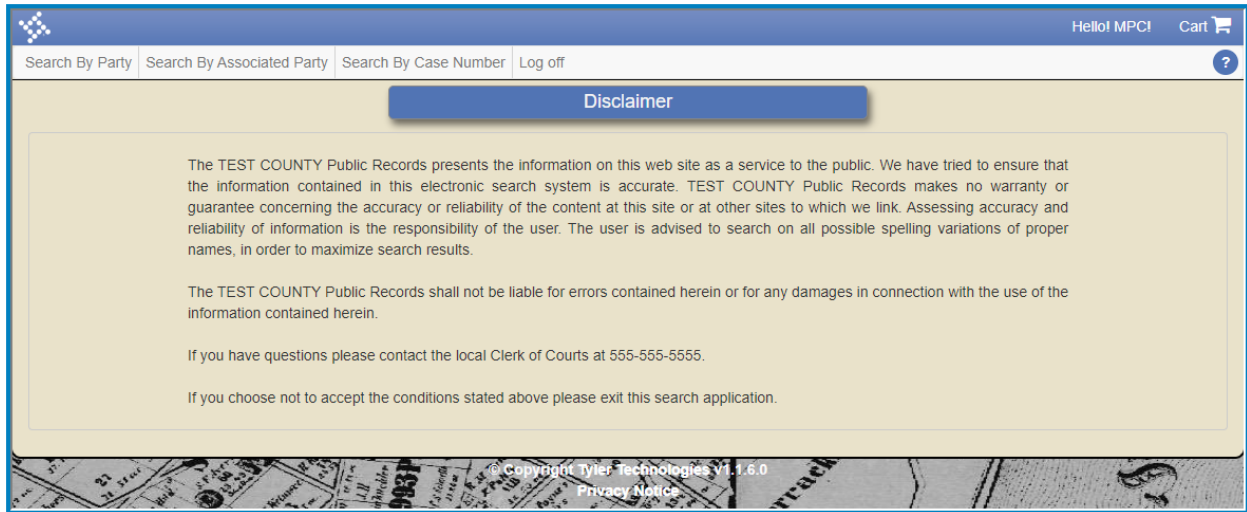


Case Management Plus Web Search



About

The Case Management Plus search application allows a user to search public records by Party Name, Case Number and Associated Party Name. Images are available to valid account holders approved by Clerk's office staff.



Link to Tyler Technologies web site and Privacy Notice <https://www.tylertech.com/privacy>

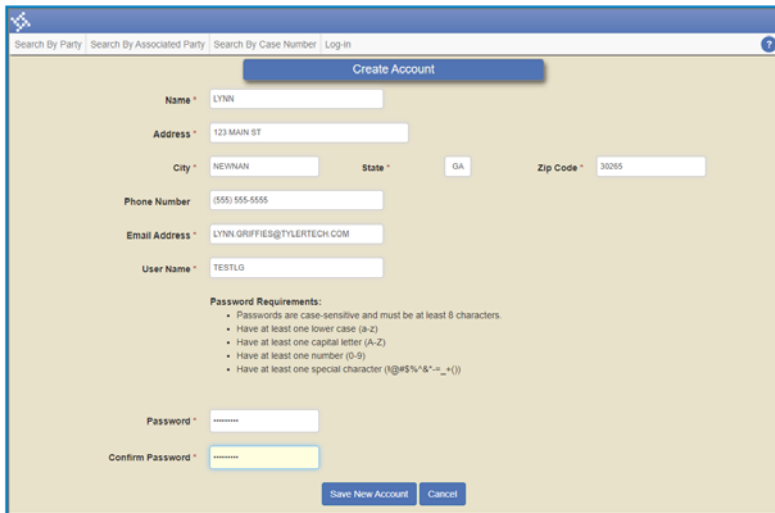


Creating an Account

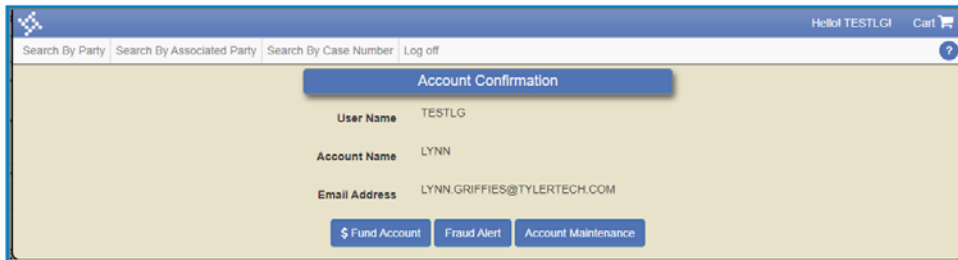
To access search and images, you will first need to set up your account. From the Main Menu, select 'Create Account'.



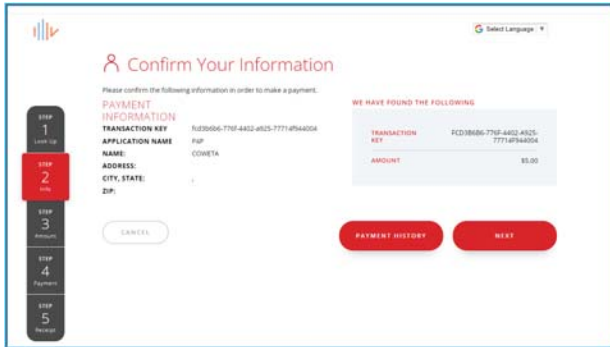
Next, complete the form and then select 'Save New Account'. The password requirements are detailed on the screen. All fields marked with an asterisk are required.



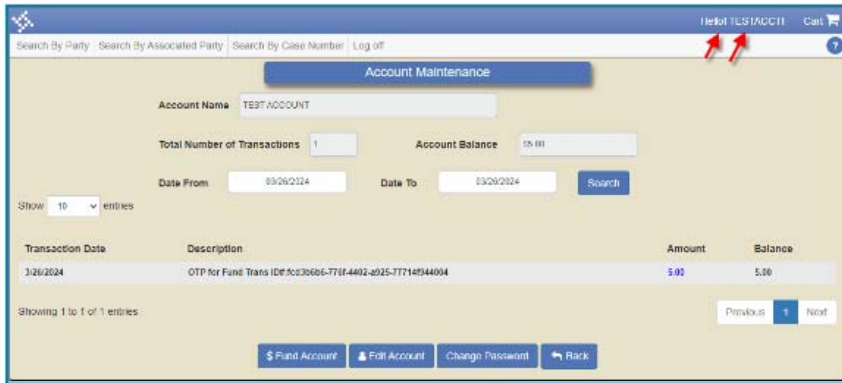
Once your account is created, you will see the following screen confirming the details of your new account.



To add funds to an account, select 'Fund Account'



To access account details and print cart select User Name or Cart in top right corner.



Hover to view previous search history per session.

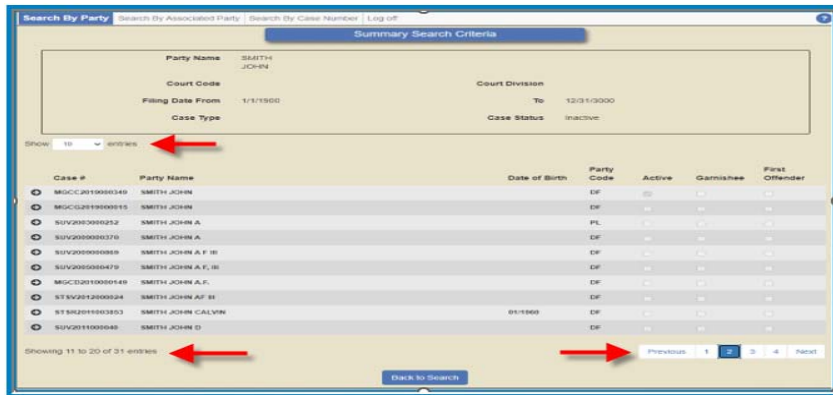


Search By Party

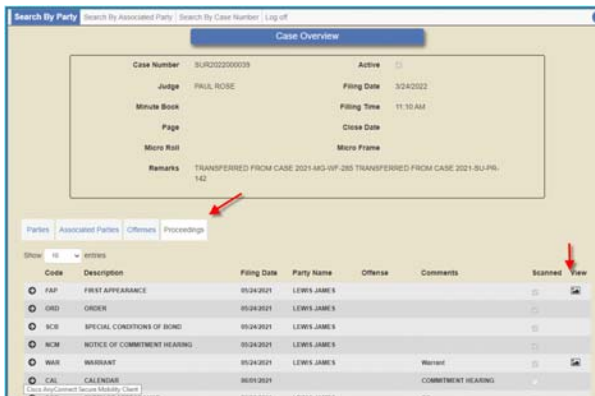
Select Search by Party to search by name for parties to a case. You can customize your search by limiting Court, Division & Filing Date range.



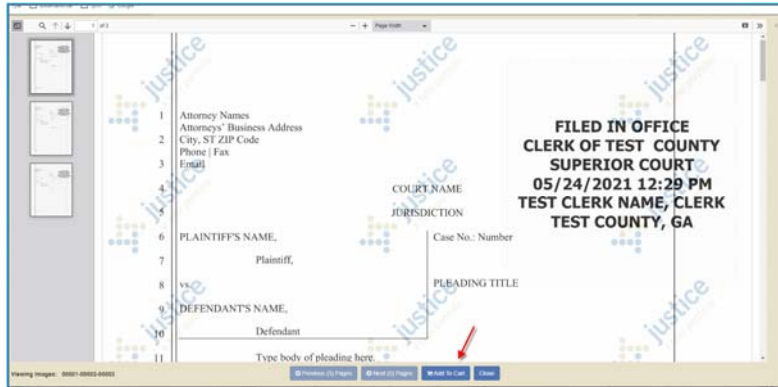
Note the number of results returned is displayed in bottom left corner. You can scroll through results pages or select a specific page to view. You can also modify the number of results displayed on the screen at one time.



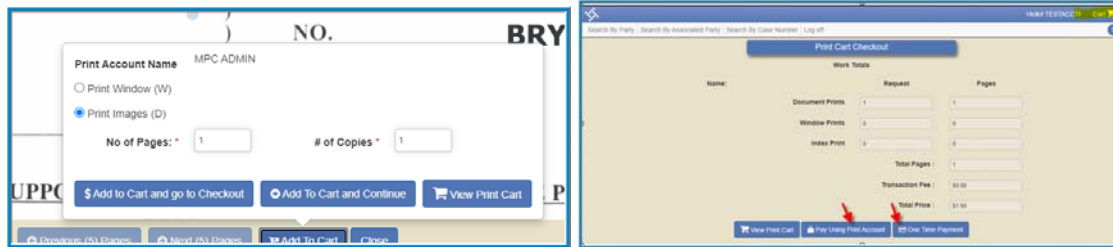
Select the case you are interested in to view all details of the case. Select Proceedings tab to view proceedings with images available.



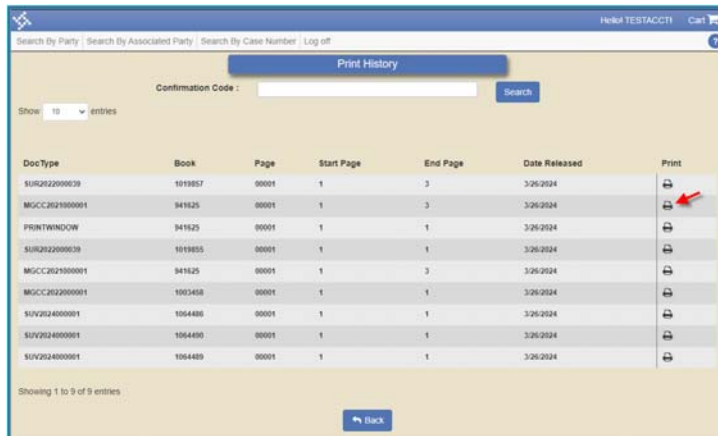
To print copies without the watermark, click 'Add to Cart' to process payment.



Once the document has been added to the cart, you can continue searching. When searching has been completed and all documents have been added to the cart, you can check out or view the existing cart.



Make sure to print/save your images within 30 days of purchase.



Search By Associated Party

Select Search by Associated Party to search for associated parties such as prosecutor or attorney. You can customize your search by limiting Court, Division & Filing Date range.

The screenshot shows the search interface for 'Search By Associated Party'. It includes a search bar for 'Associated Party Name' with a note: 'All names must be entered by Last Name followed by First Name. DO NOT include Suffix. Minimum of 2 letters'. Below the search bar, there are fields for 'Person: SMITH JOHN' and 'Company: ABC CO'. An 'Optional' section contains dropdown menus for 'Court Code', 'Court Division', 'Filing Date' (with 'DATE FROM' and 'DATE TO' inputs), 'Case Type', and 'Case Status'. At the bottom are 'Search (F6)' and 'Clear (F5)' buttons.

The screenshot shows the search results page with a 'Summary Search Criteria' box at the top. Below it is a table of search results. A red arrow points to the 'Print Index Screen' button at the bottom of the table.

Case #	Party Name	Assoc. Party Name	Assoc. Party Code	Active
SUV201900288	AYALA THOMAS	LOVE AMANDA		
SUV202200003	AYALA THOMAS AUSTIN	LOVE AMANDA		
SUV201700361	BOYD MATTHEW B	LOVE AMANDA		
SUV201900063	BROWN DUSTIE A	LOVE AMANDA		
SUV201800018	BROWN DUSTIE ANNE	LOVE AMANDA		
SUV202000075	BRYANT ANGELA	LOVE AMANDA		
SUV201900050	BRYANT ANGELA K	LOVE AMANDA		
SUV201400023	BRYANT ANGELA KAY	LOVE AMANDA J		
SUV201900049	BURCKHALTER KIZANNE E	LOVE AMANDA		
SUV201200369	BUSBY JOSHUA	LOVE AMANDA J		

Select 'Print Index' to add the index to print cart automatically.

The screenshot shows the 'Print Cart' interface. It displays a table with one entry: 'PRINTINDEX' with 1 page and 1 copy, costing \$0.50. Below the table are 'Checkout', 'Print History', and 'Back' buttons.

DocType	Book	Pages	Copies	Cost	Delete
PRINTINDEX		1	1	\$0.50	X



Search By Case Number

You must provide exact case number to search by case number.



Create New Password

Clients with existing accounts will be required to update their password upon first login.



User will be required to enter current password and a new password that meets all requirements. Select 'Save New Password' to save new password and proceed to login to search.

