

Search for a case and view the Docket Entries

1. Search for the case

In the Search section of your dashboard, click in the **Docket/Tracking Number** field and enter the docket number of the case you want to view.

Search

* Docket/Tracking Number:
CP-01-CR-0000060-2018

Search

[Case Search](#)
[Case Participant Search](#)
[Calendar Event Search](#)
[Calendar](#)

2. Click the SEARCH button

3. Click the Docket Entries tab

Clicking on this tab in the Case Details screen displays the docket entries for the case.

Case Details

A list of all docket entries records and documents associated to these documents.

Docket Entries		Comments
Filed Date/Time	Doc	
04/25/2022 03:40 PM	Ord	
04/22/2022 08:22 AM	Mot	
04/21/2022 03:15 PM	Entr	
04/01/2022 02:17 PM	Mot	
04/01/2022 02:17 PM	Ord	

Tip See the descriptions of the additional tabs on the next page.

Filed Date/Time	Docket Entry	Document(s)
04/25/2022 03:40 PM	Order Granting Motion for Continuance	
04/22/2022 08:22 AM	Motion for Continuance	
04/21/2022 03:15 PM	Entry of Appearance	

Motion for Continuance.pdf

Tip Your ability to click on any of the icons in the **Document(s)** column is dependent on the docket type of the case, your connection to one of the case participants, and the role of that participant on the case.

Tip Hover over the Documents icon to display the name of the document.

➤ Other Case Details tabs

- **Filings in Progress** – View and continue any unsubmitted filings for the case that have been started and saved by either you or your proxy.
- **Calendar Events** – View a summary of the instances in which a case has been scheduled for session before the court.
- **Counsel/Parties** – View the names and contact details for the attorneys and pro se litigants listed on the case.
- **Dispositions** – View a history of all dispositional events on the case and the details of the disposition of every offence at each dispositional event.
- **Correspondence** – Provides access to the letters and other communications, excluding court orders, that the filing office has sent to the attorneys and pro se litigants on a case.
- **Cross Court** – View the list of lower court, Common Pleas, and Appellate court cases that make up the history of a case.
- **Financials** – View the list of financial penalties assessed on a case and payments applied to them.