NAVIGATOR PORTAL GUIDE

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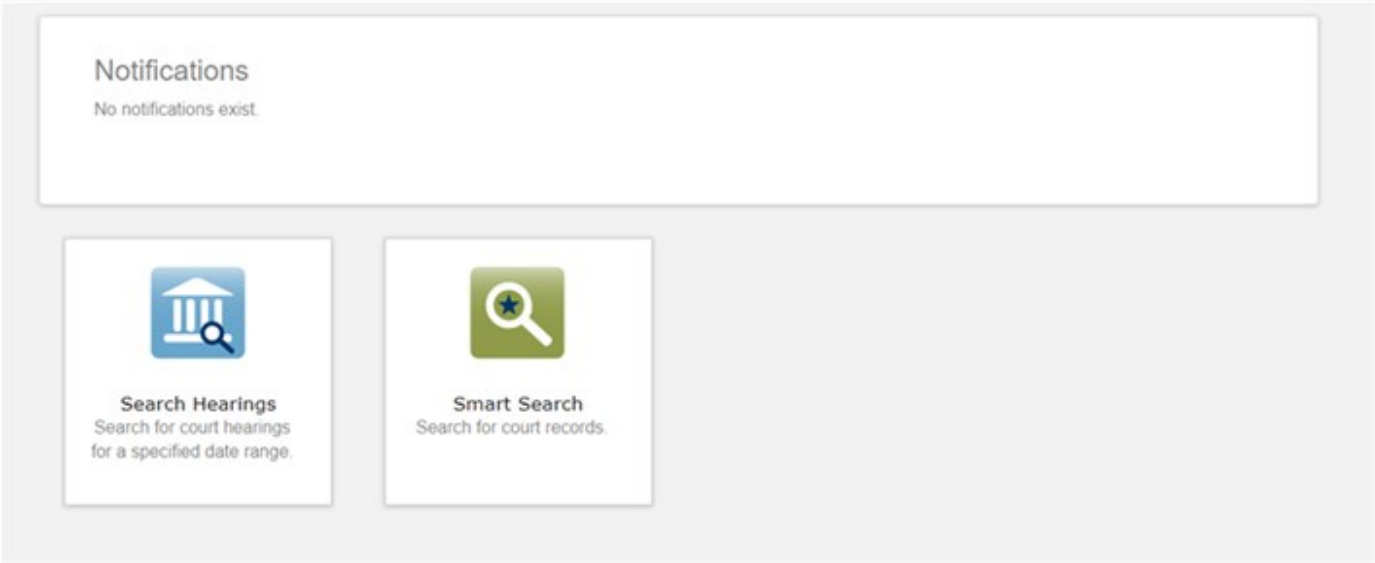
1 Smart Search

The Smart Search feature is a built in feature available for all users of Navigator Portal. This feature allows users to search for court records.

Note: The results displayed for a search may be restricted from appearing in the search results for a given user by party connection key, case type, and case security group.



Smart Search

The *Smart Search* page provides a user several options by which to search for a case or other record. The Smart Search feature is accessed from the Portal home page.

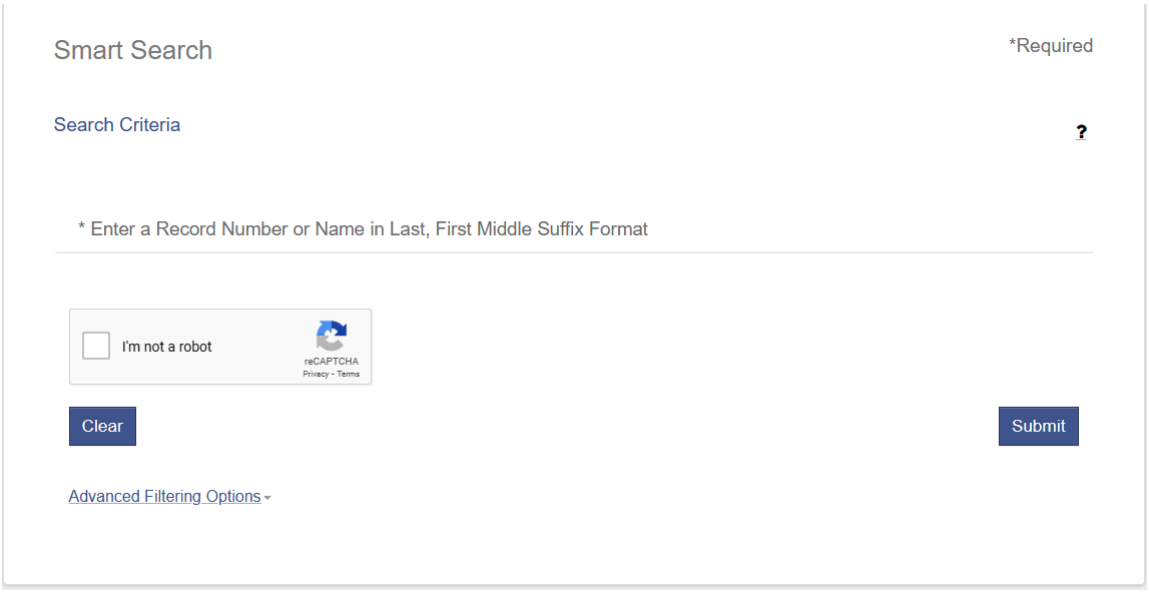


Figure 1.1 – Smart Search Page

Smart Search Criteria

Use the **Search Criteria** field to search for a case by case number, warrant number, or a party name.

Civil Cases

If searching for a civil case that was opened before October 4, 2024, please use the following format for searching by case number:

G-4801-CI-0202301234-000: The CI may be replaced with TF for Tax Foreclosure of CL for Court of Appeals. The filing year should always be preceded and followed by a (0) and the dashes must be present in the indicated places. In only rare cases will the extension -000 contain other digits.

If searching for a civil that was opened on or after October 4, 2024, please use the following format for searching by case number:

CI2024-00001: The CI may be replaced with TF for Tax Foreclosure of CL for Court of Appeals. The "2024" will represent the year the case was opened.

Criminal Cases

If searching for a criminal case that was opened before October 4, 2024, please use the following format for searching by case number:

G-4801-CR-0202301234-000-D1: The filing year should always be preceded and followed by a (0) and the dashes must be present in the indicated places. As part of the conversion to the new system, defendants were separated to individual cases and will appear as -D1, D2, D3, etc at the end of original

case number.

If searching for a criminal case that was opened on or after October 4, 2024, please use the following format for searching by case number:

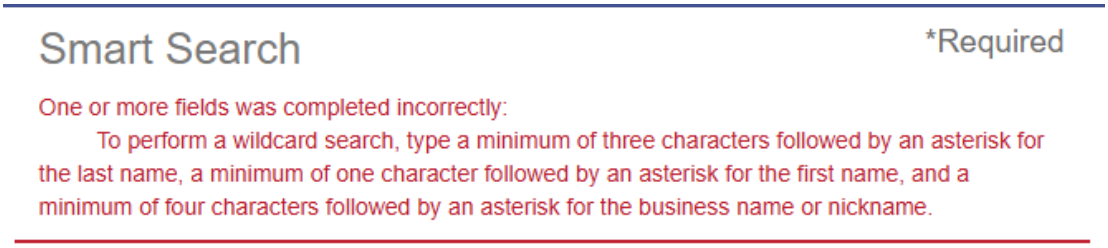
CR2024-00001: The “2024” will represent the year the case was opened. Cases will be created in the new system as one defendant per case.

Performing a Smart Search

Use one of many search options to find a record in the database.

To perform a Smart Search:

1. From the Portal home page, click **Smart Search**.
2. Take one of the following actions:
    - In the **Search Criteria** field, type a case number or name in last, first format.
        - The wild card for searching is the “*”. Please note that you cannot use the wild card search in combination with the Advanced Search options. Only one or the other is allowed.
        - If you the wild card search the following rules apply:



    - Click **Advanced Filtering Options**. Then, in the **General Options** section, select one of the following targeted searches from the **Filter by Search Type** field: (Please note that the wild card search cannot be used in combination with the advanced search.
        - Attorney Bar Number
        - Attorney Name
        - Business Name
        - Case Cross-Reference Number
        - Case Number
        - Judicial Officer
        - Nickname
        - Party Name
        - Warrant Number
3. Click **Submit** to perform a search

The results are displayed in order of case number or party name.

Search Results

After a search is executed, the search results are displayed in a new page. The search results page displays any items that match the search criteria entered.

Note: On a case in Navigator, the party can be marked as restricted, which prevents the party from displaying online.

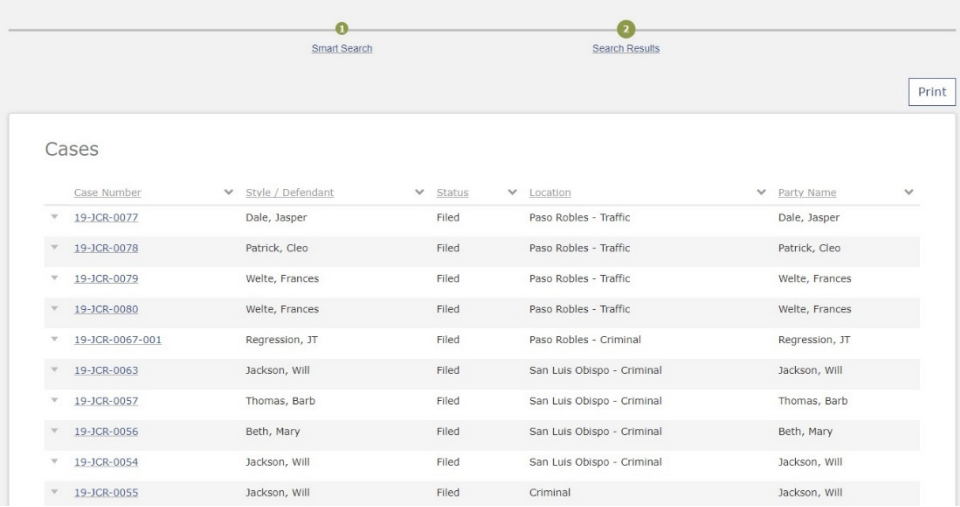


Figure 1.2 – Smart Search Results (Cases)

Search Results List

Depending on the configuration for your location and the search type, the following information may be displayed for each case, party, or other record:

Click the header column to sort the columns by the selected element.

Data	Description
Case Number	Click this link to open the case summary view.
Style / Defendant	This field indicates the defendant name or case style for the case.
File Date	This field indicates the date the case was filed.
Status	This field indicates the case status.
Party Name	This field indicates the name of the party on the case.
Party Type	This field indicates the type of party on the case.

Note: Refer to the "Party Search Results" section for information on the Party Search Results view.

Search Results Options

One or more of the following options may be available to assist in reviewing the list of search results.

Option	Description
Print	Click this button to print the list of records displayed in the results.
	Click this icon next to your column header to : • Sort your results is ascending or descending order • Add or remove the columns displayed on the page • Filter the results displayed by specific values
	Click this option to expand the section.
***n-n* of *n* items**	This field indicates the number of cases displayed on the current view of the card. Use the paging options to navigate between multiple pages of results for the specific party.

Note: When a party is associated with more than 10 cases, paging options are available for the party card to allow you to navigate multiple pages of results.

Party Search Results

The *Party Search Results* page lists the individual party cards for each party that matched the search criteria. Each party card contains case information, where the case number is a link that opens the case summary.

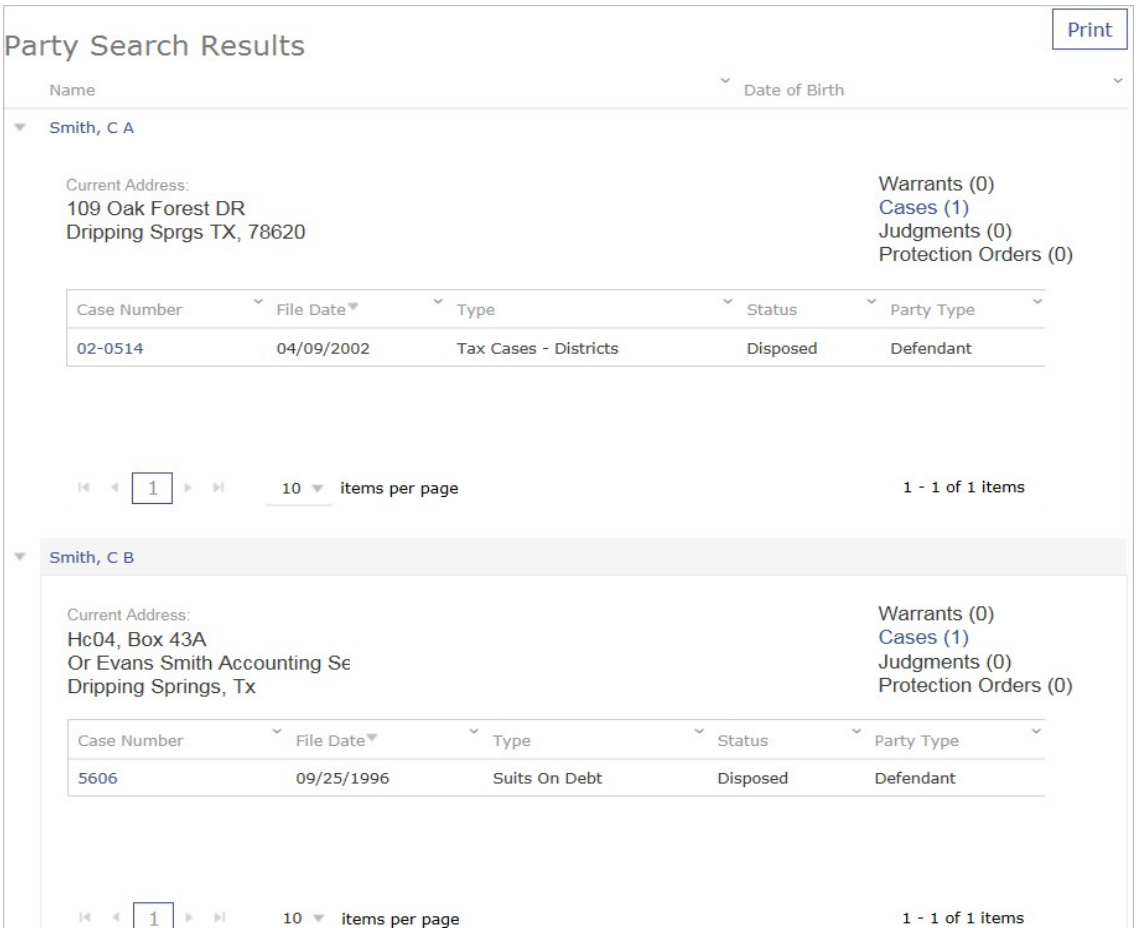


Figure 1.3 – Party Search Results View

Party Search Results Options

Option	Description
Print	Click this button to print the list of parties.
Name	Click to sort the list of results in alphabetical order. Then, click for ascending or descending order.
Date of Birth	Click to sort the list of results in chronological order by date of birth. Then, click for ascending or descending order.

Party Search Results

The following information is displayed for each party that matches the search:

- Name
- Date of Birth

On a case in Navigator, a party can be marked as restricted, which prevents the party from being displayed when accessing the case online.

Click next to the party name to expand the details for the selected party.

The following additional information is available in expanded view.

Data	Description
Name	Click this link to open the party card to view personal information, physical descriptors, and any related cases, warrants, judgments, or protection orders.
Current Address	This information is the currently know address for the party.
Warrants	Click this link to open a list of warrants. The number in parenthesis indicates the number of warrants for the party.
Cases	Click this link to open a list of cases. The number in parenthesis indicates the number of cases for the party.
Judgments	Click this link to open a list of judgments. The number in parenthesis indicates the number of judgments for the party.

Party Cases List

When viewing the party in expanded view, each case that the party is associated with is displayed in the **Cases** list section. The following information is available for each case listed.

Note: Click next to each column label to sort the list on the selected criteria. Then, click for ascending or descending order.

Data	Description
Case Number	Click this link to open the case summary view.
Style / Defendant	This field indicates the defendant name or case style for the case.
Status	This field indicates the case status.
Location	This field indicates the location of the case.

Data	Description
Party Name	This field indicates the name of the party on the case.
***n-n* of *n* items**	This field indicates the number of cases displayed on the current view of the card. Use the paging options to navigate between multiple pages of results for the specific party.

When a party is associated with more than 10 cases, paging options are available for the party card to allow you to navigate multiple pages of results.

2 Search Hearings

Topics covered in this chapter

- Search Hearings
- Searching for a Hearing

The Search Hearings feature is used to search for court hearings for a specified date range.

Search Hearings

The *Search Hearings* page provides a user several options by which to search for a hearing. The Hearing Search feature is accessed from the Portal home page.

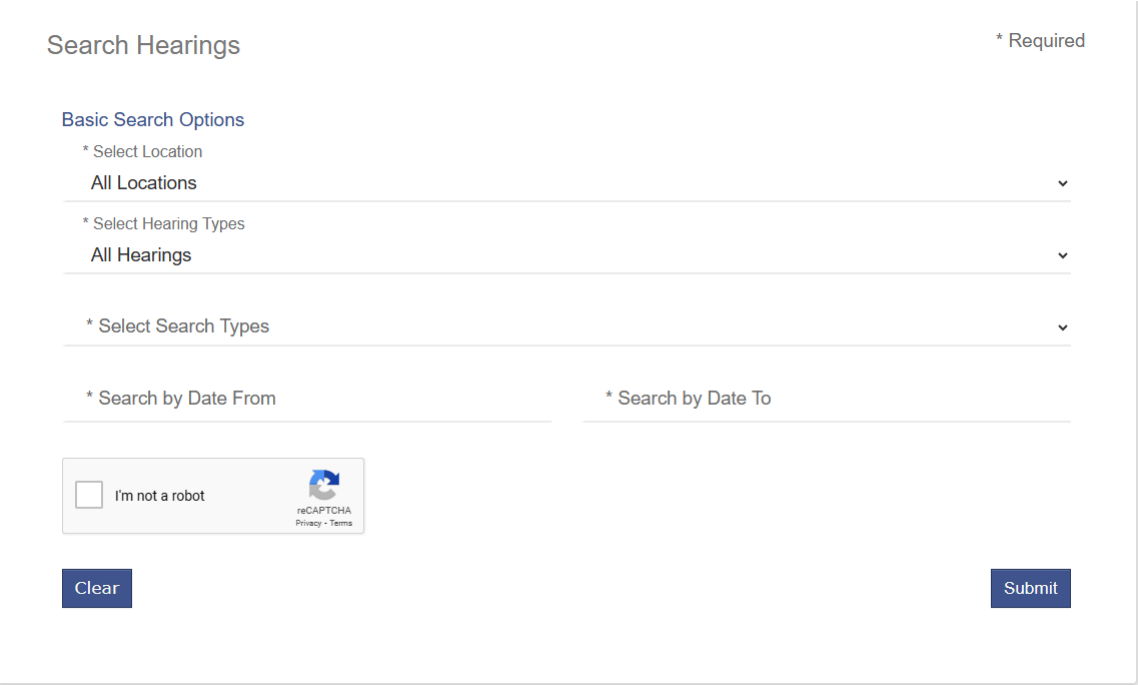


Figure 2.1 – Hearing Search

Search Hearing Fields

Field Name	Field Description
Select Location	Select a location.
Select Hearing Types	From the drop-down list, select the hearing type to search.

Field Name	Field Description
Select Search Types	From the drop-down list, select the criteria to search on: • Case Number • Party Name • Business Name • Attorney Name • Attorney Bar Number • Judicial Officer • Magistrate • Courtroom The additional fields displayed depend on your search type selection made here.
Date Range	Enter a date range to search. .

Search Hearings Page Options

The following options are available on the *Smart Search* page.

Option	Description
Clear	Click this button to clear any search criteria entered.
Submit	Click this button to perform a search using the search criteria entered.

Searching for a Hearing

The Search Hearings app is used to search for court hearings for a specific date range.

To search for a hearing:

1. On the Portal home page, click **Search Hearings** .
2. Complete the fields.

   Note: The fields that are displayed depend on the type of search that you select.
3. If required, enter the Captcha code.
4. Click **Submit**.

The search results returned are listed in numerical order by case number.

Search Results

After a search is executed, the search results appear in order of case number by default. Each hearing appears as a row showing a snapshot of the hearing's information. One or more sortable columns may display based on site configuration.

Note: On a case in Navigator, the party can be marked as restricted, which prevents the party from displaying online.

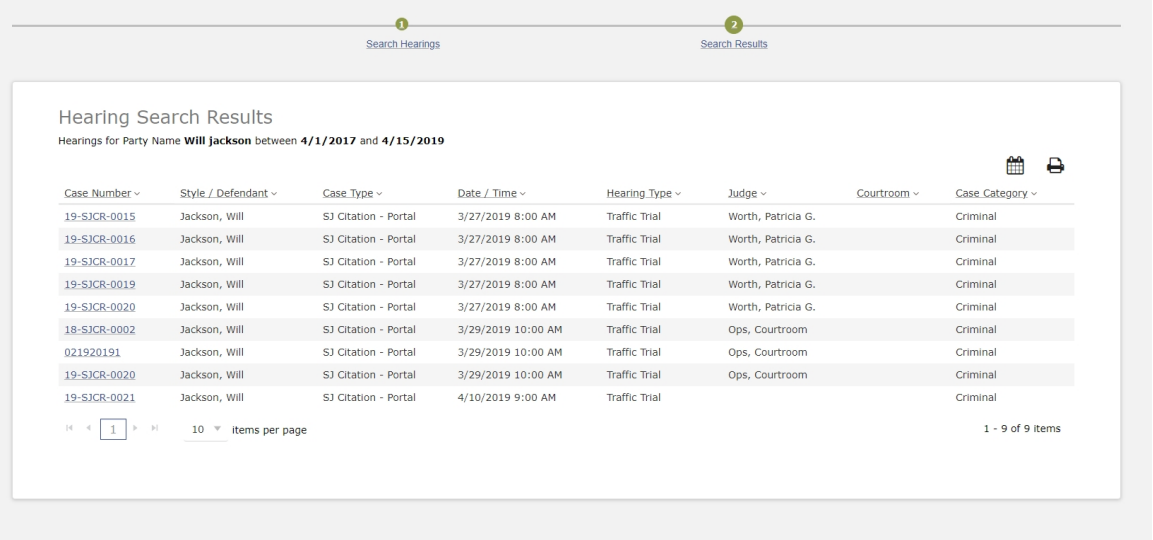


Figure 2.2 – Hearing Search Results Page

Hearing Search Results Listing

The following is a list of columns that may be displayed in the search results.

- Case Number
- Style (if civil) / Defendant (if criminal)
- Case Type
- Date/Time (of hearing)
- Hearing Type
- Judge (or Magistrate)
- Courtroom
- Case Category

You can click the case number to view the case summary

Hearing Search Results Options

You can sort or filter any column by clicking the column header. Depending on the configuration, you may also be able to select additional columns to view if they are not already displayed. The following options may be available on this page.

Option	Description
	Click this icon next to your column header to : • Sort your results is ascending or descending order • Add or remove the columns displayed on the page • Filter the results displayed by specific values
	Click this icon to display a calendar view of the hearings
	Click this icon to print the display.
***n* items per page**	From the drop-down list, select eh number of results to display in the list.

3 Document Access

Topics covered in this chapter

- Opening a Document from the Register of Actions
- Downloading the Full Document
- Opening the File

Document Access is made available on the Public Portal for all entries for which a document has been related.

Opening a Document from the Register of Actions

If an image is available you will see one of the following icons: .

Single left-click on the icon and the document will open in a new tab of your browser.

The document may only present the first 2 pages when a document is more than 2 pages.

In this event, the document can be downloaded to be viewed in full.

Scroll down to the bottom of the page and you will see a Download Document button.

Downloading the Full Document

Single left-click on the Download Document button.

> *Note: Most browsers default to saving Downloaded files to the Downloads folder on your C: Drive on the computer but also have a history of downloaded files available within the browser window.*

Document images converted from the Legacy system will be saved as a .TIF file while document images saved into the new case management system since 10/4/2024 will be saved as a .pdf file.
See figure 3.1

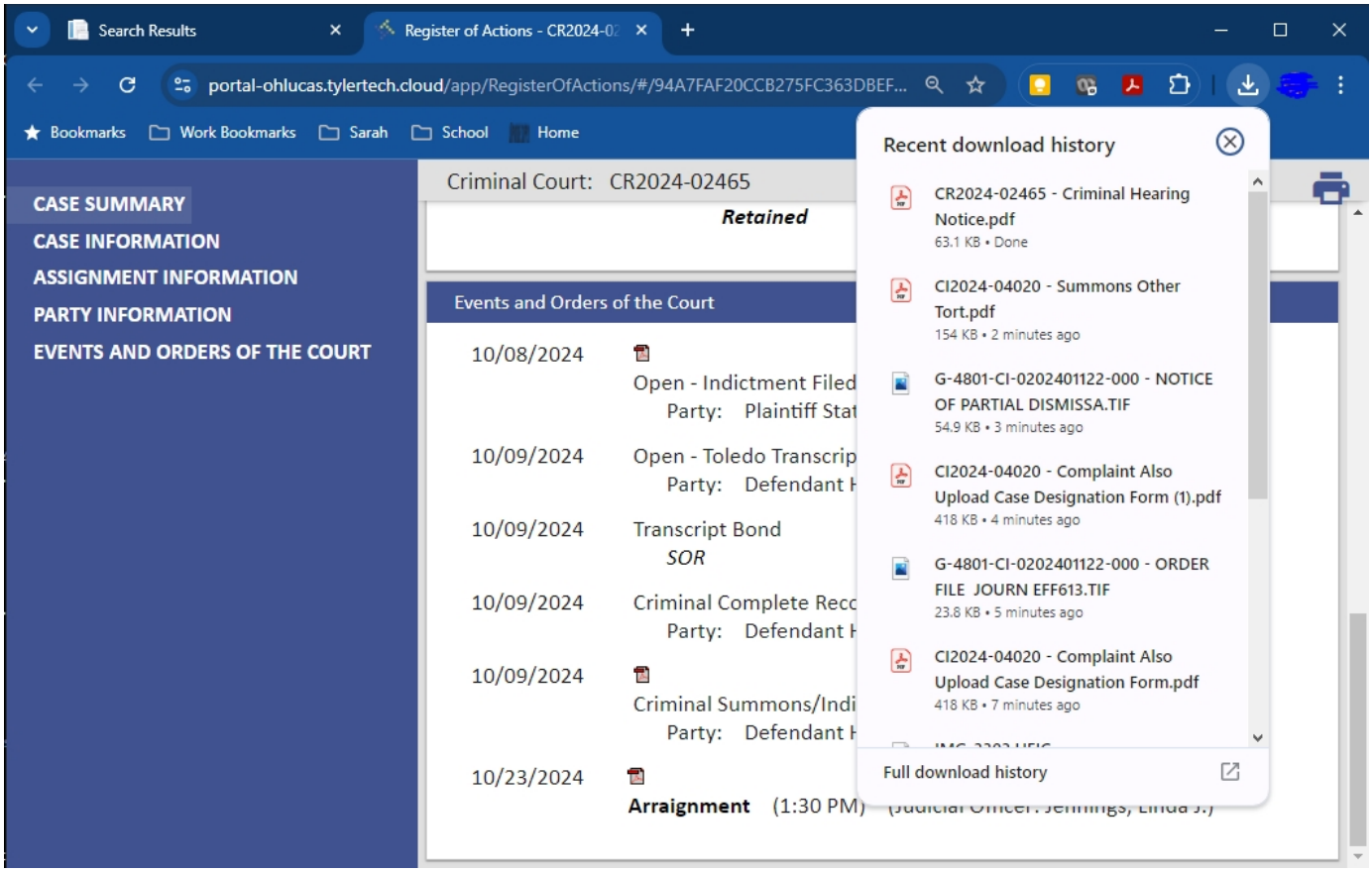


Figure 3.1 – Browser Access to Download History

Opening the Downloaded File

Most computers will open a PDF document with Adobe Reader.

Many computers will open a .TIF file with a photo viewer, in which case you may only see the first page of the document. These files are best opened with Adobe Reader to access the full document. You can direct the file to open with Adobe Reader by finding the file on your computer and single right-click to choose “Open with…”.

Alternatively, you can direct your computer to open all future .tif files with Adobe Reader. Instructions for this can be found at the following links:

Change default apps in Windows
Change default apps in MacOS