Signatures on Letters

New letter head LH_099_Signatures.FRM is prepopulated with the following ..FOOT information to return either the Judges or Clerks signature. This will only work on plain text letters. All signatures must be saved within the Courts data folder.

If you are not sure where the location of the **data folder** is within CRP go to, **Help, Information about** your Court.

Court Name:	Someburg Town Court
	123 Elm Street
	Someburg, NY 11111
County:	Rensselaer
Phone:	(555)555-1212
Data Path:	C:\CRP_TESTCOURT\PROD\DATA1\
Root Path:	C:\CRP_TESTCOURT\PROD\
Update Path:	C:\CRP_TESTCOURT\PROD\
Backup Encryption Key:	jkIdZhsh (Case Sensitive)
Serial No:	#C1016SLMN
Version:	1.21.04E/1.90.355%/1.9.254E/7.20 R0
Version Date:	04/28/21 Build Date: 04/28/21
Free Disk Space:	94,969-HB Font Size: 100%
Memory Installed:	4,076-MB Free: 799-MB
Operating System:	Windows 8 06.02 Build 09200
Registry Settings:	Settings are OK
Latest Released Version:	1.21.04E
BU Server:	MAIN - https://crtrm-web-t01.dmz.cou

Ask the Clerk/Judge to sign a **blank** piece of paper with a **bold pen**. Scan the page into the computer so it can be viewed on the screen.

Once the signature is viewable you can use **Snipping Tool** to crop it. Click on the **Windows icon** in the bottom left and type **Snip**. Select the **Snipping Tool App**.



To crop the signature image, select New at the top



Once the signature has been cropped select File, Save As

Save the signature file into the Courts **Data directory**. Saving as the Judges/Clerks initials or last name is easiest. The image files can be saved as .gif .png. .jpg etc...



Within CRP, Utility, Edit Databases, Forms and Calendars. One of two scenarios will occur:

- 1. Select **Find** at the top, enter **099** in the seek field. If the Court has form 099 select it from the list.
 - At the bottom select **Import**
 - Select Search UCS Website for forms
 - You will then have a message, 'The current form is not empty...' Select Yes
 - In the Seek field enter in **LH_099**

orm Name	Date	Time	Preview	-
H_099.FRM	01/04/2006	05:19PM		
H_099_BOTH_JUDGES.FRM	05/01/2006	08:35AM		
H_099_EMAIL.FRM	06/15/2009	12:12PM		
H_099_JUDGE_ON_CASE.FRM	09/13/2012	08:09AM		
H_099_SIGNATURES.FRM	05/10/2021	12:09PM		
IST-PARKING-TICKETS-ENTERED.FRM	04/03/2006	04:16PM		
LH_011_ATTEMPTED.FRM	10/23/2017	10:32AM		
OCATE.FRM	01/04/2006	05:19PM		
ONGEORMHEAD FRM	08/28/2006	02:26PM		-

- Select LH_099_Signatures.FRM
- 2. If they do not have 099 close out of the forms list.
 - At the top select **New**
 - Add a new form Select Yes
 - At the bottom select Import
 - Select Search UCS Website for Forms.
 - In the Seek field enter in LH_099

om Name	Date	Time	Preview	-
H_099.FRM	01/04/2006	05:19PM		
H_099_BOTH_JUDGES.FRM	05/01/2006	08:35AM		
H_099_EMAIL.FRM	06/15/2009	12:12PM		
H_099_JUDGE_ON_CASE.FRM	09/13/2012	08:09AM		
H_099_SIGNATURES.FRM	05/10/2021	12:09PM		
IST-PARKING-TICKETS-ENTERED.FRM	04/03/2006	04:16PM		
LH_011_ATTEMPTED.FRM	10/23/2017	10:32AM		
OCATE.FRM	01/04/2006	05:19PM		
ONCEODMUEAD EDM	08/28/2006	02:26PM		-

- Select LH_099_Signatures.FRM

After updating/importing the new form select **Show form words** in the bottom left and scroll to the ..**FOOT** section

```
..FOOT
IF clGraphic = "Judge"
 IF VpeGetCurrentPage(hdoc)=SigPage .AND. SigRow>0
  IF aChg[ccJudge]=" " //<--- Judges initials
  @250,SigRow-25 PICTURE Datapath()+" .jpg" TO 450,-1 FLAGS 1 //<-Name of sig file
  ELSE
  @250,SigRow-25 PICTURE Datapath()+" .jpg" TO 450,-1 FLAGS 1 //<-Name of sig file
  ENDIF
 ENDIF
ENDIF
IF clGraphic = "Clerk"
 IF VpeGetCurrentPage(hdoc)=SigPage .AND. SigRow>0
 IF cuTypistCode=" " //<----- Initials of typist
  @250,SigRow-25 PICTURE Datapath()+" .jpg" TO 450,-1 FLAGS 1 //<-Name of sig file
  ENDIF
  IF cuTypistCode=" " //<----- Initials of typist
  @250,SigRow-25 PICTURE Datapath()+ .jpg" TO 450,-1 FLAGS 1 //<-Name of sig file
  ENDIF
 ENDIF
ENDIF
.. ENDFOOT
```

In the code for Judge:

IF aChg[ccJudge]=" " //<--- Judges initials

This would need to reflect the Judges initials, for example:

IF aChg[ccJudge]="<u>TMW</u>" //<--- Judges initials

The code for pulling in the signature:

@250,SigRow-25 PICTURE Datapath()+" .jpg" TO 450,-1 FLAGS 1 //<-Name of sig file

Would need to be updated with the name of the signature file. Remember to enter in the proper image file it was saved as, .gif .png. .jpg etc...

@250,SigRow-25 PICTURE Datapath()+"<u>TMW.jpg</u>" TO 450,-1 FLAGS 1 //<-Name of sig file

The above sample would indicate the Court has only two Judges. If the Judge on the cases has TMW initials it will print that signature. The **ELSE** indicates all other cases would print the other Judges signature. If a Court has more than two Judges the code can be changed to support that instance:

```
IF clGraphic = "Judge"

IF VpeGetCurrentPage(hdoc)=SigPage .AND. SigRow>0

IF aChg[ccJudge]=" "//<--- Judges initials

@250,SigRow-25 PICTURE Datapath()+" .jpg" TO 450,-1 FLAGS 1 //<-Name of sig file

ENDIF

IF aChg[ccJudge]=" "//<--- Judges initials

@250,SigRow-25 PICTURE Datapath()+" .jpg" TO 450,-1 FLAGS 1 //<-Name of sig file

ENDIF

IF aChg[ccJudge]=" "//<--- Judges initials

@250,SigRow-25 PICTURE Datapath()+" .jpg" TO 450,-1 FLAGS 1 //<-Name of sig file

ENDIF

IF aChg[ccJudge]=" "//<--- Judges initials

@250,SigRow-25 PICTURE Datapath()+" .jpg" TO 450,-1 FLAGS 1 //<-Name of sig file

ENDIF

ENDIF

ENDIF
```

You can repeat

```
IF aChg[ccJudge]=" " //<--- Judges initials
@250,SigRow-25 PICTURE Datapath()+" .jpg" TO 450,-1 FLAGS 1 //<-Name of sig file
ENDIF
```

As many times needed to facilitate the number of Judges.

Clerks signature

IF cuTypistCode=" " //<----- Initials of typist

This would need to reflect the Clerks initials as they were entered into the Users/Passwords screen.



The code for pulling in the signature:

```
@250,SigRow-25 PICTURE Datapath()+"<u>SAJ.jpg</u>" TO 450,-1 FLAGS 1 //<-Name of sig file
```

Would need to be updated with the name of the signature file. <u>Remember to enter in the proper image</u> file it was saved as, .gif .png. .jpg etc...

As with more than two Judges, the Clerks code can be duplicated as needed

```
IF cuTypistCode=" " //<----- Initials of typist
@250,SigRow-25 PICTURE Datapath()+ .jpg" TO 450,-1 FLAGS 1 //<-Name of sig file
ENDIF
```

Within the letter that you want the signature to print, first within the **GRAPHIC** field there needs to either be **CLERK** or **JUDGE** indicating who is signing the letter.



After designating **JUDGE** or **CLERK** in the **GRAPIC** field select the **Show Letter Words** button in the bottom left. This will display the body of the letter.

Enter in the **^SIG** command where the signature should print.

/

LETTER NO	JUDGE 7474	Print Letter List	Print Letter Format
NAME Fine Not	tice		Search For Text
(nScortCount>U.OR.'SCOFF suspended due to your 's iee indicated above must	FLAWED'\$upper(ccdCodeTxt) scofflav status' in this t be \ull paid in full\ul	court. The state mand 0 to restore your dri	ated scofflaw lift ving privileges. \b0
nScong County 0.08. 'SCOFF usepended due to your 's ee indicated above must "&EPO_IF& if a receipt is requeste awgent. due truly yours,	FLAWED'\$upper(ccdCodeTxt) scofflaw status' in this t be \ull paid in full\ul sd, please enclose a self	-addressed, stamped en	ated scofflaw lift ving privileges. \b(velope with your
<pre>(nScorp Count)0.0R. SCOFF susperded due to your 's fee indicated above must ^&ED_IF& If = receipt is requeste paylent. New truly yours, 'SIG</pre>	FLAWED'\$upper(ccdCodeTxt) scofflaw status' in this t be \ull paid in full\ul sd, please enclose a self	-addressed, stamped en	ated scofflaw lift ving privileges. V velope with your

Preview the letter to be sure the signature is printing correctly. Select **Preview/Print** button at the bottom. The **SAMPLE LETTER SEARCH** screen will appear, you can enter in a specific case or select the **<F3> Same Case** button.

SAMPLE LETTER SEARCH	
Enter any search criteria to	begin search.
Name	
Case Number	Non-Cases
Date of Birth	
Ticket Number	[
Receipt Number	ľ.
Motorist ID	
Archived Case	
Help <f1></f1>	List all with aliases
<f3> Same Case</f3>	Jane Tester
<alt><f3> Redo Search</f3></alt>	Name = TESTER
Previous Searches	OK Quit

You can move the signature up or down in the letter by adding or removing spaces above or below the **^SIG** command.

Repeat the **GRAPHIC** information and **^SIG** for any letters needed.

****REMENIDER** – **Court Orders and Warrants** should **NOT** have a prepopulated signature. If the court has questions about adding a signature to a specific letter, please direct them to call <u>OJCS 800-232-0630</u>.