

CountySuite: Court of Common Pleas

Public How-to Guide

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CountySuite Court of Common Pleas Home Page


The Case Schedules screen is the home screen of the application. The user can always return to this screen either by selecting the “Case Schedule” link in the navigation bar, or by selecting the county’s Logo in the page header.



The screenshot shows the 'Case Schedules' interface for Lancaster County, Pennsylvania. The header includes the county logo and the text 'Lancaster County, Pennsylvania Court of Common Pleas'. A navigation bar at the top right contains 'Case Schedule' and 'Help'. Below the header, the main content area is titled 'Case Schedules' and features a date selector for 'Friday, November 6, 2015'. Navigation buttons for '11/5/2015', 'Today: 11/6/2015', and '11/7/2015' are visible. The schedule is organized into sections: 'Business', 'Courtroom 1', 'Courtroom 2', and 'Courtroom 3'. Each section contains a table of court events with columns for Time, Room, Court Official, and Attorneys. A 'Print' button is located in the top right corner of the main content area.

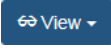
Time	Room	Court Official
9 AM-5 PM	Chambers 10	JUDGE DONALD TOTARO

Time	Room	Court Official	Attorneys
9:00 AM-5:00 PM	Criminal Trials	Judge James P Cullen	
9:00 AM-5:00 PM	Civil Trials	Judge Joseph C Madenspacher	
9:00 AM-12:00 PM 1:30 PM-5:00 PM	Open Scheduling Open Scheduling	Judge Howard F Krisely Judge Howard F Krisely	

Time	Case Information	Court Official	Attorneys
9 AM-9:30 AM	CI-15-08490 Transfer of Structured Settlement IN RE: CHRISTINE C. SHUBERT (Chapter 7 Trustee for the Estate of Timothy Kurtz)	Judge Howard F Krisely	VANYA DUGALIC Pro se, APIS MANAGEMENT, LLC
9:30 AM-10 AM	CI-15-08491 Transfer of Structured Settlement IN RE: M. YORK, JR	Judge Howard F Krisely	VANYA DUGALIC Pro se, CBC SETTLEMENT FUNDING

- The default schedule date is today’s date. Click on the date at the top of the screen to select another schedule date, or click on the buttons on the left and right of the screen to navigate to yesterday or tomorrow, respectively.
- Print the displayed schedule by clicking the  button at the top of the screen.
 - From the drop down menu, select “All” to print the entire schedule, “All – Lists Collapsed” to print the schedule with list events collapsed, or “Rooms Only” to print only the room assignments.

- To print the events for a particular room, click the  button on the room line. To print an individual event, click the  button on the event line.

- Change the schedule view by clicking the  button at the top of the screen.
 - From the drop down menu, select “All” to view the entire schedule with list events expanded, “All – Lists Collapsed” to view the schedule with list events collapsed, or “Rooms Only” to view only the room assignments.

How to Search for Case Events

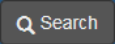


From the Case Schedules screen, select the  button. The Search screen will now be displayed.



The screenshot shows the search interface for the Lancaster County, Pennsylvania Court of Common Pleas. The interface includes a search bar at the top right with a magnifying glass icon and the word "Search". Below the search bar is a "Search" section with various filters and search criteria. The filters are: Filter (1), Max Results (2), Start Date (3), and End Date. The search criteria are: Case Number/Case Caption (4), Location (5), Official (6), Case Attributes (7), Event (8), Participant Role (9), and Participant (10). A "Search" button (11) is located at the top right of the search section. Below the search section is a "Search Results" section (12) with a table header. The table header has columns for Type, Date, Time, Caption, Case, Event Type, Room, Official, Plaintiff Attorneys, Defendant Attorneys, and Other. The footer of the page reads "© CountySuite Court of Common Pleas, Teleosoft, Inc."

Step-by-step

1. Set the search filter to show results by Case Schedule, Room Assignment, List, or All.
 - o Note that the search parameter options change depending upon the chosen filter.
2. Limit the maximum results returned.
3. Set the Start and End Date ranges for the search results.
4. Enter all or part of the Case Number or Case Caption.
5. Select the Location in which the desired Case Events occur either by entering the Location name into the search field, or by selecting the Location from the drop down.

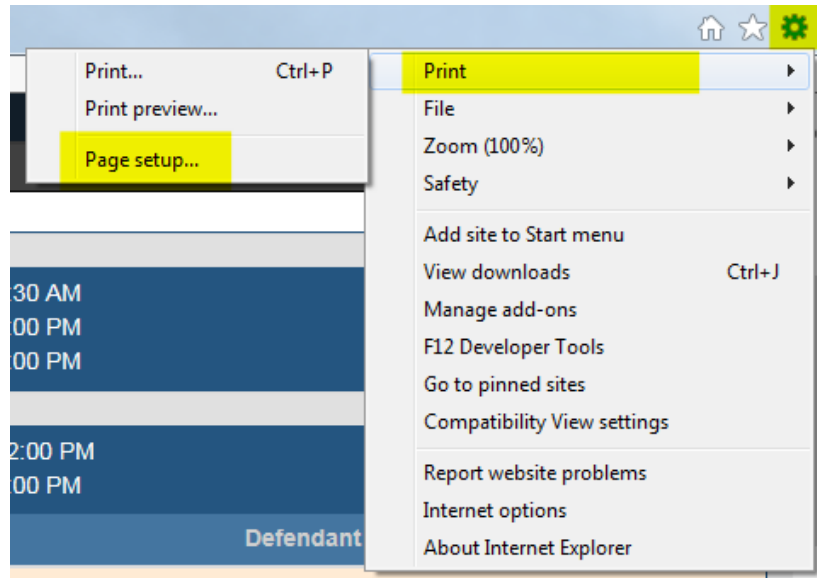
6. Select the Official assigned to the Case Events either by entering the Official's name into the search field, or by selecting the Official from the drop down.
7. Select the particular attributes associated with the Case Events to further narrow the search results.
8. Select an Event Type either by entering the Event Type into the search field, or by selecting the Event Type from the drop down.
9. To search for a Participant by role, either enter the Participant Role into the search field or select the Participant Role from the drop down.
10. Enter all or part of the Participant's name into the search field.
11. After entering the search parameters, either press <Enter> or select the  button.
12. The search results are shown in the grid at the bottom of the page.
 - To print the search results, select the  button at the top of the screen. To print a single result, select the  button on the result line.

How to Print Background Colors from Schedules

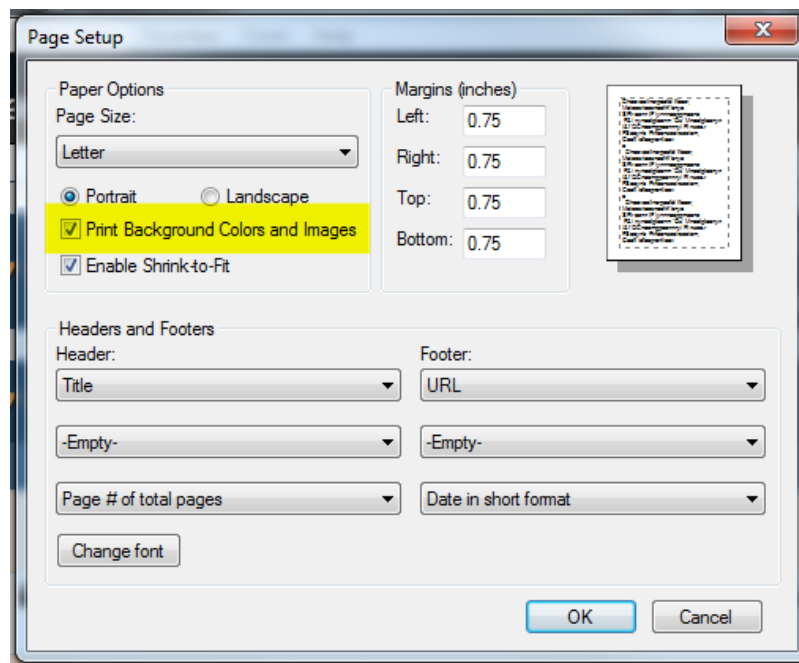
When printing out schedules, the background color appears in the Print Preview screen, but will not show on the printout unless the browser's print settings are modified.

1. Internet Explorer 11

- a. Select "Print > Page Setup..." from the Settings menu (cog):

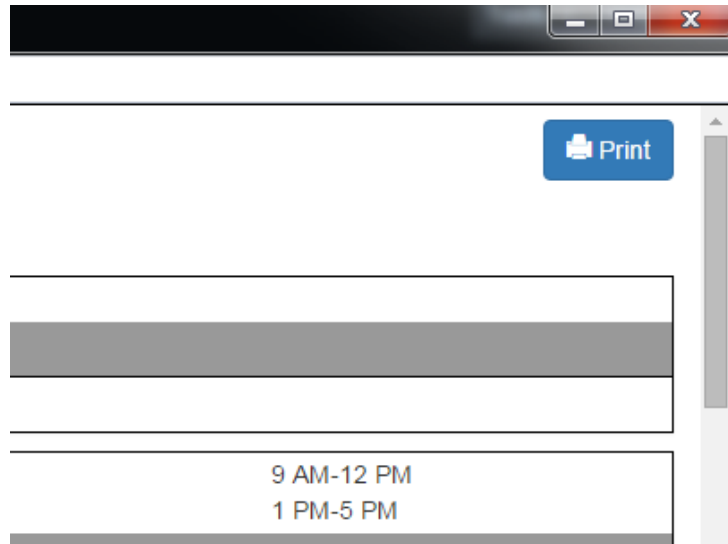


- b. Check the "Print Background Colors and Images" checkbox:

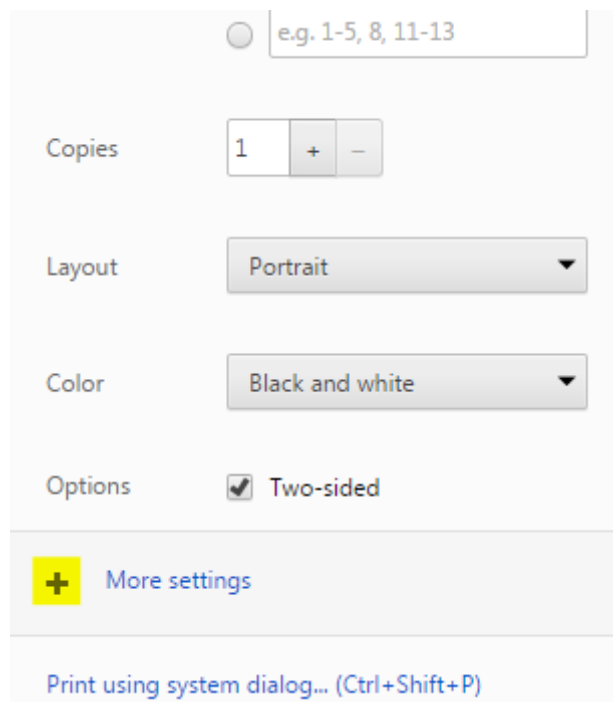


2. Chrome

- a. Click the "Print" button on the Schedule page (displays print preview)
- b. Click the "Print" button on the Print Preview:



- c. In the Chrome print dialog, click the + button next to the More Settings:



- d. Check the “Background Graphics” checkbox:

The image shows a print settings dialog box with the following options:

- Paper size: Letter
- Margins: Default
- Options:
 - Headers and footers
 - Two-sided
 - Background graphics (highlighted in yellow)

At the bottom, there is a link for "Fewer settings" and a button for "Print using system dialog... (Ctrl+Shift+P)".