

OCRA Quick Reference Guide

Chesterfield Circuit Court

Officer of the Court Remote Access (OCRA) provides secure remote access to non-confidential civil and criminal case images for documents filed/received by the Chesterfield Circuit Court Clerk's Office since 12/1/2015.

Hard copy case records are available in the Clerk's Office.

Login:

- Access <https://cisweb.courts.state.va.us/Ocra> in a web browser.
- Enter User Login and User Passcode (both are case sensitive).
 - You will be prompted to change passcode at first login.
- Enter your Bar Number. If you are not an attorney, enter the number assigned by the Clerk's Office.
- Click Login.
- Read and acknowledge the Terms of Service.

Search:


- Choose Chesterfield Circuit Court from the drop down menu.
- Click the radio button for the appropriate Division (Criminal/Civil/Chancery).
- Enter the Case Number or Name you wish to search (not both).
 - *See helpful hints regarding syntax* 
- Click Search.
- Scroll as necessary to locate desired case. If the screen is full and the desired case is not listed, click on Next Results button.
- To clear the search, click Clear Results.

Image Organization/Access:

- Three tabs are available when viewing an individual case:
 - **Pleadings and Orders** - Indexed individually by date filed.
 - **Case Files** - Includes miscellaneous documents such as hearing sheets, attorney-issued subpoenas, correspondence, sketch orders, FMS receipts, etc.
 - **Services** - Services issued by the Clerk's Office.
- To view a document's image, click its hyperlink.
- After viewing an image, click 'x' in the bottom right corner to close.
 - If the image opens in a separate PDF viewer (e.g., Adobe), you will need to close the document there first.
- For criminal cases with multiple charges, most images will typically be found under the -01 charge.

Logout:

- Click Logout at top of screen.

Do not use the Back button in your browser!

Need Help?

For case-related questions, call the Clerk's Office during public service hours at 804-748-1241 and request to speak with a staff member in the appropriate division.

For system-related assistance, email the Clerk's Office at circuitcourtclerk@chesterfield.gov or call 804-748-1241 and request to speak with a staff member that can assist with OCRA.

Case Number Syntax:

Without using the CL or CR prefix, enter the 10-digit case file number or a shortened version as shown below.

Examples:

- Civil file CL16009999-00 should be entered as 1600999900 or 16-9999.
- Criminal file CR16F09999-01 should be entered as 16F0999901 or 16F09999-01.

Name Syntax:

Enter as: Last, First

Confidential Info:

Documents/cases that are considered confidential pursuant to Virginia law and documents/cases that have been sealed by the Court are not made available through OCRA.