

## OCRA INSTRUCTIONS

Login to OCRA at <https://cisweb.courts.state.va.us/Ocra>. Your User Login and your User Passcode will be assigned by the Clerk's Office. Enter your Bar Number. If you are a non-attorney a random number will be assigned by the Clerk's Office.

Please read the disclaimer about this system. **Do not click on Return to District Court Case Information System. This will take you out of OCRA.**

OCRA: User Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://cisweb.courts.state.va.us/Ocra> Go Links

Home > Online Services > Judicial Information System - Officer of the Court Remote Access

**Judicial Information System**  
**Officer of the Court Remote Access**

**Attention**

This system is intended solely for the use of authorized Officer of the Court personnel to retrieve and review court documents they are specifically authorized to view. All other use is expressly prohibited. System access credentials are provided by local Court administrative personnel only. Requests for user accounts should be directed to local court administrators. Support requests and feedback should be directed to [rms@courts.state.va.us](mailto:rms@courts.state.va.us).

Please read the [Disclaimer](#) about this system.

**Enter your Account Information**

User Login :

User Passcode :

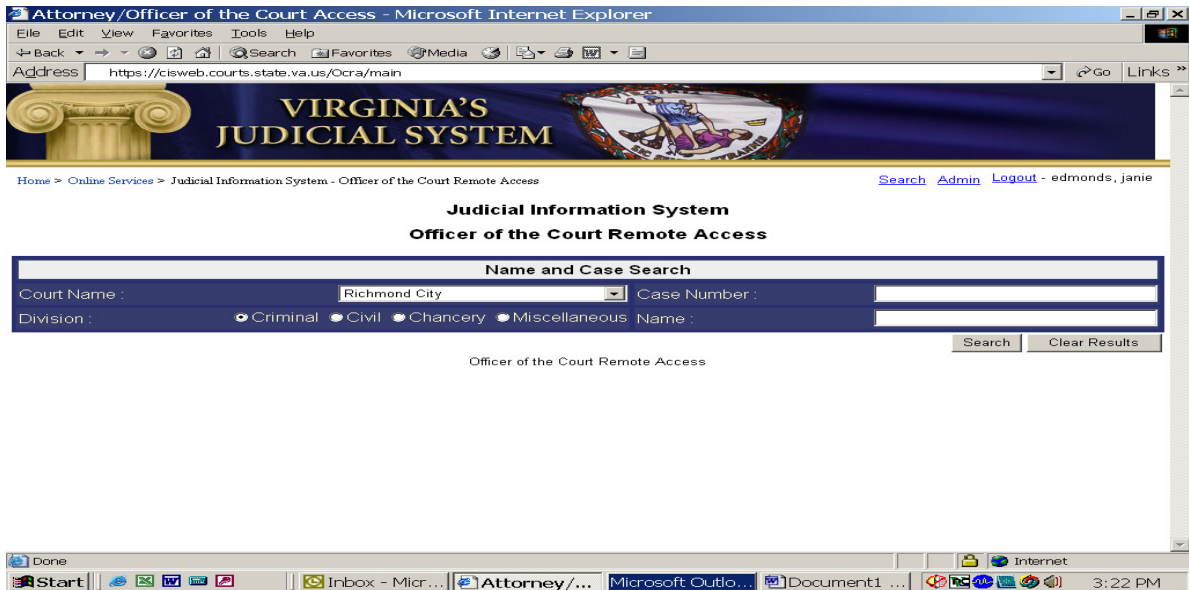
Bar Number / Authorized Officer of the Court Number :

Login

Start | Internet | 3:20 PM

The Search Screen is divided into three sections.

- Divisions: Criminal, Civil, Chancery and Miscellaneous.
- Search by Case Number; Enter case file number used in Circuit Case Management System (CCMS).
- Search by Name: Enter party's name you wish to search.



You must select a division before you can search by either name or file number.

You may enter information in either the Case Number field or the Name Field, but not both. Either the Name Field or the Case Number field must be blank before clicking Search.

To access a case by Name use the Last Name, First Name format.

To access a case by Case Number enter the 10-digit case file number.

Ex: A Civil file with a CCMS Number of CL11005000-00 will be entered in the Case Number field as 11005000. You can also use a shortcut and just type 11-5000. The system will fill in all the necessary zeroes where the hyphen is inserted and defaults to '00' at the end. For case CL11005000-01 you would enter 11-5000-01.

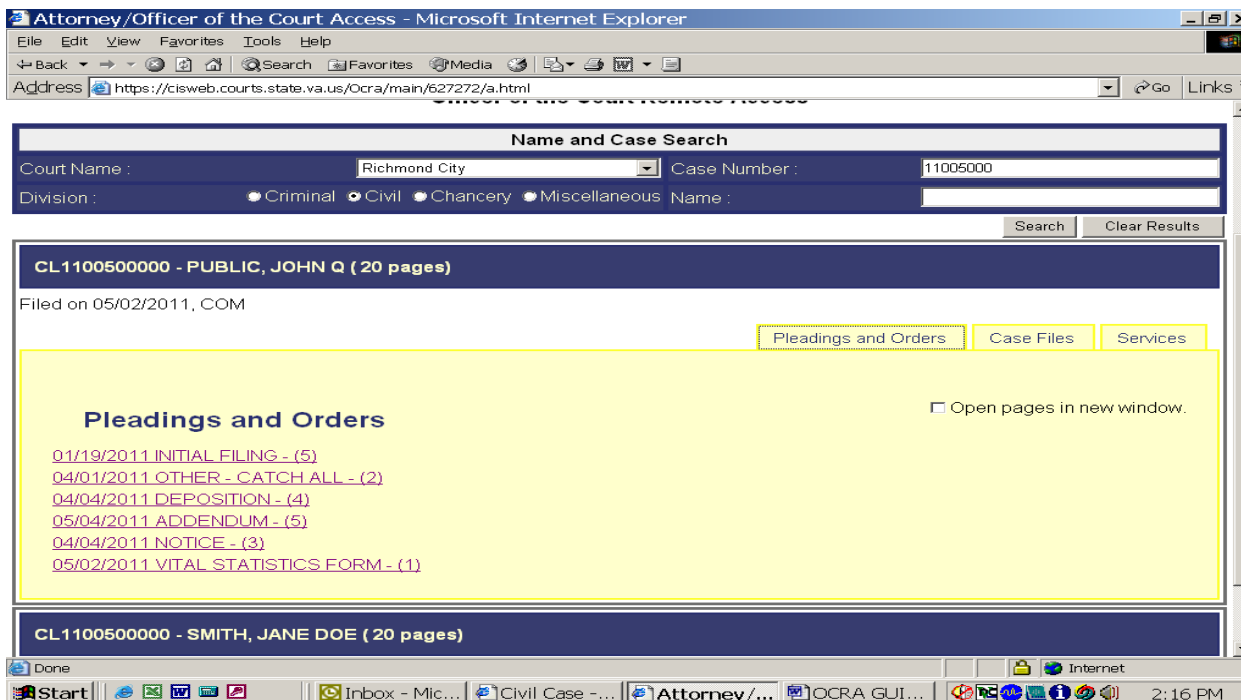
After clicking Search, the search results will appear.



You can click on next results, located at the top and also at the bottom left hand corner, if the screen is full and you do not see the case you are looking for. If you want to clear your search click Clear Results next to the Search button.

For each case, there are three tabs with separate functions and options. Pleadings and Orders, Case Files and Services. Click on the desired tab.

Below indicates an example using Pleadings and Orders.



Click on the desired Pleading and Order. To navigate through the pages click on the blue arrows at the top of the page or use the scroll bar.

Click on the 'x' in the bottom right corner in order to leave the document and go back to the case.

When you are ready to logout you will need to click on Logout at the top of the screen. If you do not logout properly you will be locked out for 15 minutes before you are allowed to access again.