Event Detail Screen

You can get to the Event Detail Screen from the Court Docket by clicking on the Time of the hearing or from the Case Detail screen by clicking the Add at the end of the Events line.

New Event (hearing)

- Event date/time:
  - Type in the event date/time: <u>11/12/23 2:00 pm</u>
  - Click on the calendar link to select the date/time
  - Click the <u>Find Date</u> button to search for an available date/time.
    - Court – select the judicial officer
    - Length – These are the number of case slots needed.
      - There are a certain number of cases that can be scheduled each day.
      - If you have a long hearing, you could look for 2 available case slots for example.
    - Days out – Type the number of days out to look, example: 30
    - AM/PM – select if you want to limit the list to only AM or PM.
    - Click the <u>Submit</u> button to show results
      - Numbers in red indicate the docket is over scheduled by that many cases.
      - Blue numbers indicate that number of cases can still be scheduled.
    - Click on the date you want. This takes you to the Daily Calendar to show you want has already been scheduled for that day.
    - Click the <u>Cancel</u> button to return to the Event Detail screen.
    - On the Event date/time line, the date you selected will be displayed. Click after the date to enter the appropriate time.
- Event type: Select the appropriate type of hearing.
- Court: select judicial officer
- Estimated length: leave at 1 or enter the number of case slots to take.
- Schedule for: Select every person and case that should be on the docket.

<u>Update</u> to save the event.
<u>Cancel</u> to return to the case detail screen.

Dispose of Event

Once the hearing is completed, add a disposition.

- **Hearing Heard by Judge/Magistrate** – A hearing was held.
- Agreed Order – Agreed Order was signed without a hearing.
- Cancelled – Hearing was cancelled.
- Rescheduled by Court/Party – before the hearing date, the hearing was rescheduled.
- No show – parties did not appear for hearing.
- Completed (non-court) – used for probation appointments or other appointments that are not hearings.

Update to save.

Event attributes

Most event attributes are used by Safe Baby Court, but can be used by anyone.

- Interpreter Required: Select if this is necessary. Put more information in the Notes.
  - Person Attribute – the person who requires an interpreter should have a person attribute on their **Person Detail** screen indicating that they need an interpreter and what language.
- Virtual: Select if this will be virtual rather than in-person. Virtual instructions can be put in the Notes.

Update to save.

Event Notes

Event notes are used for a number of things. People who check in to a hearing that are not part of the hearing. Information about the upcoming hearing, recommendations, etc.

Event names/cases

In this section are the names/cases that appear on the docket.
There are also links to the **person detail**, **contacts**, **case**, **deadlines**, **history**, **documents and supervision dashboard.**

Correcting Names on Docket

If there are names missing on the docket, such as the child is listed but the Respondents are not.

- To add a name, click on the existing name, takes you to Event Name Detail screen.
  - Click the New button at bottom of the screen.
  - Select every name that should appear on docket (**pay attention to docket numbers, there may be several different cases listed**)
  - Click the Update button to save
- To remove a name, click on the name you wish to remove

  - Click the Delete button, Click the Delete button again.

Hearing Notes

For courtroom clerks, the hearing notes should be added as a Docket Entry.

Add docket entry

- Document date/time – Skip
- Docket code – click on the drop down to select ** HEARING NOTES **
- Notes – Type the hearing notes.
- Attachment – DO NOT ATTACH anything to docket entries. All paper should be added as a document.
- Update to save.

Add Document

Scroll to bottom right corner of Event Detail screen
Click Add Document link

- List Templates containing – type a partial word, press TAB on keyboard, Select appropriate document.
- Click the Update button

Answer all questions

- Update - to move forward
- Cancel - to get out of the document (Edit Text to get back in)
- Refresh – clears everything off your screen
- Backwards - to move backward through the questions
- Preview – to see what your document looks like (Cancel to get out)
  - Fax/Email – to fax or email the document
  - Print – to print the document
  - Assign – to assign it to the next person
- Top – To go to the top of the document and walk through the questions again.
- Finish - when completed.
  - Hide Text – will redact DOB/SSN
  - Sign – allows people to sign the document.
  - Get attachment – upload a scanned document
  - Certify – allows the clerk to put a certified seal on the document.
  - Approve – Allows a judicial officer to approve an order.
  - File Stamp – allows the clerk to file stamp the document.
  - Redact Text – allows a person to redact part of the document. This is permanent.

When an order is finished, while viewing, click the Assign button to assign the order to the appropriate judicial officer. (if not assigned, it will appear on every judicial officer list to approve)

- User ID = id of judicial officer
- Note = type a note, if necessary
- Update to save.

You can assign any document to anyone using this method.

Scanning a document

If an order or motion is prepared outside of Quest, we will scan it.
Scanning is two separate steps.

- Scan the document and save it on your computer.
- Upload the scanned document into Quest.

Scan document

Put the paper in the scanner
Make sure the scanner is turned on.
On your computer, open the scanning software, press the SCAN button on the computer.
Save the scanned document on your computer.

Upload the saved scanned document into Quest

In the Event detail screen, in the bottom right corner, click Add document.
Type partial word, press TAB on keyboard, select the appropriate document

- All scanned documents start with S- (S-CSO) (S-OACS)
- Try to select the most appropriate document. If it is an Order, make sure the word order is in the document you select or it will not go into the minute book.

Click the Update button to continue

When you get to the question: Select the document to import:

- Click the Choose File button in the middle of the screen
    - This takes you to the saved files on your computer
    - Select the appropriate scanned document
- Update to continue

Make in Session

There is a button at the bottom of the screen that will allow you to mark this case is currently in session.