

NCIS system notification

Western Australian local case numbers format change

April 2020

A format change has been applied to the local case numbers for all Western Australian cases within the NCIS and the local court system.

System notification			
Title	Western Australian (WA) local case numbers format change		
Description	<p>The format of the local case number (LCN) used by the Coroner’s Court of Western Australia has changed and the references on the NCIS for this variable have been updated accordingly.</p> <p>LCNs are the unique to each death and are allocated by the Coroners Courts when the death is reported to the Coroner.</p> <p>The LCN differs to the NCIS number assigned to a case.</p> <p>NCIS numbers are a unique number allocated to cases when first added to the national collection.</p>		
Go live date	22 April 2020		
Why did we make the change?	<p>In February 2020, the Coroner’s Court of Western Australia transitioned to a new case management system.</p> <p>This case management system includes a new format for LCNs, which has been retrospectively applied to all cases reported to the Coroner’s Court of Western Australia.</p> <p>The LCNs for WA cases within the NCIS have been updated to comply with the new format. This ensures that the LCNs within the NCIS are compatible with those in the WA case management system.</p>		
Change result			
		LCN Format	Example
	Previous number	<i>cccc/yyyy</i>	0123/2020
	New number	<i>cccc/yyyy/lll</i>	123/2020/PER
<i>(c = sequence number, y = year of death, l = court location)</i>			

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What does this mean for NCIS users?

If users have WA data in stored outputs, it is recommended all LCNs be updated to ensure continued compatibility.

This can be done in two ways:

- 1) Open a case on the NCIS using the NCIS number (which has not changed) and update the stored local case number as shown on the case.
- 2) Log into the NCIS and use the WA local case number mapping spreadsheet available from the Help menu. Locate and update all relevant case numbers in the stored data.

The NCIS Unit does not recommend any other method of updating the LCNs for WA cases.