

## Minimum Keyword Requirements for CDR

<b>Keyword</b>	<b>Format</b>	<b>Maximum Length</b>	<b>Description</b>	<b>Example</b>
Case Number	Alphanumeric No OnBase mask characters may be saved (ex. -, 0, S)	40	The official CMS reference number for case	S1100CV2010901234
Doc StorageID	Alphanumeric	20	Uniquely identifies a document in a court as tracked by the CMS. This is not the OnBase document handle.	123456789
Restricted	Alphanumeric	1	Security level of document	Y or N
Sealed	Alphanumeric	1	Security level of document	Y or N

## Not Required for CDR but must Conform to Standard When Used for CDR

<b>Keyword</b>	<b>Format</b>	<b>Length</b>	<b>Description</b>	<b>Example</b>
Category	Alphanumeric	25	The classification of a case made by a court and tracked by the CMS	Criminal, CR, Crim Civil, CV, Civ Marriage, TR, Traffic
Event Code	Alphanumeric	20	A CMS code that is attached to the event that describes the general nature of the event and the associated document.	0123
Filing Date	Date	N/A	Date document was filed	01/23/2010
Received Date	Date	N/A	Date document was 'received stamped'	01/01/2010
Sequence	Numeric	9	Identifies the relative order of events that occurred on the same date	1 2 3 4
Party Names	Alphanumeric	251	To contain <u>full</u> party name; covers inconsistencies in use of First Name and Last Name keywords	Stewart Robert Bruner, Jr. or Honeywell International
Judge Name	Alphanumeric	251	Name of the judicial officer involved with the case	Justice Michael D. Ryan
DocTitle*	Alphanumeric	250		
DateType*	Alphanumeric	8		

Approved by COT's Technical Advisory Council, December 3, 2010

DocStampDate*	Calendar Date			
DocSubType*	Alphanumeric	8		

\*Specific to Court of Appeals cases and required for business continuity when documents must be retrieved from the central repository.

Additional keywords may be used for local purposes; standards above affect CDR documents only.