



**Pennsylvania's Unified  
Judicial System**

**Rule of Judicial  
Administration 509 Web Site  
Public Guide**

**AOPC**

**Administrative Office of Pennsylvania Courts**

**1/1/2009**

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## Introduction

### Overview

In June 2008, the Supreme Court amended Rule of Judicial Administration 509. Effective January 1, 2009, Rule 509 mandates that the AOPC establish a Web site for the posting of Unified Judicial System (UJS) contracts and purchase orders. The Web site will display summary information on purchase orders and contracts of \$5000 or more. The UJS entities covered are the appellate courts, AOPC, Supreme Court boards and committees, courts and court-related offices in the judicial districts, and judicial entities that have elected to follow Rule 509 (Judicial Conduct Board and Court of Judicial Discipline). UJS entities must post the contract and purchase order information on the Web site within 10 days of being fully executed.

To facilitate this process, the AOPC has created a web-based application that allows the public to search for these records after they have been posted.

### Business Rules

The following business rules are presumed when using the application:

- Only contracts, purchase order and amendments executed on or after July 1, 2008 will be available to search on the Web site.
- The information provided will be an extract or summary of the contract, purchase order or amendment. The complete postings will not be available on the Web site. However, a process is available for requesting additional or complete information on a posting.
- Records of postings will be available on the Web site for a period of 4 years from their end date.

### Terminology

The following is a list of terminology used throughout the Rule 509 application:

- Amount – The dollar amount of the contract, amendment, or purchase order. Note that if search results are returned with this field left blank, it may indicate that the document does not contain an assigned, definite amount in its terms (e.g., contract for employment services where only an hourly or per diem rate is established).
- Begin Date of Contract – Date on which an obligation first becomes due under the contract.
- End Date of Contract – Date on which obligations under the contract cease.
- Execution Date - Date of the last necessary signature to fully execute the contract, purchase order or amendment.
- Minor Object Description – A value that describes the nature of the contract or purchase order, i.e. consulting, supplies, software, hardware, etc.

- Parent Contract Number – Used for amendments only, refers to the original contract number.
- Posting Number – A unique alphanumeric identifier assigned to a posting in its system.
- Posting Type – Describes the type of posting recorded; contract, amendment or purchase order.
- Subject Matter – A brief narrative description of the services or commodities to be provided under the contract.
- UJS Entity – Name of the UJS court or office within the judiciary entering into the contract.
- Vendor – The party providing a service or commodity under the contract or purchase order.

### **Accessing the Application**

The information on contracts, purchase orders and amendments is available through Pennsylvania’s Unified Judicial System (UJS) Web Application Portal which is a free, public Internet Web site that provides access to a variety of court related documents.

#### **Site Requirements**

The UJS Portal requires a current web browser with JavaScript and cookies enabled. Other browsers without JavaScript and cookies enabled will see graphical errors or may be denied access completely. Due to the technology used in creating this site, Internet Explorer 6 and above will provide the most satisfying user experience. Also, the images that appear in this guide may vary slightly in appearance depending on the browser used and the version.

The reporting and printing functions on the site require Adobe Reader. Please be advised that pop-up blockers may prevent pages and reports from opening properly.

#### **Navigation**

Open your Internet browser and enter the following web address:

<http://ujportal.pacourts.us/documentpostings/search.aspx>

The Pennsylvania Unified Judicial System portal page opens to the Rule 509 Postings Search page.

## Searching for Postings

To view and print postings, begin by performing a search.

### Performing the Search

The Search Type must first be specified. Searches can be performed by Posting Type, Judicial Office or Vendor. Select the type of search to perform from the Search Type dropdown.

Search Type: 

- Posting Type
- Judicial Office
- Vendor

The page refreshes and the available fields below the Search Type dropdown will change depending on the selection made.

\* Posting Type:

Amount From:  To:

Minor Object:

Minor Object Description:

Execution Date Range:  through

Document Date Range:  through

A minimum amount of information must be entered for each Search Type and this is indicated with a red asterisk next to the required fields.

\* Posting Type:

Entering as much information as possible will help narrow the search results. After entering the available criteria, click SEARCH.

If a required field was not filled out, a message displays indicating the possible problems. Enter the required fields prior to clicking SEARCH again.

\* Posting Type:

If no postings match the criteria entered, the No Results Found message will display below the criteria fields. Change the Search Type or criteria to try the search again.

No results found

**Search Results**

If postings are found, a grid will populate with the results below the criteria fields. The grid displays the Posting Number, Posting Type, Parent Contract number, Judicial Office, Execution Date, Amount, and Begin and End Dates. The viewing and printing functions are available through the grid.

Posting No	Posting Type	Parent Contract	Judicial Office	Execution Date	Amount	Begin Date	End Date
<a href="#">1173</a>	Contract		Commonwealth Court	08/26/2008	\$28,800.00	07/01/2008	06/30/2009
<a href="#">2286</a>	Contract		AOPC	08/22/2008	\$38,225.00	08/22/2008	08/21/2011
<a href="#">2179</a>	Contract		AOPC	08/21/2008	\$6,000.00	08/18/2008	12/31/2008
<a href="#">90387</a>	Contract		Allegheny	08/20/2008	\$43,260.00	07/01/2008	06/30/2009
<a href="#">0809 PB CCBA</a>	Contract		IOLTA	08/20/2008	\$3,500.00	07/01/2008	06/30/2008

If more than ten records are found, links will be available below the grid to jump to a different page or navigate to the first, previous, next or last pages of results.

[First](#)
[Previous](#)
[1](#)
[2](#)
[3](#)
[Next](#)
[Last](#)  
[Print Selected](#)
[Print All](#)

**Viewing Records**

To view the details about the posting, click on the Posting Number link. The Rule 509 Posting screen opens which contains the details of the posting.

**Rule 509 Posting**

Posting Type:

Posting Number:

Parent Contract:

Judicial Office:

Minor Object:

Vendor:

Amount:  Execution Date:

Begin Date:  End Date:

Subject Matter:

To request more information on this Posting, enter additional comments and your email address and click Send.

Additional Comments:

E-mail:

To print the posting, click PRINT. A new window opens and displays a report populated with the information in the posting. The report can be viewed on the screen, saved or printed. For more information, see *Print Preview Functions* on page 7.

Additional information can be requested for each posting. For more information, see *Requesting Additional Information on a Posting* on page 8.

To return to the Rule 509 Postings Search screen and the search results grid, click CANCEL.

## Printing Posting Information

After identifying the necessary records, they can be printed individually, or all records in a search result can be printed at once.

### Printing Individual Records

To print individual postings, select the check boxes for the records wanted on the report and click Print Selected.

	Posting No	Posting Type	Parent Contract	Judicial Office	Execution Date	Amount	Begin Date	End Date
<input checked="" type="checkbox"/>	<a href="#">1173</a>	Contract		Commonwealth Court	08/26/2008	\$28,800.00	07/01/2008	06/30/2009
<input checked="" type="checkbox"/>	<a href="#">2286</a>	Contract		AOPC	08/22/2008	\$38,225.00	08/22/2008	08/21/2011
<input type="checkbox"/>	<a href="#">2179</a>	Contract		AOPC	08/21/2008	\$6,000.00	08/18/2008	12/31/2008
<input type="checkbox"/>	<a href="#">90387</a>	Contract		Allegheny	08/20/2008	\$43,260.00	07/01/2008	06/30/2009
<input checked="" type="checkbox"/>	<a href="#">0809 PB CCBA</a>	Contract		IOLTA	08/20/2008	\$3,500.00	07/01/2008	06/30/2008

The report opens in a new window and populates with the information from the selected postings. The report can be viewed on the screen, printed and saved. For more information, see *Print Preview Functions* on page 7.

### Printing All Records

To print all the records in the search results, it is not necessary to select any check boxes. Simply click the Print All link. If the search results grid contains multiple pages, all records on all pages in the results grid are added to the report.

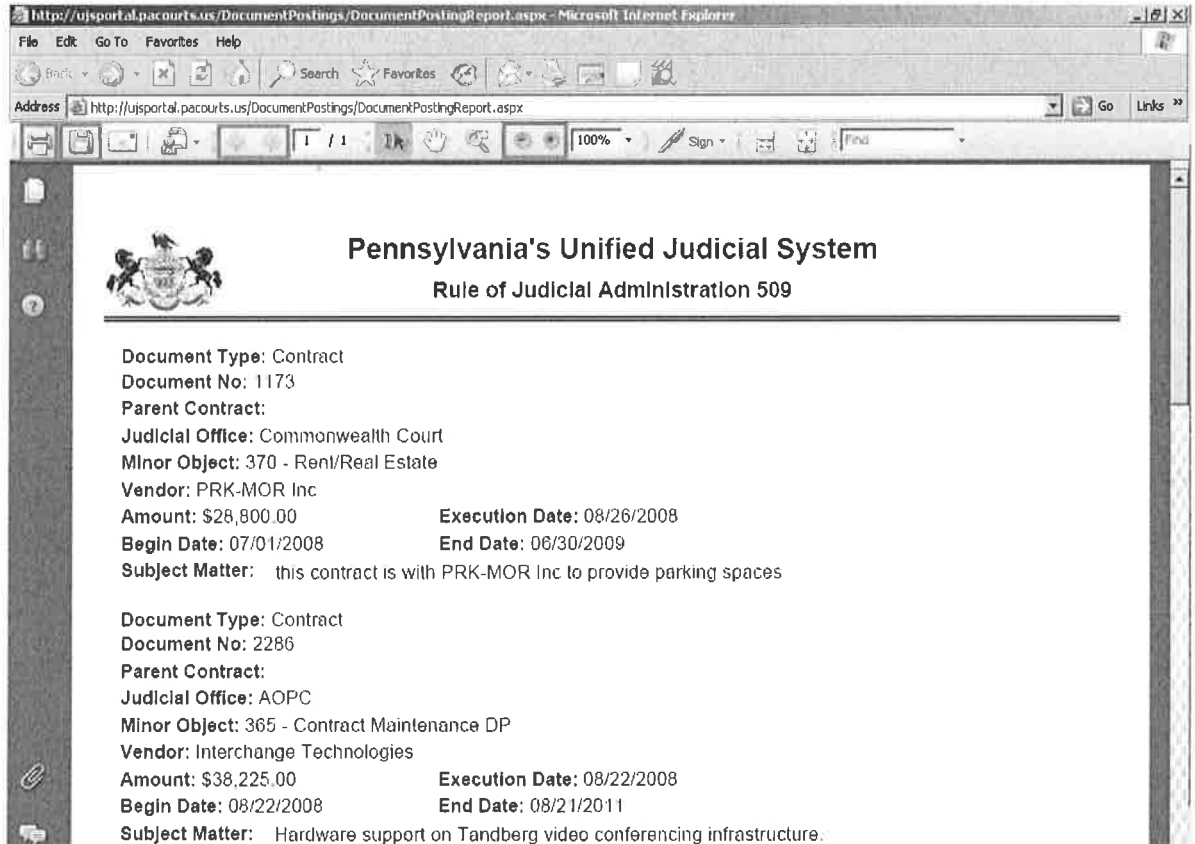
	Posting No	Posting Type	Parent Contract	Judicial Office	Execution Date	Amount	Begin Date	End Date
<input checked="" type="checkbox"/>	<a href="#">1173</a>	Contract		Commonwealth Court	08/26/2008	\$28,800.00	07/01/2008	06/30/2009
<input checked="" type="checkbox"/>	<a href="#">2286</a>	Contract		AOPC	08/22/2008	\$38,225.00	08/22/2008	08/21/2011
<input type="checkbox"/>	<a href="#">2179</a>	Contract		AOPC	08/21/2008	\$6,000.00	08/18/2008	12/31/2008
<input type="checkbox"/>	<a href="#">90387</a>	Contract		Allegheny	08/20/2008	\$43,260.00	07/01/2008	06/30/2009
<input checked="" type="checkbox"/>	<a href="#">0809 PB CCBA</a>	Contract		IOLTA	08/20/2008	\$3,500.00	07/01/2008	06/30/2008

The report opens in a new window and populates with the information from all the postings that were returned in the search. The report can be viewed on the screen, printed and saved. For more information, see *Print Preview Functions* on page 7.



## Print Preview Functions

When the report opens in the preview window, the icons in the toolbar can be used to print, save or, navigate through the report (if there is more than one page). The plus and minus icons are used to magnify the report for ease of viewing on the screen.



When finished, close the window to return to the Rule 509 Postings Search screen.

## Requesting Additional Information on a Posting

The Rule 509 Posting screen shows a summary of the posting. However, additional information can be requested.

To obtain additional details of a posting, search for the posting record as described in *Searching for Postings* on page 3, and open the Rule 509 Posting screen. Enter the Additional Comments and a valid email address at the bottom of the screen and click SEND.

**Rule 509 Posting**

Posting Type:	Contract		
Posting Number:	2346		
Parent Contract:			
Judicial Office:	AOPC		
Minor Object:	314 - Judicial Train/Education		
Vendor:	James C. Raymond, Ph.D.		
Amount:	\$5,000.00	Execution Date:	06/05/2008
Begin Date:	10/27/2008	End Date:	10/28/2008
Subject Matter:	This contract is with James C. Raymond, Ph.D. for the provision of agreeing to teach the Opinion Writing Symposium held in October 2008.		

To request more information on this Posting, enter additional comments and your email address and click Send.

Additional Comments:	What department received this training?
E-mail :	JSmith@netmail.net

A confirmation is displayed.

 Your request has been sent

An email is sent to the appropriate Rule 509 records manager who will respond to the request via the email address provided.