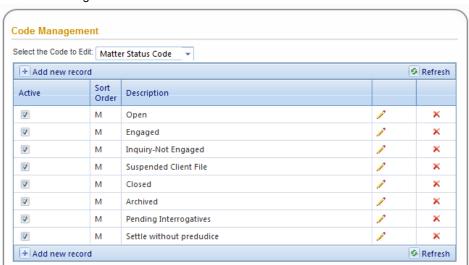
STATUS CODES

Print the existing codes.



These codes allow you to print reports based on the current status of a case. In addition, status codes allow you to organize client file.

You must retain the following codes.

Closed Closed status leaves file in system for reopening at a later date.

It includes closed file number and location of files in archives.

Open Active case file

Suspended Used for bad accounts

Inquiry Used for intake of information, (potential divorce) or to be sure you have logged

in information of a potential client regarding what was said. Record date and time of any phone conversations or correspondence regarding the matter. Provides a place to clearly state your position on whatever issue was raised by the potential client in clientNarrative.

Other status codes are optional. However, a status must be used when setting up a client file. It may be changed as required as the case progresses.