


## Case Manager Document Transfer System

The Case Manager Document Transfer system allows an Attorney or Outside server to send service documents directly to Case Manager via the Internet. The document delivery process will only work while a client is entering an On-Line case Request. The following is a summary of the Document download steps.

- Start A New Job Submission Request
- During the New Job Submission Process pick one or more Document files on your computer or network.
- The Job Submission along with the Document Files are uploaded to our servers.
- From Case Manager you would then Request a Download from the Web.
- During the Web Download process the Document files will be added to your File repository area. The Document files are NOT stored with in the Case Manager data file they are stored in a folder called Documents.
- Once downloaded you can view and open the files by clicking on the **Doc** Button to the right of the Documents dropdown list.

### Starting a New Job Submission Request

In order to submit Documents you start a Request for Service normally by Clicking on the **Request New Service** Button.



**Case Information  
ONLINE DATABASE**  
What's New (Updated: 02-18-07)

### Papers You Have Requested To Be Served

**Instructions:** Click on headings Details, Client ref, Serve To, Received, or Serve By to sort columns alphabetically or numerically.

For further instructions please [click here](#)

Papers For Review by: **Ken Tarkenton**

Review Papers You Must Serve
Request New Service

LOGOUT

Search For: Served Papers

Date Range: Completed

Plaintiff:

Defendant:

Court Case:

Serve To:

Reference:

Served Name:

From: Sep 3 2007

To: Oct 13 2007

Begin Search

Showing records 0 to 0 of 0

Record #	Your Ref	Court Case	Court Date	Plaintiff	Defendant	Serve To	Served Name	Received	Completed	Serve By
Showing records 0 to 0 of 0										

Click Here to Start New Service

The following screen is nearly identical to the previous Service Request screen. However, on the bottom portion of the screen we have a new section devoted to sending documents to Case Manager.

**Ken Tarkington** is requesting new service.

**INSTRUCTIONS:** Fill in all case information and click SUBMIT & New or SUBMIT & Clone.  
**SUBMIT & New** will submit the job then cause a blank form to appear, for you to enter and submit a new job. **SUBMIT & Clone** will submit the job then cause a form to appear with nearly all the information from the previous job. **Browse Document Files...** allows you to pick local files on your computer to send with this submission. You can send a total of 6 Megs of data per submission.  
 To add new courts for future selection Click on the "Add" button to the right of the Court Name field.

Client Reference Number	Court Name	County/Division
<input type="text"/>	<-Select Court-> <input type="button" value="Add"/>	<input type="text"/>

Court Case Number	Court Date <small>(mm-dd-yyyy)</small>	Court Time <small>(24 Hour Time: 1:00p.m=13:00)</small>	Serve By Date <small>(mm-dd-yyyy)</small>	Priority
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Documents to Serve	Documents Delivery
<input type="text"/>	Email <input type="text"/>

Party One	Party Two
Plaintiff <input type="text"/>	Defendant <input type="text"/>

**Served To**

**Serve To Location**

**Alternate Serve To Location**

**Attorney For:**

**Service Instructions**

Click here in order to get your documents from your computer or network.

(Maximum Total Upload size is 6 megs for all files.)

PLEASE NOTE: After clicking the SUBMIT & New or SUBMIT & Clone button, a form will then re-appear for you to enter and submit another job. An email will also be sent to you containing the details of the submitted Job as a confirmation.

Once you fill in the basic job request information you need to click on the **Browse Document Files...** Button to find the documents you wish to have sent to Case Manager.

From the File browser screen you can pick one or more files at one time. They just can not exceed six megs in size.

Court Case Number	Court Date (mm-dd-yyyy)	Court Time (24 Hour Time: 1:00pm=13:00)	Serve By Date (mm-dd-yyyy)	Priority
			12-16-2007	

Documents to Serve		Documents Delivery
Summons-Notice To Appear For Pre-Trial Conference		
Party One	Party Two	
Plaintiff	Defendant	
Donald Duck	Mickey Mouse	
Mickey Mouse		
Disney World, Orlando, FL		
Disney Land, CA		

Select file(s) to upload by www.nppsn.com

Look in: NPPS Case Manager

- BACKUP
- backup1
- backup2
- Case Manager Release Notes.pdf
- Summons Notice.pdf

File name: Summons Notice.pdf    Open

Files of type: Documents (\*.pdf;\*.doc)    Cancel

Browse Document files...

(Maximum Total Upload size is 6 megs for all files.)

Submit & New    Submit & Clone    Cancel

PLEASE NOTE: After clicking the **SUBMIT & New** or **SUBMIT & Clone** button, a form will then re-appear for you to enter and submit another job. An email will also be sent to you containing the details of the submitted Job as a confirmation.

You may pick more than one file.

Once your files are selected you click the **Open Button**. This will not open the files, but will add them to the list of files to send. Notice the size of the files are included in the list so you know if you have gone over the six meg limit.

Browse Document files...

(Maximum Total Upload size is 6 megs for all files.)

Summons Notice.pdf (0.12 megs)

(Total Upload Size: 0.12 megs)

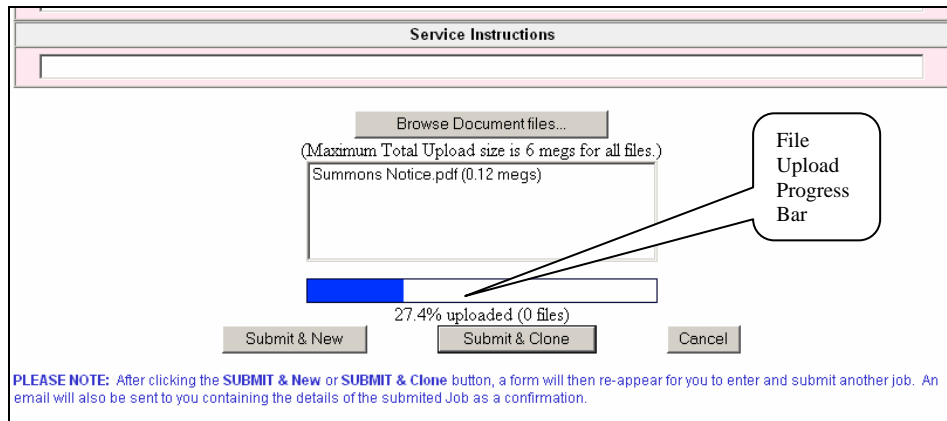
Submit & New    Submit & Clone    Cancel

PLEASE NOTE: After clicking the **SUBMIT & New** or **SUBMIT & Clone** button, a form will then re-appear for you to enter and submit another job. An email will also be sent to you containing the details of the submitted Job as a confirmation.

File list with file Sizes.

Total Document files size.

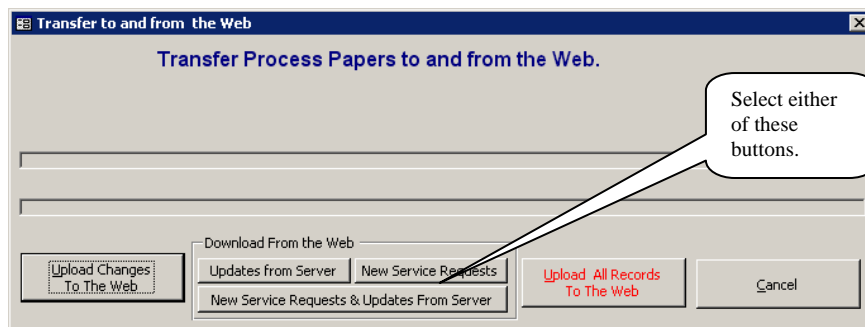
Once you click on the **Submit & New** or **Submit & Clone** buttons, the documents files you selected are then copied to the web server. After that the Job information is saved to our database. Please notice that there is a progress bar that indicates the transfer progress of the files. This is really important for a large upload or a slow connection speed. You need to know what is happening.



Once your clients have uploaded their Service requests and files the next step is to get data into Case Manager. This is done as usual with the Utilities Menu item:

### ***Transfer Process Papers to and from the Web...***

You can either choose the **New Service Requests** Button, or the **New Service Requests and Updates from Server** button.



Once the download is completed you can review the download by selecting the Utilities menu item: ***Review Web Downloads...***

**Review Web Downloads (Turn On Case Manager Filter)**

This screen shows a list of dates and times when downloads from the WEB updated Case Manager. Double clicking on the arrow to the left of the date will turn on a filter on the main Case Manager screen that will only show those Papers that were downloaded.

	Web Downloads	Updated Papers	Attempts	New Papers	New Clients	New Courts
▶	10-03-07 16:49	0	0	1	0	0
	10-02-07 8:44	0	0	0	1	0
	10-02-07 8:37	0	0	0	1	0
	10-02-07 8:20	0	0	0	1	4
	09-06-07 10:59	0	0	7	0	0
	09-06-07 0:01	0	0	2	0	0
	08-18-07 20:57	1	5	1	0	0
	08-17-07 21:33	0	0	9	0	0
	07-28-07 15:59	0	0	3	0	0
	07-28-07 11:27	0	0	3	0	0
	07-28-07 11:25	0	0	3	0	0
	07-27-07 22:58	0	0	3	0	0
	07-27-07 22:46	0	0	3	0	0
	07-27-07 22:37	0	0	2	0	0

Close

Find a recent download and double click box to the left of the row. You will now be able to step through the downloaded records.

Records that contain documents will appear with the Red DOC button to the right of the Documents dropdown list.

Court Name: SUPERIOR COURT OF KINGS COUNT

Court County/Divison: Kings Park

Documents: Summons-Notice To Appear For Pre-Trial Conference

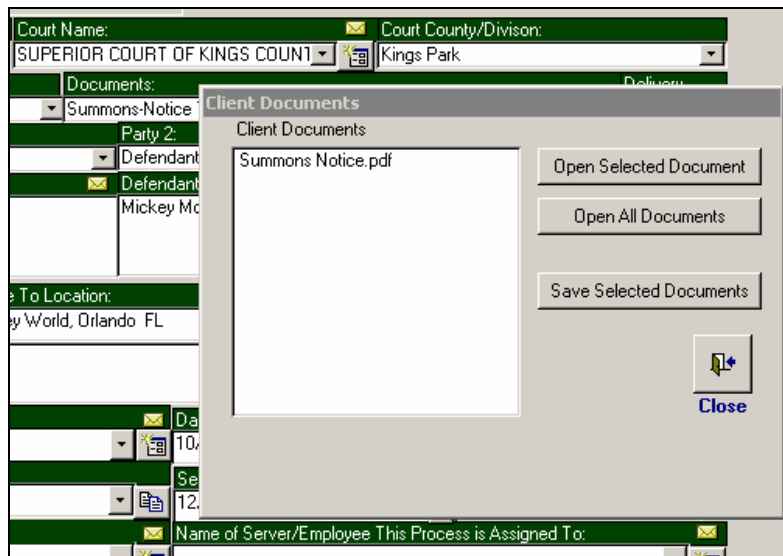
Party 2: Defendant

Defendant: Mickey Mouse

DOC Web

One or more documents are present. Click here to review them.

The Document Viewer will show a list of all documents the user sent. You can either Open selected documents or All Documents. You can also save the documents to a location of your choice.



**NOTE:** One key point to remember is that you can only open files if you have the programs that can read them installed on your computer.

