

# PUBLIC WEB PORTAL FEATURES

## What is the Public Web Portal?

Pennsylvania's Unified Judicial System (UJS) Web Application Portal is a public website available to anyone with Internet access that provides access to court information on cases at the Magisterial District Judge, Philadelphia Municipal Court, Court of Common Pleas (Criminal) and Appellate Court levels. There is no charge for using this service.

## How can the Public Web Portal be accessed?

You can access the website at <http://ujsportal.pacourts.us>.

## What information can be accessed on the Public Web Portal?

From the website, click on E-Services to view the available options including Public Web Docket Sheets and Common Pleas Calendar Schedule features which are described in this document.



## Public Web Docket Sheets

### What is a Public Web Docket Sheet?

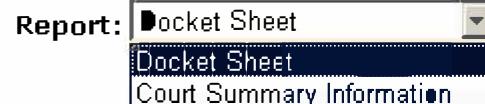
Public Web Docket Sheets contain a detailed statement of actions and filings for cases at each level of the courts. A docket sheet include information about the case, related cases, a history of calendar events and court dates, a list of charges, docket entries for all filings, and case financial information. Disposition and sentencing information are also displayed if the case has been adjudicated.

### How do I find a Public Web Docket Sheet?

To obtain Public Web Docket Sheet information, click on the Public Web Docket Sheets link under E-Services. Start a search by selecting the level of court for the desired case or defendant. You can search for cases by docket numbers or other criteria, such as defendant name, county, case status and more. After entering the criteria, click **SEARCH** and a grid will populate with the results.

### How do I print a Public Web Docket Sheet?

Docket Sheet is selected by default in the Report dropdown located above the search results grid.



To print a docket sheet for a case at the Court of Common Pleas, Appellate Court, or Municipal Court, click the **Select** link next to the desired case in the grid.

Docket Number	Filing Date
Select CP-39-MD-0003954-2007	9/19/2007 3:56:50 PM
Select CP-39-CR-0003559-2007	8/9/2007 12:00:00 AM

To print a docket sheet for a case at the Magisterial District Judge level, click the **DKT** link next to the desired case in the grid.

Docket Number	Filing Date
DKT TR-0003821-07	08/30/2007
DKT TR-0003822-07	08/30/2007
DKT TR-0003823-07	08/30/2007
DKT TR-0003824-07	08/30/2007
DKT TR-0003825-07	08/30/2007

The docket sheets will open in the browser and can then be printed.

## Court Summary Report

### What is a Court Summary Report?

The Court Summary Report provides information on all of a defendant's cases statewide; Court Summary Information can only be viewed/printed for criminal cases at the Court of Common Pleas level. Unlike the docket sheet which provides detailed information on a specific case, the Court Summary report displays information about all cases for a particular defendant on one report.

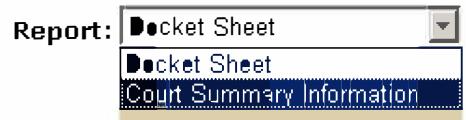
Contents of the Court Summary report include defendant name and date of birth, followed by a list of cases by Status and by county. Details for each case include docket number, defense attorney name, last action/last action date, a list of all charges and disposition information (if the case is already adjudicated).

### How do I find/print a Court Summary Report?

Conduct a search for the desired case or defendant through any of the available Common Pleas Public Web Portal Searches, such as by docket number or defendant name.

To print a Court Summary report, select Court Summary Information from the Report dropdown located above the search results list.

Click the **Select** link next to any of the desired defendant's cases in the grid. Regardless of which case is selected, the Court Summary Report that displays will include information on all cases for the same participant.



Docket Number	Filing Date
Select CP-39-MD-0003954-2007	9/19/2007 3:56:50 PM
Select CP-39-CR-0003559-2007	8/9/2007 12:00:00 AM
Select CP-39-CR-0003564-2007	8/9/2007 12:00:00 AM

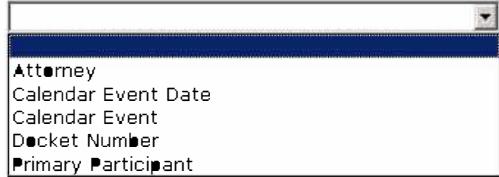
## Calendar Schedule

### What is the Calendar Schedule?

The Calendar Schedule provides the ability to see when cases are scheduled for future court events at the Court of Common Pleas or Philadelphia Municipal Court levels. Types of available searches include:

- Attorney – Name or bar number of attorney handling the case
- Calendar Event Date – Date of Court Event
- Calendar Event – Type of Court Event
- Docket Number – Case Number
- Primary Participant – Defendant Name

Type of Search:



Results from searches provide the docket number, case caption, and the date, time, and location of the court event. To print the calendar information from your search results, select the Calendar Schedule option in the dropdown located above the grid. Click PRINT to produce the Calendar Schedule report.



To view/print the Public Web Docket Sheet for a case in the search results, click the **DKT** link next to the desired case in the grid.

## HELP

### What if I need Help using the UJS Web Portal services?

For a complete listing of Help Topics, click the **Help/FAQ** link in the upper right corner of the website.

If you are experiencing problems while visiting the website, click on the **CONTACT US** link, located in the lower left corner of each page. Selecting this link will allow you to send an email to the AOPC Help Desk for assistance.

Two links are also available to assist you with the step-by-step process of obtaining information: **Public Web Docket Sheets Quick Reference Guide** and **Public Web Calendar Quick Reference Guide**. The links are located on the left side of the home page under "Judiciary Links".