



*INSTRUCTIONS FOR USING*  
***Virgin Islands Supreme Court***  
*C-Track Public Access System*  
*Version 1.0*



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## CHAPTER 1: Public Access Functions

### 1.1 General Navigation

Each of the Main Menu selections at the left of the screen is a clickable hyperlink. It allows you to move between the Case Search, Participant Search, and Docket Search functionalities. The selected menu item will be highlighted. Hovering over any other menus will highlight them.

In the header on every screen is a **Return** link that will navigate the user back to the Supreme Court of the United States Virgin Islands home page (<http://www.visupremecourt.org/>). Additionally, on every screen is a **Help Document** link that will open this document for the user.

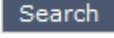
#### Hyperlinks:

As you navigate through the system, you will see **blue text** on the individual screens. This text is always a **clickable** hyperlink. Clicking on a clickable hyperlink takes you to a new screen or displays new data.

### 1.2 Case Search

The case search function allows you to quickly search for cases using various criteria. To perform a case search, select or enter values in of the following applicable fields:

- **Case No.** (user may select the case prefix from the dropdown and then enter the Case No. in the text box)
- **Case Title Contains**
- **Class**
- **Status**
- **Type**
- **Filed Date From**
- **Filed Date To**
- **Subtype**
- **Exclude Closed**

Once you have completed the applicable fields, click the  button to perform the case search. Note that the prefix dropdown allows the user to search by 'Civil' or 'Criminal', but additionally, all Non-Cases are permitted in search results.

#### 1.2.1 Wild Card Search

If you are unsure of the exact criteria for which you wish to search, you may use the **Wild Card** search to provide you with a wider range of search results. To perform a wild card search, you must use the “%” (percent) sign to indicate that you would like to see all records containing the specified information.

To perform a search for items with a specific ending, you would enter a “%” followed by the desired information (i.e. %info). To perform a search for items containing a specific set of information, you must enter the “%” symbol, followed by the desired information, followed by the “%” sign (i.e. %info%). To perform a search for items that begin with a specific set of information, you must enter the desired information, followed by the “%” sign (i.e. info%).

**\*NOTE:** By selecting the **Exclude Closed** check box, all closed cases which meet the criteria for the search will be excluded. If you would like to include closed cases in your search as well, uncheck the **Exclude Closed** box.



The **Case Search** screen will display the following information for each case that fits the search criteria entered:

- **Case No.**
- **Short Title**
- **Filed Date**
- **Class**
- **Type**
- **Subtype**
- **Status**
- **Status Date**
- **Orig. Court No.**

You may sort the results by the following criteria:

- **Case No.**
- **Filed Date**
- **Class**
- **Type**
- **Subtype**
- **Status**

All records that match the search term will show on the bottom half of the screen. The results will be displayed in groups of 50. You can move through them by clicking on 'Next' and 'Previous' at either the top or bottom of the search results. The results can be sorted by using the arrows on either side of the displayed fields.

When a list is displayed on the screen, a default number of 50 records will be displayed, along with a sentence that says "X to Y of Z records are displayed". Where

- X = the record number of the first record in the list
- Y = the record number of the last record on the list
- Z = the total number of records that qualified under the search criteria

On each screen on which there are lists, sort arrows will be provided on the column headings where possible.

The up arrow (↑) will sort the results in ascending order.

The down arrow (↓) will sort the results in descending order.

Clicking on the highlighted portion of the record (Case Number) will select that record. This will bring up the general **Case View** for the selected case. A 'Case Navigation Menu' will now appear on the left hand margin of the screen.

The public will be able to view all cases except for those whose Case Group is "Bar Matters", and any of the other cases that are not marked as "Confidential" in the case header. When searching for a case through the case or participant search screens, the system will only return non-confidential, non-bar-matters cases. Search results will be sorted by descending Case Number.

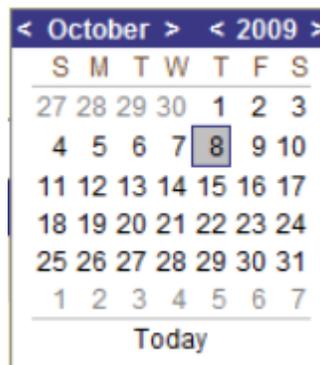


The screenshot shows the 'Search for Case' interface. On the left is a navigation menu with 'Find Case:', 'Case Search', 'Participant Search', and 'Docket Search'. The main search area includes fields for 'Case No.' (with a dropdown for 'S. Ct.' and a 'No.' input), 'Case Title Contains:', 'Class:', 'Status:', 'Type:', 'Filed Date:' (with 'From:' and 'To:' date pickers), and 'Subtype:'. There is an 'Exclude Closed:' checkbox checked. 'Clear' and 'Search' buttons are at the bottom right. The top header includes the court logo, 'Virgin Islands Appellate Case Management System', and 'C-Track, the browser-based CMS for appellate courts'.

### 1.3 Calendar Dates

Whenever a date is needed, either as an input field or as search criteria, you will see a calendar icon .

Dates can be typed in the field manually (using MM/DD/YYYY format) OR they can be selected from the calendar function. By clicking on the icon, you will bring up a calendar, defaulting to the current month.



Dates can be selected by clicking on the highlighted day. By clicking on the < and the > on either side of the month, you will move consecutively through the year by month. Once the correct month is displayed, click on the date desired. By doing so, the date selected will be filled in the date field.

#### 1.4 Public Access Case View

The main **Case View** will give you an overview of the case, Case Heading Details, Party Information, Tickler Information, and Docket Information displays on this screen.

The Case Heading section displays the following information:

- **Case No.**
- **Short Title**
- **Orig. Court**
- **Panel**
- **Classification**
- **Status**
- **Status Date**

Additionally, if a case is marked as **Expedited** or **Interlocutory**, an indicator will be displayed in the case heading section.

The Party Information section displays the following information:

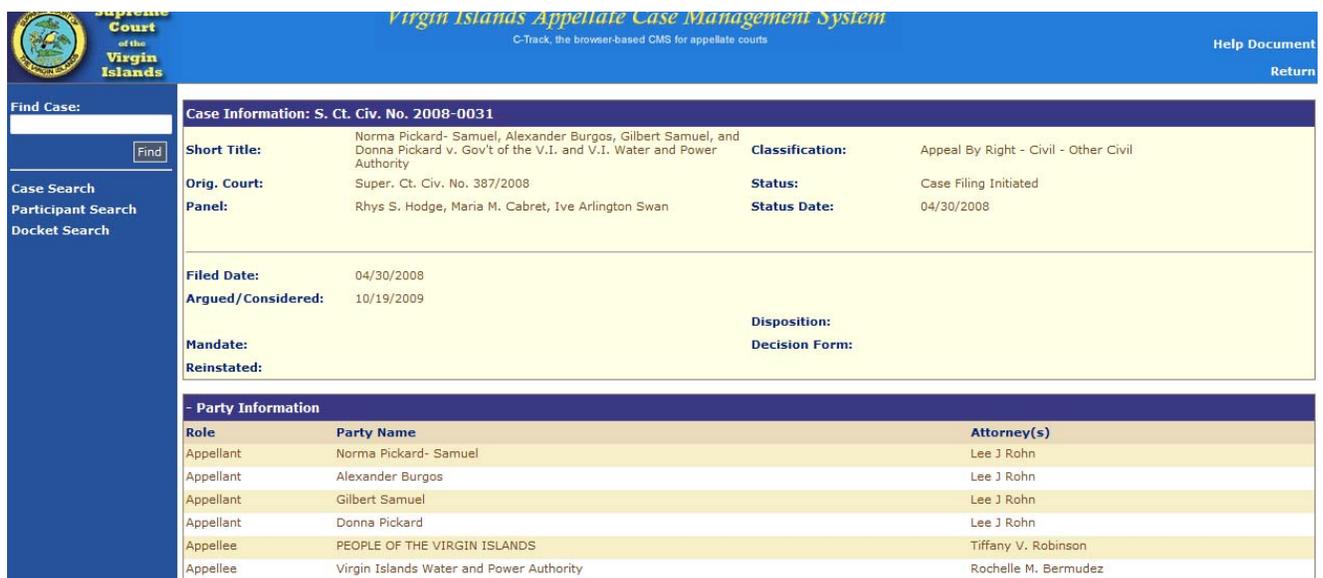
- **Role**
- **Party Name**
- **Attorney(s)**

The Docket Entries section displays the following information:

- **Filed Date**
- **Docket Entry Type/Subtype**
- **Description**
- **Document** (icon to click to view a corresponding document, if there is one)

The user can view the Docketing Information in either ascending, or descending view. The user can select which filter display they prefer from the drop down menu in the Docket Entry Display section and click **Go!** This entire screen is read-only, with only hyperlinks to navigate to other screens or cases.

**\*NOTE:** If a particular set of information is not available for the case you have selected, it will not be displayed in the case information page.



**Virgin Islands Appellate Case Management System**  
C-Track, the browser-based CMS for appellate courts

Help Document  
Return

Find Case:

Case Search  
Participant Search  
Docket Search

**Case Information: S. Ct. Civ. No. 2008-0031**

<b>Short Title:</b>	Norma Pickard- Samuel, Alexander Burgos, Gilbert Samuel, and Donna Pickard v. Gov't of the V.I. and V.I. Water and Power Authority	<b>Classification:</b>	Appeal By Right - Civil - Other Civil
<b>Orig. Court:</b>	Super. Ct. Civ. No. 387/2008	<b>Status:</b>	Case Filing Initiated
<b>Panel:</b>	Rhys S. Hodge, Maria M. Cabret, Ive Arlington Swan	<b>Status Date:</b>	04/30/2008
<b>Filed Date:</b>	04/30/2008	<b>Disposition:</b>	
<b>Argued/Considered:</b>	10/19/2009	<b>Decision Form:</b>	
<b>Mandate:</b>			
<b>Reinstated:</b>			

**- Party Information**

Role	Party Name	Attorney(s)
Appellant	Norma Pickard- Samuel	Lee J Rohn
Appellant	Alexander Burgos	Lee J Rohn
Appellant	Gilbert Samuel	Lee J Rohn
Appellant	Donna Pickard	Lee J Rohn
Appellee	PEOPLE OF THE VIRGIN ISLANDS	Tiffany V. Robinson
Appellee	Virgin Islands Water and Power Authority	Rochelle M. Bermudez



### 1.5 Participant Search

Locating specific participants in any case stored as a public record in the state's system can be located using the Participant Search link on the left menu bar. Participant searches use any of the following criteria:

- **Last Name (or Company/Organization Name)**
- **First Name**
- **Middle Name**

Once you have filled in the applicable criteria for your search, click the **Search** button. The Participant Search allows the user to search for a case on which that entity is a party or certain types of participants.

The Participant Search will return the following information:

- **Case No.**
- **Participant**
- **Short Title**
- **Filed Date**
- **Role**
- **Orig. Court No.**

The screenshot shows the 'Virgin Islands Appellate Case Management System' interface. The header includes the Supreme Court of the Virgin Islands logo and the text 'C-Track, the browser-based CMS for appellate courts'. A navigation menu on the left lists 'Case Search', 'Participant Search', and 'Docket Search'. The main search area is titled 'Search for Case By Participant Information' and contains a search form with fields for 'Last Name (or Company/Organization Name): pickard', 'First Name: donna', and 'Middle Name:'. A 'Search' button is located to the right of the form. Below the search form, it indicates '1 to 1 of 1 rows are displayed.' The search results are shown in a table with columns for 'Case No.', 'Participant', 'Short Title', 'Filed Date', 'Role', and 'Orig. Court No.'. The results table contains one row: S. Ct. Civ. No. 2008-0031, Pickard, Donna, Norma Pickard- Samuel, Alexander Burgos, Gilbert Samuel, and Donna Pickard v. Gov't of the V.I. and V.I. Water and Power Authority, 04/30/2008, Appellant, Super. Ct. Civ. No. 387/2008. Below the table, it indicates '1 to 1 of 1 rows are displayed.'

## 1.6 Docket Search

Locating specific documents in any case stored as a public record in the state's system can be located using the Docket Search link on the left menu bar. Docket searches use any of the following criteria:

- **Type**
- **Subtype**
- **Filed Date From**
- **Filed Date To**

All fields are required except for Subtype.

The public user may search on types of Opinion or Order and by subtype. Once you have filled in the applicable criteria for your search, click the **Search** button.

The Docket Search will return the following information

- **Case No.**
- **Short Title**
- **Filed Date**
- **Docket Entry Type/Subtype**
- **Description**



The screenshot shows the 'Virgin Islands Appellate Case Management System' interface. The search criteria are: Type: Order, Filed Date: From 08/01/2009 to 11/11/2009, Subtype: All Subtypes. The search results table is as follows:

Case No.	Short Title	Filed Date	Docket Entry Type/Subtype	Description
S. Ct. Crim. No. 2008-0091	People v. John	08/10/2009	Order - Per Curiam Order	Sealed Per Curiam Order of the Court cConsidered and Filed: August 10, 2009
S. Ct. Crim. No. 2008-0091	People v. John	08/10/2009	Order - Sealed Per Curiam Order	Sealed Per Curiam Order of the Court Considered and Filed: August 10, 2009. Ordered that the People's Petition for Rehearing is DENIED; Ordered that this Court's July 01, 2009 Opinion in this matter is RE-AFFIRMED.
S. Ct. Civ. No. 2009-0048	Phillips v. Interocean Insurance Agency	08/13/2009	Order - Dismissal Order	Dismissal Order of the Court signed by Veronica J. Handy, Esq., on August 13, 2009. Ordered that appeal in the above-captioned action is DISMISSED for lack of jurisdiction. Copies directed to Justices of the Supreme Court, Beverly A. Edney, Esq., Aston Wayne Harty, pro se, Edith Harty, pro se, Venetia H. Velazquez, Esq., Clerk of the Superior Court, Order Book
S. Ct. Crim. No. 2009-0078	Levy v. People	08/31/2009	Order - Order of Recusal	Order of Recusal
S. Ct. Crim. No. 2009-0078	Levy v. People	08/31/2009	Order - Designation Order	Designation Order
S. Ct. Crim. No. 2009-0010	Lewis v. People	11/05/2009	Order - Amended Order Setting Calendar	Amended Order Setting Calendar

The user can sort the search results by the following criteria:

- **Case No.**
- **Filed Date**
- **Docket Entry Type/Subtype**

You may access a particular case by clicking on the Case No. hyperlink (highlighted in blue). The Docket Search will return all Opinions and/or Orders that match the search criteria regardless of whether or not they have an attached document. Search results are ascending by Filed Date. Opinions or Orders where the document has been marked 'Confidential', will not display as a clickable icon. Additionally, only documents that have been marked 'Publicly Viewable' will display as a clickable icon.

## 1.7 Find Case

Every screen in C-Track will allow the user to go directly to a specific case. The system will use any part of the case number entered to search for the case. If the system cannot find the case number, or more than one case is found, it will take the user to the **Case Search** screen. If it finds the case, it will go to **Case View** screen for that case. The **Case View** will only display docket entries of type Order or Opinion. If the user does not have access to confidential cases and enters the number for a confidential case, the system will display an error message.

Enter the case number you are searching for in the **Find Case** field and click . If the system cannot find the case number, it will take the user to the Case Search screen with the comment "No records were found." If it finds the case, it will go to **Case View** for that case.



## 1.8 Viewing a Document

To view a document in the public site, select the case, which contains the desired document. Once the **Case View** screen has loaded, the user can scroll to the **Docket Entries** section of the screen. Any Docket Entry Type/Subtype, which contains a document, will display an icon  to the right of the Description column.

By hovering the mouse pointer over the icon, a pop up box will appear displaying the document description. Clicking the desired document title in the pop up will open the document in .pdf format.



Filed Date	Docket Entry Type/Subtype	Description
08/31/2009	Opinion - Opinion	Opinion
08/31/2009	Order - Designation Order	Designation Order
08/31/2009	Order - Order of Recusal	Order of Recusal 