



CourtNet – Additional Features

TITLE SCREEN – Show Search Screen

V.O. Narrator: *“CourtNet has several additional features designed to enhance the applications usability, including Dockets, Recent Searches, and Case Cart. In this video, we will review each feature.”*

TITLE SCREEN – Dockets

V.O. Narrator: *“The dockets feature allows the user to search for and view dockets by court, county and division. This provides a daily at a glance view of cases scheduled for court.*

To view a case docket for a specific County, select docket from the main menu bar to access this feature. The search page opens in a new browser window or in a new tab depending on your browser and internet settings. On the docket page, select the county. The docket for that court will be displayed.

This report will include; the courtroom, a chronological list of cases by time, a case number, title and type. You can filter the report by division, courtroom and subdivisions.”

TITLE SCREEN – Recent Searches

V.O. Narrator: *“The Recent Searches feature provides the ability to quickly return to a previously executed search. CourtNet stores the last 10 searches. These searches can be executed again without rekeying the criteria.*

To view your last ten (10) searches, click on the Recent Searches option from the maroon menu bar. This view contains a chronological list of case search results, the most recent search positioned at the top of the view pane. The specific search criteria used in the previous search will be displayed along with the date and time the search was executed. To re-execute an old search, simply click on the Search Again link.”

TITLE SCREEN – Show Case Cart screen

V.O. Narrator: *“The Case Cart function in CourtNet is a valuable tool for storing cases for future reference. Case Cart allows the user to select any number of cases for review and print purposes.”*



TITLE SCREEN – PP Search Result Return

“From the search results, click on the box to the left of the party name. As the selections are made, a dialog box will be displayed validating the case has been successfully added to or removed from case cart. You can add one case at a time or add a group of cases by selecting the checkbox in the Blue or Gold bar.

Once you have selected desired cases, click the case cart option from the menu bar. The cases you selected will display in the case cart.

From Case Cart, you have the ability to view case detail on an individual case, or you can print detailed or summary reports for the collection of cases in the cart. As a quick reference, the party name, case number, county, case type, and division are displayed. Click Remove to delete any individual case you no longer need or Empty Cart to remove all cases.

Selecting Print Details allows the user to view and print detailed information for all cases in the cart, with page breaks between each case. Details include Parties, Charges, Events, and Documents. The system will wrap the cases into a PDF file, which can be opened and printed or saved.

Print Summary allows the user to print and view a summary of all cases in the cart. The summary includes Parties and charges for Criminal cases and Parties and Documents for Civil cases. The system will wrap the cases in a PDF file, which can be opened and printed or saved.

If you are finished with all the cases in your cart, click Empty Cart. All cases will be deleted. To return to most recent search, select Back to Most Recent Search.”

TITLE SCREEN – PP Video List

“In summary, this video described additional features in CourtNet. The Dockets feature provides access to search specific dockets by county by court. Recent Searches provides the ability to quickly return to a previously executed search. And lastly, Case Cart is a valuable tool for storing and retrieving information quickly. Additional videos are available for your review and may be accessed at your convenience.”



TITLE SCREEN – PP Slide with question/contact information

V.O. Narrator: *“For CourtNet Product & Account Information, contact the AOC Service Desk at 800-860-4262 or CourtNetHelp@kycourts.net.*

If you have forgotten your KBA Password, visit www.kybar.org and click on Password Reminder.

Direct all other questions about your CourtNet login to the Kentucky Bar Association at 502-564-3795 x249 or cjones@kybar.org.”