

Courtroom Clerk

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.

To quickly find a case

Press and hold the ctrl key on the keyboard then press the F button on the keyboard

Ctrl F is a search field you can type in a person's name and it will find it.

Hearing

When the hearing starts, Click the time link to get into that case's event detail screen.

Change the type of hearing if applicable.

Change the Court if a different judicial officer is hearing the Case.

Update to save changes.

Make in Session

Click the Make In Session button when the hearing starts.

This allows others to know which cases are currently being heard in each courtroom. This helps finding attorneys needed in other courtrooms.

Hearing Notes

Hearing notes will be added as a "docket entry".

On the Event Detail screen, scroll to the bottom right and click the Add docket entry link.

- Docket Code = type in note, press the TAB key on the keyboard.
- Notes = type the hearing notes.

Update to save.

Cancel to return to the Event Detail screen.

To print the hearing notes

While on the Docket Detail screen, right click on your mouse, then select the print option.

Type Court Order

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

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.

File Stamp Order

Menu | Miscellaneous | Document Options | Documents to File Stamp

The File Stamp button is also on the Document Detail screen.

View the document, Click the File Stamp button. File stamp is on top of the document.

Click the View as PDF link located below the file stamp.

This opens a new window tab. Print the document.

Close the document window by clicking the X on that window tab.

When you return to the document in Quest, click the Cancel button to get out of preview

Orders that are approved and file stamped that are marked as pending to be sent by email or U.S. mail are automatically sent periodically throughout the day. The clerk is sent a report that lists the emails sent as well as a report with the documents to be mailed.

Certify Order

While viewing an Order, click the Certify button to place the certification seal on document.

Print or Email.

Return from Court

If there is no order to scan, add a document called Return From Court for each hearing, updating the case. The statistics needed are the following:

- Filed statute disposition (granted, dismissed, denied, guilty, etc)
- Case status (adjudicated, dismissed, closed, etc)
- Relative custody status (who has custody of the child)
- Permanency Goals Ratified or Achieved (in DCS custody cases)
- Placement with DCS, Trial Home Visit, Relatives (in DCS custody cases)
- Next Court Date(s)

New Hearing Date

From the event detail screen, click the NEW button at the bottom of the screen.

- Date/time Add your new hearing date/time. Click the blue calendar or the FIND button.
- Type – type of hearing
- Court - Judicial officer.

Update to save changes.

Dispose of Hearing

Once the hearing is completed, on the Event Detail screen, 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.