

Searching for Cases

Begin by entering the Search Criteria in the Search Text field.

The screenshot shows the CountySuite interface for the TELEOSOFT COUNTY PROTHONOTARY'S OFFICE. The search criteria field is set to 'DOE'. Below the search field, there are several advanced filtering options:

- Only Cases Opened within this Date Range: Start: Select Date, End: Select Date
- Only Cases of this Category: All Case Categories
- Only Participants of this Category: All Participant Categories
- Sort Results By: Default Sort Order
- Display Contact Address (checkbox)
- Only Cases with Judgments (checkbox)
- Include Attorneys in Name Search (checkbox)

Select the Filter type based on the Search Criteria entered. By default, this will be set to “Search by Name or Case Number” because most searches will be done by using one of these two options. The other options are listed below:

The screenshot shows the search filter dropdown menu. The options are:

- Search by Name or Case Number (highlighted)
- Search by Case Number
- Search by Participant Name
- Search by Participant Address
- Search by Reference Numbers

The User can enter part (or all) of the Case Participants Name, Case Number, Address, or Reference Number (depending on the filter option selected), and then press **ENTER** (or click on the search icon) to see if there are any cases associated with the Search Criteria.

NOTE: To Search by a Name, start by entering part of the first name and part of the last name (i.e., “Jo Do” will find a match for “John Doe” or “Joseph Dougherty”). The name can also be entered with the last name first (i.e., “Do, Jo” which will find the same matches).

- If there are no cases related to this Search Criteria, a popup status bar at the top of the page will indicate this.

No case found.

- If there is a case or cases in the system related to this Search Criteria, a set of search results will be displayed

The screenshot shows the CountySuite Civil Court search interface. The search criteria are as follows:

- Search by Name or Case Number: DOE
- Start: Select Date, End: Select Date
- Only Cases of this Category: All Case Categories
- Only Participants of this Category: All Participant Categories
- Sort Results By: Default Sort Order
- Display Contact Address:
- Only Cases with Judgments:
- Include Attorneys in Name Search:

Returned 3 Cases

Case Number	Case Participants	Case Category	Contact Name	Opened	Status	...
2021-SU-000041	PLA: DOE, JANE DEF: SMITH, JANINE	Civil: Appeals	DOE, JANE (Plaintiff)	10/26/2021 23 Days	OPEN	
2021-SU-000039	PLA: DOE, JANE DEF: SMITH, JANINE	Civil: Contract Debt Collection: Credit Card	DOE, JANE (Plaintiff)	09/30/2021 49 Days	OPEN	
2021-FC-000012-03	PLA: DOE, JANE DEF: DELL, ROBERT	Civil: Miscellaneous - Non-Domestic Relations Restraining Order	DOE, JANE (Plaintiff)	08/04/2021 106 Days	OPEN	

Using a Wild Card (%) to search

The user can also use a **Wild Card (%)** to gain more precise search results. The full supported format to search using wild cards (%) is:

LastName(%) Suffix(%), FirstName(%) MiddleName(%)

The user does not have to include a **wild card (%)** after each portion of the name. Also, the user does not have to include the **Suffix** or the **MiddleName** in the search. However, in this format the user must use at least one **wild card (%)** after any portion of the entered search criteria. The results will be grouped by Contact Name, Filing Category, and Filing Date.

Here are some examples on how to use the **wild card (%)**:

Searching for “**smith, p%**” will return all names with the last name "Smith", any Suffixes, all First Names that begin with the letter "P", and any Middle Name (***Most common way to start***):

SMITH, PAUL SMITH, PAULA ELAINE

SMITH JR, PAUL E. SMITH SR, PENNY D

Searching for “**%smith, p%**” will return the following:

MESSERSMITH, PETER SMITH, PAULA ELAINE

SMITH, PAUL SMITH SR, PENNY D

SMITH JR, PAUL E.

Searching for “**smith, p% e%**” will include the middle name in the search:

SMITH, PAULA ELAINE

SMITH JR, PAUL E.

Searching for “**smith s%, p%**” will search suffixes starting with “S” and return the following:

SMITH SR, PENNY D

Searching for “**smith j%, p% e%**” will return the following:

SMITH JR, PAUL E.

The user can also build up the search to include more of the name before each wild card (%).

For example, searching for “**smith jr, paul e%**” will also return:

SMITH JR, PAUL E.

NOTE: Not including wild card (%) symbol in the search will tell the system to search by First Name / Last Name and Last Name / First Name. **Use the wild card (%) if you want to build your results off of last name matches.**

Using the Advanced Filtering Options

In conjunction with the entered search criteria, the user has the ability to search for cases using a variety of Advanced Filter Options. This enables the user to narrow their search to an even more defined set of search results. All options below can be used in conjunction with each other, but will also return results of their own:

- **Only Cases Opened within this Date Range:** This option allows the User to specify a date range to narrow the search results based on when a case is opened (filed)
- **Only Cases of this Category:** This option allows the User to specify a Filing Category type to narrow the search results based on what filing type started the case
- **Only Participants of this Category:** This option allows the User to specify a Participant type to return in the search results
- **Sort Results By:** This option allows the User to specify how the results should be sorted by, either in Ascending or Descending order by Category
- **Display Contact Address (Check Box):** This option displays the address of the contact that matches the name search results
- **Only Cases with Judgments (Check Box):** This option allows the User to search for all Judgment Indexed cases. Results will only be returned if a Judgment is present on the Case
- **Include Attorneys in Name Search (Check Box):** This option allows the user to include the Attorneys associated with the case in the search results

Searching for Judgments

Enter the name of a Case Participant or part of the Case Number in the Search Text field

The screenshot shows the 'Search for a Case' interface. The search criteria are: Search by Participant Name: DOE. Under 'Advanced Filtering Options', the following settings are visible: Only Cases Opened within this Date Range: Start: Select Date, End: Select Date; Only Cases of this Category: All Case Categories; Only Participants of this Category: All Participant Categories; Sort Results By: Default Sort Order. The checkboxes for 'Display Contact Address', 'Only Cases with Judgments', and 'Include Attorneys in Name Search' are all unchecked.

Select the “Only Cases with Judgments” Check Box. This will narrow your search results to only include cases that have a Judgment on the Case.

This screenshot is identical to the previous one, but the 'Only Cases with Judgments' checkbox is now checked and circled in orange. The other settings remain the same.

The User can also narrow the result set by using the other Advanced Options in conjunction with the “Only Cases with Judgments” Check Box.

The results will specify the “Judgment Amount” and the case participant the judgment is against which is shown as the “Contact Name”.

The screenshot shows the search results for the criteria: Search by Participant Name: DOE, and 'Only Cases with Judgments' checked. The results are displayed in a table with the following data:

Case Number	Case Participants	Case Category	Creditor	Judgment On	Judgment Amount	Opened	Status ...
2021-SU-000041	PLA: DOE, JANE DEF: SMITH, JANINE	Civil: Appeals	DOE, JANE	DOE, JANE (Plaintiff)	\$100.00	10/26/2021 23 Days	OPEN
2021-FC-000012-03	PLA: DOE, JANE DEF: DELL, ROBERT	Civil: Miscellaneous - Non-Domestic Relations Restraining Order	DOE, JANE	DOE, JANE (Plaintiff)	\$500.00 (W - Withdrawn - 08/04/2021)	08/04/2021 106 Days	OPEN

Returned 2 Cases

Expanding and Printing Case Search Results

The user can expand the search results from the initial scrolling grid. Expanding the results will display the entire contents of the search. This is accomplished by selecting the Ellipsis icon near the top right of the results grid.

Scrolling Grid Results **Expanded Results**

The interface includes a search bar, a date filter set to 2/28/2015, and checkboxes for "Only Cases with Judgments" and "Include Attorneys in Name Search".

Scrolling Grid Results Table:

Contact Name	Address	Opened	Status	...
1ST SUMMIT BANK (Defendant)		7/29/2014	OPEN	^
ANNON, BRADLEE E (Defendant)	525 E CHURCH ST	6/17/2013	OPEN	
AUTOCENTER OF INDIANA PA ET AL (Plaintiff)		7/29/2014	OPEN	
BARCLAYS BANK DELAWARE (Plaintiff)	125 S. WEST STREET	6/17/2013	OPEN	
BEARER, THERESA (Defendant)	SCI PINE GROVE	5/9/2014	OPEN	
BLUE-BAKER, FIRST (Defendant)	SCI PINE GROVE	5/9/2014	OPEN	
BUSH (Defendant)	S C I PINE GROVE	7/2/2013	OPEN	
BUSH, ERIC (Defendant)	SCI PINE GROVE	5/9/2014	OPEN	
Bush, Eric P (Defendant)		2/26/2013	CLOSED	
ANTHONY (Plaintiff)	APT 5	5/9/2014	CLOSED	
CARO, DAN (Defendant)	PA DEPARTMENT OF CORRECTIONS	5/9/2014	OPEN	
CHESTNUT RIDGE ENERGY OF PA, LLC	125 EMPIRE STREET	8/21/2014	OPEN	v

Expanded Results Table:

Contact Name	Address	Opened	Status	...
SMITH I BAAC R DEVI BEE B (Defendant)		4/11/1976	OPEN	
SMITH & KANZLER VICTOR MANUFACTURING & GA BKET CO AL (Defendant)		8/24/2005	OPEN	
SMITH, A (Plaintiff)		6/3/2013	CLOSED	
SMITH A O CORPORATION (Defendant)		5/28/2003	OPEN	
SMITH ABOO CAREEN (Defendant)	829 ROSE ST APT B	1/15/1996	CLOSED	
SMITH ADAM (Defendant)	639 MARSHALL HEIGHTS RD	3/9/2007	OPEN	
SMITH ADAM L (Plaintiff)	RURAL ROUTE NO 1 BOX NO 1	10/4/1996	CLOSED	
SMITH ADAM L (Defendant)	639 MARSHALL HEIGHTS RD	10/15/2003	CLOSED	
SMITH ADAM LEE (Plaintiff)	MARSHALL HEIGHTS ROAD	9/25/2002	OPEN	
SMITH AGNE B MAE (Defendant)	94 FERNWOOD AVENUE	3/7/2002	CLOSED	
SMITH ALAN T JR (Defendant)	65 BROWN SCHOOL RD	9/13/2007	CLOSED	
SMITH ALAN T JR (Defendant)	65 BROWN SCHOOL RD	9/13/2007	CLOSED	
SMITH ALBERT (Plaintiff)		5/4/1976	CLOSED	
SMITH ALBERT (Plaintiff)		3/16/1977	CLOSED	
SMITH ALLEN (Defendant)		5/5/1975	OPEN	
SMITH, Allen (Defendant)		3/4/1980	CLOSED	
SMITH ALLEN T (Defendant)		9/10/1976	CLOSED	
SMITH AMANDA (Plaintiff)		9/4/2009	OPEN	
SMITH AMANDA L (Plaintiff)	RIVERVIEW RD	7/9/2004	OPEN	
SMITH AMANDA L (Defendant)	514 RIVERVIEW ROAD	6/23/2010	OPEN	
SMITH, AMANDA L (Other)	514 RIVERVIEW ROAD	4/1/2013	OPEN	
SMITH, AMANDA L (Plaintiff)	514 RIVERVIEW ROAD	4/1/2013	OPEN	
SMITH AMBER NOEL (Defendant)	C/O NICOLE ALLENBAUGH	10/29/2000	CLOSED	
SMITH AMY (Defendant)		8/27/1976	CLOSED	
SMITH, AMY JO (Plaintiff)	P O BOX 62	9/9/2014	OPEN	
SMITH, AMY JO (Plaintiff)		9/9/2014	OPEN	
SMITH AND DAVIS MFG CO (Plaintiff)		1/17/1996	CLOSED	
SMITH ANDREA (Defendant)	RR1 BOX 70	3/13/2000	CLOSED	

Callout Box: Attorneys in Name Search

Address	Opened	Status	...
	7/29/2014	OPEN	...

NOTE: Selecting the Ellipsis icon again will collapse the expanded results back to the scrolling grid.

If the user wishes to print the search results, they can simply choose the print page option from the browser being used.

Internet Explorer Example Using Right Click

