

Recommendations for searching Common Pleas records

Court type- circuit court **Court agency-** common pleas

Case number-example: 2012CP1000254 (hint-four digit year, CP10, then you must have 5 digits after the 10. Fill in with zeros when needed).

*when searching by case number, no other information needs to be entered.

Case type-“all case types”-do not change this.

Case sub-type-To view all cases leave “all case sub-types” selected. To narrow your search, select the proper subtype from the list.

Last Name/Business-Type in the last name if you are searching an individual (do not put a comma). When searching a business name, never start with “the” and do not use any punctuation such as; hyphens, periods, dashes etc. The only punctuation that is used is an apostrophe in a proper name. The less information you put in your search fields, the better your chances are of not missing anything. Ex # 1: The O’Shaughnessy Group LLC –you would want to search it by putting in “O’Shaughnessy Group”. You do not have to put “the” or “LLC”. Ex #2: A.M.C Dry Cleaners of Charleston South Carolina Inc.-you would search this by putting in “A M C Dry Cleaners”. You may also want to check it under “AMC Dry Cleaners”. Do not go as far as typing in “of Charleston South Carolina”.

First-You can put a full name, partial name or just first initial.

Middle-Do not put anything in here unless you want to eliminate every entry that does not contain a middle initial.

Suffix-Do not put anything in here unless you want to eliminate every entry that does not contain a suffix.

Party type-If you select “plaintiff”, your results will be all cases that have your party listed as a plaintiff. If you select “defendant”, it will only find the cases that have your party listed as a defendant. If you leave “all” selected you will find both types of cases.

Action type-This can be used to find cases with certain types of documents such as; answers, summons & complaints, order of dismissal etc...

Date type-This can be used to narrow your search by “actions filed” during a certain date range, “cases filed” during a certain date range or to search “disposed cases” during a certain date range. “Arrested” is not used in civil court. Do not use “judgment issued” as a judgment search.

Tax map #-This field can be used to find cases that are associated to a particular property id number.

Only for civil cases.....Index search-to find all cases associated with your search information leave “all” selected. To narrow your search to “lis pendens” only select lis pendens. When searching lis pendens only, you will get a hit list of LP numbers only. You can hold the cursor over the case number to view the full caption of the case. Click on the case to view any associated CP cases. If there is an associated CP case, you can click the link under associated cases to go to that case to view the documents.

**Important note when searching Lis Pendens: Family Court Lis Pendens are not listed under Circuit Court search. You will have to do a separate search under Family Court.

To search judgments only select “judgments”. If you want to see all judgments associated with your party leave “all” selected. You can narrow your search further by selecting “judgment for” or “judgment against”. You can hold the cursor over the case number to view the full caption of the case.

How to view images for common pleas cases

*Images are available on most common pleas cases from 1999 to the present.

Once you have found the case that you want to view (see instructions on how to search), select the link by clicking on the case number in the hit list.

This will take you to the case information screen. From this screen, you can select different tabs to view information such as; parties, judgments, tax map, associated cases, actions and financials.

To view images, go to the “action” tab and click on the paper icon beside the document you wish to view.

How to print a case report

Once you have found the case that you want to view (see instructions on how to search), select the link by clicking on the case number in the hit list. Select “switch view” in the top left corner. This will combine all screens and put them on one continuous page. Select the printer icon to print the full case report.

GS Search Instructions

(For all search methods, begin by selecting "Circuit Court" and "General Sessions" for the Court Type and Agency)

By Case #

- If you have the warrant number, enter it in the field marked "Case #"
- To search for a direct indictment, enter the GS case number. Do not enter dashes or spaces (e.g., 2012GS1012345)

By Name

- To limit the number of records returned, enter the first, last and middle name if you know it.
- If you are having trouble locating a case by defendant's name, try using spelling variations.

Other Searches

- To search a specific date range, you must select the "Date Type" and enter a beginning and end date.
- You may search for a specific event or filing by selecting the "action type". When using this search option, it is best to enter other information, such as a date range, to limit returned results.