

## SCOMIS Basic Commands

↵ = Enter

Find What?	COMMAND	SECTION	CAUSE #	
Attorney	<b>SEARCH</b>	<b>ATTORNEY</b> ↵		Global search for attorney in WSBA list. Results will include address and phone number.
Attorney(s) in a case	<b>DISPLAY</b>	<b>NAMES</b>	<b>YES</b> ↵	Cursor up to the attorney's name and select F5 to get address, phone, and Bar No. for specific attorney.
Calendar Matters	<b>DISPLAY</b>	<b>CALENDAR</b> ↵		Insert date range and indicate <ul style="list-style-type: none"> <li>• "D" for detailed list of case numbers and case names, or</li> <li>• "T" for just total number on docket calendar.</li> </ul>
Case Report	<b>COPY</b>	<b>CASE</b>	<b>YES</b> ↵	Produces report that includes the following screens: Basic, Name, Charge, Sentence, Proceeding and Docket. Report appears in Print Domain.
Case Report Print	<b>PRINT</b>	<b>CASE</b> ↵		Place "X" to print item and ↵
Cause Number	<b>SEARCH</b>	<b>INDEX</b> ↵		<ul style="list-style-type: none"> <li>• Indicate Case Type 1-9</li> <li>• Limit dates (e.g.,2005-2006) for faster search</li> </ul>
Charge(s)	<b>DISPLAY</b>	<b>CHARGE</b>	<b>YES</b> ↵	
Docket	<b>DISPLAY</b>	<b>DOCKET</b>	<b>YES</b> ↵	
Docket Code ( <i>listing of specified docket codes within a cause number</i> )	<b>FIND</b>	<b>DOCKET</b> ↵		Takes you to a screen to insert cause number and the docket code you want to search. Docket Codes are available in <i>SCOMIS MANUAL</i> under <i>Docket codes</i> .
Names <ul style="list-style-type: none"> <li>• Litigants</li> <li>• Participants</li> <li>• Attorneys</li> </ul>	<b>DISPLAY</b>	<b>NAMES</b>	<b>YES</b> ↵	
Sentence	<b>DISPLAY</b>	<b>SENTENCE</b>	<b>YES</b> ↵	
Status	<b>DISPLAY</b>	<b>STATUS</b>	<b>YES</b> ↵	
Status (detailed) <ul style="list-style-type: none"> <li>• Resolution Code</li> <li>• Resolution Date</li> <li>• Completion Code</li> <li>• Completion Date</li> <li>• Filed Pending Resolution</li> <li>• Resolved Pending Completion</li> <li>• Post Completion</li> <li>• Time Standards</li> </ul>	<b>DISPLAY</b>	<b>SUMMARY</b>	<b>YES</b> ↵	
Status and Basic Case Information	<b>DISPLAY</b>	<b>BASIC</b>	<b>YES</b> ↵	
Switch County	<b>COUNTY</b>	<b>Name of County</b> ↵		

DISPLAY CALENDAR OPTIONS

COMMAND: **DISPLAY**

SECTION: **CALENDAR**

Select Date

Select Calendar to View

```
JSM025  DISPLAY CALENDAR          TRAINING SUPERIOR  11-05-09 10:37  1 OF  1
                                MOTION CALENDAR W/ CONT SEQ
                                11/10/2009  THROUGH  11/10/2009

--CASE NO.--  -----ACTION-----  -----CASE TITLE-----
01-1-00701-5  NOTICE OF HEARING      STATE OF WASHINGTON VS ADELEROTH, RHODA
              1 SETTING FOR M - MOTION CALENDAR W/ CONT SEQ
              1 TOTAL SETTING FOR TUESDAY, NOVEMBER 10, 2009

Type:  DISP DOCK   DISP SENT
       DISP NAME   DISP BASI
       DISP CHAR   DISP SUMM

? ↑ DISP DOCK          F5=Next F7=Bwd F8=Fwd PA1=Cancel  SEND/TOTAL/DETAIL
```

At **blinking cursor** in bottom left-hand corner, type any one of the shortcuts listed above and cursor up to the case you wish to view, and then **ENTER**. The result will be the requested screen for that case only. <Page Up> to go back to the previous screen.