



# Portal FAQs

## What is Portal?

The D.C. Superior Court is improving and expanding online access to court records by launching the new Portal. Portal provides internet access to court dockets, including images of certain case documents, with an improved digital customer experience.

As with the previous online case access system, eAccess, public court records will continue to be available on site at the Superior Court to the public. These case types are or will be in Portal:

- Civil
- Criminal
- Domestic Violence
- Family – Domestic Relations
- Probate
- Office of the Auditor Master
- Tax

## When is this transition from eAccess to Portal happening?

The transition will take place in two phases. *Phase 1* is now live and includes the following case types:

- Civil (including Landlord & Tenant and Small Claims)
- Office of the Auditor Master
- Probate
- Tax-Civil

*Phase 2* is scheduled to go live (date tentative) and will include the following case types:

- Criminal
- Domestic Violence
- Family-Domestic Relations
- Tax-Criminal

You still need eAccess to retrieve cases from Phase 2 until those cases are available in Portal. Links to both systems will be available on the [case search landing page on DCCourts.gov](#) until all cases have been moved to Portal.

## Do I need to register to use Portal?

You can browse the Portal without registering. You have access to the following:

- Case summaries, including parties
- Case documents
- Hearings times and locations
- Judgments



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If you are an attorney seeking more online access to a case, contact the clerk's office for the division handling your case.

Division / Branch	Phone #
Civil Actions	(202) 879-1133
Landlord & Tenant	(202) 879-4879
Small Claims	(202) 879-1120
Office of the Auditor Master	(202) 626-3280
Probate	(202) 879-9460
Tax	(202) 879-1737

### Is there a fee for using Portal?

No. Portal is a free service provided by the Superior Court to enhance public access to court information.

### Are all records of the Superior Court available on Portal?

No. The following are not available on Portal:

- Images marked confidential
- Sealed cases
- Sealed documents
- Civil cases with both sealed and unsealed documents
- Documents for cases involving incapacitated persons

If you're looking for a document, please contact the clerk's office for the division handling your case.

### How do I search for a case record in Portal?

Using Smart Search, you can search for a case using the party's first and last name, or using the case number. Advanced filter options can help you narrow your search as well.

- Names must be entered as *Last Name, First Name, Middle Initial* – upper or lower case is acceptable. The middle initial is optional.
  - Examples:
    - Last Name, First Name – upper or lower case is acceptable.
    - Middle name is an optional entry, entered after First Name if it applies.
    - As suffix such as Jr. is optional, and would be after the Last Name if it applies.



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- The case number format is the following:
  - The numeric prefix is the 4-digit year followed by the case number using the complete number of digits.
  - The case number should be entered as a 6-digit number, with or without dashes.
  - Include the final letter, with or without dashes, if applicable.
  - Examples:
    - 2020-AMP-000001, 2020AMP000001
    - 2020-CA-005243-H, 2020CA005243H
    - 2020-CA-005209-B, 2020CA005209B
    - For cases with parentheses like 2020-CA-000001-L(RP), enter 2020-CA-000001-LRP, 2020CA000001LRP.
  - If you're looking for variations of a name, you may want to try a wild card search. At least three (3) characters followed by an asterisk for the last name, and at least one (1) character followed by an asterisk for the first name are required.
    - Smith, Jon\* to capture both Jon, Jonathan, etc.
    - Smith, John\* to capture both John, John James, etc.
    - Smith, Jon\* to capture both Jon, Jonathan, etc.
    - Rose\*, John to capture Rose, Rosenthal, etc.

Please note that case numbers have not changed since the transition from eAccess to Portal. [See this guide for details.](#)

### **How current are the records in Portal?**

Case summaries (previously called docket information) and document images are available within minutes of being input or scanned into the court record. However, document images may not be available immediately.

### **How far back in time do Portal records go?**

Case summaries (previously called docket information) and for most Superior Court cases are available on Portal; these records go back to 1980 in most divisions. Document images will be available in some case types beginning on August 11, 2017. [Click here to see specific case types and dates.](#)

### **Does Portal give me the official court record?**

No. Portal provides internet access to public docket entries in public case types. To get official copies of court records, please contact the appropriate clerk's office within the Superior Court.



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### **I believe that some information in Portal is wrong. How do I correct it?**

The Superior Court handles approximately 80,000 cases each year and makes every reasonable effort to accurately maintain a complete and official record. Please report to the appropriate clerk's office errors you think exist in the official court record.

### **Can I get a case removed from Portal?**

The Superior Court routinely considers motions to seal or expunge a court record. If a court record is ordered sealed or expunged, it will no longer be available for viewing online. To determine if you're eligible to seal a court record and/or how to seal or expunge a case, contact an attorney. For criminal cases, contact the D.C. Public Defender Service at (202) 628-1200.

### **Can I use the date of birth field in my search?**

No, you cannot search by date of birth unless you are searching for a criminal case on-site in the courthouse.

### **Can I use the date of death field in my search?**

No, you cannot use date of death to search cases in Portal.

### **Can I use Portal to run a criminal background check?**

In the District of Columbia, criminal background checks are provided by the Metropolitan Police Department, not the Superior Court.

### **Can I file a document in my case through Portal?**

No. Portal is for viewing court records. The Superior Court encourages and sometimes requires parties to eFile. For more information, see the [Superior Court eFiling website](#).

### **Will Portal work with my browser?**

Portal will work with many browsers, including mobile (cell phone) browsers. If you are experiencing problems, try a different browser or clear your cache or browsing history.



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### Will I still be able to use eAccess?

You still need eAccess to retrieve cases from the *Criminal Phase*. Links to both systems will be available on the [case search landing page on DCCourts.gov](#) until the Portal transition is complete. After both phases are complete, eAccess will no longer be available to the public.

*Phase 1* is now live and includes the following case types:

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### Where can I send questions about Portal?

Email questions to [EOCommunications@dccsystem.gov](mailto:EOCommunications@dccsystem.gov).

### What if I have questions about the documents or specifics of my case?

If you have questions about the specifics of your case, contact the clerk's office for the division handling your case.

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