

Attorney Process

Sign in

<https://tn.gawquest.com/equest/quest> (Central time zone)

<https://tne.gawquest.com/equest/quest> (Eastern time zone)

Jurisdiction: *	<i>Name of county</i>
User ID: *	
Password: *	

Sign off

Menu | Sign off

You will be kicked out of the system after 1 hour of inactivity. Inactivity is not pressing a button.

Training Manual

Menu | Help | Help

Find People/Cases

Menu | Person | Name Search

Type in last name, first name, click SUBMIT button

Click on the person's name to get to their Person Detail screen.

Scroll down the screen to get to their Cases

Click on the appropriate case to get into the Case Detail screen.

Assign yourself to the case

In the Names currently assigned to the case section, click Add on the right.

Type in your user ID, click Update.

To add other attorneys or GALs if necessary,

In the Names currently assigned to the case section, click Add on the right.

Click the Lookup Button, which takes you to Name Search

Search for their name, click on their name when found.
Add their Role in this case. Update

Proposed Orders

Proposed orders can be created from the court docket or from the case detail screen.

From the Court Docket

Menu | Court | Court Docket

1. On the List Court Docket screen:
 - a. Court – Select the judicial officer
 - b. Date – Select the date of the hearing (either type date or select from the calendar)
 - c. Unclick Names and cases only
 - d. Click – Show disposed, Details, Notes
 - e. Click the **SUBMIT** button.
2. The hearing **TIME** is your link into the Event Detail screen. Click the **time**.
3. In the Event Detail screen:
 - a. Scroll to bottom, click **Add Document** link on the right
 - i. List templates containing: DCS- press the TAB on the keyboard or just click the drop down to select which document you wish to create.
 - ii. Click **UPDATE**
 - b. Answer the questions at the top of the page. Use buttons to move through document.
 - i. **UPDATE** to save and continue.
 - ii. **CANCEL** will take you out of the document. (**Edit Text** will let you back in)
 - iii. **REFRESH** removes whatever you typed on the screen.
 - iv. **BACKWARDS** takes you to the previous questions.
 - v. **TOP** takes you to the top of the document.
 - vi. **PREVIEW** lets you see what the document looks like. **CANCEL** out of the preview. (Preview often!)
 - c. If you are creating an order BEFORE a hearing, Cancel and leave the document incomplete until AFTER the hearing so you can make any changes necessary.
 - d. You can go to the Court Docket and click on the Red Incomplete document, click the **EDIT TEXT** button and make any necessary changes.
 - i. **FINISH** makes the order available to be approved. Finish will preview the document for you.
 1. While viewing the document you can EMAIL or PRINT.
 2. You can ASSIGN the document to the judicial officer for approval.
 3. CANCEL to get out of the preview.

You can click the New button to “copy” a document.

From the Case Detail screen

Menu | Person | Name Search

Find your person

Scroll down to the case, click on the appropriate case

In the Case Detail screen, scroll down to the bottom right, click Add document

Follow Add document instructions above.

Finding incomplete documents

Incomplete documents are assigned to you until you assign them to the judicial officer.

Menu | Miscellaneous | Document Options | Documents Assigned

You can click on the incomplete document, click the Edit Text button, and continue working on it.

Print Pending Notices

If you are responsible for sending copies to parties when an order has been approved and file stamped, the Certificate of Service on the form will add the parties to the Document Detail screen.

A report will run every day that will send out email notifications and print a report that has an address cover sheet and a copy of the approved, file stamped, order for each party receiving notice by US Mail. The report can be sent to anyone you wish to receive it, an assistant and/or the DCS Attorney. The report can be sent to the designated people through Quest Messaging or by Email.