

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

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

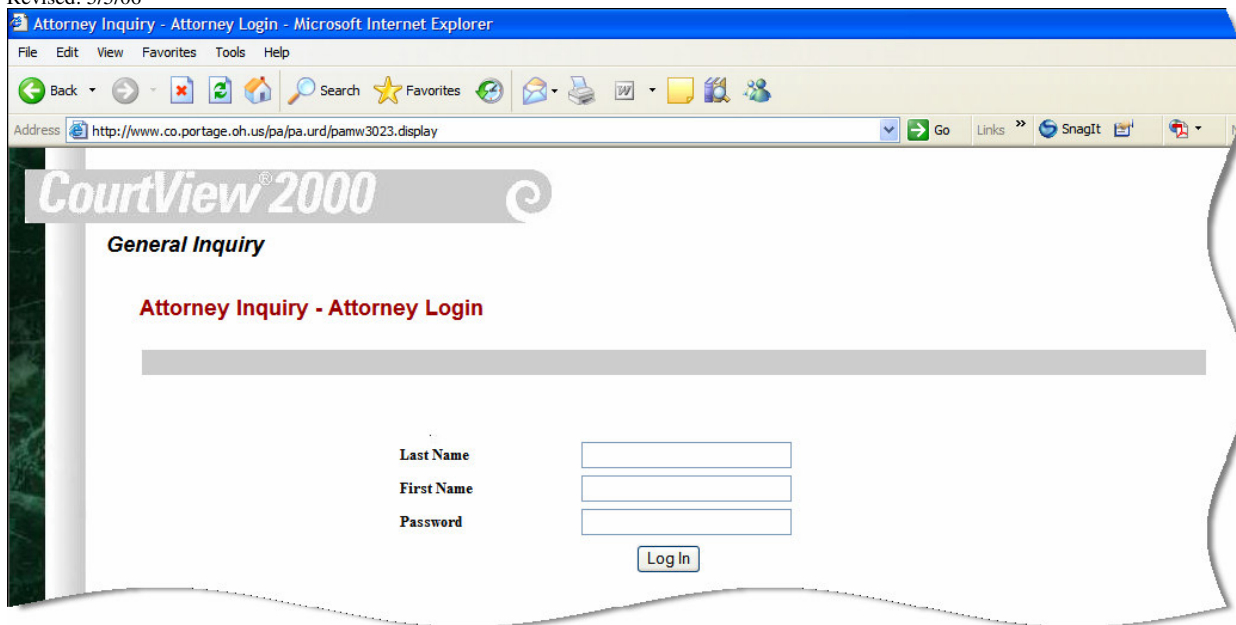
Use this index to generate a list of cases or events by attorney. For example, Attorney Smith can use this index to create a list of cases or events on which Attorney Smith is an active attorney, thereby excluding cases on which he or she not an active attorney.

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

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



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



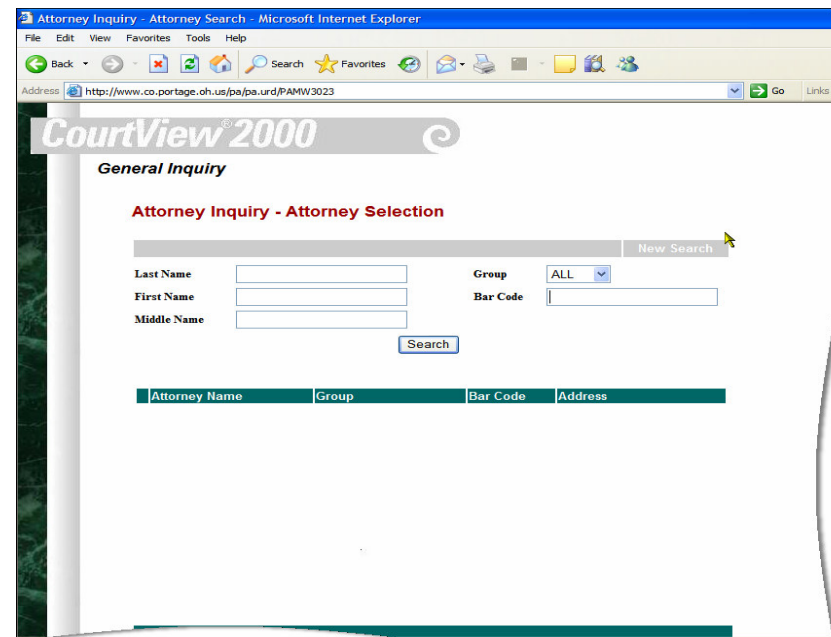
4. Enter the attorney's last name in the last name field.

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

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

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

trouble, see the contact information below for help.



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

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

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

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

10. The window shown below will appear.

CourtView[®] 2000

General Inquiry

Attorney Inquiry - Attorney Summary

Cases Events New Search

Attorney Name: SED, DAVID ALLEN **Affiliation(s)**

Bar Code: 2208

Attorney Group: NONE

Tax ID

Address(es) **Phone Number(s)**

WORK 269 W MAIN ST
PO BOX 672
RAVENNA, OH 44266

PRIMARY PHONE NUMBER (330)296-3599

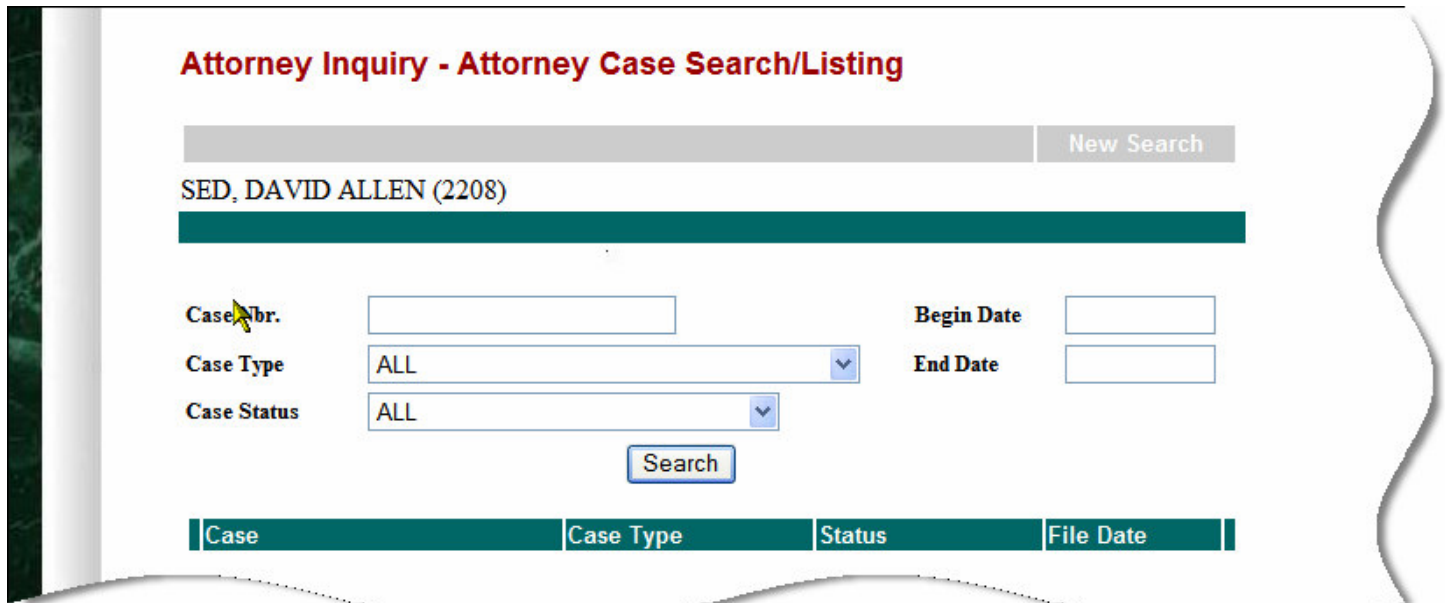
WORK PHONE (330)296-3599

FAX NUMBER (330)296-8386

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



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



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

c. An example of this search is shown below.

Attorney Inquiry - Attorney Case Search/Listing (38 Records retrieved)

SED, DAVID ALLEN (2208)

Case Nbr. Begin Date

Case Type End Date

Case Status

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

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

Attorney Inquiry - Attorney Event Search/Listing

New Search

SED, DAVID ALLEN (2208)

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

Date/Time	Event Type	Location	Judge	Result	Case Nbr.
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- b. Enter your search criteria, e.g., case number, Judge, date range.
- c. Hit Search. An example of this search is shown below.

Attorney Inquiry - Attorney Event Search/Listing

(8 Records retrieved)

[New Search](#)

SED, DAVID ALLEN (2208)

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

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

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

Email Robyn Godfrey @ rgodfrey@portageco.com for troubleshooting or assistance. Portage County will not troubleshoot the attorney's local area network, internet access, or browser settings.

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