SUPREME COURT
COURT USERS

1. **File Court Document – File to Multiple Index Numbers**
   A new process will allow 1 document to be filed to multiple index numbers. This new option is available on the File Court Document page. The user will choose the new radio option "File to Multiple Index Numbers" and select a court. The next page will allow the user to enter 5 index numbers at a time. A separate document will be created in each case.

2. **File Court Document – Motion section**
   The "Reference Motion" section will only show if the user chooses "Motion Related - Decisions/Orders" or "Motion-Related - Other Documents".

3. **File Court Document – Layout changes**
   The current Filing Type options have been grouped into 3 groups. When data entry options are shown, only "sealed" and "sensitive" will show for the security options.

4. **File Court Document – Court Use Only**
   A new error message has been added to this process if the user is not part of the "Court Use Only" routing user group. Currently, the error message is not clear about what the problem is.

5. **File Court Document – Change Alert Message**
   If the case status is closed, we currently show an alert message in a yellow box. This box has been changed to be red and the message will now say... This case is "Closed" or has been "Deleted" - Index/Claim Number 123456/2016 in New York County Supreme Court is either closed or has been deleted.

6. **File Court Document – Orders/Decisions have new group**
   The option "Decisions/Orders" has been removed and replaced with 2 new options: Decisions/Orders (Motion Related) and Decisions/Orders (Non-Motion). When the user chooses Decisions/Orders (Motion Related), the "motion" section will show for them to fill out, and also require a Reference Motion/OSC.

7. **To Do Item - Assign Index Number**
   If the payment type is credit card and there was an error with the filing, a new error message will display telling the clerk that the payment was not successful.

8. **To Do Item – Approve Document**

   If a control number is added on this page, a comment will automatically be created that says "CC Control # <whatever they enter> has been added to this case." This functionality uses JavaScript. If the document being approved starts with "NOTE", then the Control Number should be changed to Calendar Number. This will also affect the comment that is created if a calendar number is entered.

9. **Document Details – Make document link available to Judges**

   On the Document Detail page, the link for the document is not accessible to judge users. We need to make this PDF view-able to all judges.

10. **Routing User Group**

    a) When creating a new routing user group or updating an existing routing user group, a short description will be required. This field is used on the To-Do List.
    b) The Group Name will be listed in alphabetical order.

11. **BUG – Forward To-Do Items**

    When you go to the Forward To-Do Items page and there aren't any more items, a new button has been added to return to the To-Do List. Currently, the user can only use the side menu to navigate.

**SURROGATE'S COURT
COURT USERS**

1. **Surrogate's – Add ability to return/remove documents**

   Surrogate's Court clerk will now be able to Return/Remove documents from the file record which contains more than 1000 documents.