

eCourts - Tax Court Case List

This Guide is for:

Attorneys

Topic:

Case List

The Case List displays all the Tax Court cases associated to the attorney signed into eCourts.

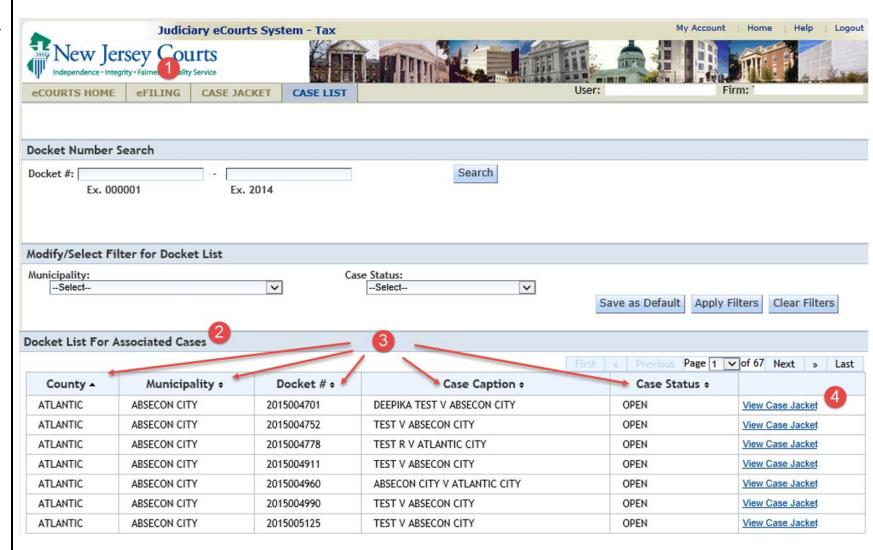
After log-in, the Case List will display first by default.

- 1. On the Case List screen, the eCourts Home, eFiling, and Case Jacket tabs are available on the top tab menu.
- 2. The Docket List for Associated Cases will display all cases the attorney is associated to.
- 3. For each case the County, Municipality, Docket #, Case Caption, and Case Status is available.

NOTE: All columns within the Docket List may be sorted by clicking on the column heading.

4. To proceed to a case jacket on the list, click

View Case Jacket
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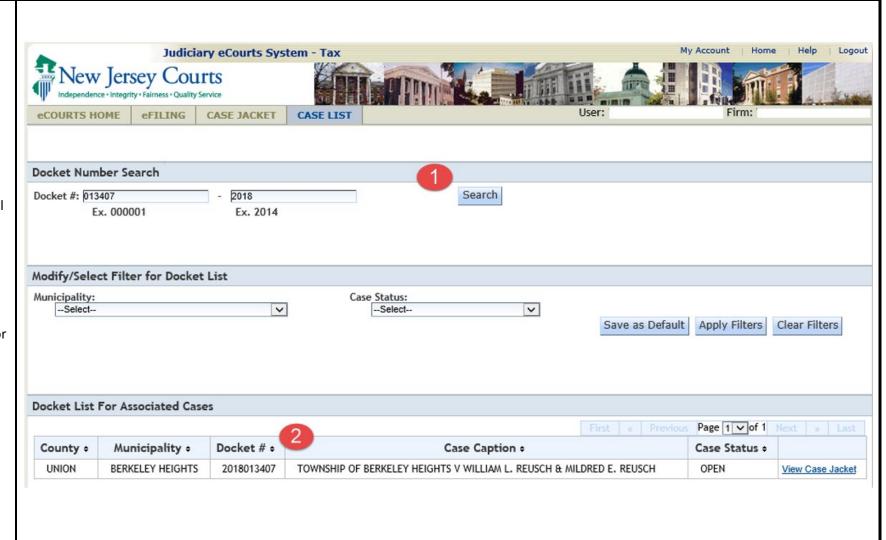


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Searching for a Case

- To perform a docket search, enter the docket number in the docket number fields and click Search.
- 2. When the docket number is found, it will display in the *Docket List for Associated Cases*.

NOTE: A docket number search will search for any case in eCourts whether or not you are associated to the case.





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Modify/Select Filter for Docket List

Filters can be applied to the associated cases.

- Select a Municipality and/or Case Status and click Apply Filters
- 2. Click Save as Default to save the filter selections. Once saved, the system will use the saved selections and display matching cases every time you log in.
- 3. Click Clear Filters to clear the filter selections and view all associated cases.

