



Public Access

Thomson Reuters Court Management Solutions

Delaware County Court of Common Pleas

1.0 Description

The Public Access application is used by members of the general public to view case information, case progress, and case filings/documents that the Courts have decided to make available.

Note: The Public Access function is only used to view information that has been published from the C-Track Case Management System. Nothing that is published to Public Access can be edited from Public Access.

2.0 Navigate to Public Access

1. Navigate to: <https://delcopublicaccess.co.delaware.pa.us/>
2. Click the [CONTINUE AS PUBLIC USER] button.



C-Track Public Access

Delaware County Court of Common Pleas Civil Case Dockets and Judgment Index







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By using this system, the User is stating that the above Disclaimer has been read and that he/she has full understanding and is in agreement with the contents.

CONTINUE AS PUBLIC USER

3. The Quick Links field is used to navigate to related websites that have been "bookmarked", either as being important supplemental information for a public user of the application, or as a shortcut to an important case within Public Access.

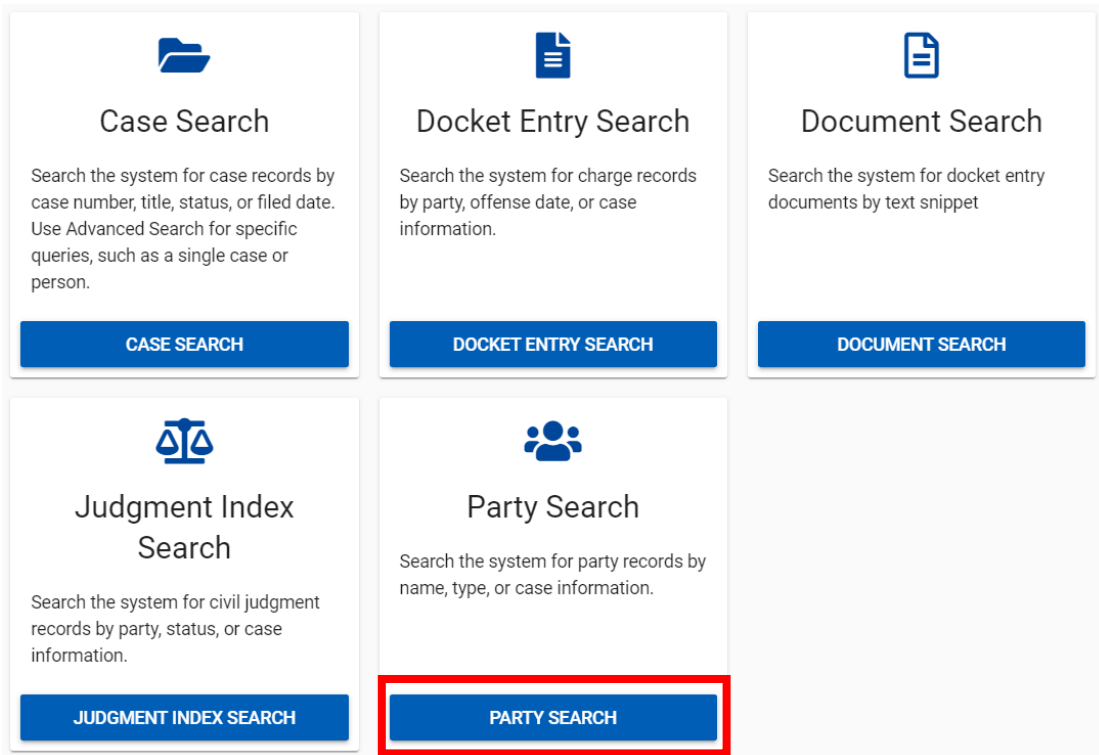
 <p>Quick Links</p>	 <p>Case Search</p> <p>Search the system for case records by case number, title, status, or filed date. Use Advanced Search for specific queries, such as a single case or person.</p> <p>CASE SEARCH</p>	 <p>Docket Entry Search</p> <p>Search the system for charge records by party, offense date, or case information.</p> <p>DOCKET ENTRY SEARCH</p>	 <p>Document Search</p> <p>Search the system for docket entry documents by text snippet</p> <p>DOCUMENT SEARCH</p>
	 <p>Judgment Index Search</p> <p>Search the system for civil judgment records by party, status, or case information.</p> <p>JUDGMENT INDEX SEARCH</p>	 <p>Party Search</p> <p>Search the system for party records by name, type, or case information.</p> <p>PARTY SEARCH</p>	

3.0 Case Search

Choose the criteria that you would like to search by and click the button below the search option.

3.1 Party Search Example

1. In this section, we will navigate to the Party Search screen by clicking the **[Party Search]** button.



2. In the Party Search table, click the **[Advanced]** button

Party Search

Case Number	<input type="text"/>	Perform a search by entering criteria into the form fields to the left. The more information you can provide the better your search results will be. By default, the search will return results which start with the data entered. For more options, click ADVANCED .
Last Name	<input type="text"/>	
First Name	<input type="text"/>	
		SEARCH ADVANCED

- This will bring up additional search criteria that can help narrow down the search results for the specific case you are searching for.


Note: The search criteria displayed will depend on what search you are using. For instance, the inputs you see for a Party search will be different for a Document search. Each search option has its own set of basic and advanced search criteria.

Party Search

Case Number	<input type="text"/>	Starts With	▼
Last Name	<input type="text"/>	Starts With	▼
First Name	<input type="text"/>	Starts With	▼
Attorney Last Name	<input type="text"/>	Starts With	▼
Attorney First Name	<input type="text"/>	Starts With	▼

Perform a search by entering criteria into the form fields to the left. The more information you can provide the better your search results will be. By default, the search will return results which start with the data entered. For more options, click **ADVANCED**.

For fields where a selection is available, 'Starts With' will return results which begin with the search text. 'Contains' will return results with the search text in any location. 'Phonetic' will return results which sound similar - for example, a search for the name John will also return results for Jon.



- In the advanced search some text fields will have a corresponding dropdown. This field further narrows down the results. Simply click on the dropdown to view the available options and make your selection.

Note: All Search Types will display results based on how their character strings exists in the CMS application.

Case Number	<input type="text"/>	Starts With	▼
Party Name	<input type="text"/>	Exact Match	
First Name	<input type="text"/>	Starts With	
Birth Date	<input type="text"/>	Contains	
	MM/DD/YYYY	Phonetic	
Alias	<input type="text"/>	Starts With	▼

Perform a search by entering criteria into the form fields to the left. The more information you can provide the better your search results will be. By default, the search will return results which start with the data entered. For more options, click **ADVANCED**.

For fields where a selection is available, 'Starts With' will return results which begin with the search text. 'Contains' will return results with the search text in any location. 'Phonetic' will return results which sound similar - for example, a search for the name John will also return results for Jon.

Starts With – This means that the text entered must be at the beginning of the search phrase.

Example. 'Court' will show results for 'Court123' and 'Court567' but will not show results for 'ACourt' or '123Court' when using the starts with filter.

Exact Match – This means only search results with that exact text string will show. If you added an extra character or missed a character it will not show similar search results.

Example. ‘Court’ shows results for ‘Court’ only, not ‘Cour’ or ‘Courtt’ when using the exact match Filter.

Contains – This is one of the most flexible search types. This search will provide any results that contains the text string no matter its placement.

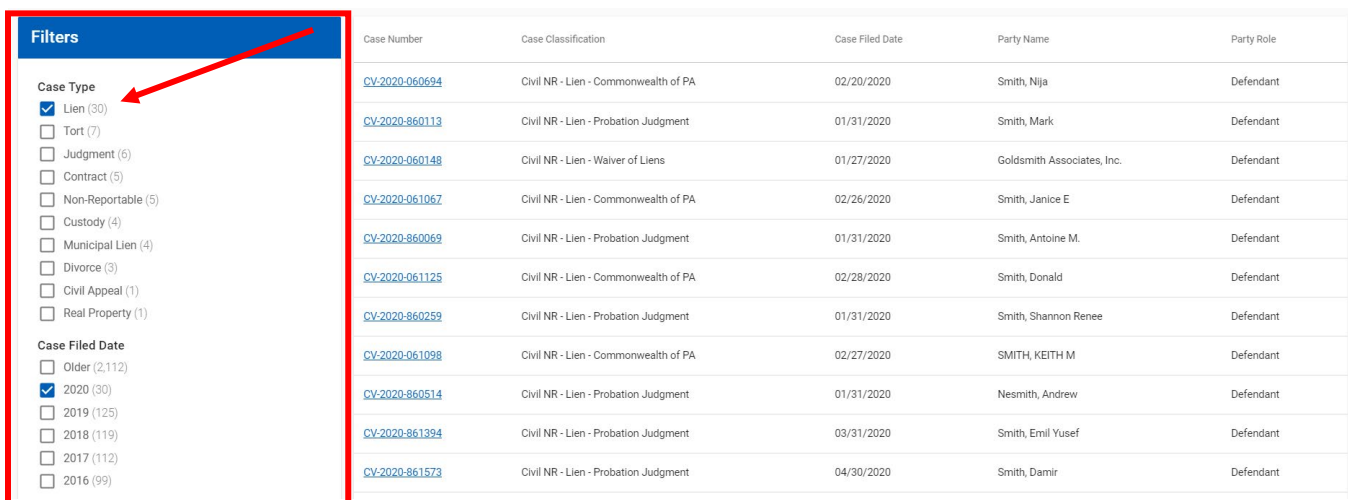
Example. ‘Court’ will show results for ‘123Courtt’, ‘Court123’, and ‘ACourt456’

Phonetic – This search type shows results for words that match the searched value’s pronunciation but may not have the same spelling.

5. Enter search criteria and click the **[Search]** button.

6. In the Search Results, selecting options from the **Filters** list will also narrow down the Search Results.

Note: The filters available to narrow the search results will also vary by the Search type being used.



Case Number	Case Classification	Case Filed Date	Party Name	Party Role
CV-2020-060694	Civil NR - Lien - Commonwealth of PA	02/20/2020	Smith, Nija	Defendant
CV-2020-860113	Civil NR - Lien - Probation Judgment	01/31/2020	Smith, Mark	Defendant
CV-2020-060148	Civil NR - Lien - Waiver of Liens	01/27/2020	Goldsmith Associates, Inc.	Defendant
CV-2020-061067	Civil NR - Lien - Commonwealth of PA	02/26/2020	Smith, Janice E	Defendant
CV-2020-860069	Civil NR - Lien - Probation Judgment	01/31/2020	Smith, Antoine M.	Defendant
CV-2020-061125	Civil NR - Lien - Commonwealth of PA	02/28/2020	Smith, Donald	Defendant
CV-2020-860259	Civil NR - Lien - Probation Judgment	01/31/2020	Smith, Shannon Renee	Defendant
CV-2020-061098	Civil NR - Lien - Commonwealth of PA	02/27/2020	SMITH, KEITH M	Defendant
CV-2020-860514	Civil NR - Lien - Probation Judgment	01/31/2020	Nesmith, Andrew	Defendant
CV-2020-861394	Civil NR - Lien - Probation Judgment	03/31/2020	Smith, Emil Yusef	Defendant
CV-2020-861573	Civil NR - Lien - Probation Judgment	04/30/2020	Smith, Damir	Defendant

7. Click on the column headers to sort the results table. Hover over any of the columns and an arrow will display if the column can be sorted.

Case Number	Case Classification	Case Filed Date ↓	Party Name
CV-2020-003328	Civil - Tort - Motor Vehicle	05/27/2020	SMITH, KEARIA
CV-2020-003328	Civil - Tort - Motor Vehicle	05/27/2020	SMITH, DERIC
CV-2020-003259	Civil - Real Property - Mortgage Foreclosure: Residential	05/19/2020	Smith, Dorris G.

8. Once the table is sorted, use the *Open Link in New Tab* functionality in the browser to open multiple case views while preserving your search results. **Right click** on the case number link and then click **[Open Link in new tab]**. Do this for one or multiple cases.

Party Search

Case Number Starts With

Party Name Starts With

First Name Starts With

Birth Date MM/DD/YYYY

Alias Starts With

SEARCH

Perform a search by entering criteria into the form fields to the left. The more information you can provide the better your search results will be. By default, the search will return results which start with the data entered. For more options, click **ADVANCED**.

For fields where a selection is available, 'Starts With' will return results which begin with the search text. 'Contains' will return results with the search text in any location. 'Phonetic' will return results which sound similar - for example, a search for the name John will also return results for Jon.

Case Number	Case Classification	Case Filed Date	Party Name
CV-2020-003328	Civil - Tort - Motor Vehicle	05/27/2020	SMITH, KEARIA
CV-2020-003328	Civil - Tort - Motor Vehicle	05/27/2020	SMITH, DERIC
CV-2020-003328	Civil - Tort - Motor Vehicle	05/19/2020	Smith, Dorris G.
CV-2020-003328	Civil - Tort - Motor Vehicle	05/14/2020	Smith, Ann
CV-2020-003328	Civil - Tort - Motor Vehicle	05/07/2020	Smith, Doris
CV-2020-003328	Civil - Tort - Motor Vehicle	05/06/2020	Smith, Breon
CV-2020-003062	Civil - Tort - Motor Vehicle	05/05/2020	Smith, Connor E.
CV-2020-003062	Civil - Tort - Motor Vehicle	05/05/2020	Smith, Julie A.
CV-2020-003021	Civil - Real Property - Mortgage Foreclosure: Residential	04/30/2020	Smith, Philip Bernard
CV-2020-861573	Civil NR - Lien - Probation Judgment	04/30/2020	Smith, Damir
CV-2020-861539	Civil NR - Lien - Probation Judgment	04/30/2020	Smith, Herman C.

Then your original search is preserved on your first browser tab. Click on the first tab to view the search results again or open more cases.

Party Search | C-Track Public Access

Case View CV-2020-003328 | C-Track Public Access

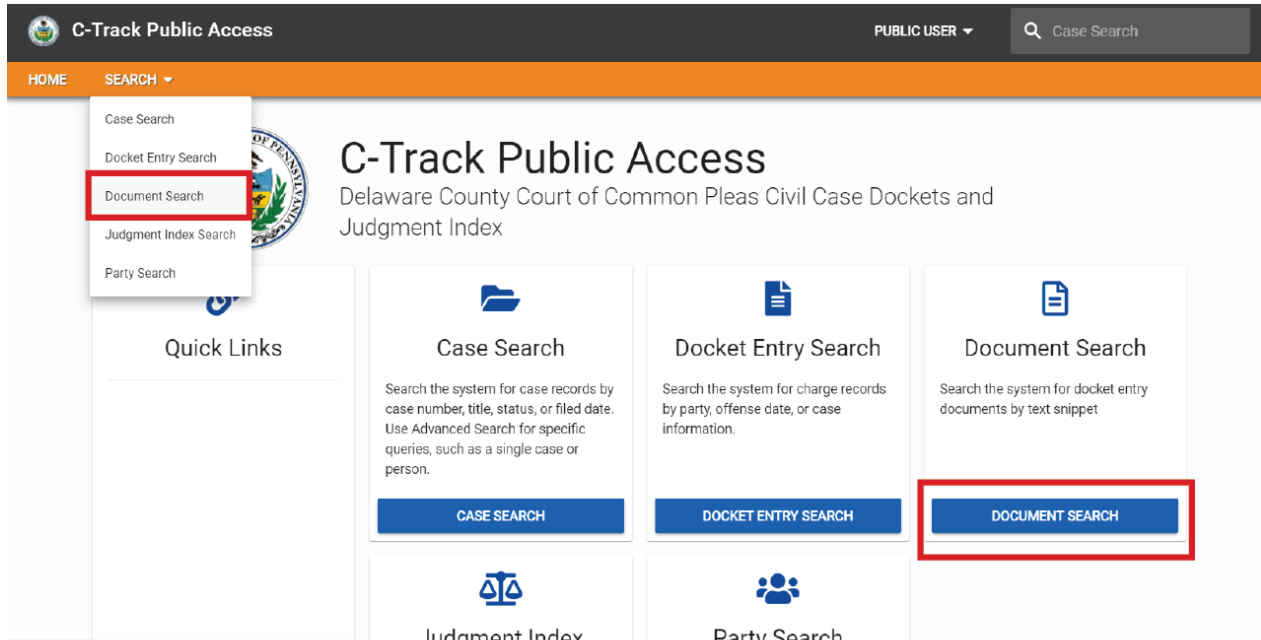
delcopublicaccess.co.delaware.pa.us

C-Track Public Access

HOME SEARCH

3.2 Document Search Example

1. In this section, we will navigate to the Document Search screen by clicking the **[Document Search]** button OR by clicking **[Document Search]** from the search dropdown in the navigation bar.



2. The **Document Search** screen can be used to search for specific case documents. A major benefit of this search function is that it can be used to search for specific text within a document.
3. Enter a text string to be searched for.

Document Search

Case Number

Document Name

Text

Perform a search by entering criteria into the form fields to the left. The more information you can provide the better your search results will be. By default, the search will return results which start with the data entered. For more options, click **ADVANCED**.

SEARCH **ADVANCED**

4. The Search Results will show documents which have the specific text string that was searched for.

Document Search

Case Number

Document Name

Text ✕

Perform a search by entering criteria into the form fields to the left. The more information you can provide the better your search results will be. By default, the search will return results which start with the data entered. For more options, click **ADVANCED**.

SEARCH
ADVANCED

Filters

Court

Delaware County District Court (9)

Court Level

District Court (9)

Case Category

Civil (9)

Case Number	Type	Subtype	Filed Date	Document Name	Matching Document Text
CV-2018-008537	Preliminary Objection	Preliminary Objections	01/09/2019	Appendix	View
CV-2018-008537	Preliminary Objection	Preliminary Objections	11/27/2018	Appendix	View
CV-2017-010111	Memorandum	Pre Trial Memorandum	12/26/2018	Trial Filings - Pre Trial Memorandum	View
CV-2018-008537	Miscellaneous	Brief	11/01/2018	Appendix	View

5. In the Search Results table, click the **View** hyperlink to see the full document.

Case Number	Type	Subtype ↑	Filed Date	Document Name	Matching Document Text
CV-2018-008537	Miscellaneous	Brief	11/01/2018	Appendix	View
CV-2019-010678	Motion	Motion for Alternate Service	04/06/2020	Petition/Motion - Motion for Alternate Service	View
CV-2018-000008	Praecipe	Praecipe to Reinstate	11/26/2018	Praecipe - Praecipe to Reinstate	View

- The document that was selected will be downloaded to your computer for viewing.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer eget velit quis urna pellentesque fermentum. Morbi vehicula. Nam in sapien non risus vulputate vulputate. In ac eros eget nisi adipiscing commodo. Ut velit. Ut sed enim at nunc aliquam sollicitudin. In suscipit. Curabitur in magna ut ante aliquam sodales. Nullam laoreet hendrerit ipsum. Praesent non sem.

Ut in turpis eu lorem porttitor pellentesque. Integer in lectus. Vestibulum leo. Vestibulum suscipit lorem in dolor. Cras rhoncus volutpat lorem. Vivamus sagittis, leo eget aliquam consectetur, mi diam ultricies risus, id rutrum nisi velit ut mi. Donec ornare, nunc id semper hendrerit, nunc turpis molestie pede, in adipiscing justo mi at magna. Sed venenatis. Integer tincidunt congue libero. Duis pulvinar neque id magna.

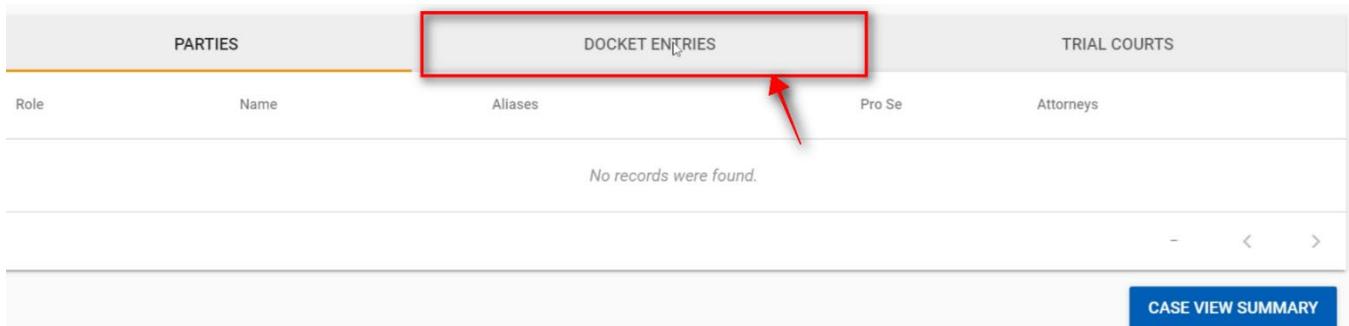
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris vestibulum justo at enim. Maecenas nec pede. Suspendisse potenti. Donec justo neque, facilisis ac, rhoncus non, sagittis ut, dui. Phasellus bibendum tincidunt leo. Vestibulum id nibh. Donec accumsan ultricies arcu. Curabitur vitae orci. Vivamus ligula dui, pretium non, pharetra ac, aliquet quis, sapien. Aenean felis nulla, fringilla at, sodales eu, condimentum sit amet, dui. Nam dapibus ornare sem. Morbi lectus urna, elementum non, lacinia at, laoreet eu, justo. Cras feugiat metus. Cras aliquet, arcu quis vestibulum viverra, magna tortor volutpat eros, ac volutpat augue ligula quis ligula. Suspendisse aliquet malesuada purus. Curabitur hendrerit, neque vel consectetur convallis, felis odio eleifend tortor, sed scelerisque sapien leo aliquet ante. Sed non mi. Suspendisse mollis. Mauris mollis libero in dui.

4.0 Case View

- To view detailed case information, click the **Case Number** hyperlink. Note: clicking the **Case Number** hyperlink will take you to the **Case View** screen no matter what Search type you are using.


Case Number	Type	Subtype ↑	Filed Date	Document Name	Matching Document Text
CV-2018-008537	Miscellaneous	Brief	11/01/2018	Appendix	View
CV-2019-010678	Motion	Motion for Alternate Service	04/06/2020	Petition/Motion - Motion for Alternate Service	View
CV-2018-000008	Praecipe	Praecipe to Reinstate	11/26/2018	Praecipe - Praecipe to Reinstate	View

- On the Case View screen, multiple tabs used to display different parts of the case. Click on each tab in turn to view associated case information.



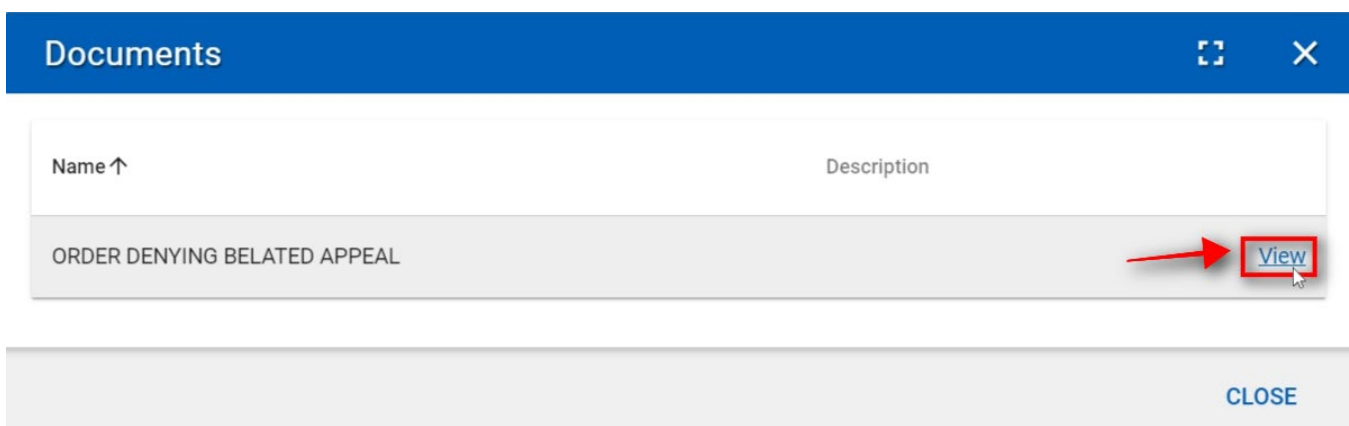
- If a document is associated with a document entry, the Docket Entry tab can be clicked to view docket entries.

- In the Docket Entries table, click the **Document Icon** to download the associated document.

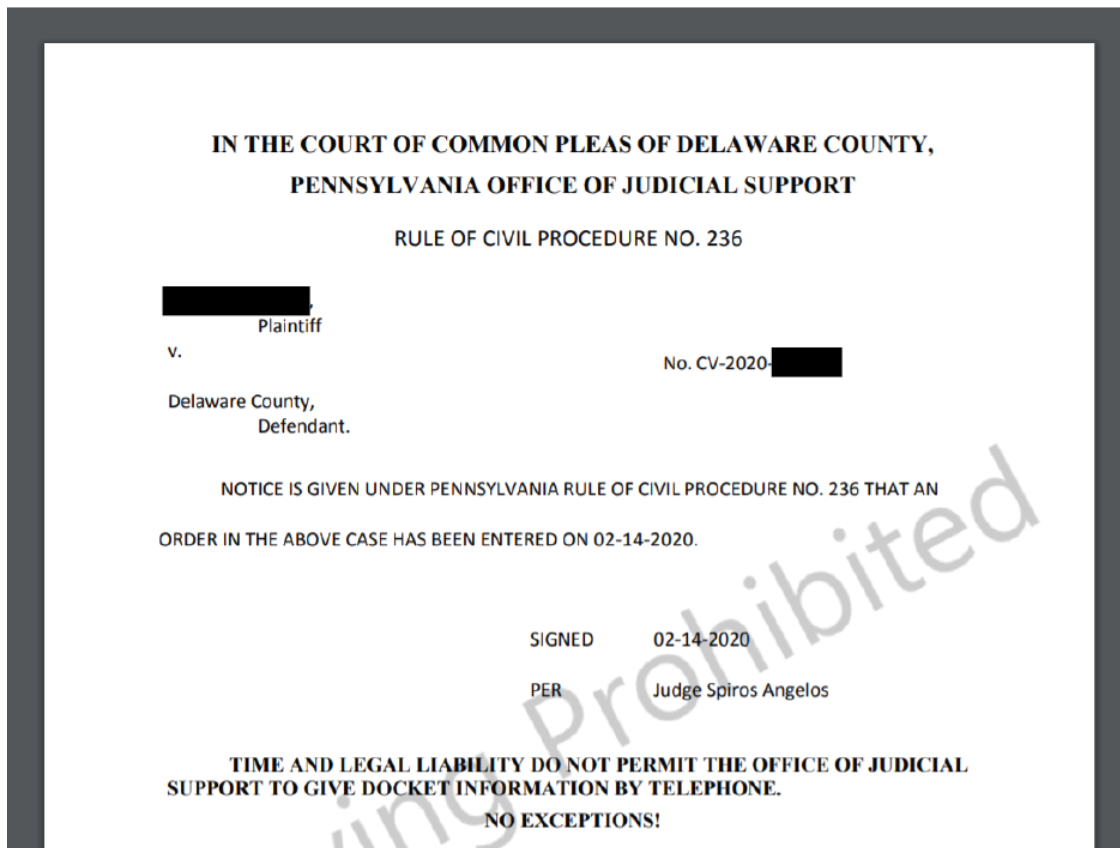
PARTIES		DOCKET ENTRIES			TRIAL COURTS	
Filed Date ↑	Description	Submitted By	Comments	Due Date		
03/23/2020	ORDER DENYING BELATED APPEAL			MOTION FOR RECONSIDER DUE: 04/02/2020		
03/23/2020	MOTION TO RECONSIDER SCHEDULED					
03/23/2020	DISMISSAL ON COURT'S OWN MOTION			MOTION FOR RECONSIDER DUE: 04/02/2020		
03/23/2020	AGENCY RECORD RETURN LETTER					

1-4 of 4 < >

- In the Documents table, click the **View** hyperlink.



- The document that was selected will be downloaded and open in a new tab for your viewing.



- Close the new browser tab to return to the previous screen.

