## CIVIL MENU – Civil Disposed Cases – MONTHLY

#### **DATA FIELDS LAYOUT- .CSV format sorted by case number.**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Name** | **Description** | **Notes** |
| 1 | Case Category | Type of Court Type | Only pull records with a value of “CV” |
| 2 | Case Type | Case Type Description |  |
| 3 | Case Number | Case Number assigned by the system |  |
| 4 | Title | Style of the Case, example Plaintiff vs. Defendant, |  |
| 5 | Case Create Date | The date the case was created by the Clerk of the Court –Format MM/DD/YYYY |  |
| 6 | Party Type | Plaintiff, Defendant, Petitioner or Respondent |  |
| 7 | Party First name |  |  |
| 8 | Party Middle name |  |  |
| 9 | Party Last name/Company Name |  |  |
| 10 | Party Address |  | Exclude if the address is confidential |
| 11 | Bar Number |  |  |
| 12 | Attorney First name |  |  |
| 13 | Attorney Middle name |  |  |
| 14 | Attorney Last name |  |  |
| 15 | Statistical Closure date | The date of the Statistical closure –Format MM/DD/YYYY |  |
| 16 | Statistical Closure Description | Description of the Statistical Closure | Example : CIVIL - DISPOSED BY JUDGE |

## CIVIL MENU - CIVIL WITH RETURN OF SERVICE AND GARNISHMENT– WEEKLY – Garnishment date, Return of Service Date, Return of non-Service

#### **DATA FIELDS LAYOUT - .CSV format**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Name** | **Description** | **Notes** |
| 1 | Case Category | Type of Court Type | Only pull records with a value of “CV” for Civil. |
| 2 | Case Type | Case Type Description |  |
| 3 | Case Number | Case Number assigned by the system |  |
| 4 | Title | Style of the Case, example Plaintiff vs. Defendant, |  |
| 5 | Filing Date | The date the case was filed with the Clerk of the Court –Format MM/DD/YYYY |  |
| 8 | Party Type | Plaintiff, Defendant, Petitioner or Respondent |  |
| 9 | Party First Name |  |  |
| 10 | Party Middle Name |  |  |
| 11 | Party Last Name/Company Name |  |  |
| 12 | Party Address |  | Exclude if the address is confidential |
| 13 | Bar Number |  |  |
| 14 | Attorney First name |  |  |
| 15 | Attorney Middle name |  |  |
| 16 | Attorney Last name |  |  |
| 17 | Writ of Garnishment date added | The date a writ of garnishment was filed on the case – Format MM/DD/YYYY | Populate with date of last WGRN event. If there is not event WGRN on a case, populate with date of last CWGW event. If neither event are one the case leave blank. |
| 18 | Garnishment docket comment or Garnishee | Add Garnishee if linked to this event. Supply that value first, if no Garnishee then use docket comment text | Populate with the event comment of last WGRN event. If there is not event WGRN on a case, populate with the event comment of last CWGW event. If neither event are one the case leave blank. |
| 19 | Pre-trial Conference Date |  | Not all Pre-Trial Conference Dates are calendared in the Case Management System. Last hearing date of any of the following hearing types; PT, SCPTICD, SCPT, SCPTGLASS. If there are none of those hearing types for the case, populate with docket comment text for last event OSPT. If there are none of those hearing types or OSPT event, leave blank. |
| 20 | Return of Service Date Added | The date the return of service was filed for that party – Format MM/DD/YYYY | Event date of event “SURS” that is related to the party. |
| 21 | Return of Non-Service Date Added | The date the return of non-service was filed for that party – Format MM/DD/YYYY | Event date of event “SURN” that is related to the party. |
| 22 | Default Final Judgment Date | The date the default judgment or final judgment was filed on the case –Format MM/DD/YYYY | This is only at the case level and not at the party level. Event date of event DEJD. If event DEJD is not on the case, event date of JDMT. If neither event is on the case, leave blank. |

## CIVIL MENU - New Case Filings - DAILY

#### **DATA FIELDS LAYOUT - .CSV format**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Name** | **Description** | **Notes** |
| 1 | Case Category | Court Type | Only pull records with a value of “CV” for Civil. |
| 2 | Case Type | Case Type Description |  |
| 3 | Case Number | Case Number assigned by the system |  |
| 4 | Title | Style of the Case, example Plaintiff vs. Defendant, |  |
| 5 | Case Create Date | The date the case was created by the Clerk of the Court – Format MM/DD/YYYY |  |
| 6 | Party Type | Plaintiff, Defendant, Petitioner or Respondent |  |
| 7 | Party First Name |  |  |
| 8 | Party Middle Name |  |  |
| 9 | Party Last Name |  |  |
| 10 | Party Address |  | Exclude if the address is confidential |
| 11 | Bar Number |  |  |
| 12 | Attorney First Name |  |  |
| 13 | Attorney Middle Name |  |  |
| 14 | Attorney Last Name |  |  |

## CIVIL MENU – REGISTRY TRUST BALANCES - DAILY

#### **DATA FIELDS LAYOUT - .pdf format**

For each Registry or Trust Account

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Name** | **Description** | **Notes** |
| 1 | Case Number | Case Number assigned by the system |  |
| 2 | Account Name |  |  |
| 3 | First Deposit Date | Format MM/DD/YYYY |  |
| 4 | Last Deposit Date | Format MM/DD/YYYY |  |
| 5 | Expected Disbursement |  |  |
| 6 | Comment |  |  |
| 7 | Uninvested | Currency |  |

## CRIMINAL MENU - New Case Filings - DAILY

#### **DATA FIELDS LAYOUT - .CSV format**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Name** | **Description** | **Notes** |
| 1 | Case Category | Type of Court Type | Only pull records with a value of “CR” for Criminal. |
| 2 | Case Type | Case Type Description |  |
| 3 | Case Number | Case Number assigned by the system |  |
| 4 | Title | Style of the Case, example Plaintiff vs. Defendant, |  |
| 5 | Case Create Date | The date the case was created by the Clerk of the Court – Format MM/DD/YYYY |  |
| 6 | Charge Number |  |  |
| 7 | Charge Offense Description |  |  |
| 8 | Party Type | Defendant |  |
| 9 | Party First name |  |  |
| 10 | Party Middle name |  |  |
| 11 | Party Last name |  |  |
| 12 | Party Address |  | Exclude if the address is confidential |
| 13 | Bar Number |  |  |
| 14 | Attorney First name |  |  |
| 15 | Attorney Middle name |  |  |
| 16 | Attorney Last name |  |  |

## FAMILY MENU - New Case Filings - DAILY

#### **DATA FIELDS LAYOUT - .CSV format**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Name** | **Description** | **Notes** |
| 1 | Case Category | Type of Court Type | Only pull records with a value of “FAM” for Civil. |
| 2 | Case Type | Case Type Description |  |
| 3 | Case Number | Case Number assigned by the system |  |
| 4 | Title | Style of the Case, example Plaintiff vs. Defendant, |  |
| 5 | Case Create Date | The date the case was created by the Clerk of the Court –Format MM/DD/YYYY |  |
| 6 | Party Type | Plaintiff, Defendant, Petitioner or Respondent |  |
| 7 | Party First Name |  |  |
| 8 | Party Middle Name |  |  |
| 9 | Party Last Name |  |  |
| 10 | Party Address |  | Exclude if the address is confidential |
| 11 | Bar Number |  |  |
| 12 | Attorney First Name |  |  |
| 13 | Attorney Middle Name |  |  |
| 14 | Attorney Last Name |  |  |

## TRAFFIC - New Case Filings - DAILY

#### **DATA FIELDS LAYOUT - .CSV format**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Name** | **Description** | **Notes** |
| 1 | Case Category | Type of Court Type | Only pull records with a value of “CR” for Criminal where UCN Court type token in position 7 and 8 of the UCN number is “CT” or “TR”. |
| 2 | Case Type | Case Type Description |  |
| 3 | Case Number | Case Number assigned by the system |  |
| 4 | Title | Style of the Case, example Plaintiff vs. Defendant, |  |
| 5 | Case Create Date | The date the case was created by the Clerk of the Court –Format MM/DD/YYYY |  |
| 6 | Charge Number |  |  |
| 7 | Charge Offense Description |  |  |
| 8 | Party Type | Defendant |  |
| 9 | Party First Name |  |  |
| 10 | Party Middle Name |  |  |
| 11 | Party Last Name |  |  |
| 12 | Party Address |  | Exclude if the address is confidential |
| 13 | Bar Number |  |  |
| 14 | Attorney First Name |  |  |
| 15 | Attorney Middle Name |  |  |
| 16 | Attorney Last Name |  |  |