



Oregon eCourt Case Information – OJCIN Subscribers

Quick Reference Guide

03/25/2016

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- [Search Judgments with Money Awards](#)

Select a Location and the Type of Search

1. Enter your **User ID** and **Password** and click **Sign On** or press **Enter**.
2. From the *Oregon eCourt Case Information* home page, select the location to search from the **Location** drop-down menu or search **All Locations** (default).
3. Select a type of search:
 - **Search Criminal, Traffic, and Parking Case Records**
 - **Search Civil, Family, Probate and Tax Court Case Records**
 - **Search Court Calendars**
 - **Search Judgments with Money Awards**



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How to Search (Quick Start)

1. From the **Search By** drop-down list, select the preferred method of searching:
2. For **Criminal, Traffic, and Parking Case Records**
 - i. **Case** (number; cross reference number)
 - ii. **Defendant** (name; business; SID)
 - iii. **Citation** (number)
 - iv. **Attorney** (name; bar number)
 - v. **Date Filed** (all; open; closed)
3. For **Civil, Family, Probate, and Tax Court Case Records**
 - i. **Case** (number; cross reference number)
 - ii. **Party** (name; business; SID)
 - iii. **Attorney** (name; bar number)
 - iv. **Date Filed** (all; open; closed)
4. For **Court Calendars**
 - i. **Attorney** (name; bar number)
 - ii. **Case** (number)
 - iii. **Judicial Officer** (name selection)
 - iv. **Party or Defendant Name** (name; business)
 - v. **Date Range**
5. For **Judgments with Money Awards**
 - i. **Party Information** (name; business)





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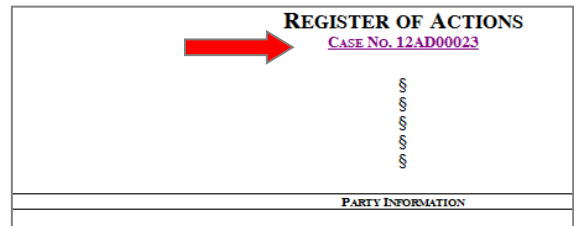
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6. Enter the necessary search information in the text boxes and click **Search**.

NOTE: The search parameters vary depending on the search method chosen. Required fields are indicated in **red**. The optional fields help to narrow a search. Enter these criteria when searching for a very common name, and/or an attorney who is associated with a large number of cases. If you know you are searching for an open or closed case, select the appropriate option. If unknown, select All (default).

7. From the *Search Results* page, click the **Case Number** link to view the *Register of Actions*.
8. From the *Register of Actions*, if a case number link is available, click the **Case No.** link to view available documents for the case.

Refer to either [Search Case Records](#) or [Search Court Calendars](#) or [Search Judgments with Money Awards](#) for detailed search procedures.



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Search Tips

Tools that can help to perform a successful search include:

Wildcard – The Wildcard feature allows you to search for incomplete names and case numbers in the system. For example, searching a partial last name of “slat*” yield results such as “State” and “Slatt,” “Slattery,” and so on. To use the wildcard feature, type a portion of a name or case number, and then type an asterisk (*) at the end.

NOTE: There is a minimum of one character in a first name, three characters in a last name, and four characters in a case number to use the wildcard feature.

Soundex – The Soundex feature allows you to search for names that sound similar. For example, if you are unsure of the spelling of the last name, enter the first name and as much as you know to be correct of the last name. To use the Soundex feature, select the **“Use Soundex”** check box when entering the search information.

NOTE: You cannot use the Wildcard feature and the Soundex feature at the same time.

Names Are Not Case Sensitive. You can enter first, middle, and last names in uppercase, lowercase, or a combination of both. The search results are the same.

HINT: When looking for a name that could contain a space, hyphen (-), or other separator you might need to conduct more than one search. For instance, if searching for the last name of McDonald but are unsure if there is a space between the ‘c’ and ‘D’, you should search twice – once with McDonald and another with Mc Donald. Same for similar separator situations.

Search results will only display the first 400 results. To narrow the search: add additional or more specific information; choose a specific location if you are searching ‘all locations’; change the ‘date range’; or pick a specific ‘case category’.

Date Filed option displays no more than 90 days. ‘On or After’ date cannot be prior to today’s date; ‘On or Before’ can be no more than 90 days in advance.

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Search Case Records

Depending on the type of case: case number, citation number (criminal, traffic, parking), defendant info (criminal, traffic, parking) or style (civil, family, probate, Tax Court), the date filed / location, the type / status of case, and the charges (criminal, traffic, parking) will display for a case records search. To view case information, click the case number link.

Criminal and Traffic Case Records Search Results						
Case Number	Citation Number	Defendant Info	Filed/Location	Type/Status	Charge(s)	
813598ZC3		SMITH, ROBERT GARY 1942	10/09/1981 Jackson	Offense Felony Closed	Theft in the First Degree	
M230589-D		SMITH, ROBERT J 1924	06/11/1982	Offense Violation Closed	Viol Treatment	

After the *Register of Actions* page opens, case documents, if available, can be viewed.

REGISTER OF ACTIONS
[CASE No. 12AD00023](#)

Administrative Criminal

§
§
§
§
§

Case Type: **Administrative - Criminal**
Date Filed: **05/10/2012**
Location: **Yamhill**

PARTY INFORMATION

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To search by Case (Number):

1. Select **Case** (default).
2. In the **Case Number** field, type the complete case number. You can omit dashes.
 - a. *Optional: Case Status; Date Filed; and Sort By.*
3. Click **Search** or press **Enter**.
4. In the search results, click a case number to view the *Register of Actions* for a case.
5. From the *Register of Actions*, if a **Case No.** link is available, click the link to view any available documents.

(*) Required Fields

Search By: Case

Case: Number Cross Ref Number
*** Case Number:**

Case Status: All Open Closed

Date Filed: (e.g. 11/12/1955) On or After and On or Before

Sort By: Filed Date

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To search by Case (Cross Ref Number):

1. Select **Case** (default).
2. Select **Cross Ref Number**.
3. In the **Cross Reference Number** field, type the complete number. You can omit dashes.
 - a. *Optional: Case Status; Date Filed; and Sort By.*
4. Click **Search** or press **Enter**.
5. In the search results, click a case number to view the *Register of Actions* for a case.
6. From the *Register of Actions*, if a **Case No.** link is available, click the link to view any available documents.

(*) Required Fields

Search By: Case

Case: Number Cross Ref Number
*** Cross Reference Number:**

Case Status: All Open Closed

Date Filed: (e.g. 11/12/1955) On or After and On or Before

Sort By: Filed Date



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To search by Party or Defendant (Name):

1. Select **Party** (for civil, family, probate, Tax Court); **Defendant** (criminal, traffic, parking).
2. Type in the **Last Name** and **First Name** or use the wildcard search as described in [Search Tips](#). Middle Name and Date of Birth are optional fields.
 - a. *Optional: Case Status; Date Filed; and Sort By.*
3. Click **Search** or press **Enter**.
4. In the search results, click a case number to view the *Register of Actions* for a case.
5. From the *Register of Actions*, if a **Case No.** link is available, click the link to view any available documents.

(*) Required Fields

Search By: Defendant

Party Information: Name Business SID
 * Last Name * First Name

Date of Birth:
 (e.g. 11/12/1955)

Case Status: All Open Closed

Date Filed: On or After and On or Before
 (e.g. 11/12/1955)

Sort By: Filed Date

(Example: Criminal, Traffic, Parking options)

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To search by Party or Defendant (Business Name):

1. Select **Party** (for civil, family, probate, Tax Court); **Defendant** (criminal, traffic, parking).
 - a. *Optional: Case Status; Date Filed; and Sort By.*
2. Select **Business**.
3. Type the **Business Name** or use the wildcard search as described in [Search Tips](#).
4. Click **Search** or press **Enter**.
5. In the search results, click a case number to view the *Register of Actions* for a case.
6. From the *Register of Actions*, if a **Case No.** link is available, click the link to view any available documents.

(*) Required Fields

Search By: Party

Party Information: Name Business SID
 * Business Name

Case Status: All Open Closed

Date Filed: On or After and On or Before
 (e.g. 11/12/1955)

Sort By: Filed Date

(Example: Civil, Family, Probate, Tax Court options)

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To search by Party or Defendant (SID):

2. Select **Party** (for civil, family, probate, Tax Court); **Defendant** (criminal, traffic, parking).
3. Select **SID**.
4. Type the complete **State Identification Number**. You can omit dashes.
 - a. *Optional: Case Status; Date Filed; and Sort By.*
5. Select the **State**.
6. Click **Search** or press **Enter**.
7. In the search results, click a case number to view the *Register of Actions* for a case.
8. From the *Register of Actions*, if a **Case No.** link is available, click the link to view any available documents.

(*) Required Fields

Search By: Party

Party Information: Name Business SID
 * State Identification Number * State AA

Case Status: All Open Closed

Date Filed: On or After and On or Before
 (e.g. 11/12/1955)

Sort By: Filed Date

(Example: Civil, Family, Probate, Tax Court options)

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To search by Citation (Criminal, Traffic, Parking Only):

1. Select **Citation**.
2. Type the complete **Citation Number**. You can omit dashes.
 - a. *Optional: Case Status; Date Filed; and Sort By.*
3. Click **Search** or press **Enter**.
4. In the search results, click a case number to view the *Register of Actions* for a case.
5. From the *Register of Actions*, if a **Case No.** link is available, click the link to view any available documents.

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(Example: Criminal, Traffic, Parking options)

To search by Attorney (Name or Bar Number):

1. Select **Attorney**.
2. Select either the **Name** (default) or **Bar Number** option.
 - a. For **Name**: Enter the **Last Name** and **First Name** or use the wildcard search as described in [Search Tips](#).
 - b. For **Bar Number**: In the **Bar Number** text box, type the attorney's bar number (six digits).
3. *Optional: Case Status; Date Filed; and Sort By.*
4. Click **Search** or press **Enter**.
5. In the search results, click a case number to view the *Register of Actions* for a case.
6. From the *Register of Actions*, if a **Case No.** link is available, click the link to view any available documents.

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(Example: Bar Number options)

To search by Date Filed:

1. Select **Date Filed**.
2. Select a **Case Status**.
3. In the *Date Filed* section, type a date in the **On or After** and in the **On or Before** fields to search in a date range.
 - a. **HINT**: 'On or After' date cannot be prior to today's date; 'On or Before' can be no more than 90 days.
4. *Optional: Sort By.*
5. Click **Search** or press **Enter**.
6. In the search results, click a case number to view the *Register of Actions* for a case.
7. From the *Register of Actions*, if a **Case No.** link is available, click the link to view any available documents.

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(Example: Criminal, Traffic, Parking options)



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Search Court Calendars

Based on your search criteria the case number / type, style (case title), judicial officer / physical location, and date, time, and hearing type in the calendar search results list. Click the case number to view the *Register of Actions*. After the *Register of Actions* page opens, case documents can be viewed if a Case No. link is available below the *Register of Actions* header.

Calendar Search Results			
Case Number	Style	Judicial Officer Physical Location	Date Time Hearing Type
--- The search resulted in too many matches to display. Narrow the search by entering more precise criteria. ---			
03P2333	ANTHONY P HENRY VS. TERRI L HUBER	Avera, Sally L Courtroom #3: Polk County Circuit Court	05/28/2014 8:15 AM Hearing - Status Check
04P2552	SHANE A HOYT VS. BOBBIE L LILLY	Hill, Norman R Courtroom #2: Polk County Circuit Court	05/29/2014 1:30 PM Hearing - Motion

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To search by Attorney (Name or Bar Number):

1. Select **Attorney**.
2. Select either the **Name** (default) or **Bar Number** option.
 - a. For **Name**: Enter the **Last Name** and **First Name** or use the wildcard search as described in [Search Tips](#).
 - b. For **Bar Number**: In the **Bar Number** text box, type the attorney's bar number (six digits).
3. In the *Date Range* section, type a date in the **On or After** and in the **On or Before** fields to search for hearings in a date range other than today's date.
 - a. **HINT**: 'On or After' date cannot be prior to today's date; 'On or Before' can be no more than 90 days.
4. Click **Search** or press **Enter**.
5. In the search results, click a **case number** to view the *Register of Actions* for a case.
6. From the *Register of Actions*, if a **Case No.** link is available, click the link to view any available documents.

(*) Required Fields

Search By: Attorney

Attorney Information:

Name Bar Number

* Last Name * First Name

Date Range:

* On or After and * On or Before

(e.g. 11/12/1955)

(Example: Name option)

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To search by Case Number:

1. Select **Case**.
2. In the **Case Number** field, type the complete case number. You can omit the dashes.
3. In the *Date Range* section, type a date in the **On or After** and in the **On or Before** fields to search for hearings in a date range other than today's date.
 - a. **HINT:** 'On or After' date cannot be prior to today's date; 'On or Before' can be no more than 90 days.
4. Click **Search** or press **Enter**.
5. In the search results, click a **case number** to view the *Register of Actions* for a case.
6. From the *Register of Actions*, if a **Case No.** link is available, click the link to view any available documents.

(*) Required Fields

Search By: Case

Case: * Case Number:

Date Range: * On or After and * On or Before
(e.g. 11/12/1955)

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To search by Judicial Officer (Judge / Magistrate):

1. Select **Judicial Officer**.
2. From the **Judicial Officer** drop-down menu, select an officer.
 - a. **HINT:** Type the first few letters of the last name to automatically scroll to that section of the alphabet.
3. From the **Case Category** options, clear the check boxes for the ones that you do not want to search.
 - a. **HINT:** If you are searching for Tax Court do not clear the check boxes.
4. In the **Date Range** section, type a date in the **On or After** and in the **On or Before** fields to search for hearings in a date range other than today's date.
 - a. **HINT:** 'On or After' date cannot be prior to today's date; 'On or Before' can be no more than 90 days.
5. Click **Search** or press **Enter**.
6. In the search results, click a **case number** to view the *Register of Actions* for a case.
7. From the *Register of Actions*, if a **Case No.** link is available, click the link to view any available documents.

(*) Required Fields

Search By: Judicial Officer

Judicial Officer: Abar, Donald

Case Category: Criminal Family Civil Probate and Mental Health

Date Range: * On or After and * On or Before
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To search by Party or Defendant (Name or Business):

1. Select **Party** or **Defendant Name**.
2. Select either the **Name** (default) or **Business** option.
 - a. For **Name**: Enter the **Last Name** and **First Name** or use the wildcard search as described in [Search Tips](#).
 - b. For **Business**: Enter the **Business Name** or use the wildcard search as described in [Search Tips](#).
3. In the **Date Range** section, type a date in the **On or After** and in the **On or Before** fields to search for hearings in a date range other than today's date.
 - a. **HINT**: 'On or After' date cannot be prior to today's date; 'On or Before' can be no more than 90 days.
4. Click **Search** or press **Enter**.
5. In the search results, click a **case number** to view the *Register of Actions* for a case.
6. From the *Register of Actions*, if a **Case No.** link is available, click the link to view any available documents.

(*) Required Fields

Search By: Party or Defendant Name

Party Information: Name Business

* Last Name * First Name

Date Range: * On or After and * On or Before

(e.g. 11/12/1955)

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To search by Date Range:

1. Select **Date Range**.
2. From the **Case Category** options, clear the check boxes for the ones that you do not want to search.
 - a. **HINT**: If you are searching for Tax Court do not clear the check boxes.
3. In the **Date Range** section, type a date in the **On or After** and in the **On or Before** fields to search for hearings in a date range other than today's date.
 - a. **HINT**: 'On or After' date cannot be prior to today's date; 'On or Before' can be no more than 90 days.
4. Click **Search** or press **Enter**.
5. In the search results, click a **case number** to view the *Register of Actions* for a case.
6. From the *Register of Actions*, if a **Case No.** link is available, click the link to view any available documents.

(*) Required Fields

Search By: Date Range

Case Category: Criminal Family Civil Probate and Mental Health

Date Range: * On or After and * On or Before

(e.g. 11/12/1955)

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Search Judgments with Money Awards

Judgment information for party and business names is available for searches. Search results show the existing judgment type and status. Click either the case number or the type to view the judgment record.

Judgment Records Search Results					
Skip to Main Content Logout My Account Search Menu New Judgment Search Refine Search					Location: All Locations
Record Count: 194 Search By: Case Exact Name: on Case Search Mode: Number Last Name: smith First Name: ro* Sort By: Filed Date					
Case No./Location	Entered/Docketed	Debtor(s)	Creditor(s)	Details	
00DS0092 Crook	12/12/2000	SMITH, RON	SMITH, BECKI	Amount: \$450.00 Status: Unsatisfied Type: JGD-Judgment Dissolution	
00DS0092 Crook	12/12/2000	SMITH, BECKI SMITH, RON	SMITH, BECKI SMITH, RON	Amount: \$7,550.00 Status: Unsatisfied Type: JGD-Judgment Dissolution	
01DS0108 Crook	02/04/2002	SMITH, ROBERT	SMITH, LISA	Amount: \$200.00 Status: Unsatisfied Type: JGD-Judgment Dissolution	

The Judgment record opens.

Skip to Main Content Logout My Account Search Menu New Judgment Search Refine Search Back			
JUDGMENT		CASE No. 85SC0821-D	
METROPOLITAN AGENCIES INC VS. RONALD G SMITH		§ § § § §	Case Type: Small Claims Contract Location: Yamhill
JUDGMENT DETAILS			
Debtor(s)	SMITH, RONALD G P O BOX 161 GRAND RONDE, OR 97347		
Created On:	11/14/1995 At 12:46 PM	Type:	Judgment Renewal
Signed Date:	11/14/1995	Status:	Unsatisfied
Judicial Officer:	Harris, Wayne R		
Total Amount:	\$185.44		
Comment:	JG 12/04/85		
Monetary Award:	Creditor: METROPOLITAN AGENCIES INC, Debtor: SMITH, RONALD G, Unsatisfied, Amount: \$50.80		
Monetary Award:	Creditor: METROPOLITAN AGENCIES INC, Debtor: SMITH, RONALD G, Unsatisfied, Amount: \$134.64		



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To search by Party (Name):

1. Select **Name** (default).
2. Type the **Last Name** and **First Name** or use the wildcard search as described in [Search Tips](#).
3. Click **Search** or press **Enter**.
4. From the search results, click either the **case number** or the **type** link(s) to open the judgment record.

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Search Judgments with Money Awards

(*) Required Fields

Party Information: Name Business

* Last Name * First Name

To search by Party (Business Name):

1. Select **Business**.
2. Type the **Business Name** or use the wildcard search as described in [Search Tips](#).
3. Click **Search** or press **Enter**.
4. From the search results, click either the **case number** or the **type** link(s) to open the judgment record.

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Search Judgments with Money Awards

(*) Required Fields

Party Information: Name Business

* Business Name