CIVIL CASE PROCESSING SYSTEM (VCAP)
PUBLIC ACCESS USER MANUAL

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ABOUT THIS MANUAL

Scope

This manual addresses the inquiry functions in the Civil Case Processing System (VCAP) for public access users. This manual provides navigational knowledge to improve search results.

Manual Format

The information in this manual covers five (5) logical areas:

1. **Introduction –** This section provides an overview of the Civil Case Processing System and the data that is available to inquiry users.

2. **System Standards -** This section defines common functions, screen layouts, screen navigation and proper use of names and abbreviations in searches.

3. **Logging On -** This section provides step-by-step instructions on how to access the Civil Case Processing System from the North Carolina Court Information System Banner screen.

4. **Public Inquiries -** This section contains step-by-step instructions for initiating common queries.

5. **Electronic Abstracts -** This section provides information about the various screens in the Judgment Abstract (JA) subsystem, ranging from how screens are accessed to what fields' public users may act upon to see additional information.

Disclaimer

The Civil Case Processing System indexes limited general information on case procedures. See file for complete case information. All case data included in the manual is fictitious and designed to demonstrate specific features. The screen illustrations displayed throughout this manual are from the release version available at time of manual printing.

Conventions Used in Manual Formatting

The following conventions were followed while writing this manual:

- Field names are indicated by bold text and capitalized.
- Italics and all caps indicate a function key or key on the keyboard.
- Field values are indicated as capitalized, bold text and surrounded by double quotes.
- Screen names are capitalized.
- Important or noteworthy information in enclosed in a box and prefaced with the word Note.

What is the Civil Case Processing System?

The Civil Case Processing System (VCAP) contains information on civil actions that range from case initiation to disposition. Most recorded information pertains to case parties and dates (i.e. clock, issued, service) for documents filed with the civil clerk or prepared by the court. In VCAP, a file number, the county of record and/or a party on the case uniquely identifies each record. Public users can access civil case records by inquiring on party names or case file numbers from public terminals within the clerk's office or by remote dial up access.

General Party Name Searches

A party name search can be used to find information in VCAP when the specific file number and county of filing are not known. When doing a name search all or part of the name can be used to search. Searches are executed within a specific county, up to five (5) counties at one time, or statewide.

General File Number Searches

The most efficient searches are those using the file number. File numbers are generated the same way in all counties. They are made up of the 2-digit calendar year, court type and a sequential number that resets every year (for example, 04 CVS 123456). When searching VCAP using the file number, a single county must be selected to ensure a unique search. Multiple county and statewide searches are only permitted with party name searches.

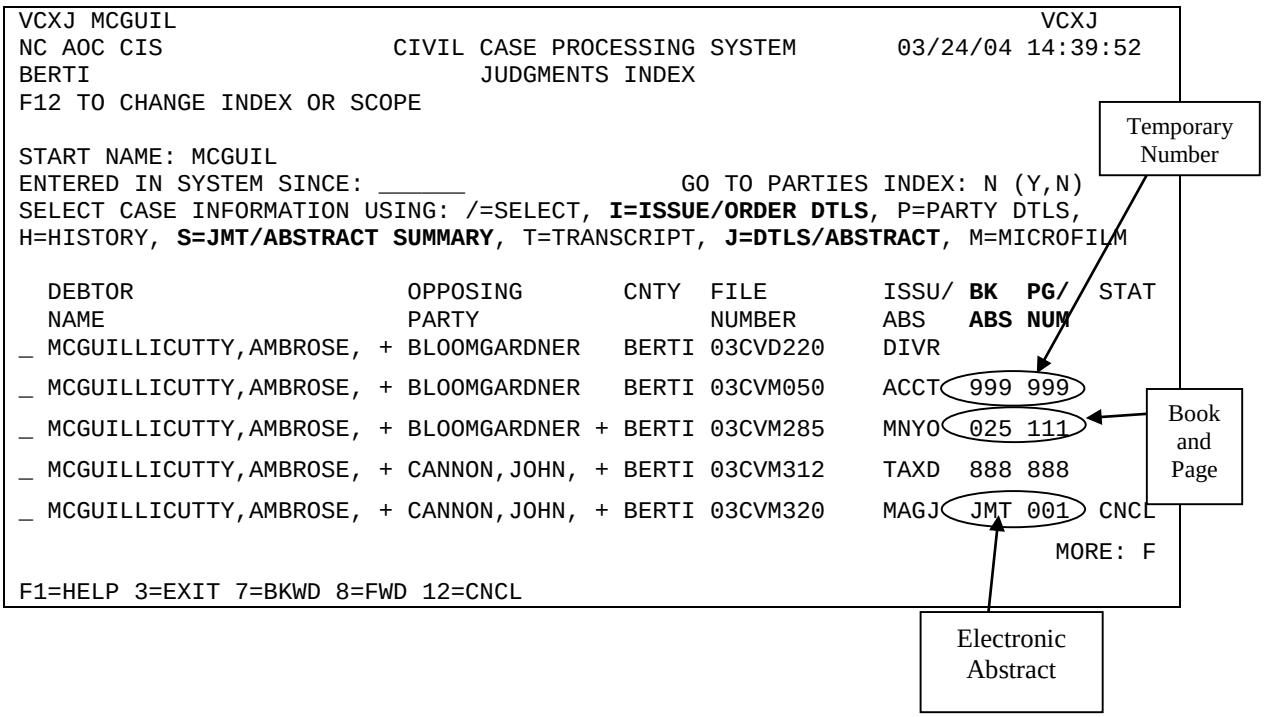
Searching for Judgment Data

Judgments indexed in VCAP are either abstracted on leather-bound docket books and stored within the county of record or abstracted electronically within the Judgment Abstracting subsystem (JA). There are two key screens that indicate whether a judgment exists in the system: the JUDGMENTS INDEX and the ISSUE/ORDER DETAILS screens.

Judgments recorded on the docket book will display with a 6-digit book and page number. A "**999 999**" book and page number indicates that a judgment has been granted but is waiting to be abstracted by the clerk. An example of a valid book and page is "**012 465**". A book and page number of "**888 888**" is a valid value and indicates further information may be available in the civil system.

Abstract numbers are used instead of book and page numbers to identify electronic abstracts. Abstract numbers display in the following format: XXX 999, where XXX is either **JMT** or **ABS** and 999 is a sequential number unique within the abstract type and file number. **JMT** abstracts are monetary judgments while **ABS** abstracts are non-monetary judgments. An example of a valid abstract number is "**JMT 001**".

Below is an example of the different docket numbers assigned to indexed cases.

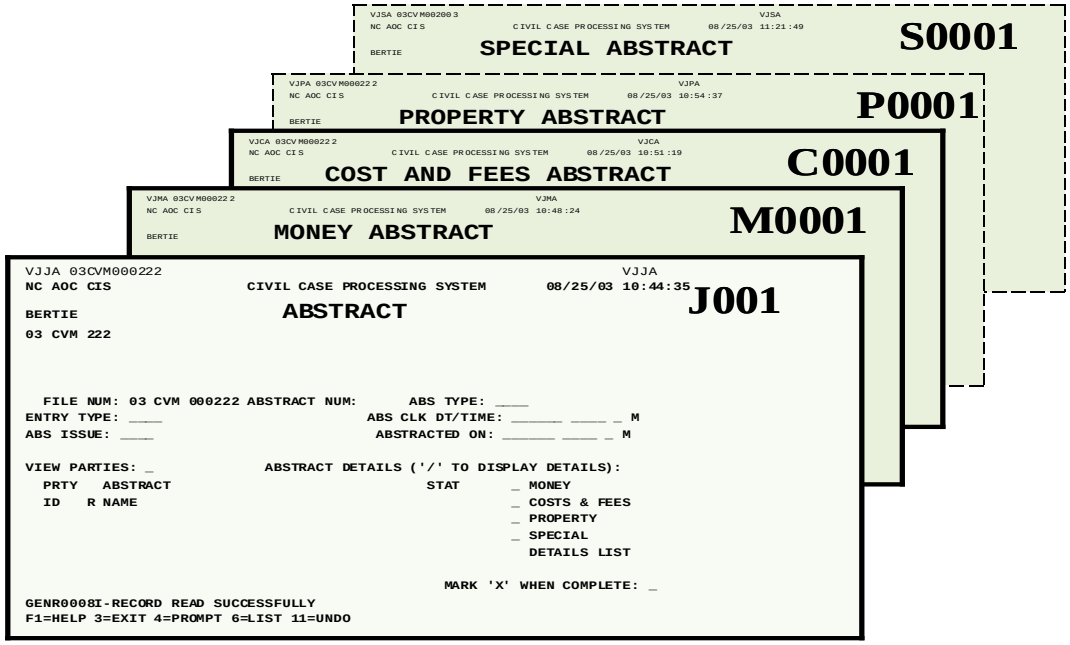


What is an Electronic Abstract?

The Judgment Abstracting (JA) subsystem is an enhancement to the Civil Case Processing system (VCAP). It provides online access to judgment details as entered by the civil clerk. Its purpose is to replace the red judgment docket book for recording new judgment orders and subsequent entries such as payments, executions, transcripts and cancellations. At the discretion of the Clerk, judgments currently recorded on the book can be entered into JA as well.

Components of an Electronic Abstract

The electronic judgment is displayed on two types of screens, ABSTRACT and AWARD DETAILS. The ABSTRACT screen is present on every judgment recorded in JA. This screen contains the granted issues, all attached parties, party addresses, the date the judgment was recorded in JA, and the overall status of the abstract. Attached to each ABSTRACT screen is at least one award detail. There are four different screens that display the award details. They are COST AND FEES, MONEY, PROPERTY, and SPECIAL.



Detail Screen Definitions

Each award detail is assigned an ID with the format: X####, where the X indicates the type of detail and #### indicates the sequential number assigned within that detail type. In the example above, J001 is the abstract number. The award/detail IDs would be M0001, C0001, P0001, and S0001 respectively.

Each award detail is described below:

1. The COST AND FEES ABSTRACT screen contains the costs awarded on a judgment, including attorney fees. The attorney fees on this screen do not accrue interest.
2. The MONEY ABSTRACT screen contains the principal, interest and attorney fees awarded on the judgment. The attorney fees on this screen accrue interest at the state rate (unless the abstract is an appointment fee type).
3. The PROPERTY ABSTRACT screen contains the Register of Deeds Book and Page, and other details of the judgment. This screen is a free text screen that directs the viewer to see the case file for complete details.
4. The SPECIAL ABSTRACT is where the details of a complex judgment that do not fit on the other standard award screens are recorded. This screen is a free text screen that directs the viewer to see the case file for complete details.

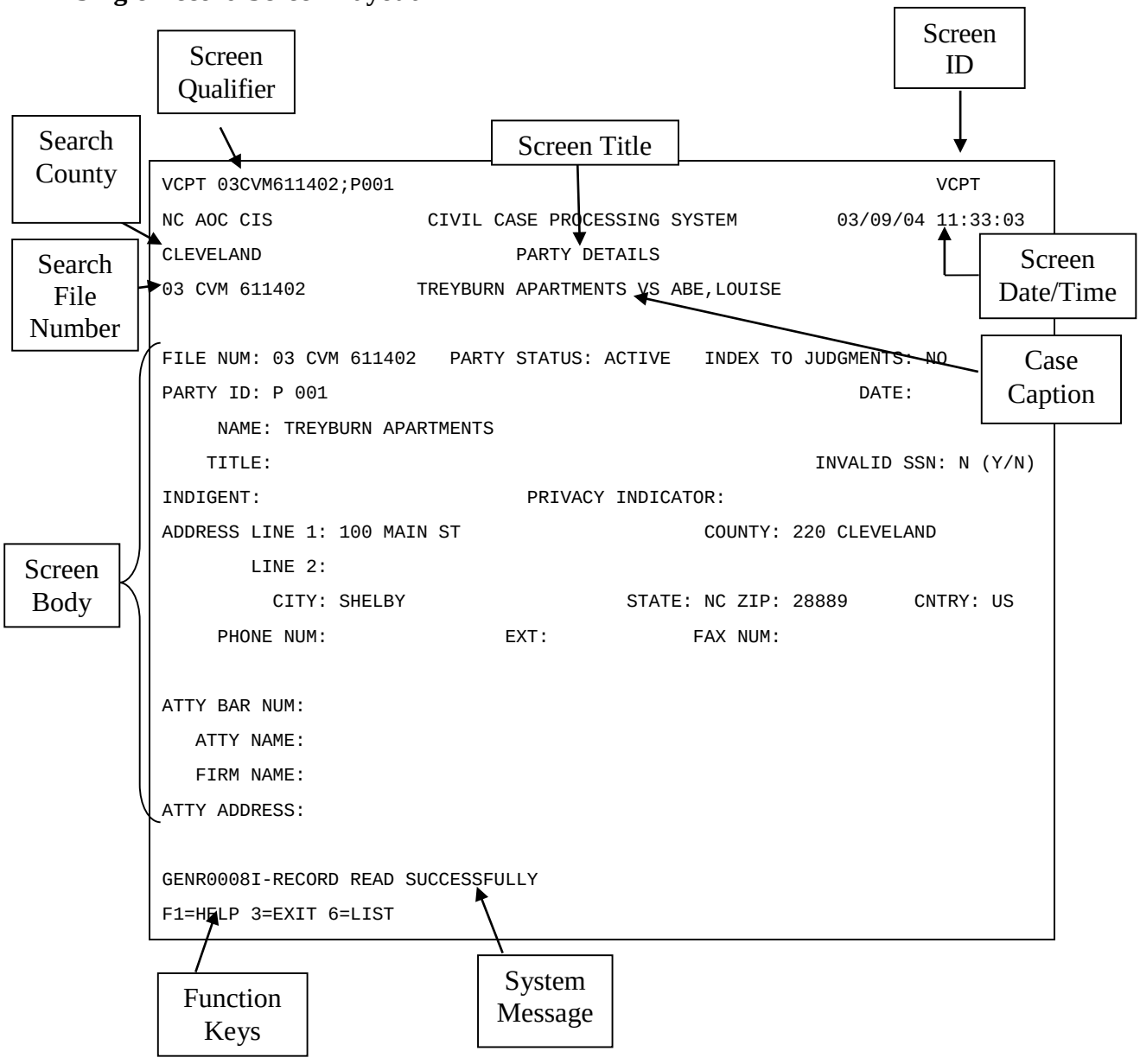
See the Navigating to Electronic Abstract Information section for more details.

SYSTEM STANDARDS

Screen Layout

The first three lines of any VCAP screen display the same data. All other lines follow one of two formats: single or multiple record displays. An example of a screen displaying a single record is provided below. Standard screen elements are indicated by text boxes to the sides, starting with the screen elements at the top and reading left to right. Text box definitions are provided after the layout and are listed in the order they appear on each line of the screen.

Single Record Screen Layout



The definition of each screen element follows:

Screen Qualifier – This line indicates key data for the displayed record. Usually the Screen ID, file number and party ID displays.

Screen ID – This is a four-character code by which VCAP identifies each screen.

Screen Date and Time – The far right of the second line of each screen in VCAP provides the date and time of each search result displayed or last screen activity.

Search County – This field lists the selected county(s) for the displayed search results. This field defaults to the sign-on county

Screen Title – This is the name of the particular screen being viewed. In VCAP, each screen has a unique name, describing its purpose. For example, the PARTY DETAILS screen is where names, addresses, and other information about individual parties are stored.

Search File Number – This is the file number used for search and selection to display information on the screen.

Case Caption – The case caption shows the names of the primary parties to any action. This is usually displayed as the first plaintiff or petitioner against the first defendant or respondent recorded for a case. The case caption does not appear on all VCAP screens.

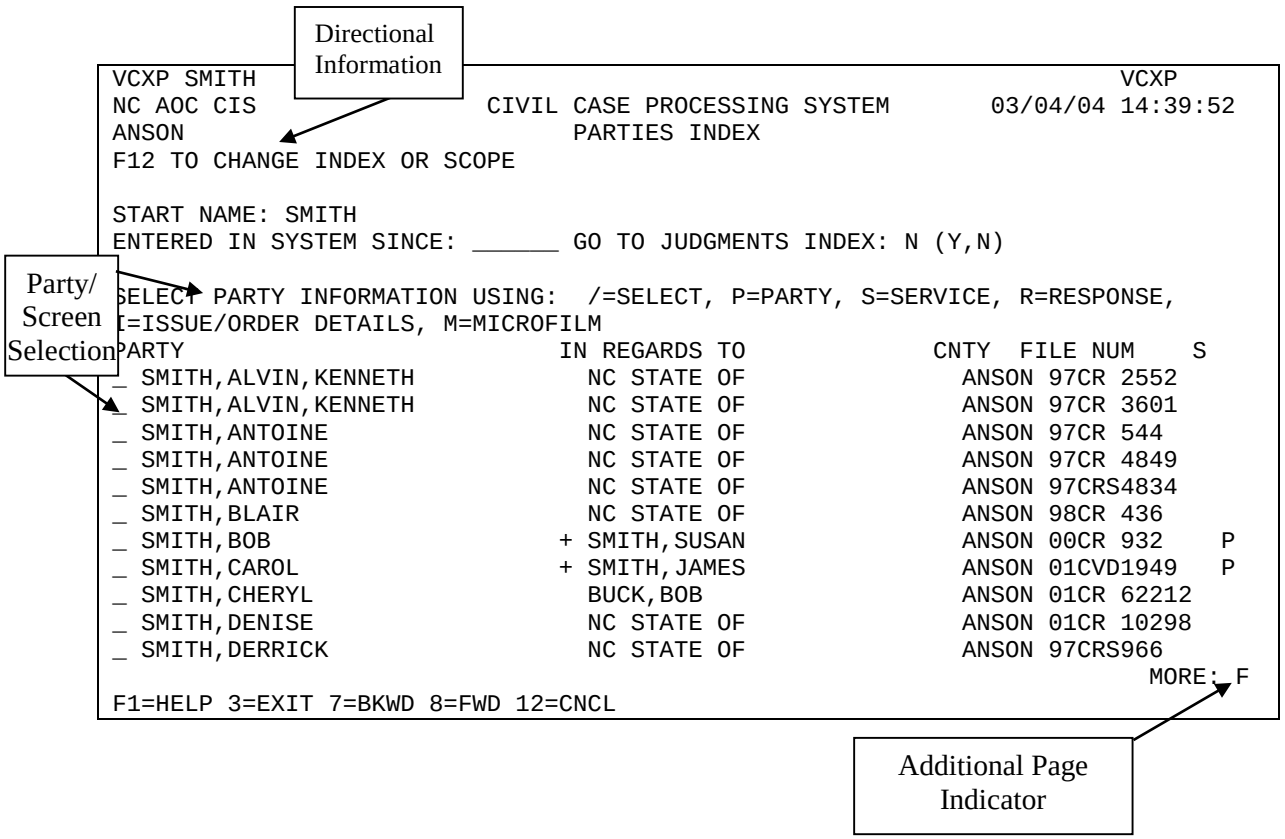
Screen Body – The bulk of each screen is filled by the particular fields and information specific to that screen.

System Message – VCAP provides informational and error messages specific to the activity on the screen.

Function Keys – Each screen in VCAP lists some combination of function keys (also known as "PF Keys") at the bottom of the screen. Not all of the function keys appear on every screen because some screens do not make use of their functions. A more detailed description of the common function keys can be found in the Standard Function Keys section.

List/Index Screen Layout

VCAP standards for list/index screens are slightly different from the previous example. These screens provide options for party selection and/or screen navigation. A screen example is provided below. Standard screen elements are indicated by text boxes to the sides, all boxes are defined below, starting with the screen elements at the top and reading left to right.



Directional Information – This line indicates which function key to use to restart a search.

Party/Screen Selection– This line allows party name selection for more information, or to replace the start name.

Additional Page Indicator – The **MORE** field indicates forward (**F**) or backward (**B**) scroll direction when data displays on multiple screens. The *F7* and *F8* function keys enable scrolling backwards and forwards through the data.

Standard Function Keys

Function keys enable you to navigate quickly through the system. Not all function keys are available on each screen. The keys that work on a particular screen are identified at the bottom of the screen. The function keys are described below.

Function Key	Function
F1	Help. *F1* transfers the user to a screen showing "help" text for the current screen or field. The text displayed depends on where the cursor was onscreen when this function key was pressed.
F2	Not used in VCAP.
F3	Exit. *F3* returns the user to the previous screen displayed. If pressed repeatedly, *F3* will eventually exit the user from VCAP.
F4	Prompt. When a list of pre-defined values is expected in a particular field, pressing *F4* will provide a list of those values for selection.
F5	Refresh. *F5* erases the contents of all data fields on the current screen.
F6	List. *F6* provides a county or case-specific list of existing (preloaded) values such as your county's list of sureties or bail agents, or a list of the issues involved in the current case.
F7 / *F8*	Backward/Forward. When a record contains more data than can be displayed on a single screen, the *F7* / *F8* keys enables scrolling backwards and forwards through the data.
F9	Not available for Public Access
F10	Not used in VCAP.
F11	Not available for Public Access
F12	Cancel. *F12* returns the user to the VCAP MAIN MENU and will exit VCAP if pressed repeatedly. *F12* differs from *F3* in that *F12* will not completely log the user out. *F12* only leads to a blank screen, from which the user can log in again or transfer to the Print Facility Report Index (PFRI).

Screen Navigation

There are six standard ways to move within VCAP

1. To move to a screen from any menu, type the number of a desired screen or sub-menu in the **CHOICE** field.
2. To move to another screen while on a screen, type the character of any desired screen or sub-menu in the **SELECT CASE/PARTY INFORMATION USING:** field.
3. To scroll backward/forward on a screen when a record contains more data than can be displayed, press the *F7* / *F8* function keys.
4. To return to a previous screen, press the *F3* function key.
5. To return to a menu, press the *F12* function key.
6. To exit the system, press *F3* or *F12* at the MAIN MENU screen.

Party Name Standards

All party names recorded in VCAP follow a predefined format to provide uniformity and consistency in the retrieval of information. There are 60 character spaces available when entering a party name for searches. Name searches are best performed using only the last name followed by a comma and then the first initial.

When using the party name search, enter the full or partial name in the format of last name,first name,middle name,suffix (commas required with no space between the party's names). For example, Jones,Robert,A,Jr. The suffix includes Jr, Sr, II, III, IV, etc.

For a corporation or company name, key the name without punctuation. For example, Seven Eleven Stores, Old Hickory Motors Inc. Commas and periods are omitted from business names. Business names with a series of individual characters such a BB&T, AT&T or BMI are indexed without spaces.

Many business names include words that have been indexed using commonly accepted abbreviations. See the following list of standard abbreviations when searching for business names, which include such words as "apartments", "association" and "corporation".

Note: For best results when conducting a party name search, titles such as SGT, DR, MRS, etc. should not be placed on the end of a party name.

Note: A party to an action and filed as a Professional Association (PA), is indexed as a business, not as an individual. For example, Dr. Ralph A. Jones DDS PA would be indexed as RALPH A JONES DDS PA DR. Using the same example without PA, the name would be indexed; JONES,RALPH,A DDS.

Alias Names

Parties which are identified with another name or a business may include the designation "Doing Business As", "Trading As", "Also Known As", or "Formerly Known As". These designations are not made under the new indexing system, but rather result in establishing an ALIAS name during indexing. For example, Wesley and Geneva Smith DBA Smith Dry Cleaners could be searched as:

Either Smith,Wesley or Smith Dry Cleaners

Either Smith,Geneva or Smith Dry Cleaners

Special Names

Some special accommodations are made for certain name formats. For example, "The News & Observer" is indexed "News & Observer The".

"The" included in a business name is always placed at the end.

Actions filed against "Unknown Heirs" or "Unknown Spouses" of John,Davis would be recorded as "Davis,John Unknown Heirs" or "Davis,John Unknown Spouses".

Government Agency Names

When actions are filed by or against a particular city or county, the name is indexed with the "CITY OF" or "COUNTY OF" or "STATE OF" at the end of the name. When civil actions that are filed include a NC State agency name, these names are cross-referenced under the agency name and the state.

Examples include:

RALEIGH CITY OF
SCOTLAND CO OF
NC STATE OF

DEPT OF TRANSPORTATION OF NC
NC DEPT OF TRANSPORTATION

PINETOPS HOUSING AUTHORITY
HOUSING AUTHORITY OF PINETOPS

Standard Abbreviations

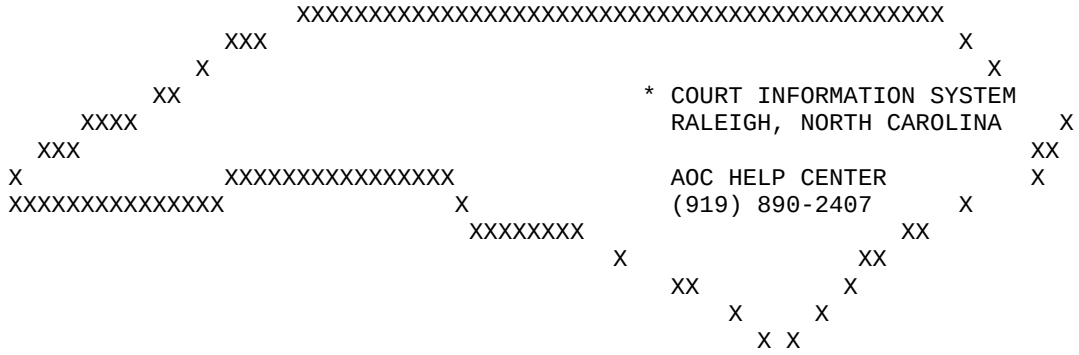
Below is a list of abbreviations commonly used in VCAP.

WORD/PHRASE	ABBREV	WORD/PHRASE	ABBREV
ALL OTHERS	AO	DIVISION	DIV
ALL OCCUPANTS	AO	EDUCATION	EDUC
ADMINISTRATION	ADMIN	EXECUTIVE	EXEC
APARTMENTS	APTS	GOVERNMENT	GOVT
ASSOCIATES	ASSOC	INCORPORATED	INC
ASSOCIATION	ASSN	INSURANCE	INS
BANK AND TRUST	B&T	LIMITED	LTD
BOARD	BD	MANAGEMENT	MGT
COMPANY	CO	NATIONAL	NATL
COMMISSION	COMM	NATIONAL BANK	NATL BANK
COMMISSIONER	COMR	NORTH CAROLINA	NC
CONSTRUCTION	CONST	PARTNERSHIP	PTNSHP
CORPORATION	CORP	REGISTERED	REG
COUNTY	CO	SAVINGS & LOAN	S&L
DEPARTMENT	DEPT	UNITED STATES	US
DIRECTOR	DIR		

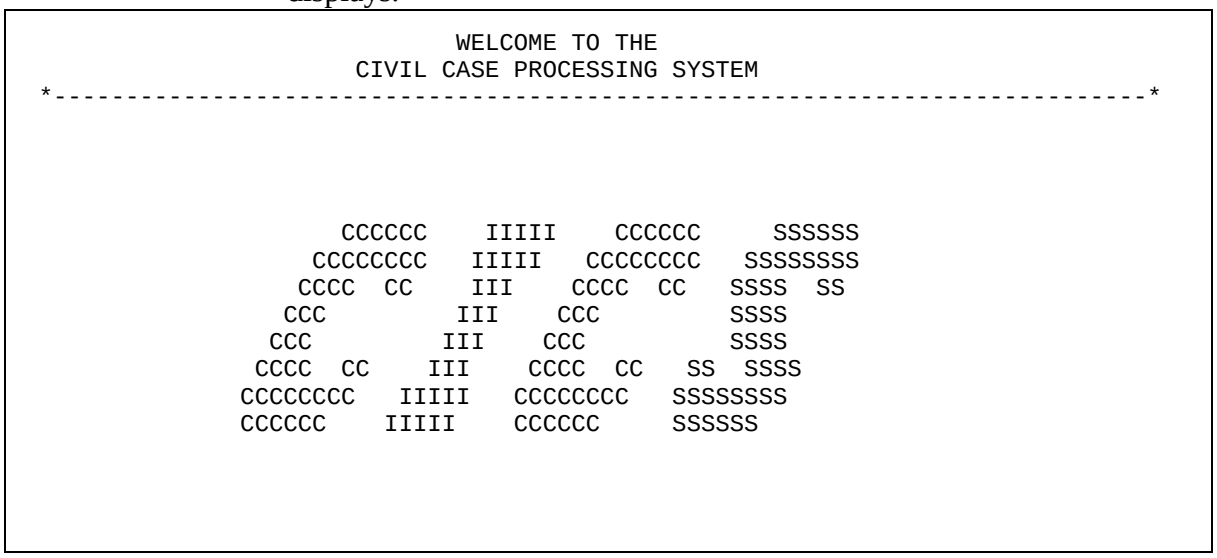
LOGGING ON

This manual assumes that you sign on to the Civil Case Processing System from a North Carolina Court Information System Banner screen. This screen contains an outline of the state's shape, and is often referred to as the "State Map." If the State Map does not display, clear the screen by pressing *F3* and type "**cesf logoff**", then press *ENTER*.

Step 1. When you see this screen, type "**vcap**".



Step 2. Press *ENTER*. The CICS Civil Case Processing System screen, below, displays.

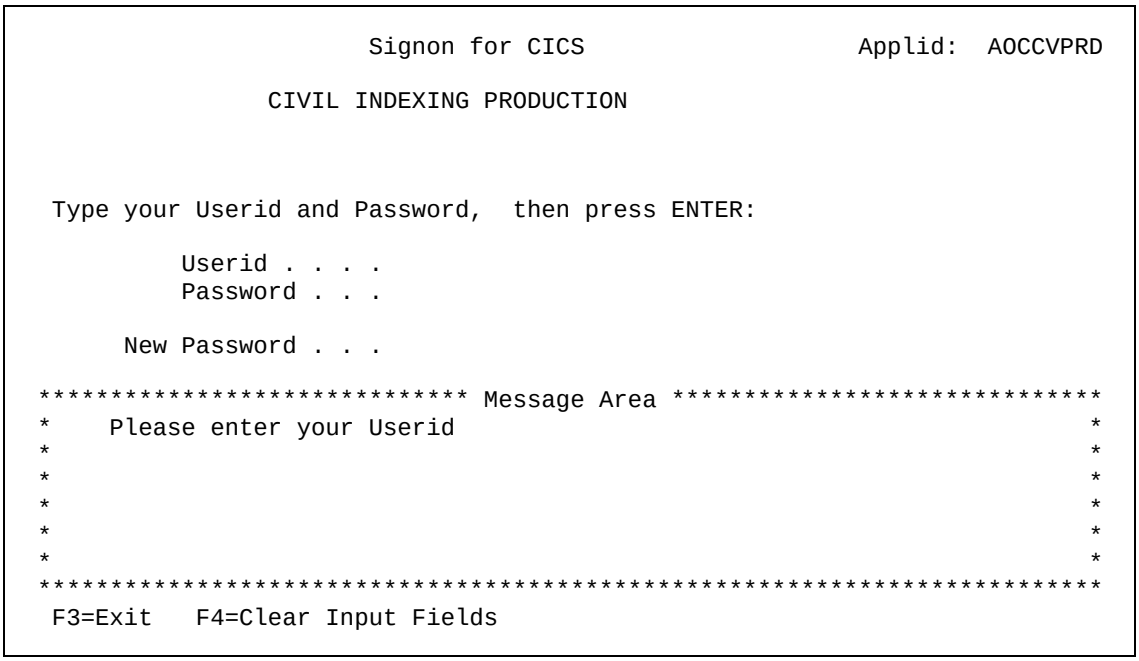


Step 3. Press *ENTER* to clear the CICS Civil Case Processing System screen.

Note: Your keyboard may require you to press the *PAUSE/BREAK* or *ESC* keys to clear this screen.

Step 4. At the clear screen, type "**cesn**".

Step 5. Press *ENTER*. The CICS Sign-on screen displays.



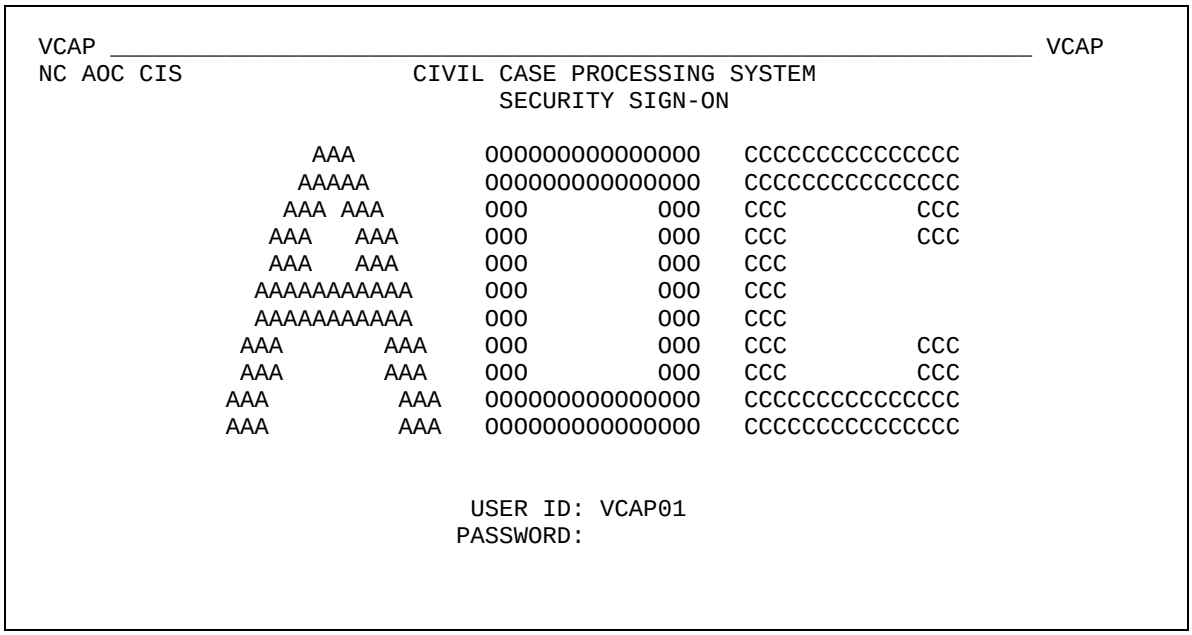
Step 6. Type your RACF ID in the **USERID** field, then *TAB* to the **PASSWORD** field and type your password. For security reasons, your password will not appear on the screen as you type it.

Step 7. Press *ENTER*. When your sign-on is complete, the following message displays in the screen's message area:

Step 8. Press *ENTER* to clear the screen, again.

Step 9. At the clear screen, type "**vcap**".

Step 10. Press *ENTER*. The AOC sign-on screen will display:



Step 11. Your RACF ID should be displayed in the **USER ID** field. You do not need to type it again.

Step 12. Type your password in the **PASSWORD** field. For security reasons, your password will not appear on the screen as you type it.

Note: You are allowed five (5) attempts to log on to the system successfully. If after five attempts you do not successfully enter your password, the system will revoke your password. You will need to call the Help Desk (919-890-2407) for assistance. In addition, your RACF ID will be revoked after 45 days of inactivity (if you have not signed on within that time period). If your password has expired, the system will prompt you to enter a new password. The sign-on screen will be redisplayed so that you can type a new password.

Step 13. Some users have access to multiple counties. If you are one of those users, the **COUNTY** field will appear beneath the **PASSWORD** field. Type the first five letters of the county whose records you wish to view in the **COUNTY** field.

Step 14. Press *ENTER*.

If any of the following error messages appear, follow the instructions as indicated:

Error Message	**Action Required**
PASSWORD HAS EXPIRED - ENTER NEW PASSWORD	Create a new password, type it in the **NEW PASSWORD** field and press *ENTER*. If sign-on fails again, contact the Help Desk.
PASSWORD IS INVALID	Reenter your password and press *ENTER*. Be sure that the cursor is at the beginning of the **PASSWORD** field (just under the first character of your RACF ID) before beginning. Remember that your password will not display as you type it. If sign-on fails again, contact the Help Desk.
USERID IS INVALID	Reenter your RACF ID, password and county information and press *ENTER*. If sign-on fails again, contact the Help Desk.
USERID IS REQUIRED	Reenter your RACF ID, password and county information and press *ENTER*. If sign-on fails again, contact the Help Desk.
USERID IS REVOKED	Contact the Help Desk. Your RACF ID likely has been revoked due to inactivity.

When your sign-on is complete, the VCAP Main Menu should appear.

```
VCM0 ____________________________________________________________________ VCM0
NC AOC CIS              CIVIL CASE PROCESSING SYSTEM    03/04/04 14:39:52
ANSON                            MAIN MENU

TYPE THE NUMBER OF YOUR CHOICE, THEN PRESS ENTER.

                            CHOICE
                         1. PARTY NAME INQUIRY MENU
                         2. FILE NUMBER INQUIRY MENU









CHOICE: __

F1=HELP 3=EXIT 5=CHANGE COUNTY 9=HOLD 12=CNCL
```

PUBLIC INQUIRIES – THE MAIN MENU

All public inquiries begin at the MAIN MENU. After a successful log on, it is the first screen that displays. The log-on county defaults as the search county. From this menu, public users have two choices for searching civil actions or judgment data.

```
VCM0 ____________________________________________________________ VCM0
NC AOC CIS              CIVIL CASE PROCESSING SYSTEM      03/04/04 14:39:52
ANSON                             MAIN MENU

TYPE THE NUMBER OF YOUR CHOICE. THEN PRESS ENTER.

                              CHOICE
                          1. PARTY NAME INQUIRY MENU
                          2. FILE NUMBER INQUIRY MENU



CHOICE: __

F1=HELP 3=EXIT 5=CHANGE COUNTY 9=HOLD 12=CNCL
```

MAIN MENU CHOICE OPTIONS

1. PARTY NAME INQUIRY MENU

This menu is used to access records using the party name. Searches by party name can be conducted in the home county or in a combination of counties. Searches by name may be completed using any party name to a case. Several indices are available on this menu including SP, E, EO, R, CVM, CVD, CVS and Judgments. These indices all show the file number. All choice options on this screen perform the same functions. Each choice simply narrows the range of case types that may display as a result of the inquiry.

2. FILE NUMBER INQUIRY MENU

This menu is used to access records using the file number. Choice includes party list, service and response summary, issue order details, miscellaneous case details, appeal summary and a judgment calculation screen.

Note: To change the default search county while on this screen, press the *F5* function key to select a single county from a list of counties.

PARTY NAME INQUIRY MENU

A file number and county of record is the unique key for all civil case records in VCAP. When the key is unknown, it can be found by inquiring on party names.

```
VCM1 ____________________________________________________________________ VCM1
NC AOC CIS             CIVIL CASE PROCESSING SYSTEM      03/04/04 14:39:52
ANSON                    PARTY NAME INQUIRY MENU

TYPE THE NUMBER OF YOUR CHOICE. THEN PRESS ENTER.

                CHOICE                              CASETYPES INCLUDED
            1. PARTIAL NAME SEARCH                  ALL CASETYPES
            2. PARTIES                              ALL CASETYPES
            3. JUDGMENTS                            ALL JUDGMENTS
            4. CIVIL ACTIONS                        CVM, CVD, CVS
            5. ESTATES & DEVISEES                   E, EO
            6. SPECIAL PROCEEDINGS                  SP
            7. REGISTRATIONS                        R
            8. PARTY CORRECTION INDEX               ALL
            9. BONDSMAN/SURETY LIST


CHOICE: 1
NAME: SMITH
LISTED COUNTIES: ANSON _____ _____ _____ _____


F1=HELP 3=EXIT 4=PROMPT 9=HOLD 12=CNCL
```

PARTY NAME INQUIRY MENU CHOICE OPTIONS:

> Note: Searches on name from this menu execute a "starts with" search rather than an exact match, however, the more unique the entry in the **NAME** field is, the more likely the result will be like an exact match.

1. PARTIAL NAME SEARCH
   This option will return a screen displaying all names in the system meeting the search criteria. This choice allows searching in a single county, up to five individual counties, or designation of "**ALL**" for searching in all VCAP live counties. From the result, choose the desired name and index to display by typing the appropriate selection indicator.

2. PARTIES
   This option will return a display of party names, meeting the search criteria, for all actions recorded on the system. This screen displays a party, an opposing party or type of case if there is no opposing party, file number, county of origin and status indicator of "**P**" (pending), "**A**" (appealed), "**T**" (transferred), or blank for disposed.

3. JUDGMENTS

This option will return a display of party names for all cases where there is a party who is a debtor on a judgment. The debtor, an opposing party, file number, county, file number, type of judgment and judgment docket book and page or abstract number and status of judgments appear on this screen.

4. CIVIL ACTIONS

This option will return a display of parties indexed on a CVM, CVD, and CVS case. This screen displays a party, an opposing party or type of case if there is no opposing party, file number, county of origin and status indicator of "**P**" (pending), "**A**" (appealed), "**T**" (transferred), or blank for disposed. This display is the same as the party display but is limited to these case types.

5. ESTATES & DEVISEES

This option will return a display of parties indexed on an estate case or an estate miscellaneous filing. Parties to an estate case include the decedent, the fiduciary, devisees, and beneficiaries in a trust under will. This display is the same as the party display but is limited to these case types.

6. SPECIAL PROCEEDINGS

This option will return a display of parties indexed on a Special Proceeding (SP) case. In an SP without a respondent, the type of case will be displayed. This display is the same as the party display but is limited to this case type.

7. REGISTRATIONS

This option will return a display of parties recorded on the miscellaneous or REGISTRATIONS INDEX. This display is the same as the party display but is limited to this case type.

8. PARTY CORRECTION INDEX

This option will return a display of the name of any party who has had their name altered or deleted in the system. The index displays the original name, the new name and whether or not the name appeared on the index to judgments at the time it was changed or deleted.

9. BONDSMAN/SURETY LIST

This screen is used to access records for professional bondsman and insurance companies who have filed a bondsman license registration. This screen shows the bondsman/surety name, address, city and a flag, which indicates if they have been prohibited from writing bonds because of a Department of Insurance notice or because of an outstanding execution.

Partial Name Search

When the file number is not known and only part of the name is known, perform a PARTIAL NAME SEARCH to display a screen listing case party names by county of filing. The following steps show how to initiate a partial name search.

Step 1. On the MAIN MENU, type "**1**" in the **CHOICE** field and press *ENTER*. The PARTY NAME INQUIRY MENU displays.

Step 2. In the **CHOICE** field, type "**1**" to display the PARTIAL NAME SEARCH SCREEN.

Step 3. In the **NAME** field, type the known part of the name. Use the following entry tips to maximize the results.

Enter:	The system will search for and display:
Jones	All parties in the case type searched with a last name or business name that begins with "Jones" will be displayed on the index in alphabetical order.
Jones,B	All parties in the case type searched with a last name or business name that begins with "Jones" and has a first name beginning with "B" will be displayed on the index in alphabetical order
Jones?	All parties where the last name begins with a "J" and has a soundex like Jones such as James, Jensen, or Johnson will be displayed on the index in alphabetical order.

Step 4. In the **LISTED COUNTIES** field, type the first five characters of the county name. Up to five counties may be entered for the search. To search in all VCAP counties, enter "**ALL**" in the first county field.

Note: To select from a list of valid counties, position the cursor on this field and press *F4*. From the list, *TAB* to the appropriate county(ies), type a "/" (slash), and press *ENTER*. The county selection displays in the **LISTED COUNTIES** field.

Step 5. Verify that all of the information you have entered is correct and press *ENTER*. The PARTIAL NAME SEARCH SCREEN displays.

```
VCXN SMITH                                                              VCXN
NC AOC CIS              CIVIL CASE PROCESSING SYSTEM       03/04/04 14:39:52
ANSON                      PARTIAL NAME SEARCH

START NAME: SMITH
INCLUDE COUNTIES: ANSON _____ _____ _____ _____   ALL - FOR ALL VCAP COUNTIES

SELECT PARTY USING: /=SELECT, J=JUDGMENTS, P=PARTIES, C=CIVIL ACTIONS,
                    E=ESTATES, S=SPECIAL PROCEEDINGS, R=REGISTRATIONS

  PARTY                                        PARTY IN COUNTIES
_ SMITH,ALVIN,KENNETH                          ANSON
_ SMITH,ANTOINE                                ANSON
_ SMITH,BLAIR                                  ANSON
_ SMITH,BOB                                    ANSON
_ SMITH,CAROL                                  ANSON
_ SMITH,CHERYL                                 ANSON
_ SMITH,DENISE                                 ANSON
_ SMITH,DERRICK                                ANSON
_ SMITH,HAROLD                                 ANSON
_ SMITH,JAMES                                  ANSON
_ SMITH,JANE                                   ANSON
                                                                  MORE: F
F1=HELP 3=EXIT 4=PROMPT 7=BKWD 8=FWD 12=CNCL
```

Step 6. **SELECT PARTY USING:** Position the cursor to the left of the desired name and enter only one of the following:

"/"	select the name and replace the **START NAME** field
"**J**"	view the JUDGMENTS INDEX for this name
"**P**"	view PARTIES INDEX for this name
"**C**"	view CIVIL ACTIONS INDEX for this name
"**E**"	view ESTATES AND DEVISEES INDEX for this name
"**S**"	view SPECIAL PROCEEDINGS INDEX for this name
"**R**"	view the REGISTRATIONS INDEX for this name

Party Name Search All Cases Types

To display a list of names for actions recorded on the system as by and against parties for all case types, use the following steps.

Step 1. On the MAIN MENU, type "**1**" in the **CHOICE** field and press *ENTER*. The PARTY NAME INQUIRY MENU displays.

Step 2. In the **CHOICE** field, type "**2**" to display the PARTIES INDEX screen.

Step 3. In the **NAME** field, type all or part of the name following the party name standards. Name searches are best performed using only the last name followed by a comma and then the first initial.

Step 4. In the **LISTED COUNTIES** field, type the first five characters of the county name. Up to five counties may be entered. To search in all VCAP counties, enter "**ALL**" in the first county field.

> Note: To select from a list of valid counties, position the cursor on this field and press *F4*. From the list, *TAB* to the appropriate county(ies), type a "/" (slash), and press *ENTER*. The county selection displays in the **LISTED COUNTIES** field.

Step 5. Verify that all of the information you have entered is correct and press *ENTER*.

The PARTIES INDEX screen displays results for all case types.

```
VCXP SMITH,ALVIN,KENNETH                                              VCXP
NC AOC CIS                 CIVIL CASE PROCESSING SYSTEM      03/04/04 14:40:25
ANSON                            PARTIES INDEX
F12 TO CHANGE INDEX OR SCOPE

START NAME: SMITH,ALVIN,KENNETH
ENTERED IN SYSTEM SINCE: ______ GO TO JUDGMENTS INDEX: N (Y,N)

SELECT PARTY INFORMATION USING:  /=SELECT, P=PARTY, S=SERVICE, R=RESPONSE,
                                  I=ISSUE/ORDER DETAILS, M=MICROFILM
   PARTY                          IN REGARDS TO             CNTY  FILE NUM    S
 _ SMITH,ALVIN,KENNETH            NC STATE OF               ANSON 97CR 2552
 _ SMITH,ALVIN,KENNETH            NC STATE OF               ANSON 97CVM3601



                                                                       MORE:
F1=HELP 3=EXIT 7=BKWD 8=FWD 12=CNCL
```

Optional Steps

ENTERED IN SYSTEM SINCE: Enter the date (MMDDYY format) to limit a search for names entered in the system since a specific date. This date represents the date the party was added to the system.

GO TO JUDGMENTS INDEX: Enter **" Y"** to switch to the JUDGMENTS INDEX screen.

Step 6. **SELECT PARTY INFORMATION USING**: Position the cursor to the left of the desired name and enter only one of the following:

" /"	select a name to replace the start name for the next inquiry
" **P**"	view details of the party (alias, address, attorney, etc.)
" **S**"	view a summary of service information for each party in the case
" **R**"	view a summary of responses filed by each party in the case
" **I**"	view the details of issue and order information for the case
" **M**"	view the microfilm numbers for the case

Party Name Search by Specific Case Type

Choice options 4- 7 on the PARTY NAME INQUIRY MENU display an index of party names specific to their case type. Use the following steps to select a party from an index that is case type specific.

Step 1. On the MAIN MENU, type "**1**" in the **CHOICE** field and press *ENTER*. The PARTY NAME INQUIRY MENU displays.

Step 2. In the **CHOICE** field, type the number for the specific case type (4-7).

Step 3. In the **NAME** field, type all or part of the name, following the party name standards. Name searches are best performed using only the last name followed by a comma and then the first initial.

Step 4. In the **LISTED COUNTIES** field, type the first five characters of the county name. Up to five counties may be entered. To search in all VCAP counties, enter " **ALL**" in the first county field.

> Note: To select from a list of valid counties, position the cursor on this field and press *F4*. From the list, *TAB* to the appropriate county(ies), type a "/" (slash), and press *ENTER*. The county selection displays in the **LISTED COUNTIES** field.

Step 5. Verify that all of the information you have entered is correct and press *ENTER*.

Step 6. The index screen displays results for the selected case type.

```
VCXP SMITH,ALVIN,KENNETH                                              VCXP
NC AOC CIS                CIVIL CASE PROCESSING SYSTEM       03/08/04 15:25:31
ANSON                           XXXXXX INDEX
F12 TO CHANGE INDEX OR SCOPE

START NAME: SMITH,ALVIN,KENNETH
ENTERED IN SYSTEM SINCE: _______ GO TO JUDGMENTS INDEX: N (Y,N)

SELECT PARTY INFORMATION USING:  /=SELECT, P=PARTY, S=SERVICE, R=RESPONSE,
                                  I=ISSUE/ORDER DETAILS, M=MICROFILM
   PARTY                          IN REGARDS TO             CNTY  FILE NUM    S
 _ SMITH,ALVIN,KENNETH            NC STATE OF               ANSON 97CR 2552
 _ SMITH,ALVIN,KENNETH            NC STATE OF               ANSON 97CR 3601




                                                                       MORE:
F1=HELP 3=EXIT 7=BKWD 8=FWD 12=CNCL
```

Optional Steps

ENTERED IN SYSTEM SINCE: Enter the date (MMDDYY format) to limit a search for names entered in the system since a specific date. This date represents the date the party was added to the system.

GO TO JUDGMENTS INDEX: Enter **"Y"** to switch to the JUDGMENTS INDEX screen.

Step 7. **SELECT PARTY INFORMATION USING**: Position the cursor to the left of the desired name and enter only one of the following:

"/"	select a name to replace the start name for the next inquiry
"**P**"	view details of the party (alias, address, attorney, etc.)
"**S**"	view a summary of service information for each party in the case
"**R**"	view a summary of responses filed by each party in the case
"**I**"	view the details of issue and order information for the case
"**M**"	view the microfilm numbers for the case

Judgment Party Search without File Number

To search the JUDGMENTS INDEX for a specific party when the file number is unknown, use the following steps.

Step 1. On the MAIN MENU, type "**1**" in the **CHOICE** field and press *ENTER*. The PARTY NAME INQUIRY MENU displays.

Step 2. In the **CHOICE** field, type "**3**" to display the JUDGMENT INDEX screen.

Step 3. In the **NAME** field, type all or part of the name, following the party name standards. Name searches are best performed using only the last name followed by a comma and then the first initial.

Step 4. In the **LISTED COUNTIES** field, type the first five characters of the county name. Up to five counties may be entered. To search in all VCAP counties, enter "**ALL**" in the first county field.

> Note: To select from a list of valid counties, position the cursor on this field and press *F4*. From the list, *TAB* to the appropriate county(ies), type a "/" (slash), and press *ENTER*. The county selection displays in the **LISTED COUNTIES** field.

Step 5. Verify that all of the information you have entered is correct. Press *ENTER*. The JUDGMENTS INDEX screen displays with a listing of parties in the county whose last name matches the search name. Results list all case types.

```
VCXJ MCGUIL                                                          VCXJ
NC AOC CIS               CIVIL CASE PROCESSING SYSTEM       03/04/04 15:30:22
BERTI                          JUDGMENTS INDEX
F12 TO CHANGE INDEX OR SCOPE

START NAME: MCGUIL
ENTERED IN SYSTEM SINCE: ______                GO TO PARTIES INDEX: N (Y,N)
SELECT CASE INFORMATION USING: /=SELECT, I=ISSUE/ORDER DTLS, P=PARTY DTLS,
H=HISTORY, S=JMT/ABSTRACT SUMMARY, T=TRANSCRIPT, J=DTLS/ABSTRACT, M=MICROFILM
  DEBTOR                  OPPOSING       CNTY  FILE        ISSU/ BK  PG/ STAT
  NAME                    PARTY                NUMBER      ABS   ABS NUM
_ MCGUILLICUTTY,AMBROSE, + BLOOMGARDNER   BERTI 03CVM220    JUDG  JMT 001 MODF
_ MCGUILLICUTTY,AMBROSE, + BLOOMGARDNER   BERTI 03CVM220    MAGJ  JMT 002
_ MCGUILLICUTTY,AMBROSE, + BLOOMGARDNER + BERTI 03CVM220    JUDG  JMT 003
_ MCGUILLICUTTY,AMBROSE, + BLOOMGARDNER   BERTI 03CVM220    MAGJ  JMT 005 MODF
_ MCGUILLICUTTY,AMBROSE, + BLOOMGARDNER + BERTI 03CVM285    MNYO  999 999
_ MCGUILLICUTTY,AMBROSE, + CANNON,JOHN, + BERTI 03CVM312    MAGJ  075 118
_ MCGUILLICUTTY,AMBROSE, + CANNON,JOHN, + BERTI 03CVM320    MAGJ  JMT 001 CNCL
                                                                    MORE: F
F1=HELP 3=EXIT 7=BKWD 8=FWD 12=CNCL
```

Note: The **STAT** column shows the status of an electronic abstract (blank = active, "**MODF**" = modified, "**CNCL**" = cancelled). If the abstract is not cancelled and a party on the abstract is cancelled, the **STAT** field will show "**PTCN**" (party cancelled) If the abstract is not vacated but a party on the abstract is vacated, the **STAT** field will show "**PTVA"** (party vacated).

Optional Steps

ENTERED IN SYSTEM SINCE: Enter the date (MMDDYY format) to limit a search for names entered in the system since a specific date. This date represents the date the party was added to the system.

GO TO PARTIES INDEX: Enter **"Y"** to switch to the PARTIES INDEX screen.

Step 7. **SELECT CASE INFORMATION USING**: Position the cursor to the left of the desired name and enter only one of the following:

"/"	select a name to replace the start name for the next inquiry
"**I**"	view a list of issue and order information for the case
"**P**"	view details of the party in the debtor column (alias, address, attorney, etc.)
"**H**"	view the EVENT HISTORY INDEX for the abstract if the county has implemented JA
"**S**"	view summary information (amount owed and paid) on monetary judgments that are either non-converted or the abstract is in JA
"**T**"	view details on a transcript
"**J**"	view judgment details for non-converted judgments (amount, cancellation date, etc.) or the Abstract is in JA
"**M**"	view the microfilm details for the case in which this judgment is recorded

Note: When using selection options "**I**", "**P**", or "**M**" for a line displaying a Transcript (T Case numbers), the originating case information will display on the next screen. Options "**S**" and "**J**" are invalid for transcripts.

Finding Name Changes

When an order for a name change is recorded on the PARTY DETAILS screen, the original name is moved to the PARTY CORRECTION INDEX screen. To view name changes, select the PARTY CORRECTION INDEX option from the PARTY NAME INQUIRY MENU. This option will display the original name, the new name and whether or not the name appeared on the index to judgments at the time it was changed. Use the following steps to search the PARTY CORRECTION INDEX for name changes.

Step 1. On the MAIN MENU, type "**1**" in the **CHOICE** field and press *ENTER*. The PARTY NAME INQUIRY MENU displays.

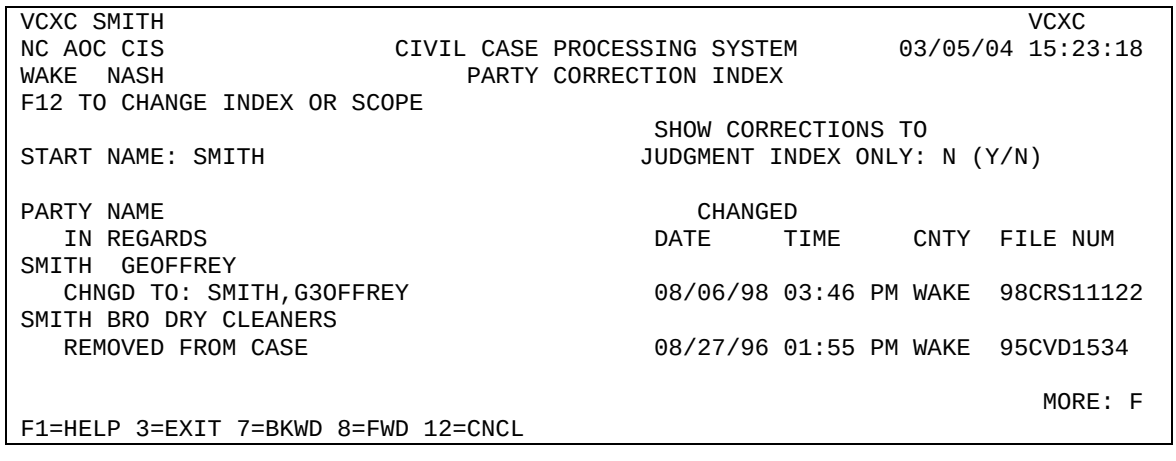
Step 2. In the **CHOICE** field, type "**8**" to display the PARTY CORRECTION INDEX screen.

Step 3. In the **NAME** field, type all or part of the name, following the party name standards. Name searches are best performed using only the last name followed by a comma and then the first initial.

Step 4. In the **LISTED COUNTIES** field, type the first five characters of the county name. Up to five counties may be entered. To search in all VCAP counties, enter "**ALL**" in the first county field.

> Note: To select from a list of valid counties, position the cursor on this field and press *F4*. From the list, *TAB* to the appropriate county(ies), type a "/" (slash), and press *ENTER*. The county selection displays in the **LISTED COUNTIES** field.

Step 5. Verify that all of the information you have entered is correct and press *ENTER*. The PARTY CORRECTION INDEX screen displays.



```
VCXC SMITH                                                              VCXC
NC AOC CIS              CIVIL CASE PROCESSING SYSTEM       03/05/04 15:23:18
WAKE  NASH                   PARTY CORRECTION INDEX
F12 TO CHANGE INDEX OR SCOPE
                                          SHOW CORRECTIONS TO
START NAME: SMITH                        JUDGMENT INDEX ONLY: N (Y/N)

PARTY NAME                                   CHANGED
   IN REGARDS                             DATE     TIME     CNTY  FILE NUM
SMITH  GEOFFREY
   CHNGD TO: SMITH,G3OFFREY               08/06/98 03:46 PM WAKE  98CRS11122
SMITH BRO DRY CLEANERS
   REMOVED FROM CASE                      08/27/96 01:55 PM WAKE  95CVD1534

                                                                      MORE: F
F1=HELP 3=EXIT 7=BKWD 8=FWD 12=CNCL
```

Finding BONDSMAN/SURETY Information

Use the following steps to locate specific details on a Bondsman, Bail Agent, Insurance Company or Runner.

Step 1. On the MAIN MENU, type "**1**" in the **CHOICE** field and press *ENTER*. The PARTY NAME INQUIRY MENU displays.

Step 2. In the **CHOICE** field, type "**9**" to display the BONDSMAN/SURETY LIST screen.

Step 3. In the **NAME** field, type all or part of the name, following the party name standards. Name searches are best performed using only the last name followed by a comma and then the first initial.

Step 4. In the **LISTED COUNTIES** field, type the first five characters of the county name. Up to five counties may be entered. To search in all VCAP counties, enter "**ALL**" in the first county field.

> Note: To select from a list of valid counties, position the cursor on this field and press *F4*. From the list, *TAB* to the appropriate county(ies), type a "/" (slash), and press *ENTER*. The county selection displays in the **LISTED COUNTIES** field.

Step 5. Verify that all of the information you have entered is correct and press *ENTER*. The BONDSMAN/SURETY LIST screen displays

```
VCBL SMITH                                                          VCBL
NC AOC CIS              CIVIL CASE PROCESSING SYSTEM      03/05/04 11:19:38
ANSON                       BONDSMAN/SURETY LIST

SELECT WITH A 'B' FOR BONDSMAN/SURETY DETAILS
                    VIEW PROHIBITED ONLY: N (Y/N)   SEARCH: SMITH
  BONDSMAN/SURETY NAME           LICENSE ID              CNTY   STATUS DATE
ADDRESS                           POAPP NUM    AGENT/RUNNER FOR NAME
_ SMITH,CHERYL                   B 000034    3003        ANSON
  326 COSTAL STREET
_ SMITH,JERRY                    A 000038    S924        ANSON     P 082002
  3004 BLADEWAY                  011451    FAR EAST INSURANCE COMPANY
_ SMITH,RICK                     B 000007    6325        ANSON     P 062401
  129 TARBORO RD
_ SONDERS,CHARLIE                B 000008    5621        ANSON
  1532 CHARLES ST
_ TAYLOR MADE INSURANCE CO       I 000010                ANSON
  1478 BODELO DRIVE
                                                                    MORE: F
F1=HELP 3=EXIT 7=BKWD 8=FWD 12=CNCL
```

Step 6. **SELECT WITH** - Position the cursor to the left of the desired party and enter "**B**" to display details for the selected bondsman and press *ENTER*.

Viewing Electronic Transcripts Sent

Use the following steps to locate specific details on transcripts sent by a county by searching on a name.

Step 1. On the MAIN MENU, type "**1**" in the **CHOICE** field and press *ENTER*. The PARTY NAME INQUIRY MENU displays.

Step 2. In the **CHOICE** field, type "**3**" to display the JUDGMENTS INDEX screen.

Step 3. In the **NAME** field, type all or part of the name, following the party name standards. Name searches are best performed using only the last name followed by a comma and then the first initial.

Step 4. In the **LISTED COUNTIES** field, type the first five characters of the county name. Up to five counties may be entered. To search in all VCAP counties, enter "**ALL**" in the first county field.

> Note: To select from a list of valid counties, position the cursor on this field and press *F4*. From the list, *TAB* to the appropriate county(ies), type a "/" (slash), and press *ENTER*. The county selection displays in the **LISTED COUNTIES** field.

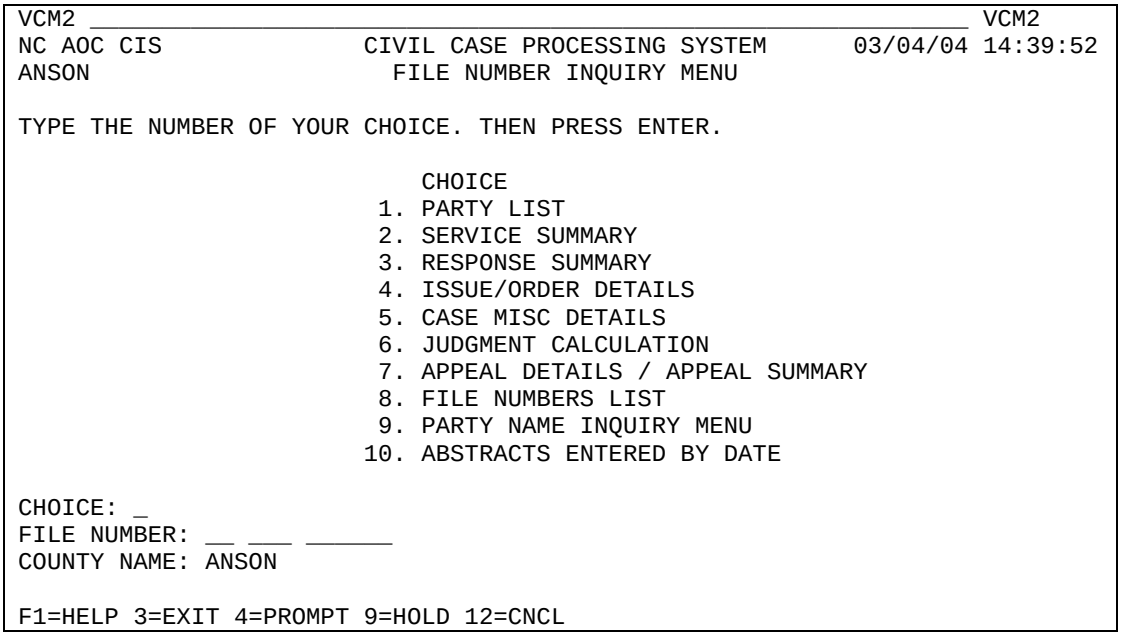
Step 5. Verify that all of the information you have entered is correct and press *ENTER*. The JUDGMENTS INDEX screen displays with a listing of parties in the county whose last name matches the search name. The results are for all case types.

Step 6. Position the cursor to the left of the desired name and type a "**T**" in the **SELECT CASE INFORMATION USING** field and press *ENTER*. The VIEW/UPDATE TRANSCRIPTS screen displays showing all electronic transcripts recorded in the system for the selected file number.

```
VJJT 03CVM000220                                                    VJJT
NC AOC CIS              CIVIL CASE PROCESSING SYSTEM       03/22/04 16:51:56
BERTIE                      VIEW/UPDATE TRANSCRIPTS

       FILE NUMBER: 03 CVM 000220

      TRAN         ABS                              TRANSCRIPTED TO ABS  TRAN
   DATE   TIME     NUM  BK / PG PLDG ISSU CLK DT CNTY  TRAN NUM  STAT STAT EXM
   071003 01:31 PM J001                            ANSON 03T000007           Y
   071003 11:23 AM J001                            ALEXA 03T000014      DELT
   .
   .
   070903 05:08 PM J001                            GUILF 03T000005      CNCL

GENR0008I-RECORD READ SUCCESSFULLY                                      MORE:
F1=HELP 3=EXIT 7=BKWD 8=FWD
```

FILE NUMBER INQUIRY MENU

The file number can be used to access records within a county. File numbers are only unique within a specific county. Since a single file number can be used in multiple counties, a specific county must be selected.



FILE NUMBER INQUIRY MENU CHOICE OPTIONS:

1. PARTY LIST

   This choice will return a list of the parties on a case. To see Party Details, enter the party name on the PARTY NAME INQUIRY MENU.

2. SERVICE SUMMARY

   This choice will return a summary of all the service documents issued and the return status, if any. This screen includes party name, type of process issued, issue date, hour, return of service reason and service date, if any. To see a Service Summary for a particular party, enter the Party Name on the PARTY NAME INQUIRY MENU.

3. RESPONSE SUMMARY

This choice will return a summary of the pleadings filed against parties on a case. This screen includes pleading type, party name, response type, and response filing date. Most responses are simply answers, but they also include motions to extend time for an answer to be filed.

4. ISSUE/ORDER DETAILS

This choice will return a display of the issues and orders filed by parties on a case. Issue and order details include the pleading, type of issue, clock date, by party and against party, and the result of any orders filed regarding these issues. This screen can also be viewed from the PARTY NAME INQUIRY MENU.

5. CASE MISC DETAILS

This choice will return a display of the miscellaneous details of a case. These details include jury trial requested, eligibility for alternative dispute resolution programs, manner of case disposition, courtroom location, date and trial time, domestic type, consolidation case number, and presiding official assigned, if any.

6. JUDGMENT CALCULATION

This choice is for calculation of judgment information based upon the principal, court costs, and interest rate and payoff date entered. The screen allows for up to twelve partial payment dates and amounts. The remaining amount of interest, court costs and principal owed since the entry of judgment until the payoff date is displayed. The information on this screen is not stored.

7. APPEAL DETAILS / APPEAL SUMMARY

This choice will return a summary of the appealed orders of a case. A CVD/CVS may have several orders on appeal. Judgments or orders of Estates Cases, Special Proceedings and Criminal Orders rendered to Civil Judgments may also indicate appeals and appellate results here. CVM cases are appealed at final disposition only. A CVM appeal record will include the "To File Number". Information here includes order date, party who filed the appeal, what type of order was appealed, the court to whom the appeal will be heard, the clock-in date of the appeal, the result of the appeal and the date that result was returned.

8. FILE NUMBER INDEX

This screen is used to list records using the file number. Searches by file number can be conducted in the home county or in another specified county. Searches by file number may be completed using any case type. This index shows the file number in descending order, one party from each side and judgment docket book and page if any.

9. PARTY NAME INQUIRY MENU

This menu is used to access records using the party name. Searches by party name can be conducted in the home county or in a combination of counties. Searches by name may be completed using any party name to a case. Several indices are available on this menu including SP, E, EO, R, CVM, CVD, CVS and Judgments. These indices all show the file number, parties and county name.

10. ABSTRACTS ENTERED BY DATE

This screen is used to list judgments initially abstracted in the Judgment Abstract Subsystem based on a specific date entered by the user. This index shows the abstract debtor and creditors as well as the file number and abstract type and number in ascending order of abstract entered timestamp.

List all Parties on a Case

To view all parties attached to a case, display the PARTY LIST from the FILE NUMBER INQUIRY MENU. Use the following steps to display the PARTY LIST screen.

Step 1. On the MAIN MENU, type "**2**" in the **CHOICE** field and press *ENTER*. The FILE NUMBER INQUIRY MENU displays.

Step 2. In the **CHOICE** field, type "**1**"**.**

Step 3. In the **FILE NUMBER** field, type the number of the case for which you want to view information, and press *ENTER*. The PARTY LIST screen displays.

This screen is for display only. If the case file number and caption are incorrect, enter the correct case file number or return to the menu and start over.

```
VCPL 97CR 002552                                                        VCPL
NC AOC CIS                CIVIL CASE PROCESSING SYSTEM     03/05/04 10:19:12
ANSON                              PARTY LIST
97 CR 2552             NC STATE OF VS SMITH,ALVIN,KENNETH

FILE NUM: 97 CR  002552

   ------PARTY-----------
   ID          JDG   NAME
  P1              NC STATE OF
  D1             X SMITH,ALVIN,KENNETH




GENR0008I-RECORD READ SUCCESSFULLY                                      MORE:
F1=HELP 3=EXIT 7=BKWD 8=FWD 12=CNCL
```

The PARTY LIST screen displays the parties currently attached to the file number. If a party is on the JUDGMENTS INDEX, an "**X**" will appear in the **JDG** column. If a party was on the index to judgments and was removed, the party judgment indicator will be displayed as a "**P**" for "previous". The untitled column between the **PARTY ID** and **JDG** columns displays the party's current status as blank (ACTIVE), "**DELETED**" or "**REMOVED**".

Step 4. Press *F3* to exit.

View Service Records for a Case

Use the following steps to view all service records for parties on a specific file number.

Step 1. On the MAIN MENU, type "**2**" in the **CHOICE** field and press *ENTER*.

The FILE NUMBER INQUIRY MENU displays.

Step 2. In the **CHOICE** field, type "**2**"**.**

Step 3. In the **FILE NUMBER** field, type the number of the case for which you want to view information, and press *ENTER*.

The SERVICE SUMMARY screen displays.

```
VCSS 04CVM000231                                                    VCSS
NC AOC CIS              CIVIL CASE PROCESSING SYSTEM      03/08/04 14:38:53
ALAMANCE                      SERVICE SUMMARY
04 CVM 231          JACKSON,FRANCIS VS RICHARDSON,MILDRED

FILE NUM: 04 CVM 000231
NAME                                SERVICE TYPE             ISSUED    SRVED/
REASON RETURNED                     SERVICE VEHICLE       DATE   HOUR  ABS#
RICHARDSON,MILDRED                  REG SUMMONS            031404 12PM




GENR0017I-END OF LIST                                               MORE:
F1=HELP 3=EXIT 7=BKWD 8=FWD 12=CNCL
```

This screen is for display only. If the case file number and caption are incorrect, enter the correct case file number or return to the menu and start over.

Step 4. Press *F3* to exit.

Reminder: For field descriptions, position the cursor in the desired field and press *F1*.

View all Responses for a Case

Use the following steps to view all responses on a specific case.

Step 1. On the MAIN MENU, type "**2**" in the **CHOICE** field and press *ENTER*.

The FILE NUMBER INQUIRY MENU displays.

Step 2. In the **CHOICE** field, type "**3**"**.**

Step 3. In the **FILE NUMBER** field, type the number of the case for which you want to view information, and press *ENTER*. The RESPONSE SUMMARY screen displays.

```
VCRS 97CR 002552                                                    VCRS
NC AOC CIS                CIVIL CASE PROCESSING SYSTEM       03/17/04 10:48:39
ANSON                           RESPONSE SUMMARY
97 CR 2552             NC STATE OF VS SMITH,ALVIN,KENNETH

FILE NUM: 97 CR  002552
PLEADING TYPE               DATE
   PARTY NAME                        RESPONSE TYPE               RESPONSE DATE









CIVL0396I-RESPONSE DATA NOT FOUND FOR THIS CASE                        MORE:
F1=HELP 3=EXIT 7=BKWD 8=FWD 12=CNCL
```

Step 4. Press *F3* to exit.

Reminder: For field descriptions, position the cursor in the desired field and press *F1*.

View all issues on a case

Use the following steps to view all issues and partiess on a specific case.

Step 1. On the MAIN MENU, type "**2**" in the **CHOICE** field and press *ENTER*.

The FILE NUMBER INQUIRY MENU displays.

Step 2. In the **CHOICE** field, type "**4**".

Step 3. In the **FILE NUMBER** field, type the number of the case for which you want to view information, and press *ENTER*. The ISSUE/ORDER DETAILS screen displays.

```
VCIU 97CR 002552                                                    VCIU
NC AOC CIS               CIVIL CASE PROCESSING SYSTEM       03/08/04 16:21:01
ANSON                         ISSUE/ORDER DETAILS          **CAUTION COUNTY**
97 CR 2552             NC STATE OF VS SMITH,ALVIN,KENNETH
                                                  SHOW PENDING ONLY: N (Y/N)
ACTION CODE: I (U,I)   FILE NUM: 97 CR  002552             START DATE: ______
                                        CASE DISP DATE: 010298 CODE: FJNT
SELECT USING: I=ISSUES,J=JUDGMENTS/ABSTRACT,C=CONSOLIDATIONS,T=TRANSFERS
        ---ISSUE---                                        -------ORDER-------
   PLDG TYPE CLK DT BY PARTY            AGAINST PARTY       CLK DT R  X BK  PG/
                                                                      ABS NUM
_ FILN JATF 010298 NC STATE OF         SMITH,ALVIN,KENNETH 010298 RE X 026 020









                                                                     MORE:
GENR0008I-RECORD READ SUCCESSFULLY
F1=HELP 3=EXIT 4=PROMPT 5=REFRESH 7=BKWD 8=FWD 9=HOLD 11=UNDO 12=CNCL
```

OPTIONAL STEP

SELECTION – Enter one of the following codes indicated on the instruction line beside a pleading for additional details.

"**I**"	view the issue detail information
"**J**"	view the judgment detail information.
"**C**"	view the consolidation information
"**T**"	view the transfer information

Step 4. Press *F3* to exit.

Reminder: For field descriptions, position the cursor in the desired field and press *F1*.

View Miscellaneous Case Details

Use the following steps to display miscellaneous details on a specific case.

Step 1. On the MAIN MENU, type "**2**" in the **CHOICE** field and press *ENTER*.

The FILE NUMBER INQUIRY MENU displays.

Step 2. In the **CHOICE** field, type "**5**".

Step 3. In the **FILE NUMBER** field, type the number of the case for which you want to view information, and press *ENTER*. The CASE MISC DETAILS screen displays.

```
VCMD 97CR 002552                                                    VCMD
NC AOC CIS              CIVIL CASE PROCESSING SYSTEM         03/08/04 16:18:13
ANSON                         CASE MISC DETAILS             **CAUTION COUNTY**
97 CR 2552             NC STATE OF VS SMITH,ALVIN,KENNETH

ACTION CODE: I (U,I)     FILE NUM: 97 CR  002552

CASE INITIATION CLOCK DT: 010298
CASE DISPOSED BY: FINAL JUDGMENT NO TRIAL          ON: 010298









PRESIDING OFFICIAL ID: _______
PRESIDING OFFICIAL NAME:
GENR0008I-RECORD READ SUCCESSFULLY
F1=HELP 3=EXIT 4=PROMPT 5=REFRESH 6=LIST 9=HOLD 11=UNDO 12=CNCL
```

Step 4. Press *F3* to exit.

Reminder: For field descriptions, position the cursor in the desired field and press *F1*.

Calculate a Judgment Payoff

Use the following steps to calculate a judgment payoff.

Step 1. On the MAIN MENU, type "**2**" in the **CHOICE** field and press *ENTER*. The FILE NUMBER INQUIRY MENU displays.

Step 2. In the **CHOICE** field, type "**6**" and press *ENTER*.

The JUDGMENT CALCULATION screen will display. This calculation screen does not store your information.

```
VCIC _____________________________________________________________________ VCIC
NC AOC CIS                CIVIL CASE PROCESSING SYSTEM       03/22/04 17:16:09
WAKE                          JUDGMENT CALCULATION

         THIS CALCULATION SCREEN DOES NOT STORE YOUR INFORMATION.

          PRINCIPAL: 1500.00__________ COURT COSTS TO DATE: ___________________
INTEREST FROM DATE: _______   PER ANNUM INTEREST RATE (.08):               8.00%
        PRE-JUDGMENT INTEREST AMOUNT (NOT INTEREST BEARING): ________________
        PAYOFF DATE:   072403

  ******* PARTIAL ********  ******* PARTIAL ********  ******* PARTIAL ********
  PAYMENT AMOUNT     DATE   PAYMENT AMOUNT     DATE   PAYMENT AMOUNT     DATE
  ___________500.00 072002 ___________100.00 110202 ___________100.00 012003
  ____________________ ______ ____________________ ______ ____________________ ______
  ____________________ ______ ____________________ ______ ____________________ ______
  ____________________ ______ ____________________ ______ ____________________ ______
*ANY PAYOFF AMOUNT OBTAINED USING THIS SCREEN IS NOT BINDING ON THE CREDITOR*
        REMAINING INTEREST:                        DAILY INTEREST:
     REMAINING COURT COSTS:
       REMAINING PRINCIPAL:
                             CALCULATED PAYOFF AMOUNT:

F1=HELP 3=EXIT 5=REFRESH 9=HOLD 12=CNCL
```

Step 3. Complete the screen (see field definitions below), proofread the data entered, and press *ENTER*.

Step 4. Press *F3* to exit.

Reminder: For field descriptions, position the cursor in the desired field and press *F1*.

Note: A web-based judgment calculator is also available at the following address: http://www.nccourts.org/Courts/CRS/JudgmentCalculator/

Links on the left side of the screen provide access to Instructions and to the Judgment Calculator.

Field definitions/instructions for judgment calculation follow. An "*" denotes a required field.

***PRINCIPAL** - Enter the amount of interest earning principal for the judgment to be calculated here. Enter the dollar amount and the cents after the decimal.

COURT COSTS TO DATE - Enter the amount of court costs that are to be included in this calculation. Enter the dollar amount and the cents after the decimal.

***INTEREST FROM DATE** - Enter the date that interest begins to accrue on the principal recorded in this judgment.

***PER ANNUM INTEREST RATE** (.08) - Enter the per annum interest rate for the judgment. Enter the rate with leading zeros and a preceding decimal point. The legal rate of 8 percent would be entered " .08". This is a per-annum rate of interest.

PRE-JUDGMENT INTEREST AMOUNT (NOT INTEREST BEARING) - Enter the amount of any debt recorded that does not earn interest in this calculation. Payments will be applied to this amount as interest and the balance will be displayed as remaining interest owed for the judgment calculated here. Enter the dollar amount and the cents after the decimal.

***PAYOFF DATE** - Enter the date of payoff for the calculation here, the payoff date should be a business day. The default date is the current date. (6 digits MMDDYY)

PARTIAL PAYMENT AMOUNT - Enter the amount of any partial payment applied to this calculation. Partial payments will be applied first to court courts then to interest and then to the remaining principal. Complete a partial payment line for each partial payment made. If you have more than 12 payments made, complete the calculation and then use the results as the beginning amounts for a new calculation. If you enter an amount, you must enter a date for the same line.

DATE OF PARTIAL PAYMENT - Enter the date that each partial payment was made. Interest will be calculated from the begin date until this date and the payment applied to the costs, interest, and principal due at that time. If you enter a date, you must enter an amount for the same line. (6 digits MMDDYY)

REMAINING INTEREST - This is a display only field. This is the amount of interest remaining to payoff this judgment. This figure includes the pre-judgment interest amount entered above. The payoff amount includes this amount.

DAILY INTEREST - This is a display only field. This is the amount of additional interest that will accumulate daily if the judgment is not paid by the payoff date indicated above.

REMAINING COURT COSTS - This is a display only field. This is the amount of court costs remaining to payoff this judgment. The balance or payoff amount includes this amount.

REMAINING PRINCIPAL - This is a display only field. This is the amount of principal remaining to payoff this judgment. The balance or payoff amount includes this amount.

CALCULATED PAYOFF AMOUNT - This is a display only field. This is the total balance or payoff amount.

View Appeals

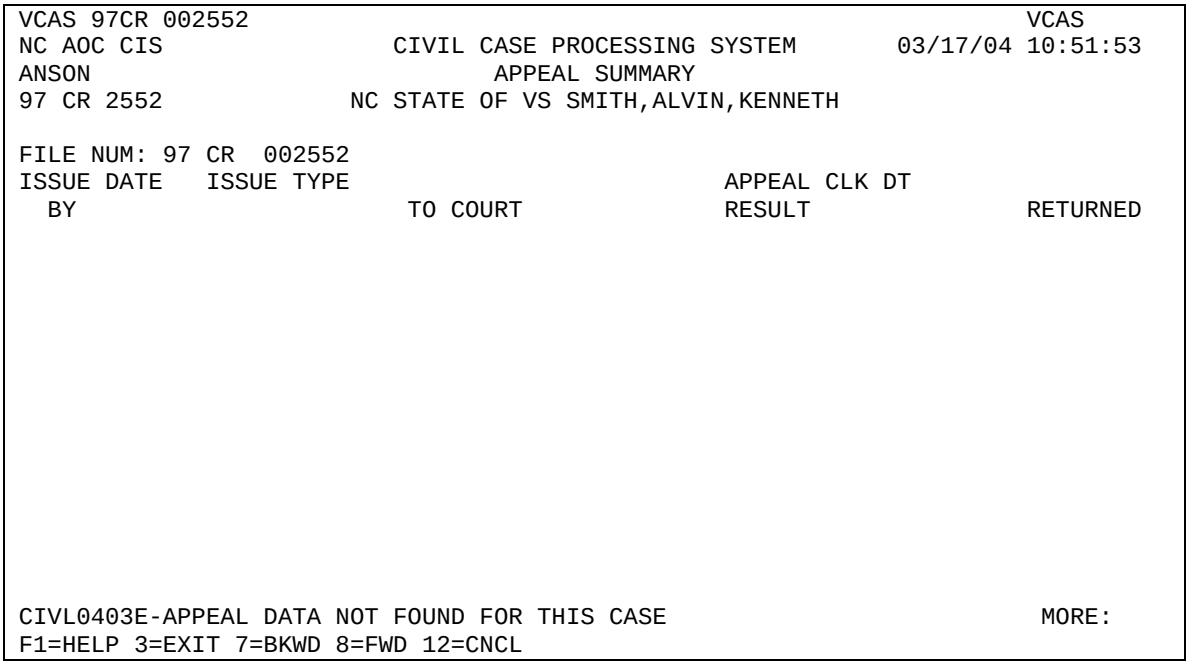
Use the following steps to display appeals data on a specific case.

Step 1. On the MAIN MENU, type "**2**" in the **CHOICE** field and press *ENTER*.

The FILE NUMBER INQUIRY MENU displays.

Step 2. In the **CHOICE** field, type "**7**"**.**

Step 3. In the **FILE NUMBER** field, type the number of the case for which you want to view information, and press *ENTER*. The APPEAL SUMMARY screen displays.



Step 4. Press *F3* to exit.

Reminder: For field descriptions, position the cursor in the desired field and press *F1*.

View list of File Numbers

Use the following steps to display a range of file numbers for a specific county.

Step 1. On the MAIN MENU, type "**2**" in the **CHOICE** field and press *ENTER*.

The FILE NUMBER INQUIRY MENU displays.

Step 2. In the **CHOICE** field, type "**8**".

Step 3. In the **FILE NUMBER** field, type the number of the case for which you want to view information, and press *ENTER*. The FILE NUMBERS LIST screen displays.

```
VCNI 03M  999999                                                    VCNI
NC AOC CIS               CIVIL CASE PROCESSING SYSTEM       07/24/03 10:30:01
CRAVEN                        FILE NUMBERS LIST

   START NUMBER ENTERED: 03 M   999999             SHOW PENDING ONLY: N (Y/N)
   SELECT CASE INFORMATION USING: /=SELECT I=ISSUE/ORDER DETAILS
   FILE NUMBER  PARTY                      IN REGARDS TO              BK  PG
                                                                      ABS NUM
 _ 03M  104    PARTY,SOME                  PARTY,ANOTHER               999 999
 _ 02M  103    FELLA,HARDLUCK              FELLA,WORSELUCK           + 999 999 +
 _ 00M  102    SPLIT,LICKETY               SLOW,MOLASSES             + JMT 001 +
 _ 00M  101    GAL,ONE                     GAL,TWO                     999 999
 _ 00M  100    ME,YOU,OWE                  YEW,I,OWE                   JMT 001
 _ 98M  629    NC STATE OF                 OTHER GUY                   JMT 001
 _ 98M  628    PLAIN,ONE                 + DEFF,ONE                  + ABS 001
 _ 98M  627    TEST1                       TEST2                     + 421 421 +
 _ 98M  626    TEST3                       TEST4                       999 999
 _ 98M  625    BUSINESS,BIG                BUSINESS,SMALL
 _ 98M  624    APPLESEED,JOHNNY            SCHMOE,JOSEPH             + 999 999 +
 _ 98M  623    NC COURT OF APPEAL          OHMY,ME                     999 999
 _ 98M  622    GRAPES,SEEDLESS             GRAPES,MUSCADINE            388 888
                                                                        MORE: F

F1=HELP 3=EXIT 7=BKWD 8=FWD 12=CNCL
```

Step 4. The county name is displayed at the top of the screen. This screen is for display only. If the beginning file number is incorrect, change the value in the **START NUMBER ENTERED** field and press *ENTER* or return to the prior menu and start over.

Note: The case file number entered on the previous screen will display in **START NUMBER ENTERED**. If this number is incorrect, enter the correct case file number in the field and press *ENTER*.

OPTIONAL STEP

*__SHOW PENDING ONLY__ - Enter a "**Y**" and press *ENTER* to limit the cases displayed to only those that are pending. Pending issues are those without a disposition code entered. This field defaults to "**N**", so that all cases will display.

SELECTION – The column to the left of the column titled **FILE NUMBER** is used to select a case for more information or to replace the **START NUMBER ENTERED** for the next inquiry.

Position the cursor to the left of the desired party and enter one of the following:

"/" select the case file number as the **START NUMBER ENTERED**
"**I**" view a list of issue and order information for the party

Step 5. Press *ENTER* to process the selection or press *F3* to exit.

Note: When using the FILE NUMBERS LIST screen to search for Transcripts (T Case numbers), the "**I**" option will display the originating case information on the ISSUE/ORDER DETAILS screen.

Searching Transcripts in this manner is a search of <u>received</u> transcripts. See the section on Viewing Electronic Transcripts Sent to display a list of transcripts sent on a specific file number.

View Abstracts Entered since a specific date

Use the following steps to display a list of file numbers for a specific county with abstracts entered since a specific date.

Step 1. On the MAIN MENU, type "**2**" in the **CHOICE** field and press *ENTER*. The FILE NUMBER INQUIRY MENU displays.

Step 2. In the **CHOICE** field, type "**10**", and press *ENTER*.

Step 3. In the **ENTERED IN SYSTEM SINCE** field, type the date to begin the search from and press *ENTER*.

```
VJXD 021404                                                          VJXD
NC AOC CIS                CIVIL CASE PROCESSING SYSTEM       03/29/04 10:21:10
WAKE                        ABSTRACTS ENTERED BY DATE
ENTERED IN SYSTEM SINCE: 021404
SELECT CASE INFORMATION USING: /=SELECT, I=ISSUE/ORDER DTLS, H=HISTORY,
                               S=ABSTRACT SUMMARY, J=ABSTRACT

   DEBTOR                    CREDITOR             FILE        ABS   ABS NUM STAT
   NAME                      PARTY                NUMBER      TYPE
 _ KNEADED,HELP            + BANGED UP HOSPITA    03CVS1593   DEFJ  JMT 001
 _ BIV,ROY,G                 NC STATE OF          04CRS220    JATF  JMT 001
 _ BIV,ROY,G                 NC STATE OF          04CRS220    APFE  JMT 002
 _ PARTY,INJURED           + FIXEM UP HOSPITAL    04CVS500    DEFJ  JMT 001
 _ JATRAIN,DONE            + MARY,PFOUR         + 04CVD214    DEFJ  JMT 001 MODF
 _ CATFISH,NICE            + BASS,STRIPED         04CVD123    DEFJ  JMT 001
 _ DAVIS,SYD                 ABC DISTRIBUTING     02CVD515    JUDG  JMT 001 DELT
 _ QUIKTEST,D                QUIKTEST             02CVD74     JUDG  JMT 001 DELT
 _ EXERCISE,D1             + YOPLAIT,P1         + 04CVD2169   JUDG  JMT 001 CNCL
 _ ROOM,D2                 + BILL,P2            + 04CVD214    JUDG  JMT 002
GENR0008I-RECORD READ SUCCESSFULLY                                    MORE: F
 F1=HELP 3=EXIT 7=BKWD 8=FWD 12=CNCL
```

OPTIONAL STEP

SELECTION – The field to the left of the column titled **DEBTOR NAME** is used to select a case for more information. Position the cursor to the left of the desired abstract and enter one of the following:

"/"	select the abstract as the first in the list
"**I**"	view a list of issue and order information for the case
"**H**"	view the EVENT HISTORY INDEX for the abstract in JA
"**S**"	view summary information (amount owed and paid) on an abstract in JA
"**J**"	view the ABSTRACT screen in JA

Step 4. Press *ENTER* to process the selection or press *F3* to exit.

Navigating to Electronic Abstract Information

There are three public access paths to view information on an abstract:

1. Search JUDGMENTS from the PARTY NAME INQUIRY MENU, displaying the results on the JUDGMENTS INDEX screen. Link to the ABSTRACT with a "**J**".
2. Search ISSUE/ORDER DETAILS from the FILE NUMBER INQUIRY MENU, displaying the results on the ISSUE/ORDER DETAILS screen. Link to the ABSTRACT with a "**J**".
3. Search ABSTRACTS ENTERED BY DATE from the FILE NUMBER INQUIRY MENU, displaying the results on the ABSTRACTS ENTERED BY DATE screen. Link to the ABSTRACT with a "**J**".

From each of these screens, access to the abstract information is restricted to only those issues that have an abstract number (ABS NUM) with a JMT or ABS prefix.

VCAP standard operations

To view on-screen help for any field or data element, place your cursor on that field and depress *F1*. To return to the previous screen, depress *F3*. To clear a screen of case related data, depress *F5*. To scroll backward within a list depress *F7*. To scroll forward within a list depress *F8*. To return to the Main Menu, depress *F12*.

Party Name Search

Locate an abstract by a party name search. The party name search allows for searches within a specific county, up to 5 counties at one time, or a statewide search. To inquire Statewide, place the word "**ALL**" in the first space provided for entering county names.

Step 1. From the VCAP MAIN MENU, enter "**1**" in the **CHOICE** field for PARTY NAME INQUIRY, press *ENTER*.

Step 2. Type **3** in the **CHOICE** field for the JUDGMENTS INDEX, type the name of the party in the **NAME** field (use VCAP name standards), enter the first five (5) characters of the county to search (enter up to five (5) county names or "**ALL**" to search all counties, in the first field), press *ENTER*.

Step 3. The JUDGMENTS INDEX screen displays with a listing of parties in the county whose name starts with the name entered on the previous screen. The **STAT** field indicates the status of the abstract (blank = active, "**MODF**" = modified, "**CNCL**" = cancelled) but if the abstract is not cancelled and a party is cancelled on the abstract the **STAT** field will show a status of "**PTCN**" = party cancelled. If the abstract is not vacated and a party on the abstract is vacated the **STAT** field will show a status of "**PTVA"** = party vacated.

```
VCXJ MCGUIL                                                          VCXJ
NC AOC CIS                CIVIL CASE PROCESSING SYSTEM       03/04/04 15:45:31
BERTI                          JUDGMENTS INDEX
F12 TO CHANGE INDEX OR SCOPE

START NAME: MCGUIL
ENTERED IN SYSTEM SINCE: ______                GO TO PARTIES INDEX: N (Y,N)
SELECT CASE INFORMATION USING: /=SELECT, I=ISSUE/ORDER DTLS, P=PARTY DTLS,
H=HISTORY, S=JMT/ABSTRACT SUMMARY, T=TRANSCRIPT, J=DTLS/ABSTRACT, M=MICROFILM
  DEBTOR                   OPPOSING       CNTY  FILE        ISSU/ BK  PG/ STAT
  NAME                     PARTY                NUMBER      ABS   ABS NUM
_ MCGUILLICUTTY,AMBROSE, + BLOOMGARDNER   BERTI 03CVM220    JUDG  JMT 001 MODF
_ MCGUILLICUTTY,AMBROSE, + BLOOMGARDNER   BERTI 03CVM220    MAGJ  JMT 002
_ MCGUILLICUTTY,AMBROSE, + BLOOMGARDNER   BERTI 03CVM220    MAGJ  JMT 003
_ MCGUILLICUTTY,AMBROSE, + BLOOMGARDNER + BERTI 03CVM220    JUDG  JMT 004
_ MCGUILLICUTTY,AMBROSE, + BLOOMGARDNER   BERTI 03CVM220    MAGJ  JMT 005 MODF
_ MCGUILLICUTTY,AMBROSE, + BLOOMGARDNER + BERTI 03CVM285    MNYO  999 999
_ MCGUILLICUTTY,AMBROSE, + CANNON,JOHN, + BERTI 03CVM312    MAGJ  075 118
_ MCGUILLICUTTY,AMBROSE, + CANNON,JOHN, + BERTI 03CVM320    MAGJ  JMT 001 CNCL
                                                                    MORE: F
F1=HELP 3=EXIT 7=BKWD 8=FWD 12=CNCL
```

On the JUDGMENTS INDEX, enter one of the following options in the **SELECT CASE INFORMATION USING:** field to go to the ABSTRACT screen:

- Enter "**I**" in the **SELECT CASE INFORMATION USING**: field for the entry with the abstract number to be displayed, press *ENTER*. The ISSUE/ORDER DETAILS screen displays with the file number. *TAB* to the **SELECT USING** field for the abstracted issue. ENTER "**J**" in the **SELECT USING** field. Press *ENTER* to display the ABSTRACT screen in JA.
- Enter "**S**" in the **SELECT CASE INFORMATION USING**: field for the entry with the abstract number to be displayed, press *ENTER*. This displays the ABSTRACT SUMMARY screen in JA. *TAB* to the **VIEW ABSTRACT** field and press *F6* to display the ABSTRACT screen.
- Enter "**J**" in the **SELECT CASE INFORMATION USING**: field for the entry with the abstract number to be displayed, press *ENTER*. This displays the ABSTRACT screen in JA.

File Number Search

Locate an abstract by a file number search.

Step 1. From the VCAP MAIN MENU enter "**2**" in the **CHOICE** field for FILE NUMBER INQUIRY MENU, press *ENTER*.

Step 2. In the **CHOICE** field, type "**4**".

Step 3. In the **FILE NUMBER** field, type the number of the case for which you want to view abstract information.

Step 4. If searching in a different county, type the first five (5) letters of the county name in the **COUNTY** field and press *ENTER* **or** press *F4* in the field to select the county from a list and press *ENTER* to return to the FILE NUMBER INQUIRY MENU. Then press *ENTER* and the ISSUE/ORDER DETAILS screen displays with the file number.

```
VCIU 03CVM000220                                                    VCIU
NC AOC CIS                CIVIL CASE PROCESSING SYSTEM       01/28/04 11:01:41
BERTIE                         ISSUE/ORDER DETAILS          **CAUTION COUNTY**
03 CVM 220    BLOOMGARDNER,MORTIMER,HORATIO VS MCGUILLICUTTY,AMBROSE,JOHN
                                                    SHOW PENDING ONLY: N (Y/N)
ACTION CODE: I (U,I)   FILE NUM: 03 CVM 000220             START DATE: ______
                                          CASE DISP DATE: 051003 CODE: FJNT
SELECT USING: I=ISSUES,J=JUDGMENTS/ABSTRACT,C=CONSOLIDATIONS,T=TRANSFERS
       ---ISSUE---                                          -------ORDER-------
  PLDG TYPE CLK DT BY PARTY            AGAINST PARTY       CLK DT R  X BK  PG/
                                                                     ABS NUM
_ COMP MNYO 050103 BLOOMGARDNER,MORTIM MCGUILLICUTTY,AMBRO 050103 GW X JMT 001
                                       SMITH,JONATHAN,Q    050103 GW X JMT 001
_ EVNT BANK 050103                     MCGUILLICUTTY,AMBRO 050103 RE
_ FILN MNYO 050103 BLOOMGARDNER,MORTIM MCGUILLICUTTY,AMBRO 061503 GW X JMT 006
                                       SMITH,JONATHAN,Q    061503 GW X JMT 006
_ COMP MNYO 050503 BLOOMGARDNER,MORTIM MCGUILLICUTTY,AMBRO 050503 GW X JMT 003
                                       SMITH,JONATHAN,Q    050503 GW X JMT 003
_ FILN CLMD 050503 BLOOMGARDNER,MORTIM MCGUILLICUTTY,AMBRO 050503 GW X JMT 002
                                       SMITH,JONATHAN,Q    050503 GW X JMT 002
_ COMP MNYO 051003 BLOOMGARDNER,MORTIM MCGUILLICUTTY,AMBRO 051003 GW X JMT 004
                                                                    MORE: F

GENR0008I-RECORD READ SUCCESSFULLY
F1=HELP 3=EXIT 4=PROMPT 5=REFRESH 7=BKWD 8=FWD 9=HOLD 11=UNDO 12=CNCL
```

Step 5. Tab to the **SELECT USING** field for the abstracted issue.

Step 6. Enter "**J**" in the **SELECT USING** field, press *ENTER*. This displays the ABSTRACT screen in JA.

Viewing Electronic Abstract Information

ABSTRACT Screen

This is the main screen for each electronic abstract. It contains the abstracted issues, all attached parties, party addresses and statuses, the date the abstract was entered in JA, and the overall status of the abstract. Shown below is an example of the ABSTRACT screen

There are four public access paths to view information on this screen:

1. Link from the **SELECT CASE INFORMATION USING** field on the JUDGMENTS INDEX screen with a "**J**".
2. Link from the **SELECT USING** field on the ISSUE/ORDER DETAILS screen with a "**J**".
3. Link from the **VIEW ABSTRACT** field on the ABSTRACT SUMMARY screen with an *F6*.
4. Link from the **SELECT CASE INFORMATION USING** field on the ABSTRACTS ENTERED BY DATE screen with a "**J**".

From each of these screens, access to the abstract information is restricted to only those issues that have an abstract number (ABS NUM) with a JMT or ABS prefix.

```
VJJA 03CVD611303;J001                                                  VJJA
NC AOC CIS                CIVIL CASE PROCESSING SYSTEM       03/20/04 15:45:31
BERTIE                              ABSTRACT
03 CVD 611303

ACTION CODE: I (U,D,I)          MODIFICATION REASON/DT: ____ ______

   FILE NUM: 03 CVD 611303 ABSTRACT NUM: J001   ABS TYPE: JUDG JUDGE'S ORDER
 ENTRY TYPE: JUDG ABSTRACT               ABS CLK DT/TIME: 121004 1035 AM
  ABS ISSUE: MNYO                          ABSTRACTED ON: 012604 1100 AM

VIEW PARTIES: _             ABSTRACT DETAILS ('/' TO DISPLAY DETAILS):
   PRTY   ABSTRACT                                STA T      MONEY
   ID   R NAME                                               COSTS & FEES
   P001 C JONES,HENRY,C                                      PROPERTY
   D001 D HANSON,PEARL                                       SPECIAL
   D002 D HANSON,EUGENE                                     _ DETAILS LIST

      ABSTRACT STATUS:  ACTIVE                   VIEW ABSTRACT SUMMARY: _ (X)

F1=HELP 3=EXIT 4=PROMPT 5=REFRESH 6=LIST 11=UNDO 12=CNCL
```

The following fields are available for selection to display additional information or to navigate to additional screens.

ABS ISSUE: This field displays all issues that are attached to the abstract. Press *F6* to see a complete list when a "+" appears next to the issue.

VIEW PARTIES: Press *F4* to display a list of all abstract parties and their addresses. Press *F6* to display a short list of all abstract parties and their status on the abstract. The appearance of a "+" beside the last party name listed indicates more parties are attached to the abstract than are displayed on the screen.

ABSTRACT DETAILS ('/' TO DISPLAY DETAILS): Only the DETAILS LIST option is valid for selections. Entry of a "/" slash and pressing enter will link to the DETAILS LIST screen, from which the specific award details can be selected for viewing.

VIEW ABSTRACT SUMMARY: Enter "**X**" and press *ENTER* to display the ABSTRACT SUMMARY screen where payoff information can be displayed for the abstract, a specific debtor, or a specific debtor/creditor combination.

> Note: The **VIEW ABSTRACT SUMMARY** field will not appear when this screen displays if linking occurred from the ABSTRACT SUMMARY.

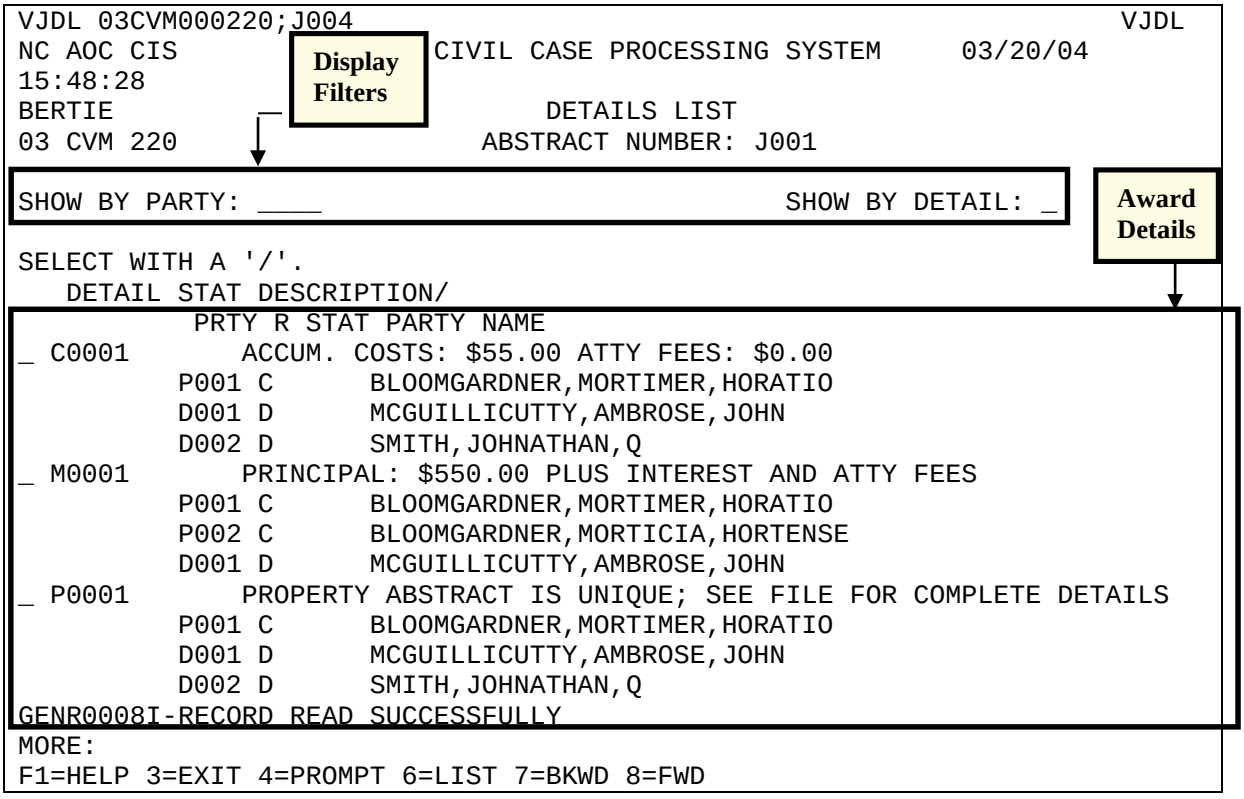
Press *F3* to exit the screen.

REMINDER: Pressing *F1* from a field will display help about the field.

DETAILS LIST Screen

The DETAILS LIST screen provides a catalog of all awards individually recorded on a single abstract. There are two public access paths to view information on this screen:

1. Link from the **DETAILS LIST** field on the ABSTRACT screen with a "/".
2. Link from the **DETAILS LIST** field on the ABSTRACT SUMMARY screen with *F6*.



Display Filters

Press *F6* in the **SHOW BY PARTY** field to specify an abstracted party to display. Press *F4* in the **SHOW BY DETAIL** field to display specific award detail types.

Award Details

The first row of information is specific to the overall detail. It provides the **DETAIL** id (i.e. C0001, M0001, P0001, S0001), the **STAT** (status) of the detail, and a summary **DESCRIPTION** of what is on the detail. Each indented row lists a party attached to the detail and their status on the detail. This is format is repeated for each award detail that exists on the abstract.

To view an award detail screen (i.e. C0001 – Cost and Fees Abstract screen; M0001-Money Abstract screen), type a "/" in the selection field for the desired detail and press *ENTER*

After viewing of any selected detail is completed, press *F3* to exit the screen.

REMINDER: Pressing *F1* from a field will display help about the field.

MONEY ABSTRACT Screen

The MONEY ABSTRACT screen contains the principal, interest and attorney fees awarded on the judgment. The attorney fees on this screen accrue interest at the legal state rate.

There are two public access paths to view information on this screen:

1. Link from the **DETAILS LIST** field on the ABSTRACT screen with a "/".
2. Link from the EVENT HISTORY screen on an event record for an added detail.

```
VJMA 03CVD001981                                                    VJMA
NC AOC CIS              CIVIL CASE PROCESSING SYSTEM       03/20/04 16:03:18
BERTIE                        MONEY ABSTRACT
03 CVD 1981

ACTION CODE: I (U,D,I)       ABSTRACT NUMBER: J001        ABS CLK DT: 121003
 VIEW/SELECT PARTIES: _            MONEY NUM: M0001       DTL STATUS:
PRTY R STAT CNCL DT ABSTRACT NAME       GO TO DETAIL PARTY LIABILITY: _ (X)
P001 C             BLOOMGARDNER,MORTIMER
D001 D             SMITH,JERRY


  PRE-JUDG INT.: $            100.00      PRINCIPAL: $          1,000.00
                                                                 INTEREST
PCT    8.00% OR PER DAY $                   FROM 051303 THRU          S
PCT          OR PER DAY $                   FROM        THRU
PCT          OR PER DAY $                   FROM        THRU
PCT          OR PER DAY $                   FROM        THRU
PCT          OR PER DAY $                   FROM        THRU
  ATTY FEES TYPE:      ATTY AMOUNT: $                   /PCT          OF

F1=HELP 3=EXIT 6=LIST
```

The following fields are available for selection to display additional information or to navigate to additional screens.

VIEW PARTIES - Press *F6* in the field to display a list of all attached parties and their status on the award detail.

> Note: If an award detail has multiple debtors and one debtor satisfies his liability to the creditor(s), that debtor's status can be set to "**CNCL**" (Cancelled). The cancellation of a single debtor on an award detail does not cancel the abstract.

GO TO DETAIL PARTY LIABILITY (X) - Enter an "**X**" in the field and press *ENTER* to display the DETAIL PARTY LIABILITY screen. The displayed screen provides the ability to inquire on specific debtors liability on an award. Reductions in an individual debtors liability will display on this screen.

> Note: When **ATTY FEES TYPE** field has a value of "**AWRD**", attorney fees calculate interest at the state rate. A value of "**TBD**" means the attorney fee amount will be determined later.

Press *F3* to exit the screen

COST AND FEES ABSTRACT Screen

The COST AND FEES ABSTRACT screen contains the awarded pre- or post-judgment costs including attorney fees. The attorney fees on this screen do not accrue interest.

There are two public access paths to view information on this screen:

1. Link from the **DETAILS LIST** field on the ABSTRACT screen with a "/".
2. Link from the EVENT HISTORY screen on an event record for an added detail.

```
VJMA 03CVD001981                                                    VJCA
NC AOC CIS                CIVIL CASE PROCESSING SYSTEM       03/20/04 16:05:20
BERTIE                      COST AND FEES ABSTRACT
03 CVD 1981

ACTION CODE: I (U,D,I)       ABSTRACT NUMBER: J001        ABS CLK DT: 121003
                                    COST NUM: C0001       DTL STATUS:

  VIEW/SELECT PARTIES: _                GO TO DETAIL PARTY LIABILITY: _ (X)
PRTY R STAT CNCL DT ABSTRACT NAME
P001 C              BLOOMGARDNER,MORTIMER
D001 D              SMITH,JERRY

  COST AWARD: ALLJ ATTACH CST: _             75.00 OTHER:

  ATTY FEES TYPE:      ATTY AMOUNT:

F1=HELP 3=EXIT 6=LIST
```

The following fields are available for selection to display additional information or to navigate to additional screens.

VIEW PARTIES - Press *F6* in the field to display a list of all attached parties and their status on the award detail.

> Note: If an award detail has multiple debtors and one debtor satisfies his liability to the creditor(s), that debtor's status can be set to "**CNCL**" (Cancelled). The cancellation of a single debtor on an award detail does not cancel the abstract.

GO TO DETAIL PARTY LIABILITY (X) - Enter an "**X**" in the field and press *ENTER* to display the DETAIL PARTY LIABILITY screen. The displayed screen provides the ability to inquire on specific debtors liability on an award. Reductions in an individual debtors liability will display on this screen.

ATTACH CST – Press *F6* in the field to display the COURT COST DETAILS screen showing the detail cost transactions attached to this award.

> Note: When **ATTY FEES TYPE** field has a value of "**TBD**", the attorney fee amount will be determined later.

Press *F3* to exit the screen.

PROPERTY ABSTRACT Screen

The PROPERTY ABSTRACT screen contains the Register of Deeds Book and Page and County, and other descriptive property details as defined in the judgment. This screen is a free text screen that directs the viewer to see the case file for complete details.

There are two public access paths to view information on this screen:

1. Link from the **DETAILS LIST** field on the ABSTRACT screen with a "/".
2. Link from the EVENT HISTORY screen on an event record for an added detail.

```
VJPA 03CVD001981                                                    VJPA
NC AOC CIS              CIVIL CASE PROCESSING SYSTEM       03/20/04 16:08:21
BERTIE                       PROPERTY ABSTRACT
03 CVD 1981

ACTION CODE: I (U,D,I)       ABSTRACT NUMBER: J001        ABS CLK DT: 121003
VIEW/SELECT PARTIES: _         PROPERTY NUM: P0001        DTL STATUS:
PRTY R STAT CNCL DT ABSTRACT NAME
P001 C             BLOOMGARDNER,MORTIMER
D001 D             SMITH,JERRY


 REGISTER DEEDS: BK/PG              CTY

0000 ****** PROPERTY ABSTRACT IS UNIQUE; SEE FILE FOR COMPLETE DETAILS *******
0001
0002
0003
0004
0005
0006

                                                                    MORE:
F1=HELP 3=EXIT 6=LIST 7=BKWD 8=FWD
```

The following fields are available for selection to display additional information or to navigate to additional screens.

VIEW PARTIES - Press *F6* in the field to display a list of all attached parties and their status on the award detail.

> Note: If an award detail has multiple debtors and one debtor satisfies his liability to the creditor(s), that debtor's status can be set to "**CNCL**" (Cancelled). The cancellation of a single debtor on an award detail does not cancel the abstract.

MORE - Press *F8* to scroll forward or *F7* to scroll backward to read the complete description entry.

Press *F3* to exit the screen.

SPECIAL ABSTRACT Screen

The SPECIAL ABSTRACT is where the details of a complex judgment that does not fit on the other standard award screens are recorded.

There are two public access paths to view information on this screen:

1. Link from the **DETAILS LIST** field on the ABSTRACT screen with a "/".
2. Link from the EVENT HISTORY screen on an event record for an added detail.

```
VJSA 03CVD001981                                                    VJSA
NC AOC CIS                CIVIL CASE PROCESSING SYSTEM      03/20/04 16:10:37
BERTIE                         SPECIAL ABSTRACT
03 CVD 1981

ACTION CODE: I (U,D,I)       ABSTRACT NUMBER: J001        ABS CLK DT: 121003
VIEW/SELECT PARTIES: _          SPECIAL NUM: S0001        DTL STATUS:
PRTY R STAT CNCL DT ABSTRACT NAME
P001 C              BLOOMGARDNER,MORTIMER
D001 D              SMITH,JERRY



***** WARNING - USE OF THIS SCREEN WILL REQUIRE MANUAL PAYOFF CALCULATION ****
0000 ******* SPECIAL ABSTRACT IS UNIQUE; SEE FILE FOR COMPLETE DETAILS *******
0001 AWARD DETAILS RELATED TO A SPECIAL ABSTRACT ARE RECORDED ON THIS SCREEN.
0002 ALL PAYMENTS AND SUBSEQUENT ENTRIES WOULD APPEAR HERE AS WELL.
0003
0004
0005
0006

                                                                      MORE:
F1=HELP 3=EXIT 6=LIST 7=BKWD 8=FWD
```

The following fields are available for selection to display additional information or to navigate to additional screens.

VIEW PARTIES - Press *F6* in the field to display a list of all attached parties and their status on the award detail.

> Note: If an award detail has multiple debtors and one debtor satisfies his liability to the creditor(s), that debtor's status can be set to "**CNCL**" (Cancelled). The cancellation of a single debtor on an award detail does not cancel the abstract.

MORE - Press *F8* to scroll forward or *F7* to scroll backward to read the complete description entry.

Press *F3* to exit the screen.

Viewing Electronic Abstract Summary Information

ABSTRACT SUMMARY Screen – Abstract Level View

This summary screen totals the monetary awards, accumulated interest, and amount paid, and displays the remaining balance due for a selected abstract. This screen also provides the ability to determine a payoff amount for a single debtor or a debtor/creditor liability mix.

There are three public access paths to view information on this screen:

1. Link from the **SELECT CASE INFORMATION USING** field on the JUDGMENTS INDEX screen with an "**S**", for a party level view.
2. Link from the **VIEW ABSTRACT SUMMARY** field on the ABSTRACT screen with an "**X**" for a party level or an abstract level view.
3. Link from the **SELECT CASE INFORMATION USING** field on the ABSTRACTS ENTERED BY DATE screen with an "**S**" for an abstract level view.

```
VJJS 03CVM000220;J001                                                  VJJS
NC AOC CIS               CIVIL CASE PROCESSING SYSTEM      09/26/03 10:58:53
BERTIE                         ABSTRACT SUMMARY
03 CVM 220                     052803 0505 PM
  ACTION CODE: I (U,I)  FILE NUM: 03 CVM 000220 ABS NUM: J001

     CLOCKED: 060103 1000 AM   INDEXED:                  VACATED: ______
   CANCELLED: ______ REASON: ____
      DEBTOR: ____                              STATUS:
    CREDITOR: ____                              STATUS:       INDIGENT COSTS:

  'F6' TO DISPLAY:
    DETAIL LIST _ PAYMENT LIST _ VIEW ABSTRACT _  VIEW HISTORY _

  PAYOFF DATE: 092603 AMOUNT:           6,631.22  DAILY INT:           1.41

   MONEY AWARD:           7,593.00            INTEREST:             424.22
    MONEY PAID:           1,141.37       INTEREST PAID:             244.63
   MNY BALANCE:           6,451.63         INT BALANCE:             179.59

  COSTS & FEES:             900.00               TOTAL:           8,917.22
    COSTS PAID:             900.00                PAID:           2,286.00
  COST BALANCE:               0.00             BALANCE:           6,631.22
GENR0077I-NO SELECTION FROM PROMPT/LIST SCREEN
F1=HELP 3=EXIT 6=LIST
```

ABSTRACT SUMMARY – Party level view

Selecting a **DEBTOR** displays all summary and payoff information for the specified debtor regardless of its creditor liability across abstracted award details. Press *F6* to display a list of debtors on the abstract. Place a "/" beside a party's name and press *ENTER* to return the selected party.

Selecting a **DEBTOR** and **CREDITOR** displays summary and payoff information for the selected debtor's liability to the selected creditor. Press *F6* to display a list of creditors on the abstract. Place a "/" beside a party's name and press *ENTER* to return the selected party.

The following fields are available for selection to display additional information or to navigate to additional screens.

'F6' TO DISPLAY fields
Press *F6* from any of the following fields in this section to display the indicated screen.

DETAIL LIST - links to the DETAILS LIST screen (shows all details on this abstract, Money, Cost, Property or Special).
PAYMENT LIST - links to the PAYMENT LIST screen (shows a list of payments recorded for this abstract).
VIEW ABSTRACT - links to the ABSTRACT screen (shows parties, party status, party address, issues associated with this abstract and abstract status).
VIEW HISTORY - links to the EVENT HISTORY INDEX screen (lists activity recorded on this abstract).

Viewing Payoff Calculation

The current date displays in the **PAYOFF DATE** field. To calculate an abstract payoff for a future date, enter the value (MMDDYY) in the **PAYOFF DATE** field and press *ENTER*. The **AMOUNT** field will display the payoff amount.

Payoff calculation is not performed when any attorney fees are defined as to be determined ("**TBD**") or when a SPECIAL award detail exists on the abstract. In both of these situations, the **AMOUNT** and **DAILY INT** fields will display blanks.

Payoff calculation may not be accurate when property detail exists.

Viewing Award Summary

This section displays the original and remaining balance of all awards and accumulated interest for an abstract or party based on the current date.

These fields will be empty when any of the following situations occur:

1. when any attorney fees are defined as to be determined ("**TBD**")
2. when a SPECIAL award detail exists on the abstract
3. when only PROPERTY award details exist on the abstract

REMINDER: Pressing *F1* from a field will display help about the field.

Viewing a List of Payments

PAYMENT LIST Screen

This screen displays a list of all payment transactions entered and applied to an abstract. This screen provides links to view details on payments.

There are two paths to access this screen for a particular file and abstract:

1. Link from the **PAYMENT LIST** field on the ABSTRACT SUMMARY screen.
2. Link from the PAYMENTS EXIST entry on the EVENT HISTORY INDEX screen.

```
VJPY 03CVD001981;J001                                                  VJPY
NC AOC CIS               CIVIL CASE PROCESSING SYSTEM       03/20/04 16:20:18
BERTIE                          PAYMENT LIST

          FILE NUM: 03 CVD 001981
      ABSTRACT NUM: J001
 VIEW/SELECT PARTY: ____

 SELECT USING: A=PAYMENT DETLS,D=DISBURSEMENT DETLS
                       ABS  PYMT PAYR  TRAN  TRAN       NOTC   REFERENCE
                AMOUNT NUM   NUM  ID   DATE  TYPE SRCE  DATE    NUMBER
 _               50.00  001 00003 D001 071703 PYMT JABS
 _              100.00  001 00002 D001 071603 PYMT JABS
 _              100.00  001 00001 D001 060303 PYMT MFCR 071703   T000036



GENR0008I-RECORD READ SUCCESSFULLY                                    MORE:
F1=HELP 3=EXIT 6=LIST 7=BKWD 8=FWD
```

The following fields are available for selection to display additional information or to navigate to additional screens.

VIEW/SELECT PARTY - Press *F6* in the field to display a list of all parties on the abstract. Type a slash "/" to select a specific party and return the party id value to the field.

> Note: Selecting a specific party, either debtor or creditor, will filter only those payments in the list that are applied to details the party is attached to on the abstract.

SELECT USING provides one of two links:

1. Typing "**A**" in the field will link to the PAYMENT DETAILS screen to view information on a single transaction.
2. Typing "**D**" in the field will link to the DISBURSEMENT DETAILS screen to view how much, when and to whom a payment was disbursed. Link is only valid when **TRAN TYPE = "PYMT".**

Viewing Payment Details

PAYMENT DETAILS Screen

This screen displays information on a single payment detail record. There is only one path to access this screen:

1. Link from the PAYMENT LIST screen with an "**A**" in the **SELECT USING** field.

```
VJPD _____________________________________________________________ VJPD
NC AOC CIS              CIVIL CASE PROCESSING SYSTEM     03/20/04 16:03:18
BERTIE                        PAYMENT DETAILS

ACTION CODE: I (A,I)        FILE NUM: 03 CVD 001981   ABSTRACT NUM: J001

PAYMENT NUMBER: 00001   TRAN TYPE: PYMT  PAYMENT

     AMOUNT:           100.00
     DEBTOR: D001  SMITH,JERRY
   CREDITOR: ____
  TRAN DATE: 060303 SOURCE: MFCR CASH RECEIPTING          RECEIPT#: T000036
    ACCOUNT: 26115 JUDGMENT PAYMENT               MANUAL RECEIPT#:

     NOTICE: P (F/P)   NOTICE DATE: 071703   VIEW DISBURSEMENT(S): _ (X)









  F1=HELP 3=EXIT
```

The following fields are available for selection to display additional information or to navigate to additional screens.

VIEW DISBURSEMENT(S) - Enter an "**X**" in the field and press *ENTER* to display the DISBURSEMENT DETAILS screen for the selected payment.

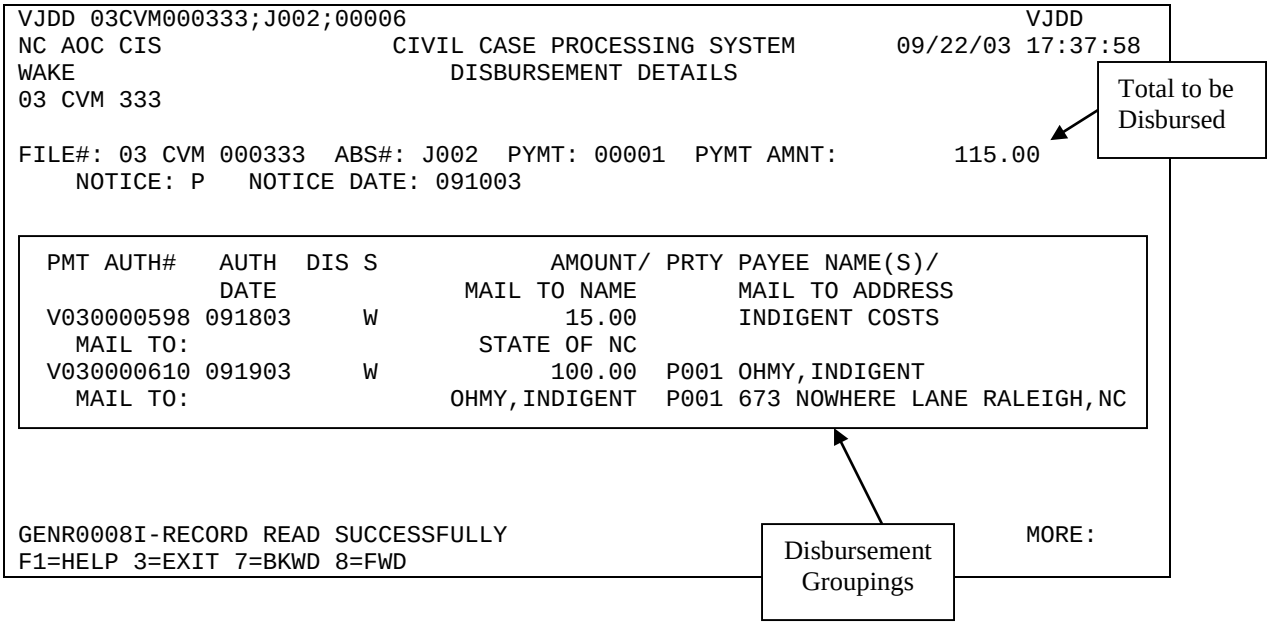
Viewing Payment Disbursements

DISBURSEMENT DETAILS Screen

This screen displays information regarding the disbursement of a specific payment. The disbursement of a payment may require one or more authorizations be processed before the entire amount of the payment is fully disbursed. Multiple authorizations occur as a result of money being owed to varying party mixes and are represented by individual disbursement groupings on the screen.

There are three paths to access this screen for a particular file and abstract:

1. Link from the PAYMENT LIST screen with a "**D**" in the **SELECT USING** field.
2. Link from the PAYMENT DETAILS screen with an "**X**" in the **VIEW DISBURSEMENT(S)** field.
3. Link from a disbursement related entry on the EVENT HISTORY INDEX screen.



Total to be Disbursed
This is the disbursement amount of the applied payment.

Disbursement Groupings
This section contains the following:

- The date the payment was authorized for disbursement
- The amount of the disbursement
- The name of the payee(s).
- The name and addresses to where the check was mailed.

Viewing Abstract History

EVENT HISTORY INDEX Screen

The Judgment Abstracting subsystem displays the abstract and its award details in its current state, while a log of modifications and post-judgment events occurring on the abstract from the date of entry in JA to its cancellation are recorded and displayed on this screen.

There are three public access paths to view information on this screen:

1. Link from the **VIEW HISTORY** field on the ABSTRACT SUMMARY screen with an *F6*.
2. Link from the **SELECT CASE INFORMATION USING** field on the JUDGMENTS INDEX screen with an "**H**".
3. Link from the **SELECT CASE INFORMATION USING** field on the ABSTRACTS ENTERED BY DATE screen with an "**H**".

```
VJXH 03CVM011213_____________________________________________________________ VJXH
 NC AOC CIS                CIVIL CASE PROCESSING SYSTEM       03/20/04 16:32:18
 CHOWA                          EVENT HISTORY INDEX

 FILE NUM: 03 CVM 011213 ABSTRACT NUMBER: J001 BEGIN DT: ___ END DT: ___

 SELECT USING: /=TRANSACTION DETAILS

    DATE  TIME  ACTIVITY DESCRIPTION                              IDENT
 _ 061003 09:18 PAID AND SATISFIED IN FULL                       J001
 _ 053003 06:10 NOTICE OF PAYMENT GENERATED                      00001
 _ 052903 14:30 PAYMENTS EXIST                                   00001
 _ 052903 14:23 WRIT OF EXECUTION SERVED                         D001
 _ 050503 09:40 WRIT OF EXECUTION GENERATED                      D001
 _ 050503 09:33 TRANSCRIPT CREATED                               JOHNS
 _ 050103 14:21 NOTICE OF RIGHTS SERVED                          D001
 _ 042103 06:14 NOTICE OF RIGHTS GENERATED                       D001
 _ 042003 12:15 MONEY DETAIL CORRECTED                           M0001
   042003 12:10 ABSTRACT CREATED                                 J001


                                                                  MORE:
 F1=HELP 3=EXIT 6=LIST 7=BKWD 8=FWD
```

The screen reflects the date, time, description, and an identifying key for the event (i.e. party id, award detail number, payment number, etc.). Party name changes are not stored on this screen. They display on the PARTY CORRECTIONS INDEX in VCAP.

SELECT USING provides one of two links:

1. To the screen on which the event is recorded, for post-judgment events (i.e., WRIT OF EXECUTION GENERATED links to the SERVICE SUMMARY screen or PAYMENTS EXIST links to the PAYMENT LIST screen).

2. To the MODIFIED HISTORY DETAILS screen for field modifications on the recorded abstract.

MODIFIED HISTORY DETAIL Screen

The **MODIFIED HISTORY DETAIL** screen shows the modified screen's name, the date and time the change was made, and the original and modified values.

This screen can only be access from the EVENT HISTORY INDEX screen.

```
VJMH 03CVM000220                                                    VJMH
NC AOC CIS                CIVIL CASE PROCESSING SYSTEM      09/03/03 08:21:19
BERTIE                      MODIFIED HISTORY DETAIL
03 CVM 011213               ABSTRACT NUMBER: J001

SCREEN: VJLM-DETAIL PARTY LIABILI                DATE/TIME: 090203 08:28 AM
  IDENTIFIERS: M0001

        FIELD: PRINCIPAL:
   CHANGED TO:          3,000.00
CHANGED FROM:           6,000.00
        FIELD:
   CHANGED TO:
CHANGED FROM:
        FIELD:
   CHANGED TO:
CHANGED FROM:
        FIELD:
   CHANGED TO:
CHANGED FROM:




GENR0008I-RECORD READ SUCCESSFULLY                                    MORE:
F1=HELP 3=EXIT 7=BKWD 8=FWD
```

JUDGMENT ABSTRACTING QUICK REFERENCE

To view an abstract:

By Party Name Search

Step 1. MAIN MENU

CHOICE = 1, *PRESS ENTER*

Step 2. PARTY NAME INQUIRY MENU

CHOICE = 3,
ENTER NAME AND COUNTY, *PRESS ENTER*

Step 3. JUDGMENTS INDEX Screen

SELECT CASE INFORMATION USING:

I = ISSUE/ORDER DETAILS Screen
(order results, issue(s) with associated abstract number or book and page)

H = EVENT HISTORY Screen
(list of activity done on the abstract)

S = ABSTRACT SUMMARY Screen
(status, payoff calculation, total owed, total of payments received)

J = ABSTRACT Screen
(issues and parties attached to abstract, status and general information)

T = VIEW/UPDATE TRANSCRIPT Screen
(electronic transcripts on a file)

By File Number Search

Step 1. MAIN MENU

CHOICE = 2, *PRESS ENTER*

Step 2. FILE NUMBER INQUIRY MENU

CHOICE = 4,
ENTER FILE NUMBER AND COUNTY, *PRESS ENTER*

Step 3. ISSUE/ORDER DETAILS Screen

SELECT USING = J (ABSTRACT SCREEN), *PRESS ENTER*

NOTE: To view on-screen help for any field or data element, place your cursor on that field and depress *F1*. For more information, see the **Public Access User Manual**.

JUDGMENT ABSTRACTING QUICK REFERENCE

To view an abstract:

By Date Entered

Step 1. MAIN MENU

CHOICE = 2, *PRESS ENTER*

Step 2. FILE NUMBER INQUIRY MENU

CHOICE = 10,
(FILE NUMBER field is not applicable for this choice)
ENTER COUNTY, *PRESS ENTER*

Step 3. ABSTRACTS ENTERED BY DATE

ENTERED IN SYSTEM SINCE = *DEFAULTS TO CURRENT DATE*
ENTER DESIRED DATE (MMDDYY), *PRESS ENTER*

Step 4. ABSTRACTS ENTERED BY DATE Screen

SELECT CASE INFORMATION USING:

I = ISSUE/ORDER DETAILS Screen
(order results, issue(s) with associated abstract number or book and page)

H = EVENT HISTORY Screen
(list of activity done on the abstract)

S = ABSTRACT SUMMARY Screen
(status, payoff calculation, total owed, total of payments received)

J = ABSTRACT Screen
(issues and parties attached to abstract, status and general information)

NOTE: To view on-screen help for any field or data element, place your cursor on that field and depress *F1*. For more information, see the **Public Access User Manual**.