



# **eFlex Electronic Filing – Court Review CASEaDia User’s Guide Module**

**Arkansas**

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## CASEaDIA

### Understanding CASEaDIA

Tybera's Binder technology is an add-on feature to its electronic filing software, eFlex. As a stand-alone product, Tybera refers to this technology as CASEaDia. Tybera's binder technology allows judges or their support staff to aggregate multiple documents and cases into a single portable document format (PDF) file. Its name, CASEaDia, is derived from the phrase 'case-a-day.'

The term 'Binder' comes from the Adobe® Acrobat® program, which is used to generate documents in the PDF format. Adobe's term "Binder" refers to a group of documents that have been collected and combined into one document.

An electronic binder functions in essentially the same way as a three ring binder; it is a means of organizing a set of documents with bookmarks in a manner to make accessing and reviewing the documents both quick and easy.

There are several different uses for binders in courts today. The first way to use a binder is as a Multi-Case Binder. Creating a binder that contains multiple cases allows the user to view those cases in one document. For each case listed in the binder, there may be several documents pertaining to the case included with the basic case information. An example of a binder set up with multiple cases listed would be a binder created for a judge's schedule of cases for a day.

Binders can also be created based on a single case. The Single Case Binder would be a single PDF document containing many or all of the case documents of a specific case. This approach to creating a binder is particularly effective with a case that has had several actions or many documents and attachments. The documents in a Single Case Binder are, by default, listed in reverse chronological order, with the last documents submitted listed first. The Single Case Binder has the option of being auto-updated when additional filings to the case are submitted.

The final possible type of binder is the Appellate Binder. The Appellate Binder is similar to the Single Case Binder in that the Appellate Case Binder is focused on only one case. The Appellate Case Binder is different than a Single Case Binder in that the documents included are listed in a chronological order, meaning that the first document listed is the first document that was filed. The Appellate Case Binder does not have the auto-update function.

Although the primary focus of the binder software is to give judges the ability to easily access and review documents while they are either in a court session or at home, some court systems rely on a binder containing documents relevant to a single case as their tool in providing the media with the documents they require.

Binders with a single case have been used by courts to provide or sell copies of high profile cases to the media. The completed binders are simply saved to CD and distributed, saving the court time and printing costs.

The remainder of this User's Manual will guide you through the steps in creating, updating, deleting, and using binders.

## Binder Creation

Access to the Binder functions of the system is gained through the Court Review Interface. Because binders are a feature of the trusted zone, they are not available for viewing through the public Filer Interface. The role a user is assigned in the Court Review Interface will determine what level of access the user will have in working with binders on the system. Generally, judicial assistants, or in some cases, clerks, will be responsible for creating binders.

1. To create a binder, the user must be logged into the Court Review Interface.
2. After logging in, select **CASEaDia** from the menu bar at the top of any page in the Court Review Interface to be routed to the Binders page. From this page, you will be able to view a list of all current binders of any type or take the first step in creating a new binder. The list of binders will be specific to the court location with which the user is associated.

**Note:** Binders are automatically deleted after a configurable period of time following the Event Date. The default time period is 14 days.

*Figure 1: Creating a Binder from the Multi-Case Binders Page*

### Binders

Court: ARKANSAS JUDICIARY

#### New binder:

Single  Multi  Appellate

Case Number:

Name:

Prepared for:

Auto Update:

Filter by Division

Include Filing Date in Document Indexing

Binders with a single case could be titled with the case information. Binders with multiple cases could be titled with a courtroom location or some other distinguishing information.

#### Existing binders:

Filter by

Show  entries

Search:

	Name	Case Number	Type	Judge	Generated Date	Auto Update	Up To Date	Current Queue	#	Change Queue
<input type="checkbox"/>	<a href="#">GALE VS JACKSON</a>	60CV-14-1050	Single	James Moody	09/30/2014 01:52	<input checked="" type="checkbox"/>				<input type="text"/>
<input type="checkbox"/>	<a href="#">Courtroom 233B</a>		Multi	James Moody	10/01/2014 15:44					
<input type="checkbox"/>	<a href="#">Reynolds v Edwards</a>	60DR-14-998	Appellate	James Moody	10/01/2014 16:46					

Showing 1 to 3 of 3 entries

## Multi-Case Binder

1. In the New Binder section at the top of the page, select the Multi radio button instead of the Single default choice.
2. Fill in the Name field with the name of the binder to be created. The name needs to be unique to this binder. Be sure the name distinguishes it from other, similar binders. For example, the name may include the type of cases or the courtroom location.
3. Next, using the Calendar popup that appears when the user clicks into the Event Date field, select the correct Event Date. This date will help to distinguish this binder from similar multi-case binders.
4. With the **Prepared For** drop-down menu, select the assigned judge or magistrate.
5. Unlike the above four required fields, the Division Filtering checkbox and the Include Filing Date in Document Indexing checkbox are optional.
6. Select the Division Filtering checkbox if the binder is to be accessible to all court users who have the assigned judge's user id (Division View ID) in their profile and who have role permissions to access the binder.
7. Do not select the Division Filtering checkbox if the binder is only to be accessed by the individual who created the binder (owner) and the judge for whom the binder was prepared.
8. To include the filing date with the bookmark name in the Adobe PDF bookmark navigation functionality of the finalized, generated binder, select the Include Filing Date in Document Indexing checkbox.
9. Click the **Create** button. The Binder Details pages opens.

*Figure 2: Newly Created Binder on Binder Details Page*

### Binder Details

<b>Name:</b>	<input type="text" value="Courtroom 233B"/>	<b>Event Date:</b>	<input type="text" value="10/06/2014"/>
<b>Judge:</b>	<input type="text" value="James Moody"/>		
<b>Access:</b>	<input type="checkbox"/> Filter by Division	<b>Date Index:</b>	<input checked="" type="checkbox"/> Include Filing Date in Document Indexing
<b>Owner:</b>	Sipes, Steve	<b>Generated:</b>	10/01/2014

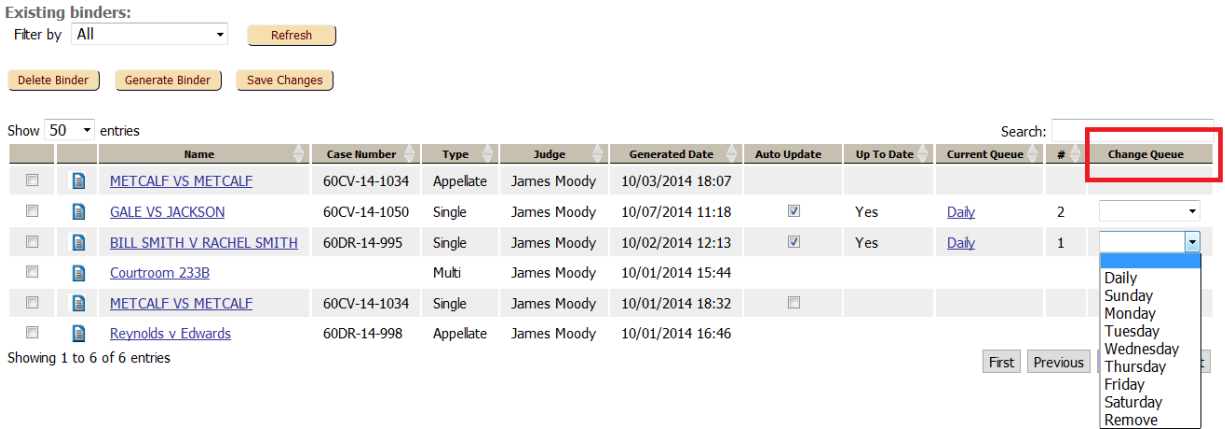
10. The Create action creates a binder that will receive the documents that will be selected, but it does not yet generate the binder. A generated binder will be viewable as a pdf through which one can navigate by way of bookmarks. The Binder Details page is the page from which the user will initiate population of the binder and view the organization of documents that have been added to the binder.

## Single Case Binder

1. In the New Binder section at the top of the page, verify that the radio button for Single is selected.
2. Enter the Case Number for which the Single Case Binder is being created.
3. Fill in the Name field with the name of the binder to be created. The name needs to be unique to this binder. Be sure the name distinguishes it from other, similar binders. Generally, the name field will be populated with the case title, which will automatically fill in if the user clicks into the Name field.
4. With the **Prepared For** drop-down menu, select the assigned judge or magistrate.
5. Unlike the above four required fields, the Auto Update checkbox, the Division Filtering checkbox, and the Include Filing Date in Document Indexing checkbox are optional.
6. Selecting Auto-Update will cause any documents filed after the creation/generation of the binder to be added to the binder list upon approval. The CASEaDia product runs a check and updates all Single Case Generated Binders for which subsequent documents have been added to the list. This check is run based on the time frame the creator of the binder selects as is described later in the “Change Queue” step of these instructions.
7. Select the Division Filtering checkbox if the binder is to be accessible to all court users who have the assigned judge’s user id (Division View ID) in their profile and who have role permissions to access the binder.
8. Do not select the Division Filtering checkbox if the binder is only to be accessed by the individual who created the binder (owner) and the judge for whom the binder was prepared.
9. To include the filing date with the bookmark name in the Adobe PDF bookmark navigation functionality of the finalized, generated binder, select the Include Filing Date in Document Indexing checkbox.
10. **Optional:** If there are documents, such as legal research gathered by a staff attorney, stored on a local machine or network that are to be included in the Single Case Binder, click **Create Binder**. The Create action creates a binder that will receive the documents that will be selected, but it does not yet generate the binder. Clicking Create Binder routes the user to the Binder Details page where all case documents are listed. From the Binder Details page, the user will be able to initiate the manual addition of pdf documents that are not part of the case history.
11. **Optional:** If the only documents necessary for the binder are those documents recorded on the case history, click **Generate Binder**. The Binders page refreshes, the new binder is listed on the Existing Binders Table, and the “Generated Date” column indicates a status of “Submitted.” The user may click the **Refresh** button, which, when the binder

generation has completed, will cause a “Generated Icon” to display in a column to the left of the binder Name and a date and time to display in the “Generated Date” column.

**Figure 3: Adding Time Configuration for Auto-Update**



12. Once the Single Case Binder has been created or generated and is listed on the “Existing Binders” table, to the right of the binder listing are additional columns labelled “Up to Date,” “Current Queue,” “#,” and “Change Queue.”
13. Click on the dropdown under the “Change Queue” column. Select a day of the week that the system will automatically check for updates to the case and re-generate the Single Case Binder. Selecting “Daily” will cause the system to make checks on a daily basis to auto update the Single Case Binder.
14. When the Change Queue dropdown is used to select a day of the week or Daily, the user is routed to the Queue Details page. All of the Single Case Binders that are configured to be auto updated on the day selected are listed on the Queue Details page. Be sure any changes have been saved and click **Back** to return to the Binders page.
15. The “#” column indicates the priority order of re-generation of existing binders if multiple binders are configured to auto update on the same day.
16. The “Up to Date” column will display a “Yes” if the generated binder contains all the documents recorded in the case history at the time the user entered the Binders page.

### Appellate Case Binder

1. In the New Binder section at the top of the page, select the Appellate radio button instead of the Single default choice.
2. Enter the Case Number for which the Appellate Case Binder is being created.
3. Fill in the Name field with the name of the binder to be created. The name needs to be unique to this binder. Be sure the name distinguishes it from other, similar binders.

Generally, the name field will be populated with the case title, which will automatically fill in if the user clicks into the Name field.

4. With the **Prepared For** drop-down menu, select the assigned judge or magistrate.
5. Unlike the above four required fields, the Division Filtering checkbox and the Include Filing Date in Document Indexing checkbox are optional.
6. Select the Division Filtering checkbox if the binder is to be accessible to all court users who have the assigned judge's user id (Division View ID) in their profile and who have role permissions to access the binder.
7. Do not select the Division Filtering checkbox if the binder is only to be accessed by the individual who created the binder (owner) and the judge for whom the binder was prepared.
8. To include the filing date with the bookmark name in the Adobe PDF bookmark navigation functionality of the finalized, generated binder, select the Include Filing Date in Document Indexing checkbox.
9. **Optional:** If there are documents, such as legal research gathered by a staff attorney, stored on a local machine or network that are to be included in the Single Case Binder, click **Create Binder**. The Create action creates a binder that will receive the documents that will be selected, but it does not yet generate the binder. Clicking Create Binder routes the user to the Binder Details page where all case documents are listed. From the Binder Details page, the user will be able to initiate the manual addition of pdf documents that are not part of the case history.
10. **Optional:** If the only documents necessary for the binder are those documents recorded on the case history, click **Generate Binder**. The Binders page refreshes, the new binder is listed on the Existing Binders Table, and the "Generated Date" column indicates a status of "Submitted." The user may click the **Refresh** button, which, when the binder generation has completed, will cause a "Generated Icon" to display in a column to the left of the binder Name and a date and time to display in the "Generated Date" column.

## Manually Adding Documents to a Binder

### Adding Documents from a Local Computer or Network

The CASEaDia search options allow a user to search for and add case documents stored in the CMS to a binder. A user can also search his or her local computer or computer network to add

1. Clicking **Create** on the Binders page will take the user to the Binder Details page. Additionally, clicking a link in the "Name" column of the Existing Binders table on the Binders page will route the user to the Binder Details page.



- The top of the Binder Details page displays the binder information input when the binder was created. The binder identification information can be modified from the Binder Details page.
- To change the name of the binder, type the correct name in the text box. When new data is entered in the field, it causes a **Save Changes** button to appear at the right end of the row of action buttons. Changes made to the binder identification fields must be saved before exiting this page.

*Figure 4: Preparing to Populate Newly Created Binder*

### Binder Details

Name:  Event Date:

Judge:

Access:  Filter by Division Date Index:  Include Filing Date in Document Indexing  
 Owner: Miraglia, Kirby Generated:

	Top	Sub	Description	Filed On	link	Size	File
--	-----	-----	-------------	----------	------	------	------

- Click **Save Changes**. The page will refresh with the new data recorded.
- To change the scheduled date, click in the “Event Date” text box and select a date from the Calendar pop-up or manually type in the new date. To save the new date, click **Save Changes**.
- To change the judge to whom the binder is assigned, use the “Prepared for” dropdown select the correct individual, and click **Save Changes**.

*Figure 5: Headers Added to Newly Created Binder*

### Binder Details

Name:  Event Date:

Judge:

Access:  Filter by Division Date Index:  Include Filing Date in Document Indexing  
 Owner: Miraglia, Kirby Generated:

	Top	Sub	Description	Filed On	link	Size	File
--	-----	-----	-------------	----------	------	------	------

All documents added to a binder must be organized under a header. Headers can be added prior to adding documents or added while adding a document.

- To add Headers in preparation for adding documents from a local machine or local network, click **Add Header** and type the header title in the textbox that appears.

8. Clicking **Add Header** caused the **Save Changes** button to appear. Click **Save Changes** prior to leaving the page to record any changes or additions.
9. To add documents to the binder, click the **Add Docs** button located just under the binder identification information. Clicking the **Add Docs** button will take the user to the Case and Document Search page, where the user has options to search either the CMS/DMS or a local computer for the appropriate documents to add to the binder.

*Figure 6: Case Document Search Options*

## Case and Document Search

Name: Courtroom 233B - 10/06/2014

Event Date: 2014-10-06

Judge: James Moody

By: Miraglia, Kirby

Generated: Not Generated

### QUERY FOR A SPECIFIC CASE

Case Number

Search

OR

### INCLUDE ANY DOCUMENT

Header Name



New:



Select:

Bookmark Name:

Document Location:

Choose File

No file chosen

Add

Back

10. To search for a document on your local computer or network, use the “Include Any Document” search option near the bottom of the page. This option may be useful when the clerk or judicial assistant wants to include a document, such as a ruling on a similar case that was accessed through a legal library or some other source outside the CMS.

Figure 7: Adding Documents from a Local Computer

## Case and Document Search

Name: Courtroom 233B - 10/06/2014

Event Date: 2014-10-06

Judge: James Moody

By: Miraglia, Kirby

Generated: Not Generated

### QUERY FOR A SPECIFIC CASE

Case Number

OR

### INCLUDE ANY DOCUMENT

Header Name

New:

Select:

Bookmark Name:

Document Location:

11. To perform a local search, first determine whether the document will be added to an existing heading or added to a new heading. Select the appropriate radio button.
12. If "New" is selected, enter a new header name in the textbox provided. Also add a Bookmark Name to identify the document within the binder. The name of the document should help it to be both easily identifiable and communicate why it is included in the binder. For instance, "Example Ruling on..." would communicate the document purpose.
13. If an existing heading is selected, use the dropdown menu to choose the correct heading and add a Bookmark Name to identify the document within the binder.
14. Click on the **Browse** button at the bottom of the page. Navigate through your local or network computer directory until you can select the correct document.

Figure 8: Binder Details after Documents Added

### Binder Details

Name:  Event Date:

Judge:

Access:  Filter by Division Date Index:  Include Filing Date in Generated:

Owner: Miraglia, Kirby

	Top	Sub	Description	Filed On	link	Size	Filer
<input type="checkbox"/>	<input type="checkbox"/>	-	METCALF VS METCALF				
<input type="checkbox"/>	-	<input type="checkbox"/>	Motion for Summary Judgment	10/03/2014		157 Kb	

15. To add a document selected from your local computer to the binder, click the **Add** button at the bottom of the Case and Document Search page. You will be returned to the Binder Details page where the new document with additional information, including a link to the document, will be displayed under the selected or created heading.

**Note:** Although the documents are now listed on the Binder Details page in eFlex, they have not yet been added to the PDF generated binder. The user must activate one of the **Generate Binder** buttons to add the new headers and documents to the PDF binder.

### Adding Case Documents: Single Case and Appellate Case Binders

1. To add case documents stored in the CMS, from the Binder Details page, click **Add Documents** to open the Binder Case Documents page.

Figure 9: Adding Documents from CMS

## Binder Case Documents

Name: GALE VS JACKSON  
Judge: James Moody  
by: Miraglia, Kirby

Event Date: 01/01/2020

Generated: 10/02/2014

GALE VS JACKSON : Case 60CV-14-1050

Header Name

New:   
 Select:

Bookmark Name:

Document Location:  No file chosen

<input type="checkbox"/>	▲ Date Filed	Document
<input type="checkbox"/>	09-29-2014	COMPLAINT/PETITION FILED
<input type="checkbox"/>	09-29-2014	AOC COVERSHEET CIVIL
<input type="checkbox"/>	09-29-2014	ORDER GARNISHMENT
<input type="checkbox"/>	09-29-2014	AFFIDAVIT FILED
<input type="checkbox"/>	09-29-2014	AFFIDAVIT FILED
<input type="checkbox"/>	09-30-2014	LETTER TO COURT
<input type="checkbox"/>	09-30-2014	FINDINGS OF FACT
<input type="checkbox"/>	09-30-2014	APPRAISAL
<input type="checkbox"/>	09-30-2014	AFFIDAVIT FILED
<input type="checkbox"/>	09-30-2014	MOTION OTHER
<input type="checkbox"/>	09-30-2014	LETTER TO COURT
<input type="checkbox"/>	09-30-2014	AFFIDAVIT OF FINANCIAL MEANS
<input type="checkbox"/>	09-30-2014	AFFIDAVIT FILED
<input type="checkbox"/>	10-02-2014	MOTION EXTENSION OF TIME

2. For either a Single Case Binder or for an Appellate Case Binder, the Case Number information is already known so the user will not enter the number on the Binder Case Documents page. If the binder was newly generated, or for a Single Case Binder is set to auto update, the last entry on the Binder Case Documents page will indicate "All documents are already in the binder."
3. For either an existing Single Case Binder that does not have auto update configuration or for an Appellate Case Binder, the final entry on the Binder Case Documents page will be a listing of any documents that have been accepted and added to the case history

since the last time the generated binder pdf or the eFlex binder list was manually updated.

4. To add new case documents to the existing binder, select the documents to be added by clicking in the checkbox to the left of each listing to be included. The user may select the column heading checkbox if all the listed documents are to be added to the binder.
5. Click **Add Documents** to save the documents to the binder list and to be returned to the Binder Details page.
6. For a Single Case Binder, the headings and documents will be listed in reverse chronological order, with the most recent document filed or most recent header addition being listed first.
7. For an Appellate Case Binder, the headings and documents will be listed in chronological order, with the first document filed on the case appearing at the top of the listing.

**Note:** Although the documents are now listed on the Binder Details page in eFlex, they have not yet been added to the PDF generated binder. The user must activate one of the **Generate Binder** buttons to add the new documents to the PDF binder.

#### **Adding Case Documents: Multi-Case Binders**

1. To add case documents stored in the CMS, from the Binder Details page, click **Add Documents** to open the Case and Document Search page.
2. To search the CMS for document, in the “Query for a Specific Case” section, enter the Case Number in the textbox provided, and click **Search**.
3. The Binder Case Documents page will open and a list of all the documents that associated with the identified case will display under a header based on the case number. The documents in this list are all associated with filings recorded in the CMS.

Figure 10: Selecting and Adding Documents to the Binder

## Binder Case Documents

Name: GALE VS JACKSON  
Judge: James Moody  
by: Miraglia, Kirby

Event Date: 01/01/2020

Generated: 10/02/2014

GALE VS JACKSON : Case 60CV-14-1050

Header Name

New:

Select:

Bookmark Name:

Document Location:  No file chosen

**Date Filed** Document

- 09-29-2014 COMPLAINT/PETITION FILED
- 09-29-2014 AOC COVERSHEET CIVIL
- 09-29-2014 ORDER GARNISHMENT
- 09-29-2014 AFFIDAVIT FILED
- 09-29-2014 AFFIDAVIT FILED
- 09-30-2014 LETTER TO COURT
- 09-30-2014 FINDINGS OF FACT
- 09-30-2014 APPRAISAL
- 09-30-2014 AFFIDAVIT FILED
- 09-30-2014 MOTION OTHER
- 09-30-2014 LETTER TO COURT
- 09-30-2014 AFFIDAVIT OF FINANCIAL MEANS
- 09-30-2014 AFFIDAVIT FILED
- 10-02-2014 MOTION EXTENSION OF TIME

4. Click in the check box to the left of each document to be included in the binder. To select all the documents listed, click the checkbox in the table header.
5. Click **Add Documents** to add all selected documents to the binder and be returned to the Binder Details page where the new header and the associated documents are listed. The headings and documents are listed in a reverse chronological order.

Figure 11: Documents from CMS Added

### Binder Details

Name:  Event Date:

Judge:

Access:  Filter by Division Date Index:  Include Filing Date in Docu

Owner: Miraglia, Kirby Generated: 10/02/2014

	Top	Sub	Description	Filed On	link	Size	Filer
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	-	GALE VS JACKSON : Case 60CV-14-1050			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	1	COMPLAINT/PETITION FILED	09/29/2014	29 Kb	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	2	AOC COVERSHEET CIVIL	09/29/2014	84 Kb	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	3	ORDER GARNISHMENT	09/29/2014	53 Kb	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	4	AFFIDAVIT FILED	09/29/2014	55 Kb	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	5	AFFIDAVIT FILED	09/29/2014	13 Kb	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	6	LETTER TO COURT	09/30/2014	7 Kb	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	7	FINDINGS OF FACT	09/30/2014	7 Kb	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	8	APPRAISAL	09/30/2014	7 Kb	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	9	AFFIDAVIT FILED	09/30/2014	117 Kb	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	10	MOTION OTHER	09/30/2014	22 Kb	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	11	LETTER TO COURT	09/30/2014	6 Kb	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	12	AFFIDAVIT OF FINANCIAL MEANS	09/30/2014	4 Kb	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	13	AFFIDAVIT FILED	09/30/2014	44 Kb	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	14	MOTION EXTENSION OF TIME	10/02/2014	22 Kb	

6. If the user wishes to add more documents or another case to this binder, click the **Add Docs** button again and repeat the steps above. At this stage, the binder is essentially a draft. This feature of CASEaDia allows the user to complete work on the binder at another time or allows a different user with access privileges to add to the binder prior to its finalization. The binder and its contents can be accessed through selecting the **Binders > List Binders** option on the menu bar at the top of any page in the Court Review Interface.



## Generating a Binder PDF

1. To move the binder from the draft stage to a single document PDF with bookmarks, click on the **Generate** button located at the top of the Binder Details page.
2. The user may also create the PDF binder from the initial Binders page. To do so, click in the check box to the left of the binder(s) you wish to move from draft stage into a PDF. Next, click the **Generate Binder** button located at the bottom of the page. CASEaDia builds the PDF and automatically creates a title page with bookmarks for each case and each document listed.

*Figure 12: Generating a Binder from the Multi-Case Binders Page*

Existing binders:

Filter by

Show  entries

	Name	Case Number	Type	Judge	Generated Date	Auto Update	Up To Date
<input type="checkbox"/>	<a href="#">BILL SMITH V RACHEL SMITH</a>	60DR-14-995	Single	James Moody	10/02/2014 12:13	<input checked="" type="checkbox"/>	Yes
<input checked="" type="checkbox"/>	<a href="#">Courtroom 233B - 10/06/2014</a>		Multi	James Moody			
<input type="checkbox"/>	<a href="#">GALE VS JACKSON</a>	60CV-14-1050	Single	James Moody	10/02/2014 13:45	<input checked="" type="checkbox"/>	Yes
<input type="checkbox"/>	<a href="#">METCALF VS METCALF</a>	60CV-14-1034	Single	James Moody	10/01/2014 18:32	<input type="checkbox"/>	
<input type="checkbox"/>	<a href="#">METCALF VS METCALF</a>	60CV-14-1034	Appellate	James Moody			

Showing 1 to 5 of 5 entries

3. Both the **Generate** and the **Generate Binder** buttons also act as an Update command in case additional documents need to be added to an already existing binder.

## Viewing and Modifying Binders

The order in which headings are displayed in the binder can be altered. The user can also change the order in which the documents are listed as well. Additionally, entries can be deleted. These changes can be made when the binder is in the “Created” or build state and can also be made after the binder is generated. However, if additions or changes are made after a binder is generated and the binder has been downloaded to a local machine, the user will need to open and save the new copy of the generated binder in order to view the changes.

1. To view or modify a binder, select the **Binders>List Binders** option on the upper menu bar. The Binders page will appear and a list of binders currently on the system will display. The default is ‘All’ binders.

- To expedite searching for a particular binder, the user can use the Filter By drop-down list at the top of the page to filter by the judge associated with the binder.

*Figure 13: Filtering List of Cases to View*

Existing binders:

Filter by: All Refresh

Delete Binder Save Changes

Show:


		Case Number	Type	Judge
<input type="checkbox"/>	<a href="#">H Vann Smith</a>			
<input type="checkbox"/>	<a href="#">Herbert Wright</a>			
<input type="checkbox"/>	<a href="#">James Moody</a>			
<input type="checkbox"/>	<a href="#">Joyce Warren</a>	<a href="#">RACHEL SMITH</a>	Single	James Moody
<input type="checkbox"/>	<a href="#">Leon Johnson</a>	<a href="#">/06/2014</a>	Multi	James Moody
<input type="checkbox"/>	<a href="#">Mackie Pierce</a>			
<input type="checkbox"/>	<a href="#">Mary McGowan</a>	60CV-14-1050	Single	James Moody
<input type="checkbox"/>	<a href="#">Morgan Welch</a>			
<input type="checkbox"/>	<a href="#">Patricia James</a>	<a href="#">J.F.</a>	Single	James Moody
<input type="checkbox"/>	<a href="#">Richard Moore</a>	60CV-14-1034	Single	James Moody
<input type="checkbox"/>	<a href="#">ROBERT HERZFELD</a>	<a href="#">J.F.</a>	Appellate	James Moody
<input type="checkbox"/>	<a href="#">Timothy Fox</a>			
<input type="checkbox"/>	<a href="#">Wendell Griffen</a>			
<input type="checkbox"/>	<a href="#">Wiley Branton</a>			

Showing:

- Additionally, the user can sort the visible list by clicking on any underlined column heading.

*Figure 14: Sorting List*

Search:



















Name	Case Number	Type	Judge	Generated Date	Auto Update	Up To Date	Current Queue	#	Change Queue
 <a href="#">BILL SMITH V RACHEL SMITH</a>	60DR-14-995	Single	James Moody	10/02/2014 12:13	<input checked="" type="checkbox"/>	Yes	Daily	1	<input type="text"/>


- The Generated Date column informs the user whether the binder is in the draft stage or whether a single document, bookmarked PDF has been created. If no date appears in this column, the binder is still in the draft stage.
- A binder that has been generated will have a Document icon directly to the left of the Name column. Clicking the Document icon will cause the binder PDF to download to your local machine.
- Any listing under the Name column acts as a link to the Binder Details page. From the Binder Details page, the user can view individual documents, add documents (including adding additional cases to a Multi-Case Binder), delete documents, or generate the binder PDF.

Figure 15: Modifying Binders from the Binder Details Page

### Binder Details

Name:  Event Date:   
 Judge:    
 Access:  Filter by Division Date Index:  Include Filing Date in Doc.  
 Owner: Miraglia, Kirby Generated: 10/02/2014

	Top	Sub	Description	Filed On	link	Size	Filter
<input type="checkbox"/>	<input type="checkbox"/>	1	-	METCALF VS METCALF			
<input type="checkbox"/>	<input type="checkbox"/>	-	1	Motion for Summary Judgment	10/03/2014	 157 Kb	
<input type="checkbox"/>	<input type="checkbox"/>	2	-	BILL SMITH V RACHEL SMITH : Case 60DR-14-995			
<input type="checkbox"/>	<input type="checkbox"/>	-	1	ANSWER FILED	10/02/2014	 0 Kb	
<input type="checkbox"/>	<input type="checkbox"/>	-	2	AFFIDAVIT FOR WARNING ORDER	09/10/2014	 0 Kb	
<input type="checkbox"/>	<input type="checkbox"/>	-	3	ORDER CONTEMPT	06/20/2014	 0 Kb	
<input type="checkbox"/>	<input type="checkbox"/>	-	4	ANSWER FILED	05/23/2014	 0 Kb	
<input type="checkbox"/>	<input type="checkbox"/>	-	5	AOC COVERSHEET DOMESTIC REL	05/23/2014	 0 Kb	
<input type="checkbox"/>	<input type="checkbox"/>	-	6	COMPLAINT/PETITION FILED	05/23/2014	 0 Kb	
<input type="checkbox"/>	<input type="checkbox"/>	-	7	SUMMONS ISSUED	05/23/2014	 0 Kb	
<input type="checkbox"/>	<input type="checkbox"/>	3	-	60DR-14-998			
<input type="checkbox"/>	<input type="checkbox"/>	-	1	ENTRY OF APPEARANCE	09/19/2014	 0 Kb	
<input type="checkbox"/>	<input type="checkbox"/>	-	2	FILING - OTHER original	09/18/2014	 0 Kb	
<input type="checkbox"/>	<input type="checkbox"/>	-	3	MOTION OTHER print pdf version	09/18/2014	 0 Kb	
<input type="checkbox"/>	<input type="checkbox"/>	-	4	MOTION AMEND FINDINGS wpd	09/09/2014	 0 Kb	
<input type="checkbox"/>	<input type="checkbox"/>	-	5	MOTION ADD 3RD PARTY DEFENDANT doc	09/09/2014	 0 Kb	
<input type="checkbox"/>	<input type="checkbox"/>	-	6	MOTION DISMISS image upload aa pdf???	09/09/2014	 0 Kb	
<input type="checkbox"/>	<input type="checkbox"/>	-	7	MOTION DISMISS image upload aa pdf???	09/09/2014	 0 Kb	
<input type="checkbox"/>	<input type="checkbox"/>	-	8	FILING - OTHER image test	09/09/2014	 0 Kb	
<input type="checkbox"/>	<input type="checkbox"/>	-	9	AOC COVERSHEET DOMESTIC REL	07/09/2014	 0 Kb	
<input type="checkbox"/>	<input type="checkbox"/>	-	10	COMPLAINT/PETITION FILED	07/09/2014	 0 Kb	

- On the Binder Details page, to view a particular document, click the Document icon  in the Link column to the right of that document. A secondary page will display the selected document.
- To add a document, click the **Add Docs** button and follow the Adding Documents to a Binder procedure in the Binder Creation section of this manual.

9. To add a case or research category that will contain documents from a local machine, click the **Add Header** button. The header is the case name that will appear as the PDF bookmark. When a case or research category is added, the system automatically assigns it a place within the binder and a corresponding numerical value is listed in the Top column. There are no documents linked to a header. It is simply the organizational tool under which all the case documents are grouped.
10. To delete a document or a case, click the red "X" listed to the left of the case or document you wish to delete.

**Note:** Any documents deleted from a Single Case Binder that is configured to auto-update will be automatically added back into the binder the next time the system updates the binder. To prevent a deleted document from repopulating in the Single Case Binder, de-select the Auto Update checkbox listed to the left of the binder on the initial Binders page.

11. To change the order in which the headers are displayed, click into the "Top" textbox to the left of the header entry that needs to be moved.

Figure 16: Changing Organization within the Binder

		Top	Sub	Description	Filed On	link	Size	Filter
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	-	METCALF VS METCALF				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	1	Motion for Summary Judgment	10/03/2014		157 Kb	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2		BILL SMITH V RACHEL SMITH : Case 60DR-14-995				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	1	ANSWER FILED	10/02/2014		0 Kb	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	2	AFFIDAVIT FOR WARNING ORDER	09/10/2014		0 Kb	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	3	ORDER CONTEMPT	06/20/2014		0 Kb	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	4	ANSWER FILED	05/23/2014		0 Kb	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	5	AOC COVERSHEET DOMESTIC REL	05/23/2014		0 Kb	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	6	COMPLAINT/PETITION FILED	05/23/2014		0 Kb	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	7	SUMMONS ISSUED	05/23/2014		0 Kb	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2		60DR-14-998				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	1	ENTRY OF APPEARANCE	09/19/2014		0 Kb	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	2	FILING - OTHER original	09/18/2014		0 Kb	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	3	MOTION OTHER print pdf version	09/18/2014		0 Kb	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	4	MOTION AMEND FINDINGS wpd	09/09/2014		0 Kb	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	5	MOTION ADD 3RD PARTY DEFENDANT doc	09/09/2014		0 Kb	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	6	MOTION DISMISS image upload aa pdf???	09/09/2014		0 Kb	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	7	MOTION DISMISS image upload aa pdf???	09/09/2014		0 Kb	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	8	FILING - OTHER image test	09/09/2014		0 Kb	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	9	AOC COVERSHEET DOMESTIC REL	07/09/2014		0 Kb	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	10	COMPLAINT/PETITION FILED	07/09/2014		0 Kb	

12. Type a numerical place value for the desired position within the list of headers. The number must be within the range displayed.
13. Click anywhere on the page outside of the textbox just changed. The page refreshes with the header and its associated documents moved into the desired position and the other headers automatically renumbered.

Figure 17: View of Reorganized Binder

Back Generate Add Docs Add Header Expand All Collapse All Save Changes

	Top	Sub	Description	Filed On	link	Size	File
☐	X	1	- METCALF VS METCALF				
	X	-	1 Motion for Summary Judgment	10/03/2014		157 Kb	
☐	X	2	- 60DR-14-998				
	X	-	1 ENTRY OF APPEARANCE	09/19/2014		0 Kb	
	X	-	2 FILING - OTHER original	09/18/2014		0 Kb	
	X	-	3 MOTION OTHER print pdf version	09/18/2014		0 Kb	
	X	-	4 MOTION AMEND FINDINGS wpd	09/09/2014		0 Kb	
	X	-	5 MOTION ADD 3RD PARTY DEFENDANT doc	09/09/2014		0 Kb	
	X	-	6 MOTION DISMISS image upload aa pdf???	09/09/2014		0 Kb	
	X	-	7 MOTION DISMISS image upload aa pdf???	09/09/2014		0 Kb	
	X	-	8 FILING - OTHER image test	09/09/2014		0 Kb	
	X	-	9 AOC COVERSHEET DOMESTIC REL	07/09/2014		0 Kb	
	X	-	10 COMPLAINT/PETITION FILED	07/09/2014		0 Kb	
☐	X	3	- BILL SMITH V RACHEL SMITH : Case 60DR-14-995				
	X	-	1 ANSWER FILED	10/02/2014		0 Kb	
	X	-	2 AFFIDAVIT FOR WARNING ORDER	09/10/2014		0 Kb	
	X	-	3 ORDER CONTEMPT	06/20/2014		0 Kb	
	X	-	4 ANSWER FILED	05/23/2014		0 Kb	
	X	-	5 AOC COVERSHEET DOMESTIC REL	05/23/2014		0 Kb	
	X	-	6 COMPLAINT/PETITION FILED	05/23/2014		0 Kb	
	X	-	7 SUMMONS ISSUED	05/23/2014		0 Kb	

14. To change the order in which documents are displayed, click in the “Sub” textbox to the left of the document to be moved.

15. Type in the desired position numerical value and click outside the textbox.

16. To delete an entry, click on the red “X.”

14. After any changes have been made using the features on the Binder Details page, click the **Generate** button located either at the top or bottom of the page to update the binder PDF.

## Deleting a Binder

1. To delete a binder, select the **Binders>List Binders** option from the upper menu bar. The Multi-Case Binders page will appear and display by default all current binders.

2. To expedite searching for a particular binder, the user can use the Filter By drop-down list at the top of the page to filter by the judge associated with the binder.




**Note:** Binders are automatically deleted after a configurable period of time following the Event Date. The default time period is 14 days.

*Figure 18: Deleting Binders from the Multi-Case Binders Page*

Existing binders:

Filter by

Show  entries

		Name ▲	Case Number ◆	Type ◆	Judge ◆
<input checked="" type="checkbox"/>		<a href="#">BILL SMITH V RACHEL SMITH</a>	60DR-14-995	Single	James Moody
<input type="checkbox"/>		<a href="#">Courtroom 233B - 10/06/2014</a>		Multi	James Moody
<input type="checkbox"/>		<a href="#">GALE VS JACKSON</a>	60CV-14-1050	Single	James Moody
<input type="checkbox"/>		<a href="#">METCALF VS METCALF</a>	60CV-14-1034	Single	James Moody
<input type="checkbox"/>		<a href="#">METCALF VS METCALF</a>	60CV-14-1034	Appellate	James Moody

Showing 1 to 5 of 5 entries

3. After finding the binder you would like to delete, click in the check box to the left of the binder name.
4. To delete the selected binder(s), click the **Delete Binder** button located at the bottom of the Binder Details page.

## Working with Generated Binders

Judges or other users wanting to access already generated binders must first login to the Court Review Interface.

15. Select the **Binders>List Binders** from the upper menu bar.




*Figure 19: Downloading a Binder to a Local Computer*

Existing binders:

Filter by

Show  entries

**To download the generated Binder.**

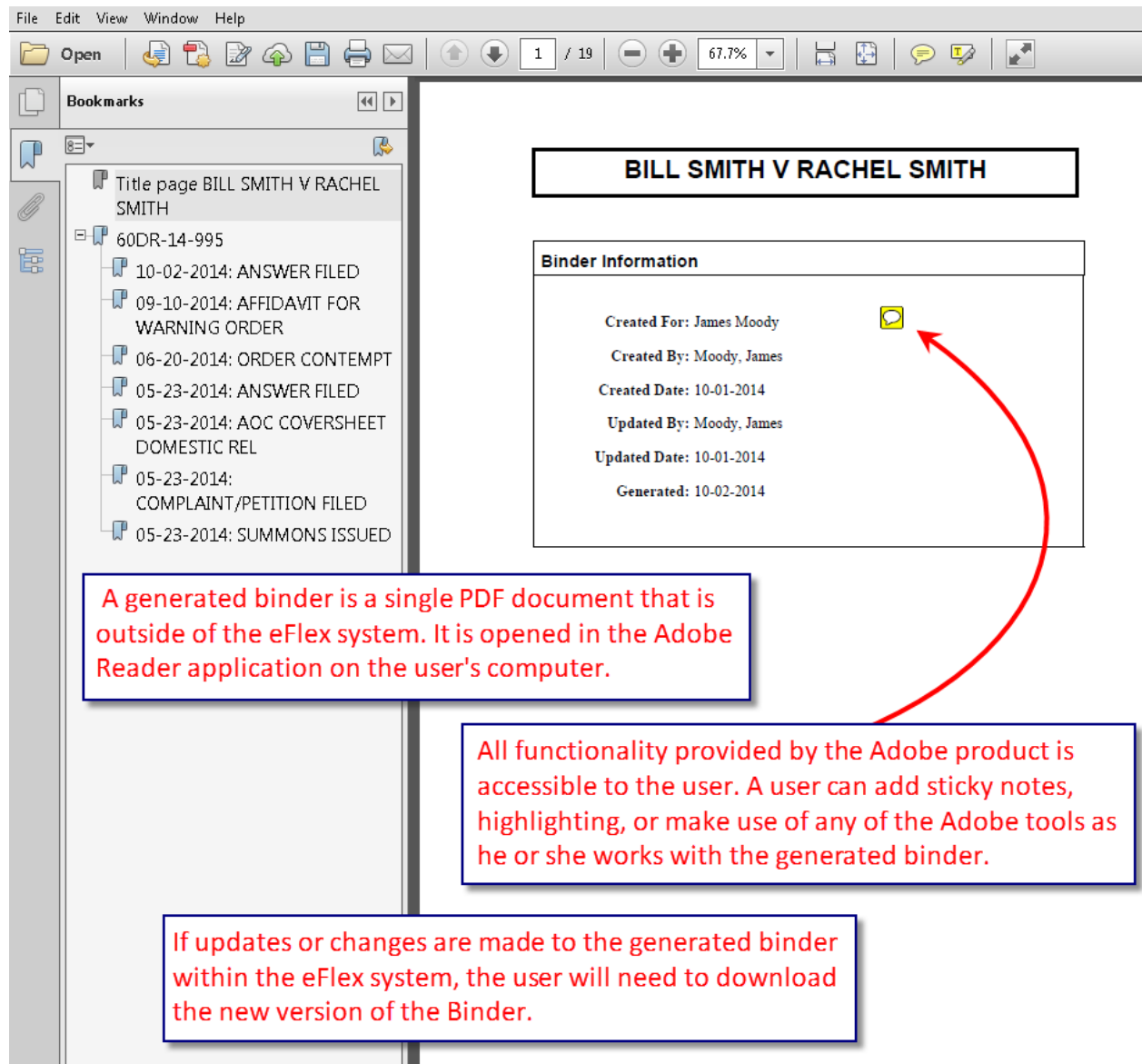
		Name	Case Number	Type	Judge
<input type="checkbox"/>		<a href="#">BILL SMITH V RACHEL SMITH</a>	60DR-14-995	Single	James Moody
<input type="checkbox"/>		<a href="#">Courtroom 233B - 10/06/2014</a>		Multi	James Moody
<input type="checkbox"/>		<a href="#">GALE VS JACKSON</a>	60CV-14-1050	Single	James Moody
<input type="checkbox"/>		<a href="#">METCALF VS METCALF</a>	60CV-14-1034	Single	James Moody
<input type="checkbox"/>		<a href="#">METCALF VS METCALF</a>	60CV-14-1034	Appellate	James Moody

Showing 1 to 5 of 5 entries

16. The Binders page will appear. To download the binder PDF to a local computer, click on the Document icon pictured to the immediate left of the Name of the selected binder. Depending on your browser configuration, a dialog box will appear asking whether or not you want to download the Adobe Acrobat PDF file to your machine. Click **OK**.
17. If the web browser is configured to open the PDF in another tab, wait until the PDF opens. Depending on the particular browser used, at the bottom of the PDF page, a tool bar will display. Other browsers may have the toolbar at the top of the display. Click the "Save" icon (which looks like a Floppy Disc) or the "Download" icon (which is a vertical rectangle with a downward pointing arrow inside it). On the dialog box that opens, name the file and select the location in which to save it. Click **Save**. Exit the web browser, locate the saved file on your computer, and open it.
18. Access to the PDF binder file is through your local computer and not through the Court Review Interface.



*Figure 20: Viewing Cases and Documents within the Binder*



19. Locate the downloaded binder document on your local computer and open it. At the upper left of the screen, you will see a Bookmark icon. If you are unsure of which icon is the bookmark icon, roll your mouse over the icons to view their identification bubbles.
20. Click on the Bookmark icon to open a sidebar to the left of the main document. The cases will be listed by name. A small "+" will display to the left of each case name in this side bar.
21. Clicking on the "+" will display a list below the case name and slightly indented. This list is all the documents that are included in this binder associated with the selected case.

22. A Bookmark icon, slightly smaller than the one used to open the sidebar, is located to the immediate left of each case and each document listed. Click on this Bookmark icon to navigate to the selected document image within the PDF.