

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:

The screenshot shows the 'Document List' tab selected. At the top, there are two tabs: 'Case Details' and 'Document List'. Below the tabs, there is a 'Sort by:' dropdown menu set to 'Document Number', a 'Sort' button, and a 'Display:' dropdown set to 'All Documents'. Below this is a table of documents. Two callout boxes provide instructions: 'Step One: To choose the category for sorting your document list, click on the down arrow and then click on the category you want your documents sorted by.' and 'Step Two: Click on the "Sort" button.'

Doc#	Type Description	Status	Receive Date Filing User
1	SUMMONS + COMPLAINT - none -	Processed	01/02/2011
1-1	EXHIBIT(S) - none -	Processed	01/02/2011
1-2	EXHIBIT(S) - none -	Processed	01/02/2011
2	AFFIRMATION/AFFIDAVIT OF SERVICE - none -	Process Incomplete	01/07/2011

Documents 1-4 of 4

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:

The screenshot shows the 'Document List' tab selected. At the bottom right, there is a link labeled 'Show Narrow By Options' which is circled in blue.

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:

The screenshot shows a web interface with two tabs: "Case Details" and "Document List". The "Document List" tab is active. Below the tabs is a "Narrow Results" section. On the left, there are three dropdown menus: "Document Type" (with "Please select..." selected), "References Motion Number", and "Filed By" (with "Please select..." selected). On the right, there is a "Filing Date Range" section with "From" and "To" date pickers. The "From" date is 01/01/2011 and the "To" date is 01/05/2011. Below these are two buttons: "Clear Options" and "Narrow Document List". The "Narrow Document List" button is circled in blue. A link "Hide Narrow By Options" is visible in the top right of the narrow results area.

Case Details | **Document List**

Narrow Results [Hide Narrow By Options](#)

Document Type
Please select...

References Motion Number

Filed By
Please select...

Filing Date Range

From: 01/01/2011 (mm/dd/yyyy) To: 01/05/2011 (mm/dd/yyyy)

Clear Options | **Narrow Document List**