

Closing a Probate Case

I. Changing the Trial Type

1. Go to **CMAINIT**.
2. Press **F7** to switch to query mode.
3. Enter the **Case ID**.
4. Press **F8** to retrieve the case.
5. Enter the **Trial** type.
6. Press **F10** to save.

II. Adding a Manner of Disposition Docket Code

1. Click on **CDADOCT** in the Navigation Frame.
2. Enter the **Case ID**.
3. Press **Ctrl** and **PgDn** to go to the next block.
4. Press **F8** to retrieve existing docket entries.
5. Press **F6** to insert a new record.
6. Click the **Docket** LOV button to search for the appropriate Manner of Disposition (MD) code.
7. Click in the **Filing Date** field, and enter the date that matches the file mark on your case paperwork. EX: 091513 for September 15, 2013.
8. Press **Tab** to go to the next field, and enter the Filing **Time**. EX: 0900 for 9AM or 1300 for 1PM.
9. Notice that the words TRIAL TYPE: **ODP_GENERAL_TRIAL_TYPE_CODE display in the docket text box in the bottom block.
10. Press **F10** to save.
11. Notice that the docket text now reflects the trial type you entered in CMAINIT.

III. Adding a Case Closed Judgment Docket Code

HINT: If the case has been disposed and the court views the case as closed, then you can add a case closed Judgment docket code. Adding a JUC0 code will reflect a case closed status.

1. While still in CDADOCT, press **F6** to insert a new record.
2. Enter **JUC0** in the Docket field.
3. Click in the **Filing Date** field, and enter the date that matches the file mark on your case paperwork. EX: 091513 for September 15, 2013.
4. Press **Tab** to go to the next field, and enter the Filing **Time**. EX: 0900 for 9AM or 1300 for 1PM.
5. Press **F10** to save.

IV. Associating Docket Codes

HINT: In order to completely dispose of a case, the Manner of Disposition (MD) code MUST be associated to the Manner of Filing (MF) code.

1. While still in CDADOCT, scroll through the docket codes and click on the MFO (Manner of Filing) code or the MFR (Manner of Reopen) code so that it becomes highlighted.
2. Click the **Docket** Tab in the third block.
3. Click the **Docket Code** LOV button, and this will take you to CDQDASS.
4. Click the **Caused** button beside the Manner of Disposition (MD) code and the Case Closed (JUC0) code.
5. Press **F10** to save.
6. Click the **Red Door** icon, and this will take you to CDADOCT.