

Supreme Court and Court of Appeals application help Judicial Assignment application help Office of Lawyer Regulation help Off-the-shelf software help Safe computing and security help

# CCAP Circuit Court Application Help

## General help

Help by application:

- <u>Calendar</u>
- <u>CCAP2 Case Management</u>
- <u>CCAP3 Case Management</u>
- <u>CCAP3 eFiling Review</u>
- <u>Change of Venue</u>
- Civil Judgment Search
- <u>Courthouse WCCA</u>
- Department of Corrections Interface
- <u>Document Management</u>
- <u>eFiling</u>
- Transmit circuit court information to the court of appeals
- <u>Financial</u>
- For the Record (FTR)/Audio Logging
- Judicial Dashboard
- Jury
- <u>Maintenance</u>

## Help by user type:

- <u>Court reporters</u>
- Laptop users
- Part-time court commissioners
- <u>Reserve judges</u>

Release notes | Release videos

Video tutorials

Call center: (800) 422-7137 or (608) 261-6229

UPDATED 04/04/22



### Training materials & documentation

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Home / CCAP training / Training materials & documentation
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#### **Bulk scanning**

• <u>User documentation</u>

## Circuit court in-court appearance processing

- <u>In-court appearance processing procedures</u>
- Circuit court transaction report
- <u>CCAP table definitions</u>
- <u>Circuit court transaction report procedures</u>

## Court reporter guides & documentation

- Accessing case documents as a court reporter
- <u>Filing and sharing transcripts</u>
- Sharing court reporter transcripts with the Attorney General's office
- <u>Court reporter tools & resources (Court Operations)</u>

#### **Desktop scanning**

- Automatic Document Feeder (ADF) pad replacement instructions
- eSignature
- Quick reference guide

#### Judge tools

- Quick reference guide
- Small claims garnishment calculator

## • Documentation and procedures

- Juvenile clerk advanced training
- <u>Documentation</u>

#### Listserv

- Listserv for bookkeepers and financial staff
- Listserv for circuit court judges
- Listserv for clerks of circuit court
- Listserv for digital evidence
- Listserv for juvenile court clerks
- Listserv for juvenile court judges
- Listserv for pro se
- Listserv for registers in probate
- Listserv for treatment court

### **Microsoft Office applications**

- <u>Word 2016 for Windows training</u> (external links)
- Excel 2016 for Windows training (external links)
- Word 2007 manual

#### **Panasonic scanning**

• PanaScan - RTIV Software Manual



CCAP Help website



# Adding the CCIP CHIPS E-Learning link to the Dashboard Quick Links docklet

The Wisconsin Children's Court Improvement Program (CCIP) E-Learning Project provides access to training modules for child in need of protection or services and termination of parental rights court case processing. The E-Learning site provides valuable instruction to judges for cases that may not be routine occurrences on the court calendar. Adding the E-Learning link to the judge's judicial dashboard under Quick Links will provide instant access to these learning modules.

## Creating the CCIP CHIPS E-Learning quick link

1. Select the wrench icon in the top-right corner of the Quick Links docklet.

Wisconsin Court System	Judicial dashboard	eBench Sign/Review			Need a mentor? Settings
Ramona A. Gonzalez calendar	<i>»</i> 🖬 )	Search	•	Documents to Rev	/iew
Out Of County Non-Court Remir     Prev Sched	nders	Cases My Searches	Case Documents	Sign (23) He	ld (6) Review (9)
Date: 04-15-2019	Today	Juvenile Cases		Upload order	Search:
18TR3316, 18TR3323	^	County: Case N	o: Statewide:	Case 👻	Document name
09:15 AM - 09:30 AM - Status hearing		Last / Business Name:	First Name:	2019SC000062	Proposed Order - Judgment
2018TR003316 Docs(10) State of Wisconsin vs. Dennis C Henry eFiled	- 11	Date of Birth:		2019FA000105 2019CV000151	Request for Substitution of Proposed Order - Notice of Heating Mark E Kay
09:15 AM - 09:30 AM - Status hearing			Search Clear	2019CF000109	Proposed Order - Request f
2018TR003323 Docs(9) State of Wisconsin vs. Dennis C Henry eFiled				2018ME000144	MOU Payment Proposed Order - Order for Dismissal
09:30 AM - 10:00 AM - Motion hearing				2018FA000424	Proposed Order re Stay
2017CT000200 Docs(37) State of Wisconsin vs. Lance B Welsh eFiled					
Determine Priors (17TR2647, 17TR278	3)		Statistics		
09:30 AM - 10:00 AM - Motion hearing 2017TR002647 Docs(21)		Divorce Financial Solution TaxCalc2019	Clearance Rates	Age of Pending	Time to Dispo Statewide
Unscheduled Cases		Divorce Financial Solution TaxCalc2018	S Case	Clearance for 12 r 20	months ending on 03-3
Unscheduled Cases Criteria All Un	scheduled	VINE Jury Instructions Application	<u>n</u> 8	46 952	
Search:		Judicial Dashboard Help	୍ଥିତ 500 - ଜୁନ୍ମ ସହର କରୁ	276 321	
Quick Links		100			
Divorce Financial S	olutions	<b>^</b>			
TaxCalc2019					
Divorce Financial S	olutions				
10/00/02010					

2. The Quick Links module will display. Select Add Link in the top-right corner.

	Wisconsin Court System	Judicial dashboard	eBench	Sign/Revie	w	Need a mentor?	Settings 👻	Info 📼
Quick	k Links			Add Link	<u>Done</u>			
File	Divorce Financial Solutions	TaxCalc2019						
File	Divorce Financial Solutions	Divorce Financial Solutions TaxCalc2018						
We	b VINE							
We	b Jury Instructions Application							
We	b Judicial Dashboard Help							

3. Enter the Quick Link information as follows:

Type: Web Name: CCIP CHIPS E-Learning

Description: CHIPS, TPR, WICWA

Link: http://www.wicciptraining.com

4. Select the **Save** button.

۹ 🌭		Wisconsin Court System	Judicial dashboard	eBench	Sign/Revi	iew	Need a mentor?	Settings	- Info -
G	uick L	inks			Add Link	<u>Done</u>	Quick Link		
	File	Divorce Financial Solutions	TaxCalc2019				Type:		
	File	Divorce Financial Solutions	TaxCalc2018				vveb •		
	Web	VINE					Name: CCIP CHIPS E-L	earning	
	Web	Jury Instructions Application					Description:	CWA	
	Web	Judicial Dashboard Help					Link:		
	File	Email					http://www.wiccip	otraining.con	
	File	Messenger						Save	Cancel

5. The new quick link will display at the bottom of the list. To reposition the location of the quick link, select the entry and drag it to the desired position. Select the **Done** link.

	Wisconsin Court System	Judicial dashboard	eBench	Sign/Review			
Quick	Links			Add Link D	one		
File	Divorce Financial Solutions	TaxCalc2019					
File	Divorce Financial Solutions	TaxCalc2018					
Web	VINE						
Web	Jury Instructions Application	Jury Instructions Application					
Web	Judicial Dashboard Help	Judicial Dashboard Help					
Web	CCIP CHIPS E-Learning	CCIP CHIPS E-Learning					
File	Benchbooks						
File	Email						

## Locating the new quick link

The new **CCIP CHIPS E-Learning** quick link is now available for use by selecting the hyperlink in the **Quick Links** list.

Wisconsin Court System Judicial	dashboard	eBench	Sign/Review				Need a mentor?	Settings –	Info 👻
Ramona A. Gonzalez calendar	20	Search Cases	My Searches	Case Documents		Documents to R	eview Ield (6) Review	w (9)	
Date: 04-15-2019	ау	Juvenile	Cases		1	Upload orde	r Sea	arch:	
erilea 18TR3316, 18TR3323		County:	Case No	: Statewide	e:	Case	<ul> <li>Document na</li> </ul>	ime <	>
09:15 AM - 09:30 AM - Status hearing		Last / Bu	siness Name:			2019SC00006	2 Proposed Or	der - Judgment	
2018TR003316 Docs(10) State of Wisconsin vs. Dennis C Henry eFiled		First Nam	ie:		н	2019FA000103 2019CV00015	Proposed Oro Hearing - Ma	Substitution of Judge der - Notice of rk E. Kay	
09:15 AM - 09:30 AM - Status hearing						2019CE00010	Proposed Or	der - Request for	
2018TR003323 Docs(9) State of Wisconsin vs. Dennis C Henry eFiled		Date of B	irth:	Search	1	2018ME00014	<u>MOU Paymen</u> <u>Proposed Orc</u> <u>Dismissal</u>	nt der - Order for	
09:30 AM - 10:00 AM - Motion hearing						2018FA000424	Proposed Ord	der re Stay	
2017CT000200 Docs(37) State of Wisconsin vs. Lance B Welsh eFiled Determine Priors (17TR2647, 17TR2783)	C	Quick Links	5	Statistics					
09:30 AM - 10:00 AM - Motion hearing	<b>.</b>	Divorce Fi TaxCalc20	nancial Solutions 19	Clearance	Rates	Age of Pending	Time to Dispo	Statewide	
Unscheduled Cases		Divorce Fi TaxCalc20	nancial Solutions 18		Case C	learance for 1 31	2 months en 2019	ding on 03-	
Unscheduled Cases <u>Criteria</u> All Unscheduled		Jury Instru	ctions Application	100 2 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	946	952			
Search:		Judicial Da	ashboard Help		0 -	276 321			
Case No. ⇒ Days Since → Age ⇒ Docs	\$	CCIP CHIP Benchbool	PS E-Learning		0	130 1	14 65 61 28 3	28 5 8 64 63	
Event	- 10	Email		Crim	Forfei	ture Tion Civil ob Fa	small Claims Prob	Juvenile 90	

## LISTSERV FOR Juvenile Court Clerks

Juvenile-Court-Clerks(@LIST1.WICOURTS.GOV)

## **\* OVERVIEW OF LISTSERV FOR THE Juvenile Court Clerks**

- A listserv is simply a mailing list managed by an e-mail server. Users of the list are called members. When one member sends (posts) a message to the list's address, the message goes to the list's server, which then sends the message to all members. The sender does not receive a copy of the message, but s/he does receive a confirmation message, which indicates that the message was successfully sent to all members.
- Members of a listserv can stop and restart receiving e-mail postings from the listserv. Users can also opt to receive a daily "digest" of messages rather than receiving each individual posting.
- Members can also stop receiving postings as e-mail messages, yet still be able to review all postings on a Website. This option is ideal for those members who do not like to receive lots of daily e-mail messages, but want to periodically check what topics are being posted and discussed on the listserv.

## \* BASICS OF USING THE Juvenile-Court-Clerks LISTSERV

- The Juvenile-Court-Clerks listserv is currently running. When it was created, all Juvenile-Court-Clerks at that time were set up as members. However, as the listserv is voluntary and the original members may chose to unsubscribe, the membership list will fluctuate over time. In the future, when a new Juvenile-Court-Clerk is appointed, CCAP will set up the new Clerk as a member of the listserv.
- Members can post messages to the listserv by sending an e-mail message to <u>Juvenile-Court-Clerks@LIST1.WICOURTS.GOV</u>.
  - Note: 'Juvenile-Court-Clerks' is the listserv and 'LIST1' is the e-mail server. There are currently other listservs on this e-mail server)
  - When sending a message to the listserv, the sender will not receive a copy of the message; however, a confirmation message will be received which indicates that the message was successfully sent to all members.
- When a member receives a posting from the listserv, it will be received as an e-mail message in the following format:
  - The 'TO:' portion of the e-mail message header will display the listserv's e-mail address of Juvenile-Court-Clerks@LIST1.WICOURTS.GOV.
  - The 'FROM' portion of the e-mail message header will display the sender's e-mail address.
- > When replying to a posting from the listserv, there are two options:
  - Use the [Reply to Sender] option to only reply to the sender of the message.

1

• Use the [Reply to All] option to reply to all members of the listserv.

- SUBSCRIBE: To subscribe to the listserv to start receiving postings from the listserv, send an e-mail in the following format:
  - "To:" <u>LISTSERV@LIST1.WICOURTS.GOV</u>
  - "Subject" Leave blank

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Body of Message: SUB Juvenile-Court-Clerks MAIL Your Name

(e.g. "SUB Juvenile-Court-Clerks MAIL Andrea Olson")

- <u>UNSUBSCRIBE</u>: To stop receiving postings from the listserv, send an e-mail in the following format:
   "To:" LISTSERV@LIST1.WICOURTS.GOV
  - "Subject" Leave blank
  - Body of Message: SET Juvenile-Court-Clerks NOMAIL
- <u>RE-SUBSCRIBE</u>: To re-start receiving postings, if you have previously stopped receiving postings, from the listserv, send an e-mail in the following format:
  - "To:"
     <u>LISTSERV@LIST1.WICOURTS.GOV</u>
  - "Subject" Leave blank
  - Body of Message: SET Juvenile-Court-Clerks MAIL
- <u>RECEIVE DIGESTS</u>: To receive a digest of each day's postings, instead of receiving each individual posting, send an e-mail in the following format:
  - "To:" <u>LISTSERV@LIST1.WICOURTS.GOV</u>
  - "Subject" Leave blank
  - Body of Message: SET Juvenile-Court-Clerks DIGESTS
- STOP RECEIPT OF DIGESTS: To switch back from receiving only daily digests to receiving all individual postings, send an e-mail in the following format:
  - "To:"
     <u>LISTSERV@LIST1.WICOURTS.GOV</u>
  - "Subject" Leave blank
  - Body of Message: SET Juvenile-Court-Clerks NODIGESTS



CCAP

\*To Access Digests of Postings or to Post Messages via the Web site

- If a member does not want to send and receive listserv postings using *e-mail messaging*, the listserv has an active Website (<u>HTTP://LIST1.WICOURTS.GOV</u>) which allows posting of messages and viewing of digests via a Web browser.
- To access this Website, open any Web browser (e.g. Internet Explorer) and access the Website (<u>HTTP://LIST1.WICOURTS.GOV</u>).
  - From the main Web page, select the link to Juvenile-Court-Clerks, which will then display the "Juvenile-Court-Clerks Web Archives" Web page.
  - From the "Juvenile-Court-Clerks Web Archives" Web page, a member can select various links to archives of postings, which are weekly lists of all listserv postings. Members can also post messages, which is like sending an e-mail message to the listserv, by selecting the "Post to the list" link.
- NOTE: To access these Web pages, a member will have to enter an e-mail address and password. The first time a member selects a link to the archives or to post a message, the member will have to set up a password for security reasons.
  - The "Login required" page will be displayed.
    - Select the "get a new LISTSERV password first" link.
    - The "Registering your LISTSERV password" Web page will be displayed. Enter the following information:
      - In the "E-mail address" field, enter your e-mail address (e.g. "Andrea.Olson@wicourts.gov)
      - In the "Password" field, enter a unique password, but not your CCAP network password.
      - In the "Password (again)" field, re-type the unique password.
        - ▶ Make sure to remember this password for future use when accessing this Web page.
      - Select the [Register password] option to save the new password.
    - After verification, the "Confirmation e-mailed" page will be displayed. This provides notification that an e-mail confirmation message will be sent to the e-mail address entered. Once this e-mail confirmation message is received, the member will be able to access the Web page for use.
  - Once the e-mail confirmation message is received, the member can access the Web page using their e-mail address and password. To avoid having to enter the password each time, select the [Login and save my password as a cookie] option; however, if a different workstation is used in the future, the password registration process is required as this password is saved on the workstation.



## Case Management – Keyboard Shortcut Guide

**Purpose:** There are a variety of keyboard shortcuts within the CCAP3 Case Management application. Each keyboard shortcut allows you to keep your fingers on the keyboard.

Applicable Users: Clerks of Court, Register in Probate, Judicial Assistants

#### **Keyboard Shortcuts**

When viewing a section on an existing case, use a keyboard shortcut to take an action quickly.

- 1. Press one the following keys as a shortcut:
  - [C] Create action
  - [Delete] Erase row
  - [Enter] Open record
  - [G] Form dialog
  - [X] Export selected rows from the table
  - [Esc] Exit doclet window
- 2. In a **Date** field and calendar picker
  - **[D]** Will enter todays date
  - Left arrow one day past;
  - **Right arrow** one day future;
  - Up arrow back a week;
  - **Down arrow** -forward a week
  - **PgUp** forward one month
  - PgDn back one month

## Support

Contact the CCAP call center if you have further questions.

Phone: 1-800-422-7137 E-mail: <u>ccap.support@wicourts.gov</u>

## **CCAP Quick Keys, Searching & Help**



Wisconsin Consolidated Court Automation Program User Support Number: 800-422-7137

> Wisconsin Supreme Court © 2001 Revision Date: March 2015

## **Table of Contents**

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## QUICK KEYS

Many applications and menu options have an equivalent keystroke.

## **Case Application Quick Keys**

Title	Description	Location	Keystroke
Add Case		File Other Case	Shift E2 (from
Auu Case	Adding a new case	File, Other, Case	case list)
Amending a Charge on a Case	Amending a charge on a case	Special, Case, Amend	Ctrl+Alt+A
Adding a Disposition/Finding	Adding a	Special, Case, Criminal/Juvenile	Ctrl+Alt+W (from
	disposition/finding to a charge on a case	Disposition/Finding Wizard	charge list)
Adding a	Adding a	Special, Case,	Ctrl+Alt+S (from
Sentence/Disposition	sentence/disposition to a charge on a case	Sentence/Disposition	charge list)
Set Probable Cause Found	Set probable cause found on a charge	Special, Case, Set Probable Cause Found	Ctrl+Shift+C
Convert to E-Filed	Convert case to E- Filed	Special, Case, Convert to E- Filed	Ctrl+Alt+7
Convert to Non-E-Filed	Convert case to Non- E-Filed	Special, Case, Convert to Non- E-Filed	Ctrl+Alt+8
Copy Finding/Disposition	Copy Finding/Disposition	Special, Case, Copy Finding/Disposition	Ctrl+Alt+D
Cross Reference	Cross Reference	Special, Case, Cross Reference	Ctrl+Alt+F
Copy	Copy item	Special, Case, Copy	Ctrl+Alt+P
Assign	Assign court official	Special, Case, Assign	Ctrl+Alt+G
Mass TR/FO/JO Update	Mass TR/FO/JO update	Special, Case, Mass TR/FO/JO	Ctrl+Alt+J
Fast Activity	Add an activity to a list of cases	Special, Case, Fast Activity	Ctrl+Alt+Z
Reopen Charges	Reopen Charges	Special, Case, Reopen Charges	Ctrl+Alt+R
In Court Appearance -	In Court Appearance	Special, Case, In Court	Ctrl+Alt+6
Criminal	for Criminal Cases	Appearance Criminal	
In Court Appearance – Civil	In Court Appearance for Civil Cases	Special, Case, In Court Appearance Civil	Ctrl+Alt+Q
In Court Traffic	In Court Traffic	View, Other, In-Court Traffic	Ctrl+U
Warrants	Search for Warrants	View, Other, Warrants	Ctrl+W
Party	Search for Parties	View, Other, Party	Ctrl+P
Case Filing Review	District Attorney New Case Filing Review	View, Other, Case Filing Review, New Case Filing	Ctrl+F
Case Filing Review – DOT Citation	New Case Filing Review for electronic citations from DOT	View, Other, Case Filing Review, DOT Citation	Ctrl+I
Case Filing Review – DNR Citation	New Case Filing Review for electronic citations from DNR	View, Other, Case Filing Review, DNR Citation	Ctl+H

Case Filing Review - Amended Petition/Complaint/Information	Case Filing Review for amended petitions, complaints, or information sent by the DA's office	View, Other, Case Filing Review, Amended Petition//Complaint/Information	Ctrl+A
DOC Documents	Case Filing Review for documents sent by the DOC	View, Other, Case Filing Review, DOC Documents	Ctrl+Q
Fast Event	Add events quickly without having to open the case itself	Special, Case, Fast Event	Ctrl+Alt+E
Fast Small Claims	Quickly docket events for SC case type	Special, Case, Fast Small Claims	Ctrl+Alt+L
Fast Check Out/In	Quickly check case files in/out and indicating the location of the file	Special, Case, Fast Check Out/In	Ctrl+Alt+K
File Check Out/In	Checking case files in/out and indicating the location of the file	Special, Case, File Check Out/In	Ctrl+Alt+U
File Transfer	Updating the location of the case file	Special, Case, File Transfer	Ctrl+Alt+T
Quick Scan	Most common method for scanning court documents	Special, Document Imaging, Quick Scan	Ctrl+Alt+2
Desktop Upload Document	Desktop Upload Document for scanning	Special, Document Imaging, Desktop Upload Document	Ctrl+Alt+5
Edit Document	Edit Document	Special, Document Imaging, Edit Document	Ctrl+Alt+3
Mass Traffic	Mass Traffic/ Forfeiture/ Juvenile Ordinance	View, Mass TR/FO/JO List	Ctrl+M

## Calendar Application Quick Keys

Title	Description	Location	Keystroke Shortcut
Add Calendar	Add Calendar Activity	File, Other, Calendar	Ctrl+Shift+E
View Calendar	Viewing Calendar	View, Other Calendar	Ctrl+E

## Financial Application Quick Keys

Title	Description Location		Keystroke
			Shortcut
Add Adjustment	Adding an adjustment	File, Other, Adjustments	Ctrl+Shift+J
View Adjustments	Viewing an adjustment	View, Other, Adjustments	Ctrl+J
Add Assessments	Adding an assessment	File, Other, Assessments	Ctrl+Shift+M
View Assessments	Viewing an	View, Other, Assessments	Ctrl+M
	assessment		
View Receipt History	Viewing receipt history	View, Other, Receipt History	Ctrl+H

View Payables	Viewing payables	View, Other, Payables	Ctrl+P
View General Ledger	Viewing general ledger	View, Other, General Ledger	Ctrl+G
View Checks	Viewing checks	View, Other, Checks	Ctrl+E
View Receivables	Viewing receivables	View, Other, Receivables	Ctrl+B
View Tax Intercept	Viewing tax intercepts	View, Other, Tax Intercept	Ctrl+W
Receipt Collecting on A/R	Collecting on accounts receivables	View, Other, Collecting on A/R	Ctrl+C
Accounting Dates	View system	Special, Month End, Accounting	Ctrl+Alt+D
	accounting dates	Dates	

## Web Application Quick Keys

Keystroke	Description
С	Create
E	Edit
V	View
X	Export
F9	Print

## Menu Quick Keys

Keystroke	Description
Alt + E	Pops up the <i>Edit</i> menu
Alt + F	Pops up the File menu
Alt + H	Pops up the <i>Help</i> menu
Alt + O	Pops up the Options menu
Alt + S	Pops up the Special menu
Alt + V	Pops up the View menu
Alt + Backspace	Edit, Undo
Shift + F2	File, Add
Shift + F3	File, Inquiry
Shift + F4	File, Change
Shift + F5	File, Erase
Shift + F8	Spacebar Select. After you select {Shift+F8} you can select records in a list using your up and down arrow and the spacebar.
Shift + Delete	Edit, Cut
Shift + Insert	Edit, Paste

Ctrl + A	Select all			
Ctrl + C	Edit, Copy			
Ctrl + D	View, Drop Rows			
Ctrl + F	File, Finish			
Ctrl + I	File, Finish, Next			
Ctrl + L	View, Last Query			
Ctrl + N	View, New			
Ctrl + R	View, Replace			
Ctrl + S	View, Selected Columns			
Ctrl + T	View, Title			
Ctrl + V	Edit, Paste			
Ctrl + X	Edit, Cut			
Ctrl + Y	Edit, Redo			
Ctrl + Z	Edit, Undo			
Ctrl + ?	Select All			
Ctrl + F4	Close frame			
Ctrl + F5	Restore frame			
Ctrl + F6	Switch internal frame			
Ctrl + F9	Minimize frame			
Ctrl + F10	Maximize frame			
Ctrl + Insert	Edit, Copy			
F1	Help, Help			
F3	File, Exit			
F5	Window, Refresh Current Window.			
F9	File, Print dialog			

## HELP MENU

On-line help is an extremely useful tool – finding the information you need right at your desk will often allow you to avoid frustration, minimize delays, and eliminate the need to call for telephone support.

Figure 1 shows the selections available on the Help Menu, and Figure 2 shows the main topics available in Case Management Help.

<u>H</u> elp	
Help for help	
Window h <u>e</u> lp	
<u>K</u> eys help	
Procedures	
<u>G</u> lossary	
Help	F 1
<u>A</u> bout	

Figure 1: The Help Menu

## Procedures

CCAP procedures are instructions for performing specific tasks, such as adding a traffic case. Procedures can be accessed from the Help menu by selecting <u>Help, Procedures...</u>

👙 Case Management Help		×
Procedures Manual General Help and Proc Case Management - G Scheduled Activities Civil Case Types Criminal/Traffic Case T Financial Group Files Probate Case Types Uvenile Case Types	<ul> <li>Procedures Manual</li> <li>To view a topic in the procedures manual, do the following: <ol> <li>Select Help, Procedures from the menu bar.</li> <li>Expand the Procedures Manual topic from the Help Contents.</li> <li>Expand the area sub-topic you want to view.</li> <li>Select the procedure you want to view. It displays when you select the procedures.</li> </ol> </li> </ul>	
Warrant     Forms     Court Interpreter     Digital Audio Recording     Case Management Help     Selection Windows     Special Menu Options     Attorney     Calendar     Civil Lien Index     Case	<ul> <li>Procedures are found only within the relevant applications. For example, Case procedures are accessed through <i>Help, Procedures</i> in the <i>Case or Financial</i> applications; Jury procedures are found through <i>Help, Procedures</i> in the Jury application, and Case Maintenance procedures are accessed through <i>Help, Procedures</i> in the <i>Maintenance</i> application.</li> <li>You can search by scrolling through the Table of Contents tab.</li> <li>You can search using the Index tab by entering the name of the item in the Find Field and pressing enter.</li> <li>You can search by entering the search criteria on the Search tab.</li> </ul>	

Figure 2. Help – Main Topics:

## Use Find on Index tab



The find field on this tab searches the index.

- 1. Click on index tab
- 2. Search for a keyword for the help procedure you are looking for (example: consent decree)
- 3. Press the enter key and the help will move to next found search topic.

## The Search tab



The search tab searches the complete text of all procedures.

- 1. Click on the Search tab.
- 2. Search for a keyword for the help procedure you are looking for (example: consent decree).
- 3. Press the enter key and the help will provide a list of all the procedures that contain the keyword you searched for.

## Save Help as a Favorite

You can save a list of favorite procedures in help that can then be viewed on the Favorites tab.



- 1. Highlight the procedure you would like to save as a favorite.
- 2. Click once on the Favorites tool on the help toolbar. This will add it as a favorite.

To view saved favorite procedures:



- 1. Click on the favorites tab.
- 2. The saved favorite topics will display.

## Field Help

For information on a specific field, you can use the **Help...** selection or press the **F1** key (see Figure 3). Use either of these options in any field to go directly to the Procedures manual topic that explains the field in focus. In the example shown, selecting **Help...** from the Help menu or pressing **F1** while focused in a party type field opens Case Management Help, Party, "Party Window" topic and displays the "Help for Party Type".



**Figure 3.** Help is available anytime you want assistance for a particular field, by pressing F1 while you are focused in the field.

## SEARCH RESULTS

1. View, New or View, Replace ... - Two search features will help you monitor your searches and repeat them when necessary.

- When performing a search with View, New or View, Replace..., the results list box will show the progress of your search. The lower left corner of the list box displays the number of records in the list, and the lower right corner of the screen indicates if the list is still loading or is done.
- Use View, New when you want to keep the previous search list. The number of 'new' lists may have an impact on your performance.
- Use View, Replace... to override the previous search list. This option will keep the number of windows open to a minimum.
- In between the row count and status indicator is a Cancel button. If you begin a search and then realize that it was incorrect, you can cancel it yourself.

2000CV006666         30301         04-27-2001         Linda J. Steffens et al v. Claudia Balbuena et al           2000JM000053A         66999         01-03-2001         In the Matter of Daniell M Shepard           2000ME000083A         50501         01-29-2001         In the Matter of Travis J Kretschmer           2000ME000089A         50501         01-20-2001         In the Matter of Nathaniel J Rasmussen           2000ME000089A         00.01-20-2001         In the Matter of Nathaniel J Rasmussen         In the Matter of Nathaniel J Rasmussen           Rows:         1560         Cancel         Status: Loading	ROW COUNT			STATUS IND	ATOR
2000CV006666         30301         04-27-2001         Linda J. Steffens et al v. Claudia Balbuena et al           2000JM000053A         66999         01-03-2001         In the Matter of Daniell M Shepard           2000ME000083A         50501         01-29-2001         In the Matter of Travis J Kretschmer           2000ME000089A         50501         01-20-2001         In the Matter of Nathaniel J Rasmussen	Rows: 1560		Cancel	Status:	Loading
2000CV006666         30301         04-27-2001         Linda J. Steffens et al v. Claudia Balbuena et al           2000JM000053A         66999         01-03-2001         In the Matter of Daniell M Shepard           2000ME000083A         50501         01-29-2001         In the Matter of Travis J Kretschmer	2000ME000089A 50501	01-20-2001	In the Matter of Nathaniel J Rasmussen		<b>-</b>
2000CV006666         30301         04-27-2001         Linda J. Steffens et al v. Claudia Balbuena et al           2000JM000053A         66999         01-03-2001         In the Matter of Daniell M Shepard	2000ME000083A 50501	01-29-2001	In the Matter of Travis J Kretschmer		
2000CV006666 30301 04-27-2001 Linda J. Steffens et al v. Claudia Balbuena et al	2000JM000053A 66999	01-03-2001	In the Matter of Daniell M Shepard		
	2000CV006666 30301	04-27-2001	Linda J. Steffens et al v. Claudia Balbuena et al		

ROW COUNT

Monitoring the Search Results List Box.

2. Last Query..., this option allows you to reopen a search screen with the information you used on your previous search.

 It is useful if you want to rerun your search with criteria almost the same as your previous search. For example, if a search requires five criteria, and you only enter four, or one had a typo, once you discover the mistake you can use Last Query... to restore your previous search, make minor changes, and look again.

View	Options	Window	Special
Nev	N		Ctrl-N
Oth	er		•
Rep	olace		Ctrl-R
Las	t Query		Ctrl-L
Cas	se Number	Sequence	:
Par	ty Sequen	ce	
Oth	er Sequen	ice	
Mo	nth at a Gla	ance	
₩e	ek at a Gla	ince	
Day	<u>/</u> at a Gland	ce	
Ma	ss TR/ <u>F</u> O/J	IO List	Ctrl-M
Wa	lk In List		Ctrl-K
v		2011	

view wenu

- Using >, < Symbols [For "greater than" and "less than" searches]
- Using, Symbol [For "and" searches]
- Use ' for exact name searches

## Searching by Case Status:

- 1. Case type = **JV**
- 2. Status = OP (OP Open, CL Closed, FL Filed)

## **Searching by Party Name**

- 1. Lastname\*Firstname\*
- 2. 'Lastname, Firstname\*'

👙 New - Case Selecti	on 📇 🔀
Case Number:	Type: Status: Maint.: Class:
File Date:	Filing C.O.#: Resp. C.O.#: Old Case #:
Disposition C.O.#:	w/ Counts: Date:
Tax Warrant #:	
DA Case No:	Unified Case Number:
Party Name:	1astname, first* Type: SoundEx CPI No.:
	🗹 AKA Search Name
Issuing Agency #:	Issuing Officer:
Violation Date:	Citation No.:
Bond ID:	Statute No.:
Plaintiff Agency #:	Pros./Pet. Agency No.:
Party Atty. #:	Pros./Pet. Atty. No.:
Event Code:	Date:
Without Event Code:	
Activity Code:	Date:
C.O.:	Disposed:
Without Activity Code:	Date:
	OK Cancel Help

## **Other Search Fields**

Maintenance & Status Disposition Code and Date Court Official Filing Date

## **Viewing Features**

- a. View, Selected Columns Purpose: Change columns displayed in the list. *Example:* 
  - <u>View, New:</u> \*JV\*, OP Cases
  - Select View, Selected Columns
  - Make Resp. C.O. the 2nd column.

🌢 Selected Columns 📕 🛛 🛛							
Visible columns Available columns							
Case No.	•	Status Code					
Resp. C.O. No.		Filing C.O. No.					
Class Code		Old Case No.					
Filing Date		Bond ID					
Maint. Code		Pintf. Agency No.					
Sealed		Pros. Agency No.					
Caption	•	Pros. Atty.	•				
Reset Defaults							
ОК	Can	cel Help					

Note: You can organize these columns by clicking and dragging on the column title.

- b. View, Other Sequence Purpose: Change sorting order of list. *Example:* 
  - Select View, Other Sequence
  - Make Resp. C.O. the 1st sort criteria

👙 Other Sequence	<b>e</b> 🛛					
Ordered columns	Available columns —					
Resp. C.O. No.	Party Seal Status Code Filing C.O. No. Sort Case No. Old Case No. Bond ID Plntf. Agency No.					
Reset Defaults						
OK Cancel Help						

Note: You can also sort by a specific column, by clicking once on the column title.



# Viewing the notice status for a document

The Notice Status tab provides a way to determine how parties were notified about filings on their cases. This feature, available within the Doc tab when reviewing cases in Case Management, displays the notice status of each participant (party, attorney, filing agent, or designated filer) at the time a document is docketed to a case.

<u>File Edit View Option</u>	ns <u>W</u> indo	w <u>S</u> pecial <u>H</u> e	elp								
Add Case Other R	tcpt	Coll A/R	Add Cal Return	ed from Judic	ial Review (43)	E-Fil	le Review (74)	Doc	s to Sign (14)	GN/ME E-Filir	ng (10)
			Inquiry	- Case: 201	8SC000001	Status	: Open				
Maintenance: Electronic f	iling										-
Case Parties Judge	ments As	sess <u>R</u> eceipts	/Receivables Payal	bles Doc(5)	Extra						
Case Number:	2018500	00001	Fi	le Date: 01-0	2-2018			Old No.:			
Caption:	Sammy S	outh vs. Mickey	Mouse								0P
Class:	31001	Sm Claim, Cl	laim Under \$ Limit						Case Age:		0 Days
Filing C.O.:	1216	Ferg, Robert					E-filing				
Responsible C.O.:	1216	Ferg, Robert					Confident	ial			
Branch:							Unified Case I	Number:			
Prosecuting Agency:							DAC	ase No.:			
Prosecuting Attorney:								Rond ID:			_
COunt Deced								bonu ib.			
Court Record	-							- 0		Court Record	
* Event Date Event Typ	e Event	Description			New	Maint. V	Varrant Effect	Evi			
03-07-2018 ASC 02-02-2018 NOH	Amer	ded summons a	and complaint					- Ô	Cros	ss Ref./Consolid (0)	
01 02 2010 NOM	Sum	none and compl	laint cenvice by mail					7.6			
Scheduled Activities	5								Show All		
Start day Start ti	me /	Activity type	Activity		Court Official	Dispo Coo	le Reminder n	note []			
01-31-2018 10:00	am	RD	Return date		2288		Ν	Ď			
ОК		0	K, Next	0	K, Previous		C	ancel		Help	

1. Retrieve the corresponding case in Case Management and select the Doc tab.

#### 2. Select the **Notice Status** tab.

File Edit View Options Window	<u>S</u> pecial <u>H</u> elp						
Add Case Other Rcpt Coll A	A/R Add Cal Returned from Judicial Revi	iew (43)	E-File Review	(74) Do	ocs to Sign (14)	GN/ME E-Fi	ling (10)
	Inquiry - Case: 2018SC00	)0001 Sta	atus: Open				
Maintenance: Electronic filing							
Case Parties Judgments Assess	<u>Receipts/Receivables</u> Payables Doc(5) Extra	3					
Overview Detail Transmittal Letter	s Link Docs Notice Status						
▲Inserted date Doc. id. Group Nat	me Doc. Name	Section	Doc source	Pages	Filed / Received	Event date	Event typ
01-02-2018 820877	Electronic Filing Notice-1		EF	1-1	F	01-02-2018	SCSM
01-02-2018 820875	Summons and complaint-service by mail		EF	1-2	F	01-02-2018	SCSM
02-02-2018 826013	Notice of Hearing		Р	1-1	F	02-02-2018	NOH
02-28-2018 828308	Checking to see if Filing agent displays		UP	1-3	F	02-02-2018	NOH
03-07-2018 829002	Amended summons and complaint	1	UP	1-1	F	03-07-2018	ASC

3. The Notice Status tab displays the document name and the date the document was inserted.

<u>File Edit View Options Window Specie</u>	al <u>H</u> elp			
Add Case Other Rcpt Coll A/R	Add Cal Re	eturned from Judi	cial Review (43)	E-File Review (74)
	Inquiry - Case: 2018	ISC000001	Status: Open	
Maintenance: Electronic filing				
<u>Case</u> Parties Judgments Assess Re	ceipts/Receivables	Payables Doc(5	) E <u>x</u> tra	
Overview Detail Transmittal Letters	ink Docs Notice State	us		
Doc name	Inserted date			
Checking to see if Filing agent displays	02-28-2018			
Amended summons and complaint	03-07-2018			

**Note:** This feature will not retroactively display the notice status for documents added prior to the 18.2 release.

 To view notice status information, double-click the applicable document row. An Inquiry -Notice Status window opens, displaying the participants (party, attorney, filing agent, or designated filer) and how each was notified (paper or eNotice) of the filing.

			Inquiry - Notice Status						
Case No:	2018SC000001								
Doc Name:	Amended summo	ons and compla	int						
Inserted Date:	03-07-2018								
Notice Stat	Notice Status								
Party name		Party type	Participant name	Participant Type	Notice type				
South, Samn South, Samn	ny ny	PL PL	Fisher, Jessica A Smith, David	Filing Agent Attorney	paper eNotice				
Mouse, Mickey DE Mouse, Mickey Party paper					paper				
					×				
ОК		OK, Next	OK, Previous	Cancel	Help				

**Note:** A *Notice Type* of *paper* does not guarantee that a notice was mailed to the participant. When printing a CCAP form that saves the Court Original to the case and allows you to select the Notice Distribution (Personal Service, Mail Notice, Phone Notice, No Notice, Other) on the dialog window, the Notice Type will be set to *paper*.

The **Notice Status** feature is also available for eFilers on the eFiling website. In a future release, it will be available for court officials on their Judicial Dashboard.



## **Notice recipients overview**

A notice recipient (previously referred to as a related party) is an individual or agency who is not a party on a case but may need to receive notices or copies of CCAP-generated court documents. Notice recipients can be provided electronic or paper copies. Scanned or eFiled documents cannot be sent to notice recipients.

Some forms can only be sent to notice recipients electronically, where others will allow paper or electronic copies to be generated. Forms which have printed for related parties in the past will continue to, as notice recipients will automatically be selected. For all other forms, court staff will still have option to choose whether or not notice recipients receive copies. This functionality replaces the "Related Parties" section on the Party tab of a case.

#### New functionality and benefits of using the Notice Recipients feature

- Notice recipients can now receive a copy of CCAP-generated court documents docketed to a case.
- Notice recipients listed with an email address will receive PDF attachments of CCAPgenerated court documents via email.
- Many new notice recipient types have been added.
- Notice recipients can be selected when processing documents which have been electronically signed or returned from judicial review.
- Notice recipients can be mass added to a set of cases. This may be beneficial when initially converting existing parties to notice recipients or adding one notice recipient to many cases.

Note: Notice recipients are not visible on WCCA.

#### Adding notice recipients to a case

Notice recipients can be added to the system in two places:

- In CCAP3 Maintenance, navigate to Calendar Maintenance > Notice Recipients. Frequentlyused recipients can be created here. Users can enter a recipient type, person/business name, address, and email address for a recipient. Users must have maintenance authority to add notice recipients here.
- In Case Management, navigate to the Parties tab of a case. Highlight an entry in the Notice Recipients list and select File > Add. If a notice recipient has been added in CCAP3 Maintenance, select the recipient from the dropdown menu. You may also add a notice recipient manually if a record does not exist in the dropdown list.

- Only notice recipients with the Notify check box checked will receive copies of forms.
- If an email address is entered, then the recipient only receives forms via email.

#### Notice recipients maintenance

- In the Notice Recipients feature in CCAP3 Maintenance:
  - Frequently-used notice recipients should be saved
  - Email addresses can be saved. Collect email addresses when possible to maximize the usefulness of notice recipients.
  - When notice recipient information is updated in this application, the change is applied to all instances of the notice recipient on a case.
- Each county has a return email address in the format [County].Clerk@wicourts.gov. A Register in Probate and Juvenile Clerk email address will be added at a later date. If an incorrect or invalid email address is entered for a notice recipient, an email will be sent to this return email address. Within that email, you will see the email address for which delivery could not be completed.
- When a notification is returned as undeliverable, it is important to update the notice recipient on that case to ensure that notifications are appropriately delivered.
  - In order to update a notice recipient that has been saved for future use, open CCAP3 Maintenance, and select Notice Recipients under Calendar Maintenance on the left side of the CCAP3 Maintenance window.
  - Select the notice recipient in the list and click Choose Action > Edit (e) to update that recipient's information.

#### **Updated Help documents**

- In Court Appearance Civil
- In Court Appearance Criminal
- In Court Traffic
- Fast Small Claims
- In Court Appearance Processing List
- Notice Recipient Overview
- Notice Recipients Window
- Adding a Notice Recipient to a Case
- Printing Forms with Notice Recipients from Calendar
- Printing Forms with Notice Recipients from Case Management
- Adding Notice Recipients in Maintenance
- <u>Returned from Judicial Review</u>

## eFiling

## Managing prosecuting and petitioning attorneys in CCAP3 Maintenance

Attorneys who work for government agencies are exempt from the \$20 eFiling fee. If an attorney who works for a local government agency (such as Child Support, the District Attorney's Office, a local municipality) reports that the eFiling site is asking them to pay the filing fee, the Clerk's office needs to add them to the local Prosecuting and Petitioning agency in CCAP3 Maintenance.

If an attorney is no longer employed by a local government agency, the Clerk's office should inactivate them in the Prosecuting and Petitioning agency.

**Note:** CCAP will work with state agencies (such as Department of Justice, Attorney General's Office) to ensure that attorneys for those agencies are set up properly to eFile without incurring the fee.

## **Creating a Prosecuting and Petitioning Attorney record**

#### 1. Open CCAP3 Maintenance.



2. Select Prosecuting and Petitioning Agencies.

CCAP Circuit Court Applications	Home
Case Maintenance	
Financial Maintenance	Calendar Maintenance
Logout	Case Maintenance
Impersonate User	Attorneys
	All ESignature Delegations
	Issuing Agencies
	Plaintiff Agencies
	Printers
	Prosecuting & Petitioning Agencies
	Quick Text
	Reserve judge assignments

3. Double click the agency from the list.

Choose Action Vunhide Rows								
Show 15 • entries								
Prosecuting agency number	Prosecuting agency name							
Start typing to filter	Start typing to filter							
1	District Attorney							
2	Attorney General							
3	Corporation Counsel							
4	Town of Lake Mills							
5	City of Waterloo							
6	Human Services							
7	Old - do not use							
8	State of Wisconsin Child Support							
9	City of Lake Mills							
10	Town of Ixonia							
11	City of Fort Atkinson							
12	City of Jefferson							
13	City of Watertown							
14	Columbia Co. DA							
15	Village of Johnson Creek							

4. From the Choose Action drop down menu, select Create.

secuting agency nu	mber:	Prosecu Corpora	ting ager tion Coun:	n <mark>cy na</mark> n sel	me:		]					
fault attorney:		Ŧ	Local g Jefferso	overnn on Corpo	ment organization oration Counsel	n:						
\ddress												
Primary address:					Secondary ad	dress:						
311 S. Center Ave												
	-				at a.							
Zip:	City:			Sta	ate:							
Zip: 53549 osecuting & Petitic	City: Jefferson oning Att	orneys		WI				System	Default \	/iew	- E	dit vie
Zip: 53549 osecuting & Petiti Choose Action	City: Jefferson oning Att	orneys		WI	ate: 1			System	Default \	√iew	* E	dit vie
Zip: 53549 osecuting & Petitio Choose Action	City: Jefferson oning Att	orneys		WI	ate: 1			System	Default \	√iew	▼ E Rese	dit vie t Filter
Zip: 53549 osecuting & Petitin Choose Action	City: Jefferson oning Att Unhide Rows Attorney	orneys				Name		System	Default \	√iew	▼ E Rese Active	idit vie t Filter
Zip: 53549 osecuting & Petitic Choose Action Choose Action create (c)	City: Jefferson oning Att Unhide Rows Attorney	orneys			Start typing to	Name	_	System	Default \	/iew	• E Rese Active	dit vie t Filte
Zip: 53549 osecuting & Petitic Choose Action Choose Action reate (c) idit (e) fiew (v)	City: Jefferson oning Att Unhide Rows Attorney	orneys			Start typing to Underwood, Steve	Name filter n Cook		System	Default \ ¢	View / Yes	▼ E Rese Active All ▼	idit vie t Filter
Zip: 53549 osecuting & Petiti Choose Action Choose Action Create (c) idit (e) fiew (v) Export (x)	City: Jefferson oning Att Unhide Rows Attorney	orneys			Start typing to Underwood, Steve Ward, Jon Blair	Name filter n Cook		System	Defauit \ ¢	View / Yes Yes	E Rese Active All	dit vie t Filter
Zip: 53549 osecuting & Petitic Choose Action - Choose Action Create (c) :dit (e) fiew (v) :xport (x) Print (F9)	City: Jefferson oning Att Unhide Rows Attorney	orneys			Start typing to Start typing to Underwood, Steve Ward, Jon Blair Hansen, Christine	Name filter n Cook L.		System	Default \ ¢	View Yes Yes No	Rese	dit vie t Filter

5. Enter the attorney number and select the appropriate address. Make sure the **Active** indicator is set to **Yes**. Select **Save** to save your changes.

Jane Smithe		
barre offinite		
dison, WI 53703	r	
	dison, WI 53703	dison, WI 53703 🔹

#### Inactivating a Prosecuting and Petitioning Attorney record

1. Open CCAP3 Maintenance.



2. Select Prosecuting and Petitioning Agencies.



3. Double click the agency from the list.

Choose Action	
Show 15 🔹 entries	
Prosecuting agency number	Prosecuting agency name
Start typing to filter	Start typing to filter
1	District Attorney
2	Attorney General
3	Corporation Counsel
4	Town of Lake Mills
5	City of Waterloo
6	Human Services
7	Old - do not use
8	State of Wisconsin Child Support
9	City of Lake Mills
10	Town of Ixonia
11	City of Fort Atkinson
12	City of Jefferson
13	City of Watertown
14	Columbia Co. DA
15	Village of Johnson Creek

4. Double click the record which should be deactivated.

						Save, Next	Save	Delete	Cancel
Edit - Prosecuting & Petitic	oning Agency -	Corporation Counsel							
D									
Prosecuting agency number: 3	Prosecuting age Corporation Cour	ncy name:	1						
Default attorney: None	Jeffers	government organization: on Corporation Counsel							
Primary address: 311 S. Center Ave		Secondary address:							
Zip: City: 53549 Jeffersor	1	State: WI							
Processuting & Patitioning At	torneve								
-Choose Action- * Unhide Ro	ws							System	n Default Vie
Show 5 • entries									
Attorney	*	Name	0		Active				
Start typing to filter		Start typing to filter			All 🔻				
1010436		Underwood, Steven Cook		Yes					
1023831		Ward, Jon Blair		Yes					
1036071	1036071 Hansen, Christine L.								
1076642	1076642 Zarwell, Yelena Olegovna								
1079776		Smithe, Jane		No					
Showing 1 to 5 of 5 entries									First Prev
						Course March		000000000000000000000000000000000000000	

5. Mark the Active indicator as No to deactivate the attorney in Prosecuting and Petitioning Agencies. Select Save to save your changes.

Edit - Prosecuting	g & Petitioning At	Save, Previous torney - Corp	Save, Next Coration C	Save ounse	Delete Cancel - Jane Smithe	Record 1 of 1
Attorney number: 1079776	Name: Jane Smithe					
Attorney address:						
15 - 121 S. Pinckney S	Street, Madison, WI 5370	3 🔹				
Active: NO			Save, Next	Save	Delete Cancel	

## Back to Index

Last updated: November 29, 2018 Call center: (800) 422-7137 or (608) 261-6229