

**Summit County Court of Common Pleas – Juvenile Division
Application/Usage Agreement for Attorney Access to Court Records**

(Please Print)

Last Name: _____ First Name: _____ M.I.: _____

Ohio Bar ID # _____

Business Address: _____

Email: _____ Phone: _____

Choose all that apply: Appointed: Retained:

Login Information will be e-mailed to the address listed above when your account has been created.

Searches within the system will be limited to clients and cases on which the below signed attorney has been retained or appointed. The Juvenile Court reserves the right to restrict and /or revoke access to the application at any time.

I hereby agree that all records obtained from this website will only be used for the purpose of representing my clients who have matters pending before this court. I further agree that I will not disseminate any records obtained from this web site to any person or agency, other than my clients, without an order of the court.

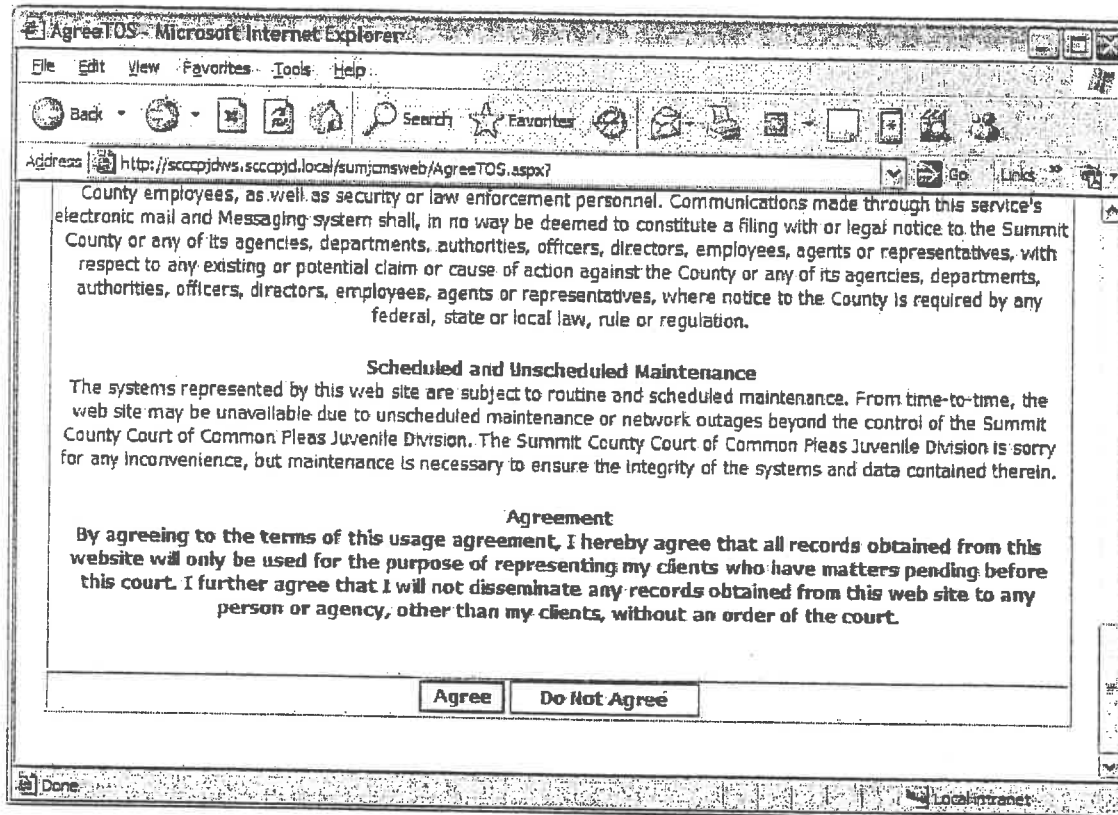
Signature: _____ Date: _____

Juvenile Court Record Search Instructions

1. When accessing the Juvenile Court Record Search web site you will first see the "Login" screen. In order to proceed you must supply your User ID and Password
 - User ID = Supreme Court ID Number
 - Password = Your initial password will be provided to you by the Juvenile Court.
2. After entering your User ID and Password click on the "Login" button to proceed.

The screenshot shows a Microsoft Internet Explorer browser window. The title bar reads "LOGIN - Microsoft Internet Explorer". The address bar contains the URL "http://scccpjdw.scccpjd.local/sumjomsweb/login.aspx". The main content area features the Summit County Juvenile Court logo on the left, which is a circular seal with a cross and the words "COUNTY OF SUMMIT". To the right of the logo, the text reads "Summit County Juvenile Court" and "LINDA TUCCI TEODOSIO, JUDGE". Below this, there are two input fields: "USER ID:" followed by a text box, and "PASSWORD:" followed by a text box. A "Login" button is positioned below the password field. The status bar at the bottom left shows "Done" and the bottom right shows "Local intranet".

3. After clicking on the "Login" button you will be presented with the "Usage Agreement/Disclaimer" screen. Please review the agreement. At the bottom of the screen you will find "Agree" and "Do Not Agree" buttons.



4. If you accept the terms of the usage agreement click on the "Agree" button.


5. After accepting the terms of the usage agreement you will see one of two screens.
- If this is the first time you have logged into the system you will be taken to the "Edit Password" screen.
 - Read the password requirements and decide on a password that you can remember.
 - Type your new password in the "Password" field. Type your new password once again in the "Repeat Password" field.
 - Click on the "Update Password" button.

WEB USER - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <http://sccc01dws.sccc01d.local/sumjcmsweb/MLPMaint.aspx> Go Links

 Summitt County Juvenile Court
LINDA TUCCI TEODOSIO, JUDGE

[Log Out](#) | [Change Password](#) | [Search Criteria](#)

Edit Password

**YOUR PASSWORD HAS EXPIRED.
PLEASE CREATE A NEW PASSWORD.**

1) Your password must be a minimum of 8 characters.
2) Your password must contain at least 1 alpha character and 1 numeric character.
3) Your password should be difficult to guess. Passphrases work best.

PASSWORD:

REPEAT PASSWORD:

Done Local intranet

- If you are not required to change your password or have just completed a password update the next screen you will see is the “Search Criteria” screen.

6. Key Search Fields: At least one of the following fields is required for your search.
 - *LAST NAME*
 - *JUV ID*
 - *Case Number*

Additional fields on the screen (i.e. age, date of birth, first name) can be used to narrow the range of your search. For example, if you are searching for a client with a common last name (i.e. smith) you can add additional information such as part of their first name or their age to limit the number of results the system will display.

7. Once you have entered the information you wish to search for click on the “Search” button. (If you have made a mistake or would like to search for a different person click on the “Clear Form” button)

8. A search results screen will display the record(s) that match your search criteria. An example of these results is shown below.

SEARCH RESULTS

Total Records: 746

JUV ID	LAST NAME	FIRST NAME	MI	SEX	RACE
<u>555555</u>	Doe	John	J	M	
DOB	HEIGHT	WEIGHT	HAIR	EYES	DRV LIC #
01/28/1995					

- Once you have identified the client you are searching for single click on the "JUV ID" or "Last Name" to retrieve more detailed information for that Juvenile. Clicking on either of these fields will take you to the "Juvenile Information" Screen.
9. Obtaining Detailed Information. Once you have navigated to the "Juvenile Information" screen you can obtain detailed information concerning your client/case. This information includes:
- Demographic Information
 - Known Aliases
 - History of Cases and Adjudications
 - Youth Address Information
 - Court Worker (Probation or Intake) if there is one active on the case.
 - Pending Court Information – Future Hearing Dates
 - Known Associates & Co-Defendants
10. Clicking on an underlined link will expose more detailed information depending on the link that you choose. (i.e. clicking on a case number will show current docket information for that case)

11. Navigation – Links at the top of each page allow you to navigate throughout the Juvenile Record Search System.

[Log Out](#) | [Change Password](#) | [Search Criteria](#)

[Juvenile Info](#) | [Mugshot](#) | [Relationships & Addresses](#) | [Case List](#) | [Open Warrants](#)

- **Log Out** – Logs you out of the system entirely. You should click this link when you are finished using this system.
- **Change Password** – Takes you to the change password screen.
- **Search Criteria** – Takes you to the “Search Criteria” screen so you can perform additional searches.
- **Juvenile Info** – Takes you to the “Juvenile Information” screen for the current juvenile you are viewing in the system
- **Mugshot** – This functionality is currently not available.
- **Relationships & Addresses** – displays juvenile and family addresses for the current juvenile you are viewing in the system.
- **Case List** – Takes you to a list of cases/charges for the current juvenile you are viewing in the system
- **Open Warrants** – Takes you to a list of open warrants for the current juvenile; if any exist.