OVERCOMING THE

Fear factor

OF CONTEXTE

Presented by:
Irene Cross Tiffany Edge

Contexte Case Management

❖ The Administrative Office of the Courts holds a statewide license for the Contexte Case Management System from Xerox.

❖ Contexte is a web-based system that was chosen and adopted by the Arkansas Supreme Court and has been successfully implemented in both circuit and district courts in Arkansas.

❖ The system is capable of managing all aspects of court cases.

❖ The system includes a public access module, called Public Court Connect https://caseinfo.arcourts.gov

CONTEXTE
System Basics Icons

A. Red Door

B. Clear Form

C. Save

D. Person/Case Summary

CLICK HERE

Most Used Shortcut Keys For Contexte

F10

F8

F7

F6

Ctrl and PgDn

Ctrl and C

Ctrl and V

Contexte Form Names
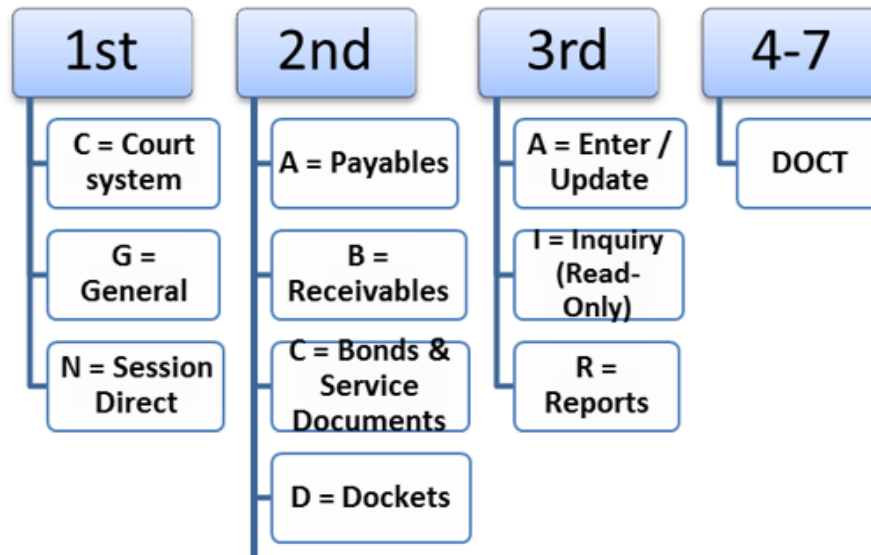
CDADOCT (DOCKET ASSOCIATION) FORM

1st	2nd	3rd	4-7
C	D	A	DOCT

1st	2nd	3rd	4-7
C = Court system	A = Payables	A = Enter / Update	DOCT
G = General	B = Receivables	I = Inquiry (Read-Only)	
N = Session Direct	C = Bonds & Service Documents	R = Reports	
	D = Dockets		

DISTINGUISHING MAINTENANCE FORMS FROM INQUIRY FORMS

Maintenance forms

- have an '**A**' in the third character of the form name

- You **CAN** update information already saved

- You can switch to query mode by pressing the **F7 key**.

Inquiry forms

- have an '**I**' in the third character of the form name

- You **CANNOT** update previously saved information

- you can view information

- No records can be changed, added or deleted

GENERAL

FORM NAME	DESCRIPTION
GUAPSWD	CHANGE PASSWORD
GUAPMNU	SET UP PERSONAL MENU

QUERY

FORM NAME	DESCRIPTION
CMIPCHI	PERSON/CASE HISTORY
CPIIDEN	LOOK UP PEOPLE/ORGANIZATIONS
CDICASE	LOOK UP CASES
CPILCAT	LOOK UP ATTORNEYS/OFFICERS

DOCKETING

FORM NAME	DESCRIPTION
CDADOCT	DOCKET ENTRY
CDACDDK	DOCKET CHANGE/DELETE
CXRDFR	DAILY FILING REPORT

PARTIES/PEOPLE

FORM NAME	DESCRIPTION
CDAPRTY	LIST OF PARTIES ON CASE
CDACDPT	PARTY CHANGE/DELETE
CPAIDEN	UPDATE NAME, ADDRESS, ALIAS, LEGAL CATEGO
CPAMERG	ID MERGE

CASES

FORM NAME	DESCRIPTION
CMAINIT	CASE INITIATION MAINTENANCE
CDACASU	CASE INFORMATION UPDATE
CDARELC	RELATING CASES
CDACREF	CASE ID CROSS REFERENCE
CDACSTS	CASE STATUS MAINTENANCE
CDACDCA	CASE CHANGE/DELETE
CSAEVNT	SCHEDULING EVENTS
CDAEVNT	CLOSING EVENTS

COMMONLY USED CONTEXTE FORM NAMES

Creating a Personal Menu

GUAPMNU

CMAINIT
CDADOCT
CPAIDEN
CDAPRTY
CMIPCHI
CPIIDEN
CPILCAT
CDICASE
GUAPSWD
GUAPMNU

Description	
Case Initiation Maintenance	CMAINI
Personal Menu Maintenance Form	GUAPM
Oracle Password Change Form	GUAPS
Person/Case History	CMIPCH
Person/Organization Query	CPIIDE
Case Query	CDICAS
Docket Association Entry	CDADC
Docket Change/Delete	CDACD
Daily Filing Report	CXRDF
Party Change/Delete	CDACD
Case Information Update	CDACA
Case Change/Delete	CDACD

District Court Location Codes are based on the city where the District Court is located.

CI – Circuit Location Code – used for Circuit Civil, Criminal, and Domestic Relations cases

CO – County Location Code – used for County Probate cases

JV – Juvenile Location Code – used for Circuit Juvenile cases

SC – Supreme Court

CA – Court of Appeals

Location Court Codes

Querying

CMIPCHI – Person/Case History

CPIIDEN – Person Information (Identity)

CMAINIT – Case Information (Initiation)

CDICASE – Case Search

CPILCAT – Attorney/Judge/Officer Search (Legal Category)

Wildcards- (%) and(_)

QUESTIONS

Are You Wanting To Find Answers Quickly?

Do You Need Updated Material?

Is Your Book Or Notes Just Not Accessible Right Now?

ACAP FAQ SITE has answers

- https://arkansascourts.sharepoint.com/sites/FAQ

THANK YOU!

acap.help@arcourts.gov
501-410-1900 opt. 1
866-823-5778