

JWEB Criminal (General Inquiry) Quick Reference



Getting Started

Log-on to JWEB Production Website

Harris County (Internal) users should use this link to access the JWEB Production Website: <http://criminal.jweb.harriscountytx.gov/> After initial setup, the username and password that you use to log-on to your Windows computer is passed to JWEB automatically.

If you are a non-Harris County (External) user or you **share** a workstation with others, then use the **external** JWEB link (below) which prompts each user to log-on. This region requires each user to log-on with their Email Address (username) and Associated Password (user-created).

Double-click the Internet Explorer icon  on your desktop. Enter the following **external** JWEB link: <https://crimalex.jweb.harriscountytx.gov/>.

Step	Action
Logging On to JWEB Production Website 	The Harris County Justice Community Federated Systems Authentication Portal (log-on screen) will display. <ol style="list-style-type: none"> Authentication Method defaults to Email. Note: The Authentication Method is AD for Internal Users. In the applicable fields, type the following. Internal Users: Type your Windows Sign-on (Username) and the Associated Password. External Users: Type your Email Address and the Associated Password. Press Enter or click the Authenticate button. The JWEB Application Support Information screen will display. Click the Continue to JWEB button. The JWEB Criminal System (Subsystem Main Menu) will display. On the Subsystem Main Menu, select <i>General Inquiry</i> to access Criminal System General Inquiry.

To Logoff JWEB: To close your active session, and return to the SIGNON PANEL,

- You can close the JWEB application by selecting the 'X' in the top right corner.
- Click the arrow on the **Account Info** field and select Logoff icon.
- To bookmark the page to return to it easily: click Favorites, select Add to favorites to designate where you want to save the link.

Log-on Failed

If you receive an error message when trying to logon to JWEB such as "Invalid Credentials", verify your Sign-on and password are correct and try again. If the same error message displays, one of the following is the cause.

Cause	Solution
JWEB account is Inactive	Contact your JWEB liaison or the Help Desk. Access requires an active account.
Incorrect Log-on credentials and/or Authentication Method	For Internal Users the Authentication Method is AD. For External Users the Authentication Method is Email.
Incorrect password used/Account locked due to multiple password violations	Call your JIMS liaison or the Help Desk to have a temporary JWEB password sent to you.

Security Violations After logging in to the JWEB region, if you are not cleared for the criminal screens you will receive the message, "THE **TRANSACTION ENTERED IS NOT VALID**. EITHER THE PAGE DOES NOT EXIST, THE PAGE IS UNDER DEVELOPMENT, OR THE TRANSACTION WAS BLANK, INCOMPLETE, OR INVALID. **PLEASE RE-ENTER YOUR TRANSACTION.**"

ALL SECURITY VIOLATIONS ARE RECORDED.

JWEB Security Administrators:	* Denotes users that may contact the Help Desk
Administrative Offices of the Court	Criminal Ct: Vickie Long 713-755-5704 Peter Awad: 713-755-4908
Community Supervision and Corrections	Amalia Griffin 713-755-2764
Civil District Courts Constables' Offices	Melissa Dartez 713-755-5396 Ed Cabral 713-755-7616 Assistants: Bill/Aaron 5-7617
County Criminal Courts at Law *District Attorney's Office District Clerk, Civil Division	Jennifer Juel 713-755-0999 Julianne Horst 713-274-5860 Renee McGee 713-755-6883 Project Coord: Mindy Hamrick 5-5740
District Clerk, Criminal Division	Jay Morgan 713-755-6883 Assistant: Gwen Moore 5-2353
Justices of the Peace Juvenile Probation Department	Jennifer Juel 713-755-0999 Jacquie Zalesnik 713-222-4176
Pretrial Services *Sheriff's Department	Ed Jones 713-755-4262 Misty Battaglia 713-755-6040 Omni Battle 713-274-4742
*HPD Agency Liaison	Kathryn Batiste 832-394-2399

Transactions

JWEB Criminal (General Inquiry) Transactions

Press **Enter** or click the **Search Inquiry** icon after typing data in field of screen.

TRANSACTION	TRAN ID AND NOTES
Basic ID Information Inquiry	LNAM (SPN or Name Inquiry) SPN or Last Name is required. May use additional identifiers with Name Inquiry.
Name and Address Inquiry	LNAI (Exact match on Last Name and First Name required)
Persons Connected with Case	LQY6 (Requires a valid CDI and case number) Be sure to use 12-digit case number for multi-count cases or ancillary action.
Court Settings Display	LQY8 (Requires a valid CDI and case number) Be sure to use 12-digit case number for multi-count cases or ancillary action.
Case Transactions (Documents)	LQY9 (Requires a valid CDI and case number) Be sure to use 12-digit case number for multi-count cases or ancillary action.
Case Summary	NQY3 (Requires a SPN)
Booking Inquiry	LBKI (Requires a SPN)
Warrant Inquiry	LWRI (Requires a SPN, or a CDI and Case Number)
Person Master Record Display	LPER (Requires a SPN)
Main ID Numbers Inquiry	LOOK (You may skip to the field for the identification number on which you wish to inquire.)
Summary of Cases Filed for 24 -Hour Period	LSCF (CDI and Date - MMDDYY are required)

Important Notes

- Harris County Help Desk – **713-274-4444**. Available **24/7**.
- Click the **Help** icon for access to **JWEB Application Support** information and JWEB Overview Videos and Training documents.
- Required fields are outlined in **Green** font.
- On the LQY6, LQY8 and the LQY9 screens you **MUST** use the correct *CDI number* of the degree of the cases to access the correct information.
- Examples of valid CDIs are 002, Class A or B misdemeanor and 003, Felony.
- SPN = Person's unique Harris County identification number (System Person Number), consisting of 8 digits
- In JWEB, informational and error messages will display in response to your actions. Check the top left side of the screen for messages about the status of your inquiry.

Public Record Access

Harris County provides public record access to the Criminal System by means of the District Clerk Web site at, <http://www.hcdistrictclerk.com>

To better protect court documents, users are required to have a registered logon with the District Clerk. Please see the **FAQs** on the District Clerk site for registration information.

Miscellaneous

Paging Techniques

The Data Pager Region contains a bar found on the bottom of the screen which allows for viewing of multiple pages. Note: This region is only visible when there is data that displays on more than one page.

- Click the single arrows to more forward or backward one page at a time.
- Click the double arrows to access the first page or the last page.
- Specify a specific page number. Click the drop-down list and select a listed page number.

Function Key Region

- The Footer Region includes a **Function Key/PF Key-Button** Region. This region is used for buttons that replace the PF keys used to navigate or transfer on the JIMS mainframe. This region will always remain visible.
- Hover over a Function Key/PF Key-Button to see the PF Key equivalent on the JIMS mainframe and the transaction (screen) to which you will navigate.

JWEB Icons

- The **Help** icon will access JWEB Application support information and JIMS Training manuals.
- The **Refresh** icon will reset/clear the screen.
- The **Search Inquiry** icon will process your inquiry. It functions the same as the Enter key.
- The **Report** icon will print the report.