

SUPREME COURT OF THE VIRGIN ISLANDS



April 24, 2013

NOTICE

To: Members of the Virgin Islands Bar Association and All Litigants

The Supreme Court of the Virgin Islands will be upgrading the **e-file** applications to version 3.0 on Thursday, April 25, 2013. During this maintenance period, the e-filing module will be unavailable from 5:30 p.m. until 7:30 p.m. Atlantic Standard Time.

This upgrade will provide users with a new interface and additional features that are anticipated to enhance their navigation of the site. Below are some of the subtle interface changes that you may notice.

SNAPSHOT OF INTERFACE CHANGES OF THE VI APPELLATE CASE MANAGEMENT SYSTEM

Virgin Islands Appellate Case Management System
C-Track, the browser based OMS for Appellate Courts

Search for Case

Search

Case No.: S. Ct. No. Case Title Contains:

Class: Status:

Type: Filed Date: From: To:

Subtype: Exclude Closed:

Clear Search

Search Results

1 to 50 of 720 rows are displayed. Next

Case No.	Short Title	Filed Date	Class	Type	Subtype	Status	Status Date	Orig. Court No.
S. Ct. Civ. No. 2013-9035	test efile initiating document	02/12/2013	Appeal By Right	Civil	Other Civil	Case Filing Initiated	02/12/2013	
S. Ct. Civ. No. 2013-9034	test efile	02/12/2013	Appeal By Permission	Civil	Family	Docketing Order Outstanding	02/12/2013	

Features of the New Interface

- **RETURN** - In the upper-right-hand corner is an icon that when clicked will return the user to the Virgin Islands Supreme Court website.
- **HELP** - In the upper-right-hand corner is an icon that when clicked will open the Virgin Islands e-Filing user manual.

- **EXPAND/CONTRACT WINDOW** - Below the user's name are 3 icons, the left-most icon allows the user to expand the main window, hiding the left-hand navigation menu in order to see more information and have less word wrapping. Clicking the icon again, returns the left-hand navigation menu.
- **LOGOUT ICON** - The right-hand icon will log the user out (or for the E-Filing application, log in from the public view).
- **FIND A CASE** - Every screen in C-Track allows the user to go directly to a specific case. The field is at the top of the right-hand navigational menu.

The system uses any part of the case number entered to search for the case. If the system cannot find the case number, or more than one case is found, it will take the user to the **Case Search** screen. If it finds the case, it will go to the **Case View** screen for that case. If the user does not have permission to see the case number that meets the criteria, the system will display an error message. The error message displayed is 'Sorry, but you do not have permission to see this case.' If the search criteria return multiple possible search results, the results will be displayed in a search results table on the **Case Search** screen.

- **LISTS** - On each screen on which there are lists, sort arrows will be provided on the column headings where possible.
When a list is displayed on the screen, a default number of 50 records will be displayed, along with a sentence that says 'X to Y of Z records are displayed'. Where
 - * **X**= the record number of the first record in the list
 - * **Y**=the record number of the last record in the list
 - * **Z**=the total number of records that qualified under the search criteria

If there are more than 50 records, the screen will have a Next or Previous hyperlink to show the next or previous 50 records. All lists will display in this manner unless otherwise noted.

- **SORT** - On each screen on which there are lists, sort arrows will be provided on the column headings where possible.
The up arrow  will sort the results in ascending order.
The down arrow  will sort the results in descending order.

Please direct all e-filing questions to the Clerk's Office at 340 774-2237, Monday through Friday, excluding holidays. If you have any other technical questions or general questions outside of normal business hours regarding the availability or access to the VISCEFS, please email efilehelp@visupremecourt.org .