

OJIN PUBLIC USER'S GUIDE

OJIN – G 148A

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Please note: The official record of the court is located at the court site where the case was filed. The OJIN Online data is provided in live time from the Oregon Judicial Department database, but the information does not constitute the official record of the court. For detailed information about a case, contact the 'local court' directly, where the case is filed.

This document describes how to sign on to and execute commands on the OJIN System

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WHAT IS OJIN?

The Oregon Judicial Information Network (OJIN) Case Tracking System is a computer application which stores case information for the State Courts. The data is available to the public either at public terminals installed at the courthouses or by connecting to the OJIN web page via personal computer at <http://courts.oregon.gov/OJD/OnlineServices/OJIN/index.page?>. This is a fee based service if used from a personal computer.

The OJIN database runs on IBM AS/400 computers distributed at 18 sites around the state of Oregon. The OJIN system is accessible in all 36 counties and the courthouses are electronically tied together to create a statewide network.

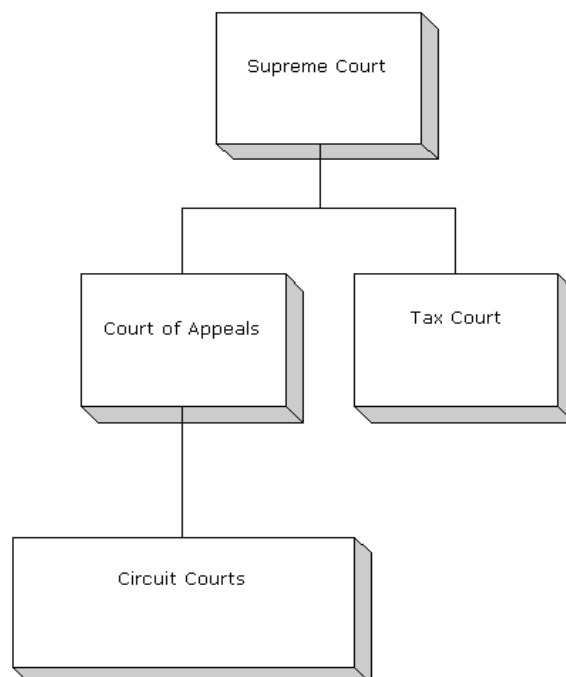
Federal, state, justice and municipal courts make up the entire court system

- Federal courts handle civil, criminal, and bankruptcy cases.
- Municipal courts are limited jurisdiction and work mainly with city ordinance violations.
- Justice courts handle small civil matters and minor offenses.

OJIN provides access only to cases filed within the state courts. State courts are located in each county and handle the majority of court matters. The state courts are divided into five levels

- Supreme Court, the highest state court, decides matters appealed from the Appellate Court.
- Appellate court decides matters appealed from the Circuit Courts
- Tax Court decides matters pertaining to taxes.
- Circuit and District courts have now combined into just a Circuit Court, but there will still be cases tied to District Court. These courts handle major civil, criminal, and domestic relations cases, such as divorces and abuse prevention, probate, and small claims

Court Jurisdiction Structure



SIGNING ONTO OJIN ONLINE

1. Connect to the OJIN OnLine web page at <http://courts.oregon.gov/OJD/OnlineServices/OJIN/index.page?>.
2. Click on the assigned county, under the “**Select your site**” drop down menu, on the right side of the screen. The sign on screen will appear as shown in Figure 1. (If the sign on screen does not appear, or there is an error message, see page on “Technical Requirements”.) Once connected do NOT close the browser page that is open in the background.

Note: The profile can assist in determining which site to select. For instance, if the profile is ABCMUL01, then the correct site to select would be Multnomah (MUL). The first three letters are usually some abbreviation for the company name. The next three are the abbreviation for the court

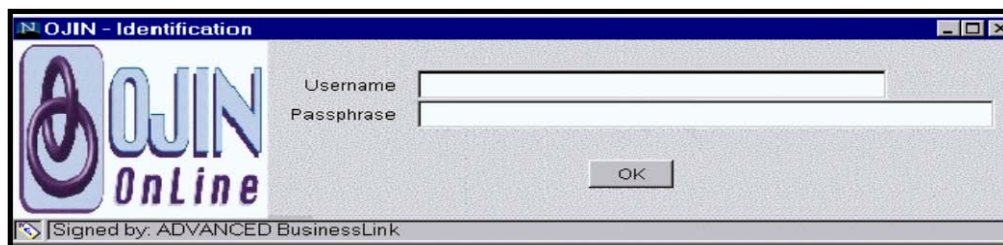


Figure 1- The Sign On screen appears once the computer is connected to OJIN OnLine

3. Enter the assigned user profile at “Username”. Press the **[Tab]** key to position the cursor in the “Passphrase” field, type in the passphrase. Press the **[Enter]** key or click ‘OK’.

Note: When the OJIN access account is created, the ITD Technical Support staff assigns a user profile and passphrase.

Below displays what the main menu after logging in.

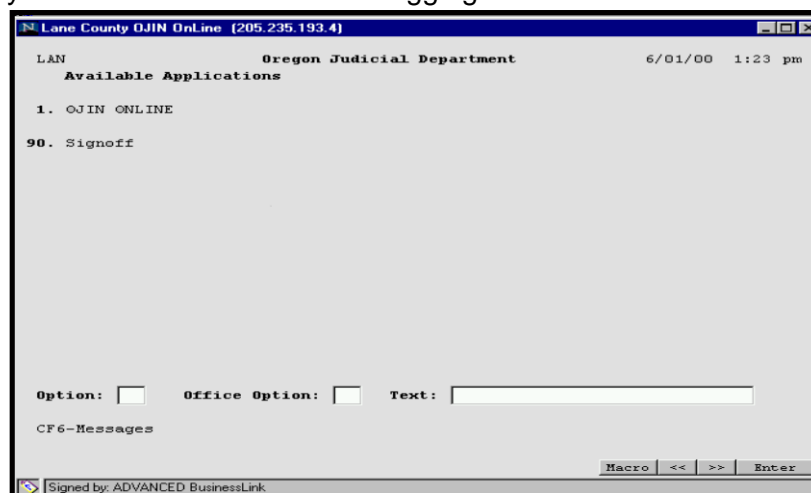


Figure 2 - The system main menu

4. Select the OJIN ONLINE option by typing its corresponding option number in the 'Option' field and pressing the **[Enter]** key.
The system then displays the OJIN logo screen (Figure 3). This screen is also used to post important messages pertaining to OJIN; please read any messages before continuing on
5. Press **[Enter]** to continue past this screen

```

      000      JJJJJJJJJ      IIIII      NNNN      NNN
      00 00      JJ      III      NNNN      N
      000 000      JJJ      III      N  NN      N
      000 000      JJJ      III      N  NN      N
      000 000      JJJ      III      N  NN      N
      00 00      JJ  JJ      III      N  NNNN
      000      JJJJ      IIIII      NNN      NNN

      Oregon Judicial Information Network
      Copyright 1986 State of Oregon
      Release Level "F 2.2"

      01- 01  30  10  CL NL  _  IM      II      PR  cs  dr  cd

```

Figure 3 - The OJIN logo screen displays important messages to users

```

Options Menu      Lane County Circuit Court      TRN 11/26/94 10:50 am

Select one of the following:

1.  Index Menu
2.  Display Case Register Menu
3.  Add New Case Menu
4.  Update Case Item Menu
5.  Add Case Item Menu
6.  Update Table Item Menu
7.  Add Table Item Menu
8.  Display Table Item Menu
9.  Report Selection Menu
10. Financial System LOGON
11. Financial System LOGOFF
12. Financial System Menu
90. Signoff

Option:  _

F5=DSPIDXMNU      F7=DSRPRTMNU

      20- 16  30  10  CL NL  _  IM      II      PR  cs  dr  cd

```

Figure 4 - OJIN Main Menu

6. Choose between options one and two, to access case information

Note: Public access users do not have access to all menus on the main menu screen (figure 4). Only options one, two and 90 provide functions accessible to the public. For occasional OJIN use, the Name Index option on the Index menu provides an easy way to access cases on the OJIN system. For more frequent users, the OJIN commands described in the section title "Using OJIN Commands" may be a more efficient way of navigating the system. Being familiar with these features will allow for greater navigability as well as a better understanding of the OJIN system.

ENDING AN OJIN SESSION

It is important to properly close an OJIN session; otherwise the session will remain active until it “times out”

1. Press the **[F3]** key until a menu is reached with the option of **'90. Sign Off'**.
2. Enter **'90'** on the Option line and press **[Enter]**.

ORGANIZATION OF OJIN CASE INFORMATION

Inquiries must be done court-by-court; therefore, it is important to know the three-character code to ensure access to the desired OJIN information. This code is an abbreviation of the county name, it is needed to make inquiries at the correct court site.

OJIN information is organized in the following hierarchy:

- **By court location** (SEE ATTACHED DOCUMENT “**OJIN Counties, Codes and Start-Up Dates**”) Court location refers to the local county. You can look at cases in counties all over the state if you know the court location code. This is done by entering the county code on the screen when you are asking for information

Note: Multnomah County has two court locations, split by case class. To view judgement information on civil, criminal and traffic cases use court abbreviation MCR. To view parking cases, use MCP.

- **By court type:** (C-Circuit) Circuit court handles major crimes and family matters.
- **By case class:** Within the court type, the class of the case can be specified as well. It is not a required search field, but can be helpful when trying to pull up only very specific cases.
- **By case type:** Case types further define the case. Commonly used types for offenses are FE for felony, MI for misdemeanor, VI for violation, and IF for infraction. For example, in the domestic relation class, DS for dissolution and AX for abuse prevention are often used. In a civil case, ET is used for landlord/tenant disputes and CT deals with contracts.
- **By case number:** If the case number is known, the case can be displayed directly by using the Display Case command (DCAS). If the case number is not a known variable, the Name Index (DNAMIDX) option from the main menu allows the case to be searched for by name.

The case class and type codes are not required when looking for cases. However, when displaying the index of cases, it is useful to know the meanings of the class abbreviations.

Table 1 lists the most common case classes, specifies the class code and lists some case type examples.

Table 1 – Example Case, Codes and Types

Case Class	Code	Case Types
Civil	CV	52 types; Examples: CT - Contracts ET - F.E.D. MO - Malpractice NG - Negligence TO - Tort
Domestic Relations	DO	18 types; Examples: DS - Dissolution AX - Abuse Prevention
Juvenile (not available to the public)	JU	10 types; Examples: DF - Felony DI - Infraction DM - Misdemeanor DV - Violation DE - Dependency
Mental Health (not available to the public)	MH	3 types; Examples: MI - Mentally Ill MR - Mentally Retarded OT - Other
Offenses	OF	6 types; Examples: FE - Felony MI - Misdemeanor VI - Violation IF - Infraction
Probate	PB	7 Types; Examples: ES - Estate CV - Conservatorship GD - Guardian
Small Claims	SC	3 Types; Examples: CT - Contract TO - Tort OT - Other

Case Classes

Case Classes define the general kind of case (civil, offense, etc.)

AD	Administrative
AP	Appeal/Review
BR	Bar Review
CV	Civil
DO	Domestic Relations
JF	Judicial Fitness
JR	Judicial Review
JU	Juvenile
MH	Mental Health
OF	Offense
OP	Original Proceedings
PB	Probate
SC	Small Claims
TR	Tax: Regular
TS	Tax: Small Claims

Case Types

Case types are the sub-classification under the more general case class headings. The Case class is the general case description; the Case Type defines the particular case in more detail.

The case class and type are shown as two two-character codes on the Name Index. On the Display Case screen, the class and type are spelled out fully in the Case Register heading. For example, the codes "CV CT" will show on the name index, while the case register heading will show "Civil Contract" spelled out.

Status Codes

The status codes for a case come from an application of a status code by a court clerk under order of the court. These are displayed on the Name Index and in the upper-right corner of the Case Register Screen. Some examples of status codes and their descriptions are as follows:

Appeal	Under Appeal
Arb Elig	Eligible for Arbitration
Arbitrat	In Arbitration
Closed	Closed
Cond Dis	Conditional Discharge
Diverted	Diversion
Lic Sanc	License Sanctions
Mediatn	Mediation
Pn Conc	Pending Conciliation
Pn Hosp	Pending Hospitalization
Pn Outj	Pending Out Jurisdiction
Pre Disp	Predisposition
Prob Vio	Probation Violation
Psy Exam	Psychiatric Exam
Purgable	Purgable Case
Reinstat	Reinstated
Und Adv	Under Advisement
Wanted	Wanted

Judgment Status

The Judgment Index and Judgment screen can have the following status codes:

DISC	Discharged
JGDS	Judgment Dismissed
JGSA	Judgment Set-Aside
SAPR	Partially Satisfied Judgment
SLRP	Sale of Real Property
SATF	Satisfied
SUPR	Superseded
USAT	Unsatisfied
VOID	Void

The codes are displayed on the index. On the judgment display, the status is spelled out more fully

USING OJIN COMMANDS

There are six OJIN commands useful for public access to court records:

- ❖ **(DNAMIDX)** Display Name Index: Displays a list of names, providing subsequent quick access to the Case Register.
- ❖ **(DSTWIDX)** Display Statewide Index: Similar to the name index, displays cases throughout the state matching the entered name.
- ❖ **(DCAS)** Display Case: Displays a specific Case Register if the case number is known. Also allows for easy movement between the county sites.
- ❖ **(DCASFIN)** Display Case Financial: Shows the financial information about a case, if the case number is known.
- ❖ **(DJGMIDX)** Display Judgment Index: Displays a list of names for cases with judgments, providing quick access to the Judgment details screen
- ❖ **(DJGM)** Display Judgment: Displays the Judgment details screen, if the case number is known

Entering Commands

1. To enter a command, press the **[Tab]** key until the cursor is positioned at the top left corner of the screen in the command entry line, or click in the box with the mouse.
2. Type the command and necessary parameters (e.g., the case number) then press the **[Enter]** key. Or, type the command and press **[F4]** to prompt the parameter entry screen.
3. If none of the parameters are known, then precede the command name with a question mark (?) and do not include any parameters. The system then presents a parameter entry screen to assist in entering the needed information.
4. On the Name Index parameter screen, for example, enter the last name of the person followed by one or two characters of the first name. All parameter screens have similar entry fields- name or case number, case class, case type, and court locations.

Specific information does not have to be entered for each parameter. For example, in the case class and type fields, *ALL (the field might already have *ALL in it) can be used to select all classes and all types.

Another generic parameter is *CUR for current, this will keep the same value in the field. This is most often used in the court location field when cases are being looked up in the same court.

Setting Defaults/Changing Court Location

Once a parameter is set, OJIN remembers it for that session (such as the court location). The user setup specifies a default court to use. If the court location is changed on any parameter screen, the new location becomes the default. For example, if the initial user signs on into Washington County Court (WSH) and it is changed to look at cases in Multnomah County Court (MCR), it will stay in MCR until changed again. It is important to pay close attention to which court is current when running searches. The easiest way to switch between courts would be using the ?DCAS command

Case Lookup Using the Name Index

The name index contains both defendant and plaintiff names cross-referenced to cases in which either is a party. If the case number is not known, but either name is, then the Display Name Index (?DNAMIDX) command is the easiest way to access a particular case. There are two ways to do this, the first is as follows:

1. On the command line, type ?DNAMIDX and press **[Enter]**. This will bring up a parameters screen, where specific information can be supplied to retrieve data from OJIN. The DNAMIDX command has parameters for Name, Case Class, Case Type, Court Type, and Court Location (Figure 5).

Display Name Index (DNAMIDX)		
Type choices, press Enter.		
Name:	*CUR	
Case Class:	*ALL	Character value, *ALL, OF...
Case Type:	*ALL	Character value, *ALL
Court Type:	*CUR	*ALL, *CUR, *PRV, C, D
Court Location:	*CUR	Character value, *CUR, *PRV
Bottom		
F3=Exit	F4=Prompt	F5=Refresh
F24=More keys	F12=Cancel	F13=How to use this display

Figure 5 - Parameters screens assist with entering information needed to search for specific data.

2. Enter the last name or the company name in the Name field
The most important field associated with the Name Index is the Name parameter. It is recommended that only the last name, <space> then, at most, the first letter of the person's first name be entered. This will reduce the possibility of spelling mismatches. (For more tips on searching for names, see the "Tips" listed on page 22)
3. Change the default parameters for the other fields as needed.

***ALL:** Case Class and Case Type have the statement *ALL. This can be left as is, to retrieve all cases related to the specified name.

***CUR:** The Court Type and Court Location parameter fields have the statement *CUR in them. This will prompt the system to use whatever the current court type and location are as search criteria. It is also acceptable to use *ALL to search all court locations. Once a case is displayed, the system will remember the court type and location entered, so *CUR will indicate the last court type and location used.

***PRV:** Is used in the court location field to return to the court location used prior to the current location.

Once the known parameters are filled in, press **[Enter]** to process the command

OR

The second way to look up cases by name; is to use the DNAMIDX command. This command is used to enter parameters on the command line, rather than using the parameters screen.

1. Enter the command (without the question mark) and the person's name to be retrieved.
2. Follow the name with the court type and court location if needed. The court type can be entered as COURTT(*ALL) to find both circuit and district court cases. The court location can be entered as COURTL(XXX) where XXX is a specific court location code. The court location code is only necessary when a name search will be outside the current default location. The default is based on the location of the last case displayed.

- ❖ To Displays Default court type and location: **DNAMIDX 'DOE J'**
- ❖ To Shows both district and circuit: **DNAMIDX 'DOE J' COURTT(*ALL)**
- ❖ Shows district and circuit at designated court location:
DNAMIDX 'DOE J' COURTT(*ALL) COURTL(CLA)

Either way, the system will then display the Name Index screen as shown in Figure 6. Both defendants and plaintiffs are listed, as well as aliases, respondents and other parties.

Main Name Index		Test County Circuit Court		MGD 11/30/94 1:14 PM		
Court/Case#	Name	Birth Dt	Role	Cl/Ty	Filed Dt	Stat
- C 911035617	\$ W ACEVEDO RAYMOND		D DEF OF FE	11/04/91		PROB
- C 911035617	\$ W ACEVEDO RAYMUNDO		D AKA OF FE	11/04/91		PROB
- C FIAS176A	\$ ADLEMAN RICK		P PTF CU MA	8/07/90		
- C FIAS176B	ADLEMAN RICK		P PTF CU MA	8/07/90		
- C FIAS176C	ADLEMAN RICK		P PTF CU MA	8/07/90		
- C FIAS176D	ADLEMAN RICK		P PTF CU MA	8/07/90		
- C ADJUST145A	\$ ANDREW DUKE OF YORK		D DEF OF FE	8/08/90		CLSD
- C ADJUST145B	ANDREW DUKE OF YORK		D DEF OF FE	8/08/90		CLSD
- C ADJUST145C	ANDREW DUKE OF YORK		D DEF OF FE	8/08/90		CLSD
- C ADJUST155A	ANKA PAUL		D DEF OF FE	8/08/90		CLSD
- C ADJUST155B	ANKA PAUL		D DEF OF FE	8/08/90		CLSD
- C ADJUST155C	ANKA PAUL		D DEF OF FE	8/08/90		CLSD
- C ADJUST53A	\$ APPLESEED JOHNNY		D DEF OF FE	8/08/90		CLSD
- C ADJUST53B	\$ APPLESEED JOHNNY		D DEF OF FE	8/08/90		CLSD
- C ADJUST53C	\$ APPLESEED JOHNNY		D DEF OF FE	8/08/90		CLSD
- C FIAS146A	ARNEZ DESI		D DEF CU MA	8/07/90		CL +

F5=DSPCRMIDX

01- 02 30 MW CL NL _ IM II PR es dr cd

Figure 6 - The Name Index list people associated with Oregon cases

The Name Index screen has the following information:

Court:	Indicates the court the case is filed in- C-Circuit, D-District.
Case#:	The case number. Make a note of the case number so it can be used later with other OJIN commands, if it will be needed again. Following the case number, there may be other codes, such as: <ul style="list-style-type: none"> ◆ \$: Indicates money is owed to the court (e.g., receivables). ◆ T: Indicates money is held in trust (e.g., security release or bail). ◆ W: Indicates a warrant was issued.
Name:	Name in last name order, no commas (e.g., Smith John).
Birth Dt:	Date of birth, if a defendant in a criminal case and the information has been entered.
Role:	The role of the person in the case- DEF- defendant, PTF- plaintiff, ADA-alias, RSP- respondent, plus many others. See the OJIN Code Tables (table TB22) for a complete list.
Cl/Ty:	Case class and type. These are displayed in full on the Case Register.
Filed Dt:	Date the case was filed.
Stat:	Case status. This displays in full on the Case Register.

OJIN Table Codes: The OJIN/FIAS tables can be looked up using the DTBL command. To display a list of all tables, enter DTBL TB00 and press [Enter]. To find specific tables, type DTBL, press [F4] and then enter the table number to be retrieved, press [Enter].

What is the Case Register?

The Case Register contains all information pertaining to a case. A case summary describes the case, parties to the case, the charge (if criminal), and the judgment or sentence conditions. This summary is followed by a list of events or "Register of Actions" that have taken place and have been recorded on the case. The actions include everything from the case filing through the resolution of the case. They include any motions or orders, notations of additional documents, sentencing, or judgments.

The easiest way to display a case is to locate the case on the Name Index (as described above). From the Name Index, move the cursor (use the **arrow keys** or the **[Page Up]** or **[Page Down]** keys) to the name to retrieve. Type a '1' in front of the name and press **[Enter]** to display the first screen of the Case Register. See the next few pages for a detailed description of what can be found on the Case Register screens.

The Case Register can also be accessed using the DCAS command, but only if the case number is a known variable. To use the Display Case command, type, **?DCAS** on the command line. As with

the Display Name Index command, the '?' in front of the command displays the parameter screen or leave off the '?' and press [F4] to prompt the parameter entry screen.

```

                                Display Case (DCAS)

Type choices, press Enter.

Case Number: . . . . . *CUR_____ Character value, *CUR, *PREU
Court Type: . . . . . *CUR          *CUR, *PRU, C, D
Court Loc: . . . . . *CUR          Character value, *CUR, *PRU
Case Record: . . . . . SUM_        SUM, PTF, DEF, CRG, IMP...
Case Id Number: . . . . . *CUR_____ Character value, *CUR, *PRU
Show only active sentences? . . . Y  Y, N
Display Address? . . . . . N        Y, N

                                Bottom
F3=Exit  F4=Prompt  F5=Refresh  F12=Cancel  F13=How to use this display
F24=More keys

05- 37  SA  MW  CL NL _  IM  II  PR  CS dr cd
    
```

Figure 7- The Display Case parameters screen

The Case Number can be entered and the remaining fields can stay at the default.

```

                                MGD 12/23/94 2:43 PM
Case Register..... Coos County Circuit Court      Status Closed  IMAC
Case#.....        MGD1 Oregon State Of/Smith John E
                                Offense_Felony_-_Burglary-1_-_A/FEL
-----
Case Filed Date.... 8/21/92  Starting Instrument.. Information
Case Started Date...      Origin..... Original filing
1st Appearance Date.     Originating Agency... Creswell Police
Ready For Trial.....      Originating Agency#..
First Setting Date..     Previous Court.....
Trial Scheduled Date     Previous Court Case#..
Trial Start Date.....    Previous Decision....
Length of Trial.....      Master Case Number... MGD3
Disposition Date.... 8/21/92  Relation to Master... Related Case Same Occu
Final Order Date.... 8/21/92  Termination Stage....
Reinstated Date.....     Termination Type.....

Citation in Lieu#...     Judgment Type..... Judgment
District Attorney...     Judgment Status..... Unsatisfied
Booking#..... 999        Judgment Volume/Page.

                                +
F5=DISPATY  F7=DISPCASFIN  F10=BROWSE PWD  F11=BROWSE BCK

01- 02  SA  MW  CL NL _  IM  II  PR  CS dr cd
    
```

Figure 8 - The Case Summary screen shows the basic case information.

The first screen always contains similar information. Figure 8 shows the screen for a criminal case. Civil cases contain different information.

The second and each subsequent Case Register screens have different information displayed depending on a variety of factors. The order of information is essentially the same, but the length of the information affects how much space is needed to display it.

The example screens shown below contain all possible sections. If there isn't any information on a section in the case (such as a case without related cases), then the section is omitted.

The order of sections for a criminal case is always:

1. Case Summary (Figure 8, previous page)
2. Related Cases (Figure 9)
3. Plaintiff (Figure 9)
4. Defendant (Figure 9)
5. Charges (Figure 10)
6. Sentences or Judgments (Figures 10 and 11)
7. Other parties (Figure 11)
8. Register of Actions (Figure 11)

```

Case Register..... Coos County Circuit Court          MGD 12/23/94 2:44 PM
Case#.....      MGD1 Oregon State Of/Smith John E    Status Closed  INAC
                  Offense_Felony_-_Burglary-1_-_A/FEL
-----
                RELATED CASES
-----
 1 C      MGD2 Doe John/Roe Mary
 2 C      MGD1 Oregon State Of/Smith John E
-----
ROLE      PLAINTIFF          ATTORNEY
 1 Plaintiff Oregon State Of
-----
ROLE      DEFENDANT
 1 Defendant..... Smith John E      Birth Dt.. 8/14/71
   Also Known..... Winston George   Birth Dt..
   Also Known..... Gogol Ivan        Birth Dt..
   Drivers License.....              Sex..... Male
   Social Security#....              Hght/Wght. 511
   Phone#..... <503> 555-5228        Hair.....
   Control#..... 00009999           Eyes.....
   State ID# / FBI#....              Race..... Caucasi +
-----
F5=DSPATV      F7=DSPCASPIN          F10=BROWSE PWD  F11=BROWSE BCK
 01- 02  30      MW      CL NL  _   IM      II      PR  00 01 02
    
```

Figure 9 - The Case Register shows related cases, parties to the case and give basic information on the defendant in criminal cases.

```

Case Register..... Coos County Circuit Court          MGD 12/23/94 2:47 PM
Case#.....      MGD1 Oregon State Of/Smith John E    Status Closed  INAC
                  Offense_Felony_-_Burglary-1_-_A/FEL
-----
Address.....      65779 NORTH ELM STREET
                  OAKSVILLE      OR 99444
Booking#.....     999
 1 Crt Appntd..... Gallaber Martin E.      Arrest Dt. 8/20/92
                                      Bar#..... 74107
-----
 1 OFS 164225 ..... Burglary-1 - A/FEL
   Incident Date..... 8/21/92
   Date Charged/Issued. 8/21/92          Citation#.
   Current Plea..... 8/21/92 Plea Entry of Guilty Security..
   Disposition..... 8/21/92 Convicted    Plate#....
-----
 2 Sentence
   Status.....
   Judge..... His Honor Hiszoner          Date..... 8/21/92
   Probation..... 1.00 Year(s)           Signed.... 8/21/92
   Unitary Assessment.. $85.00
-----
F5=DSPATV      F7=DSPCASPIN          F10=BROWSE PWD  F11=BROWSE BCK
 01- 02  30      MW      CL NL  _   IM      II      PR  00 01 02
    
```

Figure 10 - Information about the charges and sentences appear next on the Case Register.

```

Case Register..... Coos County Circuit Court          MGD 12/23/94 2:47 PM
Case#..... MGD1 Oregon State Of/Smith John E      Status Closed  INAC
Offense_Felony_-_Burglary-1_-_A/FEL
-----
Restitution..... $150.00
Payee      Doe Mary R      Victim
Fine..... $500.00
Fine..... $200.00 Suspended
Attorney Fess..... $50.00
                this is the sentence comment
-----
ROLE      OTHER PEOPLE      ATTORNEY
1 Victim  Doe Mary R
Also Known Abdul Paula
-----
ENTER DT  FILE DT  EVENT/FILING/PROCEEDING      SCHED DT  TIME  ROOM
1 8/21/92  8/21/92  Information
                The IF creates 1st event
2 8/21/92  8/21/92  Arraignment Scheduled      8/22/92  10:00 AM  XJJS
3 8/21/92  8/21/92  Motion Strike
-----
F5=DSPATY      F7=DSPGASPIN      F10=BROWSE PWD  F11=BROWSE BCK
01- 02  30      MW      CL NL  _      IM      II      PR  00  01  02
    
```

Figure 11- Continued information on the sentence, other parties, and the beginning of the Register of Actions appear next.

The Register of Actions records the history of the case by listing events, in chronological order, that occurred throughout the case life. Scroll down through the Register of Actions to see the complete history of the case.

Using the Statewide Index

Use the DSTWIDX command to display the statewide index of names (Appellate and Tax courts are not included in this index, however). To access the parameter entry screen using this command, type DSTWIDX and press **[F4]**. The only parameter available is Name, so this can actually be entered as part of the command. For example, type DSTWIDX SMITH to find all Smiths Statewide. The system then displays the top level index as shown in Figure 12

MGD 10/30/04 1:02 PM		
State Wide Name Index		
Name		Count
---	SMITH	8
---	SMITH #2	1
---	SMITH ALAN L	1
---	SMITH ALYSSA D	1
---	SMITH AMBER FAWN	2
---	SMITH ANDREA MARIA	1
---	SMITH ANDREW G	1
---	SMITH ANTHONY DALE	1
---	SMITH APRIL	2
---	SMITH BARBARA A	1

Figure 12- The Display Statewide Index top level index.

Locate the desired name and type '1' next to the name to display the second level index-specific cases throughout the State for the selected name.

State Wide Name Index									
Type	Option	Press	ENTER:						
Loc	Case	Bthdat	Drvl#	SSN	SID	Sts	Filed	Cl/Tp	
				SMITH MARK EDWARD					Cont.
___	D LAN	9330843	081471				CI 083093		OFFE
___	D LAN	90120051	081471				CI 123190		OFIF
___	D LAN	90120052	081471				CI 123190		OFIF
				SMITH REALTY CORP					
___	C LAN	168700059					CI 010587		CVDC
				SMITH REALTY CORPORATION					
___	C LNN	CV830617					CI 032883		CVFR
___	C LAN	168503656					CI 050185		CVFR
				SMITH SYSTEMS INC					
___	C LNN	CV830617					CI 032883		CVFR
				SMYTH DEBRA J					
	C MCV	770100494					ZI 010101		DOOT

At this level, select a case to display just like the Name Index- type '1' next to the case and press [Enter] to display the Case Register screen.

If more than one case is marked for display, pressing [F2] will move to the next case without having to return to the selection screen. Or press [F12] to return to the previous menu

Brief list of definitions

Loc: The first letter is the court type; either C-Circuit or D-District. The next three characters designate the court location code.

Case: Case number within the specified court location.

Bthdat: Birth date. This is useful for locating the specific person requested. However, the birth date is not listed for civil cases. Above the Bthdat field, the name of the person matching the requested name appears.

Drvl#, SSN, SID: Respectively, the person's drivers license number, social security number and SID (state ID) number. These fields are not displayed to public access users.

Sts: If the status field is blank, the case is open and active, meaning that a decision has not been made on the case, yet. When a judgment is made, the case becomes closed, even if there are still issues to settle, such as money owed to the court. If nothing else needs to be done, the case may become Inactive, but can be reactivated if the case is brought before the court again. The Sts field is three characters, the first character indicates the "state" of the case file, the second character is always blank (Active) or I (Inactive), the third character can be one of many different subcategories. The following table (Table 2) shows the most common code combinations seen on the Statewide Name Index.

Table 2 - Statewide Name Index Status Code Combinations

Code			Meaning
1	2	3	
blank			Active case, not yet adjudicated
I			Open case with Warrant, Commitments, Bankruptcy/Auto Stay, or Soldier/Sailor Relief: look at the case.
C	I		Closed, inactive (adjudicated)
C	I	V	Closed, inactive, receivables owing
C	I	D	Closed, inactive, turned over to Department of Collections (DOR)
C	I	G	Closed, inactive, returned uncollectible from DOR
C	I	X	Closed, inactive, court requests return from DOR
D	I		On Diversion, inactive
F	I	V	Probation violation, inactive, receivables owing
N	I		Mediation eligible, inactive
S	I	D	Sanction (license), inactive, turned over to DOR
S	I	V	Sanction (license), inactive, receivables owing
X		N	Remove mediation eligibility
X		Z	Removed purgable status
Z			Purgable record
Z	I		Purgable, inactive

Filed: The filing date for the case.

CI/Ty: Case class and type, e.g., OFMI is Offense (class) Misdemeanor (type). See "Case Classes" and "Case Types" earlier in this guide.

How to Look Up Case Financial Information

The financial details of a case may also be needed. If a financial record exists for a case, a \$ will appear on the Name Index next to the case number. To display Case Financials, the DCASFIN command is one option.

There are two ways to view the Case Financials:

1. If looking at a case within the "home" county, from the Case Register screen, press the **[F7]** key.

OR

2. From all locations, type the command on the command entry line with a '?' in front to display the parameters screen (?DCASFIN). The parameters here are similar to those with the ?DCAS command, the case number needs to be known. The remaining parameters do not have to be changed.

Figure 14- The first Case Financial screen. It shows Joint and Several parties, financial memos, and the summary of receivables, receipts and other financial transactions for a case

```

Financial History.... Coos County Circuit Court          MGD 12/23/94 2:48 PM
Case#..... MGD1 Oregon State Of/Smith John E        Status Closed UNCL
                Offense_Felony_-_Burglary-1_-_A/FEL
-----
Accounts Receivable      Deferred      Applied      Balance
A/R Payment              0.00          0.00          0.00
Attorney Fees            50.00         -33.34         16.66
Fine                     500.00        -33.33         466.67
Process Fee              30.00          0.00          30.00
Restitution               150.00        -150.00         0.00
Restitution J/S          1,000.00      -225.00         775.00
Unitary Assessment       85.00         -33.33          51.67
Accounts Rcv Balance     1,815.00     -475.00       1,340.00
-----
8/21/92 UBL 102966 Due: 9/01/93 Distribution: E UNAS      85.00
DEP 1 DET Smith John E
SNT 2
-----
8/21/92 UBL 102967 Due: 9/01/93 Distribution: E REST      150.00
DEP 1 DET Smith John E
-----
F5=DSPPMI      F7=DSPTRSLGR  F8=DSPVLLGR  F10=BROWSE FWD  F11=BROWSE BCK
01- 02  30  MW  CL NL  _  IM  II  PR  30 31 32
    
```

```

Financial History.... Coos County Circuit Court          MGD 12/23/94 2:48 PM
Case#..... MGD1 Oregon State Of/Smith John E        Status Closed UNCL
                Offense_Felony_-_Burglary-1_-_A/FEL
                Unitary
-----
JOINT & SEVERAL PARTIES
C C00 MGD1 DEF 1 Smith John E
C C00 MGD3 DEF 1 Smith Mark E.
C C00 MGD4 DEF 1 Perkins David P
-----
Financial Memos.....
Scheduled Security      20,000.00
-----
Trust
A/R Payment              200.00         -200.00         0.00
Restitution              100.00         -100.00         0.00
Security Release          0.00           0.00           0.00
Tender                   0.00           0.00           0.00
Trust Balance            0.00           0.00           0.00
-----
F5=DSPPMI      F7=DSPTRSLGR  F8=DSPVLLGR  F10=BROWSE FWD  F11=BROWSE BCK
01- 02  30  MW  CL NL  _  IM  II  PR  30 31 32
    
```

Figure 15- The Summary of transactions continues to the totals, which is followed by the details of each transaction in date order.

Judgments

While the Display Case and Display Case Financial screens provide information about the disposition of a case, the Judgment details screen gives the most information.

Use the Display Judgment Index command (DJGMIDX) to display a list of cases by name that have judgments. Type ?DJGMIDX on the command line and then press **[Enter]** to display the parameters screen (Figure 16). The person's last name can be entered in the Name field and other information changed as needed.

```

Display Judgment Index (DJGMIDX)

Type choices, press Enter.

Name: . . . . . *CUR _____
Judgment Role: . . . . . *ALL
Judgment Status: . . . . . *ALL
Court Type: . . . . . *CUR
Court Location: . . . . . *CUR
    
```

Figure 16- Display Judgment Index parameters screen.

Press **[Enter]** again to display the Judgment Index as shown in Figure 17.

Judgment Index		Coos County Circuit Court		MGD 12/23/94 2:50 PM			
Court/Case#	Name	Jgmt_Dt	Side/Role	Jgmt_Status			
- C	E00005 SMITH J.	3/13/90	IMP PAE PAE	JG			
- C	JACSENT10 SMITH BETTY	2/15/90	IMP UIC PAE	JG			
- C	89CUJEG123 SMITH BOB	5/16/91	DEF DEF DBT	JGSD	USAT		
- C	GATEST1 SMITH BUILDING COMPANY	7/13/90	PIF APP CRD	JG	SUPR		
- C	GATEST1 SMITH BUILDING COMPANY	7/13/90	PIF APP CRD	MDJG	SUPR		
- C	GATEST1 SMITH BUILDING COMPANY	7/13/90	PIF APP CRD	JG	SUPR		
- C	GATEST1 SMITH BUILDING COMPANY	7/13/90	PIF APP CRD	JGMD	USAT		
- C	GATEST1 SMITH BUILDING COMPANY	7/13/90	PIF APP CRD	JG	SUPR		
- C	GATEST1 SMITH BUILDING COMPANY	7/13/90	PIF APP CRD	JG	USAT		
- C	LNNSENT10 SMITH CARL DIEGO	3/29/90	IMP UIC PAE	JG	SUPR		
- C	LNNSENT10 SMITH CARL DIEGO	5/08/90	IMP UIC PAE	JG			
- C	DOUSENT13 SMITH DAVID	4/12/90	IMP UIC PAE	JG			
- C	JACSENT13 SMITH EDWARD	2/15/90	IMP UIC PAE	JG			
- C	JOSESENT39 SMITH GARY	4/20/90	IMP UIC PAE	JG			
- C	DOUSENT36 SMITH JACK	4/13/90	IMP UIC PAE	JG			
- C	DOUSENT38 SMITH JAMES	4/13/90	IMP UIC PAE	JG			+

P5=DHAMIDX P7=DIRFIDX

01- 02 30 MW CL NL _ IM II PR 00 01 02

Figure 17- The Judgment Index provides the names of the parties of a case with a judgment

On the list, type '1' next to the desired case and press **[Enter]** to display the Judgment details

If the case number is known, then the Judgment details screen can be displayed more quickly using the DJGM command. Type **?DJGM** on the command line then press **[Enter]** to display the parameters screen (Figure 18).

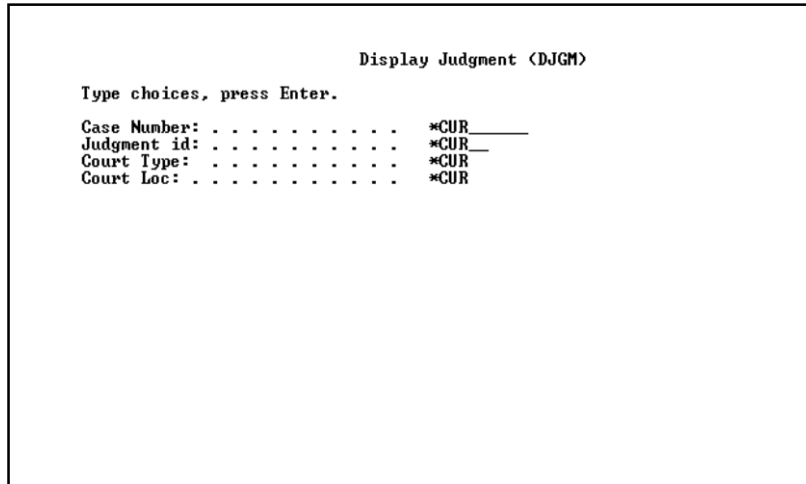


Figure 18- Display Judgment parameters screen

Enter the case number and change any other parameters as needed. Press **[Enter]** to display the Judgment details screen.

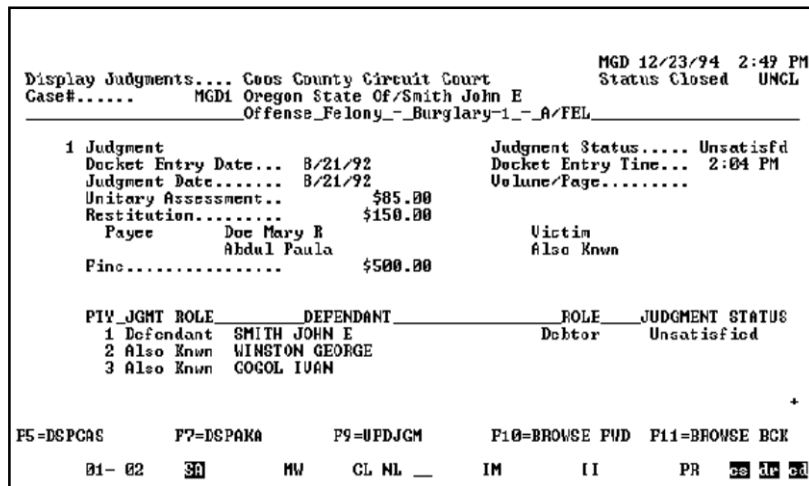


Figure 19- Display Judgment screen

Miscellaneous Indexes

There are additional Index options listed on the Index Menu. Some of these indexes can be used by Public Access users, while others are exclusively used by court employees. These other indexes, however, are restricted to the court assigned to the user ID. There is not the option of entering a different court location code when using these indexes. Depending on information available, these indexes can be used by Public Access users:

DTRFIDX: Displays only traffic cases based on name.

DCRMIDX: Displays criminal cases based on name. This also finds cases that have a class of offense.

HOW TO PRINT OJIN INFORMATION

PCAS- Command that prints the **entire case** record.

Printing OJIN cases to the local printer within OJIN is a two step process. The first step is the actual download of the case to the local computer. The second part is printing the case to the local printer.

1. To print the case currently being viewed, type **PCAS** in the command entry line. If any printer settings need to be changed press **[F4]** to access the Options window, make necessary changes and press **[Enter]**. If nothing needs to be changed, **[Enter]** can be used after typing in the **PCAS** command to begin the downloading process.

The program will then exit the case and return to the list of names the case was originally selected from. Usually, within 5-20 seconds on most computers, a Microsoft window will display asking to either "Open from Current Location" or "Download". In most instances, the "Open from Current Location" is the best choice. This will download the file to the local PC and place it in the associated helper application. (In some instances, the local PC is already set up to automatically "Open from Current Location", so the window will not show up.)

When the helper application window (Word, WordPad, WordPerfect are some possible applications) comes up with the requested case, then the normal print commands for that program can be used to print the case to the local printer. If any problems come up during this process, the most common cause is with the local PC's *.RTF file association (* being the case requested to print). Any problems with this and re-associating the *.RTF file extension can be addressed by contacting the OJIN OnLine Helpdesk at 877-826-5010.

Note: Each time a case is printed from OJIN, the file is placed in a temporary directory on the local machine and assigned a temporary name. The next time the user ID used to do the printing is signed on a 2nd popup window will come up after signing into OJIN. This window will show all previous print jobs, they can either be retrieved again or deleted. The retrieval saves having to re-find the case, type in PCAS and go through the download process again. If the cases are not deleted or retrieved, the popup window can be closed and will come up at the next sign on.

HOST PRINT- Command that prints the currently displayed page.

To print a single page in OJIN, simply **[right-mouse-click]** on the page to be printed and choose **host print**. Then the following process will occur, as with the PCAS function.

Usually, within 5-20 seconds on most computers, a Microsoft popup window will display asking to either "Open from Current Location" or "Download". In most instances, the "Open from Current Location" is the best choice. This will download the file to the local PC and place it in the associated helper application. (In some instances, the local PC is already set up to automatically "Open from Current Location", so the window will not show up.) When the helper application window (Word, Wordpad, Wordperfect are some possible applications) comes up with the requested case, then the normal print commands for that program can be used to print the case to the local printer.

If any problems come up during this process, the most common cause is with the local PC's *.RTF file association (* being the case requested to print). Any problems with this and reassociating the .RTF file extension can be addressed by contacting the OJIN OnLine Helpdesk.

COPY AND PASTE- Action that copies only selected text on a page

Click and hold the left mouse button and drag it over desired text. When the mouse button is released the option to "copy" will pop up. The selected items can now be "paste"d into a text document.

TECHNICAL REQUIREMENTS

OJIN OnLine requires the use of one of the following web browsers to ensure proper performance while using the service. Also, both applications must have their Java components enabled in order to access the OJIN OnLine sign on screen. Macintosh computers and other browsers are not currently supported by the OJIN Helpdesk. The OJIN internet connectivity requires 100% Java compliance in order to run the sign-in applet. Even the most current Macintosh browser falls just short of 100% compliance.

ENABLING JAVA**Microsoft Internet Explorer :**

Microsoft Internet Explorer 3.0, 4.0, 5.0+ and 6.0 have been tested and found to work with OJIN OnLine. It is recommended, however, to utilize Internet Explorer 4.0 or above.

To activate the Java settings, follow these steps:

1. On the menu bar, click '**Tools**' and select '**Internet Options**'.
2. Click the tab labeled '**Advanced**'.
1. Scroll down to the heading pertaining to Java VM.
2. Check all boxes under the heading Java VM.
3. Click '**Apply**' and '**OK**'

***Note:** Internet Explorer 6.0+ does not come with Java VM installed.

-when the java applet tries to open, it will prompt to install automatically

or

-there is a download link at <http://java.sun.com/getjava/>
<http://support.microsoft.com/default.aspx?scid=kb;EN-US;q299672>

Once installed, follow steps one thru four above.

Netscape Navigator:

The following versions of Netscape's Navigator and Communicator products have been tested and found to work properly with OJIN OnLine: Netscape 3.03+, 4.0+, and 6.2.1+.

To activate the Java settings follow these steps:

1. On the menu bar, click '**Edit**' and select '**Preferences**'.
2. Click on the word 'Advanced'.
3. Check the boxes in front of '**Enable Java**' and '**Enable Java Script**'.

***Note:** Netscape 6.0 does not work with OJIN. Netscape 6.2.1 and above work correctly, but in order for it to work properly, a full install of the Netscape application must be done, to include Java Console. The settings are preconfigured on installation.

TIPS AND OJIN NAVIGATION FEATURES

This section contains examples of how to enter OJIN commands on the command line including the parameters. This technique allows the parameters screen to be bypassed for the commands, thereby speeding up selection and display.

Using the DCAS Command

Sometimes event lists continue for several screens. It can be time-consuming to page through these screens. The last page of events can be displayed quickly by entering the DCAS command as shown below after the case has been displayed (this makes the case number current):

DCAS ' '*CUR *CUR EVT *LAST

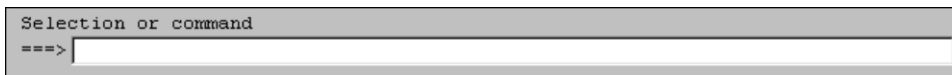
*LAST tells the system to display the last event in the list. From the last event, page up can be used as needed to display previous events.

To use the command with keywords, thereby eliminating the need to enter something for every parameter, the command can be entered like this:

DCAS CASERCD(EVT) CASEID(*LAST)

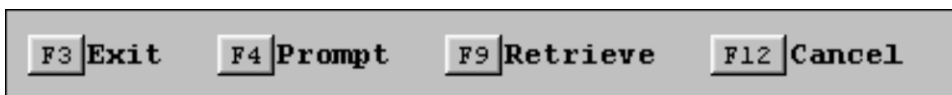
The OJIN Command Line

The OJIN command line looks like a regular Windows input box: Use of the command line is handy when regularly using OJIN commands instead of navigating through the menu options.



F-Key (Function) Buttons

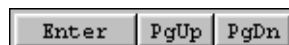
At the bottom of the screen, there are mouse-clickable function buttons, shown in the example below:



The F-Key functions will still work using the keyboard, but the buttons provide a quick mouse-accessible option.

Page Action Buttons

At the bottom right of the OJIN emulation screen, there are three buttons:



Clicking on the buttons will perform an [Enter], [Page Up], or [Page Down], as appropriate. If the buttons hide any text at the right-hand end of the status line, the buttons can be "hidden" by doing a right-mouse-click on the line where they appear. They will automatically reappear on the next screen display or can be undone with another right-mouse-click.

The keyboard functions are still an option, as well.

Return to Previous Field

“Shift-Tab” will take the cursor back to the previous data field.

Keyboard Mapping

The following keystroke combinations work in OJIN as alternate keyboard functions:

Keystroke	Action
Alt + P	Host Print key
Alt + F	Refresh and display Available Files List
Alt + Shift + G	Swaps the GUI/Text input modes, starting with the next screen displayed; pressing Enter will effect the change and keep the user on the same screen

Dynamic Window Resizing

As with any Windows application, the emulation window may be resized by using the mouse to drag a corner or side of the window in any direction. This will resize the window text as well, dynamically selecting the “best-fit” font.

Error Line Messages

If there is an OJIN error line message (for example, confirming that a “Print” key has been processed), it is normally overwritten by local feedback. For example, the statement “the GUI/Text mode will change on next screen”. It is possible to toggle between the two messages by clicking on the left-mouse-button over the message itself.

Searching for Names

Names such as O’Leary or Van Orden may be entered in a variety of unusual ways on the system. At one time slashes and the underline character were used to capitalize names with spaces and apostrophes. Not all courts use the rules consistently. To find a person who’s name has punctuation or spaces, try the following variations when using the Name Index.

Names with apostrophes, such as O’Leary, could be entered:

with an apostrophe	O’LEARY
with a slash	O/LEARY
with no apostrophe	OLEARY
with a space	O LEARY

Mc names, such as McAdam, could be entered:

with a slash	MC/ADAM
with an underline	MC_ADAM
with a space	MC ADAM
with no space	MCADAM

Names that are two words, such as Van Orden, could be entered:

with a slash	VAN/ORDEN
with an underline	VAN_ORDEN
with a space	VAN ORDEN
with no space	VANORDEN
with a dash	VAN-ORDEN

OJIN Counties, Codes and Start-Up Dates

County	Court Code	OJIN Start Date	FIAS Start Date	Notes
Appellate Courts	ORG	August 1990	None	Court Type D=Supreme, C=Appeals *Not available in Statewide Index searches
Baker	BAK	May 1987	June 1992	Circuit Only
Benton	BEN	July 1987	May 1991	
Clackamas	CLA	June 1986	September 1990	
Clatsop	CLT	September 1987	June 1992	
Columbia	COL	August 1987	April 1992	
Coos	COO	August 1987	December 1988	
Crook	CRO	September 1986	May 1992	
Curry	CUR	May 1987	December 1988	
Deschutes	DES	July 1986	March 1992	
Douglas	DOU	September 1987	September 1991	
Gilliam	GIL	April 1989	July 1992	Circuit Only
Grant	GRA	June 1987	July 1992	Circuit Only
Harney	HAR	July 1988	June 1992	Circuit Only
City of Hermiston	HER	November 1986	August 1992	Cases filed in Hermiston, Circuit and District
Hood	HOO	April 1989	July 1992	

Jackson	JAC	March 1988	August 1991	
Jefferson	JEF	August 1986	May 1991	
Josephine	JOS	November 1987	September 1991	
Klamath	KLA	January 1988	October 1991	
Lake	LAK	February 1988	October 1991	
Lane- Civil	LAN	August 1989	August 1989	
Lane- Criminal	LAN	November 1989	November 1989	
Lane- Traffic	LAN	January 1990	January 1990	
Lincoln	LNN	February 1988	March 1991	
Linn	LIN	May 1987	March 1991	
Malheur	MAL	July 1988	July 1992	
Marion	MAR	October 1986	February 1991	
Morrow	MOR	June 1987	July 1992	
Multnomah Criminal	MCR	December 1988	April 1990	Multnomah cases divided into two locations. All offense, traffic, and civil cases are located on MCR. Parking on MCP.
Multnomah Traffic	MCR	June 1991	June 1991	
Multnomah Civil	MCR	August 1988	February 1990	
Multnomah Parking	MCP	June 1991	June 1991	
Polk	PLK	September 1986	August 1988	
Sherman	SHE	April 1989	July 1992	Circuit Only

Tax Court	TAX	July 1986	None	Court Type 'C' only *Not available in Statewide Index searches
Tillamook	TIL	November 1987	June 1992	
Umatilla	UMA	November 1986	August 1992	
Union	UNI	December 1986	October 1992	
Wallowa	WAL	May 1987	October 1992	
Wasco	WAS	April 1989	July 1992	
Washington	WSH	January 1987	November 1990	
Wheeler	WHE	April 1989	July 1992	Circuit Only
Yamhill	YAM	April 1990	April 1991	