

The following notes are provided by **Cycom Data Systems, Inc.** to support the use of **CLNG (CityLaw/CountyLaw Next Gen)**.

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 or by calling **888-292-6688**.

Contents:

Matter Field Tokens are used by a system administrator in a site/office to create Templates. The templates **must always be created and saved in a .docx** format. **CLNG** provides the system administrator with the ability to create, edit and upload templates to **SharePoint**.

A Template is a form letter or document where the particulars of the letter/document are filled automatically by **CLNG** using the provided **tokens**.

A Token is a place holder for particular information in a form letter or document. Each site/office has their own standard form letters or documents, with the help of **CLNG** the system administrator will be able to customize these letters or documents from within **System Management (Gear Icon** on the Global Tool Bar).

System Tokens are data pulled from the computer system rather than the matter.

AS A User to create a new document/letter from a template:

Go to the Matter then to the **Matter's Attachments**.

Click "**New**," **CLNG** will prompt you to **select the appropriate template** from the provided list. Depending on the format of the template, **CLNG may ask for additional information**.

Once you have selected all of the information you want included in the letter/document, then **CLNG will build the letter/document and present it in SharePoint** for you, the user, to further customize or edit the document or finalize it.

Matter Field Tokens:

(Listed in alphabetical order.)

{Assigned date}

The **date the matter was assigned** to the attorney.

{Attorney ID}

The **staff ID for the attorney** assigned to the matter.

{Cause Code}

A **Cause Code** is a standardized classification used to identify **why a case exists**.

{Contact Name-Select}

Allows the user to select **one Contact** from a provided list of contacts.

{Contact Salutation}

Letter form or **greeting of a Contact** name.

{Court}

The **court name** that will handle the matter.

{Court #}

The **court case number** for the matter.

{Court Code}

The code defined in your system to represent your **local court** found on the Overview Tab of the Matter.

{Defendant Attorney Name-Select}

Allows the user to select **one Defendant Attorney** (a.k.a. Opposing Counsel) from a provided list.

{Defendant Attorney Salutation}

Letter form or **greeting of an Attorney** name.

{Defendant Name and Address}

The **name and** the full three- or four-line **address for the Defendant**.

{Defendant Name-Select}

Allows the user to select **one Defendant** from a provided list.

{Defendant Salutation}

Letter form or **greeting of a Defendant** name.

{Department}

Represents the department or entity **to whom the services of the matter are being rendered**.

{Dept Code}

The **alphanumeric code** representing the Department.

{Destroyed Date}

The **date the physical files** are destroyed.

{Destroyed T/F}

True/False - have the documents been destroyed?

{Disposition Date}

The date the matter was **dispositioned**.

{File #}

The **number assigned to the matter** to be identified by.

{Filed Date}

The **date the matter was filed** with the court (**short form** of the date).

{Filed/Date-Long}

The **date the matter was filed** with the court (**long form** of the date).

{Fiscal Year}

The year the attorney expects the **awarded/settled amount to be paid**.

{Incident Date}

The date the incident occurred.

{Incident Location}

The location where the incident occurred.

{Judge}

The **name of the judge** that will preside over the matter.

{Location Code}

The **location code for the matter**. It is typically used as an **internal reference code** that ties the matter to a physical or organizational location.

{Locator}

The **code used on the Archive Tab** to represent where the physical files are located.

{Maximum Value}

The maximum amount the Attorney expects **the municipality to pay** (indemnity) on this matter.

{Open Date}

The date the matter was opened.

{Outside Counsel}

the **name** of the **Outside Counsel Firm** used on the matter.

{Payment Amount-Select}

A **selectable list of payments** on this matter.

{Payment Party Name-Select}

A **selectable list of payees** on this matter.

{Plaintiff Attorney Name-Select}

Allows the user to select **one Plaintiff Attorney** from a provided list.

{Plaintiff Attorney Salutation}

Letter form or **greeting of a Plaintiff** name.

{Plaintiff Name and Address}

The **name and full three- or four-line address for the Plaintiff**.

{Plaintiff Name-Select}

Allows the user to select **one Plaintiff** from a provided list.

{Prayer Amount}

The amount the **claimant or plaintiff** is asking for.

{Review Date}

The date the case is to be **reviewed by internal staff**.

{Served Date}

The date the matter was **served to the plaintiffs and witnesses**.

{Short Description}

A short description of the matter, **one or two sentences**.

{Status Date}

The date the status was **last changed**.

{Title}

The name or descriptive title of the matter.

{Witness Name-Select}

Allows the user to select **one Witness** from a provided list.

System Tokens

{Current Date}

The date (today's date), the letter or document is signed and sent on.