SPARTAN
Technology Solutions

Attorney Web Inquiry

The Spartan Attorney Web Inquiry system allows attorneys to view all warrants on cases assigned to them. Attorneys can find warrants by defendant name, warrant number, indictment number, law enforcement case number (e.g., incident number), and by assigned prosecutor.

These instructions explain how to use the Attorney Web Inquiry System to locate warrants. Creating a new account, recovering a lost password, and viewing documents, images, and videos are also discussed.

Contents

Logging into the System

Logging into the system requires an account. If you do not have an account, follow the instructions under *Creating a New Account* starting on page 5. If you have an account, perform the following steps to log into the system.

To log into the system:

1   Enter your user name in the **User Name** field

2   Type your password in the **Password** field.

   Note: Password is case-sensitive. For example, the password "TEST" is not the same as the password "test." Also note that the password does not display for security reasons.

Figure 1 Attorney Login
Screen

3   Click the **Log In** button.

   •   If the log in is successful, the **My Warrants** screen is displayed.

Figure 2 My Warrants Screen

Recovering your Password

If you forget your password, the system can email your password to the email address on file.

To recover your password:

1   On the Login screen, click the **Recover Password** link.

Figure 3 Login Screen: Recover Password Link

2   Type your user name on the next screen and click **Submit**.

Figure 4 Recover Password Screen

3   Type the answer to your secret question (created when you created your account) on the next screen and click **Submit**.

In a few minutes, you should receive an email with your password. If you do not receive an email, click the **Send and Receive** button if you are using Microsoft Outlook™ and/or check your Spam/Junk Mail folder.
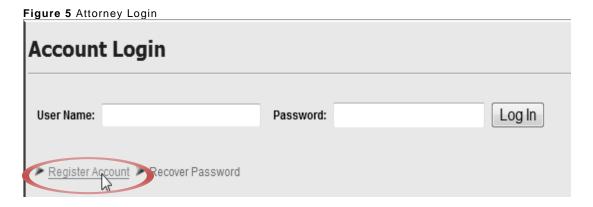
Creating a New Account

The Attorney Web Inquiry system requires users to log in with a user name and password. Only registered attorneys may use this application.
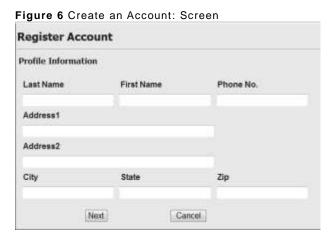
⚠ **Important**: The system locates warrants by matching the user name entered during the log-on process with the attorney user name stored in the Solicitor's system (e.g., Prosecutor Case Management System – PCMS). Therefore, your user name must be entered in the Solicitor's system first before you can use the Attorney Web Inquiry. Most likely, your user name exists in the system, but if you experience any problems, contact the Solicitor's office and ask that Solicitor personnel verify that your user name has been entered into their system.

To create a new account:

1 Click the **Register Account** link on the Attorney Login page.

Figure 5 Attorney Login

2 Complete the **Register Account: Profile Information** screen (see Table 1) and click **Next**.

Figure 6 Create an Account: Screen

3   Complete the Register Account: Account Information screen (see Table 1).

Register Account

Account Information

User Name:	[ ]
Password:	[ ]
Confirm Password:	[ ]
E-mail:	[ ]
Security Question:	What is your Mother's maiden name? ▼

If you forget your password you will be asked the security question you choose here and prompted to enter the answer you specify below.

| Security Answer: | [   ] |

[Previous] [Register]

Table 1 Create an Account: Explanation

Field	Explanation
Last Name	Type your last name.
First Name	Type your first name.
Phone No.	Type your work phone number.
Address1	Type the first line of your work address.
Address2	Type the second line of your work address, if applicable.
City	Type your address city.
State	Type your address state.
Zip	Type your zip code.

Field	Explanation
User Name	Type your desired user name.
Password	Enter a password consisting of letters, numbers, and/or symbols, minimum 3 characters.

Note: Password is case-sensitive. For example, the password "TEST" is not the same as the password "test." |
Confirm Password	Type the same password again.
Security Question	Choose a security question. Should you need to recover your password (see *Recovering Your Password* on page 3) you will be asked the answer to this question as confirmation of your identity.
Security Answer	Type the answer your security question. The question and answer you choose should be information you can easily remember.
E-mail	Enter your email address.

3 Click **Register**.

- If registration is successful, the message, "Registration Complete," is displayed.

- If errors appear, correct the problems stated in the error message and click **Register**.

4 Click **Continue.**

After creating the new account, the **Login** screen is displayed.

Figure 7 Login Screen

To continue, enter your log on information below. For assistance, click the **Help** link.

User Name: [   ]   Password: [   ]   [Log In]
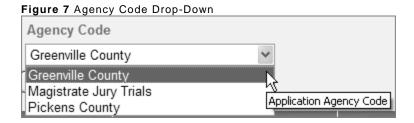
➤ Register Account ➤ Recover Password

Note: See page 2 for instructions on logging into the system.

Viewing a List of All Warrants

To view a list of all warrants on cases assigned to you, make sure the List My Warrants screen is displayed. If necessary, click the **My Warrants** button to go to this screen and then perform the following steps.

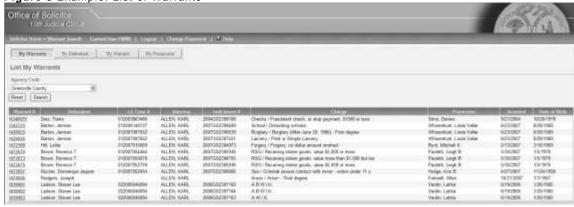**To view a list of all warrants on your cases**

1   Select an agency from the **Agency Code** drop-down list.

Figure 7 Agency Code Drop-Down

2   Click the **Search** button.

A list of warrants is displayed, twenty-five (25) at a time.

Figure 8 Example: List of Warrants

• If the search results are more than 25 warrants, paging links are displayed immediately above the grid.

Figure 9 Example Paging

Table 2 How to Use Paging

To perform this activity:	Do the following:
To jump to a specific page in the search results…	Change the page number that is displayed next to the word "Page"

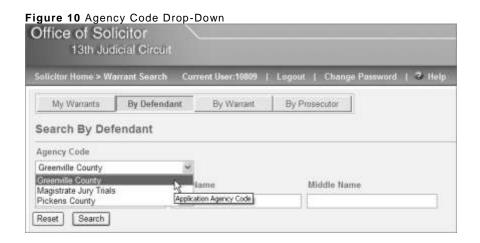| To perform this activity:	Do the following:
To go to the next page in the results…	Click the word **Next**
To return to the previous page…	Click the word **Previous**
To go to the first page in the results…	Click the word **First**
To jump to the last page in the results…	Click the word **Last**

- To view detailed information for a specific warrant, click the link under the **Warrant #** column. See page 16 for more information.

- After viewing warrant details, to return to the list of Warrants, click the Back button on your browser.

Searching for a Warrant by Defendant Name

To search for warrants by defendant name, click the **By Defendant** button to go to the Search by Defendant screen and then perform the following steps.

To search for warrants by defendant name

1   Select an agency from the **Agency Code** drop-down list.

Figure 10 Agency Code Drop-Down

2   Enter the defendant's name in the **Last Name**, **First Name**, and/or **Middle Name** fields.

   Note: The search is not case-sensitive. For example, you can enter the name "Smith" as "SMITH" or "smith" and the same results will be returned.

3   Click the **Search** button.

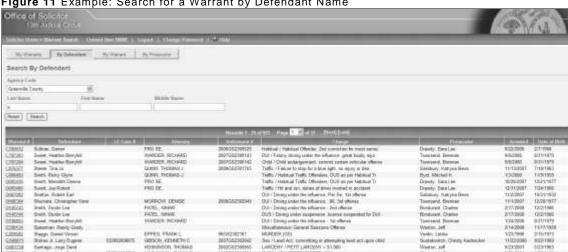   Search results are displayed in a grid.

Figure 11 Example: Search for a Warrant by Defendant Name

- If more than 25 warrants are shown, paging links are displayed immediately above the grid. See page 8 for instructions on using paging.

- To view detailed information for a specific warrant, click the link under the **Warrant #** column. See page 16 for more information.

- To return to the list of Warrants, after viewing warrant details, click the Back button on your browser.

Searching by Warrant, Indictment, and/or Law Enforcement Case Number

You can search for warrants by warrant number, indictment number, and/or law enforcement case number (i.e., police incident number) as explained in the following instructions.

To search for warrants by warrant, indictment, and/or law enforcement case number

1   Click the **By Warrant** button to display the **Search by Warrant** screen.

Figure 12 "By Warrant" Screen

2   Select an agency from the **Agency Code** drop-down list.

3   Type some or all of the following information: warrant number under **Warrant #**, indictment number under **Indictment #**, and/or law enforcement case number (incident number) under **LE Case #**.

4   Click the **Search** button.

    Results are displayed in a grid.

Figure 13 Example Results of a Warrant Number Search

- If the search results in more than 25 warrants, paging links are displayed immediately above the grid. See page 8 for instructions on using paging.

- To view detailed information for a specific warrant, click the link under the **Warrant #** column. See page 16 for more information.

- After viewing warrant details, to return to the list of Warrants, click the Back button on your browser.

Searching by Prosecutor

You can search for warrants by the prosecutor assigned to the case as explained in the following instructions.

Note: The prosecutor must be entered on the case in the Solicitor's system (i.e., the Prosecutor Case Management System, PCMS) in order to appear in the search results.

To search for warrants by prosecutor

1   Click the **By Prosecutor** button to display the **Search by Prosecutor** screen.

Figure 14 "By Prosecutor" Screen

2   Click the drop-down under **Agency Code** and select an agency.

3   Click the drop-down under **Prosecutor Code** and choose a prosecutor.

4   Click the **Search** button.

Results are displayed in a grid.

Figure 15 Example: Results of Search by Prosecutor

- If the search results in more than 25 warrants, paging links are displayed immediately above the grid. See page 8 for instructions on using paging.

- To view detailed information for a specific warrant, click the link under the **Warrant #** column. See page 16 for more information.

- After viewing warrant details, to return to the list of Warrants, click the Back button on your browser.

Viewing Warrant Details

To see warrant details, first search for the warrant as explained previously in these instructions. Then perform the steps in the following instructions to see detailed information for the warrant, including documents, images, and videos, if they exist.
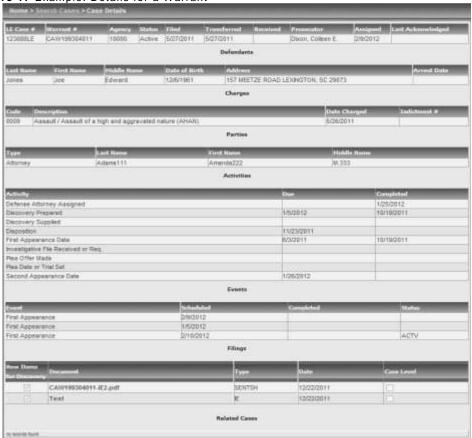
To view warrant details

1   Click the warrant number link in the search results.

Figure 16 Example: Warrant Link under the Warrant # Column

Warrant	Defendant	Master Case	LE Case	Attorney	Indictment	Charge	Prosecutor	Arrested	Date of Birth
100104	Mabry, Martenus L	100104	LE123	Adams, Amanda M.	2011GS4000010	Robbery / Attempted armed	Collins, Rick Calvin		1/13/1980
2010GS3700887	Temple, Dennis Maurice	2010GS3700887		Adams, Amanda M.	2010GS3700887	Sex / Criminal sexual conduct - First degree		9/7/2010	11/12/1972
365412	Ford, Frank Middle	2010MC00001	LE96343	Adams, Amanda M.	2009GS0002	Agriculture / Tobacco warehousemen Article violation (no longer used)	Dixon, Colleen E.		6/4/1990
43840FM	Stacey, Calvin C	43840FM		Adams111, Amanda222 M.333		DUI/DRIVING UNDER INFLUENCE,.0		1/15/2011	10/5/1964

Records 1 - 10 of 25   Page 1 of 3   [Next] [Last]

Figure 17 Example: Details for a Warrant

2   If documents, images, videos, etc., are associated with the warrant, the Details
    screen lists them in the "Filings" section.

    ⚠ **Important**: The DIVX converter is required to play videos. You can download a
    free copy of the converter from http://www.divx.com/divx/windows/converter/ .
    Follow the instructions on the DIVX website to download and install the converter.
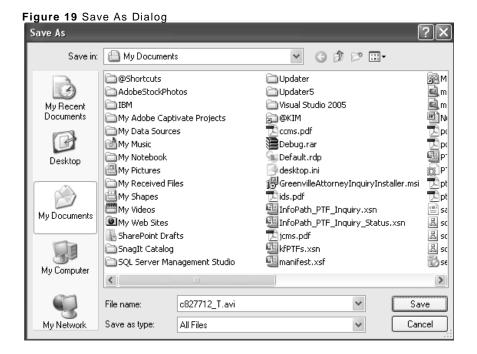
To open or save an image, document, or video

1   Click the link under **Document** to download.

2   When prompted, select **Open** or **Save**.

    Note: **Saving the file and then opening from your machine is recommended as
    the files tend to be very large.**

Figure 18 File Download Dialog

3   If you chose **Save**, you will be asked to select a location where the file will be
    saved. Navigate to the desired location and click **Save**.

Figure 19 Save As Dialog

4   Wait while the file is downloaded. During this time, a message displays on the screen, showing the progress and estimated time to completion.

⚠ **Important**: Most videos are large files. Large files may take quite a while to download, depending on the size of the file and speed of your Internet connection.

5   When the download is complete, navigate to the location where you saved the file and double-click to open the file.

Logging out of the System

To log out of the system, click the **Logout** link in the top right hand corner. The Attorney Login screen will display.

Figure 20 Logout

Note: For security reasons, the system will automatically log you out after 30 minutes of inactivity.