

Preparing for Court

Court Docket

Menu | Court | Court Docket

Select the court (judicial officer) and the date.

- Unclick names and cases only
- Click Details and Notes

Click the Submit button in the middle of the page.

Preparing for Court

The Link into the details of the hearing is the TIME of the hearing.

Click it to get into the Event Detail screen.

Event names/cases

In this section are the names/cases that appear on the docket.

There are links to the **person detail**, **case**, **history**, and all **documents**

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.

Adding a Name Assigned to the Case

Look at the docket and make sure all ADAs, PDs, DCS, Appointed Attorneys and GALs have been added to the case.

- To add, click the Case link to get to the Case Detail screen.

In the Case Detail screen, click the Add link on the right-hand side of the of **Names Currently Assigned to the Case** line.

Adding a DCS Attorney, ADA, PD, IV-D Attorney

In the User ID line, type in the user ID of the person you wish to add. CLA.ROB for example, then click the Update button to save.

Adding an Appointed Attorney or GAL

Most don't have a User ID, so you must search for their name.

Click the Get Name button in the middle of the page, this takes you to name search.

Search for the person's name, click Submit

If not found, click the Add a new agency person link located below the Submit button on the left-hand side of the page.

Add the Attorney's name and any identifying information

Scroll down a bit to the Employer Information section

- ID number should be their attorney number or first 3 digits of first name dot first 3 digits of last name.
- Person Type = Attorney
- Agency = Attorney

Click the Update button at the bottom of screen to save.

Add the Attorney's address

Scroll down page to Addresses line,

Click the Add link on the right-hand side of the Address line

- Address type=work (**very important it will not mail to their home address**)
- Address Line 1, city, state, zip code (if you start typing it will provide possible addresses, just click on the correct address.)
- Click the Update button to save

Add the Attorney's contact information

Click the Add link on the right-hand side of the Contact Information line

Add whatever information you know, cell, email, work, fax

- Type numbers like this: 865-876-5467
- Phone number notes could be used to store numbers they don't want provided to clients.
- Click the Update button to save

Click the Cancel button to return to adding the Attorney as a name assigned to the case.

- Select their Role in this case – Appointed Attorney, Attorney, or GAL
- Click who they represent.
- Click the Update button to save

Printing Batch Documents for Docket (child support)

Many judicial officers like notes with case information prepared for each hearing. These notes can be customized to whatever information is needed.

Menu | Miscellaneous | Reporting | Reports

Click Print batch docket forms

- Court – Select the judicial officer
- Date – select the court date you wish to print

- Select other options as needed
- Template name - CSO-NOTES

Click the Submit button

Click the Refresh button

Click on the “you have 2 new messages”

The report will come to you in your messages.

Click on the bold words “**Batch docket forms part 1**”

This will open the report in a new window tab to the right.

Print the report by right-clicking on your mouse, then select print.

Close the window tab.

Create Document

In the Event detail screen, in the bottom right corner, click Add document link.

Type partial word such as Order, press TAB on keyboard, select the appropriate order

Update to continue

Answer all the questions

- Update to move forward
- Backward to move backward through the questions
- Cancel to get out of the document (Edit Text to get back in)
- Finish when completed

Leave the document incomplete if it is for the hearing. You can come back to it and continue to work on it.

- Click on the incomplete document to get to Document Detail screen
- Click on the Edit Text button

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.