

PUBLIC RECORDS CHECK INSTRUCTIONS

Ask for assistance if computer is locked. Double-click on “**COURT RECORDS**” icon to open sign-on screen.

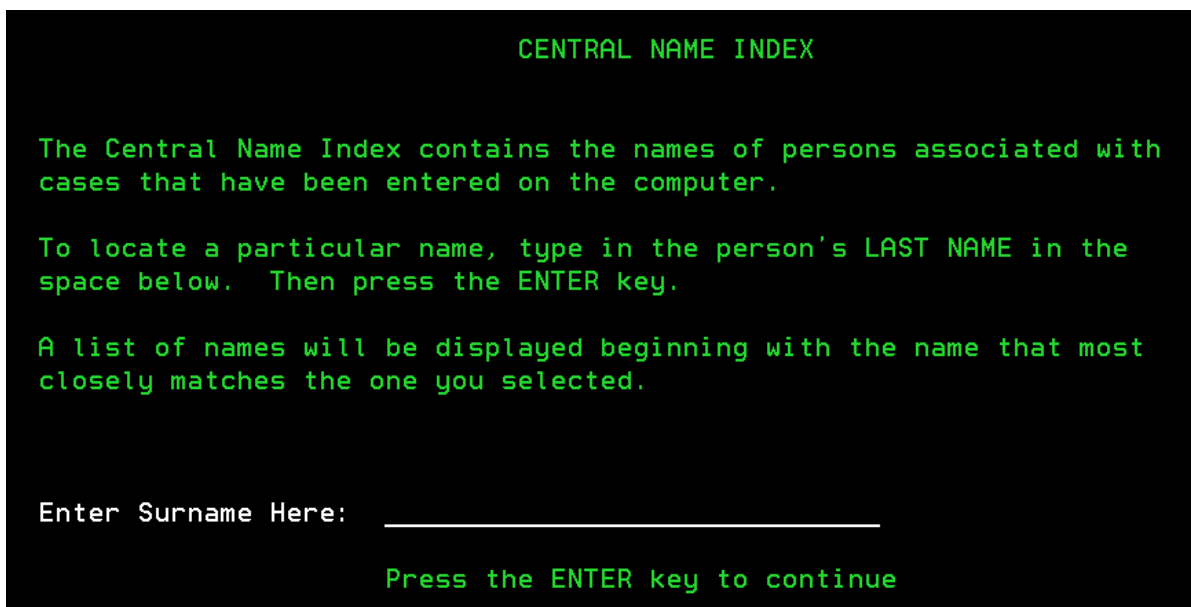
User = **c51public** (use lowercase/appears on screen in all caps)

TAB to next line

Password = **mason** (use lowercase/appears on screen in all caps)

ENTER for next screen

Move cursor to bottom of screen, type **1**, and press **ENTER** for **CENTRAL NAME INDEX**.



Type surname (last name); a slash (/); and the first name, if known, after the slash (for example: DOE/JOHN); and press **ENTER**. Partial name searches may also be conducted. A list of names will appear, and you may select the register of actions (ROA) of one case at a time to view by entering **1** on the line immediately preceding the name.

When the ROA is displayed, use the page-up or -down keys to see all the information. Press **f3** to return to the name page you first requested. Search another name by using the mouse to position the cursor at the start of the blank line at the top of the page, type the new name, and press **ENTER**.

If you need a copy of the ROA, you will need to request one at the reception window of the 79th District Court, which is one floor up from the treasurer's office. You will be charged \$1 per page for a standard photocopy. A certified copy costs \$10 for the first page and \$1 per page for each additional page.