

Searching for Cases

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

Ĭ	CountySuite [®] Ti	ELEOSOFT COUNTY PROTHONOTARY'S OFFICE Klarissa Esio Home He	•
	Receiving Contacts Accounts Check	OutLog Passport E-Filing Report	3
	Search for a Case Hide Advanced Options		
	Search by Participant Name	DOE	
Y	Advanced Filtering Options Reset		9
	Only Cases Opened within this Date Range:	Start: Select Date 👻 End: Select Date 💌 🗆 Display Contact Address	
	Only Cases of this Category:	All Case Categories Only Cases with Judgments	
	Only Participants of this Category:	All Participant Categories 🔽 🗌 Include Attorneys in Name Search	
	Sort Results By:	Default Sort Order	

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:

Search for a Case Hide Advanced Options		
Search by Name or Case Number	DOE	\mathbf{P}
Search by Case Number Search by Participant Name		
Search by Participant Address Search by Reference Numbers	Start: Select Date 💌 End: Select Date	~

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

CountySu Civil Co Receiving Conta	uite [™] TE URT cts Accounts Check	ELEOSOFT CO	UNTY PRO		ry's	OFFICE Klari	ssa Esio Home Re	Help
Search for a Case	Hide Advanced Options							
Search by Name or	Case Number	DOE			\mathbf{P}			
Search by Case Nur Search by Participar	nber nt Name							
Search by Reference	e Numbers	Start: Select Date	 End: 	Select Date	~	Display Contact Address		
Only Cases of this Category: Only Participants of this Category:		All Case Categories			~	Only Cases with Judgments	\$	
		All Participant Categories		~	Include Attorneys in Name Search			
Sort Results By:		Default Sort Order			~			
							Returned 3	Cases
Case Number	Case Partici	pants	Ca	se Category		Contact Name	Opened Sta	tus
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 Carr		n: Credit Card		DOE, JANE (Plaintiff)	09/30/2021 49 Davs	OPEN
2021-FC-000012-03	PLA: DOE, JANE DEF: DELL, ROBERT		Civil: Miscellar Relations Res	neous - Non-Dom training Order	nestic	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: <u>Not</u> including wild card (%) symbol in the search will tell the system to search by First Name / Last Name and Last Name / First Name. <u>Use the wild card (%) if you want to build your</u> <u>results off of last name matches.</u>

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

arch by Participant Name 🔽	DOE	<i>P</i>
Advanced Filtering Options Reset		
Only Cases Opened within this Date Range:	Start: Select Date 💌 End: Select Date	 Display Contact Address
Only Cases of this Category:	All Case Categories	 Only Cases with Judgments
Only Participants of this Category:	All Participant Categories	Include Attorneys in Name Search
Sort Results By:	Default Sort Order	

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.

arch by Participant Name	DOE	<i>P</i>
Ivanced Filtering Options Reset		
Only Cases Opened within this Date Range:	Start: Select Date 💌 End: Select Date	 Display Contact Address
Only Cases of this Category:	All Case Categories	✓ Only Cases with Judgments
Only Participants of this Category:	All Participant Categories	✓ Include Attomeys in Name Search
Sort Results By:	Default Sort Order	

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".

earch by Par	icipant Name 🔽 🗸 🗸 🗸	DOE		\sim		
dvanced Filt	ering Options Reset					
Only Cases C	pened within this Date Range:	Start: Select Date 🗸	End: Select Date	·	Display Contact Address	
Only Cases of this Category: Only Participants of this Category:		All Case Categories All Participant Categories		✓ ✓ (Only Cases with Judgments	
				✓ □ I	nclude Attorneys in Name Se	arch
Sort Results E	by:	Default Sort Order		~		
						Returned 2 Cases
ase 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-	PLA: DOE, JANE	Civil: Miscellaneous - Non- Domestic Relations Restrai	iningDOE, JANE	DOE, JANE	\$500.00 (W - (Plaintiff) Withdrawn -	08/04/2021 106 Days

Expanding and Printing Case Search Results

Scrolling Grid 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.

				_	
<u> </u>					
				_	d: Select Date
2/28/2015 🗸					
~	Only Cases with Judgme	ents			
~	Include Attorneys in Nar	ne Search			Contao
					DEVISEES SMITH & K
Contact Name	Address	Opened	Status		VICTOR
Defendant)		7/29/2014	OPEN	^	GA SKET C (Defendant)
NNON, BRADLEE E Defendant)	525 E CHURCH ST	6/17/2013	OPEN		SMITH, A (
UTOCENTER OF IDIANA PA ET AL Plaintiff)		7/29/2014	OPEN		8MITH A O CORPORA (Defendant)
ARCLAYS BANK ELAWARE (Plaintiff)	125 S. WEST STREET	6/17/2013	OPEN		(Defendant)
EARER, THERESA Defendant)	SCI PINE GROVE	5/9/2014	OPEN		
LUE-BAKER, FIRST Defendant)	SCI PINE GROVE	5/9/2014	OPEN		SMITH ADA
USH (Defendant)	S C I PINE GROVE	7/2/2013	OPEN		(Defendant) at 8MITH ADA (Plaintif)
USH, ERIC (Defendant)	SCI PINE GROVE	5/9/2014	OPEN		SMITH AG
Bush, Eric P (Defendant)		2/26/2013	CLOSED		(Delender)
	Ellinsis Icon				(Defendant)
I					SMITH ALA
NTHONY (Plaintiff)	APT 5 PA DEPARTMENT OF	0/20/2014	CLOOLD		
ARO, DAN (Defendant)	CORRECTIONS	5/9/2014	OPEN		
	125 EMPIRE STREET	8/21/2014	OPEN	Ť) BMITH ALL
					ax Smith, Alle
					SMITH ALL
					nt SMITH AM
					MITH AM
					(Plaintiff)
					(Defendant)
					SMITH, AM
Attorneys in Na	me Search				SMITH, AM
			•		8MITH AMI (Defendant)
Addrose	Opened S	tatue 🧷) SMITH AM
Address	Openeu 3	natus			SMITH, AM
	7/29/2014	OPEN			8MITH, AM
					SMITH AND CO (Plaintif

	🕨 Ехра	nded Resul	ts	
	₽			
1:	Select Date			
		Only Cases with Judgments		
_		include Attorneys in Name Se	arch	
	Orderfillerer			
-	SMITH I BAAC R	Address		OPEN
-	DEVISEES (Defendant) SMITH & KANZLER		-11/13/3	OPEN
	VICTOR		8040005	OPEN
	GA SKET CO AL		0141000	OPEN
	(Detendant)			
	SMITH, A (Plaintiff)		6/3/2013	CLOSED
	SMITH A O CORPORATION		5/29/2003	OPEN
	(Defendant) 8MITH ABOO CAREEN			-
	(Defendant)	S29 ROSE ST APT B	1/15/1998	CLOSED
	SMITH ADAM (Defendant)	RD	3/5/2007	OPEN
	8MITH ADAM L (Plaintif)	RURAL ROUTE NO 1 BOX NO 1	10/4/1996	CLOSED
	SMITH ADAM L	599 MARSHALL HEIGHTS	10/15/2003	CLOSED
	(Detendant) 8MITH ADAM LEE	MARSHALL HEIGHTS	9/25/2022	OPEN
- **	(Plaintiff)	ROAD	2222002	0.014
	8MITH AGNE8 MAE (Defendant)	94 FERNMOCO AVENUE	3/7/2002	CLOBED
	8MITH ALAN T JR (Defendant)	65 BROWN SCHOOL RD	9/13/2007	CLOSEC OPEN CLOSEC CLOSEC CLOSEC CLOSEC
	8MITH ALAN T JR (Defendent)	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
ax	Smith, Allen (Defendant)		3/4/1980	CLOSED
,	SMITH ALLEN T		9/10/1976	CLOSED
nt	SMITH AMANDA (Plaint#)		9/4/2009	OPEN
~	SMITH AMANDA L	PMERMEM PO	780004	OPEN
- 14	(Plaintf) 8MITH AMANDA L			0000
	(Defendant)	STA RIVERVIEW ROAD	6/23/2010	OPEN
ort	8MITH, AMANDA L (Other	514 RIVERVIEW ROAD	4/1/2013	OPEN
ort	8MITH, AMANDA L (Plaintiff)	514 RIVERVIEW ROAD	4/1/2013	OPEN
	8MITH AMBER NOEL (Defendant)	CIO NICOLE ALLENBAUGH	10/25/2000	CLOSED
5	SMITH AMY (Defendant)		8/27/1976	CLOSED
	SMITH, AMY (Plaintff)	P O BOX 62	9/5/2014	OPEN
	SMITH, AMY JO (Plaintiff)		9/5/2014	OPEN
	SMITH AND DAVIS MFG		1/17/1995	CLOSED
:	MITH ANDREA			
5	(Defendant)	RR1 BOX 70	3/13/2000	CLOSED

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

CountySuite Civil Court					Page 1 of 3
	INDIANA C	COUNTY PROT	HONOTARY'S OF	FICE	BQL Hania Hama
Search for a Case Hole Advanced Bylam.					
Search by Name or Case Number	anin		P		
Advanced Filtering Opsions					
Only Cases Opened within this Date Range:	Stat: Select	Dara 💌 End:	Select Date 💌		
Only Cases of this Caregory:	di Case Care	gories	¥	Only Cases with Judgments	
Only Participants of this Category:	ol Participan	r Categories	~	Include Onormeys in Name Se	larch
Casa Number Casa Participant		Case Category	Contact Nama	Address	opened Status
10815 CD 1975 PLA: W J LYDA COSL AND L	AND COMPANY	Case (1976-1992)	SMITH ISAAC R		
PLA: BOSILE KATHERINE M	EXECUTEIX OF		SWITH & KANZLER		
THE ESTATE OF AL DEP: AMERICAN HONDA NO COMPANY INC AL	TOR	Civit: Mass Tort	MANUFACTURING & GASKET CO AL		1002005 OPEN
PLA: J.G. WENTWORTH OR	SNUTIONS,	Pettion	SMITH, A (Plainth)		693019 CLOSE
HORTE CO 2005 PLA: LOWMASTER WILLIAM DET: AULBORS INDUSTRIES	NC	Civit: Mass Tort	CORPORATION (Defendant)		SCHOOLS OPEN
12104 CD 1999 DEF: SMITH JEOD CUREEN	W	CNR: Complains	(Defendant)	ADD ROSE ST OPT B	
SOURCED DOOT DEF: SMITH ADAM		Judgment	SMITH ADAM (Defende	NO RO	9/5/2027 OPEN
PLA: SMITH 200M L 10018 CD 1999 DEF: SLARSVILLE-SOLTSOL DISTRICT SOURD OF DIRECT	RS SCHOOL	Civit: Complains	SMITH ADAM L (Plaint	NO 1	-
11801 CD 2005 PLA: SMITH PAMELAL		Olvarce (without	SMITH ADAM L	SEE MORSHALL HEIGHTS	
CHASE CO DOOD PLA: SMITH JOUN LEE DEF: STAKE HOVES & RVS		No-Ues Lovement	SMITH ADAM LEC	NORSHILL HEIGHTS ROLD	
PLA: BLAIRSVILLE-SOLTSSU VOISTRICT AL DEF: NATIONAL OR SAN CAT	IRS SCHOOL	Civit: Complains	SMITH AGNES MAE		9710000 CLOSED
PLA: COMMON//ESLTH OF 11715 CD 0007 PENNSYLVANIA		Civit: Oppeak	SMITH ALAN TUR (Defendent)		\$150007 CLOSED
PLA: COMMONWEALTH OF 11716 CD 2007 PENNSYLVANIA		Civit dogesia	SMITH ALAN TUR	45 BROWN SCHOOL RD	8190007 CLOSED
12745 CD 1976 PLA: SMITH ALSERT		Case (1976-1993)	SMITH ALDERT (Plaint	n	SHIMATE CLOSED
10411 CD 1977 PLA: SMITH OLDERT		Case (1976-1993)	SMITH ALDERT (Plaint	n	5-6-977 CLOSED
Start CD 1975 PLA: P& DEPT OF PUBLIC W	ELFARE	Case (1976-1992)	SWITH ALLEN (Defend	ant	
SOBDE CD 1990 PLA: Pa Dept of Welfare		Commonwealth Tax	Smith, Allen Defender	1	
STARS CO 1976 PLA: THRIFT CONSUMER DI	SCOUNTCO	Case (1976-1992)	SWITH ALLEN T	-	
CHASE OD DODE PLA: SMITH MICHAEL H		No.Lint Coverters	(Defendant) SMITH AMANDA (Plain	<i>~</i>	
41220 CD 2004 PLA: SMITH SMANDA L		No. In Constant	SMITH AMANDA L	BACEVEW DO	7.9.3334 09EN
TTAL OD DOTO PLA: DISCOVER BANK		Club Company	SMITH AMANDA L	EX ENCEVEN BOAD	4050040 OPEN
15482 CD 2015 PLA: PLETZ JR, MICHAEL J	NOTICE	Macelaneous Recording,	(Defendant) SMITH, AMANDA L (Or	Net Ste RIVERVIEW ROLD	61/2013 OPEN
10122 CD 2015 PLA: PLETZ JR, MICHAEL J	NOTICE	Macelaneous Recording,	SMITH, AMANDA L	PH RIVERVIEW ROOD	6112013 OPEN
12234 CO 2000 PLA: ELLIOTT JEFFREY LEE		Civit Custody	SWITH ANDER NOEL	CIO NICOLE	-0.25 2000 CLOSET
SHOT OD HITE PLA: COMERIA SOVINGS ON	LOAN 48900	Case (1974-1995)	(Defendant) SMITH ANY (Defenden	OCCENERUSH	
THERE OD SOLA PLA: SMITH, SMY		Chill Curredy	SMITH ANY (Parents	POBOXAD	951014 OPDV
11662 CD 2014 PLA: SMITH, 2MY	RW	Chill Cugnedy	SMITH ANY JO PRO		852214 OPPN
STORE OD HORE PLA: SMITH UND DUVIS MED	R W	Chill Carrolater	SMITH AND DAVIS MP	6	
DCT: RE2X FRUNCIS			CO(Pater)		
http://75.151.248.131/prothpub	o'(S(zcpgy	x55bkgnifive	(inyek45)) Defa	ultaspx	3/1/2015