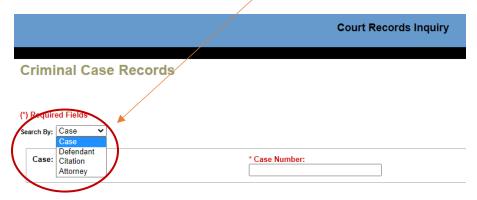
On the "Case Records Inquiry" page, click on "Criminal Case Records"



On the next page, you can use the drop down to search by Case Number, Defendant Name, Citation or Attorney.



- <u>Search by Case</u> This is the case number issued by the court. i.e. 21TR-99999 or 22CR-99999. The case number must be entered in the exact format or no results will be located.
- <u>Search by Citation</u> This is the case number issued by the law enforcement agency who completed the citation or arrest. Formatting can vary as we accept filings from eight different agencies.
- <u>Search by Defendant</u> Enter the first and last name of the defendant. You can broaden
  your results by entering only the first three letters of the first and/or last name with an
  asterisk.

## Example for John Smith:



- Search by Attorney You can search by the attorney name or bar number:
  - Name Bar Number If searching by name, you can broaden your results by entering only the first three letters of the first and/or last name with an asterisk.

Once you have entered all of the required information into the search fields, click search.

You will either receive a list of relatable cases OR a message that no results were found.



If results are populated you can click on the case number(s) in blue to view the register of actions.

