



Public Web Portal Features



Training Workbook – Public Web Portal Features



Concepts to be Covered in this Workbook

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Symbols and Icons used in this Workbook



Note



Alternate Navigation Methods



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Tip

Public Web Docket Sheets

Overview

Pennsylvania's Unified Judicial System (UJS) Web Application Portal provides access to public docket sheets for the MDJS, Court of Common Pleas, and Appellate Courts via the Internet. In addition, future court dates can be accessed for the Court of Common Pleas using the Calendar Schedule searches. A new Court Summary report is also available to public users, which provides information on all of a defendant's cases statewide on a single participant-based report.

Because the UJS Portal is a public site, anyone with Internet access may view the information contained in the Public Web Docket Sheets. Secure or sensitive information is not displayed to public users.

UJS Web Application Portal

You can access the Web Docket Sheets through:

<http://ujportal.pacourts.us>

Importance

The UJS Portal is an important tool for anyone interested in researching criminal court cases throughout the state. Public users are no longer limited to the computer terminals in the courthouse. From reporters to the general public, anyone with access to a computer with an Internet connection can benefit from this resource.

What is a Docket Sheet and a Web Docket Sheet?

A **Docket Sheet** is a document that contains a detailed statement of actions or filings in a case. It includes all docket entries and events that occurred during the life cycle of the case.

A **Web Docket Sheet** is identical to the Docket Sheet printed from CPCMS. It is accessible from UJS Web Application Portal at <http://ujportal.pacourts.us>

The **Public Web Docket Sheet** – may be used by anyone who has access to the Internet.

Common uses for Web Docket Sheets:

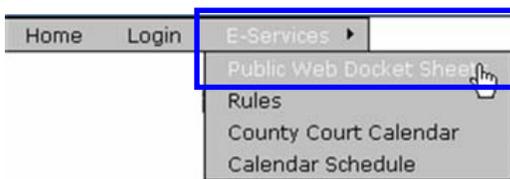
- Public users and legal practitioners can obtain case information, free-of-charge, without visiting the courthouse.

Public Web Docket Sheets Navigation

Public Web Docket Sheet on the UJS Portal

You can access the Public Web Docket Sheet through:

<http://ujportal.pacourts.us> → E-Services → Public Web Docket Sheets

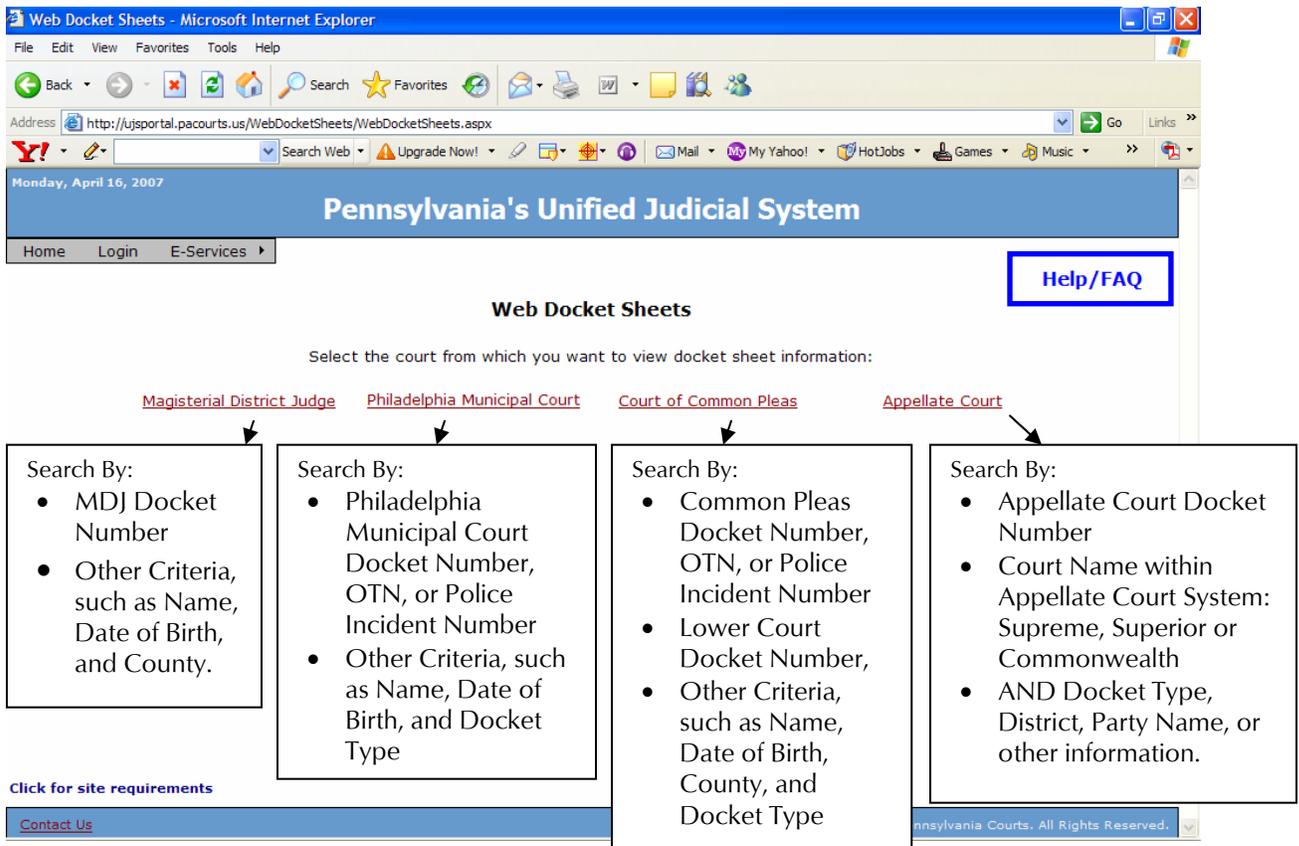


Docket Sheet Search Options

Search Options of the Public Web Docket Sheet

Select Public Web Docket Sheets from the E-Services menu to view the options available on the Web Docket Sheets screen. Case information and docket sheets can be viewed for the following courts:

- Magisterial District Judge
- Philadelphia Municipal Court
- Court of Common Pleas
- Appellate Court



Web Docket Sheets

Select the court from which you want to view docket sheet information:

[Magisterial District Judge](#) [Philadelphia Municipal Court](#) [Court of Common Pleas](#) [Appellate Court](#)

Help/FAQ

Search By:

- MDJ Docket Number
- Other Criteria, such as Name, Date of Birth, and County.

Search By:

- Philadelphia Municipal Court Docket Number, OTN, or Police Incident Number
- Other Criteria, such as Name, Date of Birth, and Docket Type

Search By:

- Common Pleas Docket Number, OTN, or Police Incident Number
- Lower Court Docket Number,
- Other Criteria, such as Name, Date of Birth, County, and Docket Type

Search By:

- Appellate Court Docket Number
- Court Name within Appellate Court System: Supreme, Superior or Commonwealth
- AND Docket Type, District, Party Name, or other information.

[Click for site requirements](#)

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Tip: A link to access Help or FAQ (frequently asked questions) about the Web docket sheets is available. This link displays information in a separate pop-up window which makes cross referencing easy between your active window and the information available in the help system.

Court of Common Pleas – Docket Sheet Searches

Several search criteria are available for conducting searches for cases at the Court of Common Pleas, including:

- CP/ Municipal Docket Number, OTN, Police Incident Number
- Lower Court Docket Number
- Other Criteria.

Search By: [Common Pleas Docket No](#) [Lower Court Docket No](#) [Other Criteria](#)

Enter a Common Pleas Docket Number: CP - - - - (Example: CP-25-CR-1234567-2007)

or

Enter an OTN:

or

Enter a Police Incident No:

and Arresting Agency:

[Clear](#) [Search](#)

Enter the desired search criteria and click SEARCH. Results are displayed in a grid. Select DOCKET SHEET from the Report dropdown. Click SELECT next to the case for which you want to view and/or print the Public Web Docket Sheet.

Choose a Report and select the row with the desired Docket Number to view and/or print the report.

Report: Docket Sheet

| | Docket Number | Filing Date | Court Summary Information | County | Case Status |
|------------------------|-----------------------|----------------------|---------------------------|-----------|-------------|
| Select | CP-03-CR-0000009-2004 | 1/8/2004 12:11:00 PM | Comm. v. Jones, Jennifer | Armstrong | Adjudicated |
| 1 | | | | | |

Searching by Other Criteria

If you do not have specific criteria such as a Common Pleas or lower court docket number to search by, choose the Other Criteria link to conduct a search by an SID or defendant name.

Sample Searches:

- Enter the Last Name of the defendant and part or all of their first name, along with a docket type of Criminal, to conduct a statewide search for that person.
- Enter the Name of a defendant and select a specific county for your search.
- Narrow down your search by indicating the defendant’s date of birth as part of your search criteria.

Search By: [Common Pleas Docket No](#) [Lower Court Docket No](#) Other Criteria

Enter a SID

SID:

OR

Enter an Organization or a Last Name

Organization:

Last Name: (Example: Smith or Sm)

First Name: (Example: John or J)

Date of Birth:

Participant Role: ▼

and any combination of

County: ▼

Docket Type: ▼

Case Category: ▼

Case Status: ▼

Date Filed: through (Example: mm/dd/yyyy)

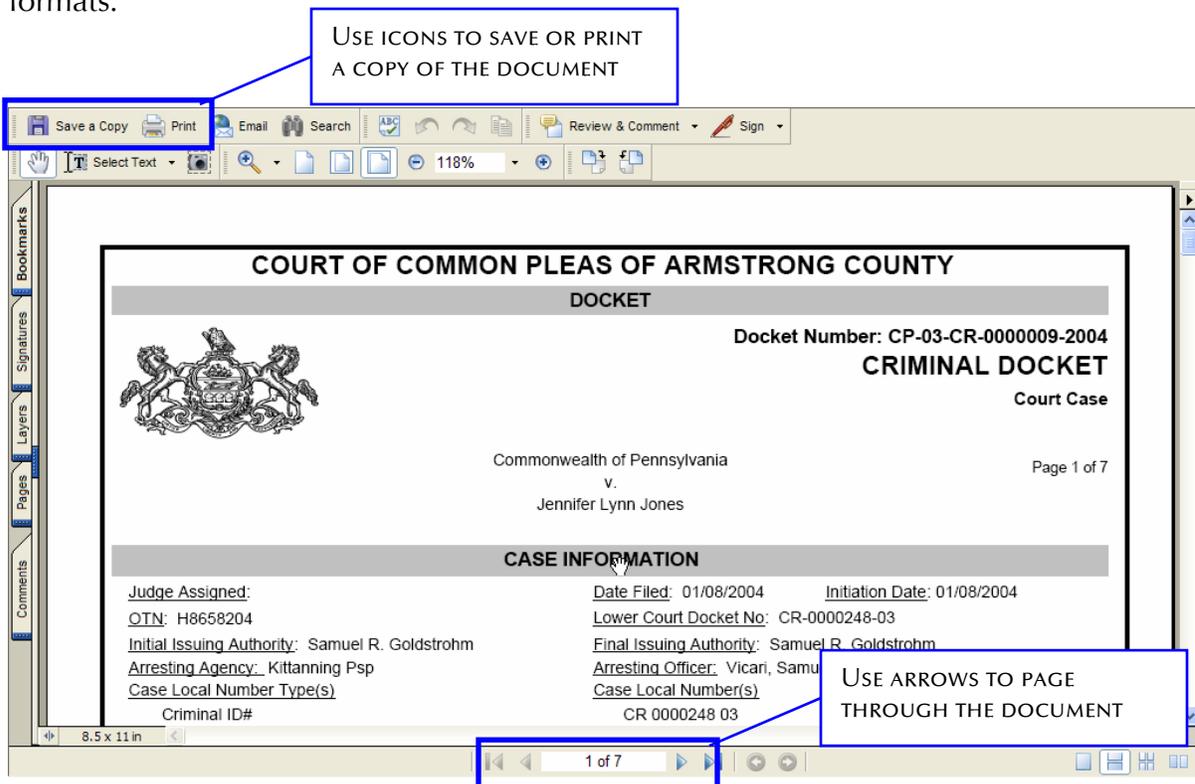
Enter the desired search criteria and click SEARCH. Results are displayed in a grid. Select DOCKET SHEET from the Report dropdown. Click SELECT next to the case for which you want to view and/or print the Public Web Docket Sheet.

Select the row with the desired Docket Number to view and/or print the report.

| | Docket Number | Filing Date | Court Summary Information | County | Party | Case Status |
|------------------------|-----------------------|------------------------|---------------------------|------------|----------------------|-------------|
| Select | CP-03-CR-0000009-2004 | 1/8/2004 12:11:00 PM | Comm. v. Jones, Jennifer | Armstrong | Jones, Jennifer Lynn | Adjudicated |
| Select | CP-54-CR-0002732-2003 | 6/20/2003 12:00:00 AM | Comm. v. Jones, Jennifer | Schuylkill | Jones, Jennifer Lynn | Closed |
| Select | CP-21-CR-0001050-2003 | 5/15/2003 8:17:00 AM | Comm. v. Jones, Jennifer | Cumberland | Jones, Jennifer Lynn | Adjudicated |
| Select | CP-23-CR-0002511-2002 | 6/7/2002 1:22:00 PM | Comm. v. Jones, Jennifer | Delaware | Jones, Jennifer Lynn | Closed |
| Select | CP-21-CR-0001953-1997 | 10/17/1997 11:04:00 AM | Comm. v. Jones, Jennifer | Cumberland | Jones, Jennifer Lynn | Adjudicated |
| 1 | | | | | | |

Viewing, Printing and Exporting the Public Web Docket Sheet

The docket sheet will populate in an Adobe Format for viewing. You can move from page to page on multi-page docket sheets, print the report or export the report in various formats.



USE ICONS TO SAVE OR PRINT A COPY OF THE DOCUMENT

USE ARROWS TO PAGE THROUGH THE DOCUMENT

COURT OF COMMON PLEAS OF ARMSTRONG COUNTY
DOCKET
 Docket Number: CP-03-CR-0000009-2004
CRIMINAL DOCKET
 Court Case
 Commonwealth of Pennsylvania
 v.
 Jennifer Lynn Jones
 Page 1 of 7

CASE INFORMATION

| | | |
|--|---|-----------------------------|
| Judge Assigned: OTN: H8658204 Initial Issuing Authority: Samuel R. Goldstrohm Arresting Agency: Kittanning Psp Case Local Number Type(s) Criminal ID# | Date Filed: 01/08/2004 Lower Court Docket No: CR-0000248-03 Final Issuing Authority: Samuel R. Goldstrohm Arresting Officer: Vicari, Samuel Case Local Number(s) CR 0000248 03 | Initiation Date: 01/08/2004 |
|--|---|-----------------------------|



Note: Adobe Reader will need to be installed on your computer to print the docket sheet. Adobe is available as a free download from the Web portal site.

Appellate Court– Docket Sheet Searches

Public Docket Sheet searches of the Appellate Court can also be conducted via the Web Portal site. Select the Appellate Court Search to view search options including Docket Number or Court Name. If the Court Name search is used, additional criteria will be required in order to conduct the search.

Enter a Docket Number:

 (Example: 225 EDA 2007)

or

Select a Court Name:

 ▼Docket Type: ▼District: ▼Party Name: (Example: Doe, John)Date Filed: 📅 through 📅 (Example: mm/dd/yyyy)Case Category: ▼Case Type: ▼Case Status: ▼Trial Court by County: ▼Agency: ▼Attorney: (Example: Doe, John)Trial Court Judge: ▼

Enter the desired search criteria and click SEARCH. The results will populate in a grid at the bottom of the screen. From the results grid, the public docket sheet can be viewed, printed and exported by clicking SELECT next to the docket number.

| | Docket Number | Filing Date | Short Caption | Case Status |
|--------|---------------|-----------------------|-------------------|-------------|
| Select | 561 WDA 2007 | 3/15/2007 12:00:00 AM | Com. v. Kress, G. | Active |
| Select | 562 WDA 2007 | 3/15/2007 12:00:00 AM | Com. v. Kress, G. | Active |
| 1 | | | | |

Magisterial District Judge – Docket Sheet Searches

There are two ways to search for Public Docket Sheets in the Magisterial District Judge System: MDJ Docket Number or Other Criteria.

Searching by MDJ Docket Number

The following combinations of search criteria can be entered:

- County, Court Office, and MDJ Docket Number
- County, Court Office, and OTN
- County, Court Office, and Citation Number
- County, Court Office, and Date Filed Range

[Help/FAQ](#)

Magisterial District Judge Web Docket Sheets

Recent entries made in the court filing offices may not be immediately reflected on these docket sheets. Neither the courts of the Unified Judicial System of the Commonwealth of Pennsylvania nor the Administrative Office of Pennsylvania Courts assumes any liability for inaccurate or delayed data, errors or omissions on these docket sheets. Docket sheet information should not be used in place of a criminal history background check, which can only be provided by the Pennsylvania State Police. Employers who do not comply with the provisions of the Criminal History Record Information Act (18 Pa.C.S. Section 9101 et seq.) may be subject to civil liability as set forth in 18 Pa.C.S. Section 9183.

MDJS docket sheets are available for specific docket types (see Other Criteria) with a docket year going back to 2000.

Search by: [Other Criteria](#)

County:

Court Office:

and

MDJ Docket No:

OTN:

or

Citation No:

Date Filed: through

or

[Clear](#) [Search](#)

Enter the desired search criteria and click SEARCH. The results will populate in a grid at the bottom of the screen. From the results grid, the public docket sheet can be viewed, printed and exported by clicking DKT next to the docket number.

| Docket Number | Filing Date | Short Caption | County | Case Status |
|-----------------------------------|-------------|--|-----------|-------------|
| DKT AR-0000004-06 | 01/06/2006 | COMMONWEALTH OF PENNSYLVANIA -v- RENDLER, DAVID | Lancaster | Adjudicated |
| DKT AR-0000008-06 | 01/19/2006 | DESKIE, TONYA -v- HALDEMAN, DION | Lancaster | Active |
| DKT AR-0000010-06 | 01/18/2006 | COMMONWEALTH OF PENNSYLVANIA -v- RIVERA-CRUZ, MIGUEL ANGEL | Lancaster | Adjudicated |
| DKT AR-0000012-06 | 02/03/2006 | COMMONWEALTH OF PENNSYLVANIA -v- BERIGUETE, JOSE ERNESTO | Lancaster | Adjudicated |
| DKT AR-0000025-06 | 03/01/2006 | COMMONWEALTH OF PENNSYLVANIA -v- DORSEY, BENJAMIN HENRY | Lancaster | Adjudicated |
| DKT AR-0000027-06 | 03/02/2006 | COMMONWEALTH OF PENNSYLVANIA -v- WAGNER, CURTIS WAYNE | Lancaster | Adjudicated |
| DKT AR-0000030-06 | 03/09/2006 | COMMONWEALTH OF PENNSYLVANIA -v- RIVERA, DANIEL | Lancaster | Active |

Searching by Other Criteria

The Other Criteria option can be used you have a Last Name (required) and any one of the following fields: County, Court Office, Docket Type, Case Status, or Date Filed range. A Date of Birth can also be entered to further narrow down your search results.

Search by: MDJ Docket No

Enter a Last Name

Last Name:
(Example: Smith or Sm)

First Name:
(Example: John or J)

Date of Birth: 

and any combination of

County: 

Court Office: 

Docket Type: 

Case Status: 

Date Filed:  through 

Clear Search

Enter the desired search criteria and click SEARCH. The results will populate in a grid at the bottom of the screen. From the results grid, the public docket sheet can be viewed, printed and exported by clicking DKT next to the docket number.

| Docket Number | Office | Filing Date | Short Caption | County | Case Status |
|-----------------------------------|-------------|-------------|---|-------------|-------------|
| DKT NT-0000136-07 | MDJ-03-2-07 | 04/03/2007 | COMMONWEALTH OF PENNSYLVANIA -V- COONROD, ANTHONY | Northampton | Adjudicated |
| DKT NT-0000137-07 | MDJ-03-2-07 | 04/03/2007 | COMMONWEALTH OF PENNSYLVANIA -V- COONROD, ANTHONY | Northampton | Adjudicated |
| DKT NT-0000946-05 | MDJ-03-2-07 | 12/21/2005 | COMMONWEALTH OF PENNSYLVANIA -v- COONROD, ANTHONY | Northampton | Adjudicated |

1

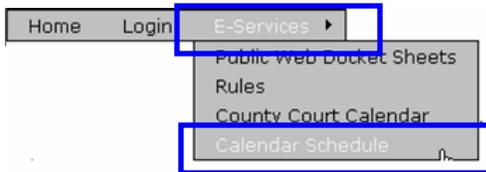
Calendar Schedule

The UJS Portal can also be used to view future scheduled events for all counties. The Calendar Schedule search is a tool that can be used to find when and where cases will be heard in each county without having to call or visit the courthouse.

Navigation for Calendar Schedule on the UJS Portal

You can access the calendar schedule through:

<http://ujportal.pacourts.us> → E-Services → Calendar Schedule



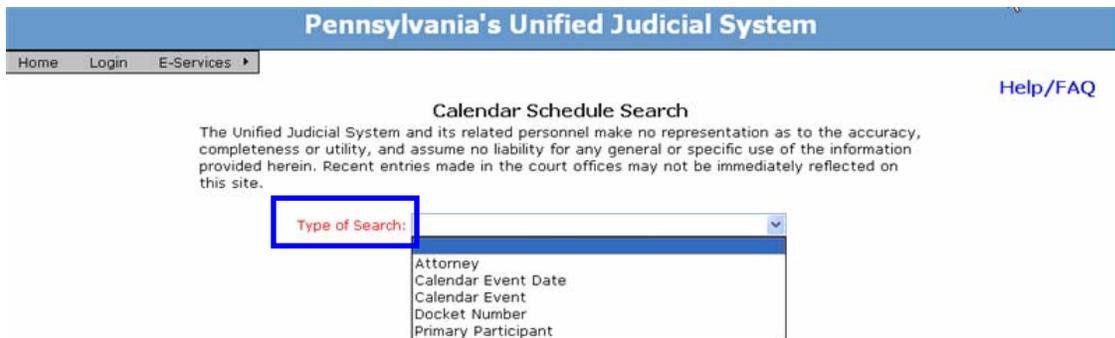
Calendar Schedule Search Options

Search Options

There are five search options available on the Calendar Schedule Search screen:

- Attorney
- Calendar Event Date
- Calendar Event
- Docket Number
- Primary Participant

All of the types of searches, except for Docket Number, require a FROM EVENT DATE and a TO EVENT DATE, in order to execute the search. In all searches in the UJS portal, the red font indicates which fields are required.



Pennsylvania's Unified Judicial System

Home Login E-Services ▾

[Help/FAQ](#)

Calendar Schedule Search

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Type of Search: ▾

- Attorney
- Calendar Event Date
- Calendar Event
- Docket Number
- Primary Participant



Note: The Calendar Schedule Search will only allow users to search for future court dates. It does not allow searching of historical dates, though this information can be obtained by viewing individual docket sheets.

Calendar Event Date Search

For the Calendar Event Date search type, enter an Event Date range and Judicial District and then click SEARCH.

Pennsylvania's Unified Judicial System

[Home](#) [Login](#) [E-Services](#)

[Help/F](#)

Calendar Schedule Search

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Type of Search:

From Event Date: To Event Date:

Judicial District:

Show Cancelled Events:

Clear Search

The results will populate in a grid at the bottom of the screen. From the results grid, you can view the docket numbers, case captions, event types, status of the event, and the Date/Time/Location where the court event will be held.

Calendar Schedule

| Docket Number | Case Caption | Event Type | Status | Date | Start Time | Calendar Entry Type | County | Location |
|---------------------------|-----------------------------------|----------------------|-----------|------------|------------|---------------------|--------|------------------|
| DKT CP-25-CR-0000109-2004 | Comm. v. Ayala, Miguel | Parole Revocation | Scheduled | 04/25/2007 | 8:45AM | Criminal Court | Erie | Courtroom H - Ro |
| DKT CP-25-CR-0002764-2005 | Comm. v. Redding, Gregg A. Jr. | Parole Revocation | Scheduled | 04/25/2007 | 8:45AM | Criminal Court | Erie | Courtroom H - Ro |
| DKT CP-25-CR-0003448-2005 | Comm. v. Williams, Charles Darrin | Parole Revocation | Scheduled | 04/25/2007 | 9:00AM | Criminal Court | Erie | Courtroom A - Ro |
| DKT CP-25-CR-0003235-2003 | Comm. v. Ayala, Miguel | Probation Revocation | Scheduled | 04/25/2007 | 8:45AM | Criminal Court | Erie | Courtroom H - Ro |
| DKT CP-25-CR-0002286-2005 | Comm. v. Redding Jr., Gregg | Probation Revocation | Scheduled | 04/25/2007 | 8:45AM | Criminal Court | Erie | Courtroom H - Ro |
| DKT CP-25-CR-0002752-2006 | Comm. v. Nicholson, Danny Lee | Sentencing | Scheduled | 04/25/2007 | 8:45AM | Criminal Court | Erie | Courtroom H - Ro |
| DKT CP-25-CR-0000792-200 | | | | 4/25/2007 | 9:00AM | Criminal Court | Erie | Courtroom A - Ro |
| DKT CP-25-CR-0001690-200 | | | | 4/25/2007 | 9:00AM | Criminal Court | Erie | Courtroom A - Ro |
| DKT CP-25-CR-0003193-200 | | | | 4/25/2007 | 9:00AM | Criminal Court | Erie | Courtroom A - Ro |
| DKT CP-25-CR-0000299-200 | | | | 4/25/2007 | 9:00AM | Criminal Court | Erie | Courtroom A - Ro |

1 2

IF THERE ARE MORE THAN TEN RESULTS, PAGE NUMBERS ARE DISPLAYED TO INDICATE HOW MANY PAGES OF RESULTS WERE RETURNED.

From the results grid, the public docket sheet can be viewed, printed and exported by clicking DKT next to the docket number.

Calendar Schedule Report

You can also view or print a Calendar Schedule Report by selecting Calendar Schedule from the dropdown menu and clicking PRINT.

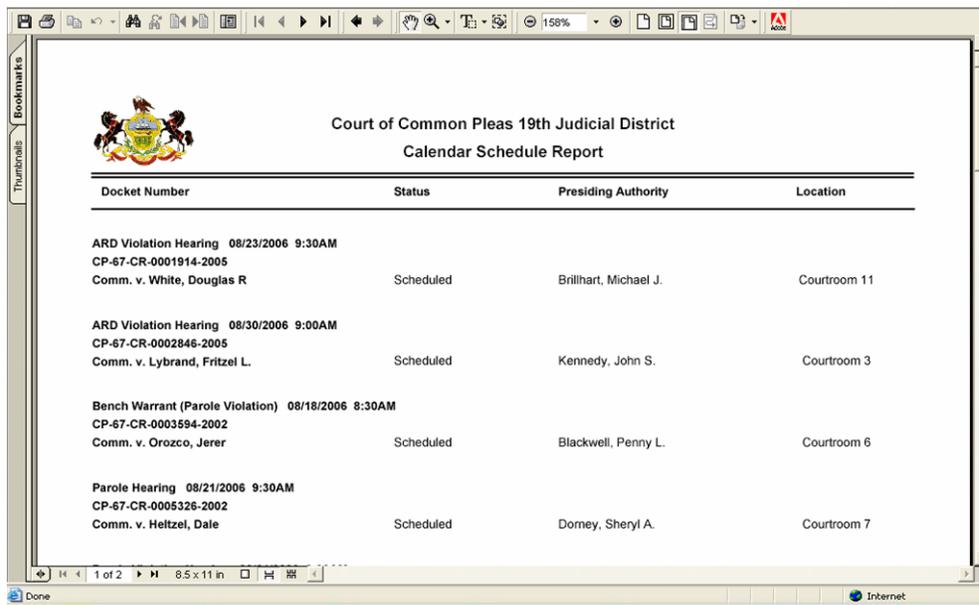
▼
Print

Calendar Schedule

| Docket Number | Case Caption | Event Type | Status | Date | Start Time |
|---------------------------|-----------------------------------|----------------------|-----------|------------|------------|
| DKT CP-25-CR-0000109-2004 | Comm. v. Ayala, Miguel | Parole Revocation | Scheduled | 04/25/2007 | 8:45AM |
| DKT CP-25-CR-0002764-2005 | Comm. v. Redding, Gregg A. Jr. | Parole Revocation | Scheduled | 04/25/2007 | 8:45AM |
| DKT CP-25-CR-0003448-2005 | Comm. v. Williams, Charles Darrin | Parole Revocation | Scheduled | 04/25/2007 | 9:00AM |
| DKT CP-25-CR-0003235-2003 | Comm. v. Ayala, Miguel | Probation Revocation | Scheduled | 04/25/2007 | 8:45AM |
| DKT CP-25-CR-0002286-2005 | Comm. v. Redding Jr., Gregg | Probation Revocation | Scheduled | 04/25/2007 | 8:45AM |
| DKT CP-25-CR-0002752-2006 | Comm. v. Nicholson, Danny Lee | Sentencing | Scheduled | 04/25/2007 | 8:45AM |
| DKT CP-25-CR-0000792-2006 | Comm. v. Pacley, Maurice Marcel | Sentencing | Scheduled | 04/25/2007 | 9:00AM |
| DKT CP-25-CR-0001690-2006 | Comm. v. Williams, Charles | Sentencing | Scheduled | 04/25/2007 | 9:00AM |
| DKT CP-25-CR-0003193-2006 | Comm. v. Watkins, Cavell | Sentencing | Scheduled | 04/25/2007 | 9:00AM |
| DKT CP-25-CR-0000299-2007 | Comm. v. Williams, Charles Darrin | Sentencing | Scheduled | 04/25/2007 | 9:00AM |

1 2

A preview of the report opens, and then it can be printed or saved.



Note: When selecting Calendar Schedule, every case returned in your search will be included on the Calendar Schedule Report. If you wish to see only a single case on the report, use the docket number search and then generate the Calendar Schedule report.

Attorney Search

In the Attorney search, enter the following combinations of information:

- Event Date Range and Judicial District
- Bar Number
- Attorney’s Last Name (optional – enter all or part of the First Name)

Calendar Schedule Search

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Type of Search:

From Event Date: To Event Date:

Judicial District:

or

Bar Number:

or

Last Name: Example: Smith

First Name: Example: John

Show Cancelled Events:

Clear Search

Search results provide a list of cases scheduled for court for the selected attorney.

Calendar Schedule
Print

| Docket Number | Case Caption | Event Type | Status | Date | Start Time | Calendar Entry Type | County | Loc |
|---------------------------|----------------------------|----------------------------|-----------|------------|------------|-------------------------|--------------|-----|
| DKT CP-51-CR-1203201-2001 | Comm. v. Carrillo, Joel | Post Conviction Relief Act | Scheduled | 04/24/2007 | 9:00AM | Major Felony | Philadelphia | 100 |
| DKT CP-51-CR-1203331-2001 | Comm. v. Carrillo, Joel | Post Conviction Relief Act | Scheduled | 04/24/2007 | 9:00AM | Major Felony | Philadelphia | 100 |
| DKT CP-51-CR-0002877-2007 | Comm. v. Jones, Damon | Pre-Trial Conference | Scheduled | 04/26/2007 | 9:00AM | Pre-Trial Conference | Philadelphia | 707 |
| DKT CP-51-CR-0002921-2007 | Comm. v. Acosta, Yassel | Pre-Trial Conference | Scheduled | 04/26/2007 | 9:00AM | Pre-Trial Conference | Philadelphia | 707 |
| DKT MC-51-CR-0603651-2006 | Comm. v. Sunkins, Leeman | Preliminary Hearing | Scheduled | 04/24/2007 | 8:00AM | 406 - CJC - NBA Hearing | Philadelphia | 406 |
| DKT MC-51-CR-0832781-2006 | Comm. v. Carter, Charvelle | Preliminary Hearing | Scheduled | 04/24/2007 | 8:00AM | 406 - CJC - NBA Hearing | Philadelphia | 406 |
| DKT MC-51-CR-1310227-2006 | Comm. v. Sanders, Randolph | Preliminary Hearing | Scheduled | 04/24/2007 | 8:00AM | 17th and Montgomery | Philadelphia | 17t |
| DKT MC-51-CR-0309731-2006 | Comm. v. Nichols, William | Preliminary Hearing | Scheduled | 04/26/2007 | 8:00AM | 406 - CJC - NBA Hearing | Philadelphia | 406 |
| DKT MC-51-CR-1311451-2006 | Comm. v. Guzman, Jowy | Preliminary Hearing | Scheduled | 04/27/2007 | 8:00AM | 405 - CJC - Hearings | Philadelphia | 405 |
| DKT MC-51-CR-0439911-2006 | Comm. v. Lopez, Hector | Trial | Scheduled | 04/24/2007 | 8:30AM | Trial | Philadelphia | 805 |

1 2

Calendar Event Search

In the Calendar Event Search, the Event Date Range and Judicial District are required fields. In addition, you can narrow down the search by selecting a Calendar Event Type and/or Room from a dropdown list. Examples of Calendar Event Types include Trials, Sentencings, Revocation Hearings, Arraignments, and other court events.

Calendar Schedule Search

The Unified Judicial System and its related personnel make no representation as to the accuracy, completeness or utility, and assume no liability for any general or specific use of the information provided herein. Recent entries made in the court offices may not be immediately reflected on this site.

Type of Search: 

From Event Date:  To Event Date: 

Judicial District: 

Court Office: 

Calendar Event Type: 

Calendar Entry Type: 

Room: 

Show Cancelled Events:

Clear **Search**

Primary Participant Search

In the Primary Participant Search, the Event Date Range and Judicial District are the required fields. You can conduct this search by entering the Last Name of the defendant. The search results will display scheduled events for the Primary Participant entered.

Docket Number Search

In the Docket Number Search, enter the Common Pleas Docket Number, Municipal Court Docket Number or a Legacy Docket Number. The search results will display scheduled events for the provided docket number.