Court Docket Extract Program

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. You also will want to print these as you will need to highlight and submit to the support office.

Court Docket Extract Program - Tutorial September 22, 2023
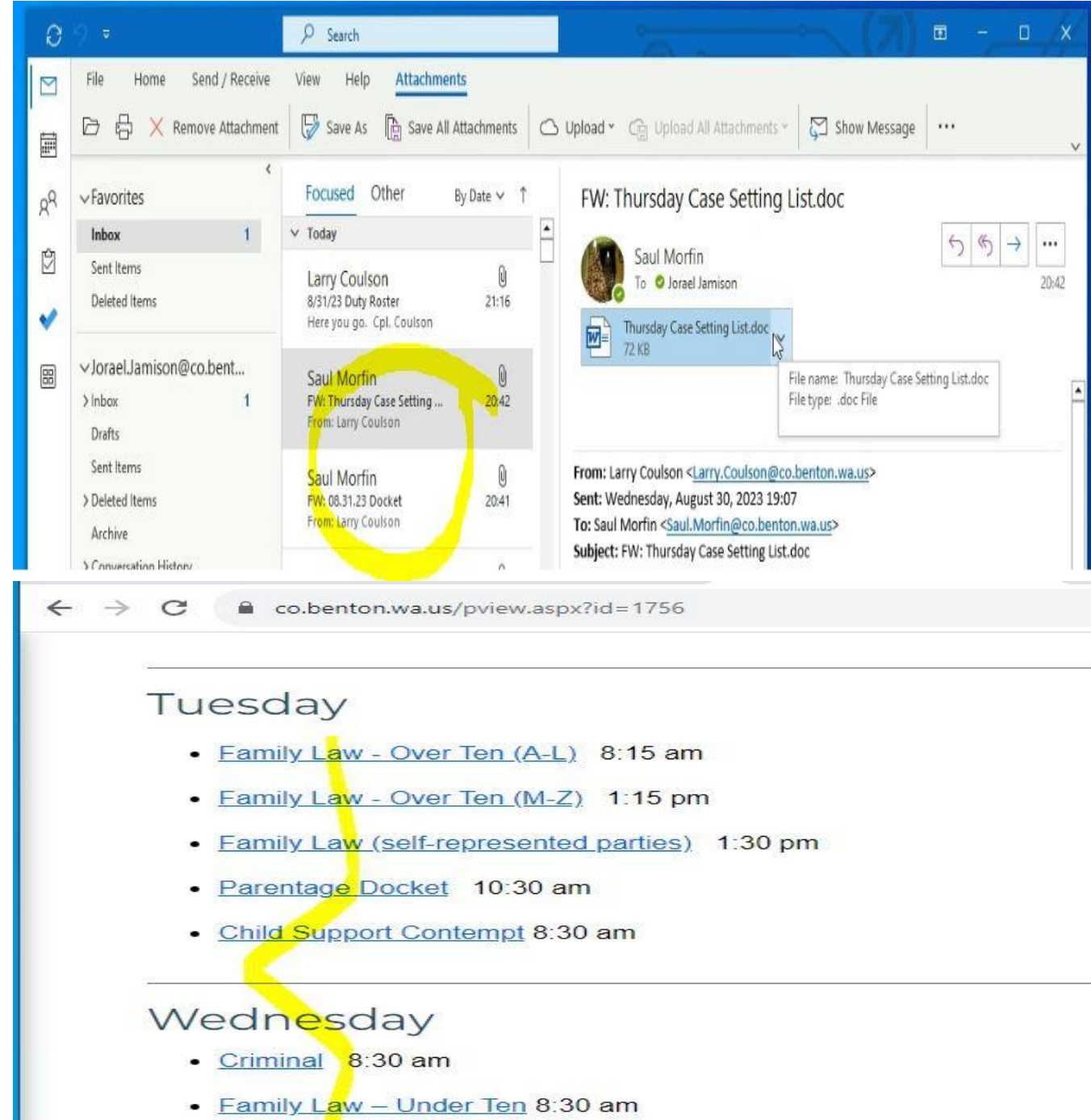
Save Jail Population Report

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

Select Preview and save to your computer.

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Convert Dockets & Roster to '.txt'

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

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

Select the drop-down box and go to Document > 'TXT'.

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

Tip: Re-name these files to something simple as you will need to enter them exactly when running the program. (i.e. docket.txt, superior.txt, or d1, d2...)

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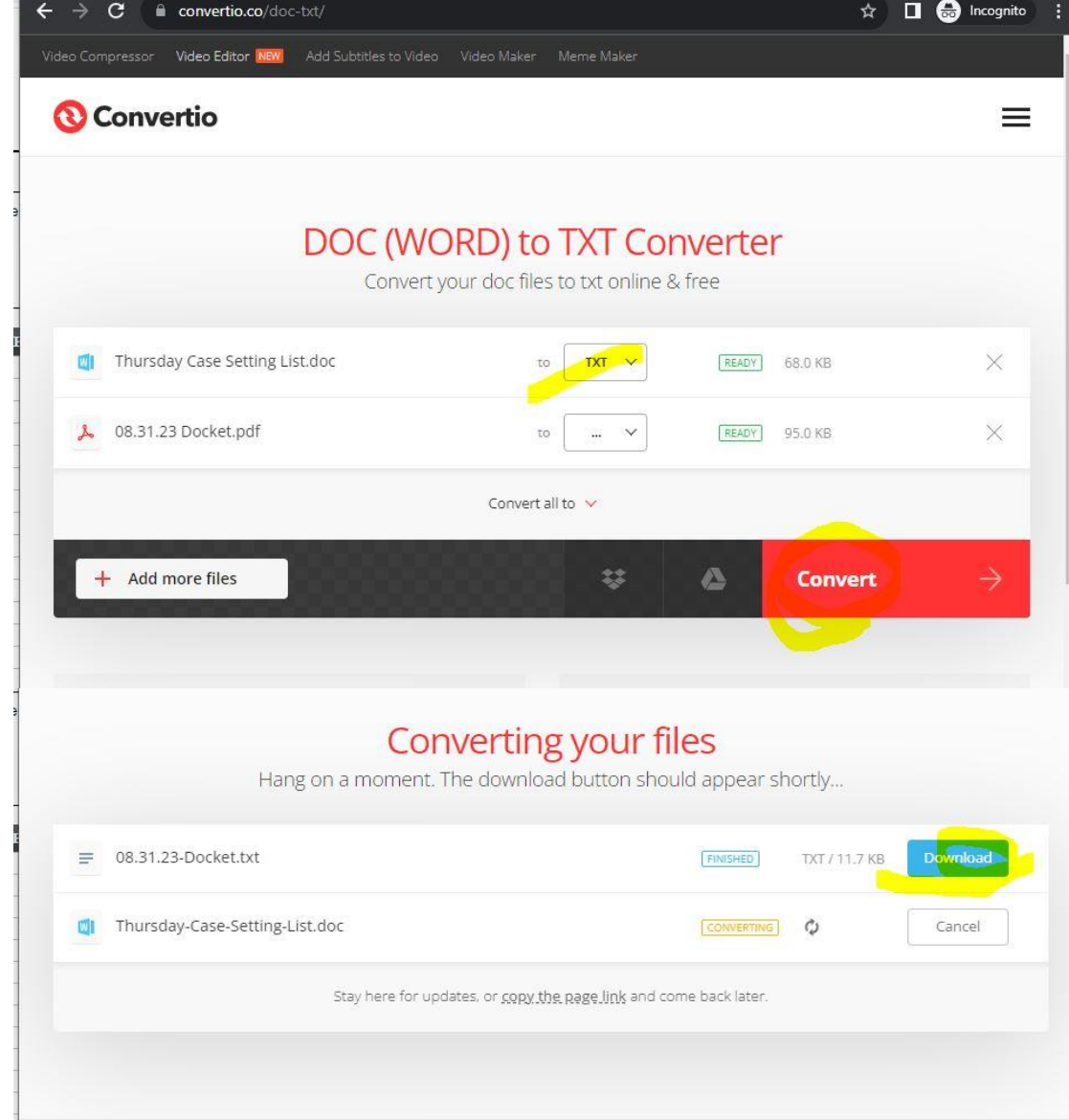
Open the Extract Program – trinket.io & Upload Files

Go to the (G:) drive, Support, Court and click on the link: [Your Python Trinket](#) (Docket Extract Program – trinket.io).

Select the 'up arrow' button to upload your '.txt' roster and docket files.

When all files are uploaded, select the 'play' button to run the program.

First, it will ask for the docket files. File names need to be typed in exactly as they are saved (case sensitive). It is best to run the 'District' and 'Superior' dockets separately as the names need to be separated on the court list to be turned in. If ran together, it will create one giant list.
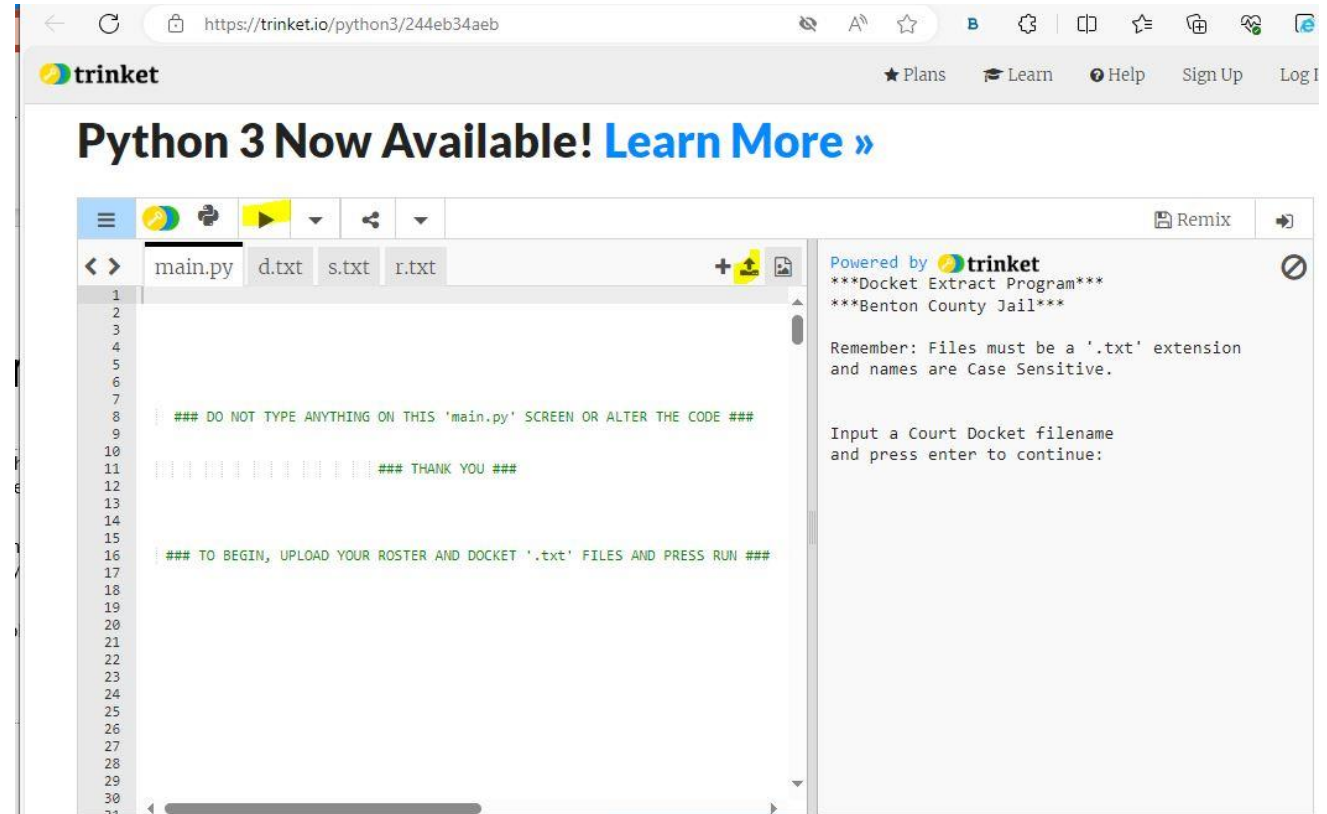
Run the program

When the program is executed, enter the first docket file. In this example 'd.txt' stands for the district docket.

Type 'd.txt' and press enter. It will ask for another docket, if this is the only docket you want to run, do not type anything and hit enter to continue.

Next, it will ask for the jail roster file. In this example I entered 'r.txt' for the roster and press enter.

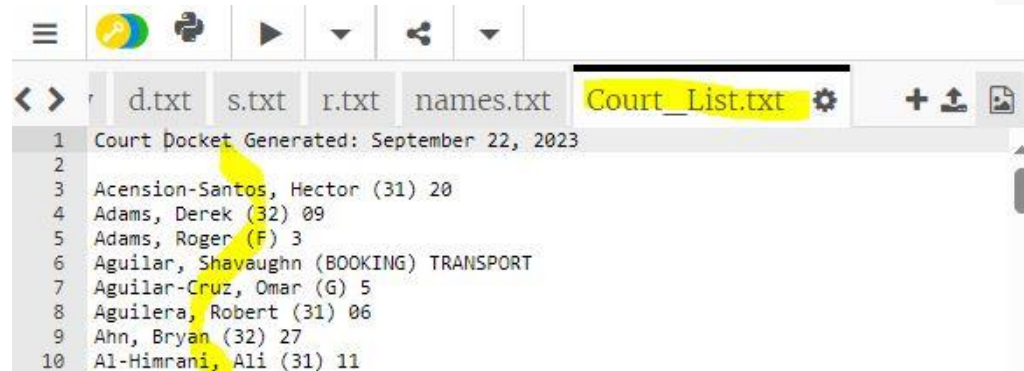Finally, it will let you know the court list has been exported to the 'Court_List.txt' file. Click that tab to view the names.


```
Powered by  trinket
***Docket Extract Program***
***Benton County Jail***

Remember: Files must be a '.txt' extension
and names are Case Sensitive.


Input a Court Docket filename
and press enter to continue:  d.txt
```

```
Powered by  trinket
If you have another docket please enter below.
If not press enter!


Input a Court Docket filename
and press enter to continue:
```

```
Powered by  trinket
Remember: Files must be a '.txt' extension
and names are Case Sensitive.


Input the JAIL ROSTER filename,
press enter to continue:  r.txt
```

```
Powered by  trinket
Thank you for using this program!

Court list exported to the 'Court_List.txt' tab.
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≡     ▶  ▼      <  ▼                                    Remix  →

< >  '  d.txt  s.txt  r.txt  names.txt  Court_List.txt  ⚙  + ⬆ 🖼
     1  Court Docket Generated: September 22, 2023
     2
     3  Acension-Santos, Hector (31) 20
     4  Adams, Derek (32) 09
     5  Adams, Roger (F) 3
     6  Aguilar, Shavaughn (BOOKING) TRANSPORT
     7  Aguilar-Cruz, Omar (G) 5
     8  Aguilera, Robert (31) 06
     9  Ahn, Bryan (32) 27
    10  Al-Himrani, Ali (31) 11
```

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Save the extracted names

Select the 'Court_List.txt' tab and copy and paste the names to a new Word Document. Add a header of 'District or Superior' court based on which docket they were extracted from. We will later break down the names by AM/PM District & the Courtroom #.

Save the file to the (G:) drive, Support, Court, and under the correct month folder. Save the name for whatever date the court will be using the following format: '08312023'.

NOTE: Each time you run the program for a new docket, delete the 'names.txt' and 'Court_List.txt' tabs first.

You will repeat the steps in the last slides for each remaining docket.

To Delete a tab >

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Format the court docket

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

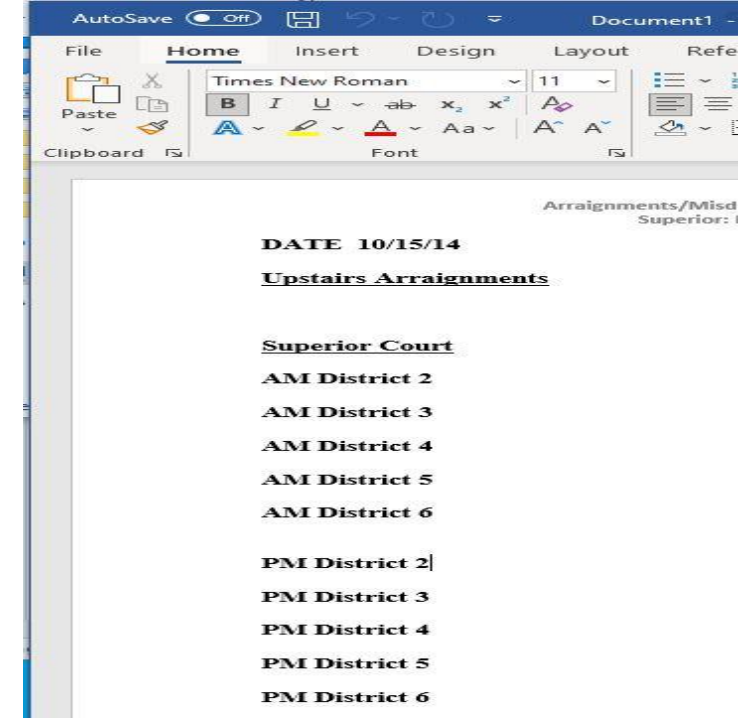List all the district court names under the following headings:

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, so you will just need to refer to the district docket to see what courtroom they are assigned and if it's AM or PM.

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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 – with proper headings, to the support office.

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

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FIX FOR 'vs' NAME ISSUE on Superior Dockets

When using dockets with the following format (name vs name), usually found on Superior Dockets, these will occasionally have names that when extracted will show as 'vs lastname, firstname'. If the 'vs' does not have at least two spaces after, it will cause the name to be missed when cross-referenced to the jail roster.

This is due to a formatting issue when converted from its original format to 'TXT', but an easy fix below.

To identify this, simply upload your docket to the program as usual, and prior to running, scroll through looking for any names on the right-hand side that are only a single space between the 'vs and last name' - as highlighted in the example above.

A quick fix is to simply add one additional space, so there is at least two spaces between the 'vs' and this will extract the name correctly when run.

==Name extraction before fix and after >>==

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