

Generating a Pending Case List

For an attorney or party using the Public Portal

The Public Portal does not offer a true “reporting” function, but a combination of tools can be used to generate and extract a variety of useful lists, provided that the user is comfortable with (1) the Public Portal searching and filtering functions, and (2) extracting the data either by printing or by copying and pasting into Word, Excel or another program.

The instructions below are to generate a list of all pending cases statewide for a particular attorney. If a user understands the search and search filter functions, lists can be further refined by county, case type, and a number of other variables if desired.

Please note: to see all of an attorney’s pending cases, the user must be logged in with an appropriate elevated access role giving viewing rights to all of those cases.

1. Log in to the Portal with an appropriate elevated access account.
2. Using “Smart Search”, type in the attorney’s name in last, first format. Do not use any advanced search filters

Smart Search

Search Criteria

* Enter a Record Number or Name in Last, First Middle Suffix Format

Legal, Johnny

Clear

3. Click Submit. Search results will display.

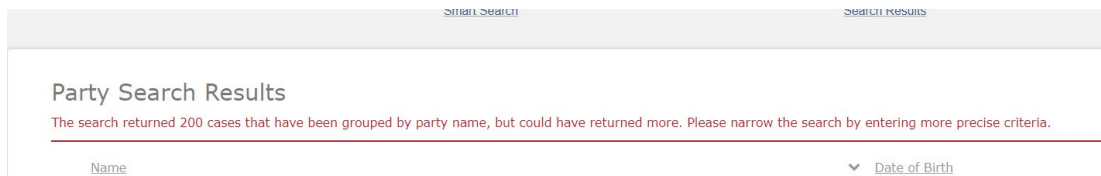
Party Search Results

Name	Date of Birth				
▼ Legal, Johnny					
Current Address: Van Down by the River Montpelier, VT 05609	Warrants (0) Cases (14) Judgments (0)				
Cases					
Case Number	Style / Defendant	Type	Location	Party Name	Date of Birth
22-DM-00250	Homer Simpson v. Marge Simpson	Dissolution Contested with Minor Children	Franklin Unit	Simpson, Marge	
22-DM-00248	Homer Simpson v. Marge Simpson	Dissolution Contested with Minor Children	Superior Courts	Simpson, Marge	
22-DM-00247	Bob Belcher v Linda Belcher	Dissolution Contested with No Minor Children	Washington Unit	Belcher, Linda	
22-DM-00245	Marge Simpson v Homer Simpson	Dissolution Contested with No Minor Children	Washington Unit	Simpson, Homer	
22-DM-00229	Homer Simpson v. Marge Simpson	Dissolution Contested with Minor Children	Superior Courts	Simpson, Marge	
22-DM-00213	Homer Simpson v. Marge Simpson	Dissolution Contested with Minor	Windsor Unit	Simpson, Marge	

All of the attorney's cases should be listed under their attorney entity record. If the attorney happens to also have any personal cases in the system (e.g. traffic tickets, divorce, etc), those should be listed under a separate system entity (a separate blue line with name/address as shown below). You will want to use only the cases listed under the actual attorney entity.

▼ Legal, Johnny		
Current Address: 123 Main Street Bethel, VT 05032		
Cases		
Case Number	Style / Defendant	Type
22-DM-00250	Homer Simpson v. Marge Simpson	Dissolution Contested with Minor Chi
22-DM-00248	Homer Simpson v. Marge Simpson	Dissolution Contested with Minor Chi
22-DM-00247	Bob Belcher v Linda Belcher	Dissolution Contested with No Minor
22-DM-00245	Marge Simpson v Homer Simpson	Dissolution Contested with No Minor
22-DM-00229	Homer Simpson v. Marge Simpson	Dissolution Contested with Minor Chi
22-DM-00214	Homer Simpson, et al v. Marge Simpson	Dissolution Contested with Minor Chi
22-DM-00215	Homer Simpson v. Marge Simpson	Dissolution Contested with Minor Chi
22-DM-00216	Homer Simpson v. Marge Simpson	Dissolution Contested with Minor Chi
22-DM-00217	Homer Simpson v. Marge Simpson	Dissolution Contested with Minor Chi
22-DM-00218	Homer Simpson v. Marge Simpson	Dissolution Contested with Minor Chi
◀ ◁ 1 2 ▷ ▶ 10 items per page		
▼ Legal, Johnny		
Current Address: 321 Main Street Randolph, VT 05060		

- If the attorney has been in practice for any length of time, the list of cases will be expansive and is likely to exceed the maximum number of search results (200) that can be displayed. In these situations, you may have gotten this message:



This happens because the initial search results will include all of the attorney’s closed/disposed cases as well as those that are currently pending/active. To get a list of only active cases under the attorney entity, you will need to filter the results in the “status” column:

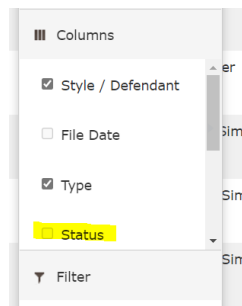
Filtering Search Results:

- Ensure that “Status” is one of the columns displaying in the search results. If Status is already displaying, skip to step 2, otherwise follow a-c below:
 - There are 8 possible columns that can display in search results but a maximum of 6 can be displayed at a time. To select/change which information columns are displayed, click on the small downward-pointing arrow next to any results column.*

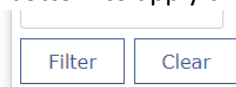
Cases

Case Number ▼ Style / Defendant ▼ Type ▼

- The filter settings box will open up as shown below. If Status is not checked off, click the checkbox next to it. *If it is not allowing you to check it, that means that you already have six columns selected and will need to unselect a different one before selecting it)*



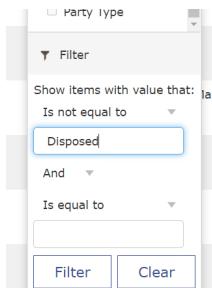
- Click the “filter button at the bottom to apply the new column selection settings.



- To filter out disposed cases, click the small downward arrow next to “status” in the column header:

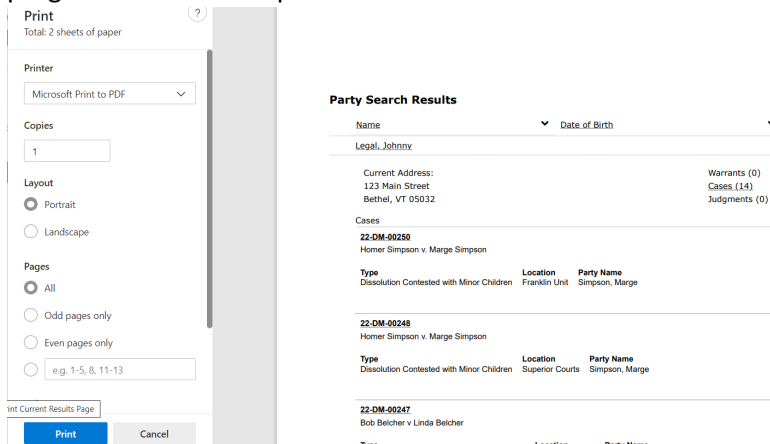


- In the filter section in the bottom of the box that opens, change the filter to show items with value that “is not equal to” and then type in the word “Disposed”. Leave the second section (after “And” empty), and then click “Filter” at the bottom to apply the filter.

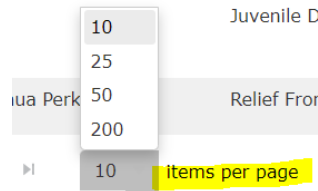


All disposed cases should now be filtered out of the list, leaving only the attorney’s pending/active cases displayed.

- Use the print button in the upper right to print the case list and other info on the page, or click Ctrl + P to print.
- A printable PDF version of the list will generate on your screen. Select your printer and click “Print”, or to save as a PDF select “Microsoft Print to PDF”, Adobe or whatever other PDF program is on the computer.



- Alternatively, if the printed PDF version is not conveniently formatted, it is also possible to cut and paste the case list directly into a Word or Excel document.
 - Depending on the number of cases on the list, it may be helpful to change the number of results per page so that all or a large portion of the cases are on one page of results.



- Then click and drag to highlight all the cases in the list (all columns or only desired columns) and copy (ctrl + C)

Case Number	Style / Defendant	Type	Location	Party Name
22-DM-00250	Homer Simpson v. Marge Simpson	Dissolution Contested with Minor Children	Franklin Unit	Simpson, Marge
22-DM-00248	Homer Simpson v. Marge Simpson	Dissolution Contested with Minor Children	Superior Courts	Simpson, Marge
22-DM-00247	Bob Belcher v Linda Belcher	Dissolution Contested with No Minor Children	Washington Unit	Belcher, Linda
22-DM-00245	Marge Simpson v Homer Simpson	Dissolution Contested with No Minor Children	Washington Unit	Simpson, Homer
22-DM-00229	Homer Simpson v. Marge Simpson	Dissolution Contested with Minor Children	Superior Courts	Simpson, Marge
22-DM-00213	Homer Simpson v. Marge Simpson	Dissolution Contested with Minor Children	Windsor Unit	Simpson, Marge
22-DM-00214	Homer Simpson, et al v. Marge Simpson	Dissolution Contested with Minor Children	Franklin Unit	Simpson, Marge
22-DM-00215	Homer Simpson v. Marge Simpson	Dissolution Contested with Minor Children	Rutland Unit	Simpson, Marge
22-DM-00216	Homer Simpson v. Marge Simpson	Dissolution Contested with Minor Children	Rutland Unit	Simpson, Marge
22-DM-00217	Homer Simpson v. Marge Simpson	Dissolution Contested with Minor Children	Washington Unit	Simpson, Marge

c. Paste into desired location (Excel workbook or Word document).

	A	B	C	D	E
1	22-DM-00250	Homer Simpson v. Marge Simpson	Dissolution Contested with Minor Children	Franklin Unit	Simpson, Marge
2					
3	22-DM-00248	Homer Simpson v. Marge Simpson	Dissolution Contested with Minor Children	Superior Courts	Simpson, Marge
4					
5	22-DM-00247	Bob Belcher v Linda Belcher	Dissolution Contested with No Minor Children	Washington Unit	Belcher, Linda
6					
7	22-DM-00245	Marge Simpson v Homer Simpson	Dissolution Contested with No Minor Children	Washington Unit	Simpson, Homer
8					
9	22-DM-00229	Homer Simpson v. Marge Simpson	Dissolution Contested with Minor Children	Superior Courts	Simpson, Marge
10					
11	22-DM-00213	Homer Simpson v. Marge Simpson	Dissolution Contested with Minor Children	Windsor Unit	Simpson, Marge
12					

d. If pasted into Excel as shown above, then additional sorting and filtering can also be done by case number, case type, location and party/defendant name.

For questions and support about the Public Portal please contact jud.helpdesk@vermont.gov.