

# Judicial Review Queue

(Standard Queue – 05/31/2013)

1. The Judicial Review queue is simply a list of submissions that have been e-filed and need judicial review. Documents are placed within this queue either through automatic transfer based on the document type or manually from the clerk during Clerk Review. The documents in this queue have already been file stamped and imaged.
2. Select “View Queues”.



3. Within the Judicial Review 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 'Update', 'Filter By View Entries in:' (set to 'Judicial Review'), 'Assigned To:' (set to 'David King'), and 'Review Date:' (set to 'Today's Items'). The number of entries displayed per page is set to 50. Below the filter is a table with the following data:

<input type="checkbox"/>	Queue Entry Id	Queue	Title	Case Title	Case Number	Tracking #	Days In Queue	Original Filer	Assigned
<input type="checkbox"/>	724	Judicial Review	INF: Correspondence Correspondence regarding Thomas Train	Bill Guy vs. Tommy Train	2013-LM-000156	6313	0	Lawrence Linn	David Kir
<input type="checkbox"/>	723	Judicial Review	INF: Correspondence Correspondence Document	Anita Blake vs. Kim Harrison	2013-LM-000155	6312	0	Lawrence Linn	David Kir

4. The case information will appear. All documents filed within the submission will appear under “Document Information”. Any notes from the clerk during Clerk 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 case 2013-LM-000156. It includes case information: Case Number (2013-LM-000156), Case Title (Bill Guy vs. Tommy Train), Case Type (Limited/Employment Dispute - Other), Plaintiff (Bill Guy), Defendant (Tommy Train), Judge (David King), Amt. of Claim, and Jury/Non Jury (Non-Jury). The 'Case History' section has a 'Full Case History' button highlighted with a red box. Below is the 'Document Information - Assigned To David King' table:

Document Link	Document	File Date	Original Filer
<a href="#">PetitionDoc.pdf</a>	Petition Filed for Employment Dispute	05-31-2013	Lawrence Linn
<a href="#">Doc Correspondence.pdf</a>	Correspondence regarding Thomas Train	05-31-2013	Lawrence Linn

The 'Note History' section shows a note from 2013-05-31 14:26:10.054 by Admin DCT Clerk, with the text 'Notes entered by the clerk during clerk review for the judge.' highlighted with a red box. At the bottom, there are buttons for 'Back', 'Delete', 'Complete', and 'Reassign'.

5. After the judge has reviewed the documents, the judge has three options:

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

**Action Details**

**Case Number:** 2013-LM-000156      **Plaintiff:** Bill Guy  
**Case Title:** Bill Guy vs. Tommy Train      **Defendant:** Tommy Train  
**Case Type:** Limited/Employment Dispute - Other      **Judge:** David King  
**Opened:**      **Amt. of Claim:**      **Jury/Non Jury:** Non-Jury  
**Case History:** [Full Case History](#)

**Document Information - Assigned To David King**

Document Link	Document	File Date	Original Filer
<a href="#">PetitionDoc.pdf</a>	Petition Filed for Employment Dispute	05-31-2013	Lawrence Linn
<a href="#">Doc_Correspondence.pdf</a>	Correspondence regarding Thomas Train	05-31-2013	Lawrence Linn

**Note History**

Date	From	To	Note
2013-05-31 14:26:10.054	Admin DCT Clerk		Notes entered by the clerk during clerk review for the judge.

Reassign To:  Queue:  Date Deferred

Add Note:

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

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

**Action Details**

**Case Number:** 2013-LM-000156      **Plaintiff:** Bill Guy  
**Case Title:** Bill Guy vs. Tommy Train      **Defendant:** Tommy Train  
**Case Type:** Limited/Employment Dispute - Other      **Judge:** David King  
**Opened:**      **Amt. of Claim:**      **Jury/Non Jury:** Non-Jury  
**Case History:** [Full Case History](#)

**Document Information - Assigned To David King**

Document Link	Document	File Date	Original Filer
<a href="#">PetitionDoc.pdf</a>	Petition Filed for Employment Dispute	05-31-2013	Lawrence Linn
<a href="#">Doc_Correspondence.pdf</a>	Correspondence regarding Thomas Train	05-31-2013	Lawrence Linn

**Note History**

Date	From	To	Note
2013-05-31 14:26:10.054	Admin DCT Clerk		Notes entered by the clerk during clerk review for the judge.

Reassign To:  Queue:  Date Deferred

Add Note:

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

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**

**Case Number:** 2013-LM-000156      **Plaintiff:** Bill Guy  
**Case Title:** Bill Guy vs. Tommy Train      **Defendant:** Tommy Train  
**Case Type:** Limited/Employment Dispute - Other      **Judge:** David King  
**Opened:**      **Amt. of Claim:**      **Jury/Non Jury:** Non-Jury  
**Case History:** [Full Case History](#)

**Document Information - Assigned To David King**

Document Link	Document	File Date	Original Filer
<a href="#">PetitionDoc.pdf</a>	Petition Filed for Employment Dispute	05-31-2013	Lawrence Linn
<a href="#">Doc Correspondence.pdf</a>	Correspondence regarding Thomas Train	05-31-2013	Lawrence Linn

**Note History**

Date	From	To	Note
2013-05-31 14:26:10.054	Admin DCT Clerk		Notes entered by the clerk during clerk review for the judge.

Reassign To:  Queue:  Date Deferred:

Add Note: