


The J-Web Civil System Quick Reference Card



Getting Started

Logon and Logoff J-Web internal production website

If you **share** a workstation with others, use the external J-Web link, which prompts each user to sign-on. Users can login to J-Web using their AD credentials (windows username and password).

Double click the Internet Explorer icon  on your desktop. Enter the following internal J-Web link: <http://civil.jweb.harriscountytexas.gov/>. People who sign on to their **own** workstation should use this link.

Step	Action
<p>Ready for Logon</p> <hr/> <h3>JWEB Application Support Information</h3> <p>For all application support request, please first contact your agency's security administrator or JIMS liaison.</p> <p>If they are unable to resolve the issue, please contact the ITC Help Desk at (713) 274-4444, or send an email request to create a support ticket. For more information, please visit our support page for more helpful links and some training material.</p> <p>When you speak to an ITC Help Desk Analyst, please be prepared to provide the following information:</p> <ul style="list-style-type: none"> • State that your question is regarding the J-WEB Application; • Provide the name of the page; • Provide the case number or record you are working with; • Communicate any displayed error messages. <p>Here is detail document explaining this process.</p> <p>We look forward to working with you to resolve this issue.</p> <p>Harris County ITC Justice Applications J-WEB Application Support Team</p> <p>All users are advised that this is a restricted information system for authorized use only by authorized members of the law enforcement and criminal justice community. System usage may be monitored, recorded, and subject to audit. Use of the system indicates consent to monitoring and recording. Unauthorized access of this system or unauthorized use of the information provided on the system is prohibited and may be subject to criminal and/or civil penalties.</p> <p>Continue To JWEB</p>	<p>Click the <Continue to JWEB> button</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 the 'X' in the top right corner.
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 <i>Assistants:</i> Amalia Griffin 5-2764 Doug Jones 5-2774
Civil District Courts Constables' Offices	Melissa Dartez 713-755-5396 Ed Cabral 713-755-7616 <i>Assistants:</i> 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 <i>Project Coord:</i> Mindy Hamrick 5-5740
District Clerk, Criminal Division	Jay Morgan 713-755-6883 <i>Assistant:</i> Gwen Moore 5-2353
Justices of the Peace Juvenile Probation Department	Jennifer Juel 713-755-0999 Izer Billings 713-222-4177 Cassandra Williams 713-222-4169
	Omni Battle 713-274-4742 Kathryn Batiste 832-394-2399

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