Public Access

Thomson Reuters Court Management Solutions

Judiciary of the United States Virgin Islands
1.0 Description

The Public Access application is used by members of the public to view case information, case progress, and case filings/documents that the Courts have made available according to legislative mandate. 

*Note:* Public Access is only used to view information that has been published from the Judiciary of the United States Virgin Islands C-Track Case Management System. Nothing that is published to Public Access can be edited from Public Access.
2.0 Navigate to Public Access

1. Navigate to: https://usvipublicaccess.vicourts.org/login
2. Click the [CONTINUE AS PUBLIC USER] button.

3. The Quick Links field is used to navigate to related websites that have been “bookmarked”, either as being important supplemental information for a public user of the application, or as a shortcut to an important case within Public Access.
3.0 Case Search

Choose the criteria that you would like to search by and click the button below the search option.

3.1 Party Search Example

1. In this section, we navigate to the Party Search screen by clicking the [Party Search] button.

2. Enter search terms in the Party Search fields.

3. Click Advanced Search to invoke additional search criteria that can help narrow down the search results for the specific case for which you are searching.

Note: Additional search criteria depends on what search you are using. For instance, the inputs you see for a Party search are different for a Document search. Each search option has its own set of basic and advanced search criteria.
In the advanced search, some text fields have a corresponding dropdown. This field lets you specify the kind of search you want the field to perform.

4. Click on the dropdown to view the available options and make your selection.

**Note:** All Search Types display results based on how their character strings exists in the CMS application.

**Starts With** – This means that the text entered must be at the beginning of the search phrase. Example: ‘Court’ will show results for ‘Court123’ and ‘Court567’ but will not show results for ‘ACourt’ or ‘123Court’ when using the **Starts With** filter.

**Exact Match** – This means only search results with that exact text string will be returned. If you added an extra character or miss a character, results will not show similar search terms. Example. ‘Court’ shows results for ‘Court’ only, not ‘Cour’ or ‘Courtt’ when using the **Exact Match** Filter.

**Contains** – This is one of the most flexible search types. This search provides any results that contains the text string, no matter its placement. Example: ‘Court’ shows results for ‘123Court’, ‘Court123’, and ‘ACourt456’

**Phonetic** – This search type shows results for words that match the searched value’s pronunciation but may not have the same spelling.

5. Enter search criteria and click the **[Search]** button.

6. In the Search Results, selecting options from the **Filters** list will narrow down the Search Results.

**Note:** The filters available to narrow the search results also vary by the **Search** type being used.
7. Click column headers to sort the results table. Hover over any of the columns and an arrow will display if the column can be sorted.

Once the table is sorted, use the Open Link in New Tab functionality to open multiple case views while preserving your search results.
8. **Right click** on the case number link.
9. **Select Open Link in new tab.** Do this for one or multiple cases.

Your initial search is preserved on your first browser tab.
3.2 Document Search Example

1. In this section, we navigate to the Document Search screen by clicking the Document Search button OR by clicking Document Search from the Search navigation bar dropdown.

The Document Search screen lets you search for specific case documents. A major benefit of this search function is that it can be used to search for specific text within a document.

2. Enter a text string to be searched for.
Search Results show documents which have the specific text string.

3. Click the View link in the Search Results table to see the full document.
4.0 Case View

1. To view detailed case information, click a Case Number link from Search results.

Note: Case Number links navigate to the Case View screen, no matter what Search type you use.

On the Case View screen, multiple tabs display to provide different types of information of the case.

2. Click on each tab in turn to view associated case information.
3. **In the Docket Entries table, click the Document Icon** to view and/or download the associated document, if applicable.

```plaintext
<table>
<thead>
<tr>
<th>Filed Date</th>
<th>Type</th>
<th>Subtype</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/23/2020</td>
<td>Order</td>
<td>Order Scheduling Hearing</td>
<td>ORDER SIGNED SCHEDULING HEARING 03/11/2020 10:00 A.M.</td>
</tr>
<tr>
<td>01/23/2020</td>
<td>Hearing</td>
<td>Traffic Case Calendared For Hearing</td>
<td>TRAFFIC CASE CALENDARED FOR HEARING 03/11/2020 10:00 A.M.</td>
</tr>
<tr>
<td>03/11/2020</td>
<td>Hearing</td>
<td>Record Of Proceeding</td>
<td>Record Of Proceeding - Hon. Mag. Carolyn P. Harman-Percell, FTR, Clerk: J. Browne, and A.A.G.-B. Scales were present. Officer Shakim Mike and the defendant were absent. Lien issued.</td>
</tr>
<tr>
<td>06/05/2020</td>
<td>Notice</td>
<td>Notice Of Lien Issued</td>
<td>Notice Of Lien Issued</td>
</tr>
</tbody>
</table>
```

4. **Click the Case View Summary link** for a static view of all case information. This view opens a separate browser tab to present all case information in a scrollable format. Note that Documents attached to Docket Entries cannot be viewed from the Case View Summary.
5. Close the new browser tab to return to the previous screen.