

How to Do a Search

Now finding information is easy



1. Please go to <https://www.courtsonline.intrivex.com> and log into your account.
2. You will be directed to the court selection page. From here, please select which court you would like to search:

The screenshot shows the CourtsOnline homepage. At the top, there are navigation tabs: Search, History, and My Account. The System Status is indicated as 'All systems are online'. The main heading is 'Jurisdiction: Select one' with a map of the United States. Below this, there are four large boxes representing different jurisdictions: Idaho, Washington, Oregon, and U.S. Courts. Each box contains a map of the respective state and a list of courts available for search. For example, the Washington box lists 'Washington State Superior Court' and 'Washington State District/Municipal Courts'. On the left side, there is a sidebar with links to 'Find Case', 'Messages', 'Watches', 'Saved Searches', and 'Recent Searches'. The 'Recent Searches' section shows two previous searches: 'hall, skip' and 'jones, benj'.

If you choose Washington, for example, this is what you will see:

The screenshot shows the search criteria screen for Washington State Superior Court. The 'Jurisdiction' is set to 'Washington' and 'Washington State Superior Court'. The 'Search Criteria' section includes fields for 'Person name search' (Last Name, First Name, M.I.), 'Business name search' (Business Name), and 'Number search' (Case / Judgment #). There is also a field for 'Enter/Change Client ID' (Client ID) and a checkbox for 'Use Index'. The 'Dates' section has a radio button for 'All Available' and a range selector for 'Range: 1970 to 2012'. The 'Case Type(s)' section has checkboxes for Civil, Criminal, Domestic, Probate, Judgment, and Juvenile Offender. On the right side, there is a 'Jurisdiction' dropdown menu showing a list of counties: Adams, Asotin, Benton, Chelan, Clallam, Clark, Columbia, Cowlitz, Douglas, Ferry, and Franklin. There are 'Select All' and 'Clear All' buttons for the counties. At the bottom right, there is a 'Remember this search' link.

Search Criteria



Individual Names:

Enter the name to be searched in the boxes provided. CourtsOnline will accept first, middle, middle initial and last names but only an entry in the Last Name field is required. The more characters of a name that are entered, the better the search results will be. As examples:

1. Johnson, Kat – will return Kathy, Katherine, Kate, Kat
2. Federis, Rob – will return Robert, Roberta, Robby
3. Cranston, Willian F – will return ONLY Willian F Cranston

Business Names:

Do not include corporate indicators such as Corp, Corporation, Limited, LLP, Inc or Incorporated, unless your goal is to specifically limit the search. As with individual names, the less entered, the more returned.

Searching by Number:

If you have a case or judgment number and know the jurisdiction in which to search, use the Number search. If you have a case or judgment number and don't know the jurisdiction, you may search each jurisdiction separately, or search a broader area by a litigant name in the case.

Case Type(s):

Next, please choose your Case Type (s):

1. Civil
2. Criminal
3. Domestic
4. Probate
5. Judgment
6. Juvenile Offender

* Note: You may select all case types; however, Juvenile cases are not available in all courts.

Dates:

Using Date Ranges

All Available:

This will allow a search of all available years in a particular jurisdiction.

Range:

If a specific range of dates is needed, click the range button. In the From box, click the down arrow and choose the year in which to begin the search. In the To box, click the down arrow and choose the year through which you wish to search.

Jurisdiction:

Select the State and Court(s) to search. Currently, Oregon Circuit/District, Washington Superior (Live or Index), District, and Municipal Courts are available.

Search:

Once you have chosen all of your desired search criteria, please simply select the 'Search' button on the bottom right of the page to view your results.

Further Notes:

Overview of Index Searches:

Index Searches only apply to a Person name or a Business name search within the Washington Superior Courts. The Index Database is updated weekly.

Using Advanced Search Techniques & Syntax:

A provision has been made in the index name search processing to provide several advanced search capabilities. This is done by using the Business search option and formatting the search name in a specific way.

The added capabilities include:

Finding those cases for which two or more parties searched for are litigants.

PartyA (+) PartyB

This search will find all those cases in which both PartyA and PartyB appear in any role in a Superior Court case in Washington (where the case is contained in the SCOMIS name index file).

Searching for litigants in a specified role:

PartyA (P) - will find all those cases in which PartyA appears as a plaintiff

PartyA (D) - will find all those cases in which PartyA appears as a defendant

PartyA (A) - will find all those cases in which PartyA appears as a respondent

These two capabilities may be combined, for instance, it is possible to find those cases where one party is defendant and a second is plaintiff.

Searching for litigants in a specified role:

PartyA (role1,role2,...rolen) (+) PartyB(rolep,...roleq) (+)

Examples:

Boeing (+) Alaska	Finds those cases where both Boeing and Alaska are litigants.
Boeing (P) (+) Alaska(D)	Finds those cases where Boeing is a plaintiff and Alaska a defendant
Boeing(D)	Find those cases where Boeing is a defendant

When searching for multiple parties the results contain multiple rows for each case that qualifies. For instance, in the first example there may be two "Boeing's" returned for a case and one Alaska, if for example, both Boeing Co and Boeing Employees CU are named in the case.

The name may contain first and middle names. For instance it is possible to search for
Jones, Ben (+) Jones, Amanda K