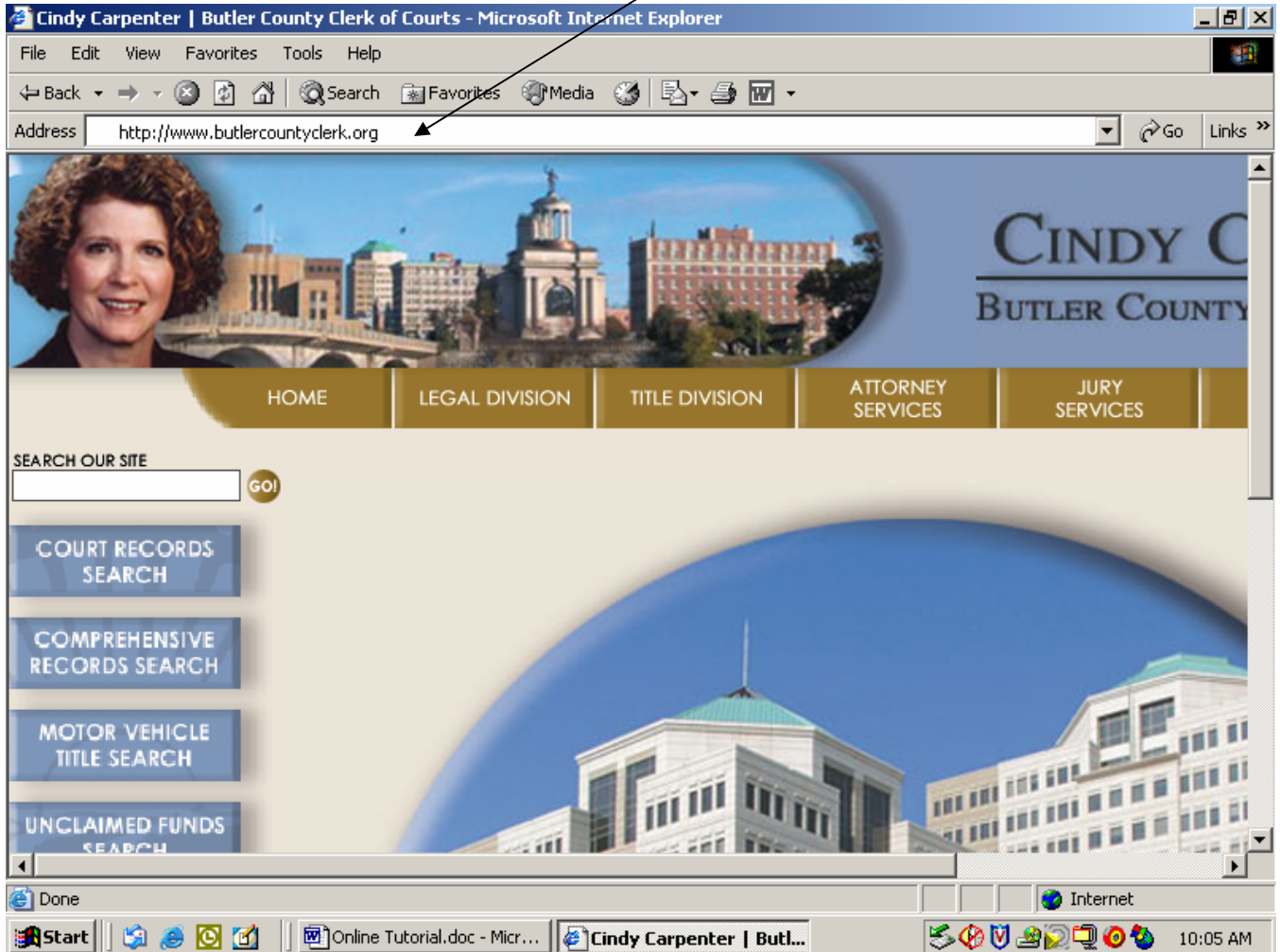
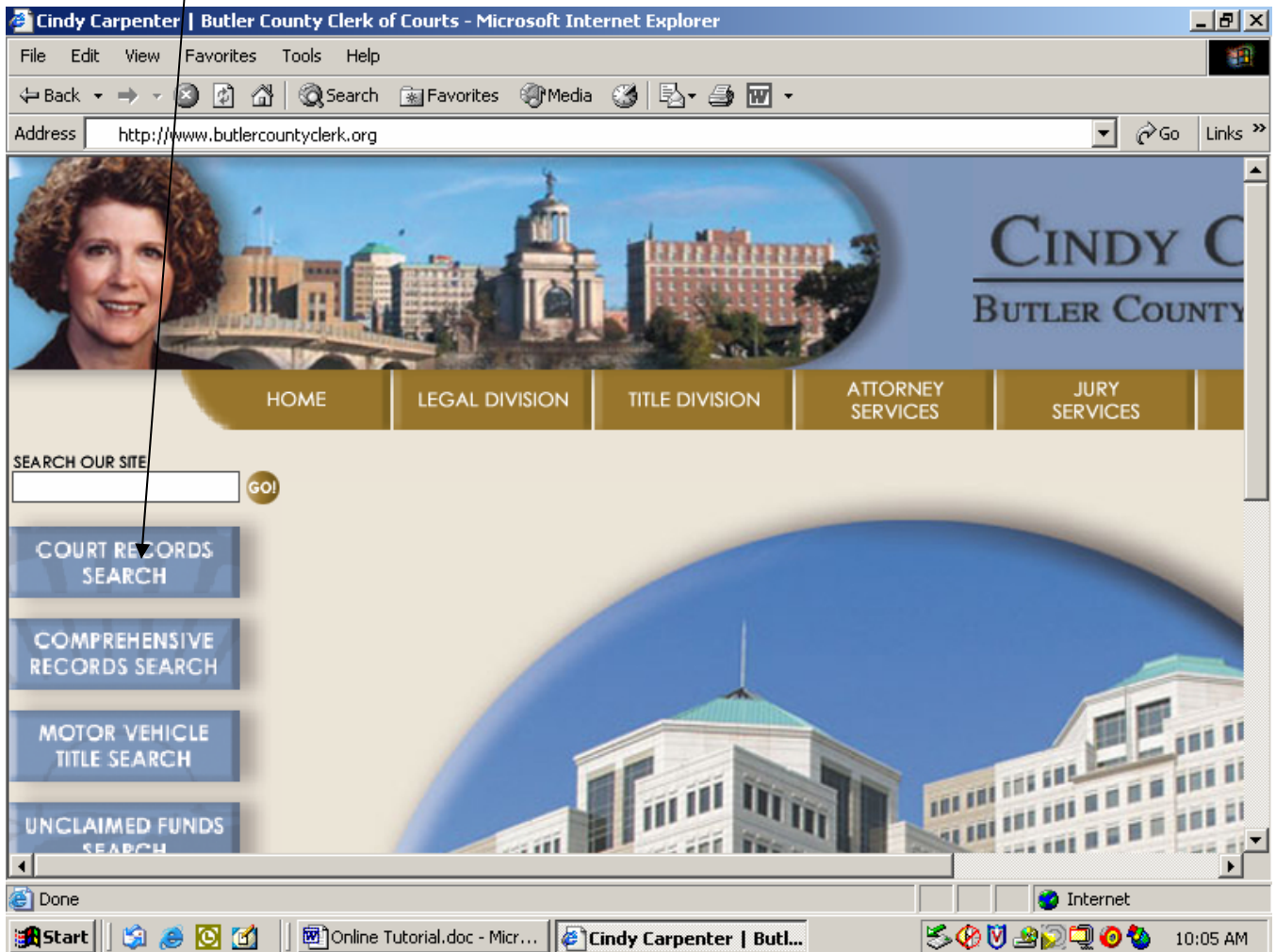


## CHECKING RETURN OF CHECKING SERVICE

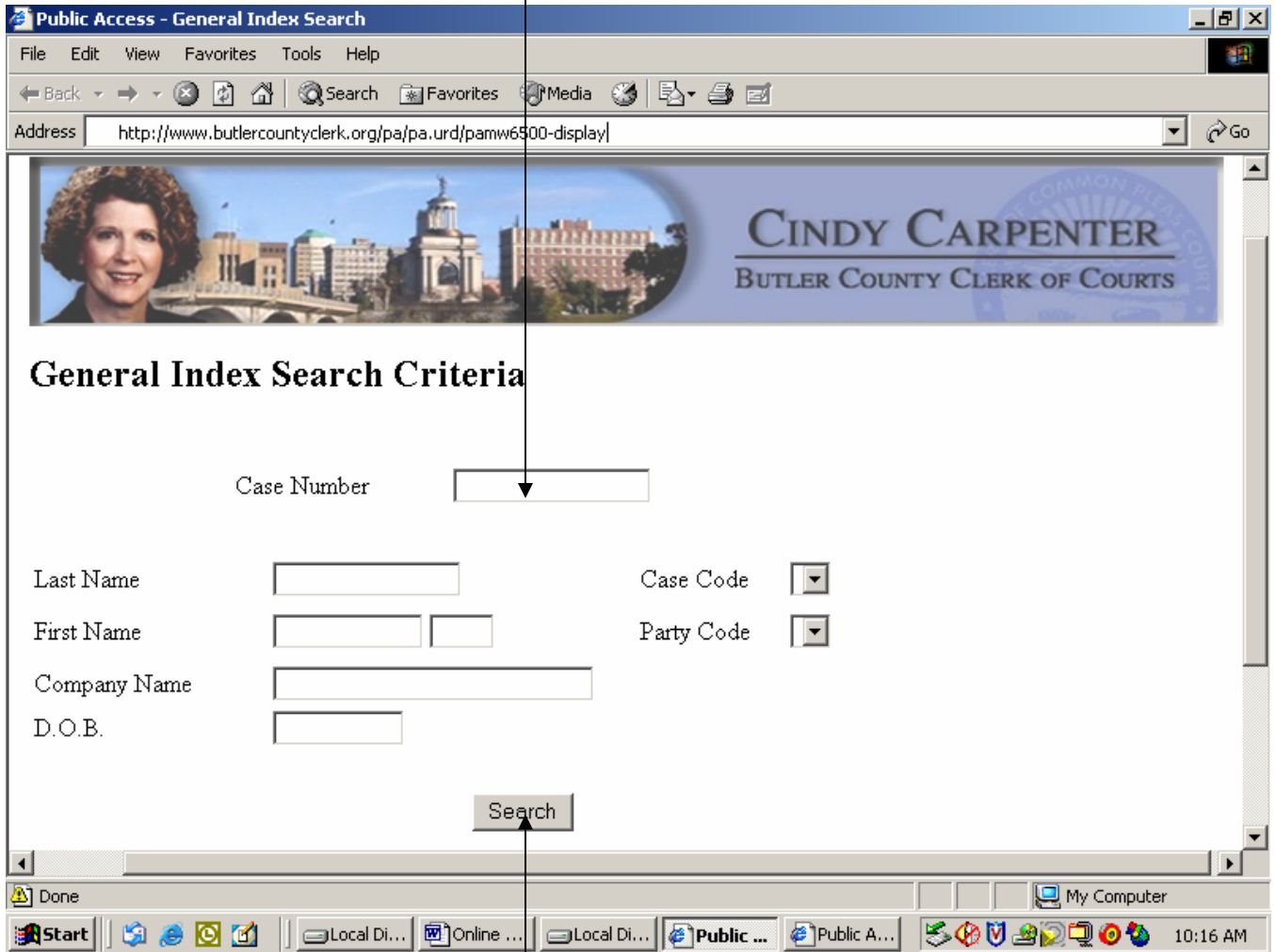
1. Direct your browser to the Clerk of Courts web site: <http://www.butlercountyclerk.org/>



2. Click on the "Court Records Search" Button to proceed to the General Index Search Criteria Screen.



3. At the General Index Search Criteria Screen, you must fill out the last and first name fields, company field, or case number field. You do not have to fill out all of them. The other fields can help narrow your search. Case numbers should be entered according to the following format: CV 2004 01 0001 or CR 2004 01 0001. You will need to enter spaces and lead zeros. This search is not case sensitive.



4. After entering the company name, individual name, or case number, scroll down and click the "search" key at the bottom of the page to proceed to the Search Results page.

5. The search results screen will display cases that best match your search. In this example, the search will return cases associated with the company name "A Best." The underlined, blue case numbers link to each case.

The screenshot shows a Microsoft Internet Explorer window titled "Court View 2000 - Public Access - Microsoft Internet Explorer". The address bar contains the URL "http://www.butlercountyclerk.org/pa/pa.urd/PAMW6500". The page content includes a "Search Criteria" section with "Company Name: A best," and a "Search Results" section indicating "331 record(s) found". Below this is a table with columns: Party, Affil, Party Type, D.O.B, Case Status, and Case Number. The table lists 11 entries for "A BEST PRODUCTS" with "AKA" affiliation and "DFNDT" party type, all with a "Closed" status. The "Case Number" column contains underlined blue links to case details, such as "CV 1996 05 1011" and "CV 1996 01 0215". A "Next" button and a "Sort Results.." dropdown menu are visible above the table. The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying "10:32 AM".

Party	Affil	Party Type	D.O.B	Case Status	Case Number
A BEST PRODUCTS	AKA	DFNDT		Closed	<a href="#">CV 1996 05 1011</a>
A BEST PRODUCTS	AKA	DFNDT		Closed	<a href="#">CV 1996 01 0215</a>
A BEST PRODUCTS	AKA	DFNDT		Closed	<a href="#">CV 1996 01 0223</a>
A BEST PRODUCTS	AKA	DFNDT		Closed	<a href="#">CV 1996 01 0202</a>
A BEST PRODUCTS	AKA	DFNDT		Closed	<a href="#">CV 1996 01 0184</a>
A BEST PRODUCTS	AKA	DFNDT		Closed	<a href="#">CV 1996 01 0241</a>
A BEST PRODUCTS	AKA	DFNDT		Closed	<a href="#">CV 1996 01 0217</a>
A BEST PRODUCTS	AKA	DFNDT		Closed	<a href="#">CV 1996 01 0199</a>
A BEST PRODUCTS	AKA	DFNDT		Closed	<a href="#">CV 1996 01 0197</a>
A BEST PRODUCTS	AKA	DFNDT		Closed	<a href="#">CV 1996 01 0224</a>
A BEST PRODUCTS	AKA	DFNDT		Closed	<a href="#">CV 1996 01 0220</a>

- After clicking the case link, you are taken to the Case Summary Screen. At the top of the screen there are several tabbed folders, such as parties, events, and dockets, that link to different types of general case information. The docket is the daily filings of the case that are entered by the Clerk's office. To access this information, click the docket tab. After clicking the docket tab, you will be directed to the docket search screen.

Public Access - Case Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://www.butlercountyclerk.org/pa/pa.urd/pamw2000-o\\_case\\_sum?11886799](http://www.butlercountyclerk.org/pa/pa.urd/pamw2000-o_case_sum?11886799)

**Summary** Parties Events **Dockets** Fields Notes Disposition Costs

[New Search...](#)

### CIVIL - GENERAL - Summary

CV 1996 05 1011 ROBERTSON, THOMAS PHILLIP et al vs. A BEST PRODUCT CO et al GHE

Plaintiff(s)	Defendant(s)
ROBERTSON, THOMAS PHILLIP	A BEST PRODUCT CO

Attorney(s)	Attorney(s)
<b>Full Name</b> LIPTON, ANDREW S <b>Address</b> 225 W COURT ST	
<b>City/State/Zip</b> CINTI OH 45202 <b>Phone</b> (513)721-5525	
<b>Full Name</b> BLUE, LISA A	

Done Internet

Start Local Di... Online ... Public A... Public ... 10:33 AM

7. There are many ways to search for a docket. An individual searching for a particular entry could scan the entire docket screen by moving the scroll bar on the right side of the screen.

CV 1996 05 1011 ROBERTSON, THOMAS PHILLIP et al vs. A BEST PRODUCT CO et al GHE

**Search Criteria**

Docket Desc. ALL

Begin Date

End Date

Sort  
 Ascending  
 Descending

Search

**Search Results** First 100 of result set displayed, Please limit search criteria.

Docket Date	Docket Text	Amount	Amount Due	Images
01/28/2000	NOTICE OF DISMISSAL AS TO DEFT GENERAL ELECTRIC CORP FILED Attorney: GIBKE, LADD R (57400)	2.00	2.00	
11/03/1999	(COST CLERK'S NOTE ; FOR ASSIGNING / APPLYING COST FOR PENDING DISMISSAL ENTRY)	0.00	0.00	

You can narrow your docket search by using the Docket Description Field. The default setting of the Docket Description Field is “all,” which lists all the docket codes that have been entered on the case. To search for a specific type of docket, select the appropriate docket description. For example, if you select “return receipt for certified mail,” the search will only return dockets that have been designated as “return receipt for certified mail.”

You can also search for a docket according to the date it was filed. You can enter a specific date range or browse through a list of all the docket entries in either ascending or descending order. Descending order, the default setting, displays the most recently filed dockets first, while ascending order displays the oldest dockets first.