

# Quick Reference Guide to Public Web Docket Sheets

## What are Docket Sheets?

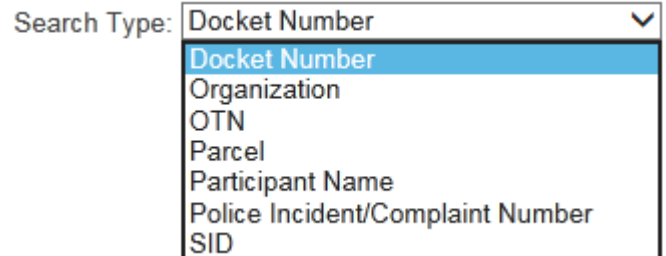
Public Web Docket Sheets contain a detailed statement of actions and filings for cases at each level of the courts. They include case information, related cases, a history of calendar events and court dates, a list of charges, docket entries for all filings, and case financial information. Disposition and sentencing information is also displayed if the case has been adjudicated. Public Web Docket Sheets do not contain any confidential information such as addresses, and social security numbers.

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

To obtain Public Web Docket Sheet information, click on the Docket Sheets icon on the main page, or roll over Docket Sheets in the Navigation Bar. Click on the Court name to search for the desired case or defendant. A search page specific to the selected Court opens.



Cases can be searched by docket numbers or other criteria such as participant name (defendant), OTN, complaint number, and more. The available Search Types depend on which Court is selected to search. Select your preferred Search Type in the dropdown list.




The screen will refresh with the criteria that can be entered depending on the Search Type selected. A minimum amount of information is required for each Search Type. This is indicated with an asterisk next to the required field.

Some Search Types will have required fields but also require information in an additional field. These will be indicated with the phrase "and any combination of". Information in at least one of the fields below that designation must be provided.

After entering the criteria, click SEARCH.

\* Last Name:   
(Example: Smith or Sm)

\* First Name:   
(Example: James or Ja)

Date of Birth:  



**and any combination of**

County:

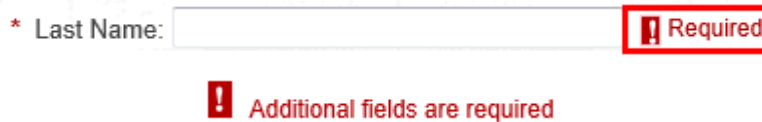
Docket Type:

Case Category:

Case Status:

Date Filed:   through  

If a required field were not completed, you will receive a message indicating the possible problems:



If no cases match the criteria entered, the No Results Found message will display below the criteria fields. Change the Search Type or criteria to try the search again.

No Records Found

If cases are found, a grid will populate with the results below the criteria fields. If more than ten records are found, links will be available below the grid to jump to a different page or navigate to the first, previous, next or last pages.


[First](#) [Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [Next](#) [Last](#)

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

Each record in the search results grid has a Print Preview icon. Two types of reports, the Docket Sheet and a Court Summary Report, are available for the Court of Common Pleas, Magisterial District Courts, and Philadelphia Municipal Court cases. See the section below for information on Court Summary Reports. Roll your mouse over the Print Preview icon to display a menu and click **Docket Sheet** or **Court Summary**. The selected report will open in a new window (below).

Docket Number	Short Cap
CP-51-CR-0012803-2009	Comm. v. Sides, Rol
	<a href="#">Docket Sheet</a>
	<a href="#">Court Summary</a>

For Appellate Courts and archived cases, rolling your mouse over the icon displays a tooltip. Click on the Print Preview icon. The Docket Sheet will open in a new window (below). No other reports are available for these types of cases.

Docket Number	Short Caption	Case Statu
7 EAL 2013	Com. v. Washington, D.	Active
		
Preview Docket Sheet for docket number 7 EAL 2013		

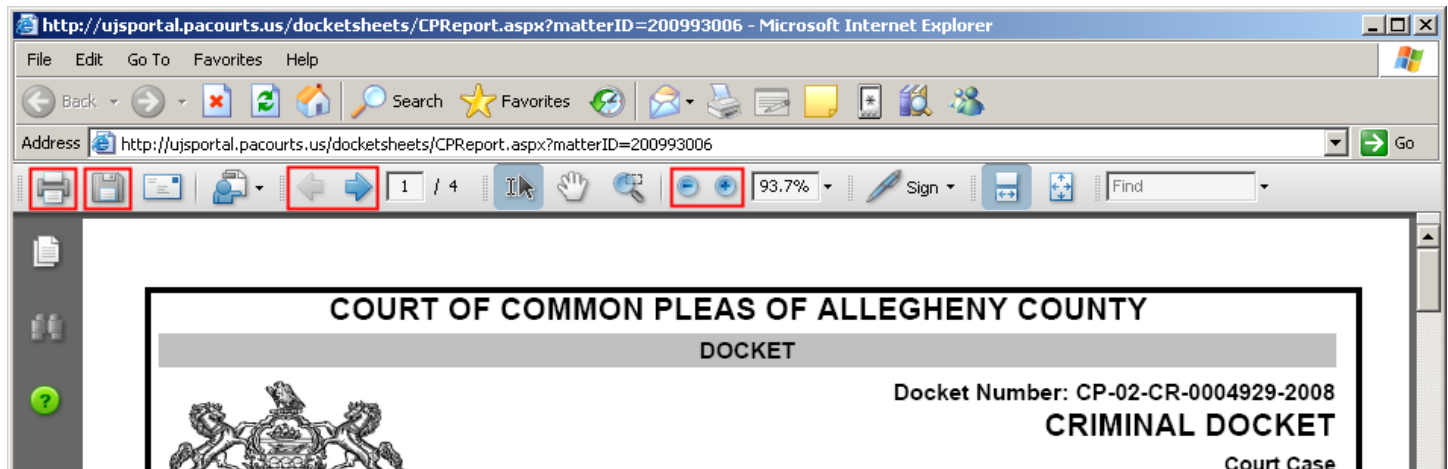
### What is a Court Summary Report?

The Court Summary Report provides information on all of a defendant's cases statewide and is available for Court of Common Pleas and Municipal Court cases. Unlike the docket sheet which provides detailed information on a single case, the Court Summary report displays information about all cases for a particular defendant.

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). The Court Summary Report is not available for archived cases. Public Court Summary Reports do not contain any confidential information such as addresses, and social security numbers.

### How do I print a Public Web Docket Sheet or Court Summary Report?

The selected report opens in a new window and will appear similar to the image below. The icons in the toolbar can be used to print, save and navigate through the report.



http://ujportal.pacourts.us/docketsheets/CPReport.aspx?matterID=200993006 - Microsoft Internet Explorer

File Edit Go To Favorites Help

Back Forward Stop Refresh Home Search Favorites

Address http://ujportal.pacourts.us/docketsheets/CPReport.aspx?matterID=200993006 Go

Print Save Back Forward 1 / 4 93.7% Sign Find

**COURT OF COMMON PLEAS OF ALLEGHENY COUNTY**

**DOCKET**

**Docket Number: CP-02-CR-0004929-2008**

**CRIMINAL DOCKET**

Court Case