Docket Codes

What it does:

Allows you to add the different types of docket codes your county may need. Docket codes can be programmed to go in the order book or to show the file stamped date. You can attach documents to the docket code. You can search the system for specific docket codes. You cannot send notice for docket codes through print pending notices nor can you use any of the template functions to update the system. This is best used to record actions, such as Mailed Petition via Certified Mail or Sent Warrant to Sheriff's office, but it can be used for anything.

Adding the table entry

Menu | Tables | Generic Validation Tables |

- **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.

- **Order book (Y/N)** – if Y, then this type of docket entry should be placed in the order book. This should be yes if the docket entry is an order.

- **Notice (Y/N)** – If Y, then this type of docket entry will cause the parties to receive a notice after entry.

- **Color** – Can be any valid HTML color code setting.

- **Show Filed (Y/N)** – If Y, then this type of docket entry will display the file stamp date when requested.

- **Notes** – Whatever is typed in the notes section will appear as the body of the docket entry.

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

Document date/time: 12/26/2018 6:00:57 am   Stamped: 12/26/2018 6:00:59 am

Docket code:* List codes containing: agal

AGAL - Acceptance of Appointment as Guardian ad Litem ▾

Acceptance of Appointment as Guardian ad Litem

☐ Send notice   ☐ Place in order book

Order book: _____   Page: _____

Entry for:* **Greg Brady**

Case(s):* ☑ Greg Brady: Case 1 - Child - Custody (Active; Case Filed)

Notes: Acceptance of Appointment as Guardian ad Litem
filed by Lisa Sinclair.

Attachment to upload (TIFF or PDF): Choose File No file chosen

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- Documents/docket entries   View CCS   Top   **Add docket entry   Add document**

🖉 12/26/2018 6:00:57 AM - Acceptance of Appointment as Guardian ad Litem

Chronological Case Summary
Case number: Unassigned

☑ Descending date sequence ☐ Active assignments only ☐ Future hearings ☐ Judicial view

⊕ Submit

Case summary
Custody
Cause Number: Unassigned
12/26/2018   Case Filed

File# 19   Bra   reg(Case 1) - Child from 12/26/2018 thru present

12/26/2018 6:00:57 AM - Filed 12/26/2018 6:00:59 AM - Acceptance of Appointment as Guardian ad Litem   View
Acceptance of Appointment as Guardian ad Litem filed by Lisa Sinclair.

Show Filed=y