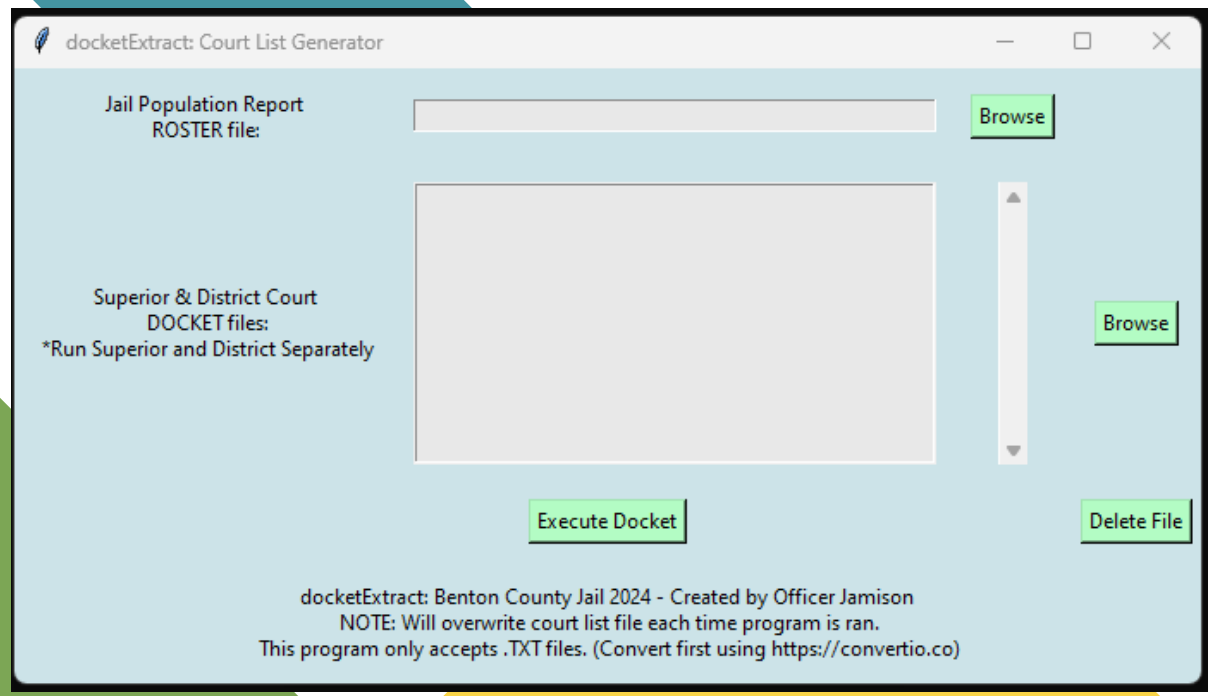


Court Docket Extract Application

Created for the Benton County Jail

By Officer Jamison

Tutorial

Gather Court Dockets

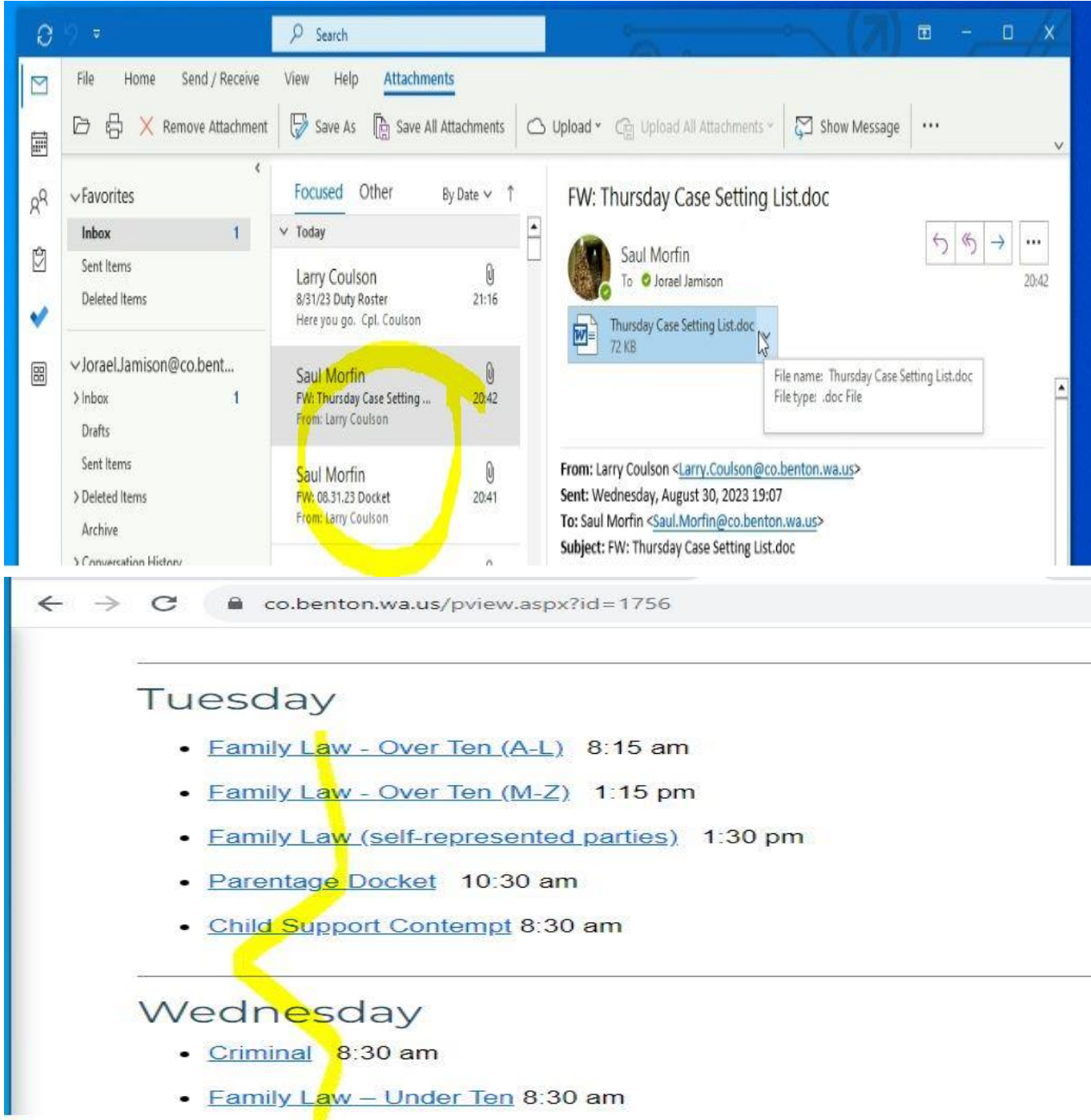
Contact your supervisor to forward you the daily superior & district court dockets.

You can also find dockets under the Benton County website:

https://www.co.benton.wa.us/pview.aspx?id=1756

Save these to your computer. (Preferably Downloads Folder)

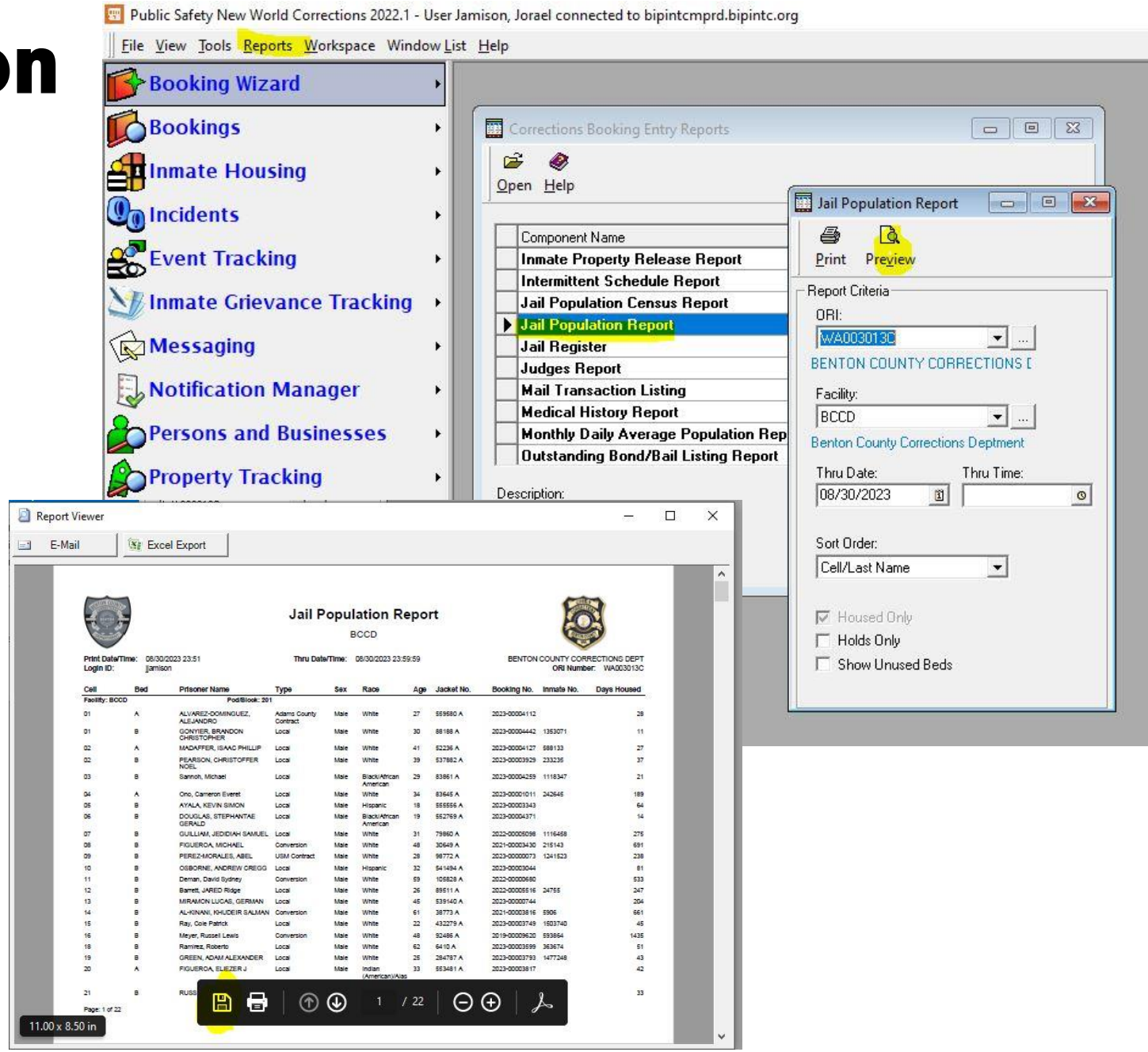
You also will want to print each docket so the names can be highlighted and submitted to the support office.



Save Jail Population Report

Open Tyler, go to Reports, Booking, and Jail Population Report

Select Preview and save to your computer. (Preferably Downloads Folder)



Convert Dockets & Roster to '.txt'

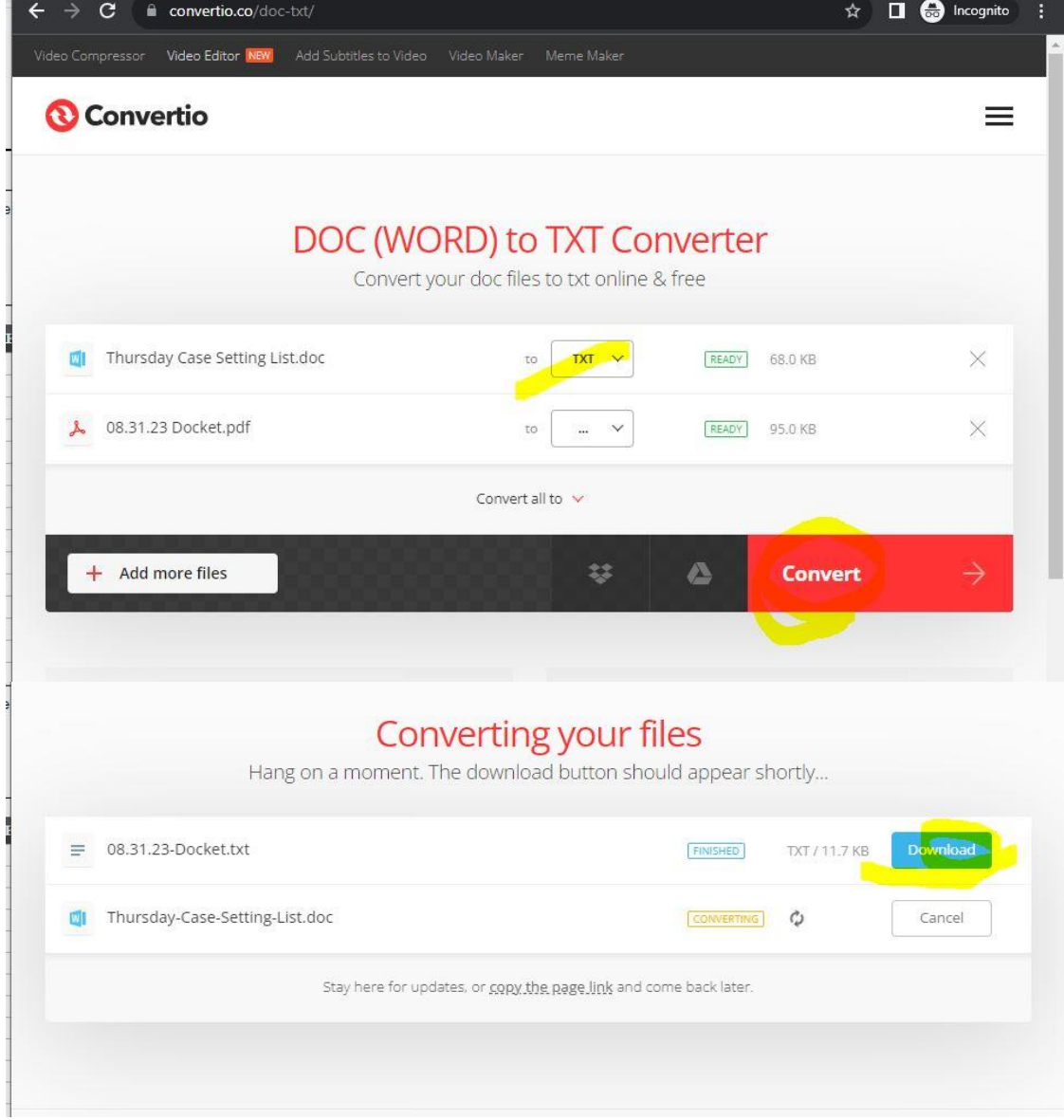
Go to: https://convertio.co (Link also located in (G:), Support, Court)

Select 'Choose Files' or drag and drop the files directly into the browser.

Select the drop-down box and select "Document > 'TXT'".

Press 'convert' and when complete press 'download' to save the '.txt' files to your computer. Check your downloads folder.

Note: The free edition of this site only allows 2 consecutive downloads at a time. You may still do more than this but will have to wait for each to finish before resuming the rest.



Open the Extract Program – docketExtract2024.exe & attach Files

Go to the (G:) drive, Support, Court and click on the program named: docketExtract2024.exe

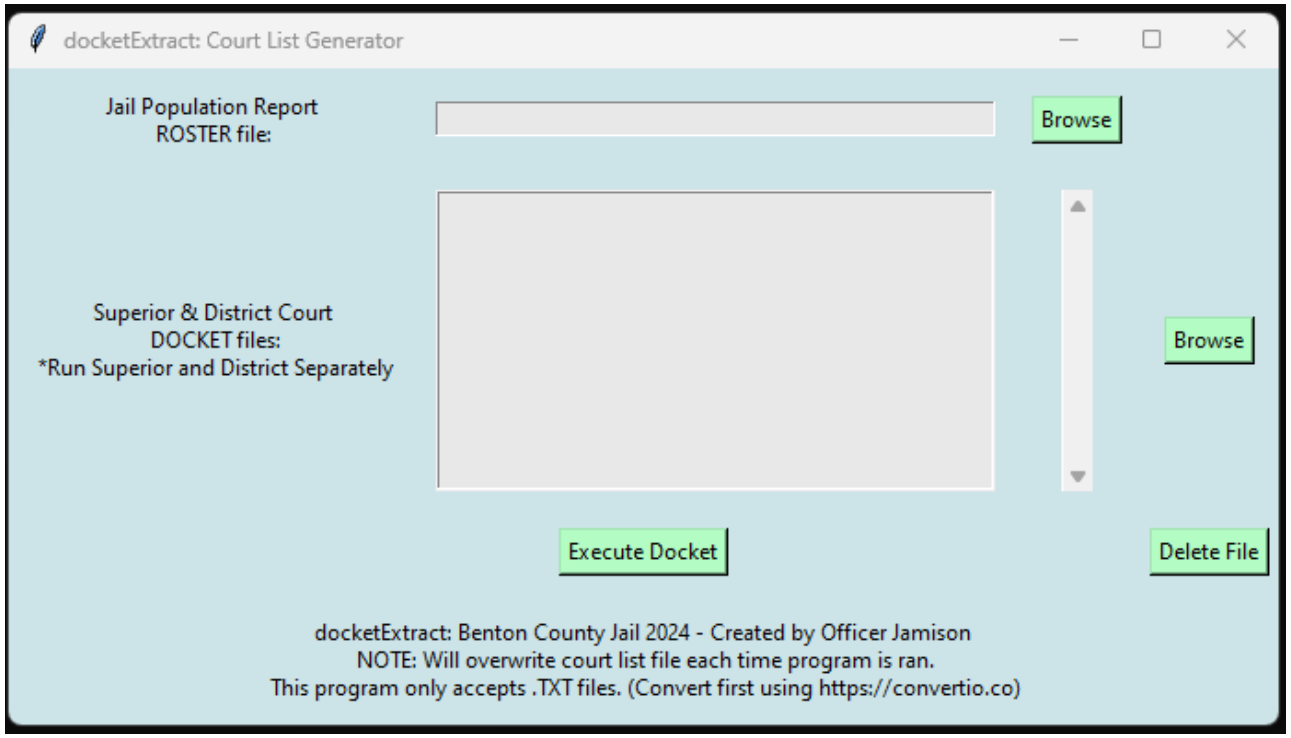
Select the browse button beside ROSTER file and attach your converted .txt jail population report.

Select the browse button beside Docket files and attach your converted .txt superior or district docket.

*Run Superior and District dockets separately.

Next, click ‘Execute Docket’ and a file will be created on your desktop named: ‘court_list.txt’. You may also notice a file named ‘names.txt’ – disregard this one and it can be deleted when you are done.

- Be sure only the docket files you want to run together are attached. If you are done with one and need to delete it, simply highlight the file and press ‘Delete File’.
- Each time this program is executed, it will overwrite the previous court_list.txt file, so be sure to copy & paste the names before running it again.



Transfer the extracted names

Open the ‘Court_List.txt’ file on your desktop and copy & paste and names to a blank court list Word Document.

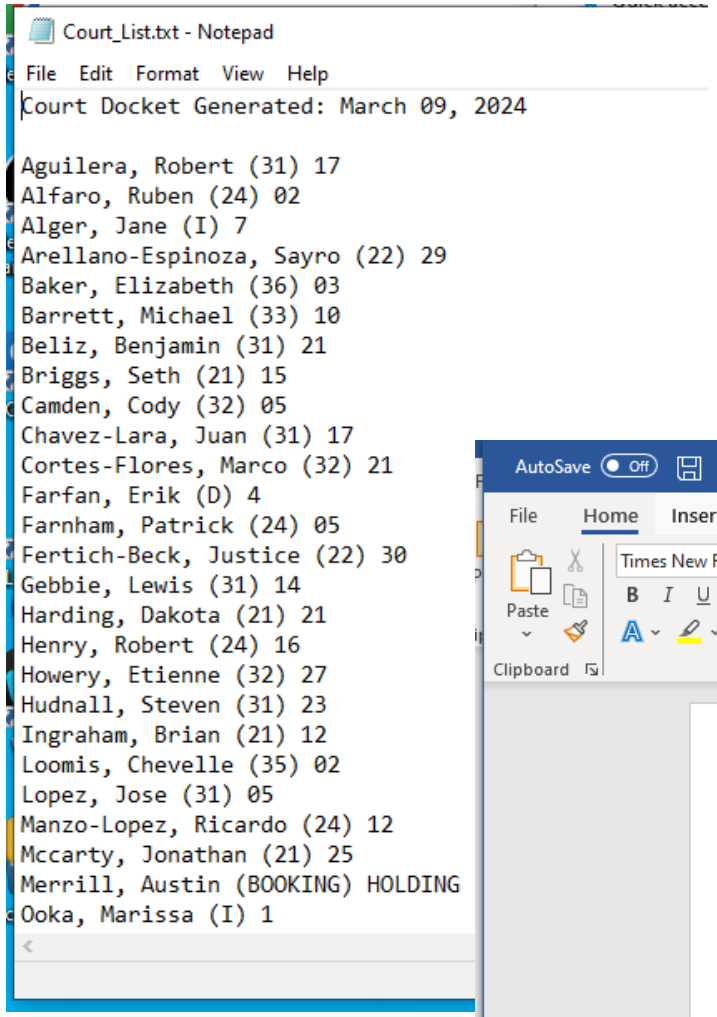
Note: The blank template can be found in the G: Drive, under the court folder.

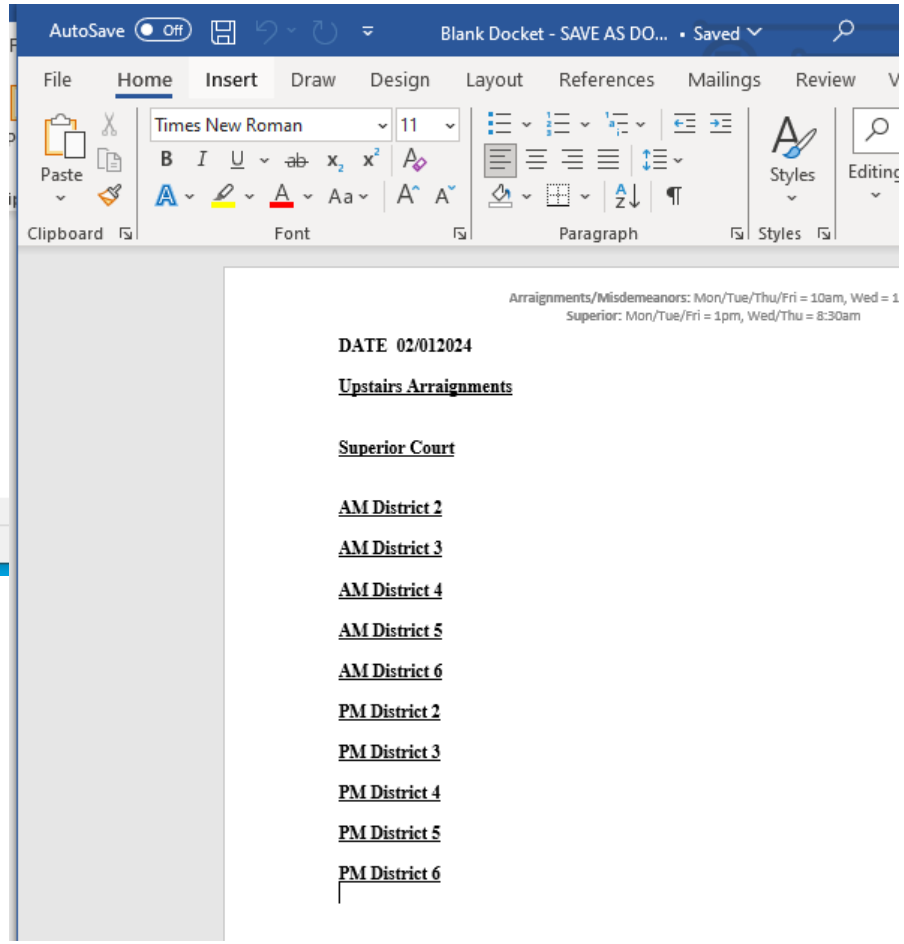
Place all ‘superior’ names under the Superior Court header.

Place all ‘district’ names under their corresponding header: i.e. AM/PM District 1, 2, 3 etc. **(Refer to next page for more formatting help).**

NOTE: Be sure to “SAVE AS” to avoid overwriting the blank file. Save the file to the (G:) drive, Support, Court, and under the correct month folder.

Save the name as the date of court, using the following format: ‘03132024’.





Format the court docket

On the word document, list all the superior court names under **“Superior Court”.**

List all the district court names under the following headings:

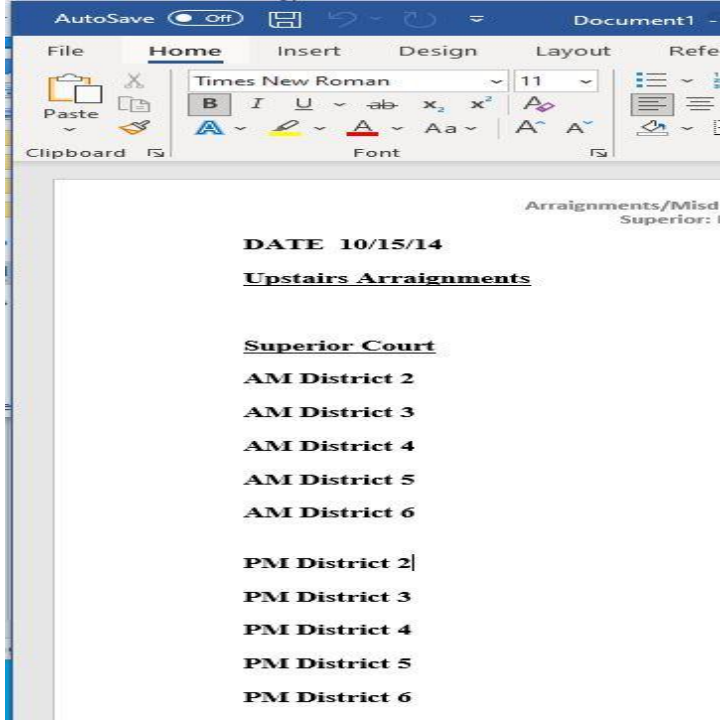
AM District 1, 2, …

Doe, John (pod) bunk

PM District 1, 2, …

Doe, John (pod) bunk

The program will automatically assign the inmates pod & bunk locations. All you need to do is refer to the district docket to see what courtroom they are assigned - if it’s AM or PM and which Courtroom. >>



DL7061PX RNS BENTON COUNTY DISTRICT COURT PAGE: 1
08/30/2023 04:21 PM CASE SETTING LIST BY NAME
PLAINTIFFS/PETITIONERS/DEFENDANTS/RESPONDENTS
08/31/2023 TO 08/31/2023

NAME	DATE	TIME	ROOM
ALVAREZ CANO, JULIA	08/31/2023	01:00 PM	COURTROOM 6
ARGUELLO ACEVEDO, PEDRO	08/31/2023	05:20 PM	VIRTUAL
ARIZAGA TAPIA, J RAFAEL	08/31/2023	08:00 AM	COURTROOM 6
ARMSTRONG, DANE ANTHONY	08/31/2023	01:00 PM	COURTROOM 3
	08/31/2023	01:00 PM	COURTROOM 3
ARREDONDO, NICOLE ANGELICA	08/31/2023	08:00 AM	COURTROOM 4
ARRIAGA, ANGEL CECAR JR	08/31/2023	01:00 PM	COURTROOM 3

Highlight the dockets & turn in with the final court docket names

Finally, highlight the printed court dockets for each name that was generated and turn these in, along with the finalized court list to the support office. This helps the court officers in the morning.

Congrats you completed this tutorial and are now certified to use the court docket extract program!

If you encounter any issues, please reach out to me for help! Thanks

Officer Jamison

Jorael.Jamison@co.benton.wa.us