



CourtTrax FAQ

The WSBA is pleased to announce a new member benefit! CourtTrax is a web-based court docket research service provided at a discounted rate to WSBA members. Using CourtTrax, you can search court records across the country, and download or order any available court documents.

What court jurisdictions are available through CourtTrax?

Currently available are all federal district and bankruptcy courts nationwide, and all electronically accessible courts in 13 states: Alaska, Arizona, California, Hawaii, Maryland, Nevada, Oregon, New Jersey, New Mexico, North Carolina, Utah, Virginia, and Washington.

What are the benefits of using CourtTrax?

CourtTrax is easy to use, quick, comprehensive, standardized (between jurisdictions), dependable, and cost-effective. You can search for documents in a variety of ways, including by case number, individual or case name, date range, case type (e.g., civil, criminal, domestic, juvenile, etc.), and other criteria. Plus, you can save, share, annotate, and e-mail your search results, as well as set name alerts and case watches.

How do I get started with CourtTrax?

Using CourtTrax is easy — no contract is needed, and you can use it as much or as little as you need. To get started, click on the link on the WSBA homepage (www.wsba.org) or on mywsba (www.mywsba.org), which will take you to the CourtTrax website, where you will be instructed how to create a CourtTrax account. Once you have created your account, simply go directly to www.courttrax.com (or enter CourtTrax through the link on the WSBA website or mywsba) and enter your Client Username and Password in the upper right-hand corner of the landing page. Once you are logged in, you can start searching for new information or browse through searches you have done previously.

What training is available?

CourtTrax provides regular biweekly online webinar training sessions. Each webinar lasts about half an hour. Information about upcoming webinars will be posted on the WSBA and CourtTrax websites.

How quickly can I expect to receive requested documents?

For those courts whose documents are available electronically (currently in Washington, King and Pierce counties), your requested documents are delivered to your desktop within minutes. For those courts whose documents are not available electronically, CourtTrax's court-runner

service is available, offering turnaround time in 72 hour or less, with most documents returned within 24 hours. All documents are e-mailed in PDF format unless otherwise requested. You are always provided with a price quote before you place your order

What does it cost to use CourtTrax?

There are no setup fees, membership charges, or minimum usage fees. You will be charged monthly only for your actual usage of the system. WSBA members receive a discount, and CourtTrax will provide you with pricing information.

Who is eligible to receive the discounted WSBA member rate?

Active, inactive, and emeritus members are eligible to receive the WSBA discounted rate, as are those admitted to practice pursuant to APR 8(c) (exception for indigent representation) and APR 8(g) (exception for military lawyers). To receive the discounted rate, you must register through the CourtTrax link on the WSBA website or onmywsba (go to www.wsba.org or www.mywsba.org and click on the CourtTrax link) and provide your WSBA #.

What if my firm already has a contract with CourtTrax?

If your firm already has a contract with CourtTrax and receives a discount, you will receive whichever discount is greater (multiple discounts are not applied).

What can you tell me about the company?

Based in Bellevue, Washington, CourtTrax has been providing online court information search and retrieval services since 2004. With documents from federal courts and 13 states currently available, CourtTrax is aggressively adding new states. The company's mission is to become the leading provider of court information and related services in the United States.