

# Clerk Task Queue

(Standard Queue – 06/26/2013)

1. The Clerk Task queue is simply a list of submissions/documents that have been e-filed and may require additional work in FullCourt. Documents are placed within this queue either through automatic transfer based on the document type or manually during Clerk Review. The documents in this queue have already been file stamped and imaged.

2. Select “View Queues”.



3. Within the Clerk Task queue, select the “Title” for the filing you wish to review.

The screenshot shows the 'My Queue Entries' page. It includes a filter section with 'Filter By View Entries in:' set to 'Clerk Tasks', 'Assigned To:' set to 'All Users', and 'Review Date:' set to 'Today's Items'. Below this is a table of queue entries. The first entry, with ID 654, has the title 'DIS: Discovery (Generic)' highlighted with a red box. The table columns are: Queue Entry Id, Queue, Title, Case Title, Case Number, Tracking #, Days In Queue, Original Filer, and Assignee.

Queue Entry Id	Queue	Title	Case Title	Case Number	Tracking #	Days In Queue	Original Filer	Assignee
654	Clerk Tasks	DIS: Discovery (Generic)	Frasier, Petitioner vs. Dan L Frasier, Respondent	2013-DM-009361-DS	3096	62	Benita Chaplin	
651	Clerk Tasks	MOT: Appoint - Counsel	Frasier, Petitioner vs. Dan L Frasier, Respondent	2013-DM-009361-DS	3085	62	Benita Chaplin	
649	Clerk Tasks	INF: Brief	Frasier, Petitioner vs. Dan L Frasier, Respondent	2013-DM-009361-DS	3084	62	Benita Chaplin	

4. The case information will appear. All documents filed within the submission will appear under “Document Information”. Any notes entered in Court Review will appear under the “Note History”. Select the document link to view the documents. If you would like to review all of the documents on the case, select the “Full Case History” button.

The screenshot shows the 'Action Details' page for a case. It includes sections for 'Case Information', 'Document Information', and 'Other Pending Actions'. The 'Case Information' section shows details like Case Number (2013-DM-009361-DS), Case Title (Frasier, Petitioner vs. Dan L Frasier, Respondent), Case Type (Domestic/Marriage Dissolution/Divorce), Plaintiff (Frasier), Defendant (Dan L Frasier), Judge (Robb W Rumsey, Div. 4), Amt. of Claim, and Jury/Non Jury (Non-Jury). The 'Document Information' section shows a table with columns for Document Link, Document, File Date, and Original Filer. The first entry is 'Efile\_test.pdf' with document 'DIS: Discovery (Generic) Discovery' and file date '04-25-2013'. The 'Other Pending Actions' section shows a table with columns for Title, Original Filer, File Date, Assigned To, and Queue Name. The first entry is 'PLE: Petition' by Shalyn Taylor on 04-23-2013, assigned to 'Clerk Tasks'. The 'Note History' section shows 'None' highlighted with a red box. At the bottom, there are buttons for 'Back', 'Delete', 'Complete', and 'Reassign', along with a 'Reassign To:' dropdown, a 'Queue:' dropdown, and a 'Date Deferred' field set to '04/25/2013'.

5. After the documents have been reviewed and any updates to FullCourt have been made, the clerk has three options:

A. Mark the submission as “Complete” which will remove it from the queue entry.

**Action Details**

**Case Number:** 2013-DM-009361-DS      **Plaintiff:** Frasier  
**Case Title:** Frasier, Petitioner vs. Dan L Frasier, Respondent      **Defendant:** Dan L Frasier  
**Case Type:** Domestic/Marriage Dissolution/Divorce      **Judge:** Robb W Rumsey, Div. 4  
**Opened:**      **Amt. of Claim:**  
**Case History:** [Full Case History](#)      **Jury/Non Jury:** Non-Jury

**Document Information**

Document Link	Document	File Date	Original Filer
<a href="#">Efile_test.pdf</a>	DIS: Discovery (Generic) Discovery	04-25-2013	Benita Chaplin

**Other Pending Actions - Case Number 2013-DM-009361-DS**

Title	Original Filer	File Date	Assigned To	Queue Name
<a href="#">PLE: Petition</a>	Shalyn Taylor	04-23-2013		Clerk Tasks
<a href="#">AFF: Affidavit (Generic)</a>	Shalyn Taylor	04-23-2013		Clerk Tasks
<a href="#">INF: Correspondence Affidavit</a>	Shalyn Taylor	04-25-2013		Judicial Review
<a href="#">INF: Brief</a>	Benita Chaplin	04-25-2013		Clerk Tasks
<a href="#">INF: Brief Brief</a>	Benita Chaplin	04-25-2013		Judicial Review
<a href="#">MOT: Appoint - Counsel</a>	Benita Chaplin	04-25-2013		Clerk Tasks

**Note History** None

Reassign To:  Queue:  Date Deferred:

Add Note:

B. Mark the submission as “Delete” which will remove it from the queue entry.

**Action Details**

**Case Number:** 2013-DM-009361-DS      **Plaintiff:** Frasier  
**Case Title:** Frasier, Petitioner vs. Dan L Frasier, Respondent      **Defendant:** Dan L Frasier  
**Case Type:** Domestic/Marriage Dissolution/Divorce      **Judge:** Robb W Rumsey, Div. 4  
**Opened:**      **Amt. of Claim:**  
**Case History:** [Full Case History](#)      **Jury/Non Jury:** Non-Jury

**Document Information**

Document Link	Document	File Date	Original Filer
<a href="#">Efile_test.pdf</a>	DIS: Discovery (Generic) Discovery	04-25-2013	Benita Chaplin

**Other Pending Actions - Case Number 2013-DM-009361-DS**

Title	Original Filer	File Date	Assigned To	Queue Name
<a href="#">PLE: Petition</a>	Shalyn Taylor	04-23-2013		Clerk Tasks
<a href="#">AFF: Affidavit (Generic)</a>	Shalyn Taylor	04-23-2013		Clerk Tasks
<a href="#">INF: Correspondence Affidavit</a>	Shalyn Taylor	04-25-2013		Judicial Review
<a href="#">INF: Brief</a>	Benita Chaplin	04-25-2013		Clerk Tasks
<a href="#">INF: Brief Brief</a>	Benita Chaplin	04-25-2013		Judicial Review
<a href="#">MOT: Appoint - Counsel</a>	Benita Chaplin	04-25-2013		Clerk Tasks

**Note History** None

Reassign To:  Queue:  Date Deferred:

Add Note:

C. Reassign the queue entry.

The queue entry can be reassigned to a different person as well as placed into a different queue. To reassign the queue entry, select “Reassign To” and the “Queue”. If you would like the queue entry to appear in the queue at a later date, enter a “Date Deferred”.

Select the “Reassign” button at the bottom. Any notes in the “Add Note” field will go to the new person assigned to this queue entry.

### Action Details

<b>Case Number:</b> 2013-DM-009361-DS	<b>Plaintiff:</b> Frasier
<b>Case Title:</b> Frasier, Petitioner vs. Dan L Frasier, Respondent	<b>Defendant:</b> Dan L Frasier
<b>Case Type:</b> Domestic/Marriage Dissolution/Divorce	<b>Judge:</b> Robb W Rumsey, Div. 4
<b>Opened:</b>	<b>Amt. of Claim:</b>
<b>Case History:</b> <a href="#">Full Case History</a>	<b>Jury/Non Jury:</b> Non-Jury

### Document Information

Document Link	Document	File Date	Original Filer
<a href="#">Efile test.pdf</a>	DIS: Discovery (Generic) Discovery	04-25-2013	Benita Chaplin

### Other Pending Actions - Case Number 2013-DM-009361-DS

Title	Original Filer	File Date	Assigned To	Queue Name
<a href="#">PLE: Petition</a>	Shalyn Taylor	04-23-2013		Clerk Tasks
<a href="#">AFF: Affidavit (Generic)</a>	Shalyn Taylor	04-23-2013		Clerk Tasks
<a href="#">INF: Correspondence Affidavit</a>	Shalyn Taylor	04-25-2013		Judicial Review
<a href="#">INF: Brief</a>	Benita Chaplin	04-25-2013		Clerk Tasks
<a href="#">INF: Brief Brief</a>	Benita Chaplin	04-25-2013		Judicial Review
<a href="#">MOT: Appoint - Counsel</a>	Benita Chaplin	04-25-2013		Clerk Tasks

### Note History

 None  

Reassign To:  Queue:  Date Deferred:

Add Note:

[Back](#) [Delete](#) [Complete](#) [Reassign](#)