# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>4</td>
</tr>
<tr>
<td>Overview</td>
<td>4</td>
</tr>
<tr>
<td>Accessing the UJS Web Portal</td>
<td>4</td>
</tr>
<tr>
<td>Site Requirements</td>
<td>4</td>
</tr>
<tr>
<td>Navigation</td>
<td>4</td>
</tr>
<tr>
<td>Contracts and Purchase Orders</td>
<td>6</td>
</tr>
<tr>
<td>Business Rules</td>
<td>6</td>
</tr>
<tr>
<td>Terminology</td>
<td>6</td>
</tr>
<tr>
<td>Searching for Contract and Purchase Order Postings</td>
<td>8</td>
</tr>
<tr>
<td>Performing the Search</td>
<td>8</td>
</tr>
<tr>
<td>Search Results</td>
<td>9</td>
</tr>
<tr>
<td>Viewing Records</td>
<td>9</td>
</tr>
<tr>
<td>Viewing Parent Contract Records</td>
<td>11</td>
</tr>
<tr>
<td>Requesting Additional Information on a Contract or Purchase Order</td>
<td>12</td>
</tr>
<tr>
<td>Generating a Print Preview for Contract and Purchase Order Postings</td>
<td>13</td>
</tr>
<tr>
<td>Generating a Print Preview for Individual Records</td>
<td>13</td>
</tr>
<tr>
<td>Generating a Print Preview for All Records</td>
<td>14</td>
</tr>
<tr>
<td>Judicial Expenditures</td>
<td>15</td>
</tr>
<tr>
<td>Searching for Judicial Expenditure Postings</td>
<td>15</td>
</tr>
<tr>
<td>Performing the Search</td>
<td>15</td>
</tr>
<tr>
<td>Search Results</td>
<td>16</td>
</tr>
</tbody>
</table>
## Generating a Print Preview for Judicial Expenditures Postings

**Information** .............................................. 17

- Generating a Print Preview for Individual Records ................................. 17
- Generating a Print Preview for All Records ........................................... 18

**Print Preview Functions** ........................................ 19

**Other Financial Reports** ......................................... 20
Financial Records

Introduction

Overview

The AOPC maintains a web-based application that allows the public to search for contracts, purchase orders, and judicial expenditure records.

Accessing the UJS Web Portal

The information on contracts, purchase orders and judicial expenditures is available through Pennsylvania’s Unified Judicial System (UJS) Web Portal which is a free, public website that provides access to a variety of court related documents.

Site Requirements

The UJS Portal requires a current web browser with JavaScript and cookies enabled. Other browsers without JavaScript and cookies enabled will see graphical errors or may be denied access completely. Due to the technology used in creating this site, using Google Chrome provides the most satisfying user experience. Also, the images that appear in this guide may vary slightly in appearance depending on the browser used and the version.

The reporting and printing functions on the site require Adobe Reader. Please be advised that pop-up blockers may prevent pages and reports from opening properly.

Navigation

Open your internet browser and enter the following web address:

https://ujsportal.pacourts.us/
Click the *Financial Records* link within the Portal’s header.

The Financial Records page opens. To begin the search for the information you need, click on either the *Contracts/Purchase Order Summaries* or the *Judicial Expenditures* link.
Contracts and Purchase Orders

In June 2008, the Supreme Court amended Rule of Judicial Administration 509. Effective January 1, 2009, Rule 509 mandates that the AOPC establish a website for the posting of Unified Judicial System (UJS) contracts and purchase orders. The website displays summary information on purchase orders and contracts of $5000 or more. The UJS entities covered are the appellate courts, AOPC, Supreme Court boards and committees, courts and court-related offices in the judicial districts, and judicial entities that have elected to follow Rule 509 (Judicial Conduct Board and Court of Judicial Discipline). UJS entities must post the contract and purchase order information on the website within 10 days of being fully executed.

Business Rules

The following business rules are presumed when using the application to search for contracts and purchase orders:

- Only contracts, purchase order, and amendments executed on or after July 1, 2008 will be available to search on the website.

- The information provided is an extract or summary of the contract, purchase order, or amendment. Complete details on each posting are not available on the website. A process is available, however, for requesting additional information.

Terminology

The following is a list of terminology used for contracts and purchase orders:

<p>| Amount                  | The dollar amount of the contract, amendment, or purchase order. Note that if search results are returned with this field left blank, it may indicate that the document does not contain an assigned, definite amount in its terms (e.g., contract for employment services where only an hourly or per diem rate is established). |</p>
<table>
<thead>
<tr>
<th><strong>Financial Records</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Begin Date of Contract</strong></td>
</tr>
<tr>
<td><strong>End Date of Contract</strong></td>
</tr>
<tr>
<td><strong>Execution Date</strong></td>
</tr>
<tr>
<td><strong>Judicial Office</strong></td>
</tr>
<tr>
<td><strong>Minor Object Description</strong></td>
</tr>
<tr>
<td><strong>Parent Contract Number</strong></td>
</tr>
<tr>
<td><strong>Posting Number</strong></td>
</tr>
<tr>
<td><strong>Posting Type</strong></td>
</tr>
<tr>
<td><strong>Subject Matter</strong></td>
</tr>
<tr>
<td><strong>Vendor</strong></td>
</tr>
</tbody>
</table>
**Searching for Contract and Purchase Order Postings**

To view contract and purchase order postings, you must begin by performing a search.

**Performing the Search**

The judicial office that is linked to a contract or purchase order must be specified in every search. This requirement is indicated by the red star (*) that appears next to the corresponding field.

![Search Form](image)

Tips for entering search criteria:

- If you are looking for a wide selection of postings, follow the “less is more” approach. Limit the search criteria you enter to return a broad set of results. You can always narrow your search further later if your results are too general.

- If you know the specific posting(s) you’re looking for, enter as much search criteria as you have available. If your search is too specific, you can always remove criteria later.

- The **Vendor** field uses a type-ahead function. You can type a name or partial name in the field and a dropdown list displays with all the available vendors that have that text anywhere within its name. Conversely, without using type-ahead,
Financial Records

clicking on the dropdown arrow only displays a partial list of vendors based on alphabetical order.

After entering your criteria, click SEARCH. If no postings match the criteria entered, a message will display below the criteria fields.

Search Results

If contract and purchase order postings are found, a grid appears beneath the search fields and populates with your results. For each posting, the grid displays the Posting Number, Posting Type, Parent Contract number, Judicial Office, Execution Date, Amount, Begin Date and End Date, and Vendor.

Viewing Records

To view the details of a posting, click on the Document Postings Detail icon. The Document Details screen opens which contains expanded details about the posting.
Financial Records

Importantly, the **Minor Object** and **Subject Matter** fields provide additional information that is not available within your search results.

For more information on printing the details of a posting, see *Print Preview Functions* on page 19.

Additional information can be requested for each posting. For more information, see *Requesting Additional Information on a Contract or Purchase Order Posting* on page 12.

To return to the Contracts/Purchase Order Postings Search screen and the search results grid, click the “X” in the upper-right corner of the Document Details screen.
Financial Records

Viewing Parent Contract Records

An amendment posting represents an alteration to an existing contract. As a result, all amendment postings must be associated to a posting that represents the original or “parent” contract. When this relationship is established, the Parent Contract Document Posting Details icon displays for amendments returned in your search results.

Clicking this icon opens the information for the parent contract posting in the Document Details screen.

Purchase order and contract postings do not have parent contracts.
Requesting Additional Information on a Contract or Purchase Order Posting

The Document Details screen, accessed for any posting through the Document Postings Detail icon, shows a summary of the posting.

Additional information can be requested beyond what is displayed. At the bottom of the screen, enter your request, a valid email address at which you can be contacted, and click the SUBMIT button.

An email is sent to the appropriate contracts and purchase orders records manager who will respond to the request via the email address you provided.
Generating a Print Preview for Contract and Purchase Order Postings Information

After identifying the necessary records, they can be printed individually, or all records in a search result can be printed at once.

Generating a Print Preview for Individual Records

To print individual postings, select the checkboxes for one or more records and click the Three Lines menu button. Click the ‘Print Selected’ option.

The report opens in a new browser window, or your PDF viewer, and populates with the information from the selected postings. The report can be viewed on the screen, printed, and saved. For more information, see Print Preview Functions on page 19.
Generating a Print Preview for All Records

To print all the records in the search results, it is not necessary to select the checkboxes of any of the records in your results. Click on the Three Lines menu button and select ‘Print All.’

![Print All button](image)

The report opens in a new browser window, or your PDF viewer, and populates with the information from all the postings that were returned in the search. The report can be viewed on the screen, printed, and saved. For more information, see *Print Preview Functions* on page 19.
Judicial Expenditures

Effective December 17, 2012, amendments to Rule 509 further expanded the existing website to include information related to appropriations, expenditures, personnel complement, and annual compensation information for the Supreme, Superior, and Commonwealth courts and the Administrative Office of Pennsylvania Courts. The website posts judicial expenditures dating back to November 19, 2012.

Searching for Judicial Expenditure Postings

To view and print judicial expenditure postings, you must begin by performing a search.

Performing the Search

At a minimum, all searches must identify a Department Appropriation or Vendor.

Tips for entering search criteria:

- If you are looking for a wide selection of expenditures, follow the “less is more” approach. Limit your search criteria to return a broad set of results. You can always narrow your search further later if your results are too general.

- If you know the specific expenditure(s) you’re looking for, enter as much search criteria as you have available. If your search is too specific, you can always remove criteria later.
The **Vendor** field uses a type-ahead function. You can type a name or partial name in the field and a dropdown list displays with all the available vendors that have that text anywhere within its name. Conversely, without using type-ahead, clicking on the dropdown arrow only displays a partial list of vendors based on alphabetical order.

After entering the available criteria, click the **SEARCH** button. If no postings match the criteria entered, a message will display below the criteria fields.

### Search Results

If postings are found, a grid appears beneath the search fields and populates with your results. For each expenditure, the grid displays the **Department Appropriation**, **Payment Date**, **Amount**, **Payee Name**, **Address**, and **Fiscal Year**.
Financial Records

Generating a Print Preview for Judicial Expenditures Postings Information

After identifying the necessary records, they can be printed individually or all records in a search result can be printed at once.

Generating a Print Preview for Individual Records

To print individual postings, select the checkboxes for one or more records and click the Print Selected link.

The report opens in a new browser window, or your PDF viewer, and populates with the information from the selected postings. The report can be viewed on the screen, printed, and saved. For more information, see Print Preview Functions on page 19.
Generating a Print Preview for All Records

To print all the records in the search results, it is not necessary to select any checkboxes. Simply click the *Print All* link. If the search results grid contains multiple pages, all records in the results grid are added to the report.

The report opens in a new browser window, or your PDF viewer, and populates with the information from all the postings that were returned in the search. The report can be viewed on the screen, printed, and saved. For more information, see *Print Preview Functions* on page 19.
Print Preview Functions

When a report opens in the preview window, the icons in the toolbar can be used to print, save, or navigate through the report (if there is more than one page). The plus and minus icons are used to magnify the report for ease of viewing.

When finished, close the window and return to search screen.

Note: If the report opens in Adobe Reader, Adobe Acrobat, or another PDF viewer, refer to the user manual for that application on how to navigate and print documents.
Other Financial Reports

Several other reports are also available for viewing directly on the Financial Records site. These reports are always available for viewing without having to search for them.

To view one of these reports, click on the link for the report you want to view.

The report opens in a new browser window, or your PDF viewer, and populates with the information from the selected postings. The report can be viewed on the screen, printed, and saved. For more information, see Print Preview Functions on page 19.