

**Docket Activity Report Instructions:**

To view filings in assigned cases, select Reports from the menu bar. On the reports page, select Docket Activity Report.



On the docket Activity Page, select open cases and modify the dates as necessary, select Run Report

The screenshot shows the Docket Activity Report PUBLIC ACCESS page. The top navigation bar includes links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. A warning box at the top right states: "Warning: This report is You will be billed for the total number of pages. If you want to r". The main form area contains the following fields and options:

- Case number:** A text input field.
- Office:** A dropdown menu with "Baton Rouge" selected.
- Case type:** A dropdown menu with "Civil" and "Criminal" options.
- Event category:** A dropdown menu with "EXTEND", "adr", and "answer" options.
- Case flags:** A dropdown menu with "ACCA" and "ATTENTION" options.
- Filed between:** Two date input fields, the first containing "9/11/2022" and the second containing "9/12/2022".
- Summary text:** A radio button option, which is selected.
- Full docket text:** A radio button option, which is unselected.
- Sort by:** A dropdown menu with "Case Number" selected.
- Buttons:** "Run Report" and "Clear" buttons.

A purple arrow points to the "Filed between" date fields, with a text box next to it stating: "Modify the dates as necessary." A checkbox box on the right contains the following options:

- ☒ Only cases to which I am linked
- ☒ Open cases
- ☐ Closed cases