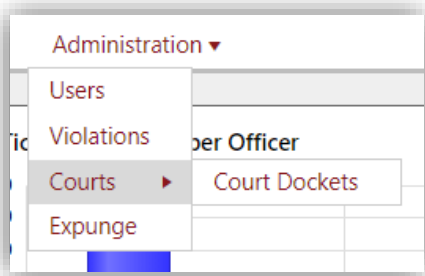


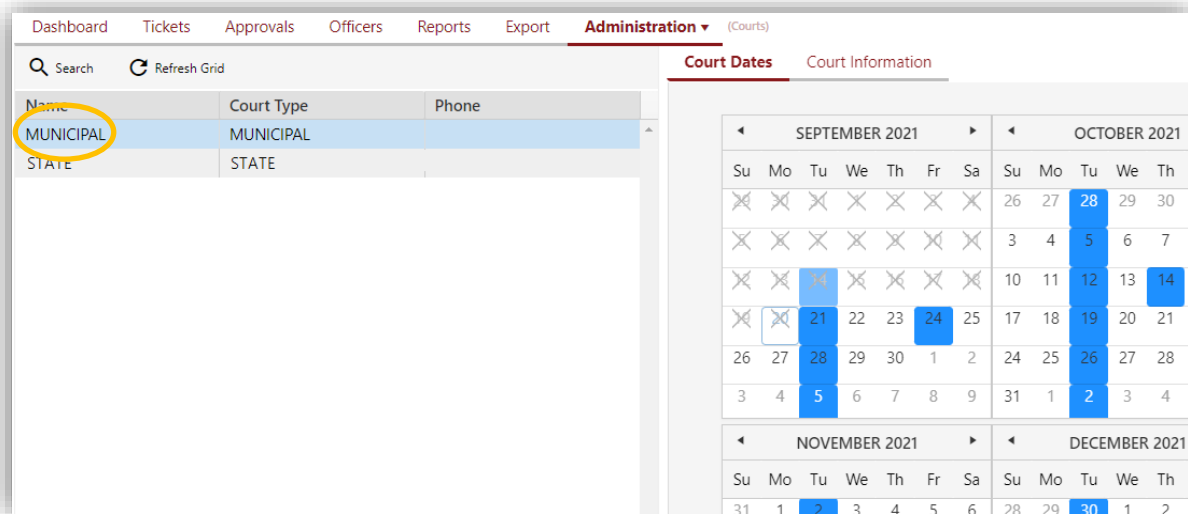
Managing Court Dates and court Information

Just as in the previous version of the web application, the Court management section is located under the main Administration tab. In this new version, when you click on “Courts” under Administration, you will see the primary Courts tab, and then the Court Dockets secondary menu option. The primary Courts tab is where you will manage the court calendar and court contact information. The Court Dockets secondary tab will show your court docket overview graph.

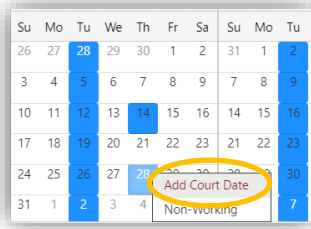


To manage your court dates:

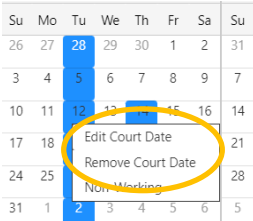
1. Click on the Administration tab and then then “Courts” in the main dropdown menu.
2. Click on the appropriate court name in the court list and the court calendar tab on the right will be populated.



- To add a new court date, click on the day and then right-click to open the court date menu. Click “Add Court Date”.



- To edit, remove or make non-working an existing court date, click on the court date you want to edit, then right-click and select either “Edit Court Date” or “Remove Court Date”.



If you need to edit the court address or any other contact information, click on the “Court Information” tab on the right and then the edit pencil.

