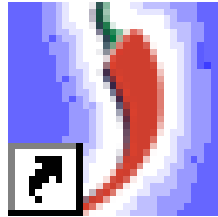# FULL COURT ENTERPRISE

PUBLIC
USER'S GUIDE

November 5, 2010

FULLCOURT ENTERPRISE

PUBLIC GUIDE
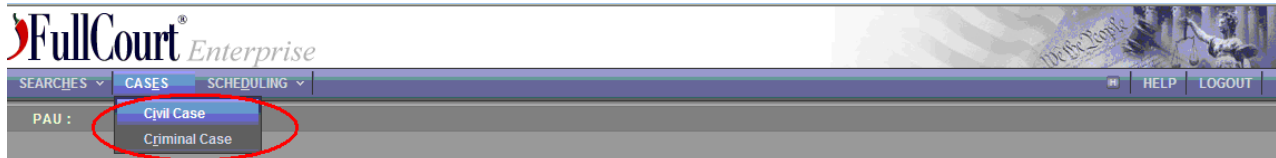
Version 1.0

Contents

HOW TO ACCESS FULL COURT ENTERPRISE (FCE)

SEARCHES

How to Search by Case Number and view a Case Information Page

Use the **Cases** button on the top navigation bar and select the correct case type – **Civil, Criminal**

        Civil Case Types: L, LM, AR, CH, MR, ED, TX, MC, D, SC, P, F, OP
   Criminal Case Types: CC, CF, CF, DT, TR, OV, CV

Enter the case number you wish to view and then hit **Retrieve.**

Note: case numbers must be entered as [full four digit year / case type / case type number]
(For example - **2010 cf 23).**

How to Search by Party and view a Party Detail Page **OR** Case Information Page **–**
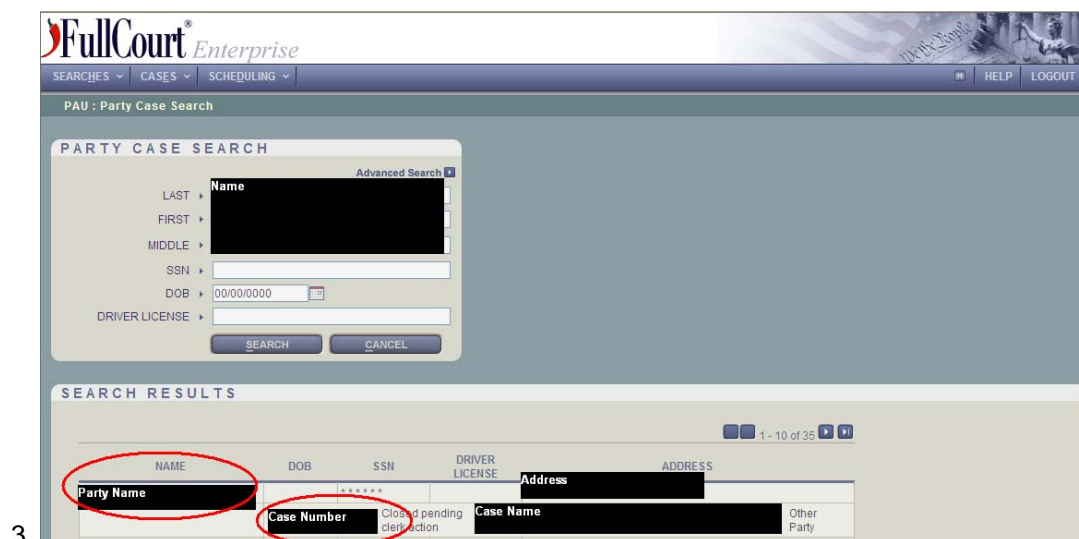
1.

Use the **Searches** button on the top navigation bar and then select **Case Search > By Party.**

2.
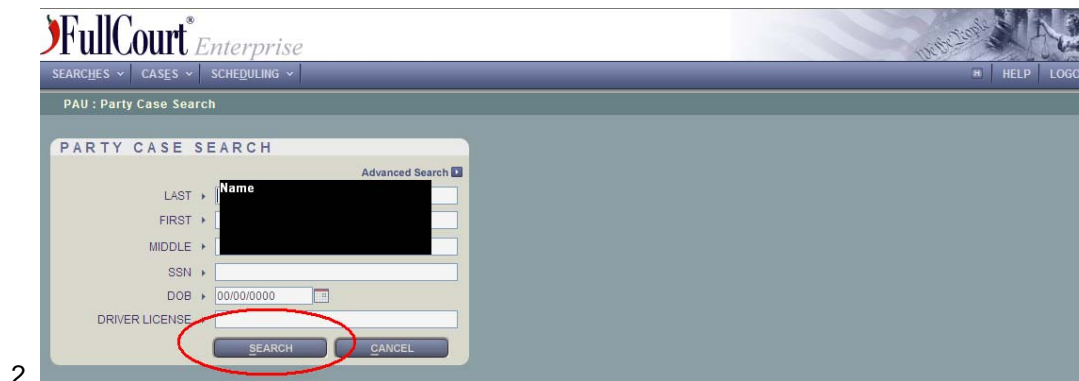
In the Party Case Search Box, enter the name of the party you wish to search and then hit the **Search** button**.**

Note: The amount of information you enter will increase the specificity of your results. Names may be truncated to increase search results.
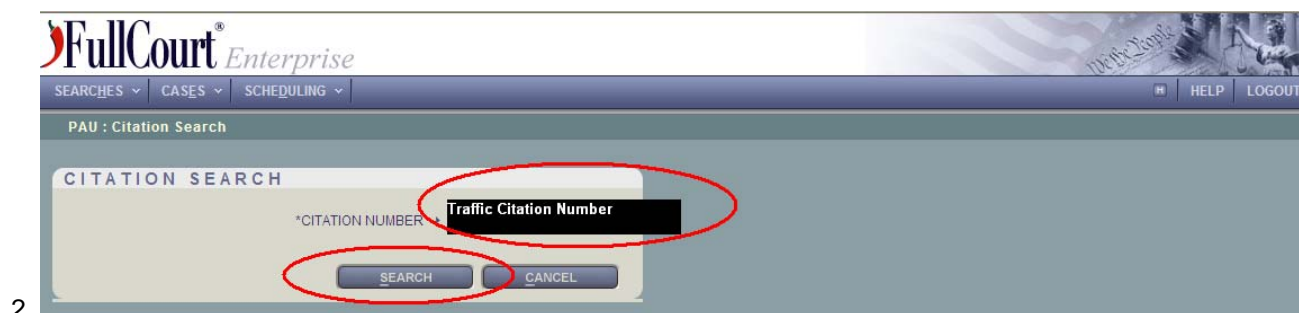
3.

Results will appear in the Search Results Box below the Party Case Search Box. From the results you may either view a Party Detail Page or a Case Information Page. By **selecting a name** in the Search Results Box you will be directed to the corresponding Party Detail Page. By **selecting a case number** in the Search Results Box you will be directed to the corresponding Case Information Page.

Note: The upper right corner will display the number of search results. A single Search Result Box will display no more than ten results. If more than ten results are returned then navigational arrows will become available next to the number of search results to allow you to browse between pages.

How to Search by Citation Number (search by Traffic Ticket Number)

1.

Use the **Searches** button on the top navigation bar and then select **Citation Search.**

2.

In the Citation Search Box, enter the citation number you wish to search and then hit the **Search** button**.**

3.

Results will appear in the Search Results Box below the Citation Search Box. From the results you may either view a Charge Detail Page or a Case Information Page. By **selecting a citation number** in the Search Results Box you will be directed to the corresponding Charge Detail Page. By **selecting a case number** in the Search Results Box you will be directed to the corresponding Case Information Page.

Note: The upper right corner will display the number of search results. A single Search Result Box will display no more than ten results. If more than ten results are returned then navigational arrows will become available next to the number of search results to allow you to browse between pages.

How to Search for Epayment Eligible Cases and Case Payment Status

This page is used to retrieve cases that are eligible to pay financial obligations via Epayment and that have been sent to the CitePayUSA web site. Enter a case number to verify epayment status for that case.

1.

Use the **Searches** button on the top navigation bar and then select **Epayment Searches > By Case Number.**

2.
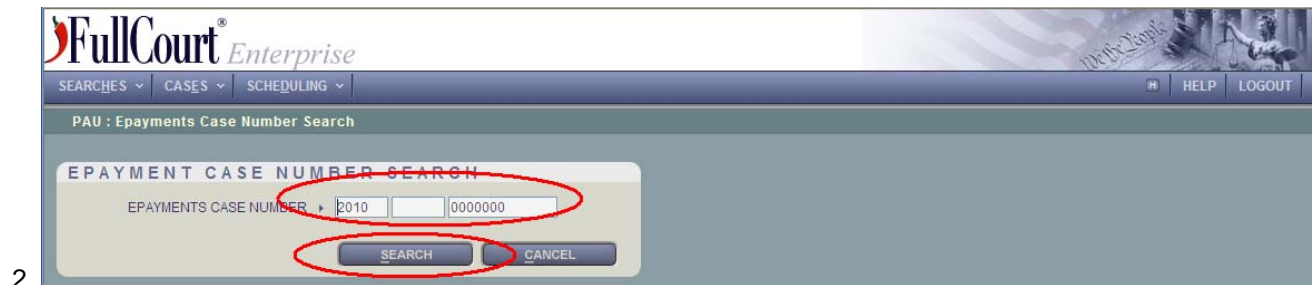
In the Epayments Case Number Search Box, enter the case number you wish to search and then hit the **Search** button**.**

CASE INFORMATION AND PARTY DETAIL PAGES

The Criminal Case Information Page

Observe any clerk notes displayed in the Red Band across the top of the page.

Use the left side Case and Defendant Navigation Boxes to access additional case information including:

- Hearings
- Charge Summary
- **ROA** (Record of Action also known as "docket entries")

By **selecting a name of the Defendant** you will be directed to that individual's Party Detail Page.

The Civil Case Information Page

Use the left side Civil Case Navigation Box to access additional case information including:

- Civil Hearings
- Judgment/Order Summary
- **ROA** (Record of Action also known as "docket entries")

By **selecting a name of a Litigant** additional information will be displayed and you can then access an individual's Party Detail Page.

The Party Detail Page

Use the left side Party Navigation Box to access additional party information including:

- Case History
- Citation History
- Estimated Balance Due

VIEWING COURT SCHEDULES

How to View a Daily Court Calendar –

Note the Calendars only display cases which are scheduled for a pending hearing date. Once appearing in court the cases are removed from the calendar.

1.

Use the **Scheduling** button on the top navigation bar and then select **Court Calendar**

2.
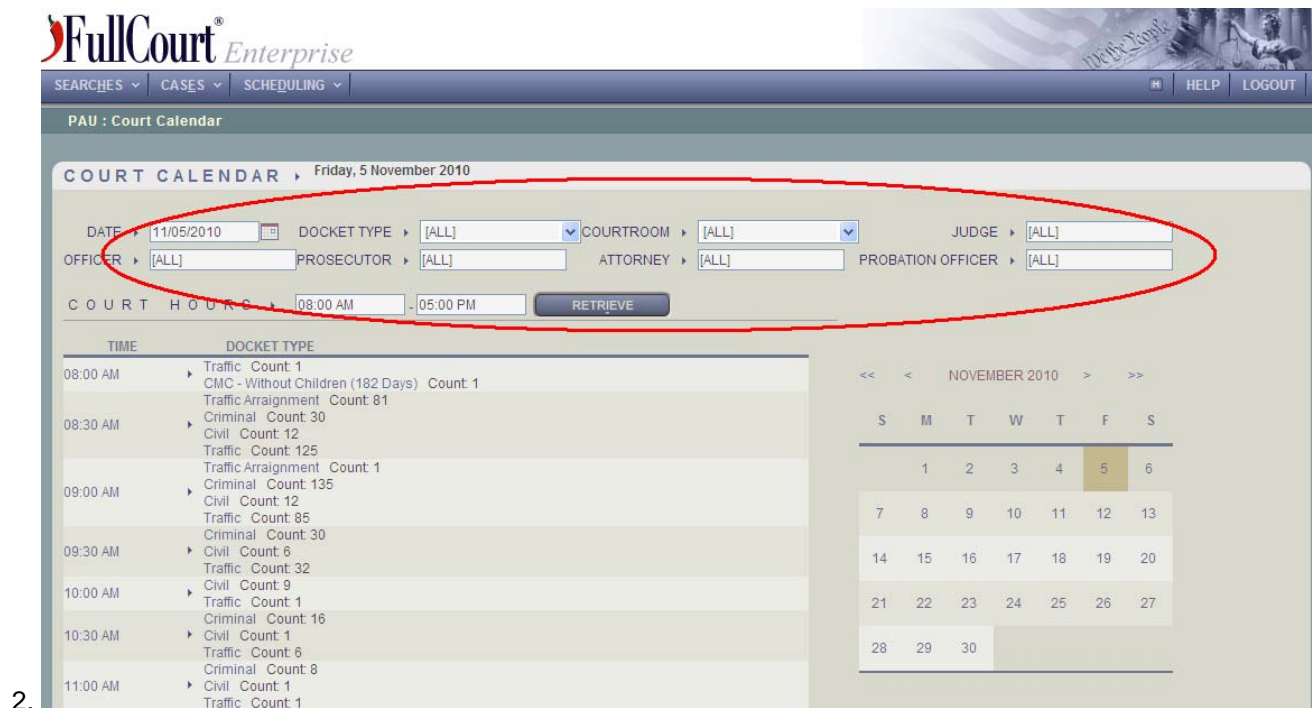
In the Court Calendar Box, use the provided fields to define your search request. When ready hit the **Retrieve** button.

Note: Date and Court Hours are required fields. Additional information entered will increase the specificity but also limit your results.

3.

The results will populate in the lower portion of the screen. Hearing lists can then be obtained by docket type or scheduled time. To see all cases scheduled by docket types, select the docket you wish to view. To see all cases scheduled by time, select the time slot you wish to view.

4.

Your selection directs you to a Hearing List that includes party and case details. From this page you may navigate to view an individual Case Information Page or Party Detail Page.

Note: The upper right corner will display the number of search results. A single Search Result Box will display no more than twenty results. If more than twenty results are returned then navigational arrows will become available next to the number of search results to allow you to browse between pages

How to View a Weekly Court Calendar –

Note the Calendars only display cases which are scheduled for a pending hearing date. Once appearing in court the cases are removed from the calendar.

1.

Use the **Scheduling** button on the top navigation bar and then select **Weekly Court Calendar**

2.
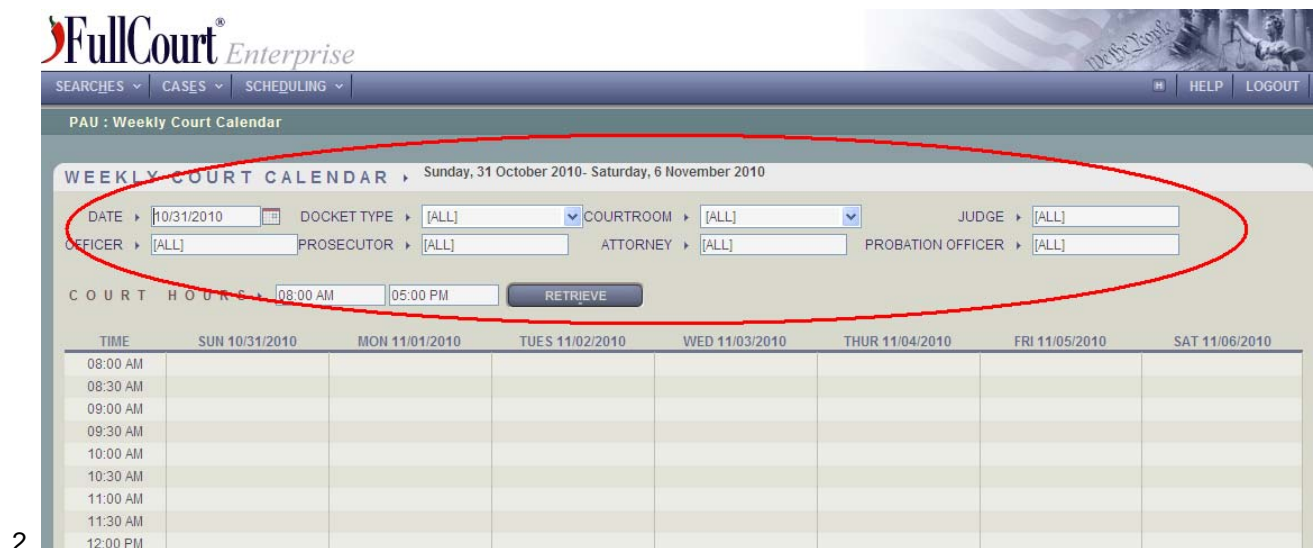
In the Weekly Court Calendar Box, enter date and courtroom to define your search request. When ready hit the **Retrieve** button.

Note: Additional information entered will increase the specificity but also limit your results.
 (i.e. 8:30 AM to 12:00 PM).

3.

The results will populate in the lower portion of the screen. Hearing lists can then be obtained by:

(A) Entire Day – set court hours at 8:00 AM to 5:00 PM then select day/date heading; or

(B) Partial Day - limit court hours (i.e. 8:00 AM to 12:00 PM) then select day/date heading;

(C) Individual Time Block – Select an individual time block (8:30 AM – 9:00 AM). Do not click Not the Block Type as access is restricted.

4.

Your selection directs you to a Calendar List or Hearing List that includes party and case details.   From this page you may navigate to view an individual Case Information Page.