

## DISCLAIMER

The information provided by this program was prepared to assist in the search of the Clerk of Courts case files. Features and related data may not reflect the most recent changes. The County nor MFCD LLC assume no legal responsibility or liability for the information contained herein. Users noting errors or omissions are encouraged to contact the Clerk of Courts.

## IMPORTANT

Search results are contingent on the data entry practices of county personnel. The name search, since being expanded from three (3) characters to fourteen (14), has a higher probability of error. Although the dataset returned is smaller, this also means that the user must search for every possible way that the expected result could have been entered. If you are expecting a result you do not get, expand the search to include more possibilities. For example, if you are searching for "JOHN SMITH" and the name has been entered "SMITH JOHN" (no comma), the returned data may not contain all potentially relevant cases because the rules for entering human names on this system require a comma following the last name. (In general, no other punctuation is used in the entry of names of parties to cases on this system.) In this situation, type "SMITH" only and page through the results to eventually find the specific case you are seeking.

### SEARCH SCREEN HELP

1. Click <Clear>.
2. Type any combination of search criteria in the field entry boxes.
3. Click <Search File from BEGINNING> or <Search File from END>.
4. Click <Next Page> to continue viewing the list of matches

You may enter any combination of parameter(s) to locate cases. By typing search criterion on the first row only, you are requesting a search for cases which are an *exact match* to the parameter(s) entered. If you wish to search for cases within a range of parameters, specify a range by entering data on both rows. For example, if you want to search for cases for a person whose name you know is something like Schroeder, but are not sure exactly how the name is spelled; enter "SAA" in the first row in the "Name" field and "SZZ" on the second row. The program will find all names in the specified range (in this example, all names that begin with the letter 'S').

***You must <Clear> the entry area every time a new search is initiated!***

After pressing either of the "Search" buttons, the program will display all cases meeting the specified criterion. Up to 19 cases (and/or attorney records) are displayed per screen. To view additional cases meeting the criterion, click <NEXT PAGE>.

When the case you are seeking is displayed on the list, click on the line displaying that case. The basic case data screen for that case is then displayed.

There are several screens of information for each case. You can proceed through all the primary pages for a specific case by clicking <Next Page> or you may go directly to a specific data page by clicking on the appropriate button.

## SEARCH SCREEN (CONTINUED)

Several case data pages (the Party/Service Record, Docket, Sentence/Judgment Entry and Criminal Violations pages) have buttons for viewing all possible entries. For instance, the Party/Service Record page is used to display each party, one at a time. In addition, the service records for each party as displayed at the bottom of the Party/Service Records page a parties and that party's service record/s one screen at a time. In this case, there are buttons (located to the left of the displayed data page) for moving through each party and/or each party's service records.

To return to the Search screen, click <Return to Search>. From the Search screen you may select another case or initiate a new search.

To exit the program and return to the Clerk's Home page, click <Back to Home Page>

**Detail for the search criterion fields on the following pages.**

## SEARCH SCREEN (CONTINUED)

### Case Number

All case numbers have the same format: 99 XX 9999 where

99 is the case year

XX is the kind of case

9999 is the sequence number for that kind of case within the year

### Kinds of cases:

CR - Criminal

CV - Civil

DR - Domestic

(AP – Appeals) (See Page 7 regarding a change in Appeals Case number used by Courts in the 3<sup>rd</sup> District Court of Appeals)

CJ - Certificate of Judgment

EX - Executions

MS - Miscellaneous

The case number is eight characters long. For example, the case number for the first criminal case for 1999 would be "99CR0001". Note the sequence number is a full four digits: 0001.

You may narrow the search for cases by specifying only the Case Year and/or Case Kind by entering selections in those fields only.

### Case Type

When adding a case of the kind CR, CV, or DR, you must enter a case "Type". Case Types are based on the columns of the appropriate Supreme Court Report and apply only to the case as originally filed. Valid Case Types are:

#### **CIVIL CASES**

A - Professional Tort

B - Product Liability

C - Other Torts

D - Workers' Compensation

E - Foreclosures

F - Administrative Appeal

G - Complex Litigation

H - Other Civil

#### **DOMESTIC CASES**

A - Divorce with Children

B - Divorce without Children

C - Dissolution with Children

D - Dissolution without Children

E - Change of Custody

F - Visitation Enforcement/Mod

G - Support Enforcement/Mod

H - Domestic Violence

I - URESA/UIFSA

J - Parentage

K - All Other Domestic

**ALL CRIMINAL CASES ARE TYPE "I".**

**(Civil Case Subtypes are on the next page.)**

## SEARCH SCREEN (CONTINUED)

### Case Subtypes

#### **Civil Case Subtypes – Civil Types A, C, E and H**

When a new Civil Case is first entered, certain Types of cases also can have a Case Subtype: Type A (Professional Tort), Type C (Other Tort), Type E (Foreclosure) or Type H (Other Civil). Valid Case Subtypes are:

#### **TYPE A (PROF TORTS)**

MM – Medical Malpractice

#### **TYPE C (OTHER TORTS)**

DA – Damages

IT – Intentional Tort

MS – Miscellaneous

PI – Personal Injury

WD – Wrongful Death

#### **TYPE E (FORECLOSURES)**

RM – In Rem Foreclosure

#### **TYPE H (OTHER CIVIL)**

AA - Arbitration Award

AP - Appropriation

BC - Breach of Contract

BO - Boundary

CO - Cognovit

CP - Civil Protection Order

CV - Conversion

DA - Damages

DJ - Declaratory Judgment

EX - Execution

FC - Fraudulent Conveyance

FJ - Foreign Judgment

FO - Forfeiture

FR - Fraud

GA - Garnishment

HC - Habeas Corpus

IR - Injunctive Relief

MD - Money/Damages

MO - Money

MS - Miscellaneous

PJ - Permanent Injunction

PT - Partition

QT - Quiet Title

RE - Real Estate

RP - Replevin

ST - Stalking

TR - Temp Restraining Order

WI - Wrongful Incarceration

WG - Wrongful Discharge

**(Domestic Case Subtypes are on the next page.)**

## SEARCH SCREEN (CONTINUED)

### **Domestic Case Subtypes – Domestic Types H, I and K**

When adding a new Domestic Case Type H (Domestic Violence), Type I (URESAs & UIFSA), or Type K (All other Domestic), you should also enter a Case Subtype. Valid Case Subtypes are:

#### **TYPE H (DOMESTIC VIOLENCE)**

CP - Civil Protection Order

#### **TYPE I (URESAs/UIFSA)**

UF – UIFSA

UR - URESA

#### **TYPE K (ALL OTHER DOMESTIC)**

AO - Alimony Only

DB - Debt

GA - Garnishment

MS - Miscellaneous

PP - Personal Property

SP - Separation

TR - Temporary Restraining Order

### **Name**

Names are entered into the system last name first. Use both rows of the search criterion to narrow a search by name.

### **Party Type**

Each court establishes 2-character codes for Party Types. A list of the Party Type codes used in this court is available upon request.

### **Attorney Number (Att’y #)**

This is the 7-digit number assigned to each attorney by the Ohio Supreme Court. An alphabetical list of attorneys practicing in this Court is available upon request. You can also search for attorneys using this program. See “Attorney Search” on the next page.

### **Status (Active/Inactive) (A/I)**

This field indicates the current status of the case. The following criteria are used to determine the case status:

For CR, CV, DR, EX, and MS cases: the case becomes "inactive" when a Disposition Date has been entered, unless the case has been Reactivated, Re-designated or Remanded. If the case has been reactivated, re-designated or remanded, then it is considered “active” until a Response Date has been entered on the line in the Docket which reopened the case, at which time it is once again considered “inactive”.

For Appeals cases: the Docket screen must have a Judgment Entry Docket Code indicating the Appeal case termination: JEAF (affirmed), JERV (reversed), JEDS (dismissed), or JENS (non-specific). Any of these codes make the Appeal “inactive”.

For Certificates of Judgment: if there is a Release Date on-file, the CJ is considered satisfied (inactive).

## SEARCH SCREEN (CONTINUED)

### ATTORNEY SEARCH

This index includes information for attorneys practicing in this court. Attorney records appear on the Search Screen among regular cases and are labeled as “attorney” where the Case Type label appears for a case record. The Supreme Court numbers appear in the Case Number field beginning with a 'T'.

Searching for attorney records is done just as for cases except only the Name or the complete Supreme Court Attorney Number are used. If the Attorney Number is known, type a "T" in the first position of the Case Number field and the seven-digit Supreme Court Attorney Number in the remainder of the Case Number field and press <ENTER> to call up an attorney record directly. Or, type the first three letters of the attorney's last name in the Name field and click one of the <Search> buttons. From the records found by the search, click on the line for the attorney you wish to find and press <ENTER>.

The Attorney Number field is not used to find Attorney Records, but is used only to narrow a search for cases. You must use the Case Number field to search for specific Attorney records as explained above.

### NOTES REGARDING THE CASE INDEX

1. Because the Public and Internet versions of the Case Index are a program available to the public, the following items are not available when using it:
  - Any case with a Control Code of:
    - S - Secret Indictment or Sealed
    - E - Expungement
    - X - Deleted
    - D – Dropped
  - Social Security Numbers
2. No changes to data are allowed in any version of the Case Index.
3. The indexes used by the Case Index are rebuilt overnight. Therefore, cases entered during the day will not appear in an index search until the following day. You may always request a case directly by entering the case number (except as noted above for specific Control Codes).
4. A note about the speed of a Case Index search: Depending on the age of the central processor in use, when using a single search criterion (that is, only data entered into the first row) or a range (data entered into both rows) for a single search parameter, the resulting search will be very fast. This is because the system maintains a separate index for each possible parameter. However, combining two or more parameters will slow the search process down because two or more indexes are involved. Therefore, use only one parameter (or a range thereof) for searches whenever possible.

## New 3<sup>rd</sup> District Court of Appeals Case Numbers

Per the order of the Ohio 3<sup>rd</sup> District Court of Appeals, users of the Case Inquiry programs for this Court must now call-up appeals cases using the prescribed 3<sup>rd</sup> District Court of Appeals case number format. Effective January 2, 2008

The new Appeals Court Case Numbers are in the following format: 99-99-99,

where the 1<sup>st</sup> 99 represents **the 3<sup>rd</sup> District Court of Appeals County Number for this Court,**

03 Crawford County CP Court

13 Seneca County CP Court

14 Union County CP Court

16 Wyandot County CP Court

where the 2<sup>nd</sup> 99 represents the **two-digit year** in which the case was filed,

where the 3<sup>rd</sup> 99 represents the **sequential appeals case** number within the specified year.

The previous format for appeals cases (as for all other types of cases on this system) was: 99-XX-9999,

where the 99 represents the two-digit year in which the case was filed,

where the XX represents the Case Kind, in this situation, always "AP",

where the 9999 represents the sequential appeals case number within the specified year.

For example, to directly call-up the 9<sup>th</sup> appeals case for 2002 in Crawford County using the new 3<sup>rd</sup> District Court of Appeals Court case number format, the entry would be: **03 02 09**

The format for the old appeals case number for this same case would have been 03 AP 0009.

For the Web Version of the Case Inquiry, enter the case number as shown in the example below:

**Case Number**

03	02	09
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Both the old format case number and the Appeals Court case number are shown on the first page for the case.

Note that for courts not in the 3<sup>rd</sup> District Court of Appeals, only the regular case number formatting is used.