



District Court of Guam

How To Conduct Online U.S. Courts Record Searches

The District Court conducts thousands of records searches per year on behalf of employers on Guam. We are now introducing the ability to perform these searches at a greatly reduced cost online, in lieu of our office performing such searches at the cost of \$26 per search.

These online searches have several advantages over the current record searches conducted by the District Court:

1. They can be done in the comfort of your own office for as little as eight cents per search, as opposed to the normal \$26 charge. OR
2. They can be done on a dedicated terminal at the U.S. Courthouse for free
3. They are *national* in scope, not just for Guam, as are the searches conducted by the District Court.
4. Electronic searches can be conducted by the employer itself and the potential employees are not relied upon to deliver a document that is central to their own background investigation.

Please note that the District Court anticipates ceasing to perform most record searches on behalf of employers on **May 15, 2009**.

How to Conduct an Online Search

Record searches can be accomplished in just a few easy steps:

1. Establish a U.S. Courts PACER Account.
2. Log in to the U.S. Party/Case Index System
3. Conduct a Search for Civil, Criminal, Bankruptcy or Appellate cases based upon a person's first or last name.
4. Print the results, or click on particular case records to find out more information.

1) Establish your PACER account

"PACER" stands for "Public Access to Court Electronic Records", and is the system that allows one to search Appellate, Civil, Criminal, and Bankruptcy records through the internet.

Use this link to register online for PACER:

<http://pacer.psc.uscourts.gov/register.html>

If you supply a credit card, you can get your id and password online. If not, the PACER Service Center will mail it to you.

PACER services costs 8 cents per result, and most employee record searches are a single page. The PACER Service Center mails quarterly billing statements unless you have signed up for automatic credit card billing. Each quarter a statement will be generated and mailed for your account, if you have accrued charges during the quarter and have a balance due greater than \$10. If your balance due is less than \$10, no statement will be mailed and payment will be deferred until the balance due is greater than \$10.

You should be able to get all of your Pacer related questions answered at: <http://pacer.psc.uscourts.gov/faq.html>, but if you have problems with your pacer account when you get it, call us at the District Court, and we'll help you through it.

2) Log in to the U.S. Party Case Index (USPCI) System

- Using your favorite internet browser, go to:
https://pacer.login.uscourts.gov/cgi-bin/login.pl?court_id=00idx
- Login to the system using your PACER id and password.

3) Conducting the Search

After logging in, you should see a screen similar to the following:



Pick the type of court (case type) that you wish to search. “Criminal” is typically chosen for background checks.

In the “Party Name” text box, enter the last name of the employee you are searching for, followed by a comma, followed by the first name or alias. Then press the “Search Button”.

If any federal court cases exist for the employee, you will see a screen containing something similar to this:

The screenshot shows the 'U.S. Party/Case Index Criminal Name Search Results' page. It displays the following information:

- 2 Total Party matches for selection CABACCANG, ROY for ALL COURTS
- Search Complete
- Wed Mar 25 19:02:24 2009
- Selections 1 through 2 (Page 1)
- Download (1 pages \$ 0.00)

Name	Court	Case No.	Filed	Closed
1 CABACCANG, ROY TOVES USA v. Cabaccang	gudce	1:1997cr00053	04/07/1997	
2 CABACCANG, ROY TOVES USA v. Cabaccang	gudce	1:1997cr00095	05/09/1997	05/06/2005

PACER Service Center
Transaction Receipt
03/25/2009 19:02:24

PACER Login:	ts7915	Client Code:	
Description:	Criminal search pg 1	Search Criteria:	CABACCANG, ROY
Billable Pages:	1	Cost:	0.08

4) Print the Results

You may print the results on your browser screen at any time, or alternatively, click on the “Download” link at the top of your results to get the results into a text file that you may then save on your computer.

To conduct a search on another employee, click on the “U.S. Party/Case Index—Home” link beneath the transaction receipt.

To securely log off the U.S. Party/Case Index System, click on the “Logout” link at the bottom of the screen.