

# Oregon Judicial Department



## **OREGON JUDICIAL INFORMATION NETWORK (OJIN) PUBLIC ACCESS USER'S GUIDE OJIN – G 148A**

PLEASE NOTE: The OJIN OnLine data is provided in live time from the Oregon Judicial Department database, but the information does not constitute the official record of the court. For detailed information about a case, contact the local circuit court where the case is filed.

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## Document Information

Version	Date	Author	Comments
1.0	2005		Original.
1.1	5/22/13	Dana Jensen, ETSD	Complete revision. Removed and updated obsolete technical information. Re-ordered into functional areas rather than alphabetical. Minor editorial changes to text – most of the functional content has not changed. General reformatting and editing. Updated screen shots.
1.2	9/6/13	Cheryl Fowler, OETO	Reformatted. Edited for plain language where possible.

# Overview

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## Oregon Judicial Information Network (OJIN)

The Oregon Judicial Information Network (OJIN) is a computer application that stores case information for the State Circuit Courts and Tax Court. The data is maintained by the Oregon Judicial Department (OJD) and available to the public either at public terminals installed at the courthouses or by connecting to the OJIN web page via personal computer. For connection through personal computer, a fee-based subscription, OJIN OnLine, is required.

OJIN data includes historical circuit courts and tax court case records going back many years. The “starting date” for data depends on the court you are viewing. For information about the start date for a specific court, see: [OJIN Counties, Codes, and Start-up Dates](#).

**NOTE:** From 2012 through 2016, circuit courts will migrate to the Oregon eCourt Case Information (OECI) system. Data from migrated courts is available only through the OECI access. The OJD’s Online Services web page provides detailed information about migrated courts and the new system.

OJIN OnLine allows a person to view court case information for civil, small claims, tax, domestic, probate, and criminal (including misdemeanor and felony) cases. This data is stored in either the OJIN system or the new case tracking system, Oregon eCourt Case Information (OECI) system. Both systems are accessible through an OJIN OnLine subscription.

Court of Appeals and Supreme Court case information is accessible through the Oregon Appellate Courts Case Information system. Additional details can be found on the OJD’s Online Services web page.

OJIN OnLine is available seven (7) days a week except during maintenance hours: Sunday – Thursday, 11 pm to 4 am; and Friday 11 pm to Saturday 11 am.

## Understanding the Court System

Federal, state, municipal, and justice courts make up the court system.

- **Federal** courts handle civil, criminal, and bankruptcy cases.
- **State Circuit** courts are located in each county and handle the majority of court matters; the Tax Court decides matters pertaining to taxes.
- **State Appellate** courts handle matters under appeal. The Supreme Court decides matters appealed from the Court of Appeals and the Court of Appeals decides matters appealed from the Circuit Courts.
- **Municipal** courts are limited jurisdiction and work mainly with city ordinance violations.
- **Justice** courts handle small civil matters and minor offenses.

OJIN OnLine provides access only to cases filed within the **State** courts.

# Technical Requirements

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OJIN OnLine is accessed via the Internet using a web browser. The following are required:

- An active subscription to OJIN OnLine
- A PC-compatible computer running Windows XP or higher
- An Internet Service Provider (ISP) with either Internet Explorer 6 or higher, Firefox 3.0 or higher, or Google Chrome
- Oracle's Java Runtime Environment ([www.java.com](http://www.java.com))

**NOTE:** Other browsers and Macintosh computers are not currently supported by the OJIN Helpdesk but other customers successfully use these tools.

## Firewall Protection

It is common to have firewall protection for Internet access. If this feature is enabled on your system, the firewall should be set up for the following:

- Ports **8000** and **43856** must be set up as both source and destination ports for TCP for the **159.121.96.233** IP address.

## Printing Requirements

Be sure to enable pop-up blockers on your web browser for the OJIN OnLine website. Each supported browser has a different way of enabling pop-up windows. Choose the option best suited for your needs. In addition, enable OJIN OnLine as a Trusted Site.

## Technical Support

The OJIN OnLine service is supported by the OJIN Help Desk:

Subscriber/Business Support 800.858.9658 503.986.5856 Fax <a href="mailto:OJIN.Online@ojd.state.or.us">OJIN.Online@ojd.state.or.us</a> Office hours: M-F 8am-5pm	Technical Support 503.986.5582 Toll Free 877.826.5010 <a href="mailto:ETSDHelp@ojd.state.or.us">ETSDHelp@ojd.state.or.us</a> Office hours: M-F 7am - 6pm
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When sending an email, be sure to include:

- OJIN username (profile);
- Contact name and number;
- Return email address; and
- Company or Agency name (if applicable).

# Subscription Services

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An OJIN OnLine subscription account will provide access to three systems: OJIN, OEI, and Appellate Cases. These systems can be accessed using the same username. For the OEI system, a password reset may be required when using the system for the first time. Contact the OJIN Online Help Desk if you require assistance.

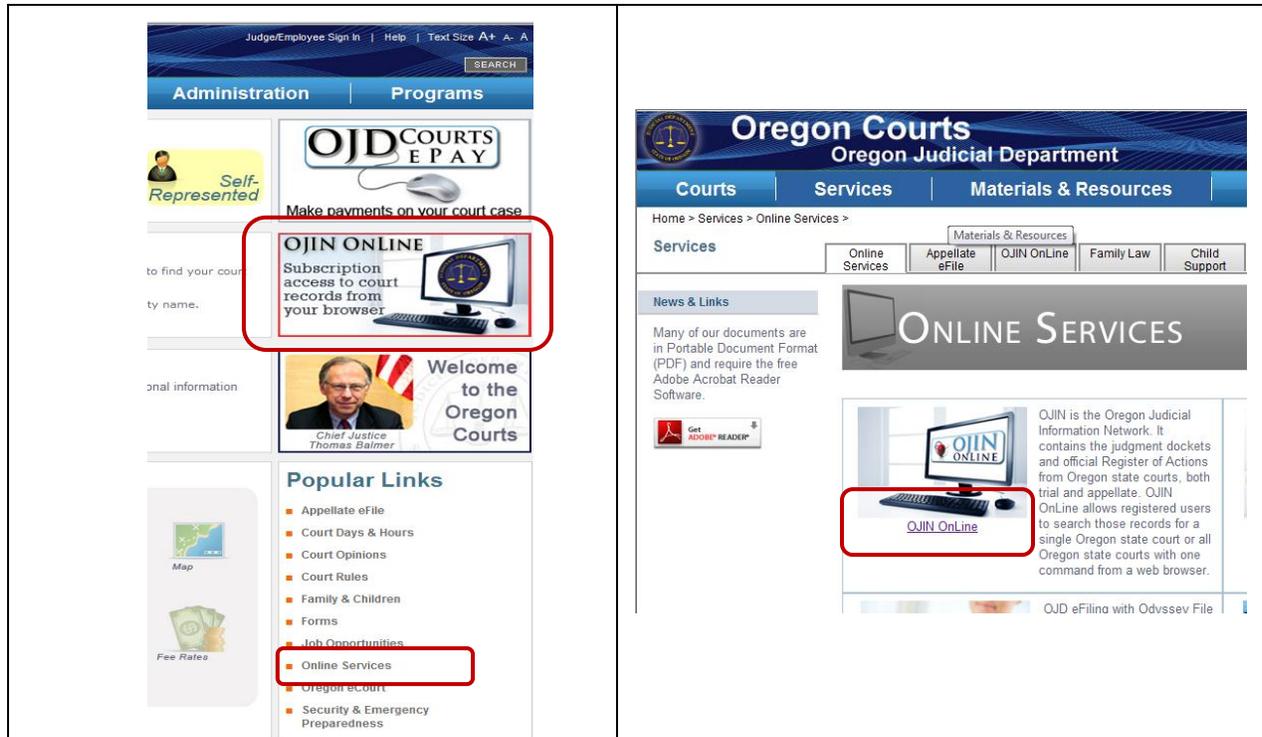
Applying for a subscription to OJIN OnLine is a simple online application process. This information can be found on the [Get Started with OJIN OnLine](#) web page. There is an initial non-refundable \$295.00 setup fee and a minimum \$10.00 monthly fee for each User ID regardless of usage. Additional monthly charges may be incurred based on types of searches.

The OJD OJIN OnLine Business Office will contact you once your subscription request has been received. After the request has been approved and processed, a username and passphrase will be set up and sent to the primary contact email that has been established for the account.

## Locating OJIN OnLine

The OJIN OnLine service is accessible on the Oregon Judicial Department Web site:

<b>OJD Home page:</b> <a href="http://courts.oregon.gov">http://courts.oregon.gov</a>	<b>OJD's Online Services page:</b> <a href="http://courts.oregon.gov/OJD/OnlineServices/OJIN/Pages/index.aspx">http://courts.oregon.gov/OJD/OnlineServices/OJIN/Pages/index.aspx</a>
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On the OJIN OnLine Services page, you will find access to the three available systems for reviewing case information:



OJIN Online Access	Oregon eCourt Case Information	Oregon Appellate Courts Case Information
View court case information for courts that <u>have not</u> migrated to Oregon eCourt. A list of courts can be found online. This guide provides detailed instructions for navigating this system.	View court case information for courts that <u>have</u> migrated to Oregon eCourt. A list of courts can be found online. There is a separate user guide available online for this system.	View court case information for the Court of Appeals and Supreme court cases. There is a separate user guide available online for this system.

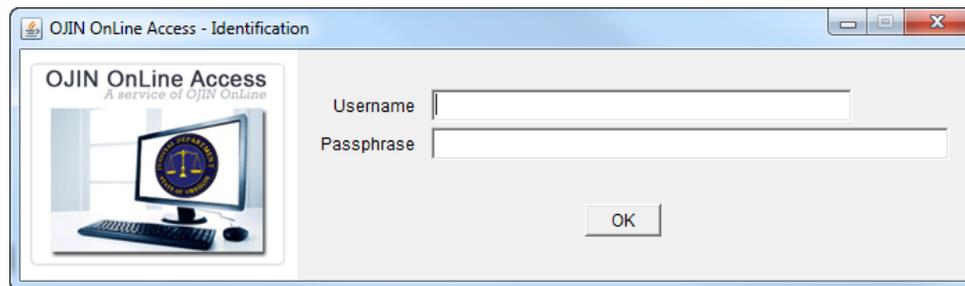
**NOTE:** Consider making this page a “favorite” or “bookmark” for ease in access. This is the most stable web address to use. Do not bookmark the actual login page as the address could change in the future.

## Signing In

Click  for *OJIN Online Access* to begin navigating through case information for courts that have not migrated to Oregon eCourt. A pop-up window will display.

**IMPORTANT:** If the pop-up window does not display, Java may not be loaded on the computer or the Java version needs to be updated. Each supported browser has a different way of enabling pop-up windows. Please use the option best suited for your needs to allow the OJIN Online availability.  
([www.java.com](http://www.java.com))

Enter your username and password; both are not case-sensitive, click OK. Once connected do NOT close the browser page that is open in the background.



(Example: Sign-in Pop-up Window)

If you encounter problems with username or passphrase (password), contact OJD's Help Desk:

Technical Support

503.986.5582

Toll Free 877.826.5010

[ETSDHelp@ojd.state.or.us](mailto:ETSDHelp@ojd.state.or.us)

Office hours: M-F 7am - 6pm

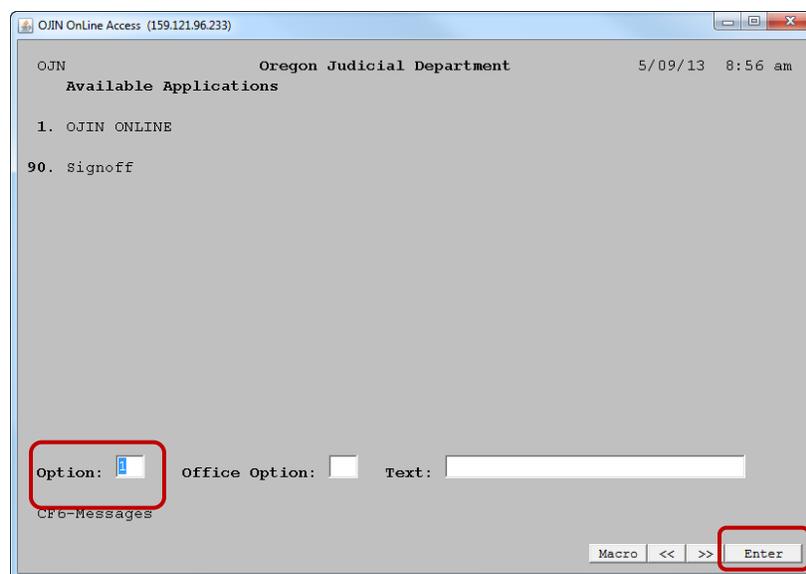
NOTE: When sending an email, be sure to include:

- a. OJIN username (profile);
- b. Contact name and number;
- c. Return email address;, and
- d. Company or Agency name.

# Navigating OJIN OnLine

OJIN is a command-based system which is formatted into what is called a 'green-screen' format. There are no Windows-based drop-down menus to choose from. You will be required to navigate through the system by entering in commands and clicking through options.

After you sign into OJIN OnLine, you will be presented with the *Available Applications* page.



(Example: OJIN Available Applications screen)

This is the gateway to the system.

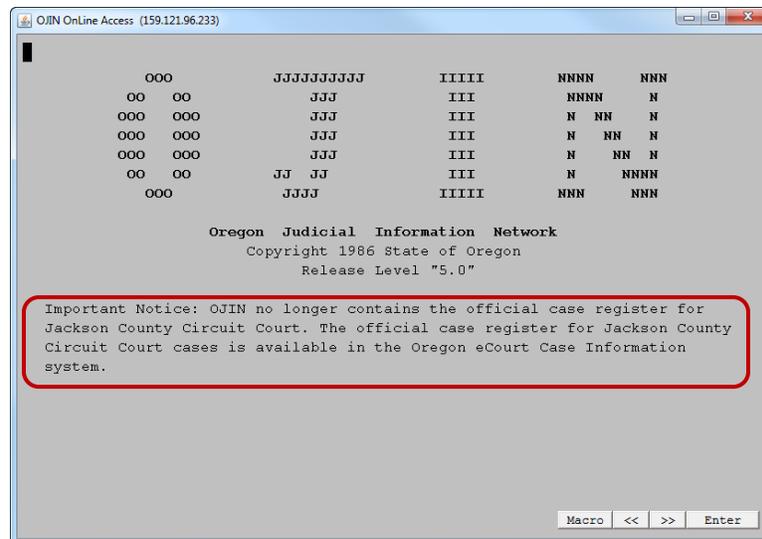
- Option 1: Enter into OJIN ONLINE and search for case records
- Option 90: Signoff (exit) the system

## Starting an OJIN OnLine Session

On the *Available Applications* screen:

1. Type the number 1 in the Option box.
2. Press Enter on your keyboard or click the Enter button at the bottom of the screen.
3. A “splash screen” will display.

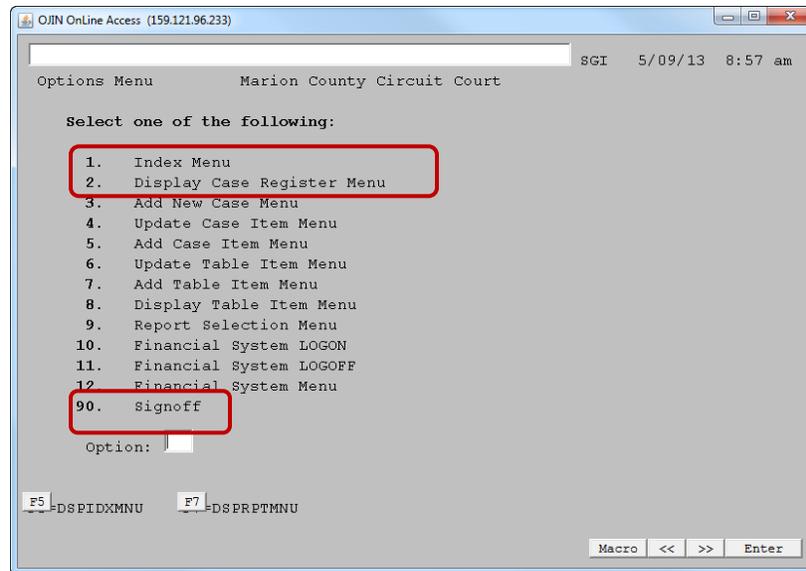
**NOTE:** If you have a ten-key pad on your keyboard, the Enter key on the keypad will NOT work as “Enter” for OJIN commands.



(Example: OJIN splash screen)

**NOTE:** The splash screen will sometimes include important information about OJIN OnLine system activity or your account.

4. Press or click Enter to close this page to enter the system.
5. The *Options Menu* will display.



(Example: OJIN Options Menu screen)

The *Options Menu* contains links for many different types of users. OJIN OnLine users only use Options 1, 2, and 90.

- Option 1: Access to the menu for the Main Name Index search.
- Option 2: Access to the menu for the Case Register search.
- Option 90: Exit the system.

## Ending an OJIN OnLine Session

It is important to close an OJIN session properly otherwise the session will remain active until it “times out”.

1. From any OJIN screen, press the F3 key until a menu has the option: 90. Signoff.
2. Type “90” in the Option field, press or click Enter. You will be returned to the *Available Applications* screen.
3. From the *Available Applications* screen, type “90” in the Option field and press or click Enter.

**IMPORTANT:** Do not “X” out of the system. The system will think you are still logged on, it will be locked to other users, and you will not be able to log in until the system times out.

# Features of the OJIN Screens

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The features described in this section will allow you to optimize your use of the OJIN screens.

**REMINDER:** OJIN is a command-based system. There are no Windows-based drop-down menus to choose from, you will be required to navigate through the system by entering in commands and clicking through options.

## Data Entry Activity

Use the following functions to move around on a data entry screen:

- Go To Next Field: Use the Tab key to move from field to field
- Return to Previous Field: Use Shift + Tab to move back to previous field(s)

You can also use the arrow keys on your keyboard during data entry activity:

- Right and left arrows will move you through the text
- Up and down arrows will move you through the fields

Another option is to reposition the cursor with a click of the mouse. Be careful with this option. Unless the cursor is directly on the field (which is not clearly visible) the system will not self-adjust to an open area. It is suggested to use the tab function for the highest level of accuracy.

**NOTE:** The Enter keys are not used to move between the fields.

## Dynamic Window Resizing

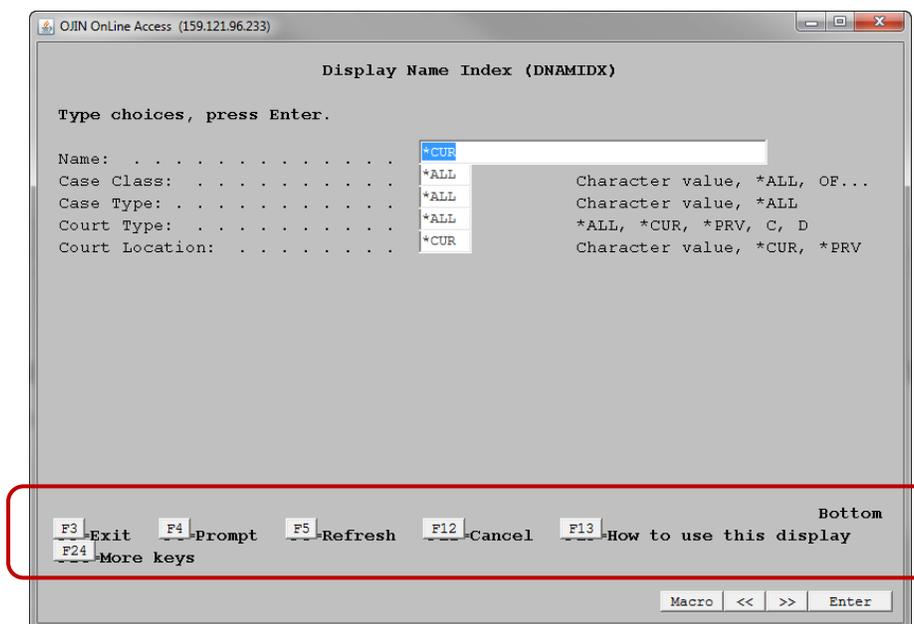
As with any Windows application, the OJIN window may be resized by using the mouse to drag a corner or side of the window in any direction. This will resize the window text as well, dynamically selecting the “best-fit” font.

## Error Line Messages

If there is an OJIN error line message (for example, confirming that a “Print” operation has been processed), it is normally overwritten by local feedback. For example, the statement “the GUI/Text mode will change on next screen”. You can toggle between the two messages by clicking on the left mouse-button over the message itself.

## F-Key (Function) Buttons

Many of the OJIN screens include function key buttons at the bottom of the screen.



(Example: Function Keys)

The purpose of these buttons varies depending on the screen. Click on either the F-key on the screen or on your keyboard to perform the function.

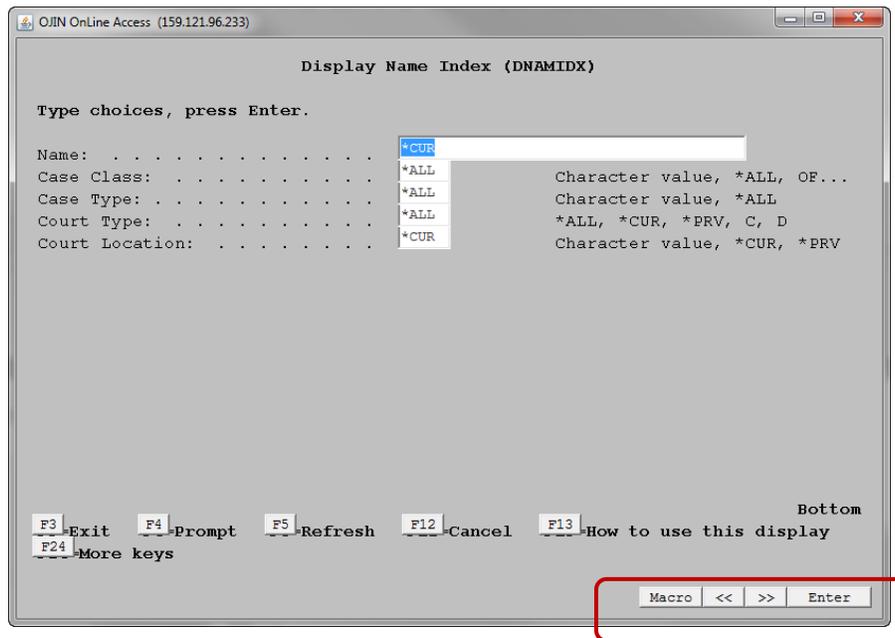
## Keyboard Mapping

The following keystroke combinations work in OJIN as alternate keyboard functions.

Keystroke	Action
Alt + P	Host Print key – See <a href="#">Printing a Single Page Using Host Print</a>
Alt + F	Refreshes and displays the <i>Available Files</i> List
Alt + Shift + G	Swaps the GUI/Text input modes, starting with the next screen displayed; click Enter to make the change while on the same screen

## Page Action Buttons

Three page action buttons display at the bottom right-hand corner of the each OJIN screen.



(Example: Page Action Buttons)

Click on the buttons to perform the following functions:

Function	Description
Macro	The Macro function allows you to define a set of repeatable steps and give the process a name. This is handy if you frequently step through the screens using the same procedure.

Function	Description
<<	Roll up to the First record in the file. Only works when you are on a screen that displays case records.
>>	Roll down to the last record in the file. Only works when you are on a screen that displays case records.
Enter	The Enter function is the “complete and take action” command. After you have made all the required or preferred entries on a search screen, click Enter or use the Enter key on your keyboard and your search will be executed.

If the buttons hide any text, they can be “hidden” by right-clicking once *on the line where they appear*. The buttons will automatically reappear on the next screen display. The action can be undone with another right-mouse-click. This will not affect the function key buttons.

**NOTE:** If you have a ten-key pad on your keyboard, the Enter key on the keypad will NOT work as “Enter” for OJIN commands.

# Organization of Case Information

Case information inquiries can be obtained by searching an individual court or statewide. OJIN case information is organized in the following hierarchy. Use the following codes to enter search criteria in various OJIN commands.

- **Court Location:** This refers to the local county where the case originated. This is a three-character code used to identify the location of the case. Use the Court Location code to view any county in Oregon. This is done by entering the county code on the screen when you are searching for information.

County	Code	County	Code
Appellate Courts	ORG	Lake	LAK
Baker	BAK	Lane – Civil / Criminal / Traffic	LAN
Benton	BEN	Lincoln	LNN
Clackamas	CLA	Linn	LIN
Clatsop	CLT	Malheur	MAL
Columbia	COL	Marion	MAR
Coos	COO	Morrow	MOR
Crook	CRO	Multnomah – Civil / Criminal / Traffic	MCR
Curry	CUR	Multnomah Parking	MCP
Deschutes	DES	Polk	PLK
Douglas	DOU	Sherman	SHE
Gilliam	GIL	Tax Court	TAX
Grant	GRA	Tillamook	TIL
Harney	HAR	Umatilla	UMA
City of Hermiston	HER	Union	UNI
Hood	HOO	Wallowa	WAL
Jackson	JAC	Wasco	WAS
Jefferson	JEF	Washington	WSH
Josephine	JOS	Wheeler	WHE
Klamath	KLA	Yamhill	YAM

**NOTE:** Multnomah County has two court locations, split by case class; civil / criminal / traffic use MCR; parking use MCP.

- Court Type: Most major crimes and family matter cases since 2000 will be identified with type "C" for Circuit Court. For historical searches a type "D" for District Court might need to be used.
  
- Case Class: Within the court type, the class (e.g. criminal, family, etc.) of the case can be specified. It is not a required search field, but can be helpful when trying to find very specific cases.
  
- Case Type: Case types further define the case, with the following commonly-used types:
  - Offenses: FE (felony); MI (misdemeanor); VI (violation); IF (infraction)
  - Domestic Relations: DS (dissolution); AX (abuse prevention)
  - Civil: ET (landlord / tenant disputes); CT (contracts)
  
- Case Number
  - If the case number is known, the case can be displayed directly by using the Display Case command (DCAS).
  - If the case number is not known, the Name Index (DNAMIDX) option from the main menu allows you to search by name.

**NOTE:** Some counties have migrated to the Oregon eCourt Case Information (OECI) system. You will not be able to use the Court Location in OJIN Online to search those courts. The OJD's Online Services web page provides detailed information about migrated courts and the new system.

## Case Class, Code, and Types

The case class and codes are not required when looking for cases. However, when displaying the index of cases, it is useful to know the meanings of the class abbreviations.

## Case Class

The Case Class is the general case description. The following table lists the most common case classes, specifies the class code, and some case type examples.

Case Class	Code	Case Types	Examples
Civil	CV	52 types	CT – Contract ET – F.E.D. MO – Malpractice NG – Negligence TO – Tort
Domestic Relations	DO	18 types	AX – Abuse Prevention DS – Dissolution
Juvenile <b>(not available to the public)</b>	JU	10 types	DE – Dependency DF – Felony DI – Infraction DM – Misdemeanor DV – Violation
Mental Health <b>(not available to the public)</b>	MH	3 types	MI – Mentally Ill MR – Mentally Retarded OT – Other
Offenses	OF	6 types	FE – Felony IF – Infraction MI – Misdemeanor VI – Violation
Probate	PB	7 types	CV – Conservatorship ES – Estate GD - Guardian
Small Claims	SC	3 types	CT – Contract OT – Other TO – Tort

## Case Code

Case Codes define the general kind of case (civil, offense, etc.).

Case Code	Description
AD	Administrative
AP	Appeal/Review
BR	Bar Review

Case Code	Description
CV	Civil
DO	Domestic Relations
JF	Judicial Fitness
JR	Judicial Review
JU	Juvenile
MH	Mental Health
OF	Offense
OP	Original Proceedings
PB	Probate
SC	Small Claims
TR	Tax: Regular
TS	Tax: Small Claims

## Case Types

Case Types are the sub-classification under the more general Case Class headings. The Case Class is the general case description; the Case Type defines the particular case in more detail.

- The Case Class and Type are shown as two two-character codes on the Name Index
- On the Display Case screen, the Class and Type are spelled out fully in the Case Register heading

For example, the codes "CV CT" will show on the Name Index, while the case register heading will show "Civil Contract" spelled out.

## Status Codes

The status codes for a case come from an application of a Status Code by a court clerk under order of the court. These are displayed on the Name Index and in the upper-right corner of the Case Register Screen.

Status Code	Description
Appeal	Under Appeal
Arb Elig	Eligible for Arbitration
Arbitrat	In Arbitration
Closed	Closed
Cond Dis	Conditional Discharge
Diverted	Diversion
Lic Sanc	License Sanctions
Mediatn	Mediation
Pn Conc	Pending Conciliation
Pn Hosp	Pending Hospitalization
Pn Outj	Pending Out Jurisdiction
Pre Disp	Predisposition
Prob Vio	Probation Violation
Psy Exam	Psychiatric Exam
Purgable	Purgable Cas
Reinstat	Reinstated
Und Advs	Under Advisement
Wanted	Wanted

## Judgment Status

The Judgment Index and Judgment screen display the following:

Status Code	Description
DISC	Discharged
JGDS	Judgment Dismissed
JGSA	Judgment Set-Aside
SAPR	Partially Satisfied Judgment
SLRP	Sale of Real Property
SATF	Satisfied
SUPR	Superseded

Status Code	Description
USAT	Unsatisfied
VOID	Void

The codes are displayed on the index; the description is found on the judgment screen.

## Case Register of Actions

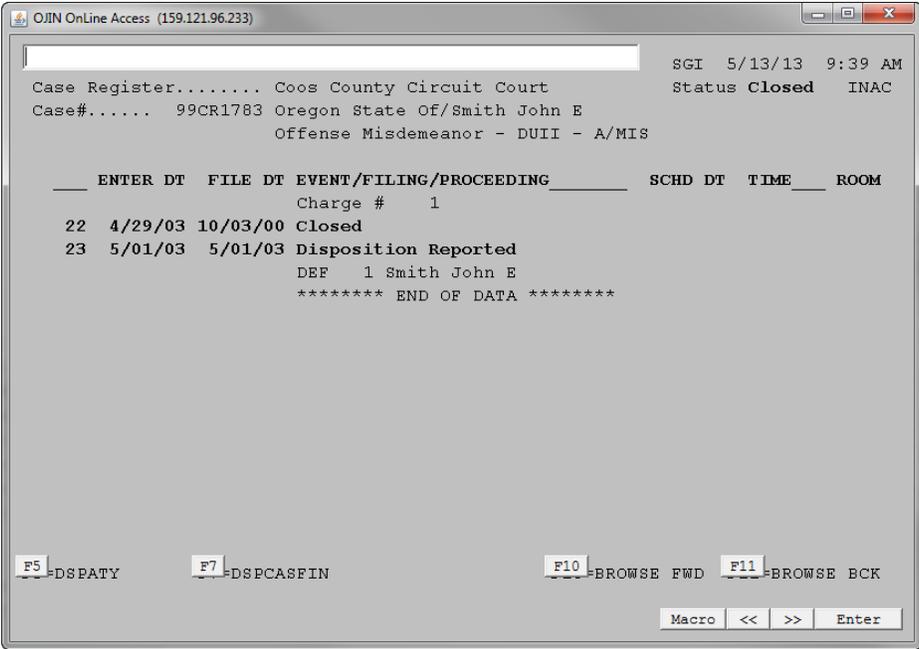
The Case Register contains all information pertaining to a case. The case summary describes the case, parties to the case, the charge (if criminal), and the judgment or sentence conditions.

This summary page is followed by a list of events or "Register of Actions" that has recorded the history of the case by listing events, in chronological order, that occurred throughout the life of the case. The actions include everything from the case filing through the resolution of the case. In addition, this could include any motions or orders, notations of additional documents, sentencing, or judgments. The complete history of the case can be viewed as you page through the Case Register pages for each case.

The easiest way to display this information is to locate the case on the Name Index. The Case Register can also be accessed using the DCAS command if you know the case number.

Once the case has been found, the first screen to display is the Case Register summary information.





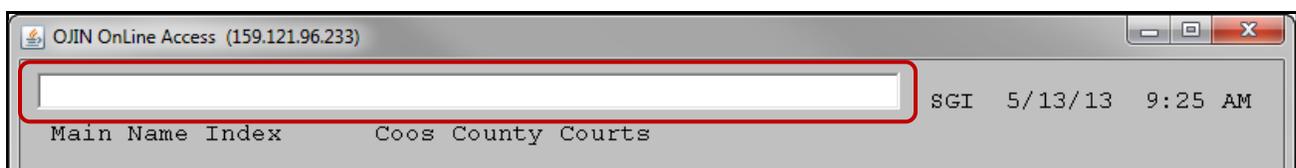
(Example: Case Register of Actions – End)

**NOTE:** If there is no information on a section in the case (such as a case without related cases), the section does not display.

# Using OJIN Commands

There are two ways of opening a search / data entry screen in OJIN. You can step through the various menus or you can enter a command using the Command Line. This section describes how to enter OJIN commands including the parameters (search criteria).

The OJIN Command Line appears at the top of most OJIN screens.



(Example: Command Line)

## Command Descriptions

There are six OJIN commands useful for public access to court records:

Command	Short Description	Detailed Description
DCAS	Display Case	Displays a specific Case Register when the case number is known. Also allows for easy movement between the Court Locations.
DNAMIDX	Display Name Index	Displays a list of names, providing subsequent quick access to the Case Register.
DSTWIDX	Display Statewide Index	Similar to the name index. Displays cases throughout the state matching the name entered.
DCASFIN	Display Case Financial	Shows the financial information about a case when the case number is known.
DJGMIDX	Display Judgment Index	Displays a list of names for cases with judgments, providing quick access to the judgment details screen.
DJGM	Display Judgment	Displays the judgment details screen when the case number is known.

## Entering Commands

1. Press the Tab key until the cursor is positioned at the top left corner of the screen in the command entry line. Optionally, click in the box with the mouse.
2. Type the command and necessary parameters (such as the case number).
3. Press the Enter key.

## Command Options

- If you prefer to enter the parameters using a screen, type the command and press F4. The parameter (data entry) screen for that command will display.
- If you do not know which parameters are required, precede the command name with a question mark (?). Do not include any parameters. The system will display the parameter entry screen to assist you in entering the needed information.

## Parameter / Data Entry Options

- All parameter screens have similar entry fields – name or case number, case class, case type, and court locations.
- You do not need to enter specific information for each parameter. For example, in the case class and type fields (the field might default to \*ALL) can be used to select all classes and all types.
- Another generic parameter is “\*CUR” for current. This entry will keep the same value in the field. This is most often used in the court location field when cases are being looked up in the same court.

## Menu Options

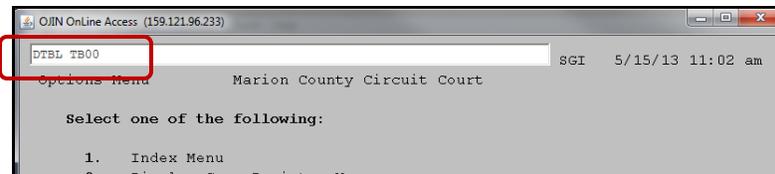
Menu options can also be used as an alternative to commands. The Index Menu leads to a submenu with two index options that can be used: the Name Index and the Judgment Index.

## Table Codes (DTBL Command)

Code abbreviations are used throughout OJIN. This section will provide the steps to access a list of all tables for OJIN and FIAS (financial) codes using the DTBL command.

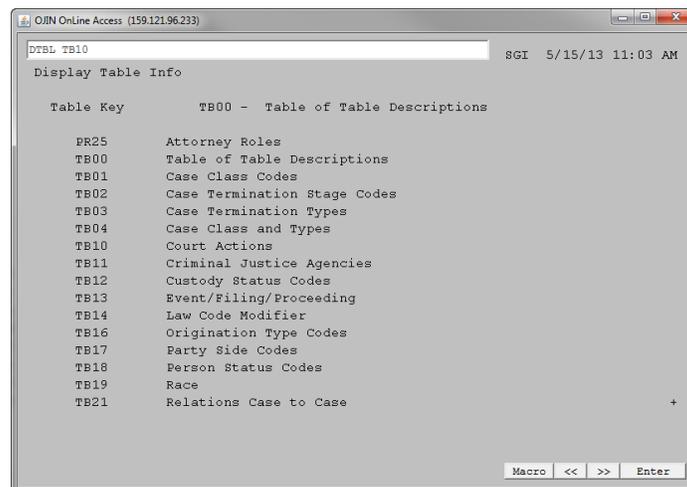
## Accessing Available Table of Codes

1. Locate the Options Menu.
2. On the Command Line, type DTBL TB00; press Enter.



(Example: DTBL TB00 – Command Entry)

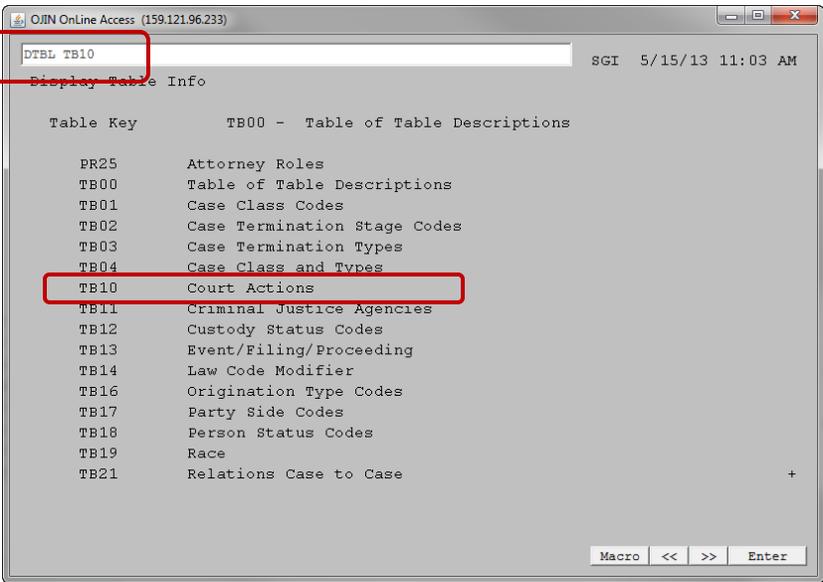
3. An alphabetic list of code tables by Table Key will display.



(Example: DTBL TB00 – Table of Table Descriptions)

4. Use the Page Up / Page Down buttons to locate the table you want to view.
5. Two choices for retrieving a specific table:
  - a. Type "DTBL <Table Key>" in the Command Line; press Enter.

6. Type DTBL in the Command line; press F4.



(Example: DTBL <Table Key> – Command Entry)

7. The detailed list of codes will display.

8. Use the Page Up / Page Down buttons to move through the list.



**(Example: Detailed list of codes)**

# Finding Cases in OJIN OnLine

Cases can be searched for by Name or Case Number and by individual court or statewide options. There is also the availability to search and display financial and judgment information for a case. Once a case is found, details can be viewed in the Case Register.

## Court Location Default

When your OJIN OnLine account is set up, you are assigned a default Court Location. This will allow you to search in “your” court as soon as you sign-in to OJIN. Your account will be positioned on that court’s records until you choose to change the Court Location.

Your default court location is “hidden” in your username. Positions 4-6 should be the three-character code for the location. For example, in username ABCBEN02, the Court Location is “BEN”, or Benton County.

If you need to search another court, you must change your location to that court.

**NOTE:** The Court Location you are currently using displays at the top of most of the screens.



(Example: Court Location Display on Main Name Index Screen)

## Change the Court Location Setting

Use the following command to change your Court Location: DCAS COURTL(xxx)

Be sure to type the command with a space between DCAS and Court, followed by no additional spaces. Substitute the Court Location abbreviation for the "xxx", include the parentheses. For a complete list of Court Locations, see [OJIN Counties, Code, and Start-Up Dates](#).

The Court Location can also be changed on the Parameter screen when conducting detailed searches.

**IMPORTANT:** Your account will stay set on the latest Court Location until you choose to change it again, even if you sign out of OJIN.

## Searching for Names

Most of the names on the cases have been entered manually in the courts. Although the best efforts have been made to standardize the formats and conventions, some of the data entry may be inconsistent. This is especially true when a name contains spaces or apostrophes.

Names may be entered in a variety of unusual ways on the system. At one time, slashes and the underline character were used to allow capitalization of names with spaces and apostrophes. Not all courts use the rules consistently. To find a person whose name has punctuation or spaces, try the following variations when using the Name Index:

### Names with apostrophes, such as O'Leary

with an apostrophe	O'LEARY
with a slash	O/LEARY
with no apostrophe	OLEARY
with a space	O LEARY

### Mc or Mac names, such as McAdam

with a slash	MC/ADAM
with an underline	MC_ADAM
with a space	MC ADAM
with no space	MCADAM

### Names that are two words, such as Van Orden

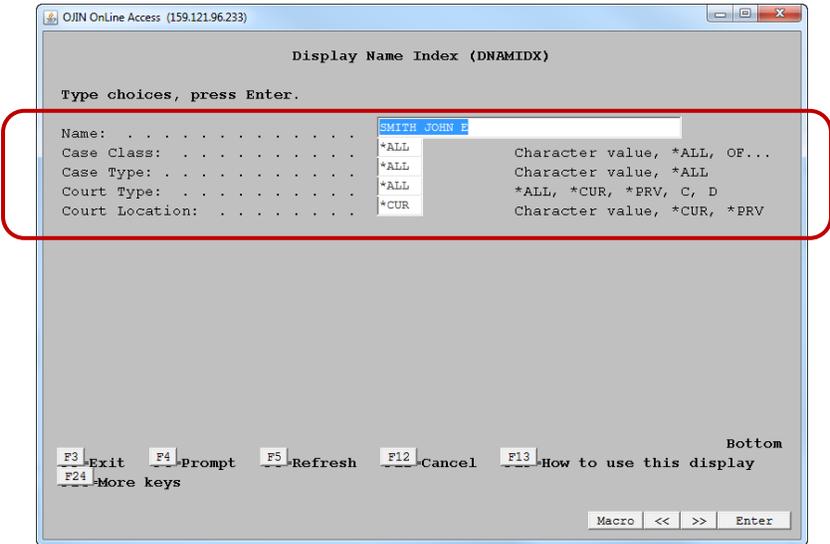
with a slash	VAN/ORDEN
with an underline	VAN_ORDEN
with a space	VAN ORDEN
with no space	VANORDEN
with a dash	VAN-ORDEN

### Finding Cases: Name Index

The Name Index contains both defendant and plaintiff names cross-referenced to cases in which either is a party. If you do not know the case number but know either name use the Display Name Index data entry screen or enter the DNAMIDX command, including the parameters, on the Command Line.

### Using the Display Name Index Data Entry Screen

1. Walk through the menus to reach the Display Name Index data entry screen. Optionally, use "DNAMIDX + F4" on the Command Line.



(Example: Display Name Index Data Entry Screen using DNAMIDX + F4)

2. Type the following parameters:

Parameter	Comments
-----------	----------

Parameter	Comments
Name	Enter the last name or the company name. This is the most important parameter associated with the Name Index. It is recommended that only the last name, <space> and at the most, the first letter of the person's first name be entered. This will reduce the possibility of spelling mismatches.
Case Class	Enter the specific Case Class or leave the default value of <b>"*ALL"</b> . The <b>"*ALL"</b> default will retrieve all cases related to the specified name.
Case Type	Enter the specific Case Type or leave the default value of <b>"*ALL"</b> . The <b>"*ALL"</b> default will retrieve all cases related to the specified name.
Court Type	Enter the specific Court Type or leave the default value of <b>"*CUR"</b> . The <b>"*CUR"</b> default will tell the system to use the current court type. Once a case is displayed, the system will remember the court type and location entered. <b>"*CUR"</b> will use that last court type for any new search.
Court Location	Enter the specific Court Location or leave the default value of <b>"*CUR"</b> . The <b>"*CUR"</b> default will tell system to use the current Court Location. Once a case is displayed, the system will remember the court type and location entered. <b>"*CUR"</b> will use that last Court Location for any new search. Use <b>"*PRV"</b> to return to the court location used in the prior search.

3. Press Enter.

## Using DNAMIDX on the Command Line

Using the DNAMIDX command will require that you specify the parameters in the Command Line rather than using the parameters screen.

Enter the following information on the Command Line:

1. Type DNAMIDX; enter a space.
2. Type the person's name to be retrieved enclosed in single (') quotation marks; enter a space.
3. Type the Court Type, if needed.
  - a. The court type can be entered as COURTT(\*ALL) to find both circuit and district court cases.
4. Type the Court Location, if needed.

- a. The court location can be entered as COURTL(XXX) where XXX is a specific Court Location code. The Court Location code is only necessary when a name search will be outside the current default location. The default is based on the location of the last case displayed.

5. Press Enter.



(Example: Command Line – Name Index Search Parameters)

## Understanding the Search Results

When a case matching the search parameters is located, a results screen will display with the case(s) which match and those that follow alphabetically by name. Defendants and plaintiffs are listed, as well as aliases, respondents and other parties. If the case is not found, the search screen will list cases that most closely match your parameters.

The screenshot shows a terminal window titled "OJIN OnLine Access (159.121.96.233)". The command line contains the text: `DNAMIDX 'SMITH JOHN' COURT(*ALL) COURTL(MAL)`. Below the command line, the text "Options Menu" and "Coos County Circuit Court" is visible. A red box highlights the command line input. Below the command line, the text "Select one of the following:" is displayed, followed by a numbered list: "1. Index Menu" and "2. Display Case Register Menu".

The search results listing is as follows:

Court/Case#	Name	Birth Dt	Role	Cl/Ty	Filed Dt	Stat
C 99CR1783	SMITH JOHN E	5/06/53	D DEF OF MI		9/16/99	CLSD
C 791442	SMITH JOHN ELLI		D RSP DO RS		3/03/79	CLSD
C 00BC1639	SMITH JOHN EVERETT	5/06/53	D DEF SC CT		10/05/00	CLSD
C B08E460740	SMITH JOHN HENRY	12/07/37	D DEF OF VI		7/21/08	CLSD
D B871979	SMITH JOHN HENRY	12/07/37	D DEF OF IF		5/01/87	CLSD
D 90WM139141	SMITH JOHN LUTHER	10/10/44	D DEF OF IF		3/01/90	CLSD
D CT882780	SMITH JOHN M	7/24/21	D DEF OF IF		9/01/88	CLSD
C 842516	SMITH JOHN R		P PPR PB GD		1/01/84	CLSD
C 01BC2042	SMITH JOHN W		D DEF SC CT		9/28/01	CLSD
C 01CV0186	SMITH JOHN W		P PTF CV FD		4/26/01	CLSD
C 05CV0616	SMITH JOHN W		D DEF CV MA		10/28/05	CLSD
C 02BC1445	SMITH JOHN WARREN	10/14/42	D DEF SC CT		8/20/02	CLSD
C 790843	SMITH JOHN WARRINER III		D RSP DO RS		5/29/79	CLSD
C B0959094	SMITH JOLENA C	3/16/89	D DEF OF VI		9/25/09	CLSD
C 09NB0614	SMITH JOLENA CHRISTINE	3/16/89	D DEF OF VI		4/24/09	CLSD
C 09NB0830	SMITH JOLENA CHRISTINE	3/16/89	D DEF OF VI		5/29/09	CL +

At the bottom of the terminal window, the text "FS DSPCRMDX" is visible, along with "Macro << >> Enter" buttons.

(Example: Search Results Listing)

The Name Index screen has the following information:

Label	Description	Comments
Court	Court Type	Specifies that the case is filed in C-Circuit or D-District court.
Case#	Case Number	Make a note of the case number. You may want to use it later with other OJIN commands.
	Optional monetary or other status codes	Following the case number, there may be other codes such as: <b>\$</b> - Money is owed to the court (e.g., receivables) <b>T</b> - Money is held in trust (e.g., security release or bail) <b>W</b> - A warrant was issued
Name	Name	Last Name order with no commas or other punctuation.
Birth Dt	Date of birth	Displays if the listed person is a defendant in a criminal case and the information has been entered.
Role	The role of the person in the case	Examples: DEF – defendant PTF – plaintiff ADA – alias RSP – respondent <b>NOTE:</b> For a complete list, see Table TB22 in the OJIN Code Tables.
Cl/Ty:	Case class and type	These are displayed in full on the Case Register.
Filed Dt	Date Filed	Date the case was filed.
Stat	Case status	This displays in full on the Case Register.

To select a specific case:

1. Place a "1" in the box to the left of the case you want to view; press Enter.
2. The Case Register for that case will display.

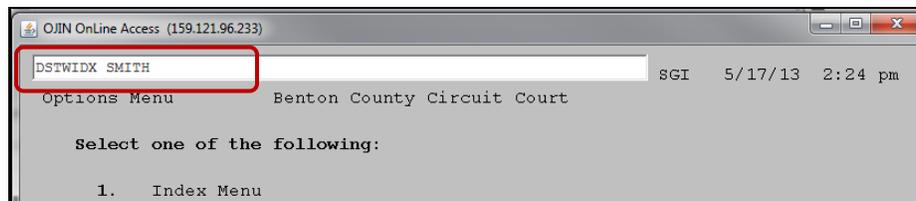
## Using the Statewide Name Index

The Statewide Name Index offers the option to search through a list of names when you are unsure of a specific case number and court location. This is conducted through the DISTWIDX command on the Command Line.

Use the following procedure to search for a name in the statewide index:

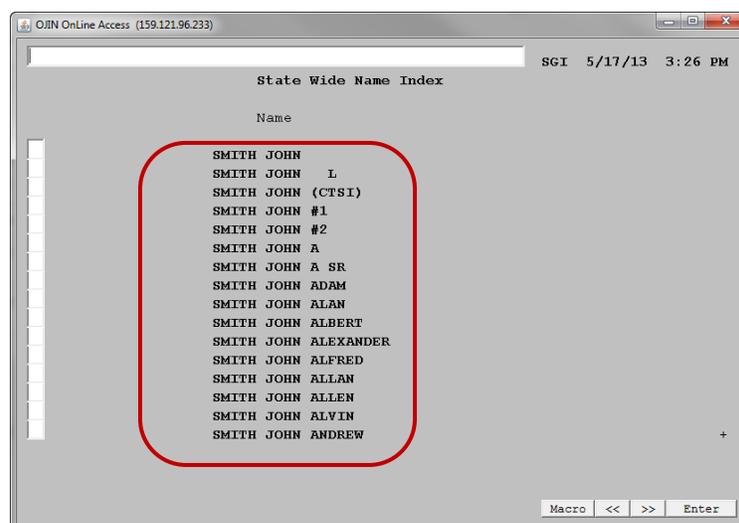
1. Two options:
  - a. Type ?DSTWIDX on the Command Line; press Enter.
  - b. Type DSTWIDX on the Command Line; press F4.

**NOTE:** You can bypass the parameters screen by entering the name as part of the command (i.e. DSTWIDX SMITH).



**(Example: State Wide Index Command Line Entry – w/Name)**

2. On the parameter screen: Type the name in the entry field; press Enter.
3. A list of all the names matching your Name parameter will display.



**(Example: State Wide Name Index – Search Results for 'John Smith')**

**NOTE:** Names for Multnomah Parking (MCP) cases are entered with two spaces between the last name and the first name ("Smith space space John"). If the results of your search are all from the "MCP" court, you probably entered an extra space in your Name parameter.

4. Place a "1" in the box to the left of the name you want to view; press Enter.
5. A list of cases associated with that name will display.

OJIN Online Access (159.121.96.233) SGI 5/17/13 3:27 PM

State Wide Name Index  
Type Option, Press ENTER: 1=DSPCAS, 2=Drvl#, 3=SSN, 4=SID

Loc	Case	Bthdat	Drvl#	SSN	SID	Sts	Filed	Cl/Tp
SMITH JOHN A SR								
<input type="checkbox"/>	C UMA	CV010042				CI	011101	CVRJ
SMITH JOHN ADAM								
<input type="checkbox"/>	C MCR	Z1420445		012286 0101819864		CI	062805	OFVI
<input type="checkbox"/>	C MCR	PR00435299		042882		CI	040710	OFVI
SMITH JOHN ALAN								
<input type="checkbox"/>	C MCR	920331668		072363		CI	032692	OFFE
<input type="checkbox"/>	D MCR	DA463963		072363		CI	032292	OFFE
<input type="checkbox"/>	C CLA	SR0398RCP				CI	030398	ADCV
<input type="checkbox"/>	C CLA	SRA9800444				CI	030598	ADOF
<input type="checkbox"/>	C CLA	SR0398DSB				CI	031698	ADCV
<input type="checkbox"/>	C MCR	030241759		072363		CI	022803	OFMI
<input type="checkbox"/>	C MAR	04C43524		011885		CIO	033104	OFVI
<input type="checkbox"/>	C MCR	PR318718		010161		CI	110806	OFVI
<input type="checkbox"/>	C MCR	121255122		072363		CI	121712	OFMI

Macro << >> Enter

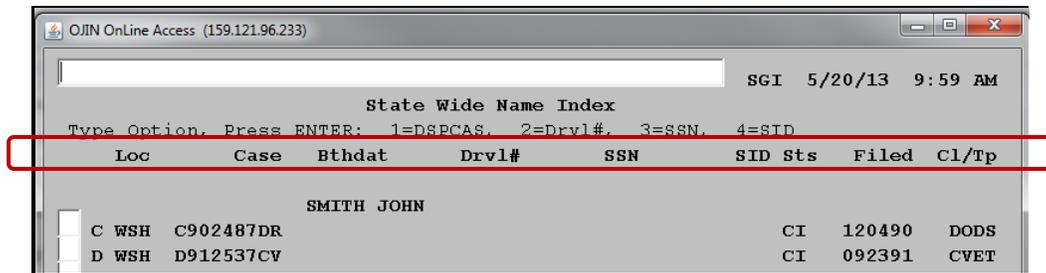
(Example: List of Cases Associated with Selected Name)

6. The names will appear in alphabetical order with each case associated with that name following the name.
7. Place a "1" in the box next to the case you want to view; press Enter.
8. The Case Register for that case will be displayed.

**NOTE:** You can select more than one case to view. If you flag more than one case for display, use F2 to move to the next case without having to return to the selection screen. Press F12 to return to the previous menu.

### Statewide Name Index Screen Labels

Each person that matches the search parameters (or follows alphabetically) displays with a set of labeled information. Case information displays across the screen on its own line with the data displaying from left to right.



(Example: State Wide Name Index – Labels)

Below is a table with the labels identified (see example above), descriptions of each, and some miscellaneous information to provide a better understanding of the information displayed:

LABEL	DESCRIPTION	OTHER
<b>Unlabeled</b>	The first column of each case is a checkbox used to select that case for detailed display.	
<b>Loc</b>	The first letter is the court type (C=Circuit; D=District); Next three characters are the Court Location.	FYI: A person may be associated with cases in more than one court location
<b>Case</b>	Number associated to a case.	
<b>Bthdat</b>	Date of birth (NOTE: not listed for civil cases)	This is useful for locating the specific person requested.
<b>Drvl#</b>	Driver's license number	Not available to Public Access users.
<b>SSN</b>	Social Security Number	Not available to Public Access users.
<b>SID</b>	State ID number	Not available to Public Access users.
<b>Sts</b>	Status of the case in three characters (positions)	<ul style="list-style-type: none"> <li>When a judgment is made, the case becomes closed, even if there are still issues to settle, such as money owed to the court.</li> <li>If nothing else needs to be done, the case may become Inactive, but can be reactivated if the case is brought before the court again.</li> </ul>

Common Status Code Combinations			
Position			Meaning
1	2	3	
blank	blank	blank	Active case, not yet adjudicated
blank	I	blank	Open case with Warrant, Commitments, Bankruptcy/Auto Stay, or Soldier/Sailor Relief. View the case for specific detail.
C	I	blank	Closed, inactive (adjudicated)
C	I	V	Closed, inactive, receivables owing
C	I	D	Closed, inactive, turned over to Department of Collections (DOR – Department of Revenue)
C	I	G	Closed, inactive, returned uncollectible from DOR
C	I	X	Closed, inactive, court requests return from DOR
D	I	blank	On diversion, inactive
F	I	V	Probation violation, inactive, receivables owing
N	I	blank	Mediation eligible, inactive
S	I	D	Sanction (license), inactive, turned over to DOR
S	I	V	Sanction (license), inactive, receivables owing
X	blank	N	Remove mediation eligibility
X	blank	Z	Removed purged status
Z	blank	blank	Purged record
Z	I	blank	Purged, inactive
<b>Filed</b>	Date the case was filed.		
<b>Cl/Ty</b>	Case Class and Type		For example, OFMI" is Offense (class) Misdemeanor (type).

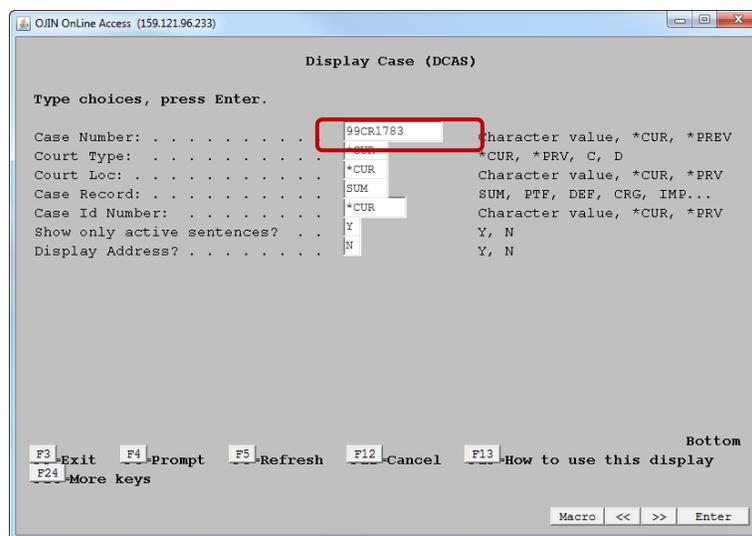
## Finding Cases: Case Number

In order to search by case number, you will need to know the exact case number to move through these screens. If you do not know the case number but know the name use the Display Name Index data entry screen or enter the DNAMIDX command, including the parameters, on the Command Line.

## Using the Display Case (DCAS) Data Entry Screen

1. Type "DCAS" on the Command Line; press F4.
2. Type the Case Number in the required field.
3. Options:
  - a. Leave the remaining fields at the default; press Enter.
  - b. Change parameter(s):

Parameter	Comments
Court Type	Enter the specific Court Type or leave the default value of “*CUR. The “*CUR” default will tell the system to use the current court type. Once a case is displayed, the system will remember the court type and location entered. “*CUR” will use that last court type for any new search.
Court Loc	Enter the specific Court Location or leave the default value of “*CUR. The “*CUR” default will tell system to use the current Court Location. Once a case is displayed, the system will remember the court type and location entered. “*CUR” will use that last Court Location for any new search. Use “*PRV” to return to the court location used in the prior search.
Case Record	No changes. Leave the default value of SUM.
Case Id Number	No changes. Leave the default value of *CUR.
Show only active sentences?	Leave the default “Y” or select “N” if you would like to see all sentences.
Display Address?	Leave the default “N” or select “Y” to display address.



(Example: Display Case (DCAS) using DCAS + F4)

4. Press Enter.

## Using DCAS on the Command Line

Using the DCAS command will require that you enter the exact case number on the Command Line.

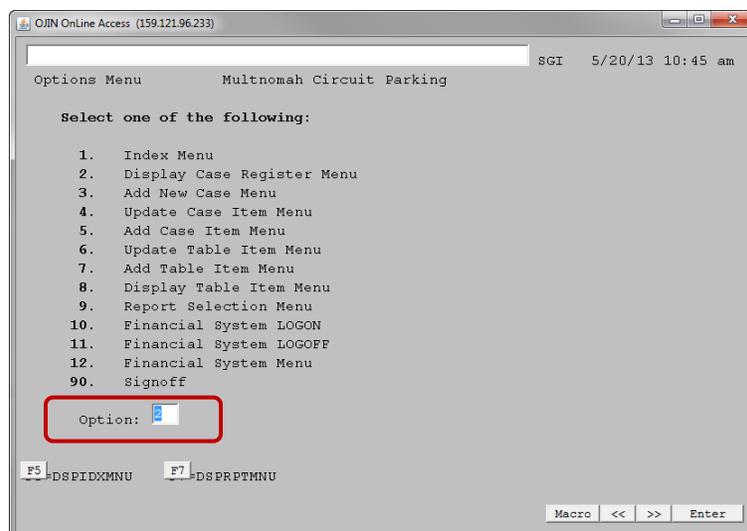
Enter the following information on the Command Line:

1. Type DCAS; enter a space.
2. Type the Case Number; press Enter.

## Searching for a Case Using the Display Case Menu

You can perform a case search using menu entries to access the Case Register.

1. From the Options menu, select Option 2 (Display Case Register Menu); press Enter.



**(Example: Options Menu – Option 2)**

2. From the Display Case menu screen, complete the entries at the bottom of the screen using the following instructions:
  - a. Type "1" in the Option field.
  - b. Type the Case Type in the first entry blank following the LOC label.

- i. This will usually be "C" (for Circuit).
- c. Enter the three character Court Location code in the second entry blank following the LOC label.
- d. Enter the Case Number in the first entry blank following the Case#/Sequence# label.
- e. Press Enter; this will take you to the Case Register screen.

OJIN OnLine Access (159.121.96.233)

SGI 5/20/13 10:45 am

Display Case Menu Multnomah Circuit Parking

Select one of the following:

1. Case Register
2. Attorneys
3. Judges
4. Officers
5. Alias
6. Judgments

90. Signoff

Option: 1 Court Loc: C MCP

Case#/Sequence#: HA11285475

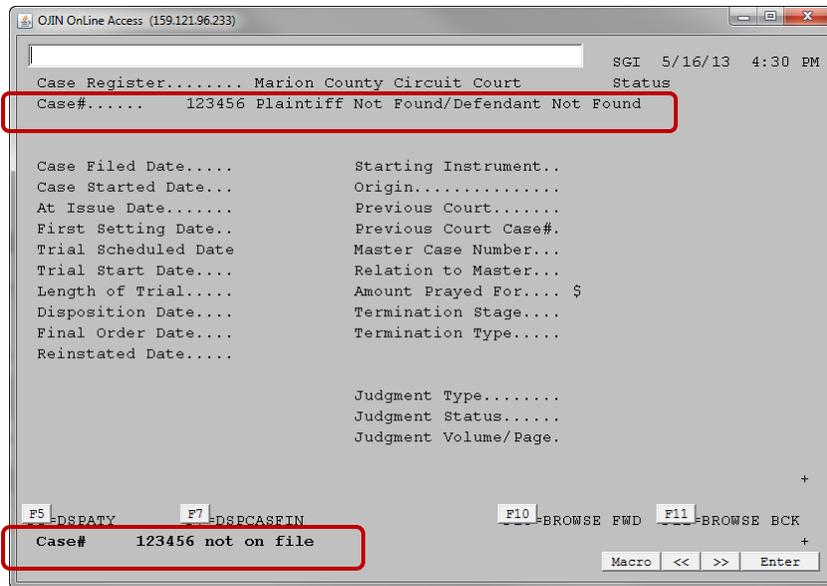
F5=ADDCASMNU F7=DSPIDXMNU

Macro << >> Enter

(Example: Display Case Menu - Completed)

## Error Message: Case Not Found

If you do not enter a valid case number on the parameters screen or in the Command Line, a screen will display stating "Plaintiff Not Found/Defendant Not Found". The text "Case# nnnnnnnnn not on file" will display at the bottom of the page.



(Example: Case Not Found Error Messages)

If you receive this error:

1. Verify that you are on the correct Court / County Location.
  - a. The Court Location displays at the top of the page.
2. Verify the case number was entered correctly.
  - a. The case number displays in the second line at the top of the page.

## Finding the Last Page of a Case Register

Sometimes event lists for a Case Register continue for several screens and it can be time consuming to page through these screens. This section will provide three options to by-pass all other screens to get to the last page of a Case Register.

Once you are on the last page of a case, the text "END OF DATA" will be displayed. From the last page, use the Page Up key to move to the previous page(s) in the record.

```

OJIN OnLine Access (159.121.96.233)
Case Register..... Multnomah Circuit Court          SGI 5/17/13 11:13 AM
Case#..... 988017726 Americontinental Collect Cor/Ugelstad Tamela R  Status Closed  INAC
Small Claims Contract

  ENTER DT  FILE DT  EVENT/FILING/PROCEEDING  SCHD DT  TIME  ROOM
  8 11/30/98 11/30/98 Closed
  9 12/01/98 12/01/98 Notice Entry of Judgment
                        ETF 1 Americontinental Collec
                        DEF 1 Ugelstad Tamela R
                        ***** END OF DATA *****

```

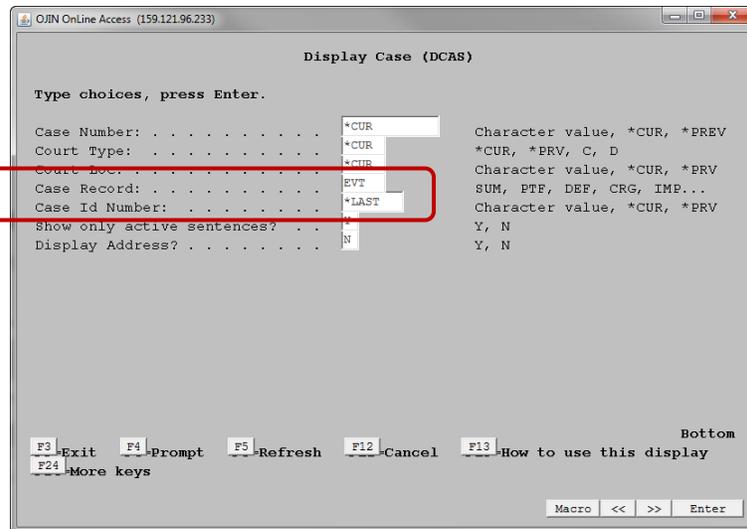
(Example: Notification of “End of Data”)

**NOTE:** These options will only work when you are positioned on your default court location.

## Option 1 – Use the Parameters Screen

After the case has been displayed:

1. Position the screen on the case you want to display. This makes the case “Current”.
2. Position the cursor on the Command Line.
3. Type DCAS on the Command Line; press F4. The parameter screen will display.
4. Enter “EVT” in the Case Record field.
5. Enter “\*LAST” in the Case ID Number field.
  - a. \*LAST tells the system to display the last event in the list.



(Example: Parameter screen – Case Record; Case Id Number)

6. Leave the default values in the other field; press Enter
7. The last page of the Case Register will display.

## Option 2 – Enter Specific Parameters on the Command Line

1. Position the screen on the case you want to display. This makes the case “Current”.
2. Position the cursor on the Command Line.
3. Enter the following text on the Command line:

**DCAS**

space

Two single quotation marks (no space between) (")

space

**\*CUR**

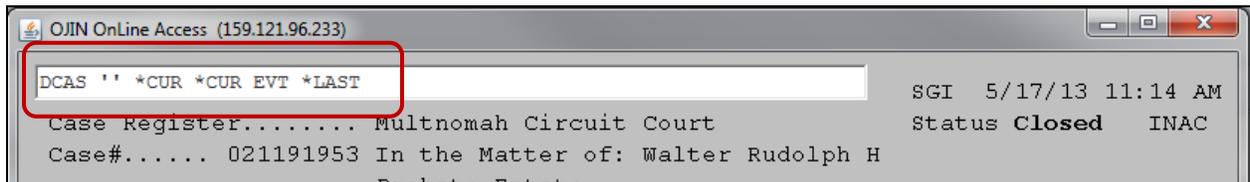
space

**\*CUR EVT**

space

**\*LAST**

4. Press Enter.
5. The last page of the Case will display.



(Example: Entry on Command Line)

## Option 3 – Enter Keywords on the Command Line

Using keywords, you eliminate the need to enter a value for every parameter:

1. Position the screen on the case you want to display. This makes the case “Current”.
2. Position the cursor on the Command Line.
3. Enter the following text on the Command Line:

**DCAS**

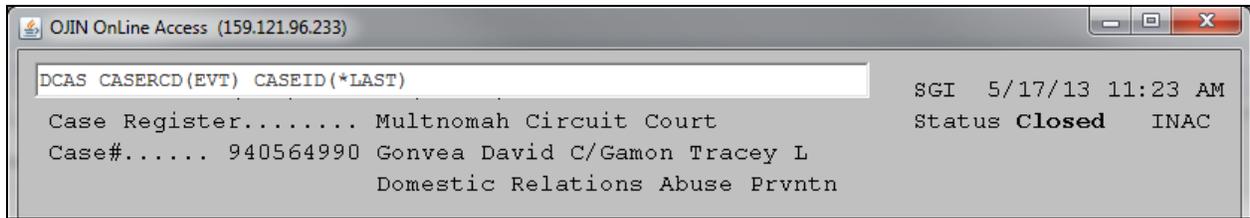
space

**CASERCD(EVT)**

space

**CASEID(\*LAST)**

4. Press Enter.
5. The last page of the Case will display.



A screenshot of a terminal window titled "OJIN OnLine Access (159.121.96.233)". The terminal displays a command prompt where the user has entered "DCAS CASERCD(EVT) CASEID(\*LAST)". The output shows case details for "Case Register..... Multnomah Circuit Court" with a status of "Closed" and "INAC". The case number is "940564990" and the case name is "Gonvea David C/Gamon Tracey L Domestic Relations Abuse Prvntn". The system time is "5/17/13 11:23 AM".

```
DCAS CASERCD(EVT) CASEID(*LAST)
Case Register..... Multnomah Circuit Court      SGI  5/17/13 11:23 AM
Case#..... 940564990 Gonvea David C/Gamon Tracey L  Status Closed  INAC
                        Domestic Relations Abuse Prvntn
```

**(Example: Keywords Entry on Command Line)**

# Finding Case Financial Information

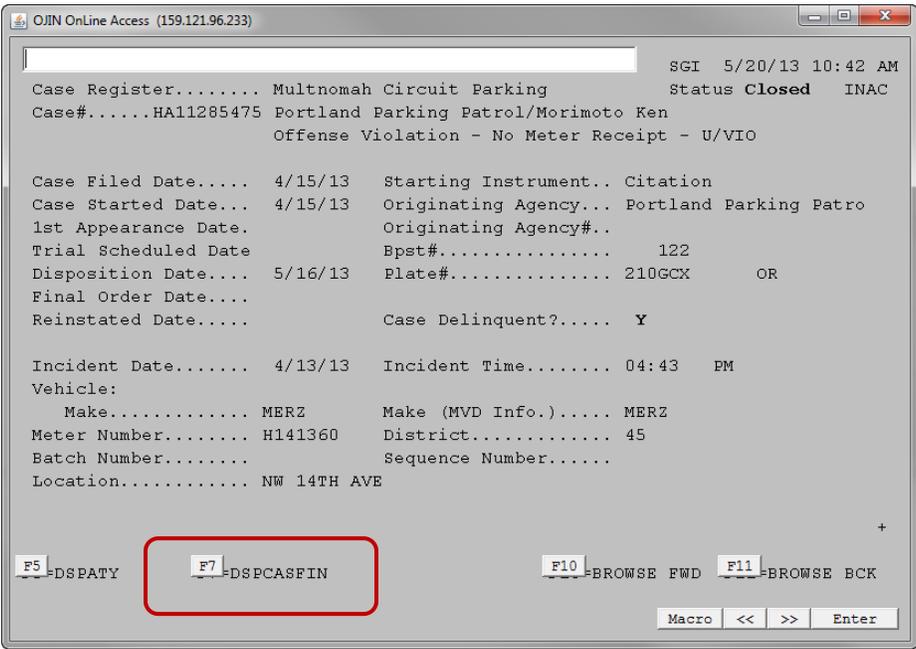
There are several ways to display the financial details of a case.

**NOTE:** If there is money owed on a case, a dollar sign (\$) will display on the Name Index next to the case number. If the amount owed has been paid, the \$ will not display.

## Viewing from the Case Register Screen

You need to be positioned on the Case Register screen for this option:

- 1. Press the F7 key.

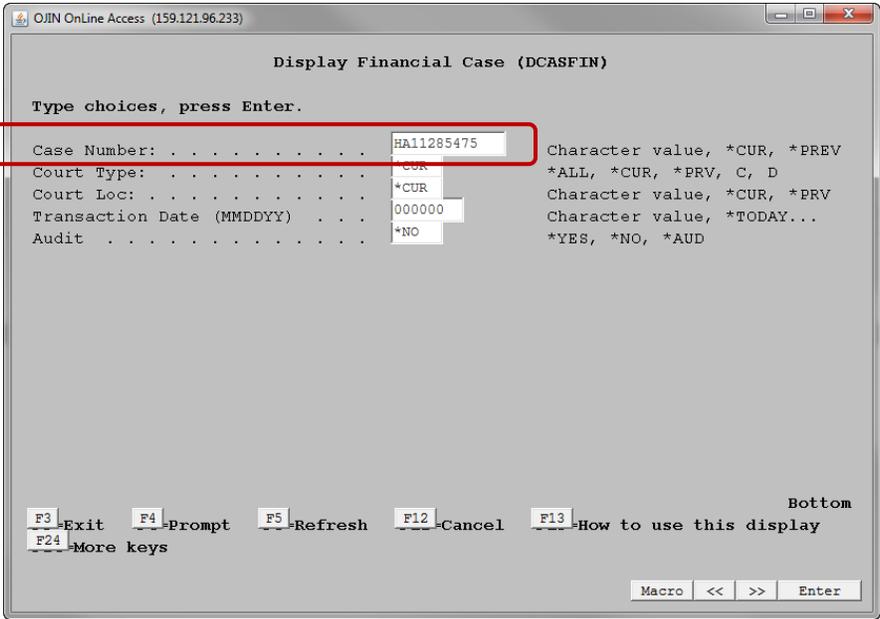


(Example: F7 Option – DSPCASFIN – Display Case Financials)

## Viewing from the Command Line (DCASFIN)

From the Command Line, you can enter DCASFIN space Case Number. You must be positioned on the Court Location of the Case before entering the command.

- 1. Two options:
  - a. Type ?DCASFIN on the Command Line; press Enter.
  - b. Type DCASFIN on the Command Line; press F4.
  - c. The parameters screen will display.
- 2. Type the Case Number; the remaining parameters do not have to be changed; press Enter.
  - a. This will locate the financial information for any case in your current Court Location.



(Example: Display Financial Case (DCASFIN) Parameter Screen)

- 3. Use Page Down to move through all the financial screens for the case.

OJIN OnLine Access (159.121.96.233) SGI 5/20/13 10:44 AM

Financial History... Multnomah Circuit Parking Status **Closed** ZERO  
Case#.....HA11285475 Portland Parking Patrol/Morimoto Ken  
Offense Violation - No Meter Receipt - U/VIO  
**Unitary**

---

**Financial Memos.....**  
Scheduled Bail 60.00

---

Trust	Received	Disbursed	Balance
A/R Payment	60.00	-60.00	0.00

---

Accounts Receivable	Deferred	Applied	Balance
A/R Payment	0.00	0.00	0.00
Fine	60.00	-60.00	0.00
<b>Accounts Rcv Balance</b>	<b>60.00</b>	<b>-60.00</b>	<b>0.00</b>

---

5/16/13 RCP 4408831 EPAY Alt#: 138842 EPFE 1.50  
Auto Rcp for EPAY on 05/15/13  
2:31 PM Inv # 138842 +

F5 =DSPPMT F7 =DSPTRSLGR F8 =DSPVLLGR F10 =BROWSE FWD F11 =BROWSE BCK

Macro << >> Enter

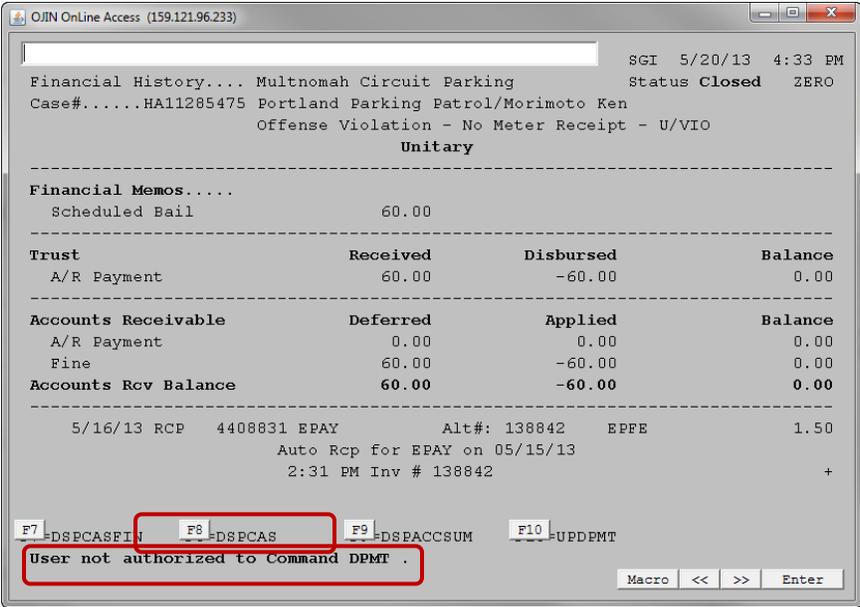
(Example: Financial Screen – Joint and Several)

## Returning to the Case Register

A function (F-key) link to the case is accessible from the payment screen of the financials.

From the financials screen:

- a. Press F5 (DSPPMT – Display Payment).
  - a. The Payment screen may or may not display; not all users have access to view the Payment screen, but either way the case financials screen will repaint with the required function key (F8) access (DPCAS – Display Case).



(Example: Financial Screen Refreshed – User Not Authorized to Command DPMT)

- b. Press F8 (DSPCAS – Display Case).
- c. The Case Register will display.

# Finding Judgment Information

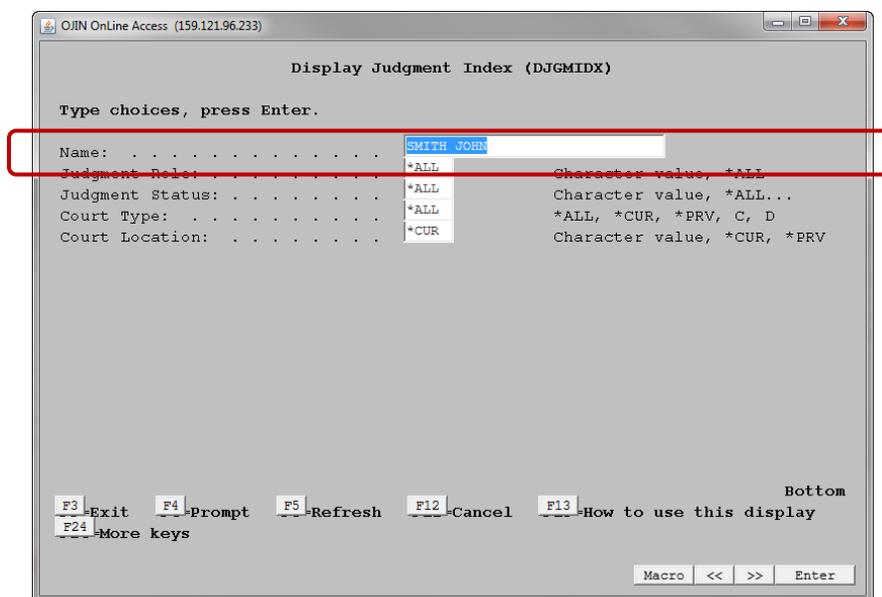
The Judgment Details screen provides valuable information to supplement the case register and financial information.

**NOTE:** Use the F5 function key from any Judgment screen to display the case register.

## Using a Name Search (DJGMIDX)

Use the Display Judgment Index command (DJGMIDX) to display a list of cases by name that have judgments.

1. Two options:
  - a. Type ?DJGMIDX on the Command Line; press Enter.
  - b. Type DJGMIDX on the Command Line; press F4.
2. The Display Judgment Index parameters screen will display.



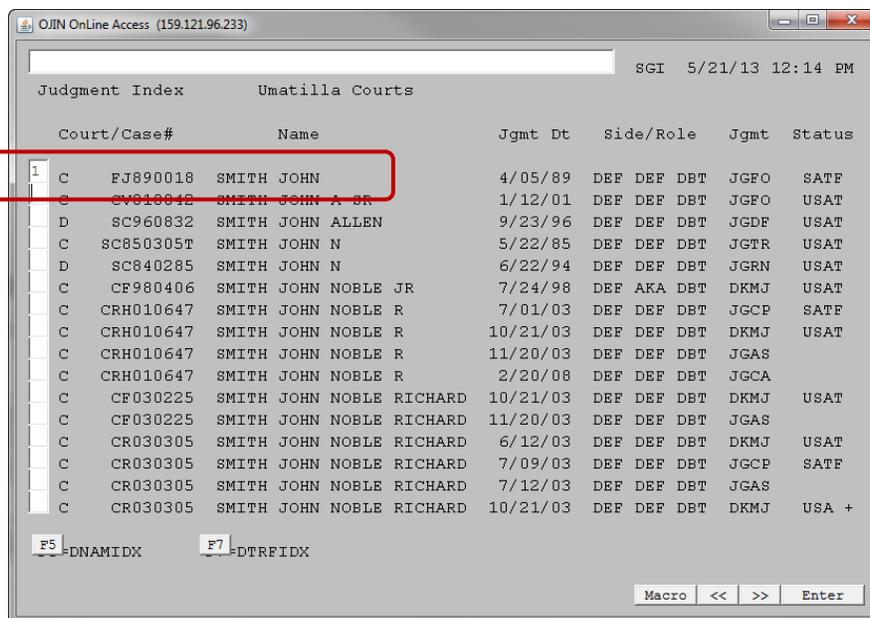
**(Example: Display Judgment Index Parameters Screen)**

3. Enter the Name; press Enter.

1. Optional: Other parameters can be changed to narrow your search.

**NOTE:** You can enter DJGMIDX, a space, and the name in single quotation marks on the Command Line and press Enter. You must be positioned on the Court Location of the Case before entering the command.

2. The Judgment Index Name List displays and provides the names of the parties of cases that have judgments.

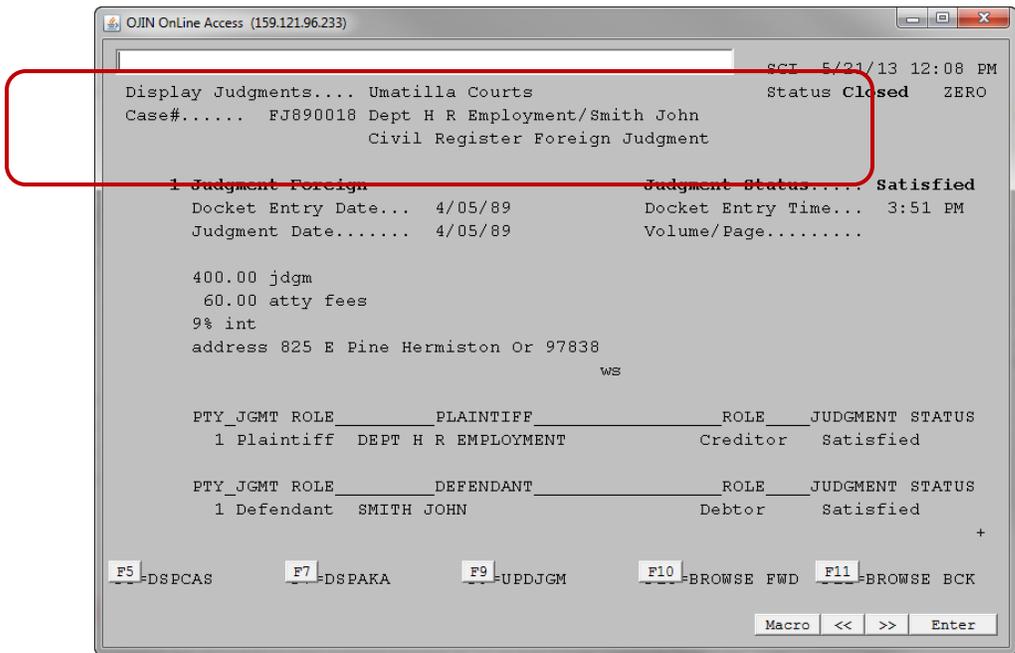


**(Example: Judgment Index Names Listing Results)**

3. Type '1' next to the desired case in the list; press Enter.

4. The Display Judgment screen displays with the start of the information about the judgments for the selected case.

1. The number of judgment pages will vary from case to case.



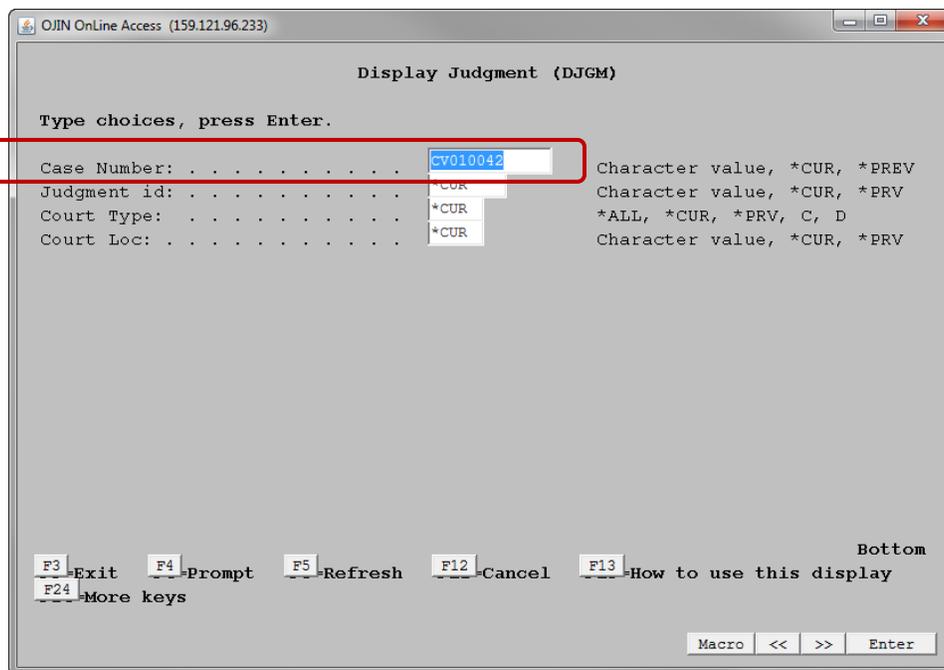
(Example: Display Judgments – First Page)

## Using a Number Search (DJGM)

Use the DJGM Command to search for a case using a Case Number. This search will take less than the multi-step name search.

**NOTE:** Use the F5 function key from any Judgment screen to display the case register.

1. Two options:
  - a. Type ?DJGM on the Command Line; press Enter.
  - b. Type DJGM on the Command Line; press F4.
2. The Display Judgment parameters screen will display.



(Example: Display Judgment Parameter Screen)

3. Enter the case number; press Enter.
  - a. Optional: Other parameters can be changed to narrow your search.

4. The Display Judgment screen will display and reflect information for the case.

**NOTE:** You can enter DJGM, space, Case Number on the Command Line and press Enter. You must be positioned on the Court Location of the Case before entering the command.

# Additional Index Options

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There are additional Index options listed on the Index Menu. Some of these indexes can be used by Public Access users, while others are exclusively used by court employees.

**IMPORTANT:** These indexes are restricted to the court assigned to your user ID (your default court). You do not have the option of entering a different Court Location code when using these indexes on the Command Line.

Depending on the information available, the following indexes can be used by Public Access users:

## Traffic Cases by Name

The DTRFIDX command displays only traffic cases based on a Name entry.

## Criminal Cases by Name

The DCRMIDX command displays criminal cases based on a Name entry. This command also finds cases that have a class of offense.

# Printing OJIN Information

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Printing OJIN cases requires that the case or single-page information be downloaded and printed from your designated “helper application”. The case record (or page) is downloaded as a RTF (Rich Text Format) file. The helper application is the program on your computer designated to open RTF files.

## Printing Entire Case

The PCAS command prints the entire case record:

1. Locate and position the cursor on the case.
2. Type PCAS in the Command Line; press F4.
3. If applicable, change any options.
4. Press Enter to begin the download process.
5. The program will then exit the case and return to the list of names from which the case was originally selected; within 5-20 seconds, a window will display asking to either “Open from Current Location” or “Download”.
  - a. Open from Current Location: Places the information in a temporary folder.
  - b. Download: Select a location on your computer to store the information.

**NOTE:** Some computers are set up to automatically “Open from Current Location”. If this happens, the helper application will display the case without prompting to “Open” or “Download”.

6. Once the information is downloaded, the case record will display.
7. Use the normal commands for the helper application to print the case.

## Printing a Single Page Using Host Print

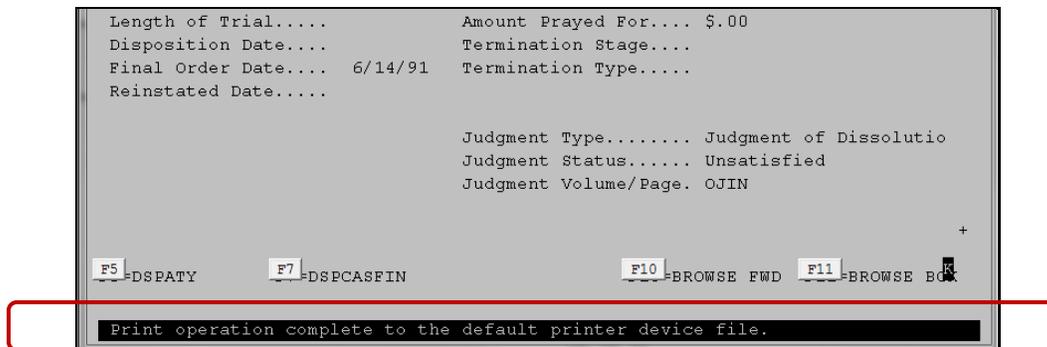
The HOST PRINT command prints the currently-displayed page.

1. Locate and position the cursor on the page you want to print.
2. Right-click once on the screen; a menu of options will display.
3. Select Host Print from the List.



(Example: Menu of Options)

4. A temporary browser window may display. The case will remain open with a message at the bottom of the page stating that the "print operation" has completed.



(Example: Print Operation Complete Message)

5. Within 5-20 seconds a window will display requesting to:
  - a. Open from Current Location: Places the information in a temporary folder.

- b. Download: Select a location on your computer to store the information.

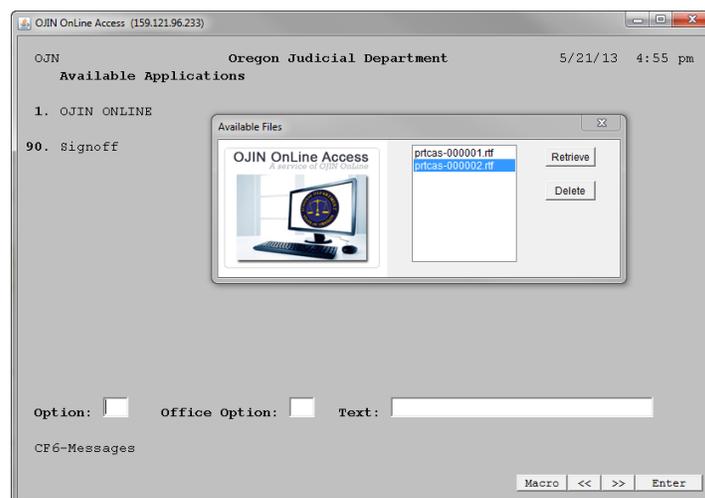
**NOTE:** Some computers are set up to automatically “Open from Current Location”. If this happens, the helper application will display the case without prompting to “Open” or “Download”.

6. Once the information is downloaded, the case record will display.
7. Use the normal commands for the helper application to print the case.

## Retrieving Previous Print Jobs

Each time a case is printed from OJIN, the file is placed in a temporary directory on the local machine and assigned a temporary name. It also remembers the Username that requested the case to be printed.

The next time you sign in with that Username, a pop-up window will display when you reach the *Available Applications* screen. The window shows all previous print jobs that have not been deleted. You can retrieve a case record again without performing another search or PCAS command or delete the print jobs that you no longer need. The list in the pop-up window will display at every sign-in until you delete all the cases from the list.

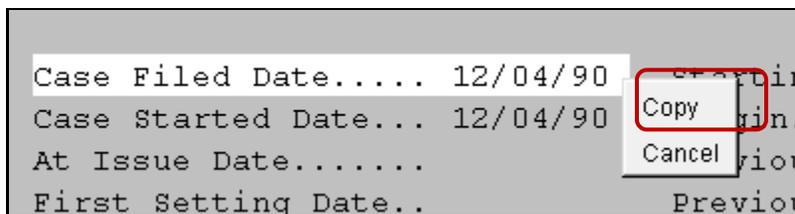


(Example: Retrieve Print Job / Available Files – Pop-up Window)

## Copying Selected Text

The Copy and Paste procedure copies selected text on a page.

1. Locate and position the cursor at the beginning of the text to be copied.
2. Click / hold the left mouse button and drag it over the desired text.
3. Release the mouse button. A Copy / Cancel pop-up will display.
4. Click Copy.
5. You can now Paste the selected text.



(Example: Copy Function with Text Highlighted)

**NOTE:** Text retrieved using the Copy function will not appear on the Available Files pop-up window for retrieval.

# OJIN Counties, Codes and Start-Up Dates

County	Court Code	OJIN Start Date	FIAS Start Date	Notes
Appellate Courts	ORG	August 1990	None	Court Type D=Supreme, C=Appeals *Not available in Statewide Index searches
Baker	BAK	May 1987	June 1992	Circuit Only
Benton	BEN	July 1987	May 1991	
Clackamas	CLA	June 1986	September 1990	
Clatsop	CLT	September 1987	June 1992	
Columbia	COL	August 1987	April 1992	
Coos	COO	August 1987	December 1988	
Crook	CRO	September 1986	May 1992	
Curry	CUR	May 1987	December 1988	
Deschutes	DES	July 1986	March 1992	
Douglas	DOU	September 1987	September 1991	
Gilliam	GIL	April 1989	July 1992	Circuit Only
Grant	GRA	June 1987	July 1992	Circuit Only
Harney	HAR	July 1988	June 1992	Circuit Only
City of Hermiston	HER	November 1986	August 1992	Cases filed in Hermiston, Circuit and District
Hood	HOO	April 1989	July 1992	
Jackson	JAC	March 1988	August 1991	
Jefferson	JEF	August 1986	May 1991	
Josephine	JOS	November 1987	September 1991	
Klamath	KLA	January 1988	October 1991	
Lake	LAK	February 1988	October 1991	
Lane- Civil	LAN	August 1989	August 1989	
Lane- Criminal	LAN	November 1989	November 1989	
Lane- Traffic	LAN	January 1990	January 1990	
Lincoln	LNN	February 1988	March 1991	
Linn	LIN	May 1987	March 1991	
Malheur	MAL	July 1988	July 1992	
Marion	MAR	October 1986	February 1991	
Morrow	MOR	June 1987	July 1992	
Multnomah Criminal	MCR	December 1988	April 1990	Multnomah cases divided into two locations. All offense, traffic, and civil
Multnomah Traffic	MCR	June 1991	June 1991	
Multnomah Civil	MCR	August 1988	February 1990	

County	Court Code	OJIN Start Date	FIAS Start Date	Notes
Multnomah Parking	MCP	June 1991	June 1991	cases are located on MCR. Parking on MCP.
Polk	PLK	September 1986	August 1988	
Sherman	SHE	April 1989	July 1992	Circuit Only
Tax Court	TAX	July 1986	None	Court Type 'C' only *Not available in Statewide Index searches
Tillamook	TIL	November 1987	June 1992	
Umatilla	UMA	November 1986	August 1992	
Union	UNI	December 1986	October 1992	
Wallowa	WAL	May 1987	October 1992	
Wasco	WAS	April 1989	July 1992	
Washington	WSH	January 1987	November 1990	
Wheeler	WHE	April 1989	July 1992	Circuit Only
Yamhill	YAM	April 1990	April 1991	