

# FOLDER LOCATIONS

This area allows you to track the physical location of a file folder. If the file is somewhere other than its normal storage area, like with a Special Judge or in an area that it unusual, please indicate where the file is currently located.

There can be case folders such as the court file, and there can be person folders, such as a medical file.

**FROM THE MENU:** Case, Folder Locations

**List Folder Locations**  
 Case number: 13-JD-10; Juvenile Delinquency  
 Ronald Wertz (File# 15880) - Respondent (Case# 1)

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Folder type: \*ALL - All entries ▼

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Removed date/time	Returned date/time	Folder type	Location
<a href="#">Add a new location for the case</a>			
<a href="#">Add a new location for Ronald Wertz (15880)</a>			
11/6/2013 9:48:16 AM	11/7/2013 9:52:19 AM	Probation	PO Smith's office
11/4/2013 9:38:32 AM	11/6/2013 9:48:16 AM	Probation	To Courtroom 3

**FROM THE CASE DETAIL SCREEN:**

Folder locations [Top](#) [Add for case](#)  
[Add for Andrea Hahn \(120\)](#)

None

## To Add a new location for a folder:

Click either Add a new location for the case, meaning folder involves information on this case, or add a new location for the person.

- **Folder type:** Select the appropriate type of folder.
- **Removed date/time:** The date and time you removed the folder from its normal location.
- **Returned date/time:** Date and time you put the folder back in its normal location.

**Folder Location Detail**  
 Case number: 13-JD-10; Juvenile Delinquency  
 Ronald Wertz (File# 15880) - Respondent (Case# 1)

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Folder type:\* CASE - Court file ▼

Removed date/time: 11/7/2013 12:46:17 pm 📅

Returned date/time:  📅

Location:\* To Courtroom 3 ⬆️

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[Spell check](#)

- **Location:** Type in the current location of the folder.

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

The folder's current location is displayed in red, and as you can see it does not have a returned date. When it is a person folder, it is highlighted and the location is shown below.

**List Folder Locations**  
Case number: 13-JD-10; Juvenile Delinquency  
Ronald Wertz (File# 15880) - Respondent (Case# 1)

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Folder type:

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Removed date/time	Returned date/time	Folder type	Location
<b>Add a new location for the case</b>			
<b>Add a new location for Ronald Wertz (15880)</b>			
11/6/2013 9:48:16 AM	11/7/2013 9:52:19 AM	Probation	PO Smith's office
11/4/2013 9:38:32 AM	11/6/2013 9:48:16 AM	Probation	To Courtroom 3
11/7/2013 12:46:17 PM		Court	To Courtroom 3
<b>Folders for Ronald Wertz (15880)</b>			
11/7/2013 12:49:12 PM		Probation	To Probation Office

The diagram shows two red arrows pointing to the table. One arrow points to the 'Add a new location for the case' header, and the other points to the 'Person' folder type in the last row of the table.

In the CASE DETAIL screen, in the Folder location section this information is also displayed. You can see that the probation file was in the top location from 11/6/13 thru 11/7/13. If it says thru present, that is the current location of the folder.

**- Folder locations Top**

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Probation file - 11/6/2013 9:48:16 AM thru 11/7/2013 9:52:19 AM - PO Smith's office

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Probation file - 11/4/2013 9:38:32 AM thru 11/6/2013 9:48:16 AM - To Courtroom 3

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Court file - 11/7/2013 12:46:17 PM thru present - To Courtroom 3

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Folders for Ronald Wertz (15880)

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Probation file - 11/7/2013 12:49:12 PM thru present - To Probation Office

The diagram shows a red arrow pointing to the text 'Thru present' in the 'Court file' entry of the folder location list.

## To Return a Folder:

Simply click on the open folder location of the folder you wish to return.

Enter the returned date/time.

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

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**List Folder Locations**  
Case number: 13-JD-10; Juvenile Delinquency  
Ronald Wertz (File# 15880) - Respondent (Case# 1)

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Folder type:  ▼

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Removed date/time	Returned date/time	Folder type	Location
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11/4/2013 9:38:32 AM	11/6/2013 9:48:16 AM	Probation	To Courtroom 3
11/7/2013 12:46:17 PM		Court	To Courtroom 3
Folders for Ronald Wertz (15880)			
11/7/2013 12:49:12 PM		Probation	To Probation Office

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