



# Public User Manual

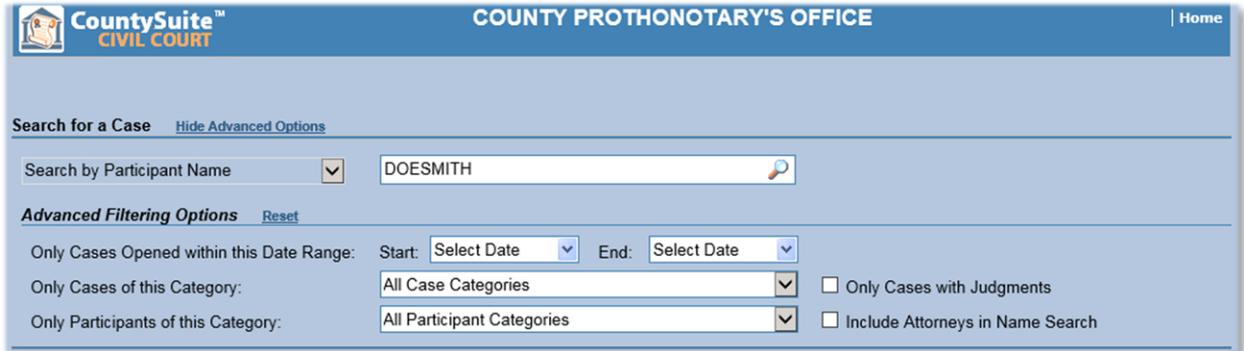
## Table of Contents

How To Search .....	2
Searching for Cases .....	2
Using a Wild Card (%) to search .....	3
Using the Advanced Filtering Options.....	5
Searching for Judgments.....	6
Expanding and Printing Case Search Results .....	7
How To View Case Details.....	9
Viewing Case Participants .....	9
Viewing Case Details .....	10
Viewing Case Dockets .....	11
Viewing Case Judgments.....	12

## How To Search

### Searching for Cases

Begin by entering the Search Criteria in the Search Text field.



CountySuite™ CIVIL COURT COUNTY PROTHONOTARY'S OFFICE Home

Search for a Case [Hide Advanced Options](#)

Search by Participant Name

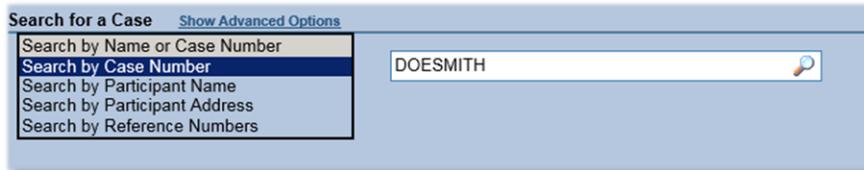
**Advanced Filtering Options** [Reset](#)

Only Cases Opened within this Date Range: Start:  End:

Only Cases of this Category:   Only Cases with Judgments

Only Participants of this Category:   Include Attorneys in Name Search

Select the Filter type based on the Search Criteria entered. By default, this will be set to “Search by Name or Case Number” because most searches will be done by using one of these two options. The other options are listed below:



Search for a Case [Show Advanced Options](#)

- Search by Name or Case Number
- Search by Case Number**
- Search by Participant Name
- Search by Participant Address
- Search by Reference Numbers

The User can enter part (or all) of the Case Participants Name, Case Number, Address, or Reference Number (depending on the filter option selected), and then press **ENTER** (or click on the search icon) to see if there are any cases associated with the Search Criteria.

**NOTE:** To Search by a 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).

- If there are no cases related to this Search Criteria, a popup status bar at the top of the page will indicate this.

**No case found.**

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

The screenshot shows the CountySuite Civil Court search interface. At the top, it says 'CountySuite CIVIL COURT' and 'COUNTY PROTHONOTARY'S OFFICE'. Below that, there's a search bar with 'DOESMITH' entered. Underneath, there are 'Advanced Filtering Options' including date ranges, case categories, and participant categories. At the bottom, a table displays search results for two cases, both labeled 'TEST-CASE-01', involving 'DOESMITH, JANE' and 'DOESMITH, JOHN'.

Case Number	Case Participants	Case Category	Contact Name	Address	Opened	Status	...
TEST-CASE-01	PLA: DOESMITH, JANE DEF: DOESMITH, JOHN	Civil: Complaint	DOESMITH, JANE (Plaintiff)	123 PINE STREET	2/16/2015	OPEN	
TEST-CASE-01	PLA: DOESMITH, JANE DEF: DOESMITH, JOHN	Civil: Complaint	DOESMITH, JOHN (Defendant)	548 MAPLE ROAD	2/16/2015	OPEN	

## Using a Wild Card (%) to search

The user can also use a **Wild Card (%)** to gain more precise search results. The full supported format to search using wild cards (%) is:

### **LastName(%) Suffix(%), FirstName(%) MiddleName(%)**

The user does not have to include a **wild card (%)** after each portion of the name. Also, the user does not have to include the **Suffix** or the **MiddleName** in the search. However, in this format the user must use at least one **wild card (%)** after any portion of the entered search criteria. The results will be grouped by Contact Name, Filing Category, and Filing Date.

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

Searching for "**smith, p%**" will return all names with the last name "Smith", any Suffixes, 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.

The user 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 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 of last name matches.**

## Using the Advanced Filtering Options

In conjunction with the entered search criteria, the user has the ability to search for cases using a variety of Advanced Filter Options. This enables the user to narrow their 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:

- **Only Cases Opened within this 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)
- **Only Cases of this Category:** This option allows the User to specify a Filing Category type to narrow the search results based on what filing type started the case
- **Only Participants of this Category:** This option allows the User to specify a Participant type to return in the search results
- **Only Cases with Judgments (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 the name of a Case Participant or part of the Case Number in the Search Text field.

CountySuite™ CIVIL COURT COUNTY PROTHONOTARY'S OFFICE | Home

Search for a Case [Hide Advanced Options](#)

Search by Participant Name

**Advanced Filtering Options** [Reset](#)

Only Cases Opened within this Date Range: Start:  End:

Only Cases of this Category:   Only Cases with Judgments

Only Participants of this Category:   Include Attorneys in Name Search

Select the “Only Cases with Judgments” Check Box. This will narrow you search results to only include cases that have a Judgment on the Case.

Search for a Case [Hide Advanced Options](#)

Search by Case Number

**Advanced Filtering Options** [Reset](#)

Only Cases Opened within this Date Range: Start:  End:

Only Cases of this Category:   Only Cases with Judgments

Only Participants of this Category:   Include Attorneys in Name Search

- The User also has the ability to narrow the result set by using the other Advanced Options in conjunction with the “Only Cases with Judgments” Check Box.

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

Search for a Case [Hide Advanced Options](#)

Search by Case Number

**Advanced Filtering Options** [Reset](#)

Only Cases Opened within this Date Range: Start:  End:

Only Cases of this Category:   Only Cases with Judgments

Only Participants of this Category:   Include Attorneys in Name Search

Case Number	Case Participants	Case Category	Contact Name	Judgment Amount	Opened	Status	...
TEST-CASE-01	PLA: DOESMITH, JANE DEF: DOESMITH, JOHN	Civil: Complaint	DOESMITH, JOHN	\$1000.00	2/16/2015	OPEN	

## Expanding and Printing Case Search Results

The user has the ability to expand the search results from the initial scrolling grid. Expanding the results will display the entire contents of the search. This is accomplished by selecting the Ellipsis icon near the top right of the results grid.

Scrolling Grid Results

Contact Name	Address	Opened	Status	...
1ST SUMMIT BANK (Defendant)		7/29/2014	OPEN	^
ANNON, BRADLEE E (Defendant)	525 E CHURCH ST	6/17/2013	OPEN	
AUTOCENTER OF INDIANA PA ET AL (Plaintiff)		7/29/2014	OPEN	
BARCLAYS BANK DELAWARE (Plaintiff)	125 S. WEST STREET	6/17/2013	OPEN	
BEARER, THERESA (Defendant)	SCI PINE GROVE	5/9/2014	OPEN	
BLUE-BAKER, FIRST (Defendant)	SCI PINE GROVE	5/9/2014	OPEN	
BUSH (Defendant)	S C I PINE GROVE	7/2/2013	OPEN	
BUSH, ERIC (Defendant)	SCI PINE GROVE	5/9/2014	OPEN	
Bush, Eric P (Defendant)		2/26/2013	CLOSED	
BUSH, MARK (Defendant)		3/13/2014	OPEN	
CAMPBELL, LOUIS ANTHONY (Plaintiff)	2012 LIGONIER STREET, APT 5	6/20/2014	CLOSED	
CARO, DAN (Defendant)	PA DEPARTMENT OF CORRECTIONS	5/9/2014	OPEN	
CHESTNUT RIDGE ENERGY OF PA, LLC	125 EMPIRE STREET	8/21/2014	OPEN	v

Expanded Results

Contact Name	Address	Opened	Status	...
SMITH I BAAC R DEVI BEE B (Defendant)		4/11/1976	OPEN	
SMITH & KANZLER VICTOR MANUFACTURING & GASKET CO AL (Defendant)		8/24/2005	OPEN	
SMITH, A (Plaintiff)		6/3/2013	CLOSED	
SMITH A O CORPORATION (Defendant)		5/28/2003	OPEN	
SMITH ABOO CAREEN (Defendant)	829 ROSE ST APT B	1/15/1996	CLOSED	
SMITH ADAM (Defendant)	639 MARSHALL HEIGHTS RD	3/9/2007	OPEN	
SMITH ADAM L (Plaintiff)	RURAL ROUTE NO 1 BOX NO 1	10/4/1996	CLOSED	
SMITH ADAM L (Defendant)	639 MARSHALL HEIGHTS RD	10/15/2003	CLOSED	
SMITH ADAM LEE (Plaintiff)	MARSHALL HEIGHTS ROAD	9/25/2002	OPEN	
SMITH AGNE B MAE (Defendant)	94 FERNWOOD AVENUE	3/7/2002	CLOSED	
SMITH ALAN T JR (Defendant)	65 BROWN SCHOOL RD	9/13/2007	CLOSED	
SMITH ALAN T JR (Defendant)	65 BROWN SCHOOL RD	9/13/2007	CLOSED	
SMITH ALBERT (Plaintiff)		5/4/1976	CLOSED	
SMITH ALBERT (Plaintiff)		3/16/1977	CLOSED	
SMITH ALLEN (Defendant)		5/5/1975	OPEN	
SMITH, Allen (Defendant)		3/4/1980	CLOSED	
SMITH ALLEN T (Defendant)		9/10/1976	CLOSED	
SMITH AMANDA (Plaintiff)		9/4/2009	OPEN	
SMITH AMANDA L (Plaintiff)	RIVERVIEW RD	7/9/2004	OPEN	
SMITH AMANDA L (Defendant)	514 RIVERVIEW ROAD	6/23/2010	OPEN	
SMITH, AMANDA L (Other)	514 RIVERVIEW ROAD	4/1/2013	OPEN	
SMITH, AMANDA L (Plaintiff)	514 RIVERVIEW ROAD	4/1/2013	OPEN	
SMITH AMBER NOEL (Defendant)	C/O NICOLE ALLENBAUGH	10/29/2000	CLOSED	
SMITH AMY (Defendant)		8/27/1976	CLOSED	
SMITH, AMY (Plaintiff)	P O BOX 62	9/9/2014	OPEN	
SMITH, AMY JO (Plaintiff)		9/9/2014	OPEN	
SMITH AND DAVIS MFG CO (Plaintiff)		1/17/1996	CLOSED	
SMITH ANDREA (Defendant)	RR1 BOX 70	3/13/2000	CLOSED	

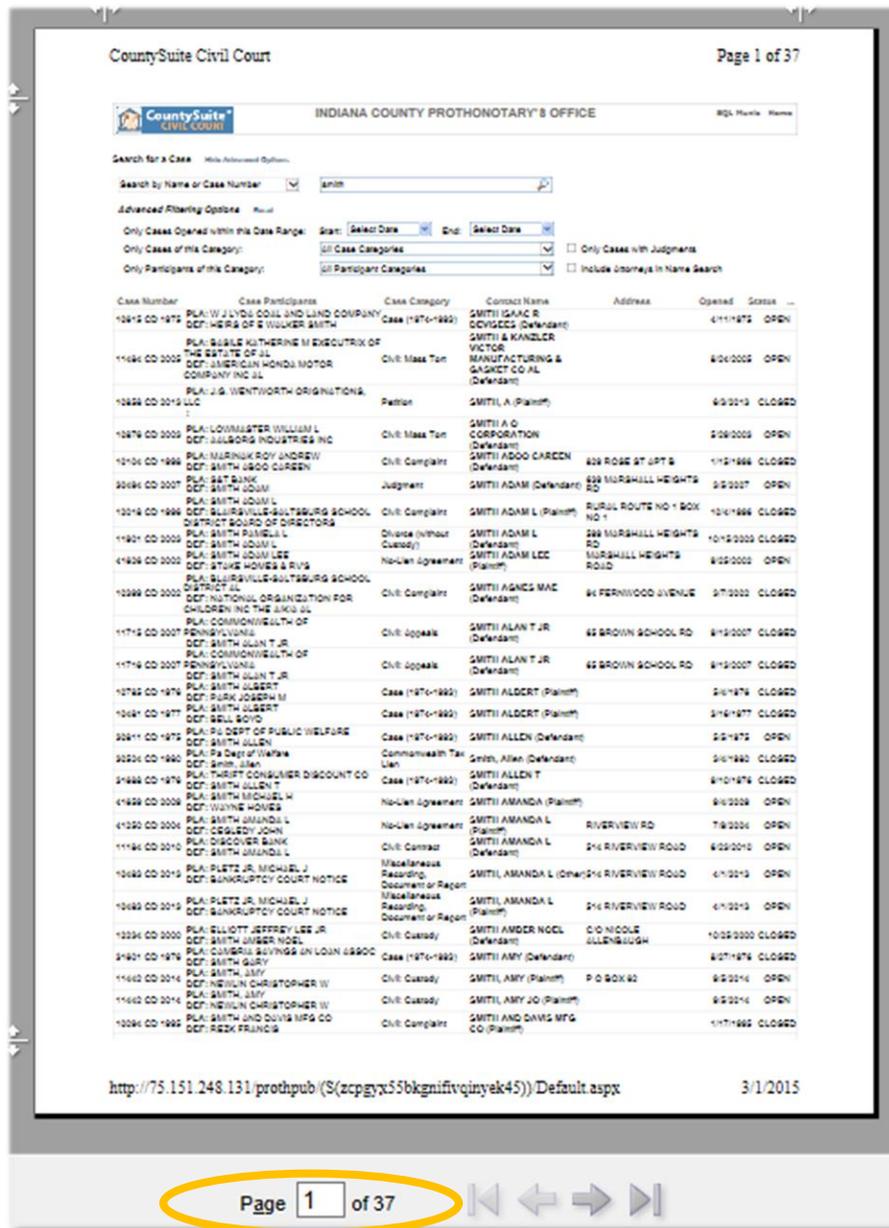
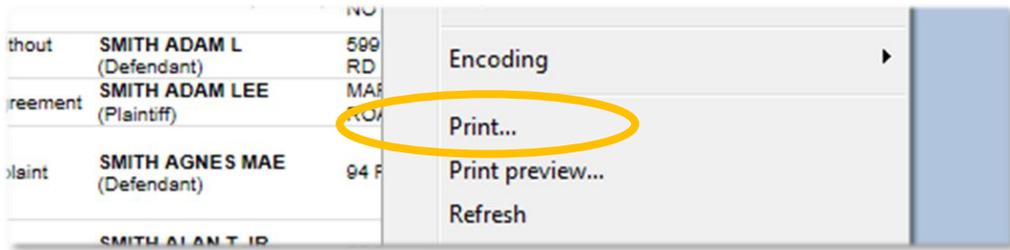
Ellipsis Icon

Address	Opened	Status	...
	7/29/2014	OPEN	...

**NOTE:** Selecting the Ellipsis icon again will collapse the expanded results back to the scrolling grid.

If the user wishes to print the search results, they can simply choose the print page option from the browser being used.

### Internet Explorer Example Using Right Click



## How To View Case Details

Selecting a case from the search results will take the user to the **Case Details** page.

Only Participants of this Category:   Include Attorneys in Name Search

Case Number	Case Participants	Case Category	Contact Name	Address	Opened	Status ...
TEST-CASE-01	PLA: DOESMITH, JANE DEF: DOESMITH, JOHN	Civil: Complaint	DOESMITH, JANE (Plaintiff)	123 PINE STREET	2/16/2015	OPEN
TEST-CASE-01	PLA: DOESMITH, JANE DEF: DOESMITH, JOHN	Civil: Complaint	DOESMITH, JOHN (Defendant)	548 MAPLE ROAD	2/16/2015	OPEN

## Viewing Case Participants

The **Case Details** page is divided into multiple sections. The first section shows the participants in the case.

CountySuite Prothonotary - Windows Internet Explorer

**CountySuite™ CIVIL COURT** **CASE DETAILS** Public User | Home  
RENEE S BAIR vs. HARRY E BRENERISER III CI-97-09729

[Close](#) [Print Dockets](#)

Date opened: 08/29/1997 04:20 PM Status: **OPEN**  
Date closed:

**CIVIL: CUSTODY**

**Plaintiff** < 1 / 4 > [Add / Edit](#) **vs.** **Defendant** < 1 / 2 > [Add / Edit](#)

Name: RENE S BAIR Name: HARRY E BRENERISER III  
Address: 921 PROSPECT ST Address: 125 NICOLE ST  
LANCASTER, PA 17603 MARIETTA, PA 17547  
[HOME](#) [HOME](#)

**Attorney (Plaintiff)** < 1 / 2 > [Add / Edit](#) **Attorney (Defendant)** [Add / Edit](#)

Name: DAVID FORD WEDGE Name: MICHAEL E MCHALE, ESQ  
Address: 18 EAST KING STREET Address: MICHAEL V MARINARO & ASSOC.  
LANCASTER, PA 17602 SUITE 153 NORTH DUKE STREET  
7172990794 LANCASTER, PA 17602  
[HOME](#) [HOME](#)

- The **Case Type** (ie. CIVIL: CUSTODY) is shown at the top-left of the page, and the date the case was filed is shown in the upper-right of the page, along with the current case status.
- The **Plaintiffs**, **Defendants**, and **Attorneys** are shown, along with address and phone number information
- If more than one participant exists of a particular type, click the arrows to the left and the right of the “1/2” indicator to view the additional participants.

Selecting the [Print Dockets](#) button in the upper-right corner of the page will generate a report which includes all docket entries, along with the full-text of the docket entry, in chronological order of entry.

## Viewing Case Details

The second section shows additional details about the case.

The screenshot shows a 'Case Details' form with the following fields and values:

- SubCategory:** < Select SubCategory >
- Commencement:** Complaint
- Filing Options:**  Pro Se  Class Action Suit  Money Damages  Outside Arbitration Limits  MDJ Appeal
- Disposition:**
  - Final:** Select Date, < Select Category >
  - AOPC:** 2/18/2014, B - Arbitrated Case
  - Divorce:** Select Date, < Select Category >
  - Custody:** Select Date, < Select Category >
- Notes:** These are notes about the case entered by the Prothonotary staff.
- Reference #s:** CR-2013-12345

- Some cases have a particular **SubCategory** that matches the AOPC cover sheet. (ie. Real Property has a specific category of Ground Rent).
- The AOPC **Commencement** of the case is shown (Complaint, Petition, etc.), along with the AOPC filing options (Class Action, MDJ Appeal, etc.)
- If the case has been closed, the **Disposition** of the case is shown, with additional disposition choices for Family Court cases.
- The **Notes** field allows for internal office personnel to add any pertinent information that should be visible to the public.

## Viewing Case Dockets

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

Case Docket Entries			
Date	Category	Description	...
2/10/2014	COMPLAINT IN ANNULMENT	COMPLAINT IN ANNULMENT FILED BY DAVID FORD WEDGE	
7/22/2010	CANCELLED	PARTIES REACHED AN AGREEMENT; HEARING CANCELLED.	
7/22/2010	CANCELLED	HEARING CANCELLED; PARTIES REACHED AN AGREEMENT/STIPUL...	1 attachment
7/14/2010	ORDER (NO FEE)	AND NOW, THIS 13TH DAY OF JULY, 2010, UPON CONSIDERATI...	
7/14/2010	AGREEMENT/STIPULATION/CUSTODY	AND NOW, THIS 13TH DAY OF JULY, 2010, UPON CONSIDERATI...	
7/13/2010	PETITION; PETITION, WITHDRAW AS COUNSEL	FILED BY MICHAEL E. MCHALE, ESQ. W/ CERTIFICATE OF SEP...	

- The docket entries are listed with the **most recent docket entry first**. The Date of filing, Category of filing, and a snippet of the first line of the docket text is shown.
- If a scanned image is associated with the docket entry, a **paperclip** will show to the right of the docket text. Clicking on the paperclip will launch the attached image as a PDF file, which can be printed, saved, or emailed.
- Clicking the **ellipses (...)** in the upper-right of the table header will expand the list to show ALL the docket entries, without the need to use the scroll bar on the right side of the table.

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.

CountySuite Prothonotary - Windows Internet Explorer

**CountySuite™ CIVIL COURT** **DOCKET ENTRY DETAILS** Public User | Home  
RENEE S BAIR vs. HARRY E BRENIKER III CI-97-09729

Close

**Entry Details**

Entry Date/Time: 2/10/2014 12:00:00 AM

Entry Category: COMPLAINT IN ANNULMENT

Notes: COMPLAINT IN ANNULMENT FILED BY DAVID FORD WEDGE

Clear

**Docket Entry Attachments**

Date	Description	Pages	...
2/11/2014 10:13:22 AM	CI-97-09729_COMPLAINT IN ANNULMENT_02112014101313	3	

## Viewing Case Judgments

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

Case Judgments					<a href="#">Add New Judgment</a>
Date	Creditor	Debtor	Description	Amount	...
10/2/2016	THE BIG BANK	JOHN K DOESMITH	DEFAULT JUDGMENT	\$5,000.00	
10/2/2016	THE BIG BANK	KELLY X DOESMITH	DEFAULT JUDGMENT (Satisfaction - 06/08/2016)	\$5,000.00	

- 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.

Judgment Details	
Filing Date/Time:	10/2/2016 11:41:34 AM
Amount:	\$5,000.00 <input type="checkbox"/> Joint & Several <a href="#">Add / Edit</a>
Creditor:	THE BIG BANK, 325 WATER STREET, YORK, PA 17410
Debtor:	KELLY X DOESMITH, 456 MARKET STREET, YORK, PA 17402
Notes:	DEFAULT JUDGMENT
	<a href="#">Clear</a>
Judgment Disposition	
Category:	Satisfaction
Date/Time:	6/8/2016 11:42:35 AM