

Process for Administrative Assistants Reviewing Proposed Orders

- 1) The Administrative Assistant will log into the e-filing system with their user name and password.
- 2) Once logged into the system the Administrative Assistant will access the queues by either selecting the “View Queues” button or selecting “Filings” from the menu bar, and then “Action Queues”.



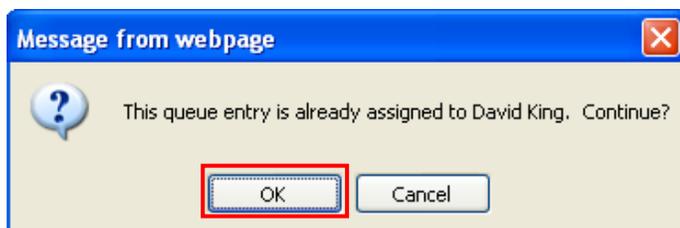
- 3) To bring up the desired queue entries:
 - Change the “Filter by View Entries in:” dropdown to Proposed Orders.
 - Change the “Assigned to:” dropdown to All Users.
 - A specific “Review Date:” can also be selected.
 - Select “Update”

The screenshot shows the 'My Queue Entries' section. There is an 'Update' button highlighted with a green box. Below it are several dropdown menus: 'Filter By View Entries in:' set to 'Proposed Orders', 'Assigned To:' set to 'David King', and 'Review Date:' set to 'Today's Items'. At the bottom right, there is a 'Number of entries displayed per page:' dropdown set to '50'.

- 4) To view a particular Proposed Order, select the document name in the Title column.

<input type="checkbox"/>	Queue Entry Id	Queue	Title	Case Title	Case Number	Tracking #	Days In Queue	Original Filer	Ass
<input type="checkbox"/>	975	Proposed Orders	PRO: Judgment Order for Judgment	Sam Samuelson vs. William Jones, etal.	2014-CV-000016	11415	0	Lawrence Linn	Dav
<input type="checkbox"/>	974	Proposed Orders	PRO: Order - No Service Required Order to test view ability and admin assist instructions	George Rogers vs. Sara Ross	2014-LM-000005	11410	0	Lawrence Linn	Dav
<input type="checkbox"/>	969	Proposed Orders	PRO: Order - No Service Required Order to test judicial assistant instructions	Bill's Garage vs. William Williams	2014-LM-000004	11404	0	Lawrence Linn	Dav

- 5) A pop up box will appear that states the entry is already assigned to the judge, Select OK.



6) The Administrative Assistant can view the submitted document, make modifications, save the modifications, and replace the existing document with the modified document by following the "Sign through the Action Details screen" section of the "Proposed Orders Queue" instructions.

7) Once the document is ready for the judge's signature:

- a. Check the "Request Signature" checkbox.
- b. If there are any notes that you would like to send to the judge, those can be added in the "Note to Clerk/Court Staff:" field.
- c. Select the "Reassign To:" radio button.
- d. Select the Judge who should sign the document in the "Reassign to" field.
(Do not populate the Queue field, it will be left blank and will route automatically to the Judge Signature queue.)
- e. If you do not want the submission to appear for the judge's signature until a certain date, enter that date in the "Date Deferred" field. If left blank, the submission will be available for signature immediately.
- f. Select the "Reassign" button.

The screenshot shows the 'New Docket Entry' form. At the top, there are tabs for 'View', 'Remove Replace Document', 'Document Type', 'Additional Docket Text', 'My Signature', and 'Request Signature sealed'. The 'Request Signature sealed' tab is active, and a red box highlights the 'Request Signature' checkbox, which is checked. Below the tabs, there are buttons for 'Add Signature Page Note' and 'Add Queue Entry Requiring Signature'. The 'Note from Filer: None' and 'Note History: None' are displayed. A red box highlights the 'Note to Clerk/Court Staff:' field, which includes an 'Add Standard Text:' dropdown menu set to 'Select Predefined Note'. Below this is another 'Note to Filer:' field with a similar dropdown. At the bottom, the 'Action:' section has three radio buttons: 'Sign and Submit Document', 'Decline to Take Action', and 'Reassign To:'. The 'Reassign To:' radio button is selected, and a red box highlights the 'Reassign To:' dropdown menu (set to 'David King'), the 'Queue:' dropdown menu, and the 'Date Deferred' field. A red box also highlights the 'Reassign' button at the bottom left.

8) The queue entry will remain within the Proposed Orders queue even though it has been submitted to the Judge Signature queue. Once the judge has attached their signature, it will be removed.

9) If for some reason the judge does not want to sign the proposed order document, they can “reassign” it back to the Administrative Assistant. This will show in the Proposed Order queue with the Administrative Assistants name in the “Assigned To” column.

DISTRICT COURTS

Update Filter By View Entries in: Proposed Orders Assigned To: Judicial Assistant Review Date: Today's Items

Number of entries displayed per page: 50

<input type="checkbox"/>	Queue Entry Id	Queue	Title	Case Title	Case Number	Tracking #	Days In Queue	Original File	Assigned
<input type="checkbox"/>	978	Proposed Orders	PRO: Order - No Service Required Order judge does not sign	Larry Davis, Petitioner vs. Mary Davis, Respondent	2014-DM-000001	11418	0	Lawrence Linn	Judicial Assistant
<input type="checkbox"/>	976	Proposed Orders	PRO: Order - No Service Required Order for Judgment	Martin Martins, Petitioner vs. Mary Martins, Respondent	2014-DM-000006	11416	0	Lawrence Linn	Judicial Assistant

If the judge included notes back to the Administrative Assistant, there will be a “plus” sign next to the “Note History”.

Note from Filer: None

Note History:

Add Note

To view the notes, select the “plus” sign and they will be displayed.

Note from Filer: None

Note History:

Date	From	To	Note
2014-01-30 15:30:01.0	Judicial Assistant	David King	Note to the judge from the Administrative Assistant.
2014-01-30 15:51:21.0	David King	Judicial Assistant	Note back to the Administrative Assistant... Did not sign due to.....

Add Note

10) Once any requested changes from the judge are made, the request for signature can be made again and the submission reassigned back to the judge, along with notes if needed. Check the "Request Signature" checkbox. Select the “Reassign To” radio button, select the judge name in the drop down, enter any notes in the “Add Note” field, and select the Reassign button.

New Docket Entry

View Remove Replace Document Document Type Additional Docket Text My Signature Request Signature Sealed

ORDSJ : ORD: Summan Order for Summary Judgment

Add Signature Page Note

Add Queue Entry Requiring Signature

Note from Filer: None

Note History: None

Note to Clerk/Court Staff: Add Standard Text: Select Predefined Note

Note to Filer: Add Standard Text: Select Predefined Note

Action:

Sign and Submit Document Decline to Take Action Reassign To: David King Queue: Date Deferred

Back Reassign