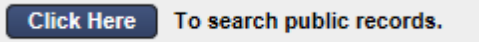


# Quick Reference Card for Accessing Public Information

## Using Public Access to find Public Information

1. Go to **www.masscourts.org**.
2. On the home page, click the button.  
. You see the Search Page.
3. In the Court Department selection box, select your court.
  - a. If the Court Division selection box appears, select your court division.
  - b. If the Court Location box appears. Select your court location.
4. If desired, change the number of results that you'd like to see on each page.
5. After you complete the Court fields, the search tabs (Name Search, Case Type Search, Case Number Search, and Ticket Number Search) become active. Each tab gives you different search options.

### Name Search



1. Complete the following fields.
  - a. Last Name: Enter the last name, formatting it with an initial capital letter followed by lower case letters.
  - b. First Name: Enter the first name, formatting it with an initial capital letter followed by lower case letters.
  - c. Company Name: If a company is involved, enter the company instead of the last name and first name of a party.

**For the quickest search results, do not modify the default choices of the Optional Parameters.**

- d. (Optional) Case Type: To limit the search by case type, select the case type from the Case Type selection box.
  - e. (Optional) Case Status: To limit the search by case status, select the case status from the Case Status selection box.
  - f. (Optional) Party Type: To limit the search by party type, select the party type from the Party Type selection box.
  - g. (Optional) Date of Birth Search Range: Click the calendar icons to select dates.
  - h. (Optional) Date of Death Search Range: Click the calendar icons to select dates.
  - i. (Optional) File Date Search Range: Click the calendar icons to select dates.
2. Click **Search**, and skip to the section of this quick reference card titled "Accessing Public Case Information."

### Case Type Search

Tip: If you want to search for cases initiated between certain dates, choose the Case Type tab.

1. Click the Case Type Search tab.
2. Complete the following fields.
  - a. Begin Date field: Click the calendar icon  to select the desired starting date.
  - b. End Date field: Click the calendar icon  to select the desired ending date.

The date range cannot exceed twelve months.

- c. Case Type: In the Case Type selection box, select the desired case type.
  - d. City/Town: For Land Court, select the desired city/town. For all other courts, leave "All Cities" as the selection.
3. Click **Search**, and skip to the section of this quick reference card titled "Accessing Public Case Information."

### Case Number Search

Tip: If you know the case number (also known as the docket number), clicking the Case Number tab to search by case number is the easiest way to find your case.

1. Click the Case Number Search tab.
2. Complete the Case Number field. If you enter this number, it must be an exact match, with correct capitalization, spacing, and, in some rare cases, hyphens. For example:

Land	07 TL 134560
Probate & Family	PL14E0125EA
District	1153CV000005
Housing	08H77SP000890
BMC	1504CV000002
Superior	1473CV00213

See more Land Court case numbers on the next page.

3. Click **Search**, and skip to the section of this quick reference card titled "Accessing Public Case Information."

# Quick Reference Card for Accessing Public Information

## Land Court Only

Land Court is the only court that uses spaces in case numbers. See the formats below.

Miscellaneous	07 MISC 123456
Permit	08 PS 123456
Registration	09 REG 123456
Servicemembers	15 SM 000123
Servicemembers	10 MISC 123456 (thru 2014)
Severed	11 REG 123456
Subsequent	11 SBQ 00021 11 - 001
Tax Lien	07 TL 123456
Other Courts	varying formats – It is best to search for these via Case Name Search.

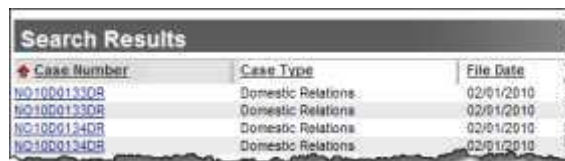
## Ticket/Citation Number Search

This is for BMC/District Court only.

1. Click the Ticket/Citation Number Search tab.
2. Enter the ticket/citation number. The ticket/citation number is number associated to a motor vehicle infraction.
3. Click **Search**, and skip to the section of this quick reference card titled "Accessing the Public Case Information."

## Accessing Public Case Information

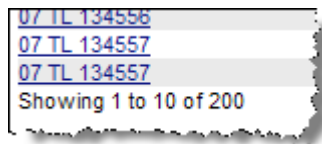
The search results look similar to the screen shot pictured below.



Case Number	Case Type	File Date
NO10D0133DR	Domestic Relations	02/01/2010
NO10D0133DR	Domestic Relations	02/01/2010
NO10D0134DR	Domestic Relations	02/01/2010
NO10D0134DR	Domestic Relations	02/01/2010

If you don't see your case immediately, take the following steps.

1. In the lower left, find the total results retrieved and the number of items displayed per page.



2. In the lower right, you see a navigation bar.



Use the navigation bar to navigate through the pages.

3. Click the column headers to sort the search results.

**Tip:** The red up/down arrows next to the column headers indicate ascending/descending order.

Each retrieved record represents a party in a case. Therefore, case numbers may appear multiple times in the search results.

The system displays a maximum of 200 records for each search. Narrow your search criteria if you can't see all of the records in the selected range.

Take the following steps to view more information about a case.

1. Click the desired case hyperlink.
2. When you click the desired hyperlink, you see the public information about the case. You can click the tabs for more information.



NO10D0133DR		
Case Type: Domestic Relations		
Initiating Action: Divorce IS		
Case Status: Active		
File Date: 02/01/2010		
Judge: Casey, Hon. John D		
Next Event		
All Information Party Dockets Financial Receipt Signatures Events		
Party Information		
Full Name	Party Type	Date of Birth
Porter, Erin E	Defendant	
Porter, Benjamin L	Plaintiff	
Docket Information		
Date	Docket Text	
02/01/2010	Complaint for Divorce - Irretrievable Breakdown IS	
02/01/2010	Mass. Statutory R06 Form	
02/01/2010	Certificate of Marriage	

3. To find other cases, click on the menu items at the top of the page. Choose:
  - a. **Search Results** to return to list of retrieved cases
  - b. **Search** to modify search criteria or to select a different search method or search for cases in a different court
  - c. **Home** to return to welcome page when finished searching

## How to Print

Notice that the Print link is in the upper right corner. Click it to print.