

# Quick Reference Guide to the UJS Portal

## What is the UJS Portal?

Pennsylvania's Unified Judicial System (UJS) Web Application Portal is an important tool for anyone interested in researching criminal court cases throughout the state. The UJS Portal is a free, public Internet site that provides access to court docket sheets, court summary reports, court scheduling information, and links to other important information.

## Site Requirements

The UJS Portal requires a current browser with JavaScript and cookies enabled. Other browsers and 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, Internet Explorer 11 and above will provide the most satisfying user experience.

The reporting functions on the site require Adobe Reader. A link to download and install Adobe Reader for any computer that does not have the program already installed is available at the bottom of the left-side navigation bar. Some computers do not allow the installation of programs without authorization. If Adobe Reader is not already installed, and you do not have permissions to install programs, contact your system administrator.

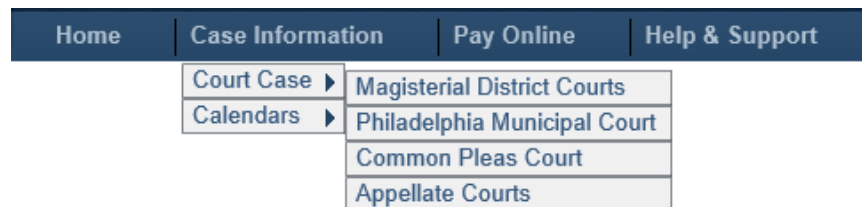
Please be advised that pop-up blockers may prevent pages and reports from opening properly.

## The Basic Interface

The basic interface is comprised of three parts: the Navigation Menu, a list of additional resources and the main window.

The navigation menu is accessible on every page and is located at the top of the screen below the header. The options available include Home, Case Information, Pay Online, and Help & Support.

Some menu options have additional submenus that open when the mouse is rolled over the selection. Once the desired selection is displayed, clicking on it will open the page in the main window.

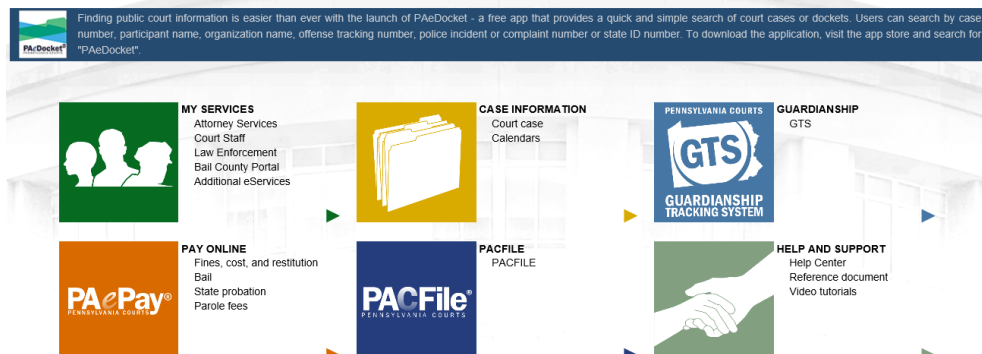


The largest portion of the screen is taken up by the main window. When the home page of the UJS portal is opened, the main window displays icons that link to each available function. As different pages are accessed within the portal, the main window will display the applicable search criteria and additional information about the function being used.

## Pennsylvania Judiciary Web Portal

[Help](#)

The Pennsylvania Judiciary Web Portal provides the public with access to various aspects of court information, including appellate courts, common pleas courts and magisterial district court docket sheets; common pleas courts and magisterial district court calendars; and PAePay. In addition to the public information available on this site, specialized eServices are available to users with a secure login. These include secure docket sheets for the three levels of court; secure court calendars for common pleas courts and magisterial district courts; statewide warrants; and attorney registration. Approval for certain secure services must be granted by a county clerk of court or district court administrator.



### What are Secure eServices?

The UJS Portal is also an important tool for people conducting court-related business. Secure eServices, also known as the Secure Web Portal, provides users the ability to access case information that is not made available to the public. Members of the Court staff, District Attorneys office, Probation Officers, JNET users and other court-related personnel approved by the clerk of courts or district court administrator can access important case and case participant information, based on assigned security roles using any computer with Internet access.

The functions available through Secure eServices include Secure Docket Sheets, Secure Court Summary Reports, Secure Calendar Schedule, Secure Rule 509 Postings, Attorney Registration, Statewide Warrants, Interpreter searches, Judicial Assignments, and DA Link.

Access to Secure eServices is granted by filling out the UJS Web Portal Secure Account Request Form. The form is available by contacting the county Clerk of Courts or District Court Administrator.