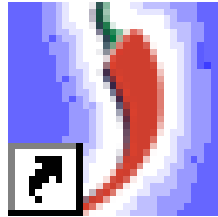


FULL COURT ENTERPRISE



PUBLIC USER'S GUIDE

November 5, 2010

FULLCOURT ENTERPRISE

PUBLIC GUIDE

Version 1.0

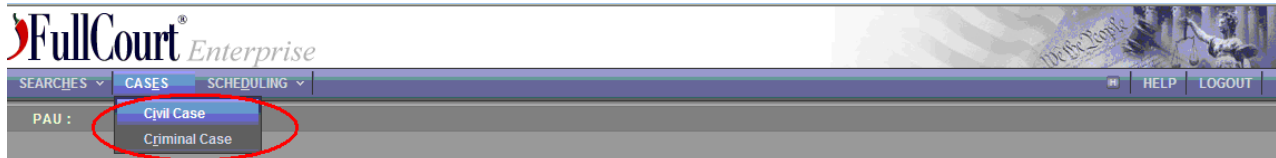
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HOW TO ACCESS FULL COURT ENTERPRISE (FCE)

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



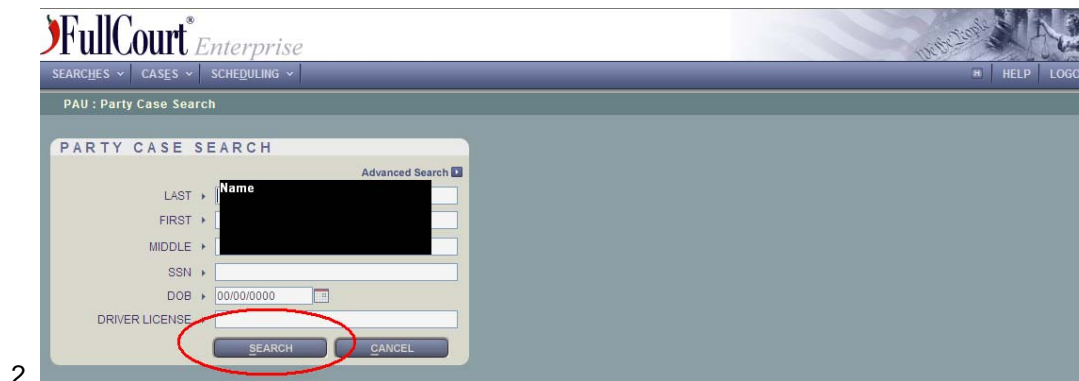
Enter the case number you wish to view and then hit **Retrieve**.

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 –

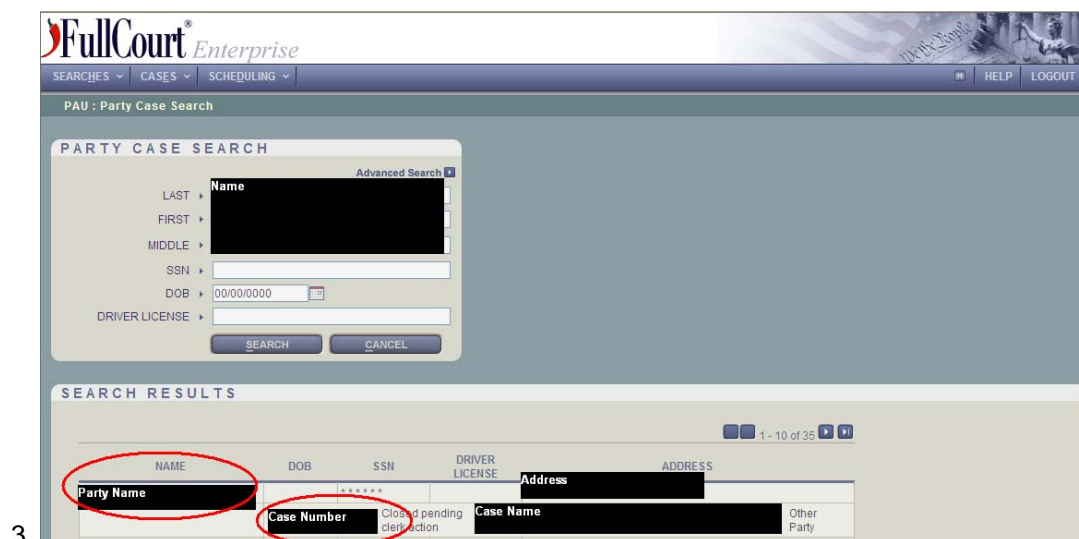


Use the **Searches** button on the top navigation bar and then select **Case Search > By Party**.



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.



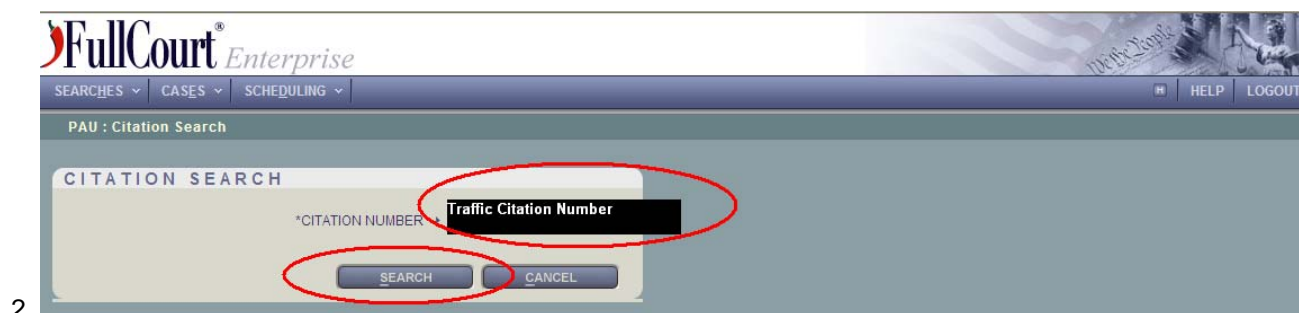
Results will appear in the Search Results Box below the Party Case Search Box. From the results you may either view a Party Detail Page or a Case Information Page. By **selecting a name** in the Search Results Box you will be directed to the corresponding Party Detail Page. By **selecting a case number**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



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



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



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.

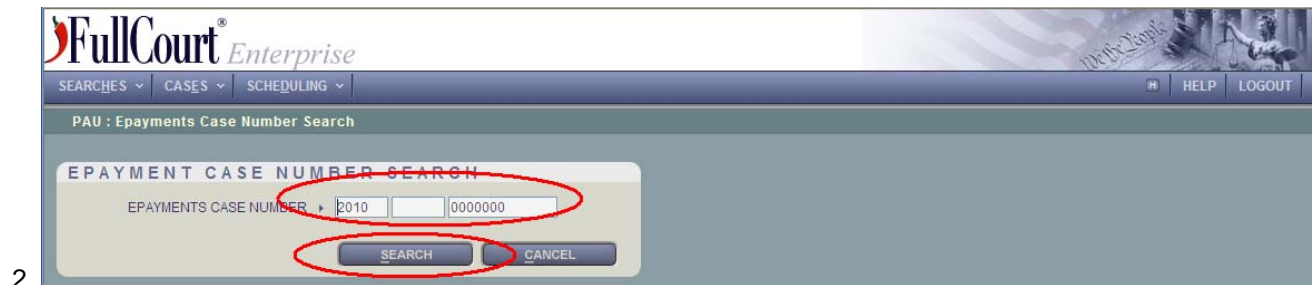
Note: The upper right corner will display the number of search results. A single Search Result Box will display no more than ten results. If more than ten results are returned then navigational arrows will become available next to the number of search results to allow you to browse between pages.

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.



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



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

The screenshot displays the FullCourt Enterprise interface for a Criminal Case. The top navigation bar includes links for SEARCHES, CASES, and SCHEDULING. The left sidebar contains a 'CASE' menu with options like Associated Cases, Case Status, Criminal Case, Hearings, Judges, and Prosecutors, and a 'DEFENDANT' menu with options like Attorneys, Charge Summary, and ROA (Record of Action). The main content area shows the 'CRIMINAL CASE' information, including Case Number, Case Name, Case Status (Closed pending clerk), and action date (Aug 9, 2010). The 'CASE INFORMATION' section lists details such as JUDGE (McGraw, Joseph), PROSECUTOR (Courtroom 467), CASE SUBTYPE, FILE LOCATION, DOM. VIOLENCE, JURISDICTION (Circuit), PHYSICAL FILE, SEALED, COMMENT, BATCH LABEL, APPELLATE CASE NO., LOCATION, FILING DATE (01/02/2010), APPEAL DATE, REMAND DATE, UNDER ADVISEMENT DATE, PREVIOUS CASE NO., OTHER AGENCY CASE NO., and JURY REQUESTED. The 'DEFENDANT INFORMATION' section shows the DEFENDANT (Defendant Name), NEXT APPEARANCE, FIRST APPEARANCE, TRIAL BY, SPEEDY TRIAL, FTP HOLD INDEFINITE, FTA HOLD DATE, FTC HOLD DATE, LEAD ATTORNEY (Pd), DCN (L43470793), MONEY DUE (08/09/2010), EXTENSION DATE, AMOUNT DUE (583.00), FTP HOLD DATE, FTPV HOLD DATE, ATTORNEY WAIVED, and CUSTODY STATUS. A red circle highlights the 'DEFENDANT' section, and a red circle highlights the 'ROA' link in the left sidebar. A message box on the right states 'NO IMAGE ON RECORD FOR THIS PERSON'.

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

FullCourt[®] Enterprise

SEARCHES ▾ CASES ▾ SCHEDULING ▾

PAU :

CASE LOOKUP [] [] RETRIEVE

CIVIL CASE ▾ Case number Case Name CASE STATUS , ARBITRATION - Jul 7, 2010

CIVIL CASE ▾

- Associated Cases
- Civil Case
- Civil Case Status
- Civil Hearings
- Civil Judges
- Judgment/Orders
- ROA**

CASE INFORMATION

JUDGE ▾ Doherty, Eugene APPELLATE CASE NO. ▾

PROSECUTOR ▾ COURT LOCATION ▾

CASE SUBTYPE ▾ **Law Major FILING DATE ▾ 01/05/2010

FILE LOCATION ▾ ***** APPEAL DATE ▾

DOM. VIOLENCE ▾ * REMAND DATE ▾

JURISDICTION ▾ Circuit UNDER ADVISEMENT DATE ▾ *****

PHYSICAL FILE ▾ * PREVIOUS CASE NO. ▾ *****

SEALED ▾ * OTHER AGENCY CASE NO. ▾

NEXT HEARING ▾ 01/05/2011 09:00 AM-Status JURY REQUESTED ▾ ☐

BATCH LABEL ▾ ☐

COMMENT ▾

LITIGANTS 1 - 3 of 3

SEL	LITIGANT	STATUS	ROLE	ATTORNEY
<input type="checkbox"/>	Litigant Name		Plaintiff	Attorney Name
<input type="checkbox"/>	Litigant Name		Defendant	Attorney Name

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

FullCourt[®] Enterprise

SEARCHES ▾ CASES ▾ SCHEDULING ▾

HELP LOGOUT

PAU :

PARTY ▾

Addresses

Aliases

Case History

Citation History

Estimated Balance Due

Party Detail

PARTY DETAIL ▾ Party Name

PARTY INFORMATION

*LAST/COMPANY NAME ▾ Party Name

FIRST NAME ▾

MIDDLE NAME ▾

SUFFIX ▾

MAILING ADDRESS ▾ Party Address

CITY ▾

STATE ▾

STREET ADDRESS ▾

CITY ▾

STATE ▾ ZIP ▾

RESIDENCE ADDRESS ▾ *****

CITY ▾ *****

STATE ▾ ***** ZIP ▾ *****

HOME PHONE ▾ *****

WORK PHONE ▾ *****

COMPANY ▾ ☐

COMPANY REP ▾ *****

SSN ▾ *****

DOB ▾ Personal Information

SEX ▾

EYES ▾

HAIR ▾

WEIGHT ▾

HEIGHT ▾

LANGUAGE ▾

RACE ▾

CUSTODY STATUS ▾ *****

ETHNICITY ▾

DO NOT ALLOW EPAYMENTS ▾ *

DATE OF DEATH ▾

LICENSE INFORMATION

LICENSE NUMBER ▾

LICENSE CLASS ▾ *****

STATE ▾

LICENSE ISSUED ▾ *****

COMMERCIAL ▾ ☐

LICENSE EXPIRES ▾ *****

IDENTIFICATION AND PAYMENT INFORMATION

PARTY ID ▾ *****

JUVENILE ID ▾ *****

MID ▾ *****

INMATE ID ▾ *****

OTHER ID ▾

BANKRUPTCY STAY ▾ *

BAD ADDRESS ▾ *

BAD CHECK ▾ *

BAD CHECK PAID ▾ *

LAST PAYMENT DATE ▾

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

- Case History
- Citation History
- Estimated Balance Due

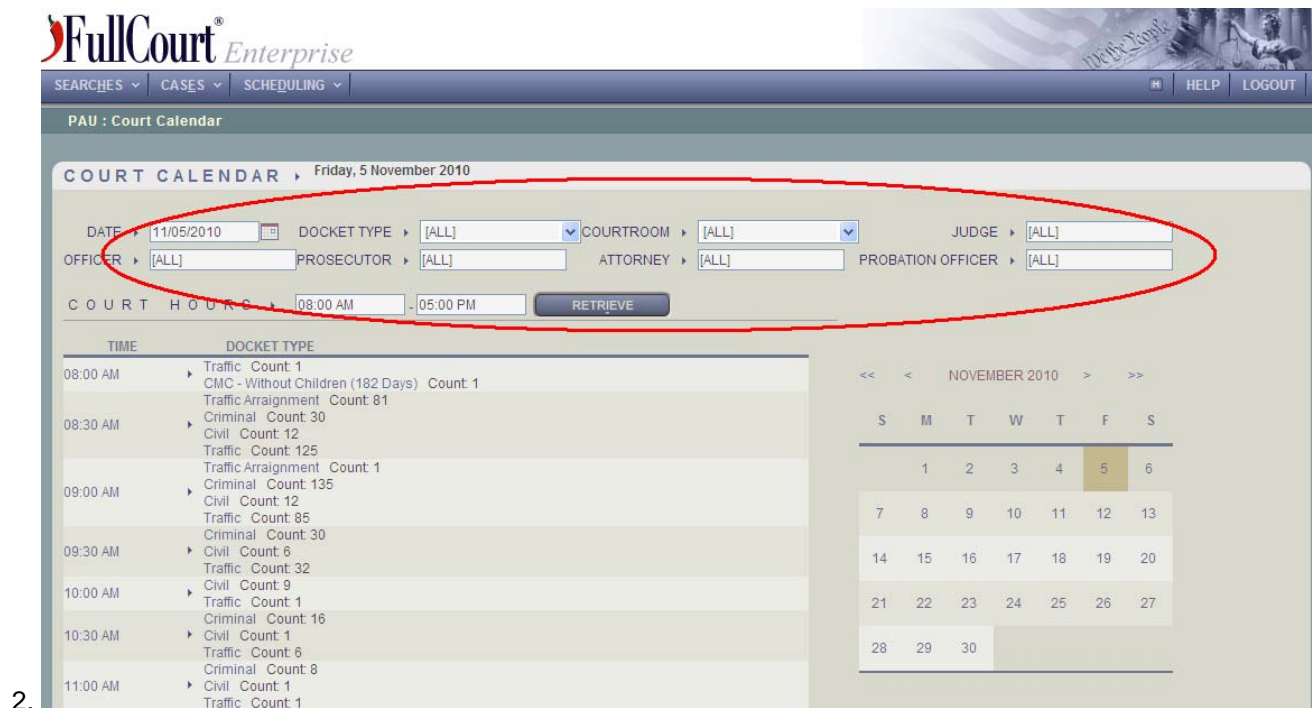
VIEWING COURT SCHEDULES

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.



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



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.

FullCourt[®] Enterprise

SEARCHES ▾ CASES ▾ SCHEDULING ▾

PAU : Court Calendar

COURT CALENDAR ▸ Friday, 5 November 2010

DATE ▸ 11/05/2010 DOCKET TYPE ▸ [ALL] COURTROOM ▸ 125 JUDGE ▸ [ALL]
 OFFICER ▸ [ALL] PROSECUTOR ▸ [ALL] ATTORNEY ▸ [ALL] PROBATION OFFICER ▸ [ALL]

COURT HOURS ▸ 08:00 AM - 05:00 PM **RETRIEVE**

TIME	DOCKET TYPE
08:00 AM	
08:30 AM	Traffic Arraignment Count: 81 Criminal Count: 9
09:00 AM	
09:30 AM	Criminal Count: 6 Traffic Count: 32
10:00 AM	
10:30 AM	Traffic Count: 6
11:00 AM	
11:30 AM	
12:00 PM	
12:30 PM	

Calendar: NOVEMBER 2010

S	M	T	W	T	F	S
					5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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.

FullCourt[®] Enterprise

SEARCHES ▾ CASES ▾ SCHEDULING ▾

PAU : Court Calendar - Hearing List

HEARING LIST ▸ Traffic Docket

1 - 20 of 32

HEARING TYPE	CASE	DATES AND TIMES	JUDGE	COURT ROOM	ATTORNEYS	PARTICIPANTS
Pretrial Conference	Case Name and Number	11/05/2010 - 09:30 AM 11/05/2010 - 09:30 AM	Mary Linn Green	125		Participant / Defendant Name
Pretrial Conference	Case Name and Number	11/05/2010 - 09:30 AM 11/05/2010 - 09:30 AM	Mary Linn Green	125		Participant / Defendant Name
Pretrial Conference	Case Name and Number	11/05/2010 - 09:30 AM 11/05/2010 - 09:30 AM	Mary Linn Green	125		Participant / Defendant Name
Pretrial Conference	Case Name and Number	11/05/2010 - 09:30 AM 11/05/2010 - 09:30 AM	Mary Linn Green	125		Participant / Defendant Name

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.

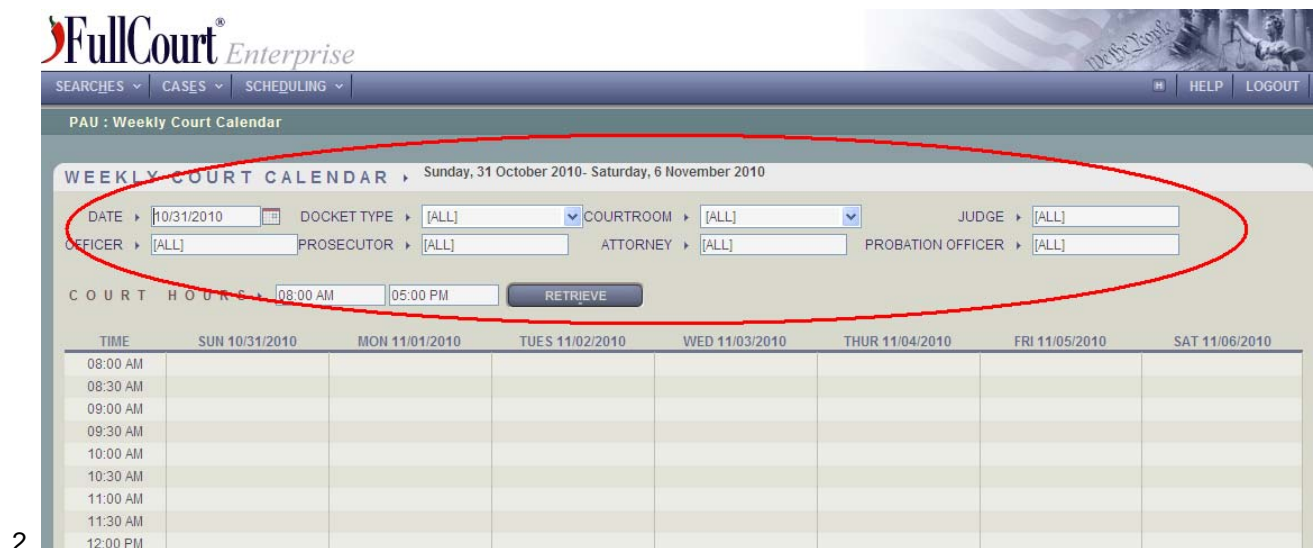
Note: The upper right corner will display the number of search results. A single Search Result Box will display no more than twenty results. If more than twenty results are returned then navigational arrows will become available next to the number of search results to allow you to browse between pages

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.



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



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).

