

These notes are provided by **Cycom Data Systems, Inc.** to support the use of **CityLaw / CountyLaw Web (CLW)** and are intended to be used for review of general topics covered during training.

If you discover an error in this document, or if you encounter any problems performing any steps described, please contact **Cycom Support** at [support@cycominc.com](mailto:support@cycominc.com) or by calling **888-292-6688**.

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## Prosecution Basic Actions

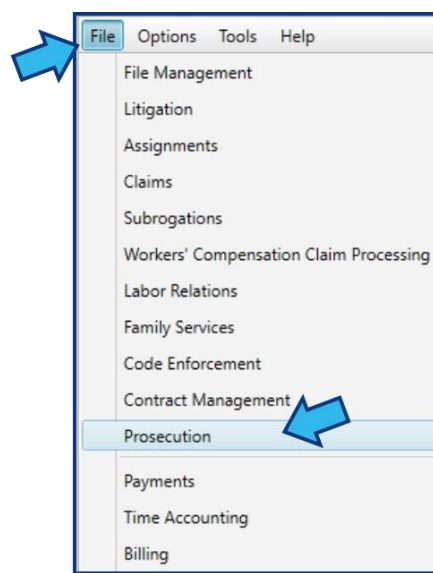
- [Open the Prosecution Module](#)
- [Create a New Prosecution Matter](#)
- [Find a Prosecution Matter](#)
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### Open the Prosecution Module

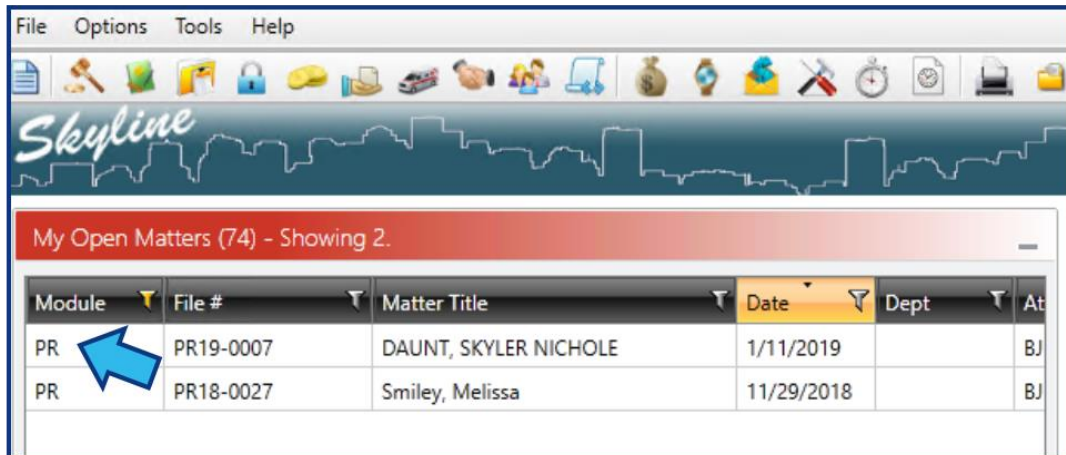
The **Prosecution** module can be opened by selecting the **Prosecution** icon from the **Global Toolbar**.



It can also be opened by selecting **File** from the **Menu Bar** and then selecting **Prosecution** from the list of options.



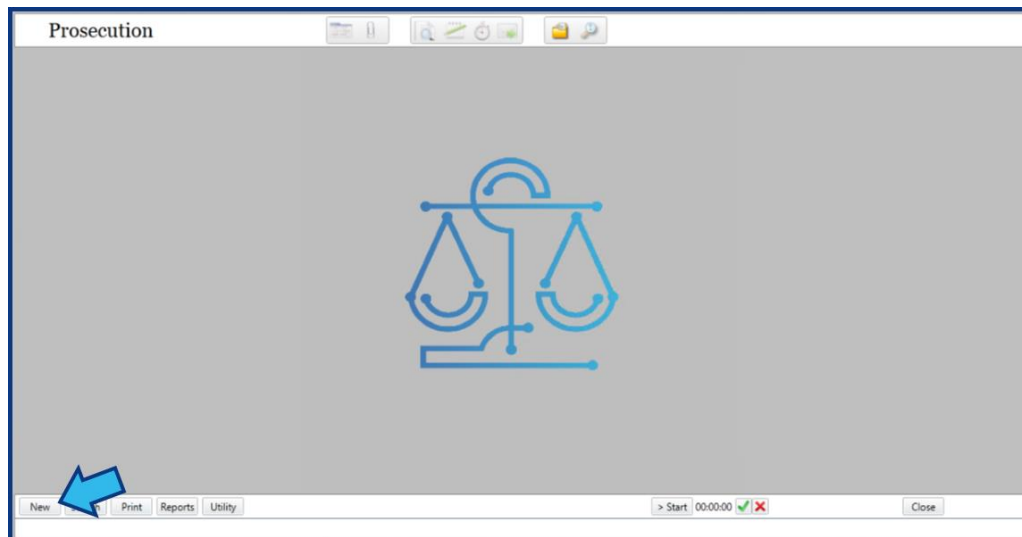
Finally, it can be opened by opening a **Prosecution** matter. For example, if a **Prosecution** matter is in the **My Open Matters** display in the **Skylines** view, then double-clicking on that matter will open the **Prosecution** module.



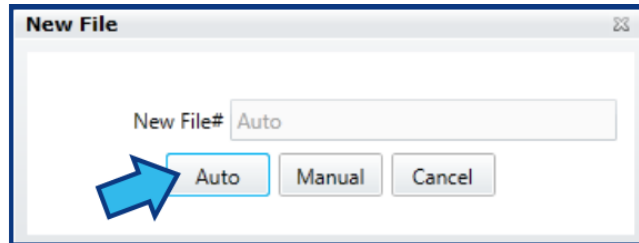
Module	File #	Matter Title	Date	Dept	At
PR	PR19-0007	DAUNT, SKYLER NICHOLE	1/11/2019		BJ
PR	PR18-0027	Smiley, Melissa	11/29/2018		BJ

### Create a New Prosecution Matter

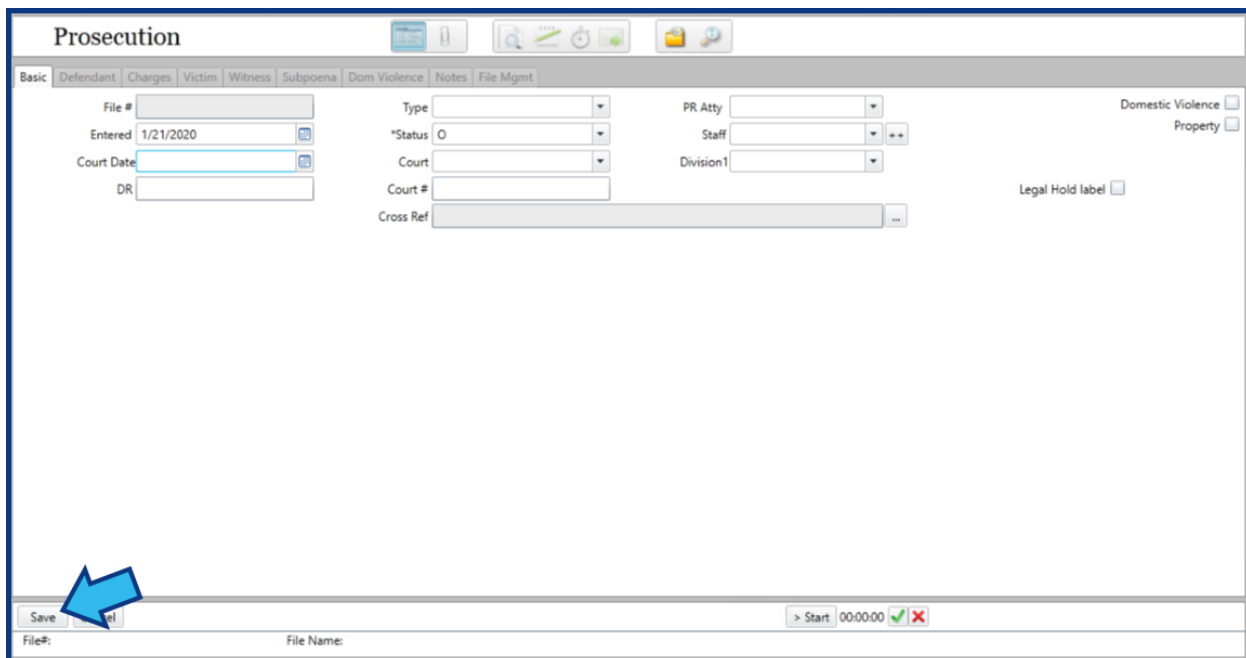
To create a new **Prosecution** matter, open the **Prosecution** module and select the **New** button on the action bar at the bottom.



You will be prompted to create a new **File Number**. Select the **Auto** button to have this number automatically assigned with the next available number.



Enter the matter information into the **Basic** tab fields. The matter may automatically be saved when the information is added. If not, select **Save** in the lower left corner to save the matter and make the other tabs selectable.



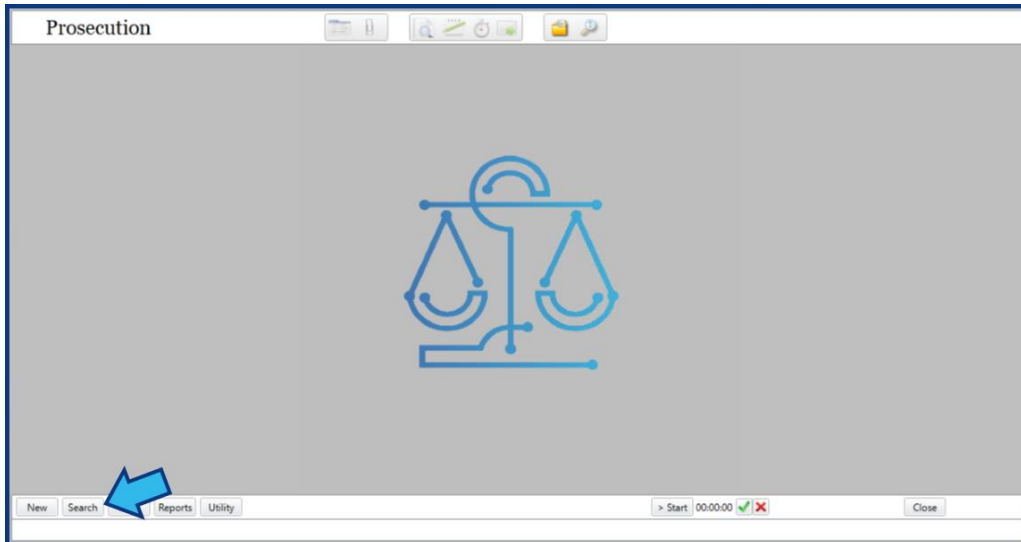
The screenshot shows the 'Prosecution' application window with the 'Basic' tab selected. The interface includes several input fields and dropdown menus for case details:

- File #**: Text input field
- Entered**: Text input field with value '1/21/2020'
- Court Date**: Text input field
- DR**: Text input field
- Type**: Dropdown menu
- \*Status**: Dropdown menu with value 'O'
- Court**: Dropdown menu
- Court #**: Text input field
- Cross Ref**: Text input field with a search icon
- PR Atty**: Dropdown menu
- Staff**: Dropdown menu with a search icon
- Division1**: Dropdown menu
- Domestic Violence**: Checkable checkbox
- Property**: Checkable checkbox
- Legal Hold label**: Checkable checkbox

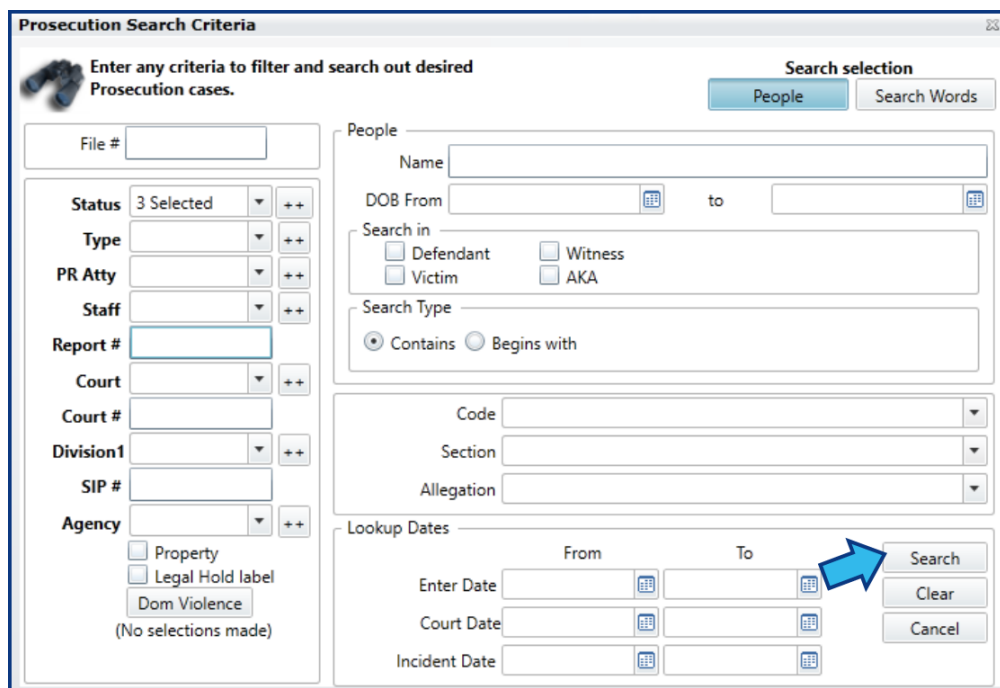
At the bottom left, there is a **Save** button and a **Cancel** button. A blue arrow points to the **Save** button. The bottom status bar shows '> Start 00:00:00' with green and red status icons.

**Find a Prosecution Matter**

To find a **Prosecution** matter, first open the **Prosecution** module. Then select the **Search** button from the action bar on the bottom.



A **Search Criteria** window will appear allowing you to enter or select options to filter your search. Enter any information you know to locate the matter. Select **Search** to return the results.



**Prosecution Search Criteria**

Enter any criteria to filter and search out desired Prosecution cases.

**Search selection**

File #

Status  ++

Type  ++

PR Atty  ++

Staff  ++

Report #

Court  ++

Court #

Division1  ++

SIP #

Agency  ++

Property  
 Legal Hold label  
 Dom Violence  
 (No selections made)

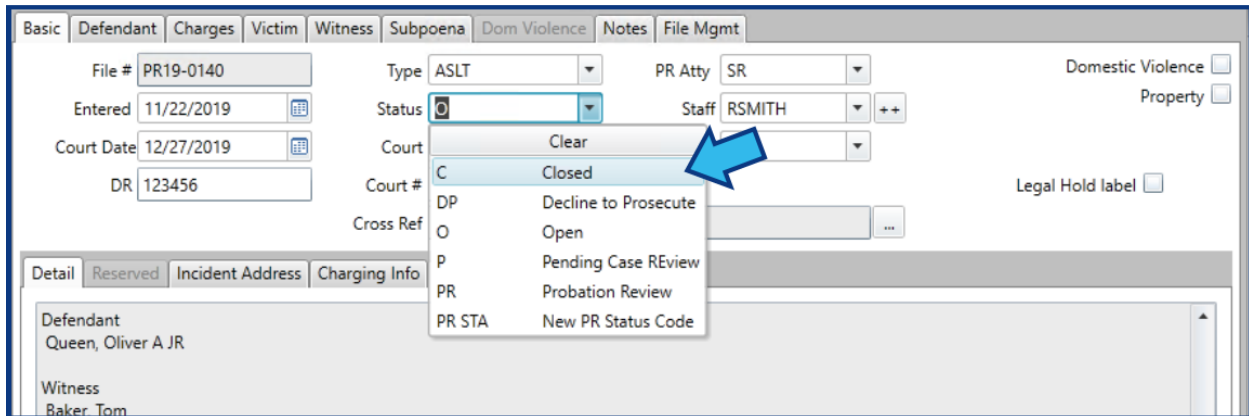
People  
 Name   
 DOB From  to   
 Search in  
 Defendant  Witness  
 Victim  AKA  
 Search Type  
 Contains  Begins with

Code   
 Section   
 Allegation

Lookup Dates  
 From  To   
 Enter Date    
 Court Date    
 Incident Date

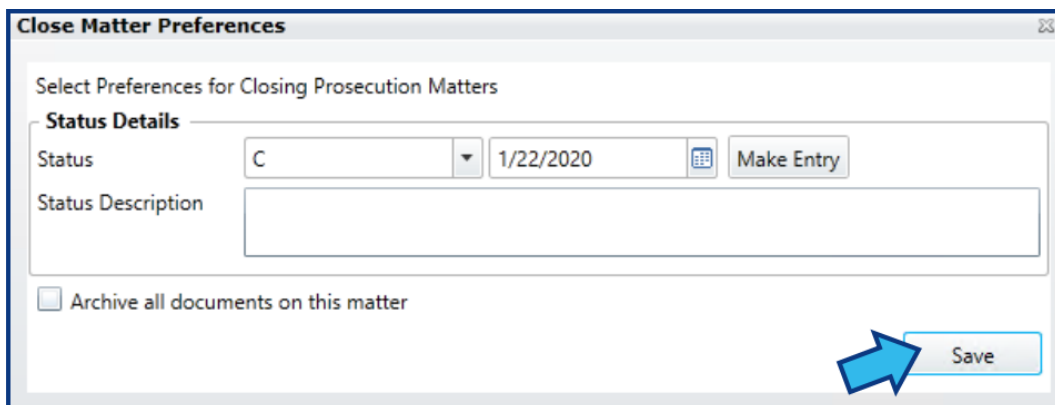
**Close a Prosecution Matter**

To close a **Prosecution** matter, first open the **Prosecution** module. Next, change **Status** to **Closed**, or if you have more than 1 **Closed** states, select the appropriate one.



The screenshot shows a web application interface for a prosecution matter. The 'Status' dropdown menu is open, showing options: Clear, Closed, DP (Decline to Prosecute), O (Open), P (Pending Case Review), PR (Probation Review), and PR STA (New PR Status Code). A blue arrow points to the 'Closed' option. The form fields include: File # PR19-0140, Entered 11/22/2019, Court Date 12/27/2019, DR 123456, Type ASLT, PR Atty SR, Staff RSMITH, and Court # C. The defendant is listed as Queen, Oliver A JR and the witness as Baker, Tom.

A **Close Matter Preferences** window will appear with options to make a **Status** entry (**Make Entry** button), enter a **Status Description**, and archive the documents (**Archive all documents on this matter** checkbox). Use these options according to your office's closing protocols. When finished, select **Save**.



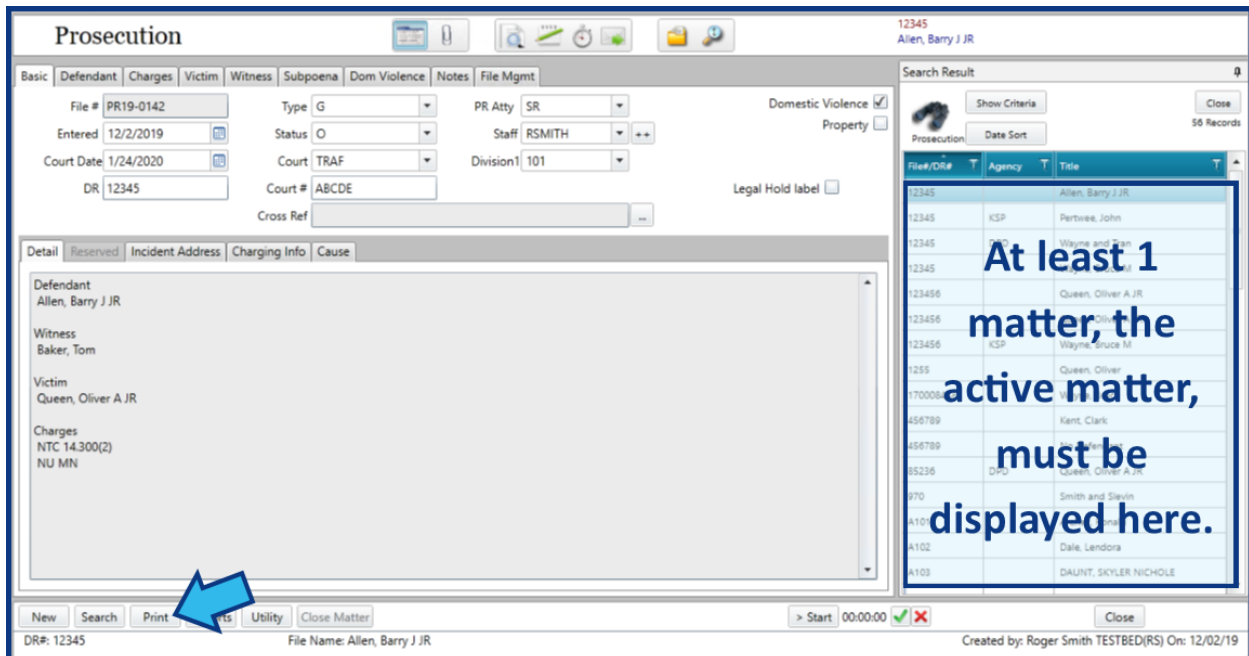
The 'Close Matter Preferences' dialog box is shown. It has a title bar with a close button. The main content area is titled 'Select Preferences for Closing Prosecution Matters'. Under 'Status Details', there is a 'Status' dropdown set to 'C', a date field set to '1/22/2020', and a 'Make Entry' button. Below this is a 'Status Description' text area. At the bottom, there is a checkbox labeled 'Archive all documents on this matter' which is currently unchecked. A blue arrow points to the 'Save' button at the bottom right.

## Prosecution Report Options

- [Print Customized Prosecution Reports](#)
- [Create Built-in Prosecution Reports](#)

### Print Customized Prosecution Reports

Customized reports can be created by first executing a **Search** to find the **Prosecution** matters you want to include. Once at least 1 matter is displayed in the **Search Result** pane, select the **Print** button in the action bar at the bottom.

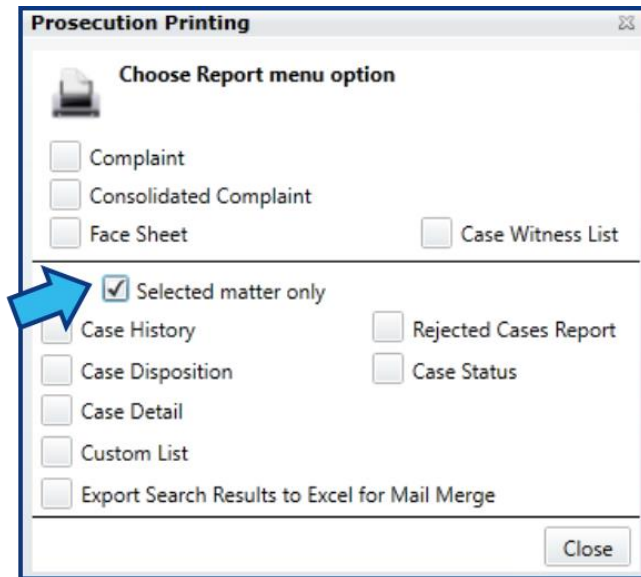


The screenshot shows the 'Prosecution' application window. The 'Search Result' pane on the right contains a table with the following data:

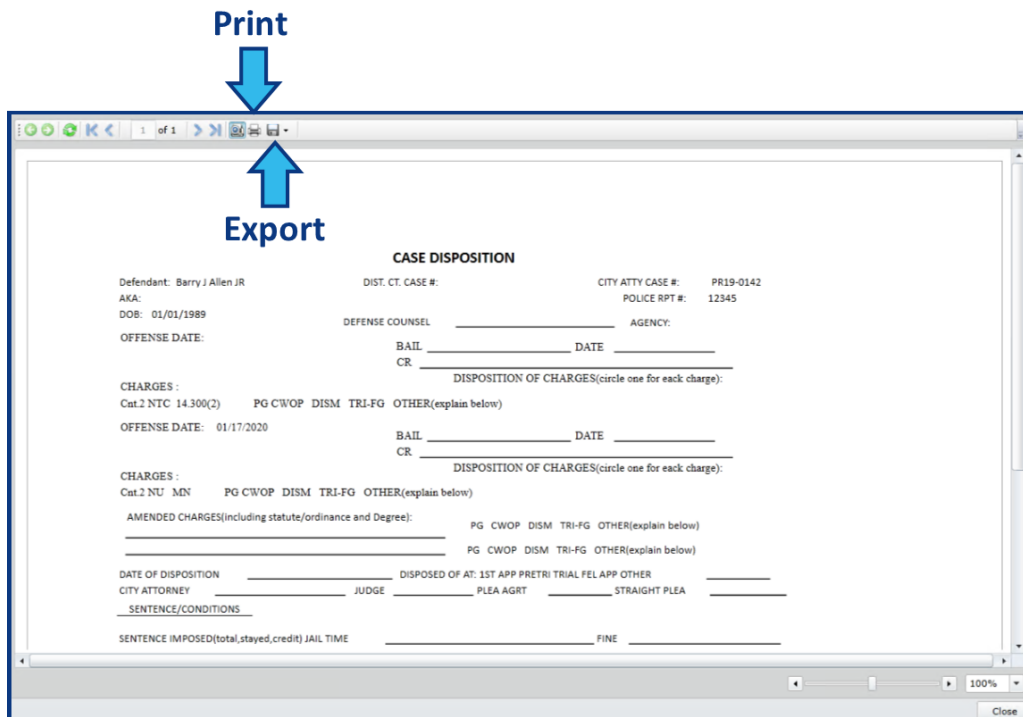
File/Date	Agency	Title
12345		Allen, Barry J JR
12345	KSP	Pertwee, John
12345	DPD	Wayne and Joan
12345		Queen, Oliver A JR
12345		Queen, Oliver A JR
12345	KSP	Wayne, Bruce M
1255		Queen, Oliver
1700008		Kent, Clark
456789		Kent, Clark
456789		Queen, Oliver A JR
85236	DPD	Queen, Oliver A JR
970		Smith and Slavin
A101		Smith and Slavin
A102		Dale, Lendora
A103		DAUNT, SKYLER NICHOLE

A blue box highlights the first row of the table, and a blue arrow points to the 'Print' button in the bottom action bar.

If you want to create a report for only the active matter, be sure to check the box for **Selected matter only**. If this box is unchecked, any report will include all the matters listed in the **Search Results**.

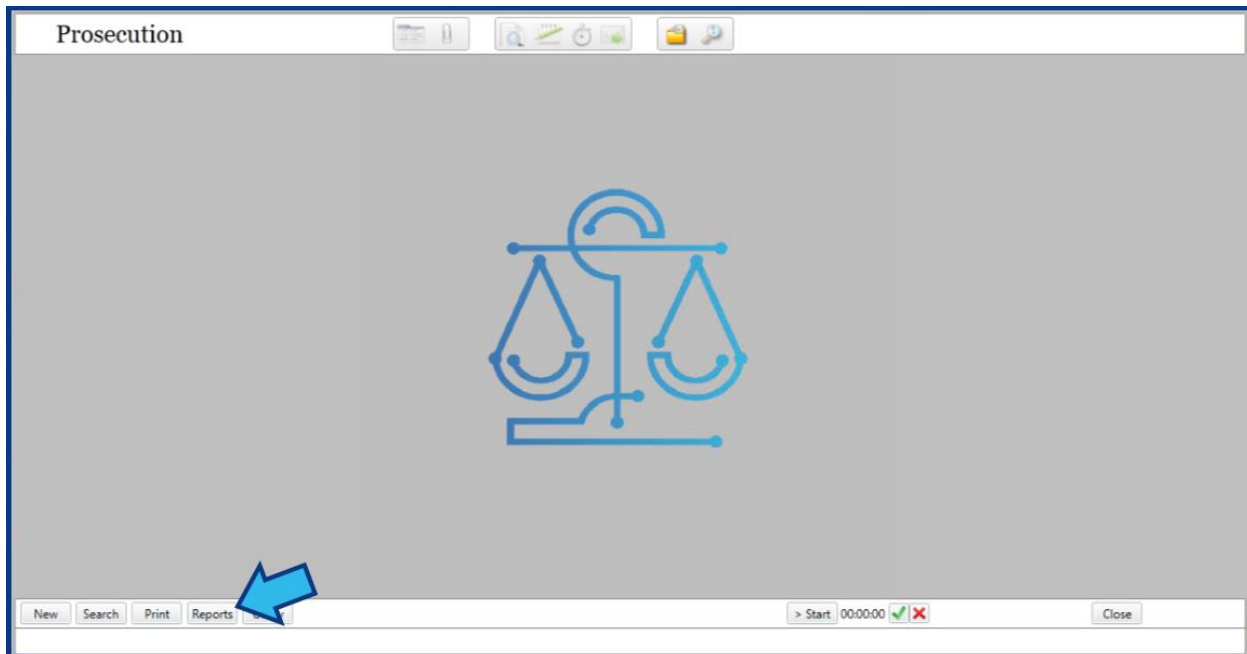


Select the type of report you'd like to generate. Some reports allow additional options and you will be prompted to make your selections. Your report will be displayed with options to print or export.

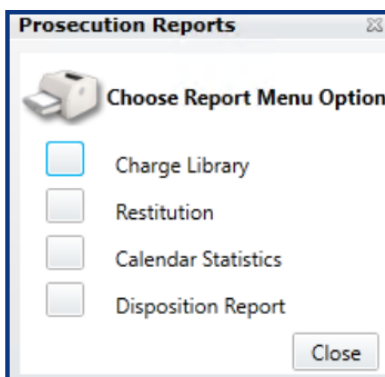


### Create Built-in Prosecution Reports

There are several built-in **Prosecution** reports to choose from. To access these reports, select the **Reports** button from the action bar at the bottom.



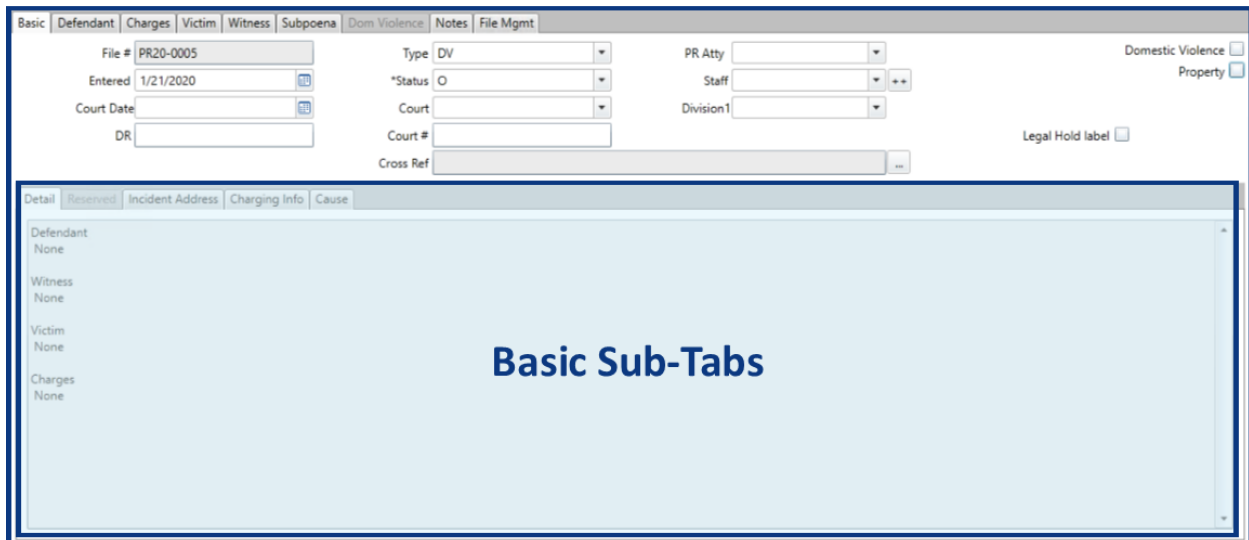
The **Prosecution Reports** will appear. Select the report you wish to view. Some reports allow additional options and you will be prompted to make your selections. Your report will be displayed once you have made your selections.



## Prosecution Basic Matter Data Fields

- [Basic Tab](#)
- [Defendant Tab](#)
- [Charges Tab](#)
- [Victim Tab](#)
- [Witness Tab](#)
- [Subpoena Tab](#)
- [Domestic Violence Tab](#)
- [Notes Tab](#)
- [File Management Tab](#)

### Basic Tab



Basic Sub-Tabs

### File #

The **CLW Prosecution** matter **File Number**. This will be auto-generated upon selecting **Auto** when creating a new **Prosecution** matter.

**Entered**

The date this matter was first entered into **CLW**. Defaults to today's date.

**Court Date**

The date this matter appears in court.

**DR**

The Police Report number.

**Type**

The type of **Prosecution** matter. Could include options such as Misdemeanor, Traffic, Animal, Environmental.

**Status**

The current status of the matter.

**Court**

The court that will hear this case.

**Court #**

The court number assigned to this case.

**Cross Ref**

Other **CLW** matters that are related to this matter.

**PR Atty**

The **Prosecution** attorney that will handle this case.

**Staff**

Any staff assigned to assist with this case.

**Division**

The court division that will hear this case.

**Domestic Violence**

A check indicates this is a domestic violence matter. If this box is checked, the **Domestic Violence** tab becomes selectable.

### Property

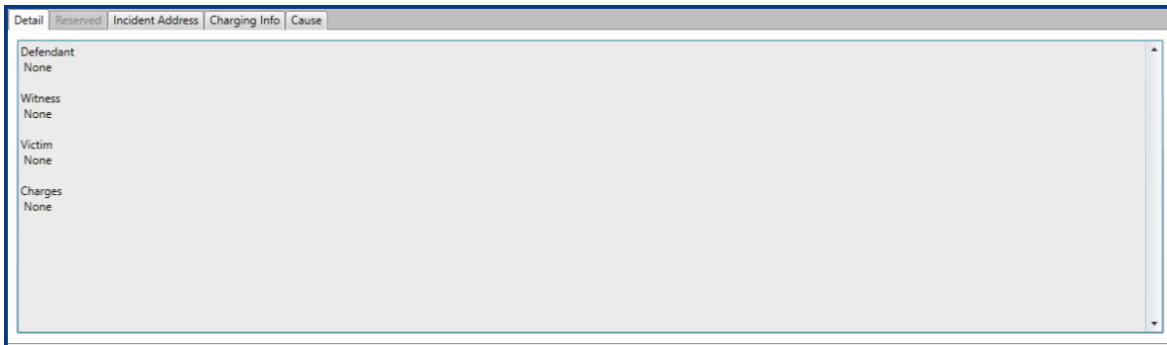
A check indicates this is a property matter.

### Legal Hold label

A check indicates this matter has a **Legal Hold** applied. Fields are not editable when this is applied. Some exceptions can be allowed by the **System Administrator**. Only a **System Administrator**, or someone with access to the Admin password, can apply a **Legal Hold** on a matter.

### Basic Sub-Tabs

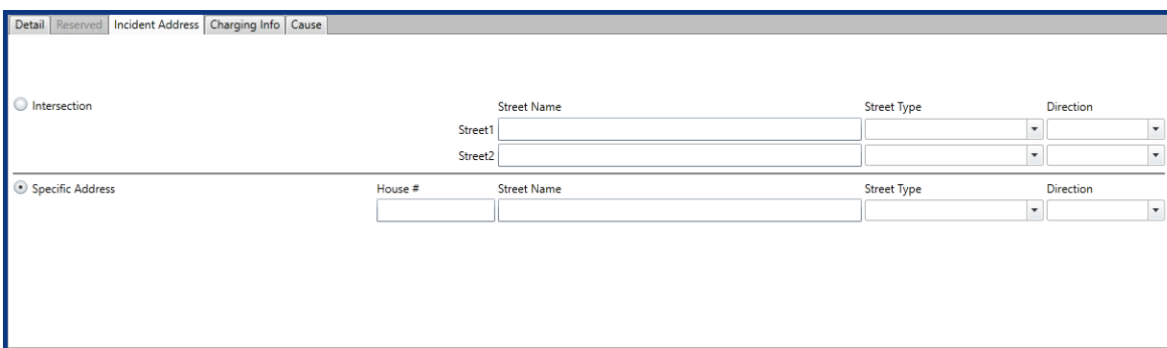
#### Detail Tab



The screenshot shows a software interface with a tabbed menu at the top containing 'Detail', 'Reserved', 'Incident Address', 'Charging Info', and 'Cause'. The 'Detail' tab is active. Below the menu, there are four sections, each with a label and a value: 'Defendant' with 'None', 'Witness' with 'None', 'Victim' with 'None', and 'Charges' with 'None'. A vertical scrollbar is visible on the right side of the content area.

The **Detail** sub-tab displays any **Defendants**, **Witnesses**, **Victims**, and **Charges** entered for this matter.

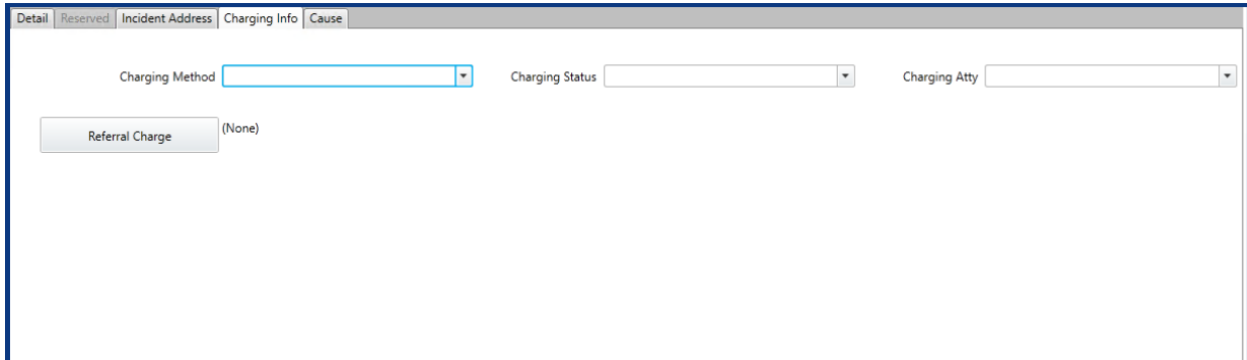
#### Incident Address Tab



The screenshot shows the 'Incident Address' sub-tab. At the top, the same tabbed menu is visible. Below it, there are two radio button options: 'Intersection' (which is currently unselected) and 'Specific Address' (which is selected). Under the 'Intersection' option, there are fields for 'Street1', 'Street2', 'Street Type', and 'Direction'. Under the 'Specific Address' option, there are fields for 'House #', 'Street Name', 'Street Type', and 'Direction'. All dropdown menus are currently set to a default value.

The **Incident Address** sub-tab has fields to specify information about the location where the incident occurred.

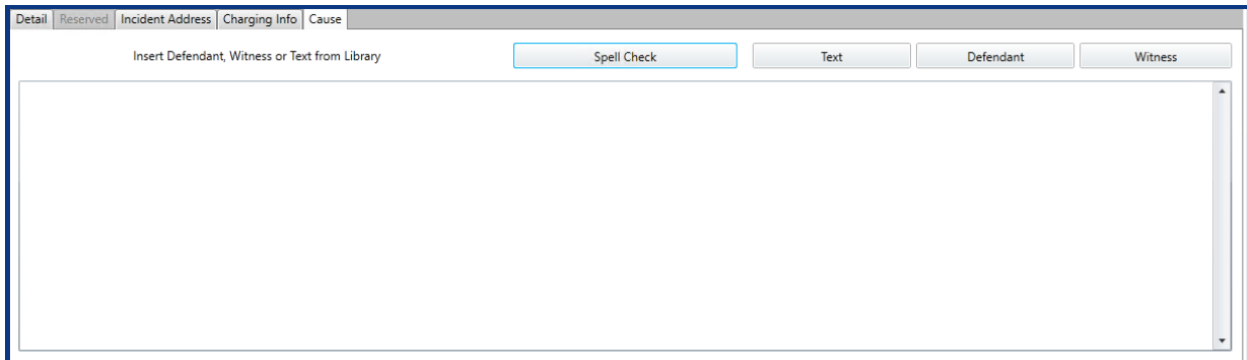
### Charging Info Tab



The screenshot shows the 'Charging Info' tab selected in a software interface. The tab bar at the top includes 'Detail', 'Reserved', 'Incident Address', 'Charging Info', and 'Cause'. The main area contains three dropdown menus: 'Charging Method', 'Charging Status', and 'Charging Atty'. Below these is a 'Referral Charge' button and the text '(None)'.

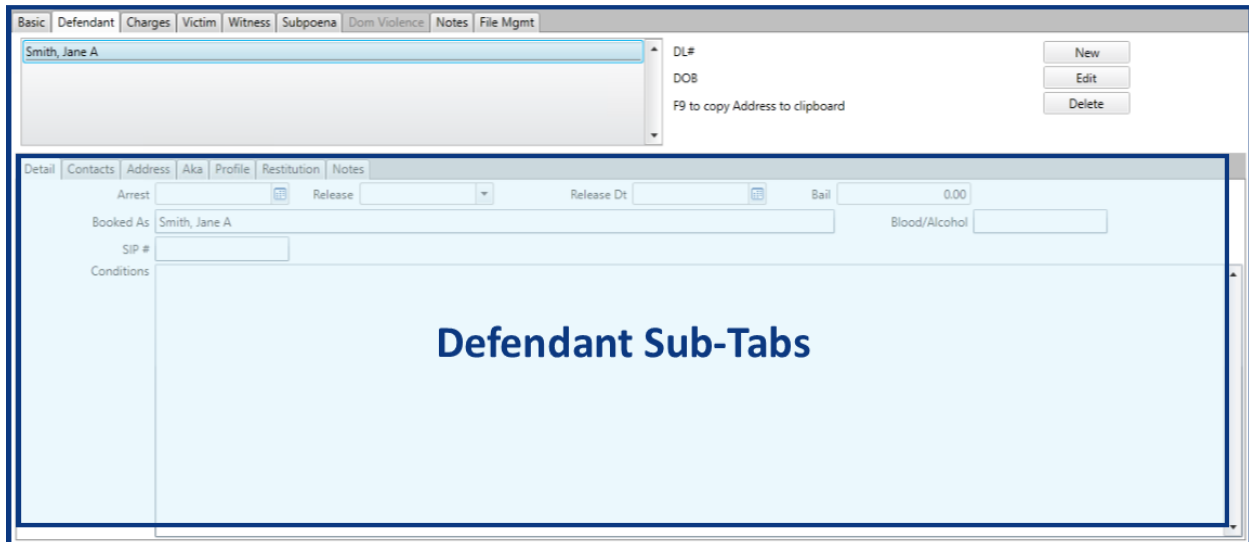
The **Charging Info** sub-tab has fields to enter additional information about any charges.

### Cause Tab

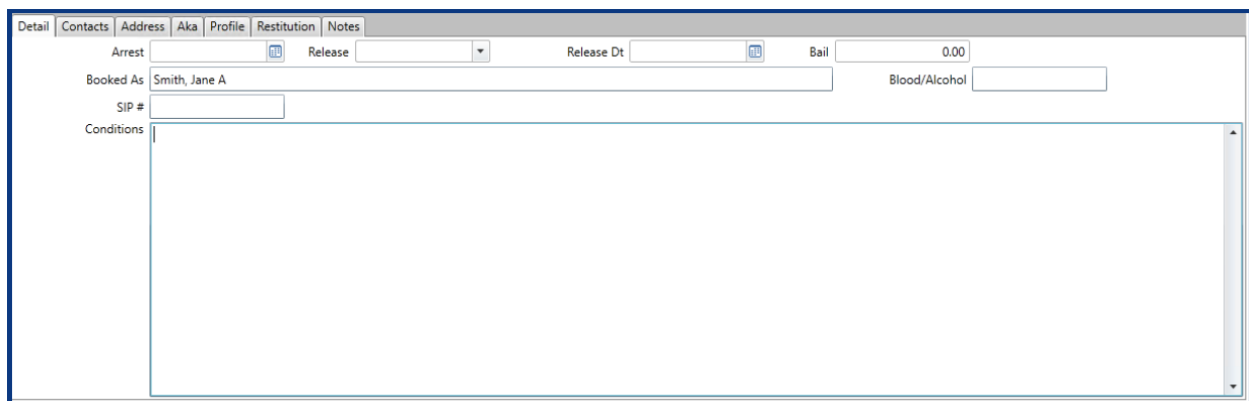


The screenshot shows the 'Cause' tab selected in a software interface. The tab bar at the top includes 'Detail', 'Reserved', 'Incident Address', 'Charging Info', and 'Cause'. The main area features a text input field with the placeholder text 'Insert Defendant, Witness or Text from Library'. To the right of the text field are four buttons: 'Spell Check', 'Text', 'Defendant', and 'Witness'.

The **Cause** sub-tab has fields to enter **Cause** text.

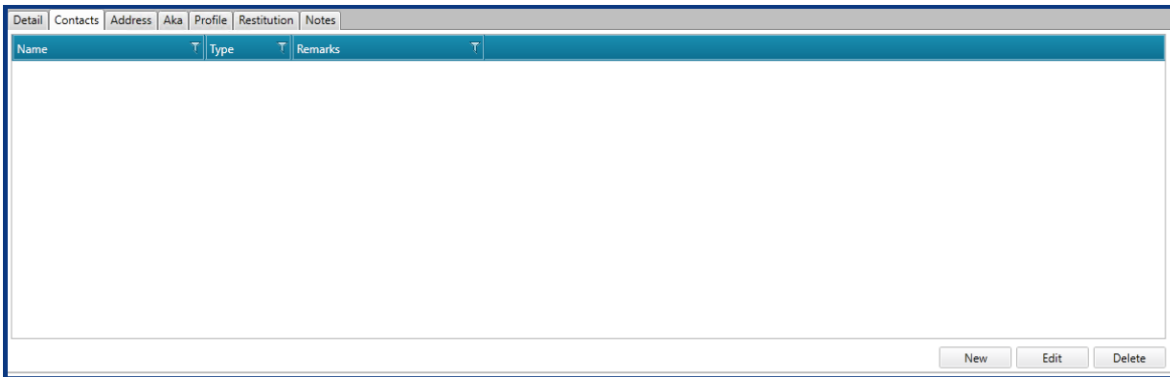
**Defendant Tab**


The **Defendant** tab contains a list of defendants on a matter. The list is managed via 3 buttons to the far right, named **New**, **Edit**, and **Delete**. The defendant highlighted in the list determines the information displayed in the **Defendant Sub-Tabs** section.

**Defendant Sub-Tabs  
Detail Tab**


The **Detail** sub-tab has fields to enter specifics about the selected defendant's arrest and release.

### Contacts Tab

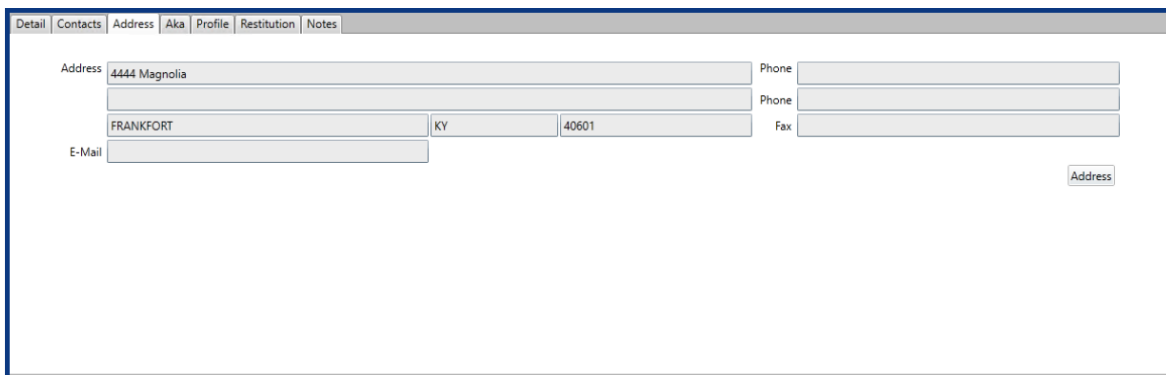


Name	Type	Remarks

New Edit Delete

The **Contacts** sub-tab has fields to enter any contacts pertaining to the selected defendant, such as the Defendant's attorney.

### Address Tab

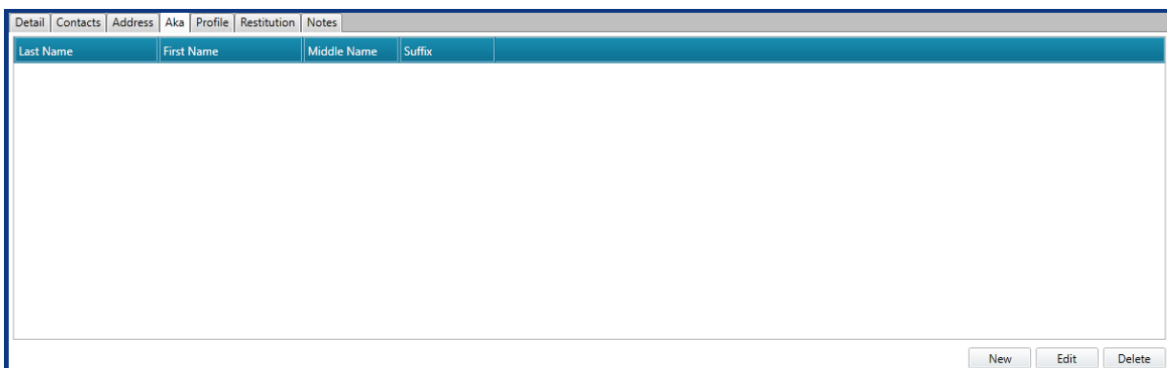


Address: 4444 Magnolia  
 Phone:   
 Phone:   
 E-Mail:   
 FRANKFORT KY 40601  
 Fax:

Address

The **Address** sub-tab has fields to display the selected defendant's contact information.

### Aka Tab



Last Name	First Name	Middle Name	Suffix

New Edit Delete

The **Aka** sub-tab has fields to enter aliases for the selected defendant.

## Profile Tab

		Yes	No	Unknown			Yes	No	Unknown
<b>Personal Profile</b>					<b>Personal Profile</b>				
Immigrant		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Living In Shelter		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Non-English Speaking		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Transient		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Homeless		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Gang		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disabled		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Prior Arrest/Convictions		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Juvenile		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Prior D.V. in Home		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teen		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Prior abusive relationships		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Elderly		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					

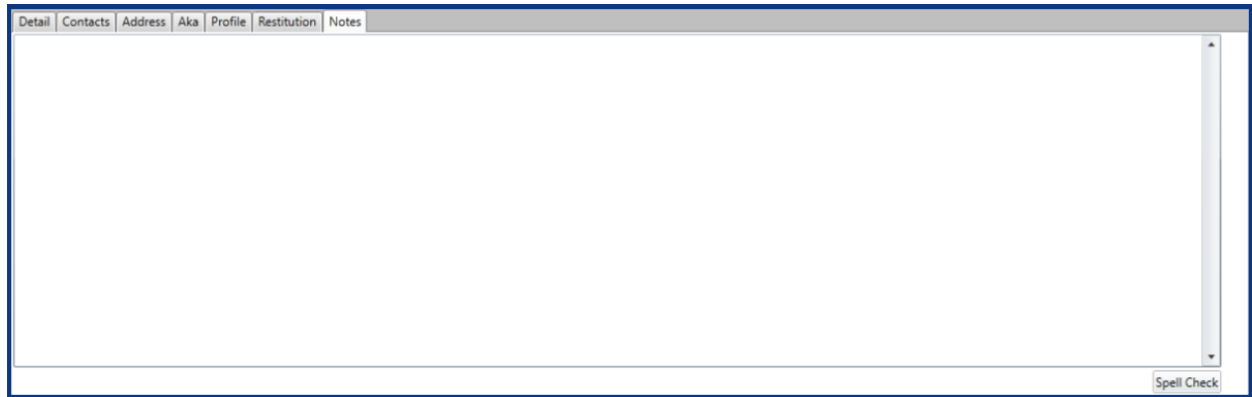
The **Profile** sub-tab has fields to enter profile information for the selected defendant.

## Restitution Tab

		Amount	Due	Paid Amount	Balance Due
		\$0.00		\$0.00	\$0.00
Date	Amount	Payee	Memo		
				<input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="Print"/> <input type="button" value="Delete"/>	

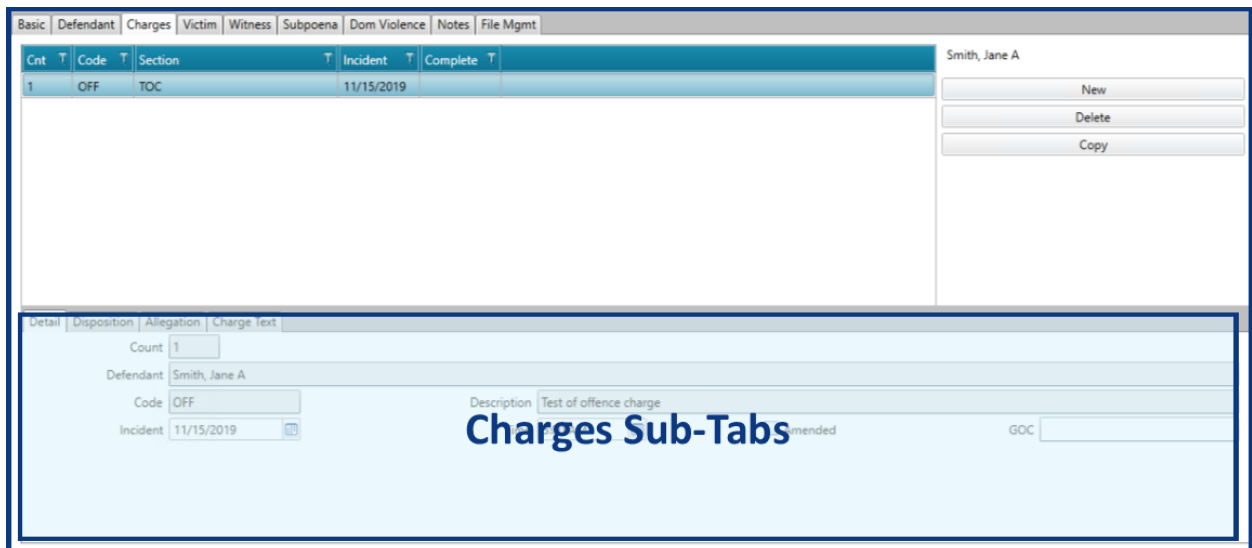
The **Restitution** sub-tab has fields to enter any restitution payments made by the selected defendant.

### Notes Tab



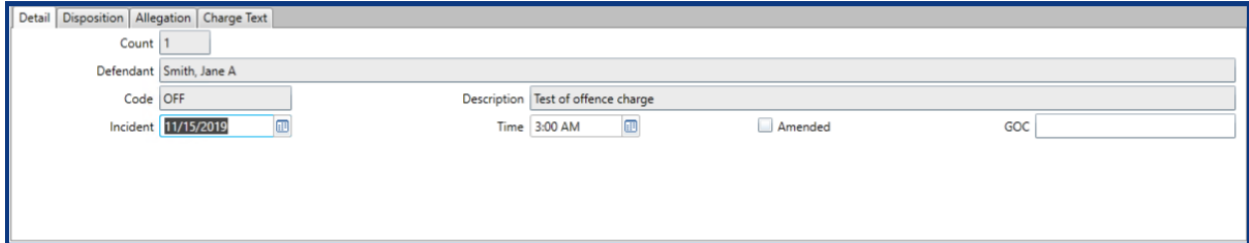
The **Notes** sub-tab has a text field to enter any notes related to the selected defendant.

### Charges Tab



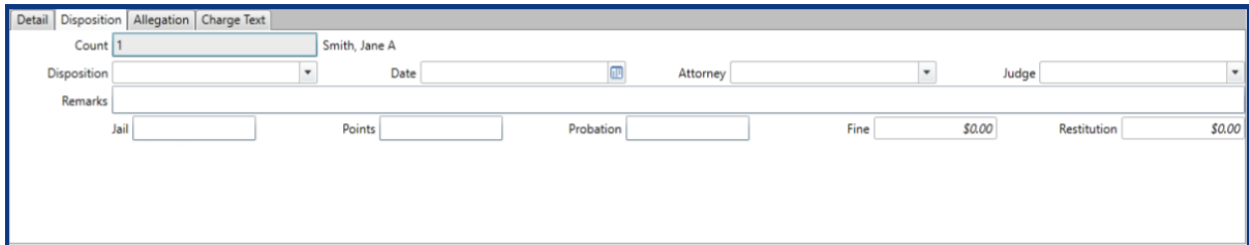
The **Charges** tab contains a list of charges. The list is managed via 3 buttons to the far right, named **New**, **Delete**, and **Copy**. Each charge is applied to a defendant. The **Charges Sub-Tabs** provide additional information about the highlighted charge.

### Charges Sub-Tabs Detail Tab



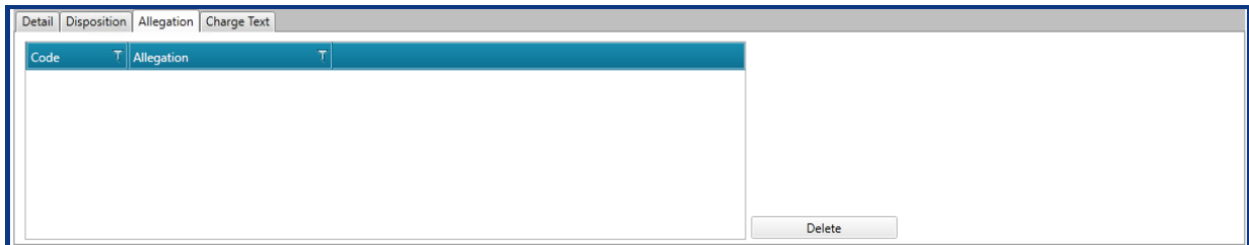
The **Detail** sub-tab has fields displaying charge details and fields to enter additional information for the highlighted charge.

### Disposition Tab



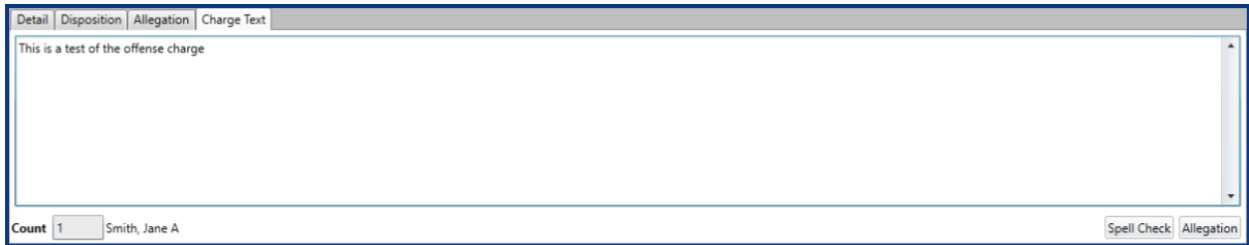
The **Disposition** sub-tab has fields to enter information about the highlighted charge when it has been disposed.

### Allegation Tab



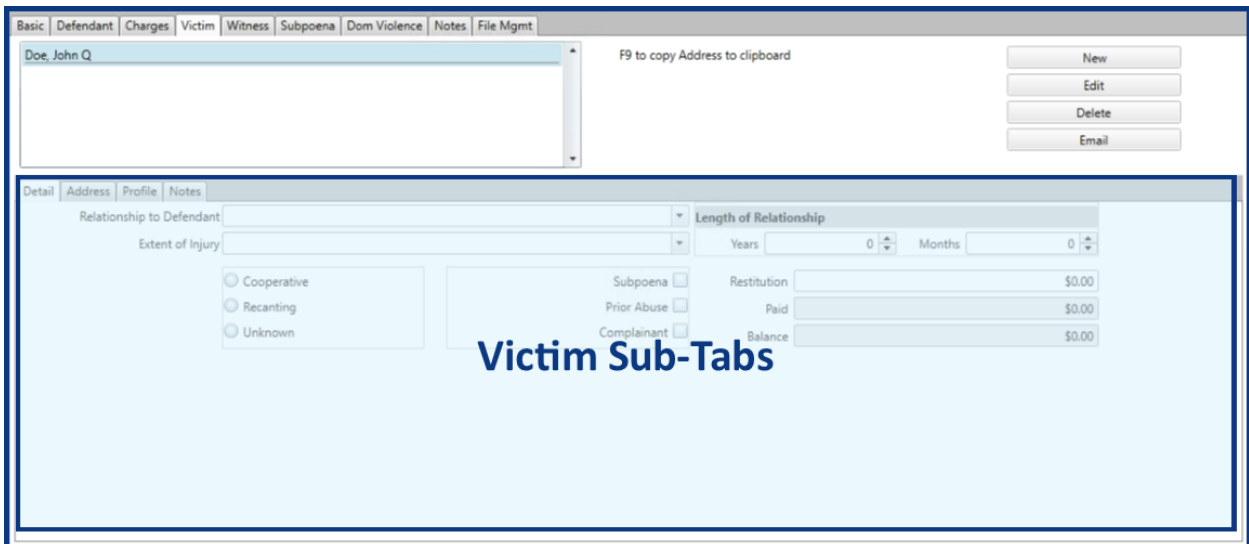
The **Allegation** sub-tab has a list of allegations related to the highlighted charge.

### Charge Text Tab



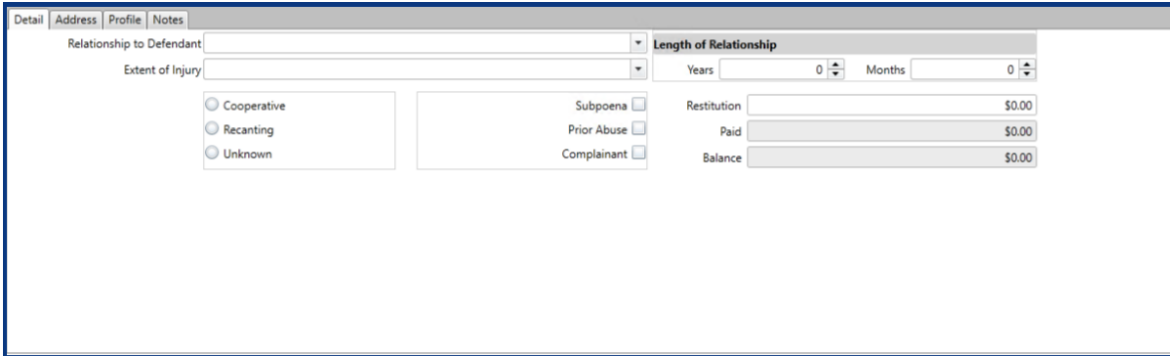
The **Charge Text** sub-tab has a text field to enter the charge text for the highlighted charge. It also contains an **Allegation** button to add additional allegations to the **Allegation Sub-Tab** list.

### Victim Tab



The **Victim** tab contains a list of victims on a matter. The list is managed via 3 buttons to the far right, named **New**, **Edit**, and **Delete**. A 4th button, **Email**, allows you to send an email to the victim highlighted. The victim highlighted in the list also determines the information displayed in the **Victim Sub-Tabs** section.

## Victim Sub-Tabs Detail Tab

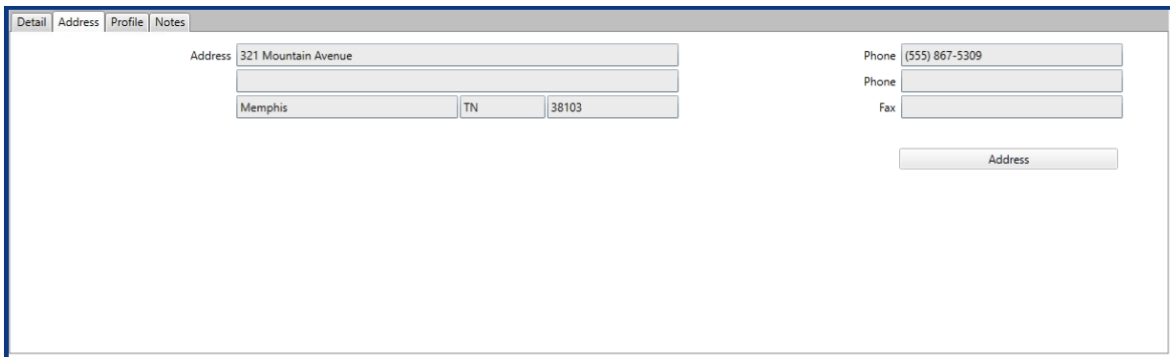


The screenshot shows the 'Detail' sub-tab of a victim profile. It includes the following fields:

- Relationship to Defendant: [Dropdown]
- Extent of Injury: [Dropdown]
- Length of Relationship:
  - Years: [0] [Spinner]
  - Months: [0] [Spinner]
- Cooperative:
- Recanting:
- Unknown:
- Subpoena:
- Prior Abuse:
- Complainant:
- Restitution: \$0.00
- Paid: \$0.00
- Balance: \$0.00

The **Detail** sub-tab has fields to enter addition information about the highlighted victim.

## Address Tab

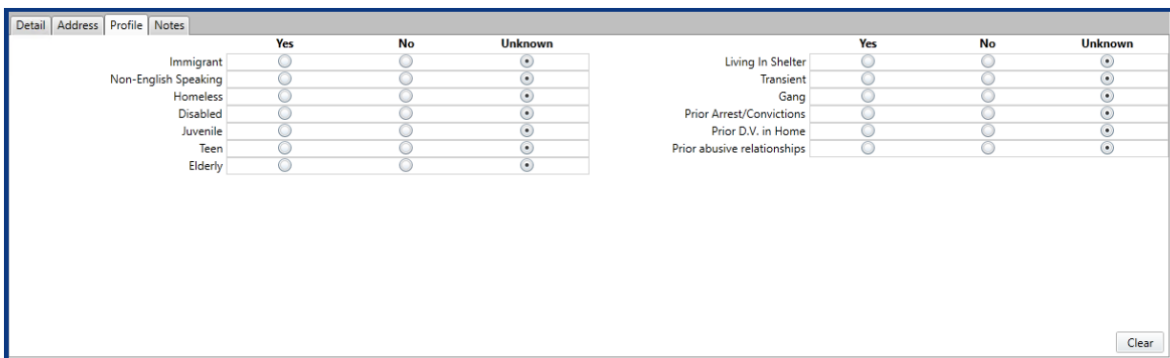


The screenshot shows the 'Address' sub-tab of a victim profile. It includes the following fields:

- Address: 321 Mountain Avenue
- Phone: (555) 867-5309
- City: Memphis
- State: TN
- Zip: 38103
- Address button

The **Address** sub-tab has fields to display the contact information for the selected victim.

## Profile Tab



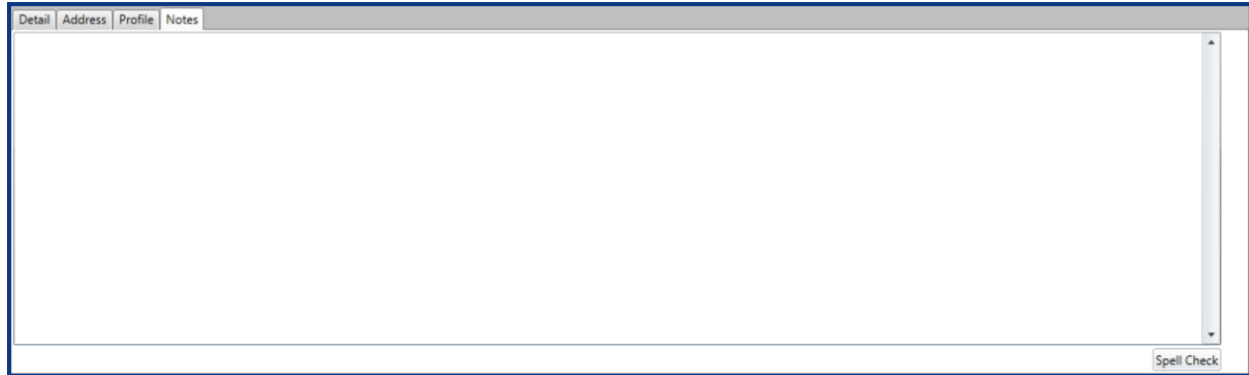
The screenshot shows the 'Profile' sub-tab of a victim profile. It includes the following fields:

	Yes	No	Unknown
Immigrant	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Non-English Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Homeless	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disabled	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Juvenile	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teen	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Elderly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Living In Shelter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transient	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gang	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prior Arrest/Convictions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prior D.V. in Home	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prior abusive relationships	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Clear button

The **Profile** sub-tab has fields to enter profile information for the selected victim.

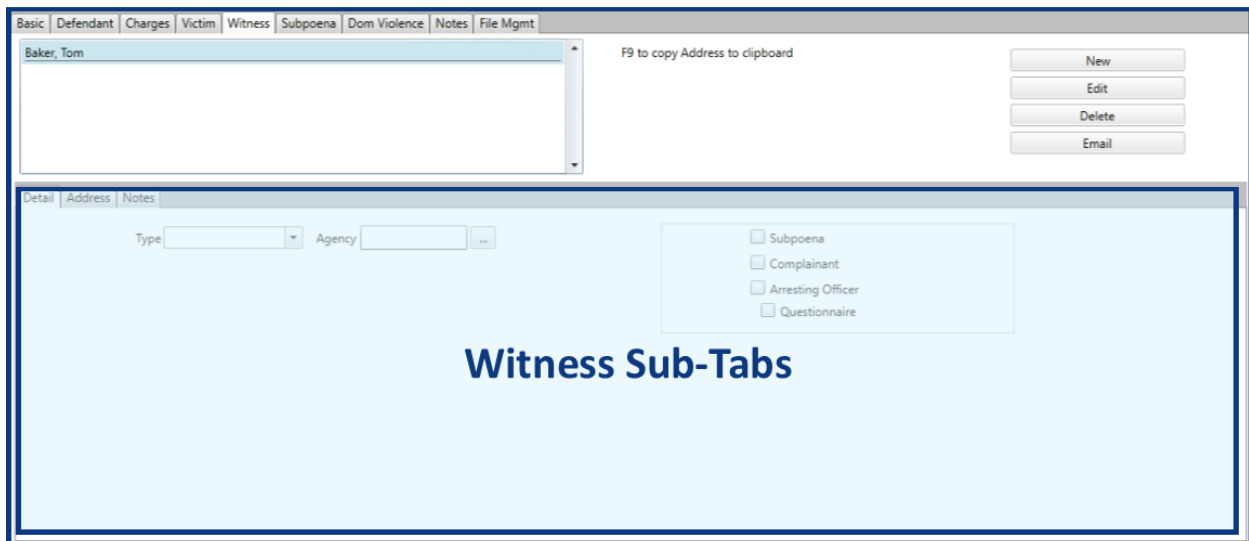
### Notes Tab



The screenshot shows a software window with a tabbed interface. The 'Notes' tab is selected, showing a large, empty text area for entering notes. At the top, there are tabs for 'Detail', 'Address', 'Profile', and 'Notes'. A 'Spell Check' button is visible in the bottom right corner of the text area.

The **Notes** sub-tab has a text field to enter any notes related to the selected victim.

### Witness Tab



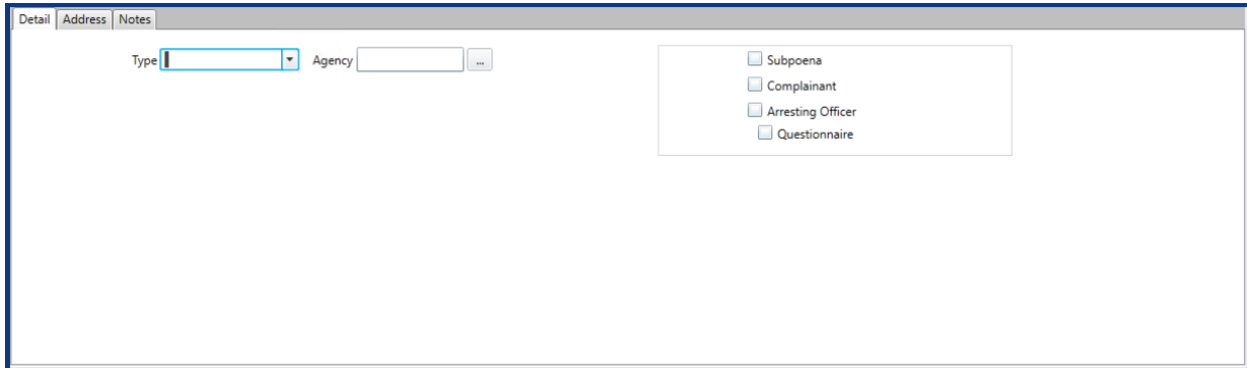
The screenshot displays the 'Witness' sub-tab interface. At the top, a list of tabs includes 'Basic', 'Defendant', 'Charges', 'Victim', 'Witness', 'Subpoena', 'Dom Violence', 'Notes', and 'File Mgmt'. The 'Witness' tab is active, showing a list of witnesses with 'Baker, Tom' as the only entry. To the right of the list are four buttons: 'New', 'Edit', 'Delete', and 'Email'. Below the list, there are input fields for 'Type' and 'Agency', and a group of checkboxes for 'Subpoena', 'Complainant', 'Arresting Officer', and 'Questionnaire'. The text 'F9 to copy Address to clipboard' is displayed above the buttons. The title 'Witness Sub-Tabs' is centered at the bottom of the interface.

The **Witness** tab contains a list of witnesses on a matter. The list is managed via 3 buttons to the far right, named **New**, **Edit**, and **Delete**. A 4th button, **Email**, allows you to send an

email to the witness highlighted. The witness highlighted in the list also determines the information displayed in the **Witness Sub-Tabs** section.

## Witness Sub-Tabs

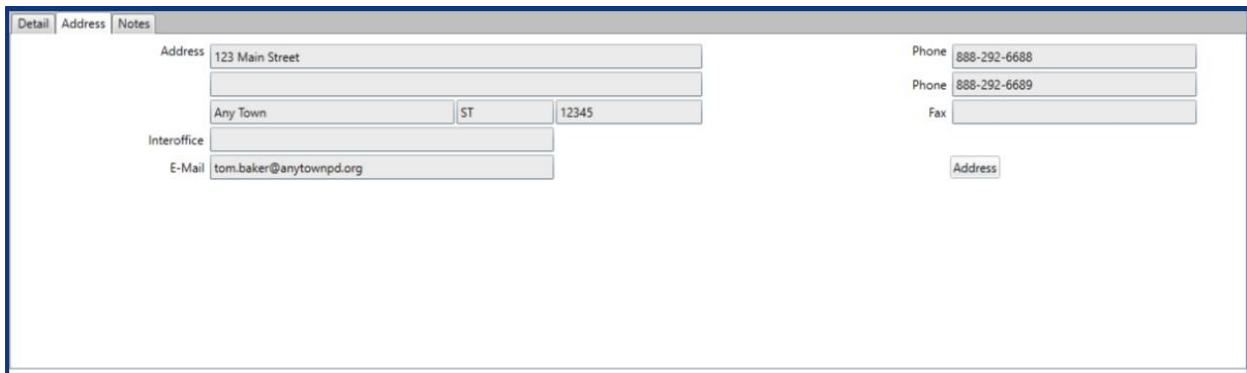
### Detail Tab



The screenshot shows the 'Detail' sub-tab interface. At the top, there are tabs for 'Detail', 'Address', and 'Notes'. Below the tabs, there is a 'Type' dropdown menu and an 'Agency' text input field with a search icon. To the right, there is a list of checkboxes for 'Subpoena', 'Complainant', 'Arresting Officer', and 'Questionnaire'.

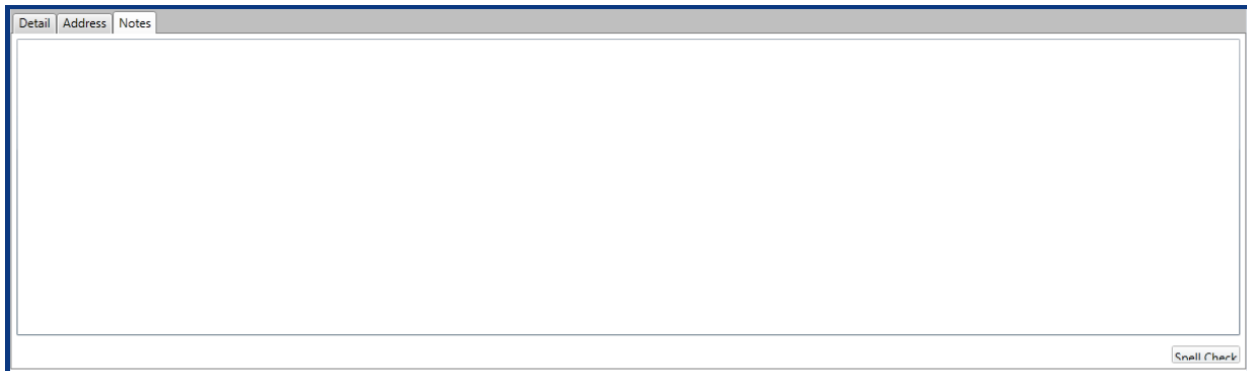
The **Detail** sub-tab has fields to enter addition information about the highlighted witness.

### Address Tab

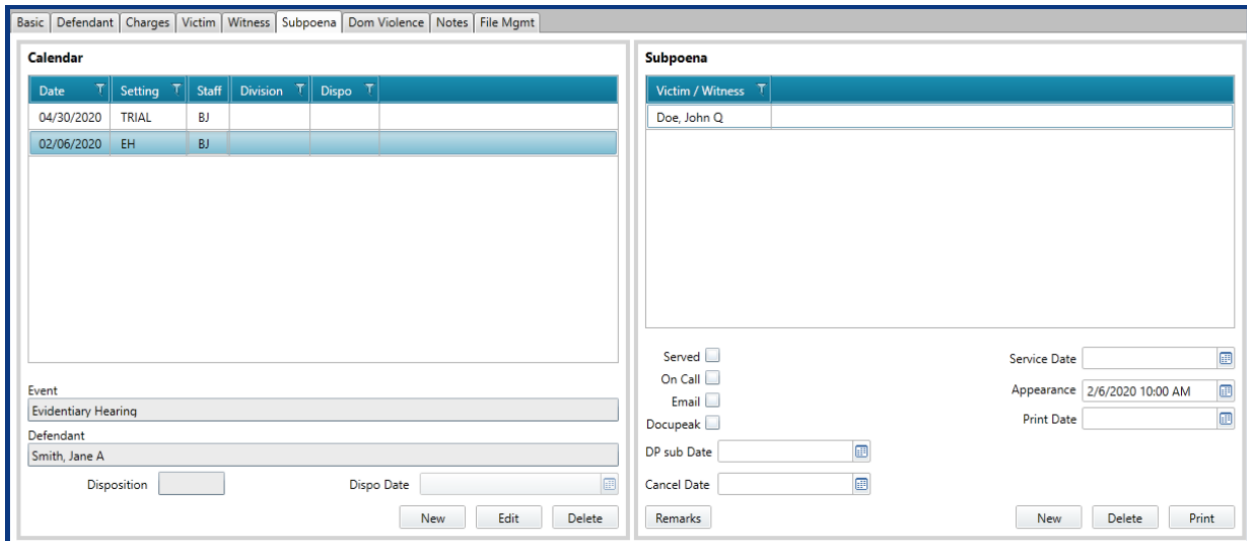


The screenshot shows the 'Address' sub-tab interface. At the top, there are tabs for 'Detail', 'Address', and 'Notes'. Below the tabs, there are several input fields: 'Address' (123 Main Street), 'Phone' (888-292-6688), 'Any Town' (Any Town), 'ST' (ST), '12345', 'Interoffice', 'E-Mail' (tom.baker@anytownpd.org), and 'Fax'. There is also an 'Address' button at the bottom right.

The **Address** sub-tab has fields to display the contact information for the selected witness.

**Notes Tab**


The **Notes** sub-tab has a text field to enter any notes related to the selected witness.

**Subpoena Tab**


Date	Setting	Staff	Division	Dispo
04/30/2020	TRIAL	BJ		
02/06/2020	EH	BJ		

Victim / Witness
Doe, John Q

The **Subpoena** tab contains 2 sections. The first is the **Calendar** section which contains a list of matter events, such as court dates. The second is the **Subpoena** section which contains a record of the **Victims** and **Witnesses** that have been served subpoenas for a specific **Calendar** event. **Subpoenas** can't be entered until a **Calendar** event has been entered. The contents in the **Subpoena** section change based on which **Calendar** event is highlighted.

## Domestic Violence Tab

Basic	Defendant	Charges	Victim	Witness	Subpoena	Dom Violence	Notes	File Mgmt													
<b>Substance Abuse:</b>				<table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> <th>Unknown</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </tbody> </table>		Yes	No	Unknown	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>							
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Yes	No	Unknown																			
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>																			
<b>Children:</b>				<table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> <th>Unknown</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </tbody> </table>		Yes	No	Unknown	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
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				<table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> <th>Unknown</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </tbody> </table>		Yes	No	Unknown	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>							
Yes	No	Unknown																			
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>																			
<b>Arrest</b>				<input type="radio"/> Primary Aggressor <input type="radio"/> Wrong Party																	
				<input type="radio"/> Mutual Arrest <input type="radio"/> No Arrest																	
								Clear													

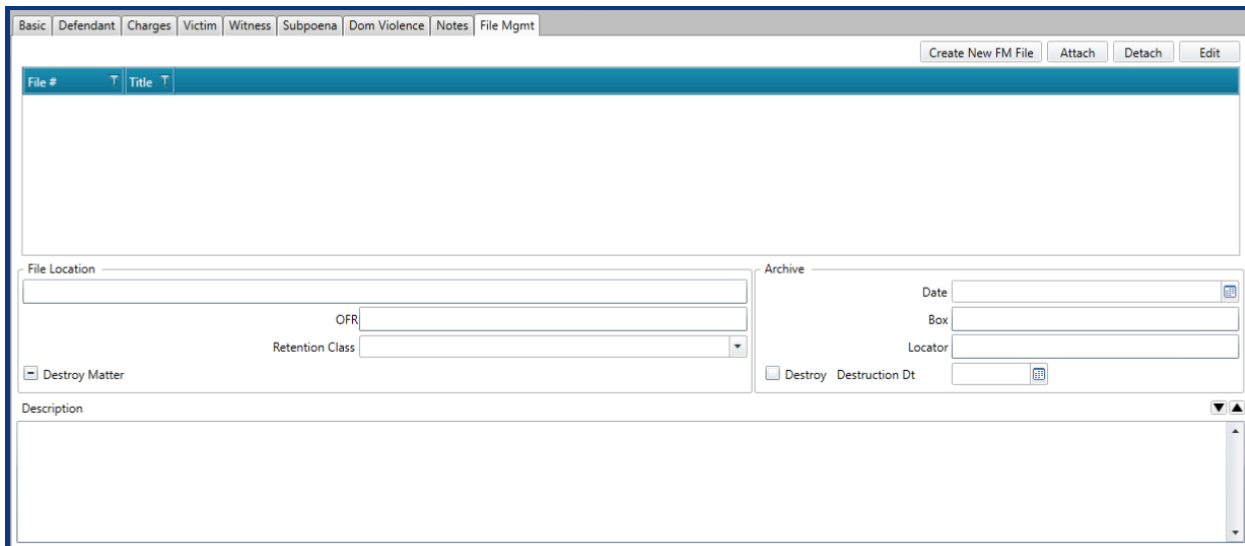
The **Domestic Violence** tab contains fields to enter additional information relevant to domestic violence matters.

## Notes Tab

Basic	Defendant	Charges	Victim	Witness	Subpoena	Dom Violence	Notes	File Mgmt										
<table border="1"> <thead> <tr> <th>Date</th> <th>Staff</th> <th>Title</th> <th>Type</th> <th>Modified</th> </tr> </thead> <tbody> <tr> <td>01/22/2020</td> <td>JXS</td> <td>Correspondence</td> <td>CORRESP</td> <td>1/22/2020 4:42:03 PM</td> </tr> </tbody> </table>								Date	Staff	Title	Type	Modified	01/22/2020	JXS	Correspondence	CORRESP	1/22/2020 4:42:03 PM	New Edit Copy To Delete Print
Date	Staff	Title	Type	Modified														
01/22/2020	JXS	Correspondence	CORRESP	1/22/2020 4:42:03 PM														
Test note.																		
Show Only <input checked="" type="checkbox"/> All		Staff <input type="text"/>		Date From <input type="text"/> To <input type="text"/>		Filter Type <input type="radio"/> Title <input type="radio"/> Body <input type="radio"/> Both		<input type="button" value="Filter"/>										

The **Notes** tab allows you to create notes on the matter. The list of notes can be sorted and filtered using the list column headings and filter options. The notes list is managed with 5 buttons to the far right named **New**, **Edit**, **Copy To**, **Delete**, and **Print**. A preview of the highlighted note displays in the gray box at the bottom.

## File Management Tab



The screenshot shows the File Management tab interface. At the top, there are tabs for Basic, Defendant, Charges, Victim, Witness, Subpoena, Dom Violence, Notes, and File Mgmt. The File Mgmt tab is active. On the right side, there are four buttons: Create New FM File, Attach, Detach, and Edit. Below the buttons is a table with columns for File # and Title. The table is currently empty. Below the table, there are several input fields: File Location, OFR, Retention Class (a dropdown menu), Destroy Matter (a checkbox), Archive, Date, Box, Locator, Destroy (a checkbox), and Destruction Dt. At the bottom, there is a Description field with a scroll bar.

The **File Management** tab has fields to enter file storage, archival, and destruction information. There are 4 buttons at the top right named **Create New FM File**, **Attach**, **Detach**, and **Edit**. These allow you to create a file management file (available if you have the **File Management** module), and to attach or detach additional matters to this matter.