

BATCH FILING IMPROVEMENTS

2018 UPDATES:

CFX released the first round of improvements to the batch filing process on December 2, 2018. This release will address the error handling and messaging when filers submit a batch to provide concise error messages.

1. Provide error messages when data is missing or needs to be corrected. For example, when a filer omits the Plaintiff from Role1, the system will now tell the filer that Role1 information needs to be entered on the spreadsheet before proceeding.
2. When document types as entered on the spreadsheet do not match the specified document type, a message will inform the filer of the specific row that the document type needs corrected.
3. During the upload process, the CaseFileXpress application remove spaces that appear at the beginning or end of data entered.
4. The CFX Batch Process removed the most common special characters from the Case Title/Style field, so that the filer can enter the case title without receiving errors for common acronyms like d/b/a. Characters that will not be removed from the Case Title/Style field are spaces, hyphens, alpha-numeric characters, commas and periods.
5. The CFX Batch Process will remove special characters that are not supported so the filing can be submitted without error.
6. If an ampersand (&) is entered in any of the following fields, it will be replaced by the word "and" as needed by the CourtView case management system.
7. If "plaintiff" or "defendant" is misspelled the role type will be corrected allowing the filer to submit.
8. Standard postal code abbreviations, full state names and the most common acronyms for US/USA/United states will be accepted and allow the filer to submit.
9. Filers can select the appropriate attorney in the "Filing Attorney" dropdown during the batch filing process.
10. Allow filers to retrieve cases on the Case Information screen.
11. The batch filing spreadsheet can now accept cases with more than two roles.
12. CFX will identify validation errors upon upload.

December 9, 2018:

1. The Batch Filing program has a validation protocol to prevent duplicate filings from being submitted to the Court. The validation protocol has been refined to include party first names allowing multiple parties with the same last name to be filed in a case.
2. Special characters listed in the Court's 'Document Type' descriptions will be retained

December 11, 2018:

1. When a filing within a batch cannot be processed an error message will be provided on the filer's dashboard. It will identify which filings have an issue. The error message will remain on the filer's dashboard until it is cleared by the filer.

December 19, 2018:

1. "Error Occurred while Saving Batch". This error is corrected. It was caused when document types identically named in Landlord Tenant and Small Claims court assignments were selected.

2019 UPDATES:

January 3, 2019

1. Allow more than one instance of a given case number in the subsequent batch filing spreadsheet (i.e. eliminate the duplicate case number filter)
2. Allow filers to submit special instructions to Clerk for subsequent filing batches

January 9, 2019

1. Permanently store uploaded batch zip files to help Customer Service reproduce and resolve issues faster
2. Permanently record failed batch upload attempts and failure reasons for auditing and improved issue tracking
3. Remove non-allowed characters from the Special Instructions to the Clerk field to avoid "invalid character" error

January 23, 2019

1. Add new Document(Docket) Types in the Document type drop down menu for Landlord Tenant Batch filing cases
2. Update Batch filing Case Initiation and Subsequent spreadsheets for Landlord Tenant and Small Claims to include the new Document(Docket) types; please use the new template for all filings going forward

February 27, 2019

1. Add a fix for the bug where sometimes the last filing in a subsequent filing batch is not merged correctly, resulting in the last filing being rejected.

March 13, 2019

1. Change the behavior of duplicate row detection in the batch subsequent filing template so that any unique Address field (e.g. "Address 2") qualifies the row as unique (i.e. the row will not be removed as a suspected duplicate).