



CourtNet – Profile Overview

TITLE SCREEN – PP slide Profile Overview

V.O. Narrator: *“Welcome to CourtNet 2.0, the only application that provides real-time, online access to Kentucky civil and criminal court case information.*

The Administrative Office of the Courts invites you to take a few minutes to learn about this exciting update to the application.

Those using the current version of CourtNet will benefit from the application’s many improvements and new users will find CourtNet 2.0 to be a valuable tool.

Subscribers who would like to view more detailed case information, print case summaries, and allow associates and designees similar access can subscribe to one of five service plan options.

Let’s get started so you can see how the application works.”

TITLE SCREEN – Screen shot – Account Summary Page

V.O. Narrator: *“When you first log in, you’ll see the Account Summary page. Here you’ll find news about CourtNet 2.0 and the user agreement. You will need to accept the user agreement before you can access CourtNet for the first time.*

Click Continue to access the service plan page. Here you will choose a plan from the list, save changes, and then you will be taken to the profile page.”

TITLE SCREEN – User Profile Page – User Profile

V.O. Narrator: *“On the Profile page, you will find the account holder’s name, email address and business affiliation. If you need help, just click on the question mark icon.*

Subscribers can access additional features from this page, such as adding sub accounts, viewing usage statistics, and making changes to your service plan.”

**TITLE SCREEN – User Profile Page – Agreements**

V.O. Narrator: *“Next is the Agreements section. Click on the View Agreement link to review the user agreement. Access to CourtNet is denied until the User Agreement is accepted.”*

TITLE SCREEN – User Profile Page – Sub Accounts

V.O. Narrator: *“The next section is Sub Accounts. Once you’ve selected your service plan, you become the plan’s Administrator. You have the ability to add sub accounts users to your master account. Currently, there is a \$10 charge for each active sub account in a billing cycle. Each sub account user will use their own credentials to log in and after accepting the user agreement, will have the same access to searches and printing as you have.*

To create a sub account, click on the Send an Invitation link. Enter the email address and first and last name of the additional user. Click Send Invitation and the user will receive a welcome email explaining how to log in to CourtNet 2.0.

As the Administrator, you can change sub account user information, reset a password, and deactivate an account by clicking on the Sub Account ID hyperlink.

It’s important to remember that all actions performed by a sub account user will count against the plan’s case and image usage total.”

TITLE SCREEN – User Profile Page – Plan Details

V.O. Narrator: *“The Plan Details section lets you view and change your service plan. You can see your plan’s name, monthly rate, cases per month, overage rate, and image rate.*

*To change your current service plan, click on the Change My Plan link. **Click** You will see a grid of the five available plans. Select the button next to the desired plan and click Save Changes. Plan changes go into effect at the beginning of the next billing period.*

Each of the five plans provides a choice to match your business needs. These plans follow a “cell phone” plan model and give you access to a specific number of cases for a flat monthly fee.



If you access more cases in a billing period than allowed by your plan, you will be charged a per-case overage rate.

For cases that contain a citation image, a per-image rate is charged for each image accessed.

Click on the question mark icon for help in changing your plan.

Click on the Return to Profile link to return to the Profile page.”

TITLE SCREEN – Profile Page – Usage and Next Bill Estimate

V.O. Narrator: *“The Usage and Next Bill Estimate section lets you quickly check your usage. The first view shows the number of cases used in the current billing cycle, the number of images accessed, the plan cost, any overages, image cost, and the total current bill.*

Click Current Usage Detail to view plan usage broken down by sub accounts. You will see a list of all users on the plan and the number of unique cases and images accessed.

Click Printable detail PDF to view a current detailed usage report. This will show activity for all designees on a master plan. This report details activity for the current billing cycle.

You can also view plan usage by percentage so you’ll know what percentage of the plan has already been used.

The Next Bill Estimate table will contain a running total of all costs associated with the current billing cycle as well the number of cases and images accessed in that cycle.

Click Return to Profile to return to the previous page.”

TITLE SCREEN – User Profile Page – Statement History

V.O. Narrator: *“The Statement History allows you to see a detailed report of usage for a specific billing period.*

Click on the Billing Date hyperlink to view activity.



Here you can find a detailed report including action type, the date and time case was accessed, case number, user, and cost."

TITLE SCREEN - Profile Page

V.O. Narrator: *"In summary, the user profile page will is a valuable tool, providing the ability to change service plans, track and monitor usage, add sub accounts and view account status information.*

We hope this video was helpful. We invite you to become a user of CourtNet 2.0. The Administrative Office of the Courts appreciates the opportunity to provide attorneys with fast, easy access to Kentucky civil and criminal case information."

PP – list of additional training videos

V.O. Narrator: *"For information about service plan options, please refer to additional training videos available for review"*

TITLE SCREEN – PP Slide with Contact Information

V.O. Narrator: *"For CourtNet product or account questions, please contact the AOC Service Desk @ 800-860-4262, or by e-mail at CourtNetHelp@kycourts.net."*

If you have forgotten your KBA password, visit www.kybar.org, and click on Password reminder.

Direct all other questions about your CourtNet login to the Kentucky Bar Association at (502) 564-3795 ext. 249 or cjones@kybar.org."