CREATE DOCUMENT PACKET

If you need to send a number of documents to a new attorney, DCS, or to another county, you can create a document packet.

Watch Video

Find the case

Find the case with the documents you wish to send.

Look at the documents and see if there is a date range you wish to send or all documents.

Any document you see will be sent so if there are some you do not wish to send, such as a confidential document, you may want to set up a new user in Quest that can't view confidential documents for example and run the report under their name.

Copy the case number. You will need to paste it into the report.

Remember that you can certify these orders before they are sent if necessary.

Run the Report

Menu | Miscellaneous | Reporting | Reports| Create Document Packet

- **File number**: if you put in a file number, documents from all cases will be sent.
- **Case number**: paste your case number here. You can type in the short or long version of the case number.
- **Password**: if you want the person information to also be sent (helpful for another county) you can put in your password. This will include the Person Detail screen, history screen, chronological case summary screens so they can be sent too.
- **Documents from date**: you can put in a beginning date for the documents that should be included.

- **Documents to date**: you can put in an ending date for the documents that should be included.

The packet will be sent to your messages.

If you click on the **Create document packet** link you can see what documents will be sent.

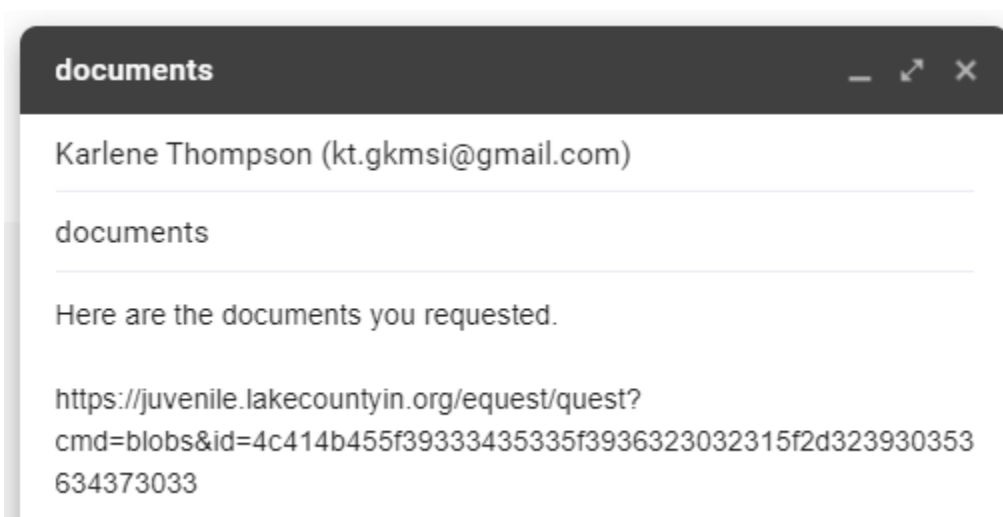If you wish to email this packet you can click the **here** link to copy the shareable link to your email.

Messages
Karlene Thompson

Delete	Message	Status
	Add a new message	
☐	Output **Create document packet** is ready for viewing. If you want to email the report to a person, click **here** to copy a shareable link to your clipboard so you can paste it into an email. This link will only be active until your output is deleted. --> Added by Karlene Thompson on 9/6/2021 10:24:42 AM	--Select--
☐	Job successful - DOCUMENTPACKET Start: 9/6/2021 10:24:38 AM; End: 9/6/2021 10:24:42 AM; Return code: 0. --> Added by Karlene Thompson on 9/6/2021 10:24:42 AM	--Select--

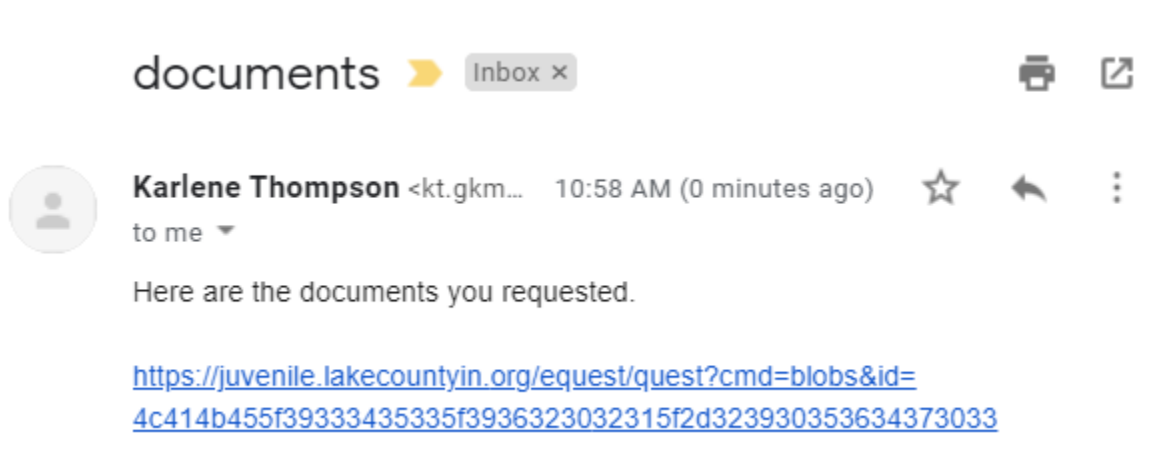# Email the packet

Open your email software and paste the link into it.

Make sure you include a message about what this link is. Then send your email.

documents   — ↗ ✕

Karlene Thompson (kt.gkmsi@gmail.com)

documents

Here are the documents you requested.

https://juvenile.lakecountyin.org/equest/quest?
cmd=blobs&id=4c414b455f39333435335f3936323032315f2d323930353
634373033

When the email is received, they can click on the link to see the documents.

The link will display the documents:
The recipient can print the documents or download and save them.
This link is valid for a limited number of days.
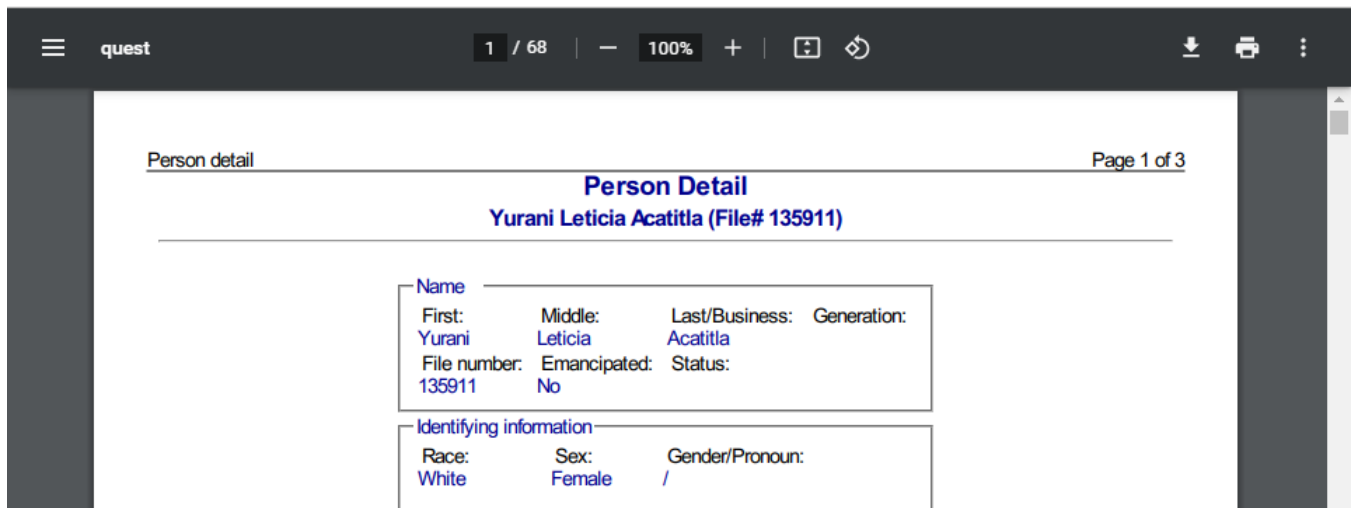
The documents sent via the packet will have a note on each document detail screen: