

JOURNAL ePORTAL

SEARCH GUIDE

Step 1 – Visit Website

- **Website.** Visit the District Court website at www.kitsap.gov/dc.

Step 2 – Log In To ePortal

- **Website Homepage.** Click on the “ePortal” link in the top navigation menu.
- **Register – First Time User.** Register for a user account by clicking “Register here”.
- **Log In To ePortal.** Click on “log in” to enter email address and password.

Step 3 – Search For Case In ePortal

There are several methods to search for a case –

- **Case Search.** If you want to search for a case by case number.
 - **(1) Case Search.** Click on “Case Search” in the top navigation menu.
 - **(2) Case Number.** Type case number in the “Case Number” field.
 - **(3) Search.** Click “Search”.
 - **(4) Case Number.** Click on case number (highlighted in blue) to open the case.
- **Calendar Search By Name.** If you do not know the case number, you can search by the party’s last name and either – (a) hearing date; or (b) case number.
 - **(1) Calendar Search By Name.** Click on “Calendar Search” in the top navigation menu and select “Calendar Search By Name” in the drop down menu.
 - **(2) Event Date.** Enter the hearing date or range of hearing dates.
 - **(3) Last Name.** Enter the party’s last name. The party’s last name must be entered.
 - **(4) Search.** Click “Search”.
 - **(5) Case Number.** Click on case number (highlighted in blue) to open the case.

- **Calendar Search By Attorney And Officer**. If you want search by attorney (where the attorney has filed a Notice of Appearance). You can also search by officer name.
 - (1) Calendar Search By Attorney And Officer. Click on “Calendar Search” in the top navigation menu and select “Calendar Search By Attorney And Officer” in the drop down menu.
 - (2) Identification Type. Select “Bar Number” (attorney) or “Badge “Number” (officer) in the drop down menu.
 - (3) Identification Number. Type the bar number (attorney) or the badge number (officer) in “Identification Number” field.
 - (4) Search. Click “Search”.
 - (5) Case Number. Click on case number (highlighted in blue) to open the case.

PRACTICE TIP – NARROW THE SEARCH

For a faster response – (a) enter a hearing date range in the “Event Date” fields; and/or (b) select the courtroom in the “Location” field drop down menu.

- **Calendar Search By Courtroom**. If you want to search for multiple cases for a particular courtroom.
 - (1) Calendar Search By Courtroom. Click on “Calendar Search” in the top navigation menu and select “Calendar Search By Courtroom” in the drop down menu.
 - (2) Event Date. Enter the hearing date range in the “Event Date” fields.
 - (3) Courtroom. Select the courtroom in the “Location” drop down menu.
 - (4) Search. Click “Search”.
 - (5) Case Number. Click on case number (highlighted in blue) to open a particular case.
 - (6) Return To Calendar Search. To return to your calendar search, select the ← back arrow (in Microsoft Edge browser, the upper left portion of your screen)

PRACTICE TIP – SEARCH FOR A “SINGLE DAY”

For a faster response, click the ▼ caret and select “Single Day” in the drop down menu. Searching for multiple dates will result in a much slower response.