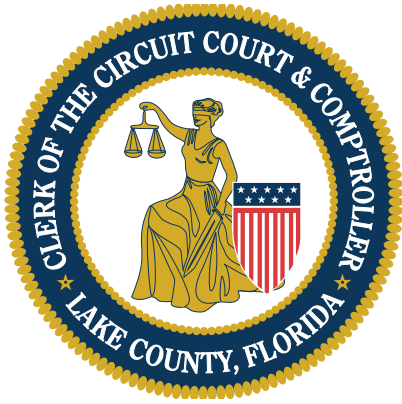




Lake County Clerk of the Circuit Court & Comptroller

Online Court Records Search User Guide

An Informational Guide to ShowCase Web - Lake County's Online Court Records Search Application

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Introduction

The Lake County Clerk's Office's court record search uses a web-based application called ShowCase Web to allow a user access to information regarding cases filed in Lake County.

More about ShowCase Web

The availability and the content of images are governed by the role of the person wanting to see the image, the type of case, the nature of the image and the information the image contains. For example, a party involved in a case should be able to view all images on that case with limited exceptions. Expunged or sealed cases are not viewable by any user.

Public Record Searches

Any member of the public can access online court records without having a user name or password. By clicking the **Access Court Records Now** button located under the Court Records section of our website, the user will be automatically directed to the Court Records search system. Once you are on that page, click the **Search** icon which is located at the top left of the page.

Registered Users

Users who submit a **Registration Agreement** will be given a user name and password to enable enhanced access to search court records online. After clicking the **Access Court Records Now** button located under the Court Records section of our website, the user should click the **Login** icon at the top right of the page, enter their login information in the pop-up window, click **Login**, and then click **Search** on the next page. *(For more information see the section on [Logging On](#)).*



Figure 1- Public users and Registered Users will click this button on the web to search court records

To Become a Registered User

Please go to the Online Court Records section on our website to complete the **Registration Agreement**.

Contact Information

If you need information regarding signing up as a registered user please contact us:

- **E-mail:** onlinecourtaccess@lakecountyclerk.org
- **Phone:** (352) 630-5050

If you have questions regarding a particular case, please call (352) 742-4100 to be directed to the appropriate department.

ShowCase Web Browser Compatibility

Our search engine is compatible with most popular browsers and most devices.

If you are using Microsoft Windows 10 as your operating system, Edge is the default browser. If you experience difficulties you may wish to conduct your searches by using Internet Explorer as your browser. For your *current* browsing session, you can easily change the browser to Internet Explorer, by clicking on the 3 dots (located under the “X” on the top right of your browser window) and then clicking on “**Open with Internet Explorer**”.

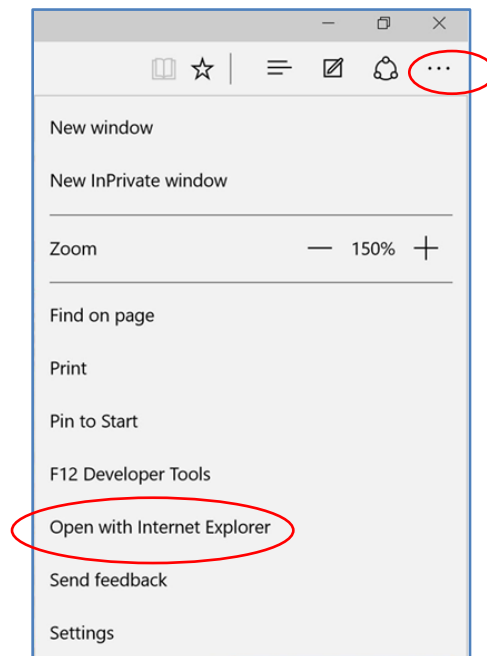


Figure 2- Window in Edge to change to Internet Explorer for the current session

Miscellaneous Requirements

- A PDF viewer from Adobe should be used to view documents
- PDF's must be set to open in the browser instead of downloading
- Pop-ups on your internet browser must be enabled to view documents



For the best viewing experience, maximize your browser window.

ShowCase Web Window

This section describes the main features of the ShowCase Web window.

Logging On

Use the following steps to log on ShowCase Web.

1. On the Online Court Records Search page, select the **Access Court Records Now** button to be directed to the court records search application.
2. If you are a public user (you don't have a user name or password), click on the word **Search** to begin searching records.

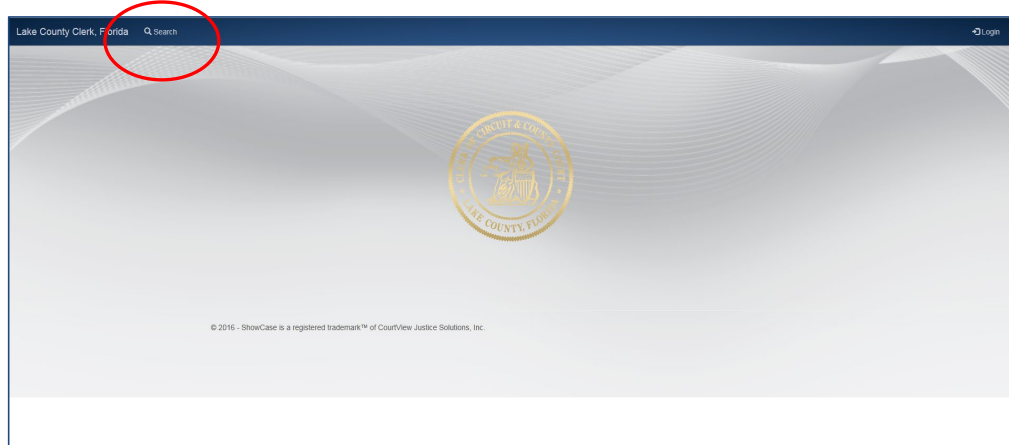


Figure 3- Search button on the Online Court Records home page

3. If you are a Registered user click on the word **Login** in the top right corner:

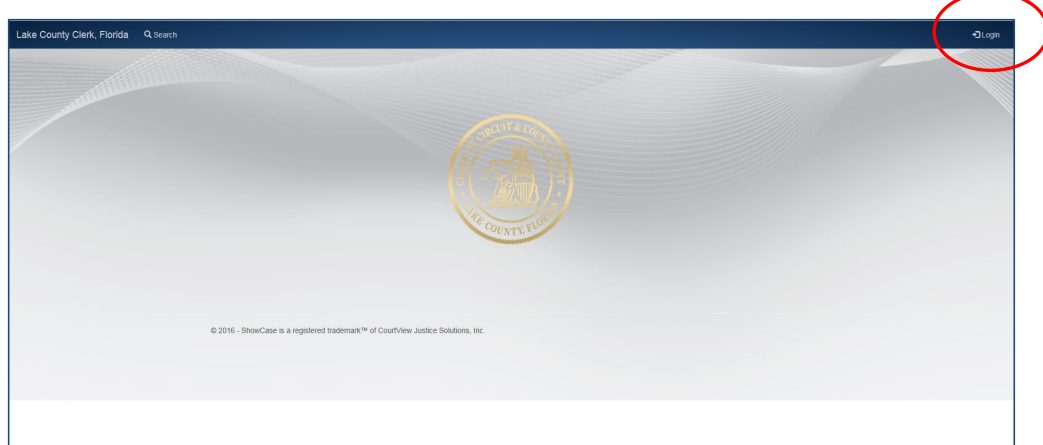


Figure 4- Login button on the Online Court Records home page

- A. Enter your **Username** and **Password** in the applicable fields on the **Login** window.

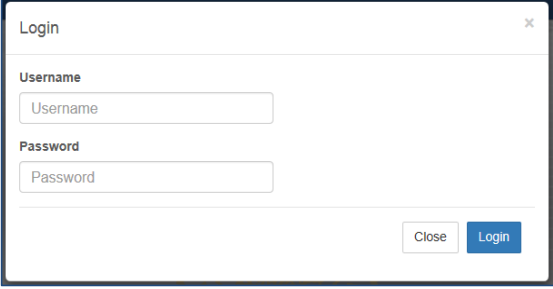
A screenshot of a 'Login' window. It has a title bar with 'Login' and a close button. Inside, there are two input fields: 'Username' and 'Password'. Below the fields are two buttons: 'Close' and 'Login'.

Figure 5- Login Window

- B. Click on the **Login** button or press **ENTER**.
- C. To change your password, enter your username and password, click on the drop down menu next to your username, and click on **Change Password**. Your password must contain at least **8** characters.

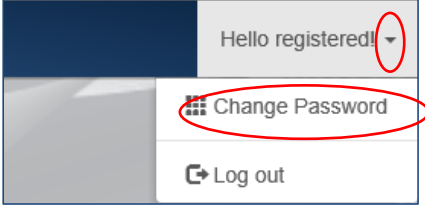
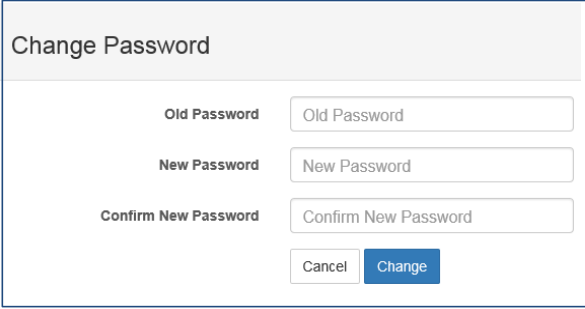
A screenshot of a user menu dropdown. The top part says 'Hello registered!' with a dropdown arrow. Below it, there are two options: 'Change Password' (with a key icon) and 'Log out' (with a door icon). Both options are circled in red.A screenshot of a 'Change Password' window. It has a title bar with 'Change Password'. Inside, there are three input fields: 'Old Password', 'New Password', and 'Confirm New Password'. Below the fields are two buttons: 'Cancel' and 'Change'.

Figure 6- Windows to change your password

Searching for Cases and Names

ShowCase Web provides different methods for searching information such as:

- Case Search
- Name Search

To search by case number

Use the following steps to search ShowCase Web by case number

1. Click **Search**. The **Case Search** window appears.

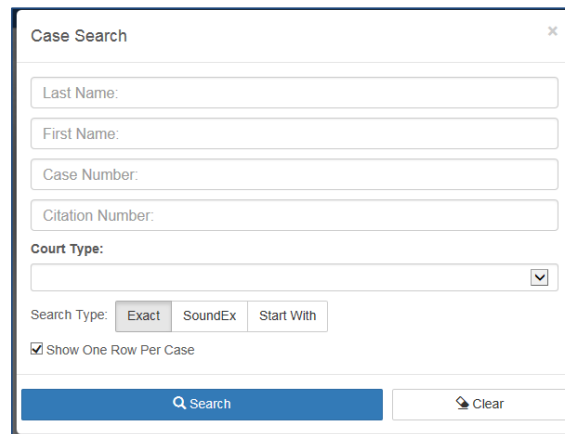


Figure 7- Case Search Window

2. Click in the **Case Number** box and enter the case number. The case number does not need to be in a particular format. For instance the case number can be entered as 2016 MM 1234, 16 MM 1234, 16MM1234, or 35-2016-MM-001234-AXXX-XX. Click **Search** or hit enter on your keyboard to begin the search.

To search by a name

Use the following steps to search ShowCase Web by a name

1. If you want to use a name (or part of a name) to search, click the **Last Name** box (*see the Case Search Window illustration above*). Enter the last name of the person you want to find.

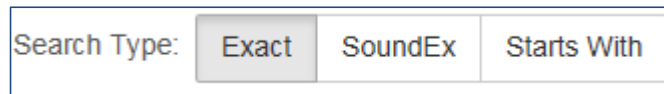
Similarly, enter the first name in the **First Name** box. Note that you can use either uppercase or lowercase characters in your search.

If you want to search by the name of a company, enter part of the company name in the **Last Name** field of the **Case Search** window and add the “%” symbol as a wildcard character. Select the **Starts With** search type, and click on the **Search** button.

For example, if you want to search for Acme Steel Company, Inc., you would enter **Acme%** in the **Last Name** field, click **Starts With**, and hit **Search**. This will return all cases with Acme in the party name.

The more of the name you type in the **Last Name** field before adding the “%” symbol, the narrower the search.

4. Note the **Search Type**, which defaults to **Exact** for searching for names exactly as you enter them. If you are unsure about the spelling of a name, consider choosing the **SoundEx** option.
5. **SoundEx** refers to the way that ShowCase helps you search for names that sound similar, but are spelled differently than the information you enter. *Note: See the section for [Helpful Hints When Searching](#) to see additional information in regards to searching data.*
6. **Starts With** refers to entering only a portion of the name that you wish to search. You will need to use a percentage symbol “%” as a wildcard character when you enter partial information in a search field. For instance, if you are using the **Starts With** search type and you enter SMI% in the last name field, the system will display anyone whose last name starts with the letters “SMI” (such as “Smith,” or “Smithfield”). *Note: Even if you know the exact spelling, the **Starts With** search type used with the “%” as a wildcard, is probably the most complete search function.*



Search Type: **Exact** SoundEx Starts With

Figure 8- Search Type Options, the default Search Type is set to Exact

7. If you do not want to use any other search criteria, click **Search**. If you prefer to narrow your search results, continue entering information as appropriate, then click **Search**.
8. ShowCase Web displays your search results.

	Case #	Citation #	Party Name/Company	DOB	Sex	Race	File Date	Court Type	Case Status
	35-1996-CC-001924-AXXX-XX		DOE, JOHN				09/17/1996	County Civil	CLOSED
	35-1996-CC-002137-AXXX-XX		DOE, JOHN				10/10/1996	County Civil	CLOSED
	35-2006-CC-003594-AXXX-XX		DOE, JOHN				09/19/2006	County Civil	CLOSED

Figure 9- Case Search Results

9. When you locate the case / party which interests you, click the case number to view more information about the case.

	Case #	Citation #	Party Name/Company
	35-1996-CC-002137-XXXX-XX		DOE, JOHN

Figure 10- Click on the case number to open the case

ShowCase

Search

Case #: 35-1996-CC-002137-XXXX-XX

File Date: 10/10/1996

Party Name/Company: DOE, JOHN

Court Type:

Name Suffix:

Case Type:

DOB:

Case Status: CLOSED

Party Type:

Restitution Balance:

Offense Date:

Parties

Charges

Court Events

Dockets

Sentences

Arrests & Bonds

Warrants

Linked Cases

Fees

Figure 11- Case Details screen after clicking on the case number to open the case

See the section on [Viewing Case Information](#) for further details.

Helpful Hints When Searching

- If you use your mouse to hover over a field, a short description and the format required for the field will display.
- Use the wildcard “%” symbol in the search to replace any unknown characters. For example if a letter, number, or sequence of letters and numbers on a document are illegible, replace that character with the “%” symbol.
- Do not enter the dash or the check digit when you are searching by a citation number. **Note:** A check digit is the number or letter after the citation number on a Uniform Traffic Citation (UTC).
- On a criminal case, the attorney of record will display next to the name of the judge assigned to the case.

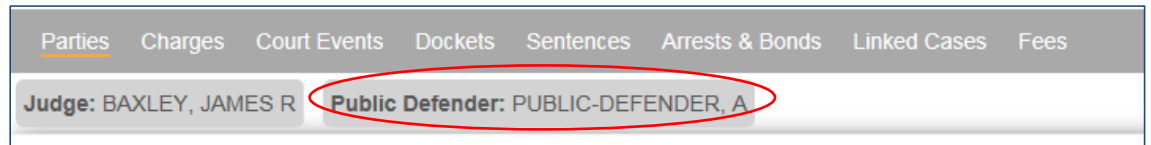
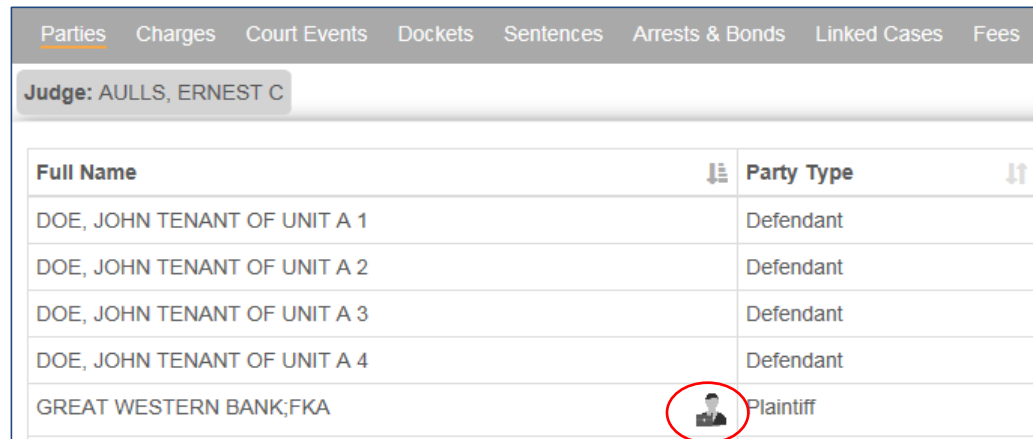


Figure 12- The attorney will display next to the name of the judge on a criminal case

- On a civil case, the attorney will display next to the party. Click on the  icon to view attorney information.



Full Name	Party Type
DOE, JOHN TENANT OF UNIT A 1	Defendant
DOE, JOHN TENANT OF UNIT A 2	Defendant
DOE, JOHN TENANT OF UNIT A 3	Defendant
DOE, JOHN TENANT OF UNIT A 4	Defendant
GREAT WESTERN BANK;FKA	Plaintiff

Figure 13- The attorney will display next to the party on a civil case

- **Show One Row Per Case:** When this box is checked, all parties on the case will be displayed in one row. To view each party on a separate row, uncheck this box.

Search Type:

Exact

SoundEx

Start With

☒ Show One Row Per Case

Figure 14- Show One Row Per Case Box

- When the “Show one row per case” box is checked you see one case:

Lake County Clerk, Florida
Search

	Case #	Citation #	Party Name/Company
	35-1987-CA-000999-AXXX-XX		GREAT WESTERN BANK,FKA,

Showing 1 to 1 of 1 entries

Figure 15- Case Example when the "Show one row per case" box is checked

- When the “Show one row per case” box isn’t checked, each party displays on a separate line. In this illustration the same case displays three times; each party on its own row:

Lake County Clerk, Florida
Search

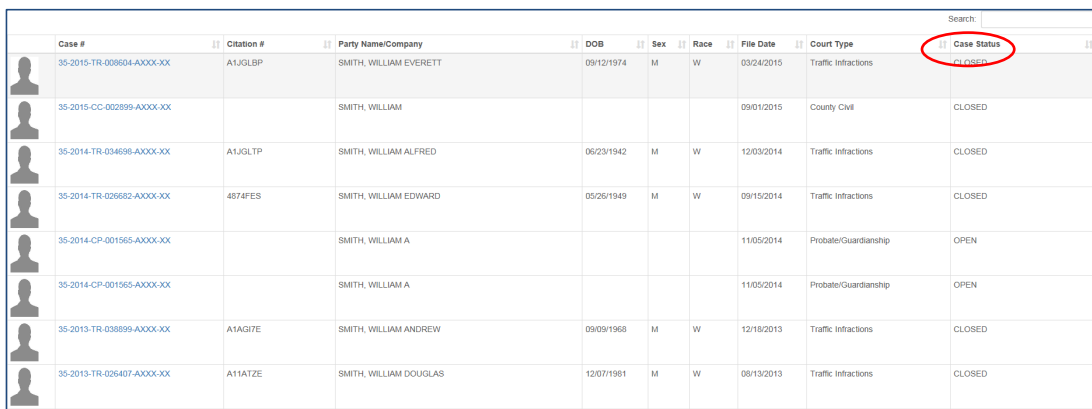
	Case #	Citation #	Party Name/Company
	35-1987-CA-000999-AXXX-XX		DOE, JOHN TENANT OF UNIT A 1
	35-1987-CA-000999-AXXX-XX		DOE, JOHN TENANT OF UNIT A 2
	35-1987-CA-000999-AXXX-XX		GREAT WESTERN BANK,FKA,

Figure 16- Case example when the "Show one row per case" box is NOT checked

Working with Data

ShowCase Web provides a user the ability to search for information within the search results.

In the case results screen, you can filter information within the search results. In the **Search** field, enter the information that you want to filter your results by. For example, if you only want to view the cases with an “open” status in your returned results, type the word “open” in the **Search** field. You will now only see cases on the screen that have the word “open”.



Case #	Citation #	Party Name/Company	DOB	Sex	Race	File Date	Court Type	Case Status
35-2015-TR-008604-AXXX-JX	A1JQLBP	SMITH, WILLIAM EVERETT	09/12/1974	M	W	03/24/2015	Traffic Infractions	CLOSED
35-2015-CC-002899-AXXX-JX		SMITH, WILLIAM				09/01/2015	County Civil	CLOSED
35-2014-TR-034698-AXXX-JX	A1JQLTP	SMITH, WILLIAM ALFRED	06/23/1942	M	W	12/03/2014	Traffic Infractions	CLOSED
35-2014-TR-026682-AXXX-JX	4674FE5	SMITH, WILLIAM EDWARD	05/05/1949	M	W	09/15/2014	Traffic Infractions	CLOSED
35-2014-CP-001565-AXXX-JX		SMITH, WILLIAM A				11/05/2014	Probate/Guardianship	OPEN
35-2014-CP-001565-AXXX-JX		SMITH, WILLIAM A				11/05/2014	Probate/Guardianship	OPEN
35-2013-TR-038899-AXXX-JX	A1AG7E	SMITH, WILLIAM ANDREW	09/09/1968	M	W	12/18/2013	Traffic Infractions	CLOSED
35-2013-TR-026407-AXXX-JX	A11ATZE	SMITH, WILLIAM DOUGLAS	12/07/1981	M	W	08/13/2013	Traffic Infractions	CLOSED

Figure 17- Case Status column in the Case Results screen



Case #	Citation #	Party Name/Company	DOB	Sex	Race	File Date	Court Type	Case Status
35-2014-CP-001565-AXXX-JX		SMITH, WILLIAM A				11/05/2014	Probate/Guardianship	OPEN
35-2014-CP-001565-AXXX-JX		SMITH, WILLIAM A				11/05/2014	Probate/Guardianship	OPEN
35-2013-CA-001511-AXXX-JX		SMITH, WILLIAM				06/15/2013	Circuit Civil	OPEN
35-2006-CT-018332-AXXX-JX	119314J	SMITH, WILLIAM ERIK	10/05/1973	M	W	04/13/2006	Criminal Traffic	OPEN
35-2006-CA-001620-AXXX-JX		SMITH, WILLIAM A				11/07/2006	Circuit Civil	ADMIN REOPEN CLOSED
35-1999-DR-002502-AXXX-JX		SMITH, WILLIAM H				09/30/1999	Domestic Relations/Family	ADMIN REOPEN CLOSED
35-1991-SC-000063-AXXX-JX		SMITH, WILLIAM BETMORE				01/06/1991	Small Claims	ADMIN REOPEN CLOSED

Figure 18- Search field in the Case Results screen; only cases that have the word “open” are displayed

Viewing Case Information

To view further information about a case, click on the tab that corresponds to the information that you need. Please see each line below for a description of the information that can be found under each tab:

- **Parties**: Defendant, plaintiff, witness, attorney, judge, and any party involved in the case.
- **Charges**: Charge information for a criminal case. Data includes offense date, citation number, statute and description, offense level, plea, plea date, disposition, and the disposition date for criminal cases.
- **Court Events**: Past, present, and future court date, time, type of proceeding, and location.
- **Dockets**: Chronological list of actions and documents filed on the case. This tab also includes the document image, docket number, effective date, count, and docket description.
- **Sentences**: Sentence details for disposed criminal cases such as date, count, sentence, confinement, term, credit time, conditions, and status.
- **Arrests & Bonds**: Arrest and bond details for criminal cases including arrest date, arresting agency, agency number, booking number, incident #, bond number, bond type, bondsman, surety company, cash depositor, bond amount, closed date, forfeiture date, effective date, and case status for criminal cases.
- **Linked Cases**: Related cases such as co-defendants, remands, up-mands, appeals, and consolidated cases. Data includes case number, case description, offense date, and case status for criminal cases.
- **Fees/Payment Plan**: Case related fees, registry money, collection information, and payment plans. Data includes the effective date, due date, fee description, amount due, amount paid, balance, collections, judgments, payment plan scheduled payment amount, original payment plan amount, and partial payments.

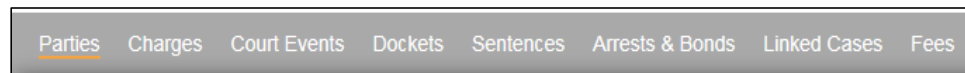


Figure 19- Tabs to view case information

Once you view a case, click on the  button to return to the case results screen.

Case #:

35-2007-CA-001742-AXXX-XX

File Date:

08/10/2007

Party Name/Company:

DOE, JOHN

Court Type:

CA

Name Suffix:

Case Type:

DOB:

Case Status:

ADMIN REOPEN CLOSED

Party Type:

Defendant

Restitution Balance:

\$0.00

Offense Date:

Back to Results

Figure 20- Case details screen has the “Back to Results” button

Search:										
	Case #	Citation #	Party Name/Company	DOB	Sex	Race	File Date	Court Type	Case Status	
	35-2007-CA-003326-AXXX-XX		DOE, JOHN				12/19/2007	Circuit Civil	CLOSED	
	35-2007-CA-003122-AXXX-XX		DOE, JOHN				12/06/2007	Circuit Civil	CLOSED	
	35-2007-CA-002870-AXXX-XX		DOE, JOHN				11/16/2007	Circuit Civil	CLOSED	
	35-2007-CA-002809-AXXX-XX		DOE, JOHN				11/15/2007	Circuit Civil	CLOSED	
	35-2007-CA-002758-AXXX-XX		DOE, JOHN				11/13/2007	Circuit Civil	CLOSED	
	35-2007-CA-002677-AXXX-XX		DOE, JOHN				11/07/2007	Circuit Civil	CLOSED	

Figure 21- After clicking on the “Back to Results” button the case results screen will display

Viewing Images

Under the **Dockets** tab if there is an image for that particular docket entry you will see a  “paperclip” or  “lock” icon next to the docket number.

1. The  “paperclip” icon indicates that the document has previously been redacted and based on your access; you will be able to view the image of the document.

Click on the icon to view the image. Please see the example below:

	Docket #	Effective Date	Count	Description	Text
	1	08/05/2015	0	CIVIL COVER SHEET	CIVIL COVER SHEET
	2	08/05/2015	0	FILING FEE ASSESSED-CIVIL ACTION	FILING FEE ASSESSED-CIVIL ACTION Receipt: 386651 Date: 08/06/2015
	3	08/05/2015	0	COMPLAINT	COMPLAINT // PETITION FOR COURT APPROVAL OF A TRANSFER OF STRUCTURED SETTLEMENT PAYMENT RIGHTS

Figure 22- This docket entry has an image available for viewing

2. The  “lock” icon indicates that the document must go through a redaction process before you are able to view it.

When you click on the  “lock” icon a “**View on Request Document**” window will display. If you enter your email address in the View on Request pop up window, you will be notified once the image is available. If you do not provide an email address, you will need to check back on the case periodically, to see if the image is available.

	3	02/16/2011	0	ORDER ON FIRST APPEARANCE REGARDING COUNSEL - NOT APPOINTED	ORDER ON FIRST APPEARANCE REGARDING COUNSEL - NOT APPOINTED
	4	02/16/2011	0	MISDEMEANOR AFFIDAVIT OF INDIGENT STATUS - QUALIFIES FOR PUBLIC DEFENDER	MISDEMEANOR AFFIDAVIT OF INDIGENT STATUS - QUALIFIES FOR PUBLIC DEFENDER

Figure 23- The image for this docket entry is not readily available. To view the image of this document you need to request it.

View on Request Document

The document(s) requested must be inspected before being made available for viewing.

If you would like to be notified by email when the image is viewable, please enter your email address in the box below and then select "request document." You will receive a return email notifying you that the image is available for viewing.

If you prefer not to enter your email address, please leave the email box blank and select "request document." In this instance you will need to periodically check back to see if the image is available.

Email(s)

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Figure 24- Window to request to view a document

- Once the **“Request Document”** button is selected, you will see this window to let you know the document(s) has been requested.

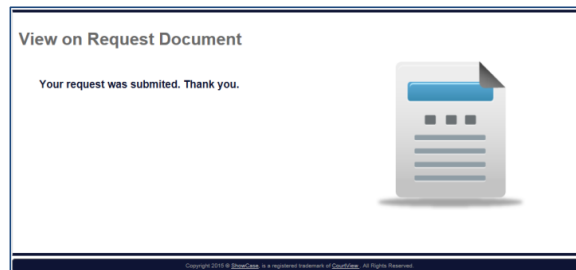


Figure 25- Confirmation window that a document has been requested

- If you enter an email address when requesting a document, you will receive an email when the image is available for viewing.

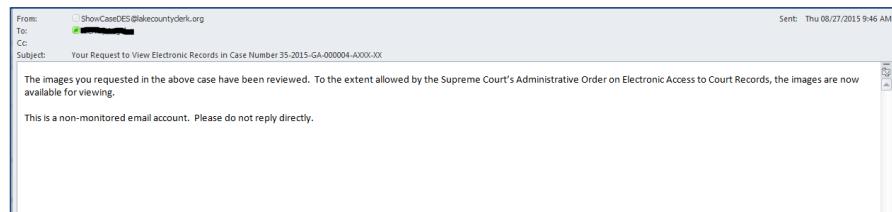


Figure 26- Email when a requested document is available for viewing

- If a document has already been through the redaction process, you can use the **Combine Documents** feature to consecutively view images for documents that you select. For instance on the example below, if you only want to view the images for docket entries number 1 and 8, click the box next to the corresponding docket numbers and then click **Combine Documents**:

Parties Charges Court Events Dockets Sentences Arrests & Bonds Linked Cases Fees					
Combine Documents					
	Docket #	Effective Date	Count	Description	Text
☒	1	03/05/2015	0	CIVIL COVER SHEET	CIVIL COVER SHEET
☐	2	03/05/2015	0	FILING FEE ASSESSED - RP MF \$15,000.00 TO \$50,000.00	FILING FEE ASSESSED - RP MF \$15,000.00 TO \$50,000.00 Receipt: 374311 Date: 03/05/2015
☐	3	03/05/2015	0	ISSUING SUMMONS / CIRCUIT CIVIL	ISSUING SUMMONS / CIRCUIT CIVIL Receipt: 374311 Date: 03/05/2015
☐	4	03/05/2015	0	RECORDING FEE LIS PENDENS \$5 FIRST PAGE	RECORDING FEE LIS PENDENS \$5 FIRST PAGE Receipt: 374311 Date: 03/05/2015
☐	5	03/05/2015	0	RECORDING FEE LIS PENDENS \$4 EACH ADDL PAGE	RECORDING FEE LIS PENDENS \$4 EACH ADDL PAGE Receipt: 374311 Date: 03/05/2015
☐	6	03/05/2015	0	CIVIL COVER SHEET	CIVIL COVER SHEET
☐	7	03/05/2015	0	VALUE OF REAL PROPERTY OR MORTGAGE FORECLOSURE CLAIM FORM	VALUE OF REAL PROPERTY OR MORTGAGE FORECLOSURE CLAIM FORM
☒	8	03/05/2015	0	LIS PENDENS	LIS PENDENS FILED AND RECORDED
☐	9	03/05/2015	0	COMPLAINT	COMPLAINT // FORECLOSE CLAIM OF LIEN WITH EXHIBITS ATTACHED

Figure 27- Combine documents option for images that have already been redacted

- If the documents you want to view have not been through the redaction

process and you want to request them, you can click the box next to the corresponding docket numbers and then click **Combine Documents**. For instance, on the example below, by checking the box next to docket entries number 1, 7, and 8, these documents will be requested to view.

Parties Charges Court Events <u>Dockets</u> Sentences Arrests & Bonds Linked Cases Fees						
 Combine Documents						
	Docket #	Effective Date	Count	Description	Text	
 ☒	1	01/05/2015	0	CIVIL COVER SHEET	CIVIL COVER SHEET	
	2	01/05/2015	0	FILING FEE ASSESSED - COUNTY CIVIL \$5,000.01 - \$10,000.00	FILING FEE ASSESSED - COUNTY CIVIL \$5,000.01 - \$10,000.00 Receipt	
	3	01/05/2015	0	ISSUING SUMMONS / COUNTY CIVIL	ISSUING SUMMONS / COUNTY CIVIL Receipt: 369486 Date: 01/05/2015	
 ☐	4	01/05/2015	0	COMPLAINT	COMPLAINT	
 ☐	5	01/05/2015	0	DESIGNATION OF ELECTRONIC MAIL ADDRESS	HIDAY & RICKE, PA'S DESIGNATION OF PRIMARY E-MAIL ADDRESS // PLAINTIFF	
 ☐	6	01/05/2015	0	SUMMONS TO BE ISSUED	SUMMONS TO BE ISSUED	
 ☒	7	01/06/2015	0	20 DAY SUMMONS ISSUED TO <PARTY> & DEL TO	20 DAY SUMMONS ISSUED AND SENT TO SCANNING	
 ☒	8	02/13/2015	0	20 DAY SUMMONS RETURNED SERVED AS TO <PARTY> / <DATE>	20 DAY SUMMONS RETURNED SERVED (IND) ON 013115	

Figure 28- Combine documents option to request to view multiple documents



Please note that depending on the user, document, and type of case, some images may be protected and therefore unable to be viewed.

Printing Case Documents

1. To print the case details including docketing, click on the **Print** button located at the top of the case details screen.

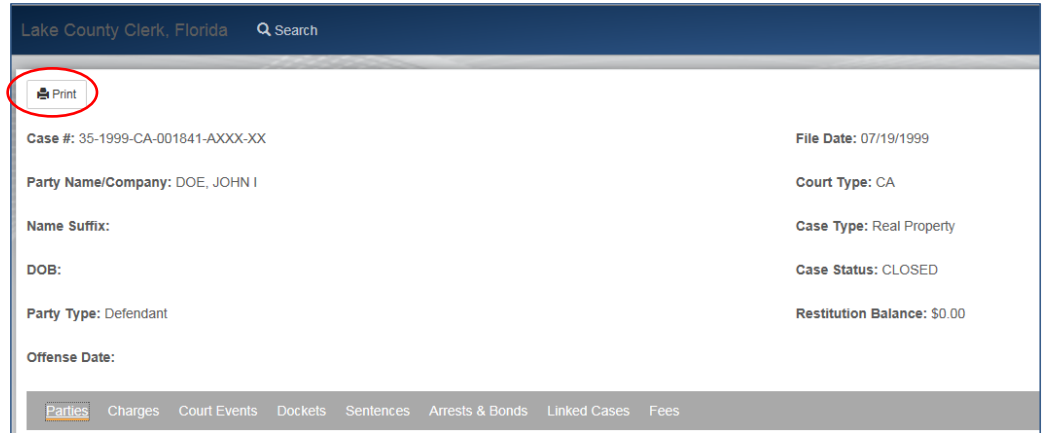


Figure 29- Click the Print button to print case details and docketing