## Overview:

This allows you determine how you want to view the docket sheet. From here you will view the docket sheet that contains what has occurred on the case.

## **Details:**

## Step-by-Step

- 1. Enter a case number
- 2. Highlight the case and select the "Docket Sheet" tab on the index header
- 3. Entries are listed in order of most recent entry. You can change this setting by selecting the "**Reverse View Date**" tab on the index header.
- 4. If you would like to print, select the "Print Docket Sheet" tab on the index header.
- 5. To go back to your previous menu, select the "Return" tab in the index header.

This is how the actual **Docket Sheet** will appear:



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