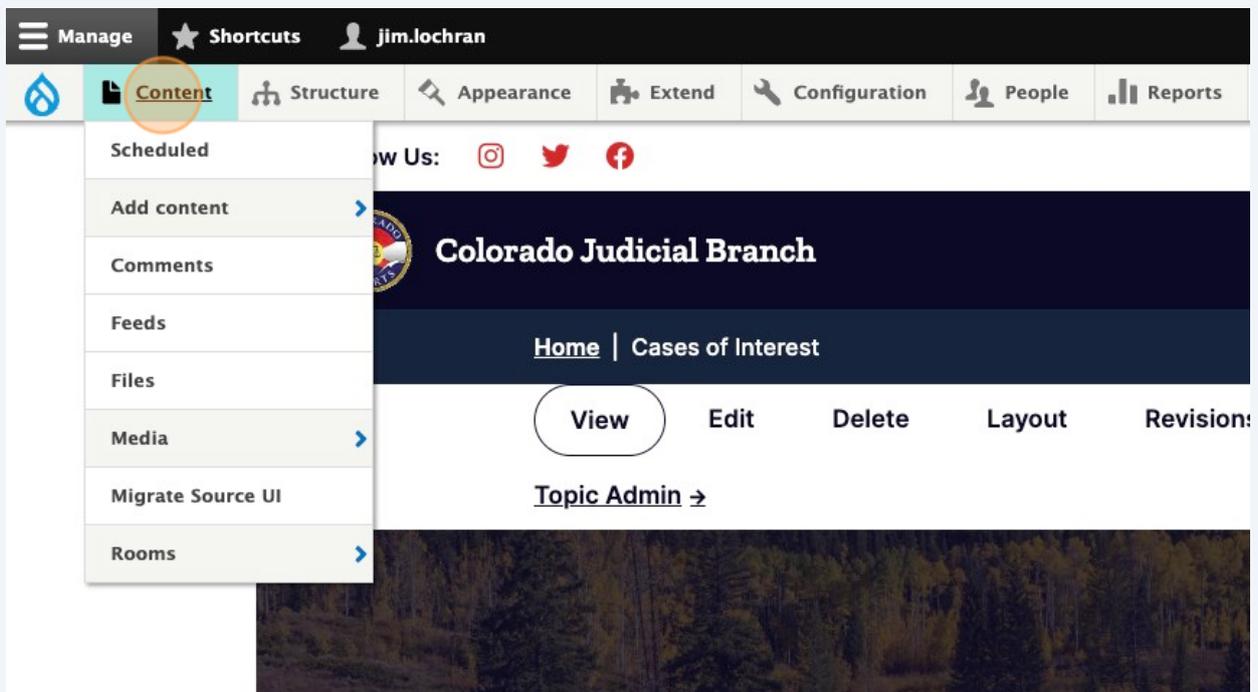


Adding a Case of Interest

1 Navigate to live-colorado-judicial-branch.pantheonsite.io/c...

2 Click "Content"



3 Click "Add content"

Home > Administration > Content

Content ★

[Content](#) [Comments](#) [Feeds](#) [Contacts](#) [Files](#) [Rooms](#) [Comp](#)

+ Add content

Title	Content type	Published status	Auth
<input type="text"/>	- Any -	- Any -	<input type="text"/>

Enter

Filter

4 Click "Case of Interest"

- > [Ballot Initiative](#)
- > [Bond Hearing Office](#)
- > [Bond Hearing Schedule](#)
- > [Case Announcement](#)
- > [Case of Interest](#)
- > [Chief Judge Orders And Directives](#)
- > [Chief Justice Directive](#)
- > [Contact](#)
- > [Court Resource](#)

5 Click the "Title" field.

The screenshot shows a Drupal administration interface. At the top, there is a navigation menu with icons for Content, Structure, Appearance, Extend, Configuration, People, and Reports. Below the menu is a breadcrumb trail: Home > Node > Add Content > Create Case of Interest. The main heading is "Create Case of Interest" with a star icon. The form contains a "Title*" field, which is a text input box with a vertical cursor and a green border. An orange circle highlights the top-left corner of this field. Below the title field is a "County" section, which includes a search icon, a text input box, and a magnifying glass icon.

6 Copy the case title from the existing Colorado Judicial site

7 Start to type the name of the County the case is associated with.

Title *

Amie Bowlen Wallace v. Josiah W. Ellis, Richard P. Slivka and Mary J. Kelly

County

+

Ar

+

Add another item

Case Number

Court Type

8 Click "Arapahoe County"

Amie Bowlen Klemmer and Beth Bowlen Wallace v. Josiah W. Ellis, Rich

County

+

Ar

Arapahoe County

+

Add another item

Case Number

Court Type

- No

Archuleta County

Clear Creek County

Garfield County

Kit Carson County

9 Add the case number from the existing Colorado site

County

↕ Arapahoe County (11) 🔍

Add another item

Case Number

Court Type

- None - ▾

Date

mm/dd/yyyy 📅

10 Click this dropdown and select county court

Add another item

Case Number

19PR30197

Court Type

- None - ▾

Date

mm/dd/yyyy 📅

Summary

Paragraph ▾ **B** *I* @ - 📄 Source 📄 ▾ Choose lang... ▾ 🗣️

11 Click the "Date" field.

Add another item

Case Number
19PR30197

Court Type
County Court

Date
mm/dd/yyyy

Summary
Paragraph **B** *I* Source Choose lang...

Text format Full HTML

12 Click the "Date" field.

Add another item

Case Number
19PR30197

Court Type
County Court

Date
mm/dd/yyyy

Summary
Paragraph **B** *I* Source Choose lang...

Text format Full HTML

13 If there is any text on the existing Colorado site add it here

Case Number
19PR30197

Court Type
County Court

Date
07/13/2021

Summary
Paragraph **B** *I* Source Choose lang...

Text format Full HTML

14 Add media files here - This is set up to accept the case where a file can have supporting files. If there isn't a need for supporting files then only use the media with Child field.

Files

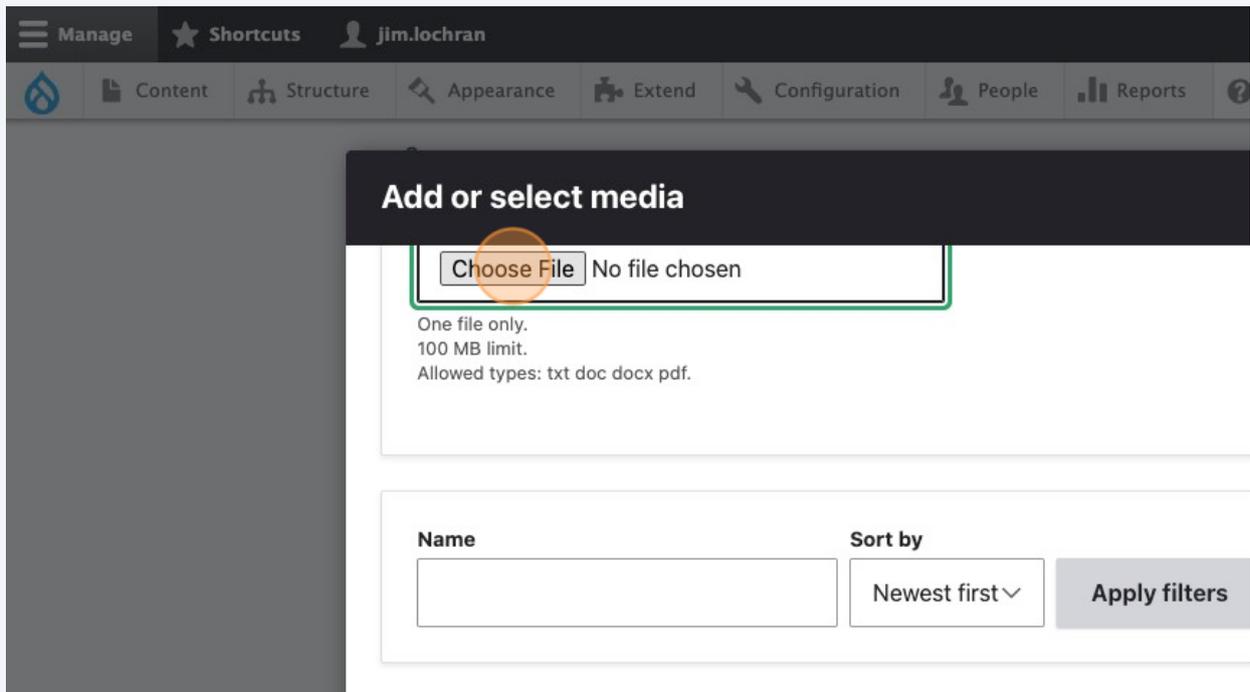
Media with Child ...

File
No media items are selected.
 Opening media library.

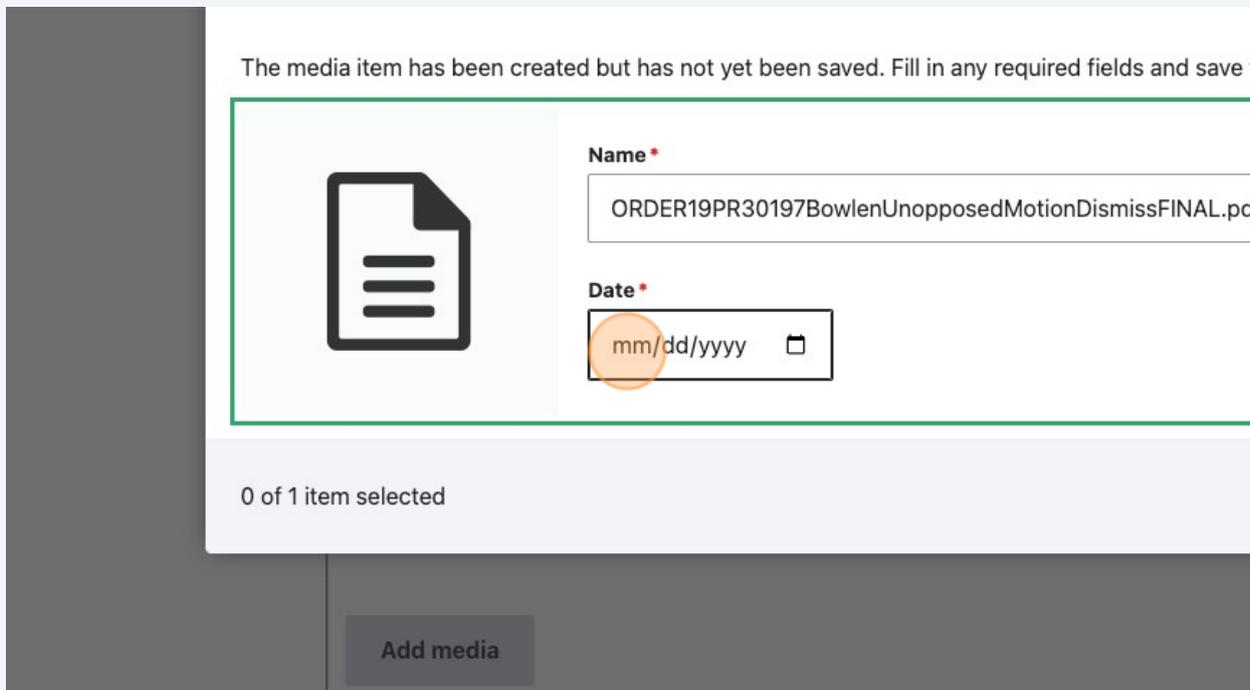
One media item remaining.

Supporting Files
No media items are selected.

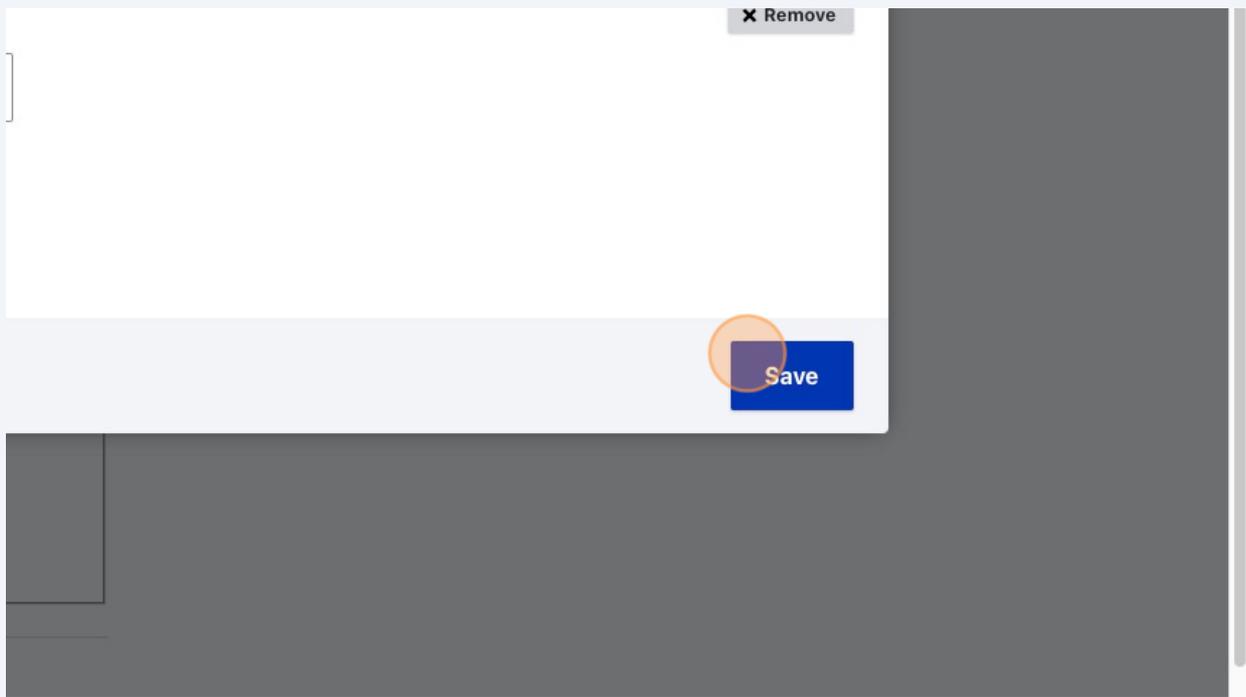
15 Click the "Add file" field.



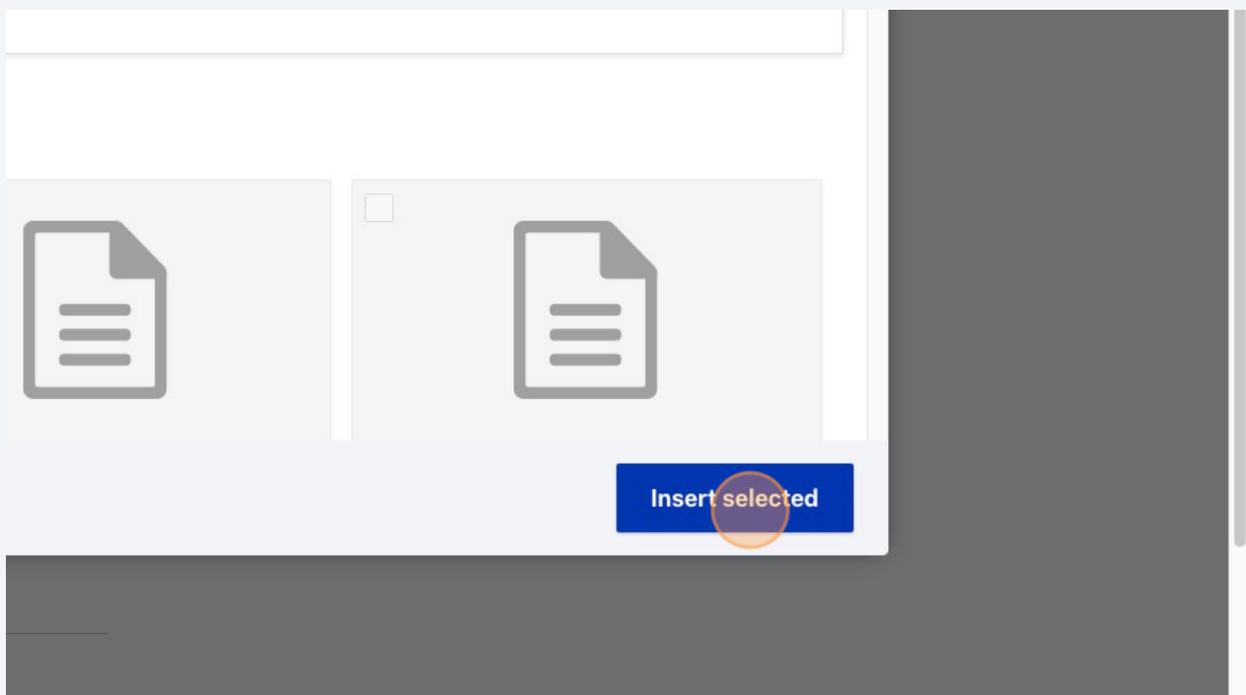
16 Click the "Date" field. This should be the same date as above



17 Click "Save"



18 Click "Insert selected"



19 Click save.

