

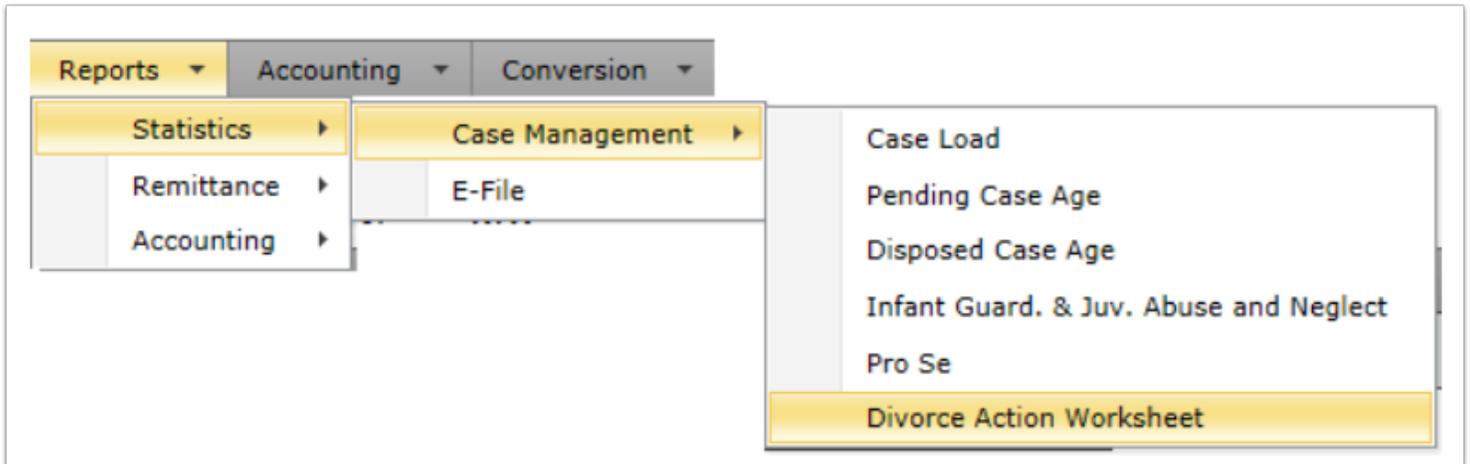


WV Statistics Reports - Divorce Action Worksheet

This document will show you how to create a Divorce Action Worksheet report.

To Begin

To create a Divorce Action Worksheet, go to Statistics > Case Management > Divorce Action Worksheet.



Search Options

Select your County, Date From, and Date To in the Search Options window, click the Create Report button.

The screenshot shows a window titled "Search Options" with three input fields: County, Date From, and Date To. The County field is set to "02; Berkeley". The Date From field is set to "5/1/2017" and has a small "X" icon to its right. The Date To field is set to "5/31/2017" and also has a small "X" icon to its right. Below the input fields are two buttons: "Create Report" and "Clear".



Look On The Right Side Of The Screen

The results will appear on the right side of the screen with the Filing Type, how many cases have been paid, and how many have been waived. Click on a number under Paid or Waived to view all cases.

| Statistics - Divorce Action Worksheet | | |
|---|----------------------|--------|
| County: Berkeley | Judge: N/A | |
| From: 3/1/2017 | To: 5/31/2017 | |
| Refresh | Export | |
| Drag a column header here to group by that column | | |
| Filing Type | Paid | Waived |
| Petition for Divorce/Annulment/Separation | 66 | 1 |
| Petition for Expedited Modification | 1 | 0 |
| Petition for Modification | 49 | 2 |



To Export or View

Click Export at the top of the screen to create the report with your choice of format (PDF, XLS, XLSX, RTF, and CVS).

The screenshot shows a dialog box titled "Export" with a close button (X) in the top right corner. The dialog contains the following fields and options:

- Format:** Radio buttons for PDF (selected), XLS, XLSX, RTF, and CSV.
- File Name:** A text input field containing "Pending Case Age".
- Left Margin:** A text input field containing "0".
- Right Margin:** A text input field containing "0".
- Top Margin:** A text input field containing "0".
- Bottom Margin:** A text input field containing "0".
- Paper Size:** A dropdown menu currently set to "Letter".
- Orientation:** Radio buttons for Portrait (selected) and Landscape.

At the bottom right of the dialog, there are two buttons: "Export" and "Close".



Click Export

Click Export here to choose between downloading the report or view it.

