



Commonwealth of Massachusetts

Bristol County Probate & Family Court

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Register of Probate

ATTORNEY PORTAL INFORMATION

Attorneys:

The **Attorney Portal** is a web based program that allows remote access to limited Probate & Family Court cases. In addition to the *MA Trial Court Electronic Case Access Sheet*, the following information provides some guidance on how best to use the system and the system's pros and cons. While this Attorney Portal is a big step for the Trial Court, Attorneys must be mindful that the system is not perfect and it has numerous limitations. If you have experience accessing probate records using www.masscourts.org, this system works in the same way.

PORTAL REGISTRATION:

- The Attorney Portal goes live for Bristol County on September 1, 2015.
- Only attorneys with active BBO#s can Register.
- The Portal uses your BBO# and the email address you have registered with the BBO.
- If you do not remember your BBO email then you may use the following email address as an alternative: eaccess@jud.state.ma.us
- Register at <http://www.mass.gov/courts/court-info/trial-court/pfc/attorney-portal.html>. You may also follow the steps on the *Quick Reference Card* attached hereto.
- You will go to www.masscourts.org to commence your searches similar to searching for probate related matters.

PORTAL LIMITATIONS:

- Not all cases will be available on the Portal. Please be sure to check the list of cases accessible on the *MA Trial Court Electronic Case Access Sheet*.
- You will only be able to see DOCKET ENTRIES. Docket entries consist of scheduled events, docket entries and party/attorney information in a case.
- You will only have access to cases that you are the active attorney of record. (Please note: It is important that you file appropriate appearances and withdrawals in your cases so that unintended access to cases does not occur.)
- You WILL NOT have access to images of pleadings and/or impounded or restricted filings.

PORTAL HIGHLIGHTS:

- **“My Cases”**

This section of the Portal provides you with access to a sorted list of cases that are active and that you are the attorney of record. It provides criteria to sort/search your cases and hyperlinks to view case information.

You will **not** have access to: Cases with a “closed” case status (ie. Cases that have gone to judgment or final decree); Impounded or restricted cases; and/or any cases where you have filed a withdrawal or your appearance has not yet been docketed. In addition, sub-actions (ie. Modifications and Contempts) will not show up in “My Cases”.

If you do not see expected results in “My Cases”, use the “Search” feature to find a case.

➤ **“Calendar”**

This section of the Portal provides you with events scheduled for a twelve (12) month period for cases where you are the active attorney of record. You will see event descriptions, date and time, Judge and Location information. You will also find hyperlinks to view case information.

➤ **“Search”**

This section of the Portal displays cases not otherwise restricted or impounded in the case type, departments and divisions available.

You may search by docket number, name, case type and file date. You will also find hyperlinks to view case information.

ADDITIONAL INFORMATION:

For a powerpoint demonstration on the Attorney Portal go to the link below:

<http://www.mass.gov/courts/docs/courts-and-judges/courts/probate-and-family-court/attorney-portal-demonstration.pdf>

For additional information about the Attorney Portal see the attached documents listed below:

MA Trial Court Electronic Case Access Sheet

Quick Reference Card for Accessing the Attorney Portal

** (This was developed for courts other than P&F Court and therefore illustrates different case types.)*

*** Please note that Registry personnel DO NOT have access to the Attorney Portal. If you have any questions or issues with the Attorney Portal, please direct them to eaccess@jud.state.ma.us. Please put “Probate & Family Court” in the subject line of any emails you send to this address.**