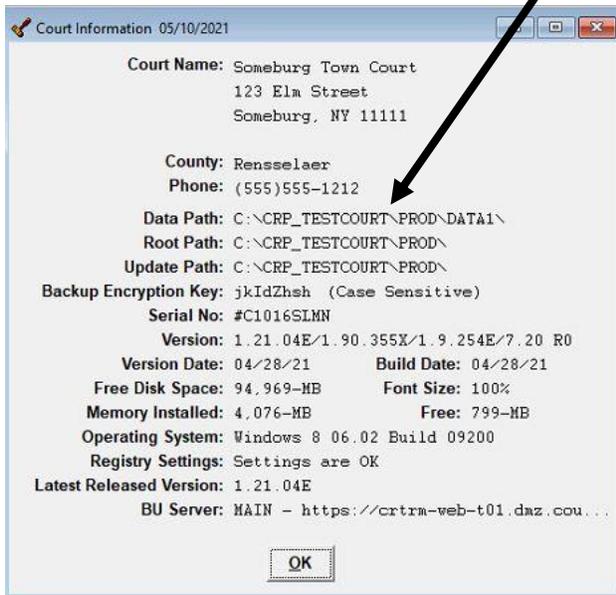


Signatures on Letters

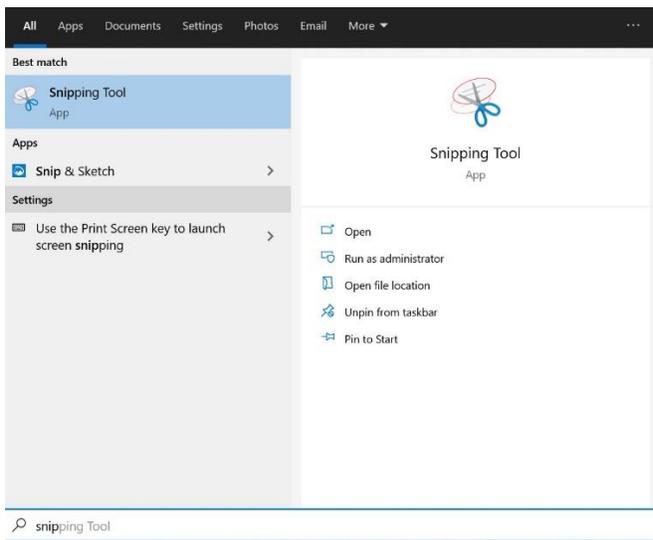
New letter head LH_099_Signatures.FRM is prepopulated with the following ..FOOT information to return either the Judges or Clerks signature. This will only work on plain text letters. All signatures must be saved within the Courts data folder.

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

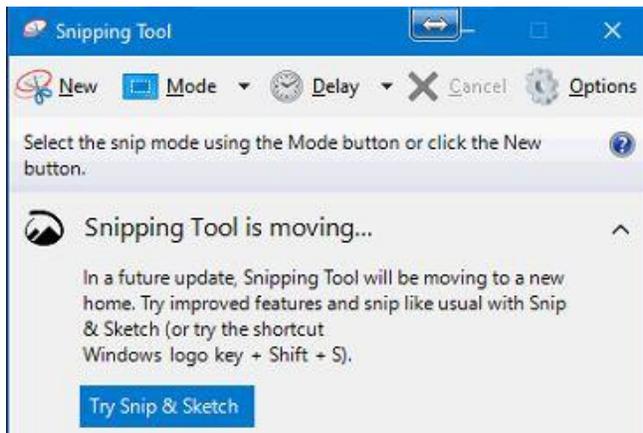


Ask the Clerk/Judge to sign a **blank** piece of paper with a **bold pen**. Scan the page into the computer so it can be viewed on the screen.

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**

| Form Name | Date | Time | Preview |
|----------------------------------|------------|---------|---------|
| LH_099.FRM | 01/04/2006 | 05:19PM | |
| LH_099_BOTH_JUDGES.FRM | 05/01/2006 | 08:35AM | |
| LH_099_EMAIL.FRM | 06/15/2009 | 12:12PM | |
| LH_099_JUDGE_ON_CASE.FRM | 09/13/2012 | 08:03AM | |
| LH_099_SIGNATURES.FRM | 05/10/2021 | 12:09PM | |
| LIST-PARKING-TICKETS-ENTERED.FRM | 04/03/2006 | 04:16PM | |
| LLH_011_ATTEMPTED.FRM | 10/23/2017 | 10:32AM | |
| LOCATE.FRM | 01/04/2006 | 05:19PM | |
| LONGFORMHEAD.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**

| Form Name | Date | Time | Preview |
|----------------------------------|------------|---------|---------|
| LH_099.FRM | 01/04/2006 | 05:19PM | |
| LH_099_BOTH_JUDGES.FRM | 05/01/2006 | 08:35AM | |
| LH_099_EMAIL.FRM | 06/15/2009 | 12:12PM | |
| LH_099_JUDGE_ON_CASE.FRM | 09/13/2012 | 08:03AM | |
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| LOCATE.FRM | 01/04/2006 | 05:19PM | |
| LONGFORMHEAD.FRM | 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
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
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]="TMW" //<--- 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()+ "TMW.jpg" 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 cIGraphic = "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  
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
```

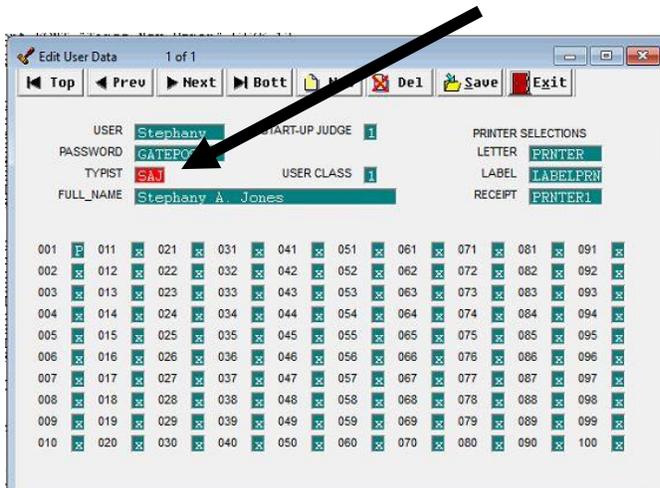
As many times needed to facilitate the number of Judges.

Clerks signature

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

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

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



The code for pulling in the signature:

```
@250,SigRow-25 PICTURE Datapath()+"SAJ.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...**

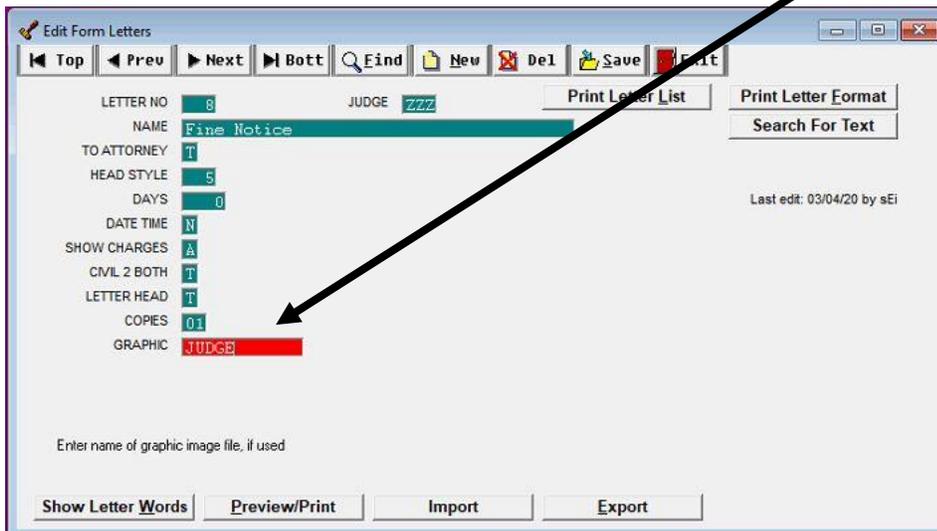
As with more than two Judges, the Clerks code can be duplicated as needed

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

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

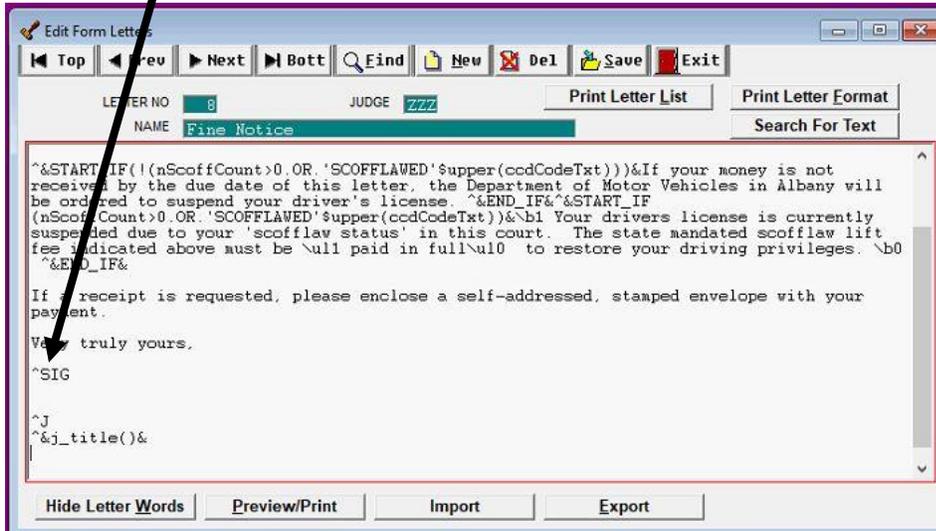
```
ENDIF
```

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.

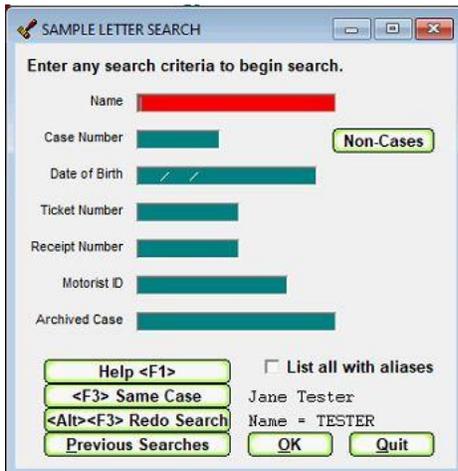


After designating **JUDGE** or **CLERK** in the **GRAPHIC** field select the **Show Letter Words** button in the bottom left. This will display the body of the letter.

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



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.



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.

****REMINDER – 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 **OJCS 800-232-0630**.