Print Pending Notices

Report Description:

This report will cause pending notices to be sent to the designated parties via email or U.S. Mail. It will provide you with an information list about documents that were sent via email. It will provide an address cover sheet and a copy of the document to be mailed so it can be printed and stuffed into window envelopes to be sent to the post office. It will update the document detail screen to indicate the date notice was sent, how it was sent, and the address where it was sent.

Running the Report:

This report does not require any input, simply click Submit.

Print Pending Notices
Enter report criteria and press "Submit"

This report does not require any additional input. Press "Submit" to submit the report for execution.

This can be set up as a scheduled job.

Edit Scheduled Job
Print Pending Notices - IV-D

Job name: PENDINGIVD
Frequency:* DAY - Daily
Report name:* IVD - Print Pending Notices - IV-D
Run date offset:* 0
Run date range:* N - No date range
Run time: 11:59:00 AM

The Report:

The Report will produce two reports. One is a log of the email notifications sent. The other is the documents that must be served by U.S. Mail.

Log of Notice Sent by Email
9/5/2018 11:59:05 AM

Emailed the following document(s) to Harold Amstutz at harold@amstutzlawoffice.comcastbiz.net:

- 9/5/2018 9:06:11 AM - ORDER ON MOTION FOR PERMISSION TO TRAVEL (Approved - 9/5/2018)
  - ◦ ▓▓▓▓▓▓▓N (39694; Case: 1; 79D03-1806-JC-000166)

Emailed the following document(s) to Harold Amstutz at harold@amstutzlawoffice.comcastbiz.net:

- 9/5/2018 9:20:11 AM - ORDER (Approved - 9/5/2018)
  - ◦ ▓▓▓▓▓▓CE (37117; Case: 3; 79D03-1807-JT-000110)

STATE OF INDIANA	)	IN THE TIPPECANOE SUPERIOR COURT
	) SS:	
COUNTY OF TIPPECANOE	)	

IN TIPPECANOE SUPERIOR COURT 3

CAUSE NO: 79D03-1003-JP-000079

DATE: September 5, 2018

▓▓▓▓▓▓▓

13250 S. Riverdale Ave.
Chicago, IL 60827

OF: ▓▓▓▓▓

▓▓▓▓▓

You are hereby noticed of the following:

▓▓▓▓▓ R)

ORDER ON MOTION TO WITHDRAW APPEARANCE

State of Indiana, by Deputy Prosecutor, Cynthia S. Cook, files Motion to Withdraw Appearance.

Court, being duly advised, grants said motion and hereby withdraws the Appearance of State of Indiana.
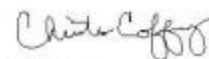
So ORDERED this 5th day of September, 2018.

_____
MATTHEW BOULAC, IV-D COMMISSIONER

sh

CLERK'S CERTIFICATE OF NOTICE OF ORDERS OR JUDGMENTS

Pursuant to TR 72(D), I hereby certify that a true and accurate copy of the foregoing Order or Judgment has been duly served upon the following interested parties, who are not in default for failure to appear, and all counsel of record by depositing same in the United States mail in envelopes properly addressed and with sufficient first class postage affixed or by email or facsimile if service is so accepted, on the date this order was approved or the next business day:

▓▓▓▓▓ her Drive, Lafayette, IN 47909
Stick Lane, Battle Ground, IN 47920
▓pport@tippecanoe.in.gov

_____
Christa Coffey
Juvenile Court Clerk

Where the data comes from:

The Certificate of Service, if programmed correctly, can automatically update the Notices section on a Document Detail screen. The notices section can be manually selected but it won't send via email this way.

Any document with a "pending" status is waiting to be sent out via email or U.S. Mail.

Once the report runs, the notices section will be updated to show service has been sent.

The Report can be set up to run for a specific court as defined in the report settings as "court." It looks at the assigned/home court on the case detail to determine which court a document is from. For example if one group wants to run the orders from the dependency court and another group will be responsible for the delinquency orders, you could set up two reports. One for each court. If you are defining the court, you may want to define the agency as well or it will print every document created for that court.

The Report can be based on Agency as defined in the report settings as "agency." For example if DCS wants to run this report for their documents you can set it up a report with the agency=DCS then the report will print any document that was added by that agency. You could have another report for agency=PROB, so the probation reports wouldn't be mixed in with the DCS reports.

You can even set up the report so it will be by agency/division/unit as defined in the report settings as "matchUserInfo." This way it will only print the documents that were created by the same agency/division/unit as the person running the report. This works great for statewide systems.

The setting "includeLists" setting determines if you are including (Y) or excluding (N) the agency or court you have defined.

The "oneDocumentPerEmail" setting determines if an attorney for example gets one great big email with all orders for his clients sent out that day (N) or if he gets one email per order (Y).

Report Settings:

class=equest.app.reports.CreateBatchNotices

# Maximum documents to include in each output file
maxDocs=100

# Delete a notice if no address exists for the person
deleteWhenNoAddress=yes

report.notify.userid.1=cmbres
report.notify.userid.2=phickman
report.notify.userid.3=smyers
report.notify.userid.4=kt.gkmsi@gmail.com
report.notify.userid.4.method=email

includeLists=Yes

IncludeList=Yes will include the courts and agencies listed.

IncludeLists=No will exclude them.

# Notices from courts to include/exclude in output - based upon cases tied to document.
court.1=IVD

# Notices from agencies to include/exclude in output - based upon who added the document.
# agency.1=CRT
agency.1=TSC3

I've changed the code to override the agency to whoever approved the document if there is an approval. **

Should selected records match user's agency/division/unit?
matchUserInfo=No

# If emailing notice to a person, should it be limited to 1 document per email?
oneDocumentPerEmail=Y

** This was necessary because if you are excluding Agencies, such as DCS, Probation, Attorney documents from the Clerk Print Pending Notices report, sometimes those agencies will create Motions with Orders on the same form that is sent to the Judge for electronic approval. Those would be excluded, but since they are Order the Clerk should mail them out.   G&W changed the code so if a document gets "approved" then the "agency" would be changed to the court rather than DCS for example.