

# Quick Reference Guide to Public Web Docket Sheets

## What are Docket Sheets?

Public Web Docket Sheets contain a detailed statement of actions and filings for cases at each level of the courts. They include case information, related cases, a history of calendar events and court dates, a list of charges, docket entries for all filings, and case financial information. Disposition and sentencing information is also displayed if the case has been adjudicated. Public Web Docket Sheets do not contain any confidential information such as addresses, and social security numbers.

## How do I find a Public Web Docket Sheet?

To obtain Public Web Docket Sheet information, roll over the Public Web Docket Sheets link under E-Services, then click on the Court name to search for the desired case or defendant. A search page specific to the selected Court opens.

Home Login **E-Services**

- Public Calendar Schedule
- County Court Calendar
- Local Rules
- Public Web Docket Sheets**

**Magisterial District Courts**

- Philadelphia Municipal Court
- Court of Common Pleas
- Appellate Courts

Cases can be searched by docket numbers or other criteria such as participant name (defendant), OTN, filing dates and more. The available Search Types depend on which Court is selected to search. Select your preferred Search Type in the dropdown list.

Search Type:

- Citation Number
- Date Filed
- Docket Number
- OTN
- Participant Name**
- SID

The screen will refresh with the criteria that can be entered depending on the Search Type selected. A minimum amount of information is required for each Search Type. This is indicated with a red asterisk next to the required field.

Some Search Types will have required fields but also require information in an additional field. These will be indicated with the phrase "and any combination of". Information in at least one of the fields below that designation must be provided.

After entering the criteria, click **SEARCH**.

**\* Last Name:**

(Example: Smith or Sm)

**\* First Name:**

(Example: James or Ja)

Date of Birth:  /  /

**and any combination of**

County:

Docket Type:

Case Category:

Case Status:

Date Filed:  /  /  through  /  /

If a required field were not completed, you will receive a message indicating the possible problems:

\* Last Name:  **! Required**

**! At least one of the following fields is required: County, Docket Type, Case Category, Case Status or Date Filed.**

If no cases match the criteria entered, the No Results Found message will display below the criteria fields. Change the Search Type or criteria to try the search again.

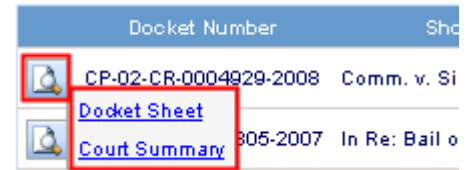
No results found

If cases are found, a grid will populate with the results below the criteria fields. If more than ten records are found, links will be available below the grid to jump to a different page or navigate to the first, previous, next or last pages.

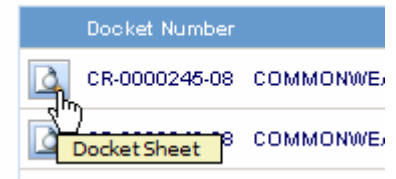
[First](#) [Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [Next](#) [Last](#)

### How do I view a Public Web Docket Sheet?

Each record in the search results grid has a Print Preview icon. Two types of reports, the Docket Sheet and a Court Summary Report, are available for the Court of Common Pleas and Philadelphia Municipal Court cases. See the section below for information on Court Summary Reports. Roll your mouse over the Print Preview icon to display a menu and click **DOCKET SHEET** or **COURT SUMMARY**. The selected report will open in a new window (below).



For Magisterial District Courts, Appellate Courts and archived cases, rolling your mouse over the icon displays a tooltip, Docket Sheet. Click on the Print Preview icon. The Docket Sheet will open in a new window (below).



### What is a Court Summary Report?

The Court Summary Report provides information on all of a defendant's cases statewide and is available for Court of Common Pleas and Municipal Court cases. Unlike the docket sheet which provides detailed information on a single case, the Court Summary report displays information about all cases for a particular defendant.

Contents of the Court Summary report include defendant name and date of birth, followed by a list of cases by Status and by county. Details for each case include docket number, defense attorney name, last action/last action date, a list of all charges and disposition information (if the case is already adjudicated). The Court Summary Report is not available for archived cases.

### How do I print a Public Web Docket Sheet or Court Summary Report?

The selected report opens in the browser and will appear similar to the image below. The icons in the toolbar can be used to print, save and navigate through the report.

