

To Create Pending Subpoena's:

Event Detail

Event date/time: 9/12/2013 10:00 AM Thursday Choice: 0
 Event type: BA - Body Attachment
 Scheduling agency: Other Agency
 Court: MCC - Monroe County Circuit Court
 Estimated length in minutes: 5
 Location:
 Disposition: Select --
 Disposition date/time:
 Actual start date/time: Actual end date/time:
 Event attributes: Interpreter Needed
 Notes:
 Spell check

Edit

Event names/cases	Add
John Smith (1; Case: 1; Defendant; 53D07-1308-JD-000001)	Person detail Case CCS History Documents
Karlene Thompson	Person detail History Documents

Appearances	Edit
None	

In the Event Detail Screen:
Appearances, click Edit. This will bring up the Edit Appearance Requests screen:

Edit Appearance Requests

Select names to subpoena/notice them of the event
or to flag them as having appeared at the event
Body Attachment on 9/12/2013 at 10:00 AM in Monroe County Circuit Court

Subpoena/ Notice	Appeared	Name and role	Check in date	Print status	Service date	Service disposition
<input type="checkbox"/>	<input type="checkbox"/>	Bloomington Chevrolet - Victim (53D07-1308-JD-000001) WORK 2906 Buick Cadillac Blvd. Bloomington, IN 47401 USA				
<input type="checkbox"/>	<input type="checkbox"/>	Linda Brady - Probation Officer (53D07-1308-JD-000001)				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Father Smith - Father of John Smith (Non-custodial Parent) HOME 987 Eucalyptus Street Bloomington, IN USA				
<input type="checkbox"/>	<input type="checkbox"/>	John Smith - Event name HOME 1234 Oak Street Bloomington, IN USA				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mother Smith - Mother of John Smith (Legal Custody) HOME 1234 Oak Street Bloomington, IN USA				
<input type="checkbox"/>	<input type="checkbox"/>	Karlene Thompson - Event name; Probation Officer (53D07-1308-JD-000001)				

In the Subpoena/Notice column, click everyone you wish to receive a subpoena.

Click on the UPDATE button or press ALT+U to save your changes.

The Appearances section will now show (Service by US Mail – Pending)

Appearances
Father Smith (Service by US Mail - Pending; Event still open)
Mother Smith (Service by US Mail - Pending; Event still open)

To print pending subpoenas:

FROM THE MENU: Miscellaneous, Reports

Select the Print Pending Subpoenas report.

List Reports
Select the report to run

List reports containing: ✕

Report

- [Print pending notices \(DCS\)](#)

Notifications

- [Print pending notices](#)
- [Print pending subpoenas](#)

Click the SUBMIT button or press ALT+S to display the results of your selections.

You will receive the report in your Quest Messages.

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.

Delete	Message
	Add a new message
<input type="checkbox"/>	Output Batch subpoenas part 1 is ready for viewing. --> Added by Karlene Thompson on 8/23/2013 1:33:50 PM
<input type="checkbox"/>	Job successful - BATCHSUBPOENAS Start: 8/23/2013 1:33:49 PM; End: 8/23/2013 1:33:50 PM; Return code: 0. --> Added by Karlene Thompson on 8/23/2013 1:33:50 PM

STATE OF INDIANA)) SS: COUNTY OF MONROE) IN RE: THE MATTER OF) JOHN SMITH) A Child Alleged to be) A Child in Need of Services) TO: Father Smith 987 Eucalyptus Street Bloomington, IN USA	IN THE MONROE CIRCUIT COURT CASE NUMBER: 51D07-1308-JD-000001 SUMMONS & NOTICE OF HEARING
<p>YOU ARE HEREBY NOTIFIED that an Amended Petition Alleging child in Need of Services, a PreDispositional Report and Parent Participation Plan, attached hereto, has been filed in the above Court, alleging the above-named child to be A child in need of services, and</p> <p>YOU ARE FURTHER NOTIFIED AND HEREBY COMMANDED TO APPEAR before the Judge of said Court at the Courthouse, in Bloomington, Indiana, for Body Attachment on 9/12/2013 at 10:00 AM in Circuit. Please be present 30 minutes early.</p> <p>YOUR FAILURE TO APPEAR or to act within the time and in the manner hereinafter set forth may result in a waiver of your right to be present and to be heard at the hearing, and, the Court may default and/or rule against you in this cause. If the Court rules against you, finding said child to be in need of services, the child will be made a ward(s) of the State of Indiana, making the child subject to the State's statutory authority and the Court ordered placement, and other such orders as are in the child's best interest.</p>	
Dated: 8/23/13	 Linda Robbins Clerk of Monroe Circuit Court (Seal)
STATE OF INDIANA)) SS: COUNTY OF MONROE) IN RE: THE MATTER OF) JOHN SMITH) A Child Alleged to be) A Child in Need of Services) Mother Smith	IN THE MONROE CIRCUIT COURT CASE NUMBER: 51D07-1308-JD-000001 SUMMONS & NOTICE OF HEARING

Meanwhile, the Appearances section has been updated to show (Service by US Mail – Printed).

Under Documents you see the actual summons.

Appearances
Father Smith (Service by US Mail - Printed; Event still open)
Mother Smith (Service by US Mail - Printed; Event still open)
Relatives with outstanding warrants
None
Future events for people and relatives
Meeting on 8/29/2013 at 9:00 AM with Other Agency
Meeting on 8/27/2013 at 3:30 PM in Drug Testing
Documents/docket entries
(View) 8/23/2013 1:33:50 PM - Summons & Notice of Hearing (Batch)
(View) 8/23/2013 1:33:50 PM - Summons & Notice of Hearing (Batch)

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.

Service Detail

Service to Father Smith for Body Attachment on 9/12/2013 at 10:00 AM in Monroe County Circuit Court

Print status: Printed 8/23/2013

Service type:* MAIL - US Mail

Service disposition: -- Select -- 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 on the UPDATE button or press ALT+U to save your changes.

Appearances

Father Smith (Service by US Mail - Served; Event still open)

Mother Smith (Service by US Mail - Failed to successfully serve; Event still open)

This service section also appears on the Court Docket.

List Court Docket
Enter criteria and press Submit

Filter:	Court: <input type="text" value="MCC - Monroe County Circuit Court"/>	Date: <input type="text" value="9/12/2013"/>	<input checked="" type="checkbox"/> AM	<input checked="" type="checkbox"/> PM
	<input type="checkbox"/> Detained only <input type="checkbox"/> Added today only	<input type="checkbox"/> Include disposed		
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 type="checkbox"/> Notes
Print:	<input type="checkbox"/> Case barcode <input type="checkbox"/> Blank lines			

Hearing	Name	Case	Statute	Incident +0	Case assignments
10:00A (5 mins) Body Attachment	Smith, John (1/1-DEF) DOB: 8/20/2000 Age: 13 Location: Gibault	53D07-1308-JD-000001 Delinquency Circuit Referred by: BPD	1 - AUTO THEFT C 2 - POS COCA B	8/22/2013	PROB - Brady, Linda PROB - Thompson, Karlene
Appearance	Thompson, Karlene				
Appearance	Father Smith (Service by US Mail - Served; Event still open)				
Appearance	Mother Smith (Service by US Mail - Failed to successfully serve; Event still open)				
Document	(View) 8/23/2013 1:33:50 PM - Summons & Notice of Hearing (Batch)				
Document	(View) 8/23/2013 1:33:50 PM - Summons & Notice of Hearing (Batch)				
Totals for the listed events:					
Hearings: 1 People: 2 Remaining minutes: 5					

The Court can clearly see there is no service on Mother.