



CAP Court Install

The CourtRoom Program™

790 Canning Parkway – Suite 1

Victor NY, 14564

1-800-622-2522

www.NYCourts.us

Downloading and Installing The CourtRoom Program™

Go to www.nycourts.us

On the left hand side of the website, click on the button that reads Download.

This will bring you to the download page. You will need to provide the Courts name and a password. The password is the number of the day. *You will need to contact the office for the number of the day 1-800-622-2522.* Once this information is entered, click on the submit button.

To download the most recent version listed above of The
and password. **You will need to contact the office for tl**

If you already have The Courtroom Program™ installed
and then click on Get Latest Program Update (no passwo
update you receive be sure to check the [Recent Changes](#)

Court Name:

Password:

On the next page, click where it reads '[Click Here](#)' to download the latest version.

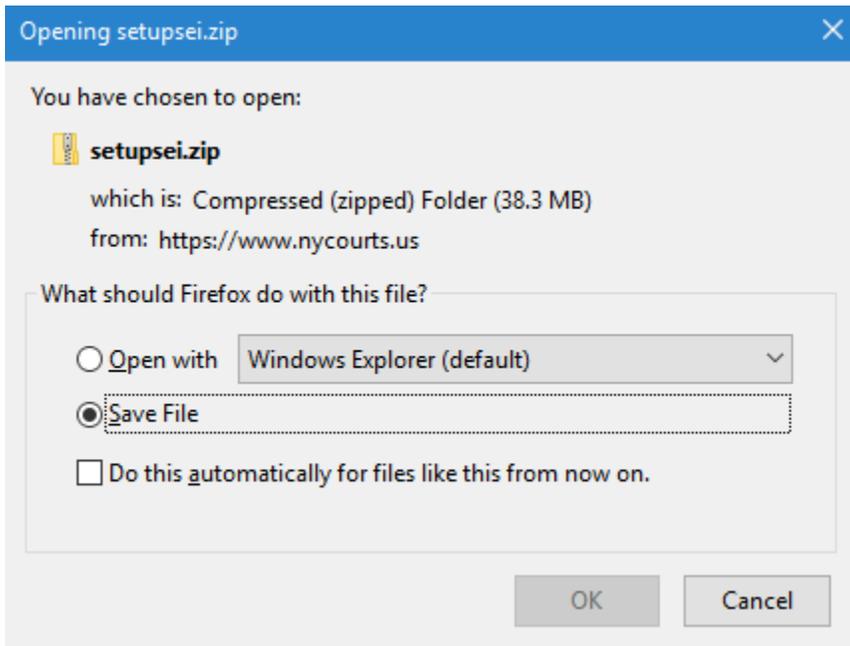
Download The Latest Version

[Click Here](#)

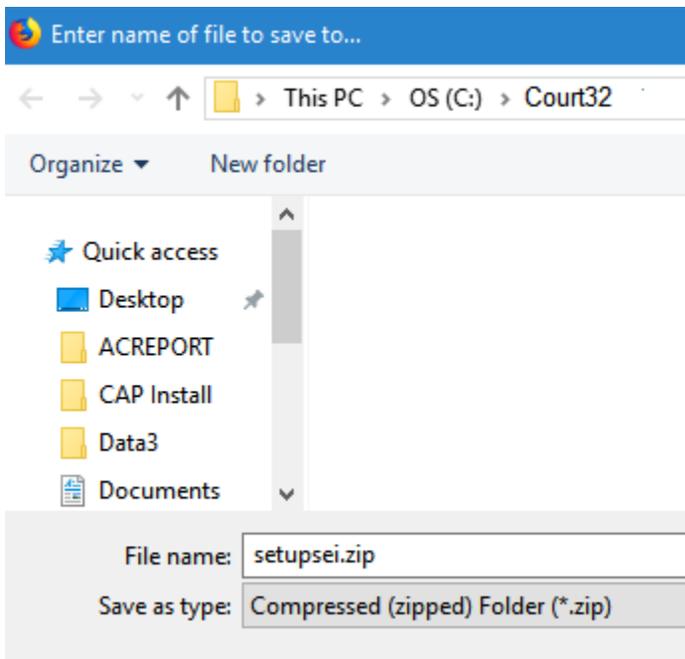
le size is 27 megabytes.

uctions for Firefox click [here](#)

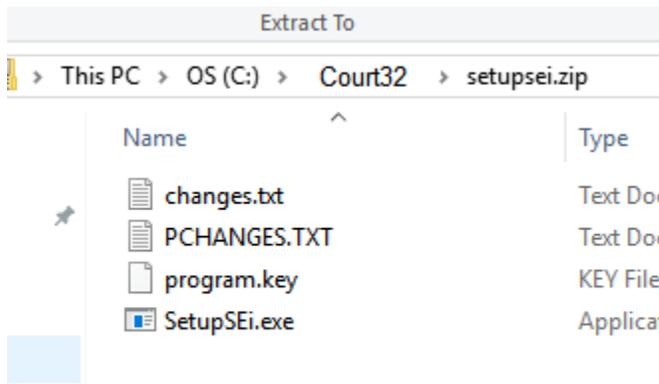
The next screen that will come up will ask if you would like to open or save the file. Select to **save** the file and then click on Ok.



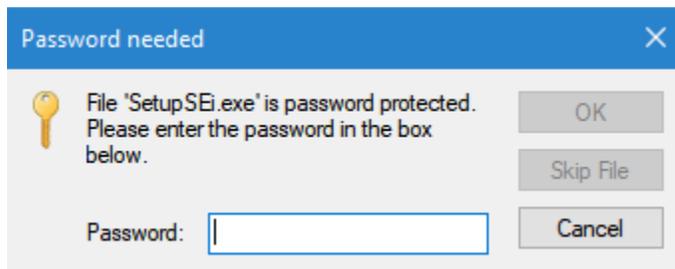
When saving the file you will want to create a folder within the 'C' drive and name it Court32.



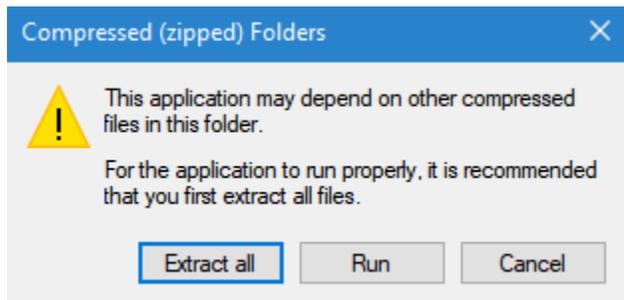
Once the file is done downloading, open the file location and double click on setupsei.zip. You will then see the following files. Double click on **SetupSEi.exe**



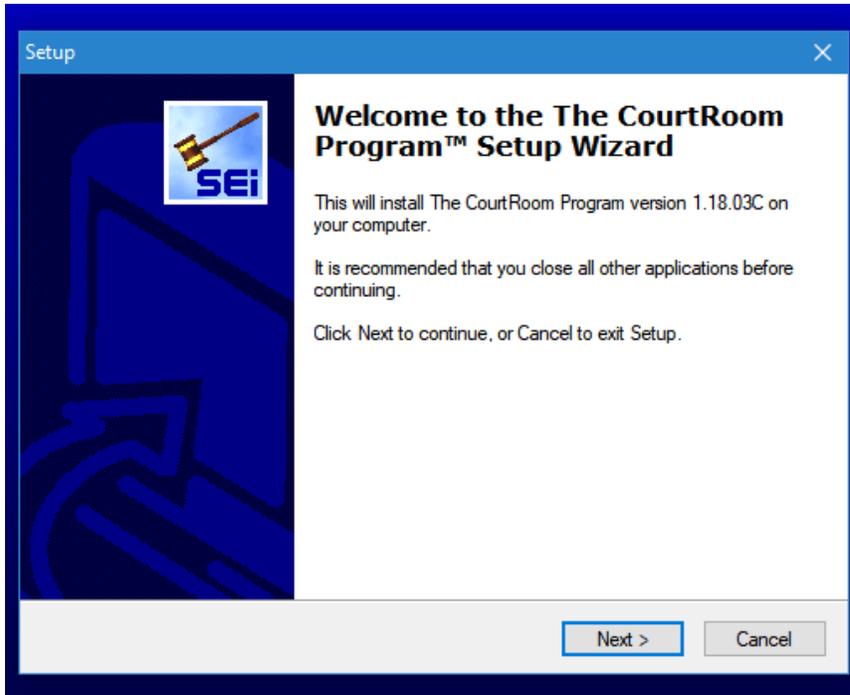
You will then be prompted for another password. This is a different password than the first. *You will need to contact the office for the password 1-800-622-2522.*



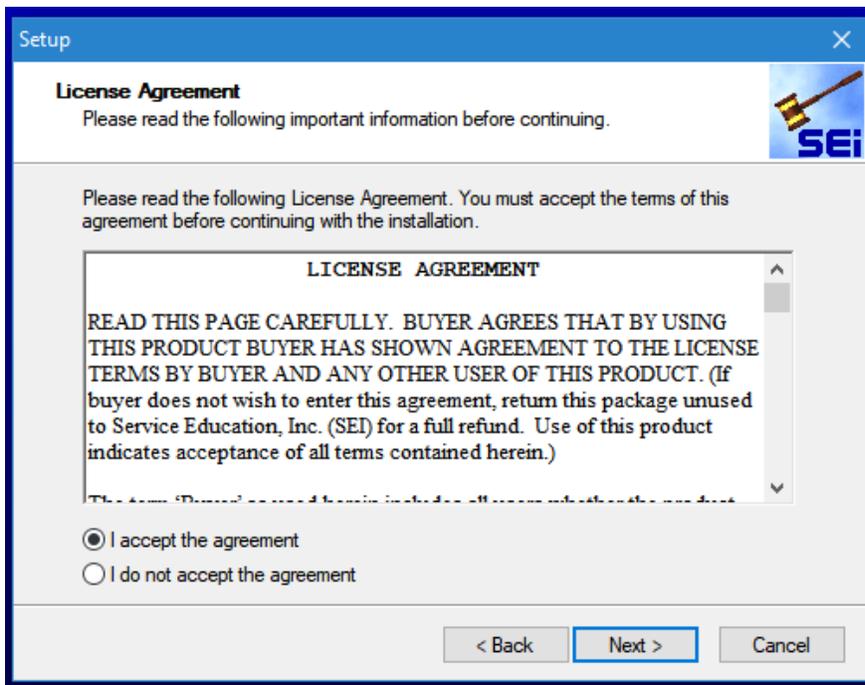
Once the password is entered, click on Ok. You will then have the option to Extract all, Run, or Cancel. Click on **Run**, this will then open The CourtRoom Program™ Setup Wizard.



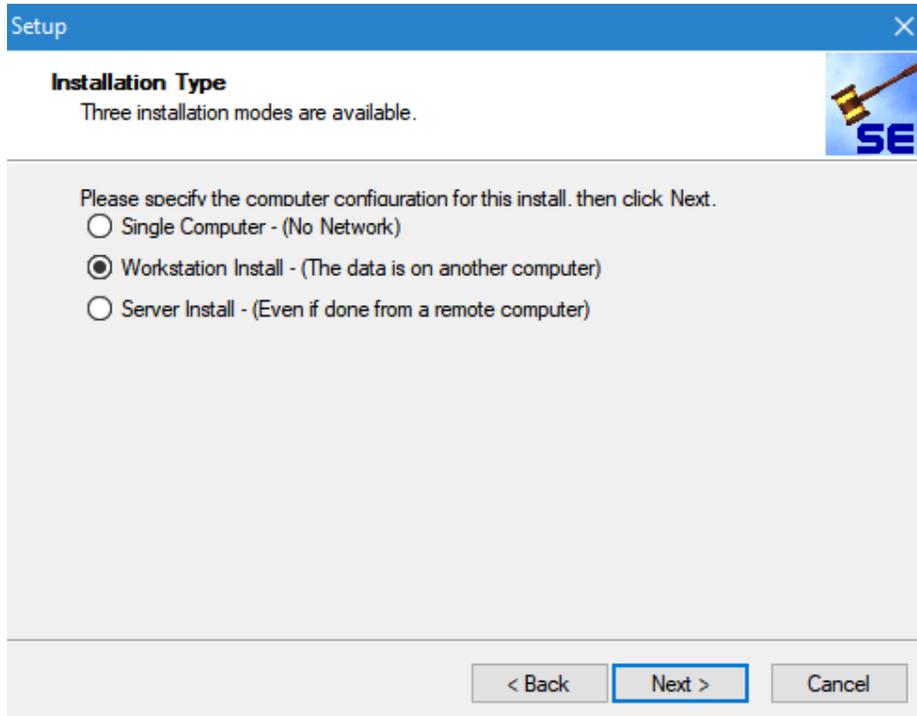
When the setup wizard screen displays, click on the next button.



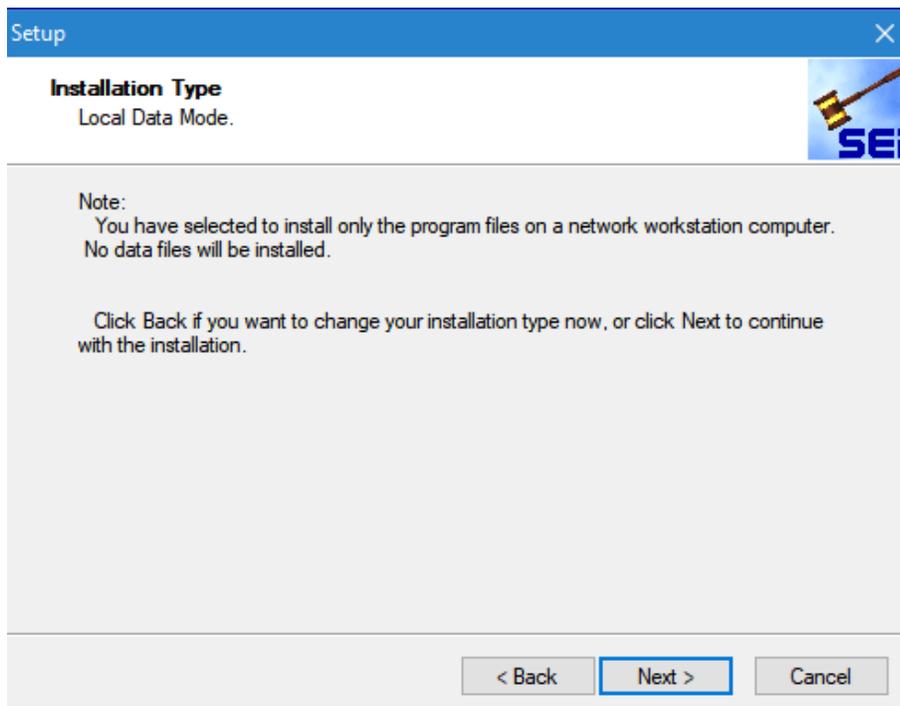
To proceed with the setup select 'I accept the agreement', and click on the next button.



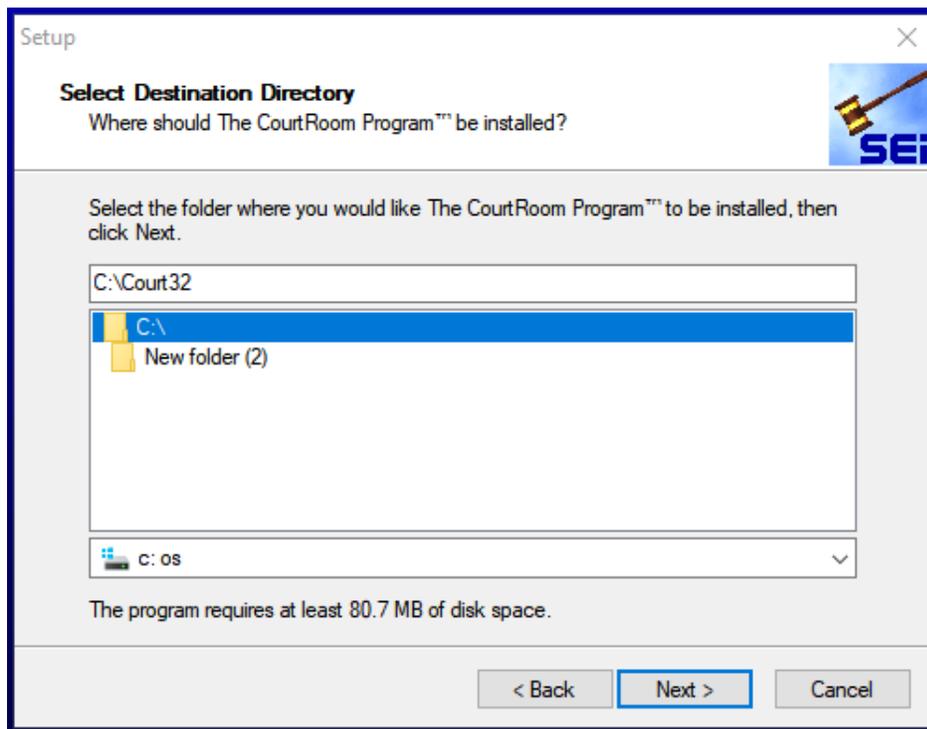
Select workstation install, and click the next button.



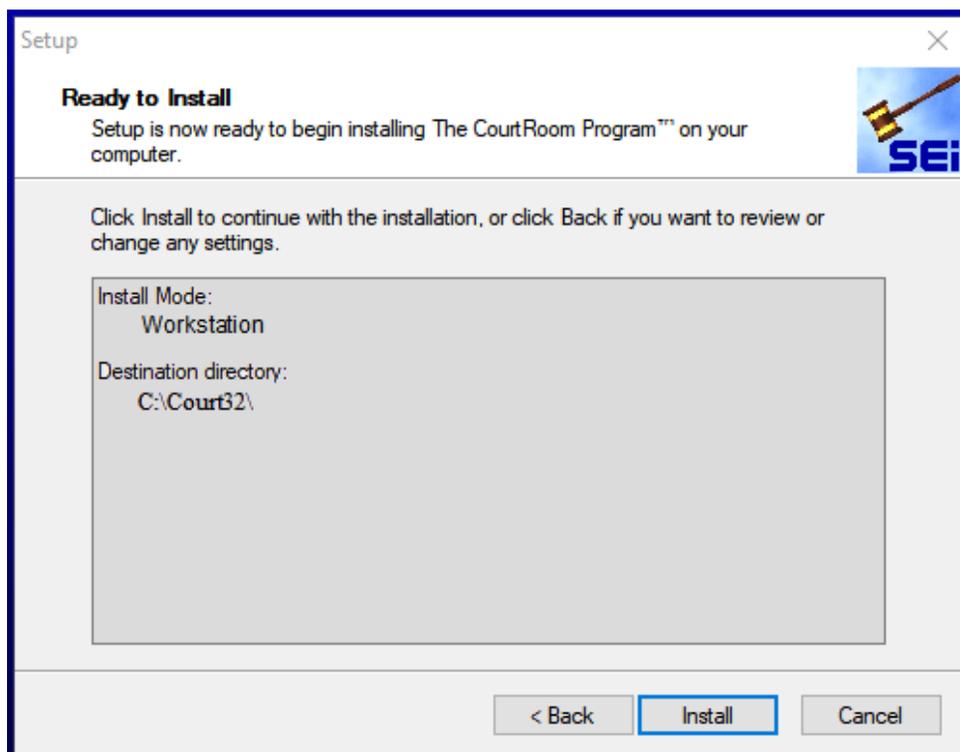
This screen is confirming your installation type, click the next button.



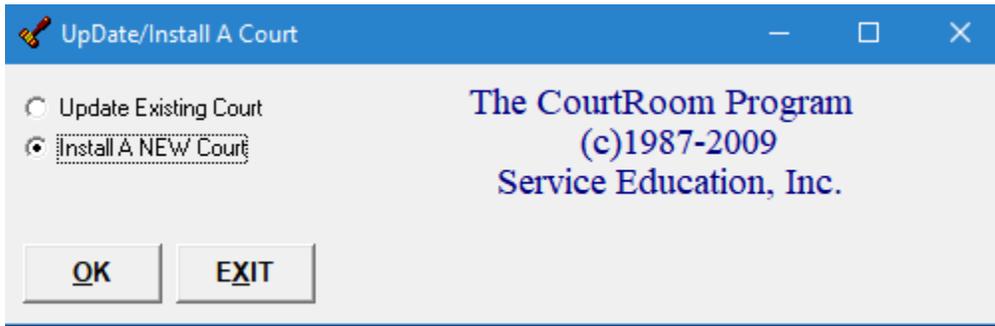
Destination directory, this should always be C:\Court32\
Click on the next button.



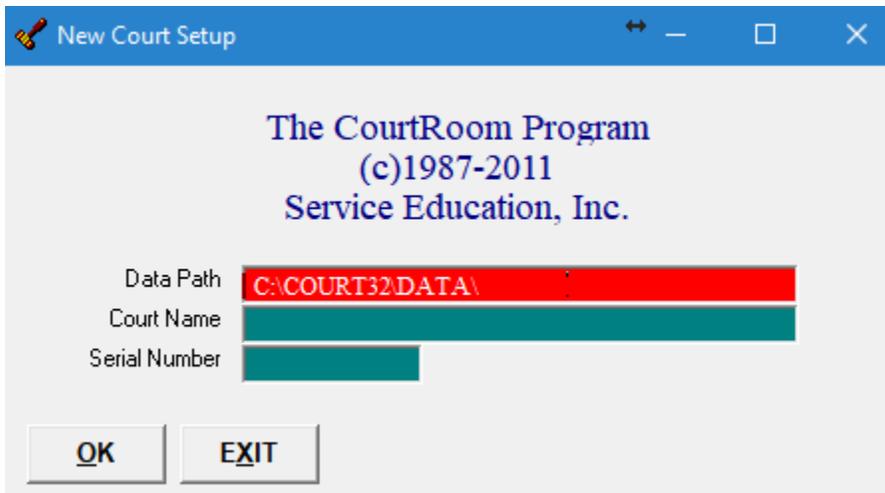
Click on install



You will then have a screen that asks if you would like to update/ install a new Court. Select to install a new Court and click on the ok button.



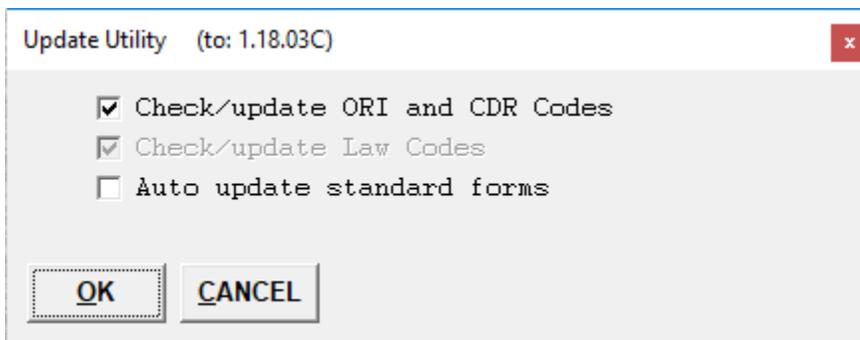
Next you will enter in the Court Name “XXXXXX County CAP Court” and the Serial Number.
**Do NOT change the Data Path*
***Replace XXXXX with the appropriate County Name*
****You will need to contact The CourtRoom Program™ for the Serial Number 1-800-622-2522.*
After entering the required information click on the ok button.



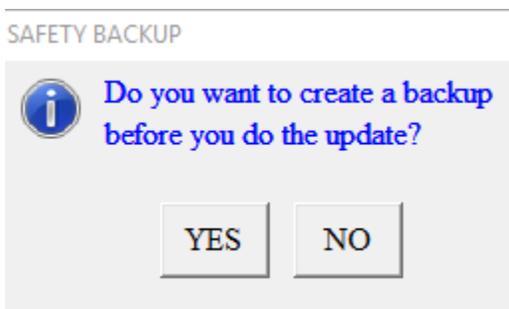
This will then open the login screen for The CourtRoom Program™
You will need to call the office to obtain the number of the day to login the first time, 1-800-622-2522.



The first screen you will receive is the update utility. Leave the selected defaults and click on OK.



Although this is a new install click on yes to create the backup.



ORI update, select your County and click on OK.

ORI UPDATE UTILITY

1 - Albany	17 - Fulton	33 - Onondaga	49 - Seneca
2 - Allegheny	18 - Genesee	34 - Ontario	50 - Steuben
3 - Broome	19 - Greene	35 - Orange	51 - Suffolk
4 - Cattaraugus	20 - Hamilton	36 - Orleans	52 - Sullivan
5 - Cayuga	21 - Herkimer	37 - Oswego	53 - Tioqa
6 - Chautauqua	22 - Jefferson	38 - Otsego	54 - Tompkins
7 - Chemung	23 - Kings	39 - Putnam	55 - Ulster
8 - Chenango	24 - Lewis	40 - Queens	56 - Warren
9 - Clinton	25 - Livingston	41 - Rensselaer	57 - Washington
10 - Columbia	26 - Madison	42 - Richmond	58 - Wayne
11 - Cortland	27 - Monroe	43 - Rockland	59 - Westchester
12 - Delaware	28 - Montgomery	44 - St. Lawrence	60 - Wyoming
13 - Dutchess	29 - Nassau	45 - Saratoga	61 - Yates
14 - Erie	30 - New York	46 - Schenectady	62 - Bronx
15 - Essex	31 - Niagara	47 - Schoharie	
16 - Franklin	32 - Oneida	48 - Schuyler	

Enter County number to search for ORI numbers:

If you need State Police agencies from other counties, enter the county numbers here:

If you need Local Police agencies from another county, enter the county number here:

After the ORI update runs you will be asked for the selected Judge. This is generic; the correct information for the Judges will be entered on another screen. To proceed, select 1.

SELECT JUDGE

Select the Judge for this CAP Session:

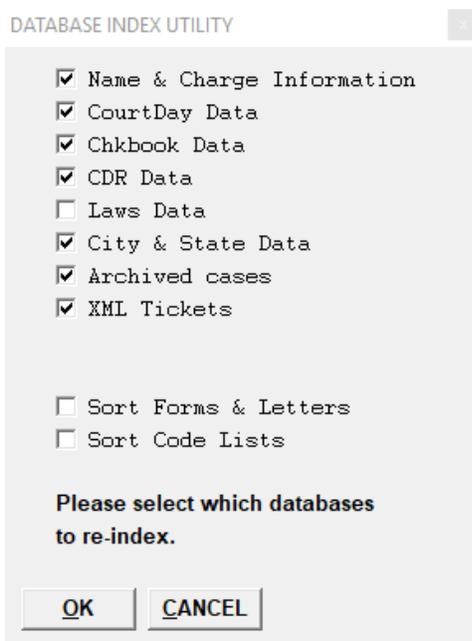
Albert A. Anderson

Selection:

These are instructions on where to go to enter in the Court's CDR and ORI information, click on OK.

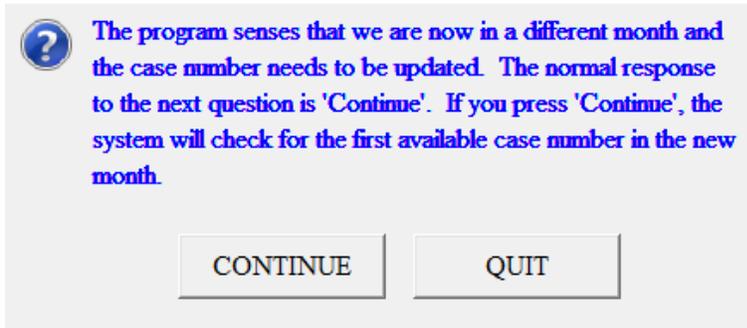


Re-index databases, accept the defaults and click on OK.

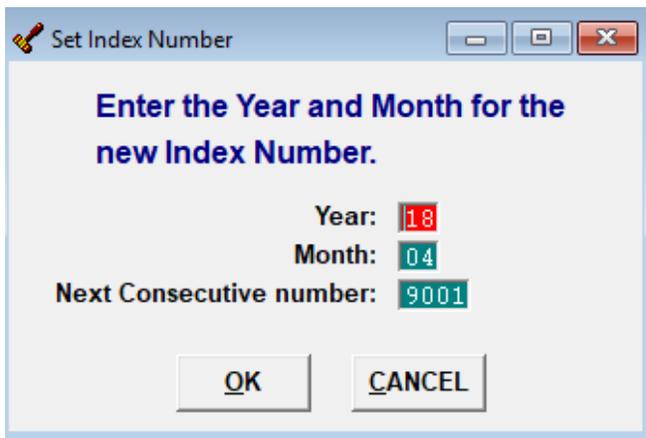


Click on continue.

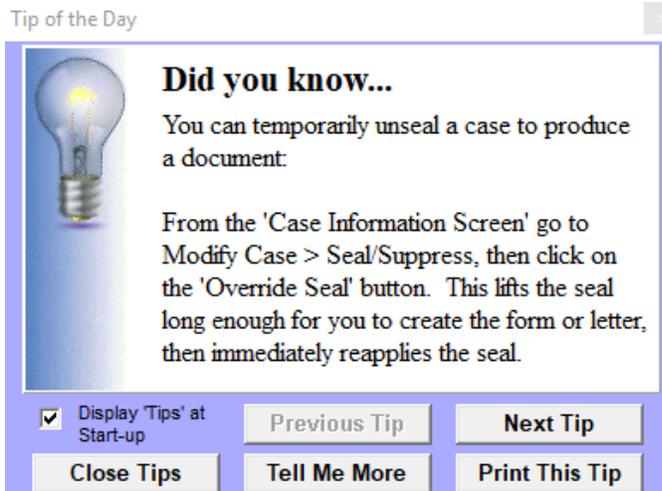
INDEX_NO SETUP



Setting the index/case numbers, make sure the correct year and month are entered in (*do not make changes to the next consecutive number*), and then click on OK.



Tip of the day screen, click on close-tips when you are ready to proceed.



Entering in Court Information

At the top of the screen click on Utility, Edit Databases, and then Court Information.

Fill in your Court information at the top of the screen.

Then at the bottom click on the tab that reads, CDR Numbers.

**Your Court CDR number will be 0XX999X → Replace 0XX with your County number. The program will recognize this is not a valid ORI number and will not let you leave this field. Click on the red X in the right hand corner of this screen and click yes to save the changes.*

Go back to, Utility, Edit Databases, Court Information, and click on the CDR Numbers tab again.

****The Court ORI number will be NY0XXCAPJ → Replace 0XX with your County number.**

You will also enter in CDR Numbers within this tab as well. Just enter in the first and last number provided to you.

When you are done entering in the information click on Save and then Exit.

Edit Court Data

Save **Exit**

SERIAL # #B9016MSKQ TOWN VILLAGE

COURT NAME Ontario County CAP Court

STREET 123 Elm Street

CITY/ST/ZIP Someburg, NY 11111

CT_CNTY Ontario

CT_PHONE (555)555-1212

MUNICIPALITY XXXXX POLICE FORCE SP

CALENDARS BY JUDGE OPERATOR BOTH

NUMBER OF JUDGES 1 JUDGES AAA

Law/Code Defaults **CDR Numbers** Automatic Receipt Numbers

Next CDR Number Court CDR Number 034999X

Last CDR Number Court ORI Number NY034CAPJ

No Automatic CDR numbers available!

Entering in Judges Information

At the top of the screen click on Utility, Edit Databases, and then Judges.

When entering in the first Judge's information simply overwrite Judge Anderson's information with the correct information pertaining to the Judge. To enter additional Judges click on save and then new at the top of this screen. When you are finished entering in Judges click on Save and Exit.

The screenshot shows a software window titled "Edit Judge Data" with a "1 of 1" indicator. The window has a toolbar with buttons for "Top", "Prev", "Next", "Bott", "New", "Del", "Save", and "Exit".

The main form contains the following fields and options:

- JUDGE: Albert A. Anderson
- TITLE: Town Justice
- INITIALS: AAA
- ADDRESS: 123 Elm Street
Someburg NY, 14568
- PHONE: (555) 555-1234 FAX: [Redacted]
- PAYMENT PRIORITY:
 - Pay Fines First
 - Pay SC First
- REPORT DISMISSALS:
 - At Adjudication
 - After All Paid
- Buttons: "Set BG Color"

Below the main form is a tabbed interface with three tabs: "Bank Accounts", "Court Numbers/Times/Clerk", and "Receipts". The "Bank Accounts" tab is active, showing the following fields:

- BANK NAME: [Redacted]
- ACCOUNT NUMBER: [Redacted]
- BALANCE END DATE: / /
- BANK BALANCE: 0.00
- SEPARATE BAIL

Enter Password Information

At the top of the screen click on Utility, Edit Databases, and then Users Passwords.

When you enter in the first password you can overwrite User 'special'.

- In the User field enter in the users first name.
- In the Password field enter in the password you wish to use to log into the program. Re-enter the same password in the next field that reads Confirm Password.
- Typist is the users initials
- Full Name is the users full name.

Click on save at the top of this screen when you are finished. If you need to enter more users passwords click on new at the top. Save and exit when you are finished.

The screenshot shows a window titled "Edit User Data" with a toolbar at the top containing buttons for Top, Prev, Next, Bott, New, Del, Save, and Exit. The user configuration is as follows:

USER	Special	START-UP JUDGE	1	PRINTER SELECTIONS	
PASSWORD	*****	LOGOUT TIMER	5	LETTER	PRNTER
CONFIRM PW	*****	USER CLASS	1	LABEL	LABELPRN
TYPIST	AaA			RECEIPT	PRNTER1
FULL_NAME	New Court				

Below the configuration is a "Print Level List" table with 10 rows and 16 columns:

001	P	011	x	021	x	031	x	041	x	051	x	061	x	071	x	081	x	091	x
002	x	012	x	022	x	032	x	042	x	052	x	062	x	072	x	082	x	092	x
003	x	013	x	023	x	033	x	043	x	053	x	063	x	073	x	083	x	093	x
004	x	014	x	024	x	034	x	044	x	054	x	064	x	074	x	084	x	094	x
005	x	015	x	025	x	035	x	045	x	055	x	065	x	075	x	085	x	095	x
006	x	016	x	026	x	036	x	046	x	056	x	066	x	076	x	086	x	096	x
007	x	017	x	027	x	037	x	047	x	057	x	067	x	077	x	087	x	097	x
008	x	018	x	028	x	038	x	048	x	058	x	068	x	078	x	088	x	098	x
009	x	019	x	029	x	039	x	049	x	059	x	069	x	079	x	089	x	099	x
010	x	020	x	030	x	040	x	050	x	060	x	070	x	080	x	090	x	100	x

Creating Action and Disposition Codes

To create a new action code for the CAP transfers, at the top of the screen click on Utility, Edit Databases, and then Action/Status Codes.

- At the top of the Edit Action/Status Codes screen click on, new and then click on yes to add a new code.
- In the code field enter in → 100
- In the code_txt field enter in → CAP Transfer
- Click on save and exit

RECORD NUMBER: 35 of 35

CODE 100

CODE_TXT CAP Transfer

START_DATE / /

END_DATE / /

Print Code List

Ontario County CAP Court

To create a new disposition code for the CAP transfers, at the top of the screen click on Utility, Edit Databases, and then Disposition Codes.

- At the top of the Edit Disp Codes screen click on, new and then click on yes to add a new code.
- In the code field enter in → 085
- In the code_txt lower line enter in → CAP Transfer
- Click on save and exit

RECORD NUMBER: 29 of 29

Disposition Code 085

CODE_TXT upper line

CODE_TXT lower line CAP Transfer

Reduction text Reduced to:

CDR Dispo code

CDR Sentence code

Print Code List

Ontario County CAP Court