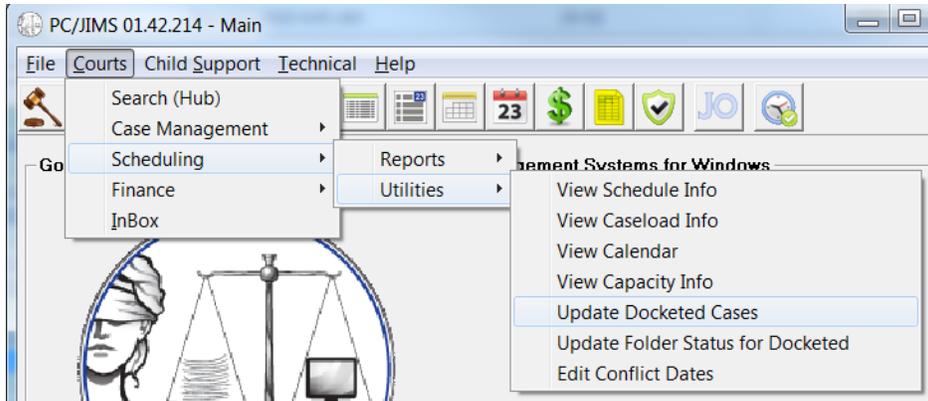## UPDATE DOCKETED CASES

The Update Docketed Cases option provides clerks with a way to both update hearings in batch and print Notices of Appearance for that batch. You'll find the option on the Scheduling/Utilities menu:

*Note that this program changes data in a batch, so users should be very careful when they run it. In fact, users need to have *SECADM or SECOFR security in their AS400 user profile in order to even have access to the option. If you have a staff member who needs to be given access to this program contact GAL Support to get their user profile updated to the appropriate security class.*

The Selection Tab

Use the Selection tab to set up the parameters for the cases you want to change. You can limit your selection in any number of ways.

Begin Date and End Date can limit your selection to a certain day or set of days. Beware of using date parameters that span several days, as everything that is selected will receive the same information you supply on the Update tab. In other words, if you provide a new hearing date on the Update tab, all of the hearings between the begin date and end date you provide here will be rescheduled to the single date you provide on the Update tab. So usually you don't provide a date span here unless your intention is to only change the courtroom, or judge on the Update tab.

Begin Time and End Time can be used to limit your selection to 9:00 cases, or 1:00 cases, or morning cases, or afternoon cases. If your begin and end time is for multiple hours, beware of providing a new

time on the Update tab. You'll only want to do that if your intention is to reschedule all of the hearings between those hours to a single time slot.

Branch code can be used to limit your selection to only the hearings for a specific branch office. **Appearance type** can be used to limit your selection to may-appear hearings only, or must-appear. Note that our distinction between a may-appear hearing and a must-appear hearing is based on the lack of either a judge, or a courtroom or both. Hearings that have both of those data elements are considered to be must-appear.

Jury/Non-Jury can be used to limit your selection to cases that have a Jury Demand flag or only those cases that specifically do not have the Jury Demand flag.

Include Case Types—Use the buttons to the right to automatically select only the civil case types or only the criminal case types. If you want to de-select a single case type or add a single case type to the case types you've already selected, hold down your CNTL key, and click the case type you want to add or deselect.

The **Judge** drop-down can be used to limit the cases you update to only those hearings that have a certain judge. Leaving the Judge field blank will mean that hearings will be updated regardless of what judge they are currently scheduled for, or even if they don't have a Judge.

The **Courtroom** field can be used to limit the cases you update to only those in a particular courtroom. Leaving the courtroom out will mean that hearings will be updated regardless of what courtroom they are currently scheduled for, or even if they don't have a courtroom.

The **Prosecuting Attorney** field can be used if you only want to reschedule cases that have a certain prosecuting attorney.

The **Litigant Attorney** field can be used if you only want to reschedule cases that have a certain attorney.

Include/Exclude Selected Events—The radio button to the right of this list controls whether it is used to include or to exclude hearings of a certain type. If you want to reschedule everything but the Jury trial scheduled for next Tuesday, select the hearing type of Jury Trial, and click the radio button for Exclude Selected Events.

The **Arresting Agency** field could be used to only reschedule the cases that have a certain arresting agency.

If you checkmark **Pending Only**, your update will only affect the pending cases scheduled for the date you've provided.

The **Require Amt on PDD** field would only be used by counties that are using the Payment Due Date hearing type to create payment orders that they can monitor. Using this option causes the selection to only include defendants who are behind on those payment orders.

The Update Tab

Once you've got the Selection Tab the way you want it, you're ready to move on to the Update tab.
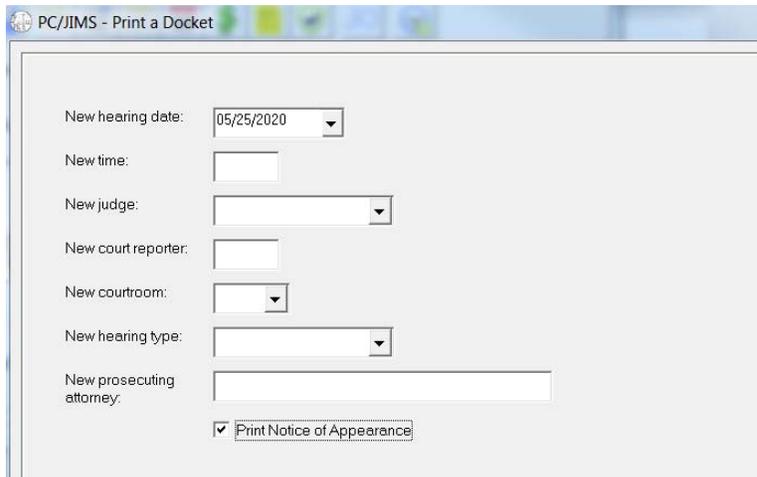
The update tab is where you supply the NEW values you want for these fields. Each of these values will replace the value of that data element for all of the cases that satisfy your selection requirements. **BE CAREFUL HERE**. Only supply information for the data element you want to change. In other words:

- **!** If you want the cases to retain the same hearing time that they had before, **don't** fill in a hearing time.
- **!** If you want the cases to stay scheduled in the same courtroom they were before, **don't** supply a new courtroom.
- **!** If you want them to keep the same judge they had before, **don't** supply a new judge.

But if you **DO** want **ALL** of the selected cases to get:

The **same** new hearing date, supply a **New Hearing Date**.
The **same** new hearing time, supply a **New Hearing Time**.
The **same** new judge name, supply a **New Judge** name.
The **same** new court reporter, supply a **New Court Reporter** here. (CR initials)
The **same** new courtroom, supply the **New Courtroom** code.
The **same** new hearing type, supply the **New Hearing Type**.
The **same** new prosecuting attorney name, supply the **New Prosecuting Attorney** name here.

Print Notice of Appearance--To print a Notice of Appearance for each updated case, checkmark the Print Notice of Appearance option. The notices will print and export to Imaging, (assuming you are using the **Print e-signature on Notices** option checkmarked in **Edit Custom Information**).   And if you are using the Email preference in the Edit Hearings screen, emails will go out to recipients who have email addresses.

A note as of 3/17/2020: The Print Notice of Appearance option will print the notice to the litigant's attorney, if a litigant has an attorney, on both civil or criminal cases. This is consistent with Supreme Court Rule 11, which indicates that service should be made to the attorney if there is an attorney of record, but it might not always be what you are needing. If your judge(s) have given you explicit instructions to notify the litigants AND their attorneys, that is not what you will get when you use Notice of Appearance option from Update Docketed Cases. Additional notification options will be provided in the next release of PC JIMS.