

AOC Judges Access Information Sheet

Judge's Name (ex. William S. Spencer)	
County	
Circuit Number	
Attorney Code	
Mailing Address	
City, State, Zip Code	
Subpoena Address	
City, State, Zip Code	
Reporting Address	
City, State, Zip Code	
Phone: Cell / Work	
Email	
Login/User Name(ex. Bill.Spencer)	
E-Signature	
Replacing Judge	
Circuit Judge or District Judge	

Instructions for Transfer of Cases

Please select Divisions in which cases will be heard.	Auto Assignment Yes or No	From JID	To JID	Pending Yes or No	Disposed Yes or No	Completed Yes or No
<input type="checkbox"/> CS						
<input type="checkbox"/> DR						
<input type="checkbox"/> JU						
<input type="checkbox"/> CC						
<input type="checkbox"/> DC						
<input type="checkbox"/> TR						
<input type="checkbox"/> SM						
<input type="checkbox"/> CV						
<input type="checkbox"/> DV						

CLR Table Monthly Report ? <input type="checkbox"/> NO <input type="checkbox"/> YES Email Report to:	Special Instructions for Case Assignment:
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Judicial Assistant Name : AC #	SJIS Access ? <input type="checkbox"/> Yes <input type="checkbox"/> No
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**If you checked yes for SJIS Access, please provide a completed AOC Access Information Form.*

 Authorizing Signature

 Date

Please return this form to SJIS Help Desk. Please direct any question to sjishelpdesk@alacourt.gov
 or 1-866-954-9411 Option 1, Option 2 or 3.

For AOC SJIS Helpdesk Use Only:

New Judge's JID : _____
 SHARK Ticket # for CLR Table : _____
 SHARK Ticket # for Rebuilding Docket _____

SHARK Ticket # for JID Transfer _____
 SHARK Ticket # for Judge Setup: _____

Instructional Information for AOC Judges Access Sheet

Judge's Name (ex. William S. Spencer) – Judge's full name including Middle Name or Middle Initial. This is used to determine the Judge ID (JID).

County – All counties the Judge will hear cases in.

Circuit Number – Circuit the Judge will hear cases in.

Mailing Address – Address where the Judge wants to receive mail correspondence.

Subpoena Address – Prints on subpoenas. Indicates where parties need to report for court.

Reporting Address – Prints on notices and summons. Indicates where parties need to report for court.

E-Signature – How the Judge wants their name to appear on AlacourtPlus Electronic Orders (eOrders).

Replacing Judge – Judge's name that the New Judge is replacing.

Divisions – Select divisions only in jurisdictions that you have been elected to hear.

Auto Assignment – If "Yes", cases will be assigned by the computer. If "No", cases will be manually assigned by the Circuit Clerk's office.

Pending – Cases that have not been adjudicated and have no court action.

Disposed – Cases that have been adjudicated and have a court action.

Completed – Disposed cases where all monetary and sentencing requirements have been satisfied.

CLR (Caseload Reporting) Table Monthly Report – Provide the email address of the Judge or Judicial Assistant who will receive the report. Only 1 email address permitted.

SJIS Access Yes/No – Check "Yes" if the Judicial Assistant already has SJIS Access OR will need SJIS Access. Check "No" if the Judicial Assistant does not need SJIS Access.

Special Instructions for Case Assignment – Explain special circumstances in which cases may be assigned.