



# CountySuite™ Online Civil Case Search User Guide

## Searching for Cases

The screenshot shows the 'Case Search' interface. A red box highlights the 'Search Type' dropdown menu, which is open and shows the following options: 'Case Number' (selected), 'Participant Name', 'Participant Address', and 'Reference Number'. The interface also includes a 'Search String' input field, 'Case Opened Date Range' (Start Date to End Date), 'Case Categories', and checkboxes for 'Judgments Only' and 'Include Attorneys In Name Search'.

The Case Search page provides you with several **Search Type** options including Case Number, Participant Name, Participant Address, and Reference Number. The default search type is Case Number.

To start your search, select the desired **Search Type** and, in the **Search String** box, enter all or part of the Case Participant's Name, Case Number, Address, or Reference Number (depending on the filter option selected), and press ENTER or select the Search button.

**NOTE:** To Search by Participant Name, start by entering part of the first name and part of the last name (i.e., "Jo Do" will find a match for "John Doe" or "Joseph Dougherty"). The name can also be entered with the last name first (i.e., "Do, Jo" which will find the same matches). *You may want to include a Wild Card (%) for more precise results. Instructions on using a wild card (%) are included below.*

If there are no cases related to the Search Criteria you entered, "No cases found. Please update your search and try again.", will be shown in the List of Cases section.

### Case Search

**Search String**

**Search Type**

**Case Opened Date Range**

 to

**Case Categories**

**Participant Categories**

**Judgments Only**     **Include Attorneys In Name Search**

**List of Cases**

Case Number ↑↓	Case Participants ↑↓	Case Category ↑↓	Reference Number ↑↓	Opened ↑↓	Status ↑↓
No cases found. Please update your search and try again.					

Showing 0 to 0 of 0 entries

If there is a case or cases in the system related to this Search Criteria, a set of search results will be displayed in the List of Cases box.

### Case Search

**Search String**

**Search Type**

**Case Opened Date Range**

 to

**Case Categories**

**Participant Categories**

**Judgments Only**     **Include Attorneys In Name Search**

**List of Cases**

Case Number ↑↓	Case Participants ↑↓	Case Category ↑↓	Contact Name ↑↓	Address ↑↓	Opened ↑↓	Status ↑↓
2022-SU-000028	Ass: DOESMITH, JANE Def: DOE, JOHN	Civil: Professional Liability Legal	DOE, JOHN (Defendant)	100 Elm St	11/09/2022 141 Days	Open
2021-NO-000001	Pla: DOE, JANE Def: DOE, JOHN	Judgment: Clerk of Courts	DOE, JOHN (Defendant)	100 Elm St	02/08/2021 780 Days	Open
2021-FC-000002-02	Pla: DOE, JANE Def: DOE, JOHN	Divorce	DOE, JOHN (Defendant)	100 Elm St	02/08/2021 780 Days	Open
2020-SU-000032	Pla: DOE, JOHN Def: DOE, JANE	Civil: Appeals Agencies: Department of Transportation	DOE, JOHN (Plaintiff)	100 Elm St	10/27/2020 884 Days	Open
2020-SU-000030	Pla: DOESMITH, JOHN Def: DOESMITH, JANE	Civil: Real Property	DOESMITH, JOHN (Plaintiff)		09/09/2020 932 Days	Closed

## Using a Wild Card (%) in Name Searches

Using a wild card (%) when searching by Participant Name will gain more precise search results. The format to search using the wild card (%) is:

### **Last Name(%) Suffix(%), First Name(%) Middle Name(%)**

You do not have to include a wild card (%) after each portion of the name or include the suffix (Sr, Jr, II), etc.) or middle name. However, you must use at least one wild card (%) after any portion of the entered search criteria.

Here are some examples on how to use the wild card (%):

Searching for “**smith, p%**” will return cases with the last name "Smith", any suffix, all first names that begin with the letter "P", and any middle name (***Most common way to start***):

SMITH, PAUL  
SMITH JR, PAUL E  
SMITH, PAULA ELAINE  
SMITH SR, PENNY D  
SMITH, PHILLIP JOHN

Searching for “**%smith, p%**” will return the following:

MESSERSMITH, PETER  
SMITH, PAUL  
SMITH JR, PAUL E  
SMITH, PAULA ELAINE  
SMITH SR, PENNY D  
SMITH, PHILLIP JOHN

Searching for “**smith, p% e%**” will include the middle name in the search:

SMITH, PAULA ELAINE  
SMITH JR, PAUL E

Searching for “**smith s%, p%**” will search suffixes starting with “S” and return the following:

SMITH SR, PENNY D

Searching for “**smith j%, p% e%**” will return the following:

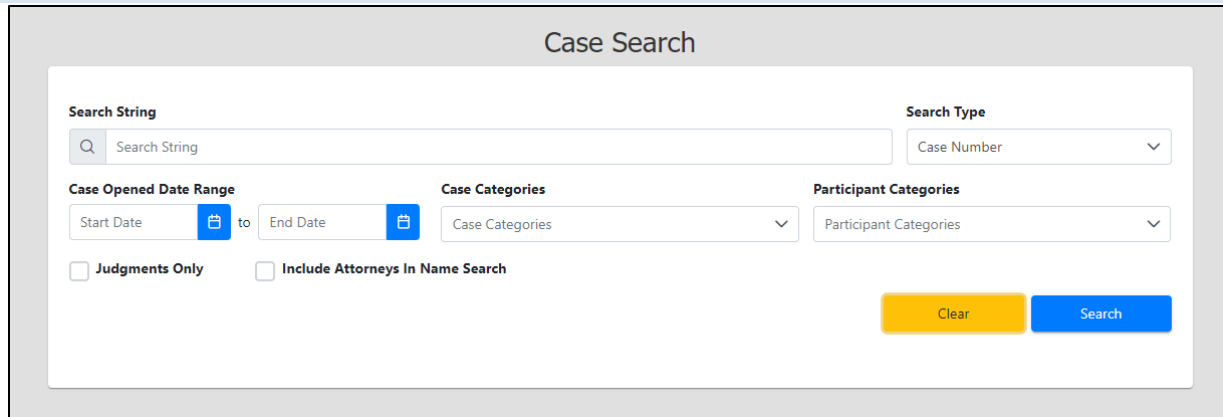
SMITH JR, PAUL E

You can also build up the search to include more of the name before each wild card (%). For example searching for “**smith jr, paul e%**” will also return:

SMITH JR, PAUL E

**NOTE:** Not including a wild card (%) symbol in the search will tell the system to search by First Name / Last Name and Last Name / First Name. **Use the wild card (%) if you want to build your results off last name matches.**

## Additional Filters



The screenshot shows a 'Case Search' interface with the following elements:

- Search String:** A text input field with a magnifying glass icon and the placeholder text 'Search String'.
- Search Type:** A dropdown menu currently set to 'Case Number'.
- Case Opened Date Range:** Two date pickers labeled 'Start Date' and 'End Date' separated by 'to', with calendar icons.
- Case Categories:** A dropdown menu labeled 'Case Categories'.
- Participant Categories:** A dropdown menu labeled 'Participant Categories'.
- Filters:** Two checkboxes: 'Judgments Only' and 'Include Attorneys In Name Search', both currently unchecked.
- Buttons:** A yellow 'Clear' button and a blue 'Search' button.

There are several additional filters that can be used in conjunction with the entered Search Type criteria to narrow your search to an even more defined set of search results. All options below can be used in conjunction with each other, but will also return results of their own:

- **Cases Opened Date Range:** This option allows the User to specify a date range to narrow the search results based on when a case is opened (filed)
- **Cases Categories:** This option allows the User to specify one or more filing categories to narrow the search results based on what filing category started the case
- **Participant Categories:** This option allows the User to specify on or more participant type(s) to return in the search results
- **Judgments Only (Check Box):** This option allows the User to search for all Judgment Indexed cases. Results will only be returned if a Judgment is present on the Case
- **Include Attorneys in Name Search (Check Box):** This option allows the user to include the Attorneys associated with the case in the search results

### Searching for Judgments

Enter your search criteria and desired filters and select the “Only Cases with Judgments” Check Box. This will narrow your search results to only include cases, within the search criteria, that have a Judgment on the Case.

#### Case Search

**Search String**

**Search Type**

**Case Opened Date Range**

 to

**Case Categories**

**Participant Categories**

**Judgments Only**     **Include Attorneys In Name Search**

Clear    Search

**List of Cases**

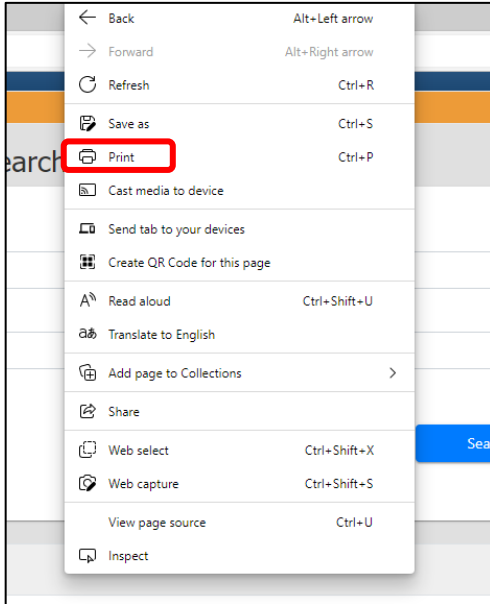
Case Number ↑↓	Case Participants ↑↓	Case Category ↑↓	Creditor ↑↓	Debtor ↑↓	Judgment Amount ↑↓	Opened ↑↓	Status ↑↓
2021-NO-000001	Pl: DOE, JANE Def: DOE, JOHN	Judgment: Clerk of Courts	JOHN DOE	JANE DOE	\$45.05	02/08/2021 780 Days	Open
2020-SU-000032	Pl: DOE, JOHN Def: DOE, JANE	Civil: Appeals Agencies: Department of Transportation	JOHN DOE	JANE DOE	\$3,500.00	10/27/2020 884 Days	Open

The results will specify the “Judgment Amount” and the case participant the judgment is against which is shown as the “Debtor”.

### Printing Case Search Results

To print the search results, right click on the search page and choose the print option from the browser being used. The PDF report will include the search criteria and the list of results.

#### Microsoft Edge Example Using Right Click



#### PDF Report

The screenshot shows the Teleosoft County Civil Court Case Search interface. At the top, there is a search string 'John Doe'. Below that are filters for Search Type (Participant Name), Case Opened Date Range (Start Date to End Date), Case Categories, and Participant Categories. There are checkboxes for 'Judgments Only' (checked) and 'Include Attorneys In Name Search'. 'Clear' and 'Search' buttons are at the bottom right of the filter section. Below the filters is a section for 'List of Cases' which contains a table of search results.

Case Number	Case Participants	Case Category	Creditor	Debtor	Judgment Amount	Opened	Status
2021-NO-000001	Pl: DOE, JANE Def: DOE, JOHN	Judgment: Clerk of Courts	JOHN DOE	JANE DOE	\$45.05	02/08/2021 780 Days	Open
2020-SU-000032	Pl: DOE, JOHN Def: DOE, JANE	Civil: Appeals Agencies: Department of Transportation	JOHN DOE	JANE DOE	\$3,500.00	10/27/2020 884 Days	Open

At the bottom of the table, there is a pagination control showing 'Showing 1 to 2 of 2 entries' and a dropdown menu set to '10'.

## How To View Case Details

**Note:** This represents the case information that may be visible to you online. The County determines what case information will be available online. Questions regarding a case should be directed to the County office.

Selecting a case from the search results will take you to the **Case Details** page. The **Case Details** page is divided into multiple sections.

The first section shows case caption, case number, case type and status (Open or Closed). You may also view and print a PDF summary of the case by selecting **Summary** in the top right corner. The summary document includes the case participants and attorney relationships and the list of docket entries and judgments on the case.



The screenshot shows the top portion of the 'Case Details' page. At the top left, there is a breadcrumb 'Search > Case Details'. The main title 'Case Details' is centered, with a 'Summary' link on the right. Below this, the case caption 'Jason Ruhl vs. Dean Merritt' is displayed in a large font, followed by the case number '2023-SU-000007' and the case type 'Civil: Miscellaneous - Other'. A green 'Open' button is located in the top right corner of this section.

The second section shows the case participant names and addresses. The number of participants in each category will be shown next to the category name (Plaintiff (1 of 2)). Click the arrows to the left and the right of participant name section to view additional participants.



The screenshot displays the 'CASE PARTICIPANTS' section. It is divided into two columns: 'Plaintiff (1 of 2)' and 'Defendant (1 of 1)'. The Plaintiff column lists 'Jason Ruhl (Primary)' with the address '123 Main St, York, PA 17402'. The Defendant column lists 'Dean Merritt (Primary)' with the address '123 S Main St, York, PA 17402'. Below each participant, there is an 'Attorney (1 of 1)' section. The Plaintiff's attorney is 'Connie Patterson' at '2870 Eastern Boulevard, York, PA 17403'. The Defendant's attorney is 'DEWEY, CHEATUM AND HOWELL, LLC' at '2870 Eastern Boulevard, York, PA 17402'. A red box highlights the Plaintiff's name and address. A 'Participants' link is visible in the top right corner.

- The **Plaintiffs, Defendants, and Attorneys** are shown, along with address number information
- The number of participants in a particular type is reflected in ( ) next to the participant type name. You can click the arrows to the left and the right of that section to view the additional participants.

## Viewing Case Details

The second section shows additional details about the case.

ADDITIONAL INFORMATION

<b>DETAILS</b> DATE FILED: 02/15/2023      STATUS: Open DATE CLOSED: 03/30/2023      DAYS OPEN: 42	<b>DISPOSITION</b> FINAL: 03/30/2023 - S - Satisfied      AOPC: 03/01/2023 - A - Default Judgment DIVORCE:      CUSTODY:
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REFERENCE NUMBERS:

COMMENCEMENT:

NOTES:

- The **DETAILS** section shows the date files, status (Open/Closed), date closed, and days open.
- If the case has been closed, the **DISPOSITON** of the case is shown, with additional disposition choices for AOPC and Family Court cases.
- **Reference Numbers** are entered by internal office personnel. It often includes a relationship to a criminal or superior court case, or in reference to the law firm's internal file number.
- **Commencement** type selected reflects what is marked on the AOPC coversheet that came with the filing.
- **Notes** are entered by internal office personnel to add any pertinent information that should be visible to the public.



### Viewing Case Dispositions

The Case Disposition sections displays the applicable case disposition categories. If a case is an AOPC case, this section will display 2 types of disposition categories: AOPC and Final. The AOPC Result column displays the AOPC disposition status. The Final Result column identifies whether the overall case is Open or Closed.

CASE DISPOSITIONS		
Date	Category	Result
08/16/2022	AOPC	Returned from Inactive Status
01/01/1900	Final	Closed



If there is no disposition entered on a case, this section will display, “No Dispositions.”

CASE DISPOSITIONS		
Date	Category	Result
No Dispositions		

### Viewing Case Dockets


The third section shows the list of all docket entries associated with the case.

CASE DOCKET ENTRIES				
Documents are available to be purchased, please log in to add these items to the cart.				
+ Expand All Dockets				
Date	Category	Description	Attachments	
03/31/2023	ADDENDUM	ADDENDUM	0	<a href="#">View</a>
> 02/15/2023	COMPLAINT IN A CIVIL ACTION	COMPLAINT IN A CIVIL ACTION	1	<a href="#">View</a>

CASE DOCKET ENTRIES				
Documents are available to be purchased, please log in to add these items to the cart.				
<a href="#">— Collapse All Dockets</a>				
Date	Category	Description	Attachments	
 02/15/2023	COMPLAINT IN A CIVIL ACTION	COMPLAINT IN A CIVIL ACTION	1	<a href="#">View</a>
 2023-SU-000007_COMPLAINT IN A CIVIL ACTION_02152023015514 3 page(s)				

- The docket entries are listed with the **most recent docket entry first**. The Date of filing, and docket Category and Description is shown.
- The number of documents associated with the docket entry is shown on the right under the Attachments header. If documents are associates, there will be a drop-down symbol beside the docket date.
- To view a document, click the drop-down symbol and click on the document symbol to open the PDF document.
- If documents are only available for purchase, you may only see the first page with a PREVIEW watermark. You will need to register as a user to be able to purchase the document.
- Clicking the +/- symbol in the upper-left of the table header will expand the list to show ALL the documents associated with the docket entries, without the need to select the drop-down symbol on individual docket entries.

Clicking on any docket entry will take the user to the **Docket Entry Details** page, which shows the complete docket details, along with any attached images.

DOCKET ENTRY DETAILS		
Entered:	02/15/2023	
Category:	COMPLAINT IN A CIVIL ACTION	
Notes:		
Date:	COMPLAINT IN A CIVIL ACTION	

## Viewing Additional Case Documents

If there are any non-docket related type of documents that are related to the case, you will find them in this Additional Case Documents section. A sample of that document may be a returned mail.

ADDITIONAL CASE DOCUMENTS		
Date	Description	Date Added
No Case Documents		

## Viewing Case Judgments

The fourth section shows the list of all judgments associated with the case.

CASE JUDGMENTS				
Date	Creditor	Debtor	Description	Amount
03/01/2023	Jason Ruhl	Dean Merritt		\$5,432.10 <a href="#">View</a>

- The judgment entries are listed with the **most recent judgment entry first**. The Date of filing, Creditor & Debtor, description of the judgment details, and the Amount is shown.
- If the judgment (either individually, or through an action affecting the entire case) has been satisfied, the Description column will show that the judgment has been Satisfied (or Vacated, etc.)
- Clicking the **ellipses (...)** in the upper-right of the table header will expand the list to show ALL the judgment entries, without the need to use the scroll bar on the right side of the table.

Clicking on any judgment entry will take the user to the **Case Judgment Details** page, which shows the complete docket details.



The screenshot displays a modal window titled "CASE JUDGMENT DETAILS" with a close button in the top right corner. The window contains the following information:

- Entered: 03/01/2023
- Amount: \$5,432.10
- Creditor: Jason Ruhl
- Debtor: Dean Merritt
- Notes: