

Keyword Requirements for OnBase Systems

Keyword Name	Data Type	CMS Max Length	CDR Max Length	Description	Example
Case Number	Alphanumeric (No OnBase Mask)	25	40	The official CMS reference number for the case	S1100CV2010901234
Filing Date	Date	N/A	N/A	Date document was filed	01/23/2010
Event Code	Alphanumeric	8	20	A CMS code that is attached to the event that describes the general nature of the event and the associated document	1234
Sequence	Numeric	9	20	Identifies the relative order of events that occurred on the same date	1 2 3 4
Doc StorageID	Numeric	20	20	Uniquely identifies a document in a Court as tracked by the CMS. This is not the OnBase doc handle.	123456789
Sealed	Alphanumeric	1	1	Security level of document	Y or N only (Dataset recommended)
Restricted	Alphanumeric	1	1	Security level of document	Y or N only (Dataset recommended)

Not Required for CDR but Must Conform to Standard When Used

Keyword Name	Data Type	CMS Max Length	CDR Max Length	Description	Example
Category	Alphanumeric	20	25	The classification of a case made by a Court and tracked by the CMS	Criminal, CR, Crim, Civil, CV, Civ, Marriage, TR, Traffic
Received Date	Date	N/A	N/A	Date document was stamped with "received"	01/23/2010
Party Type	Alphanumeric	8	20	Person requesting the Court action	Defendant Respondent
Party Number	Alphanumeric	20	20	Party Number on case	1 2 3
Doc Title*	Alphanumeric		250		
Date Type*	Alphanumeric		8		
DocStampDate*	Date	N/A	N/A		

Keyword Name	Data Type	CMS Max Length	CDR Max Length	Description	Example
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.