



Browse & Attach Images

How to Upload Images as Attachments

This tutorial will show the user how to upload existing PDF images and attach them to Docket Entries. These attachments can be added when a new Docket Entry is created or to any existing Docket Entry.

Step-by-step

How to Upload Attachments

1. Create a new Docket Entry or navigate to and select the docket event you'd like to add an attachment to.

Case Docket Entries			Add New Docket Entry
Date	Category	Description	
01/15/2026	ACKNOWLEDGEMENT	ACKNOWLEDGEMENT	
01/15/2026	SHERIFF RETURN OF SERVICE	SHERIFF'S RETURN - REAL ESTATE SALE SHERIFF COSTS: \$15.00	
01/14/2026	ORDER OF COURT	ORDER OF COURT	

2. On the Docket Entry Details flyout, select "Capture Document" at the bottom of the flyout.

Documents

[Capture Document](#)

☐ Date ↓

Description ↑↓

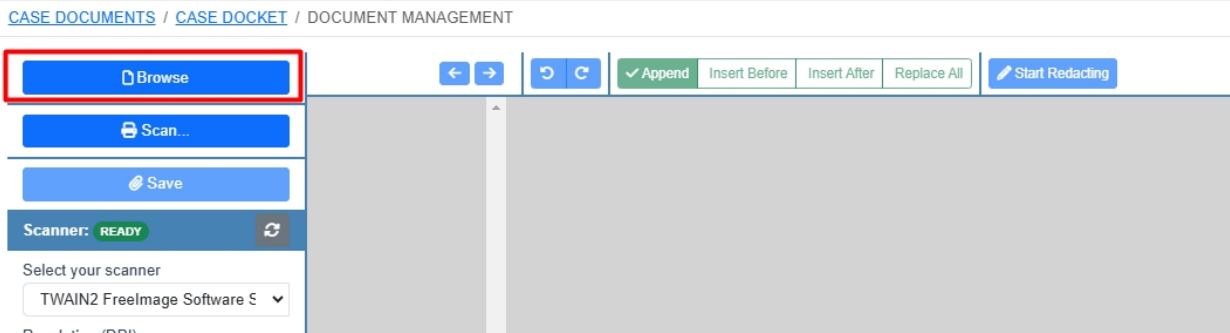
Pages

Initials ↑↓

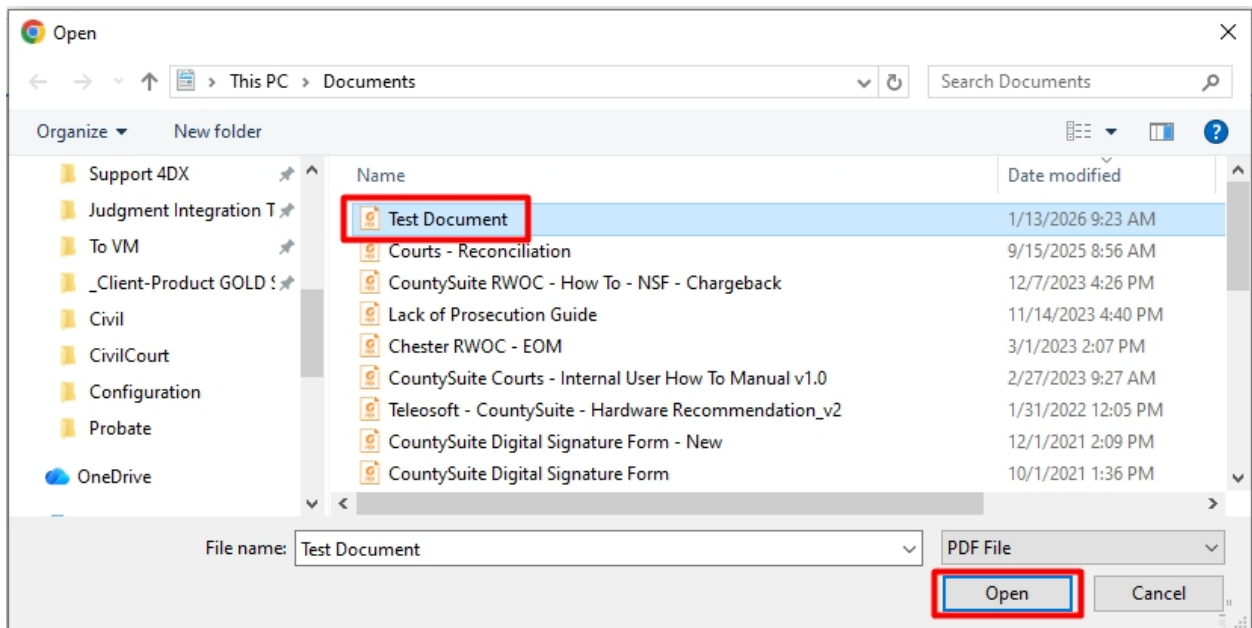
No documents exist for this record.

3. Select "Browse" to search for Existing the PFD file to attach to the Docket Entry.

×

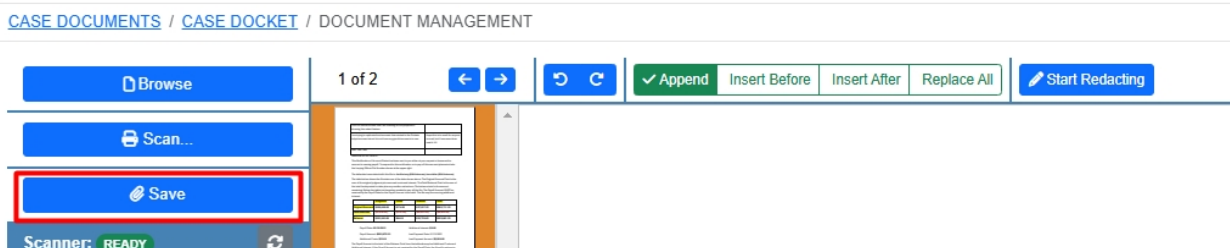


4. Choose the desired PDF file and select “Open”.



5. Click Save.

×



6. You will now see an attachment entry in the “Documents” section on the docket entry.

☐	Date ↓	Description ↑↓	Pages	Initials ↑↓	
☐	01/15/2026 9:47 AM	S-0004-2026_ACKNOWLEDGEMENT_01152026094328	2	OK	Edit
Delete Selected		View Selected (Merged)			

How to Delete Attachments

1. Navigate to the Docket Entry to delete the desired attachment(s).

Case Docket Entries			Add New Docket Entry
Date	Category	Description	
01/15/2026	ACKNOWLEDGEMENT	ACKNOWLEDGEMENT	
01/15/2026	SHERIFF RETURN OF SERVICE	SHERIFF'S RETURN - REAL ESTATE SALE SHERIFF COSTS: \$15.00	
01/14/2026	ORDER OF COURT	ORDER OF COURT	

2. Select the attachment or as many attachments that need to be deleted by checking the box(s).
3. Select "Delete Selected".

☒	Date ↓	Description ↑↓	Pages	Initials ↑↓	
☒	01/15/2026 9:47 AM	S-0004-2026_ACKNOWLEDGEMENT_01152026094328	2	OK	Edit
Delete Selected		View Selected (Merged)			

4. Warning Prompt will appear. Click Yes to finish deleting documents. This action can not be undone.

