## Fixing Motion Status - Motion Table

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## **Editing Motions**

*(Ticket Ex:  32775)*

Sometimes court staff will need to have a motion "cleared" out if it is not take a motjudge or motdisp event in the motion table. For the example ticket, there have been two motdisps entered to try and close out a motion, but the motion status is still set to "judge".

From the header of the case, press **Tab + M** to enter the motion table:



Highlight the motion that needs to be cleared and press **Shift + F4** to open the details of the motion:



Press enter until you are highlighting the status and press "space" until you have deleted the text, then press enter to highlight the date:



Then enter asterisks '*' in the as **\*\*/\*\*/\*\*\*\*** the press **F9** to save the changes



Press **F1** until you are back to the header of the docket, then **F2** to open the events. Clear to find (**Ctrl + F3**) and enter over to the 'Event' column and type in "motdisp" (could be a "mpreo" event also) then press **F3** to search:



Find the appropriate event to match the motion you were working with then F2 to open the details:



Then F9 to "re-stick" the status in the event. Double check the motion table again to check that it did save.

Tags

Editing

Motion

Motions
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