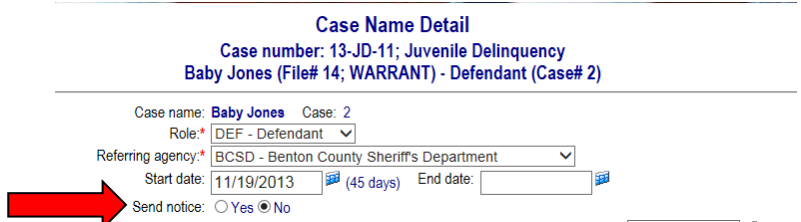


PENDING NOTICES:

This is a process in Quest where you can use the system to mail copies of documents to people associated with the case, people assigned to the case and relatives.

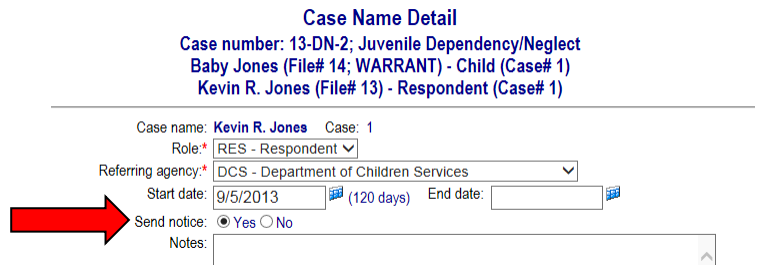
When you add a person to a case, either as a [person associated](#) or a [person assigned](#) you are asked to click a Notice button.

If you select YES on the send notice button, this person is automatically set up to receive copies of documents through the PENDING NOTICE process.



Case Name Detail
Case number: 13-JD-11; Juvenile Delinquency
Baby Jones (File# 14; WARRANT) - Defendant (Case# 2)

Case name: **Baby Jones** Case: 2
Role: DEF - Defendant
Referring agency: BCSD - Benton County Sheriff's Department
Start date: 11/19/2013 (45 days) End date:
Send notice: Yes No



Case Name Detail
Case number: 13-DN-2; Juvenile Dependency/Neglect
Baby Jones (File# 14; WARRANT) - Child (Case# 1)
Kevin R. Jones (File# 13) - Respondent (Case# 1)

Case name: **Kevin R. Jones** Case: 1
Role: RES - Respondent
Referring agency: DCS - Department of Children Services
Start date: 9/5/2013 (120 days) End date:
Send notice: Yes No
Notes:

When you ADD a document, there is also a Send notice button on the DOCUMENT DETAIL screen.



Document Detail

Document date/time:
Template: List templates containing: order
JDO-ORDER - Order of the Court
Order of the Court
Send notice Sealed
Document for: **Baby Jones**
Case(s): Baby Jones: Case 2 - Defendant - 13-JD-11 (Active; Case Filed)
 Baby Jones: Case 1 - Child - 13-DN-2 (Active; Case Filed)
 Kevin Jones: Case 1 - Respondent - 13-DN-2 (Active; Case Filed)

This is setting it up so that when you FINISH this document, notice will be sent through the PENDING NOTICE process to anyone with a Yes send notice on their ROLE.

Document Detail Notices:



Notices Edit

David Johnson (Service by Email - Unconfirmed delivery)
Service requested at 1/3/2014 1:52:31 PM via Quest messaging.

Service requested at 1/3/2014 1:52:31 PM via Quest messaging.

Kevin R. Jones (Service by Standard service for notices - Pending) ■

In the notices section, you will see that notice for Kevin Jones is pending. You can manually add other people to receive notice by clicking on the Edit button at the end of the NOTICES line.

Edit Notice Requests				
Select names to send notice about the document				
1/3/2014 1:52:31 PM - Order for Outpatient Evaluation (Approved - 1/3/2014)				
Notice	Name and role	Print status	Service date	Service disposition
<input checked="" type="checkbox"/>	David Johnson - Youth Service Officer (13-DN-2)	Printed	1/3/2014	Unconfirmed
<input type="checkbox"/>	Baby Jones - Document name			
<input checked="" type="checkbox"/>	Kevin R. Jones - Previously received notice	Pending		
	HOME 135 W. Main Street Camden, TN 38320 USA			
<input checked="" type="checkbox"/>	Lisa Marie Jones - Mother of Baby Jones			
	HOME 1234 Anystreet Paris, TN 38242 USA			

You can see that Kevin Jones is already pending, but if I click on Lisa Marie Jones I can send her a copy of the order as well.

Click anyone you wish to receive a copy.

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

Notices

David Johnson (Service by Email - Unconfirmed delivery)
Service requested at 1/3/2014 1:52:31 PM via Quest messaging.

Service requested at 1/3/2014 1:52:31 PM via Quest messaging.

Kevin R. Jones (Service by Standard service for notices - Pending)
Lisa Marie Jones (Service by Standard service for notices - Pending)

Now both people are pending.

Running the Report:

Now that there are notices (copies of documents) out there pending, waiting to be mailed. You can print the copies.

FROM THE MENU: Miscellaneous, Reports, Print Pending Notice

Click on the Report you wish to run, in this case Print pending notices.

List Reports
Select the report to run

List reports containing: x

Report

Notifications
Print pending notices
Print pending notices
Print pending notices
Report Prompt (to run the report)

© 2001-2014 Gottlieb & Wertz, Inc.

Print Pending Notices
Enter report criteria and press "Submit"

This report does not require any additional input. Press "Submit" to submit the report for execution.

Added by Bill Gottlieb on 5/27/2003 10:57:28 PM - Last updated by Bill Gottlieb on 6/10/2013 5:16:23 AM
© 2001-2014 Gottlieb & Wertz, Inc.

Click the SUBMIT button or press ALT+S to run the report

Printing the Report:

Reports will come to you through Quest Messages.

Messages
Karlene Thompson

Delete	Message	Status
	Add a new message	
<input type="checkbox"/>	Output Batch notices part 1 is ready for viewing. --> Added by Karlene Thompson on 1/3/2014 2:17:36 PM	--Select--
<input type="checkbox"/>	Job succeeded View the output . JICES Start: 1/3/2014 2:17:34 PM; End: 1/3/2014 2:17:35 PM; Return code: 0. --> Added by Karlene Thompson on 1/3/2014 2:17:35 PM	--Select--

Click on the report link. This will display the report, you can print the report.

There will be a cover sheet for each person, and a copy of every order that is pending for them. For example, if you have an attorney that had several cases that day, there will be a cover sheet with the attorney name and address, then a copy of every order that goes to him/her.

They can be folded and placed in a window envelope.

There are postal services available where you can send this report through a secure site, and they will print, fold, stuff, verify there is a valid mailing address, and put postage on the envelope for you at a very reasonable fee. Probably less than having an employee spend their time doing this job.

STATE OF TENNESSEE)
)
) SS: IN THE JUVENILE COURT
COUNTY OF BENTON)
)

DATE: January 3, 2014

Kevin R. Jones
135 W. Main Street
Camden, TN 38320 USA

You are hereby notified of the following:

IN THE JUVENILE COURT OF BENTON COUNTY, TENNESSEE

IN THE MATTER OF:

Babv Jones
D.O.B. September 4, 2013

§
§
§
§
§

Case No. 13-DN-2
Charge(s):

ORDER FOR OUTPATIENT EVALUATION OF A CHILD
UNDER T.C.A. § 37-1-128(e)(1)
AND NON-CUSTODIAL ASSESSMENT BY
THE TENNESSEE DEPARTMENT OF CHILDREN'S SERVICES

This cause was heard on the 3rd day of January, 2014. It appeared to the court that: (1) there is reason to believe that the child has a mental illness and/or mental retardation; (2) that it would be in the best interests of the child to undergo an evaluation to determine his or her mental status to assist the court in disposition of this case; and (3) to have a thorough and complete assessment, it is necessary to involve both a mental health care provider and the Department of Children's Services (DCS).

IT IS THEREFORE ORDERED THAT:

1. The child submit to an outpatient mental evaluation at Mental Health Center on the date and time specified by the Center, but no later than.

STATE OF TENNESSEE)
)
) SS: IN THE JUVENILE COURT
COUNTY OF BENTON)
)

DATE: January 3, 2014

Lisa Marie Jones
1234 Anystreet
Paris, TN 38242 USA

You are hereby notified of the following:

IN THE JUVENILE COURT OF BENTON COUNTY, TENNESSEE

IN THE MATTER OF:

Babv Jones
D.O.B. September 4, 2013

§
§
§
§
§

Case No. 13-DN-2
Charge(s):

ORDER FOR OUTPATIENT EVALUATION OF A CHILD
UNDER T.C.A. § 37-1-128(e)(1)
AND NON-CUSTODIAL ASSESSMENT BY
THE TENNESSEE DEPARTMENT OF CHILDREN'S SERVICES

This cause was heard on the 3rd day of January, 2014. It appeared to the court that: (1) there is reason to believe that the child has a mental illness and/or mental retardation; (2) that it would be in the best interests of the child to undergo an evaluation to determine his or her mental status to assist the court in disposition of this case; and (3) to have a thorough and complete assessment, it is necessary to involve both a mental health care provider and the Department of Children's Services (DCS).

IT IS THEREFORE ORDERED THAT:

Once notice has been printed, the Notice section of the DOCUMENT DETAIL screen is updated to reflect same.

Notices

David Johnson (Service by Email - Unconfirmed delivery)
Service requested at 1/3/2014 1:52:31 PM via Quest messaging.

Service requested at 1/3/2014 1:52:31 PM via Quest messaging.

Kevin R. Jones (Service by Standard service for notices - Printed)
Notice printed at 1/3/2014 2:17:35 PM to 135 W. Main Street, Camden, TN 38320 USA.

Lisa Marie Jones (Service by Standard service for notices - Printed)
Notice printed at 1/3/2014 2:17:35 PM to 1234 Anystreet, Paris, TN 38242 USA.