

# UJS Portal Instructions

- Click on <http://ujportal.pacourts.us>
- Select Docket Sheets
- Click on Criminal Courts of Common Pleas
- Scroll to the bottom of the page
- Change search type to Participant Name
- Enter the defendant's last and first name
- Select Docket Type "Criminal"
- Click on the search button
- Click on the view icon in front of the desired record 
- For further instructions, please click on the reference guides on the website.