



Tutorial on Services – An Example Search

Prior to completing an E-Search, please review About CSO for information about CSO, including court file access/ data restrictions and system requirements.

The following is an example search intended to outline the services that you can expect when conducting a search.

From the home page, once you have reviewed the links and are ready to do an E-Search you can either use the Search buttons at the bottom of the page or use the links from the SERVICES menu to search Civil or Court of Appeal.

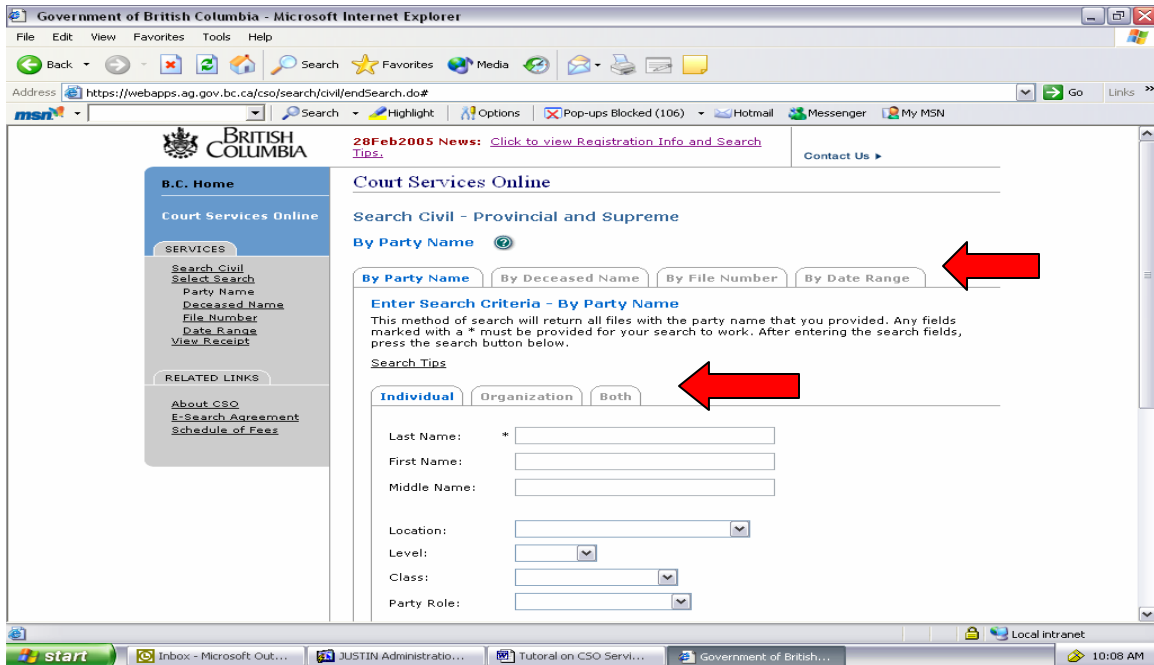
The screenshot shows the British Columbia Court Services Online homepage. At the top left is the logo for British Columbia Court Services Online. A date stamp reads "2-Mar-05 NEWS: Click here to view Registration Info and Search Tips". On the right, there are links for "Contact Us" and "Help". The main content area features a "Welcome to Court Services Online" message and a list of services: E-Search (\$6.00 per file), Daily Court Lists (coming in 2005), and E-Filing (available in 2006). A "GETTING STARTED" section lists requirements like a VISA or MasterCard and Adobe Acrobat Reader. A "FIRST TIME USERS" section lists introductory materials. At the bottom, there are two yellow buttons: "Search Civil" and "Search Court of Appeal". A red arrow points to the "Search Civil" button.

Search Buttons

When conducting a civil search you have four tabs to select from:

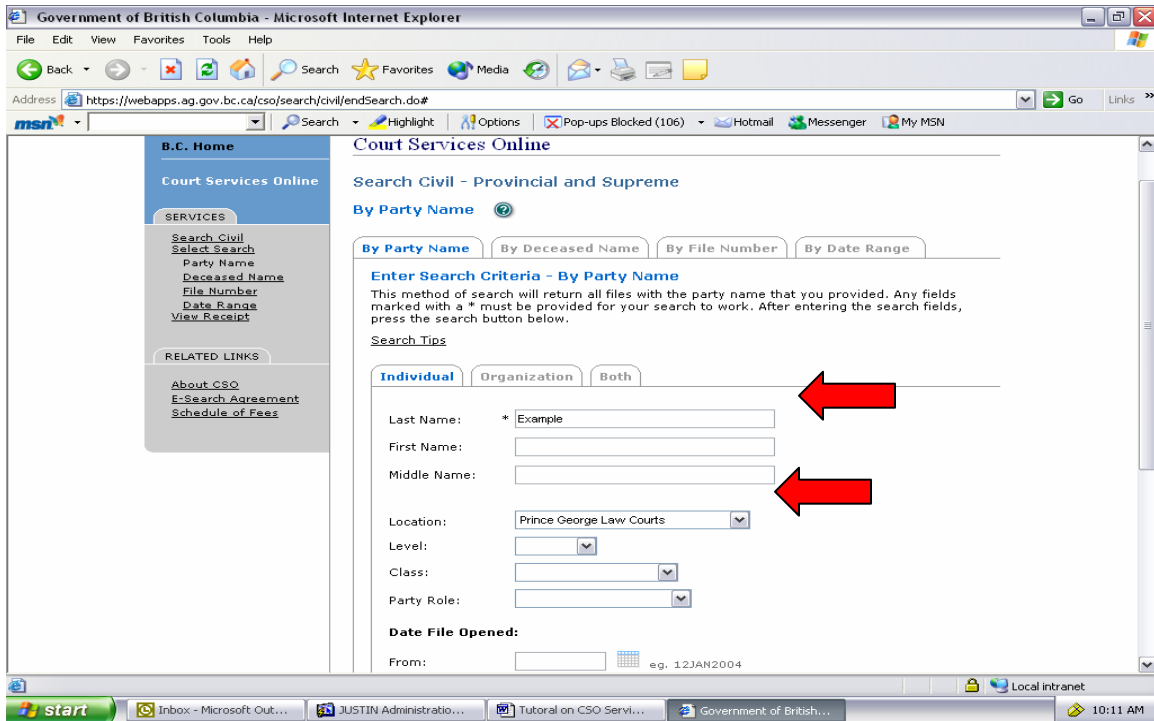
- Party Name
- Deceased Name
- File Number
- Date Range

You can enter as much or as limited data for your search. The more detail you enter, the more you could be limiting your search. You can start general and narrow your search with the Refine Search button. The following example will use the refine search tool.



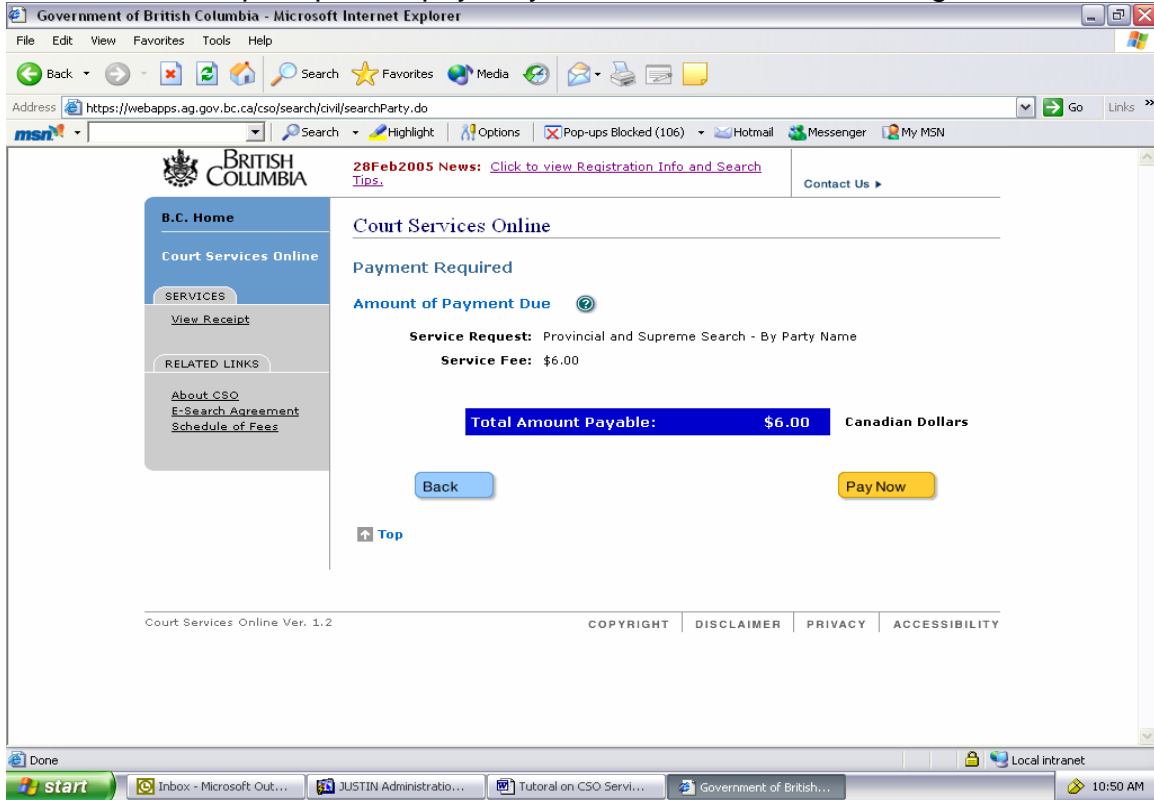
Note the different tabs for search options as indicated above by the arrows.

I am going to search a court file that I know the party name. I select **By Party Name** tab and enter the name and court location that I believe it was filed at.

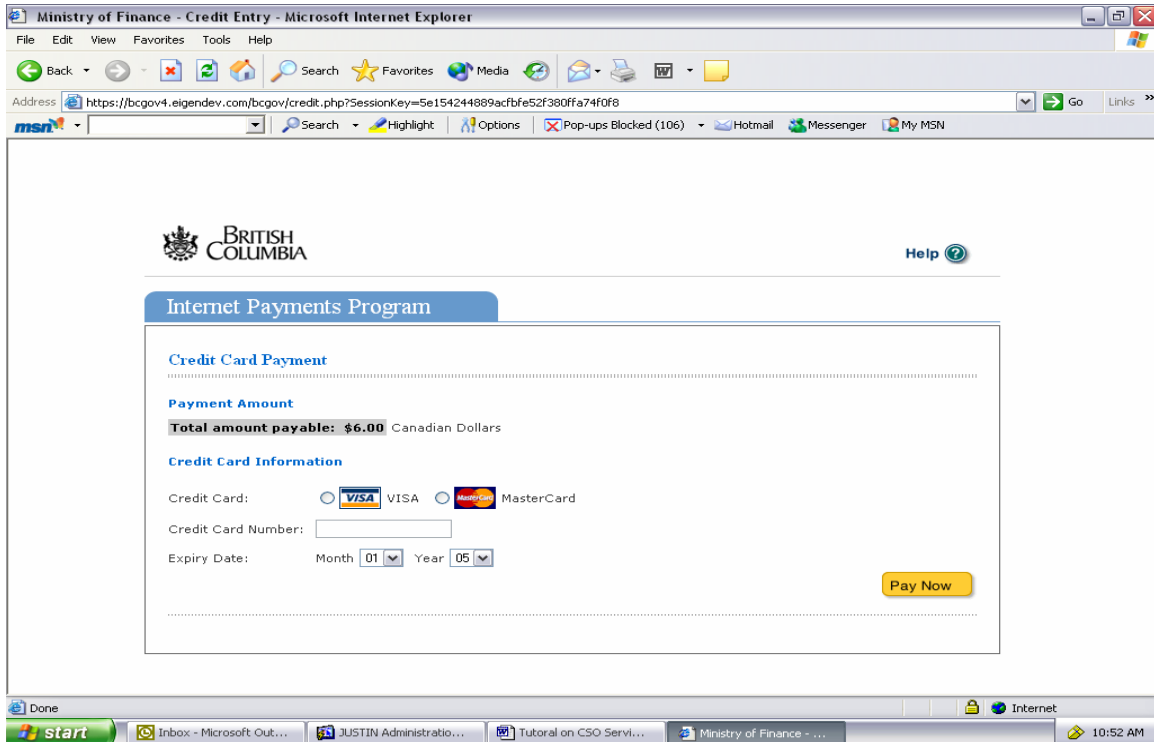


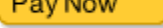
Click  at the bottom of the screen.

You will then be prompted to pay for your search with the following screens:

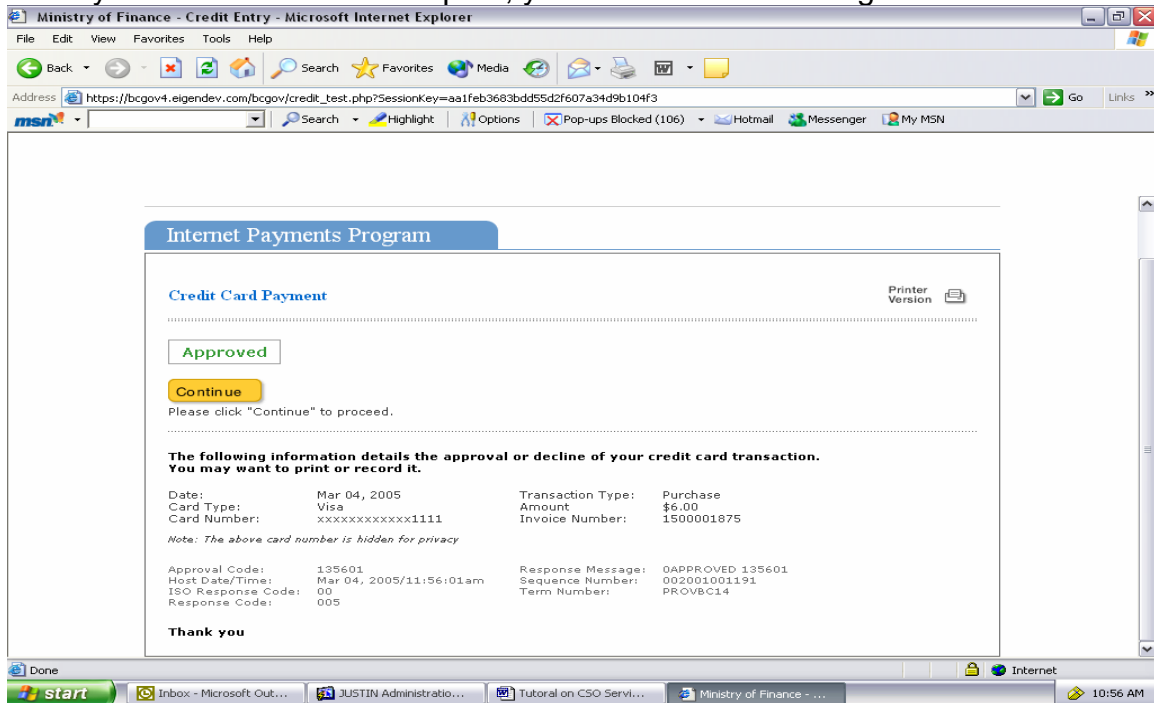



Click the  button to continue.



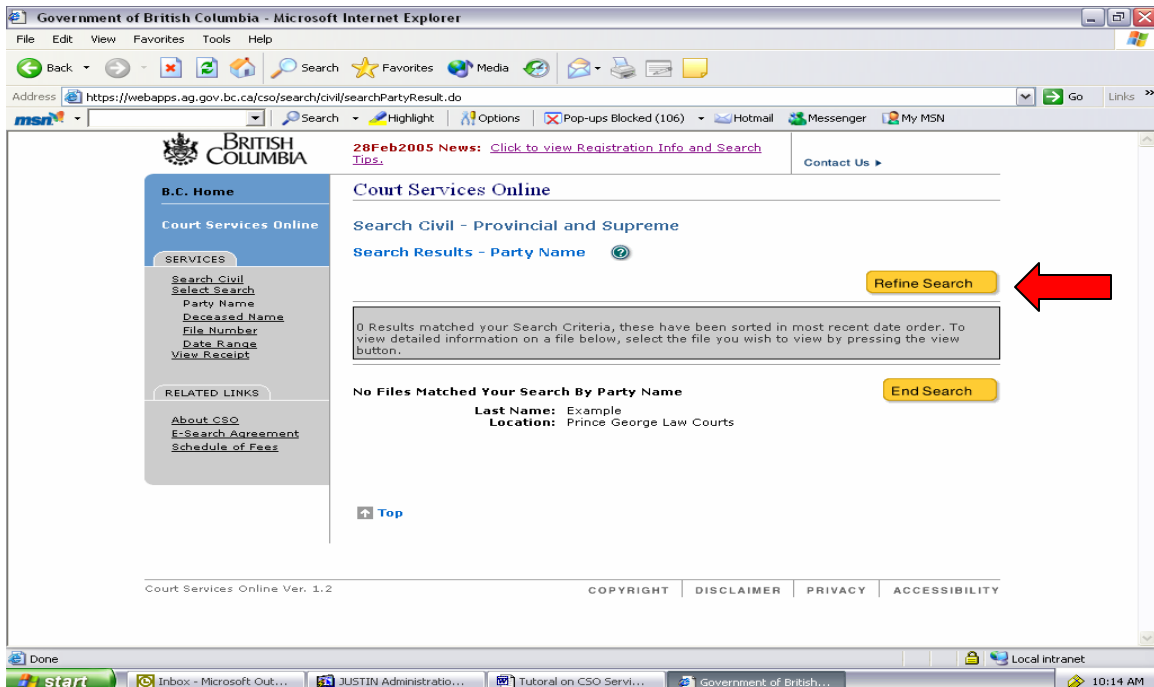
Enter your Credit card information and click the  button.
Note – At this time we ONLY accept credit card as payment, you can not use your BC Online Account.

Once your card has been accepted, you will see the following screen.

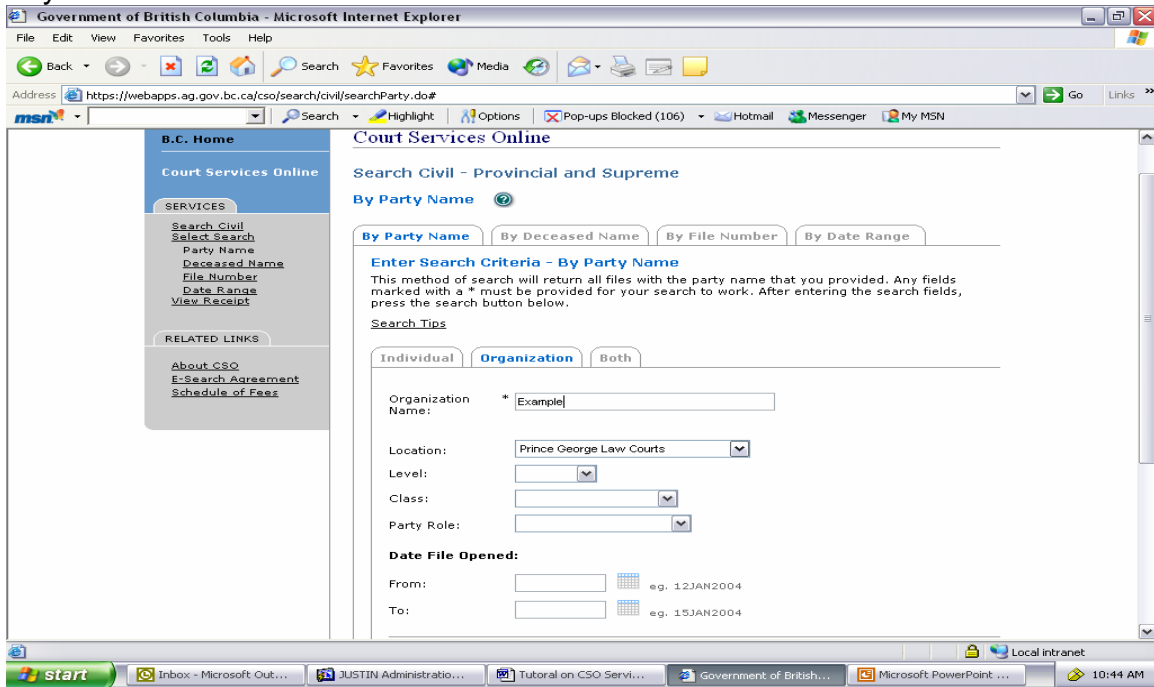


Click the  button to obtain to your search results

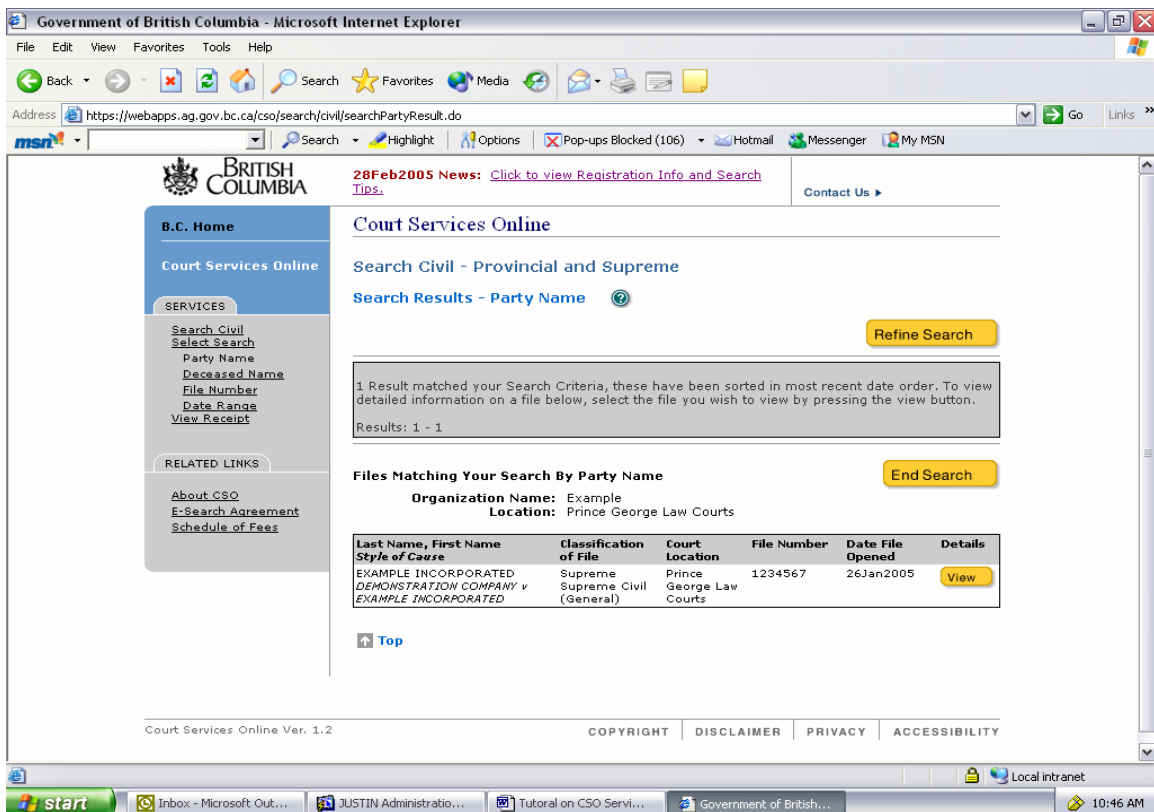
Search results indicate that no results matched my search criteria. I will then **REFINE SEARCH** to continue to look for the file.



Notice that I entered the party name as an individual, I am searching for a company, so I should have selected that instead, and this is why I did not see any results.

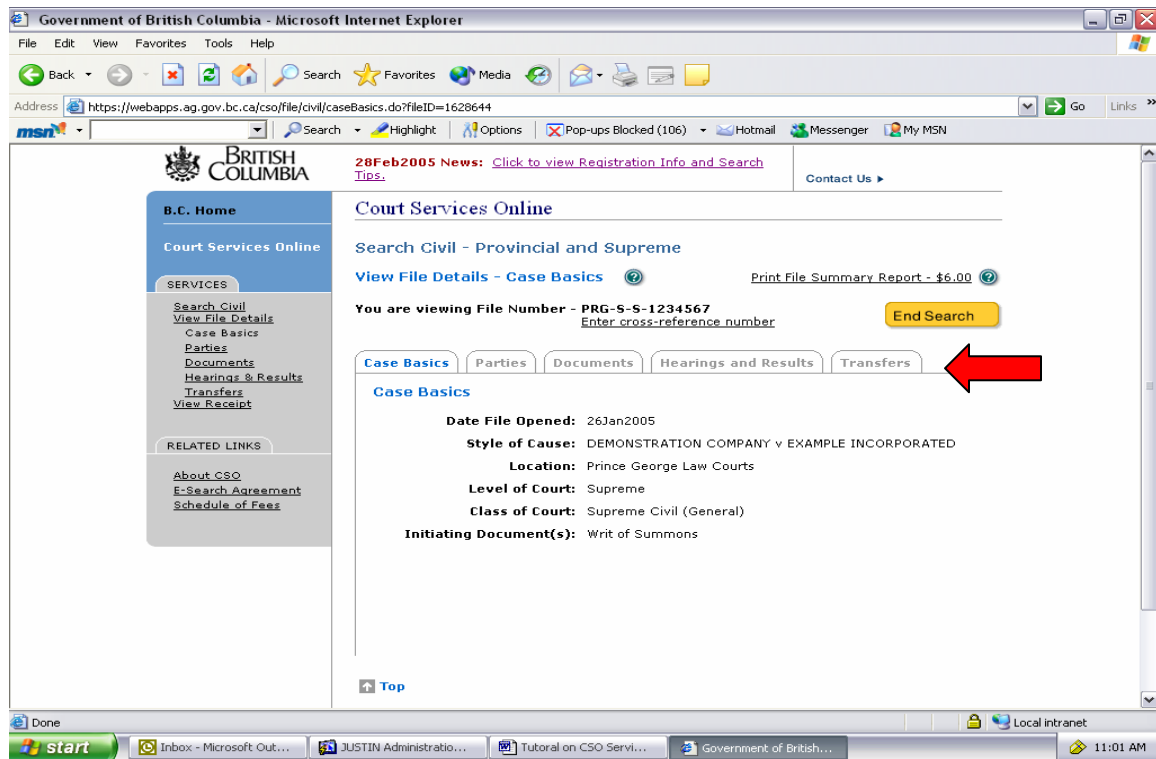


Again, Click  at the bottom of the screen.




I have now found the file that I was looking for. Note that if multiple results were found, for my \$6.00 search I can only view one of the files from the results. I can continue to refine my search until I find the file I am looking for.


To view more detail on the file I will click the  button.

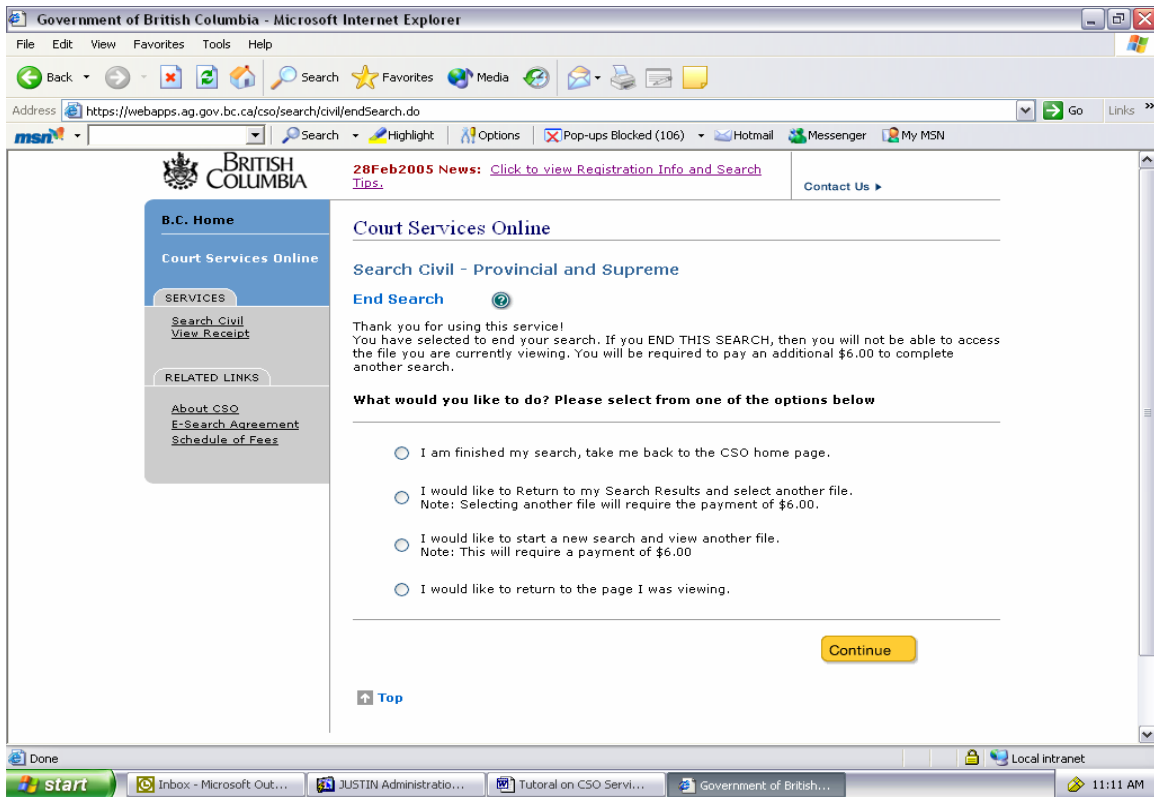


There are five tabs that I can navigate through to view more information on this file:

- Case Basics
- Parties
- Documents
- Hearings and Results
- Transfers

From this page I can also enter a cross reference number or print a file summary report. Click on the  buttons in the program for more information on these services.


Once you have navigated through the tabs you can end the search by clicking the  button. This will take you to the following screen:



This screen will allow you to do several things:

- Back to the home page
- Return to your search results and select a different file to view
- Start another search
- Return to the file I was just viewing.

Select one of the radio buttons, and click 

If you require any further information about E-Search, click the  button on any page of this program or contact the CSO Support Centre by clicking [Contact Us](#) ►