

# CCMS UPDATES

## PERSONAL SAFETY APPEAL

We have received several calls about how to add a Personal Safety Appeal to CCMS and how to report this new case type at the end of the month. Below is a guide to help you add S-AP to CCMS.

### THE FIRST PIECE OF THE PUZZLE IS ADDING THE NEW CASE TO YOUR STATISTICAL REPORTS.

#### STEP 1:

You can begin with pressing option “8” **Miscellaneous File Maintenance** from your Menu Docket.

Once you enter Miscellaneous File Maintenance, you will select Option “8” **Maintain Activity Groups**.

This will take you to the View, Change, Add or Delete Screen for Activity Groups.

We want to **ADD** a new activity group. Upon pressing “A” we will be asked to enter a new activity group number. We will choose “**975**” as the new number. The reason we chose “975” is because we are supposed to report the new cases on the civil half of the report directly after “Mass Litigation” (950) and the start of the “Felony” (1000) Report.

So we type “**975**” and press enter. This will move us down to description, which you will now type **Personal Safety Appeal**. Press Enter and the new activity group will be saved in the system.

*If the case report requires an “Aging Months” then we can add the number of months to the field. The same applies to Pro Se (Y or N). If you do not know, simply press enter.*

Press F7 then “Q” to return to Miscellaneous File Maintenance.

```
CIRCUIT COURT MANAGEMENT SYSTEM
* MAINT MENU *

Select one of the following:

1. Maintain Case Categories STEP 2
2. Maintain Case Types STEP 3
3. Maintain Judges
4. Maintain Attorneys
5. Maintain Fee Descriptions
6. Maintain Standard Fees
7. Maintain Activity Groups STEP 1
8. Batch Processes
9. List Case Categories
10. List Case Types
11. List Judges
12. List Attorneys
13. List Fee Descriptions
14. List Standard Fees
15. List Activity Groups
16. Return to Docket Menu
```

```
CIRCUIT COURT MANAGEMENT SYSTEM - ACTIVITY GROUPS

SEQ INQUIRY
Code: 0975

Description: PERSONAL SAFETY APPEAL

Aging Months: 
Pro Se (Y or N): 

<Enter>=Continue M=Menu C=Change P=Print F=Forward B=Back
```

If you feel like you are having problems getting the new information added to the system then feel free to give us a call at (304) 343-6480 and we will be happy to help.

## THE NEXT PART IS ADDING A NEW CASE CATEGORY AND CASE TYPE.

### STEP 2:

From Miscellaneous File Maintenance Select "1" **Maintain Case Categories** and then Go to "Add".

For **Category** you will type "S-AP" and press enter. The case is Civil, so now type "V", **Description** is "Personal Safety Appeal", **Public Access** is "N", and the **Activity Group** is "975". Below you can **Automatically Assign Judges** as well as the **Case Number**, simply add a "Y" to those fields. The **current year** is "12" and the next **sequence** number should be set for "1". Press Enter and the new "S-AP" category should be saved.

### STEP 3:

At the Miscellaneous File Maintenance Menu select option "2" **Maintain Case Types** and then type "A" for Add.

For the **Code** it will be "S-AP", "SAP", or whatever you are more comfortable with typing and press enter. This will not be reflected on Case Add or Statistical Reports. The **Case Type** will be "V" for Civil and **Description** will be named Personal Safety Appeal. We can leave the **Activity Group** blank because the **Activity group** will be inherited from the "S-AP" from Case Category. The other fields below do not need any information. Press enter and you are done.

After this you are done and ready to start adding and report Personal Safety Appeals.

```
CIRCUIT COURT MANAGEMENT SYSTEM - CASE CATEGORIES

FUNCTION - SEQ INQUIRY

Category: S-AP          Ci(V)il or C(R)iminal: V

Description: PERSONAL SAFETY APPEAL
Public Access? N      Standard fee code:
Activity group: 975    Stat Group:
Default Summons:

Automatically assign judges for this category? Y
Enter judge codes for override

Automatically number cases in this category? Y
Share numbering with category      Number on this category?
Current Year: 12                    <--- for auto case
Sequence: 1                          numbering

<Enter>=Continue M=Menu C=Change P=Print F=Forward B=Back
```

```
CIRCUIT COURT MANAGEMENT SYSTEM - CASE TYPES

FUNCTION - ADD

Code: S-AP

Ci(V)il or C(R)iminal: V

Description: PERSONAL SAFETY APPEAL

Activity group:
Stat Group:

Default Summons:
WV Code:
Pro Se (Y or N):

<Enter>=Continue M=Menu C=Change P=Print F=Forward B=Back
```