



Legacy JIS-Link Customer Manual*

* Please note: The Administrative Office of the Courts provides the following manual to JIS-Link customers who access the Legacy JIS Application via application or browser. This manual is the only method of support available.

JIS Overview

The JIS application (formerly called DISCIS) contains case information from district, municipal, and superior courts.

Superior Court information

If you are looking for superior court information, [Odyssey Portal](#) is a web-based application to view Superior Court records. Odyssey is only used by Superior Courts in 37 counties. No records from King and Pierce County Superior Courts or from any Courts of Limited Jurisdiction are accessible through Odyssey Portal. To access King and Pierce records, use JIS Link or Legacy JIS.

JIS Link vs. Legacy

[JIS-Link](#) provides users access through a modernized application with a 'point and click' navigation, not JIS commands. The new JIS Link does not require download and is accessible on any device via browser.

To access [Legacy](#), customers must log on to the AOC mainframe computer via an emulator. AOC provides two emulator access options:

Access via Application

- Application download required
- Only works on Windows-based systems

Access via Browser

- No download required
- Works on all operating systems

The screenshot shows the Washington Courts website's JIS-Link Overview page. The page header includes the Washington Courts logo, a search bar, and navigation links for Forms, Court Directory, Opinions, Rules, Courts, Programs & Organizations, and Resources. The main content area is titled "Management Services Division" and "JIS-LINK OVERVIEW". It describes the JIS-Link service, its fees, and provides a list of access options. The "Access" section lists: 1. JIS Link, 2. Legacy JIS Link (with sub-options: via application and via browser), 3. ACORDS, and 4. Appellate Court Public Document Portal. A "JIS System Info" box on the right provides system availability details and a link to report an outage. A "NOTICES" box at the bottom right mentions that participants' addresses and minors' dates of birth are not available to public users.

courts.wa.gov/jislink/

State C... Extranet HomePage Helpdesk : WA - Ad... JIS-Link Team Sprin... https://www.courts... glossary - allTerms My Portal Help.Courts.Wa.Gov LISTSERV - LISTSER...

WASHINGTON COURTS

Get Email Updates | FAQs & eService Center

Search WA Courts Site

Forms Court Directory Opinions Rules Courts Programs & Organizations Resources

Courts Home > JIS-Link > Logout

Management Services Division

JIS-LINK OVERVIEW

The Administrative Office of the Courts (AOC) provides JIS-Link to access display-only district, municipal, and superior court information. JIS-Link is a fee-based subscription service that requires registration.

A subscriber pays a charge of \$0.14 1/2 (.145 cents) per transaction (execution of a command). A command is executed each time the user tells the system to respond. There is a minimum monthly charge of \$13. If transaction charges are less than \$13, the subscriber will be billed \$13; if transaction charges total \$13 or more, actual charges will be billed with no additional charge.

Notice: For best results please use Microsoft Edge, Google Chrome or Mozilla Firefox.

Access

1. JIS Link
2. Legacy JIS Link
 - via application
 - via browser
3. ACORDS
4. Appellate Court Public Document Portal

JIS System Info

Systems may be unavailable from 3:00 am to 6:00 am.

System outage messages will be posted here when information is made available.

All JIS systems are operating normally.

[Sign up for Email Notifications](#)

[Report an outage](#)

NOTICES:

Participants' Addresses and Minors' Dates of Birth are not available to public users. This includes via terminals available

Legacy via Application

First-time requires a download and users should disable pop-up blocker to install. Navigate to www.courts.wa.gov/jislink/ and select Access via application.

Download & Install Rocket TE with Open Web Launch

Install Rocket TE

When you opened this page, the Rocket TE launch file (bzw2h.bzlp) was automatically downloaded. The Open Web Launch utility is required to launch this file.

If you previously installed Open Web Launch, double-click the bzw2h.bzlp file to launch Rocket TE.

If you do not have Open Web Launch, download the Open Web Launch utility ([user installer](#), [administrator installer](#)). Double-click open-web-launch.exe to run the installation program. Click Next on each panel to accept the default values. Double-click the bzw2h.bzlp file to launch Rocket TE.

If you cannot locate the bzw2h.bzlp file, click [Download Rocket TE Launch File](#) to download it again.

[Show Download Instructions](#)

Uninstall Rocket TE

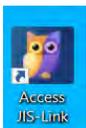
Download and run [eZClear](#).

If you cannot download or launch the bzw2h.bzlp file, contact your service provider.

[Download Rocket TE Launch File](#)

[Rocket Terminal Emulator Help](#)

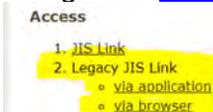
After following the directions above, look on your desktop or in your downloads folder for the icon below:



If you see this icon, you have successfully downloaded the Legacy application and can double-click to access the Terminal Emulator.

Legacy via Browser

Navigate to www.courts.wa.gov/jislink/ and select Access via browser.



You may need to accept the security certificate.

Logging onto Legacy

Once you open the application or access via browser, enter your user ID, tab to password, enter password and press enter.

```
STATE OF WASHINGTON COURTS SYSTEM - AUTHORIZED USE ONLY

This Site contains Judicial Information.

Your use may be monitored. Unauthorized access or use of this
system may violate federal and/or state law and be subject to civil,
criminal and/or administrative action.

If you are authorized, type in your USERID and PASSWORD.

Userid:      █          Password:
New Password:
Transfer:

14:35:17
08/15/23
FTCI0122
3278-2A
```

This screen is the TPX Menu.

```
TPX MENU FOR APP$PUB
Panelid - TEN0041
Terminal - FTCA0005
Model - 3192-2A
System - F04TPX

Cmdkey:      Jump: PA2      Menu: PF15
Print: NONE  Cmdchar: /

  Sessid      Sesskey      Session Description      Status
  _ JIS       PF 4          Judicial Information System
  _ SCOMIS    PF 1          Superior Court System

Command ==>
PF1=Help PF7/19=Up PF8/20=Down PF10/22=Left PF11/23=Right H =Cmd Help
```

Use one of the three different options to access either JIS or SCOMIS

1. Place the cursor on the same line as the system and press ENTER.
2. At the Command ==> type JIS or SCOMIS and press ENTER.
3. Use a Function key.

Searching via Main Menu screen (MAM)

COMMAND	TITLE	WHEN TO USE COMMAND
CDK	Case Docket Inquiry	To view a chronologic record of case activity for civil or non-civil cases in a district or municipal court.
CIVI	Civil Case Inquiry	To view filing information for a civil case including all parties in a district or municipal court.
CNCI	Court Name/Case Index	To view a list of civil cases for one or more persons in a specific district or municipal court.
CVJI	Judgment Disposition Inquiry	To view all civil judgments for civil cases in a district or municipal court.
DND	Defendant Name Duplicate	To view names, name codes, and defendant identifying data that are possible matches to search criteria entered in the Command Area.
MAM	Main Menu	The JIS Main Menu (MAM) displays a list of public access commands.
NCC	Case Filing Inquiry	To view filing information for non-civil cases in a district or municipal court.
NMD	Name Duplicate	To view names and name codes of individuals that are possible matches to search criteria entered in the Command Area.
PAR	Case Participants Inquiry	To view a list of participants in a civil or non-civil case.
SNCI	State Name Case Index	To view a statewide list of non-civil cases associated with a Person record. Cases for any alias (AKA) names linked to a person do not display on SNCI.
VIO	Additional Violations Inquiry	To view filing information for all violations in a non-civil case in a district or municipal court.
QUIT	To Quit JIS	Type Quit in the upper left command field to quit JIS

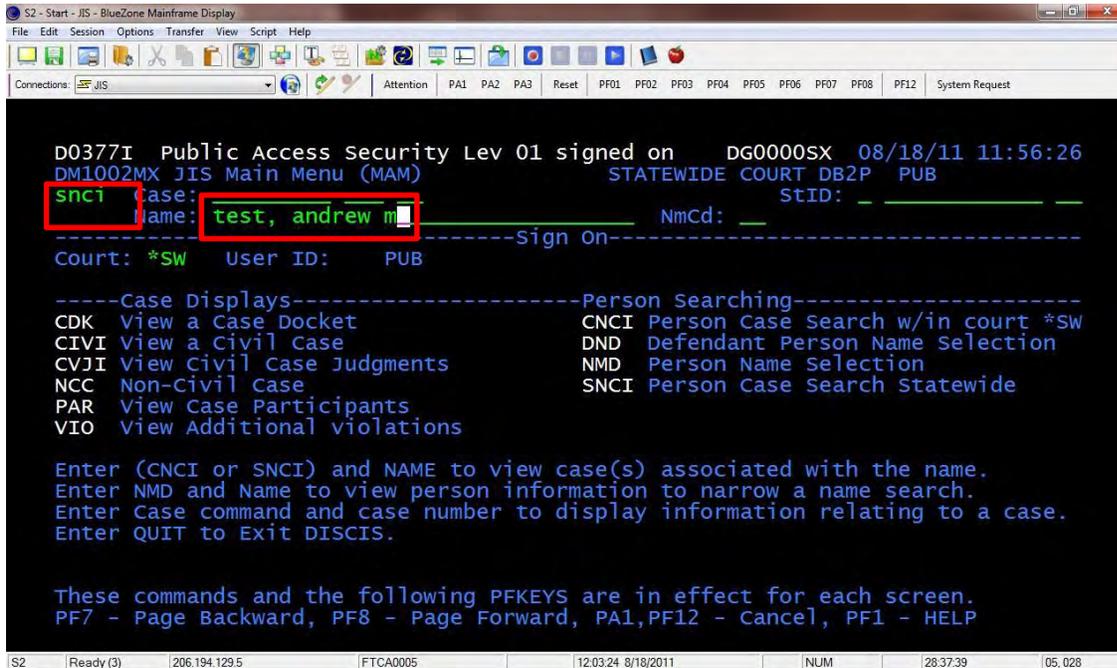
Non-Civil Cases

The following screens are available for viewing non-civil cases:

- CDK Case Docket
- NCC Case Filing Inquiry
- PAR Case Participants
- VIO Additional Violation

Statewide Search Using the Name: SNCI

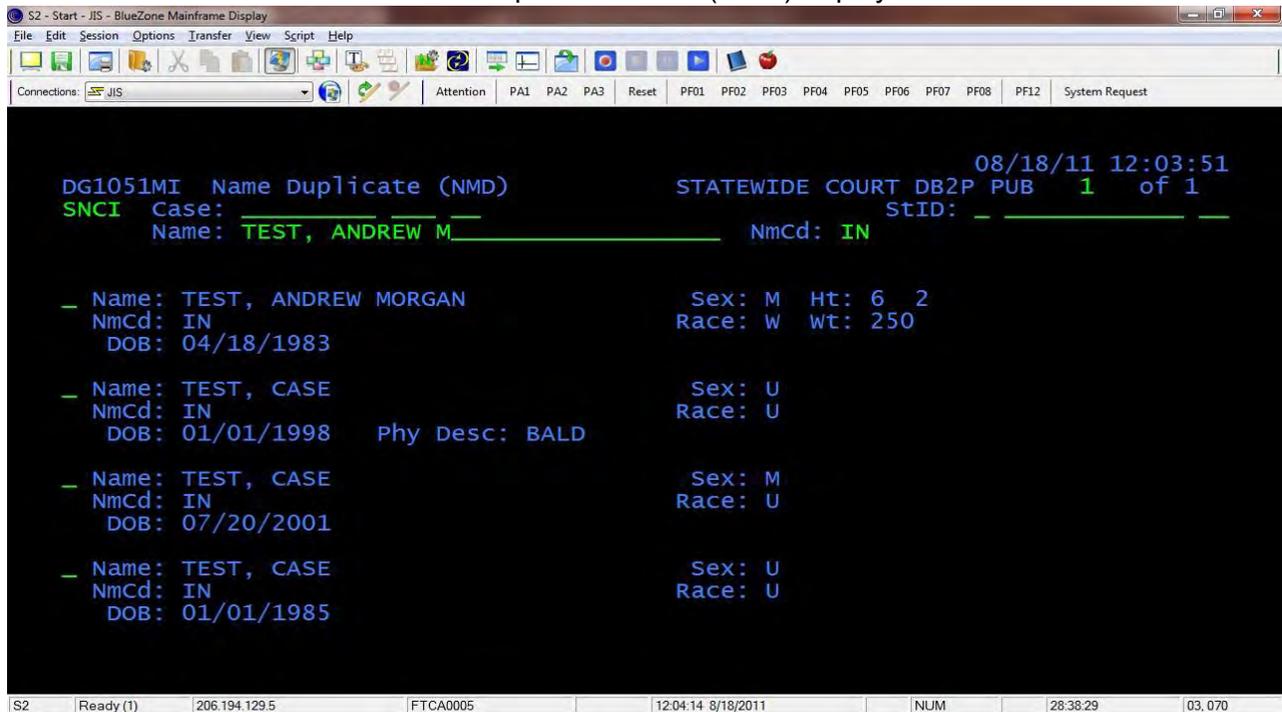
On the JIS Main Menu screen (MAM), type **SNCI** in the Command field and press <TAB> until the cursor is positioned in the Namefield. Type the **name** of the person using the format of **LASTNAME, FIRSTNAME** (note that there is a space after the comma and before the first name). If you include hyphens, apostrophes, and/or spaces in the name, you may also want to search again without those special characters. If searching for a company, just type the name.



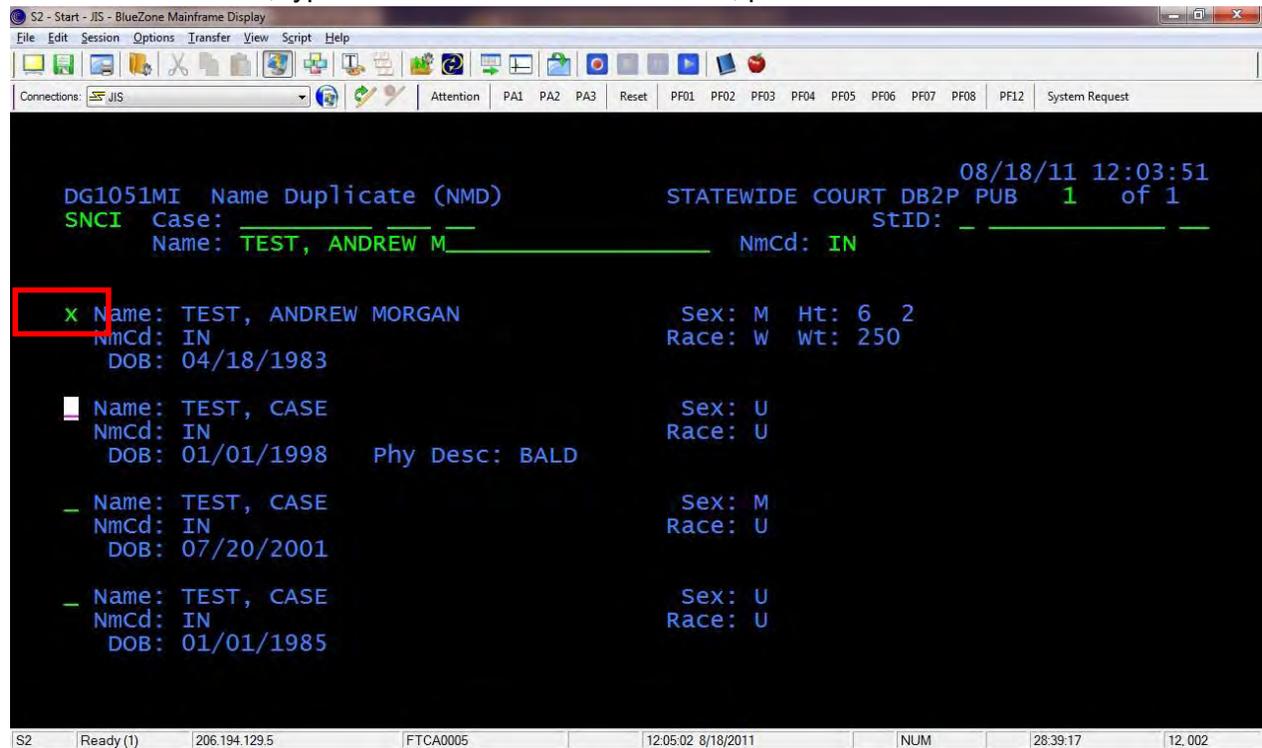
The screenshot shows a terminal window titled "S2 - Start - JIS - BlueZone Mainframe Display". The main menu displays the following information: "D0377I Public Access Security Lev 01 signed on DG0000SX 08/18/11 11:56:26", "DM1002MX JIS Main Menu (MAM)", and "STATEWIDE COURT DB2P PUB". The "Case:" field contains "snCI" and the "Name:" field contains "test, andrew m". Below the search fields, there are two columns of options: "Case Displays" and "Person Searching". The "Case Displays" column includes: CDK View a Case Docket, CIVI View a Civil Case, CVJI View Civil Case Judgments, NCC Non-Civil Case, PAR View Case Participants, and VIO View Additional violations. The "Person Searching" column includes: CNCI Person Case Search w/in court *SW, DND Defendant Person Name Selection, NMD Person Name Selection, and SNCI Person Case Search Statewide. Instructions at the bottom of the screen state: "Enter (CNCI or SNCI) and NAME to view case(s) associated with the name. Enter NMD and Name to view person information to narrow a name search. Enter Case command and case number to display information relating to a case. Enter QUIT to Exit DISCIS." A footer at the bottom of the terminal shows system information: "S2 | Ready (3) | 206.194.129.5 | FTCA0005 | 12.03.24 8/18/2011 | NUM | 28:37:39 | 05.028".

Note: If your screen looks like the above, the commands you have access to will be in white under Case Displays and Person Searching. Type the command in the upper left corner which is the Command Line

Press <ENTER> Result: The Name Duplicate Screen (NMD) displays:



On the NMD screen, type **X** in-front of the desired name, press <ENTER>



Note: If desired, press <F8> to display more names.

Result: The SNCI screen displays a list of cases associated with the selected name:

```

D0031I End of Selection
                                                    DG1130PI
DG1131MI State Name/Case Index (SNCI)    STATEWIDE COURT DB2P PUB  08/18/11 12:05:15
Case:                                     StID: 1__ of 1
Name: TEST, ANDREW MORGAN                 NmCd: IN

Name: TEST, ANDREW MORGAN                 NmCd: IN
  Crt Seal
  ID  Sts - Case/LEA/Type -      Case Status      Party      Vio / Fil
  --  --  --
  AUK  I03699807 WSP  IT          CL * * * *      DEF 01      02/20/2004
  SPD  C00430652 WSP  CN          CL * * * *      DEF 01      01/29/2002
  SPD  C00448971 WSP  CT          CL * * * *      DEF 01      01/08/2003
  
```

Note: If asterisks appear under Status, case is archived and you will need to contact the court where the case is filed. If CL appears under case and no asterisks under status you may still be able to access the case. Also, under CRT ID if it begins with S01 through S39 it is a Superior Court case. You will need to display the docket in SCOMIS. Either write down the case number(s) or screen print the page with the case number(s). If you need information on a court name from the court id, see: <http://www.courts.wa.gov/jislink/public/codes/Shared/courts.htm>.

Placing the cursor on the three-digit Crt ID and pressing F1 (help) is another option to find the actual court name.

Result of putting the cursor on SPD and pressing <F1>.

```

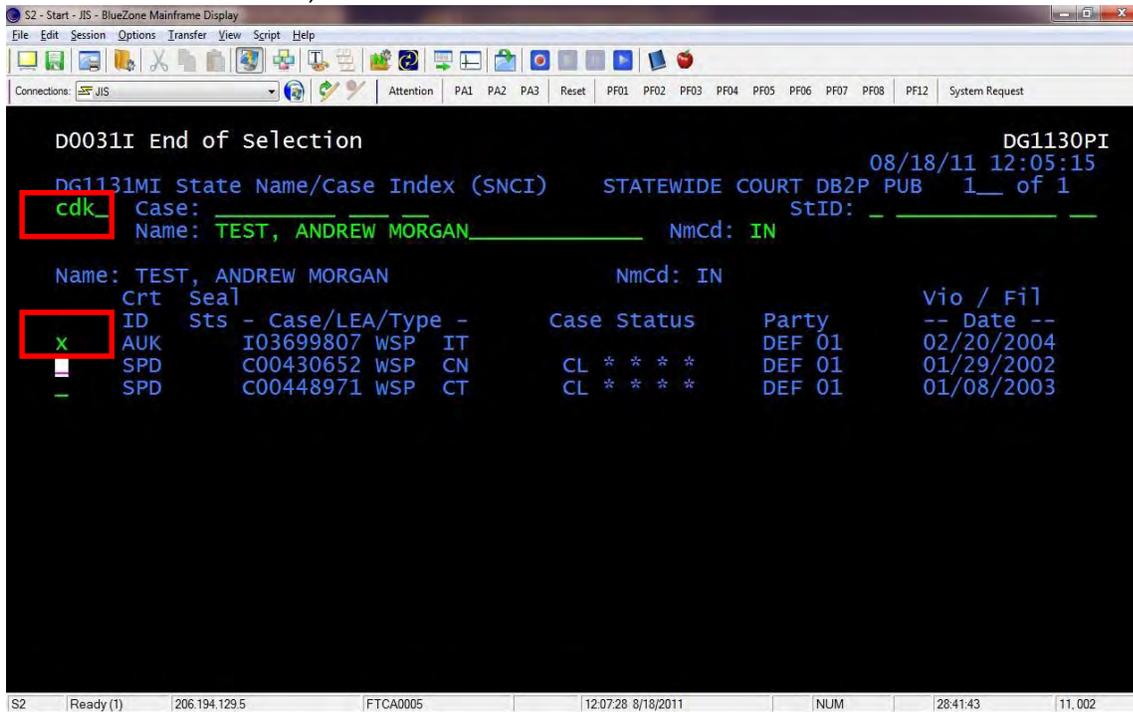
D0031I End of Selection
                                                    DG1130PI
DG1131MI State Name/Case Index (SNCI)    STATEWIDE COURT DB2P PUB  08/22/11 10:54:09
Case:                                     StID: 1__ of 1
Name: TEST, ANDREW MORGAN                 NmCd: IN

Name: TEST, ANDREW MORGAN                 NmCd: IN
  Crt Seal
  ID  Sts - Case/LEA/Type -      Case Status      Party      Vio / Fil
  --  --  --
  AUK  I03699807 WSP  IT          CL * * * *      DEF 01      02/20/2004
  SPD  C00430652 WSP  CN          CL * * * *      DEF 01      01/29/2002
  SPD  C00448971 WSP  CT          CL * * * *      DEF 01      01/08/2003
  
```

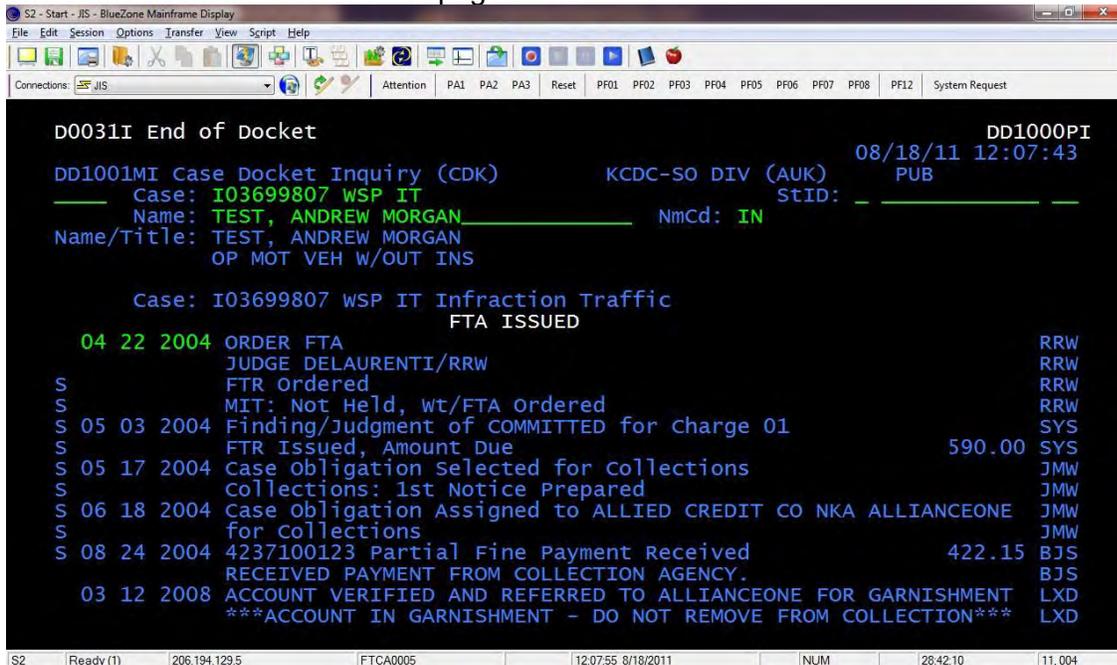
```

GTAUE102
      Court Initial Help
SPD      SPOKANE COUNTY DISTRICT COURT
Command ==>>>
  
```

Use the <F8> and <F7> keys as needed to page forward and back through the cases. Tab to the case you need to display, type an **X** in the first position of the row at the (). Press the Home key on your keyboard and it should take you to the top left command line. Type **CDK** (to view the court docket entries)



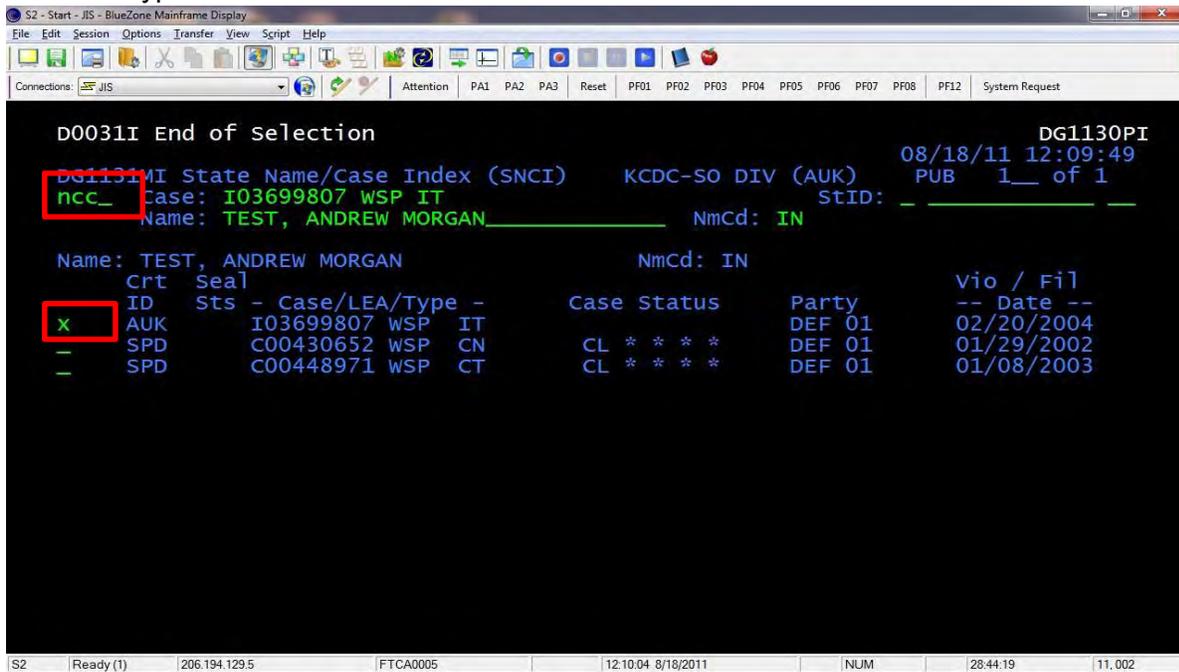
Press <ENTER> Result: The Case Docket Inquiry screen (CDK). You will always come into the end of the docket. Press <F7> to page back.



If you need to return to the SNCI screen with the list of cases associated with the selected name. Press the Home key on your keyboard, your cursor should be in the top left position. Type **SNCI** <**ENTER**>. Or, if you are done with this case and need to get back to the beginning of JIS to search another name, press the <**Page Up**> key on your keyboard.

To perform a statewide search on another name, make sure the court is back to ***SW**, press <**F3**> to achieve that. Press <**F2**> to clear all fields. Or if you need to continue looking at more information on this person, continue.

The **NCC** command: Displays Violation Date, Description, DV, Bail, Plea/Response-Finding/Judgment, Amount Due, Officer, Address. Type NCC at the command then tab to the case and type an X.



Press <**ENTER**>

Result:

```
S2 - Start - JIS - BlueZone Mainframe Display
File Edit Session Options Transfer View Script Help
Connections: JIS Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request

DN1001MI Case Filing Inquiry (NCC)          KCDC-SO DIV (AUK)          08/18/11 12:08:47
Case: I03699807 WSP IT                      PUB 1 of 1
Name: TEST, ANDREW MORGAN                   NmCd: IN
                                           FTA ISSUED
Filing Date: 02 24 2004   Case Type: IT   Infraction Traffic
Case      : I03699807 WSP   Jur: KIN   Orig Agency No.:
Name Code : IN             Party: DEF 1
Name      : TEST, ANDREW MORGAN
Address   : 2532 DOUHLAS AVE APT 102
City/St/Zip: BELLINGHAM           WA 98225           Sex: M  DOB: 04 18 1983

Viol Date : 02 20 2004   Speed   in a   Zone   Accident: N
---Violation-----Description----DV---Bail-----Plea/Response-Finding/Jdgmnt
46.30.020   OP MOT VEH W/OUT I N   538.00           C 05 03 2004

Amt Due : 538.00           Case Disposition:
Officer : 00724 PURCELL, ERIC B

S2 | Ready (1) | 206.194.129.5 | FTCA0005 | 12:08:50 8/18/2011 | NUM | 28:43:05 | 04_002
```

To return to the case listing for this person, type SNCI in the command field <ENTER> OR you can continue with this case.

```
S2 - Start - JIS - BlueZone Mainframe Display
File Edit Session Options Transfer View Script Help
Connections: JIS Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request

DN1001MI Case Filing Inquiry (NCC)          KCDC-SO DIV (AUK)          08/18/11 12:10:16
snci Case: I03699807 WSP IT                  PUB 1 of 1
Name: TEST, ANDREW MORGAN                   NmCd: IN
                                           FTA ISSUED
Filing Date: 02 24 2004   Case Type: IT   Infraction Traffic
Case      : I03699807 WSP   Jur: KIN   Orig Agency No.:
Name Code : IN             Party: DEF 1
Name      : TEST, ANDREW MORGAN
Address   : 2532 DOUHLAS AVE APT 102
City/St/Zip: BELLINGHAM           WA 98225           Sex: M  DOB: 04 18 1983

Viol Date : 02 20 2004   Speed   in a   Zone   Accident: N
---Violation-----Description----DV---Bail-----Plea/Response-Finding/Jdgmnt
46.30.020   OP MOT VEH W/OUT I N   538.00           C 05 03 2004

Amt Due : 538.00           Case Disposition:
Officer : 00724 PURCELL, ERIC B

S2 | Ready (1) | 206.194.129.5 | FTCA0005 | 12:10:33 8/18/2011 | NUM | 28:44:48 | 04_014
```

The PAR Command (Participant Inquiry shows all parties involved). At the command line type PAR then tab to the case you need to view and mark it with an X <ENTER>

```

D0031I End of selection
DG1130PI State Name/Case Index (SNCI) KCDC-SO DIV (AUK) 08/18/11 12:10:48
par Case: I03699807 WSP IT PUB 1__ of 1
Name: TEST, ANDREW MORGAN NmCd: IN StID:
Name: TEST, ANDREW MORGAN NmCd: IN
  Crt Seal
  ID Sts - Case/LEA/Type - Case Status Party vio / Fil
  X AUK I03699807 WSP IT CL * * * * DEF 01 02/20/2004
  - SPD C00430652 WSP CN CL * * * * DEF 01 01/29/2002
  - SPD C00448971 WSP CT CL * * * * DEF 01 01/08/2003
  
```

Result

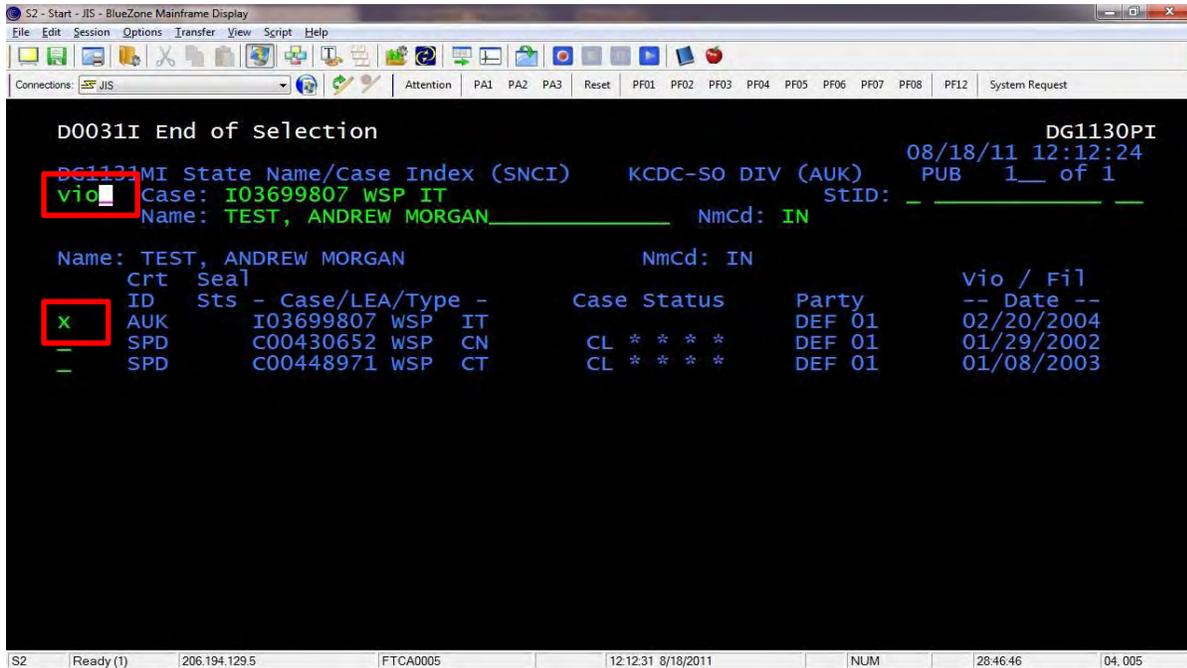
```

DG1201MI Participants Inquiry (PAR) 08/18/11 12:11:17
Case: I03699807 WSP IT csh: KCDC-SO DIV (AUK) PUB 1__ of 1
Name: TEST, ANDREW MORGAN Pty: DEF 1__ StId:
Name: TEST, ANDREW MORGAN NmCd: IN
Case: I03699807 WSP IT
SEL Parties NmCd Bgn Eff Dt End Eff Dt
-----
DEF 1 TEST, ANDREW MORGAN IN 02/20/2004
  
```

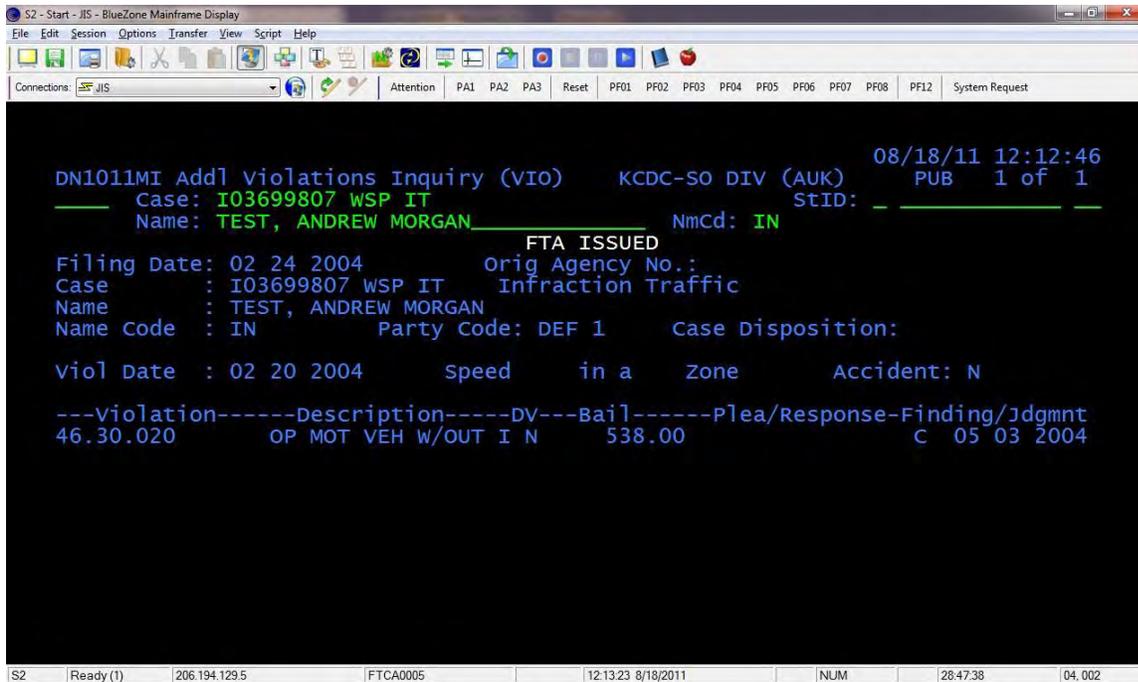
Type **SNCI** at the command <ENTER> to return to the case listings for this person. OR you can continue with this case.

Additional Violation Inquiry (VIO). This screen provides the filing date, the original agency number, violation, description, DV, Plea/Response, and Findings/Judgment

At the command type **VIO** then TAB to the case and mark it with an **X** <ENTER>



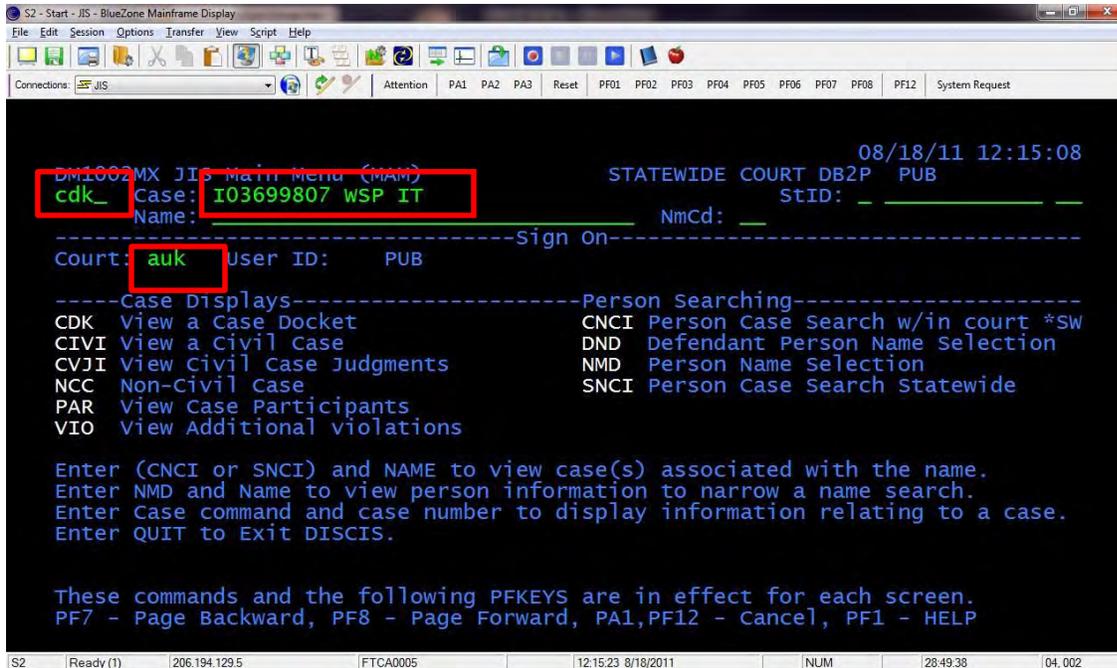
Result



To Search with only the **Case Number**

Note: You must know the court name where the case is filed in order to use this search. And you must know the 3-digit court ID associated with the court name. Please see http://www.courts.wa.gov/jislink/index.cfm?fa=jislink.codeview&dir=clj_manual&file=courts for the information.

On the JIS Main Menu (MAM) the top left space () is your command line. Type **CDK**, tab to the Case number, type the complete **case number** then tab to Court and put the **three-digit court id** <ENTER>



```
S2 - Start - JIS - BlueZone Mainframe Display
File Edit Session Options Transfer View Script Help
Connections: JIS
Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request

08/18/11 12:15:08
STATEWIDE COURT DB2P PUB
StID: _____
Name: _____ NmCd: _____
-----Sign On-----
Court: auk User ID: PUB

-----Case Displays-----
CDK View a Case Docket
CIVI View a Civil Case
CVJI View Civil Case Judgments
NCC Non-Civil Case
PAR View Case Participants
VIO View Additional violations

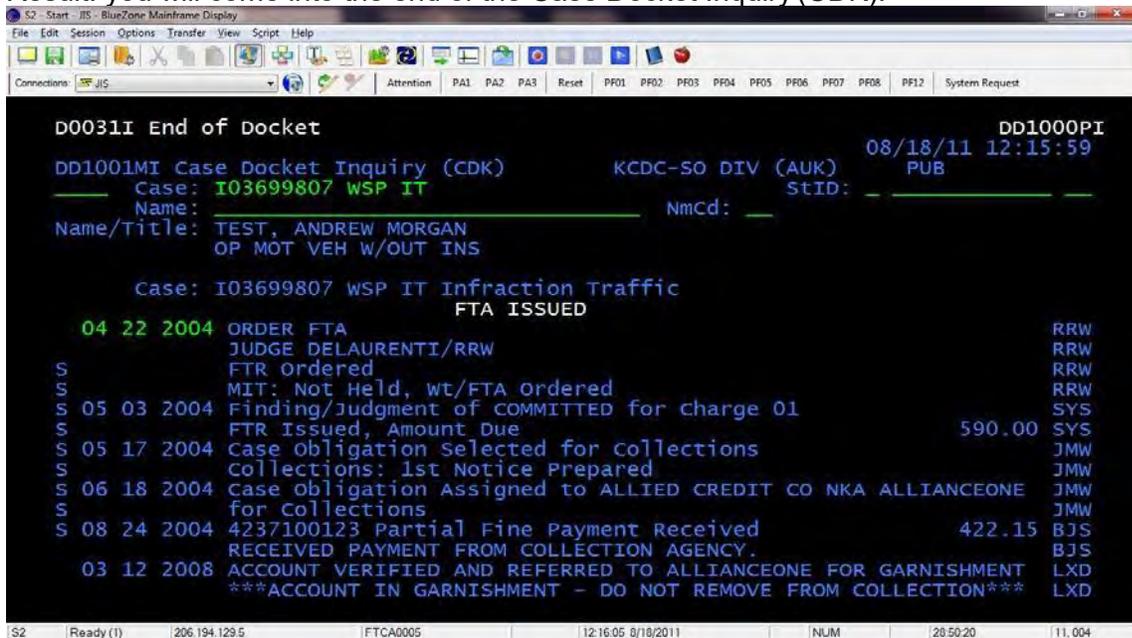
-----Person Searching-----
CNCI Person Case Search w/in court *SW
DND Defendant Person Name Selection
NMD Person Name Selection
SNCI Person Case Search Statewide

Enter (CNCI or SNCI) and NAME to view case(s) associated with the name.
Enter NMD and Name to view person information to narrow a name search.
Enter Case command and case number to display information relating to a case.
Enter QUIT to Exit DISCIS.

These commands and the following PFKEYS are in effect for each screen.
PF7 - Page Backward, PF8 - Page Forward, PA1,PF12 - Cancel, PF1 - HELP

S2 Ready (1) 206.194.129.5 FTCA0005 12:15:23 8/18/2011 NUM 28:49:38 04.002
```

Result: you will come into the end of the Case Docket Inquiry (CDK).



Press <F7> (Page Back) until you reach the beginning of the docket. You can use the same commands as above to receive more information.

Note: If you need a copy of the information provided on any of these screens you will need to use the Print Screen <PrtScn> key on your keyboard. If you need all the information in one document you will need to utilize Word or equivalent software and copy/paste the information to the document.

Civil Searches – this includes Small claims

If the case is a Civil DV/Harassment related case – it will show up while searching SNCI. BUT if it's a non-civil case without DV you will have to search with CNCI.

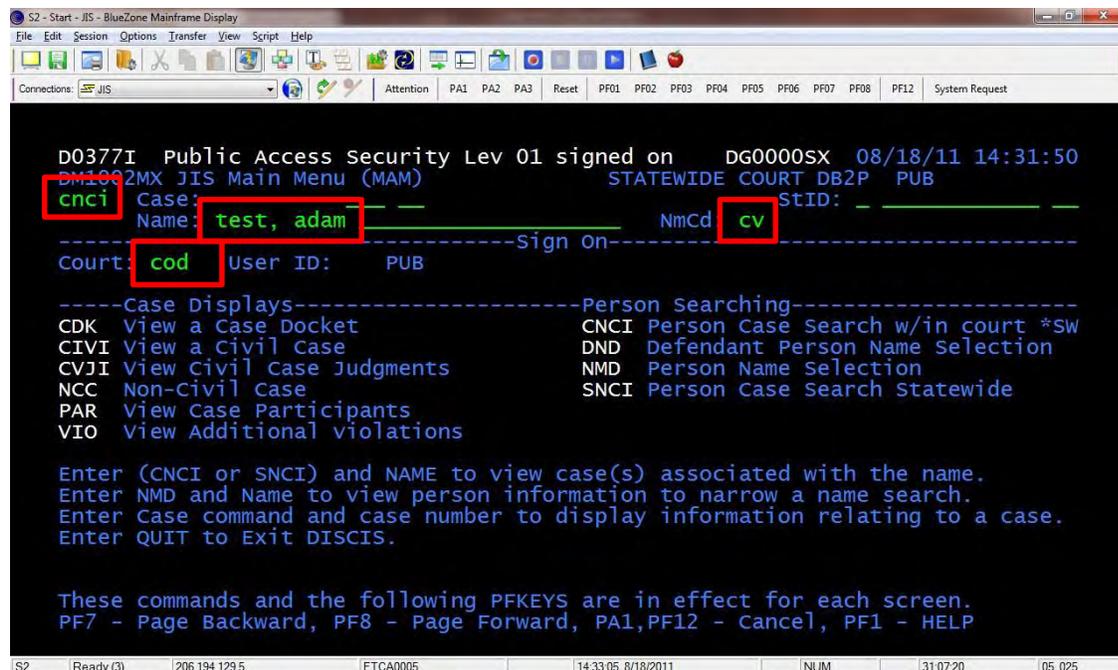
You need to know what court the case is filed in.

Commands Available for Civil Cases: CNCI, CDK, CIVI, CVJI, and PAR. The following commands are **NOT** used: NCC, VIO, DND, NMD, and SNCI.

Type **CNCI** at the command line. Tab to name and type the name (if it's a person, put the last name, first name. There is a space after the comma and before the first name). Tab to NmCd and type **CV**. Tab to Court and type the court identifier

(http://www.courts.wa.gov/jislink/index.cfm?fa=jislink.codeview&dir=clj_manual&file=courts)

<Enter>.



```
D0377I Public Access Security Lev 01 signed on DG0000SX 08/18/11 14:31:50
DM1002MX JIS Main Menu (MAM) STATEWIDE COURT DB2P PUB
cnci Case: _____ StID: _____
Name: test, adam NmCd cv
-----Sign On-----
Court: cod User ID: PUB

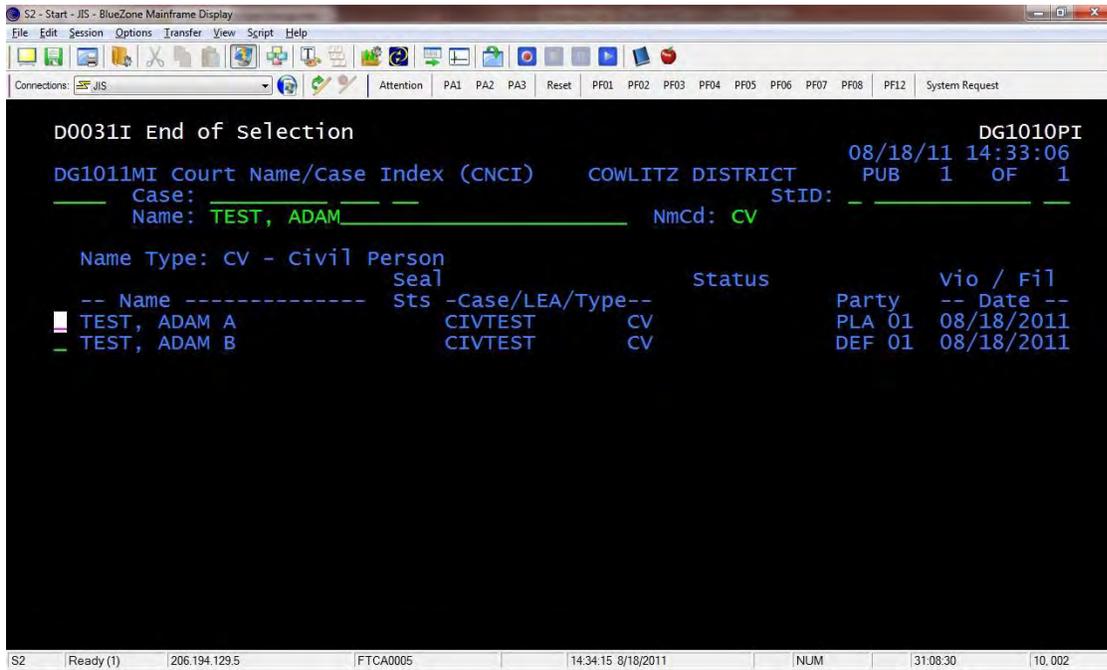
-----Case Displays-----
CDK View a Case Docket
CIVI View a Civil Case
CVJI View Civil Case Judgments
NCC Non-Civil Case
PAR View Case Participants
VIO View Additional violations

-----Person Searching-----
CNCI Person Case Search w/in court *SW
DND Defendant Person Name Selection
NMD Person Name Selection
SNCI Person Case Search Statewide

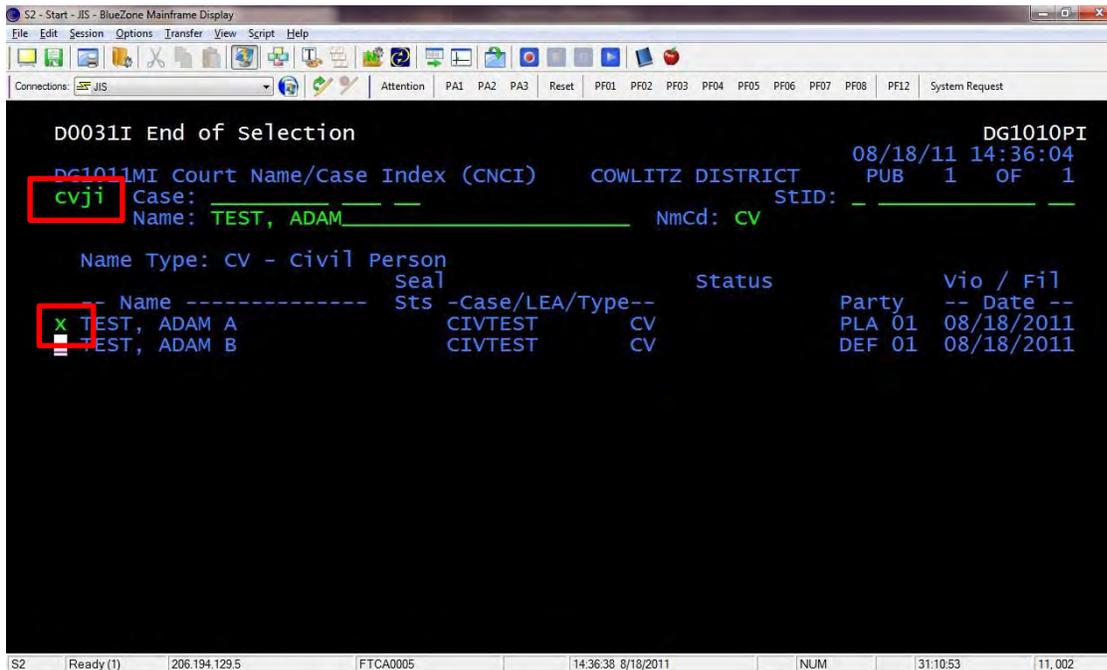
Enter (CNCI or SNCI) and NAME to view case(s) associated with the name.
Enter NMD and Name to view person information to narrow a name search.
Enter Case command and case number to display information relating to a case.
Enter QUIT to Exit DISCIS.

These commands and the following PFKEYS are in effect for each screen.
PF7 - Page Backward, PF8 - Page Forward, PA1,PF12 - Cancel, PF1 - HELP
```

Result



CVJI Judgment/Dispo Inquiry. Tab to the case you need to view and type an **X** <ENTER>.



Result

```

D0340F No judgment on file for this case
DC1020PI
DC1023MI Judgment/Dispo Inquiry (CVJ) COWLITZ DISTRICT 08/18/11 14:36:40
PUB 0 of 0
Case: CIVTEST CV STID:
Name: TEST, ADAM A NmCd: CV
Case: CIVTEST CV Case dispo: Date:
Appeal dates Begin: End :

----- Judgment -----(PF3 for Parties)
Judgment type : Date: Judge:
Judgment dispo: Date:
Judgment:
-----Item----- Amount paid: Balance:
Amt to date ---Item--- Amt to date ---Item--- Amt to date
Principal Handling witness fee
Interest Collection Interpreter
Reas aty fe Stat aty fe Jury fee
Filing Fee Stat damage Other
Service Notary fee

-----For-----Against-----

S2 Ready (1) 206.194.129.5 FTCA0005 14:37:45 8/18/2011 NUM 31:12:00 04.002
  
```

Press <F3> on your keyboard to get the Judgment/Disposition Parties Inquiry. If there are no Judgments, it will tell you.

Type **CDK** at the command line <ENTER>.

```

D0340F No judgment on file for this case
DC1020PI
DC1023MI Judgment/Dispo Inquiry (CVJ) COWLITZ DISTRICT 08/18/11 14:42:16
PUB 0 of 0
cdk Case: CIVTEST CV STID:
Name: TEST, ADAM A NmCd: CV
Case: CIVTEST CV Case dispo: Date:
Appeal dates Begin: End :

----- Judgment -----(PF3 for Parties)
Judgment type : Date: Judge:
Judgment dispo: Date:
Judgment:
-----Item----- Amount paid: Balance:
Amt to date ---Item--- Amt to date ---Item--- Amt to date
Principal Handling witness fee
Interest Collection Interpreter
Reas aty fe Stat aty fe Jury fee
Filing Fee Stat damage Other
Service Notary fee

-----For-----Against-----

S2 Ready (1) 206.194.129.5 FTCA0005 14:42:30 8/18/2011 NUM 31:16:45 04.005
  
```

Result

```
S2 - Start - JIS - BlueZone Mainframe Display
File Edit Session Options Transfer View Script Help
Connections: JIS
Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request

D0031I End of Docket
DD1000PI
DD1001MI Case Docket Inquiry (CDK) COWLITZ DISTRICT 08/18/11 14:45:24
Case: CIVTEST CV StID: PUB
Name: TEST, ADAM A NmCd: CV
Name/Title: TEST CASE FOR JIS LINK

Case: CIVTEST CV civil

S 08 18 2011 Case Filed on 08/18/2011 TCB
S PLA 1 TEST, ADAM A Added as Participant TCB
S DEF 1 TEST, ADAM B Added as Participant TCB

S2 Ready (1) 206.194.129.5 FTCA0005 14:45:30 8/18/2011 NUM 31:19:45 11.004
```

CIVI Civil Case Filing Inquiry <ENTER>

```
S2 - Start - JIS - BlueZone Mainframe Display
File Edit Session Options Transfer View Script Help
Connections: JIS
Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request

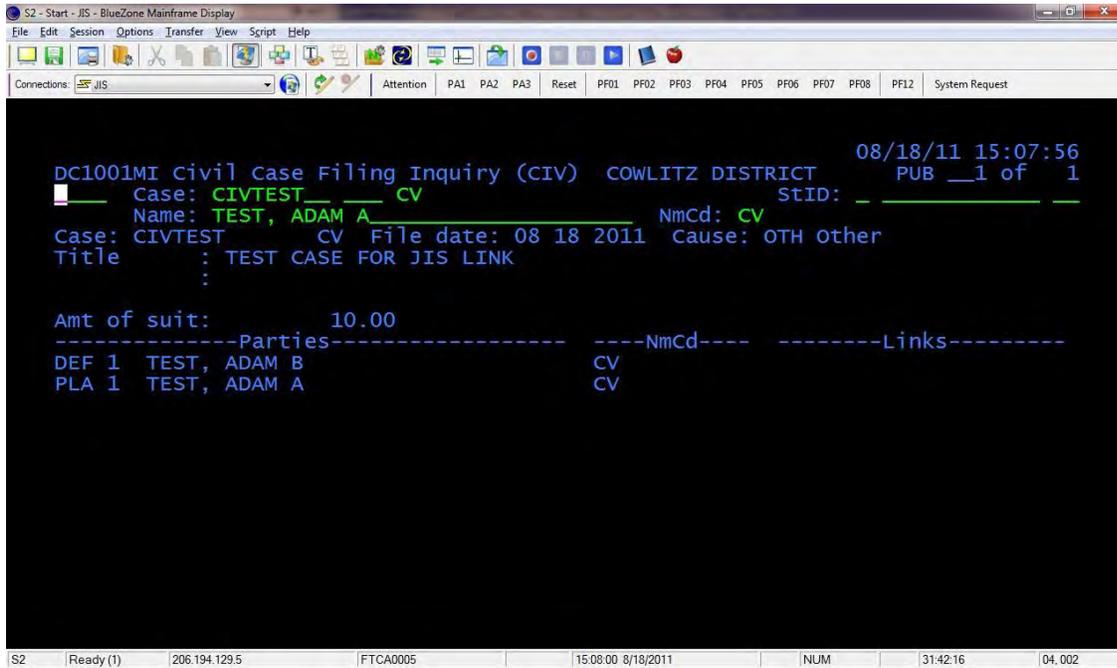
D0031I End of Docket
DD1000PI
DD1001MI Case Docket Inquiry (CDK) COWLITZ DISTRICT 08/18/11 14:45:24
civi Case: CIVTEST CV StID: PUB
Name: TEST, ADAM A NmCd: CV
Name/Title: TEST CASE FOR JIS LINK

Case: CIVTEST CV civil

S 08 18 2011 Case Filed on 08/18/2011 TCB
S PLA 1 TEST, ADAM A Added as Participant TCB
S DEF 1 TEST, ADAM B Added as Participant TCB

S2 Ready (1) 206.194.129.5 FTCA0005 14:48:15 8/18/2011 NUM 31:22:31 04.014
```

Result

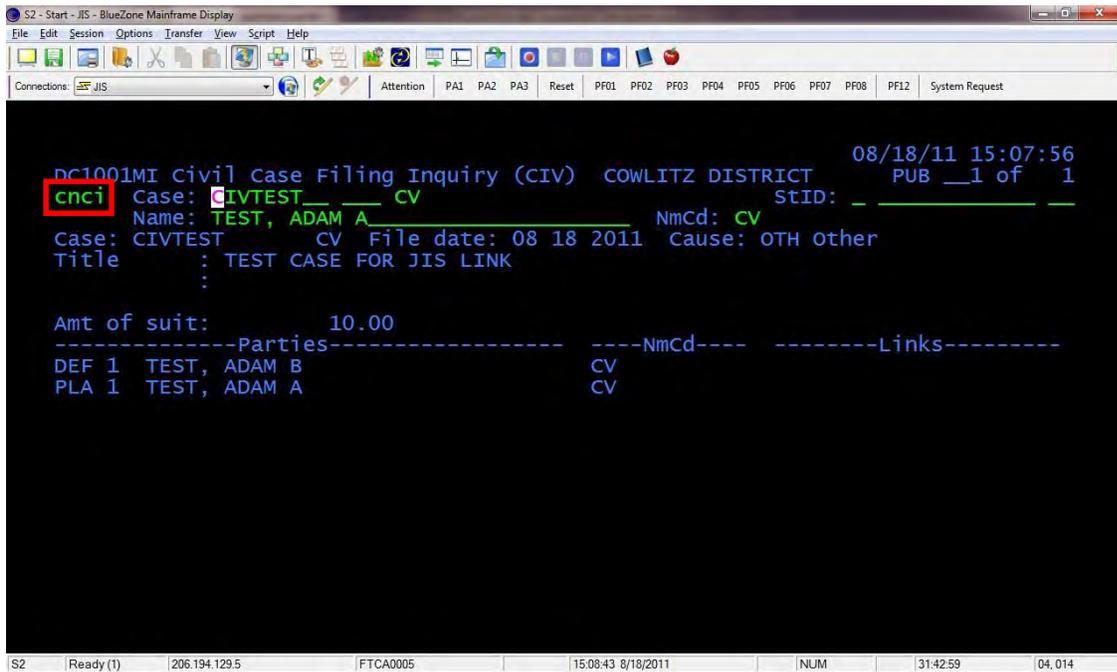


The screenshot shows a mainframe terminal window titled "S2 - Start - JIS - BlueZone Mainframe Display". The terminal displays the following text:

```
DC1001MI civil Case Filing Inquiry (CIV) COWLITZ DISTRICT 08/18/11 15:07:56
PUB __1 of 1
Case: CIVTEST__ CV StID: _____
Name: TEST, ADAM A NmCd: CV
Case: CIVTEST CV File date: 08 18 2011 Cause: OTH Other
Title : TEST CASE FOR JIS LINK
:
:
Amt of suit: 10.00
-----Parties----- NmCd----- Links-----
DEF 1 TEST, ADAM B CV
PLA 1 TEST, ADAM A CV
```

The status bar at the bottom of the terminal window shows: S2 | Ready (1) | 206.194.129.5 | FTCA0005 | 15:08:00 8/18/2011 | NUM | 31:42:16 | 04.002

Type **CNCI** at the command line to take you back to the Civil Screen (CV)



The screenshot shows the same mainframe terminal window as above, but with the text "cnci" entered at the command line, highlighted by a red box. The terminal displays the following text:

```
DC1001MI civil Case Filing Inquiry (CIV) COWLITZ DISTRICT 08/18/11 15:07:56
PUB __1 of 1
cnci Case: CIVTEST__ CV StID: _____
Name: TEST, ADAM A NmCd: CV
Case: CIVTEST CV File date: 08 18 2011 Cause: OTH Other
Title : TEST CASE FOR JIS LINK
:
:
Amt of suit: 10.00
-----Parties----- NmCd----- Links-----
DEF 1 TEST, ADAM B CV
PLA 1 TEST, ADAM A CV
```

The status bar at the bottom of the terminal window shows: S2 | Ready (1) | 206.194.129.5 | FTCA0005 | 15:08:43 8/18/2011 | NUM | 31:42:59 | 04.014

Result:

```

S2 - Start - JIS - BlueZone Mainframe Display
File Edit Session Options Transfer View Script Help
Connections: JIS
Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request

D0031I End of selection                                DG1010PI
DG1011MI Court Name/Case Index (CNCI)   COWLITZ DISTRICT   08/18/11 15:09:35
----- Case: CIVTEST_____ CV          PUB 1 OF 1
Name: TEST, ADAM A_____ NmCd: CV      StID: _____

Name Type: CV - civil Person
Seal
-- Name ----- Sts -Case/LEA/Type-- Status Party -- Date --
_ TEST, ADAM A   CIVTEST          CV   PLA 01 08/18/2011

S2 Ready (1) 206.194.129.5 FTCA0005 15:09:38 8/18/2011 NUM 31:43:54 10.002

```

To go to the Main JIS menu (MAM), press the <Page Up> key on your keyboard.

```

S2 - Start - JIS - BlueZone Mainframe Display
File Edit Session Options Transfer View Script Help
Connections: JIS
Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request

D0097I operation cancelled by operator; no change DG0020SX 08/18/11 15:10:32
DM1002MX JIS Main Menu (MAM)                COWLITZ DISTRICT   PUB
----- Case: CIVTEST_____ CV          StID: _____
Name: TEST, ADAM A_____ NmCd: CV

-----Sign On-----
Court: COD User ID: PUB

-----Case Displays-----Person Searching-----
CDK View a Case Docket          CNCI Person Case Search w/in court COD
CIVI View a Civil Case          DND Defendant Person Name Selection
CVJI View Civil Case Judgments NMD Person Name Selection
NCC Non-Civil Case             SNCI Person Case Search Statewide
PAR View Case Participants
VIO View Additional violations

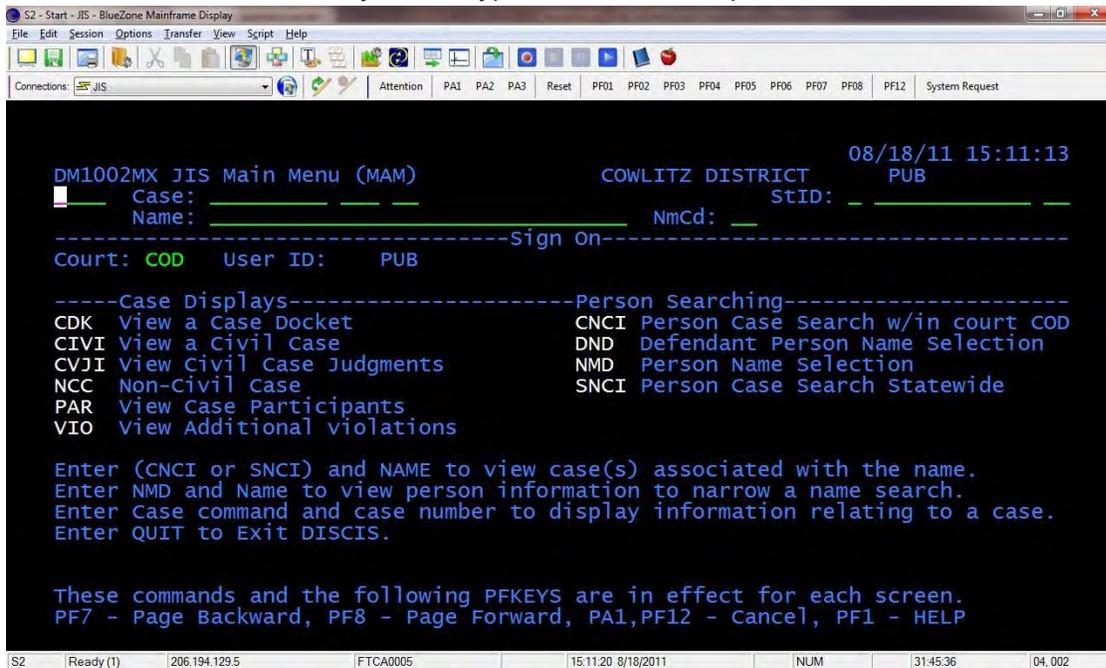
Enter (CNCI or SNCI) and NAME to view case(s) associated with the name.
Enter NMD and Name to view person information to narrow a name search.
Enter Case command and case number to display information relating to a case.
Enter QUIT to Exit DISCIS.

These commands and the following PFKEYS are in effect for each screen.
PF7 - Page Backward, PF8 - Page Forward, PA1,PF12 - Cancel, PF1 - HELP

S2 Ready (1) 206.194.129.5 FTCA0005 15:10:38 8/18/2011 NUM 31:44:54 04.002

```

To clear the information so you can type another name, press <F2>



```
S2 - Start - JIS - BlueZone Mainframe Display
File Edit Session Options Transfer View Script Help
Connections: JIS
Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request

DM1002MX JIS Main Menu (MAM)                                08/18/11 15:11:13
Case: _____ COWLITZ DISTRICT                          PUB
Name: _____ NmCd: _____                          STID: _____
-----Sign On-----
Court: COD User ID: PUB

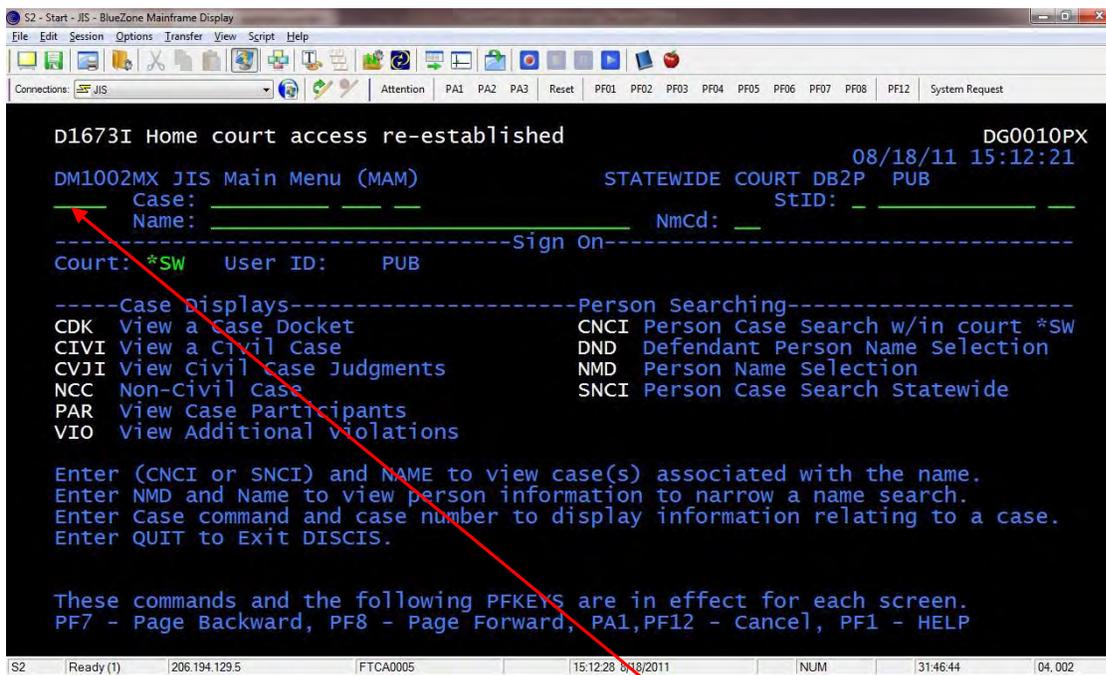
-----Case Displays-----Person Searching-----
CDK View a Case Docket          CNCI Person Case Search w/in court COD
CIVI View a Civil Case          DND Defendant Person Name Selection
CVJI View Civil Case Judgments  NMD Person Name Selection
NCC Non-Civil Case             SNCI Person Case Search Statewide
PAR View Case Participants
VIO View Additional violations

Enter (CNCI or SNCI) and NAME to view case(s) associated with the name.
Enter NMD and Name to view person information to narrow a name search.
Enter Case command and case number to display information relating to a case.
Enter QUIT to Exit DISCIS.

These commands and the following PFKEYS are in effect for each screen.
PF7 - Page Backward, PF8 - Page Forward, PA1,PF12 - Cancel, PF1 - HELP

S2 Ready (1) 206.194.129.5 FTCA0005 15:11:20 8/18/2011 NUM 31:45:36 04.002
```

To set the Court back to statewide *SW, press <F3>



```
S2 - Start - JIS - BlueZone Mainframe Display
File Edit Session Options Transfer View Script Help
Connections: JIS
Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request

D1673I Home court access re-established                      DG0010PX
DM1002MX JIS Main Menu (MAM)                                08/18/11 15:12:21
Case: _____ STATEWIDE COURT DB2P                      PUB
Name: _____ NmCd: _____                          STID: _____
-----Sign On-----
Court: *SW User ID: PUB

-----Case Displays-----Person Searching-----
CDK View a Case Docket          CNCI Person Case Search w/in court *SW
CIVI View a Civil Case          DND Defendant Person Name Selection
CVJI View Civil Case Judgments  NMD Person Name Selection
NCC Non-Civil Case             SNCI Person Case Search Statewide
PAR View Case Participants
VIO View Additional violations

Enter (CNCI or SNCI) and NAME to view case(s) associated with the name.
Enter NMD and Name to view person information to narrow a name search.
Enter Case command and case number to display information relating to a case.
Enter QUIT to Exit DISCIS.

These commands and the following PFKEYS are in effect for each screen.
PF7 - Page Backward, PF8 - Page Forward, PA1,PF12 - Cancel, PF1 - HELP

S2 Ready (1) 206.194.129.5 FTCA0005 15:12:28 8/18/2011 NUM 31:46:44 04.002
```

To quit the (F4) JIS session, type QUIT at the upper left command field and press <ENTER>.

Superior Court Management Information System (SCOMIS)

SCOMIS enables the superior court to record parties and legal instruments filed in superior court cases, to set cases on court calendars, and to enter case judgments and final dispositions.

SCOMIS is a countywide case-based system. Search for names and cases within SCOMIS on a county-by-county basis. If a SCOMIS case number is found in the JIS Application, view additional case details in SCOMIS by searching the appropriate court using the SCOMIS display commands.

The following case types and screens are maintained in the SCOMIS application:

CASE TYPES AVAILABLE IN SCOMIS	
1	Criminal (unless sealed)
2	Civil
3	Domestic
4	Probate
5*	Adoption
6*	Mental Illness
7*	Juvenile Dependency
8	Juvenile Offender (unless sealed)
9	Judgment
*Restricted case types (not available for Public viewing)	

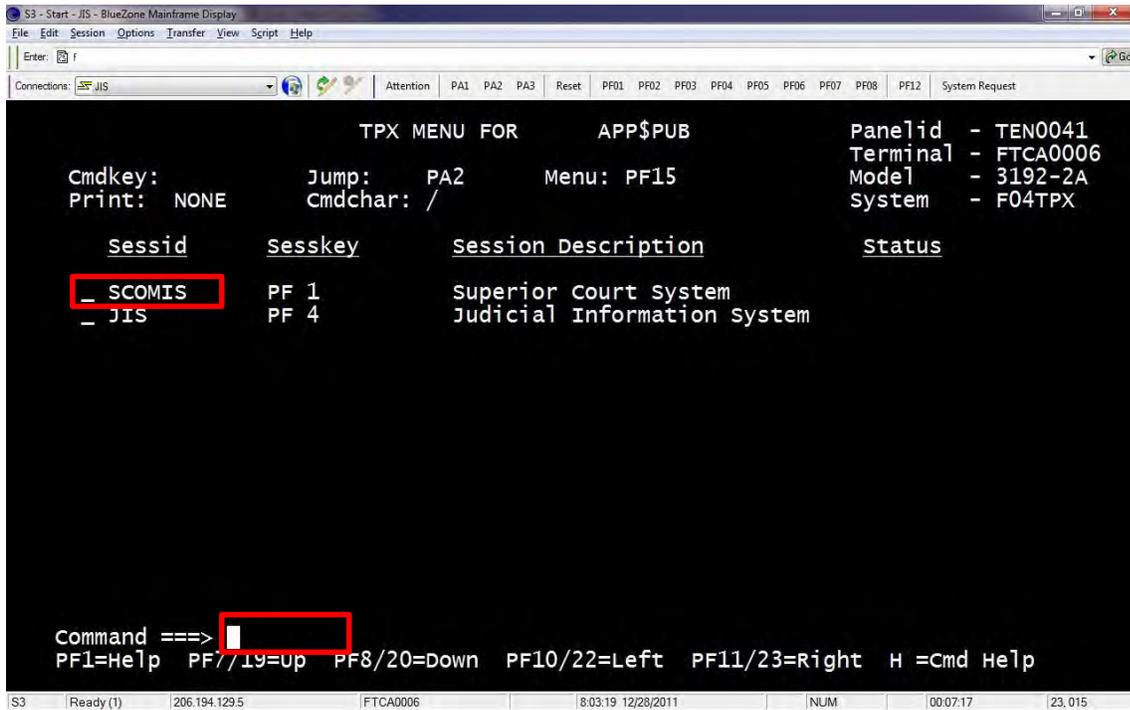
SCREENS AVAILABLE IN SCOMIS
Attorney Screen
Basic Screen
Calendar Screen
Charge Screen (Case Types 1 & 8)
Docket Screen
Names Screen
Sentence Screen (Case Types 1 & 8)
Status Screen
Summary Screen

SCOMIS COMMANDS

This is a list of the commands for use with the SCOMIS application. The following pages detail each command, section, and screen. **It is only necessary to type the *first four characters* of the command and section.**

COMMAND	SECTION	CASE #	WHEN TO USE COMMANDS
COUNTY	Type County Name	Leave Blank	To view cases in a specific county.
SEARCH	Index	Leave Blank	To view the case index for all active and archived cases.
	Attorney	Leave Blank	To view a list of attorneys currently recorded in the Supreme Court Person file.
DISPLAY			To view specific case information. You may request one screen at a time.
	Attorney	Leave Blank	You must know the bar #
	Basic	Enter Case#	View Basic Case Information
	Calendar	Leave Blank	Search for calendars by date and to display total settings or details/
	Charge	Enter Case#	View charges for case types 1 and 8 only.
	Docket	Enter Case#	View the case docket entries
	Names	Enter Case#	Index of Litigants involved.
	Sentence	Enter Case#	View Sentence for Case Type 1 and 8 only
	Status	Enter Case#	View the history of case management status
	Summary	Enter Case#	View a summary of the case management and time-in- process status.
FIND	Judgments	Enter Case#	To view judgments filed on cases. You must know the originating case number.
SIGNOFF	Leave Blank	Leave Blank	To sign out of SCOMIS.

Accessing the SCOMIS Application TPX Menu:



```
S3 - Start - JIS - BlueZone Mainframe Display
File Edit Session Options Transfer View Script Help
Enter: f
Connections: JIS
Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request

TPX MENU FOR APP$PUB
Panelid - TEN0041
Terminal - FTCA0006
Model - 3192-2A
System - F04TPX

Cmdkey:          Jump: PA2      Menu: PF15
Print: NONE      Cmdchar: /

  Sessid      Sesskey      Session Description      Status
  _ SCOMIS    PF 1         Superior Court System
  _ JIS       PF 4         Judicial Information System

Command ==>
PF1=Help PF7//19=Up PF8/20=Down PF10/22=Left PF11/23=Right H =Cmd Help

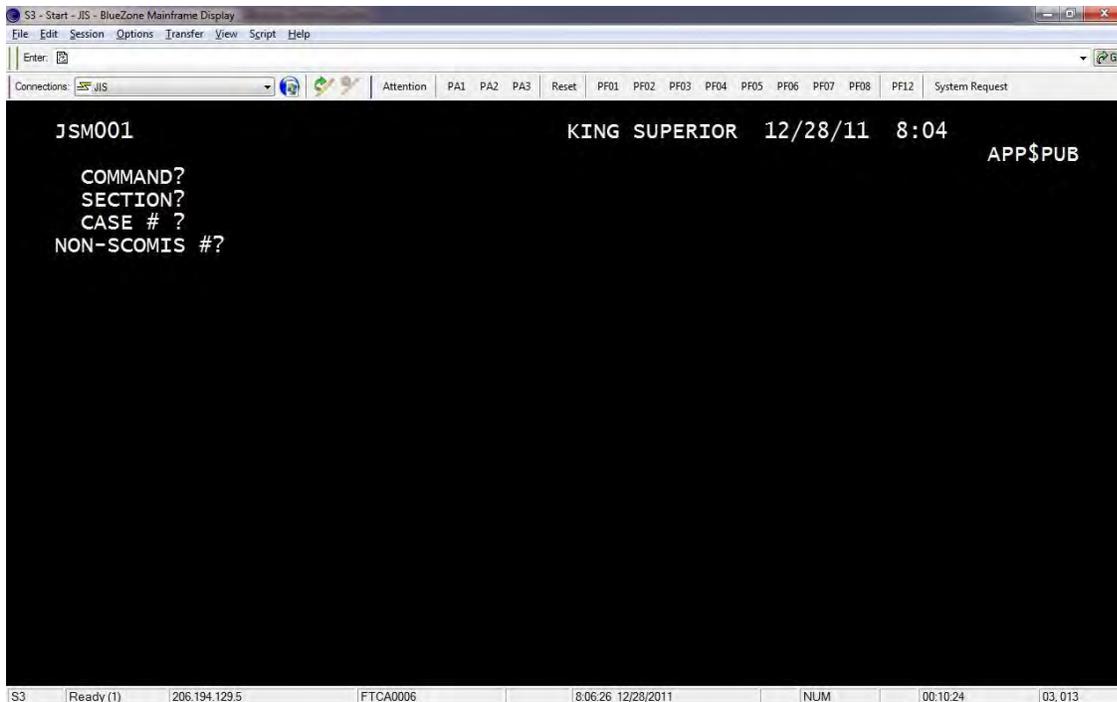
S3 Ready (1) 206.194.129.5 FTCA0006 8:03:19 12/28/2011 NUM 00:07:17 23,015
```

There are three options to access SCOMIS.

- Position the cursor anywhere on the SCOMIS line <ENTER>.
- Press <F1> on your keyboard.
- Type at Command ==> SCOMIS <ENTER>

Result: Your home court is the Superior Court in the county where your firm/business resides. If you are out of state your home court is usually King County Superior Court unless you have specified what court you would like for your home court. Note that it's global within your company.

There are 39 Superior Courts in Washington. To view the court id's, see JIS/SCOMIS Codes http://www.courts.wa.gov/jislink/index.cfm?fa=jislink.codeview&dir=clj_manual&file=courts



This above screen is called **SCOMIS Command Screen**

Command You will type one of the four commands: **COUNTY**, **SEARCH**, **DISPLAY**, **FIND**, or **SIGNOFF**. Remember you only need to type the first four characters and you do not need to delete the last command.

Section Indicates the desired section of case information to display: **ATTORNEY**, **BASIC**, **CALENDAR**, **CHARGE**, **DOCKET**, **NAMES**, **SENTENCE**, **STATUS**, **SUMMARY**. You only need to type the first four characters and you do not need to delete the last request.

Case Number A SCOMIS case number is formatted as follows: **93 1 00042 7**.

- The first two numbers represent the Case Filing Year.
- The third number indicates the Case Type.
- The next five characters are Sequential Numbers for the case type within the filing year.
- The last number is the Check Digit to verify the correctness of all parts of the case number. If you receive a check digit error make sure you are in correct County Superior Court for the case.

A non-SCOMIS case number is formatted as follows: **1-1234567**.

- Case Type followed by a hyphen or dash

Keys to get around in SCOMIS.

<F1> - **Help Screen. Place your cursor on 'certain' words and press F1.**

<F3> - will close the help screen

<F7> - Page Back

<F8> - Page Forward

<F12> - Takes you back one screen at a time.

<Page Up> (**PA1**) - Takes you back one screen at a time

<Page Down> (**PA2**) - Key toggles between applications. If you have JIS and SCOMIS open, it will toggle between the two applications.

<Shift> + <F3> - will take you to the TPX Menu. You will still be logged into SCOMIS

Sealed Cases

Cases sealed by the court display on SEARCH INDEX but cannot be accessed with any display command. For a sealed case, the following information displays: litigant name, case number, and cause of action/charge. The case detail (connection codes and filing date) are replaced by the word SEALED.

If that is all the information you need on this case you can press the Page Up key (PA1) until you are back to the SCOMIS Command Screen or if you need more information on this case you do not need to go back to the SCOMIS Command Screen to initiate the following display commands. You can do it from the sub command line and that is on the bottom left on the right side of the question mark (?).

Change to another County

Use the **COUNTY** command to choose the county in which the case is filed in.

The example below shows that I'm in King Superior and I want to change to Snohomish Superior.



At COMMAND type **county**.

At SECTION type the county name you want to search (There are 39 counties). Note you only have to type the first 4 characters of the word. Press <ENTER>.

Result:

The Database is set to the desired county, and the SCOMIS Command Screen re-displays. I went from King Superior to Snohomish Superior



If you have the person's name but not the case number and you know which County Court the case is filed in you can perform a Search Index.

SEARCH INDEX

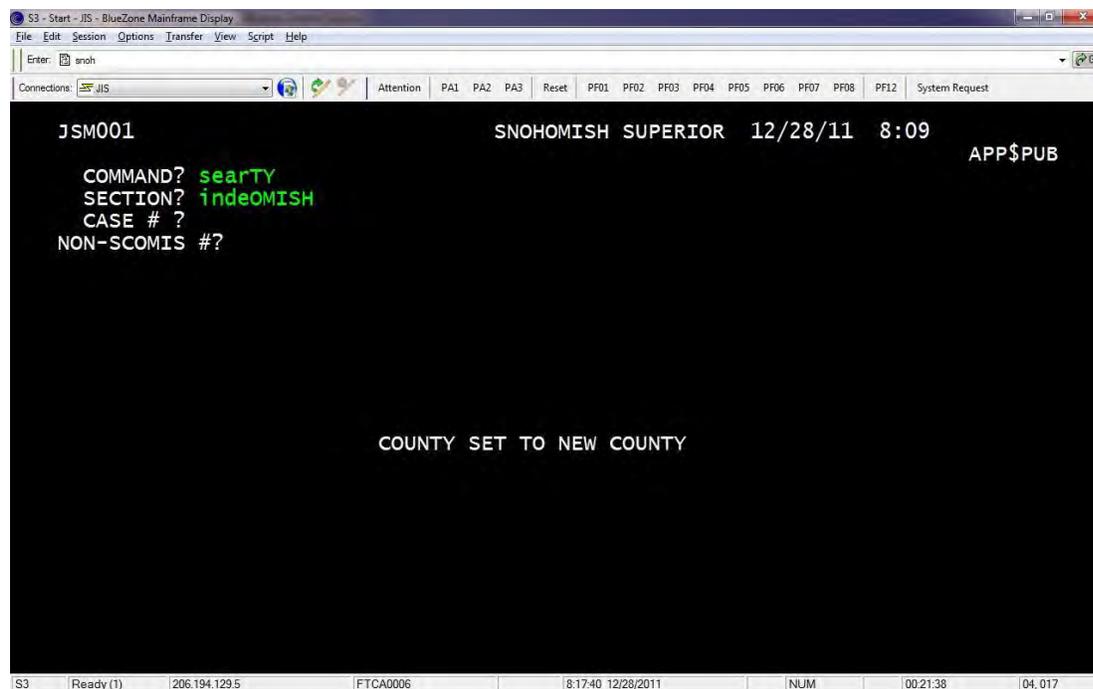
Use the Search Index command to search for active and archived cases in one county based on case type and name. Restricted case types 5, 6, and 7 and non-litigant names are not searchable.

Note: The SEARCH INDEX Screen is NOT to be used to establish guilt or innocence. It should only be used to help identify case filing information.

It is important to note that when the Search Index Screen displays results, the charge listed is the most serious offense filed in the ORIGINAL INFORMATION for a case. There may be an AMENDED INFORMATION filed; therefore, it is important not to rely on the limited data displayed on the SEARCH INDEX Screen. In order to find the results of the charges filed, it is the responsibility of the client to display the CHARGE and JUDGMENT Screens for charge and disposition detail.

At Command Type **SEAR**ch, tab to Section Type **INDEX** <ENTER>

****Note**** There is no need to remove the last command.



Result:

```
S3 - Start - JIS - BlueZone Mainframe Display
File Edit Session Options Transfer View Script Help
Enter: indeMISH
Connections: JIS
Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request

JSM064 SEARCH INDEX SNOHOMISH SUPERIOR 12-28-11 08:18 1 OF 1
CASE TYPE : NAME:
SEARCH TYPE: W (U=UNWEIGHTED, W=WEIGHTED, A=ALPHA LIST)
YEAR(S) FILED: THRU (OPTIONAL. LEAVE BLANK TO SEARCH FOR ALL YEARS)

CASE TYPES
AVAILABLE FOR PUBLIC ACCESS
1 = Criminal
2 = Civil
3 = Domestic/Divorce
4 = Probate/Guardianship
8 = Juvenile offender
9 = Judgments

NOT AVAILABLE FOR PUBLIC ACCESS
5 = Adoption/Paternity
6 = Mental Illness/Alcohol Treatmnt
7 = Juvenile Dependency

* 1. Enter CASE TYPE, NAME, SEARCH TYPE.
YEAR(S) FILED is optional. The NAME
entered is a business or person
name (last name, first name).
* 2. Press <Enter>.
* 3. Press <F8> to page forward; press
<F7> to page back.
* 4. Initiate new search by typing
over CASE TYPE, NAME, etc.

NOTE From Name List displayed:
Press <CLEAR> to return to SEARCH
INDEX screen.
Press <PA1> to return to COMMAND
screen.

? F1=Help ENTER=Process PA1=Cancel

S3 Ready (1) 206.194.129.5 FTCA0006 8:18:21 12/28/2011 NUM 00:22:19 02.015
```

Follow the on-screen instructions to complete the CASE TYPE, NAME (Last, First), and Search Type (Weighted vs Unweighted, and Alpha). The YEAR(S) Filed field is optional
<ENTER>

```
S3 - Start - JIS - BlueZone Mainframe Display
File Edit Session Options Transfer View Script Help
Enter: indeNING
Connections: JIS
Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request

JSM064 SEARCH INDEX TRAINING SUPERIOR 12-28-11 08:19 1 OF 1
CASE TYPE : 1 NAME: vader
SEARCH TYPE: W (U=UNWEIGHTED, W=WEIGHTED, A=ALPHA LIST)
YEAR(S) FILED: THRU (OPTIONAL. LEAVE BLANK TO SEARCH FOR ALL YEARS)

CASE TYPES
AVAILABLE FOR PUBLIC ACCESS
1 = Criminal
2 = Civil
3 = Domestic/Divorce
4 = Probate/Guardianship
8 = Juvenile offender
9 = Judgments

NOT AVAILABLE FOR PUBLIC ACCESS
5 = Adoption/Paternity
6 = Mental Illness/Alcohol Treatmnt
7 = Juvenile Dependency

* 1. Enter CASE TYPE, NAME, SEARCH TYPE.
YEAR(S) FILED is optional. The NAME
entered is a business or person
name (last name, first name).
* 2. Press <Enter>.
* 3. Press <F8> to page forward; press
<F7> to page back.
* 4. Initiate new search by typing
over CASE TYPE, NAME, etc.

NOTE From Name List displayed:
Press <CLEAR> to return to SEARCH
INDEX screen.
Press <PA1> to return to COMMAND
screen.

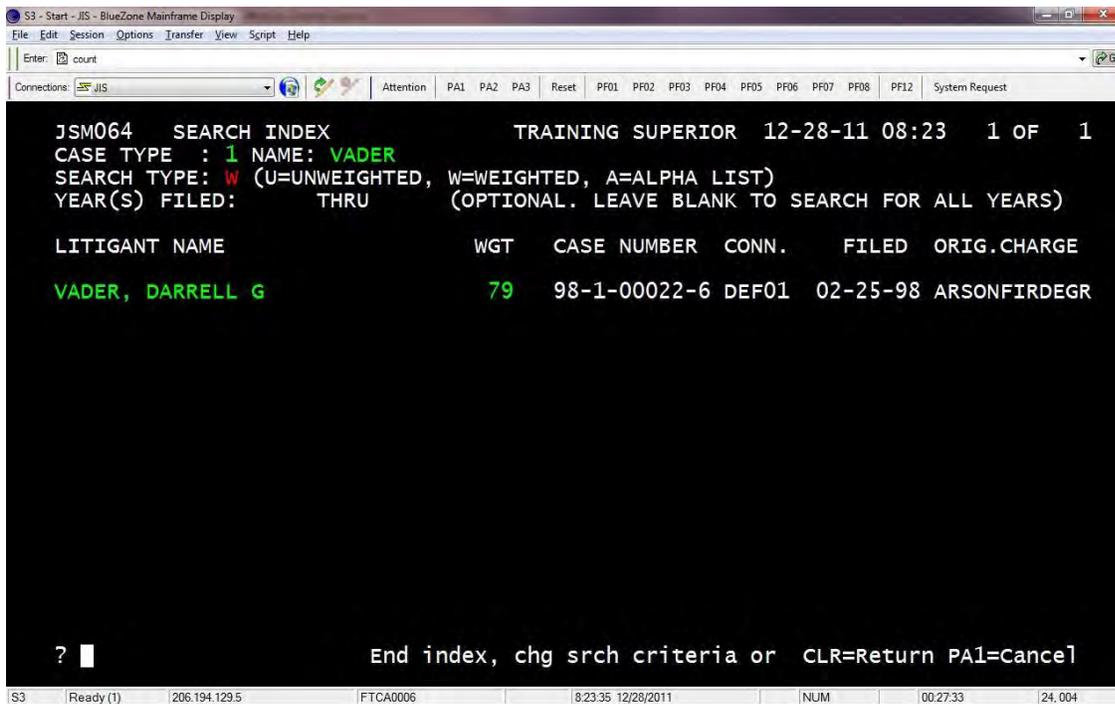
? F1=Help ENTER=Process PA1=Cancel

S3 Ready (1) 206.194.129.5 FTCA0006 8:20:13 12/28/2011 NUM 00:24:11 02.028
```

Notes:

- Weighted search is the default.
- To use another search type U for Unweighted or A for Alpha List.
- For online help about the different search types, place the cursor on the search type field and press <F1>. Press <F3> to close the help screen.
- For further information on Alpha, Weighted, and Unweighted searches, see FAQ.
- You can limit the search to a filing date range by typing the year (e.g., 2010) after year(s) filed or you can search by a date range (e.g., 2000 thru 2011). If left blank it will search the whole database.

Result:

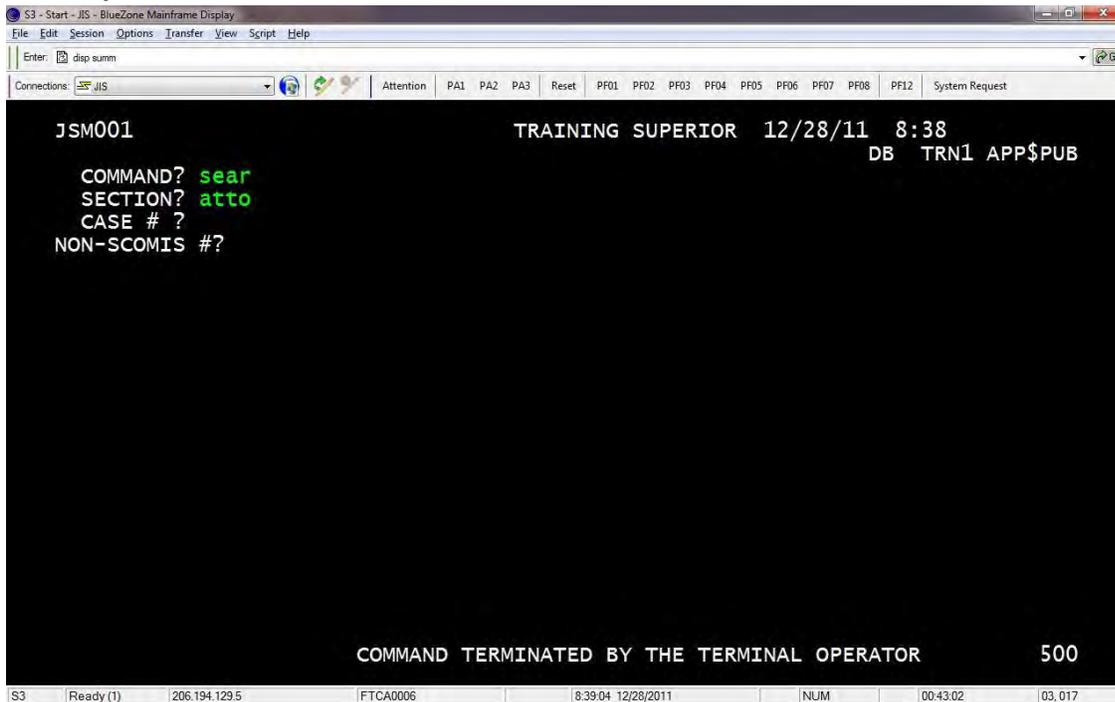


Tab to the line of the name you want to view and press <ENTER>. Use the <F8> key to page forward and the <F7> key to page back.

Note – cases marked with an asterisk * have been moved off-line, therefore you will not be able to view.

SEARCH ATTORNEY

From the SCOMIS Command screen at the *Command?* Type **Search** and *Section?* Type **attorney** <ENTER>



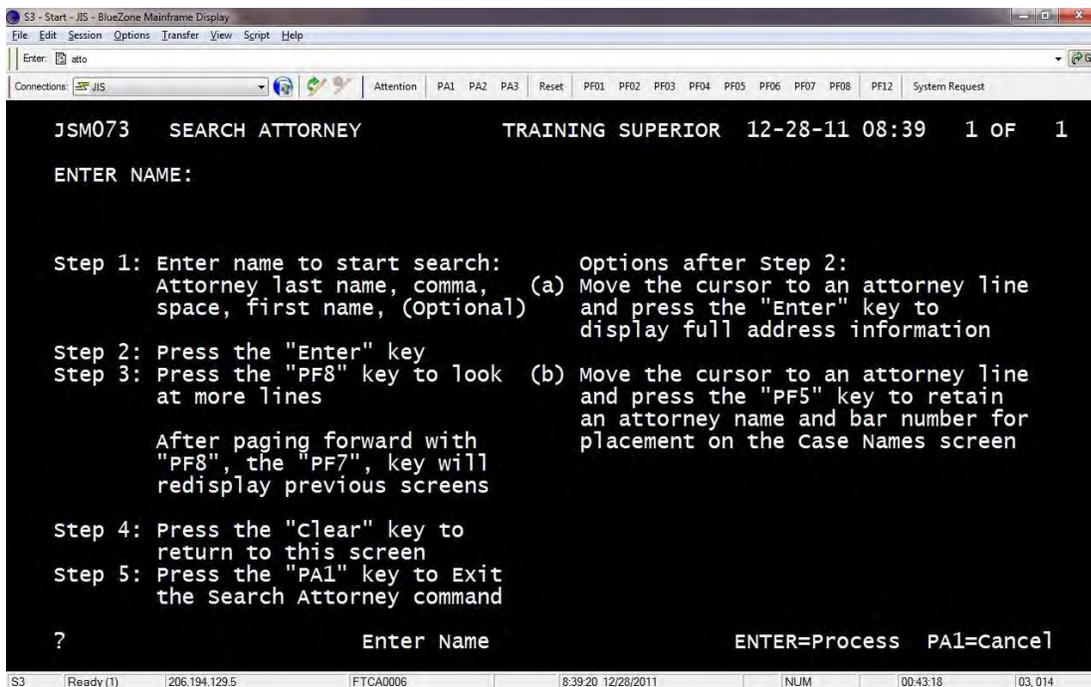
The screenshot shows a terminal window titled "S3 - Start - JIS - BlueZone Mainframe Display". The main display area contains the following text:

```
JSM001 TRAINING SUPERIOR 12/28/11 8:38
DB TRN1 APP$PUB
COMMAND? sear
SECTION? atto
CASE # ?
NON-SCOMIS #?

COMMAND TERMINATED BY THE TERMINAL OPERATOR 500
```

At the bottom of the terminal window, a status bar shows: S3 Ready (1) 206.194.129.5 FTCA0006 8:39:04 12/28/2011 NUM 00:43:02 03,017

Result:



The screenshot shows a terminal window titled "S3 - Start - JIS - BlueZone Mainframe Display". The main display area contains the following text:

```
JSM073 SEARCH ATTORNEY TRAINING SUPERIOR 12-28-11 08:39 1 OF 1
ENTER NAME:

Step 1: Enter name to start search: Attorney last name, comma, space, first name, (Optional)
Options after Step 2: (a) Move the cursor to an attorney line and press the "Enter" key to display full address information
Step 2: Press the "Enter" key
Step 3: Press the "PF8" key to look at more lines (b) Move the cursor to an attorney line and press the "PF5" key to retain an attorney name and bar number for placement on the Case Names screen
After paging forward with "PF8", the "PF7", key will redisplay previous screens
Step 4: Press the "clear" key to return to this screen
Step 5: Press the "PA1" key to Exit the Search Attorney command

? Enter Name ENTER=Process PA1=Cancel
```

At the bottom of the terminal window, a status bar shows: S3 Ready (1) 206.194.129.5 FTCA0006 8:39:20 12/28/2011 NUM 00:43:18 03,014

Type the Attorney's last name, first name <ENTER>

JSM073 SEARCH ATTORNEY TRAINING SUPERIOR 12-28-11 08:39 1 OF 1

ENTER NAME: cullom, paul

Step 1: Enter name to start search: Attorney last name, comma, space, first name, (Optional) Options after Step 2:
 (a) Move the cursor to an attorney line and press the "Enter" key to display full address information

Step 2: Press the "Enter" key

Step 3: Press the "PF8" key to look at more lines (b) Move the cursor to an attorney line and press the "PF5" key to retain an attorney name and bar number for placement on the Case Names screen

After paging forward with "PF8", the "PF7", key will redisplay previous screens

Step 4: Press the "clear" key to return to this screen

Step 5: Press the "PA1" key to Exit the Search Attorney command

? Enter Name ENTER=Process PA1=Cancel

S3 | Ready (1) | 206.194.129.5 | FTCA0006 | 8:39:37 12/28/2011 | NUM | 00:43:35 | 03.026

Result:

JSM073 SEARCH ATTORNEY TRAINING SUPERIOR 12-28-11 08:40 1 OF 1

ENTER NAME: CULLOM, PAUL

BAR #	NAME	LOCATION	PHONE
13105	CULLOM, PAUL C. JR	SEATTLE WA	(206) 682-8100
22105	DELANEY, JAMES MICHAEL	SEATTLE WA	(206) 264-3863
08105	DESMET, ERVIN ALBERT JR	BELLEVUE WA	(425) 990-4510
15105	DICKERSON, JEFFREY A.	**NOT ACTV RENO NV	(775) 786-6664
23105	DORLAND, DANA I.	**NOT ACTV SUITLAND MD	(301) 420-4513
05105	DOTY, MICHAEL ANDREW	**NOT ACTV BELLEVUE WA	(425) 746-9953
01105	ELLIOTT, E. MERTON	**NOT ACTV FOX ISLAND WA	(253) 572-4500
30105	ESSIG, MICHAEL S	SEATTLE WA	(206) 972-9386
29105	HALDEMAN, GEORGE P	SEATTLE WA	(206) 684-8226
04105	HAWMAN, ARTHUR L.	**DECEASED WALLA WALLA WA	
07105	HAYDEN, MICHAEL CARLYLE	**NOT ACTV SEATTLE WA	(206) 682-0610
10105	JOHNSON, H VICTOR	**NOT ACTV LACEY WA	(360) 456-3768
31105	KNICKERBOCKER, T K	TACOMA WA	(253) 761-8869
11105	LIED, ERIK R.	SEATTLE WA	(206) 223-1313
24105	LOEFFLER, EVAN LEE	SEATTLE WA	(206) 448-0402
12105	LUTH, NANCY JEAN	**NOT ACTV GREAT FALLS MT	(406) 727-5881

? CLR=Help ENTER=Process F5=Keep F7=Bwd F8=Fwd PA1=Cance

S3 | Ready (1) | 206.194.129.5 | FTCA0006 | 8:40:15 12/28/2011 | NUM | 00:44:13 | 03.014

Move your cursor to the attorney you want to display and press <ENTER>.

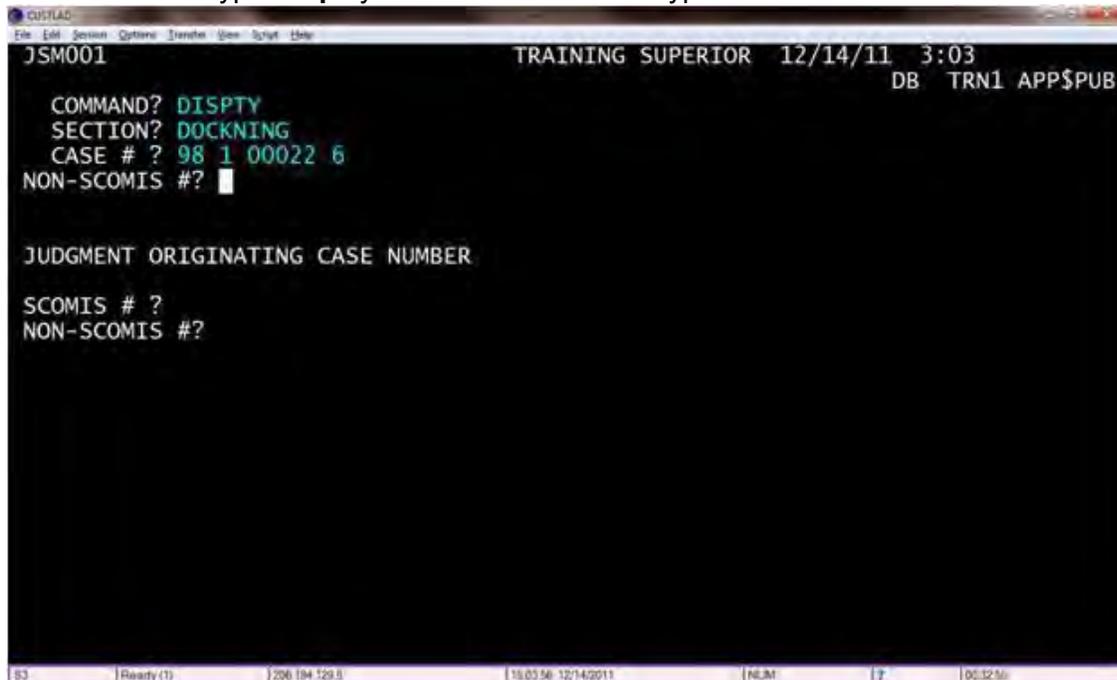
Result:



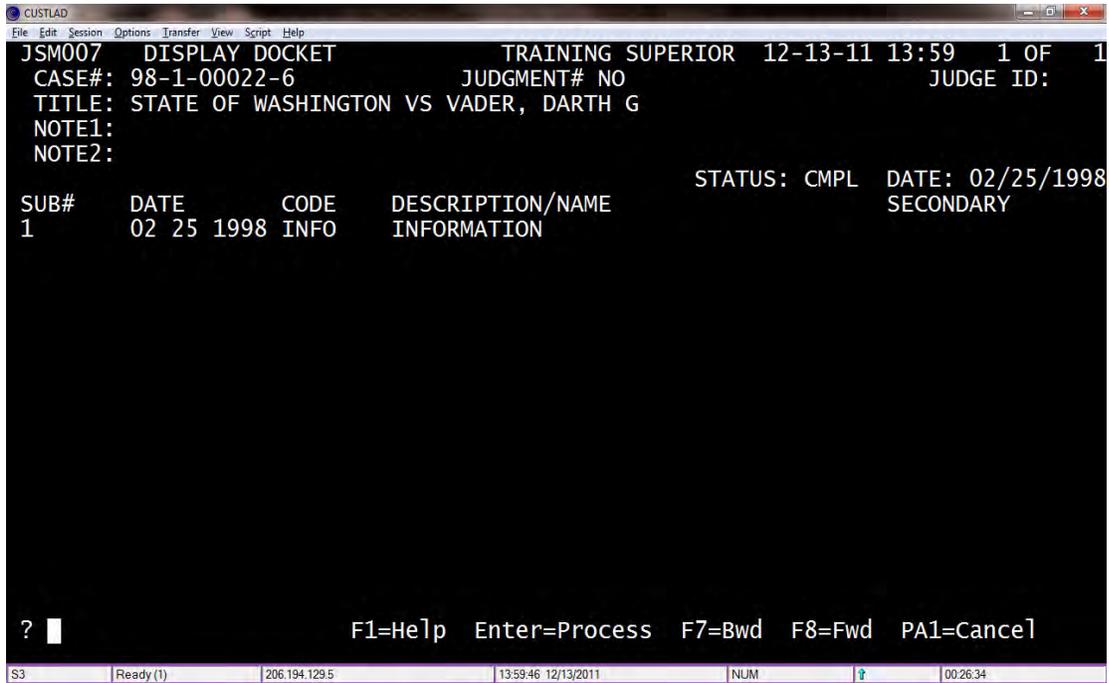
If you know the case number and the court the case is filed in, change to that County Court and use the Display Docket Command

DISPLAY DOCKET

At Command? Type **Display** then tab to Section? Type **Docket** <ENTER>.



Result: The docket screen contains a record of papers filed, fees assessed and received, calendar dates, hearings held, and microfilm numbers. This screen will be found as part of all case types. If it's a long docket, you will always come into the end of the docket. To get to the beginning press the <F8> key to page forward and press <F7> to page back. All SCOMIS Codes can be found at: <http://www.courts.wa.gov/jislink/?fa=jislink.codes>.

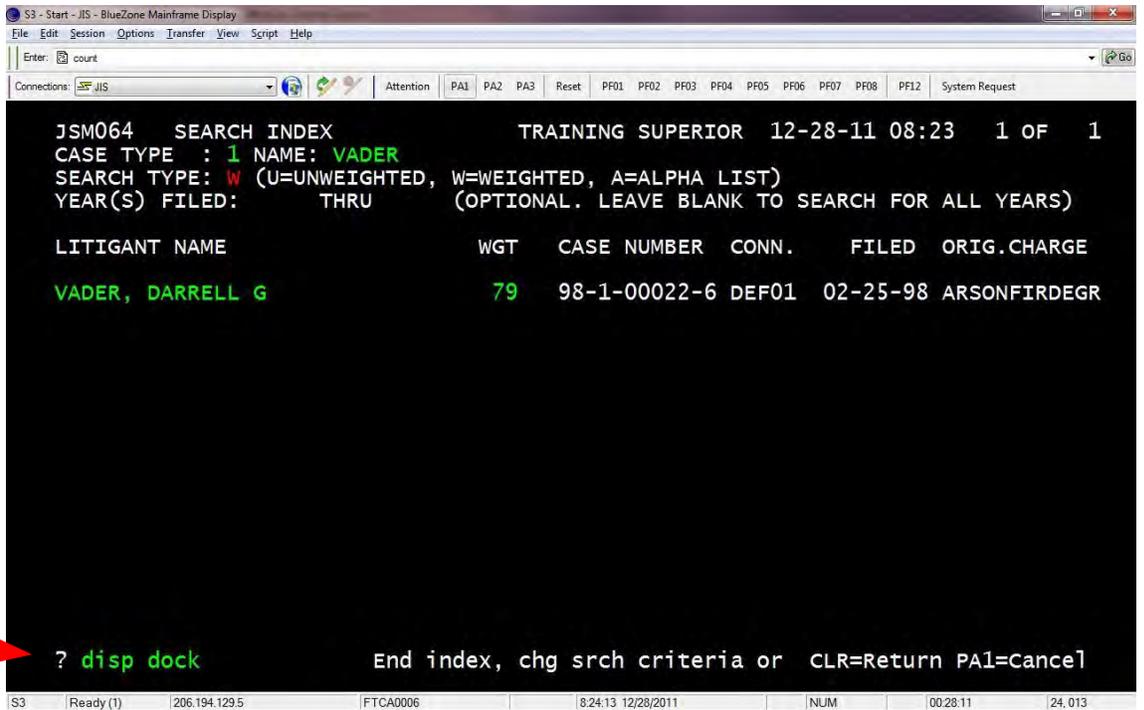


To get back to the SCOMIS Display Screen press the <PAGE UP> <PA1>) on your keyboard.

DISPLAY DOCKET

At Sub Command on the bottom left, after the question mark? Type **display docket**
<ENTER>

Sub Command



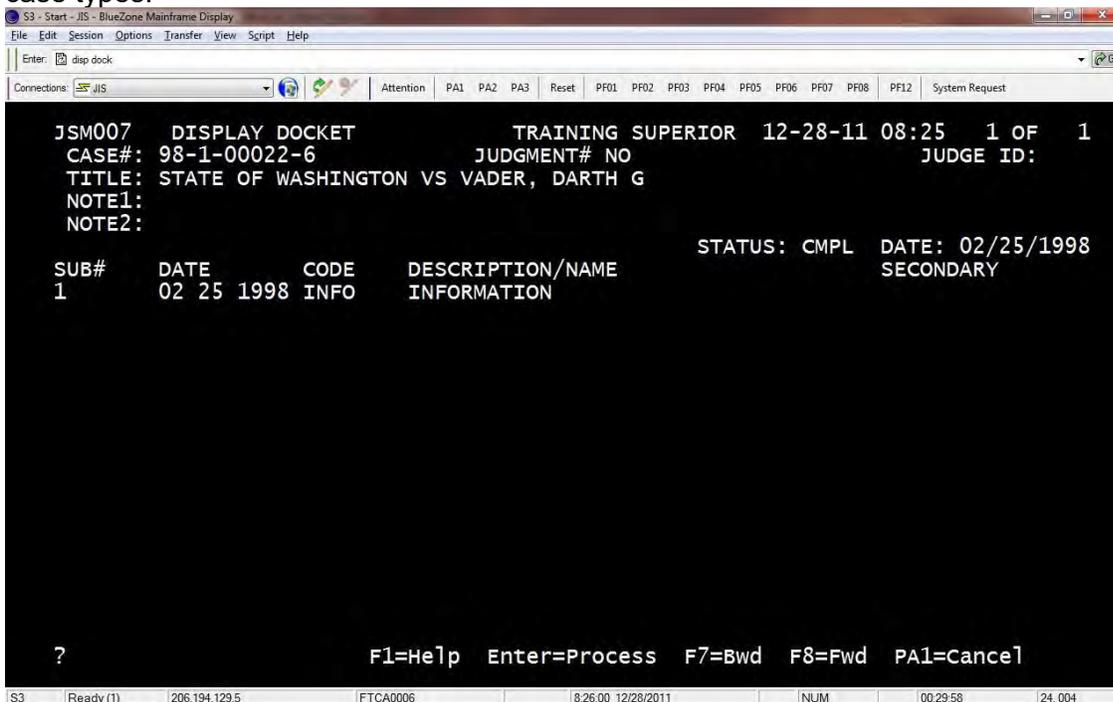
```
S3 - Start - JIS - BlueZone Mainframe Display
File Edit Session Options Transfer View Script Help
Enter: count
Connections: JIS
Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request

JSM064 SEARCH INDEX TRAINING SUPERIOR 12-28-11 08:23 1 OF 1
CASE TYPE : 1 NAME: VADER
SEARCH TYPE: W (U=UNWEIGHTED, W=WEIGHTED, A=ALPHA LIST)
YEAR(S) FILED: THRU (OPTIONAL. LEAVE BLANK TO SEARCH FOR ALL YEARS)

LITIGANT NAME WGT CASE NUMBER CONN. FILED ORIG.CHARGE
VADER, DARRELL G 79 98-1-00022-6 DEF01 02-25-98 ARSONFIRDEGR

? disp dock End index, chg srch criteria or CLR=Return PA1=Cancel
```

Result: The docket screen contains a record of papers filed, fees assessed and received, calendar dates, hearings held, and microfilm numbers. This screen will be found as part of all case types.

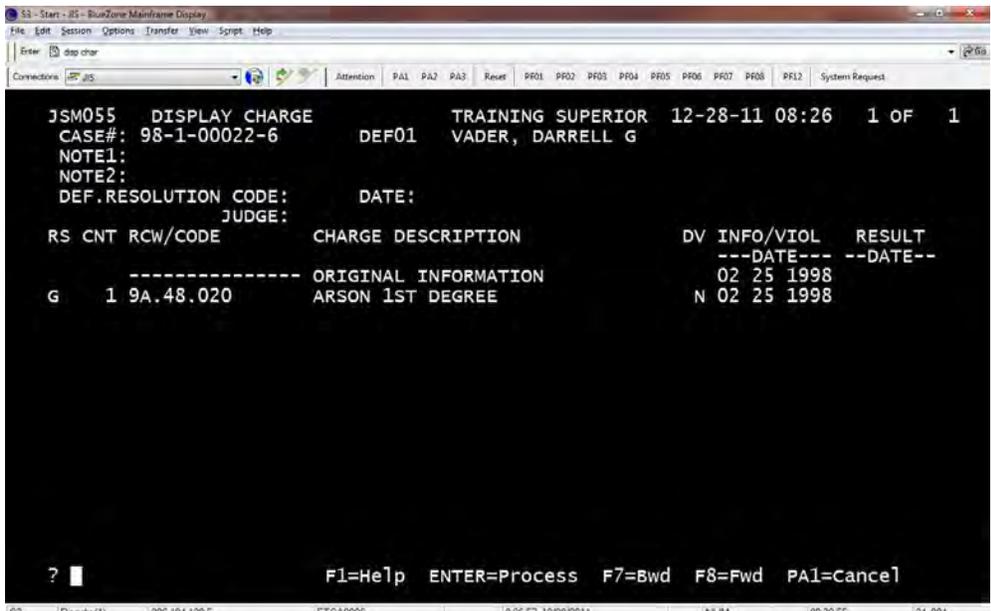


```
S3 - Start - JIS - BlueZone Mainframe Display
File Edit Session Options Transfer View Script Help
Enter: disp dock
Connections: JIS
Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request

JSM007 DISPLAY DOCKET TRAINING SUPERIOR 12-28-11 08:25 1 OF 1
CASE#: 98-1-00022-6 JUDGMENT# NO JUDGE ID:
TITLE: STATE OF WASHINGTON VS VADER, DARTH G
NOTE1:
NOTE2:
STATUS: CMPL DATE: 02/25/1998
SECONDARY

SUB# DATE CODE DESCRIPTION/NAME
1 02 25 1998 INFO INFORMATION

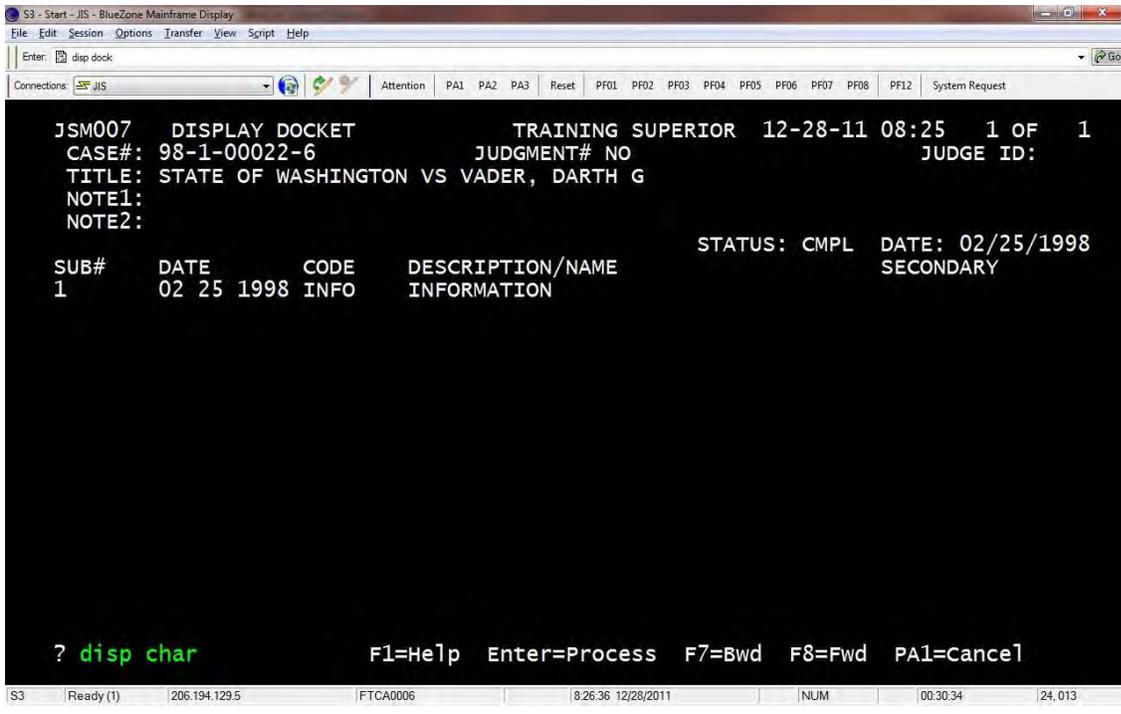
? F1=Help Enter=Process F7=Bwd F8=Fwd PA1=Cancel
```



If it's a long docket, you will always come into the end of the docket. To get to the beginning press the <F8> key to page forward and press <F7> to page back.

DISPLAY CHARGE

At Sub Command on the bottom left, after the question mark? Type **display charge** <ENTER>



Result: The Charge Screen is used to record additional information in criminal cases. This screen will be found ONLY as part of Criminal and Juvenile Offender case types.

DISPLAY BASIC

At Sub Command on the bottom left, after the question mark? Type **display basic**
<ENTER>

```
S3 - Start - JIS - BlueZone Mainframe Display
File Edit Session Options Transfer View Script Help
Enter: disp char
Connections: JIS
Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request

JSM055  DISPLAY CHARGE          TRAINING SUPERIOR  12-28-11 08:26  1 OF  1
CASE#:  98-1-00022-6          DEF01  VADER, DARRELL G
NOTE1:
NOTE2:
DEF.RESOLUTION CODE:         DATE:
      JUDGE:

RS CNT RCW/CODE              CHARGE DESCRIPTION          DV INFO/VIOL  RESULT
-----
G   1 9A.48.020              ARSON 1ST DEGREE            N 02 25 1998

? disp basi

F1=Help  ENTER=Process  F7=Bwd  F8=Fwd  PA1=Cancel

S3 | Ready (1) | 206.194.129.5 | FTCA0006 | 8:27:20 12/28/2011 | NUM | 00:31:18 | 24.013
```

Result: The Basic screen contains the filing date, case title, cause of action, resolution, completion, and consolidation information. This screen will be found as part of case types 1 through 8.

```
S3 - Start - JIS - BlueZone Mainframe Display
File Edit Session Options Transfer View Script Help
Enter: disp basi
Connections: JIS
Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request

JSM003  DISPLAY BASIC          TRAINING SUPERIOR  12-28-11 08:27  1 OF  1
CASE#:  98-1-00022-6          JUDGMENT# NO          JUDGE ID:
TITLE:  STATE OF WASHINGTON VS VADER, DARTH G
FILED:  02 25 1998          APPEAL FROM LOWER COURT? NO

RESOLUTION: GP    DATE: 02 25 1998  GUILTY PLEA
COMPLETION: JODF DATE: 02 25 1998  JUDGMENT/ORDER/DECREE FILED
STATUS    : Cmpl DATE: 02 25 1998  COMPLETED/RE-COMPLETED
CONSOLIDT:
NOTE1:
NOTE2:

OFF-LINE DATE:          RESTORE DATE:

?

F1=Help  ENTER=Process  PA1=Cancel

S3 | Ready (1) | 206.194.129.5 | FTCA0006 | 8:27:37 12/28/2011 | NUM | 00:31:35 | 24.004
```

DISPLAY NAMES

At Sub Command on the bottom left, after the question mark? Type **display name**
<ENTER>

```
S3 - Start - JIS - BlueZone Mainframe Display
File Edit Session Options Transfer View Script Help
Enter: disp basi
Connections: JIS
Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request

JSM003  DISPLAY BASIC                TRAINING SUPERIOR  12-28-11 08:27  1 OF  1
CASE#:  98-1-00022-6                JUDGMENT# NO      JUDGE ID:
TITLE:  STATE OF WASHINGTON VS VADER, DARTH G
FILED:  02 25 1998                  APPEAL FROM LOWER COURT? NO

RESOLUTION: GP      DATE: 02 25 1998 GUILTY PLEA
COMPLETION: JODF    DATE: 02 25 1998 JUDGMENT/ORDER/DECREE FILED
STATUS      : CMPL  DATE: 02 25 1998 COMPLETED/RE-COMPLETED
CONSOLIDT:
NOTE1:
NOTE2:

OFF-LINE DATE:          RESTORE DATE:

? disp name           F1=Help  ENTER=Process  PA1=Cancel

S3 Ready (1) 206.194.129.5 FTCA0006 8:32:55 12/28/2011 NUM 00:36:53 24.013
```

Result: The Names screen provides an index of litigants involved in the case as well as their attorneys. This screen will be found as part of all case types.

```
S3 - Start - JIS - BlueZone Mainframe Display
File Edit Session Options Transfer View Script Help
Enter: disp name
Connections: JIS
Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request

JSM005  DISPLAY NAMES                TRAINING SUPERIOR  12-28-11 08:33  1 OF  1
CASE#:  98-1-00022-6
TITLE:  STATE OF WASHINGTON VS VADER, DARTH G

CONN.  LAST NAME,      FIRST MI TITLE    LITIGANTS        ARRAIGNED

PLA01  STATE OF WASHINGTON
DEF01  VADER, DARRELL G
NmCd   IN 250 42160

?           F1=Help  F5=DspAtty  F6=SrchAtty  F7=Bwd  F8=Fwd  PA1=Can

S3 Ready (1) 206.194.129.5 FTCA0006 8:33:10 12/28/2011 NUM 00:37:08 24.004
```

DISPLAY SENTENCE

At Sub Command on the bottom left, after the question mark? Type **display sentence** <ENTER>

```

S3 - Start - JIS - BlueZone Mainframe Display
File Edit Session Options Transfer View Script Help
Enter: disp name
Connections: JIS
Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request

JSM005  DISPLAY NAMES          TRAINING SUPERIOR  12-28-11 08:33  1 OF  1
CASE#:  98-1-00022-6
TITLE:  STATE OF WASHINGTON VS VADER, DARTH G

CONN.  LAST NAME,      FIRST MI TITLE      LITIGANTS          ARRAIGNED

PLA01  STATE OF WASHINGTON
DEF01  VADER, DARRELL G
NmCd   IN 250 42160

? disp sent          F1=Help F5=DspAtty F6=SrchAtty F7=Bwd F8=Fwd PA1=Can

S3 Ready (1) 206.194.129.5 FTCA0006 8:33:27 12/28/2011 NUM 00:37:25 24.013
  
```

Result: The Sentence screen is used to record additional information in criminal cases. This screen will be found ONLY as part of Criminal and Juvenile Offender case types.

```

S3 - Start - JIS - BlueZone Mainframe Display
File Edit Session Options Transfer View Script Help
Enter: disp sent
Connections: JIS
Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request

JSM059  DISPLAY SENTENCE      TRAINING SUPERIOR  12-28-11 08:33  1 OF  2
CASE#:  98-1-00022-6      DEF01  VADER, DARRELL G
NOTE1:
JUDGMENT#: NO

----- SENTENCE INFORMATION -----
SENTENCE DATE:           SENTENCED BY:
SENTENCING DEFERRED:     APPEALED TO:           DATE:
PRISON SERVE             : FINE                   :$
PRISON SUSPENDED        : RESTITUTION           :$
JAIL SERVE               : COURT COSTS          :$
JAIL SUSPENDED          : ATTORNEY FEES        :$
PROB/COMM. SUPERVISION  : DATE DUE              : PAID:

----- SENTENCE DESCRIPTION -----

?  F1=Help ENTER=Process F7=Bwd F8=Fwd PA1=Cancel

S3 Ready (1) 206.194.129.5 FTCA0006 8:33:40 12/28/2011 NUM 00:37:38 24.004
  
```

DISPLAY STATUS

At Sub Command on the bottom left, after the question mark? Type **display status** <ENTER>

```
S3 - Start - JIS - BlueZone Mainframe Display
File Edit Session Options Transfer View Script Help
Enter: disp sent
Connections: JIS
Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request

JSM059 DISPLAY SENTENCE TRAINING SUPERIOR 12-28-11 08:33 1 OF 2
CASE#: 98-1-00022-6 DEF01 VADER, DARRELL G
NOTE1:
JUDGMENT#: NO
----- SENTENCE INFORMATION -----
SENTENCE DATE: SENTENCED BY:
SENTENCING DEFERRED: APPEALED TO: DATE:
PRISON SERVE : FINE :$
PRISON SUSPENDED : RESTITUTION :$
JAIL SERVE : COURT COSTS :$
JAIL SUSPENDED : ATTORNEY FEES :$
PROB/COMM. SUPERVISION : DATE DUE : PAID:
----- SENTENCE DESCRIPTION -----

? disp stat F1=Help ENTER=Process F7=Bwd F8=Fwd PA1=Cancel

S3 Ready (1) 206.194.129.5 FTCA0006 8:37:21 12/28/2011 NUM 00:41:19 24.013
```

Result:

```
S3 - Start - JIS - BlueZone Mainframe Display
File Edit Session Options Transfer View Script Help
Enter: disp stat
Connections: JIS
Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request

JSM079 DISPLAY STATUS TRAINING SUPERIOR 12/28/11 08:37 1 OF 1
CASE#: 98-1-00022-6 CAUSE:
TITLE: STATE OF WASHINGTON VS VADER, DARTH G
FILED: 02/25/1998 STATUS: CMPL DATE: 02/25/1998
RESOLUTION: GP DATE: 02/25/1998 COMPLETION: JODF DATE: 02/25/1998
-----
NUMBER CODE NOTE BEGAN ENDED DAYS AUDITED AUDIT TYPE
-----
1 ACT *** 02/25/1998 02/25/1998
-----

? F1=Help F11=Dsumm PA1=Cancel

S3 Ready (1) 206.194.129.5 FTCA0006 8:37:34 12/28/2011 NUM 00:41:32 09.002
```

To display the summary from here you can press the <F11> key or go to the next step.

DISPLAY SUMMARY

At Sub Command on the bottom left, after the question mark? Type **display summary**
<ENTER>

```

S3 - Start - JIS - BlueZone Mainframe Display
File Edit Session Options Transfer View Script Help
Enter: disp stat
Connections: JIS
Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request

JSM079 DISPLAY STATUS TRAINING SUPERIOR 12/28/11 08:37 1 OF 1
CASE#: 98-1-00022-6 CAUSE:
TITLE: STATE OF WASHINGTON VS VADER, DARTH G
FILED: 02/25/1998 STATUS: CMPL DATE: 02/25/1998
RESOLUTION: GP DATE: 02/25/1998 COMPLETION: JODF DATE: 02/25/1998
-----
NUMBER CODE NOTE BEGAN ENDED DAYS AUDITED AUDIT TYPE
-----
1 ACT *** 02/25/1998 02/25/1998
-----

? disp summ F1=Help F11=Dsumm PA1=Cancel

S3 Ready (1) 206.194.129.5 FTCA0006 8:37:59 12/28/2011 NUM 00:41:57 24.013

```

Result:

```

S3 - Start - JIS - BlueZone Mainframe Display
File Edit Session Options Transfer View Script Help
Enter: disp summ
Connections: JIS
Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request

JSM082 DISPLAY SUMMARY TRAINING SUPERIOR 12-28-11 08:38 1 OF 1
CASE#: 98-1-00022-6 CAUSE:
TITLE: STATE OF WASHINGTON VS VADER, DARTH G
FILED: 02/25/1998 STATUS: CMPL DATE: 02/25/1998
RESOLUTION: GP DATE: 02/25/1998 COMPLETION: JODF DATE: 02/25/1998
-----
FILED PENDING RESOLUTION: 0 0 RESOLVED PENDING COMPLETION: 0 0
ACTIVE: 0 0 ACTIVE: 0 0
SUSPENDED: 0 0 SUSPENDED: 0 0
Warrant 0 Warrant 0
Stay 0 Stay 0
Arbitration 0 Arbitration 0
Mediation 0 Mediation 0
Other 0 Other 0
APPEAL: 0 APPEAL: 0
-----
POST COMPLETION: TIME STANDARDS:
Warrant 0 FILING TO RESOLUTION: TARGET:
Stay 0 TO DATE: 0 ( 0.000 )
Arbitration 0 STANDARD: 120 ( 4.000 ) MET
Mediation 0 RESOLUTION TO COMPLETION:
Appeal 0 TO DATE: 0 ( 0.000 )
other 0 STANDARD: 80 ( 2.666 ) MET

? ' F1=Help PA1=Cancel

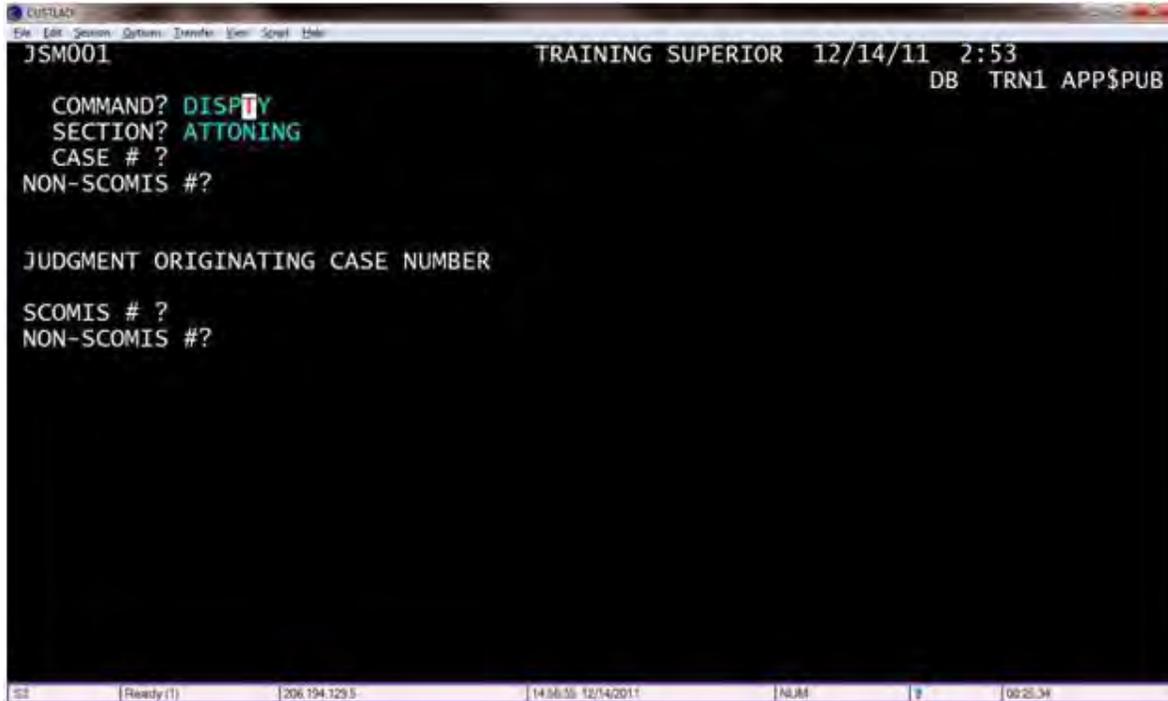
S3 Ready (1) 206.194.129.5 FTCA0006 8:38:11 12/28/2011 NUM 00:42:09 24.004

```

All the above Display commands can be performed from the SCOMIS Command Screen. To get back to the first screen press the **<Page Up>** **<PA1>** key on your keyboard this will take you back one screen at a time.

DISPLAY ATTORNEY

Use the Display Attorney command to search for attorney information using the Bar number. At *Command?* Type **Display** then tab to *Section?* Type **ATTORNEY** <ENTER>.

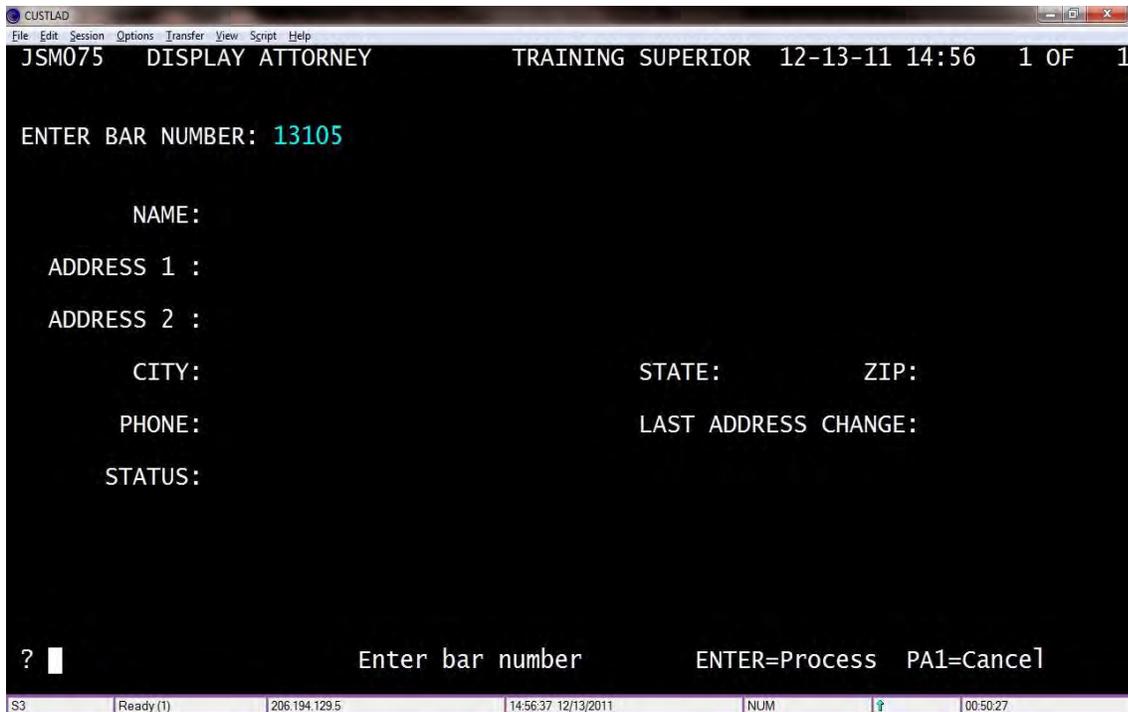


```
JSM001 TRAINING SUPERIOR 12/14/11 2:53 DB TRN1 APP$PUB
COMMAND? DISPIY
SECTION? ATTONING
CASE # ?
NON-SCOMIS #?

JUDGMENT ORIGINATING CASE NUMBER

SCOMIS # ?
NON-SCOMIS #?
```

At Enter Bar Number type the attorney's bar number <ENTER>.



```
JSM075 DISPLAY ATTORNEY TRAINING SUPERIOR 12-13-11 14:56 1 OF 1
ENTER BAR NUMBER: 13105

NAME :
ADDRESS 1 :
ADDRESS 2 :
CITY: STATE: ZIP:
PHONE: LAST ADDRESS CHANGE:
STATUS:

? | Enter bar number ENTER=Process PA1=Cancel
```

Result: The attorney's information will display.

```
CUSTLAD
File Edit Session Options Transfer View Script Help
JSM075 DISPLAY ATTORNEY TRAINING SUPERIOR 12-13-11 13:52 1 OF 1

ENTER BAR NUMBER: 13105

NAME: CULLOM, PAUL C. JR
ADDRESS 1 : 1420 5TH AVE STE 2800
ADDRESS 2 :
CITY: SEATTLE STATE: WA ZIP: 98101-1344
PHONE: (206) 682-8100 LAST ADDRESS CHANGE: 10/07/2002
STATUS: Active

? Enter bar number ENTER=Process PA1=Cancel

S3 Ready(1) 206.194.129.5 13:54:41 12/13/2011 NUM 00:21:29
```

If you don't know the attorney's bar number you can Search Attorney

DISPLAY CALENDAR

You must be in the county you wish to view the calendar for. At *Command?* Type **Display**, at *Section?* type **Calendar** <ENTER>

```
S3 - Start - JIS - BlueZone Mainframe Display
File Edit Session Options Transfer View Script Help
Enter: thur
Connections: JIS Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request

JSM001 THURSTON SUPERIOR 12/28/11 8:45
DB TRN1 APP$PUB
COMMAND? dispTY
SECTION? caleSTON
CASE # ?
NON-SCOMIS #?

COUNTY SET TO NEW COUNTY

S3 Ready(1) 206.194.129.5 FTCA0006 8:45:47 12/28/2011 NUM 00:49:45 05.024
```

Result: The Display Calendar command enables you to display the total number of cases set on a calendar (including subtotals for calendars made up of subsections) for a given date or date range. It also displays detail information about cases set on a calendar.

```

S3 - Start - JIS - BlueZone Mainframe Display
File Edit Session Options Transfer View Script Help
Enter: caleSTON
Connections: JIS
Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request

JSM023  DISPLAY CALENDAR          THURSTON SUPERIOR  12-28-11 08:45  1 OF  4
CALENDAR DATE(S):  _____ THROUGH:  _____
SELECT CALENDAR(S) options: T=Total Settings, D=Display Settings

  DEPT 1  JUDGE DANIEL J. BERSCHAUER
  DEPT 2  JUDGE PAULA CASEY
  DEPT 3  JUDGE RICHARD A. STROPHY
  DEPT 4  JUDGE WM. THOMAS MCPHEE
  DEPT 5  JUDGE RICHARD D. HICKS
  DEPT 6  JUDGE CHRISTINE A. POMEROY
  DEPT 7  JUDGE GARY R. TABOR
  DEPT 9
  ADR WEEK - SETTLEMENT CONFERENCE
  ADR WEEK - MEDIATIONS
  SETTLEMENT CONFERENCES
  JUVENILE CIVIL CALENDAR 9:00 AM
  JUVENILE CIVIL CALENDAR 1:30 PM
  JUVENILE OFFENDER CALENDAR 9:00 AM
  JUVENILE OFFENDER CALENDAR 1:30 PM
  CRIMINAL ADD-ONS 9:00 AM
DOMAIN = S34A  VALID DOMAINS ARE: * A B
? _____ F1=Help ENTER=Process F7=Bwd F8=Fwd PA1=Cancel

S3  Ready (1)  206.194.129.5  FTCA0006  8:45:58 12/28/2011  NUM  00:49:56  03.020

```

Type the date of the calendar, using **MM-DD-YY** format.

If you wish to select a date range, type the second date in the Through field. The range cannot exceed seven calendar days. If you select a range, response time will be somewhat slower since the search will require greater computer resources.

Type either **T** or **D** beside the calendar of your choice. T will take you to the Display Calendar Totals screen. This screen provides a count of the number of cases set on the calendar on the date(s) you specified. D will take you to the Display Calendar Case Detail screen. This screen provides information about each case set on the calendar on the date(s) you specified.

You can select multiple calendars for display, and the selection code can vary from calendar to calendar. Note: You cannot select multiple calendars if a date range was entered. You will receive an error message if you attempt to do so. If you do select multiple calendars, Press F5 on your keyboard to go from one calendar to the next.

FIND JUDGMENT

You must be in the county you wish to view the judgment for. At *Command?* Type **FIND**, at *Section?* type **JUDG** <ENTER>

```
S3 - Start - JIS - BlueZone Mainframe Display
File Edit Session Options Transfer View Script Help
Enter: judg
Connections: JIS
Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request

JSM001 TRAINING SUPERIOR 12/28/11 8:43
DB TRN1 APP$PUB
COMMAND? find
SECTION? judg
CASE # ? 98 i 00022 6
NON-SCOMIS #?

COUNTY SET TO NEW COUNTY

S3 Ready (1) 206.194.129.5 FTCA0006 8:44:13 12/28/2011 NUM 00:48:11 06.016
```

The system will respond by displaying all Judgments associated with the specific case number. The list includes the Judgment number, type, title, date filed, and status of the Judgment.

To End the SCOMIS Application

SIGNOFF:

You can only issue this command from the SCOMIS Command Screen. At the *Command?* Type **Signoff** <ENTER>

```
S3 - Start - JIS - BlueZone Mainframe Display
File Edit Session Options Transfer View Script Help
Enter: 4
Connections: JIS
Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request

JSM001 THURSTON SUPERIOR 12/28/11 8:47 DB TRN1 APP$PUB
COMMAND? signCH
SECTION? INDEX
CASE # ? 98 1 00022 6
NON-SCOMIS #?

COMMAND TERMINATED BY THE TERMINAL OPERATOR 500

S3 Ready (1) 206.194.129.5 FTCA0006 8:47:47 12/28/2011 NUM 00:51:45 03.017
```

Result: Takes you to the TPX Menu

```
S3 - Start - JIS - BlueZone Mainframe Display
File Edit Session Options Transfer View Script Help
Enter: signCH
Connections: JIS
Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request

TPX MENU FOR APP$PUB
Panelid - TEN0041
Terminal - FTCA0006
Model - 3192-2A
System - F04TPX

Cmdkey: Jump: PA2 Menu: PF15
Print: NONE Cmdchar: /

Sessid Sesskey Session Description Status
_ SCOMIS PF 1 Superior Court System
_ JIS PF 4 Judicial Information System

Command ==>
PF1=Help PF7/19=Up PF8/20=Down PF10/22=Left PF11/23=Right H =Cmd Help

S3 Ready (1) 206.194.129.5 FTCA0006 8:48:14 12/28/2011 NUM 00:52:12 23.015
```

You can logout of JIS by typing at the Command F <ENTER>.

```
S3 - Start - JIS - BlueZone Mainframe Display
File Edit Session Options Transfer View Script Help
Enter: signCH
Connections: JIS
Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request

TPX MENU FOR APP$PUB
Panelid - TEN0041
Terminal - FTCA0006
Model - 3192-2A
System - F04TPX

Cmdkey:          Jump: PA2      Menu: PF15
Print: NONE      Cmdchar: /

  Sessid      Sesskey      Session Description      Status
  _ SCOMIS    PF 1          Superior Court System
  _ JIS       PF 4          Judicial Information System

Command ==> F
PF1=Help PF7/19=Up PF8/20=Down PF10/22=Left PF11/23=Right H =Cmd Help

S3 Ready (1) 206.194.129.5 FTCA0006 8:48:36 12/28/2011 NUM 00:52:34 23.016
```

Result: Takes you to the login screen.

```
S3 - Start - JIS - BlueZone Mainframe Display
File Edit Session Options Transfer View Script Help
Enter: f
Connections: JIS
Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request

STATE OF WASHINGTON COURTS SYSTEM - AUTHORIZED USE ONLY
This site contains Judicial Information.
Unauthorized access or use of this system may violate federal and/or
state law and be subject to civil, criminal and/or administrative
action.

If you are authorized, type in your USERID and PASSWORD.

Userid:      Password:      11:30:16
New Password:      12/23/11
Transfer:      FTCA0028
               3192-2A

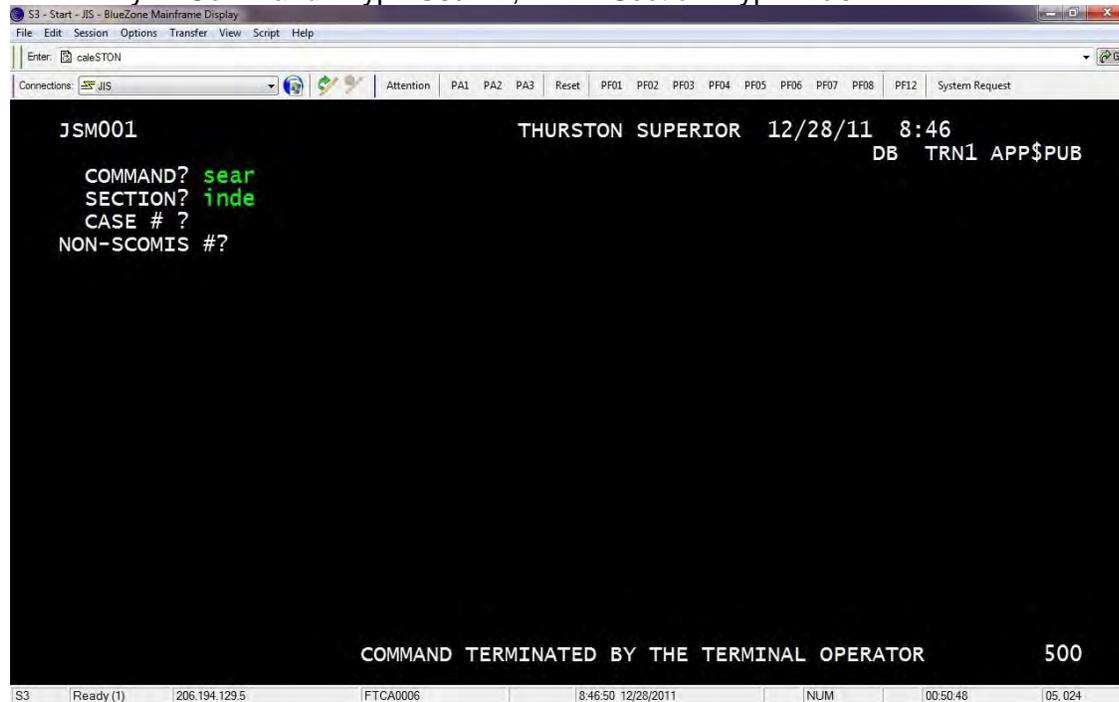
S3 Ready (1) 206.194.129.5 FTCA0028 12:00:23 12/23/2011 NUM 01:33:06 15.019
```

Click the  at the top right to close the session.

Probate Cases (Case Type 4)

Log into SCOMIS

You must know the county where the case was filed and change to that county. Once you are in the county at *Command?* Type **Search**, tab to *Section?* type **Index** <ENTER>



```
S3 - Start - JIS - BlueZone Mainframe Display
File Edit Session Options Transfer View Script Help
Enter: caleSTON
Connections: JIS
Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request

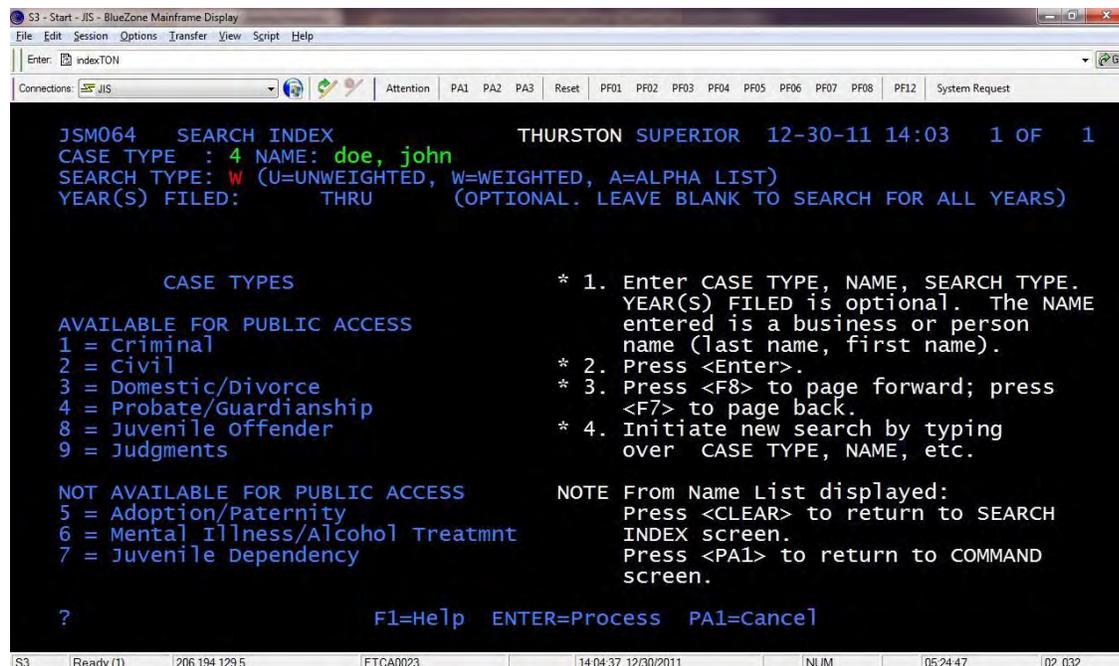
JSM001 THURSTON SUPERIOR 12/28/11 8:46 DB TRN1 APP$PUB
COMMAND? sear
SECTION? inde
CASE # ?
NON-SCOMIS #?

COMMAND TERMINATED BY THE TERMINAL OPERATOR 500

S3 Ready (1) 206.194.129.5 FTCA0006 8:46:50 12/28/2011 NUM 00:50:48 05.024
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At Case Type enter **4**, at Name type the **last name, first name** <ENTER> Tab to the line of the case you want to view <ENTER>

Decedent Name: Displays as a result of Search Index, on the Names screen, and Docket Screen



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S3 - Start - JIS - BlueZone Mainframe Display
File Edit Session Options Transfer View Script Help
Enter: indexTON
Connections: JIS
Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request

JSM064 SEARCH INDEX THURSTON SUPERIOR 12-30-11 14:03 1 OF 1
CASE TYPE : 4 NAME: doe, john
SEARCH TYPE: W (U=UNWEIGHTED, W=WEIGHTED, A=ALPHA LIST)
YEAR(S) FILED: THRU (OPTIONAL. LEAVE BLANK TO SEARCH FOR ALL YEARS)

CASE TYPES
AVAILABLE FOR PUBLIC ACCESS
1 = Criminal
2 = Civil
3 = Domestic/Divorce
4 = Probate/Guardianship
8 = Juvenile offender
9 = Judgments

NOT AVAILABLE FOR PUBLIC ACCESS
5 = Adoption/Paternity
6 = Mental Illness/Alcohol Treatmnt
7 = Juvenile Dependency

* 1. Enter CASE TYPE, NAME, SEARCH TYPE.
YEAR(S) FILED is optional. The NAME
entered is a business or person
name (last name, first name).
* 2. Press <Enter>.
* 3. Press <F8> to page forward; press
<F7> to page back.
* 4. Initiate new search by typing
over CASE TYPE, NAME, etc.

NOTE From Name List displayed:
Press <CLEAR> to return to SEARCH
INDEX screen.
Press <PA1> to return to COMMAND
screen.

? F1=Help ENTER=Process PA1=Cancel

S3 Ready (1) 206.194.129.5 FTCA0023 14:04:37 12/30/2011 NUM 05:24:47 02.032
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File Date: Displays on the Basic Screen and Summary Screen

Case Number: Displays on Basic, Names, Docket, Summary

Personal Representative: Displays on the Names screen if the clerk enters the Connection Code REPxx and the name of the Personal Representative once appointed. It might be that the clerk has entered the name of the Petitioner, who may also be the Personal Representative, and another entry for the REP is not entered.

Personal Representative Address: Usually not entered on the Names Screen. However, I have seen some courts enter this information for the PR. Just depends on the local clerk practice.

Personal Representative Phone Number: Usually not entered on the Names Screen.

Attorney Name: Displays on the Names Screen

Attorney Address/Phone Number: From the Names Screen if you place the cursor on the attorney line then press F5, a new screen opens with the address and phone number for the attorney.

Date of Death: This would appear on the Names Screen if the Clerk has entered it under the Deceased column.

Date of Birth: Not entered.

Last Known address for decedent: Not usually entered

FAQS

Why can't I log in? The message I get is "The user id has been revoked."

- If a customer has not used the system in the time frame of 6 months to 1 year the AOC security department will revoke the password and a site coordinator or AOC JIS-Link Administrator will have to reset the password. A customer would get this message also if they entered an incorrect password more than 5 times.

Why can't I log in? The message I get is "Invalid sign on Information entered. Try again or contact your JIS Security Administrator." There are 3 possible reasons for this message.

- If the customer has not used the system in over 1 year, AOC security department will delete the RACFID (User Id). A site coordinator will have to ask the AOC JIS Link Administrator to reinstate the User ID. If this happens to a Site Coordinator or Alternate Coordinator, they will need to see page 12 of the JIS-Link Security/Billing Manual. For Non-Coordinators the Site Coordinator will need to submit a Manage User ID Form. (See Page 6 of the JIS-Link Security/Billing Manual).
- A customer would get this message if the account has been suspended by the AOC JIS Link Administrator as well (I.E. Non-payment of account). For this action, a site coordinator would contact the AOC **JIS-Link Billing Desk at 360-704-4018**. If you receive a voice message, leave your name, phone number, name of your company/firm/ and your User ID.
- A customer has allowed Windows to save a password from any Web Site. Now, they cannot access JIS. They will need to clear the cache, which includes saved passwords. Each Web Browser handles this differently so you may need to enlist your technical help for this.

In SCOMIS when I type the DISPlay DOCKet with the case number, I receive a Check Digit error.

- You must be in the County database where the case is filed. Look at the top of your SCOMIS Screen towards the right, it will display which county you are currently in. If the

case is filed in another county, change to that county and try again

I cannot find Pierce County Superior Court cases in SCOMIS?

- The SCOMIS docket record is abridged for active cases. The Pierce County Clerk maintains the automated official court record, including a complete docket in the Pierce County Legal Information Network Exchange (LINX).
- SCOMIS will continue to display complete Pierce County case status information as well as Name/Case and Judgment indices. JIS will continue to maintain and display, as appropriate, Pierce County statewide case, person, and order history information. LINX is available on the Internet at <https://linxonline.co.pierce.wa.us/linxweb/Main.cfm>.

I need information on SCOMIS Archived Cases.

- SCOMIS cases are eligible for off-line storage 18 months after case completion. An asterisk (*) displays next to a case number on SEARCH INDEX if some case data has been moved offline (archived). Electronic archiving moves attorney name, docket and case flow management data from inactive completed cases to off-line storage. All other case information is still available.
- A SCOMIS archived case can only be restored by the Superior Court that entered the case. You may contact the courts directly for further information regarding archiving and retention of records. For court telephone numbers and addresses, see [Court Directory](#).

Is SCOMIS/JIS access through JIS-Link like the SCOMIS/JIS public access terminals at the superior/district courts?

- The major difference is that, while public access terminals at the court provide access to that court's records only, JIS provides you with access to all counties and court levels from the convenience of your office/home.

Is there a time limit on how long we spend online?

- If you are signed on but don't press a function key (i.e., <ENTER>) within a specified time (currently 10 minutes), it is assumed you are no longer actively using an application, and your session is terminated.

When I encounter problems, how do I get help?

- Information is available under the "Resources" section here: www.courts.wa.gov/jislink/.
- If you still need assistance, your Site Coordinator may need to submit an eService Request explaining the problem.

I need the hard copy documents for a case. How do I get them?

- To get hard copy documents for a case you will need to contact the court directly.
- The Washington State Court Directory located at www.courts.wa.gov/court_dir/?fa=court_dir.county.

When I am in JIS or PRINT or SCOMIS I get the following message, "DFNAC2001 <current date> <current time> <session id> Transaction 'OK' is not recognized.

- Check that the transaction name is correct.

I get a bunch of random symbols or characters on the screen and cannot get off the screen.

- press your <Pause/Break> key on your keyboard. This will clear the screen. Then, type LOGOFF and press <ENTER>.