

# Downloading Case Information

## Step 1. Select Filing Attorney

If your account has rights to file on behalf of multiple attorneys, always make sure you have selected the attorney for whom you intend to file. At the opening screen, there is a dropdown box that allows you to make this selection. A similar dropdown box appears at each place in the "Filing" and "Settings" tabs.



## Step 2. Enter Case Information and Press the Download Button

In order to download a case, you normally enter the court, case number, and the last name of a party or attorney of record (or the judge), then press DOWNLOAD. All of the information must be exactly correct in order for the download to succeed. You must have the correct court (not just the district, but the actual court location!), the correct case number, and the last name must be spelled exactly as it is spelled in the court's internal CORIS database, otherwise the case will fail to download.

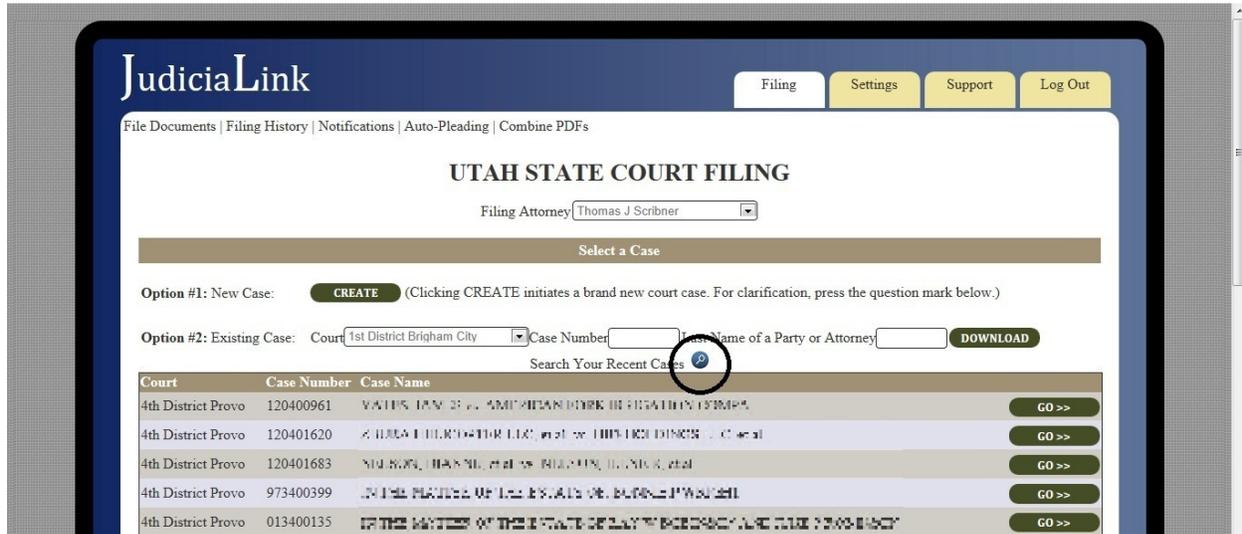


There is no way to search for a case using an e-filing service provider such as Judicialink if you do not know the case number. This is not because of any deficiency in Judicialink, but because the Administrative Office of the Courts has made a conscious decision to prohibit e-filing service providers from performing this type of search. The right to search for cases when you do not know the case number has been reserved exclusively to the xChange program.

In order to enhance convenience, Judicialink allows a much quicker way to download cases you have recently accessed, as follows:

## Step 2 alternative. Download from "Recent Cases"

If you have downloaded or filed a case recently, it will show up in your "Recent Cases." Access this by pressing the blue search button just below the "Existing Case" information. The 20 most recent cases you accessed will appear in most-recently-accessed-first order.



(sensitive information deliberately blurred in this picture)

Clicking on any part of the cases on the "Recent Cases" pulldown menu is the equivalent of entering the case information and will load the case as if you entered the case information in the fields above.

## Step 3. Browse Documents

When you download a case, as long as you are an attorney of record, the docket appears, complete with document information and clerk/system notes. Each docket entry that has a downloadable document has "Download" and "View" buttons next to it which allow you to download and view documents for free.



(sensitive information deliberately blurred in this picture)

#### **Step 4. Download Documents one at a time**

The "Download" button is the most common way to download a document. It uses your browser's download button, which normally allows you to save or view the document. The "View" button will open the document in an inline viewer in your browser, using whichever plugin is your default PDF viewer in the browser.

#### **Step 4 alternative. Download Multiple Documents in a Zipfile**

The "Download All" button will download multiple documents in a zip file. Each document has a checkbox beside it to the left. These checkboxes determine which documents you want to download in the zip file. By default, all of the boxes are checked. There is a "Check All / Uncheck All" checkbox on top of the docket list on the left that allows you to check or uncheck all of the checkboxes at a time.

#### **Other Feature. Check Party and Judge Information**

By clicking on the case title bar, you can open a pull-down menu showing the party and judge information.

#### **Other Feature. Change Case when Finished**

When you are finished with this case and want to download another existing case or create a new case, click on the bar entitled "Click Here to Change Case" above the case title bar.