Add Judge Initials to VTADS

Chris Ilstrup - 2020-08-12 - Older Knowledgebase Items

To add a judge

From the main menu

1. Choose option 22, System Administrative Screens
2. Choose option 2, General Codes
3. Under the Type Column, key judge
4. <F3>
5. Check to be sure the Judge isn't there (they sometimes are)
6. If not there, <F7>
7. Under type column key judge
8. Under the Code table put the judge's initials (Judge Arms is AA)
9. Under the Description column put the Judge's name (Alison Arms is what is entered in Chittenden, where she is most often)
10. <F9> to save and you are good to go.

(per Kathleen Lott on 7/8/2020)

Tags
Add Judge
Judge
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