

Viewing Juvenile (JU) Case Records within Alacourt.com

PREREQUISITES

Prior to accessing JU case records in Alacourt.com, the JU attorney must:

- Be a registered Alacourt.com subscriber.
- Have an Alacourt.com monthly image subscription package.
- Successfully setup their Confidential Access Code in AlaFile.
- The JU attorney's six digit 'Attorney Code' (abc123) must be associated with the case.

REGISTERING WITH ALACOURT.COM

To register as an Alacourt.com subscriber, please contact Alacourt.com at:

- Toll Free – 1-877-799-9898
- Online – www.Alacourt.com (*Contact Us* link)

SETUP ACCESS CODE IN ALAFILE

To setup the Confidential Access Code in AlaFile, please complete the steps below:

- Login to AlaFile (<https://alafile.alacourt.gov>)
- From the top menu bar, select *Update Account > Change Confidential Access Code*
- Enter a password that meets the criterion below
- Retype the new Confidential Access Code to confirm
- Click Submit

The screenshot shows a web interface with a sidebar on the left containing several menu items: 'Update Personal Information', 'Change Email Address', 'Change Password', 'Change "Confidential Access" Code', 'Change Alternative Emails', 'Manage Payment Options', and 'Recurring Parties'. The 'Change "Confidential Access" Code' item is selected and expanded, showing a form with the following content:

Change "Confidential Access" Code

This code is an additional code used for accessing "confidential" cases, in which you are an attorney of record.

New "Confidential Access" Code:

Retype "Confidential Access" Code:

Access Code must be a minimum of 12 characters in length, contain at least one upper case, one lower case and one number or one special character.

Submit

NOTE: All passwords for access to these records for viewing or e-filing must be kept private and not shared with anyone.

- Passwords must be **at least 12** characters long. Each password must contain characters from at least three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (A through Z)
 - Base 10 digits (0 through 9)
 - Non-alphabetic characters (for example: !, \$, #, %)
- Passwords cannot contain your personal name (username) as part of the password.
- Passwords less than the above stated requirements will not be accepted.

IMPORTANT: This Confidential Access Code is separate from the main AlaFile Password and Alacourt.com Password. It is only used to view JU cases and images within Alacourt.com.

ACCESSING JU CASES AND IMAGES WITHIN ALACOURT.COM

- Login to Alacourt.com
- From Case Lookup, enter the full JU Case Number
- Click Search

Case Lookup		
County:	<input type="text" value="05 - BALDWIN"/>	Select a county. (required)
Division:	<input type="text" value="JU - Juvenile"/>	Select a division. (required)
Case Year:	<input type="text" value="2012"/>	Four digit case year. (required)
Case Number:	<input type="text" value="1"/> Ext <input type="text" value="00"/>	Six digit Case Number. (required)
Number of Cases:	<input type="text" value="Please Select a Number"/>	Select a number to return subsequent cases. (optional)

- When prompted, the attorney should enter his AlaFile Email Address and the Confidential Access Code previously created within AlaFile using the steps above. The attorney will then be able to view the JU case and images within Alacourt.com.

"Confidential Access" Code Input Screen

This case is confidential.

Access to this case is limited to attorneys of record in the case.

By having access to confidential records, reports, or information acquired or generated in juvenile courts concerning children, please remember to keep such records, reports, or information confidential and be aware that, pursuant to Ala.Code 1975, Section 12-15-133(g),

“. . .whoever discloses or makes use of or knowingly permits the use of information identifying a child, or the family of a child, who is or was under the jurisdiction of the juvenile court, where this information is directly or indirectly derived from the records of the juvenile court or acquired in the course of official duties, upon conviction thereof, shall be guilty of a Class A misdemeanor under the jurisdiction of the juvenile court and also may be subject to civil sanctions.”

A "Confidential Access" code is required to access documents in this case. If you do not have a "Confidential Access" code you may set one up under your "Update Account" menu in AlaFile.

Enter your AlaFile Email:

Enter your "Confidential Access" Code:

NOTE: Any JU images printed from Alacourt.com will have a watermark on each page that reads, "Confidential: Printed for [username]" .

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