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This tip sheet illustrates how to view a Court Order in FACES.NET.

Pointers to Remember:

1. All scanned Court Orders can be viewed in the client folder in the **File Cabinet** and under the **Court-Court Order - Summary** screen.
2. In addition, all Court Orders scanned after April 17, 2003 can be viewed under the **Hearing - Court Order** screen.

How to access Court Orders through the Court Order Summary screen

Steps include:

Step 1: Navigate to the **Court** screen. Place your mouse over the **Case** module at the top of the screen

Step 2: Place mouse over **Court**.

Step 3: Place mouse over **Court Order**.
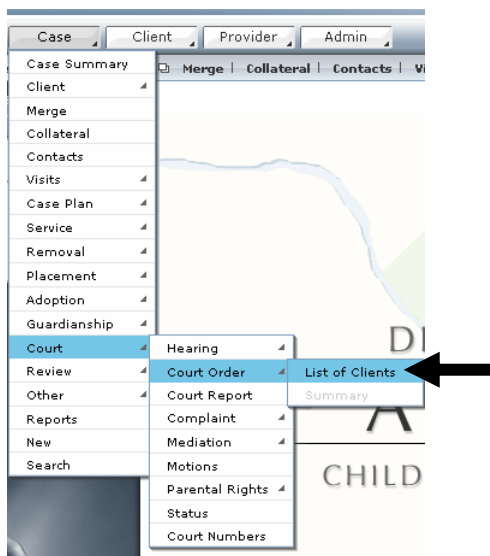
Step 4: Click on **List of Clients**.

Figure 1

Step 5: Highlight the **Client**.

Step 6: Click **Show**.

5: Highlight **Client.**

6: Click **Show.**

Figure 2

Step 7: Click on **Summary**.

Step 8: Highlight the court order you wish to view.

Step 9: Click on **Show**.

7: Click **Summary.**

8: Highlight the **Court Order.**

9: Click **Show.**

Figure 3

Court Order Tab

Steps include:

Step 10: View **Court Order Details (Court Order Type*** and **Court Order Date*)**.

Step 11: Click **Respondents** tab.

Figure 4

Respondents Tab

Steps include:

Step 12: Highlight the client whose details you wish to view

Step 13: View **Respondent Details**.

12: Highlight the **Client Name**.

13: View **Respondent Details**.

Figure 5

Step 14: Click on **Cancel**.

14: Click **Cancel**.

View the scanned court order if **Preview** button is enabled.

Figure 6

Note:

• If **Preview** button is enabled, then there is a scanned court order available for viewing.