

OnPace with OnBase Tip

Retrieving Transcripts and Depositions

LRD: 05/17/12

Transcripts and depositions filed after 11/01/2011 are being scanned in their entirety and will appear in the electronic court record, accessible through iCIS and/or OnBase.

Transcripts with file dates prior to 11/01/2011, where only the first page was previously scanned, are now being back-scanned in their entirety (except for civil cases). To access these records, enter OnBase directly and use the following instructions:

The screenshot shows the OnBase Document Retrieval interface. At the top, there is a 'Document' tab and a 'Document Retrieval' section. Below this, there are two main sections: 'Document Type Groups' and 'Document Types'. The 'Document Type Groups' section has a dropdown menu with 'COSC-A TRANSCRIPTS' selected. The 'Document Types' section has a dropdown menu with 'COSC-A Transcripts and Depositions' selected. Below these sections, there are 'From' and 'To' date fields with calendar icons. At the bottom, there are 'Keywords', 'Text', and 'Note' tabs. The 'Case #' field is highlighted with an arrow pointing to the text instructions.

Under Document Type Groups,
select COSC-A TRANSCRIPTS

Under Document Types, select COSC-A
Transcripts and Depositions

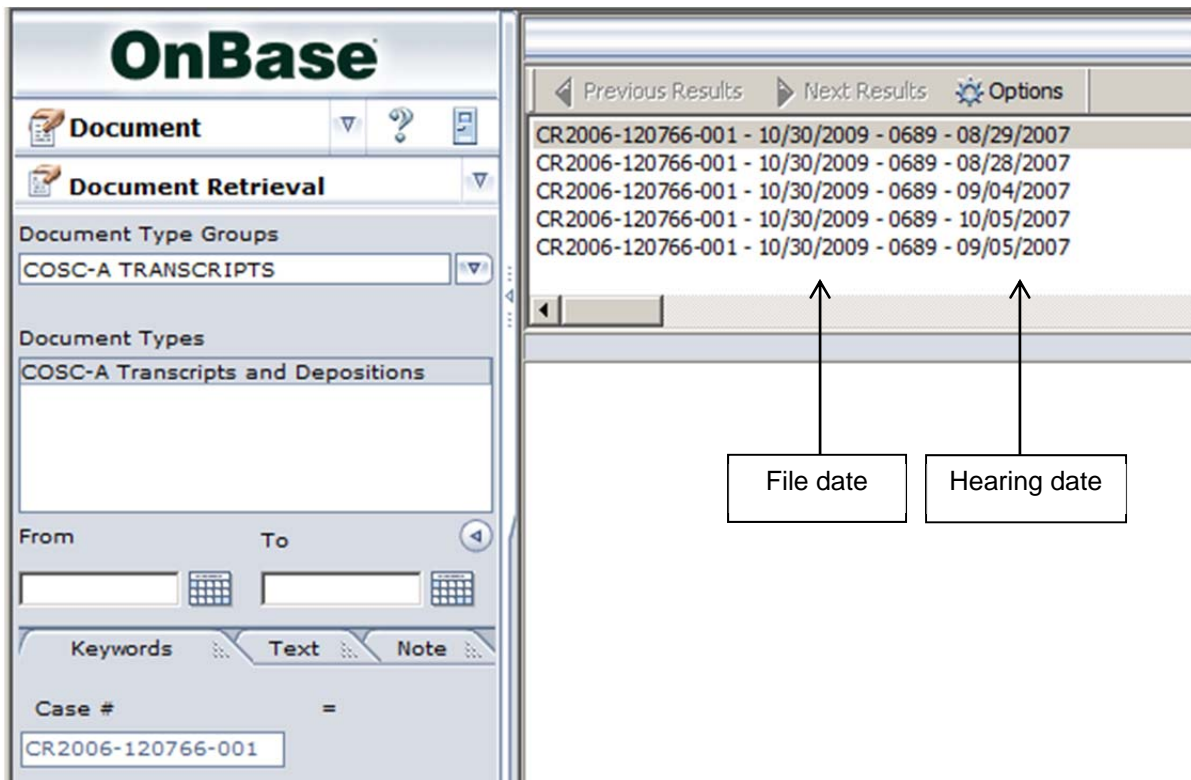
Enter the Case # formatted as:
FC2003-001234 or CR2006-120766-001
(two letters, four digit year, dash, six digit case
number. Add a dash and three digit defendant
identifier for CR or LC case types).

If the case is prior to 1987, it may be formatted
with zeros for the case year (eg. CR0000-
123456).

Transcripts and Depositions Search Results

Search results for Transcripts and Depositions appear with case number, file date, and hearing date keywords in the results string. A file date keyword of 11/11/1911 indicates the file stamp on the document is illegible.

Click on the results string to view an image.



Transcripts and depositions with file dates prior to 11/01/2011 are still being scanned (except in civil cases). If you search for a particular case number and do not retrieve any results, the transcripts or depositions for that case may not yet have been imaged.