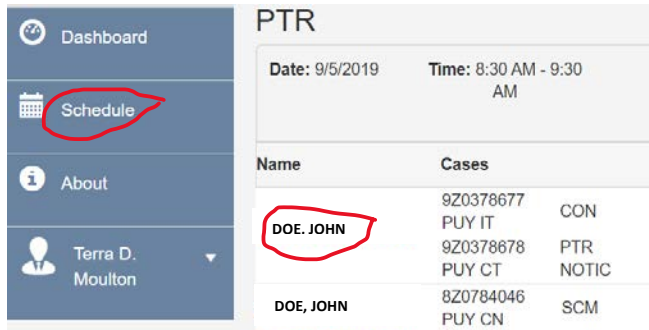


## HOW TO USE O-COURTS TO COMPLETE CASE FORMS

There are laptops available for use at the courthouse, or you may log in to O-Courts on your own computer. If you do not have an O-Courts account, you may contact the court at Courts@PuyallupWA.gov to request an account.



The screenshot shows the O-Courts dashboard. On the left is a navigation menu with 'Dashboard', 'Schedule' (circled in red), 'About', and a user profile for Terra D. Moulton. The main area is titled 'PTR' and shows a date of 9/5/2019 and a time of 8:30 AM - 9:30 AM. Below this is a table of cases for 'DOE, JOHN' (name circled in red).

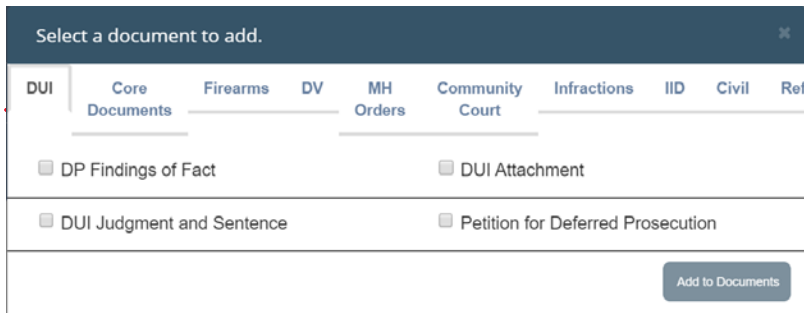
Name	Cases
DOE, JOHN	9Z0378677 PUY IT CON
	9Z0378678 PUY CT NOTIC
DOE, JOHN	8Z0784046 PUY CN SCM

To use O-Courts to fill out a court form, log into a laptop and select the O-Courts icon on the desktop and sign in using the saved username and password. On the left side of the screen, select the SCHEDULE tab. Find the calendar you are appearing on and double click on it. This will pull up a list of all calendared defendants. Click on your client's name to open their documents page.

When you click on your client's name, you will see each case number your client is here for. Check the box next to each case you wish to include in the form you are filling out, and click Add New Document.



The screenshot shows a list of cases for 'DOE, JOHN'. There are two checked cases: '9Z0086311 PUY CN - SCM' and '9Z0787814 PUY CN - PTR'. Below the list is a blue button labeled 'Add New Document'.



The screenshot shows a window titled 'Select a document to add.' with several tabs: 'DUI', 'Core Documents', 'Firearms', 'DV', 'MH Orders', 'Community Court', 'Infractions', 'IID', 'Civil', and 'Ref'. Under the 'Core Documents' tab, there are four document options, each with a checkbox: 'DP Findings of Fact', 'DUI Attachment', 'DUI Judgment and Sentence', and 'Petition for Deferred Prosecution'. An 'Add to Documents' button is at the bottom right.

The document list will open. Along the top are category tabs – most general documents such as plea forms, motions to continue, trial setting forms, etc. are under the Core Documents tab. Check the box next to each document you will be using, then click Add to Documents at the bottom of the window. You will return to your client's document page and the selected documents will be added to the page ready for editing.

Click the tab that says EDIT next to the form you wish to fill out. The defendant's name and case number will be pre-populated. Complete the form, review it, and then you and your client sign it using your finger on the touchpad or a signature pad if one is available.



The screenshot shows a table of documents for 'DOE, JOHN'. Each row has a checkbox, a document name, a case number, a 'Signed By' field, and an 'Action' column with buttons for Edit, Sign, Print, and Trash.

<input type="checkbox"/>	Document Name	Case #	Signed By	Action
<input type="checkbox"/>	Guilty Plea	9Z0086311 PUY CN, 9Z0787814 PUY CN		Edit Sign Print Trash
<input type="checkbox"/>	Judgment and Sentence	9Z0086311 PUY CN, 9Z0787814 PUY CN		Edit Sign Print Trash
<input type="checkbox"/>	Motion to Continue	9Z0086311 PUY CN, 9Z0787814 PUY CN		Edit Sign Print Trash

Once your forms are complete, please let the prosecutor know that your forms are ready for review so that you can be placed in line to see the Judge. See the reverse of this page for help determining which forms to use for which purpose, and for an explanation of how to calendar your next hearing.

If you would like to...	Then add these forms to your client's docs page:
Request a continuance	Motion to Continue
Enter a plea of guilty (non-DUI)	Guilty Plea, Judgement and Sentence, NCO or Probation Referral if part of your plea agreement
Enter a plea of guilty to a DUI	Guilty Plea, DUI Judgement and Sentence, DUI Attachment
Enter an SOC	SOC
Make a motion (to remove SCRAM etc.)	Order on Motion
Set your case for jury trial	Pre Trial Conference
Petition for a Deferred Prosecution	Petition for Deferred Prosecution, DP Findings of Fact

**Anytime you are scheduling dates:**

**First** you must check the box next to the type of hearing you are scheduling; ARR, Pre-Trial, Motion, Jury Trial, etc.

**Then**, click in the blue calendar icon toward the end of the scheduling section. Locate the date you are setting to (you can obtain an appropriate date by asking the clerk or the prosecutor) and click on the calendar you are setting to. You will be returned to the form to finish filling it out and signing. You can **then** check the box next to the case number you are setting over.

**\*\*If you make an error as to the date, you must un-check the box next to XX and start over by selecting the type of hearing you are setting.**

Case 9Z0802912 : Defendant must appear at Puyallup Municipal Court on \_\_\_\_\_ at \_\_\_\_\_  
 am  pm in Court room # \_\_\_\_\_ for  ARR  PTR  MOT  READ  JTR  NJT  
 REV  SEN  CON  MIT

Jury Trial: \_\_\_\_\_, or \_\_\_\_\_ at \_\_\_\_\_ am pm

Scheduler

Today	Monday, September 16, 2019 - Friday, September 20, 2019				
	Mon 9/16	Tue 9/17	Wed 9/18	Thu 9/19	Fri 9/20
all day	Front Counter - 0 (0) x	Front Counter - 1 (1)	Front Counter - 0 (0) x	Front Counter - 0 (0) x	Front Counter - 0 (0) x
8:00 AM					
9:00 AM	<b>PTR - 65 (41)</b> ALB - Courtroom#1	REV/SENT - 25 (22) ALB - Courtroom#1	JTR - 20 (14) ALB - Courtroom#1	PTR - 57 (37) ALB - Courtroom#1	
10:00 AM		REV/SENT - 24 (20) ALB - Courtroom#1			MIT - 33 (33) ALB - Courtroom#1
					CON - 14 (14) ALB -