

To Create Batch Subpoenas

Click the **Edit** link on the Appearances section in the Event Detail screen.

Event Detail

Updates completed successfully

Event date/time:* Friday Choice:

Event type:*

Scheduling agency: McNairy County Youth Services

Court:

Estimated length:*

Location:

Disposition:

Disposition date/time:

Actual start date/time: Actual end date/time:

Event attributes: **Interpreter Required**

Notes:


Event names/cases				Add
Laura Elizabeth Ingalls (1252; Case: 6; Child; 55JC1-2017-CS-1)	Person detail Contacts	Case CCS Cover Sheet Deadlines	History	Documents

Appearances	Edit
None	

Relatives with outstanding warrants
None

Future events for people and relatives
None

Documents/docket entries	Add docket entry Add document
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This will bring up the **Edit Appearance Requests** screen:

Select everyone who should receive a subpoena.

Edit Appearance Requests

Select names to subpoena/notice them of the event
or to flag them as having appeared at the event
Contempt on 3/25/2022 at 9:00 AM in Judge Van D. McMahan's Courtroom



Subpoena/ Notice	Appeared	Name and role	Check in date	Print status	Service date	Service disposition
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Caroline Ingalls - Mother of Laura Elizabeth Ingalls (Legal Custody) HOME 1505 Browning Brand Road Hartsville, TN 37074				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Charles Ingalls - Father of Laura Elizabeth Ingalls (Non- custodial Parent) HOME 112 Neals Lane Gallatin, TN 37066				
<input type="checkbox"/>	<input type="checkbox"/>	Laura Elizabeth Ingalls - Event name HOME 112 Neals Lane Gallatin, TN 37066				
<input type="checkbox"/>	<input type="checkbox"/>	Mary Ingalls - Sister of Laura Elizabeth Ingalls HOME 112 Neals Lane Gallatin, TN 37066				

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

The Appearances section on that **Event Detail** screen now shows that there are pending subpoenas.

Appearances

Caroline Ingalls (Provided by Sheriff - Pending; Event still open)

Charles Ingalls (Provided by Sheriff - Pending; Event still open)

To print pending subpoenas:

Menu | Miscellaneous | Reporting | Reports

Select the Print Pending Subpoenas report.

Click the **Submit** button to submit the report.

You will receive the report in your Quest Messages.

Delete	Message	Status
	Add a new message	
<input type="checkbox"/>	Output Batch subpoenas part 1 is ready for viewing. --> Added by Karlene Thompson on 3/22/2022 3:11:30 PM	--Select--
<input type="checkbox"/>	Job successful - BATCHSUBPOENAS Start: 3/22/2022 3:11:30 PM; End: 3/22/2022 3:11:30 PM; Return code: 0. --> Added by Karlene Thompson on 3/22/2022 3:11:30 PM	--Select--

Click on the bold **Batch Subpoenas Part 1**, and it will bring up a .pdf document. This document will contain all subpoena's that were pending. You can print the document.

IN THE JUVENILE COURT OF MCNAIRY COUNTY, TENNESSEE

IN THE MATTER OF:

Laura Elizabeth Ingalls - DOB 7/5/2004

A child under 18 years of age
(at the time of the offense)

Case No. 55JC1-2017-CS-1

SUBPOENA

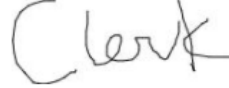
TO ANY LAWFUL OFFICER:

You are commanded to serve this subpoena on:

Caroline Ingalls
1505 Browning Brand Road
Hartsville, TN 37074

commanding them to appear before the 300 Industrial Park Dr, Selmer, TN 38375 for **Contempt on 3/25/2022 at 9:00 AM** to testify on behalf of the State in this matter and to bring self and anything related to above case and he is in no wise to omit.

This 22nd day of March, 2022.



Clerk of the Juvenile Court

OFFICER'S RETURN

Came to hand this _____ day of _____, 20____; petition delivered and service of summons issued on:

This _____ day of _____, 20____

Serving Officer



ADA
for assistance call
731-645-1030

The Appearances section has been updated to show they were printed, and the actual Subpoena document appears on the **Event Detail** screen.

Appearances

Caroline Ingalls (Provided by Sheriff - Printed; Event still open)

Charles Ingalls (Provided by Sheriff - Printed; Event still open)

Documents/docket entries

(View) 3/22/2022 3:11:30 PM - SUBPOENA

(View) 3/22/2022 3:11:30 PM - SUBPOENA

Service Disposition:

Once the Summons is returned by the Sherriff, either served or not, In the Appearances section, click on the person you wish to update the service status.

Appearances
Caroline Ingalls (Provided by Sheriff - Printed; Event still open)
Charles Ingalls (Provided by Sheriff - Printed; Event still open)

Service Detail

Service to Caroline Ingalls for Contempt on 3/25/2022 at 9:00 AM in Judge Van D. McMahan's Courtroom

Print status: Printed 3/22/2022

Service type:*

Service disposition: Date:

Notes:




- **Service type:** Select the appropriate type of service.
- **Service disposition:** Select the appropriate choice. Served, not served, etc.
- **Date:** Enter the date of the service disposition.
- **Notes:** If you wish to make notes about the service disposition.

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

This service section also appears on the Court Docket.
 The Court can clearly see that Caroline was served and Charles was not.

List Court Docket

Filter: Court: <input type="text" value="JUDG - Judge Van D. McMahan's Courtroom"/>	Date:* <input type="text" value="3/25/2022"/>	<input checked="" type="checkbox"/> AM <input checked="" type="checkbox"/> PM <input type="text" value="Start 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 type="checkbox"/> Names and cases only	<input type="checkbox"/> Separate by case type	<input checked="" type="checkbox"/> Details <input checked="" type="checkbox"/> Notes
Print: <input type="checkbox"/> Case barcode <input type="checkbox"/> Blank lines		

Hearing	Name	Case	Statute	Case assignments
1. 9:00A (1 mins) Contempt	 INGALLS, LAURA ELIZABETH (1252/6-CH) DOB: 7/5/2004 Age: 17	55JC1-2017-CS-1 Child Support Referred by: Child Support		M - Caroline Ingalls F - Charles Ingalls
Appearance	Caroline Ingalls (Provided by Sheriff - Served; Event still open) 			
Appearance	Charles Ingalls (Provided by Sheriff - Failed to successfully serve; Event still open) 			
Document	(View) 3/22/2022 3:11:30 PM - SUBPOENA			
Document	(View) 3/22/2022 3:11:30 PM - SUBPOENA			
Totals for the listed events:				
Hearings: 1	People: 1	Remaining Time: 1		

This Print Pending Subpoenas report can be set up as a schedule job, which means it can run every day at a specific time and send the report to whoever you want to receive it.

The Report can be configured so certain courts go to certain people.

Quest can be configured so you can specify the number of days prior to a scheduled event that the requested subpoenas should print. For example, 30 days. Every day the report will print the subpoenas for events out 30 days.

You also can manually print subpoenas without going through this batch process if you need to print one quickly. On the **Event Detail** screen, you can add a document called Subpoena and just produce one document.