



Public User Manual

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How To Search

Searching for Cases

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

The screenshot shows the CountySuite interface for the TELEOSOFT COUNTY PROTHONOTARY'S OFFICE. The search bar is set to "Search by Participant Name" with the text "DOE" entered. Below the search bar, there are several advanced filtering options:

- Only Cases Opened within this Date Range: Start: Select Date, End: Select Date
- Only Cases of this Category: All Case Categories
- Only Participants of this Category: All Participant Categories
- Sort Results By: Default Sort Order
- Display Contact Address:
- Only Cases with Judgments:
- 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:

The screenshot shows the search filter dropdown menu open, listing the following options:

- Search by Name or Case Number (highlighted)
- 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. The search criteria are as follows:

- Search by Name or Case Number: DOE
- Start: Select Date, End: Select Date
- Only Cases of this Category: All Case Categories
- Only Participants of this Category: All Participant Categories
- Sort Results By: Default Sort Order
- Display Contact Address:
- Only Cases with Judgments:
- Include Attorneys in Name Search:

Returned 3 Cases

Case Number	Case Participants	Case Category	Contact Name	Opened	Status	...
2021-SU-000041	PLA: DOE, JANE DEF: SMITH, JANINE	Civil: Appeals	DOE, JANE (Plaintiff)	10/26/2021 23 Days	OPEN	
2021-SU-000039	PLA: DOE, JANE DEF: SMITH, JANINE	Civil: Contract Debt Collection: Credit Card	DOE, JANE (Plaintiff)	09/30/2021 49 Days	OPEN	
2021-FC-000012-03	PLA: DOE, JANE DEF: DELL, ROBERT	Civil: Miscellaneous - Non-Domestic Relations Restraining Order	DOE, JANE (Plaintiff)	08/04/2021 106 Days	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
- **Sort Results By:** This option allows the User to specify how the results should be sorted by, either in Ascending or Descending order by Category
- **Display Contact Address (Check Box):** This option displays the address of the contact that matches the name 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

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

Search by Participant Name

Advanced Filtering Options [Reset](#)

Only Cases Opened within this Date Range: Start: End: Display Contact Address

Only Cases of this Category: Only Cases with Judgments

Only Participants of this Category: Include Attorneys in Name Search

Sort Results By:

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

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

Search by Participant Name

Advanced Filtering Options [Reset](#)

Only Cases Opened within this Date Range: Start: End: Display Contact Address

Only Cases of this Category: Only Cases with Judgments

Only Participants of this Category: Include Attorneys in Name Search

Sort Results By:

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 Participant Name

Advanced Filtering Options [Reset](#)

Only Cases Opened within this Date Range: Start: End: Display Contact Address

Only Cases of this Category: Only Cases with Judgments

Only Participants of this Category: Include Attorneys in Name Search

Sort Results By:

Returned 2 Cases

Case Number	Case Participants	Case Category	Creditor	Judgment On	Judgment Amount	Opened	Status	...
2021-SU-000041	PLA: DOE, JANE DEF: SMITH, JANINE	Civil: Appeals	DOE, JANE	DOE, JANE (Plaintiff)	\$100.00	10/26/2021 23 Days	OPEN	
2021-FC-000012-03	PLA: DOE, JANE DEF: DELL, ROBERT	Civil: Miscellaneous - Non-Domestic Relations Restraining Order	DOE, JANE	DOE, JANE (Plaintiff)	\$500.00 (W - Withdrawn - 08/04/2021)	08/04/2021 106 Days	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

Expanded Results

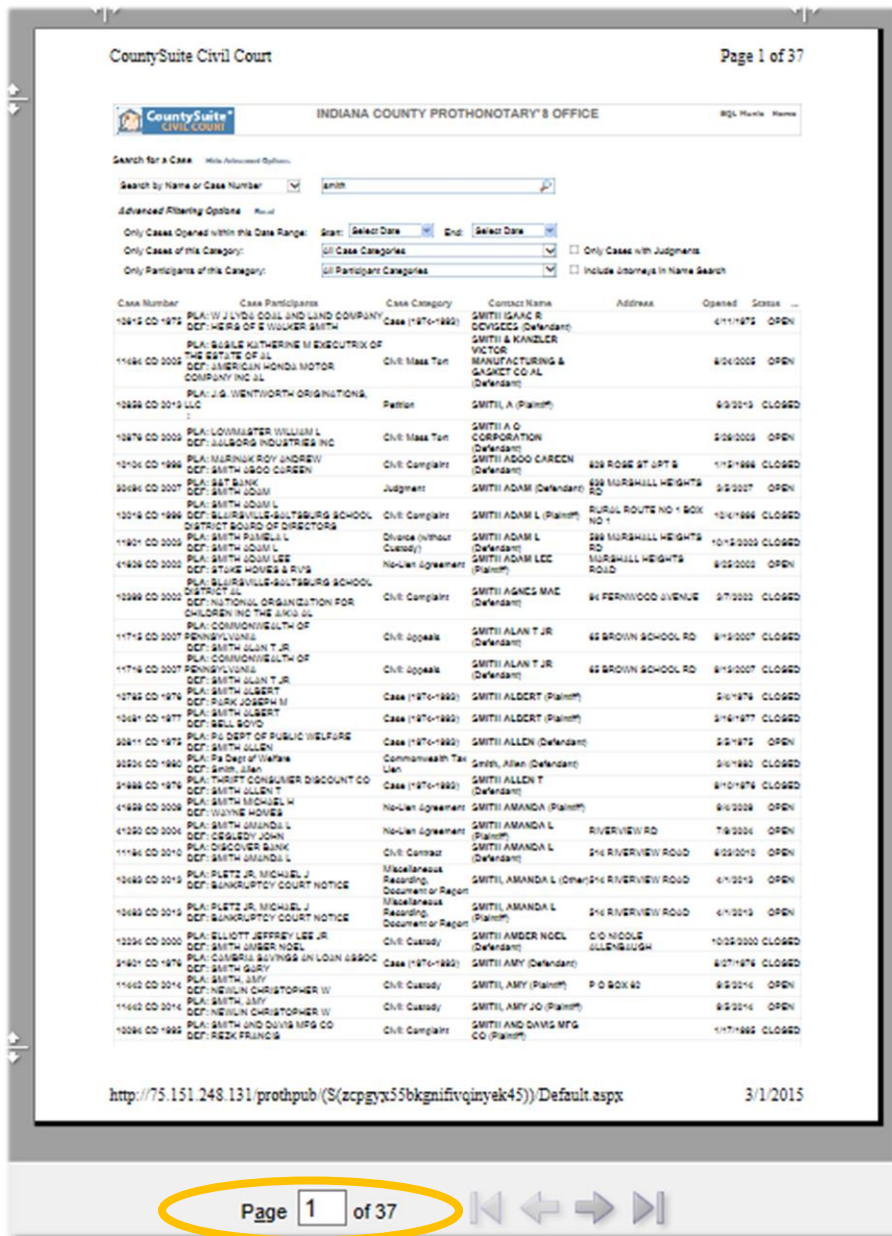
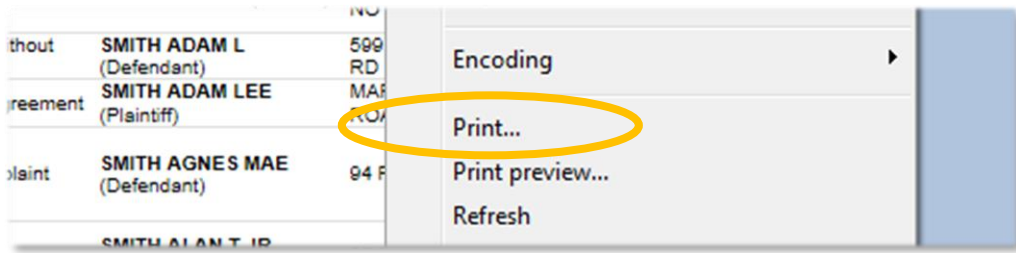
Ellipsis Icon

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
ANTHONY (Plaintiff)	APT 5		
CARO, DAN (Defendant)	PA DEPARTMENT OF CORRECTIONS	5/9/2014	OPEN
CHESTNUT RIDGE ENERGY OF PA LLC	125 EMPIRE STREET	8/21/2014	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

Case Number	Case Participants	Case Category	Creditor	Debtor	Address	Opened	Status	...
2021-FC-000011-02	PLA: Barr, Mike DEF: Pratt, Thalia	Divorce	Pratt, Thalia	Barr, Mike	\$2000.00 (G - Granted - 07/30/2021)	07/28/2021 2 Days	CLOSED	
2021-FC-000011-02	PLA: Barr, Mike DEF: Pratt, Thalia	Divorce	Pratt, Thalia	Barr, Mike	\$3000.00 (S - Satisfied - 07/28/2021)	07/28/2021 2 Days	CLOSED	
2021-FC-000011-02	PLA: Barr, Mike DEF: Pratt, Thalia	Divorce	Pratt, Thalia	FRIEND, MIKE'S	\$1000.00 (G - Granted - 07/30/2021)	07/28/2021 2 Days	CLOSED	

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

Viewing Case Participants

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

CountySuite™ CIVIL COURT **CASE DETAILS** Klarissa Esio | Home | Help
 MIKE BARR vs. THALIA PRATT 2021-FC-000011-02

Close | Ledger | Documents | Check Out Log | Maintenance Forms | Print Dockets ▼

Date filed: 07/28/2021 11:22 AM Days Open: 2
 Date closed: 07/30/2021 Status: CLOSED

DIVORCE

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

Name: Mike Barr **Name:** Thalia Pratt
Address: 1 Teleosoft Drive **Address:** Teleosoft County Judicial Center
 York PA 17402 **Address:** 2870 Eastern Blvd
 York PA 17402
 717-747-2980

Attorney [Add / Edit](#) **Attorney** [Add / Edit](#)

Name: BARR AND GRUBBS **Name:**
Address: 1 TELEOSOFT WAY **Address:**
 YORK PA 17402
 333-333-3333

- The **Case Type** (i.e. DIVORCE) 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.

Case Details

Filed Date/Time: 7/28/2021 11:22 AM Is Expunged Is Sealed **Save**

Commencement: < Select Commencement Category >

Filing Options: Pro Se Class Action Suit Money Damages Outside Arbitration Limits MDJ Appeal In Forma Pauperis

Disposition: Final: 07/30/2021 G - Granted AOPC: 07/28/2021 D - Settlements
 Divorce: 07/28/2021 U - Uncontested Divorce / Grante Custody: 07/28/2021 U - Uncontested Divorce / Grante

Public Notes: Internal staff notes by the Prothonotary staff are entered here.

Reference Nos. CR-2013-12345

- Some cases have a particular **SubCategory** that matches the AOPC cover sheet. (i.e., 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.
- The **Reference No** field can often include a relationship to a criminal or superior court case.

The next section shows other cases that are linked to the case. When you click on any of the link cases, the system will take you to that page's Case Details page.

Linked Cases						Add New Link
Case Number	Case Participants	Case Category	Opened	Status	...	
2021-MT-000002	PLA: JONES, ASHLEY DEF: FROST, JACK	Judgment: Tax Claim	07/07/2021 134 Days	OPEN	Remove	
2021-MT-000003	PLA: Fregm, Cory DEF: Hall, Gregory B.	Judgment: Tax Claim	07/09/2021 132 Days	OPEN	Remove	
2021-FC-000010-12	PLA: JONES, ASHLEY DEF: Jones, Jacob Elijah	Protection from Abuse	07/22/2021 119 Days	OPEN	Remove	
2021-SU-000022	PLA: Barr, Mike DEF: VALLARI, JENNIFER	Civil: Contract	07/26/2021 115 Days	OPEN	Remove	

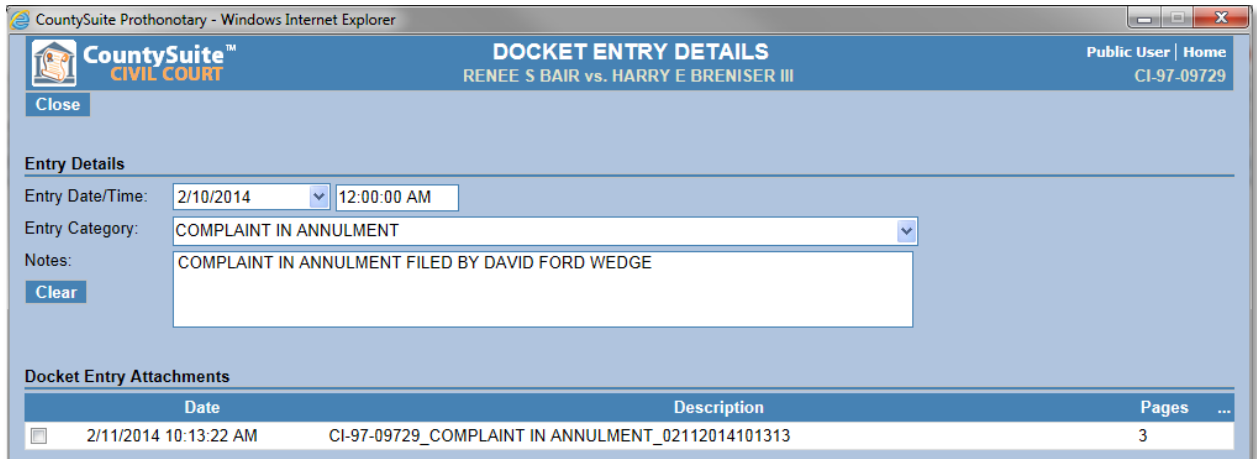
Viewing Case Dockets

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.



The screenshot shows a web browser window titled "CountySuite Prothonotary - Windows Internet Explorer". The page header includes the CountySuite CIVIL COURT logo, the title "DOCKET ENTRY DETAILS", and the case name "RENEE S BAIR vs. HARRY E BRENERISER III". The user is identified as "Public User" with a "Home" link and the case number "CI-97-09729". A "Close" button is located in the top left corner.

The "Entry Details" section contains the following information:

- Entry Date/Time: 2/10/2014 12:00:00 AM
- Entry Category: COMPLAINT IN ANNULMENT
- Notes: COMPLAINT IN ANNULMENT FILED BY DAVID FORD WEDGE

A "Clear" button is located below the notes field.

The "Docket Entry Attachments" section contains a table with the following data:

	Date	Description	Pages	...
<input type="checkbox"/>	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					Add New Judgment
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 Add / Edit
Creditor:	THE BIG BANK, 325 WATER STREET, YORK, PA 17410
Debtor:	KELLY X DOESMITH, 456 MARKET STREET, YORK, PA 17402
Notes:	DEFAULT JUDGMENT
	Clear
Judgment Disposition	
Category:	Satisfaction
Date/Time:	6/8/2016 11:42:35 AM