

CourtConnect

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East Baton Rouge Parish Clerk of Court

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CourtConnect

Forward

Information retrieved from this application is a combination of data from the Wang application known as ACTS (Automated Case Tracking System) and all data on the new ACS system, which originated February 21, 2006 for Civil and Probate, June 21, 2004 for Criminal, March 8, 2004 for Traffic, and May 2006 for Family.

CourtConnect uses web technologies and is designed to be accessed through the internet.

Warning

Security is based on the user who is logged in and running the application. For security purposes, a user should always exit the system if not in use.

Access is not granted to sealed cases or any other case type that is not public.

Requirements

It is advised that Internet Explorer 6.0 or greater be installed to use this application.

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Using CourtConnect

Accessing the Login Screen

Access the login screen by selecting CourtConnect from the Clerk's main web page at <http://www.ebrclerkofcourt.org>.

Logging on to CourtConnect

Login to your Escrow Account and click the link on the left labeled CourtConnect.

East Baton Rouge Parish Clerk of Court

Welcome
Please Login

Login:

Password:

SUBMIT ▶▶

Online electronic certification became available through the Clerk of Court's Online Access Services, CourtConnect and Image Network System on Monday, June 18, 2012. Although the electronic certification will appear on each page of a document, the certification fee will remain \$5.00 for the entire document.

Visit our website at www.ebrclerkofcourt.org, Online Access Services for a manual of detailed instructions regarding electronic certification procedures. Please contact our Training Department at (225) 389-3367 if you are interested in training classes for our online services.

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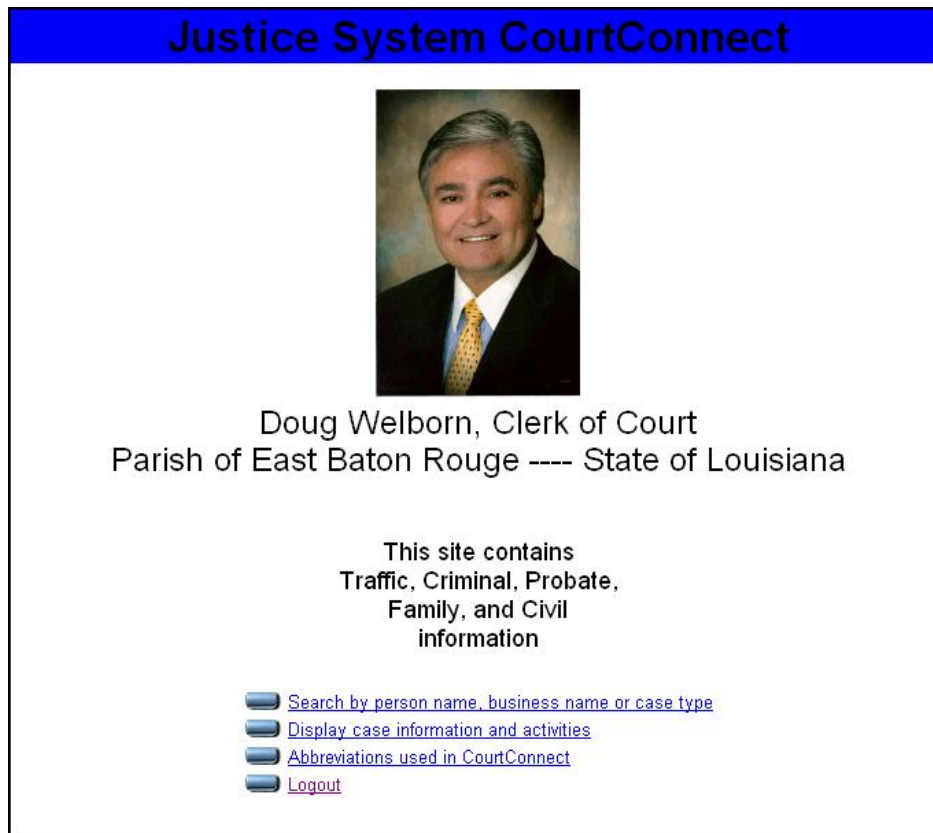
Real Estate Index comments please email us @ indexcomments@ebrclerkofcourt.org

DO NOT ENTER MORE THAN 25 CHARACTERS IN A LAST NAME SEARCH

10/23/12 13:59:52 pm

CourtConnect Main Menu

Once logged on, the CourtConnect main menu is displayed:



Click on the link for the query type desired. There are two query types that can be performed in the system:

- 1) "Search by person name, business name or case type". This option is used to perform any name search.
- 2) "Display case information and activities". This option is used to access a particular case. Use this option if the case number is known.

NOTE: Be sure to look at all entries from your search.

To leave the system, exit the browser. As long as the browser is open, other websites may be visited, and you can return without logging on again.

A "Help" link is located at the bottom of the main menu.

Disclaimer

The disclaimer statement is presented when the user chooses any link. To proceed, click on "Accept". If the disclaimer is declined, the main menu will be displayed.

NOTE: By clicking on the "Accept" button, you are accepting the terms of the disclaimer.

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BY CLICKING "ACCEPT", I AGREE TO COMPLY WITH THE TERMS OF USE SPECIFIED ABOVE AND ANY TERMS OF USE CONTAINED IN ANY WRITTEN AGREEMENT BETWEEN USER AND CLERK.	
<input type="button" value="Accept"/> <input type="button" value="Decline"/>	

Person/Case Type Search

The Person/Case Type Search screen will appear if the user selected the "Search by person name, business name or case type" option from the main menu.

Person/Case Type Search

Check for Phonetic Search: ☐

**Check for Partial Last Name: ☐

*Last Name or Company Name:

First Name:

Middle Name:

Beginning Case Filing Date: (DD-MON-YYYY)

Ending Case Filing Date:

Case Type:

* Denotes required field. ** Partial Last Name should be checked if searching for Companies.

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To access a query from this screen, perform the following:

- 1) The "Last Name or Company Name" field is a required field. A value must be keyed in. Whenever possible, enter the full last name or complete company name. The query will search for an exact match to what you typed.
- 2) To restrict search time and to reduce the number of records returned:
 - Enter the first and/or middle name
 - Enter the "Beginning Case Filing Date" and the "Ending Case File Date" in the spaces provided. The format used is DD-MON-YYYY (DD is the day of the month, MON is the first three letters of the month, YYYY is the year)
 - Select the "Case Type" from the dropdown box
PLEASE NOTE: If left at the default Case Type "ALL", a search will be made of all case types available to the public (i.e. Civil, Family, Probate, Criminal and Traffic)
 - To reset the values on the screen to blanks, select the "Reset" link

- 3) When the screen is completed, click the "Submit" button.
- 4) If you don't know how the name is spelled and wish to spell it the way it sounds, select the "Check for Phonetic Search" checkbox.
PLEASE NOTE: This method requires additional search time and will slow results.
- 5) To enter part of the name, select the "Check for Partial Last Name" checkbox.
PLEASE NOTE: This method requires additional search time and will slow results. It is recommended that "Check for Partial Last Name" be checked when searching a business name.

Person/Case Type Search Results

The following screen is displayed if a match is made from the Person/Case Type Search query:

Person/Case Type Search Results								
<div> New Search </div> <div> Phonetic Search: off Partial Match: off Last Name: smith First Name: john </div> <div>NOTE: N/P = Not Provided</div>								
Name	Case No.	Party Type	Filing Date	Race	Sex	Birth Date	Offense Date	Arrest Date
SMITH, JOHN	07-88-0156	Defendant #1	7/8/1988 12:00:00 AM	W	M	10/6/1965 12:00:00 AM	N/P	N/P
SMITH, JOHN	05-89-0333	Defendant #1	5/10/1989 12:00:00 AM	W	M	11/25/1947 12:00:00 AM	N/P	N/P
SMITH, JOHN	06-89-0148	Defendant #1	6/7/1989 12:00:00 AM	W	M	6/28/1964 12:00:00 AM	N/P	N/P
SMITH, JOHN	07-89-0906	Defendant #1	7/26/1989 12:00:00 AM	W	M	8/15/1965 12:00:00 AM	N/P	N/P
SMITH, JOHN	09-89-0167	Defendant #1	9/6/1989 12:00:00 AM	W	M	2/24/1954 12:00:00 AM	N/P	N/P
SMITH, JOHN	12-89-0059	Defendant #1	12/4/1989 12:00:00 AM	W	M	11/9/1963 12:00:00 AM	N/P	N/P
SMITH, JOHN	01-90-0474	Defendant #1	1/9/1990 12:00:00 AM	N/P	N/P	4/1/1971 12:00:00 AM	N/P	N/P
SMITH, JOHN	02-90-0882	Defendant #1	2/9/1990 12:00:00 AM	N/P	N/P	4/1/1971 12:00:00 AM	N/P	N/P
SMITH, JOHN	06-90-1122	Defendant #1	6/18/1990 12:00:00 AM	W	M	11/9/1963 12:00:00 AM	N/P	N/P
SMITH, JOHN	B01-91-0660	Defendant #1	1/18/1991 12:00:00 AM	B	M	11/12/1956 12:00:00 AM	N/P	12/28/1990 12:00:00 AM
SMITH, JOHN	03-91-0532	Defendant #1	3/7/1991 12:00:00 AM	W	M	10/6/1965 12:00:00 AM	1/29/1991 12:00:00 AM	N/P
SMITH, JOHN	C373413	Defendant	9/23/1991 12:00:00 AM	N/P	N/P	N/P	N/P	N/P
SMITH, JOHN	B02-92-0915	Defendant #1	2/13/1992 12:00:00 AM	W	M	8/15/1965 12:00:00 AM	N/P	N/P
SMITH, JOHN	05-92-1345	Defendant #1	5/29/1992 12:00:00 AM	W	M	2/22/1954 12:00:00 AM	N/P	4/19/1992 12:00:00 AM
SMITH, JOHN	B02-93-0199	Defendant #1	2/4/1993 12:00:00 AM	B	M	10/31/1972 12:00:00 AM	N/P	2/3/1993 12:00:00 AM
SMITH, JOHN	B02-93-0416	Defendant #1	2/11/1993 12:00:00 AM	B	M	10/31/1972 12:00:00 AM	N/P	2/3/1993 12:00:00 AM
SMITH, JOHN	04-93-0484	Defendant #1	4/8/1993 12:00:00 AM	B	M	10/31/1972 12:00:00 AM	N/P	2/3/1993 12:00:00 AM
SMITH, JOHN	11-93-0253	Defendant #1	11/4/1993 12:00:00 AM	N/P	N/P	2/22/1954 12:00:00 AM	9/13/1993 12:00:00 AM	N/P
SMITH, JOHN	05-94-0142	Defendant #1	5/3/1994 12:00:00 AM	W	M	11/16/1967 12:00:00 AM	3/23/1994 12:00:00 AM	N/P
SMITH, JOHN	05-94-1024	Defendant #1	5/11/1994 12:00:00 AM	W	M	11/28/1994 12:00:00 AM	4/13/1994 12:00:00 AM	N/P
SMITH, JOHN	03-95-0021	Defendant #1	3/1/1995 12:00:00 AM	B	M	2/9/1963 12:00:00 AM	N/P	1/5/1995 12:00:00 AM
SMITH, JOHN	03-95-0720	Defendant #1	3/7/1995 12:00:00 AM	W	M	11/28/1969 12:00:00 AM	1/15/1995 12:00:00 AM	N/P

To select a particular case, click on the case number, which is a link to that particular case. The system will direct you to the "Docket Report Results" page which is described in a section "Docket Report Results" (see page 13).

Fifty records are displayed at a time on this screen. For additional records select the link at the bottom left of the screen labeled "Next->". Use scrollbar for viewing purposes. If the link does not appear, there are no additional records.

To return to the "Person/Case Type Search" screen, select the link labeled "New Search" at the top of the page.

To return to the main menu, select the link at the bottom of the page labeled "Search Home" (use scrollbar for viewing purposes).

The "Person/Case Type Search Results" screen contains the following columns:

"ID" is the number assigned to the party within the ACS application.

"Name" indicates the name of the party. Names of persons will be listed as "Last Name, First Name Middle Name". Companies will be listed as is.

"Case No." identifies the case number or case ID assigned to the case.

"Party Type" indicates that person's association to the case. Possible values are "Plaintiff", "Defendant", "Judge", "Surety", etc.

"Filing Date" indicates the date the case was filed. It displays in the format of DD-MON-YYYY (DD is the day of the month, MON is the first three letters of the month, and YYYY is the year).

"Race" indicates the race of the party. Typically this is only supplied in criminal cases.

"Sex" indicates the gender of the party. Typically this is only supplied in criminal and traffic cases.

"Birth Date" indicates the birth date of the party. Typically this is only supplied in criminal and traffic cases. It displays in the format of DD-MON-YYYY (DD is the day of the month, MON is the first three letters of the month, and YYYY is the year).

"Offense Date" indicates the date in which the offense was committed. It displays in the format of DD-MON-YYYY (DD is the day of the month, MON is the first three letters of the month, and YYYY is the year).

"Arrest Date" indicates the date of the arrest. It displays in the format of DD-MON-YYYY (DD is the day of the month, MON is the first three letters of the month, and YYYY is the year).

Docket Report

The "Docket Report" screen will appear if the user selected "Display case information and activities" from the main menu.



Docket Report

*Case ID: Case ID must be complete (ie. Civil Case 550000 must be entered as C550000)

Docket Filing Start Date: (DD-MON-YYYY)

Docket Filing Ending Date:

* Denotes required field.

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Perform the following to enter a query from this screen:

- 1) Enter a valid Case ID in the Case ID field.

Note: A prefix must precede the case number (C- Civil, F- Family, P- Probate, T-Traffic, Criminal has no prefix)

Note: This is a required field. A value must be keyed in the "Case ID" field.

- 2) The "Docket Filing Start Date" and "Docket Filing End Date" are optional fields. Dates are entered in format of DD-MON-YYYY (DD is day of the month, MON is the first three letters of the month and YYYY is the year.
- 3) To return to the main menu, select the "Search Home" button
- 4) To reset the values on the screen, select the "Reset" button.
- 5) When the screen is completed, click the "Submit" button.

Docket Report Results

The "Docket Report Results" screen is displayed when a case is selected from the "Person/Case Type Search Results" screen or when a valid case is supplied in the "Docket Report" screen.

Docket Report Results								
Report Selection Criteria								
Case ID: 02-06-0018								
Docket Start Date:								
Docket Ending Date:								
Case Description								
Case ID: 02-06-0018 - RANDY B. PERRY - NOW JURY-								
Filing Date: Wednesday, February 01, 2006								
Type: FE - Felony								
Status: 3072 - Order Signed								
Charges								
Defendant #	Charge #	Charge	Disposition/Date	Sentence/Judge				
PERRY, RANDY	1	14.95E ILLEGAL CARRYING WEAPONS W/CDS	Dismissed 1/22/2007 12:00:00 AM	No Data Found				
PERRY, RANDY	2	F/POSS/FIR Felon in Poss/Firearm	Sentenced to Dept Corrections 1/22/2007 12:00:00 AM	Dept of Corrections 10 Years S/10N YRS DOC, CFTS W/O BENEFITS OF PROBATION, PAROLE OR SUSPENSION OF SENTNCE MARABELLA JR, ANTHONY				
Related Cases								
No related cases were found.								
Case Event Schedule								
Event	Date/Time	Room	Location	Judge				
Ruling	19-Jan-2007 09:00:00 AM	Section I	Courtroom 704	MARABELLA JR, ANTHONY J				
Case Parties								
Seq #	Assoc	End Date	Type	ID	Name	Race	Sex	Birth Date
2			Defendant #1	@58368	PERRY, RANDY	B	M	21-Dec-1981
Address: unavailable				Aliases: none				

This screen is a formatted report. To see its entirety, scroll down the screen or select one of the sections at the bottom of the screen. Some links will allow navigation through the system:

"Search Home" returns the user to the main menu.

"New Search" will return to the query screen used to initiate the query.

"Report Selection" will place the user in the Report Selection Criteria section displaying the criteria that was used in the search.

"Case Description" places the user in the Case Description section of the Docket Report Results.

"Related Cases" places the screen on the Related Cases section.

"Event Schedule" moves the screen to the Event Schedule section which indicates court dates.

"Case Parties" places the screen at the Case Parties section where all parties in the case are described.

"Docket Entries" places the screen at the docket entries section where all pleadings are described.

Each of the following sections is described as follows:

"Report Selection Criteria" is used for the selection of the Docket Report.

"Case ID" will always contain the Case ID or case number.

"Docket Start Date" is the start date in which docket entries are provided.

"Docket Ending Date" is the ending date in which docket entries are provided.

"Case Description" indicates basic information about the case.

"Case ID" reflects the case ID for the case and a brief title of the case.

"Filing Date" reflects the date the case was filed.

"Type" indicates the code and description of the type of case filed.

"Status" indicates the code and description of the status of the case.

"Related Cases" indicates cases related either by party, type, or by consolidation.

NOTE: This is a manual operation. It should not be assumed that if nothing exists here, there are no other cases like, associated, or otherwise "related" to this case.

"Charges" relate to criminal cases, and reflect the charge(s) filed.

"Defendant" indicates the individual the charge is filed against.

"Charge #" is an incremental value on charges.

"Charge" reflects the identifying number of the charge (i.e. RS Number or Ordinance) and a description of the charge.

"Disposition/Date" indicates the disposition description and date of the charge.

"Sentence/Judge" reflects the sentence given for the charge and the judge that gave the sentence.

"Case Parties" reflects the parties assigned to the case including, but not limited to Plaintiffs, Defendants, Judges, Attorneys, Sureties, etc.

"Seq #" is an incremental number assigned to the party in the case.

"Assoc" indicates whether a party is associated to another party. This field contains the Seq # of the party being associated to (e.g., an attorney associated to another party).

"Expn Date" indicates the expiration date of a party in a case (e.g., when a judge that no longer hears the case).

"ID" is the identification number assigned to the party by the Clerk's office. Clicking on this will access all cases in which that ID is associated. NOTE: A person or company may have more than one number; therefore, it is better to do a full name search.

"Name" will reflect in the form of "Last Name, First Name Middle Name". Companies are listed as is.

"Race" indicates the race of the party. Typically this is only provided in criminal cases.

"Sex" indicates the gender of the party. Typically this is only provided in criminal and traffic cases.

"Birth Date" indicates the date of birth of the party. Typically this is only provided in criminal and traffic cases.

"Address" indicates the address information for the party.

"Aliases" indicates alias names for the party. Typically this is only provided in criminal cases.

"Docket Entries" includes, but is not limited to: pleadings filed, service information, etc.

"Filing Date" indicates the date the docket/pleading was filed. On occasion, as shown below, may reflect the date an order/judgment was signed.

"Description" describes the entry being made. The entry is brief and does not contain detail.

"Name" indicates the party responsible for filing the docket or pleading.

"Party Association" indicates how the party is associated in the pleading. Typically this is the type of party reflected in the Name field.

"Entry" indicates additional information about the docket (or pleading filed (i.e. signing dates of motions, orders, and judgments). A minute entry is also reflected in this field.

"Image Available" indicates an image is available for viewing/printing.