

Quick Reference Card for Accessing Public Information on Estate and Administration Cases

Using Public Access

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[Click here](#)

1. On the home page, click [Click here](#). You see the Search Page.
2. In the Court Department selection box, select Probate and Family Court department. The Court Division selection box may appear. Select the court division. The Court Location will auto fill. Searches are limited to one division at a time.
3. If desired, change the number of results that you'd like to see on each page.
4. After you complete the Court fields, the search tabs (Name Search, Case Type Search, Case Number Search, and Ticket/Citation # Search) become active. Each tab gives you different search options.

Case Number Search

Tip: If you know the case number (also known as the docket number), clicking the Case Number tab to search by case number is the easiest way to find your case.

1. Click the Case Number Search tab.
2. Complete the Case Number field. If you enter this number, it must be an exact match, with correct capitalization, spacing, and hyphens. For example:

PL11P9977EA
PL12P9876EA
PL07P7897-EP1

3. Click **Search**, and skip to the section of this quick reference card titled "Accessing the Public Case Information."

Case Type Search

Tip: If you want to search for cases initiated between certain dates, choose the Case Type tab.

1. Click the Case Type Search tab.
2. Complete the following fields.
 - a. Begin Date field: Click the calendar icon  to select the desired starting date.
 - b. End Date field: Click the calendar icon  to select the desired ending date.

The date range cannot exceed 12 months.

 - c. Case Type: In the Case Type selection box, select the desired case type. Only the Estate and Administration Case Type is available on the Internet.
 - d. City/Town: Leave "All Cities" as the selection. This filter is used only for Land Court cases.
3. Click **Search**, and skip to the section of this quick reference card titled "Accessing the Public Case Information."

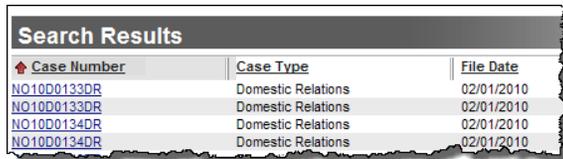
Name Search

1. Complete the following fields.
 - a. Last Name: Enter the last name
 - b. First Name: Enter the first name
 - c. Company Name: If a company is involved, enter the company **instead** of the last name and first name of a party.
 - d. (Optional) Case Type: To limit the search by case type, select the case type from the Case Type selection box.
 - e. (Optional) Case Status: To limit the search by case status, select the case status from the Case Status selection box.
 - f. (Optional) Date of Birth Search Range: Click the calendar icons to select dates.
 - g. Do not use Date of Death Search
 - h. (Optional) File Date Search Range: Click the calendar icons to select dates.
2. Click **Search**, and skip to the section of this quick reference card titled "Accessing the Public Case Information."

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Accessing the Public Case Information

The search results look similar to the screen shot pictured below.



Case Number	Case Type	File Date
NO10D0133DR	Domestic Relations	02/01/2010
NO10D0133DR	Domestic Relations	02/01/2010
NO10D0134DR	Domestic Relations	02/01/2010
NO10D0134DR	Domestic Relations	02/01/2010

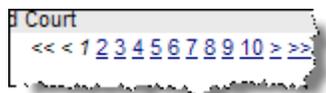
If you don't see your case immediately, take the following steps.

1. In the lower left, find the total results retrieved and the number of items displayed per page.



07 TL 134556
07 TL 134557
07 TL 134557
Showing 1 to 10 of 200

2. In the lower right, you see a navigation bar.



<<	<	1	2	3	4	5	6	7	8	9	10	>	>>
----	---	---	---	---	---	---	---	---	---	---	----	---	----

Use the navigation bar to navigate through the pages.

3. Click the column headers to sort the search results.

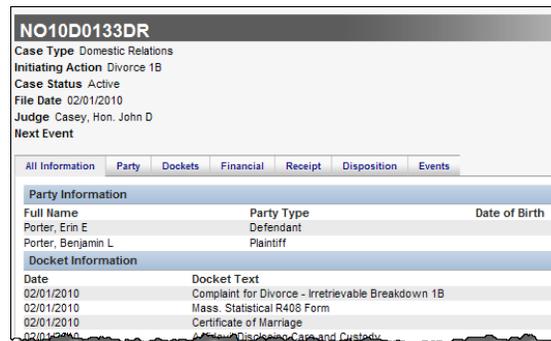
Note: The red up/down arrows next to the column headers indicate ascending/ descending order.

Each retrieved record represents a party in a case. Therefore, case numbers may appear multiple times in the search results.

The system displays a maximum of 200 records for each search. Narrow your search criteria if you can't see all of the records in the selected range.

Take the following steps to view more information about a case. Please note that the initial action on a case may have gone to decree/judgment. However, subsequent activity may have occurred on the case and will be viewable by clicking on the case hyperlink. If a subsequent action has been entered on the case an additional tab, labeled subsequent action/subject, will present when the case hyperlink is clicked.

1. Click the desired case hyperlink.
2. When you click the desired hyperlink, you see the public information about the case. You can click the tabs for more information.



NO10D0133DR		
Case Type	Domestic Relations	
Initiating Action	Divorce 1B	
Case Status	Active	
File Date	02/01/2010	
Judge	Casey, Hon. John D	
Next Event		
All Information Party Dockets Financial Receipt Disposition Events		
Party Information		
Full Name	Party Type	Date of Birth
Porter, Erin E	Defendant	
Porter, Benjamin L	Plaintiff	
Docket Information		
Date	Docket Text	
02/01/2010	Complaint for Divorce - Irretrievable Breakdown 1B	
02/01/2010	Mass. Statistical R408 Form	
02/01/2010	Certificate of Marriage	
02/01/2010	Affidavit Dispositive Care and Custody	

3. To find other cases, click on the menu items at the top of the page. Choose:
 - a. **Back to Search Results** to return to list of retrieved cases
 - b. **Revise Current Search** to modify search criteria or to select a different search method

- c. **New Search** to search for cases in a different division
- d. **Home** to return to welcome page when finished searching

Ticket/Citation # Search

1. For BMC and District Court Departments only. Not applicable for other court departments.
2. Click the Ticket/Citation # Search tab.
3. Enter the ticket number. The ticket number is the same as the citation number associated to a charge.
4. Click Search, and skip to the section of this quick reference card titled "Accessing the Public Case Information."