



## **Odyssey and eCourts Portal: Rollout, Implementation, and Searching**

In February 2023, the North Carolina Administrative Office of the Courts rolled out a package of integrated software applications called eCourts that will transition our statewide court system from paper to digital. In this session, we will discuss two of the major components of eCourts: Odyssey, the digital integrated case management system, and Portal, the public website used to search for and view court records. Our discussion will include the phased implementation and rollout timeline of Odyssey and tips and tricks for conducting searches in Portal.

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## **Odyssey and eCourts Portal: Rollout, Implementation, and Searching**

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### **Odyssey and eCourts Portal: Rollout and Implementation**

Historically, records filed with North Carolina Clerks of Court were maintained in paper format and were searched by means of large (and heavy) index books, all found in the office of the Clerk of Court in the county where the records were filed. In the late 1980s, the North Carolina Administrative Office of the Courts (the “AOC”) implemented a statewide computer indexing system called the Civil Case Processing System, known by the acronym “VCAP.” VCAP was rolled out in all counties on a staggered timeline and, for many years now, has been the primary method of searching Clerk of Court records in North Carolina. Access to VCAP has been limited to (i) computer indices located in Clerk of Court offices and (ii) remote access via SSL (Secure Sockets Layer) or VPN (Virtual Private Network). Remote access requires the user to enter into a licensing agreement with the AOC. At the time VCAP was rolled out in each county, only new filings were indexed in VCAP. That is to say that Clerk of Court records filed prior to the date of VCAP’s implementation in each county are typically not found (i.e., indexed) in VCAP and can only be found by searching the historical index books. For example, in most counties and with a few exceptions, estates and special proceedings filed prior to 1997 are not indexed in VCAP. For this reason, when conducting full title searches, it is often necessary to review the estates and special proceedings indices and related files located in the office of the Clerk of Court.

In February 2023, the AOC commenced a phased rollout of the Odyssey Integrated Case Management System (“**Odyssey**”, recently rebranded as “**Enterprise Justice**”), an integrated suite of products to replace older, legacy systems within the Clerks of Court offices, including VCAP.

Enterprise Justice (Odyssey) includes eFiling, financial management, and document management for all case types. Here's information from the AOC's website detailing the myriad AOC applications being replaced by Enterprise Justice (Odyssey).

## Enterprise Justice (Odyssey)

### Upgrading from 40+ Applications to an Integrated Case Management System

FROM in-house, NCAOC-built, multiple case management / index systems housed on mainframes.

TO vendor-provided and hosted integrated case management system hosted in the cloud with eFiling for all case types.

- Automated Criminal / Infractions System (ACIS)
- CaseWise, Estates, and Juvenile (EWJ)
- Civil Case Processing System (VCAP)
- Criminal Court Information System for Clerks of Court (CCIS-CC)
- Criminal Court Information System for District Attorneys (CCIS-DA)
- Criminal Court Information System for Public Defenders (CCIS-PD)
- Count Information Public Records Search (CIPRS)
- Discovery Automation System (DAS)
- eCITATION
- eFiling – Civil, Domestic Violence, Business Court
- Financial Management System (FMS) for Clerks of Court
- North Carolina Statewide Warrant Repository (NCAWARE)
- Online Services – Compliance and Dismissals, Payments, Requests for Reduction of Sentencing
- Web Court Calendars



#### Navigator

##### Case Manager™

- Track all aspects of court administration, from eFiling through disposition, and manage highly sensitive data about court cases.
- Use streamlined electronic processes and eliminate paper handling.

##### Attorney Manager™

- Manage caseloads and track critical data.
- Aids both prosecuting attorney and public defender offices by organizing and maintaining case data for hearing and trial preparation.
- Review, gather, and track essential information for both criminal and non-criminal case types by using case statuses, witnesses, victims, evidence, statistics, and related case information.

##### Financial Manager

- Manages the entire transaction audit trail — from account management to financial transactions and check processing — without having to rely on a third-party financial application.
- Users can verify payment forms, produce a summary of financial activity, and much more.

#### eSolutions

##### [File & Serve™ \(eFiling\)](#)

- Enables you to file documents electronically through a single, secure, centralized online location.

##### [Guide & File](#)

- [Launched statewide](#) August 2020, the free online service available to help self-represented litigants and attorneys to prepare court documents online to file for certain case types.

##### [Portal](#)

- Allows the general public and registered users to access court information including: view case information, records, and documents; and make instant online credit card transactions to pay fines and fees.

#### In-Courtroom Processing

##### Judge Edition and Clerk Edition

- Provide in-courtroom processing to support electronic court record management workflow and high-speed data entry.
- Include judicial workbench for access to electronic court records by justices and judges.

The first phased rollout included the following four counties: Wake, Lee, Johnston, and Harnett Counties (the “Pilot Counties” or “Tract 1 Counties”). Since that time, Enterprise Justice (Odyssey) has been rolled out in Mecklenburg County (the “Tract 2 County”) and Beaufort, Camden, Chowan, Currituck, Dare, Gates, Hyde, Martin, Pasquotank, Perquimans, Tyrrell, and Washington Counties (the “Tract 3 Counties”). The remaining counties will be added to Enterprise Justice (Odyssey) in a staggered rollout, until all counties have gone live. This staggered rollout is expected to be completed in 2025. Detailed information about Enterprise Justice (Odyssey) can be found on AOC’s website (<https://www.nccourts.gov/ecourts> ).

Here are a couple of charts from the AOC’s website detailing the phased rollout.

### Odyssey Counties

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There are currently 17 counties live with Enterprise Justice (Odyssey) -- Beaufort, Camden, Chowan, Currituck, Dare, Gates, Harnett, Hyde, Johnston, Lee, Martin, Mecklenburg, Pasquotank, Perquimans, Tyrrell, Wake, and Washington.

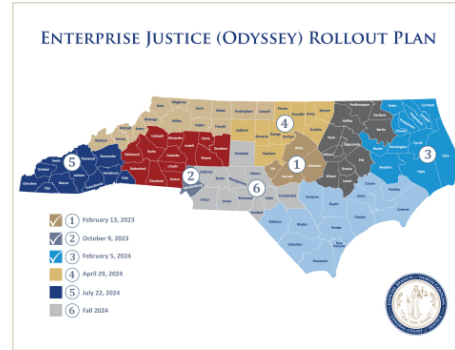
Track	Counties	Target Go-Live Date
Track 1 - Pilot	Harnett, Johnston, Lee, Wake	<a href="#">February 13, 2023</a>
Track 2	Mecklenburg	<a href="#">October 9, 2023</a>
Track 3	Beaufort, Camden, Chowan, Currituck, Dare, Gates, Hyde, Martin, Pasquotank, Perquimans, Tyrrell, Washington	<a href="#">February 5, 2024</a>
Track 4	Alamance, Chatham, Durham, Franklin, Granville, Guilford, Orange, Person, Vance, Warren	April 29, 2024
Track 5	Buncombe, Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Macon, Polk, Swain, Transylvania	July 22, 2024



**Enterprise Justice (Odyssey) Rollout Plan Map**

Enterprise Justice (Odyssey) is scheduled to roll out in tracks over a two to three year period. Additional tracks are expected to come online thereafter until all 100 counties are live.

**Projected Rollout Schedule**



Product	Rollout Location	Projected Go-Live Date
Enterprise Justice (Odyssey) Integrated Case Management System (ICMS)	Track 1 - Pilot Counties Harnett, Johnston, Lee, Wake	February 13, 2023
	Track 2 Mecklenburg County	October 9, 2023
	Track 3 - 12 Counties	February 5, 2024
	Track 4 - 10 Counties	April 29, 2024
	Track 5 - 11 Counties	July 22, 2024
<i>(In each track, all components of the ICMS will be released simultaneously and include eFilings for all case types.)</i>	Subsequent Tracks Additional tracks are expected to come online thereafter until all 100 counties are live.	2023 - 2025

**Odyssey and eCourts Portal: Searching**

Today, we are going to discuss the searchable indexing system in Enterprise Justice (Odyssey) that is available to the public, called **eCourts Portal** (<https://portal-nc.tylertech.cloud/Portal/>). Our discussion will include an overview of the training materials available from the AOC, as well as tips and tricks for searching eCourts Portal. These tips and tricks for searching eCourts Portal are based on the current version of eCourts Portal that is available as of the date of submission of this manuscript. It should be noted here that users have experienced some difficulties with the search logic in eCourts Portal. Stakeholders are working with the AOC to implement critical updates to eCourts Portal to make the search logic more robust in order to return more accurate search results. Based on stakeholder comments, the AOC has implemented several updates to eCourts Portal since the time of the initial rollout in the Pilot Counties. For example, in NC Judgment Search, the returned search results now include the date and time that the search was conducted.

## **Historical Reference: Searching VCAP**

Before we discuss tips and tricks for conducting searches in eCourts Portal, let's discuss best practices for searching the legacy application, VCAP. First, you should be familiar with the North Carolina Administrative Office of the Court's *Civil Case Processing System (VCAP) Public User Manual*. Pay particular attention to the sections on Party Name Standards, Alias Names, Special Names, and Standard Abbreviations found on Pages 13-15 of the user manual. A copy of the user manual is attached to this manuscript as **Appendix A** and may be downloaded from the North Carolina Administrative Office of the Court's webpage at [Civil Case Processing System \(VCAP\) User Manual \(nccourts.gov\)](https://nccourts.gov/Civil-Case-Processing-System-VCAP-User-Manual).

## **Best Practices for searching VCAP**

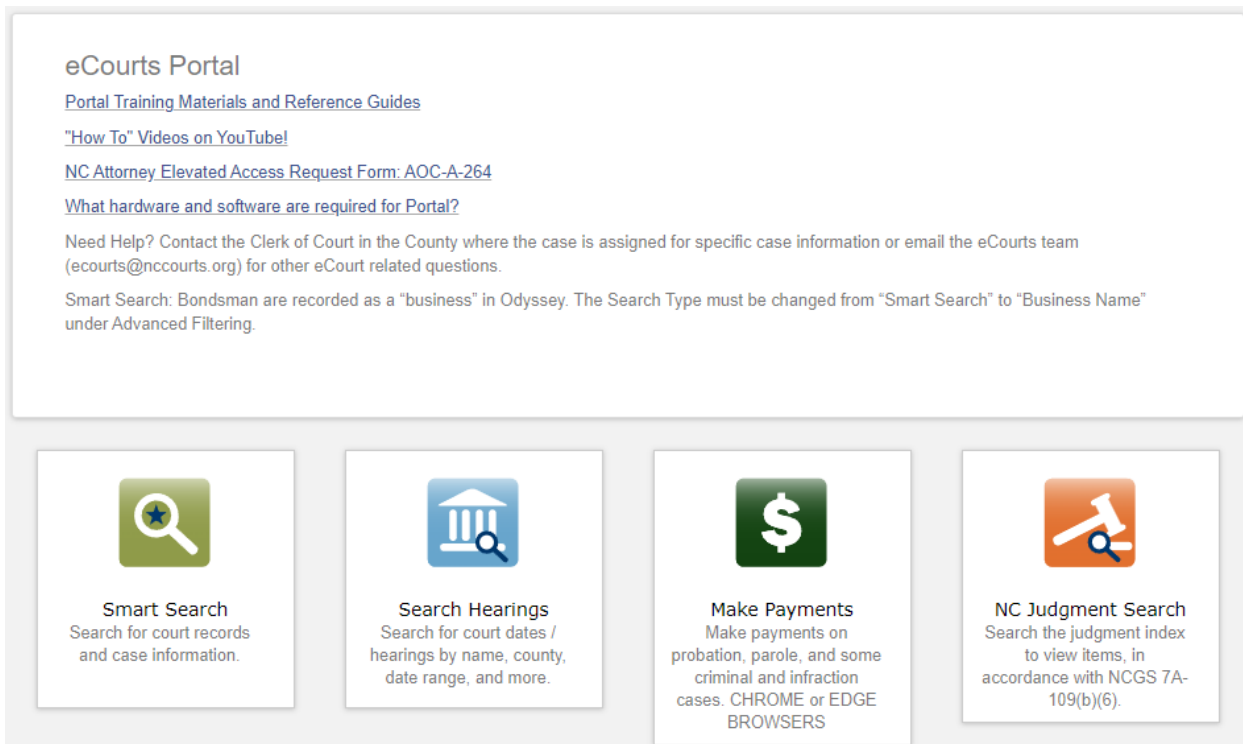
- Menu: Select number corresponding with index to be searched.
- Name Field: Enter correct format of Name to be entered:
  - Human Name:
    1. Last name only  
Ex. John Doe would be searched: Doe
    2. Last name, First Letter of First Name (**no space after comma**)  
Ex. John Doe should be searched: Doe,J
  - Non-Human Name:
    1. First Word only  
Ex. Acme Residential, LLC would be searched: Acme
    2. First Word of Name First Letter of Second Word of Name  
Ex. Acme Residential, LLC should be searched: Acme R

2. County Field: Enter the name of the county to be searched by entering the first five letters of the county name. To search in all VCAP counties, enter “ALL” in the county field.

**Best Practices Searching eCourts Portal (at the time of submission of this manuscript)**

Prior to conducting any searches in eCourts Portal, go to the website (<https://portal-nc.tylertech.cloud/Portal/>) and review all training materials, reference guides, and how-to videos, and FAQs. Be familiar with the North Carolina Administrative Office of the Court’s *Portal Advanced User Guide, eCourts Name Indexing Standards, and eCourts Portal Frequently Asked Questions*. A copy of the user guide is attached to this manuscript as **Appendix B** and may be downloaded from the AOC’s eCourts Portal website. Pay particular attention to the sections on Smart Search, Wild Card Search, and Judgment Search. A copy of the indexing standards is attached to this manuscript commencing as **Appendix C**. eCourts Portal FAQs are attached to this manuscript commencing as **Appendix D**.

Here's a screenshot of the eCourts Portal landing page.



## Smart Search (all indices, save for the Judgment Index)

1. Click on Smart Search
2. Name Field: Conduct multiple searches in various forms of Name, as follows:
  - Human Name:
    1. Last name only  
Ex. John Doe would be searched: Doe
    2. Last name only, with wildcard (\*)  
Ex. John Doe would be searched: Doe\*
    3. Last name, First Letter of First Name (**add space after comma**)  
Ex. John Doe should be searched: Doe, J
    4. Last name, First Letter of First Name (**add space after comma**), with wildcard  
Ex. John Doe should be searched: Doe, J\*
    5. Last name, First Name (**add space after comma**)  
Ex. John Doe should be searched: Doe, John
    6. Last name, First Name (**add space after comma**), with wildcard  
Ex. John Doe should be searched: Doe, John\*
  - Non-Human Name:
    1. First Word only  
Ex. Acme Residential, LLC would be searched: Acme
    2. First Word only, with wildcard (\*)  
Ex. Acme Residential, LLC would be searched: Acme\*
    3. First Word of Name First Letter of Second Word of Name  
Ex. Acme Residential, LLC should be searched: Acme R
    4. First Word of Name First Letter of Second Word of Name, with wildcard

Ex. Acme Residential, LLC should be searched: Acme R\*

5. First Word of Name Second Word of Name

Ex. Acme Residential, LLC should be searched: Acme Residential

6. First Word of Name Second Word of Name, with wildcard

Ex. Acme Residential, LLC should be searched: Acme Residential\*

o Non-Human Name with Special Character and/or Space in first three characters

(be sure to Filter by Search Type to select Business Name):

Ex. A-Man's Property Services L.L.C. would be searched:

1. First Three Characters with NO wildcard

A-M

2. Exact Name

A-Man's Property Services L.L.C. (per NC Secretary of State)

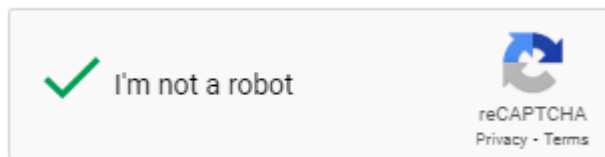
3. Variations of Exact Name

A-Man's Property Services LLC (no comma, no periods)

A-Man's Property Services, LLC (with comma, no periods)

**SEE PRACTICE TIPS BELOW.**

3. Click on the "I'm not a robot" reCAPTCHA



4. You may further filter the search by clicking on Advanced Filtering Options to limit the search.

a. Filter by Location to select a specific county.

- b. Filter by Search Type to select Business Name (**do this for all searches on non-human names**)

5. Click Submit to Conduct Search

Here's are some search guidelines found by clicking the question mark on the Smart Search search screen:

To perform a wildcard search using a case number, enter at least four characters.

To perform a wildcard search for a business name or nickname, use a minimum of four characters followed by an asterisk.

You can also type a name in Last, First Middle Suffix format. To perform a wildcard search, type a minimum of three characters followed by an asterisk for the last name, and a minimum of one character followed by an asterisk for the first name.

For a precision search, click Advanced Filtering Options to expand additional search fields.

To search for a case by a business name, click Advanced Filtering Options, navigate to the General Options section, and select "Business Name" from the Filter by Search Type drop-down list. Type the business name in the search field above, and click Submit. Or use the Smart Search; if the business name includes a comma use a wildcard search by adding an \* in place of the comma. Do not add anything after the \*.

## NC Judgment Search

1. Click on NC Judgment Search
2. Name Field: Conduct multiple searches in various forms of Name, as follows:
  - o Human Name:
    1. Last name only  
Ex. John Doe would be searched: Doe
    2. Last name only, with wildcard (\*)  
Ex. John Doe would be searched: Doe\*
    3. Last name, First Letter of First Name (**add space after comma**)  
Ex. John Doe should be searched: Doe, J
    4. Last name, First Letter of First Name (**add space after comma**), with wildcard  
Ex. John Doe should be searched: Doe, J\*
    5. Last name, First Name (**add space after comma**)

Ex. John Doe should be searched: Doe, John

6. Last name, First Name (**add space after comma**), with wildcard

Ex. John Doe should be searched: Doe, John\*

- o Non-Human Name (be sure to Filter by Search Type to select Business Name):

1. First Word only

Ex. Acme Residential, LLC would be searched: Acme

2. First Word only, with wildcard (\*)

Ex. Acme Residential, LLC would be searched: Acme\*

3. First Word of Name First Letter of Second Word of Name

Ex. Acme Residential, LLC should be searched: Acme R

4. First Word of Name First Letter of Second Word of Name, with wildcard

Ex. Acme Residential, LLC should be searched: Acme R\*

5. First Word of Name Second Word of Name

Ex. Acme Residential, LLC should be searched: Acme Residential

6. First Word of Name Second Word of Name, with wildcard

Ex. Acme Residential, LLC should be searched: Acme Residential\*

- o Non-Human Name with Special Character and/or Space in first three characters

(be sure to Filter by Search Type to select Business Name):

Ex. A-Man's Property Services L.L.C. would be searched:

4. First Three Characters with NO wildcard

A-M

5. Exact Name

A-Man's Property Services L.L.C. (per NC Secretary of State)

6. Variations of Exact Name

A-Man's Property Services LLC (no comma, no periods)

A-Man's Property Services, LLC (with comma, no periods)

**SEE PRACTICE TIPS BELOW.**

3. Click on the magnifying glass to conduct the search.
4. You may further filter the search by clicking on Advanced Filtering Options, including the selection of the county to be searched (e.g., Wake County District Court and Wake County Superior Court).

**PRACTICE TIPS:**

- For each search, keep a record of all forms of the name that are searched in eCourts Portal.
- Print all search screens and all search results screens in eCourts Portal.

Having this supporting documentation will be helpful for both you, the title searcher, to keep the search organized and well-documented, and for someone in your office who may review the title search for the purchase of preparing the preliminary opinion on title. Also, in the unlikely event that there are questions or issues post-closing (e.g., a title insurance claim or malpractice claim), having evidence of all names searches and all search results may result in a more positive outcome.

- If searching for a business name in Smart Search, you must use the Advanced Search link and select Business Name from the Filter by Search Type menu in the General Options section.
- At the time of the submission of this manuscript, users have experienced difficulty obtaining accurate search results when searching a name that includes special characters and/or numerals (e.g., hyphens, ampersands, commas, slashes, and backslashes). Specifically, the wildcard function will not work if the first three



characters of the business name includes a special character. To search these names, the AOC has suggested entering at least three characters of the entity name without the wildcard or entering the exact business name, including the special characters. The prudent title searcher would search all conceivable forms and spellings of the name and, as suggested in the Practice Tips above, keep a record of all forms of the name that are searched and copies of all search screens (including the search criteria) and search results screens.

Note the following practice tips included in the eCourts Portal FAQs (January 19, 2024):

**WILDCARD FUNCTIONALITY**

- Case number must include at least 4 characters before the wildcard.
- Name must include at least 3 characters of the last name, followed by the wildcard, and at least 1 character of the first name, followed by the wildcard.
- If the Business Name includes a comma, then use the wildcard in place of the comma and nothing after the wildcard.
- The wildcard will not work if the 1<sup>st</sup> **THREE** characters of the business name contain a special character, space, or number. Try entering at least three characters of the entity name *without* the wildcard and click submit or enter the exact business name, as supplied on the court document.

Examples:

A+ Inc.

A'Lure Publishing LLC

A 1000 Miles Fresher, Inc

A10 Capital, LLC

- If searching for a business name, you must use the Advanced Search link and select Business Name from the Filter by Search Type menu in the General Options section.
- If the business name includes a comma, then use the wildcard in place of the comma and nothing after the wildcard.

In connection with the April 2024 rollout of the Tract 4 counties, the AOC is offering training sessions for attorneys and paralegals, which will be offered virtually by an eCourts Portal expert.

Copies of the February 7, 2024 AOC Memorandum on the training sessions and a list of the eCourts Portal training session dates are attached to this manuscript as **Appendix E**.

**Disclaimer:** The above-described best practices for searching eCourts Portal are suggestions based on what is known by this presenter at the time of the submission of this manuscript. It is not intended to be an exhaustive or authoritative discussion of eCourts Portal. The rollout of and updates to eCourts Portal are developing stories. It is incumbent upon title searchers and certifying attorneys to educate themselves on eCourts Portal. Be sure to reach out to your preferred title company representative to confirm their suggested best practices for searching. Stay abreast of upcoming updates. Report all search issues to the eCourts team ([ecourts@nccourts.org](mailto:ecourts@nccourts.org)) or call the Help Desk (919-890-2407).

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An active member of the NCBA Paralegal Division and NCBA Real Property Section, Teri has served the Paralegal Division in the following capacities: Chair (2008-2009), Vice Chair (2007-2008), Council Member (2004-2007), Continuing Paralegal Education (CPE) Committee Chair or Co-Chair (2000-2003, 2004-2008, and 2009-2015), Nominations Committee Chair (2009-2010), Professionalism Committee Chair (2004-2005), Ethics Committee Chair (2003-2004), and Liaison to the NCBA Real Property Section (2003-2005 and 2013-2015). In May 2009, Teri was the recipient of the inaugural Distinguished Paralegal Award, given by the NCBA Paralegal Division to recognize service in paralegal leadership, paralegal education, paralegal-related civic/community volunteering, and the promotion of the paralegal profession. In March 2014, Teri was recognized as the NCBA CLE Volunteer of the Year (2013), for her work planning, presenting, and supporting CLE/CPE programs within the Bar Association. Teri currently serves as a member of the NCBA E-Courts Task Force, as a liaison from the Real Property Section (2023-present).

# **APPENDIX A**

## **CIVIL CASE PROCESSING SYSTEM (VCAP) PUBLIC ACCESS USER MANUAL (February 2, 2018)**



# CIVIL CASE PROCESSING SYSTEM (VCAP) PUBLIC ACCESS USER MANUAL



**About the North Carolina Judicial Branch**

The mission of the North Carolina Judicial Branch is to protect and preserve the rights and liberties of all the people as guaranteed by the Constitutions and laws of the United States and North Carolina by providing a fair, independent and accessible forum for the just, timely and economical resolution of their legal affairs.

**About the North Carolina Administrative Office of the Courts**

The mission of the North Carolina Administrative Office of the Courts is to provide services to help North Carolina’s unified court system operate more efficiently and effectively, taking into account each courthouse’s diverse needs, caseloads, and available resources.





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## ABOUT THIS MANUAL

### Scope

This manual addresses the inquiry functions in the Civil Case Processing System (VCAP) for public access users. This manual provides navigational knowledge to improve search results.

### Manual Format

The information in this manual covers five (5) logical areas:

1. **Introduction** – This section provides an overview of the Civil Case Processing System and the data that is available to inquiry users.
2. **System Standards** - This section defines common functions, screen layouts, screen navigation and proper use of names and abbreviations in searches.
3. **Logging On** - This section provides step-by-step instructions on how to access the Civil Case Processing System from the North Carolina Court Information System Banner screen.
4. **Public Inquiries** - This section contains step-by-step instructions for initiating common queries.
5. **Electronic Abstracts** - This section provides information about the various screens in the Judgment Abstract (JA) subsystem, ranging from how screens are accessed to what fields' public users may act upon to see additional information.

### Disclaimer

The Civil Case Processing System indexes limited general information on case procedures. See file for complete case information. All case data included in the manual is fictitious and designed to demonstrate specific features. The screen illustrations displayed throughout this manual are from the release version available at time of manual printing.

### Conventions Used in Manual Formatting

The following conventions were followed while writing this manual:

- Field names are indicated by bold text and capitalized.
- Italics and all caps indicate a function key or key on the keyboard.
- Field values are indicated as capitalized, bold text and surrounded by double quotes.
- Screen names are capitalized.
- Important or noteworthy information is enclosed in a box and prefaced with the word Note.



## What is the Civil Case Processing System?

The Civil Case Processing System (VCAP) contains information on civil actions that range from case initiation to disposition. Most recorded information pertains to case parties and dates (i.e. clock, issued, service) for documents filed with the civil clerk or prepared by the court. In VCAP, a file number, the county of record and/or a party on the case uniquely identifies each record. Public users can access civil case records by inquiring on party names or case file numbers from public terminals within the clerk's office or by remote dial up access.

### General Party Name Searches

A party name search can be used to find information in VCAP when the specific file number and county of filing are not known. When doing a name search all or part of the name can be used to search. Searches are executed within a specific county, up to five (5) counties at one time, or statewide.

### General File Number Searches

The most efficient searches are those using the file number. File numbers are generated the same way in all counties. They are made up of the 2-digit calendar year, court type and a sequential number that resets every year (for example, 04 CVS 123456). When searching VCAP using the file number, a single county must be selected to ensure a unique search. Multiple county and statewide searches are only permitted with party name searches.

### Searching for Judgment Data

Judgments indexed in VCAP are either abstracted on leather-bound docket books and stored within the county of record or abstracted electronically within the Judgment Abstracting subsystem (JA). There are two key screens that indicate whether a judgment exists in the system: the JUDGMENTS INDEX and the ISSUE/ORDER DETAILS screens.

Judgments recorded on the docket book will display with a 6-digit book and page number. A "999 999" book and page number indicates that a judgment has been granted but is waiting to be abstracted by the clerk. An example of a valid book and page is "012 465". A book and page number of "888 888" is a valid value and indicates further information may be available in the civil system.

Abstract numbers are used instead of book and page numbers to identify electronic abstracts. Abstract numbers display in the following format: XXX 999, where XXX is either **JMT** or **ABS** and 999 is a sequential number unique within the abstract type and file number. **JMT** abstracts are monetary judgments while **ABS** abstracts are non-monetary judgments. An example of a valid abstract number is "**JMT 001**".



Below is an example of the different docket numbers assigned to indexed cases.

```

VCXJ MCGUIL                                VCXJ
NC AOC CIS                                CIVIL CASE PROCESSING SYSTEM    03/24/04 14:39:52
BERTI                                      JUDGMENTS INDEX
F12 TO CHANGE INDEX OR SCOPE

START NAME: MCGUIL
ENTERED IN SYSTEM SINCE: _____      GO TO PARTIES INDEX: N (Y,N)
SELECT CASE INFORMATION USING: /=SELECT, I=ISSUE/ORDER DTLS, P=PARTY DTLS,
H=HISTORY, S=JMT/ABSTRACT SUMMARY, T=TRANSCRIPT, J=DTLS/ABSTRACT, M=MICROFILM

DEBTOR          OPPOSING          CNTY  FILE          ISSU/ BK PG/ STAT
NAME            PARTY              NUMBER NUMBER        ABS  ABS NUM
_ MCGUILLICUTTY,AMBROSE, + BLOOMGARDNER  BERTI 03CVD220  DIVR
_ MCGUILLICUTTY,AMBROSE, + BLOOMGARDNER  BERTI 03CVM050  ACCT 999 999
_ MCGUILLICUTTY,AMBROSE, + BLOOMGARDNER + BERTI 03CVM285  MNYO 025 111
_ MCGUILLICUTTY,AMBROSE, + CANNON,JOHN, + BERTI 03CVM312  TAXD 888 888
_ MCGUILLICUTTY,AMBROSE, + CANNON,JOHN, + BERTI 03CVM320  MAGJ JMT 001  CNCL

MORE: F

F1=HELP 3=EXIT 7=BKWD 8=FWD 12=CNCL
  
```

Annotations in the image:

- Temporary Number**: Points to the '999 999' value in the ACCT column.
- Book and Page**: Points to the '025 111' value in the MNYO column.
- Electronic Abstract**: Points to the 'JMT 001' value in the MAGJ column.

### What is an Electronic Abstract?

The Judgment Abstracting (JA) subsystem is an enhancement to the Civil Case Processing system (VCAP). It provides online access to judgment details as entered by the civil clerk. Its purpose is to replace the red judgment docket book for recording new judgment orders and subsequent entries such as payments, executions, transcripts and cancellations. At the discretion of the Clerk, judgments currently recorded on the book can be entered into JA as well.

### Components of an Electronic Abstract

The electronic judgment is displayed on two types of screens, ABSTRACT and AWARD DETAILS. The ABSTRACT screen is present on every judgment recorded in JA. This screen contains the granted issues, all attached parties, party addresses, the date the judgment was recorded in JA, and the overall status of the abstract. Attached to each ABSTRACT screen is at least one award detail. There are four different screens that display the award details. They are COST AND FEES, MONEY, PROPERTY, and SPECIAL.



The image shows a series of overlapping terminal windows from the CIVIL CASE PROCESSING SYSTEM. Each window displays header information including the user (VJJA), system name (CIVIL CASE PROCESSING SYSTEM), date (08/25/03), and time. The windows are labeled with abstract IDs: S0001 (SPECIAL ABSTRACT), P0001 (PROPERTY ABSTRACT), C0001 (COST AND FEES ABSTRACT), M0001 (MONEY ABSTRACT), and J001 (ABSTRACT). The J001 window is the most prominent and contains the following text:

```

VJJA 03CVM000222          VJJA
NC AOC CIS                CIVIL CASE PROCESSING SYSTEM    08/25/03 10:44:35
BERTIE                    ABSTRACT                      J001
03 CVM 222

FILE NUM: 03 CVM 000222 ABSTRACT NUM:      ABS TYPE: ____
ENTRY TYPE: ____          ABS CLK DT/TIME: ____ M
ABS ISSUE: ____          ABSTRACTED ON: ____ M

VIEW PARTIES: _          ABSTRACT DETAILS ('/' TO DISPLAY DETAILS):
  PRTY  ABSTRACT          STAT   _ MONEY
  ID   R NAME                                     _ COSTS & FEES
                                           _ PROPERTY
                                           _ SPECIAL
                                           _ DETAILS LIST

MARK 'X' WHEN COMPLETE: _

GENR0008I-RECORD READ SUCCESSFULLY
F1=HELP 3=EXIT 4=PROMPT 6=LIST 11=UNDO

```

## Detail Screen Definitions

Each award detail is assigned an ID with the format: X####, where the X indicates the type of detail and #### indicates the sequential number assigned within that detail type. In the example above, J001 is the abstract number. The award/detail IDs would be M0001, C0001, P0001, and S0001 respectively.

Each award detail is described below:

1. The COST AND FEES ABSTRACT screen contains the costs awarded on a judgment, including attorney fees. The attorney fees on this screen do not accrue interest.
2. The MONEY ABSTRACT screen contains the principal, interest and attorney fees awarded on the judgment. The attorney fees on this screen accrue interest at the state rate (unless the abstract is an appointment fee type).
3. The PROPERTY ABSTRACT screen contains the Register of Deeds Book and Page, and other details of the judgment. This screen is a free text screen that directs the viewer to see the case file for complete details.
4. The SPECIAL ABSTRACT is where the details of a complex judgment that do not fit on the other standard award screens are recorded. This screen is a free text screen that directs the viewer to see the case file for complete details.

See the Navigating to Electronic Abstract Information section for more details.

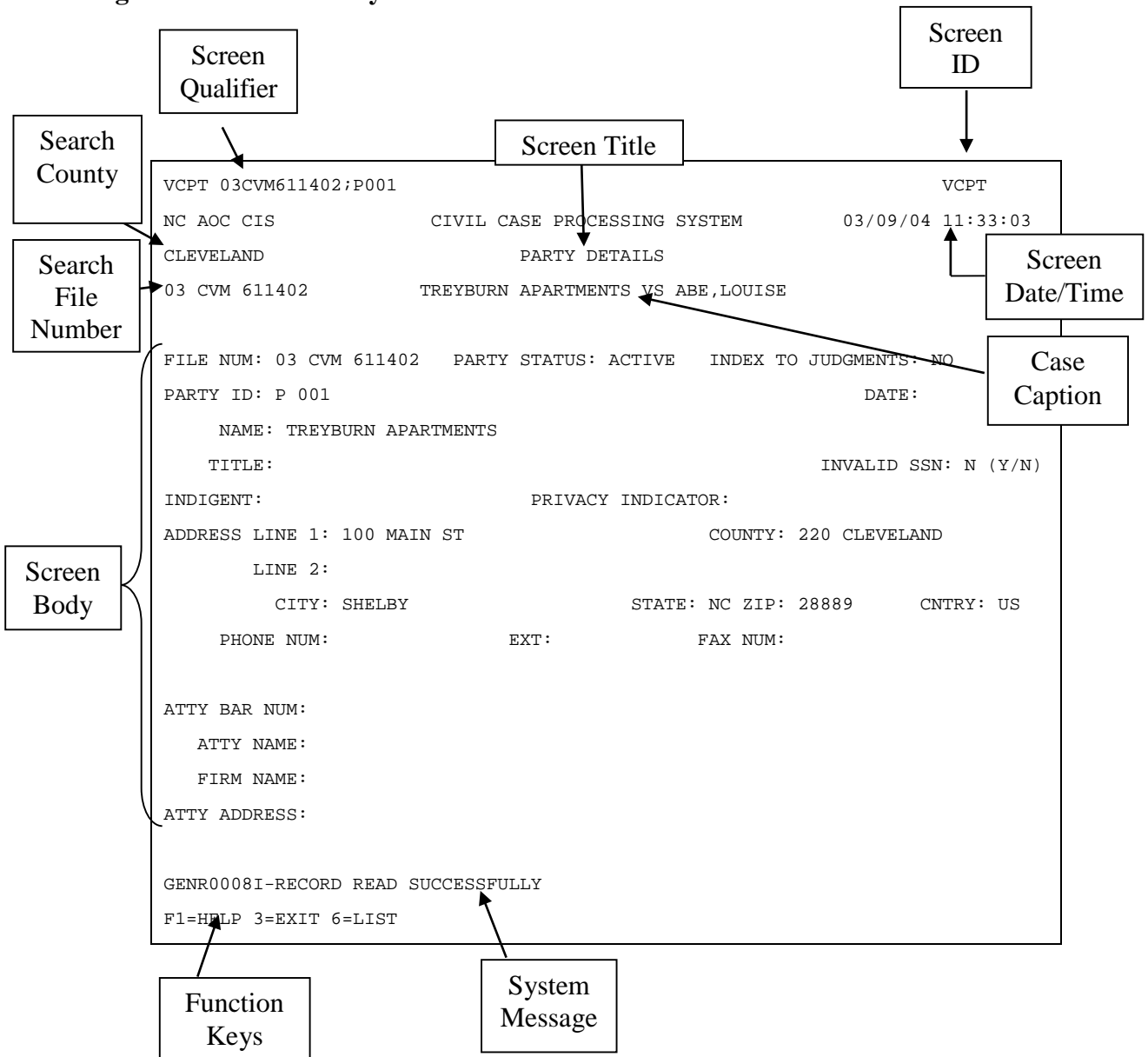


# SYSTEM STANDARDS

## Screen Layout

The first three lines of any VCAP screen display the same data. All other lines follow one of two formats: single or multiple record displays. An example of a screen displaying a single record is provided below. Standard screen elements are indicated by text boxes to the sides, starting with the screen elements at the top and reading left to right. Text box definitions are provided after the layout and are listed in the order they appear on each line of the screen.

### Single Record Screen Layout



The definition of each screen element follows:

*Screen Qualifier* – This line indicates key data for the displayed record. Usually the Screen ID, file number and party ID displays.

*Screen ID* – This is a four-character code by which VCAP identifies each screen.

*Screen Date and Time* – The far right of the second line of each screen in VCAP provides the date and time of each search result displayed or last screen activity.

*Search County* – This field lists the selected county(s) for the displayed search results. This field defaults to the sign-on county

*Screen Title* – This is the name of the particular screen being viewed. In VCAP, each screen has a unique name, describing its purpose. For example, the PARTY DETAILS screen is where names, addresses, and other information about individual parties are stored.

*Search File Number* – This is the file number used for search and selection to display information on the screen.

*Case Caption* – The case caption shows the names of the primary parties to any action. This is usually displayed as the first plaintiff or petitioner against the first defendant or respondent recorded for a case. The case caption does not appear on all VCAP screens.

*Screen Body* – The bulk of each screen is filled by the particular fields and information specific to that screen.

*System Message* – VCAP provides informational and error messages specific to the activity on the screen.

*Function Keys* – Each screen in VCAP lists some combination of function keys (also known as "PF Keys") at the bottom of the screen. Not all of the function keys appear on every screen because some screens do not make use of their functions. A more detailed description of the common function keys can be found in the Standard Function Keys section.



## List/Index Screen Layout

VCAP standards for list/index screens are slightly different from the previous example. These screens provide options for party selection and/or screen navigation. A screen example is provided below. Standard screen elements are indicated by text boxes to the sides, all boxes are defined below, starting with the screen elements at the top and reading left to right.

Directional Information

Party/Screen Selection

Additional Page Indicator

```

VCXP SMITH
NC AOC CIS
ANSON
F12 TO CHANGE INDEX OR SCOPE

CIVIL CASE PROCESSING SYSTEM
PARTIES INDEX

03/04/04 14:39:52
VCXP

START NAME: SMITH
ENTERED IN SYSTEM SINCE: _____ GO TO JUDGMENTS INDEX: N (Y,N)

SELECT PARTY INFORMATION USING: /=SELECT, P=PARTY, S=SERVICE, R=RESPONSE,
I=ISSUE/ORDER DETAILS, M=MICROFILM

PARTY IN REGARDS TO CNTY FILE NUM S
- SMITH,ALVIN,KENNETH NC STATE OF ANSON 97CR 2552
- SMITH,ALVIN,KENNETH NC STATE OF ANSON 97CR 3601
- SMITH,ANTOINE NC STATE OF ANSON 97CR 544
- SMITH,ANTOINE NC STATE OF ANSON 97CR 4849
- SMITH,ANTOINE NC STATE OF ANSON 97CRS4834
- SMITH,BLAIR NC STATE OF ANSON 98CR 436
- SMITH,BOB + SMITH,SUSAN ANSON 00CR 932 P
- SMITH,CAROL + SMITH,JAMES ANSON 01CVD1949 P
- SMITH,CHERYL BUCK,BOB ANSON 01CR 62212
- SMITH,DENISE NC STATE OF ANSON 01CR 10298
- SMITH,DERRICK NC STATE OF ANSON 97CRS966

F1=HELP 3=EXIT 7=BKWD 8=FWD 12=CNCL
MORE: F
    
```

*Directional Information* – This line indicates which function key to use to restart a search.

*Party/Screen Selection*– This line allows party name selection for more information, or to replace the start name.

*Additional Page Indicator* – The **MORE** field indicates forward (**F**) or backward (**B**) scroll direction when data displays on multiple screens. The *F7* and *F8* function keys enable scrolling backwards and forwards through the data.



## Standard Function Keys

Function keys enable you to navigate quickly through the system. Not all function keys are available on each screen. The keys that work on a particular screen are identified at the bottom of the screen. The function keys are described below.

Function Key	Function
<i>F1</i>	Help. <i>F1</i> transfers the user to a screen showing “help” text for the current screen or field. The text displayed depends on where the cursor was onscreen when this function key was pressed.
<i>F2</i>	Not used in VCAP.
<i>F3</i>	Exit. <i>F3</i> returns the user to the previous screen displayed. If pressed repeatedly, <i>F3</i> will eventually exit the user from VCAP.
<i>F4</i>	Prompt. When a list of pre-defined values is expected in a particular field, pressing <i>F4</i> will provide a list of those values for selection.
<i>F5</i>	Refresh. <i>F5</i> erases the contents of all data fields on the current screen.
<i>F6</i>	List. <i>F6</i> provides a county or case-specific list of existing (preloaded) values such as your county’s list of sureties or bail agents, or a list of the issues involved in the current case.
<i>F7 / F8</i>	Backward/Forward. When a record contains more data than can be displayed on a single screen, the <i>F7 / F8</i> keys enables scrolling backwards and forwards through the data.
<i>F9</i>	Not available for Public Access
<i>F10</i>	Not used in VCAP.
<i>F11</i>	Not available for Public Access
<i>F12</i>	Cancel. <i>F12</i> returns the user to the VCAP MAIN MENU and will exit VCAP if pressed repeatedly. <i>F12</i> differs from <i>F3</i> in that <i>F12</i> will not completely log the user out. <i>F12</i> only leads to a blank screen, from which the user can log in again or transfer to the Print Facility Report Index (PFRI).





## Screen Navigation

There are six standard ways to move within VCAP

1. To move to a screen from any menu, type the number of a desired screen or sub-menu in the **CHOICE** field.
2. To move to another screen while on a screen, type the character of any desired screen or sub-menu in the **SELECT CASE/PARTY INFORMATION USING:** field.
3. To scroll backward/forward on a screen when a record contains more data than can be displayed, press the *F7 / F8* function keys.
4. To return to a previous screen, press the *F3* function key.
5. To return to a menu, press the *F12* function key.
6. To exit the system, press *F3* or *F12* at the MAIN MENU screen.

## Party Name Standards

All party names recorded in VCAP follow a predefined format to provide uniformity and consistency in the retrieval of information. There are 60 character spaces available when entering a party name for searches. Name searches are best performed using only the last name followed by a comma and then the first initial.

When using the party name search, enter the full or partial name in the format of last name,first name,middle name,suffix (commas required with no space between the party's names). For example, Jones,Robert,A,Jr. The suffix includes Jr, Sr, II, III, IV, etc.

For a corporation or company name, key the name without punctuation. For example, Seven Eleven Stores, Old Hickory Motors Inc. Commas and periods are omitted from business names. Business names with a series of individual characters such a BB&T, AT&T or BMI are indexed without spaces.

Many business names include words that have been indexed using commonly accepted abbreviations. See the following list of standard abbreviations when searching for business names, which include such words as “apartments”, “association” and “corporation”.

Note: For best results when conducting a party name search, titles such as SGT, DR, MRS, etc. should not be placed on the end of a party name.

Note: A party to an action and filed as a Professional Association (PA), is indexed as a business, not as an individual. For example, Dr. Ralph A. Jones DDS PA would be indexed as RALPH A JONES DDS PA DR. Using the same example without PA, the name would be indexed; JONES,RALPH,A DDS.



## Alias Names

Parties which are identified with another name or a business may include the designation "Doing Business As", "Trading As", "Also Known As", or "Formerly Known As". These designations are not made under the new indexing system, but rather result in establishing an ALIAS name during indexing. For example, Wesley and Geneva Smith DBA Smith Dry Cleaners could be searched as:

Either Smith,Wesley or Smith Dry Cleaners

Either Smith,Geneva or Smith Dry Cleaners

## Special Names

Some special accommodations are made for certain name formats. For example, "The News & Observer" is indexed "News & Observer The".

"The" included in a business name is always placed at the end.

Actions filed against "Unknown Heirs" or "Unknown Spouses" of John,Davis would be recorded as "Davis,John Unknown Heirs" or "Davis,John Unknown Spouses".

## Government Agency Names

When actions are filed by or against a particular city or county, the name is indexed with the "CITY OF" or "COUNTY OF" or "STATE OF" at the end of the name. When civil actions that are filed include a NC State agency name, these names are cross-referenced under the agency name and the state.

Examples include:

RALEIGH CITY OF  
SCOTLAND CO OF  
NC STATE OF

DEPT OF TRANSPORTATION OF NC  
NC DEPT OF TRANSPORTATION

PINETOPS HOUSING AUTHORITY  
HOUSING AUTHORITY OF PINETOPS



## Standard Abbreviations

Below is a list of abbreviations commonly used in VCAP.

WORD/PHRASE	ABBREV	WORD/PHRASE	ABBREV
ALL OTHERS	AO	DIVISION	DIV
ALL OCCUPANTS	AO	EDUCATION	EDUC
ADMINISTRATION	ADMIN	EXECUTIVE	EXEC
APARTMENTS	APTS	GOVERNMENT	GOV'T
ASSOCIATES	ASSOC	INCORPORATED	INC
ASSOCIATION	ASSN	INSURANCE	INS
BANK AND TRUST	B&T	LIMITED	LTD
BOARD	BD	MANAGEMENT	MGT
COMPANY	CO	NATIONAL	NATL
COMMISSION	COMM	NATIONAL BANK	NATL BANK
COMMISSIONER	COMR	NORTH CAROLINA	NC
CONSTRUCTION	CONST	PARTNERSHIP	PTNSHP
CORPORATION	CORP	REGISTERED	REG
COUNTY	CO	SAVINGS & LOAN	S&L
DEPARTMENT	DEPT	UNITED STATES	US
DIRECTOR	DIR		





- Step 4.** At the clear screen, type "**cesn**".
- Step 5.** Press *ENTER*. The CICS Sign-on screen displays.

```

                                Signon for CICS                                Applid: AOCCVPRD
                                CIVIL INDEXING PRODUCTION

Type your Userid and Password, then press ENTER:

    Userid . . . .
    Password . . .
    New Password . . .

***** Message Area *****
*   Please enter your Userid   *
*                               *
*                               *
*                               *
*                               *
*                               *
*****
F3=Exit   F4=Clear Input Fields

```

- Step 6.** Type your RACF ID in the **USERID** field, then *TAB* to the **PASSWORD** field and type your password. For security reasons, your password will not appear on the screen as you type it.
- Step 7.** Press *ENTER*. When your sign-on is complete, the following message displays in the screen's message area:

```

***** Message Area *****
*   Your CICS SignOn is complete   *
*   Press enter to continue        *
*                                   *
*                                   *
*                                   *
*****

```

- Step 8.** Press *ENTER* to clear the screen, again.
- Step 9.** At the clear screen, type "**vcap**".
- Step 10.** Press *ENTER*. The AOC sign-on screen will display:



```

VCAP _____ VCAP
NC AOC CIS          CIVIL CASE PROCESSING SYSTEM
                    SECURITY SIGN-ON

      AAA          0000000000000000  CCCCCCCCCCCCCC
     AAAAA        0000000000000000  CCCCCCCCCCCCCC
    AAA AAA       000          000    CCC          CCC
   AAA  AAA      000          000    CCC          CCC
  AAA  AAA      000          000    CCC
 AAAAAAAAAAAAA   000          000    CCC
 AAAAAAAAAAAAA   000          000    CCC
 AAA  AAA       000          000    CCC          CCC
 AAA  AAA       000          000    CCC          CCC
 AAA  AAA       0000000000000000  CCCCCCCCCCCCCC
 AAA  AAA       0000000000000000  CCCCCCCCCCCCCC

                        USER ID: VCAP01
                        PASSWORD:

```

**Step 11.** Your RACF ID should be displayed in the **USER ID** field. You do not need to type it again.

**Step 12.** Type your password in the **PASSWORD** field. For security reasons, your password will not appear on the screen as you type it.

Note: You are allowed five (5) attempts to log on to the system successfully. If after five attempts you do not successfully enter your password, the system will revoke your password. You will need to call the Help Desk (919-890-2407) for assistance. In addition, your RACF ID will be revoked after 45 days of inactivity (if you have not signed on within that time period). If your password has expired, the system will prompt you to enter a new password. The sign-on screen will be redisplayed so that you can type a new password.

**Step 13.** Some users have access to multiple counties. If you are one of those users, the **COUNTY** field will appear beneath the **PASSWORD** field. Type the first five letters of the county whose records you wish to view in the **COUNTY** field.

**Step 14.** Press *ENTER*.



If any of the following error messages appear, follow the instructions as indicated:

Error Message	Action Required
PASSWORD HAS EXPIRED - ENTER NEW PASSWORD	Create a new password, type it in the <b>NEW PASSWORD</b> field and press <i>ENTER</i> . If sign-on fails again, contact the Help Desk.
PASSWORD IS INVALID	Reenter your password and press <i>ENTER</i> . Be sure that the cursor is at the beginning of the <b>PASSWORD</b> field (just under the first character of your RACF ID) before beginning. Remember that your password will not display as you type it. If sign-on fails again, contact the Help Desk.
USERID IS INVALID	Reenter your RACF ID, password and county information and press <i>ENTER</i> . If sign-on fails again, contact the Help Desk.
USERID IS REQUIRED	Reenter your RACF ID, password and county information and press <i>ENTER</i> . If sign-on fails again, contact the Help Desk.
USERID IS REVOKED	Contact the Help Desk. Your RACF ID likely has been revoked due to inactivity.

When your sign-on is complete, the VCAP Main Menu should appear.

```

VCMO _____ VCM0
NC AOC CIS          CIVIL CASE PROCESSING SYSTEM    03/04/04 14:39:52
ANSON              MAIN MENU

TYPE THE NUMBER OF YOUR CHOICE, THEN PRESS ENTER.

                CHOICE
                1. PARTY NAME INQUIRY MENU
                2. FILE NUMBER INQUIRY MENU

CHOICE: ____

F1=HELP 3=EXIT 5=CHANGE COUNTY 9=HOLD 12=CNCL

```



## PUBLIC INQUIRIES – THE MAIN MENU

All public inquiries begin at the MAIN MENU. After a successful log on, it is the first screen that displays. The log-on county defaults as the search county. From this menu, public users have two choices for searching civil actions or judgment data.

VCM0		VCM0
NC AOC CIS	CIVIL CASE PROCESSING SYSTEM	03/04/04 14:39:52
ANSON	MAIN MENU	
TYPE THE NUMBER OF YOUR CHOICE. THEN PRESS ENTER.		
CHOICE		
1. PARTY NAME INQUIRY MENU		
2. FILE NUMBER INQUIRY MENU		
CHOICE: ___		
F1=HELP 3=EXIT 5=CHANGE COUNTY 9=HOLD 12=CNCL		

## MAIN MENU CHOICE OPTIONS

### 1. PARTY NAME INQUIRY MENU

This menu is used to access records using the party name. Searches by party name can be conducted in the home county or in a combination of counties. Searches by name may be completed using any party name to a case. Several indices are available on this menu including SP, E, EO, R, CVM, CVD, CVS and Judgments. These indices all show the file number. All choice options on this screen perform the same functions. Each choice simply narrows the range of case types that may display as a result of the inquiry.

### 2. FILE NUMBER INQUIRY MENU

This menu is used to access records using the file number. Choice includes party list, service and response summary, issue order details, miscellaneous case details, appeal summary and a judgment calculation screen.

Note: To change the default search county while on this screen, press the *F5* function key to select a single county from a list of counties.





## PARTY NAME INQUIRY MENU

A file number and county of record is the unique key for all civil case records in VCAP. When the key is unknown, it can be found by inquiring on party names.

```
VCML _____ VCML
NC AOC CIS          CIVIL CASE PROCESSING SYSTEM    03/04/04 14:39:52
ANSON              PARTY NAME INQUIRY MENU

TYPE THE NUMBER OF YOUR CHOICE. THEN PRESS ENTER.

          CHOICE                                CASETYPES INCLUDED
1. PARTIAL NAME SEARCH                          ALL CASETYPES
2. PARTIES                                       ALL CASETYPES
3. JUDGMENTS                                    ALL JUDGMENTS
4. CIVIL ACTIONS                               CVM, CVD, CVS
5. ESTATES & DEVISEES                          E, EO
6. SPECIAL PROCEEDINGS                        SP
7. REGISTRATIONS                              R
8. PARTY CORRECTION INDEX                     ALL
9. BONDSMAN/SURETY LIST

CHOICE: 1
NAME: SMITH
LISTED COUNTIES: ANSON _____

F1=HELP 3=EXIT 4=PROMPT 9=HOLD 12=CNCL
```

### PARTY NAME INQUIRY MENU CHOICE OPTIONS:

Note: Searches on name from this menu execute a "starts with" search rather than an exact match, however, the more unique the entry in the **NAME** field is, the more likely the result will be like an exact match.

- PARTIAL NAME SEARCH**  
This option will return a screen displaying all names in the system meeting the search criteria. This choice allows searching in a single county, up to five individual counties, or designation of "**ALL**" for searching in all VCAP live counties. From the result, choose the desired name and index to display by typing the appropriate selection indicator.
- PARTIES**  
This option will return a display of party names, meeting the search criteria, for all actions recorded on the system. This screen displays a party, an opposing party or type of case if there is no opposing party, file number, county of origin and status indicator of "**P**" (pending), "**A**" (appealed), "**T**" (transferred), or blank for disposed.



3. JUDGMENTS

This option will return a display of party names for all cases where there is a party who is a debtor on a judgment. The debtor, an opposing party, file number, county, file number, type of judgment and judgment docket book and page or abstract number and status of judgments appear on this screen.

4. CIVIL ACTIONS

This option will return a display of parties indexed on a CVM, CVD, and CVS case. This screen displays a party, an opposing party or type of case if there is no opposing party, file number, county of origin and status indicator of "P" (pending), "A" (appealed), "T" (transferred), or blank for disposed. This display is the same as the party display but is limited to these case types.

5. ESTATES & DEVISEES

This option will return a display of parties indexed on an estate case or an estate miscellaneous filing. Parties to an estate case include the decedent, the fiduciary, devisees, and beneficiaries in a trust under will. This display is the same as the party display but is limited to these case types.

6. SPECIAL PROCEEDINGS

This option will return a display of parties indexed on a Special Proceeding (SP) case. In an SP without a respondent, the type of case will be displayed. This display is the same as the party display but is limited to this case type.

7. REGISTRATIONS

This option will return a display of parties recorded on the miscellaneous or REGISTRATIONS INDEX. This display is the same as the party display but is limited to this case type.

8. PARTY CORRECTION INDEX

This option will return a display of the name of any party who has had their name altered or deleted in the system. The index displays the original name, the new name and whether or not the name appeared on the index to judgments at the time it was changed or deleted.

9. BONDSMAN/SURETY LIST

This screen is used to access records for professional bondsman and insurance companies who have filed a bondsman license registration. This screen shows the bondsman/surety name, address, city and a flag, which indicates if they have been prohibited from writing bonds because of a Department of Insurance notice or because of an outstanding execution.



## Partial Name Search

When the file number is not known and only part of the name is known, perform a **PARTIAL NAME SEARCH** to display a screen listing case party names by county of filing. The following steps show how to initiate a partial name search.

- Step 1.** On the **MAIN MENU**, type "1" in the **CHOICE** field and press *ENTER*. The **PARTY NAME INQUIRY MENU** displays.
- Step 2.** In the **CHOICE** field, type "1" to display the **PARTIAL NAME SEARCH SCREEN**.
- Step 3.** In the **NAME** field, type the known part of the name. Use the following entry tips to maximize the results.

Enter:            The system will search for and display:

Jones	All parties in the case type searched with a last name or business name that begins with "Jones" will be displayed on the index in alphabetical order.
Jones,B	All parties in the case type searched with a last name or business name that begins with "Jones" and has a first name beginning with "B" will be displayed on the index in alphabetical order
Jones?	All parties where the last name begins with a "J" and has a soundex like Jones such as James, Jensen, or Johnson will be displayed on the index in alphabetical order.

- Step 4.** In the **LISTED COUNTIES** field, type the first five characters of the county name. Up to five counties may be entered for the search. To search in all **VCAP** counties, enter "**ALL**" in the first county field.

Note: To select from a list of valid counties, position the cursor on this field and press *F4*. From the list, *TAB* to the appropriate county(ies), type a "/" (slash), and press *ENTER*. The county selection displays in the **LISTED COUNTIES** field.

- Step 5.** Verify that all of the information you have entered is correct and press *ENTER*. The **PARTIAL NAME SEARCH SCREEN** displays.



```

VCXN SMITH                                VCXN
NC AOC CIS                                CIVIL CASE PROCESSING SYSTEM    03/04/04 14:39:52
ANSON                                     PARTIAL NAME SEARCH

START NAME: SMITH
INCLUDE COUNTIES: ANSON _____ ALL - FOR ALL VCAP COUNTIES

SELECT PARTY USING: /=SELECT, J=JUDGMENTS, P=PARTIES, C=CIVIL ACTIONS,
                   E=ESTATES, S=SPECIAL PROCEEDINGS, R=REGISTRATIONS

PARTY                                     PARTY IN COUNTIES
_ SMITH, ALVIN, KENNETH                   ANSON
_ SMITH, ANTOINE                           ANSON
_ SMITH, BLAIR                             ANSON
_ SMITH, BOB                               ANSON
_ SMITH, CAROL                             ANSON
_ SMITH, CHERYL                           ANSON
_ SMITH, DENISE                           ANSON
_ SMITH, DERRICK                          ANSON
_ SMITH, HAROLD                           ANSON
_ SMITH, JAMES                             ANSON
_ SMITH, JANE                              ANSON

MORE: F

F1=HELP 3=EXIT 4=PROMPT 7=BKWD 8=FWD 12=CNCL

```

**Step 6. SELECT PARTY USING:** Position the cursor to the left of the desired name and enter only one of the following:

- "/" select the name and replace the **START NAME** field
- "J" view the **JUDGMENTS INDEX** for this name
- "P" view **PARTIES INDEX** for this name
- "C" view **CIVIL ACTIONS INDEX** for this name
- "E" view **ESTATES AND DEVISEES INDEX** for this name
- "S" view **SPECIAL PROCEEDINGS INDEX** for this name
- "R" view the **REGISTRATIONS INDEX** for this name



## Party Name Search All Cases Types

To display a list of names for actions recorded on the system as by and against parties for all case types, use the following steps.

- Step 1.** On the MAIN MENU, type "1" in the **CHOICE** field and press *ENTER*. The PARTY NAME INQUIRY MENU displays.
- Step 2.** In the **CHOICE** field, type "2" to display the PARTIES INDEX screen.
- Step 3.** In the **NAME** field, type all or part of the name following the party name standards. Name searches are best performed using only the last name followed by a comma and then the first initial.
- Step 4.** In the **LISTED COUNTIES** field, type the first five characters of the county name. Up to five counties may be entered. To search in all VCAP counties, enter "ALL" in the first county field.

Note: To select from a list of valid counties, position the cursor on this field and press *F4*. From the list, *TAB* to the appropriate county(ies), type a "/" (slash), and press *ENTER*. The county selection displays in the **LISTED COUNTIES** field.

- Step 5.** Verify that all of the information you have entered is correct and press *ENTER*.

The PARTIES INDEX screen displays results for all case types.

```
VCXP SMITH,ALVIN,KENNETH                                VCXP
NC AOC CIS                CIVIL CASE PROCESSING SYSTEM    03/04/04 14:40:25
ANSON                    PARTIES INDEX
F12 TO CHANGE INDEX OR SCOPE

START NAME: SMITH,ALVIN,KENNETH
ENTERED IN SYSTEM SINCE: _____ GO TO JUDGMENTS INDEX: N (Y,N)

SELECT PARTY INFORMATION USING: /=SELECT, P=PARTY, S=SERVICE, R=RESPONSE,
                                I=ISSUE/ORDER DETAILS, M=MICROFILM
PARTY                          IN REGARDS TO          CNTY FILE NUM   S
_ SMITH,ALVIN,KENNETH          NC STATE OF            ANSON 97CR 2552
_ SMITH,ALVIN,KENNETH          NC STATE OF            ANSON 97CVM3601

                                                                MORE:

F1=HELP 3=EXIT 7=BKWD 8=FWD 12=CNCL
```



## Optional Steps

**ENTERED IN SYSTEM SINCE:** Enter the date (MMDDYY format) to limit a search for names entered in the system since a specific date. This date represents the date the party was added to the system.

**GO TO JUDGMENTS INDEX:** Enter " Y" to switch to the JUDGMENTS INDEX screen.

**Step 6. SELECT PARTY INFORMATION USING:** Position the cursor to the left of the desired name and enter only one of the following:

- " /" select a name to replace the start name for the next inquiry
- " P" view details of the party (alias, address, attorney, etc.)
- " S" view a summary of service information for each party in the case
- " R" view a summary of responses filed by each party in the case
- " I" view the details of issue and order information for the case
- " M" view the microfilm numbers for the case



## Party Name Search by Specific Case Type

Choice options 4- 7 on the PARTY NAME INQUIRY MENU display an index of party names specific to their case type. Use the following steps to select a party from an index that is case type specific.

- Step 1.** On the MAIN MENU, type "1" in the **CHOICE** field and press *ENTER*. The PARTY NAME INQUIRY MENU displays.
- Step 2.** In the **CHOICE** field, type the number for the specific case type (4-7).
- Step 3.** In the **NAME** field, type all or part of the name, following the party name standards. Name searches are best performed using only the last name followed by a comma and then the first initial.
- Step 4.** In the **LISTED COUNTIES** field, type the first five characters of the county name. Up to five counties may be entered. To search in all VCAP counties, enter " **ALL**" in the first county field.

Note: To select from a list of valid counties, position the cursor on this field and press *F4*. From the list, *TAB* to the appropriate county(ies), type a "/" (slash), and press *ENTER*. The county selection displays in the **LISTED COUNTIES** field.

- Step 5.** Verify that all of the information you have entered is correct and press *ENTER*.
- Step 6.** The index screen displays results for the selected case type.

```
VCXP SMITH,ALVIN,KENNETH                                VCXP
NC AOC CIS                CIVIL CASE PROCESSING SYSTEM    03/08/04 15:25:31
ANSON                      XXXXXX INDEX
F12 TO CHANGE INDEX OR SCOPE

START NAME: SMITH,ALVIN,KENNETH
ENTERED IN SYSTEM SINCE: _____ GO TO JUDGMENTS INDEX: N (Y,N)

SELECT PARTY INFORMATION USING:  /=SELECT, P=PARTY, S=SERVICE, R=RESPONSE,
                                I=ISSUE/ORDER DETAILS, M=MICROFILM
PARTY                          IN REGARDS TO          CNTY  FILE NUM    S
_ SMITH,ALVIN,KENNETH          NC STATE OF            ANSON 97CR 2552
_ SMITH,ALVIN,KENNETH          NC STATE OF            ANSON 97CR 3601

                                                                MORE:

F1=HELP 3=EXIT 7=BKWD 8=FWD 12=CNCL
```



## Optional Steps

**ENTERED IN SYSTEM SINCE:** Enter the date (MMDDYY format) to limit a search for names entered in the system since a specific date. This date represents the date the party was added to the system.

**GO TO JUDGMENTS INDEX:** Enter "Y" to switch to the JUDGMENTS INDEX screen.

**Step 7. SELECT PARTY INFORMATION USING:** Position the cursor to the left of the desired name and enter only one of the following:

- "/" select a name to replace the start name for the next inquiry
- "P" view details of the party (alias, address, attorney, etc.)
- "S" view a summary of service information for each party in the case
- "R" view a summary of responses filed by each party in the case
- "I" view the details of issue and order information for the case
- "M" view the microfilm numbers for the case





## Judgment Party Search without File Number

To search the JUDGMENTS INDEX for a specific party when the file number is unknown, use the following steps.

- Step 1.** On the MAIN MENU, type "1" in the **CHOICE** field and press *ENTER*. The PARTY NAME INQUIRY MENU displays.
- Step 2.** In the **CHOICE** field, type "3" to display the JUDGMENT INDEX screen.
- Step 3.** In the **NAME** field, type all or part of the name, following the party name standards. Name searches are best performed using only the last name followed by a comma and then the first initial.
- Step 4.** In the **LISTED COUNTIES** field, type the first five characters of the county name. Up to five counties may be entered. To search in all VCAP counties, enter "ALL" in the first county field.

Note: To select from a list of valid counties, position the cursor on this field and press *F4*. From the list, *TAB* to the appropriate county(ies), type a "/" (slash), and press *ENTER*. The county selection displays in the **LISTED COUNTIES** field.

- Step 5.** Verify that all of the information you have entered is correct. Press *ENTER*. The JUDGMENTS INDEX screen displays with a listing of parties in the county whose last name matches the search name. Results list all case types.

```
VCXJ MCGUIL                                VCXJ
NC AOC CIS                                CIVIL CASE PROCESSING SYSTEM      03/04/04 15:30:22
BERTI                                     JUDGMENTS INDEX
F12 TO CHANGE INDEX OR SCOPE

START NAME: MCGUIL
ENTERED IN SYSTEM SINCE: _____ GO TO PARTIES INDEX: N (Y,N)
SELECT CASE INFORMATION USING: /=SELECT, I=ISSUE/ORDER DTLs, P=PARTY DTLs,
H=HISTORY, S=JMT/ABSTRACT SUMMARY, T=TRANSCRIPT, J=DTLS/ABSTRACT, M=MICROFILM
DEBTOR      OPPOSING      CNTY  FILE      ISSU/ BK  PG/ STAT
NAME        PARTY          NUMBER
_ MCGUILLICUTTY,AMBROSE, + BLOOMGARDNER  BERTI 03CVM220  JUDG JMT 001 MODF
_ MCGUILLICUTTY,AMBROSE, + BLOOMGARDNER  BERTI 03CVM220  MAGJ JMT 002
_ MCGUILLICUTTY,AMBROSE, + BLOOMGARDNER + BERTI 03CVM220  JUDG JMT 003
_ MCGUILLICUTTY,AMBROSE, + BLOOMGARDNER  BERTI 03CVM220  MAGJ JMT 005 MODF
_ MCGUILLICUTTY,AMBROSE, + BLOOMGARDNER + BERTI 03CVM285  MNYO 999 999
_ MCGUILLICUTTY,AMBROSE, + CANNON,JOHN, + BERTI 03CVM312  MAGJ 075 118
_ MCGUILLICUTTY,AMBROSE, + CANNON,JOHN, + BERTI 03CVM320  MAGJ JMT 001 CNCL
                                                MORE: F

F1=HELP 3=EXIT 7=BKWD 8=FWD 12=CNCL
```



Note: The **STAT** column shows the status of an electronic abstract (blank = active, "**MODF**" = modified, "**CNCL**" = cancelled). If the abstract is not cancelled and a party on the abstract is cancelled, the **STAT** field will show "**PTCN**" (party cancelled) If the abstract is not vacated but a party on the abstract is vacated, the **STAT** field will show "**PTVA**" (party vacated).

## Optional Steps

**ENTERED IN SYSTEM SINCE:** Enter the date (MMDDYY format) to limit a search for names entered in the system since a specific date. This date represents the date the party was added to the system.

**GO TO PARTIES INDEX:** Enter "Y" to switch to the PARTIES INDEX screen.

**Step 7. SELECT CASE INFORMATION USING:** Position the cursor to the left of the desired name and enter only one of the following:

- "/" select a name to replace the start name for the next inquiry
- "I" view a list of issue and order information for the case
- "P" view details of the party in the debtor column (alias, address, attorney, etc.)
- "H" view the EVENT HISTORY INDEX for the abstract if the county has implemented JA
- "S" view summary information (amount owed and paid) on monetary judgments that are either non-converted or the abstract is in JA
- "T" view details on a transcript
- "J" view judgment details for non-converted judgments (amount, cancellation date, etc.) or the Abstract is in JA
- "M" view the microfilm details for the case in which this judgment is recorded

Note: When using selection options "I", "P", or "M" for a line displaying a Transcript (T Case numbers), the originating case information will display on the next screen. Options "S" and "J" are invalid for transcripts.



## Finding Name Changes

When an order for a name change is recorded on the PARTY DETAILS screen, the original name is moved to the PARTY CORRECTION INDEX screen. To view name changes, select the PARTY CORRECTION INDEX option from the PARTY NAME INQUIRY MENU. This option will display the original name, the new name and whether or not the name appeared on the index to judgments at the time it was changed. Use the following steps to search the PARTY CORRECTION INDEX for name changes.

- Step 1.** On the MAIN MENU, type "1" in the **CHOICE** field and press *ENTER*. The PARTY NAME INQUIRY MENU displays.
- Step 2.** In the **CHOICE** field, type "8" to display the PARTY CORRECTION INDEX screen.
- Step 3.** In the **NAME** field, type all or part of the name, following the party name standards. Name searches are best performed using only the last name followed by a comma and then the first initial.
- Step 4.** In the **LISTED COUNTIES** field, type the first five characters of the county name. Up to five counties may be entered. To search in all VCAP counties, enter "ALL" in the first county field.

Note: To select from a list of valid counties, position the cursor on this field and press *F4*. From the list, *TAB* to the appropriate county(ies), type a "/" (slash), and press *ENTER*. The county selection displays in the **LISTED COUNTIES** field.

- Step 5.** Verify that all of the information you have entered is correct and press *ENTER*. The PARTY CORRECTION INDEX screen displays.

```
VCXC SMITH                                VCXC
NC AOC CIS                                CIVIL CASE PROCESSING SYSTEM    03/05/04 15:23:18
WAKE NASH                                PARTY CORRECTION INDEX
F12 TO CHANGE INDEX OR SCOPE

START NAME: SMITH                        SHOW CORRECTIONS TO
                                         JUDGMENT INDEX ONLY: N (Y/N)

PARTY NAME                                CHANGED
IN REGARDS                                DATE      TIME      CNTY  FILE NUM
SMITH GEOFFREY                            08/06/98 03:46 PM WAKE  98CRS11122
CHNGD TO: SMITH,G3OFFFREY                 08/27/96 01:55 PM WAKE  95CVD1534
SMITH BRO DRY CLEANERS
REMOVED FROM CASE

                                         MORE: F
F1=HELP 3=EXIT 7=BKWD 8=FWD 12=CNCL
```



## Finding BONDSMAN/SURETY Information

Use the following steps to locate specific details on a Bondsman, Bail Agent, Insurance Company or Runner.

- Step 1.** On the MAIN MENU, type "1" in the **CHOICE** field and press *ENTER*. The PARTY NAME INQUIRY MENU displays.
- Step 2.** In the **CHOICE** field, type "9" to display the BONDSMAN/SURETY LIST screen.
- Step 3.** In the **NAME** field, type all or part of the name, following the party name standards. Name searches are best performed using only the last name followed by a comma and then the first initial.
- Step 4.** In the **LISTED COUNTIES** field, type the first five characters of the county name. Up to five counties may be entered. To search in all VCAP counties, enter "ALL" in the first county field.

Note: To select from a list of valid counties, position the cursor on this field and press *F4*. From the list, *TAB* to the appropriate county(ies), type a "/" (slash), and press *ENTER*. The county selection displays in the **LISTED COUNTIES** field.

- Step 5.** Verify that all of the information you have entered is correct and press *ENTER*. The BONDSMAN/SURETY LIST screen displays

```
VCBL SMITH                                VCBL
NC AOC CIS                                CIVIL CASE PROCESSING SYSTEM    03/05/04 11:19:38
ANSON                                     BONDSMAN/SURETY LIST

SELECT WITH A 'B' FOR BONDSMAN/SURETY DETAILS
                VIEW PROHIBITED ONLY: N (Y/N)    SEARCH: SMITH
  BONDSMAN/SURETY NAME      LICENSE ID      CNTY    STATUS DATE
ADDRESS                    POAPP NUM      AGENT/RUNNER FOR NAME
- SMITH, CHERYL            B 000034      3003      ANSON
  326 COSTAL STREET
- SMITH, JERRY             A 000038      S924      ANSON      P 082002
  3004 BLADEWAY            011451      FAR EAST INSURANCE COMPANY
- SMITH, RICK              B 000007      6325      ANSON      P 062401
  129 TARBORO RD
- SONNERS, CHARLIE        B 000008      5621      ANSON
  1532 CHARLES ST
- TAYLOR MADE INSURANCE CO I 000010      ANSON
  1478 BODELO DRIVE

                                MORE: F
F1=HELP 3=EXIT 7=BKWD 8=FWD 12=CNCL
```

- Step 6.** **SELECT WITH** - Position the cursor to the left of the desired party and enter "B" to display details for the selected bondsman and press *ENTER*.



## Viewing Electronic Transcripts Sent

Use the following steps to locate specific details on transcripts sent by a county by searching on a name.

- Step 1.** On the MAIN MENU, type "1" in the **CHOICE** field and press *ENTER*. The PARTY NAME INQUIRY MENU displays.
- Step 2.** In the **CHOICE** field, type "3" to display the JUDGMENTS INDEX screen.
- Step 3.** In the **NAME** field, type all or part of the name, following the party name standards. Name searches are best performed using only the last name followed by a comma and then the first initial.
- Step 4.** In the **LISTED COUNTIES** field, type the first five characters of the county name. Up to five counties may be entered. To search in all VCAP counties, enter "**ALL**" in the first county field.

Note: To select from a list of valid counties, position the cursor on this field and press *F4*. From the list, *TAB* to the appropriate county(ies), type a "/" (slash), and press *ENTER*. The county selection displays in the **LISTED COUNTIES** field.

- Step 5.** Verify that all of the information you have entered is correct and press *ENTER*. The JUDGMENTS INDEX screen displays with a listing of parties in the county whose last name matches the search name. The results are for all case types.
- Step 6.** Position the cursor to the left of the desired name and type a "T" in the **SELECT CASE INFORMATION USING** field and press *ENTER*. The VIEW/UPDATE TRANSCRIPTS screen displays showing all electronic transcripts recorded in the system for the selected file number.

```
VJJT 03CVM000220                                VJJT
NC AOC CIS                CIVIL CASE PROCESSING SYSTEM      03/22/04 16:51:56
BERTIE                    VIEW/UPDATE TRANSCRIPTS

      FILE NUMBER: 03 CVM 000220

      TRAN          ABS          TRANSCRIPTED TO ABS  TRAN
      DATE   TIME      NUM  BK / PG  PLDG  ISSU  CLK  DT  CNTY  TRAN  NUM  STAT  STAT  EXM
      071003 01:31 PM  J001                ANSON 03T000007                Y
      071003 11:23 AM  J001                ALEXA 03T000014                DELT
      .
      .
      070903 05:08 PM  J001                GUILF 03T000005                CNCL

GENR0008I-RECORD READ SUCCESSFULLY                MORE:
F1=HELP 3=EXIT 7=BKWD 8=FWD
```



## FILE NUMBER INQUIRY MENU

The file number can be used to access records within a county. File numbers are only unique within a specific county. Since a single file number can be used in multiple counties, a specific county must be selected.

```
VCM2 _____ VCM2
NC AOC CIS          CIVIL CASE PROCESSING SYSTEM    03/04/04 14:39:52
ANSON              FILE NUMBER INQUIRY MENU

TYPE THE NUMBER OF YOUR CHOICE. THEN PRESS ENTER.

                CHOICE
                1. PARTY LIST
                2. SERVICE SUMMARY
                3. RESPONSE SUMMARY
                4. ISSUE/ORDER DETAILS
                5. CASE MISC DETAILS
                6. JUDGMENT CALCULATION
                7. APPEAL DETAILS / APPEAL SUMMARY
                8. FILE NUMBERS LIST
                9. PARTY NAME INQUIRY MENU
                10. ABSTRACTS ENTERED BY DATE

CHOICE:  _
FILE NUMBER:  _ _ _ _ _
COUNTY NAME: ANSON

F1=HELP 3=EXIT 4=PROMPT 9=HOLD 12=CNCL
```

### FILE NUMBER INQUIRY MENU CHOICE OPTIONS:

1. PARTY LIST

This choice will return a list of the parties on a case. To see Party Details, enter the party name on the PARTY NAME INQUIRY MENU.

2. SERVICE SUMMARY

This choice will return a summary of all the service documents issued and the return status, if any. This screen includes party name, type of process issued, issue date, hour, return of service reason and service date, if any. To see a Service Summary for a particular party, enter the Party Name on the PARTY NAME INQUIRY MENU.



3. RESPONSE SUMMARY

This choice will return a summary of the pleadings filed against parties on a case. This screen includes pleading type, party name, response type, and response filing date. Most responses are simply answers, but they also include motions to extend time for an answer to be filed.

4. ISSUE/ORDER DETAILS

This choice will return a display of the issues and orders filed by parties on a case. Issue and order details include the pleading, type of issue, clock date, by party and against party, and the result of any orders filed regarding these issues. This screen can also be viewed from the PARTY NAME INQUIRY MENU.

5. CASE MISC DETAILS

This choice will return a display of the miscellaneous details of a case. These details include jury trial requested, eligibility for alternative dispute resolution programs, manner of case disposition, courtroom location, date and trial time, domestic type, consolidation case number, and presiding official assigned, if any.

6. JUDGMENT CALCULATION

This choice is for calculation of judgment information based upon the principal, court costs, and interest rate and payoff date entered. The screen allows for up to twelve partial payment dates and amounts. The remaining amount of interest, court costs and principal owed since the entry of judgment until the payoff date is displayed. The information on this screen is not stored.

7. APPEAL DETAILS / APPEAL SUMMARY

This choice will return a summary of the appealed orders of a case. A CVD/ CVS may have several orders on appeal. Judgments or orders of Estates Cases, Special Proceedings and Criminal Orders rendered to Civil Judgments may also indicate appeals and appellate results here. CVM cases are appealed at final disposition only. A CVM appeal record will include the "To File Number". Information here includes order date, party who filed the appeal, what type of order was appealed, the court to whom the appeal will be heard, the clock-in date of the appeal, the result of the appeal and the date that result was returned.



8. FILE NUMBER INDEX

This screen is used to list records using the file number. Searches by file number can be conducted in the home county or in another specified county. Searches by file number may be completed using any case type. This index shows the file number in descending order, one party from each side and judgment docket book and page if any.

9. PARTY NAME INQUIRY MENU

This menu is used to access records using the party name. Searches by party name can be conducted in the home county or in a combination of counties. Searches by name may be completed using any party name to a case. Several indices are available on this menu including SP, E, EO, R, CVM, CVD, CVS and Judgments. These indices all show the file number, parties and county name.

10. ABSTRACTS ENTERED BY DATE

This screen is used to list judgments initially abstracted in the Judgment Abstract Subsystem based on a specific date entered by the user. This index shows the abstract debtor and creditors as well as the file number and abstract type and number in ascending order of abstract entered timestamp.

**List all Parties on a Case**

To view all parties attached to a case, display the PARTY LIST from the FILE NUMBER INQUIRY MENU. Use the following steps to display the PARTY LIST screen.

**Step 1.** On the MAIN MENU, type "2" in the **CHOICE** field and press *ENTER*. The FILE NUMBER INQUIRY MENU displays.

**Step 2.** In the **CHOICE** field, type "1".

**Step 3.** In the **FILE NUMBER** field, type the number of the case for which you want to view information, and press *ENTER*. The PARTY LIST screen displays.





This screen is for display only. If the case file number and caption are incorrect, enter the correct case file number or return to the menu and start over.

```
VCPL 97CR 002552                                VCPL
NC AOC CIS                                CIVIL CASE PROCESSING SYSTEM    03/05/04 10:19:12
ANSON                                PARTY LIST
97 CR 2552                                NC STATE OF VS SMITH,ALVIN,KENNETH

FILE NUM: 97 CR 002552

-----PARTY-----
ID          JDG   NAME
P1          NC STATE OF
D1          X SMITH,ALVIN,KENNETH

GENR0008I-RECORD READ SUCCESSFULLY                MORE:
F1=HELP 3=EXIT 7=BKWD 8=FWD 12=CNCL
```

The PARTY LIST screen displays the parties currently attached to the file number. If a party is on the JUDGMENTS INDEX, an "X" will appear in the **JDG** column. If a party was on the index to judgments and was removed, the party judgment indicator will be displayed as a "P" for "previous". The untitled column between the **PARTY ID** and **JDG** columns displays the party's current status as blank (ACTIVE), "**DELETED**" or "**REMOVED**".

**Step 4.** Press *F3* to exit.



## View Service Records for a Case

Use the following steps to view all service records for parties on a specific file number.

**Step 1.** On the MAIN MENU, type "2" in the **CHOICE** field and press *ENTER*.

The FILE NUMBER INQUIRY MENU displays.

**Step 2.** In the **CHOICE** field, type "2".

**Step 3.** In the **FILE NUMBER** field, type the number of the case for which you want to view information, and press *ENTER*.

The SERVICE SUMMARY screen displays.

```
VCSS 04CVM000231                                VCSS
NC AOC CIS                CIVIL CASE PROCESSING SYSTEM    03/08/04 14:38:53
ALAMANCE                  SERVICE SUMMARY
04 CVM 231                JACKSON,FRANCIS VS RICHARDSON,MILDRED

FILE NUM: 04 CVM 000231
NAME                      SERVICE TYPE          ISSUED    SRVED/
REASON RETURNED          SERVICE VEHICLE       DATE     HOUR  ABS#
RICHARDSON,MILDRED      REG SUMMONS          031404  12PM

GENR0017I-END OF LIST                                MORE:
F1=HELP 3=EXIT 7=BKWD 8=FWD 12=CNCL
```

This screen is for display only. If the case file number and caption are incorrect, enter the correct case file number or return to the menu and start over.

**Step 4.** Press *F3* to exit.

**Reminder:** For field descriptions, position the cursor in the desired field and press *F1*.





## View all issues on a case

Use the following steps to view all issues and parties on a specific case.

**Step 1.** On the MAIN MENU, type "2" in the **CHOICE** field and press *ENTER*.

The FILE NUMBER INQUIRY MENU displays.

**Step 2.** In the **CHOICE** field, type "4".

**Step 3.** In the **FILE NUMBER** field, type the number of the case for which you want to view information, and press *ENTER*. The **ISSUE/ORDER DETAILS** screen displays.

```
VCIU 97CR 002552                                VCIU
NC AOC CIS                CIVIL CASE PROCESSING SYSTEM      03/08/04 16:21:01
ANSON                    ISSUE/ORDER DETAILS              **CAUTION COUNTY**
97 CR 2552                NC STATE OF VS SMITH,ALVIN,KENNETH
                                SHOW PENDING ONLY: N (Y/N)
ACTION CODE: I (U,I)    FILE NUM: 97 CR 002552          START DATE: _____
                                CASE DISP DATE: 010298 CODE: FJNT
SELECT USING: I=ISSUES,J=JUDGMENTS/ABSTRACT,C=CONSOLIDATIONS,T=TRANSFERS
    ---ISSUE---                -----ORDER-----
    PLDG TYPE CLK DT BY PARTY          AGAINST PARTY          CLK DT R X BK PG/
                                ABS NUM
_ FILN JATF 010298 NC STATE OF          SMITH,ALVIN,KENNETH 010298 RE X 026 020

                                MORE:

GENR0008I-RECORD READ SUCCESSFULLY
F1=HELP 3=EXIT 4=PROMPT 5=REFRESH 7=BKWD 8=FWD 9=HOLD 11=UNDO 12=CNCL
```

## OPTIONAL STEP

**SELECTION** – Enter one of the following codes indicated on the instruction line beside a pleading for additional details.

- "I" view the issue detail information
- "J" view the judgment detail information.
- "C" view the consolidation information
- "T" view the transfer information

**Step 4.** Press *F3* to exit.

**Reminder:** For field descriptions, position the cursor in the desired field and press *F1*.



## View Miscellaneous Case Details

Use the following steps to display miscellaneous details on a specific case.

**Step 1.** On the MAIN MENU, type "2" in the **CHOICE** field and press *ENTER*.

The FILE NUMBER INQUIRY MENU displays.

**Step 2.** In the **CHOICE** field, type "5".

**Step 3.** In the **FILE NUMBER** field, type the number of the case for which you want to view information, and press *ENTER*. The CASE MISC DETAILS screen displays.

```
VCMD 97CR 002552                                VCMD
NC AOC CIS                CIVIL CASE PROCESSING SYSTEM      03/08/04 16:18:13
ANSON                    CASE MISC DETAILS                **CAUTION COUNTY**
97 CR 2552                NC STATE OF VS SMITH,ALVIN,KENNETH

ACTION CODE: I (U,I)      FILE NUM: 97 CR 002552

CASE INITIATION CLOCK DT: 010298
CASE DISPOSED BY: FINAL JUDGMENT NO TRIAL              ON: 010298

PRESIDING OFFICIAL ID: _____
PRESIDING OFFICIAL NAME:
GENR0008I-RECORD READ SUCCESSFULLY
F1=HELP 3=EXIT 4=PROMPT 5=REFRESH 6=LIST 9=HOLD 11=UNDO 12=CNCL
```

**Step 4.** Press *F3* to exit.

**Reminder:** For field descriptions, position the cursor in the desired field and press *F1*.



## Calculate a Judgment Payoff

Use the following steps to calculate a judgment payoff.

**Step 1.** On the MAIN MENU, type "2" in the **CHOICE** field and press *ENTER*.  
The FILE NUMBER INQUIRY MENU displays.

**Step 2.** In the **CHOICE** field, type "6" and press *ENTER*.

The JUDGMENT CALCULATION screen will display. This calculation screen does not store your information.

VCIC _____	VCIC _____				
NC AOC CIS	CIVIL CASE PROCESSING SYSTEM	03/22/04 17:16:09			
WAKE	JUDGMENT CALCULATION				
THIS CALCULATION SCREEN DOES NOT STORE YOUR INFORMATION.					
PRINCIPAL: 1500.00_____	COURT COSTS TO DATE: _____				
INTEREST FROM DATE: _____	PER ANNUM INTEREST RATE (.08): _____	8.00%			
PRE-JUDGMENT INTEREST AMOUNT (NOT INTEREST BEARING): _____					
PAYOFF DATE: 072403					
***** PARTIAL *****					
PAYMENT AMOUNT	DATE	PAYMENT AMOUNT	DATE	PAYMENT AMOUNT	DATE
_____500.00	072002	_____100.00	110202	_____100.00	012003
_____	_____	_____	_____	_____	_____
*ANY PAYOFF AMOUNT OBTAINED USING THIS SCREEN IS NOT BINDING ON THE CREDITOR*					
REMAINING INTEREST:			DAILY INTEREST:		
REMAINING COURT COSTS:					
REMAINING PRINCIPAL:			CALCULATED PAYOFF AMOUNT:		
F1=HELP 3=EXIT 5=REFRESH 9=HOLD 12=CNCL					

**Step 3.** Complete the screen (see field definitions below), proofread the data entered, and press *ENTER*.

**Step 4.** Press *F3* to exit.

**Reminder:** For field descriptions, position the cursor in the desired field and press *F1*.

Note: A web-based judgment calculator is also available at the following address: <http://www.nccourts.org/Courts/CRS/JudgmentCalculator/>

Links on the left side of the screen provide access to Instructions and to the Judgment Calculator.



Field definitions/instructions for judgment calculation follow. An “\*” denotes a required field.

**\*PRINCIPAL** - Enter the amount of interest earning principal for the judgment to be calculated here. Enter the dollar amount and the cents after the decimal.

**COURT COSTS TO DATE** - Enter the amount of court costs that are to be included in this calculation. Enter the dollar amount and the cents after the decimal.

**\*INTEREST FROM DATE** - Enter the date that interest begins to accrue on the principal recorded in this judgment.

**\*PER ANNUM INTEREST RATE (.08)** - Enter the per annum interest rate for the judgment. Enter the rate with leading zeros and a preceding decimal point. The legal rate of 8 percent would be entered ".08". This is a per-annum rate of interest.

**PRE-JUDGMENT INTEREST AMOUNT (NOT INTEREST BEARING)** - Enter the amount of any debt recorded that does not earn interest in this calculation. Payments will be applied to this amount as interest and the balance will be displayed as remaining interest owed for the judgment calculated here. Enter the dollar amount and the cents after the decimal.

**\*PAYOFF DATE** - Enter the date of payoff for the calculation here, the payoff date should be a business day. The default date is the current date. (6 digits MMDDYY)

**PARTIAL PAYMENT AMOUNT** - Enter the amount of any partial payment applied to this calculation. Partial payments will be applied first to court costs then to interest and then to the remaining principal. Complete a partial payment line for each partial payment made. If you have more than 12 payments made, complete the calculation and then use the results as the beginning amounts for a new calculation. If you enter an amount, you must enter a date for the same line.

**DATE OF PARTIAL PAYMENT** - Enter the date that each partial payment was made. Interest will be calculated from the begin date until this date and the payment applied to the costs, interest, and principal due at that time. If you enter a date, you must enter an amount for the same line. (6 digits MMDDYY)

**REMAINING INTEREST** - This is a display only field. This is the amount of interest remaining to payoff this judgment. This figure includes the pre-judgment interest amount entered above. The payoff amount includes this amount.

**DAILY INTEREST** - This is a display only field. This is the amount of additional interest that will accumulate daily if the judgment is not paid by the payoff date indicated above.



**REMAINING COURT COSTS** - This is a display only field. This is the amount of court costs remaining to payoff this judgment. The balance or payoff amount includes this amount.

**REMAINING PRINCIPAL** - This is a display only field. This is the amount of principal remaining to payoff this judgment. The balance or payoff amount includes this amount.

**CALCULATED PAYOFF AMOUNT** - This is a display only field. This is the total balance or payoff amount.





## View Appeals

Use the following steps to display appeals data on a specific case.

**Step 1.** On the MAIN MENU, type "2" in the **CHOICE** field and press *ENTER*.

The FILE NUMBER INQUIRY MENU displays.

**Step 2.** In the **CHOICE** field, type "7".

**Step 3.** In the **FILE NUMBER** field, type the number of the case for which you want to view information, and press *ENTER*. The APPEAL SUMMARY screen displays.

VCAS 97CR 002552	CIVIL CASE PROCESSING SYSTEM	VCAS
NC AOC CIS		03/17/04 10:51:53
ANSON	APPEAL SUMMARY	
97 CR 2552	NC STATE OF VS SMITH,ALVIN,KENNETH	
FILE NUM: 97 CR 002552		
ISSUE DATE	ISSUE TYPE	APPEAL CLK DT
BY	TO COURT	RESULT
		RETURNED
CIVL0403E-APPEAL DATA NOT FOUND FOR THIS CASE		MORE :
F1=HELP 3=EXIT 7=BKWD 8=FWD 12=CNCL		

**Step 4.** Press *F3* to exit.

**Reminder:** For field descriptions, position the cursor in the desired field and press *F1*.



## View list of File Numbers

Use the following steps to display a range of file numbers for a specific county.

**Step 1.** On the MAIN MENU, type "2" in the **CHOICE** field and press *ENTER*.

The FILE NUMBER INQUIRY MENU displays.

**Step 2.** In the **CHOICE** field, type "8".

**Step 3.** In the **FILE NUMBER** field, type the number of the case for which you want to view information, and press *ENTER*. The FILE NUMBERS LIST screen displays.

FILE NUMBER	PARTY	IN REGARDS TO	BK	PG
VCNI 03M 999999				VCNI
NC AOC CIS		CIVIL CASE PROCESSING SYSTEM		07/24/03 10:30:01
CRAVEN		FILE NUMBERS LIST		
START NUMBER ENTERED: 03 M 999999		SHOW PENDING ONLY: N (Y/N)		
SELECT CASE INFORMATION USING: /=SELECT I=ISSUE/ORDER DETAILS				
FILE NUMBER	PARTY	IN REGARDS TO	BK	PG
			ABS	NUM
03M 104	PARTY, SOME	PARTY, ANOTHER	999	999
02M 103	FELLA, HARDLUCK	FELLA, WORSELUCK	+ 999	999 +
00M 102	SPLIT, LICKETY	SLOW, MOLASSES	+ JMT	001 +
00M 101	GAL, ONE	GAL, TWO	999	999
00M 100	ME, YOU, OWE	YEW, I, OWE	JMT	001
98M 629	NC STATE OF	OTHER GUY	JMT	001
98M 628	PLAIN, ONE	+ DEFF, ONE	+ ABS	001
98M 627	TEST1	TEST2	+ 421	421 +
98M 626	TEST3	TEST4	999	999
98M 625	BUSINESS, BIG	BUSINESS, SMALL		
98M 624	APPLESEED, JOHNNY	SCHMOE, JOSEPH	+ 999	999 +
98M 623	NC COURT OF APPEAL	OHMY, ME	999	999
98M 622	GRAPES, SEEDLESS	GRAPES, MUSCADINE	388	888
				MORE: F
F1=HELP 3=EXIT 7=BKWD 8=FWD 12=CNCL				

**Step 4.** The county name is displayed at the top of the screen. This screen is for display only. If the beginning file number is incorrect, change the value in the **START NUMBER ENTERED** field and press *ENTER* or return to the prior menu and start over.

Note: The case file number entered on the previous screen will display in **START NUMBER ENTERED**. If this number is incorrect, enter the correct case file number in the field and press *ENTER*.



## OPTIONAL STEP

\***SHOW PENDING ONLY** - Enter a "Y" and press *ENTER* to limit the cases displayed to only those that are pending. Pending issues are those without a disposition code entered. This field defaults to "N", so that all cases will display.

**SELECTION** – The column to the left of the column titled **FILE NUMBER** is used to select a case for more information or to replace the **START NUMBER ENTERED** for the next inquiry.

Position the cursor to the left of the desired party and enter one of the following:

- "/" select the case file number as the **START NUMBER ENTERED**
- "I" view a list of issue and order information for the party

**Step 5.** Press *ENTER* to process the selection or press *F3* to exit.

Note: When using the **FILE NUMBERS LIST** screen to search for Transcripts (T Case numbers), the "I" option will display the originating case information on the **ISSUE/ORDER DETAILS** screen.

Searching Transcripts in this manner is a search of received transcripts. See the section on Viewing Electronic Transcripts Sent to display a list of transcripts sent on a specific file number.

### View Abstracts Entered since a specific date

Use the following steps to display a list of file numbers for a specific county with abstracts entered since a specific date.

**Step 1.** On the **MAIN MENU**, type "2" in the **CHOICE** field and press *ENTER*. The **FILE NUMBER INQUIRY MENU** displays.

**Step 2.** In the **CHOICE** field, type "10", and press *ENTER*.

**Step 3.** In the **ENTERED IN SYSTEM SINCE** field, type the date to begin the search from and press *ENTER*.



```

VJXD 021404                                VJXD
NC AOC CIS                                CIVIL CASE PROCESSING SYSTEM    03/29/04 10:21:10
WAKE                                       ABSTRACTS ENTERED BY DATE
ENTERED IN SYSTEM SINCE: 021404
SELECT CASE INFORMATION USING: /=SELECT, I=ISSUE/ORDER DTLS, H=HISTORY,
                                S=ABSTRACT SUMMARY, J=ABSTRACT

DEBTOR          CREDITOR          FILE          ABS    ABS NUM STAT
NAME            PARTY            NUMBER        TYPE
_ KNEADED,HELP  + BANGED UP HOSPITA  03CVS1593    DEFJ    JMT 001
_ BIV,ROY,G     NC STATE OF         04CRS220     JATF    JMT 001
_ BIV,ROY,G     NC STATE OF         04CRS220     APFE    JMT 002
_ PARTY,INJURED + FIXEM UP HOSPITAL  04CVS500     DEFJ    JMT 001
_ JATRIN,DONE  + MARY,PFOUR        + 04CVD214    DEFJ    JMT 001 MODF
_ CATFISH,NICE + BASS,STRIPED      04CVD123     DEFJ    JMT 001
_ DAVIS,SYD    ABC DISTRIBUTING    02CVD515     JUDG    JMT 001 DELT
_ QUIKTEST,D   QUIKTEST           02CVD74      JUDG    JMT 001 DELT
_ EXERCISE,D1  + YOPLAIT,P1        + 04CVD2169   JUDG    JMT 001 CNCL
_ ROOM,D2      + BILL,P2           + 04CVD214    JUDG    JMT 002
GENR0008I-RECORD READ SUCCESSFULLY
                                MORE: F
F1=HELP 3=EXIT 7=BKWD 8=FWD 12=CNCL

```

**OPTIONAL STEP**

SELECTION – The field to the left of the column titled **DEBTOR NAME** is used to select a case for more information. Position the cursor to the left of the desired abstract and enter one of the following:

- "/" select the abstract as the first in the list
- "I" view a list of issue and order information for the case
- "H" view the EVENT HISTORY INDEX for the abstract in JA
- "S" view summary information (amount owed and paid) on an abstract in JA
- "J" view the ABSTRACT screen in JA

**Step 4.** Press *ENTER* to process the selection or press *F3* to exit.



## Navigating to Electronic Abstract Information

There are three public access paths to view information on an abstract:

1. Search JUDGMENTS from the PARTY NAME INQUIRY MENU, displaying the results on the JUDGMENTS INDEX screen. Link to the ABSTRACT with a "J".
2. Search ISSUE/ORDER DETAILS from the FILE NUMBER INQUIRY MENU, displaying the results on the ISSUE/ORDER DETAILS screen. Link to the ABSTRACT with a "J".
3. Search ABSTRACTS ENTERED BY DATE from the FILE NUMBER INQUIRY MENU, displaying the results on the ABSTRACTS ENTERED BY DATE screen. Link to the ABSTRACT with a "J".

From each of these screens, access to the abstract information is restricted to only those issues that have an abstract number (ABS NUM) with a JMT or ABS prefix.

### VCAP standard operations

To view on-screen help for any field or data element, place your cursor on that field and depress *F1*. To return to the previous screen, depress *F3*. To clear a screen of case related data, depress *F5*. To scroll backward within a list depress *F7*. To scroll forward within a list depress *F8*. To return to the Main Menu, depress *F12*.

### Party Name Search

Locate an abstract by a party name search. The party name search allows for searches within a specific county, up to 5 counties at one time, or a statewide search. To inquire Statewide, place the word "ALL" in the first space provided for entering county names.

- Step 1.** From the VCAP MAIN MENU, enter "1" in the **CHOICE** field for PARTY NAME INQUIRY, press *ENTER*.
- Step 2.** Type 3 in the **CHOICE** field for the JUDGMENTS INDEX, type the name of the party in the **NAME** field (use VCAP name standards), enter the first five (5) characters of the county to search (enter up to five (5) county names or "ALL" to search all counties, in the first field), press *ENTER*.
- Step 3.** The JUDGMENTS INDEX screen displays with a listing of parties in the county whose name starts with the name entered on the previous screen. The **STAT** field indicates the status of the abstract (blank = active, "MODF" = modified, "CNCL" = cancelled) but if the abstract is not cancelled and a party is cancelled on the abstract the **STAT** field will show a status of "PTCN" = party cancelled. If the abstract is not vacated and a party on the abstract is vacated the **STAT** field will show a status of "PTVA" = party vacated.



```

VCXJ MCGUIL                                VCXJ
NC AOC CIS                                CIVIL CASE PROCESSING SYSTEM      03/04/04 15:45:31
BERTI                                      JUDGMENTS INDEX
F12 TO CHANGE INDEX OR SCOPE

START NAME: MCGUIL
ENTERED IN SYSTEM SINCE: _____ GO TO PARTIES INDEX: N (Y,N)
SELECT CASE INFORMATION USING: /=SELECT, I=ISSUE/ORDER DTLs, P=PARTY DTLs,
H=HISTORY, S=JMT/ABSTRACT SUMMARY, T=TRANSCRIPT, J=DTLS/ABSTRACT, M=MICROFILM
DEBTOR          OPPOSING      CNTY FILE          ISSU/ BK PG/ STAT
NAME            PARTY
_ MCGUILLICUTTY,AMBROSE, + BLOOMGARDNER BERTI 03CVM220  JUDG  JMT 001 MODF
_ MCGUILLICUTTY,AMBROSE, + BLOOMGARDNER BERTI 03CVM220  MAGJ  JMT 002
_ MCGUILLICUTTY,AMBROSE, + BLOOMGARDNER BERTI 03CVM220  MAGJ  JMT 003
_ MCGUILLICUTTY,AMBROSE, + BLOOMGARDNER + BERTI 03CVM220  JUDG  JMT 004
_ MCGUILLICUTTY,AMBROSE, + BLOOMGARDNER BERTI 03CVM220  MAGJ  JMT 005 MODF
_ MCGUILLICUTTY,AMBROSE, + BLOOMGARDNER + BERTI 03CVM285  MNYO  999 999
_ MCGUILLICUTTY,AMBROSE, + CANNON,JOHN, + BERTI 03CVM312  MAGJ  075 118
_ MCGUILLICUTTY,AMBROSE, + CANNON,JOHN, + BERTI 03CVM320  MAGJ  JMT 001 CNCL
                                                MORE: F
F1=HELP 3=EXIT 7=BKWD 8=FWD 12=CNCL

```

On the JUDGMENTS INDEX, enter one of the following options in the **SELECT CASE INFORMATION USING:** field to go to the ABSTRACT screen:

- Enter **"I"** in the **SELECT CASE INFORMATION USING:** field for the entry with the abstract number to be displayed, press *ENTER*. The **ISSUE/ORDER DETAILS** screen displays with the file number. *TAB* to the **SELECT USING** field for the abstracted issue. ENTER **"J"** in the **SELECT USING** field. Press *ENTER* to display the ABSTRACT screen in JA.
- Enter **"S"** in the **SELECT CASE INFORMATION USING:** field for the entry with the abstract number to be displayed, press *ENTER*. This displays the ABSTRACT SUMMARY screen in JA. *TAB* to the **VIEW ABSTRACT** field and press *F6* to display the ABSTRACT screen.
- Enter **"J"** in the **SELECT CASE INFORMATION USING:** field for the entry with the abstract number to be displayed, press *ENTER*. This displays the ABSTRACT screen in JA.



## File Number Search

Locate an abstract by a file number search.

- Step 1.** From the VCAP MAIN MENU enter "2" in the **CHOICE** field for FILE NUMBER INQUIRY MENU, press *ENTER*.
- Step 2.** In the **CHOICE** field, type "4".
- Step 3.** In the **FILE NUMBER** field, type the number of the case for which you want to view abstract information.
- Step 4.** If searching in a different county, type the first five (5) letters of the county name in the **COUNTY** field and press *ENTER* or press *F4* in the field to select the county from a list and press *ENTER* to return to the FILE NUMBER INQUIRY MENU. Then press *ENTER* and the ISSUE/ORDER DETAILS screen displays with the file number.

```
VCIU 03CVM000220                                VCIU
NC AOC CIS                                CIVIL CASE PROCESSING SYSTEM      01/28/04 11:01:41
BERTIE                                ISSUE/ORDER DETAILS                **CAUTION COUNTY**
03 CVM 220    BLOOMGARDNER,MORTIMER,HORATIO VS MCGUILLICUTTY,AMBROSE,JOHN
                                                SHOW PENDING ONLY: N (Y/N)
ACTION CODE: I (U,I)    FILE NUM: 03 CVM 000220    START DATE: _____
                                                CASE DISP DATE: 051003 CODE: FJNT
SELECT USING: I=ISSUES,J=JUDGMENTS/ABSTRACT,C=CONSOLIDATIONS,T=TRANSFERS
---ISSUE---                                -----ORDER-----
PLDG TYPE CLK DT BY PARTY                AGAINST PARTY                CLK DT R X BK PG/
                                                ABS NUM
- COMP MNYO 050103 BLOOMGARDNER,MORTIM MCGUILLICUTTY,AMBRO 050103 GW X JMT 001
                                                SMITH,JONATHAN,Q            050103 GW X JMT 001
- EVNT BANK 050103                                MCGUILLICUTTY,AMBRO 050103 RE
- FILN MNYO 050103 BLOOMGARDNER,MORTIM MCGUILLICUTTY,AMBRO 061503 GW X JMT 006
                                                SMITH,JONATHAN,Q            061503 GW X JMT 006
- COMP MNYO 050503 BLOOMGARDNER,MORTIM MCGUILLICUTTY,AMBRO 050503 GW X JMT 003
                                                SMITH,JONATHAN,Q            050503 GW X JMT 003
- FILN CLMD 050503 BLOOMGARDNER,MORTIM MCGUILLICUTTY,AMBRO 050503 GW X JMT 002
                                                SMITH,JONATHAN,Q            050503 GW X JMT 002
- COMP MNYO 051003 BLOOMGARDNER,MORTIM MCGUILLICUTTY,AMBRO 051003 GW X JMT 004
                                                MORE: F
GENR0008I-RECORD READ SUCCESSFULLY
F1=HELP 3=EXIT 4=PROMPT 5=REFRESH 7=BKWD 8=FWD 9=HOLD 11=UNDO 12=CNCL
```

**Step 5.** Tab to the **SELECT USING** field for the abstracted issue.

**Step 6.** Enter "J" in the **SELECT USING** field, press *ENTER*. This displays the ABSTRACT screen in JA.



## Viewing Electronic Abstract Information

### ABSTRACT Screen

This is the main screen for each electronic abstract. It contains the abstracted issues, all attached parties, party addresses and statuses, the date the abstract was entered in JA, and the overall status of the abstract. Shown below is an example of the ABSTRACT screen

There are four public access paths to view information on this screen:

1. Link from the **SELECT CASE INFORMATION USING** field on the JUDGMENTS INDEX screen with a "J".
2. Link from the **SELECT USING** field on the ISSUE/ORDER DETAILS screen with a "J".
3. Link from the **VIEW ABSTRACT** field on the ABSTRACT SUMMARY screen with an *F6*.
4. Link from the **SELECT CASE INFORMATION USING** field on the ABSTRACTS ENTERED BY DATE screen with a "J".

From each of these screens, access to the abstract information is restricted to only those issues that have an abstract number (ABS NUM) with a JMT or ABS prefix.

```
VJJA 03CVD611303;J001                                VJJA
NC AOC CIS                CIVIL CASE PROCESSING SYSTEM    03/20/04 15:45:31
BERTIE                    ABSTRACT
03 CVD 611303

ACTION CODE: I (U,D,I)          MODIFICATION REASON/DT: ____ ____

FILE NUM: 03 CVD 611303 ABSTRACT NUM: J001  ABS TYPE: JUDG JUDGE'S ORDER
ENTRY TYPE: JUDG ABSTRACT      ABS CLK DT/TIME: 121004 1035 AM
ABS ISSUE: MNYO                ABSTRACTED ON: 012604 1100 AM

VIEW PARTIES: _                ABSTRACT DETAILS ('/' TO DISPLAY DETAILS):
PRTY  ABSTRACT                STA T    MONEY
ID    R NAME                  COSTS & FEES
P001 C JONES,HENRY,C         PROPERTY
D001 D HANSON,PEARL         SPECIAL
D002 D HANSON,EUGENE        _ DETAILS LIST

ABSTRACT STATUS: ACTIVE          VIEW ABSTRACT SUMMARY: _ (X)

F1=HELP 3=EXIT 4=PROMPT 5=REFRESH 6=LIST 11=UNDO 12=CNCL
```

The following fields are available for selection to display additional information or to navigate to additional screens.

**ABS ISSUE:** This field displays all issues that are attached to the abstract. Press *F6* to see a complete list when a "+" appears next to the issue.





**VIEW PARTIES:** Press *F4* to display a list of all abstract parties and their addresses. Press *F6* to display a short list of all abstract parties and their status on the abstract. The appearance of a "+" beside the last party name listed indicates more parties are attached to the abstract than are displayed on the screen.

**ABSTRACT DETAILS ('/ TO DISPLAY DETAILS):** Only the DETAILS LIST option is valid for selections. Entry of a "/" slash and pressing enter will link to the DETAILS LIST screen, from which the specific award details can be selected for viewing.

**VIEW ABSTRACT SUMMARY:** Enter "X" and press *ENTER* to display the ABSTRACT SUMMARY screen where payoff information can be displayed for the abstract, a specific debtor, or a specific debtor/creditor combination.

Note: The **VIEW ABSTRACT SUMMARY** field will not appear when this screen displays if linking occurred from the ABSTRACT SUMMARY.

Press *F3* to exit the screen.

**REMINDER:** Pressing *F1* from a field will display help about the field.



## DETAILS LIST Screen

The DETAILS LIST screen provides a catalog of all awards individually recorded on a single abstract. There are two public access paths to view information on this screen:

1. Link from the **DETAILS LIST** field on the ABSTRACT screen with a "/".
2. Link from the **DETAILS LIST** field on the ABSTRACT SUMMARY screen with *F6*.

VJDL 03CVM000220;J004	CIVIL CASE PROCESSING SYSTEM	03/20/04	VJDL																																																				
NC AOC CIS 15:48:28 BERTIE 03 CVM 220	<b>Display Filters</b>	DETAILS LIST ABSTRACT NUMBER: J001																																																					
SHOW BY PARTY: _____		SHOW BY DETAIL: _	<b>Award Details</b>																																																				
SELECT WITH A '/'.																																																							
DETAIL STAT DESCRIPTION/																																																							
<table border="1"> <thead> <tr> <th>PRTY</th> <th>R</th> <th>STAT</th> <th>PARTY NAME</th> </tr> </thead> <tbody> <tr> <td>__ C0001</td> <td></td> <td></td> <td>ACCUM. COSTS: \$55.00 ATTY FEES: \$0.00</td> </tr> <tr> <td></td> <td>P001</td> <td>C</td> <td>BLOOMGARDNER, MORTIMER, HORATIO</td> </tr> <tr> <td></td> <td>D001</td> <td>D</td> <td>MCGUILLICUTTY, AMBROSE, JOHN</td> </tr> <tr> <td></td> <td>D002</td> <td>D</td> <td>SMITH, JOHNATHAN, Q</td> </tr> <tr> <td>__ M0001</td> <td></td> <td></td> <td>PRINCIPAL: \$550.00 PLUS INTEREST AND ATTY FEES</td> </tr> <tr> <td></td> <td>P001</td> <td>C</td> <td>BLOOMGARDNER, MORTIMER, HORATIO</td> </tr> <tr> <td></td> <td>P002</td> <td>C</td> <td>BLOOMGARDNER, MORTICIA, HORTENSE</td> </tr> <tr> <td></td> <td>D001</td> <td>D</td> <td>MCGUILLICUTTY, AMBROSE, JOHN</td> </tr> <tr> <td>__ P0001</td> <td></td> <td></td> <td>PROPERTY ABSTRACT IS UNIQUE; SEE FILE FOR COMPLETE DETAILS</td> </tr> <tr> <td></td> <td>P001</td> <td>C</td> <td>BLOOMGARDNER, MORTIMER, HORATIO</td> </tr> <tr> <td></td> <td>D001</td> <td>D</td> <td>MCGUILLICUTTY, AMBROSE, JOHN</td> </tr> <tr> <td></td> <td>D002</td> <td>D</td> <td>SMITH, JOHNATHAN, Q</td> </tr> </tbody> </table>				PRTY	R	STAT	PARTY NAME	__ C0001			ACCUM. COSTS: \$55.00 ATTY FEES: \$0.00		P001	C	BLOOMGARDNER, MORTIMER, HORATIO		D001	D	MCGUILLICUTTY, AMBROSE, JOHN		D002	D	SMITH, JOHNATHAN, Q	__ M0001			PRINCIPAL: \$550.00 PLUS INTEREST AND ATTY FEES		P001	C	BLOOMGARDNER, MORTIMER, HORATIO		P002	C	BLOOMGARDNER, MORTICIA, HORTENSE		D001	D	MCGUILLICUTTY, AMBROSE, JOHN	__ P0001			PROPERTY ABSTRACT IS UNIQUE; SEE FILE FOR COMPLETE DETAILS		P001	C	BLOOMGARDNER, MORTIMER, HORATIO		D001	D	MCGUILLICUTTY, AMBROSE, JOHN		D002	D	SMITH, JOHNATHAN, Q
PRTY	R	STAT	PARTY NAME																																																				
__ C0001			ACCUM. COSTS: \$55.00 ATTY FEES: \$0.00																																																				
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GENR0008I-RECORD READ SUCCESSFULLY																																																							
MORE: F1=HELP 3=EXIT 4=PROMPT 6=LIST 7=BKWD 8=FWD																																																							

### Display Filters

Press *F6* in the **SHOW BY PARTY** field to specify an abstracted party to display. Press *F4* in the **SHOW BY DETAIL** field to display specific award detail types.

### Award Details

The first row of information is specific to the overall detail. It provides the **DETAIL** id (i.e. C0001, M0001, P0001, S0001), the **STAT** (status) of the detail, and a summary **DESCRIPTION** of what is on the detail. Each indented row lists a party attached to the detail and their status on the detail. This is format is repeated for each award detail that exists on the abstract.

To view an award detail screen (i.e. C0001 – Cost and Fees Abstract screen; M0001-Money Abstract screen), type a "/" in the selection field for the desired detail and press *ENTER*

After viewing of any selected detail is completed, press *F3* to exit the screen.

**REMINDER:** Pressing *F1* from a field will display help about the field.



## MONEY ABSTRACT Screen

The MONEY ABSTRACT screen contains the principal, interest and attorney fees awarded on the judgment. The attorney fees on this screen accrue interest at the legal state rate.

There are two public access paths to view information on this screen:

1. Link from the **DETAILS LIST** field on the ABSTRACT screen with a "/".
2. Link from the EVENT HISTORY screen on an event record for an added detail.

VJMA 03CVD001981	CIVIL CASE PROCESSING SYSTEM	VJMA
NC AOC CIS	MONEY ABSTRACT	03/20/04 16:03:18
BERTIE		
03 CVD 1981		
ACTION CODE: I (U,D,I)	ABSTRACT NUMBER: J001	ABS CLK DT: 121003
VIEW/SELECT PARTIES: _	MONEY NUM: M0001	DTL STATUS:
PRTY R STAT CNCL DT ABSTRACT NAME	GO TO DETAIL PARTY LIABILITY: _ (X)	
P001 C	BLOOMGARDNER, MORTIMER	
D001 D	SMITH, JERRY	
PRE-JUDG INT.: \$	100.00	PRINCIPAL: \$
		1,000.00
		INTEREST
PCT 8.00% OR PER DAY \$	FROM 051303	THRU S
PCT OR PER DAY \$	FROM	THRU
PCT OR PER DAY \$	FROM	THRU
PCT OR PER DAY \$	FROM	THRU
PCT OR PER DAY \$	FROM	THRU
ATTY FEES TYPE:	ATTY AMOUNT: \$	/PCT OF
F1=HELP	3=EXIT	6=LIST

The following fields are available for selection to display additional information or to navigate to additional screens.

**VIEW PARTIES** - Press *F6* in the field to display a list of all attached parties and their status on the award detail.

Note: If an award detail has multiple debtors and one debtor satisfies his liability to the creditor(s), that debtor's status can be set to "CNCL" (Cancelled). The cancellation of a single debtor on an award detail does not cancel the abstract.

**GO TO DETAIL PARTY LIABILITY (X)** - Enter an "X" in the field and press *ENTER* to display the DETAIL PARTY LIABILITY screen. The displayed screen provides the ability to inquire on specific debtors liability on an award. Reductions in an individual debtors liability will display on this screen.

Note: When **ATTY FEES TYPE** field has a value of "AWRD", attorney fees calculate interest at the state rate. A value of "TBD" means the attorney fee amount will be determined later.

Press *F3* to exit the screen



## COST AND FEES ABSTRACT Screen

The COST AND FEES ABSTRACT screen contains the awarded pre- or post-judgment costs including attorney fees. The attorney fees on this screen do not accrue interest.

There are two public access paths to view information on this screen:

1. Link from the **DETAILS LIST** field on the ABSTRACT screen with a "/".
2. Link from the EVENT HISTORY screen on an event record for an added detail.

VJMA 03CVD001981	CIVIL CASE PROCESSING SYSTEM	VJCA
NC AOC CIS	COST AND FEES ABSTRACT	03/20/04 16:05:20
BERTIE		
03 CVD 1981		
ACTION CODE: I (U,D,I)	ABSTRACT NUMBER: J001	ABS CLK DT: 121003
	COST NUM: C0001	DTL STATUS:
VIEW/SELECT PARTIES: _	GO TO DETAIL PARTY LIABILITY: _ (X)	
PRTY R STAT CNCL DT ABSTRACT NAME		
P001 C	BLOOMGARDNER, MORTIMER	
D001 D	SMITH, JERRY	
COST AWARD: ALLJ ATTACH CST: _	75.00	OTHER:
ATTY FEES TYPE:	ATTY AMOUNT:	
F1=HELP 3=EXIT 6=LIST		

The following fields are available for selection to display additional information or to navigate to additional screens.

**VIEW PARTIES** - Press *F6* in the field to display a list of all attached parties and their status on the award detail.

Note: If an award detail has multiple debtors and one debtor satisfies his liability to the creditor(s), that debtor's status can be set to "CNCL" (Cancelled). The cancellation of a single debtor on an award detail does not cancel the abstract.

**GO TO DETAIL PARTY LIABILITY (X)** - Enter an "X" in the field and press *ENTER* to display the DETAIL PARTY LIABILITY screen. The displayed screen provides the ability to inquire on specific debtors liability on an award. Reductions in an individual debtors liability will display on this screen.

**ATTACH CST** - Press *F6* in the field to display the COURT COST DETAILS screen showing the detail cost transactions attached to this award.

Note: When **ATTY FEES TYPE** field has a value of "TBD", the attorney fee amount will be determined later.

Press *F3* to exit the screen.



## PROPERTY ABSTRACT Screen

The PROPERTY ABSTRACT screen contains the Register of Deeds Book and Page and County, and other descriptive property details as defined in the judgment. This screen is a free text screen that directs the viewer to see the case file for complete details.

There are two public access paths to view information on this screen:

1. Link from the **DETAILS LIST** field on the ABSTRACT screen with a "/".
2. Link from the EVENT HISTORY screen on an event record for an added detail.

VJPA 03CVD001981	CIVIL CASE PROCESSING SYSTEM	VJPA
NC AOC CIS	PROPERTY ABSTRACT	03/20/04 16:08:21
BERTIE		
03 CVD 1981		
ACTION CODE: I (U,D,I)	ABSTRACT NUMBER: J001	ABS CLK DT: 121003
VIEW/SELECT PARTIES: _	PROPERTY NUM: P0001	DTL STATUS:
PRTY R STAT CNCL DT ABSTRACT NAME		
P001 C	BLOOMGARDNER,MORTIMER	
D001 D	SMITH,JERRY	
REGISTER DEEDS: BK/PG	CTY	
0000 ***** PROPERTY ABSTRACT IS UNIQUE; SEE FILE FOR COMPLETE DETAILS *****		
0001		
0002		
0003		
0004		
0005		
0006		
		MORE:
F1=HELP 3=EXIT 6=LIST 7=BKWD 8=FWD		

The following fields are available for selection to display additional information or to navigate to additional screens.

**VIEW PARTIES** - Press *F6* in the field to display a list of all attached parties and their status on the award detail.

Note: If an award detail has multiple debtors and one debtor satisfies his liability to the creditor(s), that debtor's status can be set to "CNCL" (Cancelled). The cancellation of a single debtor on an award detail does not cancel the abstract.

**MORE** - Press *F8* to scroll forward or *F7* to scroll backward to read the complete description entry.

Press *F3* to exit the screen.



## SPECIAL ABSTRACT Screen

The SPECIAL ABSTRACT is where the details of a complex judgment that does not fit on the other standard award screens are recorded.

There are two public access paths to view information on this screen:

1. Link from the **DETAILS LIST** field on the ABSTRACT screen with a "/".
2. Link from the EVENT HISTORY screen on an event record for an added detail.

VJSA 03CVD001981	CIVIL CASE PROCESSING SYSTEM	VJSA
NC AOC CIS		03/20/04 16:10:37
BERTIE	SPECIAL ABSTRACT	
03 CVD 1981		
ACTION CODE: I (U,D,I)	ABSTRACT NUMBER: J001	ABS CLK DT: 121003
VIEW/SELECT PARTIES: _	SPECIAL NUM: S0001	DTL STATUS:
PRTY R STAT CNCL DT ABSTRACT NAME		
P001 C	BLOOMGARDNER,MORTIMER	
D001 D	SMITH,JERRY	
***** WARNING - USE OF THIS SCREEN WILL REQUIRE MANUAL PAYOFF CALCULATION *****		
0000 ***** SPECIAL ABSTRACT IS UNIQUE; SEE FILE FOR COMPLETE DETAILS *****		
0001 AWARD DETAILS RELATED TO A SPECIAL ABSTRACT ARE RECORDED ON THIS SCREEN.		
0002 ALL PAYMENTS AND SUBSEQUENT ENTRIES WOULD APPEAR HERE AS WELL.		
0003		
0004		
0005		
0006		
MORE:		
F1=HELP 3=EXIT 6=LIST 7=BKWD 8=FWD		

The following fields are available for selection to display additional information or to navigate to additional screens.

**VIEW PARTIES** - Press *F6* in the field to display a list of all attached parties and their status on the award detail.

Note: If an award detail has multiple debtors and one debtor satisfies his liability to the creditor(s), that debtor's status can be set to "CNCL" (Cancelled). The cancellation of a single debtor on an award detail does not cancel the abstract.

**MORE** - Press *F8* to scroll forward or *F7* to scroll backward to read the complete description entry.

Press *F3* to exit the screen.



## Viewing Electronic Abstract Summary Information

### ABSTRACT SUMMARY Screen – Abstract Level View

This summary screen totals the monetary awards, accumulated interest, and amount paid, and displays the remaining balance due for a selected abstract. This screen also provides the ability to determine a payoff amount for a single debtor or a debtor/creditor liability mix.

There are three public access paths to view information on this screen:

1. Link from the **SELECT CASE INFORMATION USING** field on the JUDGMENTS INDEX screen with an "S", for a party level view.
2. Link from the **VIEW ABSTRACT SUMMARY** field on the ABSTRACT screen with an "X" for a party level or an abstract level view.
3. Link from the **SELECT CASE INFORMATION USING** field on the ABSTRACTS ENTERED BY DATE screen with an "S" for an abstract level view.

```
VJJS 03CVM000220;J001                                VJJS
NC AOC CIS                CIVIL CASE PROCESSING SYSTEM    09/26/03 10:58:53
BERTIE                    ABSTRACT SUMMARY
03 CVM 220                052803 0505 PM
ACTION CODE: I (U,I)    FILE NUM: 03 CVM 000220 ABS NUM: J001

CLOCKED: 060103 1000 AM    INDEXED:                VACATED: _____
CANCELLED: _____ REASON: _____
DEBTOR: _____        STATUS:
CREDITOR: _____      STATUS:                INDIGENT COSTS:

'F6' TO DISPLAY:
DETAIL LIST _ PAYMENT LIST _ VIEW ABSTRACT _ VIEW HISTORY _

PAYOFF DATE: 092603 AMOUNT:                6,631.22    DAILY INT:                1.41

MONEY AWARD:                7,593.00                INTEREST:                424.22
MONEY PAID:                1,141.37                INTEREST PAID:                244.63
MNY BALANCE:                6,451.63                INT BALANCE:                179.59

COSTS & FEES:                900.00                TOTAL:                8,917.22
COSTS PAID:                900.00                PAID:                2,286.00
COST BALANCE:                0.00                BALANCE:                6,631.22
GENR0077I-NO SELECTION FROM PROMPT/LIST SCREEN
F1=HELP 3=EXIT 6=LIST
```



## **ABSTRACT SUMMARY – Party level view**

Selecting a **DEBTOR** displays all summary and payoff information for the specified debtor regardless of its creditor liability across abstracted award details. Press *F6* to display a list of debtors on the abstract. Place a "/" beside a party's name and press *ENTER* to return the selected party.

Selecting a **DEBTOR** and **CREDITOR** displays summary and payoff information for the selected debtor's liability to the selected creditor. Press *F6* to display a list of creditors on the abstract. Place a "/" beside a party's name and press *ENTER* to return the selected party.

The following fields are available for selection to display additional information or to navigate to additional screens.

### **'F6' TO DISPLAY fields**

Press *F6* from any of the following fields in this section to display the indicated screen.

**DETAIL LIST** - links to the DETAILS LIST screen (shows all details on this abstract, Money, Cost, Property or Special).

**PAYMENT LIST** - links to the PAYMENT LIST screen (shows a list of payments recorded for this abstract).

**VIEW ABSTRACT** - links to the ABSTRACT screen (shows parties, party status, party address, issues associated with this abstract and abstract status).

**VIEW HISTORY** - links to the EVENT HISTORY INDEX screen (lists activity recorded on this abstract).

## **Viewing Payoff Calculation**

The current date displays in the **PAYOFF DATE** field. To calculate an abstract payoff for a future date, enter the value (MMDDYY) in the **PAYOFF DATE** field and press *ENTER*. The **AMOUNT** field will display the payoff amount.

Payoff calculation is not performed when any attorney fees are defined as to be determined ("TBD") or when a SPECIAL award detail exists on the abstract. In both of these situations, the **AMOUNT** and **DAILY INT** fields will display blanks.

Payoff calculation may not be accurate when property detail exists.





## Viewing Award Summary

This section displays the original and remaining balance of all awards and accumulated interest for an abstract or party based on the current date.

These fields will be empty when any of the following situations occur:

1. when any attorney fees are defined as to be determined ("**TBD**")
2. when a **SPECIAL** award detail exists on the abstract
3. when only **PROPERTY** award details exist on the abstract

**REMINDER:** Pressing *F1* from a field will display help about the field.



## Viewing a List of Payments

### PAYMENT LIST Screen

This screen displays a list of all payment transactions entered and applied to an abstract. This screen provides links to view details on payments.

There are two paths to access this screen for a particular file and abstract:

1. Link from the **PAYMENT LIST** field on the ABSTRACT SUMMARY screen.
2. Link from the PAYMENTS EXIST entry on the EVENT HISTORY INDEX screen.

```
VJPY 03CVD001981;J001                                VJPY
NC AOC CIS                CIVIL CASE PROCESSING SYSTEM    03/20/04 16:20:18
BERTIE                    PAYMENT LIST

      FILE NUM: 03 CVD 001981
      ABSTRACT NUM: J001
VIEW/SELECT PARTY: _____

SELECT USING: A=PAYMENT DETLS,D=DISBURSEMENT DETLS

      ABS PYMT PAYR  TRAN  TRAN      NOTC  REFERENCE
      AMOUNT NUM   NUM  ID   DATE  TYPE SRCE  DATE   NUMBER
--      -
      50.00 001 00003 D001 071703 PYMT JABS
      100.00 001 00002 D001 071603 PYMT JABS
      100.00 001 00001 D001 060303 PYMT MFCR 071703 T000036

GENR0008I-RECORD READ SUCCESSFULLY                MORE:
F1=HELP 3=EXIT 6=LIST 7=BKWD 8=FWD
```

The following fields are available for selection to display additional information or to navigate to additional screens.

**VIEW/SELECT PARTY** - Press *F6* in the field to display a list of all parties on the abstract. Type a slash "/" to select a specific party and return the party id value to the field.

Note: Selecting a specific party, either debtor or creditor, will filter only those payments in the list that are applied to details the party is attached to on the abstract.

**SELECT USING** provides one of two links:

1. Typing "A" in the field will link to the PAYMENT DETAILS screen to view information on a single transaction.
2. Typing "D" in the field will link to the DISBURSEMENT DETAILS screen to view how much, when and to whom a payment was disbursed. Link is only valid when **TRAN TYPE = "PYMT"**.



## Viewing Payment Details

### PAYMENT DETAILS Screen

This screen displays information on a single payment detail record. There is only one path to access this screen:

1. Link from the PAYMENT LIST screen with an "A" in the **SELECT USING** field.

VJPD			VJPD
NC AOC CIS	CIVIL CASE PROCESSING SYSTEM	03/20/04 16:03:18	
BERTIE	PAYMENT DETAILS		
ACTION CODE: I (A,I)	FILE NUM: 03 CVD 001981	ABSTRACT NUM: J001	
PAYMENT NUMBER: 00001	TRAN TYPE: PYMT	PAYMENT	
AMOUNT: 100.00			
DEBTOR: D001 SMITH, JERRY			
CREDITOR: _____			
TRAN DATE: 060303	SOURCE: MFCR CASH RECEIPTING	RECEIPT#: T000036	
ACCOUNT: 26115	JUDGMENT PAYMENT	MANUAL RECEIPT#:	
NOTICE: P (F/P)	NOTICE DATE: 071703	VIEW DISBURSEMENT(S): _ (X)	
F1=HELP 3=EXIT			

The following fields are available for selection to display additional information or to navigate to additional screens.

**VIEW DISBURSEMENT(S)** - Enter an "X" in the field and press *ENTER* to display the DISBURSEMENT DETAILS screen for the selected payment.



## Viewing Payment Disbursements

### DISBURSEMENT DETAILS Screen

This screen displays information regarding the disbursement of a specific payment. The disbursement of a payment may require one or more authorizations be processed before the entire amount of the payment is fully disbursed. Multiple authorizations occur as a result of money being owed to varying party mixes and are represented by individual disbursement groupings on the screen.

There are three paths to access this screen for a particular file and abstract:

1. Link from the PAYMENT LIST screen with a "D" in the **SELECT USING** field.
2. Link from the PAYMENT DETAILS screen with an "X" in the **VIEW DISBURSEMENT(S)** field.
3. Link from a disbursement related entry on the EVENT HISTORY INDEX screen.

```
VJDD 03CVM000333;J002;00006                                VJDD
NC AOC CIS                CIVIL CASE PROCESSING SYSTEM      09/22/03 17:37:58
WAKE                      DISBURSEMENT DETAILS
03 CVM 333

FILE#: 03 CVM 000333  ABS#: J002  PYMT: 00001  PYMT AMNT:    115.00
NOTICE: P  NOTICE DATE: 091003
```

PMT AUTH#	AUTH DATE	DIS S	AMOUNT/	PRTY	PAYEE NAME(S)/
V030000598	091803	W	15.00		INDIGENT COSTS
MAIL TO: STATE OF NC					
V030000610	091903	W	100.00	P001	OHMY, INDIGENT
MAIL TO: OHMY, INDIGENT P001 673 NOWHERE LANE RALEIGH, NC					

```
GENR0008I-RECORD READ SUCCESSFULLY
F1=HELP 3=EXIT 7=BKWD 8=FWD
```

Disbursement Groupings

More :

Total to be Disbursed

### Total to be Disbursed

This is the disbursement amount of the applied payment.

### Disbursement Groupings

This section contains the following:

- The date the payment was authorized for disbursement
- The amount of the disbursement
- The name of the payee(s).
- The name and addresses to where the check was mailed.



## Viewing Abstract History

### EVENT HISTORY INDEX Screen

The Judgment Abstracting subsystem displays the abstract and its award details in its current state, while a log of modifications and post-judgment events occurring on the abstract from the date of entry in JA to its cancellation are recorded and displayed on this screen.

There are three public access paths to view information on this screen:

1. Link from the **VIEW HISTORY** field on the ABSTRACT SUMMARY screen with an *F6*.
2. Link from the **SELECT CASE INFORMATION USING** field on the JUDGMENTS INDEX screen with an "H".
3. Link from the **SELECT CASE INFORMATION USING** field on the ABSTRACTS ENTERED BY DATE screen with an "H".

VJXH 03CVM011213			VJXH
NC AOC CIS	CIVIL CASE PROCESSING SYSTEM	03/20/04 16:32:18	
CHOWA	EVENT HISTORY INDEX		
FILE NUM: <u>03</u> CVM <u>011213</u> ABSTRACT NUMBER: <u>J001</u> BEGIN DT: ___ END DT: ___			
SELECT USING: /=TRANSACTION DETAILS			
DATE	TIME	ACTIVITY DESCRIPTION	IDENT
— 061003	09:18	PAID AND SATISFIED IN FULL	J001
— 053003	06:10	NOTICE OF PAYMENT GENERATED	00001
— 052903	14:30	PAYMENTS EXIST	00001
— 052903	14:23	WRIT OF EXECUTION SERVED	D001
— 050503	09:40	WRIT OF EXECUTION GENERATED	D001
— 050503	09:33	TRANSCRIPT CREATED	JOHNS
— 050103	14:21	NOTICE OF RIGHTS SERVED	D001
— 042103	06:14	NOTICE OF RIGHTS GENERATED	D001
— 042003	12:15	MONEY DETAIL CORRECTED	M0001
— 042003	12:10	ABSTRACT CREATED	J001
			MORE :
F1=HELP 3=EXIT 6=LIST 7=BKWD 8=FWD			

The screen reflects the date, time, description, and an identifying key for the event (i.e. party id, award detail number, payment number, etc.). Party name changes are not stored on this screen. They display on the PARTY CORRECTIONS INDEX in VCAP.

**SELECT USING** provides one of two links:

1. To the screen on which the event is recorded, for post-judgment events (i.e., WRIT OF EXECUTION GENERATED links to the SERVICE SUMMARY screen or PAYMENTS EXIST links to the PAYMENT LIST screen).



2. To the MODIFIED HISTORY DETAILS screen for field modifications on the recorded abstract.

### MODIFIED HISTORY DETAIL Screen

The **MODIFIED HISTORY DETAIL** screen shows the modified screen's name, the date and time the change was made, and the original and modified values.

This screen can only be access from the EVENT HISTORY INDEX screen.

```
VJMH 03CVM000220                                VJMH
NC AOC CIS          CIVIL CASE PROCESSING SYSTEM    09/03/03 08:21:19
BERTIE             MODIFIED HISTORY DETAIL
03 CVM 011213      ABSTRACT NUMBER: J001

SCREEN: VJLM-DETAIL PARTY LIABILI          DATE/TIME: 090203 08:28 AM
IDENTIFIERS: M0001

FIELD: PRINCIPAL:
CHANGED TO:          3,000.00
CHANGED FROM:        6,000.00
FIELD:
CHANGED TO:
CHANGED FROM:
FIELD:
CHANGED TO:
CHANGED FROM:
FIELD:
CHANGED TO:
CHANGED FROM:

GENR0008I-RECORD READ SUCCESSFULLY          MORE:
F1=HELP 3=EXIT 7=BKWD 8=FWD
```



# JUDGMENT ABSTRACTING QUICK REFERENCE

To view an abstract:

## By Party Name Search

**Step 1.** MAIN MENU

**CHOICE** = 1, *PRESS ENTER*

**Step 2.** PARTY NAME INQUIRY MENU

**CHOICE** = 3,  
ENTER NAME AND COUNTY, *PRESS ENTER*

**Step 3.** JUDGMENTS INDEX Screen

### SELECT CASE INFORMATION USING:

**I** = ISSUE/ORDER DETAILS Screen  
(order results, issue(s) with associated abstract number or book and page)

**H** = EVENT HISTORY Screen  
(list of activity done on the abstract)

**S** = ABSTRACT SUMMARY Screen  
(status, payoff calculation, total owed, total of payments received)

**J** = ABSTRACT Screen  
(issues and parties attached to abstract, status and general information)

**T** = VIEW/UPDATE TRANSCRIPT Screen  
(electronic transcripts on a file)

## By File Number Search

**Step 1.** MAIN MENU

**CHOICE** = 2, *PRESS ENTER*

**Step 2.** FILE NUMBER INQUIRY MENU

**CHOICE** = 4,  
ENTER FILE NUMBER AND COUNTY, *PRESS ENTER*

**Step 3.** ISSUE/ORDER DETAILS Screen

**SELECT USING** = J (ABSTRACT SCREEN), *PRESS ENTER*

**NOTE:** To view on-screen help for any field or data element, place your cursor on that field and depress *F1*. For more information, see the **Public Access User Manual**.



# JUDGMENT ABSTRACTING QUICK REFERENCE

To view an abstract:

## By Date Entered

### Step 1. MAIN MENU

**CHOICE** = 2, *PRESS ENTER*

### Step 2. FILE NUMBER INQUIRY MENU

**CHOICE** = 10,

(FILE NUMBER field is not applicable for this choice)

ENTER COUNTY, *PRESS ENTER*

### Step 3. ABSTRACTS ENTERED BY DATE

**ENTERED IN SYSTEM SINCE** = *DEFAULTS TO CURRENT DATE*

ENTER DESIRED DATE (MMDDYY), *PRESS ENTER*

### Step 4. ABSTRACTS ENTERED BY DATE Screen

#### SELECT CASE INFORMATION USING:

**I** = ISSUE/ORDER DETAILS Screen

(order results, issue(s) with associated abstract number or book and page)

**H** = EVENT HISTORY Screen

(list of activity done on the abstract)

**S** = ABSTRACT SUMMARY Screen

(status, payoff calculation, total owed, total of payments received)

**J** = ABSTRACT Screen

(issues and parties attached to abstract, status and general information)

**NOTE:** To view on-screen help for any field or data element, place your cursor on that field and depress *F1*. For more information, see the **Public Access User Manual**.





# **APPENDIX B**

## **ECOURTS PORTAL ADVANCED USER GUIDE (October 27, 2023)**



Portal Advanced User Guide  
**Accessing Judicial Records 10/27/2023**

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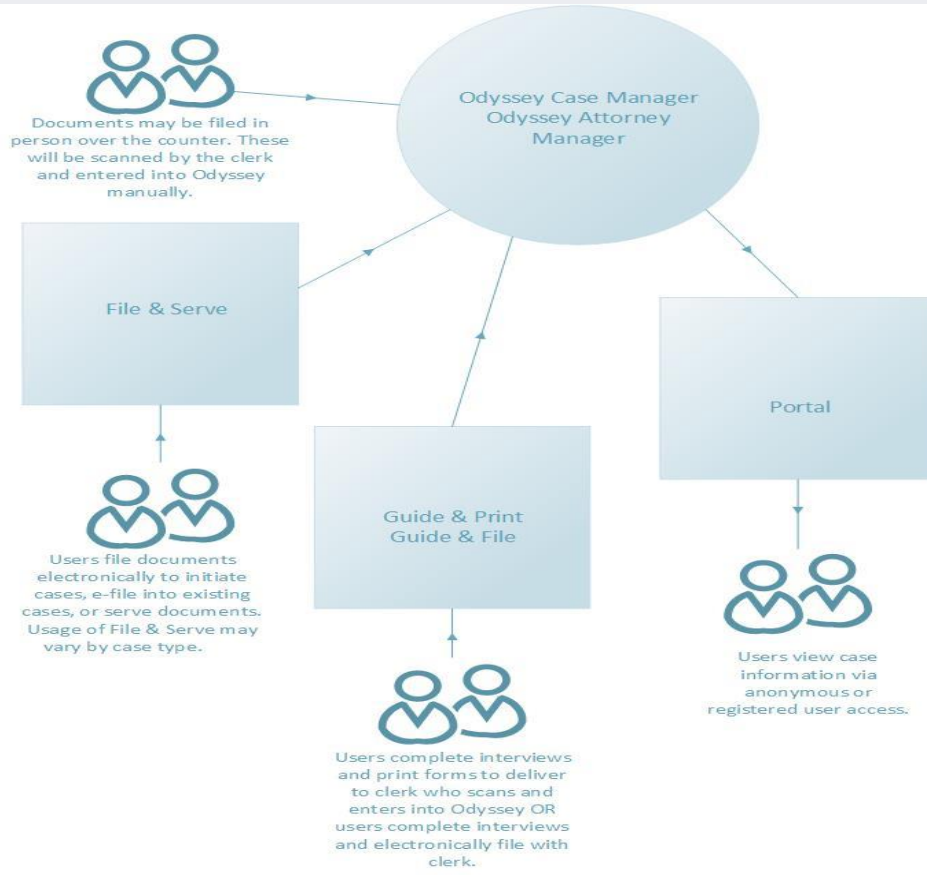
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**eCourts Portal**, a Tyler Technologies product, is designed for users to view court calendars, information, records, pay fees and fines online, and judgment information, indexed in accordance with North Carolina General Statute § 7A-109(b).

**Purpose of This Guide:**

- Assist the general public and registered users in accessing court information with step-by-step guidance, particularly when accessing eCourts Portal outside of a courthouse terminal.

# INTRODUCTION



## NOTES

- **Portal** is part of the North Carolina eCourts system; which is a package of new software applications and improvements that will transition the court system from paper to digital records.
- Portal is a window into Odyssey and can only be used to **VIEW** court records.

# JUSTICE FOR ALL

The North Carolina Judicial branch is committed to providing Justice For All citizens of North Carolina. While Portal provides public access to most cases in Odyssey.

Please note the following:

Categories of records classified as confidential or sealed cannot be accessed via Portal, including:

- Court records sealed by judicial order
- Pre-Birth Determinations

Some categories of records are classified as restricted to the public and require Elevated Access to view in Portal:

- Criminal Warrants Unreturned
- Juvenile case records
- Protective Order Records
  - Non-Domestic Restraining Orders Filed by Agency
  - Non-Domestic Restraining Orders Filed by Other
  - Domestic Violence Protection Orders
- Special Proceeding Confidential for Name Change, Involuntary Commitment, and Other



# TERMINOLOGY

## NOTES:

<b>Portlets:</b>	Sections on the Portal home page that allow the user to access Portal features
<b>Case Summary aka Register of Actions:</b>	A summary of public docket entries in public case types based upon the clerk's official record
<b>Wild Card:</b>	Wild cards take the place of one or more characters in a search term
<b>Index:</b>	A brief snapshot of a Judgment
<b>File &amp; Serve:</b>	Assists users in filing and serving legal documents
<b>eCourts</b>	A package of new software applications and technology infrastructure improvements that will transition our court system from paper to digital.

- **The Register of Actions is NOT the official court record**

# ACCESSING PORTAL

**Step 1** Click on the link, <https://portal-nc.tylertech.cloud/Portal/> or **Scan the QR Code**

**Step 2** The Portal Home Screen will Display as shown below:

The screenshot shows the eCourts Portal interface. At the top, there is a navigation bar with the eCourts Portal logo and a message: "Works Best with Microsoft Edge or chrome". Below this, the main content area features a "Scrolling Informational Banner" (indicated by a blue starburst callout) and a section of "Portlets" (indicated by a yellow box and a blue starburst callout). The portlets include: Smart Search, Search Hearings, Make Payments, and NC Judgment Search. A "HOW TO video links & important information" callout (blue starburst) points to the informational banner area.

[CLICK TO RETURN TO TABLE OF CONTENTS](#)



**DON'T STAND IN LINE  
GO ONLINE**

Portal can be accessed with most phones, tablets, and mobile devices.

**Scan the QR Code**





# REGISTERING IN PORTAL

(Not required for attorney users)

**Step 1** On the Portal Home Page, click [Register / Sign In](#) - choose Register

**Step 2** Complete the Registration Form

**Step 3** Check your email account for a message from [No\\_Reply@tylerhost.net](mailto:No_Reply@tylerhost.net), and click link to complete activate your account.

The image displays a registration process. On the left is a 'Registration Form' with fields for First Name, Last Name, Email Address, Username, Password, Mobile Phone (Numbers Only), Select Service Provider, Select Security Question 1, Select Security Question 2, Select Security Question 3, and a CAPTCHA. Below the form are 'Next' and 'Cancel' buttons. On the right is a 'Registration Complete' dialog box with the text: 'You must verify your email address before you can log in. A verification link was sent to nccourtsportal+1@gmail.com. To verify your account, click in the link provided in your email.' Below this text is a link 'Didn't get an email? Resend Verification' and a blue 'Finish' button. At the bottom is a screenshot of an email from 'No Reply: Confirm Your Email' to 'nccourtsportal+1'. The email body contains: 'Mary-Test Active-eWarrants. Your registration request has been received. Please visit the eCourts Portal site to activate your account. The link provided will only be valid for 10 days. You must validate the email address within those 10 days to confirm your registration. If you have received this email in error, please disregard.' At the bottom of the email are 'Reply', 'Reply all', and 'Forward' buttons.

[CLICK TO RETURN TO TABLE OF CONTENTS](#)

## NOTES:

- Portal can be used without registering (anonymous user)
- Users can Register to create personal account
- Users can request Elevated Access to view additional information as entitled by statute
- Registered and Elevated Access users will have a My Cases portlet where they can save cases of interest

# SIGNING INTO PORTAL

- Step 1** Once you have validated your account Click the Log In button to complete your registration.
- Step 2** Enter the email address you Registered with > enter your password > click **Sign In**
- Step 3** If elevated access is needed, select your role and complete the prompts. Otherwise, click the Home button.

**Email Validation**

Mary-Test Active-eWarrants, your account is now validated!

[Log In](#)

**Please sign in to continue**

**Email**

ncecourtsportal+1@gmail.com

**Password**

.....

**Sign In**

[Forgot Password?](#)

**Request Access**

If you are eligible for access to additional features, select your role and complete the prompts. You can request access to a role at any time from the Welcome menu.

Select Your Role ▼

[Home](#)

## NOTES:

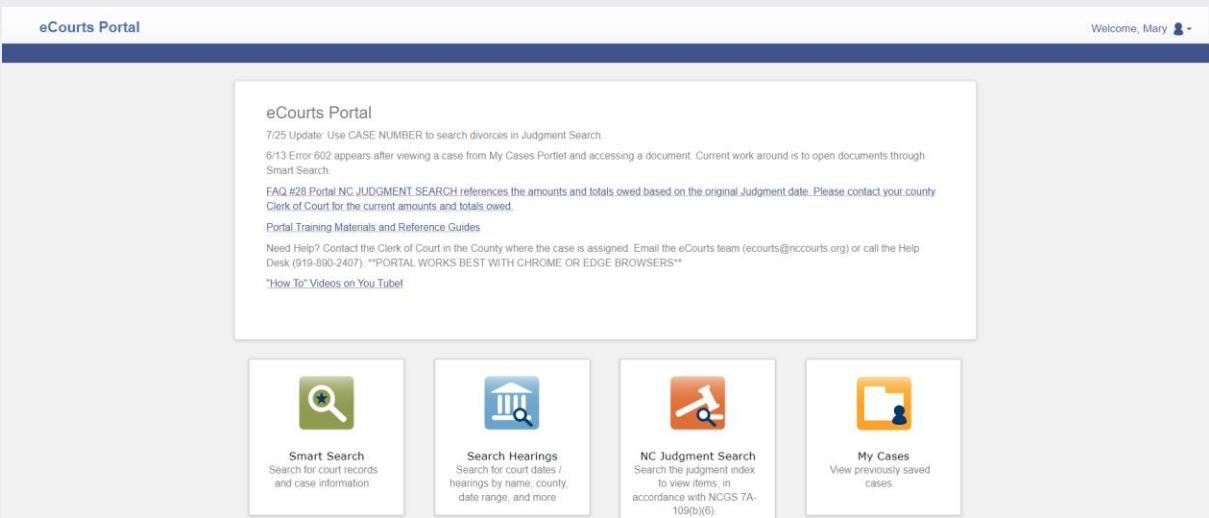
- **Portal can be used without signing in (anonymous user)**
- Users **MUST** log into Portal to complete the registration process
- Users can request Elevated Access to view additional information as entitled by statute

# SIGNING INTO PORTAL

- Step 1** On the Portal Home Page, click [Register / Sign In](#) and choose Sign In
- Step 2** Enter the email address you Registered with > enter your password > click **Sign In**
- Step 3** Below is a diagram of the dashboard, for Registered and Elevated access users, with the different areas labeled which are used throughout this training material.

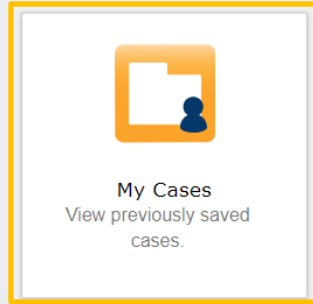
## NOTES:

- Portal can be used without signing in (anonymous user)
- Registered and Elevated Access users will have a My Cases portlet where they can save cases of interest



# MY CASES

**Step 1** Click the My Cases Portlet on the Portal Home Page



Non-Attorney Users will have one (1) tab for Added Cases. Attorney Users will have three (3) tabs: Added Cases, Attorney of Record Cases, and Juvenile Records Cases

**Step 2**

## My Cases

My Cases

Added Cases Attorney of Record Cases Juvenile Records

## NOTES:

- **Added Cases** – Public Record cases manually added by User
- **Attorney of Record Cases** – Automatically populates based on ACTIVE attorney of record as listed in Odyssey (including juvenile cases); regardless of the active/inactive case status
- **Juvenile Cases** – Automatically populates based on ACTIVE attorney's representing juveniles in Juvenile Delinquency (JB) court proceedings
- If errors occur when accessing cases or opening case documents for cases located in the My Cases portlet, use Smart Search to manually search for the case, Open the Case Summary and Click the Add to My Cases link to resolve the errors

## Elevated Access

Available for users with a **verified business need** and authority granted by statute to view generally restricted case information and non-public information

Requests are initiated by the user and processed by the North Carolina Administrative Office of the Courts

### NOTES:

Elevated Access allows access to restricted information, permitted by statute, based on role:

- Active eWarrants – PII, Warrants Unreturned, and Protective Order Cases
- Government Agency – PII
- Domestic Violence Agency – PII and Protective Order Cases
- Attorney – Cases for which the attorney is listed as the **ACTIVE attorney of record as assigned by Party ID**
- DSS, Court Counselors, GAL Program Volunteers – **Cases as assigned by Party ID**
- Juvenile, Parent, Guardian, or Custodian – **Cases as assigned by Party ID**

**Sealed or confidential records and documents with sensitive information are not available for viewing on Portal.**

## Who can apply for Elevated Access?

### Active eWarrant User

- Any LEO or administrative support who is **statutorily permitted** to view Warrants Unreturned
- **Registration with Agency email required!**

### Government & Domestic Violence Agencies

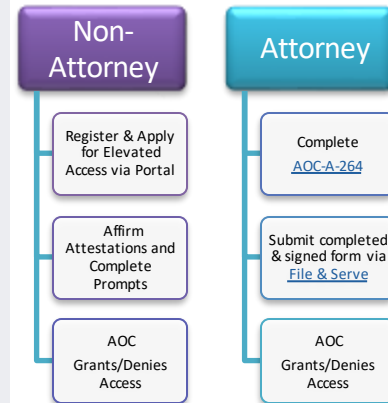
- Any government agency employee who has DCIN certification and a verifiable **business need** for PII
- Any domestic violence agency who has a **primary service of providing support to domestic violence victims and a business need** to Protective Order Cases
- **Registration with Agency email required!**

### Active Party assigned to Odyssey Case

- Attorney
- GAL Program Volunteer
- Mother, Father, Father (Legal), Father (Putative), Guardian, Custodian
- Juvenile
- DSS Social Worker
- Juvenile Court Counselor
- Special Proceeding Confidential (SPC) Respondent

## NOTES:

### Application Process



- Processing times vary dependent on the volume of requests received; requesters are notified by email or through File & Serve when approved or denied

### Reasons for being denied Elevated Access:

# Non-Attorney

- Active eWarrants User Only: Requester must register and request Elevated Access with his/her federal, state, or law enforcement email address (UPN is not an email address).
- Active eWarrants User Only: Requestor must have an ACTIVE eWarrants User ID. Contact your Agency eWarrants Administrator for resolution before submitting a new request.
- Active eWarrants User Only: The Agency may not be an authorized user of eWarrants or your identity cannot be verified. Contact your Agency eWarrants Administrator for resolution before submitting a new request.
- Requestor is not listed as an Active Party or Participant on the case provided.
- Requestor must register and request elevated access with the email issued by his/her federal, state or local government employer.

#### NOTES:

##### If Denied:

- Non-attorney users will be notified via a email from Portal

### Reasons for being denied Elevated Access:

# Attorney

- [AOC-A-264 Form](#) was not included on the File & Serve submission.
- [AOC-A-264 Form](#) was not completed/signed and/or was completed incorrectly.
- Filing attorney has already been granted Elevated Access. Additional questions may be submitted to [ecourts@nccourts.org](mailto:ecourts@nccourts.org) or by calling the NCAOC Help Desk at (919) 890-2407.
- Only one Elevated Access request can be accepted per filing. Please re-submit filings individually.
- There was an error on your filing; correct and resubmit.
- Filing attorney has initiated the Portal Registration process and must complete the process, including logging into Portal, prior to resubmitting a completed AOC-A-264.

### NOTES:

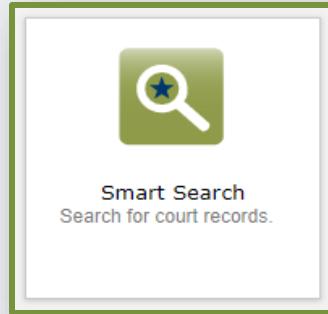
#### If Denied:

- Attorney users will be notified via eCourts File & Serve



# SMART SEARCH – BASIC SEARCH

**Step 1** Click the Smart Search Portlet on the Portal Home Page



**Step 2**

To begin searching for court records, use Smart Search to enter a case number or a person's name (last, first)

Smart Search \*Required

Search Criteria ?

\* Enter a Record Number or Name in Last, First Middle Suffix Format

[Advanced Filtering Options](#) -

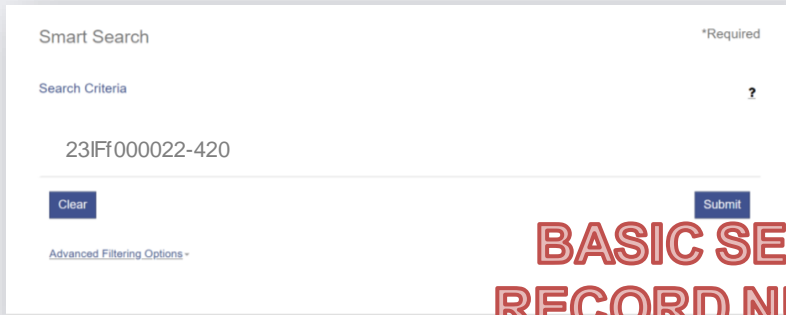
## NOTES:

- Smart Search is for **ALL** Odyssey implemented counties. Court records from counties not using Odyssey do not return

**Sealed or confidential records and documents with sensitive information are not available for viewing on Portal.**

# SMART SEARCH – BASIC SEARCH

## Step 3 Click Submit



Smart Search \*Required

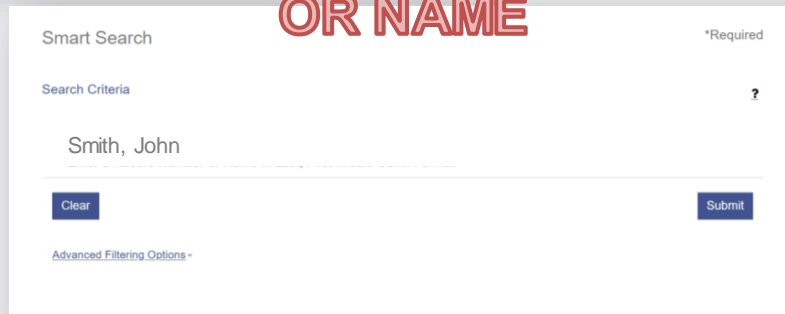
Search Criteria ?

23IFf000022-420

[Clear](#) [Submit](#)

[Advanced Filtering Options -](#)

**BASIC SEARCH  
RECORD NUMBER  
OR NAME**



Smart Search \*Required

Search Criteria ?

Smith, John

[Clear](#) [Submit](#)

[Advanced Filtering Options -](#)

## NOTES:

- Smart Search is for **ALL** Odyssey implemented counties. Court records from counties not using Odyssey do not return

**Sealed or confidential records and documents with sensitive information are not available for viewing on Portal.**

# SMART SEARCH – BASIC SEARCH

**Step 4** Select a Case Number from the results returned to display the Register of Actions.

Cases

Case Number	Style / Defendant	Status	Location	Party Name	Party Type
231F00022-420	FISCIAL, ARTIE	Pending	Harnett District Court	FISCIAL, ARTIE	Defendant

Party Search Results

The search returned 200 cases that have been grouped by party name, but could have returned more. Please narrow the search by entering more precise criteria.

Name Date of Birth

SMITH, JOHN

Cases (1)

Cases

Case Number	Style / Defendant	Status	Location	Party Name	Party Type
18CVD002074-420	HARNETT CO OBO VS JOHN SMITH	Disposed - Final Judgment No Trial	Harnett District Court	SMITH, JOHN	Defendant

SMITH, JOHN

Current Address:  
985 ABATTOIR ROAD  
COATS, NC 27521

Cases (1)

Cases

Case Number	Style / Defendant	Status	Location	Party Name	Party Type
18CVD002298-420	DISCOVER BANK VS JOHN SMITH	Disposed - Clerk of Superior Court	Harnett District Court	SMITH, JOHN	Defendant

## NOTES:

- The maximum results returned is 200
- If the **error message** stating, "200 results were returned," then use the Advanced Filtering Options to narrow search results
- Case number results are specific and return only records with that case number
- Name searches typically return a greater number of records

[CLICK TO RETURN TO TABLE OF CONTENTS](#)

# SMART SEARCH – BASIC SEARCH

NORTH CAROLINA JUDICIAL BRANCH eCourts Portal

eCourts Portal

Smart Search Search Results

No cases match your search

Click the Smart Search link to enter another search

## NOTES:

- If “No cases match your search” displays:
  - Confirm the case number/name entered is correct
  - Confirm the case number/name entered is in the correct format
  - Confirm the case is in a county that has gone live with Odyssey
  - The record may not exist
  - The record may be a Restricted case type

**Sealed or confidential records and documents with sensitive information are not available for viewing on Portal.**

# SMART SEARCH – ADVANCED FILTERING OPTIONS

## Step 1 Enter your basic Search Criteria

Smart Search \*Required

Search Criteria ?

Smith, John

[Clear](#) [Submit](#)

[Advanced Filtering Options](#) -

## Step 2 Click on the Advanced Filter Options dropdown

Smart Search \*Required

Search Criteria ?

Smith, John

[Clear](#) [Submit](#)

[Advanced Filtering Options](#) -

## NOTES:

- Advanced Filtering Options allow you to filter by the Search Criteria. They cannot be used alone to complete a Search

# SMART SEARCH – ADVANCED FILTERING OPTIONS

## Step 3 Select your Advanced Filtering Search Criteria Options

### General Options

#### Filter by Location

- All Locations
- Harnett County
- Johnston County
- Lee County

#### Filter by Search Type

Smart Search

#### Include

- Cases

### Party Search Criteria

#### Search by

- Party Name
- Nickname
- Sounds Like
- Business Name

Filter by Date of Birth From

Filter by Date of Birth To

Filter by Gender

Filter by Ethnicity

Filter by FBI Number

Filter by SO Number

### Case Search Criteria

Filter by Case Type

Filter by Case Status

Filter by File Date Start

Filter by File Date End



**Bail bondsmen are listed as Businesses in Odyssey.**

## NOTES:

- Advance Filtering Options allow results to be filtered (or narrowed) by any one or combination of the following:
  - Search Type (Case Number, Business Name, Citation Number, etc.)
  - Location
  - Party Search Criteria section, includes Date of Birth
  - Case Search Criteria
- Smart Search defaults to Case Number or Party Name. Selecting the Party Name Search, from Advanced Filtering Options is **NOT RECOMMENDED!** It will limit search results and does not support the use of the wild card.

# SMART SEARCH – ADVANCED FILTERING OPTIONS

**Step 4** Enter the exact Date of Birth or a range of dates if the exact Date of Birth is unknown

**NOTES:**

Party Search Criteria

Search by

Party Name  Business Name

Nickname

Sounds Like

Filter by Date of Birth From

Filter by Date of Birth To

Filter by Date of Birth From

Filter by Date of Birth To

**Step 5** Scroll down and click Submit



# SMART SEARCH – ADVANCED FILTERING OPTIONS

## Step 6 Search Results will display based on entered Name and Date of Birth

### Party Search Results

Name	Date of Birth
SMITH, JOHN BLAIR	XX/XX/1970

Cases		Race	Gender	
Case Number	Style / Defendant	Status	Location	Party Name
20CR713175-910	SMITH, JOHN BLAIR	Disposed	Wake District Court	SMITH, JOHN BLAIR
17CR748480-910	SMITH, JOHN BLAIR	Disposed	Wake District Court	SMITH, JOHN BLAIR
02CR046021-910	SMITH, JOHN BLAIR	Disposed	Wake District Court	SMITH, JOHN BLAIR
00CR048571-910	SMITH, JOHN BLAIR	Disposed	Wake District Court	SMITH, JOHN BLAIR

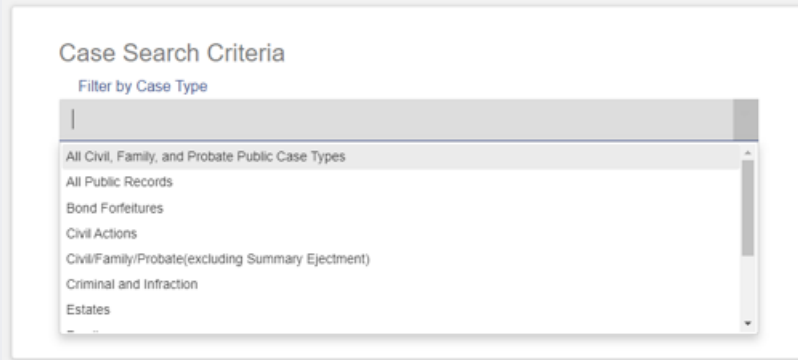
### NOTES:

- The month and day of the Date of Birth is masked by "xx/xx" to protect the individual's privacy, but the year displays to help narrow search returns
- Elevated Access is required to see the entire, unmasked Date of Birth



# SMART SEARCH – ADVANCED FILTERING OPTIONS

## Step 7 Select a Case Type from the Filter by Case Type Drop Down



Case Search Criteria

Filter by Case Type

All Civil, Family, and Probate Public Case Types  
All Public Records  
Bond Forfeitures  
Civil Actions  
Civil/Family/Probate(excluding Summary Ejectment)  
Criminal and Infraction  
Estates

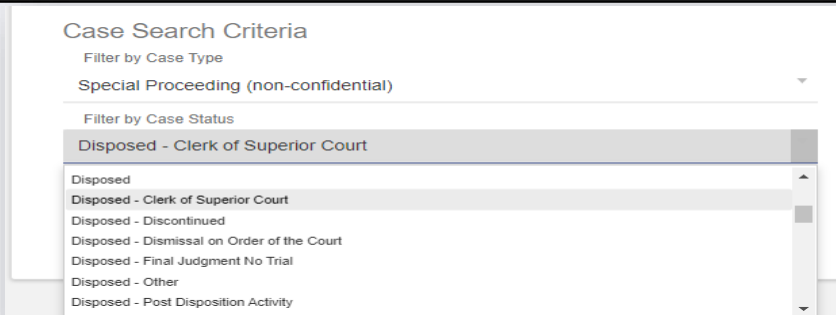


The Case Type filter can be used to find cases indexed according to NCGS § 7A-109(b).

## NOTES:

- Filtering by Case Type does NOT narrow the Case Status selections
- A crosswalk list of Case Status by Case Type follows on slides 14-23

## Step 8 Based on the selected Case Type, select the appropriate Case Status



Case Search Criteria

Filter by Case Type  
Special Proceeding (non-confidential)

Filter by Case Status  
Disposed - Clerk of Superior Court

Disposed  
Disposed - Clerk of Superior Court  
Disposed - Discontinued  
Disposed - Dismissal on Order of the Court  
Disposed - Final Judgment No Trial  
Disposed - Other  
Disposed - Post Disposition Activity



Selecting a Case Status, which is not applicable to the Case Type, will lead to incomplete search results.

# SMART SEARCH – ADVANCED FILTERING OPTIONS

## Case Status Civil Actions

1

### Choose Case Type

Bond Forfeiture  
Civil Foreclosure (CV)  
Civil Foreclosure (M)  
Civil General  
Civil Magistrate  
Confession of Judgment  
Non-Domestic Restraining Orders  
Summary Ejectment



2

### Choose Case Status

Adjudicated Incompetent  
Appealed  
Disposed - Clerk of Superior Court  
Disposed - Discontinued  
Disposed - Dismissal on Order of the Court  
Disposed - Final Judgment No Trial  
Disposed - Other  
Disposed - Post Disposition Activity  
Disposed - Trial by Judge  
Disposed - Trial by Jury  
Disposed - Trial by Magistrate  
Disposed - Voluntary Dismissal  
Incompetent to Stand Trial (Incapable to Proceed)  
Inpatient Involuntarily Committed  
Not Guilty by Reason of Insanity  
Outpatient Commitment Dangerous  
Pending  
Removal of Mental Health Bar  
Reopened  
Small Claims Appeal  
Stayed  
Substance Abuse Commitment  
Transfer of SPC file  
Transfer to Another County  
Transferred to Superior Court  
Trial De Novo  
Unreserved  
SPC Index Conversion

# SMART SEARCH – ADVANCED FILTERING OPTIONS

## Case Status

### Civil Actions Continued

1

#### Choose Case Type

Civil Domestic with Divorce  
Civil Domestic without Claim for Divorce  
Domestic Violence Protection Order Filed By Agency  
Domestic Violence Protection Order Filed By Other  
Miscellaneous Domestic Filings



2

#### Choose Case Status

Administrative Closure  
Appealed  
Completed  
Disposed  
Disposed - Clerk of Superior Court  
Disposed - Discontinued  
Disposed - Dismissal on Order of the Court  
Disposed - Final Judgment No Trial  
Disposed - Other  
Disposed - Post Disposition Activity  
Disposed - Trial by Judge  
Disposed - Trial by Jury  
Disposed - Trial by Magistrate  
Disposed - Voluntary Dismissal  
Pending  
Remanded  
Reopened  
Stayed  
Transfer to Another County  
Transferred to Superior Court  
Unreserved  
Transfer of SPC file  
Transfer to Another County  
Transferred to Superior Court  
Trial De Novo  
Unreserved

# SMART SEARCH – ADVANCED FILTERING OPTIONS

## Case Status Bond Forfeiture

1

### Choose Your Case Type

Bond Forfeitures



2

### Choose Case Status

- Adjudicated Incompetent
- Appealed
- Disposed - Clerk of Superior Court
- Disposed - Discontinued
- Disposed - Dismissal on Order of the Court
- Disposed - Final Judgment No Trial
- Disposed - Other
- Disposed - Post Disposition Activity
- Disposed - Trial by Judge
- Disposed - Trial by Jury
- Disposed - Trial by Magistrate
- Disposed - Voluntary Dismissal
- Incompetent to Stand Trial (Incapable to Proceed)
- Inpatient Involuntarily Committed
- Not Guilty by Reason of Insanity
- Outpatient Commitment Dangerous
- Pending
- Removal of Mental Health Bar
- Reopened
- Small Claims Appeal
- Stayed
- Substance Abuse Commitment
- Transfer of SPC file
- Transfer to Another County
- Transferred to Superior Court
- Trial De Novo
- Unreserved
- SPC Index Conversion

## Case Status

### Criminal and Infraction

1

#### Choose Your Case Type

Criminal

Infraction

Out of State Probation

Out of State Parole



2

#### Choose Case Status

Appealed – Appellate

Archived

Completed

Disposed

Pending

Pending – Reported to DMV

Pending Expungement

Remanded

Transfer to Another County

Transferred to Superior Court

Voluntarily Dismissed with Leave

# SMART SEARCH – ADVANCED FILTERING OPTIONS

## Case Status

### Estates

1

#### Choose Case Type

- Decedents' Estate – Full Administration
- Decedents' Estate – Small Estate
- Document / Filing (No Further Action)
- Funds Deposited for a Minor / Incapacitated Person
- Guardianship - Acceptance of Transfer from Another State
- Guardianship - General or Estate
- Guardianship – Person
- Proceeding For Judicial Relief
- Trust - Cemetery Trust
- Trust - Testamentary Trust With Accountings Required



2

#### Choose Case Status

- Active Reopened
- Adjudicated Incompetent
- Appealed
- Closed
- Disposed - Clerk of Superior Court
- Disposed - Discontinued
- Disposed - Dismissal on Order of the Court
- Disposed - Final Judgment No Trial
- Disposed - Other
- Disposed - Post Disposition Activity
- Disposed - Trial by Judge
- Disposed - Trial by Jury
- Disposed - Trial by Magistrate
- Disposed - Voluntary Dismissal
- Filed
- Incompetent to Stand Trial (Incapable to Proceed)
- Inpatient Involuntarily Committed
- Not Guilty by Reason of Insanity
- Outpatient Commitment Dangerous
- Pending
- Remanded
- Removal of Mental Health Bar
- Substance Abuse Commitment
- Transfer of SPC file
- Transfer to Another County
- Transferred to Superior Court
- Will/Codicil for Safekeeping Withdrawn
- SPC Index Conversion

# SMART SEARCH – ADVANCED FILTERING OPTIONS

## Case Status Family

1

### Choose Case Type

- Civil Domestic with Divorce
- Civil Domestic without Claim for Divorce
- Miscellaneous Domestic Filings



2

### Choose Case Status

- Administrative Closure
- Appealed
- Completed
- Disposed
- Disposed - Clerk of Superior Court
- Disposed - Discontinued
- Disposed - Dismissal on Order of the Court
- Disposed - Final Judgment No Trial
- Disposed - Other
- Disposed - Post Disposition Activity
- Disposed - Trial by Judge
- Disposed - Trial by Jury
- Disposed - Trial by Magistrate
- Disposed - Voluntary Dismissal
- Pending
- Remanded
- Reopened
- Stayed
- Transfer to Another County
- Transferred to Superior Court
- Unserviced

# SMART SEARCH – ADVANCED FILTERING OPTIONS

## Case Status Registration

1

### Choose Your Case Type

Registration



2

### Choose Case Status

- Adjudicated Incompetent
- Appealed
- Disposed - Clerk of Superior Court
- Disposed - Discontinued
- Disposed - Dismissal on Order of the Court
- Disposed - Final Judgment No Trial
- Disposed - Other
- Disposed - Post Disposition Activity
- Disposed - Trial by Judge
- Disposed - Trial by Jury
- Disposed - Trial by Magistrate
- Disposed - Voluntary Dismissal
- Incompetent to Stand Trial (Incapable to Proceed)
- Inpatient Involuntarily Committed
- Not Guilty by Reason of Insanity
- Outpatient Commitment Dangerous
- Pending
- Removal of Mental Health Bar
- Reopened
- Small Claims Appeal
- Stayed
- Substance Abuse Commitment
- Transfer of SPC file
- Transfer to Another County
- Transferred to Superior Court
- Trial De Novo
- Unserved
- SPC Index Conversion



# SMART SEARCH – ADVANCED FILTERING OPTIONS

## Case Status Special Proceeding

1

### Choose Case Type

Foreclosure (Special Proceeding)

Incompetency

Name Change

Special Proceeding



2

### Choose Case Status

- Active Reopened
- Adjudicated Incompetent
- Appealed
- Closed
- Disposed - Clerk of Superior Court
- Disposed - Discontinued
- Disposed - Dismissal on Order of the Court
- Disposed - Final Judgment No Trial
- Disposed - Other
- Disposed - Post Disposition Activity
- Disposed - Trial by Judge
- Disposed - Trial by Jury
- Disposed - Trial by Magistrate
- Disposed - Voluntary Dismissal
- Filed
- Incompetent to Stand Trial (Incapable to Proceed)
- Inpatient Involuntarily Committed
- Not Guilty by Reason of Insanity
- Outpatient Commitment Dangerous
- Pending
- Remanded
- Removal of Mental Health Bar
- Substance Abuse Commitment
- Transfer of SPC file
- Transfer to Another County
- Transferred to Superior Court
- Will/Codicil for Safekeeping Withdrawn
- SPC Index Conversion

# SMART SEARCH – ADVANCED FILTERING OPTIONS

## Case Status

Special Proceeding Continued

1

### Choose Case Type

Adoptions



2

### Choose Case Status

- Administrative Closure
- Appealed
- Completed
- Disposed
- Disposed - Clerk of Superior Court
- Disposed - Discontinued
- Disposed - Dismissal on Order of the Court
- Disposed - Final Judgment No Trial
- Disposed - Other
- Disposed - Post Disposition Activity
- Disposed - Trial by Judge
- Disposed - Trial by Jury
- Disposed - Trial by Magistrate
- Disposed - Voluntary Dismissal
- Pending
- Remanded
- Reopened
- Stayed
- Transfer to Another County
- Transferred to Superior Court
- Unserviced

# SMART SEARCH – ADVANCED FILTERING OPTIONS

## Case Status

Wills Deposited for Safekeeping

1

### Choose Case Type

Wills Deposited for Safekeeping



2

### Choose Case Status

- Active Reopened
- Adjudicated Incompetent
- Appealed
- Closed
- Disposed - Clerk of Superior Court
- Disposed - Discontinued
- Disposed - Dismissal on Order of the Court
- Disposed - Final Judgment No Trial
- Disposed - Other
- Disposed - Post Disposition Activity
- Disposed - Trial by Judge
- Disposed - Trial by Jury
- Disposed - Trial by Magistrate
- Disposed - Voluntary Dismissal
- Filed
- Incompetent to Stand Trial (Incapable to Proceed)
- Inpatient Involuntarily Committed
- Not Guilty by Reason of Insanity
- Outpatient Commitment Dangerous
- Pending
- Remanded
- Removal of Mental Health Bar
- Substance Abuse Commitment
- Transfer of SPC file
- Transfer to Another County
- Transferred to Superior Court
- Will/Codicil for Safekeeping Withdrawn
- SPC Index Conversion

# SMART SEARCH – ADVANCED FILTERING OPTIONS

Step 9

Click

Submit

NOTES:

## Case Search Criteria

Filter by Case Type

Special Proceeding (non-confidential)

Filter by Case Status

Disposed - Clerk of Superior Court

Completed

Disposed

Disposed - Clerk of Superior Court

Disposed - Discontinued

Disposed - Dismissal on Order of the Court

Disposed - Final Judgment No Trial

Disposed - Other

Submit

[CLICK TO RETURN TO TABLE OF CONTENTS](#)

# SMART SEARCH – ADVANCED FILTERING OPTIONS

## Step 10 Results meeting the Filtering options will display


## NOTES:

### Cases


Case Number	Style / Defendant	Status	Location	Party Name	Party Type
23CR000001-910	STATE OF NORTH CAROLINA VS QCTECR def civil	Pending	Wake Superior Court	civil, QCTECR def	Defendant
23CR100002-910	STATE OF NORTH CAROLINA VS QCTECR def civil	Pending	Wake District Court	civil, QCTECR def	Defendant
23CR100003-910	STATE OF NORTH CAROLINA VS QCTECR def civil	Pending	Wake Clerk of Superior Court	civil, QCTECR def	Defendant

# SMART SEARCH - WILDCARD SEARCH

**Step 1** Use the \* wildcard to assist with Searching (see examples below)

**1** Click the  in the upper right hand corner.

Smart Search \*Required

Search Criteria 


\*Enter a Record Number or Name in Last, First Middle Suffix Format

[Clear](#)

[Advanced Filtering Options](#)

**2** This message will appear.

Smart Search \*Required


Search Criteria 

Type the record number in the search criteria field.

To perform a wildcard search using a case number, enter at least four characters. You can also type a case by a business name, click Advanced Filtering Options, navigate to the General Options section, and select, "Business Name" from the Filter by Search Type drop-down list. Type the business name in the search field above, and click Submit. Or use the Smart Search; if the business name includes a comma use a wildcard search by adding an "\*" in place of the comma. Do not add anything after the\*.

## Examples

Smart Search \*Required


Search Criteria 

\*Enter a Record Number or Name in Last, First Middle Suffix Format

[Clear](#)

[Advanced Filtering Options](#)

Smart Search \*Required

Search Criteria 

\*Enter a Record Number or Name in Last, First Middle Suffix

[Clear](#)

[Advanced Filtering Options](#)


Smart Search \*Required

Search Criteria 

\*Enter a Record Number or Name in Last, First Middle Suffix Format

[Clear](#)

[Advanced Filtering](#)

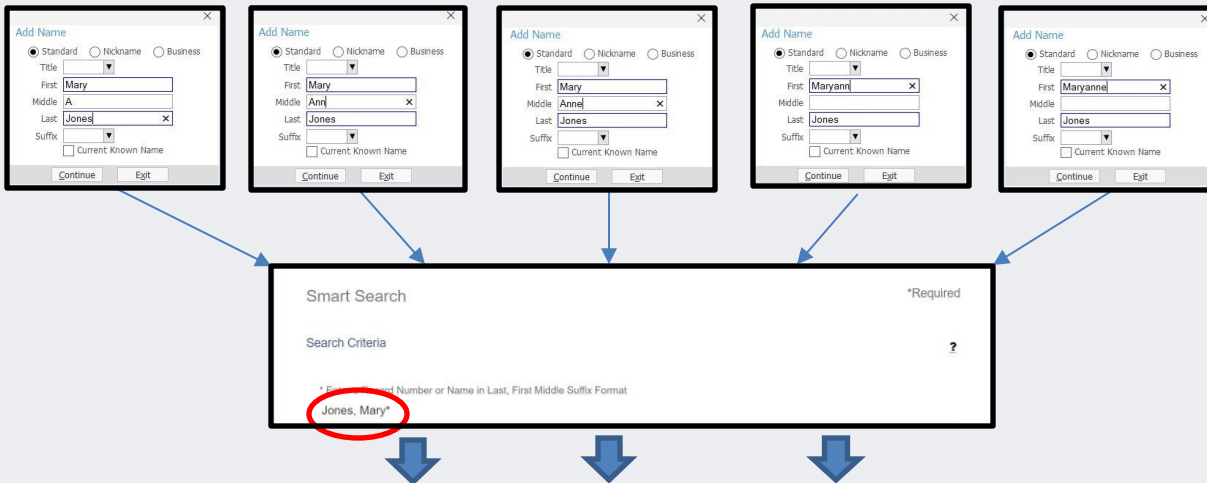
  
The Advanced Filtering Options can help narrow wild card searches.

## NOTES:

- Wildcard Search WILL NOT work with business names that have a space or special character in the 1st 3 letters of the name (ex: A-1 will not work with wildcard due to the special characters of – and 1; A Helping Hand will not work with a wildcard due to the space between A and Helping)

# SMART SEARCH WILDCARD SEARCH – COMPOUND AND COMPLEX NAMES

Use of wildcard functionality aids in searching for compound and complex names when the indexing standard used for the name is unknown. Placing a (\*) after the first known name yields all indexed name variations in the search results.



## Party Search Results

The search returned 200 cases that have been grouped by party name, but could have returned more. Please narrow the search by entering more precise criteria.

### NOTES:

- More information on **e-Courts Name Indexing Standards** can be found [here](#)

Sealed or confidential records and documents with sensitive information are not available for viewing on Portal.

# SMART SEARCH WILDCARD SEARCH – BUSINESS AND ENTITY NAMES

Wild Card Functionality can also assist when searching for business or entity names which may have been indexed various ways

Smart Search \*Required

Business Name ?

\* Enter a Business Name

Walmart

I'm not a robot

[Advanced Filtering Options](#)

Filter by Search Type

Business Name

Add Name

Standard  Nickname  Business

Business

Current Known Name

Add Name

Standard  Nickname  Business

Business

Current Known Name

Add Name

Standard  Nickname  Business

Business

Current Known Name

Add Name

Standard  Nickname  Business

Business

Current Known Name

Add Name

Standard  Nickname  Business

Business

Current Known Name

Smart Search \*Required

Search Criteria ?

\* Enter a Record Number or Name in Last, First Middle Suffix Format

Walmart\*

## Party Search Results

The search returned 200 cases that have been grouped by party name, but could have returned more. Please narrow the search by entering more precise criteria.

### NOTES:

- More information on **e-Courts Name Indexing Standards** can be found [here](#)
- When searching for a Business you MUST Click the Advanced Filtering Options link and Select Filter by Search Type: Business Name
  - If the business name includes a comma, then use the wild card in place of the comma and nothing after the wild card
  - If the 1st three letters of the Business Name is a number, space or special character, the wildcard will NOT work

Sealed or confidential records and documents with sensitive information are not available for viewing on Portal.



# REGISTER OF ACTIONS

## Step 1

When a Search Returns, Click on the underlined Case Number to display the Register of Actions

JONES, JENNIFER

Current Address:  
234 ROYAL TOWER WAY  
CARY, NC 27513

Cases (1)

Case Number	Style / Defendant	Status	Location	Party Name	Party Type
<u>15SP001542-910</u>	IN THE MATTER OF THE FORECLOSURE OF A DEED OF TRUST JENNIFER JONES	Disposed - Voluntary Dismissal	Wake Clerk of Superior Court	JONES, JENNIFER	Defendant

Case Number ▼

15SP001542-910

## Step 2

Register of Actions will display

Case Summary

Wake Clerk of Superior Court

**Case Summary**

Case No. 15SP001542-910

IN THE MATTER OF THE FORECLOSURE OF A DEED OF TRUST JENNIFER JONES

§  
§  
§

Location: Wake Clerk of Superior Court  
Filed on: 06/02/2015  
Microfilm Number: 15 100 9999

## NOTES:

- The Register of Action is also known as the Case Summary
- The county Clerk of Court has Odyssey functionality to view the same Case Summary to assist with questions

# REGISTER OF ACTIONS

## Step 3

Use the menu on in the upper left corner of the Register of Actions Sections to jump to specific sections

CASE SUMMARY

CASE INFORMATION

ASSIGNMENT INFORMATION

PARTY INFORMATION

CAUSES OF ACTION

CASE EVENTS

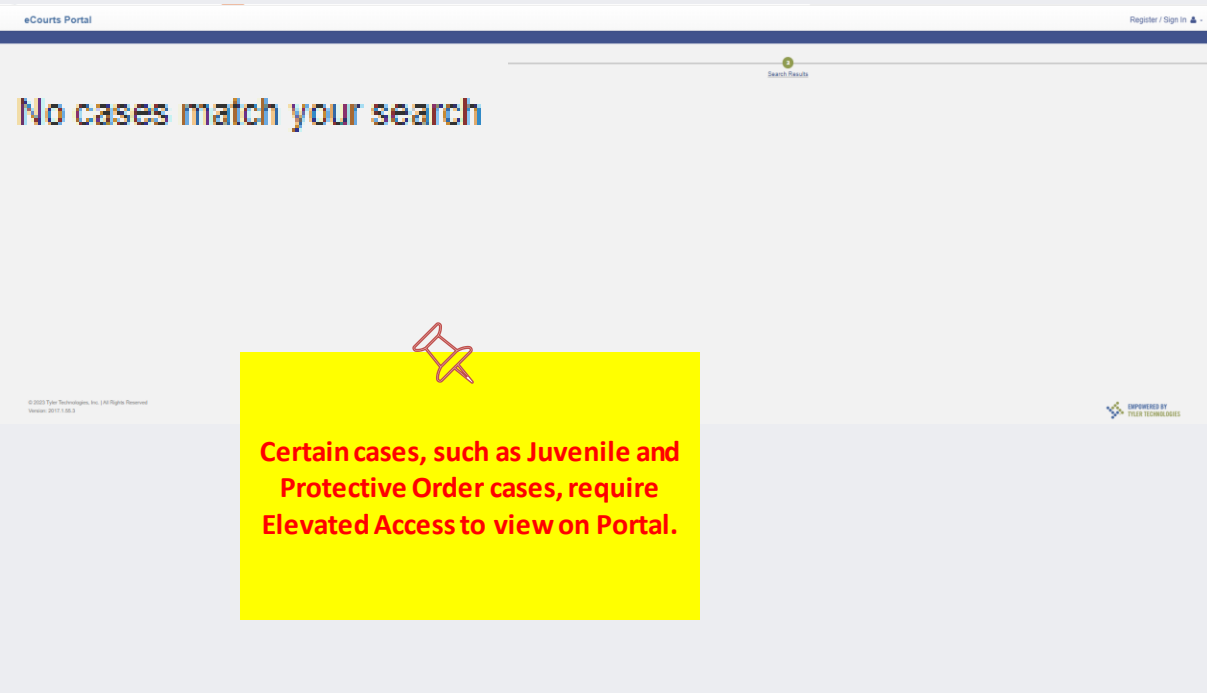
DISPOSITIONS

ADD TO MY CASES

## NOTES:

- Causes of Action are only applicable to the following Case Categories:
  - Civil
  - Family
  - Probate/Mental Health
- The Hearings and/or Financial Information sections display when there is information to display

# NO CASES MATCH YOUR SEARCH



**Certain cases, such as Juvenile and Protective Order cases, require Elevated Access to view on Portal.**

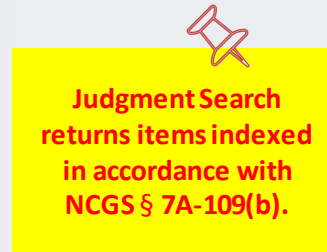
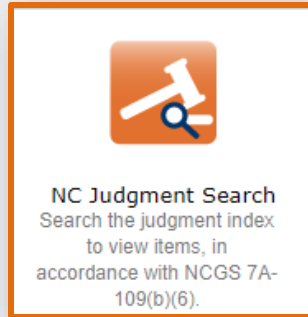
## NOTES:

- Verify the information was entered correctly (ex., 01CR123456-100)
- Verify the Search information was entered in the correct format (ex., Lastname, Firstname)
- If you are Searching a case that requires elevated access, verify you are logged in with the User ID that was granted elevated access
- If you are not seeing the expected cases and/or case information, contact the Clerk of Court in the county where the case is assigned

**Sealed or confidential records and documents with sensitive information are not available for viewing on Portal.**

# JUDGMENT SEARCH

**Step 1** Click the Judgment Search Portlet on the Portal home page



**Judgment Search returns items indexed in accordance with NCGS § 7A-109(b).**

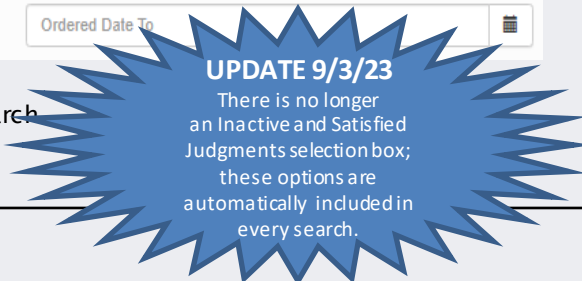
## NOTES:

- Any items deemed **confidential** should not return
- Results include judgments related to Civil, Family, Small Claims, Special Proceedings, Criminal, and Miscellaneous court items
- To view the complete case summary, a searcher must navigate to the **SMART SEARCH** portlet
- **Portal NC JUDGMENT SEARCH references the amounts and totals owed based on the original Judgment date. Please contact your county Clerk of Court for the current amounts and totals owed**

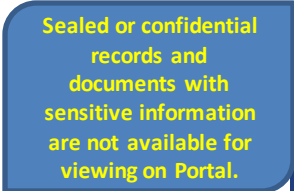
**Step 2** To begin searching for court records, use Judgment Search to enter a person's name (last, first, middle) or a case number

The image shows a screenshot of the Judgment Search interface. It features three search input fields. The first field contains the text "Smith, John" and has a magnifying glass icon on the right. The second field is labeled "Search for a judgment by case number..." and also has a magnifying glass icon. The third field is labeled "Ordered Date From" and has a calendar icon. To its right is another field labeled "Ordered Date To" with a calendar icon.

**Step 3** Click the  to initiate the Search



**UPDATE 9/3/23**  
There is no longer an Inactive and Satisfied Judgments selection box; these options are automatically included in every search.



**Sealed or confidential records and documents with sensitive information are not available for viewing on Portal.**

[CLICK TO RETURN TO TABLE OF CONTENTS](#)

## JUDGMENT SEARCH – WILD CARD USAGE

Last Name or Business	First Name	Middle Name	Party or Business Name Searched	Results
Smith	Adam		Smith, Adam	Smith, Adam returns
Forest	James Dean	Paul	Forest, James Dean	No results for <b>Forest, James Dean</b> . No results found.
Forest	James Dean	Paul	Forest, James Dean Paul	No results for <b>Forest, James Dean Paul</b> . No results found.
Forest	James Dean	Paul	Forest, Jam*	Judgment Returns
Forest	James Dean	Paul	Forest	Judgment Returns
Snyder	T		Wildcard Snyder, T*	Results are returned where first name starts with "T"
Snyder	T		Wildcard Sny*, T*	Results are returned where last name start with "Sny", and first name start with "T"
Snyder	T		Wildcard Snyder, T* Select "Include by judgment"	Results are returned where first name starts with "T" and includes by judgments.
Insurance Depot			Insurance Depot	Insurance Depot returns
			Wildcard Insurance*	Any business name with insurance will return.
Jackson Brother LLC,			Wildcard Jac*	Results include business name and last name where Jac* is part of the name.  Jackson Brother, LLC & Jackson, Tierra
Jackson,	Tierra			Jackson, Tierra returns

### NOTES:

- The key is to do an exact search first, then use a Wildcard to expand the search

# JUDGMENT SEARCH

## Step 4 Numerous results will be returned

Filter Results [Clear](#)

**Judgment Type**

- Granted in Whole Or Part **25099**
- Historical **1630**
- Recorded **5506**

**Sentence Type**

- Active **3471**
- Community **2228**
- Conversion **3083**
- Deferred Prosecution **8**
- Fine **2**

**More**

**Location**

- Hamett District Court **2476**
- Hamett Superior Court **348**

Relevance ▾ Search Results ( 1 - 10 of 42069 ) ( Page: 1 )

<b>SMITH, DEVERA S</b>	<a href="#">View Judgment</a>	
Case Number 97CVD016611-590	Location Mecklenburg District Court	Judgment Type Granted in Whole or Part
<b>SMITH, DEVERA S</b> Search Results ( 1 - 10 of 42069 )		
Case Number 97CVD016611-590	Court	
<b>SMITH, DEVERA S</b>	<a href="#">View Judgment</a>	
Case Number 97CVD016611-590	Location Mecklenburg District Court	Judgment Type Granted in Whole or Part
<b>SMITH, DEVERA S.</b>	<a href="#">View Judgment</a>	
Case Number 97CVD016611-590	Location Mecklenburg District Court	Judgment Type Granted in Whole or Part

## NOTES:

If Searching for divorce records by name and there are no Search Results returned, case number will need to be used. The case number can be obtained from the Clerk in the county where the divorce was filed.

[CLICK TO RETURN TO TABLE OF CONTENTS](#)

# JUDGMENT SEARCH

**Step 5** Select the appropriate Filter from the Filter Results to narrow results

The screenshot shows the Judgment Search interface. On the left, the 'Filter Results' section has a 'Clear' button and three filter options: 'Historical' (checked, 1020 results), 'Granted In Whole Or Part' (unchecked, 25099 results), and 'Recorded' (unchecked, 5506 results). The main search results area shows 'Search Results ( 1 - 10 of 1020 ) ( Page: 1 )' with a 'Relevance' dropdown menu. The first result is for 'SMITH, JOHN G' with a 'View Judgment' button. Below the name, the details are: Case Number 06T000189-590, Location Mecklenburg District Court, Judgment Type Historical, and Status Active. An orange arrow points from the '1020' result count to the 'SMITH, JOHN G' result.

**Step 6** Use the Sort dropdown to assist in finding the record

This screenshot is similar to the previous one but with the 'Relevance' dropdown menu open. The dropdown menu is highlighted with an orange box and lists the following sort options: Case Number, Restitution Status, Order Date, Party Name, and Relevance. The search result for 'SMITH, JOHN G' is partially visible behind the dropdown.

## NOTES:

- The Advanced Filtering Options will assist users with narrowing down the judgment results based on the Judgment Type – this will include Historical, Granted, and Recorded Judgment
- This can work in conjunction with the "Location" fields and the advanced results sort field to provide a snapshot of the judgment index

[CLICK TO RETURN TO TABLE OF CONTENTS](#)

# JUDGMENT SEARCH

## Step 7 Click View Judgment

**SMITH, OLIVIA**

Case Number 07CVM000711-420	Location Harnett District Court	Judgment Type Granted in Whole or Part	Status Active	<a href="#">View Judgment</a>
--------------------------------	------------------------------------	---	------------------	-------------------------------

**View Judgment**

[View Judgment](#)

## Step 8 An index of the Judgment will appear

### Search Result

07CVM000711-420

Case Style - TOM SMITH FORD VS OLIVIA SMITH

Civil Judgment

Money Judgment

Index Date: 06/11/2007 Time: 1:41 PM

By: TOM SMITH FORD

Against: SMITH, OLIVIA

County: Harnett District Court

Current Status: Active

Current Status Date: 06/11/2007

Judgment Amount Calculation:


Calculate Interest Amount:

Begin Date: 06/11/2007 Simple Interest

Court Cost: \$80.00

Attorney Fees: \$0.00

Total Judgment: \$80.00



The Judgment Search provides a brief snapshot of the judgment **at the time of indexing.**

The Index features:

Index Date

Time

County

Current Status

[CLICK TO RETURN TO TABLE OF CONTENTS](#)

## NOTES:

- For a more detailed description of the case index, perform a [Smart Search](#) and review the [Register of Actions](#)



# JUDGMENT SEARCH

**Step 9** Go to the Smart Search Portlet and Search for the record



## NOTES:

- For additional Judgment information, perform a [Smart Search](#), and access the [Register of Actions](#) to view the Dispositions section

# JUDGMENT SEARCH

## Step 10

When additional Judgment information is needed, the Disposition section of the Register of Actions provides the user with specific details

05/20/2016

*Intermediate*  
51. CONSP ROBBERY DANGRS WEAPON  
05/04/2014 (FE) 14-87 (1221)  
: 0214PZL :

Probation  
Adult  
Supervised  
General Conditions:  
1. Special Probation-Other, 270 DAYS PTC, 05/20/2016  
Duration: 24 Months  
Special Probation:  
Duration: 270 Days  
In Custody: Sheriff  
Location: Mecklenburg

Confinement  
Minimum: 0 Years, 20 Months, 0 Days  
Maximum: 0 Years, 36 Months, 0 Days  
Prior Record Points: 0  
Conclusions of Law and Judicial Findings  
Findings Not Entered in Legacy System

Adult  
Felony Conviction Range: Presumptive  
Agency Responsible for Confinement: N.C.DA/CJ  
Jail Credit Calculator  
Total Days: 270  
Total Credit for Time Served: 270  
Days Credited Towards Special Probation: 270

Jail Fees  
Additional Orders  
Provide DNA

Civil Judgment  
Money Judgment  
Index Date: 06/21/2016 Time: 9:43 AM  
By: STATE OF NORTH CAROLINA  
Against: JACKSON, AUTAVIS DEAN  
County: Mecklenburg Superior Court  
Current Status: Active  
Current Status Date: 05/20/2016  
Judgment Amount Calculation:  
Pre-Judgment Amount: \$0.00  
Principal Amount: \$0.00  
Attorney Fees: \$1400.00  
Interest Rate: 8.0000%  
Total Judgment: \$1400.00  
Comment: J001-M0001  
Created: 05/20/2016 12:00 AM

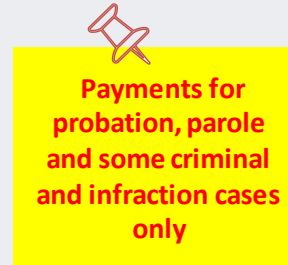
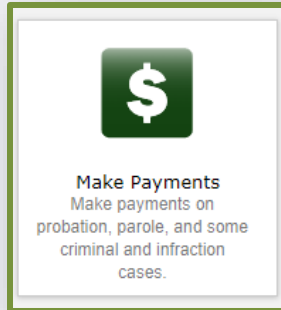
## NOTES:

- AOC recommends reviewing the [Register of Actions](#) for the most current financial information on a Judgment
- However, the **Portal NC JUDGMENT SEARCH is strictly for reference only**
- **Please contact your [county Clerk of Court](#) for the most current amounts and totals owed**
- **Portal NC JUDGMENT SEARCH references the amounts and totals owed based on the original Judgment date. Please contact your county Clerk of Court for the current amounts and totals owed**

All events occurring prior to 2/13/23 display a time stamp of 12:00 AM

# MAKE PAYMENTS

**Step 1** Click the Make Payments Portlet on the Portal Home Page



## NOTES:

- Use a personal mobile device or see the cashier if a payment needs to be made while in the courthouse
- The Make Payments portlet is only available to users that are not signed-in (anonymous users)

**Step 2** Make a selection from the Select Search Type dropdown list

A screenshot of the "Make Payments" web form. The title "Make Payments" is at the top left, and "\* Required" is at the top right. Below the title is a section for "Basic Search Options" with a question mark icon. Underneath is a dropdown menu labeled "\* Select Search Type" with "Party Name" selected. The dropdown menu is open, showing a list of options: "Citation Number", "Case Number", "Party Name" (highlighted with a mouse cursor), "Business Name", and "Driver's License". A "Submit" button is located at the bottom right of the form.

# MAKE PAYMENTS

**Step 3** Enter the Required Fields and click

**Submit**

## NOTES:

- The \* indicates a required field

### Make Payments

\* Required

#### Basic Search Options

?

\* Select Search Type

Party Name

∨

\* Search by Last Name

Power

\* Search by First Name

Will

\* Search by Date of Birth (mm/dd/yyyy)

01/01/1976

Search by Middle Name

**Submit**

[CLICK TO RETURN TO TABLE OF CONTENTS](#)

# MAKE PAYMENTS

**Step 4** Select the correct case(s) for payment, then click **Continue**

Search Results ?

<input type="checkbox"/>	Citation/Case Number	File/Citation Date	Name	Balance
<input type="checkbox"/>	22IF000001-910	12/21/2022	Power, Will	\$266.00
<input checked="" type="checkbox"/>	22IF000002-500 20-158(B)(1)(3) - FAIL YLD STOPSIGN/FLSH RED LGT	12/21/2022	Power, Will	\$241.00
<input type="checkbox"/>	22IF000002-420	12/21/2022	Power, Will	\$154.50
<input checked="" type="checkbox"/>	Payment Plan The minimum payment due includes the sum of any prior outstanding payments 23CR000003-910 - 1/3/2023 20-7(A) - NO OPERATORS LICENSE		Power, Will	\$243.00

1 - 4 of 4 items

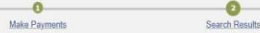
Subtotal: \$484.00  
Transaction Fee: \$11.57  
Total Amount: \$495.57

**Continue**

## NOTES:

- Search results display any cases where there is an outstanding balance, including disposed waivable cases
- The total balance is required for cases that do not have a payment plan
- Selecting a case with a payment plan will display the case number and charges

# MAKE PAYMENTS – SEARCH RESULTS



Print

## Search Results

?

There are several reasons your citation/case might not appear, even if you entered it correctly. Your citation/case may:

- Require a court appearance.
- Not have been entered into the system yet.
- Data Entry Error.

If you cannot find your Citation/Case, it is your responsibility to make timely payments at the courthouse.

You should direct questions about your citation to the Clerk of Superior Court in the county in which the citation was issued.

## NOTES:

- Verify all the Search Criteria were entered correctly and in the correct format
- Verify the case is in a county that has gone live with Odyssey
- Verify the case type can be paid via Portal (probation, parole and some criminal and infractions cases, only)
- Use the Smart Search portlet to search for and verify there is a balance owed on the case

# MAKE PAYMENTS

## Step 5 Review Amount to Pay

[Help](#)

Accepted card types included Visa, Mastercard, and Discover. A convenience fee of 2.39% will be assessed on the transaction amount.

Citation/Case Number	Name	Balance	Minimum Due	Amount to Pay
Payment Plan	Power, Will	\$243.00	\$18.69	\$ 50.00
22IF000002-500	Power, Will	\$241.00	\$241.00	\$ 241.00
Subtotal:			\$291.00	
Transaction Fee:			\$6.95	
Total Amount:			\$297.95	

## NOTES:

- Can be adjusted for cases with a payment plan only; Minimum Due is the lowest acceptable amount
- Cases without a payment plan must be paid in full
- Vendor applies transaction fee of 2.39% of the charge amount, with a minimum fee being at least \$1 per transaction

## Step 6

Add Payment Details

I agree to the Terms and Conditions

[Back](#)

[Add Payment Details](#)

[CLICK TO RETURN TO TABLE OF CONTENTS](#)

# MAKE PAYMENTS

## Step 7

Complete the Cardholder Information form and click

Continue

Transaction Summary - Total Amount: \$297.95

After clicking Process Payment, please do not click the Back button, Cancel button or refresh the page. You will be automatically redirected after your payment is processed.

### Cardholder Information

Enter the information as it appears on the Cardholder Account. The fields marked with a red asterisk (\*) are required fields.

Card Type	MasterCard <input type="text"/> *
Card Number	5454545454545454 *
Exp Month	05 * Exp Year 2021 *
CVV Code	555 * <a href="#">CVV Help</a>
Name on Card	Will Power *
	<small>Maximum of 30 characters</small>
Address Type	<input checked="" type="radio"/> US <input type="radio"/> Foreign
Address Line 1	123 Dev Drive *
	<small>Street address, P.O. box, company name, etc.</small>
Address Line 2	<input type="text"/>
	<small>Apartment, suite, unit, building, floor, etc.</small>
City	Dallas *
State	TEXAS <input type="text"/>
Zip Code	75201

Continue

Cancel

## NOTES:

- The \* indicates a required field
- Acceptable card types:



[CLICK TO RETURN TO TABLE OF CONTENTS](#)



# MAKE PAYMENTS

## Step 8

Verify Card Holder information and click

Process Payment

Transaction Summary - Total Amount: \$297.95

After clicking Process Payment, please do not click the Back button, Cancel button or refresh the page. You will be automatically redirected after your payment is processed.

### Billing Detail

Card Type	MASTERCARD
Card Number	*****5454
Exp Date	05/23
CVV Code	***
Name on Card	Will Power
Address Type	US
Address Line 1	123 Dev Drive
Address Line 2	
City	Dallas
State	TX
Zip Code	75201

### Terms and Conditions

This is a confidential and secure site that does not disseminate confidential information to third parties. The effective date of the payment is the date that it is submitted. By selecting the Process Payment button you are authorizing the processing of this transaction.



**Warning!**  
Do not click the  
back button  
after clicking  
Process Payment

Back

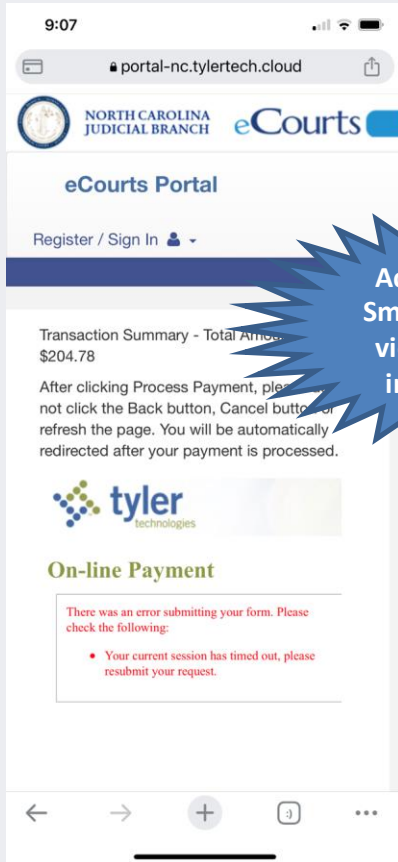
Process Payment

## NOTES:

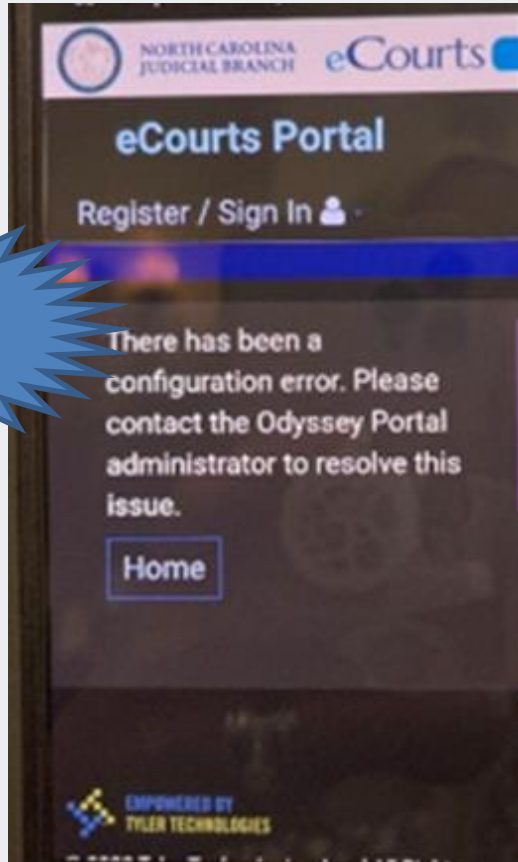
- The receipt can be printed and/or emailed after the payment has processed

[CLICK TO RETURN TO TABLE OF CONTENTS](#)

# MAKE PAYMENTS - TROUBLESHOOTING



Access case in Smart Search to view financial information

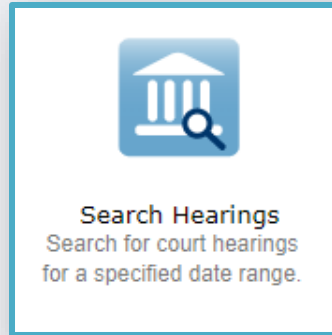


## NOTES:

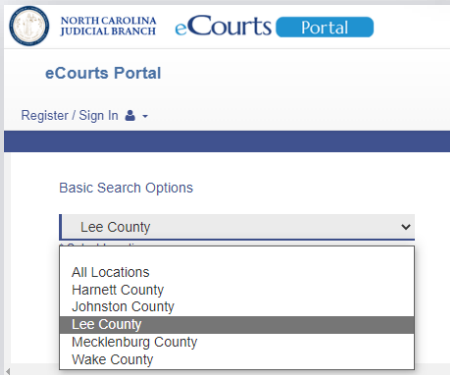
- If at any point during the payment process, an error is received, verify whether the payment went through by accessing the case in Smart Search and viewing the Financial section of the Case Summary
- If the payment did not go through:
  - Verify the Edge or Chrome Browser was being used
  - Try again, using a different device
  - Go to the Clerk of Superior Court to make the payment in person or contact the Clerk of Superior Court to request other options

# SEARCH HEARINGS

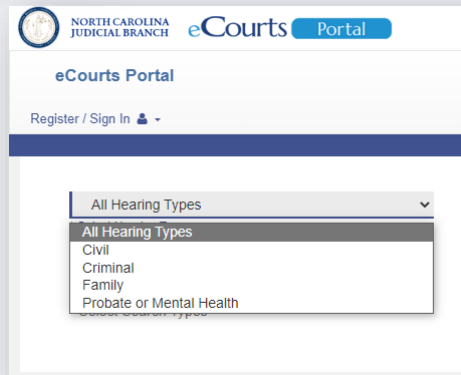
**Step 1** Click the Search Hearings Portlet on the Portal Home Page



**Step 2** Select Location



**Step 3** Select Hearing Type



## NOTES:

- After completing steps 1-3, a Search Type must be selected. Select the Search Type below for additional steps to complete search based on Search Type:
  - [Case Number](#)
  - [Party Name](#)
  - [Business Name](#)
  - [Attorney Name](#)
  - [Attorney Bar Number](#)
  - [Judicial Officer](#)
  - [Courtroom](#)

# SEARCH HEARINGS

(Search Type: Case Number)

## Step 4 Select Case Number for Search Type

A screenshot of a search form. At the top, there is a dropdown menu labeled 'Case Number' with a downward arrow. Below it, the text '\* Select Search Types' is displayed. Further down, there is a text input field labeled '\* Search by Criteria'. Below that are two more text input fields: '\* Search by Date From' and '\* Search by Date To'. At the bottom left is a 'Clear' button, and at the bottom right is a 'Submit' button.

## Step 5 Enter the Case Number

A screenshot of the search form from Step 4, but now the 'Case Number' dropdown is expanded to show a list of options. The option '22CR000003-500' is selected and highlighted in blue. The text '\* Select Search Types' is still visible below the dropdown. The rest of the form, including the 'Search by Criteria' field and date fields, remains the same.

## NOTES:

- The \* Indicates a required field
- After Clicking Submit, Search Results return if any cases meet the entered parameters (see the [Search Results](#) slide for additional information)

## Step 6

Enter the Date From and Date To information

A screenshot of the search form from Step 5, but now the 'Search by Date From' and 'Search by Date To' fields are highlighted with a blue box. The 'Search by Date From' field contains the date '01/24/2023'. The 'Search by Date To' field is empty. Above these fields is a calendar widget for January 2023. The calendar shows the days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and the dates. The date '26' is highlighted in the calendar. At the bottom left is a 'Clear' button, and at the bottom right is a 'Submit' button, which is circled in blue.

## Step 7

Click Submit

# SEARCH HEARINGS

(Search Type: Party Name)

## Step 4 Select Party Name for Search Type

Party Name

Sounds Like

\* Last Name

\* First Name

Middle Name

\* Search by Date From

\* Search by Date To

Clear Submit

## Step 5 Enter the Last and First Name

Sounds Like

\* Last Name  
Smith

\* First Name  
John

Middle Name

\* Search by Date From

\* Search by Date To

Clear Submit

## NOTES:

- The \* Indicates a required field
- After Clicking Submit, Search Results return if any cases meet the entered parameters (see the [Search Results](#) slide for additional information)

## Step 6 Enter the Date From and Date To information

Party Name

Sounds Like

\* Last Name  
Smith

\* First Name  
John

Middle Name

\* Search by Date From  
01/24/2023

Clear Submit

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
	19	20	21	22	23	24
	25	26	27	28	29	30
	31					

## Step 7 Click Submit

# SEARCH HEARINGS

(Search Type: Business Name)

## Step 4 Select Business Name for Search Type

Select Search Types  
Business Name

- Case Number
- Party Name
- Business Name**
- Attorney Name
- Attorney Bar Number
- Judicial Officer
- Courtroom

Clear Submit

## Step 5 Enter the Last and First name

Select Search Types  
Business Name

Sounds Like

\* Business Name  
Capgemini

\* Search by Date From \* Search by Date To

Clear Submit

## NOTES:

- The \* Indicates a required field
- After Clicking Submit, Search Results return if any cases meet the entered parameters (see the [Search Results](#) slide for additional information)

## Step 6 Enter the Date From and Date To information

Select Search Types  
Business Name

Sounds Like

\* Business Name  
Capgemini

\* Search by Date From  
01/24/2023

Clear Submit

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
	19	20	21	22	23	24
	25	26	27	28	29	30
	31					

## Step 7 Click Submit

# SEARCH HEARINGS

(Search Type: Attorney Name)

## Step 4 Select Attorney Name for Search Type

\* Select Search Types  
Attorney Name

Case Number  
Party Name  
Business Name  
Attorney Name  
Attorney Bar Number  
Judicial Officer  
Courtroom

Middle Name

\* Search by Date From                      \* Search by Date To

Clear    Submit

## Step 5 Enter the Last and First name

\* Select Search Types  
Attorney Name

Sounds Like

\* Last Name  
Smith

\* First Name  
John

Middle Name

\* Search by Date From                      \* Search by Date To

Clear    Submit

## NOTES:

- The \* Indicates a required field
- After Clicking Submit, Search Results return if any cases meet the entered parameters (see the [Search Results](#) slide for additional information)

## Step 6 Enter the Date From and Date To information

\* Select Search Types  
Attorney Name

Sounds Like

\* Last Name  
Smith

\* First Name  
John

Middle Name

\* Search by Date From  
01/24/2023

Clear    Submit

Jan 2023

Su	Mo	Tu	We	Th	Fr	Sa	
	1	2	3	4	5	6	7
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

## Step 7 Click Submit

# SEARCH HEARINGS

(Search Type: Attorney Bar Number)

## Step 4 Select Attorney Bar Number for Search Type

\* Select Search Types  
Attorney Bar Number

\* Search by Criteria

\* Search by Date From

\* Search by Date To

Clear Submit

## Step 5 Enter the Bar Number

\* Select Search Types  
Attorney Bar Number

\* Search by Criteria  
71348

\* Search by Date From

Clear

## NOTES:

- The \* Indicates a required field
- After Clicking Submit, Search Results return if any cases meet the entered parameters (see the [Search Results](#) slide for additional information)

\* Select Search Types  
Attorney Bar Number

Su	Mo	Tu	We	Th	Fr	Sa	
	1	2	3	4	5	6	7
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

\* Search by Criteria  
71348

\* Search by Date From  
01/24/2023

Clear Submit

## Step 6

Enter the Date From and Date To information

## Step 7

Click Submit

[CLICK TO RETURN TO TABLE OF CONTENTS](#)



# SEARCH HEARINGS

(Search Type: Judicial Officer)

## Step 4 Select Judicial Officer for Search Type

\* Select Hearing Types  
All Hearing Types

\* Select Search Types  
Judicial Officer

Case Number  
Party Name  
Business Name  
Attorney Name  
Attorney Bar Number  
Judicial Officer  
Courtroom  
Clear

## Step 5 Select Judicial Officer

Judicial Officer

\* Select Judicial Officer  
ACIS, Judge Initials

ABERNATHY, G WAYNE  
ABERNATHY, GEORGE W  
ABERNATHY, J DAVID  
ABERNETHY, RICHARD  
ABERNETHY, RICHARD B  
ACIS, HCV  
ACIS, Judge Initials  
ACIS, SPA  
ADAMS, GALE M

## NOTES:

- The \* Indicates a required field
- After Clicking Submit, Search Results return if any cases meet the entered parameters (see the [Search Results](#) slide for additional information)

\* Select Search Types  
Judicial Officer

\* Select Judicial Officer  
ACIS, Judge Initials

\* Search by Date From  
01/24/2023

Clear

Submit

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## Step 6

Enter the Date From and Date To information

## Step 7

Click Submit

[CLICK TO RETURN TO TABLE OF CONTENTS](#)

# SEARCH HEARINGS

(Search Type: Courtroom)

## Step 4 Select Courtroom for Search Type

\* Select Search Types  
Courtroom

Case Number  
Party Name  
Business Name  
Attorney Name  
Attorney Bar Number  
Judicial Officer  
Courtroom

Clear Submit

## Step 5 Select the Court Room name

\* Select Search Types  
Courtroom

\* Select Courtroom  
0001-Burke County Courthouse

0001-Alexander County Courthouse  
0001-Anson County Judicial Center  
0001-Ashe County Courthouse  
0001-Bertie County Courthouse  
0001-Biaden County Courthouse  
0001-Burke County Courthouse  
0001-Castwell County Courthouse  
0001-Camden County Courthouse  
0001-Carteret County Courthouse  
0001-Caswell County Courthouse  
0001-Catawba County Justice Center  
0001-Chatham County Justice Center

Clear Submit

## NOTES:

- All courtrooms within the state are listed
- For an optimal search experience, AOC recommends knowing and selecting the specific courtroom
- After Clicking Submit, Search Results return if any cases meet the entered parameters (see the [Search Results](#) slide for additional information)

\* Select Search Types  
Courtroom

\* Select Courtroom  
0001-Burke County Courthouse

\* Search by Date From  
01/24/2023

Clear Submit

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## Step 6

Enter the Date From and Date To

## Step 7

Click Submit

# SEARCH RESULTS

Below are examples of Hearing Search and Party Search Results

### Hearing Search Results

Hearings for Courtroom **Courtroom 1130-Mecklenburg County Courthouse** between **2/1/2023** and **2/3/2023**

The search returned 199 hearings, but could have returned more. Please narrow the search by entering more precise criteria.

Case Number	Style / Defendants	Case Type	Date / Time	Hearing Type	Judge	Courtroom	Case Category
21CR018799-590	GOMEZ, ALEX H	Criminal	2/1/2023 9:00 AM	Legacy Trial/Hearing		Courtroom 1130-Mecklenburg County Courthouse	Criminal

### Party Search Results

Name: **PATEL, MIKE** Date of Birth:

Current Address: 4200 BROOKSHIRE BV, TIMES TURN ARND, CHARLOTTE, NC 00000-0000

Cases (1)

Case Number	Style / Defendant	Status	Location	Party Name	Party Type
02CR239188-590	HENDERSON, RONALD HENDERSON	Disposed	Mecklenburg District Court	HENDERSON, RONALD HENDERSON	Defendant

## NOTES:


- To generate a call list, ask the courtroom clerk how cases are called (oldest 1<sup>st</sup>, alphabetical, etc.) then complete a courtroom search for a single day and use the sort arrows to the right of each column header to sort the case list accordingly

1

Navigation: 1 2 3 4 5 6 7 8 9 10 ...

Items per page: 10, 10, 25, 50, 200

2

Print 

# SEARCH HEARINGS - TROUBLESHOOTING

eCourts Portal

1  
Search Hearings

2  
Search Results

## Hearing Search Results

Hearings for Case Number **23JB000041-910** between **8/1/2023** and **8/31/2023**

No hearings match your search.

## NOTES:

- If the search results in a message: No hearings match your search:
  - Confirm the case number/name entered is correct
  - Confirm the case number/name entered is in the correct format
  - Confirm the case is in a county that has gone live with Odyssey
  - The record may not exist
  - The record may be a Restricted case type and require elevated access to view

**Sealed or confidential records and documents with sensitive information are not available for viewing on Portal.**

eCourts  
EXPANDING ACCESS TO JUSTICE

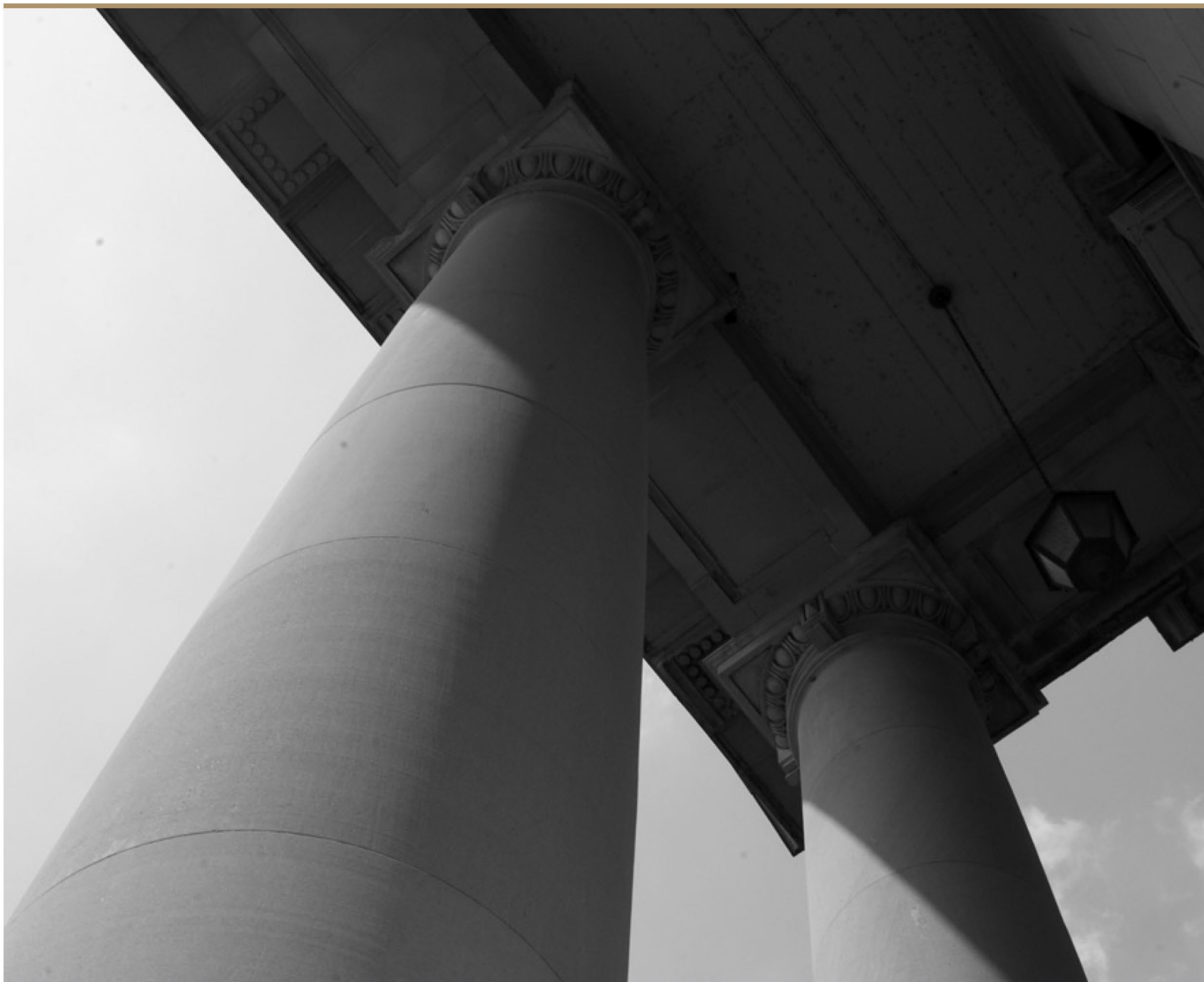
# **APPENDIX C**

## **ECOURTS PORTAL NAME INDEXING STANDARDS (February 2023)**



# ECOURTS NAME INDEXING STANDARDS

PREPARED BY  
NC ADMINISTRATIVE OFFICE OF THE COURTS  
FEBRUARY 2023



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## **About the North Carolina Judicial Branch**

The mission of the North Carolina Judicial Branch is to protect and preserve the rights and liberties of all the people as guaranteed by the Constitutions and laws of the United States and North Carolina by providing a fair, independent and accessible forum for the just, timely and economical resolution of their legal affairs.

## **About the North Carolina Administrative Office of the Courts**

The mission of the North Carolina Administrative Office of the Courts is to provide services to help North Carolina’s unified court system operate more efficiently and effectively, taking into account each courthouse’s diverse needs, caseloads, and available resources.





# INTRODUCTION

The eCourts Name Indexing Standards contain name entry guidance for users of File & Serve and Odyssey. The goal of these Standards is to promote uniformity and consistency when indexing or adding party names in File & Serve and Odyssey and predictability for the retrieval of information when conducting person and business searches in the eCourts applications (Portal and Odyssey).

Users must be aware that these Standards are not intended to, nor do they, guarantee how data within Portal and Odyssey will exist nor do the Standards define any applicable standard of care for title searchers or others. The existence of these Standards does not guarantee that users of File & Serve or Odyssey will comply with the Standards. In addition, Portal and Odyssey contain vast amounts of data entered prior to North Carolina’s transition to eCourts and prior to the existence of these Standards or the guidance contained within; reasonable users will anticipate that such “legacy data” may deviate from the Standards. Further, these Standards rely on the name presented by the party filing a document with the Judicial Branch. Wide variation in naming conventions with respect to punctuation and diacritical marks (for both natural persons and entities) may result in single persons or entities existing within Portal and Odyssey in multiple forms (e.g., Wal-Mart, Walmart). As such, although users may find these Standards and the guidance contained herein helpful in crafting strategies for searching Portal and Odyssey, they should not rely exclusive on these Standards to limit or define the reasonable parameters or methods for locating data within these applications.

All case data included in the manual is fictitious and designed to demonstrate specific features. The screen illustrations displayed throughout this manual are from the release version available at time of manual printing.

## Civil Case Processing (VCAP)

The Civil Case Processing System (VCAP) includes one (1) data entry *Party Name* field. The data entry *Party Name* field is the same for a person and a business. (See screen shot below.)

```
VCDS 22CVD000123          VCDS
NC AOC CIS                CIVIL CASE PROCESSING SYSTEM    02/08/23 11:33:57
999TRAIN                  CVD/CVS CASE ADD

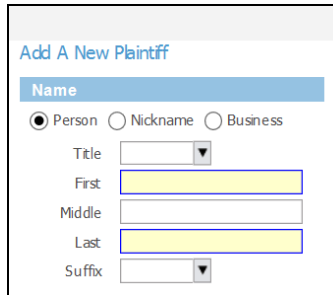
FILE NUM: 22 CVD 000123   CLOCK DT: 010123 JURY: N (Y,N) ARBITRATION: N (Y,N)

PRTY ID  PARTY NAME                TAX ID/SSN X IND
P 1 SMITH, MARY, L                ----- - -
D 1 SMITH CONSTRUCTION COMPANY    ----- - -
----- - -
----- - -
```



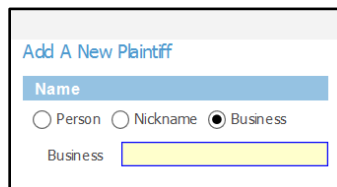
## Odyssey Case Manager

The *Odyssey Case Manager Person* name fields includes five fields: Title, First, Middle, Last, and Suffix. (See screen shot below.)



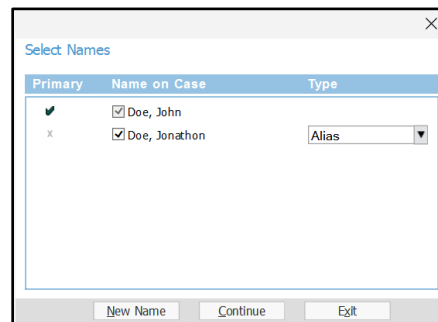
The screenshot shows a form titled "Add A New Plaintiff" with a "Name" section. It has three radio buttons: "Person" (selected), "Nickname", and "Business". Below the radio buttons are five input fields: "Title" (a dropdown menu), "First" (a text box), "Middle" (a text box), "Last" (a text box), and "Suffix" (a dropdown menu).

The *Odyssey Case Manager Business* name field includes only one field titled Business. (See screen shot below.)



The screenshot shows a form titled "Add A New Plaintiff" with a "Name" section. It has three radio buttons: "Person", "Nickname", and "Business" (selected). Below the radio buttons is a single input field labeled "Business".

If an alias is provided for a *Person* (e.g., DBA, FKA, etc.), add the alias and then select the alias from the *Odyssey Case Manager Type* dropdown box (e.g., DBA). (See screen shot below.)

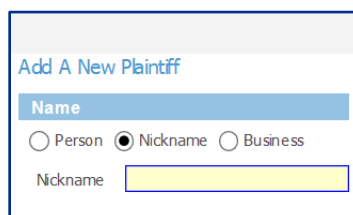


The screenshot shows a dialog box titled "Select Names" with a table of names and a "Type" dropdown menu. The table has three columns: "Primary", "Name on Case", and "Type".

Primary	Name on Case	Type
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Doe, John	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Doe, Jonathon	Alias

At the bottom of the dialog box are three buttons: "New Name", "Continue", and "Exit".

The *Odyssey Case Manager Nickname* field should never be used. (See screen shot below.)



The screenshot shows a form titled "Add A New Plaintiff" with a "Name" section. It has three radio buttons: "Person", "Nickname" (selected), and "Business". Below the radio buttons is a single input field labeled "Nickname".



## File & Serve

There are two options for indexing party information in File & Serve: the *Person* name fields and the *Entity* name field.

### Person Name Fields

The *File & Serve Person* name fields includes four fields: First Name, Middle Name, Last Name and Suffix. (See screen shot below.)

Party Information

Enter the name(s) of the people or entities involved in the case.

Party Type  
Plaintiff

Person Entity

First Name \* Middle Name Last Name \* Suffix Select...

### Entity Field

The *File and Serve Entity* name field includes only one field title Entity Name. (See screen shot below.)

Party Information

Enter the name(s) of the people or entities involved in the case.

Party Type  
Plaintiff

Person Entity

Entity Name \*



## Indexing Entries by Type

**IMPORTANT:** *Persons and entities shall be indexed WITH all punctuation provided on the document being indexed. Indexing entries shall include proper name capitalization. (Example: Mary Smith and NOT MARY SMITH).* For any diacritical marks used in a filed name, use the corresponding English letter. Diacritical marks appearing above, below or over a letter shall be omitted.

### Person Name Type

The *Person* name fields should be used for human names and should be keyed in based on the name as it appears on the face of the document. The fields should be keyed in as follows:

- **First Name:** This field should be populated with all characters, including punctuation, that appear before the first space in an individual's full name.
- **Last Name:** This field should be populated with all characters, including punctuation, that appear after the last space in an individual's full name.
- **Middle Name:** This field should be populated with all characters including punctuation that appear between the first and last space in an individual's full name.
- **Suffix:** Selected from the suffix dropdown field. Professional certifications or degrees showing a level or type of education such as CPA, DDS, and MD, should not be keyed into the *Person* name fields but may be available in the suffix dropdown field. If the name contains more than one suffix, the eFiler must select the suffix that is part of the name and not the professional certification or degree.
- **Title (Odyssey Case Manager ONLY):** Selected from the title dropdown field.



The table below provides examples of how to enter names into the *Person* name fields.

<b>Person Name Type</b>	
<b>Type</b>	<b>Name (as documented on pleading/filing)</b>
<b>Name (No Middle Initial/Name Designated)</b>	<b>Mary Smith</b> <i>Indexed First Name: Mary</i> <i>Indexed Middle Name:</i> <i>Indexed Last Name: Smith</i>
<b>Name (Including Middle Initial)</b>	<b>Mary L. Smith</b> <i>Indexed First Name: Mary</i> <i>Indexed Middle Name: L.</i> <i>Indexed Last Name: Smith</i>
<b>Name (Including Middle)</b>	<b>Mary Lynn Smith</b> <i>Indexed First Name: Mary</i> <i>Indexed Middle Name: Lynn</i> <i>Indexed Last Name: Smith</i>
<b>Compound Non-Hyphenated First Name</b>	<b>Mary Ann Jones Smith</b> <i>Indexed First Name: Mary</i> <i>Indexed Middle Name: Ann Jones</i> <i>Indexed Last Name: Smith</i>
<b>Single Name:</b> Enter single word person name in both first and last name fields.	<b>Topika</b> <i>Indexed First Name: Topika</i> <i>Indexed Last Name: Topika</i>
<b>Hyphenated First Name</b>	<b>Mary-Ann Jones Smith</b> <i>Indexed First Name: Mary-Ann</i> <i>Indexed Middle Name: Jones</i> <i>Indexed Last Name: Smith</i>
<b>Hyphenated Last Name:</b> Enter hyphenated last name in last name field with hyphen.	<b>Mary Ann Jones-Smith</b> <i>Indexed First Name: Mary</i> <i>Indexed Middle Name: Ann</i> <i>Indexed Last Name: Jones-Smith</i>
<b>Title in Name (Odyssey Case Manager):</b> Only enter a title if one is provided in the title dropdown field.	<b>Dr. Mary Lynn Smith</b> <i>Title: Dr.</i> <i>Indexed First Name: Mary</i> <i>Indexed Middle Name: Lynn</i> <i>Indexed Last Name: Smith</i>
<b>Title in Name (File &amp; Serve):</b> Do not enter a title if one is provided.	<b>Dr. Mary Lynn Smith</b> <i>Indexed First Name: Mary</i> <i>Indexed Middle Name: Lynn</i> <i>Indexed Last Name: Smith</i> <i>Suffix Dropdown:</i>
<b>Certification or Degrees:</b> Only enter a certification or degree if one is provided in the suffix dropdown field.	<b>Mary Lynn Smith, CPA</b> <i>Indexed First Name: Mary</i> <i>Indexed Middle Name: Lynn</i> <i>Indexed Last Name: Smith</i> <i>Suffix Dropdown: CPA</i>
<b>Suffix in Name:</b> Only enter a suffix if one is provided and select the appropriate description from the Suffix dropdown field.	<b>John Henry Smith, Jr.</b> <i>Indexed First Name: John</i> <i>Indexed Middle Name: Henry</i> <i>Indexed Last Name: Smith</i> <i>Suffix Dropdown: Jr.</i>



## Entity (Business) Name Type

Non-human names shall be entered in the *Entity* (Business) name field.

### i) Entity Name Type Generally

Business, government, and other non-human name types that are not addressed in subsections (ii) and (iii) below shall be keyed into the *Entity* name field with the characters as they appear on the document, including punctuation.

<b>Entity (Business) Type</b>	
<b>Type</b>	<b>Name (as documented on pleading/filing)</b>
Entity/Business	<b>J.G. Wentworth Life Insurance, LLC</b> <i>Indexed Entity Name: J. G. Wentworth Life Insurance, LLC</i>
	<b>Smith Construction Company</b> <i>Indexed Entity Name: Smith Construction Company</i>
Government/Agency	<b>City of Raleigh</b> <i>Indexed Entity Name: City of Raleigh</i>
	<b>State of North Carolina</b> <i>Indexed Entity Name: State of North Carolina</i>
	<b>NC Department of Transportation</b> <i>Indexed Entity Name: NC Department of Transportation</i>
	<b>Pinetops Housing Authority</b> <i>Indexed Entity Name: Pinetops Housing Authority</i>



**ii) Unknown Heirs as an Entity**

While Unknown Heirs of a party are individuals, they shall be indexed collectively as an Entity.

<b><i>Unknown Heirs Name Type</i></b>	
<b><i>Type</i></b>	<b><i>Name (as documented on pleading/filing)</i></b>
Unknown Heirs of Party	<p><b>John Smith Unknown Heirs</b> <i>Indexed Entity Name: John Smith Unknown Heirs</i></p> <p><b>Unknown Heirs of John Smith</b> <i>Indexed Entity Name: John Smith Unknown Heirs</i></p>

**iii) Estates and Trusts as Entities**

Estates and trusts are common parties in court filings and shall be indexed in the Entity name field as follows:

<b><i>Estate and Trust Name Type</i></b>	
<b><i>Type</i></b>	<b><i>Name (as documented on pleading/filing)</i></b>
Estate as a Party	<p><b>John Smith Estate</b> <i>Indexed Entity Name: John Smith Estate</i></p> <p><b>Estate of John Smith</b> <i>Indexed Entity Name: John Smith Estate</i></p>
Trust of Party	<p><b>John Smith Revocable Trust</b> <i>Indexed Entity Name: John Smith Revocable Trust</i></p> <p><b>Revocable Trust of John Smith</b> <i>Indexed Entity Name: John Smith Revocable Trust</i></p>

**Nickname Type (Odyssey Case Manager ONLY)**

Odyssey Case Manager includes a Nickname field. The *Nickname* field should never be used.



# **APPENDIX D**

## **ECOURTS PORTAL FAQs (January 19, 2024)**





# ECOURTS PORTAL FREQUENTLY ASKED QUESTIONS

January 19, 2024

**1. How do I locate the contact details for a specific county Clerk of Court?**

Select by county or search for more information [Locations](#).

**2. Where can I get training on eCourts Portal?**

Additional information about eCourts Portal can be found on the [eCourts Portal Page](#).

**3. What is eCourts Portal?**

Portal allows the public and elevated access users to access court information online including:

- Perform searches by party name, record number, citation number, attorney bar number, attorney name, business name, case cross-reference number, or nickname.
- Search for court dates and hearings by case number, party name, business name, attorney name, attorney bar number, judicial officer, or courtroom.
- View case information, records, and documents.
- Make instant online credit card transactions to pay fines and fees for criminal cases and infractions.

**4. Why is Portal being implemented?**

North Carolina General Statute requires certain court documents to be available for review by the public. To fulfill these requirements, the North Carolina Administrative Office of the Courts has chosen Tyler Technologies' Portal solution to provide greater accessibility of court documents. Portal will allow users to view certain court information online and not require a trip to the county Clerk of Courts office.

**5. When will eCourts Portal become available for use?**





Portal availability will mirror Enterprise Justice (Odyssey) ICMS go-live dates. More information regarding the Enterprise Justice (Odyssey) ICMS statewide roll-out schedule can be found in the [Timeline](#) section of the [eCourts webpage](#).

**6. Who can use eCourts Portal?**

Everyone can use eCourts Portal to access court information online, including the public and elevated access users.

Elevated access is not required to access most court information online; however, certain information is restricted per North Carolina general statutes and requires elevated access.

**7. Is there a fee for using eCourts Portal?**

No, Portal is a service provided by the North Carolina Administrative Office of the Courts to enhance public access to court information.

**8. Will eCourts Portal work with my internet browser?**

Portal functions best with Microsoft Edge and Google Chrome internet browsers. The use of other browsers may cause issues with search functionalities, displaying documents, and other errors.

**Will there be issues for Mac users using Safari? Using Chrome?**

The recommended operating system is Windows, and the recommended browsers are Edge & Chrome. Other operating systems and/or browsers will work, but sometimes result in unexpected errors and/or inconsistent results.

**9. Can I file a document with the court through eCourts Portal?**

No. Portal is only for the viewing of case information and documents. Filing of court documents online can be accomplished through eCourts File & Serve and Guide & File applications. For more information regarding eCourts File & Serve and Guide & File applications please click [eCourts File & Serve](#) or [eCourts Guide & File](#) and/or see the Infographic at the end of this document.

**10. If you're registered for File & Serve will the same User ID and password work for Portal?**





Portal and File & Serve are separate applications. You may use the same User ID and Password for both applications however, you must submit separate access requests for each application.

### **11. Do I need to register for eCourts Portal?**

Please view the [Portal Introduction and Overview Video](#) for more information about Portal and how to register. Registration for Portal is not required for public users to search and view publicly available court information. Registration is recommended if the user would like the ability to save cases to the 'My Cases' folder. Registration is required for **non-attorney** elevated access users. Only those users who have a verified business need and authority granted by statute will be approved for elevated access to view restricted case types or non-public information. Please reference [Portal Government Agency Elevated Access FAQs](#), [Portal Domestic Violence Agency Elevated Access FAQs](#) and [Portal Elevated Access Roles](#).

**\*\*Users MUST log into Portal to complete the Registration process.**

### **12. I cannot see the entire Banner on the Portal Page.**

Your display may be zoomed in. You can reduce your display size by pressing and holding the Ctrl Key, while pressing the minus sign (-), or by right-clicking your mouse on your desktop and selecting "Display Settings."

### **13. Do I have to apply for Elevated Access for each case I am assigned?**

No. Once you are granted elevated access, you will have access to restricted information on all cases which you are entitled to by statute and are an Enterprise Justice (Odyssey) ACTIVE Party/Participant assigned to the case.

#### **a. What if I cannot see the results I am expecting?**

Contact the Clerk of Court in the county where the case is assigned to verify you are in fact an Enterprise Justice (Odyssey) ACTIVE Party/Participant assigned to the case.

### **14. Why are Domestic Violence cases not available publicly?**

DV cases are public, but there are some data elements that cannot be displayed online to the public according to Violence Against Women Act (VAWA). To adhere with VAWA





but provide access to agencies needing access to the file, AOC decided these cases require Elevated Access to be seen in Portal. Elevated Access for DV Cases is granted to Attorneys, Law enforcement Agencies, and Domestic Violence Agencies. Due to the sensitivity of these cases, other parties would still need to contact the appropriate Clerk of Superior Court to access DV case information.

## **SMART SEARCH**

### **15. How do I search for a case in eCourts Portal?**

For best results, please review the Advanced User Guide on the [eCourts Portal page](#).

**SMART SEARCH** provides users with a detailed and near “real-time” Case Summary (also known as the Register of Actions). In **SMART SEARCH**, members of the public can find a detailed listing of a court file’s timeline that would include the Case Summary, Case Information, Assignment Information, Party Information, Causes of Action (Civil, Family, Probate, and Mental Health cases), Case Events, Dispositions, Hearings, and Financial Information (when applicable).

**SMART SEARCH** has Advanced Filtering Options (Civil Actions, Special Proceedings (non-confidential), Estates, and Criminal Actions), in accordance with NCGS 7A-109(b)(1-4). **SMART SEARCH** houses crucial information and should be used in conjunction with **NC JUDGMENT SEARCH** to provide the most detailed listing of information.

**ADVANCED FILTERING OPTIONS** can be used to help filter the returns of a search. Advanced Filtering Options cannot be used as a stand-alone SEARCH option.

- Smart Search defaults to Case Number or Party Name. Selecting Party Name from the Advanced Filtering Options is **NOT RECOMMENDED!** It will limit search results and does not support the use of the wildcard.
- Business Name Search: When searching for a Business Name, you must click the Advanced Filtering Options link and select Filter by Search Type: Business Name.

Additional information regarding Portal **SMART SEARCH** functionality can be found on the [eCourts Portal Page](#).

Note: Bondsman are recorded in Enterprise Justice (Odyssey) as a Business. Smart Search Criteria must be changed to search for a Bondsman. Refer to [Portal Overview Guide](#) for additional information.





### **WILDCARD FUNCTIONALITY**

- Case number must include at least 4 characters before the wildcard.
- Name must include at least 3 characters of the last name, followed by the wildcard, and at least 1 character of the first name, followed by the wildcard.
- If the Business Name includes a comma, then use the wildcard in place of the comma and nothing after the wildcard.
- The wildcard will not work if the 1<sup>st</sup> **THREE** characters of the business name contain a special character, space, or number. Try entering at least three characters of the entity name *without* the wildcard and click submit or enter the exact business name, as supplied on the court document.

Examples:

A+ Inc.

A'Lure Publishing LLC

A 1000 Miles Fresher, Inc

A10 Capital, LLC

- If searching for a business name, you must use the Advanced Search link and select Business Name from the Filter by Search Type menu in the General Options section.
- If the business name includes a comma, then use the wildcard in place of the comma and nothing after the wildcard.

### **16. How do I search for an Estate case in eCourts Portal?**

Enterprise Justice (Odyssey) is a party-based system and Smart Search returns cases regardless of the party association (except victim). Conducting a Smart Search by the FULL Decedent name is only recommended for common names. Other Advanced Filtering options can also narrow the search.

### **17. Results are inconsistent when selecting the Filter by Search Type: Smart Search vs Party Name Search.**

Smart Search automatically defaults to Party Name or Case Number and will provide the most consistent results; the Party Name Filter by Search Type menu option should NOT be used.

### **18. I can't find...**





Please review the [Portal Overview Guide](#) and [Portal Advanced User Guide](#) for specific details on searching by name and required file number format.

**Helpful Hint:** Portal works best with Edge and Chrome internet browsers. If you are using one of these preferred browsers, you may need to clear cache or use a browser incognito window.

**19. Are all case documents available on eCourts Portal?**

All Public users will have access to records which are considered public record and are not confidential, sealed, or otherwise restricted. Some restricted, non-public records require elevated access to view in Portal (e.g., Criminal Warrants Unreturned, Juvenile Case Records, and Protective Orders). Please reference [Portal Government Agency Elevated Access FAQs](#), [Domestic Violence Agency FAQs](#) and [Portal Elevated Access Roles](#).

**20. Is there a way to open/download multiple case documents at one time?**

No. Documents must be downloaded one at a time.

**21. Does eCourts Portal provide an official court record?**

No. eCourts Portal is NOT the official court record. eCourts Portal simply provides Internet access to public docket entries for public case types only. Contact the appropriate county Clerk of Court to request official copies of court records.

**22. Can I use eCourts Portal to conduct a criminal background check?**

No. eCourts Portal is NOT the official court record. eCourts Portal simply provides Internet access to public docket entries for public case types only. Contact the appropriate county Clerk of Court to request official copies of court records. More information about [Criminal Background Checks](#) is available on the nccourts.gov website.

**23. How current are eCourts Portal records?**

Case summaries and document images are available for viewing in Portal within minutes of being uploaded to Enterprise Justice (Odyssey) ICMS. Availability of specific case information or documents may be affected by daily case volume and processing times.

**24. Can I get a case removed from eCourts Portal?**





The Superior Court routinely considers motions to seal or expunge court records. If a court record is ordered sealed or expunged, it will no longer be available for viewing online. Please contact an attorney to determine if your case is eligible to be sealed or expunged. More information about [expunctions](#) is available on the nccourts.gov website.

## **25. How can I locate a Date of Birth in eCourts Portal?**

Effective October 2023, the YEAR of birth is available for all cases when the birth year was recorded.

Portal **SMART SEARCH** permits validation of DOB for all PUBLIC users through Advanced Filtering. Results can be narrowed through Advanced Filtering if a SMART SEARCH returns multiple cases which meet the entered criteria. DOB Advanced Filtering can accommodate specific DOB or a range. The filter can be applied at the same time as the original SMART SEARCH name/file number submission or after the results return. E.g. From 01/01/1970 To 01/01/1970 when attempting to narrow results returned or validate the record DOB matches. SMART SEARCH Party Search Results indicate a DOB has been recorded by displaying the masked DOB as XX/XX/1970.

## **26. Is there a Bond Forfeitures Report in Portal?**

Portal does not have any reports, but Bond Forfeitures can be Searched utilizing Smart Search and Selecting the Filter by Search Type: Business Name then entering the Bond Person's name to conduct the search (all Bonds Persons are entered as Businesses in Enterprise Justice (Odyssey)).

## **27. How can I locate Social Security numbers in eCourts Portal?**

Social Security Number validation is NOT available through Portal for the PUBLIC or any Elevated Access Role.

## **28. How do I locate information regarding Warrants Served/Unserved?**

Portal SMART SEARCH provides users with a detailed Register of Action (also known as the Case Summary), including docketable Case Events which capture when warrants and orders for arrest and criminal summonses are issued, returned served or unserved, reset to unserved, or recalled.





**29. How do I locate information regarding Domestic Violence aka Protective Order Cases?**

Protective Order Cases are restricted through Portal to the ACTIVE Enterprise Justice (Odyssey) Attorney of Record, Active eWarrants Users, and Domestic Violence Agencies.

**30. Why can't I view all Domestic Violence aka Protective Order Cases on Portal?**

Portal is an internet-based system and due to Federal Law, some civil matters are not permitted to be indexed in a web-based search, e.g., domestic filing that includes a protection order.

**31. Are there other ways to access Domestic Violence aka Protective Order Cases that are not available on Portal?**

Public Access Terminals are available in the Clerk's Offices to confirm the case Exists.

**32. How do I locate information regarding an Incompetency case?**

Incompetency is a PUBLIC Case Type. The Advanced Filtering by Case Type has been enhanced for ease of access.

**33. Can I search by charges (e.g., Murder)?**

No. Enterprise Justice (Odyssey) is a Party-based system and does not provide the mechanisms to search by charge(s).

**34. Is a defendant Name History available on Portal?**

The name history does not display on the Portal but is included as part of the full Enterprise Justice (Odyssey) record. Portal searches will include all the names associated with a case, including aliases.

**35. Is there a specific way names are entered for defendants with multiple last names?**

Yes. A link to the eCourts Name Indexing Standards has been included in the Portal Training Materials and Reference Guides on the [eCourts website](#).







**36. When completing searches with No Results Found, is there a way to print the No Results page that will include the criteria used to search?**

No. There is not a way to print the search parameters in Portal. If evidence of a “No Results” search is required, the recommendation is for the Searcher to use a Steps Recorder program that will track each click and screen automatically and save it to a downloadable document, so you don’t have to take snips of each page. Members of the Portal team use a free application called Google Tango - <https://www.tango.us/> (we are not endorsing Tango; we are simply sharing the name of a program we are familiar with).

**37. How do I resolve issues finding a case or defendant through Smart Search?**

Reference the [Portal Overview Guide](#) and [Portal Advanced User Guide](#) for specific details on searching by name and required file number format.

**Helpful Hint:** Clear cache, use another browser, or a browser incognito window.

If after reviewing the guides, you still have questions, contact the Clerk of Court in the county where the case is assigned.

**38. What if I have a question about the documents or specifics of my case?**

For answers to specific questions about a case or case documents, please contact the appropriate county Clerk of Court.

**39. Will case events prior to the Enterprise Justice (Odyssey) Go-Live be viewable on eCourts Portal?**

Yes, all case events occurring prior to Enterprise Justice (Odyssey) Go-Live will be converted, however the time stamp will be 12:00 AM.

## **SEARCH HEARINGS**

**40. How do I search for a hearing in eCourts Portal?**





Using Portal's **SEARCH HEARINGS** portlet, you can search current court calendars for hearing locations and times. **SEARCH HEARINGS** allows users to search by case number, party name, business name, attorney name, attorney bar number, judicial officer, or courtroom. Additional information regarding Portal's **SEARCH HEARINGS** portlet can be found on the [eCourts Portal Page](#).

**41. When Searching for a hearing does the system let you know if it's virtual or in person?**

No. That information is not noted on the Search Hearings results however, if it is virtual, you will be provided a link (outside of Portal).

**42. How do I pull a call list?**

Different Courts/Judges call cases in different orders; it is recommended you work with the Courtroom Clerk to find out how cases will be called, then you can sort the Search Hearings information, accordingly, by clicking the "v" located on the left of each column header. This works best when conducting a Courtroom Search using a specific date.

## **NC JUDGMENT SEARCH**

**43. How do I search for a judgment in eCourts Portal?**

The **NC JUDGMENT SEARCH** in Portal functions as an external tool to allow members of the public to search for N.C. Judgment Indexes entered in the N.C. Judicial System's database in accordance with NCGS 7A-109(b)(6). This search can be performed utilizing a party's name or case number. Results include judgments related to Civil, Family, Small Claims, Special Proceedings, Criminal, and Miscellaneous court items. The **NC JUDGMENT SEARCH** can be filtered to help users' narrow results based on the case type, status, location, and date of the judgment. Results provided will feature case number, disposition status, index date and time, parties to the action, and judgment comments that are relevant to the disposition. However, to view the complete case summary, a searcher must navigate to the **SMART SEARCH** portlet.

Additional information regarding Portal's **NC JUDGMENT SEARCH** can be found on the [eCourts Portal Page](#).





***Portal NC JUDGMENT SEARCH references the amounts and totals owed based on the original Judgment date. Please contact your county Clerk of Court for the current amounts and totals owed.***

The Payoff Date and Current Payoff Amount updates in **SMART SEARCH** once the county Clerk of Court updates to the current date in Enterprise Justice (Odyssey).

Helpful Hints for **JUDGMENT SEARCH**:

- Enter AT LEAST the full last name
- Currently there is no wildcard functionality i.e., “smith” returns all results with name smith. Enter “smith, jo”, only Jo Smith returns. Enter “smith, john”, only John Smith returns

#### **44. Can the Judgment Index Date and Time be changed?**

No, the Index Date and Time are system generated and cannot be backdated or modified by any county Clerk of Court.

## **MAKE PAYMENTS**

#### **45. What payments can be made in eCourts Portal?**

Criminal court fees and fines can be paid online without visiting the courthouse by using Portal’s **MAKE PAYMENTS** portlet.

The following payment types are accepted online:

- Cost and Fees
- Restitution
- Criminal Attorney Fees
- Probation and Parole Fees

The following **CANNOT** be paid online:

- Alimony
- Bond Forfeitures
- Cash Bonds
- Child Support Payments





- Civil Judgments
- Condemnations
- Rent Bonds
- Trust Funds
- Upset Bids

#### **46. Are there payments I cannot make on Portal?**

You are only allowed to make payments online for Criminal cases. Statutes do not allow credit card payments for civil judgments, alimony, trust accounts, etc. These payments must be made in person or by mail, via cash or money order, to the applicable county Clerk of Court.

***Portal NC JUDGMENT SEARCH references the amounts and totals owed based on the original Judgment date. Please contact your county Clerk of Court for the current amounts and totals owed.***

The Payoff Date and Current Payoff Amount updates in **SMART SEARCH** once the county Clerk of Court updates to the current date in Enterprise Justice (Odyssey).

#### **47. What if I need to make a payment but can't find my criminal case or infraction?**

Try to search the case in **SMART SEARCH** to verify there is a balance owed that can be paid online.

Contact the appropriate county Clerk of Court if you are unable to find your case and the officer or judge indicated you could pay this online.

#### **48. What methods of payment are accepted in eCourts Portal?**

Acceptable methods of payment include Visa, Mastercard, and Discover. A 2.39% transaction fee will be assessed, with a \$1.00 minimum charge per transaction. eChecks are NOT accepted through Portal **MAKE PAYMENTS**.

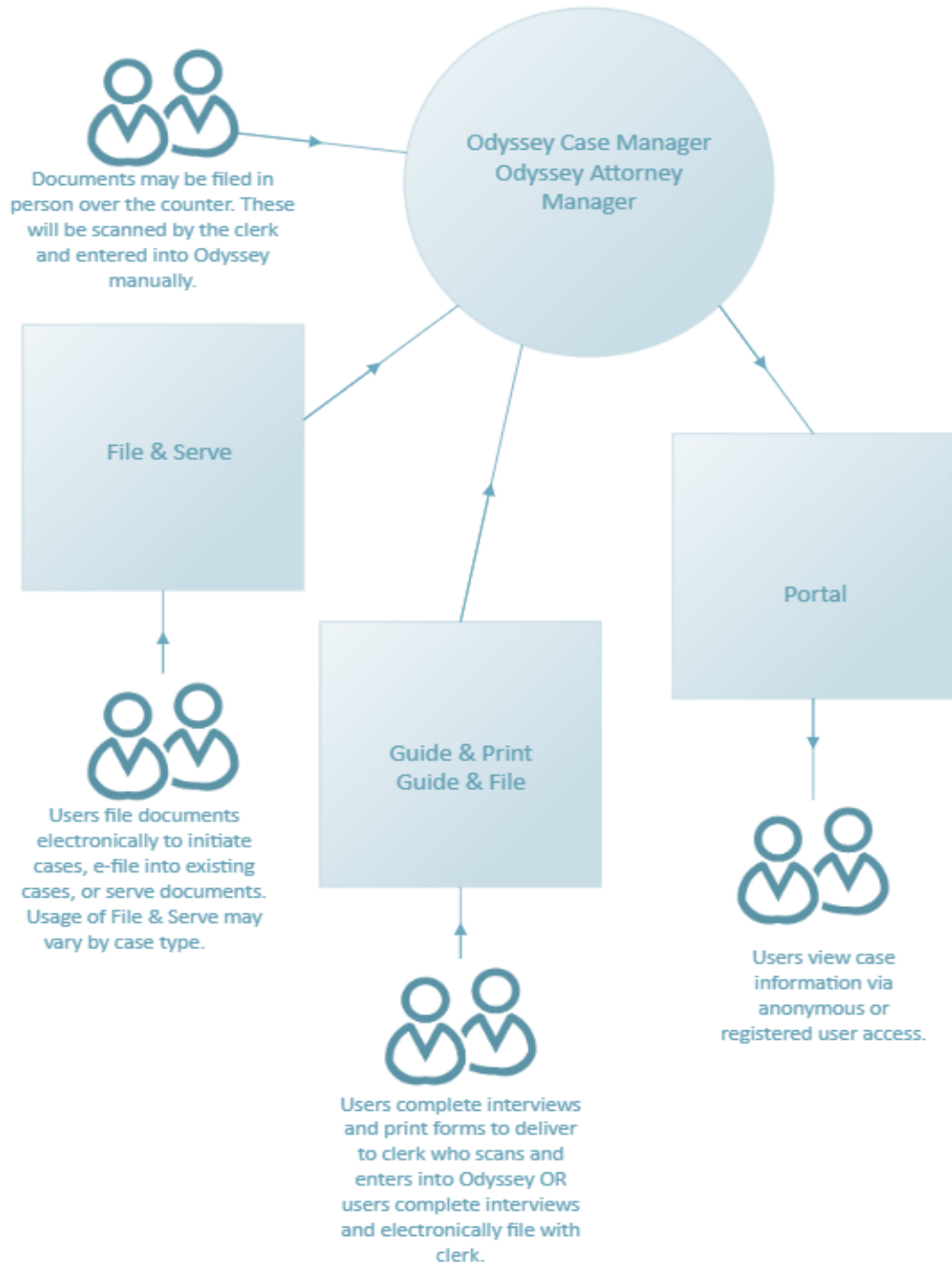
#### **49. I received an error message after entering my payment information and was not sent a receipt.**





Use **SMART SEARCH** to find your case and verify the payment and balance information. Contact the appropriate county Clerk of Court if you still need assistance verifying if the amount owed was paid.





# **APPENDIX E**

## **ECOURTS PORTAL TRACK 4 TRAINING SESSIONS**

eCourts

eCourts is LIVE in 17 Counties\*. Find info, training, and resources. [Learn more \(/ecourts\)](#).

Dismiss alert

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4. Track 4 eCourts Training Registration And Resources

February 7, 2024, General News

# Track 4 eCourts Training Registration and Resources

Find Track 4 eCourts training registration information and resources for employees and the legal community.

## Article contents

### MEMORANDUM

TO: Legal Community

FROM: NCAOC Director Ryan S. Boyce

DATE: February 7, 2024

SUBJECT: Track 4 eCourts Training Registration and Resources

Dear Colleagues in the Legal Community,

On behalf of the Judicial Branch, we are excited to partner with you in the next phase of modernizing our state court system by launching eCourts Track 4 on **April 29, 2024**, in ten (10) counties:

[Alamance](#), [Chatham](#), [Durham](#), [Franklin](#), [Granville](#), [Guilford](#), [Orange](#), [Person](#), [Vance](#), and [Warren](#) counties.

This email is intended to introduce you to the key information and training resources that legal practitioners need to know for navigating this monumental shift.

As we prepare together for the official launch of eCourts in 10 counties on April 29, 2024, attorneys and other stakeholders may register in advance for Enterprise Justice (Odyssey) platforms, access training materials, and sign up for an introduction to eFiling and Portal search through resources provided below. We encourage you to regularly check the eCourts Hub at [NCCourts.gov/ecourts](https://www.nccourts.gov/ecourts). Questions regarding eCourts applications may be sent to [ecourts@nccourts.org](mailto:ecourts@nccourts.org).



## Training Registration and Opportunities

NCAOC is committed to equipping attorneys, paralegals, judicial partners, hospital filers, and others in the public who interact with the courts with information and training for the shift to eCourts, through online resources at [NCCourts.gov](https://nccourts.gov) and live, online, and in-person training sessions. Learn more about these resources and specialized trainings at the following:

- [Review user guides, tutorials, and FAQs](#) for eCourts applications.
- Register for online and in-person introductory trainings offered by NCAOC (dates available throughout March and April):
  - [eFiling \(File & Serve\) Training Registrations](#) (CLE credit approved)
  - [Portal Training Registrations](#) (CLE credit approved)
- Review changes to the [General Rules of Practice](#) related to digital case management.

## Register with eCourts Systems

eCourts comprises several enterprise-level software systems that work together to provide integrated case management for courthouse officials and employees as well as electronic access for the public. Some functionality requires users to register for accounts on these systems. For example:

- [File & Serve](#) is the system that the public (including attorneys) uses to electronically file documents with the courts. Electronic filing is mandatory for attorneys in Enterprise Justice (Odyssey) counties under Rule 5(b)(2) of the General Rules of Practice, and all attorneys will be required to eFile in Track 4 counties beginning April 29, 2024. However, anyone seeking to file a document through File & Serve must have an account in that system.
- [Portal](#) is the system that the public (including attorneys) uses to access filed court records. Although Portal can be used anonymously, confidential case types and certain types of legally protected personal identifying information are not available to the public on Portal. However, individuals with legal authority to access these types of confidential information (such as an attorney of record in a confidential case) can access restricted case types and unredacted versions of public records through an "Elevated Access" Portal account.

To help streamline each user's transition to eCourts, attorneys and the public are encouraged to ensure that their electronic accounts and registrations are set up and configured before April 29, 2024. Early registration will also allow users to begin exploring these applications before they are required to use them on April 29, 2024. Registration and further information about these resources can be found at the following links:

- [Register for File & Serve](#) to explore the eFiling platform in advance.
- Law Firms & Solo Practitioners: A firm administrator (one for each firm) should set up the firm account and invite the individual users (attorneys, paralegals, legal assistants, etc.) to set up their own accounts. [From the landing page](#), the firm administrator can register for their firm account by creating their individual user account credentials and then adding the firm information. Solo Practitioners can serve as their own firm administrator.
- Other Users: Other File & Serve users (self-represented litigants, process servers, *pro hac vice* attorneys, etc.) can register for an individual account.
- [Register for elevated access on Portal](#) to view certain non-public information in cases where you are the attorney of record.
- [Confirm an "Address of Record"](#) with the State Bar for service under Rule 5 of the Rules of Civil Procedure. See 1A-1, Rule 5, G.S. 84-39, and G.S. 84-4.1, as amended by [S.L. 2023-103](#). The eCourts system has certain notification features that rely on the Address of Record information imported from the North Carolina State Bar's "Court Service Information" registry.

## Transition Process Begins the Week Prior to Go-Live

Significant adjustments to courthouse operations will begin in Track 4 counties the week prior to April 29, 2024, to support the transition from paper records to electronic filing and case management.

Due to data integration processes from legacy systems (e.g., VCAP, ACIS, CIPRS) to Enterprise Justice (Odyssey), attorneys in Track 4 counties should prepare for the following:

- For cases filed in Track 4 counties, legacy systems will go into “inquiry only” mode on **Wednesday, April 24, 2024, at 7:00 p.m.** while data is migrated from the legacy mainframe databases to Enterprise Justice (Odyssey). During this time, all users will be able to access information in Track 4 counties’ cases using legacy systems, but the information will only be current through April 24, 2024.
- Once Enterprise Justice (Odyssey) is released on April 29, 2024, legacy systems will be decommissioned for both inquiry and update to Track 4 counties’ cases. From that point forward, the public will use Portal instead of legacy systems to access indexes, abstracted case information, and case documents for cases in Track 4 counties. Court documents existing in paper on the date of go-live will still be available in paper form in the Clerk’s office. For counties that have not implemented Enterprise Justice (Odyssey), legacy systems will remain available and updated, with one exception: for a judgment transcribed from an Enterprise Justice (Odyssey) county to a non-Enterprise Justice (Odyssey) county, both VCAP (in the receiving, non-Enterprise Justice county) and Portal (in the originating, Enterprise Justice county) will need to be used to search information and updates related to the original judgment.
- Paper filings received by Track 4 counties Clerks’ offices during the migration period will be manually file-stamped (as they are currently) upon receipt and available in the Clerk’s office, but not yet indexed in Enterprise Justice (Odyssey).
- Clerks will enter into Enterprise Justice (Odyssey) paper filings received by the Track 4 counties’ Clerks of Superior Court during the migration period starting on April 29, 2024. Paper filings will be file-stamped as of the date actually filed, but they will be indexed on the Index to Judgments as of the date they are entered into Enterprise Justice (Odyssey). **Thus, in Track 4 counties, nothing will be indexed during the migration period. For this reason, there will be a delay in indexing and the availability of these filings on the public Portal. Attorneys and paralegals may not want to schedule real estate closings in Track 4 counties on April 25-26, 2024.**
- Track 4 Clerks’ offices will announce publicly when all filings received during the transition period of data migration have been indexed in Enterprise Justice (Odyssey) and are available in Portal. Until that announcement is made, you should contact the Clerk’s office to determine how to access documents filed during the migration period.
- Upon the release of Enterprise Justice (Odyssey) on April 29, 2024, Track 4 Clerks of Superior Court will begin to scan and enter into Enterprise Justice (Odyssey) paper filings received from non-attorneys on and after the Enterprise Justice (Odyssey) release.

Again, the Judicial Branch is excited for eCourts to launch in Track 4, and we remain committed to making this monumental transition as seamless as possible for all involved. For any eCourts application questions, please visit the eCourts hub at [NCCourts.gov/eCourts](https://www.nccourts.gov/eCourts) or email [eCourts@nccourts.org](mailto:eCourts@nccourts.org).

On behalf of the Judicial Branch, thank you for your support of the eCourts initiative and for your service to North Carolina’s legal community.

Sincerely,

Ryan S. Boyce  
Director  
N.C. Administrative Office of the Courts

## MORE INFORMATION

- [eCourts Expansion Announced for 2024 for Tracks 4-6 \(/news/tag/press-release/ecourts-expansion-announced-for-2024\)](#)
- [File & Serve \(eFiling\) and Portal Training Available for Attorneys and Judicial Partners in March and April 2024 \(https://www.nccourts.gov/news/tag/general-news/file-serve-efiling-and-portal-training-available-for-attorneys-and-judicial-partners-in-march-and-april-2024\)](https://www.nccourts.gov/news/tag/general-news/file-serve-efiling-and-portal-training-available-for-attorneys-and-judicial-partners-in-march-and-april-2024)

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February 9, 2024 , General News

**[Governor Cooper Appoints Superior Court Judge for New Hanover and Pender Counties \(https://www.nccourts.gov/news/tag/general-news/governor-cooper-appoints-superior-court-judge-for-new-hanover-and-pender-counties\)](https://www.nccourts.gov/news/tag/general-news/governor-cooper-appoints-superior-court-judge-for-new-hanover-and-pender-counties)**

February 7, 2024 , General News

**[File & Serve \(eFiling\) and Portal Training Available for Attorneys and Judicial Partners in March and April 2024 \(https://www.nccourts.gov/news/tag/general-news/file-serve-efiling-and-portal-training-available-for-attorneys-and-judicial-partners-in-march-and-april-2024\)](https://www.nccourts.gov/news/tag/general-news/file-serve-efiling-and-portal-training-available-for-attorneys-and-judicial-partners-in-march-and-april-2024)**

January 23, 2024 , General News

**[eCourts Track 3 Go-Live Timeline and Transition Process Starting January 24, 2024 \(https://www.nccourts.gov/news/tag/general-news/ecourts-track-3-go-live-timeline-and-transition-process-starting-january-24-2024\)](https://www.nccourts.gov/news/tag/general-news/ecourts-track-3-go-live-timeline-and-transition-process-starting-january-24-2024)**



## Portal Training Registration

In anticipation of **eCourts**, the NCAOC has scheduled training sessions for attorneys and judicial partners and others. These training sessions will be offered virtually by **eCourts Portal** expert.

### Portal Training

- |  |  |  |
|--|--|--|
| <input type="radio"/> Monday, March 4, 2024   3:00 - 4:00 p.m.   | <input type="radio"/> Wed. March 20, 2024   9:00 - 10:00 a.m.    | <input type="radio"/> Monday April 08, 2024   3:00 - 4:00 p.m.   |
| <input type="radio"/> Wed. March 6, 2024   9:00 - 10:00 a.m.     | <input type="radio"/> Thurs. March 21, 2024   3:00 - 4:00 p.m.   | <input type="radio"/> Tuesday April 09, 2024   9:00 - 10:00 a.m. |
| <input type="radio"/> Thurs. March 7, 2024   3:00 - 4:00 p.m.    | <input type="radio"/> Tuesday March 26, 2024   9:00 - 10:00 a.m. | <input type="radio"/> Thurs. April 11, 2024   3:00 - 4:00 p.m.   |
| <input type="radio"/> Monday March 11, 2024   3:00 - 4:00 p.m.   | <input type="radio"/> Wed. March 27, 2024   9:00 - 10:00 a.m.    | <input type="radio"/> Tuesday April 16, 2024   9:00 - 10:00 a.m. |
| <input type="radio"/> Tuesday March 12, 2024   9:00 - 10:00 a.m. | <input type="radio"/> Monday April 01, 2024   3:00 - 4:00 p.m.   | <input type="radio"/> Wed. April 17, 2024   3:00 - 4:00 p.m.     |
| <input type="radio"/> Thurs. March 14, 2024   3:00 - 4:00 p.m.   | <input type="radio"/> Wed. April 03, 2024   9:00 - 10:00 a.m.    | <input type="radio"/> Thurs. April 18, 2024   3:00 - 4:00 p.m.   |
| <input type="radio"/> Tuesday March 19, 2024   9:00 - 10:00 a.m. | <input type="radio"/> Thurs. April 04, 2024   3:00 - 4:00 p.m.   |  |

If you need to [change or have your registration removed](#), please [click here](#). For more information contact [Marjorie Morris](#).