JAVS Digital Recording and Documentation System

CaseFinder 1.0

Instruction Manual

Manual Version AL-20060921-1

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Introduction of CaseFinder

CaseFinder is a case search utility designed to work with JAVS Next Gen V1 Applications. Using Web Browser technology to search for Cases allows CaseFinder to run on virtually any computer on the Network. Once CaseFinder is opened, a User can specify additional search information to further refine their search. The User can add multiple search criteria to search the Case Database. When the correct case is displayed to the user, the user can then view the Case in JAVS CaseViewer.

CaseFinder will allow you to:

- Search the database for any case that has been created by CaseScheduler or AutoLog.
- Use search criteria such as first names, last names city, county, state and dates.
- View court personnel Information.
- View the case in CaseViewer.

CaseFinder, as a stand alone package, must have a central database to be able to locate and view the case.

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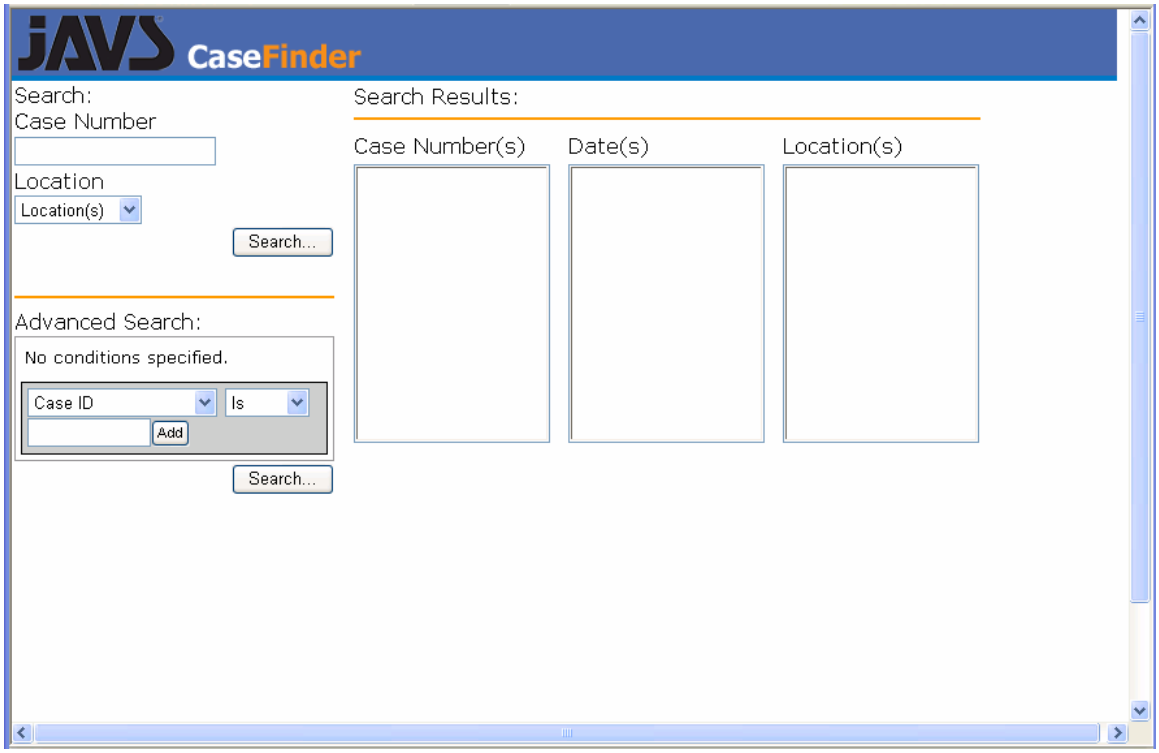
Getting Started

This section will help you get started using your **JAVS CaseFinder** software.

INTERFACE



The CaseFinder interface is a simple to use search tool with two ways to search for a case. **Search** gives the user limited options and **Advanced Search** gives the user multiple options for finding a case log.

SEARCH

The **Search** option is the simplest way to search the database, but only gives two ways to find the case you are trying to locate. The **Case Number** field requires manual entry of a case number and the **Location** field has a pull down menu with a list of the available courtrooms. If you know the case number, and/or, the courtroom use the **Search** function.

To find a case using **Search**:

1. Type in the case number (the case number needs to be accurate) and select the courtroom from the Location pull-down. Press the **Search** button.

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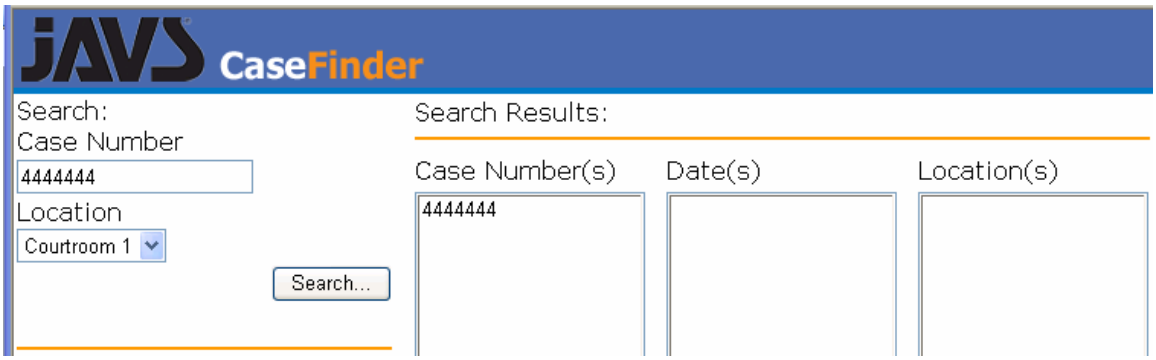
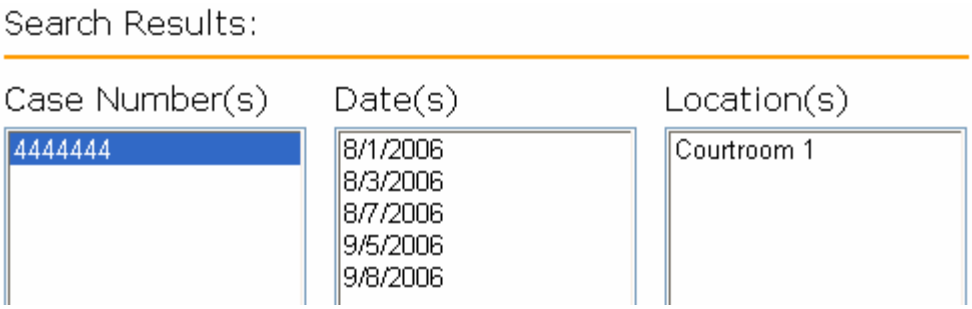
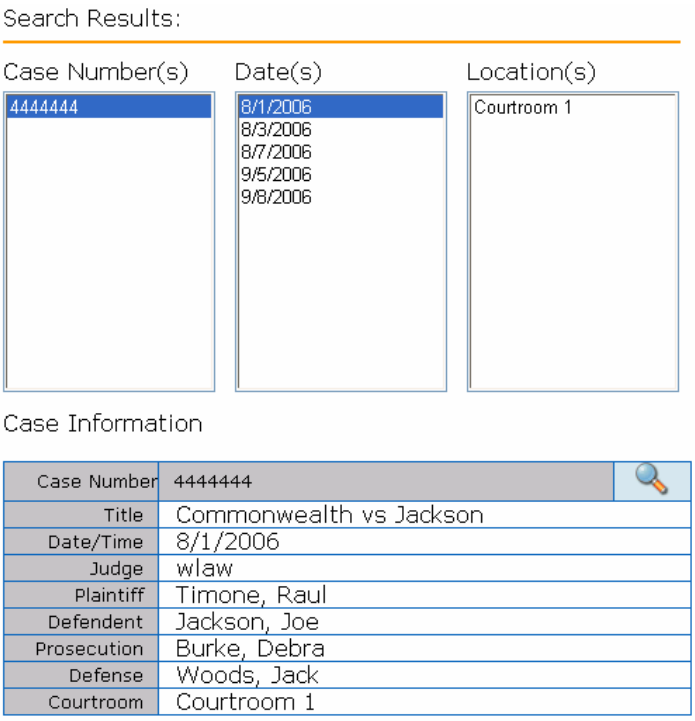
2. The case number will appear in the **Search Results-Case Number(s)** field.



3. Select the case number in the **Case Number(s)** field, the date or dates that case was logged will appear in the **Date(s)** field. The courtroom will display in the **Location(s)** field.



4. Select any of the dates for that session and an information screen will appear at the bottom of the screen. By selecting any other date, will result in the information screen to display information for that particular date.



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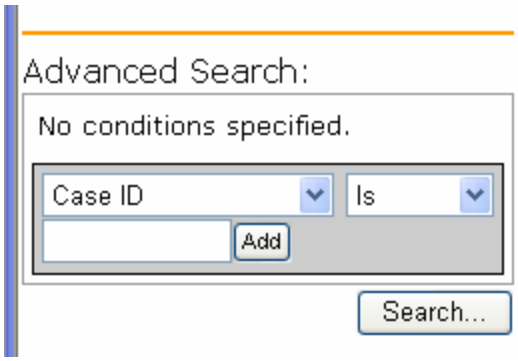
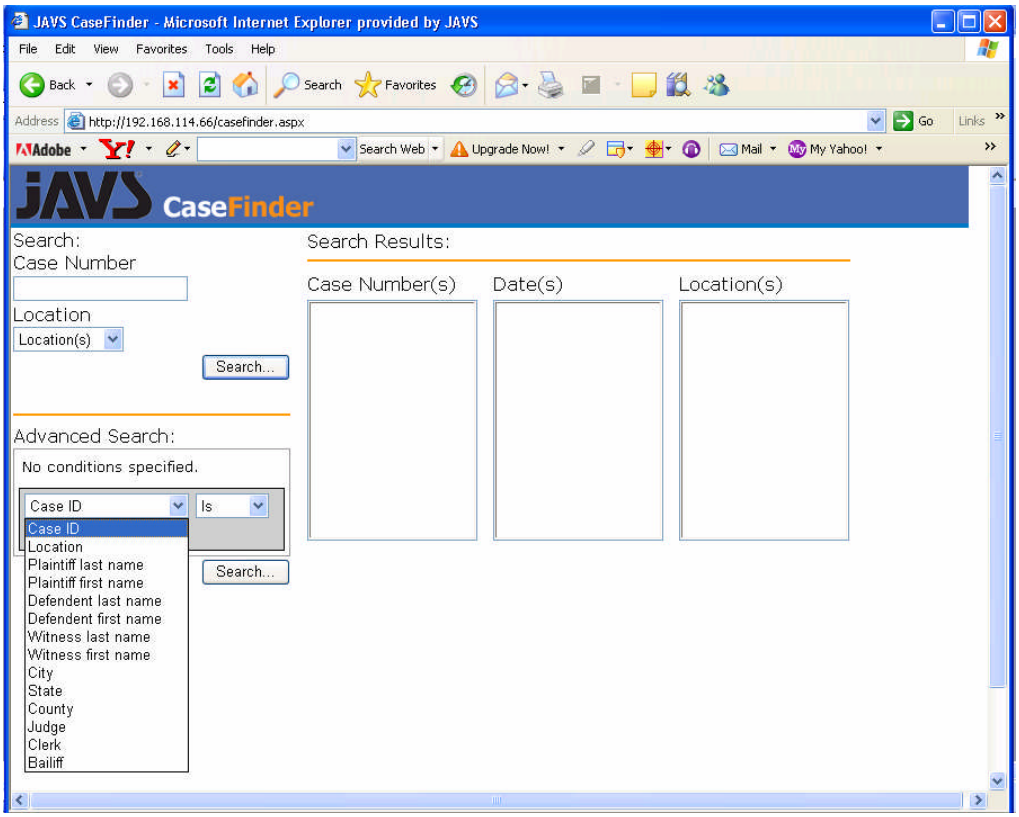
ADVANCED SEARCH

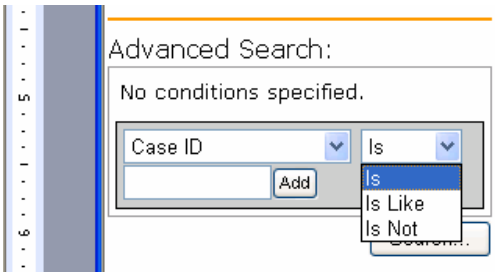
The Advanced Search feature allows the user to search the database using a number of criteria. A text field entry is available to enter the name of the case the user would like to locate. The default criteria is: **Case ID > Is**.



By selecting the pull-down arrow next to Case ID, a list of criteria is available for searching.



By selecting the pull-down arrow next to “Is”, a list of operators will appear.



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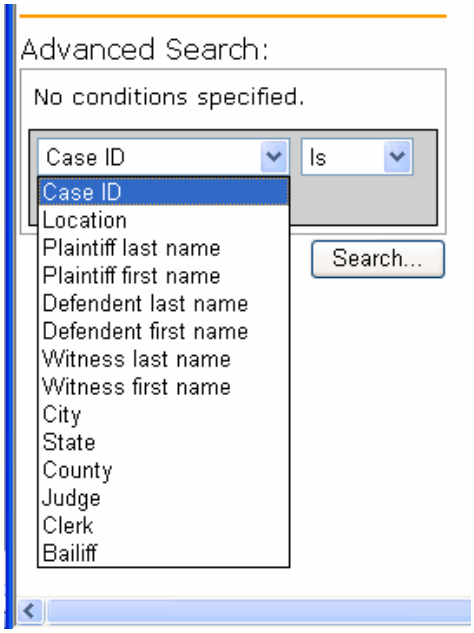
CRITERIA AND OPERATORS

Advanced Search provides many possibilities to search for a case, and many levels of multiple combinations of conditions. This section will give a brief description of each of the operators and the criteria to search by.

CRITERIA

The safest search in CaseFinder would be to search by the Case ID criteria. Every case in the JAVS AutoLog system has to have a Case ID (Case Number). Although the list of criteria in CaseFinder has many choices, these criterions **do not** have to be a part of the case you are searching for.



Case ID: This is the case number assigned by JAVS AutoLog or JAVS CaseScheduler.

Location: This is the courtroom that the case was logged in.

Plaintiff/Defendant first/ last name: Plaintiff and Defendant associated with the case.

Witness first/ last name: Any witnesses associated with the case.

City: The City the case was logged in.

State: The State the case was logged in.

County: The County the case was logged in.

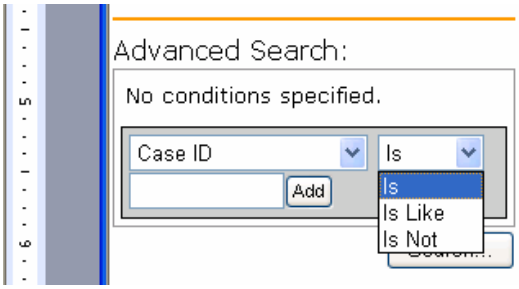
Judge: The Judge that was assigned to the case.

Clerk: The Clerk that was assigned to the case.

Bailiff: The Bailiff that was assigned to the case.

OPERATORS

The first level of search gives you a choice of three operators.



Is: This operator requires specific information. It is not case sensitive.

Is Like: This operator requires less specific information and will result in broader search results.

Is Not: This operator requires specific information and is used to negate certain criteria.

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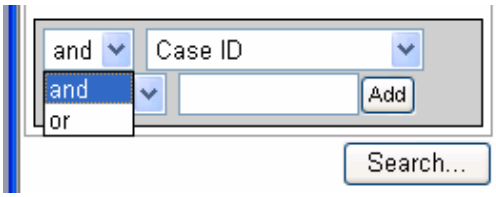
The second level of search provides the start of another set of operators.

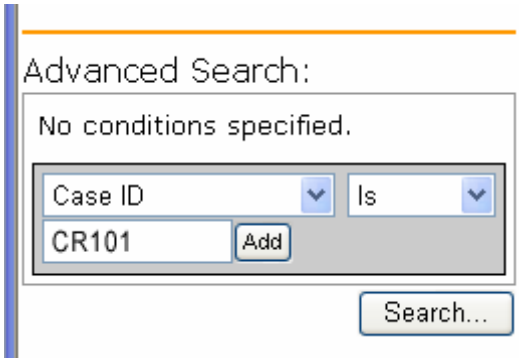


And: The "**and**" operator needs to meet both conditions to return a result. The exception to using the "**and**" operator is that you can only use each criteria once in the levels of search.

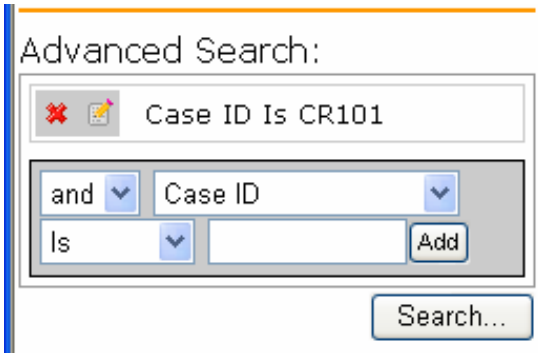
Or: The "**or**" operator needs to meet only one of the conditions in the levels of search. This option will return a broader range of results.

To find a case using **Advanced Search**:

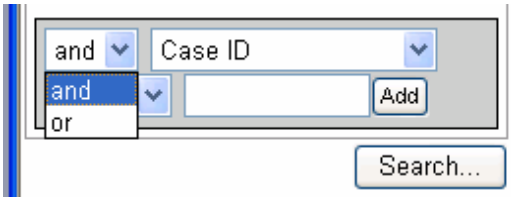
1. Type in the case number you want to locate and press the **Add** button.



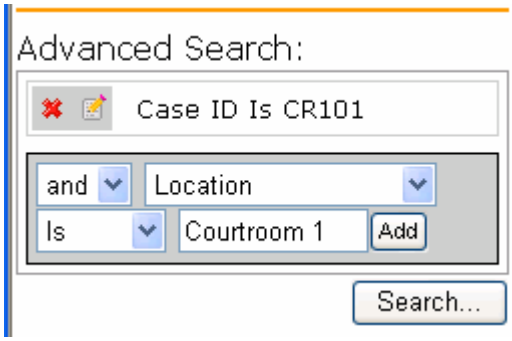
2. **Advanced Search** will add the criteria to the conditions dialog box. A new pull down appears with the criteria of "**and**".



3. Select the arrow next to "**and**" and you will have two choices (**And / Or**). For this example, keep the field at "**and**".



4. Use the pull-down arrow for **Case ID** and change it to **Location** and type in the location you wish to find (for this example it will be set for Courtroom 1) and press the **Add** button



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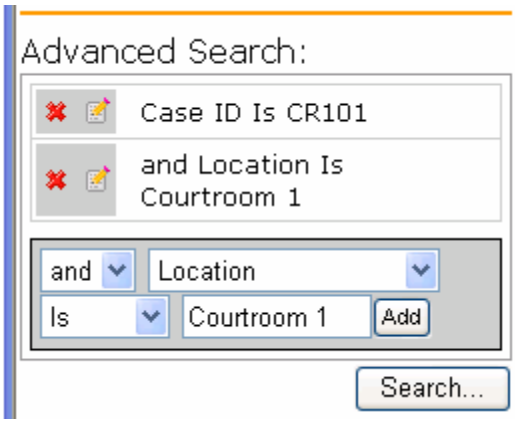
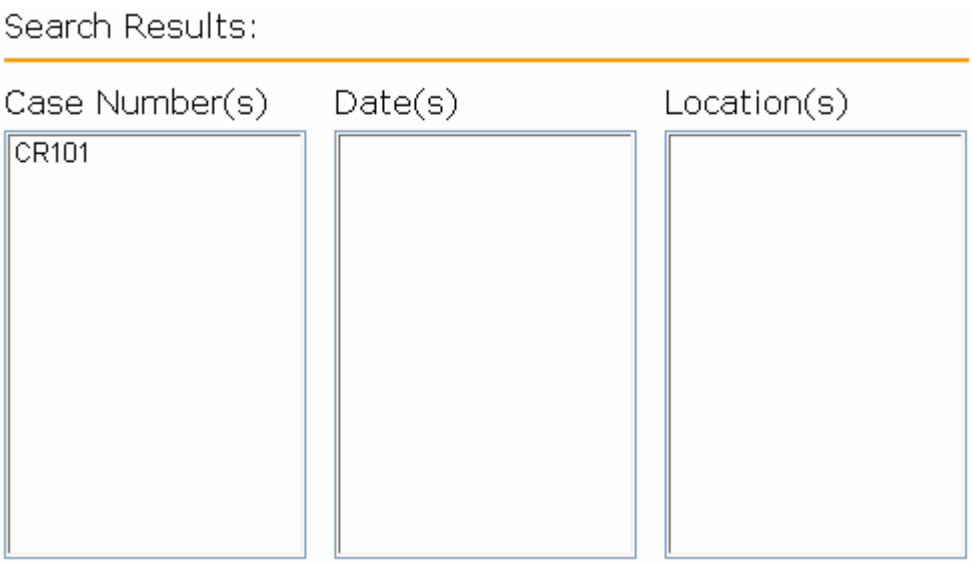
5. **Advanced Search** will add the criteria to the conditions dialog box. A new pull down appears with the criteria of "**and**".

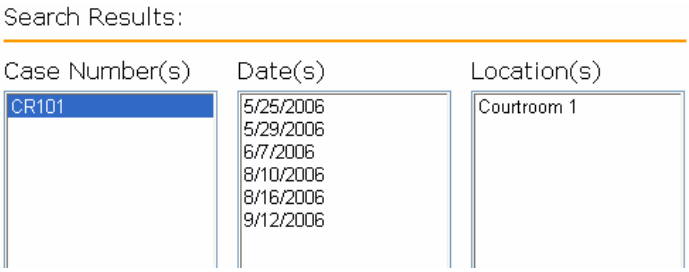
   This two level search condition consists of the **Case ID** being CR101 and **Location** being Courtroom 1.



6. Press the **Search** button and the case will appear in the **Search Results** window.



7. Select the case and a list of dates will appear in the Date(s) list and the courtroom will appear in the Location(s) list.



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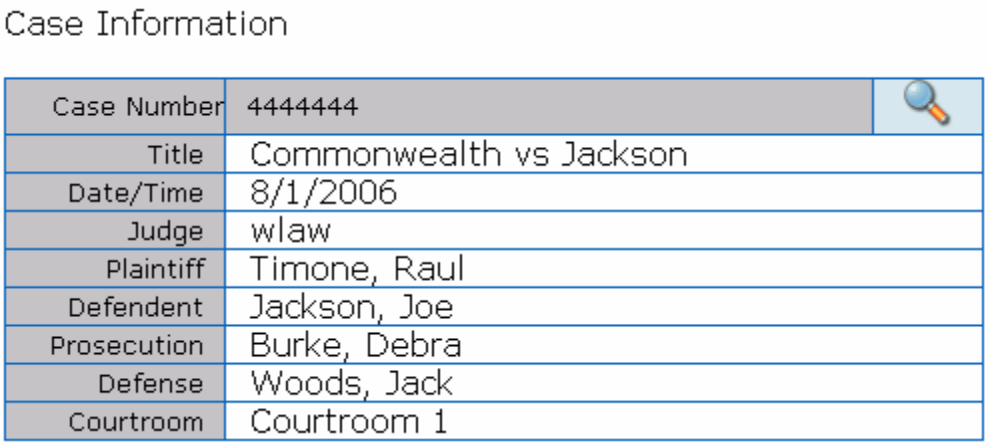
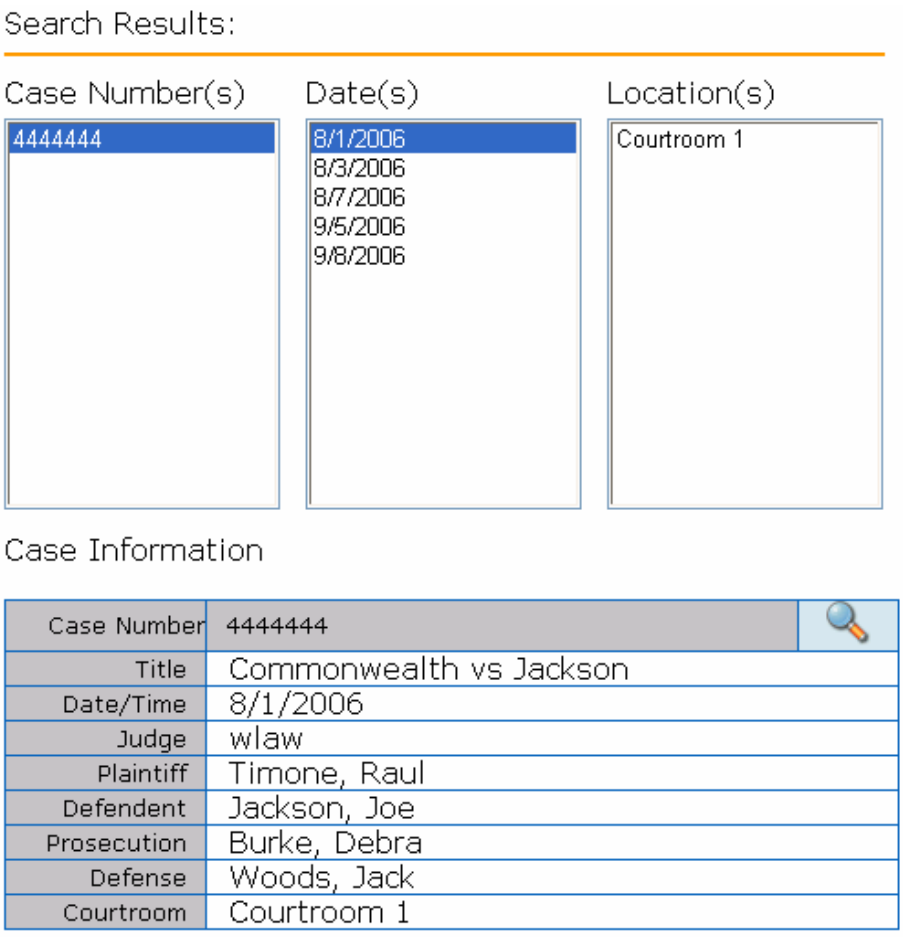
CASE INFORMATION

The Case Information screen shows the case number, the date and time of the logged proceeding, the judge, the location and the personnel associated with the case, the plaintiff, defendant, the prosecution and defense attorneys.



Select any of the dates for that session and an information screen will appear at the bottom of the screen. By selecting any other date, will result in the information screen to display information for that particular date.



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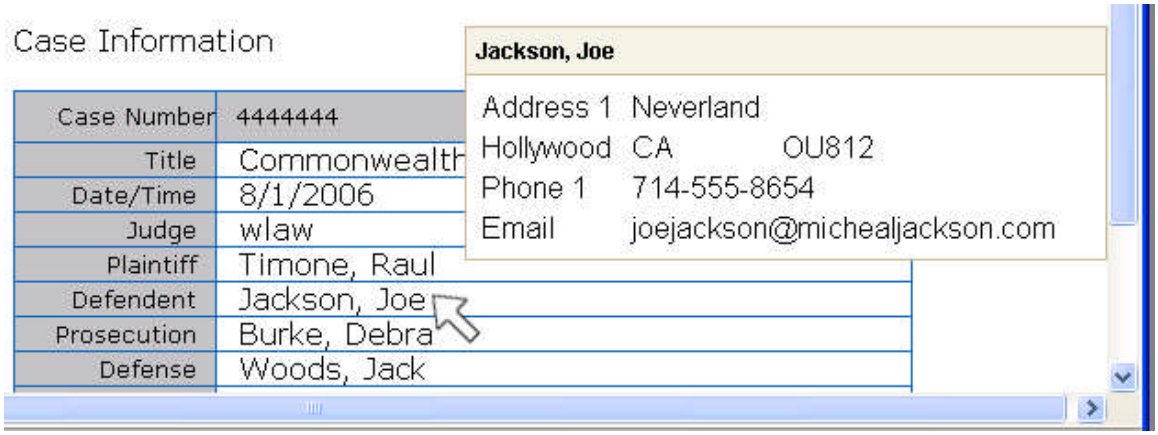
Personal information is stored for the plaintiff, defendant, prosecution and defense attorneys and can be viewed. This information was entered through CaseScheduler or Autolog prior to or during the case proceeding.

To see personal information for the Plaintiff, Defendant, Prosecution or Defense:

1. Place your cursor over the name of one if the court contacts.

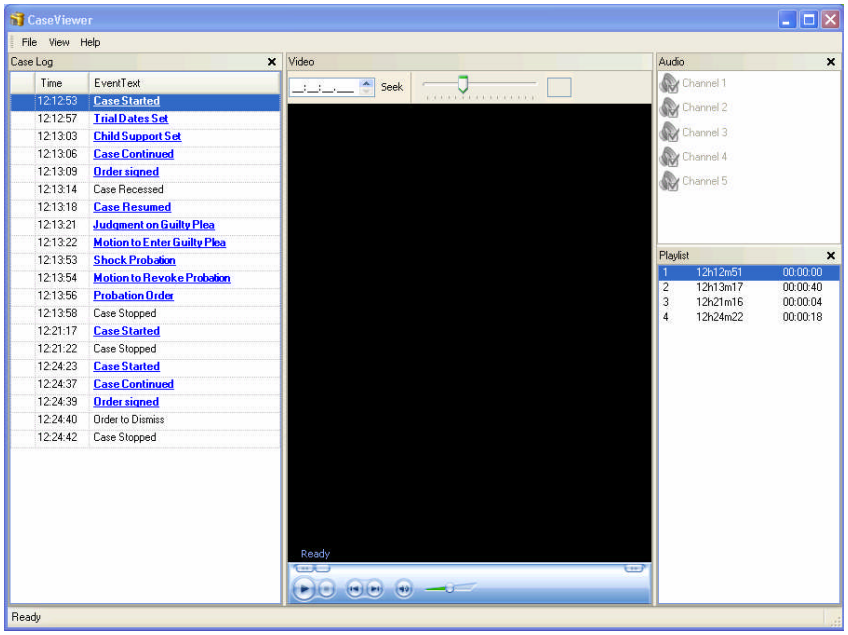
2. An information pop up window will appear with the personal information about that contact.



LAUNCHING JAVS CASEVIEWER

This manual will not cover the operation of JAVS CaseViewer. Refer to the CaseViewer user manual for more details.

To Launch CaseViewer:

1. Press the View Case icon

2. The JAVS CaseViewer application will open.