



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.

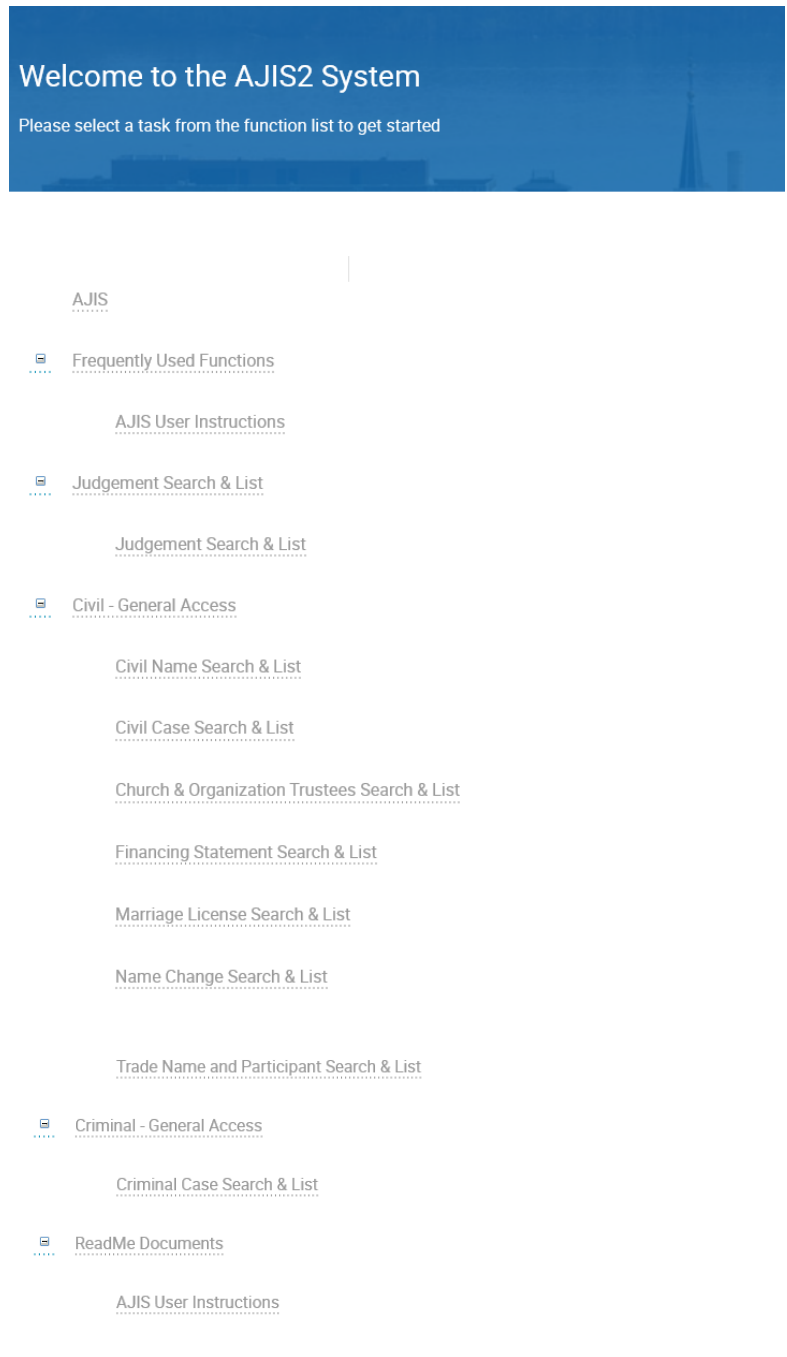


The image shows a login form titled "Existing Subscriber Login". It contains two input fields: "Username :" with the placeholder text "username" and "Password :" with placeholder dots. Below the password field is a "GO" button.

| Existing Subscriber Login | |
|-----------------------------------|--|
| Username : | <input type="text" value="username"/> |
| Password : | <input type="password" value="....."/> |
| <input type="button" value="GO"/> | |

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.



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 title 'Civil Case Search'. On the left, there is a 'Home' link. The main search area is divided into three sections: 'Case', 'Initial Date', and 'Case Action'. The 'Case' section includes fields for 'File #', 'Status' (a dropdown menu), 'Court' (a dropdown menu with 'Alexandria Circuit Court' selected), 'Case Type' (a dropdown menu), and 'Subtype' (a dropdown menu). 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 right 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.

This screenshot shows a date selection interface. At the top, there is a text input field labeled 'On/From' containing the date '9/1/2018'. Below this is a calendar for the month of September 2018. The calendar grid shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates. The date '1' is highlighted with a blue border. At the bottom of the calendar, it says '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? |
|------------------------|------------|--|-----------|--------|----------------|-----------|------------|-----------|--------------|---|
| Detail | CL18002979 | Hilton, Jeffery et al v Trustbank Federal Savings Bank et al | 9/4/2018 | Active | | | | 9/4/2018 | Civil Action |  |
| Detail | CL18002980 | Holz, Amy v Holz, Steven | 9/4/2018 | Active | | | | 9/13/2018 | Civil Action |  |
| Detail | CL18002981 | Chung, Nelson v Brown, Larry | 9/4/2018 | Active | | | | 9/4/2018 | Civil Action |  |
| Detail | CL18002982 | Marines Plumbing, LLC v Durbin, Kristen | 9/4/2018 | Active | | | | 9/4/2018 | Civil Action |  |
| Detail | CL18002983 | Curtis, Deborah v Curtis, Charles et al | 9/4/2018 | Active | | | | 9/4/2018 | Civil Action |  |
| Detail | 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 | | View Document |
| 9/4/2018 | Attorney's Letter | Filed | | 1 | | View Document |
| 9/4/2018 | Cover Sheet | Filed | | 1 | | View Document |
| 9/4/2018 | Affidavit | Filed | | 1 | | View Document |
| 9/4/2018 | Complaint | Filed | | 10 | | View Document |

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.