

CIVIL CASE PROCESSING SYSTEM

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 is 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 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 two-digit calendar year, one- to three-character court type and up to a six-digit 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 six-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.

```

VCXJ MCGUIL                                VCXJ
NC AOC CIS                                CIVIL CASE PROCESSING SYSTEM    03/24/14 14:39:52
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 NUMBER      ABS  ABS NUM
- MCGUILLICUTTY, AMBROSE, + BLOOMGARDNER  BERTI 03CVD220  DIVR
- MCGUILLICUTTY, AMBROSE, + BLOOMGARDNER  BERTI 03CVM050  ACCT 999 999
- MCGUILLICUTTY, AMBROSE, + BLOOMGARDNER + BERTI 03CVM285  MNYO 025 111
- MCGUILLICUTTY, AMBROSE, + CANNON, JOHN, + BERTI 03CVM312  TAXD 888 888
- MCGUILLICUTTY, AMBROSE, + CANNON, JOHN, + BERTI 03CVM320  MAGJ JMT 001  CNCL

MORE: F

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

Diagram annotations:

- Temporary Number**: Points to the '999 999' value in the ACCT column.
- Book and Page**: Points to the '025 111' value in the MNYO column.
- Electronic Abstract**: Points to the 'JMT 001' value in the MAGJ column.

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.



VJJA 03CVM000222 CIVIL CASE PROCESSING SYSTEM 08/25/03 10:44:35 VJJA
 NC AOC CIS BERTIE
ABSTRACT J001

FILE NUM: 03 CVM 000222 ABSTRACT NUM: ABS TYPE: _____
 ENTRY TYPE: ABS CLK DT/TIME: _____ M
 ABS ISSUE: ABSTRACTED ON: _____ M

VIEW PARTIES: _ ABSTRACT DETAILS ('/' TO DISPLAY DETAILS):
 PRTY ABSTRACT STAT
 ID R NAME
 - MONEY
 - COSTS & FEES
 - PROPERTY
 - SPECIAL
 - DETAILS LIST

MARK 'X' WHEN COMPLETE: _

GENR00081-RECORD READ SUCCESSFULLY
 F1=HELP 3=EXIT 4=PROMPT 6=LIST 11=UNDO

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.

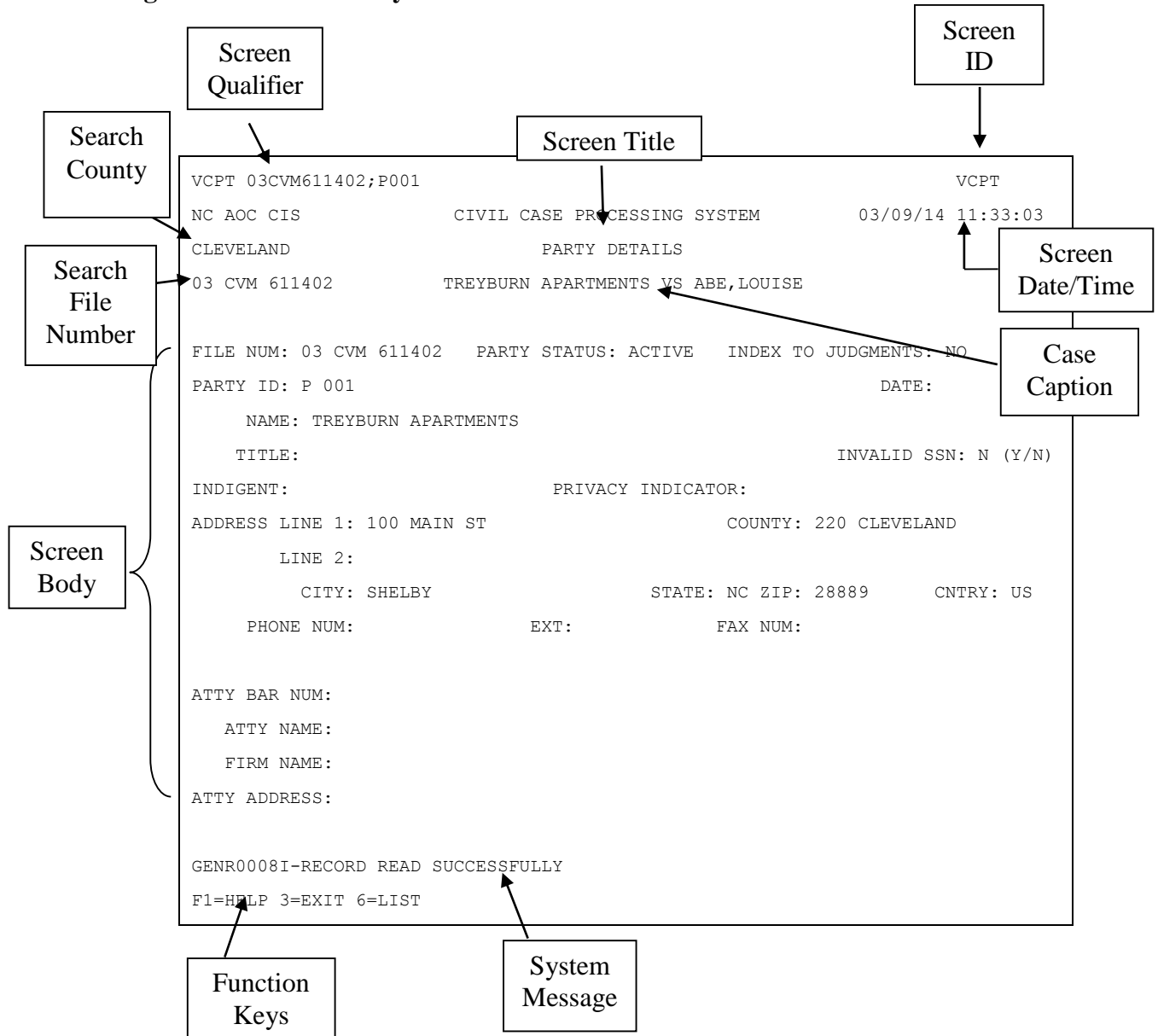


SYSTEM STANDARDS

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

VCXP

```

VCXP SMITH
NC AOC CIS
ANSON
F12 TO CHANGE INDEX OR SCOPE

CIVIL CASE PROCESSING SYSTEM
PARTIES INDEX

03/14/14 14:39:52

START NAME: SMITH
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
SMITH, ALVIN, KENNETH
SMITH, ALVIN, KENNETH
SMITH, ANTOINE
SMITH, ANTOINE
SMITH, ANTOINE
SMITH, BLAIR
SMITH, BOB
SMITH, CAROL
SMITH, CHERYL
SMITH, DENISE
SMITH, DERRICK

IN REGARDS TO
NC STATE OF
NC STATE OF
NC STATE OF
NC STATE OF
NC STATE OF
NC STATE OF
+ SMITH, SUSAN
+ SMITH, JAMES
BUCK, BOB
NC STATE OF
NC STATE OF

CNTY FILE NUM S
ANSON 97CR 2552
ANSON 97CR 3601
ANSON 97CR 544
ANSON 97CR 4849
ANSON 97CRS4834
ANSON 98CR 436
ANSON 00CR 932 P
ANSON 01CVD1949 P
ANSON 01CR 62212
ANSON 01CR 10298
ANSON 97CRS966

MORE: F

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

Additional Page Indicator

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
<i>F1</i>	Help. <i>F1</i> 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.
<i>F2</i>	Not used in VCAP.
<i>F3</i>	Exit. <i>F3</i> returns the user to the previous screen displayed. If pressed repeatedly, <i>F3</i> will eventually exit the user from VCAP.
<i>F4</i>	Prompt. When a list of pre-defined values is expected in a particular field, pressing <i>F4</i> will provide a list of those values for selection.
<i>F5</i>	Refresh. <i>F5</i> erases the contents of all data fields on the current screen.
<i>F6</i>	List. <i>F6</i> 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.
<i>F7 / F8</i>	Backward/Forward. When a record contains more data than can be displayed on a single screen, the <i>F7 / F8</i> keys enables scrolling backwards and forwards through the data.
<i>F9</i>	Not available for Public Access
<i>F10</i>	Not used in VCAP.
<i>F11</i>	Not available for Public Access
<i>F12</i>	Cancel. <i>F12</i> returns the user to the VCAP MAIN MENU and will exit VCAP if pressed repeatedly. <i>F12</i> differs from <i>F3</i> in that <i>F12</i> will not completely log the user out. <i>F12</i> 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. For example, Wesley and Geneva Smith DBA Smith Dry Cleaners would be indexed as:

Smith,Wesley Smith Dry Cleaners

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



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

```

                                Signon for CICS                                Applid:  AOCCVPRD
                                CIVIL INDEXING PRODUCTION

Type your Userid and Password, then press ENTER:

    Userid . . . .
    Password . . .
    New Password . . .

***** Message Area *****
*   Please enter your Userid                                     *
*                                                                 *
*                                                                 *
*                                                                 *
*                                                                 *
*                                                                 *
*****
F3=Exit   F4=Clear Input Fields
```

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:

```

***** Message Area *****
*   Your CICS SignOn is complete                                 *
*   Press enter to continue                                     *
*                                                                 *
*                                                                 *
*                                                                 *
*****
```

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:



CIVIL CASE PROCESSING SYSTEM - PUBLIC ACCESS USER MANUAL

```

VCAP
NC AOC CIS          CIVIL CASE PROCESSING SYSTEM          VCAP
                    SECURITY SIGN-ON

      AAA          0000000000000000          CCCCCCCCCCCCCC
     AAAAA        0000000000000000          CCCCCCCCCCCCCC
    AAA AAA       000          000          CCC          CCC
   AAA  AAA      000          000          CCC          CCC
  AAA  AAA      000          000          CCC
 AAAAAAAAAA      000          000          CCC
 AAAAAAAAAA      000          000          CCC
AAA      AAA     000          000          CCC          CCC
AAA      AAA     000          000          CCC          CCC
AAA      AAA     0000000000000000          CCCCCCCCCCCCCC
AAA      AAA     0000000000000000          CCCCCCCCCCCCCC
    
```

USER ID: VCAP01
PASSWORD:

- 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 <i>ENTER</i> . If sign-on fails again, contact the Help Desk.
PASSWORD IS INVALID	Reenter your password and press <i>ENTER</i> . 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 <i>ENTER</i> . If sign-on fails again, contact the Help Desk.
USERID IS REQUIRED	Reenter your RACF ID, password and county information and press <i>ENTER</i> . 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    03/04/14 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	CIVIL CASE PROCESSING SYSTEM	VCM0
NC AOC CIS		03/04/14 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.

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



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.

```

VCMI                                     VCM1
NC AOC CIS                             CIVIL CASE PROCESSING SYSTEM    03/04/14 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 sureties, their agent runners, surety insurance companies and their bail agents who have a bondsman license registration with the North Carolina Department of Insurance (NC DOI). This screen displays the bondsman/surety name, address, city and various indicators to determine if a surety or agent has been prohibited from writing bonds. Reasons for a prohibition include an NC DOI administrative revocation or modification, an outstanding bond forfeiture judgment in a county, and a state-wide prohibition on a bond forfeiture unsatisfied judgment for bonds executed on or after December 1, 2016.



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.



CIVIL CASE PROCESSING SYSTEM - PUBLIC ACCESS USER MANUAL

```
VCXN SMITH                                VCXN
NC AOC CIS                                CIVIL CASE PROCESSING SYSTEM    03/04/14 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    03/04/14 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    03/08/14 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    03/04/14 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
- 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    03/05/14 15:23:18
WAKE NASH                                PARTY CORRECTION INDEX
F12 TO CHANGE INDEX OR SCOPE

START NAME: SMITH                        SHOW CORRECTIONS TO
                                         JUDGMENT INDEX ONLY: N (Y/N)

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

                                         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, Surety 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 ROMANDO, K	CIVIL CASE PROCESSING SYSTEM	VCBL
NC AOC CIS		03/19/17 19:09:44
WAKE	BONDSMAN/SURETY LIST	
B=BONDSMAN/SURETY DTL F=FORFEITURE INDEX X=STATEWIDE FORFEITURE INDEX VIEW PROHIBITED ONLY: N (Y/N) SEARCH: ROMANDO, K		
BONDSMAN/SURETY NAME	LICENSE ID	CNTY STATUS DATE
ADDRESS	POAPP NUM	AGENT/RUNNER FOR NAME
— ROMANDO, KILDARE	A 0000001343	WAKE P 110503
— 252 HASSOCK DR	144237	NATIONAL AMERICAN INSURANCE CO
— ROMANDO, KILDARE	A 0000001343	WAKE P 110503
— 252 HASSOCK DR	55968	FAIRMONT SPECIALTY INSURANCE C
— ROME, GEORGIA	A 0017270387	WAKE A
— 2007 BLVD ST		
— ROMINOV, JULIE	A 0016865450	WAKE A
— 811 W BEERSTEIN ST		
— ROMINOV, JULIE	R 0016865450	WAKE A
— 811 W BEERSTEIN ST		
— ROMORANO, WAYNE, TROY	A 0010004577	WAKE P 112904
— 1977 VAN GOGH DR		FAIRMONT SPECIALTY INSURANCE C
— ROMORANO, WAYNE, TROY	A 0010004577	WAKE P 011917
— 1977 VAN GOGH DR		NORTH RIVER INS CO
		MORE: F
F1=HELP 3=EXIT 7=BKWD 8=FWD 12=CNCL		

OPTIONAL STEP

Enter a "Y" in the **VIEW PROHIBITED ONLY** field and press *ENTER* to limit the parties displayed to only those who are prohibited in this county (upper left of screen).



Step 6. To view more information on sureties/agents, position the cursor to the left of the desired party and enter one of the following:

- "**B**" to display the BONDSMAN/SURETY DETAILS screen displaying more information for the selected surety/agent.
- "**F**" to display the FORFEITURE INDEX screen displaying details of open bond forfeitures and outstanding forfeiture judgments for the selected surety/agent within the county.
- "**X**" to display the STATEWIDE FORFEITURE INDEX screen displaying details of all outstanding forfeiture judgments for the selected surety/agent throughout the state.

Step 7. Press *ENTER*.

Option "**B**" displays the BONDSMAN/SURETY DETAILS screen:

```

VCBD A0000001343                                VCBD
NC AOC CIS                CIVIL CASE PROCESSING SYSTEM        03/19/17 19:46:52
WAKE                      BONDSMAN/SURETY DETAILS

                                GO TO FORFEITURE INDEX: N (Y/N)
                                GO TO STATEWIDE FORFEITURE INDEX: N (Y/N)

LICENSE ID: A 0000001343                        STATUS: PROHIBITED
                                                DOI PROHIBIT: Y    110503
STATEWIDE REGISTRY STATUS: NOTP
COUNTY REGISTRY: 910 WAKE                      COUNTY REGISTRY STATUS: JDPD  041306

NAME: ROMANDO, KILDARE
SSN:                TAX ID:                MAX BOND AMOUNT:
ADDR LINE 1: 252 HASSOCK DR                    COUNTY: 000 ALAMANCE
LINE 2:                CENTRY: US
CITY: MEBANE                STATE: NC ZIP: 28580

POAPP NUM: 144237    AGENT FOR: I 0000003308 NATIONAL AMERICAN INSURANCE C
AGENT FOR STATUS: ACTV    STATUS DATE:

GENR0008I-RECORD READ SUCCESSFULLY
F1=HELP 3=EXIT
    
```

Note: This screen displays detailed information for the selected surety/agent including license, registry, address, and prohibition status. To view more detailed information regarding existing and pending judgments in the registry county, the user may enter "Y", then *ENTER* in the "GO TO FORFEITURE INDEX" field. To view more detailed information regarding existing judgments in other counties throughout the state, the user may enter "Y", then *ENTER* in the "GO TO STATEWIDE FORFEITURE INDEX" field.



Option "F" from the previous step displays the FORFEITURE INDEX screen:

VCFX A0000000542								VCFX
NC AOC CIS				CIVIL CASE PROCESSING SYSTEM				03/19/17 20:03:22
999TRAIN				FORFEITURE INDEX				
LICENSE ID: A 0000000542 THOMAS, ADAM, KEN				PROHIBIT DATE:				
				GO TO STATEWIDE FORFEITURE INDEX: N (Y/N)				
SELECT USING: I=ISSUE/ORDER, S=JUDGMENT SUMMARY								
			JUDGMT		BOND			
FILE NUM	PLDG CNTY		DATE		DATE	BOND AMT	SURETY	MOTION
_ 11CRS000012	BD A 999TR		053111	X	010111	10.00	I0000003244	
								MORE:
F1=HELP 3=EXIT 7=BKWD 8=FWD								

Note: The FORFEITURE INDEX screen shows both outstanding forfeiture judgments and bonds that have gone to forfeiture without yet going to judgment within the county selected by the user on the previous BONDSMAN/SURETY LIST screen.



Option "X" from the previous step displays the STATEWIDE FORFEITURE INDEX screen for judgments:

VCSX A0000000542	CIVIL CASE PROCESSING SYSTEM				VCSX			
NC AOC CIS	STATEWIDE FORFEITURE INDEX (JUDGMENTS)			03/19/17	20:03:25			
999TRAIN	LICENSE ID: A 0000000542 THOMAS, ADAM, KEN				PROHIBIT DATE:			
SELECT USING: I=ISSUE/ORDER, S=JUDGMENT SUMMARY								
	FILE NUM	PLDG CNTY	JUDGMT DATE	L T	BOND DATE	BOND AMT	OTHER LICENSEE	MOTION
_	16CRS000006	BD A ALAMA	111416	A	111416	999,999,999.00	I0000003244	
_	11CRS000012	BD A WAKE	120116	A	120116	10.00	I0000003244	
GENR0008I-RECORD READ SUCCESSFULLY					MORE :			
F1=HELP 3=EXIT 7=BKWD 8=FWD								

Note: This screen displays *only* existing forfeiture judgments throughout the state. Unlike the FORFEITURE INDEX screen, forfeitures prior to judgment are not included.

OPTIONAL STEP

Both the STATEWIDE FORFEITURE INDEX (JUDGMENTS) and FORFEITURE INDEX screens include which allow the user to go to the ISSUE/ORDER DETAILS and ABSTRACT SUMMARY screens.

The user may access the ISSUE/ORDER DETAILS screen for a specific forfeiture by entering "I" next to the forfeiture and pressing *ENTER*. For more information on the ISSUE/ORDER DETAILS screen, see the **View All Issues on a Case** section in this manual.

The user may access the ABSTRACT SUMMARY screen for a specific forfeiture by entering "S" next to the forfeiture and pressing *ENTER*. For more information on the ABSTRACT SUMMARY screen, see the **Viewing Electronic Abstract Summary Information** section in this manual.



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.

```

VJTT 03CVM000220                                VJTT
NC AOC CIS                CIVIL CASE PROCESSING SYSTEM      03/22/14 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.

```

VCM2 _____ VCM2
NC AOC CIS          CIVIL CASE PROCESSING SYSTEM    03/04/14 14:39:52
ANSON              FILE NUMBER INQUIRY MENU

TYPE THE NUMBER OF YOUR CHOICE. THEN PRESS ENTER.

                                CHOICE
                                1. PARTY LIST
                                2. SERVICE SUMMARY
                                3. RESPONSE SUMMARY
                                4. ISSUE/ORDER DETAILS
                                5. CASE MISC DETAILS
                                6. JUDGMENT CALCULATION
                                7. APPEAL DETAILS / APPEAL SUMMARY
                                8. FILE NUMBERS LIST
                                9. PARTY NAME INQUIRY MENU
                                10. ABSTRACTS ENTERED BY DATE

CHOICE:  _
FILE NUMBER:  _ _ _ _ _
COUNTY NAME: ANSON

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

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 along with the file and abstract numbers. The abstracts are displayed in descending chronological order (i.e., most recent to oldest) of when the abstract was entered in the system.**

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    03/05/14 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    03/08/14 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 help 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      03/17/14 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
F1=HELP 3=EXIT 7=BKWD 8=FWD 12=CNCL                                MORE:
```

Step 4. Press *F3* to exit.

Reminder: For field help 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 parties 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      03/08/14 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 help 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    03/08/14 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 help 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    03/22/14 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 help 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 costs 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 field is display-only. This value 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 field is display-only. This value 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 field is display-only. This value is the amount of court costs remaining to payoff this judgment. The balance or payoff amount includes this amount.

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

CALCULATED PAYOFF AMOUNT - This field is display-only. This value 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.

```
VCAS 97CR 002552                                VCAS
NC AOC CIS                CIVIL CASE PROCESSING SYSTEM      03/17/14 10:51:53
ANSON                    APPEAL SUMMARY
97 CR 2552                NC STATE OF VS SMITH,ALVIN,KENNETH

FILE NUM: 97 CR 002552
ISSUE DATE   ISSUE TYPE           APPEAL CLK DT
  BY                TO COURT                RESULT           RETURNED

CIVL0403E-APPEAL DATA NOT FOUND FOR THIS CASE
F1=HELP 3=EXIT 7=BKWD 8=FWD 12=CNCL                                MORE:
```

Step 4. Press *F3* to exit.

Reminder: For field help 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	CIVIL CASE PROCESSING SYSTEM		VCNI
NC AOC CIS			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 received 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    03/29/14 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
- JATRIN,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
F1=HELP 3=EXIT 7=BKWD 8=FWD 12=CNCL
MORE: F
    
```

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    03/04/14 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  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    01/28/14 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    03/20/14 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
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 an *F6*.

```

VJDL 03CVM000220;J004                                VJDL
NC AOC CIS                                           CIVIL CASE PROCESSING SYSTEM    03/20/14
15:48:28
BERTIE                                               DETAILS LIST
03 CVM 220                                           ABSTRACT NUMBER: J001

SHOW BY PARTY: _____ SHOW BY DETAIL: _____

SELECT WITH A '/' .
DETAIL STAT DESCRIPTION/
PRTY R STAT PARTY NAME
- C0001      ACCUM. COSTS: $55.00 ATTY FEES: $0.00
  P001 C      BLOOMGARDNER, MORTIMER, HORATIO
  D001 D      MCGUILLICUTTY, AMBROSE, JOHN
  D002 D      SMITH, JOHNATHAN, Q
- M0001      PRINCIPAL: $550.00 PLUS INTEREST AND ATTY FEES
  P001 C      BLOOMGARDNER, MORTIMER, HORATIO
  P002 C      BLOOMGARDNER, MORTICIA, HORTENSE
  D001 D      MCGUILLICUTTY, AMBROSE, JOHN
- P0001      PROPERTY ABSTRACT IS UNIQUE; SEE FILE FOR COMPLETE DETAILS
  P001 C      BLOOMGARDNER, MORTIMER, HORATIO
  D001 D      MCGUILLICUTTY, AMBROSE, JOHN
  D002 D      SMITH, JOHNATHAN, Q
GENR0008I-RECORD READ SUCCESSFULLY
MORE:
F1=HELP 3=EXIT 4=PROMPT 6=LIST 7=BKWD 8=FWD
    
```

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 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	03/20/14	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' liabilities on an award. Reductions in an individual debtor's 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	03/20/14 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' liabilities on an award. Reductions in an individual debtor's 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    03/20/14 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    03/20/14 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    03/20/14 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 03/20/14 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.

VJDD 03CVM000333;J002;00006 VJDD
 NC AOC CIS CIVIL CASE PROCESSING SYSTEM 09/22/03 17:37:58
 WAKE DISBURSEMENT DETAILS
 03 CVM 333

FILE#: 03 CVM 000333 ABS#: J002 PYMT: 00001 PYMT AMNT: 115.00 Total to be Disbursed
 NOTICE: P NOTICE DATE: 091003

PMT AUTH#	AUTH DATE	DIS S	AMOUNT/	PARTY	PAYEE NAME(S) /
			MAIL TO NAME	MAIL TO ADDRESS	
V030000598	091803	W	15.00		INDIGENT COSTS
MAIL TO:			STATE OF NC		
V030000610	091903	W	100.00	P001	OHMY, INDIGENT
MAIL TO:			OHMY, INDIGENT P001 673 NOWHERE LANE RALEIGH, NC		

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

Disbursement Groupings

Total to be Disbursed

This value 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 via *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 03/20/14 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*.



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*.

