



# 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.

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# 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.

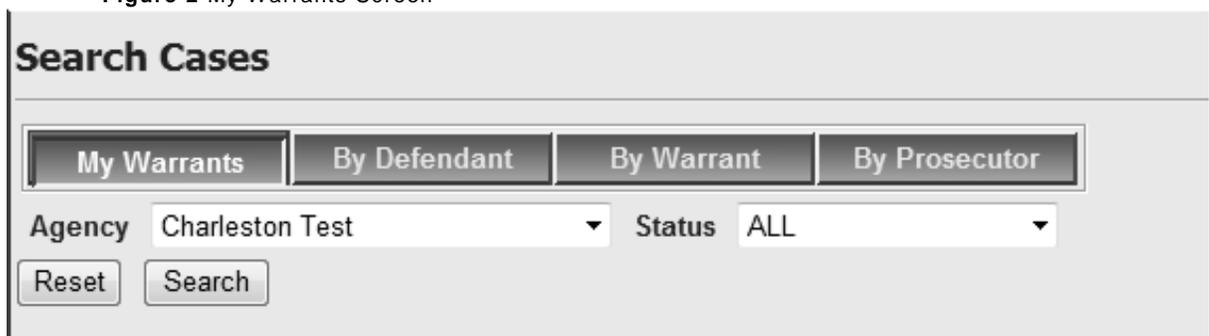
*Note:* Password is case-sensitive. For example, the password “TEST” is not the same as the password “test.” Also note that the password does not display for security reasons.

**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



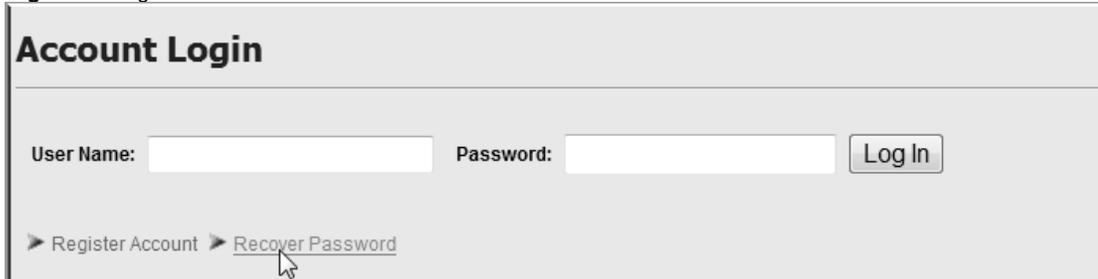
# Recovering your Password

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.

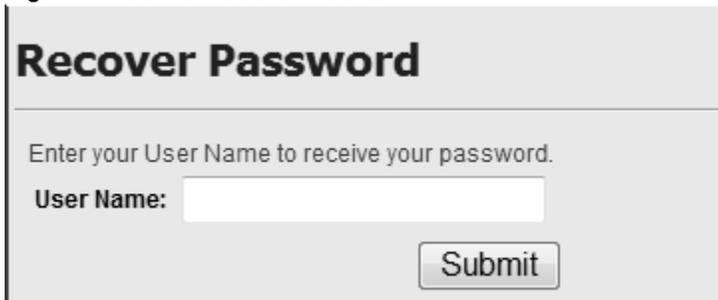
Figure 3 Login Screen: Recover Password Link



The screenshot shows the 'Account Login' page. It features a 'User Name:' field, a 'Password:' field, and a 'Log In' button. Below these fields, there are two links: 'Register Account' and 'Recover Password'. A mouse cursor is pointing at the 'Recover Password' link.

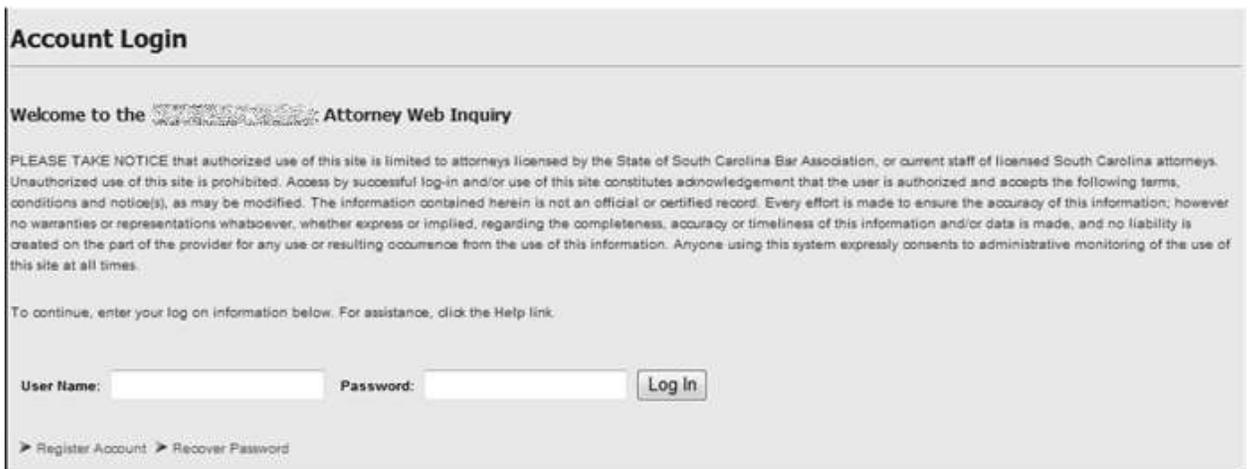
- 2 Type your user name on the next screen and click **Submit**.

Figure 4 Recover Password Screen



The screenshot shows the 'Recover Password' screen. It has a heading 'Recover Password' and a prompt: 'Enter your User Name to receive your password.' Below this is a 'User Name:' field and a 'Submit' button.

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



The screenshot shows the 'Account Login' page with a disclaimer. The heading is 'Account Login'. Below it is a welcome message: 'Welcome to the [blurred] Attorney Web Inquiry'. A large block of text follows, starting with 'PLEASE TAKE NOTICE that authorized use of this site is limited to attorneys licensed by the State of South Carolina Bar Association...'. Below the disclaimer, there is a prompt: 'To continue, enter your log on information below. For assistance, click the Help link.' At the bottom, there are 'User Name:' and 'Password:' fields, a 'Log In' button, and links for 'Register Account' and 'Recover Password'.



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

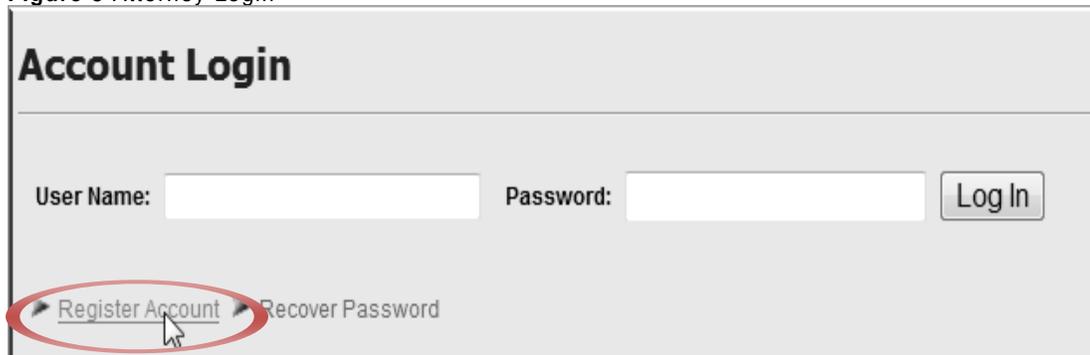
The Attorney Web Inquiry system requires users to log in with a user name and password. Only registered attorneys may use this application.

**⚠ 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

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### Account Information

**User Name:**

**Password:**

**Confirm Password:**

**E-mail:**

**Security Question:**

*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:**

**Table 1** Create an Account: Explanation

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



Field	Explanation
<b>User Name</b>	Type your desired user name.
<b>Password</b>	Enter a password consisting of letters, numbers, and/or symbols, minimum 3 characters.  <i>Note:</i> Password is case-sensitive. For example, the password “TEST” is not the same as the password “test.”
<b>Confirm Password</b>	Type the same password again.
<b>Security Question</b>	Choose a security question. Should you need to recover your password (see <i>Recovering Your Password</i> on page 3) you will be asked the answer to this question as confirmation of your identity.
<b>Security Answer</b>	Type the answer your security question. The question and answer you choose should be information you can easily remember.
<b>E-mail</b>	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:

[Register Account](#) [Recover Password](#)

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

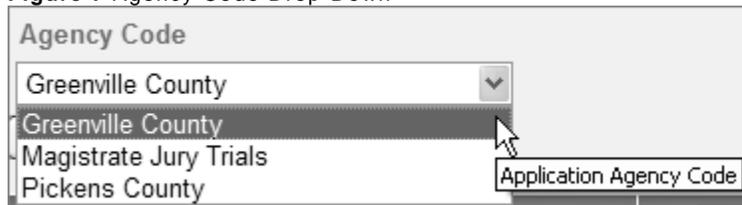
# Viewing a List of All Warrants

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.

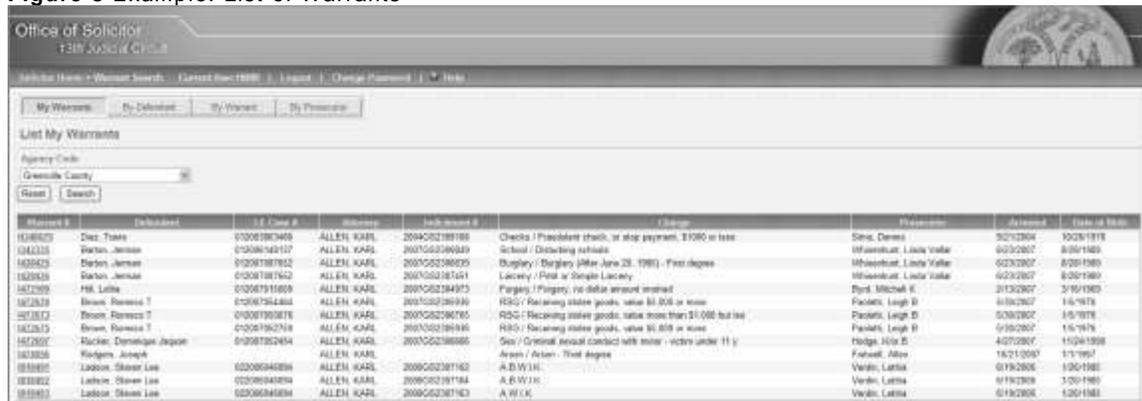
**Figure 7** Agency Code Drop-Down



- 2 Click the **Search** button.

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

**Figure 8** Example: List of Warrants



Warrant #	Date Issued	J.E. Case #	Agency	Judgment #	Charge	Prosecutor	Amount	Date of Birth
1428529	Dist. Tonia	070018C400	ALLEN, KARL	2004002181180	Check / Precedent check, or stop payment, \$100 or less	Sene, Dennis	3021204	30261919
1428530	Darby, James	070018C407	ALLEN, KARL	2007002180209	Child / Delinquency juvenile	Wheatland, Linda Valler	0232807	03011980
1428531	Darby, James	070018C402	ALLEN, KARL	2007002180209	Burglary / Burglary (After June 28, 1981) - First degree	Wheatland, Linda Valler	0232807	03011980
1428532	Darby, James	070018C402	ALLEN, KARL	2007002180209	Larceny / Petit or Simple Larceny	Wheatland, Linda Valler	0232807	03011980
1427989	Hil, Leticia	0700191809	ALLEN, KARL	2007002184973	Forgery / Forgery, no dollar amount specified	Ryd, Michael E.	2132907	31011980
1427990	Brown, Roseann T	0700191804	ALLEN, KARL	2007002184939	RSO / Receiving stolen goods, value \$1,000 or more	Pacetti, Leigh D	0182807	14/1978
1427991	Brown, Roseann T	0700191807	ALLEN, KARL	2007002184970	RSO / Receiving stolen goods, value more than \$1,000 but less	Pacetti, Leigh D	0182807	14/1978
1427992	Brown, Roseann T	0700191808	ALLEN, KARL	2007002184939	RSO / Receiving stolen goods, value \$1,000 or more	Pacetti, Leigh D	0182807	14/1978
1427993	Stuckie, Dominique Jaquon	070019C2434	ALLEN, KARL	2007002186885	Sex / Criminal sexual conduct with minor - victim under 11 y	Hodge, Rita E.	4072807	11/241958
1427994	Wagner, Joseph		ALLEN, KARL		Arson / Arson - Third degree	Fehnel, Abby	18212007	1/11997
1427995	Laddon, Steven Lee	020000040394	ALLEN, KARL	2006002181183	A.B.W.I.C.	Vardin, Leticia	0192806	1/301981
1427996	Laddon, Steven Lee	020000040394	ALLEN, KARL	2006002181184	A.B.W.I.C.	Vardin, Leticia	0192806	1/301981
1427997	Laddon, Steven Lee	020000040394	ALLEN, KARL	2006002181183	A.W.I.C.	Vardin, Leticia	0192806	1/301981

- 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"



<b>To perform this activity:</b>	<b>Do the following:</b>
To go to the next page in the results...	Click the word <b>Next</b>
To return to the previous page...	Click the word <b>Previous</b>
To go to the first page in the results...	Click the word <b>First</b>
To jump to the last page in the results...	Click the word <b>Last</b>

- 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

Office of Solicitor  
13th Judicial Circuit

Solicitor Home > Warrant Search | Current User:10809 | Logout | Change Password | Help

My Warrants | **By Defendant** | By Warrant | By Prosecutor

### Search By Defendant

Agency Code  
Greenville County  
Greenville County  
Magistrate Jury Trials  
Pickens County

Last Name  
First Name  
Middle Name  
Application Agency Code

Reset Search

- 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

Office of Solicitor  
Tim Award Group

Warrant Home > Warrant Search > David (over 1000) > Log out > Change Password > Help

My Warrants   By Defendant   By Warrant   By Precinct

Search By Defendant

Agency Code  
Greenville County

Last Name   First Name   Middle Name

Reset   Search

Warrant #	Defendant	10 Case #	Arrested	Arrested #	Offense	Offense	Arrested	Date of Birth
C189112	Sullivan, Daniel		PRO. SE.	200705218920	Habitual / Habitual Offender - 2nd conviction for most serious	Deputy, Sara Lee	1/22/2008	2/1/1988
C187263	Sweet, Heather Gary/ki		WARDER, RICHARD	2007052189143	DUI / Felony driving under the influence - great bodily injury	Townsend, Debraan	8/6/2005	8/31/1979
C187254	Sweet, Heather Gary/ki		WARDER, RICHARD	2007052189142	Child / Child endangerment - serious bodily injury offense	Townsend, Debraan	9/8/2005	8/31/1979
C033327	Swain, Tina Jo		SMITH, THOMAS J.	2009052091763	Traffic / Failure to stop for a blue light - no injury or loss	Saltmarsh, Katelyn Beale	11/12/2007	7/19/1963
C099491	Swain, Ricky Clyde		SMITH, THOMAS J.		Traffic / Habitual Traffic Offenses - OUI as per Habitual T1	Byrd, Mitchell W.	1/3/2008	1/15/1955
D005239	Swain, Melissa Colette		PRO. SE.		Traffic / Habitual Traffic Offenses - OUI as per Habitual T1	Deputy, Sara Lee	10/26/2007	12/21/1977
D005240	Sweet, Joe Robert		PRO. SE.		Traffic / Hit and run - driver of motor vehicle in accident	Deputy, Sara Lee	12/11/2007	12/21/1960
D007262	Swain, Robert Earl				DUI / Driving under the influence - 1st offense	Saltmarsh, Katelyn Beale	11/2/2007	10/21/1930
D200264	Thomson, Christopher Vance		MORROW, DENISE	2009052189349	DUI / Driving under the influence - 1st offense	Townsend, Debraan	11/1/2007	12/28/1977
D165242	Smith, Devin Lee		SMITH, DEBRA		DUI / Driving under the influence - 1st offense	Benjamin, Charles	2/17/2008	12/21/1986
D145144	Smith, Dustin Lee		SMITH, DEBRA		DUI / Driving under suspension - license suspended for DUI	Benjamin, Charles	2/17/2008	12/21/1986
D189333	Sweet, Heather Gary/ki		WARDER, RICHARD		DUI / Driving under the influence - 1st offense	Townsend, Debraan	1/24/2008	8/31/1979
D189334	Spokane, Randy Gusty				Miscellaneous General Sessions Offense	Wester, Jeff	2/14/2008	11/17/1958
E200162	Stagg, Daniel Vernon		EFFER, FRANK L.	96102107167	MURDER (1st)	Venon, Leticia	1/23/1996	2/15/1973
G249913	Stokes, Jr, Larry Eugene	03280204675	GIBSON, KENNETH D.	2005052189642	Sex / Lewd Act - committing or attempting lewd act upon child	Sundtsoorch, Christy Kathleen	11/20/2006	8/22/1965
G881239	Stratton, Chris David		HORNBECK, THOMAS	2005052189695	LARCENY / PETTY LARCENY - \$1,000	Wester, Jeff	9/23/2001	1/23/1963
G881238	Stratton, Chris David	03280181870	HORNBECK, THOMAS	2005052189690	BURGLARY / PETTY BURGLARY (1st)	Wester, Jeff	8/24/2001	1/23/1963
H071130	Stuber, Phillip		PRO. SE.		Drugs / Obtaining prop. of drugs, or control drugs by force	Frederick, Allen	10/29/2007	4/3/1979
H050113	Swain, Jerry T	0108060064	PRICE, JAMES (CHP)	2007052189220	Female / Financial identity theft - obtain someone identity	Whitworth, Lucia Yvonne	2/2/2007	1/23/1943

- 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



My Warrants	By Defendant	<b>By Warrant</b>	By Prosecutor
<b>Search By Warrant</b>			
Agency Code			
Greenville County			
Warrant #	Indictment #	LE Case #	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Reset	Search		

- 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

Search By Warrant

Agency Code  
Greenville County

Warrant #  Indictment #  UC Case #

Reset Search

Warrant #	Defendant	UC Case #	Offense	Subpoense #	Charge	Commissioner	Issued	Exp. of Term
004832	Johnson, Tawana O.		PARISWORTH, DANIEL	28670220720	Traffic / Failure to stop for a blue light, no injury or loss	Polston, June	5/31/2007	10/31/1370
008122	Schwartz, Abby Sarah		DOFFEY, JR, BILL	28660220942	Traffic / Hazardous Traffic Offenses, DUI as per Habitual T	Bookout, Charles	6/10/2006	10/11/1370
010082	Hester, Darrell Mikel		LONG, JR, WILLIAM B	28670220981	Traffic / Hazardous Traffic Offenses, DUI as per Habitual T	Bookout, Charles	8/10/2006	10/20/1367
114202	Andrew, Jessica Sumner	01200151113	O'CONNELL, JAY P	28670220101	Out / Driving under the influence - 2nd offense	Bookout, William	1/14/2006	4/31/06
126122	Gresh, Joseph Vincent		BANWISLER, JAMES W	28670220996	Out / Driving under the influence - 3rd offense	Dowdy, Sara Lee	8/11/2007	2/5/1075
124482	Knight, Timothy Glenn		WAEDEH, RICHARD		Out / Driving under the influence - 3rd offense	Dowdy, Sara Lee	10/30/2007	8/22/1028
124822	Knight, Beverly Dawn		WAEDEH, RICHARD		Out / Driving under suspension, license not suspended for DU	Dowdy, Sara Lee	10/30/2007	8/22/1028
124952	Odum, Carlos, Mica Enrique		PRO SE		Out / Driving under the influence - 2nd offense	Dowdy, Sara Lee	11/10/2007	3/31/1077
123482	Swearingin, Joseph Martin		PUBLIC DEFENDER	28670220720	Traffic / Failure to stop for a blue light, no injury or loss	Bookout, Charles	2/6/2007	8/26/1003
152702	Swearingin, Joseph Martin		PUBLIC DEFENDER	28670220720	Traffic / Hazardous Traffic Offenses, DUI as per Habitual T	Bookout, Charles	2/6/2007	8/26/1003
123502	Roberts, Roy Edward		BOGGS, CAMERON	28670220620	Out / Driving under the influence - 2nd offense	Howard, Kimberly Rose	8/8/2007	7/17/1058
124122	Leach, Brent Pauline	01200151006	PRO SE	28670220981	Traffic / Non-law Driving	Marshall, C. Daniel	10/1/2006	10/2/1062
123382	Reetz, Joseph Vincent	01200151749	EVANS, STEPHEN W	28670220020	Out / Driving under the influence - 2nd offense	Statutory, Katrina Bevil	4/10/2007	10/2/1064
123482	Cobb, Tary Lambert		SMYKURA, PATRICK	28670220794	Out / Driving under the influence - 2nd offense	Bookout, Charles	1/21/2007	2/10/1006
123482	Tappin, John Ronald		SCALZO, CHRISTOPHER	28660221817	Traffic / Hazardous Traffic Offenses, DUI as per Habitual T	Dowdy, Sara Lee	6/30/2006	3/24/1057
12612	Carlington, Howard Octavian				Out / Driving under the influence, 3rd, 1st offense		10/18/2008	8/28/1070
126122	Carlington, Howard Octavian				Out / Driving under the influence, 3rd, 1st offense	Avon, Cheryl L. D.	10/18/2008	8/28/1070
126122	Carlington, Howard Octavian				Out / Driving under suspension, license not suspended for DU	Avon, Cheryl L. D.	10/18/2008	8/28/1070
126122	Hart, James Lee		JORDAN, WILLIAM A.		Arrest / Possession or possession of seen or view by minor	Townsend, Brennan	12/28/2006	1/18/1008
126122	Hart, James Lee		JORDAN, WILLIAM A.		Drug / Poss. of Narc. or Schedule III, IV, V or Schedule I	Townsend, Brennan	12/28/2006	1/18/1008
127482	Pant, Dustin Charles				Robbery / Attempted armed, or illegally armed, robbery	Hodge, Kris D.	10/13/2007	1/18/1008
127202	Martin, Luis Fay				Shoplifting / Obtained for 1st or sub. offense, Value \$1	Telfe, Barbara Hayes	2/10/2009	8/31/1010
126202	Largo, Teresa Marie				Prostitution / Prostitution - 1st offense	Marshall, Lucas	4/10/2007	10/2/1060
126202	Largo, Teresa Marie				Miscellaneous / Criminal offense unless explicitly provided	Marshall, Lucas	4/10/2007	10/2/1060
174902	Dawson, Valada Kelli	02200164181	HORNBICK, CAROL ANN	28670220020	Traffic / Failure to stop for a blue light, no injury or loss	Polston, June	6/10/2007	3/16/1076

Records 1 - 25 of 31 Page 1 of 1 Print [Link]

- 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

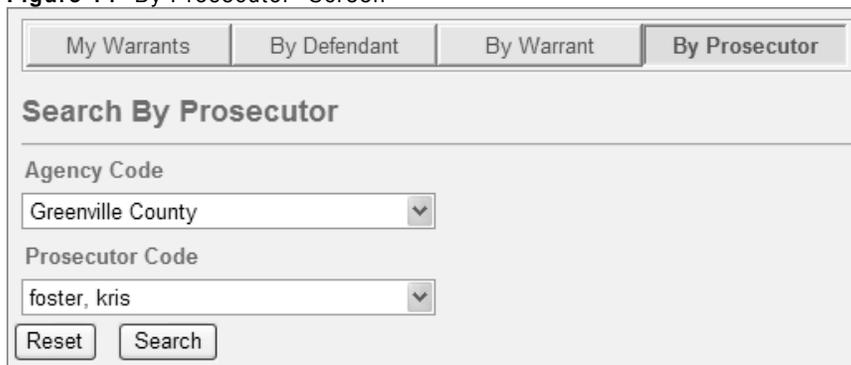
You can search for warrants by the prosecutor assigned to the case as explained in the following instructions.

*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



The screenshot shows a web interface for searching warrants by prosecutor. At the top, there is a horizontal navigation bar with four buttons: "My Warrants", "By Defendant", "By Warrant", and "By Prosecutor". The "By Prosecutor" button is highlighted. Below this bar is a section titled "Search By Prosecutor". This section contains two dropdown menus. The first is labeled "Agency Code" and has "Greenville County" selected. The second is labeled "Prosecutor Code" and has "foster, kris" selected. At the bottom of the search section, there are two buttons: "Reset" and "Search".

- 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

**Search Cases**

Agency 
 Status

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

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
555544	Todd, Adrian	555544		Adams, Amanda M.		Computer / Computer Crime Act, value exceeds \$25,000-First degree(refer to CDR 7017)			
789654	Pruitt, Zach	2010MC00005		Adams, Amanda M.	789789	DUI / Driving under the influence, .08, 4th and subsequent offense	Dixon, Colleen E.		
852314	Summey, Raymie	2010MC00025	LE963852	Adams, Amanda M.	2011GS0008	Assault / Assault and battery with Intent to Kill (ABWIK)	Dixon, Colleen E.		6/18/1964
98745	Cadillac, Chrissie	2009MC00003	LE7459744	Adams, Amanda M.	2010GS0027	Abuse / Threat, intimidat	Howard, Emily B	8/1/2009	8/5/1965
CAW199304011	Jones, Joe Edward	CAW199304011	123888LE	Adams, Amanda M.		Assault / Assault of a high and aggravated nature (AHAN)	Dixon, Colleen E.		12/6/1961

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

- 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

Records 1 - 10 of 25 Page 1 of 3 [Next] [Last]									
Warrant	Defendant	Master Case	LE Case	Attorney	Indictment	Charge	Prosecutor	Arrested	Date of Birth
<a href="#">100104</a>	Mabry, Martenus L	100104	LE123	Adams, Amanda M.	2011GS4000010	Robbery / Attempted armed	Collins, Rick Calvin		1/13/1980
<a href="#">2010GS3700887</a>	Temple, Dennis Maurice	2010GS3700887		Adams, Amanda M.	2010GS3700887	Sex / Criminal sexual conduct - First degree		9/7/2010	11/12/1972
<a href="#">365412</a>	Ford, Frank Middle	2010MC00001	LE96343	Adams, Amanda M.	2009GS0002	Agriculture / Tobacco warehousemen Article violation (no longer used)	Dixon, Colleen E.		6/4/1990
<a href="#">43840FM</a>	Stacey, Calvin C	43840FM		Adams111, Amanda222 M.333		DUI/DRIVING UNDER INFLUENCE,.0		1/15/2011	10/5/1964

Figure 17 Example: Details for a Warrant

LE Case #	Warrant #	Agency	Status	Filed	Transferred	Reopened	Prosecutor	Assigned	Last Acknowledged	
123888LE	CAW199304611	10090	Active	5/27/2011	5/27/2011		Dixon, Colleen E.	2/8/2012		
<b>Defendants</b>										
Last Name	First Name	Middle Name	Date of Birth	Address						Arrest Date
Jones	Joe	Edward	12/6/1961	157 MEETZE ROAD LEXINGTON, SC 29073						
<b>Charges</b>										
Code	Description	Date Charged	Indictment #							
0009	Assault / Assault of a high end aggravated nature (AHAN)	5/26/2011								
<b>Parties</b>										
Type	Last Name	First Name	Middle Name							
Attorney	Adams111	Amanda222	M.333							
<b>Activities</b>										
Activity	Due	Completed								
Defense Attorney Assigned		1/25/2012								
Discovery Prepared	1/5/2012	10/19/2011								
Discovery Supplied										
Disposition	11/23/2011									
First Appearance Date	6/3/2011	10/19/2011								
Investigative File Received or Req.										
Plan Offer Made										
Plan Date or Trial Set										
Second Appearance Date	1/26/2012									
<b>Events</b>										
Date	Scheduled	Completed	Status							
First Appearance	2/9/2012									
First Appearance	1/5/2012									
First Appearance	2/16/2012		ACTV							
<b>Files</b>										
File Name	Document	Type	Date	Case Level						
<input type="checkbox"/>	CAW199304011-#2.pdf	SENTSH	12/22/2011	<input type="checkbox"/>						
<input type="checkbox"/>	Text	E	12/22/2011	<input type="checkbox"/>						
<b>Related Cases</b>										



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

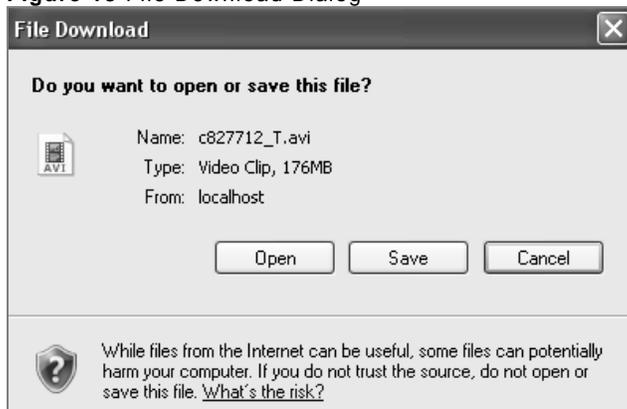
**⚠ Important:** The DIVX converter is required to play videos. You can download a free copy of the converter from <http://www.divx.com/divx/windows/converter/>. Follow the instructions on the DIVX website to download and install the converter.

### 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.**

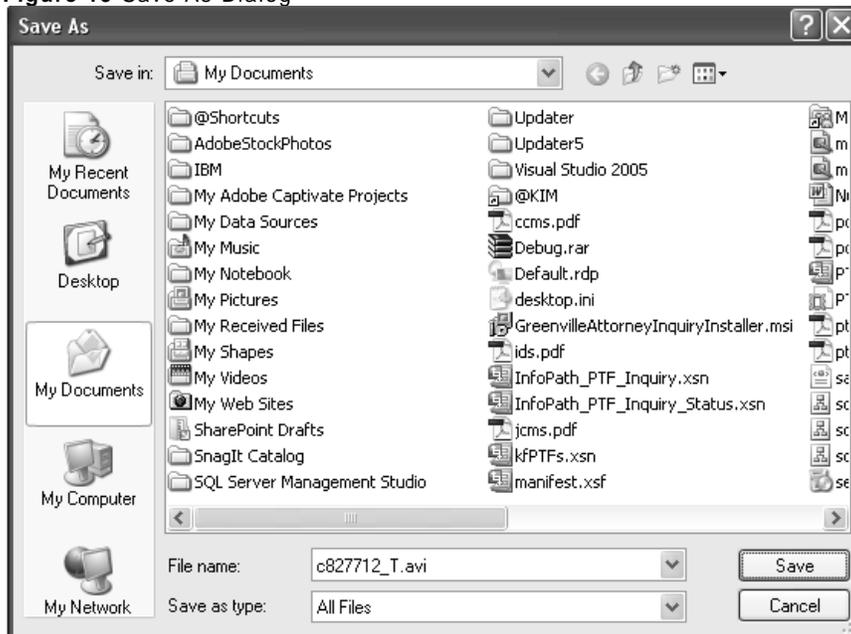
Figure 18 File Download Dialog



- 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.