Anatomy of a Docket - Party Table

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Anatomy of a Docket

If you want to practice, each VTADS server has a "test & training" option so you are not in the production database**

Party Table

From the header of the docket, press Tab + P to bring up the party table:

This table will show you all entities (individuals & attorneys) involved in the case, the party numbers:

The Party ID of the selected (highlighted) party:

The role the party has (like defendant):

And the attorney for each party:

Pro Se means the party is representing themselves and do not have an attorney.

There is also the "NOTICE" column, which indicates who will get the notices for hearing and any other notices Docket Clerks send out:

It is hard to tell, but there are two columns under "NOTICE", the left column indicates the litigant will receive the notice, the right column indicates the attorney will receive the notice. If there is no attorney and there is a flag or 'y' in the right column, and error will generate when a notice is sent our and an email will be sent to the help desk. (There are other reasons an "eNotice" error would be sent to the help desk, but there is another article covering this)

You can select or highlight a party using the arrow keys and then press **enter** to highlight the litigant's name. Press **Shift + F4** and the entity screen for the litigant will pop up:

Press **F1** to exit the entity screen and return to the party table.

If you press **enter** to highlight the attorney:

Then press **Shift + F4** it will bring up a smaller entity screen for the attorney:

Here you can see the ERN (Electronic Registration Number) of the attorney. (Yes, it is misspelled by VTADS):

This is how entities in VTADS are linked back to eCabinet, where attorneys enter their emails to receive eNotices. If the ERN is blank, the attorney will not receive notices and will need to register.

Press **F1** to return to the party table and continue pressing **enter** until you are highlight one of the party numbers:

And press **Shift + F4** to open a second screen for the party table:

This second screen that pops up below the first party table is how you can make edits to the party table. You can renumber and delete parties completely (Which docket clerks are able to do by entering an entity removal event, "Entrem"). In the far right you can see a column: "RMV'D"

If an docket clerk enters an entrem event by mistake, you can just press **enter** to highlight the 'y' flag and press space and **F9** (to save) and put the party back in.

Tags
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entity
Party
party table
VTADS