
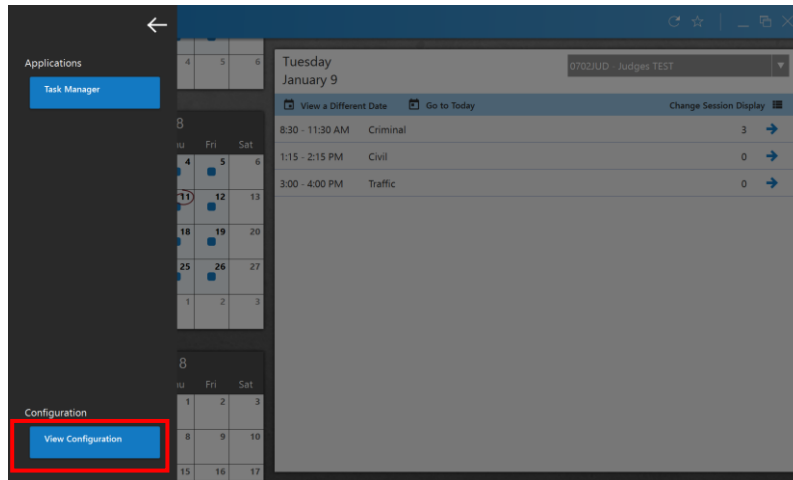
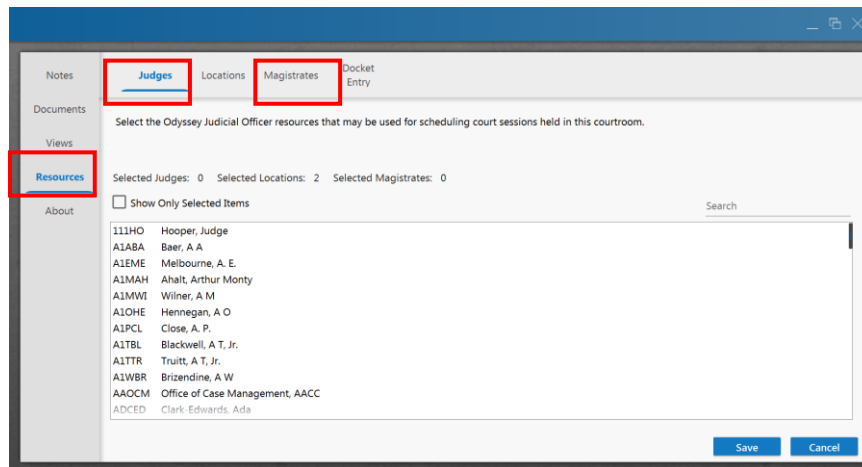


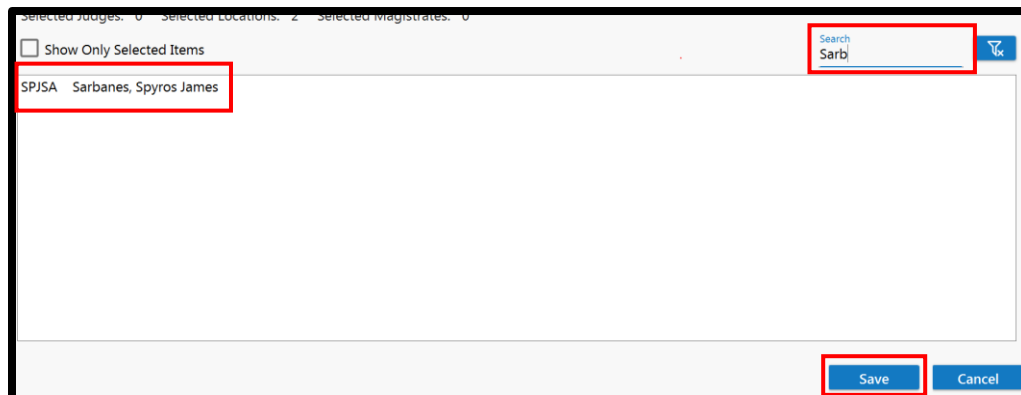
1. From the Home Screen of Judge Edition, click on the Fly-out Menu  in the top left corner and click on **View Configuration** located at the bottom of the menu.



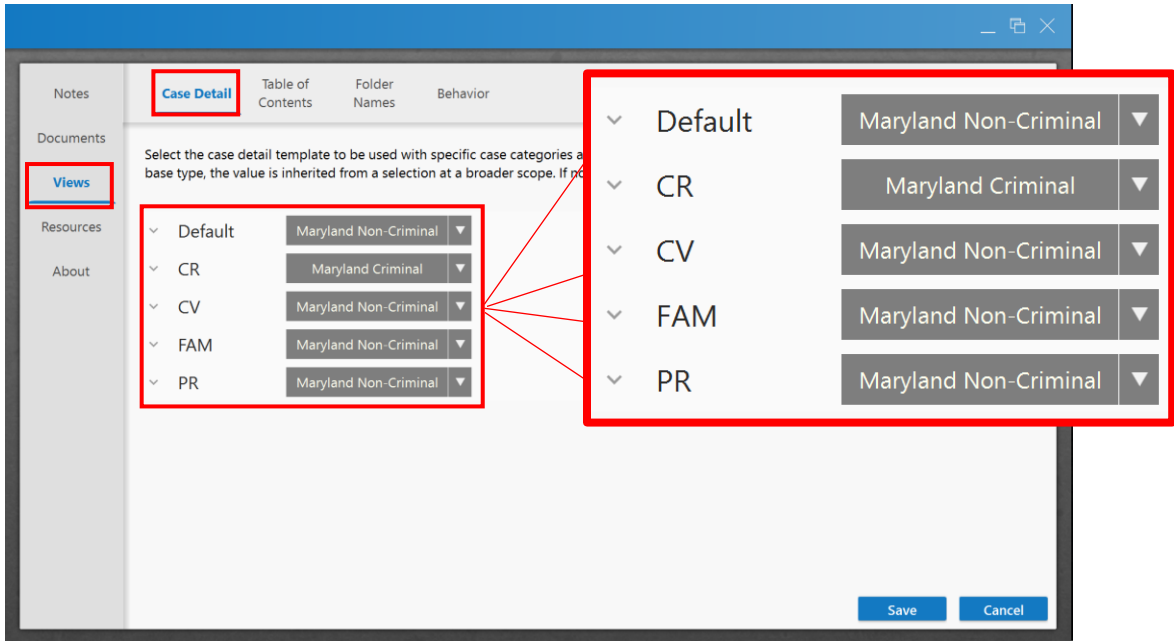
2. The next screen will take you into the **Configuration View**. From the toolbar on the left side, click on the **Resources** Tab. If you are a Judge select **Judges**, if you are a Magistrate select **Magistrates**. A list of Judicial Officer resources displays.



3. For a quick search, in the middle of the page on the right side, you will see a search field. Type in the Judge/Magistrates name to narrow the results. Select the appropriate name(s) and click **Save**.



- From the toolbar on the left side, click on **Views**. Next, from the toolbar at the top, click **Case Details**. Use the screenshot below and select the appropriate option for each drop-down.



- From the toolbar at the top, click the Table of Contents. Check all boxes and click **Save**.

