

# KYeCourts Release Note

## February 2019

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

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## Case Watch

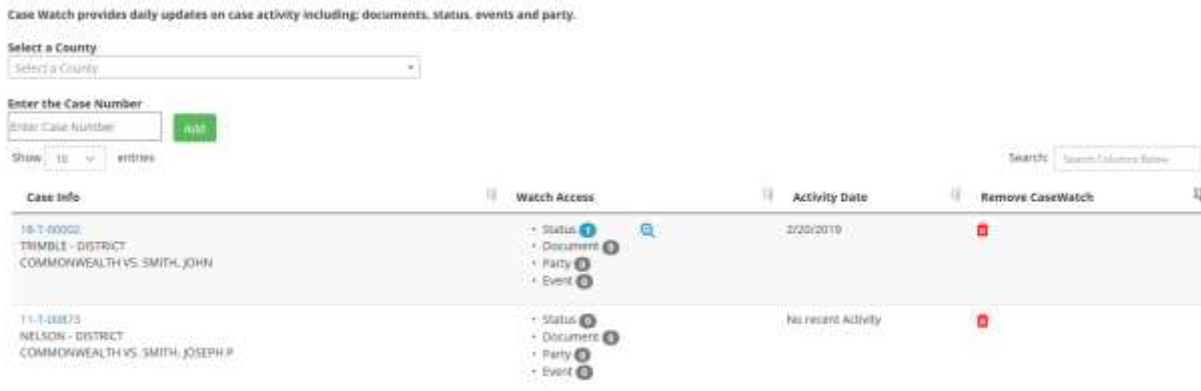
County Attorneys will now be able to use a new feature “Case Watch” to monitor and receive daily notification of activity on cases of interest. At this time, the feature excludes any sealed or confidential cases from eligibility.

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



## Adding Cases to Case Watch

As a County Attorney, the system will automatically add eligible cases you eFile (initial and subsequent filings) into to Case Watch, after the clerk processes your envelope.



You may manually 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 the green **Add** button.
4. The case should now appear in the dashboard below.



Select a County  
 TRIMBLE x ▾

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	<ul style="list-style-type: none"> <li>• Status <span style="border: 1px solid black; border-radius: 50%; padding: 0 2px;">0</span></li> <li>• Document <span style="border: 1px solid black; border-radius: 50%; padding: 0 2px;">0</span></li> <li>• Party <span style="border: 1px solid black; border-radius: 50%; padding: 0 2px;">0</span></li> <li>• Event <span style="border: 1px solid black; border-radius: 50%; padding: 0 2px;">0</span></li> </ul>

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. Clicking the button will move it from the **Actions** column to the **Alerts** column. This adds the case to the Case Watch app.



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





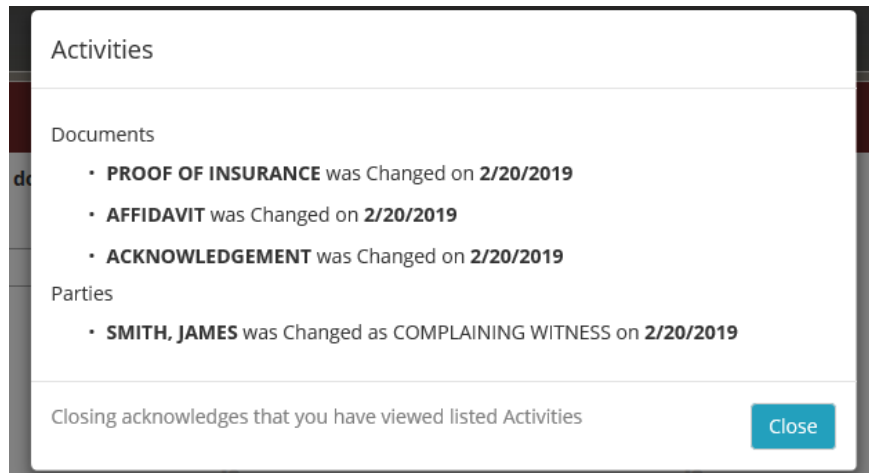
### Navigating the Case Watch Dashboard.

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 under 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.



Clicking the magnifying glass icon opens an **Activities** modal for closer inspection. 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.



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



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



<p>Case Info</p> <p>18-1-00032 TRIMBLE - DISTRICT COMMONWEALTH VS. SULLIVAN, JOHN</p>	<p>Watch Access</p> <ul style="list-style-type: none"> <li>Status 1</li> <li>Document 1</li> <li>Party 1</li> <li>Event 1</li> </ul>	<p>Activity Date</p> <p>2/20/2019</p>	<p>Remove CaseWatch</p>
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### 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 at a Glance View in CourtNet.

**KYECourts 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](mailto:ECourtSupport@kycourts.net).

Site Name/Case #	Case Style/Activity	Activity Date
TRIMBLE CI <a href="#">19-CI-00031</a>	Event (1), Party (3), Status (1)	02/13/2019
TRIMBLE CI <a href="#">18-CI-00005</a>	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
<a href="#">Read</a>		My Cases Related	2/19/2019	Case Watch Daily Update

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.