

ADMINISTRATIVE OFFICE OF THE COURTS



On-Demand Printing in Contexte Setup & Use

Presented By: Gloria Thompson & Michial Armstrong



Introductions

- Gloria Thompson
 - Applications Business Director
- Michial Armstrong
 - Product Owner/Business Analyst





What is On-Demand Printing in Contexte?

- On-Demand Printing (ODP) allows you to create letters by merging case information from the Contexte database with a mail-merge template created in Microsoft Word or Corel WordPerfect.





Demo ODP creation from Contexte

- ODPs can be available from all Contexte forms, or specific Contexte forms
- Several configuration forms exist for ODP document template creation.
- Our example document is: OR91M_CIRCUIT (Order of Recusal)



ODP Setup – What’s involved?

- CTRLETR:

Oracle Fusion Middleware Forms Services

File Edit Options Block Field Record Query Help Window

Letter Code Rule Maintenance (CTRLETR) (HELPDESK)

Add Variables (CTRLVAR)

Court	Locn	Case Type	Letter Code	Description
XX	XX	XX	OR91M_CIRCUIT	ORDER OF RECUSAL

Available From

Form Name: ALL

Form Name:

Form Name:

Form Name:

Mail Merge Documents

Template Document Name: OR91M_circuit.dot ☒ Auto Save

Merge-to Document Name: OR91M_circuit.doc ☐ Print

Word Processor Version: Microsoft Word 97, 2000, 2002, 2003, 2007, 2010 ☐ Verify

Default Docket Code:

Enter a court code or press LIST for valid codes (required).

Record: 1/1 ... List of Valu... <OSC>



ODP Setup – What’s involved?

- CTRLVAR:

Oracle Fusion Middleware Forms Services

File Edit Options Block Field Record Query Help Window

Letter Variable Association Rule (CTRLVAR) (HELPDESK)

Letter Code: OR91M_CIRCUIT ORDER OF RECUSAL

Variable Code	Description
ODP_GENERAL_CASE_DESC	CDBCASE_DESC
ODP_GENERAL_CASE_ID	CDBCASE_ID
ODP_GENERAL_CORT_DESC	CTVCORT_DESC
ODP_USER_GENERAL_CASE_JUDGE	CASE JUDGE
ODP_USER_GENERAL_DIVISION	COURT DIVISION

Variable	Description	Default Text

Enter a variable code or press LIST for valid codes (required).

Record: 1/5 <OSC>



ODP Setup – What’s involved?

- CTRANAM
(Variables)

Oracle Fusion Middleware Forms Services

File Edit Options Block Field Record Query Help Window

Variable Definition Rule Maintenance (CTRANAM) (HELPDESK)

Detail

Table	Variable Name	Field Type	Description
CBRACCD	ODP_CBAOPAY_PLAN_BAL	C	PAYMENT PLAN BALANCE
CBRACCD	ODP_GENERAL_ALL_DETAIL_INFO	R	FEE DESCRIPTION BALANCE
CBRACCD	ODP_GENERAL_ALL_FEES_DETAIL	R	VIRTUAL AND COLLECTIBLE DESC
CBRACCD	ODP_GENERAL_ALL_FEES_SUM	C	VIRTUAL AND COLLECTIBLE SUM
CBRACCD	ODP_GENERAL_COLL_FEES_DETAIL	C	COLLECTIBLE FEE DESC BALANCE
CBRACCD	ODP_GENERAL_COLL_FEES_SUM	C	TOTAL COLLECTIBLE FEES
CBRACCD	ODP_GENERAL_SUM_DETAIL_INFO	C	TOTAL OUTSTANDING FEES
CBRACCD	ODP_USER_GENERAL_CASE_CHARGES	C	CASE CHARGES (PLAINTIFF)
CBRACCD	ODP_USER_GENERAL_CASE_CHARGE_D	C	CASE CHARGE DESCRIPTIONS (PLT)
CBRACCD	ODP_USER_GENERAL_CASE_DEF_CHG	C	CASE CHARGES (DEFENDANT)
CBRACCD	ODP_USER_GENERAL_CASE_DEF_CHGD	C	CASE CHARGE DESCRIPTIONS (DEF)
CBRACCD	ODP_USER_GEN_ALL_CASE_FEES_BAL	C	FTP AND COLL. ON CASES IN PLAN
CBRACCD	ODP_USER_GEN_ALL_CASE_FEES_FTP	C	FTP AND COLL. ON PAY PLAN
CBRACCD	ODP_USER_GEN_ALL_CASE_FEES_SUM	C	VIRTUAL AND COLL. ON PAY PLAN
CBRPLAN	ODP_CBAOPAY_OWNER_ID	C	PAYMENT PLAN OWNER ID
CBRPLAN	ODP_CBAOPAY_PLAN_NO	C	PAYMENT PLAN NUMBER

Enter the table name for the variable (Required).

Record: 1/?

<OSC>



- CTRLRUL

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OR91M_CIRCUIT Example:

Highlighted Merge fields

IN THE CIRCUIT COURT OF «ODP_GENERAL_CORT_DESC» COUNTY, ARKANSAS

«ODP_USER_GENERAL_DIVISION»

DIVISION

«ODP_USER_GENERAL_CASE_JUDGE»

«ODP_GENERAL_CASE_ID»

«ODP_GENERAL_CASE_DESC»

ORDER OF RECUSAL

On the Court's own motion and for good cause shown, the
«ODP_USER_GENERAL_CASE_JUDGE» Circuit Court hereby recuses from the
above styled case, and the Circuit Clerk is hereby directed to
reassign the case to another division of the Circuit Court.

«ODP_USER_GENERAL_CASE_JUDGE»

DATE: _____



ODP Spec Document – Pull it all together

- OR91_M Spec document + Example(Handout)
 - CTRLETR
 - CTRLVAR
 - CTRANAM
 - CTRLRUL





ODP Variables

- Most made by AOC begin with ODP_USER%
 - These variables were custom built for Arkansas.
- You may use any ODP variable, but do not create or change any existing variables!!!



ODP naming convention

- Make sure to make any ODP you create available to your Court Code & Location Code only!!!
- Document Name + _ + Court/Location for Court-wide documents (CTRLETR)
- Other document naming conventions exist... which we won't cover here.
- Remember, don't create any new ODP Variables!



Create ODP yourself – OR91M_CIRCUIT

- CTRLETR (Letter Code Rule Maintenance)
- CTRLVAR (Letter Variable Association Rule)
- CTRANAM (Variable Definition Rule Maint.)
- CTRLRUL (Letter Type/Party Type Rule)
- Template file (.dot) creation



ODP Tips & Tricks



- CDAEVNT (mass merges)
- ODP letters can be created in mass from any form that the ODP is available from
- Party types in nav frame (CLALMRG)
- For event dates to pull into ODPs, you have to be on the event record desired to populate on an ODP.



ODP Tips & Tricks (Cont.)

- Any ODP merged to Word may be changed to suit your needs
- Do not update any existing ODPs configured in Contexte!!!





Interested in making your own ODPs?

- **Next steps:**
- Contact Helpdesk if you are interested in creating ODPs
- Your Contexte security clearance will need to be updated to allow ODP creation.
- Additional training will be needed in Little Rock, if you are interested in creating ODPs



Contexte Bookshelf Information

- Located here:
<https://courts.arkansas.gov/administration/acap/contexte/demonstration-videos>
- User Id: contexte
- Pass: welcome!02

Click the “Statewide Documents” link to see all existing ODPs created by the AOC.



Thank you for attending!

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Where do I go next?

- Main Room: Contexte Judge Assignment and Administrative Plans
- Ambassador V: Navigating the Data with Tableau
- Ambassador VII: Criminal Corrections in Contexte
- Consulate I: Contexte and Chill – Tips Sheet Edition
- Consulate II: Collecting User Stories (Managing juries and jurors)
- PC Lab VI (All)