



# Public Access

**Thomson Reuters Court Management Solutions**

**Judiciary of the United States Virgin Islands**



**THOMSON REUTERS®**

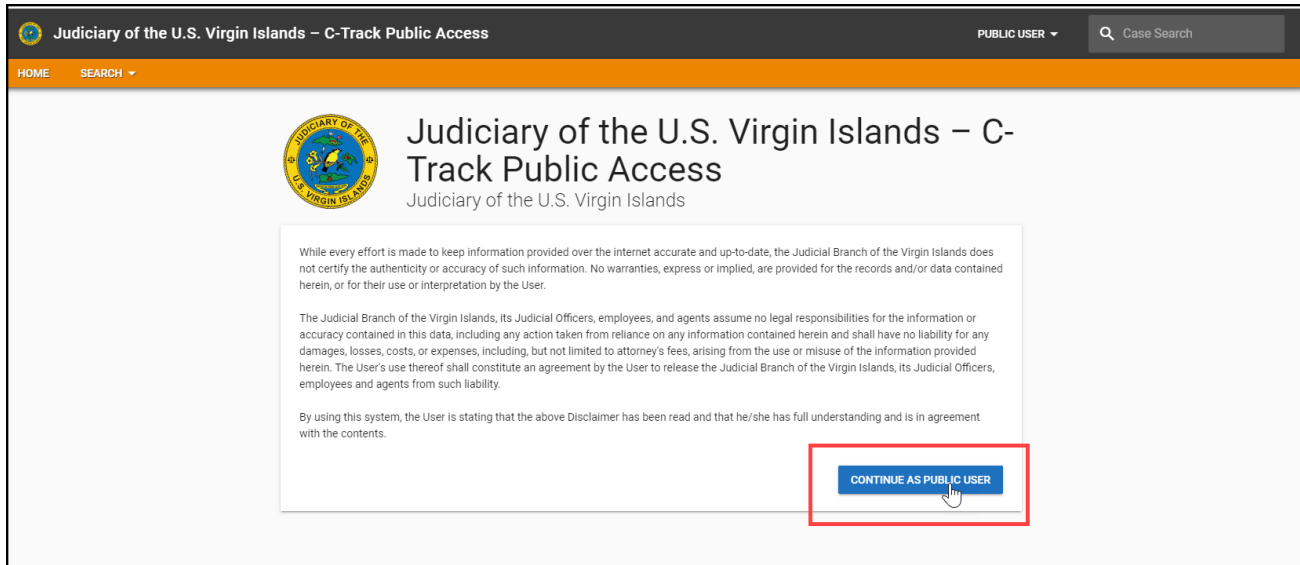
## 1.0 Description

The Public Access application is used by members of the public to view case information, case progress, and case filings/documents that the Courts have made available according to legislative mandate.

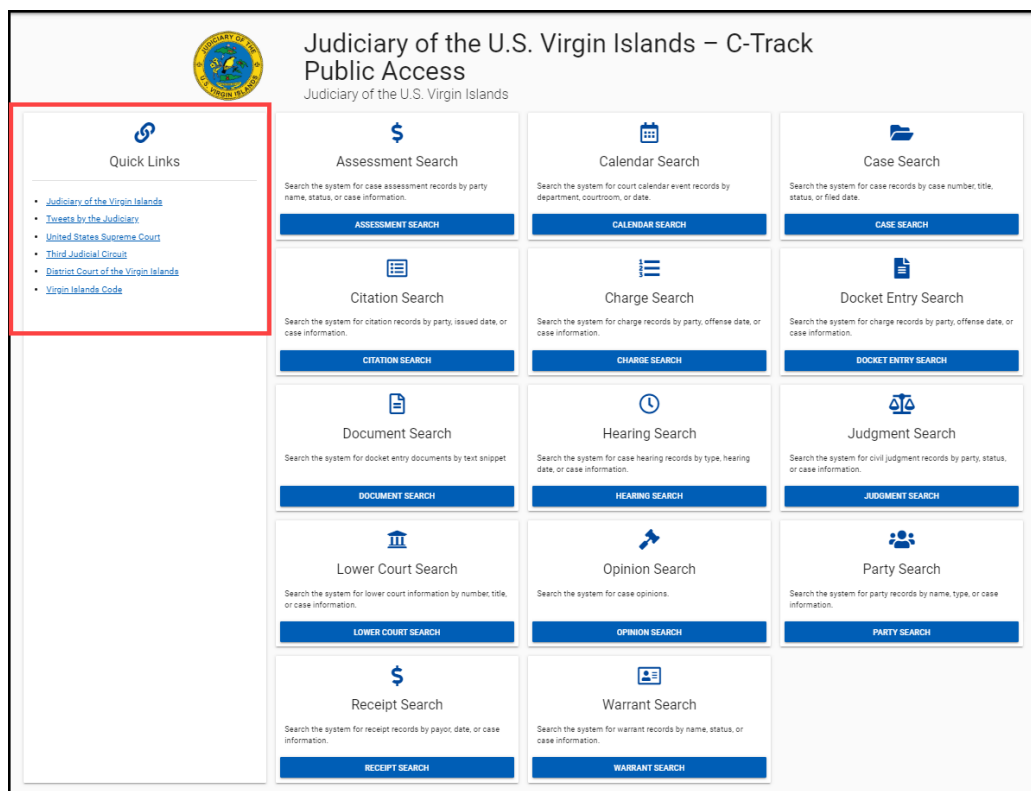
*Note:* Public Access is only used to view information that has been published from the Judiciary of the United States Virgin Islands C-Track Case Management System. Nothing that is published to Public Access can be edited from Public Access.

## 2.0 Navigate to Public Access

1. Navigate to: <https://usvipublicaccess.vicourts.org/login>
2. Click the [CONTINUE AS PUBLIC USER] button.



3. The Quick Links field is used to navigate to related websites that have been “bookmarked”, either as being important supplemental information for a public user of the application, or as a shortcut to an important case within Public Access.

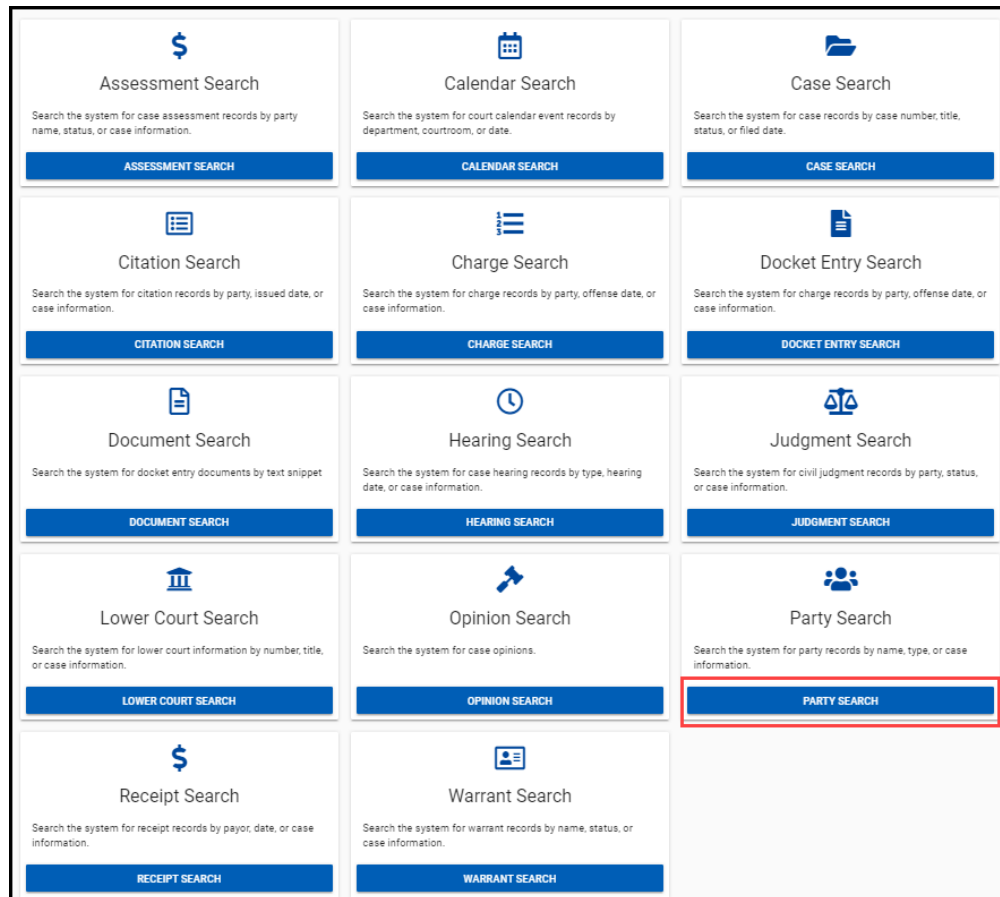


### 3.0 Case Search

Choose the criteria that you would like to search by and click the button below the search option.

#### 3.1 Party Search Example

1. In this section, we navigate to the Party Search screen by clicking the **[Party Search]** button.



2. Enter search terms in the **Party Search** fields.

The screenshot shows the 'Party Search' form. A red callout box points to the search options. The form includes fields for Case Number, Last Name, and First Name. There are 'SEARCH' and 'ADVANCED' buttons. A help icon is also present.

**Party Search**

Case Number

Last Name

First Name

Perform a search by entering criteria into the form fields to the left. The more information you can provide the better your search results will be. By default, the search will return results which start with the data entered. For more options, click **ADVANCED**.

**SEARCH** **ADVANCED**

3. Click **Advanced Search** to invoke additional search criteria that can help narrow down the search results for the specific case for which you are searching.

**Note:** Additional search criteria depends on what search you are using. For instance, the inputs you see for a **Party** search are different for a **Document** search. Each search option has its own set of basic and advanced search criteria.

**Party Search**

Case Number  Starts With

Last Name  Starts With

First Name  Starts With

Alias  Starts With

Perform a search by entering criteria into the form fields to the left. The more information you can provide the better your search results will be. By default, the search will return results which start with the data entered. For more options, click **ADVANCED**.

For fields where a selection is available, 'Starts With' will return results which begin with the search text. 'Contains' will return results with the search text in any location. 'Phonetic' will return results which sound similar - for example, a search for the name John will also return results for Jon.

**SEARCH**

In the advanced search, some text fields have a corresponding dropdown. This field lets you specify the kind of search you want the field to perform.

- Click on the dropdown to view the available options and make your selection.

**Note:** All Search Types display results based on how their character strings exist in the CMS application.

**Party Search**

Case Number  Starts With

Last Name  Starts With

First Name  Starts With

Alias  Starts With

Exact Match

**Starts With**

Contains

Phonetic

Perform a search by entering criteria into the form fields to the left. The more information you can provide the better your search results will be. By default, the search will return results which start with the data entered. For more options, click **ADVANCED**.

For fields where a selection is available, 'Starts With' will return results which begin with the search text. 'Contains' will return results with the search text in any location. 'Phonetic' will return results which sound similar - for example, a search for the name John will also return results for Jon.

**SEARCH**

**Starts With** – This means that the text entered must be at the beginning of the search phrase.

Example: 'Court' will show results for 'Court123' and 'Court567' but will not show results for 'ACourt' or '123Court' when using the **Starts With** filter.

**Exact Match** – This means only search results with that exact text string will be returned. If you added an extra character or miss a character, results will not show similar search terms.

Example. 'Court' shows results for 'Court' only, not 'Cour' or 'Courtt' when using the Exact Match Filter.

**Contains** – This is one of the most flexible search types. This search provides any results that contains the text string, no matter its placement.

Example: 'Court' shows results for '123Courtt', 'Court123', and 'ACourt456'

**Phonetic** – This search type shows results for words that match the searched value's pronunciation but may not have the same spelling.

- Enter search criteria and click the **[Search]** button.
- In the Search Results, selecting options from the **Filters** list will narrow down the Search Results.

**Note:** The filters available to narrow the search results also vary by the **Search** type being used.

**Party Search**

Case Number  Starts With

Last Name  Contains

First Name  Starts With

Alias  Starts With

**SEARCH**

**Filters**

**Court**

☐ Superior Court of the Virgin Islands (1,641)

**Court Level**

☐ Superior Court (1,641)

**Court Location**

☐ St. Thomas/St. John (1,186)

☐ St. Croix (455)

**Case Category**

☐ Traffic (1,429)

☐ Family (212)

**Party Type**

☐ Defendant (1,428)

☐ Heir (132)

☐ Decedent (40)

☐ Representative/Guardian (30)

☐ Attorney (5)

☐ Petitioner (5)

☐ Administrator (1)

**Party Status**

☐ Active (1,641)

**Pro Se**

☐ No (1,641)

**Case Status**

Case Number	Case Title	Party Type	Last Name	First Name	Aliases	Party Status
<a href="#">SX-2020-PB-00039</a>	In the Matter of the Estate of Helen Joycelin Moorehead Roebuck	Heir	SMITH	DOMINGO		Active
<a href="#">SX-2020-PB-00005</a>	In the Matter of the Estate of EDWICK R. L. ADAMS	Heir	SMITH	ALEJANDRO		Active
<a href="#">SX-2020-MV-00568</a>	People of the Virgin Islands v. CARMEN T. MORALES	Defendant	SMITH	VIORICA		Active
<a href="#">SX-2019-PV-01108</a>	People of the Virgin Islands v. KWAME ALLEN	Defendant	SMITH	JERRY		Active
<a href="#">SX-2019-PB-00058</a>	In the Matter of the Estate of Llewellyn G. Reed	Decedent	SMITH	CORY		Active
<a href="#">SX-2019-PB-00049</a>	In the Matter of the Estate of Donald Raymond	Heir	SMITH	BARRY		Active
<a href="#">SX-2019-PB-00044</a>	In the Matter of the Estate of LEONA ELIZABETH GORDON-SCHUSTER	Decedent	SMITH	JOSEPH		Active
<a href="#">SX-2019-MV-00066</a>	People of the Virgin Islands v. EARL J. JOHNSON	Defendant	SMITH	BLAINE		Active
<a href="#">SX-2019-MV-02640</a>	People of the Virgin Islands v. BOWEN JAMES CHADWICK	Defendant	SMITH	SHERRI		Active
<a href="#">SX-2019-MV-02720</a>	People of the Virgin Islands v. MARIO L. AUSTIRE	Defendant	SMITH	MICHAEL		Active
<a href="#">SX-2019-MV-02632</a>	People of the Virgin Islands v. TYLEY D. SMITH	Defendant	SMITH	ANTHONY		Active
<a href="#">SX-2019-MV-02638</a>	People of the Virgin Islands v. GLEN ALAN BERUBE	Defendant	SMITH	JOSEPH		Active
<a href="#">SX-2019-MV-02637</a>	People of the Virgin Islands v. MARI T. CHERUBIN	Defendant	SMITH	DENNIS		Active
<a href="#">SX-2019-MV-02536</a>	People of the Virgin Islands v. MARI T. CHERUBIN	Defendant	SMITH	DENNIS		Active
<a href="#">SX-2019-MV-02535</a>	People of the Virgin Islands v. MARI T. CHERUBIN	Defendant	SMITH	DENNIS		Active

7. Click column headers to sort the results table. Hover over any of the columns and an arrow will display if the column can be sorted.

Case Number	Case Title	Party Type	Last Name	First Name	Aliases	Party Status
<a href="#">SX-2020-PB-00039</a>	In the Matter of the Estate of Helen Joycelin Moorehead Roebuck	Heir	SMITH	DOMINGO		Active
<a href="#">SX-2020-PB-00005</a>	In the Matter of the Estate of EDWICK R. L. ADAMS	Heir	SMITH	ALEJANDRO		Active
<a href="#">SX-2020-MV-00568</a>	People of the Virgin Islands v. CARMEN T. MORALES	Defendant	SMITH	VIORICA		Active
<a href="#">SX-2019-PV-01108</a>	People of the Virgin Islands v. KWAME ALLEN	Defendant	SMITH	JERRY		Active
<a href="#">SX-2019-PB-00058</a>	In the Matter of the Estate of Llewellyn G. Reed	Decedent	SMITH	CORY		Active

Once the table is sorted, use the **Open Link in New Tab** functionality to open multiple case views while preserving your search results.

8. **Right click** on the case number link.
9. Select **Open Link in new tab**. Do this for one or multiple cases.

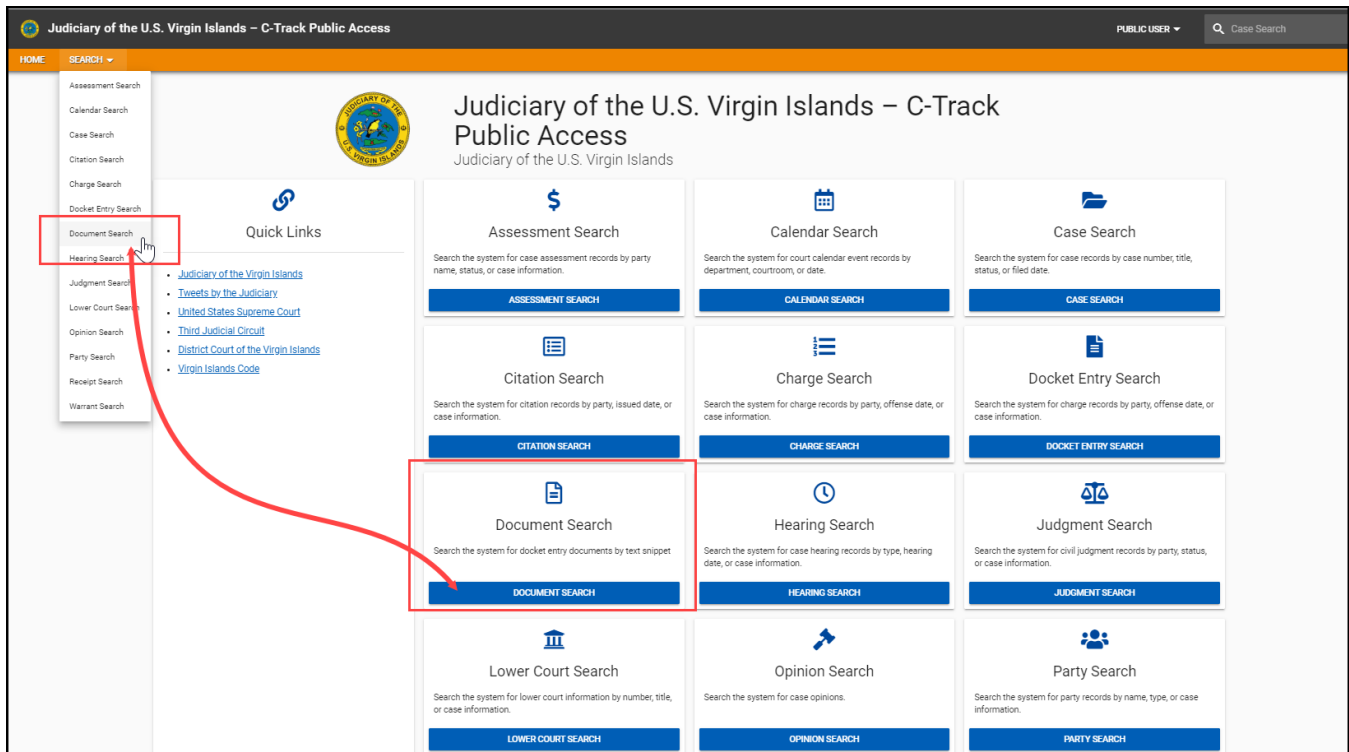
Right  
mouse  
click to  
expose  
options

Case Number	Case Title	Party Type	Last Name	First Name	Aliases	Party Status
<a href="#">SX-2020-PB-00039</a>	In the Matter of the Estate of Helen Joycelin Moorehead Roebuck	Heir	SMITH	DOMINGO		Active
<a href="#">SX-2020-PB-00005</a>	In the Matter of the Estate of EDRIK R. L. ADAMS	Heir	SMITH	ALEJANDRO		Active
<a href="#">SX-2020-MV-00568</a>	People of the Virgin Islands v. CARMEN T. MORALES	Defendant	SMITH	VIORICA		Active
<a href="#">SX-2019-PV-01108</a>	People of the Virgin Islands v. KWAME ALLEN	Defendant	SMITH	JERRY		Active
<a href="#">SX-2019-PB-00036</a>	In the Matter of the Estate of Llewellyn G. Reed	Decedent	SMITH	CORY		Active
<a href="#">SX-2019-PB-01108</a>	In the Matter of the Estate of Donald Raymond	Heir	SMITH	BARRY		Active
<a href="#">SX-2019-PB-01108</a>	In the Matter of the Estate of LEONA ELIZABETH GORDON-SCHUSTER	Decedent	SMITH	JOSEPH		Active
<a href="#">SX-2019-MV-03086</a>	People of the Virgin Islands v. EARL J. JOHNSON	Defendant	SMITH	BLAINE		Active
<a href="#">SX-2019-MV-02940</a>	People of the Virgin Islands v. BOWEN JAMES CHADWICK	Defendant	SMITH	SHERRI		Active
<a href="#">SX-2019-MV-02720</a>	People of the Virgin Islands v. MARIO L. AUSTIRE	Defendant	SMITH	MICHAEL		Active
<a href="#">SX-2019-MV-02632</a>	People of the Virgin Islands v. TYLEY D. SMITH	Defendant	SMITH	ANTHONY		Active
<a href="#">SX-2019-MV-02538</a>	People of the Virgin Islands v. GLEN ALAN BERUBE	Defendant	SMITH	JOSEPH		Active
<a href="#">SX-2019-MV-02537</a>	People of the Virgin Islands v. MARI T. CHERUBIN	Defendant	SMITH	DENNIS		Active

Your initial search is preserved on your first browser tab.

### 3.2 Document Search Example

1. In this section, we navigate to the Document Search screen by clicking the **Document Search** button OR by clicking **Document Search** from the Search navigation bar dropdown.



The **Document Search** screen lets you search for specific case documents. A major benefit of this search function is that it can be used to search for specific text within a document.

2. Enter a text string to be searched for.

## Document Search

Case Number

Document Name

Text

×

Perform a search by entering criteria into the form fields to the left. The more information you can provide the better your search results will be. By default, the search will return results which start with the data entered. For more options, click **ADVANCED**.

?

SEARCH

ADVANCED



**Search Results** show documents which have the specific text string.

[HOME](#)
[SEARCH](#)

### Document Search

Case Number

Document Name

Text: stolen license documents X

Perform a search by entering criteria into the form fields to the left. The more information you can provide the better your search results will be. By default, the search will return results which start with the data entered. For more options, click **ADVANCED**.

SEARCH

ADVANCED

#### Filters

**Court**

☐ Superior Court of the Virgin Islands (2)

**Court Level**

☐ Superior Court (2)

**Court Location**

☐ St. Thomas/St. John (2)

Case Number	Type	Subtype	Filed Date	Document Name	Matching Document Text
<a href="#">ST-2019-FB-00087</a>	Notice	Statement Of Material Facts	03/26/2020	Notice - Statement Of Material Facts	On or about July 22, 2016, Organization 1 released <b>documents stolen</b> from the DNC. b. 50,000 <b>stolen documents</b> . 4. He had information that 27,000 <b>stolen license documents</b> were being transported by cargo van and container
<a href="#">ST-2017-CE-00011</a>	Notice	Statement Of Material Facts	11/06/2017	Notice - Statement Of Material Facts	, released tens of thousands of <b>documents stolen</b> from the DNC and the personal email account of the chairman On or about July 22, 2016, Organization 1 released <b>documents stolen</b> from the DNC. b. 50,000 <b>stolen documents</b> . 4.

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3. Click the **View** link in the **Search Results** table to see the full document.

## 4.0 Case View

1. To view detailed case information, click a **Case Number** link from Search results.

**Note:** Case Number links navigate to the **Case View** screen, no matter what Search type you use.

Case Number	Case Title	Case Type	Filed Date	Case Status	Closed
<a href="#">ST-2020-MV-0</a>	People of the Virgin Islands v. [REDACTED]	Citation - Traffic - Moving	01/23/2020	Outstanding Lien	<input type="checkbox"/>

On the **Case View** screen, multiple tabs display to provide different types of information of the case.

2. Click on each tab in turn to view associated case information.

### Case View ST-2020-MV-00285

Details

Case Number	ST-2020-MV-0	Court	Superior Court of the Virgin Islands
Title	People of the Virgin Islands v. [REDACTED]	Assignment	Hon. Carolyn P. Hermon-Perrell
Classification	Citation - Traffic - Moving	Disposition Type	
Filed Date	01/23/2020 11:00 PM	Disposition Method	
Case Status	Outstanding Lien		
Status Date	06/05/2020 11:50 AM		

Each tab displays different types of case information

**PARTIES** DOCKET ENTRIES HEARINGS CHARGES CITATIONS ASSESSMENTS RECEIPTS WARRANTS

Role	Name	Aliases	City	State	Status	Pro Se	Attorneys
Plaintiff	PEOPLE OF THE VIRGIN ISLANDS				Active	<input type="checkbox"/>	
Defendant	[REDACTED]		ST. THOMAS	Virgin Islands, U.S.	Active	<input type="checkbox"/>	

1-2 of 2 < >

Opens a separate browser tab to present all case information in a scrollable format

**CASE VIEW SUMMARY**

3. In the **Docket Entries** table, click the **Document Icon** to view and / or download the associated document, if applicable.

## Case View ST-2020-MV-00285

### Details

Case Number	ST-2020-MV-00285	Court	Superior Court of the Virgin Islands
Title	People of the Virgin Islands v. DEWINDT	Assignment	Hon. Carolyn P. Hermon-Percell
Classification	Citation - Traffic - Moving	Disposition Type	
Filed Date	01/23/2020 11:00 PM	Disposition Method	
Case Status	Outstanding Lien		
Status Date	06/05/2020 11:50 AM		

PARTIES	DOCKET ENTRIES	HEARINGS	CHARGES	CITATIONS	ASSESSMENTS	RECEIPTS	WARRANTS
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Filed Date ↑	Type	Subtype	Description	Submitted By
01/23/2020	Order	Order Scheduling Hearing	ORDER SIGNED SCHEDULING HEARING 03/11/2020 10:00 A.M.	
01/23/2020	Hearing	Traffic Case Calendared For Hearing	TRAFFIC CASE CALENDARED FOR HEARING 03/11/2020 10:00 A.M.	
03/11/2020	Notice	Statement Of Material Facts	Statement Of Material Facts	SHAKIM MIKE
03/11/2020	Hearing	Record Of Proceeding	Record Of Proceeding - Hon. Mag. Carolyn P. Hermon-Percell, FTR, Clerk: J. Browne, and A.A.G.-B. Scales were present. Officer Shakim Mike and the defendant were absent. Lien issued.	
06/05/2020	Notice	Notice Of Lien Issued	Notice Of Lien Issued	

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CASE VIEW SUMMARY

4. Click the **Case View Summary** link for a static view of all case information. This view opens a separate browser tab to present all case information in a scrollable format. Note that Documents attached to Docket Entries cannot be viewed from the Case View Summary.

## Case View ST-2020-MV-00285

## Details



Case Number	ST-2020-MV-00285	Court	Superior Court of the Virgin Islands
Title	People of the Virgin Islands v. DEWINDT	Assignment	Hon. Carolyn P. Hermon-Perrell
Classification	Citation - Traffic - Moving	Disposition Type	
Filed Date	01/23/2020 11:00 PM	Disposition Method	
Case Status	Outstanding Lien		
Status Date	06/05/2020 11:50 AM		

## Parties

Role	Name	Aliases	City	State	Status	Pro Se	Attorneys
Plaintiff	PEOPLE OF THE VIRGIN ISLANDS				Active	<input type="checkbox"/>	
Defendant	AMERO DEWINDT		ST. THOMAS	Virgin Islands, U.S.	Active	<input type="checkbox"/>	

2 Record(s)

## Docket Entries

Filed Date	Type	Subtype	Description	Submitted By
01/23/2020	Order	Order Scheduling Hearing	ORDER SIGNED SCHEDULING HEARING 03/11/2020 10:00 A.M.	
01/23/2020	Hearing	Traffic Case Calendared For Hearing	TRAFFIC CASE CALENDARED FOR HEARING 03/11/2020 10:00 A.M.	
03/11/2020	Notice	Statement Of Material Facts	Statement Of Material Facts	SHAKIM MIKE 
03/11/2020	Hearing	Record Of Proceeding	Record Of Proceeding - Hon. Mag. Carolyn P. Hermon-Perrell, FTR, Clerk: J. Browne, and A.A.G.-B. Scales were present. Officer Shakim Mike and the defendant were absent. Lien issued.	
06/05/2020	Notice	Notice Of Lien Issued	Notice Of Lien Issued	

5 Record(s)

## Hearings

Hearing Date	Location	Hearing Type	Hearing Status	Assignment
03/11/2020 10:00 AM	St. Thomas Magistrate Division	Hearing	FTA 1	Hermon-Perrell, Carolyn P., Hon.

1 Record(s)

## Charges

Count	Charge Type	Statute Number	Statute Description	Offense Date	Plea	Disposition
1	Primary Charge	20 V.I.C. 800	20 V.I.C. 800 - Tinted Glass On Vehicle	01/03/2020		

1 Record(s)

## Citations

Violation Date	Citation Number	Citing Agency	Officers
01/04/2020 8:46 AM	033881A	Virgin Islands Police Department	SHAKIM MIKE

1 Record(s)

## Assessments

Assessment Date	Assessment Number	Name	Status	Due From	Assessed Amount
04/21/2020	00127653	Traffic Fine	Not Required	AMERO DEWINDT	\$150.00
04/21/2020	00127656	Superior Court Cost	Not Required	AMERO DEWINDT	\$75.00

2 Record(s)

5. Close the new browser tab to return to the previous screen.