Filing Help: Document List

By clicking on the "Document List" tab, you will be able to view a list of documents filed in the case you are viewing. You can sort the Document List by the following categories:

- Document Number
- Filing User
- Receive Date
- Status
- Type

To sort your document list, follow the steps below:

Your document list shows the document number, document type, the status of your document, the received date, and filing user. To view an image of any document appearing on the list, simply click on the document type, such as "SUMMONS + COMPLAINT", and an image of the document will pop-up in a separate window. However, if the document has been returned for correction, you will not be able to view an image of the document

To narrow your document list, click on the "Show Narrow By Options" link below:

A series of options for narrowing your search will appear. Complete at least one field and then click on the "Narrow Document List" button circled below: