


# The J-Web Civil System Quick Reference Card

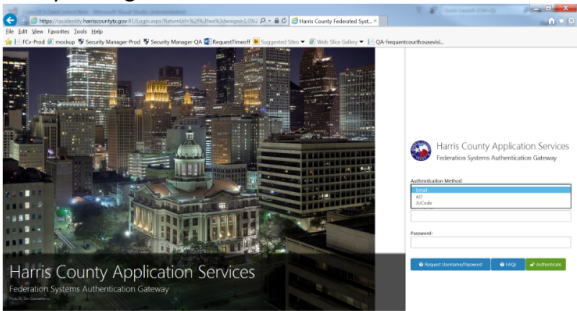
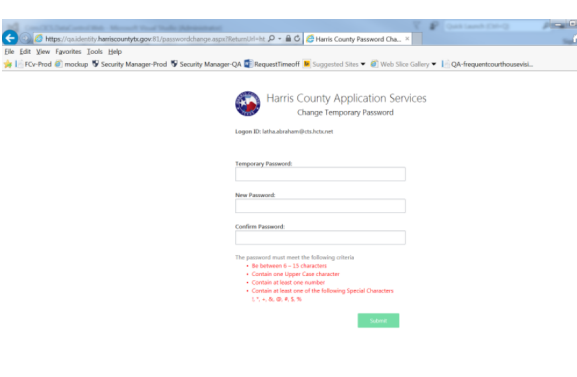


## Getting Started

### Logon and Logoff J-Web external production website

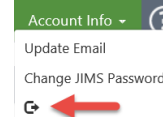
If you **share** a workstation with others, use the external J-Web link, which prompts each user to sign-on. This region requires each user to sign in initially with their existing JUCode and password. The application will prompt the user to provide an email address; once this is done successfully, a message will display indicating that the user should check their inbox for an email. The email should include a temporary password and a login button. Click the login button to change the temporary password to a new password (see second screen shot below).

Double click the Internet Explorer icon  on your desktop. Enter the following external J-Web link: <https://civilex.jweb.harriscountytexas.gov/>.

Step	Action
<p>Ready for Logon</p> 	<p>Logon page will display.</p>
	<p>Enter the temporary password.</p> <p>Enter a new password.</p> <p>Confirm the new password.</p> <p>Click &lt;Submit&gt;.</p>

**To Logoff J-Web:** To close your active session, and return to the SIGNON PANEL,

1. You can close the J-Web application by selecting Account Info at the top right-hand corner of the screen, then clicking on the Logout icon.



2. To bookmark the page in order to return to it easily: click favorites, select add to favorites, designate where you want to save the link.

### Logon Failed

If you receive an error message when trying to logon to J-Web such as "Invalid Credentials", please contact the CTS Help Desk at (713) 274-4444.

Cause	Solution
Password expired	Contact the CTS Help Desk to change your password.
Logon ID suspended because of password violations	You have made 10 invalid logon attempts and your password needs reset. Contact the CTS Help Desk.

### Security Violations

After logging in to the J-Web region, if you are not cleared for the civil 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.*

Project Analysts:	*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	Katrina Blacklock 713-755-2725
	Assistants: Amalia Griffin 5-2764
	Doug Jones 5-2774
Civil District Courts	Melissa Dartez 713-755-5396
Constables' Offices	Ed Cabral 713-755-7616
	Assistants: Bill/Aaron 5-7617
County Criminal Courts at Law	Jennifer Juel 713-755-0999
*District Attorney's Office	Julianne Horst 713-274-5860
District Clerk, Civil Division	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	Jennifer Juel 713-755-0999
Juvenile Probation Department	Izer Billings 713-222-4177
	Cassandra Williams 713-222-4169
	Omni Battle 713-274-4742

## Most Used Civil Inquiry Screens

<u>Code</u>	<u>Screen Name</u>	<u>Purpose of Screen</u>
ACT 50	Court Activity General Inquiry	Signed orders and recorded activities for a case.
ATY 35	Civil Attorney Inquiry	Attorney name inquiry. Allows transfer to ATY 36.
ATY 36	Civil Attorney Case Inquiry	Attorney bar number inquiry. Lists civil cases to which the attorney is connected.
ATY 80	Attorney Vacation Inquiry	Attorney vacation records.
DKT 70	Case Setting History Inquiry	Case setting history for a case.
DKT 80	Docket Setting Inquiry	List of cases on a court docket.
DWP 60	D.W.O.P. Notice Inquiry	D.W.O.P. and final dismissal notices.
INT 41	Document Inquiry	Documents filed in a case and recorded in the online system.
INT 55	Service Request Inquiry	Service documents requested for a case.
INT 57	Service Address Inquiry	Addresses used for service requests.
INT 60	Service Inquiry	Status of service documents in a case.
INT 65.10	General Party Inquiry	Use a case number to access a list of parties to a case.
INT 65.40	Name Inquiry Associated Cases	Inquire with the name of a person or company and access a list of cases to which that party has been connected since 1981.
INT 65.45	Civil Name Inquiry Prior to 1981	Inquire with the name of a plaintiff type or defendant type and access cases from 1969 - 1981.
INT 65.60	Party Address Inquiry	Inquire with a case number and access current mailing addresses for the parties.
INT 70	New Cases Filed Inquiry	List of cases filed in Harris County Civil and Family District Courts.

<u>Project Analysts:</u>	*Denotes users that may contact the Help Desk	
Pretrial Services	Ed Jones	713-755-4262
*Sheriff's Department	Misty Battaglia	713-755-6040
	Omni Battle	713-274-4742
*HPD Agency Liaison	Kathryn Batiste	832-394-2399

## Public Record Access

Harris County provides access to the Civil System by means of a Public Access Internet Web site at, <http://www.hcdistrictclerk.com>

The transactions available with public access are the same case details that are available on J-Web with the exception of detailed microfilm screens.

## Miscellaneous

Harris County provides access to the Civil System Orientation and other manuals online at, <http://www.hctx.net/Training/JIMSManuals.aspx>

### Keyboard References

- Tab key moves you forward 1 field at a time
- Shift + Tab moves you back 1 field at a time
- Spacebar erases 1 character at a time moving forward
- To access a code table for any field, select the lookup modal.

### Paging Techniques

The Data Pager region is used for pagination functionality. It replaced the paging functionality found in the top-right section of the mainframe screen. This region is only visible when there is data that displays on more than one page.

The **Back** key takes you back to the previous screen. The **F7-Backward** and **F8-Forward** are replaced by the browser Page Back and Page Forward.

The Function Key region is used for buttons that replaced the PF keys. Buttons representing function keys for the displayed page will appear when applicable. The **F11-Help** function key will no longer be visible/enabled in this region.

The **Help** Icon will be used to access help and support information.

The **Refresh** icon will reset/clear the page and will replace the pause break key.

Click on the **Report** icon to print an associated report. This icon is only visible when a programmed report is available.

## Most Used Civil Inquiry Screens

<u>Code</u>	<u>Screen Name</u>	<u>Purpose of Screen</u>
INT 75	Case Summary Inquiry	Summary of a particular case.
PST 10.20	Post-Trial Appeal Inquiry	Post-Trial Appeal Events for a Case
PST 30.20	Post-Trial Abstract Inquiry	Request for Abstracts of a Case
PST 50.20	Post-Trial Bond Inquiry	Bond Activity for a Case