



Electronic Retrieval of Criminal and Civil Traffic Court Appearance Records for Private Attorneys

KAREN E. RUSHING

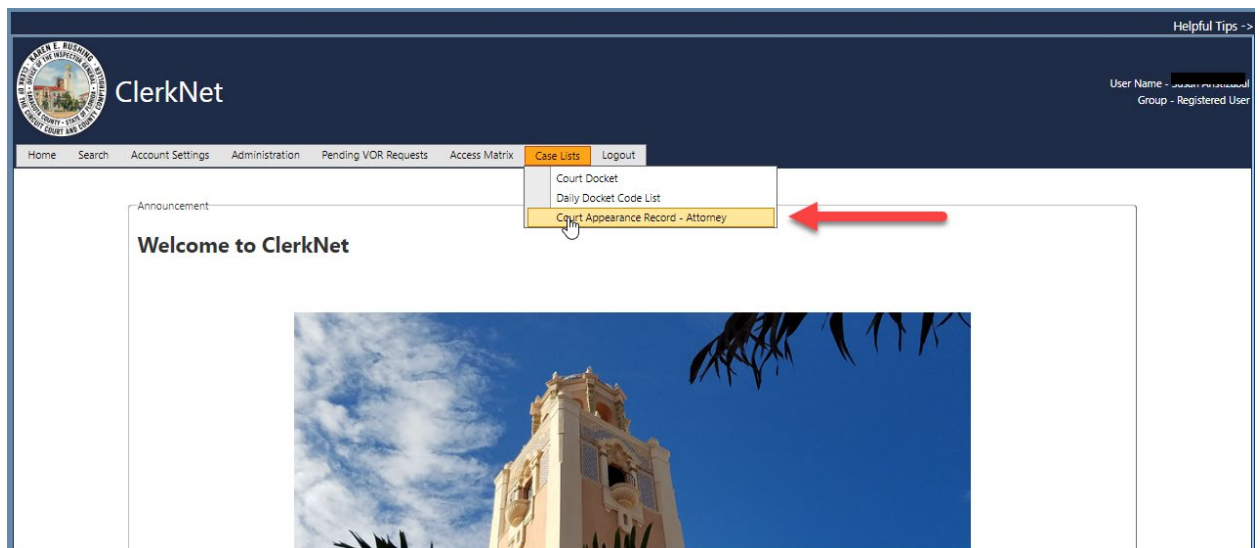
Clerk of the Circuit Court and County Comptroller

Overview

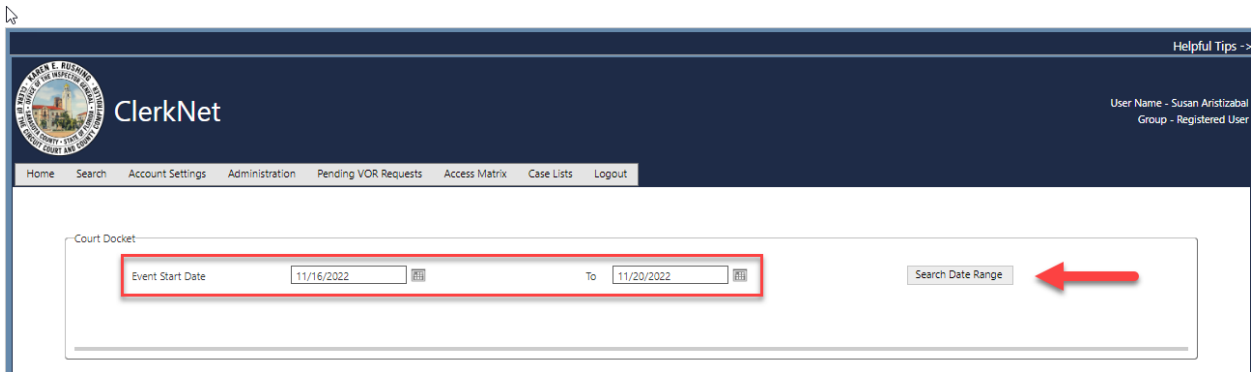
Criminal court appearance records and related documents are now available for viewing, downloading, and printing from ClerkNet by registered users with an associated bar #.

Instructions

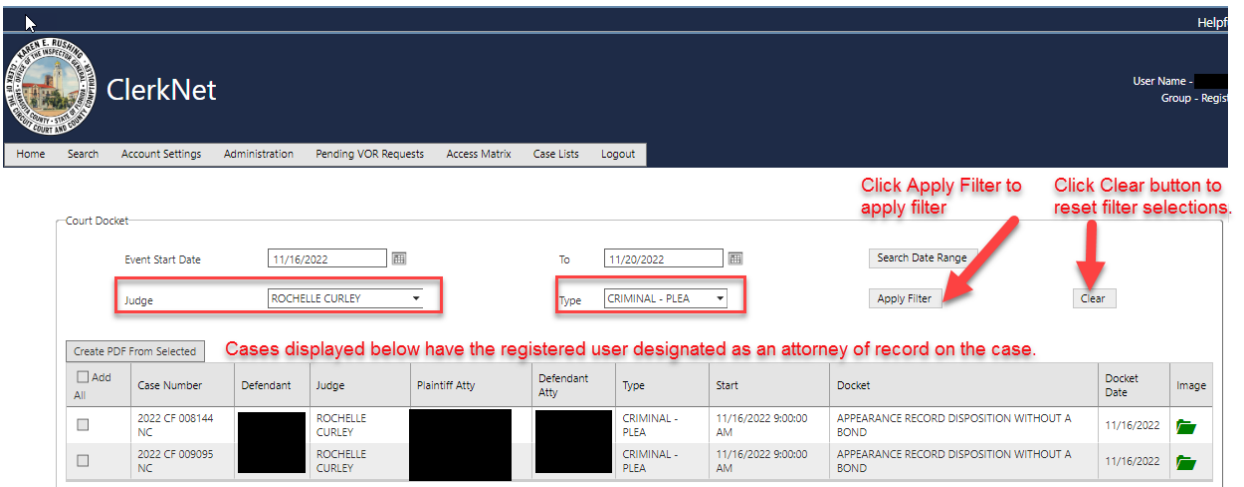
1. Log into ClerkNet as a registered user with your login/password.
2. Navigate to **Case Lists -> Court Appearance Record – Attorney**.



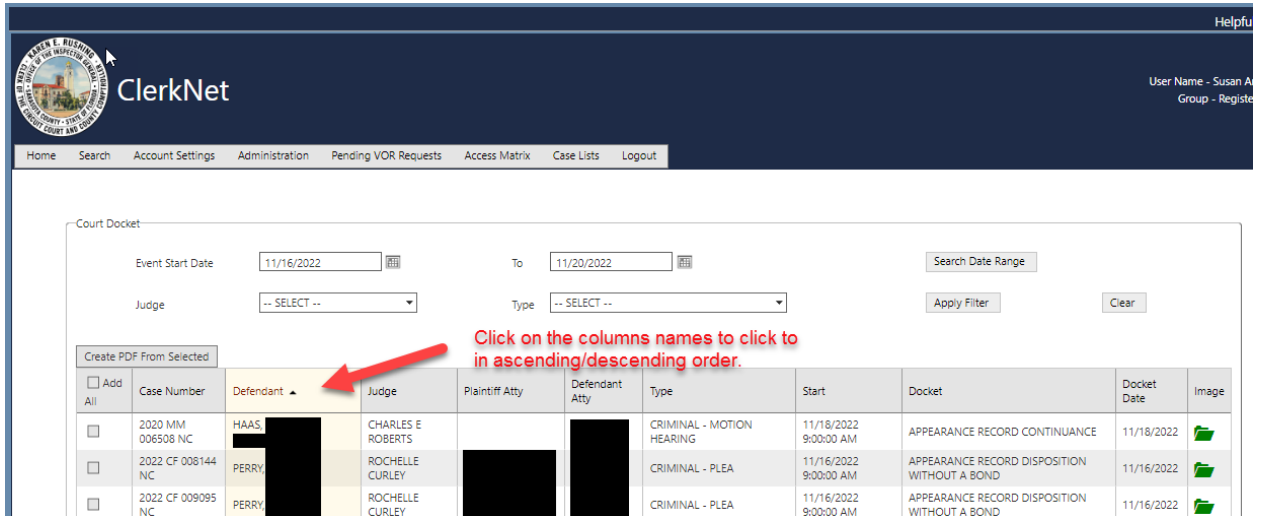
3. Select Event Start Date and To Date from the drop-down fields and click the “Search Date Range” button. By default the current date is selected with corresponding docket entries displayed.



4. To refine the results, you may select a specific Judge and/or an Event Type from the corresponding drop-down fields and then click “Apply Filter”. All cases displayed have the registered user designated as an attorney of record on the case.



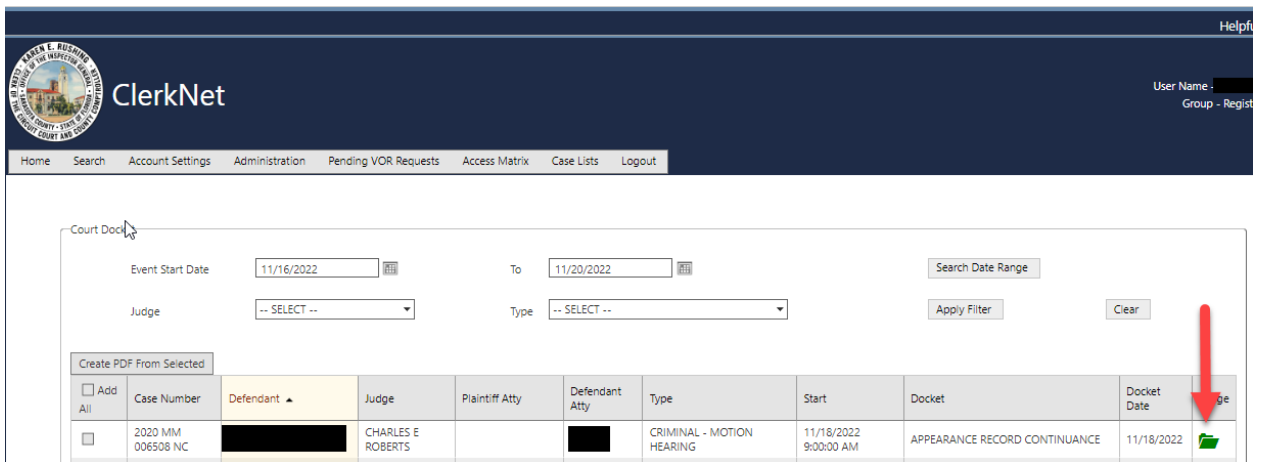
- To order the data in ascending/descending order, just click on the column that you would like to sort by.



The screenshot shows the ClerkNet interface with the 'Court Docket' section. At the top, there is a navigation bar with 'Home', 'Search', 'Account Settings', 'Administration', 'Pending VOR Requests', 'Access Matrix', 'Case Lists', and 'Logout'. The user is logged in as 'Susan A' with the group 'Registe'. Below the navigation bar, there are search filters for 'Event Start Date' (11/16/2022) and 'To' (11/20/2022), along with 'Judge' and 'Type' dropdown menus. A table of cases is displayed below the filters. A red arrow points to the 'Defendant' column header, and a text annotation reads: 'Click on the columns names to click to in ascending/descending order.'

| <input type="checkbox"/> Add All | Case Number | Defendant | Judge | Plaintiff Atty | Defendant Atty | Type | Start | Docket | Docket Date | Image |
|----------------------------------|-------------------|-----------|-------------------|----------------|----------------|---------------------------|-----------------------|--|-------------|-------|
| <input type="checkbox"/> | 2020 MM 006508 NC | HAAS | CHARLES E ROBERTS | | | CRIMINAL - MOTION HEARING | 11/18/2022 9:00:00 AM | APPEARANCE RECORD CONTINUANCE | 11/18/2022 | |
| <input type="checkbox"/> | 2022 CF 008144 NC | PERRY | ROCHELLE CURLEY | | | CRIMINAL - PLEA | 11/16/2022 9:00:00 AM | APPEARANCE RECORD DISPOSITION WITHOUT A BOND | 11/16/2022 | |
| <input type="checkbox"/> | 2022 CF 009095 NC | PERRY | ROCHELLE CURLEY | | | CRIMINAL - PLEA | 11/16/2022 9:00:00 AM | APPEARANCE RECORD DISPOSITION WITHOUT A BOND | 11/16/2022 | |

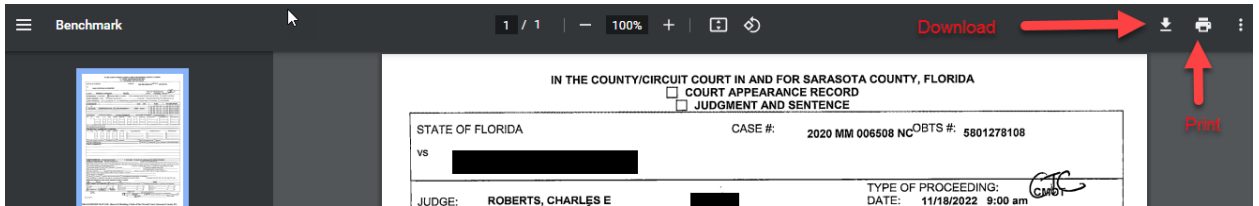
- To view a single document, click on the associated green folder icon next to the docket line.



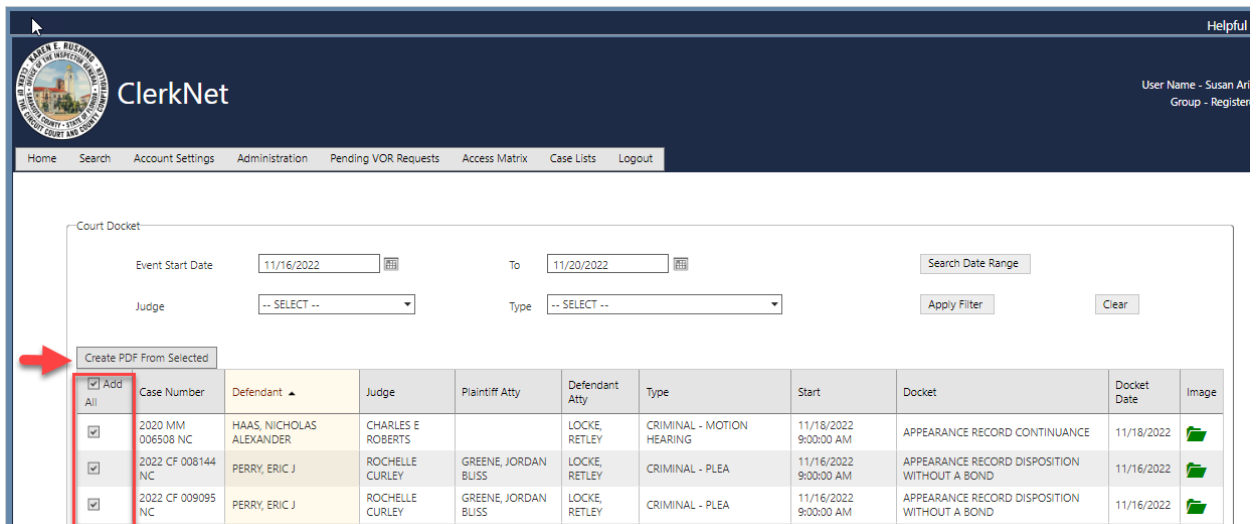
The screenshot shows the ClerkNet interface with the 'Court Docket' section. The search filters are the same as in the previous screenshot. The table now only displays one case, which is highlighted in yellow. A red arrow points to the green folder icon next to the docket line for this case.

| <input type="checkbox"/> Add All | Case Number | Defendant | Judge | Plaintiff Atty | Defendant Atty | Type | Start | Docket | Docket Date | Image |
|----------------------------------|-------------------|-----------|-------------------|----------------|----------------|---------------------------|-----------------------|-------------------------------|-------------|-------|
| <input type="checkbox"/> | 2020 MM 006508 NC | | CHARLES E ROBERTS | | | CRIMINAL - MOTION HEARING | 11/18/2022 9:00:00 AM | APPEARANCE RECORD CONTINUANCE | 11/18/2022 | |

- The selected document will be displayed as a PDF in a separate browser tab. From this tab, you can view the document, print it, or download as a file as shown below.



- If you would like to download multiple documents to a PDF from the filtered search results, check on the box next to the desired docket lines or check "Add All". Then click on "Create PDF From Selected" as shown below.



- All selected documents will be displayed together as one PDF document in a separate browser tab. From this tab, you can view the document, print it, or download as a file as shown below.

