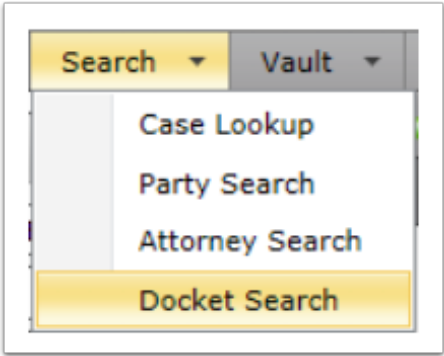




This document will show you how to use Docket Search.

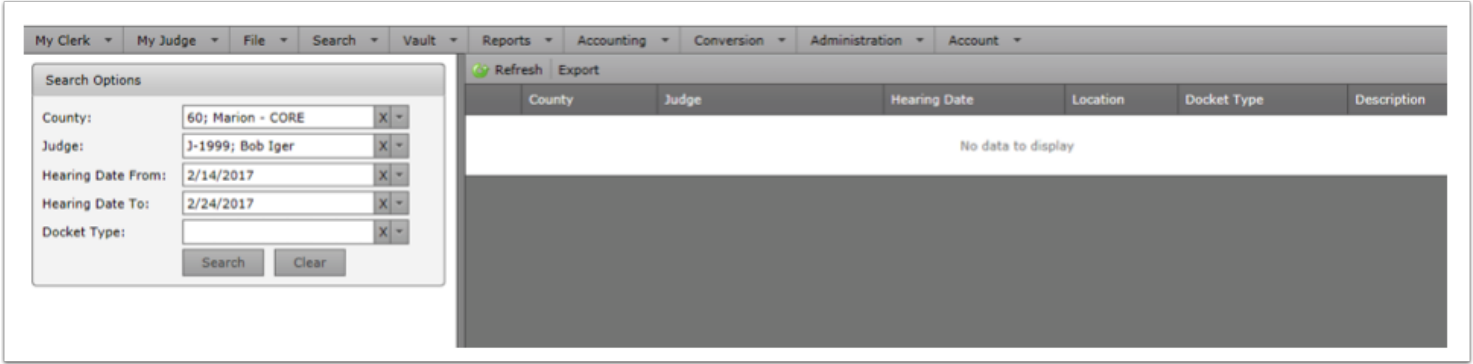
## Docket Search

To search for specific dockets, go to the Search tab, then Docket Search.



## Searching For A Docket

When searching for a docket, you can put as much or as little information as you'd like in the 'Search Options' on the left side of the screen. You will get more or less results to choose from depending on how much information is entered.



## Search Options

**County-** Select your County. This will default to your county.

**Judge-** Select the Judge.



# WVClerks - Docket Search

**Hearing Date From-** Select a Hearing from date from the calendar. You can also select the Today button to fill in the current day's date automatically, or clear to remove the date.

**Hearing Date To-** Select a Hearing to date from the calendar. You can also select the Today button to fill in the current day's date automatically, or clear to remove the date.

Hearing Date From:

2/14/2017

X

▼

Hearing Date To:

2/24/2017

X

▼

Docket Type:

«

<

February 2017

>

»

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
05	29	30	31	1	2	3	4
06	5	6	7	8	9	10	11
07	12	13	14	15	16	17	18
08	19	20	21	22	23	24	25
09	26	27	28	1	2	3	4
10	5	6	7	8	9	10	11

Today

Clear



## Docket Type

**Docket Type-** Select the type of Docket you are searching for. Choices include Motion, Arraignment, Hearing, Trial – Bench, Trial – Jury. You can also leave this blank to include all types.

Docket Type:

X

View

Motion

Arraignment

Hearing

Trial - Bench

Trial - Jury



Search Results

You will see your search results on the right side of the screen. Here you can click View to go into the Docket itself, see the County, Judge, Hearing Date, Location, Docket Type, Description.

Refresh

Export

	County	Judge	Hearing Date	Location	Docket Type	Description
<a href="#">View</a>	60 - Marion - CORE	Kathy Griffin	2/14/2017 12:00 AM	e	Motion	1
<a href="#">View</a>	60 - Marion - CORE	Kathy Griffin	2/14/2017 4:00 AM	.	Arraignment	4 A
<a href="#">View</a>	60 - Marion - CORE	Kathy Griffin	2/15/2017 12:00 AM	Not publishing place	Motion	Not published
<a href="#">View</a>	60 - Marion - CORE	Kathy Griffin	2/15/2017 1:00 AM	Locate	Motion	More slots
<a href="#">View</a>	60 - Marion - CORE	Kathy Griffin	2/15/2017 2:00 AM	Motion place	Motion	testing for slots
<a href="#">View</a>	60 - Marion - CORE	Kathy Griffin	2/15/2017 3:00 AM	Orlando	Motion	Slot
<a href="#">View</a>	60 - Marion - CORE	Kathy Griffin	2/15/2017 4:00 AM	Randomland	Motion	7

Sorting Results

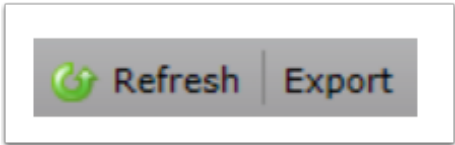
You can move each of the categories around by clicking and dragging them to where you want to move them. In the screenshot below, I am moving the Docket Type tab to the right of the Hearing Date tab.

Hearing Date	Docket Type	Location	Docket Type	De
2/14/2017 12:00 AM		e	Motion	1
2/14/2017 4:00 AM		.	Arraignment	4 ,
		Not publishing		



## Refresh & Export

At the top, you can Refresh your search and Export the list to an Excel Sheet.



## View Next

When you click View next to one of the Dockets, you will come to this screen.

Search Options

Case Type:

X

Ready Status:

X

Party Name:

Attorney Name:

Search

Clear

County: 60 - Marion - CORE Judge: Kathy Griffin Hearing Date: 2/15/2017 3:00 AM Location: Orlando

Docket Type: Motion Description: Slot

Refresh Create Batch Order

#1 CC-60-2016-C-1 Wyatt Halliwell v. Leo Wyatt

Quick Views Create Order Notes Motions

Ready Formal

Ready Trial

Ready Default

Batch Order

Case Type: Civil Case Sub-Type: Medical Malpractice Security Level: Public

#	Party	Name	Attorneys
<input type="checkbox"/>	P-001	Wyatt Halliwell	Robin Tucker, Justin Tucker
<input type="checkbox"/>	D-001	Leo Wyatt	Josh Taylor
<input type="checkbox"/>	D-002	First Name	Josh Taylor
<input type="checkbox"/>	E-001	d d dd, ddd	

	Motion Type	#	Filing Date	Filing Parties
View	Add Party	59	1/23/2017 9:58:08 AM	D-002 First Name