Get Started!

CourtTrax is web-based, and all searches performed through CourtTrax are defined using one screen. Open your browser and enter www.courttrax.com. On the CourtTrax homepage, click on "Client Logon" in the upper right hand corner. On the logon page, enter your username and password as provided by CourtTrax. Remember that your password is case sensitive. Also, don't forget to check the "Remember Me" box below your logon information to automate your logon procedure for the future.

Set-up your Search

Step 1: Courts - Choose your jurisdiction by moving your cursor over the "Courts" button on the tool bar (in gray) at the top of the search form. Simply click on the appropriate jurisdiction to bring up the associated search form. "Express Criminal Records" is available for Washington and Oregon only. **Note:** The search form will default to the last jurisdiction searched during your previous CourtTrax session.

Step 2: Client Matter # - This field may be mandatory depending on your account set-up. Enter your client/matter number or search title if required.

Step 3: Court Level – Select the appropriate court level depending on the jurisdiction you are searching.

- In Washington, the "Superior–Index" court level is available for individual and business name searches only. This database is updated once per week. All other state and federal court levels are "real-time" searches and provide up-to-the-minute search returns.

- In Washington, all Case/Judgment searches are "real-time" and require the Court Level to be set at "Superior", "District & Municipal" or "Appellate/Supreme".

Step 4: Select Court – Select the specific location(s) within the jurisdiction. CourtTrax offers various statewide and regional searches within each jurisdiction. Multiple counties may be selected by holding down the "Control" key as you make your selections.

Step 5: Select Case Type – When searching by name, you may limit your search to certain case types. **Note**: When searching by "Case/Judgment Number", selecting a case type is not an option.

Step 6: Search Type - Select "Individual Name", "Business Name", or "Case/Judgment Number" then enter the appropriate data. **Note:** When performing a name search, be sure to cast the widest net possible! Refrain from including middle initials, "Jr.", "III", etc. The courts may not have recorded the name exactly as you have it. This is additionally true for "Business Name" searches, so avoid "Inc." or "LLC" when initiating a search. The intermediary search screen will list ALL matches for a generalized name, and from there you can refine the focus of your search.

Step 7: Click "Submit" To Launch the Search

Dispatch and Resume – Just below the "submit" button you will see "Dispatch and Resume". This option can be used when you have multiple searches to be performed in the same CourtTrax session. When Dispatch and Resume is selected, CourtTrax immediately returns you to the search form to enter another search request. When your data entry is completed, click "Refresh List" at the top of your "Saved Search Reports" and your searches will be automatically loaded.

Saving, Deleting, Printing, Watching and Emailing Searches
All searches and document downloads are saved for 60 days in your "Saved Search Report" located below your search form.

Delete – Select the case(s) from your Saved Search Reports by using the associated check boxes, and then clicking on the trash 🗑 icon.

Print – Select the case(s) by using the check boxes and then clicking on the printer 🖨 icon on the Saved Search Report or you may open the case detail report and print directly from your browser.

Case Watch – Select a case by clicking the check box in your Saved Search Reports and then click the "eye" 👁 icon located at the top of your Saved Search Report. You may then select a daily, weekly or monthly watch for that specific case. You will receive an email every time the case watch has run, informing you whether or not there is any new activity.

To Email – From a Case Detail Report in your browser, simply click on *File -> Send -> Page by Email*.

*Further details on all application functions can be found using the "**Help**" link on the tool bar at the top of the search page!