

## Counties, Clerks, and Court Locations

---

### Overview

In this document, we'll be looking at configuring counties, clerks, and court locations in CMPOne. These three areas are all interconnected, so we suggest reading the entire help document or watch the complete YouTube video before making changes yourself.

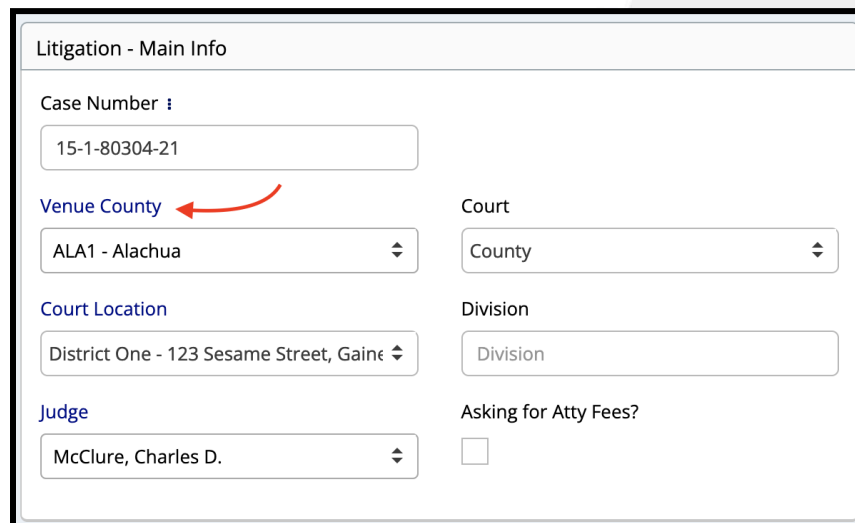
### Counties

#### Editing from the Contacts Screen

- Navigate to Contacts > Counties.
- Double click a county to edit or click Add New to add a new county.
- If creating a new county, the required fields include:
  - Code
  - County Name
  - Circuit
- Fill out or edit any additional fields as needed.
- Click Save.

#### Editing from the Case File

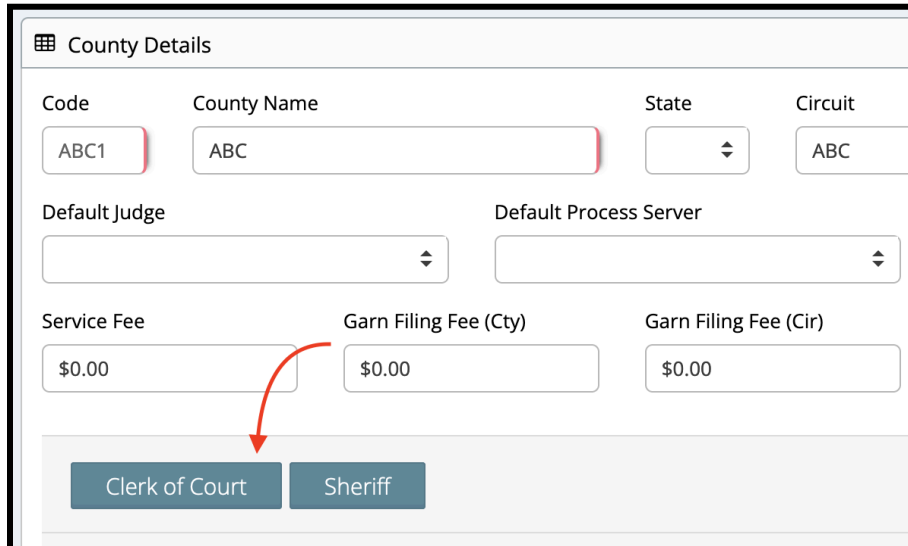
- Navigate to Case File > Litigation.
- Click the blue Venue County label in the Main Info section.
- Make any necessary changes and save.

A screenshot of the 'Litigation - Main Info' form. The form is enclosed in a black border. It contains several fields: 'Case Number' with the value '15-1-80304-21'; 'Venue County' with a dropdown menu showing 'ALA1 - Alachua' and a red arrow pointing to the label; 'Court' with a dropdown menu showing 'County'; 'Court Location' with a dropdown menu showing 'District One - 123 Sesame Street, Gain'; 'Division' with a dropdown menu showing 'Division'; 'Judge' with a dropdown menu showing 'McClure, Charles D.'; and 'Asking for Atty Fees?' with an unchecked checkbox. The background of the page features a large, faint watermark of the 'cmp' logo.

## Counties, Clerks, and Court Locations

### Clerk of the Court

- Navigate to Contacts > Clerks.
  - If you are already on the corresponding counties settings page, you can click the Clerk of the Court button as seen below.



The screenshot shows a 'County Details' form with the following fields and values:

Code	County Name	State	Circuit
ABC1	ABC	▼	ABC
Default Judge		Default Process Server	
▼		▼	
Service Fee	Garn Filing Fee (Cty)	Garn Filing Fee (Cir)	
\$0.00	\$0.00	\$0.00	

At the bottom of the form, there are two buttons: 'Clerk of Court' and 'Sheriff'. A red arrow points from the 'Clerk of Court' button to the 'Garn Filing Fee (Cty)' field.

- There are no required fields on this screen besides the clerk code, but it is recommended to populate as many fields as possible for the most accurate record keeping.
- Save once done.

### Court Locations

- Using the instructions above, navigate to the clerk of the court for the county you would like to add a court location for.
- Scroll to the bottom of the page and locate the Court Locations grid.
- Click Add New, populate the court location pop-up and save.
- You are now able to select this location on the Case File > Litigation tab.

### Questions?

[support@casemasterpro.com](mailto:support@casemasterpro.com)

(386) 675-0177