How to: Upload Missing Courtlink Files

Enterprise Content Operations

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You will occasionally get an email (like the one below) saying that certain D files have not been uploaded yet. This is because the job that was supposed to upload the D files failed at some point. You will have to go into the file path, encrypt the files, and upload them to the folder they are supposed to be in. This document will show you the step-by-step process on how to do so.

Hi Kristin,
Looking at the thread, you're saying the following two files weren't delivered as of now (Tuesday 6/1 18:45) - from the thread, it appears these are for Thomson Reuters?
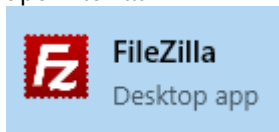Yes – that is correct.
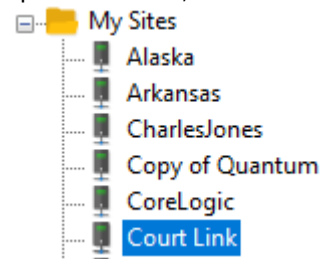D220526.zip
D220527.zip

Steps:

1. RDP into ALAWPOKCWTS202. Use your password instead of your pin number.
2. Open fileZilla

3. Press the button with the 3 computers and arrow (in the top left hand corner)

4. Open Court Link/New Site 4

5. Map the network drive that pops up (it should be \\alawpokcdat200\CORE_Processing\Automated_Data\DataFile\Projects\NewYork\NYBN\)
6. Click the NY4x folder

7. Move up the folders from the email you have received
8. open pgp
9. Click "New keyring"
10. Open file explorer
11. Paste this path into the search box: \\alawpokcdat200\DataProcessing\output\PGPKeyFile
12. copy both "prsuperi" files and paste them into the New Keyring box
13. Hit OK

14. Drag the newly made keyring to "All keys"

15. Click "New PGP zip"
16. Drag and drop each D file one by one, as 2 files cannot be encrypted at the same time
17. Once the zip files have been turned into PGP files, head back to \
\\alawpokcdat200\CORE_Processing\Automated_Data\DataFile\Projects\NewYork\NYBN\
18. Copy/paste each PGP file into the "West" folder

19. Head back to FileZilla. Disconnect from Court Link
20. Connect to ThompsonReuters - NY 2

21. Copy/paste each PGP file into the "upload" folder

You're now done uploading the files! Be sure to delete the files once you're done with them. To clarify, do not delete them from the "West" or "Upload" folders. Thompson Reuters will handle the files from there. Be sure to reply to whomever sent you the email regarding the missing D files. Tell him/her that you have uploaded the files. Have him/her confirm that the files have been received.

Point of Contact

Message Alice.lee@lexisnexisrisk.com[1] if there are any issues with NYRUC files not showing up/needing to be delivered.

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