

KTC DOCKET CONTROL SYSTEM

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Opening the Program

To access the program, double click on the KTC Docket icon in your Network Applications group. The KTC Docket Control System will open.

Docket Data Entry

Click once on the button marked Input New Events. Type in the data for each calendared item as follows. Use the Tab key to move from one field to the next.

Attorney Initials

Enter the three initials of the appropriate attorney in all caps. If more than one KTC attorney is involved, do a separate calendar entry for each one. Attorney Initials is a required field. The software will not let you skip it.

Client Matter No.

Enter the 5 digits of the client number and the 3 digits of the matter number. A hyphen will automatically be inserted between client and matter. The Client Matter No. field is not required. However, if you know the number it is a good idea to enter it so that if you want to search for all calendared dates for a given case, you will be able to find them.

Case Name

Enter the name of the case. Case Name is a required field.

Date

Enter the date with numbers and slashes in order of month, date, and year (e.g., 3/13/1998). *Please note:* You must enter all four digits of the year (1998, 2000, etc.). This is necessary because the program is capable of accepting dates for the year 2000 and above.

No zeros are required before single digit months and dates. For example, you can enter 2/8/1998.

The Date is a required field.

Time

Please enter the time in the following format: "8:30 p.m.". The software will not force you to use this format, so if you use a different format your times will be inconsistent with the way others have entered them when the weekly docket report comes out.

The Time field is not required.

Description

Enter a description of the event. Please note that there are several default entries available by clicking down on the arrow next to this field. You may also type the first few characters of any entry on the default list and it will be filled in. You may also add extra language to default entries. For example, if you type a "D" and the default "Deadline for" comes up, you may press the End key to move to the end of the field, and add your own language to finish the entry.

The Description field is required.

Location

Enter the location for event if applicable. You may be as general or as specific as you would like, keeping in mind that the information you type will appear on the weekly docket report. For example, if your attorney would benefit from having the room number, then enter the room number. If the only information needed is a city name, you may enter that.

The Location field is not required.

Next Event

Pressing the tab key will take you to the first field for the next event. You may enter as many or as few events as you wish in one session.

Editing Events Before Posting

You may scroll up and make changes to any entry you have not already posted. Simply click on the field you wish to change, and make the edit.

Please note you must finish any entries you have begun before moving back to a previous entry for editing. If you do not complete all required fields in an entry, you will get errors that will prevent you from continuing.

If you have started an entry and wish to cancel it entirely, press the Escape key (top left corner of your keyboard).

After you have made an edit, if you wish to continue adding entries, click on the Add New Event button at the bottom of your screen to move to a new entry.

To delete an entry after you have finished typing it, click on the selection bar for that entry (the area to the left of the entry with the right pointing arrow). The entry will be selected. Press the Delete key on your keyboard. You will get a message box asking you to click OK to save the changes. Click OK, and the record (entry) will be deleted.

Printing New Entries

You may print a copy of the new entries by clicking on the Print button on the bottom of the screen.

Posting and Clearing Entries

The events you have entered are stored only on your computer until you post them to the main database. Click on the Post and Clear Entries button to post the entries to the master firm database. The entries will be removed from the database on your computer and added to the master docket database. A message box will appear to tell you that your entries have been posted.

Exiting the Docket Input Form

If you are finished with the docket program, click on Exit to close it. Like all of the programs on our computers, the KTC Docket uses computer resources. Please do not leave the KTC Docket program open when you are not using it.

If you are finished entering new events but wish to search the master docket database, click on the Return to Main Menu button.