

## 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	CLR Table Monthly Report ? <input type="checkbox"/> NO <input type="checkbox"/> YES
<input type="checkbox"/> CS					Email Report To:  _____ (email address)
<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					

### Special Instructions for Case Assignment:

Judicial Assistant's Name :

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Date

Please return this form to SJIS Help Desk. Please direct any question to [sjishelpdesk@alacourt.gov](mailto: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.

**Login/User Name** - The name you go by and will log in as.

**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.

**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 the Judicial Assistant 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.