



Appellate Case Management System (ACMS) Update July 2016

ACMS will be down from Friday, July 22, 2016 at 12:00 PM to Monday, July 25, 2016 at 8:00 AM. This will affect access to both eFiling and viewing appellate cases. During the downtime ACMS will be updated to a new version. This update will require OJD to move ACMS to a new database which will affect your password. Your user ID will remain the same. On July 25, 2016, a temporary password will be sent to the email address on file with your subscription. After accessing the system you will need to set a new password. If you are a current user of ACMS and do not receive an email with a temporary password, please contact the OJD Help Desk at ETSDHelp@ojd.state.or.us.

The email containing your temporary password will be sent from C-Track@ojd.state.or.us. Make sure this email address is whitelisted through your email provider. If you do not receive the email on July 25, 2016, check your spam folder.

The email will look like this:

This is a notice to inform you that your password for the Oregon Judicial Department's appellate public access website has been reset. You can login to the site here: <https://orctrackpublic-qa/login.do>.

Username:

Password:

Please note that you will be required to change this temporary password after logging in.

This e-mail was sent to etsd-acms-efiling@ojd.state.or.us by the Public Access website. Do not respond to this system generated e-mail notification. If you have questions or need assistance contact OJCIN Online at OJCIN@ojd.state.or.us, or for technical help contact ETSDHelp@ojd.state.or.us.

Document Access

OJCIN Online subscribers who currently have access to documents in the Oregon eCourt Case Information (OEI) System will also receive access to documents through ACMS. Only documents entered into the system ON or AFTER July 25, 2016 will be available. Documents entered before this date will not be available through ACMS.

Public Access – Opening a Document in ACMS Quick Reference Guide

The following will guide you through accessing documents through the Appellate Case Management System (ACMS).

Under **Case View** you will find the case register and docket entries.

The screenshot shows the 'Appellate Case Management System - Public Access Site' interface. On the left, a 'Cases' menu is visible with 'Case View' highlighted. The main content area displays case information for Case No. A161542, including the short title 'Joshua Bunn v. John Myrick' and the classification 'Appeal - Collateral Criminal - Post-Conviction'. Below this is a 'Party Information' table and a 'Docketing Filter View' section. The 'Case Register' table lists various entries with columns for 'Filed Date', 'Entry Date', 'Type/Subtype (Status)', and 'Doc Link'. A red arrow points from the 'Case View' menu to the 'Case Register' section.

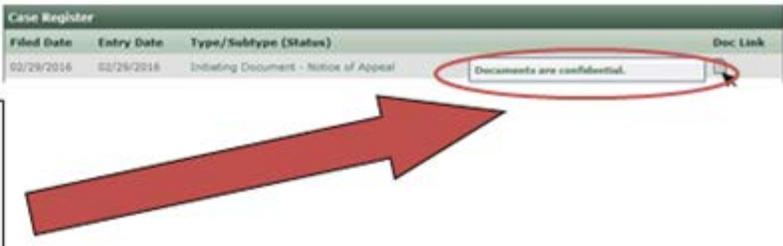
Filed Date	Entry Date	Type/Subtype (Status)	Doc Link
02/29/2016	02/29/2016	Initiating Document - Notice of Appeal	
03/01/2016	03/01/2016	Notice Generated - Acknowledgment and Deficiency Letter	
03/03/2016	03/03/2016	Motion - Appoint Counsel and for State-Paid Transcript	
03/03/2016	03/03/2016	Order on Motion/Petition/Other - Appoint Counsel and for State-Paid Transcript	
04/06/2016	04/12/2016	HOET - File Transcript	
04/12/2016	04/12/2016	Order on Motion/Petition/Other - Allowing HOET	
06/07/2016	06/06/2016	HOET - File Transcript	

To open a document, hover mouse over document icon in the **Case Register** section. Hovering on the icon will open a new box with the document name.

The screenshot shows the same ACMS interface as above, but with a red circle around a document icon in the 'Case Register' table. A red arrow points from the text box to this icon. The icon is a small document symbol with a magnifying glass, indicating that hovering over it will reveal the document's name.

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If you hover over a document icon and the pop up says: "Documents are confidential" then document is unavailable due to confidentiality or unavailable electronically.



Supreme Court
Court of Appeals
Appellate Records

Appellate Case Management System - Public Access Site

Cases Account Find Case...

Case Information

Case No.: A161542 Short Title: Joshua Burn v. John Mynick
 Appellate Court: Court of Appeals Classification: Appeal - Collateral Criminal - Post-Conviction
 CAM: Unsville County Circuit Court - CV140593

Filed: 02/29/2016 Case Status: Waiting for Transcript/Agency Report

At Issues: Submission Form:
 Argued/Submitted: Disposition Type:
 Decided: Decision Form:
 Appellate Judgment:
 Reinstated:

Party Information

Role	Party Name	Former	Comments	Dist. List	Attorney(s)
Appellant	Joshua Burn	N	Test	Y	Jed Peterson
Respondent	John Mynick	N		Y	Benjamin Gutman

Docketing Filter View

Display: Ascending Docket Entry Type: Filter: All

Case Register

Filed Date	Entry Date	Type/Subtype (Status)	Doc Link
02/29/2016	02/29/2016	Initiating Document - Notice of Appeal	
03/01/2016	03/01/2016	Notice Generated - Acknowledgment and Deficiency Letter	
03/03/2016	03/03/2016	Motion - Appoint Counsel and for State Paid Transcript	
03/03/2016	03/03/2016	Order on Motion/Petition/Other - Appoint Counsel and for State Paid Transcript	
04/06/2016	04/12/2016	ROET - File Transcript	
04/12/2016	04/12/2016	Order on Motion/Petition/Other - Allowing ROET	
04/07/2016	04/09/2016	ROET - File Transcript	
04/08/2016	04/08/2016	Order on Motion/Petition/Other - Allowing ROET	
04/08/2016	04/08/2016	Order on Motion/Petition/Other - Allowing ROET	

Move mouse over to the pop up, which will darken, and click on the pop up.



Once you click on the pop up, a box will open at the bottom of your screen giving you the option to open or save the document.

Public Access – Opening a Document in ACMS Quick Reference Guide

Changes to Cases Display

If you hover over **Cases**, subcategories will display. From there you can select various administrative case functions.

The screenshot shows the 'Appellate Case Management System - Public Access Site' interface. A red arrow points to the 'Cases' dropdown menu, which is circled in red. The dropdown menu contains the following options: Case Search, Case View, CABO Information, Case Ticklers, Print Case Descending, and Print Case Threaded. The main content area displays case information for 'Joshua Bunn v. John Myrick', including case number A11-342, court information, filing date (02/29/2016), and case status (Waiting for Transcript/Agency Record). Below this is a table for Party Information and a Docketing Filter View section.

Role	Party Name	Former	Comments	Dist. List	Attorney(s)
Appellant	Joshua Bunn	N	Test!	Y	Jed Peterson
Respondent	John Myrick	N		Y	Benjamin Gutman

Filed Date	Entry Date	Type/Subtype (Status)	Doc Link
02/29/2016	02/29/2016	Initiating Document - Notice of Appeal	