

Fee Setup for TnCIS/Tybera Full Integration

**State Court Clerk's Conference
Montgomery Bell State Park
September 14, 2022**

Full integration allows creation of a case directly from the filer in Tybera to your TnCIS database; adding parties, attorneys, receipting fees, etc. This requires some additional fee setup, as currently there is no capability to edit fee amounts within the process. This mainly affects service fees and documents and changing the way they are setup in TnCIS.

- A Fee Migrator was created that allows us to make these changes in much less time and also allows some standardization across courts for the attorneys filing across the state.
 - After the Tybera Training Database is completed we can then setup the fee changes
 - First Step: Purge Documents from Civil Filings and Purge Fees from Civil Documents within the Tybera Training database
 - We then Export a copy of the Rutherford County selected "new" fees and filings and Import that data to your Tybera Test database
 - Edit county specific information to match the county we are working in. For example: Service by Sheriff – Rutherford County Sheriff would be changed for your county changing descriptions, pay to, etc.
 - Once the above completed we then have the local clerk's office review and make any changes we need for that office to begin testing the full integration.
 - We would then contact Cassidy / Edgar to let them know that this office is completed and ready for training.
- Determine Go-Live for Full Integration
 - Once a court sets a date for go live we would then export the Tybera Training changes over to your live production database.
 - Work with the court for any changes needed or issues that arise once live with the full integration.

Once conference completes, we will begin reaching out to the clerk's offices to update those Tybera test databases that are already completed in several sites. During the next couple of weeks I will be training an additional resource to help in these setups as well. We hope to get all completed within the next 6 weeks.

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