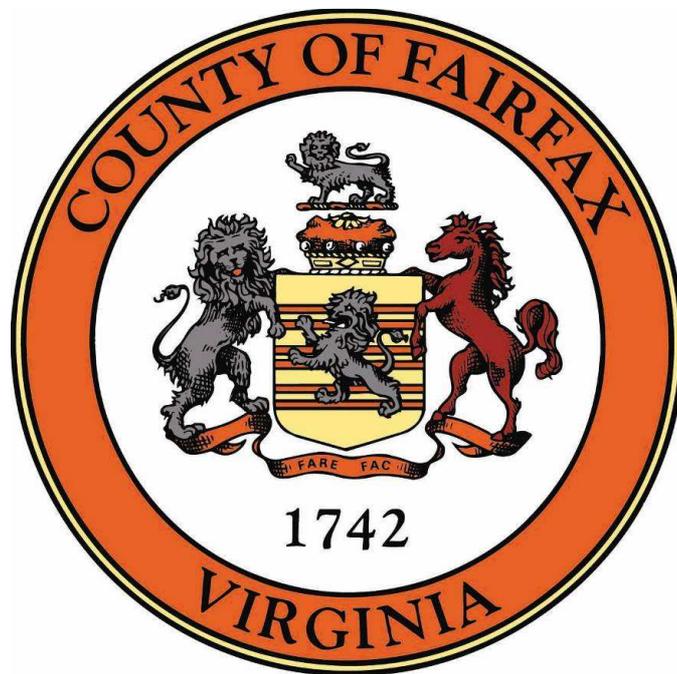


Fairfax Circuit Courts E-Filing Error Message Guide



E-Filing Error Message Guide

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Purpose

The purpose of this document is to provide explanations surrounding the reason why a particular error message would appear in E-Filing. The error messages and their accompanied explanations listed within this document are grouped by the part of the application on which it would be encountered. The error message is listed first in color followed by the explanation.

Cover Sheet

ACH is a required field

User must select a value in the ACH drop down.

Total Pages is a required field

User must enter the total number of document pages associated with the coversheet. The coversheet should not be included in the count.

GRANTOR required

User must enter a name and select grantor from the drop down list and then add the name.

GRANTEE required

User must enter a name and select Grantee from the drop down list and then add the name.

GRANTOR/FIRM required

User must enter a name, select grantor from the drop down list and select Firm check box and then add the name.

GRANTOR/INDIVIDUAL required

User must enter a name, select Grantor from the drop down list and then add the name.

GRANTOR/TRUSTEE required

User must enter a name, select Grantor from the drop down list and select Trustee check box and then add the name.

GRANTEE/FIRM required

User must enter a name, select Grantee from the drop down list and select Firm check box and then add the name.

GRANTEE/INDIVIDUAL required

User must enter a name, select Grantee from the drop down list and then add the name.

GRANTEE/TRUSTEE required

User must enter a name, select Grantee from the drop down list and select Trustee check box and then add the name.

Original Book is required

User must enter the Original Book number.

Original Page is required

User must enter the Original Page Number.

Consideration is required

User must enter a value for Consideration.

Consideration Percentage is required

User must enter Consideration Percentage.

AmountNotTaxed is required

User must enter an Amount Not Taxed.

Property Description is required

User must enter the description for the property.

Comments is required

User must enter comments.

DEM Number is required

User must enter the DEM Number.

TitleCompany is required

User must enter the title company.

TitleCase Description is required

User must enter the Title Case number.

TaxExemption is required

User must select a tax exemption.

TaxMapNumber is required

User must enter a tax map number.

Unable to calculate the fees for the document. Please contact the system administrator.

User must contact the EFS System administrator.

Business Request

Please Select Accept or Reject to save

User must select Accept or Reject an option before selecting Save.

Create ACH Account/Edit ACH Account

Account name is required

User must enter an Account Name.

Corporate Name is required

User must enter a Corporate Name.

First Name is required

User must enter a First Name.

Last Name is required

User must enter a Last Name.

Bank Account number is required

User must enter a Bank Account Number.

Bank Routing number is required

User must enter a Bank Routing Number.

Bank Routing must be 9 digits

Bank routing number entered must be numbers and 9 Digits.

Street Address is required

User must enter a Street Address.

City is required

User must enter city information.

Zip is required

User must enter a Zipcode value.

Please select a state

User must select a State from the drop down.

Bank Name is required

User must enter a Bank Name.

Please specify the Account Type

User must select an Account Type.

Create Corporate Account/Edit Corporate Account

Corporation Name is a required field

User must enter a corporation name.

Inbox

Please select at least one item to move

User must check one item before selecting the Move button.

Please select a batch or coversheet from the list to move the files to

User must select a batch name or a coversheet name from the drop down list before selecting the Move button.

Please select at least one item to send

User must check one item before selecting the Send button.

Please select from the dropdown whom to send to

User must select the company name from the drop down list before selecting the Send button.

You are the Originator for the following Files. Please unselect them and try again.

If the user selects a list of files that he created and selects Originator from the send to drop down, the above message will be displayed with the list of files that he created. Originator is the one who created the files, so the user cannot send the files to the same person. The Originator option is available in the drop down for rejecting the files and sending back to the person who sent them to a company for processing.

Instrument Type Rules

Please select the Instrument type to see the rules

User must select a Instrument Type from the drop down list before selecting the Get Rules Button.

Select the Instrument Type to apply the rules

User must select a Instrument Type from the drop down list before selecting the Save Button so that the rules will be saved for the selected Instrument Type.

Please Select at least one rule

User must select atleast one rule before selecting the Save button, and if the User is not interested in updating any rules, please select Cancel.

Login

Your account has been disabled. See your Corporate Administrator for more information.

When the user enters invalid credentials and tries to login into the system, after three attempts the account will be disabled. The User must contact the company's Corporate Administrator to enable the account, if the user is a corporate administrator they can request other Corporate Admins in the company. If the user is the corporate administrator and there are no other corporate admins in the company, please contact the county administrator to enable the account.

Maximum number of attempts exceeded. Your account has been disabled. See your Corporate Administrator for more information.

When the user enters invalid credentials and tries to login into the system, after three attempts the account will be disabled. The User must contact the companies Corporate Administrator to enable the account, if the user is a corporate administrator they can request other Corporate Admins in the company. If the user is the corporate administrator and there are no other corporate admins in the company, Please contact the county administrator to enable the account.

Invalid Username or Password

The User name and Password combination entered by the user is invalid. Please check the user name and correct the password, if you forgot your password, contact the company administrator to reset the password.

User name is a required field

User name must be entered before Login button is selected.

Password is a required field

Password must be entered before Login button is selected.

Token Number is a required field

Token number must be entered before Login button is selected.

Failed OTP

Verisign token number entered by the user is invalid, please check the token number and enter it again. The problem may be that the number has changed since you entered it last (it changes every minute or so).

Manage Batch

Batch Name is a required field

User must enter a name for the batch before selecting the Save button.

Please select at least one item to delete

User must select a check box next to the batch name before selecting the Remove button.

Please select at least one batch to send

User must select a check box next to the batch name before selecting the Send button.

Please select from the dropdown whom to send to

User must select a name from the drop down list next to the Send button before selecting the Send button.

User cannot remove batches Efiled with the County. If multiple batches exist, unselect Efiled batches and try again.

To delete a batch, the user must select a batch that is not Electronically filed to the county.

User can only recall batches Efiled with the County. If multiple batches exist, unselect batches that are not Efiled and try again.

To recall a batch, the user must select a batch that has been Electronically filed to the county.

Please select at least one item to Recall.

User must select a batch that has been Electronically filed to the county.

The following batches are being processed by the County and are not available for recall.

The batches listed below this error message is being processed by the county. Recall is not available for the listed batches.

Manage [Batch Name] batch

Please select at least one item to Remove

User must select a check box next to the batch name before selecting the Remove button.

Please select at least one item to send

User must select a check box next to the name before selecting the Send button.

Please select from the dropdown whom to send to

User must select a name from the drop down list next to the Send button before selecting the Send To button.

Only Coversheet sets in the batch will be processed, Please move or remove the images that are not associated to the coversheets.

When the user selects Fairfax County from the drop down and selects Send To button, the batch is sent for processing and at that time all the image files should be associated to a coversheet. If the batch has some images that are not associated to the coversheet and still exist in the batch, the user must move them to a coversheet. If the images are not related to a coversheet in the batch, then they should be removed from the batch before sending the batch to the county for processing.

Coversheet will not move to another Coversheet

If user selects a coversheet from the list of files in a batch and selects a coversheet from the drop down list next to the Move To button the user will get the above message. A User can only move images to a coversheet.

Please select at least one item to move

User must select a check box next to the batch name before selecting the Remove button.

Please select a batch or coversheet from the list to move the files to

User must select a name from the drop down list next to the Move To button before selecting the Move To button.

Please save the following coversheets

Users can save coversheets as drafts, though doing so does not cause validation to take place. When the user decides to send the files to the county using the coversheets previously saved as drafts, the above message will be displayed. The user then must go to the coversheets listed and save each one of them before sending the batch to the county for processing.

You have selected Related Documents. Please Select the same ACH Accounts for all the coversheets.

Because the ACH information must be the same for all coversheets in a batch, the above message will be displayed if this criteria is not met. The User then must go to all the coversheets in the batch and change the ACH information to cause it to all be the same.

Please attach atleast one image to the following coversheets

User must attach atleast one image to each of the coversheets in the batch before sending the batch to the county for processing.

Please make sure that you have attached [n] images to the [xyz] coversheet

The number of images attached to a coversheet must equal the number of images the user specified as the total pages for the coversheet. For example user enters 10 in total pages in coversheet Deed and attaches 9 tiff files, then when the user sends the batch to the county user will get an error saying "Please make sure that you have attached 10 images to the Deed coversheet." . User must go back to the batch and move 1 more tiff file to the coversheet.

You are the Originator for the following Files. Please unselect them and try again.

If the user selects a list of files that he/she created and selects Originator from the send to drop down, the above message will be displayed with the list of created files. The Originator is the one who created the files, so the user cannot send the files to the same person. The Originator option is available in the drop down for rejecting the files and sending back to the person who sent them to a company for processing.

Manage Coversheet

Please select at least one item to Remove

User must select a check box next to the batch name before selecting the Remove button.

My Profile

Passwords do not match

This message is given when the values entered in the password text field and retype password text field are not the same.

Password does not meet strong password requirements

Passwords must meet the following conditions: must contain a Minimum of 6 characters with at least one numeric or special character and an upper case letter.

Please select an item from the Companies list to allow access

User must select a company from all companies list and then select the >> button.

Please select an item from the existing list to remove

User must select a company from the existing companies and then select the << button.

Registration

Incorrect password

User must enter the correct password. This password is the users current password not the new password.

Password is required to register

User must fill all the password fields.

Verisign serial number is required to register

User must enter the serial number that can be found on the back of the verisign VIP token.

Verisign token1 is required to register

User must enter the numbers displayed on the display screen of the verisign VIP token.

Verisign token2 is required to register

User must wait for the next number to appear on the display screen of the verisign VIP token and then enter the new number.

New password and the Retyped password do not match

User must make sure that the values entered in the new password field and the retype password field match.

New password does not meet strong password requirements

Passwords must meet the following conditions: must contain a Minimum of 6 characters with at least one numeric or special character and a upper case letter.

Create User Account/Edit User Account

User name is a required field

User must complete the user name field.

First name is a required field

User must complete the first name field.

Last name is a required field

User must complete the last name field.

Password is a required field

User must complete the password field.

Passwords do not match

User must make sure that the values entered in the new password field and the retype password field matches.

Password does not meet strong password requirements

Passwords must meet the following conditions: must contain a Minimum of 6 characters with at least one numeric or special character and a upper case letter.

Please select at least one role

User must select at least one of the roles from the list of roles provided.

Visual Scan

Please Accept or Reject the Document

User must select either Accept or Reject.

Please add a Reason for Rejection or Enter Rejection Comments

When the user selects Reject, a selection must be made from the drop down list entitled "Reason for Rejection", or a Rejection Comment must be entered.