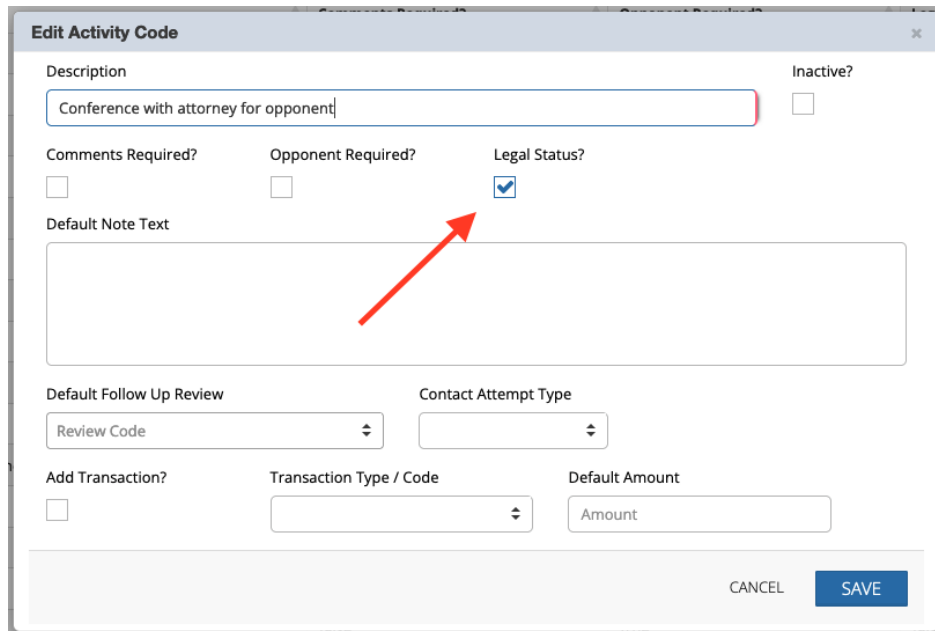


## CMPOne Legal Status

This document details the procedure to create and add legal statuses in CMPOne.

### Creating a Legal Status Code

- Start by navigating to Administration > Lookups > Case File > Activity.
- Click “Add new”
  - Enter a Description
  - Check the “Legal Status?” Box *(Shown Below)*
  - Optional Fields Include:
    - Default Note
    - Default Follow Up Review
    - Contact Attempt Type
    - “Add Transaction?” box
    - Transaction Type / Code
    - Default Amount
  - Click Save

A screenshot of the 'Edit Activity Code' form in CMPOne. The form is titled 'Edit Activity Code' and has a close button (X) in the top right corner. It contains several fields and checkboxes. The 'Description' field is a text input containing 'Conference with attorney for opponent'. To its right is an 'Inactive?' checkbox, which is currently unchecked. Below the description are three checkboxes: 'Comments Required?' (unchecked), 'Opponent Required?' (unchecked), and 'Legal Status?' (checked). A red arrow points to the 'Legal Status?' checkbox. Below these checkboxes is a large text area for 'Default Note Text'. Further down are two dropdown menus: 'Default Follow Up Review' (set to 'Review Code') and 'Contact Attempt Type'. At the bottom are three more fields: 'Add Transaction?' (unchecked), 'Transaction Type / Code' (dropdown), and 'Default Amount' (text input with 'Amount' as a placeholder). At the bottom right of the form are 'CANCEL' and 'SAVE' buttons.

## CMPOnline Legal Status

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### Adding a Legal Status

- Start by navigating to Case File > Activity
- Click Add New
  - Choose the Activity Code set with the Legal Status property from the previous steps.
  - Optional Fields:
    - Comment
    - Note
    - Debtor
    - Follow Up Review
    - Existing or New Image
  - Click Save
- Save the Case File
- You will now be able to view the last legal status on the main case file screen. *(Shown Below)*

**Last Letter:** 04/04/2022, CFPB Model Debt Collection Validation Notice  
**Last Pleading:** no pleadings  
**Last Legal Status:** 04/15/2022, Conference with attorney for opponent  
**Total Payments:** \$100.00 ([view](#))

### Questions?

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