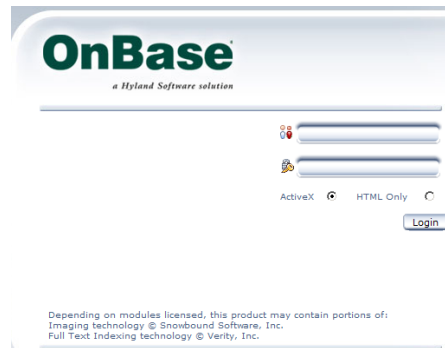# On Pace with OnBase Tip

LRD 08/18/14

How do I find OnBase images that are not docketed yet?

Some documents are filed and scanned *before* they are docketed. Here's how to find them in OnBase when they are not yet in iCIS:

Log into OnBase at http://coc.edm.maricopa.gov

- Enter your user ID and password. If you have forgotten your user ID or password, contact the ECR Hotline at ECRHotline@mail.maricopa.gov.

- Select Document Type Group COSC-A

- Select your Document Type (CR, CV, FC, etc.)

- Enter your case number in the Case # field, using the "dash" between the case year and the case number. If you are looking in a Criminal case, also use a "dash" between the case number and the defendant identifier.

- Press the ENTER key to start your search.

- Look for any of the temporary docket codes below as you scroll through the search results in the top right section of your screen.

AFW	NAW
ANW	OTW
COW	PFW
JUW	POW
MNW	ROW

These temporary docket codes indicate documents that have not yet been docketed. They are available for you to view and print from OnBase.

Please contact the ECR Hotline at ECRHotline@mail.maricopa.gov if you need assistance with searching for these documents in OnBase.