

KYeCourts Release Note

April 2019

This release document discusses enhanced functionality and product upgrades for KYeCourts which improve overall usability.

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CourtNet Plan Usage

CourtNet plan usage may now be found on the search screen in CourtNet and will display:

- Total views – Includes all billable and non-billable case views
- Total billable views – Billable case views only
- Total image views – Includes all billable and non-billable image views
- Total billable image views – Billable image views only

Kentucky COURT OF JUSTICE

CourtNet 2.0
Search Court Records

Search Recent searches Case Cart (0) Help Apps Logout (JAC_USER@KYCOURTS.COM)

Search by Case

Search by Party/Business

Party Category Case Category

ALL ALL

Account Plan Usage
Total Views : 17
Total Billable Views : 9 / 10 (90%)
Total Image views : 2
Total Billable Image views : 2

CourtNet plan usage reflects usage at the account level. Usage displayed includes all users on the shared account/plan.

Case Watch

eFilers will now be able to use a new feature “Case Watch” to monitor and receive daily notification of activity on cases of interest. At this time, the feature excludes any sealed or confidential cases.

On the main KYeCourts dashboard, click the Case Watch Tile.

Welcome

Please choose from one of the following authorized applications:

Case Search (CourtNet) Dockets KCOJ Forms eFiling eLearning Notifications User Profile **Case Watch** eHelp

Case Watch provides daily updates on case activity including: documents, status, events and party.

Select a County

Enter the Case Number

Show 10 entries

Search: Search Columns Below

Case Info	Watch Access	Activity Date	Remove CaseWatch
18-T-00002 TRIMBLE - DISTRICT COMMONWEALTH VS. SMITH, JOHN	<ul style="list-style-type: none">Status 1Document 0Party 0Event 0	2/20/2019	
11-T-00873 NELSON - DISTRICT COMMONWEALTH VS. SMITH, JOSEPH P.	<ul style="list-style-type: none">Status 0Document 0Party 0Event 0	No recent Activity	



Adding Cases to Case Watch

You may enter cases you wish to monitor in the Case Watch app. To do this:

1. Select a **County** from the drop-down.
2. Enter a **Case Number**.
3. Click **<Add>**.
4. The case should now appear in the dashboard below.

Select a County

TRIMBLE

Enter the Case Number

19-CI-00031

Add

Show 10 entries

Case Info

Watch Access

19-CI-00031
TRIMBLE - CIRCUIT
WENTWORTH, MARCY VS. DOOLI, SALVADORE

- Status 0
- Document 0
- Party 0
- Event 0

You may also add a case to your Case Watch via the CourtNet application:

1. Search for a case in CourtNet.
 2. Under search results, locate the **Case Watch button** under the **Actions** column.
 3. Click **<Case Watch>** to move the case from the **Actions** column to the **Alerts** column.
- This adds the case to the Case Watch app.

Actions	Alerts
<p>TRIMBLE - 19-CI-00031 (TR) COMMONWEALTH VS. WENTWORTH, MARCY VS. DOOLI, SALVADORE Next ARRAIGNMENT is scheduled for 02/28/2019 at 09:00 AM in room D</p>	<p>Expungement MCR DP DIV Clerk Contact Case Watch</p>

To remove the case from Case Watch, simply click **<Case Watch>** again. It will toggle from the **Alerts** column back to the **Actions** column, removing it from Case Watch.

Actions	Alerts
<p>TRIMBLE - 19-CI-00031 (TR) COMMONWEALTH VS. WENTWORTH, MARCY VS. DOOLI, SALVADORE Next ARRAIGNMENT is scheduled for 02/28/2019 at 09:00 AM in room D</p>	<p>Case Watch</p>



Navigating the Case Watch Dashboard.

The Case Watch dashboard can be accessed through the Case Watch tile on the main KYeCourts page.

Under the **Watch Access** column, each case will display updates in four categories: *Status*, *Documents*, *Party*, and *Event*. These categories will appear blue and display the number of activities that have taken place since you last viewed the case in Case Watch.

Case Info	Watch Access	Activity Date	Remove CaseWatch
18-T-00002 TRIMBLE - DISTRICT COMMONWEALTH VS. [REDACTED]	<ul style="list-style-type: none">Status 0Document 3Party 1Event 0	2/20/2019	

Clicking the magnifying glass icon opens an **Activities** modal for closer inspection of these activities. The modal provides more detailed information about each activity that has taken place. This includes the type of activity, the specific action taken, and the date on which the action took place.

Activities

Documents

- **PROOF OF INSURANCE** was Changed on **2/20/2019**
- **AFFIDAVIT** was Changed on **2/20/2019**
- **ACKNOWLEDGEMENT** was Changed on **2/20/2019**

Parties

- **SMITH, JAMES** was Changed as COMPLAINING WITNESS on **2/20/2019**

Closing acknowledges that you have viewed listed Activities Close

Closing the modal resets each icon to grey and clears the activity to zero.

18-T-00002
TRIMBLE - DISTRICT
COMMONWEALTH VS. [REDACTED]

Status	0
Document	0
Party	0
Event	0

No recent Activity





You may remove a case from the Case Watch feature at any time by selecting Remove Case Watch.

Case Info	Watch Access	Activity Date	Remove CaseWatch
18-T-00002 TRIMBLE - DISTRICT COMMONWEALTH VS. SMITH, JOHN	<ul style="list-style-type: none"> Status 0 Document 3 Party 1 Event 0 	2/20/2019	

Case Watch Notifications

You will receive a daily email summary for case(s) on your Case Watch list that have had any activity within the last 24 hours. To view the changes in more detail, click the case number to see the Case in a Glance View in CourtNet.

KYE Courts Case Watch Daily Update

This is your daily Case Watch Notification. It includes all new Status Changes, Scheduled Events, Documents, and Party Changes for the cases you are subscribed to.

To manage your subscriptions, [login to your KYeCourts account](#) and navigate to the Case Watch tile. From there, you will be able to add or remove cases from your subscription.

If you require additional help, please contact eCourt Support at 502-573-2350 ext. 50109 or email ecourtSupport@kycourts.net.

Site Name/Case #	Case Style/Activity	Activity Date
TRIMBLE CI 19-CI-00031	Event (1), Party (3), Status (1)	02/13/2019
TRIMBLE CI 18-CI-00005	Party (1), Status (1)	02/13/2019

You will also receive a copy your daily update in your notifications application.

Envelope Number	Recipient	Notification Type	Sent Date	Subject
Read		My Cases Related	2/19/2019	Case Watch Daily Update

Case Watch Billing

Your account will be charged for each unique case accessed during a billing period. A unique case is a case that is opened or drilled down into for additional information. Essentially, billing works the same as all other applications when clicking on a case number hyperlink to view Case at a Glance. The Case Watch application also adds cases to your views when clicking on the magnifying icon to review additional details about the case. You are not billed for views on cases in which you are opted-in party.

Case Info	Watch Access	Activity Date	Remove Case Watch
18-T-00002 TRIMBLE - DISTRICT COMMONWEALTH VS. SMITH, JOHN	<ul style="list-style-type: none"> Status 0 Document 1 Party 0 Event 3 	4/11/2019	



If you have questions or need assistance using the Case Watch feature, please contact support services [eCourtSupport@kycourts.net](mailto:ECourtSupport@kycourts.net) or by phone at 502-573-2350 ext. 50109.