

Step #2 - The following is the next screen to appear. Press your ENTER key to clear this screen. Please note: If message screens appear after pressing ENTER, you will need to press ENTER to clear each screen until you get a blank screen.

```
                                09/10/04  
                                12:04  
CIVIL CASE PROCESSING SYSTEM  
*-----*  
  
          CCCCC   IIIII   CCCCC   SSSSS  
    CCCCCC   IIIII   CCCCCC   SSSSSSS  
  CCCC  CC   III   CCCC  CC   SSSS  SS  
    CCC      III   CCC      SSSS  
    CCC      III   CCC      SSSS  
  CCCC  CC   III   CCCC  CC   SS  SSSS  
CCCCCCCC   IIIII   CCCCCC   SSSSSSS  
CCCCC     IIIII   CCCCC   SSSSS
```

Step #3 - Once you have a blank screen, type cesn and press ENTER.

cesn

Step #4 - The following screen will appear. If this is your first login, please see Appendix A (pg. 6) to avoid password revocation. Here, you will enter your user id and mainframe password. Use your tab key to navigate the cursor on this screen. Press ENTER after you type your password.

```

                                Signon for CICS                                Applid:  AOCCVPRD

                                CIVIL CASE PROCESSING SYSTEM

Type your Userid and Password,  then press ENTER:

    Userid . . . .
    Password . . .

    New Password . . .

***** Message Area *****
*   Please enter your Userid   *
*                               *
*                               *
*                               *
*                               *
*                               *
*                               *
*****
F3=Exit  F4=Clear Input Fields
```

Step #5 - The following screen appears. Press ENTER. Note: Observe the new message in the message area.

```

                                Signon for CICS                                Applid:  AOCCVPRD

                                CIVIL CASE PROCESSING SYSTEM

Type your Userid and Password,  then press ENTER:

    Userid . . . .  YourID
    Password . . .

    New Password . . .

***** Message Area *****
*                               *
*   Your CICS SignOn is complete *
*   Press enter to continue     *
*                               *
*                               *
*                               *
*****
F3=Exit  F4=Clear Input Fields
```

Step #6 - You now have a blank screen. Type vcap and press ENTER.

vcap

Step #7 - The following screen appears. Type in your mainframe password and press ENTER.

```
VCAP _____ VCAP
NC AOC CIS          CIVIL CASE PROCESSING SYSTEM    09/10/04 11:43:40
                    SECURITY SIGN-ON

      AAA          0000000000000000  CCCCCCCCCCCCCC
     AAAAA        0000000000000000  CCCCCCCCCCCCCC
    AAA AAA      000          000  CCC          CCC
   AAA AAA      000          000  CCC          CCC
   AAA AAA      000          000  CCC
  AAAAAAAAAA    000          000  CCC
  AAAAAAAAAA    000          000  CCC
 AAA          AAA  000          000  CCC          CCC
 AAA          AAA  000          000  CCC          CCC
 AAA          AAA  0000000000000000  CCCCCCCCCCCCCC
 AAA          AAA  0000000000000000  CCCCCCCCCCCCCC

                        USER ID: YourID
                        PASSWORD:

F1=HELP 3=EXIT 4=PROMPT 12=CNCL
```

Step #8 - The following screen appears. You are now ready to navigate the civil case processing system. For further instructions, please visit our online document center and view the Civil System User Manual.

```
VCM0 _____ VCM0
NC AOC CIS          CIVIL CASE PROCESSING SYSTEM    09/10/04 11:44:04
999TRAIN           MAIN MENU
```

TYPE THE NUMBER OF YOUR CHOICE. THEN PRESS ENTER.

CHOICE

1. PARTY NAME INQUIRY MENU
2. FILE NUMBER INQUIRY MENU

JUDGMENTS IN OTHER COUNTIES MAY BE IN AN ELECTRONIC FORMAT THAT MAY BE VIEWED FROM THIS COUNTY. TO DETERMINE IF A COUNTY IS UTILIZING AN ELECTRONIC FORMAT PRESS F5 TO VIEW THE COUNTY LIST.

CHOICE: __

F1=HELP 3=EXIT 5=CHANGE COUNTY 9=HOLD 12=CNCL

APPENDIX - A
INITIAL LOGIN "PASSWORD" RESET PROCEDURE

The first time you login, you are required to change your mainframe password. First, you will enter your user id and mainframe password (these were faxed to you). Use your tab key to navigate the cursor on this screen. Press ENTER after you type your password.

```

                                Signon for CICS                                Applid: AOCCVPRD
                                CIVIL CASE PROCESSING SYSTEM

Type your Userid and Password, then press ENTER:

    Userid . . . .
    Password . . .

    New Password . . .

***** Message Area *****
*   Please enter your Userid   *
*                               *
*                               *
*                               *
*                               *
*                               *
*                               *
*****
F3=Exit  F4=Clear Input Fields
```

The following screen appears. Enter a new password (8 characters/numbers max.). Press ENTER. Note: Observe the new message in the message area.

```

                                Signon for CICS                                Applid: CICSCRIP
                                CRIMINAL / INFRACTION SYSTEM

Type your Userid and Password, then press ENTER:

    Userid . . . . YourID
    Password . . .

    New Password . . .

***** Message Area *****
*   Your Password has expired, please enter a new Password *
*                                                           *
*                                                           *
*                                                           *
*                                                           *
*                                                           *
*                                                           *
*****
F3=Exit  F4=Clear Input Fields
```

The following screen will appear. Here you will need to confirm your new password. After you have confirmed it press ENTER. Note: Observe the new message in the message area.

```

                                Signon for CICS                                Applid:  CICSCRP
                                CRIMINAL / INFRACTION SYSTEM

Type your Userid and Password, then press ENTER:

    Userid . . . .  YOURID
    Password . . .

    New Password . . .

***** Message Area *****
*   Please re-enter your new Password for verification   *
*                                                         *
*                                                         *
*                                                         *
*                                                         *
*                                                         *
*                                                         *
*****
F3=Exit  F4=Clear Input Fields
```

The following screen will appear. Press ENTER. Note: Observe the new message in the message area. (Please proceed to Step #6)

```

                                Signon for CICS                                Applid:  CICSCRP
                                CRIMINAL / INFRACTION SYSTEM

Type your Userid and Password, then press ENTER:

    Userid . . . .  YOURID
    Password . . .

    New Password . . .

***** Message Area *****
*   Your CICS SignOn is complete                           *
*   Press enter to continue                               *
*                                                         *
*                                                         *
*                                                         *
*                                                         *
*****
F3=Exit  F4=Clear Input Fields
```

PLEASE NOTE: This process can be repeated at any time by tabbing to the "New Password" field during any CESN login session. Your password will expire every 30 days. Please see the 'Password Expiration' document located in the document center at

APPENDIX - B
Courthouse Computer.com
AOC County Codes

The county names have been abbreviated. The county code is the 3 numbers in front of the county abbreviation.

000 ALAM	200 CHOW	400 GUIL	600 MITC	800 RUTH
010 ALEX	210 CLAY	410 HALI	610 MONT	810 SAMP
020 ALLE	220 CLEV	420 HARN	620 MOOR	820 SCOT
030 ANSO	230 COLU	430 HAYW	630 NASH	830 STAN
040 ASHE	240 CRAV	440 HEND	640 NHAN	840 STOK
050 AVER	250 CUMB	450 HERT	650 NOTH	850 SURR
060 BEAU	260 CURR	460 HOKE	660 ONSL	860 SWAI
070 BERT	270 DARE	470 HYDE	670 ORAN	870 TRAN
080 BLAD	280 DAVI	480 IRED	680 PAML	880 TYRR
090 BRUN	290 DAVE	490 JACK	690 PASQ	890 UNIO
100 BUNC	300 DUPL	500 JOHN	700 PEND	900 VANC
110 BURK	310 DURH	510 JONE	710 PERQ	910 WAKE
120 CABA	320 EDGE	520 LEE	720 PERS	920 WARR
130 CALD	330 FORS	530 LENO	730 PITT	930 WASH
140 CAMD	340 FRAN	540 LINC	740 POLK	940 WATA
150 CART	350 GAST	550 MACO	750 RAND	950 WAYN
160 CASW	360 GATE	560 MADI	760 RICH	960 WILK
170 CATA	370 GRAH	570 MART	770 ROBE	970 WILS
180 CHAT	380 GRAN	580 MCDO	780 ROCK	980 YADK
190 CHER	390 GREE	590 MECK	790 ROWA	990 YANC