# Search for and View Public Docket Sheets



#### > What are Docket Sheets?

A docket sheet is a detailed statement of actions and filings for a court case. Docket sheets are available for cases at each level of court including the Supreme, Superior, Commonwealth, Common Pleas, Magisterial District, and Philadelphia Municipal court. These documents contain the following information:

General Case Information



Calendar Events /
Court Dates



Financial Information (unpaid / paid costs)



List of Case Filings (docket entries)



> Before You Start



#### **Internet Browser:**

Feel free to use the browser of your choice, but Google Chrome offers the best experience.





#### No Account Needed:

You do not need to create a UJS Web Portal account to view docket sheets.

> Finding the Case Search screen

Hover your mouse pointer over the Case Information menu and click Case Search.



# Search for and View Public Docket Sheets



#### > Tips for Case Searches

## Search by Participant Name\*

Searching by the name of a person participating on a court case is recommended, particularly if you don't know the docket number for the case.

\*A Docket Number search is recommended for all Appellate Court cases.

### Less is More

Use the minimum search criteria. For example, with a participant name search, enter a first name, last name, and county\* only.

\*Select the Pennsylvania county where the case is filed. If unknown, this information is typically specified on documents sent by the court.



Perform a search in a few easy steps.

#### > Viewing a Docket Sheet



#### **Too Many Results?**

After completing a search, you can sort or reduce your results further using the Filter function.



Narrow results by County, Case Status, or Court.

<u>Note</u>: Some docket sheets are not available even if the correct search information is entered. This includes docket sheets for juvenile cases, civil cases in the Courts of Common Pleas, cases that have been expunged or are pending expungement, sealed cases, limited access cases (Act 5 of 2016), or instances where the case record was destroyed in accordance with the judiciary's record retention policy.