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Last updated: December 05, 2019

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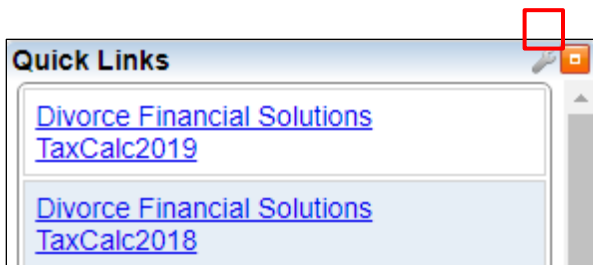
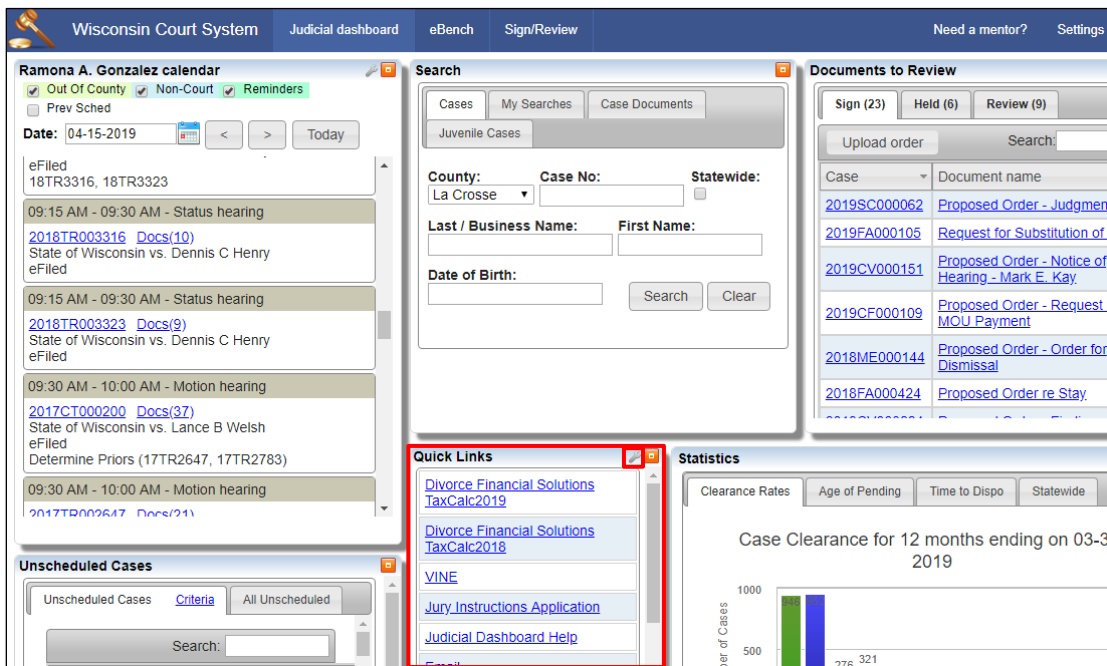
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Adding the CCIP CHIPS E-Learning link to the Dashboard Quick Links docket

The Wisconsin Children’s Court Improvement Program (CCIP) E-Learning Project provides access to training modules for child in need of protection or services and termination of parental rights court case processing. The E-Learning site provides valuable instruction to judges for cases that may not be routine occurrences on the court calendar. Adding the E-Learning link to the judge’s judicial dashboard under Quick Links will provide instant access to these learning modules.

Creating the CCIP CHIPS E-Learning quick link

1. Select the wrench icon in the top-right corner of the **Quick Links** docketlet.



2. The Quick Links module will display. Select **Add Link** in the top-right corner.

The screenshot shows the 'Quick Links' module in the 'Wisconsin Court System' dashboard. The module has a header with 'Add Link' and 'Done' buttons. Below the header is a list of existing quick links:

Type	Name
File	Divorce Financial Solutions TaxCalc2019
File	Divorce Financial Solutions TaxCalc2018
Web	VINE
Web	Jury Instructions Application
Web	Judicial Dashboard Help

3. Enter the Quick Link information as follows:

Type: Web

Name: CCIP CHIPS E-Learning

Description: CHIPS, TPR, WICWA

Link: <http://www.wiccuptraining.com>

4. Select the **Save** button.

The screenshot shows the 'Quick Link' form in the 'Wisconsin Court System' dashboard. The form fields are filled with the information from step 3:

Type	Name	Description	Link
Web	CCIP CHIPS E-Learning	CHIPS, TPR, WICWA	http://www.wiccuptraining.com

The 'Save' button is highlighted with a red box.

5. The new quick link will display at the bottom of the list. To reposition the location of the quick link, select the entry and drag it to the desired position. Select the **Done** link.

The screenshot shows the 'Quick Links' module in the 'Wisconsin Court System' dashboard. The new quick link 'CCIP CHIPS E-Learning' is now at the bottom of the list. The 'Done' button is highlighted with a red box.

Type	Name
File	Divorce Financial Solutions TaxCalc2019
File	Divorce Financial Solutions TaxCalc2018
Web	VINE
Web	Jury Instructions Application
Web	Judicial Dashboard Help
Web	CCIP CHIPS E-Learning
File	Benchbooks
File	Email

Locating the new quick link

The new **CCIP CHIPS E-Learning** quick link is now available for use by selecting the hyperlink in the **Quick Links** list.

The screenshot displays the Wisconsin Court System dashboard with several panels:

- Ramona A. Gonzalez calendar:** Shows a calendar for 04-15-2019 with eFiled cases and hearing schedules.
- Search:** Includes fields for County (La Crosse), Case No., Statewide, Last / Business Name, First Name, and Date of Birth.
- Documents to Review:** Lists documents such as 'Proposed Order - Judgment' and 'Request for Substitution of Judge'.
- Quick Links:** A list of links including 'Divorce Financial Solutions', 'VINE', and 'CCIP CHIPS E-Learning', which is highlighted with a red box.
- Statistics:** A bar chart titled 'Case Clearance for 12 months ending on 03-31-2019' showing clearance rates for various case types.

Case Type	Clearance Rate (%)	Number of Cases
Criminal	101%	896
Forfeiture	116%	276
Civil	88%	321
Family	94%	130
Small Claims	100%	114
Probate	100%	65
Juvenile	98%	61
Other	-	28
Other	-	28
Other	-	5
Other	-	8
Other	-	64
Other	-	63

General Quick Keys

Command	Action
C	Create
E	Edit
P	Print List
V	View
X	Export
F9	Print Menu
Page Up	Previous Page
Page Down	Next Page
Up Arrow	Move Up a Row
Down Arrow	Move Down a Row
Up Arrow + Shift	Select all Rows Above the Selected Row
Down Arrow + Shift	Select all Rows Below the Selected Row
Ctrl + Down Arrow	Select the Row Below the Selected Row
Ctrl + Up Arrow	Select the Row Above the Selected Row
Ctrl + /	Select all Displayed Rows
Ctrl + A	Select all Displayed Rows
Ctrl + \	Deselect all Displayed Rows
Ctrl + D	Deselect all Displayed Rows
Left Mouse Click + Ctrl	Edit/View in New Tab
Left Mouse Click	Toggle Rows Selected

Detail Page Quick Keys

Command	Action	Notes
D	Insert Today's Date	When focused in a Date field
D, Page Up	Insert Today's Date, advance to next day	When focused in a Date field
D, Page Down	Insert Today's Date, move to Previous Day	When focused in a Date field
Enter	Save Next or View next	
Esc	Cancel	
Shift + Home	Returns the curser to the first editable field on the page	

Calendar Quick Keys

Command	Action	Notes
C	Create	
E	Edit	
V	View	
X	Export	
F9	Print menu	
Ctrl + F	Find	
Ctrl + Home	Move to top of screen	
Ctrl + End	Move to bottom of screen	
Up Arrow	Move up a row	
Down Arrow	Move down a row	
Shift + Up Arrow or Ctrl + Up Arrow	Select all rows above	
Shift + Down Arrow or Ctrl + Down Arrow	Select all rows below	
Ctrl + / or Ctrl + A	Select all displayed rows	
Ctrl + \ or Ctrl + D	Deselect all displayed rows	
Ctrl + Left Mouse Click	Edit/view in new tab	
Right Mouse Click	Display 'Choose Action' menu	
D	Insert today's date	When focused in a date field
D, Page Up	Insert today's date, advance to next day	When focused in a date field
D, Page Down	Insert today's date, move to previous day	When focused in a date field
Alt + S	Save next or view next	
Esc	Cancel	
Shift + Home	Return focus to first editable field on page	
Ctrl + T	Open a new empty tab	
Ctrl + 1 through Ctrl + 8	Switch to tab specified position number on tab strip	
Ctrl + 9	Switch to last tab	
Ctrl + Tab	Switch to next tab	
Ctrl + Shift + Tab	Switch to previous tab	
Alt + F4	Close Web browser	
Ctrl + F4	Close active tab or close Web browser.	
Alt + Left Arrow	Go to previous page in browsing history for the tab	
Alt + Right Arrow	Go to next page in browsing history for the tab	
Alt + Home	Open web browser designated home page	

LISTSERV FOR Juvenile Court Clerks

Juvenile-Court-Clerks([@LIST1.WICOURTS.GOV](mailto:LIST1.WICOURTS.GOV))

❖ OVERVIEW OF LISTSERV FOR THE Juvenile Court Clerks

- A listserv is simply a mailing list managed by an e-mail server. Users of the list are called members. When one member sends (posts) a message to the list's address, the message goes to the list's server, which then sends the message to all members. The sender does not receive a copy of the message, but s/he does receive a confirmation message, which indicates that the message was successfully sent to all members.
- Members of a listserv can stop and restart receiving e-mail postings from the listserv. Users can also opt to receive a daily "digest" of messages rather than receiving each individual posting.
- Members can also stop receiving postings as e-mail messages, yet still be able to review all postings on a Website. This option is ideal for those members who do not like to receive lots of daily e-mail messages, but want to periodically check what topics are being posted and discussed on the listserv.

❖ BASICS OF USING THE Juvenile-Court-Clerks LISTSERV

- The Juvenile-Court-Clerks listserv is currently running. When it was created, all Juvenile-Court-Clerks at that time were set up as members. However, as the listserv is voluntary and the original members may choose to unsubscribe, the membership list will fluctuate over time. In the future, when a new Juvenile-Court-Clerk is appointed, CCAP will set up the new Clerk as a member of the listserv.
- Members can post messages to the listserv by sending an e-mail message to Juvenile-Court-Clerks@LIST1.WICOURTS.GOV.
 - Note: 'Juvenile-Court-Clerks' is the listserv and 'LIST1' is the e-mail server. There are currently other listservs on this e-mail server)
 - When sending a message to the listserv, the sender will not receive a copy of the message; however, a confirmation message will be received which indicates that the message was successfully sent to all members.
- When a member receives a posting from the listserv, it will be received as an e-mail message in the following format:
 - The 'TO:' portion of the e-mail message header will display the listserv's e-mail address of Juvenile-Court-Clerks@LIST1.WICOURTS.GOV.
 - The 'FROM' portion of the e-mail message header will display the sender's e-mail address.
- When replying to a posting from the listserv, there are two options:
 - Use the [Reply to Sender] option to only reply to the sender of the message.
 - Use the [Reply to All] option to reply to all members of the listserv.

❖ OPTIONS IN USING THE Juvenile-Court-Clerks **LISTSERV**

- **SUBSCRIBE:** To subscribe to the listserv to start receiving postings from the listserv, send an e-mail in the following format:
 - “To:” LISTSERV@LIST1.WICOURTS.GOV
 - ”Subject” Leave blank
 - Body of Message: SUB Juvenile-Court-Clerks MAIL Your Name
(e.g. “SUB Juvenile-Court-Clerks MAIL Andrea Olson”)

- **UNSUBSCRIBE:** To stop receiving postings from the listserv, send an e-mail in the following format:
 - “To:” LISTSERV@LIST1.WICOURTS.GOV
 - ”Subject” Leave blank
 - Body of Message: SET Juvenile-Court-Clerks NOMAIL

- **RE-SUBSCRIBE:** To re-start receiving postings, if you have previously stopped receiving postings, from the listserv, send an e-mail in the following format:
 - “To:” LISTSERV@LIST1.WICOURTS.GOV
 - ”Subject” Leave blank
 - Body of Message: SET Juvenile-Court-Clerks MAIL

- **RECEIVE DIGESTS:** To receive a digest of each day’s postings, instead of receiving each individual posting, send an e-mail in the following format:
 - “To:” LISTSERV@LIST1.WICOURTS.GOV
 - ”Subject” Leave blank
 - Body of Message: SET Juvenile-Court-Clerks DIGESTS

- **STOP RECEIPT OF DIGESTS:** To switch back from receiving only daily digests to receiving all individual postings, send an e-mail in the following format:
 - “To:” LISTSERV@LIST1.WICOURTS.GOV
 - ”Subject” Leave blank
 - Body of Message: SET Juvenile-Court-Clerks NODIGESTS

❖ HOW TO ACCESS THE LISTSERV VIA THE WEB SITE*

**To Access Digests of Postings or to Post Messages via the Web site*

- If a member does not want to send and receive listserv postings using *e-mail messaging*, the listserv has an active Website ([HTTP://LIST1.WICOURTS.GOV](http://LIST1.WICOURTS.GOV)) which allows posting of messages and viewing of digests via a Web browser.
- To access this Website, open any Web browser (e.g. Internet Explorer) and access the Website ([HTTP://LIST1.WICOURTS.GOV](http://LIST1.WICOURTS.GOV)).
 - From the main Web page, select the link to Juvenile-Court-Clerks, which will then display the “Juvenile-Court-Clerks Web Archives” Web page.
 - From the “Juvenile-Court-Clerks Web Archives” Web page, a member can select various links to archives of postings, which are weekly lists of all listserv postings. Members can also post messages, which is like sending an e-mail message to the listserv, by selecting the “Post to the list” link.
- NOTE: To access these Web pages, a member will have to enter an e-mail address and password. The first time a member selects a link to the archives or to post a message, the member will have to set up a password for security reasons.
 - The “Login required” page will be displayed.
 - Select the “get a new LISTSERV password first” link.
 - The “Registering your LISTSERV password” Web page will be displayed. Enter the following information:
 - ◆ In the “E-mail address” field, enter your e-mail address (e.g. “Andrea.Olson@wicourts.gov)
 - ◆ In the “Password” field, enter a unique password, but not your CCAP network password.
 - ◆ In the “Password (again)” field, re-type the unique password.
 - Make sure to remember this password for future use when accessing this Web page.
 - ◆ Select the [Register password] option to save the new password.
 - After verification, the “Confirmation e-mailed” page will be displayed. This provides notification that an e-mail confirmation message will be sent to the e-mail address entered. Once this e-mail confirmation message is received, the member will be able to access the Web page for use.
 - Once the e-mail confirmation message is received, the member can access the Web page using their e-mail address and password. To avoid having to enter the password each time, select the [Login and save my password as a cookie] option; however, if a different workstation is used in the future, the password registration process is required as this password is saved on the workstation.

CCAP Quick Keys, Searching & Help



*Wisconsin Consolidated Court Automation Program
User Support Number: 800-422-7137*

Wisconsin Supreme Court © 2001
Revision Date: March 2015

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QUICK KEYS

Many applications and menu options have an equivalent keystroke.

Case Application Quick Keys

Title	Description	Location	Keystroke Shortcut
Add Case	Adding a new case	File, Other, Case	Shift+F2 (from case list)
Amending a Charge on a Case	Amending a charge on a case	Special, Case, Amend	Ctrl+Alt+A
Adding a Disposition/Finding	Adding a disposition/finding to a charge on a case	Special, Case, Criminal/Juvenile Disposition/Finding Wizard	Ctrl+Alt+W (from charge list)
Adding a Sentence/Disposition	Adding a sentence/disposition to a charge on a case	Special, Case, Sentence/Disposition	Ctrl+Alt+S (from charge list)
Set Probable Cause Found	Set probable cause found on a charge	Special, Case, Set Probable Cause Found	Ctrl+Shift+C
Convert to E-Filed	Convert case to E-Filed	Special, Case, Convert to E-Filed	Ctrl+Alt+7
Convert to Non-E-Filed	Convert case to Non-E-Filed	Special, Case, Convert to Non-E-Filed	Ctrl+Alt+8
Copy Finding/Disposition	Copy Finding/Disposition	Special, Case, Copy Finding/Disposition	Ctrl+Alt+D
Cross Reference	Cross Reference	Special, Case, Cross Reference	Ctrl+Alt+F
Copy	Copy item	Special, Case, Copy	Ctrl+Alt+P
Assign	Assign court official	Special, Case, Assign	Ctrl+Alt+G
Mass TR/FO/JO Update	Mass TR/FO/JO update	Special, Case, Mass TR/FO/JO Update	Ctrl+Alt+J
Fast Activity	Add an activity to a list of cases	Special, Case, Fast Activity	Ctrl+Alt+Z
Reopen Charges	Reopen Charges	Special, Case, Reopen Charges	Ctrl+Alt+R
In Court Appearance - Criminal	In Court Appearance for Criminal Cases	Special, Case, In Court Appearance Criminal	Ctrl+Alt+6
In Court Appearance – Civil	In Court Appearance for Civil Cases	Special, Case, In Court Appearance Civil	Ctrl+Alt+Q
In Court Traffic	In Court Traffic	View, Other, In-Court Traffic	Ctrl+U
Warrants	Search for Warrants	View, Other, Warrants	Ctrl+W
Party	Search for Parties	View, Other, Party	Ctrl+P
Case Filing Review	District Attorney New Case Filing Review	View, Other, Case Filing Review, New Case Filing	Ctrl+F
Case Filing Review – DOT Citation	New Case Filing Review for electronic citations from DOT	View, Other, Case Filing Review, DOT Citation	Ctrl+I
Case Filing Review – DNR Citation	New Case Filing Review for electronic citations from DNR	View, Other, Case Filing Review, DNR Citation	Ctrl+H

Case Filing Review - Amended Petition/Complaint/Information	Case Filing Review for amended petitions, complaints, or information sent by the DA's office	View, Other, Case Filing Review, Amended Petition//Complaint/Information	Ctrl+A
DOC Documents	Case Filing Review for documents sent by the DOC	View, Other, Case Filing Review, DOC Documents	Ctrl+Q
Fast Event	Add events quickly without having to open the case itself	Special, Case, Fast Event	Ctrl+Alt+E
Fast Small Claims	Quickly docket events for SC case type	Special, Case, Fast Small Claims	Ctrl+Alt+L
Fast Check Out/In	Quickly check case files in/out and indicating the location of the file	Special, Case, Fast Check Out/In	Ctrl+Alt+K
File Check Out/In	Checking case files in/out and indicating the location of the file	Special, Case, File Check Out/In	Ctrl+Alt+U
File Transfer	Updating the location of the case file	Special, Case, File Transfer	Ctrl+Alt+T
Quick Scan	Most common method for scanning court documents	Special, Document Imaging, Quick Scan	Ctrl+Alt+2
Desktop Upload Document	Desktop Upload Document for scanning	Special, Document Imaging, Desktop Upload Document	Ctrl+Alt+5
Edit Document	Edit Document	Special, Document Imaging, Edit Document	Ctrl+Alt+3
Mass Traffic	Mass Traffic/ Forfeiture/ Juvenile Ordinance	View, Mass TR/FO/JO List	Ctrl+M

Calendar Application Quick Keys

Title	Description	Location	Keystroke Shortcut
Add Calendar	Add Calendar Activity	File, Other, Calendar	Ctrl+Shift+E
View Calendar	Viewing Calendar	View, Other Calendar	Ctrl+E

Financial Application Quick Keys

Title	Description	Location	Keystroke Shortcut
Add Adjustment	Adding an adjustment	File, Other, Adjustments	Ctrl+Shift+J
View Adjustments	Viewing an adjustment	View, Other, Adjustments	Ctrl+J
Add Assessments	Adding an assessment	File, Other, Assessments	Ctrl+Shift+M
View Assessments	Viewing an assessment	View, Other, Assessments	Ctrl+M
View Receipt History	Viewing receipt history	View, Other, Receipt History	Ctrl+H

View Payables	Viewing payables	View, Other, Payables	Ctrl+P
View General Ledger	Viewing general ledger	View, Other, General Ledger	Ctrl+G
View Checks	Viewing checks	View, Other, Checks	Ctrl+E
View Receivables	Viewing receivables	View, Other, Receivables	Ctrl+B
View Tax Intercept	Viewing tax intercepts	View, Other, Tax Intercept	Ctrl+W
Receipt Collecting on A/R	Collecting on accounts receivables	View, Other, Collecting on A/R	Ctrl+C
Accounting Dates	View system accounting dates	Special, Month End, Accounting Dates	Ctrl+Alt+D

Web Application Quick Keys

Keystroke	Description
C	Create
E	Edit
V	View
X	Export
F9	Print

Menu Quick Keys

Keystroke	Description
Alt + E	Pops up the <i>Edit</i> menu
Alt + F	Pops up the <i>File</i> menu
Alt + H	Pops up the <i>Help</i> menu
Alt + O	Pops up the <i>Options</i> menu
Alt + S	Pops up the <i>Special</i> menu
Alt + V	Pops up the <i>View</i> menu
Alt + Backspace	<i>Edit, Undo</i>
Shift + F2	<i>File, Add</i>
Shift + F3	<i>File, Inquiry</i>
Shift + F4	<i>File, Change</i>
Shift + F5	<i>File, Erase</i>
Shift + F8	Spacebar Select. After you select {Shift+F8} you can select records in a list using your up and down arrow and the spacebar.
Shift + Delete	<i>Edit, Cut</i>
Shift + Insert	<i>Edit, Paste</i>

Ctrl + A	Select all
Ctrl + C	Edit, Copy
Ctrl + D	View, Drop Rows
Ctrl + F	File, Finish
Ctrl + I	File, Finish, Next
Ctrl + L	<i>View, Last Query</i>
Ctrl + N	<i>View, New</i>
Ctrl + R	<i>View, Replace</i>
Ctrl + S	<i>View, Selected Columns</i>
Ctrl + T	<i>View, Title</i>
Ctrl + V	<i>Edit, Paste</i>
Ctrl + X	<i>Edit, Cut</i>
Ctrl + Y	<i>Edit, Redo</i>
Ctrl + Z	<i>Edit, Undo</i>
Ctrl + ?	Select All
Ctrl + F4	Close frame
Ctrl + F5	Restore frame
Ctrl + F6	Switch internal frame
Ctrl + F9	Minimize frame
Ctrl + F10	Maximize frame
Ctrl + Insert	<i>Edit, Copy</i>
F1	<i>Help, Help</i>
F3	<i>File, Exit</i>
F5	<i>Window, Refresh Current Window.</i>
F9	<i>File, Print dialog</i>

HELP MENU

On-line help is an extremely useful tool – finding the information you need right at your desk will often allow you to avoid frustration, minimize delays, and eliminate the need to call for telephone support.

Figure 1 shows the selections available on the Help Menu, and Figure 2 shows the main topics available in Case Management Help.

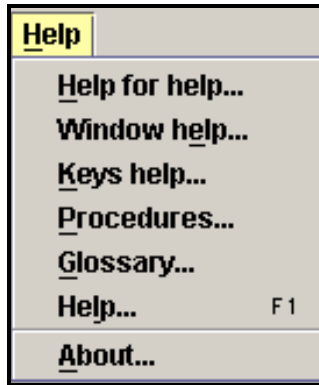


Figure 1: The Help Menu

Procedures

CCAP procedures are instructions for performing specific tasks, such as adding a traffic case. Procedures can be accessed from the Help menu by selecting Help, Procedures....

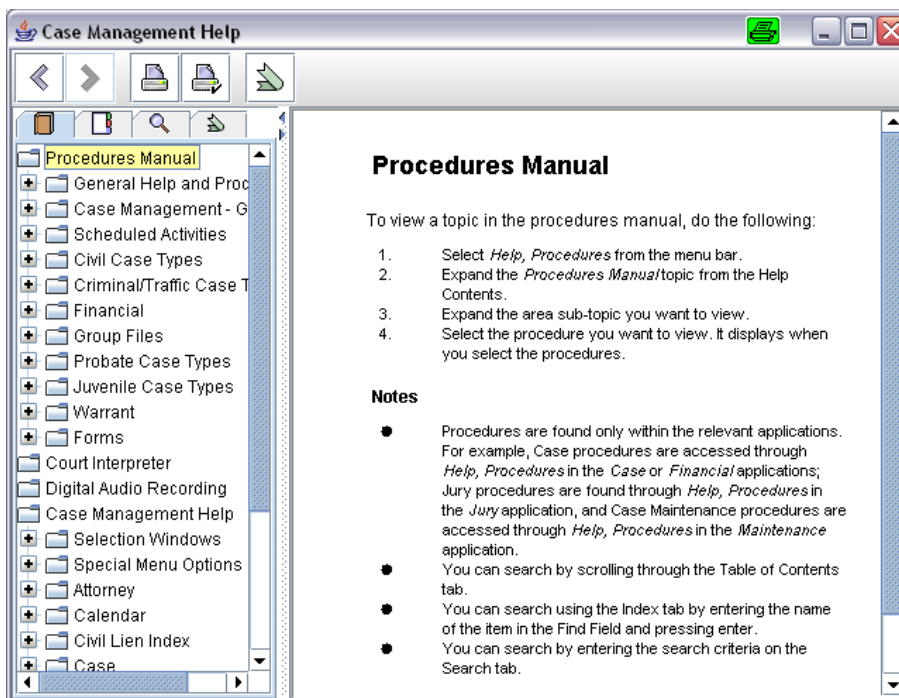
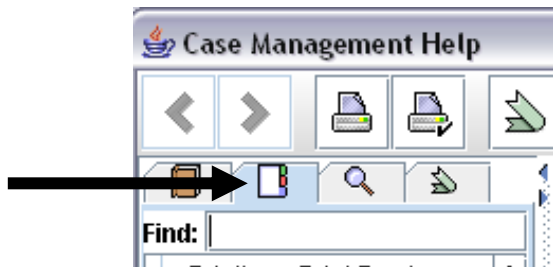


Figure 2. Help – Main Topics:

Use Find on Index tab



The find field on this tab searches the index.

1. Click on index tab
2. Search for a keyword for the help procedure you are looking for (example: consent decree)
3. Press the enter key and the help will move to next found search topic.

The Search tab

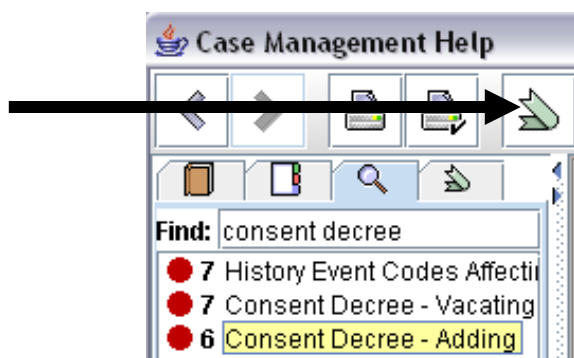


The search tab searches the complete text of all procedures.

1. Click on the Search tab.
2. Search for a keyword for the help procedure you are looking for (example: consent decree).
3. Press the enter key and the help will provide a list of all the procedures that contain the keyword you searched for.

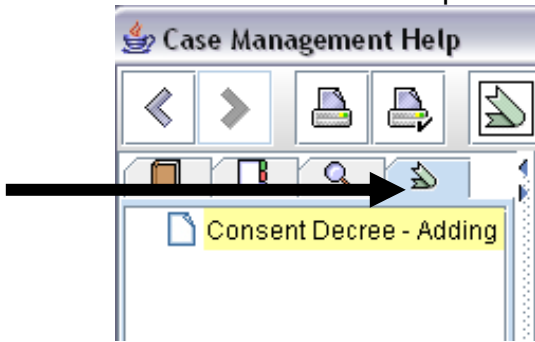
Save Help as a Favorite

You can save a list of favorite procedures in help that can then be viewed on the Favorites tab.



1. Highlight the procedure you would like to save as a favorite.
2. Click once on the Favorites tool on the help toolbar. This will add it as a favorite.

To view saved favorite procedures:



1. Click on the favorites tab.
2. The saved favorite topics will display.

Field Help

For information on a specific field, you can use the **Help...** selection or press the **F1** key (see Figure 3). Use either of these options in any field to go directly to the Procedures manual topic that explains the field in focus. In the example shown, selecting **Help...** from the Help menu or pressing **F1** while focused in a party type field opens Case Management Help, Party, “Party Window” topic and displays the “Help for Party Type”.

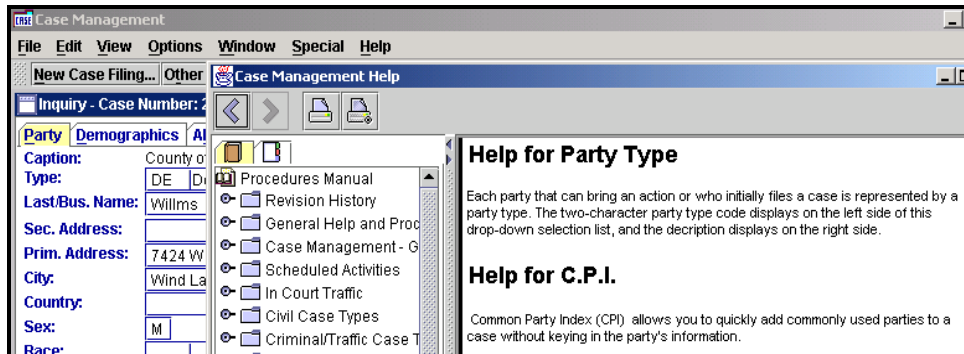


Figure 3. Help is available anytime you want assistance for a particular field, by pressing F1 while you are focused in the field.

SEARCH RESULTS

1. **View, New** or **View, Replace ...** - Two search features will help you monitor your searches and repeat them when necessary.

- When performing a search with **View, New** or **View, Replace...**, the results list box will show the progress of your search. The lower left corner of the list box displays the number of records in the list, and the lower right corner of the screen indicates if the list is still loading or is done.
- Use **View, New** when you want to keep the previous search list. The number of 'new' lists may have an impact on your performance.
- Use **View, Replace...** to override the previous search list. This option will keep the number of windows open to a minimum.
- In between the row count and status indicator is a **Cancel** button. If you begin a search and then realize that it was incorrect, you can cancel it yourself.

2000CV006666	30301	04-27-2001	Linda J. Steffens et al v. Claudia Balbuena et al
2000JM000053A	66999	01-03-2001	In the Matter of Daniell M Shepard
2000ME000083A	50501	01-29-2001	In the Matter of Travis J Kretschmer
2000ME000089A	50501	01-20-2001	In the Matter of Nathaniel J Rasmussen
2000ME000090A	50501	02-01-2001	In the Matter of Clifford A Goble

Rows: 1560 Cancel Status: Loading

← ROW COUNT

CANCEL BUTTON ↑

STATUS INDICATOR →

Monitoring the Search Results List Box.

2. **Last Query...**, this option allows you to reopen a search screen with the information you used on your previous search.

- It is useful if you want to rerun your search with criteria almost the same as your previous search. For example, if a search requires five criteria, and you only enter four, or one had a typo, once you discover the mistake you can use **Last Query...** to restore your previous search, make minor changes, and look again.

View	Options	Window	Special
N ew...			Ctrl-N
O ther			▶
R eplace...			Ctrl-R
L ast Query...			Ctrl-L
Case Number Sequence			
P arty Sequence			
O ther Sequence...			
M onth at a Glance...			
W eek at a Glance...			
D ay at a Glance...			
M ass TR/FO/JO List...			
			Ctrl-M
W alk In List...			
			Ctrl-K

View Menu

- Using >, < Symbols [For "greater than" and "less than" searches]
- Using, Symbol [For "and" searches]
- Use ' for exact name searches

Searching by Case Status:

1. Case type = **JV**
2. Status = **OP** (OP – Open, CL – Closed, FL – Filed)

Searching by Party Name

1. Lastname*Firstname*
2. 'Lastname,Firstname*'

The screenshot shows a 'New - Case Selection' dialog box with the following fields and options:

- Case Number: [] Type: [] Status: [] Maint.: [] Class: []
- File Date: [] Filing C.O.#: [] Resp. C.O.#: [] Old Case #: []
- Disposition C.O.#: [] w/ Counts: [] w/o Counts: [] Date: []
- Tax Warrant #: []
- DA Case No: [] Unified Case Number: []
- Party Name: [lastname, first*] Type: [] SoundEx CPI No.: []
- AKA Search Name
- Issuing Agency #: [] Issuing Officer: []
- Violation Date: [] Citation No.: []
- Bond ID: [] Statute No.: []
- Plaintiff Agency #: [] Pros./Pet. Agency No.: []
- Party Atty. #: [] Pros./Pet. Atty. No.: []
- Event Code: [] Date: []
- Without Event Code: [] Date: []
- Activity Code: [] Date: []
- C.O.: [] Disposed: Date: []
- Without Activity Code: [] Date: []

Buttons: OK, Cancel, Help

Other Search Fields

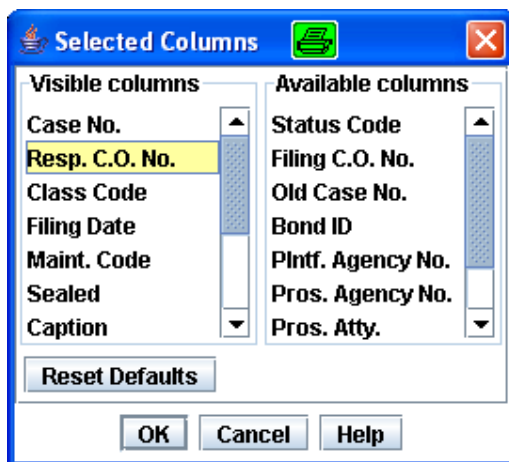
- Maintenance & Status
- Disposition Code and Date
- Court Official
- Filing Date

Viewing Features

- a. **View, Selected Columns - Purpose:** Change columns displayed in the list.

Example:

- View, New: *JV*, OP Cases
- Select View, SelecteColumns
- Make Resp. C.O. the 2nd column.

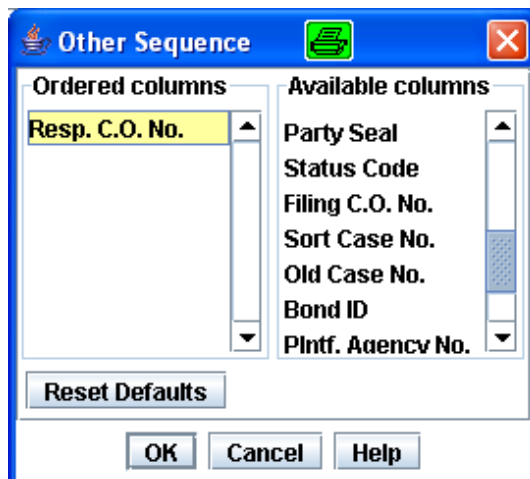


Note: You can organize these columns by clicking and dragging on the column title.

b. **View, Other Sequence - Purpose:** Change sorting order of list.

Example:

- Select View, Other Sequence
- Make Resp. C.O. the 1st sort criteria



Note: You can also sort by a specific column, by clicking once on the column title.