

# Pennsylvania Unified Judicial System

## Instructions for On-line Access

revised 4/4/2012

If you have access to the internet you can conduct record searches, view accounts or make payments by going on-line to <http://ujportal.pacourts.us>. The following instructions will guide you through accessing the web portal.

### To make a payment:

- ✓ Open your browser window (ie. Internet Explorer, Netscape, etc) and enter <http://ujportal.pacourts.us>
- ✓ Select “ePay” under “eCommerce” menu
- ✓ Select the manner you wish to search and follow instructions

### To do a search:

- ✓ Open your browser window (ie. Internet Explorer, Netscape, etc)
- ✓ Enter <http://ujportal.pacourts.us> ( the screen will open to the Pennsylvania Unified Judicial System).
- ✓ On the tool bar, hover over top of “Docket Sheets”
- ✓ Select “Court of Common Pleas” under docket sheet drop down
- ✓ Click on “search type” and change to participant name.
- ✓ On the next screen, enter the first and last name of the person you wish to search.
- ✓ In addition to the name, you must place an entry on any one of the second group.
- ✓ Select “search”. This will bring up any results matching your criteria.
- ✓ Select the case you are inquiring about by hovering over the print preview icon located beside the case number.  
(If the case does not come up, you may need to disable your pop-up blockers. To do this, go to “tools” and select pop-up blockers. Select enable pop-ups in this site only.)
- ✓ Choose Docket sheet.
- ✓ You can navigate through the pages of your selection by using the arrows at the top of the case file page.

The last page has the financial information pertaining to the selected case. The list of payments includes all payments on the payment plan.