

CCIS User Guide

User guide to search and view parties and cases in CCIS

FEBRUARY 21, 2017

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Introduction

The Comprehensive Case Information System (CCIS), offered by Florida's Clerks of Court, is a secured single point of search for statewide court case information. It is designed to facilitate access to and sharing of standardized case information, while maintaining the integrity and accuracy of local Case Management Systems. To access the system, type the following on the internet www.flccis.com

CCIS users include the judicial community, state and local law enforcement, state agencies and the Florida Legislature. The CCIS system is a restricted, secured website and may be accessed by password only. Information access is based on the requirements of user agencies and organizations.

Security Agreement and Password

Before a user is given access to CCIS, he or she must read the documentation and provide the signed CCIS Security Agreement Form along with a desired CCIS User Name to the CCIS Administrator for that organization. Your agency's CCIS Administrator will validate the completed form and create your account. Contact the CCIS Support Center at support@flclerks.com or 850.414.2210 if you need assistance.

The CCIS User Name:

- Must be at least 8 characters long
- Use alpha and numeric characters
- Avoid spaces and special characters
- Is case sensitive

All activity is recorded and retained in audit files and tracked by User Name. You are responsible for all activity recorded with your credentials.

Links to Other Systems

Access to the following systems is provided on the CCIS Login Screen (See Figure 1 Access Links) and does not require your CCIS User Name and password for access:

Link	Hosted by
My Florida	State of Florida
Criminal History	Florida Department of Law Enforcement
Crime Information	Florida Department of Law Enforcement
Inmate Information	Florida Department of Corrections
Official Records	Florida Court Clerks and Comptrollers
Driver License Information	Department of Highway Safety and Motor Vehicles

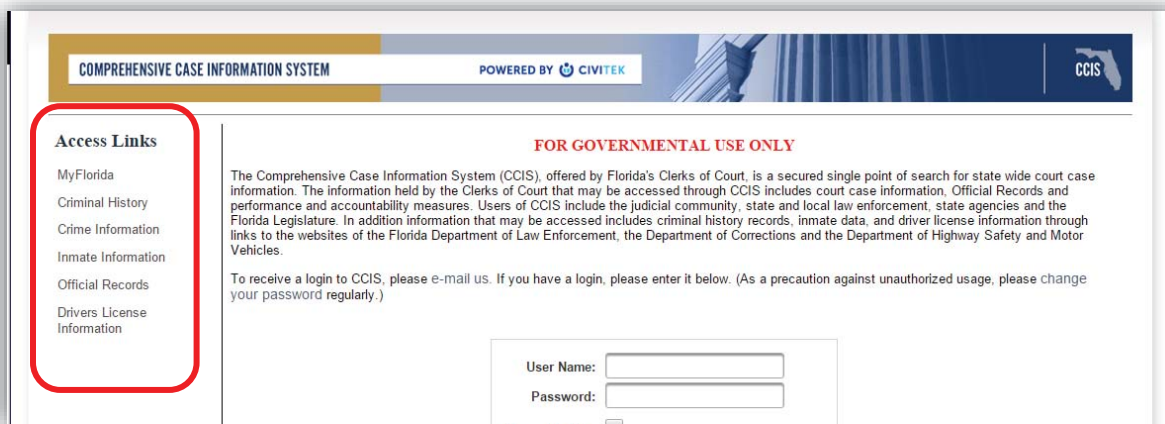


Figure 1 Access Links

Accessing CCIS

After obtaining your User Name and Password, you may access the Comprehensive Case Information System.

Menu

The menu that is presented is based on the permissions assigned to the user. If a user does not have access to TCATS, the TCATS menu item will not appear. See Figure 2 Menu.

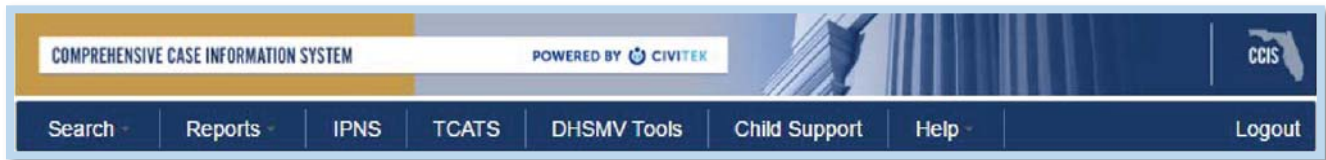


Figure 2 Menu

New User Interface

The following menu items will provide access to functionality in the new user interface:

- Search
- IPNS
- Reports
- Help

Original User Interface

The following menu items will provide access to functionality in the original user interface (see Figure 3):

- TCATS
- DHSMV Tools
- Child Support

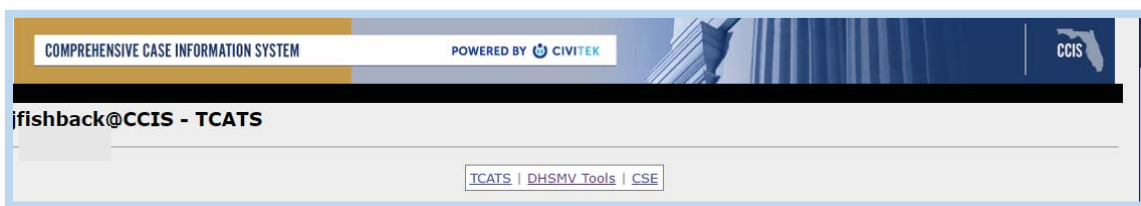


Figure 3 Original User Interface

Person Search

The Person Search screen enables the user to locate cases for which the search criteria matches. The search will return a maximum of 300 records and will display a message if the threshold has been met. Add search criteria to limit the number of rows that are returned to locate the person of interest. IPNS Functionality built within person search, please see the IPNS section for details.

Person Search Criteria

Name Fields

The last name field must have at least 3 characters to be able to perform a search. Examples:

- Smi
- Smith
- Smith-Jones
- O'Neal

The First Name Middle Name field searches by exactly what is entered. Examples:

- Tim
- Timothy M
- Timothy Michael

Date Case Filed Insert date range **FROM:** starting date, and **TO:** end date

SSN

Enter 9 numbers without dashes if you know the SSN. If you search by including the SSN and no records are returned, perform the search without the SSN to match on the name. You may not search for a partial SSN.

Example: 123456789

Date of Birth

You may enter a date in MM/DD/CCYY format or click in the field for a calendar pop-up.

Example if a date is manually entered: 03/12/1972

Click in the Date of Birth field to see the calendar:

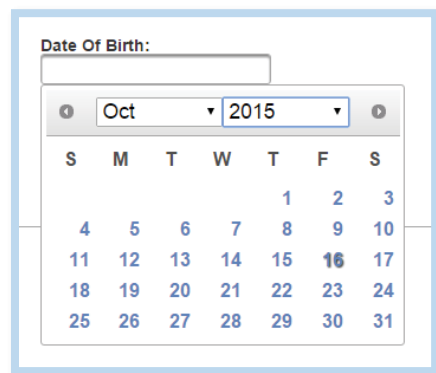
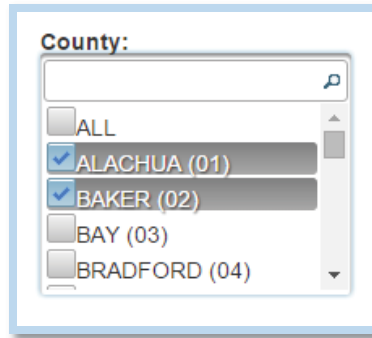


Figure 4 Calendar

County

To narrow the search to locate a person in one or more counties, you may click on the checkbox next to the counties. The person's cases in the counties you selected will be returned. You do not have to hold down the Ctrl or Alt key; just click the checkboxes.

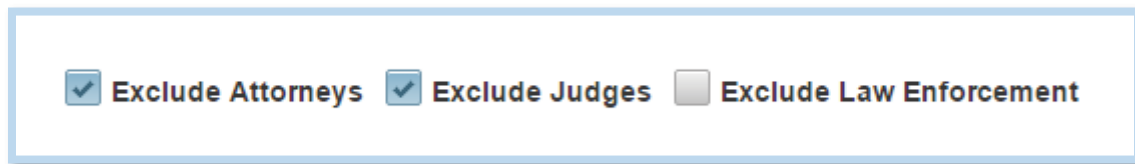


A screenshot of a web form titled "County:". Below the title is a search input field with a magnifying glass icon. Below that is a list of counties with checkboxes: "ALL", "ALACHUA (01)", "BAKER (02)", "BAY (03)", and "BRADFORD (04)". The checkboxes for "ALACHUA (01)" and "BAKER (02)" are checked.

Figure 5 Select County

Exclude Parties

You may exclude attorneys, judges and law enforcement from your person search results by clicking on the checkbox next to each group. The Person Search function searches parties across cases, not just defendants and plaintiffs.



A screenshot of a web form section titled "Exclude Parties". It contains three checkboxes: "Exclude Attorneys" (checked), "Exclude Judges" (checked), and "Exclude Law Enforcement" (unchecked).

Figure 6 Exclude Parties from Person Search

Search and Refresh Buttons

Once you have entered your search criteria, click the **Search** button. The Search Results Screen will be displayed with the records that match your search criteria, if any. If no records match your search criteria, you will see No Records Found.



A screenshot of a web form titled "Search Results". It features a table with columns: "Name", "Address", "Gender", "Race", and "Cases". The "Name" column is highlighted. Below the table, the text "No records found." is displayed.

Figure 7 No Records Match Search Results

To execute a new search, click on your browser's back arrow or click the Search menu again and select Person Search or Case Search.

If you click your browser's back arrow, the search criteria you entered will still be on the search screen. You can make a correction or adjustment to the criteria you entered. Or click the **Reset** button to refresh the screen and empty your search criteria.

If you click on the Search menu and select Person Search, the screen will be refreshed and the fields will be empty.

Person Search Results

Results Grid

The search results grid will display a maximum of 300 records and will combine person records into one row that have matching demographic and court type information.

To inspect more case and party information click the arrow (▶) and case and party information will be displayed for the number of cases listed in the Cases column.

To inspect more case and party information from multiple rows from the results grid, click the checkbox (☑) beside each row and click the **View Selection** button. This may take a few seconds if there are many rows.

Sort Search Results

Click on the Name column heading to be able to sort the rows by ascending or descending name order.

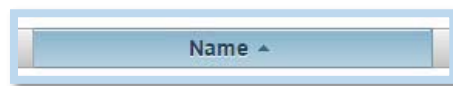


Figure 8 Sort Column Heading

Case Search

The case search function provides an efficient way to locate a case in CCIS.

Case Search Criteria

The search criteria is based on the Uniform Case Number components, not the local clerk case number. The following criteria are included to perform this search: Required fields are noted with an asterisk (*). See Figure 9 Case Search.

County

Required. Select from the drop-down list or begin typing the county name to filter the list.

Year

Required. Enter CCYY format such as 1998 or 2014.

Court Type

Required. Select from the drop-down list or begin typing the court type description to filter the list.

Sequence

Required. Enter the case sequence number; leading zeroes are not needed

Party Identifier

Not required. Enter the party identifier for the defendant in a multi-defendant case.

Branch Location

Not required. Enter the branch location located in the last two characters of the UCN.

COMPREHENSIVE CASE INFORMATION SYSTEM POWERED BY CIVITEK CCIS

Search Reports IPNS TCATS DHSMV Tools Child Support Help Logout

DaugetteD

Person Search **Case Search** Date Range Search Warrant Search

County: * --- SELECT --- Year: * Court Type: * --- SELECT --- Sequence #: *

Party Identifier: % Branch Location: %

* Required Fields.

Search Reset

Figure 9 Case Search

Case Search Results

A search results grid will appear when there is more than one case that matches the criteria entered. This is the same as when there is more than one defendant on a case. If the search criteria matches only one case, the case search results grid screen is bypassed, and the case detail is displayed.

COMPREHENSIVE CASE INFORMATION SYSTEM POWERED BY CIVITEK CCIS

Search Reports IPNS TCATS DHSMV Tools Child Support Help Logout

DaugetteD

Back **Search Results**

	Name	SSN	Date Of Birth	Gender	Race	Address	Cases	
<input checked="" type="checkbox"/>	SMITH, BOB DALLAS	###-##-6736	11/04/1954	M	W	LIVE OAK, FL 32060	1	Add to IPNS
<input checked="" type="checkbox"/>	SMITH, BOB GIBSON	-	07/04/1965	M	W	MADISON, FL 32340	1	Add to IPNS
<input checked="" type="checkbox"/>	SMITH, BOB SMITTY S	-	-	-	-	LAKE CITY, FL 32055	1	Add to IPNS
<input checked="" type="checkbox"/>	SMITH, BOBBIE	###-##-5924	03/20/1986	M	W	LAKE CITY, FL 32024	7	Add to IPNS
<input checked="" type="checkbox"/>	SMITH, BOBBY J	###-##-5924	03/20/1986	M	W	LAKE CITY, FL 32024	7	Add to IPNS
<input checked="" type="checkbox"/>	SMITH, BOBBY JAMES	###-##-5924	03/20/1986	M	W	LAKE CITY, FL 32024	13	Add to IPNS
<input checked="" type="checkbox"/>	SMITH, BOBBY JAMES	###-##-5924	03/20/1986	-	-	LAKE CITY, FL 32025 5670	1	Add to IPNS
<input checked="" type="checkbox"/>	SMITH, BOBBY	###-##-5924	03/20/1986	-	-	LAKE CITY, FL 32025 5670	1	Add to IPNS
<input checked="" type="checkbox"/>	SMITH, BOBBY	-	-	-	-	-	1	Add to IPNS
<input checked="" type="checkbox"/>	SMITH, BOBBY	-	-	-	-	-	1	Add to IPNS
<input checked="" type="checkbox"/>	SMITH, BOBBY	-	-	-	-	-	1	Add to IPNS
<input checked="" type="checkbox"/>	SMITH, BOBBY JR	-	06/07/2007	-	-	-	1	Add to IPNS
<input checked="" type="checkbox"/>	SMITH, BOBBY DEMAN	-	01/02/1980	M	B	PRICHARD, AL 36610	2	Add to IPNS
<input checked="" type="checkbox"/>	SMITH, BOBBY LEROY	-	02/11/1924	M	W	WEDDALLA, MO 65301	1	Add to IPNS
<input checked="" type="checkbox"/>	SMITH, BOBBY RAY	-	01/29/1938	M	W	JACKSONVILLE, FL 32210	1	Add to IPNS
<input checked="" type="checkbox"/>	SMITH, BOBBY T	-	-	-	-	LAKE CITY, FL 32024	1	Add to IPNS
<input checked="" type="checkbox"/>	SMITH, BOBBY T	-	-	-	U	LAKE CITY, FL 32024	1	Add to IPNS
<input checked="" type="checkbox"/>	SMITH, BOBBY T	-	-	M	-	LAKE CITY, FL 32024	1	Add to IPNS
<input checked="" type="checkbox"/>	SMITH, BOBBY T	-	-	M	-	LAKE CITY, FL 32024	1	Add to IPNS
<input checked="" type="checkbox"/>	SMITH, BOBBY T	-	-	M	-	LAKE CITY, FL 32024	1	Add to IPNS
<input checked="" type="checkbox"/>	SMITH, BOBBY T	-	-	M	-	LAKE CITY, FL 32024	1	Add to IPNS
<input checked="" type="checkbox"/>	SMITH, BOBBY T	-	-	-	-	LAKE CITY, FL 32024	1	Add to IPNS
<input checked="" type="checkbox"/>	SMITH, BOBBY THAD	###-##-9915	03/03/1960	M	W	LAKE CITY, FL 32024	1	Add to IPNS
<input checked="" type="checkbox"/>	SMITH, BOBBY WILLARD	###-##-5046	07/19/1965	M	W	FT MYERS, FL 33907	1	Add to IPNS

Figure 10 Case/ Person Grid

Date Range Search

Using the Date Range Search option, you must enter a value in each required field listed below:

1. **County** – This is the county you are attempting to retrieve the case data from
2. **Court Type** – This is the court case type you are searching for. (Ex: CT, TR, MM, or CF)
3. **Date Case Filed** – This allows you to get a full report of the cases filed within the start date and end date selected. This search feature will return results with a maximum 30 day timeframe. You will not be able to search for any time frame longer than 30 days from the start date entered. **See Figure A**

COMPREHENSIVE CASE INFORMATION SYSTEM POWERED BY CIVITEK CCIS

Search Reports TCATS DHSMV Tools Child Support Help Logout

DaugetteD

Person Search Case Search **Date Range Search** Warrant Search

County: * --- SELECT ---

Court Type: * --- SELECT ---

Date Case Filed: *

From: To:

* Required Fields.

Will return case results within 30 days of start date entered. Nothing will display for searches that are longer than a 30 day timeframe.

Search Reset

Figure 11 Date Range Search

(**Example:** Searched for a case in Monroe County, with the Court Type of “MM” for misdemeanor cases, and with a 30 day date range from 11/01/16 – 11/30/2016)

Results returned and will be displayed in the following format shown below in **Figure 12**.

COMPREHENSIVE CASE INFORMATION SYSTEM		POWERED BY CIVITEK		CCIS	
Search	Reports	TCATS	DHSMV Tools	Child Support	Help
					Logout
DaugetteD					
Back	Search Results				
Case #	File Date	Case Type	Status		
442016MM001176000APK	11/29/2016	Misdemeanor	PENDING		
442016MM001178000APK	11/29/2016	Misdemeanor	PENDING		
442016MM001851000AKW	11/29/2016	Misdemeanor	CLOSED		
442016MM001855000AKW	11/29/2016	Misdemeanor	PENDING		
442016MM001857000AKW	11/29/2016	Misdemeanor	PENDING		
442016MM001860000AKW	11/29/2016	Misdemeanor	PENDING		
442016MM001861000AKW	11/29/2016	Misdemeanor	PENDING		
442016MM000871000AMR	11/28/2016	Misdemeanor	PENDING		
442016MM000875000AMR	11/28/2016	Misdemeanor	PENDING		
442016MM001173000APK	11/28/2016	Misdemeanor	PENDING		
442016MM001844000AKW	11/28/2016	Misdemeanor	CLOSED		
442016MM000858000AMR	11/23/2016	Misdemeanor	PENDING		
442016MM001168000APK	11/23/2016	Misdemeanor	PENDING		
442016MM001169000APK	11/23/2016	Misdemeanor	PENDING		
442016MM001171000APK	11/23/2016	Misdemeanor	PENDING		
442016MM001841000AKW	11/23/2016	Misdemeanor	PENDING		
442016MM000854000AMR	11/22/2016	Misdemeanor	PENDING		
442016MM001834000AKW	11/22/2016	Misdemeanor	PENDING		
442016MM000844000AMR	11/21/2016	Misdemeanor	PENDING		
442016MM000847000AMR	11/21/2016	Misdemeanor	PENDING		
442016MM000855000AMR	11/21/2016	Misdemeanor	PENDING		
442016MM001809000AKW	11/18/2016	Misdemeanor	PENDING		
442016MM000839000AMR	11/17/2016	Misdemeanor	SERVED ARREST WARRANT		
442016MM000833000AMR	11/15/2016	Misdemeanor	PENDING		
442016MM001787000AKW	11/15/2016	Misdemeanor	PENDING		
442016MM001770000AKW	11/09/2016	Misdemeanor	CLOSED		
442016MM001755000AKW	11/08/2016	Misdemeanor	CLOSED		
442016MM001757000AKW	11/08/2016	Misdemeanor	PENDING		
442016MM001732000AKW	11/07/2016	Misdemeanor	CLOSED		
442016CT000813000AMR	11/03/2016	Misdemeanor	PENDING		
442016MM001727000AKW	11/02/2016	Misdemeanor	PRETRIAL INTERVENTION/		

Figure 12 Date Range Search Results

Warrant Search

Using the warrant search option, you can enter a party name, to see if there are any active warrants issued. You will need to enter the required fields shown below, and click on the Search button to show the results of the warrant search.

- Last Name** (Only Required Field)
- First Name/MI
- County

Additional filters

- SSN
- Date of Birth

- Gender
- Race

Case Information

Case, Party, Charge (for criminal cases) and the 10 most recent Progress Docket entries are displayed. See Figure 10 Case Information for instructions on accessing additional case information.

COMPREHENSIVE CASE INFORMATION SYSTEM

P. DeWitt Cason, Clerk of the Circuit Court & Comptroller

COLUMBIA COUNTY CCIS

Search Child Support Help Logout

Case Information

Expand All

Case Number	Filed Date	County	Case Type	Status
122014CF000012CFAXMX	01/07/2014	COLUMBIA	Felony 22-A	CLOSED

Click to show all sections of case

Charge Seq #	Description	Date	Phase
1	ASSAULT	01/27/2014	Court:Adjudicated Guilty
2	RESISTING OFFICER WITHOUT VIOLENCE	01/27/2014	Court:Adjudicated Guilty
3	TRESPASS: OCCUPIED STRUCTURE CONVEYANCE	01/27/2014	Court:Adjudicated Guilty

Click to expand

Party Name	Party Type	Attorney	Bar ID	Withdrawal Date
JOHNSON, LEANDRA G	JUDGE			
BRYLES, WILLIAM L	DEFENDANT			
SHERIFF, COLUMBIA COUNTY	VICTIM			

Page through Progress Docket

Click to view image

Show more rows of Progress Docket

Dockets

Page : 1

Image	Document #	Action Date	Description	Pages
		05/08/2014	ORDER OF REVOCATION OF PROBATION	1
		05/05/2014	ORDER APPOINTING PUBLIC DEFENDER	1
		05/01/2014	JAIL CREDIT TIME CERTIFICATE--52 DAYS	1
		04/30/2014	Assessment 8 assessed at sum \$50.00	
		04/30/2014	Compliance Criminal Fail to PF has been created with due date of 5/1/2014	
		04/30/2014	Assessment 9 assessed at sum \$100.00	
		04/30/2014	Compliance Criminal Fail to PF has been created with due date of 5/1/2014	
		04/30/2014	Assessment 9 Total Assessed \$100.00 Balance Remaining \$100.00	
		04/30/2014	Assessment 9 Total Assessed \$100.00 Balance Remaining \$100.00	
		04/30/2014	Assessment 9 Total Assessed \$100.00 Balance Remaining \$100.00	

Expand Section

Court Events

Sentences

Warrants / Capias / Summons

Financial Summary

Figure 13 Case Information

IPNS

Identified Person Notification System is available with the IPNS security profile that is granted by you CCIS Admin. IPNS will appear in your menu if you have access to it.

- The IPNS dashboard is located under the IPNS tab. **Figure 11**
- From the IPNS dashboard, you can add any party found in CCIS, to IPNS from the Person Search screen. Please see **Figure 12** regarding adding a party to IPNS.
- You will also be able to enter any aliases for the party's added to your IPNS list, by clicking on the edit button and filling out any of the additional party detail fields shown in **Figure 13**.

The screenshot displays the CCIS Comprehensive Case Information System interface. At the top, there is a header bar with the text "COMPREHENSIVE CASE INFORMATION SYSTEM" and "POWERED BY CIVITEK". Below this is a navigation menu with tabs: Search, Reports, IPNS, TCATS, DHSMV Tools, Child Support, Help, and Logout. A red arrow points to the IPNS tab. Below the navigation menu, there is a sub-menu with tabs: Person Search, Case Search, Date Range Search, and Warrant Search. The main content area contains search fields for Last Name, First Name/MI, Business Name, and County. There are also filters for Date Case Filed (From/To), SSN, and Date Of Birth. Checkboxes for "Exclude Attorneys", "Exclude Judges", and "Exclude Law Enforcement" are present. Search and Reset buttons are at the bottom. A footer note states "* Required Fields."

Figure 14 IPNS Tab Location

- Reference **Figure 15** for instructions on adding names to IPNS.
 - In Person Search, enter Last Name "Test"
 - Click Add to IPNS hyperlink (Figure A)
 - IPNS User Profile screen is displayed
 - Enter Last Name and First name required fields to add person name to IPNS Master List
 - Update the remaining info needed, such as Aliases, and any additional info to help notify you of any activity related to the party matching the search criteria

COMPREHENSIVE CASE INFORMATION SYSTEM POWERED BY CIVITEK CCIS

Search Reports IPNS TCATS DHSMV Tools Child Support Help Logout

Back Search Results **Figure A**

Name	SSN	Date Of Birth	Gender	Race	Address	Cases
TEST	-	-	-	-	-	1

[Add to IPNS](#)

IPNS

IPNS Information

Primary Search

*Last Name: TEST

*First Name: Steve

Middle Name:

*Gender: --- Select ---

*Race: --- Select ---

Filters

SSN:

*Date of Birth:

Aliases

Last Name:

First Name:

Middle Name:

Last Name:

First Name:

Middle Name:

Last Name:

First Name:

Middle Name:

Additional Contact Information

Email Address:

Submit Cancel

Figure 15 Adding Party to IPNS