



WVClerks - Docket Entries Tab

This document will show you how to use the Docket Entries Tab.

Docket Entries Tab

On the Docket Entries tab, you can view each event, Created Date, Reference Code, Description, and who it was Done By. Click the drop down arrow next to each entry to view more information. Click the View link to show documents. Though many docket entries are added automatically by the system, you can Add, Edit, Delete, Undelete, and Scan on the top of the screen. You can also Export all of the dockets to a PDF, XLS, XLSX, RTF, or CSV.

EditDelete CaseRefreshCreate OrderMerge CasesUnmerge CasesQuick Views

Court: CircuitCounty: 60 - Marion - CORECase Number: CC-60-2017-C-1

Judge: Bob IgerCreated Date: 1/5/2017Status: Open

Case Type: CivilCase Sub-Type: ContractSecurity Level: Public

Style: Conard Smith v. John Hammond

Case InformationPartiesAttorneysFinancialsDocket EntriesDocumentsHearingsAudit TrailNotes

AddEditDeleteUndeleteScanRefreshExport

Enter text to search...

		Created Date	Event	Ref. Code	Description	Done By
▼	1	1/5/2017 11:16:22 AM	E-Filed		Complaint	COURT/60/joshua.taylor (Unverified Pro Se/Clerk)
		Filing Date	Document Type		Description	
	View	1-1	1/5/2017	Case Information Sheet		
	View	1-2	1/5/2017	Complaint	test	
	View	1-3	1/5/2017	Transmittal		
	View	1-4	1/5/2017	Summons		
	2	1/5/2017 11:16:22 AM	Judge Assigned	J-1014	Nyle DiMarco	EFILE/process.notification
	3	1/5/2017 11:16:22 AM	Party Added	P-001	Conard Smith	EFILE/process.notification
	4	1/5/2017 11:16:22 AM	Party Added	D-001	John Hammond	EFILE/process.notification
	5	1/5/2017 11:16:22 AM	Service Requested	D-001	Circuit Clerk - Certified Mail	EFILE/process.notification
▶	6	1/19/2017 1:01:05 PM	E-Filed		Notice of Judge Reassignment	COURT/60/justin.tucker
	7	1/19/2017 1:01:05 PM	Judge Assigned	J-1019	Peter Parker	EFILE/process.notification
▶	8	1/19/2017 1:57:29 PM	E-Filed		Notice of Judge Reassignment	COURT/60/justin.tucker



Adding Or Editing A Docket Entry

When adding or editing a docket entry, you can change the created date, security level, event, reference code, and a description.

Add/Edit Docket Entry

Created Date:

1/5/2017 11:16:22 AM

Security Level:

Public

Event:

Party Added

Reference Code:

P-001

Description:

Conard Smith

OK

Cancel



Deleting A Docket Entry

To delete a docket entry, highlight the docket and click Delete. This will not delete the Event itself. For example; if a docket line for a party added is deleted, the party itself will still need to be deleted from within the Parties tab.

The screenshot shows the WVClerks interface for case CC-60-2017-C-1. The 'Docket Entries' tab is selected. The interface includes a search bar and a table of docket entries.

	Created Date	Event	Ref. Code	Description	Done By
	32 3/16/2017 1:55:59 PM	Party Added	T-001	Ub Iwerks	COURT/60/joshua.taylor
>	31 3/15/2017 12:09:03 PM	E-Filed		Letter to Judge - Desc.	COURT/60/joshua.taylor (Unverified Pro Se/Clerk)
>	30 3/14/2017 4:29:10 PM	E-Filed		Notice of Motion Hearing (Court)	COURT/60/joshua.taylor
>	29 3/14/2017 4:20:37 PM	E-Filed		Notice of Motion Hearing (Court)	COURT/60/joshua.taylor
>	28 3/14/2017 11:45:26 AM	E-Filed		Order - Motion - Sealed Order	COURT/60/justin.tucker
	27 3/14/2017 10:00:00 AM	Miscellaneous/Third		Third Motion for Summary Judgment	COURT/60/joshua.taylor

Reason For The Deletion










Enter a reason for the deletion, and hit OK.

The screenshot shows a 'Delete Docket Entry' dialog box. It has a title bar with a close button (X). The main area contains the text 'Reason for Deletion:' followed by a text input field containing 'Entered in error.'. At the bottom, there are two buttons: 'OK' and 'Cancel'.



Reason For Deletion As The Description

The docket line will then show up with an X on the left hand side, the event missing, and the Reason for Deletion as the Description.

Case Information			Parties	Attorneys	Financials	Docket Entries	Documents	Hearings	Audit Trail	Notes
			Undelete	Scan		Refresh	Export			
<input type="text" value="Enter text to search..."/>										
			Created Date	Event	Ref. Code	Description	Done By			
	32	3/16/2017 1:55:59 PM	-----		T-001	Reason for Deletion: Entered in error.	COURT/60/joshua.taylor			
	31	3/15/2017 12:09:03 PM	E-Filed			Letter to Judge - Desc.	COURT/60/joshua.taylor (Unverified Pro Se/Clerk)			
	30	3/14/2017 4:29:10 PM	E-Filed			Notice of Motion Hearing (Court)	COURT/60/joshua.taylor			
	29	3/14/2017 4:20:37 PM	E-Filed			Notice of Motion Hearing (Court)	COURT/60/joshua.taylor			
	28	3/14/2017 11:45:26 AM	E-Filed			Order - Motion - Sealed Order	COURT/60/justin.tucker			
	27	3/14/2017 10:50:05 AM	Miscellaneous/Third Party Collected Fee Paid	D-001		Paid Miscellaneous / Third Party Collected Fee - test, Amount: \$50.00	COURT/60/joshua.taylor			