- 3. Click on the **Find Case command button** to display a list view of all cases with that case number.

ACMS Version 4.28.25 - ACMS\_9 Attorney and Party Inquiry

Case Assignments Comments Consolidations Events Filings Issues Parties Trial# Inquiry Tools Reports

Name Inquiry

Last Name for Query:

First Name for Query:

Find Attorney

Find Party

Case Inquiry

Case Number for Query: 07ca0038

Find Case

Find Trial Court Case

ESC

- 4. Click on the case to open it.

ACMS Version 4.28.25 - ACMS\_9 Attorney and Party Inquiry

Case Assignments Comments Consolidations Events Filings Issues Parties Trial# Inquiry Tools Reports

Case Inquiry

Case Number for Query: 07ca0038

County	case number	final order	release	disposition	archived
85	07CA0038				No

Click on desired Case

## BY TRIAL COURT CASE NUMBER

1. From the Main Screen and most other forms, click on the **Inquiries Command Button**.
2. **Enter the Case Number** in the appropriate field, being sure to include any dashes.
3. Click on the **Find Trial Court Case command button** to open a list view of all cases with that trial court case number.

ACMS Version 4.28.25 - ACMS\_9 Attorney and Party Inquiry

Case Assignments Comments Consolidations Events Filings Issues Parties Trial# Inquiry Tools Reports

Name Inquiry

Last Name for Query:

First Name for Query:

Find Attorney

Find Party

Case Inquiry

Case Number for Query: CRB 06 02 00183

Find Case

Find Trial Court Case

ESC

4. **Click on a case** to open it.

ACMS Version 4.28.25 - ACMS\_9 Attorney and Party Inquiry

Case Assignments Comments Consolidations Events Filings Issues Parties Trial# Inquiry Tools Reports

Case Inquiry

Case Number for Query: CRB 06 02 00183

ESC

Trial court number	county	case	archiv...
CRB 06 02 00183	85	06CA0038	No

Click on desired Trial court Number

## Assignments

***Note:** basic case information must be entered before assignments, comments, consolidations, events, party, etc., can be entered.*

### ADD A NEW ASSIGNMENT

1. From the Main Menu or most other forms, click the **Assignments Command Button**.
2. The Assignment that appears will be for the case currently active in the case maintenance form.

3. **“Change”** to the desired case.
4. Check for conflicts by clicking **“Show Conflicts.”**
5. Press **ESC** to close the conflicts.
6. Click **“New.”**

7. **Enter** information.
8. Press **Save**.



## SEARCH FOR ASSIGNMENTS

1. From the Main Menu or most other forms, click the **Assignments Command Button**.
2. The assignments that appear will be for the case currently active in the case maintenance form.
3. **[“Change”](#)** to the desired case.
4. Use the **navigational buttons** to scroll through all the assignments for the active case or use the **Search button** to show a list view of all assignments for the active case.

ACMS Version 4.28.25 - ACMS\_9 Assignment Maintenance

Menu: CASE ASSIGNMENTS COMMENTS CONSULTATIONS EVENTS FILING JUDGES PARTIES TRIALS Inquiry Tools Reports

Find Change Search Delete

Trial Court County: Wayne Case Number: 05CA0075

State of Ohio v. William M. Barnett

Individual Assigned: LCS

Assign	Individual	Type	start	end
Assign Site	LCS - Lynn C. Slaby	GAI - Oral Argument Author Judge	7/13/2006	8/14/2006
Assign Respon	DJC - Donna J. Carr	OPJ - Oral Argument Panel Judge	7/13/2006	8/14/2006
Filing N	JAJ - Julie A. Jones	OPJ - Oral Argument Panel Judge	7/13/2006	8/14/2006
	CLK - Clerk Assigned	CLK - Clerk Assigned	7/13/2006	8/14/2006
	CLK - Clerk Assigned	CLK - Clerk Assigned	7/13/2006	8/14/2006

Assign Desc:  
Conflicts:  
Assign Desc:  
Comments:

Click on desired Assignment

## DELETE AN ASSIGNMENT

1. From the Main Menu or most other forms, click the **Assignments Command Button**.
2. **[“Change”](#)** to the desired case.
3. **[Search for the desired assignment.](#)**
4. Once on the desired assignment, press the **delete command button**.
5. **Confirm** deletion.

## Attorneys

### ADD A NEW ATTORNEY

1. From the main screen and most other forms, press the **“Tools” Command Button.**
2. Click the **“Attorneys” Command Button.**
3. Click **“New.”**
4. **Enter** all information (lead zeros not required for attorney registration number).

ACMS Version 4.28.25 - ACMS\_9 Attorney Maintenance Page 1

Tools Save Search Address No Data

☒ Ohio Attorney

Registration No: 0000000

Attorney Status: ACT ☒ Active

Appellation:

First Name:

Middle Name 1:

Middle Name 2:

Last Name:

Title:

Comment:

5. Click **“Save.”**

## SEARCH FOR AN ATTORNEY

1. From the main screen and most other forms, press the **“Tools” Command Button**.
2. Click the **“Attorneys” Command Button**.
3. Click **“Search.”**
4. **Enter** search criteria. *Note: the attorney registration number does not require leading zeros. The name fields accept partial entry, for example “jo” for Jones, Johnson, etc.*
5. Click **“Search for Attorney.”**

ACMS Version 4.2B.25 - ACMS\_9 Attorney Maintenance Page 1

Buttons: New, Save, Search, Add/Remove, Delete, F7, ESC

Ohio Attorney ☒

Registration No:

Attorney Status:

Appellation:

First Name:

Middle Name 1:

Middle Name 2:

Last Name:

Title:

Comment:

Search for Attorney

6. Click on desired attorney to display information.

ACMS Version 4.2B.25 - ACMS\_9 Attorney Maintenance Page 1

Buttons: New, Save, Search, Add/Remove, Delete, F7, ESC

Ohio Attorney ☒

Registration No:

Attorney Status:

Appellation:

First Name:

Middle Name 1:

Middle Name 2:

Last Name:

Title:

Comment:

Search for Attorney

Last	first	middle	reg no	ohio
John	Michael	L.	0017829	Yes
Johnson	Alan	E.	0018279	Yes
Johnson	Brian	T.	0065417	Yes
Johnson	Eric	J.	0072939	Yes
Johnson	Eric	W.	0065014	Yes
Johnson	Gary	W.	0017482	Yes
Johnson	James		0012815	Yes
Johnson	Kenneth	C.	0022021	Yes
Johnson	Robert	A.	0030768	Yes
Johnson	Robert	L.	0042439	Yes
Johnson	Stephen		0032423	Yes

## DELETING AN ATTORNEY

*Note: Attorney Addresses must be deleted before an attorney can be deleted.*

1. From the main screen and most other forms, press the **“Tools” Command Button**.
2. Click the **“Attorneys” Command Button**.
3. [“Search” for desired attorney](#).
4. Once on the desired attorney, click on **delete**.
5. **Confirm** deletion.

*Note: If there are any addresses in the system for the current attorney, system will issue a warning and will not delete the attorney. The addresses must be deleted first and then the attorney can be deleted.*

## ATTORNEY ADDRESSES

### Add a new Attorney Address

1. From the main screen and most other forms, press the **“Tools” Command Button.**
2. Click the **“Attorneys” Command Button.**
3. [“Search” for desired attorney](#)
4. Click on **“Address.”**
5. Click **“New”**
6. **Enter** information.

ACMS Version 4.2B.25 - ACMS - Attorney Maintenance Page 2

Navigation: [Back] [Previous] [Next] [Forward] [New] [Save] [Search] [Attorney] [Delete] [Clipboard] [Print] [ESC]

☒ Ohio Attorney

Registration No: 0022021

Attorney Name: Kenneth C. Johnson

Sequence Number: 02

Employer Name: [Text Box]

Employer Address: [Text Box]

City: [Text Box] State: [Dropdown] ZIP: [Text Box]

Phone: [Text Box] Phone Extension: [Text Box]

FAX: [Text Box] FAX Extension: [Text Box]

Email Address: [Text Box]

Comment: [Text Area]

Invalid Address: ☐ Primary Address: ☐

Archived: No

7. Click **“Save.”**

### Search for an Attorney Address

1. From the main screen and most other forms, press the **“Tools” Command Button**.
2. Click the **“Attorneys” Command Button**.
3. [“Search” for desired attorney.](#)
4. Click on **“Address.”**
5. If there are any addresses in the system for the current attorney, the first one will appear. Use the **navigation buttons** to scroll through them or press the **Search** button to see them in a list view.

Address	primary	archive	invalid
100 S Third St., Columbus, OH 432150000	Yes	No	No
123 B Street, Columbus, OH 43215	No	No	No

Click on desired attorney address.

Email Address:

Comment:

Archived ☐

### Deleting an Attorney Address

1. From the main screen and most other forms, press the **“Tools” Command Button**.
2. Click the **“Attorneys” Command Button**.
3. [“Search” for the desired attorney.](#)
4. Click on **Address.**
5. [Search for the desired address.](#)
6. Once on the desired address, click on the **delete** button.
7. **Confirm** deletion.

### Copy an Attorney Address for an Envelope or Letter

1. From the main screen and most other forms, press the **“Tools” Command Button**.
2. Click the **“Attorneys” Command Button**.
3. [“Search” for the desired attorney.](#)
4. [Search for the desired address.](#)
5. Press the **clipboard button** to copy the attorney and address in letter or envelope ready format.

ACMS Version 4.28.25 - ACMS\_9 Attorney Maintenance Page 2

Buttons: [IC] < > >| New Save Search Attorney Delete Clipboard ? ESC

☒ Ohio Attorney copy attorney address to clipboard

Registration No: 0022021  
Attorney Name: Kenneth C. Johnson  
Sequence Number: 01  
Employer Name:   
Employer Address: 100 S. Third St.  
City: Columbus State: OH ZIP: 43215  
Phone: (614) 227 2322 Phone Extension:   
FAX: FAX Extension:   
Email Address:   
Comment:   
Archived: No

6. Then the user can go into a word document and press **paste or CTRL-V** to paste it.

### CONNECTING AN ATTORNEY TO A PARTY

#### [Connecting an Attorney to a Party](#)

### DELETING AN ATTORNEY’S CONNECTION TO A PARTY

#### [Deleting an Attorney’s Connection to a Party](#)

## Cases

### ADD A NEW CASE

1. From the main form or most other forms, click on the **Case Command Button**.
2. Click the **“New”** command button
3. Specify the **county**.

*Note: Either type the county number or the first few letters of the county name or search using either the F5 command or the binoculars to display a list view of all counties.*

4. Enter the **case number**.
5. Enter information on page 1 of the case screen.
  - **Case Caption**
  - **Calendar Type**
6. Click **“Page 2”** to go the second page of the case screen.
7. Enter information:
  - **SC Case Type**
  - **Original Action Type OR**
  - **TC Type**
  - **TC Name**
  - **TC Number**
  - **TC Judge**
  - **TC Disposition**

*If there is more than one TC Number, type over the first one entered and answer “YES” to the “ADD” question provided.*

8. Click **save**.

*After the Case Screen is refreshed, if there is only one TC Number it will appear on page 2 of the case form. If there are multiple TC numbers, press on “V” next to the TC Number field to see a list view of them.*



# SEARCHING FOR A CASE

## From a List

1. From the main form or most other forms, click on the **Case Command Button**.
2. Click on the **“Search”** command button.
3. **Double-click** on the desired case in the data grid.

ACMS Version 4.28.25 - ACMS\_9 Case Maintenance Page 2

CASE ASSIGNMENTS Comments Consolidations EVENTS FILLINGS Issues PARTIES TRIAL# Inquiry Tools Reports

< > >> New Save Change Search Page 2 Copy Rename TC#Search Archive Delete ? ESC

Trial Court County: 47 Lorain Case Number: 99CA007399 Undo

Disposition: Affirmed

Disposition Type: DEC Decided SHOW CONFLICTS

Case Caption: Clipboard

Calendar Type: Release Date: Final Order Date: Record Complete: Briefs Complete:

Select by DOUBLE clicking in left hand column

County	Case Number	Disp	Caption
47	00CA007535	DEC	State of Ohio v. Charles Perry, Jr.
47	00CA007599	DEC	State of Ohio v. Nathan A. Eden - Batchelder conflict
47	00CA007601	DEC	State of Ohio v. Nathan A. Eden
47	00CA007602	DEC	State of Ohio v. Nathan A. Eden
47	00CA007631	DEC	State of Ohio v. Matthew Harris
47	00CA007714	DEC	State of Ohio v. David Peltjohn
47	00CA007716	DIS	State of Ohio v. David J. McCloskey

## By Trial Court Case Number

1. From the main form or most other forms, click on the **Case Command Button**.
2. From the Case Maintenance form, click on the **“TC#Search”** command button.
3. **Double-click** on the desired case in the data grid.

ACMS Version 4.28.25 - ACMS\_9 Case Maintenance Page 2

CASE ASSIGNMENTS Comments Consolidations EVENTS FILLINGS Issues PARTIES TRIAL# Inquiry Tools Reports

< > >> New Save Change Search Page 2 Copy Rename TC#Search Archive Delete ? ESC

Trial Court County: 47 Lorain Case Number: 99CA007399 Undo

Disposition: Affirmed

Disposition Type: DEC Decided SHOW CONFLICTS

Case Caption: Clipboard

Calendar Type: Release Date: Final Order Date: Record Complete: Briefs Complete:

Select by DOUBLE clicking in left hand column

Trial Court Number	County	Case #
00 CR 055703	47	03CA008262
00 CR 055137	47	02CA008109
00 CR 055138	47	02CA008112
00 CR 055195	47	02CA008065
00 CR 055246	47	03CA008322
00 CR 055322	47	02CA008135
00 CR 055495	47	04CA008483
00 CR 055653	47	02CA007397

### By County and Case Number (CHANGE Button)

1. From the main form or most other forms, click on the **Case Command Button**.
2. Click on **Change**.
3. Select the **county** and **case number**.

ACMS Version 4.28.25 - ACMS\_9 Case Maintenance Page 2

CASE ASSIGNMENTS Comments Consolidations EVENTS FILINGS Issues PARTIES TRIAL# Inquiry Tools Reports

K < > >| New Save Change Search Page 2 Copy Rename TC#Search Archive Delete ? ESC

Trial Court County: 47 Lorain Case Number: 99CA007399 Undo

Disposition: Affirmed

Disposition Type: DEC Decided SHOW CONFLICTS

Case Caption: State of Ohio v. Ray Smith, Jr.  
Clipboard

Calendar Type: REG Regular Final Appealable Order: Yes

Release Date: 11/8/2000 Related Appeal

Final Order Date: 11/8/2000 Settlement

Record Complete: 12/8/1999 Settlement Status: Sensitivity Type:

Briefs Complete: 4/10/2000

4. If typing in the fields instead of using the list views, you will need to press **tab**.  
*Note: Most forms have a change button – they all work exactly the same way.*

### COPY THE CASE CAPTION FOR JUDGMENT ENTRIES

1. From the main form or most other forms, click on the **Case Command Button**.
2. **“Change”** to the desired case.
3. Press the **clipboard button** to copy the case caption in judgment entry ready format.

ACMS Version 4.28.25 - ACMS\_9 Case Maintenance Page 2

CASE ASSIGNMENTS Comments Consolidations EVENTS FILINGS Issues PARTIES TRIAL# Inquiry Tools Reports

K < > >| New Save Change Search Page 2 Copy Rename TC#Search Archive Delete ? ESC

Trial Court County: 47 Lorain Case Number: 99CA007399 Undo

Disposition: Affirmed

Disposition Type: DEC Decided SHOW CONFLICTS

Case Caption: State of Ohio v. Ray Smith, Jr.  
Clipboard

Place Case Style on clipboard

Calendar Type: REG Regular Final Appealable Order: Yes

Release Date: 11/8/2000 Related Appeal

Final Order Date: 11/8/2000 Settlement

Record Complete: 12/8/1999 Settlement Status: Sensitivity Type:

Briefs Complete: 4/10/2000

4. Then the user can go into a word document and press **paste** or **CTRL-V** to paste it.

## COPYING A CASE

1. From the main form or most other forms, click on the **Case Command Button**.
2. **“Change”** to the desired case.
3. From the Case Maintenance Form, click the **Copy Command button**
4. In the dialog window enter the **County and Case Number** (must be a unique combination).
5. Click the **Copy Case command button**.

The screenshot shows the 'ACMS Version 4.28.25 - ACMS\_9 Case Maintenance Page 2' window. The main form has tabs for CASE, ASSIGNMENTS, Comments, Consolidations, EVENTS, FILINGS, Issues, PARTIES, TRIAL#, Inquiry, Tools, and Reports. Below these are navigation buttons: <, <|, >|, >, New, Save, Change, Search, Page 2, Copy, Rename, TC#Search, Archive, Delete, ?, and ESC. The main form fields include: Trial Court County: 47, Trial Court Name: Lorain, Case Number: 99CA007399, Disposition: Affirmed, Disposition Type: Affirmed, Case Caption: Clipboard, Calendar Type: 11/8/2000, Release Date: 11/8/2000, Final Order Date: 12/8/1999, Record Complete: 4/10/2000, Briefs Complete: 4/10/2000, Case Submitted: Oral-Argument, Settlement Status: , Sensitivity Type: . A dialog box titled 'Copy to a new County and/or Case Number' is open, showing the same fields as the main form, with a 'Copy Case' button at the bottom.

6. **Confirm** copy.
7. Confirm whether or not the **filing information** should be copied.
8. In the new case, the following information be copied from the original:
  - Case Caption
  - Calendar Type
  - Supreme Court Case Type
  - Trial Court type
  - Trial Court Name
  - Trial Court Judge
  - Trial Court Disposition
  - Final Appealable Order
  - All party and party-attorney information is copied.
  - The user will be prompted to copy all filing, order, motions, connect information.
9. After a case has been copied, the copy will appear on the screen. The user may continue by **editing this new case information or adding data**.
10. Click **Save** when done.

## CHANGE THE COUNTY OR CASE NUMBER OF AN EXISTING CASE (RENAME)

1. From the main form or most other forms, click on the **Case Command Button**.
2. **“Change”** to the desired case.
3. Click the **Rename** command button
4. In the dialog window, specify the **county** and **case number** fields.
5. Click the **Rename Case Command Button**.

The screenshot displays the ACMS Version 4.28.25 - ACMS\_9 Case Maintenance Page 2. The interface includes a menu bar with options like CASE, ASSIGNMENTS, Comments, Consolidations, EVENTS, FILINGS, Issues, PARTIES, TRIAL#, Inquiry, Tools, and Reports. Below the menu is a toolbar with buttons for navigation and actions such as New, Save, Change, Search, Page 2, Copy, Rename, TC#Search, Archive, Delete, and ESC. The main form area shows fields for Trial Court County (47), Case Number (99CA007399), Disposition (Affirmed), and Disposition Type. A dialog box titled "Rename to change County and/or Case Number" is open, allowing the user to modify the Trial Court County (currently 47) and Case Number (currently 99CA007399). The dialog box has a "Rename Case" button. Other fields in the main form include Calendar Type, Release Date (11/8/2000), Final Order Date (11/8/2000), Record Complete (12/8/1999), Briefs Complete (4/10/2000), Case Submitted (Oral Argument), Settlement Status, and Sensitivity Type.

6. **Confirm** Rename.
7. All case related information (Case, Comment, Party, Filing, Event, etc.). and all linked information (party to attorney, party to filings, etc.) will be changed accordingly.
8. **Save**

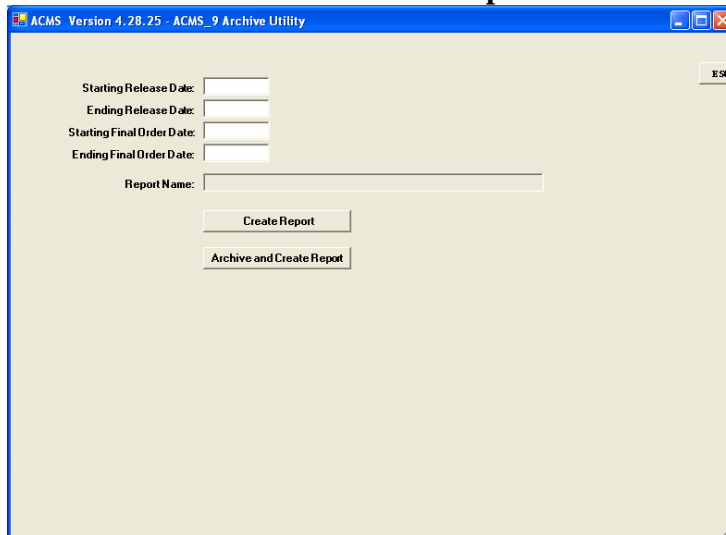
## ARCHIVING/RETRIEVING A CASE

### Archiving one case at a time

1. From the main form or most other forms, click on the **Case Command Button**.
2. **“Change”** to the desired case.
3. Click the **Archive** command button (if Archive is in ALL CAPS the case is already archived.)
4. **Confirm** Archive.
5. **Save**

### Archive cases over a range of dates

1. From the Main Menu or most other forms, click on the **Tools Command Button**.
2. Click on the **Archive** command button.
3. Enter the desired **date ranges**.
4. **Select Archive and create report.**



ACMS Version 4.28.25 - ACMS\_9 Archive Utility

Starting Release Date:

Ending Release Date:

Starting Final Order Date:

Ending Final Order Date:

Report Name:

Create Report

Archive and Create Report

ESC

### Retrieving a case

*Note: it is not possible to retrieve more than one case at a time.*

1. From the main form or most other forms, click on the **Case Command Button**.
2. **“Change”** to the desired case.
3. Click the **Archive** command button (if Archive is in ALL CAPS the case is archived.)
4. **Confirm** Retrieve.
5. **Save**

## DELETE A CASE

1. From the main form or most other forms, click on the **Case Command Button**.
2. **“Change”** to the desired case.
3. Once on the desired case, click **“Delete”**.

*Note: All related information in other forms will be deleted with the case.*

## Case Comments

***Note:** basic case information must be entered before assignments, comments, consolidations, events, party, etc., can be entered.*

### ADD A NEW COMMENT

1. From the Main Menu or most other forms, click on the **Comments Command Button**.
2. **“Change”** to the desired case.
3. When on the desired case, press **“new”** to add a new comment.
4. Enter information.

ACMS Version 4.28.25 - ACMS\_9 Comment Maintenance

CASE ASSIGNMENTS COMMENTS Consolidations EVENTS FILINGS Issues PARTIES TRIAL# Inquiry Tools Reports

I< < > >I New Save Change Search Delete Show All ? ESC

Trial Court County: 47 Lorain Case Number: 99CA007399

State of Ohio v. Ray Smith, Jr.

Comment Date: 7/24/2007

Comment Time: 2:56 P.M.

☐ Docket

Comments: Put comment text in here.

end it today.

Enter the comment

5. Press **“Save.”**

## SEARCH FOR COMMENTS

1. From the Main Menu or most other forms, click on the **Comments Command Button**.
2. **“Change”** to the desired case.
3. Use the **navigational buttons** to scroll through all the comments for a case or click the **Search** button to see them in a list view.

ACMS Version 4.28.25 - ACMS\_9 Comment Maintenance

CASE ASSIGNMENTS COMMENTS Consolidations EVENTS FILINGS Issues PARTIES TRIAL# Inquiry Tools Reports

I< < > >I New Save Change Search Delete Show All ? ESC

Trial Court County: **Lorain** Case Number: **99CA007399**

**State of Ohio v. Ray Smith, Jr.**

Comment Date: 7/24/2007

Comment Time: 2:56 P.M.

☐ Docket

Date	comment
7/24/2007	Put comment text in here. end it today.
7/24/2007	Add another at a different time.

Click on desired comment

## DELETE A COMMENT

1. From the Main Menu or most other forms, click on the **Comments Command Button**.
2. **“Change”** to the desired case.
3. **Search for the desired comment.**
4. When on the desired comment, press the **“Delete”** command button to delete the comment.
5. **Confirm** deletion.

## SHOW ALL COMMENTS

1. From the Main Menu or most other forms, click on the **Comments Command Button**.
2. **“Change”** to the desired case.
3. Press the “SHOW ALL” button to display the comments concatenated into one list view.

ACMS Version 4.28.25 - ACMS\_9 Comment Maintenance

CASE ASSIGNMENTS COMMENTS Consolidations EVENTS FILINGS Issues PARTIES TRIAL# Inquiry Tools Reports

I< < > >I Help Save Change Search Delete Show All ? ESC

Trial Court County: 47 Lorain Case Number: 99CA007399

State of Ohio v. Ray Smith, Jr.

Put comment text in here.

end it today.

Add another at a different time.

.....

4. Use **ESC** to end the list view of the comments.

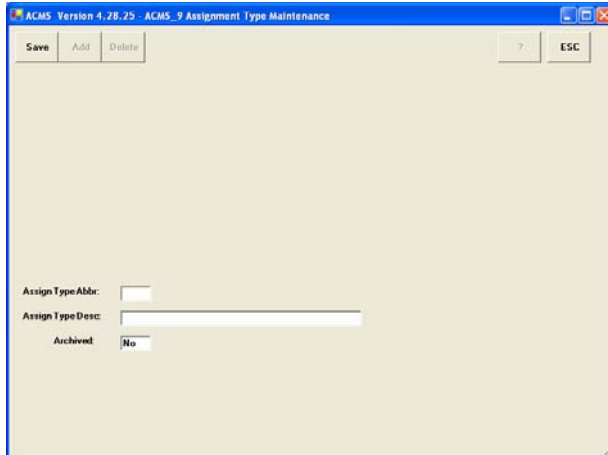


## Codes Files

### ASSIGNMENT TYPE

#### Adding an Assignment Type

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Assignment Types.”**
3. Click the **“Add”** command button.

The screenshot shows a software window titled "ACMS Version 4.2B.25 - ACMS\_9 Assignment Type Maintenance". At the top, there are three buttons: "Save", "Add", and "Delete". To the right of these are two more buttons: a question mark "?" and "ESC". The main area of the form contains three input fields. The first is labeled "Assign Type Abbr:" and is a short text box. The second is labeled "Assign Type Desc:" and is a longer text box. The third is labeled "Archived" and has a dropdown menu currently set to "No".

4. Enter the **Assignment Type Abbreviation**. This is the code that will be reference on other forms in the application. It is not possible to modify this field later.
5. Enter the **Assignment Type Description**.
6. Click **Save**.

### Modifying an existing Assignment Type

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click “**Assignment Types.**”
3. Click on the existing **Assignment Type** in the list view display.

The screenshot shows the 'ACMS Version 4.28.25 - ACMS\_9 Assignment Type Maintenance' window. It has a menu bar with 'Save', 'Add', and 'Delete'. Below the menu bar is a table with three columns: 'Abbr', 'description', and 'archived'. The table contains the following data:

Abbr	description	archived
BAJ	Brief Panel Judge Author	No
BPJ	Brief Panel Judge	No
CLK	Click on Entry to edit	No
CON	Conference Attorney	No
LC	Law Clerk	No
DAJ	Dual Argument Author Judge	No
DPJ	Dual Argument Panel Judge	No
OPJ	Original Action Panel Judge	No
REF	Reference	No
SCP	Show Cause Panel Judge	No
VJ	Visiting Judge	No

Below the table are three input fields: 'Assign Type Abbr:' with a text box, 'Assign Type Desc:' with a text box, and 'Archived' with a checkbox.

4. Edit the **Assignment Type Description** or Required fields. Assignment Type Abbreviation may not be modified.
5. Click **Save**.

### Deleting an Assignment Type

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click “**Assignment Types.**”
3. Click on the existing **Assignment Type** in the list view display.
4. Click **delete**.
5. **Confirm** deletion.

*Note: If the existing Assignment Type is in use the program will not allow it to be deleted.*

The screenshot shows the 'ACMS Version 4.28.25 - ACMS\_9 Assignment Type Maintenance' window. It has a menu bar with 'Save', 'Add', and 'Delete'. Below the menu bar is a button labeled 'Delete this code'. Below the button are three input fields: 'Assign Type Abbr:' with a text box containing 'CON', 'Assign Type Desc:' with a text box containing 'Conference Attorney', and 'Archived' with a text box containing 'No'.

## ATTORNEY STATUS TYPE

### Adding a New Attorney Status

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Attorney Status Type.”**
3. Click the **“Add”** command button.

ACMS Version 4.28.25 - ACMS\_9 Attorney Status Type Maintenance

Save Add Delete ? ESC

Attorney Status Abbr:

Attorney Status Desc:

Archived: ☐ No

4. Enter the **Attorney Status Type Abbreviation**. This is the code that will be reference on other forms in the application. It is not possible to modify this field later.
5. Enter the **Attorney Status Type Description**.
6. Click **Save**.

### Modifying an Attorney Status

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Attorney Status Type.”**
3. Click on the existing **attorney status** in the list view display.

ACMS Version 4.28.25 - ACMS\_9 Attorney Status Type Maintenance

Save Add Delete ? ESC

Abbr	description	archived
ACT	Active	No
CDR	Corporate	No
INA	Inactive	No
NDT	Not Registered	No
RET	Retired	No
ZIP	Not Required	No

Click on Entry to edit

Attorney Status Abbr:

Attorney Status Desc:

Archived: ☐ No

4. Edit the **Attorney Status Type Description** or Required fields. Attorney Status Type Abbreviation may not be modified.
5. Click **Save**

### Deleting an Attorney Status

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Attorney Status Types.”**
3. Click on the existing **Attorney Status Type** in the list view display.
4. Click **delete**.
5. **Confirm** deletion.

*Note: If the existing Assignment Type is in use the program will not allow it to be deleted.*

ACMS Version 4.28.25 - ACMS\_9 Attorney Status Type Maintenance

Save Add Delete ? ESC

Attorney Status Abb: JP

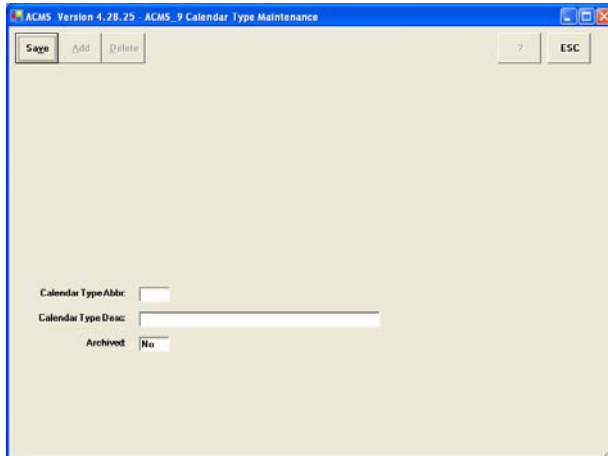
Attorney Status Desc: Not Required

Archived: No

## CALENDAR TYPE

### Adding a Calendar Type

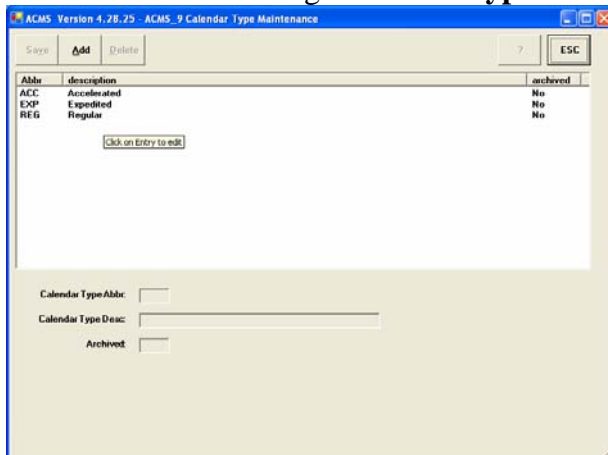
1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click “**Calendar Types.**”
3. Click the “**Add**” command button.



4. Enter the **Calendar Type Abbreviation**. This is the code that will be reference on other forms in the application. It is not possible to modify this field later.
5. Enter the **Calendar Type Description**.
6. Click **Save**.

### Modifying an existing Calendar Type

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click “**Calendar Types.**”
3. Click on the existing **Calendar Type** in the list view display.



Abbr	description	archived
ACC	Accelerated	No
EXP	Expedited	No
REG	Regular	No

4. Edit the **Calendar Type Description** or Required fields. Calendar Type Abbreviation may not be modified.
5. Click **Save**.

### Deleting a Calendar Type

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Calendar Types.”**
3. Click on the existing **Calendar Type** in the list view display.
4. Click **delete.**
5. **Confirm** deletion.

*Note: If the existing Calendar Type is in use the program will not allow it to be deleted.*

ACMS Version 4.28.25 - ACMS 9 Calendar Type Maintenance

Save Add Delete ? ESC

Delete this code

Calendar Type Abbr: EXP

Calendar Type Desc: Expedited

Archived: No

## CATEGORY

### Adding a Category

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Categories.”**
3. Click the **“Add”** command button.

The screenshot shows a window titled "ACMS Version 4.28.25 - ACMS\_9 Category Maintenance". At the top, there are buttons for "Save", "Add", and "Delete". Below these, there are input fields for "Category Type Abbr:" and "Category Type Desc:". The "Archived" field is set to "No".

4. Enter the **Category Abbreviation**. This is the code that will be reference on other forms in the application. It is not possible to modify this field later.
5. Enter the **Category Description**.
6. Click **Save**.

### Modifying an existing Category

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Categories.”**
3. Click on the existing **Category** in the list view display.

The screenshot shows the same window as before, but now it displays a list of existing categories. The list has columns for "Abbr", "description", and "archived". The categories listed are:

Abbr	description	archived
FIL	Filing	No
MOT	Motion	No
ORD	Order	No
TER	Termination	No

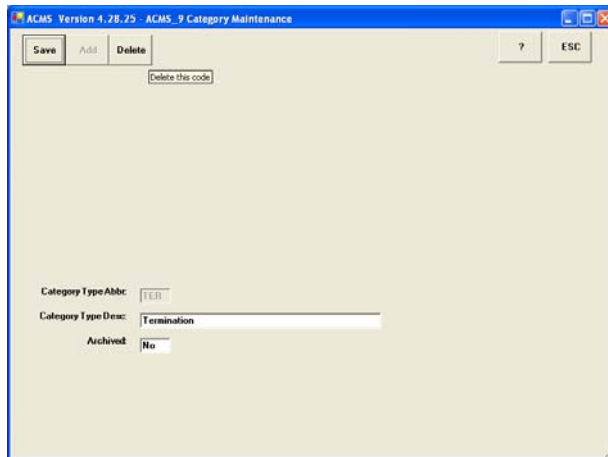
Below the list, there is a button that says "Click on Entry to edit". At the bottom of the form, there are input fields for "Category Type Abbr:", "Category Type Desc:", and "Archived".

4. Edit the **Category Description** or Required fields. Category Abbreviation may not be modified.
5. Click **Save**.

## Deleting a Category

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Categories.”**
3. Click on the existing **Category** in the list view display.
4. Click **delete**.
5. **Confirm** deletion.

*Note: If the existing Category is in use the program will not allow it to be deleted.*



ACMS Version 4.28.25 - ACMS: 9 Category Maintenance

Save Add Delete ? ESC

Delete this code

Category Type Abbr: TER

Category Type Desc: Termination

Archived: No



## CONFLICT TYPES

### Adding a Conflict Type

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click “**Conflict Types.**”
3. Click the “**Add**” command button.

The screenshot shows a window titled "ACMS Version 4.2B.25 - ACMS\_9 Conflict Type Maintenance". At the top, there are three buttons: "Save", "Add", and "Delete". To the right of these buttons are two small buttons labeled "7" and "ESC". The main area of the form is empty. At the bottom, there are three input fields: "Conflict Type Abbr:" with a small text box, "Conflict Type Desc:" with a larger text box, and "Archived:" with a dropdown menu currently set to "No".

4. Enter the **Conflict Type Abbreviation**. This is the code that will be reference on other forms in the application. It is not possible to modify this field later.
5. Enter the **Conflict Type Description**.
6. Click **Save**.

### Modifying an existing Conflict Type

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click “**Conflict Types.**”
3. Click on the existing **Conflict Type** in the list view display.

The screenshot shows the same window as before, but now it displays a list of existing conflict types. The list has three columns: "Abbr", "description", and "archived". The data in the list is as follows:

Abbr	description	archived
BZ	Business Conflict	No
PJ	Prior Judge	No
PA	Personal Acquaintance	No
REC	Recusal	No
REL	Related to someone on case	No
STK	Major Stock Holder	No
BEZ	Business Conflict - test out	No

Below the list, there is a button labeled "Click on Entry to edit". At the bottom of the form, there are three input fields: "Conflict Type Abbr:" with a small text box, "Conflict Type Desc:" with a larger text box, and "Archived:" with a dropdown menu currently set to "No".

4. Edit the **Conflict Type Description** or Required fields. Conflict Type Abbreviation may not be modified.
5. Click **Save**.

## Deleting a Conflict Type

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Conflict Types.”**
3. Click on the existing **Conflict Type** in the list view display.
4. Click **delete**.
5. **Confirm** deletion.

*Note: If the existing Conflict Type is in use the program will not allow it to be deleted.*

ACMS Version 4.28.25 - ACMS 9 Conflict Type Maintenance

Save Add Delete ? ESC Delete this code

Conflict Type Abbr: BEZ

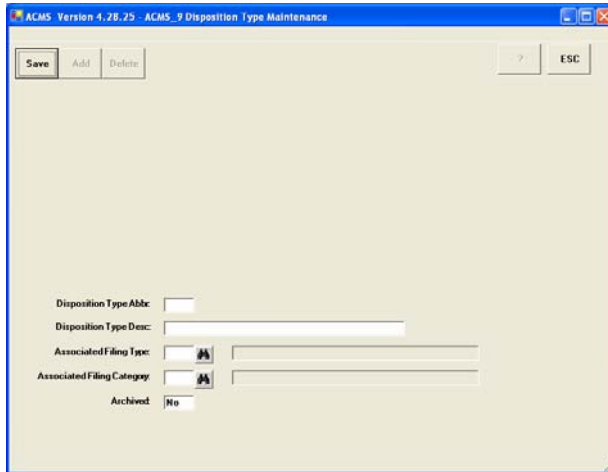
Conflict Type Desc: Bizzare Conflict - test onl

Archived: No

## DISPOSITION TYPES

### Adding a Disposition Type

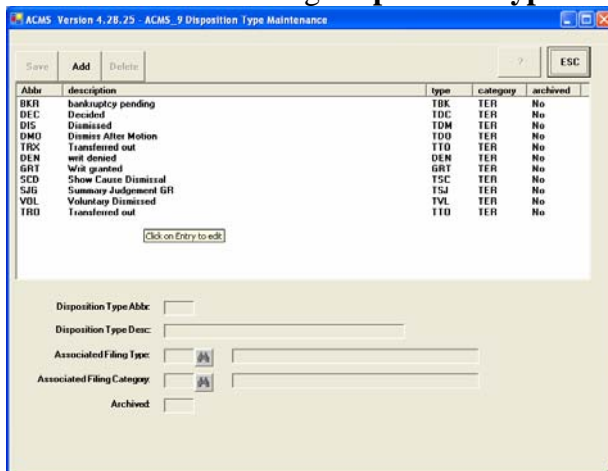
1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Disposition Types.”**
3. Click the **“Add”** command button.



4. Enter the **Disposition Type Abbreviation**. This is the code that will be reference on other forms in the application. It is not possible to modify this field later.
5. Enter the **Disposition Type Description**.
6. Enter the **Associated Filing Type**
7. Enter the **Associated Filing Category**.
8. Click **Save**.

### Modifying an existing Disposition Type

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Disposition Types.”**
3. Click on the existing **Disposition Type** in the list view display.



Abbr	description	type	category	archived
BKR	bankruptcy pending	TBK	TER	No
DEC	Decided	TDC	TER	No
DIC	Dismissed	TDM	TER	No
DMO	Dismiss After Motion	TDO	TER	No
TRX	Transferred out	TTO	TER	No
DEW	will denied	TEN	TER	No
GRT	Will granted	GRT	TER	No
SCD	Show Cause Dismissal	TSC	TER	No
SJG	Summary Judgment GRT	TSJ	TER	No
VOL	Voluntary Dismissed	TVL	TER	No
TRO	Transferred out	TTO	TER	No

4. **Edit** any of the fields except the Disposition Type Abbreviation.
5. Click **Save**.

### Deleting a Disposition Type

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Disposition Types.”**
3. Click on the existing **Disposition Type** in the list view display.
4. Click **delete.**
5. **Confirm** deletion.

*Note: If the existing Disposition Type is in use the program will not allow it to be deleted.*

ACMS Version 4.26.25 - ACMS\_9 Disposition Type Maintenance

Save Add Delete ? ESC

delete this code

Disposition Type Abbr: TRO

Disposition Type Desc: Transferred out

Associated Filing Type: TTD Termination - Transferred Out

Associated Filing Category: TERN Termination

Archived: No

## ENVIRONMENT CONSTANTS

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Environment Constants.”**
3. **Edit** information.
4. Click **Save.**

ACMS Version 4.28.25 - ACMS\_9 Environmental values Maintenance

Save ? ESC

Court Name: Ninth District Court of Appeals

Address: The Oliver Ocasek Government Building

161 South High Street Suite 504

City: Akron ZIP: 44308

Phone: 330-643-2250 FAX:

District: 9 9th

Presiding Judge: Lynn C. Slaby

Default County Number: 77

District Reports Path: \\documents\Offices\Court Shared Folder\ACMS\

Ad Hoc Reports Path: \\documents\Offices\Court Shared Folder\ACMS\

Other:

4	Open - Not currently used	7	Open - Not currently used
5	Open - Not currently used	8	Open - Not currently used

## EVENT TYPES

### Adding an Event Type

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Event Types.”**
3. Click the **“Add”** command button.

The screenshot shows the 'ACMS Version 4.2B.25 - ACMS 9 Event Type Maintenance' window. At the top, there are buttons for 'Save', 'Add', and 'Delete'. Below these are buttons for '?', 'ESC', and a help icon. The main area contains four input fields: 'Event Type Abbr:' with a text box, 'Event Type Desc:' with a larger text box, 'Usual Frequency:' with a numeric input field set to '0', and 'Archived:' with a 'No' radio button.

4. Enter the **Event Type Abbreviation**. This is the code that will be reference on other forms in the application. It is not possible to modify this field later.
5. Enter the **Event Type Description**.
6. Click **Save**.

### Modifying an existing Event Type

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Event Types.”**
3. Click on the existing **Event Type** in the list view display.

The screenshot shows the 'ACMS Version 4.2B.25 - ACMS 9 Event Type Maintenance' window. At the top, there are buttons for 'Save', 'Add', and 'Delete'. Below these are buttons for '?', 'ESC', and a help icon. The main area contains a table with the following data:

Abbr	description	usual	archived
AHR	Alternative With Hearing	0	No
ASN	Assigned to Clerk	0	No
CON	Conference	0	No
INF	information on case	0	No
MHR	Motion Hearing	0	No
OAR	Oral Argument	1	No
RHR	Referee Hearing	0	No
SCH	Show Cause Hearing	0	No
SET	case ready to be set	1	No
STB	Case to be submitted on briefs	1	No

Below the table is a button labeled 'Click on Entry to edit'. At the bottom of the form, there are four input fields: 'Event Type Abbr:' with a text box, 'Event Type Desc:' with a larger text box, 'Usual Frequency:' with a numeric input field, and 'Archived:' with a radio button.

4. Edit the **Event Type Description** or Required fields. Event Type Abbreviation may not be modified.
5. Click **Save**.

### Deleting an Event Type

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Event Types.”**
3. Click on the existing **Event Type** in the list view display.
4. Click **delete**.
5. **Confirm** deletion.

*Note: If the existing Event Type is in use the program will not allow it to be deleted.*

ACMS Version 4.2B.75 - ACMS 9 Event Type Maintenance

Save Add Delete ? ESC

Delete this code

Event Type Abbv: SUB

Event Type Desc: Case to be submitted on briefs

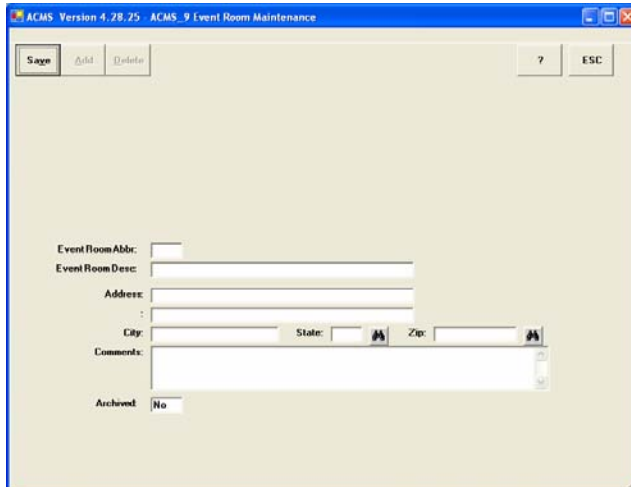
Usual Frequency: 1

Archived: No

## EVENT ROOMS

### Adding an Event Room

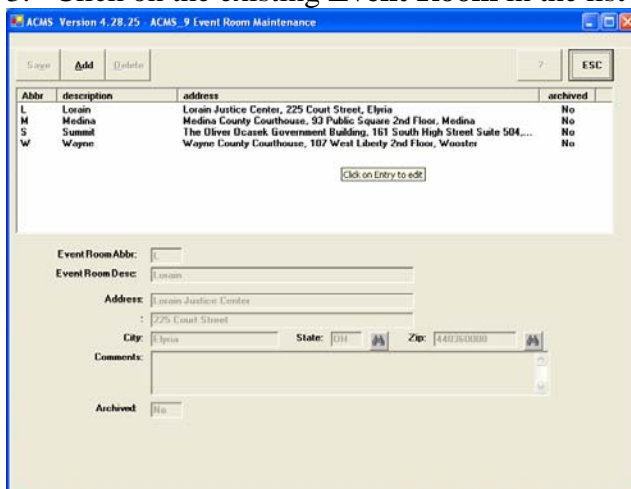
1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Event Rooms.”**
3. Click the **“Add”** command button.



4. Enter the **Event Room Abbreviation**. This is the code that will be reference on other forms in the application. It is not possible to modify this field later.
5. Enter the **Event Room Description**.
6. Enter **Address, Zip, City, State, Comments** if desired.
7. Click **Save**.

### Modifying an existing Event Room

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Event Rooms.”**
3. Click on the existing **Event Room** in the list view display.



Abbr	description	address	archived
L	Lorain	Lorain Justice Center, 225 Court Street, Elgin	No
M	Medina	Medina County Courthouse, 93 Public Square 2nd Floor, Medina	No
S	Summit	The Oliver D'Amico Government Building, 161 South High Street Suite 504...	No
W	Wagon	Wagon County Courthouse, 107 West Liberty 2nd Floor, Wagon	No

4. Edit the **Event Room Description** or other fields.
5. Click **Save**.



### Deleting an Event Room

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Event Rooms.”**
3. Click on the existing **Event Room** in the list view display.
4. Click **delete.**
5. **Confirm** deletion.

*Note: If the existing Event Room is in use the program will not allow it to be deleted.*

The screenshot shows a software window titled "ACMS Version 4.2B.25 ACMS 9 Event Room Maintenance". At the top, there are buttons for "Save", "Add", "Delete", "?", and "ESC". Below these is a button labeled "Delete this code". The form contains several input fields: "Event Room Abbr:" with the value "W", "Event Room Desc:" with the value "Wayne", "Address:" with the value "Wayne County Courthouse", "City:" with the value "Wausau", "State:" with the value "OH", and "Zip:" with the value "44691". There is also a "Comments:" text area and an "Archived:" checkbox which is currently unchecked.

## FILING TYPES

### Adding a Filing Type

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Filing Types.”**
3. Click the **“Add”** command button.

ACMS Version 4.2B.25 ACMS\_9 Filing Type Maintenance

Save Add Delete 7 ESC

Filing Type Abbr:   
Filing Type Desc:   
Update Record Complete Date: ☐ No  
Update Brief Complete Date: ☐ No  
Usual Frequency:  0  
Cause Reactivation Clearing: ☐  
Archived: ☐ No

Event Generation  
Associated Filing Category:    
Associated Event Type:

Dependent Filing Generation  
Filing Category:    
Filing Type:    
Party Type:    
Number Days:

4. Enter the **Filing Type Abbreviation**. This is the code that will be referenced on other forms in the application. It is not possible to modify this field later.
5. Enter the **Filing Type Description**.
6. Set **Update Record Complete Date** to “Yes” if this filing should update Case Page 1.
7. Set **Update Brief Complete Date** to “Yes” if this filing should update Case Page 1.
8. If the filing is to trigger an event, enter the **Associated Filing Category, Associated Event Type** within the “Event Generation” shaded area.
9. If the filing is to create a dependent filing with a due date, enter **Filing Category, Filing Type, Party Type, Number Days** within the “Dependent Filing Generation shaded area.
10. Click **Save**.

## Modifying an existing Filing Type

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Filing Types.”**
3. Click on the existing **Filing Type** in the list view display.

Abbr	description	category	type	rec	bef	usual	react	archived	depend	day
3PC	Third Party Complaint			No	0	No	No	No		0
SC	Statement With No Agreement			No	0	No	No	No		0
SD	Statement With Agreement			No	0	No	No	No		0
ALC	Amended Complaint			No	0	No	No	No		0
ATI	affidavit of indigency			No	0	No	No	No		0
ALB	Appellee's Brief	FIL	SET	No	Yes	1	No	No		0
ALT	Alternative Writ			No	0	No	No	No		0
AM	Amicus Brief			No	0	No	No	No		0
ANS	Answer			No	0	No	No	No		0
APB	Appellant's Brief			No	No	1	No	No	ALB	20
APP	Appointment of Counsel			No	0	No	No	No		0
BKR	bankruptcy notice			No	0	No	No	No		0
IDE	trial			No	0	No	No	No		0

4. **Edit** any of the fields except the Filing Type Abbreviation.
5. Click **Save**.

## Deleting a Filing Type

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Filing Types.”**
3. Click on the existing **Filing Type** in the list view display.
4. Click **delete**.
5. **Confirm** deletion.

*Note: If the existing Filing Type is in use the program will not allow it to be deleted.*

### Event Generation

If **Associated Event Type** is filled in, then any time this filing type is used to create a case filing record, an event record of the indicated type will be created. For example, filing type ALB has an associated event type of SET. Thus, any time an ALB filing is created, the system will ask if you wish to also create a SET event type.

Do note that the **Associated Filing Category** must match the category choice entered when creating the case filing record. Specifically, if this value is set to “FIL”, then an event of the type contained in the **Associated Event Type** will be created when a filing of value in **Filing Type Abbr**, Category = “FIL” will be created. If the **Associated Filing Category** is blank, then the associated event will NOT be created.

### Dependent Filing Generation

## HOLIDAYS

### Adding a Holiday

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Holidays.”**
3. Click the **“Add”** command button.

The screenshot shows a window titled "ACMS Version 4.28.25 Holiday Maintenance". At the top, there are three buttons: "Save", "Add", and "Delete". The "Add" button is highlighted. Below the buttons, there are two text input fields: "Date of Holiday:" and "Holiday Description:". Below the "Holiday Description:" field, there is a small "No" button. The window has a standard Windows-style title bar with minimize, maximize, and close buttons.

4. Enter the **Date of Holiday**. This field will not be able to be updated later.
5. Enter the **Holiday Description**.
6. Click **Save**.

### Modifying an existing Holiday

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Holidays.”**
3. Click on the existing **Holiday** in the list view display.

The screenshot shows the same window as before, but now it displays a list of existing holidays. The list has two columns: "Date" and "description". The list includes the following entries:

Date	description
11/11/2005	Veterans Day
11/24/2005	Thanksgiving Day
11/25/2005	Day after Thanksgiving closed
12/25/2005	Christmas Day observed
1/2/2006	New year's Day observed
1/16/2006	Martin Luther King Day observed
2/20/2006	President's Day
5/29/2006	Memorial Day
7/4/2006	Independence Day
9/4/2006	Labor Day
10/9/2006	Columbus Day
11/10/2006	Veterans' Day observed
11/23/2006	Thanksgiving Day
12/25/2006	Christmas Day
1/1/2007	New Year's Day

Below the list, there is a "Click on Entry to edit" button. Below this button, there are two text input fields: "Date of Holiday:" and "Holiday Description:". The "Date of Holiday:" field is disabled (grayed out).

4. Edit the **Holiday Description**. It is not possible to edit the Date of Holiday.
5. Click **Save**.

### Deleting a Holiday

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Holidays.”**
3. Click on the existing **Holiday** in the list view display.
4. Click **delete**.
5. **Confirm** deletion.

Note: If the existing Holiday is in use the program will not allow it to be deleted.

ACMS Version 4.28.25 - ACMS\_9 Holiday Maintenance

Save Add Delete ? ESC

Delete this code

Date of Holiday: 11/12/2007

Holiday Descriptor: Veteran's Day Observed

## INDIVIDUALS ASSIGNED

### Adding an Individual Assigned

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Individuals Assigned.”**
3. Click the **“Add”** command button.

4. Enter the **Individual Assigned Abbreviation**. This is the code that will be reference on other forms in the application. It is not possible to modify this field later.
5. Enter the **Last Name** data (**required**).
6. Enter the **First Name; Middle Name** data.
7. Optional fields are **Attorney Number, Seniority**.
8. Click **Save**.

### Modifying an existing Individual Assigned

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Individuals Assigned.”**
3. Click on the existing **Individual Assigned** in the list view display.

4. Edit the **Name fields** or Required field. Individual Assigned Abbreviation may not be modified.
5. Click **Save**.

#### Deleting an Individual Assigned

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Individuals Assigned.”**
3. Click on the existing **Individual Assigned** in the list view display.
4. Click **delete**.
5. **Confirm** deletion.

*Note: If the existing Individual Assigned is in use the program will not allow it to be deleted.*

ACMS Version 4.28.25 Individual Assigned Code Maintenance

Save Add Delete ? ESC

Delete this code

Individual Abbr: WAI

Last Name: Waite

First Name: Cheryl

Middle Name: Lynne

Attorney Number: 0030115

Seniority: 0

Archived: No



## INSTITUTION ADDRESS

### Adding an Institution Address

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Institution Address.”**
3. Click the **“Add”** command button.

The screenshot shows a software window titled "ACMS Version 4.28.25 Institution Address Maintenance". At the top left are buttons for "Save", "Add", and "Delete". At the top right are buttons for "?" and "ESC". The form contains the following fields: "Institution Abbr:" (a single-line text box), "Description:" (a single-line text box), "Address:" (a two-line text box), "City:" (a single-line text box), "State:" (a dropdown menu with a flag icon), "Zip:" (a single-line text box with a flag icon), "Phone:" (a single-line text box), "Phone Extension:" (a single-line text box), "FAX:" (a single-line text box), "FAX Extension:" (a single-line text box), "Email Address:" (a single-line text box), "Comments:" (a multi-line text box with a scroll bar), and "Archived:" (a checkbox with the label "No").

4. Enter the **Institution Abbr.** This field will not be able to be updated later.
5. Enter the **Institution Description.**
6. Enter the **Address (two lines).**
7. Enter the **Zip** code; **City and State** will be automatically filled.
8. Enter **Phone/Phone Extension/FAX/FAX Extension/Email Address/Comments** if desired.
9. Click **Save.**

### Modifying an existing Institution Address

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Institution Address.”**
3. Click on the existing **Institution Address** in the list view display.

ACMS Version 4.28.25 Institution Address Maintenance

Save Add Delete ? ESC

Abbr	description	address line 1	address line 2	city	archived
BEL	Belmont Correctional	Belmont Correctional Insti...	P.O. Box 540	Saint Clairsville	No
NOB	Noble Correctional	Noble Correctional Institu...	15709 McConnellsville...	Caldwell	No

Click on Institution to modify

Institution Abbr:

Description:

Address:

City:  State:  Zip:

Phone:  Phone Extension:

FAX:  FAX Extension:

Email Address:

Comments:

Archived:

4. Edit the fields as needed.
5. Click **Save**.

### Deleting an Institution Address

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Institution Address.”**
3. Click on the existing **Institution Address** in the list view display.
4. Click **Delete**.
5. **Confirm** deletion.

*Note: If the existing Holiday is in use the program will not allow it to be deleted.*

ACMS Version 4.28.25 Institution Address Maintenance

Save Add Delete ? ESC

Delete the selected Institution Address

Institution Abbr:

Description:

Address:

City:  State:  Zip:

Phone:  Phone Extension:

FAX:  FAX Extension:

Email Address:

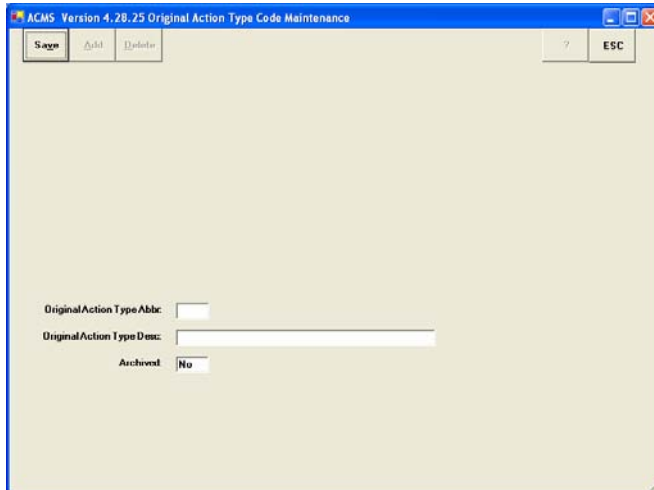
Comments:

Archived:

## ORIGINAL ACTION TYPES

### Adding an Original Action

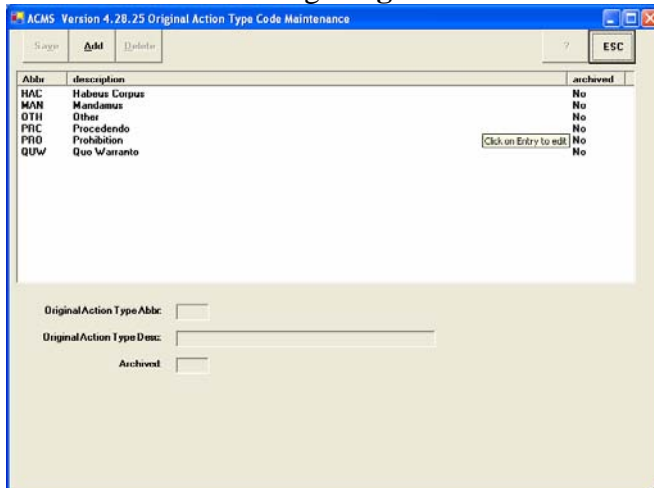
1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Original Actions.”**
3. Click the **“Add”** command button.



4. Enter the **Original Action Abbreviation**. This is the code that will be reference on other forms in the application. It is not possible to modify this field later.
5. Enter the **Original Action Description**.
6. Click **Save**.

### Modifying an existing Original Action

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Original Actions.”**
3. Click on the existing **Original Action** in the list view display.



Abbr	description	archived
HAC	Habeas Corpus	No
MAN	Mandamus	No
OTH	Other	No
PRC	Procedendo	No
PRO	Prohibition	No
QUW	Quo Warranto	No

4. Edit the **Original Action Description**.
5. Click **Save**.

### Deleting an Original Action

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Original Actions.”**
3. Click on the existing **Original Action** in the list view display.
4. Click **delete**.
5. **Confirm** deletion.

*Note: If the existing Original Action is in use the program will not allow it to be deleted.*

The screenshot shows a window titled "ACMS Version 4.28.25 Original Action Type Code Maintenance". At the top, there are three buttons: "Save", "Add", and "Delete". To the right of these buttons are two more buttons: "?" and "ESC". Below the buttons, there is a text box labeled "Delete this code:". The main area of the window contains the following fields:  
OriginalAction TypeAbbr: QUPW  
OriginalAction Type Desc: Quo Warranto  
Archived: No

## PARTY DESIGNATORS

### Adding a Party Designator

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Party Designators.”**
3. Click the **“Add”** command button.

The screenshot shows the 'ACMS Version 4.28.25 Party Designator Maintenance' window. At the top, there are buttons for 'Save', 'Add', and 'Delete'. Below these are buttons for '?', 'ESC', and a help icon. The main area contains three input fields: 'Party Designator Abbr:' with a small text box, 'Party Designator Desc:' with a larger text box, and 'Archived:' with a dropdown menu currently set to 'No'.

4. Enter the **Party Designator Abbreviation**. This is the code that will be reference on other forms in the application. It is not possible to modify this field later.
5. Enter the **Party Designator Description**.
6. Click **Save**.

### Modifying an existing Party Designator

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Party Designators.”**
3. Click on the existing **Party Designator** in the list view display.

The screenshot shows the 'ACMS Version 4.28.25 Party Designator Maintenance' window. At the top, there are buttons for 'Save', 'Add', and 'Delete'. Below these are buttons for '?', 'ESC', and a help icon. The main area contains a table with three columns: 'Abbr', 'description', and 'archived'. Below the table is a button labeled 'Click on Entry to edit'. At the bottom, there are three input fields: 'Party Designator Abbr:', 'Party Designator Desc:', and 'Archived:'.

Abbr	description	archived
ODF	Other Defendant	No
DPL	Other Plaintiff	No
PDF	Primary Defendant	No
PPI	Primary Plaintiff	No
JPD	Judicial Party	No
INT	Intervenor	No
OTH	other, G/L	No

4. Edit the **Party Designator Description** or Required fields. Party Designator Abbreviation may not be modified.

5. Click **Save**.

### Deleting a Party Designator

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Party Designators.”**
3. Click on the existing **Party Designator** in the list view display.
4. Click **delete**.
5. **Confirm** deletion.

*Note: If the existing Party Designator is in use the program will not allow it to be deleted.*

The screenshot shows a Windows-style application window titled "ACMS Version 4.28.25 Party Designator Maintenance". The window has a light beige background and a blue border. At the top left, there are three buttons: "Save", "Add", and "Delete". At the top right, there are two buttons: "?" and "ESC". Below these buttons, there is a small text label "Delete this code" with a corresponding button. The main area of the window contains three input fields. The first is labeled "Party Designator Abbr:" and contains the text "OTH". The second is labeled "Party Designator Desc:" and contains the text "other, RAI". The third is labeled "Archived:" and contains the text "No".

## PARTY TYPES

### Adding a Party Type

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Party Types.”**
3. Click the **“Add”** command button.

The screenshot shows a window titled "ACMS Version 4.28.25 Party Type Maintenance". At the top, there are three buttons: "Save", "Add", and "Delete". To the right of these buttons are a help icon (?) and an "ESC" button. The main area of the form contains three input fields: "Party Type Abbr:" with a small text box, "Party Type Desc:" with a larger text box, and "Archived:" with a dropdown menu currently set to "No".

4. Enter the **Party Type Abbreviation**. This is the code that will be reference on other forms in the application. It is not possible to modify this field later.
5. Enter the **Party Type Description**.
6. Click **Save**.

### Modifying an existing Party Type

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Party Types.”**
3. Click on the existing **Party Type** in the list view display.

The screenshot shows the same window as before, but now it displays a list of existing party types. The list has three columns: "Abbr", "description", and "archived". Below the list, there are input fields for "Party Type Abbr:", "Party Type Desc:", and "Archived:". A button labeled "Click on Entry to edit" is located below the list.

Abbr	description	archived
AMC	Amicus Curiae	No
APE	Appellee	No
API	Appellant	No
CAP	Cross-Appellant	No
CLE	Cross-Appellee	No
DEF	Defendant	No
GAD	Guardian	No
GAL	Guardian Ad Litem	No
INT	Intervenor	No
OTH	Other	No
PET	Petitioner	No
PLN	Plaintiff	No
REL	Relator	No
RES	Respondent	No
TPT	Third Party	No

4. Edit the **Party Type Description** or Required fields. Party Type Abbreviation may not be modified.
5. Click **Save**.

### Deleting a Party Type

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Party Types.”**
3. Click on the existing **Party Type** in the list view display.
4. Click **delete.**
5. **Confirm** deletion.

*Note: If the existing Party Type is in use the program will not allow it to be deleted.*

The screenshot shows a window titled "ACMS Version 4.28.25 Party Type Maintenance". At the top, there are buttons for "Save", "Add", and "Delete". On the right side, there are buttons for "?", "ESC", and "Delete this code". The main area of the window contains three labels with corresponding input fields: "PartyTypeAbbr:" with the value "TPT", "Party Type Desc:" with the value "Third Party", and "Archived:" with the value "No".



## RATINGS

### Adding a Rating

From the Main Menu and most other forms, click the **Tools** Command Button.

1. Click **“Ratings.”**
2. Click the **“Add”** command button.

The screenshot shows the 'ACMS Version 4.28.25 Maintain Ratings' window. At the top, there are buttons for 'Save', 'Add', and 'Delete'. On the right, there are buttons for '?' and 'ESC'. The main area contains three input fields: 'Rating Abbr:' with a text box, 'Rating Desc:' with a larger text box, and 'Archived:' with a dropdown menu currently set to 'No'.

3. Enter the **Rating Abbreviation**. This is the code that will be reference on other forms in the application. It is not possible to modify this field later.
4. Enter the **Rating Description**.
5. Click **Save**.

### Modifying an existing Rating

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Ratings.”**
3. Click on the existing **Rating** in the list view display.

The screenshot shows the 'ACMS Version 4.28.25 Maintain Ratings' window. At the top, there are buttons for 'Save', 'Add', and 'Delete'. On the right, there are buttons for '?' and 'ESC'. The main area displays a list view with three columns: 'Abbr', 'description', and 'archived'. The list contains five entries:

Abbr	description	archived
1	Easy	No
2	Fairly Easy	No
3	Moderate	No
4	Difficult	No
5	Most Difficult	No

Below the list is a button that says 'Click on Entry to edit'. At the bottom of the form, there are input fields for 'Rating Abbr:', 'Rating Desc:', and 'Archived:'.

4. Edit the **Rating Description** or Required fields. Rating Abbreviation may not be modified.
5. Click **Save**.

### Deleting a Rating

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Ratings.”**
3. Click on the existing **Rating** in the list view display.
4. Click **delete**.
5. **Confirm** deletion.

*Note: If the existing Rating is in use the program will not allow it to be deleted.*

The screenshot shows a software window titled "ACMS Version 4.28.25 Maintain Ratings". At the top, there are three buttons: "Save", "Add", and "Delete". To the right of these are buttons for "?", "ESC", and a "Delete this code" button. The main area of the form contains three input fields: "Rating Abbr:" with the value "1", "Rating Desc:" with the value "Easy", and "Archived:" with the value "No".

## REPRESENTATION STATUS

### Adding a Representation Status

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Representation Status.”**
3. Click the **“Add”** command button.

The screenshot shows a window titled "ACMS Version 4.28.25 Representation Status Code Maintenance". At the top, there are buttons for "Save", "Add", and "Delete". Below these are buttons for "?", "ESC", and a "Print" icon. The main area contains three input fields: "Representation Status Abbr:" with a small text box, "Representation Status Desc:" with a larger text box, and "Archived:" with a dropdown menu currently set to "No".

4. Enter the **Representation Status Abbreviation**. This is the code that will be reference on other forms in the application. It is not possible to modify this field later.
5. Enter the **Representation Status Description**.
6. Click **Save**.

### Modifying an existing Representation Status

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Representation Status.”**
3. Click on the existing **Representation Status** in the list view display.

The screenshot shows the same window as before, but now the "Add" button is highlighted. Below the input fields, there is a table with the following data:

Abbr	description	archived
ATY	Attorney	No
BOT	Both	No
NON	None	No
PRO	Pro se	No

Below the table is a button labeled "Click on Entry to edit". At the bottom of the form, there are input fields for "Representation Status Abbr:", "Representation Status Desc:", and "Archived:".

4. Edit the **Representation Status Description** or Required fields. Representation Status Abbreviation may not be modified.

5. Click **Save**.

### Deleting a Representation Status

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Representation Status.”**
3. Click on the existing **Representation Status** in the list view display.
4. Click **delete**.
5. **Confirm** deletion.

*Note: If the existing Representation Status is in use the program will not allow it to be deleted.*

The screenshot shows a window titled "ACMS Version 4.28.25 Representation Status Code Maintenance". At the top, there are buttons for "Save", "Add", "Delete", "?", and "ESC". Below the "Delete" button is a small label "Delete this code". The main area of the window contains three input fields: "Representation Status Abbr:" with the value "PRD", "Representation Status Desc:" with the value "Pro se", and "Archived:" with the value "No".

## SENSITIVITY TYPES

### Adding a Sensitivity Type

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Sensitivity Types.”**
3. Click the **“Add”** command button.

The screenshot shows a window titled "ACMS Version 4.28.25 Sensitivity Type Maintenance". At the top, there are buttons for "Save", "Add", and "Delete". On the right side, there are buttons for "?", "ESC", and a small "X" icon. The main area of the form contains three input fields: "Sensitivity Type Abbr:" with a text box, "Sensitivity Type Desc:" with a larger text box, and "Archived" with a dropdown menu currently set to "No".

4. Enter the **Sensitivity Type Abbreviation**. This is the code that will be reference on other forms in the application. It is not possible to modify this field later.
5. Enter the **Sensitivity Description**.
6. Click **Save**.

### Modifying an existing Sensitivity Type

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Sensitivity Types.”**
3. Click on the existing **Sensitivity Type** in the list view display.

The screenshot shows the same window as before, but now it displays a list of existing sensitivity types. The list has three columns: "Abbr", "description", and "archived". The data rows are:

Abbr	description	archived
JUV	Juvenile	No
EXP	Expunged	No

Below the list, there is a button labeled "Click on Entry to edit". At the bottom of the form, there are input fields for "Sensitivity Type Abbr:", "Sensitivity Type Desc:", and "Archived" (a dropdown menu).

4. Edit the **Sensitivity Description** or Required fields. Sensitivity Type Abbreviation may not be modified.
5. Click **Save**.

#### Deleting a Sensitivity Type

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click “**Sensitivity Types.**”
3. Click on the existing **Sensitivity Type** in the list view display.
4. Click **delete**.
5. **Confirm** deletion.

Note: If the existing Sensitivity Type is in use the program will not allow it to be deleted.

The screenshot shows a window titled "ACMS Version 4.28.25 Sensitivity Type Maintenance". At the top, there are buttons for "Save", "Add", and "Delete", along with a help icon (?) and an "ESC" button. Below these is a label "Delete this code" with a small input field. The main area of the window contains three fields: "Sensitivity Type Abbr:" with the value "EXP", "Sensitivity Type Desc:" with the value "Expunged", and "Archived:" with the value "No".

## SETTLEMENTS

### Adding a Settlement

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Settlements.”**
3. Click the **“Add”** command button.

The screenshot shows a window titled "ACMS Version 4.28.25 Settlement Status Code Maintenance". At the top, there are buttons for "Save", "Add", and "Delete". On the right, there are buttons for "?", "ESC", and a small icon. The main area contains three input fields: "Settlement Status Abbr:" with a text box, "Settlement Status Desc:" with a text box, and "Archived:" with a dropdown menu currently set to "No".

4. Enter the **Settlement Abbreviation**. This is the code that will be reference on other forms in the application. It is not possible to modify this field later.
5. Enter the **Settlement Description**.
6. Click **Save**.

### Modifying an existing Settlement

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Settlements.”**
3. Click on the existing **Settlement** in the list view display.

The screenshot shows the same window as before, but with the "Add" button highlighted. Below the input fields, there is a table listing existing settlements. The table has three columns: "Abbr", "description", and "archived".

Abbr	description	archived
CN	Continuing Neg.	No
CC	Conference Cancelled	No
DD	Dismissed, Other	No
P	Pending	No
NS	Not Settled	No
S	Settled	No

Below the table, there is a button labeled "Click on Entry to edit". At the bottom of the form, there are input fields for "Settlement Status Abbr:", "Settlement Status Desc:", and "Archived:".

4. Edit the **Settlement Description** or Required fields. Settlement Abbreviation may not be modified.
5. Click **Save**.

#### Deleting a Settlement

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click “**Settlements.**”
3. Click on the existing **Settlement** in the list view display.
4. Click **delete**.
5. **Confirm** deletion.

Note: If the existing Settlement is in use the program will not allow it to be deleted.

The screenshot shows a software window titled "ACMS Version 4.28.25 Settlement Status Code Maintenance". At the top, there are three buttons: "Save", "Add", and "Delete". To the right of these are buttons for "?", "ESC", and a "Delete this code" button. The main area of the window contains three input fields: "Settlement Status Abbr:" with the value "S", "Settlement Status Desc:" with the value "Settled", and "Archived:" with the value "No".



## STATES

### Adding a State

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“States.”**
3. Click the **“Add”** command button.

The screenshot shows a window titled "ACMS Version 4.28.25 State Code Maintenance". At the top, there are buttons for "Save", "Add", and "Delete". On the right, there are buttons for "?", "ESC", and a small "X". The main area contains three input fields: "State Abbr:" with a small text box, "State Desc:" with a larger text box, and "Archived:" with a dropdown menu currently set to "No".

4. Enter the **State Abbreviation**. This is the code that will be reference on other forms in the application. It is not possible to modify this field later.
5. Enter the **State Description**.
6. Click **Save**.

### Modifying an existing State

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“States.”**
3. Click on the existing **State** in the list view display.

The screenshot shows the same window as before, but now it displays a list of existing states. The list has three columns: "Abbr", "description", and "archived". The "Add" button is still active. A tooltip "Click on Entry to edit" is visible over the "DE" entry. Below the list, there are input fields for "State Abbr:", "State Desc:", and "Archived:".

Abbr	description	archived
AK	Alaska	No
AL	Alabama	No
AR	Arkansas	No
AZ	Arizona	No
CA	California	No
CO	Colorado	No
CT	Connecticut	No
DC	Dist of Columbia	No
DE	Delaware	No
FL	Florida	No
GA	Georgia	No
HI	Hawaii	No
IA	Iowa	No
ID	Idaho	No
...	...	...

4. Edit the **State Description** or Required fields. State Abbreviation may not be modified.

5. Click **Save**.

### Deleting a State

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“States.”**
3. Click on the existing **State** in the list view display.
4. Click **delete**.
5. **Confirm** deletion.

*Note: If the existing State is in use the program will not allow it to be deleted.*

The screenshot shows a window titled "ACMS Version 4.28.25 State Code Maintenance". At the top, there are three buttons: "Save", "Add", and "Delete". To the right of these are two more buttons: "?" and "ESC". Below the buttons, there is a label "Delete this code" with a small rectangular button next to it. In the lower section of the window, there are three fields: "State Abbr:" with the value "IA", "State Desc:" with the value "Iowa", and "Archived:" with the value "No".

## STATUTE RULES

### Adding a Statute Rule

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Statute Rules.”**
3. Click the **“Add”** command button.

The screenshot shows a window titled "ACMS Version 4.28.25 Statute Rule Maintenance". At the top, there are buttons for "Save", "Add", and "Delete", along with a help icon and an "ESC" button. The main area contains three input fields: "Statute Rule Abbr:" with a short text box, "Statute Rule Desc:" with a longer text box, and "Archived:" with a dropdown menu currently set to "No".

4. Enter the **Statute Rule Abbreviation**. This is the code that will be reference on other forms in the application. It is not possible to modify this field later.
5. Enter the **Statute Rule Description**.
6. Click **Save**.

### Modifying an existing Statute Rule

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Statute Rules.”**
3. Click on the existing **Statute Rule** in the list view display.

The screenshot shows the same window as before, but the "Add" button is highlighted. Below the input fields, there is a table listing existing statute rules. Below the table is a button that says "Click on Entry to edit".

Abbr	description	archived
Z953	postconviction	No
FA0	2505.02; Civ. R. 54(B)	No
SB2	Senate Bill 2	No
SP	2950; sexual pred	No

4. Edit the **Statute Rule Description** or Required fields. Statute Rule Abbreviation may not be modified.
5. Click **Save**.

#### Deleting a Statute Rule

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click “**Statute Rules.**”
3. Click on the existing **Statute Rule** in the list view display.
4. Click **delete**.
5. **Confirm** deletion.

*Note: If the existing Statute Rule is in use the program will not allow it to be deleted.*

ACMS Version 4.28.25 Statute Rule Maintenance

Save Add Delete ? ESC

Delete this code

Statute Rule Abbr: SP

Statute Rule Desc: 2950; sexual pred

Archived: No

## STATUTE RULE TYPES

### Adding a Statute Rule Type

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Statute Rule Types.”**
3. Click the **“Add”** command button.

The screenshot shows a window titled "ACMS Version 4.28.25 Statute Rule Maintenance". At the top, there are buttons for "Save", "Add", and "Delete", along with a help icon (?) and an "ESC" button. The main area contains three input fields: "Statute Rule Type Abbr:" with a small text box, "Statute Rule Type Desc:" with a larger text box, and "Archived:" with a dropdown menu currently set to "No".

4. Enter the **Statute Rule Type Abbreviation**. This is the code that will be reference on other forms in the application. It is not possible to modify this field later.
5. Enter the **Statute Rule Type Description**.
6. Click **Save**.

### Modifying an existing Statute Rule Type

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Statute Rule Types.”**
3. Click on the existing **Statute Rule Type** in the list view display.

The screenshot shows the same window as before, but now it displays a list of existing statute rule types. The list has three columns: "Abbr", "description", and "archived". Below the list are the same input fields as in the previous screenshot.

Abbr	description	archived
FCN	Federal Const.	No
FER	Federal Rule	No
FES	Federal Statute	No
FRG	Federal Regulation	No
OHC	Ohio Constitution	No
OHG	Ohio Regulation	No
OHR	Ohio Rule	No
OHS	Ohio Statute	No
OTH	Other	No
REC	Related Citation	No
CON	United States Constitution	No
FAD	Dismissed for lack of law	No

4. Edit the **Statute Rule Type Description** or Required fields. Statute Rule Type Abbreviation may not be modified.
5. Click **Save**.

#### Deleting a Statute Rule Type

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Statute Rule Types.”**
3. Click on the existing **Statute Rule Type** in the list view display.
4. Click **delete**.
5. **Confirm** deletion.

*Note: If the existing Statute Rule Type is in use the program will not allow it to be deleted.*

ACMS Version 4.28.25 Statute Rule Maintenance

Save Add Delete ? ESC

Delete this code

Statute Rule Type Abbr: FAD

Statute Rule Type Desc: Dismissed for lack of fao

Archived: No

## SUPREME COURT CASE TYPES

### Adding a Supreme Court Case Type

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Supreme Court Case Types.”**
3. Click the **“Add”** command button.

The screenshot shows the 'ACMS Version 4.28.25 Supreme Court Case Type Maintenance' window. At the top, there are buttons for 'Save', 'Add', and 'Delete', along with a help icon and an 'ESC' button. The form contains the following fields:

- 'Supreme Court Case Type Abbr:' with a text input field.
- 'Supreme Court Case Type Desc:' with a text input field.
- 'Archived:' with a dropdown menu currently set to 'No'.
- A 'Supreme Court Guidelines' section containing four checkboxes: 'Pending', 'No Record', 'No Brief', 'Not Argued', and 'Not Journalized'.

4. Enter the **Supreme Court Case Type Abbreviation**. This is the code that will be reference on other forms in the application. It is not possible to modify this field later.
5. Enter the **Supreme Court Case Type Description**.
6. Click **Save**.

### Modifying an existing Supreme Court Case Type

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Supreme Court Case Types.”**
3. Click on the existing **Supreme Court Case Type** in the list view display.

The screenshot shows the 'ACMS Version 4.28.25 Supreme Court Case Type Maintenance' window. At the top, there are buttons for 'Save', 'Add', and 'Delete', along with a help icon and an 'ESC' button. Below the buttons is a table listing existing case types:

Abbr	description	archived
A	Crim. C.P.	No
B	Crim. Death C.P.	No
C	Crim. Muni.	No
D	Original Action	No
E	Civil C.P.	No
F	DomRel Prob/Juv C.P.	No
G	Civil Muni.	No
H	Administrative	No
I	Court of Claims	No

Below the table, there is a button labeled 'Click on Entry to edit'. Underneath the table, the form contains the same fields as the previous screenshot: 'Supreme Court Case Type Abbr:', 'Supreme Court Case Type Desc:', 'Archived:', and the 'Supreme Court Guidelines' section with checkboxes for 'Pending', 'No Record', 'No Brief', 'Not Argued', and 'Not Journalized'.

4. Edit the **Supreme Court Case Type Description** or Required fields. Supreme Court Case Type Abbreviation may not be modified.
5. Click **Save**.

#### Deleting a Supreme Court Case Type

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Supreme Court Case Types.”**
3. Click on the existing **Supreme Court Case Type** in the list view display.
4. Click **delete**.
5. **Confirm** deletion.

*Note: If the existing Supreme Court Case Type is in use the program will not allow it to be deleted.*

Supreme Court Guidelines	
Pending:	210
No Record:	40
No Brief:	50
Not Argued:	60
Not Journalized:	60



## TRIAL COURT COUNTIES

### Adding a Trial Court County

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Trial Court Counties.”**
3. Click the **“Add”** command button.

The screenshot shows a window titled "ACMS Version 4.28.25 County Maintenance". At the top, there are buttons for "Save", "Add", and "Delete", along with a help icon (?) and an "ESC" button. The main area contains three input fields: "County Number:" with a small text box, "County Name:" with a larger text box, and "Archived:" with a dropdown menu currently set to "No".

4. Enter the **Trial Court County Number**. This is the code that will be reference on other forms in the application. It is not possible to modify this field later.
5. Enter the **Trial Court County Name**.
6. Click **Save**.

### Modifying an existing Trial Court County

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Trial Court Counties.”**
3. Click on the existing **Trial Court County** in the list view display.

The screenshot shows the same window as before, but with a list view displayed. The list has three columns: "Abbr", "description", and "archived". The data is as follows:

Abbr	description	archived
07	Belmont	No
10	Carroll	No
15	Columbiana	No
34	Harrison	No
41	Jefferson	No
50	Mahoning	No
56	Monroe	No
61	Noble	No

Below the list is a button that says "Click on Entry to edit". At the bottom of the form, there are input fields for "County Number:", "County Name:", and "Archived:" (a dropdown menu).

4. Edit the **Trial Court County Name** or Required fields. Trial Court County Number may not be modified.
5. Click **Save**.

#### Deleting a Trial Court County

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click “**Trial Court Counties.**”
3. Click on the existing **Trial Court County** in the list view display.
4. Click **delete**.
5. **Confirm** deletion.

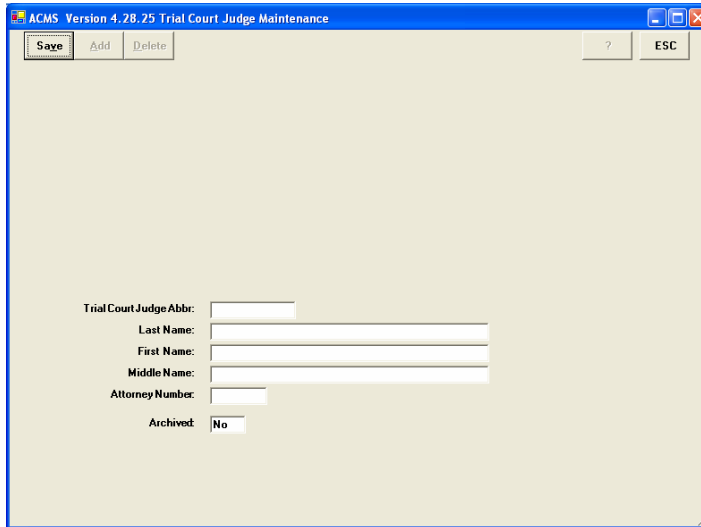
*Note: If the existing Trial Court County is in use the program will not allow it to be deleted.*

The screenshot shows a software window titled "ACMS Version 4.28.25 County Maintenance". At the top, there are three buttons: "Save", "Add", and "Delete". To the right of these are two more buttons: a question mark "?" and "ESC". Below the buttons, there is a label "Delete this code" with a small rectangular box next to it. The main area of the form contains three fields: "County Number:" with the value "61", "County Name:" with the value "Noble", and "Archived:" with the value "No".

## TRIAL COURT JUDGES

### Adding a Trial Court Judge

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Trial Court Judges.”**
3. Click the **“Add”** command button.



The screenshot shows a software window titled "ACMS Version 4.28.25 Trial Court Judge Maintenance". At the top, there are buttons for "Save", "Add", and "Delete", along with a help icon and an "ESC" button. The main area of the form contains several input fields: "Trial Court Judge Abbr:" (a short text field), "Last Name:" (a long text field), "First Name:" (a long text field), "Middle Name:" (a long text field), "Attorney Number:" (a short text field), and "Archived:" (a checkbox with the label "No" next to it).

4. Enter the **Trial Court Judge Abbreviation**. This is the code that will be reference on other forms in the application. It is not possible to modify this field later.
5. Enter the **Trial Court Judge Last Name** (required).
6. Enter the **Trial Court Judge First Name**.
7. Enter the **Trial Court Judge Middle Name**.
8. Enter the **Attorney Number** of the judge.
9. Click **Save**.

### Modifying an existing Trial Court Judge

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Trial Court Judges.”**
3. Click on the existing **Trial Court Judge** in the list view display.

ACMS Version 4.28.25 Trial Court Judge Maintenance

Save Add Delete ? ESC

Trial Court Judge Abbr: TD

Last Name: Dellick

First Name: F.

Middle Name: Theresa

Attorney Number: 0001508

Archived: No

4. Edit the **Name Fields** or Required field. Trial Court Judge Abbreviation may not be modified.
5. Edit the **Attorney Number** if desired.
6. Click **Save**.

#### Deleting a Trial Court Judge

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Trial Court Judges.”**
3. Click on the existing **Trial Court Judge** in the list view display.
4. Click **delete**.
5. **Confirm** deletion.

*Note: If the existing Trial Court Judge is in use the program will not allow it to be deleted.*

ACMS Version 4.28.25 Trial Court Judge Maintenance

Save Add Delete ? ESC

Delete this code

Trial Court Judge Abbr: TD

Last Name: Dellick

First Name: F.

Middle Name: Theresa

Attorney Number: 0001508

Archived: No

## TRIAL COURT NAMES

### Adding a Trial Court Name

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Trial Court Names.”**
3. Click the **“Add”** command button.

The screenshot shows the 'ACMS Version 4.28.25 Trial Court Name Maintenance' window. At the top, there are buttons for 'Save', 'Add', and 'Delete'. Below these, there are input fields for 'Trial Court Name Abbr:', 'Trial Court Name Desc:', and 'Archived:'. The 'Archived' field has a dropdown menu currently set to 'No'. A placeholder text 'Enter Trial Court Name Description' is visible in the description field.

4. Enter the **Trial Court Name Abbreviation.** This is the code that will be reference on other forms in the application. It is not possible to modify this field later.
5. Enter the **Trial Court Name Description.**
6. Click **Save.**

### Modifying an existing Trial Court Name

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Trial Court Names.”**
3. Click on the existing **Trial Court Name** in the list view display.

The screenshot shows the 'ACMS Version 4.28.25 Trial Court Name Maintenance' window. At the top, there are buttons for 'Save', 'Add', and 'Delete'. Below these, there is a list view displaying existing trial court names. The list has columns for 'abbr', 'Description', and 'archived'. Below the list, there are input fields for 'Trial Court Name Abbr:', 'Trial Court Name Desc:', and 'Archived:'. A placeholder text 'Enter Trial Court Name Description' is visible in the description field.

abbr	Description	archived
BCP	Belmont County Common Pleas Court	No
BEA	Belmont County Court Eastern Divisi	No
BND	Belmont County Court Northern Divisi	No
BWE	Belmont County Court Western Divisi	No
BJU	Belmont County Juvenile Court	No
BPR	Belmont County Probate Court	No
CMU	Campbell Municipal Court	No
CC1	Carroll County Common Pleas Court	No
CC1	Carroll County Court	No
CJ1	Carroll County Juvenile Court	No
CP1	Carroll County Probate Court	No
CCP	Columbiana County Common Pleas Cour	No
CJU	Columbiana County Juvenile Court	No
CEA	Columbiana County Municipal Court,	No
CNW	Columbiana County Municipal Court,	No
CSW	Columbiana County Municipal Court	No

4. Edit the **Trial Court Name Description** or Required fields. Trial Court Name Abbreviation may not be modified.
5. Click **Save**.

#### Deleting a Trial Court Name

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click “**Trial Court Names.**”
3. Click on the existing **Trial Court Name** in the list view display.
4. Click **delete**.
5. **Confirm** deletion.

*Note: If the existing Trial Court Name is in use the program will not allow it to be deleted.*

ACMS Version 4.28.25 Trial Court Name Maintenance

Save Add Delete ? ESC

Delete this code

Trial Court Name Abbr: CEA

Trial Court Name Desc: Columbiana County Municipal Court

Archived: No

## TRIAL COURT TYPES

### Adding a Trial Court Type

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Trial Court Types.”**
3. Click the **“Add”** command button.

ACMS Version 4.28.25 Trial Court Type Maintenance

Save Add Delete ? ESC

Trial Court Type Abbr:

Trial Court Type Desc:

Archived: No

4. Enter the **Trial Court Type Abbreviation**. This is the code that will be reference on other forms in the application. It is not possible to modify this field later.
5. Enter the **Trial Court Type Description**.
6. Click **Save**.

### Modifying an existing Trial Court Type

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Trial Court Types.”**
3. Click on the existing **Trial Court Type** in the list view display.

ACMS Version 4.28.25 Trial Court Type Maintenance

Save Add Delete ? ESC

Abbr	description	archived
APP	Original Actions	No
BTA	Board of Tax Appeals	No
CTY	County	No
SMC	Small Claims	No
JUV	Juvenile	No
MUN	Municipal	No
PRO	Probate	No
CP	Common Pleas	No
DOM	Domestic Relations	No
ADM	Administrative	No

Click on Entry to edit

Trial Court Type Abbr:

Trial Court Type Desc:

Archived:

4. Edit the **Trial Court Type Description** or Required fields. Trial Court Type Abbreviation may not be modified.
5. Click **Save**.

#### Deleting a Trial Court Type

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Trial Court Types.”**
3. Click on the existing **Trial Court Type** in the list view display.
4. Click **delete**.
5. **Confirm** deletion.

*Note: If the existing Trial Court Type is in use the program will not allow it to be deleted.*

ACMS Version 4.28.25 Trial Court Type Maintenance

Save Add Delete ? ESC

Delete this code

Trial Court Type Abbr: ADM

Trial Court Type Desc: Administrative

Archived: No



## VERSION CONTROL

### Adding a Version Control entry

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click “**Version Control.**”
3. Click the “**Add**” command button.

The screenshot shows a window titled "ACMS Version 4.28.25 Version Code Maintenance". At the top, there are buttons for "Save", "Add", and "Delete". On the right, there are buttons for "?", "ESC", and a small icon. The main area contains three input fields: "Version:" with three separate boxes for major, minor, and patch numbers; "Runnable:" with a checkbox; and "Comment:" with a large text area.

4. Enter the **Version** numbers.
5. Enter whether the version is **Runnable** (Yes/No).
6. Enter a **Comment** describing the version number.
7. Click **Save**.

### Modifying an existing Version Control Entry

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click “**Version Control.**”
3. Click on the existing **Version** in the list view display.

The screenshot shows the same window as before, but with the "Add" button highlighted. Below the buttons is a table listing existing version entries. The table has columns for Version, sub, sub-sub, runnable, and comment. Below the table are the same input fields for adding a new entry.

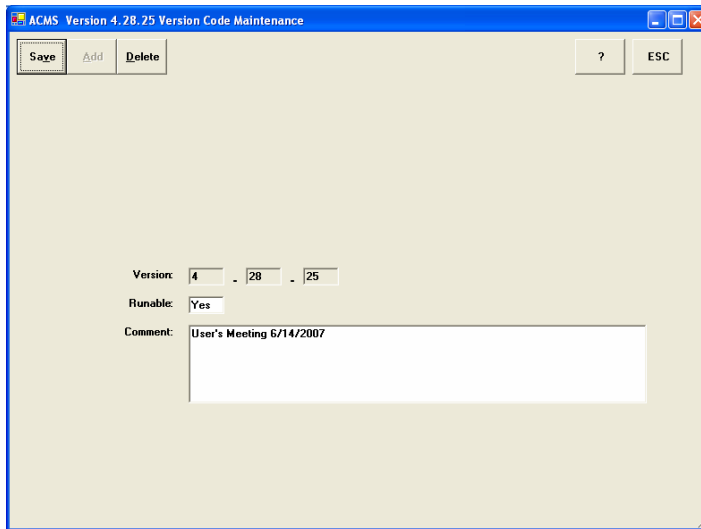
Version	sub	sub-sub	runable	comment
4	26	10	No	Akron Install
4	26	15	No	User's Meeting
4	26	22	No	Install in Akron and elsewhere
4	26	23	No	Akron Install
4	26	24	No	just for show
4	27	10	No	User's Meeting 8-Mar-2007
4	27	17	Yes	Youngstown Install
4	28	25	Yes	User's Meeting 6/14/2007

4. Edit the **Version** or Required fields.

5. Click **Save**.

#### Deleting a Version Control Entry

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Version Control.”**
3. Click on the existing **Version** in the list view display.
4. Click **delete**.
5. **Confirm** deletion.

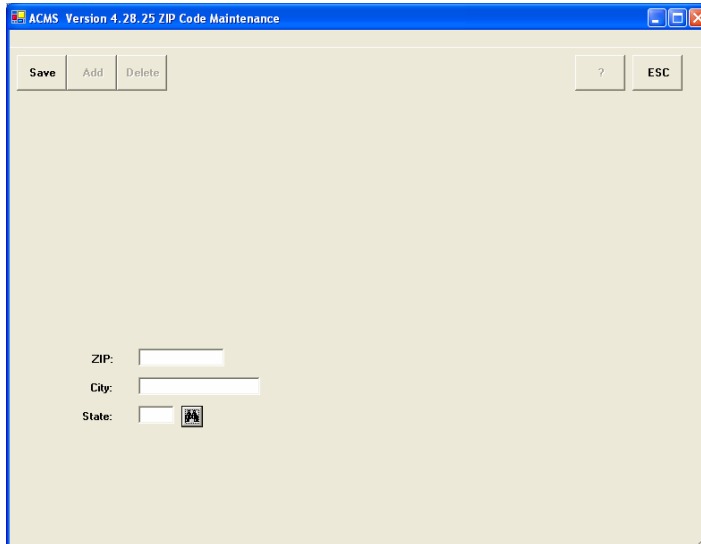


The screenshot shows a Windows-style application window titled "ACMS Version 4.28.25 Version Code Maintenance". The window has a blue title bar and standard window controls (minimize, maximize, close) in the top right corner. Below the title bar, there is a toolbar with four buttons: "Save", "Add", "Delete", and "?". To the right of these buttons is another button labeled "ESC". The main area of the form is light beige. It contains three input fields: "Version:" with a text box containing "4", a separator "-", a text box containing "28", another separator "-", and a text box containing "25"; "Runnable:" with a dropdown menu showing "Yes"; and "Comment:" with a text box containing "User's Meeting 6/14/2007".

## ZIP CODES

### Adding a Zip Code

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Zip Codes.”**
3. Click the **“Add”** command button.



The screenshot shows a window titled "ACMS Version 4.28.25 ZIP Code Maintenance". At the top, there are three buttons: "Save", "Add", and "Delete". To the right of these are two more buttons: a question mark "?" and "ESC". The main area of the form contains three input fields: "ZIP:" followed by a text box, "City:" followed by a text box, and "State:" followed by a dropdown menu with a small icon to its right.

4. Enter the **Zip Code**. This is the code that will be reference on other forms in the application. It is not possible to modify this field later.
5. Enter the **City**.
6. Enter the **State** (must be valid entry from States file).
7. Click **Save**.

### Modifying an existing Zip Code

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Zip Codes.”**
3. Click on the existing **Zip Code** in the data grid display.

ACMS Version 4.28.25 ZIP Code Maintenance

Save Add Delete ? ESC

Select by DOUBLE clicking in left hand column

ZIP	City	State
43001	Alexandria	OH
43002	Amlin	OH
43003	Ashley	OH
43004	Blacklick	OH
43005	Bladensburg	OH
43006	Brinkhaven	OH
43007	Brockway	OH
43008	Buckeye Lake	OH
43009	Cable	OH
43010	Catsvba	OH

ZIP:

City:

State:  OH

4. Edit the **City** or **State** fields. Zip Code may not be modified.
5. Click **Save**.

### Deleting a Zip Code

1. From the Main Menu and most other forms, click the **Tools** Command Button.
2. Click **“Zip Codes.”**
3. Click on the existing **Zip Code** in the data grid display.
4. Click **delete**.
5. **Confirm** deletion.

*Note: If the existing Zip Code is in use the program will not allow it to be deleted.*

ACMS Version 4.28.25 ZIP Code Maintenance

Save Add Delete ? ESC

Delete this code

ZIP: 43001

City: Alexandria

State: OH

## Conflicts

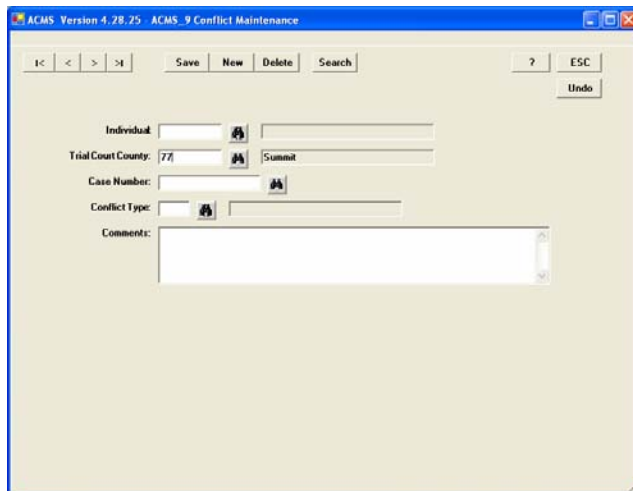
ACMS provides multiple methods for creating and storing conflict records for appellate cases. Users may create a conflict record for a specific individual case, or by creating tables that will create case conflict records based on case data matching certain values. These records are to be created whenever any individual on the appellate staff (most typically panel judges or law clerks) has a potential conflict with a case due to the case's trial court judge, the parties' attorneys, or the named parties within a case.

The sections below describe the creation of "Conflicts with Case", "Conflicts with Attorneys", "Conflicts with Trial Court Judges", and "Conflicts with Parties".

### CONFLICTS WITH CASE

#### Add a New Conflict

1. From the main screen and most other forms, press the **"Tools" Command Button**.
2. Click the **"Conflicts With Case" Command Button**.
3. Click **"New."**

The screenshot shows a software window titled "ACMS Version 4.2B.25 ACMS\_9 Conflict Maintenance". The window has a menu bar with "Save", "New", "Delete", and "Search". Below the menu bar are buttons for "?", "ESC", and "Undo". The form contains several input fields: "Individual:" with a text box and a person icon; "Trial Court County:" with a dropdown menu showing "77" and a "Summit" label; "Case Number:" with a text box and a person icon; "Conflict Type:" with a dropdown menu and a person icon; and "Comments:" with a large text area.

4. **Enter** all information.
5. Click **"Save."**
6. If applicable, the program will ask if you want to duplicate this conflict across all consolidated cases. Click **yes or no**.

#### Search for Conflicts

1. From the main screen and most other forms, press the **"Tools" Command Button**.
2. Click the **"Conflicts With Case" Command Button**.
3. Click **"Search."**
4. **Enter** criteria. (*Leaving County value blank will display all conflict records.*)
5. Click **"Search Now."**

ACMS Version 4.28.25 - ACMS 9 Conflict Maintenance

Save New Delete Search ? ESC Undo

Individual: Enter County and/or Case Number and/or Individual then click on Search Now

Trial Court County: 47 Lorain

Case Number: 00CA007599

Conflict Type: PA Personal Acquaintance

Comments:

Search Now

6. Select and edit desired conflict data fields.

ACMS Version 4.28.25 - ACMS 9 Conflict Maintenance

Save New Delete Search ? ESC Undo

Individual: AJ Amy James

Trial Court County: 47 Lorain

Case Number: 00CA007599

Conflict Type: PA Personal Acquaintance

Comments:

7. Click “Save.”

### View Conflicts for a Case

On the Case Form, the Assignments Form and the Events Form there is a button called **“Show Conflicts.”** Clicking that button will display all existing conflicts for the current case.

ACMS Version 4.28.25 - ACMS 9 Case Maintenance

CASE ASSIGNMENTS Comments Case Information EVENTS FILINGS Issues PARTIES TRIALB Inquiry Tools Reports

IC < > > New Save Change Search Page 2 Copy Rename TCBSearch Archive Delete ? ESC Undo

Trial Court County: 47 Lorain Case Number: 99CA007399

Disposition: Allowed

Disposition Type: DEC Decourt

Case Caption: Name conflict comment

Amy James Personal Acquaintance

Calendar Type:

Release Date:

Final Order Date:

Record Complete:

Briefs Complete:

SHOW CONFLICTS

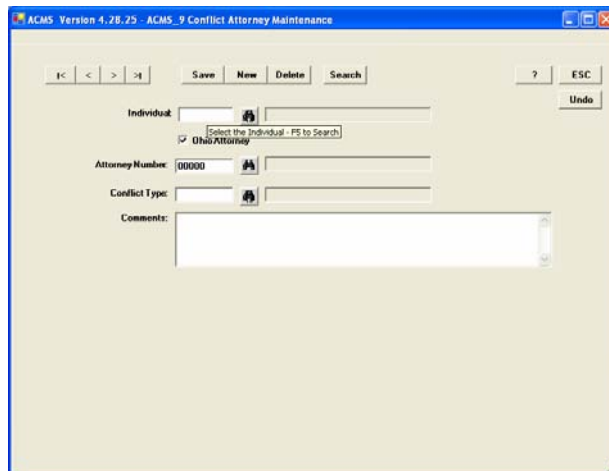
### Delete a Conflict with a Case

1. From the main screen and most other forms, press the **“Tools” Command Button**.
2. Click the **“Conflicts With Case” Command Button**.
3. **“Search” for desired conflict.**
4. When on the desired conflict press **delete**.
5. **Confirm** deletion.

## CONFLICTS WITH ATTORNEYS

### Add a New Conflict with Attorney

1. From the main screen and most other forms, press the **“Tools” Command Button**.
2. Click the **“Conflicts With Attorneys” Command Button**.
3. Click **“New.”**

The screenshot shows a software window titled "ACMS Version 4.28.25 - ACMS\_9 Conflict Attorney Maintenance". The window contains a form with several fields and buttons. At the top, there are navigation buttons: "<", ">", and "<|". To the right of these are buttons for "Save", "New", "Delete", and "Search". Further right are buttons for "?", "ESC", and "Undo". The form fields include: "Individual:" with a text box and a person icon; a checkbox labeled "Select the Individual - FS to Search" with a checked mark; "Attorney Number:" with a text box containing "00000" and a person icon; "Conflict Type:" with a text box and a person icon; and "Comments:" with a large text area. The window has a standard Windows-style title bar and window controls.

4. **Enter** all information.
5. Click **“Save.”**
6. This utility will *create* conflict records for specific cases that have the entered attorney linked to a party. The conflict records are created if a case is open, and without assignment records.
7. Similarly, when an attorney is linked to a party within a case being newly entered, the application will *create* a case conflict record immediately after the party/attorney link is saved.

### Search for Conflicts with Attorneys

1. From the main screen and most other forms, press the **“Tools” Command Button**.
2. Click the **“Conflicts With Attorneys” Command Button**.

3. Click **“Search.”**
4. **Enter** criteria.
5. Click **“Search Now.”**

ACMS Version 4.28.25 - ACMS\_9 Conflict Attorney Maintenance

Buttons: Save, New, Delete, Search, ? ESC, Undo

Enter Individual and/or Attorney Number then click on Search Now

Individual: [ ] [ ]

☐ Ohio Attorney

Attorney Number: [ ] [ ]

Search Now

6. Select and edit desired conflict data fields.

ACMS Version 4.28.25 - ACMS\_9 Conflict Attorney Maintenance

Buttons: Save, New, Delete, Search, ? ESC, Undo

Individual: JAC [ ] Christopher A. Carlin

☒ Ohio Attorney

Attorney Number: 76027 [ ] Jill K. Fankhauser

Conflict Type: BZ [ ] Business Conflict

Comments: test1

7. Click **“Save.”**

#### Delete a Conflict with Attorney

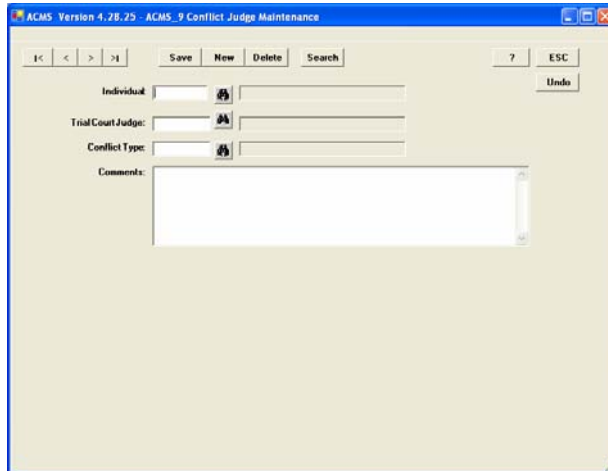
6. From the main screen and most other forms, press the **“Tools” Command Button.**
7. Click the **“Conflicts With Attorney” Command Button.**
8. **“Search” for desired conflict.**
9. When on the desired conflict press **delete.**
10. **Confirm** deletion.
11. *Deleting specific attorney/individual conflict records will automatically delete specific case conflict records if the case is open and has no open assignment records.*



## CONFLICTS WITH TC JUDGES

### Add a New Conflict with TC Judge

1. From the main screen and most other forms, press the **“Tools” Command Button.**
2. Click the **“Conflicts With TC Judges” Command Button.**
3. Click **“New.”**



The screenshot shows the 'ACMS Version 4.28.25 - ACMS\_9 Conflict Judge Maintenance' window. It features a toolbar with buttons for '<', '>', '>|', 'Save', 'New', 'Delete', and 'Search'. On the right, there are buttons for '7' and 'ESC', and an 'Undo' button. The form fields include 'Individual' with a dropdown arrow, 'Trial Court Judge' with a dropdown arrow, and 'Conflict Type' with a dropdown arrow. Below these is a large 'Comments' text area.

4. **Enter** all information.
5. Click **“Save.”**
6. This utility will *create* conflict records for specific cases that have the entered trial court judge value in its record. The conflict records are created if a case is open, and without assignment records.
7. Similarly, when a trial court judge value is saved on a case being newly entered, the application will *create* a case conflict record immediately after the case (page 2) is saved.

### Search for Conflicts with TC Judges

1. From the main screen and most other forms, press the **“Tools” Command Button.**
2. Click the **“Conflicts With TC Judges” Command Button.**
3. Click **“Search.”**
4. **Enter** criteria.
5. Click **“Search Now.”**



This screenshot shows the same 'ACMS 9 Conflict Judge Maintenance' window, but with a search overlay. The overlay contains the text 'Enter Individual and/or Attorney Number then click on Search Now'. It includes input fields for 'Individual' and 'Trial Court Judge', each with a dropdown arrow. A 'Search Now' button is located at the bottom right of the overlay. The background form fields and toolbar are visible but dimmed.

6. Select a record and edit desired conflict data fields.

The screenshot shows a software window titled "ACMS Version 4.2B.25 - ACMS\_9 Conflict Judge Maintenance". The window contains a form with the following fields and controls:

- Navigation buttons: "<", "<<", ">>", ">"
- Action buttons: "Save", "New", "Delete", "Search", "7", "ESC", "Undo"
- Individual field: A dropdown menu showing "JW" and a button to view details for "Beth Whitmore".
- Trial Court Judge field: A dropdown menu showing "121" and a button to view details for "121".
- Conflict Type field: A dropdown menu showing "PJ" and a button to view details for "Prison Judge".
- Comments field: A large text area with a button labeled "Enter Comments".

7. Click "Save."

#### Delete a Conflict with TC Judges

1. From the main screen and most other forms, press the **"Tools" Command Button**.
2. Click the **"Conflicts With TC Judges" Command Button**.
3. **"Search" for desired conflict.**
4. When on the desired conflict press **delete**.
5. **Confirm** deletion.
6. *Deleting specific trial court judge/individual conflict records will automatically delete specific case conflict records if the case is open and has no open assignment records.*

## CONFLICTS WITH PARTIES

### Add a New Conflict with a Party

1. From the main screen and most other forms, press the **“Tools” Command Button**.
2. Click the **“Conflicts With TC Parties” Command Button**.
3. Click **“New.”**

4. **Enter** all information.
5. Note: Matching criteria defaults to “NOT” (Do Not Match); other choices are “CON” (Contains), and “STA” (Starts with). Typically, the last name field is used most frequently, since it may contain business entity names.
6. Click **“Save.”**

### Search for Conflicts with Parties

1. From the main screen and most other forms, press the **“Tools” Command Button**.
2. Click the **“Conflicts With Parties” Command Button**.
3. Click **“Search.”**
4. **Enter** criteria.
5. Click **“Search Now.”**

6. Select and edit desired conflict data fields.

7. Click “Save.”

### Delete a Conflict with Parties

1. From the main screen and most other forms, press the “**Tools**” **Command Button**.
2. Click the “**Conflicts With Parties**” **Command Button**.
3. [“Search” for desired conflict.](#)
4. When on the desired conflict press **delete**.
5. **Confirm** deletion.
6. *Deleting specific trial court judge/individual conflict records will **not automatically** delete specific case conflict records. Users must search for cases with similar party names and delete conflict records via the “Conflicts with Case” method. Deleting here only deletes the potential conditions for a conflict with a case’s party.*

### Creating Party Conflicts within a specific case

1. Upon saving a Party record within a case, if the party’s name meets any “Conflicts with Parties” criteria record, the user will see the following screen:

2. Selecting a record from the “Possible Conflict” list will copy conflict data to the lower box.
3. Selecting a record from the “Applicable Conflicts” list will remove the potential data from creation.
4. Using the “**Create Conflicts**” button will create conflict records for *this case*.
5. Using the “**No Conflicts**” button will exit the function to create a conflict record for the case being entered.

## Consolidating Cases

ACMS supports the consolidation of cases by generating filings, assignments, and events for a set of consolidated cases. Once cases are linked to a consolidation number, entry personnel are prompted as to whether they want to duplicate a filing/assignment/event for the set of consolidated cases. Answering “YES” to such prompts will create identical transactions under each case of the consolidated set. These transaction (filings/assignments/events) data records are linked with a non-visible sibling number so that subsequent updates to such a record can then be updated identically for the rest of the set of cases.

To create a set of consolidated cases, entry personnel need to first create a consolidation number. That number is then linked to each of the cases in the set and the start date of the consolidation is then created for each case in the set. Filings/assignments/events with action dates equal to or subsequent to the consolidation start date are then able to be linked via sibling number, automatically generated for set of cases, and available for common (identical) updates at a later time.

To remove a case from a consolidated set, entry personnel can either update the consolidation number link record with a consolidation end date, or delete the consolidation number link from the database. The rest of the set then remains consolidated for ease of entry and updating.

The sections below describe the use of the “**Tools/Consolidations**” screens and the “**Main Menu/Consolidations**” function.

### CONSOLIDATION NUMBERS

#### Add a New Consolidation Number

1. From the Main Menu or most other forms, click on the **Tools Command Button**.
2. Click on the **Consolidations Command Button**
3. Click “**New**”

4. **Enter** information about the consolidation in the **Comments** text.
5. Click **“Save.”** The application will generate the new Consolidation Number.

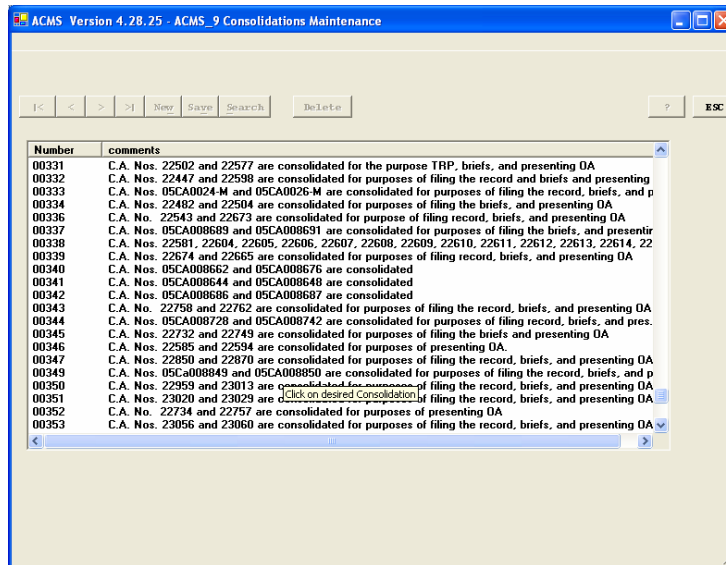
#### Search for Consolidation Numbers

1. From the Main Menu or most other forms, click on the **Tools Command Button**
2. **Click on the Consolidations Command Button**
3. Press **Search.**

4. **Enter** desired Criteria and press **Search for Consolidated.**

*(Making all criteria fields blank will result in the list of all consolidation numbers in the database.)*

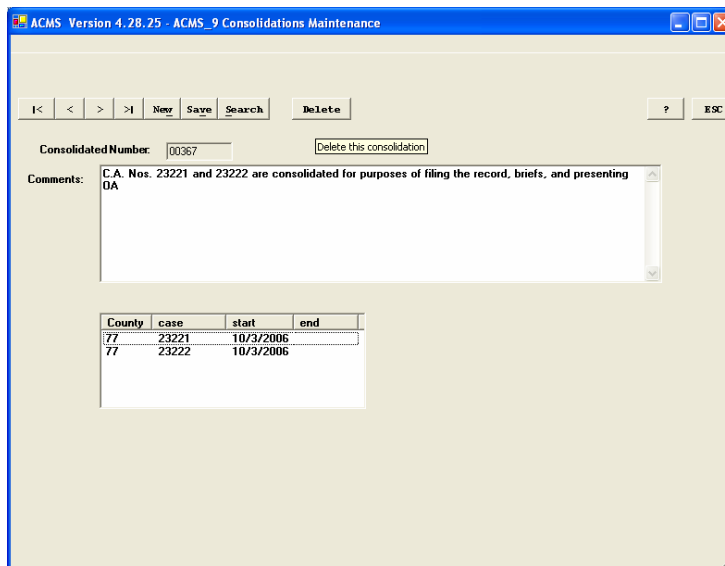
5. **Click** on desired consolidation number from the list view.



### Delete Consolidation Number

1. From the Main Menu or most other forms, click on the **Tools Command Button**.
2. Click on the **Consolidations Command Button**
3. [Search for the desired Consolidation Number.](#)
4. Once on the desired consolidation number, press **Delete**.

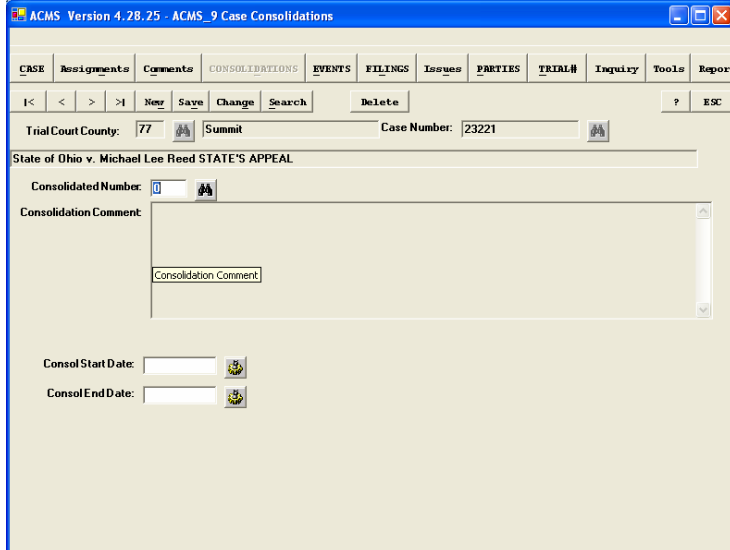
*Note that if Case numbers appear in the lower box, the consolidation number cannot be deleted since it is still in use.*





## ADD A CONSOLIDATION TO A CASE

1. From the Main Menu or most other forms, click on the **Consolidations Button**.
2. **“Change”** to the desired case.
3. When on the desired case, press **“new”** to add a new consolidation.
4. **Enter** information.



The screenshot shows the 'ACMS Version 4.28.25 - ACMS\_9 Case Consolidations' window. The 'CONSOLIDATIONS' tab is active. The form includes a navigation bar with buttons like 'CASE', 'Assignments', 'Comments', 'CONSOLIDATIONS', 'EVENTS', 'FILINGS', 'Issues', 'PARTIES', 'TRIALS', 'Inquiry', 'Tools', and 'Report'. Below this is a toolbar with 'I<', '<', '>', '>I', 'New', 'Save', 'Change', 'Search', 'Delete', '?', and 'ESC'. The 'Trial Court County' is set to '77' and 'Case Number' is '23221'. The case name is 'State of Ohio v. Michael Lee Reed STATE'S APPEAL'. There is a 'Consolidated Number' field with a search icon, a large 'Consolidation Comment' text area, and 'Consol Start Date' and 'Consol End Date' fields with date pickers.

5. A **consolidation number** is required. Use the search binoculars to search for the appropriate consolidation number to assign.
6. **Consolidation Start Date** is required. This date is critical to generation/updating of filings, events, assignments across a set of consolidated cases.
7. **Consolidation End Date** is to be entered when a case is no longer part of a set of consolidated cases.
8. Click **“Save.”**

## SEARCH FOR CASE'S CONSOLIDATIONS

1. From the Main Menu or most other forms, click on the **Consolidations Command Button**.
2. **“Change”** to the desired case.
3. Use the **navigational buttons or Search** to scroll through all the consolidation numbers a case may be associated with.

ACMS Version 4.28.25 - ACMS\_9 Case Consolidations

Case: Assignments Comments CONSOLIDATIONS EVENTS FILINGS Issues PARTIES TRIALS Inquiry Tools Reports

I< < > >I New Save Change Search Delete ? ESC

Trial Court County: 77 Case Number: 23221

State of Ohio v. Michael Lee Reed STATE'S APPEAL

Consolidated Number: 367

Number	comments	start date	end date	
000367	C.A. Nos. 23221 and 23222 are consolidated for purposes of filin...	10/3/2006		presenting

Consol Start Date: 10/3/2006

Consol End Date:

## DELETE CONSOLIDATION FROM A CASE

1. From the Main Menu or most other forms, click on the **Consolidations Button**.
2. **"Change"** to the desired case.
3. **Search for the desired consolidation.**
4. Once on the desired consolidation, press **Delete**.

*Note: Only the consolidation number link will be deleted. The consolidation number data can be deleted from the Tools/Consolidations menu item.*

ACMS Version 4.28.25 - ACMS\_9 Case Consolidations

Case: Assignments Comments CONSOLIDATIONS EVENTS FILINGS Issues PARTIES TRIALS Inquiry Tools Reports

I< < > >I New Save Change Search Delete ? ESC

Trial Court County: 77 Case Number: 23221

State of Ohio v. Michael Lee Reed STATE'S APPEAL

Consolidated Number: 367

Consolidation Comment: C.A. Nos. 23221 and 23222 are consolidated for purposes of filing the record, briefs, and presenting OA

Consol Start Date: 10/3/2006

Consol End Date:

## Events

***Note:** basic case information must be entered before assignments, comments, consolidations, events, party, etc., can be entered.*

### ADD A NEW EVENT

1. From the Main Menu or most other forms, click the **Events Command Button**.
2. The event that appears will be for the case currently active in the case maintenance form.
3. **“Change”** to the desired case.
4. Check for conflicts by clicking on the **Show Conflicts Button**.
5. Click **New**.

The screenshot shows the 'ACMS Version 4.28.25 - ACMS\_9 Events Maintenance' window. It features a menu bar with options like CASE, Assignments, Comments, CONSOLIDATIONS, EVENTS, FILINGS, Issues, PARTIES, TrialB, Inquiry, Tools, and Reports. Below the menu is a toolbar with buttons for navigation and actions. The main form area displays case details for 'Daniel P. Zawacki v. Erin M. Harland'. Key fields include 'Trial Court County' (05), 'Case Number' (07CA0036), 'Event Abbr', 'Filing Number' (0000000), 'Event Date', 'Event Time' (0:00 A.M.), 'Description', 'Event Room', 'Address', 'City', 'State', and 'Zip'. A 'Show Conflicts' button is located near the 'Event Abbr' field. At the bottom, there is a 'Comments' section with a text area.

6. **Enter** information. **Event Abbr** and **Event Date** are required.
7. Press **Save**.

### SEARCH FOR EVENTS

1. From the Main Menu or most other forms, click the **Events Command Button**.
2. The event that appears will be for the case currently active in the case maintenance form.
3. **“Change”** to the desired case.
4. Use the **navigation buttons** to scroll through all the events for the current case or click the **Search** button to see them in a list view.

ACMS Version 4.28.25 - ACMS\_9 Events Maintenance

CASE Assignments Comments CONSOLIDATIONS EVENTS FILINGS Issues PRETIES TRIAL# Inquiry Tools Reports

1< < > >1 New Save Change Search Delete ? ESC

Trial Court County: 77 **Summit** Case Number: 23221 **Undo**

State of Ohio v. Michael Lee Reed STATE'S APPEAL

Event Abbr: INF information on oar Show Conflicts

Filing Number:	Date	time	room	abbr	description
Event Date:	5/12/2006	0:00 A.M.		INF	information on oar
Description:	2/15/2007	0:00 A.M.		SET	case ready to be set
Event Room:					
Address:					
City:					
Comments:					

Click on desired event

## DELETE AN EVENT

1. From the Main Menu or most other forms, click the **Events Command Button**.
2. The event that appears will be for the case currently active in the case maintenance form.
3. **"Change" to the desired case.**
4. **Search for the desired event.**
5. Once on the desired event, press the **delete command button**.
6. **Confirm** deletion.

## Filings

*In ACMS, filings are distinguished by Category: **MOT** for Motion, **ORD** for Orders, **FIL** for Filings, **TER** for Terminations. Category types FIL and TER are critical to the Presiding Judge Report statistics.*

### ADD A NEW FILING

**Note:** basic case information must be entered before assignments, comments, consolidations, events, party, etc., can be entered. Filings cannot be entered until the parties are entered for a case. Each filing requires a link to one (or more) of the parties in a case.

1. From the main form or most other forms, click the **Filings command button**.
2. **“Change”** to the desired case.
3. Click **“New.”**
4. **Select the party** related to the filing.

5. **Enter** information.
  - Filing/Order Date (should be blank for a filing that is due)
  - Category (If **MOT**, Motion Resolved field must be updated.)
  - Filing Type
  - Description or Comments, if applicable
  - Due Date (use the [Date Calculator](#).)

6. Click **save**.

## SEARCHING FOR FILINGS

1. From the main form or most other forms, click the **Filings** command button.
2. **“Change”** to the desired case.
3. Use the **navigational buttons** to scroll through all the filings for that case or use the **search** button to see them in a list view.

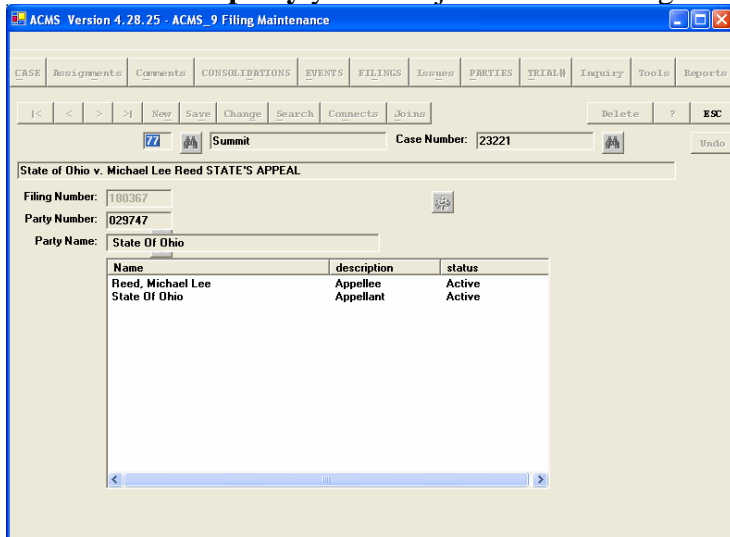
## DELETE A FILING

1. From the main form or most other forms, click the **Filings** command button.
2. **“Change”** to the desired case.
3. **Search for the desired filing.**
4. Once on the desired filing, click **delete**.
5. **Confirm** deletion.

## PARTY-FILING JOINS

### Adding a New Party-Filing Join

1. From the main form or most other forms, click the **Filings** command button.
2. **“Change”** to the desired case.
3. **Search** for the desired filing.
4. Click the **Join** command button.
5. Click the **New** Command button.
6. **Click on the party** you want joined to the filing.



ACMS Version 4.28.25 - ACMS\_9 Filing Maintenance

CASE Assignments Comments CONSOLIDATIONS EVENTS FILINGS Issues PARTIES TRIAL Inquiry Tools Reports

1< < > >1 New Save Change Search Connects Joins Delete ? ESC

77 Submit Case Number: 23221 Undo

State of Ohio v. Michael Lee Reed STATE'S APPEAL

Filing Number: 180367

Party Number: 029747

Party Name: State Of Ohio

Name	description	status
Reed, Michael Lee	Appellee	Active
State Of Ohio	Appellant	Active

7. Click the **save** command button.

### Searching for Parties-Filing Joins

1. From the main form or most other forms, click the **Filings** command button.
2. **“Change”** to the desired case.
3. **Search for the desired filing.**
4. Click the **Join** command button.
5. Use the **navigational command buttons** or the **search button** to display all parties related/joined to this filing.

ACMS Version 4.28.25 - ACMS\_9 Filing Maintenance

CASE Assignments Comments CONSOLIDATIONS EVENTS FILINGS Issues PARTIES TRIAL# Inquiry Tools Reports

I< < > >I New Save Change Search Connects JOINS Delete ? ESC

Summit Case Number: 23221 Undo

State of Ohio v. Michael Lee Reed STATE'S APPEAL

Filing Number: 180367

Party Number: 029747

Party Name: State Of Ohio

Party #	party name
029747	State Of Ohio
029748	Reed, Michael Lee

Click on desired Party Type

### Deleting a Party-Filing Join

1. From the main form or most other forms, click the **Filings** command button.
2. **“Change”** to the desired case.
3. **Search for the desired filing.**
4. Click the **Join** command button.
5. **Search for the desired Party-Filing Join.**
6. Click **Delete**.
7. **Confirm** deletion.



## CONNECTING MOTIONS, ORDERS AND FILINGS

### Adding a New Filing Connection

1. From the main form or most other forms, click the **Filings command button**.
2. **“Change” to the desired case.**
3. **Search for the desired filing.**
4. Click **“Connects.”**
5. In the dialog window, click on the **Build New Connection** command button.
6. The filings which may be connected to the current filing will appear in a list view.

ACMS Version 4.28.25 - ACMS\_9 Filing Maintenance

Case: Assignments Comments CONSOLIDATIONS EVENTS FILINGS Issues PARTIES TRIAL Inquiry Tools Reports

1 < > >1 New Save Change Search Connects Joins Delete ? ESC

Trial Court County: 77 Submit Case Number: 23221 Undo

State of Ohio v. Michael Lee Reed STATE'S APPEAL

Filing Number: 0178801 Filing/Order Date: 9/18/2006

Category: MOT Motion

Filing Type: Motion

Description:

Docket Date:

Due Date:

Comments:

Existing Connections

File/order	filing date	description	type	party last name

Select Which one to connect to

number	dATE	type	description	party	cat
0180371	2/9/2007	DJN	test of update	State Of Ohio	FIL
0180368	2/6/2007	OTH	create new; then ...	State Of Ohio	FIL
0180367	2/5/2007	SUP		Reed	FIL
0180367	2/5/2007	SUP		State Of Ohio	FIL
0180356	2/2/2007	AM		Reed	FIL

Build New Connection Delete Existing Connection Exit

7. Click on the desired entry to make the connection.
8. Save.

*NOTE: If the user attempts to connect a category that cannot be connected, the program will issue a warning of that fact. If there are no filings which can be connected to the current filing, the program will also warn the user.*

### Searching for a Filing Connection

1. From the main form or most other forms, click the **Filings command button**.
2. **“Change”** to the desired case.
3. **Search for the desired filing.**
4. Click **“Connects”** to see all connections for that filing.

ACMS Version 4.28.25 - ACMS\_9 Filing Maintenance

CASE Assignments Comments CONSOLIDATIONS EVENTS FILINGS Issues PARTIES TRIAL# Inquiry Tools Reports

< > >1 New Save Change Search CONNECTS Joins Delete ? ESC

Trial Court County: 22 Submit Case Number: 23221 Undo

State of Ohio v. Michael Lee Reed STATE'S APPEAL

Filing Number: 0178801 Filing/Order Date: 9/18/2006

Category: MOT Motion

Filing Type:

Description:

File/order	filing date	description	type	party last name
0173489	10/20/...	DJN & TOP	RCF	State Of Ohio

Docket Date:

Due Date:

Comments:

Build New Connection Delete Existing Connection Exit

### Deleting a Filing Connection

1. From the main form or most other forms, click the **Filings command button**.
2. **“Change”** to the desired case.
3. **Search for the desired filing.**
4. Click **“Connects.”**
5. Click on filing you wish to disconnect from the current filing.
6. Click on the **Delete Existing Connection** command button.

ACMS Version 4.28.25 - ACMS\_9 Filing Maintenance

CASE Assignments Comments CONSOLIDATIONS EVENTS FILINGS Issues PARTIES TRIAL# Inquiry Tools Reports

< > >1 New Save Change Search CONNECTS Joins Delete ? ESC

Trial Court County: 22 Submit Case Number: 23221 Undo

State of Ohio v. Michael Lee Reed STATE'S APPEAL

Filing Number: 0178801 Filing/Order Date: 9/18/2006

Category: MOT Motion

Filing Type:

Description:

File/order	filing date	description	type	party last name
0173489	10/20/...	DJN & TOP	RCF	State Of Ohio

Docket Date:

Due Date:

Comments:

Build New Connection Delete Existing Connection Exit

7. **Confirm** deletion.

## Issues

**Note:** basic case information must be entered before assignments, comments, consolidations, events, issues, party, etc., can be entered.

### ADD A NEW ISSUE

1. From the Main Menu or most other forms, click on the **Issues Command Button**.
2. The Issues that appear will be for whichever case is active in the case maintenance form.
3. **“Change”** to the desired case.
4. Press **“new”** to add a New issue.
5. **Enter** information on both page 1

ACMS Version 4.28.25 - ACMS 9 Issues Maintenance

CRSE REASSIGNMENTS COMMENTS Consolidations EVENTS FILING ISSUES PARTIES TRIALS Inquiry Tools Reports

Save Save Change Page 2 Delete ? ESC

Trial Court County: 47 Case Number: 00CA007535 Undo

State of Ohio v. Charles Perry, Jr.

Description: this is the description part

6. Press **Page 2**
7. **Enter** information.

ACMS Version 4.28.25 - ACMS 9 Issues Maintenance

CRSE REASSIGNMENTS COMMENTS Consolidations EVENTS FILING ISSUES PARTIES TRIALS Inquiry Tools Reports

Save Save Change Page 2 Delete ? ESC

Trial Court County: 47 Case Number: 00CA007535 Undo

State of Ohio v. Charles Perry, Jr.

# of Errors: 03 Case Caption:

Rating: 1 Exp

Statute Rule Type: FRG Federal Regulation

Statute Rule: 2953 postconviction

Comments: Test Comment

Keywords:

8. Press **“Save.”**

**Note:** There can only be one issue record for each case.

## SEARCH FOR ISSUES BY CASE NUMBER

1. From the Main Menu or most other forms, click on the **Issues Command Button**.
2. [“Change”](#) to the desired case.

*Note: There is only one issue record for each case.*

## DELETE AN ISSUE

1. From the Main Menu or most other forms, click on the **Issues Command Button**.
2. The Issue that appears will be for whichever case is active in the case maintenance form.
3. [“Change”](#) to the desired case.
4. When on the desired case, press the **“Delete”** command button to delete the issue.
5. **Confirm** deletion.



## Parties

*Note: basic case information must be entered before assignments, comments, consolidations, events, party, etc., can be entered.*

### ADD A NEW PARTY

*Note: A party record exists for each party for each case. If a party is in two cases, then they will have two party records (a record linked to each case).*

1. From the Main Menu or most other forms, click on the **Parties Command Button**.
2. The parties that appear will be for whichever case is active in the case maintenance form.
3. **“Change” to the desired case**
4. Click the **NEW** command button on the first page of the Party Maintenance Form.

5. **Enter** all known information on Page 1.
  - Enter Appellee or Appellate information as Party Type 1. Then enter additional Party Types as desired.
  - If a party is “PRO SE”, enter a “prisoner ID” if available.
6. Click the **Page 2** button to go to the second page and enter additional information.
7. On **Page 2**, if an institution is chosen (for a PRO SE party), the address fields will fill automatically.

8. **Save.**

## SEARCHING FOR PARTIES

1. From the Main Menu or most other forms, click the **Parties** Command Button.
2. **“Change”** to the desired case.
3. Use the **navigational buttons** to scroll through the parties for the selected case or click the **search button** to see them in a list view.

Party name	description	status
O'Brien, Charles	Appellant	Active
State Of Ohio	Appellee	Active

## DELETING A PARTY

1. From the Main Menu or most other forms, click the **Parties** Command Button.
2. **“Change”** to the desired case.
3. **Search for the desired party.**
4. Once on the desired party, click the **delete** command button.
5. **Confirm** deletion.

## ATTORNEY-PARTY CONNECTIONS

### Adding a New Attorney-Party Connection

1. From the main form or most other forms, click on the **Parties** command button.
2. **“Change”** to the appropriate case.
3. **Search for the desired party.**
4. Click on the **Attorney** command button.

5. Click the **New** command button.

6. Click the search binoculars next to **Registration Number** to search for an attorney.

7. In the form that appears, specify **any part of the name**, partial entries accepted.

8. Click the **Search for Attorney** Command Button.

9. Click on the **desired attorney** to associate that attorney with the current party for the current case.



10. Use the **Sequence Number** field to select which address the attorney is using for the current case.

ACMS Version 4.28.25 - ACMS - 9 Party Attorney Maintenance

CASE ASSIGNMENTS COMMENTS Considerations EVENTS FILING ISSUES MOTIONS TRIALS Inquiry Tools Reports

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 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

Trial Court County: 47 Lorain Case Number: 00CA007535

State of Ohio v. Charles Perry, Jr.

Party Name	Address	primary	invalid
	100 S. Third St., Columbus, OH 432150000	Yes	No
	123 B Street, Columbus, OH 43215	No	No

Attorney Name:

Sequence Number:

Employee Address: Click on desired Attorney Address

Phone:

FAX:

Appearance Date:

☒ Notification ☒ Lead Counsel ☐ Appointed

11. **Enter** any additional information.

- Lead Counsel and Notification fields default to “yes.”

12. **Save.**

## Searching for an Attorney-Party Connection

1. From the main form or most other forms, click on the **Parties command button**.
2. **Change** to the appropriate case.
3. **Search** for the desired party via the **Atty-Party button**.
4. Click the **attorney button**.

ACMS Version 4.26.25 ACMS\_9 Party Attorney Maintenance

HOME SEARCH HELP

CASE AGT/COMMENTS PROPERTY Counsel/Declarations EVENTS FILING ISSUES PRETTIES DEBIL Inquiry Tools Reports

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 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981

5. Use the **navigational buttons** to scroll through all the attorneys connected to the party or press the **search** button to see them in a list view.

## Deleting an Attorney-Party Connection

1. From the main form or most other forms, click on the **Parties command button**.
2. **“Change”** to the appropriate case.
3. **Search for the desired party.**
4. Click on the **Attorney command button**.
5. **Search for the desired attorney connection.**
6. Once on the desired attorney connection, click the **Delete** command button.
7. **Confirm** deletion.

*Note: The attorney will still be in the database. Attorneys can only be deleted through the attorney maintenance form. Only the connection to this party for this case will be deleted.*

## Reasonability Checks

ACMS provides multiple data reasonability checks in order to enhance data entry edits. These checks are to insure that the correct event, filing, party, or trial court types are used for cases with a specific Supreme Court case type. Edits are also provided to insure that filing category and filing types are compatible and to prevent errors in the Presiding Judge Report.

### SC TYPE VS EVENT TYPE


Entries here will *permit* creation of case **Event** records if the case's Supreme Court Case type and the entered event type are listed in this table.


1. From the **Tools Menu**, click on the **SC Type vs Event Type** button.

ACMS Version 4.28.25 - ACMS\_9 Event Type Reasonability

Save Add Delete ? ESC

Sc case type	permitted event type
--------------	----------------------

Supreme Court Case Type:  

Event Type Permitted:  

2. Use the **Add** Button to enter a new entry.
3. Click **Save**.
4. Select an entry in the list view to **edit** its contents.
5. To **Delete** and entry, select it from the list view; click **Delete** button.

## SC TYPE VS FILING TYPE

Entries here will *prohibit* the creation of specified **Filing Type** records if a case's Supreme Court case type and the entered filing type are listed in this table.

1. From the **Tools Menu**, click on the **SC Type vs Filing Type** button.

Sc case type	prohibited filing type
A	COM
C	COM
D	NOA
E	COM
F	COM

Supreme Court Case Type:

Filing Type Prohibited:


2. Use the **Add** button to enter a new Supreme Court Case Type/Filing Type pair.
3. Select an entry in the list view to **edit** its contents.
4. To **Delete** an entry, select it from the list view; click **Delete** button.


## SC TYPE VS FILING TYPE

Entries here will *prohibit* the creation of specified **Party Type** records if a case's Supreme Court case type and the entered party type are listed in this table.

1. From the **Tools Menu**, click on the **SC Type vs Party Type** button.

Sc case type	prohibited party type
A	OTH

Supreme Court Case Type:  

Party Type Prohibited:  

2. Use the **Add** button to enter a new Supreme Court Case Type/Party Type pair.
3. Select an entry in the list view to **edit** its contents.
4. To **Delete** an entry, select it from the list view; click **Delete** button.

## SC TYPE VS TC TYPE

Entries here will *permit* the creation of specified **Trial Court Type** data if a case's Supreme Court case type and the entered trial court type are listed as a pair in this table.

1. From the **Tools Menu**, click on the **SC Type vs TC Type** button.

Sc case type	permitted trial court type
F	DOM
F	JUV
F	PRO

Supreme Court Case Type:

Trial Court Type Permitted:

2. Use the **Add** button to enter a new Supreme Court Case Type/Trial Court Type pair.
3. Select an entry in the list view to **edit** its contents.
4. To **Delete** an entry, select it from the list view; click **Delete** button.

## FILING TYPE VS CATEGORY

Entries here will *prohibit* the creation of specified **Filing Category/Filing Type** data if the entered filing category and filing type are listed as a pair in this table.


1. From the **Tools Menu**, click on the **Filing Type vs Category** button.


ACMS Version 4.28.25 - ACMS\_9 Filing Category vs Filing Type Reasonability

Save **Add** Delete ? ESC

Invalid Filing Category vs Filing Type Combinations

Filing category	filing type
FIL	TDC
FIL	TDM
FIL	TDO
FIL	TSJ
FIL	TSR
FIL	TTO
FIL	TVL
MOT	NOA
ORD	NOA
TER	NOA

Filing Category:  

Filing Type:  

2. Use the **Add** button to enter a new Filing Category/Filing Type pair.
3. Select an entry in the list view to **edit** its contents.
4. To **Delete** an entry, select it from the list view; click **Delete** button.

## **Recommended Values for Codes Files**

### **CODES FILES**

Many of the fields used draw their information from a specific list (for example, the filing abbreviation). In this document, those lists are referred to as “Codes Files”. The code file contains the abbreviation used on other forms as well as the description of that abbreviation. The Codes Files can be found on the Tools Form.

The Presiding Judge Report searches for specific codes. Not all of 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:**

##### Reactivations:

REA - Reactivation  
NOA - Notice of Appeal  
MDA - Motion for Delayed Appeal  
MLA - Motion for leave to appeal  
COM – Complaint (for Original Action type cases)  
MUR - Murnahan  
TRI - Transferred in

##### Terminations:

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

##### Briefs:

CAB - Corrected Appellant’s Brief  
ALB - Appellee’s Brief  
APB – Appellant’s Brief  
REB - Reply Brief  
CAL - Cross-Reply Brief

##### Initial Entry:

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



**TRIAL COURT CASE TYPE** (*NECESSARY TO DISTINGUISH SUPREME COURT CASE TYPE F*)

DOM - Domestic Relations

PRO - Probate

JUV - Juvenile

**ASSIGNMENT TYPES**

OAJ - Oral Argument Judge

BAJ - Brief Author Judge

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

**EVENT TYPES**

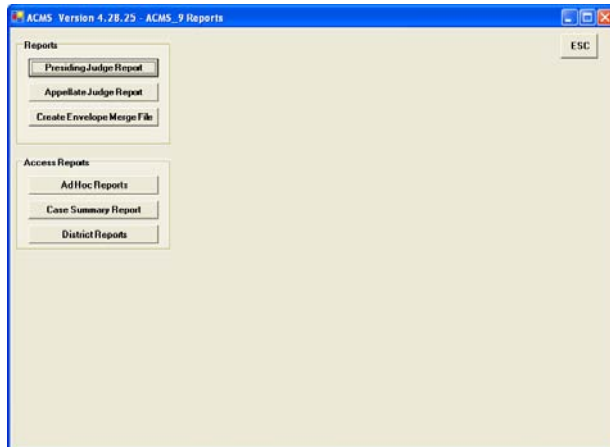
SET - Set Oral Argument

OAR - Oral Argument

SUB - Submitted on briefs or Case to be Submitted

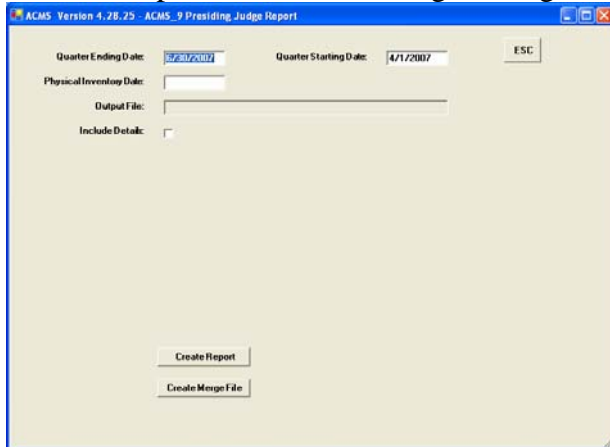
## Reports

The Reports menu provides access to the Presiding Judge Report, Appellate Judge Report, and Create Envelope Merge File. There is also a section for connecting to the MS-Access reporting tools.



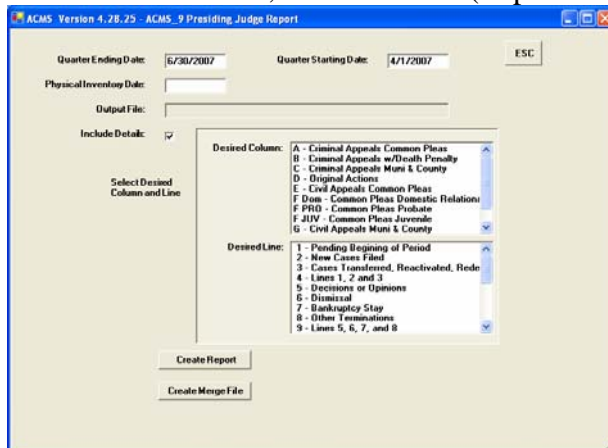
### PRESIDING JUDGE REPORT

1. Enter report criteria for ending and beginning dates.

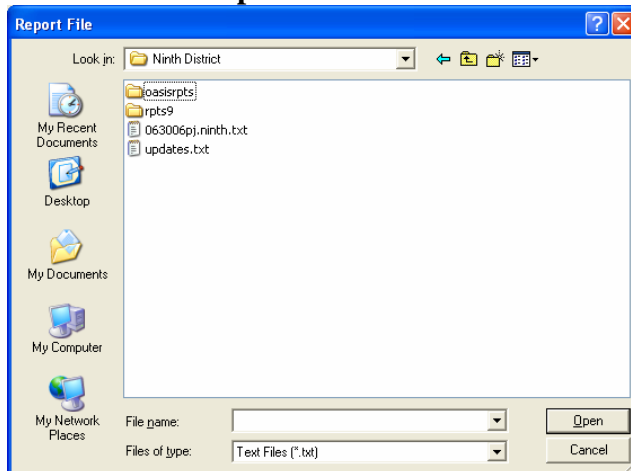


2. Physical inventory date displays on output.

3. If details are desired, select column (Supreme Court Case Type) and report line.



4. Click **“Create Report”** button.



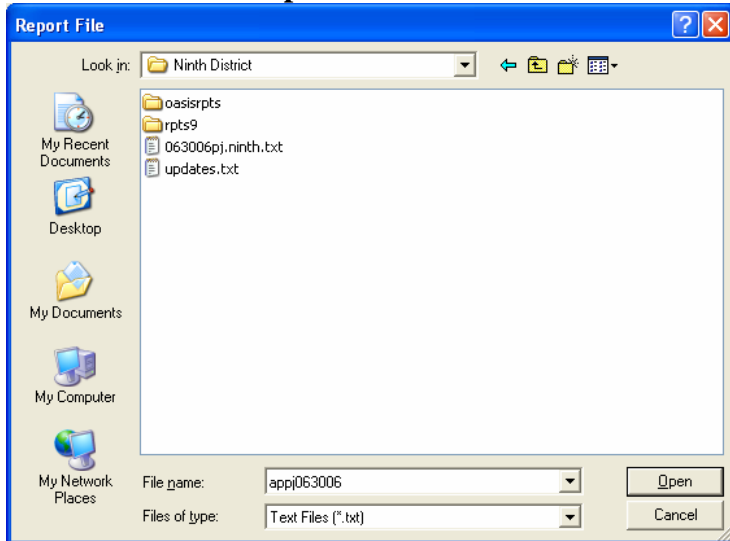
5. Enter desired location for output text file. Click **“Open”** button.
6. Application will return to entry screen when finished creating the report file.

## APPELLATE JUDGE REPORT

1. Enter period ending, start dates as desired.
2. Select specific Judge abbreviation if desired. If blank, all judges will be listed on separate pages in output display.
3. Check “Details” box if case number details for summary totals are desired.

The screenshot shows a software window titled "ACMS Version 4.28.25 - ACMS\_9 Appellate Judge Report". It contains several input fields and buttons. The "Quarter Ending Date" is set to 6/30/2007 and the "Quarter Starting Date" is set to 4/1/2007. There is an "ESC" button in the top right. Below these are fields for "Physical Inventory Date", "Individual Judge" (with a dropdown arrow), "Include Details" (a checkbox), and "Output File". At the bottom is a "Create Report" button.

4. Click “Create Report” button.



5. Enter desired location for output text file. Click “Open” button.
6. Application will return to entry screen when finished creating the report file.

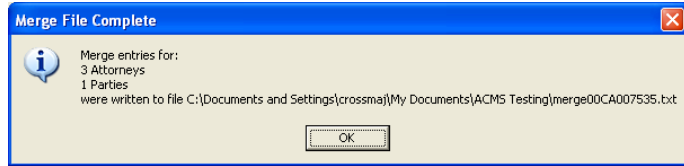
This function provides the ability to create a text file listing name/address information for a case's parties and attorneys. The resultant text file can be used as an input merge file for MS-Word envelope and/or document template files.

- 
- The screenshot shows a software window titled "ACMS Version 4.28.25 - ACMS\_9 Create Envelope Merge File". The window has a blue title bar and a light beige background. At the top right, there are standard Windows window controls (minimize, maximize, close) and an "ESC" button. Below the title bar, there is a "Change" button. The main area contains two input fields: "Trial Court County:" with the value "47" and a small icon, and "Case Number:" with the value "00CA007535" and a small icon. Below these fields, the text "State of Ohio v. Charles Perry, Jr." is displayed. Further down, there are two checked checkboxes: "Include Attorneys" and "Only Active Parties". Below these, there is another checked checkbox: "Include Parties". Underneath the checkboxes, the label "Output File:" is followed by an empty text box. At the bottom of the window, there are two buttons: "Create New Merge File" and "Append to Existing Merge File".
- ACMS Version 4.28.25 - ACMS\_9 Create Envelope Merge File
- Change
- ESC
- Trial Court County: 47 Case Number: 00CA007535
- State of Ohio v. Charles Perry, Jr.
- ☒ Include Attorneys ☒ Only Active Parties
- ☒ Include Parties
- Output File:
- Create New Merge File
- Append to Existing Merge File

- 
- The screenshot shows a Windows Explorer window titled "Merge File". The address bar indicates the current directory is "Look in: \ACMS Testing". The left sidebar contains standard navigation icons: "My Recent Documents", "Desktop", "My Documents", "My Computer", and "My Network Places". The main content area displays a list of files and folders in three columns. The files include various text documents and OASIS files, such as "apj9th93006.txt", "merge00CA007535.txt", and "pj06301ninth.oasis.15D". At the bottom of the window, the "File name" field is populated with "merge00CA007535.txt", and the "Files of type" dropdown is set to "Text Files (\*.txt)". The "Open" and "Cancel" buttons are visible on the right side of the file list.

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7. Application will acknowledge contents of merge data file with message box.



8. Use “**ESC**” to exit function.

## Set Briefs Complete

### SET BRIEFS COMPLETE FOR ONE CASE AT A TIME

In the Filing Type Maintenance form, when creating a filing type, put SET in the Associated Filing Type field. Then, whenever a filing is created with the indicated filing type, an Event type of SET will be created.

### SET BRIEFS COMPLETE FOR MULTIPLE CASES

1. From the Main Form and Most other forms, click on Tools.
2. Click on “Set Briefs Complete.”
3. Enter Due Date
4. Click either “Print Report” or “Update and Print Report”.

Article IV Version 0.3.28 Archive Utility

Due Date:

Report Name:

Create Report

Set Complete and Create Report

ESC

#### Print Report:

The cases on the report will match the following criteria:

1. Non-archived
2. Briefs complete date is blank
3. Final order date is blank
4. Have a filing of the ALB type where the
  - Final order date is blank
  - Filing due date is less than today.

The fields that appear on the report will be:

1. County
2. Case
3. Due Date on ALB type filing record.

Update and Print Report:

The cases on the report will match the following criteria:

1. Non-archived
2. Briefs complete date is blank
3. Final order date is blank
4. Have a filing of the ALB type where the
  - Final order date is blank
  - Filing due date is less than today.

The fields that appear on the report will be:

1. County
2. Case
3. Due Date on ALB type filing record.

The program will create an event with the following information for each case on the report

1. County
2. Case Number
3. Filing Number
4. Event Date (due date value)
5. Event Type (SET)



## Security

### ADD A NEW USER

1. From the main screen and most other forms, press the **“Tools”** Command Button.
2. Click the **“Users”** Command Button.
3. Click **“New.”**

4. Enter the user's **last name**.
5. Enter the **user's logon**.
6. All other fields are optional.
7. Click on **Capabilities**.
8. All capabilities will default to **“no.”** Click on the **desired capability** or **Copy** another user's capabilities into the current user.
9. Check **“Allow Access”** for read-only ability for the current selection.
10. Also check **“Allow Update”** for editing ability for the current selection.

Function	access	update
Ad Hoc Reports	Yes	Yes
Appellate Judge Report	Yes	Yes
Application's Environment Codes	Yes	Yes
Archive Utility	Yes	Yes
Assignment Screen	Yes	Yes
Assignment Type Codes	Yes	Yes
Attorney Address Screen	Yes	Yes
Attorney Screen	Yes	Yes
Attorney Status Codes	Yes	Yes
Attorney/Party/Case Inquiry Screen	Yes	Yes
Calendar Type Codes	Yes	Yes
Case Consolidation Screen	Yes	Yes
Case Screen	Yes	Yes
Case Sensativity Types	Yes	Yes
Case Summary Report	Yes	Yes
Category Codes	Yes	Yes
Comment Screen	Yes	Yes
Conflict Screen	Yes	Yes
Conflict Type Codes	Yes	Yes
Conflict With T.C. Judge	Yes	Yes
Conflicts with Attorneys	Yes	Yes
Conflicts with Parties	Yes	Yes
Consolidation Number Screen	Yes	Yes
County Codes	Yes	Yes
Disposition Type Codes	Yes	Yes
District Reports	Yes	Yes
Envelope Merge File Report	Yes	Yes
Event Room Codes	Yes	Yes
Event Screen	Yes	Yes
Event Type Codes	Yes	Yes
Filing Screen	Yes	Yes
Filing Type Codes	Yes	Yes

11. Click **“Save.”**

## COPY A USER'S CAPABILITIES TO A NEW USER

1. From the main screen and most other forms, press the **“Tools”** Command Button.
2. Click the **“Users”** Command Button.
3. [Search for User](#) or enter new one.
4. Click on **Capabilities**.
5. Click **Copy**.
6. **Select the desired user** from which you wish to copy capabilities.

Last	first	middle	log on
admin	admin		oasind
Class	Demo		Class
Crossman	John		Crossmal
Doe	John		jdoe
Evans	Chere		evansc
Lenge	Linda	C.	lclenge
Ritter	Scot		ritters
Smith	Joe		jsmith
Testing			testing
Testing			testing
Valluri	Sowjanya		valluris
Walsh	C.	Michael	cmwalsh

7. Make any **modifications**.
8. Click **“Save.”**

## UPDATING USER PREFERENCES

1. From the main screen and most other forms, press the **“Tools”** Command Button.
2. Click the **“Users”** Command Button.
3. Select the appropriate user via the **navigational buttons** or the **“Search”** button.

First Name: Demo

Middle Name:

Last Name: Class

Log On Name: Class

Comment:

4. Click the **“Preferences”** Button.

ACMS Version 4.28.25 - ACMS\_9 Personal Preferences

Save ? ESC

**Select Starting Form**

- ☒ Main
- ☐ Case
- ☐ Assignments
- ☐ Comments
- ☐ Consolidations
- ☐ Events
- ☐ Filings
- ☐ Issues
- ☐ Parties
- ☐ Trial #
- ☐ Inquiry
- ☐ Reports
- ☐ Tools

**Start Form With Search**

- ☐ Assignments
- ☐ Comments
- ☐ Consolidations
- ☐ Events
- ☐ Filings
- ☐ Parties
- ☐ Trial #

**Other Choices**

- ☒ Tool Tips Enabled
- 4 Duration of Splash

5. Update as requested.

## SEARCH FOR A USER

1. From the main screen and most other forms, press the **“Tools”** Command Button.
2. Click the **“Users”** Command Button.
3. Click **“Search.”**
4. The users will appear in a list view – **click** on the desired user.

ACMS Version 4.28.25 - ACMS\_9 User Maintenance

< << >> > New Save Search Delete Capabilities Preferences ? ESC Undo

First Name:	Last	first	middle	log on
Middle Name:	admin	admin		oasimd
Last Name:	Class	Demo		Class
Log On Name:	Crossman	John		CrossmaJ
Comment:	Doe	John		jdoe
	Evans	Chere		evansc
	Lenge	Linda	C.	lclenge
	Ritter	Scot		ritters
	Smith	Joe		jsmith
	Testhng			testing
	TEsting			testing
	Valluri	Sowjanya		valluris
	Walsh	C.	Michael	cmwalsh

## DELETING A USER

1. From the main screen and most other forms, press the **“Tools”** Command Button.
2. Click the **“Users”** Command Button.
3. [Search for the User.](#)
4. Once on desired user, click on **delete**.

ACMS Version 4.28.25 - ACMS\_9 User Maintenance

I< < > >I New Save Search Delete Capabilities Preferences ? ESC

Delete a User Undo

First Name: Demo  
Middle Name:  
Last Name: Class  
Log On Name: Class  
Comment:

5. **Confirm** deletion.

## Trial Court Number

***Note:** basic case information must be entered before assignments, comments, consolidations, events, party, etc., can be entered.*

### ADD A NEW TRIAL COURT NUMBER

1. From the Main Menu or most other forms, click the **Trial# Command Button**.
2. The record that appears will be for the case currently active in the case maintenance form.
3. **“Change”** to the desired case.
4. Click **“New.”**
5. Enter new **trial court number**.
6. Press **Save**.

*One may also enter a trial court number in the appropriate field on page two of the case maintenance screen.*

### SEARCH FOR TRIAL COURT NUMBER

1. From the Main Menu or most other forms, click the **Trial# Command Button**.
2. The event that appears will be for the case currently active in the case maintenance form.
3. **“Change”** to the desired case.
4. Use the **navigation buttons** to scroll through the Trial Court Numbers for that case or click the **Search button** to see them in a list view.

ACMS Version 4.28.25 - ACMS\_9 Court Trial Number Maintenance

Case: ASSIGNMENTS COMMENTS Consolidations EVENTS FILINGS ISSUES PARTIES TRIAL# UNOLCP Tools Reports

Trial Court County:  Case Number:

State of Ohio v. Charles Perry, Jr.

Trial court number	county	case
98 CH 051588	47	00CA007535
98 CH 051989	47	00CA007535

### DELETE A TRIAL COURT NUMBER

1. From the Main Menu or most other forms, click the **Trial# Command Button**.
2. The event that appears will be for the case currently active in the case maintenance form.
3. **“Change”** to the desired case.
4. **Search for the desired trial court number.**
5. Once on the desired Trial Court Number, press the **delete** command button.
6. **Confirm** deletion.

## Troubleshooting ACMS

### CONNECTIONS:

1. I just entered a filing and I want to connect it to another filing, but it does not appear in the list view.

*The display of existing connections reflects what has been saved in the database. A newly created connection must be saved to the database by clicking on the Save command button.*

### COPYING A CASE

1. I copied a case and told it to copy the filings as well, but the filing button doesn't show in all capitals, so I'm afraid the information isn't there.

*Until the copied case has been saved (to the database), the upper row of command buttons will not reflect (be displayed in upper case) the presence of Filing, Event, Party, etc., data as being in the database.*

### COMMENTS

1. I tried to search for comments by using the Search button and only 1 comment appeared.

*Search only shows the comments for the specified case. First switch to the desired case, then choose Search to see all the comments for it. If there are no comments for the active case, the Search button will be deactivated.*

### HOT KEYS

1. None of my hot keys are underlined! How do I know what they are?

*This is a Microsoft feature that comes standard with Windows XP. Go to your desktop and right-click. Open Properties and go to the Appearance tab. Press the Effects button. The last checkbox option says "Hid underlined navigation. . . until I press the Alt button." Unclick that checkbox option, and all hot keys will be displayed.*

### CHANGING TO A NEW CASE

1. I entered an invalid case number. So now I'm trying to click on the binoculars but it just keeps telling me I have a bad case number.

*Delete the contents of the case number field, then click the binoculars.*

## “CHANGE” COMMAND BUTTON

1. My change command button disappeared!

*First, check to be sure that you are on a screen that has a change button – some don't. Hit the ESC key or button to back out a level. You'll probably have your change button there. If not, check the capabilities in the security settings.*