

Judicial Quick Reference Guide

Login Information

Central Time Zone: <https://tn.gawquest.com/equest/quest>

Eastern Time Zone: <https://tne.gawquest.com/equest/quest>

Jurisdiction =

User ID =

Password =

If you have questions, contact the support desk: support@gawquest.com or call 931-226-9089

Court Docket

Menu | Court | Court Docket

- Select the Court (judicial officer)
- Select the date
- Select options: include disposed, details, notes (unselect names and cases only)
- Click Submit

View documents by clicking (View)

- Opens new window. Close window to get out of view.
- Click Cancel to return to calendar.

Make case notes

- Click time of hearing
- Click eyeglasses (supervision dashboard)(only open cases)
- History link at top shows all cases
- Click Add case note (only judicial officers can see)
 - Entry date/time: T for today
 - Notes: type notes
 - Click Update to save

Approving Orders

Menu | Miscellaneous | Document Options | Documents to Approve

- Click (View) to view order
- Review and click Approve button if approved.
- If you want something changed, click Assign button
 - Type User ID of person document should be sent to
 - Note: Type note
 - Click Update button to send
- To review person or case, Click name of document.
 - Click Person Detail, Case, or Documents Link.

Creating Court Orders

Court orders are “documents” that can be added to the Event Detail screen from the docket or in Case Detail screen.

- From the docket, click the time of the hearing.
- Scroll down to bottom right, click Add document
 - List templates containing type a partial word such as order or detention, press the TAB key on keyboard
 - Select the order you wish to create from the dropdown.

Training Manual

Menu | Miscellaneous | Local | Local Options