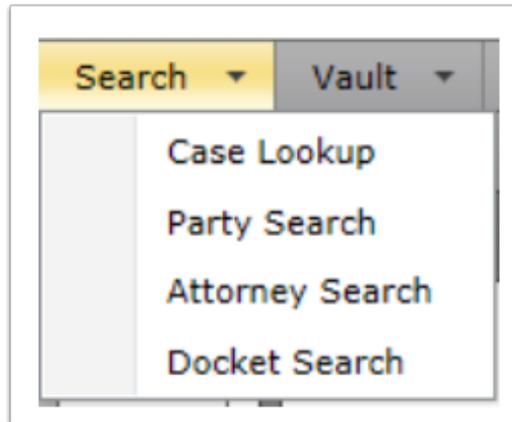




This document will show you how to use the Search Tab.

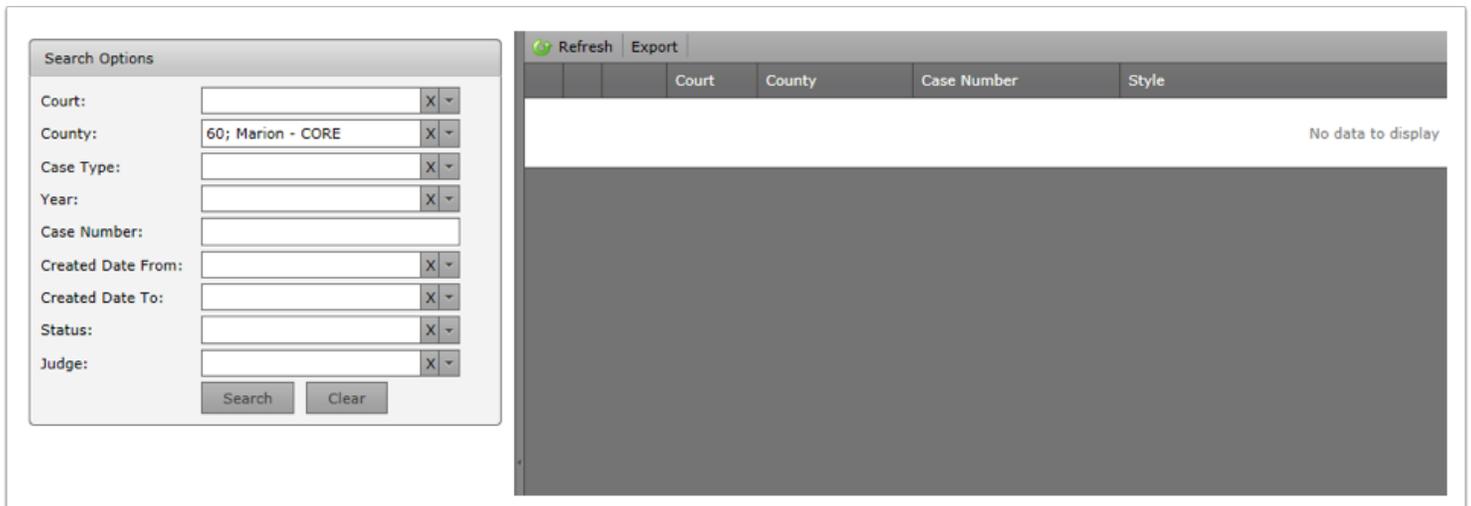
Search

The Search tab is where you can look up Case information with Case Lookup, Party Search, Attorney Search, and Docket Search.



Case Lookup

When searching for a case, you can put as much or as little information as you'd like in the 'Search Options' on the left side of the screen. You will get more or less results to choose from depending on how much information is entered.





Search Options

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

County- Select the County. This will default to your county if nothing else is selected.

Case type- Select the Case Type.

Year- Select the year.

Case Number- Type in the Case Number. If you know the full case number, you would only enter the number at the end of the case here. For example, if the case number is CC-26-2017-C-7, you would only type in 7 here.

Created Date From- Select a created from date from the calendar. You can also select the Today button to fill in the current day's date automatically, or clear to remove the date.

Created Date To- Select a crated to date from the calendar. You can also select the Today button to fill in the current day's date automatically, or clear to remove the date.

Status- Select the case's status. Choices include Open, Closed, Federal Court, Bankruptcy, Pre-Trial Diversion, and Deleted.

Judge- Select the Judge from the list.

The screenshot shows a 'Search Options' dialog box with the following fields and controls:

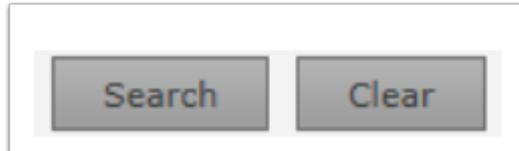
- Court:** A dropdown menu with a clear button (X) and a downward arrow.
- County:** A dropdown menu with the text '60; Marion - CORE' and a clear button (X) and a downward arrow.
- Case Type:** A dropdown menu with a clear button (X) and a downward arrow.
- Year:** A dropdown menu with a clear button (X) and a downward arrow.
- Case Number:** A text input field.
- Created Date From:** A date picker field with a clear button (X) and a downward arrow.
- Created Date To:** A date picker field with a clear button (X) and a downward arrow.
- Status:** A dropdown menu with a clear button (X) and a downward arrow.
- Judge:** A dropdown menu with a clear button (X) and a downward arrow.

At the bottom of the dialog box are two buttons: 'Search' and 'Clear'.



Ready To Search

Once you have entered the Search Options, click the Search button. You can also click the Clear button to remove everything in Search Options.



Search Results

You will see your search results on the right side of the screen. Here you can click View to go into the case itself, see the Court, County, Case Number, Style, Case Sub Type, Created Date, Status, and Judge.

		Court	County	Case Number	Style	Case Sub-Type	Created Date	Status	Judge
View	Circuit	60 - Marion - CORE	CC-60-2017-C-17	Generating Notice Test v. State of West Virginia	Contract	2/10/2017	Open	Kathy Griffin	
View	Circuit	60 - Marion - CORE	CC-60-2017-C-21	First Last v. First Last	Contract	2/10/2017	Open	Kathy Griffin	
View	Circuit	60 - Marion - CORE	CC-60-2017-C-24	Yuja Naka v. Doug Falcon	Asbestos	2/21/2017	Open	Kathy Griffin	
View	Circuit	60 - Marion - CORE	CC-60-2017-C-25	First Last v. Jeb R	Other	2/21/2017	Open	Kathy Griffin	

Search Results cont'd

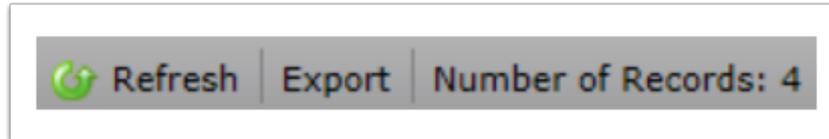
You can move each of the categories around by clicking and dragging them to where you want to move them. In the screenshot below, I am dragging 'Case Sub-Type' to the right of 'Case Number'.

Case Number	Case Sub-Type	Case Sub-Type	Created Date	S
CC-60-2017-C-17	Generating Notice Test v. State of West Virginia	Contract	2/10/2017	C



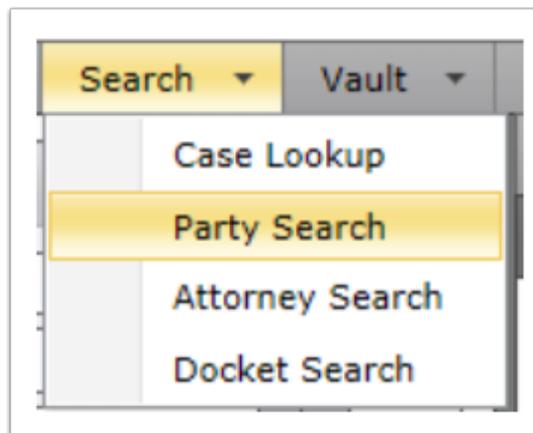
Search Results cont'd

At the top, you can Refresh your search, Export the list to an Excel Sheet, and see the Number of Records that your search found.



Party Search

To search for a case by using a party's name or to see what all cases a particular party is a part of, go to the Search tab, then Party Search.





Party Search options

You will first see this screen. The default Search Options include Party Type, Name, Party Class, Court, County, Case Type, Year, Case Number, Created Date From, and Created Date To. You can put as much or as little information as you'd like in the 'Search Options' on the left side of the screen. You will get more or less results to choose from depending on how much information is entered.

The screenshot shows the WVClerks search interface. On the left, there is a 'Search Options' panel with the following fields: Party Type, Name, Party Class, Court, County (set to '60; Marion - CORE'), Case Type, Year, Case Number, Created Date From, and Created Date To. Below these fields are 'Search' and 'Clear' buttons. On the right, there is a table with columns: County, Case Number, Name, SSN, Gender, and Date of Birth. The table is currently empty, displaying 'No data to display'.

Party Search options

Some Search Options will be added depending on which Party Type you choose, except for Other.

This image shows a close-up of the 'Party Type' dropdown menu. The menu is open, showing the following options: Other (selected), Business, Government, Individual, and Other (highlighted in yellow).



Party Search options - Business

With Business selected as the Party Type, Organization Name will appear.

Search Options

Party Type: X ▾

Organization Name:

Party Class: X ▾

Party Search options - Government

With Government selected as the Party Type, Gov't Agency Name will appear. You can select the Agency from the drop down.

Search Options

Party Type: X ▾

Gov't Agency Name: ▾

Party Class: X ▾



Party Search options - Individual

With Individual selected as the Party Type, Search Type, Last Name, First Name, Middle Name, Date of Birth, and Gender will appear.

The screenshot shows a 'Search Options' form with the following fields and values:

- Party Type: Individual (dropdown menu)
- Search Type: Name SSN
- Last Name: [Empty text box]
- First Name: [Empty text box]
- Middle Name: [Empty text box]
- Date of Birth: [Empty date picker]
- Gender: [Empty dropdown menu]
- Party Class: [Empty dropdown menu]

Party Search options - Individual

With Individual still selected as the Party type, if you change the Search type from Name to SSN, a box for the party's Social Security Number will appear instead.

The screenshot shows the 'Search Options' form with the following fields and values:

- Party Type: Individual (dropdown menu)
- Search Type: Name SSN
- SSN: [SSN input box with dashes]



Party Search Other options

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

County- Select the County. This will default to your county if nothing else is selected.

Case type- Select the Case Type.

Year- Select the year.

Case Number- Type in the Case Number. If you know the full case number, you would only enter the number at the end of the case here. For example, if the case number is CC-26-2017-C-7, you would only type in 7 here.

Created Date From- Select a created from date from the calendar. You can also select the Today button to fill in the current day's date automatically, or clear to remove the date.

Created Date To- Select a crated to date from the calendar. You can also select the Today button to fill in the current day's date automatically, or clear to remove the date.

The screenshot shows a web form with two input fields: "Created Date From:" and "Created Date To:". A calendar pop-up is displayed over the "Created Date From:" field, showing the month of February 2017. The calendar grid has columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The dates are listed in rows. The date 24 is highlighted with a red border. Below the calendar grid are two buttons: "Today" and "Clear".

	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



Search Results

You will see your search results on the right side of the screen. Here you can click View to go into the case itself, see the County, Case Number, Name, SSN, Gender, Date of Birth, Style, Created Date, Status, and Judge.

Refresh		Export		Number of Records: 6						
	County	Case Number	Name	SSN	Gender	Date of Birth	Style	Created Date	Status	Judge
View	60 - Marion - CORE	CC-60-2017-B-1	Tim Tracker	XXX-XX-X999	Male	7/15/1981	State of West Virginia v. Tim Tracker	1/11/2017	Closed	Kathy G
View	60 - Marion - CORE	CC-60-2017-B-2	Tim Tracker	XXX-XX-X333	Male	7/11/1984	State of West Virginia v. Tim Tracker	1/11/2017	Open	Bob Ige
View	60 - Marion - CORE	CC-60-2017-C-3	Tim Tracker	XXX-XX-X222	Male		John Tanaka v. Tim Tracker	1/12/2017	Open	Bridget
View	60 - Marion - CORE	CC-60-2017-C-AP-5	Tim Tracker	XXX-XX-X999	Male		First Last v. Tim Tracker	1/10/2017	Open	Bob Ige
View	60 - Marion - CORE	CC-60-2017-F-7	Tim Tracker	XXX-XX-X999	Male	7/15/1981	State of West Virginia v. Tim Tracker	2/13/2017	Open	Kathy G
View	60 - Marion - CORE	CC-60-2017-C-8	Tim Tracker	XXX-XX-X888	Male		Jakob N v. Tim Tracker	2/6/2017	Open	Bob Ige

Sorting The Results

You can move each of the categories around by clicking and dragging them to where you want to move them. In the screenshot below, I am moving the SSN tab to the right of the Case Number Tab.

Number of Records: 6			
Case Number	Name	SSN	Gender
CC-60-2017-B-1	Tim Tracker	XXX-XX-X999	Male

Refresh & Export

At the top, you can Refresh your search, Export the list to an Excel Sheet, and see the Number of Records that your search found.

