



FetchJ – User manual

Case file sync for Gestión en Línea

Version 0.9.0 · As of 23/10/2026

Independent product – not a product of the Poder Judicial.

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Part A – Understanding

1. What FetchJ does

FetchJ brings the documents of your cases from **Gestión en Línea**, the online system of the Poder Judicial of Costa Rica, onto your own computer – and keeps them up to date there. Instead of opening every case in the portal one by one and downloading every document one by one, you start an **update**: FetchJ reads the list “Mis expedientes”, opens every case, downloads every document that is still missing, and then shows everything clearly in one list – sortable, filterable, searchable.

What you get:

- **All cases in one place**, even without internet: one folder per case number, the files with meaningful names (date, case number, description, type).
- **You see at once what is new**: new items are marked “unread” until you open them.
- **Research**: if you want, FetchJ reads your cases (scanned pages too), suggests key words and uses them to find matching judgments in Nexus.PJ, the public case-law database.
- **Combined PDF** per case – all documents in one file, with a table of contents, to take to court.

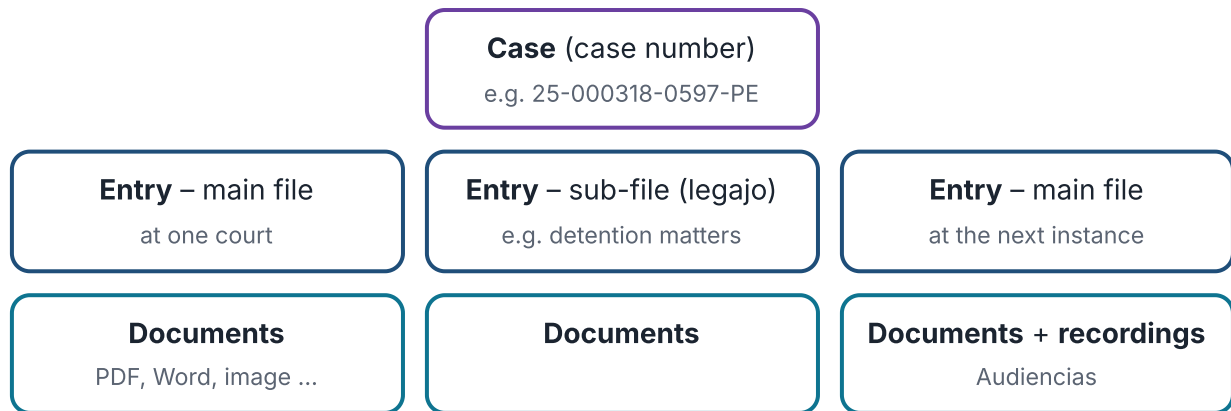
What FetchJ **never** does:

- FetchJ **never types, reads or stores** your user name, your password or your security code. You always log in to the portal yourself. The login assistant only clicks ahead as far as the login form.
- FetchJ sends your cases **nowhere**. Everything stays on your computer; FetchJ only talks to the portal of the Poder Judicial (and, when you do research, to the public page of Nexus.PJ).
- FetchJ is an **independent product** – not a product of the Poder Judicial.

About the pictures: All case numbers, documents and data in this manual are made up. The court names are real so that the pictures look realistic. No names of persons or parties appear.

2. The terms

FetchJ uses the terms of the portal – and a few of its own. Once you understand them, you understand every number on the screen.



Case (case number). A proceeding with its number, e.g. `25-000318-0597-PE`. The parts mean: year (25) · running number (000318) · office or court (0597) · area of law (PE = Penal). FetchJ makes **one folder** per case number.

Entry (case entry). In the portal one case number can appear several times: the **main file** at every court that had it (e.g. Fiscalía → Juzgado → Tribunal), and **sub-files** (legajos), for example for detention questions. Each entry has its own documents. FetchJ shows them together under the case ("2 entries").

Document. A file in the portal: Resolución, Escrito, Acta ... with date, description, type and Estado. FetchJ shows the **type of file** as PDF, Word, Image, Audio, Video or Other – recognised from the content, not from the name.

Recordings (Audiencias). Audio and video recordings of the hearings. If you want, FetchJ can download them too (setting "Download recordings (audiencias)").

The **states** you will meet everywhere:

Term	Meaning
Local	Already on this computer, in the case folder.
Missing	Listed in the portal but not downloaded yet – e.g. because the case is set to "Do not load" or its documents are older than "Only documents from date".
Portal (documents only)	Listed in the portal, but not (yet) on this computer.
Not loadable	The portal does not deliver this document (it reports an error) or does not let this entry be opened. FetchJ tries again in later updates; the error report for the court lists them.
Unread	Not opened in FetchJ yet. Every document that is (newly) downloaded is unread.
Loaded	Downloaded in the last update.

In FetchJ “new” always means: **new on this computer**. Whether the court really sent something new is shown by the date of the document in the portal – that is what the “Date” filter is for (chapter 15).

3. Where the files are

All cases are in the **case folder**, which you choose at the first start (e.g. `D:\Kanzlei\Expedientes`):

```
D:\Kanzlei\Expedientes\      ← case folder
├─ 25-000318-0597-PE\      ← one folder per case number
│   ├── 2026-10-22_09-07-00_25-000318-0597-PE_Resolución-que-señala..._Resolución_81204037.pdf
│   ├── ...
│   └─ _CASE_INFO_25-000318-0597-PE.txt ← data from the portal
├─ 24-001152-0164-FA\
├─ _overview\              ← combined PDF per case
├─ _research\              ← judgments from the research
├─ _analyze\               ← text and evaluation of the analysis
├─ _archives\              ← backups (ZIP)
└─ _fetchj\                ← protocol, case overview, reports
```

- **File names:** date and time of the document in the portal, case number, description, type, document ID. This way every file explorer sorts correctly, and FetchJ recognises every file again – even after a new installation.
- **Folders starting with “_”** belong to FetchJ. Do not delete or rename anything in them, above all not `_fetchj` (it records what has already been downloaded).
- **Encrypted drive:** your cases contain confidential data. We strongly recommend putting the case folder on an encrypted drive (e.g. BitLocker or VeraCrypt).
- **Several computers:** several computers can use the same case folder on a shared drive of the law firm. FetchJ makes sure that only one update runs at a time. A folder that is only synchronised (OneDrive, Dropbox) is **not** suitable for several computers.

Part B – Setting up

4. Installation

1. Download **FetchJ_Setup.exe** from the **download page** (github.com/fetchj/FetchJ-Public) and start it with a double-click.
2. Windows may show “Windows protected your PC” (SmartScreen). Click **“More info”** and then **“Run anyway”**.
3. The setup asks whether FetchJ should be installed only for you or for all users of this computer (“only for me” needs no administrator rights), and then starts FetchJ.

Later, FetchJ installs new versions by itself (chapter 35).

5. The first-start wizard

At the first start – as long as no case is known on this computer yet – a wizard guides you through the first steps.

Where should your case files be kept?

Choose the folder for your case files. FetchJ creates one sub-folder per case number in it, and the folder "_fetchj" with the protocol and the case overview. "auto" = folder "Documents\FetchJ\Expedientes".

 Choose ...

Your case files are stored on this computer

FetchJ downloads the documents unencrypted into the folder for the case files; next to them, in the folder "_fetchj", are the protocol and the case overview. We strongly recommend keeping the folder for the case files on an encrypted drive (e.g. BitLocker or VeraCrypt), so that nobody can read the data if the computer is lost or stolen.

FetchJ stores no passwords and no login data. The program folder holds only the settings and anonymous logs.

☐ I have read the note about the encrypted drive.☐ Do not show again[Later](#)[< Back](#)[Next >](#)

The first-start wizard: folder for the case files

1. **Welcome** – briefly, what FetchJ does.
2. **Where should your case files be kept?** – Choose the case folder. FetchJ makes one sub-folder per case number in it. Confirm the note about the encrypted drive.
3. **Login to the portal** – You always log in yourself. With "Remember user name and password in the portal window" the portal window fills in user name and password next time (stored encrypted by Windows, not by FetchJ). You always type the security code yourself.
4. **Now: get the list of your cases** – FetchJ opens the portal window and clicks "Ingresar" and "Ciudadanía". You log in. Then FetchJ reads **only the list of your cases** – no documents yet. This usually takes less than a minute.

At the end the wizard tells you how many cases it has found and takes you to the **case selection** (chapter 8).

6. Terms of use and license

Before using FetchJ for the first time you accept the **terms of use**. Under **Menu → License** you request a license:

FETCHJ V0.9.0 Case file sync for Gestión en Línea Portal: not logged in License

Analysis ✓ Research ✓ EN

Start update Update finished on Fr 23/10/2026 at 21:31 - duration 0:06:12

License

Request the license for this computer and enter the license key.

...

Name

Cédula / DIMEX 9 or 11-12 digits

SINPE Móvil (phone) min. 8 digits

E-mail

This computer

Only name, e-mail and check values of the hardware are sent - no serial numbers, no data from the portal, no case files.

Request DEMO license Request FULL license

Opens your e-mail program with a ready e-mail to fetchjudicial@gmail.com. DEMO: you receive a demo key, FULL: you receive the payment request and, after payment, your license key.

License key FJK1 - ...

Check and save

The terms of use apply to the use of FetchJ. [Show the terms of use](#) · Accepted on 17/10/2026

The page "License"

1. Enter name, Cédula/DIMEX, SINPE Móvil number and e-mail.
2. **"Request DEMO license"** or **"Request FULL license"** – your e-mail program opens a ready-made e-mail. Send it. For the FULL license you first choose the package (1, 3, 6, 12 or 24 months). The price per month is shown big, the total small below it; until 31 December 2026 the introductory price applies (-50 %). A voucher code is possible.
3. Copy the **license key** you receive by e-mail into the field and click **"Check and save"**.

Only name, e-mail and check values of this computer's hardware are sent – no serial numbers and no data from the portal.

7. The first update: only the case list

The very first update on a computer fetches **only the list of your cases** ("Case list only"). This is on purpose: a law firm often has thousands of documents, and you should first decide which cases you need at all and from which date.

Afterwards the page "Cases" shows all cases of the portal as **"Missing"** – they are in the portal, but not on this computer yet.

8. Settings after the first update

Open **Menu** → **Settings**. Three things are important:

FETCHJ V0.9.0 Case file sync for Gestión en Línea

Portal: not logged in

Settings

Analysis ✓ Research ✓ EN

Start update Update finished on Fr 23/10/2026 at 21:31 - duration 0:06:12

Search the settings ... (Ctrl) Start update saves the settings and starts the update. 1 setting(s) differ from the default Save Load default values

their own (the same case number appears several times when the case went from one office to another).

Case selection

Filter cases ... Year % Number % Office % Matter % 0 complete · 8 from date · 0 not loaded

CASE	COMPLETE	FROM DATE	DO NOT LOAD	MEDIA ⓘ
	all	all	all	all none
23-002041-0182-CI JUZGADO CIVIL DE HACIENDA DE ASUNTOS SUMARIOS D...	☐	☒	☐	☐
24-000530-0166-LA JUZGADO DE TRABAJO DEL II CIRCUITO JUDICIAL DE SA...	☐	☒	☐	☐
24-001152-0164-FA JUZGADO DE FAMILIA DEL I CIRCUITO JUDICIAL DE SAN J...	☐	☒	☐	☐
25-000210-0465-AG JUZGADO AGRARIO DEL I CIRCUITO JUDICIAL DE LIMÓN	☐	☒	☐	☐
25-000318-0597-PE TRIBUNAL PENAL DEL I CIRCUITO JUDICIAL DE LIMÓN +1	☐	☒	☐	☐
25-000777-0678-CI JUZGADO CIVIL DEL I CIRCUITO JUDICIAL DE LIMÓN	☐	☒	☐	☐
26-000112-1538-VD JUZGADO CONTRAVENCIONAL DE BRIBRÍ	☐	☒	☐	☐
26-000301-0597-PE FISCALÍA ADJUNTA DE LIMÓN	☐	☒	☐	☐
New cases from the portal	☐	☒	☐	☐

Default: all "From date"

Per case: "Do not load" = left out; "From date" = only documents from "Only documents from date"; "Complete" = all documents of this case, whatever the date. "New cases from the portal" applies to cases not listed here yet ("Complete" possible too).

Only documents from date ☐ mm/dd/yyyy Default: Auto (01/10/2026)

Switch on = older documents are not downloaded (documents already downloaded stay as they are); choose the date in the calendar. Switch off = all documents (the whole period) – also for cases set to "From date" in the case selection. New installations: the first day of a month at least 20 days back – so the first update is done quickly. More documents: an earlier date, switch off, or "Complete" for a case.

At most this many documents Default: 0

Stops after this many downloads (0 = no limit). For tests.

Download recordings (audiencias) ☐ off Optional: ffmpeg puts picture and sound of a video into one file (without it they stay two files). Install ffmpeg (GitHub) From a zip file ...

Default: off

On: after the documents FetchJ also downloads the recordings of the hearings (audio, video) into the case folder – one after the other, at least 5 s apart.

The case selection in the settings

Case selection. For each case one of three choices:

- **Complete** – all documents of this case, however old.
- **From date** – only documents from the date in "Only documents from date".
- **Do not load** – this case is not downloaded.

The row **"New cases from the portal"** applies to cases that appear in the portal later. The "all" buttons above each column set all (filtered) cases at once.

Only documents from date. Limits the first update so that it does not take hours. New installations download only the last few weeks. The list shows older documents per case as "older – not downloaded"; you can fetch them at any time (set an earlier date, or set the case to "Complete").

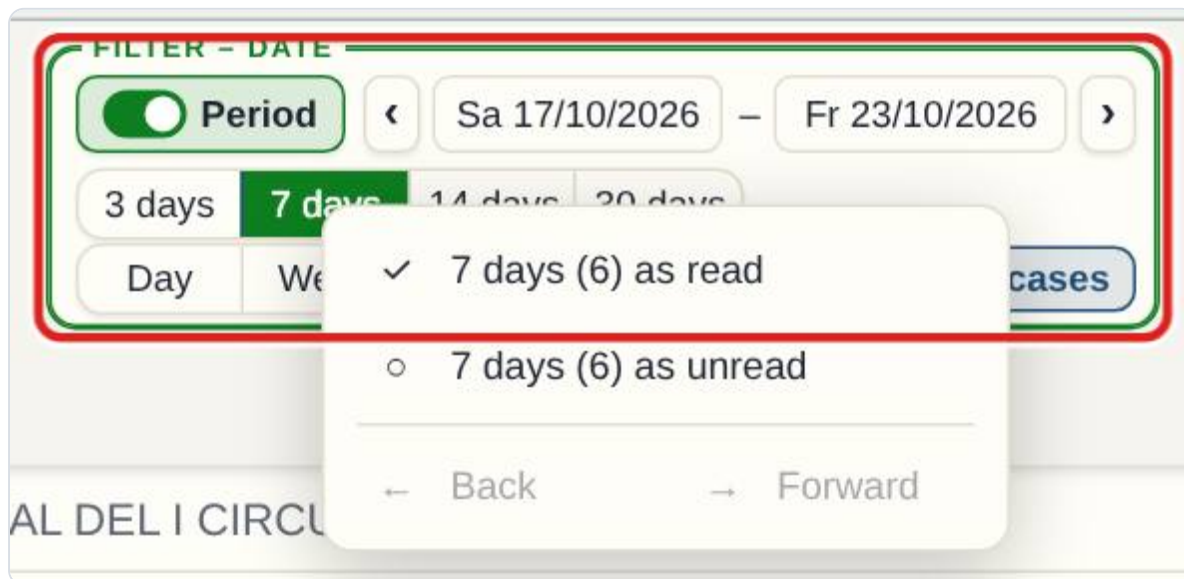
Download recordings (audiencias). On = also download the audio and video recordings of the hearings. They are large; the column "Media" of the case selection allows this per case.

Then click **"► Start update"**. From now on every update only downloads what is new or did not come before.

9. Marking old documents as read

After the first full update **everything is unread** – even documents from two years ago. So that “Unread” really means “new” from now on, mark the old ones as read once, in two steps:

1. **Everything as read: right-click** the box **“Local”** in the documents row → **“Documents (...) as read”**.
2. **The newest ones as unread again: right-click “7 days”** in Filter – Date (or “14 days”, “Week” ...) → **“as unread”**.



Right click on “7 days”: the documents of this period as read / unread

Now only what came in the last 7 days is still unread. A right click works like this everywhere: on a case (its documents), on a day in the calendar, on the result tile (all documents shown), on “Unread” or “Loaded”.

A single document counts as read as soon as you open it. Through the right-click menu you can mark it “as unread” again at any time.

Part C – Daily work: the page “Cases”

10. The screen at a glance

The screenshot shows the FetchJ 'Cases' page with the following elements:

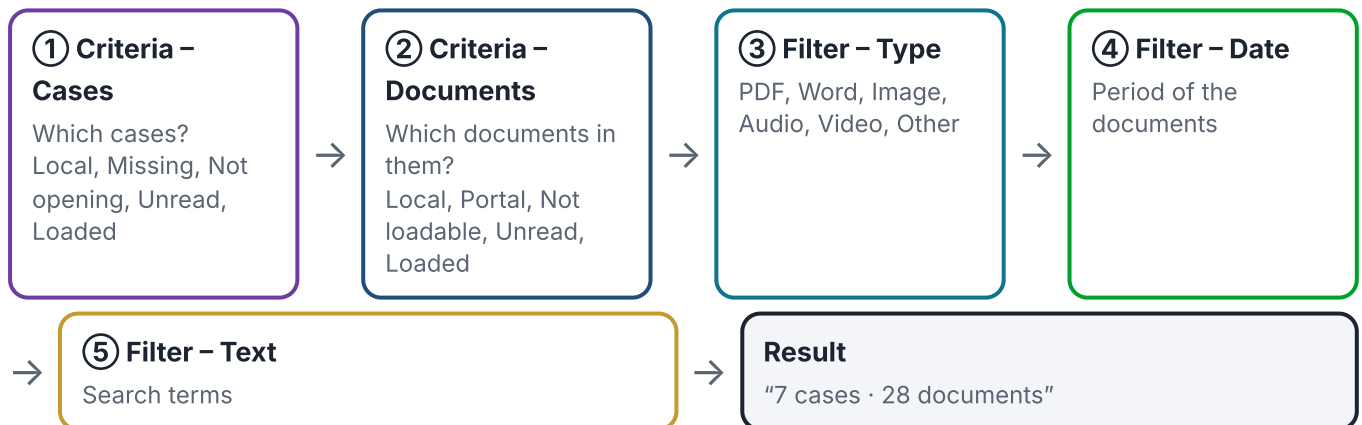
- 1. Header:** FetchJ logo, version V0.9.0, and a portal login status 'Portal: not logged in'.
- 2. Page selection:** A dropdown menu showing 'Cases'.
- 3. Analysis / Research:** Status indicators for 'Analysis' and 'Research'.
- 4. Light/dark and language:** A sun/moon icon for theme and 'EN' for language.
- 5. Start update:** A green bar indicating 'Update finished on Fr 23/10/2026 at 21:31 – duration 0:06:12'.
- 6. Criteria and filters:** Sections for 'CRITERIA - TYPE' (Entries, Documents) and 'FILTER - TYPE' (PDF, Word, Other, Image, Audio, Video).
- 7. View, Expand and collapse, Result:** Tabs for 'Cases', 'Entries', and 'Documents'; a 'VIEW - LAYOUT' section with 'Collapse all' and 'Expand all'; and a 'RESULT' section showing '9 Entries · 29 Documents'.
- 8. The list:** A table of cases with columns for DATE, DOCUMENT, TYPE, FILE, PAGES, and SIZE. The first case is '25-000318-0597-PE' dated 04/03/2025 from the 'TRIBUNAL PENAL DEL I CIRCUITO JUDICIAL DE LIMÓN'.

The page “Cases” and its areas

- Header:** logo, version, **online switch** (“Portal: not logged in” / “logged in”, chapter 34).
- Page selection** (☰ Cases ▼): all pages of FetchJ – Cases, Research, Analysis, Backup, Login assistant, Settings, Advanced, License, Help, About FetchJ. Keyboard: Ctrl+1 ... Ctrl+9.
- Analysis / Research:** shows whether an analysis or a download of judgments is running right now (✓ = nothing in progress). Click: go to the page.
- Light/dark** (☀), **language** (DE / ES / EN), date and time.
- “► Start update”** and the **status line**: what is happening right now – e.g. “Update finished on ... – duration ...”, “Please log in in the portal window ...”. During an update, “■ Stop” and “Show the portal window” appear here.
- Criteria and filters** – which cases and documents the list shows (chapters 11–16).
- View, Expand and collapse, Result.**
- The list** of the cases with their documents.
- Footer:** where the file under the mouse pointer is stored; on the right, the free disk space.

11. How the list is built – the filter stages

The list never shows “simply everything”, but the result of several stages – from left to right, each one working with what the previous one leaves:



Below the criteria there is a **sentence** that states the selection in words, e.g. “Cases: all, **without** Not opening · Documents: all, **without** Not loadable · Type: all → 28 documents in 7 cases”. If the list looks different from what you expected: read this sentence first.

12. Criteria – Cases



Criteria: upper row = cases, lower row = documents

The **upper row** chooses the cases. Each box is a property of a case:

Box	The case ...
Local	has documents on this computer.
Missing	is in the portal, but its documents are not here yet.
Not opening	has an entry that the portal does not let you open.
Unread	has at least one unread document.
Loaded	downloaded something in the last update.

A click (or the space bar) moves a box on: **off** → **OR** → **AND** → **NOT** → **off**. The small word above the box shows its state.



- **OR** – the case must have *at least one* of the OR properties.
- **AND** – the case *must* have this property.

- **NOT** – the case must *not* have this property.
- **off** – the property does not matter.

As in a database query: all AND and NOT conditions must be met, and – if there are OR boxes – at least one of them.

Examples:

- *Only cases with something unread: "Unread" on **AND**.*
- *Local cases, but none that cannot be opened: "Local" on **AND**, "Not opening" on **NOT** (this is the default for "Not opening").*
- *What came in the last update and has not been read yet: "Loaded" **AND**, "Unread" **AND**.*

The numbers in the boxes say how many entries the box would give together with the other settings. **The big tile** on the left ("9/9 Entries") shows the result of the row: 9 of 9 entries of the portal; below it, small, the number of cases ("8 Cases"). A click on the big tile sets the row back to the **default**: everything is shown. "Not downloadable" and "Not opening" stay red and "Missing" orange as long as they count something – even when they are not chosen.

13. Criteria – Documents

The **lower row** chooses the documents *within* the chosen cases – with the same four states:

Box	The document ...
Local	is on this computer.
Portal	is in the portal but not downloaded (e.g. a recording when "Download recordings (audiencias)" is off).
Not loadable	is not delivered by the portal.
Unread	has not been opened in FetchJ yet.
Loaded	came in the last update.

The large tile "28/29 documents" shows: 28 are shown, 29 are known; below it e.g. "1 not downloaded · 1 not downloadable".

Grey row: If the chosen cases have no documents on this computer (e.g. only "Missing" chosen), the documents row turns grey – it then has no effect. The sentence below says so too.

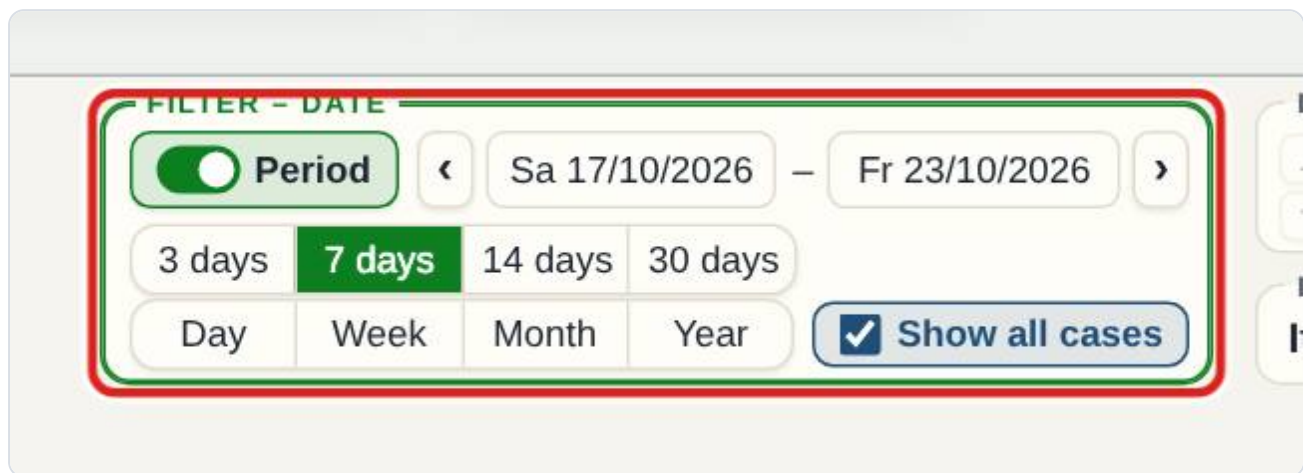
14. Filter – Type



Filter – Type

Six boxes by the type of file: **PDF**, **Word** (doc, docx, rtf, odt), **Other** (e.g. Excel), **Image**, **Audio**, **Video**. A click switches a type on or off. The number shows how many documents of this type the criteria currently let through.

15. Filter – Date



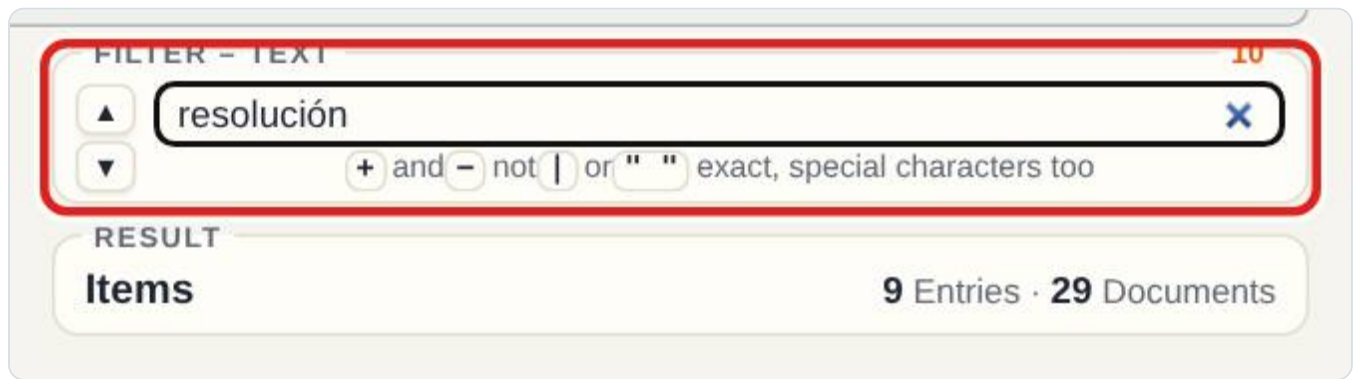
Filter – Date

Filters by the **date of the document in the portal** (not by the day it was downloaded).

- **Switch “Period”** on: only documents in the period, marked green. Off: no date filter.
- **From – To:** choose two days in the calendar.
- **< >** jump back or ahead by the same period (e.g. from “this week” to the week before).
- **3 / 7 / 14 / 30 days:** the last days up to today. **Day / Week / Month / Year:** today, this week (Monday–Sunday), this month, this year.
- **“Show all cases”:** on = all cases and documents the criteria show; the period is only **marked green** among them. Off = only documents in the period.

Typical: on Monday morning, **“Week”** – everything the court has sent since Monday.

16. Filter – Text



FILTER - TEXT 10

▲ ▼ + and - not | or " " exact, special characters too

RESULT

Items 9 Entries · 29 Documents

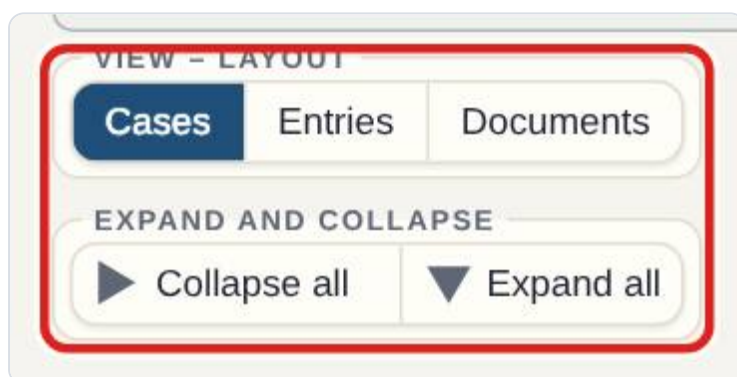
Filter – Text

Searches case number, court, parties, document, type and date. Upper/lower case and accents do not matter (`resolución` finds "Resolución"), parts of words are enough.

Sign	Meaning	Example
Space	belongs to the search text	<code>acta de audiencia</code>
<code>+</code>	and – both must appear	<code>penal + limón</code>
<code> </code>	or – one of them is enough	<code>sentencia resolución</code>
<code>-</code> at the start	must not appear	<code>resoluc -notifica</code>
<code>" "</code>	exactly like this, special characters included	<code>"0597-PE"</code>

With ▲ ▼ you jump from hit to hit; all hits are marked yellow, the current one orange.

17. View and expand / collapse



VIEW - LAYOUT

Cases Entries Documents

EXPAND AND COLLAPSE

▶ Collapse all ▼ Expand all

View – layout

- **Cases** – one card per case, all its documents in one list (default).
- **Entries** – one card per case, inside it each entry (court, main/sub-file) with its documents.
- **Documents** – all documents in one single list, with the case number in every row. Handy with the date filter: "What came this week?"

Expand all / Collapse all opens or closes all case cards at once.

Result shows how many cases and documents are visible right now. Above the list are the **totals** of the visible documents: number, pages, size.

18. Sorting

				DOCUMENTS	PAGES	SIZE
				29	153	43 MB
▼	25-000318-0597-PE	04/03/2025	TRIBUNAL PENAL DEL I CIRCUITO JUDICIAL DE LIMÓN	2 entries	11 documents	2 unread

Sort icons above the first case

Above the first case there are small sort icons (↕) – directly above the parts of the case number: **Year** · **Number** · **Office** · **Area of law**, plus **filing date** and **court (text)**. Click: ascending; again: descending; a third time: back to the default. The clicked part counts first, the others follow in their normal order – as in Excel.

In an expanded case, a click on a **column header** (Date, Document, Type, File, Pages, Size) sorts the documents; clicking again reverses the order.

19. A case in detail

25-000318-0597-PE

04/03/2025

TRIBUNAL PENAL DEL I CIRCUITO JUDICIAL DE LIMÓN

2 entries

11 documents

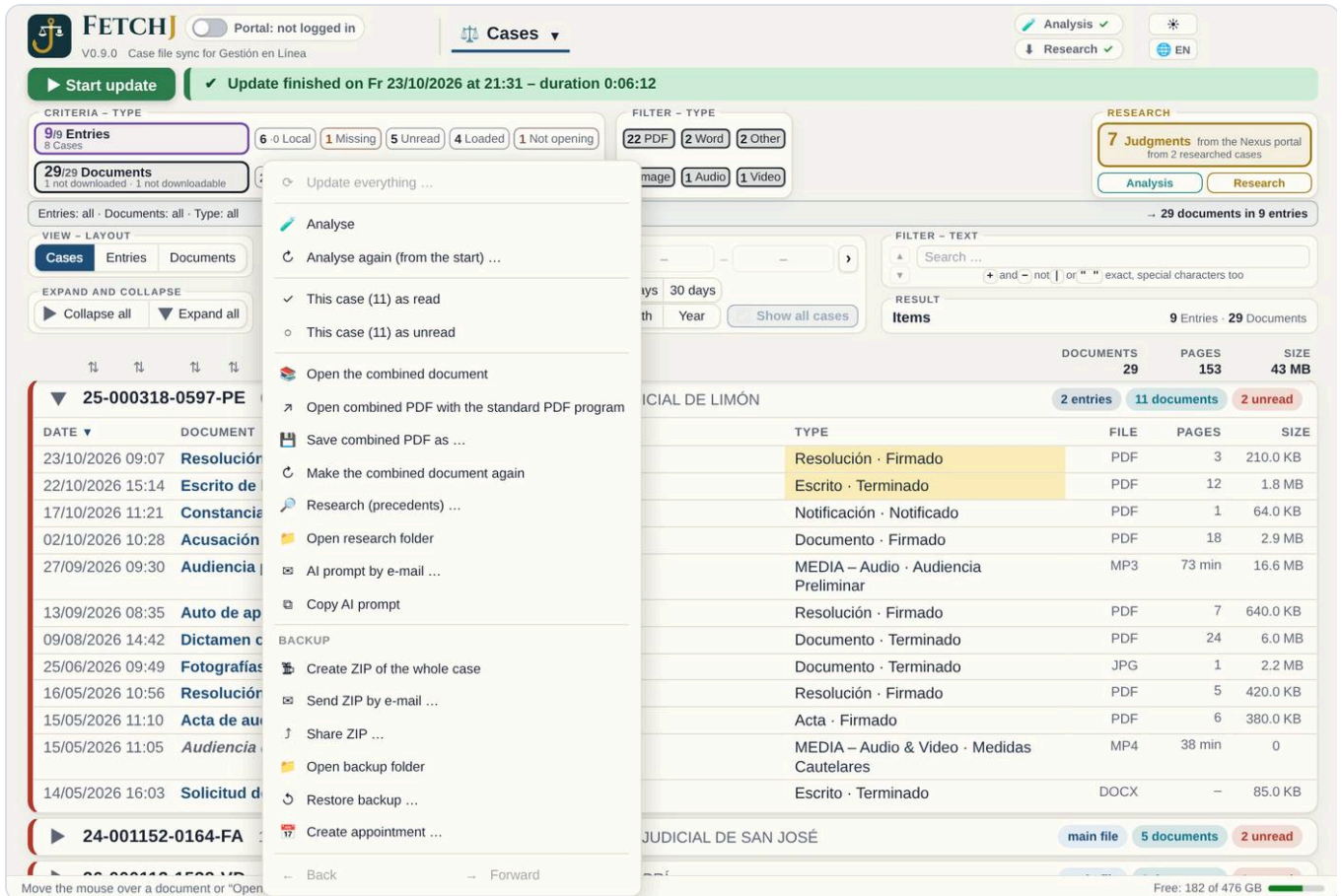
2 unread

DATE ▼	DOCUMENT	TYPE	FILE	PAGES	SIZE
23/10/2026 09:07	Resolución que señala fecha para juicio oral unread	Resolución · Firmado	PDF	3	210.0 KB
22/10/2026 15:14	Escrito de la defensa – ofrecimiento de prueba unread	Escrito · Terminado	PDF	12	1.8 MB
17/10/2026 11:21	Constancia de notificación electrónica	Notificación · Notificado	PDF	1	64.0 KB
02/10/2026 10:28	Acusación y solicitud de apertura a juicio	Documento · Firmado	PDF	18	2.9 MB
27/09/2026 09:30	Audiencia preliminar	MEDIA – Audio · Audiencia Preliminar	MP3	73 min	16.6 MB
13/09/2026 08:35	Auto de apertura a juicio	Resolución · Firmado	PDF	7	640.0 KB
09/08/2026 14:42	Dictamen criminalístico	Documento · Terminado	PDF	24	6.0 MB
25/06/2026 09:49	Fotografías de la inspección	Documento · Terminado	JPG	1	2.2 MB
16/05/2026 10:56	Resolución de medidas cautelares	Resolución · Firmado	PDF	5	420.0 KB
15/05/2026 11:10	Acta de audiencia de medidas cautelares	Acta · Firmado	PDF	6	380.0 KB
15/05/2026 11:05	Audiencia de medidas cautelares	MEDIA – Audio & Video · Medidas Cautelares	MP4	38 min	0
14/05/2026 16:03	Solicitud de prisión preventiva	Escrito · Terminado	DOCX	–	85.0 KB

An expanded case

- **Header row:** case number, filing date, court; on the right, badges – “2 entries”, “11 documents”, “2 unread”. The coloured edge on the left: red = unread.
- A click on the **case number** expands or collapses the case. A click on the **name of the court** opens the **combined PDF** of the case (chapter 21).
- **Second row:** area of law and class, **“Open folder”**, the **parties** (can be expanded).
- **Documents:** date, description (a click opens it), type · Estado, file type, pages (for recordings the length in minutes), size. Yellow background = unread.

Right-clicking a case opens its menu:



Right click on a case

- **Analyse or Analyse again (from the start)** (chapter 25)
- **This case as read / as unread**
- **Open the combined document**, open it with the standard PDF program, save as ..., make it again (chapter 21)
- **Research (precedents) ...**, open the research folder, AI prompt by e-mail / copy (chapters 24–28)
- **Backup**: create a ZIP of the whole case, send it by e-mail, share it, open the backup folder, restore a backup (chapter 29)
- **Create appointment ...** (chapter 23)

No longer up to date – Update

The analysis, research, combined PDF, backup and AI prompt of a case are only complete for the state they were made from. FetchJ remembers this state – every document and every recording with id, size and state – and compares it after every update: new documents (also old ones that appear in the portal only now), documents that are loadable now, new or downloaded recordings, changed and removed files.

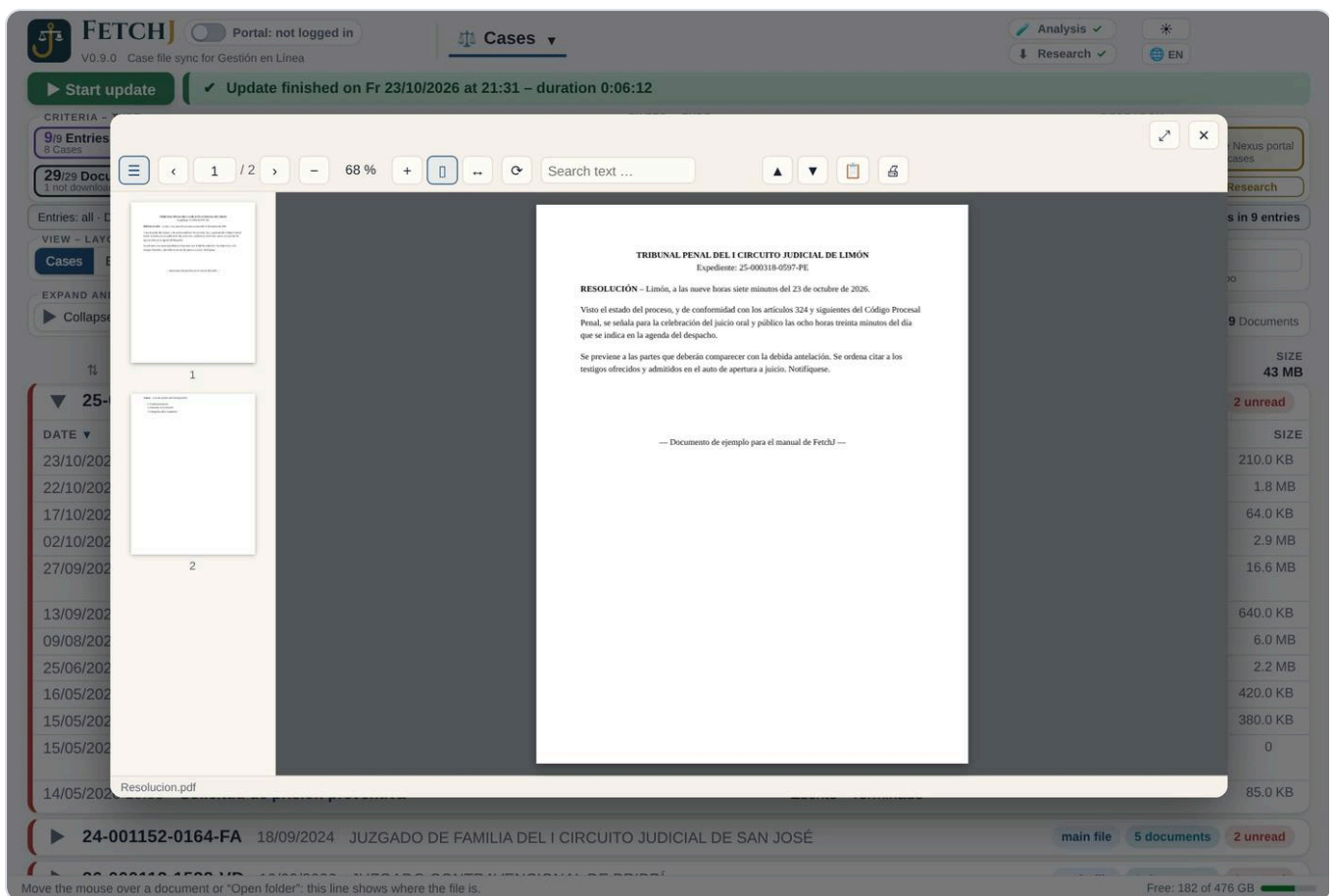
- **Status line**: „🔄 In 2 case(s) something is no longer up to date“ – a click lists the cases and, per part, what changed.
- **Badge in the case head**: „🔄 3 outdated“ – a click opens the window **Update**.
- **Right-click** on a case → „Update everything ...“.

In the window **Update** you choose the cases and the parts (analysis, research, combined PDF, AI prompt, backup). FetchJ does them in the background in the right order – analysis → research → combined PDF → AI prompt → backup; the analysis reads only the new documents, the research loads only missing judgments. Old backups and prompts are kept.

Without a click: in the Settings (group „Update after the update“) analysis, AI prompt and backup can be updated by themselves after an update (default: off). FetchJ never starts the research at Nexus.PJ by itself. What was made before version 0.8.86 gets its state from the time of its file: documents downloaded after it count as new.

20. Opening and reading documents

A click on the description opens the document – in the **FetchJ viewer** (PDF and images) or in the Windows standard program (setting “Open documents with”). Word, RTF and other files always open in the standard program.



The viewer

The viewer can:

- **Turn pages**, enter a page number, **zoom** (Larger / Smaller / Width / Whole page), **rotate**.
- **Page thumbnails** on the left, the PDF's **table of contents** if it has one.
- **Search text** – hits are marked, Enter = next hit.
- **Select and copy text**, “ **Copy all text**” (all pages at once, e.g. for an AI), **Ctrl+A** selects only the text of the document.

- **Print, Open with the standard PDF program.**

Pure scans (images without text) have no text to search or copy – for those, the **analysis** (chapter 25) reads the pages with text recognition.

Right-clicking a document: this document as read / unread, the combined document of the case, Create appointment ..., Show, Open, Open with ..., Open folder, Save as ..., Share ..., Send by e-mail. For documents that are not loadable also “mark as never tried” (the next update tries again) or “mark as given up”.

The screenshot shows the FetchJ web interface. At the top, there's a header with the FetchJ logo, a login status "Portal: not logged in", and a "Cases" dropdown. Below the header, there's a green bar indicating "Update finished on Fr 23/10/2026 at 21:31 – duration 0:06:12". The main area is divided into several sections: "CRITERIA - TYPE" with filters for Entries (9/9), Documents (29/29), and a "FILTER - TYPE" section with options like PDF, Word, Other, Image, Audio, and Video. There's also a "RESEARCH" section with "7 Judgments" and buttons for "Analysis" and "Research". Below these, there's a "VIEW - LAYOUT" section with tabs for "Cases", "Entries", and "Documents". The main list shows a table of documents with columns for DATE, DOCUMENT, and a right-click context menu is open over the document "25-000318-0597-PE". The context menu includes options like "This document as read", "Open the combined document", "Open combined PDF with the standard PDF program", "Save combined PDF as ...", "Make the combined document again", "Create appointment ...", "Show", "Open", "Open with ...", "Open folder", "Save as ...", "Share ...", "Send by e-mail", "Back", and "Forward". To the right of the context menu, there's a table of documents with columns for TYPE, FILE, PAGES, and SIZE. The table lists various documents like "Resolución · Firmado", "Escrito · Terminado", "Notificación · Notificado", "Documento · Firmado", "MEDIA – Audio · Audiencia Preliminar", "Resolución · Firmado", "Documento · Terminado", "Documento · Terminado", "Resolución · Firmado", "Acta · Firmado", "MEDIA – Audio & Video · Medidas Cautelares", and "Escrito · Terminado".

Right click on a document

The **footer** shows where the file under the mouse pointer is stored.

21. The combined PDF of a case

For the hearing, for the court, for the case file “to take along”: FetchJ joins all documents of a case into **one PDF file**.

- **Table of contents** on the first pages: every document with date, description, type and page – every line can be clicked.
- **Bookmarks** per document, a **header** on every page: on the left the file name, on the right “Made // Page 1 of 4 // Total 522 of 642”. A click in the contents goes to the top of the page.
- **Documents that are not loadable** get a **red page** of their own: date, description, document ID and why it is missing. So every reader sees that the combined PDF has a gap here – and why.

- **Recordings** (Audiencias) get a **blue page** with date, length, type and state – even if the recording itself has not been downloaded.
- Word, RTF and image files are converted to PDF.

Opening: click the name of the court in the header row of the case – or right-click → “Open the combined document”. If it does not exist yet or is no longer up to date, FetchJ asks whether it should be made (again) now. After every update FetchJ makes the combined PDF again for every case with new documents (setting “Make the combined document after the update”). The files are in the folder `_overview` in the case folder. Order, table of contents, separator pages and a note of your own (“not an official version”) are set in the settings.

22. Recordings (Audiencias)

With “**Download recordings (audiencias)**” FetchJ also downloads the audio and video recordings of the hearings after the documents – one after the other, exactly as the court's server sends them. In the list they appear like documents, with the length in minutes instead of the number of pages. A click plays them in the **media window**.

Recordings that have not been downloaded are shown in italics in the list; moving the mouse over them tells you why (switch off, case without “Media”, only in the court archive, not yet processed by the court ...).

23. Appointments and reminders

Right-click a case or a document → “**Create appointment ...**”. FetchJ fills in title, case, court and document; you choose date, time, duration, place, reminder (e.g. 1 day before) and a note.

Create appointment

25-000318-0597-PE · 23/10/2026 09:07 · Resolución que señala fecha para juicio oral

Hearings

- ☐ Preliminary hearing
- ☒ Trial
- ☐ Trial continuation
- ☐ Reading of judgment
- ☐ Precautionary measures hearing
- ☐ Measures extension / review hearing
- ☐ Settlement hearing
- ☐ Alternative resolution hearing
- ☐ Evidentiary hearing
- ☐ Appeal hearing
- ☐ Judicial site inspection
- ☐ Protective order hearing
- ☐ Defendant's statement
- ☐ Witness testimony
- ☐ Expert examination

Deadlines

- ☐ Response deadline
- ☐ Court order compliance deadline
- ☐ Answer to complaint
- ☐ Answer to counterclaim
- ☐ Motion for reconsideration
- ☐ Appeal
- ☐ Cassation appeal
- ☐ Request for clarification
- ☐ Nullity motion
- ☐ Evidence submission
- ☐ Filing deadline (other)
- ☐ Limitation / lapse period
- ☐ Payment / enforcement deadline

Requests and other

- ☐ Permission / variation request
- ☐ Request for a hearing
- ☐ Authorized access day
- ☐ Expiry of measures
- ☐ Notice received
- ☐ Lawyer meeting
- ☐ Meeting
- ☐ Phone call
- ☐ Follow-up

Title

Juicio oral / Debate – 25-000318-0597-PE

Date

10/23/2026

Time

10:00 PM

Time zone

Costa Rica (UTC-06)

Duration

1 h

☐ all day

Place

Court

Office

Microsoft Teams

Zoom

Phone call

Reminder

also

Responsible / attendees

1 day before

1 hour before

Note

☐ Show the usual deadline (text only, FetchJ calculates nothing)

☐ Without case number and names (for calendars others can see)

The reminder comes from your calendar – FetchJ does not remind by itself. Always check deadlines in the court order.

Cancel

QR code

Google

Outlook

By e-mail

To calendar

Create appointment

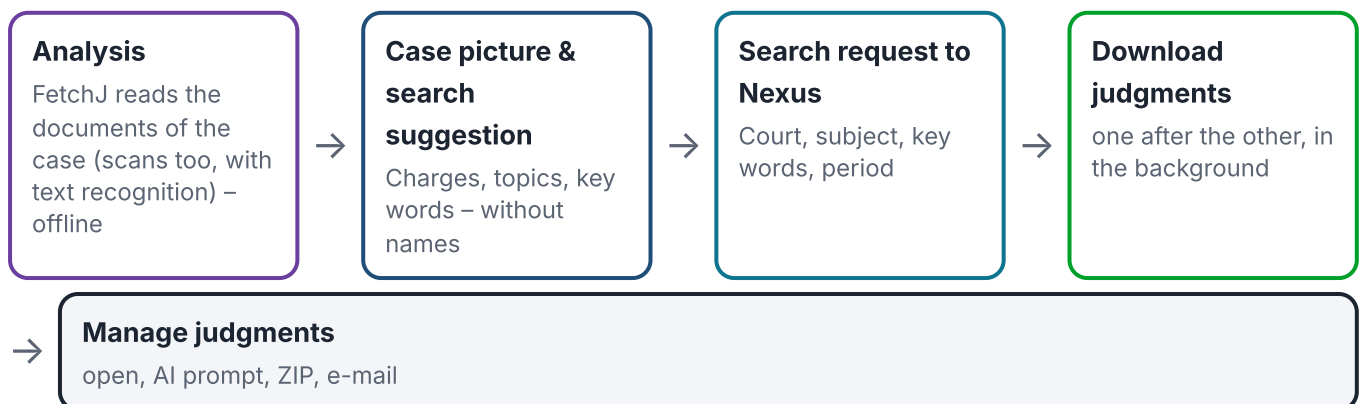
Then: **To calendar** (file for Outlook / Windows calendar), **Google**, **Outlook**, **By e-mail** or **QR code** (scan with your phone). With “Without case number and names” the appointment stays neutral if others can see your calendar.

The reminder comes from your calendar – FetchJ does not remind you itself. The note about the usual deadline is only a text from the law; **always check deadlines in the ruling.**

Part D – Research

24. Research – overview

Research helps you find judgments that match a case – in **Nexus.PJ**, the public case-law database of the Poder Judicial.



A typical case – this is how many lawyers work with FetchJ:

1. **A new case comes in.** The next update downloads its documents; the case is shown in red (unread) at the top.
2. **Reading.** You open the documents in the viewer; whatever has been read is no longer marked.
3. **Appointment.** From the Resolución with the summons you right-click to make an appointment for your calendar.
4. **Analysis.** Right-click → “Research ...” or on the page “Analysis”: FetchJ reads all documents of the case, scanned pages too, and builds key words and a case picture from them.
5. **Search in Nexus.** The search suggestion becomes the search request; you adjust it (court, subject, key words) and start “Search and download”.
6. **Download the best judgments.** E.g. the 10 to 50 judgments with the most hits – in the background, while you go on working.
7. **Putting it together.** Combined PDF of the case, the judgments as a ZIP – and, if you want, a ready-made **AI prompt** that you paste into the AI of your choice.

This way a case that used to take many days to prepare can often be researched and prepared in a few hours. The legal assessment remains your work – FetchJ takes the searching, downloading and sorting off your hands.

25. The analysis of a case

The analysis reads the documents of a case **only on this computer** (offline):

- Text from PDF and Word directly; **scanned pages with text recognition (OCR)**. For this you need the **OCR add-on** once (about 15 MB, button "Install OCR add-on").
- Summonses, notifications and confirmations are skipped – they bring nothing for the search.
- Every document read is remembered at once; after a pause it continues at the same place.

The result:

- **Key words** and a **search suggestion** for Nexus.
- **Case picture:** charges, acts, articles of the Código Penal, orders, limit values, topics per side (prosecution, defence ...) – automatically from the text, by rules only, **without AI and without names**. An aid for skimming, not a substitute for reading.

When new documents come in, the analysis is **"outdated"**; "Go on analysing" reads only the new ones.

26. The page "Analysis"

The screenshot shows the FETCH Analysis page. At the top, there's a header with the FETCH logo, version V0.9.0, and a login status 'Portal: not logged in'. A green banner indicates 'Update finished on Fr 23/10/2026 at 21:31 – duration 0:06:12'. Below this, there's a 'Research – Analysis' section with a text filter and buttons for 'Start update', 'Update finished', 'Choose cases ...', 'Analyse', 'From the start', 'Out of the queue', and 'Delete analysis data'. The main part of the page is a table with columns: CASE, DOCUMENTS, READ, STATE, LAST ANALYSIS, and PAGES. The table lists six cases with their respective document counts, readability progress, and analysis states (current, outdated, or stopped).

CASE	DOCUMENTS	READ	STATE	LAST ANALYSIS	PAGES
☐ 24-000530-0166-LA	14 8 readable	8/8	current	21.10.2026 15:05	65
☐ 24-001152-0164-FA	6 4 readable	2/4	outdated (new documents)	21.10.2026 11:05	29 14 open
☐ 25-000210-0465-AG	12 7 readable	7/7	current	20.10.2026 14:05	56
☐ 25-000318-0597-PE	4 3 readable	3/3	current	20.10.2026 10:05	20
☐ 25-000777-0678-CI	10 6 readable	6/6	current	21.10.2026 13:05	47
☐ 26-000112-1538-VD	8 5 readable	5/5	stopped at 5/5	–	38

The analysis reads the documents on this computer only (offline). Every document read is kept at once – after a stop it goes on there next time; new documents of a case are read in addition.

The page "Research – Analysis"

A list of all cases with the state of their analysis (documents, readable, read, pages, last analysis) and above it the **queue**:

- Tick cases → **"Analyse"** (only what is missing) or **"From the start"**; **"Out of the queue"**, **"Delete analysis data"**. **"From the start"** makes keywords and evaluation anew and reads PDFs with text

again; the text recognition of scanned pages is kept (quick). Only with the tick **“Repeat the text recognition too”** is it repeated as well – that takes long (about 6 s per scanned page).

- **One analysis runs after the other.** Change the order by dragging :: or with ▲ ▼; ■ pauses one case (the next one goes on), ► resumes, ■ stops.
- The analysis keeps running in the background, even when you switch to another page. The button “Analysis” in the header shows the progress.

The analysis can put a noticeable load on the computer (text recognition). If FetchJ is closed, it continues at the next start with “► Resume”.

27. Search request and Nexus.PJ

The screenshot displays the FetchJ interface for configuring a search request. The top header includes the FetchJ logo, a status bar indicating 'Portal: not logged in', and a 'Cases' dropdown menu. The main content area is divided into five sections:

- 1 Key words:** Includes input fields for 'All of these terms must appear', 'At least one one is enough', and 'None of these terms must not appear'. It also features suggestions from the case and a 'Legal terms only' section.
- 2 Instance (court):** A multiple choice section with 6 chosen options. It includes a search bar for courts and a list of checkboxes for various court instances, such as 'Salas - highest instance', 'Cassation', 'Criminal appeal', and 'Highest court first'.
- 3 Lead decisions:** Includes checkboxes for 'Resolución relevante', 'Resolución clave', 'Criterio unificador', 'Cambio de criterio', 'Resolución estructural', and 'Lead decisions first, then all others'.
- 4 Subject / topic:** A multiple choice section with a 'Type' dropdown and a 'Tema estratégico (strategic topic)' section. It includes a 'Tema (descriptor)' input field.
- 5 Outcome, period, number:** Includes a 'Outcome' dropdown, a 'Year' range selector, and a 'Hits' range selector.

The bottom of the interface shows a search bar with the query '("robo agravado" OR "prisión preventiva") · Resolución Judicial' and buttons for 'Open search in Nexus', 'Search', and 'Search and download'.

The search request

The **search request** is pre-filled from the analysis; you can change everything:

1. **Instance (court)** – several can be chosen, e.g. Salas of the Corte, Tribunales de Apelación.
2. **Subject / topic** – type, Tema estratégico, Descriptor.
3. **Key words** – click suggestions from the case or enter your own; combine with **all (AND)** or **at least one (OR)**; exclude words.
4. **Outcome, period, number** – outcome, year from-to, number of hits, “Lead decisions first”, “Highest court first”.

Legal terms only – never write names, ID numbers or case numbers into the search. The search goes to a public site.

Then:

- **"Search"** – FetchJ opens the public page of Nexus in a window of its own and reads the hits. You choose the judgments (sorted by most key words, Nexus order or year) and click **"Download selected"**.
- **"Search and download"** – searches and downloads the chosen number of judgments right away, in the background, trying again if Nexus does not answer.

All downloads go through the **download queue**: one judgment after the other, at least 5 seconds apart, so that Nexus.PJ is not overloaded. If Nexus asks for a confirmation (captcha), reports too many downloads or blocks for a short while, the queue pauses; "Resume all" goes on later.

28. Managing judgments

The screenshot shows the 'Research' page in the FetchJ application. At the top, there's a status bar indicating 'Portal: not logged in' and a 'Research' dropdown menu. Below this, a green banner shows 'Start update' and 'Update finished on Fr 23/10/2026 at 21:31 - duration 0:06:12'. The main interface is divided into several sections: 'CRITERIA - TYPE' with filters for 'Entries' (9), 'Documents' (29), and 'VIEW - LAYOUT' (Cases, Entries, Documents); 'FILTER - DATE' with a 'Period' selector (3 days, 7 days, 14 days, 30 days) and a 'Show all cases' button; 'FILTER - TEXT' with a search bar and a 'RESULT' section showing '6 Cases - 2 researched - 7 Judgments'. A table at the bottom lists cases with columns for 'CASE', 'JUDGMENT ANALYSIS', 'PAGES', 'SIZE', and 'LAST RESEARCH'. The table includes details for cases like '24-001152-0164-FA' and '25-000318-0597-PE'. At the bottom right, a status bar shows 'Free: 182 of 476 GB'.

CASE	JUDGMENT ANALYSIS	PAGES	SIZE	LAST RESEARCH
▼ 24-001152-0164-FA JUZGADO DE FAMILIA DEL I CIRCUITO JUDICIAL DE SAN JOSÉ	2 no analysis	14	463 KB	21.10.2026 10:16
15/05/2023 Tribunal de Familia · Res. 2023-00395-2023		6	211 KB	
16/11/2020 Sala Segunda de la Corte · Res. 2020-00412-2020		8	252 KB	
▼ 25-000318-0597-PE TRIBUNAL PENAL DEL I CIRCUITO JUDICIAL DE LIMÓN	5 no analysis	46	1.4 MB	21.10.2026 10:14
12/08/2022 Tribunal de Apelación de Sentencia Penal del III Circuito Judicial de...		5	190 KB	
11/06/2021 Sala Tercera de la Corte · Res. 2021-00327-2021		11	313 KB	
13/10/2020 Tribunal de Apelación de Sentencia Penal de Cartago · Res. 2020-0036...		9	272 KB	
10/03/2019 Sala Tercera de la Corte · Res. 2019-00310-2019		7	231 KB	
14/02/2018 Sala Tercera de la Corte · Res. 2018-00378-2018		14	375 KB	
▼ 24-000530-0166-LA JUZGADO DE TRABAJO DEL II CIRCUITO JUDICIAL DE SAN JOSÉ	0 no analysis	-	-	Open research

The page "Research": judgments per case

The page **Research** shows for each case the downloaded judgments, the analysis and the last research. Above them are tiles (with judgments, with analysis, OCR text files, AI prompts, space) and a text filter.

- **Tick cases** → **"Analyse (n)"** or **"Search and download (n)"** – for several cases at once, each with the search suggestion of its analysis.
- **Tick judgments** → **"🔍 Open"**, **"🌐 In Nexus"**, **"✉ Send ..."**, **"🗄 ZIP ..."**, **"📄 Copy to ..."**, **"🗑 To the recycle bin ..."**.
- **"AI prompt ..."** – a ready-made text for the AI of your choice with the data of the case and the judgments: by e-mail to you or to the clipboard. FetchJ only asks which party you represent (the role, not a name), and itself sends **nothing** to an AI.

The judgments are in the folder `_research` next to the case folder; the file name starts with the case number. Deleted items go to the Windows recycle bin. They are local copies of public judgments – they can be retrieved from Nexus.PJ again at any time.

Part E – Backup

29. Backup & Restore

FETCHJ V0.9.0 Case file sync for Gestión en Línea Portal: not logged in

Backup

Analysis ✓ Research ✓ EN

Start update Update finished on Fr 23/10/2026 at 21:31 – duration 0:06:12

CASES

6 Cases in all 2 Backup current 2 Backup outdated 2 no backup

BACKUPS

4 ZIP files 72 MB Space 0 other folder

Backup & Restore Text filter: case number, court ...

Choose cases ... Create backup ... Send ... Share ... Restore ... Folder Delete ...

CASE	LAST BACKUP	CONTENT	SIZE	STATE
☐ ▶ 25-000318-0597-PE	21.10.2026 20:00 1 backup(s)	Documents Recordings Analysis Research	8 MB	current
☐ ▶ 24-001152-0164-FA	21.10.2026 20:00 1 backup(s)	Documents Recordings Analysis Research	13 MB	outdated · 3 new/changed files
☐ ▶ 26-000112-1538-VD	–	Documents Recordings Analysis Research	–	no backup
☐ ▶ 25-000777-0678-CI	21.10.2026 20:00 1 backup(s)	Documents Recordings Analysis Research	23 MB	current
☐ ▶ 25-000210-0465-AG	21.10.2026 20:00 1 backup(s)	Documents Recordings Analysis Research	28 MB	outdated · 3 new/changed files
☐ ▶ 24-000530-0166-LA	–	Documents Recordings Analysis Research	–	no backup

Backup folder: - free ?

The page “Backup & Restore”

One **ZIP backup** per case – for archiving, for passing on, for moving to another computer.

- **Tiles:** Cases in all, Backup current, Backup outdated, no backup, ZIP files, Space.
- Tick cases → “**Create backup ...**”: you choose the parts – **documents** (with case info and combined PDF), **recordings**, **analysis**, **research** – and the target folder. FetchJ checks beforehand whether there is enough free space.
- “**Send ...**”, “**Share ...**” – share a backup by e-mail or through Windows (for large files “Share” is better).
- “**Restore ...**” – missing files come back; a file that is different here is **not** overwritten.
- “**Folder**”, “**Delete ...**” (to the recycle bin).

“Backup outdated” means: since the last backup, files have been added or changed. If a backup with exactly this content already exists, FetchJ uses it instead of making a second one.

Part F – Settings

The settings are spread over three pages: **Login assistant**, **Settings** and **Advanced settings**. Changed values are marked; **"Save"** saves, **"Load default values"** sets everything back. If you leave the pages with unsaved changes, FetchJ asks.

30. Login assistant

Login assistant `login.login_assist`

auto = the program clicks ahead to the login mask (see login type) and brings the browser window to the front; if the browser filled in user name and password by itself (saved in the browser), it clicks on to the field for the security code (see verification). off = it only brings the window forward, you do everything. If the login page reports an error (password wrong or expired, portal blocks), it clicks nothing until you have logged in yourself again. It NEVER enters password or security code.

Default: auto – up to the login mask

Login type `login.login_user_type`

How you log in. user_and_password = «Ciudadanía» (user + password); firma_digital / personal_judicial / others the program does not know yet – it stops earlier there.

Default: User + password (Ciudadanía)

Security code `login.validation_method`

Where you get the code: app = authenticator app, email = code from the portal's e-mail. You ALWAYS enter the code yourself.

Default: App (authenticator)

Log out at the end `login.logout_at_end`

Logs out of the portal after the update («Salir»), so no session stays open. If the browser is closed at the end, FetchJ always logs out.

Default: off

Notice before the start `login.confirmation_dialog`

After „Start update“ first shows a window with what happens now (a browser window opens, log in yourself, then “✓ Logged in” here). Off = start at once.

Default: on

Ask before the online switch acts `login.online_confirm`

Asks before the online switch goes on or off (“Connect to the portal?” / “Log out of the portal?”). Off = the switch acts at once. Default: on.

Default: on

Switch the portal online at the start `portal.online_at_start`

On: FetchJ goes online by itself when it starts – like a click on the online switch (the login assistant clicks ahead, you enter the code). Off: the portal stays offline at the start until you click the online switch. „Keep the portal online“ and the automatic cron timer only act while the portal is online.

Default: off

Windows Hello at the start `login.windows_hello`

At the start FetchJ asks Windows to confirm the person at the computer (PIN, fingerprint or face). FetchJ sees none of it – Windows only answers “confirmed” or not. Holds until FetchJ is closed. Guards the FetchJ window against others at an open computer; the files themselves are guarded by Windows (own folder, encryption). Default: off.

Default: off

Show the first-start assistant `login.ask_wizard`

At the start shows the assistant for the first steps while no case is known on this computer. Off = do not show it any more (“Do not show again” in the assistant switches it off). Default: on.

Default: on

Notice “encrypted drive” `login.ask_storage`

Shows the notice about where to keep the case files (an encrypted drive is recommended) at the first start and when the case folder is changed. Default: on.

Default: on

Ask before the combined document `login.ask_casepdf`

When a case is clicked, asks whether the missing combined document should be made now. Off = it is made at once. Default: on.

Default: on

Ask before marking several cases `login.ask_read`

Asks before documents of several cases are marked read or unread at once. Off = mark at once.

Default: on.

Default: on

Remember user name and password in the portal window `login.save_password`

On: after the login the portal window asks “Save password?” and fills in user name and password next time. They are stored by the browser component of Windows (WebView2) in the profile of the portal window (per Windows user on this computer), encrypted with your Windows account. FetchJ itself never sees or stores user name or password. You always type the security code yourself. Windows only. If both are filled in, the login assistant clicks on to the security code (“Iniciar sesión”, verification method).

Default: on

31. Settings

Folder for the case files `paths.case_dir`

The folder where FetchJ puts the case files – in it one sub folder per case number. “📁 Choose ...” opens the folder selection of Windows (also “New folder”). auto = Windows folder “Documents” \FetchJ\Expedientes. If the folder does not exist yet, FetchJ makes it; the folder above it must exist, otherwise the update does not start and says so here. Another folder means: the case files in the old folder stay there, FetchJ starts in the new one.

Default: auto

Case list only `download.list_only`

Only fetches the list “Mis expedientes” (all case numbers and entries) and shows them in the case overview – opens no entry and downloads nothing. Ideal the first time: while no case is known yet it is pre-selected here; after such a run it switches itself off again.

Default: off

Cases grouped `report.html_group_entries`

On = every case number once: one card per case number with all its entries (offices, main file and sub-files), and the case selection below shows every case number once – the choice applies to all its entries. Off = every entry on its own: one card per entry, and the case selection shows all entries with a choice of their own (the same case number appears several times when the case went from one office to another).

Default: on

Case selection `filter.case_modes`

Per case: “Do not load” = left out; “From date” = only documents from “Only documents from date”; “Complete” = all documents of this case, whatever the date. “New cases from the portal” applies to cases not listed here yet (“Complete” possible too).

Default: all “From date”

Only documents from date `download.docs_from_date`

Switch on = older documents are not downloaded (documents already downloaded stay as they are); choose the date in the calendar. Switch off = all documents (the whole period) – also for cases set to “From date” in the case selection. New installations: the first day of a month at least 20 days back – so the first update is done quickly. More documents: an earlier date, switch off, or “Complete” for a case.

Default: Auto (01/10/2026)

At most this many documents `download.max_documents_per_run`

Stops after this many downloads (0 = no limit). For tests.

Default: 0

Download recordings (audiencias) `download.download_media`

On: after the documents FetchJ also downloads the recordings of the hearings (audio, video) into the case folder – one after the other, at least 5 s apart, exactly as the court’s server sends them. A video comes as picture + sound; with the ffmpeg add-on both are put into one .mp4 file without changing anything. Recordings can be large (several hundred MB each). Off: they are listed as “not downloaded yet”. Default: off. Which cases: column “Media” of the case selection (default: none).

Default: off

Update parties `report.update_parties`

Reads the parties (persons and roles) of every entry again in every run.

Default: on

Personal data in the case info `report.case_info_personal`

Writes ID numbers, birth dates, addresses etc. of the parties into the file _CASE_INFO of each case as well. Off = only role and name (data minimisation).

Default: off

Case overview – layout `report.html_list_mode`

How the documents are organised when the overview opens: Cases = one list of all documents per case (standard); Entries = per case its entries (offices, main file / sub-files) with their documents; Documents = all documents in one list, the case number in every row. Can be switched at any time at the top of the case overview.

Default: Cases

Case overview – show all cases `report.html_show_all`

On: when the page opens all cases and documents are shown, the period is marked green. Off: only the documents of the period. Can be switched in the period box at the top.

Default: on

Case overview – default view `report.html_report_default_view`

What the case overview starts with when it opens: all cases, or only the documents of a period: day, week, month, year (by the calendar, starting with the current one) or 3 / 7 / 14 / 30 days up to today (by their date in the portal, marked green). Can be switched at the top at any time.

Default: Week

Open documents with `report.open_documents`

A click on a document in the case overview: in the viewer of FetchJ (PDF and images) or with the default program of the system (e.g. the PDF program of Windows). Other file types (RTF, Word ...) always open with the default program. A right click on a document always offers both ("Show" / "Open").

Default: Viewer of FetchJ

Viewer window `viewer.mode`

Inside the program = a layer over FetchJ, always one document (margin see below). Separate window = can be moved freely, also to a second screen; a new document appears in the same window. One window per document = every document in a new window, cascaded: each new window one title bar further right and up, starting from the viewer window used last; at the edge of the screen it starts again at the bottom left. A separate window remembers where it was moved to. Android: always inside the program.

Default: Separate window

Margin around the viewer (pixels) `viewer.margin`

Only "Inside the program": this much space stays free around it so FetchJ stays visible. 0 = the whole program window. Default 100; in small windows the margin gets smaller by itself.

Default: 100 · allowed 0–400

Width of the separate viewer window (pixels) `viewer.window_width`

Only "Separate window": width the first time (afterwards the size last used applies; a changed setting applies again). Default 1024.

Default: 1024 · allowed 400–4000

Height of the separate viewer window (pixels) `viewer.window_height`

Only "Separate window": height the first time (afterwards the size last used applies; a changed setting applies again). Default 768.

Default: 768 · allowed 300–3000

Page thumbnails `viewer.thumbs`

Small images of all pages on the left; a click goes to the page.

Default: on

Zoom when opening `viewer.zoom`

As last time = the zoom you last set in the viewer (the first time: whole page) – default. Whole page = one page fits completely; Width = the page fills the width; Percent = a fixed value (see below).

Default: As last time

Zoom in percent `viewer.zoom_percent`

Only with "Zoom when opening: Percent". Default 100.

Default: 100 · allowed 25–400

Search and select text `viewer.search`

Search field in the viewer; text can be selected and copied. Only in PDFs with text, not in pure scans.

Default: on

Print `viewer.print`

Button "Print" in the viewer.

Default: on

Table of contents of the PDF `viewer.outline`

Shows the document's table of contents if it has one (next to the thumbnails).

Default: on

Make the combined document after the update `casepdf.auto`

After every update FetchJ makes the combined document again for every case with new documents: all documents of the case in one PDF in the folder "_overview" (in the folder for the case files). A click on the title of a case opens it. The single files stay unchanged. Default: on.

Default: on

Combined document: order `casepdf.order`

Newest document first (default) or oldest first.

Default: newest first

Combined document: bookmarks `casepdf.bookmarks`

One bookmark per document (side panel of the PDF program) – a click jumps to the start of the document. Default: on.

Default: on

Combined document: table of contents `casepdf.toc`

First page(s): all documents with date, description, type and page; every line is a link. Documents that cannot be downloaded are listed in grey. Default: on.

Default: on

Combined document: header on every page `casepdf.header`

Small (8 pt) at the top of every page: the file name of the document on the left, "Page 1 of 4" on the right. Default: on.

Default: on

Combined document: separator page `casepdf.separator`

A page of its own before every document with date, description, type and number of pages. Makes the file longer. Default: off.

Default: off

Combined document: page numbers per document `casepdf.page_labels`

The PDF program shows "3-2" (document 3, page 2) as page number instead of "page 17". Default: off.

Default: off

Combined document: own note `casepdf.note`

Optional text shown in the table of contents and in the middle of every header, e.g. "Compilation – not an official version". Empty = no note.

Default: –

After the update: bring the analysis up to date by itself `stale.auto_analysis`

On: when an update brings something new into a case that is analysed already, FetchJ then reads the new documents by itself (text recognition in the background, can load the computer noticeably). Off: only the hint "no longer up to date" in the status line. Default: off.

Default: off

After the update: make the AI prompt again by itself `stale.auto_prompt`

On: for cases with an AI prompt into which something new came, FetchJ puts a new prompt into the analysis folder after the update (and after the analysis); the old one stays. Default: off.

Default: off

After the update: make a new backup `stale.auto_archive`

On: for cases with a backup into which something new came, FetchJ makes a new backup with the same parts as the last one after the update; the old one stays. Needs space. FetchJ never does the research at Nexus.PJ by itself. Default: off.

Default: off

Language `general.language`

Language of the whole page (case overview, settings, help), the program window, the log and the text report. Can also be switched at the top right. The error report for the court is always Spanish.

Default: Español

Appearance `report.theme`

Light, dark or as set in Windows – for the whole page (case overview, settings, help). Can also be switched at the top right (immediate).

Default: ☛ Like Windows

Colour for new items `report.new_color`

One colour for everything that shows "new" (news, marks, date filter) – light and dark. Default: green (red 0, green 200, blue 50). Shows at once on this page, saved with "Save".

Default: Green (0/200/50)

Colour for cases in the portal `report.portal_color`

Colours "Cases / Entries portal" and the portal view. Default: violet. Takes effect at once, saved with "Save".

Default: Violet (106/63/160)

Colour for cases local `report.local_color`

Colours "Cases / Entries local", the "Entries" badge, the "Show all cases" switch and the highlights of buttons and links. Default: blue. Takes effect at once, saved with "Save".

Default: Blue (31/78/121)

Colour for local documents `report.local_docs_color`

Colours "Total local", the "documents" badge and the "All cases" view (all local documents).

Default: cyan (light blue). Takes effect at once, saved with "Save".

Default: Cyan (14/116/144)

Colour for unread items `report.downloaded_color`

Colours the "Unread" tiles (cases and documents), the mark of unread cases and the "unread" badge on documents. Default: Red (255/0/0). Shows at once, saved with "Save".

Default: Red (255/0/0)

Colour for downloaded `report.dl_color`

Colours the tiles "Downloaded" (cases and documents downloaded in the last update). Default: magenta. Takes effect at once, saved with "Save".

Default: Magenta (190/24/93)

Colour for Research judgments `report.nexus_color`

Colours the tile "Research Judgments", the marks in the Research (key words, lead decisions) and the "Search and download" box. Standard: gold. Takes effect at once, saved with "Save".

Default: Gold (197/154/46)

Colour of „Total“ `report.total_color`

The big tile „Total“ of the documents. Default: black, white in the dark scheme. Shows at once, saved with „Save“.

Default: Black – dark scheme: white (27/36/48)

Colour of „PDF“ `report.pdf_color`

The box „PDF“ of the documents. Default: black, white in the dark scheme. Shows at once, saved with „Save“.

Default: Black – dark scheme: white (27/36/48)

Colour of „Word“ `report.word_color`

The box „Word“ of the documents. Default: black, white in the dark scheme. Shows at once, saved with „Save“.

Default: Black – dark scheme: white (27/36/48)

Colour of „Image“ `report.image_color`

The box „Image“ of the documents. Default: black, white in the dark scheme. Shows at once, saved with „Save“.

Default: Black – dark scheme: white (27/36/48)

Colour of „Audio“ `report.audio_color`

The box „Audio“ of the documents. Default: black, white in the dark scheme. Shows at once, saved with „Save“.

Default: Black – dark scheme: white (27/36/48)

Colour of „Video“ `report.video_color`

The box „Video“ of the documents. Default: black, white in the dark scheme. Shows at once, saved with „Save“.

Default: Black – dark scheme: white (27/36/48)

Colour of „Other“ `report.other_color`

The box „Other“ of the documents. Default: black, white in the dark scheme. Shows at once, saved with „Save“.

Default: Black – dark scheme: white (27/36/48)

Colour of „Portal only“ `report.portal_only_color`

The box „Portal only“ of the documents (known, not downloaded yet). Default: grey. Shows at once, saved with „Save“.

Default: Grey (123/132/148)

Colour for missing entries `report.missing_color`

Colours “Entries missing”: cases that are in the portal but not yet on this computer. Default: orange. Shows at once, saved with “Save”.

Default: Orange (199/106/0)

Colour for not downloadable `report.error_color`

One colour for “Entries not downloadable” and “Documents not downloadable” (the portal does not open or deliver them) and for error messages. Default: brown-red (117/77/77). Shows at once, saved with “Save”.

Default: Brown-red (117/77/77)

Colour of text-filter hits `report.hl_color`

Background colour that marks every place the text filter found in the report. The text is set light or dark automatically so it stays readable. Default: Yellow (253/255/0). Shows at once, saved with “Save”.

Default: Yellow (253/255/0)

Colour of the current hit `report.hl_cur_color`

Background colour of the hit the ▲▼ navigation jumped to – stronger than the other hits. Default: orange. Shows at once, saved with “Save”.

Default: Orange (232/89/12)

Automatic cron timer `cron.auto_cron_timer_enabled`

While the portal is online (switch at the top), start a full update automatically every X minutes (cron timer). Default: off – otherwise it updates only on the button. Uses the open online session (no new login).

Default: off

Cron timer interval (minutes) `cron.cron_timer_interval_min`

Time between the automatic updates, in minutes. Minimum 15. Only has an effect while the cron timer is on and the portal is online. Example: 60 = hourly, 120 = every 2 hours.

Default: 60 · allowed 15–1440

Keep the portal online (watchdog) `portal.keep_online`

On: while the portal is online, FetchJ keeps the session alive (refreshes the access from time to time) so it does not expire. After a sync it goes online again by itself. Off: it stays online only until the session next expires.

Default: off

32. Advanced settings

You will never need to change most of the values here. The numbers ① to ④ at the retries show how FetchJ deals with documents the portal does not deliver: retry at once → give up after a few updates → try again after some days → or always try.

↺ Reset

If the page gets stuck (e.g. "running" after a power cut): reset the view, then a new update can be started. If the program really is running, it asks whether to stop it.

Query mode `download.entry_fetch_mode`

api = direct query (fast); click = open every entry in the web page (slow, only if the direct query does not work).

Default: api – direct query (fast)

Keep free on the drive (GB) `download.min_free_gb`

FetchJ always leaves this much space free on the drive of the case folder and on that of its program folder. It checks before every file, and during recordings every 50 MB. Not enough space: the update ends with "not enough free space" – nothing counts as failed, the next update continues where it stopped. 0 = no reserve (at your own risk). Default: 2.

Default: 2 · allowed 0–1000

Dry run `download.dry_run`

Only shows what would be downloaded – downloads nothing.

Default: off

Download existing files again from date `protocol.overrule_protocol`

Downloads all documents from the date below again, including those already here, and compares them with the files here – only if you suspect changed or damaged files. Missing documents are fetched by every normal update anyway. Switches itself off after a finished update.

Default: off

... from date `protocol.overrule_start_date`

Only with "Download existing files again from date".

Default: 2000-01-01

Wait for the case list (s) `timeouts.list_timeout_sec`

How long FetchJ waits at most for the list "Mis expedientes" (once per update). With many cases the portal needs a minute or more. If the portal answers with an error or logs you out, FetchJ stops at once without waiting.

Default: 180 · allowed 60–600

Wait until a download begins (s) `timeouts.document_download_timeout_sec`

How long the portal may be silent before a document begins to come. Large files are prepared by the portal first (measured: 53 MB → 24 s, 283 MB → 10 s). The portal itself stops after 60 s – more than 70 s does not help.

Default: 70 · allowed 30–120

Silence during a download (s) `timeouts.document_silence_timeout_sec`

If nothing comes for this time while the file is coming, the attempt is stopped. As long as data flow, the download goes on – also with a slow line and large files.

Default: 30 · allowed 10–120

① Retries right away (same update) `timeouts.document_download_retries`

How often a failed document is tried again at once, in the same update. If the portal does not answer a document at all (stop after 60 s), it is not retried in the same update – the next update tries it again. Default 1.

Default: 1 · allowed 0–3

② Give up after ... failed updates `protocol.skip_after_failed_runs`

A document or recording that did not come in this many updates is not tried any more ("given up"). At most one failed update a day counts; a lost login or no answer does not count. Also for case entries that do not open. Right-click on „Not downloadable“ → „Mark as never tried“ starts again from 0. 0 = never give up. Default 2.

Default: 2

③ Try given-up ones again after ... days `protocol.retry_skipped_after_days`

After this many days a given-up document, recording or entry is tried once more by itself. Default 90.

Default: 90

④ Always try given-up ones `protocol.retry_paused`

On: also given-up documents, recordings and entries are tried in every update, whatever their counter. A success clears the counter; a failure counts on. Default off.

Default: off

When the portal logs you out `errors.on_session_lost`

prompt = wait until you have logged in again, then continue at the same place (recommended);
abort = save the state and stop.

Default: prompt – wait and continue

Close browser at the end `browser.close_browser_at_end`

Closes the program's browser window after a normal end – and logs out of the portal first («Salir»).

Default: off

Portal window after the login `browser.portal_window`

What happens to the portal window once you are logged in: to the task bar (minimised), hidden, or left open. It keeps working in every case and comes to the front by itself when a login is needed; during an update the button "Show portal window" shows it.

Default: to the task bar (minimised)

Program window details `ui.console_log_level`

How much the black program window shows. The log file always contains everything.

Default: 1 – important only

Nexus: waiting time per attempt (seconds) `nexus.nexus_timeout_sec`

How long FetchJ waits for the Nexus page to show the hits or a judgment. Standard 60.

Default: 60 · allowed 20–600

Nexus: retries `nexus.nexus_retries`

How often “Search and download” tries again after a failure (the search and judgments not downloaded). 0 = no retry. Standard 3.

Default: 3 · allowed 0–50

Nexus: pause between attempts (minutes) `nexus.nexus_retry_pause_min`

Waiting time before each new attempt. Example: 10 retries with a 20-minute pause = overnight. Standard 5.

Default: 5 · allowed 1–240

Nexus: address `nexus.nexus_url`

Address of the Nexus.PJ case-law search. Default <https://nexuspj.poder-judicial.go.cr>. Only https addresses under poder-judicial.go.cr; any other entry is not used (the default applies).

Default: <https://nexuspj.poder-judicial.go.cr>

Nexus: fallback address `nexus.nexus_url_fallback`

Tried when Nexus does not answer at the address above, also on the second attempt. Empty = no fallback address. Only https addresses under poder-judicial.go.cr.

Default: –

Keep the session alive: technique `portal.keep_alive_technique`

Which technique FetchJ uses to keep the portal session alive – only one at a time, to try them out. 0 = off. 1 = mouse/keyboard events in the page (the previous behaviour, standard). 2 = a light server call. 3 = the page's own case-list call again. 4 = page one step further in 'Mis expedientes'. 5 = page change by clicks (Inicio → Mis expedientes). 6 = really load the page 'Consulta – Mis expedientes' again. 7 = query a single case – the newest case number we already have – a real, uncached query (Erwin's idea 23.10.); the list is read only once, then only that one case. During an update 0–3 and 7 work (4–6 would move the page, then technique 1 is used). Skipped when you have just worked in the portal window yourself – that counts as activity.

Default: 1 – mouse/keyboard in the page

Keep the session alive: timer (minutes) `portal.keep_alive_timer_min`

How often the chosen technique runs. 1 to 120 minutes. For experimenting, to see which keeps the session longest. Standard 1.

Default: 1 · allowed 1–120

Really check the portal: interval (minutes) `portal.online_check_min`

While the portal is online, FetchJ makes a real call to the server at this interval. So the switch shows what the server says, not only what the page shows (the page can look logged in although the server has already ended the session). If the server refuses, FetchJ logs in again. The button 'Check the portal now' does it at once. 0 = off. Standard 5.

Default: 5 · allowed 1–120

Check the portal now

Makes a real call to the server at once (only while the portal is online) and shows whether the server accepts the session.

FOLDERS

Folder: protocol `paths.protocol_dir`

Sub-folder of the data folder (<case folder>_fetchj) where FetchJ notes what has been downloaded. Do not change or delete – otherwise FetchJ downloads everything again.

Default: `_protocol`

Folder: reports `paths.report_dir`

Sub-folder of the data folder for the reports of the single updates.

Default: `_reports`

Folder: error report `paths.error_report_dir`

Sub-folder for the error report for the court (PDF + CSV, Spanish) – documents the portal does not deliver.

Default: `_error_reports`

Folder: logs `paths.log_dir`

Sub-folder for the log of each update. Needed for support.

Default: `_logs`

Folder: raw data `paths.raw_dir`

Sub-folder for the raw data of the portal (only with „Save raw data“ on, for troubleshooting).

Default: `_raw`

DOWNLOAD AND FILE NAMES

Pause between two downloads (s) `download.delay_between_downloads_sec`

Short pause between two documents so the portal is not overloaded. Allowed 1–60 seconds.

Default: 1 · allowed 1–60

Pause between two entries (s) `download.delay_between_cases_sec`

Short pause between two case entries. Allowed 0.5–60 seconds.

Default: 0.5 · allowed 0.5–60

Maximum path length `download.max_path_length`

Folder + file name together at most this many characters (Windows allows 260). If the path is too long, FetchJ shortens the description first.

Default: 250

Description in the file name: max. characters `download.description_max_chars`

This many characters of the document description go into the file name.

Default: 100

File name pattern `download.filename_pattern`

Which parts make up the file name ({date}, {time}, {case}, {description}, {tipo}, {docid}, {original} ...). Read only – a change would name the cases differently.

only changeable in the file

Keep underscores in the file name `download.keep_underscores`

Off: underscores inside the parts become „-“, so „_“ only separates the parts (recommended). On: underscores stay, e.g. for the original name of the portal.

Default: off

Original name in the file name: max. characters `download.original_name_max_chars`

This many characters of the name the portal proposes go into the file name.

Default: 60

File time = date in the portal `download.set_file_time`

On: created / modified time of the file = date and time of the document in the portal („Fecha“). Off: time of the download.

Default: on

Document types that are recordings `download.media_document_types`

These „Tipo de documento“ are audio / video recordings the portal only plays. They are not downloaded but shown in the list of recordings. Comma separated.

Default: AudienciaAudioVideo

Download like the web page `download.download_in_browser`

On: documents are loaded piece by piece in the portal window, like the web page itself does (needed for the „silence“ waiting time). Off: the old way. If it does not work on a computer, FetchJ uses the old way by itself.

Default: on

OVERVIEW

Update the overview during an update `report.html_report_live`

On: the case overview is renewed during the update after each case entry, with a progress line. Off: only at the end.

Default: on

Overview at most every ... seconds `report.html_report_live_interval_sec`

The interim overview is written at most this often (reading the protocol takes time on network drives). The progress line still comes every few seconds.

Default: 30

Support address `report.support_email`

The support data („Send support data“ in the help) go to this e-mail address.

Default: fetchjudicial@gmail.com

PROTOCOL

Download deleted files again `protocol.redownload_missing_files`

On: a document that is downloaded according to the protocol but whose file is missing (e.g. deleted) is downloaded again in the next update.

Default: on

Continue after an abort `protocol.resume_after_abort`

On: if the last update did not end normally (stopped, crash, power cut), the next one continues where it stopped. Off: always from the beginning (nothing is downloaded twice anyway).

Default: on

WAITING TIMES

Waiting time to open a case (s) `timeouts.case_open_timeout_sec`

How long FetchJ waits until a case entry is open in the portal. Some cases hang forever in the portal.

Default: 45 · allowed 15–180

Retries to open a case `timeouts.case_open_retries`

How often FetchJ tries again a case that does not open.

Default: 2 · allowed 0–3

Pause before a retry (s) `timeouts.retry_wait_sec`

Waiting time before FetchJ tries something that failed again.

Default: 10 · allowed 5–120

Retry failed ones at the end `timeouts.final_retry_pass`

On: at the end of the update all documents that did not come are tried once more.

Default: on

ERRORS

Errors in a row until „session lost“ `errors.max_consecutive_errors`

After this many failed documents in a row FetchJ assumes the session is lost or the portal is disturbed, and checks it.

Default: 3 · allowed 2–20

PORTAL WINDOW

Portal window: width at the first start `browser.window_width`

Width of the portal window (pixels) at the very first start. Afterwards FetchJ keeps the size and place you give it.

Default: 1024

Portal window: height at the first start `browser.window_height`

Height of the portal window (pixels) at the very first start.

Default: 768

Zoom of the portal window (%) `browser.portal_zoom`

Magnification of the pages in the portal window, 25–300 % (default 80 %) – for all pages, the login pages included, set already while a page loads. Ctrl + mouse wheel changes it in the window at any

time; FetchJ then remembers zoom, size and place of the window for the next time. A value changed here applies again from the next opening.

Default: 80 · allowed 25–300

Minimise the portal window after the login `browser.minimize_after_login`

On: after the login the portal window goes to the task bar and keeps working there; it comes back by itself for a new login.

Default: on

Renew the access key ... s before expiry `browser.token_renew_before_sec`

This many seconds before the access key of the portal expires, FetchJ takes the renewed one from the portal window (nothing is stored).

Default: 120

OPERATING THE PORTAL

Waiting time after small steps (ms) `ui.ui_wait_short_ms`

Pause after small steps in the portal (paging, opening a case). Increase it if the portal is slow.

Default: 800

Waiting time after a page change (ms) `ui.ui_wait_medium_ms`

Pause after a page change in the portal (Inicio, Mis expedientes, Regresar).

Default: 1500

Waiting time after a search (ms) `ui.ui_wait_long_ms`

Pause after a search in the portal („Consultar“).

Default: 3000

Waiting time for a button (s) `ui.ui_element_timeout_sec`

Maximum time FetchJ waits for a single button or text in the portal.

Default: 10

„Back“ for hanging cases (times) `ui.browser_back_max`

If a case hangs with endless „loading“, FetchJ goes back to the list with „Back“ up to this many times.

Default: 2

Paging against logout (s) `ui.activity_click_interval_sec`

During long downloads FetchJ pages once in „Documentos del expediente“ this often, so the portal sees activity. 0 = off.

Default: 180 · allowed 60–600

No sleep during an update `ui.prevent_sleep_during_run`

On: during an update the computer does not go to sleep (the screen lock still works).

Default: on

PORTAL ADDRESSES

Start page of the portal `portal.portal_url`

Address the portal window opens with. Only change it if the Poder Judicial changes it.

only changeable in the file

Addresses of the login pages `portal.login_hosts`

On these pages the login assistant may click (never type). Only change them if the portal changes its login.

only changeable in the file

Data interface of the portal `portal.api_base_url`

Base address where the portal delivers its data. Read only.

only changeable in the file

Download address of the portal `portal.download_api_url`

Address through which the portal delivers the document files. Read only.

only changeable in the file

Time zone of the portal `portal.portal_timezone`

Time zone of the dates in the portal (Costa Rica = -06:00), so the file time is right even if this computer is set differently.

Default: -06:00

Check the portal: interval (seconds) `portal.online_watch_interval_sec`

How often FetchJ checks the portal window. With the online switch on it refreshes the session (keep online). Without the switch it only reads whether you are still logged in – for the text next to the switch; it clicks nothing, brings no window to the front and does not refresh the session. Default 60.

Default: 60 · allowed 30–600

ERROR REPORT FOR THE COURT

Create the error report for the court `error_report.create_error_report`

On: after each update a report (PDF + CSV, Spanish) of the documents the portal does not deliver and the cases that do not open – to attach to a letter to the court.

Default: on

Error message of the portal `error_report.portal_error_message`

Text the portal shows when a download fails; it stands like that in the error report. Read only.

only changeable in the file

Phone number in the error report `error_report.contact_phone`

auto = the number the portal itself gives. Or enter a fixed number.

Default: auto

Phone number if the portal gives none `error_report.contact_phone_fallback`

This number is used if with „auto“ the portal gives none.

Default: 2284-2062

TROUBLESHOOTING

Save raw data (troubleshooting) `debug.save_raw_json`

On: the data the portal delivers per case are saved in the folder „_raw“. Only for troubleshooting – they contain personal data and never go with the support data.

Default: off

RECOGNITION IN THE PORTAL (READ ONLY)

Detection „logged in“ `selectors.logged_in_text`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.
only changeable in the file

Link „Inicio“ `selectors.home_link`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.
only changeable in the file

Text „Inicio“ `selectors.home_text`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.
only changeable in the file

Link „Mis expedientes“ `selectors.list_link`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.
only changeable in the file

Text „Mis expedientes“ `selectors.list_text`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.
only changeable in the file

Button „Buscar“ `selectors.search_button`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.
only changeable in the file

Link to a case `selectors.case_link`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.
only changeable in the file

Button „Regresar“ `selectors.back_button`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.
only changeable in the file

Page display of the list `selectors.paginator_current`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.
only changeable in the file

Current page of the list `selectors.paginator_active_page`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.

only changeable in the file

Button „next page“ `selectors.paginator_next`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.

only changeable in the file

Button „first page“ `selectors.paginator_first`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.

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Page numbers of the list `selectors.paginator_page`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.

only changeable in the file

Section „Datos generales“ `selectors.accordion_general`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.

only changeable in the file

Section „Partes“ `selectors.accordion_parties`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.

only changeable in the file

Section „Documentos“ `selectors.accordion_documents`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.

only changeable in the file

Section „Audiencias“ `selectors.accordion_hearings`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.

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Address part of the case list `selectors.url_list_part`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.

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Address part of a case `selectors.url_detail_part`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.

only changeable in the file

Address part „not logged in“ `selectors.url_unauthorized_part`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.

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Button „Ingresar“ `selectors.login_button`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.

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Button „Ciudadanía“ `selectors.login_ciudadania`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.

only changeable in the file

User field (login page) `selectors.b2c_user`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.

only changeable in the file

Password field (login page) `selectors.b2c_password`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.

only changeable in the file

Button „Iniciar sesión“ `selectors.b2c_next`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.

only changeable in the file

Error message of the login page `selectors.b2c_error`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.

only changeable in the file

Fields „new password“ `selectors.b2c_pwchange`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.

only changeable in the file

Choice of the code method (app / e-mail) `selectors.mfa_radio`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.

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Button „Continuar“ (code method) `selectors.mfa_continue`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.

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Security code field `selectors.otp_code`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.

only changeable in the file

Button „Enviar código“ `selectors.email_send`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.

only changeable in the file

Field code from the e-mail `selectors.email_code`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.

only changeable in the file

Menu „Consultas“ `selectors.consultas_menu`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.

only changeable in the file

Message „other session open“ `selectors.session_dialog_text`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.

only changeable in the file

Button „Continuar“ (message) `selectors.dialog_continue`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.

only changeable in the file

Button „Aceptar“ (message) `selectors.dialog_accept`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.

only changeable in the file

Message „Problemas de conexión“ `selectors.conn_problem_text`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.

only changeable in the file

Button „Salir“ (log out) `selectors.logout_text`

This is how FetchJ finds this button, link or text in the portal (Spanish interface). Read only – it changes only if the Poder Judicial changes its page.

only changeable in the file

DATA CALLS OF THE PORTAL (READ ONLY)

Call: case list `api.api_case_list`

Name of a data call of the portal (part of the address) whose answer FetchJ waits for. Read only – it changes only if the portal changes.

only changeable in the file

Call: general data `api.api_general_data`

Name of a data call of the portal (part of the address) whose answer FetchJ waits for. Read only – it changes only if the portal changes.

only changeable in the file

Call: parties `api.api_parties`

Name of a data call of the portal (part of the address) whose answer FetchJ waits for. Read only – it changes only if the portal changes.

only changeable in the file

Call: document list `api.api_documents`

Name of a data call of the portal (part of the address) whose answer FetchJ waits for. Read only – it changes only if the portal changes.

only changeable in the file

Call: hearings `api.api_hearings`

Name of a data call of the portal (part of the address) whose answer FetchJ waits for. Read only – it changes only if the portal changes.

only changeable in the file

Call: file data of a document `api.api_document_info`

Name of a data call of the portal (part of the address) whose answer FetchJ waits for. Read only – it changes only if the portal changes.

only changeable in the file

Call: portal setting `api.api_configuration`

Name of a data call of the portal (part of the address) whose answer FetchJ waits for. Read only – it changes only if the portal changes.

only changeable in the file

Setting: phone number of the portal `api.config_code_contact_phone`

Name of a data call of the portal (part of the address) whose answer FetchJ waits for. Read only – it changes only if the portal changes.

only changeable in the file

Call: sub-files (legajos) `api.api_legajo_list`

Name of a data call of the portal (part of the address) whose answer FetchJ waits for. Read only – it changes only if the portal changes.

only changeable in the file

Direct call: data of the main file `api.api_q_general_case`

Name of a data call of the portal (part of the address) whose answer FetchJ waits for. Read only – it changes only if the portal changes.

only changeable in the file

Direct call: data of a sub-file `api.api_q_general_legajo`

Name of a data call of the portal (part of the address) whose answer FetchJ waits for. Read only – it changes only if the portal changes.

only changeable in the file

Direct call: parties of the main file `api.api_q_parties_case`

Name of a data call of the portal (part of the address) whose answer FetchJ waits for. Read only – it changes only if the portal changes.

only changeable in the file

Direct call: parties of a sub-file `api.api_q_parties_legajo`

Name of a data call of the portal (part of the address) whose answer FetchJ waits for. Read only – it changes only if the portal changes.

only changeable in the file

Direct call: documents `api.api_q_documents`

Name of a data call of the portal (part of the address) whose answer FetchJ waits for. Read only – it changes only if the portal changes.

only changeable in the file

Direct call: hearings `api.api_q_hearings`

Name of a data call of the portal (part of the address) whose answer FetchJ waits for. Read only – it changes only if the portal changes.

only changeable in the file

33. Searching the settings

FETCHJ Portal: not logged in V0.9.0 Case file sync for Gestión en Línea

Settings

Start update Update finished on Fr 23/10/2026 at 21:31 - duration 0:06:12

date 16 hit(s) here 2 Login assistant 21 Advanced settings 1 setting(s) differ from the default Save Load default values

Settings

Folder for the case files changed /tmp/fj_manual/Expedientes Choose ... Default: auto

The folder where FetchJ puts the case files – in it one sub folder per case number. "Choose ..." opens the folder selection of Windows (also "New folder"). auto = Windows folder "Documents" \FetchJ\Expedientes. If the folder does not exist yet, FetchJ makes it; the folder above it must exist, otherwise the update does not start and says so here. Another folder means: the case files in the old folder stay there, FetchJ starts in the new one.

Case selection Filter cases ... Year Number Office Matter 0 complete - 8 from date 0 not loaded

CASE	COMPLETE	FROM DATE	DO NOT LOAD	MEDIA
	all	all	all	all none
23-002041-0182-CI JUZGADO CIVIL DE HACIENDA DE ASUNTOS SUMARIOS D...	☐	☒	☐	☐
24-000530-0166-LA JUZGADO DE TRABAJO DEL II CIRCUITO JUDICIAL DE SA...	☐	☒	☐	☐
24-001152-0164-FA JUZGADO DE FAMILIA DEL I CIRCUITO JUDICIAL DE SAN J...	☐	☒	☐	☐
25-000210-0465-AG JUZGADO AGRARIO DEL I CIRCUITO JUDICIAL DE LIMÓN	☐	☒	☐	☐
25-000318-0597-PE TRIBUNAL PENAL DEL I CIRCUITO JUDICIAL DE LIMÓN +1	☐	☒	☐	☐
25-000777-0678-CI JUZGADO CIVIL DEL I CIRCUITO JUDICIAL DE LIMÓN	☐	☒	☐	☐
26-000112-1538-VD JUZGADO CONTRAVENCIONAL DE BRIBRÍ	☐	☒	☐	☐
26-000301-0597-PE FISCALÍA ADJUNTA DE LIMÓN	☐	☒	☐	☐
New cases from the portal	☐	☒	☐	☐

Default: all "From date"

Per case: "Do not load" is left out; "From date" = only documents from "Only documents from date"; "Complete" = all documents of this case, whatever the date.

"New cases from the portal" applies to cases not listed here yet ("Complete" possible too).

Only documents from date mm/dd/yyyy Default: Auto (01/10/2026)

Switch on = older documents are not downloaded (documents already downloaded stay as they are); choose the date in the calendar. Switch off = all documents (the whole period) – also for cases set to "From date" in the case selection. New installations: the first day of a month at least 20 days back – so the first update is done quickly. More documents: an earlier date, switch off, or "Complete" for a case.

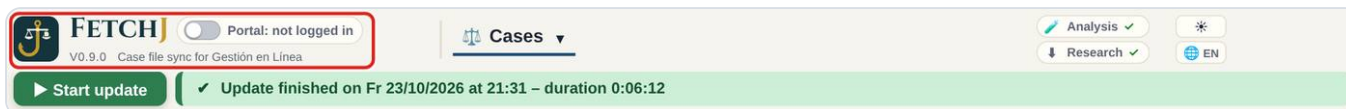
Update parties on Default: on

The search in the settings

Above the settings there is a **search field** (or **Ctrl+F**). It searches name, explanation, technical name and value. The rows of the page are filtered and hits are marked yellow; next to it you see how many hits the other two settings pages have – a click there switches the page, the search stays. **Esc** clears the field.

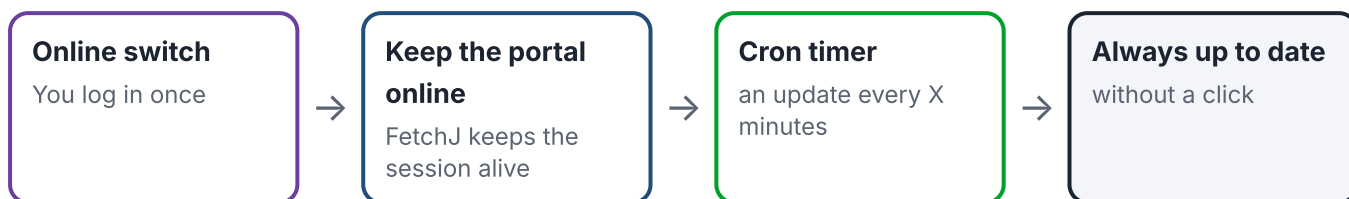
Part G – Help

34. Online switch and automatic update



The online switch in the header

The **online switch** at the top left connects FetchJ with the portal: a click opens the portal window, the login assistant clicks ahead, you log in. After that FetchJ is **online** – an update starts without a new login.



- **Switch the portal online at the start** (Login assistant): FetchJ goes online by itself when it starts.
- **Keep the portal online (watchdog)** (Settings): FetchJ keeps the session alive and goes online again by itself after an update.
- **Automatic cron timer** (Settings): as long as the portal is online, FetchJ starts a full update every X minutes (at least 15). If the portal is offline at that moment, the timer waits until it is online again.

Even so, the portal sometimes ends a session by itself. Then the status line shows "Please log in in the portal window"; after the login it continues by itself.

- When the portal has logged you out, **the cron timer waits** until you are logged in again – it does not start an update then.
- **Closing the portal window** means "offline" for FetchJ: it does not open the window again by itself (neither through the cron timer nor through "keep online"). Only the online switch connects again.
- If **nobody logs in for 30 minutes**, FetchJ ends the update or the online session, closes the portal window and stays offline. The next start continues where it stopped.
- If the portal shows a **failure, maintenance or block page** instead of the login (e.g. „La página no se encuentra disponible en este momento“), FetchJ stops at once, closes the portal window and shows the portal's message – known messages also in your language. You choose whether FetchJ tries again in 5, 15 (default), 30 or 60 minutes or not at all; the status line shows „new try at hh:mm“. A click on „Start update“ or the online switch cancels it.

35. Updates

Menu → About FetchJ → “Check for updates”. If there is a new version, FetchJ shows what is new; **“Update now”** downloads and installs it, and FetchJ then restarts. An update run in progress is stopped first and continues there at the next start. The newest version and this manual are also available on the download page.

36. Frequently asked questions and troubleshooting

Support request

Menu ☒ **Support:** choose the kind (report a bug, feature request, question about use, license / activation, payment / purchase / invoice, Gestión en Línea portal, data protection, other), describe it briefly, send it. Name, Cédula and e-mail come from Settings > License.

- **Attach support data** (already ticked for bug, portal and license): logs and settings as a ZIP file – no case numbers, names, courts or document titles, no login or session data.
- **No screenshot:** FetchJ never takes a screenshot (it could show case numbers and names). If you want to add a picture, attach it yourself in your e-mail program after „Send“.
- **After „Send“:** the note „Your e-mail program shows the request ...“ glows slowly. „Send support request“ turns grey (it still works once more if the e-mail program did not open), **Close** turns blue. Close asks first and goes back to the choice of the kind.
- **Sender:** always send from the e-mail address in Settings > License – otherwise the request cannot be matched to a licence (red note at the top).
- **Send with the e-mail program** (Outlook, Thunderbird): the e-mail opens with the attachments, you check and send it. **In the browser** (Gmail ...): the e-mail opens, Explorer shows the ZIP file to drag into it, and the whole text is in the clipboard.

You get a confirmation with a ticket number (FJT-...). Questions and answers continue in that e-mail.

The login does not work (“Usuario o contraseña incorrecto”). The saved password is out of date. Type the correct password in the portal window. After a failed login the login assistant clicks nothing next time until you have logged in once yourself – so the portal does not block you.

The portal says “Vuelva a intentarlo más tarde”. After several failed attempts the portal blocks the login for a short while. Do not type anything for 10 to 15 minutes, then log in once with the correct password.

The portal asks for a new password. This happens every 3 months. Change it in the portal window; afterwards it continues by itself.

Some documents are never downloaded (“Not loadable”). The portal does not deliver them – often the portal itself also stops after 60 seconds. FetchJ tries again in the next updates and gives up after a few failed attempts (Advanced settings ①–④). The **error report for the court** (Spanish, PDF) lists these documents with all details – to attach to a letter to the court.

It says “Update stopped” at the top. The reason is in brackets (e.g. case folder not reachable, not enough disk space, portal window closed). Fix the cause and start again – it continues where it stopped.

The case folder is not reachable. Is the drive connected? Is the network drive connected? Is the encrypted drive unlocked? FetchJ does not start an update as long as the folder is missing, and says in the status line what to do.

Why are so many documents “unread”? Every document that comes onto this computer is unread at first – so at the first update, all of them. See chapter 9.

I have already copied cases into the case folder. FetchJ recognises files by the document ID in the file name and does not download them again.

May the screen lock during an update? Yes. FetchJ makes sure that the computer does not go to sleep in the meantime. If you close a laptop, FetchJ first checks the portal session afterwards.

Support. Menu → Help → “Send support data” collects logs and settings (without passwords, without case numbers, names or document descriptions) and opens an e-mail to support.

37. Glossary

German	Spanish	English
Akte, Aktenzahl	Expediente, número de expediente	Case, case number
Eintrag (Hauptakt / Nebenakt)	Entrada (expediente / legajo)	Entry (main file / sub-file)
Dokument	Documento	Document
Aufnahme (Audiencia)	Grabación (audiencia)	Recording (hearing)
Abgleich	Actualización	Update
Aktenordner	Carpeta de expedientes	Case folder
Lokal	Locales	Local
Fehlend	Faltan	Missing
Nicht ladbar (Akte)	No abren	Not opening
Nicht ladbar (Dokument)	No descargable	Not loadable
Ungelesen / gelesen	No leído / leído	Unread / read
Geladen	Descargado	Loaded
Kriterien	Criterios	Criteria
Filter – Art / Datum / Text	Filtro – Tipo / Fecha / Texto	Filter – Type / Date / Text
Gesamtdokument (Gesamt-PDF)	Expediente completo (PDF)	Combined document (PDF)
Analyse	Análisis	Analysis
Fallbild	Cuadro del caso	Case picture
Recherche	Investigación	Research
Suchauftrag	Búsqueda en Nexus	Search request
Urteil	Resolución (sentencia)	Judgment
Download-Warteschlange	Cola de descargas	Download queue
Sicherung	Respaldo	Backup
Online-Schalter	Interruptor del portal	Online switch
Fehlerbericht für das Gericht	Informe de errores para el tribunal	Error report for the court