

ABSTRACT OF COURT RECORD CREATED IN BOXI

There are three sets of instructions to be followed in order to generate an Abstract of Court Records that will be accepted by the Department of Licensing.

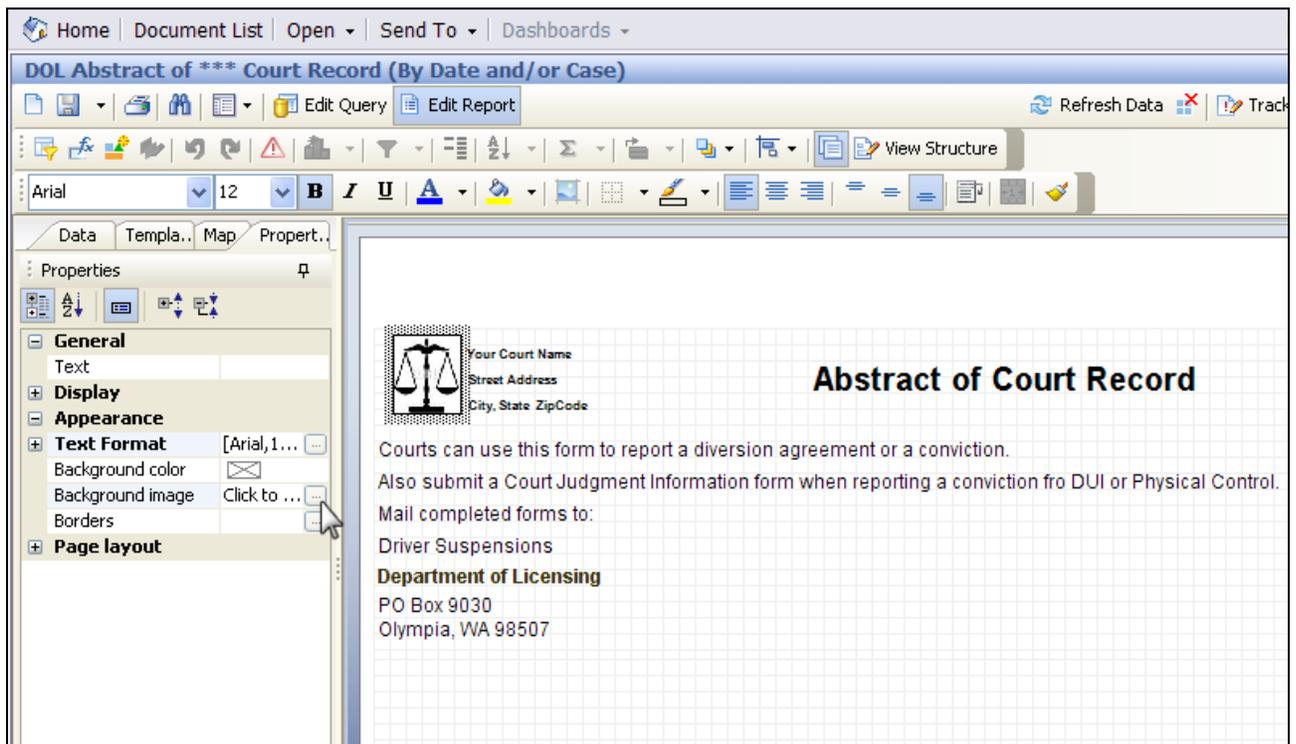
- [Change the court logo](#)
- [Change the court name and address](#)
- [Hard set the LEA associated with your court](#)

To change the court logo:

Enter the report in “Edit/modify” mode.

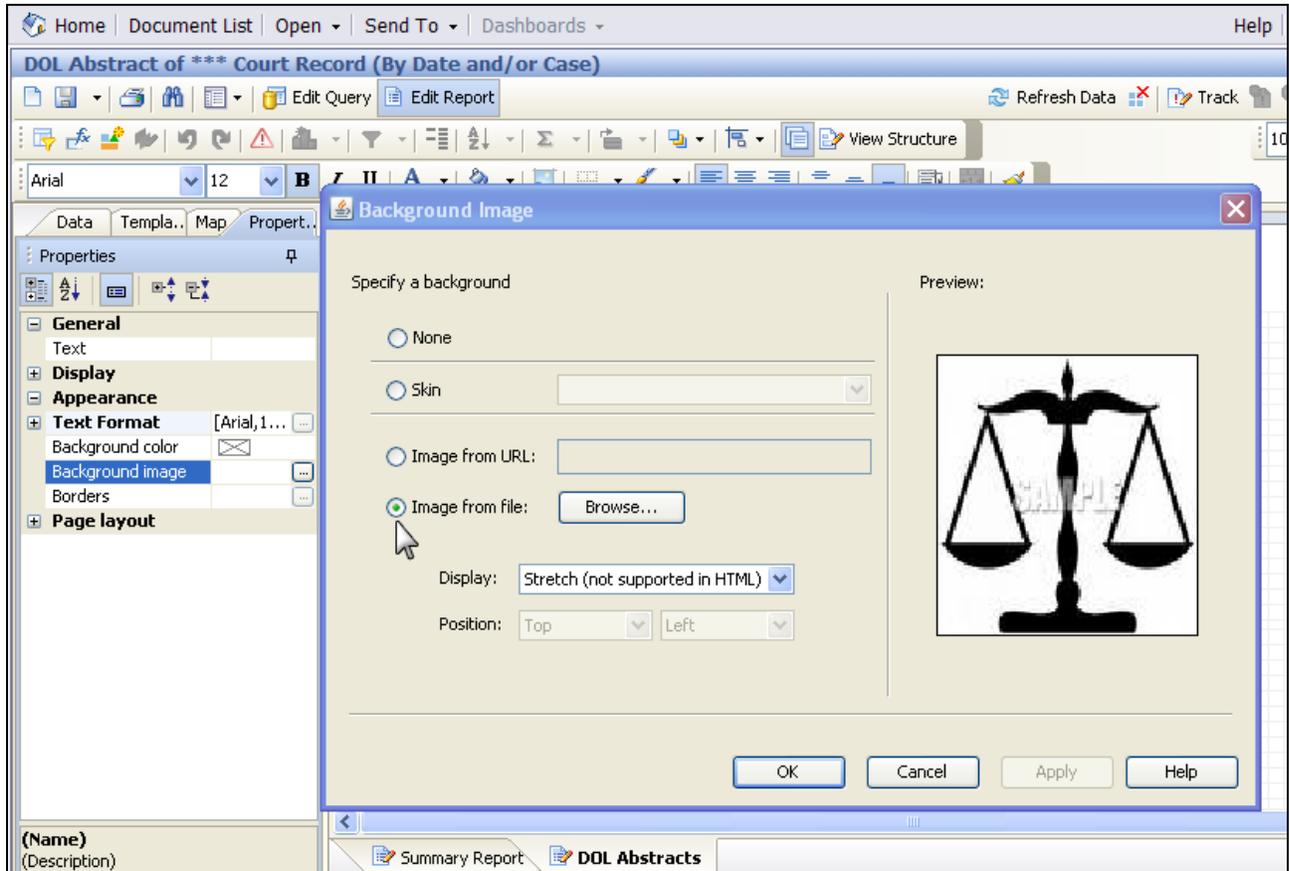
- Go to the Edit Report screen.
- Single click on the logo to highlight it.
- On the left hand side of screen go to the “Properties” tab.
- Under the header “Text Format” there is a listing for “Background image”
 - ❖ Single click on the small square with three dots next to where it says “Click to change”.

Screen Sample – Edit Logo:



- Click on the circle next to “Image from File”.
- Click on “Browse”.

Screen Sample – Background Image window:



- Navigate to the location of the logo you are going to use.
- NOTE:** It must be an image file such as jpeg, tiff, etc.
- Once at the file, click on the file and then click open.
 - Make sure your display is listed as “Stretch (not supported in HTML)” as this will display it correctly when you print.
 - Click Apply and wait for your logo to display.
 - Once the logo displays, click OK.

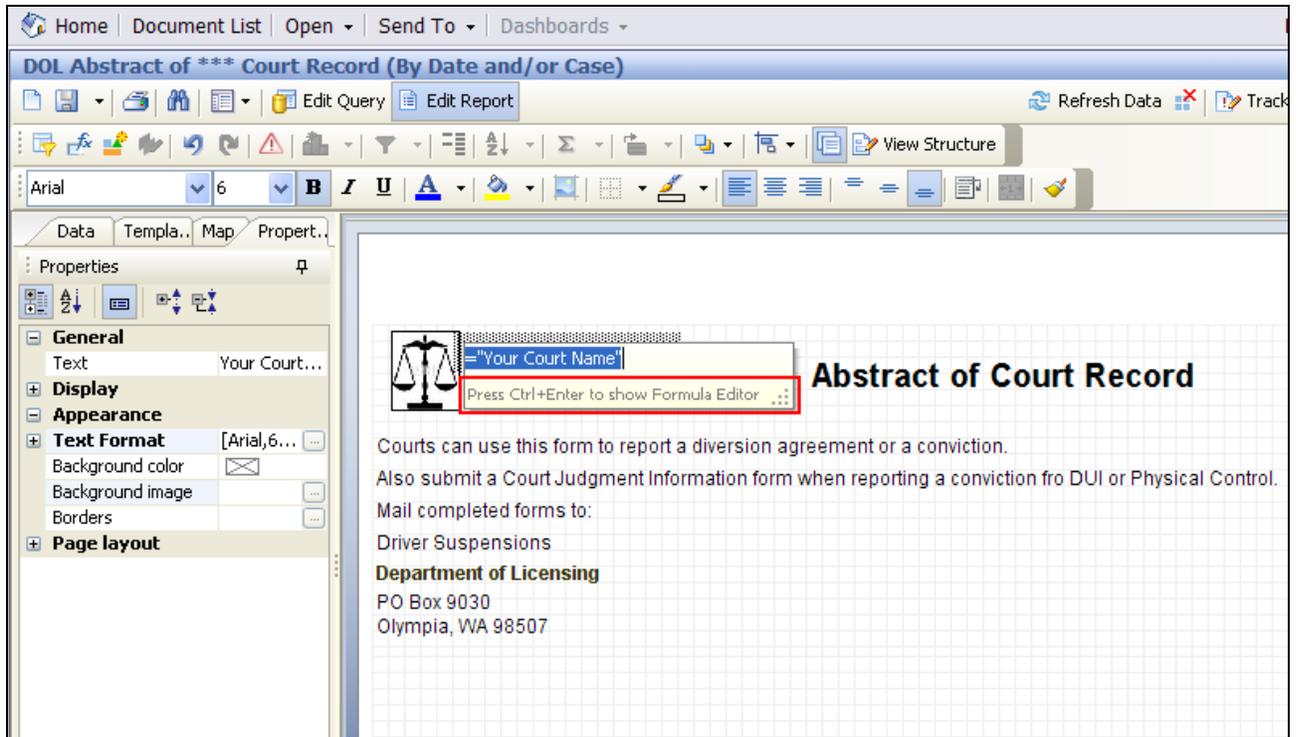
To Change Court Name and Address:

While still in the report in “Edit/modify” mode:

- Double click on the field that says “Your Courts Name”.

NOTE: DO NOT START TYPING NOW!

Screen Sample – Edit “Your Court Name”:

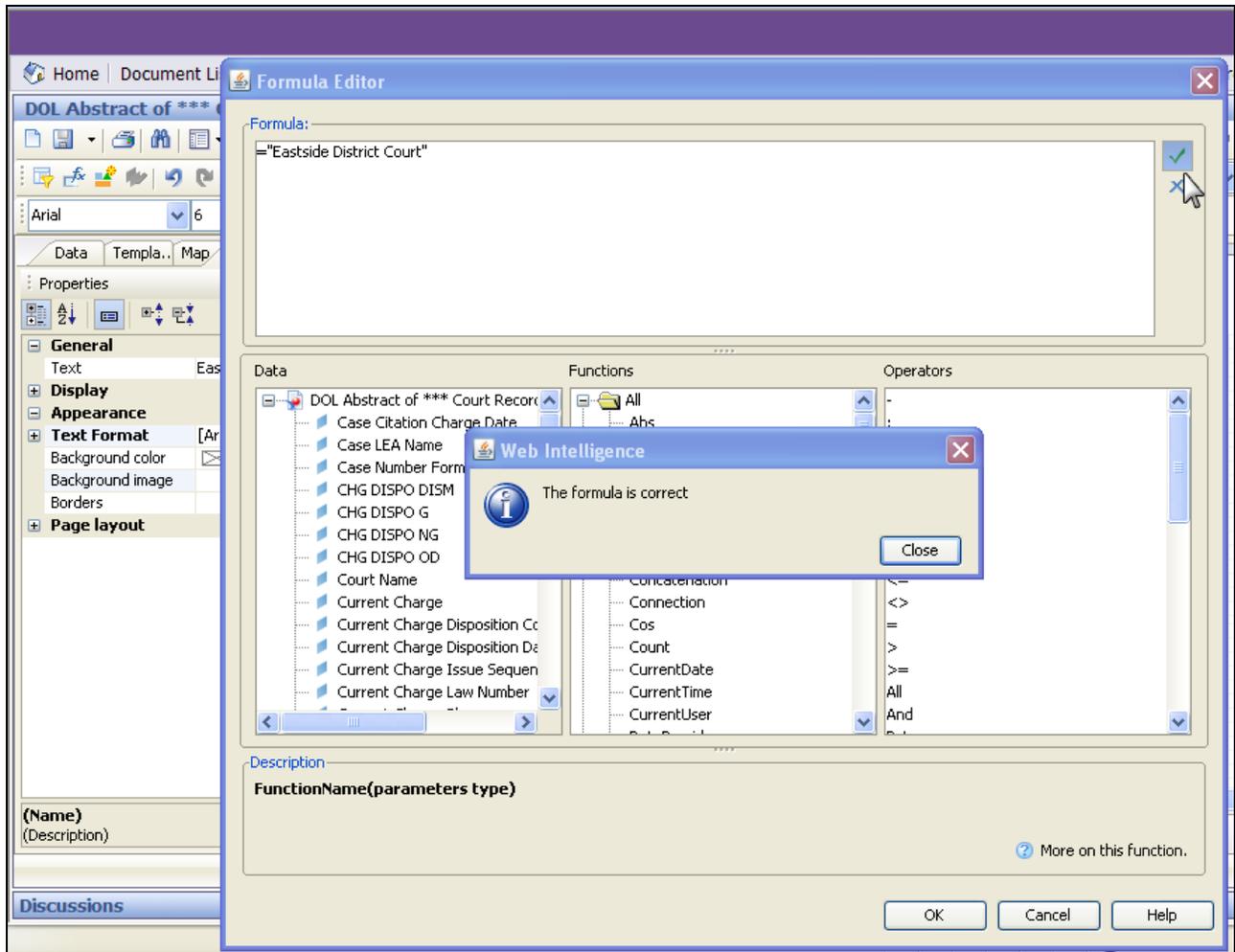


- To edit this field press < Ctrl > and < Enter > at the same time. This will open the Formula Editor window.

(See Screen Sample on page 4.)

- Type in your courts name as you would like it displayed BETWEEN the quotes.
(i.e.: ="Eastside District Court")

Screen Sample – Formula Editor window:



- Click on the check mark to the right to see if the formula is correct.
- When it returns that it is correct click close then click “Close”.
- Click “OK” to close the Formula Editor.

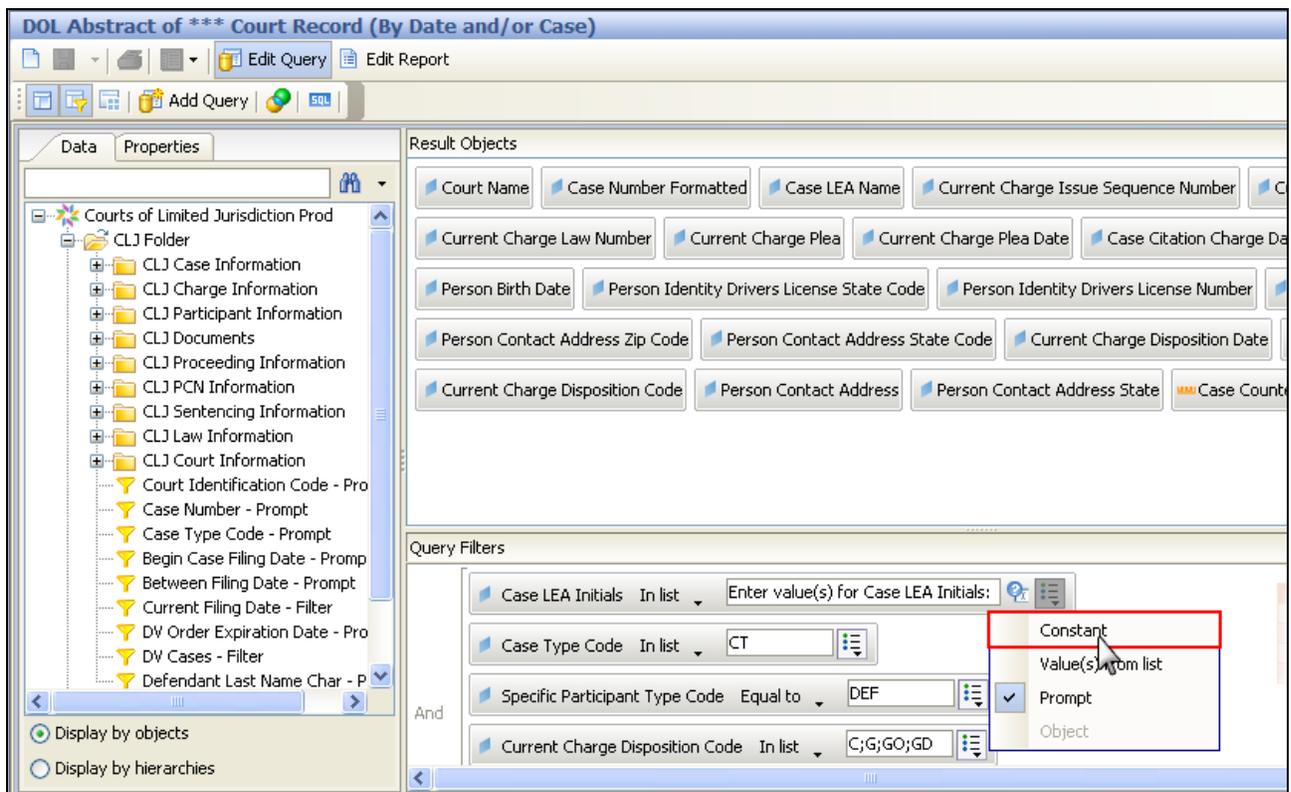
Repeat these steps on both the Street Address field and the City, State, Zip Code field in order to add the Court’s address.

Hard setting the LEA associated with your court

While still in the “Edit/modify” mode:

- Click on “Edit Query” to access the Query properties.
- Under the “Query Filters” section, locate the filter for “Case LEA Initials.”
- Click the button on the right hand side of the “Case LEA Initials” filter.
(The button that looks like a list with dots and dashes: )
- Change the setting from “Prompt” to “Constant”.

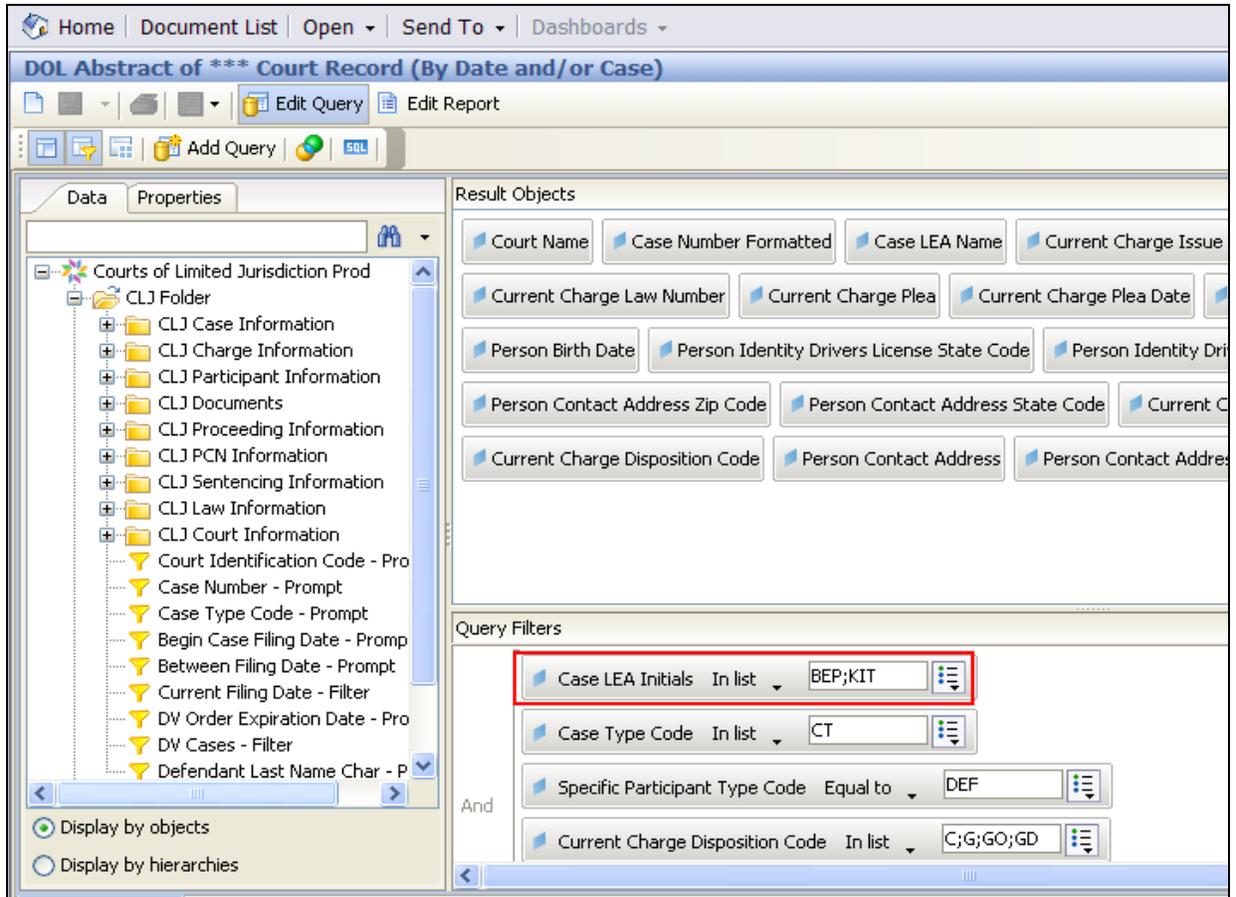
Screen Sample – Edit Query Filter setting:



- Type your LEA initials in the box within the filter.
(See the screen sample on page 6)

NOTE: If you have more than one agency that cites into your court, you can separate them with a semi-colon. (i.e.: BMP;KIT) It is recommended in BOXI that you do include a space between the semi-colon and the additional filter item.

Screen Sample – Edit Query Filter Case LEA Initials:



The report will no longer prompt you to enter the LEA Initials when running the query.

- Click Run Query to see the results of your changes.
- **Be sure to SAVE the changes made to the query.**