Public Access

Thomson Reuters Court Management Solutions

Monroe County Court of Common Pleas

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1.0 Description

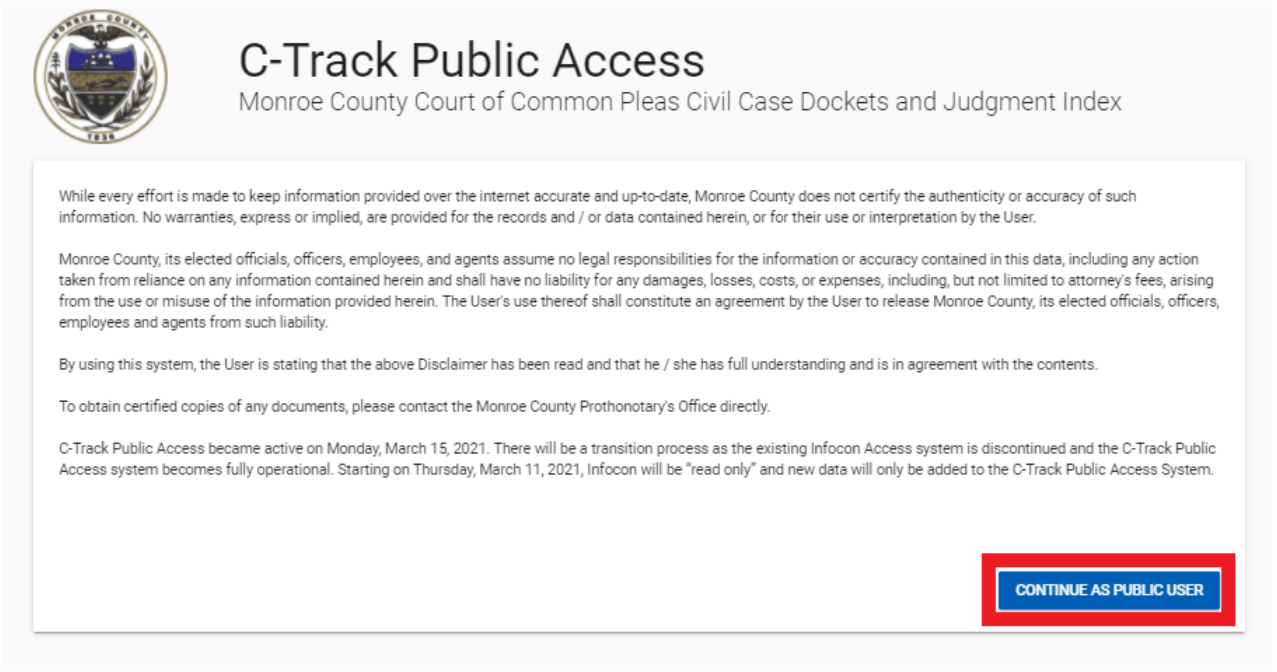
The Public Access application is used by members of the general public to view case information, case progress, and case filings/documents that the Courts have decided to make available.

Note: *The Public Access function is only used to view information that has been published from the C-Track Case Management System. Nothing that is published to Public Access can be edited from Public Access.*

2.0 Navigate to Public Access

Navigate to: **https://public-prod.43rdjdpacivilcms.us/login**

1. Click the **[CONTINUE AS PUBLIC USER]** button.



2. The Quick Links field is used to navigate to related websites that have been "bookmarked", either as being important supplemental information for a public user of the application, or as a shortcut to an important case within Public Access.

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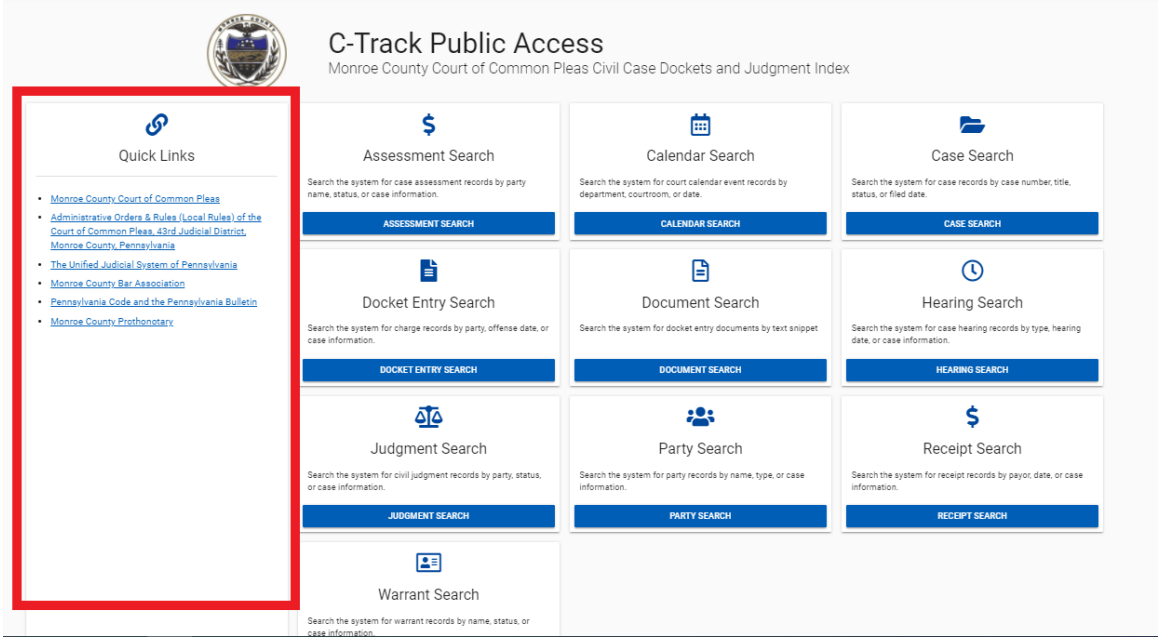
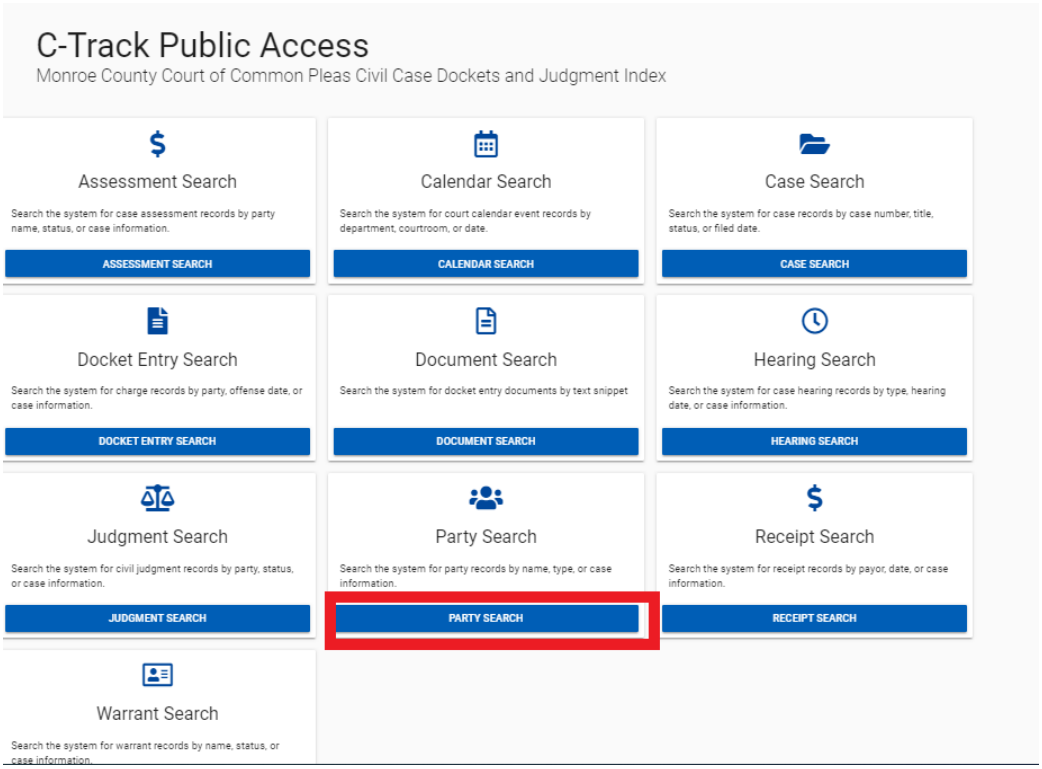


3.0 Case Search

Choose the criteria that you would like to search by and click the button below the search option.

3.1 Party Search Example

1. In this section, we will navigate to the Party Search screen by clicking the **[Party Search]** button.



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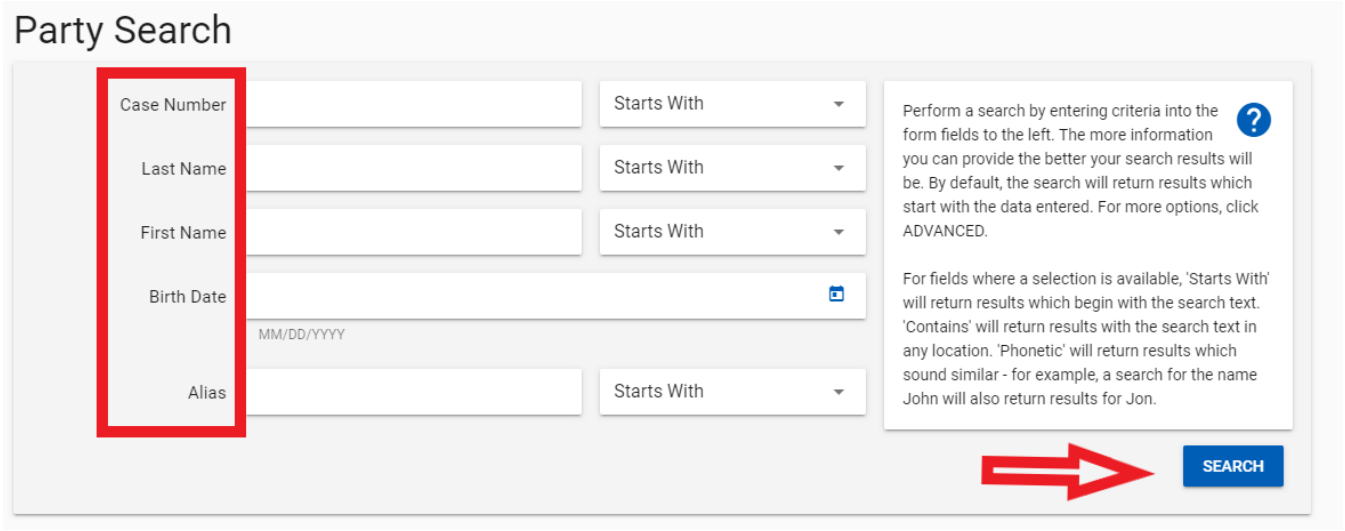
2. In the Party Search table, click the **[Advanced]** button

3. This will bring up additional search criteria that can help narrow down the search results for the specific case you are searching for.

   Note: The search criteria displayed will depend on what search you are using. For instance, the inputs you see for a Party search will be different for a Document search. Each search option has its own set of basic and advanced search criteria.



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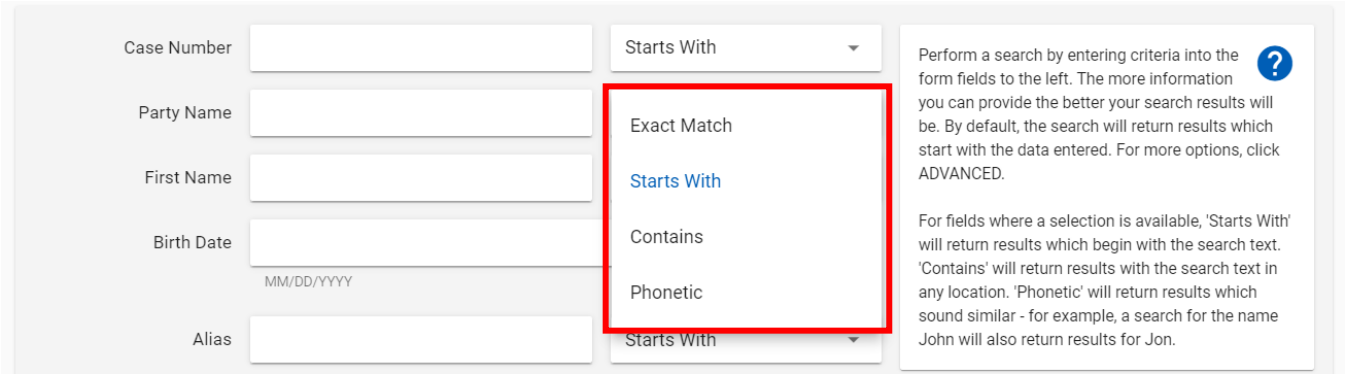
4. In the advanced search some text fields will have a corresponding dropdown. This field further narrows down the results. Simply click on the dropdown to view the available options and make your selection.

   Note: All Search Types will display results based on how their character strings exists in the CMS application.



Starts With – This means that the text entered must be at the beginning of the search phrase. Example. 'Court' will show results for 'Court123' and 'Court567' but will not show results for 'ACourt' or '123Court' when using the starts with filter.

Exact Match – This means only search results with that exact text string will show. If you added an extra character or missed a character it will not show similar search results.
Example. 'Court' shows results for 'Court' only, not 'Cour' or 'Courtt' when using the exact match Filter.

Contains – This is one of the most flexible search types. This search will provide any results that contains the text string no matter its placement.
Example. 'Court' will show results for '123Courtt', 'Court123', and 'ACourt456'

Phonetic – This search type shows results for words that match the searched value's pronunciation but may not have the same spelling.

5. Enter search criteria and click the **[Search]** button.

6. In the Search Results, selecting options from the **Filters** list will also narrow down the Search Results.

   Note: The filters available to narrow the search results will also vary by the Search type being used.

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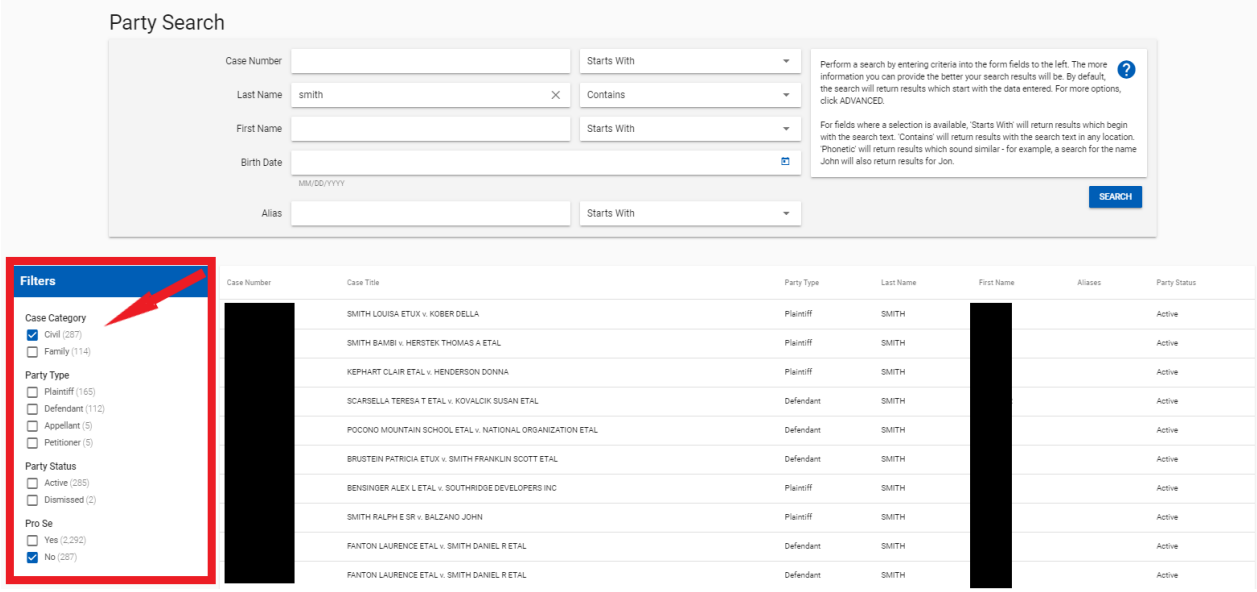

7. Click on the column headers to sort the results table. Hover over any of the columns and an arrow will display if the column can be sorted.

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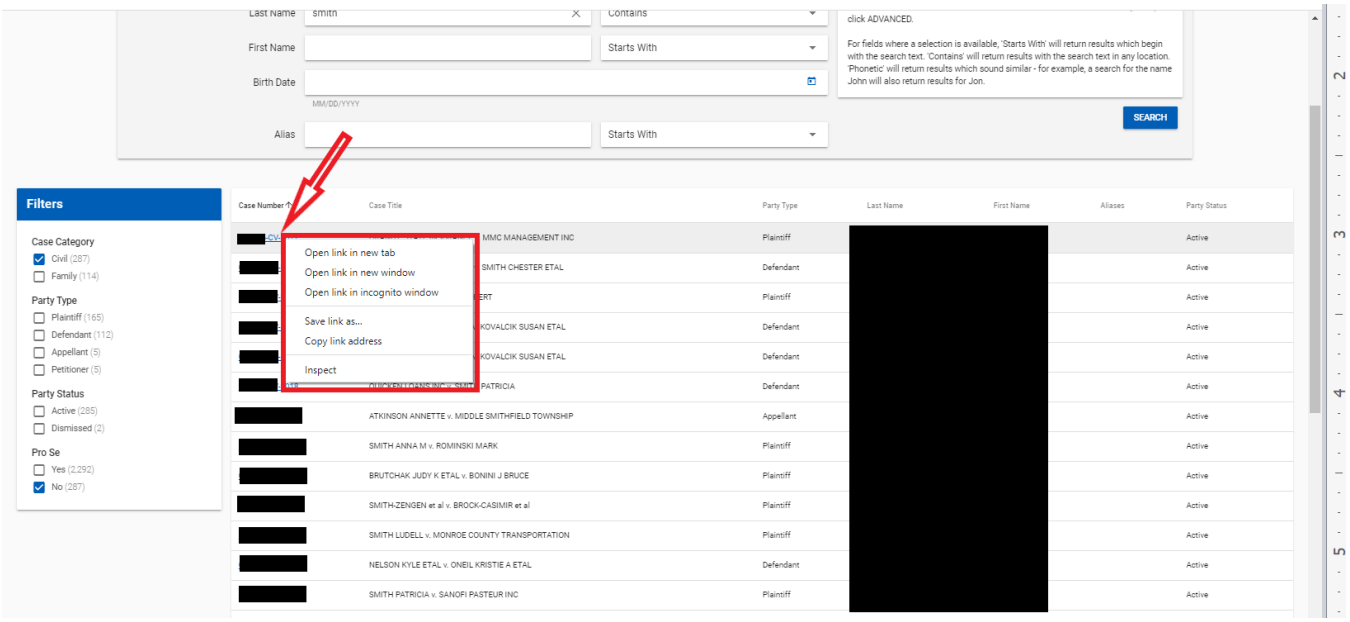
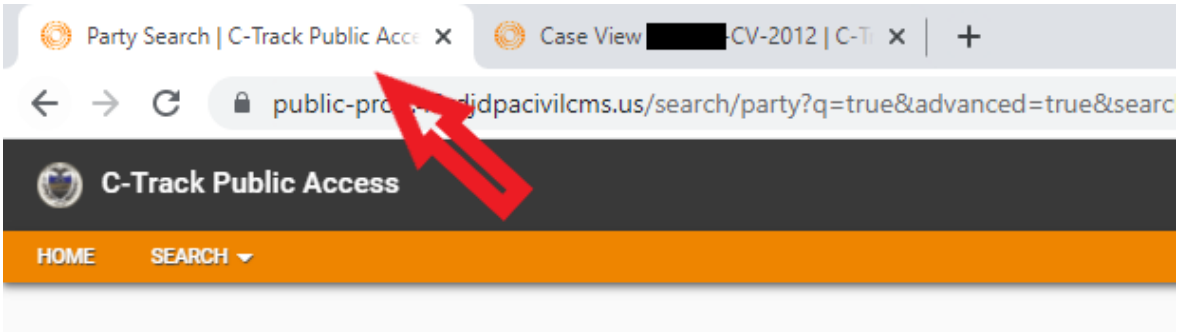
8. Once the table is sorted, use the *Open Link in New Tab* functionality in the browser to open multiple case views while preserving your search results. **Right click** on the case number link and then click **[Open Link in new tab].** Do this for one or multiple cases.

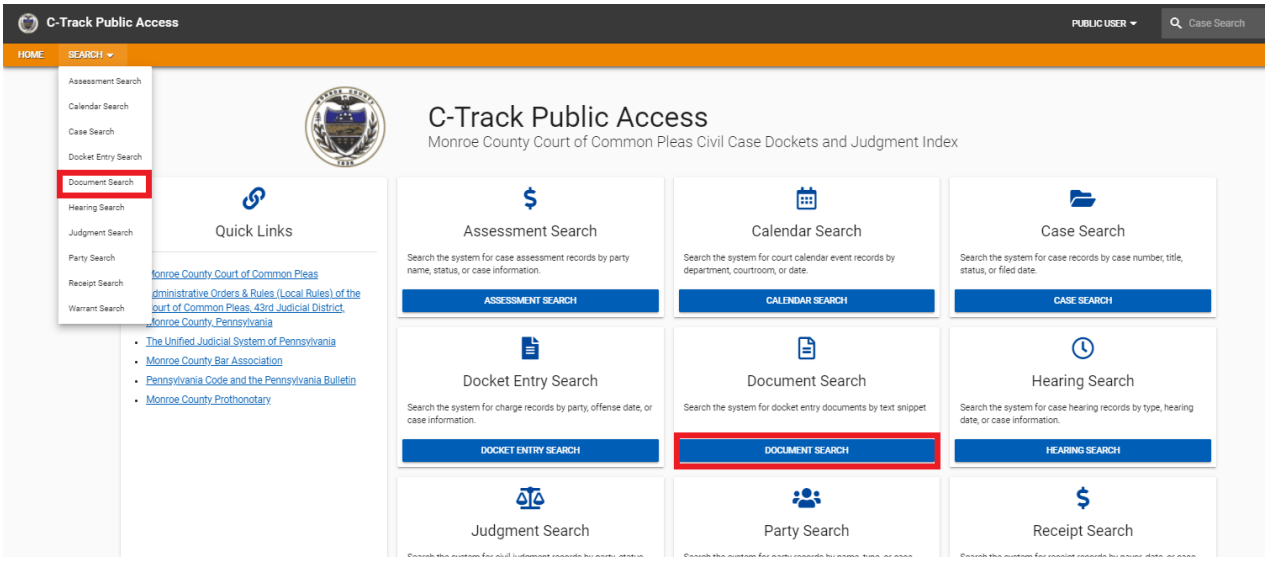


Then your original search is preserved on your first browser tab. Click on the first tab to view the search results again or open more cases.



3.2 Document Search Example

1. In this section, we will navigate to the Document Search screen by clicking the **[Document Search]** button OR by clicking [**Document Search]** from the search dropdown in the navigation bar.



2. The ***Document Search*** screen can be used to search for specific case documents. A major benefit of this search function is that it can be used to search for specific text within a document.
3. Enter a text string to be searched for.

4. The Search Results will show documents which have the specific text string that was searched for.

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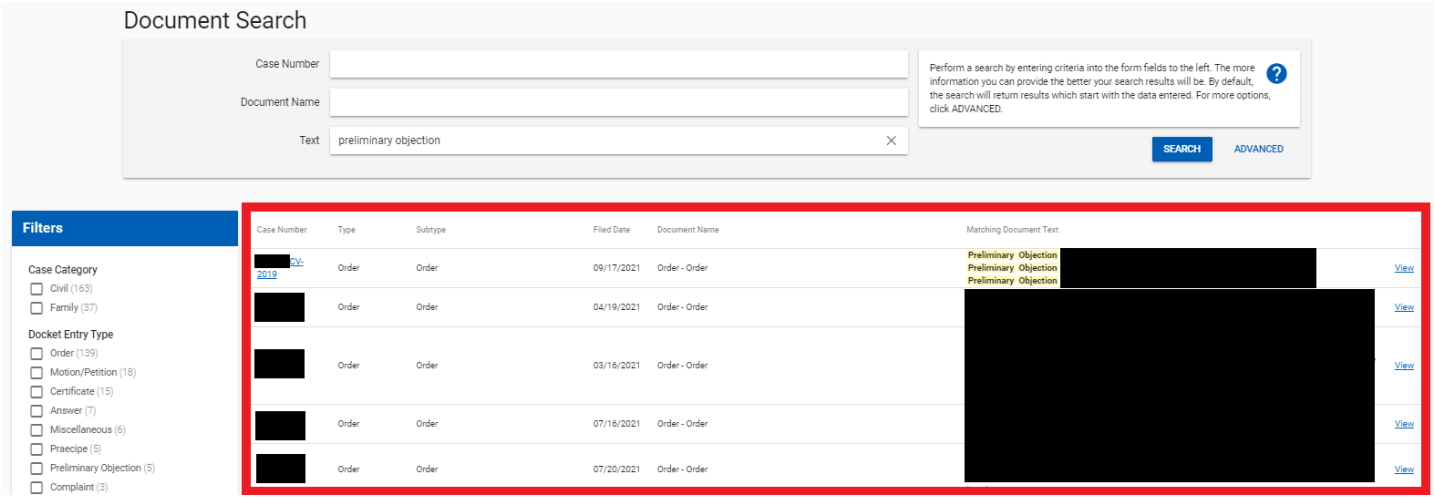
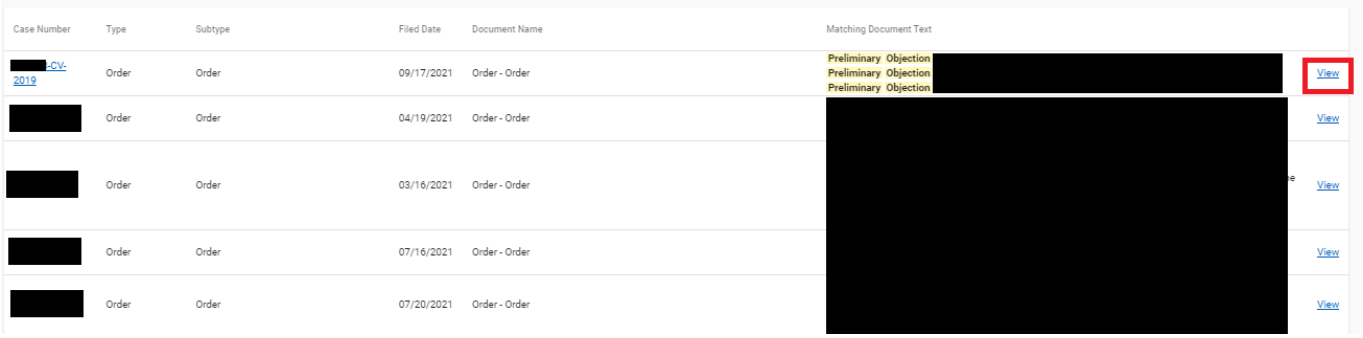
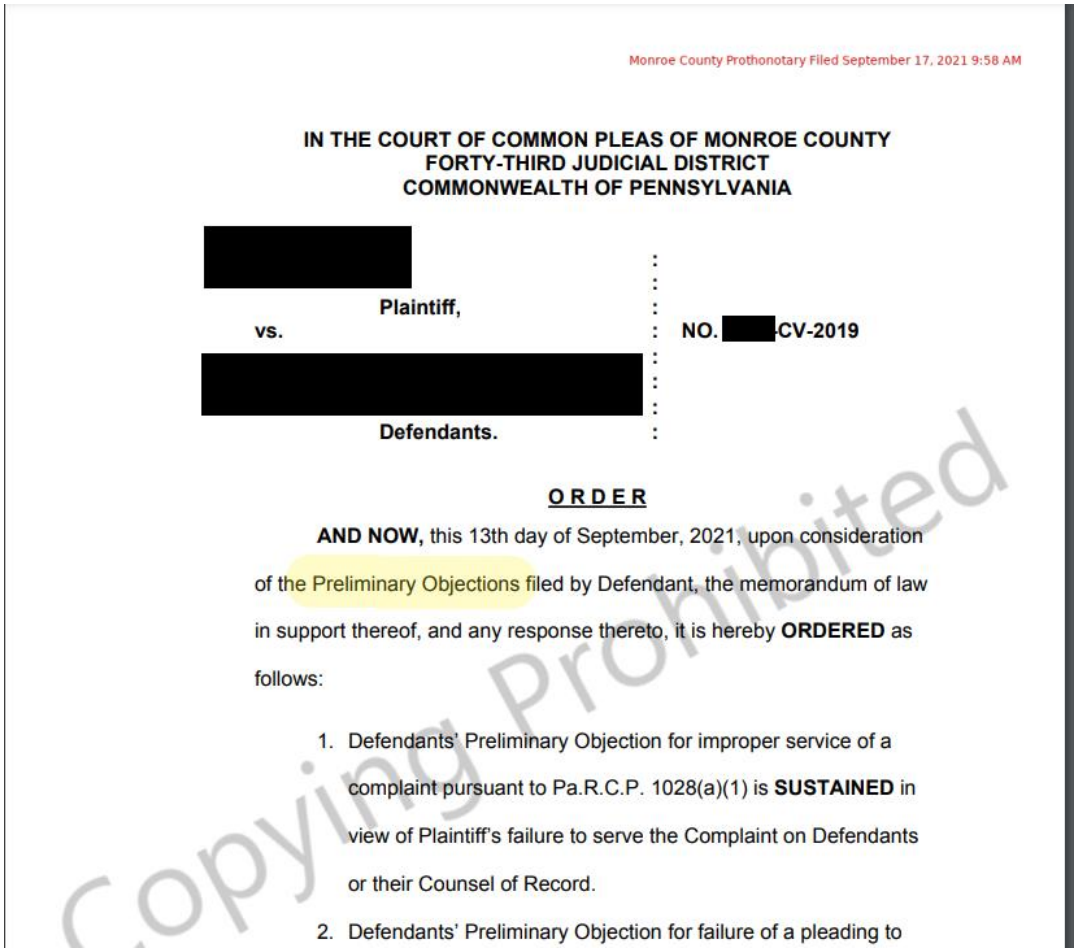
5. In the Search Results table, click the **View** hyperlink to see the full document.





6. The document that was selected will be downloaded to your computer for viewing.



Monroe County Prothonotary Filed September 17, 2021 9:58 AM

IN THE COURT OF COMMON PLEAS OF MONROE COUNTY
FORTY-THIRD JUDICIAL DISTRICT
COMMONWEALTH OF PENNSYLVANIA

[redacted]
Plaintiff,
vs. : **NO.** [redacted]**CV-2019**
[redacted]
Defendants.

ORDER

AND NOW, this 13th day of September, 2021, upon consideration of the Preliminary Objections filed by Defendant, the memorandum of law in support thereof, and any response thereto, it is hereby **ORDERED** as follows:

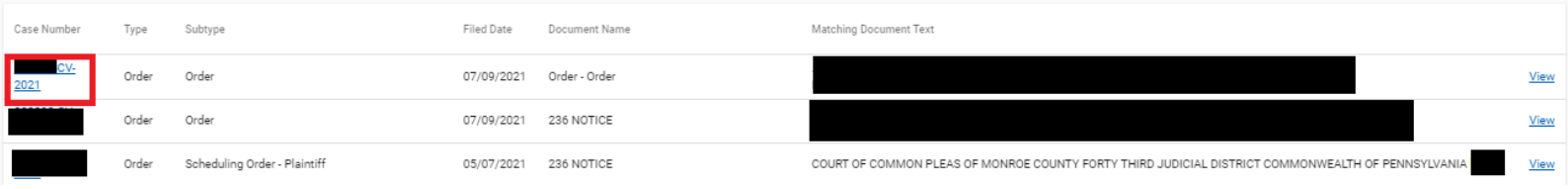
1. Defendants' Preliminary Objection for improper service of a complaint pursuant to Pa.R.C.P. 1028(a)(1) is **SUSTAINED** in view of Plaintiff's failure to serve the Complaint on Defendants or their Counsel of Record.
2. Defendants' Preliminary Objection for failure of a pleading to

Copying Prohibited

4.0 Case View

1. To view detailed case information, click the **Case Number** hyperlink.

   *Note: clicking the **Case Number** hyperlink will take you to the **Case View** screen no matter what Search type you are using.*



Case Number	Type	Subtype	Filed Date	Document Name	Matching Document Text	
[redacted]CV-2021	Order	Order	07/09/2021	Order - Order	[redacted]	View
[redacted]	Order	Order	07/09/2021	236 NOTICE	[redacted]	View
[redacted]	Order	Scheduling Order - Plaintiff	05/07/2021	236 NOTICE	COURT OF COMMON PLEAS OF MONROE COUNTY FORTY THIRD JUDICIAL DISTRICT COMMONWEALTH OF PENNSYLVANIA [redacted]	View

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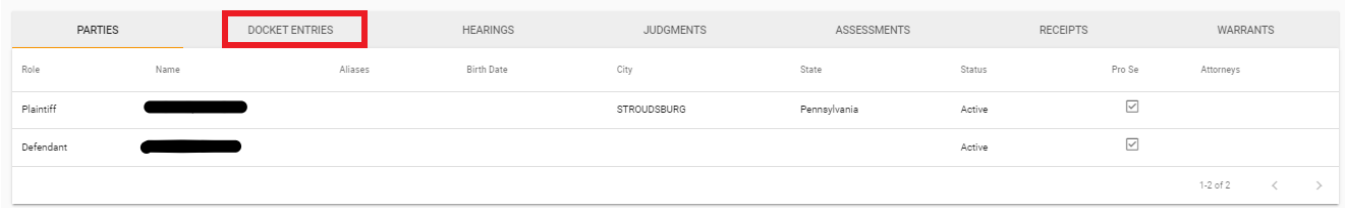
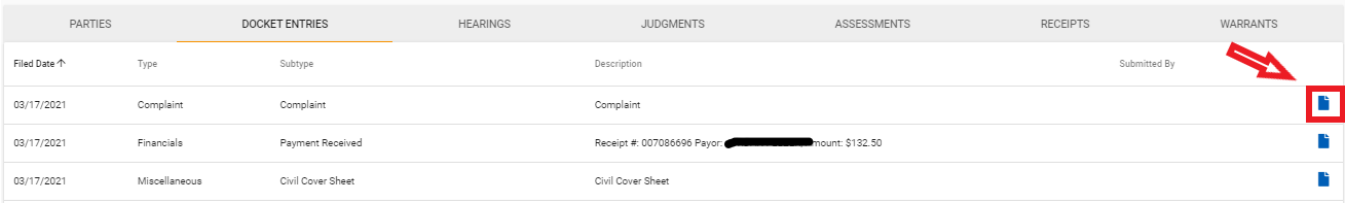
2. On the Case View screen, multiple tabs used to display different parts of the case. Click on each tab in turn to view associated case information.

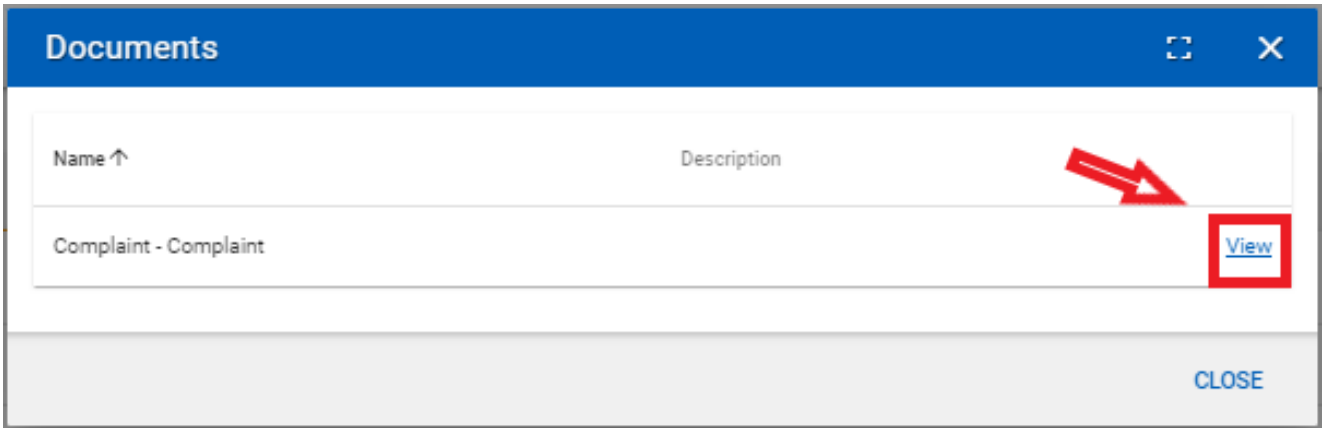


3. If a document is associated with a docket entry, the Docket Entry tab can be clicked to view docket entries.

4. In the Docket Entries table, click the **Document Icon** to download the associated document.



5. In the Documents table, click the **View** hyperlink.



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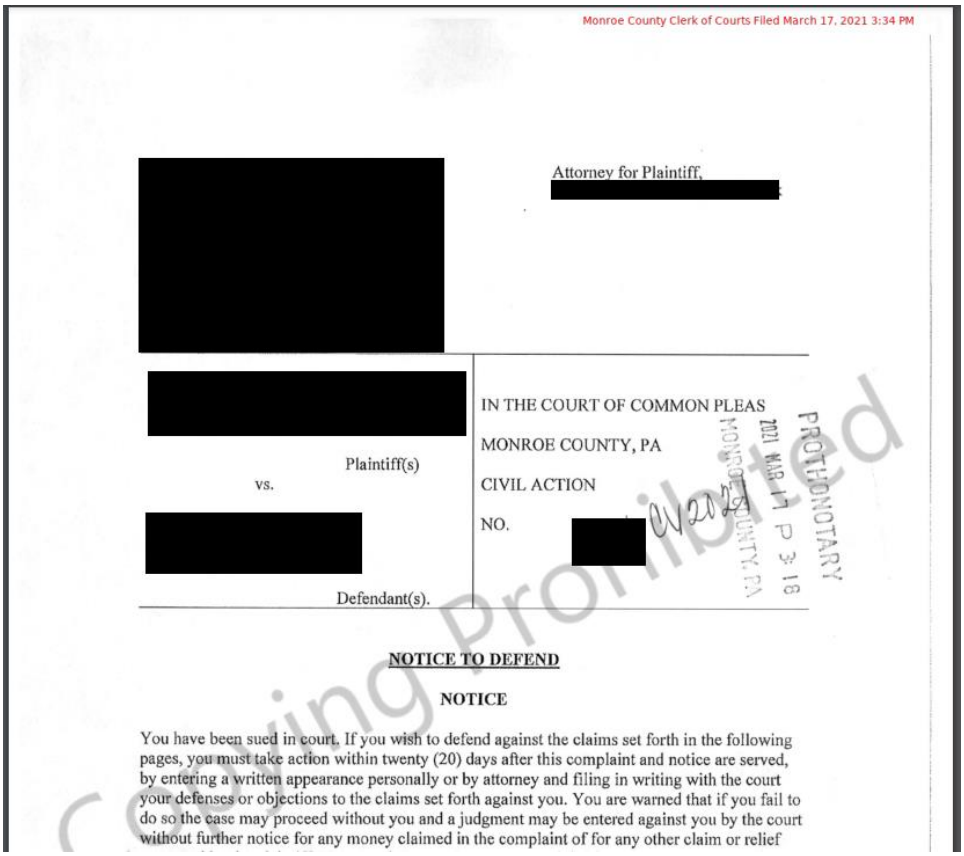
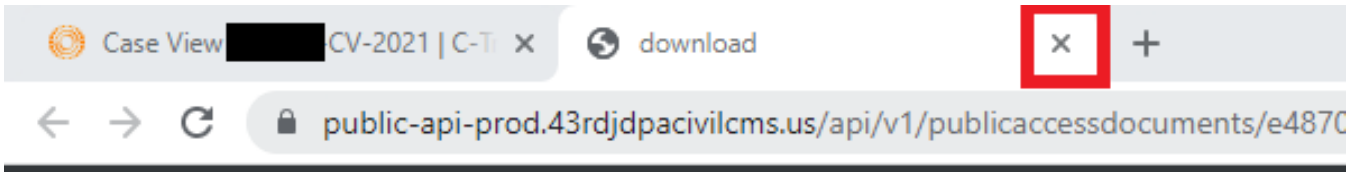
6. The document that was selected will be downloaded and open in a new tab for your viewing.



7. Close the new browser tab to return to the previous screen.



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