

Logging subpoenas and court appearances into JusticeTrax:

A. Adding a Subpoena in JusticeTrax:

- a. Log into JusticeTrax
- b. Open the related case in JusticeTrax.
- c. On the case info tab click the “Case Activities” button in the lower right hand corner; a dialogue box will open.
- d. Click on the green plus sign to add an activity.
- e. A new box will open with various drop-down menus.
 - i. Laboratory will automatically default to: DESPP – Division of Scientific Services
 - ii. Under Section pick: “Statistics and Activities” from the drop down menu.
 - iii. Under Service pick: “Monthly Activity” from the drop down menu.
 - iv. Under Lab Rep – the person logged into JusticeTrax will auto populate – this can be changed to pick the person subpoenaed when appropriate.
 - v. Under Activity pick: “Court”
 - vi. Click the “Subpoena Issued” button. When this is picked a new tab will activate specifically for information concerning the subpoena.
 - vii. Click on the Subpoena tab.
 1. “Court” – there is a drop down menu to pick the court issuing the subpoena.
 2. “Court Case No” – the docket number can be added here
 3. “Received Date” - add date
 4. “Due in Court Date” – add date and time
 5. “Case Individuals” – the name of the defendants are added here; this is only needed when there are multiple individuals related to the case.
 6. “Testified Date” – this will be added once the individual appears in court.
 7. “Notes” – the person testifying can add information here specific to the testimony.

B. Updating Subpoena Information and/or Adding Court Appearance Information in JusticeTrax:

- a. Open the related case in JusticeTrax.
- b. On the case info tab click the “Case Activities” button in the lower right hand corner. A dialogue box will open.
- c. Click on the activity to update.
- d. Click the Pencil (edit) icon.
- e. A pop up screen will appear with this activity’s information.
- f. For this screen there are two tabs “Activity Information” and “Subpoenas”
- g. Edit required information and click the “ok” button to close the screen.

- C. Adding Subpoena and Court Appearance Information when the Case is not in JusticeTrax:
- a. The person subpoenaed is responsible to log the subpoena into JusticeTrax.
 - b. Log into JusticeTrax
 - c. Click the “Activity Tracking” icon (it looks like a clock) and record the information there.
 - d. Follow section A (above).
 - i. Add the laboratory case number under “Notes”.

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