

Documents needing file stamp, approval, or notice

Menu | Miscellaneous | Local | Local Options | Custom Queries Menu

Report Description:

This query will display all documents waiting to be file stamped, pending approval, or pending notices. This is a very helpful tool to ensure all documents are being processed timely.

Running the Report:

Choose the “information to show,” then click the **Submit** button to see the results.

Documents needing file stamp:

This lists all those document that need to be file stamped. Remember that as long as a document is “assigned” to someone, it will not go on the list of documents to be file stamped. If there are old documents they may need to be “unassigned” so they can move through the process.

Documents Needing File Stamp, Approval, Or Notice				
Information to show: * <input checked="" type="radio"/> Need file stamp <input type="radio"/> Pending approval <input type="radio"/> Pending notices				
<input type="button" value="Submit"/> <input type="button" value="Select results for copy/paste"/>				
Document Date ▲	Document	Approval Status	File Stamped	Assigned To
3/18/2022 8:13:38 AM	Probation Officers Recommendation (new)	Needs approval		Teresa Clark
3/18/2022 8:10:29 AM	Subpoena-Heather Crow-Everyday Counseling			Mitchell Morris
3/18/2022 7:46:41 AM	Three Month Review Report			Afrika Davis
3/18/2022 7:17:02 AM	Notice of Hearing-Sarah [REDACTED]			Tate Henvey
3/18/2022 7:16:22 AM	Notice of Hearing-Aaron [REDACTED]			Tate Henvey
3/18/2022 7:15:47 AM	Notice of Hearing-Lisa M [REDACTED]			Tate Henvey
3/18/2022 7:14:49 AM	Notice of Hearing-Marilyn [REDACTED]			Tate Henvey
3/18/2022 7:12:55 AM	Notice of Hearing-GAL/PCS [REDACTED]			Tate Henvey

Documents pending approval:

This lists all documents that are pending approval. If you have old documents you will need to investigate why they are not approved. Maybe they are assigned to a non-judicial person? Maybe it is waiting to be file stamped?

Documents Needing File Stamp, Approval, Or Notice				
Information to show: * <input type="radio"/> Need file stamp <input checked="" type="radio"/> Pending approval <input type="radio"/> Pending notices				
<input type="button" value="Submit"/> <input type="button" value="Select results for copy/paste"/>				
Document Date ▲	Document	Approval Status	File Stamped	Assigned To
3/18/2022 8:17:46 AM	Probation Officers Recommendation (new)	Needs approval	3/18/2022 8:19:31 AM	Andrea Trevino
3/17/2022 4:05:20 PM	Permanency Plan Order	Needs approval	N/A	Lori Morgan
3/17/2022 3:24:35 PM	Informal Adjustment Agreement (new)	Needs approval	3/17/2022 3:38:55 PM	Andrea Trevino
3/17/2022 3:01:45 PM	Modification Hearing Order	Needs approval	N/A	Andrea Trevino
3/17/2022 3:01:37 PM	Initial Hearing Order	Needs approval	N/A	Andrea Trevino
3/17/2022 3:01:26 PM	Initial Hearing Order	Needs approval	N/A	Andrea Trevino
3/17/2022 2:22 PM	Modification Hearing Order	Needs approval	N/A	Andrea Trevino

Document pending notices:

This is a list of all documents that are waiting to send notice. Notice will not be sent until the document is file stamped, if necessary; approved, if necessary; or if the document is assigned to someone. A document being assigned to someone means it is waiting for further action.

Documents Needing File Stamp, Approval, Or Notice

Information to show: * Need file stamp Pending approval Pending notices

Document Date ▲	Document	Approval Status	File Stamped	Assigned To
3/18/2022 7:17:02 AM	Notice of Hearing-Sar [redacted]anski			Tate Henvey
3/18/2022 7:16:22 AM	Notice of Hearing-Aar [redacted]anski			Tate Henvey
3/18/2022 7:15:47 AM	Notice of Hearing-Lis [redacted]er			Tate Henvey
3/18/2022 7:14:49 AM	Notice of Hearing-Mar [redacted]r			Tate Henvey
3/18/2022 7:12:55 AM	Notice of Hearing-GAL/PD's			Tate Henvey
3/17/2022 4:05:20 PM	Permanency Plan Order	Needs approval	N/A	Lori Morgan
3/17/2022 2:20:53 PM	Motion for Permanency - Change Custody			
3/17/2022 2:10:26 PM	Motion for Permanency - Change Custody			
3/17/2022 11:18:55 AM	Verified Petition for Parent Participation			Marquise Hill

Notices	
Elis [redacted]	e (Provided by Standard service for notices - Pending)
Rich [redacted]	Jr. (Provided by Standard service for notices - Pending)
Joh [redacted]	on (Provided by Email - Pending)
Nild [redacted]	rovided by Standard service for notices - Pending)
Nico [redacted]	her (Provided by Email - Pending)
Sha [redacted]	t (Provided by Email - Pending)
Sam [redacted]	dowski (Provided by Email - Pending)
Sam [redacted]	illiams (Provided by Email - Pending)