

Portage County Clerk of Courts Instructions for retrieving case information using the Attorney Web Index

Linda K. Fankhauser, Clerk of Courts, and the Portage County Judges are pleased to announce the Attorney Web Index at <http://www.co.portage.oh.us/pa/pa.htm>. Click on the link "Attorney Web Index" on the right side of the page, or to access the index directly, go to <http://www.co.portage.oh.us/pa/ai.htm>.

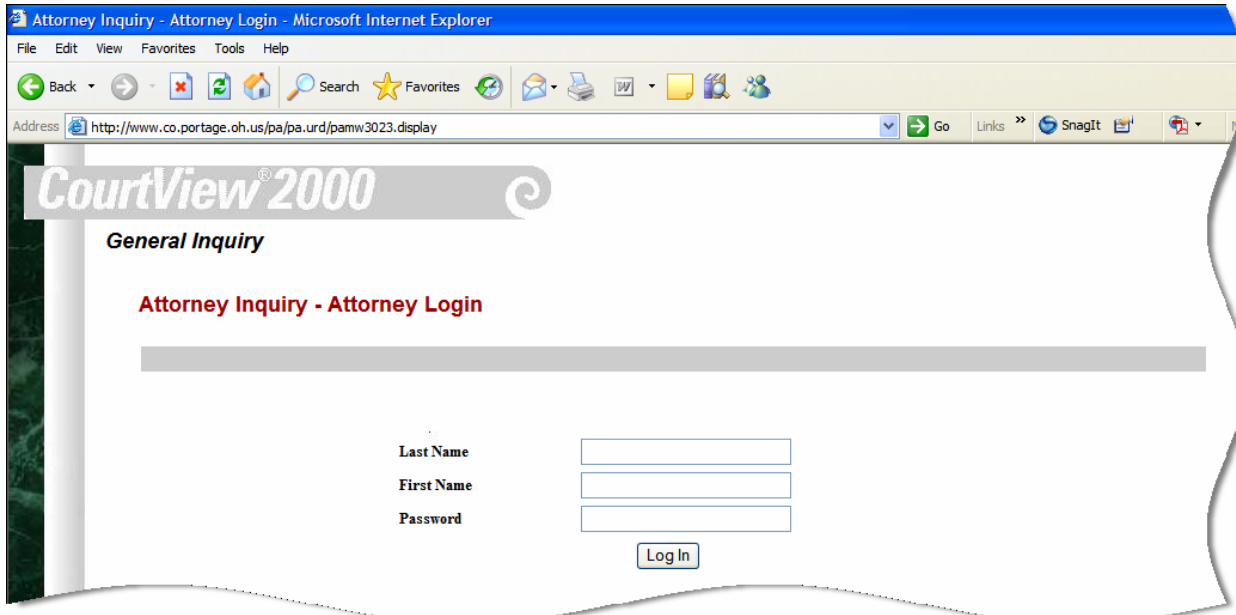
Use this index to generate a list of cases or events by attorney. For example, Attorney Smith can use this index to create a list of cases or events on which Attorney Smith is an active attorney, thereby excluding cases on which he or she not an active attorney.

Assumption: The end user is operating a computer capable of accessing the internet. Broadband internet access and Internet Explorer® or Netscape Navigator®. is preferred. AOL® or Firefox® is not preferred.

1. Go to <http://www.co.portage.oh.us/pa/pa.htm>.
You can also go to <http://www.co.portage.oh.us/clerkofcourts.htm>.
2. Click on the link "Attorney Web Index" on the right side. A new window will appear.



3. Click on the link "Attorney Inquiry." The window shown below will appear.



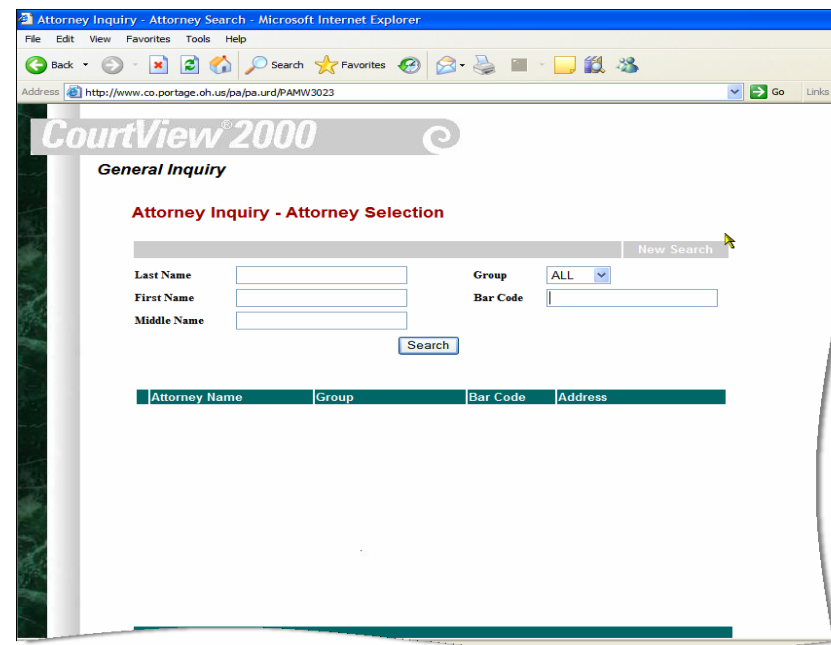
4. Enter the attorney's last name in the last name field.

5. Enter the attorney's first name in the first name field.

6. Enter the attorney's Ohio Bar Association number in the password field. Hint: Do not use leading zero's, e.g., enter "1234" not "001234."

7. Click Log In. The screen shown below will appear. Hint: *The attorney's name and Ohio Bar number must be typed exactly as it is stored in the Clerk's case management system.* If you are having

trouble, see the contact information below for help.



8. Click the Search button. The system will display all attorney codes matching your search criteria.

Hint: Why are the same attorneys listed more than once? Throughout the life of the automated case management system, some attorneys' names were entered more than once. The Clerk deactivates redundant codes, so only the active attorney codes will show current information.

9. Click on the attorney's name on the left side of the screen.

| Search | | | |
|----------------------------------|-------|----------|--|
| Attorney Name | Group | Bar Code | Address |
| SED, DAVID ALLEN | NONE | 2208 | 269 W MAIN ST PO BOX 672 RAVENNA, OH 44266 |
| SED, DAVID ALLEN | NONE | 2208 | 269 W MAIN ST PO BOX 672 RAVENNA, OH 44266 |

10. The window shown below will appear.

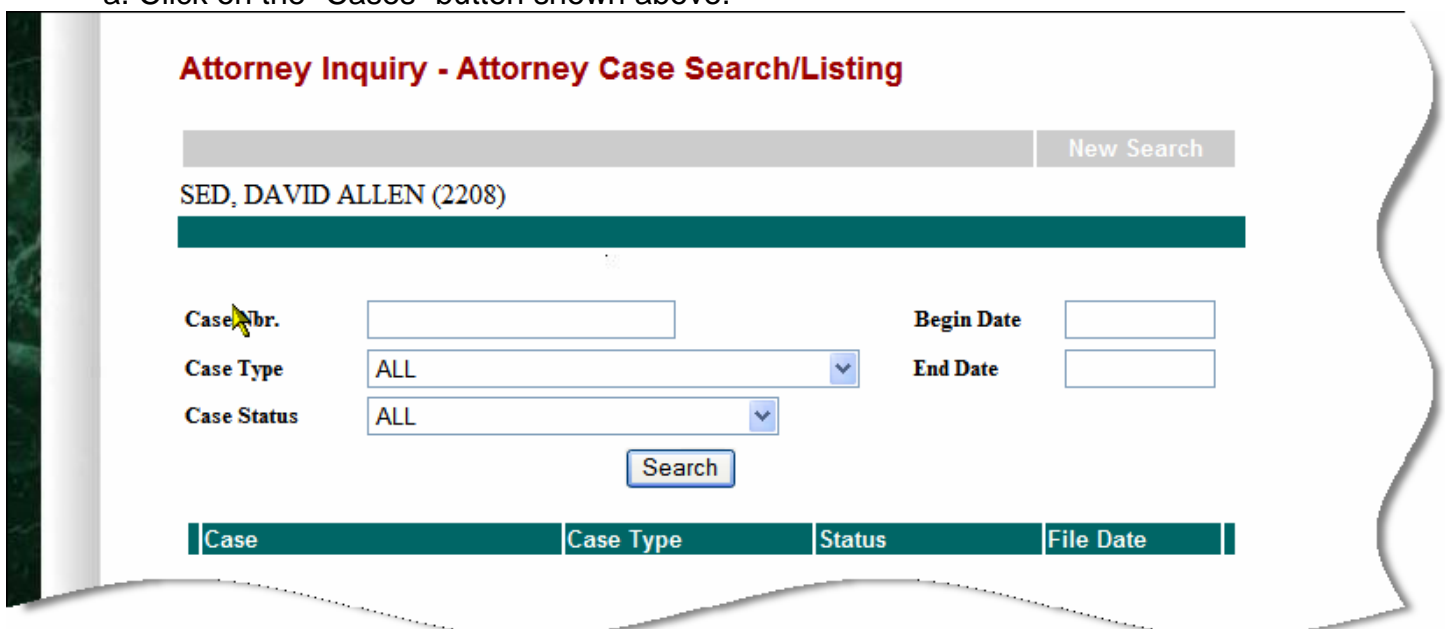
The screenshot shows a web browser window titled "Attorney Inquiry - Attorney Summary - Microsoft Internet Explorer". The address bar shows the URL: http://www.co.portage.oh.us/pa/pa.urd/pamw3024*display?11326618. The page content includes the "CourtView 2000" logo and a "General Inquiry" section. The main heading is "Attorney Inquiry - Attorney Summary". Below this, there are tabs for "Cases", "Events", and "New Search". The attorney's details are displayed as follows:

| | | | |
|------------------------|--|-----------------------------|---------------|
| Attorney Name: | SED, DAVID ALLEN | Affiliation(s) | |
| Bar Code: | 2208 | | |
| Attorney Group: | NONE | | |
| Tax ID | | | |
| Address(es) | | Phone Number(s) | |
| | | PRIMARY PHONE NUMBER | (330)296-3599 |
| WORK | 269 W MAIN ST PO BOX 672 RAVENNA, OH 44266 | WORK PHONE | (330)296-3599 |
| | | FAX NUMBER | (330)296-8386 |

11. To view a list of the attorney's cases, click on the cases button at the top. To view the attorney's list of events, click on the events tab at the top.



12. Case Search. Use this search to generate an attorney-specific list of cases.
a. Click on the "Cases" button shown above.



b. Enter your search criteria, e.g., a case number, or a case type & filed date range. The case status allows you to limit your search to open cases.

c. An example of this search is shown below.

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying <http://www.co.portage.oh.us/pa/pa.urd/PAMW3022>. The page title is "Attorney Inquiry - Attorney Case Search/List". The main content area features the "CourtView 2000" logo and a "General Inquiry" section. Below this, there is a heading "Attorney Inquiry - Attorney Case Search/Listing" with a subtext "(38 Records retrieved)". A "New Search" button is visible. The search criteria are displayed as follows:

- Case Nbr.: [Empty text box]
- Case Type: CIVIL (RAVENNA MUNICIPAL) [Dropdown menu]
- Case Status: OPEN [Dropdown menu]
- Begin Date: 04/01/2006 [Text box]
- End Date: 04/27/2006 [Text box]

A "Search" button is located below the search criteria. The search results are presented in a table with the following columns: Case, Case Type, Status, and File Date.

| Case | Case Type | Status | File Date |
|---|---------------------------|--------|------------|
| 2006 CV F 01224 R O K BRUGMANN JR & SONS INC VS. MELOY, MIKE ADM | CIVIL (RAVENNA MUNICIPAL) | OPEN | 04/03/2006 |
| 2006 CV F 01227 R AKRON SURGICAL ASSOC LLC VS. LANGLEY, LEAH ADM | CIVIL (RAVENNA MUNICIPAL) | OPEN | 04/03/2006 |
| 2006 CV F 01229 R AKRON SURGICAL ASSOC LLC VS. SACCOGNA, JUDY et al JJP | CIVIL (RAVENNA MUNICIPAL) | OPEN | 04/03/2006 |

13. Event Search. Use this search to generate a attorney- specific list of hearings by Judge.
 - a. Click the "Events" button.

Attorney Inquiry - Attorney Event Search/Listing

New Search

SED, DAVID ALLEN (2208)

| | | | |
|------------|--------------------------------------|------------|----------------------|
| Case Nbr. | <input type="text"/> | Begin Date | <input type="text"/> |
| Event Type | ALL <input type="button" value="v"/> | End Date | <input type="text"/> |
| Judge | ALL <input type="button" value="v"/> | | |
| Result | ALL <input type="button" value="v"/> | | |

| Date/Time | Event Type | Location | Judge | Result | Case Nbr. |
|-----------|------------|----------|-------|--------|-----------|
|-----------|------------|----------|-------|--------|-----------|

- b. Enter your search criteria, e.g., case number, Judge, date range.
- c. Hit Search. An example of this search is shown below.

Attorney Inquiry - Attorney Event Search/Listing

(8 Records retrieved)

[New Search](#)

SED, DAVID ALLEN (2208)

| | | | |
|---------------------------------------|--|------------|---|
| Case Nbr. | <input type="text"/> | Begin Date | <input type="text" value="04/27/2006"/> |
| Event Type | <input type="text" value="ALL"/> | End Date | <input type="text" value="06/30/2006"/> |
| Judge | <input type="text" value="WATSON, BARBARA R"/> | | |
| Result | <input type="text" value="ALL"/> | | |
| <input type="button" value="Search"/> | | | |

| Date/Time | Event Type | Location | Judge | Result | Case Nbr. |
|-----------------------|-------------------|----------------|----------------------|--------|---------------------------------------|
| 04/27/2006 01:45PM | CIVIL PRETRIAL | COURTROOM B | WATSON, BARBARA R | | 2005 CV F 03984 R |
| 05/12/2006 08:45AM | PRETRIAL | COURTROOM B | WATSON, BARBARA R | | 2006 TR D 03772 R |
| 05/12/2006 09:00AM | PSI HEARING | COURTROOM B | WATSON, BARBARA R | | 2005 CR B 01323 R |

14. You can print these lists if you have a printer installed on your computer.

Email Matt Whitecar at mwhitecar@portageco.com for troubleshooting or assistance. Portage County will not troubleshoot the attorney's local area network, internet access, or browser settings.

Thank you to Attorney David Sed for allowing us to use his caseload as an example!