

Florida Association of Court Clerks

# Online Court Records Search (O CRS)

User Guide – Public User Access

## Table of Contents

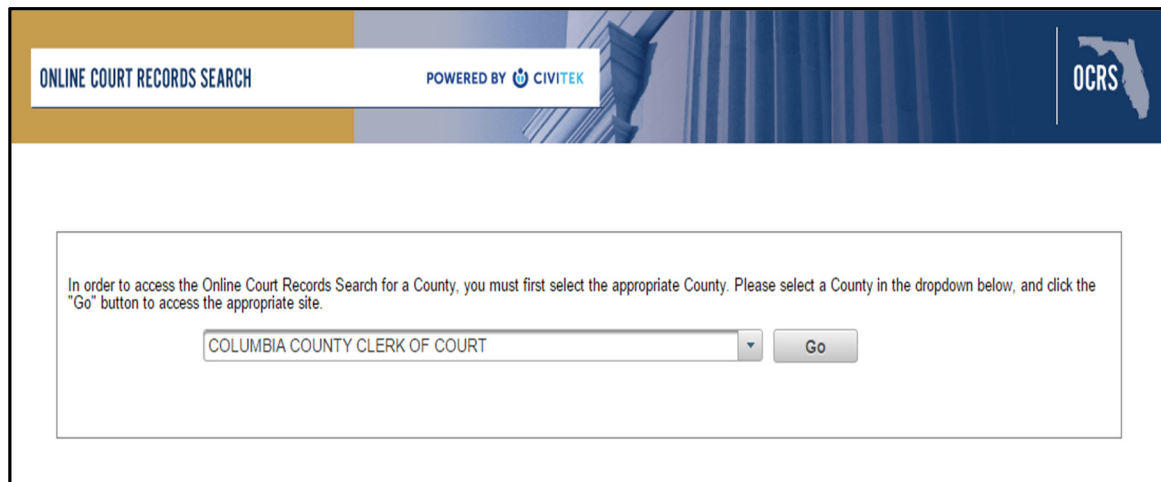
<b>Introduction .....</b>	<b>3</b>
<b>OCRS - Home Page .....</b>	<b>3</b>
<b>How to Perform a Search.....</b>	<b>6</b>
Performing a Person or Business Search .....	6
Performing a Case Search .....	9
<b>Information Available for Viewing .....</b>	<b>11</b>
<b>Viewing Images.....</b>	<b>12</b>
Normal Image Viewing .....	12
View on Request (VOR) Images .....	13
<b>How to Exit the System.....</b>	<b>14</b>

## **Introduction**

This documentation is designed for use with the **Online Court Records Search (OCRS)** accessed through [www.civitekflorida.com](http://www.civitekflorida.com). Questions concerning the use of the OCRS system can be answered by contacting the county clerk, where the case record resides.

## **OCRS - Home Page**

The first screen presented to a user is the County Selection Screen.



ONLINE COURT RECORDS SEARCH

POWERED BY CIVITEK

OCRS

In order to access the Online Court Records Search for a County, you must first select the appropriate County. Please select a County in the dropdown below, and click the "Go" button to access the appropriate site.

COLUMBIA COUNTY CLERK OF COURT

Go

In order to access the Online Court Records Search for a County, you must first select the appropriate County.

Click the down arrow next to the "Go" button to access the dropdown menu list of County names. Click on a County name to select that County from the dropdown menu. Click the **"Go"** button to access the appropriate site.

The next screen presented is the User Selection Screen.

COLUMBIA COUNTY POWERED BY CIVITEK

## Online Court Records Search

Please select an access option

Public	This option allows for anonymous access to court records.
Attorney	This option allows for Attorneys of Record to see their cases. A user id and password is required.
Registered User	This option allows for Registered User access to court records. A user id and password is required.

Definitions of user groups are:

- **Public Internet (Anonymous) User:** This is a public user who is “Anonymous”, and will not have a username and password in the system. Public users can access OCRS without any login credentials on the [OCRS site](#).
- **Registered User:** This user requires a User Registration Agreement to be completed, notarized and returned to the local Clerks office who keeps and maintains the records attempting to be accessed. The clerk’s office will provide registered users with a username and password. Registered users must enter their login credentials for access to the [OCRS site](#).
- **Attorney of Record:** This user requires a User Registration Agreement to be completed along with a valid FLBAR number included. This document must be notarized and returned to the local Clerks office who keeps and maintains the records attempting to be accessed. The local Clerks office will provide Attorney of Record users with a username and password. Attorney of record users will have special access levels on specific case numbers their bar number is attached to. Attorney of Record users must enter their login credentials for access to the [OCRS site](#).

\*\*\*All user access levels are defined in the Supreme Court Administrative order (AOSC 16-14) Access Security Matrix. The latest version of the AOSC 16-14 Access Security Matrix can be located on Florida Courts website at:

<http://flcourts.org/resources-and-services/court-technology/technology-standards.shtml>

Public access users should click on the “**Public**” button.

The user is presented with the disclaimer screen. Read the disclaimer and click on the “**I Agree**” button to continue.

**DISCLAIMER**

The County Clerk of Court shall not be held liable for use of ANY information contained on this website, which is provided as a public service for informational purposes. PLEASE NOTE that this information is NOT intended to be used as an authoritative public record or as a legal document and shall have no legal force or effect. The User or Users of this website releases the Clerk and Clerk's employees and agents from any liability and any damages resulting from or related to (a) interrupted service of any kind; (b) The User's equipment; (c) use of, or viewing of, electronic court records. Nothing in this Agreement may be construed as waiving the sovereign immunity of the Clerk or the Clerk's employees and agents or of the User's sovereign immunity, if applicable, or modifying the recovery limits against the Clerk or User as set forth in section 768.28(5), Florida Statutes.

By clicking "I Agree" you indicate that you understand and accept the conditions stated above.

**I Agree**

Users are then taken to the main search screen. There are two methods available to perform a records search: Person Search and Case Search.

**COLUMBIA COUNTY**

POWERED BY CIVITEK

Logout

testreg

**Person Search**

Case Search

Last Name: \*

First Name/Mi:

OR

Business Name: \*

Filters (Optional. These filters will narrow down the results list.)

Date Case Filed

From:

To:

SSN:

Date Of Birth:

Court Type:

☐ -- All --

☐ Appeal from County Court (AP)

☐ Circuit Civil (CA)

☐ County Civil (CC)

☐ County Ordinance (CO)

☐ Criminal Traffic (CT)

☐ Delinquency (CJ)

☐ Dependency (DP)

☐ Domestic Relations/Family (DR)

☐ Felony (CF)

☐ Guardianship (GA)

☐ Mental Health (MH)

☐ Misdemeanor (MM)

☐ Municipal Ordinance (MO)

☒ Non-Criminal Infraction (IN)

☒ Display Names

☐ Display Cases

Search

Reset

\* Required Fields.

## How to Perform a Search

### Performing a Person or Business Search

Users can perform either a person search or a business name search using the person search screen.

To search for a single party/name or a business name, input the required fields denoted with an asterisk (\*) and click on the search button.

The screenshot shows the 'COLUMBIA COUNTY' search interface, powered by CIVITEK. It features two tabs: 'Person Search' (active) and 'Case Search'. The 'Person Search' tab contains the following fields and options:

- Last Name: \*** (Text input field containing 'Smith')
- First Name/MI:** (Text input field containing 'J')
- Business Name: \*** (Text input field, currently empty)
- OR** (Text separator between the two search fields)
- Filters (Optional. These filters will narrow down the results list.)**
  - Date Case Filed**
    - From:** (Text input field)
    - To:** (Text input field)
  - SSN:** (Text input field)
  - Date Of Birth:** (Text input field)
- Court Type:** (List of checkboxes)
  - ☐ -- All --
  - ☐ Appeal from County Court (AP)
  - ☐ Circuit Civil (CA)
  - ☐ County Civil (CC)
  - ☐ County Ordinance (CO)
  - ☐ Criminal Traffic (CT)
  - ☐ Domestic Relations/Family (DR)
  - ☐ Felony (CF)
  - ☐ Guardianship (GA)
  - ☐ Misdemeanor (MM)
  - ☐ Municipal Ordinance (MO)
  - ☐ Non-Criminal Infraction (IN)
  - ☐ Probate/Guardianship (CP)
  - ☐ Small Claims (SC)
  - ☐ Traffic Infraction (TR)

At the bottom, there are two radio buttons: **Display Names** (selected) and **Display Cases**. Below these are **Search** and **Reset** buttons. A red box highlights the text: **\* Required Fields.**

As shown in the example below using last name: "**Smith**", and first name: "**J**", returned a warning message indicating that the search results returned were too large. The message requests the user to refine the search.

COLUMBIA COUNTY

POWERED BY CIVITEK

Back

Search Results

Info Too many matching rows found. Please refine your search.

<input checked="" type="checkbox"/>	Name	Gender	Race	Address	Cases
<input checked="" type="checkbox"/>	SMITH, JACKIE E	-	W	-	1
<input checked="" type="checkbox"/>	SMITH, JACKIE L	-	W	RAIFORD, FL 32083	2
<input checked="" type="checkbox"/>	SMITH, JACKIE RAY	M	W	BRANFORD, FL 32008	1
<input checked="" type="checkbox"/>	SMITH, JACKIE RAY	M	W	GLEN ST MARY, FL 32040	2
<input checked="" type="checkbox"/>	SMITH, JACKIE THOMAS	M	W	BAXLEY, GA 31513	1
<input checked="" type="checkbox"/>	SMITH, JACKIE VONIA	F	W	NORTH FT MYERS, FL 33917	1
<input checked="" type="checkbox"/>	SMITH, JACLYN YVETTE	F	W	CUMMING, GA 30040	1
<input checked="" type="checkbox"/>	SMITH, JAMAR AUDREY	M	B	LAKE CITY, FL 32055	1
<input checked="" type="checkbox"/>	SMITH, JAMES	M	B	LAKE CITY, FL 32055	1
<input checked="" type="checkbox"/>	SMITH, JAMES	-	W	LAKE CITY, FL 32055	1
<input checked="" type="checkbox"/>	SMITH, JAMES	-	W	LAKE CITY, FL 32055	1
<input checked="" type="checkbox"/>	SMITH, JAMES	M	B	RIVIERA BEACH, FL 33404	1
<input checked="" type="checkbox"/>	SMITH, JAMES	M	-	-	1

Info Too many matching rows found. Please refine your search.

Refining a search can be achieved by spelling out the first name (in this example - "Jason"), or adding the DOB or SSN as an additional filter so that the search results returned are not so broad.

The search results returned enable the user to locate the desired name along with the associated case number.

Click on the check box to the left of the name and click on the **"View Selection"** button, located at the bottom of the page (as shown in the example provided below).

COLUMBIA COUNTY

POWERED BY CIVITEK

Back

Search Results

New Search

<input type="checkbox"/>	Name	Gender	Race	Address	Cases
<input type="checkbox"/>	SMITH, JASON	M	-	-	1
<input type="checkbox"/>	SMITH, JASON	M	-	PALMETTO, FL 34421	1
<input type="checkbox"/>	SMITH, JASON	M	-	LAKE CITY, FL 32025	1
<input checked="" type="checkbox"/>	SMITH, JASON CARL	M	W	TALLAHASSEE, FL 32310	2
<input type="checkbox"/>	SMITH, JASON DALE	M	W	PENSACOLA, FL 32507	2
<input type="checkbox"/>	SMITH, JASON DAVID	M	W	PIEDMONT, SC 29673	1
<input type="checkbox"/>	SMITH, JASON DOUGLAS	M	W	ORLANDO, FL 32803	1
<input type="checkbox"/>	SMITH, JASON EUGENE	M	B	FERNANDINA BEACH, FL 32034	2
<input type="checkbox"/>	SMITH, JASON HAYWARD	M	W	LAKE CITY, FL 32055	1

The user is taken to the Case/UCN selection screen. This screen shows all cases the name is connected to.

COLUMBIA COUNTY
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Back

New Search

UCN	FILE DATE	COUNTY	CASE TYPE	STATUS
121999CF001310CFAXMX [99001310CFAXMX]	11/12/1999	COLUMBIA	Felony 22-D	CLOSED
Charge Seq#	Statute	Statute Text	Date	Phase
1	812.014.2c	FELONY PETIT THEFT	02/03/2000	Court:Adjudicated Guilty
2	322.212.1a	POSSESSION OF FICTICIOUS DRIVERS LICENSE	02/07/2000	Prosecutor:Nolle Prosequi
3	322.212.1a	POSSESSION OF FICTICIOUS IDENTIFICATION	02/07/2000	Prosecutor:Nolle Prosequi
4	316.067	GIVING FALSE INFORMATION AT CRASH	02/03/2000	Court:Adjudicated Guilty
Name	Type	Name	Type	
BRYAN, PAUL S	JUDGE	SMITH, JASON CARL	DEFENDANT	

UCN	FILE DATE	COUNTY	CASE TYPE	STATUS
121999CF001426CFAXMX [99001426CFAXMX]	12/30/1999	COLUMBIA	Felony 22-D	CLOSED
Charge Seq#	Statute	Statute Text	Date	Phase
1	784.082.3	BATTERY IN CORRECTIONAL FACILITY	12/29/1999	Prosecutor:Dropped/Abandoned
Name	Type	Name	Type	
BRYAN, PAUL S	JUDGE	SMITH, JASON CARL	DEFENDANT	

Users have the ability to perform the following actions from this screen:

1. Select a case to view. To select a case to view, click on UCN number indicated in blue.
2. Return to Previous Search Results. To return to previous search results, click on the **"Back"** button located at the top left side of the page.
3. Perform a New Search. To perform a new search, click on the **"New Search"** button located at the top right of the page, highlighted in blue.



### Performing a Case Search

Users can perform a case search using the case search screen.

To search for a particular case/UCN, enter the required fields marked with asterisk (\*) on the screen and click on the **Search** button, at the bottom of the screen.

The required fields are as follows:

- Year – is the year the case was filed.
- Court Type – type of case Users can either type in the value or can select a choice from the drop down menu by clicking on the down arrow.
- Sequence# - Case number sequence (usually 1-7 digits)

The screenshot shows the 'Case Search' interface for Columbia County. At the top, there is a header with 'COLUMBIA COUNTY' and 'POWERED BY CIVITEK'. Below the header, there are two tabs: 'Person Search' and 'Case Search'. The 'Case Search' tab is active. The search form contains the following fields:

- Year: \*** (text input field with '2016' entered)
- Court Type: \*** (dropdown menu with 'Felony (CF)' selected)
- Sequence #: \*** (text input field with '1' entered)
- Party Identifier:** (text input field with '%' entered)
- Branch Location:** (text input field with '%' entered)

Below the input fields, there is a note: '\* Required Fields.' At the bottom of the form, there are two buttons: 'Search' and 'Reset'.

Examples of return search results are shown in the images below.

COLUMBIA COUNTY

POWERED BY CIVITEK

Back

New Search

Expand All

Case Number	Filed Date	County	Case Type	Status
122016CF000001CFAXMX [16000001CFAXMX]	01/04/2016	COLUMBIA	Felony 22-D	Open

Charge Seq #	Description	Date	Phase
1	POSSESSION OF CONTROLLED SUBSTANCE	04/04/2016	Court:Adjudication Withheld
2	POSSESSION OF 20 GRAMS CANNABIS OR LESS	04/04/2016	Court:Adjudication Withheld
3	POSSESSION OF DRUG PARAPHERNALIA	03/11/2016	Prosecutor:No Action

Party Name	Party Type	Attorney	Bar ID
JOHNSON, LEANDRA G	JUDGE		
SCHUCK, JASON W	DEFENDANT	WILSON, CLIFTON WILLIAM	88870
LAKE CITY POLICE DEPARTMENT	VICTIM		

Dockets

Page : 1

Image	Document #	Action Date	Description	Pages
	72	06/16/2016	NOTICE OF APPEARANCE	1
	73	06/16/2016	DEMAND FOR DISCOVERY	1
	66	06/15/2016	CLERKS WORKSHEET MOTION TO WITHDRAW -PD - GRANTED CONFLICT COUNSEL APPOINTED DEFENDANT IN SUWANNEE COUNTY JAIL SET FOR VOP	1
	67	06/15/2016	STATE ATTORNEY GIVEN NOTICE OF COURT DATE (CLWS)	
	68	06/15/2016	Event VOP PRE-TRIAL scheduled on 7/6/2016 at 0900 AM, MX - Judge LEANDRA JOHNSON presiding.	
	69	06/15/2016	DEFENSE ATTORNEY NOTICE	1
	70	06/15/2016	NOTICE TO DEFENDANT	1
	71	06/15/2016	ORDER GRANTING MOTION TO WITHDRAW AND APPOINTING OFFICE OF CRIMINAL CONFLICT COUNSEL	1
	65	06/14/2016	MOTION TO WITHDRAW	1

COLUMBIA COUNTY

POWERED BY CIVITEK

Back

New Search

Expand All

Case Number	Filed Date	County	Case Type	Status
122016CF000001CFAXMX [16000001CFAXMX]	01/04/2016	COLUMBIA	Felony 22-D	Open

Charge Seq #	Description	Date	Phase
1	POSSESSION OF CONTROLLED SUBSTANCE	04/04/2016	Court:Adjudication Withheld
2	POSSESSION OF 20 GRAMS CANNABIS OR LESS	04/04/2016	Court:Adjudication Withheld
3	POSSESSION OF DRUG PARAPHERNALIA	03/11/2016	Prosecutor:No Action

Party Name	Party Type	Attorney	Bar ID
JOHNSON, LEANDRA G	JUDGE		
SCHUCK, JASON W	DEFENDANT	WILSON, CLIFTON WILLIAM	88870
LAKE CITY POLICE DEPARTMENT	VICTIM		

+ Dockets

- Court Events

Event Date	Judge	Docket Type	Location	Prosecutor	Defendant Attorney
04/04/2016 09:00:00	JOHNSON, LEANDRA G	ARRAIGNMENT	MX COURTR	CARMICHAEL, CAREY D	JOYCE, JACKIE-JO
05/25/2016 09:00:00	JOHNSON, LEANDRA G	VOP PRE-TRIAL	MX COURTR	CARMICHAEL, CAREY D	
06/15/2016 09:00:00	JOHNSON, LEANDRA G	VOP PRE-TRIAL	MX COURTR	CARMICHAEL, CAREY D	JOYCE, JACKIE-JO
07/06/2016 09:00:00	JOHNSON, LEANDRA G	VOP PRE-TRIAL	MX COURTR	CARMICHAEL, CAREY D	WILSON, CLIFTON WILLIAM

+ Sentences

+ Financial Summary

## Features:

**+, and – Symbols:** The + symbol is used to expand details. The – symbol is used to collapse the details.

**Expand All:** This feature (located in the upper right corner of the page) allows you to expand all tabs, to open or expand the number of rows returned for a specific area.

## Information Available for Viewing

**Case Number:** Shows the Uniform Case Number (UCN) that matches the search criteria that was entered in the search screen.

**Charge Description:** Shows the descriptions of each charge and the sequence number.

**Party Name:** Identifies the parties on the case.

**Party Type:** Shows the role associated with each party name identified on the case.

**Attorney:** Identifies the Attorney of Record on the case and their bar number.

**Dockets:** Show various actions and related images (where applicable) related to a case.

**Court Events:** Show past and present court events that have occurred or have been scheduled to occur.

**Sentences:** Shows any sentences imposed on a case such as fines, incarceration, probation, suspended sentence, restitution, community service, etc.

**Financial Summary:** Show a summary of any assessments made, payments made, etc. on the case.

## Viewing Images

Two types of images exist for viewing:

1. Normal – indicated with a document symbol
2. View On Request (VOR) – indicated with a lock symbol

### Normal Image Viewing

This docket image has a document symbol next to it. When the user clicks on the icon the image will open immediately and is shown to the user. The images will include the watermark and redacted text. Users may print the images as well. See example image below

RR

**IN THE CIRCUIT COURT OF THE THIRD JUDICIAL CIRCUIT,  
IN AND FOR COLUMBIA COUNTY, FLORIDA**

L&D ENVIRONMENTAL AND  
RECYCLE, INC.,  
Plaintiff.

Case No.: 12-01-CA

v.

GEORGE MILLER and  
LEON MACARAGES,  
Defendants.

**ORDER ON NOTICE OF LACK OF PROSECUTION**

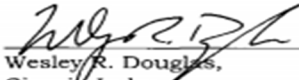
**THIS CAUSE**, having come before the Court on the 18<sup>th</sup> day of December, 2014, for a hearing on the Defendant, LEON MACARAGES', *Notice of Lack of Prosecution*, and the Court having reviewed the file and received argument of Defendant, Macarages', legal counsel, hereby:

**FINDS AS FOLLOWS:**

1. Defendant's filing of his *Notice of Lack of Prosecution* was timely.
2. A Stay has not been issued or approved by this Court.
3. No record activity occurred within sixty (60) days following the Defendant's filing of the *Notice of Lack of Prosecution*.
4. Good cause as to why this cause should remain pending has not been shown within the five (5) days preceding the hearing on the *Notice of Lack of Prosecution*.

**THEREFORE, IT IS ORDERED ADJUDGED** that this cause is dismissed pursuant to Rule. 1.420(c), Fla. R. Civ. P.

**DONE AND ORDERED** in Chambers, Columbia County, Florida, this 26 day of January, 2015.

  
Wesley R. Douglas,  
Circuit Judge

Copies to:

- Defendant, Leon Macarages, c/o Frederick L. Koberlein, Jr. Esq. at [REDACTED] com; and
- Plaintiff, c/o Foye B. Walker, Esq. at fo [REDACTED] com.

2015 JAN 26 PM 3:06  
CLERK OF CIRCUIT COURT  
COLUMBIA COUNTY, FLORIDA

This certifies copies were  
furnished on: 1/26/15  
By: [Signature]

## View on Request (VOR) Images

This docket image has a lock symbol next to it, indicating this image is a View on Request (VOR). See example below.

Dockets			
Page : 1			
Image	Document #	Action Date	Description
		01/26/2015	ORDER ON NOTICE OF LACK OF PROSECUTION
		01/26/2015	Case Status set to CLOSED
		11/13/2014	NOTICE OF HEARING--12-18-14 10:30
		11/13/2014	Event HEARING scheduled on 12/18/2014 at 1030 AM, MX - Jud
		11/13/2014	Judge: DOUGLAS , WESLEY R Assigned
		09/22/2014	NOTICE OF LACK OF PROSECUTION
		03/05/2012	JUDGES WORKSHEET
		03/05/2012	ORDER CANCELLING HEARING ON ORDER TO SHOW CAUSE
		02/22/2012	ANSWER FROM GEORGE B MILLER
		02/09/2012	NOTICE OF APPEARANCE

To ensure that information is properly removed, prior to public access some case types and document types have a special electronic security called viewable on request. When a user selects an image of a court document in cases or documents identified as viewable on request, the users are not permitted to view the record immediately. Users will be presented with a notification as shown in the image below.

COLUMBIA COUNTY

POWERED BY CIVITEK

Back

Case Information

New Search Expand All

Case Number	Filed Date	County	Case Type	Status
122012CA000001CAAXMX [12000001CAAXMX]				CLOSED

Party Name

DOUGLAS, WESLEY R  
L&D ENVIRONMENTAL AND RECYCLE  
MILLER, GEORGE  
MACARAGES, LEON KELLER

Dockets

Image	Document #	Action Date	Description
		01/26/2015	
		01/26/2015	
		11/13/2014	
		11/13/2014	
		11/13/2014	
		09/22/2014	
		03/05/2012	
		03/05/2012	
		02/22/2012	ANSWER FROM GEORGE B MILLER
		02/09/2012	NOTICE OF APPEARANCE

Court Events

Sentences

Financial Summary

THIS RECORD IS AVAILABLE ONLY UPON REQUEST

In order to protect confidential information that may be contained in an otherwise public court record, certain document types or cases are available only after specific request and additional clerk inspection.

The record you have selected may be accessed only after you use this form to submit a request for access. The clerk will then inspect the record to redact any confidential information. If your name and email address were provided below, you will be notified by email that the record is available for inspection. Once the record is inspected, its redacted version will be available for any future inspection.

☐ Please check if you would like to be notified when this image is ready.

Submit

Bar ID	Withdrawal Date
13073	
744271	
744271	

	Pages
	1
	1
DOUGLAS presiding.	1
	1
	1
	7
	1


When the user checks the box and clicks “Submit”, a request is generated and sent to the Clerk of Court, who performs a second examination of the document to insure all personal identification information, information about the victims of sexual or child abuse crimes, etc. have been redacted. After the Clerk has completed their review, the requestor then receives a notice that the document is available for viewing.

Once a document has been taken through the VOR process the first time and is made available to the Public, it is available for all future access without requiring any additional VOR request/review.

## **How to Exit the System**

To exit the OCRS system, the user can close the browser window.

If a session is inactive for 15 minutes or more the system will and will revert the user back to the county selection screen shown below.



The screenshot shows the top of the Online Court Records Search (OCRS) interface. The header bar is blue and white, featuring the text "ONLINE COURT RECORDS SEARCH" and "POWERED BY CIVITEK". On the right side of the header is a logo for "OCRS" with a map of Florida. Below the header, the main content area is white and contains a message: "In order to access the Online Court Records Search for a County, you must first select the appropriate County. Please select a County in the dropdown below, and click the 'Go' button to access the appropriate site." Below this message is a dropdown menu with "COLUMBIA COUNTY CLERK OF COURT" selected, and a "Go" button to its right.