



New Mexico
Courts

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JID University - F&S Review Tool Status Update 4

1 message

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Tue, Nov 9, 2021 at 10:30 AM



File & Serve Users,

Please see the following status update #4 of newly fixed issues, bugs or new development that has been installed in New Mexico's Production File & Serve application. The new items are underlined.

Continue to submit any new issues you uncover to support@nmcourts.gov!

Review Tool Status Update - #4

What's been fixed?

1. **All Active Filings View.** From the hamburger menu, clerks can use the Envelope Lookup option to see all active filings, with Filters, Envelope Details, and an Export option. You cannot access the file stamped document from here yet.
2. **Annotation Error.** Clerks should no longer receive "an error occurred saving the document annotation" message when accepting filings after adding annotations or manual stamps.
3. **Annotation Options.** Extra annotation options, including stroke, fill, and transparency, have been removed from the interface as they were not supported by the system.
4. **Copy Docket Date.** Selecting the Copy Docket Date button will display the original submission date/time in the file stamp of a copied and resubmitted envelope.
5. **DOB Date Format.** Ghost text has been added to avoid data entry errors.
6. **Document Description.** Edits made to the document description field now save and transmit to Odyssey.
7. **Document Loading.** Adjustment made to help improve document loading times (or document not loading at all) in the review tool.
8. **Draw Line.** Clerks can now add 1 pt. black lines to documents as needed for strikethroughs and underlines and have them correctly save to their documents as expected.
9. **Export Review History or All Active Filings.** Clerks will now be able to export an Excel spreadsheet of the information that is displayed on their Review History screen or the Envelope Lookup screen using the Export button.
10. **Font Size.** Default font size is 12pt, per Supreme Court Rule 1-100

11. **Judge Name Column.** The assigned judge name now displays in the Judge column in the Review Queue display for subsequent filings.
12. **Process Payment Failed.** This error should no longer process incorrect values.
13. **Receipted Filing.** Users can now receipt filings
14. **Review Queue and Review History Order.** The Review Queue is now sorted by submitted date/time order and the Review History screen is sorted by date reviewed date/time order.
15. **Signatures and Seals.** Image stamps can be moved or deleted after being applied
16. **Text Formatting Options.** Instead of the palette icon, both free text and text stamps can be formatted using a new drop down in the annotation toolbar.
17. **Text Stamps.** Are no longer burned in upon End Review and can be manipulated until the Accept button is pressed.
18. **Text Tool.** Text entries, font size, and placement are holding their position upon transmitting to Odyssey
19. **Times New Roman.** Resolved issues with some fonts not being recognized by the application, which resulted in errors.
20. **View Envelope Details.** From the Review Tool use the waffle icon to go to “OFS Website – Filing Search” to search for the case number or envelope number

What's still broken?

1. **Appellate Fields.** Initial filings at the Court of Appeals and the Supreme Court have two required fields that have to have an entry before the envelope can be reviewed
2. **Courtesy Copy.** The courtesy copy field is not developed yet
3. **Court Admin.** Cannot modify users, add new users, add new attorneys, add a payment account, modify the firm information, or reset a user's password (Tyler will do this for NM for now)
4. **DOB Field Error.** The DOB must be xx/xx/xxxx or you cannot proceed, but there is no error message or visual hint (ghost text has been added as an interim measure)
5. **Documents.** Hyperlinks to the file stamped copy in the Review Tool and the enotification are not working. Filer can see their file stamped copy via their Accepted folder, court user can use the “OFS Website – Filing Search” access to envelope details or Odyssey.
6. **Envelope Display.** All parts of the screen must load before the envelope can be worked
7. **Manual Case Number.** On initial filings the field to enter a manual case number is displayed on the Accept Comments fly out window and should not be there
8. **Personally Identifying Information.** The fields for PII in HTML5 do not match the fields in the Review Tool.
9. **Print.** Cannot print the document during review (workaround is taking a screenshot to print)
10. **Reject = Return.** The language throughout F&S is inconsistent and should be “Return”
11. **Review Queue Display.** Review Queue columns are not expandable
12. **Rotate.** The rotate document tool has not been developed yet
13. **Service Contact Display.** The email of the service contacts is not displayed in the Serve breadcrumb area or the envelope details
14. **Service Contacts Display.** The Service Contact section of the envelope details has not been developed yet (use the HTML5 filing search option from #5 in the green section above)
15. **Signatures and Seals.** Image stamps (signatures and seals) for some staff are showing “no image found” (this is being resolved user account by user account)
16. **Stamps.** Image stamps that are resized or repositioned do not hold their new orientation or size
17. **Stamps.** Text stamps land in the center of the document instead of where your cursor is (this will not be fixed by Tyler)

Laura Orchard

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12/8/21, 3:38 PM

New Mexico State Judiciary Mail - JID University - F&S Review Tool Status Update 4

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unnecessary spam to all court employees. Thank you.