
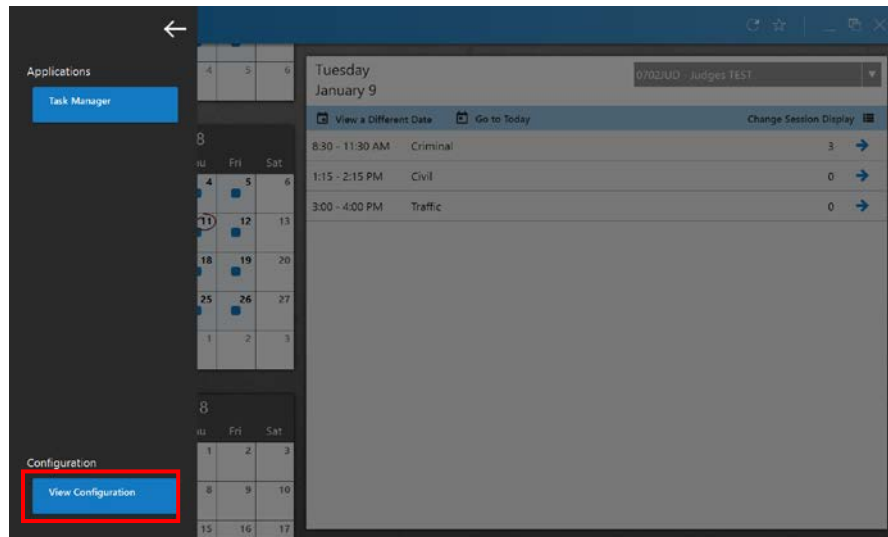
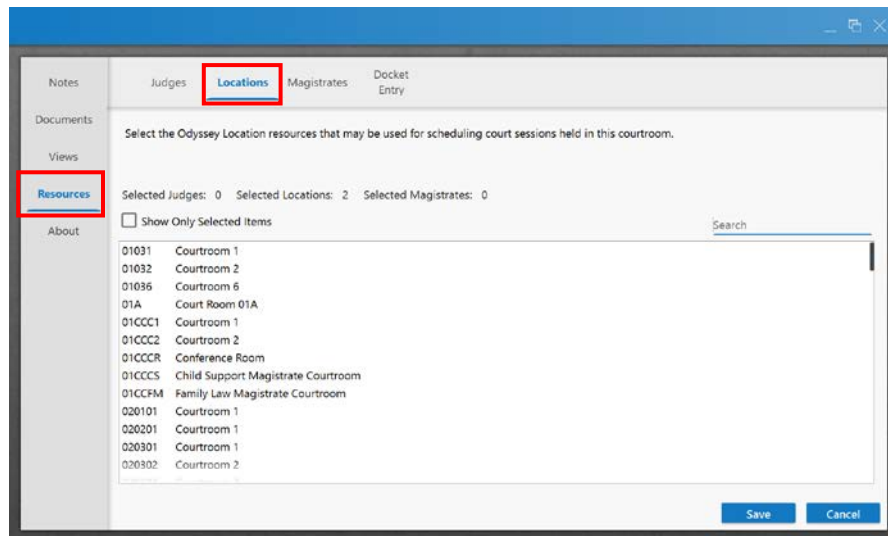


1. From the Home Screen of Judge Edition, click on the Fly-out Menu  in the top left corner and click on View Configuration located at the bottom of the menu.

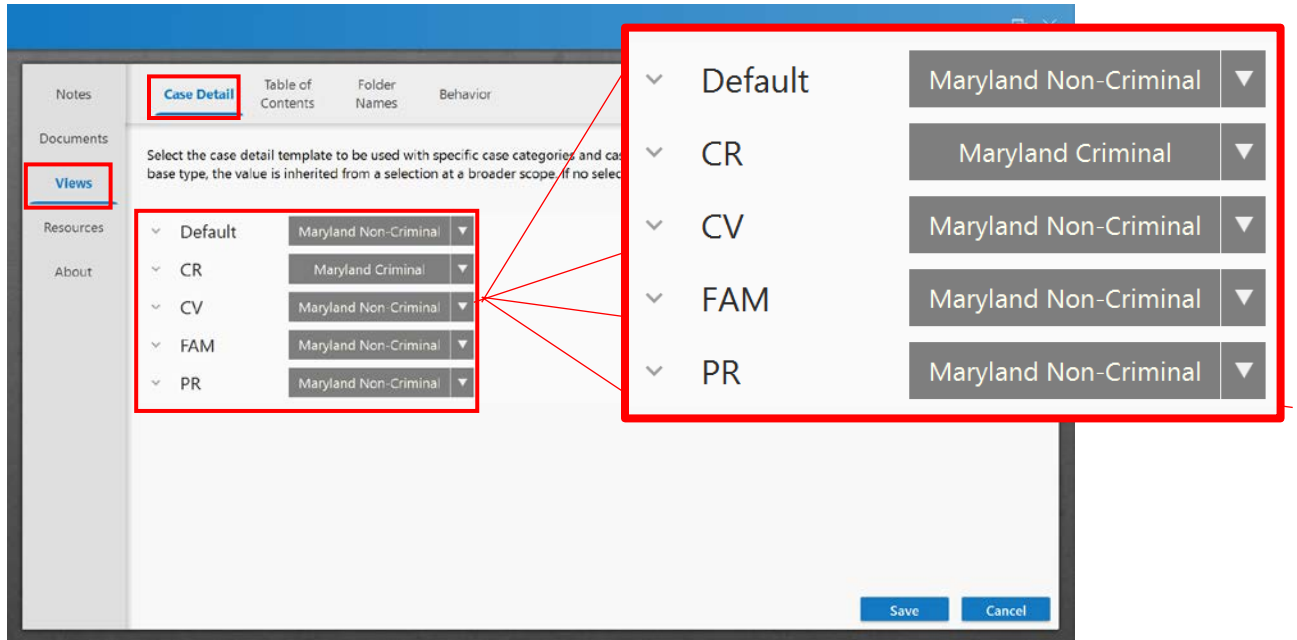


2. The next screen will take you into the Configuration View. From the toolbar on the left side, click on the Resources Tab. Click on Location to select your courtroom. If you cannot find your courtroom the codes are based on your district or circuit court numbers. For example:
  - a. **Annapolis District Courtroom 1 is 070101**
  - b. **Cecil Circuit Courtroom 1 is 07CCC1F2**

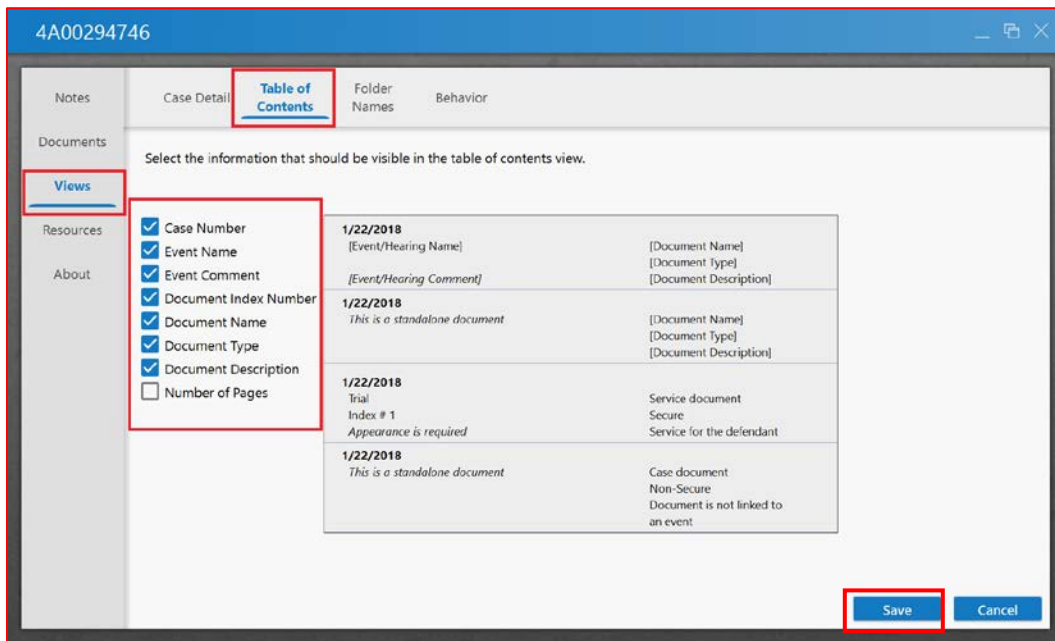
**NOTE:** For additional assistance, refer to the 'Appendix: Location/Courtroom Codes' (pages 3-4).



3. From the toolbar on the left side, click on Views. Next, from the toolbar at the top, click Case Details. Use the screenshot below and select the appropriate option for each drop-down.

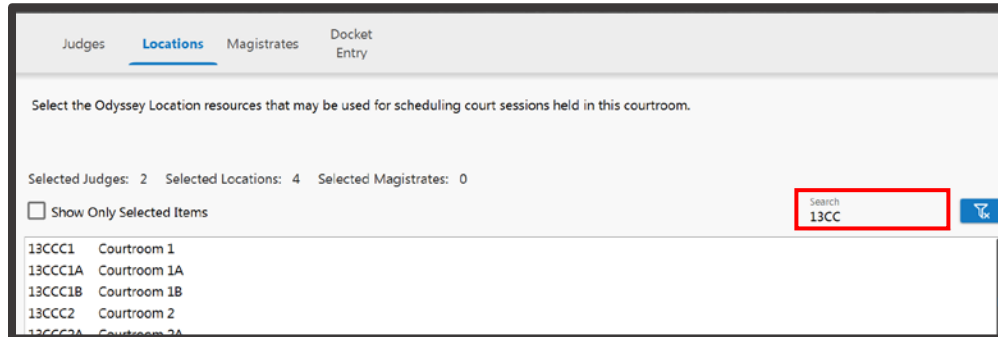


4. From the toolbar at the top, click the Table of Contents. Check all boxes and click Save.



## Appendix: Location/Courtroom Codes

When configuring Judge Edition in the courtroom, please refer to the lists below to help identify your location's 4-digit court code. The 4-digit code can be typed into the search field. Doing this will narrow the results and display all courtrooms within your location.



Anne Arundel Courts (MDEC Pilot)	
Location	Court Codes
<b>Annapolis District Court</b>	<b>0701</b> (Example: 070101)
<b>Glen Burnie District Court</b>	<b>0702</b> (Example: 070201)
<b>Annapolis Circuit Court</b>	<b>02CC</b> (Example: 02CC2A)

Upper Eastern Shore Courts		
Location	District Court Codes	Circuit Court Codes
<b>Caroline</b>	<b>0306</b> (Example: 030601)	<b>05CC</b> (Example: 05CCCR)
<b>Cecil</b>	<b>0302</b> (Example: 030201)	<b>07CC</b> (Example: 07CC1F2)
<b>Kent</b>	<b>0303</b> (Example: 030301)	<b>14CC</b> (Example: 14CCCR)
<b>Queen Anne's</b>	<b>0304</b> (Example: 030401)	<b>17CC</b> (Example: 17CCC1)
<b>Talbot</b>	<b>0305</b> (Example: 030501)	<b>20CC</b> (Example: 20CCC1)

Lower Eastern Shore Courts		
Location	District Court Codes	Circuit Court Codes
<b>Dorchester</b>	<b>0201</b> (Example: 020101)	<b>09CC</b> (Example: 09CCC1)
<b>Somerset</b>	<b>0202</b> (Example: 020201)	<b>19CC</b> (Example: 19CCC1)
<b>Wicomico</b>	<b>0203</b> (Example: 020301)	<b>22CC</b> (Example: 22CCC1)
<b>Worcester</b>	<b>0204</b> (Example: 020401) <b>0205</b> (Example: 020501)	<b>23CC</b> (Example: 23CCC1)

Southern Courts		
Location	District Court Codes	Circuit Court Codes
<b>Calvert</b>	<b>0401</b> (Example: 040101)	<b>04CC</b> (Example: 04CCC1)
<b>Charles</b>	<b>0402</b> (Example: 040201)	<b>08CC</b> (Example: 08CCCA)
<b>St. Mary's</b>	<b>0403</b> (Example: 040301)	<b>18CC</b> (Example: 18CCC1)

Western Courts		
Location	District Court Codes	Circuit Court Codes
<b>Frederick</b>	<b>1101</b> (Example: 110101)	<b>10CC</b> (Example: 10CCC1)
<b>Washington</b>	<b>1102</b> (Example: 110201)	<b>21CC</b> (Example: 21CCC1)
<b>Allegany</b>	<b>1201</b> (Example: 120101)	<b>01CC</b> (Example: 01CCC1)
<b>Garrett</b>	<b>1202</b> (Ex. 120201)	<b>11CC</b> (Example: 11CCCR)

North Central Courts		
Location	District Court Codes	Circuit Court Codes
<b>Harford</b>	<b>0901</b> (Example: 090101)	<b>12CC</b> (Example: 12CCC201)
<b>Carroll</b>	<b>1002</b> (Example: 102001)	<b>06CC</b> (Example: 06CCC1)
<b>Howard</b>	<b>1001</b> (Example: 100101)	<b>13CC</b> (Example: 13CCC1)