

File Number Settings for Local Clerks

As local registrars you are provided with the option to set the file number settings associated with your local jurisdiction. File number settings can be established for your county and local (cities, village, or township) requirements.

Access File Number Settings

On the home page screen locate the **Administration** section and click on the **File Number Settings** link.

NOTE: You must have local file number administration rights for the File Number Settings link to appear.



View File Number Settings

On the **File Number Management** page; the filing number settings shown defaults to the current filing year.

Select the filing year in the dropdown to view the file number settings.

NOTE: You can only view and manage file numbers related to your jurisdiction.



Create New File Number Settings

On the File Number Management page:

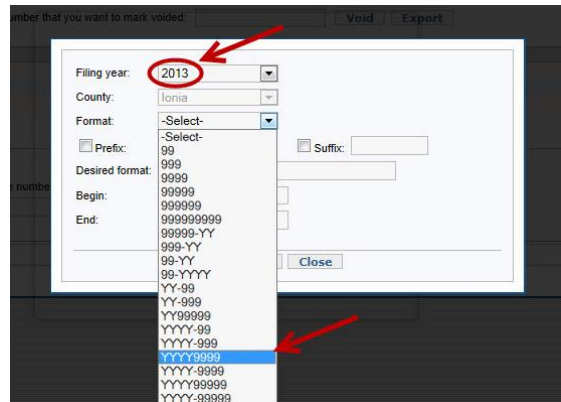
1. Click the **New** button. A pop-up window will appear.
2. Select the Filing year using the drop down.
3. Select a file number Format using the dropdown.
4. Check the box in front of Prefix and enter in a value (optional).
5. Check the box in front of Suffix and enter in a value (optional).
6. The Desired format will appear after the above fields are completed.
7. Enter a number in the Begin and End fields to create a range of file numbers used for that particular filing year.
8. Click the Save button.

NOTE: It is best to always enter 9's for the end file number to ensure that your office does not run out of available numbers for the year.

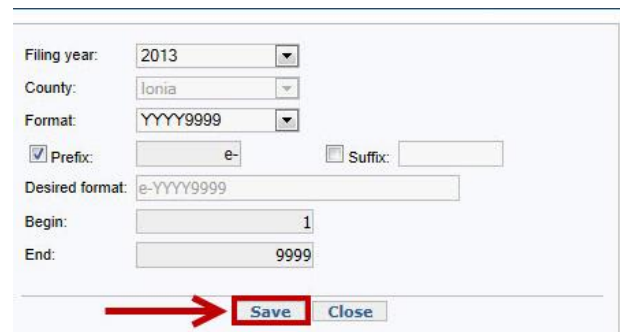
NOTE: Once a file number has been created for a filing year it cannot be easily changed. If your file number settings are set up incorrectly, **please do not file** any records until contacting Vital Records.



Not sure if a file number has previously been voided?
Filing year: File Number:



Number that you want to mark voided:
Filing year:
County:
Format:
 Prefix:
Desired format:
Begin:
End:



Filing year:
County:
Format:
 Prefix: Suffix:
Desired format:
Begin:
End:

File an Automatic File Number

Select the Automatic radio button:

1. The next available number is displayed.
2. If you would like to skip the next available number click the Skip button.
3. Click the File Case button.

NOTE: Once a file number has been skipped you can use that file number by entering it manually.

The screenshot shows the 'File Number Selection' interface. The 'Automatic' radio button is selected. The 'Skip' button is highlighted with a red box and an arrow. The 'File Case' button is also visible.

File Number Selection

I want to automatically select the next available file number

Filing Type: Death Year Filing Year Year: 2014 County: Eaton

Format: e-20149999 Next available number: e-20140001

I want to manually specify the file number

Filing Type: Death Year Filing Year Year: 2014 County: Eaton

Year

Specify the format and number:

Format: [-Select-] File Number:

Look Up Voided Numbers

On the File Number Management page:

1. Enter in the Filing year.
2. Enter in the File Number.
3. Click the **LookUp** button.
4. If the file number has been previously voided, it will appear on the list below along with the filing year, voided on date, and who voided it.
5. If the file number has not been voided, a blank list will appear, with a message stating that there are "No Records Found".

The screenshot shows the 'File Number Management' interface. The 'LookUp' button is highlighted with a red box and an arrow. The table below shows a list of voided file numbers.

File Number Management

Select the type of file number you would like to manage:

State County City

Filing Type: Death Year Filing Year

Year: 2014 County: Eaton Format: e-YYYY9999

Begin: 1 End: 9999 Next available number: 1

Enter the file number that you want to mark voided. e-

File Number	Filing year	Voided On	Voided By
e-20140001	2014	2014-02-20 11:51:21.0	Clienta1010

Not sure if a file number has previously been voided?

year: 2014 File Number: e-20140001

File Number	Filing year	Voided On	Voided By
e-20140001	2014	2014-02-20 11:51:21.0	Clienta1010