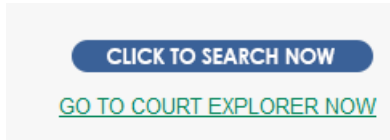


Oakland County’s Court Explorer is an online application that provides Oakland County Circuit Court case information and the ability to purchase documents from the Oakland County Circuit and Probate Courts. The Court Explorer application is mobile ready. Using a mobile device you can search cases, view case information and order documents. However, users may notice slight modifications in the display when accessing Court Explorer through mobile and tablet devices. Please find the User Guide, Technical Support and Quick Tips information below.

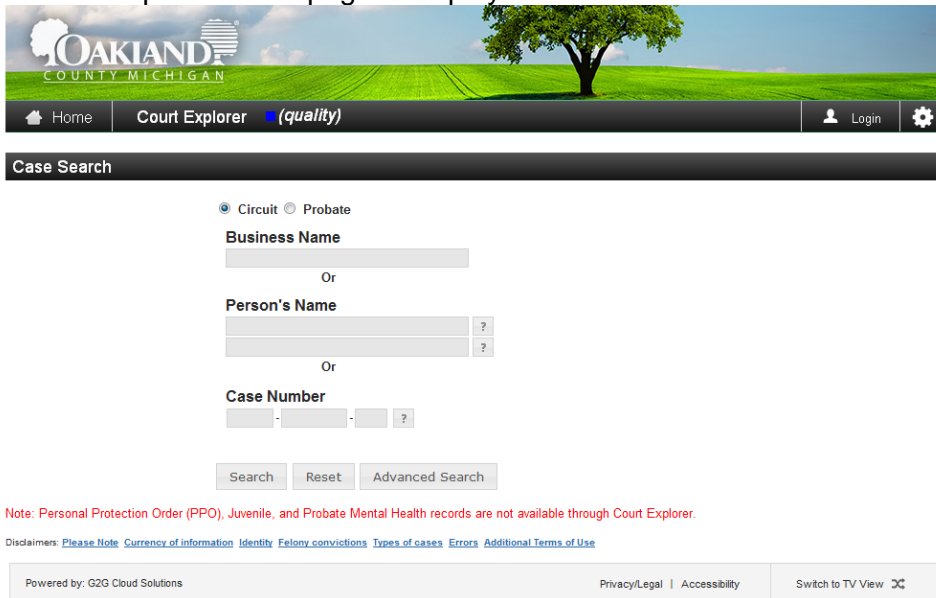
- I. Court Explorer Link and Home Page Display 1
- II. Search Options to Obtain Register of Actions or Party Information - Circuit Court..... 2
- III. Search Options to Obtain Register of Actions or Party Information - Probate Court..... 6
- IV. Order Documents Online 7
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- VI. Quick Tips for Case and Name Search10


I. Court Explorer Link and Home Page Display

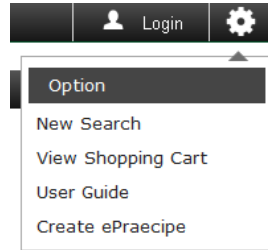
- Go to www.oakgov.com/clerkrod/courtexplorer/ and click the “**CLICK TO SEARCH NOW**” icon or the “**GO TO COURT EXPLORER NOW**” link.



- The Court Explorer home page is displayed.



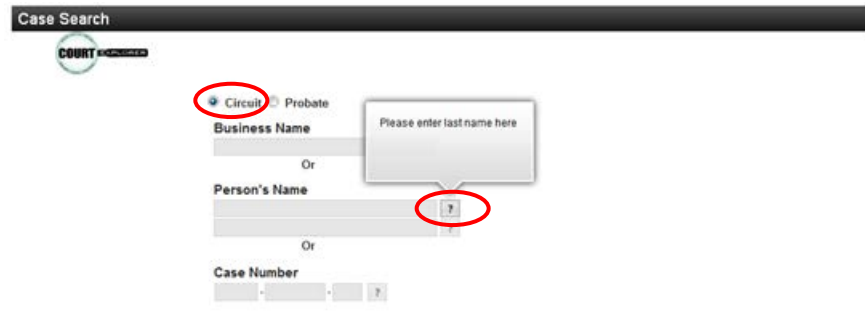
- To view the list of actions available on the Option menu, click on the  icon located in the upper right hand corner of the Case Search screen. The list is displayed as in the image below.



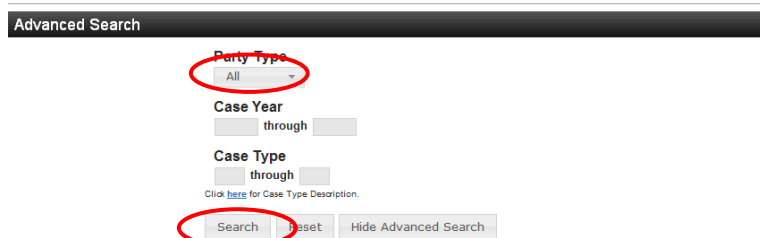
- a) New Search – displays the Case Search screen
 - b) View Shopping Cart – displays the items in the shopping cart
 - c) User Guide – displays a pdf version of the User Guide
 - d) Create ePraecipe – launches a web application whereby a Praecipe can be created and submitted on-line
4. Select the court (**Circuit or Probate**)

II. Search Options to Obtain Register of Actions or Party Information – Circuit Court

1. For Circuit Court cases, enter a business name, or a person's name (last name then first name) or a case number. Note: You must use the exact case number. If searching by name, you may search using only the first few letters of the name. Example: SMI instead of SMITH or JA instead of JAMES. For assistance, click on the "?" next to the field and a description of that field will be displayed.



2. To narrow your search, you can specify advanced search fields by clicking on the "Advanced Search" button. Enter the fields as the Party Type (click the drop down arrow to select a party type – options are "All", "Defendant" or "Plaintiff"), the Case Year (Example 2013 through 2014) or the Case Type (click the link for a listing of Case Types that are available). When all search options have been specified, click on "Search" to view results.



- The Case Search Result Screen will be displayed using the search parameters entered on the Case Search Screen. Click on the Party Name to view the Case Summary Party and Register of Actions Screen (Please note that only cases which are not archived are available for selection).

Case Search Result					
Party Name	Party Type	Opposition Party	Case Number	Judge	Archived
SMITH	Defendant	LEACH JAMES E	1976-147516-NZ	ANDERSON	Y
SMITH	Defendant	GRAMES TAMARA L	1980-212536-NO	O'BRIEN C	Y
SMITH	Defendant	NUREK JULIUS M	1988-352784-CK	UNASSIGN	Y
SMITH	Defendant	KELLEY FRANK J	1988-360716-CZ	WARREN	N
SMITH	Defendant	KELLEY FRANK J	1988-360716-CZ	WARREN	Y
SMITH	Defendant	CHAFFIN GARY S	1989-366728-NO	BOWMAN	Y
SMITH	Defendant	HOGAN TAMALA	1993-456587-NH	GRANT	Y
SMITH	Defendant	OBRINGER LAUREN	1994-470462-NO	O'BRIEN D	Y
SMITH	Defendant	OBRINGER LAUREN	1994-470462-NO	O'BRIEN D	Y
SMITH	Defendant	STILLER JAMES A	1994-473573-NH	KUMAR	Y
SMITH	Defendant	MALYSZ DOLORES M	2000-025012-NO	POTTS	N
SMITH	Defendant	JEFFERSON DONNA ANN	2001-034522-NO	O'BRIEN C	N

1 2 3 4 5 Next Last Showing 1-25 of 500 record(s)

[New Search](#) [Next 500 Records](#)

Hint: The Case Search Result screen will only display the first 500 records. If you do not find the case you are looking for, click on the Next 500 Records link or click on New Search to narrow your criteria and perform a new search.

- The Case Summary and Register of Actions information is displayed.

The screenshot shows the 'Case Summary' section for case 2000-025012-NO. The case details are as follows:

- Case Number:** 2000-025012-NO
- Entitlement:** MALYSZ DOLORES M vs. SMITH
- Judge Name:** WENDY L. POTTS
- Case Filed:** 08/02/2000
- Case Disposed:** 05/21/2001
- Case E-Filed:** NO

Below the case summary is the 'Register of Actions' table:

Date	Code	Description	Order Document
08/17/2001	SOJ	SATISFACTION OF JUDGMENT FILED RE CASE EVAL	Order Document
08/22/2001	JGM	JUDGMENT FILED CASE EVAL FEES	Order Document
08/01/2001	OSC	ORDER SHOW CAUSE FILED	Order Document
05/22/2001	ORD	ORDER FILED DISMISSAL W/PREJ	Order Document
05/22/2001	STP	STIPULATION FILED DISMISSAL W/PREJ	Order Document
05/21/2001	FD	FINAL DISPOSITION	
05/21/2001	DIS	DISMISSAL GRANTED	
04/25/2001	OMA	ORDER MEDIATION AWARD 032101	
03/16/2001	MPR	MOTION PRAECIPE FILED FOR 04252001	
02/07/2001	MPR	MOTION PRAECIPE FILED FOR 02142001	
02/01/2001	POS	AFFIDAVIT/PROOF OF SERVICE FILED	Order Document
01/31/2001	MPR	MOTION PRAECIPE FILED FOR 02072001	
01/24/2001	BRF	BRIEF FILED SUPPT DFT MTN SUM DISP	Order Document
01/24/2001	NOH	NOTICE OF HEARING FILED	Order Document

5. Circuit Court Cases can be searched by Case Number option as well. Input the case number, and click on Search.

Case Search

Circuit Probate

Business Name

Or

Person's Name
 ?
 ?

Or

Case Number
 2000 - 025012 - NO ?

Note: Personal Protection Order (PPO), Juvenile, and Probate Mental Health records are not available through Court Explorer.

Disclaimers: [Please Note](#) [Currency of information](#) [Identity](#) [Felony convictions](#) [Types of cases](#) [Errors](#) [Additional Terms of Use](#)

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6. The Case Summary/Register of Actions information is displayed.

Case Summary

Case Number
2000-025012-NO

Entitlement
MALYSZ DOLORES M vs. SMITH

Judge Name
WENDY L. POTTS


Case Filed
08/02/2000

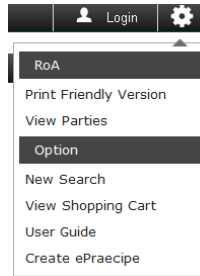
Case Disposed
05/21/2001


Case E-Filed
NO


Register of Actions

Date	Code	Description	
08/17/2001	SOJ	SATISFACTION OF JUDGMENT FILED RE CASE EVAL	Order Document
08/22/2001	JGM	JUDGMENT FILED CASE EVAL FEES	Order Document
06/01/2001	OSC	ORDER SHOW CAUSE FILED	Order Document
05/22/2001	ORD	ORDER FILED DISMISSAL W/PREJ	Order Document
05/22/2001	STP	STIPULATION FILED DISMISSAL W/PREJ	Order Document
05/21/2001	FD	FINAL DISPOSITION	
05/21/2001	DIS	DISMISSAL GRANTED	
04/25/2001	OMA	ORDER MEDIATION AWARD 032101	
03/16/2001	MPR	MOTION PRAECIPE FILED FOR 04252001	
02/07/2001	MPR	MOTION PRAECIPE FILED FOR 02142001	
02/01/2001	POS	AFFIDAVIT/PROOF OF SERVICE FILED	Order Document
01/31/2001	MPR	MOTION PRAECIPE FILED FOR 02072001	
01/24/2001	BRF	BRIEF FILED SUPPT DFT MTN SUM DISP	Order Document
01/24/2001	NOH	NOTICE OF HEARING FILED	Order Document

7. Option Menu - To view a list of action items available for this screen, click on the  icon located in the upper right hand corner of the screen. There are a total of 6 actions which can be selected; the list is displayed as in the image below.



- a) Print Friendly Version – formats the page for purposes of printing
 - b) View Parties/View Register of Actions – toggles to allow visibility of the parties (when viewing the Register of Actions) or the Register of Actions (when viewing the Parties).
 - c) New Search – displays the Case Search screen
 - d) View Shopping Cart – displays the items in the shopping cart
 - e) User Guide – displays a pdf version of the User Guide
 - f) Create ePraecipe – launches a web application whereby a Praecipe can be created and submitted on-line (Circuit Court cases only)
8. Print Friendly Version – Print Friendly version of the Register of Actions can be obtained by clicking on the Print Friendly Version link in the option menu,  icon on the upper right hand corner of the page. The Print friendly screen is displayed as in the image below.




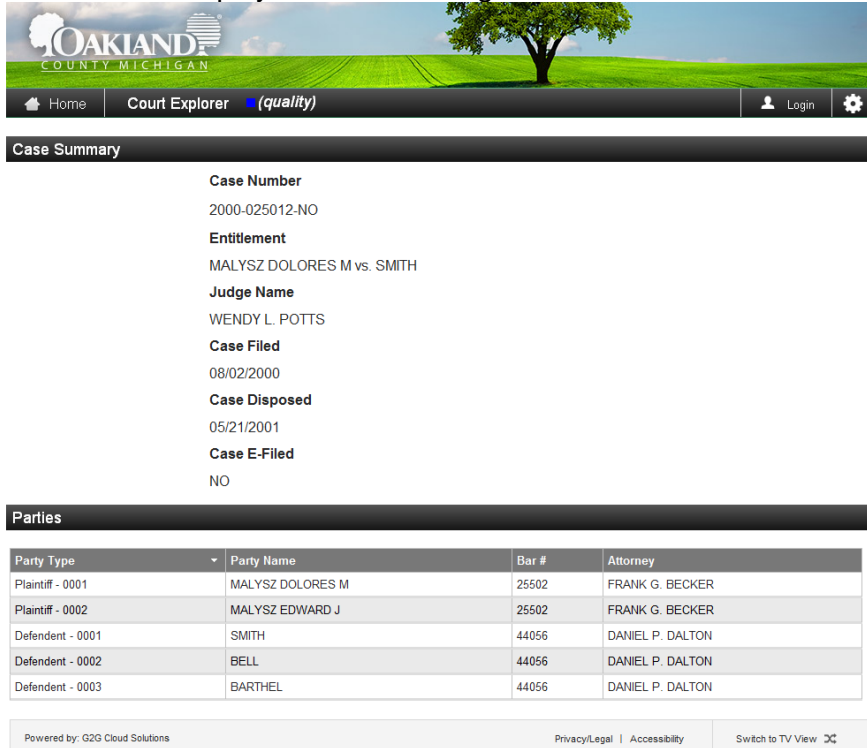
[Back](#) [Print](#)

Case Number	2000-025012-NO
Entitlement	MALYSZ DOLORES M vs. SMITH
Judge Name	WENDY L. POTTS
Case Filed	08/02/2000
Case Disposed	05/21/2001
Case E-Filed	NO

Date	Code	Description
08/17/2001	SOJ	SATISFACTION OF JUDGMENT FILED RE CASE EVAL
09/22/2001	JGM	JUDGMENT FILED CASE EVAL FEES
06/01/2001	OSC	ORDER SHOW CAUSE FILED
05/22/2001	ORD	ORDER FILED DISMISSAL W/PREJ
05/22/2001	STP	STIPULATION FILED DISMISSAL W/PREJ
05/21/2001	FD	FINAL DISPOSITION
05/21/2001	DIS	DISMISSAL GRANTED
04/25/2001	OMA	ORDER MEDIATION AWARD 032101
03/16/2001	MPR	MOTION PRAECIPE FILED FOR 04252001
02/07/2001	MPR	MOTION PRAECIPE FILED FOR 02142001
02/01/2001	POS	AFFIDAVIT/PROOF OF SERVICE FILED
01/31/2001	MPR	MOTION PRAECIPE FILED FOR 02072001
01/24/2001	BRF	BRIEF FILED SUPPT DFT MTN SUM DISP
01/24/2001	NOH	NOTICE OF HEARING FILED
01/24/2001	MTN	MOTION FILED SUM DISPIDFTS
01/24/2001	POS	AFFIDAVIT/PROOF OF SERVICE FILED
01/22/2001	POS	AFFIDAVIT/PROOF OF SERVICE FILED

Note: If you need a certified copy of the Register of Actions please contact the Oakland County Clerk's Office.

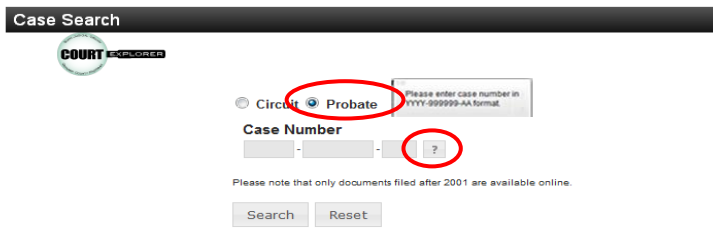
- View Parties – Party information can be displayed by clicking on the ‘View Parties’ link on the option menu,  icon on the upper right hand corner of the page. The Parties screen is displayed as in the image below.



Party Type	Party Name	Bar #	Attorney
Plaintiff - 0001	MALYSZ DOLORES M	25502	FRANK G. BECKER
Plaintiff - 0002	MALYSZ EDWARD J	25502	FRANK G. BECKER
Defendent - 0001	SMITH	44056	DANIEL P. DALTON
Defendent - 0002	BELL	44056	DANIEL P. DALTON
Defendent - 0003	BARTHEL	44056	DANIEL P. DALTON

III. Search Options to Obtain Register of Actions or Party Information – Probate Court

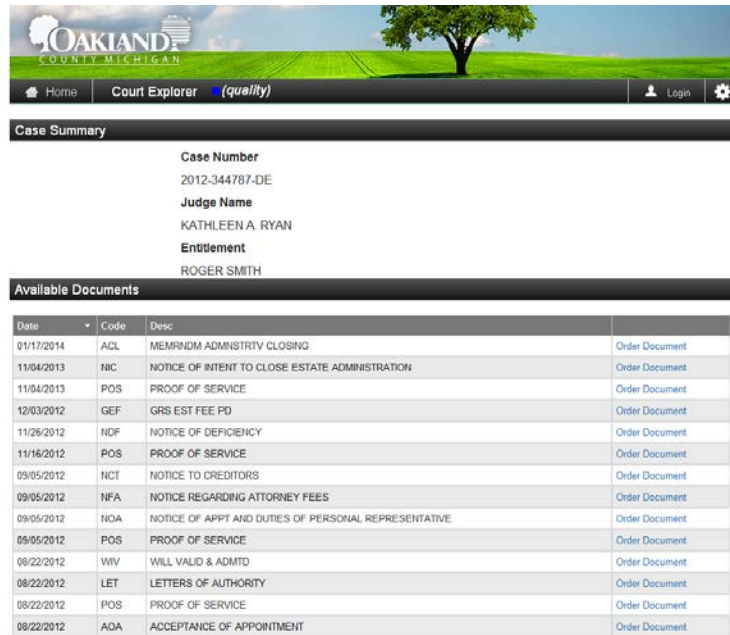
- For Probate Court cases, the only search option available is Case Number. You must enter the exact Case Number. For assistance, with the format of the case number, click on the “?” next to the field and a description of that field will be displayed.



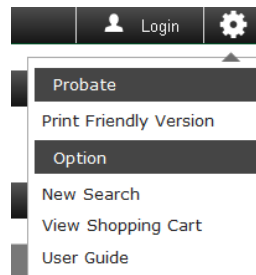
- If you do not know the case number, you can perform a search for the case number by party’s name by clicking on the “Case Number Look Up” icon. You will be transferred to the Michigan Courts website for Case Number Look Up.



- Once the case number has been entered in Court Explorer, click “Search” and the Case Summary and Available Documents screen will be displayed.



- To view a list of action items available for this screen, click on the icon located in the upper right hand corner of the screen. The Option list is displayed as in the image below.



IV. Order Documents Online

- Circuit Court, documents can be ordered from the Register of Actions Screen. Probate Court documents can be ordered from the Available Documents Screen. To order documents, click on the “**Order Document**” link to the right of the court document you would like to order.

Circuit Court

Register of Actions

Date	Code	Desc	
08/17/2001	SOJ	SATISFACTION OF JUDGMENT FILED RE CASE EVAL	Order Document
06/22/2001	JGM	JUDGMENT FILED CASE EVAL FEES	Order Document
06/01/2001	OSC	ORDER SHOW CAUSE FILED	Order Document
05/22/2001	ORD	ORDER FILED DISMISSAL W/PREJ	Order Document
05/22/2001	STP	STIPULATION FILED DISMISSAL W/PREJ	Order Document
05/21/2001	FD	FINAL DISPOSITION	

Probate Court

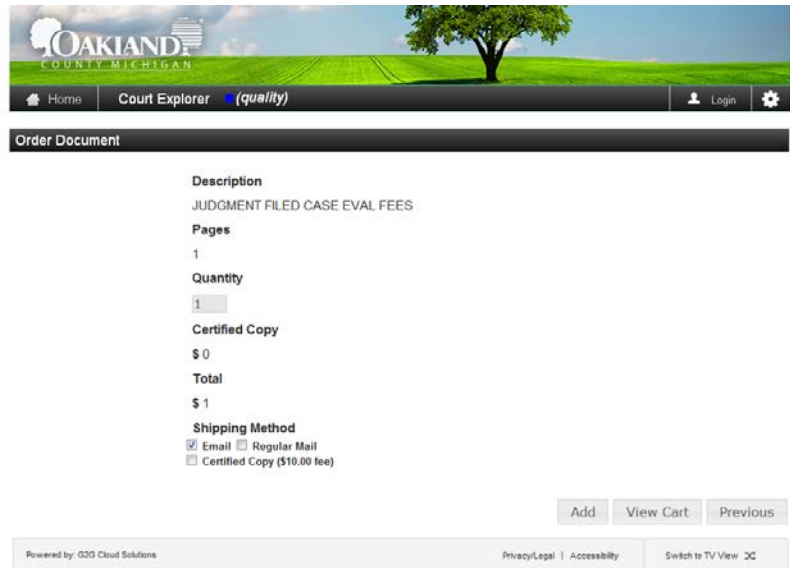
Available Documents

Date	Code	Desc	
01/17/2014	ACL	MEMRNDM ADMINSTRV CLOSING	Order Document
11/04/2013	NIC	NOTICE OF INTENT TO CLOSE ESTATE ADMINISTRATION	Order Document
11/04/2013	POS	PROOF OF SERVICE	Order Document
12/03/2012	GEF	GRS EST FEE PD	Order Document
11/26/2012	NDF	NOTICE OF DEFICIENCY	Order Document
11/16/2012	POS	PROOF OF SERVICE	Order Document
09/05/2012	NCT	NOTICE TO CREDITORS	Order Document

- Complete the order information – enter quantity of the documents you are requesting, select a shipping method (Email or Regular, U.S. Standard Mail), select Certified Copy if you would like your copies certified and click “Add” to proceed with your order.

Note: Certified documents cannot be emailed.

You may click “**View Cart**” if you would like to view your order without adding the document or you may click “**Previous**” to return to the previous screen.



- Review the items and click “**Finalize**” to complete your order and proceed to checkout. You may continue ordering by clicking on “**Continue Shopping**” or remove all items from your order at this time by clicking on “**Remove All**”. To remove individual items, click the “**Remove**” link next to the item to be removed. You may also change the number of copies (quantity) you would like to order.

Note: There is an Oakland County Enhanced Access Fee for using the online application. The Enhanced Access Fee will be added to your total at the end of the checkout process. To review the fees, click on the Enhanced Access Fee link on this web page.

Case #	Description	Quantity	\$/Unit	Total \$	
1	2000-025012-NO JUDGMENT FILED CASE EVAL FEES	1	1	1	Remove
2	2000-025012-NO Shipping Method- Email, Certified Copy- No, Case Number- 2000-025012-NO	1	0	0	
				Total: \$ 1.00	

[Continue Shopping](#)
[Remove All](#)
[Finalize](#)

* Orders will be processed within two business days.
 * All online payments will include an [Enhanced Access Fee](#) as provided by Public Act 482 of 1996, Enhanced Access to Public Records Act.
 This fee is based on a percentage of the total amount of the payment you are making online.

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- To complete the checkout process, enter all required fields (required fields are indicated with an *). Please make sure your email address is correct if you have selected Email as your delivery method. Once all the required fields are filled, click **“Submit”** to place your order. Your order confirmation screen will be displayed.

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 An initiative of Oakland County, Michigan

Billing Information

[Billing Information](#) | [Verification](#) | [Confirmation](#)

Amount: \$4.50

Please provide credit card billing information:
 (Required fields are marked with an *)

First Name *
 Middle Name *
 Last Name *

Note: Address must match address on file with credit card issuer.

Address Line 1 *
 Address Line 2 *
 City *
 State/Province *
 Zip/Postal Code *
 Country * USA

Phone Number * Service: 248-689-1000 (P)
 E-mail Address *

Credit Card Number * Service: #123456789012345
 Credit Card Type * Visa

Expiration Date * Jan 2014

Security Code * Law 3196 on the back of card

[Submit](#) [Cancel](#)

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 [Privacy/Legal](#) | [Accessibility](#)
[Switch to TV View](#)

V. Technical Support

1. For questions or problems with connectivity, please call the Oakland County Information Technology Service Center at 248-858-8812 for assistance.
2. For questions or problems with the use of the system and its screen display, please call the Oakland County Information Technology Service Center at 248-858-8812 and our Service Center will route the call to the appropriate department or analyst.
3. Any questions regarding Case information, please contact the Oakland County Clerk's Office at 248-858-0581 or the Oakland County Probate Court at 248-858-0260, Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m. EST.

VI. Quick Tips for Case and Name Search

Person Search

1. Do not use hyphens. Ex. SMITH-JONES search as SMITHJONES.
2. Do not include name suffixes such as JR, SR, I, II, III, etc.

Company Search

1. If a company's name begins with 'A' or 'THE', do not include in search. Ex. 'THE BOOK STORE', search as 'BOOK STORE'.
2. If a company's name includes the word 'AND', use the ampersand sign. Ex. 'JONES AND JONES', search as 'JONES & JONES'.
3. Do not use 'LLC' or 'PC' in a search.
4. Do not include periods in a search. Ex. 'A.B.C.', search as 'ABC'.
5. Do not use hyphens in a search. Ex. 'DAIMLER-CHRYSLER', search as 'DAMILERCHRYSLER'.
6. Spell out numeric characters that occur at the beginning for a name. Ex. '3125 WALTON', search as 'THREE THOUSAND ONE HUNDRED TWENTY FIVE WALTON'. If the number occurs later in the name use the numeric characters. Ex. Local 2002.
7. Below is a chart with abbreviations most commonly used when inputting company names:

Full Name	Abbreviation	Full Name	Abbreviation
ADMINISTRATION	ADM	DISTRIBUTOR(S)	DIST
AND	&	DIVISION	DIV
ASSOCIATES	ASSOC	EMPLOYEE(ER)	EMP
ASSOCIATION	ASSN	HIGHWAY	HWY
BOARD	BD	INCORPORATED	INC
BUILDER(S)	BLDR	INSURANCE	INS
COMMISSION	COMM	MICHIGAN STATE	MICH ST
COMPANY	CO	OAKLAND COUNTY	OAKLAND CTY
CONSTRUCTION	CONST	ROAD	RD
CONTRACTOR(S)	CONT	SERVICE	SERV
CORPORATION	CORP	TOWNSHIP	TWP
COUNTY	CTY	UNITED STATES	US
DEPARTMENT	DEPT		