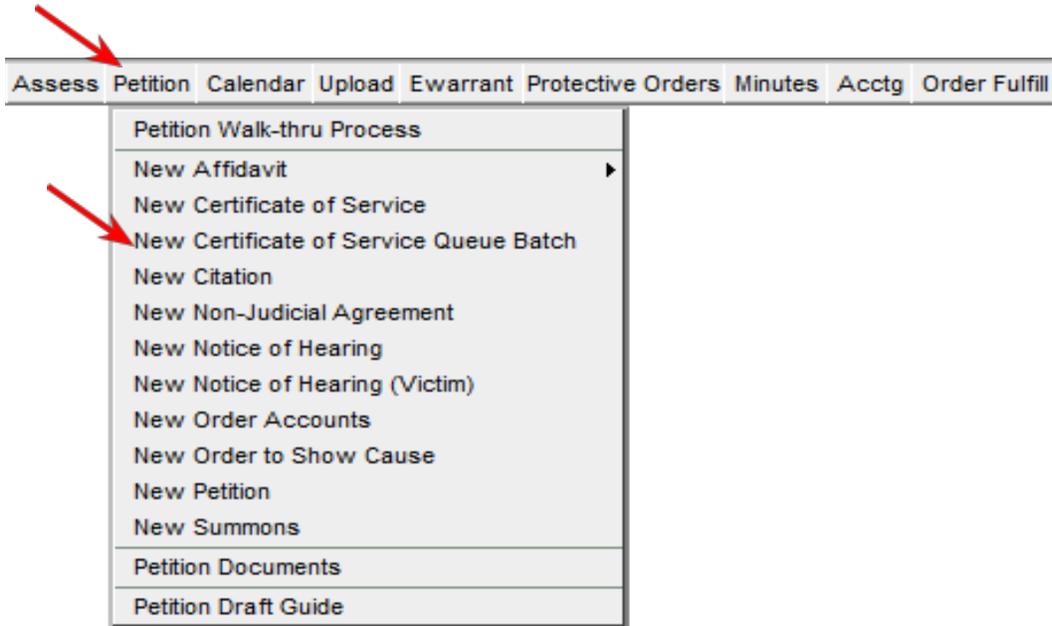


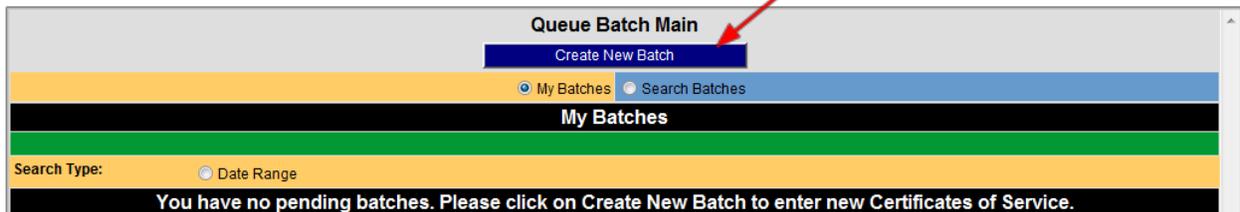
## New Certificate of Service Queue Batch

The *New Certificate of Service Queue Batch* will allow users to create a notice of hearing and/or certificate of service for the Judge's entire calendar in one place and all at one time.

Go to Petition, click on "New Certificate of Service Queue Batch."



Click on "Create New Batch"



You have several options in order to run a queue batch. You can add several cases by entering their case numbers and loading the incidents or by entering the hearing date and Judge. Enter the search criteria and click “Find In Calendar.”

The “Queue Batch Scheduled Hearing Events for (Judge) on (Date)” box comes up. Select the hearing that you want to send notice for and/or certificate of service. You may also check the “Select All” to create a notice of hearing and/or certificate of service for all hearings for this day.

**Queue Batch Scheduled Hearing Events for "Brent Bartholomew" on 07-15-2014**

Scheduled Hearing Events							
Select All	D.O.	Case #	Hearing Desc.	Youth Name	Notes	Incidents	Start-End Time
<input type="checkbox"/>	PR	1062671	Contempt	Taylor Richard Close	Tom Johnson-PO	4,12	09:00 AM-09:15 AM
<input type="checkbox"/>	PR	1098223	Initial Hearing	Sherri Tidwell		1	09:15 AM-09:30 AM
<input type="checkbox"/>	PR	1099743	Arraignment	Christian Villegas	PO-Jason Johnson	1,2	09:45 AM-10:00 AM
<input type="checkbox"/>	PR	1083904	Pretrial	Casey Adam Livingston		8,9,10,11,12,13,14,15,16,17,18,19,21,22	10:00 AM-10:15 AM
<input type="checkbox"/>	PR	1095304	Pretrial	Kevin Rafael Garcia	PD, Erik Jacobson, PO-Jason	1,2,3,4,5,6,7,8	10:15 AM-10:30 AM
<input type="checkbox"/>	PR	1058515	Review	Brandon Andrew Lopez	JJS Review - Jim	7	10:30 AM-10:45 AM
<input type="checkbox"/>	PR	1005621	Pretrial	Oliver Farias	Jason Johnson; CA;	4,6	11:00 AM-11:15 AM

Once you have selected the hearings for which you want to create a notice of hearing and/or certificate of service, click “Load Selected Cases.”

Scheduled Hearing Events							
Select All	D.O.	Case #	Hearing Desc.	Youth Name	Notes	Incidents	Start-End Time
<input checked="" type="checkbox"/>	PR	1062671	Contempt	Taylor Richard Close	Tom Johnson-PO	4,12	09:00 AM-09:15 AM
<input checked="" type="checkbox"/>	PR	1098223	Initial Hearing	Sherri Tidwell		1	09:15 AM-09:30 AM
<input type="checkbox"/>	PR	1099743	Arraignment	Christian Villegas	PO-Jason Johnson	1,2	09:45 AM-10:00 AM
<input type="checkbox"/>	PR	1083904	Pretrial	Casey Adam Livingston		8,9,10,11,12,13,14,15,16,17,18,19,21,22	10:00 AM-10:15 AM
<input type="checkbox"/>	PR	1095304	Pretrial	Kevin Rafael Garcia	PD, Erik Jacobson, PO-Jason	1,2,3,4,5,6,7,8	10:15 AM-10:30 AM
<input type="checkbox"/>	PR	1058515	Review	Brandon Andrew Lopez	JJS Review - Jim	7	10:30 AM-10:45 AM
<input type="checkbox"/>	PR	1005621	Pretrial	Oliver Farias	Jason Johnson; CA;	4,6	11:00 AM-11:15 AM

The Queue Batch Box appears with the cases that you selected. Notice the different fields that can be edited or modified.

Queue Batch													
Add Case / Load Incidents		OR		Enter Hearing Date: <input type="text"/>		Select Judge: <input type="text"/>		Find in Calendar					
Batch													
Cert. of Serv. D.O.	Case #	Title	Incidents	Assoc. Parties	Case Hearing ID	Generate Notice of Hearing	Notice of Hearing Edit	Created By	Updated By	Scheduled Hearing	Cert. of Serv. Edit	Date Entered	Delete
Batch 445 - 12-22-2014 - leyre													
PR	1062671		4,12	N	4548789	<input checked="" type="checkbox"/>	EDIT	leyre	leyre	07-15-2014	INCOMPLETE	12-22-2014	<input type="checkbox"/>
PR	1098223		1	N	4570025	<input checked="" type="checkbox"/>	EDIT	leyre	leyre	07-15-2014	INCOMPLETE	12-22-2014	<input type="checkbox"/>

If you don't want a notice of hearing to generate, un-check the "Generate Notice of Hearing" box.

Queue Batch													
Add Case / Load Incidents		OR		Enter Hearing Date: <input type="text"/>		Select Judge: <input type="text"/>		Find in Calendar					
Batch													
Cert. of Serv. D.O.	Case #	Title	Incidents	Assoc. Parties	Case Hearing ID	Generate Notice of Hearing	Notice of Hearing Edit	Created By	Updated By	Scheduled Hearing	Cert. of Serv. Edit	Date Entered	Delete
Batch 445 - 12-22-2014 - leyre													
PR	1062671		4,12	N	4548789	<input type="checkbox"/>	EDIT	leyre	leyre	07-15-2014	INCOMPLETE	12-22-2014	<input type="checkbox"/>
PR	1098223		1	N	4570025	<input checked="" type="checkbox"/>	EDIT	leyre	leyre	07-15-2014	INCOMPLETE	12-22-2014	<input type="checkbox"/>

If you want to edit the notice of hearing in order to add the title or add any additional information, click on "Edit" under the Notice of Hearing field.

Queue Batch													
Add Case / Load Incidents		OR		Enter Hearing Date: <input type="text"/>		Select Judge: <input type="text"/>		Find in Calendar					
Batch													
Cert. of Serv. D.O.	Case #	Title	Incidents	Assoc. Parties	Case Hearing ID	Generate Notice of Hearing	Notice of Hearing Edit	Created By	Updated By	Scheduled Hearing	Cert. of Serv. Edit	Date Entered	Delete
Batch 445 - 12-22-2014 - leyre													
PR	1062671		4,12	N	4548789	<input checked="" type="checkbox"/>	EDIT	leyre	leyre	07-15-2014	INCOMPLETE	12-22-2014	<input type="checkbox"/>
PR	1098223		1	N	4570025	<input checked="" type="checkbox"/>	EDIT	leyre	leyre	07-15-2014	INCOMPLETE	12-22-2014	<input type="checkbox"/>

Once you click on “Edit,” your notice of hearing will pop up. You can make the necessary changes to your notice of hearing from this field. Once you have completed the changes on the notice of hearing, click “save.” You will be taken back to the Queue Batch pop up screen.

**Notice of Hearing**

District Office: Fourth District Juvenile Court - PROVO

Verbiage: You are hereby given notice that a(n) Contempt, Review hearing will be held:

Date: 07-15-2014 Judge: Brent Bartholomew

Time: 09 : 00 AM Title:

Sealed Document

Place: Fourth District Juvenile Court - Utah County  
2021 S. State - Courtroom 1  
Provo UT 84606

Hearing Type: Allegation 12 - Contempt  
Allegation 4 - Review

Appear Verbiage: You are to appear for this hearing.

Signature Title: Clerk Signature Name: Lynnette D Eyre

Save Spellcheck Cancel

To complete the certificate of service, you will click on “Incomplete”.

**Queue Batch**

Add Case / Load Incidents OR Enter Hearing Date: Select Judge: Find in Calendar

**Batch**

Cert. of Serv. D.O.	Case #	Title	Incidents	Assoc. Parties	Case Hearing ID	Generate Notice of Hearing	Notice of Hearing Edit	Created By	Updated By	Scheduled Hearing	Cert. of Serv. Edit	Date Entered	Delete
Batch 445 - 12-22-2014 - leyre													
PR	1062671		4,12	N	4548789	<input checked="" type="checkbox"/>	EDIT	leyre	leyre	07-15-2014	INCOMPLETE	12-22-2014	<input type="checkbox"/>
PR	1098223		1	N	4570025	<input checked="" type="checkbox"/>	EDIT	leyre	leyre	07-15-2014	INCOMPLETE	12-22-2014	<input type="checkbox"/>

This will take you to the Certificate of Service pop up screen. Fill in the information and click “Save.”

**Certificate Of Service**

District Office: Provo Title:

Certificate of Service For: Taylor Richard Close

Signature Name: Lynnette D Eyre  Sealed Document

**Associated Contacts:**

<input type="checkbox"/>	TAYLOR RICHARD CLOSE 4002 W 8595 S TAYLORSVILLE UT 84129	Child		
<input checked="" type="checkbox"/>	TAMI TOLLMAN 4002 W 8595 S TAYLORSVILLE UT 84129	Mother	Mailed w/rights	12-22-2014
<input type="checkbox"/>	ROBERT ALEXANDER UT	Father		
<input type="checkbox"/>	RICHARD CLOSE 70 S 1000 E SPRINGVILLE UT 84663	Grandfather		
<input type="checkbox"/>	MELODY OERTLY 4197 RED ORCHARD WAY WEST JORDAN UT 84084	Guardian		

Add Contact Save Spellcheck Cancel

You are now back at the Queue Batch pop up screen. Notice that the wording has been changed from "Incomplete" to "Edit" under the certificate of service field.

Queue Batch													
<a href="#">Add Case / Load Incidents</a> <span style="margin-left: 20px;"><b>OR</b></span> <span style="margin-left: 20px;">Enter Hearing Date: <input type="text"/></span> <span style="margin-left: 20px;"></span> <span style="margin-left: 20px;"></span> <span style="margin-left: 20px;">Select Judge: <input type="text"/></span> <span style="float: right;"><a href="#">Find in Calendar</a></span>													
Batch													
Cert. of Serv. D.O.	Case #	Title	Incidents	Assoc. Parties	Case Hearing ID	Generate Notice of Hearing	Notice of Hearing Edit	Created By	Updated By	Scheduled Hearing	Cert. of Serv. Edit	Date Entered	Delete
<b>Batch 445 - 12-22-2014 - leyre</b>													
PR	1062671		4,12	Y	4548789	<input checked="" type="checkbox"/>	EDIT	leyre	leyre	07-15-2014	EDIT	12-22-2014	<input type="checkbox"/>
PR	1098223		1	N	4570025	<input checked="" type="checkbox"/>	EDIT	leyre	leyre	07-15-2014	INCOMPLETE	12-22-2014	<input type="checkbox"/>

Once you have completed the certificate of service, click on "preview." \*\*Note: You have to complete all of the certificates of service before you can complete the queue batch.

Queue Batch													
<a href="#">Add Case / Load Incidents</a> <span style="margin-left: 20px;"><b>OR</b></span> <span style="margin-left: 20px;">Enter Hearing Date: <input type="text"/></span> <span style="margin-left: 20px;"></span> <span style="margin-left: 20px;"></span> <span style="margin-left: 20px;">Select Judge: <input type="text"/></span> <span style="float: right;"><a href="#">Find in Calendar</a></span>													
Batch													
Cert. of Serv. D.O.	Case #	Title	Incidents	Assoc. Parties	Case Hearing ID	Generate Notice of Hearing	Notice of Hearing Edit	Created By	Updated By	Scheduled Hearing	Cert. of Serv. Edit	Date Entered	Delete
<b>Batch 445 - 12-22-2014 - leyre</b>													
PR	1062671		4,12	Y	4548789	<input checked="" type="checkbox"/>	EDIT	leyre	leyre	07-15-2014	EDIT	12-22-2014	<input type="checkbox"/>
PR	1098223		1	Y	4570025	<input checked="" type="checkbox"/>	EDIT	leyre	leyre	07-15-2014	EDIT	12-22-2014	<input type="checkbox"/>

[Go To Queue Batch Main](#)
[Delete](#)
[Preview](#)

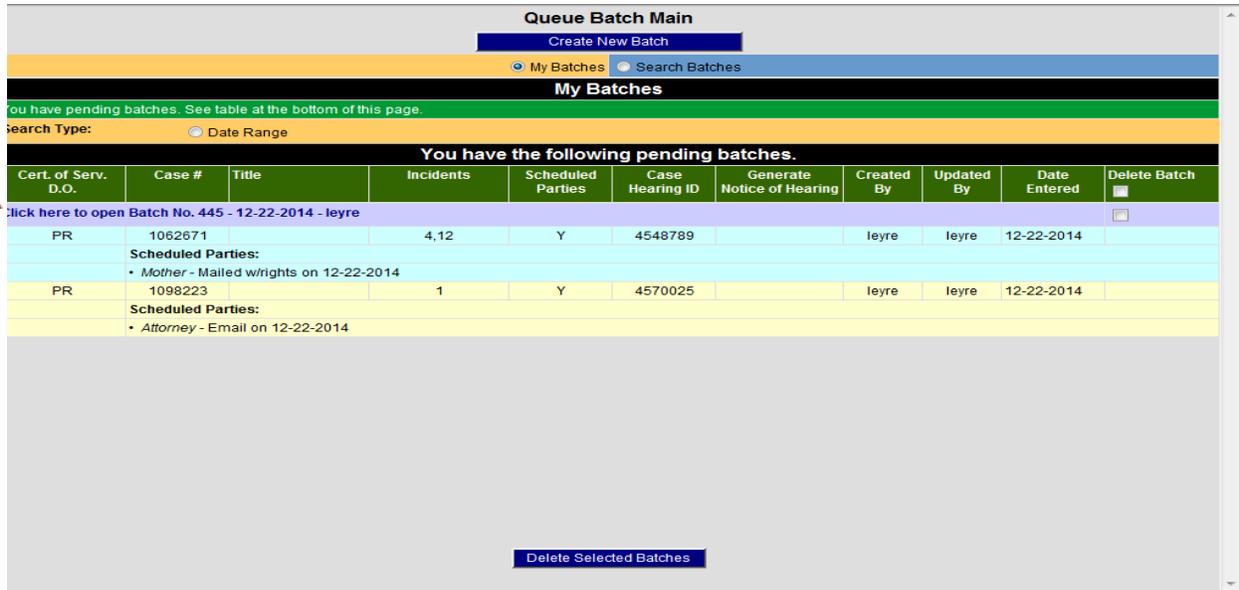
The Queue Batch Preview will pop up.

Queue Batch Preview										
Print	D.O.	Hearing Date	Date Entered	Document	Title	Created By	Incidents	Case Hearing ID	Certificate of Service	Generate Notice of Hearing
<b>Batch 445 - 12-22-2014 - leyre</b>										
Case #: 1062671 Youth Name: Taylor Richard Close PR 07-15-2014 12-22-2014 Cert of Service leyre 4,12 4548789 Yes Yes Scheduled Parties: - TAMI TOLLMAN - Mother - Mailed wrights on 12-22-2014										
Case #: 1098223 Youth Name: Sherri Tidwell PR 07-15-2014 12-22-2014 Cert of Service leyre 1 4570025 Yes Yes Scheduled Parties: - David R Boyer - Attorney - Email on 12-22-2014										

[Complete](#)
[Close Batch Preview](#)

If you are not ready to mark this batch complete, click on “Close Batch Preview.” You can come back later to finish this queue batch.

To return to the batch print queue for a particular day, go to “Petition,” then “New Certificate of Service Queue Batch.” If you have a incomplete batch in your queue, they will appear in the list of pending batches. If you are completing a batch queue for someone else, or the one you are looking for isn’t showing, you can click on the search type: “date range,” enter the date you want to complete, and the batch queue will pop up in the list. Click on the batch you wish to complete.



**Queue Batch Main**  
Create New Batch

My Batches Search Batches

**My Batches**

You have pending batches. See table at the bottom of this page.

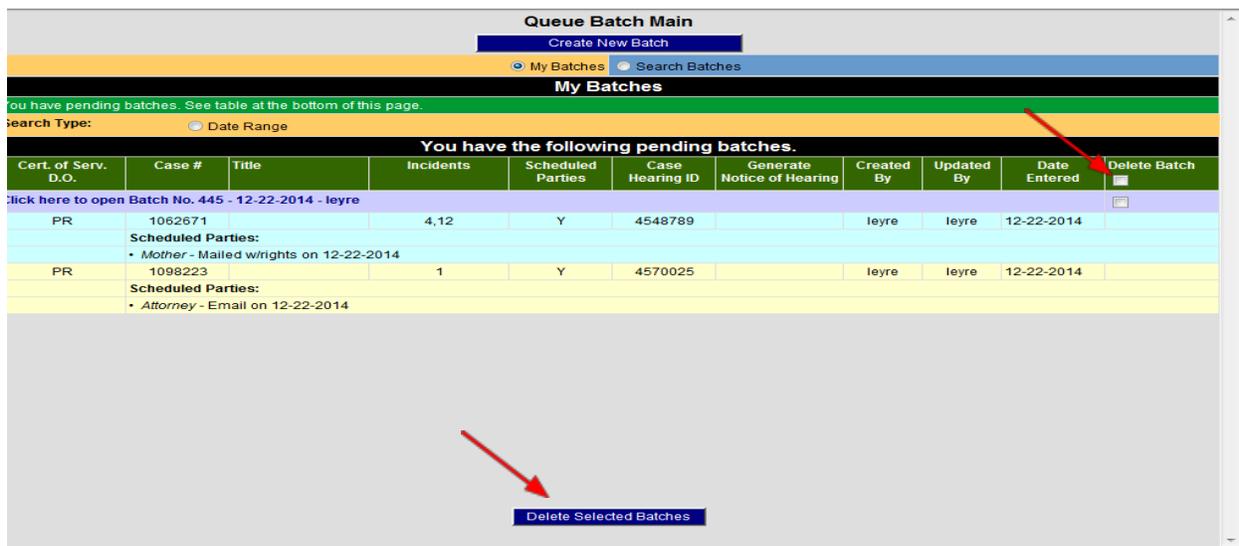
Search Type: Date Range

**You have the following pending batches.**

Cert. of Serv. D.O.	Case #	Title	Incidents	Scheduled Parties	Case Hearing ID	Generate Notice of Hearing	Created By	Updated By	Date Entered	Delete Batch
<a href="#">Click here to open Batch No. 445 - 12-22-2014 - leyre</a>										
PR	1062671		4,12	Y	4548789		leyre	leyre	12-22-2014	<input type="checkbox"/>
Scheduled Parties: • Mother - Mailed w/rights on 12-22-2014										
PR	1098223		1	Y	4570025		leyre	leyre	12-22-2014	<input type="checkbox"/>
Scheduled Parties: • Attorney - Email on 12-22-2014										

Delete Selected Batches

\*\*Note: From this screen you can also delete selected batches. In order to delete, click on the “Delete Batch” check box and then click on the “Delete Selected Batches” button.



**Queue Batch Main**  
Create New Batch

My Batches Search Batches

**My Batches**

You have pending batches. See table at the bottom of this page.

Search Type: Date Range

**You have the following pending batches.**

Cert. of Serv. D.O.	Case #	Title	Incidents	Scheduled Parties	Case Hearing ID	Generate Notice of Hearing	Created By	Updated By	Date Entered	Delete Batch
<a href="#">Click here to open Batch No. 445 - 12-22-2014 - leyre</a>										
PR	1062671		4,12	Y	4548789		leyre	leyre	12-22-2014	<input type="checkbox"/>
Scheduled Parties: • Mother - Mailed w/rights on 12-22-2014										
PR	1098223		1	Y	4570025		leyre	leyre	12-22-2014	<input type="checkbox"/>
Scheduled Parties: • Attorney - Email on 12-22-2014										

Delete Selected Batches

If you are ready to complete the queue batch, click on “Click here to open Batch No. (#)”

**Queue Batch Main**

[Create New Batch](#)

My Batches   
  Search Batches

**My Batches**

You have pending batches. See table at the bottom of this page.

Search Type:  Date Range

**You have the following pending batches.**

Cert. of Serv. D.O.	Case #	Title	Incidents	Scheduled Parties	Case Hearing ID	Generate Notice of Hearing	Created By	Updated By	Date Entered	Delete Batch
<a href="#">Click here to open Batch No. 445 - 12-22-2014 - leyre</a>										
PR	1062671		4,12	Y	4548789		leyre	leyre	12-22-2014	<input type="checkbox"/>
Scheduled Parties:										
• Mother - Mailed w/rights on 12-22-2014										
PR	1098223		1	Y	4570025		leyre	leyre	12-22-2014	<input type="checkbox"/>
Scheduled Parties:										
• Attorney - Email on 12-22-2014										

[Delete Selected Batches](#)

Once you have clicked on the batch number you wish to complete, the Queue Batch will pop up. From this screen you have an option to add a case and/or load incidents to a case if you have forgotten a case or need to add a new case. To do this, click on “Add Case/Load Incidents.”

**Queue Batch**

[Add Case / Load Incidents](#)   
 **OR**   
 Enter Hearing Date:    
 Select Judge:    
[Find in Calendar](#)

**Batch**

Cert. of Serv. D.O.	Case #	Title	Incidents	Assoc. Parties	Case Hearing ID	Generate Notice of Hearing	Notice of Hearing Edit	Created By	Updated By	Scheduled Hearing	Cert. of Serv. Edit	Date Entered	Delete
Batch 445 - 12-22-2014 - leyre													
PR	1062671		4,12	Y	4548789	<input checked="" type="checkbox"/>	EDIT	leyre	leyre	07-15-2014	EDIT	12-22-2014	<input type="checkbox"/>
PR	1098223		1	Y	4570025	<input checked="" type="checkbox"/>	EDIT	leyre	leyre	07-15-2014	EDIT	12-22-2014	<input type="checkbox"/>

[Go To Queue Batch Main](#)   
 [Delete](#)   
 [Preview](#)

Once you have clicked on the button, a “Case Incidents” box pops up. From this pop up, add the case number and click find. The case and incidents will load. Click on the incident(s) you wish to add and click, “OK.”

**Case Incidents**

**Find**

Case Number:   All Incidents **All Incidents**

Taylor Richard Close

Open Incident #	Description	Intake Decision	Intake Decision Date
<input type="checkbox"/> 12	CONTEMPT - NON-PECUNIARY	OSC	04-15-2014 12:00 AM
<input type="checkbox"/> 11	CONTEMPT - NON-PECUNIARY	PET	10-23-2013 12:00 AM
<input type="checkbox"/> 10	CONTEMPT - NON-PECUNIARY	PET	06-18-2013 12:00 AM
<input type="checkbox"/> 9	CONTEMPT - NON-PECUNIARY	PET	03-12-2013 12:00 AM
<input type="checkbox"/> 8	CONTEMPT - NON-PECUNIARY	PET	06-22-2012 12:00 AM
<input type="checkbox"/> 7	DETENTION HEARING	DTH	01-04-2012 12:00 AM
<input type="checkbox"/> 6	SEXUAL ABUSE,CHILD-V.UNDER 14	PET	01-05-2012 12:00 AM
<input type="checkbox"/> 5	SEXUAL ABUSE,CHILD-V.UNDER 14	PET	01-05-2012 12:00 AM
<input type="checkbox"/> 4	SEXUAL ABUSE,CHILD-V.UNDER 14	PET	01-05-2012 12:00 AM
<input type="checkbox"/> 3	SODOMY UPON CHILD-VICT.UNDR 14	PET	01-05-2012 12:00 AM
<input type="checkbox"/> 2	SODOMY UPON CHILD-VICT.UNDR 14	PET	01-05-2012 12:00 AM
<input type="checkbox"/> 1	SODOMY UPON CHILD-VICT.UNDR 14	PET	01-05-2012 12:00 AM

Click on the “Preview” button.

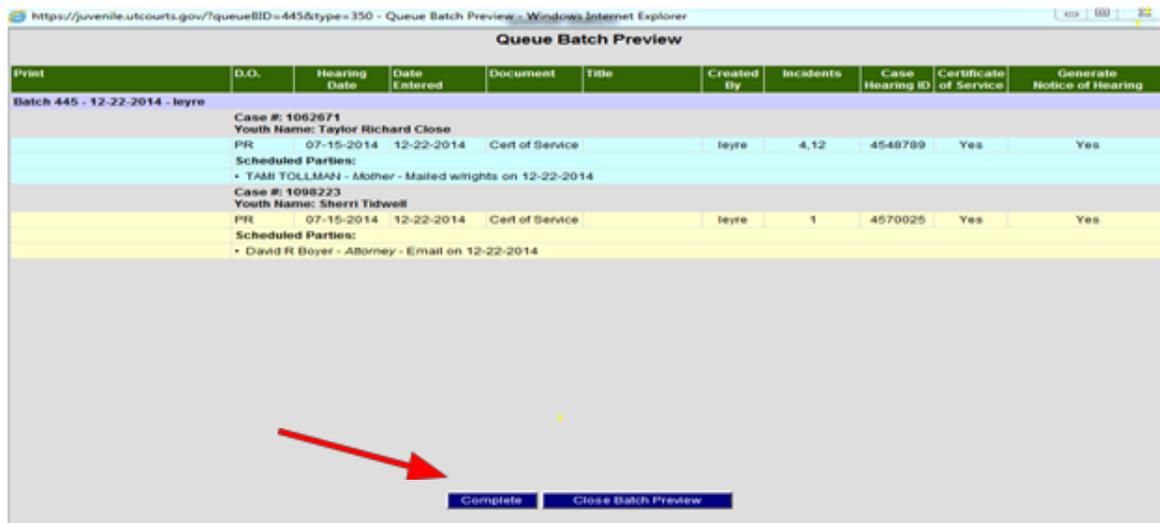
**Queue Batch**

**OR** Enter Hearing Date:    Select Judge:

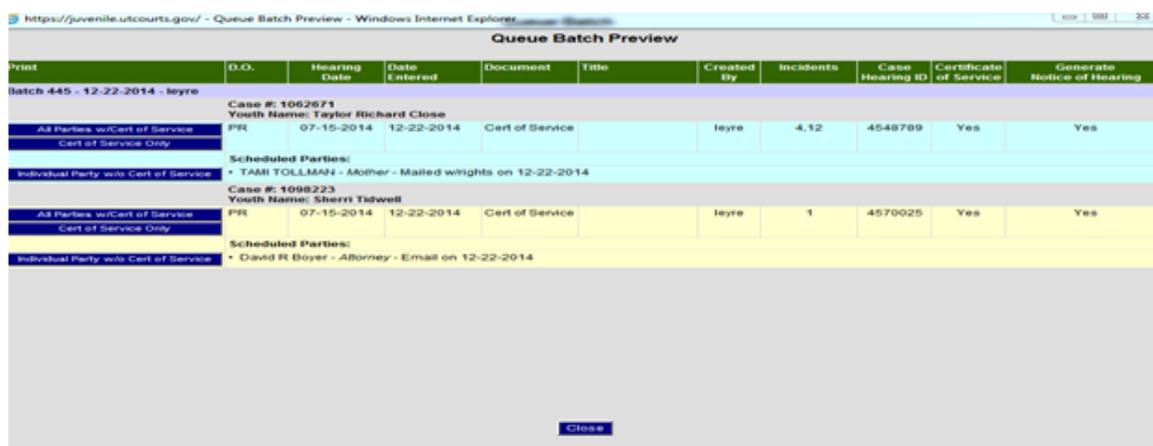
**Batch**

Cert. of Serv. D.O.	Case #	Title	Incidents	Assoc. Parties	Case Hearing ID	Generate Notice of Hearing	Notice of Hearing Edit	Created By	Updated By	Scheduled Hearing	Cert. of Serv. Edit	Date Entered	Delete
<b>Batch 445 - 12-22-2014 - leyre</b>													
PR	1062671		4,12	Y	4548789	<input checked="" type="checkbox"/>	EDIT	leyre	leyre	07-15-2014	EDIT	12-22-2014	<input type="checkbox"/>
PR	1098223		1	Y	4570025	<input checked="" type="checkbox"/>	EDIT	leyre	leyre	07-15-2014	EDIT	12-22-2014	<input type="checkbox"/>

You are now at the Queue Batch Preview pop up screen. Click on the “Complete” button. The print option screen pops up.



Queue Batch Preview Print Screen



In this screen, you have several different options under each case to print documents. You can click on All parties w/certificate of Service, Certificate of Service Only or Individual Party w/o Cert of Service.

Once you click on one of these options, the selection will pop up. All documents pull up together. Once you have printed all the documents you will need. Close out of these documents and proceed to the next case until you have completed all the cases. Once you have printed all the necessary documents, click on the "Close" button.

Queue Batch Preview										
Print	D.O.	Hearing Date	Date Entered	Document	Title	Created By	Incidents	Case Hearing ID	Certificate of Service	Generate Notice of Hearing
Batch 445 - 12-22-2014 - leyre										
Case #: 1062671 Youth Name: Taylor Richard Close										
All Parties w/Cert of Service	PR	07-15-2014	12-22-2014	Cert of Service		leyre	4,12	4548789	Yes	Yes
Cert of Service Only										
Scheduled Parties:										
Individual Party w/o Cert of Service • TAMI TOLLMAN - Mother - Mailed wrights on 12-22-2014										
Case #: 1098223 Youth Name: Sherri Tidwell										
All Parties w/Cert of Service	PR	07-15-2014	12-22-2014	Cert of Service		leyre	1	4570025	Yes	Yes
Cert of Service Only										
Scheduled Parties:										
Individual Party w/o Cert of Service • David R Boyer - Attorney - Email on 12-22-2014										
										

\*\*\*Note once you click "close," you will not be able to return to this batch queue through the petition walk through. The documents will be available in the All Documents screen or under Petition Documents.

All Documents \ Legal Documents \ Social Documents \ Safeguarded Docs \ Protective Order \ Denied/Dismissed Orders \ E-Warrant \ Petition Documents \ Minutes			
<b>Find</b>			
Case Number		1062671 	
Youth Name		Taylor Richard Close	
Case	Date	Document	Title
1062671	12-22-2014	Cert of Service (1)	Certificate of Service for hearing 07-15-2014. Notice of Hearing and Petition for incident 004, 012
1062671	12-22-2014	Notice	Notice of Hearing for 07-15-2014