

The litigation screen in CMPOnline is a vital way to track a case file's court information when filing suit, judgments, and entering into settlement agreements.

Main Information

Main Information Recording Cou	nties Motion	То Тах				
Litigation - Main Info			Judgment	Judgment		
Case Number : 23-CV-07953			Date : 01/01/2024	Principal \$12,900.39	Total : \$13,315.39	
Venue County	Court		Rate :	Interest		
DAV3 - Davis	₹ Coun	ŧy ∓	18.00%	Jdg Interest		
Court Location	Divisio	n		Fees		
	₽ Divis	sion		\$350.00		
Judge	Asking	g for Atty Fees?		Costs		
Adkins, Honorable John C.	\$			\$65.00		
Suit Information		clear fields	Stipulation		clear fields	
Date : Princip	pal	Total :	Date :	Principal	Total :	
06/22/2023 \$12,	395.89	\$12,900.39	08/09/2023	\$8,900.00	\$8,900.00	
Intere	st		Post Jdg Stip ?	Interest		
\$89.	50			Interest		
Fees			Interest On Stip ?	Fees		
\$350	0.00			Fees		
Costs				Costs		
\$65.	00			Costs		
Complaint Filed Date			Interest Start :	Interest Rate :		
Complaint Filed Date			Interest Start Date	Stip Rate		
			Please note: If this case h	as a Judgment, choosing Post Jo	dg Stip will use the stipulation	
Case Master Online v5.1.8828 © 2015-	-2024		File # 20240001 - Client Re	f - Client: IlG001 - lacob and lohn	s Gvm. Charles Davis. \$13.742.21	



The Main Information tab is where you will track all major litigation information.

This tab is broken into 4 areas:

The **Litigation** - **Main Info** area tracks information like case number, venue county, court location, and judge. For more information about how to add Venue Counties and Court Locations, please view our <u>Counties, Clerks, and Court Locations Help Document and Video</u>.

The **Suit Information** tab below is where you will start to track specifics. This includes the principal, interest, fees, and cost. None of this information will affect the case file balance yet.

The **Judgment** area holds similar fields as the Suit Information tab, though once you finish populating the fields and save, you'll be able to see the case file update with the new correct balance since obtaining a judgment overrides the principal claim amount.

The **Stipulation** area is similar to the Judgment area, as this area has similar fields and may also affect the case file balance after an agreement has been met.

If you are entering into a settlement agreement and recording a pre-judgment stipulation, simply enter the information into the associated fields and save. Note, if any judgment information has been entered above, see below for post-judgment stipulation instruction.

If you are recording a post-judgment stipulation, in order for the stipulation information to affect the case file balance, the "Post Jdg Stp?" **MUST** be checked. If the stipulation has interest, "Interest on Stip?" **MUST** also be checked.



Recording Counties

Main Information Recording Counties Motion To Tax									
Q Search	h		₩ + 0	z -		• • •		₽ 15 ♥	
Description	Description County Jdg Rec Date Jdg Rec Book Jdg Rec Page SOJ Rec Date SOJ Rec Book SOJ Rec Page								
				No data available in	table				
Showing 0 to	Add Record	ding County				×	P	revious Next	
	Judgment F	Recorded					Add New	Edit Delete	
Judgment	Description		County		Date				
Q Searc	Jdg Recording County		ounty 🗘	Recording Da		County			
	Book	Page	Instrument	Page Count	Extend Jdg Lien?	Default?		\$	
File Date	Book	Page	Instrument	Page Count		✓			
	Satisfaction of Judgment								
	Date	Book	Page	Instrument	Page Count				
Showing 0 to	SOJ Date	Book	Page	Instrument	Page Count				
					CANC	EL SAVE	J		

The Recording counties tab is where you will track Recording Counties, Judgment Lien(s), and Docket information.

To add a Recording County:

- Click "Add New" under the top Recording Counties grid.
- Select a County (Required)
- Populate all other necessary fields.
- Check "Default" if you wish to use this county in Document Merge Fields (you may only check this for one per case file).
- Click "Save".

To add a Judgment Lien(s):

- Click "Add New".
- Fill out any necessary fields.
- Select the debtor this applies to.
- Check "Default" if you wish to use this judgment lien in Document Merge Fields (you may only check this for one per case file).
- Click Save.



Additional Judgments and Orders

Main Information Record	ding Counties Mo	tion To Tax			
NOTE: You need to have a Show Motion To Tax His	Judgment on the file	in order to add a Motion To Tax			
Q Search		R + C -	-		
Date 🔶	Rate ≑	Principal 🔶	Interest ≑	Costs	Fees 🔶 Entered By
	Add Motion To	Гах		×	
	Date	Principal	Total		
Showing 0 to 0 of 0 entries	Date	Principal	\$0.00		Previous Next
	Rate	Interest			Add New Edit Delete
	Rate	Interest			
		Fees			
		Fees			
		Costs			
		Costs			
			CANCEL	SAVE	

To add an Additional Judgment or Order:

- Click "Add New".
- Populate the following required fields:
 - Date
 - Principal
 - Interest
 - Fees
 - Cost
- Click "Save".

You will now see these changes reflected in the case file balance as well.

Questions?

support@casemasterpro.com | (386) 675-0177

www.CaseMasterPro.com | (386) 675-0177 | support@casemasterpro.com