



# Public Access

**Thomson Reuters Court Management Solutions**

**Monroe County Court of Common Pleas**



**THOMSON REUTERS®**

## 1.0 Description

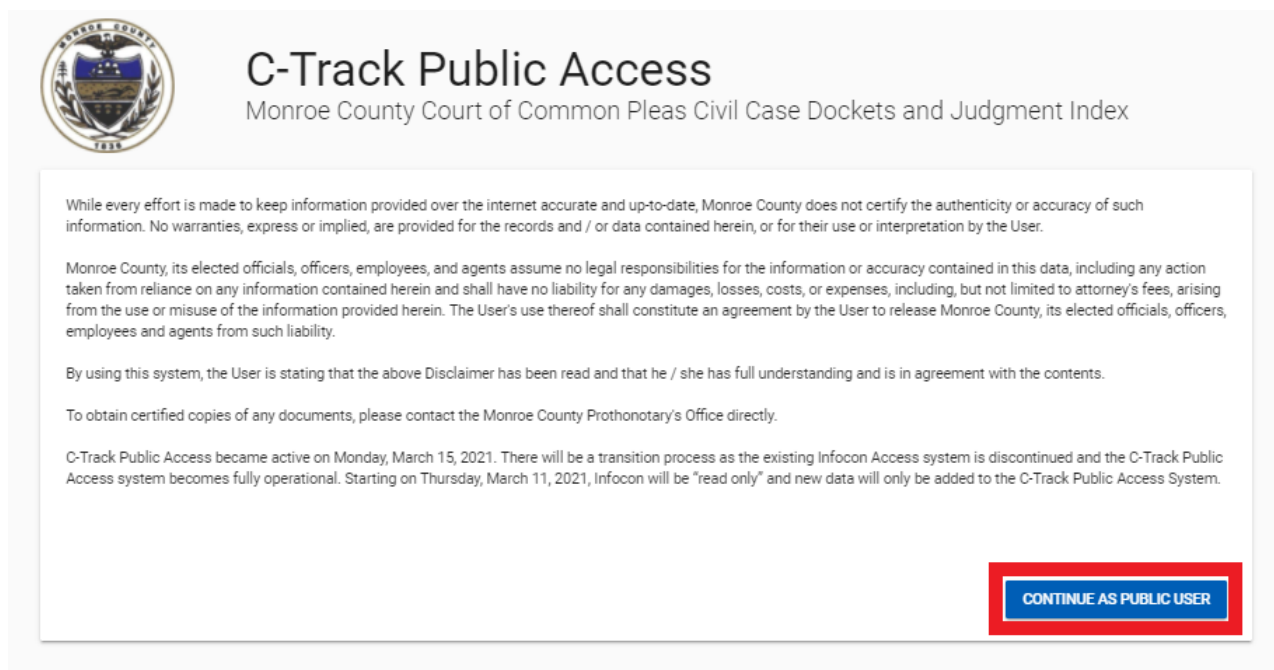
The Public Access application is used by members of the general public to view case information, case progress, and case filings/documents that the Courts have decided to make available.

*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.*

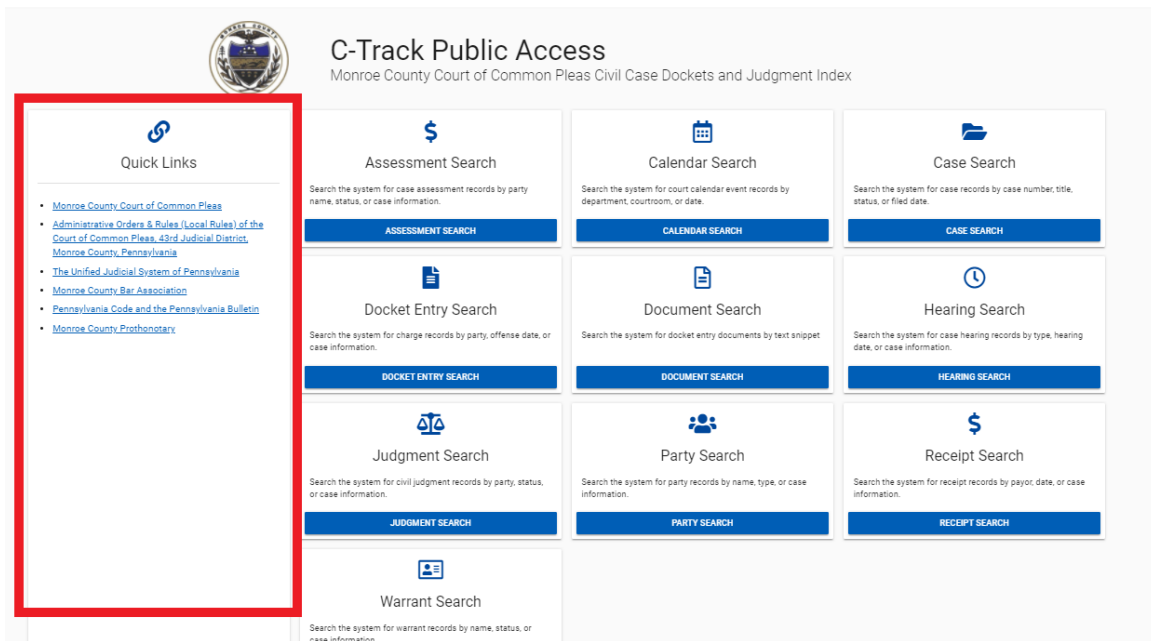
## 2.0 Navigate to Public Access

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.

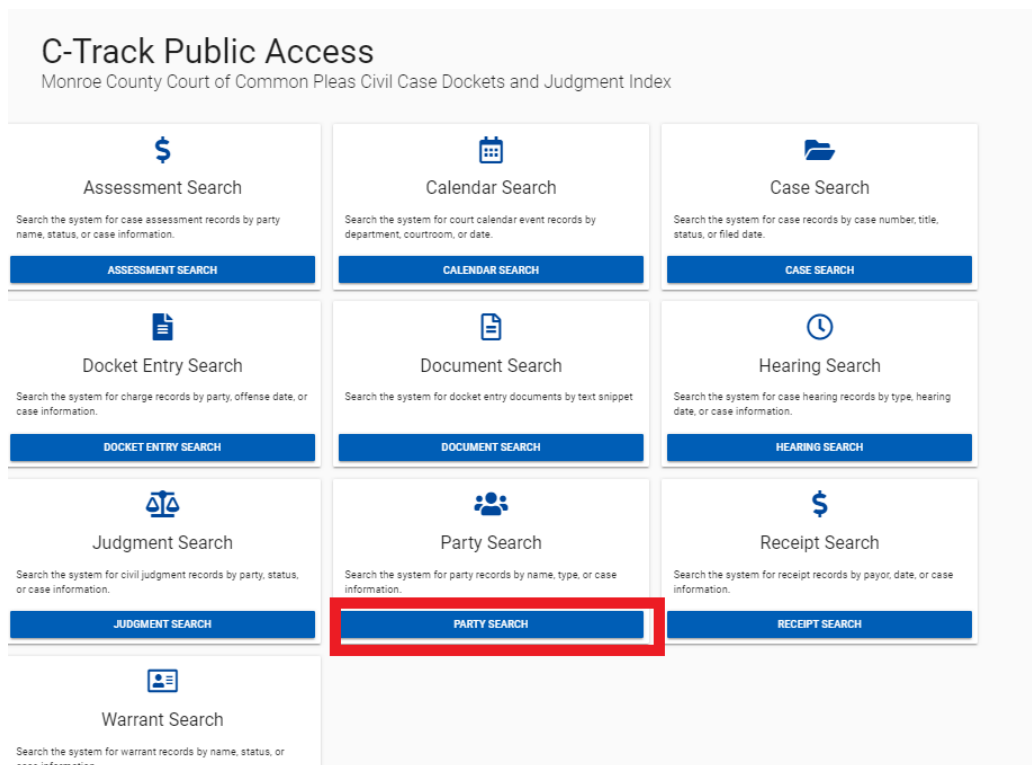


### 3.0 Case Search

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.



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

## Party Search

Case Number   
Last Name   
First Name

Perform a search by entering criteria into the form fields to the left. The more information you can provide the better your search results will be. By default, the search will return results which start with the data entered. For more options, click **ADVANCED**.

**SEARCH** **ADVANCED**

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.*

## Party Search

Case Number

Starts With ▼

Last Name

Starts With ▼

First Name

Starts With ▼

Birth Date

MM/DD/YYYY

Alias

Starts With ▼

Perform a search by entering criteria into the form fields to the left. The more information you can provide the better your search results will be. By default, the search will return results which start with the data entered. For more options, click **ADVANCED**.

For fields where a selection is available, 'Starts With' will return results which begin with the search text. 'Contains' will return results with the search text in any location. 'Phonetic' will return results which sound similar - for example, a search for the name John will also return results for Jon.

**SEARCH**

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 exist in the CMS application.*

The screenshot displays the Case Search interface. On the left, there are five input fields: 'Case Number', 'Party Name', 'First Name', 'Birth Date' (with a 'MM/DD/YYYY' placeholder), and 'Alias'. To the right of these fields is a dropdown menu labeled 'Starts With'. The dropdown menu is open, showing four options: 'Exact Match', 'Starts With' (highlighted in blue), 'Contains', and 'Phonetic'. To the right of the dropdown menu is a help box with a question mark icon. The help box contains the following text: 'Perform a search by entering criteria into the form fields to the left. The more information you can provide the better your search results will be. By default, the search will return results which start with the data entered. For more options, click ADVANCED.' Below this, it says: 'For fields where a selection is available, 'Starts With' will return results which begin with the search text. 'Contains' will return results with the search text in any location. 'Phonetic' will return results which sound similar - for example, a search for the name John will also return results for Jon.'

**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.*

## Party Search

Case Number	<input type="text"/>	Starts With	▼
Last Name	<input type="text" value="smith"/> X	Contains	▼
First Name	<input type="text"/>	Starts With	▼
Birth Date	<input type="text"/>		
<small>MM/DD/YYYY</small>			
Alias	<input type="text"/>	Starts With	▼

Perform a search by entering criteria into the form fields to the left. The more information you can provide the better your search results will be. By default, the search will return results which start with the data entered. For more options, click **ADVANCED**.

For fields where a selection is available, 'Starts With' will return results which begin with the search text. 'Contains' will return results with the search text in any location. 'Phonetic' will return results which sound similar - for example, a search for the name John will also return results for Jon.

**SEARCH**

Filters		Case Number	Case Title	Party Type	Last Name	First Name	Aliases	Party Status
<b>Case Category</b> <input checked="" type="checkbox"/> Civil (287) <input type="checkbox"/> Family (114) <b>Party Type</b> <input type="checkbox"/> Plaintiff (165) <input type="checkbox"/> Defendant (112) <input type="checkbox"/> Appellant (5) <input type="checkbox"/> Petitioner (5) <b>Party Status</b> <input type="checkbox"/> Active (285) <input type="checkbox"/> Dismissed (2) <b>Pro Se</b> <input type="checkbox"/> Yes (2,292) <input checked="" type="checkbox"/> No (287)			SMITH LOUISA ETUX v. KOBER DELLA	Plaintiff	SMITH			Active
			SMITH BAMBI v. HERSTEN THOMAS A ETAL	Plaintiff	SMITH			Active
			KEPHART CLAIR ETAL v. HENDERSON DONNA	Plaintiff	SMITH			Active
			SCARBELLA TERESA T ETAL v. KOVALCOK SUSAN ETAL	Defendant	SMITH			Active
			POCONO MOUNTAIN SCHOOL ETAL v. NATIONAL ORGANIZATION ETAL	Defendant	SMITH			Active
			BRUSTEIN PATRICIA ETUX v. SMITH FRANKLIN SCOTT ETAL	Defendant	SMITH			Active
			BENSINGER ALEX L ETAL v. SOUTHRIDGE DEVELOPERS INC	Plaintiff	SMITH			Active
			SMITH RALPH E SR v. BALZANO JOHN	Plaintiff	SMITH			Active
			FANTON LAURENCE ETAL v. SMITH DANIEL R ETAL	Defendant	SMITH			Active
			FANTON LAURENCE ETAL v. SMITH DANIEL R ETAL	Defendant	SMITH			Active

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.

Case Number ↑	Case Title	Party Type	Last Name	First Name	Aliases	Party Status
<a href="#">CV-2012</a>	GRANITE STATE INSURANCE v. MMC MANAGEMENT INC	Plaintiff				Active
	VAN LUVANEE DENNIS ETAL v. SMITH CHESTER ETAL	Defendant				Active
	SMITH JAMES S v. MOHR ROBERT	Plaintiff				Active

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.

The screenshot shows the Case Search interface. At the top, there are search filters for Last Name (smith), First Name, Birth Date, and Alias. A 'SEARCH' button is on the right. On the left, there are 'Filters' for Case Category (Civil, Family), Party Type (Plaintiff, Defendant, Appellant, Petitioner), Party Status (Active, Dismissed), and Pro Se (Yes, No). The main table displays search results with columns: Case Number, Case Title, Party Type, Last Name, First Name, Aliases, and Party Status. A red arrow points to the 'Case Number' column, and a red box highlights the context menu options: 'Open link in new tab', 'Open link in new window', 'Open link in incognito window', 'Save link as...', 'Copy link address', and 'Inspect'.

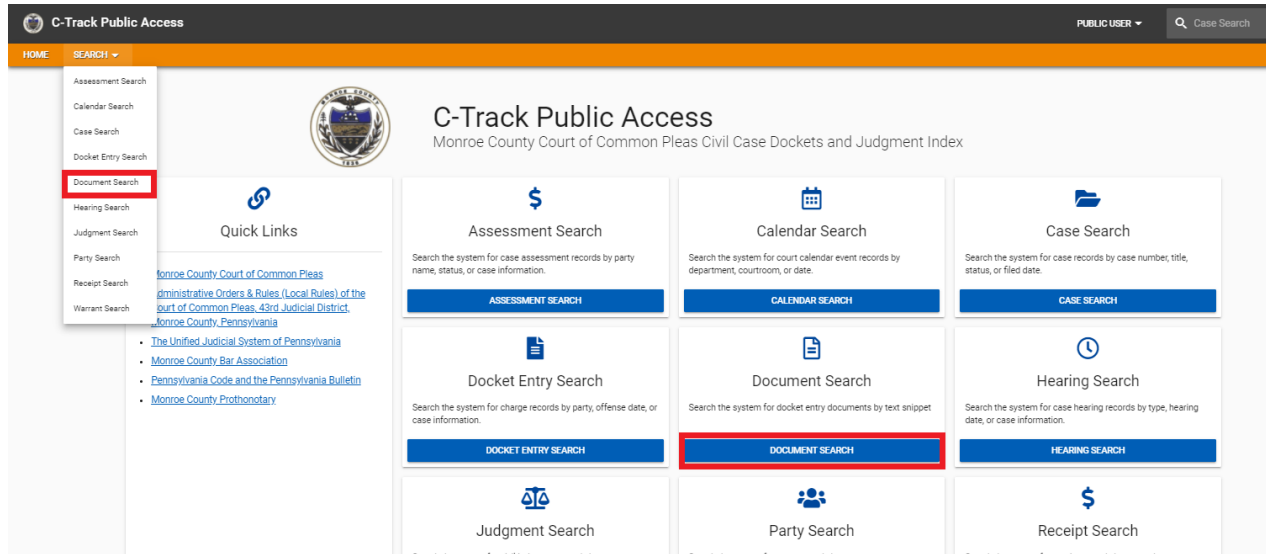
Case Number	Case Title	Party Type	Last Name	First Name	Aliases	Party Status
[REDACTED]	MMC MANAGEMENT INC	Plaintiff	[REDACTED]	[REDACTED]	[REDACTED]	Active
[REDACTED]	SMITH CHESTER ETAL	Defendant	[REDACTED]	[REDACTED]	[REDACTED]	Active
[REDACTED]	[REDACTED]	Plaintiff	[REDACTED]	[REDACTED]	[REDACTED]	Active
[REDACTED]	KOVALCİK SUSAN ETAL	Defendant	[REDACTED]	[REDACTED]	[REDACTED]	Active
[REDACTED]	KOVALCİK SUSAN ETAL	Defendant	[REDACTED]	[REDACTED]	[REDACTED]	Active
[REDACTED]	PATRICIA	Defendant	[REDACTED]	[REDACTED]	[REDACTED]	Active
[REDACTED]	ATKINSON ANNETTE v. MIDDLE SMITHFIELD TOWNSHIP	Appellant	[REDACTED]	[REDACTED]	[REDACTED]	Active
[REDACTED]	SMITH ANNA M v. ROMINSKI MARK	Plaintiff	[REDACTED]	[REDACTED]	[REDACTED]	Active
[REDACTED]	BRUTCHAK JUDY K ETAL v. BONINI J BRUCE	Plaintiff	[REDACTED]	[REDACTED]	[REDACTED]	Active
[REDACTED]	SMITH-ZENGEN et al v. BROCK-CASIMIR et al	Plaintiff	[REDACTED]	[REDACTED]	[REDACTED]	Active
[REDACTED]	SMITH LUDELL v. MONROE COUNTY TRANSPORTATION	Plaintiff	[REDACTED]	[REDACTED]	[REDACTED]	Active
[REDACTED]	NELSON KYLE ETAL v. ONEIL KRISTIE A ETAL	Defendant	[REDACTED]	[REDACTED]	[REDACTED]	Active
[REDACTED]	SMITH PATRICIA v. SANOFI PASTEUR INC	Plaintiff	[REDACTED]	[REDACTED]	[REDACTED]	Active

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.

The screenshot shows a web browser with two tabs. The first tab is 'Party Search | C-Track Public Access' and the second tab is 'Case View [REDACTED]-CV-2012 | C-Track'. A red arrow points to the 'Party Search' tab, indicating it should be clicked to view the search results again.

### 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.

#### Document Search

Case Number 
Document Name 
Text

Perform a search by entering criteria into the form fields to the left. The more information you can provide the better your search results will be. By default, the search will return results which start with the data entered. For more options, click **ADVANCED**.

SEARCH

ADVANCED

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



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

### Document Search

Case Number 
Document Name 
Text

Perform a search by entering criteria into the form fields to the left. The more information you can provide the better your search results will be. By default, the search will return results which start with the data entered. For more options, click **ADVANCED**.

**SEARCH** **ADVANCED**

#### Filters

**Case Category**
☐ Civil (163)
☐ Family (37)

**Docket Entry Type**
☐ Order (139)
☐ Motion/Petition (18)
☐ Certificate (15)
☐ Answer (7)
☐ Miscellaneous (6)
☐ Praecipe (5)
☐ Preliminary Objection (5)
☐ Complaint (3)

Case Number	Type	Subtype	Filed Date	Document Name	Matching Document Text
CV-2019-1234	Order	Order	09/17/2021	Order - Order	Preliminary Objection Preliminary Objection Preliminary Objection
CV-2019-1235	Order	Order	04/19/2021	Order - Order	View
CV-2019-1236	Order	Order	03/16/2021	Order - Order	View
CV-2019-1237	Order	Order	07/16/2021	Order - Order	View
CV-2019-1238	Order	Order	07/20/2021	Order - Order	View

Case Number	Type	Subtype	Filed Date	Document Name	Matching Document Text
CV-2019-1234	Order	Order	09/17/2021	Order - Order	Preliminary Objection Preliminary Objection Preliminary Objection
CV-2019-1235	Order	Order	04/19/2021	Order - Order	View
CV-2019-1236	Order	Order	03/16/2021	Order - Order	View
CV-2019-1237	Order	Order	07/16/2021	Order - Order	View
CV-2019-1238	Order	Order	07/20/2021	Order - Order	View



- 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.

PARTIES		DOCKET ENTRIES	HEARINGS	JUDGMENTS	ASSESSMENTS	RECEIPTS	WARRANTS	
Role	Name	Aliases	Birth Date	City	State	Status	Pro Se	Attorneys
Plaintiff	██████████			STROUDSBURG	Pennsylvania	Active	<input checked="" type="checkbox"/>	
Defendant	██████████					Active	<input checked="" type="checkbox"/>	
								1-2 of 2 < >

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

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

PARTIES		DOCKET ENTRIES	HEARINGS	JUDGMENTS	ASSESSMENTS	RECEIPTS	WARRANTS
Filed Date ↑	Type	Subtype	Description		Submitted By		
03/17/2021	Complaint	Complaint	Complaint				
03/17/2021	Financials	Payment Received	Receipt #: 007086596 Payor: ██████████ amount: \$132.50				
03/17/2021	Miscellaneous	Civil Cover Sheet	Civil Cover Sheet				

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

Documents		
Name ↑	Description	
Complaint - Complaint		<a href="#">View</a>

CLOSE

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

Monroe County Clerk of Courts Filed March 17, 2021 3:34 PM

<div style="background-color: black; width: 150px; height: 80px; margin-bottom: 10px;"></div> <div style="background-color: black; width: 150px; height: 25px;"></div> <p style="text-align: center;">Plaintiff(s)</p> <p style="text-align: center;">vs.</p> <div style="background-color: black; width: 100px; height: 25px; margin-bottom: 10px;"></div> <p style="text-align: center;">Defendant(s).</p>	<p>Attorney for Plaintiff, [REDACTED]</p> <hr/> <p>IN THE COURT OF COMMON PLEAS MONROE COUNTY, PA CIVIL ACTION NO. [REDACTED]</p> <p style="text-align: right; transform: rotate(90deg); font-weight: bold;">PROTHONOTARY 2021 MAR 17 P 3:18 MONROE COUNTY, PA</p>
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**NOTICE TO DEFEND**

**NOTICE**

You have been sued in court. If you wish to defend against the claims set forth in the following pages, you must take action within twenty (20) days after this complaint and notice are served, by entering a written appearance personally or by attorney and filing in writing with the court your defenses or objections to the claims set forth against you. You are warned that if you fail to do so the case may proceed without you and a judgment may be entered against you by the court without further notice for any money claimed in the complaint or for any other claim or relief

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

