DISTRICT OF COLUMBIA

eAccess User Guide

Open to All • Trusted by All • Justice for All

Availability of Records

The Superior Court is expanding online access to court records—a process that will be completed in multiple phases. eAccess already includes docket information for most cases as well as document images in some cases, but look for news items on the website and social media posts indicating what case information has been added to the system. Documents containing confidential information will not be available online, but you may be able to obtain a copy of all or part of the document by contacting or visiting the appropriate clerk's office. Docket information will be available for all of the cases listed below, and document images will be available where indicated. "Beginning date of availability" means that documents uploaded on or after that date will be available.

CASE TYPE	DOCKET ENTRIES AVAILABLE	DOCUMENT IMAGES AVAILABLE (Beginning Date of Availability)
Civil Actions—CA1, CA2, CA3, CAA, CAB, CAC, CAD, CAE, CAF, CAH, CAL, CAM, CAO, CAP, CAR, CAS, and CAT	✔	✔(8/11/17)
Landlord and Tenant—LTB	✔	✔(8/11/17)
Small Claims—SC1, SC2, SC3, SCB, and SCJ	✔	✔(8/11/17)
Criminal Contempt—CCC	✔	
Criminal Felony—CF1, CF2, CF3, FEL	✔	✔(3/4/19)
Criminal Misdemeanor—CMD	✔	✔(11/13/18)
Criminal Traffic—CTF	✔	✔(8/11/17)
District of Columbia Criminal—CDC	✔	✔(8/11/17)
Domestic Violence Misdemeanors—DVM	✔	
Executed Arrest and Search Warrants—CRW, CSW	✔	
U.S. District Court—FDC	✔	
Post and Forfeit-PAF	✔	
Special Proceedings-CSP	✔	

Witness Warrants-CNC	✔	
Foreign Estate Proceedings—FEP	✔	✔(8/11/17)
Large Estates—ADM	✔	
Probate Disclaimer—DIS	✔	✔(8/11/17)
Probate Major Litigation—LIT	✔	✔(8/11/17)
Small Estate—SEB	✔	
Wills—WIL	✔	
Civil Tax—CVT	✔	
Criminal Tax—CRT	✔	

Requirements

In order to view documents in a case, you will first need the free Adobe Acrobat Reader.

If you don't have it yet, visit Adobe's website at http://www.adobe.com/go/getreader to download it.
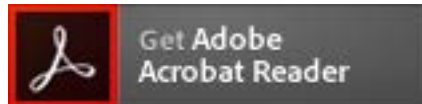
CourtView Justice Solutions ensures that eAccess works with Microsoft Internet Explorer Version 8 and later, Google Chrome Version 24 and later, and Mozilla Firefox Version 3 and later. If you are having trouble using eAccess on your device, you may need to install or update your browser. Also note that due to differences in devices, the presentation of the information may differ from one device to another.

Limitations

Document images are available for some case types, and the Superior Court will continue to expand access to case types and document images. However, some documents may only be available at the Courthouse, located at 500 Indiana Ave, NW. For example, case information and document images relating to civil protection orders will not be available for viewing via eAccess.

Searching

A maximum of 1,000 matches will be returned for any search. The system will display the search results on multiple pages with 25 results on each page.
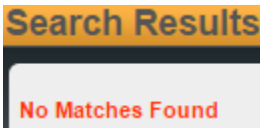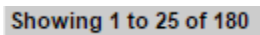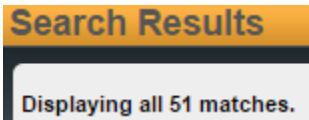
The search results page will list the number of matches found at the top, left of the page.

The search results page will list the number of matches showing at the bottom, left of the page.

You may scroll through the search result pages using the links on the bottom of the right side of the page.

If the search results in no matches, you will see "No Matches Found".

Case Number Search

You must enter the case number exactly as formatted by the court. This includes the full year, space, uppercase case type, space, leading zeros, case type extension (where applicable), parentheses (where applicable) as demonstrated below. If you do not enter the exact case number, your search will not return any matches.

- You must have a four digit year.

> **2017** CMD 000001

- You must have the proper case type.

> 2017 **CMD** 000001

or

> 2017 **CA** 000001 **R(RP)**

> 2006 **CA** 005993 **2**

- You must have the entire **six digit** case number.

> 2017 CMD **000001**

Name Search

*You may search by either a person's first and last name **OR** by a company name.*

Last Name

The last name is a required entry if you are searching by a person's name. The minimum length is two characters.

> Example: Jones

This example will return results where the Last name begins with Jones (Jones-Bailey, etc).

This search is not case sensitive. That is, you may enter upper or lower case for the Last Name and the system will be able to locate the case(s).

First Name

The first name is a required entry if you are searching by a person's name. The minimum length is two characters.

> Example: Andrea

This search is not case sensitive. That is, you may enter upper or lower case for the first name and the system will be able to locate the case(s).

This example will return results where the first name begins with Andrea (Andrea, Andreas, etc).

Middle Name

The middle name is an optional entry if you are searching by a person's name.

> Example: Moni

This search is not case sensitive. That is, you may enter upper or lower case for the middle name and the system will be able to locate the case(s).

This example will return results where the middle name begins with Moni (Moni, Monica, Monique, etc).

Suffix

The suffix is an optional entry if you are searching by a person's name.

> Example: Jr.

Search by Company Name

Company Name

The minimum length is three characters.

You do not have to enter the entire company name.

> Example: 3M C

This example will return results where the company name begins with 3M C (3M Company, etc).

This search is not case sensitive. That is, you may enter upper or lower case for the company Name and the system will be able to locate the case(s).

Date of Birth Search Range

The date of birth search range is available for **CRIMINAL** cases <u>**only**</u>.

Entering a begin date and end date in the date of birth search range (in addition to the name search) will locate only those <u>**criminal**</u> cases in which a party's birth date is between those dates.

Date of Death Search Range

The date of death search range is available for **PROBATE** cases <u>**only**</u>.

Entering a begin date and end date in the date of death search range (in addition to the name search) will locate only those <u>**probate**</u> cases in which a party's date of death is between those dates.

File Date Search Range

Entering a begin date and end date in the file date search range (in addition to the name search) will locate only those cases that were **filed** between those dates.

Please note that the file date search is available for any case type.

Search Results

The search results will list the Case Number, Case Status, Case Type, File Date, Party/Company Name, and Party Type.

Case Number	Case Status	Case Type	File Date	Party/Company	Party Type

You may resize the columns by clicking and dragging on the right-hand corner of the heading.

Party/Company

You may sort and re-sort the results by clicking on a column heading.

Party/Company

Ascending Order

Party/Company

Descending Order

Home   Search   Results

Search Results

Displaying all 51 matches.

Case Number	Case Status	Case Type	File Date	Party/Company	Party Type
1988 CMD 008121	Inactive	Misdemeanor	07/14/1988	JONES, MONICA	Defendant (Criminal)
1988 CMD 008245	Closed	Misdemeanor	07/16/1988	JONES, MONICA	Defendant (Criminal)
1994 SEB 001404	Closed	Small Estate	07/01/1994	JONES, MONICA	Personal Representative
2009 SC3 003032	Closed	Sml Clms >$2,500 <=$10,000	04/06/2009	JONES, MONICA	Defendant
2012 SC3 007639	Closed	Sml Clms >$2,500 <=$10,000	12/12/2012	JONES, MONICA	Defendant
2013 ADM 000862	Reopen (RO)	Admin Estate	08/13/2013	JONES, MONICA	Personal Representative
2013 CA 005960 R(RP)	Closed	Real Property	08/30/2013	JONES, MONICA	Defendant
2016 CA 003780 R(RP)	Open	Real Property	05/24/2016	JONES, MONICA	Defendant
2007 SC1 011066	Closed	Sml Clms <=$500	12/20/2007	JONES, MONICA ANNETTE	Defendant
2007 SC1 011066	Closed	Sml Clms <=$500	12/20/2007	JONES, MONICA ANNETTE	Defendant
2008 SC1 000658	Closed	Sml Clms <=$500	01/31/2008	JONES, MONICA ANNETTE	Defendant
2008 SC1 000658	Closed	Sml Clms <=$500	01/31/2008	JONES, MONICA ANNETTE	Defendant
2013 CTF 018599	Closed	Traffic	10/21/2013	JONES, MONICA ASHLEY	Defendant (Criminal)
2013 CTF 018599	Closed	Traffic	10/21/2013	JONES, MONICA ASHLEY	Defendant (Criminal)
1994 CMD 015001	Closed	Misdemeanor	11/10/1994	JONES, MONICA D	Defendant (Criminal)

To print the search results, click the printer icon in the top, right corner of the screen.

You may click on the underlined Case Number link to go to the details for that case.

To print the case information, click the printer icon in the top, right corner of the screen.

Viewing Document Images

When viewing the docket (after searching and selecting a case), a docket entry may have an icon indicating that an image is available. The appearance of this icon alone does not mean that an image is attached to the docket entry.
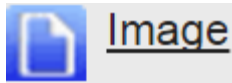
Clicking on the icon or the image link will load any available document images associated with this entry. If a document image is available for viewing, the document will be displayed in a separate browser window. You may then save or print the PDF file.

If a document image is not available for viewing (because it is confidential or otherwise unavailable), a message indicating this will be displayed in a separate browser window.

You may close the tab or window to return to the case information window.

Frequently Asked Questions

What is eAccess?

The D.C. Superior Court is enhancing and expanding online access to court records by launching an eAccess platform. eAccess provides internet access to court dockets, including images of certain case documents .

Public court records will continue to be available on site at the Superior Court to all members of the public.

Do I need to register to use eAccess?

No. eAccess is immediately available to anyone with access to the internet and a browser. You can search for cases by using the DC Superior Court eAccess System.

Is there a fee for using eAccess?

No, eAccess is a free service provided by the Superior Court to enhance public access to court information.

Are all records of the Superior Court available on eAccess?

No. Neither sealed, nor confidential records are available for viewing on eAccess.   Please see pages 2 and 3 of this user guide for additional details.

How current are the records on eAccess?

Docket information and document images are available within minutes of being input or scanned into the court record. However, please note that document images may not be scanned immediately.

How far back in time do eAccess records go?

Docket entries for most Superior Court cases will become available on eAccess; these records go back to 1980 in most divisions. Document images will be available in some case types beginning on August 11, 2017. Please see pages 2 and 3 of this user guide for additional details about image availability.

Does eAccess give me the official court record?

No. eAccess provides internet access to public docket entries in public case types. To obtain official copies of court records, please contact the appropriate division within the Superior Court. For additional information about the divisions, please see https://www.dccourts.gov/superior-court.

I believe that some information on eAccess is wrong. How do I get it corrected?

The Superior Court handles approximately 100,000 cases each year and makes every reasonable effort to accurately maintain a complete and official record. Please report to the appropriate division clerk's office any discrepancy you believe exists in the official court record.

Can I get a case removed from eAccess?

The Superior Court routinely considers motions to seal or expunge a court record. If a court record is ordered sealed or expunged, it will no longer be available for viewing on eAccess. To determine if you are eligible to seal a court record and/or how to seal or expunge a case, contact an attorney. For criminal cases, you may contact the D.C. Public Defender Service at 202/628-1200.

What does the message "Displaying 1000 of *9999* total matches" mean?

eAccess will return a maximum of 1,000 matches for any search criteria provided. eAccess alerts you to how many more than 1,000 matches you've generated so you may add additional search terms to get fewer results.

Can I use the date of birth field in my search?

You can only use date of birth in a search for **criminal** cases. Using this field to search other case types will return erroneous results (likely the search will yield no matches even though there is a case or numerous cases that match the other search terms used).

Can I use the date of death field in my search?

You can only use date of death in a search for **probate** cases. Using this field to search for other case types will return erroneous results (likely the search will yield no matches even though there is a case or numerous cases that match the other search terms used).

Can I use eAccess to run a criminal background check?

In the District of Columbia, criminal background checks are provided by the Metropolitan Police Department, not the Superior Court. For more information, please see https://mpdc.dc.gov/service/police-clearances-arrest-and-criminal-history-section.

Can I file a document in my case through eAccess?

No. eAccess is for viewing court records. The Superior Court encourages and in some instances requires eFiling by parties. For more information, please see https://www.dccourts.gov/superior-court/e-filing.

Will eAccess work with my browser?

eAccess will work with many browsers including Microsoft Internet Explorer Version 8 or later, Google Chrome Version 24 or later, and Mozilla Firefox Version 3 or later. If you are experiencing problems accessing eAccess, you might try a different browser.

Will I still be able to use Court Cases Online?

No. eAccess replaces Court Cases Online. eAccess provides greater access, including access to document images in certain cases.

Where can I get more information about eAccess?

Additional information about eAccess is highlighted within the system at DC Superior Court eAccess System. Please consult the DC Courts website at https://www.dccourts.gov for case-specific inquires or other questions about court matters. If you still have questions about eAccess, please call 202-879-1700 or, for technical questions, email webmaster@dcsc.gov.