

# Elected Judge Changes:

From time to time an elected Judge will change.

1. Add the new Judge as a Quest user. Copy the settings from the existing Judge.

Employer information (for agency employees)

ID number: JERE	Person type: JUDG - Judge
Agency: CCJC - Coffee County Juvenile Court	
Division: -- Select --	Unit: -- Select --
Quest authorization group: JUG - Judge	Quest user ID: JERE

2. Capture the new Judge's signature in Quest.
  - a. Have new Judge log into Quest.
  - b. Menu | Miscellaneous | Local | Local Options | Capture Signature
3. Add the Judge as a Court.
  - a. Menu | Tables | Courts

## Courts

Select an entry to view details

Court	Short Description	Long Description	Official Court	Active
<a href="#">Add a new court</a>				
JB	Judge Brock	Judge Timothy R. Brock's Courtroom	JC1	Yes
JC1	JC1	Juvenile Court	JC1	Yes
JL	Judge Ledsinger	Judge Jere Ledsinger's Courtroom	JC1	Yes
JPD	Judge Damron	Judge John P. Damron's Courtroom	JC1	Yes
SL	Mag. Lynch	Magistrate Stacy Lynch's Courtroom	JC1	Yes

4. Update the AutoSign.
  - a. Menu | Tables | Generic Validation Tables | Default Codes | AutoSign
  - b. I normally set up a JudgeN to use whenever I want the name to appear on a document and a JudgeS for whenever I want the signature to appear on a document.
  - c. Hopefully by changing the Judge's user ID in this one place, all the templates will automatically reflect the new name.

## Default Codes Used Throughout The Application

### Entry details

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Code: FF AUTOSIGN

Short description:\*

Long description:\*

Active:\*  Yes  No

Notes:

```
# Entries should identify the variable name associated with the ff autosign
functions and the corresponding userid who's signature or name should be inserted.

# Note: if the userid doesn't have a signature, the associated name will be
inserted instead.

JUDGEN=JERE
JUDGES=JERE
```

5. Change the Judge Defaults code, if necessary.
  - a. Menu | Tables | Generic Validation Tables | Default Codes | Defaults

## Default Codes Used Throughout The Application

### Entry details

---

Code: FF DEFAULTS/07

Short description:\*

Long description:\*

Active:\*  Yes  No

Notes:

```
Any entry you want formatted by FF Defaults/07. The functions FF DefaultsS/07 and
FF DefaultsL/07 format the value.
```

6. Change the template signatures, if necessary.

- a. If your orders are set up to ask “ Enter the ID of the judicial officer hearing this case:” using FF SNSEQ/00. With a corresponding @v/judgeS/ (FF JUDGE/00) and @v/JudgeN/ (FF JUDGE/05), you shouldn’t have to make any template changes.
- b. Otherwise, you may need to make template changes.

7. Reschedule hearings.

- a. If you schedule hearings for a specific Judge rather than courtroom, you may need to reschedule all future hearings from the old judge to the new judge.
  - a. Menu | Court | Reschedule Court Docket.

8. Report titles.

If you have reports that list the Judge name at the top, you must change those reports.