



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 main interface includes a 'Search String' input field, a 'Case Opened Date Range' section with 'Start Date' and 'End Date' fields and calendar icons, a 'Case Categories' dropdown, and two checkboxes: '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

Start Date to End Date

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

Start Date to End Date

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:

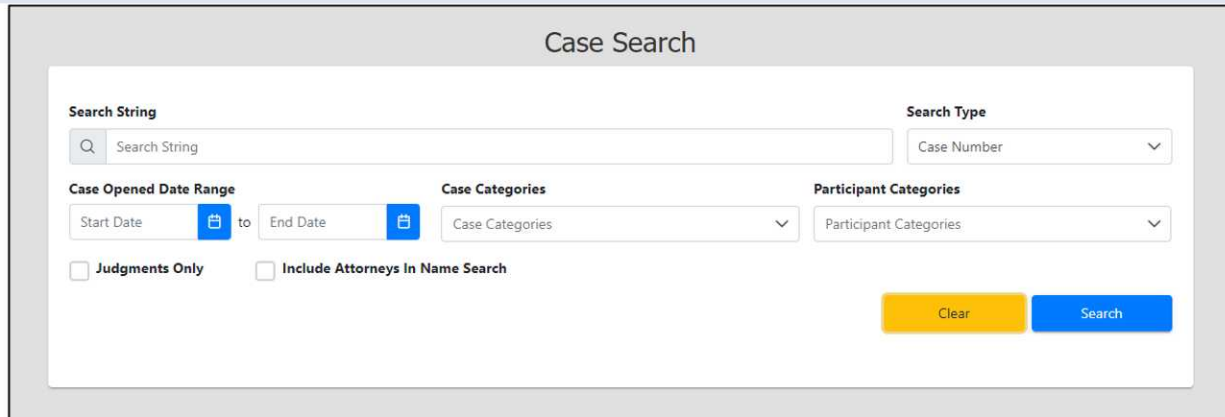
SMITH JR, PAUL E

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' form 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' with a 'to' separator between them.
- Case Categories:** A dropdown menu labeled 'Case Categories'.
- Participant Categories:** A dropdown menu labeled 'Participant Categories'.
- Checkboxes:** Two checkboxes labeled 'Judgments Only' and 'Include Attorneys In Name Search', both of which are 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

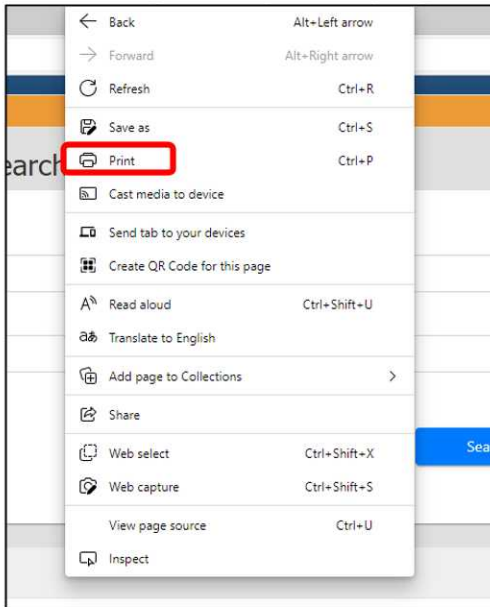
| Case Number ↑↓ | Case Participants ↑↓ | Case Category ↑↓ | Creditor ↑↓ | Debtor ↑↓ | Judgment Amount ↑↓ | Opened ↑↓ | Status ↑↓ |
|----------------|---------------------------------|--|-------------|-----------|--------------------|------------------------|-----------|
| 2021-NO-000001 | Pl: DOE, JANE 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, there are filters for Search Type (Participant Name), Case Opened Date Range (Start Date to End Date), Case Categories (Case Categories), and Participant Categories (Participant Categories). There are also checkboxes for 'Judgments Only' (checked) and 'Include Attorneys in Name Search' (unchecked). 'Clear' and 'Search' buttons are visible. 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 section of the Case Details page. On the left, there is a breadcrumb trail: "Search > Case Details". In the center, the title "Case Details" is displayed. On the right, there is a "Summary" link with a document icon. Below this, the case caption "Jason Ruhl vs. Dean Merritt" is shown in bold, 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. At the top right, there is a "Participants" link with a magnifying glass icon. The section is divided into two columns by a "VS" separator. The left column is titled "Plaintiff (1 of 2)" and contains two entries: "Jason Ruhl (Primary)" with address "123 Main St. York, PA 17402" and "Connie Patterson" with address "2870 Eastern Boulevard, York, PA 17403". The right column is titled "Defendant (1 of 1)" and contains one entry: "Dean Merritt (Primary)" with address "123 S Main St. York, PA 17402" and "DEWEY, CHEATUM AND HOWELL, LLC" with address "2870 Eastern Boulevard, York, PA 17402". Each entry has left and right navigation arrows. A red box highlights the Jason Ruhl entry in the Plaintiff section.

- 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 | | | |
|-------------------------|---------------|-----------------------------------|---|
| DETAILS | | DISPOSITION | |
| DATE FILED: 02/15/2023 | STATUS: Open | FINAL: 03/30/2023 - S - Satisfied | AOPC: 03/01/2023 - A - Default Judgment |
| DATE CLOSED: 03/30/2023 | DAYS OPEN: 42 | DIVORCE: | CUSTODY: |
| 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 | View |
| > | 02/15/2023 | COMPLAINT IN A CIVIL ACTION | 1 | View |

CASE DOCKET ENTRIES

Documents are available to be purchased, please log in to add these items to the cart.

[— Collapse All Dockets](#)

| Date | Category | Description | Attachments |
|--|-----------------------------|-----------------------------|------------------------|
| 02/15/2023 | COMPLAINT IN A CIVIL ACTION | COMPLAINT IN A CIVIL ACTION | 1 View |
| <p> 2023-SU-000007_COMPLAINT IN A CIVIL ACTION_02152023015514 3 page(s)</p> | | | |

- 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 | View |

- 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 shows 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: