



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.

[Edit](#) [Delete Case](#) [Refresh](#) [Create Order](#) [Merge Cases](#) [Unmerge Cases](#) [Quick Views](#)

Court: **Circuit** County: **60 - Marion - CORE** Case Number: **CC-60-2017-C-1**
 Judge: **Bob Iger** Created Date: **1/5/2017** Status: **Open**
 Case Type: **Civil** Case Sub-Type: **Contract** Security Level: **Public**
 Style: **Conard Smith v. John Hammond**

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[Add](#) [Edit](#) [Delete](#) [Undelete](#) [Scan](#) [Refresh](#) [Export](#)

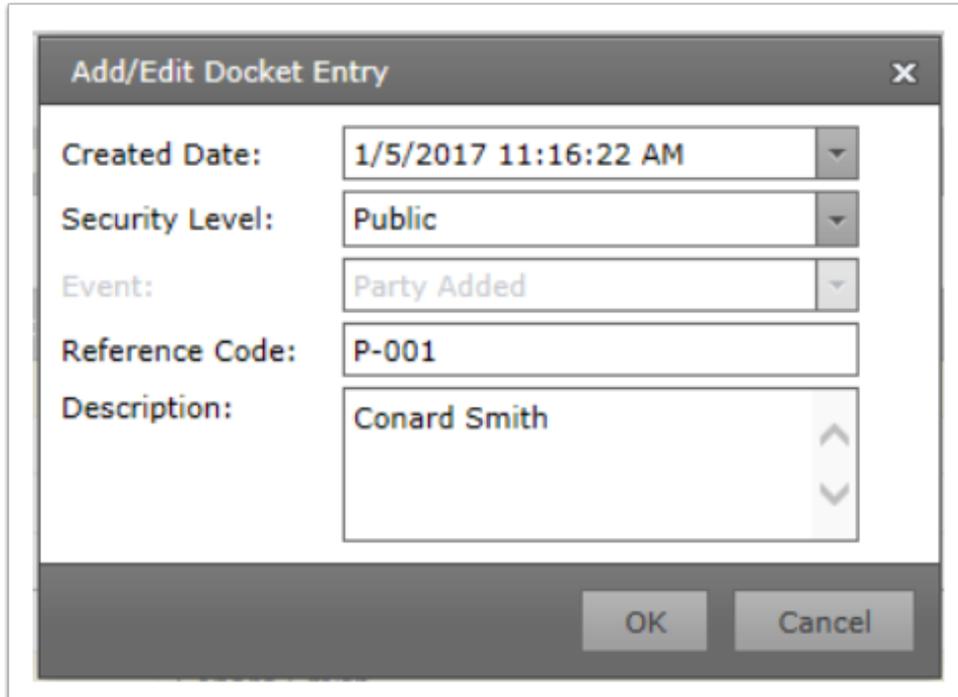
Enter text to search...

	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.

A screenshot of a software dialog box titled "Add/Edit Docket Entry" with a close button (X) in the top right corner. The dialog contains five fields: "Created Date" with a date-time value "1/5/2017 11:16:22 AM" and a dropdown arrow; "Security Level" with the value "Public" and a dropdown arrow; "Event" with the value "Party Added" and a dropdown arrow; "Reference Code" with the value "P-001"; and "Description" with the value "Conard Smith" and vertical scroll arrows. At the bottom of the dialog are two buttons: "OK" and "Cancel".

Created Date:	1/5/2017 11:16:22 AM
Security Level:	Public
Event:	Party Added
Reference Code:	P-001
Description:	Conard Smith



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 'Docket Entries' tab in the WVClerks application. The interface includes a top navigation bar with options like 'Edit', 'Delete Case', 'Refresh', 'Create Order', 'Merge Cases', 'Unmerge Cases', and 'Quick Views'. Below this, case information is displayed: Court: Circuit, County: 60 - Marion - CORE, Case Number: CC-60-2017-C-1, Judge: Bob Iger, Created Date: 1/5/2017, Status: Open, Case Type: Civil, Case Sub-Type: Contract, Security Level: Public, and Style: Conard Smith v. John Hammond.

The 'Docket Entries' tab is active, showing a table with columns: Created Date, Event, Ref. Code, Description, and Done By. The table contains several entries, with the first one highlighted in yellow:

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 10:22:02 AM	Miscellaneous/Third		Bill Miscellaneous / Third Party Collected For Post Payment \$50.00	COURT/60/joshua.taylor

Reason For The Deletion

Enter a reason for the deletion, and hit OK.

The screenshot shows a dialog box titled 'Delete Docket Entry' with a close button (X) in the top right corner. The dialog contains a label 'Reason for Deletion:' followed by a text input field containing the text 'Entered in error.'. Below the input field 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
Add Edit Delete Undelete Scan Refresh Export								
Enter text to search...								
	Created Date	Event	Ref. Code	Description	Done By			
X	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			