

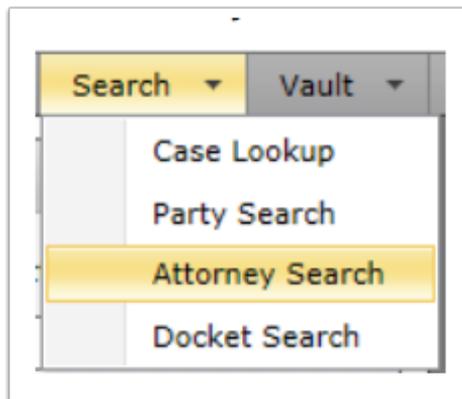


This document will show you how to use the Attorney Search.

## Attorney Search

This search option can be used to search for a single case or the entire case load of a particular attorney.

\*This option would be particularly helpful when a change of an attorney occurs in a BCSE or prosecuting attorney's office and their case load needs to reflect the new attorney of record.



## Searching For A Case

The number of cases returned will depend on your search criteria, the more information you enter about a case the better the search result will be. If you are searching for an entire caseload of a particular attorney enter only their first and last name or their attorney bar ID number.

The screenshot shows the Attorney Search interface. On the left is a 'Search Options' panel with the following fields:

- Search Type:  Name  Attorney Number
- Attorney First Name:
- Attorney Last Name:
- Court:  X
- County: 60; Marion - CORE X
- Case Type:  X
- Year:  X
- Case Number:
- Created Date From:  X
- Created Date To:  X

At the bottom of the search options are 'Search' and 'Clear' buttons. On the right is a table with columns: County, Case Number, Style, Created Date, Status, and Judge. The table is currently empty, displaying 'No data to display'.



## Search Options

**Search Type-** defaults to Name; to search by attorney number choose the “attorney number” option. When name is selected you will have options to enter the attorney first Name and/or attorney Last Name.

The screenshot shows a form titled "Search Options". Under "Search Type:", the "Name" radio button is selected. Below it are two text input fields: "Attorney First Name:" and "Attorney Last Name:".

## Search By Attorney Type And Number

Change the Search Type to Attorney Number in order to search by Attorney Type and Attorney Bar ID Number.

The screenshot shows the "Search Options" form with the "Attorney Number" radio button selected. A dropdown menu is open for the "Attorney Type:" field, showing options: "Attorney", "Government", "Pro Hac Vice", and "Pro Se".

## Other Search Options

**Court-** Select Circuit, Magistrate, or Family Court.



# WVClerks - Attorney Search

**County-** The system will default to your local county; if needed change to the desired county or clear the field by clicking the “X” to the right of the county field.

**Case type-** Select the Case Type.

**Year-** Select the year in which the case was initially filed in circuit or family court.

**Case Number-** Type in the Case number digits; for example: if the case number is CC-26-2017-C-7 enter in the number seven (7) when prompted for the case number, all other case information was entered in the search fields above.

**Created Date From-** The ability to search a date range is available; you can select the “created date from” on the calendar. You can also select the “Today” button to fill in the current day’s date, or clear to remove the date.

**Created Date To-** Select a “created date to” from the calendar. You can also select the “Today” button to fill in the current date or clear to remove the date.

Once you have entered the Search Options, click the Search button to view your results. To remove search criteria click the Clear button to remove previously entered data in Search Options.

Created Date From:  X

Created Date To:

February 2017

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
05	29	30	31	1	2	3	4
06	5	6	7	8	9	10	11
07	12	13	14	15	16	17	18
08	19	20	21	22	23	24	25
09	26	27	28	1	2	3	4
10	5	6	7	8	9	10	11

Today Clear



## Search Results

You will see your search results on the right side of the screen. Here you can click the View options to be taken directly into the case. The results display the County, Case Number, Style, Created Date, Status, and Judge assigned to the case. The exclamation points shown below are indicative of Confidential – High security level case.

		Refresh		Export		Number of Records: 82	
		County	Case Number	Style	Created Date	Status	Judge
!	<a href="#">View</a>	60 - Marion - CORE	CC-60-2017-MH(VOL)-1	Re: <i>Plaint Tiff</i>	1/9/2017	Open	Peter Parker
	<a href="#">View</a>	60 - Marion - CORE	CC-60-2016-C-1	<i>Wyatt Halliwell v. Leo Wyatt</i>	1/5/2016	Closed	Bob Iger
	<a href="#">View</a>	60 - Marion - CORE	CC-60-2017-B-1	<i>State of West Virginia v. Tim Tracker</i>	1/11/2017	Closed	Kathy Griffin
!	<a href="#">View</a>	60 - Marion - CORE	CC-60-2017-JD-1	<i>State of West Virginia v. Bob Gur</i>	1/9/2017	Open	Bridget Cohee
	<a href="#">View</a>	60 - Marion - CORE	CC-60-2017-AA-1	<i>First Last v. First Last</i>	2/8/2017	Open	Kathy Griffin
	<a href="#">View</a>	60 - Marion - CORE	CC-60-2017-C-AP-1	<i>Adam Williams v. First Last</i>	1/3/2017	Open	Bob Iger

## Sort Cases

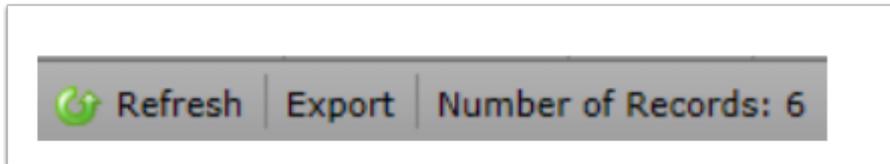
You can sort categories by clicking and dragging them to show varied views. In the screenshot below the status tab is being moved to the right of the Case Number Tab to show status as the first column in the view.

Records: 82				
Case Number	Status	Style	Created Date	Status
CC-60-2017-MH(VOL)-1		Re: <i>Plaint Tiff</i>	1/9/2017	Open



## Refresh & Export

The number of records returned from your search is displayed under the menu bar.



## Export Option

The export option gives you the ability to export your search results to an Excel Sheet, a PDF document, RTF or CSV file.

