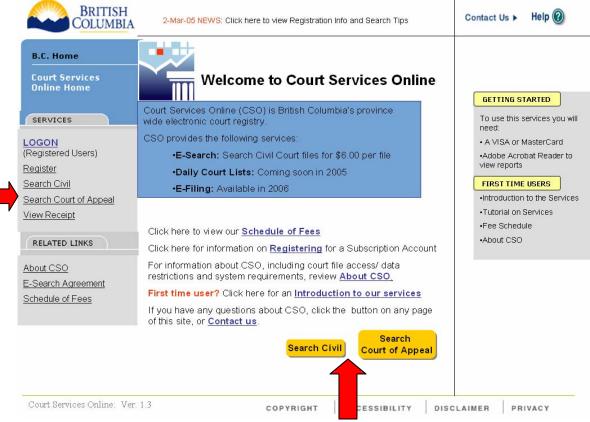


INE Tutorial on Services – An Example Search

Prior to completing an E-Search, please review <u>About CSO</u> 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.



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.

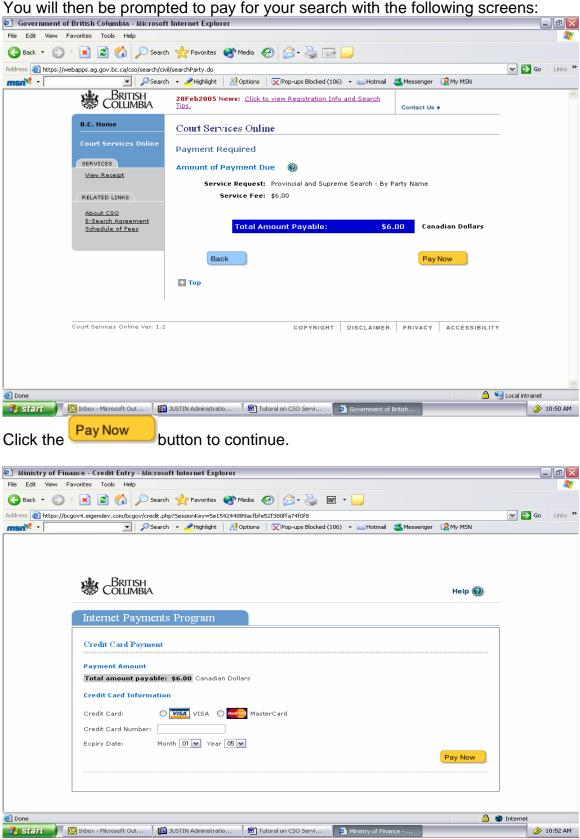
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	COLUMBIA	28Feb2005 News: Click to view Registration Info and Search Tips. Contact Us >	^
	B.C. Home	Court Services Online	
	Court Services Online	Search Civil - Provincial and Supreme	
	SERVICES	By Party Name 🔞	
	Search Civil Select Search Party Name Deceased Name File Number Date Range Mew Receipt RELATED LINKS About CSO	By Party Name By Deceased Name By File Number By Date Range Enter Search Criteria - By Party Name By Date Range This method of search will return all files with the party name that you provided. Any fields marked with a * must be provided for your search to work. After entering the search fields, press the search button below. Search Tips Individual Organization	11
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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.

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	Deceased Name	Enter Search Criteria - By Party Name	
	<u>File Number</u> <u>Date Range</u> <u>View Receipt</u>	This method of search will return all files with the party name that you provided. Any fields marked with a * must be provided for your search to work. After entering the search fields, press the search button below.	=
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	About CSO	Individual Organization Both	
	E-Search Agreement		
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Click search at the bottom of the screen.



Enter your Credit card information and click the Pay Now 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.

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Click the button to obtain to your search results

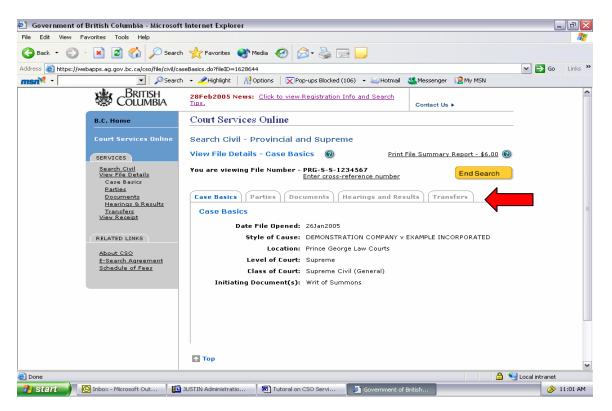
Search results indicate that no results matched my search criteria. I will then **REFINE SEARCH** to continue to look for the file.

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Tutorial on Services	Page 4	

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.

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	Date Range View Receipt	marked with a * must be provided for your search to work. After entering the search fields, press the search button below.		
		Search Tips		=
	RELATED LINKS	Individual Organization Both		
	About CSO E-Search Agreement		_	
	Schedule of Fees	Organization * Example		
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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 View button.

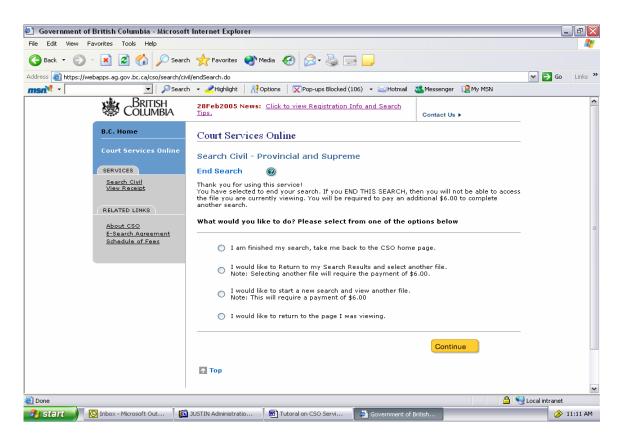
There are five tabs that I can navigate through to view more information on this file:

- 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 ² 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 End Search 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 Continue

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 >