



DOCKET-ONLINE[®] – INSTRUCTION MANUAL

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APPLICATION OVERVIEW

Docket-Online[©] is similar to the CM/ECF E-Filing System required by the Federal District, Federal Appellate, and Federal Bankruptcy Courts (PACER),¹ and the Arizona Courts System – azturbocourt.gov e-filing system². Docket-Online[©] allows for the uploading of PDF and most other file formatted documents (e.g., Microsoft Word, Excel, TIFF, JPG, etc). It is also similar to the Lexis-Nexis File & Serve System as well as programs offered by several other e-filing vendors.

The main advantage to Docket-Online[©] is the simplicity of use and cost. Once posting of a new Record is complete, a confirmation e-mail is generated and sent, and the Record becomes available for review and downloading by any recipient at no additional fee.³ The confirming e-mail contains a hyperlink to the Record for immediate access by all on the distribution list.

Docket-Online[©] is NOT a substitution for e-filing of pleadings or motions with AZTurbocourt⁴, or PACER CM/ECF E-Filing System. Where required, e-filing with AZTurbocourt or CM/ECF requires that each attorney be specifically registered and provides that by e-filing a pleading, the Attorney of Record is certifying their signature as required by Rule 11.

Docket-Online[©], however provides many advantages that AZTurbocourt and CM/ECF E-Filing e-filing systems do not offer. The court e-filing systems only permit filing of certain pleadings, motions, and orders. Docket-Online is intended to permit filing of all records, including discovery requests, disclosure

¹ <http://pacer.psc.uscourts.gov>

² <https://efiling.clerkofcourt.maricopa.gov/efilingguidelines/>

³ PACER currently charges \$0.08/page with a maximum charge of \$2.40 per document. Other vendors charge a document fee of \$15.00 or more, or require a monthly subscription service for use. For Maricopa County, viewing of on-line documents is generally available only at the public access terminals located at the courthouse and a per page charge of \$0.50 applies to print out copies.

⁴ <http://azturbocourt.gov>

statements, notices of depositions, draft stipulations, trial and deposition exhibits and deposition transcripts themselves.

For those users familiar with the AZTurbocourt and PACER CM/ECF e-filing process, Docket-Online[®] will be quick and easy to learn. The formatting and scanning problems which sometime cause the rejection of a record with the court's e-filing systems do not occur with Docket-Online[®], as it is much more user friendly and accepts nearly all forms of electronic documents.

AVAILABLE DOCUMENTS FOR POSTING / VIEWING / PRINTING

Local rules of court vary greatly but generally provide that only a small portion of the documents and records used for civil litigation actually be filed with the Clerk of the Court. Discovery related documents, Rule 26 / 26.1 Disclosure Statements, Notices of Deposition, Notices of Service of Discovery Papers, Uniform and Non-Uniform Interrogatories, Requests for Production of Documents, and Requests for Admissions, hearing and trial transcripts, Notices of Hearing, many records relating to Supplemental Proceedings essentially most documents which comprise the vast majority of a complex case -- are NOT filed with the Clerk of the Court and therefore are never available for on-line viewing or use by the parties or their counsel.

In addition, documents and records which would be frequently used during litigation (e.g., contract documents, deeds of trust, specifications, mechanic liens, and deposition and trial exhibits), are only filed with the Clerk at the time of trial -- a small window of time for when the record is actually required for use.

Docket-Online[®] is designed to allow the parties and attorneys of record to post literally any frequently used or required document or record. In a Mechanic's Lien foreclosure case involving dozens of parties, common documents that are required but frequently not available to all parties include the actual recorded lien documents, prime contract document agreement, and the various subcontract agreements of the parties. Every one of these records can quickly be posted on-line and thereafter remain available again for immediate access. In other complex litigation, the security agreements, promissory notes, deeds of trust, and other materials -- critical to the case are simply not available to the parties except when attached as exhibits to a Motion or other pleading.

Instead of having access to only a limited number of records available through the current court systems, every material document, pleading, discovery request, or exhibit can now be instantly accessed throughout the course of the case proceedings. Parties who may appear in the case late, also can avoid spending hours of time having to recreate and obtain copies of earlier answers, cross claims, counter-claims and other pleadings, prior minute entries and court rulings, and discovery exchanges occurring prior to their first appearance. The cost and time savings are IMMEDIATE and SIGNIFICANT.

ACCESSING RECORDS / SEARCHING FOR RECORDS

Accessing your case file is simple and quick. If you have already received an e-mail relating to a particular case, you will have the link to Docket-Online[®] and have been issued a login number and password. If you are new to the case and making your first appearance, you may request for a login and password to be issued to you Monday through Saturday 7:00 a.m. to 6:00 p.m. Arizona time through the main page. An e-mail is sent to the system administrator and once verification is complete, a reply is provided with login instructions.

The Login screen contains two sections. Most users will login using the left side fields. If you are an attorney desiring case access to multiple files simultaneously, you will login using the right side fields.

If you are an attorney with multiple cases, you may request an Attorney login and password which will permit you to view and access all cases you are involved in from one screen and have access to both privileged and non-privileged Records. Attorney level passwords are subject to a separate confidentiality agreement, are assigned only to the Attorney of Record according to the Clerk of the Court and only to Attorneys in good standing with the jurisdiction where the case matter is pending.

Case access login requires a minimum of a **Login ID** and **Password**. The **Privilege Code** field is optional.

Once login is complete, you will be directed to the Case Information screen which contains several basic parts as noted below.

Case Title, Case Number
Court Website Link
Court E-Filing Link
Judge / Arbitrator / Mediator Assignments
Date Filed / Trial (Arbitration) Date and Duration

To the right of the Case Information line are four additional sections

Records / Documents

Deadlines and Dates .

Parties .

Distribution List .

PRACTICE POINTER: Clicking on any one of these buttons will open the appropriate window. Clicking again will close that window. The user can close all open windows and return to the main case file window at any time by clicking the spinning Docket-Online[©] logo at the top of the page.

Records / Documents

Click on the small green folder on the left, or on the **Records / Documents** box to the right to open the case and Record file.

Once the docket has been opened, you can now search for and download any Record / document which has been posted. Docket sorts by default with the most recent posting (**Date Posted**) always at the top. However, the default sort can be changed for your viewing session by clicking on the ▲ / ▼ arrow fields above any of the primary sort fields. The most frequently used sort is one by **Date Signed**.

The master heading fields include **Date Posted**, **Date Signed**, **Filing Party**, **Responding Party**, **Document Title**, **Document Type**, and **Document Class**. Each one of these fields may be sorted by clicking the up or down arrow keys.

Searches may be made by typing all or any portion of a party name in the appropriate field. Complex searches can be made by typing a word in multiple fields. Complex searches using multiple words in the same field generally do not produce the required result since the system requires that the text appear exactly as written.

To reset the query, simply all search terms and hit enter again. Query reset can also be accomplished by clicking the spinning Docket-Online[©] Logo at the top center of the screen.

Above and to the left of the Record fields is a **Record Count** that lists the total number of Records currently in the system and available for review and printing once a sort has been performed.

Printing the Docket

To the left of the Logo is the **Print Index** button. **Print Index** prints an exact listing of the total docket or the sub-listing selected, in the sort order shown on the screen. A simple sample query is to search for “Court” as the filing party (which generates both Minute Entries and Signed Orders issued by the Judge and also minute entries and notices issued by the Clerk of the Court). A print out of

this single Docket is quite useful for preparing the attorney. Another advantage of Docket-Online[®] is that for complex cases, Docket-Online[®] can request e-mail notification of Minute Entries as they are issued by the Clerk of the Court, thus providing for faster distribution to the attorneys of Record than even their own internal processing procedures.

Deadlines and Dates

Other than referencing and researching Records, the **Deadlines and Dates** option is a premier function which is unsurpassed by any other docketing program. Available Deadlines and Dates fields are those which are frequently used by bankruptcy practitioners, litigators and trial attorneys.

Trials / Arbitrations / Mediations

- Complaint Filed
- Service Completed
- Answer Filed
- Default Filed
- Mediation Dates
- Depositions
- Disclosure Deadline(s)
- Dispositive Motion Deadline
- Discovery Deadline(s)
- Pretrial Conference(s) / Hearings
- Trial / Arbitration Date(s)
- Judgment Entered / Recorded
- Appeal Filed

Bankruptcy Matters

- Bankruptcy Filed
- Meeting of Creditors
- Proof of Claim Deadline
- Non-Dischargability Deadline
- Plan Objection Deadline
- Discharge Granted

Corporate Matters

- Formation Date
- Dissolution Date
- Annual Report Deadline
- Annual Report Month

PRACTICE POINTER: Deadlines and Dates fields are monitored and input by the Docket-Online[®] System Clerk. If you want a

particular date input, make note of it in the **Notes to Audit-Clerk** field when posting a new Record.

Parties

The **Parties** button lists attorney and party affiliations, e-mail addresses and phone numbers which are known to the Docket Clerk. If you need to be added to the list, send an e-mail with your name, phone, fax, address, e-mail, and party affiliation / representation to Legal.Docket@gmail.com. If multiple attorneys within the same law firm are listed, they are generally grouped for ease of reference. Presently, Docket-Online[®] allows for the listing of up to 50 separate attorney / party affiliations.

PRACTICE POINTER: Parties includes all attorneys and parties on a case, regardless of their current status. Thus, Parties who have been defaulted, or otherwise dismissed from an active case will still appear for historical purposes similar to what would be found with on the Clerk of Court websites.

Distribution List

Distribution List contains the most recent listing of individuals, whether they be parties, attorneys, or court staff, who will receive a copy of the new Record posting when **Distribute?** = **Yes** is selected.

The Distribution List is constantly being updated. When a new Record is posted from an individual not previously listed, their e-mail address will automatically be added to the list. If an individual receives a new posting and wishes to be removed from future distributions, they have that option. Removal from the Distribution List is done automatically by the recipient. This listing is generally not modified by the Docket Clerk unless a specific written request is received.

PRACTICE POINTER: The Distribution List is not the same as the Parties. Individuals are constantly being added and removed from most lists, which typically occurs when an attorney has substituted out from the case or a party has been dismissed from the action by stipulation or motion.

PRACTICE POINTER: If there is a specific e-mail address utilized by your law firm for receiving Minute Entries or other Court Orders, it is recommended that this address be added to the Distribution List in addition to that which may be used by the Attorney of record or assistants assigned to the case.

POSTING A NEW RECORD

Posting a new document is simple and quick – generally less than 1 minute is required and is virtually error free. The most common error is caused by the user. Because Docket-Online[®] is web-based, use of the BACKSPACE key does not operate to go back one space in the text but as with all websites, BACKSPACE sends the user back to the prior webpage – typically the main login window.

PRACTICE POINTER: Do Not Use the Backspace key when posting a new Record. Use the Tab button or ↑ / ↓ arrow keys or mouse to move between fields.

If you have already received an e-mail relating to a particular case, you will have the link to Docket-Online[®] and have issued a login number and password. If you are new to the case and making your first appearance, you may send a request for login and password be issued to you, Monday through Saturday, 7:00 a.m. to 6:00 p.m. Arizona time to Legal.Docket@gmail.com

Upload New Record

To the left of **Print Index** is the button for **Upload New Document**. Click this button. The File New Document screen will appear. Select **Start** to open a separate window showing file locations on your computer. Locate the particular document you wish to upload from this window. DOC (Word), XLS (Excel), PDF, TIF, or JPG, are the typical file extension types you will encounter. Your requested file will be displayed and available for uploading.

If your document is currently not in Portable Document Format (PDF), e.g., still in Word, Wordperfect, Excel, or in another document format like TIF (Tagged Image Format), or JPG (short for JPEG - Joint Photography Experts Group), the program will automatically convert the file to PDF format during the upload process. Doing so ensures that the final document is both viewable for all other users of the system and will also maintain the integrity of the actual file just as a permanent photocopy would.

Select one file at a time, and then click **Open**.

A new window will appear allowing you to **Attach another file** or **Proceed to Input Screen**. Attached files (e.g. Exhibits, Proposed form of Order) will appear as part of the main document in the final posting.

PRACTICE POINTER: If it is important to be able to locate the particular exhibit or document later, such as key exhibits, or documents, it is best to input these as separate Record postings.

After all files have been attached, select **Proceed to Input Screen**. This takes you to the Record input screen. The TAB Key proceeds to the next field. SHIFT-TAB moves back one field.

DOCUMENT NUMBER This is the system Record number automatically assigned to your new filing. It cannot be changed. The number will appear in the top left margin of the Record once posted for ease of future use. The Document Number is unique to each Record and includes both the number and the date and time of the actual posting.

NOTE: When filing a Motion / Response or Reply with Exhibits, Consider posting each Exhibit separately.

PRACTICE POINTER: Exhibits may be uploaded as part of the main document or may be posted separately so they can be located / searched for later. If you want to search for key exhibits in the future, post the Exhibits in REVERSE order – last document (Exhibit) first, until the first Exhibit, and then the actual pleading last. Since Docket-Online's default sort is by the last Record posted, doing so will make the docket list (and your Exhibits) appear in the proper order.

CLIENT/MATTER A pull-down list appears. Typically only one case will appear, however if you have multiple cases set up through Docket-Online[®], you can select the appropriate case / matter. TAB Key to move to the next field.

DOCUMENT TITLE Input the Document Title. Explanatory Status Notes are also useful and should be in Brackets. (e.g. [Proposed] Order; [Draft] Stipulation to Extend Discovery Deadlines; [Recorded] Mechanics Lien of Smith Excavating (\$35,234); [Unsigned] Agreement between Owner and Contractor).

PRACTICE POINTER: When posting documents with multiple parts, (e.g. a Motion for Summary Judgment, Statement of Facts, Affidavits, and Exhibits), (1) Post the Exhibits Separately in reverse order, then the Affidavits, then the Statement of Facts, then the

Motion, and (2), Include a COMMON TITLE as part of each Record.

EXAMPLE: (in order of uploading)

1. Smith's MFSJ re: Equitable Subrogation: Exhibit 5 – Affidavit of Smith (dated 11-Aug-2009)
2. Smith's MFSJ re: Equitable Subrogation: Exhibit 4 – Affidavit of Jones (dated 10-Aug-2009)
3. Smith's MFSJ re: Equitable Subrogation: Exhibit 3 – Deed of Trust (dated 04-Mar-2005)
4. Smith's MFSJ re: Equitable Subrogation: Exhibit 2 – Prime Contract Agreement (dated 28-Jul-2008)
5. Smith's MFSJ re: Equitable Subrogation: Exhibit 1 – Mechanic's Lien (dated 17-Dec-2008)
6. Smith's Statement of Facts in Support of Motion for Summary Judgment re: Equitable Subrogation:
7. Smith's Motion for Summary Judgment re; Equitable Subrogation and Lien Priority Issues

DATE SIGNED The Date Signed is the ACTUAL date on the document. It is NOT the same as the date filed. If there are multiple dates on a document, input one, and then draft a comment in the **Notes to Audit Clerk** field to request the Docket Clerk add the additional dates. Multiple dates can be input by the Docket Clerk but only one by an on-line poster.

If no change is made to **Date Signed**, the program will default to the CURRENT date.

PRACTICE POINTER: Since Docket-Online[®] is intended to provide for quick access to discovery and court related documents and pleadings, using the actual date for the individual Record – especially individual Exhibits, Affidavits, Deeds of Trust, Liens, or Contracts -- is particularly useful when searching for materials in the future. (See Practice Pointer re: considerations for separately posting key exhibits and documents).

PARTY FILING A pull-down list is available for those Parties already registered in the system. If you do not see your Party Name listed, leave the field blank and write a comment in the **Notes to Audit Clerk** field. The Docket Clerk will add the appropriate name by the next business day after posting.

PRACTICE POINTER: Since most parties are already in the system, simply start typing the first couple of letters of your party's name, this will take you immediately to that portion of the list. If your client's name appears, hit TAB to move to the next field.

PARTY RESPONDING If the document or Record relates to a specific party, select from the drop down list. For Discovery related documents (e.g. Notices of Deposition or Disclosure Statement) leave this field blank. If the Record relates to the case as a whole, leave this field blank. If the Record or pleading requires a response from a particular party, identify that party here. If the Record or pleading requires a response from multiple parties, make a comment in the **Notes to Audit Clerk** field and the Docket Clerk will add them during the proofing stage.

CLASS OF DOCUMENT The Class of Document (Doc-Class) feature is provided to allow the Attorney or Party to generally group their Records according to the typical "Pleading Backer" structure that most attorneys, paralegals, and legal secretaries are familiar with. This single feature allows the paralegal / legal secretary to prepare a quick index of all Records that would be on a Pleading Backer, Client Record Backer, Discovery Backer, etc. 9 Classifications are available:

Document Class	Recommended Content
Client Documents	
Correspondence	Letters, E-Mails, File Memorandum
Court Orders	Minute Entries, Court Orders (signed), Judgments
Discovery	Interrogatories, Requests for Admission, Requests for Production, Disclosure

	Statements, Notices of Deposition
Exhibits	Trial, Arbitration, Deposition Exhibits, Exhibits attached to Motions and Memorandum
Financial	Firm Billings, Court Reporter Invoices, Expert fee billings, court filing fee receipts, mediator / arbitrator billings.
Pleading	Complaint, Answer, Counterclaim, Reply Motions, Responses, Reply, Stipulations, Trial / Arbitration Memorandum, Jury Instructions, Verdict Forms
Research	Attorney Notes, Legal Research, Non-testifying Expert Reports
Transcripts-Testimony	Deposition Transcripts, Affidavits, Declarations, Trial / Hearing Transcripts

TYPE OF DOCUMENT Select from the Drop-Down list or simply start typing the name of the document. If you cannot locate a document type appropriate to your Record, use “Miscellaneous” or “Unknown Document Type.” Presently, there are over 350 DIFFERENT document types. Most Pleadings and Discovery forms are specifically listed and grouped by category (more general to more specific)

PRACTICE POINTER: For Exhibits attached to a Deposition, or Motion ALWAYS use “Exhibit” as the **Class of Document** and then give the appropriate **Type of Document**. Doing facilitates preparation of a trial or arbitration exhibit list. Simply type Exhibits in the box above Class of Document and print the resulting Index.

PRACTICE POINTER: When first starting out, scroll through the available Document Types, you will see that there is a pattern to the naming convention. Motions and Notices are the base (root) name,

and then a specific sub-category can be found. If there is no specific subcategory, just use the generic Motion or Notice. A complete list of all available Document Types can be found in the appendix.

Common Categories of Document Types with multiple sub-classifications include:

Affidavit	Deposition	Request
Answer	Motion	Response
Complaint	Notice	Service
Application	Order	Stipulation
Arbitration	Report	Statement

PRIVILEGED Typically, Privileged should be marked **No**, however, for advanced users and for those which have been assigned additional levels of access, you may select from the Privileged pull-down list and tag a particular Record with the specific privilege associated with that document.

If any privilege is used (other than **No**), then that Record will only be available for later viewing by the person posting the original Record (or another member of the same party or law firm if permissions have been granted to those other law firm members).

The current list of privileges is as follows:

All Other Privileges

Attorney-Client

Co-Counsel

Financial Records

Joint Defense

Mediation

Medical Records

No

Project Records

Sealed by Court Order

Settlement Negotiations

Trade Secret

Work Product

Yes⁵

PRIVILEGE CODE This field allows the user to add a specific additional password or code to the Record prior to posting. If left blank, then Record access is determined by the normal login proceeding. If a privilege code / password is added to a particular Record, it will ONLY become visible upon typing this additional code at the time of login.

YOUR NAME Type in the name of the person performing the actual Record posting.

YOUR E-MAIL Type in the e-mail address of the person performing the actual Record posting. This is important in order to ensure that you receive a confirmation e-mail to your personal inbox if you select to distribute the Record.

MOTION EXH # Useful when separately posting Exhibits to a Motion for Summary Judgment, Discovery Motion, Trial or Arbitration Brief .

⁵ **Note.** If Privileged is marked **Yes**, the Record will be accessible only by individuals to whom a administrative password (firm administrator) is assigned.

PRACTICE POINTER: Use a prefix specific to the Motion for future reference (e.g. MFSJ-01, MFSJ-02, MTC-A, MTC-B)

DEPO EXHIBIT # If you want to distribute your Deposition Exhibits to opposing parties (or simply to keep them in one location for quick reference in the future), you may post them individually and identify them here.

PRACTICE POINTER: Typically you will want to use the last name of the Deponent and the exhibit number (Smith-01, Smith-02, Jones-03, Jones-04). To track deposition exhibits of a 30(b)(6) Deponent, used the initials of the company, followed by 30b6 (e.g., WTI-30b6-01, WTI-30b6-02, etc). The Deposition Exhibit given here will show up in the Document Title field on the Docket Index and can be used in later searches.

TRIAL/ARB EXHIBIT # If you want to distribute your Hearing, Arbitration, or Trial Exhibits to the opposing parties, you may post them individually and identify them here.

PRACTICE POINTER: Typically you will want to use a letter prefix to make later searching for exhibits easier (e.g. P-001, P-002, D-012, D-013). In multiple party cases, use unique two or three letter prefixes (ABC-102, ABC-112a.). By using this method of identification, you can later quickly search for all Exhibits that match a specific range or party at a later date. The Hearing/Arbitration/Trial Exhibit given here will show up in the Document Title field on the Docket Index and can be used in later searches.

DOCUMENT AUTHOR Type the name of the actual author of the Record or filing. For pleadings or discovery, this would be the attorney signing the document. For affidavits or declarations, it is the Affiant / Declarant. For Exhibits, Contracts or Liens, it is the party actually signing the Record.

PRACTICE POINTER: If the document contains multiple authors, separate each name by a “;”.

RELATED DOCUMENTS When making multiple concurrent filings which relate to each other, or when filing a Motion and Exhibits, each exhibit should be posted separately and the original Record number issued for the Motion should be inserted here. This will allow the linking system to work in later steps. When filing an Answer to a Complaint, or a Response / Reply to a Motion, making reference here to the original document number is also very useful for later searches.

One of the most useful functions of Docket-Online[®] is the Related Documents field. When used, by running the mouse / cursor over the Record number at the end of the Title field will highlight and give the date and title of the Related Documents – typically the underlying Motion, Stipulation, etc. Related Documents links appear in **light blue**.

DISTRIBUTE? **NO / YES.** The default is **No**. Checking **Yes** will cause the Record to be distributed to all parties on the master distribution list via e-mail.

PRACTICE POINTER: When uploading a document with multiple parts (e.g. Motion for Summary Judgment, Statement of Facts, Exhibits), only **DISTRIBUTE** the last document. This will send an e-mail to all parties advising them of the filing but will not overwhelm their inbox with multiple e-mails for the different individual postings.

DISTRIBUTION MESSAGE When filing Records, you have the option to include a distribution message. This appears as part of the e-mail sent to all parties on the distribution list. Use this field just like you would any e-mail.

NOTES TO DOCKET CLERK If there are particular instructions or comments you want to communicate to the System Administrator or Docket Clerk, put them in here. This is particularly useful when dealing with concurrent filings which have multiple parts (e.g., posting a Motion for Summary Judgment, separate Statement of Facts, and Affidavits / Declarations in support of the Motion, or when posting the a Notice of Lodging and the separate Proposed Judgment or Order).

Proofing Your Record

Once the above fields have been input, proof the Record prior to hitting the **Submit** button. Hitting the **Reset** button will clear ALL fields but will leave the Record image intact.

Upon submission, there will be a brief pause while the Record is uploaded to the system. You will then be returned to the main docket window. Open the folder again and your Record should be instantly available for inspection.

Upon submission, an e-mail is sent to your e-mail address and to all other attorneys or parties who are registered with the system for your case. You receive a confirmation e-mail showing the date of posting, document title, case number, court of Record, and other specifics about the new Record.

Depending upon the date and time of submission, the Docket Clerk will also proof your Record and add additional information, cross linking of related documents, or addressing specific concerns from the **Notes to Audit Clerk** field to complete the Record. Auditing of a new Record is generally complete within 24 to 48 hours of posting.

E-MAILS

Sending E-Mails

By selecting the **Parties** tab you will see a list of all parties and their attorneys of Record. Parties are grouped so that multiple attorneys representing the same parties are in one section.

Clicking on any e-mail address should automatically open your e-mail program and pre-populate the recipient field(s) with their address. If multiple attorneys represent the same party, all addresses will appear. At the bottom of the list is also a button for **E-Mail All Parties** which is useful to send a global e-mail to all attorneys and parties registered with the system. **Note: Use the **E-Mail All Parties** feature sparingly, as you would with any group e-mail distribution list or Listserv.**

Note also that **E-Mail All Parties** is NOT THE SAME as the Distribution List for Records. Many firms have a special e-mail address for receipt of electronic documents to ensure proper docketing of deadlines, and the Distribution List may include other individuals who have requested to be notified of new filings but are not in the normal chain of e-mails. To view the current Distribution List, click on the button **Distribution List**.

If you encounter a problem or if your e-mail program does not automatically open, check with your system administrator and ask that your e-mail program be set properly for this function. For Microsoft Exchange 2003, the following instructions apply:

From Outlook 2003's main window, go to **Tools > Options**; in the **Options** dialog that opened, click **Other**; Under **General**, check the **Make Outlook the default program for E-mail, Contacts, and Calendar** checkbox; Click **OK** to validate your choice. Outlook 2003 should now be your default email client.

For Window Users, go to the **Control Panel > Internet Options > Programs** tab. Select the appropriate e-mail program from the pull-down list.

Sorting E-Mails

Once you start to use Docket-Online[®], you will notice new e-mails will be received each time a new Record is posted by yourself or the other attorneys or parties involved with the case. To ease the processing of these Records, it is advisable to ask your network administrator to assist you with setting up a specific routing of e-mails (filters) to a particular case specific in-box or folder. Some

attorneys want copies of all pleadings to be distributed to a calendaring paralegal, docketing clerk, or secretary. This internal routing can be easily set up through most e-mail systems. You may also ask the System Administrator by separate e-mail to add or remove recipients for future automatic distribution.

AFFIDAVITS OF SERVICE

For a small additional fee, Docket-Online[®] can provide an Affidavit of Service attesting to the distribution, verification, and authenticity of any Record posted on line. This may be required from time to time for discovery disputes or when service of an electronic Record has been questioned. Docket-Online[®] maintains a permanent Record of EVERY Record posting and the particular e-mail distribution made for that Record.

COPYRIGHT / TRADENAME NOTICE

Docket-Online[®], and this Quick Reference Card is a copyrighted work protected under the laws of the United States and the Copyright Act of 1976 as amended in 17 US Code Chapters 1 to 12. Docket-Online[®] and its registered Tradenames and website www.Docket-Online.com are owned operated by Docket-Online.Com, Inc.

APPENDIX – DOCUMENT TYPES

150 Day Order	Answer	Arbitration - Award
20 Day Notice	Answer (Amended)	Arbitration - Certificate
2004 Examination	Answer and Counterclaim	Arbitration - Controverting Certificate
A - - - - -	Answer and Cross Claim	Arbitration - Demand
Acceptance	Answer and 3rd Party Complaint	Arbitration - Notice of Decision
Acceptance - Service	Answer to 3rd Party Complaint	Arbitration - Order
Addendum	Answer to Cross Claim	ASI - Arch Supp Instruction
Admission Pro Hac Vice	Answer of Garnishee	Articles - Amendment
Affidavit	Appeal	Articles - Dissolution
Affidavit - Attorneys Fees	Appeal Docketing Statement	Articles - Incorporation
Affidavit - Default	Appeal in Forma Pauperis	Articles - Organization
Affidavit - Entry of Default	Appeal from Arbitration	Assignment
Affidavit - Mailing	Appeal Notice of (Civil)	Attorney Notes
Affidavit - Renewal of Judgment	Appendix	Authorization
Affidavit - Service	Application	B - - - - -
Affidavit - Service Attempted	Application - Attorneys Fees	Balance Sheet
Affidavit or Declaration	Application - Default	Bank Deposits
Agenda	Application - Pro Hac Vice	Bankruptcy Discharge
Agreement	Application - TRO	Brief - Opening
Agreement - Loan	Appraisal	Brief - Response
Agreement - Security	Arbitration	Brief - Reply
Amended Complaint	Arbitration - Appeal / Motion to Set	Bond
Annual Report		Bond - Bid

Bond - License	Complaint - Counterclaim	Deed - Warranty
Bond - Lien Discharge	Complaint - Cross Claim	Demand for Arbitration
Bond - Payment	Confirmation	Demand for Jury Trial
Bond - Performance	Contract - General / Prime	Deposition Transcript
Bylaws	Contract - Subcontract	Deposition - Condensed
Building Code	Controverting Certificate	Deposition - Copy
Building Permit	Corporate Records	Deposition - Original
Business Card	Counterclaim	Deposition - Video
Business License	Court Order	Designation of Record on Appeal
By-Laws	Cross-Claim	Diagram or Drawing
C - - - - -	3rd Party Claim	Disclosure Statement
Case Authority	D - - - - -	Discovery
Case Management Statement	Declaration or Affidavit	Discovery E-Mail
Certificate	Deed	Discovery Response
Certificate - Arbitration	Deed - Beneficiary	E - - - - -
Certificate - Mailing	Deed - Community Property	Easement
Change Order	Deed - Correction	EMail
Civil Coversheet	Deed - Disclaimer	Entry of Default
Claim	Deed - Grant	Escrow Instructions
Claim - Payment	Deed - Joint Tenancy	Exhibit
Claim - Answer on Forfeiture	Deed - Mineral	F - - - - -
Code	Deed - Quit Claim	Financial Record
Complaint	Deed - Sheriffs	Form - Blank
Complaint - Amended	Deed - Tax	G - - - - -
Complaint - 3rd Party	Deed - Trust	Guaranty

H - - - - -	Legal Authority	Motion - Continue Inactive Calendar
I - - - - -	Letter	Motion - Dismiss
Indemnity Agreement	License and Easement	Motion - Dismiss Lack of Jurisdiction
Index	Lien	Motion - Extend Time for Service
Index of Record	List of Exhibits	Motion - In Limine
Injunction	List of Wit and Exh	Motion - Intervene
Injunction - Application	List of Witnesses	Motion - Judgment Debtor to Appear
Injunction - Permanent	M - - - - -	Motion - Other
Injunction - Preliminary	Map or Drawing	Motion - Quash
Injunction - Temporary	Mechanic Lien	Motion - Reconsideration
Insurance - Policy	Meeting Minutes	Motion - Release Cost Bond
Insurance - Dec Page	Memorandum	Motion - Set Cert of Readiness
Interrogatories	Memorandum - Joint Pretrial	Motion - Strike
Invoice or Statement	Minute Entry	Motion - Substitution of Counsel
Invoice - T&M	Miscellaneous	Motion - Summary Judgment
J - - - - -	Mortgage	Motion - Summary Ruling
Joinder	Motion	Motion - Transfer
Judgment	Motion - 56(f)	Motion - Vacate Judgment
Judgment - Satisfaction	Motion - Amend	Motion - Withdrawal of Counsel
Judgment - Stipulated	Motion - Appoint Interpreter	Mutual Release
Jury Demand for	Motion - Change of Counsel	N - - - - -
Jury Instructions	Motion - Change of Venue	Notice
K - - - - -	Motion - Compel	
L - - - - -	Motion - Consolidate / Join	
Lease	Motion - Continue	

Notice - Appeal	Notice - Service	Payment
Notice - Appearance	Notice - Service Disclosure	Payment Bond
Notice - Assignment	Notice - Service Discovery	Payroll Reports
Notice - Automatic Stay	Notice - Settlement	Payroll - Certified
Notice - Bankruptcy	Notice - Substitution of Counsel	Payroll - Weekly
Notice - Change of Address/Firm	Notice - Substitution of Trustee	Performance Bond
Notice - Change of Judge	Notice - Trustees Sale	Petition
Notice - Consolidation	Notice - Withdrawal of Counsel	Petition - Order to Show Cause
Notice - Decision of Arbitrator	O - - - - -	Petition - Supplemental Proceedings
Notice - Demand for Jury Trial	Objection/Opposition	Photograph
Notice - Deposition	Objection/Response to Subpoena (Party)	Plans and Drawings
Notice - Disclaimer	Objection/Response to Subpoena (Non-Party)	Power of Attorney
Notice - Dismissal	Operating Agreement	Preliminary Notice
Notice - Filing	Order	Pro Hac Vice Application
Notice - Filing Authorities	Order - Dismissal	Proof of Claim
Notice - Filing Bankruptcy	Order - Proposed	Proposed - Jury Instructions
Notice - Hearing	Order - Special Master	Proposed - Judgment
Notice - Lis Pendens	Order - Substitution	Proposed - Order
Notice - Lodging	Order - Trial Setting	Punchlist
Notice - Non Parties at Fault	Order - Withdrawal	Purchase Order
Notice - Removal to Federal Court	Other	R - - - - -
Notice - Telephonic Appearance	P - - - - -	R26 Disclosure
Notice - Trustee Sale	Pay Application	Receipt
		Release - Mechanic Lien

Release - Partial	Response - Compel	Statement - Case Management
Release and Waiver	Response - Discovery	Statement - Costs
Reply	Response - Motion	Statement - Facts
Reply - Counterclaim	Response - MFSJ	Statement - Joint Pretrial
Reply - Motion	Response - Petition for Injunction	Statute
Reply - MFSJ	Response - Petition for OSC	Statutory Authority
Reply - Sur	Resolution	Stipulation
Report	RFI: Request for Information	Stipulation - Continuance
Report - Daily	RTM Returned Mail	Stipulation - Dismissal
Report - Expert	Rule 16 Statement	Stipulation - Judgment
Report - Financial	S - - - - -	Stop Notice
Report - Weekly	Satisfaction of Judgment	Subcontract
Report - Monthly	Schedule - Construction	Subpoena
Report - Annual	Scheduling Order	Subpoena Duces Tecum
Report - Force Account	Service	Substitution of Counsel
Report - Petty Cash	Service - Acceptance	Supplement
Request	Service - Affidavit of	Summons
Request - Admission	Service - Attempted	Sur Reply
Request - Change of Address/Name	Service - Publication	Surety Bond
Request - Hearing	Service - Waiver	Survey Plat
Request - Inspection	Settlement Agreement	T - - - - -
Request - Interpreter	Special Master Order	Tax Return
Request - Production	Specifications	Tax Statement
Request - Vacate Hearing	Statement	Transcript
Response		Trial Memorandum

Trust Deed

Trusts and Wills

U -----

UNKNOWN DOC TYPE

V -----

Voucher

W -----

Waiver

Warranty

Warranty Deed

Will

Writ of Garnishment

Writ of Garnishment -
Release

X -----

X-Ray

Y -----

Z -----