

SUITMAST Web Application

Doug Welborn
East Baton Rouge Parish Clerk of Court

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Forward

Indexing Information retrieved from the application is of data from the Wang application known as ACTS (Automated Case Tracking System) from 1988 thru February 20, 2006.

Warning

Security is based on the user who is logged in and roaming 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

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 is required:

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

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Accessing and Logging On

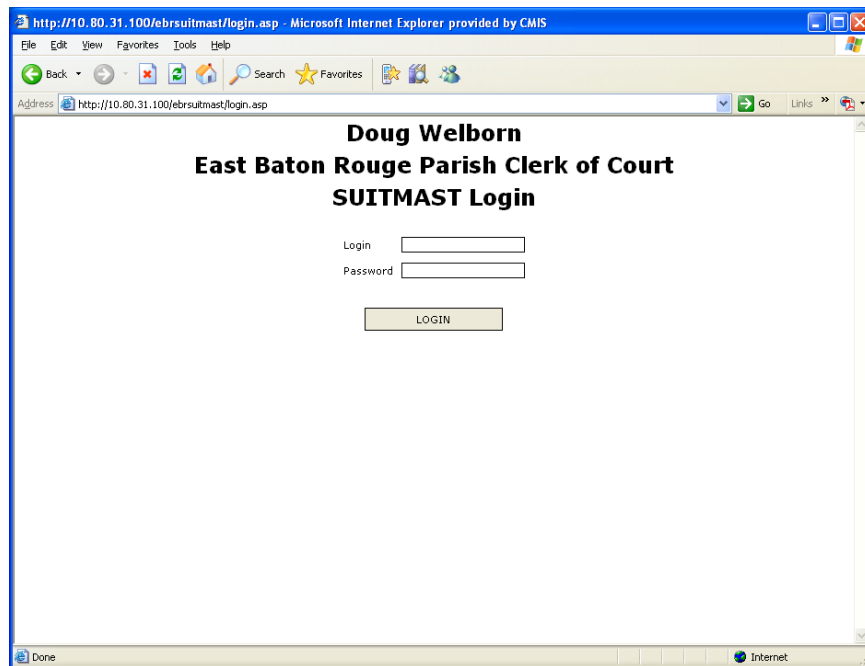
To access the SUITMAST Web Application, open Microsoft Internet Explorer, enter the following address, and depress the “Enter” key:

<http://suitmast.ebrclerkofcourt.org/ebrsuitmast/login.asp>

Another way to access the “SUITMAST Login” page is by selecting the “SUITMAST” option in the “Hot Links” dropdown list on the East Baton Rouge Parish Clerk of Court’s main website at the following address:

<http://www.ebrclerkofcourt.org>

The following screen will appear:

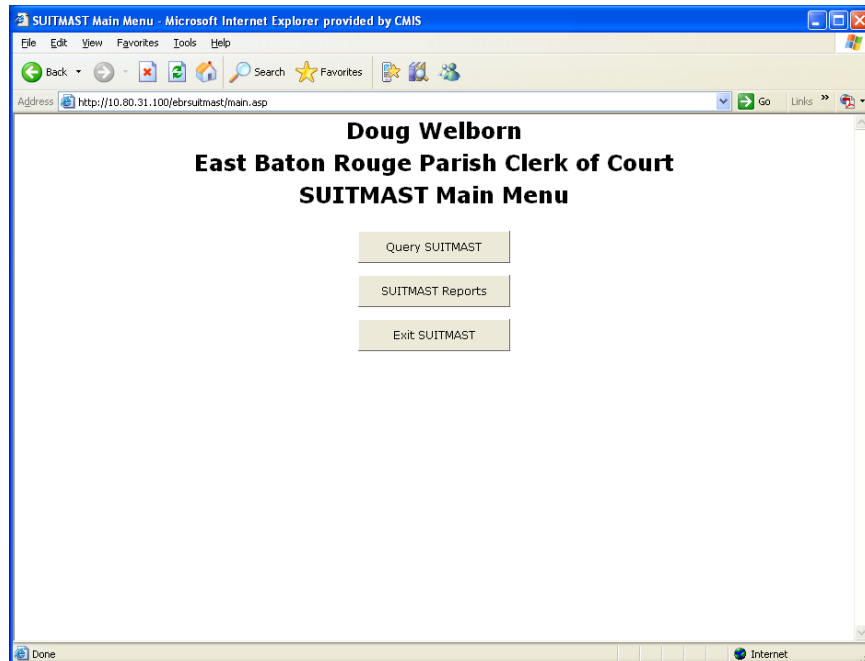
A screenshot of a Microsoft Internet Explorer browser window. The title bar reads "http://10.80.31.100/ebrsuitmast/login.asp - Microsoft Internet Explorer provided by CMIS". The address bar shows "http://10.80.31.100/ebrsuitmast/login.asp". The main content area displays the following text: "Doug Welborn", "East Baton Rouge Parish Clerk of Court", and "SUITMAST Login". Below this text are two input fields labeled "Login" and "Password". A "LOGIN" button is positioned below the "Password" field. The browser's status bar at the bottom shows "Done" and "Internet".

Type the “Login” ID and “Password” supplied by the East Baton Rouge Parish Clerk’s office.

Depress “Login.”

SUITMAST Main Menu

The “SUITMAST Main Menu” will appear.

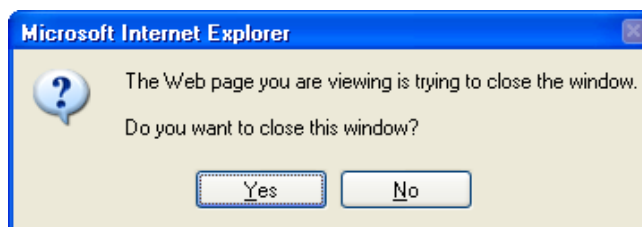


To access the query screen, select the “Query SUITMAST” button on the main menu.

To access the report inquiry screen, select the “SUITMAST Reports” button on the main menu.

To exit the system, select the “Exit SUITMAST” button.

When the “Exit SUITMAST” button is selected, the following message box will appear:



Select the “Yes” button to close the web browser. If you do not want to exit the SUITMAST web system, select the “No” button.

Query SUITMAST

When the “Query SUITMAST” button is selected on the main menu, the following screen is displayed:

The screenshot shows a web browser window titled "SUITMAST Query - Microsoft Internet Explorer provided by CMIS". The address bar shows "http://10.80.31.100/ebisuitmast/query.asp". The page content is as follows:

Doug Welborn
East Baton Rouge Parish Clerk of Court
SUITMAST Query

Query Type

☒ Name Last Name:
☐ Case Number First Name:
☐ All

Index(es)

☒ Both Case Type:
☐ Plaintiff
☐ Defendant

01 | DAMAGES
02 | CONTRACT
03 | PRISONER SUIT
04 | EXECUTORY PROC
05 | SUIT ON NOTE
06 | EVICTION

Date Range to be Ran From Date: To Date:

The user can query by name, case number, or list all cases. To select the type of search, select the appropriate radio button (“Name”, “Case Number” or “All”). The appropriate fields will display.

Limit the query to either plaintiff(s), defendant(s) or both by selecting the appropriate radio button.

Select a “Case Type”. Multiple selections can be made by clicking on the desired case types.

If any field is omitted, it is assumed the user wants all.

Limit the query to a date range by filling in the boxes labeled “From Date” and “To Date”.

After the query screen is completed, select the “Process” button.

Select the “Clear Entries” button to clear the entries on this menu.

Select the “Exit” button to exit to the main menu page.

Query Results

After selecting the “Process” button, the following screen displays the query results.

Doug Welborn
East Baton Rouge Parish Clerk of Court
SUITMAST By Name

Litigant Name	P/D	Suit Number	Court	Suit Type	File Date
SMITH, ALDREMIA	P	138965	F	PATERNITY	2/12/2001
SMITH, AMY H	P	139291	F	DIVORCE	3/7/2001
SMITH, ARTHUR NEIL JR	D	482194	C	DAMAGES	3/20/2001
SMITH, BEAULAH	P	138700	F	PATERNITY	1/18/2001
SMITH, BILLY	P	479765	C	PRISONER SUIT	1/8/2001
SMITH, CAMERON	P	480286	C	PRISONER SUIT	1/22/2001
SMITH, CARL	D	479998	C	DAMAGES	1/12/2001
SMITH, CAROL H	D	480877	C	INJUNCTIONS	2/8/2001
SMITH, CHANCE JR	P	480175	C	DAMAGES	1/18/2001
SMITH, CHARLA	P	481905	C	DAMAGES	3/13/2001
SMITH, CHARLES E	D	481737	C	TORT-AUTO	3/7/2001
SMITH, CLARENCE	P	480742	C	DAMAGES	2/5/2001
SMITH, CURTIS	D	139502	F	FAMILY VIOLENCE	3/27/2001
SMITH, CYNTHIA RENEE	P	138756	F	DIVORCE	1/23/2001
SMITH, DANIEL L JR	D	482591	C	TORT-AUTO	3/30/2001
SMITH, DAVID	D	482165	C	TORT-AUTO	3/19/2001
SMITH, DAVID CONRAD	D	481856	C	CONTRACT	3/12/2001
SMITH, DAVID WAYNE	P	138790	F	DIVORCE	1/26/2001
SMITH, DEAN	D	481474	C	JUDICIAL REVIEW	2/28/2001
SMITH, DEAN E	D	139291	F	DIVORCE	3/7/2001

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1 2 3 4 5

Exit

The Litigant Name, whether Plaintiff or Defendant, Suit Number, Court, Suit Type and File Date will display.

To proceed to another page, use the navigation buttons provided at the bottom of the page. Use the slider bar on the right side of the window if the buttons are not visible.

Select the “Exit” button to return to the “SUITMAST Query” page.

To obtain general information about the suit, click on the Litigant Name, Suit Number, or any item on the line.

SUITMAST General Data

When an entry is selected from the Query Results screen, the following information is displayed.

The screenshot shows a web browser window titled "SUITMAST General Data - Microsoft Internet Explorer provided by CMIS". The address bar displays a URL: `http://10.80.31.100/ebsuitmast/generaldata.asp?ccno=138965&court=F&qtype=1&lastname=smith&firstname=s&suitnumber=&qtype=1&qtype=8d`. The main content area displays the following information:

Doug Welborn
East Baton Rouge Parish Clerk of Court
SUITMAST General Data

Suit Number: 138965 Court: F

File Date: 2/12/2001 **Suit Type: PATERNITY**

Suit Remarks:

Section: **Suit Amount: \$0.00** **\$0.00**

	Lawyer Last Name	First Name	ID
Plaintiff's	EVANS	JEANRETTA	007435
Defendant's			

Below the table is an **Exit** button.

To exit this window, select the "Exit" button.

SUITMAST Reports

When the “SUITMAST Reports” button is selected on the “SUITMAST Main Menu”, the following screen is displayed:

The screenshot shows a web browser window titled "SUITMAST Query - Microsoft Internet Explorer provided by CMIS". The address bar shows "http://110.80.31.1100/ebrsuitmast/reports.asp". The main content area has the following elements:

- Header:** Doug Welborn
East Baton Rouge Parish Clerk of Court
SUITMAST Reports
- Form Fields:**
 - Full Name: [Text Input]
 - Report to be Ran:
 - ☒ Alphabetical List
 - ☐ Numeric List
 - Range to be Ran:
 - Date Range: [Text Input] thru [Text Input]
 - Numeric Range: [Text Input] thru [Text Input]
 - Court:
 - ☒ All
 - ☐ Civil
 - ☐ Family
 - ☐ Probate
 - Case Type: [List Box]
 - 01 | DAMAGES
 - 02 | CONTRACT
 - 03 | PRISONER SUIT
 - 04 | EXECUTORY PROC
 - 05 | SUIT ON NOTE
 - 06 | EVICTION
- Buttons:** Process Report, Clear Entries, Exit

Select the report to be run by choosing the appropriate radio button. Alphabetic reports list all of the litigants alphabetically. Numeric listings are sorted by case number then by litigant (i.e., all of the litigants in the case are grouped together).

If any field is omitted it is assumed that the user wants all.

If the report is based on a person, supply the name of the person in the space provided.

To limit the “Date Range” or “Numeric Range”, select the appropriate radio button and provide the range.

The court can be limited by selecting the appropriate radio button, or select “All” to select all courts.

The user can limit the case types by selecting from the “Case Type” list box. Multiple selections can be made.

To clear the screen, select “Clear Entries”.

Select “Process Report” to generate a report.

Select “Exit” to exit to the Main Menu page.

SUITMAST Reports Results

An example of an alphabetic report is displayed below:

SUITMAST Alphabetic List

Name	Alternate Party	File Date	Suit Number	Sec	Amount 1	Amount 2	P/D	Co	Remark	Et Al In	Suit Type	Attorney	
SMITH, RODNEY	LA STATE CORRECTIONS DEPARTMENT	2/23/2001	481381	23	0	0	P	N			#131298		
									PRISONER SUIT				
SMITH, CYNTHIA RENEE							P	N				BLAIZE	CHARLES GARY
SMITH, ELIJAH JAMES JR		1/23/2001	138756		0	0	D	N			DIVORCE	BLAIZE	CHARLES GARY
SMITH, ELIJAH JAMES JR							D	N					
SMITH, CYNTHIA RENEE		1/23/2001	138756		0	0	D	N			DIVORCE		
SMITH, KENNETH							D	N			ET AL	DESALVO	VINCENT J
HALL, THOMAS		2/13/2001	481037	24	0	0	P	N			TORT-AUTO		
SMITH, KENDRICK							P	N				DUMAS	WALTER C
		1/12/2001	073894	26	0	0	D	N			TUTORSHIP		
SMITH, RODNEY							D	N			ET AL	EATON	GREGORY M
CHRYSLER FINANCIAL COMPANY LLC		1/3/2001	479615	26	0	0	P	N			CONTRACT		
SMITH, SHARON LAY							P	N				FALCON	FLOYD J JR
OLLIE STEELE BURDEN MANORINC		1/3/2001	479662	26	0	0	P	N			DAMAGES		
SMITH, JOAN W							P	N				FALCON	FLOYD J JR
DICKERSON, RHONDA L		2/12/2001	480986	25	0	0	P	N			TORT-AUTO		
SMITH, WILLIAM							P	N			ET AL	FERGUSON	JAMES C
HOME SIDE LENDING INC		3/6/2001	481697	23	0	0	P	N			CONTRACT		
SMITH, LORETTA							P	N			ET AL	FERGUSON	JAMES C
HOME SIDE LENDING INC		3/6/2001	481697	23	0	0					CONTRACT		

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An example of a numeric report is displayed below:

http://10.80.31.100/ebrsuitmast/reports_show.asp - Microsoft Internet Explorer provided by CMIS

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address http://10.80.31.100/ebrsuitmast/reports_show.asp Go Links

Save a Copy Print Email Search Review & Comment Sign

Select Text 84%

SUITMAST Ordered by Suit Number

Case Num	Date Filed	Sec	Suit Type	Amount 1	Amount 2	Suit Remarks	ID
PL Atty: Last Name	P/D	Litigant Name	First Name	Co In	Litigant Remarks	First Name	ID
C 481381	2/23/2001	23	PRISONER SUIT	0	0		
P		SMITH, RODNEY		N	#131298		
F 138756	1/23/2001		DIVORCE	0	0		
BLAIZE		SMITH, CYNTHIA RENEE	CHARLES GARY	000262	N		
F 138756	1/23/2001		DIVORCE	0	0		
BLAIZE		SMITH, ELIJAH JAMES JR	CHARLES GARY	000262	N		
C 481037	2/13/2001	24	TORT-AUTO	0	0		
DESALVO		SMITH, KENNETH	VINCENT J	000843	N		
P 073894	1/12/2001	26	TUTORSHIP	0	0		
DUMAS		SMITH, KENDRICK	WALTER C	000936	N		
C 479615	1/3/2001	26	CONTRACT	0	0		
EATON		SMITH, RODNEY	GREGORY M	000968	N		
C 480986	2/12/2001	25	TORT-AUTO	0	0		
FALCON		SMITH, JOAN W	FLOYD J JR	001021	N		
C 479662	1/3/2001	26	DAMAGES	0	0		
FALCON		SMITH, SHARON LAY	FLOYD J JR	001021	N		
C 481697	3/6/2001	23	CONTRACT	0	0		
FERGUSON		SMITH, WILLIAM	JAMES C	001049	N		
C 481697	3/6/2001	23	CONTRACT	0	0		
FERGUSON		SMITH, LORETTA	JAMES C	001049	N		

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11 x 8.5 in

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Done Internet

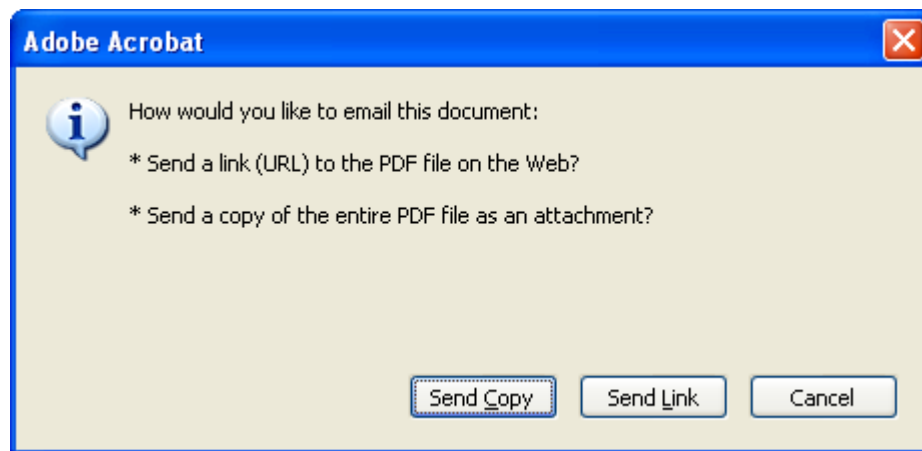
Report Result Pages

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 allows 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.