



**IMPORTANT NOTES** before Logging onto AJIS

- AJIS may be accessed using latest version of Internet Explorer, Chrome for Windows, or Firefox for Windows. AJIS has not been tested thoroughly when using these browsers with Mac OS and may or may not function correctly when accessing AJIS from a Mac, iPad, tablet or other mobile device.

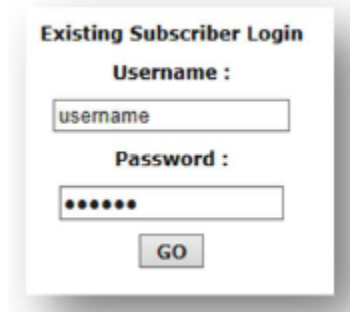


- Viewing documents requires the use of a PDF reader such as Adobe Reader or another compatible PDF reader. Pop-up blockers may prevent the PDF reader from displaying the separate document window. If you receive a message that a pop-up was blocked, disable the pop-up blocker when accessing AJIS.



## LOGGING IN for Paid Access Subscribers and Free Access users

- For Paid Access Subscribers, type your Username and Password under Existing Subscriber Login and press the GO button.
- Free Access users may press the GO button in the Free Access box. There is no Username or Password for Free Access users.
- Once logged on, AJIS will open and the Function List will appear on the left. For more information on the Function List, see [AJIS NAVIGATION](#) later in these instructions.



The image shows a login form titled "Existing Subscriber Login". It contains two input fields: "Username :" with the placeholder text "username" and "Password :" with six asterisks. Below the fields is a "GO" button.

## AJIS NAVIGATION

After logging on to AJIS, the screen will look similar to the one on the right displaying the main function list. Searching and viewing data always begins with the Function List. It is a tree view list of the function names to which you have been given access. A specific function is accessed by clicking its name.

## Welcome to the AJIS2 System

Please select a task from the function list to get started

The screenshot shows a vertical navigation menu on the right side of a web application. The menu is titled 'AJIS' at the top. Below the title, there are several expandable sections, each indicated by a small square icon with a right-pointing arrow. The sections are: 'Frequently Used Functions', 'AJIS User Instructions', 'Judgement Search & List', 'Civil - General Access', 'Criminal - General Access', 'ReadMe Documents', and 'AJIS User Instructions'. Each section contains a list of specific functions, such as 'Civil Name Search & List', 'Civil Case Search & List', 'Church & Organization Trustees Search & List', 'Financing Statement Search & List', 'Marriage License Search & List', 'Name Change Search & List', 'Trade Name and Participant Search & List', and 'Criminal Case Search & List'. The text is light gray and appears to be a placeholder or a low-contrast display.

- AJIS
  - Frequently Used Functions
    - AJIS User Instructions
  - Judgement Search & List
    - Judgement Search & List
  - Civil - General Access
    - Civil Name Search & List
    - Civil Case Search & List
    - Church & Organization Trustees Search & List
    - Financing Statement Search & List
    - Marriage License Search & List
    - Name Change Search & List
    - Trade Name and Participant Search & List
  - Criminal - General Access
    - Criminal Case Search & List
  - ReadMe Documents
    - AJIS User Instructions

## WORKING WITH SEARCH & LIST PAGES

Searching for data is accomplished using Search & List pages that allow you to enter search criteria on search form page and display a list of matching results on the following page.

The screenshot shows the 'Civil Case Search' interface. It features a blue header with the text 'Civil Case Search'. Below the header is a navigation menu with a 'Home' link. The main content area contains three search criteria sections: 'Case', 'Initial Date', and 'Case Action'. The 'Case' section includes fields for 'File #', 'Status', 'Court' (set to 'Alexandria Circuit Court'), 'Case Type', and 'Subtype'. The 'Initial Date' section has 'On/From' and 'Thru' date fields. The 'Case Action' section has 'On/From' and 'Thru' date fields, and an 'Action' dropdown menu. A blue 'Search' button is located at the bottom of the form.

Entering Search Criteria—after selecting any Search function name, the Search criteria form will display. You may enter as much search criteria as needed to narrow your search and locate the records you wish to view.

Calendar —all date fields display a calendar upon selection. Select the date from the calendar or type in the date using mm/dd/yyyy format.


The screenshot shows a date selection calendar for September 2018. The 'On/From' field is populated with '9/1/2018'. The calendar grid shows the days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and the dates. The date '1' is highlighted in a blue box. The text 'Today: September 13, 2018' is displayed at the bottom of the calendar.

September, 2018						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Today: September 13, 2018

## Civil Case List

[Home](#)  
[Civil Case Search](#)

Case	File #	Style	Initiated	Status	Next Preceding	Next Date	Last Order	Date	Type	Image?
<a href="#">Detail</a>	CL18002979	Hilton, Jeffery et al v Trustbank Federal Savings Bank et al	9/4/2018	Active				9/4/2018	Civil Action	
<a href="#">Detail</a>	CL18002980	Holz, Amy v Holz, Steven	9/4/2018	Active				9/13/2018	Civil Action	
<a href="#">Detail</a>	CL18002981	Chung, Nelson v Brown, Larry	9/4/2018	Active				9/4/2018	Civil Action	
<a href="#">Detail</a>	CL18002982	Marines Plumbing, LLC v Durbin, Kristen	9/4/2018	Active				9/4/2018	Civil Action	
<a href="#">Detail</a>	CL18002983	Curtis, Deborah v Curtis, Charles et al	9/4/2018	Active				9/4/2018	Civil Action	
<a href="#">Detail</a>	CL18002984	Reina, Amanda v Commonwealth of Virginia	9/4/2018	Active				9/10/2018	Civil Action	

To see the detail of the results from the list, click the detail button.

## Case History/Image

[Home](#)  
[Back](#)

File #: CL18002979    Initiated: 9/4/2018    Status: Active

Style: Hilton, Jeffery et al v Trustbank Federal Savings Bank et al

Date	Description	Action	Name	# Pages	Security	Image
9/4/2018	Summons - Statutory Agent	Issued		2		<a href="#">View Document</a>
9/4/2018	Attorney's Letter	Filed		1		<a href="#">View Document</a>
9/4/2018	Cover Sheet	Filed		1		<a href="#">View Document</a>
9/4/2018	Affidavit	Filed		1		<a href="#">View Document</a>
9/4/2018	Complaint	Filed		10		<a href="#">View Document</a>

To go back to the parent screen, click the back or parent page name link on the left side navigation bar. Paid subscribers will be able to view related documents attached to the records by clicking on the "View Document" link.