

Court Location

What it does:

Allows you to add all your courtrooms so you can put judicial officers in specific court locations on the docket.

Adding the table entry

Menu | Tables | Generic Validation Tables |

Court Location
Entry details

This is a new entry.
Code(court location) can be 1-4 characters.

Code:*

Short description:*

Long description:*

Active:* Yes No

Notes:

- **Code** – Choose a code. It can be 1-4 characters.
- **Short description** – The short description can be up to 15 characters
- **Long description** – The long description is what the users see, it can be up to 50 characters long.

Click the **Update** button to save your work.

Code	Short description	Long description
Add a new entry		
A	Ctrm A	Courtroom A
B	Ctrm B	Courtroom B
HRGR	Hrg Rm	Hearing Room

Tables | Courts

You can set the normal location for each judicial officer. If the officer has normal staff, such as clerk or reporter, bailiff, etc. you can add that as well.

Courts

Judge Donna Davenport's Courtroom

Court: DD

Short description:*

Long description:*

Official court:

Location:

Staffing:

Monday AM: PM:

Authority

There is a new authority table that will need to be set for those that can change location and staffing.

From	Description	Add	Update	Delete	Di
Authority	Courts database file - location and staffing If given update access to this, the user will be able to update the location and staffing fields of the courts database file even if they aren't authorized to update anything else on that file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

List Court Docket

The docket, if the court is on –Select – will list all judicial officers and their locations.

If you click on the Location, you will be taken into the Court screen so you can change Location or staffing.

List Court Docket

Filter: Court: <input type="text" value="-- Select --"/>	Date:* <input type="text" value="8/24/2022"/>	<input checked="" type="checkbox"/> AM <input checked="" type="checkbox"/> PM <input type="text" value="Start time"/> <input type="text" value="End time"/>
<input type="checkbox"/> Detained only <input type="checkbox"/> Added today only	<input type="checkbox"/> Include disposed	<input type="checkbox"/> In session only
Display: <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Names and cases only	<input type="checkbox"/> Separate by case type	<input type="checkbox"/> Details <input type="checkbox"/> Notes
Print: <input type="checkbox"/> Case barcode <input type="checkbox"/> Blank lines		

Court	Total Events	Closed Events	Open Events	Open Cases	Location	Staffing
Judge Donna Davenport's Courtroom	1	0	1	1	Courtroom A	