

**NOTICE TO THE BAR**

Effective immediately, the **Orphans' Court Division Dockets** can be accessed *Online* from the First Judicial District's website at <http://courts.phila.gov> .

The **Orphans' Court Division Dockets** are accessible from the FJD's main page (<http://courts.phila.gov>), from the "Online Information" pull-down menu.

The Instructions below describe how to access the Dockets, and what is available.

Date: February 20, 2001

Hon. Joseph D. O'Keefe  
Administrative Judge  
Orphans' Court Division

**INSTRUCTION FOR ACCESSING  
ORPHANS' COURT DIVISION ONLINE DOCKETS**

**What is the *Orphans' Court Division Online Docket Access*?**

The **Orphans' Court Division Dockets** can now be accessed *Online* from the First Judicial District's website at <http://courts.phila.gov> .

The **Orphans' Court Division Dockets** are maintained on the FJD's website, are current, and will contain entries docketed up to 48 hours before the Online Search.

**How Do I Access the Orphans' Court Division Dockets?**

The **Orphans' Court Division Dockets** are accessible from the FJD's main page (<http://courts.phila.gov>), at the pull-down menu captioned "Online Information." Click on "Orphans' Court Docket Access" and you will be brought to the main Docket Search Screen.

**What Types of Searches May I Perform?**

At the pull-down menu on the main Docket Screen there are two options:

*Search by Name*; and

*Docket Report By Court Number*.

**How Do I perform the Searches?**

Clicking the *Search by Name* option will bring up a Disclaimer page which must be "Accepted" for the search to be performed. Clicking on the "Accept" button will bring up a Search page. Enter the last name and first name of the estate and click the "Submit" button. The search result will display a list of all estates with that name, arranged in three columns: Name, Court Number, and Assigned Judge. The Court Number field contains a Hypertext link to the Docket Report. Clicking of the Court Number will bring up the Docket Report for the case.

Clicking the *Docket Report by Court Number* option will bring up a Disclaimer page which must be "Accepted" for the search to be performed. Clicking on the "Accept" button will bring up a Search page. Enter the **four digit** number and **four digit** Year (which comprise the "Court Number" of the estate) and click the "Submit" button. The search result will display the "Orphans' Docket Report" which contains two parts: estate information (Name of the estate, Court Number; and Assigned Judge); and the Docket Entries.

***PLEASE NOTE:***

**The Displayed Docket Report may not contain entries docketed within 48 hours  
of the Online Search.**