

ADMINISTRATIVE OFFICE OF THE COURTS
TECHNOLOGY SERVICES DIVISION

Effective September 16, 2003, enhancements to the Civil Case Processing system (VCAP) will be implemented statewide as a precursor to the rollout of the Judgment Abstracting system (JA) and will help prepare counties for using JA.

A new automated process for transcribing judgments, which will be a function of VCAP, will replace the current manual method. The new process shortens the amount of time involved in recording and notifying other counties of transcripts. Once the county of judgment has recorded a transcript in VCAP, notice of the transcript and the appropriate judgment information will immediately be available electronically to other counties. This is a significant improvement over the manual process and will result in the virtual elimination of the exchange of paperwork typically associated with the current manner of recording transcripts.

Legal professionals desiring to search electronically for the transcripts and case files should use the following procedure.

Procedure for searching for a transcript

Transcripts in the Civil Case Processing System (VCAP) are identified by a "T" file number. This number appears in the system for the county receiving the transcript. It appears in both the Parties Index and the Judgments Index. The following steps are recommended for searching for a transcript by party name(s).

- Step 1.** From the Main Menu, select the Party Name Inquiry Menu & press [Enter].
- Step 2.** From the Party Name Inquiry Menu select Parties.
- Step 3.** Tab to the Name field and enter the last name of the party to be searched. This can be any party involved in the case. The current county will be displayed in the listed counties fields. To execute a statewide search, [TAB] to the "listed counties" field & change the current county to 'ALL'.
- Step 4.** Press [Enter] and the system will return the results of your search on the Parties Index screen. If the results cannot be displayed on a single screen, an 'F' will appear after the word MORE in the lower right corner of the screen. Pressing F8 will scroll the page forward and pressing F7 will scroll backward through the results.

Transcript entries are easily identified by the appearance of the word "TRANSCRIPTED" in the 'In Regards To' column.

- Step 5.** [Tab] to the desired name and enter 'I' in the selection field on the line for the transcript.
- Step 6.** Press [Enter]. This will link to and display the Issue/Order Details screen for the case in the originating county.
- Step 7.** Press F3 to return to the search results on the Parties Index screen.
- Step 8.** Press F3 to return to the Party Name Inquiry Menu. Repeat steps 2 - 7 as needed
- Step 9.** Press F3 to return to the Main Menu.

