

Court Dockets

Docket Searching Systems

- [CourtLink \(Lexis\)](#). Provides flat-rate access, free PDF documents (includes Enhanced Documents, like Supreme Court briefs), numerous search options, availability of state court dockets, case-tracking ability, and keyword searching of federal courts.
- [Lexis Advance Dockets](#). Provides flat-rate access to federal and state dockets. PDFs of pleadings are not available at this time. By 2018, CourtLink and Lexis Advance Dockets are expected to merge and both dockets and pleadings should be available via the Lexis Advance platform.
- [Westlaw Dockets](#). Provides access to some federal and state dockets for free.
- [Court Resources Guide \(DOJ Libraries Guide\)](#). Some courts have online access to dockets online. Links to federal and state courts are available through the [DOJ Libraries Guide to Court Resources](#)
- [Pacer](#). **Use sparingly**. PACER only has federal courts, and does not offer keyword searching.

CourtLink Features and Resources

- [CourtLink Alerts](#). Alerts you by email when a new case meeting your search criteria is filed in a particular case. See below for detailed instruction on how to set up alerts.
- [CourtLink Docket Tracking](#). Tracks particular cases and will inform you when new pleadings have been filed in that case. See below for detailed instructions on how to set up tracking.
- [Expert Witness Searching](#)
You can find expert witness testimony through [Lexis](#), [Westlaw](#) and [CourtLink](#) (flat rate documents)
- [CourtLink Strategic Profiles](#). Charts showing case statistics for judges, attorneys, litigants, etc.
- [CourtLink Document Finder](#). Search for documents meeting key criteria, including type of document (i.e. motions, orders, et), nature of suit, parties (i.e. enter a judge, attorney, and/or litigant name), or jurisdiction. Can only search in 5 courts at a time and you must select a nature of suit and document type to run this search. This is NOT a comprehensive search.

- [CourtLink Document Text Search](#). Full-text searching for millions of documents from selected state and federal court litigation across the United States. 95% of this database are state court documents. This is NOT a comprehensive search.
- [CourtLink Patent Search](#). Find and receive alerts for patent-related cases, including all cases for a particular patent number or patent class/subclass.

Setting Up CourtLink Docket Tracking

[Download illustrated instructions for "Setting up CourtLink Docket Tracking."](#)

Go to [CourtLink](#) to set up docket tracking. Your ID is your Lexis ID and the **default password** is your last name. This works best with Internet Explorer.

1. Go to the **Track** tab.
2. Select **Track a Docket**.
3. Use the drop down menus to select **Court System**, **Court Type** and **Online Court** for the case you want to track. Fill in the appropriate Docket Number.
 - N.B. It is recommended that you select **Do not enforce Docket Number validation rules**.
4. **Advanced Notification Options**
 - Depending on the case, you may be able to have changes relating to either defense counsel additions, judicial assignments, or new litigants in a case highlighted in your docket email notification. You would select these particular highlights by checking the adjacent buttons.
 - Depending on the case, you may be able to have the addition of a particular type of document highlighted in your docket email notification. You would select your documents by holding the CTRL button and clicking to select multiple document types.
 - Depending on the case, you may be able to have a phrase highlighted in your docket email notification if you type in your phrase in the **Keyword(s)** box.
5. **Scheduling Options**
 - **Per the contract the Department negotiated, docket tracking will only take place on a weekly basis.**
 - Choices made when setting up individual docket tracks take precedence over the track preferences selected under the **My Account** tab.
6. **Emailing Docket to Another Individual**
 - To send a copy of your docket email notification to someone else, type in the email addresses of the additional recipients.

- You must select the format for your docket email notification - RTF, HTML or TEXT format.
- You don't need to include your email address since it will be sent to you by default.

7. Click the **Save Track** button.

Setting Up Default Preferences When Tracking Dockets – Just Notice or Actual Dockets

[Download illustrated instructions for "Setting Up Default Preferences When Tracking Dockets"](#)

Got to [CourtLink](#) to set up docket tracking preferences. Your ID is your Lexis ID and the **default password** is your last name. This works best with Internet Explorer.

1. Select **My Account** tab, **Preferences** tab below, and **Track** tab.

2. Tracked Docket Display Options

- You must select how you would like your docket displayed, in terms of a complete docket every time or just new entries, as well as whether you want to see items in reverse order or chronologically.
- To see most recent activity first, select Display proceedings in reverse order.
- If you choose **Display ONLY recent entries**, you will see all entries that have been added since the last time you viewed the docket.
 - The **Display ONLY recent entries** option isn't available for all courts.
- **To limit the number of emails you receive**, check the box **Automatically mark dockets with new activity as viewed**. Otherwise, you will be reminded daily to view your changed docket.

3. Tracked Docket Default Scheduling Options

- **Per the contract the Department negotiated, docket tracking will only take place on a weekly basis.**
 - **Default day is Wednesday.**
 - You can opt to have default preferences have docket track run on another week day.
 - Lexis is recommending you have them run either on Tuesday, Wednesday or Thursday to keep the email system from overloading.
- Selections made in this section will pre-populate any docket tracks that are subsequently set up.
- Choices made when setting up individual docket tracks take precedence over the preferences selected in this section.

4. Tracked Docket Email Notification

- The CourtLink default option is just to receive an email saying your dockets have changed (rather than the docket itself).
- You must select one of two options:
 - You can elect to receive an **Email only if NEW activity**.
 - You can elect to receive an **Email every time docket is retrieved**.
- **To limit the number of emails you receive with the Tracked Docket Email Notification Options**, check the box **Email only if NEW activity**. Otherwise, any time someone pulls up the docket, you will be notified.

5. Tracked Dockets Not Retrieved

- The purpose of this feature is to let you know if your docket wasn't retrieved because a court system was down.
- CourtLink will retrieve the docket when the court becomes available again.
- You must select one of two options:
 - If you would like to be informed which dockets are impacted because a court system is down, check the box **Email list of tracked dockets not retrieved**.
 - If you don't want to be informed when this happens, check the box **Do not email tracked dockets not retrieved**.

6. Email Notification

- CourtLink allows you to receive email notification in two formats – one as either in TEXT or HTML or in an enhanced results list. For instructions on getting the enhanced results list, see the instruction for **Enhanced Results List**.
- By default, information will be sent in a **Detailed Email** with TEXT format.
- Be sure that your email address is listed correctly in the **Recipient List** box.
- There is no major difference between the **Summary Email** and **Detailed Email** – the **Detailed Email** simply lists who set up the docket track.
- Do not select **No Email**. If you do, you won't receive email notification of changed dockets.
- Pros: Because it is only notice of changes, your division server won't bounce back the email because it is too large.
- Cons: You will need to log into CourtLink to see actual changes.

7. Enhanced Results List

- The major difference between the **Enhanced Results List** and the default **Email Notification** is that the information about docket changes is presented in a table format.

- To select this option, check the box **Receive Results**.
- Be sure that your email address is listed correctly in the **Recipient List** box.
- Be sure to leave the check mark next to **Require sign-on to view docket**. Otherwise, when you click on the table, you will only be able to see an incomplete docket.
- Pros: Aesthetically, it looks better and because it is only notice of changes, your division server won't bounce back the email because it is too large.
- Cons: You will need to log into CourtLink to see actual changes.

8. Automatic Docket Emails

- The choices made in the section **Tracked Docket Display Options** will govern whether CourtLink will forward the complete docket or just the new entries.
- To select this option, check the box **Receive Dockets**.
- You must select one of three delivery options:
 - All dockets can be combined into a single file.
 - Each docket can be sent in a separate file.
 - Each docket can be sent in a separate email.
- You must also select the format of the dockets - HTML, RTF or TEXT file.
- Pros: With this option, you can view the dockets without having to log into the website since they are sent as attachments.
- Cons: Because the actual dockets or docket changes are being sent, your division server might bounce back the email because it is too large.
- **To avoid the bounce back, it is recommended you select Email Notification or Enhanced Results List rather than Automatic Docket Emails.** If you must choose the **Automatic Docket Emails**, select the option **Attach each docket in a separate email** OR select HTML or RTF in conjunction with **Zip File**.

9. Be sure to click on **Save Changes!**

Viewing Dockets Being Tracked & Deleting Docket Tracks

[Download illustrated instructions for "Viewing Dockets Being Tracked & Deleting Docket Tracks"](#)

To view dockets that are being tracked, go to [CourtLink](#). Your ID is your Lexis ID, and the **default password** is your last name. This works best with Internet Explorer.

1. Select **Track** tab.
2. **Track Results**

- Under the **Track** tab, you will see **Track Results**.
- In this section, you will see a list of all the dockets that have been recently changed.
- Click on the actual **Case Name** to see the individual docket.
- The choices made in your preferences section will govern whether CourtLink displays the complete docket or just the new entries. For instructions about preferences, see [Setting Up Default Preferences When Tracking Dockets](#).

3. Manage My Tracks

- Under the **Track** tab, and next to the **Track Results tab**, is the **Manage My Tracks** tab.
- This provides a complete list of all the dockets you are currently tracking.

4. Deleting Docket Tracks

- Select the **Track** tab.
- Go to the **Manage My Tracks** tab.
- Check the box next to the actual case name.
- Click on **Remove Selected**.

Retrieving Dockets by Docket Number

[Download illustrated instructions for “Retrieving Dockets by Docket Number”](#)

To retrieve a docket by searching with its docket number, go to [CourtLink](#). Your ID is your Lexis ID and the **default password** is your last name. This works best with Internet Explorer.

1. Select **Search** tab and then **Docket Number** tab.

2. Docket Number Search Screen

- From the drop-down menus, select the **Court System** you want to search. You can choose federal courts or a single state court system.
- Under the **Court Type**, select a specific court.
 - You must know the specific jurisdiction – if you don’t, you will need to search by party name.
- Under **Online Court**, select a specific jurisdiction – pls note we don’t have access to Runner Courts.
- Enter the **Docket Number**.
- Click **Formatting Rules** for details re: proper docket number formats.
- Be sure to check the box next to **Update Docket from Court** – this will ensure most recent docket is pulled up.

- Be sure to check the box next to **Do not enforce Docket Number validation rules**.
 - Click **Next** at the very bottom of the page.
3. **Docket Search Summary**
- Courtlink will always review search elements before running search. Click on **Submit Search**.
4. **Viewing Your Docket**
- Check to make sure that the date on the docket is today's date. If it isn't, you can update your docket by clicking on **Update Now**.

Setting Up CourtLink Alerts

Go to CourtLink [CourtLink](#) to set up alerts. Your ID is your Lexis ID and **the default password is your last name**. This works best with Internet Explorer.

1. Click on the **Alert** tab from the CourtLink top navigation menu.
2. Click the red **Set New Alert** button.
3. Select an **Alert type** from the list provided. You can set up alerts that track **Federal Subject Matter, State Subject Matter, Class Action, and Bankruptcy Chapter**. Select the appropriate Alert type from the list provided.
4. From the drop-down menus, select a **court system** and **court type**.
5. From the Online Court box, highlight the court(s) that you wish to search or click **Select All** to select all displayed courts.
6. Click **Add Courts**. Notice that the selected courts are removed from the Online Court box and now appear in the Selected Combined Court area. **Click Next**.
7. If you wish to specify subject matters for each court in your Alert set-up, select **Subject Matters** next to each court displayed. Or, if you want to set up all subject matters in every court, click **Next**.
8. Enter a **name** for your Alert and enter a client matter code (optional).
9. To save this Alert, select **Set New Alert**.

Criminal and Civil Court Documents on Westlaw and Lexis

Westlaw and Lexis provide access to **select** criminal and civil pleadings in **select** state and federal courts. For a complete list of databases, please see the [Researching Expert Witnesses Guide](#).

Dockets Searching Systems: Quick Summary (under new contracts 2012-2019)

Features

[CourtLink](#)

[Pacer](#)

Cost	Flat rate contract (includes Enhanced Documents, like Supreme Court briefs)	\$.08 per page
Coverage	Federal courts, selected state and local courts Search all federal courts at once; most state courts can be combined with federal courts.	Federal courts only Can search all federal courts at once from the Case Locator .
Documents	Has documents for most federal and some state courts in full-text PDF.	Has documents for most federal courts; format varies.
Tracking	Weekly tracking of existing cases. See set up instructions for tracking .	Available only to attorneys in their own cases.
Alerts	Can receive hourly or daily email alerts for new cases. See set up instructions for alerts .	None
Searching	Includes docket number, party name, keywords, judges, attorneys, and nature of suit.	Party name, docket number, case title, and nature of suit only.
Update	MUST update to get most recent docket	Each search retrieves most recent
Runner Service	NOT available	None
Strategic Profiles	Available under flat rate for litigants, judges, attorneys, and nature of suit (select federal courts, including US Civil District Courts, and select state courts)	None

CourtLink Support Contacts for DOJ

In addition to the general support offered by the CourtLink Customer Support team, LexisNexis CourtLink will allocate a team of support specialists to serve as the dedicated technical support for issues requiring the attention of the CourtLink operations and development team.

Please review the support option details below and, moving forward, feel free to contact this dedicated support team directly via an [issue/question submission form](#) on relevant technical issues. When submitting the form, under Organization Name, please indicate the component in which you are located.

Anticipated Inquiry Types	Inquiry Routing	Contact Hours	Contact Information
Log in /online access-related questions	DOJ Hotline and then route to CourtLink Customer Support	24/7	DOJ Hotline: 866-836-8115
General "How to" questions	DOJ Hotline and then route to CourtLink Customer Support	24/7	DOJ Hotline: 866-836-8115
General court coverage questions	DOJ Hotline and then route to CourtLink Customer Support	24/7	DOJ Hotline: 866-836-8115
Questions concerning website inconsistencies, unexpected or missing results, failed Tracks/Alerts, lengthy site delays	Dedicated DOJ Customer Support Response Team (response within 1 business day)	24/7	Issue/Question Submission Form

Related Guides

- [Public Records](#)
- [Expert Witness Guide](#)
- [Federal Courts](#)
- [International Courts](#)
- [State Legal Resources Guide](#)
- [General Court Resources](#)
- [Lexis CourtLink Training Guide \(PDF\)](#)

Related Training

- [CourtLink Learning Center](#). Includes videos on Single Search, Document Finder, Strategic Profiles, Tracks and Alerts.
- [Legal Research Series](#)
- [Public Records](#)
- [OLE Training Videos on Searching by Name and Docket Number](#)

Updated May 2018 by [Mariana Long](#)

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