

Course 301

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## Finding a Case

Using the “Find A Case” Tab”, cases in ACIS may be found by:

- Searching by Case Number
- Searching by a Word or Phrase in the Style of the Case
- Searching by an Attorney or Official in the Case
- Searching by an Issue in the Case (Under Construction)

The screenshot shows the ACIS.alabama.gov website. At the top, the logo 'ACIS.alabama.gov' is displayed. Below the logo, there is a navigation bar with the following items: 'Your User Id: johndoe@hotmail.com', 'No Alerts At This Time!', 'View Your Basket', and 'Logout'. Below the navigation bar, there is a status bar with 'Account Status: Level III Subscription', 'Available Page Allowance: 450 Pages', and 'Available Case Tracking Allowance: 6 Cases'. The main navigation menu includes 'MAIN MENU', 'YOUR ACCOUNT', 'E-FILE DOCUMENTS', 'FIND A CASE' (circled in red), 'CASE TRACKING', 'YOUR DOCUMENTS', 'YOUR E-NOTICES', and 'REPORTS'. Below the navigation menu, there is a 'Main Menu' section with an 'Information Bulletins' alert. The alert reads: 'Rules Alert - The Supreme Court has adopted a redaction policy effective June 1, 2010. See Rule 56 ARAP'. Below the alert, there are two columns of case listings. The left column is titled 'Decisions Released During The Past 30 Days' and lists several cases, including 'Supreme Court Release List for July 23, 2010', '1071678: Gene William Cheshire v. Pearl Putman: Alexan', '1071679: Allstate Electric Company, Inc. v. Pearl Putm', 'Civil Appeals Release List for July 23, 2010', and '2081032: Carol J. Tucker and Donald I. Tucker v. I. Luth'. The right column is titled 'Your Pending Cases (4)' and lists four cases: '1091055: Marion Robert Morrison v. Josephine Alicia Sa', '1071453: John Ford and Tom Mix v. Howard Jones.', '2090920: The Quite Man Suit Company v. Stagecoach Trav', and '2090257: The Yellow Rose Express v. True Grit Enterpri'. At the bottom of the page, there is a footer with contact information for the Supreme Court of Alabama, Alabama Court of Civil Appeals, and Alabama Court of Criminal Appeals, along with the address: 'Judicial Building, 300 Dexter Avenue, Montgomery, Alabama 36104'.

Each of the searches will return the case with the available documents.

**Note:**

Once the case is displayed, you can “E-File a Document In This Case” or “Track This Case” by using the tabs located above the search results.

Your User ID: johndoe@hotmail.com		No Alerts At This Time!	View Your Basket	Logout
Account Status: Level III Subscription		Available Page Allowance: 450 Pages	Available Case Tracking Allowance: 6 Cases	
MAIN MENU	YOUR ACCOUNT	E-FILE DOCUMENTS	FIND A CASE	CASE TRACKING
			YOUR DOCUMENTS	YOUR E-NOTICES
				REPORTS
Search For Another Case		E-File A Document In This Case	Track This Case	
<b>Case Information in Supreme Court Case No: 1071501</b>				
<a href="#">View The Docket Sheet In This Case</a>				
Filed	Document Details	# of Pages	Document Size	
09/19/2008		36	1,170 K	
09/22/2008		1	345 K	
10/15/2008		1	357 K	
10/17/2008		38	945 K	
11/01/2008		19	2,727 K	
11/04/2008		1	426 K	
11/06/2008		1	354 K	
11/12/2008		1	362 K	
04/03/2009		17	628 K	
04/21/2009		1	441 K	

To search by case number, simply enter the Appellate Court case number and click the “Retrieve Case Information” button.

**ACIS.alabama.gov**

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Account Status: Level III Subscription    Available Page Allowance: 450 Pages    Available Case Tracking Allowance: 6 Cases

MAIN MENU | YOUR ACCOUNT | E-FILE DOCUMENTS | FIND A CASE | CASE TRACKING | YOUR DOCUMENTS | YOUR E-NOTICES | REPORTS

Search By Case Number | Advanced Search

Enter A Case Number:

Examples: Supreme Court: 1071501 (7 digits - 1 Character Court Prefix, 2 Character Year Indicator, 4 Digit Case Number)  
Civil Appeals: 2071501 (7 digits - 1 Character Court Prefix, 2 Character Year Indicator, 4 Digit Case Number)  
Criminal Appeals: 071501 (6 digits - 2 Character Year Indicator, 4 Digit Case Number)

Note: Online access to cases is limited to cases filed during the 2007 Court Term and thereafter

Supreme Court of Alabama (334)229-0700	Alabama Court of Civil Appeals (334)229-0733	Alabama Court of Criminal Appeals (334)229-0751
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Judicial Building · 300 Dexter Avenue · Montgomery, Alabama 36104

For technical assistance using this online service please contact our Help Desk at (334)229-0500.  
Hours of operation for Help Desk operators are Monday - Friday from 8:00 AM - 4:00 PM.

For the addition search options, click on the “Advanced Search” tab.

Your User Id: [johndoe@hotmail.com](mailto:johndoe@hotmail.com)  No Alerts At This Time! [View Your Basket](#)  [Logout](#)

Account Status: **Level III Subscription** Available Page Allowance: **450 Pages** Available Case Tracking Allowance: **6 Cases**

[MAIN MENU](#) | [YOUR ACCOUNT](#) | [E-FILE DOCUMENTS](#) | [FIND A CASE](#) | [CASE TRACKING](#) | [YOUR DOCUMENTS](#) | [YOUR E-NOTICES](#) | [REPORTS](#)

[Search By Case Number](#) | **Advanced Search** | [Search By A Word Or Phrase In The Style](#) | [Search By An Attorney Of Official In The Case](#) | [Search By An Issue In The Case](#)

Enter a word or phrase in the style of the case:

Select A Court:

Limit Search To Pending Cases:  Yes  No

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Supreme Court of Alabama (334)229-0700	Alabama Court of Civil Appeals (334)229-0733	Alabama Court of Criminal Appeals (334)229-0751
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To search by a word or phrase in the style of the case, enter the word or phrase into the search box. In this example we searched for “State of Alabama”. Select the Appellate Court you wish search within, and whether or not you wish to limit the search to pending cases.

Click the “Search Style Of The Case” button.

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MAIN MENU YOUR ACCOUNT E-FILE DOCUMENTS FIND A CASE CASE TRACKING YOUR DOCUMENTS YOUR E-NOTICES REPORTS

Search By Case Number Advanced Search

Search By A Word Or Phrase In The Style Search By An Attorney Of Official In The Case Search By An Issue In The Case

Enter a word or phrase in the style of the case: State of Alabama

Select A Court: Supreme Court

Limit Search To Pending Cases:  Yes  No

Search Style Of The Case

Note: Online access to cases is limited to cases filed during the 2007 Court Term and thereafter

Supreme Court of Alabama (334)229-0700 Alabama Court of Civil Appeals (334)229-0733 Alabama Court of Criminal Appeals (334)229-0751

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Because our search returned many results (1964), we see a message to narrow our query.

You can either enter another phrase to the search or limit the search to pending cases.

The screenshot displays the ACIS search interface. At the top, the user's ID is 'johndoe@hotmail.com'. A notification indicates 'No Alerts At This Time'. The account status is 'Level III Subscription' with an allowance of 450 pages and 6 cases. The navigation menu includes 'MAIN MENU', 'YOUR ACCOUNT', 'E-FILE DOCUMENTS', 'FIND A CASE', 'CASE TRACKING', 'YOUR DOCUMENTS', 'YOUR E-NOTICES', and 'REPORTS'. The search options are 'Search By Case Number' and 'Advanced Search'. The search criteria are 'Search By A Word Or Phrase In The Style', 'Search By An Attorney Of Official In The Case', and 'Search By An Issue In The Case'. The search results show 'We found 1964 cases that matched your search criteria. Please narrow your query and try again.' The search input field contains 'State of Alabama'. The search option is 'And'. The search input field is empty. The court is 'Supreme Court'. The limit search to pending cases is 'No'. The search button is 'Search Style Of The Case'. A note at the bottom states: 'Note: Online access to cases is limited to cases filed during the 2007 Court Term and thereafter'.

By limiting the search to pending cases and searching again, we return cases that match our criteria.

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MAIN MENU | YOUR ACCOUNT | E-FILE DOCUMENTS | FIND A CASE | CASE TRACKING | YOUR DOCUMENTS | YOUR E-NOTICES | REPORTS

Search By Case Number | **Advanced Search**

[Search By A Word Or Phrase In The Style](#) | [Search By An Attorney Of Official In The Case](#) | [Search By An Issue In The Case](#)

We found 242 cases that matched your search criteria. Would you like to refine your search?

Enter a word or phrase in the style of the case:

Select A Search Option: (Optional)

Enter a word or phrase in the style of the case: (Optional)

Select A Court:

Limit Search To Pending Cases:  Yes  No

Note: Online access to cases is limited to cases filed during the 2007 Court Term and thereafter

Case Number	Style
(Pending)	[Blurred Case Style]
(Pending)	[Blurred Case Style]

Searching by attorney or official in the case works similarly.

Click on the “Search By An Attorney or Official In The Case” tab and enter the last name of the person. Select their role in the case, the Appellate Court, and click the “Search The Attorneys And Officials” button.

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Account Status: Level III Subscription Available Page Allowance: 450 Pages Available Case Tracking Allowance: 6 Cases

MAIN MENU | YOUR ACCOUNT | E-FILE DOCUMENTS | FIND A CASE | CASE TRACKING | YOUR DOCUMENTS | YOUR E-NOTICES | REPORTS

Search By Case Number | **Advanced Search** | View Your E-Notices

Search By A Word Or Phrase In The Style | **Search By An Attorney Of Official In The Case** | Search By An Issue In The Case

Enter The Last Name Of An Attorney Or Official In A Case:

Select A Role: Attorney

Select A Court: Supreme Court

**Search The Attorneys And Officials**

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The results show a listing of attorneys or officials with a matching last name. Simply select the name of the person you wish to view, to display their cases.

Your User Id:  
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No Alerts At This Time!
View Your Basket 
Logout

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MAIN MENU
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REPORTS

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Search By Case Number
Advanced Search

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Search By A Word Or Phrase In The Style
Search By An Attorney Or Official In The Case
Search By An Issue In The Case

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Enter The Last Name Of An Attorney Or Official In A Case:

Select A Role:

Select A Court:

*Note: Online access to cases is limited to cases filed during the 2007 Court Term and thereafter*

Last Name	First Name	Role
<a href="#">Smith</a>		Attorney

The ability to search by an issue in the case is under development.

Your User Id: <a href="mailto:john.doe@hotmail.com">john.doe@hotmail.com</a>		No Alerts At This Time !	<a href="#">View Your Basket</a>	<a href="#">Logout</a>			
Account Status: <b>Level III Subscription</b>		Available Page Allowance: <b>450 Pages</b>	Available Case Tracking Allowance: <b>6 Cases</b>				
<a href="#">MAIN MENU</a>	<a href="#">YOUR ACCOUNT</a>	<a href="#">E-FILE DOCUMENTS</a>	<a href="#">FIND A CASE</a>	<a href="#">CASE TRACKING</a>	<a href="#">YOUR DOCUMENTS</a>	<a href="#">YOUR E-NOTICES</a>	<a href="#">REPORTS</a>
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<b>Under Construction</b>							
<b>Please Check Back</b>							
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