

CLERK OF THE DISTRICT COURT MANUAL

25.0 CASE FILE FOLDER

Revised October 2006

The case file folder contains all papers filed in a case. ISTARs prints out a label that contains all of the information required on the file. If you choose not to use this procedure, please assure that the information below is contained on the outside of the file folder:

Criminal:

Case Number

County

Plaintiff and Defendant Name

Charges 1 through 3

Attorney for Prosecution

Attorney for Defense

Civil:

Case Number

County

Plaintiff and Defendant Name

Attorney for Plaintiff

Attorney for Defense

Juvenile:

Case Number

County

Subject and Party Name

Attorney for Subject

Attorney for Party

The ISTARs computer system has the capability to print out case file folder labels as outlined above. This process requires a dedicated printer.

Clerks may wish to utilize a color coding scheme to facilitate the storage and retrieval of court files. Several vendors manufacture case file folders that allow color coded case numbering to be attached. A color coding scheme reduces the possibility of mis-filing case files.