

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 the 'Party Information' table and the '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	

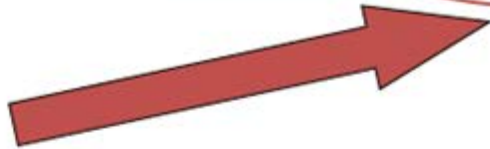
To open a document, hover mouse over document icon in the **Case Register** section. Hovering on the icon will open a new box with the document name.

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 'Case Register' table is identical to the one in the previous screenshot.

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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.

Case Register			
Filed Date	Entry Date	Type/Subtype (Status)	Doc Link
02/29/2016	02/29/2016	Initiating Document - Notice of Appeal	 Documents are confidential.



Supreme Court
Court of Appeals
Appellate Records

Appellate Case Management System - Public Access Site

Cases Account Find Case...

Cases

- Case Search
- Case View
- CAD Information
- Case Ticklers
- Print Case Descending
- Print Case Threshold

Case Information

Case No.: A161542 Short Title: Joshua Burn v. John Mynick
 Appellate Court: Court of Appeals Classification: Appeal - Collateral Criminal - Post-Conviction
 CAD#: Unsville County Circuit Court - CV140583

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.

Do you want to open or save OnBase Linked Document.pdf from orctrack?

Open Save Cancel X

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.

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Changes to Cases Display

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

The screenshot displays the 'Appellate Case Management System - Public Access Site' interface. A red arrow points to the 'Cases' dropdown menu, which is open and shows the following options: Case Search, Case View, CABO Information, Case Ticklers, Print Case Descending, and Print Case Threaded. The main content area shows case details 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	