

Court Docket

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Court Overview

To see an overview of all courts:

- Court: leave on --select--
- Date: select the desired date
- Click the [Submit](#) button in the middle of the page to see the results.

Specific Court Docket

- Court: Select the judicial officer
- Date: Select the desired date
- Click the [Submit](#) button

Docket Options

- There are options above the [Submit](#) button so you can choose how you wish your docket to be displayed.
 - Detained only – only shows children detained
 - Added today only – shows only those cases that were added today. (pulling files)
 - Include disposed – when hearings are completed or rescheduled, they are “disposed” and removed from the docket so only those cases remaining are displayed. To see those disposed cases, click the include disposed option.
 - In session only – when a hearing starts, you can click the button “Make In Session”. This is helpful when trying to find an attorney for example. You can see if that attorney is assigned to a case that is currently being heard.
 - Alphabetical – Dockets default to time sequence. You can display alphabetically if you’d rather. It is alphabetical by the first name displayed on the case.
 - Names and Cases only – if selected, most of the details of the docket are removed so you only have names and cases remaining.
 - Separate by case type – if selected the docket will be sorted by case type.
 - Details – if selected Documents, future events, and Event Detail notes will be displayed
 - Notes – if selected Event Detail notes will be displayed.
 - Case barcode – if selected the barcode will be displayed.
 - Blank lines – if selected, when printing, a large space will be provided between the events so you can make notes on the printed docket.
- Click the [Submit](#) button in the middle of the page to see the results.

Location and Staffing

To change the location or staffing listed on the docket, click on either the location link or the staffing link. Both links take you to the Court's screen.

- Location – select the appropriate location for that judicial officer today
- Staffing – type in the name of the courtroom clerk for today.

Click the Update button to save your changes

To print the docket

While viewing the docket, right click on your mouse, and select print. It will print to whatever printer you select.

- I would not print details and notes, but it is up to you.
- I would print with blank lines to make notes.

Emailing the docket

The docket can be printed and saved as a .pdf document and attached to an email.

Printing the Docket for a date range

Menu | Miscellaneous | Reporting | Reports

Click on Court Docket

- Select the Court or leave blank for all hearings
- Type a from date and to date to enter your date range.
- Select any options desired

Click the Submit button.

Click the Refresh button.

Click on the "You have new messages" link at the top left of the screen.

This takes you to your messages screen.

- This comes as a CSV or excel spreadsheet or as a pdf document.
- Click the bold word "Court Docket" to open the report.
 - The report can be saved and emailed if desired.

To find future hearings for an Attorney or any person

Menu | Court | Case Person Schedule

If your person is a Quest user, they will have a User ID

- Enter the User ID
- From Date – enter the first day to begin search (T for today)
- To Date – You can enter a date out 30 days for example, or you could type the number 30, or you could click on the calendar at the end of the line to find the date.

Click Submit to receive the results.

If the person is NOT a Quest user, click the Lookup button at the bottom of the screen

- Do a name search for your person

- Click on their name
- From Date – enter the first day to begin search (T for today)
- To Date – You can enter a date out 30 days for example, or you could type the number 30, or you could click on the calendar at the end of the line to find the date.

Click [Submit](#) to receive the results.

Redbook notes

If a judicial officer will be out for a day, or part of a day, you can add what is called a Redbook Note.

Menu | Court | Add Event

- Event date/time – Date/time 10/30/23 8:00 am
- Event type – Select ****NOTE****
- Court – Select the judicial officer
- Estimated Length – defaults to 180 which takes all the available time slots for that day.
- Notes – type an explanation such as Judicial Conference or Out for the Day

Click the [Update](#) button to save

Rescheduling a docket

Menu | Court | Reschedule Court Docket

- Old court - current judicial officer docket
- Old date - current scheduled court date
- Click the [Submit](#) button

This will bring up list of all scheduled hearings for that judicial officer

- Old disposition – Select rescheduled by court
- New court – select the new judicial officer or the same if you’re rescheduling date.
- New Date – type the date of the new hearing
- New time – add new time if applicable

Click the [Update](#) button to move the hearings.

Court Check In

Menu | Court | Court Check in

- Type the last name of a person scheduled for a hearing today
- Click the [Submit](#) button
- In the Ready column, put a check beside everyone checking in.
- Click the [Update](#) button to save your changes.
- If a person who is not scheduled for a hearing is checking in, such as a grandmother or friend, type their name in the Event Detail notes on the court docket.