

Juvenile Docket Access
User Guide for Attorneys

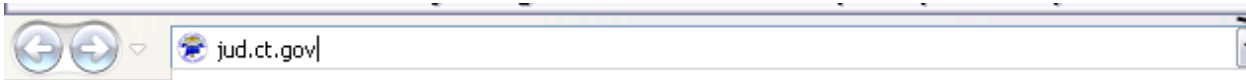
August 28, 2012

Contents

| | | |
|------|--|----|
| I. | Website | 3 |
| II. | Logging In..... | 4 |
| III. | Accessing/Viewing the Juvenile CMIS Docket | 5 |
| IV. | Searching..... | 6 |
| V. | View/Print Specific Case Information | 7 |
| VI. | Printing/Saving – Case List..... | 8 |
| VII. | Printing/Saving – Detailed Cases Report..... | 10 |

I. Website

Type `jud.ct.gov` in the address bar of your web browser and press the enter key to go to the website.



Once on the page, click on the E-Services link. The link is found on the left side of the screen.



After clicking on the link it will take you to the page where you can either sign in to E-Services or Enroll for E-Services. New users will only need to enroll once.



II. Logging In

Log in to E-Services with the juris number and password.



State of Connecticut
Judicial Branch



Judicial Branch E-Services - (Electronic Services)

The Judicial Branch offers electronic services to enrolled attorneys, law firms and self-represented parties.

[E-Services available to enrolled attorneys and law firms](#)

[E-Services available to enrolled self-represented parties](#)



Check Browser Requirements

Procedures and Technical Standards

e-Citations Procedures and Technical Standards

Law Enforcement Agency Application To Participate in eCitations

Supreme Court brief guidelines

Designated Filer Login

Designated Filer Overview

New to E-Services? or **Log in:**

In order to log in, you'll need to Enroll.

Enrollment is **free**.

Juris Number / User ID:

[Forgot User ID?](#)

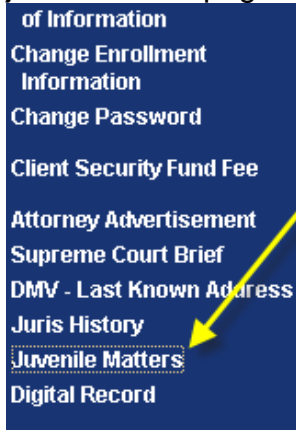
Password:

[Forgot Password?](#)



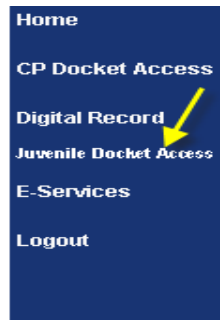
III. Accessing/Viewing the Juvenile CMIS Docket

After logging in, scroll down to find the link to “Juvenile Matters”. Click on the link to access the juvenile homepage.



Copyright © 2012, State of Connecticut Judicial Branch

Click on Juvenile Docket Access to view the Juvenile CMIS Docket.



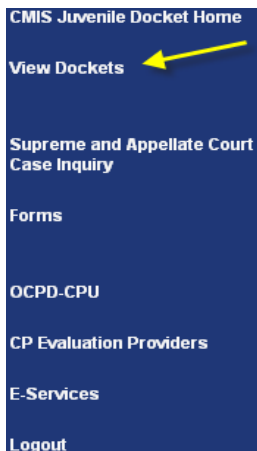
Juvenile Matters E-Services

Attorney/Firm:

Attorneys who have appearances in Juvenile Matters cases can access the Juvenile Docket Access and Juvenile CMIS Docket Access websites.

The Child Protection Docket includes all proceedings concerning abuse, neglect, dependency, termination of parental rights (TPR) and emancipation of a minor. It also includes applications transferred from Probate Court; appeals and appeals from DCF administrative decisions.

To access the dockets, users will click on “View Dockets”. You will encounter a confidentiality agreement. This will appear the first time you access the docket each time you log in.



CMIS Juvenile Docket

View Dockets for:

(416372)

Cases on the Juvenile Delinquency Docket include all proceedings concerning delinquency and family with service needs (FWSN) matters.

A delinquency matter is a case about a child who is charged with violating a law, a local ordinance, or an order of the Superior Court.

A FWSN matter refers to a family that includes a child, who is alleged to:

- have run away without just cause,
- be beyond the control of his or her parents or guardian,
- have done something indecent or immoral,
- be truant (missed school a lot) or continuously defiant of (does not obey) school rules and regulations, or

more than one of the above.

Juvenile Delinquency Docket information is accessible for a _____ period from the date of inquiry.

After reading the confidentiality agreement by selecting the checkbox, click “I Agree”. This will bring you to the search page.

I hereby acknowledge that I have read this Confidentiality Agreement and I agree to comply with its provisions.

I Agree

IV. Searching

Users can search for a specific date or up to one year from the present date. Users must enter a date in both date fields. As an attorney, you will have access to the cases for which you have an appearance entered. Prosecutors and public defenders will have access to the docket for the location(s) to which they are assigned. (Please note that you can not search for past events.)

To view the events, click “Search”.

CMIS Juvenile Docket
View Dockets for: **(416372)** [Printer Friendly](#)

Scheduled Between: And:
(mm/dd/yy) (mm/dd/yy)

Location: Docket Number:
(mm/dd/yy)

Juvenile's FirstName: Juvenile's LastName:

After clicking “Search” the screen will display the results. Users can sort the columns by clicking on the column name. For example to sort by juvenile, click on “Juvenile Name”.

View Dockets [Printer Friendly](#)

Scheduled Between: And:
(mm/dd/yy) (mm/dd/yy)

Location: Docket Number:
(mm/dd/yy)

Juvenile's FirstName: Juvenile's LastName:

4 Records found!

| Court Location | Scheduled Time | Juvenile Name | Purpose | Event Judge | Docket Number | Probation Officer | Motion | Participants | Print (All) | View |
|----------------|--------------------|---------------|-----------------|-------------|---------------|---------------------|--------|--|--------------------------|------|
| Middletown | 8/30/2012 9:00 AM | Simpson, Bart | Plea | | DO00002790048 | Devine, Shawna | | FRANCIS CARINO (Prosecutor) Marge Simpson (Mother) | <input type="checkbox"/> | |
| Middletown | 8/30/2012 10:00 AM | Mouse, Missy | In-court Review | | DO00002790047 | | | DAVID COSHAM (Attorney for Juvenile) Donald Duck (DCF Worker) FRANCIS CARINO (Prosecutor) Mister Mouse (Father) | <input type="checkbox"/> | |
| Middletown | 8/30/2012 2:00 PM | Mouse, Mickey | Pre-Trial | | DO00002790046 | Desautell, Courtney | | CATHLEEN MULLIGAN-EDWARDS (Prosecutor) Mister Mouse (Father) STEPHEN HANCHURUCK (Public Defender) | <input type="checkbox"/> | |

If a user wishes to narrow the search results, they may enter the docket number or the first or last name of the juvenile. In addition if a user wishes to clear the search parameters, click “Clear”.

CMIS Juvenile Docket
View Dockets for: **(416372)** [Printer Friendly](#)


Scheduled Between: And:
(mm/dd/yy) (mm/dd/yy)

Location: Docket Number:
(mm/dd/yy)


Juvenile's FirstName: Juvenile's LastName:

V. View/Print Specific Case Information

Once the results have been returned, users can view additional information by selecting the icon at the end of the row for the case.

| | | | | | | | | |
|------------|-------------------|---------------|------|---------------|----------------|---|--------------------------|---|
| Middletown | 8/30/2012 9:00 AM | Simpson, Bart | Plea | DO00002790048 | Devine, Shawna | FRANCIS CARINO (Prosecutor) Marge Simpson (Mother) | <input type="checkbox"/> |  |
|------------|-------------------|---------------|------|---------------|----------------|---|--------------------------|---|

Information available: probation officer, date of birth, motions, contacts and attorneys names, docket number and charge information.

Users have the ability to print a specific case detail screen. To print, click the printer icon  or select "File" and choose "Print" from the menu.

CMIS Juvenile Docket

View Dockets for: (416372)

Juvenile Name: Simpson, Bart Date Of birth: 4/4/2000
 Schedule Date: 8/30/2012 Purpose: Plea

Statute Information:

| Docket Number | Statute |
|------------------------------|--|
| DO00002790048-DEL-Middletown | ASSAULT 3RD DEG BREACH OF PEACE 2ND DEG |

Probation Officer: Shawna Devine

Participants:

| Participant | Participant Type |
|----------------|------------------|
| FRANCIS CARINO | Prosecutor |
| Marge Simpson | Mother |

[Back](#)

VI. Printing/Saving – Case List

After the search results are returned, users have the ability to print the list of case displayed. To print the list of cases that, click “Printer Friendly” link at the top of the page.

CMIS Juvenile Docket

View Dockets for: (416372)

[Printer Friendly](#)

Scheduled Between: And:
(mm/dd/yy) (mm/dd/yy)

Location: Docket Number:
 Juvenile's FirstName: Juvenile's LastName:

A popup window will appear with the printer friendly version. To print, click the printer icon.

CMIS Juvenile Docket

1 of 1 100% Find | Next Select a format Export

Dockets for: (416372) Created: 8/28/2012 3:45:25 PM

This document is not a substitute for the official Juvenile Delinquency Court Docket, which is made and kept by the Clerk of the Superior Court for Juvenile Matters pursuant to Connecticut General Statutes Section 51-52(a)(6). The information contained herein may be subject to change due to detention hearings, continuance requests, emergency filings, corrections, add-ons or other modifications. The Judicial Branch cannot guarantee the accuracy of this information except with respect to the date and time of the inquiry. The information contained herein is confidential pursuant to Connecticut General Statutes Section 46b-124 and any unauthorized disclosure will result in the denial of future access to on-line Juvenile Delinquency Dockets.

| Scheduled Time | Juvenile's Name | Purpose | Judge | Docket Number | Probation Officer | Motion | Partic |
|--------------------|-----------------|-----------------|-------|---------------|---------------------|--------|--|
| Middletown | | | | | | | |
| Courtroom A | | | | | | | |
| 8/30/2012 9:00 AM | Simpson, Bart | Plea | | DO00002790048 | Devine, Shawna | | FRANCIS CARINO (Pr Marge Simpson (Moth |
| 8/30/2012 10:00 AM | Mouse, Missy | In-court Review | | DO00002790047 | | | DAVID COSHAM (Attc Donald Duck (DCF Vw FRANCIS CARINO (Pr Mister Mouse (Father |
| 8/30/2012 2:00 PM | Mouse, Mickey | Pre-Trial | | DO00002790046 | Desautell, Courtney | | CATHLEEN MULLIGAI (Prosecutor) |

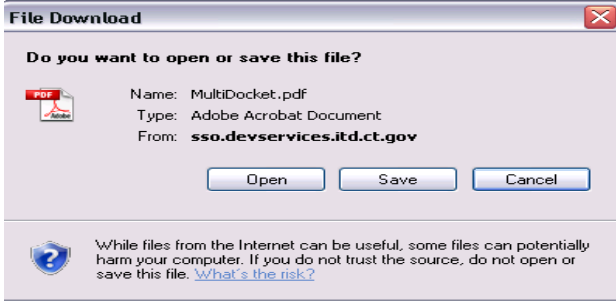
Users can also export a file. This allows the user to save a file to the computer and/or print the list. Choose Acrobat (PDF) file from the “Select a Format” dropdown and then click “Export” next to the dropdown.

CMIS Juvenile Docket

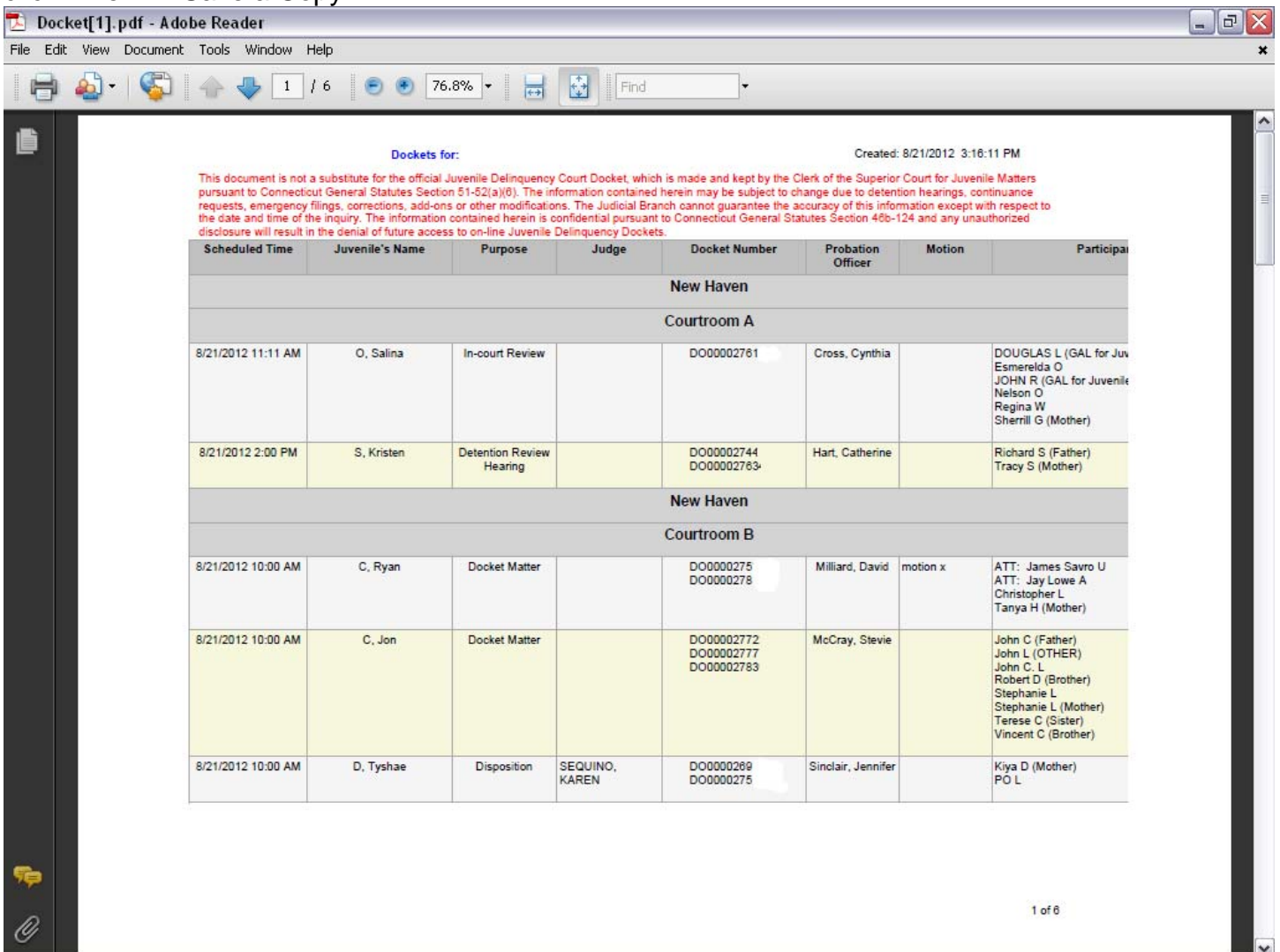
1 of 3 100% Find | Next **Acrobat (PDF) file** Export

This document is not a substitute for the official Juvenile Delinquency Court Docket, which is made and kept by the Clerk of the Superior Court for Juvenile Matters pursuant to Connecticut General Statutes Section 51-52(a)(6). The information contained herein may be subject to change due to detention hearings, continuance requests, emergency filings, corrections, add-ons or other modifications. The Judicial Branch cannot guarantee the accuracy of this information except with respect to the date and time of the inquiry. The information contained herein is confidential pursuant to Connecticut General Statutes Section 46b-124 and any unauthorized disclosure will result in the denial of future access to on-line Juvenile Delinquency Dockets.

Click "Open" when the popup screen displays. This will open a PDF document.



Users can now print or save the document as a PDF file. To print, click the printer icon. To save, click "File" -> "Save a Copy".



VII. Printing/Saving – Detailed Cases Report

Users also have the ability to print case details for one or more cases.

To select all cases, click on the check box of the column header “Print (All)”. To select one or more cases, click the checkbox in the row for the case(s) user wishes to print. Once the cases are selected, click “Print Details” button.

CMIS Juvenile Docket
View Dockets for: **(416372)**

[Printer Friendly](#)

Scheduled Between: And
(mm/dd/yy) (mm/dd/yy)

Location: Docket Number:

Juvenile's FirstName: Juvenile's LastName:

4 Records found!

| Court Location | Scheduled Time | Juvenile Name | Purpose | Event Judge | Docket Number | Probation Officer | Motion | Participants | Print (All) | View |
|----------------|-------------------|---------------|---------|-------------|---------------|-------------------|--------|---|-------------------------------------|------|
| Middletown | 8/30/2012 9:00 AM | Simpson, Bart | Plea | | DO00002790048 | Devine, Shawna | | FRANCIS CARINO (Prosecutor) Marge Simpson (Mother) | <input checked="" type="checkbox"/> | |

The detailed print version will open and display additional information in a printer friendly format. User can print the screen using the printer icon. In addition, user can open the file as a PDF which will allow user to save or print the docket in a printer friendly format. Choose “Acrobat (PDF) file” from dropdown “Select a Format” and click “Export”.

CMIS Juvenile Docket

1 2

11 of 3 100%

This document is not a substitute for the official Juvenile Delinquency Court Docket, which is made and kept by the Clerk of the Superior Court for Juvenile Matters pursuant to Connecticut General Statutes Section 51-52(a)(6). The information contained herein may be subject to change due to detention hearings, continuance requests, emergency filings, corrections, add-ons or other modifications. The Judicial Branch cannot guarantee the accuracy of this information except with respect to the date of time of the inquiry. The information contained herein is confidential pursuant to Connecticut General Statutes Section 46b-124 and any unauthorized disclosure will result in the denial of future access to on-line Juvenile Delinquency Dockets.

A popup will appear allowing user to save or open the PDF file. Click open to view the PDF file.



Click on the printer icon to print the detailed view. To save, click "File" -> "Save a Copy".

