

ITEM 4.1.4 | DOCUMENT IDENTIFICATION NUMBER (DIN)

- The local clerk CMS shall assign and store a sequential document identification number or DIN for each docket entry on each case that contains a document. The document identification number will be unique only within each case. For example, each case will start with 1, 2, 3, etc., and increment by 1.
- The document identification number shall be stamped on each document and shall be displayed on each document/docket display screen in the local clerk CMS, the CAPS, and any other court record access systems.
- Each assigned DIN shall remain static for each case once assigned. If documents/dockets are inserted, then the sequence numbers will not necessarily align with the dates for the documents/docket. As long as they are unique within each case this is allowed.
- The DIN may be implemented on a “go-forward” basis if necessary; DINs are not required for historical documents/dockets.
- The DINs are only assigned and stored in the local clerk CMS. The DINs are not included in the interface between the Portal and the local clerk CMS and are not provided to the filer as part of the e-filing notification process, at this time.
- This requirement does not apply to legacy CMS applications that have a known end date.

