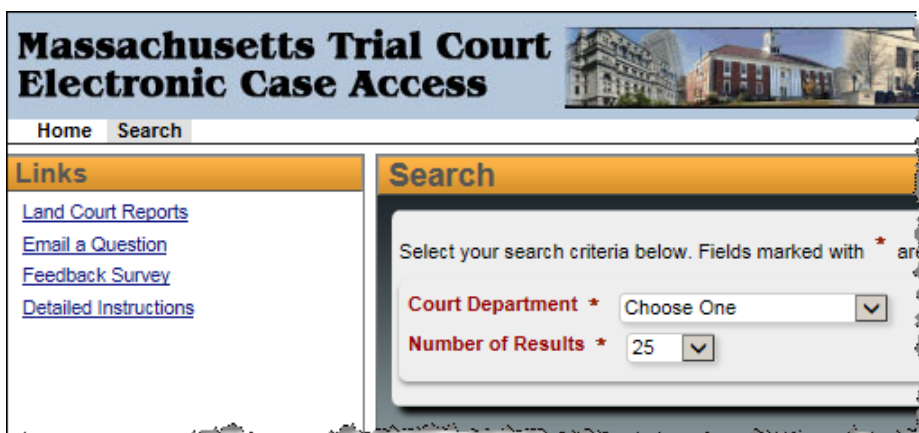


Logging In to the Electronic Case Access Application

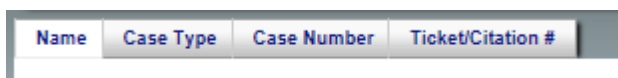
1. Go to www.masscourts.org. You see the Massachusetts Trial Court Electronic Case Access home page.
2. Check the box to indicate that you are not a robot.
3. Click the button to search public records.

[Click Here](#) To search public records.

4. You see the Search Page.



- a. In the Court Department box, select your court department.
 - b. In the Court Division box, select your court division.
 - c. In the Court Location box, the court location automatically fills.
 - d. (Optional) In the Number of Results box, change the number of results that you'd like to see on each page.
5. After you complete the Court fields, the search tabs shown below appear.



Each tab gives you different search options.

Using the Name Search Tab

(Civil Cases Only)

1. Complete the following fields.
 - a. Last Name: Enter the last name, formatting it with an initial capital letter followed by lower case letters. The system requires two characters.
 - b. First Name: Enter the first name, formatting it with an initial capital letter followed by lower case letters. The system requires one character.
 - c. Company Name: If a company is involved, enter the company instead of the last name and first name of a party.

For the quickest search results, do not modify the Optional Parameters listed below.



- 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) Party Type: To limit the search by party type, select the party type from the Party Type selection box.
- g. (Optional) Date of Birth Search Range: Click the calendar icons to select dates.
- h. (Optional) Date of Death Search Range: Click the calendar icons to select dates.

Instructions for Massachusetts Trial Court Electronic Case Access

- i. (Optional) File Date Search Range: Click the calendar icons to select dates.
2. Click **Search**. Skip to Page 3 of this document.

Using the Case Type Search Tab

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 one month.

- c. Case Type: In the Case Type selection box, select the desired case type.
 - d. City/Town: In general, leave "All Cities" as the selection. Land Court users can optionally select a city or town.
3. Click **Search**. Skip to Page 3 of this document.

Using the Case Number Search Tab

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 leading zeros. For example:

Land	07 TL 134560
Probate & Family	PL14E0125QC
District	1153CV000005
Housing	08H77SP000890
BMC	1504CV000002
Superior	1473CV00213

Click the hyperlinks to see more examples of case numbers for each court.

3. Click **Search**.

Accessing Public Case Information

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



The screenshot shows a search results interface with a yellow header 'Search Results'. Below the header, it says 'Displaying all 3 matches.' and a table with three columns: Case Number, Case Type, and File. All three entries in the table have the same case number 'SU16P1761EA' and case type 'Estates and Administration', with a file date of '08/03'.

Case Number	Case Type	File
SU16P1761EA	Estates and Administration	08/03
SU16P1761EA	Estates and Administration	08/03
SU16P1761EA	Estates and Administration	08/03

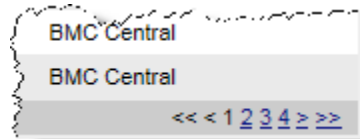
If you don't see your case immediately, take the following steps.

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

Instructions for Massachusetts Trial Court Electronic Case Access



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



Use the navigation bar to navigate through the pages.

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

Tip: 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 100 records for each search. Narrow your search criteria if you can't see all the records in the selected range.

Take the following steps to view more information about a case.

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.



3. To find other cases, click on the menu items at the top of the page. Choose:

- a. **Results** to return to list of retrieved cases
- b. **Search** to modify search criteria or to select a different search method or search for cases in a different court
- c. **Home** to return to welcome page when finished searching

How to Print

In the upper-right, click the  print icon.