E-FILING

Managing the Standard Queues

PHOTOGRAPH CREDIT
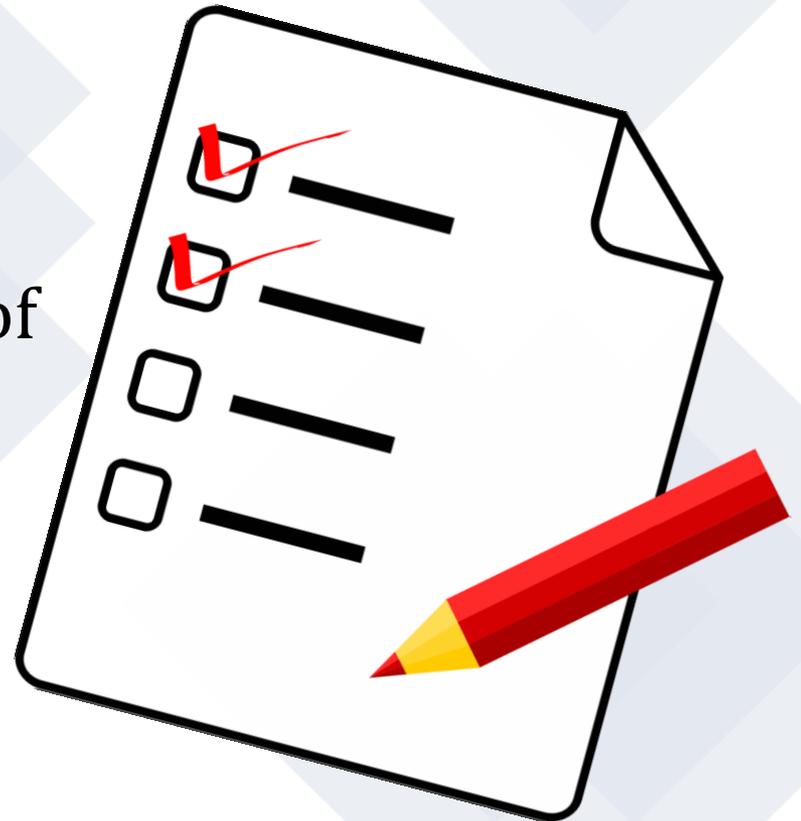MICHAEL HIBBLEN
KUAR NEWS

#2017ACAP

Building Bridges

Arkansas Court Automation Program Systems Conference 2017

What are Standard Queues

Standard Queues are like an Task List.

Route filings to a Standard Queue to create a checklist of tasks to be completed at a later time in Contexte.

WHY USE STANDARD QUEUES

Standard Queues can help with:

- Organization
- Delegation
- Accuracy
- Thoroughness
- Case Management

7 Standard Queues

- COASITE
- EVENTS
- FEES TO ADD TO CONTEXTE
- MANNER OF DISPOSITION
- VIOLATIONS
- ORDERS/SERVICE DOCUMENTS FOR CLERKS TO CREATE
- ORDERS FOR COURT TO COURT TO CREATE

AUTOMATIC ROUTING

- COASITE
  - Confidential Information Sheet
- FEES TO ADD TO CONTEXTE
  - Subpoena Return by PA
  - Subpoena Return by PA$
- VIOLATIONS
  - Amended Petition EJJ, Petition EJJ
  - Amended Petition JD, Petition JD
  - Criminal Information, Amended Criminal Information
  - Order Amended Charge
  - Criminal Complaint Filed
- ORDERS/SERV. DOCS. FOR CLERK TO CREATE
  - Affidavit for Warning Order

Manual Routing

- EVENTS
- MANNER OF DISPOSITION
- ORDERS FOR COURT TO CREATE