

# ACS Index Application for the Web

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East Baton Rouge Parish Clerk of Court

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# ACS Index Application

## Forward

This application contains data from 1988 to present and consists of information converted from the Wang application known as ACTS (Automated Case Tracking System) and all case information entered in the ACS application since its implementation (Traffic in March 2004, Criminal in June 2004, and Civil, Family and Probate in February 2006).

This application uses web technologies and can be accessed through the internet. The system was written using the latest version of Visual Studio 2005 using ASP.Net 2.0. The following controls are used in addition to the ones included in Visual Studio 2005: Active Reports for .Net 3.0 and Component One Studio Enterprise 2006. Active Reports for .Net 3.0 allows for Access style reports that are to be included in web applications or thick clients. The only control being used from Component One Studio Enterprise is the control that allows dates to be entered on a web form.

## Warning

The security context of this system is the same as a standard remote access user. Access is not granted to sealed cases or any other case type that is not public.

## Requirements

No installation of any kind is needed with this system. However, Active Reports is used in the application and is configured to use the standard Acrobat Reader. The following software installation is required:

- Internet Explorer 6.0 (Not tested with Internet Explorer 7)
- Adobe Acrobat Reader 6.0 or greater

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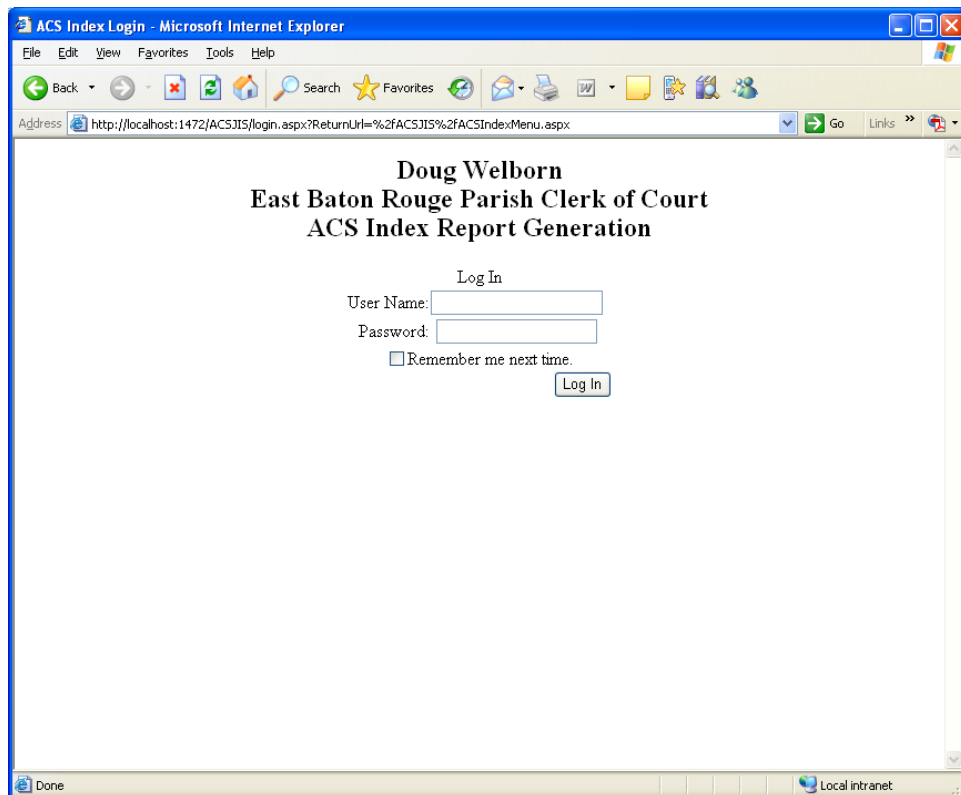
## Using the ACS Index Web Application

### Accessing the Login Screen

To access the login screen, select the ACS Web application from the Clerk's main web page at [www.ebrclerkofcourt.org](http://www.ebrclerkofcourt.org). The ACS Web application can also be access directly at [www.ebrclerkofcourt.org/acsweb](http://www.ebrclerkofcourt.org/acsweb).

### Logging on to the ACS Web Application

Supply the "User Name" and "Password" issued by the Clerk's office on the following prompt:



The screenshot shows a Microsoft Internet Explorer window titled "ACS Index Login - Microsoft Internet Explorer". The address bar displays the URL: `http://localhost:1472/ACSJIS/login.aspx?ReturnUrl=%2fACSJIS%2fACSIndexMenu.aspx`. The main content area of the browser displays the following text:

**Doug Welborn**  
**East Baton Rouge Parish Clerk of Court**  
**ACS Index Report Generation**

Below the title, there is a "Log In" heading. Underneath, there are two input fields: "User Name:" and "Password:". Below the "Password:" field, there is a checkbox labeled "Remember me next time." and a "Log In" button.

## ACS Index Report Generation Page

The ACS Index Report Generation page can be used for queries and reports. All queries run from this screen will be displayed as a report. The query page for the ACS Index Report Generation is displayed below:

The screenshot shows a web browser window titled "EBR Clerk of Court - ACS Index Query - Microsoft Internet Explorer". The address bar shows "http://localhost:1472/ACSJIS/ACSIndexQuery.aspx". The page content is as follows:

**Doug Welborn**  
**East Baton Rouge Parish Clerk of Court**  
**ACS Index Report Generation**

Report to be ran  
☒ Alphabetic List  
☐ Numeric List

Last Name:   
First Name:

Court: ☒ 19th JDC  
Location: ☒ 19th Judicial District Court  
Case Type: ☒ Affidavit of Probable Cause

Party Type:  
Affiliated NonEvent-DO NOT USE  
Affiliated Party - DO NOT USE  
Assistant District Attorney  
Attorney  
Commissioner  
Court Reporter

Case Prefix:

From Date: 01-Jan-00 To Date: 20-Apr-07

Welcome back test1 . [Logout](#)

To perform a query:

- 1) To clear the fields and put the screen to its default options, as displayed on the screen above, select the option "Clear Entries".
- 2) Select the "Report type to be run". The options are "Alphabetic List" and "Numeric List". The "Alphabetic List" is sorted by name and contains only the name that satisfies the query. The "Numeric List" is in case number order and contains all parties in the case.
- 3) Supply the name of the party to be searched. To search for a company, supply the company name in the "Last Name" field only. If all names are to be reported, leave the name fields blank.

- 4) To search all courts, select the check box on the “Court” line. If a single court is to be searched, select it from the drop down list. All court types are listed in the drop down box; however, results from the query will not contain any records to which the user does not have access to (i.e. Juvenile, Adoptions, and sealed records).
- 5) Choose the location from the “Location” drop down box. To select all locations, select the check box on the “Location” line. Only the location a user has access to will display in the result set.
- 6) To search all case types, select the check box on the “Case Type” line. To search a particular case type, make sure that the check box is deselected, and then choose the case type from the drop down box. All case types will be listed in the drop down box, but only the cases that a user has access to will display in the result set.
- 7) One or more party types can be selected through a list box. If no parties are selected, it is assumed that all parties are requested; this includes plaintiffs, defendants, judges, attorneys and others. More than one party can be selected by using the standard windows selection methods: clicking on one then shift click on another to declare a range, or by using the control key with the mouse click. There is no security on this field and all party types will be selected.
- 8) The search can be further narrowed by using the case prefix that precedes the case number; therefore, if all cases are required that begin with “C5”, then “C5” would be put into this field. If this field is empty, it is assumed that all case types are requested. Case prefixes used include, but not limited to the following:
  - “C” for Civil
  - “F” for Family
  - “P” for Probate
  - “T” for Traffic
  - “W” for Warrants
  - “B” for Bonds
  - Criminal cases do not have a letter prefix
- 9) The “From Date” and “To Date” fields define the file date range for the cases. Dates are entered in the following manner: DD-MON-YY (DD is the day, MON is the first three letters of the month, and YY is the year).
- 10) Select the “Process” button to run the query.

- 11) Select the “Logout” link on the bottom of the page, or close the browser window to exit the ACS Index Query.

Functionality on the report pages is discussed in the next section (Report Result Pages). Reports that are produces are discussed in the following sections (Alphabetic Report and Numeric Report).



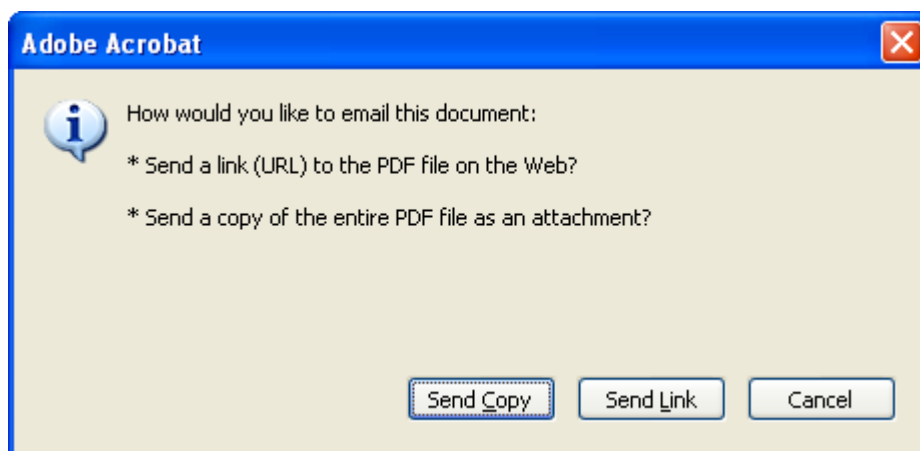
## Report Result Pages

Once the report is generated on the screen, the following options are available:

A copy of the report can be saved in Adobe Acrobat (pdf) format by selecting the “Save a Copy” option. This option also has an icon of a disk.

To print a copy, select the “Print” option that is denoted with an icon of a printer.

An email copy of the report can be sent by choosing the “Email” option. A dialog is presented asking whether the user would like a link sent or a copy. The only option that will work is “Send Copy”.



Perform a text search by selecting the “Search” option. This is also shown by the binocular icon.

The page can be moved around by choosing the hand icon, and clicking on the report and dragging it as desired.

The report can be zoomed in by using the magnifying glass options, using the sizing buttons, or the zoom buttons. The magnifying glass with a plus allows the report to be zoomed in. The magnifying glass with the minus in it allows the report to be zoomed out. The three sizing buttons allow the user to make the image actual size, fit the whole page, or fit width.

The screen can also be zoomed by entering the zoom percentage in the space between the minus and plus sign for the zoom.

The other options available allow the report to be rotated. One of the options allows the report to be rotated to the right; the other allows the report to be rotated to the left.

The bottom report screens have some paging options:

The left facing triangle with the bar allows the user to go to the first page of the report.

To go to the previous page, select the left facing triangle.

To advance to the next page, select the right facing triangle.

To go the end of the report, choose the right facing triangle with the bar.

The left facing arrow is used to go to the “Previous View”. If the last action that the user took was to zoom in, then when this option is chosen, the screen is zoomed back out.

The right facing arrow is used to go to the “Next View”. If the “previous view” (left arrow) is not chosen at all, this option will not be available. For example if a report is zoomed in then the “Previous View” option is chose, the “Next View” option would then be active to zoom back in.

Access a specific page by entering the number in the “Page Number Space” at the bottom of the page and depressing the enter key.

The last icons allow s for how the page will display: Single Page, Two Page (side by side or on top of each other), or Four pages at one time.

## Alphabetic Report

The alphabetic report lists the parties individually and in alphabetical order, based upon query/search criteria. It does not group all of the parties in a case together. A page of the report is displayed below:

**Doug Welborn  
East Baton Rouge Parish Clerk of Court  
Index Results**

Full Name	Case Number	File Date	Party Type	Court	Location	Case Type	Amount
2211 OAK GROVE	W01-07-0011	1/3/2007	DF01	DC	05	Search Warrant	
2244 N LITTLE JOHN	W01-07-0014	1/3/2007	DF01	DC	05	Search Warrant	
2600.00 IN U.S. CURRENCY/ROBERT THOMPSON AKA JOHN	W01-07-0025	1/4/2007	DF01	DC	03	Search Warrant	
2867 BRIG. GENERAL ISAAC SMITH BLVD.,	W01-07-0026	1/4/2007	DF01	DC	03	Search Warrant	
3700.00 IN U.S. CURRENCY	W01-07-0026	1/4/2007	DF01	DC	03	Search Warrant	
A PROFESSIONAL BAIL BOND	01-07-0014	1/3/2007	AGT	DC	02	Drug	
A PROFESSIONAL BAIL BOND	01-07-0014	1/3/2007	AGT	DC	02	Drug	
A PROFESSIONAL BAIL BOND	01-07-0003	1/3/2007	AGT	DC	07	Felony	
A-AFFORDABLE BAIL BOND	01-07-0031	1/3/2007	AGT	DC	07	Felony	
A-AFFORDABLE BAIL BOND	01-07-0023	1/3/2007	AGT	DC	07	Drug	
A-AFFORDABLE BAIL BOND	01-07-0085	1/5/2007	AGT	DC	08	Drug	
A-MAGIC BAIL BONDS	01-07-0035	1/3/2007	AGT	DC	07	Felony	
A-MAGIC BAIL BONDS	01-07-0051	1/4/2007	AGT	DC	07	Felony	
A1 CONTRACTORS OF LA INC	C550657	1/3/2007	P	EB	27	Civil/Petition on Contract	
ABADIE, CREIGHTON B	C550953	1/5/2007	ATY	EB	8	Tort Injury	
ABC INSURANCE CO	C550959	1/3/2007	D	EB	26	Tort Injury	
ABC MANUFACTURING CO	C550962	1/5/2007	D	EB	8	Tort Injury	
ABELS, BRIAN K	C550950	1/3/2007	ATY	EB	8	Tort Injury	
ABN AMRO MORTGAGE GROUP INC	C550931	1/5/2007	P	EB	24	Executive Process	\$68,221.77
ACADEMY LTD	C550908	1/4/2007	D	EB	8	Tort Injury	
ACE BAIL BONDS	01-07-0038	1/3/2007	AGT	DC	07	Felony	
ACME REFRIGERATION OF BR INC	C550948	1/5/2007	P	EB	D	Civil/Petition on Contract	
ADAMS, DEON JAMES	01-07-0018	1/3/2007	DF01	DC	04	Drug	
ADAMS, JESSE R	C550838	1/3/2007	ATY	EB	23	Civil Other	

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Return to Query Main Menu

The columns available on this report are as follows:

“Full Name” indicates the name of the party. Names of persons will be listed as “Last Name, First Name”. Companies will be listed as is.

“Case Number” indicates the suit number for that particular entry. Case numbers are prefixed the following way:

“C” for Civil

“F” for Family

“P” for Probate

“W” for Warrant

“B” for Bond

“T” for Traffic

Criminal Records do not have a prefix.

Queries will result in what the user requested and what the user is granted access to.

“File Date” indicates the date that a case was filed.

“Court” indicates the code for the court to which the particular case is assigned; “DC” for Criminal matters, “FA” for Family, “EB” for Civil, and “JU” for Juvenile and Adoptions.

“Location” is the division or section of court to which the case is assigned.

“Case Type” describes the type of case type.

“Amount” is the dollar amount that is assigned to the suit (i.e. Executory Process).

## Numeric Report

The numeric report is generated in numerical order according to search criteria. This report groups all information pertaining to a case. This report is used most often when searching for particular case types (i.e. Executory Process). A copy of this report is as follows:

**Doug Welborn  
East Baton Rouge Parish Clerk of Court  
Index Results**

Save a Copy Print Email Search Review & Comment Sign

Select Text 78%

**Doug Welborn  
East Baton Rouge Parish Clerk of Court  
Index Report**

Court	Case Number	Date	Sec	Case Type	Amount
	Party Type	Name	Type	Party ID	Name
DC	01-07-0001	1/3/2007	06	Felony	CLYDE REED
	OFF	P		P1207	SYLVAN, GARRETT Case Description
	ATY	C		BR741	OFFICE OF PUBLIC DEFENDER Case Description
	ADA	P		BR6314	GREY, CHARLES E Case Description
	ADA	P		BR28929	SILVIE, JANET Case Description
	OFF	P		P10107	HOOVER, HEATH Case Description
	JDG	P		RCM	MOORE, RICHARD "CHIP" Case Description
	DF01	P		206319	REED, CLYDE Case Description
	WIT	P		@162503	WINDLE, VERNON Case Description
	WIT	P		@162504	COX, LEO Case Description
DC	01-07-0002	1/3/2007	05	Felony	PATRICK ONEAL ORES
	DF01	P		@144516	ORES, PATRICK ONEAL Case Description
DC	01-07-0003	1/3/2007	07	Felony	JAMES ANTHONY JOHNSON, JR.
	JDG	P		TH	HERNANDEZ, TODD Case Description
	OFF	P		SO1126	PARKER, CHAD Case Description
	OFF	P		SO1006	STEWART, WILLIE Case Description
	OFF	P		SO1477	FREEMAN, JAMES Case Description
	PD	C		CO00000	PUBLIC DEFENDER'S OFFICE Case Description
	OFF	P		SO0000	MAJOR, EARNEST Case Description
	SUR	C		@2022	SAFETY NATIONAL CASUALTY Case Description
	WIT	P		@170871	HUBBARD, SHEILA Case Description
	WIT	P		@170870	MULLINS, JOYCE Case Description
	VIC	P		@170860	CHRISTENTERY, STEVEN Case Description

11.25 x 8.5 in 1 of 187

Return to Query Main Menu

Done Local intranet

The columns of this report reflect the following:

“Court” indicates the court to which the particular case is assigned; “DC” for Criminal matters, “FA” for Family, “EB” for Civil, and “JU” for Juvenile and Adoptions.

“Case Number” indicates the suit number for that particular entry. What is returned by a query depends on what the user requested and what the user has access to.

“Date” indicates the date a case was filed.

“Sec” indicates the division or section of court to which the case is assigned.

“Case Type” Describes the case type.

“Amount” indicates the dollar amount that is assigned to the suit (i.e. Executory Process).

“Case Description” displays the caption of the case.

“Party Type” indicates the litigants participating in the case: “JUD” for judge, “ATY” for attorney, “P” for Plaintiff, etc.

“Name Type” indicates the type of name: “P” for a person and “C” for a company.

“Name” indicates the full name of the person or company name. If a person, the name will display “Last Name, First Name”. A company name will display the way it was entered.