

KBA members can access CourtNet database in 3 easy steps

For Kentucky Bar Association members, gaining access to the CourtNet database is as easy as one two three.

With only three steps, attorneys can view all pending civil and criminal cases in Kentucky. If a criminal case is pending, an attorney can also see both opened and closed cases associated with a particular defendant. Cases with disposition dates are not available. The Administrative Office of the Courts maintains the CourtNet database, which stores court records from all 120 Kentucky counties.

Follow these three steps:

1. **Register.** New CourtNet users must register for online access at <http://apps.courts.ky.gov/courtrecordsKBA/>. You will receive an e-mail confirming your registration and another e-mail with a registration number. You will need the registration number the first time you log on to CourtNet.

2. **Download the KBA User Agreement and return it within 30 days of registering.** Download the KBA User Agreement on the web page that confirms you have completed online registration for CourtNet. You must complete and return the agreement within 30 days of registering or you will not be able to log on to CourtNet. The completed user agreement may be scanned and e-mailed to COJUseraccess@kycourts.net or mailed to the address at the bottom of the agreement. If you do not deliver the user agreement within 30 days, you will need to register again and complete and return the user agreement.

3. **Reset your password every 90 days.** All KBA users must reset their CourtNet password every 90 days or they will not be able to log on to CourtNet. The web page that appears after you log on to CourtNet provides the days of access remaining before you must reset your password.

To change your password, click on the Change Password link next to the days of access remaining. Type your current password and then a new password. The system will require you to retype the new password to confirm it. If your password expires, e-mail COJUseraccess@kycourts.net to request a temporary password. Use the temporary password to log on and reset your password.

The most effective method to search for a case in CourtNet is by the case number and the county. A CourtNet user manual is available at the top of the web page after you successfully log on to CourtNet. For assistance with CourtNet, contact the AOC at COJUseraccess@kycourts.net. The AOC is the administrative arm of the state court system.