



# Court Docket Extract Application

docketExtract: Court List Generator

Jail Population Report  
ROSTER file:

Superior & District Court  
DOCKET files:  
\*Run Superior and District Separately

docketExtract: Benton County Jail 2024 - Created by Officer Jamison  
NOTE: Will overwrite court list file each time program is ran.  
This program only accepts .TXT files. (Convert first using <https://convertio.co>)

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**Created for the Benton County Jail**

By Officer Jamison

Tutorial

# Gather Court Dockets

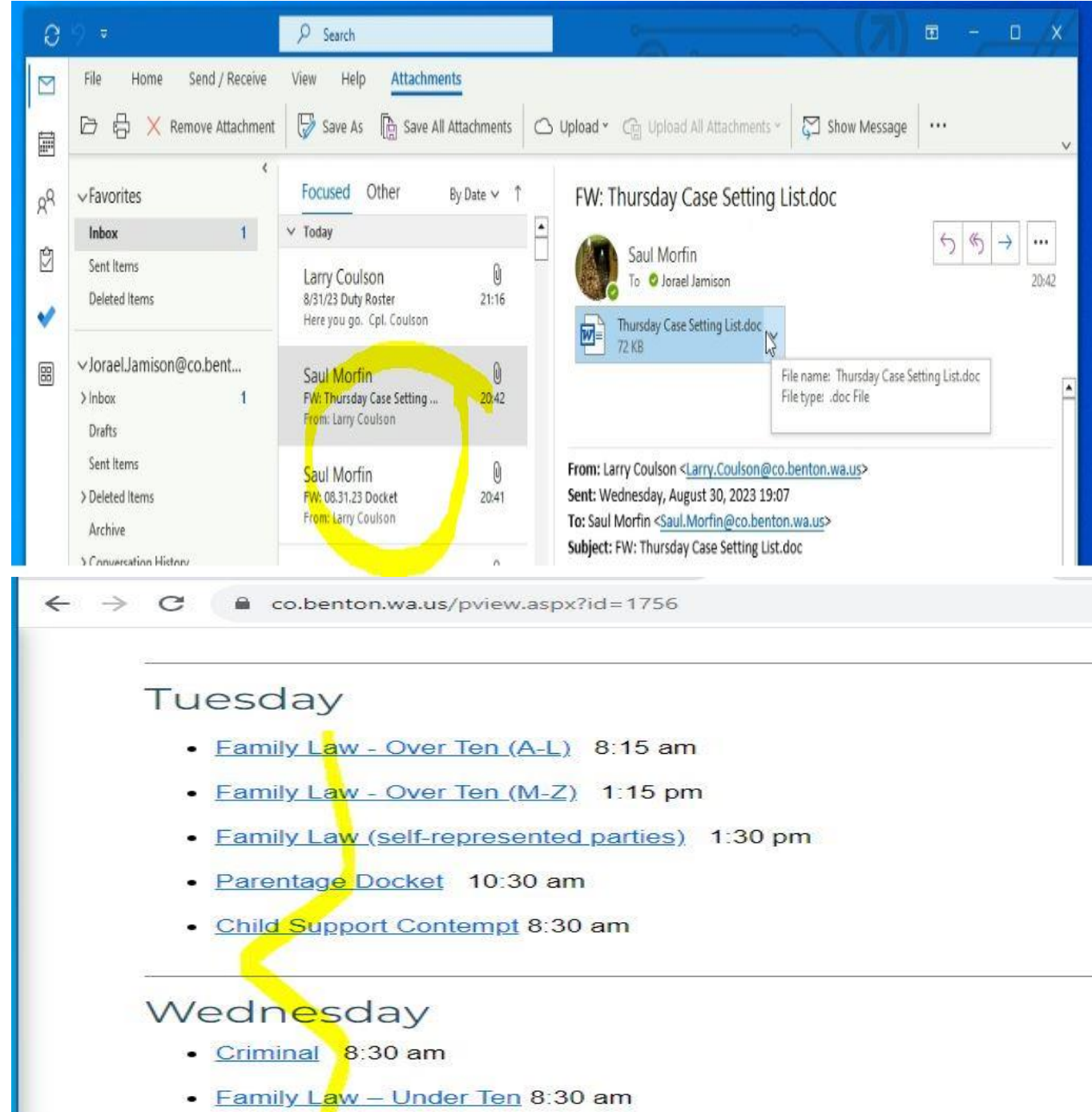
Contact your supervisor to forward you the daily superior & district court dockets.

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)

The screenshot displays the Tyler Public Safety New World Corrections 2022.1 software interface. The main menu on the left includes options like Booking Wizard, Bookings, Inmate Housing, Incidents, Event Tracking, Inmate Grievance Tracking, Messaging, Notification Manager, Persons and Businesses, and Property Tracking. The 'Reports' menu is open, showing a list of reports including Inmate Property Release Report, Intermittent Schedule Report, Jail Population Census Report, Jail Population Report (highlighted), Jail Register, Judges Report, Mail Transaction Listing, Medical History Report, Monthly Daily Average Population Rep, and Outstanding Bond/Bail Listing Report. The 'Jail Population Report' window is open, showing the 'Report Criteria' section with fields for ORI (WA003013C), Facility (BCCD), Thru Date (08/30/2023), Thru Time, Sort Order (Cell/Last Name), and checkboxes for 'Housed Only', 'Holds Only', and 'Show Unused Beds'. The 'Preview' button is highlighted. Below this, the 'Report Viewer' window shows the 'Jail Population Report' for BCCD, with a table of inmate data. The table has columns for Cell, Bed, Prisoner Name, Type, Sex, Race, Age, Jacket No., Booking No., Inmate No., and Days Housed. The data is sorted by Cell/Last Name. The bottom of the screen shows a toolbar with icons for Print, Save, and other functions.

Public Safety New World Corrections 2022.1 - User Jamison, Jorael connected to bipintcmprd.bipintc.org

File View Tools Reports Workspace Window List Help

Booking Wizard

Bookings

Inmate Housing

Incidents

Event Tracking

Inmate Grievance Tracking

Messaging

Notification Manager

Persons and Businesses

Property Tracking

Corrections Booking Entry Reports

Open Help

Component Name

Inmate Property Release Report

Intermittent Schedule Report

Jail Population Census Report

Jail Population Report

Jail Register

Judges Report

Mail Transaction Listing

Medical History Report

Monthly Daily Average Population Rep

Outstanding Bond/Bail Listing Report

Description:

Jail Population Report

BCCD

Report Criteria

ORI: WA003013C

BENTON COUNTY CORRECTIONS I

Facility: BCCD

Benton County Corrections Dept

Thru Date: 08/30/2023 Thru Time:

Sort Order: Cell/Last Name

☒ Housed Only

☐ Holds Only

☐ Show Unused Beds

Report Viewer

E-Mail Excel Export

Jail Population Report

BCCD

Print Date/Time: 08/30/2023 23:51 Login ID: Jamison Thru Date/Time: 08/30/2023 23:59:59 BENTON COUNTY CORRECTIONS DEPT ORI Number: WA003013C

Cell	Bed	Prisoner Name	Type	Sex	Race	Age	Jacket No.	Booking No.	Inmate No.	Days Housed
01	A	ALVAREZ-LOMINGUEZ, ALEJANDRO	Adams County Contract	Male	White	27	55550 A	2023-00004112		28
01	B	GONTER, BRANDON CHRISTOPHER	Local	Male	White	30	88188 A	2023-00004442	1353071	11
02	A	MADOFFER, ISAAC PHILIP	Local	Male	White	41	52236 A	2023-00004127	588133	27
02	B	PEARSON, CHRISTOPHER NOEL	Local	Male	White	39	537862 A	2023-00003929	233236	37
03	B	Sarnoff, Michael	Local	Male	Black/African American	29	83861 A	2023-00004259	1118347	21
04	A	Ono, Cameron Everett	Local	Male	White	34	83845 A	2023-00001011	242645	189
05	B	ATKINS, KEVIN SIMON	Local	Male	Hispanic	18	55555 A	2023-00002343		64
06	B	DOUGLAS, STEPHANIE GERALD	Local	Male	Black/African American	19	552765 A	2023-00004371		14
07	B	GULLAMA, JEDIDIAH SAMUEL	Local	Male	White	31	79860 A	2023-00005098	1116458	275
08	B	FIGUEROA, MICHAEL	Conversion	Male	White	48	30649 A	2021-00003430	218143	691
09	B	PIREZ-MORALES, ABEL	USM Contract	Male	White	29	98772 A	2023-00000073	1241523	238
10	B	OSBORNE, ANDREW GREGG	Local	Male	Hispanic	32	54148 A	2023-00003044		81
11	B	Deman, David Sydney	Conversion	Male	White	59	105828 A	2023-00000960		533
12	B	Barnett, JARED Ridge	Local	Male	White	26	89511 A	2023-00005516	24755	247
13	B	MIRAMON, LUCAS, GERMAN	Local	Male	White	45	539142 A	2023-00000744		204
14	B	AL-KHAWIL, KHUDEIR SALMAN	Conversion	Male	White	61	38773 A	2021-00003816	5906	661
15	B	Ray, Cole Patrick	Local	Male	White	22	432279 A	2023-00003749	1503740	45
16	B	Meyer, Russel Lewis	Conversion	Male	White	48	52486 A	2019-00009630	593854	1435
18	B	Ramirez, Roberto	Local	Male	White	62	6410 A	2023-00003399	363674	51
19	B	GREEN, ADAM ALEXANDER	Local	Male	White	25	284787 A	2023-00003793	1477248	43
20	A	FIGUEROA, SILESTER J	Local	Male	Hispanic/American/Hispanic	33	853481 A	2023-00003817		42
21	B	RUSSELL, JAMES	Local	Male	White	33	853481 A	2023-00003817		33

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11.00 x 8.50 in

# Convert Dockets & Roster to '.txt'

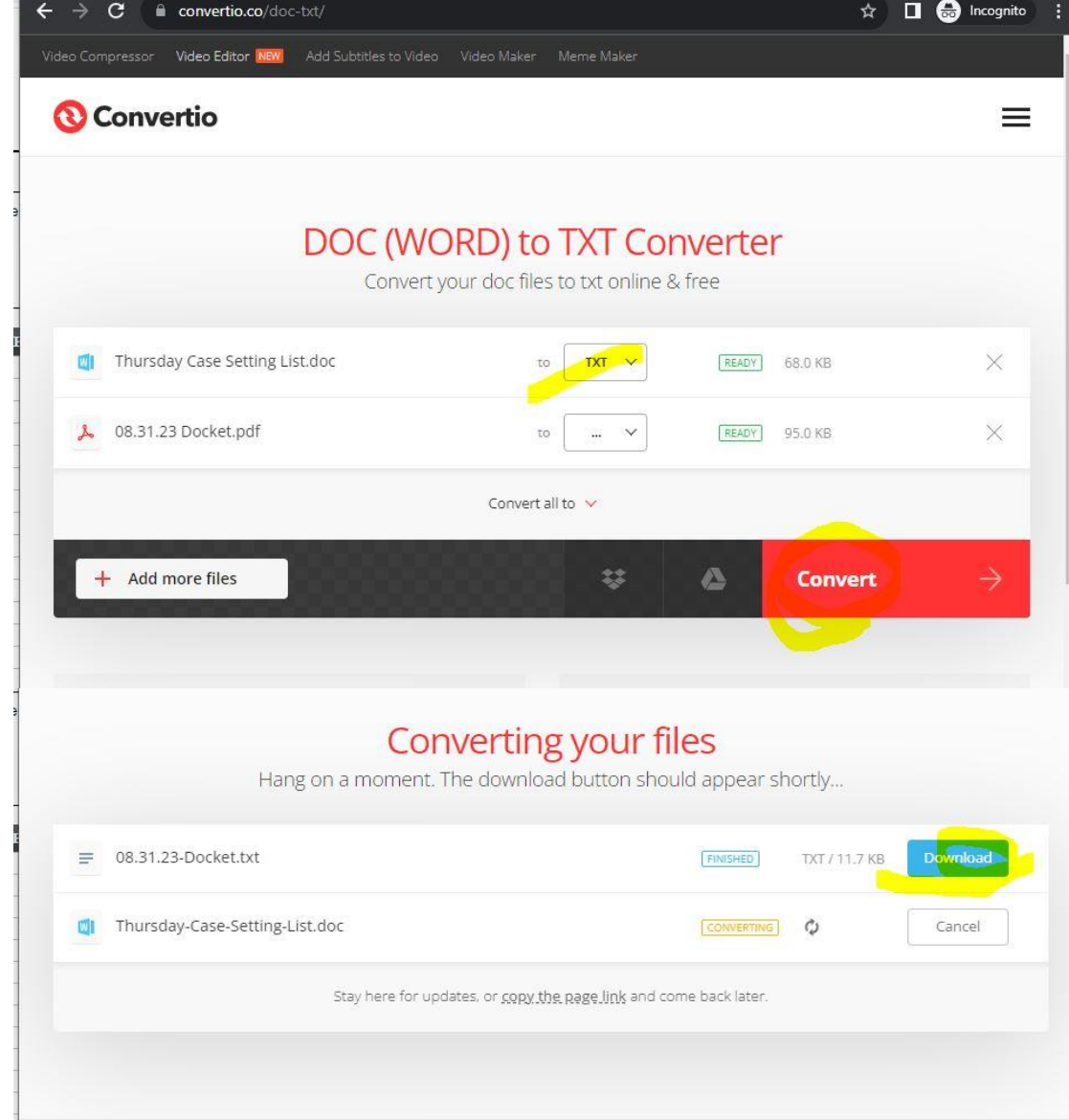
Go to: <https://convertio.co> (Link also located in (G:), Support, Court)

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

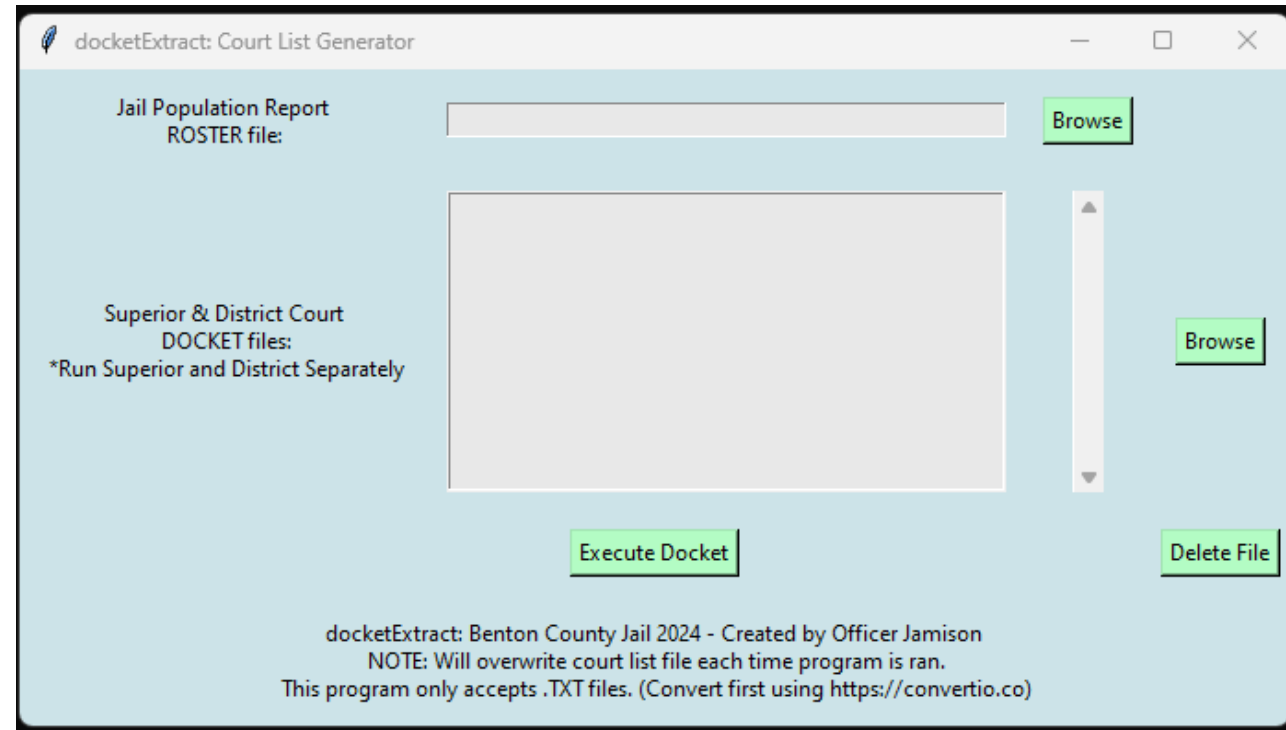
Select the browse button beside ROSTER file and attach your converted .txt jail population report.

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.

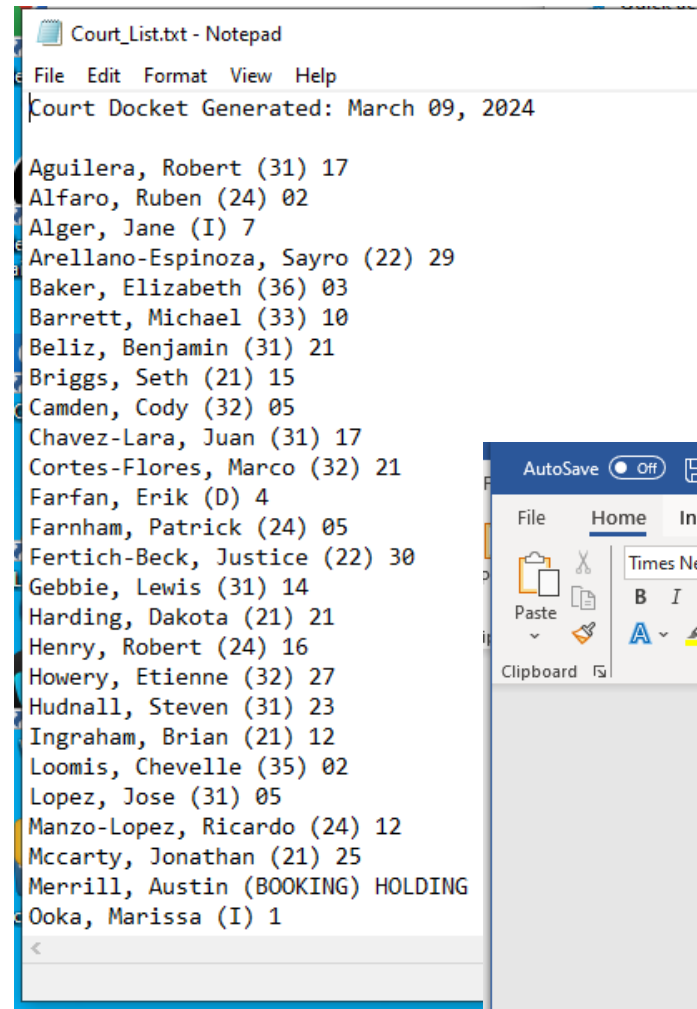
Note: The blank template can be found in the G: Drive, under the court folder.

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).

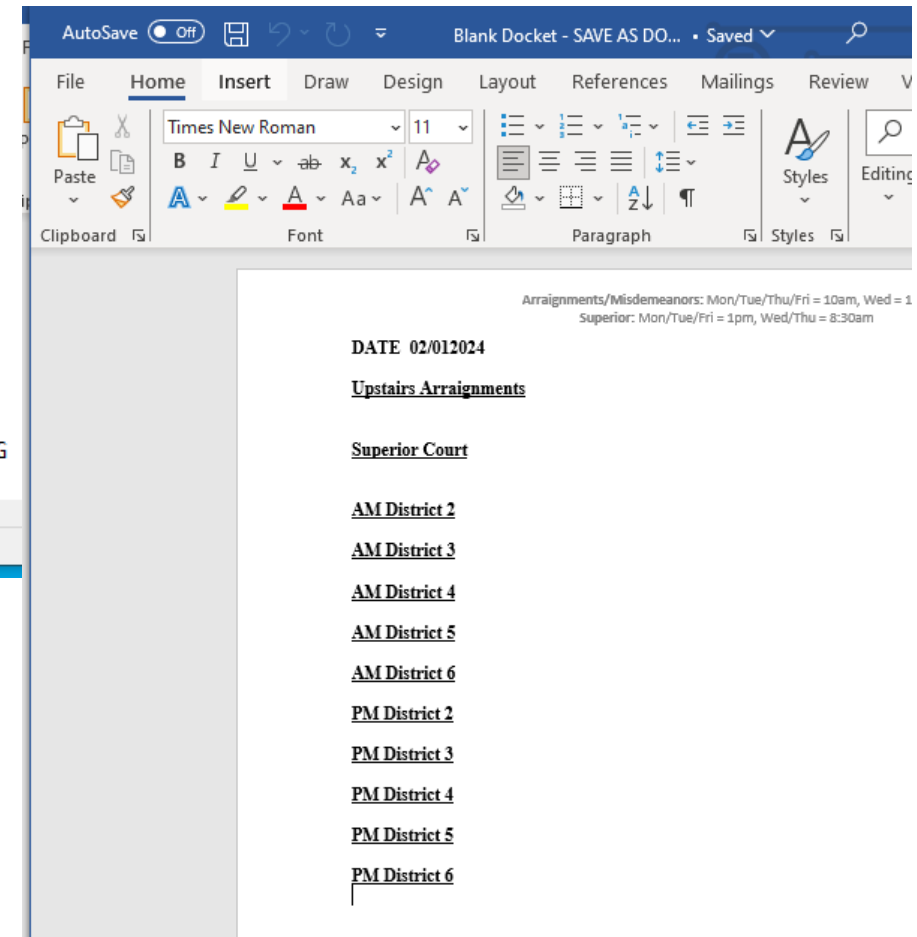
NOTE: Be sure to "SAVE AS" to avoid overwriting the blank file. Save the file to the (G:) drive, Support, Court, and under the correct month folder.

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



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File Edit Format View Help
Court Docket Generated: March 09, 2024

Aguilera, Robert (31) 17
Alfaro, Ruben (24) 02
Alger, Jane (I) 7
Arellano-Espinoza, Sayro (22) 29
Baker, Elizabeth (36) 03
Barrett, Michael (33) 10
Beliz, Benjamin (31) 21
Briggs, Seth (21) 15
Camden, Cody (32) 05
Chavez-Lara, Juan (31) 17
Cortes-Flores, Marco (32) 21
Farfan, Erik (D) 4
Farnham, Patrick (24) 05
Fertich-Beck, Justice (22) 30
Gebbie, Lewis (31) 14
Harding, Dakota (21) 21
Henry, Robert (24) 16
Howery, Etienne (32) 27
Hudnall, Steven (31) 23
Ingraham, Brian (21) 12
Loomis, Chevelle (35) 02
Lopez, Jose (31) 05
Manzo-Lopez, Ricardo (24) 12
Mccarty, Jonathan (21) 25
Merrill, Austin (BOOKING) HOLDING
Ooka, Marissa (I) 1
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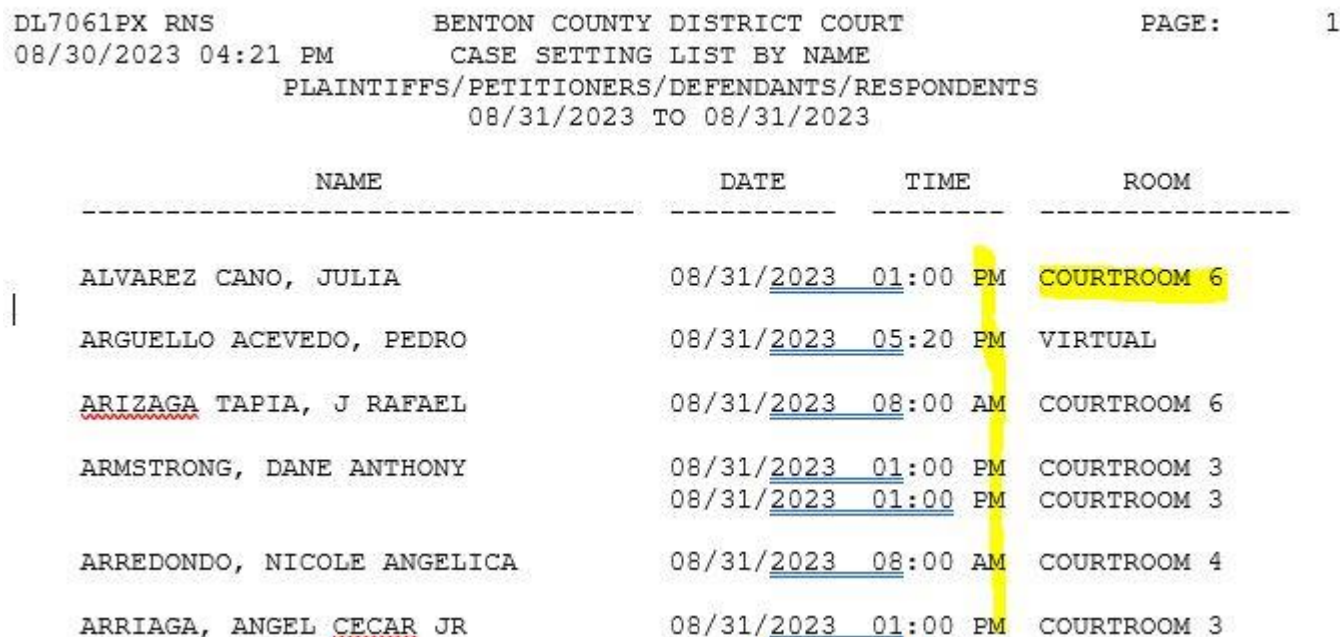
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List all the district court names under the following headings:

Doe, John (pod) bunk

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. >>



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

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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

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