Party List

This button opens a form that allows the user to look up a party. The name to look up is entered in the lower left box on this form, last name first with no punctuation. In order to edit the information for a particular party the user should click on that party then click on the Add/Edit button. Alternatively the user may double click on the Party name. Either of these methods will open a form that displays the information for that party and will allow the user to change it.

In the lower right corner is a button labeled Copy Curr Party. If you click on this the program will make a copy of the current Party record. This can be useful if you are creating party records where much of the information is the same. For example if you created a joint record for a husband and wife you could then click Copy Curr Party and change the Type of Entity to Individual and remove the wife's name. Then click on Copy Curr Party again and change the husband's name to the wife's name. At this point you would have three separate Party records for the joint husband and wife, the husband and the wife and they would all have the same address and other information that you originally entered on the joint record when you started.

In Wayne County you can look up a name in the Assessment system by entering it at the bottom of the Party Form in the box labeled Assessor Lookup. This will open a form that displays all of the matching Clients in the Assessment system. If you click on one of the names from this assessment list then click on the Select button the program will create a new Party record in the Tax Claim system by copying the information from the selected client. If you click the Close button or the X in the upper right corner of the Client Selection form then the form will close and no Party record will be created.