Virginia Specialty Docket IT Database
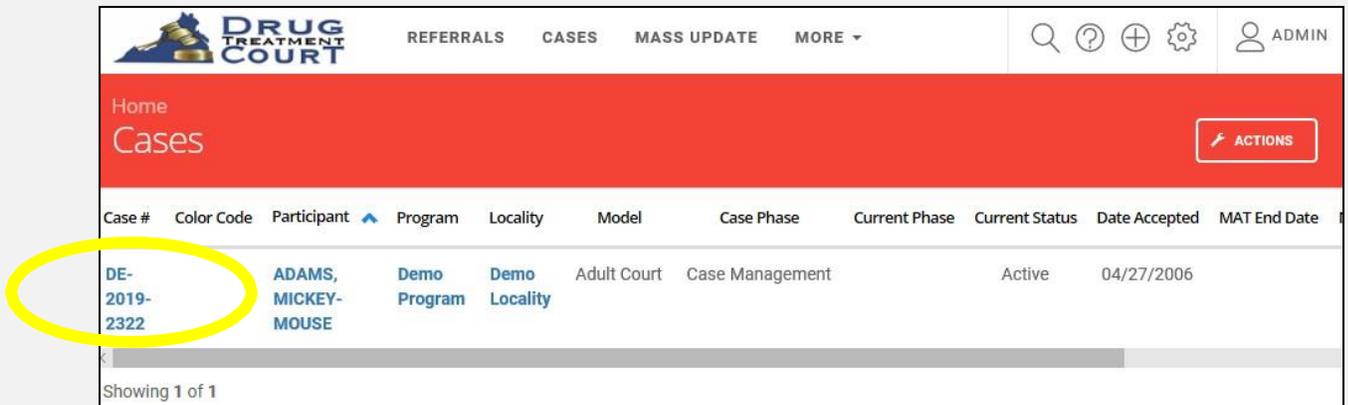**Recording Program Exits**

A participant is exiting our Specialty Docket Program. How do I update the database?

1. Connect to the VPN.

2. Log into the Virginia Specialty Docket Database.
   https://web-rxcourt-01.vacourts.gov/

3. Click Cases.

4. Once the list of Active Cases populates, locate the appropriate case number

   for Mickey- Mouse Adams. Click the blue hyper-linked case number.

5. Once the **Cases Details** page loads, click **Actions**.

Specialty Docket Division
Department of Judicial Services
Office of the Executive Secretary
6/04/2020

6. At **Actions**, click **Termination**.

7. At **Reason for Termination**, select the most appropriate option.

8. At **Exit Date**, enter the date of the successful completion, termination, or withdrawal.

9. Click **Submit**.

Reason for Termination *

Graduated ✕

Exit Date

08/01/2019

Asterisk (*) fields are required.

CLEAR   SUBMIT

Frequently Asked Questions

1. Can I update Participant A's exit status with the Update Status action?

      No. The **Update Status** action **should not** be used to identify program exits. To ensure the Quarterly and Progress Assessments are coded correctly and include the appropriate participants, please follow the nine (9) steps listed above.

2. I used the Update Status action to note the exit (i.e. graduation, termination, or withdrawal) of previous participants. How do I correct this?

      Locate the participant's case and follow the steps above to correctly exit a participant from your program.

Tip: The participant's current status is no longer Active, so you will need to use the **Filter** action to locate the participant's case. See below for instructions.

1. Once you have logged into the Specialty Docket IT database, access the **Cases** module (click **Cases**).
2. Once the list of Active cases loads, click **Actions**.
3. Click **Filter** from the list of options at **Actions**.

4. The Filter Cases webpage will populate.

5. At **Current Status** (6th option on the left), de-select **Active**.

6. A drop-down menu will appear. Select the status that corresponds to the participant's current status. Typically, the status will be Completed Drug Court or Did Not Complete Drug Court.

7. Click **Filter**.

8. Once the new list of cases populates, click the hyper-linked case number that corresponds to the participant.