Case Status

What it does:

Allows you to add options for important dates that should be tracked as the case makes it way through the court process. Many reports use the case status options and their dates to report statistics.

Adding the table entry

Menu | Tables | Generic Validation Tables | CaseStatus

- **Code** – Choose a code. It can be 1-4 characters.
- **Short description** – The short description can be up to 15 characters. The short description is displayed on the history screen.
- **Long description** – The long description is what the users see, it can be up to 50 characters long.
- **Closed**? (**Y/N/I**) – If Y, then this status is considered closed. Anything else is considered open. If 'I' although open, all case assignments will receive end dates. For example, if the case is open only for collection.
- **Highlight (Y/N)** – If Y, then this case status will be displayed in red.
- **Meaning** – 'F' if status means filed, 'A' if status means adjudicated, 'D' if status means disposed. Many reports use this field to report statistics.
- **BI Grouping** – You can group multiple status options together. For example, you could have a group called Court Action.

Click the **Update** button to save your work.